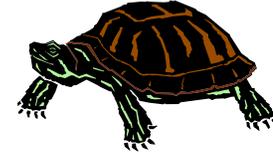


Workforce One

Employed, Pending Exit Activity

DW & Adult

January 2018



The **DW & Adult** staff are responsible for entering the **Employed, Pending Exit** activity in WF1 to indicate 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.

DEED's exit policy states that the term "program exit" means a participant has not received a funded service* by the program or funded by a partner program for 90 consecutive calendar days, and is not scheduled for future services.

A person is not formally exited from the program until 90 days after they received their last service and the exit date out of the program is retroactive to the date of that last service.

The new **Employed, Pending Exit** activity will allow DW & Adult staff to accurately capture the participant's case status instead of needing to keep other types of activities open.

30-day communications between participants and case managers are no longer required by DEED after the "Employed, Pending Exit" activity is activated and during its related 90 day holding period.

* 'Funded Service' means that dollars were paid for/to the participant for training, gas, etc.

ADD EMPLOYED, PENDING EXIT ACTIVITY

Click on the **Activity** tab and the following panel will appear.

Activity Summary
Sunshine B Aldeigh Record ID 100000252
 Birth Date 01/10/1993

▼ Show **Adult Career Pathways Seq 1 - Enrolled**

▼ Hide **Adult Seq 1 - Enrolled**

Enrollment Date: 06/30/2014 Exit Date:

Activity	Subtype	Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Custom Trng			WIOA AD Formula	06/30/2016 Open	WFS MIS WF Solutions	Edit Delete Copy
Career Counseling			WIA AD Formula	06/30/2014 Open	W	
Staff Assist Assess			WIA AD Formula	06/30/2014 Open	W	

Add Adult Activity

Click **Add Adult (or DW) Activity** to add an activity.
 The panel shown below will appear.

Adult Activity
Sunshine B Aldeigh
 Birth Date 01/10/1993

Program Seq 1
 Agency: Location
 Enrollment Date 06/30/2014
 Entered by Laurie J Doheny

*Assign to Staff MIS, WFS (Current Primary) ▼
 *Activity Type Employed, Pending Exit ▼

Next **Cancel**

Assign to Staff = **Your name**
 Activity Type = **Employed, Pending Exit**
 Click **Next**

ADD EMPLOYED, PENDING EXIT ACTIVITY continued:

All the items highlighted below are required when adding the **Employed, Pending Exit** activity.

Adult Activity

Sunshine B Aldeigh Record ID 100000252
 Birth Date 01/10/1993

Program Seq 1
 Agency: Location Ramsey County Workforce Solutions: North St. Paul
 Enrollment Date 06/30/2014
 Entered by Laurie J Doheny
 Assign to Staff MIS, WFS (Current Primary)
 Activity Type Employed, Pending Exit

▼ Hide Open Activity

*Start Date
 Estimated End Date ←

Funding Stream WIOA AD Formula
 Activity Subtype
 Estimated Cost \$
 Estimated Hours
 User Defined Text 1
 User Defined Text 2
 User Defined Date

▼ Hide Employment Info

*Employer Name
 Worksite
 Address1
 Address2
 City *State MN Zip
 County None Selected Country United States

Job Title
 *Hourly Wage \$
 Hours per Week
 Employment Type None Selected

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

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

Start Date = Actual Start Date of the job or the date the participant received the last funded service, whichever is later

Estimated End Date* = 90 days from the Start Date
 *This will automatically send you a Tickler.
 You may also set a self-Tickler as a reminder to exit the participant at 90-days.

Enter the **Employer Name, Hourly Wage, O*NET** and **NAICS** of the current job

Remember to **Save**

NOTE: if the participant receives a funded service after the original start date, you will need to edit the **Start Date** to the new date of the last funded service. You will also need to edit the **Estimated End Date** to 90-days from the new Start Date.

CLOSE ACTIVITIES

All open activities should be closed, except the **Employed, Pending Exit** activity.

General

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Tickler

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Case Note

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Cases

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Eligibility/Enrollment

Activity

TAA

Plan

Credential

Reporting Collection

Activity Summary

Sunshine B Aldeigh Record ID 100000252

Birth Date 01/10/1993

▼ Show **Adult Career Pathways Seq 1 - Enrolled**

▼ Hide **Adult Seq 1 - Enrolled**

Enrollment Date: 06/30/2014 Exit Date:

Activity: Subtype: Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Employ, Pend Exit	WIOA AD Formula	03/01/2018 Open	WFS MIS WF Solutions	Edit Delete Co
Custom Trng	WIOA AD Formula	06/30/2016 Open	WFS MIS WF Solutions	Edit Delete Co
Career Counseling	WIA AD Formula	06/30/2014 Open	WFS MIS WF Solutions	Edit Delete Co
Staff Assist Assess	WIA AD Formula	06/30/2014 Open	WFS MIS WF Solutions	Edit Delete Co

Add Adult Activity

Click **Edit** to close the activity.

The panel shown on the following page will appear.

Complete this step for all activities that are currently open, except Employed, Pending Exit.

CLOSE ACTIVITIES continued:

The items highlighted below are required when closing activities.

Adult Activity

Sunshine B Aldeigh Record ID 100000252
Birth Date 01/10/1993

Program Seq 1
Agency: Location Ramsey County Workforce Solutions: North St. Paul
Enrollment Date 06/30/2014
Entered by Laurie J Doheny **Last Updated by** Alan Q Wanless
Assign to Staff MIS, WFS (Current Primary Staff)
Activity Type Staff Assisted Assessment

▼ Hide Open Activity

Start Date 06/30/2014
Estimated End Date 07/10/2014
Funding Stream WIA AD Formula
Activity Subtype
Estimated Cost \$
Estimated Hours
User Defined Text 1
User Defined Text 2
User Defined Date

▼ Show Comments

▼ Show Case Note

▼ Hide Close Activity

End Date **Completion Results**
Actual Cost \$ **Actual Hours**

End Date = the same date as the Start Date of the **Employed, Pending Exit** activity

Completion Results = the appropriate item for the activity you are closing

Click **Save**

ENTER EXIT

Complete an exit if participant is still employed at 90 days from the **Employed, Pending Exit** start date.

- If no longer employed before/at 90 days and the participant requests services, open any **appropriate activities** and close the **Employed, Pending Exit** activity; or
- If no longer employed at 90 days and the participant does not request services, continue with the exit.

Refer to the **WF1 Exit User Guide** for additional information.

Click on the **Exit** tab and the following panel will appear.

Exit Summary
Sunshine B Aldeigh
Birth Date 01/10/1993
Record ID 100000252

Show Adult Career Pathways Seq 1 - Enrolled

Hide Adult Seq 1 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Employ, Pend Exit	WIOA AD Formula	03/01/2018	WFS MIS WF Solutions	Primary Staff

Funding Stream | Start Date | End Date

WIA AD Formula	06/30/2014	0
WIOA AD Formula	06/30/2016	

Exit Program Sequence

Click Exit Program Sequence and the panel shown below will appear.

Adult Exit
Sunshine B Aldeigh
Birth Date 01/10/1993

Program Seq 1
Agency: Location Ramsey County Workforce Solution
Enrollment Date 06/30/2014
Entered by Laurie J Doheny

*Primary Exit Reason None Selected

Next Cancel

Primary Exit Reason* = the appropriate exit reason
*If employed, select Entered Unsubsidized Employment or Started Business/Self-Employed
Click Next and continue with the exit

ENTER EXIT continued:

The items highlighted below are required when completing an Exit.

Refer to the **WF1 Exit User Guide** for additional information.

Adult Exit

Sunshine B Aldeigh Record ID 10000252
Birth Date 01/10/1993

Program Seq 1
Agency: Location Ramsey County Workforce Solutions: North St. Paul
Enrollment Date 06/30/2014
Entered by Laurie J Doheny

*Primary Exit Reason Entered Unsubsidized Employment

Change Exit Reason

*Exit Date
*Labor Force Status
*Did the participant receive support services?
*Did the participant receive needs related payments?
*Disability Status

Hide Activities

Activity: Subtype	Start Date	*Completion Result
Employ, Pend Exit	03/01/2018	<input type="text" value="None Selected"/>

Show Service Models

Hide Placement Information

*Select Employer

Show Case Note

Remove from caseload

Exit Date =

- the Start Date of the **Employed, Pending Exit** activity, if still employed

OR

- the date of last contact, if not employed and the participant does not request services

Placement Information is required if the Exit Reason is **Entered Unsubsidized Employment** or **Started Business/Self-Employed**

Remember to check the box '**Remove from Caseload**' before saving the exit.