Workforce One Quick Reference
MSTED Program Enrollment Process
Employment Counselors (MFIP EC) and MSTED Staff

The purpose of the quick reference is to display the steps required to get the participant record enrollment coded correctly by the EC and MSTED staff. This quick reference is based on the primary instructions that were created by MIS on how to code the participant's WF1 record for the MSTED program. Each bullet "•" represents an action that needs to be taken. Page numbers listed reference the primary instructions.

(MFIP EC)

Case-notes in WF1 are expected for each step – (page 7)

1. MFIP EC sends referral for MSTED Program to WFS planner

   - **Local Flag Activity** is opened with the **Activity Sub Type** of "*MSTED*" and the **Funding Stream** "*MSTED*"- (page 4). This initiates the entire process of tracking MSTED in WF1.

     Note: If participant has not attended one of the two orientation sessions the **Local Flag Activity** is closed as "**Unsuccessful**". A new **Local Flag Activity** with a subtype of "**MSTED**" will need to be opened if a client is referred more than twice – (page 5).

2. MSTED staff communicates to EC on orientation status and MSTED Case Assignment

   - **Local Flag Activity** for MSTED is closed with the **End Date** of when info is received from MSTED staff. **Completion Results** is "*Not Successful*" if participant fails to attend either of the 2 possible orientations. **Completion Results** is "*Successful*" if the client attends an orientation - (page 5).
   - MSTED staff communicates which staff the EC needs to assign as Secondary Staff to the participant record (max 2). **Agency**, **Location**, **Staff**, and **Start Date** are entered - (page 6).

(MSTED Staff)

Case-notes in WF1 are expected for each step – (page 14)

3. MFIP EC adds secondary staff to participant record allowing MSTED Service Model (MSTED Control or MSTED Treatment) to be opened.
   - Participant coded as "*MSTED Control*" Service Model will have the same **Start Date** and **End Date** entered - (page 12). **Support Service** will be entered ($100) - (page 13). **Staff Assignment** will be ended - (page 17).

   OR

   - Participant coded as "*MSTED Treatment*" Service Model will have a **Start Date** with **End Date** left open. - (Page 12)
   - Appropriate pre-placement **Activity** will be opened. Once this activity has been completed, it will be closed as other subsequent activities will be opened and closed following the instructions - (Pages 9-11). All activities opened by MSTED staff will use the MSTED Funding Stream.