

DATE ISSUED: June 26, 2014

TO: Ramsey County MFIP-Employment ES Providers

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

SUBJECT: Workforce 1 Activity Subtype Policy

PURPOSE: To clarify the newly confirmed Master List of Activity Subtypes and to outline the method by which new subtypes are now to be added to the Master List.

BACKGROUND: Until recently, Workforce 1 activity subtypes were often created by agencies in a decentralized manner. In anticipation of the Workforce 1 revision conversion, Workforce Solutions MIS determined that there were over five-hundred unique codes being used as activity subtypes county-wide. Many of these activity subtypes were closely related to other subtypes. These duplications were probably possible due to the decentralized nature of their creation. Recently, Workforce Solutions worked with agencies to identify the common themes amongst the large number of activity subtypes. The result is a trimmed down master list of approximately one-hundred and twenty activity subtypes. Some of these are unique to one Agency (i.e. FAST program home visits use HV, Pathways, Extension, etc.) and are only used by that agency or program. The majority of the items on the Master List of Activity Subtypes are available for agencies to use.

The process for adding new activity subtypes has changed. No longer will agencies create them independently but will now follow a vetting process outlined below. Agencies are asked to immediately adapt to the procedures for adding a new activity subtype.

PROCEDURES:

1. Identify the subtype to use from the Subtype Master List of Activity Subtypes (available on Provider webpage).
2. Use the correct activity subtype.
3. If an incorrect subtype is used, Workforce Solutions' MIS will notify the agency data specialist to use the information as a teachable moment and to correct the activity subtype.
4. If a new subtype, not already covered on the Master List of Activity Subtypes, is needed, communicate with designated Planner. Workforce Solutions' SPAT team will determine to add it (or not) to the list based on business need and on its usability by all agencies.

EFFECTIVE: June 26, 2014

WFS CONTACT: Agency Planner