STATE SERVICES FOR THE BLIND

EMPLOYMENT AND ECONOMIC DEVELOPMENT

Hello!

SSB is excited that you are interested in joining WF1 Partner Access. There are a few things your agency will need to do to gain access and begin use.

Here are the steps necessary and the order in which they need to be completed.

1. Complete and submit - Instructions to Add Agency
2. Agency and Staff must all complete - [WF1 Tutorial for Community Partners](#) - Passcode: q9P!hG^
    a. Use the companion documents during training
        i. Community Partner Access Desk Aid
        ii. EDS Document
3. Complete and submit the Instructions to Add Staff as Users
4. Meet with Laura and Susan for Q & A session and begin use

Community Partner agency and staff will then have the ability to access information, including referrals, authorizations, consents, and other relevant details, in the SSB case management system, WF1. It will also allow you to send SSB invoices and reports within WF1.

Why SSB is moving to utilizing WF1 to exchange documents with Community Partners?

So many referrals, consents, authorizations, and other case information is sent to Community Partners staff electronically. We want to keep participant data secure. It is crucial, so SSB would like to minimize the amount of private data sent electronically through systems with questionable security.

What does my agency need to do?

- All Community Partner agencies must determine which of their staff will need access to WF1 to view referral information and submit invoices and reports.

- The staff accessing WF1 must watch a required training video: Zoom recording, Passcode: q9P!ihG^. VRS developed this video. The actions for SSB are identical. We are utilizing their training video to train our Community Partners as well. We are working on the closed captioning so if you need assistance during the training portion please reach out.
- The training video is 45 minutes long. ALL Community Partner staff should watch the first 27 minutes. The last 18 minutes are specific to uploading reports and invoices.
- The Community Partner must set up a profile as an agency in WF1 with the WF1 Administrator. Instructions attached.
- Following the completion of these steps, the WF1 Community Partner Access team will contact you to arrange a Q&A training session for your agency staff. This will be the opportunity to ask specific questions that weren't clear from the training video or may be specific to your agency's business practices.

If you have any questions, please reach out to a SSB Community Partner Relations:

- Susan Kusz: Contract Specialist Assistant and Community Partnerships Program Specialist, susan.kusz@state.mn.us.
- Laura Cheney: WF1 Business Analyst, Laura.Cheney@state.mn.us