

Hennepin-Carver Workforce Development Area Technical Assistance

June 29, 2021

Hennepin County

WorkforceOne Activity Definitions and Utilizations





WF1 Activity Definitions and Utilization





Apprenticeship



A formal system that combines on-the-job training with related technical instruction.





Career Counseling

Facilitated exploration of occupational and industry information.



Classroom Training



An organized program or course of study that provides education that results in an industry-recognized credential.





CLIMB Consulting (State DW Only)

Providing assistance to program participants to develop a business plan, marketing plan, locate funding sources to build capital for their business.





CLIMB Training



Training activities that are specific to that participant's business needs and goals.





Credential Attained without Training

Credential attainment during program enrollment through training that was not financially supported by the Adult or DW program.





Employed, Pending Exit



Initiates the start of 90 days without services in WF1 when a participant becomes employed.





Engaged in Disaster Relief Services

The participant is engaged in recovery activities in response to a disaster.



Entrepreneurial Training



Training to start one's own small business and the training results in an industry recognized credential.



ESL Training

Participant is engaging in English as a Second Language Training to increase spoken English skills.

Link: [Osseo ABE - English Learning Program](#)



Financial Literacy Training



Helps participants create household budgets and savings plans, making informed financial decisions, managing spending, credit or debt effectively.





GED Training

Provided to assist individuals in attaining their General Equivalency Diploma.



Holding



For when a participant will be out of contact for more than 30 days unexpectedly with the intention to re-engage in the program.



Incumbent Worker Training (IWT)

Only to be used when a participant's eligibility basis is "Incumbent Worker".

Incumbent Worker: The participant is still employed and to prevent their layoff, they require credentialed training within their place of employment.





Incumbent Worker Credential Waiver



This indicates that the training the eligible incumbent worker will receive will not end in a credential.



Individual Plan Development

IEPs are developed jointly by the participant and employment counselor to identify goals, achievement objectives, and an appropriate combination of services to achieve the employment goal.





Local Flag



This activity can be used by service providers for any reason management teams may want to use it. It is not tracked by DEED in any way.



Non-Credentialed Training

An organized program or course of study that provides specific vocational skills leading to proficiency in performing tasks required by certain occupational fields without offering a credential at completion.



OJT – Public or Private



On-the-Job Training provides knowledge and skills essential to the full and adequate performance of a job while providing reimbursement to the employer up to a percentage of the wage rate.





Partnering

To indicate when there is another program financially supporting the participant in some way.



Pending Exit, Other



When a participant is no longer scheduled for future services due to leaving the labor force.





Planned Extended Leave

The participant plans to be out of contact for more than 30 days.



Pre-Vocational Services



Short-term services that are meant to prepare individuals for unsubsidized employment:

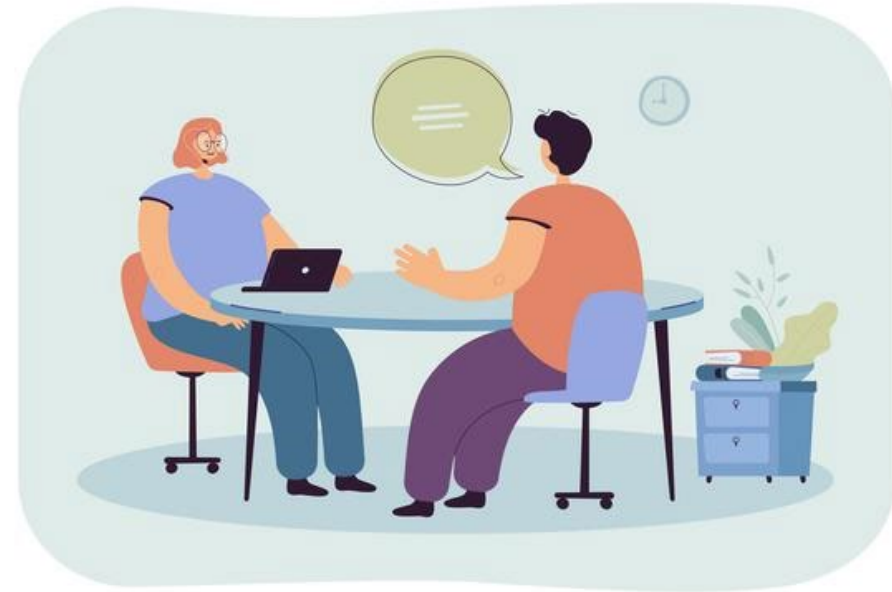
- Learning Skills
- Communication Skills
- Interviewing Skills
- Punctuality
- Personal Maintenance Skills
- Professional Conduct





Staff Assisted Assessment

When assessments are administered by employment counselors to gather information to establish a service strategy or individual employment plan.



Staff Assisted Job Placement



When an employment counselor is recommending individual participants to prospective employers.



Staff Assisted Job Search

In Area:

- Sharing individualized job postings within a 35-mile commute from their residence.

Out of Area:

- Sharing individualized job postings that are further than 35 miles from their residence.





Staff Assisted Relocation



This will track the timeframe that support services are needed to assist the participant to relocate for a job.





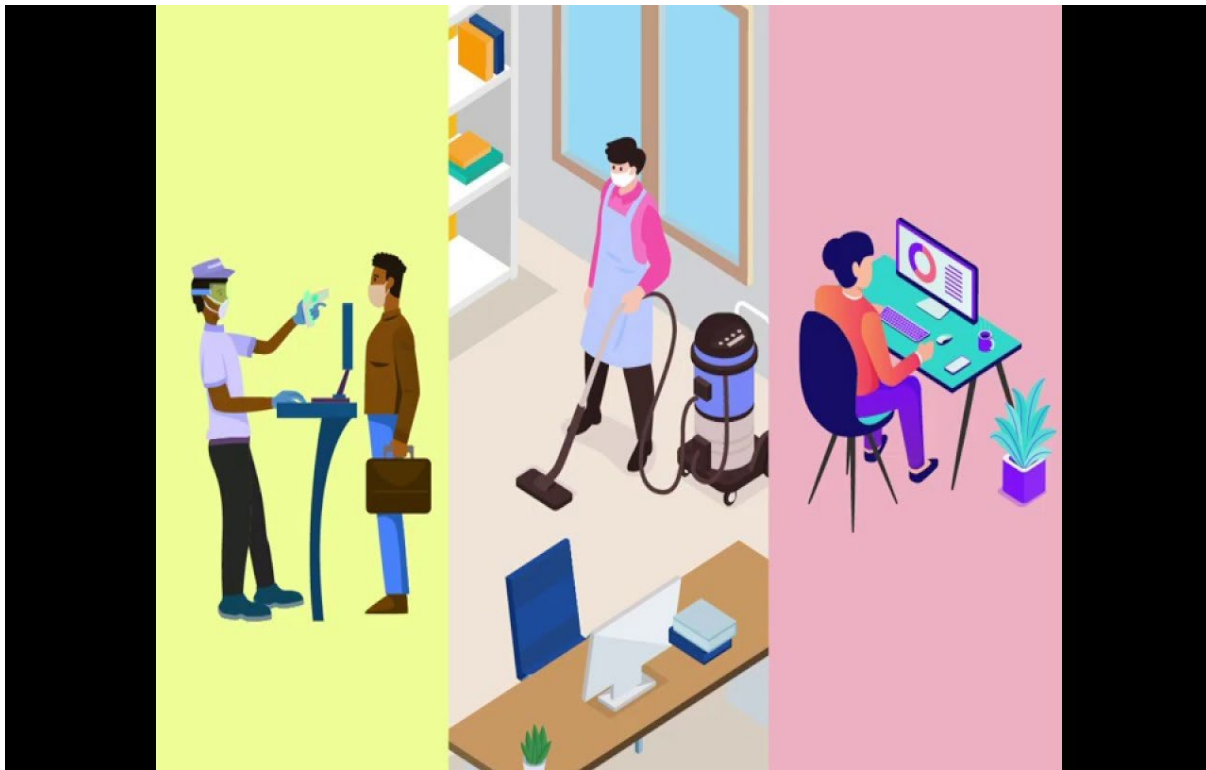
Temporary Call-Back

When the participant was called back to their qualifying employer for a short-term project.





Work Experience



A planned, structured learning experience that takes place in a workplace for a limited period of time.





Work Readiness Services

Activities, programs, or services designed to help an individual acquire a combination of basic skills:

- Academic skills
- Critical thinking skills
- Digital literacy skills
- Self-management skills





Reminder:

- Services must be entered within 15 business days of the event
- All services provided should have a case note that supports the service
- Services entered as *Activities* in WF1 should align with the IEP

QUESTIONS?

Hennepin-Carver
Workforce Development Board

