



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

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Beverly Eaves Perdue, Governor  
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director  
(919) 733-3055

September 16, 2009

## Dear County Directors of Social Services:

**Attention:** Work First Supervisors  
Income Maintenance Supervisors  
Work First Case Managers

**Subject:** Reprocessing Work Participation Rates

The Employment Programs Information System (EPIS) was modified in September 2008 to allow specified component and employment hours to be keyed as historical hours for the month that the participation rates have already been calculated. Entering historical hours was necessary due to leads from matched data for individuals in the National Directory of New Hire (NDNH) database and for capturing hours that were reported after the EPIS deadline. However, participation rates were not reprocessing prior months to capture these historical hours.

Beginning with the rates produced on September 21, 2009 for the report month of August 2009, the participation rate calculations have been modified to reprocess each month going back to the beginning of the Federal Fiscal Year (October). The work participation rate queries in the Client Services Data Warehouse (CSDW) will automatically capture the most current run of the report month entered. For example, when the rates for August 2009 are produced, the rates will be recalculated going back to October 2008. In October 2009 when the rates for September 2009 are calculated, the rates will again be recalculated going back to October 2008. Each time a month is recalculated, a case sequence number in the CSDW tables will be incremented by one to distinguish the different versions. Below is an example of how the case sequence number is incremented each time a report month is recalculated beginning with report month October 2009.

Report Month	RECALCULATION MONTH				
	October 2009	November 2009	December 2009	January 2010	February 2010
October 2009	Case Sequence 1	Case Sequence 2	Case Sequence 3	Case Sequence 4	Case Sequence 5
November 2009		Case Sequence 1	Case Sequence 2	Case Sequence 3	Case Sequence 4
December 2009			Case Sequence 1	Case Sequence 2	Case Sequence 3
January 2010				Case Sequence 1	Case Sequence 2
February 2010					Case Sequence 1

Historical Federal Fiscal Years 2007 and 2008 rates will also be recalculated. We plan to start recalculating this historical data prior to the regular monthly run scheduled around September 21, 2009. You may see differences in your participation rates after this recalculation. Again, the CSDW queries will automatically pull the most current data for the report month that you are querying. The participation rate data in EPIS will be updated after each recalculation has processed so updated rate information will be available.

In November 2009 when report month October 2009 is calculated, prior months will not be reprocessed. This is because the recalculation will process back to October of the current Federal Fiscal Year, which is October 2009. (The historical Federal Fiscal Years 2007 and 2008 will have already been completed.)

If you have questions concerning this letter please contact the Performance Management/Reporting & Evaluation Management Section at (919) 733-4530.

Sincerely,



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

**PM-REM-12-2009**