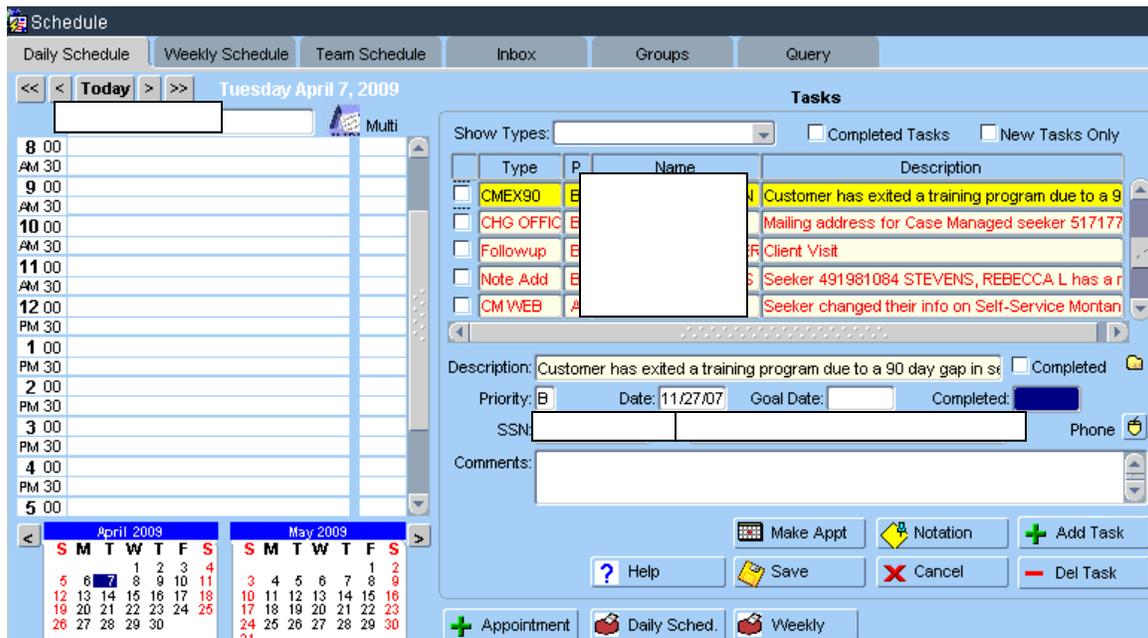


WIOA SCHEDULER:

Several changes have been made to the Scheduler  since we started using the new MontanaWorks. We strongly encourage you to use the Scheduler as a tool to manage some of your work.

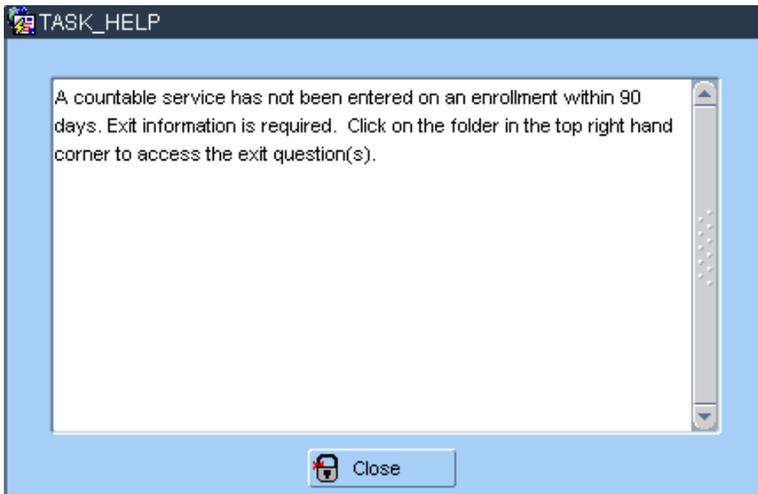
The Scheduler has been enhanced to provide several tasks that are important for WIOA case managers to review. Four types of tasks require some kind of action:

1. The Scheduler will let you know when a customer has been exited from WIOA programs. In this case, you will get a message that states, "Customer has exited training program due to a 90 day gap in service."

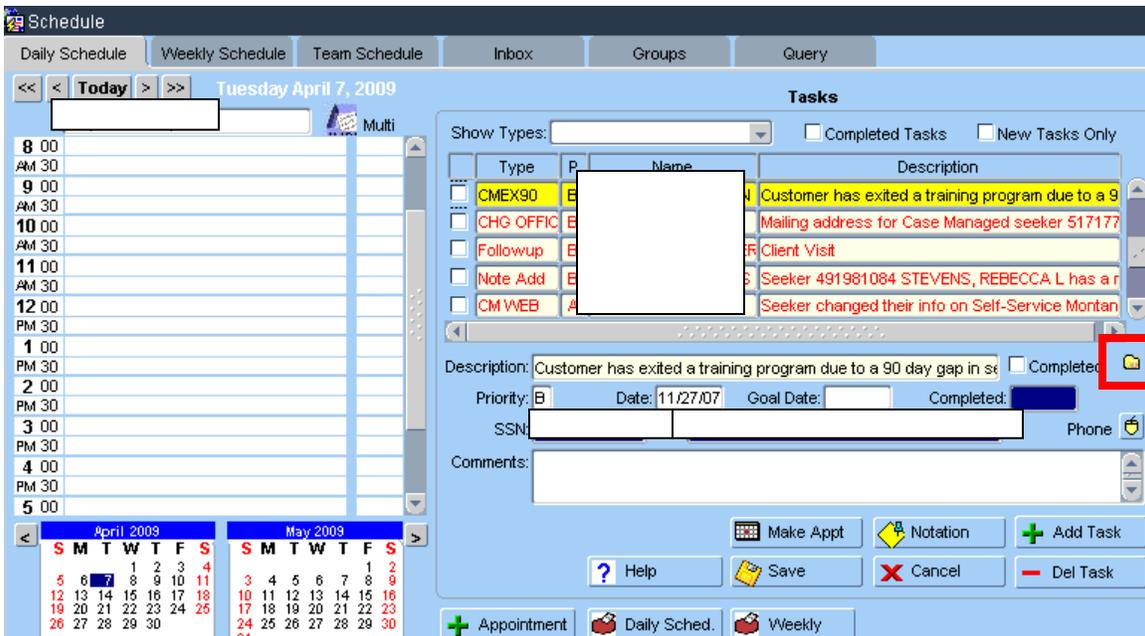


When you get this task, it's important to check the participant's record to ensure that the participant should be exited.

It is also important to complete any exit information that appear with this task. If you click on  when this task is highlighted, the following note appears:



To access the exit questions, click on the folder as shown below:



The following form will appear. Complete the Exit Task form, Save, and Close.

Exit Task

Name: Exit Date: 01/10/07

Enrollment: VWA Youth - Local
VWA Youth - Local

Phone numbers

Home: Cell:
Work: Other:

Email:

What is the customer's status?

Employed Onet Title

What is the customer's education status at exit?
In School - Alternative School

As of today, what degree or certificates have the customer attained?

It is particularly important to complete this information for Youth participants. There is exit information for Youth that is only captured through the Task functions of the Scheduler.

- The Scheduler will let you know when a customer is due for WIOA Quarterly Follow-up contacts.

Schedule

Daily Schedule Weekly Schedule Team Schedule Inbox Groups Query

<< < Today > >> Tuesday April 7, 2009

Multi

Show Types: Completed Tasks New Tasks Only

Type	P	Name	Description
<input type="checkbox"/> VMAFOL	E		VWA Adult Followup
<input type="checkbox"/> VMAFOL	E		VWA Dislocated Worker Followup
<input type="checkbox"/> VMAFOL	E		VWA Dislocated Worker Followup
<input type="checkbox"/> VMAFOL	E		VWA Dislocated Worker Followup
<input type="checkbox"/> VMAFOL	E		VWA Dislocated Worker Followup

Description: VWA Adult Followup Completed

Priority: B Date: 10/15/08 Goal Date: Completed:

SSN: Phone:

Comments:

For Youth participants, you will get a message in the Comments section that reads:

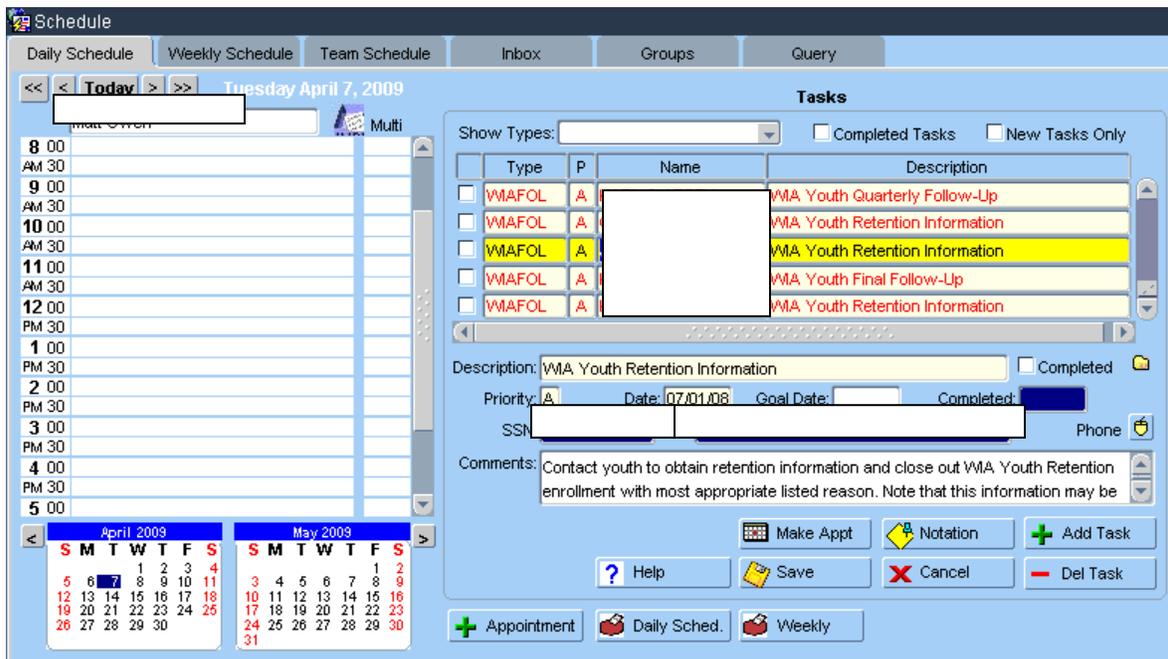
Contact youth to ascertain their status and to determine if they need additional assistance. Please document information in Notes under "Youth Follow-Up".

There will be a task for follow-up for all Youth participants.

For Adult and Dislocated Worker participants, there will be a follow-up task only for those participants exited to employment.

3. The Scheduler will let you know when Youth Retention information is due. This is information about whether the participant is employed or in postsecondary education during the third quarter after exit. You will get a message in the Comments section that reads:

Contact youth to obtain retention information and close out WIOA Youth Retention enrollment with most appropriate listed reason. Note that this information may be gathered anytime during third quarter after exit. Please document information in Notes under "Youth Follow-Up".



4. The Scheduler will let you know when a Youth participant needs to have a pretest or posttest completed and entered in MontanaWorks.

The messages are as follows:

Pretest Missing: If the Youth participant has not had a pretest within six months prior to the first youth service OR 60 days after the first youth service, the Scheduler will give you a task to conduct a pretest. This message states, **“Math or Reading or Math and Reading (depending on the test that is missing) Pretest should to be taken by [date the test is due].”** The message will appear on the Scheduler periodically until the pretest is entered in MontanaWorks.

Posttest Needed: If the Youth participant is found to be basic skills deficient using the pretest data, the Scheduler will give you a task to conduct a posttest. This message states, **“Math or Reading or Math and Reading (depending on the test that is missing) Posttest should to be taken by [date the test is due].”** The message will appear on the Scheduler periodically until the posttest is entered in MontanaWorks.

If the Youth participant is still basic skills deficient after a posttest, the Scheduler will give you a task again to conduct a posttest within a year from the first Youth service date. This message states, **“Math or Reading or Math and Reading (depending on the test that is missing) Posttest should to be taken by [date the test is due].”** The message will appear on the Scheduler periodically until the posttest is entered in MontanaWorks.

 **Scheduler Hint:** Overdue tasks appear in **red**.

Tasks				
Show Types:		<input type="checkbox"/> Completed Tasks <input type="checkbox"/> New Tasks Only		
	Type	P	Name	Description
<input type="checkbox"/>	WIAFOL	A		WIA Youth Quarterly Follow-Up
<input type="checkbox"/>	WIAFOL	A		WIA Youth Quarterly Follow-Up
<input type="checkbox"/>	WIAFOL	A		WIA Youth Quarterly Follow-Up

 **Scheduler Hint:** To delete tasks, click on the box in front of the task.

Tasks				
Show Types:		<input type="checkbox"/> Completed Tasks <input type="checkbox"/> New Tasks Only		
	Type	P	Name	Description
<input type="checkbox"/>	CMEX90	B		Customer has exited a training program due to a 9