# Workforce One

Activity User Guide MN & WIOA Youth October 2019



The **Activity** is a service or an event a person participates in as a means of accomplishing program goals

Activities entered in WF1 are also used for reporting purposes

Refer to the following WFS policies for additional information:

- Referral and Co-Enrollment Process
- Summer Work Experience
- Work Experience
- WIOA Youth Client Training
- Youth Programming Enrollment

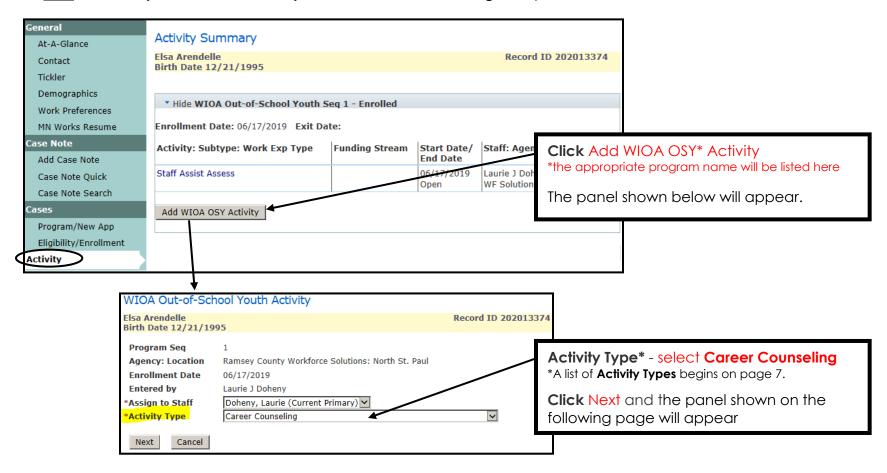
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#### **ADD ACTIVITY**

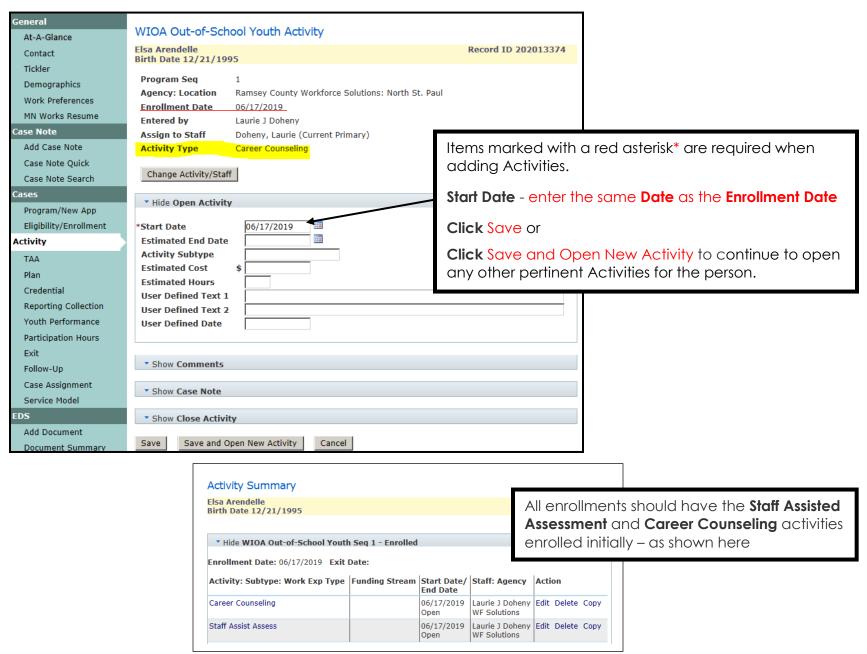
The 2<sup>nd</sup> activity to be added is the **Career Counseling** activity and should be entered by the **Employment Counselor** following the initial enrollment of the **Staff Assisted Assessment**, as indicated in the **WF1 User Guide-Application & Enrollment**.

The Career Counseling activity remains open until program exit.

To <u>add</u> an **Activity**, click on the **Activity** link found on the left navigation panel.

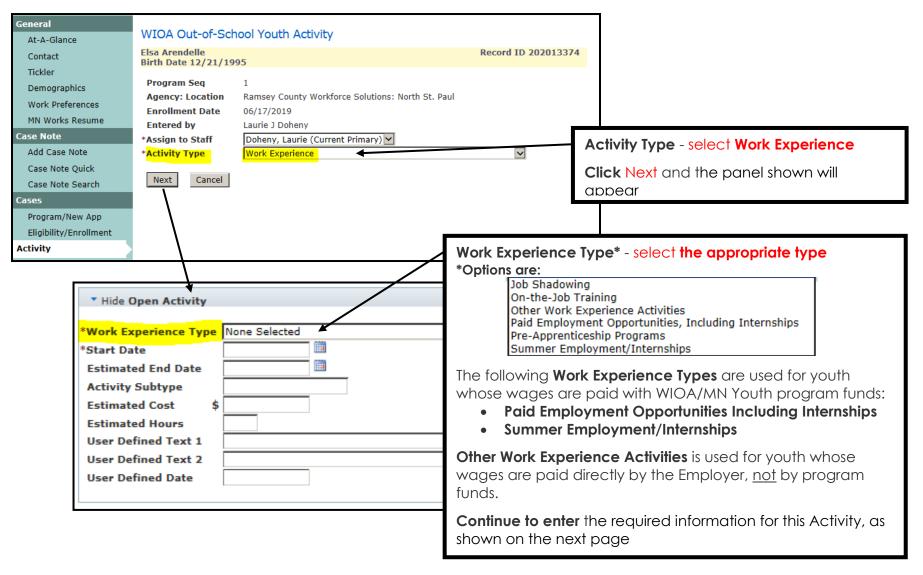


The following panel will appear. Enter the required data to add the activity.

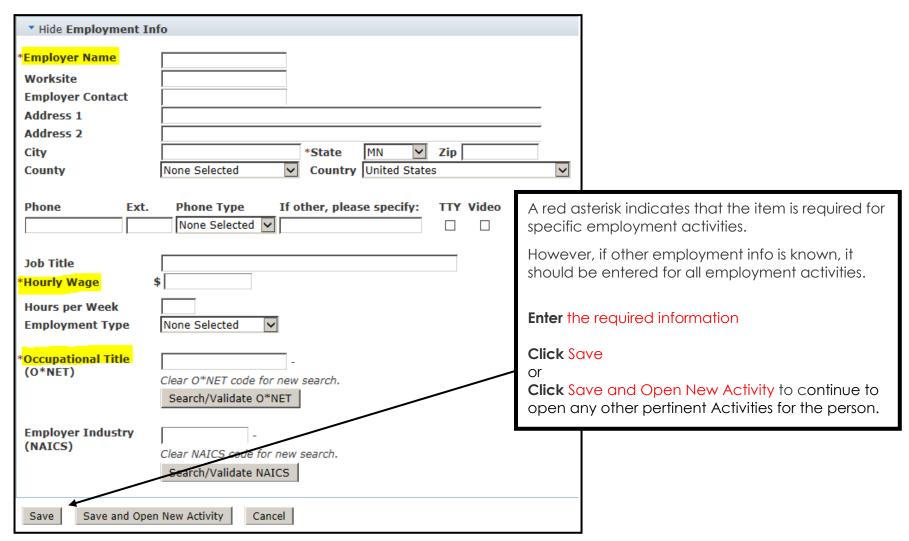


Additional **Activities** should be added to the record by the **Employment Counselor** when the person begins an **Activity**, e.g. Secondary School Classes, Work Experience, etc.... WF1 **Activities** are used for reporting purposes and should be kept up-to-date.

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



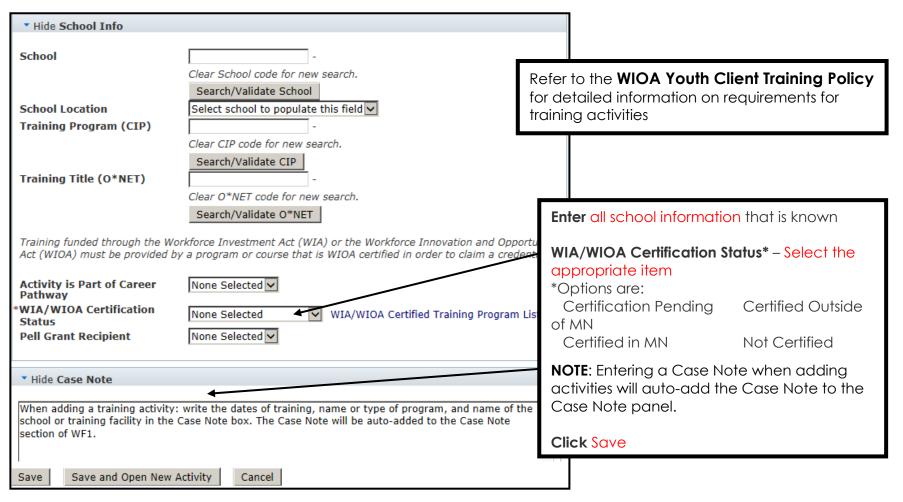
All items with a red asterisk\* in the **Employment Info** panel are <u>required</u> when adding <u>employment related</u> activities.



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 <u>WIOA certified</u> 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).

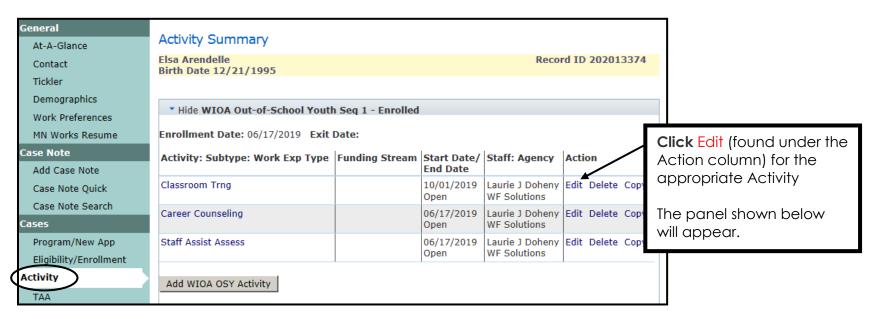
**Certification Pending** is an acceptable selection for **WIA/WIOA Certification Status** until activity close, upon which time the user must indicate that the training program is either certified or not certified in order to close the activity. Credentials obtained from training programs that are not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

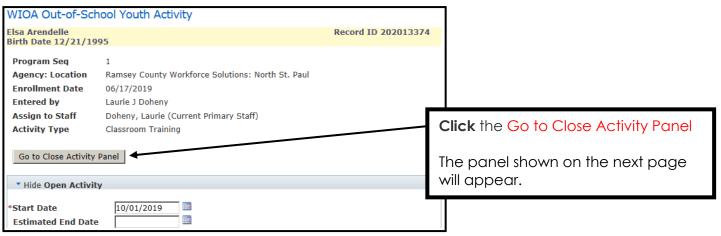


#### **CLOSE ACTIVITY**

**Activities** should be <u>closed</u> when the person is no longer partaking in the Activity.

To <u>close</u> an **Activity**, click on the **Activity** link found on the left navigation panel.

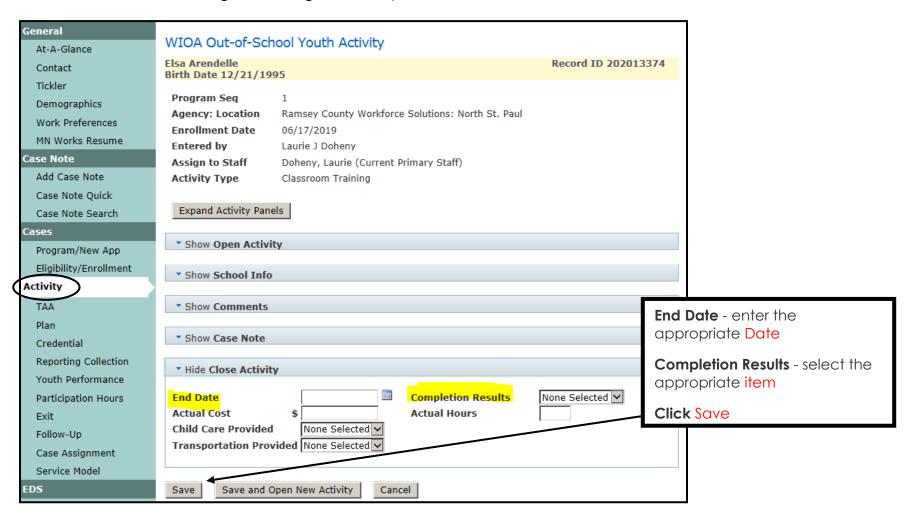




#### **CLOSE ACTIVITY** continued

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.



### **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	Т	С
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.	Х	Х
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.	Х	Х
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.	Х	Х
Entrepreneurial Training	Training to help participants start their own business.	Х	Х

Activity	Description	T	С
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.	Х	
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.	Х	
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	Description	T	С
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	Х
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	Х

Activity	Description	T	С
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	Description	T	С
Work Experience	Planned, structured learning experience at private for- profit, non- profit, or public sector workplace. May be paid, unpaid, full-time, part-time, summer only, & longer periods as appropriate.		
	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		
	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:  • Other Work Experience Activities		
	See page 3 for more information.		
Work Readiness Skills Training	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.	X	
Workforce Preparation and Education	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.	Х	