EMPLOYMENT AND ECONOMIC DEVELOPMENT

WORKFORCE ONE (WF1)

Dislocated Worker and WIOA Adult

Funding Stream and Performance Guidance

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What's the difference between Program Year Performance Year, and Grant Allocation Year?

PROGRAM YEAR

- Only lasts for one year
- Not grant specific
- Easy way to reference a time period

PERFORMANCE YEAR

- Measures participant success rates in 5 indicators
- Not grant specific
- Only lasts for one year but includes exited participants from the past

FORMULA GRANT YEAR

- One allocation grant is awarded every year per funding source
- Every awarded grant remains active for 2 years

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What's the Difference between PY and FY?

NOTHING BUT A TITLE FOR PERFORMANCE

Program Year (PY): Titled with the year it began

Fiscal Year (FY): Titled with the year it ends

THIS MEANS FOR PERFORMANCE

July 1, 2022 – June 30, 2023

IS Program Year 2022 AND Fiscal Year 2023

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What's the Difference between PY and FY?

NOTHING BUT A TITLE FOR FORMULA GRANTS

Program Year (PY): Titled with the year it was awarded

Fiscal Year (FY): Titled with the second-year funds continue to be available

THIS MEANS

July 1, 2022 – June 30, 2024

IS Program Year 2022 AND Fiscal Year 2023

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Each Program Year Formula Allocation

HAS A

TWO YEAR

GRANT PERIOD

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Available allocations to use 07/01/2021 -06/30/2022

WIOA Adult Formula Allocations

WIOA Adult Program Year 2020 allocation and the WIOA Adult Program Year 2021 allocation

Dislocated Worker Formula Allocations

WIOA DW Program Year 2020 allocation and the WIOA DW Program Year 2021 allocation

State DW Program Year 2020 allocation and the State DW Program Year 2021 allocation

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Available allocations to use 07/01/2022 -06/30/2023

<u>WIOA Adult Formula Allocations</u>
WIOA Adult Program Year 2021 allocation and the WIOA Adult Program Year 2022 allocation

<u>Dislocated Worker Formula Allocations</u>
WIOA DW Program Year 2021 allocation and the WIOA DW Program Year 2022 allocation

State DW Program Year 2021 allocation and the State DW Program Year 2022 allocation

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Number ONE

Most Common Reason to Update Funding Stream Information In Workforce One

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Most Common Reason #1

A Program Year Allocation reaches its expiration date

- o This means the money your location received at the beginning of a program year two years ago is no longer available. It has reached its expiration date.

- o Since the grant is no longer active (it has closed), you will need to close all activities showing that funding stream as its funding source with the last date that funding stream was available (June 30 or earlier)

- o If those participants will continue receiving any of those services, you will need to open new activities showing the funding source taking over payments for those continued services with the first date the funding stream began supporting the service (July 1 or later)

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Finding Your Data

The Activity Detail Report will provide you all the activities needing updates due to the expiring grant

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How to find cases using Old Funding Streams

1. Click "Reports"
2. Find the "Activity Detail" Report

How to Find Cases using Old Funding Streams

1. Select "COFFR level" for the Scope and
2. Select "Funding Stream level" for the Funding
3. Click NEXT

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How to Find Cases using PY20 Funding Streams

Agency	Northeast MN Office of Job Training ⌄
	Select/Deselect
COFFR	NE MN Office of Job Training - LWDA 03 ⌄
	Select/Deselect
Location	All Values ⌄
	Select/Deselect
Staff	All Values ⌄
	Select/Deselect
*Funding Stream	None Selected ⌄
	Select/Deselect

To select more than one click on "Select/Deselect"

1. Select the Agency/COFFR/Location/Staff criteria you want the report on

2. Click on "Select/Deselect" below the Funding Stream option box so you can select multiple funding streams (grants) for your report

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Again, how many PY20 Funding Streams do you have?

Local Area Workforce Development Areas (LWDAs):

- PY20 WIOA Adult
- PY20 WIOA Dislocated Worker
- PY20 State Dislocated Worker

Small Layoff Independent Grantees (SLIGs):

- PY20 State Dislocated Worker

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Find Cases currently accessing PY20 grants

After you have selected the old funding streams, use the date you are running this report as the Served Start Date, select "Open" Activity Status, "No" to TAA Inclusion, then click "Run Report"

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Getting the report into your computer

To export the report and save the data to your computer

1. Click on the floppy disk icon

2. Select the format you want saved

(CSV recommended)

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Using the report to alert your staff

When you export to your computer you will see it is a spreadsheet

1. Save the report to your computer
2. Click on the triangle between "1" and "A" in the far-left corner of your spreadsheet.
   a) This will highlight your entire spreadsheet
3. Click on "Data" within the top menu bar
   a) Select "Remove Duplicates" within the top menu
   b) Make sure the only box checked is the box for "Record_ID"
   c) Click "OK"
4. You now have the unique case IDs needing staff attention

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Required WF1 Data Entry

For the PY20 Grant Closeouts

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Staff need to find the services supported by the PY20 grants within each WF1 Case Record

PY20 funding ends = 06/30/2022

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Data Entry for Services CONTINUING under a New Funding Source

Activity: Subtype: Work Exp Type	Funding Stream	Start Date/ End Date	Staff: Agency	Action
Work Read Srvc	Anoka WDA-12 1128000 WIOA DW Form PY21	01/15/2022 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Staff Assist JS In	Anoka WDA-12 0128500 State DW Form PY20	01/15/2022 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Indv Plan Dvpmt	Anoka WDA-12 0128000 WIOA DW Form PY20	01/15/2022 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Career Counseling	Anoka WDA-12 0128000 WIOA DW Form PY20	01/15/2022 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Staff Assist Assess	Anoka WDA-12 0128000 WIOA DW Form PY20	01/15/2022 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy

Hide Dislocated Worker Seq 1 - Enrolled

Enrollment Date: 01/15/2022   **Exit Date:**

Click "Copy"

Click "Copy"

Click "Copy"

If the participant **WILL** continue receiving this service,

Click "COPY" in the "Action" column of the activity line currently supported by

PY20 funds.

(Each activity needs to be copied individually)

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Data Entry for Services CONTINUING under a New Funding Source (Continued)

Activity Type	Staff Assisted Job Search in Area

▼ Hide Open Activity

Step 1 → *Start Date: 07/01/2022

Estimated End Date: [ ]

Step 2 → *Funding Stream: Anoka WDA-12 1128500 State DW Form PY21 ▼

Activity Subtype: [ ]

Delivery Method: None Selected ▼

Estimated Cost: $ [ ]

Estimated Hours: [ ]

User Defined Text 1: [ ]

User Defined Text 2: [ ]

User Defined Date: [ ]

Step 3 → [Save] [Save and Open New Activity] [Cancel]

When copying an activity

1. Enter the date the new funding source will begin supporting the service (07/01/2022)

2. Select the new funding source supporting the service

(The PY21 or PY22 grant)

Read through the copied information as you scroll to the bottom of the Screen.

Make updates as needed.

3. Click "Save"

Repeat this process for each continuing activity/service currently supported by an expired/expiring grant

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The end result after performing this required data entry

Activity: Subtype: Work Exp Type	Funding Stream	Start Date/ End Date	Staff: Agency	Action
Career Counseling	Anoka WDA-12 1128000 WIOA DW Form PY21	07/01/2022 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Indv Plan Dvpmt	Anoka WDA-12 1128000 WIOA DW Form PY21	07/01/2022 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Staff Assist JS In	Anoka WDA-12 1128500 State DW Form PY21	07/01/2022 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Work Read Srvc	Anoka WDA-12 1128000 WIOA DW Form PY21	01/15/2022 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Staff Assist JS In	Anoka WDA-12 0128500 State DW Form PY20	01/15/2022 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Indv Plan Dvpmt	Anoka WDA-12 0128000 WIOA DW Form PY20	01/15/2022 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Career Counseling	Anoka WDA-12 0128000 WIOA DW Form PY20	01/15/2022 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Staff Assist Assess	Anoka WDA-12 0128000 WIOA DW Form PY20	01/15/2022 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy

Enrollment Date: 01/15/2022   Exit Date:

NEW
NEW
NEW
No Updated Needed
Service not Continuing
Expired Grant
Expired Grant
Expired Grant

NEW or NO UPDATE NEEDED (in blue)

All continuing services previously supported by an expiring/expired grant are copied into new activities with the grant that will financially support that service moving forward

PY20 ACTIVITIES STILL OPEN

(in pink)

SEE NEXT SLIDE

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How to handle the old activities and the activities no longer continuing

Amy Carlson will mass close all open activities

- Nothing further needs to be done at this time

- Between the dates of August 1 – August 15 all activities with PY20 funding streams supporting them will be mass closed

  - Activity Completion Statuses will be "Successful"

  - Activity End Dates will be 06/30/2022

Program providers can choose to close these activities in WF1 themselves if they choose to do so.

What if the required data entry was not completed?
See Next slide

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What if Required Data Entry was not completed?

If the required data entry was not completed, Amy Carlson will not be able to mass close PY20 open activities for all cases not completed

1. If there are only activities on a case with expired funding streams at the time of the mass closure, those cases will not be closed out of the PY20 grant

2. Amy will provide a list of all cases needing corrections made to local area management teams

   a) This alert will provide instructions on how to correct each case that was not included in the mass closure

   b) Copying old activities as well as closing old activities will need to be perform by the program provider

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Most Common Reason #2

A Program Year Allocation is spent out before its expiration date

- o This means the money your location received at the beginning of a program year was fully spent out (expended) before the two-year timeframe

- o Since there is no money left in that funding stream, you will need to close all activities showing that funding stream as its funding source

- o If those participants will continue receiving any of those services, you will need to open new activities showing the funding source taking over payments for those continued services

(See next slide for more information)

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Requesting Amy's Assistance for Most Common Reason #2

After the program provider's management team has inspected each case to ensure all continuing activities have been copied into a new activity and an active grant was selected within it

1. Email amy.carlson@state.mn.us requesting a mass grant closeout

2. Provide the grant name being closed

3. Provide the date the grant was no longer available/spent out

4. Allow a 2-week notice to complete the requested mass closeout

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Other Important

Information to know/Exceptions related to the grant closeouts in WF1

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Pending Exit Type Activities During a grant closeout

"Employed, Pending Exit" and "Pending Exit, Other" When these activities are used, it means

1. The participant is no longer receiving any services (no other activities should be open the case)

2. The case manager is simply waiting the 90-day period before the case will be exited retroactively to the last date of service

3. The end date of this activity and the exit date will be during the grant period timeframe

4. **DO NOT COPY THESE ACTIVITIES** (If the participant returns for additional services, contact Amy Carlson for assistance)

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Training services fully funded by the expiring grant but still attending

Take note of all participants who have Pre-paid Training

1. Confirm the participant's training was fully funded by the expiring grant and no further training expenses will be applied for that training

2. Confirm the participant will still be attending the fully-paid training after the grant expires

3. Follow the required data entry for all other activities on the case (Do not copy the training activity)

   a) Make a list of all participants in this situation because they will automatically be included in the mass closure

   b) After the mass closure takes place, reopen these training activities by editing them and removing the end date

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DISLOCATED WORKER AND ITS CONNECTION WITH TAA SERVICES

TAA activities are **NOT** associated with Dislocated Worker funding. This means TAA does not need to be alerted to DW activities closing due to DW funding nor does TAA need to perform any data entry on their end when this occurs.

TAA Specialists **DO NOT** have the ability to capture credentials in WF1:
If your dislocated worker has a training activity on their case with any funding source you are responsible for capturing the credential within 365 days of the participant's DW program exit date

TAA Specialists **DO NOT** have the ability to capture Measurable Skill Gains:
If your dislocated worker has a training activity on their case with any funding source you are responsible for capturing the MSG

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Other Reminders

Performance Indicators and Cohorts

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What are you "Enrolling" in?

WHEN COMPLETING THE ENROLLMENT SCREEN IN WF1

You are ONLY
Enrolling the participant into a PROGRAM

You are NOT
Enrolling the participant into any specific grant

"Enrolling" into a grant means an activity or support service in WF1 has that grant selected in it

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REMINDER

If a participant will continue receiving a service financially supported by a grant that is no longer available

DO NOT EXIT THEM

The only time a participant EXITS the program is after that participant has not received a service for 90 days

(The exit date is retroactive back to the last date of service)

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REMINDER

If a participant was scheduled to begin training but before any training costs were applied the participant decided not to attend training

DO NOT SIMPLY CLOSE THE TRAINING ACTIVITY, DELETE IT!

- ❖ If there is a training activity on record, reports will look for a captured credential
- ❖ If there is not a credential captured, it will result in a a negative in the Credential Attainment Rate

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Performance Indicators

Performance Measure	Numerator	Denominator is	Activity in WF1 that triggers performance
2nd Quarter Employment	Has at least $1 in Wage Detail in the 2nd quarter after Exiting or has Supplemental Wage Information entered into the Follow-up tab of WF1 for the 2nd quarter after exiting	All Exiters during reporting period except those exited with exclusion	Any WF1 Activities
4th Quarter Employment	Has at least $1 in Wage Detail in the 4th quarter after Exiting or has Supplemental Wage Information entered into the Follow-up tab of WF1 for the 4th quarter after exiting	All Exiters during reporting period except those exited with exclusion	Any WF1 Activities

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Performance Indicators (Continued)

Performance Measure	Calculation	Included	Activity in WF1 that triggers performance
Median Earnings	See Below	Total quarter wages for each participant showing wages in the 2nd quarter after exiting except for those exited with exclusion	Any WF1 Activities

Odd numbered list

Workforce One ID	2nd Quarter Wages
100001863	$20.00
100000250	$500.00
100001875	$600.00
100002341	$1,000.00
100002481	$1,500.00
100002486	$3,300.00
100002509	$4,000.00
100002521	$4,200.00
100002506	$6,000.00
100002485	$8,000.00
100002519	$8,700.00

Even numbered list

Workforce One ID	2nd Quarter Wages
100001863	$20.00
100000250	$500.00
100001875	$600.00
100002341	$1,000.00
100002481	$1,500.00
100002486	$3,300.00
100002509	$4,000.00
100002521	$4,200.00
100002506	$6,000.00
100002485	$8,000.00
100002519	$8,700.00
100002519	$8,700.00

3300 + 4000 = 7300/2

Median is $3,650

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Performance Indicators (Continued)

Performance Measure	Numerator	Denominator	Activity in WF1 that triggers performance
Credential Attainment (Post-Secondary)	Credential was captured in WF1, Attainment date was during enrollment or within 1-year of exit, AND the type of credential attained is recognized	Date of exit is within reporting period AND was enrolled in "Post-Secondary" except those exited with exclusion	Apprenticeship, Classroom Training, Credential Attained without Training, Entrepreneurial Training, and GED training (if the GED student exits to employment), Occupational Skills Training, Prerequisite Training, Remedial Training, TAA Apprenticeship

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Performance Indicators (Continued)

Performance Measure	Numerator	Denominator	Activity in WF1 that triggers performance
Measurable Skills Gain	Documented increase of functioning level, transcript, report card, milestone, or skills progression during reporting period	All participants enrolled in training leading to a recognized postsecondary credential or employment except those exited with exclusion. It encompasses all WIOA training, OJT, Apprenticeship, and Customized Training	Apprenticeship, Classroom Training, Credential Attained without Training, Customized Training, Entrepreneurial Training, GED Training, Incumbent Worker Training, Incumbent Worker Credential Waiver, Occupational Skills Training, OJT, OJT - Public or Private, Prerequisite Training, Remedial Training, TAA Apprentice

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PY19, PY20, PY21, & PY22 Cohorts

See next couple of slides for directions on how to use this chart

Performance Questions?

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