Workforce One

Activity User Guide Adult/Dislocated Worker (DW) 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 policies for additional information:

- Enrollment
- Allowable Activities
- Training

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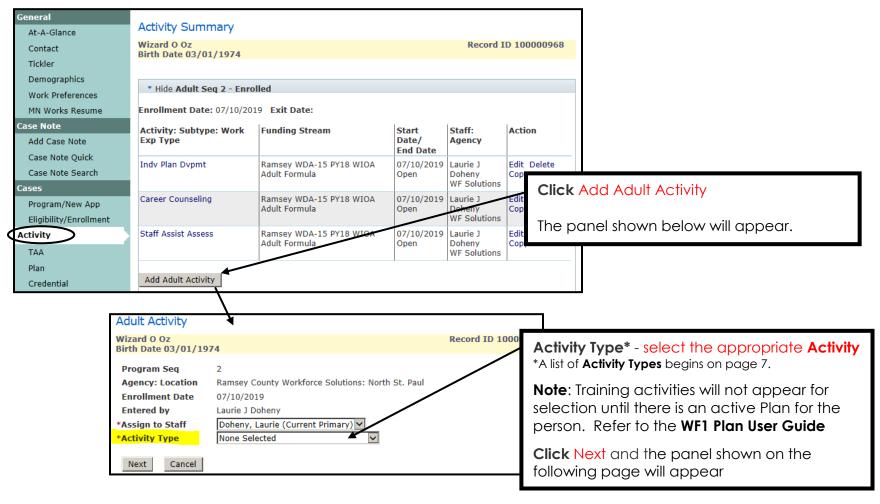
ADD ACTIVITY

The following **Activities** are added to a person's WF1 record when the **MIS Unit** completes the initial enrollment.

- 1. Staff Assisted Assessment
- 2. Career Counseling
- 3. Individual Plan Development

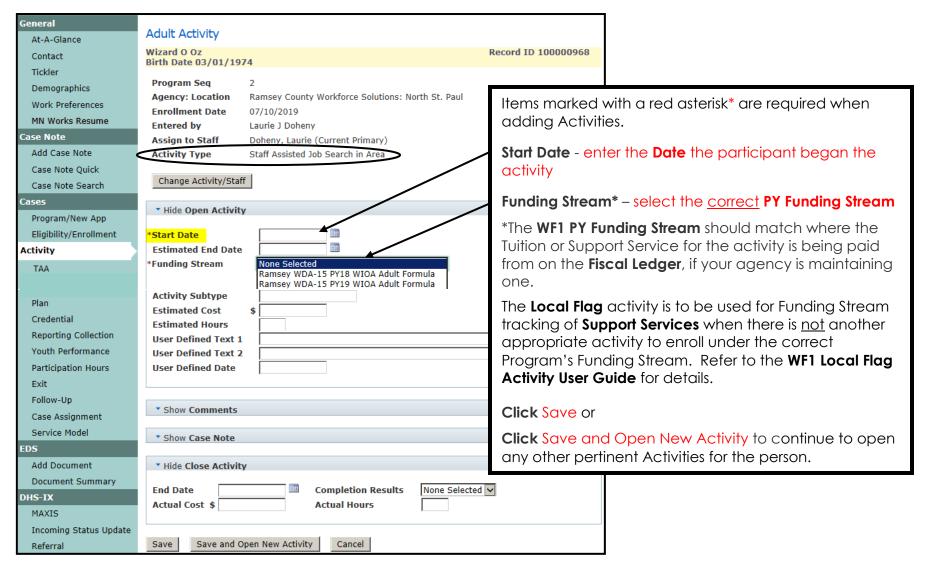
Additional **Activities** should be added to the record by the **Employment Counselor** when the person begins an **Activity**, e.g. Training, Job Search, Employment, etc.... WF1 **Activities** are used for reporting purposes and should be kept up-to-date.

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



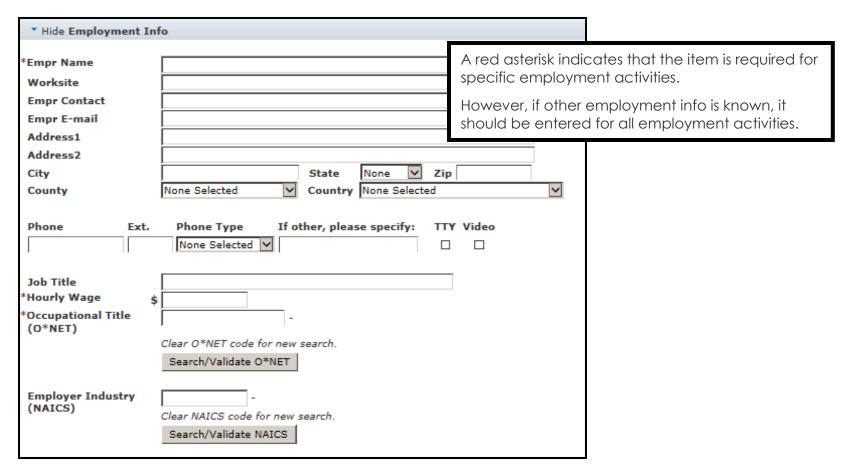
ADD ACTIVITY continued

In this example, the **Staff Assisted Job Search in Area** is being added.



ADD ACTIVITY continued

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

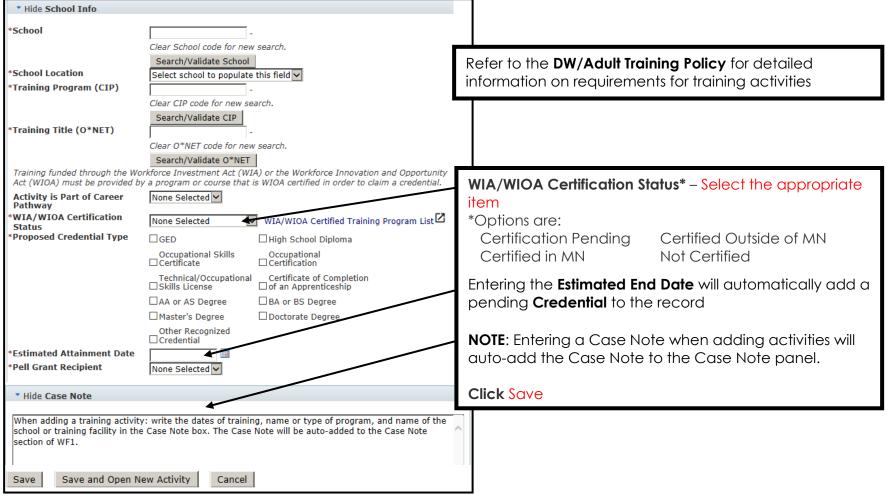


ADD ACTIVITY continued

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

Credentialed training funded through WIOA Adult 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).

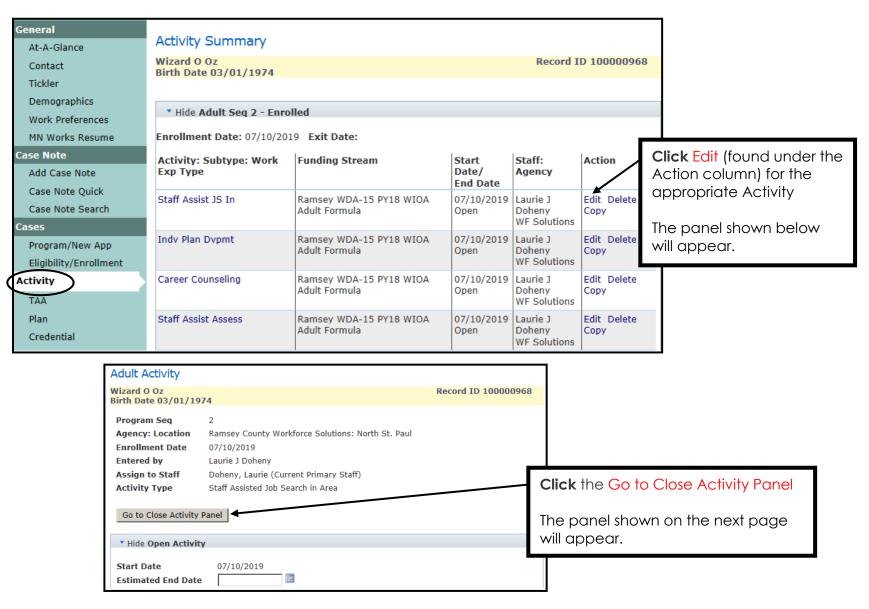
Certification Pending is an acceptable selection for **WIA/WIOA Certification Status** until activity close, upon which time the user must indicate that the training program is either certified or not certified in order to close the activity. Credentials obtained from training programs that are not WIA/WIOA 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 or the Funding Stream has changed for the specific activity.

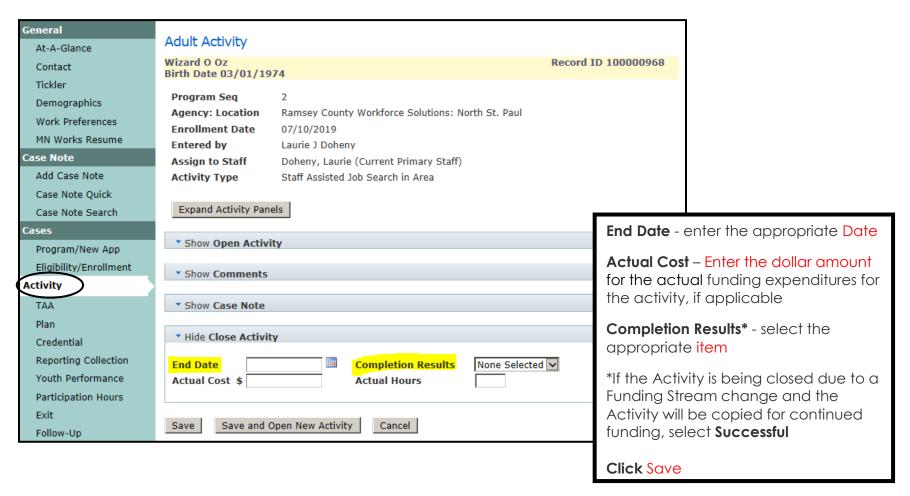
To <u>close</u> an **Activity**, click on the **Activity** link found on the left navigation panel.



CLOSE ACTIVITY continued

The items highlighted below are required when closing <u>all</u> **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**.

Activity	Explanation & Relation to Performance	When to use it
Apprenticeship (DW & Adult)	Registered apprenticeships provide a unique combination of structured learning with on-the-job training from an assigned mentor. Related instruction, technical training or other certified training is provided by apprenticeship training centers, technical schools, community colleges, and/or institutions employing distance and computer-based learning approaches. Must be certified by the Minnesota Department of Labor. Relation to Performance: Credential, MSG. Also required: Apprenticeship contract	After IEP is captured in WF1; after contract w/ employer is completed and signed (employer, person, counselor). (local policy may be stricter)
Career Counseling (DW & Adult)	Facilitated exploration of occupational and industry information that will lead to a first, new, or better job. May include career planning, case management, individual or group mentoring performed by the counselor, and other one-on-one services to assist a person during program participation. N/A to Performance	When enrolling. Use for every person.
Classroom Training (DW & Adult)	An organized program or course of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels and results in an industry-recognized credential when successfully completed. Certificates awarded by Workforce Development Boards and work readiness certificates are not considered credentials because these types of certificates do not document the measurable technical or industry/occupational skills necessary to gain employment or advance within an occupation. Likewise, such certificates must recognize technology or industry/occupational skills for the specific industry/occupation. Relation to Performance: Credential, MSG Also required: class schedules, cost documentation from school	After IEP is captured in the system
CLIMB Consulting (Converting Layoffs to Minnesota Businesses) (State DW Only)	Services offered by organizations that help develop a business plan, market, find funding sources for their business capital, etc., e.g., Women Venture, SCORE, and Small Business Development Centers. Click here to read the policy. Use exit reason "Started Business/Self-employed." If closed as "successful," it will be removed from local area's performance and will be in statewide denominator only. If closed as "unsuccessful," it will be included in both performance counts. Supplemental Wage Information required in the follow-up tab during the 2 nd and 4 th quarters after exiting or the case will be a negative in the state's performance outcomes.	Must have a business plan in file used instead of the IEP. Must articulate person's goal of launching or growing a business. Use for State DW only.

DEED provided the following **Activity definitions**.

Activity	Explanation & Relation to Performance	When to use it
CLIMB Training (State DW Only)	Training activities that pertain to that person's business needs and goal. IEP must include person's goal of launching or growing a business. Exit from WF1 with the exit reason "Started Business/Self-employed".	Must have a business plan in file prior to exiting with "successful"
Credential Attained w/out Training (DW & Adult)	Use when person training costs are funded through other sources with only end of training tests or licensing fees are paid by provider. (Training must be attended during the case management timeframe and end with an employer recognized credential.) Relation to Performance: Credential	After IEP is captured in the "Plan" tab of WF1
Customized Training (DW & Adult)	Training that is designed to meet the specific requirements of an employer (including a group of employers) that is conducted with a commitment by the employer to employ an individual upon successful completion of the training and for which the employer pays a significant portion of the cost of training according to several criteria. Relation to Performance: MSG NOTE: Must have an employer connected to use this activity	After IEP is captured in the "Plan" tab of WF1. Must have an employer connected to use this activity.
Employed, Pending Exit (DW & Adult)	This activity indicates that a participant has obtained a new job, but is not yet exited from the program because their last date of service has not yet reached 90 days. Refer to the WF1 User Guide - Employed, Pending Exit Activity.	When the person reports that he/she is working.
Engaged in Disaster Relief Services (WIOA DW Only)	Means person lost job due to a natural disaster and is receiving CORE services. N/A to Performance	Use only when person is accessing "DWG DISASTER" funding.
Entrepreneurial Training (DW & Adult)	Training to start one's own small business. Training must end with an employer recognized credential. Relation to Performance: MSG, Credential	After IEP is captured in the "Plan" tab of WF1
ESL Training (DW & Adult)	Provided training to increase spoken English skills if English is person's second language. N/A to Performance	When service is written in IEP and person is actively participating

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Activity	Explanation & Relation to Performance	When to use it
Financial Literacy Training (DW & Adult)	Supporting the ability of person to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals; supporting the ability to manage spending, credit, and debt, including credit card debt, effectively; Increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy (and how to correct inaccuracies in the reports and scores), and their effect on credit terms; Supporting the ability to understand, evaluate, and compare financial products, services, and opportunities; and Supporting activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials. N/A to Performance	When service is written in IEP and person is actively participating
GED Training (DW & Adult)	Training to obtain a General Equivalency Diploma (GED). Relation to Performance: MSG, Credential NOTE: If the person does not exit to employment, GED training will NOT be considered a training activity for performance. If the person does exit to employment, GED training WILL be considered a training activity for performance.	After IEP is captured in the "Plan" tab of WF1
Holding (DW & Adult)	The participant will be out of contact for more than 30 days (unexpectedly) Example: Has been institutionalized, a family member is very ill, the participant is injured. (3 months limit) N/A to Performance	
Incumbent Worker Credential Waiver (DW & Adult)	This activity means person is still employed and to prevent their layoff they require training. The training needed will not result in a credential. Once training is completed, they are exited from the program and remain employed in a secure position. Relation to Performance: MSG NOTE: Only for person w/ eligibility basis of incumbent worker	After IEP is captured in the "Plan" tab of WF1 Only for person w/ Eligibility basis of incumbent worker

DEED provided the following $\mbox{\bf Activity definitions}.$

Activity	Explanation & Relation to Performance	When to use it
Incumbent Worker Training (DW & Adult)	This activity means person is still employed and to prevent their layoff they require training. The training needed will end in an employer recognized credential. Once training is completed, they are exited from the program and remain employed in a secure position.	After IEP is captured in the "Plan" tab of WF1 Only for person w/ Eligibility basis of incumbent worker
	Relation to Performance: MSG, Credential NOTE: Only for persons w/ eligibility basis of incumbent worker	
Individual Plan Development (DW & Adult)	Developed jointly by person and employment counselor when determined appropriate for program participation. Ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for person to achieve the employment goals. Must be kept current to ensure all parties are accountable for their responsibilities. Training, support services, and individualized services cannot be incurred, obligated, or distributed until after person is enrolled AND employment counselor have signed and dated the IEP. (see policy for specifics) N/A to Performance	Open as soon as the IEP is being developed
Job Club (DW Only)	Prevocational or work readiness training provided by the program provider or a partner program at the CareerForce location or office. N/A to Performance	When service is written in IEP and person is actively participating.
Local Flag (DW & Adult)	NOTE: For Agency Use as directed by Workforce Solutions MIS Unit. Used for Funding Stream tracking of Support Services when there is <u>not</u> another appropriate activity to enroll under the correct Program's Funding Stream. Refer to the WF1 User Guide – Local Flag Activity . N/A to Performance	When a Support Service is provided and there is not an open Activity with the correct Funding Stream.
Non- Credentialed Training (DW & Adult)	An organized program or course of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels but does not result in an industry-recognized credential when successfully completed. Relation to Performance: MSG	After IEP is captured in the "Plan" tab of WF1

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Activity	Explanation & Relation to Performance	When to use it
OJT – Public or Private (DW & Adult)	Provides a person with the knowledge and skills necessary for the full performance of the job. An OJT provides knowledge or skills essential to the full and adequate performance of the job, provides reimbursement to the employer of up to a percentage of the wage rate of person for the extraordinary costs of providing the training and additional supervision related to the training; and is limited in duration as appropriate to the occupation for which person is being trained, taking into account the content of the training, the prior work experience of person, and the service strategy of person, as appropriate. For more information and requirements of an OJT, see DEED's Customized Training and On-the-Job Training (WIOA) Policy. Relation to Performance: MSG, Credential	After IEP is captured in the "Plan" tab of WF1
Partnering (DW & Adult)	If you feel this should be used, contact amy.carlson@state.mn.us to discuss the situation. N/A to Performance	After discussion with Amy Carlson.
Pending Exit, Other (DW & Adult)	This activity indicates that a participant is in holding and is not yet exited from the program because their last date of service has not yet reached 90 days. Close all activities when opening this activity. The start date of these activities should be the last date of service. After 90 days of no additional service the case is exited from the program. Once exited, the start date of these activities, the end date of these activities and the exit date should all be the same date. If the person returns for additional services after these activities are activated, the activity start dates need to be updated to the most current last date of service and the 90 day waiting period restarts. NOTE: The exit reason that should be used when entering exit details should be the exit reason that most closely matches the real reason the case is closing.	Use when exit is pending due to retirement, moving, refused to continue, etc. For any reason that will not fit in the Employed, Pending Exit activity.
Planned Extended Leave (DW & Adult)	The participant will be out of contact for more than 30 days (planned). Example: treatments, pregnancy, vacation. (3-month limit)	

DEED provided the following **Activity definitions**.

Activity	Explanation & Relation to Performance	When to use it
Pre-Vocational Services (DW & Adult)	Short-term services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training. In some instances, pre-apprenticeship programs may be considered as short-term prevocational services. Workshops covering topics such as resume writing, interviewing techniques, online job searches, LinkedIn, networking, career exploration or interest assessments are examples of pre-vocational services. Job Clubs and Career Fairs are also considered pre-vocational services.	When service is written in IEP and person is actively participating
Staff Assisted Assessment (DW & Adult)	All person with less than a bachelor's degree must complete a math and reading assessment before being enrolled in training. In addition, ALL person must complete skills and interest assessments before being enrolled in training. N/A to Performance	As soon as the service is written in the IEP and person is actively participating in the service
Staff Assisted Job Placement (DW & Adult)	Recommending person to prospective employers (person consent needed) N/A to Performance	When service is written in IEP and person is actively participating
Staff Assisted Job Search in Area (DW & Adult)	Forwarding and informing person of relevant job postings related to their interested career/industry that are within a 35-mile commute from their residence. Includes providing information on in-demand industry sectors and occupations and information on non-traditional employment. N/A to Performance	When service is written in IEP and person is actively participating
Staff Assisted Job Search out of Area (DW & Adult)	Forwarding and informing person of relevant job postings related to their interested career/industry that are further than 35 miles from their residence. Includes providing information on in-demand industry sectors and occupations and information on non-traditional employment. N/A to Performance	When service is written in IEP and person is actively participating
Staff Assisted Relocation (DW Only)	Tracks the timeframe Support Services are needed to assist person to relocate for a job. N/A to Performance	When service is written in IEP and person is actively participating

DEED provided the following **Activity definitions**. The program(s) associated with the Activity is indicated.

Activity	Explanation & Relation to Performance	When to use it
Temporary Call-Back	Information not received at time of printing.	
(DW Only)		
Work Experience (DW & Adult)	An internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. N/A to Performance	When service is written in IEP and person is actively participating
Work Readiness Services (DW & Adult)	Activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills are considered work readiness services. These include services that build competencies in: Utilizing resources; Using information; working with others; understanding systems; Skills necessary for successful transition into and completion of postsecondary education or training, or employment; and other employability skills that increase an individual's preparation for the workforce N/A to Performance	When service is written in IEP and person is actively participating