

WorkforceOne (WF1) User Manual

Office of Adult Career Pathways

Updated 9/12/2018

Introduction

The Minnesota Department of Employment & Economic Development (DEED) is committed to ensuring economic equity – the fair and equitable access to resources so that all Minnesotans can have meaningful employment at a family sustaining wage.

WorkforceOne (WF1) is the Management Information System (MIS) mandated to be used for adult workforce-related programs funded in whole or part by state funds ([§116L.98](#)). WF1 is used to collect and manage participants' demographic data, case management activities (such as career counseling, job search activities, training, etc.), support services received, and progress toward program outcomes (such as certificates and credentials obtained).

This manual is to be utilized by organizations who receive grants overseen by the Office of Adult Career Pathways including:

- Pathways to Prosperity (P2P) Competitive Grant Program
- Southeast Asian Economic Relief (SEA) Competitive Grant Program
- Women in High-Wage, High-Demand, Nontraditional Jobs (WESA) Competitive Grant Program
- Support Services Competitive Grant Program
- Legislatively-named Direct Appropriation Grants

This manual italicizes *field names* and bolds **tabs, links, and buttons**. Carrots (>) indicate a drop down or sidebar menu option, such as **General > At-A-Glance**.

If you have questions about the contents of this manual, contact Claire.Nelligan@state.mn.us.

Purpose

The purpose of this manual is to provide technical guidance to organizations serving participants in the grant programs listed in the [Introduction](#). This manual is not intended to provide policy guidance.

Outcome Reporting

The data collected in WorkforceOne (WF1) is used for reporting to the legislature and to the public via the [Uniform Report Card](#). It is important that all program-related information be documented in WF1 in order to evaluate program outcomes accurately. The Report Card extracts information from enrollment fields, activities, credentials, exit reasons, and other fields in WF1 in order to compile data including, but not limited to:

- Demographics such as gender, race and ethnicity, immigration status, and limited English proficiency
- Barriers to employment such as homelessness, level of education, offender history
- Training type, length of enrollment, and completion status
- Wage progression, job placement in career field, and job retention
- Certificates and credentials obtained, and support services provided
- Exit date and reason

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Website Information

Staff completing data entry should have a WF1 account and basic training on logging in, searching for persons, enrolling new program participants, running reports, and other system features and functions. This manual does not take place of the recommendation to attend WF1 Training.

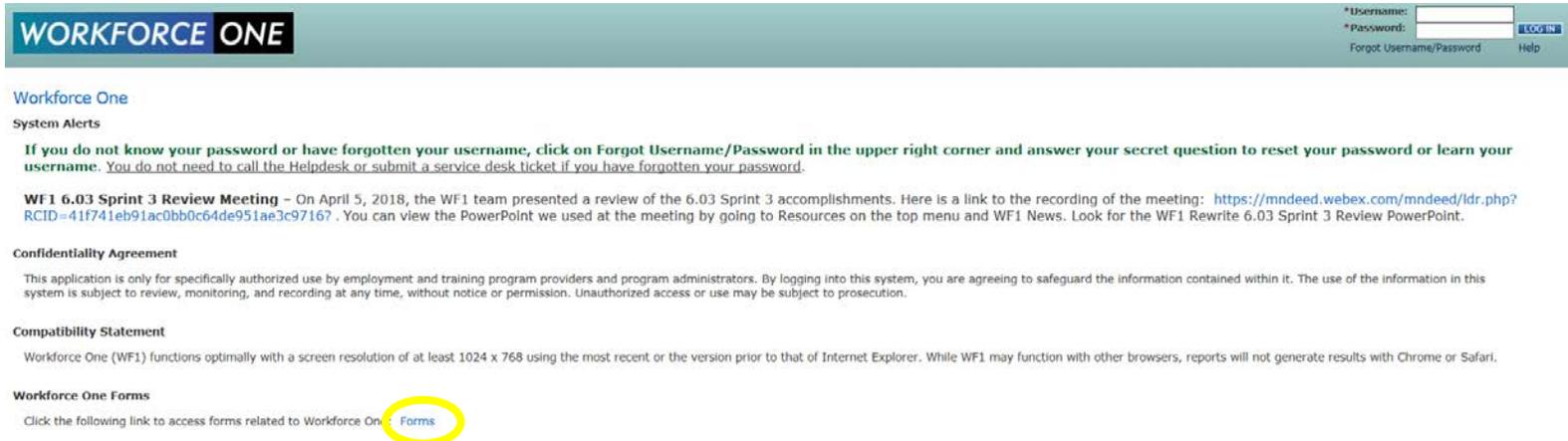
WorkforceOne (WF1) Production/Live website: www.mnworkforceone.com

WF1 Sandbox website: <https://sandbox.mnworkforceone.com>

The sandbox is a training environment with artificial data. Do not enter real participant data into the Sandbox.

Obtaining Access

1. From the WF1 Home Page, select the link to **Forms**.



WORKFORCE ONE

Workforce One

System Alerts

If you do not know your password or have forgotten your username, click on **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 Helpdesk or submit a service desk ticket if you have forgotten your password.

WF1 6.03 Sprint 3 Review Meeting – On April 5, 2018, the WF1 team presented a review of the 6.03 Sprint 3 accomplishments. Here is a link to the recording of the meeting: <https://mndeed.webex.com/mndeed/ldr.php?RCID=41f741eb91ac0bb0c64de951ae3c97167>. You can view the PowerPoint we used at the meeting by going to Resources on the top menu and WF1 News. Look for the WF1 Rewrite 6.03 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.

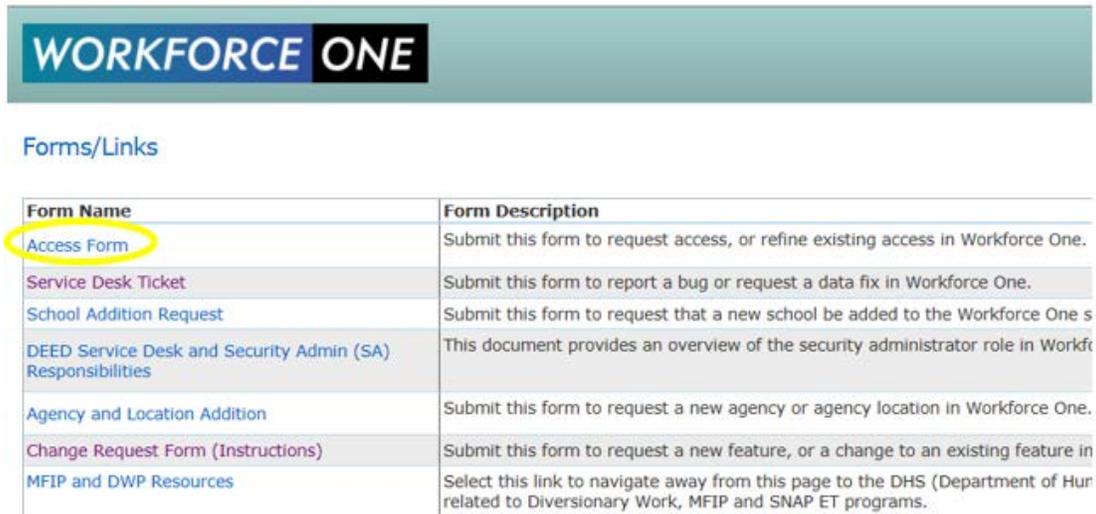
Compatibility Statement

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 Internet Explorer. While WF1 may function with other browsers, reports will not generate results with Chrome or Safari.

Workforce One Forms

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

2. Select **Access Form**.



WORKFORCE ONE

Forms/Links

Form Name	Form Description
Access Form	Submit this form to request access, or refine existing access in Workforce One.
Service Desk Ticket	Submit this form to report a bug or request a data fix in Workforce One.
School Addition Request	Submit this form to request that a new school be added to the Workforce One s
DEED Service Desk and Security Admin (SA) Responsibilities	This document provides an overview of the security administrator role in Workf
Agency and Location Addition	Submit this form to request a new agency or agency location in Workforce One.
Change Request Form (Instructions)	Submit this form to request a new feature, or a change to an existing feature in
MFIP and DWP Resources	Select this link to navigate away from this page to the DHS (Department of Hur related to Diversionsary Work, MFIP and SNAP ET programs.

3. Complete the initial required questions:
 - a. I am requesting new (or revised) access to:
 - i. Select **Manage a caseload or monitor cases (most common)**
 - ii. Only select **Process user (staff) access to WF1 (security administrator)** if you have attended specialized in-person Security Administrator training.
 - b. I work for Vocational Rehabilitation Services > **No.**
 - c. I work for State Services for the Blind > **No.**
 - d. Access Group:
 - i. **I know the access group that I want to request.**

- e. **Next**
- 4. Complete the required fields related to COFFR/Agency combinations and access level. Required fields are marked with a red asterisk (*).
 - a. I need access to:
 - i. Select **Agency Level Data (most common)** if you are a case manager.
 - ii. Select Contract or Federal Funding Recipient (**COFFR**) **Level Data** if you are a manager of an

WORKFORCE ONE

Security Access Form

When all fields have been completed, select the **Next** button to continue. Print form as a PDF using menu found under disc icon. Go to Help on the top menu for further information.

***I am requesting new (or revised) access to:**

- Manage a caseload or monitor cases (most common)
- Process user (staff) access to WF1 (security administrator)

***I work for Vocational Rehabilitation Services:**

***I work for State Services for the Blind:**

***Access Group**

- I know the access group that I want to request.
- I want help determining which access group to request.

Next

organization who has subcontracted organizations entering data under your COFFR's program in WF1. This will allow the COFFR to pull data for the grant as a whole, inclusive of subcontractors' data.

- iii. **State Level Data** access groups are only granted to State of Minnesota employees who are responsible for managing or monitoring program data.
- b. Agency (provider) > select your organization.
- c. COFFR > select the organization who was awarded the grant, who has a contract with DEED. This may be the same or different from the Agency.
- d. Access Group:
 - i. Select **Case Management 2 – ETP** (Employment & Training Programs) if you will be completing data entry or managing a caseload.
 - ii. Select **Agency System Mgmt 2 – ETP** if you are a manager who will need the privilege to edit data.
- e. Caseload
 - i. Select **I manage a caseload** if you complete data entry or manage a caseload.
 - ii. Select **I do not manage a caseload** if you do not need to enter or edit data. This will provide a "view only" access level.
- f. Job Duties
 - i. Describe your job duties in the text field. Include which programs you will be working with, which grants overseen by the Office of Adult Career Pathways, the program choice will be **Adult**

Career Pathways. After reviewing your entry on the form to ensure information is complete and accurate, select **Next**.

***I need access to:**

- Agency Level Data (Most Common)
- COFFR Level Data
- State Level Data (Non-Trade Adjustment Assistance)
- State Level Data (Trade Adjustment Assistance)

***Agency (provider)**

***COFFR**

***Access Group**

***Caseload**

- I manage a caseload.
- I do not manage a caseload.

SWIFT Buyer ID

SWIFT Payer ID

Job Duties
Describe your job duties as they relate to Workforce One. If your access should mirror that of another user, include that in your description.

Comments

When all fields have been completed, select the Next button to continue. Print form as a PDF using menu found under disc icon. Go to Help on the top menu for further information.

5. The form will generate. Do not print from your internet browser. Select the **disc** icon on the menu bar and select **PDF**.

Security Access Form

When all fields have been completed, select the Next button to continue. Print form as a PDF using menu found under disc icon. Go to Help on the top menu for further information.

Export to PDF to print formatted page.

WORKFORCE ONE Security Access F

Name Johnson, Becca L

Username Becca.Johnson

Last six digits of SSN [REDACTED]

SWIFT Buyer ID [REDACTED] **SWIFT Payer ID** [REDACTED]

Access Level Needed State Level Data (Trade Adjustment Assistance)

Access Group State Program Administration

Manage a Caseload No

Agency (provider) TAA Admin

Job Duties

Location(s): Check all to which the user should have access.

Location	Add	Remove	Location	Add	Remove
DEED Admin	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Program(s): Check all to which the user should have access.

6. A pop-up will appear on the bottom of your internet browser. Select **Open** or **Save**. If you select **Save**, you will need to open it from the file location in which it was saved in order to proceed to print.



7. Once you've opened the Adobe PDF document, select **File**, then **Print**. The rest of the form will need to be completed by hand.
 - a. Mark the COFFR, Agency, and Program (**Adult Career Pathways**) that you will need access to.
 - b. Both the user and the user's manager must sign the security form.
8. Scan and email the form to workforceone.deed@state.mn.us

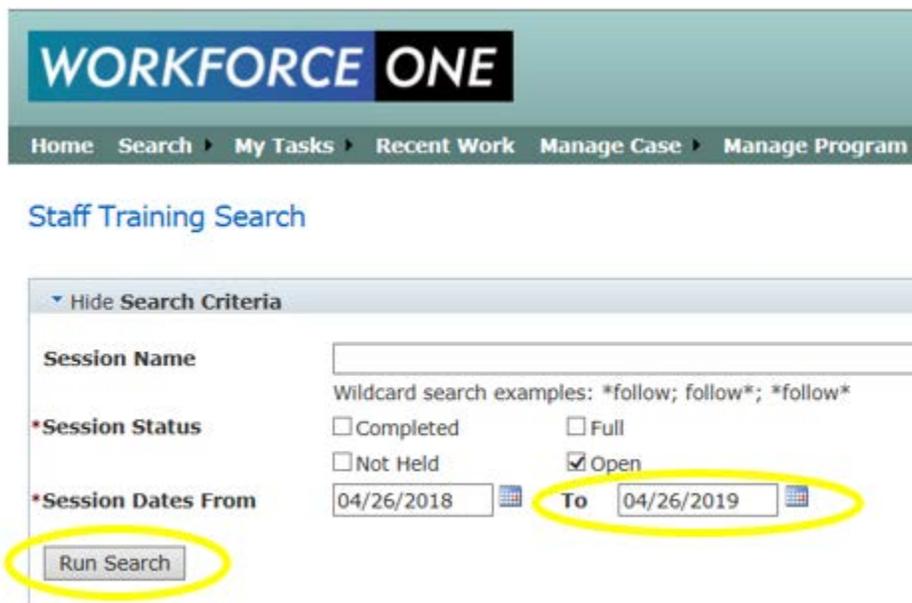
Registering for Training

If you have not yet been granted access to WorkforceOne (WF1), you may contact your DEED Program Staff Coordinator to register for training for you. If you do have access to WF1, you may register yourself following the instructions below.

1. From the top navigation menu, select **Resources > Staff Training**.



2. Session Status defaults to **Open**.
3. Session Dates From defaults to three months from the current date. Update the Session Date to one year out in order to produce more options for training dates.
4. **Run Search**.



5. Select **Action > Register Me** for the appropriate session:
 - a. **ETP (Employment and Training Programs) Case Management Training** is relevant for users accessing the Adult Career Pathways program.
 - b. The **Reports and Advanced Search Training** will cover the execution of reports and exporting report data. This is recommended for anyone within your organization who will be responsible for monitoring progress and outcomes.
 - c. DO NOT register for DHS Programs Case Management Training (WF1 Basics).
6. The registration is confirmed when you see the **Registration saved** notification under the top navigation menu.



Resources

DEED Policy

Adult Career Pathways programs are required to follow Employment & Training Programs policies, found [here](#).

Each program overseen by the Office of Adult Career Pathways has a customized monitoring guide, which provides additional policy and procedural guidance. Contact your [DEED Program Coordinator](#) for the monitoring guide specific to the program you are administering.

Each grant program has a contract which includes a work plan and budget. All staff providing services through grant funds should be familiar with the terms and conditions to ensure that services are allowable prior to being provided.

Career Guidance Tools

DEED's [Labor Market Information \(LMI\) Data Tools](#) provides information on employment, unemployment, wages and occupations, regional and state comparisons, and more. The [Career and Education Explorer](#) can help find wages, occupations in demand, and educational opportunities.

[O*NET OnLine](#) provides detailed descriptions of the world of work for use by job seekers, workforce development professionals, and more. Occupations can be found by browsing industry groups, field of work, skills, etc.

DEED Program Contacts

Organizations are notified of their DEED Program Coordinator at grant issuance; however, assignments and staff may change over time. Please contact the Supervisor if you are unsure who to contact about a specific grant program.

Claire Nelligan, Supervisor of the Office of Adult Career Pathways Claire.Nelligan@state.mn.us 651-259-7573
Kirk Crowshoe, Program Coordinator Kirk.Crowshoe@state.mn.us 651-259-7589
Mimi Daniel, Program Coordinator Mimi.Daniel@state.mn.us 651-259-7581
Taryn Galehdari, Program Coordinator Taryn.Galehdari@state.mn.us 651-259-7540

Person Record

Before a participant's program enrollment data may be recorded, a Person Record must exist.

Person Search

A potential participant may have a WorkforceOne (WF1) Person Record from applying for or participating in another program managed within the system. You must search for an existing record before adding a new person.

1. Select **Search > Person** from the top navigation menu.

Search Menu

Person	Search for persons (consumers or customers). With the proper privileges, you can add a new person after searching.
Saved Searches	Access advanced searches you have saved or those that were created for all users or users at your agency.
Advanced Search	Search for person records that meet user-specified criteria and export data to Excel, mass case note, create mailing labels and more.
TAA Worker	Search for workers associated with a Trade Adjustment Assistance (TAA) petition.
User	Search for WF1 users. With the proper privileges, you can add a new user after searching
Authorization	Search for authorizations to view or print. With the proper privileges, you can edit person's authorized amount.
Payment	Search for payments on authorizations to view statuses of payments.
Document Search	Search for documents. With the proper privileges, you can view, delete, and edit the tags and comments of the documents.
Talent Pool	Search talent pool for persons that meet user-specified criteria for employment opportunities.
Vendor	Search for vendors. With the proper privileges, you can edit vendor's information.
Agency	Search for agencies and their locations. With the proper privileges, you can add a new agency and associated locations after searching.
COFFR	Search for Contract or Federal Funding Recipients (COFFRs) and their associated agencies and programs.
Common ID	View identifying numbers for persons to assist with federal reporting.

2. It is a best practice to complete two searches before adding a new record.
 - a. Search by *Social Security Number (SSN)*. **Run Search.**

The screenshot shows the 'Person Search' form in the Workforce One system. The 'SSN' field is highlighted with a yellow circle and contains the value '123-45-6789'. The 'Run Search' button at the bottom left is also highlighted with a yellow circle. Other fields include Last Name, First Name, Middle Initial, Record ID, MAXIS Case, E-mail, and Staff Assigned (set to 'All Values').

- b. Search by *First and Last Name*. If there is a possibility that the record was entered with a nickname, search with both the nickname and the given name (example: Rebecca may have been entered as Rebecca, Becca, or Becky). You may also use an asterisk (*) as a wildcard to return participant records that contain a specified value. For example, if you entered John* in the Last Name, records retrieved would include last names such as Johnsen, Johnson, etc. If you entered Moh* in the First Name, all records beginning with Moh would be returned (Mohamed, Mohammed, etc.).

Person Search

▼ Hide Search Criteria

Last Name	John*
First Name	Moh*
Middle Initial	
SSN	
Record ID	
MAXIS Case	
MAXIS PMI	
E-mail	
Staff Assigned	All Values ▼

3. **Person Search** results display.

- a. If the search yielded results, you may select the hyperlinked name to bring you to their **Person Record > Person At-A-Glance** page.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports

Person Search

▼ Show Search Criteria

▼ Hide Search Results

Name: Birth Date ▼	SSN	Record ID
Johnsen, Mohamed		202013260
Johnsen, Mohammed		202013261
Johnson, Mohamed		202013258
Johnson, Mohammed		202013259

- i. Review participant information to determine if the existing record matches the participant you are working with. From the **Person At-A-Glance** page, select **General > Contact** and **General > Demographics** from the left navigation menu.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

- At-A-Glance**
 - Contact
 - Tickler
 - Demographics
 - Work Preferences
 - MN Works Resume
- Case Note**
 - Add Case Note
 - Case Note Quick
 - Case Note Search
- Cases**
 - Program/New App
 - Eligibility/Enrollment
 - Activity
 - TAA
 - Plan
 - Credential

Person At-A-Glance

Mohammed Johnson Record ID 202013259

Name and Mailing Address
 Mohammed Johnson
 General Delivery
 Blaine MN 55449
 The geo-coding search was unable to verify this address. The address is not valid for Work Preferences or Talent Pool Search.

No Phone Data Available

Birth Date
Primary E-mail
Secondary E-mail
Record ID 202013259 **Last 4 SSN**

No program records found.

Person Search Results

- ii. If the record is not the correct person, return to [Person Search](#) and [Add New Person Record](#) if necessary.
- iii. If the record is the correct person, review **Person At-A-Glance** for open program sequences. The program is open if there is an **Enrollment Date**, but no **Exit Date**.

Program	Status	Application Date	Enroll Date	Exit Date	Closed from App Date	Last Follow-up Date	COFFR
SNAP ET Seq 1	Enrolled	04/23/2018	04/23/2018				Henn/Carver (9)
Equity Support Services Adult SFY17 Seq 2	Exited	10/27/2017	01/16/2018	03/31/2018			Henn/Carver (9)
Adult Seq 1	Enrolled	08/15/2017	08/15/2017				Henn/Carver (9)
ACP Grant Type Grantee Name SFY18 Seq 1	Eligible, Not Enrolled	08/09/2017					Henn/Carver (9)
ACP Seq 1	Eligible, Not Enrolled	09/23/2014					Dakota/Scott (14)

1. Organizations are responsible for coordinating services, though not duplicating services for participants. If a participant is enrolled in another program in WF1, coordinate with the other organization/program to ensure the participant goals align, but are not duplicative. View other organizations' contact information by navigating from **Cases > Case Assignment**.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶ H

General

At-A-Glance **Person At-A-Glance**

James F Anderson Record ID 100002310
 Birth Date 04/18/1980 MAXIS Case 3456

Name and Mailing Address
 James F Anderson
 123 Front Street
 St Paul MN 55117

The geo-coding search was unable to verify this address. The address is not valid for Work Preferences or Talent Pool Search.

Phone	Ext.	Phone Type	TTY	Video
651-222-3333		Home	No	No

Birth Date 04/18/1980

Primary E-mail

Secondary E-mail

Record ID 100002310 **Last 4 SSN** 6767

MAXIS Case 3456 **MAXIS PMI** 55588898

Program	Status	Application Date	Enroll Date	Exit Date	Closed from App Date	Last Follow-up Date	COFFR
SNAP ET Seq 1	Enrolled	04/23/2018	04/23/2018				Henn/Carver (9)
Equity Support Services Adult SFY17 Seq 2	Exited	10/27/2017	01/16/2018	03/31/2018			Henn/Carver (9)
Adult Seq 1	Enrolled	08/15/2017	08/15/2017				Henn/Carver (9)
ACP Grant Type	Eligible, Not	08/09/2017					Henn/Carver (9)

b. If the **Person Search** resulted in zero matches, proceed to [Add New Person Record](#).

Add New Person Record

If a thorough [Person Search](#) did not result in any matches, you will need to enter a new person into WorkforceOne (WF1).

1. The **Add New Person** option displays after the **Person Search** did not return any matches; therefore, you must always begin the process with a search. Select **Add New Person**.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶

Person Search

▼ Show Search Criteria

▼ Hide Search Results

No results found.

New Search Refine Search **Add New Person**

2. On the **Person Add** page, complete all required fields, which are marked with a red asterisk (*) and listed below:
 - a. Last Name
 - b. First Name
 - c. Address1
 - d. City
 - e. State
 - f. Zip
 - g. County
 - h. Country
 - i. Veteran Status. Options include:
 - i. Active Service Ill or Wounded
 - ii. Did Not Self-Identify
 - iii. Not a Veteran
 - iv. Spouse or Family Caregiver of Veteran
 - v. Transitioning Service Member
 - vi. Veteran
 - vii. Veteran, < 180 Days of Active Service
 - j. Citizen/Right to Work. Options include:
 - i. Citizen
 - ii. No
 - iii. Right to Work

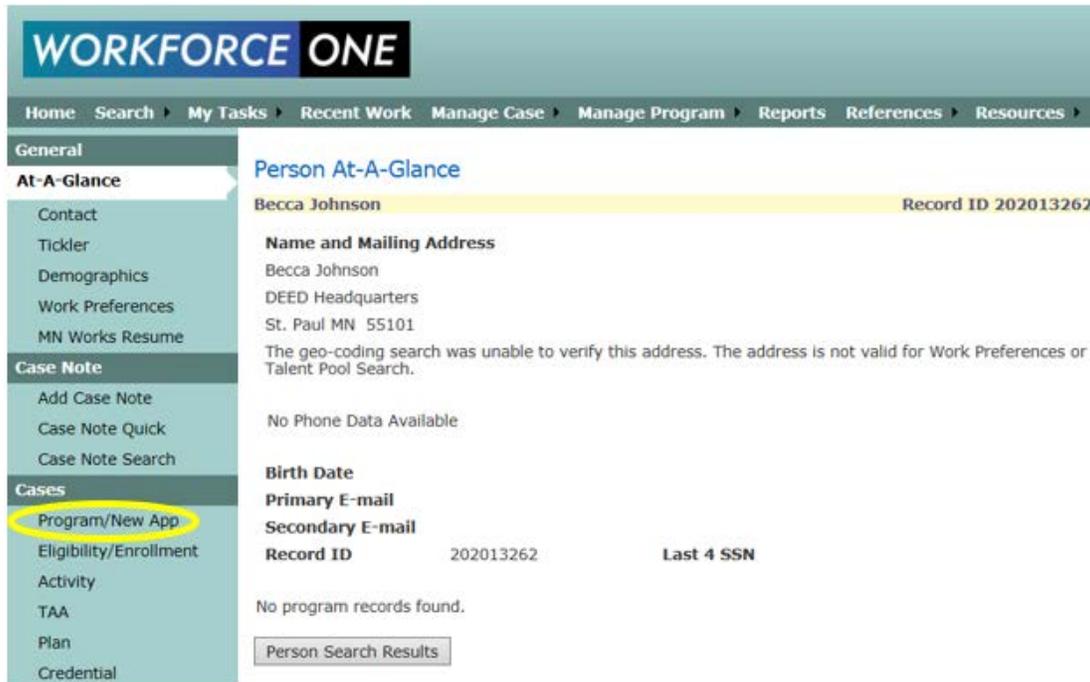
3. **Save**

4. The **Contact Information** page displays. A notification under the top navigation menu will display **Add Person Saved** if the save was successful.

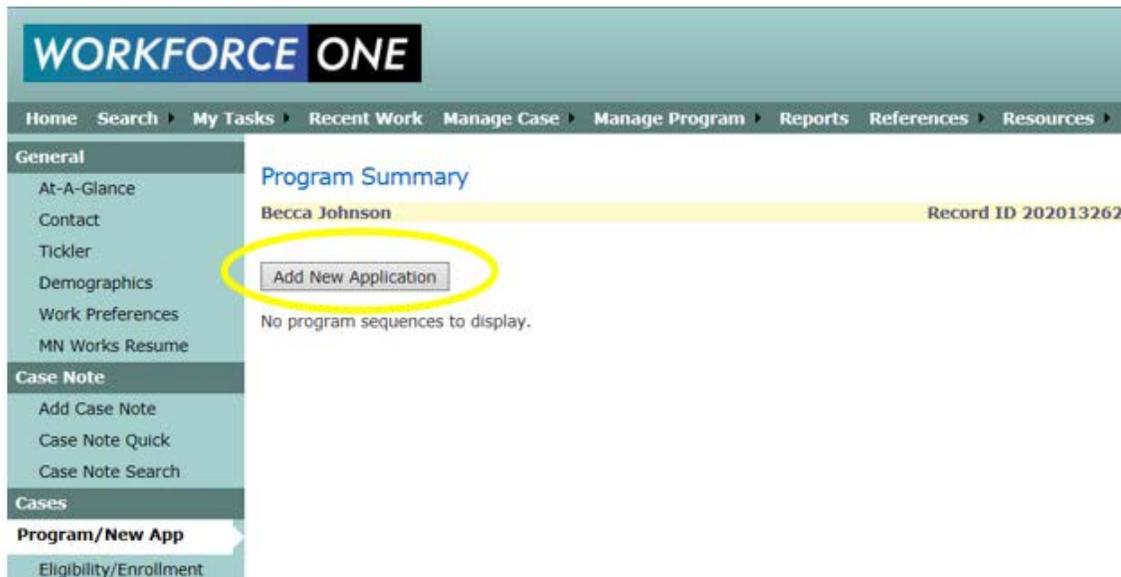
Application

There are three steps to enrolling a participant into Adult Career Pathways: Application, Eligibility, and Enrollment. Adding a new application is the first step.

1. From the **Person At-A-Glance** page, select **Cases > Program/New App**.



2. Select **Add New Application**.



3. Complete the required fields, which are marked with a red asterisk (*):
 - a. *Program*: **Adult Career Pathways**
 - b. *Application date*: the date the participant signed an application requesting services.
 - c. *Location*: if your organization has multiple locations, select your location from the dropdown.
 - d. Select either *Primary Staff* or *Support Staff* from the dropdown.
4. **Continue to Eligibility** or **Save and Exit Wizard**.
 - a. Selecting **Continue to Eligibility** will proceed to the second stop of enrollment: Eligibility.

- b. Selecting **Save and Exit Wizard** will save the application data, leaving the program in an **Eligible, Not Enrolled** (or pending) status.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App

Eligibility/Enrollment
Activity
TAA
Plan
Credential
Reporting Collection
MYP Performance
Participation Hours

New Application

Becca Johnson Record ID 202013262

Step: **1. Application** 2. Eligibility 3. Enrollment

*Program: Adult Career Pathways

*Application Date: [Date Picker]

Agency: Hennepin County
[Display Funding Stream Options](#)

COFFR: Hennepin/Carver ETC - LWDA 09

*Location: WERC WSA 09

Service Model: No service models found

Primary Staff: Johnson, Becca L

Support Staff: None Selected

Send Tickler:

Show Case Note

Show User Defined Fields

Continue to Eligibility Save and Exit Wizard Cancel

- i. If you select **Save and Exit Wizard**, the **Eligibility/Enrollment Summary** page displays.
- ii. A notification under the top navigation menu will display **Application saved** if the save was successful.
- iii. Navigate back to this page to complete the enrollment at a later time by selecting **Cases > Eligibility/Enrollment** from the left navigation menu.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources Help

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Eligibility/Enrollment

Program/New App

Application saved.

Eligibility/Enrollment Summary

Becca Johnson Record ID 202013257

Hide Adult Career Pathways Seq 1 - Pending

Eligibility/Determination Date
Eligibility Agency
Enrollment Date
Enrollment Agency
COFFR: Hennepin/Carver ETC - LWDA 09
Exit Date

Complete Enrollment

- iv. Select **Complete Enrollment**, then proceed to [Eligibility](#).

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶ Help

Eligibility/Enrollment Summary

Becca Johnson Record ID 202013257

Hide Adult Career Pathways Seq 1 - Pending

Eligibility/Determination Date
 Eligibility Agency
 Enrollment Date
 Enrollment Agency
 COFFR
 Exit Date

Hennepin/Carver ETC - LWDA 09

Complete Enrollment

Eligibility

There are three steps to enrolling a participant into Adult Career Pathways: Application, Eligibility, and Enrollment. Eligibility is the second step.

1. On the **Adult Career Pathways Eligibility** page, complete all required fields, which are marked with a red asterisk (*) and listed below:
 - a. *Decision Date*: the date the determination of eligibility was made. The date prepopulates to the *Application Date*, but may be modified if necessary. The *Decision Date* may not be a date earlier than the *Application Date*.
 - b. *SSN*: Social Security Number. This will prepopulate if the **General > Demographics** page lists the SSN. NOTE: Organizations must maintain SSN verification for all enrolled participants.
 - c. *Birth Date*: Month/Day/Year that the participant was born. This will prepopulate if the **General > Demographics** page lists the SSN. NOTE: Organizations must maintain Date of Birth verification for all enrolled participants.
 - d. *Citizen/Right to Work*. Options include:
 - i. **Citizen**
 - ii. **No**
 - iii. **Right to Work**
 1. NOTE: Organizations must maintain Right to Work verification for all enrolled participants.
 - e. *Now Enrolled in Secondary Ed*. Indicate whether the participant is enrolled in secondary education as of the *Decision Date*. Options include:
 - i. **Yes**. Additional questions will become required:
 1. *Is P2P and Requires Additional Education Services?* Answer **Yes** or **No** to indicate whether the participant is being enrolled into the Pathways to Prosperity (P2P) Competitive Grant Program and whether or not they require additional education services beyond what they are receiving in secondary education.
 2. *Is Not P2P, but Requires Additional Educational/Support Services?* Answer **Yes** or **No** to indicate whether the participant is being enrolled into an Adult Career Pathways grant other than Pathways to Prosperity (P2P), such as Support Services, Women in

Nontraditional Jobs, Southeast Asian Economic Relief, or Legislatively-named Direct Appropriations grants.

ii. **No**

2. Select **Determine Results**.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports Ref

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment**
- Activity
- TAA
- Plan
- Credential
- Reporting Collection
- MYP Performance
- Participation Hours
- Exit
- Follow-Up

Adult Career Pathways Eligibility

Becca Johnson

Step: 1. Application 2. Eligibility 3. Enrollment

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Entered by Becca L Johnson
Application Date 04/26/2018

***Decision Date** 04/26/2018
***SSN**
***Birth Date**
***Citizen/Right to Work** None Selected
***Now Enrolled in Sec Ed** None Selected
Meets Local Priority of Service None Selected

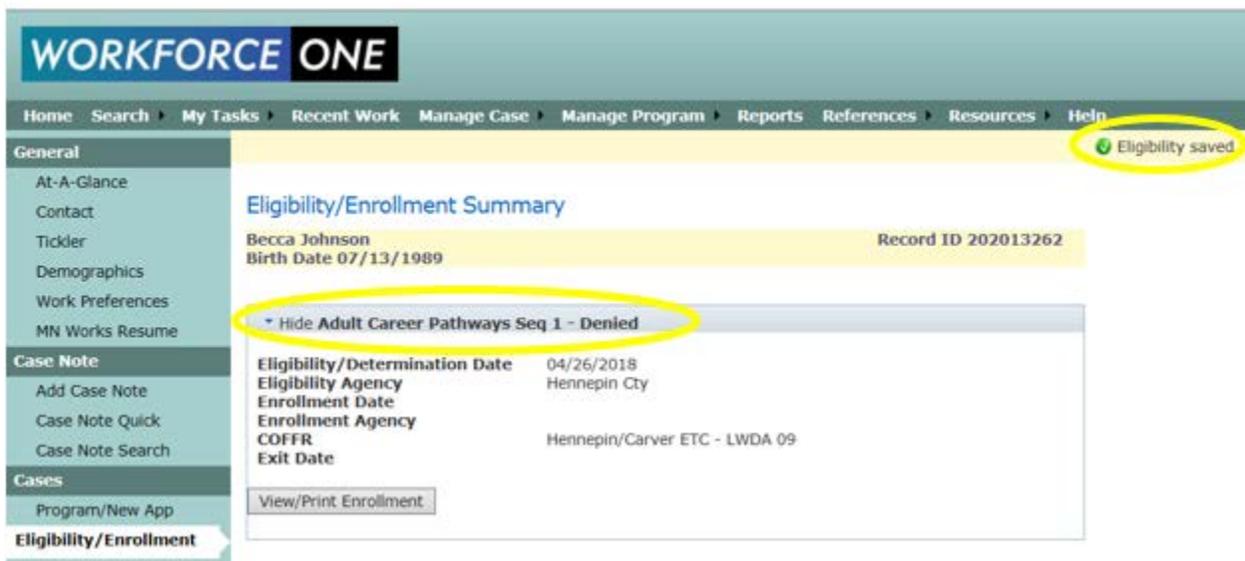
Justification for Meeting Local Priority of Service

Spell Check

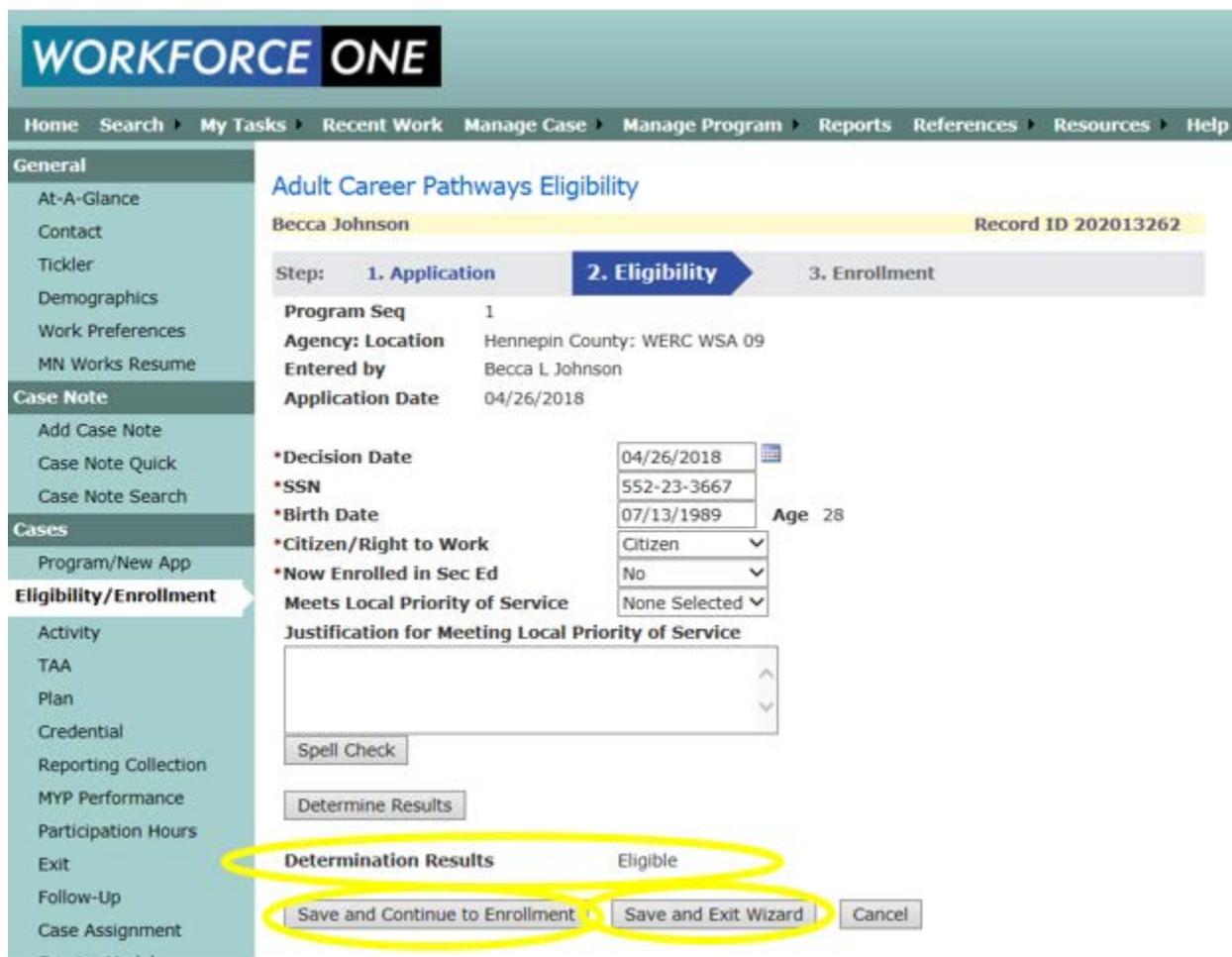
Determine Results

Save and Exit Wizard Cancel

- a. If *Determination Results* are **Ineligible**, you have the option to **Save and Exit Wizard** or **Cancel**.
 - i. If you select **Save and Exit Wizard**, the **Eligibility/Enrollment Summary** page displays, which shows the program as denied. A notification under the top menu will display **Eligibility Saved** if the save was successful.



b. If *Determination Results* are **Eligible**, you may **Save and Continue to Enrollment** or **Save and Exit Wizard**.



i. If you select **Save and Exit Wizard**, the **Eligibility/Enrollment Summary** page displays, which shows the program as **Eligible, not Enrolled**. To navigate back to this page to complete the enrollment at a later time, select **Cases > Eligibility/Enrollment** from the left navigation menu.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources Help

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Eligibility/Enrollment Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989

Hide Adult Career Pathways Seq 1 - Eligible, Not Enrolled

Eligibility/Determination Date 04/26/2018
Eligibility Agency Hennepin Cty
Enrollment Date
Enrollment Agency
COFFR Hennepin/Carver ETC - LWDA 09
Exit Date

View/Print Enrollment Complete Enrollment

- ii. Selecting **Save and Continue to Enrollment**, then proceed to [Enrollment](#).

Enrollment

There are three steps to enrolling a participant into Adult Career Pathways: Application, Eligibility, and Enrollment. Enrollment is the final step.

1. On the **Adult Career Pathways Enrollment** page, complete all required fields, which are marked with a red asterisk (*) and listed below:
 - a. *Enrollment Date*: the date the participant first accessed services for the specified grant *Funding Stream*. The date prepopulates to the *Decision Date*, but may be modified if necessary. The *Enrollment Date* may not be a date earlier than the *Application Date* or *Decision Date*.
 - b. *Primary Staff* prepopulates from what was entered on the **Application** page.
 - c. *Last Name, First Name, Birth Date, Address, City, State, Zip, County, and Country* prepopulate from the Person's **General > Contact** and **General > Demographics** pages.
 - d. *Phone* is an optional field.

- General**
- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume
- Case Note**
- Add Case Note
- Case Note Quick
- Case Note Search
- Cases**
- Program/New App
- Eligibility/Enrollment**
- Activity
- TAA
- Plan
- Credential
- Reporting Collection
- MYP Performance
- Participation Hours
- Exit
- Follow-Up
- Case Assignment
- Service Model

Adult Career Pathways Enrollment

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989

Step: **1. Application** 2. Eligibility **3. Enrollment**

Program Seq	1		
Agency: Location	Hennepin County: WERC WSA 09		
Entered by	Becca L Johnson	Last Updated by	Becca L Johnson
Application Date	04/26/2018	Decision Date	04/26/2018
*Enrollment Date	<input type="text" value="04/26/2018"/>		
Initial Services Date	<input type="text"/>		
*Primary Staff	<input type="text" value="Johnson, Becca L"/> ▼		
SSN	516-81-3213		
*Last Name	<input type="text" value="Johnson"/>	*First Name	<input type="text" value="Becca"/> MI <input type="checkbox"/>
*Birth Date	07/13/1989	Age	28
*Address1	<input type="text" value="General Delivery"/>		
Address2	<input type="text"/>		
*City	<input type="text" value="Blaine"/>	*State	MN ▼ *Zip <input type="text" value="55449"/>
*County	Anoka ▼	*Country	United States ▼
Phone	Ext.	Phone Type	If other, please specify: TTY Video
<input type="text"/>	<input type="text"/>	None Selected ▼	<input type="text"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	None Selected ▼	<input type="text"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	None Selected ▼	<input type="text"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	None Selected ▼	<input type="text"/> <input type="checkbox"/> <input type="checkbox"/>

- e. *Gender*. Options include:
 - i. **Female**
 - ii. **Male**
 - iii. **Did Not Self-Identify**
- f. *Ethnicity – Hispanic or Latino*. Options include:
 - i. **Did Not Self-Identify**
 - ii. **Person is Hispanic or Latino**
 - iii. **Person is Not Hispanic or Latino**
- g. *Race*. Options include:
 - i. **American Indian or Alaska Native**
 - ii. **Black or African American**
 - iii. **Hawaiian Native/Pacific Islander**
 - iv. **Asian**
 - v. **Did Not Self-Identify**
 - vi. **White**
- h. Optional fields include:
 - i. *Immigrant or Refugee*
 - ii. *Country of Origin*
 - iii. *Limited English Proficiency*
 - iv. *Primary Language*

v. *Immigration Status.*

EDS	*Gender	None Selected
Add Document		
Document Summary	*Ethnicity - Hispanic or Latino	Did Not Self-Identify
DHS-IX	*Race	
MAXIS	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian
Incoming Status Update	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Did Not Self-Identify
Referral	<input type="checkbox"/> Hawaiian Native/Pacific Islander	<input type="checkbox"/> White
Service	Immigrant or Refugee	None Selected
Support Service	Country of Origin	None Selected
Assessment	Limited English Proficiency	None Selected
DHS Assessment	Primary Language	None Selected
Reading/Math Test	Immigration Status	None Selected
Form/Letter/Schedule		

- i. *Selective Service Registration* will be required if *Gender* was entered as **Male**. Options include:
 - i. **Not Applicable**
 - ii. **Not Registered**
 1. Select the link to **Register for Selective Service** if the individual is male and under the age of 26.
 - iii. **Registered**
 1. *Selective Service Number* becomes a required field when **Registered** is selected.
 2. Select the link to **Selective Service Number Look Up** to find the participant's registration number.
(NOTE: the policy on Selective Service Registration may be found [here](#)).

Appointment Session NOITS/SNAP ET FTC	*Selective Service Registration	Registered	Register for Selective Service
	*Selective Service Number		Selective Service Number Look Up

- j. *Veteran Status.* Options include:
 - i. **Did Not Self-Identify**
 - ii. **Not a Veteran**
 - iii. **Spouse or Family Caregiver of a Veteran**
 - iv. **Transitioning Service Member**
 - v. **Veteran**
 - vi. **Veteran, < 180 Days of Active Service**
(NOTE: Organizations must maintain verification of Veteran status; for example, a copy of a DD-214).
- k. Optional fields include *Pregnant/Parenting Youth* and *Runaway Youth*. Youth is defined as an individual under the age of 22.
- l. *Family Status.* Select the participant's household information including who they live with, if applicable, and their relationship to others in the household. Options include:
 - i. **Not a Family Member:** participant living alone or living with individuals who are not family.

- ii. **Other Family Member:** participant residing with family members other than their own children. For example, an adult child living with their parent.
 - iii. **Parent in One-Parent Family:** participant who has sole custodial responsibility for one or more dependent children.
 - iv. **Parent in Two-Parent Family:** participant who shares parental responsibility with another individual living in the same household.
- m. *Actual Family Size.* Enter the number of persons related by blood, marriage, or adoption, who are living in a single residence and whose income must be counted for program eligibility.
- n. *Dependents Under 18 Years:* Enter the number of dependents living with the participant who are under the age of 18. Total dependents must be less than *Actual Family Size*.
- o. *Annual Family Income.* Enter the total annualized income for all household members included in *Actual Family Size*.

Outgoing Status Update	*Veteran Status	None Selected ▾
Veteran Forms	Parenting/Pregnant Youth	None Selected ▾
Wage Detail Consent	Runaway Youth	None Selected ▾
History	*Family Status	None Selected ▾
Audit	*Actual Family Size	
Access	*Dependents Under 18 Years	
Privacy Level	*Annual Family Income	\$ <input style="width: 100px;" type="text" value="0"/> <input type="checkbox"/> Undisclosed

- p. *Highest Level of Education.* Options include:
- i. **No Education Grades Completed**
 - ii. Separate choices for **1st through 12-th Grades** (no diploma earned). NOTE: 12th Grade is not the same as a High School Diploma or GED.
 - iii. Separate choices for **one, two, or three years of College/Technical/Vocational School**
 - iv. **Attained Associate’s Diploma or Degree**
 - v. **Attained Certificate of Attendance/Completion**
 - vi. **Attained Other Post-Secondary Degree or Certification**
 - vii. **Postsecondary Certificate/License (non-degree)**
 - viii. **Bachelor’s Degree or Equivalent**
 - ix. **Education Beyond a Bachelor’s Degree**
- q. *English Reading Skills Grade Level.* The grade level equivalent in English reading at which the person is functioning as determined by a generally accepted standardized test or a comparable score on a criterion-referenced test (administered within the last 12 months) or a school record of reading skills level (determined within the last 12 months). Values are stated in one-decimal increments up to and including 13.0. If the person has a four-year college degree or higher, or refuses to be tested, enter 88.0. If the participant has not tested and their reading level is obviously below the 9.0 grade level, enter 87.0.
- r. *Math Skills Grade Level.* The grade level equivalent in mathematics at which the person is functioning as determined by a generally accepted standardized test or a comparable score on a criterion-referenced test (administered within the last 12 months) or a school record of math skills level (determined within the last 12 months). Values are stated in one-decimal increments up to and including 13.0. If the person has a four-year college degree or higher, or refuses to be tested, enter 88.0. If the participant has not tested and their math level is obviously below the 9.0 grade level, enter 87.0.
- s. *Financial Aid Status.* Options include:

- i. **None**
- ii. **Scholarship**
- iii. **Student Grant (Pell, Alliss, etc.)**
- iv. **Student Loan**
- v. **Work Study**

*Highest Level of Education	<input type="text" value="None Selected"/>
*English Reading Skills Grade Level	<input type="text"/>
*Math Skills Grade Level	<input type="text"/>
*Financial Aid Status	<input type="text" value="None Selected"/>

- t. *SSI Recipient.* Select **Yes** if the participant receives benefits from a State Plan approved under the Social Security Act, Title XVI (Supplemental Security Income).
- u. *SSDI Recipient.* Select **Yes** if the participant receives Social Security Disability Insurance benefits.
- v. *TANF/MFIP Recipient.* Select **Yes** if the participant receives benefits from Temporary Assistance for Needy Families (TANF)/Minnesota Family Investment Program (MFIP).
- w. *SNAP Recipient.* Select **Yes** if the participant receives Supplemental Nutrition Assistance Program (SNAP) benefits through a county human services agency.
Note: SNAP was formally referred to as Food Stamps or Food Support.
- x. *Diversionsary Work Recipient.* Select **Yes** if the participant receives state-funded cash assistance through the Diversionsary Work Program.
- y. *General Assistance Recipient.* Select **Yes** if the participant receives General Assistance (GA) from a county human services agency.
- z. *Refugee Assistance Recipient.* Select **Yes** if the participant receives Refugee Cash Assistance (RCA) benefits through a county human services agency or community-based organization.

*SSI Recipient	<input type="text" value="None Selected"/>
*TANF/MFIP Recipient	<input type="text" value="None Selected"/>
*SNAP Recipient	<input type="text" value="None Selected"/>
*General Assistance Recipient	<input type="text" value="None Selected"/>
*Refugee Assistance Recipient	<input type="text" value="None Selected"/>

- aa. *At or Below 200% Federal Poverty Guidelines.* Select **Yes** if the participant is at or below 200% of the Federal Poverty Guideline. Poverty guidelines are updated on the [U.S. Department of Health & Human Services](https://www.hhs.gov/ohp/poverty/) website each January.
- bb. *Disability Status.* This field refers to a self-reported physical, mental, or learning disability, emotional/behavioral disorder, or substance abuse that has an impact on employability. Options include:
 - i. **Did Not Self-Identify**
 - ii. **Not Disabled**
 - iii. **Yes, Disability is Employment Barrier**
 - iv. **Yes, Disability is Not Barrier to Employment**
- cc. *Homeless.* This field indicates whether or not the person lacks a fixed, regular and adequate nighttime residence, or has a primary nighttime residence that is 1) a supervised publicly or privately operated

shelter designed to provide a temporary living accommodation (including welfare hotels, congregate shelter, and transitional housing for the mentally ill); or 2) an institution that provides a temporary residence for individuals intended to be institutionalized; or 3) a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. The term Homeless does not include any individual imprisoned or otherwise detained pursuant to an Act of Congress or a state law. Answer **Yes** or **No**.

dd. *Offender*. This field indicates whether or not the person is an adult or juvenile who is or has been subject to any stage of the criminal justice process. Answer **Yes** or **No**.

*Disability Status

None Selected

*Homeless

None Selected

*Offender

None Selected

ee. *Labor Force Status*. Options include:

- i. **Employed Full-Time**: individual who is working 30 hours or more per week.
- ii. **Employed Part-Time**: individual who is working less than 30 hours per week.
- iii. **Employed, Rec Term Notice/Military Sep**: individual who is employed, but has received a notice of termination of employment from their employer, or an individual who is a transitioning service member.
- iv. **Not Employed, Was Not Self-Employed**: individual who was unemployed as of the *Enrollment Date*.
- v. **Not Employment, Was Self-Employed, Farm**: individual who was unemployed as of the *Enrollment Date*, but who was a self-employed farmer.
- vi. **Not Employed, Was Self-Employed, Non-Farm**: individual who was unemployed as of the *Enrollment Date*, but was self-employed in an occupation other than farming.
- vii. **Not in Labor Force**: individual with no employment history.

ff. *UI Benefit Status*. Options include:

- i. **Exempt from Work Search**
- ii. **Exhaustee**. Select for a participant who was receiving Unemployment Insurance (UI), but the benefits have been exhausted, so they are no longer eligible to receive payments.
- iii. **Neither Claimant nor Exhaustee**. Select for a participant who is not eligible for, has not exhausted, and is not receiving UI benefits.
- iv. **Claimant Not Referred by RESEA or WPRS**. Select for a participant who has not been referred to UI by Department of Labor (DOL) programs including Reemployment Services & Eligibility Assessment (RESEA) or Work Profiling and Reemployment Services (WPRS).
- v. **Claimant Referred by RESEA**. Select for a participant receiving UI benefits, who was referred by the DOL program: RESEA.
- vi. **Claimant Referred by WPRS**. Select for a participant receiving UI benefits, who was referred by the DOL program: WPRS

*Labor Force Status

None Selected

*UI Benefit Status

None Selected

gg. *Lack of Significant Work History*.

hh. *Hourly Wage of Last Job*. Enter the person's latest hourly wage within the past 26 weeks. Enter "0" if the person was unemployed the entire 26 weeks.

***Lack of Significant Work History** **Undisclosed**
***Hourly Wage of Last Job** \$ **Undisclosed**

ii. *Prev Occupation Title (O*NET)*. Select **Search/Validate O*NET** to look up the occupation description closest to the participant's most recent job within the past 26 weeks. This field may remain blank if the participant has been unemployed for the last 26 weeks.

Prev Occupation Title (O*NET) -
Clear O*NET code for new search.

jj. *Consent to Share with Partners*. Select **Yes** if the participant has given consent to share with partnering providers/subcontracted organizations such as Adult Basic Education or other school, a county human services agency, etc.

kk. *Effective Date*. Enter the date the participant signed the *Consent to Share with Partners*, if applicable.

***Consent to Share with Partners**
Effective Date 

Open Initial Activity

While the participant may be engaged in several activities, you must open the first activity within the **Adult Career Pathways Enrollment** page. Please see Activity Definitions for a description of the selections.

ll. *Activity Type*. Options include:

- i. Staff-Assisted Assessment
- ii. Orientation
- iii. Individual Plan Development
- iv. Career Counseling

mm. *Funding Stream*. Select the appropriate funding stream as directed by your organization's [DEED Program Coordinator](#).

nn. *Case Note*. Enter details of the participant's application, eligibility, enrollment, activities, employment plan, etc.

oo. Select the next option:

- i. **Enroll**. This will save the enrollment and initial activity, and display the **Eligibility/Enrollment Summary**.

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App

Eligibility/Enrollment

Eligibility/Enrollment Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989

▼ Hide **Adult Career Pathways Seq 1 - Enrolled**

Eligibility/Determination Date	04/26/2018
Eligibility Agency	Hennepin Cty
Enrollment Date	04/26/2018
Enrollment Agency	Hennepin Cty
COFFR	Hennepin/Carver ETC - LWDA 09
Exit Date	

View/Print Enrollment Edit Elig Edit Enroll

ii. **Enroll and Add Another Activity.** This will save the enrollment and initial activity, then display the **Adult Career Pathways Activity** page.

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989

Program Seq	1
Agency: Location	
Enrollment Date	04/26/2018
Entered by	Becca L Johnson
*Assign to Staff	Johnson, Becca (Current Primary) ▼
*Activity Type	None Selected ▼

Next Cancel

iii. **Save Without Enrolling.** This will save the enrollment and initial activity data, but will not complete the enrollment. The program will be left in **Eligible, Not Enrolled** (or pending) status. Selecting this option will display the **Eligibility/Enrollment Summary** page.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources Help

General Pending Enrollment saved.

Eligibility/Enrollment Summary

Rebecca Johnson Record ID 202013256
Birth Date 07/13/1993

Hide Adult Career Pathways Se **1 - Eligible, Not Enrolled**

Eligibility/Determination Date 04/01/2018
Eligibility Agency Hennepin Cty
Enrollment Date
Enrollment Agency Hennepin Cty
COFFR Hennepin/Carver ETC - LWDA 09
Exit Date

View/Print Enrollment Complete Enrollment

iv. **Cancel**

Open Initial Activity

*Activity Type

*Funding Stream

Case Note

Spell Check

Enroll Enroll and Add Another Activity Save without Enrolling Cancel

Activities

WorkforceOne (WF1) Activities are used to record services in which the participant is engaged in as a means of accomplishing program goals. As Activities are used to monitor compliance with the grant program contract and expected outcomes, it is important to capture all programmatic aspects of the individual's participation.

Please note: activities provided must be pre-approved within the organizations' negotiated contracted work plan with the Minnesota Department of Employment and Economic Development (DEED).

Required Activities

1. Required **Activities** for all ACP program sequences include:
 - a. **Assessment**
 - b. **Career Counseling**
 - c. **Individual Plan Development**

Minnesota Jobs Skills Partnership (MJSP) Funding Stream Restrictions on Activities:

MJSP funds are braided with select Pathways to Prosperity (P2P) Competitive Grant program contracts. MJSP funds are restricted to training funds only. You may not associate an activity which is unrelated to training with an MJSP funding stream. Activity options for MJSP funding streams include:

- d. **Adult Diploma Program**
- e. **Apprenticeship**
- f. **Basic Skills Instruction**
- g. **Bridge Programs**
- h. **Credentialed Coursework/Training**
- i. **ESL/ELL Training**
- j. **Financial Literacy Education**
- k. **GED Test Preparation**
- l. **Non-credentialed Training**
- m. **OJT – Public or Private**
- n. **Work Readiness Skills Training**

Activity Type Definitions

The table below defines the options when entering **Activities** into the Adult Career Pathways (ACP) program in WF1.

Activity	Definition
Adult Diploma Program (ADP)	Minnesota’s Adult Basic Education (ABE) high school diploma program is a standard competency-based diploma that is issued by the MN Department of Education for adults that complete an approved ABE program. Do not use this activity for GED Test Preparation programs.
Apprenticeship	A combination of on-the-job training (OJT) and related instruction in which workers learn the practical and theoretical aspects of a skilled occupation. Apprenticeships are different from OJT in that the employer pays 100% of the participant’s wages.
Assessment	An evaluation of the person’s capabilities, interests, needs, and vocational potential.
Basic Skills Instruction	This activity is to be used for participants accessing Adult Basic Education (ABE) services which are <u>not</u> a part of a specific program such as Adult Diploma, GED Test Preparation, or ESL/ELL.
Bridge Programs	Bridge programs prepare adults with limited academic or limited English skills to enter and succeed in credit-bearing postsecondary education and training leading to career-path employment in high-demand, middle- and high-skilled occupations. The goal of bridge programs is to sequentially bridge the gap between the initial skills of individuals and what they need to enter and succeed in postsecondary education and career-path employment.
Career Counseling	Case management services provided to participants to address the barriers and progress toward educational and employment goals.
Credentialed Coursework/Training	Enrolled in courses offered by accredited training institutions, private trade schools, and academic facilities. Training recorded under this activity must lead to an industry-recognized or postsecondary credential(s) (certificates, diplomas, degrees).
Employed Full-Time	Regular employment of 30 hours or more per week.
Employed Part-Time	Regular employment of less than 30 hours per week.

Activity	Definition
ESL/ELL Training	Instruction to English as a Second Language (ESL)/English Language Learner (ELL) participants whose native language is not English.
Financial Literacy Education	Education to develop skills for making informed decisions about personal finances.
GED Test Preparation	This activity provides instructions to participants to equip them with the skills necessary to successfully pass the General Education Diploma (GED) test.
Holding	This is a placeholder to keep the program sequence open, but temporarily places a participant in "suspension." Holding is commonly used to allow some time to pass before anticipated entry into another activity. This activity should only be used for up to 90 days.
Individual Plan Development	This activity is to be used when the service provider and participant jointly create their Individual Employment Plan (IEP), which outlines the responsibilities of both the participant and the service provider as the participant prepares to achieve the program goal of full-time, long-term, unsubsidized employment at the most realistic and highest possible wage. This activity is to remain open until the participant has exited the program.
Independent Job Search	This activity requires participants to make a pre-determined number of inquiries to prospective employers over a specified period of time. This may include telephone or walk-in contacts, completion of applications, or interviews. This component is designed so that the participant conducts his/her job search independently or individually within a group setting.
Local Flag	The Local Flag activity is defined within each local agency for use at each own location's preference. This activity is not used to pull state-wide data.
Non-credentialed Training	This activity includes instruction which does not lead to a recognized credential, but is designed to improve the employability and post-secondary preparation of the participant. Examples include digital literacy, Driver's License instruction, customer service training, ServSafe, etc.
OJT – Public or Private	A work placement made through a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. The OJT Service Provider provides the Employer with a partial wage reimbursement, typically up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the training and supervision related to the training.
Orientation	Orientation may be delivered via a group setting, or may be part of an individual counseling session. The orientation includes information on program benefits and opportunities available, rights and responsibilities for participating, etc.
Paid Work Experience	This activity is used when a participant is in a temporary paid employment experience in the public, private nonprofit, or private sector.
Retention	This activity is used to keep the program sequence open after they have gained employment in order to provide continued support in the first 90 days. This could

Activity	Definition
	include career counseling, support services, or other necessary resources to assist the participant in maintaining employment.
Self-Employment Training	Activity that improves the employability of participants by providing training in setting up and operating a small business or other self-employment venture.
Staff-Assisted Job Placement	Referral to programs for job openings, job seeking and job development.
Staff-Assisted Job Search in Area	Staff-assisted job search and interview preparation for job(s) within a 50-mile radius.
Staff-Assisted Job Search out of Area	Staff-assisted job search and interview preparation for job(s) outside a 50-mile radius.
Uncompensated Work Experience	This activity is used when a participant is in a temporary unpaid employment experience in the public, private nonprofit, or private sector.
Work Readiness Skills Training	Instruction in job-seeking techniques including, but not limited to, soft skills such as professionalism or communication and teamwork, online job search tools, resume writing, mock interviews, job skills assessments, job search clubs, or other direct training or support activities.

Entering Activities

One Activity was opened during the enrollment process (either Assessment, Career Counseling, Individual Plan Development, or Orientation). You will need to enter additional activities to record the participant's involvement in additional services as per the [Required Activities](#) section of this guide, while keeping in mind [MJSP Funding Restrictions](#).

1. From with **Person At-A-Glance** page, select **Cases > Activities**.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources Help

General

At-A-Glance

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989

Name and Mailing Address
 Becca Johnson
 General Delivery
 Blaine MN 55449

The geo-coding search was unable to verify this address. The address is not valid for Work Preferences or Talent Pool Search.

No Phone Data Available

Birth Date 07/13/1989
Primary E-mail
Secondary E-mail
Record ID 202013257 **Last 4 SSN** 3213

Program	Status	Application Date	Enroll Date	Exit Date	Closed from App Date	Last Follow-up Date	COFFR
ACP Seq 1	Enrolled	04/26/2018	04/26/2018				Henn/Carver (9)

Person Search Results

2. The **Activity** that was opened within the **Enrollment** will display.
3. Select **Add ACP Activity** within the **Adult Career Pathways – Enrolled** sequence.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources H

General

Activity deleted.

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 **Exit Date:**

Activity: Subtype: Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling	Funding Stream SFY18	05/01/2018 Open	Becca L Johnson Hennepin Cty	Edit Copy

Activity

Add ACP Activity

4. Select an **Activity Type** from the dropdown choices to describe services being provided. See [Activity Type Definitions](#), then select **Next**.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Adult Career Pathways Activity

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary)

*Activity Type None Selected

Next Cancel

Adult Diploma Program

Minnesota's Adult Basic Education (ABE) high school diploma program is a standard competency-based diploma that is issued by the MN Department of Education for adults that complete an approved ABE program. Do not use this activity for GED Test Preparation programs.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled

Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity: Subtype: Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling	Funding Stream SFY18	05/01/2018 Open	Becca L Johnson Hennepin Cty	Edit Copy

Add ACP Activity

2. Select **Adult Diploma Program (ADP)** from the dropdown options, then **Next**.

Program Seq 1
Agency: Location
Enrollment Date 05/04/2018
Entered by Becca L Johnson
*Assign to Staff Johnson, Becca (Current Primary) ▾
*Activity Type Adult Diploma Program (ADP) ▾

Next Cancel

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.

Hide Open Activity

*Start Date

Estimated End Date

*Funding Stream None Selected ▾

Activity Subtype

Estimated Cost \$

Estimated Hours

User Defined Text 1

User Defined Text 2

User Defined Date

5. Enter required (*) information on the **School Info** panel:
 - a. *School*: Select **Search/Validate School**.

Hide School Info

*School

Clear School code for new search.

Search/Validate School

6. In the **School Code Search**, enter the name or code number of a school, then **Run Search**.

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

7. If the correct school displays, select the hyperlink to have the code prepopulate into the *School* field on the activity.
 - a. If the correct school does not display with the criteria you used (such as the school name), try the **School Code Search** again with another criteria (such as "community" or "college").

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

Show 25 100 200 500

Displaying 1 to 4 of 4

Code	School Name	Location
1825070	American Home Inspectors Training Institute	Anoka
1250032	Anoka Technical College	Anoka; Online
7000028	Anoka-Hennepin Metro North ABE	Anoka
271529	Anoka-Ramsey Community College	Cambridge; Coon Rapids; Online

- b. If the school is not listed, you may enter the code as **8888888** (seven 8s).

8. Select a *School Location* from the dropdown options.

*School Location

None Selected ▼

9. *Training Program*: Select **Search/Validate CIP**.

*Training Program (CIP)

-

Clear CIP code for new search.

Search/Validate CIP

10. In the **CIP Code Search**, enter General Education, then **Run Search**.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

11. Select the hyperlink to code **53.0201; High School Equivalency Certificate Program**.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 1 of 1

Code	Title	Is STEM	Description
53.0201	High School Equivalence Certificate Program	No	An instructional program that defines the requirements for meeting the minimum high school/secondary completion requirements specified by a U.S. state or other jurisdiction, for adult learners who did not complete secondary school. Includes undertaking a specified program of studies and obtaining a prescribed passing score on the General Educational Development Test (GED) or provincial

12. *Training Title (O*NET)*: Select **Search/Validate O*NET** to find the code associated to the participant's short- or long-term employment goals as outlined in their [Individual Employment Plan](#).

*Training Title (O*NET)

-

Clear O*NET code for new search.

- a. In **O*NET Code Search**, enter a *keyword or code number* in the search, then **Run Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

13. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

14. In *Proposed Credential Type*, select **High School Diploma**.

*Proposed Credential Type

- GED
- High School Diploma
- Occupational Skills Certificate
- Occupational Certification
- Technical/Occupational Skills License
- Certificate of Completion of an Apprenticeship
- AA or AS Degree
- BA or BS Degree
- Master's Degree
- Doctorate Degree
- Other Recognized Credential

15. Enter **Comments** and a **Case Note** if desired.
a. The case note date will be the *Activity Start Date*.

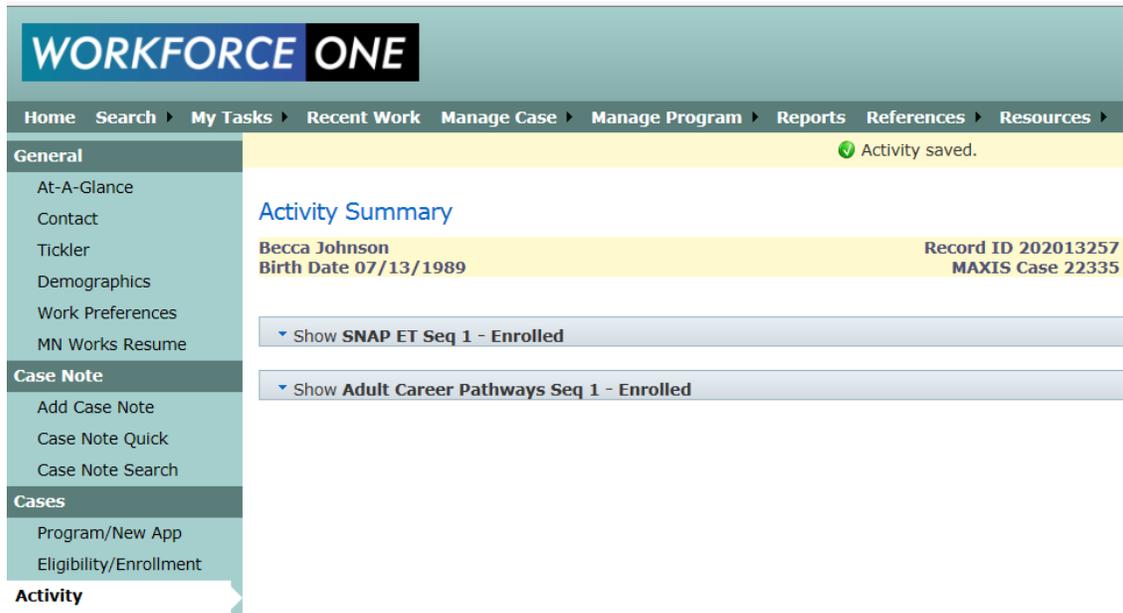
16. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date  Completion Results

Actual Cost \$ Actual Hours

a. **Save.** The **Activity Summary** will display.



WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Case Note

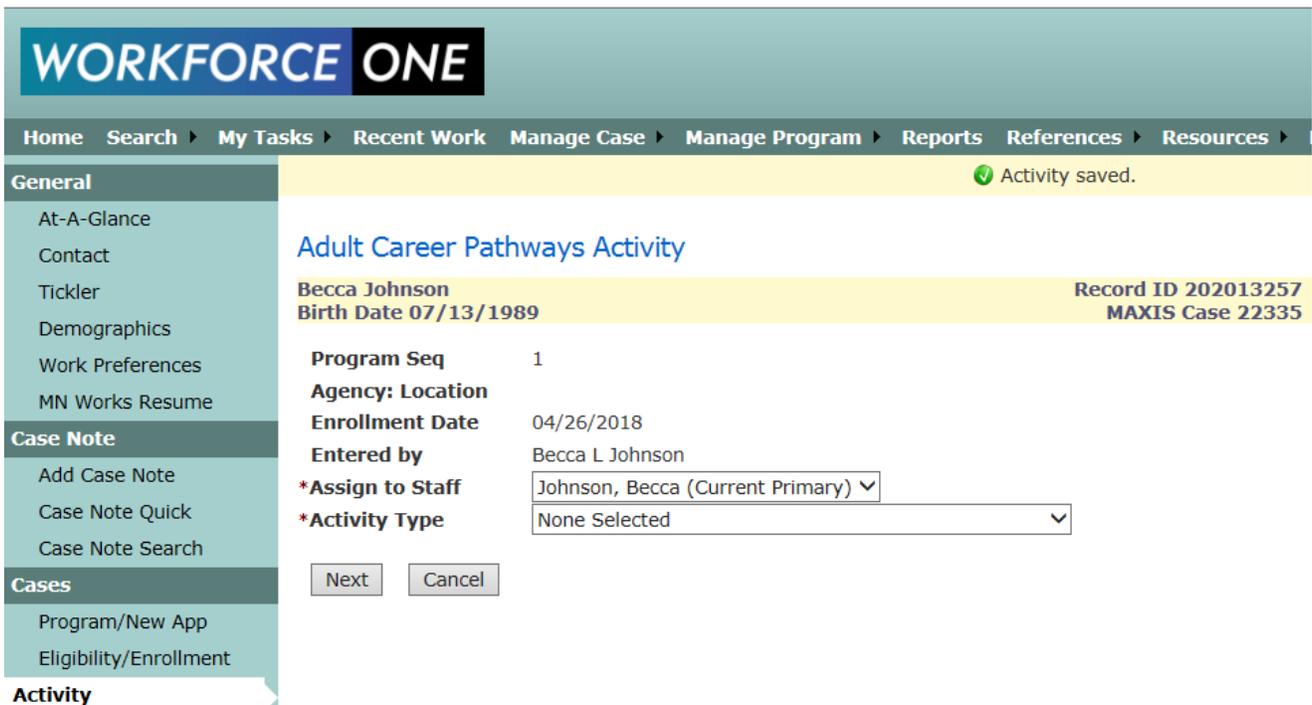
Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).



WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff

*Activity Type

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

c. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Apprenticeship

A combination of On-the-Job Training (OJT) and related instruction in which workers learn the practical and theoretical aspects of a skilled occupation. Apprenticeships are different from OJT in that the employer pays 100% of the participant's wages.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶ H

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity: Subtype: Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling	Funding Stream SFY18	05/01/2018 Open	Becca L Johnson Hennepin Cty	Edit Copy

Add ACP Activity

2. Select **Apprenticeship** from the dropdown options, then **Next**.

Program Seq 1
Agency: Location
Enrollment Date 05/04/2018
Entered by Becca L Johnson
*Assign to Staff Johnson, Becca (Current Primary) ▼
*Activity Type Apprenticeship ▼
Next Cancel

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.
5. Enter required (*) fields in the **Employment Info** panel.

Hide Employment Info

*Employer Name
Worksite
*Hourly Wage \$
*Occupational Title (O*NET) -
Clear O*NET code for new search.
Search/Validate O*NET

- a. *Employer Name*
- b. *Hourly Wage*
- c. *Occupational Title (O*NET)*: Select **Search/Validate O*NET** to find the code associated to the participant's apprenticeship program.

*Occupational Title (O*NET) -
Clear O*NET code for new search.
Search/Validate O*NET

- d. In *O*NET Code Search*, enter a keyword or code number in the search, then **Run Search**.

O*NET Code Search

*Search for keyword or code number:

Nurs

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

- e. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to O*NET Code Search.

O*NET Code Search

*Search for keyword or code number:

Nurs

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

6. Enter **Comments** and a **Case Note** if desired.
a. The case note date will be the *Activity Start Date*.

Hide Comments

Spell Check

Hide Case Note

Spell Check

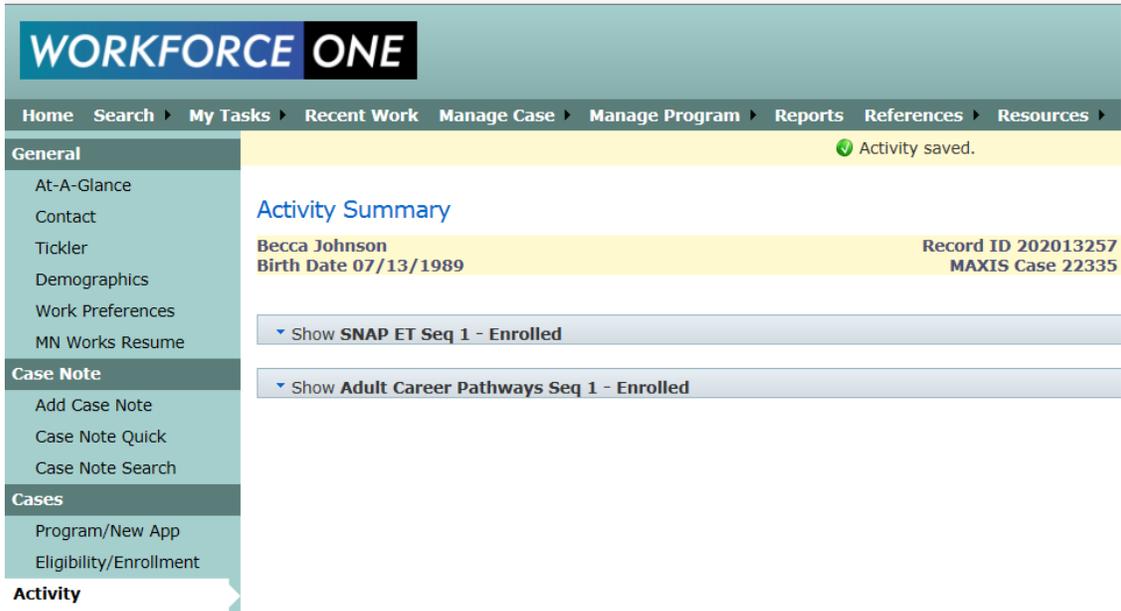
17. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date  Completion Results

Actual Cost \$ Actual Hours

a. **Save.** The **Activity Summary** will display.



WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
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Demographics
Work Preferences
MN Works Resume

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

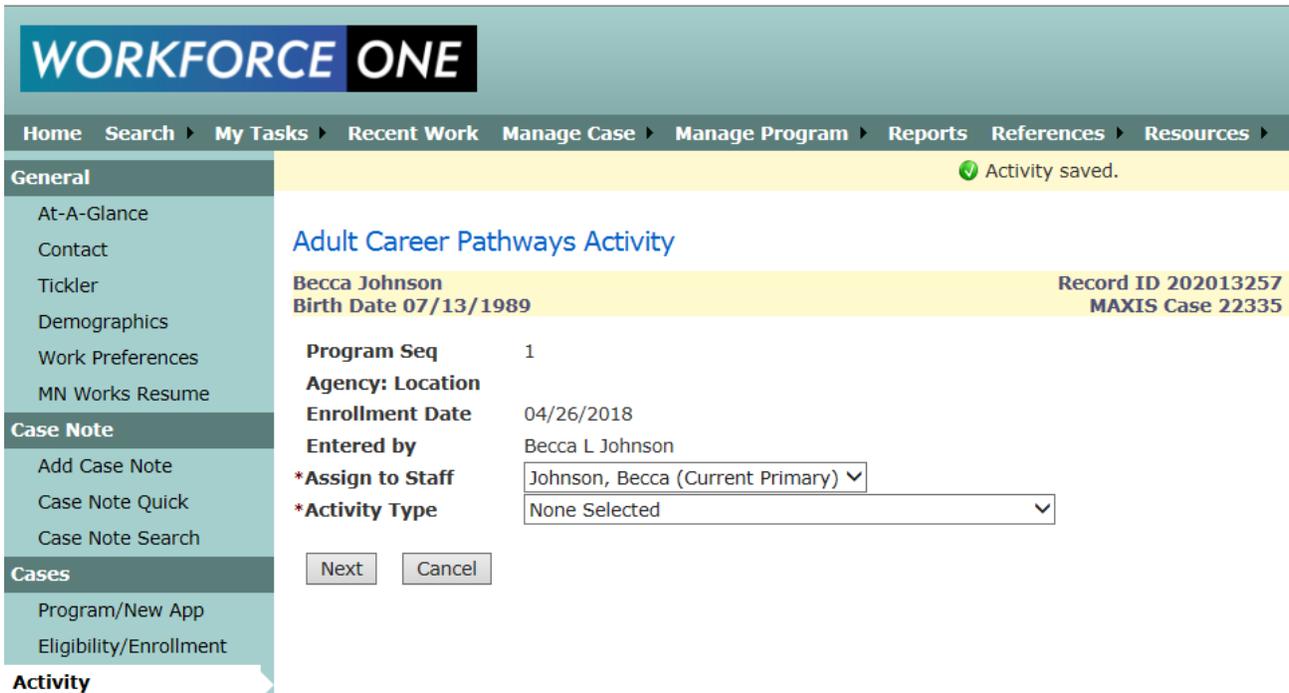
▼ Show Adult Career Pathways Seq 1 - Enrolled

Case Note
Add Case Note
Case Note Quick
Case Note Search

Cases
Program/New App
Eligibility/Enrollment

Activity

b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).



WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
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MN Works Resume

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff

*Activity Type

Case Note
Add Case Note
Case Note Quick
Case Note Search

Cases
Program/New App
Eligibility/Enrollment

Activity

c. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

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Case Note

- Add Case Note
- Case Note Quick
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Cases

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Activity

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Assessment

An evaluation of a participant’s capabilities, interests, needs, and vocational potential.

NOTE) This is a required Activity for Adult Career Pathways (ACP) programs.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

- At-A-Glance
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Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity	Subtype	Work Exp Type	Funding Stream	Start Date/End Date	Staff	Agency	Action
Career Counseling			Funding Stream SFY18	05/01/2018 Open	Becca L Johnson	Hennepin Cty	Edit Copy

Add ACP Activity

7. Select **Assessment** from the dropdown options, then **Next**.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports R

General

- At-A-Glance
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- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

SNAP ET Activity

Becca Johnson
Birth Date 07/13/1989

Program Seq 1

Agency: Location

Enrollment Date 05/04/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼

*Activity Type Assessment ▼

Next Cancel

8. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
9. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.
10. Enter **Comments** and a **Case Note** if desired.
 - a. The case note date will be the *Activity Start Date*.

▼ Hide Comments

Spell Check

▼ Hide Case Note

Spell Check

11. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

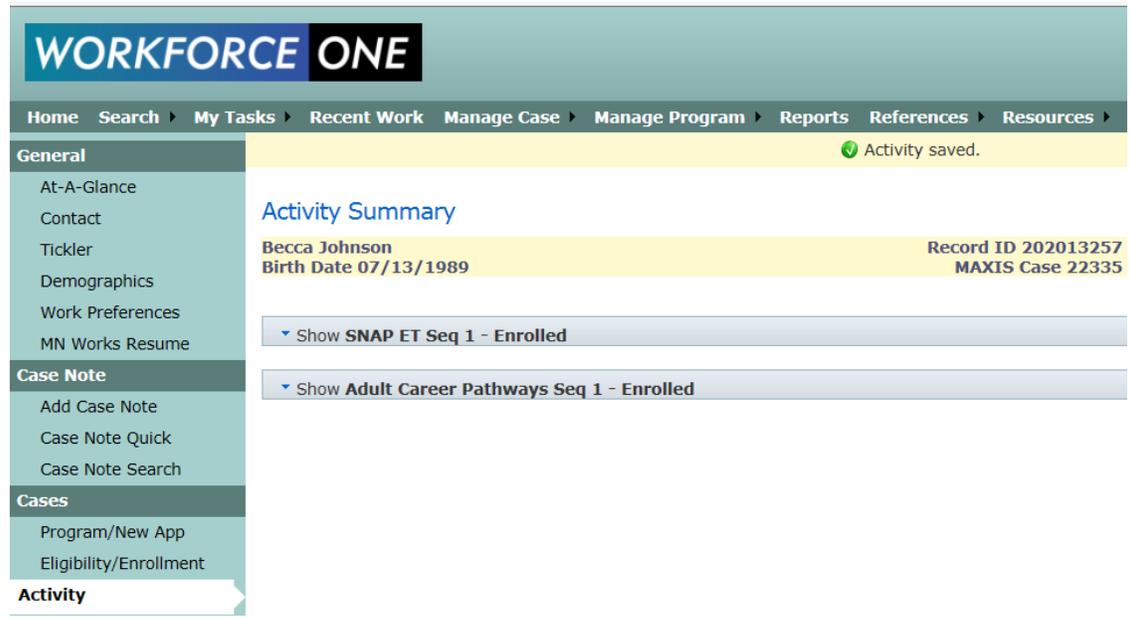
▼ Hide Close Activity

End Date  Completion Results ▼

Actual Cost \$ Actual Hours

Save Save and Open New Activity Cancel

a. **Save**. The **Activity Summary** will display.



WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General ✔ Activity saved.

At-A-Glance

Contact **Activity Summary**

Becca Johnson Record ID 202013257

Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Case Note

Add Case Note

Case Note Quick

Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

b. **Save and Open New Activity**. The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

Activity saved.

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Adult Career Pathways Activity

Becca Johnson Birth Date 07/13/1989 Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location
Enrollment Date 04/26/2018
Entered by Becca L Johnson
*Assign to Staff Johnson, Becca (Current Primary) ▼
*Activity Type None Selected ▼

Next Cancel

c. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

At-A-Glance
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MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Birth Date 07/13/1989 Record ID 202013257
MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Basic Skills Instruction

This activity is to be used for participants accessing Adult Basic Education (ABE) services which are not part of a specific program such as [Adult Diploma Program](#), GED Test Preparation, or ESL/ELL Training.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources H

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At-A-Glance
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Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled

Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity: Subtype: Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling	Funding Stream SFY18	05/01/2018 Open	Becca L Johnson Hennepin Cty	Edit Copy

Add ACP Activity

2. Select **Basic Skills Instruction** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼

*Activity Type Basic Skills Instruction ▼

Next Cancel

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.

▼ Hide Open Activity

*Start Date

Estimated End Date

*Funding Stream

Activity Subtype

Estimated Cost \$

Estimated Hours

User Defined Text 1

User Defined Text 2

User Defined Date

5. If known and applicable, enter optional information on the **School Info** panel:
 - a. *School:* Select **Search/Validate School**.

▼ Hide School Info

School

Clear School code for new search.

Search/Validate School

6. In the **School Code Search**, enter the name or code number of a school, then **Run Search**.

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
 Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

7. If the correct school displays, select the hyperlink to have the code prepopulate into the *School* field on the activity.
 - a. If the correct school does not display with the criteria you used (such as the school name), try the **School Code Search** again with another criteria (such as "community" or "college").

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
 Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
 Displaying 1 to 4 of 4

Code	School Name	Location
1825070	American Home Inspectors Training Institute	Anoka
1250032	Anoka Technical College	Anoka; Online
7000028	Anoka-Hennepin Metro North ABE	Anoka
271529	Anoka-Ramsey Community College	Cambridge; Coon Rapids; Online

- a.
 - b. If the school is not listed, you may enter the code as **8888888** (seven 8s).

8. Select a *School Location* from the dropdown options.

School Location

9. *Training Program*: Select **Search/Validate CIP**.

Training Program (CIP) -
Clear CIP code for new search.

10. In the **CIP Code Search**, enter Basic Skills, then **Run Search**.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

11. Select the hyperlink to code **32.0101: Basic Skills and Developmental/Remedial Education, General**.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 3 of 3

Code	Title -	Is STEM	Description
32.0101	Basic Skills and Developmental/Remedial Education, General	No	A general program that focuses on the fundamental knowledge and skills that individuals need to function productively in society.
32.0199	Basic Skills and Developmental/Remedial Education, Other	No	Any instructional program in basic skills not listed above.
32.0111	Workforce Development and Training	No	A program that focuses on learning or upgrading basic skills in order to enhance job performance, promote career development, or train for a new job.

12. *Training Title (O*NET)*: Select **Search/Validate O*NET** to find the code associated to the participant's short- or long-term employment goals as outlined in their [Individual Employment Plan](#).

Training Title (O*NET) -
Clear O*NET code for new search.

a. In **O*NET Code Search**, enter a *keyword or code number* in the search, then **Run Search**.

O*NET Code Search

*Search for keyword or code number:

Nurs

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

13. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Nurs

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

14. Enter **Comments** and a **Case Note** if desired.
- The case note date will be the *Activity Start Date*.

Hide Comments

Spell Check

Hide Case Note

Spell Check

15. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

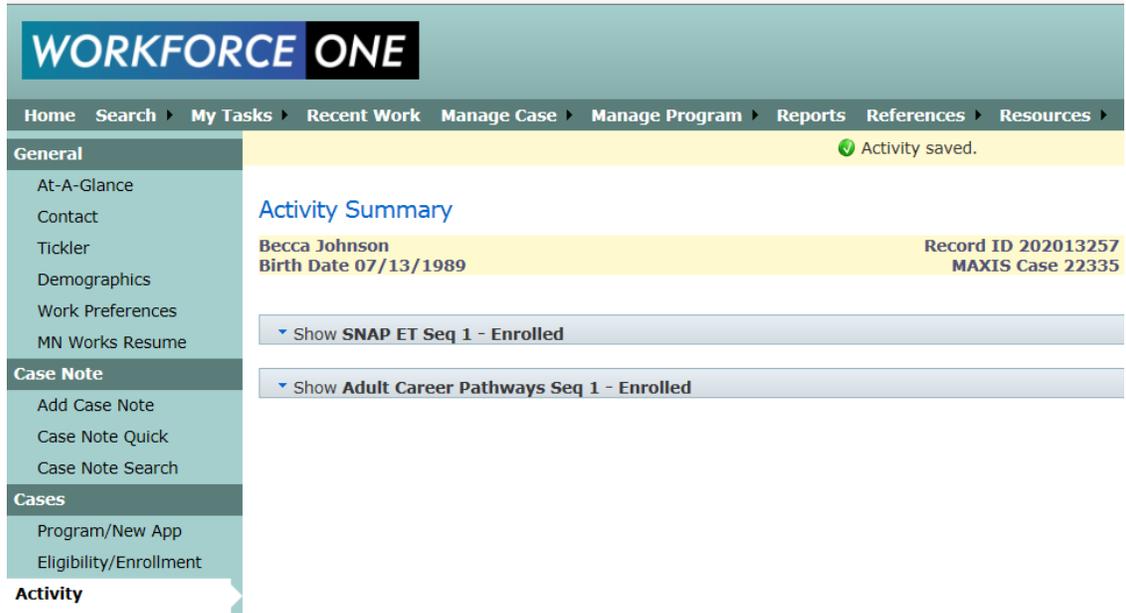
▼ Hide Close Activity

End Date  Completion Results

Actual Cost \$ Actual Hours

Save Save and Open New Activity Cancel

a. **Save.** The **Activity Summary** will display.



WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

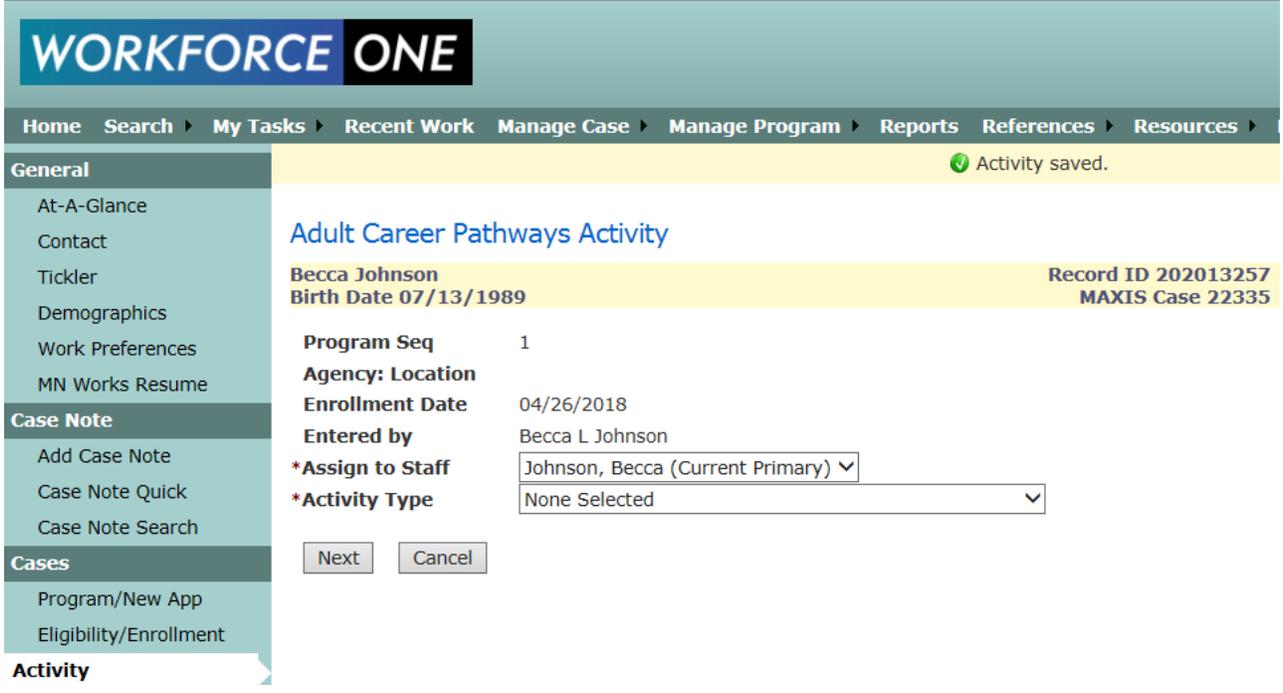
Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).



WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

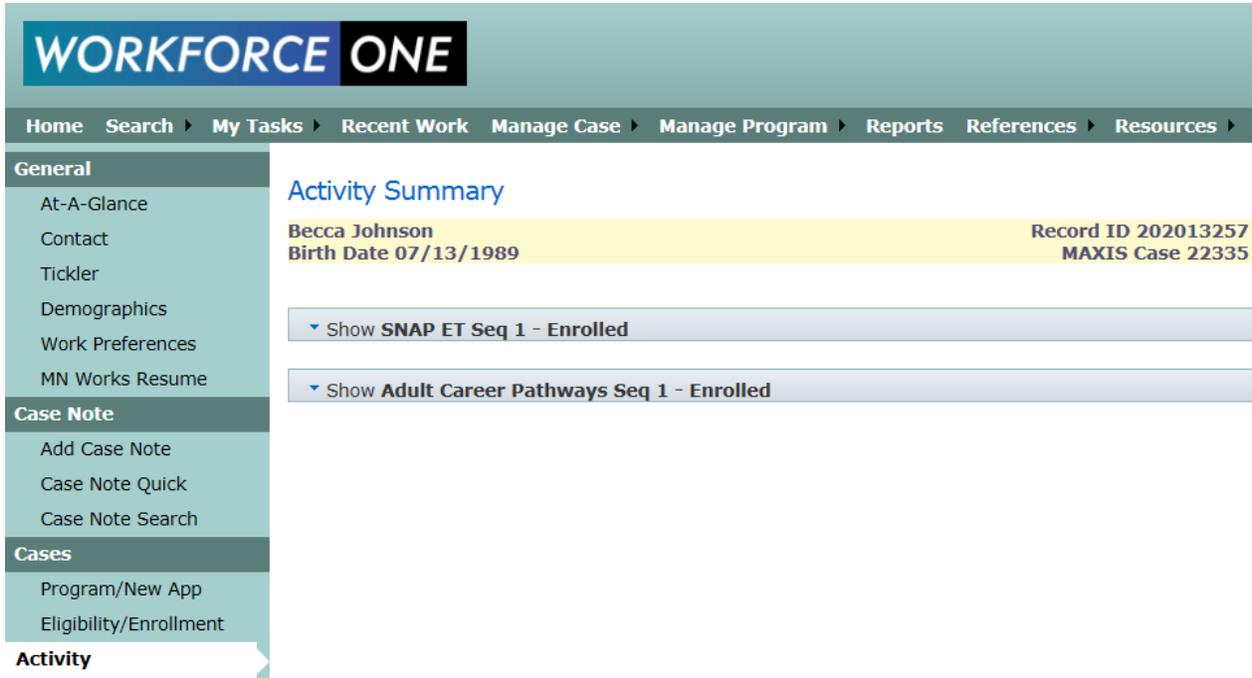
*Assign to Staff

*Activity Type

Next Cancel

c. **Cancel.**

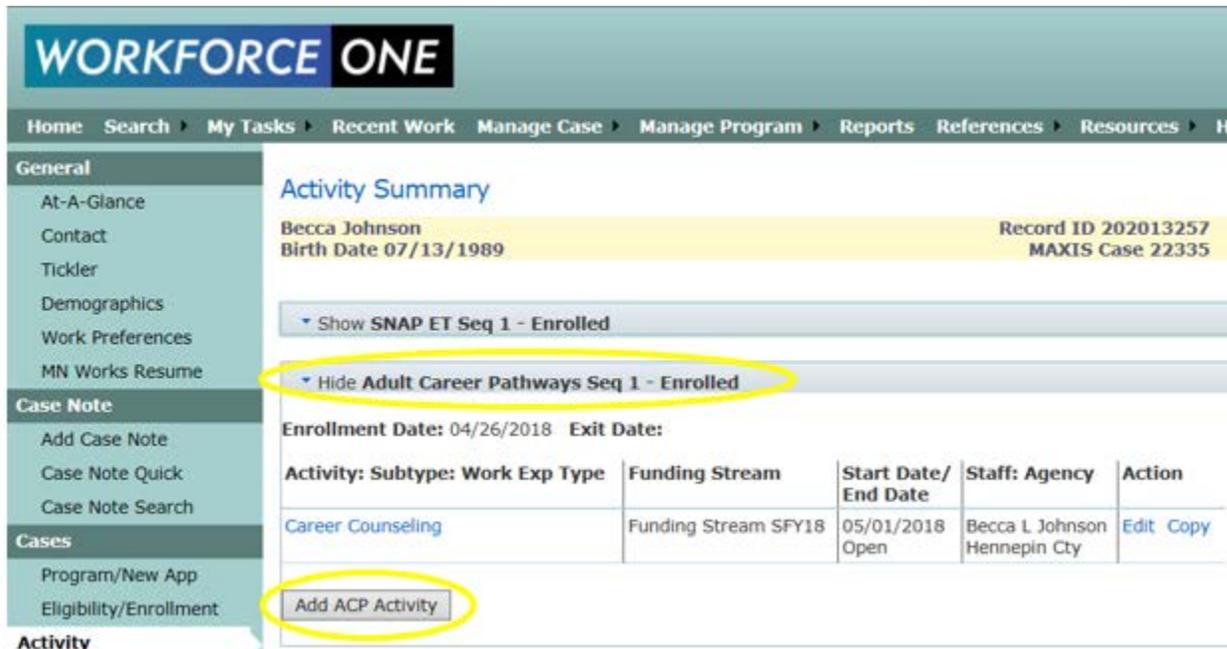
- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.



Bridge Programs

Bridge programs prepare adults with limited academic or limited English skills to enter and succeed in credit-bearing postsecondary education and training leading to career-path employment in high-demand, middle- and high-skilled occupations. The goal of bridge programs is to sequentially bridge the gap between the initial skills of individuals and what they need to enter and succeed in postsecondary education and career-path employment.

- 1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.



- 2. Select **Bridge Programs** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq	1
Agency: Location	Hennepin County: WERC WSA 09
Enrollment Date	04/26/2018
Entered by	Becca L Johnson
*Assign to Staff	Johnson, Becca (Current Primary) ▼
*Activity Type	Bridge Programs ▼

- In the **Open Activity** section, enter the required fields (*):
 - Start Date*: the date the participant began the ADP.
 - Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
- If known, enter the optional fields:

- Estimated End Date*: the date the participant is anticipated to receive their diploma.
- Activity Subtype*
- Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
- Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
- User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.

▼ Hide Open Activity

*Start Date	<input type="text"/>	<input type="button" value="Calendar"/>
Estimated End Date	<input type="text"/>	<input type="button" value="Calendar"/>
*Funding Stream	None Selected ▼	
Activity Subtype	<input type="text"/>	
Estimated Cost	\$	<input type="text"/>
Estimated Hours	<input type="text"/>	
User Defined Text 1	<input type="text"/>	
User Defined Text 2	<input type="text"/>	
User Defined Date	<input type="text"/>	

- Enter required (*) information on the **School Info** panel:
 - School*: Select **Search/Validate School**.

▼ Hide School Info

*School	<input type="text"/>
---------	----------------------

Clear School code for new search.

- In the **School Code Search**, enter the name or code number of a school, then **Run Search**.

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

7. If the correct school displays, select the hyperlink to have the code prepopulate into the *School* field on the activity.
 - a. If the correct school does not display with the criteria you used (such as the school name), try the **School Code Search** again with another criteria (such as "community" or "college").

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

Show 25 100 200 500
Displaying 1 to 4 of 4

Code	School Name	Location
1825070	American Home Inspectors Training Institute	Anoka
1250032	Anoka Technical College	Anoka; Online
7000028	Anoka-Hennepin Metro North ABE	Anoka
271529	Anoka-Ramsey Community College	Cambridge; Coon Rapids; Online

- c. If the school is not listed, you may enter the code as **8888888** (seven 8s).

8. Select a *School Location* from the dropdown options.

*School Location

None Selected ▼

9. *Training Program*: Select **Search/Validate CIP**.

*Training Program (CIP)

-

Clear CIP code for new search.

Search/Validate CIP

16. In the **CIP Code Search**, enter Basic Skills, then **Run Search**.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

17. Select the hyperlink to code **32.0101: Basic Skills and Developmental/Remedial Education, General**.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 3 of 3

Code	Title	Is STEM	Description
32.0101	Basic Skills and Developmental/Remedial Education, General	No	A general program that focuses on the fundamental knowledge and skills that individuals need to function productively in society.
32.0199	Basic Skills and Developmental/Remedial Education, Other	No	Any instructional program in basic skills not listed above.
32.0111	Workforce Development and Training	No	A program that focuses on learning or upgrading basic skills in order to enhance job performance, promote career development, or train for a new job.

10. *Training Title (O*NET)*: Select **Search/Validate O*NET** to find the code associated to the participant's short- or long-term employment goals as outlined in their [Individual Employment Plan](#).

*Training Title (O*NET)

-

*Clear O*NET code for new search.*

- a. In **O*NET Code Search**, enter a *keyword or code number* in the search, then **Run Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

11. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

12. Enter **Comments** and a **Case Note** if desired.

a. The case note date will be the *Activity Start Date*.

13. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

End Date Completion Results

Actual Cost \$ Actual Hours

a. **Save**. The **Activity Summary** will display.

- b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

- c. **Cancel.**
 - i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

Career Counseling

Case management services provided to participants to address the barriers and progress toward educational and employment goals.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

The screenshot shows the WORKFORCE ONE interface. The left sidebar has a menu with 'Add ACP Activity' highlighted in yellow. The main content area shows 'Activity Summary' for Becca Johnson, with 'Hide Adult Career Pathways Seq 1 - Enrolled' also highlighted in yellow. Below this is a table of activities with 'Career Counseling' selected.

Activity: Subtype: Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling	Funding Stream SFY18	05/01/2018 Open	Becca L Johnson Hennepin Cty	Edit Copy

2. Select **Career Counseling** from the dropdown options, then **Next**.

Adult Career Pathways Activity

The screenshot shows the 'Adult Career Pathways Activity' form for Becca Johnson. The 'Activity Type' dropdown is set to 'Career Counseling' and is highlighted in yellow. The 'Next' button is also highlighted in yellow.

Program Seq: 1
Agency: Location
Enrollment Date: 04/26/2018
Entered by: Becca L Johnson
*Assign to Staff: Johnson, Becca (Current Primary) v
*Activity Type: Career Counseling v

Next Cancel

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.

5. Enter **Comments** and a **Case Note** if desired.
 - a. The case note date will be the *Activity Start Date*.

18. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

- a. **Save**. The **Activity Summary** will display.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General ✔ Activity saved.

At-A-Glance

Contact **Activity Summary**

Tickler **Becca Johnson** Record ID 202013257

Demographics **Birth Date 07/13/1989** MAXIS Case 22335

Work Preferences

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

Show SNAP ET Seq 1 - Enrolled

Show Adult Career Pathways Seq 1 - Enrolled

- b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1
 Agency: Location
 Enrollment Date 04/26/2018
 Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼
 *Activity Type None Selected ▼

Next Cancel

- c. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Credentialed Coursework/Training

Enrolled in courses offered by accredited training institutions, private trade schools, and academic facilities. Training recorded under this activity must lead to an industry-recognized or postsecondary credential(s) (certificates, diplomas, degrees).

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

2. Select **Credentialed Coursework/Training** from the dropdown options, then **Next**.

Adult Career Pathways Activity

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.
6. Enter **Comments** and a **Case Note** if desired.
 - b. The case note date will be the *Activity Start Date*.

▼ Hide Comments

Spell Check

▼ Hide Case Note

Spell Check

7. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date  Completion Results

Actual Cost \$ Actual Hours

Save Save and Open New Activity Cancel

d. **Save**. The **Activity Summary** will display.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General ✔ Activity saved.

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

e. **Save and Open New Activity**. The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

Activity saved.

General

At-A-Glance
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MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1
Agency: Location
Enrollment Date 04/26/2018
Entered by Becca L Johnson
*Assign to Staff Johnson, Becca (Current Primary) ▼
*Activity Type None Selected ▼

Next Cancel

f. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

At-A-Glance
Contact
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Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Employed Full-Time

Regular employment of 30 hours or more per week.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

2. Select **Employed Full-Time** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼

*Activity Type **Employed Full-Time**

Next Cancel

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization’s discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.
5. Enter required (*) fields in the **Employment Info** panel.

Hide Employment Info

***Employer Name**

Worksite

Address1

Address2

City *State Zip

County Country

Job Title

***Hourly Wage** \$

Hours per Week

Employment Type

***Occupational Title (O*NET)** -
Clear O*NET code for new search.

Employer Industry (NAICS) -
Clear NAICS code for new search.

- a. Employer Name
- b. Hourly Wage
- c. Occupational Title (O*NET): Select **Search/Validate O*NET** to find the code associated to the participant's employment:

***Occupational Title (O*NET)** -
Clear O*NET code for new search.

- d. In **O*NET Code Search**, enter a keyword or code number in the search, then **Run Search**.

O*NET Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

- e. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title -	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

6. Enter optional employment information, if known:

- a. *Worksite, Address, City, Zip, County, Country, Job Title, Hours per Week, Employment Type, and Employer Industry (NAICS):*

▼ Hide Employment Info

*Employer Name

Worksite

Address1

Address2

City

County *State Zip

Country

Job Title

*Hourly Wage \$

Hours per Week

Employment Type

*Occupational Title (O*NET) -
Clear O*NET code for new search.

Employer Industry (NAICS) -
Clear NAICS code for new search.

7. Enter **Comments** and a **Case Note** if desired.

- b. The case note date will be the *Activity Start Date*.

▼ Hide Comments

Spell Check

▼ Hide Case Note

Spell Check

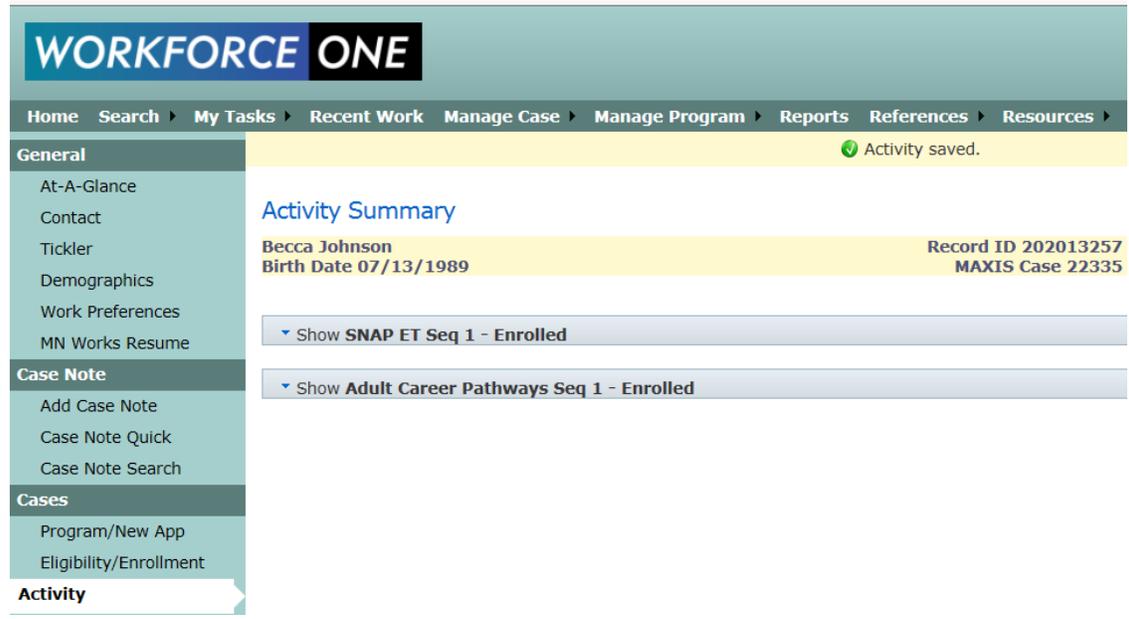
19. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date  Completion Results ▼

Actual Cost \$ Actual Hours

a. **Save.** The **Activity Summary** will display.



WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

Activity saved. ✓

General

- At-A-Glance
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- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

Activity saved.

General

At-A-Glance
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Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Adult Career Pathways Activity

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼

*Activity Type None Selected ▼

Next Cancel

c. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

At-A-Glance
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MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Employed Part-Time

Regular employment of less than 30 hours per week.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

2. Select **Employed Part-Time** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson
 Birth Date 07/13/1989
 Record ID 202013257
 MAXIS Case 22335

Program Seq 1
 Agency: Location
 Enrollment Date 04/26/2018
 Entered by Becca L Johnson
 *Assign to Staff Johnson, Becca (Current Primary) ▼
 *Activity Type **Employed Part-Time** ▼

Next Cancel

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization’s discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.
5. Enter required (*) fields in the **Employment Info** panel.

Hide Employment Info

***Employer Name**

Worksite

Address1

Address2

City *State Zip

County Country

Job Title

***Hourly Wage** \$

Hours per Week

Employment Type

***Occupational Title (O*NET)** -
Clear O*NET code for new search.

Employer Industry (NAICS) -
Clear NAICS code for new search.

- a. Employer Name
- b. Hourly Wage
- c. Occupational Title (O*NET): Select **Search/Validate O*NET** to find the code associated to the participant's employment:

***Occupational Title (O*NET)** -
Clear O*NET code for new search.

- d. In **O*NET Code Search**, enter a keyword or code number in the search, then **Run Search**.

O*NET Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

- e. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title -	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

6. Enter optional employment information, if known:

- a. *Worksite, Address, City, Zip, County, Country, Job Title, Hours per Week, Employment Type, and Employer Industry (NAICS):*

Hide Employment Info

*Employer Name

Worksite

Address1

Address2

City

County *State Zip

Country

Job Title

*Hourly Wage \$

Hours per Week

Employment Type

*Occupational Title (O*NET) -
Clear O*NET code for new search.

Employer Industry (NAICS) -
Clear NAICS code for new search.

7. Enter **Comments** and a **Case Note** if desired.

- c. The case note date will be the *Activity Start Date*.

▼ Hide Comments

Spell Check

▼ Hide Case Note

Spell Check

20. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date	<input type="text"/>		Completion Results	<input type="text" value="None Selected"/>
Actual Cost \$	<input type="text"/>		Actual Hours	<input type="text"/>

Save Save and Open New Activity Cancel

a. **Save.** The **Activity Summary** will display.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

✔ Activity saved.

General

At-A-Glance

Contact

Tickler

Demographics

Work Preferences

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257

Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

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WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1
 Agency: Location
 Enrollment Date 04/26/2018
 Entered by Becca L Johnson
 *Assign to Staff Johnson, Becca (Current Primary) ▼
 *Activity Type None Selected ▼

Next Cancel

c. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

ESL/ELL Training

Instruction to English as a Second Language (ESL)/English Language Learner (ELL) participants whose native language is not English.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

2. Select **English as a Second Language (ESL)/English Language Learner (ELL) Training** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼

*Activity Type **ESL/ELL Training** ▼

Next Cancel

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization’s discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.

▼ Hide Open Activity

*Start Date

Estimated End Date

*Funding Stream

Activity Subtype

Estimated Cost \$

Estimated Hours

User Defined Text 1

User Defined Text 2

User Defined Date

5. Enter required (*) information on the **School Info** panel:
 - a. *School:* Select **Search/Validate School**.

▼ Hide School Info

*School

[Clear School code for new search.](#)

[Search/Validate School](#)

6. In the **School Code Search**, enter the name or code number of a school, then **Run Search**.

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
 Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

7. If the correct school displays, select the hyperlink to have the code prepopulate into the *School*/field on the activity.
 - a. If the correct school does not display with the criteria you used (such as the school name), try the **School Code Search** again with another criteria (such as "community" or "college").

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
 Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
 Displaying 1 to 4 of 4

Code	School Name	Location
1825070	American Home Inspectors Training Institute	Anoka
1250032	Anoka Technical College	Anoka; Online
7000028	Anoka-Hennepin Metro North ABE	Anoka
271529	Anoka-Ramsey Community College	Cambridge; Coon Rapids; Online

d. If the school is not listed, you may enter the code as **8888888** (seven 8s).

8. Select a *School Location* from the dropdown options.

***School Location** ▾

9. *Training Program*: Select **Search/Validate CIP**.

***Training Program (CIP)** -
Clear CIP code for new search.
Search/Validate CIP

10. In the **CIP Code Search**, enter Second Language, then **Run Search**.

CIP Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

11. Select the hyperlink to code **32.0109**.

CIP Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 1 of 1

Code	Title	Is STEM	Description
32.0109	Second Language Learning	No	A program that focuses on the development of proficiency in reading, writing, and speaking a language or languages, other than the mother tongue, that are needed to perform day-to-day tasks. Includes instruction in the use of basic communication skills to develop and transmit ideas and thoughts.

12. *Training Title (O*NET)*: Select **Search/Validate O*NET** to find the code associated to the participant’s short- or long-term employment goals as outlined in their [Individual Employment Plan](#).

***Training Title (O*NET)** -
Clear O*NET code for new search.
Search/Validate O*NET

a. In **O*NET Code Search**, enter a *keyword or code number* in the search, then **Run Search**.

O*NET Code Search

*Search for keyword or code number:

Nurs

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

13. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Nurs

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

14. Enter **Comments** and a **Case Note** if desired.
- The case note date will be the *Activity Start Date*.

Hide Comments

Spell Check

Hide Case Note

Spell Check

15. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date  Completion Results ▼

Actual Cost \$ Actual Hours



a. **Save.** The **Activity Summary** will display.

b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

Activity saved.

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Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Adult Career Pathways Activity

Becca Johnson Birth Date 07/13/1989 Record ID 202013257 MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼

*Activity Type None Selected ▼

Next Cancel

c. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

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Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Birth Date 07/13/1989 Record ID 202013257 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Financial Literacy Education

Education to develop skills for making informed decisions about personal finances.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

2. Select **Financial Literacy Education** from the dropdown options, then **Next**.

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization’s discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.

▼ Hide Open Activity

*Start Date

Estimated End Date

*Funding Stream

Activity Subtype

Estimated Cost \$

Estimated Hours

User Defined Text 1

User Defined Text 2

User Defined Date

5. If known and applicable, enter optional information on the **School Info** panel:
- School:* Select **Search/Validate School**.

▼ Hide School Info

School

Clear School code for new search.

Search/Validate School

6. In the **School Code Search**, enter the name or code number of a school, then **Run Search**.

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

7. If the correct school displays, select the hyperlink to have the code prepopulate into the *School* field on the activity.
- If the correct school does not display with the criteria you used (such as the school name), try the **School Code Search** again with another criteria (such as "community" or "college").

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 4 of 4

Code	School Name	Location
1825070	American Home Inspectors Training Institute	Anoka
1250032	Anoka Technical College	Anoka; Online
7000028	Anoka-Hennepin Metro North ABE	Anoka
271529	Anoka-Ramsey Community College	Cambridge; Coon Rapids; Online

- If the school is not listed, you may enter the code as **8888888** (seven 8s).

8. Select a *School Location* from the dropdown options.

School Location ▾

9. *Training Program*: Select **Search/Validate CIP**.

Training Program (CIP) -
Clear CIP code for new search.

10. In the **CIP Code Search**, enter Developmental/Remedial, then **Run Search**.

CIP Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

11. Select the hyperlink to code **32.0199: Basic Skills and Developmental/Remedial Education, Other**.

CIP Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show ▾ 25 100 200 500
Displaying 1 to 4 of 4

Code	Title +	Is STEM	Description
32.0101	Basic Skills and Developmental/Remedial Education, General	No	A general program that focuses on the fundamental knowledge and skills that individuals need to function productively in society.
32.0199	Basic Skills and Developmental/Remedial Education, Other	No	Any instructional program in basic skills not listed above.
32.0199	Developmental/Remedial English	No	A program that focuses on the fundamental knowledge and skills in reading, writing and speaking that individuals need to function productively in society.
32.0104	Developmental/Remedial Mathematics	No	A program that focuses on the development of computing and other mathematical reasoning abilities and skills.

12. *Training Title (O*NET)*: Select **Search/Validate O*NET** to find the code associated to the participant's short- or long-term employment goals as outlined in their [Individual Employment Plan](#).

Training Title (O*NET) -
*Clear O*NET code for new search.*

- a. In **O*NET Code Search**, enter a *keyword or code number* in the search, then **Run Search**.

O*NET Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

13. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

14. Enter **Comments** and a **Case Note** if desired.
- a. The case note date will be the *Activity Start Date*.

15. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date  Completion Results ▼

Actual Cost \$ Actual Hours



a. **Save.** The **Activity Summary** will display.

b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

c. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

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General

- At-A-Glance
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- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

GED Test Preparation

This activity provides instructions to participants to equip them with the skills necessary to successfully pass the General Education Diploma (GED) test.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

WORKFORCE ONE

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General

- At-A-Glance
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- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity:	Subtype:	Work Exp Type	Funding Stream	Start Date/End Date	Staff:	Agency	Action
Career Counseling			Funding Stream SFY18	05/01/2018 Open	Becca L Johnson	Hennepin Cty	Edit Copy

Add ACP Activity

2. Select **GED Test Preparation** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq	1
Agency: Location	
Enrollment Date	04/26/2018
Entered by	Becca L Johnson
*Assign to Staff	Johnson, Becca (Current Primary) ▼
*Activity Type	GED Test Preparation ▼

- In the **Open Activity** section, enter the required fields (*):
 - Start Date*: the date the participant began the ADP.
 - Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
- If known, enter the optional fields:
 - Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - Activity Subtype*
 - Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.

▼ Hide Open Activity

*Start Date	<input type="text"/>
Estimated End Date	<input type="text"/>
*Funding Stream	None Selected ▼
Activity Subtype	<input type="text"/>
Estimated Cost	\$ <input type="text"/>
Estimated Hours	<input type="text"/>
User Defined Text 1	<input type="text"/>
User Defined Text 2	<input type="text"/>
User Defined Date	<input type="text"/>

- Enter required (*) information on the **School Info** panel:
 - School*: Select **Search/Validate School**.

▼ Hide School Info

*School	<input type="text"/>
---------	----------------------

Clear School code for new search.

- In the **School Code Search**, enter the name or code number of a school, then **Run Search**.

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

7. If the correct school displays, select the hyperlink to have the code prepopulate into the *School* field on the activity.
 - a. If the correct school does not display with the criteria you used (such as the school name), try the **School Code Search** again with another criteria (such as "community" or "college").

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

Show 25 100 200 500
Displaying 1 to 4 of 4

Code	School Name	Location
1825070	American Home Inspectors Training Institute	Anoka
1250032	Anoka Technical College	Anoka; Online
7000028	Anoka-Hennepin Metro North ABE	Anoka
271529	Anoka-Ramsey Community College	Cambridge; Coon Rapids; Online

- e. If the school is not listed, you may enter the code as **8888888** (seven 8s).

8. Select a *School Location* from the dropdown options.

*School Location

None Selected ▼

9. *Training Program*: Select **Search/Validate CIP**.

*Training Program (CIP)

Clear CIP code for new search.

Search/Validate CIP

10. In the **CIP Code Search**, enter General Education, then **Run Search**.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

11. Select the hyperlink to code **53.0201: High School Equivalence Certificate Program**.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 1 of 1

Code	Title	Is STEM	Description
53.0201	High School Equivalence Certificate Program	No	An instructional program that defines the requirements for meeting the minimum high school/secondary completion requirements specified by a U.S. state or other jurisdiction, for adult learners who did not complete secondary school. Includes undertaking a specified program of studies and obtaining a prescribed passing score on the General Educational Development Test (GED) or provincial

12. *Training Title (O*NET)*: Select **Search/Validate O*NET** to find the code associated to the participant's short- or long-term employment goals as outlined in their [Individual Employment Plan](#).

*Training Title (O*NET)

Clear O*NET code for new search.

a. In **O*NET Code Search**, enter a *keyword or code number* in the search, then **Run Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

13. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

14. Enter **Comments** and a **Case Note** if desired.

a. The case note date will be the *Activity Start Date*.

▼ Hide Comments

Spell Check

▼ Hide Case Note

Spell Check

15. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date  Completion Results ▼

Actual Cost \$ Actual Hours

Save Save and Open New Activity Cancel

a. **Save**. The **Activity Summary** will display.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

Activity saved.

General

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- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

b. **Save and Open New Activity**. The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

WORKFORCE ONE

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Activity saved.

General

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Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1
Agency: Location
Enrollment Date 04/26/2018
Entered by Becca L Johnson
*Assign to Staff Johnson, Becca (Current Primary) ▾
*Activity Type None Selected ▾

Next Cancel

c. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

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General

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Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▾ Show SNAP ET Seq 1 - Enrolled

▾ Show Adult Career Pathways Seq 1 - Enrolled

Holding

This is a placeholder to keep the program sequence open, but temporarily places a participant in “suspension.” Holding is commonly used to allow some time to pass before anticipated entry into another activity. This activity should only be used for up to 90 days.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

2. Select **Holding** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location
Enrollment Date 04/26/2018
Entered by Becca L Johnson
*Assign to Staff Johnson, Becca (Current Primary) ▼
*Activity Type **Holding** ▼

Next Cancel

3. In the **Open Activity** section, enter the required fields (*):
- Start Date*: the date the participant began the ADP.
 - Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.

▼ Hide Open Activity

*Start Date

Estimated End Date

*Funding Stream None Selected ▼

Activity Subtype

Estimated Cost \$

Estimated Hours

User Defined Text 1

User Defined Text 2

User Defined Date

4. If known, enter the optional fields:
- Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - Activity Subtype*

- c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
- d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
- e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.

5. Enter **Comments** and a **Case Note** if desired.
 - a. The case note date will be the *Activity Start Date*.

6. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

- a. **Save**. The **Activity Summary** will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Case Note
Add Case Note
Case Note Quick
Case Note Search

Cases
Program/New App
Eligibility/Enrollment

Activity

- b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1
Agency: Location
Enrollment Date 04/26/2018
Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼
*Activity Type None Selected ▼

Next Cancel

Case Note
Add Case Note
Case Note Quick
Case Note Search

Cases
Program/New App
Eligibility/Enrollment

Activity

- c. **Cancel.**
- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

Independent Job Search

This activity requires participants to make a pre-determined number of inquiries to prospective employers over a specified period of time. This may include telephone or walk-in contacts, completion of applications, or interviews. This component is designed so that the participant conducts his/her job search independently or individually within a group setting.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

Activity	Subtype	Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling		Open	Funding Stream SFY18	05/01/2018	Becca L Johnson Hennepin Cty	Edit Copy

2. Select **Independent Job Search** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq	1
Agency: Location	
Enrollment Date	04/26/2018
Entered by	Becca L Johnson
*Assign to Staff	Johnson, Becca (Current Primary) ▼
*Activity Type	Independent Job Search ▼

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.

▼ Hide Open Activity

*Start Date	<input type="text"/>
Estimated End Date	<input type="text"/>
*Funding Stream	None Selected ▼
Activity Subtype	<input type="text"/>
Estimated Cost	\$ <input type="text"/>
Estimated Hours	<input type="text"/>
User Defined Text 1	<input type="text"/>
User Defined Text 2	<input type="text"/>
User Defined Date	<input type="text"/>

4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.
5. Enter **Comments** and a **Case Note** if desired.
 - a. The case note date will be the *Activity Start Date*.

▼ Hide Comments

Spell Check

▼ Hide Case Note

Spell Check

6. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date	<input type="text"/>		Completion Results	<input type="text" value="None Selected"/>
Actual Cost \$	<input type="text"/>		Actual Hours	<input type="text"/>

Save Save and Open New Activity Cancel

a. **Save**. The **Activity Summary** will display.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

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At-A-Glance

Contact

Tickler

Demographics

Work Preferences

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

✔ Activity saved.

Activity Summary

Becca Johnson Record ID 202013257

Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

b. **Save and Open New Activity**. The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

WORKFORCE ONE

Home Search ▾ My Tasks ▾ Recent Work Manage Case ▾ Manage Program ▾ Reports References ▾ Resources ▾

Activity saved.

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▾

*Activity Type None Selected ▾

Next Cancel

c. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▾ My Tasks ▾ Recent Work Manage Case ▾ Manage Program ▾ Reports References ▾ Resources ▾

General

At-A-Glance
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Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▾ Show SNAP ET Seq 1 - Enrolled

▾ Show Adult Career Pathways Seq 1 - Enrolled

Individual Plan Development

This activity is to be used when the service provider and participant jointly create their Individual Employment Plan (IEP), which outlines the responsibilities of both the participant and the service provider as the participant prepares to achieve the program goal of full-time, long-term, unsubsidized employment at the most realistic and highest possible wage. This activity is to remain open until the participant has exited the program.

- 7. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources H

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity	Subtype	Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling			Funding Stream SFY18	05/01/2018 Open	Becca L Johnson Hennepin Cty	Edit Copy

Add ACP Activity

8. Select **Individual Plan Development** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location Hennepin County: WERC WSA 09

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼

*Activity Type **Individual Plan Development** ▼

Next Cancel

9. In the **Open Activity** section, enter the required fields (*):

- Start Date*: the date the participant began the ADP.
- Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.

▼ Hide Open Activity

*Start Date

Estimated End Date

*Funding Stream None Selected ▼

Activity Subtype

Estimated Cost \$

Estimated Hours

User Defined Text 1

User Defined Text 2

User Defined Date

10. If known, enter the optional fields:

- Estimated End Date*: the date the participant is anticipated to receive their diploma.
- Activity Subtype*

- c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
- d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
- e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.

11. Enter **Comments** and a **Case Note** if desired.

- a. The case note date will be the *Activity Start Date*.

12. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

- a. **Save**. The **Activity Summary** will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Case Note
Add Case Note
Case Note Quick
Case Note Search

Cases
Program/New App
Eligibility/Enrollment

Activity

- b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1
Agency: Location
Enrollment Date 04/26/2018
Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼

*Activity Type None Selected ▼

Next Cancel

Case Note
Add Case Note
Case Note Quick
Case Note Search

Cases
Program/New App
Eligibility/Enrollment

Activity

- c. **Cancel.**
- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

Local Flag

The Local Flag activity is defined within each local agency for use at each own location's preference. This activity is not used to pull state-wide data.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

Activity	Subtype	Work Exp Type	Funding Stream	Start Date/End Date	Staff	Agency	Action
Career Counseling			Funding Stream SFY18	05/01/2018 Open	Becca L Johnson	Hennepin Cty	Edit Copy

2. Select **Local Flag** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq	1
Agency: Location	
Enrollment Date	04/26/2018
Entered by	Becca L Johnson
*Assign to Staff	Johnson, Becca (Current Primary) ▼
*Activity Type	Local Flag ▼

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.

▼ Hide Open Activity

*Start Date	<input type="text"/>
Estimated End Date	<input type="text"/>
*Funding Stream	None Selected ▼
Activity Subtype	<input type="text"/>
Estimated Cost	\$ <input type="text"/>
Estimated Hours	<input type="text"/>
User Defined Text 1	<input type="text"/>
User Defined Text 2	<input type="text"/>
User Defined Date	<input type="text"/>

5. Enter optional fields in the **Employment Info** panel:
 - a. *Employer Name*
 - b. *Worksite*
 - c. *Address 1 and Address 2*
 - d. *City, State, ZIP*
 - e. *County*
 - f. *Country*
 - g. *Job Title*
 - h. *Hourly Wage*
 - i. *Hours per Week*

- j. *Employment Type*
- k. *Occupational Title (O*NET):* Select **Search/Validate O*NET** to find the code associated to the participant's employment:

***Occupational Title (O*NET)** -
 Clear O*NET code for new search.

- l. *In O*NET Code Search, enter a keyword or code number in the search, then Run Search.*

O*NET Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
 Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

- m. *If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to O*NET Code Search.*

O*NET Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
 Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
 Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

- n. *Employer Industry (NAICS)*

▼ Hide **Employment Info**

Employer Name

Worksite

Address1

Address2

City **State** **Zip**

County **Country**

Job Title

Hourly Wage \$

Hours per Week

Employment Type

Occupational Title (O*NET) -
*Clear O*NET code for new search.*

Employer Industry (NAICS) -
Clear NAICS code for new search.

6. Enter optional fields on the **School Info** panel:
 - a. *School:* Select **Search/Validate School**.

▼ Hide **School Info**

School -
Clear School code for new search.

7. In the **School Code Search**, enter the name or code number of a school, then **Run Search**.

School Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
 Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

8. If the correct school displays, select the hyperlink to have the code prepopulate into the *School* field on the activity.

- a. If the correct school does not display with the criteria you used (such as the school name), try the **School Code Search** again with another criteria (such as "community" or "college").

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 4 of 4

Code	School Name	Location
1825070	American Home Inspectors Training Institute	Anoka
1250032	Anoka Technical College	Anoka; Online
7000028	Anoka-Hennepin Metro North ABE	Anoka
271529	Anoka-Ramsey Community College	Cambridge; Coon Rapids; Online

- f. If the school is not listed, you may enter the code as **8888888** (seven 8s).

9. Select a *School Location* from the dropdown options.

School Location

10. *Training Program*: Select **Search/Validate CIP**.

Training Program (CIP)

-

Clear CIP code for new search.

11. In the **CIP Code Search**, enter training criteria, if applicable, then **Run Search**.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

12. *Training Title (O*NET)*: Select **Search/Validate O*NET** to find the code associated to the participant's short- or long-term employment goals as outlined in their [Individual Employment Plan](#).

***Training Title (O*NET)**

-

Clear O*NET code for new search.

- a. In **O*NET Code Search**, enter a *keyword or code number* in the search, then **Run Search**.

O*NET Code Search

*Search for keyword or code number:

Nurs

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

13. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Nurs

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

14. Enter **Comments** and a **Case Note** if desired.
 - a. The case note date will be the *Activity Start Date*.

Hide Comments

Spell Check

Hide Case Note

Spell Check

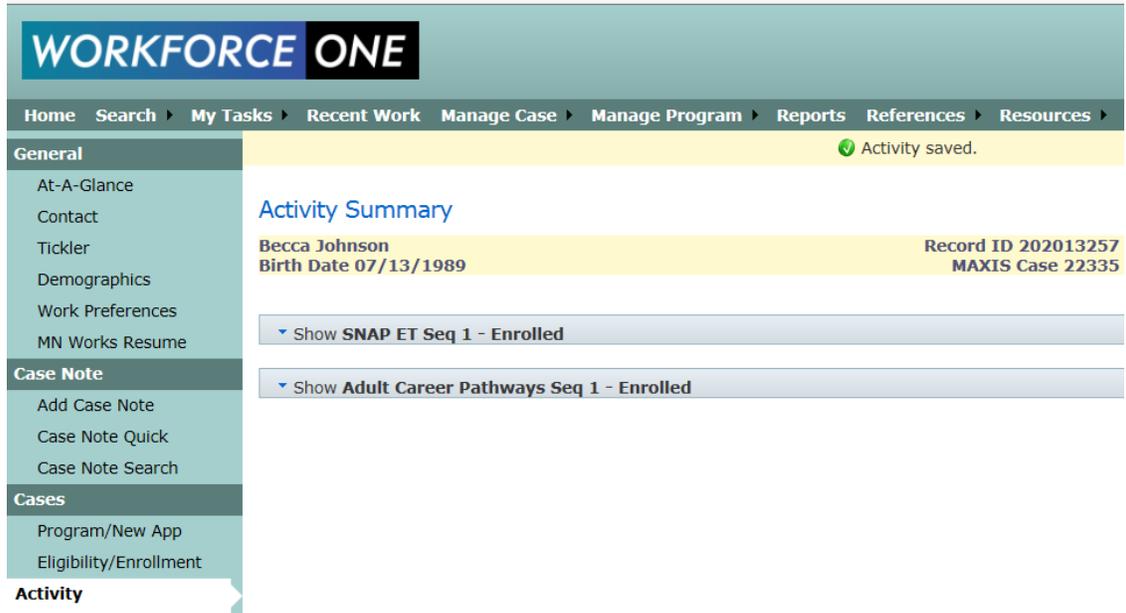
15. Enter information into the **Close Activity** panel, if applicable. Then, select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date  Completion Results

Actual Cost \$ Actual Hours

a. **Save.** The **Activity Summary** will display.



WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
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MN Works Resume

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Case Note

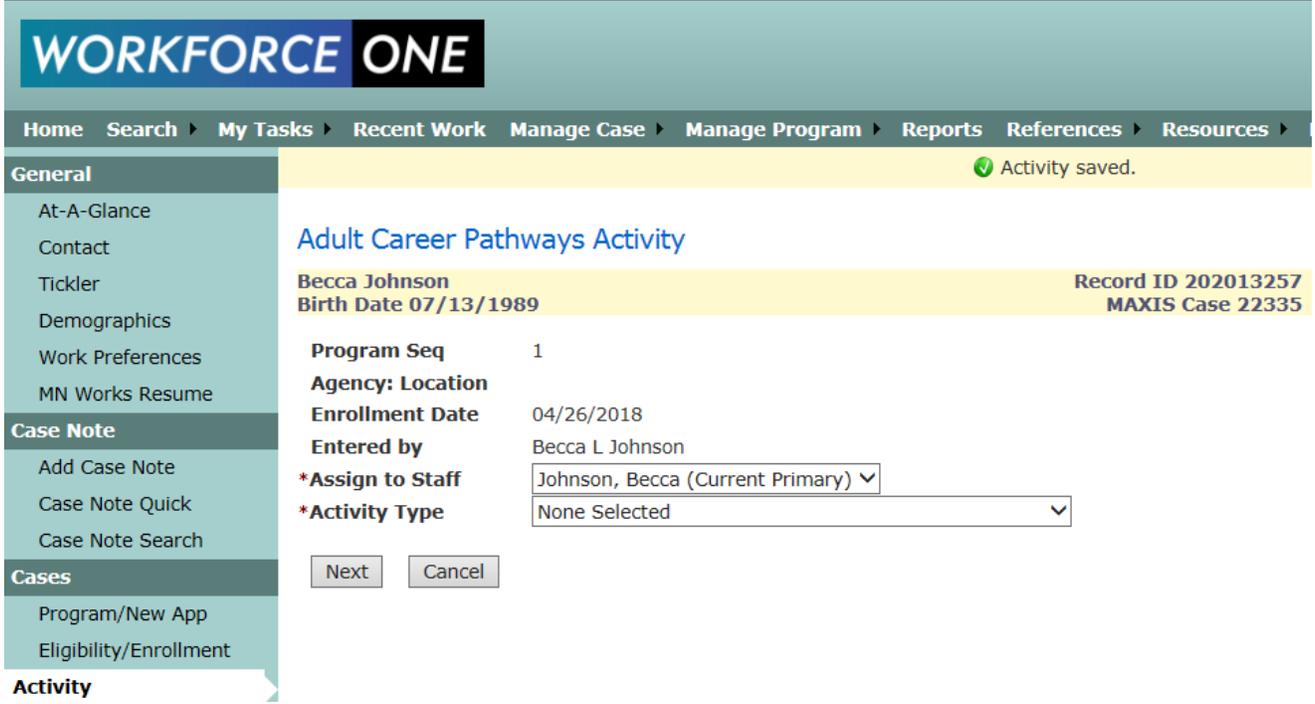
Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).



WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
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MN Works Resume

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff

*Activity Type

Case Note

Add Case Note
Case Note Quick
Case Note Search

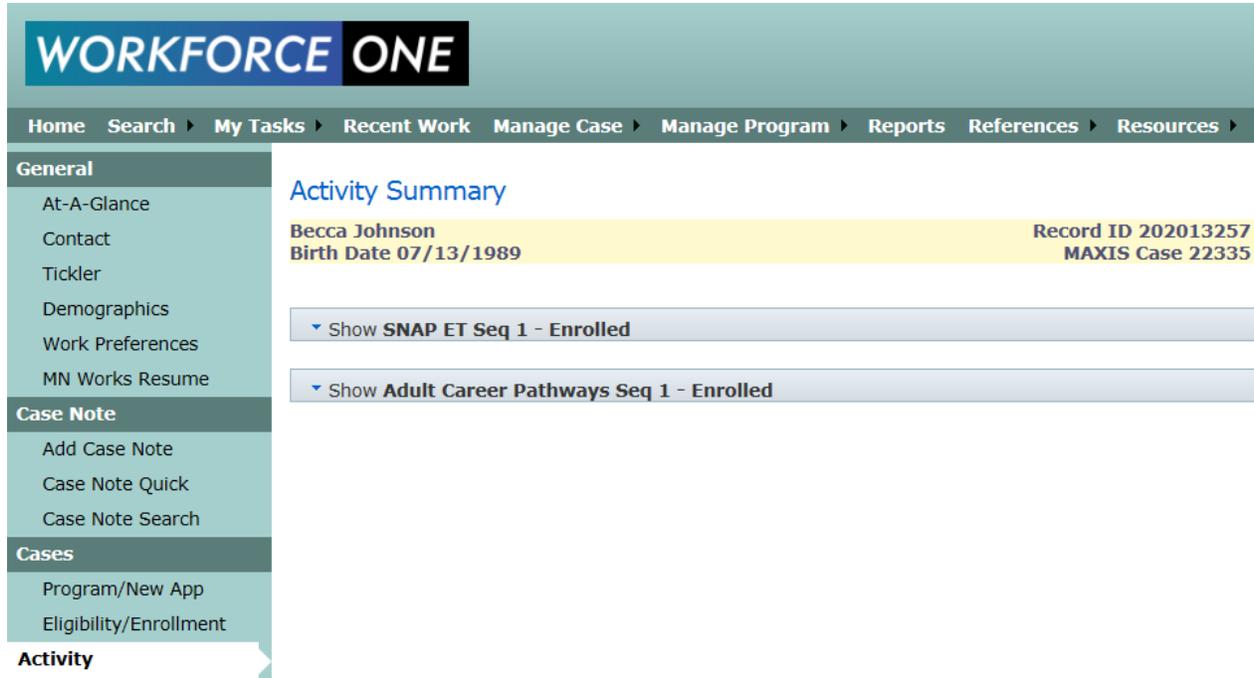
Cases

Program/New App
Eligibility/Enrollment

Activity

c. **Cancel.**

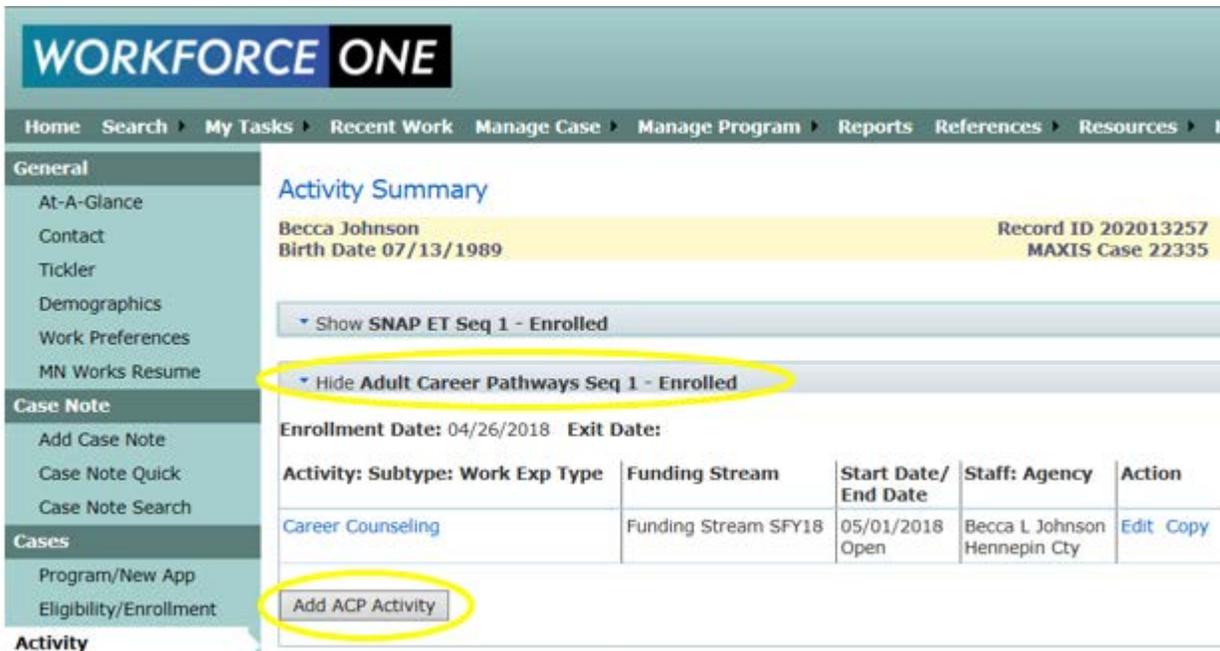
- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.



Non-credentialed Training

This activity includes instruction which does not lead to a recognized credential, but is designed to improve the employability and post-secondary preparation of the participant. Examples include digital literacy, Driver's License instruction, customer service training, ServSafe, etc.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.



2. Select **Non-credentialed Training** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq	1
Agency: Location	
Enrollment Date	04/26/2018
Entered by	Becca L Johnson
*Assign to Staff	Johnson, Becca (Current Primary) ▼
*Activity Type	Non-Credentialed Training ▼

- In the **Open Activity** section, enter the required fields (*):
 - Start Date*: the date the participant began the ADP.
 - Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
- If known, enter the optional fields:
 - Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - Activity Subtype*
 - Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.

▼ Hide Open Activity

*Start Date	<input type="text"/>
Estimated End Date	<input type="text"/>
*Funding Stream	None Selected ▼
Activity Subtype	<input type="text"/>
Estimated Cost	\$ <input type="text"/>
Estimated Hours	<input type="text"/>
User Defined Text 1	<input type="text"/>
User Defined Text 2	<input type="text"/>
User Defined Date	<input type="text"/>

- If known and applicable, enter optional information on the **School Info** panel:
 - School*: Select **Search/Validate School**.

▼ Hide School Info

School	<input type="text"/>
--------	----------------------

Clear School code for new search.

- In the **School Code Search**, enter the name or code number of a school, then **Run Search**.

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

7. If the correct school displays, select the hyperlink to have the code prepopulate into the *School* field on the activity.

- a. If the correct school does not display with the criteria you used (such as the school name), try the **School Code Search** again with another criteria (such as "community" or "college").

School Code Search

*Search for keyword or code number: Anoka

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

Show 25 100 200 500
Displaying 1 to 4 of 4

Code	School Name	Location
1825070	American Home Inspectors Training Institute	Anoka
1250032	Anoka Technical College	Anoka; Online
7000028	Anoka-Hennepin Metro North ABE	Anoka
271529	Anoka-Ramsey Community College	Cambridge; Coon Rapids; Online

- b. If the school is not listed, you may enter the code as **8888888** (seven 8s).

8. Select a *School Location* from the dropdown options.

School Location

None Selected

9. *Training Program*: Select **Search/Validate CIP**.

Training Program (CIP)

Clear CIP code for new search.

Search/Validate CIP

10. In the **CIP Code Search**, enter search criteria for the training, then **Run Search**.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

11. If the appropriate code displays, select the hyperlink. If the appropriate code does not display, return to **Search/Validate CIP**.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 3 of 3

Code	Title -	Is STEM	Description
32.0101	Basic Skills and Developmental/Remedial Education, General	No	A general program that focuses on the fundamental knowledge and skills that individuals need to function productively in society.
32.0199	Basic Skills and Developmental/Remedial Education, Other	No	Any instructional program in basic skills not listed above.
32.0111	Workforce Development and Training	No	A program that focuses on learning or upgrading basic skills in order to enhance job performance, promote career development, or train for a new job.

12. *Training Title (O*NET)*: Select **Search/Validate O*NET** to find the code associated to the participant's short- or long-term employment goals as outlined in their [Individual Employment Plan](#).

Training Title (O*NET)

Clear O*NET code for new search.

- a. In **O*NET Code Search**, enter a *keyword or code number* in the search, then **Run Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

13. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

- 14. Enter **Comments** and a **Case Note** if desired.
 - a. The case note date will be the *Activity Start Date*.

- 15. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

End Date **Completion Results**

Actual Cost \$ **Actual Hours**

- a. **Save**. The **Activity Summary** will display.

- b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

- c. **Cancel.**
 - i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

OJT (On-the-Job Training) – Public or Private

A work placement made through a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. The OJT Service Provider provides the Employer with a partial wage reimbursement, typically up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the training and supervision related to the training.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶ H

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity	Subtype	Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling			Funding Stream SFY18	05/01/2018 Open	Becca L Johnson Hennepin Cty	Edit Copy

Add ACP Activity

2. Select **OJT (On-the-Job Training) – Public or Private** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq	1
Agency: Location	
Enrollment Date	04/26/2018
Entered by	Becca L Johnson
*Assign to Staff	Johnson, Becca (Current Primary) ▼
*Activity Type	OJT - Public or Private ▼

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.
5. Enter required (*) fields in the **Employment Info** panel.

Hide Employment Info

***Employer Name**

Worksite

Address1

Address2

City *State Zip

County Country

Job Title

***Hourly Wage** \$

Hours per Week

Employment Type

***Occupational Title (O*NET)** -
Clear O*NET code for new search.

Employer Industry (NAICS) -
Clear NAICS code for new search.

- a. Employer Name
- b. Hourly Wage
- c. Occupational Title (O*NET): Select **Search/Validate O*NET** to find the code associated to the participant's employment:

***Occupational Title (O*NET)** -
Clear O*NET code for new search.

- d. In **O*NET Code Search**, enter a keyword or code number in the search, then **Run Search**.

O*NET Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

- e. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

6. Enter optional employment information, if known:

- a. *Worksite, Address, City, Zip, County, Country, Job Title, Hours per Week, Employment Type, and Employer Industry (NAICS):*

Hide Employment Info

*Employer Name

Worksite

Address1

Address2

City

County *State Zip

Country

Job Title

*Hourly Wage \$

Hours per Week

Employment Type

*Occupational Title (O*NET) -
Clear O*NET code for new search.

Employer Industry (NAICS) -
Clear NAICS code for new search.

7. If known and applicable, enter optional information on the **School Info** panel:

- d. *School:* Select **Search/Validate School**.

Hide School Info

School -
Clear School code for new search.

8. In the **School Code Search**, enter the name or code number of a school, then **Run Search**.

School Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

9. If the correct school displays, select the hyperlink to have the code prepopulate into the *School* field on the activity.
- e. If the correct school does not display with the criteria you used (such as the school name), try the **School Code Search** again with another criteria (such as "community" or "college").

School Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 4 of 4

Code	School Name	Location
1825070	American Home Inspectors Training Institute	Anoka
1250032	Anoka Technical College	Anoka; Online
7000028	Anoka-Hennepin Metro North ABE	Anoka
271529	Anoka-Ramsey Community College	Cambridge; Coon Rapids; Online

- f. If the school is not listed, you may enter the code as **8888888** (seven 8s).

10. Select a *School Location* from the dropdown options.

School Location

11. *Training Program*: Select **Search/Validate CIP**.

Training Program (CIP) -

Clear CIP code for new search.

12. In the **CIP Code Search**, enter search criteria, then **Run Search**.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

13. If the appropriate code displays, select the hyperlink. If the appropriate code does not display, return to **Search/Validate CIP**.

CIP Code Search

*Search for keyword or code number:

Developmental/Remedial

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

Show 25 100 200 500
Displaying 1 to 4 of 4

Code	Title	Is STEM	Description
32.0101	Basic Skills and Developmental/Remedial Education, General	No	A general program that focuses on the fundamental knowledge and skills that individuals need to function productively in society.
32.0199	Basic Skills and Developmental/Remedial Education, Other	No	Any instructional program in basic skills not listed above.
32.0103	Developmental/Remedial English	No	A program that focuses on the fundamental knowledge and skills in reading, writing and speaking that individuals need to function productively in society.
32.0104	Developmental/Remedial Mathematics	No	A program that focuses on the development of computing and other mathematical reasoning abilities and skills.

14. *Training Title (O*NET)*: Select **Search/Validate O*NET** to find the code associated to the participant's short- or long-term employment goals as outlined in their [Individual Employment Plan](#).

Training Title (O*NET)

Clear O*NET code for new search.

Search/Validate O*NET

- g. In **O*NET Code Search**, enter a *keyword or code number* in the search, then **Run Search**.

O*NET Code Search

*Search for keyword or code number:

Nurs

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

15. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

- 16. Enter **Comments** and a **Case Note** if desired.
 - d. The case note date will be the *Activity Start Date*.

- 17. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

End Date Completion Results

Actual Cost \$ Actual Hours

- d. **Save**. The **Activity Summary** will display.

- e. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

- f. **Cancel.**
- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

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- At-A-Glance
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- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Orientation

Orientation may be delivered via a group setting, or may be part of an individual counseling session. The orientation includes information on program benefits and opportunities available, rights and responsibilities for participating, etc.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity: Subtype:	Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling		Funding Stream SFY18	05/01/2018 Open	Becca L Johnson Hennepin Cty	Edit Copy

Add ACP Activity

2. Select **Orientation** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location
Enrollment Date 04/26/2018
Entered by Becca L Johnson
*Assign to Staff Johnson, Becca (Current Primary) ▼
*Activity Type Orientation ▼

Next

Cancel

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.

▼ Hide Open Activity

*Start Date	<input type="text"/>	
Estimated End Date	<input type="text"/>	
*Funding Stream	None Selected ▼	
Activity Subtype	<input type="text"/>	
Estimated Cost	\$	<input type="text"/>
Estimated Hours	<input type="text"/>	
User Defined Text 1	<input type="text"/>	
User Defined Text 2	<input type="text"/>	
User Defined Date	<input type="text"/>	

4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.
5. Enter **Comments** and a **Case Note** if desired.
 - a. The case note date will be the *Activity Start Date*.

▼ Hide Comments

Spell Check

▼ Hide Case Note

Spell Check

6. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date	<input type="text"/>		Completion Results	<input type="text" value="None Selected"/>
Actual Cost \$	<input type="text"/>		Actual Hours	<input type="text"/>

Save Save and Open New Activity Cancel

a. **Save.** The **Activity Summary** will display.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

Activity saved.

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MN Works Resume

Case Note

Add Case Note

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Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

Activity saved.

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Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼

*Activity Type None Selected ▼

Next Cancel

c. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

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Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Paid Work Experience

This activity is used when a participant is in a temporary paid employment experience in the public, private nonprofit, or private sector.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

2. Select **Paid Work Experience** from the dropdown options, then **Next**.

Adult Career Pathways Activity

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization’s discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.
5. Enter required (*) fields in the **Employment Info** panel.

Hide Employment Info

***Employer Name**

Worksite

Address1

Address2

City *State Zip

County Country

Job Title

***Hourly Wage** \$

Hours per Week

Employment Type

***Occupational Title (O*NET)** -
Clear O*NET code for new search.

Employer Industry (NAICS) -
Clear NAICS code for new search.

- Employer Name
- Hourly Wage
- Occupational Title (O*NET): Select **Search/Validate O*NET** to find the code associated to the participant's employment:

***Occupational Title (O*NET)** -
Clear O*NET code for new search.

- In **O*NET Code Search**, enter a keyword or code number in the search, then **Run Search**.

O*NET Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

- If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title -	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

6. Enter optional employment information, if known:

- a. *Worksite, Address, City, Zip, County, Country, Job Title, Hours per Week, Employment Type, and Employer Industry (NAICS):*

▼ Hide Employment Info

*Employer Name

Worksite

Address1

Address2

City

County *State Zip

Country

Job Title

*Hourly Wage \$

Hours per Week

Employment Type

*Occupational Title (O*NET) -
Clear O*NET code for new search.

Employer Industry (NAICS) -
Clear NAICS code for new search.

7. Enter **Comments** and a **Case Note** if desired.

- e. The case note date will be the *Activity Start Date*.

▼ Hide Comments

Spell Check

▼ Hide Case Note

Spell Check

21. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date  Completion Results

Actual Cost \$ Actual Hours

Save Save and Open New Activity Cancel

a. **Save.** The **Activity Summary** will display.

WORKFORCE ONE

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At-A-Glance

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Tickler

Demographics

Work Preferences

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

✔ Activity saved.

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1
Agency: Location
Enrollment Date 04/26/2018
Entered by Becca L Johnson
*Assign to Staff Johnson, Becca (Current Primary) ▼
*Activity Type None Selected ▼

Next Cancel

Case Note
Add Case Note
Case Note Quick
Case Note Search

Cases
Program/New App
Eligibility/Enrollment

Activity

c. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General **Activity Summary**

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Case Note
Add Case Note
Case Note Quick
Case Note Search

Cases
Program/New App
Eligibility/Enrollment

Activity

Retention

This activity is used to keep the program sequence open after they have gained employment in order to provide continued support in the first 90 days. This could include career counseling, support services, or other necessary resources to assist the participant in maintaining employment.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

WORKFORCE ONE

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- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity	Subtype	Work Exp Type	Funding Stream	Start Date/End Date	Staff	Agency	Action
Career Counseling			Funding Stream SFY18	05/01/2018 Open	Becca L Johnson	Hennepin Cty	Edit Copy

Add ACP Activity

2. Select **Retention** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼

*Activity Type Retention ▼

Next Cancel

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.
5. Enter required (*) fields in the **Employment Info** panel.

Hide Employment Info

***Employer Name**

Worksite

Address1

Address2

City *State Zip

County Country

Job Title

***Hourly Wage** \$

Hours per Week

Employment Type

***Occupational Title (O*NET)** -
Clear O*NET code for new search.

Employer Industry (NAICS) -
Clear NAICS code for new search.

- Employer Name
- Hourly Wage
- Occupational Title (O*NET): Select **Search/Validate O*NET** to find the code associated to the participant's employment:

***Occupational Title (O*NET)** -
Clear O*NET code for new search.

- In **O*NET Code Search**, enter a keyword or code number in the search, then **Run Search**.

O*NET Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

- If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title -	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

6. Enter optional employment information, if known:

- a. *Worksite, Address, City, Zip, County, Country, Job Title, Hours per Week, Employment Type, and Employer Industry (NAICS):*

▼ Hide Employment Info

*Employer Name

Worksite

Address1

Address2

City

County *State Zip

Country

Job Title

*Hourly Wage \$

Hours per Week

Employment Type

*Occupational Title (O*NET) -
Clear O*NET code for new search.

Employer Industry (NAICS) -
Clear NAICS code for new search.

7. If known and applicable, enter optional information on the **School Info** panel:

- h. *School:* Select **Search/Validate School**.

▼ Hide School Info

School -
Clear School code for new search.

8. In the **School Code Search**, enter the name or code number of a school, then **Run Search**.

School Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

9. If the correct school displays, select the hyperlink to have the code prepopulate into the *School* field on the activity.

i. If the correct school does not display with the criteria you used (such as the school name), try the **School Code Search** again with another criteria (such as "community" or "college").

School Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 4 of 4

Code	School Name	Location
1825070	American Home Inspectors Training Institute	Anoka
1250032	Anoka Technical College	Anoka; Online
7000028	Anoka-Hennepin Metro North ABE	Anoka
271529	Anoka-Ramsey Community College	Cambridge; Coon Rapids; Online

j. If the school is not listed, you may enter the code as **8888888** (seven 8s).

10. Select a *School Location* from the dropdown options.

School Location

None Selected ▼

11. *Training Program*: Select **Search/Validate CIP**.

Training Program (CIP)

-

Clear CIP code for new search.

12. In the **CIP Code Search**, enter search criteria, then **Run Search**.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

13. If the appropriate code displays, select the hyperlink. If the appropriate code does not display, return to **Search/Validate CIP**.

CIP Code Search

*Search for keyword or code number:

Developmental/Remedial

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

Show 25 100 200 500
Displaying 1 to 4 of 4

Code	Title	Is STEM	Description
32.0101	Basic Skills and Developmental/Remedial Education, General	No	A general program that focuses on the fundamental knowledge and skills that individuals need to function productively in society.
32.0199	Basic Skills and Developmental/Remedial Education, Other	No	Any instructional program in basic skills not listed above.
32.0103	Developmental/Remedial English	No	A program that focuses on the fundamental knowledge and skills in reading, writing and speaking that individuals need to function productively in society.
32.0104	Developmental/Remedial Mathematics	No	A program that focuses on the development of computing and other mathematical reasoning abilities and skills.

14. *Training Title (O*NET)*: Select **Search/Validate O*NET** to find the code associated to the participant's short- or long-term employment goals as outlined in their [Individual Employment Plan](#).

Training Title (O*NET)

Clear O*NET code for new search.

Search/Validate O*NET

- k. In **O*NET Code Search**, enter a *keyword or code number* in the search, then **Run Search**.

O*NET Code Search

*Search for keyword or code number:

Nurs

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

15. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

- 16. Enter **Comments** and a **Case Note** if desired.
 - f. The case note date will be the *Activity Start Date*.

- 17. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

End Date Completion Results

Actual Cost \$ Actual Hours

- d. **Save**. The **Activity Summary** will display.

- e. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

- f. **Cancel.**
- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled

Show Adult Career Pathways Seq 1 - Enrolled

Self-Employment Training

Activity that improves the employability of participants by providing training in setting up and operating a small business or other self-employment venture.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled

Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity: Subtype:	Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling		Funding Stream SFY18	05/01/2018 Open	Becca L Johnson Hennepin Cty	Edit Copy

Add ACP Activity

2. Select **Self-Employment Training** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location
Enrollment Date 04/26/2018
Entered by Becca L Johnson
*Assign to Staff Johnson, Becca (Current Primary) ▼
*Activity Type Self-Employment Training ▼
Next Cancel

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.
5. Enter required (*) fields in the **Employment Info** panel.

Hide Employment Info

*Employer Name
Worksite
Address1
Address2
City *State MN ▼ Zip
County None Selected ▼ Country United States ▼

Job Title
*Hourly Wage \$
Hours per Week
Employment Type None Selected ▼

*Occupational Title (O*NET)
-
Clear O*NET code for new search.
Search/Validate O*NET

Employer Industry (NAICS)
-
Clear NAICS code for new search.
Search/Validate NAICS

- a. Employer Name
- b. Hourly Wage
- c. Occupational Title (O*NET): Select **Search/Validate O*NET** to find the code associated to the participant's employment:

*Occupational Title (O*NET) -
 Clear O*NET code for new search.

- d. In **O*NET Code Search**, enter a keyword or code number in the search, then **Run Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
 Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

- e. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
 Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
 Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

- 6. Enter optional employment information, if known:
 - a. *Worksite, Address, City, Zip, County, Country, Job Title, Hours per Week, Employment Type, and Employer Industry (NAICS):*

Hide Employment Info

*Employer Name

Worksite

Address1

Address2

City

County

*State MN Zip

Country United States

Job Title

*Hourly Wage \$

Hours per Week

Employment Type

*Occupational Title (O*NET)

Clear O*NET code for new search.

Search/Validate O*NET

Employer Industry (NAICS)

Clear NAICS code for new search.

Search/Validate NAICS

16. Enter required (*) information on the **School Info** panel:
- School: Select **Search/Validate School**.

Hide School Info

*School

Clear School code for new search.

Search/Validate School

17. In the **School Code Search**, enter the name or code number of a school, then **Run Search**.

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search Cancel

18. If the correct school displays, select the hyperlink to have the code prepopulate into the *School* field on the activity.
- If the correct school does not display with the criteria you used (such as the school name), try the **School Code Search** again with another criteria (such as "community" or "college").

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 4 of 4

Code	School Name	Location
1825070	American Home Inspectors Training Institute	Anoka
1250032	Anoka Technical College	Anoka; Online
7000028	Anoka-Hennepin Metro North ABE	Anoka
271529	Anoka-Ramsey Community College	Cambridge; Coon Rapids; Online

g. If the school is not listed, you may enter the code as **8888888** (seven 8s).

19. Select a *School Location* from the dropdown options.

***School Location**

20. *Training Program*: Select **Search/Validate CIP**.

***Training Program (CIP)**

-

Clear CIP code for new search.

21. In the **CIP Code Search**, enter search criteria, then **Run Search**.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

22. If the appropriate code displays, select the hyperlink.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 1 of 1

Code	Title	Is STEM	Description
32.0109	Second Language Learning	No	A program that focuses on the development of proficiency in reading, writing, and speaking a language or languages, other than the mother tongue, that are needed to perform day-to-day tasks. Includes instruction in the use of basic communication skills to develop and transmit ideas and thoughts.

23. *Training Title (O*NET)*: Select **Search/Validate O*NET** to find the code associated to the participant's short- or long-term employment goals as outlined in their [Individual Employment Plan](#).

***Training Title (O*NET)**

-

Clear O*NET code for new search.

- a. In **O*NET Code Search**, enter a *keyword or code number* in the search, then **Run Search**.

O*NET Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

24. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

7. Enter **Comments** and a **Case Note** if desired.
g. The case note date will be the *Activity Start Date*.

Hide Comments

Spell Check

Hide Case Note

Spell Check

8. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date  Completion Results

Actual Cost \$ Actual Hours

Save Save and Open New Activity Cancel

g. **Save.** The **Activity Summary** will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Case Note
Add Case Note
Case Note Quick
Case Note Search

Cases
Program/New App
Eligibility/Enrollment

Activity

h. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff

*Activity Type

Next Cancel

Case Note
Add Case Note
Case Note Quick
Case Note Search

Cases
Program/New App
Eligibility/Enrollment

Activity

i. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Staff-Assisted Job Placement

Referral to programs for job openings, job seeking and job development.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶ H

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity	Subtype	Work Exp Type	Funding Stream	Start Date/End Date	Staff	Agency	Action
Career Counseling			Funding Stream SFY18	05/01/2018 Open	Becca L Johnson	Hennepin Cty	Edit Copy

Add ACP Activity

2. Select **Staff-Assisted Job Placement** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq	1
Agency: Location	
Enrollment Date	04/26/2018
Entered by	Becca L Johnson
*Assign to Staff	Johnson, Becca (Current Primary) ▼
*Activity Type	Staff Assisted Job Placement ▼

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.
5. Enter required (*) fields in the **Employment Info** panel.

Hide Employment Info

***Employer Name**

Worksite

Address1

Address2

City *State Zip

County Country

Job Title

***Hourly Wage** \$

Hours per Week

Employment Type

***Occupational Title (O*NET)** -
Clear O*NET code for new search.

Employer Industry (NAICS) -
Clear NAICS code for new search.

- Employer Name
- Hourly Wage
- Occupational Title (O*NET): Select **Search/Validate O*NET** to find the code associated to the participant's employment:

***Occupational Title (O*NET)** -
Clear O*NET code for new search.

- In **O*NET Code Search**, enter a keyword or code number in the search, then **Run Search**.

O*NET Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

- If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
 Displaying 1 to 25 of 58

Code	Title -	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

6. Enter optional employment information, if known:

- a. *Worksite, Address, City, Zip, County, Country, Job Title, Hours per Week, Employment Type, and Employer Industry (NAICS):*

▼ Hide Employment Info

***Employer Name**

Worksite

Address1

Address2

City ***State** **Zip**

County **Country**

Job Title

***Hourly Wage** \$

Hours per Week

Employment Type

***Occupational Title (O*NET)** -
 Clear O*NET code for new search.

Employer Industry (NAICS) -
 Clear NAICS code for new search.

7. Enter **Comments** and a **Case Note** if desired.

- h. The case note date will be the *Activity Start Date*.

▼ Hide Comments

Spell Check

▼ Hide Case Note

Spell Check

8. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date  Completion Results ▼

Actual Cost \$ Actual Hours

Save Save and Open New Activity Cancel

j. **Save.** The **Activity Summary** will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance

Contact **Activity Summary**

Tickler **Becca Johnson** Record ID 202013257

Demographics **Birth Date 07/13/1989** MAXIS Case 22335

Work Preferences

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

k. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1
Agency: Location
Enrollment Date 04/26/2018
Entered by Becca L. Johnson
*Assign to Staff Johnson, Becca (Current Primary) ▼
*Activity Type None Selected ▼

Next Cancel

I. Cancel.

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

At-A-Glance
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Tickler
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Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Staff-Assisted Job Search in Area

Staff-assisted job search and interview preparation for job(s) within a 50-mile radius.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources H

General

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Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity	Subtype	Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling			Funding Stream SFY18	05/01/2018 Open	Becca L Johnson Hennepin Cty	Edit Copy

Activity

Add ACP Activity

- Select **Staff-Assisted Job Search In Area** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location Hennepin County: WERC WSA 09

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼

*Activity Type **Staff Assisted Job Search in Area** ▼

Next Cancel

- In the **Open Activity** section, enter the required fields (*):
 - Start Date*: the date the participant began the ADP.
 - Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.

▼ Hide Open Activity

*Start Date

Estimated End Date

*Funding Stream None Selected ▼

Activity Subtype

Estimated Cost \$

Estimated Hours

User Defined Text 1

User Defined Text 2

User Defined Date

- If known, enter the optional fields:
 - Estimated End Date*: the date the participant is anticipated to receive their diploma.

- b. *Activity Subtype*
- c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
- d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
- e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.

5. Enter **Comments** and a **Case Note** if desired.
 - a. The case note date will be the *Activity Start Date*.

6. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

- a. **Save**. The **Activity Summary** will display.

- b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

- c. **Cancel.**
 - i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

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- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Staff-Assisted Job Search Out-of-Area

Staff-assisted job search and interview preparation for job(s) outside a 50-mile radius.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity	Subtype	Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling			Funding Stream SFY18	05/01/2018 Open	Becca L Johnson Hennepin Cty	Edit Copy

Add ACP Activity

2. Select **Staff-Assisted Job Search Out-of-Area** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq	1
Agency: Location	Hennepin County: WERC WSA 09
Enrollment Date	04/26/2018
Entered by	Becca L Johnson
*Assign to Staff	Johnson, Becca (Current Primary) ▼
*Activity Type	Staff Assisted Job Search out of Area ▼

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.

▼ Hide Open Activity

*Start Date	<input type="text"/>
Estimated End Date	<input type="text"/>
*Funding Stream	None Selected ▼
Activity Subtype	<input type="text"/>
Estimated Cost	\$ <input type="text"/>
Estimated Hours	<input type="text"/>
User Defined Text 1	<input type="text"/>
User Defined Text 2	<input type="text"/>
User Defined Date	<input type="text"/>

4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.
5. Enter **Comments** and a **Case Note** if desired.
 - a. The case note date will be the *Activity Start Date*.

▼ Hide Comments

Spell Check

▼ Hide Case Note

Spell Check

6. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date	<input type="text"/>		Completion Results	<input type="text" value="None Selected"/>
Actual Cost \$	<input type="text"/>		Actual Hours	<input type="text"/>

Save Save and Open New Activity Cancel

a. **Save**. The **Activity Summary** will display.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

✔ Activity saved.

General

At-A-Glance

Contact

Tickler

Demographics

Work Preferences

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257

Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

b. **Save and Open New Activity**. The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

Activity saved.

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼

*Activity Type None Selected ▼

Next Cancel

c. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Uncompensated Work Experience

This activity is used when a participant is in a temporary unpaid employment experience in the public, private nonprofit, or private sector.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

2. Select **Uncompensated Work Experience** from the dropdown options, then **Next**.

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.
5. Enter required (*) fields in the **Employment Info** panel.

Hide Employment Info

***Employer Name**

Worksite

Address1

Address2

City *State Zip

County Country

Job Title

***Hourly Wage** \$

Hours per Week

Employment Type

***Occupational Title (O*NET)** -
Clear O*NET code for new search.

Employer Industry (NAICS) -
Clear NAICS code for new search.

- a. Employer Name
- b. Hourly Wage
- c. Occupational Title (O*NET): Select **Search/Validate O*NET** to find the code associated to the participant's employment:

***Occupational Title (O*NET)** -
Clear O*NET code for new search.

- d. In **O*NET Code Search**, enter a keyword or code number in the search, then **Run Search**.

O*NET Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

- e. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title -	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

6. Enter optional employment information, if known:

- a. *Worksite, Address, City, Zip, County, Country, Job Title, Hours per Week, Employment Type, and Employer Industry (NAICS):*

▼ Hide Employment Info

*Employer Name

Worksite

Address1

Address2

City

County *State Zip

Country

Job Title

*Hourly Wage \$

Hours per Week

Employment Type

*Occupational Title (O*NET) -
Clear O*NET code for new search.

Employer Industry (NAICS) -
Clear NAICS code for new search.

7. Enter **Comments** and a **Case Note** if desired.

- i. The case note date will be the *Activity Start Date*.

▼ Hide Comments

Spell Check

▼ Hide Case Note

Spell Check

22. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

▼ Hide Close Activity

End Date  Completion Results

Actual Cost \$ Actual Hours

Save Save and Open New Activity Cancel

a. **Save.** The **Activity Summary** will display.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General

At-A-Glance

Contact

Tickler

Demographics

Work Preferences

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

✔ Activity saved.

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1
Agency: Location
Enrollment Date 04/26/2018
Entered by Becca L Johnson
*Assign to Staff Johnson, Becca (Current Primary) ▼
*Activity Type None Selected ▼

Next Cancel

Case Note
Add Case Note
Case Note Quick
Case Note Search

Cases
Program/New App
Eligibility/Enrollment

Activity

c. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Activity Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

Case Note
Add Case Note
Case Note Quick
Case Note Search

Cases
Program/New App
Eligibility/Enrollment

Activity

Work Readiness Skills Training

Instruction in job-seeking techniques including, but not limited to, soft skills such as professionalism or communication and teamwork, online job search tools, resume writing, mock interviews, job skills assessments, job search clubs, or other direct training or support activities.

1. From **Cases > Activities > Add ACP Activity** within the **Adult Career Pathways Enrolled** sequence.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources H

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Activity Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled

Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity	Subtype	Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling			Funding Stream SFY18	05/01/2018 Open	Becca L Johnson Hennepin Cty	Edit Copy

Add ACP Activity

2. Select **Work Readiness Skills Training** from the dropdown options, then **Next**.

Adult Career Pathways Activity

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1

Agency: Location Hennepin County: WERC WSA 09

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼

*Activity Type Work Readiness Skills Training ✓

Next Cancel

3. In the **Open Activity** section, enter the required fields (*):
 - a. *Start Date*: the date the participant began the ADP.
 - b. *Funding Stream*: select the appropriate grant funding stream which is supporting the selected activity.
4. If known, enter the optional fields:
 - a. *Estimated End Date*: the date the participant is anticipated to receive their diploma.
 - b. *Activity Subtype*
 - c. *Estimated Cost*: If activity will be charged to the specified *Funding Stream*, enter the estimated cost.
 - d. *Estimated Hours*: Enter the hours that the participant is expected to be engaged in this activity from the *Start Date* through *Estimated End Date*.
 - e. *User Defined Text* fields may be entered per each organization's discretion. Text entered here may be used by organizations to pull specific data through **Search > Advanced Search**.

▼ Hide Open Activity

*Start Date

Estimated End Date

*Funding Stream

Activity Subtype

Estimated Cost \$

Estimated Hours

User Defined Text 1

User Defined Text 2

User Defined Date

5. If known and applicable, enter optional information on the **School Info** panel:
 - a. *School:* Select **Search/Validate School**.

▼ Hide School Info

School

Clear School code for new search.

Search/Validate School

6. In the **School Code Search**, enter the name or code number of a school, then **Run Search**.

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
 Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

7. If the correct school displays, select the hyperlink to have the code prepopulate into the *School* field on the activity.
 - a. If the correct school does not display with the criteria you used (such as the school name), try the **School Code Search** again with another criteria (such as "community" or "college").

School Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
 Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
 Displaying 1 to 4 of 4

Code	School Name	Location
1825070	American Home Inspectors Training Institute	Anoka
1250032	Anoka Technical College	Anoka; Online
7000028	Anoka-Hennepin Metro North ABE	Anoka
271529	Anoka-Ramsey Community College	Cambridge; Coon Rapids; Online

- a.
 - b. If the school is not listed, you may enter the code as **8888888** (seven 8s).

8. Select a *School Location* from the dropdown options.

School Location

9. *Training Program*: Select **Search/Validate CIP**.

Training Program (CIP) -
Clear CIP code for new search.

10. In the **CIP Code Search**, enter search criteria, then **Run Search**.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

11. If the appropriate CIP Code displays, select the hyperlink.

CIP Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 500
Displaying 1 to 3 of 3

Code	Title -	Is STEM	Description
32.0101	Basic Skills and Developmental/Remedial Education, General	No	A general program that focuses on the fundamental knowledge and skills that individuals need to function productively in society.
32.0199	Basic Skills and Developmental/Remedial Education, Other	No	Any instructional program in basic skills not listed above.
32.0111	Workforce Development and Training	No	A program that focuses on learning or upgrading basic skills in order to enhance job performance, promote career development, or train for a new job.

12. *Training Title (O*NET)*: Select **Search/Validate O*NET** to find the code associated to the participant's short- or long-term employment goals as outlined in their [Individual Employment Plan](#).

Training Title (O*NET) -
*Clear O*NET code for new search.*

a. In **O*NET Code Search**, enter a *keyword or code number* in the search, then **Run Search**.

O*NET Code Search

*Search for keyword or code number:

Nurs

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

13. If the appropriate O*NET code displays, select the hyperlink. If the correct O*NET code does not display, return to **O*NET Code Search**.

O*NET Code Search

*Search for keyword or code number:

Nurs

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

Show 25 100 200 500
Displaying 1 to 25 of 58

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.

14. Enter **Comments** and a **Case Note** if desired.
- The case note date will be the *Activity Start Date*.

Hide Comments

Spell Check

Hide Case Note

Spell Check

15. Do not enter information into the **Close Activity** panel at this time. This section will be completed when the activity is closed. Select from the following options: **Save**, **Save an Open New Activity**, or **Cancel**.

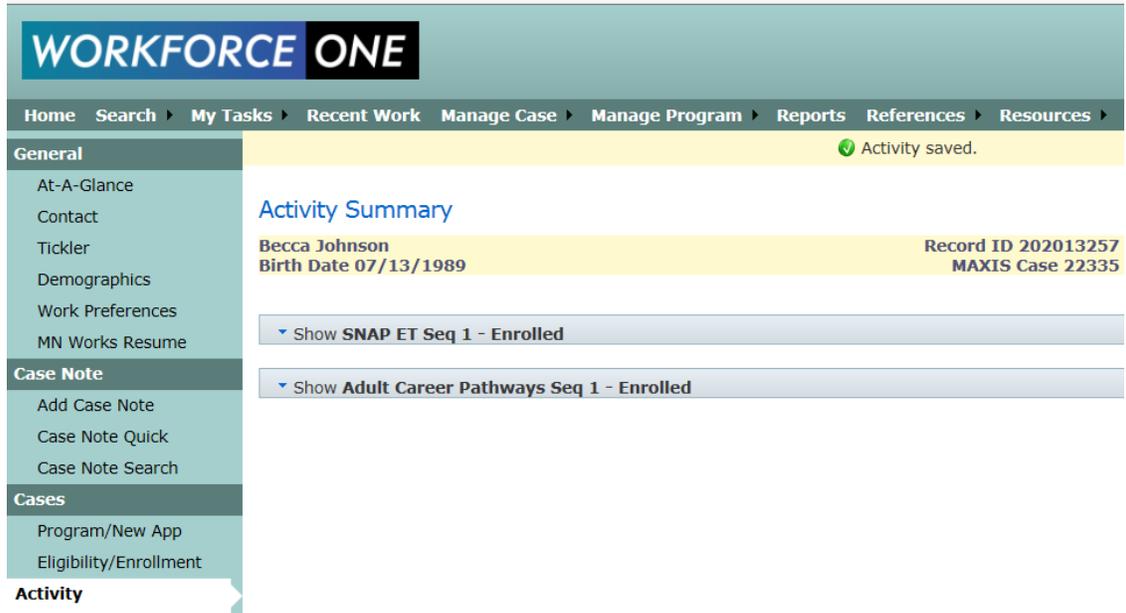
▼ Hide Close Activity

End Date  Completion Results

Actual Cost \$ Actual Hours

Save Save and Open New Activity Cancel

a. **Save.** The **Activity Summary** will display.



WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
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Activity

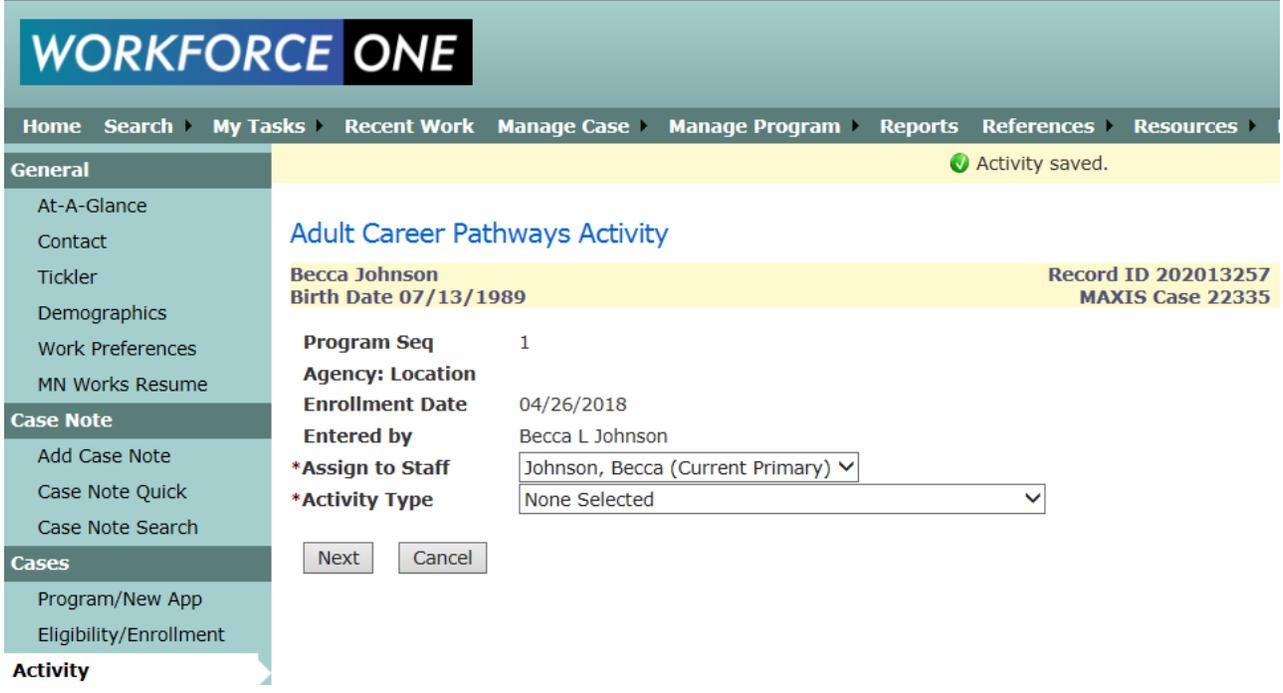
Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled

▼ Show Adult Career Pathways Seq 1 - Enrolled

b. **Save and Open New Activity.** The **Adult Career Pathways Activity** page will display. Return to [Entering Activities](#).



WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶

General ✔ Activity saved.

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment

Activity

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff

*Activity Type

Next Cancel

c. **Cancel.**

- i. Information entered into this Activity will be canceled and not saved. The **Activity Summary** page will display.

The screenshot shows the Workforce One interface. At the top is the 'WORKFORCE ONE' logo. Below it is a navigation bar with links: Home, Search, My Tasks, Recent Work, Manage Case, Manage Program, Reports, References, and Resources. On the left is a sidebar menu with sections: General (At-A-Glance, Contact, Tickler, Demographics, Work Preferences, MN Works Resume), Case Note (Add Case Note, Case Note Quick, Case Note Search), Cases (Program/New App, Eligibility/Enrollment), and Activity. The main content area is titled 'Activity Summary' and displays information for 'Becca Johnson' with 'Birth Date 07/13/1989'. To the right, it shows 'Record ID 202013257' and 'MAXIS Case 22335'. Below this, there are two expandable sections: 'Show SNAP ET Seq 1 - Enrolled' and 'Show Adult Career Pathways Seq 1 - Enrolled'.

Credentials

WorkforceOne (WF1) Credentials are used to record certificates and credentials obtained by the participant as a result of participating in the program. As Credential attainments are used to monitor compliance with the grant program contract and expected outcomes, it is important to capture all recognized certificates and credentials.

1. From with **Person At-A-Glance** page, select **Cases > Credential**.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶ Help

General

At-A-Glance

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989

Name and Mailing Address

Becca Johnson
 General Delivery
 Blaine MN 55449

The geo-coding search was unable to verify this address. The address is not valid for Work Preferences or Talent Pool Search.

No Phone Data Available

Birth Date 07/13/1989
Primary E-mail
Secondary E-mail
Record ID 202013257 **Last 4 SSN** 3213

Program	Status	Application Date	Enroll Date	Exit Date	Closed from App Date	Last Follow-up Date	COFFR
ACP Seq 1	Enrolled	04/26/2018	04/26/2018				Henn/Carver (9)

Person Search Results

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**
- Reporting Collection
- MYP Performance

2. Select **Add Credential**.

WORKFORCE ONE

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶ Help

General

Credential Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989

No credentials exist for this person.

Add Credential

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**

3. *Program Sequence*. Select **Adult Career Pathways**.

4. *Credential Type*. Options include:

- Occupational Skills Certificate
- Occupational Certification

- c. Technical/Occupational Skills License
- d. Certificate of Completion of an Apprenticeship
- e. AA or AS Degree
- f. BA or BS Degree
- g. Master’s Degree
- h. Doctorate Degree
- i. Other Recognized Credential
- j. Credential Pending
- k. No Credential Attained

Credential Type Definitions

Credential	Definition
AA or AS Degree	Associate of Arts or Associate of Science degree.
BA or BS Degree	Bachelor of Arts or Bachelor of Science degree.
Certificate of Completion of an Apprenticeship	A certificate obtained upon the successful completion of an apprenticeship.
Credential Pending	A Credentialed Coursework/Training activity has been opened and the participant expects to earn a credential, but it is pending.
Doctorate Degree	Doctorate degree.
High School Equivalency	High School Diploma, General Education Diploma (GED), or Adult Diploma Program certificate.
Master’s Degree	Master’s degree.
No Credential Obtained	No credentials or certificates have been obtained by the participant.
Occupational Skills Certificate	A certificate, which is not an industry-recognized credential, obtained that is specific to an occupation. <i>Examples include Soldering, Personal Care Attendant (PCA)</i>
On-Ramp Certificate	Skilled training will likely result in a certificate that is relevant to a key industry sector coupled with pre-employment training. On-Ramp certificates are not required to meet the definition of what the Department of Labor (DOL) identifies as an industry-recognized credential in order to meet the needs and skill level of the population. <i>Examples include ServSafe, Bank Teller Training, Cable Company Customer Service, and Northstar Digital Literacy.</i>
Other Recognized Credential	Department of Labor (DOL) Industry-Recognized Credential.

Credential	Definition
Technical/Occupational Skills License	<p>A license that is specific to a technical career or specific occupation which is required or beneficial for a participant to obtain employment in the specified career sector.</p> <p><i>Examples Commercial Driver's License (CDL), Food Manager Certificate.</i></p>

Support Services

WorkforceOne (WF1) Support Services are used to record direct participant expenses which were received during the program enrollment and purchased out of grant funds. It is important to capture all support services received and that they align with each request for grant funds. Support services are payments which assist participants in engaging in activities approved in the individual employment plan.

Please note: support services provided must be pre-approved within the organizations' negotiated contracted work plan with the Minnesota Department of Employment and Economic Development (DEED).

1. From with **Person At-A-Glance** page, select **Service > Support Services**.

The screenshot shows a user interface for a 'Person At-A-Glance' page. On the left is a vertical sidebar menu with categories: Cases, EDS, DHS-IX, and Service. The 'Support Service' option under the 'Service' category is highlighted with a yellow circle. The main content area displays personal information for a participant:

- Birth Date: 07/13/1989
- Primary E-mail
- Secondary E-mail
- Record ID: 202013257
- MAXIS Case: 22335
- Last 4 SSN: 3213
- MAXIS PMI: 56489654

Below this information is a table with the following columns: Program, Status, Application Date, Enroll Date, Exit Date, Closed from App Date, and Last Follow-up Date.

Program	Status	Application Date	Enroll Date	Exit Date	Closed from App Date	Last Follow-up Date
SNAP ET Seq 1	Enrolled	05/01/2018	05/04/2018			
ACP Seq 1	Enrolled	04/26/2018	04/26/2018			

2. Select **Add Support Service** within the **Enrolled ACP Sequence**.

3. *Staff Assigned.* Update staff member if necessary from the dropdown options.
4. Select the applicable *Support Service* type from the dropdown choices. Options are listed in the [Support Services Definitions](#).
5. *Service Date:* enter the date the cost was incurred.
6. *Actual Amount:* enter the actual amount the organization spent on the specified support service. If the support service was obtained at a discounted price, enter the amount actually paid (not the value).
7. *Funding Stream:* select the funding stream which paid for the support service from the dropdown options.
8. **Save.**

Support Service Definitions

Support Service	Definition
Child and Dependent Care	Costs associated to the cost of a care of a child or dependent in order for them to participate in activities approved in the individual employment plan.
Educational Testing	Education testing which is not part of a formal training program.
Emergency Financial Assistance	A payment necessary to stabilize the participant in order to be able to complete training and/or employment goals.
Housing and Rental Assistance	Payments to vendors on behalf of the participant in order to obtain or sustain permanent housing.
Medical Services	Expenses for costs including dental, health care, health insurance, drug & alcohol counseling, personal counseling, or other medical services.
Supplemental Training Materials	Books, fees, supplies, etc. to complete a training program, which is not covered by tuition/fees. Note: tuition/fees are not recorded as a direct participant expense under support services, rather, it is a training cost. <i>Example: Participant is enrolled in a phlebotomy training and needs supplemental materials above and beyond the required course materials in order to successfully complete training.</i>
Temporary Shelter	Emergency housing for a participant experiencing housing instability insecurity.
Tools and Clothing	Tools and clothing required for job interviews or to sustain employment. <i>Note: Tools and clothing required as part of a training program are not a support services, but rather a direct customer training expense.</i>
Transportation	Costs associated to transportation to complete training, interview for a job, or sustain employment.

Individual Employment Plan

WorkforceOne (WF1) Plans are used to record the participant's work plan and goals in relation to program participation. The Individual Employment Plan (IEP) is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services including support services. The [IEP policy](#) may be found on the [Policy and Guidance](#) section of DEED's website. The IEP can be a [paper](#) document maintained the participant's file, or it may be entered [online](#) in WF1. The IEP must be updated accordingly to reflect any changes in the participant's plan.

1. From with **Person At-A-Glance** page, select **Cases > Plan**.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General

At-A-Glance

Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment
Activity
TAA
Plan
Credential
Reporting Collection

Person At-A-Glance

Becca Johnson Record ID 202013262
 Birth Date 07/13/1989

Name and Mailing Address

Becca Johnson
 DEED Headquarters
 St. Paul MN 55101

The geo-coding search was unable to verify this address. The address is not valid for Work Preferences or Talent Pool Search.

No Phone Data Available

Birth Date 07/13/1989
 Primary E-mail
 Secondary E-mail
 Record ID 202013262 Last 4 SSN 3667

Program	Status	Application Date	Enroll Date	Exit Date	Closed from App Date	Last Follow-up Date	COFFR
ACP Seq 2	Closed from	06/07/2018			06/07/2018		METP (10)

2. Select **Add Plan** within the **Adult Career Pathways – Enrolled** sequence.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment
Activity
TAA
Plan

Plan Summary

Becca Johnson Record ID 202013262
 Birth Date 07/13/1989

▼ Show ACP Seq 2 - Closed from Application

▼ Hide ACP Seq 3 - Enrolled

No plans found.

Add Plan

3. In the **Plan Mode** dropdown, select either Online or Paper.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment
Activity
TAA

Plan

Credential

Adult Career Pathways Employment Plan

Becca Johnson
Birth Date 07/13/1989 Record ID 202013262

Program Seq 3
Agency: Location Merrick Community Services: St. Paul
Entered by Becca L Johnson
Staff Assigned Becca L Johnson

*Plan Mode
None Selected
Online
Paper

Save and Continue Cancel

Paper Plan

1. If the IEP is a paper document, select *Paper*, then **Save and Continue**. If the IEP will be entered online, proceed to the [Online Plan](#).

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment
Activity
TAA

Plan

Adult Career Pathways Employment Plan

Becca Johnson
Birth Date 07/13/1989 Record ID 202013262

Program Seq 3
Agency: Location Merrick Community Services: St. Paul
Entered by Becca L Johnson
Staff Assigned Becca L Johnson

*Plan Mode
Paper

Save and Continue Cancel

2. The **Start Date** prepopulates to the current date. Update it, if necessary, to the date the IEP was signed.
3. The **Review Date** prepopulates to one year from the current date. Update it, if necessary, to one year from the date the IEP was signed.

4. Enter the date IEP was signed in **Confirmation Date**.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources H

General

Adult Career Pathways Employment Plan

Becca Johnson Record ID 202013262
Birth Date 07/13/1989

Program Seq 3
Agency: Location Merrick Community Services: St. Paul
Entered by Becca L Johnson
Staff Assigned Becca L Johnson

Plan Mode Paper

Hide Case Note

Plan Status Pending

Start Date 07/27/2018
Review Date 07/27/2019
Confirmation Date

Save and Activate Save as Pending Delete Pending Plan

5. Select **Save an Activate** if the IEP is complete with all necessary components and signatures.
 - a. Select **Save as Pending** if the IEP is incomplete.
 - b. **Delete Pending Plan** to cancel the IEP entry.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA

Plan

- Credential
- Reporting Collection
- Youth Performance
- Exit
- Follow-Up
- Case Assignment
- Service Model

Adult Career Pathways Employment Plan

Becca Johnson Record ID 202013262
 Birth Date 07/13/1989

Program Seq 3
 Agency: Location Merrick Community Services: St. Paul
 Entered by Becca L Johnson
 Staff Assigned Becca L Johnson

Plan Mode Paper

Hide Case Note

Spell Check

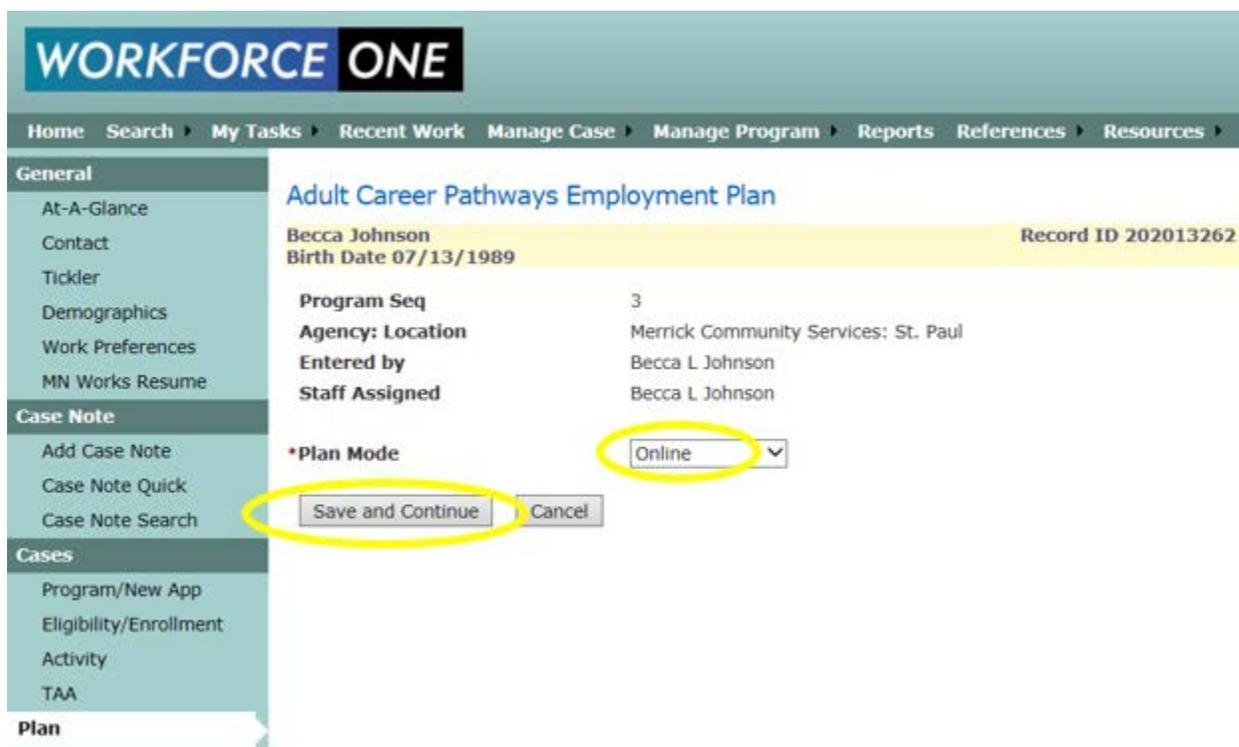
Plan Status Pending

*Start Date 07/27/2018
 Review Date 07/27/2019
 *Confirmation Date

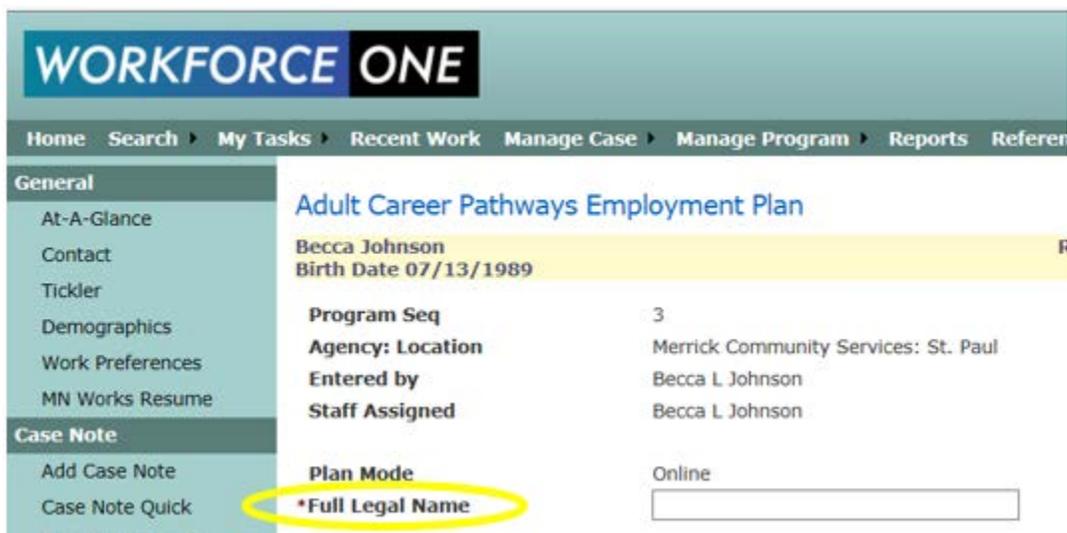
Save and Activate Save as Pending Delete Pending Plan

Online Plan

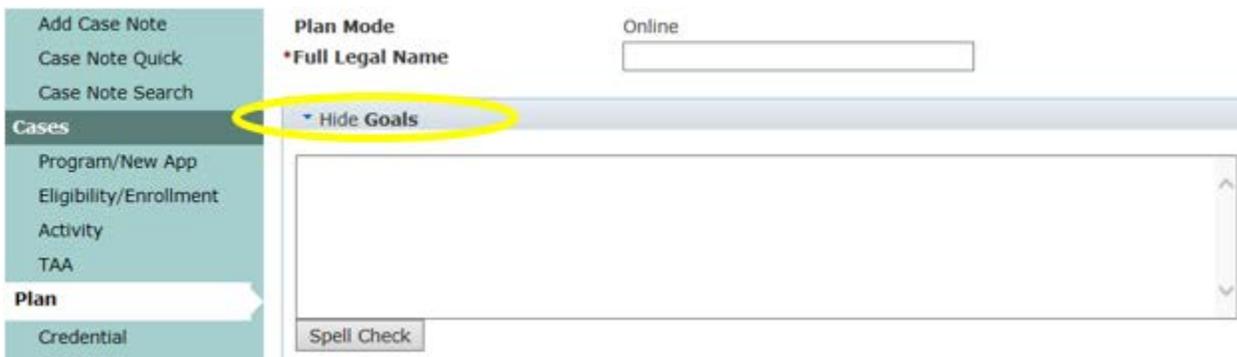
1. From **Add Plan**, select *Online* as the **Plan Mode**, then **Save and Continue**.



2. Enter the participant's **Full Legal Name**, including middle names and suffixes if applicable.



3. Expand the **Goals** section and enter the participant's short- and long-term goals.

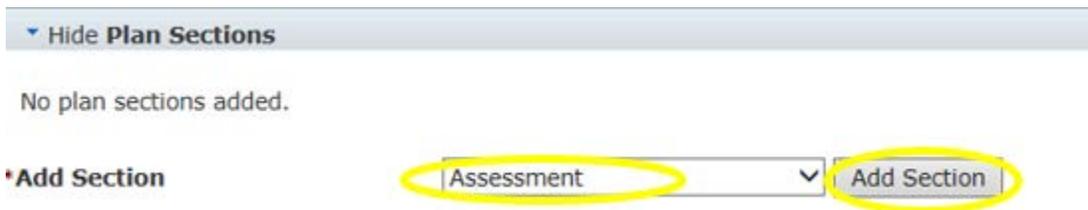


4. Within **Plan Sections, Add Section**. Options include:

- a. [Assessment](#)
- b. Barriers
- c. Child Care
- d. Employment
- e. I understand that or agree to:
- f. Other
- g. Support Services
- h. Training
- i. Transportation

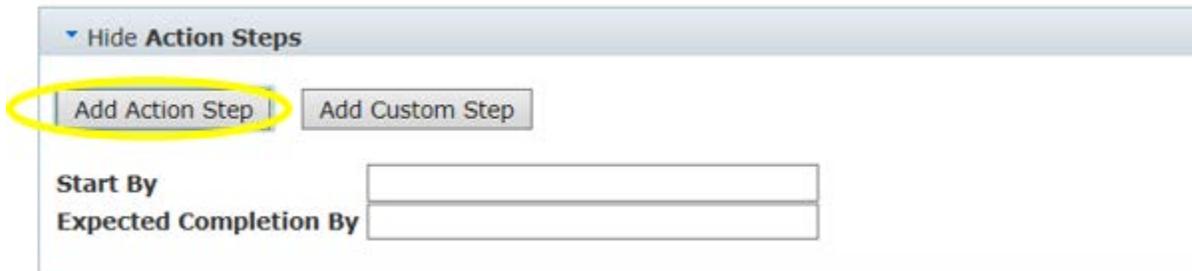
Assessment

1. An Objective Assessment is a required component of an IEP. Select *Assessment*, then **Add Section**.



2. Select **Add Action Step** to choose from a list of options, or select **Add Custom Step** to create your own.

a. **Add Action Step:**



1. Select an **Action Step** from the list, then **Continue**.

Action Steps

Select All

Select	Action Steps
<input type="checkbox"/>	ABLE: {Results}
<input type="checkbox"/>	BEST Literacy: {Results}
<input type="checkbox"/>	BEST Plus: {Results}
<input type="checkbox"/>	Campbell Interest and Skill Survey (CISS): {Results}
<input type="checkbox"/>	CAPS/COPEs/COPS: {Results}
<input type="checkbox"/>	Career Assessment Inventory: {Results}
<input type="checkbox"/>	Career Scope/Interest Inventory/Ability Profile: {Results}
<input type="checkbox"/>	CASAS (Life Skills): {Results}
<input type="checkbox"/>	CHOICES: {Results}
<input type="checkbox"/>	Communication style: {Results}
<input type="checkbox"/>	Desired wage: {Amount or range}
<input type="checkbox"/>	GAIN: {Results}
<input type="checkbox"/>	Holland: {Results}

- ii. The **Action Step** chosen (which in this example was *TABE*) will require additional information (which in this example, the additional information requested are the results of the assessment). Select **Results** or whatever hyperlink displays for the chosen action step.

▼ Hide Action Steps

• TABE (7-8, 9-10): [Results](#) [Delete](#)

Start By

Expected Completion By

- iii. Complete the **Text Entry** for **Results**, then select **OK**.

Text Entry
TABE (7-8, 9-10): Results

*Results

OK Cancel

b. **Add Custom Step:**

Hide Action Steps

Add Action Step Add Custom Step

Start By

Expected Completion By

i. Type the participant's **Custom Step** in the text box.

Hide Action Steps

- TABE (7-8, 9-10): Scored 7.5 on reading and 5.5 on math. Delete
- Move up Delete

Add Action Step Add Custom Step

Start By

Expected Completion By

3. Continue adding appropriate **Action Steps** or **Custom Steps** to the plan section
4. Expand the **Comments for Printed Plan** text box and enter comments if necessary.

Hide Comments for Printed Plan

5. If a referral was made in relation to the entries above, expand the **Referral** section and **Add Referral**.



a. Enter Referral Information.

A screenshot of the "Add Referral" form. The form is titled "Hide Referral" with a downward arrow. It contains two buttons: "Add Referral" and "Delete Referral". Below the buttons are several input fields: a single-line field for "*Referred To", a two-line field for "Address1", a single-line field for "Address2", a field for "City", a "State" dropdown menu currently showing "MN", a "Zip" field, and a field for "Phone".

6. Once finished with Action Steps, Comments, and Referral information, **Save Section**.

▼ Hide **Action Steps**

- TABE (7-8, 9-10): Scored 7.5 on reading and 5.5 on math. Delete
- This is a Custom Step. Move up Delete

Start By
Expected Completion By

▼ Show **Comments for Printed Plan**

▼ Show **Referral**

Barriers

1. Select *Barriers* from **Plan Sections > Add Section** to record any barriers the participant has to participation in the program or obtaining employment.

▼ Hide **Plan Sections**

Plan Section	Review	Include in Printed Plan	Action
Assessment	Complete	Yes ▼	Edit Delete
*Add Section		Barriers ▼	<input type="button" value="Add Section"/>

2. Select **Add Action Step** to choose from a list of options, or select **Add Custom Step** to create your own.
 - a. **Add Action Step:**

▼ Hide **Action Steps**

Start By
Expected Completion By

1. Select an **Action Step** from the list, then **Continue**.

Action Steps

Select All

Select	Action Steps
<input type="checkbox"/>	Age: {Provide specifics}.
<input type="checkbox"/>	Attitude toward work: {Provide specifics}.
<input type="checkbox"/>	Basic skills deficient: {Provide specifics}.
<input type="checkbox"/>	Behavior patterns affecting employment potential: {Provide specifics}.
<input type="checkbox"/>	Computer skills: {Provide specifics}.
<input type="checkbox"/>	Criminal background: {Provide specifics}.
<input type="checkbox"/>	Disability status: {Provide specifics}.
<input type="checkbox"/>	Family issues: {Provide specifics}.
<input type="checkbox"/>	Financial resources and needs: {Provide specifics}.
<input type="checkbox"/>	Health: {Provide specifics}.
<input type="checkbox"/>	Housing: {Provide specifics}.
<input type="checkbox"/>	Identification documents (state ID, social security card, birth certificate, etc): {Provide specifics}.
<input type="checkbox"/>	Internet access at home: {Provide specifics}.

- ii. The **Action Step** chosen (which in this example was *Computer Skills*) will require additional information (which in this example, the additional information requested are specifics about what computer skills are necessary). Select **Provide Specifics** or whatever hyperlink displays for the chosen action step.

▼ Hide Action Steps

• Computer skills: [Provide specifics](#) [Delete](#)

Start By

Expected Completion By

- iii. Complete the **Text Entry** for **Provide Specifics**, then select **OK**.

Text Entry

Computer skills: Provide specifics.

***Provide specifics**

OK Cancel

b. **Add Custom Step:**

Hide Action Steps

Add Action Step Add Custom Step

Start By

Expected Completion By

iv. Type the participant's **Custom Step** in the text box.

Hide Action Steps

- Computer skills: Microsoft Word and Excel training needed for Office and Administrative Technology Training. Delete
- Text Entry** Move up Delete

Add Action Step Add Custom Step

Start By

Expected Completion By

3. Continue adding appropriate **Action Steps** or **Custom Steps** to the plan section.
4. Expand the **Comments for Printed Plan** text box and enter comments if necessary.

▼ Hide **Comments for Printed Plan**

5. If a referral was made to address barriers entered above, expand the **Referral** section and **Add Referral**.

▼ Hide **Referral**

Add Referral

6. Enter Referral Information.

▼ Hide **Referral**

Add Referral

Delete Referral

*Referred To

Address1

Address2

City

Phone

	State	MN	▼	Zip

7. Once finished with Action Steps, Comments, and Referral information, **Save Section**.

Child Care

1. Select *Child Care* from **Plan Sections > Add Section** to record any child care needs of the participant.

Plan Section	Review	Include in Printed Plan	Action
Assessment	Complete	Yes ▾	Edit Delete
Barriers	Complete	Yes ▾	Edit Move up Delete

***Add Section**

2. Select **Add Action Step** to choose from a list of options, or select **Add Custom Step** to create your own.

- a. **Add Action Step:**

Start By

Expected Completion By

- i. Select an **Action Step** from the list, then **Continue**.

Action Steps

Select All

Select	Action Steps
<input type="checkbox"/>	Child care provider must be licensed by the MN Dept of Human Services.
<input type="checkbox"/>	Child care provider must submit charges on our form, stating rates and days and hours of services provided.
<input type="checkbox"/>	Claims must be submitted {timeframe}.
<input type="checkbox"/>	Complete child care application and return to your job counselor/case manager by {timeframe}.
<input type="checkbox"/>	Look for and get child care by {timeframe}.
<input type="checkbox"/>	Payment will be based on funding available and may be adjusted if needed.
<input type="checkbox"/>	Reimbursement will only be made for the time you are in attendance at the training program approved by this plan.
<input type="checkbox"/>	Research child care providers and choose primary and back-up providers by {timeframe}.
<input type="checkbox"/>	The maximum reimbursement will be \${maximum amount} per family.

Continue

Cancel

- ii. The **Action Step** chosen (which in this example was *Look for and get child care by*) will require additional information (which in this example, the additional information requested is a timeframe). Select **Timeframe** or whatever hyperlink displays for the chosen action step.

▼ Hide Action Steps

- Look for and get child care by [timeframe](#) Delete

Add Action Step Add Custom Step

Start By

Expected Completion By

- iii. Complete the **Text Entry** for **Timeframe**, then select **OK**.

Text Entry

Look for and get child care by timeframe.

*timeframe

OK Cancel

- b. **Add Custom Step:**

▼ Hide **Action Steps**

- Look for and get child care by 8/27/18 . Delete

Start By

Expected Completion By

i. Type the participant's **Custom Step** in the text box.

▼ Hide **Action Steps**

- Look for and get child care by 8/27/18 . Delete
- Move up Delete

Start By

Expected Completion By

2. Continue adding appropriate **Action Steps** or **Custom Steps** to the plan section.
3. Expand the **Comments for Printed Plan** text box and enter comments if necessary.

▼ Hide **Comments for Printed Plan**

4. If a referral was made in relation to the entries above, expand the **Referral** section and **Add Referral**.

▼ Hide Referral

Add Referral

5. Enter Referral Information.

▼ Hide Referral

Add Referral

Delete Referral

*Referred To

Address1

Address2

City

Phone

State MN ▼ Zip

6. Once finished with Action Steps, Comments, and Referral information, **Save Section**.

▼ Show Action Steps

▼ Show Comments for Printed Plan

▼ Show Referral

Spell Check

Save Section

Cancel

Employment

1. Select *Employment* from **Plan Sections > Add Section** to record action steps related to employment

▼ Hide Plan Sections			
Plan Section	Review	Include in Printed Plan	Action
Assessment	Complete	Yes ▼	Edit Delete
Barriers	Complete	Yes ▼	Edit Move up Delete
Child Care	Complete	Yes ▼	Edit Move up Delete

*Add Section

2. Select **Add Action Step** to choose from a list of options, or select **Add Custom Step** to create your own.

- a. **Add Action Step:**

▼ Hide Action Steps

Start By

Expected Completion By

- i. Select an **Action Step** from the list, then **Continue**.

Action Steps

Select All

Displaying 1 to 30 of 30

Select	Action Steps
<input type="checkbox"/>	{Action} one-page marketing plan (see packet).
<input type="checkbox"/>	Attend {workshop/class} on {day(s), time, location}.
<input type="checkbox"/>	Attend local networking groups (where and when).
<input type="checkbox"/>	Choose {number} people to use as references. Ask each person if they would mind being a professional reference for you and give them an updated copy of your resume.
<input type="checkbox"/>	Complete and submit cover letter to job counselor/case manager.
<input type="checkbox"/>	Complete and submit resume to job counselor/case manager.
<input type="checkbox"/>	Conduct job search, including {your tasks}, until employed.
<input type="checkbox"/>	Cooperate with post-placement follow-up.
<input type="checkbox"/>	Create your brand.
<input type="checkbox"/>	Give resume to {whom} within {timeframe}.
<input type="checkbox"/>	If accepting a part-time job, submit a letter from my employer stating that you have been hired on a part-time basis and the average number of hours work per week.

- ii. The **Action Step** chosen (which in this example was *Attend workshop/class on day(s)/time/location*) may require additional information (which in this example, the additional information requested is a workshop/class and day(s)/time/location). Select the hyperlink(s) displayed to complete the chosen action step.

▼ Hide Action Steps

- Attend **workshop/class** on **day(s), time, location**. Delete

Add Action Step Add Custom Step

Start By

Expected Completion By

iii. Complete the **Text Entry**, then select **OK**.

Text Entry

Attend workshop/class on day(s), time, location.

***workshop/class**

OK Cancel

b. **Add Custom Step:**

▼ Hide Action Steps

- Attend Job Club on Wednesdays from 1:00 - 3:00 at the Anoka County Job Training Center. Delete

Add Action Step **Add Custom Step**

Start By

Expected Completion By

i. Type the participant's **Custom Step** in the text box.

▼ Hide **Action Steps**

- Attend **Job Club** on **Wednesdays from 1:00 - 3:00 at the Anoka County Job Training Center** . Delete
- Move up Delete

Start By

Expected Completion By

3. Continue adding appropriate **Action Steps** or **Custom Steps** to the plan section.
4. Expand the **Comments for Printed Plan** text box and enter comments if necessary.

▼ Hide **Comments for Printed Plan**

5. If a referral was made in relation to the entries above, expand the **Referral** section and **Add Referral**.

▼ Hide **Referral**

6. Enter Referral Information.

▼ Hide Referral

Add Referral

Delete Referral

*Referred To

Address1

Address2

City State Zip

Phone

7. Once finished with Action Steps, Comments, and Referral information, **Save Section.**

▼ Show Action Steps

▼ Show Comments for Printed Plan

▼ Show Referral

Spell Check

Save Section Cancel

Participant Agreement(s) for Program Participation

1. Select *I understand that or agree to* from **Plan Sections** > **Add Section** to record the program/employment plan agreement between the counselor and participant.

▼ Hide Plan Sections

Plan Section	Review	Include in Printed Plan	Action
Assessment	Complete	Yes ▼	Edit Delete
Barriers	Complete	Yes ▼	Edit Move up Delete
Child Care	Complete	Yes ▼	Edit Move up Delete
Employment	Complete	Yes ▼	Edit Move up Delete

*Add Section Add Section

2. Select **Add Action Step** to choose from a list of options, or select **Add Custom Step** to create your own.

a. **Add Action Step:**

▼ Hide Action Steps

Add Action Step **Add Custom Step**

Start By

Expected Completion By

- i. Select an **Action Step** from the list, then **Continue**.

Action Steps

Select All Displaying 1 to 12 of 1:

Select	Action Steps
<input type="checkbox"/>	Demand for services and budget changes may affect funding availability.
<input type="checkbox"/>	Failure to comply with the above plan may be grounds for termination of services.
<input type="checkbox"/>	I will maintain {frequency} contact with my job counselor/case manager, either through telephone or e-mail.
<input type="checkbox"/>	Mileage rates are subject to change without notice.
<input type="checkbox"/>	My employment plan will be revised when my job counselor/case manager and I agree to the change.
<input type="checkbox"/>	Notify job counselor/case manager of changes in address, phone, or situation.
<input type="checkbox"/>	Provide an emergency contact that does not live with me whom we may contact in the event that you are unreachable or unresponsive to our request to reach you.
<input type="checkbox"/>	Respond promptly to e-mails, calls, or letters from my job counselor/case manager.
<input type="checkbox"/>	Stay actively enrolled in program.
<input type="checkbox"/>	To cooperate with post-placement follow-up.
<input type="checkbox"/>	To let my counselor know when I start working including: employer name, address, job title, starting date and wages, number of hours a week and whether I am eligible for health benefits.
<input type="checkbox"/>	Work toward successfully completing my goals.

Continue **Cancel**

- ii. The **Action Step** chosen (which in this example was *I will maintain {frequency} contact with my counselor/case manager, either through telephone or e-mail*) may require additional information (which in this example, the additional information requested is *frequency* of contact). Select the hyperlink(s) displayed to complete the chosen action step.

▼ Hide Action Steps

- I will maintain **frequency** contact with my job counselor/case manager, either through telephone or e-mail. [Delete](#)

Add Action Step **Add Custom Step**

Start By

Expected Completion By

- iii. Complete the **Text Entry**, then select **OK**.

Text Entry

I will maintain frequency contact with my job counselor/case manager, either through telephone or e-mail.

***frequency**

OK Cancel

b. **Add Custom Step:**

▼ Hide **Action Steps**

- I will maintain **biweekly** contact with my job counselor/case manager, either through telephone or e-mail. [Delete](#)

Add Action Step **Add Custom Step**

Start By

Expected Completion By

i. Type the participant's **Custom Step** in the text box.

▼ Hide **Action Steps**

- I will maintain **biweekly** contact with my job counselor/case manager, either through telephone or e-mail. [Delete](#)
- [Move up](#) [Delete](#)

Add Action Step Add Custom Step

Start By

Expected Completion By

3. Continue adding appropriate **Action Steps** or **Custom Steps** to the plan section.

4. Expand the **Comments for Printed Plan** text box and enter comments if necessary.

▼ Hide **Comments for Printed Plan**

5. If a referral was made in relation to the entries above, expand the **Referral** section and **Add Referral**.

▼ Hide **Referral**

Add Referral

a. Enter Referral Information.

▼ Hide **Referral**

Add Referral

Delete Referral

*Referred To

Address1

Address2

City

Phone

	State	MN	▼	Zip

6. Once finished with Action Steps, Comments, and Referral information, **Save Section**.

▼ Show **Action Steps**

▼ Show **Comments for Printed Plan**

▼ Show **Referral**

Spell Check

Save Section

Cancel

Support Services

1. Select *Support Services* from **Plan Sections > Add Section** to record the participant's needs for supportive services during the program.

▼ Hide **Plan Sections**

Plan Section	Review	Include in Printed Plan	Action
Assessment	Complete	Yes ▼	Edit Delete
Barriers	Complete	Yes ▼	Edit Move up Delete
Child Care	Complete	Yes ▼	Edit Move up Delete
Employment	Complete	Yes ▼	Edit Move up Delete
I understand that or agree to:	Complete	Yes ▼	Edit Move up Delete

*Add Section

Support Services ▼ Add Section

2. Select **Add Action Step** to choose from a list of options, or select **Add Custom Step** to create your own.

- a. **Add Action Step:**

▼ Hide **Action Steps**

Add Action Step Add Custom Step

Start By

Expected Completion By

- i. Select an **Action Step** from the list, then **Continue**.

Action Steps

Select All

Displaying 1 to 25 of 25

Select	Action Steps
<input type="checkbox"/>	Books and supplies: {Provide specifics}.
<input type="checkbox"/>	Car repair, insurance, payment, fuel: {Provide specifics}.
<input type="checkbox"/>	Child/family care: {Provide specifics}.
<input type="checkbox"/>	Clothing/uniforms: {Provide specifics}.
<input type="checkbox"/>	Complete a budget form.
<input type="checkbox"/>	Driver's training: {Provide specifics}.
<input type="checkbox"/>	Drug and alcohol counseling: {Provide specifics}.
<input type="checkbox"/>	Emergency financial assistance: {Provide specifics}.
<input type="checkbox"/>	Emergency health insurance: {Provide specifics}.
<input type="checkbox"/>	Groceries: {Provide specifics}.
<input type="checkbox"/>	Health care: {Provide specifics}.
<input type="checkbox"/>	Housing or rental assistance: {Provide specifics}.
<input type="checkbox"/>	Housing/rent: {Provide specifics}.

- ii. The **Action Step** chosen (which in this example was *Clothing/uniforms*) may require additional information (which in this example, the additional information requested is **Provide Specifics**). Select the hyperlink(s) displayed to complete the chosen action step.

▼ Hide Action Steps

- Clothing/uniforms [Provide specifics](#) Delete

Start By

Expected Completion By

- iii. Complete the **Text Entry**, then select **OK**.

Text Entry

Clothing/uniforms: Provide specifics.

***Provide specifics**

- b. **Add Custom Step:**

▼ Hide **Action Steps**

- Clothing/uniforms: [Scrubs for Certified Nursing Assistant \(CNA\) training.](#) [Delete](#)

Add Action Step

Add Custom Step

Start By

Expected Completion By

- Type the participant's **Custom Step** in the text box.

▼ Hide **Action Steps**

- Clothing/uniforms: [Scrubs for Certified Nursing Assistant \(CNA\) training.](#) [Delete](#)

-

[Delete](#)

[Move up](#) [Delete](#)

Add Action Step

Add Custom Step

Start By

Expected Completion By

- Continue adding appropriate **Action Steps** or **Custom Steps** to the plan section.
- Expand the **Comments for Printed Plan** text box and enter comments if necessary.

▼ Hide **Comments for Printed Plan**

- If a referral was made in relation to the entries above, expand the **Referral** section and **Add Referral**.

▼ Hide **Referral**

Add Referral

- a. Enter Referral Information.

▼ Hide Referral

Add Referral

Delete Referral

*Referred To

Address1

Address2

City State Zip

Phone

6. Once finished with Action Steps, Comments, and Referral information, **Save Section.**

▼ Show Action Steps

▼ Show Comments for Printed Plan

▼ Show Referral

Spell Check

Save Section Cancel

Training

1. Select *Training* from **Plan Sections > Add Section** to record the participant's training plan.

▼ Hide Plan Sections			
Plan Section	Review	Include in Printed Plan	Action
Assessment	Complete	Yes ▼	Edit Delete
Barriers	Complete	Yes ▼	Edit Move up Delete
Child Care	Complete	Yes ▼	Edit Move up Delete
Employment	Complete	Yes ▼	Edit Move up Delete
I understand that or agree to:	Complete	Yes ▼	Edit Move up Delete
Support Services	Complete	Yes ▼	Edit Move up Delete

*Add Section Training ▼ Add Section

2. Select **Add Action Step** to choose from a list of options, or select **Add Custom Step** to create your own.

a. **Add Action Step:**

▼ Hide Action Steps

Add Action Step
Add Custom Step

Start By

Expected Completion By

i. Select an **Action Step** from the list, then **Continue**.

Action Steps

Continue
Cancel

Select All

Displaying 1 to 33 of 33

Select	Action Steps
<input type="checkbox"/>	Agree to return any books, tools, or supplies purchased on my behalf for any class that isn't completed.
<input type="checkbox"/>	Apply for all applicable financial aid, which include {type}.
<input type="checkbox"/>	Attend ABE classes to {Provide specifics}.
<input type="checkbox"/>	Attend all scheduled classes.
<input type="checkbox"/>	Attend orientation/registration at chosen institution.
<input type="checkbox"/>	Attendance required {timeframe}.
<input type="checkbox"/>	Call my job counselor/case manager within {number} days and meet to write a new employment plan if my training ends.
<input type="checkbox"/>	Complete an occupational research packet and return by {timeframe}.
<input type="checkbox"/>	Complete appropriate certification within the duration of the On-the-Job Training (OJT) program.
<input type="checkbox"/>	Complete the Training Proposal form and return to job counselor/case manager {timeframe}.
<input type="checkbox"/>	Discuss any changes in my education plan with my job counselor/case manager BEFORE changing plans.
<input type="checkbox"/>	Maintain at least a {1.0 - 4.0} GPA.
<input type="checkbox"/>	Maintain regular contact with my job counselor/case manager.

ii. The **Action Step** chosen (which in this example was *Apply for all applicable financial aid, which include {type}*) may require additional information (which in this example, the additional

information requested is **Type**). Select the hyperlink(s) displayed to complete the chosen action step.

▼ Hide Action Steps

- Apply for all applicable financial aid, which include [type](#) Delete

Add Action Step Add Custom Step

Start By

Expected Completion By

iii. Complete the **Text Entry**, then select **OK**.

Text Entry

Apply for all applicable financial aid, which include type.

*type

OK Cancel

b. **Add Custom Step:**

▼ Hide Action Steps

- Apply for all applicable financial aid, which include [Pell Grant, MN State Grant.](#) Delete

Add Action Step Add Custom Step

Start By

Expected Completion By

i. Type the participant's **Custom Step** in the text box.

▼ Hide **Action Steps**

- Apply for all applicable financial aid, which include Pell Grant, MN State Grant. Delete
- Move up Delete

Start By
Expected Completion By

3. Continue adding appropriate **Action Steps** or **Custom Steps** to the plan section.
4. Expand the **Comments for Printed Plan** text box and enter comments if necessary.

▼ Hide **Comments for Printed Plan**

5. If a referral was made in relation to the entries above, expand the **Referral** section and **Add Referral**.

▼ Hide **Referral**

- a. Enter Referral Information.

▼ Hide **Referral**

Add Referral

Delete Referral

*Referred To

Address1

Address2

City State MN ▼ Zip

Phone

6. Once finished with Action Steps, Comments, and Referral information, **Save Section**.

▼ Show **Action Steps**

▼ Show **Comments for Printed Plan**

▼ Show **Referral**

Spell Check

Save Section Cancel

Transportation

1. Select *Transportation* from **Plan Sections > Add Section** to record the participant's transportation plan.

▼ Hide **Plan Sections**

Plan Section	Review	Include in Printed Plan	Action
Assessment	Complete	Yes ▼	Edit Delete
Barriers	Complete	Yes ▼	Edit Move up Delete
Child Care	Complete	Yes ▼	Edit Move up Delete
Employment	Complete	Yes ▼	Edit Move up Delete
I understand that or agree to:	Complete	Yes ▼	Edit Move up Delete
Support Services	Complete	Yes ▼	Edit Move up Delete
Training	Complete	Yes ▼	Edit Move up Delete

*Add Section Transportation ▼ Add Section

2. Select **Add Action Step** to choose from a list of options, or select **Add Custom Step** to create your own.

a. **Add Action Step:**

▼ Hide Action Steps

Add Action Step **Add Custom Step**

Start By

Expected Completion By

i. Select an **Action Step** from the list, then **Continue**.

Action Steps

Select All

Displaying 1 to 9 of 9

Select	Action Steps
<input type="checkbox"/>	Arrange for transportation by {timeframe}.
<input type="checkbox"/>	Assist with transportation for job search purposes.
<input type="checkbox"/>	Mileage claims must be made {timeframe} and must be received by us no later than {timeframe}.
<input type="checkbox"/>	Mileage claims not submitted in a timely manner will be denied.
<input type="checkbox"/>	Mileage will be reimbursed at a rate of \${amount} per mile and at a maximum of \${maximum amount} per month.
<input type="checkbox"/>	Mileage will be reimbursed on the basis of {criteria}.
<input type="checkbox"/>	Mileage, parking, or bus card reimbursements will be made for those days you attend scheduled classes at the training program.
<input type="checkbox"/>	Submit a copy of your current auto insurance.
<input type="checkbox"/>	Submit a copy of your valid driver's license.

Continue **Cancel**

ii. The **Action Step** chosen (which in this example was *Arrange transportation by {timeframe}*) may require additional information (which in this example, the additional information requested is **Timeframe**). Select the hyperlink(s) displayed to complete the chosen action step.

▼ Hide Action Steps

• Arrange for transportation by [timeframe](#) **Delete**

Add Action Step **Add Custom Step**

Start By

Expected Completion By

iii. Complete the **Text Entry**, then select **OK**.

Text Entry

Arrange for transportation by timeframe.

*timeframe

OK Cancel

b. **Add Custom Step:**

▼ Hide Action Steps

- Arrange for transportation by 8/27/18 . Delete

Add Action Step Add Custom Step

Start By

Expected Completion By

i. Type the participant's **Custom Step** in the text box.

▼ Hide Action Steps

- Arrange for transportation by 8/27/18 . Delete
- [Empty text box] Move up Delete

Add Action Step Add Custom Step

Start By

Expected Completion By

3. Continue adding appropriate **Action Steps** or **Custom Steps** to the plan section.

4. Expand the **Comments for Printed Plan** text box and enter comments if necessary.

▼ Hide **Comments for Printed Plan**

5. If a referral was made in relation to the entries above, expand the **Referral** section and **Add Referral**.

▼ Hide **Referral**

Add Referral

a. Enter Referral Information.

▼ Hide **Referral**

Add Referral

Delete Referral

*Referred To

Address1

Address2

City

State

MN ▼

Zip

Phone

6. Once finished with Action Steps, Comments, and Referral information, **Save Section**.

▼ Show **Action Steps**

▼ Show **Comments for Printed Plan**

▼ Show **Referral**

Spell Check

Save Section Cancel

Other

1. Select *Other* from **Plan Sections > Add Section** to record any other pertinent information not already captured within the IEP.

▼ Hide **Plan Sections**

Plan Section	Review	Include in Printed Plan	Action
Assessment	Complete	Yes ▼	Edit Delete
Barriers	Complete	Yes ▼	Edit Move up Delete
Child Care	Complete	Yes ▼	Edit Move up Delete
Employment	Complete	Yes ▼	Edit Move up Delete
I understand that or agree to:	Complete	Yes ▼	Edit Move up Delete
Support Services	Complete	Yes ▼	Edit Move up Delete
Training	Complete	Yes ▼	Edit Move up Delete
Transportation	Complete	Yes ▼	Edit Move up Delete

*Add Section Other ▼ Add Section

2. Select **Add Custom Step**.

▼ Hide **Action Steps**

Add Custom Step

Start By

Expected Completion By

- a. Type the participant's **Custom Step** in the text box.

▼ Hide Action Steps

• [Delete](#)

Start By

Expected Completion By

3. Continue adding appropriate **Action Steps** or **Custom Steps** to the plan section.
4. Expand the **Comments for Printed Plan** text box and enter comments if necessary.

▼ Hide Comments for Printed Plan

5. If a referral was made in relation to the entries above, expand the **Referral** section and **Add Referral**.

▼ Hide Referral

- a. Enter Referral Information.

▼ Hide **Referral**

Add Referral

Delete Referral

*Referred To

Address1

Address2

City State MN ▼ Zip

Phone

6. Once finished with Action Steps, Comments, and Referral information, **Save Section**.

▼ Show **Action Steps**

▼ Show **Comments for Printed Plan**

▼ Show **Referral**

Spell Check

Save Section Cancel

Printing the Online Plan for Signature

Both the participant and job counselor/case manager must sign the IEP at initial enrollment and each time the plan is updated.

1. After saving Plan Sections and the plan is complete, select the **View/Print** option.

Program/New App
Eligibility/Enrollment
Activity
TAA

Plan

Credential
Reporting Collection
Youth Performance
Exit
Follow-Up
Case Assignment
Service Model

Service

Support Service

Assessment

Reading/Math Test

Form/Letter/Schedule

Appointment
Session
Veteran Forms
Wage Detail Consent

History

Audit
Access
Privacy Level

▼ Hide Plan Sections

Plan Section	Review	Include in Printed Plan	Action
Assessment	Complete	Yes ▼	Edit Delete
Barriers	Complete	Yes ▼	Edit Move up Delete
Child Care	Complete	Yes ▼	Edit Move up Delete
Employment	Complete	Yes ▼	Edit Move up Delete
I understand that or agree to:	Complete	Yes ▼	Edit Move up Delete
Support Services	Complete	Yes ▼	Edit Move up Delete
Training	Complete	Yes ▼	Edit Move up Delete
Transportation	Complete	Yes ▼	Edit Move up Delete
Other	Complete	Yes ▼	Edit Move up Delete

*Add Section None Selected ▼ Add Section

▼ Show Case Note

Plan Status Pending

*Start Date

Review Date

*Confirmation Date

Save and Activate
Save as Pending
View/Print
Cancel
Delete Pending Plan

2. On the **Print Launch** screen, select the disc icon.

Contact
 Tickler
 Demographics
 Work Preferences
 MN Works Resume

Case Note
 Add Case Note
 Case Note Quick
 Case Note Search

Cases
 Program/New App
 Eligibility/Enrollment
 Activity
 TAA
 Plan
 Credential
 Reporting Collection
 Youth Performance
 Exit
 Follow-Up
 Case Assignment
 Service Model

Service
 Support Service

Assessment
 Reading/Math Test

Form/Letter/Schedule
 Appointment
 Session
 Veteran Forms
 Wage Detail Consent

History

Print Launch
 Back to Plan Summary

Export to PDF to print formatted page.

1 of 2 100%

Adult Career Pathways Employment Plan

Full Legal Name		Record ID	202013262
Start Date	07/27/2018	Review Date	07/27/2019

ACTIVITY Assessment

Becca Johnson's Action Steps

TABE (7-8, 9-10): Scored 7.5 on reading and 5.5 on math.	Date Achieved
This is a Custom Step.	Date Achieved

ACTIVITY Barriers

Becca Johnson's Action Steps

Computer skills: Microsoft Word and Excel training needed for Office and Administrative Technology Training..	Date Achieved
This is a Custom Step.	Date Achieved

ACTIVITY Child Care

Becca Johnson's Action Steps

Look for and get child care by 8/27/18.	Date Achieved
This is a Custom Step.	Date Achieved

ACTIVITY Employment

Becca Johnson's Action Steps

Attend Job Club on Wednesdays from 1:00 - 3:00 at the Anoka County Job Training Center.	Date Achieved
This is a Custom Step.	Date Achieved

ACTIVITY I understand that or agree to:

Becca Johnson's Action Steps

3. Select **PDF**.

Print Launch
 Back to Plan Summary

Export to PDF to print formatted page.

1 of 2 100%

Adult Career Pathways Employment Plan

Full Legal Name		ID	202013262
Start Date	07/27/2018	Date	07/27/2019

ACTIVITY Assessment

Becca Johnson's Action Steps

TABE (7-8, 9-10): Scored 7.5 on reading and 5.5 on math.	Date Achieved
This is a Custom Step.	Date Achieved

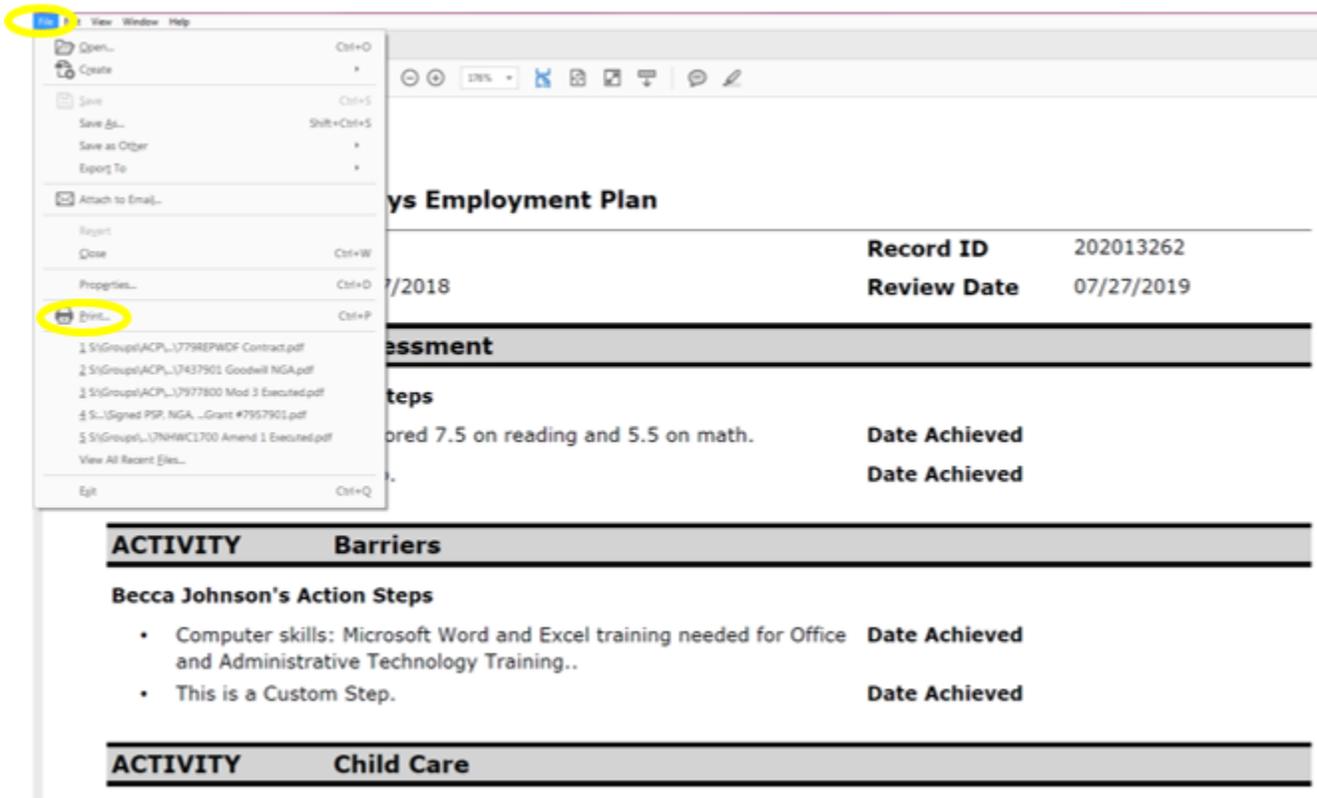
ACTIVITY Barriers

XML file with report data
 CSV (comma delimited)
PDF
 MHTML (web archive)
 Excel
 TIFF file
 Word

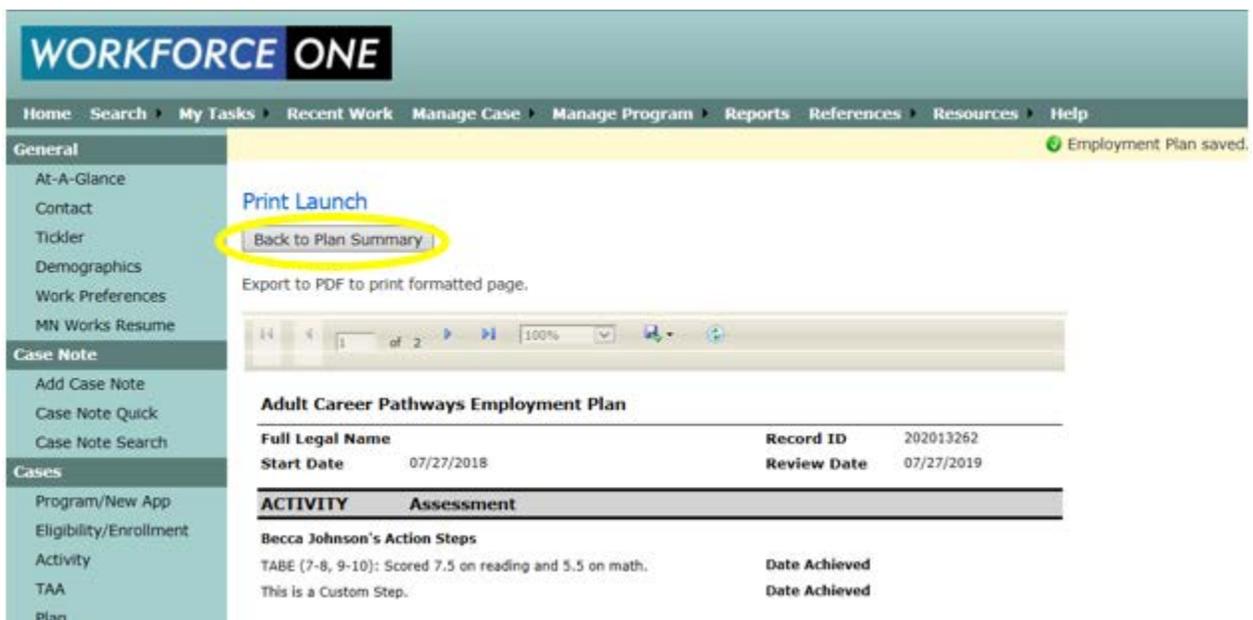
4. Select **Open** on the pop-up at the bottom of the screen.



5. Select **File > Print**. Both the job counselor/case manager and the participant must sign the plan.



6. Return to WF1 and select **Back to Plan Summary**.



7. The plan will be in Pending status. Select **Edit** to activate it after signatures have been obtained.

WORKFORCE ONE

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources Help

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

Plan Summary

Becca Johnson Record ID 202013262
Birth Date 07/13/1989

Show ACP Seq 2 - Closed from Application

Hide ACP Seq 3 - Enrolled

Plan Type: Mode	Plan Status	Start Date: End Date	Staff: Agency	Action
Employment Plan Online	Pending	07/27/2018	Becca L Johnson Merrick Comm Srvs	Edit Delete

8. The **Start Date** prepopulates to the current date. Update it, if necessary, to the date the IEP was signed.

9. The **Review Date** prepopulates to one year from the current date. Update it, if necessary, to one year from the date the IEP was signed.

10. Enter the date IEP was signed in **Confirmation Date**.

Plan Status Pending

***Start Date** 07/29/2018

Review Date 07/29/2019

***Confirmation Date**

Save and Activate Save as Pending View/Print Cancel Delete Pending Plan

11. Select **Save an Activate** if the IEP is complete with all necessary components and signatures.

c. Select **Save as Pending** if the IEP is incomplete.

d. **Delete Pending Plan** to cancel the IEP entry.

Plan Status Pending

***Start Date** 07/29/2018

Review Date 07/29/2019

***Confirmation Date**

Save and Activate Save as Pending View/Print Cancel Delete Pending Plan

Case Note

Case notes must be entered in WorkforceOne (WF1) to provide more details surrounding program involvement, activities, progress toward goals, barriers, support services provided, etc.

Add Case Note

1. From **Person At-A-Glance**, select **Case Note > Add Case Note**.

The screenshot shows the WORKFORCE ONE interface. The top navigation bar includes Home, Search, My Tasks, Recent Work, Manage Case, Manage Program, Reports, References, Resources, and Help. The left sidebar has a 'Case Note' section with 'Add Case Note' highlighted in yellow. The main content area displays 'Person At-A-Glance' for Becca Johnson, with a Record ID of 202013262. Fields shown include Birth Date (07/13/1989), Name and Mailing Address (Becca Johnson, DEED Headquarters, St. Paul MN 55101), and a note about geo-coding search failure. A 'Birth Date' field is also visible at the bottom with the value 07/13/1989.

2. Enter the required fields, which are identified with a red asterisk (*). Enter optional fields if known.
 - a. **Event Date:** the date the activity/event occurred. For example, the date the job counselor/case manager spoke with the participant, or the date training began.
 - b. **Note Viewable By:**
 - i. Selecting *All Staff in Servicing Agency* will allow any WF1 user within the agency of the assigned staff to view the case note.
 - ii. Selecting *All WF1 Staff* will allow any user with access to WF1 to view the case note.
 - iii. Selecting *Private* will only allow users who are assigned to the case and the user who entered the case note access to view it.

The screenshot shows the 'Add Case Note' form. The left sidebar has 'Add Case Note' selected. The form fields are: *Event Date (text input with calendar icon), *Note Viewable By (dropdown menu with 'All Staff in Servicing Agency' selected), *Program (dropdown menu with 'None Selected' selected), Agency (text input with 'Hennepin County'), Staff Associated (dropdown menu with 'Johnson, Becca L' selected), Category (dropdown menu with 'None Selected' selected), Contact Method (dropdown menu with 'None Selected' selected), Contact Type (dropdown menu with 'None Selected' selected), and *Status (radio buttons for 'Open' and 'Closed'). A 'Select/Deselect' link is visible below the Program and Category dropdowns.

- c. **Program:** select from the dropdown list of choices which program the case note is referencing. If there are multiple programs the case note is referencing, use the **Select/Deselect** option to enter more than one program.

i. In the **Program** window, select the appropriate programs, then **Continue**.

Select	Program
<input type="checkbox"/>	Adult
<input type="checkbox"/>	Adult Career Pathways (Enrolled)
<input type="checkbox"/>	Custom Program
<input type="checkbox"/>	Dislocated Worker
<input type="checkbox"/>	Diversionary Work
<input type="checkbox"/>	MFIP
<input type="checkbox"/>	Minnesota Youth
<input type="checkbox"/>	SNAP ET (Enrolled)
<input type="checkbox"/>	WIA Older Youth
<input type="checkbox"/>	WIA Younger Youth
<input type="checkbox"/>	WIOA In-School Youth
<input type="checkbox"/>	WIOA Out-of-School Youth

d. **Category**: enter the category of the note, using the **Select/Deselect** option if there are more than one categories being addressed in the note.
NOTE: This is an optional field.

e. **Contact Method** and **Contact Type**: Select the means of the contact from the dropdown options if appropriate.
NOTE: This is an optional field, but is encouraged to be entered. Job counselors/case managers must have live contact with the participant at least every 30 days.

Category	None Selected ▼ Select/Deselect
Contact Method	None Selected ▼
Contact Type	None Selected ▼
*Status	<input checked="" type="radio"/> Open <input type="radio"/> Closed
Subject	<input type="text"/>

- f. **Status:** select *Open* or *Closed*. This status, combined with other user privileges, controls whether or not a case note is editable. Case notes will close within three days for agencies who have a batch job running to close open case notes.

Category	None Selected ▼ Select/Deselect
Contact Method	None Selected ▼
Contact Type	None Selected ▼
*Status	<input checked="" type="radio"/> Open <input type="radio"/> Closed
Subject	<input type="text"/>

- g. **Subject:** Enter a brief subject of the case note. This is an optional field, but if no entry is made for the Subject, the first 75 characters of the case note will display.

Category	None Selected ▼ Select/Deselect
Contact Method	None Selected ▼
Contact Type	None Selected ▼
*Status	<input checked="" type="radio"/> Open <input type="radio"/> Closed
Subject	<input type="text"/>

- h. Enter a detailed description of the note.

***Note**

Spell Check

- i. Select from the following options;
 - i. **Save** to save and return to **Case Note Quick View**.
 - ii. **Save and Remain on Page** to save the entry as is and remain on the case note entry page in order to resume entering the case note.
 - iii. **Save and Add New Case Note** to save the entry, but add an additional, separate note.
 - iv. **Cancel** to delete the entry.

Case Note Quick

This page provides a summary of the most recent five case notes created for the participant with the most recent Event Date first.

1. From **Person At-a-Glance**, select **Case Note > Case Note Quick**.

Home Search > My Tasks > Recent Work Manage Case > Manage Program > Reports References > Resources > Help

General

At-A-Glance

Contact

Tickler

Demographics

Work Preferences

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Person At-A-Glance

Becca Johnson
Birth Date 07/13/1989 Record ID 202013262

Name and Mailing Address

Becca Johnson
DEED Headquarters
St. Paul MN 55101

The geo-coding search was unable to verify this address. The address is not valid for Work Preferences or Talent Pool Search.

No Phone Data Available

2. View Notes.

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

TAA

Plan

Credential

Reporting Collection

Youth Performance

Participation Hours

Exit

Follow-Up

Case Assignment

Service Model

EDS

Add Document

Document Summary

DHS-IX

MAXIS

Incoming Status Update

▼ Hide 07/29/2018 Case note #2.

Program CP

Category

Contact Method

Contact Type Live Contact with Person

Mass Case Note No

Note
Case note #2.

Staff Assigned Becca L Johnson **Agency** Hennepin County

Entry Date 07/29/2018 02:30 PM **By** Becca L Johnson

Last Updated **By**

▼ Hide 07/29/2018 This is a case note.

Program Adult

Category

Contact Method

Contact Type Live Contact with Person

Mass Case Note No

Note
This is a case note.

Staff Assigned Becca L Johnson **Agency** Hennepin County

Entry Date 07/29/2018 02:30 PM **By** Becca L Johnson

Last Updated **By**

▼ Show 12/20/2017 case note

Case Note Search

1. From **Person At-A-Glance**, select **Case Note > Case Note Search**.

Home Search ▶ My Tasks ▶ Recent Work ▶ Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶ Help

General

At-A-Glance

Contact

Tickler

Demographics

Work Preferences

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Person At-A-Glance

Becca Johnson Record ID 202013262

Birth Date 07/13/1989

Name and Mailing Address

Becca Johnson

DEED Headquarters

St. Paul MN 55101

The geo-coding search was unable to verify this address. The address is not valid for Work Preferences or Talent Pool Search.

No Phone Data Available

2. Enter the **Search Criteria** you'd like to view, then **Run Search**.

▼ Hide Search Criteria

Event Date  To 

Entry Date  To 

Keyword

Within Program Service Dates

Within Funding Stream Service Dates

Program

Staff

Open Case Notes Only Yes No

Mass Case Note Filter

Run Search

Close Program

The participant's program sequence should be closed/exited once they are no longer in contact with the organization (after 90s of monthly attempts to contact), completes the program, the grant ends, or other reasons as defined in [Exit Reason Definitions](#).

1. From **Person At-A-Glance**, select **Cases > Exit**.

Home Search ▶ My Tasks ▶ Recent Work Manage Case ▶ Manage Program ▶ Reports References ▶ Resources ▶ Help

General

At-A-Glance **Person At-A-Glance**

Becca Johnson Record ID 202013262
 Birth Date 07/13/1989

Name and Mailing Address
 Becca Johnson
 DEED Headquarters
 St. Paul MN 55101
 The geo-coding search was unable to verify this address. The address is not valid for Work Preferences or Talent Pool Search.

No Phone Data Available

Birth Date 07/13/1989
Primary E-mail
Secondary E-mail
Record ID 202013262 **Last 4 SSN** 3667

Program	Status	Application Date	Enroll Date	Exit Date	Closed from App Date	Last Follow-up Date	COFFR
ACP Seq 2	Closed from Application	06/07/2018			06/07/2018		METP (10)
ACP Seq 3	Enrolled	06/07/2018	06/07/2018				Merrick (148)
ACP Seq 1	Denied	04/26/2018					Henn/Carver (9)

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential
- Reporting Collection
- Youth Performance
- Participation Hours
- Exit**
- Follow-Up

2. Within the **Adult Career Pathways – Enrolled** sequence, select **Exit Program Sequence**.

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources Help

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential
- Reporting Collection
- Youth Performance

Exit

- Follow-Up

Exit Summary

Becca Johnson Record ID 202013262
 Birth Date 07/13/1989

▼ Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	

Exit Program Sequence

▼ Hide Adult Career Pathways Seq 2 - Closed from Application

Closure Date 06/07/2018

▼ Hide Adult Career Pathways Seq 1 - Denied

3. Select a **Primary Exit Reason** from the dropdown options. Exit Reason options and definitions are listed [here](#).

Cannot Locate

1. Use the exit reason of **Cannot Locate** if the participant has not responded to requests for contact for 90 days (or less, depending on local policy).

Example: the service provider has attempted to contact every 30 days and has not been successful, so after 90 days, exits the participant from the program.

2. From **Cases > Exit > Exit Program Sequence** within the **Adult Career Pathways Enrolled** sequence.

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources He

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment
Activity
TAA
Plan
Credential
Reporting Collection
Youth Performance

Exit

Follow-Up
Case Assignment
Service Model

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013262

Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Career Counseling	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Indv Plan Dvpmt	ACP P2P Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Assessment	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Cred Trng	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	
ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	

Exit Program Sequence

3. Select **Cannot Locate** from the dropdown options, then **Next**.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

***Primary Exit Reason** Cannot Locate

Next Cancel

4. On the **Adult Career Pathways Exit** page, enter the required fields (*):
- Exit Date:** the date the participant is exiting from the program. This date may not be after the grant program/funding stream has ended.
 - Activities Completion Result:** select whether the specified activity was *Successful* or *Unsuccessful*.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

*Primary Exit Reason Cannot Locate

Change Exit Reason

*Exit Date

Labor Force Status

None Selected

▼ Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected ▼
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected ▼

5. If known, enter the optional fields:

- a. *Labor Force Status*: the participant's employment status at the time of exit. Options include:
 - i. *Employed Full-Time*
 - ii. *Employed Part-Time*
 - iii. *Not in Labor Force*
 - iv. *Temporary Employment*
 - v. *Unemployed*
- b. *Actual Cost*: the amount paid for the specified activity.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

*Primary Exit Reason Cannot Locate

Change Exit Reason

*Exit Date

Labor Force Status

None Selected

Hide Activities

Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$	None Selected
Career Counseling	05/01/2018	\$	None Selected

6. Select the **Remove from Caseload** option to remove the participant from your dashboard.

Remove from caseload

Save Final Exit

Save Exit as Pending

Cancel

7. Select **Save Final Exit** to complete the closure of the program, or **Save Exit as Pending** to save the exit information without closing the program, or **Cancel** to delete the entry.

Remove from caseload

Save Final Exit

Save Exit as Pending

Cancel

Pending Credential

1. A **Confirmation** window will appear if a pending credential exits on the program sequence to remind you to enter whether or not the participant received a credential during program participation. Select *Yes* or *No*.

Confirmation

A pending credential exists for one or more training activities on this record. To enter a credential or indicate that the person did not receive a credential, go to the Credential page after exiting. Do you want to continue?

Yes

No

- At the **Exit Summary** page, select **Cases > Credential** to enter the results of the pending credential.

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**
- Reporting Collection
- Youth Performance
- Participation Hours

Exit

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled - User-Generated

Hide Adult Career Pathways Seq 1 - Exited

Exit Date 08/04/2018 Exit Reason Cannot Locate

Funding Stream	Start Date	End Date
AIOIC/NWICDC Split Test SFY18	05/01/2018	08/04/2018

View Exit Edit Exit

- In the **Credential Type** of *Credential Pending*, select **Edit**.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit delete

Add Credential

- Follow the [Credential](#) instructions to complete the **Credential Summary** page.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Edit Credential

Program Sequence

ACP Seq 1

*Credential Type

Credential Pending

Estimated Attainment Date

05/17/2018

Actual Attainment Date

*Associated Activity

None Selected

Comments

Spell Check

Save

Cancel

Death

1. Use the exit reason of **Death** if the participant is deceased.
2. From **Cases > Exit > Exit Program Sequence** within the **Adult Career Pathways Enrolled** sequence.

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Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013262

Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Career Counseling	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Indv Plan Dvpmnt	ACP P2P Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Assessment	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Cred Trng	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	
ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	

[Exit Program Sequence](#)

3. Select **Death** from the dropdown options, then **Next**.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

*Primary Exit Reason **Death**

Next Cancel

4. On the **Adult Career Pathways Exit** page, enter the required fields (*):
- Exit Date*: the date the participant is exiting from the program. This date may not be after the grant program/funding stream has ended.
 - Activities Completion Result**: select whether the specified activity was *Successful* or *Unsuccessful*.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

*Primary Exit Reason Death

Change Exit Reason

*Exit Date 
Labor Force Status Not in the Labor Force

Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected

5. If known, enter the optional fields:
- Labor Force Status*: the participant's employment status at the time of exit. Options include:
 - Not in Labor Force*
 - Unemployed*
 - Actual Cost*: the amount paid for the specified activity.

*Exit Date 
Labor Force Status ▼

▼ Hide Activities

Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected ▼
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected ▼

6. Select the **Remove from Caseload** option to remove the participant from your dashboard.

Remove from caseload

7. Select **Save Final Exit** to complete the closure of the program, or **Save Exit as Pending** to save the exit information without closing the program, or **Cancel** to delete the entry.

Remove from caseload

Pending Credential

1. A **Confirmation** window will appear if a pending credential exits on the program sequence to remind you to enter whether or not the participant received a credential during program participation. Select *Yes* or *No*.

Confirmation

A pending credential exists for one or more training activities on this record. To enter a credential or indicate that the person did not receive a credential, go to the Credential page after exiting. Do you want to continue?

2. At the **Exit Summary** page, select **Cases > Credential** to enter the results of the pending credential.

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Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**
- Reporting Collection
- Youth Performance
- Participation Hours

Exit

Exit Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled - User-Generated

▼ Show Adult Career Pathways Seq 1 - Exited

3. In the **Credential Type** of *Credential Pending*, select **Edit**.

Credential Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Show 25 100 200 500
 Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

4. Follow the [Credential](#) instructions to complete the **Credential Summary** page.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Edit Credential

Program Sequence

ACP Seq 1

*Credential Type

Credential Pending ▾

Estimated Attainment Date

05/17/2018 

Actual Attainment Date



*Associated Activity

None Selected ▾

Comments

Spell Check

Save

Cancel

Completed Program Objective

1. Use the exit reason of **Completed Program Objective** if the participant completed training, pre-employment skills, or other work plan objectives, though has not entered employment prior to exit.

Example: The goal of the program/work plan was to provide financial literacy training, then refer to another grant program for additional employment/training services.

2. From **Cases > Exit > Exit Program Sequence** within the **Adult Career Pathways Enrolled** sequence.

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Youth Performance

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Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013262

Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Career Counseling	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Indv Plan Dvpmt	ACP P2P Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Assessment	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Cred Trng	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	
ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	

Exit Program Sequence

3. Select **Completed Program Objective** from the dropdown options, then **Next**.

Program Seq 2

Agency: Location Hennepin County: 300 South Sixth St.

Enrollment Date 01/10/2018

Entered by Becca L Johnson

***Primary Exit Reason** Completed Program Objective

Next Cancel

4. On the **Adult Career Pathways Exit** page, enter the required fields (*):
- Exit Date*: the date the participant is exiting from the program. This date may not be after the grant program/funding stream has ended.
 - Activities Completion Result**: select whether the specified activity was *Successful* or *Unsuccessful*.

***Exit Date** 

Labor Force Status 

▼ Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	<input type="text" value="None Selected"/> 
Career Counseling	05/01/2018	\$ <input type="text"/>	<input type="text" value="None Selected"/> 

5. If known, enter the optional fields:

- a. *Labor Force Status*: the participant's employment status at the time of exit. Options include:
 - i. *Employed Full-Time*
 - ii. *Employed Part-Time*
 - iii. *Not in Labor Force*
 - iv. *Temporary Employment*
 - v. *Unemployed*
- b. *Actual Cost*: the amount paid for the specified activity.

***Exit Date** 

Labor Force Status 

▼ Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	<input type="text" value="None Selected"/> 
Career Counseling	05/01/2018	\$ <input type="text"/>	<input type="text" value="None Selected"/> 

6. Select the **Remove from Caseload** option to remove the participant from your dashboard.

Remove from caseload

7. Select **Save Final Exit** to complete the closure of the program, or **Save Exit as Pending** to save the exit information without closing the program, or **Cancel** to delete the entry.

Remove from caseload

Pending Credential

1. A **Confirmation** window will appear if a pending credential exits on the program sequence to remind you to enter whether or not the participant received a credential during program participation. Select *Yes* or *No*.

Confirmation

A pending credential exists for one or more training activities on this record. To enter a credential or indicate that the person did not receive a credential, go to the Credential page after exiting. Do you want to continue?

Yes

No

- At the **Exit Summary** page, select **Cases > Credential** to enter the results of the pending credential.

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- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

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- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**
- Reporting Collection
- Youth Performance
- Participation Hours

Exit

Exit Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled - User-Generated

▼ Show Adult Career Pathways Seq 1 - Exited

- In the **Credential Type** of *Credential Pending*, select **Edit**.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Add Credential

- Follow the [Credential](#) instructions to complete the **Credential Summary** page.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Edit Credential

Program Sequence

ACP Seq 1

*Credential Type

Credential Pending ▾

Estimated Attainment Date

05/17/2018 

Actual Attainment Date



*Associated Activity

None Selected ▾

Comments

Spell Check

Save

Cancel

Does Not Require Workforce Development Services

1. Use the exit reason of **Does Not Require Workforce Development Services** if the participant was enrolled in the program and is exiting prior to completing any program objectives.

Example) entered AmeriCorps, won the lottery.

2. From **Cases > Exit > Exit Program Sequence** within the **Adult Career Pathways Enrolled** sequence.

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Activity
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Reporting Collection
Youth Performance

Exit

Follow-Up
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Service Model

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013262

Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Career Counseling	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Indv Plan Dvpmnt	ACP P2P Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Assessment	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Cred Trng	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	
ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	

Exit Program Sequence

3. Select **Does Not Require Workforce Development Services** from the dropdown options, then **Next**.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

*Primary Exit Reason **Does not require Workforce Development Services**

Next **Cancel**

4. On the **Adult Career Pathways Exit** page, enter the required fields (*):
- Exit Date:** the date the participant is exiting from the program. This date may not be after the grant program/funding stream has ended.
 - Activities Completion Result:** select whether the specified activity was *Successful* or *Unsuccessful*.
 - Labor Force Status:** the participant's employment status at the time of exit. Options include:
 - Employed Full-Time*
 - Employed Part-Time*
 - Not in Labor Force*
 - Temporary Employment*
 - Unemployed*

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

***Primary Exit Reason** Does not require Workforce Development Services

Change Exit Reason

***Exit Date** 
***Labor Force Status** None Selected 

Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected 
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected 

5. If known, enter the optional fields:
- Actual Cost*: the amount paid for the specified activity.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

***Primary Exit Reason** Does not require Workforce Development Services

Change Exit Reason

***Exit Date** 
***Labor Force Status** None Selected 

Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected 
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected 

6. Select the **Remove from Caseload** option to remove the participant from your dashboard.

Remove from caseload

Save Final Exit

Save Exit as Pending

Cancel

7. Select **Save Final Exit** to complete the closure of the program, or **Save Exit as Pending** to save the exit information without closing the program, or **Cancel** to delete the entry.

Remove from caseload

Save Final Exit

Save Exit as Pending

Cancel

Pending Credential

1. A **Confirmation** window will appear if a pending credential exits on the program sequence to remind you to enter whether or not the participant received a credential during program participation. Select *Yes* or *No*.

Confirmation

A pending credential exists for one or more training activities on this record. To enter a credential or indicate that the person did not receive a credential, go to the Credential page after exiting. Do you want to continue?

2. At the **Exit Summary** page, select **Cases > Credential** to enter the results of the pending credential.

The screenshot shows the 'Exit Summary' page for Becca Johnson. The left sidebar contains a navigation menu with sections: General, Case Note, Cases, and Exit. The 'Cases' section is expanded, and 'Credential' is highlighted with a yellow circle. The main content area displays the participant's name, birth date, record ID, and MAXIS case number. Below this, there are two expandable sections: 'Show SNAP ET Seq 1 - Enrolled - User-Generated' and 'Show Adult Career Pathways Seq 1 - Exited'.

- In the **Credential Type** of *Credential Pending*, select **Edit**.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Add Credential

- Follow the [Credential](#) instructions to complete the **Credential Summary** page.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Edit Credential

Program Sequence

ACP Seq 1

*Credential Type

Credential Pending ▾

Estimated Attainment Date

05/17/2018 

Actual Attainment Date



*Associated Activity

None Selected ▾

Comments

Spell Check

Save

Cancel

Entered Armed Forces

- Use the exit reason of **Entered Armed Forces** if the participant has enlisted in a military branch.
- From **Cases > Exit > Exit Program Sequence** within the **Adult Career Pathways Enrolled** sequence.

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General

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Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential
- Reporting Collection
- Youth Performance

Exit

- Follow-Up
- Case Assignment
- Service Model

Exit Summary

Becca Johnson Record ID 202013262
 Birth Date 07/13/1989

Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Career Counseling	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Indv Plan Dvpmnt	ACP P2P Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Assessment	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Cred Trng	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	
ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	

Exit Program Sequence

3. Select **Entered Armed Forces** from the dropdown options, then **Next**.

Adult Career Pathways Exit

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

***Primary Exit Reason** Entered Armed Forces

Next Cancel

4. On the **Adult Career Pathways Exit** page, enter the required fields (*):
- Exit Date:** the date the participant is exiting from the program. This date may not be after the grant program/funding stream has ended.
 - Activities Completion Result:** select whether the specified activity was *Successful* or *Unsuccessful*.
 - Labor Force Status:** the participant's employment status at the time of exit. Options include:
 - Employed Full-Time
 - Employed Part-Time
 - Temporary Employment

*Primary Exit Reason Entered Armed Forces

Change Exit Reason

*Exit Date

*Labor Force Status

None Selected

Hide Activities

Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$	None Selected
Career Counseling	05/01/2018	\$	None Selected

d. In the **Placement Information**, select *Add New Employer*, then **Next**.

Hide Placement Information

*Select Employer Add New Employer

Next

i. Enter the required (*) fields:

1. *Employer Name*
2. *Employer Industry (NAICS)*. Select **Search/Validate NAICS**.

Hide Placement Information

Employer 1

Delete Placement

*Empr Name

Worksite

Empr Contact

Empr E-mail

Address1

Address2

City

County

*State MN Zip

Country United States

Phone Ext. Phone Type If other, please specify: TTY Video

*Employer Industry (NAICS)

Search/Validate NAICS

3. In the *NAICS Code Search* under *keyword or code number*, enter *National*, then **Run Search**. Select the hyperlink code of 928110 for *National Security*.

NAICS Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Code	Title
928120	International Affairs
522293	International Trade Financing
928110	National Security

4. Occupational Title (O*NET). Select **Search/Validate O*NET**.

*Occupational Title (O*NET)

-

Clear O*NET code for new search.

5. In the O*NET Code Search under *keyword or code number*, enter a description of the participant's job title, then **Run Search**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

6. Select the hyperlink to the appropriate **Code**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Show 25 100 200 300
Displaying 1 to 3 of 3

Code	Title	Description
53-2011.00	Airline Pilots, Copilots, and Flight Engineers	Pilot and navigate the flight of fixed-wing, multi-engine aircraft, usually on scheduled air carrier routes, for the transport of passengers and cargo. Requires Federal Air Transport Pilot certificate and rating for specific aircraft type used. Includes regional, National, and international airline pilots and flight instructors of airline pilots.
55-3019.00	Military Enlisted Tactical Operations and Air/Weapons Specialists and Crew Members, All Other	All military enlisted tactical operations and air/weapons specialists and crew members not listed separately.
55-1019.00	Military Officer Special and Tactical Operations Leaders, All Other	All military officer special and tactical operations leaders not listed separately.

ii. Job Sector: select *Public – Federal*

- iii. Job Start Date
- iv. Hourly Wage
- v. Hours per Week

Job Title

***Job Sector**

Job Duration

***Job Start Date**

***Hourly Wage**

***Hours per Week**

Benefit Package

Benefit Detail

Public - Federal

None Selected

\$

None Selected

Undisclosed

Dental

Life

Retirement

Health

Other

Vacation

5. If known, enter the optional fields:
 - a. *Actual Cost*: the amount paid for the specified activity.
 - b. *Worksite, Employer Contact, Employer E-mail, Address, City, ZIP, County, Country, Phone, Job Title, Job Duration, Benefit Package, Benefit Detail.*
6. Select the **Remove from Caseload** option to remove the participant from your dashboard.

Remove from caseload

Save Final Exit Save Exit as Pending Cancel

7. Select **Save Final Exit** to complete the closure of the program, or **Save Exit as Pending** to save the exit information without closing the program, or **Cancel** to delete the entry.

Remove from caseload

Save Final Exit Save Exit as Pending Cancel

Pending Credential

1. A **Confirmation** window will appear if a pending credential exits on the program sequence to remind you to enter whether or not the participant received a credential during program participation. Select *Yes* or *No*.

Confirmation

A pending credential exists for one or more training activities on this record. To enter a credential or indicate that the person did not receive a credential, go to the Credential page after exiting. Do you want to continue?

Yes

No

- At the **Exit Summary** page, select **Cases > Credential** to enter the results of the pending credential.

General

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- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**
- Reporting Collection
- Youth Performance
- Participation Hours

Exit

Exit Summary

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled - User-Generated

▼ Show Adult Career Pathways Seq 1 - Exited

- In the **Credential Type** of *Credential Pending*, select **Edit**.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Add Credential

- Follow the [Credential](#) instructions to complete the **Credential Summary** page.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Edit Credential

Program Sequence

ACP Seq 1

*Credential Type

Credential Pending

Estimated Attainment Date

05/17/2018

Actual Attainment Date

*Associated Activity

None Selected

Comments

Spell Check

Save

Cancel

Entered Unsubsidized Employment

- Use the exit reason of **Entered Unsubsidized Employment** if the participant has entered employment and is no longer in need of program support.

Example: The participant has entered employment solely funded by the employer without any wage subsidies.

- From **Cases > Exit > Exit Program Sequence** within the **Adult Career Pathways Enrolled** sequence.

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Tickler

Demographics

Work Preferences

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

TAA

Plan

Credential

Reporting Collection

Youth Performance

Exit

Follow-Up

Case Assignment

Service Model

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013262

Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Career Counseling	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Indv Plan Dvpmnt	ACP P2P Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Assessment	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Cred Trng	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	
ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	

Exit Program Sequence

- Select **Entered Unsubsidized Employment** from the dropdown options, then **Next**.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

*Primary Exit Reason Entered Unsubsidized Employment

Next Cancel

4. On the **Adult Career Pathways Exit** page, enter the required fields (*):
- Exit Date*: the date the participant is exiting from the program. This date may not be after the grant program/funding stream has ended.
 - Activities Completion Result**: select whether the specified activity was *Successful* or *Unsuccessful*.
 - Labor Force Status*: the participant's employment status at the time of exit. Options include:
 - Employed Full-Time*
 - Employed Part-Time*
 - Temporary Employment*

*Exit Date
*Labor Force Status None Selected

Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$	None Selected
Career Counseling	05/01/2018	\$	None Selected

Hide Placement Information
*Select Employer Add New Employer
Next

- d. In the **Placement Information**, select *Add New Employer*, then **Next**.

Hide Placement Information
*Select Employer Add New Employer
Next

- Enter the required (*) fields:
 - Employer Name*
 - Employer Industry (NAICS)*. Select **Search/Validate NAICS**.

▼ Hide Placement Information

Employer 1

Delete Placement

*Empr Name

Worksite

Empr Contact

Empr E-mail

Address1

Address2

City *State Zip

County Country

Phone Ext. Phone Type If other, please specify: TTY Video

*Employer Industry (NAICS) -

Clear NAICS code for new search.

Search/Validate NAICS

3. In the *NAICS Code Search* under *keyword or code number*, enter a description of the participant's employment industry, then **Run Search**.

NAICS Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

- a. Select the hyperlink to the appropriate **Code**.

NAICS Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

Code	Title
923130	Administration of Human Resource Programs (except Education, Public Health, and Veterans' Affairs Programs)
923120	Administration of Public Health Programs
446199	All Other Health and Personal Care Stores
621999	All Other Miscellaneous Ambulatory Health Care Services
524114	Direct Health and Medical Insurance Carriers
446191	Food (Health) Supplement Stores
525120	Health and Welfare Funds
621610	Home Health Care Services
532283	Home Health Equipment Rental
621399	Offices of All Other Miscellaneous Health Practitioners
621330	Offices of Mental Health Practitioners (except Physicians)
621111	Offices of Physicians (except Mental Health Specialists)
621122	Offices of Physicians, Mental Health Specialists

4. Occupational Title (O*NET). Select **Search/Validate O*NET**.

***Occupational Title (O*NET)** -
Clear O*NET code for new search.
Search/Validate O*NET

5. In the O*NET Code Search under keyword or code number, enter a description of the participant's job title, then **Run Search**.

O*NET Code Search

***Search for keyword or code number:**

Wildcard indicator (*) is not needed for keyword search.

Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search

Cancel

a. Select the hyperlink to the appropriate **Code**.

O*NET Code Search

*Search for keyword or code number:

Wildcard indicator (*) is not needed for keyword search.
Example: Entering a partial word such as Nurs will return results including nurse, nurses and nursing.

Run Search Cancel

show 25 100 200 500
Displaying 3 to 25 of 30

Code	Title	Description
29-1141.01	Acute Care Nurses	Provide advanced nursing care for patients with acute conditions such as heart attacks, respiratory distress syndrome, or shock. May care for pre- and post-operative patients or perform advanced, invasive diagnostic or therapeutic procedures.
29-1141.02	Advanced Practice Psychiatric Nurses	Provide advanced nursing care for patients with psychiatric disorders. May provide psychotherapy under the direction of a psychiatrist.
13-1199	Business Operations Specialists, All Other	All business operations specialists not listed separately.

ii. Job Sector: select from the options of *Federal Contractor, Private, Public – Federal, or Public – Non-Federal*.

iii. Job Start Date

iv. Hourly Wage

v. Hours per Week

Job Title

***Job Sector**

Job Duration

***Job Start Date**

***Hourly Wage**

***Hours per Week**

Benefit Package

Benefit Detail

None Selected

None Selected

\$ Undisclosed

None Selected

Dental Health
 Life Other
 Retirement Vacation

5. If known, enter the optional fields:
 - a. *Actual Cost*: the amount paid for the specified activity.
 - b. *Worksite, Employer Contact, Employer E-mail, Address, City, ZIP, County, Country, Phone, Job Title, Job Duration, Benefit Package, Benefit Detail*.
6. Select the **Remove from Caseload** option to remove the participant from your dashboard.

Remove from caseload

7. Select **Save Final Exit** to complete the closure of the program, or **Save Exit as Pending** to save the exit information without closing the program, or **Cancel** to delete the entry.

Remove from caseload

Pending Credential

1. A **Confirmation** window will appear if a pending credential exists on the program sequence to remind you to enter whether or not the participant received a credential during program participation. Select *Yes* or *No*.

Confirmation

A pending credential exists for one or more training activities on this record. To enter a credential or indicate that the person did not receive a credential, go to the Credential page after exiting. Do you want to continue?

2. At the **Exit Summary** page, select **Cases > Credential** to enter the results of the pending credential.

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**
- Reporting Collection
- Youth Performance
- Participation Hours

Exit

Exit Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled - User-Generated

▼ Show Adult Career Pathways Seq 1 - Exited

3. In the **Credential Type** of *Credential Pending*, select **Edit**.

Credential Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Show 25 100 200 500
 Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

4. Follow the [Credential](#) instructions to complete the **Credential Summary** page.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Edit Credential

Program Sequence

ACP Seq 1

*Credential Type

Credential Pending

Estimated Attainment Date

05/17/2018

Actual Attainment Date

*Associated Activity

None Selected

Comments

Spell Check

Save

Cancel

Family Care Problems

1. Use the exit reason of **Family Care Problems** if the participant is unable to continue due to a family need which is not related to their own personal/medical problems.

Example: child/dependent care problems, illness of a family member.

2. From **Cases > Exit > Exit Program Sequence** within the **Adult Career Pathways Enrolled** sequence.

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General

At-A-Glance

Contact

Tickler

Demographics

Work Preferences

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

TAA

Plan

Credential

Reporting Collection

Youth Performance

Exit

Follow-Up

Case Assignment

Service Model

Exit Summary

Becca Johnson Record ID 202013262
Birth Date 07/13/1989

▼ Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Career Counseling	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Indv Plan Dvpmt.	ACP P2P Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Assessment	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Cred Trng	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	
ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	

Exit Program Sequence

3. Select **Family Care Problems** from the dropdown options, then **Next**.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

*Primary Exit Reason **Family Care Problems**

Next Cancel

4. On the **Adult Career Pathways Exit** page, enter the required fields (*):
 - a. *Exit Date*: the date the participant is exiting from the program. This date may not be after the grant program/funding stream has ended.
 - b. **Activities Completion Result**: select whether the specified activity was *Successful* or *Unsuccessful*.
 - c. *Labor Force Status*: the participant's employment status at the time of exit. Options include:
 - i. *Employed Full-Time*
 - ii. *Employed Part-Time*
 - iii. *Not in Labor Force*
 - iv. *Temporary Employment*
 - v. *Unemployed*

*Exit Date
*Labor Force Status None Selected

Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected

5. If known, enter the optional fields:
 - a. *Actual Cost*: the amount paid for the specified activity.

*Exit Date
*Labor Force Status None Selected

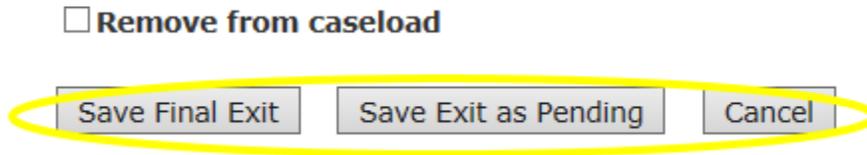
Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected

6. Select the **Remove from Caseload** option to remove the participant from your dashboard.



Remove from caseload

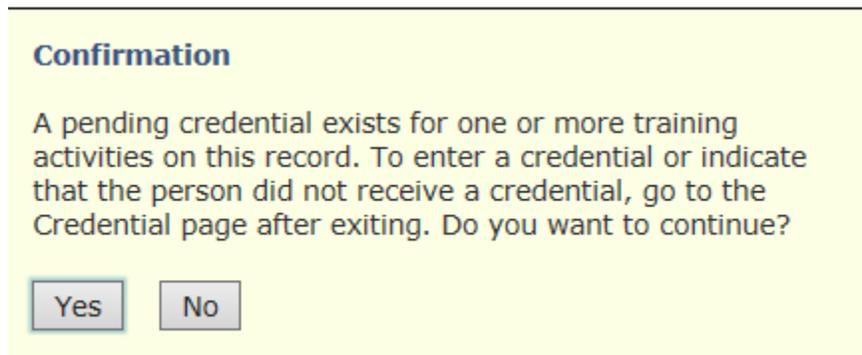
7. Select **Save Final Exit** to complete the closure of the program, or **Save Exit as Pending** to save the exit information without closing the program, or **Cancel** to delete the entry.



Remove from caseload

Pending Credential

1. A **Confirmation** window will appear if a pending credential exits on the program sequence to remind you to enter whether or not the participant received a credential during program participation. Select *Yes* or *No*.



Confirmation

A pending credential exists for one or more training activities on this record. To enter a credential or indicate that the person did not receive a credential, go to the Credential page after exiting. Do you want to continue?

2. At the **Exit Summary** page, select **Cases > Credential** to enter the results of the pending credential.

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**
- Reporting Collection
- Youth Performance
- Participation Hours

Exit

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled - User-Generated

Hide Adult Career Pathways Seq 1 - Exited

Exit Date 08/04/2018 Exit Reason Cannot Locate

Funding Stream	Start Date	End Date
AIOIC/NWICDC Split Test SFY18	05/01/2018	08/04/2018

View Exit Edit Exit

3. In the **Credential Type** of *Credential Pending*, select **Edit**.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Add Credential

4. Follow the [Credential](#) instructions to complete the **Credential Summary** page.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Edit Credential

Program Sequence

ACP Seq 1

*Credential Type

Credential Pending

Estimated Attainment Date

05/17/2018

Actual Attainment Date

*Associated Activity

None Selected

Comments

Spell Check

Save

Cancel

Institutionalized

1. Use the exit reason of **Institutionalized** if the participant is no longer able to participate in programming due to incarceration in a correctional facility or becoming a resident of an institution which is providing 24 hour support such as a hospital or treatment center.
2. From **Cases > Exit > Exit Program Sequence** within the **Adult Career Pathways Enrolled** sequence.

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General
 At-A-Glance
 Contact
 Tickler
 Demographics
 Work Preferences
 MN Works Resume

Case Note
 Add Case Note
 Case Note Quick
 Case Note Search

Cases
 Program/New App
 Eligibility/Enrollment
 Activity
 TAA
 Plan
 Credential
 Reporting Collection
 Youth Performance

Exit
 Follow-Up
 Case Assignment
Exit Program Sequence
 Service Model

Exit Summary

Becca Johnson Record ID 202013262
Birth Date 07/13/1989

▼ Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Career Counseling	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Indv Plan Dvpmt	ACP P2P Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Assessment	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Cred Trng	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	
ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	

3. Select **Institutionalized** from the dropdown options, then **Next**.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

*Primary Exit Reason Institutionalized

Next

Cancel

4. On the **Adult Career Pathways Exit** page, enter the required fields (*):
 - a. *Exit Date*: the date the participant is exiting from the program. This date may not be after the grant program/funding stream has ended.
 - b. **Activities Completion Result**: select whether the specified activity was *Successful* or *Unsuccessful*.
 - c. *Labor Force Status*: the participant's employment status at the time of exit. Options include:
 - i. *Not in Labor Force*
 - ii. *Unemployed*

*Exit Date

*Labor Force Status

None Selected

Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$	None Selected
Career Counseling	05/01/2018	\$	None Selected

5. If known, enter the optional fields:
 - a. *Actual Cost*: the amount paid for the specified activity.

*Exit Date

*Labor Force Status

None Selected

Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$	None Selected
Career Counseling	05/01/2018	\$	None Selected

6. Select the **Remove from Caseload** option to remove the participant from your dashboard.

Remove from caseload

Save Final Exit

Save Exit as Pending

Cancel

7. Select **Save Final Exit** to complete the closure of the program, or **Save Exit as Pending** to save the exit information without closing the program, or **Cancel** to delete the entry.

Remove from caseload

Save Final Exit

Save Exit as Pending

Cancel

Pending Credential

1. A **Confirmation** window will appear if a pending credential exits on the program sequence to remind you to enter whether or not the participant received a credential during program participation. Select *Yes* or *No*.

Confirmation

A pending credential exists for one or more training activities on this record. To enter a credential or indicate that the person did not receive a credential, go to the Credential page after exiting. Do you want to continue?

2. At the **Exit Summary** page, select **Cases > Credential** to enter the results of the pending credential.

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**
- Reporting Collection
- Youth Performance
- Participation Hours

Exit

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled - User-Generated

Hide Adult Career Pathways Seq 1 - Exited

Exit Date 08/04/2018 Exit Reason Cannot Locate

Funding Stream	Start Date	End Date
AIOIC/NWICDC Split Test SFY18	05/01/2018	08/04/2018

- In the **Credential Type** of *Credential Pending*, select **Edit**.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Add Credential

- Follow the [Credential](#) instructions to complete the **Credential Summary** page.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Edit Credential

Program Sequence

ACP Seq 1

*Credential Type

Credential Pending ▾

Estimated Attainment Date

05/17/2018 

Actual Attainment Date



*Associated Activity

None Selected ▾

Comments

Spell Check

Save

Cancel

Moved from Area

- Use the exit reason of **Moved from Area** if the participant is unable to continue due to moving from the service area.
- From **Cases > Exit > Exit Program Sequence** within the **Adult Career Pathways Enrolled** sequence.

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources He

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential
- Reporting Collection
- Youth Performance

Exit

- Follow-Up
- Case Assignment
- Service Model

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013262

Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Career Counseling	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Indv Plan Dvpmnt	ACP P2P Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Assessment	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Cred Trng	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	
ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	

Exit Program Sequence

3. Select **Moved from Area** from the dropdown options, then **Next**.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1

Agency: Location Hennepin County: WERC WSA 09

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Primary Exit Reason **Moved from Area**

Next **Cancel**

4. On the **Adult Career Pathways Exit** page, enter the required fields (*):
- Exit Date:** the date the participant is exiting from the program. This date may not be after the grant program/funding stream has ended.
 - Activities Completion Result:** select whether the specified activity was *Successful* or *Unsuccessful*.
 - Labor Force Status:** the participant's employment status at the time of exit. Options include:
 - Employed Full-Time
 - Employed Part-Time
 - Not in Labor Force
 - Temporary Employment
 - Unemployed

*Exit Date

*Labor Force Status

Hide Activities

Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected

5. If known, enter the optional fields:
- Actual Cost*: the amount paid for the specified activity.

*Exit Date

*Labor Force Status

Hide Activities

Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected

6. Select the **Remove from Caseload** option to remove the participant from your dashboard.

Remove from caseload

7. Select **Save Final Exit** to complete the closure of the program, or **Save Exit as Pending** to save the exit information without closing the program, or **Cancel** to delete the entry.

Remove from caseload

Pending Credential

- A **Confirmation** window will appear if a pending credential exits on the program sequence to remind you to enter whether or not the participant received a credential during program participation. Select *Yes* or *No*.

Confirmation

A pending credential exists for one or more training activities on this record. To enter a credential or indicate that the person did not receive a credential, go to the Credential page after exiting. Do you want to continue?

Yes

No

- At the **Exit Summary** page, select **Cases > Credential** to enter the results of the pending credential.

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**
- Reporting Collection
- Youth Performance
- Participation Hours

Exit

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled - User-Generated

Hide Adult Career Pathways Seq 1 - Exited

Exit Date 08/04/2018 Exit Reason Cannot Locate

Funding Stream	Start Date	End Date
AIOIC/NWICDC Split Test SFY18	05/01/2018	08/04/2018

View Exit Edit Exit

- In the **Credential Type** of *Credential Pending*, select **Edit**.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit delete

Add Credential

- Follow the [Credential](#) instructions to complete the **Credential Summary** page.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Edit Credential

Program Sequence

ACP Seq 1

*Credential Type

Credential Pending

Estimated Attainment Date

05/17/2018

Actual Attainment Date

*Associated Activity

None Selected

Comments

Spell Check

Save

Cancel

Other Termination

1. Use the exit reason of **Other Termination** if the participant's exit reason does not match with any of the other options listed.
2. From **Cases > Exit > Exit Program Sequence** within the **Adult Career Pathways Enrolled** sequence.

Home Search > My Tasks > Recent Work Manage Case > Manage Program > Reports References > Resources > He

General

At-A-Glance

Contact

Tickler

Demographics

Work Preferences

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

TAA

Plan

Credential

Reporting Collection

Youth Performance

Exit

Follow-Up

Case Assignment

Service Model

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013262

▼ Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Career Counseling	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Indv Plan Dvpmt	ACP P2P Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Assessment	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Cred Trng	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	
ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	

3. Select **Other Termination** from the dropdown options, then **Next**.

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Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

*Primary Exit Reason Other Termination

Next

Cancel

4. On the **Adult Career Pathways Exit** page, enter the required fields (*):
- Exit Date*: the date the participant is exiting from the program. This date may not be after the grant program/funding stream has ended.
 - Activities Completion Result**: select whether the specified activity was *Successful* or *Unsuccessful*.
 - Labor Force Status*: the participant's employment status at the time of exit. Options include:
 - Employed Full-Time*
 - Employed Part-Time*
 - Not in Labor Force*
 - Temporary Employment*
 - Unemployed*

*Exit Date

*Labor Force Status

None Selected

Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$	None Selected
Career Counseling	05/01/2018	\$	None Selected

5. If known, enter the optional fields:
- Actual Cost*: the amount paid for the specified activity.

*Exit Date

*Labor Force Status

None Selected

Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$	None Selected
Career Counseling	05/01/2018	\$	None Selected

6. Select the **Remove from Caseload** option to remove the participant from your dashboard.

Remove from caseload

Save Final Exit

Save Exit as Pending

Cancel

7. Select **Save Final Exit** to complete the closure of the program, or **Save Exit as Pending** to save the exit information without closing the program, or **Cancel** to delete the entry.

Remove from caseload

Save Final Exit

Save Exit as Pending

Cancel

Pending Credential

1. A **Confirmation** window will appear if a pending credential exits on the program sequence to remind you to enter whether or not the participant received a credential during program participation. Select *Yes* or *No*.

Confirmation

A pending credential exists for one or more training activities on this record. To enter a credential or indicate that the person did not receive a credential, go to the Credential page after exiting. Do you want to continue?

2. At the **Exit Summary** page, select **Cases > Credential** to enter the results of the pending credential.

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**
- Reporting Collection
- Youth Performance
- Participation Hours

Exit

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled - User-Generated

Hide Adult Career Pathways Seq 1 - Exited

Exit Date 08/04/2018 Exit Reason Cannot Locate

Funding Stream	Start Date	End Date
AIOIC/NWICDC Split Test SFY18	05/01/2018	08/04/2018

- In the **Credential Type** of *Credential Pending*, select **Edit**.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Add Credential

- Follow the [Credential](#) instructions to complete the **Credential Summary** page.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Edit Credential

Program Sequence

ACP Seq 1

*Credential Type

Credential Pending ▾

Estimated Attainment Date

05/17/2018 

Actual Attainment Date



*Associated Activity

None Selected ▾

Comments

Spell Check

Save

Cancel

Personal/Medical Problem

- Use the exit reason of **Personal/Medical Problem** if the participant has their own personal or medical issue preventing them from continuing in the program for more than 90 days.

Example: pregnancy, chemical dependency.

- From **Cases > Exit > Exit Program Sequence** within the **Adult Career Pathways Enrolled** sequence.

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources He

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment
Activity
TAA
Plan
Credential
Reporting Collection
Youth Performance

Exit

Follow-Up
Case Assignment
Service Model

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013262

Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Career Counseling	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Indv Plan Dvpmnt	ACP P2P Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Assessment	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Cred Trng	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	
ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	

Exit Program Sequence

3. Select **Personal/Medical Problem** from the dropdown options, then **Next**.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

***Primary Exit Reason** Personal/Medical Problem

Next Cancel

4. On the **Adult Career Pathways Exit** page, enter the required fields (*):
- Exit Date*: the date the participant is exiting from the program. This date may not be after the grant program/funding stream has ended.
 - Activities Completion Result**: select whether the specified activity was *Successful* or *Unsuccessful*.
 - Labor Force Status*: the participant's employment status at the time of exit. Options include:
 - Employed Full-Time*
 - Employed Part-Time*
 - Not in Labor Force*
 - Temporary Employment*
 - Unemployed*

*Exit Date

*Labor Force Status

Hide Activities

Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected

5. If known, enter the optional fields:
- Actual Cost*: the amount paid for the specified activity.

*Exit Date

*Labor Force Status

Hide Activities

Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected

6. Select the **Remove from Caseload** option to remove the participant from your dashboard.

Remove from caseload

7. Select **Save Final Exit** to complete the closure of the program, or **Save Exit as Pending** to save the exit information without closing the program, or **Cancel** to delete the entry.

Remove from caseload

Pending Credential

- A **Confirmation** window will appear if a pending credential exits on the program sequence to remind you to enter whether or not the participant received a credential during program participation. Select *Yes* or *No*.

Confirmation

A pending credential exists for one or more training activities on this record. To enter a credential or indicate that the person did not receive a credential, go to the Credential page after exiting. Do you want to continue?

Yes

No

- At the **Exit Summary** page, select **Cases > Credential** to enter the results of the pending credential.

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**
- Reporting Collection
- Youth Performance
- Participation Hours

Exit

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled - User-Generated

Hide Adult Career Pathways Seq 1 - Exited

Exit Date 08/04/2018 Exit Reason Cannot Locate

Funding Stream	Start Date	End Date
AIOIC/NWICDC Split Test SFY18	05/01/2018	08/04/2018

View Exit Edit Exit

- In the **Credential Type** of *Credential Pending*, select **Edit**.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit delete

Add Credential

- Follow the [Credential](#) instructions to complete the **Credential Summary** page.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Edit Credential

Program Sequence

ACP Seq 1

*Credential Type

Credential Pending ▾

Estimated Attainment Date

05/17/2018 

Actual Attainment Date



*Associated Activity

None Selected ▾

Comments

Spell Check

Save

Cancel

Program/Type Transfer

1. The **Program/Type Transfer** exit reason should be used if the grant/funding stream has ended, but the participant will continue receiving services through another funding stream/program within the same organization.

Example: They exit from an Adult Career Pathways (ACP) program and will be re-enrolled into a Dislocated Worker (DW) program.

2. From **Cases > Exit > Exit Program Sequence** within the **Adult Career Pathways Enrolled** sequence.

Home Search > My Tasks > Recent Work Manage Case > Manage Program > Reports References > Resources > He

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment
Activity
TAA
Plan
Credential
Reporting Collection
Youth Performance

Exit

Follow-Up
Case Assignment
Service Model

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013262

Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Career Counseling	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Indv Plan Dvpmt	ACP P2P Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Assessment	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Cred Trng	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	
ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	

Exit Program Sequence

3. Select **Program/Type Transfer** from the dropdown options, then **Next**.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

***Primary Exit Reason** Program/Type Transfer

Next Cancel

4. On the **Adult Career Pathways Exit** page, enter the required fields (*):

- Exit Date:** the date the participant is exiting from the program. This date may not be after the grant program/funding stream has ended.
- Activities Completion Result:** select whether the specified activity was *Successful* or *Unsuccessful*.
- Labor Force Status:** the participant's employment status at the time of exit. Options include:
 - Employed Full-Time
 - Employed Part-Time
 - Not in Labor Force
 - Temporary Employment
 - Unemployed

*Exit Date

*Labor Force Status None Selected ▼

Hide Activities

Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected ▼
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected ▼

5. If known, enter the optional fields:
- Actual Cost*: the amount paid for the specified activity.

*Exit Date

*Labor Force Status None Selected ▼

Hide Activities

Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected ▼
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected ▼

6. Select the **Remove from Caseload** option to remove the participant from your dashboard.

Remove from caseload

7. Select **Save Final Exit** to complete the closure of the program, or **Save Exit as Pending** to save the exit information without closing the program, or **Cancel** to delete the entry.

Remove from caseload

Pending Credential

- A **Confirmation** window will appear if a pending credential exits on the program sequence to remind you to enter whether or not the participant received a credential during program participation. Select *Yes* or *No*.

Confirmation

A pending credential exists for one or more training activities on this record. To enter a credential or indicate that the person did not receive a credential, go to the Credential page after exiting. Do you want to continue?

Yes

No

- At the **Exit Summary** page, select **Cases > Credential** to enter the results of the pending credential.

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**
- Reporting Collection
- Youth Performance
- Participation Hours

Exit

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled - User-Generated

Hide Adult Career Pathways Seq 1 - Exited

Exit Date 08/04/2018 Exit Reason Cannot Locate

Funding Stream	Start Date	End Date
AIOIC/NWICDC Split Test SFY18	05/01/2018	08/04/2018

View Exit Edit Exit

- In the **Credential Type** of *Credential Pending*, select **Edit**.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit delete

Add Credential

- Follow the [Credential](#) instructions to complete the **Credential Summary** page.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Edit Credential

Program Sequence

ACP Seq 1

*Credential Type

Credential Pending ▾

Estimated Attainment Date

05/17/2018 

Actual Attainment Date



*Associated Activity

None Selected ▾

Comments

Spell Check

Save

Cancel

Refused to Continue

1. Use the exit reason of **Refused to Continue** if the participant is no longer interested in services offered and did not complete program objectives.
Example: The participant was enrolled in training, then decided it would not work for them.
2. From **Cases > Exit > Exit Program Sequence** within the **Adult Career Pathways Enrolled** sequence.

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources He

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment
Activity
TAA
Plan
Credential
Reporting Collection
Youth Performance

Exit

Follow-Up
Case Assignment
Service Model

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013262

Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Career Counseling	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Indv Plan Dvpmt	ACP P2P Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Assessment	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Cred Trng	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	
ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	

Exit Program Sequence

3. Select **Refused to Continue** from the dropdown options, then **Next**.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

***Primary Exit Reason**

4. On the **Adult Career Pathways Exit** page, enter the required fields (*):
- Exit Date:** the date the participant is exiting from the program. This date may not be after the grant program/funding stream has ended.
 - Activities Completion Result:** select whether the specified activity was *Successful* or *Unsuccessful*.
 - Labor Force Status:** the participant's employment status at the time of exit. Options include:
 - Employed Full-Time
 - Employed Part-Time
 - Not in Labor Force
 - Temporary Employment
 - Unemployed

*Exit Date

*Labor Force Status None Selected ▼

Hide Activities

Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected ▼
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected ▼

5. If known, enter the optional fields:
- Actual Cost*: the amount paid for the specified activity.

*Exit Date

*Labor Force Status None Selected ▼

Hide Activities

Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected ▼
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected ▼

6. Select the **Remove from Caseload** option to remove the participant from your dashboard.

Remove from caseload

7. Select **Save Final Exit** to complete the closure of the program, or **Save Exit as Pending** to save the exit information without closing the program, or **Cancel** to delete the entry.

Remove from caseload

Pending Credential

- A **Confirmation** window will appear if a pending credential exits on the program sequence to remind you to enter whether or not the participant received a credential during program participation. Select *Yes* or *No*.

Confirmation

A pending credential exists for one or more training activities on this record. To enter a credential or indicate that the person did not receive a credential, go to the Credential page after exiting. Do you want to continue?

Yes

No

- At the **Exit Summary** page, select **Cases > Credential** to enter the results of the pending credential.

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**
- Reporting Collection
- Youth Performance
- Participation Hours

Exit

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled - User-Generated

Hide Adult Career Pathways Seq 1 - Exited

Exit Date 08/04/2018 Exit Reason Cannot Locate

Funding Stream	Start Date	End Date
AIOIC/NWICDC Split Test SFY18	05/01/2018	08/04/2018

View Exit Edit Exit

- In the **Credential Type** of *Credential Pending*, select **Edit**.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit delete

Add Credential

- Follow the [Credential](#) instructions to complete the **Credential Summary** page.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Edit Credential

Program Sequence

ACP Seq 1

*Credential Type

Credential Pending

Estimated Attainment Date

05/17/2018

Actual Attainment Date

*Associated Activity

None Selected

Comments

Spell Check

Save

Cancel

Remained in School

1. Use the exit reason of **Remained in School** if the participant is enrolled in an education program and no longer requires employment services.
2. From **Cases > Exit > Exit Program Sequence** within the **Adult Career Pathways Enrolled** sequence.

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General

At-A-Glance

Contact

Tickler

Demographics

Work Preferences

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

TAA

Plan

Credential

Reporting Collection

Youth Performance

Exit

Follow-Up

Case Assignment

Service Model

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013262

Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Career Counseling	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Indv Plan Dvpmt	ACP P2P Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Assessment	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Cred Trng	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	
ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	

[Exit Program Sequence](#)

3. Select **Remained in School** from the dropdown options, then **Next**.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

*Primary Exit Reason **Remained in School** ▼

Next

Cancel

4. On the **Adult Career Pathways Exit** page, enter the required fields (*):
 - a. *Exit Date*: the date the participant is exiting from the program. This date may not be after the grant program/funding stream has ended.
 - b. **Activities Completion Result**: select whether the specified activity was *Successful* or *Unsuccessful*.
 - c. *Labor Force Status*: the participant's employment status at the time of exit. Options include:
 - i. *Employed Full-Time*
 - ii. *Employed Part-Time*
 - iii. *Not in Labor Force*
 - iv. *Temporary Employment*
 - v. *Unemployed*

*Exit Date

*Labor Force Status

None Selected ▼

Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected ▼
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected ▼

5. If known, enter the optional fields:
 - a. *Actual Cost*: the amount paid for the specified activity.

*Exit Date

*Labor Force Status None Selected ▼

▼ Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected ▼
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected ▼

6. Select the **Remove from Caseload** option to remove the participant from your dashboard.

Remove from caseload

7. Select **Save Final Exit** to complete the closure of the program, or **Save Exit as Pending** to save the exit information without closing the program, or **Cancel** to delete the entry.

Remove from caseload

Pending Credential

1. A **Confirmation** window will appear if a pending credential exits on the program sequence to remind you to enter whether or not the participant received a credential during program participation. Select *Yes* or *No*.

Confirmation

A pending credential exists for one or more training activities on this record. To enter a credential or indicate that the person did not receive a credential, go to the Credential page after exiting. Do you want to continue?

2. At the **Exit Summary** page, select **Cases > Credential** to enter the results of the pending credential.

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**
- Reporting Collection
- Youth Performance
- Participation Hours

Exit

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled - User-Generated

Hide Adult Career Pathways Seq 1 - Exited

Exit Date 08/04/2018 Exit Reason Cannot Locate

Funding Stream	Start Date	End Date
AIOIC/NWICDC Split Test SFY18	05/01/2018	08/04/2018

View Exit Edit Exit

3. In the **Credential Type** of *Credential Pending*, select **Edit**.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Add Credential

4. Follow the [Credential](#) instructions to complete the **Credential Summary** page.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Edit Credential

Program Sequence

ACP Seq 1

*Credential Type

Credential Pending

Estimated Attainment Date

05/17/2018

Actual Attainment Date

*Associated Activity

None Selected

Comments

Spell Check

Save

Cancel

Reservist Called to Active Duty

1. Use the exit reason of **Reservist Called to Active Duty** if the participant is a member of the National Guard or other reserve military unit, and they have been called to active duty for at least 90 days.
2. From **Cases > Exit > Exit Program Sequence** within the **Adult Career Pathways Enrolled** sequence.

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources

General
 At-A-Glance
 Contact
 Tickler
 Demographics
 Work Preferences
 MN Works Resume

Case Note
 Add Case Note
 Case Note Quick
 Case Note Search

Cases
 Program/New App
 Eligibility/Enrollment
 Activity
 TAA
 Plan
 Credential
 Reporting Collection
 Youth Performance

Exit
 Follow-Up
 Case Assignment
 Service Model

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013262

▼ Hide Adult Career Pathways Seq 3 - Enrolled

Activity(ies) to Be Closed	Funding Stream	Start Date	Staff: Agency	Staff Role
Career Counseling	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Indv Plan Dvpmt	ACP P2P Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Assessment	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Cred Trng	ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff
Orientation	ACP P2P Model 1 Merrick SFY18-19	06/07/2018	Becca L Johnson Merrick Comm Srvs	Primary Staff

Funding Stream	Start Date	End Date
ACP P2P Model 1 Merrick SFY18-19	06/07/2018	
ACP MJSP Model 1 Merrick SFY18-19	07/29/2018	

Exit Program Sequence

3. Select **Reservist Called to Active Duty** from the dropdown options, then **Next**.

Adult Career Pathways Exit

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1
Agency: Location Hennepin County: WERC WSA 09
Enrollment Date 04/26/2018
Entered by Becca L Johnson

*Primary Exit Reason **Reservist Called to Active Duty**

Next Cancel

4. On the **Adult Career Pathways Exit** page, enter the required fields (*):
 - a. *Exit Date*: the date the participant is exiting from the program. This date may not be after the grant program/funding stream has ended.
 - b. **Activities Completion Result**: select whether the specified activity was *Successful* or *Unsuccessful*.
 - c. *Labor Force Status*: the participant's employment status at the time of exit. Options include:
 - i. *Employed Full-Time*
 - ii. *Employed Part-Time*
 - iii. *Temporary Employment*

*Exit Date
*Labor Force Status None Selected

Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected

5. If known, enter the optional fields:
 - a. *Actual Cost*: the amount paid for the specified activity.

*Exit Date
*Labor Force Status None Selected

Hide Activities			
Activity: Subtype	Start Date	Actual Cost	*Completion Result
Class Trng - Occ Skill	05/17/2018	\$ <input type="text"/>	None Selected
Career Counseling	05/01/2018	\$ <input type="text"/>	None Selected

6. Select the **Remove from Caseload** option to remove the participant from your dashboard.

Remove from caseload

Save Final Exit

Save Exit as Pending

Cancel

7. Select **Save Final Exit** to complete the closure of the program, or **Save Exit as Pending** to save the exit information without closing the program, or **Cancel** to delete the entry.

Remove from caseload

Save Final Exit

Save Exit as Pending

Cancel

Pending Credential

1. A **Confirmation** window will appear if a pending credential exists on the program sequence to remind you to enter whether or not the participant received a credential during program participation. Select *Yes* or *No*.

Confirmation

A pending credential exists for one or more training activities on this record. To enter a credential or indicate that the person did not receive a credential, go to the Credential page after exiting. Do you want to continue?

2. At the **Exit Summary** page, select **Cases > Credential** to enter the results of the pending credential.

General

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Case Note

- Add Case Note
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- Case Note Search

Cases

- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan
- Credential**
- Reporting Collection
- Youth Performance
- Participation Hours

Exit

Exit Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

▼ Show SNAP ET Seq 1 - Enrolled - User-Generated

▼ Hide Adult Career Pathways Seq 1 - Exited

Exit Date 08/04/2018 Exit Reason Cannot Locate

Funding Stream	Start Date	End Date
AIOIC/NWICDC Split Test SFY18	05/01/2018	08/04/2018

- In the **Credential Type** of *Credential Pending*, select **Edit**.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Add Credential

- Follow the [Credential](#) instructions to complete the **Credential Summary** page.

Credential Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show 25 100 200 500
Displaying 1 to 1 of 1

Credential Type ▾	Program Sequence	Associated Activity	Actual Attainment Date	Action
Credential Pending	ACP Seq 1	Class Trng - Occ Skill		Edit Delete

Edit Credential

Program Sequence

ACP Seq 1

*Credential Type

Credential Pending ▾

Estimated Attainment Date

05/17/2018 

Actual Attainment Date



*Associated Activity

None Selected ▾

Comments

Spell Check

Save

Cancel

Exit Reason Definitions

The table below defines the options for closing the participant's program record. The Exit Reasons marked with an asterisk (*) indicate the participant is not in the labor force for reasons outside of their control; therefore, these exits will not be included in the denominator of training completed, credential attainment, or employment metrics on the Uniform Report Card.

Exit Reason	Definition
Cannot Locate	The participant has not responded to requests for contact for 90 days (or less, depending on local policy).

Exit Reason	Definition
	<i>Example: the service provider has attempted to contact every 30 days and has not been successful, so after 90 days, exits the participant from the program.</i>
Death*	The participant is deceased.
Completed Program Objective	<p>The participant completed training, pre-employment skills, or other work plan objectives, though has not entered employment prior to exit.</p> <p><i>Example: The goal of the program/work plan was to provide financial literacy training, then refer the participant to another grant program for additional employment/training services.</i></p>
Does Not Require Workforce Development Services	<p>The participant was enrolled in the program and is exiting prior to completing any program objectives.</p> <p><i>Example: entered AmeriCorps, won the lottery.</i></p>
Entered Armed Forces	The participant has enlisted into the U.S. Military.
Entered Unsubsidized Employment	The participant has entered employment and is no longer in need of program support. This employment is solely funded by the employer without any wage subsidies.
Family Care Problems*	<p>The participant is unable to continue due to a family need which is not related to their own personal/medical problems.</p> <p><i>Example: child/dependent care problems, illness of a family member.</i></p>
Institutionalized*	The participant is no longer able to participate in programming due to incarceration in a correctional facility or becoming a resident of an institution which is providing 24 hour support such as a hospital or treatment center.
Moved from Area	The participant is unable to continue due to moving from the service area.
Other Termination	Participants whose exit reason does not match with any of the other options listed.
Personal/Medical Problem*	<p>The participant has their own personal or medical issue preventing them from continuing in the program for more than 90 days.</p> <p><i>Example: pregnancy, chemical dependency.</i></p>
Program/Type Transfer	<p>After the grant/funding stream has ended, the participant will continue receiving services through another funding stream/program within the same organization.</p> <p><i>Example: They exit from an Adult Career Pathways (ACP) program and will be re-enrolled into a Dislocated Worker (DW) program.</i></p>
Refused to Continue	<p>The participant is no longer interested in services offered and did not complete program objectives.</p> <p><i>Example: The participant was enrolled in training, then decided it would not work for them.</i></p>

Exit Reason	Definition
Remained in School	The participant is enrolled in an education program and no longer requires employment services.
Reservist Called to Active Duty*	As a member of the National Guard or other reserve military unit, the participant has been called to active duty for at least 90 days.

Co-enrollment

Leveraging resources from other sources is encouraged; however, all co-enrollment within Adult Career Pathways (ACP) programs must be captured in WorkforceOne (WF1).

Co-enrollment occurs when a participant is receiving program support from multiple funding streams.

For example, one grant provides support services while the other grant provides funding for tuition.

At the present time, co-enrollment may only occur within the ACP program when the [same provider](#) is administering both programs.

For example, Agency A has two grants: Southeast Asian Economic Relief (SE Asian) and Pathways to Prosperity (P2P). The SE Asian grant will pay for support services such as bus cards, while the P2P grant will pay for tuition. Since Agency A is administering both grants, co-enrollment may occur.

DEED staff are in the process of updating functionality in WF1 to allow co-enrollment between providers administering grants within the ACP program. Until this functionality is implemented, [co-enrollment across providers](#) entering data into the ACP program in WF1 may not occur.

For example, Agency A has a Southeast Asian Economic Relief grant (SE Asian) and Agency B has a Pathways to Prosperity (P2P) grant. Since both programs (SE Asian & P2P) enter data into the ACP program and the programs are administered by two different agencies, co-enrollment may not occur.

Co-enrollment with Same Provider

At the present time, only one [Enrollment](#) sequence for the Adult Career Pathways (ACP) program may be open at a given time. When an organization has more than one funding stream (for example, P2P, MJSP, SE Asian, or WESA) and the participant will be enrolled in more than one funding stream within the same organization, co-enrollment will be recorded via activities.

For example, Agency A has two grants: Southeast Asian Economic Relief (SE Asian) and Pathways to Prosperity (P2P). The SE Asian grant will pay for support services such as bus cards, while the P2P grant will pay for tuition. Since Agency A is administering both grants, co-enrollment may occur.

1. From the **Person At-A-Glance** page, note that the Adult Career Pathways (ACP) **Program** is in *Enrolled Status*.

General

At-A-Glance

Contact

Tickler

Demographics

Work Preferences

MN Works Resume

Case Note

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Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

TAA

Plan

Credential

Reporting Collection

Youth Performance

Participation Hours

Exit

Person At-A-Glance

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Name and Mailing Address

Becca Johnson
 General Delivery
 Blaine MN 55449

The geo-coding search was unable to verify this address. The address is not valid for Work Preferences or Talent Pool Search.

No Phone Data Available

Birth Date 07/13/1989

Primary E-mail

Secondary E-mail

Record ID 202013257

Last 4 SSN 3213

MAXIS Case 22335

MAXIS PMI 56489654

Program	Status	Application Date	Enroll Date	Exit Date	Closed from App Date	Last Follow-up Date	COFFR
SNAP FT Seq 1	Enrolled	05/01/2018	05/04/2018				Henn/Carver (9)
ACP Seq 1	Enrolled	04/26/2018	04/26/2018				Henn/Carver (9)

2. Within the **Adult Career Pathways – Enrolled** sequence, select **Cases > Activity**, then **Add ACP Activity**.

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources Help

General

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume

Case Note

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

Cases

- Program/New App
- Eligibility/Enrollment
- Activity**
- TAA
- Plan
- Credential
- Reporting Collection
- Youth Performance
- Participation Hours
- Exit
- Follow-Up

Activity Summary

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled - User-Generated

Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity: Subtype: Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling	ACP P2P Model 1 SFY18-19	06/30/2018 Open	Becca L Johnson Hennepin Cty	Edit Delete Copy
Indv Plan Dvprmt	ACP P2P Model 3 SFY18-19	06/30/2018 Open	Becca L Johnson Hennepin Cty	Edit Delete Copy
Orientation	ACP P2P Model 2 SFY18-19	06/30/2018 Open	Becca L Johnson Hennepin Cty	Edit Delete Copy
Assessment	ACP P2P Model 1 SFY18-19	06/30/2018 Open	Becca L Johnson Hennepin Cty	Edit Delete Copy

Add ACP Activity

- Select an **Activity Type** from the dropdown options. Note the [MJSP Funding Restrictions](#) to activities. **Next.**

Adult Career Pathways Activity

Becca Johnson Record ID 202013257
 Birth Date 07/13/1989 MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼

*Activity Type None Selected ▼

Next Cancel

- On the **Adult Career Pathways Activity** page, select the appropriate **Funding Stream** from the dropdown options, and complete any other required fields as specified in [Entering Activities](#).

Co-enrollment Across Providers

At the present time, only one [Enrollment](#) sequence for the Adult Career Pathways (ACP) program may be open at a given time. When one organization has enrolled a participant into an ACP program in WF1, another organization may not co-enroll the same participant in a different grant/funding stream.

For example, Agency A has a Southeast Asian Economic Relief grant (SE Asian) and Agency B has a Pathways to Prosperity (P2P) grant. Since both programs (SE Asian & P2P) enter data into the ACP program and the programs are administered by two different agencies, co-enrollment may not occur.

1. From the **Person At-A-Glance** page, note that in this example, the Adult Career Pathways (ACP) **Program** is in **Enrolled Status** with **Hennepin/Carver (9)**.

General

At-A-Glance

Contact

Tickler

Demographics

Work Preferences

MN Works Resume

Case Note

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TAA

Plan

Credential

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Youth Performance

Participation Hours

Exit

Person At-A-Glance

Becca Johnson Record ID 202013257
Birth Date 07/13/1989 MAXIS Case 22335

Name and Mailing Address
 Becca Johnson
 General Delivery
 Blaine MN 55449

The geo-coding search was unable to verify this address. The address is not valid for Work Preferences or Talent Pool Search.

No Phone Data Available

Birth Date 07/13/1989

Primary E-mail

Secondary E-mail

Record ID 202013257 **Last 4 SSN** 3213
MAXIS Case 22335 **MAXIS PMI** 56489654

Program	Status	Application Date	Enroll Date	Exit Date	Closed from App Date	Last Follow-up Date	COFFR
SNAP ET Seq 1	Enrolled	05/01/2018	05/04/2018				Henn/Carver (9)
ACP Seq 1	Enrolled	4/26/2018	04/26/2018				Henn/Carver (9)

2. Organizations outside of the Hennepin/Carver (9) COFFR (Contract or Federal Funding Recipient) may not co-enroll into another program which enters data into the ACP program in WF1. If a user attempts to add a new [ACP Program/New App](#), the ACP Program will not be an available dropdown option.
 - a. If a Hennepin/Carver (9) organization is enrolling into another ACP program, see [Co-enrollment with Same Provider](#).

Appendix A: Pathways to Prosperity (P2P) Additional Information

Minnesota Job Skills Partnership (MJSP) Funding Stream

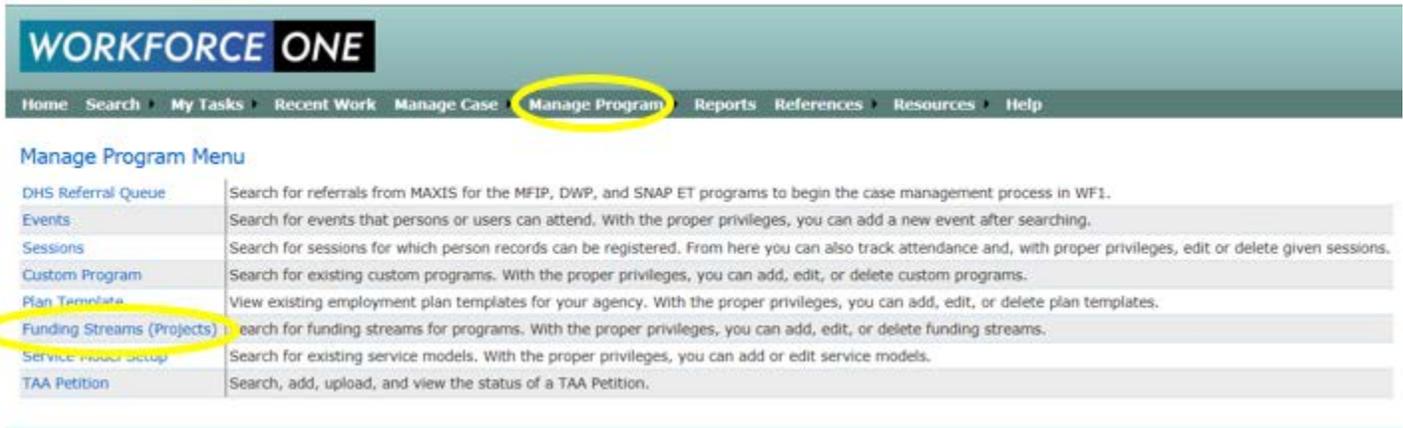
Select Pathways to Prosperity (P2P) grants receive a portion of their funding from the Minnesota Job Skills Partnership (MJSP), which is set up as a separate funding stream within the Adult Career Pathways (ACP) program in WorkforceOne (WF1). MJSP may only fund a participant's training if they are at or below 200% of the Federal Poverty Guideline (FPG). Only training activities may be funded by MJSP; please see [MJSP Funding Restrictions](#).

All participants enrolled into the MJSP funding stream in WF1 must have an MJSP Applicant Statement of Income form completed and follow the MJSP Income Eligibility Guidelines. The form and guidelines are available on DEED's [P2P website](#).

Review Available Funding Streams

Funding streams are identified by P2P Model Number, whether it is MJSP or P2P funding, and a Grant Contract Number. Follow the instructions below to identify which program is associated to which funding stream.

1. Select **Manage Program > Funding Streams (Projects)**.



2. In *Funding Stream Category*, select **Adult Career Pathways**.
3. Select your organization's name in *Agency Associated*. **Run Search**.

Funding Stream Search

▼ Hide Search Criteria

Funding Stream	<input type="text"/>
Funding Stream Category	Adult Career Pathways ▼
Grant Number	<input type="text"/>
Grantee COFFR	All Values ▼
Agency Associated	All Values ▼
Status	Active ▼
Run Search	

4. In the example below, the organization has 6 different MJSP/P2P **Funding Streams**, all tied to specific **Grant Numbers**.
 - a. Grant Number 8EXAMPLE7800 has two funding streams: one for MJSP and one for P2P.
 - b. Grant number 8EXAMPLE7801 has two funding streams: one for MJSP and one for P2P.
 - c. Grant number 8EXAMPLE7803 has two funding streams: one for MJSP and one for P2P.

Selecting the Appropriate Funding Stream at Initial Enrollment when [Opening the Initial Activity](#)

1. The *Activity Type* options at initial enrollment include **Assessment, Career Counseling, Individual Plan Development, and Orientation**. Since none of these activities are training activities as identified in [MJSP Funding Restrictions](#), the *Funding Stream* option chosen must be P2P and cannot be MJSP.

Open Initial Activity

*Activity Type

*Funding Stream

Case Note

Spell Check

Enroll Enroll and Add Another Activity Save without Enrolling Cancel

2. Chose the appropriate *Funding Stream* as per your organization's internal budgeting procedure. All P2P funding streams being with "**ACP P2P...**" and all MJSP funding streams begin with "**ACP MJSP...**"
3. **Enroll.**

Open Initial Activity

*Activity Type

*Funding Stream

Case Note

Spell Check

Enroll Enroll and Add Another Activity Save without Enrolling Cancel

Selecting the Appropriate Funding Stream when [Entering Activities](#)

The **Adult Career Pathways Activity** page requires the association of a *Funding Stream* in the **Open Activity** section.

If the activity will be funded by P2P (Non-MJSP funds), select the funding stream which begins with **ACP P2P**. If the activity is for training and will be funded by MJSP, select the funding stream which begins with **ACP MJSP**.

Hide Open Activity

*Start Date

Estimated End Date

*Funding Stream

Activity Subtype

Estimated Cost \$

Estimated Hours

User Defined Text 1

User Defined Text 2

User Defined Date

Educational Functioning Level (EFL)/Measurable Skills Gain (MSG)

The Pathways to Prosperity (P2P) program measures Educational Functioning Level (EFL)/Measurable Skills Gains (MSG). DEED staff are in the process of adding the [Reporting Collection](#) functionality to the Adult Career Pathways (ACP) program in WF1. This function should be live by October 1, 2018. Please report EFL/MSGs on or after this date.

Reporting Collection

Note: this functionality is not yet available in the ACP program in WF1.

- From **Person-At-A-Glance**, select **Cases > Reporting Collection**.

Person At-A-Glance

Becca Johnson Record ID 202013262
 Birth Date 07/13/1989

Name and Mailing Address
 Becca Johnson
 DEED Headquarters
 St. Paul MN 55101

The geo-coding search was unable to verify this address. The address is not valid for Work Preferences or Talent Pool Search.

No Phone Data Available

Birth Date 07/13/1989
Primary E-mail
Secondary E-mail
Record ID 202013262 **Last 4 SSN** 3667

Program	Status	Application Date	Enroll Date	Exit Date	Closed from App Date	Last Follow-up Date	COFFR
Adult Seq 1	Enrolled	08/01/2018	08/01/2018				Henn/Carver (9)

- Select **Edit** from the **Action** column within the Adult Career Pathways (ACP) Enrolled Sequence.

Reporting Collection Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013262

Program	Case Status	Enrollment Date ^	Exit Date	Action
ACP Seq 1	Enrolled	08/01/2018		Edit

3. Select **Add New Measurable Skill**.

Measurable Skills

No measurable skills found.

Add New Measurable Skill

4. Enter the required (*) fields on the **Measurable Skill Add/Edit** window.
 - a. *Measurable Skill Type*: select **Educational Functioning Level**.
 - b. *Attainment Date*: enter the date the gain was accomplished as determined by pre- and post-tests.
5. **Save Skill**.

Measurable Skill Add/Edit

*Measurable Skill Type Educational Functioning Level

*Attainment Date

Save Skill Cancel

6. **Save** the **Reporting Collection** page.

Reporting Collection

Becca Johnson
Birth Date 07/13/1989

Record ID 202013262

Program Seq [ACP Seq 1](#)
Agency: Location Hennepin County: 300 South Sixth St.
Staff Assigned Becca L Johnson

Federal Reporting Data

Enter the most recent date the person received the service.

Federal Training Referred Date
Federal Job Referred Date
Federal Contractor Job Referred Date
Unemployment Insurance (UI) Claim Assistance Received Date
Other Federal/State Assistance Referred Date
Veterans Service None Selected
Department of Veterans Affairs (VA) Service None Selected

Save Cancel

Measurable Skills

Measurable Skill Type	Attainment Date	Program Year	Date Entered	Action
Educational Functioning Level	08/03/2018	2018	08/04/2018	Edit Delete

Add New Measurable Skill

