North Carolina Department of Health and Human Services
Division of Social Services

Beverly Eaves Perdue, Governor   Sherry S. Bradsher, Director
Lanier M. Cansler, Secretary   (919) 733-3055

March 31, 2009

Dear County Directors of Social Services

ATTENTION: Work First Supervisors

SUBJECT: TANF Data Collection System Data Verification Queries

Because of the Deficit Reduction Act of 2005, states were required to develop and implement a Work Verification Plan that would strengthen internal controls for documenting and reporting work participation hours and other data requirements. North Carolina's Work Verification Plan was approved by the Department of Health and Human Services, Office of Family Assistance in September 2008.

In accordance with the DSS Work Verification Plan, the Division has created queries for use by county departments of social services and their Work First Representatives to ensure that data in the TANF Data Collection System is documented and entered accurately. These queries are located in the TANFAUDT universe in the Data Warehouse. These queries will be available in that universe on Friday, April 3, 2009. IRAAF forms should be submitted to DHHS Customer Support for all county staff needing access to these queries.

Attached is a list of the queries, including a detailed description of each query, along with instructions for county staff on how these queries are to be used.

If you have any questions, contact Barbara D. Simpson at (919) 334-1225.

Sincerely,

Hank Bowers

Hank Bowers, Chief
Performance Management/Reporting &
Evaluation Management Section

HB/bds

Attachment

cc: Dean Simpson
            Work First Representatives
            Local Business Liaisons

PM-REM-03-2009

TANF Data Collection System (TDC) Verification Queries

The following queries were primarily designed with the expectation that county Work First staff, supervisors, and Work First Representatives, will check data entry into the TANF Data Collection (TDC) system for accuracy. The queries are pulled from tables that are updated daily so counties must review the data prior to the monthly data entry deadline.

The queries can be found in the Client Services Data Warehouse in the TANFAUDT State Sanctioned folder. This State Sanctioned folder is divided into subfolders to make access to these queries easier. These subfolders are titled, All Data Queries, Work Eligible Indicator Queries, Relationship to Head of Household and Marital Status Queries, EPIS Related Queries, and Other Queries. The following is a detailed explanation of the queries in these subfolders.

I. All Data Queries

These queries provide information for every field entered into the TDC. They include information for each case in the sample from all fields entered on each of the tabs in the TANF Data Collection system. The query results must be used to review the data entered to ensure that it is accurate. The queries are sorted by EIS Case ID and organized so that county staff can print out the results for each query, combine the results by EIS Case ID, and review all data entered for each case to ensure that it is accurate and that data for each individual is logical when compared to data for other individuals on the case.

    A.   TANF Data Collection – Family Tab

    B.   TANF Data Collection – Adult Tab

    C.   TANF Data Collection – Children Tab

    D.   TANF Data Collection – Affiliate Tab

II. Work Eligible Indicator Queries

These queries focus on the Work Eligible (WE) codes entered for all Adults and Affiliates.

The first two are used to ensure data entry is completed and accurate.

    A.   TANF - Work Eligibility - Adults

        This query lists the Work Eligible code for all Adult recipients on all cases. The query is used to ensure that the WE code assigned is correct for every individual.

    B.   TANF - WE Code and Family Affil Code - Affiliates

        This query lists the Family Affiliation and Work Eligible codes for all adult Affiliates on all cases. This query is used to compare the data in the two fields to determine

whether WE and Family Affiliation codes are entered correctly and that the codes entered can be used with each other.

C.   TDC - Affiliate adults - WE=2 but No Family Tab Sanction

This query looks for specific errors related to the WE code entered. This query lists only those cases with potential errors.

This query lists all cases where the WE code is 2 (Yes, non-recipient parent due to sanction), but the sanctions on the Family tab are all checked 2 (No). County staff are expected to review these cases and either change the WE code to reflect that there are no sanctions, or ensure that at least one sanction is checked 'Yes' on the Family tab.

D.   TDC - Affiliate Adults - Citizenship and WE Do Not Match

This query looks for specific errors related to the WE code entered. This query lists only those cases with potential errors.

The results of this query include all cases where the WE code and the affiliate's Citizenship code do not match. This query includes two types of cases:

- those where the Citizenship is coded 9 (Unknown), but the WE code is not 7 (No, ineligible alien due to immigration); and,

- those where the WE code is 7, but the Citizenship is not coded 9.

Work Eligible Code 7 can ONLY be used if the Citizenship code is a 9.

County staff are expected to review these cases and correct the data entry to ensure that the WE and Citizenship codes are appropriate.

E.   TDC - Affiliate Adults - Family Affiliation and WE Do Not Match

This query looks for specific errors related to the WE code entered. This query lists only those cases with potential errors.

This query identifies all cases where the Family Affiliation code and the WE code do not match. This includes:

- cases where the Family Affiliation code is 2 (Parent of minor child (not in eligible family receiving assistance)) while the WE code is 6 (No, non-recipient but not a parent), as well as,

- those cases where the Family Affiliation code indicates the Affiliate is not a parent (3, 4, or 5), but the WE code specifically states it is for parents (2, 3, 4, 5, 8, 9, 10, 11).

County staff must review these cases and correct the data entry to ensure that the WE code and Family Affiliation are correct and that they may be used together.

F. TDC - Affiliate Parents - WE Indicator and SSI Do Not Match

This query looks for specific errors related to the WE code entered. This query lists only those cases with potential errors.

This query lists all cases where the Work Eligible code does not match information entered regarding the SSI status of the Affiliate.

Results of this query include:

- cases where the WE code indicates the Affiliate is receiving SSI (8 - No, non-recipient parent receiving SSI) but Receives SSI is checked 'N' (coded 2 on the query), or the SSI amount entered is 0; and

- cases where the WE code is other than 8, but Receives SSI is checked 'Y' (coded 1 on the query) or the SSI amount is greater than zero.

Note that this query only includes Affiliate parents with a Family Affiliation code of 2. This query must be utilized after the results of the "Family Affiliation and WE do not match" query has been run and reviewed to ensure the Family Affiliation codes are all correct.

G. TDC - Work Eligible = 5

This query looks for specific errors related to the WE code entered. This query lists only those cases with potential errors.

This query lists all Affiliates who have a WE code of 5 (Yes, non-recipient parent due to other reasons).

This code will cause the case to show up on the Federal Error Report. This code is very rarely applicable. This query is provided for counties to review these cases to determine whether another code would be more appropriate.

III. Relationship to Head-of-Household and Marital Status Queries

A. TANF - Relationship to HOH - Adults, Children, and Affiliates

The results of this query show the Relationship to Head-of-Household (HOH) for all Adults, Children, and Affiliates in three separate tables.

These tables are used to ensure that correct Relationship to HOH codes have been entered and that the codes for all individuals for each EIS ID make sense when compared to each other. We are working to combine the Adults, Children, and Affiliates into a single table and will update this query when that is completed.

B.   TANF - Marital Status - Adults and Affiliates

This query lists the Marital Status Code for all Adults and Affiliates who are not minor children. This query must be reviewed to ensure that the codes entered are

correct and that Adults and Affiliates on the same case have Marital Status codes that make sense when compared to each other.

C.   TDC – Relationship to HOH=Spouse but Marital Status is Not Married

This query is designed to identify only those Adults and Affiliates whose Relationship to HOH code = 2 (Spouse) but their Marital Status Code is 1 (Single, never married), 4 (Widowed), or 5 (Divorced). County staff must review these cases to determine which code needs to be corrected so that these fields make sense when compared to each other.

IV.   EPIS Related Queries

The following queries use information from the Employment Programs Information System (EPIS) to provide information on work-related and employment activities for cases in the TANF sample.

A.   Hours Per Individual Per EPIS Activity

This query provides results in two tables. The first table lists all EPIS component hours entered for every Adult recipient with separate lines for each component type completed. The second table lists all EPIS employment hours completed by every Adult recipient by employment type. The two tables are currently separate in the query results; however, we are working to combine these results into one table and will update this query when that has been accomplished.

B.   TDC - Adults in Sample Without Completed Hours in EPIS for Report Month

This query lists all recipient Adults who have no hours entered in EPIS. This query must be reviewed to determine which cases need to have EPIS hours entered so that those hours may be counted toward the participation rate.

C.   TANF - Participation Greater Than 50 Hours Per Week

This query identifies those individuals who have an average of more than 50 hours of completed EPIS component activity per week. Because the EPIS information is saved in monthly tables, the query uses the total number of component hours completed for the month and uses that number to determine the average hours per week.

This query must be reviewed to identify individuals with unusual EPIS completed component hours entry. These cases must be reviewed to ensure that the hours entered in EPIS are correct.

V.   Other Queries

A.   TANF - 24 and 60 Month Tracking - Adults

This query lists the number of months that have been used on the 24-month and 60-month time limits for all Adult recipients. This query is for information purposes only.

B.   TDC - Children Under Age 6 with Incorrect Ed Level

This query must be reviewed to check the Education Level code for recipient Children under age 6. This query lists only those children under 6 who have an education code other than 98 (No formal education). These cases must be reviewed and the Education Level corrected for these children.

C.   TDC - Adults - Child Support Coop = No

This query lists Adult recipients (on the Adult tab) who have Child Support Cooperative checked 'No'. This information is provided to counties for review to determine whether the code is correct, and if so, whether the case is in sanction for non-cooperation with child support.

D.   TDC - Check Parent with Minor Child Code

This query contains 3 separate tables listing individuals with Parent with Minor Child codes that must be checked for appropriateness. For Adult recipients it lists all cases with a code of 3 (No); for Children, it identifies all cases that are not 3 (No); and for Affiliates, it lists all cases that are not 3 (No). Each case must be reviewed to ensure the correct code is entered.