

Workforce One

Post-Exit/Follow-Up User Guide
WIOA Youth
October 2019



The Employment Counselor will attempt to contact the exited **WIOA** participant quarterly, for 4 quarters, to obtain information for **Post-Exit**. The information entered in WF1 is used for Performance purposes.

Follow-Up is not required, but it may be entered in WF1.

Refer to the following WFS policy for additional information:

- **Exit**

Post-Exit Information Page 1

Follow-Up Page 3

POST-EXIT INFORMATION

Click **Follow-Up** on the left navigation menu to enter **Post-Exit Information**.

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

Follow-Up

Case Assignment

Follow-Up Summary

Glinda M Goodwitch Record ID 100001419
Birth Date 06/22/1998 MAXIS Case 10617170

▼ Hide MYP Seq 1 - Exited

No follow-ups found.

Add Follow-Up

▼ Hide WIOA OSY Seq 1 - Exited

Post-Exit Information for Performance

Quarter	Reporting Status	Contact Date	Staff: Agency	Action
1st Quarter 04/01/2019 - 06/30/2019		05/20/2019	Laurie J Doheny WF Solutions	Edit Delete
2nd Quarter 07/01/2019 - 09/30/2019	Available now			Add
3rd Quarter 10/01/2019 - 12/31/2019	Available now			Add
4th Quarter 01/01/2020 - 03/31/2020	Available after 01/01/2020			
5th Quarter 04/01/2020 - 06/30/2020	Available after 04/01/2020			

Add Follow-Up

Actions are dependent on the exit date:

- **Add** will appear the 1st quarter after Exit, and will continue to appear for each quarter at the correct time
- **Edit** will appear once Post-Exit Info has been entered
- **Delete** will appear for Users with the appropriate access

Click **Add** and the panel shown on the next page will appear

NOTE: The **5th Quarter** is not required.

POST-EXIT INFORMATION continued:

The items with a red asterisk (*) are required when entering **Post-Exit Information**.

The example below is for 2nd Quarter **Post-Exit Information**.

WIOA Out-of-School Youth Post-Exit Information for Performance

Glinda M Goodwitch
Birth Date 06/22/1998

Record ID 100001419
MAXIS Case 10617170

Program Seq 1
Agency: Location Ramsey County Workforce Solutions: North St. Paul
Enrollment Date 02/14/2019
Entered by Laurie J Doheny

Exit Date 03/01/2019
Post-Exit Quarter Second Quarter
Second Quarter Date Range 07/01/2019 - 09/30/2019

*Contact Date

Secondary Exit Reason

Employed

*Obtained Supplemental Wage Verification

*Supplemental Verification Type

*Hourly Wage \$

*Hours per Week

*Weeks Employed in Quarter

Quarterly Wages

Occupational Code
Clear O*NET code for new search.

*Job is Training Related

*2nd Quarter Placement

Enrolled in Post-Exit Education Date

Hide Case Note

This Case Note was listed in the Post Exit for 2nd Quarter. This Case Note will be auto-added to the Case Note Section of WF1.

Contact Date – Enter the Date* of Contact

*The **Contact Date** must be between the **Date Range** listed

Obtained Supplemental Wage Verification – Select Yes* or No

*If Yes is selected, then the following items will appear & are required

- Supplemental Verification Type
- Hourly Wage
- Hours per Week
- Weeks Employed in Quarter
- Job is Training Related

2nd Quarter Placement – Select the appropriate item

Case Note – Enter detail information about the Post-Exit contact with the participant

Click **Save**

OR

Click **Save and Enter Credential** to enter Credential info

NOTE: This button only appears if the participant's Exit Date is within 270 days of the day entering the Post-Exit Information

FOLLOW-UP

Click **Follow-Up** on the left navigation menu to enter **Follow-Up** information, if desired. **Follow-Up** is not required – optional only.

You may enter **Follow-Up** information more than once.

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
- Follow-Up**
- Case Assignment

Follow-Up Summary

Glinda M Goodwitch Record ID 100001419
Birth Date 06/22/1998 MAXIS Case 10617170

▼ Hide MYP Seq 1 - Exited

No follow-ups found.

[Add Follow-Up](#)

▼ Hide WIOA OSY Seq 1 - Exited

Post-Exit Information for Performance

Quarter	Reporting Status	Contact Date	Staff: Agency	Action
1st Quarter 04/01/2019 - 06/30/2019		05/20/2019	Laurie J Doheny WF Solutions	Edit Delete
2nd Quarter 07/01/2019 - 09/30/2019	Available now			Add
3rd Quarter 10/01/2019 - 12/31/2019	Available now			Add
4th Quarter 01/01/2020 - 03/31/2020	Available after 01/01/2020			
5th Quarter 04/01/2020 - 06/30/2020	Available after 04/01/2020			

[Add Follow-Up](#)

Click **Add Follow-Up** and the panel shown on the next page will appear

FOLLOW-UP continued:

Click **Follow-Up** on the left navigation menu to enter **Follow-Up** information, if desired.
Follow-Up is not required – optional only.

WIOA Out-of-School Youth Follow-Up

Glinda M Goodwitch
Birth Date 06/22/1998

Record ID 100001419
MAXIS Case 10617170

Program Seq 1
Agency: Location Ramsey County Workforce Solutions: North St. Paul
Enrollment Date 02/14/2019
Entered by Laurie J Doheny
Exit Date 03/01/2019

*Contact Date

*Follow-Up Interval

*Contact Method

Labor Force Status

Comments

▼ Hide Case Note

This Case Note was listed in the Follow-Up section. This Case Note will be auto-added to the Case Note section of WF1.

Contact Date – Enter the Date of Contact

Follow-Up Interval – Select the appropriate item
Options are:
30, 60, 90, 180, 275 or 365 days, and Other

Contact Method – Select the appropriate item

Add New Employer – Enter the required info*
*See the next page for details

Case Note – Enter detail information about the Follow-Up contact with the participant

Click **Save**
OR
Click **Save and Enter Credential** to enter Credential info, if needed

FOLLOW-UP continued:

The items with a red asterisk (*) are required when entering **Add New Employer** information under **Follow-Up**.

Hide New Employer Information

Delete Employer

*Empr Name

Worksite

Empr Contact

Empr E-mail

Address 1

Address 2

City State Zip

County Country

Phone Ext. Phone Type If other, please specify: TTY Video

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

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

Job Title

Job Sector

Job Duration

*Job Start Date

*Hourly Wage \$ Undisclosed

*Hours per Week

Benefit Package

Hide Case Note

Spell Check

Save Save and Enter Credential Cancel

Some of the following items may not be required, but should be entered if know:

Empr Name = Company Name

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

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

Job Sector = appropriate item

Job Duration = appropriate item

Job Start Date = Date job started

Hourly Wage = Wage

Hours per Week - Enter a number from 1 – 40

Benefit Package – Select appropriate item

Case Note – Enter detail information about the Follow-Up contact with the participant, if not already entered

Click **Save**

OR

Click **Save and Enter Credential** to enter Credential info, if needed