Workforce One Quick Reference
MSTED Program Exit Process
MSTED Staff

The purpose of the quick reference is to display a checklist of items that need to be completed when exiting a participant record from the MSTED Program. 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 verified as completed. Page numbers listed reference the parts within the primary instructions.

(MSTED Staff)

1. To exit **MSTED Control** participant ensure that;
   - **Service Model of "*MSTED Control*"** has been opened and closed - (page 12)
   - **Support Service** has been entered – (page 13)
   - **Case-note** is entered – (page 14)
   - **MSTED Case Assignment** is ended for the participant – (page 17)

2. To exit **MSTED Treatment** participant ensure that;
   - **Service Model of "*MSTED Treatment*"** is closed - (page 12)
   - **MSTED Activities** are closed - (page 11)
   - **Case-notes** are current - (page 14)

     This includes the final "exit" case note which should use the case note category of "**Closure/Exit**" instead of the normal category of "**Information and Referral**". The subject area should be entered as "**MSTED**" with one of the following exit reasons on the subject line of the case note - (page 14).

     > **Fired MSTED Work Experience**
     > **Completed Program**
     > **Unsubsidized Employment**
     > **Non Participation**
     > **Day Care Problems**
     > **Ineligible**
     > **Medical Reason**
     > **Other**
     > **Dropped Out**

   - **MSTED Case Assignment** is ended for the participant. - (page 17)