**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.

For Adult and Dislocated Worker participants, choose the Follow-Up Services objective and the Follow-Up Services (ADL, DAA, DW) service.
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 **Add** 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 [Case Mgt, Survey, Employer] 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.

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 DDLWSDMWorksWIOAHelp@mt.gov or email/call one of the WIOA staff.

Continue with ‘WIOA Case Management.’