

# Office of Workforce Development Credential Attainment BIC Cognos Report Instruction Guide

May 30, 2019



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# Accessing BIC Cognos

Visit the BIC Cognos Portal and login.

External link: <https://bic.jfs.ohio.gov/ibmcognos/bi/?CAMNamespace=JFSExternal>

Internal link: <https://bic-internal.jfs.ohio.gov/ibmcognos/bi/>



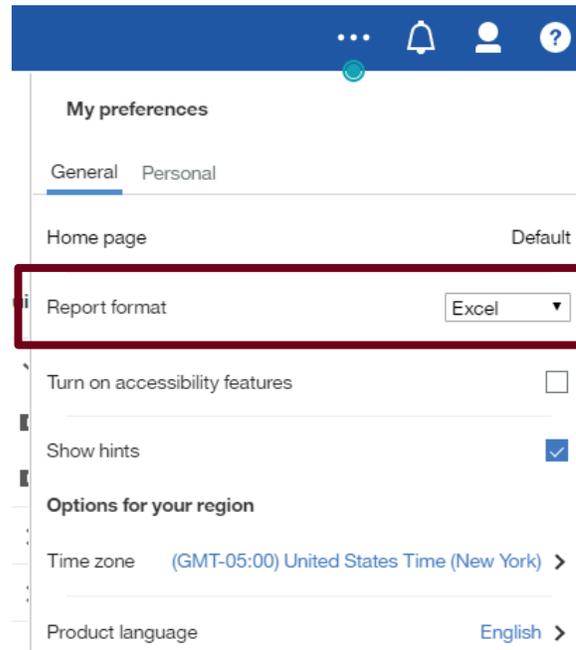
# Change preferences to download in Excel

Select person icon then My Preferences

The screenshot displays the IBM Cognos Analytics user interface. At the top, a blue navigation bar contains the logo, the text 'IBM Cognos Analytics', a 'Welcome' dropdown, and icons for help, notifications, and the user profile. The user profile icon is highlighted with a red box. A dropdown menu is open, showing the user's name 'CLARKR01' and email 'Roxanne.Clark@jfs.ohio.gov'. The menu items include 'My schedules and subscriptions', 'My preferences' (highlighted with a red box), 'Log my session', 'My Inbox', 'My Watch Items', and 'Sign out'. Below the navigation bar, the main content area features a 'Welcome to IBM Cognos Analytics' message and a 'Recent' section with three report cards. The first report is 'WIOA Youth Credential Attainment Rate' from 5/23/2019. The second is 'Case Manager Report: Adult & DW' from 5/10/2019. The third is 'WIOA Adult Credential Attainment Rate' from 5/10/2019. A 'Quick reference' section is visible on the right side of the main content area.

# Change preferences to download in Excel

Select "Excel" from Report Format drop-down



# Selecting BIC Cognos Reports



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## Select Team Content

The screenshot shows the IBM Cognos Analytics interface. The top navigation bar is blue with the text "IBM Cognos Analytics" on the left and "Welcome" with a dropdown arrow on the right. A left sidebar contains navigation options: Home, Search, My content, Team content (highlighted with a red box), and Recent. The main content area features a "Welcome to IBM Cognos Analytics" message with a sub-message "Get started by opening a dashboard, report or story!". Below this is a "Recent" section displaying six report cards. Each card includes a "REPORT" icon, the report title, and a timestamp. The reports are: "Training Services Report-CCMEP" (2/20/2019 2:51 PM), "Service Report" (2/5/2019 1:47 PM), "Selective Service Report" (2/5/2019 1:46 PM), "In-School/Out-of-School Report" (2/5/2019 10:22 AM), "Eligible & Enrolled with Contact Information" (2/5/2019 10:19 AM), and "Enrollment Report with Barrier Data" (2/5/2019 10:17 AM). On the right, a "Quick reference" section lists links: "Get started", "Overview", "Get started videos", "Sample data", and "Support". At the bottom, a dashed box contains an upload icon and the text "Drag and drop your files or browse".

# Selecting BIC Cognos Reports



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Select Office of Workforce Development

A screenshot of the IBM Cognos Analytics web interface. The top navigation bar is blue with the IBM Cognos Analytics logo on the left and a "Welcome" dropdown on the right. A left-hand navigation menu contains "Home", "Search", "My content", "Team content", and "Recent". The "Team content" section is expanded, showing a folder named "Office of Workforce Development: OWCMS" with a timestamp of "2/15/2019 12:41 PM", which is highlighted with a red box. The main content area is titled "Cognos Analytics" and contains a grid of four report cards. Each card has a "REPORT" icon, a title, and a timestamp. The reports are: "Service Report" (2/5/2019 1:47 PM), "Selective Service Report" (2/5/2019 1:46 PM), "Eligible &amp; Enrolled with Contact Information" (2/5/2019 10:19 AM), and "Enrollment Report with Barrier Data" (2/5/2019 10:17 AM). At the bottom of the main area, there is a "Drag and drop your files or browse" prompt.

# Selecting BIC Cognos Reports



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Scroll Down to WIOA and CCMEP Performance

The screenshot displays the IBM Cognos Analytics interface. On the left is a navigation sidebar with options: Home, Search, My content, Team content, and Recent. The main content area shows a list of reports on the left and a grid of report thumbnails on the right. A red arrow points to the 'Service Report' thumbnail in the grid. The grid contains four report thumbnails, each with a title, a date, and a three-dot menu icon. The 'Service Report' thumbnail is the one being highlighted.

| Report Title                                 | Date               |
|--|--------------------|
| Activity Detail Report                       | 10/5/2017 1:37 PM  |
| Basic Skills Assessment Report               | 12/11/2017 4:32 PM |
| CCMEP Summer Employment Report               | 7/19/2017 2:13 PM  |
| Eligible & Enrolled with Contact Information | 2/23/2017 2:59 PM  |
| Enrollment Report with Barrier Data          | 12/11/2017 4:40 PM |
| In-School/Out-of-School Report               | 8/25/2017 5:29 PM  |
| Lapsed Planned End Date Report_CCMEP         | 12/11/2017 4:44 PM |
| Ohio Youth Works Report                      | 7/19/2017 2:13 PM  |
| Participants with Demographics               | 2/23/2017 3:00 PM  |
| Selective Service Report                     | 3/28/2017 3:03 PM  |
| Service Report                               | 10/5/2017 1:30 PM  |
| Shortcut to Case Note Report                 | 5/10/2019 5:04 PM  |
| Training Services Report-CCMEP               | 3/28/2017 3:07 PM  |

| Report Title                                 | Date              |
|--|-------------------|
| Service Report                               | 2/5/2019 1:47 PM  |
| Selective Service Report                     | 2/5/2019 1:46 PM  |
| Eligible & Enrolled with Contact Information | 2/5/2019 10:19 AM |
| Enrollment Report with Barrier Data          | 2/5/2019 10:17 AM |

# Selecting BIC Cognos Reports



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Select WIOA and CCMEP Performance

The screenshot shows the IBM Cognos Analytics interface. On the left is a navigation pane with 'Home', 'Search', 'My content', 'Team content', and 'Recent'. The main area displays a list of reports for 'Office of Workforce ... OWCMS'. The reports listed are: Mini Registration (12/11/2017 4:29 PM), New Job Seeker Report (10/5/2017 1:27 PM), New Report Template (10/24/2016 2:00 PM), OMJ (4/26/2017 2:07 PM), OMJ Job Order Report (2/23/2017 2:45 PM), OWCMS UAT (2/23/2017 3:00 PM), Rapid Response (3/28/2017 3:01 PM), Reports in Individual's My Folders (4/26/2017 2:12 PM), SETS (3/3/2017 1:40 PM), Special Grants (3/28/2017 3:05 PM), Trade (10/24/2016 3:31 PM), Veteran (3/8/2017 3:59 PM), Wage Report (7/12/2018 2:18 PM), WIOA (5/10/2019 5:04 PM), and WIOA and CCMEP Performance (2/15/2019 12:44 PM). The 'WIOA and CCMEP Performance' report is highlighted with a red box. On the right, there are two report thumbnails: 'Training Services Report-CCMEP' (dated 2/20/2019 2:51 PM) and 'In-School/Out-of-School Report' (dated 2/5/2019 10:22 AM). At the bottom, there is a 'New' button and a 'Drag and drop your files or browse' instruction.

# Selecting Credential Attainment Report

Select CCMEP Credential Attainment Rate

The screenshot displays the IBM Cognos Analytics interface. The top navigation bar includes the IBM Cognos Analytics logo, a 'Welcome' dropdown, and icons for help, notifications, and user profile. The left sidebar contains navigation options: Home, Search, My content, Team content, and Recent. The main content area shows a list of reports under the breadcrumb 'WIOA an ... rformance'. The first report, 'CCMEP Credential Attainment Rate', is highlighted with a red box. Below it are reports for 'CCMEP Youth Educ ... 2nd Quarter after Exit', 'CCMEP Youth Educa ... 4th Quarter after Exit', 'WIOA Adult Credential Attainment Rate', 'WIOA Adult Employ ... 2nd Quarter after Exit', 'WIOA Adult Employ ... 4th Quarter after Exit', 'WIOA Dislocated Worker ... Attainment Rate', 'WIOA Dislocated W ... 2nd Quarter after Exit', 'WIOA Dislocated Wo ... 4th Quarter after Exit', 'WIOA Youth Credential Attainment Rate', 'WIOA Youth Educati ... 2nd Quarter after Exit', and 'WIOA Youth Educati ... 4th Quarter after Exit'. The right sidebar shows a 'Quick reference' section with links for 'Get started', 'Overview', 'Get started videos', 'Sample data', and 'Support'. The main content area displays three report cards: 'Participants with Demographics' (5/24/2019 3:28 PM), 'Service Report' (2/5/2019 1:47 PM), and 'In-School/Out-of-School Report'.

# Selecting Workforce Area

## Select Workforce Area

**CCMEP Youth Credential Attainment Measure**

**WDB Code**

1  
 2  
 3  
 4  
 5  
 6  
 7  
 8  
 9  
 10

**WIOA Office**

[Select all](#) [Deselect all](#)

**Select Reporting Quarter**

\* Quarter Selection

Finish Cancel

Reporting Quarter includes participants who exited between the dates listed below.

| <u>Reporting Quarter</u>      | <u>Participants who Exited Between Information Unavailable</u> |
|-------------------------------|--|
| PY 2017 First Quarter Report  | Information Unavailable  |
| PY 2017 Second Quarter Report | Information Unavailable  |
| PY 2017 Third Quarter Report  | Jul 1, 2016 to Sept 30, 2016                                   |
| PY 2017 Fourth Quarter Report | Oct 1, 2016 to Dec 31, 2016                                    |
| PY 2017 Annual Report         | Jan 1, 2016 to Dec 31, 2016                                    |
| PY 2018 First Quarter Report  | Jan 1, 2017 to Mar 31, 2017                                    |
| PY 2018 Second Quarter Report | Apr 1, 2017 to Jun 30, 2017                                    |
| PY 2018 Third Quarter Report  | Jul 1, 2017 to Sept 30, 2017                                   |
| PY 2018 Fourth Quarter Report | Oct 1, 2017 to Dec 31, 2017                                    |
| PY 2018 Annual Report         | Jan 1, 2017 to Dec 31, 2017                                    |
| PY 2019 First Quarter Report  | Jan 1, 2018 to Mar 31, 2018                                    |
| PY 2019 Second Quarter Report | Apr 1, 2018 to Jun 30, 2018                                    |
| PY 2019 Third Quarter Report  | Jul 1, 2018 to Sept 30, 2018                                   |
| PY 2019 Fourth Quarter Report | Oct 1, 2018 to Dec 31, 2018                                    |
| PY 2019 Annual Report         | Jan 1, 2018 to Dec 31, 2018                                    |

# Selecting County or Counties

## Select County Office

The screenshot shows the Ohio Department of Job and Family Services Business Intelligence Channel (BIC) interface. The main heading is "Office of Workforce Development Estimated Performance Report" for the "CCMEP Youth Credential Attainment Measure".

There are three main selection panels:

- WDB Code:** A list of radio buttons numbered 1 through 10.
- WDA Office:** A list of checkboxes for different counties. The first option, "1-0-1 OhioMeansJobs Adams County", is selected and highlighted with a red box. Other options include Brown County, Pike County, and Scioto County.
- Select Reporting Quarter:** A dropdown menu showing a list of reporting quarters from PY 2017 to PY 2019, including quarterly and annual reports.

Below the selection panels, there is a note: "Reporting Quarter includes participants who exited between the dates listed below." This is followed by two columns of text:

| Reporting Quarter             | Participants who Exited Between |
|-------------------------------|---------------------------------|
| PY 2017 First Quarter Report  | Information Unavailable         |
| PY 2017 Second Quarter Report | Information Unavailable         |
| PY 2017 Third Quarter Report  | Jul 1, 2016 to Sept 30, 2016    |
| PY 2017 Fourth Quarter Report | Oct 1, 2016 to Dec 31, 2016     |
| PY 2017 Annual Report         | Jan 1, 2016 to Dec 31, 2016     |
| PY 2018 First Quarter Report  | Jan 1, 2017 to Mar 31, 2017     |
| PY 2018 Second Quarter Report | Apr 1, 2017 to Jun 30, 2017     |
| PY 2018 Third Quarter Report  | Jul 1, 2017 to Sept 30, 2017    |
| PY 2018 Fourth Quarter Report | Oct 1, 2017 to Dec 31, 2017     |
| PY 2018 Annual Report         | Jan 1, 2017 to Dec 31, 2017     |
| PY 2019 First Quarter Report  | Jan 1, 2018 to Mar 31, 2018     |
| PY 2019 Second Quarter Report | Apr 1, 2018 to Jun 30, 2018     |
| PY 2019 Third Quarter Report  | Jul 1, 2018 to Sept 30, 2018    |

# Selecting PY 2019 Annual Report

Scroll Down and Select Reporting Quarter (Use PY 2019 Annual Report)

**BIC**  
Business Intelligence Channel  
Office of Workforce Development  
Estimated Performance Report

CCMEP Youth Credential Attainment Measure

WDB Code  
\*  5  
 6  
 7  
 8  
 9  
 10  
 11  
 12  
 13  
 14

WIOA Office  
\*

Select Reporting Quarter  
\* Quarter Selection  
PY 2017 Fourth Quarter Report (Apr 1, 2018 to Jun 30, 2018)  
PY 2017 Annual Report (Jul 1, 2017 to Jun 30, 2018)  
PY 2018 First Quarter Report (Jul 1, 2018 to Sept 30, 2018)  
PY 2018 Second Quarter Report (Oct 1, 2018 to Dec 31, 2018)  
PY 2018 Third Quarter Report (Jan 1, 2019 to Mar 31, 2019)  
PY 2018 Fourth Quarter Report (Apr 1, 2019 to Jun 30, 2019)  
PY 2018 Annual Report (Jul 1, 2018 to Jun 30, 2019)  
PY 2019 First Quarter Report (Jul 1, 2019 to Sept 30, 2019)  
PY 2019 Second Quarter Report (Oct 1, 2019 to Dec 31, 2019)  
PY 2019 Third Quarter Report (Jan 1, 2020 to Mar 31, 2020)  
PY 2019 Fourth Quarter Report (Apr 1, 2020 to Jun 30, 2020)  
PY 2019 Annual Report (Jul 1, 2019 to Jun 30, 2020)

Finish Cancel

Reporting Quarter includes participants who exited between the dates listed below.

| Reporting Quarter             | Participants who Exited Between |
|-------------------------------|---------------------------------|
| PY 2017 First Quarter Report  | Information Unavailable         |
| PY 2017 Second Quarter Report | Information Unavailable         |
| PY 2017 Third Quarter Report  | Jul 1, 2016 to Sept 30, 2016    |
| PY 2017 Fourth Quarter Report | Oct 1, 2016 to Dec 31, 2016     |

# Selecting Finish to Display Report

Select Finish. *It may take a few minutes to load...*

**BIC**  
Business Intelligence Channel  
Office of Workforce Development  
Estimated Performance Report  
CCMEP Youth Credential Attainment Measure

**WDB Code**

- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14

**WIOA Office**

5-0-1 OhioMeansJobs Lake County

**Select Reporting Quarter**

- Quarter Selection
- PY 2017 Fourth Quarter Report (Apr 1, 2018 to Jun 30, 2018)
- PY 2017 Annual Report (Jul 1, 2017 to Jun 30, 2018)
- PY 2018 First Quarter Report (Jul 1, 2018 to Sept 30, 2018)
- PY 2018 Second Quarter Report (Oct 1, 2018 to Dec 31, 2018)
- PY 2018 Third Quarter Report (Jan 1, 2019 to Mar 31, 2019)
- PY 2018 Fourth Quarter Report (Apr 1, 2019 to Jun 30, 2019)
- PY 2018 Annual Report (Jul 1, 2018 to Jun 30, 2019)
- PY 2019 First Quarter Report (Jul 1, 2019 to Sept 30, 2019)
- PY 2019 Second Quarter Report (Oct 1, 2019 to Dec 31, 2019)
- PY 2019 Third Quarter Report (Jan 1, 2020 to Mar 31, 2020)
- PY 2019 Fourth Quarter Report (Apr 1, 2020 to Jun 30, 2020)
- PY 2019 Annual Report (Jul 1, 2019 to Jun 30, 2020)

**Finish** **Cancel**

Reporting Quarter includes participants who exited between the dates listed below.

| Reporting Quarter             | Participants who Exited Between |
|-------------------------------|---------------------------------|
| PY 2017 First Quarter Report  | Information Unavailable         |
| PY 2017 Second Quarter Report | Information Unavailable         |
| PY 2017 Third Quarter Report  | Jul 1, 2016 to Sept 30, 2016    |
| PY 2017 Fourth Quarter Report | Oct 1, 2016 to Dec 31, 2016     |

# Credential Report



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The downloaded report will be on the bottom left of the screen – click to open

A screenshot of the IBM Cognos Analytics dashboard. The interface includes a left-hand navigation menu with options: Home, Search, My content, Team content, Recent, and a 'New' button at the bottom. The main content area displays a 'Welcome to IBM Co' message and a 'Recent' section. Under 'Recent', there are two report entries: 'CCMEP Credential Attainment Rate' (dated 6/3/2019 10:11 AM) and 'WIOA Adult Credential Attainment Rate' (dated 5/10/2019 8:51 AM). At the bottom of the screen, a taskbar shows a downloaded file named 'CCMEP Credential...xlsx' with a red box around it, indicating it is the report mentioned in the text above.

# Credential Report

The first tab contains a summary of the information in the report

|    |  |
|----|--|
| 4  |    |
| 5  | <b>BIC</b>   |
| 6  | <b>Business Intelligence Channel</b>   |
| 7  |  |
| 8  |  |
| 9  |  |
| 10 | <b>Office of Workforce Development</b>   |
| 11 |  |
| 12 | <b>Estimated Performance Report</b>  |
| 13 |  |
| 14 | <b>CCMEP Youth Credential Attainment Measure</b>   |
| 15 |  |
| 16 | The percentage of program participants who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit from the program. Program |
| 17 | participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage  |
| 18 | counted as meeting the criterion if such participants, in addition to obtaining such diploma or its recognized equivalent,   |
| 19 | have obtained or retained employment or are in an education or training program leading to a recognized postsecondary  |
| 20 | credential within 1 year after exit from the program.  |
| 21 |  |
| 22 |  |
| 23 | <b>Quarter Selected: PY 2018 First Quarter Report (Jul 1, 2018 to Sept 30, 2018)</b>   |
| 24 | Cohort Chart   |
| 25 |  |
| 26 | <b>Workforce Development Board: X</b>  |
| 27 |  |
| 28 | <b>NUMERATOR:1      DENOMINATOR:3</b>  |
| 29 |  |
| 30 |  |
| 31 | IMPORTANT: This BIC Cognos Report uses data from the Reporting database which is updated from OWCMS each   |
| 32 | night. It is intended to be used by lead agencies and local areas to track participants and exiters and estimate   |
| 33 | performance outcomes. It may not match official performance reports from the state of Ohio due to timing of quarterly  |
| 34 | report processing.   |
| 35 | If the data on this report is for public distribution (annual report, news article, on-line post, etc.), you must obtain prior   |
| 36 | approval from programs identified on the report prior to distribution.   |
| 37 |  |
| 38 | <b>Office(s):</b> X-0-1 OhioMeansJobs XXXX County, X-0-2 OhioMeansJobs XXXX County   |

# View and Use Report Details



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The second tab contains Details of Report with Names and Seeker IDs. Review the "NEGATIVES" to Check Whether Credential Information Can or Has Been Entered in OWCMS

| 1 | Seeker ID | Last Name | First Name | WDB Code | Office Name                     | Case Manager  | Program     | Exit Date | Degree Description | Employment/Education after Exit (HS or GED Only) | Outcome  |
|---|-----------|-----------|------------|----------|---------------------------------|---------------|-------------|-----------|--------------------|--|----------|
| 2 | 1122333   | KNOPE     | LESLIE     | X        | X-0-1 OhioMeansJobs XXXX County | PERIGO, PAIGE | CCMEP Youth | 3/31/2017 |                    |  | POSITIVE |
| 3 | 1122333   | WYATT     | BEN        | X        | X-0-1 OhioMeansJobs XXXX County | PERIGO, PAIGE | CCMEP Youth | 1/3/2017  |                    |  | NEGATIVE |
| 4 | 1122333   | HAVERFORD | TOM        | X        | X-0-1 OhioMeansJobs XXXX County | PERIGO, PAIGE | CCMEP Youth | 1/16/2017 |                    |  | NEGATIVE |

PLEASE NOTE: If the outcome says "POSITIVE" but does not list the credential under Degree Description, this case is getting credit but Cognos was unable to display the details of the credential