

## Career Connect Non-WIOA Reports Guide

This guide covers how to run queries and canned reports for non-WIOA (aka “Generic”) programs. It includes instructions for:

- Non-WIOA Application Reports
- Demographic Query
- WIOA Services for Co-enrollee Query
- Links to instructions for other key “canned” reports

This guide will be updated as new reports / queries are developed. For a general overview of how reports work in Career Connect please see the Reports Overview presentation on the Career Connect Help Desk site (<https://workforceboard.zendesk.com/hc/en-us/articles/115002778912-Reports-Overview>).

### Non-WIOA Application Reports

Career Connect contains two canned two reports to pull back questions and responses from the non-WIOA (aka “Generic”) program applications. To access both reports, go to ***Detailed Reports > Miscellaneous Reports > Questionnaire***.

The “**Questionnaire List Report**” returns all questions/responses for all program applicants based on the selected date range. Note that if a question is multi-response, the report only returns one response. You’ll need to use the “**Generic Programs**” report to get a summary of responses to the multi-response questions.

#### **Questionnaire List Report – Key filters:**

- Program: Select the applicable program; hold down the “Ctrl” key to click multiple programs
- Customer Group: leave as “None Selected”
- Question Set Name: will default to the question set for that program
- Questions: Select the questions you want included. To get all questions leave as “None Selected”
- Region/LWDB: Select “Chicago Cook Workforce Partnership”. (Select “IL Tollway” to get the non-Cook County ConstructionWorks enrollees.)
- Office Location: Select to run the report for specific offices; to return all offices leave as “None Selected”
- Filter by date:
  - Eligibility Date: the date that staff entered as the eligibility date on the application
  - Application Date: the date that staff entered as the application date on the application
  - Enrollment Date: the start date of the first service (Note that if a customer has an application, but no service, they will not show up on the report if “Enrollment Date” is selected.)
- Date Range: select the appropriate date range

**Generic Programs Report – Key Filters:**

- **Question Set Name:** Each program has one question set; select the set associated with the desired program
- **Questions:** Select the desired question(s); leave as “None Selected” to return all questions.
- **Region/LWDB:** Select “Chicago Cook Workforce Partnership”. (Select “IL Tollway” to get the non-Cook County ConstructionWorks enrollees.)
- **Office Location:** Select to run the report for specific offices; to return all offices leave as “None Selected”
- **Filter by date:**
  - Eligibility Date: the date that staff entered as the eligibility date on the application
  - Application Date: the date that staff entered as the application date on the application
  - Enrollment Date: the start date of the first service (Note that if a customer has an application, but no service, they will not show up on the report if “Enrollment Date” is selected.)
- **Date Range:** select the appropriate date range

The report results will include a summary of the number of responses for each question selected. To see the specific customers who had a particular response, click the blue number to access a sub-report:

Additional targeted characteristics. Select all that apply.		
Response ↕	Count ↕	% ↕
Childcare needs	<a href="#">1</a>	0.00%
Disabled	<a href="#">1</a>	0.00%
Displaced worker	<a href="#">29</a>	12.00%
Ex-offender	<a href="#">27</a>	12.00%
High School drop-out	<a href="#">9</a>	4.00%
Limited English proficiency	<a href="#">2</a>	1.00%
Low-skills	<a href="#">39</a>	17.00%
Military veteran	<a href="#">10</a>	4.00%
Near or below Federal poverty	<a href="#">54</a>	23.00%
Previously exposed to industry	<a href="#">48</a>	21.00%
Underemployed construction worker	<a href="#">14</a>	6.00%
<b>Total</b>	<b>234</b>	