



Adult Career Pathways State Fiscal Years (SFY) 2022-2023 Getting to Work Grant On-Boarding Training

DEED Office of Adult Career Pathways

Welcome

Welcome to the On-Boarding Training Webinar.
Congratulations on being awarded grant funding!

Because of programs like yours, Minnesotans will have fair and equitable access to meaningful employment and a family-sustaining wage, and employers are able to fill jobs that are in demand.

Thank you!

Staff Introductions

Marc Majors

- Director of Employment & Training Programs

Nancy Omondi

- Director of Adult Programs

Ann Meyers

- Adult Career Pathways Supervisor

Vanessa Roman

- Adult Career Pathways Coordinator

Enock Kakuuku

- Adult Career Pathways Coordinator

Jenilee Drilling

- Adult Career Pathways Coordinator

Agenda

- ✓ Partnership with DEED
- ✓ Program Review
- ✓ Workforce One
- ✓ Fiscal Information
- ✓ Wrap Up

Partnership with DEED

Coordinator Duties

Each Grantee is assigned a Program Coordinator who will assist with the contracting process and be your main point of contact throughout the grant



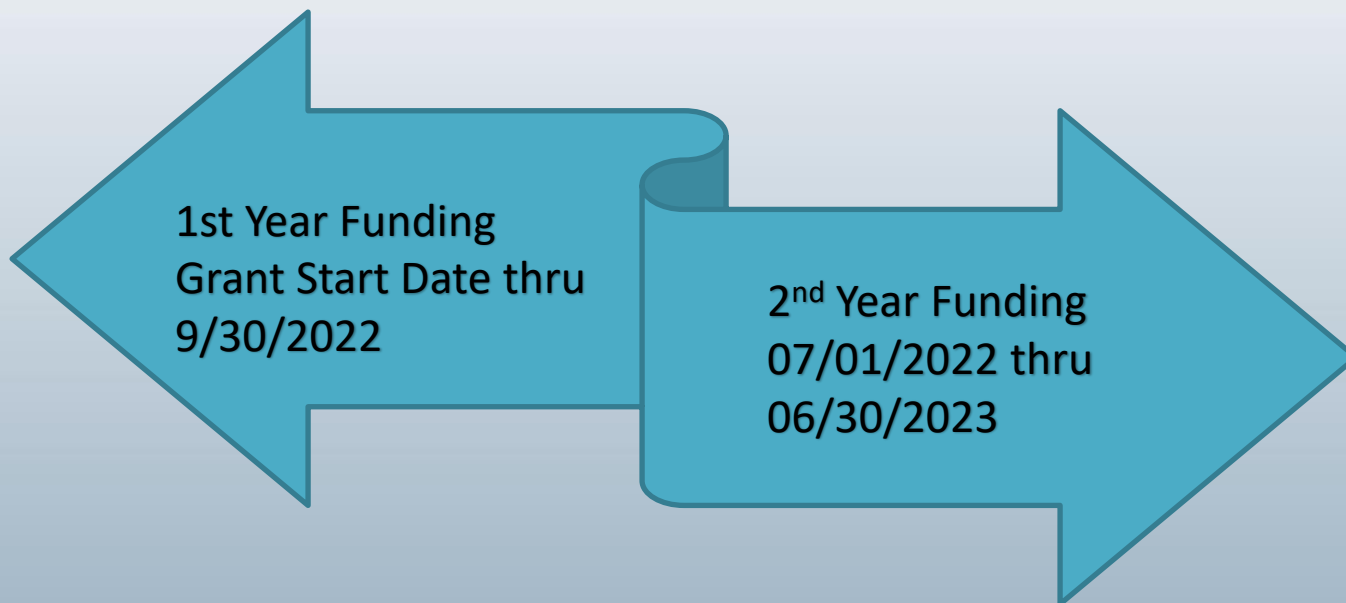
Final Contract

**Contract
packet
will
include:**

- Copy of the Executed Agreement
- Terms and Conditions
- Reimbursement Payment Request (RPR)
- Equal Opportunity Monitoring Guide
- Annual Assessment/Local Unified Plan

Execution & Funding

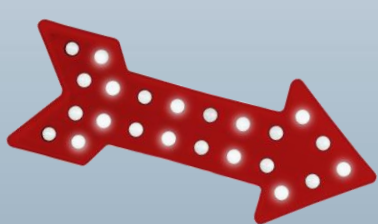
SYF 2022 - 2023



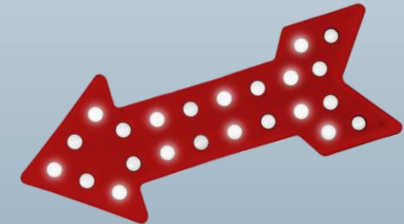
Adult Career Pathways Webpage

- On our updated webpage will include:

- Adult Career Pathways Operations Guide
- Workforce One User Guide
- Cost Category Definitions
- Documentation Needed to Support Participant Eligibility
 - Requesting a duplicate SS card online went into effect 1/2022!
- Forms Templates
- Example Templates
- Information about each grant program



Bookmark our webpage



<https://mn.gov/deed/programs-services/adult-career-pathways/>

Program Review

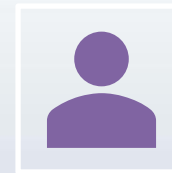
Program Components



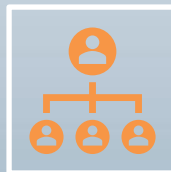
Assessments



Eligibility



**Individual
Employment Plan**



Activities



Support Services

Application/Intake Form



- Applications/Intake Forms are typically put together by grantees
- Capture your self-attested eligibility criteria here
- Questions may follow the WF1 Program Enrollment screen to allow for easier data entry
- Examples of an application can be found on the ACP webpage

Eligibility

- ACP Programs have universal eligibility requirements.
 - Example: Citizen of Minnesota
- Getting to Work has specific eligibility requirements:
 - have a household income at or below 200 percent of the [Federal Poverty Guidelines](#)
 - be at least 22 years of age;
 - have a valid driver's license;
 - provide grantee with proof of motor vehicle insurance;
 - Additionally, an applicant must be able to demonstrate to the grantee that they own the vehicle (participant's name is listed on the vehicle title) for vehicle repair or maintenance and a motor vehicle is required for them to obtain or maintain employment.

Assessments

- Objective Assessment

Examples: strengths finder or a form an organization creates to capture participant strengths/barriers



**YOUR
JOURNEY
STARTS HERE**

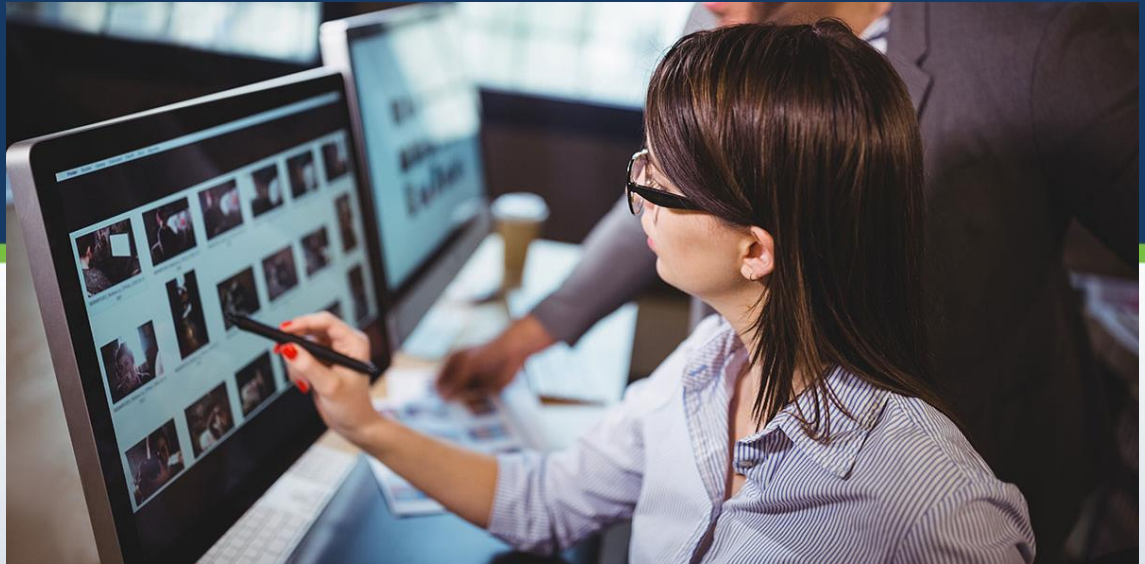
Individual Employment Plan (IEP)

- Sample IEPs on our webpage
- These documents are referred to in multiple ways Individual Employment Plan, Employment Plan, Individual Service Strategy, Individual Development Plan (IEP, EP, ISS, IDP, Action Plan)
- EVERY participant needs one
- Should be completed with navigator/counselor and participant as joint effort

IEP must include:

- Eligibility
- Purpose of why they are in the program
- Objective assessment
- Employment goals
- Support Service

Training



Programs must offer one or more of the following services:

- Financial literacy education (required for participants receiving a motor vehicle in addition to one other service below)
- Education on budgeting for vehicle ownership
- Car maintenance and repair instruction
- Credit counseling
- Job training related to motor vehicle maintenance and repair

Activities

- All participants will have activities
- Activities reflect the participants progress throughout the program
- Activities provide a snapshot to whomever is looking at the record
- Activities TRACK and REPORT OUTCOMES!
- Consistency with activities is important!

Support Services

- Support Services may include the following **participant** expenses:
 - New or used motor vehicles by gift, sale, or lease
 - Motor vehicle repair and maintenance services
 - Motor vehicle loans
 - Transportation assistance (gas-only card when a participant is actively engaged in an educational program activity)
- Organization must have support services policy submitted and approved by DEED
- Support services must be defined in work

Outcomes

- Participants placed in jobs; **employment is the GOAL!**
- Set by program and defined in your work plan/contract
- Outcomes are how your program success is determined
 - This is done by activities and exits
- Workforce One is how outcomes are reported to DEED as well as your Quarterly Reports

Participant Files

- You must maintain a physical file or have an electronic file (EDS) in Workforce One for each participant
- Contents of the file must include:
 - Eligibility documentation
 - IEP
 - Assessments
 - Support Services
- Sensitive information such as Medical Records need their own separate file

Participant Data Privacy

- Participant data is considered private data. Each participant must be informed of their data privacy and each participant file must contain the DEED form “How We Use Your Personal Information”
<https://apps.deed.state.mn.us/assets/policies/pdf/notice-english.pdf>
- Consent to Share Information
- Participant files must be retained for 6 years after closure (7 years)

Minnesota Government Data Practices Act

- Minnesota Statutes, Chapter 13
 - § 13.47
 - § 13.5999
- All Grantees are expected to comply

Co-Enrollments

- Participants may be co-enrolled in Getting to Work and another ACP program.
- If you are seeking to enroll a participant who is enrolled in another ACP program with another provider, you **MUST** justify the enrollment in the participant's enrollment case notes
- Participants may be co-enrolled in an ACP program and other programs that are funded by non-ACP sources
- Participants enrolled in Pay-for-Performance Legislative Direct Appropriations may not be co-enrolled with any other Employment & Training program under DEED oversight, such as Pathways to Prosperity, WIOA, or Dislocated Worker. Participants may not exit successfully from one DEED grant and consecutively enroll into a Pay-for-Performance Direct Appropriation.

Check with your program coordinator for any co-enrollment questions.

Partnerships



- Partnerships are highly encouraged for all Adult Career Pathways programs
- Partners may include:
 - Individuals, organizations, institutions, businesses, other entities that will NOT be receiving compensation for their participation in this grant.
 - Subgrantees (individual, organization, institution, business, or any other entity) that WILL receive compensation from the grant.
- Compensated partners must be outlined on your budgets and workplans

Quarterly Reports

- Each grantee program will be required to submit quarterly reports
 - These are due the 30th of the month following the end of the quarter (Jan 30th, April 30th, July 30th, Oct 30th)
 - Templates will be available on the ACP webpage. Grant Coordinators will also email out templates after contracts are executed.



Monitoring

- Each DEED ACP program/contract will be monitored yearly according to the Office of Grants Management (OGM) guidelines based on your award amount.
- DEED Monitors will send program guides prior to the visit
 - Please be sure to complete the guides and return them to the monitor by the due date

Monitoring

- Monitoring visit consists of:
 - Participant file review
 - Financial reconciliation
 - Review of Workforce One data
 - Staff interview
 - Program performance
 - Technical assistance, if needed
- More information about monitoring will be provided in the fiscal webinar

Uniform Report Card

- Established by statute [116L.98](#)
- The **uniform report card** is the state's performance dashboard for most adult workforce development programs
- Information for the Report card is pulled quarterly
- The Report card measures Enrollment, Training, Exits, Training Completion, and Employment outcomes
- The Report card is published and is public information
- Ensure data quality in Workforce One

mn.gov/deed/performance

BREAK TIME!!



Workforce One

What is Workforce One?

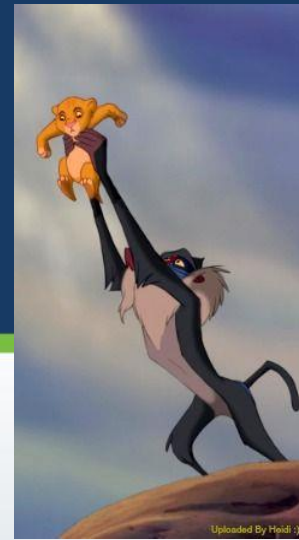
- Workforce One (WF1) is a web-based case management system for employment and training programs funded, managed, and used by DEED and DHS
- Used to track services for many state and federally-funded workforce programs.
- Used by approximately 2,000 staff working for cities, counties, non-profits, and the State of Minnesota, including state-funded competitive grants

Workforce One (cont.)

What will you do in WF1?

- Enter applications, eligibility determinations, and enrollment information
- Add activities to represent the services you are providing
- Capture support services provided to participants
- Enter case notes to capture participants contact
- Track outcomes
- Exit customers

Circle of Life



Workforce One

- Enrollments:
 - Participants must meet all eligibility requirements and have all necessary documentation in their file before being enrolled in your program
- Activities:
 - Participant activities show how they are moving through your programs
- Support Services:
 - Any support provided to participants throughout your program must be documented in WF1
 - The supports provided are determined by the grantee's workplan and budget

Workforce One Activities

- These three activities must be open on all participant records: *Assessment, Career Counseling, and Individual Plan Development.*
- The activities of *Work Readiness Skills Training* and/or *Financial Literacy Education* depending on the education/training services highlighted in your Work Plan.
- Constancy is key when coding activities in WF1.

Case Management in Workforce One

- Exits:
 - Whenever a participant is no longer receiving services
 - Reasons will vary based on the program and outcomes you're administering (most programs exiting to employment is the goal!)
 - 90 days without contact, you must exit participant
- Case notes
 - Must demonstrate participant engagement and assists DEED and grantee staff in providing seamless service delivery
 - Must show one-on-one contact at least every 30 days (*mass case notes do not count*)
- Data entry must be timely and entered within 15 days of its occurrence

Workforce One

DEED has 2 Workforce One sites/systems.

1. The live system, with real data simply referred to as Workforce One.
 - Link to website: <https://www.mnworkforceone.com>
2. The training system referred to as Sandbox.
 - Use Sandbox for all training purposes.
 - Do not use participant data in sandbox.
 - Access to Sandbox should be requested in same way Workforce One is.

Workforce One Reports

Grants Summary Report

Exit Report

Activity Report

Support Service

Workforce One (cont.)

Training

- DEED provides WF1 training for grantees: ETP Programs Case Management Training
- Users should register for a training
- DEED ACP Coordinators are available to provide additional training to grantees

WF1 User Manual

- Available on the Office of Adult Career Pathways website for your reference

What is Workforce One data used for?

- Grant administrators at DEED will use WF1 to determine if:
 - you are enrolling customers at the rate you planned (enrollment) according to your workplan
 - services you are providing are justified and appropriate
 - you are staying in frequent contact with your customers (case notes)
 - you are exiting customers who have completed services timely and whether you have achieved the program objectives with those exits (exits)
- The data you enter in WF1 will also be used to calculate your organization's outcomes. This information is available to the general public, the Legislature and other stakeholders

Getting Access

- www.mnworkforceone.com
- On home page click *forms* link
- Agency Level Data is most common for case managers/navigators.
 - COFFR Level Data should be requested if you are a manager **OR** a provider subcontracting with/through another provider and enter data under their COFFR
- Access Group:
 - Case management 2 – ETP; completing data entry or managing a caseload
 - Agency System Mgmt 2 – ETP; a manager who will need the privilege to edit data

Workforce One

WORKFORCE ONE

*Username:
*Password:
[Forgot Username/Password](#) [Help](#)

Workforce One

System Alerts

If you do not know your password or have forgotten your username, select [Forgot Username/Password](#) in the upper right corner and answer your secret question to reset your password or learn your username. You do not need to call the MNIT Service Desk or submit a help desk ticket via WF1 if you have forgotten your password.

WF1 7.02 Sprint 3 Review Meeting – On January 11, 2022, the WF1 team presented a review of the 7.02 Sprint 3 accomplishments. Select this link to view the recording of the meeting: [WF1 7.02 Sprint 3 Review Meeting Recording](#). You can also view the PowerPoint we used at the meeting by going to Resources on the top menu and WF1 News. Look for the WF1 Rewrite 7.02 Sprint 3 Review PowerPoint.

Confidentiality Agreement

This application is only for specifically authorized use by employment and training program providers and program administrators. By logging into this system, you are agreeing to safeguard the information contained within it. The use of the information in this system is subject to review, monitoring, and recording at any time, without notice or permission. Unauthorized access or use may be subject to prosecution.

Compatibility Statement

Workforce One (WF1) functions optimally with a screen resolution of at least 1024 x 768 using the most recent or the version prior to that of Microsoft Edge. While WF1 may function with other browsers, reports will not generate results with Safari.

Workforce One Forms



Click the following link to access forms related to Workforce One: [Forms](#)

Workforce One

WORKFORCE ONE

*Username:
*Password: [LOG IN](#)
[Forgot Username/Password](#) [Help](#)

Forms/Links

Form Name	Form Description
Access Form	Submit this form to request access, or refine existing access in Workforce One.
School Addition Request 	Submit this form to request that a new post-secondary school be added to the Workforce One school list.
DEED Service Desk and Security Admin (SA) Responsibilities	This document provides an overview of the security administrator role in Workforce One.
Agency and Location Addition	Submit this form to request a new agency or agency location in Workforce One.
Change Request Form	Submit this form to request a new feature, or a change to an existing feature in Workforce One.
MFIP and DWP Resources 	Select this link to navigate away from this page to the DHS (Department of Human Services) provider page for manuals and information related to Diversionary Work, MFIP and SNAP ET programs.

Fiscal Information

Reimbursement Payment Request (RPR)

- Reimbursement Payment Request (RPR) forms are due by the 20th of the month for the previous month's expenses

Sample Reimbursement Payment Request Form

FORM # MN-DEED-AFS-02 | 10.16

REIMBURSEMENT PAYMENT REQUEST



Submit completed form via email to DEED.FSR@state.mn.us on or before the 20th of the month

SECTION 1:				
* VENDOR ID + REMIT TO LOCATION CODE (SWIFT): 0000197681.001		* GRANT NAME: WESA		
* VENDOR NAME: Enock Non-Profits		8041400	SWIFT CONTRACT ID 140261	
REMIT TO ADDRESS: 145 Main St		GRANT PERIOD FROM: 11/1/2019		GRANT PERIOD TO: 06/30/2020
Rochester, MN		REIMBURSEMENT PERIOD FROM:		REIMBURSEMENT PERIOD TO:
FORM PREPARED BY:	PHONE:	INVOICE NUMBER:	GRANT NUMBER: 8041400	FINAL: YES [] NO []
EMAIL:		DEED PROGRAM CONTACT NAME: Ann Meyers		DEED PROGRAM CONTACT EMAIL: Ann.Meyers@state.mn.us

SECTION 2: * DEED PROGRAM USE ONLY									
SWIFT PO ID	PO LINE	AMOUNT	FUND	FIN DEPT ID	APPROP ID	ACCOUNT	AGENCY COST 1	PROJECT ID	
3-331145		\$ 150,000.00	1000	B2233APS	B223579	441332	55036	B22WESAGF	
TOTAL		\$ 150,000.00	NOTES:						

ACTIVITY ID	COST CATEGORY DESCRIPTION (PER APPROVED BUDGET)	A. APPROVED BUDGET	B. PREVIOUS REIMB. REQUEST	C. REIMB. REQUESTED THIS PERIOD	D. (B + C = D) TOTAL REIMB.	E. (A - D = E) AVAILABLE BALANCE	F. UNSPENT OBLIGATIONS
833	Subgrant Admin	\$15,000.00	\$1,500.00	\$1,500.00	\$3,000.00	\$12,000.00	
885	Direct Services	\$40,000.00	\$10,000.00	\$5,000.00	\$15,000.00	\$25,000.00	
838	Direct Customer Training	\$75,000.00	\$5,000.00	\$2,500.00	\$7,500.00	\$67,500.00	
828	Support Services Costs	\$10,000.00	\$200.00	\$250.00	\$450.00	\$9,550.00	
830	Other Activities	\$10,000.00	\$200.00	\$250.00	\$450.00	\$9,550.00	
TOTAL		\$150,000.00	\$16,900.00	\$9,500.00	\$26,400.00	\$123,600.00	\$0.00

MAICH	ACTIVI TY ID	A. AMOUNT CONTRIBUTED	B. PREVIOUS	C. THIS PERIOD	D. (B + C = D) CUMULATIVE
In Kind	850				\$0.00
Cash	889				\$0.00
TOTAL		\$0.00	\$0.00	\$0.00	\$0.00

8041400 RPR

Common Mistakes

- Dates
- Cumulative carry over amount
- Preparer and approver cannot be same person
- Signature authority not on file or out of date
- Mathematical errors

Back-up Documentation

- May be required, depending on Risk Assessment outcome or Special Conditions
- Or if requested by DEED staff
- New Grantees may be required to submit the general ledger for the first month of the contract to ensure understanding of process

Modifications/Amendments

- Same definition, different forms
 - Modifications are for grantees with Master Contracts with DEED
 - Amendments are for grantees with Stand-Alone Contracts with DEED
- These are required to be completed when a grantee or DEED staff need to make changes to an approved workplan or budget

Modifications/Amendments

- Should be requested only for unforeseen circumstances or changes
- Required for any changes to workplans or budgets
 - Note: If significant changes are being requested, the modification/amendment may not be approved
- The change is not in effect until fully executed and signed by all parties

Extensions

- A request may be made to extend the time available to spend out grant funds
- These are not automatic approvals and are based on the progress of the program and funding availability
- Extensions will not be considered until the final quarter of the grant.
- Must be requested in writing at least 30 days prior to the end of the original contract end date

Monthly Reviews

- Coordinators often check a Grantee's WF1 data entry against RPRs submitted to ensure alignment of:
 - Participant enrollments
 - Participant activities
 - Support services

Wrap-Up

Future Trainings

Fiscal Webinar: TBD

- DEED Employment & Training Fiscal Department will hold a webinar within the next few weeks. Look for email in the coming weeks. Please make sure at least one fiscal staff member attends the webinar to ensure understanding of DEED fiscal procedures.

ACP Workforce One Training: March 1st 12pm-4pm (save the date)

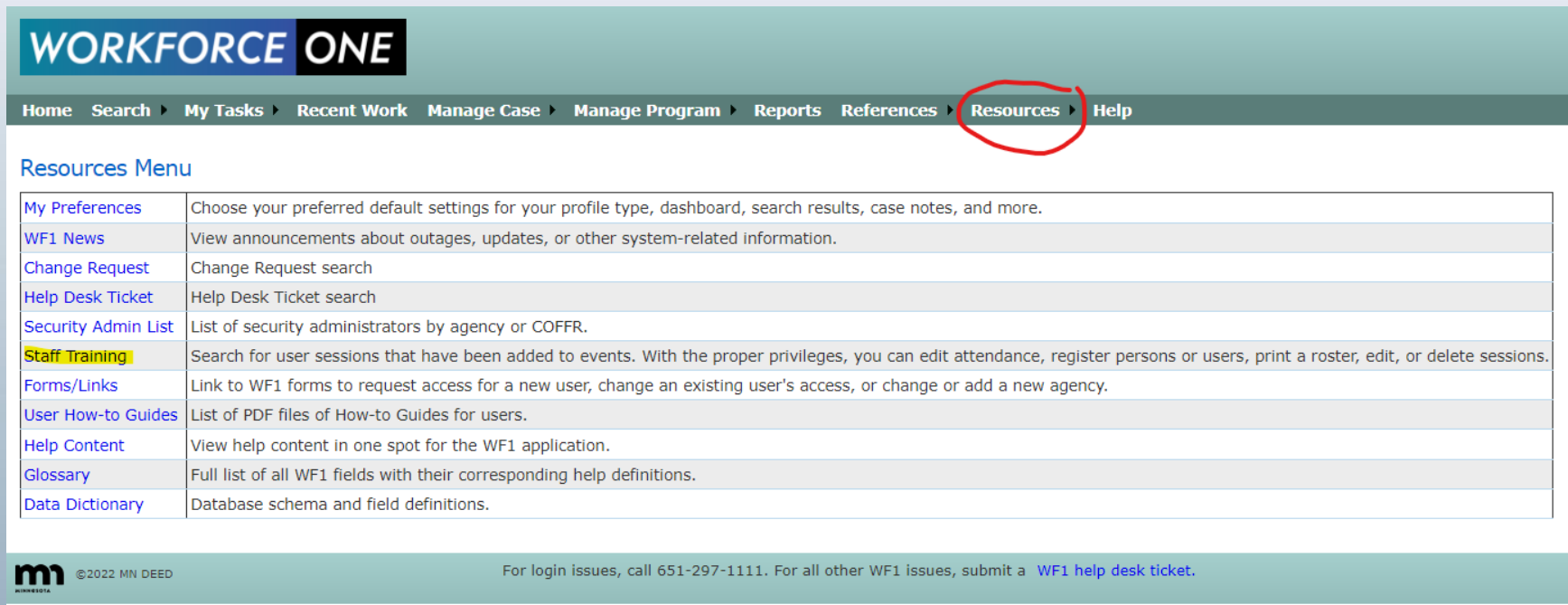
- This six-hour training will show you how to navigate through WF1. Great for new grantees, new staff, or people needing a refresher.

Workforce One Trainings: Offers helpful virtual trainings throughout the year

- Suggested trainings - ETP Programs Case Management Training and Reports and Advanced Search Training

WF1 Trainings

Once you are logged in you can access the Staff Training list:



The screenshot shows the Workforce One application interface. At the top, the logo "WORKFORCE ONE" is displayed. Below the logo is a navigation bar with the following items: Home, Search, My Tasks, Recent Work, Manage Case, Manage Program, Reports, References, Resources, and Help. The "Resources" item is circled in red. Below the navigation bar is the "Resources Menu" section, which contains a table of links and descriptions. The "Staff Training" link is highlighted in yellow.

Link	Description
My Preferences	Choose your preferred default settings for your profile type, dashboard, search results, case notes, and more.
WF1 News	View announcements about outages, updates, or other system-related information.
Change Request	Change Request search
Help Desk Ticket	Help Desk Ticket search
Security Admin List	List of security administrators by agency or COFFR.
Staff Training	Search for user sessions that have been added to events. With the proper privileges, you can edit attendance, register persons or users, print a roster, edit, or delete sessions.
Forms/Links	Link to WF1 forms to request access for a new user, change an existing user's access, or change or add a new agency.
User How-to Guides	List of PDF files of How-to Guides for users.
Help Content	View help content in one spot for the WF1 application.
Glossary	Full list of all WF1 fields with their corresponding help definitions.
Data Dictionary	Database schema and field definitions.

©2022 MN DEED For login issues, call 651-297-1111. For all other WF1 issues, submit a [WF1 help desk ticket](#).

WF1 Trainings



Staff Training Search

▼ Hide Search Criteria

Session Name

Wildcard search examples: *follow; follow*; *follow*

***Session Status** Completed Full
 Not Held Open

***Session Dates From**  **To** 

After you run search, look for *ETP Programs Case Management Training* or *Reports and Advance Search Training*

Thank you so much for attending this session!

We look forward to working with each one of you throughout this process and for the next couple years

Our job is to make sure your program looks good and can show all the great work going on in communities across Minnesota!



Thank you for your participation today!

DEED Office of Adult Career Pathways