

## **The Process of Collecting, Reporting, and Sharing Tribal TANF DATA**

Quarterly Tribal TANF data reports are sent to the Division of Tribal TANF Management in the form of text files. These reports are due 45 days after the end of a quarter. Upon receipt, the files are verified to ensure that they include the correct Tribal code and that the three necessary files are attached for the correct quarter and fiscal year. If there are any preliminary issues with the files, the Tribe will be notified at this time. (Note: this does not apply to Tribes that contract with the State of Arizona for their data reporting; in this case, the State uploads the reports directly).

The data is then uploaded to a mainframe, where it is checked for validity and is sent to the Tribal TANF database. A report of the results (indicating whether cases have been accepted or rejected) is then sent via email to the Tribe. This is called the “transmission report.” If cases are rejected, a code is given that identifies the cause. These rejections can be understood via the keys given at this site: <http://www.acf.hhs.gov/programs/ofa/dts/tanfedit/index.htm#tanfedit>.

When cases are rejected, the Tribe is responsible for resubmitting corrected data. We may get involved in examining the issue, because occasionally the problem cannot be easily resolved. In some cases, data may be missing for a particular month or months, and we will work with the Tribe to resolve this issue.

We then download the data from these reports from the Tribal TANF database using a statistical analysis system (SAS). Using SAS, we create reports to keep track of the status of data submissions, caseload counts, work participation, and other information. At the end of a fiscal year, we begin to prepare the preliminary work participation rate charts to be sent to the Tribes.

If Tribes have any concerns with the numbers shown in the work participation reports, they may contact the Division of Tribal TANF Management. In some cases, data may need to be re-submitted for particular quarters. Occasionally, a programming error is affecting the output for a Tribe and it will need to be corrected.

## **Calculation of Work Participation Rates**

The work participation rate (WPR) for each Tribe is calculated based on the hours reported in the work activity data elements of the quarterly reports (#49-62). The hours spent in each work activity are totaled and compared against the Tribe’s minimum work requirements (as specified in the Tribe’s plan) to determine if that individual met the hourly requirements. Only adults with a family affiliation code of “1” in item 30 and a work participation status greater than “5” in item 48 are included in the calculation of the work participation rate.

Using these factors, the formula for calculation of the monthly rate is as follows:

Participation rate = # of families meeting work requirements divided by # of families required to participate in work activities

The calculated WPR that is used to determine if the Tribe met their negotiated rate for a specific fiscal year (note: the annual participation rates are calculated on the basis of the federal fiscal year, not the TANF plan program year) **is the average (arithmetic mean) of the monthly rates**. If in a particular month the Tribe had no families with adults who were required to work, that month would be excluded. If the Tribe failed to report for a month then a WPR of zero (0) would be assigned to that month and included in the calculations.

An example of how the WPR is calculated is presented below.

October	12%
November	15%
December	13%
January	10%
February	0% (no data submitted)
March	10%
April	15%
May	20%
June	19%
July	18%
August	15%
September	13%
TOTAL	160 (for 12 months)

**Twelve month average =  $(160/12) = 13.3\%$**

If a Tribe disagrees with the rate we have calculated, they may specify which months of the fiscal year they have found to be inconsistent with our calculations. We can then send the Tribe a list of all cases for the month(s) in question so that we can determine the reason for any inconsistencies.