

MFIP ES POLICY

DATE ISSUED:	August 22, 2019
то:	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