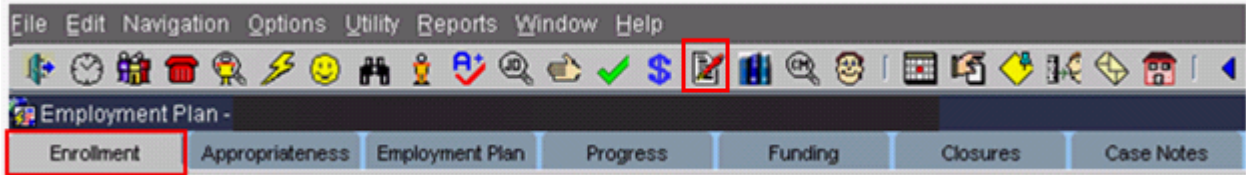


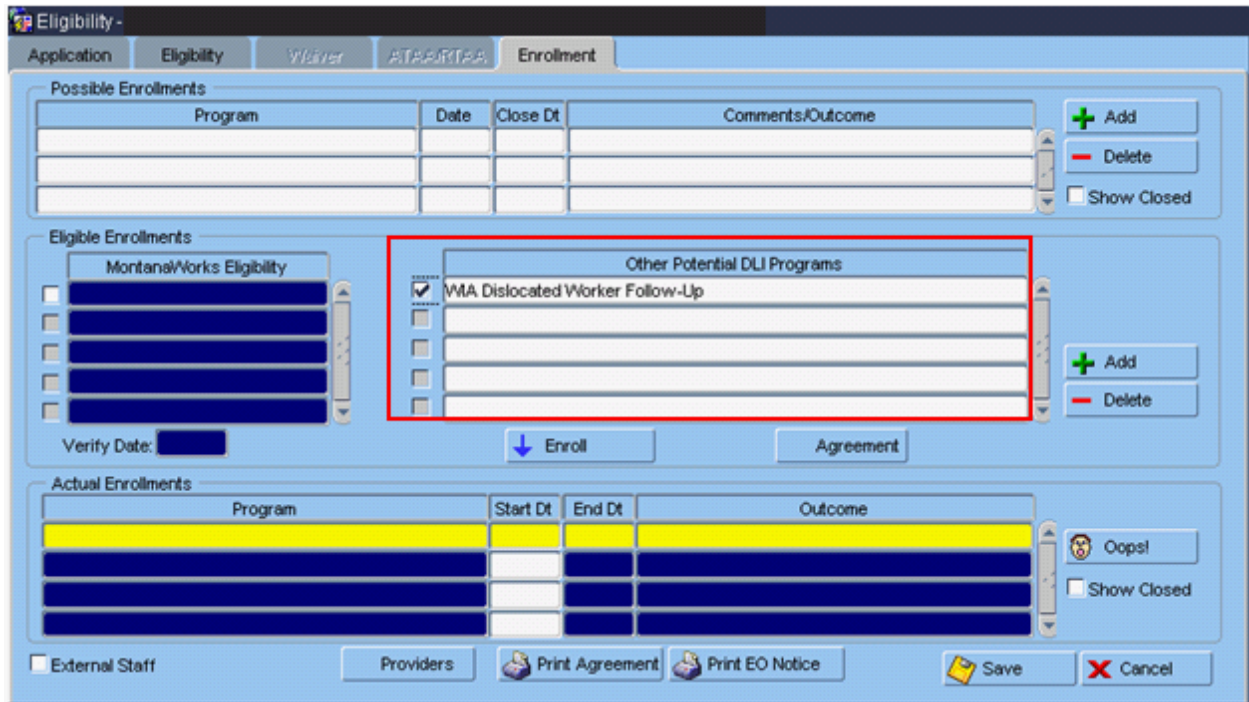
WIOA EMPLOYMENT PLAN, PART 5: FOLLOW-UP


Follow-Up Enrollment:

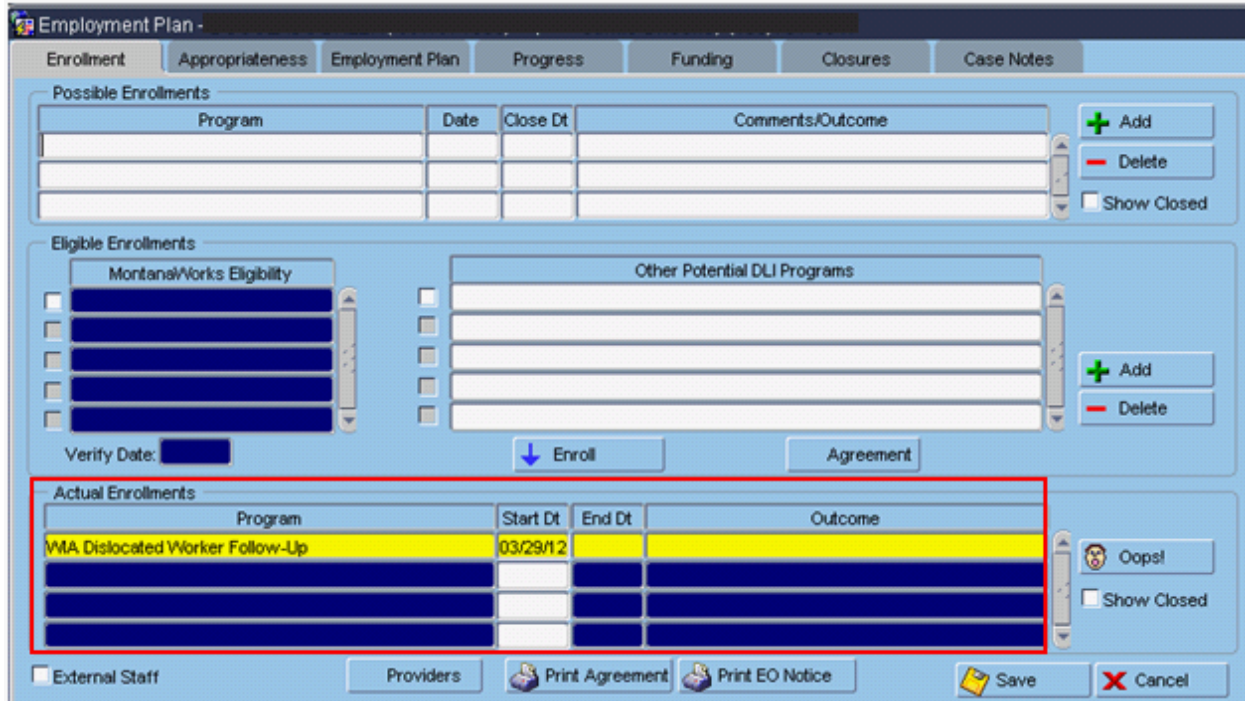


Enroll all Youth participants whose enrollments have ended in WIOA Youth Follow-Up.

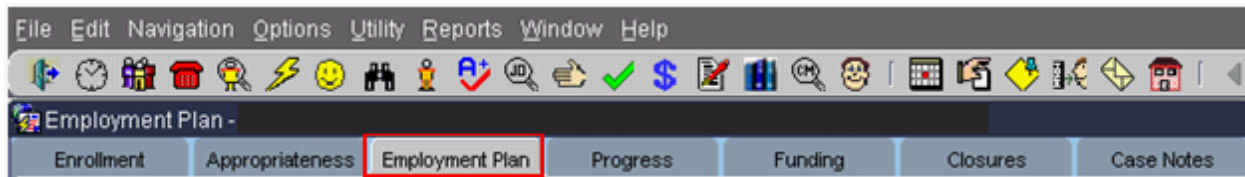
Enroll all Adult and Dislocated Worker participants whose enrollment has ended and the outcome is 'Obtained Employment', in the respective follow-up program(s).



Double click in the Other Potential DLI Programs field. Using the drop down list, select the appropriate follow-up program. Check the box to the left of the enrollment and click on . This will move the enrollment to the Actual Enrollments section of the screen.



Follow-Up Services:



Add Follow-Up Services to the existing employment plan. The Case Management service should remain open on the employment plan.

For Youth participants, choose the Follow-Up Services objective and the Youth Follow-Up Services service.

Employment Plan -

Enrollment Appropriateness Employment Plan Progress Funding

Show Closed Services Show Closed Tasks EO Notice: [] Plan: 1 of 1

Start Date: 08/16/10 Closed: []

ONet: 41203100 Retail Salespersons

Goal: Retain current employment.

Justification: May need assistance such as supportive services to retain current employment.

LMI []

Objective: Follow-Up Services Start Date: 04/23/12 \$ Authorize

Service: Youth Follow-Up Services Hours: [] Comp: []

Task 1: Assist participant with needs for a minimum of 12 months. CAP

End Date: [] Outcome: []

Objective: Intensive Services Start Date: 09/22/10 \$ Authorize

Service: Case Management Hours: [] Comp: []

For Adult and Dislocated Worker participants, choose the Follow-Up Services objective and the Follow-Up Services (ADL, DAA, DW) service.

Employment Plan -

Enrollment Appropriateness Employment Plan Progress Funding

Show Closed Services Show Closed Tasks EO Notice: [] Plan: 1 of 1

Start Date: 03/06/12 Closed: []

ONet: 11102100 General and Operations Managers

Goal: To maintain employment at Boeing as a Manufacturing Engineer.

Justification: Per job offer with Boeing he will be paid \$47.12 per hour.

LMI []

Objective: Follow-Up Services Start Date: 03/29/12 \$ Authorize

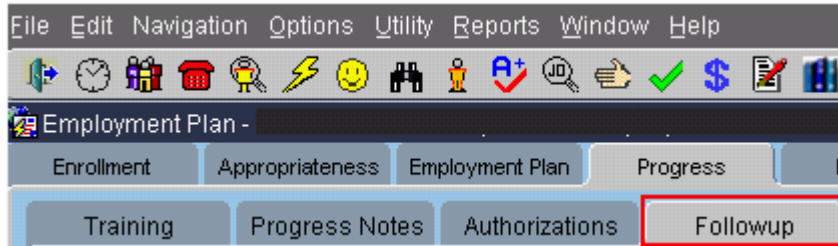
Service: Follow-Up Services (ADL, DAA, DW) Hours: [] Comp: []

End Date: [] Outcome: []

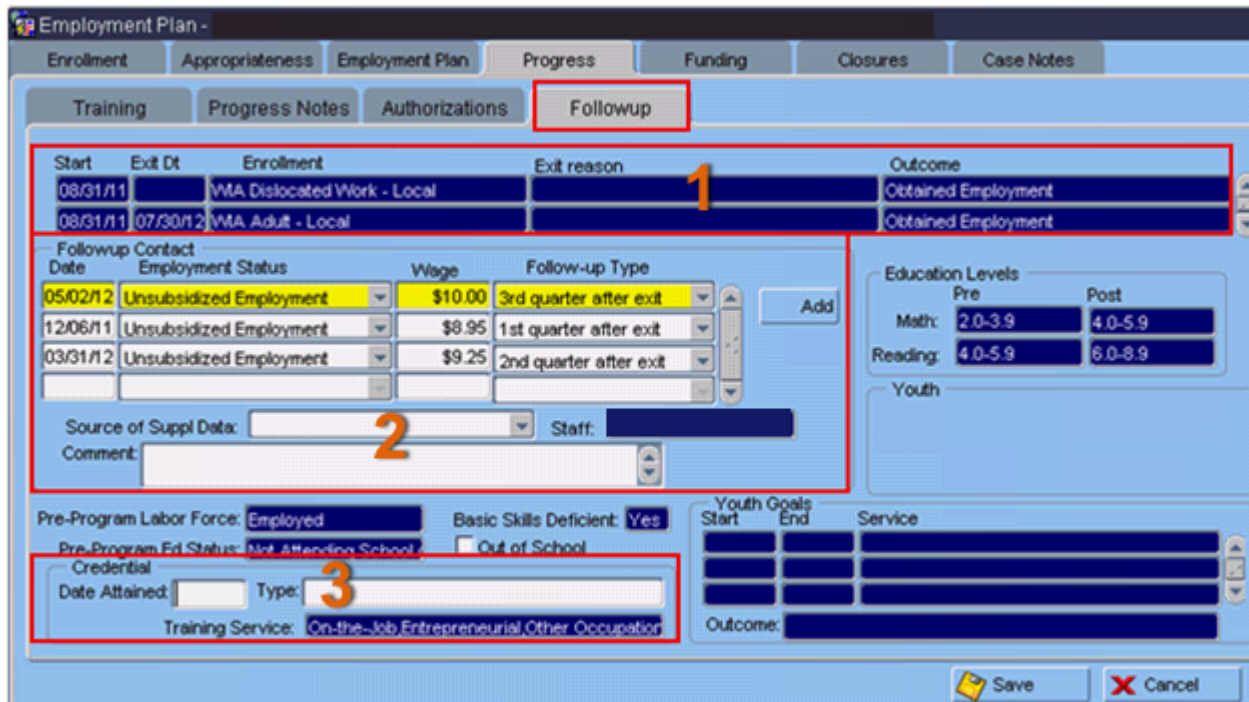
Objective: Intensive Services Start Date: 03/29/12 \$ Authorize

Service: Case Management Hours: [] Comp: []


Followup:



The Progress screen's Follow-Up tab contains lots of information from prior tabs in MontanaWorks.



1. The top of the screen shows the participant's program enrollments. Scroll down through the enrollments using arrow keys to see information associated with a particular enrollment, such as follow-up contact information.
2. The Followup Contact section contains information about what the participant is doing after being exited from an enrollment. Four quarters of follow-up contact are required for Adult or Dislocated Worker participants exited to employment, and at least four quarters for Youth participants.

Click the  button to add follow-up information. Enter the date of contact. Double click on the Employment Status field and choose the appropriate status. Enter an hourly wage for participants who are employed.. Double click on the Follow-Up Type field to enter the appropriate quarter for follow-up.

Enter for the source of supplemental data.

Enter a follow-up comment. If the participant is employed, enter the employer's name, address, phone number, and the participant's job title, along with any other pertinent information. You can record any contact attempted during the quarter.

3. The Credential section contains information about certificates or diplomas received by the participant during their enrollment. Enter the date the certificate/diploma was received and the type of certificate/diploma. Check data entry to ensure it matches credential information in the participant's file.

There is additional information on the Follow-up screen for WIOA Youth participants. Scroll through the enrollments for Youth participants with more than one enrollment.

The screenshot shows the 'Followup' tab in the 'Employment Plan' system. It features a table of enrollments, a 'Followup Contact' table, and various input fields for youth-specific information. Red boxes and numbers 1, 2, and 3 highlight key areas:

- 1:** Enrollment table with columns: Start, Exit Dt, Enrollment, Exit reason, Outcome. Rows include '01/23/12 07/01/12 WIA Youth - Local' and '08/31/11 07/01/12 WIA Adult - Local'.
- 2:** 'Source of Suppl Data' dropdown set to 'Case Mgt,Survey,Employer' and a 'Comment' field containing 'going to MSU Billings to study nursing'.
- 3:** 'Youth Goals' table with columns: Start, End, Service, and an 'Outcome' field.

Other visible fields include 'Pre-Program Labor Force' (Employed), 'Basic Skills Deficient' (Yes), 'Pre-Program Ed Status' (Not Attending School), 'Date Attained' (03/21/12), and 'Type' (HS Diploma).

1. The top of the screen shows the participant's program enrollments. Scroll down through the enrollments using arrow keys to see information associated with a WIOA Youth enrollment.
2. The Youth section contains information not recorded for any enrollment except WIOA Youth-Local. School Status at Exit must be completed when the WIOA Youth-Local enrollment has ended. Double click in the field to determine the appropriate status.

The Enrolled in Education field shows the participant's education status at participation or any time during participation. Click in the field and select the appropriate status.

Date of First Service shows the date of the first Youth service, which is used for the Literacy/Numeracy Gains performance measure. This is populated from the Tests tab information.

3. The Youth Goals section shows information for the Youth Goals services opened for the participant. Enter goal attainment results.

Follow-up contact information can be used for three performance measures:

- Entered employment: Verify employment first quarter after exit.
- Employment retention: Verify employment first, second and third quarters after exit.
- Youth Placement in Employment or Education: Verify employment first quarter after exit, or verify that participant was in a qualified apprenticeship, postsecondary education, or advanced training during first quarter after exit.

Credential information is required for Youth participants included in the Attain Degree or Certificate performance measure. Credential information is not used for performance for Adult or Dislocated Worker participants but the information is still required for reporting purposes.

The Education Levels section shows testing results from the Assessment/Tests tab.

If you have any difficulties, or receive a message in the lower left-hand corner that says, "Field protected against update," email the WIOA Mworks Help Desk at DDLIWSDMWorksWIOAHelp@mt.gov or email/call one of the WIOA staff.

Continue with 'WIOA Case Management.'