MINNESOTA EMPLOYMENT AND ECONOMIC DEVELOPMENT

Adult Career Pathways State Fiscal Years (SFY) 2024-2025 Targeted Populations Workforce Grant Onboarding Training

DEED Office of Adult Career Pathways

August 2024

Welcome

Welcome to the Onboarding Training!

Staff Introductions

Director of Employment and Training Programs: Ama Akakpo (she/her)

Director of Adult Career Pathways: Ann Meyers (she/her)

Employment and Training Coordinator: Lynn Dahn (she/her)

Adult Career Pathways Grant Leads:

Vanessa Roman (she/her)
Jenilee Drilling (she/her)

Adult Career Pathways Grant Coordinators:

Mee Xiong (she/her)
Claire Nelligan (she/her)
Sarah Lee (she/her)
Beth Bidinger (she/her)
Hony Yang (she/her)

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Agenda

- ✓ Partnership with DEED
- ✓ Resources & Marketing
- ✓ Program Components
- ✓ Program Requirements
- ✓ Workforce One
- ✓ RPRs
- ✓ Wrap Up


Partnership with DEED

Coordinator Duties

Each Grantee is assigned a Grant Coordinator who will be your main point of contact throughout the grant.

- Program Guidance
- Eligibility
- Workforce One
- Modification/Amendments
- Technical Assistance
- Progress of your Program

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Final Contract

Contract email will include:

- Copy of the Executed Contract which includes Terms & Conditions
- Reimbursement Payment Request (RPR) Template
- Annual Equal Opportunity and Americans with Disabilities (ADA) Assessment
- Fiscal Monitoring Guide
- Annual Assessment Guide
- ADA Notice
- Grantee Posters – MN Employment Law Posters

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Resources & Marketing

Adult Career Pathways Webpage

Bookmark our webpage!

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

- Adult Career Pathways Operations Guide
- Workforce One User Guide
- Cost Category Guidance
- Documentation Needed to Support Participant Eligibility
- Forms Templates
- Example Templates
- Grantee Training

Partner Express E-newsletter

- We highly encourage ALL staff to sign up for the monthly e-newsletter called Partner Express as that is one way, we communicate updates, changes to Workforce One, etc.
- Find the link to sign up on the main ACP webpage.

Free Marketing on CareerForceMN.com

Training Program Finder on CareerForceMN.com

DEED and partner organization staff can post their upcoming, **no-cost** training programs or courses on the CareerForceMN.com Training Program Finder. The Training Program Finder is a great opportunity for partners that offer occupation-based training programs to market and highlight upcoming opportunities that will assist job seekers on their career pathway. The Training Program Finder tool is searchable by keyword, start date and proximity from the main page of CareerForceMN.com as well as displayed on the organization's location page.

For information about how to get your training programs listed on the Training Program Finder on CareerForceMN.com:

Read instructions posted on this page in the staff and partner section of CareerForceMN.com (you need to be logged into your staff and partner account to access that page) OR Contact the CareerForce Information and Assistance line at 651-259-7500 or careerforce@state.mn.us if you have questions.

CareerForce™

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Supplemental Nutrition Assistance Program (SNAP) Employment & Training

An organization may increase the amount of funds available by working with DEED to identify and provide allowable and appropriate services to SNAP recipients.

The SNAP E&T program helps SNAP recipients improve their employment prospects and wage potential through participation in job search, training, education or work activities such as those offered through Adult Career Pathways. The goal is to assist recipients in obtaining a livable wage, leading toward self-sufficiency.

Program Components

Program Components (Continued)

Application/Intake Form

Eligibility

Assessments

Individual Employment Plan (IEP)

Training (Credential/Non-Credential)

Support Services/Incentives

Subgrantees & Contractors

Application/Intake Form

- Applications/Intake Forms are put together by grantees
- Capture your self-attested eligibility criteria here
- For easier data entry, questions should follow the WF1 Program Enrollment screen
- Examples of an application can be found on the ACP webpage under Forms section

Eligibility – Grant Requirement

Specific eligibility requirements and eligible services were outlined in the RFP.

Refer to your organization's contract for the specific target population your organization will serve.

Eligibility - Participant Eligibility

- On the ACP webpage, under Resources and Guides, ACP Documentation Needed to Support Participant Eligibility
- Eligibility requirements must be met prior to a participant being enrolled into a program.
- The following are the eligibility documentation that **MUST be collected** as part of the intake process and a copy kept in a secured physical file, a grantee's secured electronic system, or within WF1 Electronic Document Storage.
- Proof of:
  - Citizen or Right to Work
  - Date of Birth/Proof of Age
  - Name
  - Minnesota Residency Requirement
  - Social Security Number
  - Signed Equal Opportunity is the Law (Complaint Discrimination) and How We Use Your Personal Information (Data Privacy)

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Eligibility - Participant Eligibility (cont)

Additional rules for eligibility documentation:

All acceptable eligibility documentation must be collected BEFORE enrolling a participant into Workforce One.

The participant's enrollment date must be on or after the date all eligibility documentation is received. DEED cannot be invoiced until the participant is entered into WF1.

All expenses associated with participants lacking acceptable eligibility documentation will be disallowed.

If the name on the eligibility documentation does not match the name of the participant, proof of a legal change of name must be in file/uploaded to WF1.

Assessments

Objective Assessment

- Participant interview
- Strengths finder
- Form an organization creates to capture participant strengths/barriers

Academic Assessment (Reading/Math)

- Required for anyone that is attending credentialed training
- Needs to be recorded in WF1

More information about assessments can be found in the [ACP Operations Guide](), under Assessments

Individual Employment Plan (IEP)

These documents are referred to in multiple ways Individual Employment Plan, Employment Plan, Individual Service Strategy, Individual Development Plan (IEP, EP, ISS, IDP, Action Plan)

- **EVERY** participant needs one
- Developing an IEP must be completed with navigator/counselor and participant as joint effort

IEP must include:

- Full Legal Name/Date
- Short & Long Term Employment Goals
- Training Plan
- Support Services & Incentives
- Signed by Participant and Counselor

More information about IEPs can be found in the ACP Operations Guide, under Individual Employment Plan

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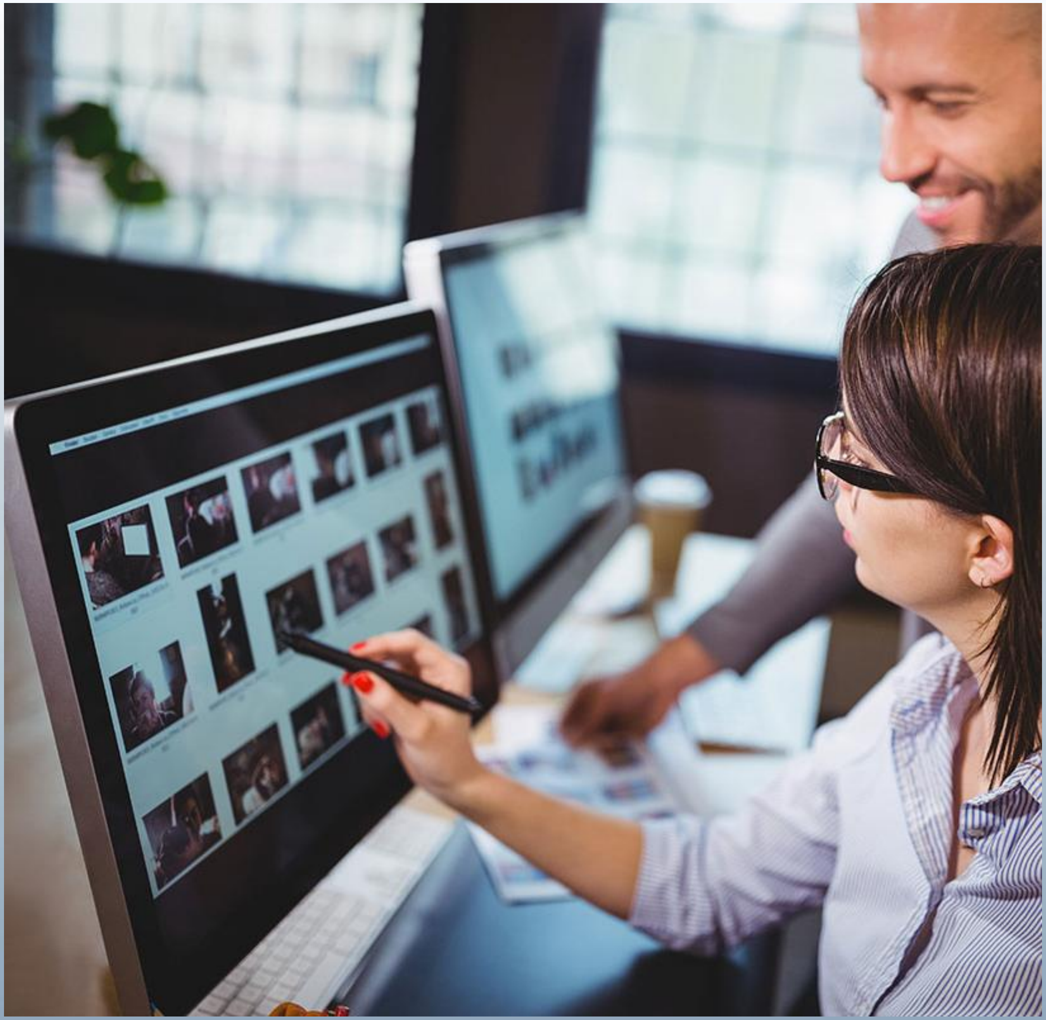
Training (Credential/Non Credential)



The primary focus of most programs is *Credentialed* or *Non-Credentialed* training, requirements vary by program.

Other programs may have a focus on pre-employment or work readiness training.

Training providers MUST be approved within contract and credentialed training providers must be MOHE compliant.

Support Services

Supporting participants within your program is a necessary component, some examples are:

- Gas cards, bus cards, work clothes

Organization must have a Support Services and Incentive Policy submitted and approved by DEED

Participants must sign and date a document to attest to the receipt of all tangible goods and the amount received. This document must be kept in the case file, on an agency support service log, or with fiscal documentation.

If the support is a requirement of the training, it is categorized in Direct Customer Training.

- Example: scrubs for CNA class or required textbooks, those would not be support services but would be billed to direct customer training.

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Incentives

Incentives are non-cash vendor (gift) card (i.e., retail, bus, or gas-only cards), Visa/Mastercard gift cards, pre-paid debit cards and/or checks to a participant for successful participation and achievement of expected outcomes as defined in the approved workplan and the Individual Employment Plan (IEP). Incentive funds and timelines are defined by pre-set milestones.

All incentives <u>must</u> be listed in your organization's approved Support Services and Incentive Policy

Subgrantees/Contractors

- Subgrantees are often identified as compensated partners in the contract.
- Grantees must diligently manage and monitor all subgrantee and contractor relationships
  - No work can begin with subgrantees/contractors until the contract with DEED is finalized (fully executed)
  - Formal written agreements with your subgrantee must:
    - be signed and dated by both parties, and
    - be made available to DEED upon request, and
    - be valid for the full duration of your contract with DEED or for the duration of the service the partner is providing, and
    - include responsibilities of each party, and
    - include the amount to be paid.

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Subgrantees/Contractors (cont)

A grantee must monitor any of its compenstated partners that receive over $50,000.00

All subgrantee contractual relationships are subject to:

- Review, monitoring, and audit by the State
- Conflict of interest policies, procurement policies, and applicable law

Program Requirements

Program Outcomes

- Enrollments
- Participants attaining work-related certificates and/or industry recognized credentials
- Participants placed in jobs; **employment is the GOAL!**
- Promotion or Wage increase with current employer
- Continue on to higher level of education

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Program Outcomes (cont.)

Set by program and defined in your work plan/contract

Outcomes are how your program success is determined

Workforce One is how outcomes are reported to DEED. This is done by activities and exits

Participant Files

- Grantees must maintain a physical file or have an electronic file (such as EDS) in Workforce One for each participant.
- Contents of the file **MUST** include:
  - Eligibility documentation like a Driver's Licenses and Social Security Card.
  - Application, How We Use Your Personal Information, and Consent to Share Information forms.
  - Individual Employment Plan, signed and dated by both the participant and employment counselor.
  - Assessments like the TABE assessment results showing the grade equivalent math and reading scores.
  - Training documentation like a copy of the certificate/credential such as a copy of a CNA license, a diploma, or a certificate.
  - Employment Verification such as a pay stub, offer letter, or completed employment verification form.

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Participant Data Privacy

- Sensitive information such as Medical Records need their own separate file
- Participant data is considered private data. Each participant must be informed of their data privacy and sign the How We Use Your Personal Information form.
- Consent to Share Information forms.
- Participant files must be retained for 6 years after closure (7 years)

Minnesota Government Data Practices Act

Minnesota Statutes, Chapter 13

§ [13.47](#) Employment and Training Data

§ [13.5999](#) Grants

All Grantees are expected to comply

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Co-Enrollments

If you are seeking to enroll a participant who is enrolled in another ACP program with another provider, you MUST justify the enrollment in the participant's enrollment case notes.

Participants may be co-enrolled in an ACP program and other programs that are funded by non-ACP sources.

Co-enrollments are designed to seamlessly provide participants with the services they need. Co-enrollments are not intended to increase program/Grantee outcomes. DEED monitors co-enrollments.

The Grantee is responsible to take steps to prevent duplication of services. A Grantee must communicate and collaborate with other grant programs in which a participant is co-enrolled, to monitor support services and other services provided to the participant.

Check with your Grant Coordinator for any co-enrollment questions.

Quarterly Reports

- Each grantee program will be required to submit quarterly reports. These are due by the 30th of the month following the end of the quarter:
  - Quarter Jan – Mar report due Apr 30th
  - Quarter Apr – Jun report due July 30th
  - Quarter Jul – Sept report due Oct 30th
  - Quarter Oct – Dec report due Jan 30th
- Tip: add these dates to your calendars so you know when the reports are due to your Grant Coordinator.
- Quarterly Report templates for each grant program are available on the [ACP webpage], under each grant program.
- [Quarterly Report Instructions] and [How to Pull Reports in Workforce One] can be found on [ACP webpage, under Resources & Guides]

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Modifications/Amendments

- A modification is a change to the current contract/work plan/budget/partnership chart. Making changes outside of the approved work plan/budget requires a modification.
- Modifications may be granted on a case-by-case basis. Note: If significant changes are being requested, the modification/amendment may not be approved
- A request for modification must be requested through your Grant Coordinator.
- Any approved modification is effective on the date the contract modification is fully executed and cannot be applied retroactively.

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Extensions

Extensions of contracts are determined by DEED leadership as funding follows the state biennium

An extension may be granted to extend the time available to spend out grant funds

Extensions are not automatic approvals and are based on the progress of the program and funding availability

Extensions will not be considered until the final quarter of the grant

Technical Assistance

Grant Coordinators are available throughout the contract to answer questions and provide guidance.

New to SFY 24/25 staff will be setting up 30, 60, 90 day check-ins with grantees.

Coordinators work closely with monitors before, during, and following up with monitoring visits.

Uniform Report Card

- Established by Minnesota Statute 116L.98 - Workforce Program Outcomes
- The uniform report card is the state's performance dashboard for most adult workforce development programs
- Information for the Report card is pulled quarterly
- The Report card measures Enrollment, Training, Exits, Training Completion, and Employment outcomes
- The Report card is published and is public information
- It's important for organization to ensure data quality in Workforce One

Workforce One

What is Workforce One

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

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Grantees and Workforce One

What will you do in WF1?

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

What is Workforce One data used for?

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

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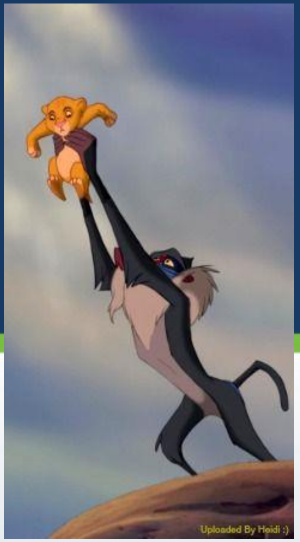
Circle of Life



Assessing

Case Notes

Support Services

Participant Engagement

Case Management

Activities

* Train
* Obtain Credential/ Certificate
* Job Search
* Placement
* Retention

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Workforce One Requirements

- Enrollments:
  - Participants must meet all eligibility requirements and have all necessary documentation in their file before being enrolled in your program
- Activities:
  - Participant activities show how they are moving through your programs
  - All participants will have activities
  - Reflect the participants progress throughout the program
  - Provide a snapshot to whomever is looking at the record
  - Activities TRACK and REPORT OUTCOMES!
  - Consistency with activities is important!
- Support Services:
  - Any support provided to participants throughout your program must be documented in WF1. This includes support services like a bus card, but also includes incentives.
  - The supports provided are determined by the grantee's workplan and budget

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Workforce One Activity Map

Your Grant Coordinator will work with you directly to create a Workforce One Activity map.

This map will be a tool your case managers/navigators will use to help keep consistency with data entry.

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Case Management in Workforce One

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

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Workforce One Reports

- Grant Information Summary Report
- Activity Summary Report
- Exit Summary Report
- Credential Summary

Directions for pulling reports can be found on ACP Webpage under Resources & Guides. There is also a recorded WF1 Reports and Advanced Search Training (2 hours) that we recommend.

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Getting or Changing Access to Workforce One

WORKFORCE ONE

www.mnworkforceone.com

- Step by step directions for Getting Access to Workforce One
  - Agency Level Data is most common for case managers/navigators.
  - COFFR Level Data should be requested if you are a manager **OR** a provider subcontracting with/through another provider and enter data under their COFFR
  - Access Group:
    - Case management 2 – ETP; completing data entry or managing a caseload
    - Agency System Mgmt 2 – ETP; a manager who will need the privilege to edit data

Workforce One Sandbox

- Workforce One (WF1) has a training website called the Sandbox.
  - Organizations can test new features
  - Offer internal training to new staff or allow new staff to practice enrolling participants
- To request a Sandbox account, please email the Workforce One team at: workforceone.deed@state.mn.us
- Please don't enter real customer information into the Sandbox

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Workforce One Training

ETP Programs Case Management Training Part 1 and Part 2

- Training is targeted for new users or those wanting a refresher on Workforce One functionality.
- Recorded training found on the WF1 webpage. The entire training is 7 hours, Part 1 (4 hours) and Part 2 (3 hours).

ACP Workforce One Training

- Training will demonstrate step by step directions on how to enroll a participant from start to finish. Great for new grantees, new staff, or people needing a refresher.
- Recorded training ACP Workforce One Training. Training is 4 hours.
- Tip: follow along with the enrollment process (pausing the video when needed) and practice enrolling your own made-up participant in the WF1 Sandbox. Please never use actual participant information in the Sandbox.

Additional Workforce One Training & Resources

- **ACP Workforce One User Guide** – a helpful guide with step-by-step directions for components of WF1.
- **Workforce One Training Videos -** In WF1 under Resources Tab, User How –To Guides. Videos that are 3-5 minutes long.

User How-To Guides

Document Name	Description
Case Notes	This video shows how to search for, add, and view case notes.
Activity	This video shows how to add an activity and save it.
Plan	This video shows how to add, edit, copy, delete, and view/print a plan.

Additional Workforce One Training & Resources (cont)

- **WF1 Reports and Advanced Search Training**
  - Training covers the execution of reports and exporting report data. Also review the creation of Advanced Searches, exporting Advanced Search data and saving Advanced Searches.
  - Recorded training on WF1 Reports and Advanced Search Training (2 hours)
- **WF1 Refresher Course – Spring 2024**
  - ACP team hosted a virtual live session on WF1. This will allow your staff to get set up with WF1, watch recorded trainings, and get familiar with the WF1 system.

Fiscal Reporting and Monitoring

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Reimbursement Payment Request (RPR)

Sample RPR

FORM # MN-DEED-AFS-02 | 10.16

REIMBURSEMENT PAYMENT REQUEST (RPR)

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

SECTION 1:

* VENDOR ID - REMIT TO LOCATION CODE (SWIFT):	* GRANT NAME:	
0000123456.001	SFY23 - Employment and Training Programs (ETP) Sample Program	
* VENDOR NAME:	* GRANT NUMBER:	SWIFT CONTRACT ID
ABC Nonprofit	3SAMPLE5000	123456
REMIT TO ADDRESS:	GRANT PERIOD FROM:	GRANT PERIOD TO:
2500 ABC Drive	07/01/2022	06/30/2023
Minneapolis, MN 55404	REIMBURSEMENT PERIOD FROM:	REIMBURSEMENT PERIOD TO:
	7/1/2022	7/31/2022

TYPE PREPARED BY:	PHONE:	INVOICE NUMBER:	GRANT NUMBER:	FINAL:
Jane Doe [SAMPLE]	612-555-1234	1	3XX1234	YES [ ] NO [X]
Required Signature:		DEED PROGRAM CONTACT/PHONE:	DEED PROGRAM CONTACT EMAIL:	
TYPE PREPARER EMAIL:		John [SAMPLE] 612-555-1234	First.LastName@ABC.org	
First.LastName@ABC.org				

SECTION 2: * DEED PROGRAM USE ONLY

SWIFT PO ID	PO LINE	AMOUNT	FUND	FIN DEPT ID	APPROP ID	ACCOUNT	AGENCY COST 1	PROJECT ID
3-123456		$ 200,000.00	2390	B2233APS	B223591	441603	55036	B22SAMPLE
TOTAL		$ 200,000.00	NOTES:					

SECTION 3:

ACTIVITY ID	COST CATEGORY DESCRIPTION (PER APPROVED BUDGET)	A. APPROVED BUDGET	B. PREVIOUS REIMB. REQUEST	C. REIMB. REQUESTED THIS PERIOD	D. (B + C = D) TOTAL REIMB.	E. (A - D = E) AVAILABLE BALANCE	F. UNSPENT OBLIGATIONS
833	Administrative Costs	$ 20,000.00	$ -	$ -	$ -	$ 20,000.00	$ -
885	Direct Services	$ 27,250.00	$ -	$ -	$ -	$ 27,250.00	$ -
886	Direct Services-VR-GED-ABE	$ 8,750.00	$ -	$ -	$ -	$ 8,750.00	$ -
838	Direct Customer Training	$ 140,000.00	$ -	$ -	$ -	$ 140,000.00	$ -
828	Support Services	$ 4,000.00	$ -	$ -	$ -	$ 4,000.00	$ -
	TOTAL	$ 200,000.00	$ -	$ -	$ -	$ 200,000.00	$ -

MATCH

ACTIVITY		A. AMOUNT TO BE CONTRIBUTED	B. PREVIOUS	C. THIS PERIOD	D. (B + C = D) CUMULATIVE
850	MATCH	$ -	$ -	$ -	$ -

PROGRAM INCOME

ACTIVITY			B. PREVIOUS	C. THIS PERIOD	D. (B + C = D)
	PROGRAM INCOME		$ -	$ -	$ -

SECTION 4: COMMENTS

THIS IS THE SPACE TO PLACE ANY REMARKS OR ADDITIONAL COMMENTS AS NECESSARY.

SECTION 5: AGREEMENT & AUTHORIZED APPROVAL

By submitting this form, I certify that the request is in accordance with DEED cash management requirements and appropriate contract terms; the data reported is correct.

Grantee Authorized Signature Date

I certify that:
" Grantee does not have past due progress reports. - OR - " Grantee received a written extension for its progress report.

DEED Program Authorized Signature Date

Reimbursement Payment Request (RPR)..

- Costs must be requested based on actual expenditures incurred during reporting period, not budget divided by the number of months in the grant

- Costs must align with:
  - Grant legislative language/intent
  - Approved (work plan and budget) within the executed grant contract between DEED and grantee
  - Office of Grants Management policies
  - DEED policies
  - The grantee's internal policies and procedures

RPR Continued

- The RPR should be submitted every month whether there are expenditures or not. If there are no expenditures, enter $0.
- Any subgrantee/recipient expenses must be rolled up into one single RPR submitted to DEED using the same cost categories as the grantee.
- Grantees must use the form provided by DEED's Employment and Training Programs Division (ETP).
- There must be a separation of duty. The person preparing the form must be different than the person authorizing the payment request. The authorizer must have signature authority for the particular grant.

RPR Continued..

- The completed RPR must be submitted to the DEED.FSR@state.mn.us e-mail account on or before the 20th of the month for the previous month.

- Documentation supporting costs must be retained and made available to DEED upon request

- New grantees will be required to submit the general ledger for the first month of the contract to ensure understanding of fiscal requirements

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Questions?

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Thank You!

Wrap Up

Additional Information

- **ACP Webpage** – much of what is covered in today's training is referenced in the guides and resources on our webpage.
- **30, 60, 90 Day Check-ins with your Grant Coordinator -** Coordinator will set up individual meetings with Grantees.
- **ACP Competitive Onboarding Virtual Session -** recording and PowerPoint will be posted to the ACP webpage.
- **Grant Coordinators Technical Assistance** - Coordinators are available to assist with questions, however, please check the resources on the website before contacting your coordinator. Coordinators may not be able to respond to every inquiry immediately.

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Thank you for your participation today!

DEED Office of Adult Career Pathways