Workforce One
FAST-NextGen
8/2021 – 12/2024

MFIP pre & post 60-month FSS participants, age 19-59,
that meet the program eligibility requirements may be
referred to **NextGen** and possibly randomized for **FAST**

This user guide indicates the WF1 process that will
be followed by the MFIP Employment Counselors (EC),
NextGen Enrollment Coordinators, MIS Unit, WFS Case Aide,
MFIP Data Specialists and WFS FAST Employment Counselors (EC)

REFERRAL TO NEXTGEN

The **WFS' MIS Unit** will:
- **Send the NexGen spreadsheet** to the Data Specialists on or around the 1st of each month
- **Assign participant's WF1 MFIP record** to a NextGen Enrollment Coordinator as Secondary Staff for participants listed as Accepted and verified eligible by the supervisor/manager on the spreadsheet
- **Code the participant's WF1 MFIP record** with TEST, CONTROL* or DECLINE according to randomization or update provided by the assigned NextGen Enrollment Coordinator and end the NextGen Enrollment Coordinator's assignment to the WF1 record
- **Transfer only the TEST coded participant's** WF1 MFIP record to WFS' Case Aide
    - Transfers completed within 48 hours and email sent to WFS' Case Aide & cc: WFS' FAST Supervisor
    - Email transferring agency's MFIP EC, Data Specialist & supervisor that WF1 record transferring
- **Open the LOCAL FLAG (NXGEN) activity** in the TEST coded participant's WF1 MFIP record, once transferred to WFS' Case Aide – see page 2

The MFIP agency's **Data Specialist** will:
- **Share the NextGen spreadsheet** that is received from MIS to OneDrive for the MFIP ECs to access
- **Send the updated NextGen spreadsheet** to WFS' MIS Unit at least once a month between the 2nd & 24th

The assigned **MFIP Employment Counselor (EC)** will:
- **Update FAST Status column and/or Staff Note column** on the NextGen spreadsheet indicating participants' interest in NextGen

The MFIP EC's **Supervisor/Manager** will:
- **Verify final eligibility**, for those listed as Accepted in the FAST Status column, by appropriately marking column A (Accepted Mgr/Sup Initial)

The **NextGen Enrollment Coordinator** will:
- **Randomly assign** interested participants as TEST or CONTROL*
- **Notify the MIS Unit** of TEST, CONTROL or DECLINE participants by Tuesday of each week
- **Enter a Case Note** in the participant's WF1 MFIP record, indicating NEXTGEN TEST, NEXTGEN CONTROL or NEXTGEN DECLINE as the Case Note subject

The **WFS' Case Aide** will:
- **Transfer the TEST coded participant's** WF1 MFIP record to a WFS FAST Employment Counselor

Those coded as CONTROL cannot receive FAST services for 21 months after initially coded.

Workforce Solutions, MIS revised 5/13/22

FAST-NEXTGEN ENROLLMENT

The **WFS' MIS Unit** will open the **Local Flag** activity with an Activity Subtype of **NXGEN**, in the participant's WF1 MFIP record for those that are randomly assigned to **TEST**, when transferring the participant's WF1 record to **WFS' Case Aide.**

Participants that are randomly assigned to **CONTROL** will remain with their **MFIP EC** and there will <u>not</u> be a specific **Local Flag** opened for NextGen. Those randomized into **CONTROL** are being tracked by **WFS' MIS Unit** in another area of WF1 for reporting purposes.

NOTE: Since only one parent of a 2-parent household may be randomized for NextGen, **WFS' MIS Unit** will open the **Local Flag** activity with an Activity Subtype of **FASTX** for the other parent of **Test** participants.

General	
At-A-Glance	
Contact	
Tickler	
Connect Messages	
Demographics	
Mobile User	
Work Preferences	
MN Works Resume	
Case Note	
Add Case Note	
Case Note Quick	
Case Note Search	
Cases	
Program/New App	
Eligibility/Enrollment	
Activity	
Plan	
Credential	
Youth Performance	
Participation Hours	
Exit	
Follow-Up	

MFIP Activity

Ida Ramsey — Record ID 202015088
Birth Date 06/22/1966 — MAXIS Case 135627496

Program Seq   1
Agency: Location   Ramsey County Workforce Solutions: North St. Paul
Enrollment Date   03/24/2021
Entered by   Laurie J Doheny
Assign to Staff   Doheny, Laurie (Current Primary)
Activity Type   Local Flag

[Change Activity/Staff]

▾ Hide Open Activity

*Start Date   08/09/2021
Estimated End Date
Funding Stream   MFIP State-wide
Activity Subtype   NXGEN
Delivery Method   None Selected ▾
Estimated Cost $
Estimated Hours
User Defined Text 1
User Defined Text 2
User Defined Date

[Save] [Save and Open New Activity] [Cancel]

Activity Type = Local Flag
This activity is only opened for those randomly assigned to **TEST** and will remain open until the participant exits the **FAST-NextGen** program.

Start Date = Date WF1 MFIP record transferred to WFS' Case Aide

Activity Sub Type = NXGEN

Remember to Save

DECLINING or WITHDRAWING FROM NEXTGEN or FAST

Declining FAST services after referral to NextGen Enrollment Coordinator:

- <u>Prior</u> to randomization, participants <u>may decline **FAST services/NextGen** participation</u> and will remain with their MFIP EC
  - o The **NextGen Enrollment Coordinator** will notify **WFS' MIS Unit** of these situations via email
  - o **WFS' MIS Unit** will code the MFIP record 'Decline' for tracking purposes

- <u>After</u> randomization, participants in the **Test** group <u>may decline **FAST services**</u> and return to their previous agency/MFIP EC <u>without</u> being removed from the **NextGen** study
  - o The **NextGen Enrollment Coordinator** will notify **WFS' MIS Unit** of these situations via email
  - o **WFS' MIS Unit** will transfer the MFIP record back to the previous agency/MFIP EC and notify the MFIP EC, data specialist and supervisor/manager via email

Withdrawing from Study, but receiving FAST services after randomization:

<u>After</u> randomization, participants may <u>withdraw from the study</u> by following the procedures described on the consent form.

- Participants in the **Test** group may still receive **FAST services** after withdrawing from the **NextGen study** and would remain assigned to the **WFS FAST EC**
  - o The **NextGen Enrollment Coordinator** will notify **WFS' MIS Unit** of these situations via email
  - o **WFS' MIS Unit** will close the **Local Flag (NXGEN)** activity and code the MFIP record 'NC' for tracking purposes

- Participants in the **Control** group cannot be offered **FAST** services, but may withdraw from the NextGen study and remain assigned to their **MFIP Employment Counselor**
  - o The **NextGen Enrollment Coordinator** will notify **WFS' MIS Unit** of these situations via email
  - o **WFS' MIS** will code the MFIP record 'NC' for tracking purposes

FAST SERVICE PROVIDER TRACKING

The **Local Flag** activity with the **appropriate Activity Sub Type**, as indicated below, should be opened by the **WFS FAST Employment Counselor** when a participant is **referred** to a **FAST Service Provider**.

Tracking of:	Activity to Enroll	Sub Type to Use	Enroll Local Flag Activity
IPS Supported Employment	Local Flag	IPS	When referring to FAST's Career Specialist
Health Navigator	Local Flag	HN	When referring to FAST's Health Navigator
Children's Mental Health <u>within</u> the Collaborative	Local Flag	CMH	When referring to FAST's CMH <u>within</u> Collaborative
Children's Mental Health <u>outside</u> the Collaborative	Local Flag	CMHO	When referring to CMH Services <u>outside</u> of the collaborative
Adult Mental Health <u>within</u> the Collaborative	Local Flag	AMH	When referring to FAST AMH Services <u>within</u> Collaborative
Adult Mental Health <u>outside</u> the Collaborative	Local Flag	AMHO	When referring to AMH Services <u>outside</u> of the collaborative

The **Activity Subtype** of **IPS,** shown below, indicates that the participant was **referred** to **IPS Supported Employment** on 9/1/21.

Activity Type = Local Flag

Start Date = Date referred to a FAST Service Provider

Activity Sub Type = The appropriate code as indicated in the table above

User Defined Text 1 = Enter additional Social Service details that are within HIPAA laws.

FAST SERVICE PROVIDER TRACKING continued:

The information entered in the **User Defined Text 1** field of the activity may be viewed by <u>clicking</u> on the appropriate **Local Flag** activity.

Activity Summary

Ida Ramsey
Birth Date 06/22/1966

Record ID 202015088
MAXIS Case 135627496

General
- At-A-Glance
- Contact
- Tickler
- Connect Messages
- Demographics
- Mobile User
- Work Preferences
- MN Works Resume

Case Note
- Add Case Note
- Case Note Quick
- Case Note Search

Cases
- Program/New App
- Eligibility/Enrollment

Activity

▾ Hide MFIP Seq 1 - Enrolled

Enrollment Date: 03/24/2021 Exit Date:

Activity: Subtype: Work Exp Type	Funding Stream	Start Date End Date		
Local Flag (IPS)	MFIP State-wide	09/01/202 Open		
Local Flag (NXGEN)	MFIP State-wide	08/02/2021 Open	JoAnn Gordon WF Solutions	Edit Delete Copy
Assessment	MFIP State-wide	03/30/2021 Open	JoAnn Gordon WF Solutions	Edit Delete Copy
Local Flag	MFIP State-wide	03/24/2021 03/30/2021	JoAnn Gordon WF Solutions	Edit Copy Reopen

Add MFIP Activity

> To view all the information entered in the **User Defined Text 1** field, click on the appropriate **Local Flag** activity.

MFIP Activity

Name	Ida Ramsey	WF1 Record ID	202015088
Program: Sequence	MFIP: 1	Funding Stream	MFIP State-wide
Activity Type	Local Flag	Subtype	IPS
Start Date	09/01/2021	Completion Result	
End Date		Staff Assigned	
Agency	Ramsey County Workforce Solutions	Location	
Estimated End Date		Estimated Hours	
Estimated Cost		Actual Hours	
Actual Cost		User Defined Date	
User Defined Text 1	Use this area to include additional Social Service detail information.	User Defined Text 2	

> The information entered in the **User Defined Text 1** appears here.

FAST & NEXTGEN RETURNS AFTER EXITING MFIP

Participants enrolled in **FAST prior to 9/2021**, that close/exit MFIP and reopen, will return to the most recent **MFIP EC** and location. There could be rare instances where a participant enrolled in **FAST prior to 9/2021** may return to their **WFS FAST EC**.

Participants previously randomized for **NextGen** into **Test,** that close/exit MFIP and reopen, will be reassigned to a **WFS FAST EC. WFS' MIS Unit** will complete the following steps for these participants:

- Open the **Local Flag (NXGEN)** activity
- Notify the **WFS' Case Aide** that the participant has returned via email with daily referrals

Activity Type = Local Flag

Start Date = Date WF1 MFIP record assigned to WFS' Case Aide

Activity Sub Type = NXGEN
This Activity Subtype is only opened for those previously randomized to **TEST**

Remember to Save

FAST & NEXTGEN REVIEWS

Information regarding reviews will be shared in the future.