

**DATE ISSUED:** 01/01/2014

**TO:** Ramsey County MFIP-Employment ES Providers

**FROM:** Kate Probert Fagundes - MFIP/DWP Employment Services Division Manager

**SUBJECT:** MFIP/DWP MIS and Evaluation Data/Assistance request

**PURPOSE:** This is to clarify a new process of data/evaluation assistance request from Ramsey County MIS and Ramsey County Evaluation Units.

**BACKGROUND:** Ramsey County Workforce Solutions has experience reduction in the administration units due to the budget cuts. In addition, RC WFS strategic and administration team wants to ensure that all of the data and evaluation requests are reviewed by the planning team for appropriateness and consistency.

**PROCEDURES:**

1. An agency's manager, supervisor or a data specialist sends an email to the agency's WFS Planner outlining the detailed data/evaluation assistance request (what data /evaluation will be used for and a possible due date, etc.).
2. WFS Planner reviews request, discusses with MIS unit and CHS evaluation unit (please ensure that both MFIP/DWP, MIS and CHS units managers are CC on the emails and aware of the request and the results).
3. WFS Planner communicates back to the requesting agency via email regarding WFS/ CHS units' action for the request. If request cannot be accommodated a WFS planner will include a reason and, if possible, other suggestions on possible resources that can help with the request outside of MIS and CHS evaluation unit.

**EFFECTIVE DATE:** 01/01/2014

**WFS CONTACT:** Your Agency Planner