



DATA ENTRY AND REPORTING

Department: Office of Economic & Workforce Development

Effective Date: January 1, 2011

Directive # WDD 107-Y

Supersedes: October 1, 2009

Overview

According to Enrollment Procedures, providers must submit data through Workforce Central, 7C² or ad hoc reports to OEWD. Providers may also utilize reporting systems to monitor their own performance and analyze program data. All General Fund and Workforce Investment Act (WIA) data entry is entered using the Workforce Central system while all Community Development Block Grant (CDBG) data is entered using the 7C² system.

Workforce Central (WFC)

Workforce Central (WFC) provides online data entry, program eligibility and report generation for Workforce Investment Act and General Funds contracted through OEWD. Each workforce funding stream maintains different federal, state and local eligibility, reporting and performance requirements. WFC ensures that federally mandated reporting and documentation requirements are met while streamlining data entry processes, paperwork and maintaining privacy concerns.

All WIA and General Fund data must be input into WFC by the 10th of each month.

7C²

Any program receiving Community Development Block Grant (CDBG) funds must report program data and progress into the 7C² reporting system. All individual client data available on the Family Income Verification Form must be entered into 7C². Individuals must then be assigned to activities, which are created by the provider in the system to meet contractual obligations. All CDBG client data and activity assignment must be reported monthly and submitted with invoice through 7C². Providers are not able to submit monthly progress data without submitting a fiscal invoice. **All CDBG data must be input into 7C² by the 15th of each month.**

Ad hoc Reports

At any time, OEWD may request ad hoc data reports from providers. Such data requests are often due to requirements from Federal or State entities. OEWD will provide as much notice as possible regarding such requests, given such notice from Federal or State entities.

OWED and its service providers shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is required.