# Workforce One
## Exit User Guide
## Adult/Dislocated Worker (DW)
## October 2019

An **Exit** should be completed for participants
that are no longer receiving services.

DEED states the following:
If a participant has not had **live contact** with
their program provider in 90 days, the participant
is in non-compliance with communication
requirements, they have not acknowledged
receipt of services from their program provider,
and they must be exited from the program.
**The exit date is retroactive back to the
last day they had live contact.**

Refer to the following policies for additional information:
- **Enrollment**
- **Internal Case File Monitoring**

# 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 <u>attained</u>, must be updated <u>prior</u> to completing the exit.**
**Credentials remaining open at Exit, must be updated within 4-quarters 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 | |
| Reporting Collection | |
| Youth Performance | |
| Participation Hours | |
| Exit | |

**Exit Summary**

Wizard O Oz                                          Record ID 100000968
Birth Date 03/01/1974

▾ Hide **Adult Seq 2 - Enrolled**

| Activity(ies) to Be Closed | Funding Stream | Start Date | Staff: Agency | Staff Role |
|---|---|---|---|---|
| Classroom Trng | Ramsey WDA-15 PY18 WIOA Adult Formula | 08/01/2019 | Laurie J Doheny WF Solutions | Primary Staff |
| Career Counseling | Ramsey WDA-15 PY18 WIOA Adult Formula | 07/10/2019 | Laurie J Doheny WF Solutions | Primary Staff |
| Indv Plan Dvpmt | Ramsey WDA-15 PY18 WIOA Adult Formula | 07/10/2019 | Laurie J Doheny WF Solutions | Primary Staff |
| Staff Assist JS In | Ramsey WDA-15 PY18 WIOA Adult Formula | 07/10/2019 | Laurie J Doheny WF Solutions | Primary Staff |

| Funding Stream | Start Date | End Date |
|---|---|---|
| Ramsey WDA-15 PY18 WIOA Adult Formula | 07/10/2019 | |

[ Exit Program Sequence ]

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

**Adult Exit**

Wizard O Oz                                          Record ID 100000968
Birth Date 03/01/1974

| **Program Seq** | 2 |
|---|---|
| **Agency: Location** | Ramsey County Workforce Solutions: North St. Paul |
| **Enrollment Date** | 07/10/2019 |
| **Entered by** | Laurie J Doheny |

*Primary Exit Reason    [ None Selected ▾ ]

[ Next ]  [ Cancel ]

**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 | |
| Tickler | |
| Demographics | |
| Work Preferences | |
| MN Works Resume | |

**Adult Exit**

Wizard O Oz                                                    Record ID 100000968
Birth Date 03/01/1974

Program Seq          2
Agency: Location    Ramsey County Workforce Solutions: North St. Paul
Enrollment Date     07/10/2019
Entered by          Laurie J Doheny

*Primary Exit Reason   Entered Unsubsidized Employment

[ Change Exit Reason ]

*Exit Date
*Labor Force Status                                    None Selected ▼
*Did the participant receive support services?         Yes
*Did the participant receive needs related payments?   No ▼
*Disability Status                                     Yes, Disability Not Barrier to Employment ▼
*Disability Category                                   Participant Did Not Disclose ▼
*Employment Work Setting                               None Selected ▼

**▼ Hide Activities**

| Activity: Subtype | Start Date | *Completion Result |
|---|---|---|
| Career Counseling | 07/10/2019 | None Selected ▼ |
| Indv Plan Dvpmt | 07/10/2019 | None Selected ▼ |
| Staff Assist JS In | 07/10/2019 | None Selected ▼ |
| Classroom Trng | 08/01/2019 | None Selected ▼ |

**▼ Hide Service Models**

| Service Model | Start Date | End Date |
|---|---|---|
| Job Family 13 - Business-Financial Operations | 07/10/2019 | |

**▼ Hide Placement Information**

*Select Employer   [ Add New Employer ▼ ]
[ Next ]

**▼ Show Case Note**

☑ Remove from caseload

[ Save Final Exit ]  [ Save Exit as Pending ]  [ Cancel ]

**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
**DHS-IX**
MAXIS
Incoming Status Update
Referral
**Service**
Support Service
**Assessment**
DHS Assessment
Reading/Math Test
**Form/Letter/Schedule**
Appointment
Session
NOITS
Outgoing Status Update

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**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
- Remained Employed
- 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 Employed, Pending Exit 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 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

**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 <u>within 90 calendar days</u> of the **Exit** date, by Workforce Solutions' MIS Unit, with Supervisor approval.

Email the following information to your Supervisor and copy the MIS Unit:
- Participant First and Last Name
- WF1 Record ID Number
- Program Name to Reopen

The MIS Unit will reopen the Program Sequence once the Supervisor has approved the reopen, via email.


# DELETE ENROLLED PROGRAM SEQUENCE

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

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

Email the following information to your Supervisor and copy the MIS Unit:
- Participant First and Last Name
- WF1 Record ID Number
- Program Name to Delete

The MIS Unit will delete the Program Sequence and enter a Case Note regarding the deletion, once the Supervisor has approved the deletion, via email.

# EXIT REASON DEFINITIONS

The following **Exit Reasons** are available when exiting Adult/DW records in WF1.

**Called Back (for DW only)**
Participant was already separated from employer at program enrollment then later called back to work (Layoff rescinded).

**Cannot Locate**
The participant has not responded to requests for contact for 90 days (or less, depending on local policy).

**Death** (excluded from performance counts)
The participant is deceased.

**Entered Armed Forces**
The participant has enlisted in any branch of the military.

**Entered Registered Apprentice Training**
The participant has entered apprenticeship training and no longer needs program services.

**Entered Unsubsidized Employment**
The participant has entered employment and is no longer in need of program support.

**Family Care Problems**
The participant is unable to continue due to a family need which is not related to their own personal/medical problems.

**Found Ineligible**
The participant is not eligible to receive program services under the program enrolled.

**Institutionalized** (excluded from performance counts)
The participant has been institutionalized in a medical or correctional facility.

**Medical Treatment** (excluded from performance counts)
The participant is receiving medical treatment and will not receive services for more than three months.

**Moved from Area**
The participant moved away from the service area.

## EXIT REASON DEFINITIONS continued:

**Program/Type Transfer** (excluded from performance counts)
The grant/funding stream has ended, but the participant will continue receiving services through another funding stream/program within the same organization.

**Refused to Continue**
The participant is no longer interested in services offered and did not complete program objectives.

**Remained Employed**
The participant is not yet separated from employer at program enrollment and is called back to work before layoff date (Layoff rescinded).

**Reservist Called to Active Duty** (excluded from performance counts)
The participant 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.

**Retirement**
The participant has entered retirement.

**Started Business/Self-Employed** – this exit reason requires Follow-Up to be entered in WF1
The person decided to start their own business and no longer needs services.