

Workforce One

Exit User Guide
MN & WIOA Youth
October 2019



An **Exit** should be completed for participants that are no longer receiving services or have been out of contact for 90-days

Refer to the following WFS policies/guidance for additional information:

- **Migrating ISY to OSY**
- **Exit**
- **Internal Case File Monitoring**

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EXIT PROGRAM SEQUENCE

Click **Exit** on the left navigation menu.

Click **Exit Program Sequence** from the correct Program Sequence.

Any Credential listed as Pending, that was attained, must be updated prior to completing the exit. Credentials remaining open at Exit, must be updated within 365 days after exit. Refer to the Credential WF1 User Guide for instructions.

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
- Measurable Skills Gain
- Reporting Collection
- Youth Performance
- Participation Hours
- Exit**

Exit Summary

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

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

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Classroom Trng		10/01/2019	Laurie J Doheny WF Solutions	Primary Staff
Work Exp Paid Empl/Intern		07/01/2019	Laurie J Doheny WF Solutions	Primary Staff
Staff Assist Assess		06/17/2019	Laurie J Doheny WF Solutions	Primary Staff
Career Counseling		06/17/2019	Laurie J Doheny WF Solutions	Primary Staff

Exit Program Sequence

Show Dislocated Worker Seq 1 - Enrolled

WIOA Out-of-School Youth Exit

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

*Primary Exit Reason None Selected

Next Cancel

NOTE: there may be other programs open, so be sure you are **Exiting** the correct program

Click **Exit Program Sequence** from within the **Exit Summary** panel and the exit panel will appear

All activities that are still open will close once the exit is completed

Primary Exit Reason* - Select appropriate reason
*See page 5 for Exit Reasons & definitions

Click **Next**

EXIT PROGRAM SEQUENCE continued:

When completing an **Exit**, any activities remaining open will appear on the **Exit Summary panel** and will close when the **Exit** is saved.

The items highlighted below are required when completing an **Exit**.

General
 At-A-Glance
 Contact: 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

Case Note
 *Primary Exit Reason: Entered Unsubsidized Employment
 Change Exit Reason

Cases
 *Exit Date
 *Labor Force Status: None Selected
 *School Status At Exit: None Selected
 *Additional School Since Enrollment: None Selected
 *Did the participant receive support services?: Yes
 *Did the participant receive related payments?: No
 *Disability Status: Yes, Disability Not Barrier to Employment
 *Disability Category: None Selected
 *Employment Work Setting: None Selected

Activity: Subtype	Start Date	*Completion Result
Staff Assist Assess	06/17/2019	None Selected
Career Counseling	06/17/2019	None Selected
Classroom Trng	10/01/2019	None Selected
Work Exp	07/01/2019	None Selected

Service Model	Start Date	End Date
Job Family 31 - Healthcare Support	06/17/2019	

*Select Employer: Add New Employer
 Next

This Case Note was added in the Exit panel. Use this area to Case Note why the participant exited the program. The Case Note will be auto-added to the Case Note section of WF1.

Remove from caseload

Save Final Exit Save Exit as Pending Cancel

Exit Date = Date participant has stopped receiving program services

Disability Status, Disability Category & Employment Work Setting only appear if **Disability Status** is Yes – select appropriate item for each

Completion Results = Not Successful or Successful for the specific activity(s) listed

End Date = Date the specific Service Model ended

Placement Information* only appears for those with an exit reason of:

- Entered Armed Forces
- Entered Registered Apprentice Training
- Entered Unsubsidized Employment
- Started Business/Self-Employment

*Click **Next** to enter **Placement Information** for those that exit as listed above (see example on next page)

OR

Select the **Employer's Name**, if working for the same employer entered for the Work Experience activity, then **Click Next**

Remove from Caseload - check the box, unless completing **Post-Exit Info for Performance** or **Follow-up**

Click **Save Final Exit**, unless entering **Placement Info**

EXIT PROGRAM SEQUENCE continued:

The **Placement Information** items highlighted below are required for the exit reason of **Unsubsidized Employment**.

The screenshot shows a web form titled "Place Placement Information". The "Employer 1" section includes fields for Empr Name, Worksite, Empr Contact, Empr E-mail, Address 1, Address 2, City, State (MN), Zip, County, and Country (United States). There are also fields for Phone, Ext., Phone Type, and TTY/Video. The "Employer Industry (NAICS)" and "Occupational Title (O*NET)" sections have search/validate buttons. The "Job Title" field is present. The "Job Sector" is set to "None Selected". The "Job Start Date" field has a calendar icon. The "Hourly Wage" field is followed by an "Undisclosed" checkbox. The "Hours per Week" field is present. The "Job is Training Related" and "Benefit Package" fields are set to "None Selected". The "Benefit Detail" section includes checkboxes for Dental, Health, Life, Other, Retirement, and Vacation. The "UI Coverage" field is set to "None Selected". The "Select Second Employer" dropdown is set to "Add New Employer". At the bottom, there is a "Next" button and a checked checkbox for "Remove from caseload". At the very bottom, there are "Save Final Exit", "Save Exit as Pending", and "Cancel" buttons.

The following items are required:

Empr Name = Company Name

State = Appropriate State – defaults to Minnesota

NAICS - Click [Search/Validate NAICS](#) to look-up code

ONET - Click [Search/Validate O*NET](#) to look-up code

Job Sector = appropriate item

Job Start Date = Date job started

Hourly Wage = Wage

Hours per Week - Enter a number from 1 – 40

Job is Training Related – Select appropriate item

Benefit Package – Select appropriate item

UI Coverage – Select appropriate item

Remove from Caseload - check the box, unless completing **Post-Exit Info for Performance** or **Follow-up**

Click **Save Final Exit**

(located at bottom of Exit panel, as indicated on page 2)

REOPEN EXITED PROGRAM SEQUENCE

A WF1 Program Sequence that has been exited in error may be reopened within 90 calendar days of the **Exit** date, by Workforce Solutions' MIS Unit, with Supervisor approval.

Email the following information to your Supervisor and copy the MIS Staff:

- Participant First and Last Name
- WF1 Record ID Number
- Program Name to Reopen

MIS Staff will reopen the Program Sequence once the Supervisor has approved the reopen.

DELETE ENROLLED PROGRAM SEQUENCE

Instead of having a negative termination, a WF1 Program Sequence that has been enrolled, may be deleted within 90 calendar days of the **Enrollment** date, by Workforce Solutions' MIS Unit, with Supervisor approval.

NOTE: Program Sequence deletion is not allowed if Support Services have been provided to the participant.

Email the following information to your Supervisor and copy the MIS Staff:

- Participant First and Last Name
- WF1 Record ID Number
- Program Name to Delete

MIS Staff will delete the Program Sequence and enter a Case Note regarding the deletion, once the Supervisor has approved the deletion.

EXIT REASON DEFINITIONS

The following **Exit Reason** information was provided by DEED.

Exit Reason	Explanation
Administrative Separation	The youth has been terminated from the program with (or without) cause.
Cannot Locate	The youth has not responded to requests for contact for 90 days (or less, depending on local policy).
Death	The youth has passed away. Using this exit reason will exclude the person from performance
Drop-Out; Returned to School (MYP Only)	Information not provided at the time of printing.
Entered Armed Forces	The youth has enlisted in any branch of the military.
Entered Post-Secondary Training	The youth has entered (or intends to enter) some type of post-secondary training.
Entered Registered Apprenticeship Training	The youth has entered (or intends to enter) a Registered Apprenticeship program.
Entered Unsubsidized Employment	The youth has entered employment and is no longer in need of program support.
Entered Unsubsidized Employment	The youth has entered employment and is no longer in need of program support.
Family Care Problems	The youth is unable to continue due to a family need which is not related to their own medical problems
Foster Care	The youth has been relocated to foster care because they have been moved from the area. (NOTE: Using this exit reason will exclude the person from performance.)

EXIT REASON DEFINITIONS

Exit Reason	Explanation
Found Ineligible	This exit reason should only be used in cases where false information was provided to make a youth eligible when they were, in fact, not eligible.
Institutionalized	The youth is no longer able to participate in programming due to incarceration in a correctional facility or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center. (NOTE: Using this exit reason will exclude the person from performance.)
Medical Treatment	Use this exit reason if the youth is receiving medical treatment and is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program. (NOTE: Using this exit reason will exclude the person from performance.)
Moved from area	The youth is unable to continue due to moving from the service area and is NOT a foster youth.
Obtained Certificate or Degree (MYP Only)	Information not provided at the time of printing.
Obtained High School Diploma/GED (MYP Only)	Information not provided at the time of printing.
Refused to Continue	The youth is no longer interested in services offered and did not complete all program objectives.
Remained in School (MYP Only)	Information not provided at the time of printing.
Reservist called to active duty	The youth is a member of the National Guard or other reserve military unit, and they have been called to active duty for at least 90 days.

EXIT REASON DEFINITIONS

Exit Reason	Explanation
Returned to School (WIOA ISY/OSY Only)	The youth returned to secondary or post-secondary education. This could be either a youth who was already in school at time of enrollment or one who was OSY and has returned to school (but not yet earned a credential).
Started Business/ Self- Employed	The youth left the program to start his/her own business or as an independent contractor working for themselves.