

Workforce One

ONET Job Family User Guide

All Programs

August 2019



Tracking the **ONET Job Family** of program participants will allow for more efficient and effective program planning and execution.

The assigned **Employment Counselor** will review the **ONET Job Families** with the participant to identify which **ONET Job Family** the participant is interested in pursuing. This must be completed within 90-days of program enrollment and the corresponding **Job Family Service Model** must be entered in the participant's WF1 program sequence.

The **ONET Job Family** will be reviewed at least once every 365 days, and/or when the Employment Plan is updated in WF1, or as interest changes. The **Job Family Service Model** must then be updated in WF1 if different.

Refer to the **Job Family Tracking Policy** for additional information

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ADD SERVICE MODEL

The initial **Job Family Service Model** must be entered in the participant's WF1 program sequence within 90-days of enrollment. All Programs Sequences assigned to the same Employment Counselor must include the **Job Family Service Model**.

Only one (1) **Job Family Service Model** should be open in a WF1 Program Sequence at a time.

Click on **Service Model** on the left navigation menu. There may or may not be Service Models already listed in WF1, as shown below.

The screenshot shows a web application interface. On the left is a navigation menu with sections: General (At-A-Glance, Contact, Tickler, Demographics, Work Preferences, MN Works Resume), Case Note (Add Case Note, Case Note Quick, Case Note Search), and Cases (Program/New App, Eligibility/Enrollment, Activity, TAA, Plan, Credential, Reporting Collection, Youth Performance, Participation Hours, Exit, Follow-Up, Case Assignment). The 'Service Model' option is highlighted at the bottom of the menu.

The main content area is titled 'Service Model Assignment' and shows user information: Glinda A Goodwitch, Birth Date 03/01/1974, and Record ID 100000967. Below this are three program sequences, each with a dropdown arrow and a label: 'Show Adult Career Pathways Seq 1 - Eligible, Not Enrolled', 'Hide Placement Retention Unit-2013 Seq 1 - Enrolled', and 'Hide Dislocated Worker Seq 1 - Enrolled'. Under the third sequence, there is a table:

Service Model	Start Date
Pipeline to Prosperity - P2P	04/01/2018

Below the table is an 'Add Service Model' button. Another 'Add Service Model' button is located above the 'No Service Models found.' message. Two arrows point from a callout box to these two buttons.

Click **Add Service Model** under the correct Program Sequence
If there is more than one Program Sequence assigned to the same Employment Counselor, the **Job Family Service Model** needs to be added to both Program Sequences
The **Service Model Assignment Add/Edit** panel shown on the next page will appear

ADD SERVICE MODEL continued:

The **Job Family Service Model*** that was identified by the participant should be selected from the drop-down box.

Service Model Assignment Add/Edit

Glinda A Goodwitch
Birth Date 03/01/1974

Record ID 10000967

*Service Model: None Selected

*Start Date: [Calendar Icon]

End Date: [Calendar Icon]

Save Cancel

The highlighted info is required.

Service Model = the appropriate **Job Family** identified by the participant

Start Date = the date that the **Service Model** was identified

Click **Save**

*Job Family Service Models:

Job Family 11 – Management

Job Family 13 – Business/Financial Operations

Job Family 15 – Computer/Mathematical

Job Family 17 – Architecture/Engineering

Job Family 19 – Life/Physical/Social Science

Job Family 21 – Community/Social Service

Job Family 23 – Legal

Job Family 25 – Education/Training/Library

Job Family 27 – Arts/Design/Entertainment/Sports/Media

Job Family 29 – Healthcare Practitioners/Technical

Job Family 31 – Healthcare Support

Job Family 33 – Protective Service

Job Family 35 – Food Prep/Serving Related

Job Family 37 – Building/Grounds Cleaning/Maintenance

Job Family 39 – Personal Care/Service

Job Family 41 – Sales Related

Job Family 43 – Office/Admin Support

Job Family 45 – Farming/Fishing/Forestry

Job Family 47 – Construction/Extraction

Job Family 49 – Installation/Maintenance/Repair

Job Family 51 – Production

Job Family 53 – Transportation/Material Moving

Review the Job Families at: <https://www.onetonline.org/find/family>

EDIT SERVICE MODEL

Users with the appropriate privileges may **Edit** a **Service Model** to close or change the start date.

Service Models should be closed when the **Service Model** is no longer valid for the participant, or when exiting the participant from the Program Sequence (see page 5).

Only one (1) **Job Family Service Model** should be open in a WF1 Program Sequence at a time.

For example, the **Job Family 29-Healthcare Practitioners-Technical Service Model** should be closed since the **Job Family 43-Office-Admin Support Service Model** has been opened.

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
- Follow-Up
- Case Assignment
- Service Model**

Service Model Assignment

Glinda A Goodwitch Record ID 100000967
Birth Date 03/01/1974

▼ Hide Adult Career Pathways Seq 1 - Eligible, Not Enrolled

No Service Models found.

Add Service Model

▼ Hide Placement Retention Unit-2013 Seq 1 - Enrolled

No Service Models found.

Add Service Model

▼ Hide Dislocated Worker Seq 1 - Enrolled

Service Model	Start Date	End Date	Action
Pipeline to Prosperity - P2P	04/01/2018		Edit Delete
Job Family 29 - Healthcare Practitioners-Technical	05/01/2019		Edit Delete
Job Family 43 - Office-Admin Support	08/22/2019		Edit Delete

Add Service Model

Click **Edit**

The panel shown on the next page will appear.

EDIT SERVICE MODEL continued:

In the example below, the **Job Family 29-Healthcare Practitioners-Technical Service Model** is being closed since the participant has identified a new **ONET Job Family**.

The **Edit** option also allows the Start Date to be changed if an incorrect date was entered initially.

Service Model Assignment Add/Edit

Glinda A Goodwitch
Birth Date 03/01/1974

Service Model	Job Family 29 - Healthcare Practitioners-Technical
*Start Date	<input type="text" value="05/01/2019"/>
End Date	<input type="text" value="08/22/2019"/>

Start Date – you may change the **Date** if necessary

End Date - enter the appropriate **Date** to close the **Service Model**

Click **Save**

The example below indicates that the participant identified a new **Job Family** on 8/22/19, so the **Job Family 29 Service Model** was closed and the new **Job Family 43 Service Model** was opened.

Service Model Assignment

Glinda A Goodwitch Record ID 100000967
Birth Date 03/01/1974

▼ Show **Adult Career Pathways Seq 1 - Eligible, Not Enrolled**

▼ Show **Placement Retention Unit-2013 Seq 1 - Enrolled**

▼ Hide **Dislocated Worker Seq 1 - Enrolled**

Service Model	Start Date	End Date	Action
Pipeline to Prosperity - P2P	04/01/2018		Edit Delete
Job Family 43 - Office-Admin Support	08/22/2019		Edit Delete
Job Family 29 - Healthcare Practitioners-Technical	05/01/2019	08/22/2019	Edit Delete

END SERVICE MODEL AT PROGRAM EXIT

Any **Service Models** open at the time of **Program Exit** should be closed by entering the End Date for each **Service Model**.

The screenshot shows a software interface for a 'Dislocated Worker Exit'. The left sidebar has a menu with 'Exit' circled. The main content area is titled 'Dislocated Worker Exit' and shows details for Glinda A Goodwitch, Record ID 100000967. It includes fields for Program Seq (1), Agency: Location (Ramsey County Workforce Solutions: North St. Paul), Enrollment Date (05/12/2014), and Entered by (Laurie J Doheny). A 'Primary Exit Reason' is set to 'Entered Unsubsidized Employment'. Below this are fields for Exit Date, Labor Force Status (None Selected), Did the participant receive support services? (Yes), Did the participant receive needs related payments? (No), and Disability Status (Not Disabled). There are two tables: 'Activities' and 'Service Models'. The 'Service Models' table has columns for Service Model, Start Date, and End Date. The 'End Date' column is highlighted in yellow, and an arrow points to it from a callout box. At the bottom, there are buttons for 'Save Final Exit', 'Save Exit as Pending', and 'Cancel'.

Activity: Subtype	Start Date	*Completion Result
Classroom Trng	08/27/2018	None Selected
Employ, Pend Exit	06/01/2019	None Selected
Career Counseling	08/27/2018	None Selected
Staff Assist Assess	08/27/2018	None Selected

Service Model	Start Date	End Date
Pipeline to Prosperity - P2P	04/01/2018	
Job Family 43 - Office-Admin Support	08/22/2019	

End Date - enter the appropriate **Date** to close the **Service Model(s)**

DELETE SERVICE MODEL

Users with the appropriate privileges may **Delete** a **Service Model**.

If you are not able to delete a **Service Model**, contact your agency Data Specialist.

If you do not have a Data Specialist, contact your supervisor and/or the MIS Unit.

Click the **Service Model** link found on the left navigation panel.

The screenshot shows the 'Service Model Assignment' page for Glinda A Goodwitch (Record ID 10000967). The left navigation panel has 'Service Model' circled. The main content area shows three sections: 'Hide Adult Career Pathways Seq 1 - Eligible, Not Enrolled', 'Hide Placement Retention Unit-2013 Seq 1 - Enrolled', and 'Hide Dislocated Worker Seq 1 - Enrolled'. The third section contains a table with three rows of service models. A 'Confirmation' dialog box is overlaid on the bottom, asking 'Are you sure you want to delete this Service Model Assignment?' with 'Yes' and 'No' buttons. Callout boxes provide instructions: 'Click Delete' points to the 'Delete' link in the table, and 'Click Yes to Delete the Service Model.' points to the 'Yes' button in the confirmation dialog.

Service Model Assignment
Glinda A Goodwitch
Birth Date 03/01/1974
Record ID 10000967

▼ Hide Adult Career Pathways Seq 1 - Eligible, Not Enrolled
No Service Models found.
Add Service Model

▼ Hide Placement Retention Unit-2013 Seq 1 - Enrolled
No Service Models found.
Add Service Model

▼ Hide Dislocated Worker Seq 1 - Enrolled

Service Model	Start Date	End Date	Action
Pipeline to Prosperity - P2P	04/01/2018		Edit Delete
Job Family 29 - Healthcare Practitioners-Technical	05/01/2019		Edit Delete
Job Family 43 - Office-Admin Support	08/22/2019		Edit Delete

Add Service Model

Confirmation
Are you sure you want to delete this Service Model Assignment?
Yes No

Click **Delete**
The **Confirmation** panel shown will appear.

Click **Yes** to **Delete** the **Service Model**.