



# ADD ACTIVITY

The 2<sup>nd</sup> activity to be added is the **Career Counseling** activity and should be entered by the **Employment Counselor** following the initial enrollment of the **Staff Assisted Assessment**, as indicated in the **WF1 User Guide-Application & Enrollment**.

The **Career Counseling** activity **remains open** until program exit.

To add an **Activity**, click on the **Activity** link found on the left navigation panel.

**Activity Summary**  
Elsa Arendelle  
Birth Date 12/21/1995  
Record ID 202013374

Hide WIOA Out-of-School Youth Seq 1 - Enrolled

Enrollment Date: 06/17/2019 Exit Date:

Activity: Subtype:	Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency
Staff Assist Assess			06/17/2019 Open	Laurie J Doh WF Solution

Add WIOA OSY Activity

Click **Add WIOA OSY\* Activity**  
\*the appropriate program name will be listed here  
The panel shown below will appear.

**WIOA Out-of-School Youth Activity**  
Elsa Arendelle  
Birth Date 12/21/1995  
Record ID 202013374

Program Seq 1  
Agency: Location Ramsey County Workforce Solutions: North St. Paul  
Enrollment Date 06/17/2019  
Entered by Laurie J Doheny  
\*Assign to Staff Doheny, Laurie (Current Primary)  
\*Activity Type Career Counseling

Next Cancel

**Activity Type\*** - select **Career Counseling**  
\*A list of **Activity Types** begins on page 7.  
Click **Next** and the panel shown on the following page will appear

# ADD ACTIVITY continued

The following panel will appear. Enter the required data to add the activity.

**General**

At-A-Glance

Contact

Tickler

Demographics

Work Preferences

MN Works Resume

**Case Note**

Add Case Note

Case Note Quick

Case Note Search

**Cases**

Program/New App

Eligibility/Enrollment

**Activity**

TAA

Plan

Credential

Reporting Collection

Youth Performance

Participation Hours

Exit

Follow-Up

Case Assignment

Service Model

**EDS**

Add Document

Document Summary

### WIOA Out-of-School Youth Activity

**Elsa Arendelle** Record ID 202013374  
 Birth Date 12/21/1995

**Program Seq** 1  
**Agency: Location** Ramsey County Workforce Solutions: North St. Paul

**Enrollment Date** 06/17/2019  
**Entered by** Laurie J Doheny

**Assign to Staff** Doheny, Laurie (Current Primary)  
**Activity Type** Career Counseling

▼ Hide Open Activity

\*Start Date

Estimated End Date

Activity Subtype

Estimated Cost \$

Estimated Hours

User Defined Text 1

User Defined Text 2

User Defined Date

▼ Show Comments

▼ Show Case Note

▼ Show Close Activity

Items marked with a red asterisk\* are required when adding Activities.

**Start Date** - enter the same **Date** as the **Enrollment Date**

Click **Save** or

Click **Save and Open New Activity** to continue to open any other pertinent Activities for the person.

### Activity Summary

**Elsa Arendelle**  
 Birth Date 12/21/1995

▼ Hide WIOA Out-of-School Youth Seq 1 - Enrolled

Enrollment Date: 06/17/2019 Exit Date:

Activity: Subtype	Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling			06/17/2019 Open	Laurie J Doheny WF Solutions	Edit Delete Copy
Staff Assist Assess			06/17/2019 Open	Laurie J Doheny WF Solutions	Edit Delete Copy

All enrollments should have the **Staff Assisted Assessment** and **Career Counseling** activities enrolled initially – as shown here

## ADD ACTIVITY continued

Additional **Activities** should be added to the record by the **Employment Counselor** when the person begins an **Activity**, e.g. Secondary School Classes, Work Experience, etc.... WF1 **Activities** are used for reporting purposes and should be kept up-to-date.

In this example, the **Work Experience** activity is being added.

The screenshot shows the 'WIOA Out-of-School Youth Activity' form. The left sidebar contains navigation options: General, Case Note, Cases, and Activity. The main form area displays the following information:

- General:** At-A-Glance, Contact, Tickler, Demographics, Work Preferences, MN Works Resume.
- Case Note:** Add Case Note, Case Note Quick, Case Note Search.
- Cases:** Program/New App, Eligibility/Enrollment.
- Activity:** WIOA Out-of-School Youth Activity (Record ID 202013374)
- Contact:** Elsa Arendelle, Birth Date 12/21/1995
- Program Seq:** 1
- Agency: Location:** Ramsey County Workforce Solutions: North St. Paul
- Enrollment Date:** 06/17/2019
- Entered by:** Laurie J Doheny
- \*Assign to Staff:** Doheny, Laurie (Current Primary)
- \*Activity Type:** Work Experience

Callout 1: **Activity Type - select Work Experience**  
Click **Next** and the panel shown will appear

Callout 2: **Work Experience Type\* - select the appropriate type**  
\*Options are:  
Job Shadowing  
On-the-Job Training  
Other Work Experience Activities  
Paid Employment Opportunities, Including Internships  
Pre-Apprenticeship Programs  
Summer Employment/Internships

The following **Work Experience Types** are used for youth whose wages are paid with WIOA/MN Youth program funds:

- **Paid Employment Opportunities Including Internships**
- **Summer Employment/Internships**

**Other Work Experience Activities** is used for youth whose wages are paid directly by the Employer, not by program funds.

**Continue to enter** the required information for this Activity, as shown on the next page

## ADD ACTIVITY continued

All items with a red asterisk\* in the **Employment Info** panel are required when adding employment related activities.

Hide Employment Info

\*Employer Name

Worksite

Employer Contact

Address 1

Address 2

City  \*State  Zip

County  Country

Phone  Ext.  Phone Type  If other, please specify:  TTY  Video

Job Title

\*Hourly Wage \$

Hours per Week

Employment Type

\*Occupational Title (O\*NET)  -  
Clear O\*NET code for new search.

Employer Industry (NAICS)  -  
Clear NAICS code for new search.

A red asterisk indicates that the item is required for specific employment activities.

However, if other employment info is known, it should be entered for all employment activities.

**Enter the required information**

**Click Save**  
or  
**Click Save and Open New Activity** to continue to open any other pertinent Activities for the person.

## ADD ACTIVITY continued

All items with a red asterisk\* in the **School Info** panel, are required when adding training related activities.

Credentialed training funded through WIOA must be WIOA certified in order to claim the associated credential for performance purposes. This is reflected by what is entered in the **WIA/WIOA Certification Status** field (if applicable).

**Certification Pending** is an acceptable selection for **WIA/WIOA Certification Status** until activity close, upon which time the user must indicate that the training program is either certified or not certified in order to close the activity. Credentials obtained from training programs that are not WIA/WIOA certified will not count toward the credential rate.

▼ Hide School Info

**School**  -  
Clear School code for new search.

**School Location**  ▼

**Training Program (CIP)**  -  
Clear CIP code for new search.

**Training Title (O\*NET)**  -  
Clear O\*NET code for new search.

Training funded through the Workforce Investment Act (WIA) or the Workforce Innovation and Opportunity Act (WIOA) must be provided by a program or course that is WIOA certified in order to claim a credential.

**Activity is Part of Career Pathway**  ▼

**\*WIA/WIOA Certification Status**  ▼ WIA/WIOA Certified Training Program List

**Pell Grant Recipient**  ▼

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▼ Hide Case Note

When adding a training activity: write the dates of training, name or type of program, and name of the school or training facility in the Case Note box. The Case Note will be auto-added to the Case Note section of WF1.

Refer to the **WIOA Youth Client Training Policy** for detailed information on requirements for training activities

Enter **all school information** that is known

**WIA/WIOA Certification Status\*** – **Select the appropriate item**

\*Options are:

Certification Pending	Certified Outside of MN
Certified in MN	Not Certified

**NOTE:** Entering a Case Note when adding activities will auto-add the Case Note to the Case Note panel.

Click **Save**

# CLOSE ACTIVITY

Activities should be closed when the person is no longer partaking in the Activity.

To close an **Activity**, click on the **Activity** link found on the left navigation panel.

**General**

At-A-Glance  
Contact  
Tickler  
Demographics  
Work Preferences  
MN Works Resume

**Case Note**

Add Case Note  
Case Note Quick  
Case Note Search

**Cases**

Program/New App  
Eligibility/Enrollment  
**Activity**  
TAA

### Activity Summary

Elsa Arendelle Record ID 202013374  
Birth Date 12/21/1995

▼ Hide WIOA Out-of-School Youth Seq 1 - Enrolled

Enrollment Date: 06/17/2019 Exit Date:

Activity	Subtype	Work Exp Type	Funding Stream	Start Date/End Date	Staff	Agency	Action
Classroom Trng				10/01/2019 Open	Laurie J Doheny	WF Solutions	Edit Delete Cop
Career Counseling				06/17/2019 Open	Laurie J Doheny	WF Solutions	Edit Delete Cop
Staff Assist Assess				06/17/2019 Open	Laurie J Doheny	WF Solutions	Edit Delete Cop

Add WIOA OSY Activity

Click **Edit** (found under the Action column) for the appropriate Activity

The panel shown below will appear.

### WIOA Out-of-School Youth Activity

Elsa Arendelle Record ID 202013374  
Birth Date 12/21/1995

Program Seq 1  
Agency: Location Ramsey County Workforce Solutions: North St. Paul  
Enrollment Date 06/17/2019  
Entered by Laurie J Doheny  
Assign to Staff Doheny, Laurie (Current Primary Staff)  
Activity Type Classroom Training

Go to Close Activity Panel

▼ Hide Open Activity

\*Start Date   
Estimated End Date

Click the **Go to Close Activity Panel**

The panel shown on the next page will appear.

## CLOSE ACTIVITY continued

The items highlighted below are required when closing all **Activities**.

Some **Activities** may require additional information. If WF1 required fields are missing when saving, WF1 will issue an error message indicating what is required.

The screenshot shows a web form for a 'WIOA Out-of-School Youth Activity'. The left sidebar contains a menu with 'Activity' circled in red. The main content area displays activity details for 'Elsa Arendelle' (Record ID 202013374). Fields for 'End Date', 'Completion Results', 'Actual Cost', 'Child Care Provided', and 'Transportation Provided' are highlighted in yellow. A callout box on the right provides instructions for these fields and the 'Save' button.

Field	Value
Program Seq	1
Agency: Location	Ramsey County Workforce Solutions: North St. Paul
Enrollment Date	06/17/2019
Entered by	Laurie J Doheny
Assign to Staff	Doheny, Laurie (Current Primary Staff)
Activity Type	Classroom Training
End Date	[Empty]
Completion Results	None Selected
Actual Cost	\$ [Empty]
Child Care Provided	None Selected
Transportation Provided	None Selected
Actual Hours	[Empty]

**End Date** - enter the appropriate **Date**

**Completion Results** - select the appropriate **item**

Click **Save**



## ACTIVITY DEFINITIONS

DEED provided the following **Activity definitions**.

A "T" indicates the activity is considered Training. A "C" indicates the activity leads to a recognized credential.

Activity	Description	T	C
Alternative Secondary School Services	A specialized, structured curriculum offered inside or outside of the public school system. May provide work/study and/or GED preparation. A young person enrolled in an Alternative School at the time of enrollment is considered to be an in-school youth.	X	X
Approved Local Youth Activity	Activity must be specified and described in the local WDA Youth Plan and approved by DEED prior to use by local service provider. (Used in conjunction with another activity)		
Basic Skills Training	Services provided to participants who are identified as being "basic skills deficient" and may include (but is not limited to) helping improve study skills, reading, math and/or writing skills.		
Career Counseling	1-1 counseling that provides current information about career pathways and relevant labor market information. Activities may include comprehensive and specialized skill assessments to help identify skills, career interests, goals, and potential barriers.		
Classroom Training	A singular activity that covers all types of classroom training that were previously separate.	X	X
Community Involvement & Leadership Development	Participants learn the importance of being involved with their community, assisting others through volunteerism, and leveraging their skills. Other activities may be included designed to enhance self-esteem and confidence.		
Credential Attained Without Training	Use when participant training costs are funded through other sources where only tests and/or licensing fees are paid by the local service provider. The training must be attended during program participation.	X	X
Entrepreneurial Training	Training to help participants start their own business.	X	X

## ACTIVITY DEFINITIONS continued

Activity	Description	T	C
Financial Literacy Education	Individualized or classroom setting to help participants understand how to manage their personal finances, household budgeting, managing credit responsibly, and related topics.	X	
Holding	This “nonactivity” temporarily places a participant on hold for no more than 90 days. Allows for time to pass before anticipated entry into another activity. NOTE: Not a federal-recognized activity. Requested by local partners in Minnesota to assist in managing clients. VERY IMPORTANT: Under WIOA reporting rules, a youth with no open activities after 90 consecutive days is automatically exited dating back the last activity was closed.		
Labor Market/ In-Demand Employment Information	Information is presented in a group setting unlike “Career Counseling” in which service is provided one-on-one.		
Local Flag	Used exclusively by local partner agencies for internal use.		
Mentoring	Youth participants are paired with adult mentors who provide advice or share experiences. Case managers may provide mentoring if circumstances warrant [See 20 CFR 681.490 (a)(3)]		
Non- credentialed Training	Training to increase employability, e.g., one or two day computer software classes, first aid training, OSHA classes, forklift training.	X	
Occupational Skills Training	Organized program that provides specific vocational skills leading to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to programs that lead to recognized postsecondary credentials aligned with in-demand sectors or occupations in local area. Such training must: (1) Be outcome- oriented and focused on an occupational goal specified in the individual service strategy;(2) Be of sufficient duration to impart the skills needed to meet the occupational goal; and (3) Lead to the attainment of a recognized postsecondary credential.	X	X

## ACTIVITY DEFINITIONS continued

Activity	Description	T	C
On-The-Job Training (Public or Private)	Participants obtain job skills in a "real world" job setting in private or public sector. Employer provides training based on a written contract negotiated and approved between the employer and service provider. Participant receives full time wages through the employer. Service provider reimburses employer an agreed upon percentage of wages during the OJT timeframe.	X	
Partnering	WIOA participant is either: A) receiving other coordinated services or activities simultaneously from another agency and that partnering agency is paying the cost for those services; or B) the participant continues to be enrolled by the local service provider that originally enrolled them, but the current services are being provided and paid for by the partner agency.		
Planned Extended Leave	Participant has a planned gap in service greater than 89 days due to a delay before the beginning of training e.g., can't get into a post-secondary class until next term) or participant has a health/medical reason that precludes participation, but would like to resume his/her activities within a reasonable timeframe.		
Pre-Apprentice- ship	Program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s).	X	X
Remained in School	The youth is enrolled in an education program and no longer requires employment services.		
School-To-Work Transition	For youth who complete an educational program and plan to enter full-time employment. May include, but not limited to, occupational information, short-term job search assistance, job clubs, placement & job development and/or follow-up services.		
Secondary School Classes	For in-school youth pursuing a secondary school diploma in a traditional high school setting or a former high school dropout chooses to return to a traditional high school setting. Expected outcome is a secondary school diploma (or equivalent).	X	X

## ACTIVITY DEFINITIONS continued

Activity	Description	T	C
Staff Assisted Assessment	Assessment of academic and skill levels, and service needs. Includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (interests & aptitudes for nontraditional jobs), and supportive service and developmental needs. Identifies appropriate services and career pathways. A new assessment isn't required if a provider determines a recent assessment conducted in accordance with another education or training program is appropriate.		
Staff-Assisted Job Placement	Involves job development by program staff and independent job seeking by participant. Includes referrals to job openings.		
Staff-Assisted Job Search In- Area	Create plan and help carry out a successful job-hunting strategy when the participant is looking for work within 50 miles of current residence. Services may include, but are not limited to, resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan.		
Staff-Assisted Job Search Out-Of-Area	Create plan and help carry out a successful job-hunting strategy when looking for work beyond 50 miles of current residence. Services may include, but are not limited to, resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan. Would likely require immediate or future relocation.		
Study Skills Training/ Tutoring	Tutoring, study skills training, and instruction to help participant earn a recognized credential. Focus is on providing academic support, helping identify areas of academic concern, assisting with overcoming learning obstacles, and providing tools and resources to develop learning strategies. Can be provided one-on-one, in a group setting, through resources and workshops.		
Transition to Post-Secondary	Prepare youth for advancement to postsecondary education after a high school diploma or equivalent. Includes exploring postsecondary education options, e.g., technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeships. Also includes, but not limited to SAT/ACT test preparation; college admission applications assistance; searching and applying for scholarships and grants; FAFSA or other financial aid applications and connecting youth to post-secondary education programs and services.		

## ACTIVITY DEFINITIONS continued

Activity	Description	T	C
Work Experience	<p>Planned, structured learning experience at private for- profit, non- profit, or public sector workplace. May be paid, unpaid, full-time, part-time, summer only, &amp; longer periods as appropriate.</p> <p>The following <b>Work Experience Types</b> are used for youth whose wages are paid with WIOA/MN Youth program funds:</p> <ul style="list-style-type: none"> <li>• <b>Paid Employment Opportunities Including Internships</b></li> <li>• <b>Summer Employment/Internships</b></li> </ul> <p>The following <b>Work Experience Type</b> is used for youth whose wages are paid directly by the Employer, <u>not</u> by program funds:</p> <ul style="list-style-type: none"> <li>• <b>Other Work Experience Activities</b></li> </ul> <p>See page 3 for more information.</p>		
Work Readiness Skills Training	<p>Training to seek employment, e.g., resume development, appropriate dress, and to retain employment, e.g., arriving on time, conflict resolution, working with others, etc. Activities, programs, or services to help youth acquire skills in basic academics, critical thinking, digital literacy, self-management, including competencies in: (a) utilizing resources; (b) using information; (c) working with others; (d) understanding systems; (e) skills for successful transition into and completion of postsecondary education or training, or employment; and (f) other employability skills.</p>	X	
Workforce Preparation and Education	<p>Includes education and training, workforce preparation activities, basic academic skills, and hands-on occupational skills training within the same period that lead to training in a specific occupation, occupational cluster, or career pathway.</p>	X	