RAMSEY COUNTY
Workforce Solutions

MFIP ES POLICY

DATE ISSUED: August 22, 2019

TO: Ramsey County MFIP Providers

FROM: WFS Manager

SUBJECT: Workforce One User Guides

BACKGROUND: Workforce One (WF1) is the State of Minnesota's web-based client management application used to track employment and training services. WF1 is used to collect and manage participants' employment plans, participation hours, support services, and activities. Having accurate and timely participant information within WF1 is critical in evaluating outcomes and providing services to participants. The data support federal, state and local reporting, client case-management, and program evaluation.

PURPPOSE: To assist MFIP providers with guidance to manage participants' employment plan, activities, and services in WF1 in a consistent manner.

POLICY/GUIDELINES: The WF1 User Guides are intended for Ramsey County MFIP Providers use only. The following WF1 User Guides (created by the WFS MIS unit) provide step by step instructions and screenshots how to enter information accurately in WF1.

1. Activity
2. Appointments & Sessions
3. Case Assignment
4. Case Note
5. Credential
6. DHS-IX
7. EDS
8. Exit
9. NOITS
10. Outgoing Status Update
11. Participation Hours
12. Plan
13. Service Model
14. Support Service

Note: If printing WF1 User Guides, select 'landscape' and print on a color printer if possible.

CONTACT PERSON: Agency Lead Planner