

ATTACHMENT 1: WORKFORCE SYSTEM PROCEDURES FOR LINKS TO REEMPLOYMENT

OVERVIEW

Links to Reemployment, formerly known as Worker Profiling and Reemployment Services (WPRS), is a federally-mandated program that identifies claimants who would most benefit from reemployment services due to their high likelihood of exhausting regular unemployment insurance (UI) benefits. The program was designed to assess the continued eligibility and reemployment needs of UI claimants. The program engages individuals in early intervention reemployment services with the goal of expedited reemployment and reducing the average number of weeks a claimant receives UI benefits. This reduces the financial impacts on the UI Trust Fund, as well as the premiums paid by Colorado businesses. Individuals who fully participate in the program will be better prepared in job search activities and in finding employment by using the most appropriate workforce reemployment tools and resources.

As part of the Wagner Peyser Act of 1933, the workforce system must regularly provide specific reemployment and UI eligibility requirement services to unemployment insurance claimants. Workforce center (WFC) representatives are required to select from a list of identified claimants who are most likely to exhaust all regular UI benefits and would benefit from receiving reemployment services. This list is made available to local WFCs after all claimants have been screened and ranked, based on their potential UI exhaustion rate and other characteristics. Claimants with the highest score are unlikely to return to the same industry or occupation due to a market decline.

Selected claimants are required to attend an orientation. They will learn about the available workforce services and UI eligibility and work-search requirements. In addition, claimants have the option to participate in additional reemployment services, such as one-on-one work-search review, assessment of skills and needs; provision of individualized labor market and career information; customized reemployment plan; job-search assistance, workshops; UI eligibility assessment of continued benefits, and referrals to other programs and services. Individuals participating in Links to Reemployment activities may benefit from retooling and retraining due to their layoff in a declining occupation or industry.

At a minimum, Workforce Development Programs and the Division of UI expect WFC representatives to review the Connecting Colorado registration to ensure that all information is up-to-date; this includes ensuring that the occupational goal(s) are appropriate for the skills, education and work history identified. Additionally, representatives may evaluate and assess the individual's needs to determine an appropriate pathway to reemployment. This may include career services and discussion about transferrable skills within other occupations and industries; however, it might also involve training programs.

Workforce Investment Act Dislocated Worker Eligibility Category

Participants who have been selected to participate in a mandatory orientation for Links to Reemployment are automatically eligible for the Workforce Investment and Opportunity Act (WIOA) Dislocated Worker Program since the profiling model algorithm was designed to identify individuals who were permanently laid off; unlikely to return to a similar occupation or industry; are monetarily eligible for UI benefits; and would benefit from reemployment services. The individualized Links to Reemployment orientation letter documents that the individual has been selected. This letter is allowable for documenting the DW eligibility (profiled category) for up to five years, unless an individual obtains employment subsequent to the issuance of the letter, in which case, a re-evaluation of their work history is required to identify any additional layoffs or stop-gap employment activity, as required for DW eligibility. Please refer to the most recent DW eligibility policy guidance letter (PGL #15-09-WIOA).

Basic WIOA eligibility must be documented before enrolling an individual in a WIOA or discretionary grant program. WFC representatives shall maintain a copy of the individualized orientation notification as eligibility documentation. CDLE recommends that all Links to Reemployment orientation letters are uploaded and attached to

the individual's Connecting Colorado registration, whether the customer attends the orientation or not. In addition, WFC representatives shall mark the "profiled-PR" field in the Dislocated Worker eligibility calculation section for WIOA program enrollment if the orientation letter is being used for the eligibility criteria.

Storing the Customized Orientation Letter in the Applicant's Connecting Colorado Profile

Workforce center representatives should upload the Links to Reemployment orientation letter on all claimants that have been referred to a Links to Reemployment orientation, whether they attend the orientation or not. This letter can be used to document the Dislocated Worker eligibility profiled category.

On the main Connecting Colorado Applicant page, click on the "Store Documents" option and upload the document with a brief description, such as *Links to Reemployment Orientation Letter <mmyyyy>*.

PROCESSES AND PROCEDURES

Preparation Processes

STEP 1 - Generate the List of Names (IVR Contact process):

Generate a list of claimants to participate and invite to a WFC orientation through the Links to Reemployment Connecting Colorado Reports section. The system was designed to capture all customers who have been selected to participate (for federal reporting purposes). This claimant selection process is required for this program.

Click "IVR Contact" from the Main Menu in CC, find the "Links to Reemployment section, and fill in the fields below:

Links to Reemployment Claimant Selection Process

Local Office: OR Region:

Links Claimants:

Date to send letters: / /

Orientation Date: / /

Orientation Time: : (use military time)

Get List of Names for Links (LNK)

DEFINITIONS OF FIELDS:

Links Claimants: Recommend inviting a few additional people than you plan to serve

Date to send letters: Date within 1 day of selection process (allows WFCs the time needed to prepare the orientation letter and physically mail it)

Orientation Date: No more than two weeks out from the schedule date

Click "Get List of Names" radio button to initiate the process.

STEP 2 – Select appropriate participants

The list of names was generated from a statistical scoring process that determines how likely claimants are to exhaust their benefits. The individuals listed at the top of the list are most likely to exhaust benefits. Regions shall review the list and screen for allowable local exclusions.

- a. **Local Exclusions:** During the selection process, WFC representatives shall consider any appropriate exclusions, or reasons why an individual may be excluded from attending the orientation. Local exclusions should be minimally used. Exclusions allow WFC representatives to acknowledge when a potential participant has recently participated in certain activities, and would not necessarily benefit from attending an orientation to workforce services. These exclusions can be recorded during the selection and scheduling process. They can also be noted during the orientation phase. Entering a local exclusion will automatically generate a **NE** service code (potential eligibility issue) in the system*. UI staff members will investigate all local exclusions for a justifiable cause for the exclusion.

** As of August 1, 2015, the NE service code was not programmed to be automatically generated. WFC representatives will need to manually enter the NE service until the programming is completed. See “Recording Services in Connecting Colorado” section for details on what to include.*

Local Exclusions Categories:

Initial Local Screening Exclusion examples in comment line:

- Similar Service (S)
- Program attached (P)
- Approved Training (A)
- Banned/Flagged (B)

When a local exclusion is identified, WFC representatives shall determine whether to exclude an individual from the orientation by evaluating Connecting Colorado activities, and whether the customer would benefit from attending the orientation and receiving workforce services.

Similar Services - The “list of claimants” is reviewed to determine whether the claimant has recently received known “similar services” within the last three months. WFCs must record a note of what “similar services” were received for UI to investigate. Similar services should be similar enough to what would have been received through a workforce reemployment services orientation.

- Similar services may be received from a public or private agency that offers layoff and career counseling services to individuals.
- Similar services may include an established workforce center orientation that covers similar information to the Links to Reemployment orientation
- FYI. Similar services may not be easily identified or tracked in Connecting Colorado.

Program Enrollment or Program Attached – A customer was recently enrolled in WIA, WIOA or other similar workforce program services.

- Programs listed are within the last four years.
 - WFCs must review the names to see if a program attachment exclusion is appropriate
 - Review the program enrollment dates
 - Determine if the customer might still benefit from reemployment services

Regular Approved Training - The “list of claimants” is reviewed to determine if the claimant has recently begun training (self-directed or workforce system approved). It allows WFC staff to evaluate whether the customer would benefit from the Links to Reemployment orientation. *FYI: Only individuals with a Regular Approved Training (AT) service code will appear on the IVR selection list.*

When a Regular Approved Training Waiver form (B-643 or WIOA approved training form) has been submitted to UI for a waiver of the job search requirement, an **AT** service code should be recorded in Connecting Colorado, along with a brief case note that includes information about the training dates.

- Connecting Colorado will look for an active **AT** service within the last four years. WFC representatives will determine if the **AT** service is still active and appropriate for a local exclusion.
- Determine if the customer might still benefit from orientation and services

Banned/Flagged – Customers who have been flagged or banned from a WFC will be noted on the invitation and selection screen so that WFC representatives may assess whether it is appropriate to invite the customer to a mandatory orientation.

Other Categories – Not Local Exclusions:

Distance Waiver - Waiver of In-Person Attendance - Travel Distance of 50 plus miles. The distance waiver allows the orientation and follow-up services to be provided remotely as long as the participant has provided any needed paperwork or documentation needed for the in-person orientation. Participants cannot be excluded from participating in Links to Reemployment based on their driving distance to a local WFC. The selection list is reviewed to determine if the individual lives 51 miles or more from the nearest WFC. In these situations, the WFC may choose to waive the **in-person attendance requirement** and provide the orientation and UI eligibility requirements information to the individual remotely through a telephone call, webinar or other technological means. If the distance is later determined to be less than 50 miles, or inappropriate, WFCs should advance reschedule (SH) the claimant for a group or individual in-person appointment. A comment should be included in the SH service with information about the reason and distance for the distance waiver. *See the “Recording Service Codes in Connecting Colorado” section for more information.*

Not in CC - Review Connecting Colorado Registration. WFC representatives should ensure that the individual has fully registered with Connecting Colorado (partial versus full Employment Services (ES) registration). In rare cases, regions may find customers who appear on the attendance list that have not yet registered with Connecting Colorado. Those individual should not be selected since they are not registered in the Connecting Colorado system. They will automatically return back into the selection pool for a future selection. Regions are encouraged to locate the contact information in the UI system and assist them with their “registration” in Connecting Colorado, as appropriate.

Veteran Status – The Veteran status column allows regions to prepare for triage to DVOP services, as well as priority of service activities at the time of the orientation. It has been set up on this report as a flag to alert staff that priority of service may apply to this individual, according to the state and local priority of service policy. At a minimum, CDLE recommends including information about veteran programs in the orientation so that veterans and spouses of veterans may self-identify for referrals and services.

Invite? – Review the list of all names to determine if a local exclusion applies. Click the invite button to exclude the participant for the selection process. By not inviting a participant from this selection process, a NE (potential eligibility issue) is set so UI representatives may investigate whether the exclusion was appropriate. Always include a note in the ES notes screen to justify your local exclusion so that UI staff members will be able to streamline the questions and investigation.

Mask ID	First Name	Last Name	Not in CC	Vet Status	Current Pgm	AT Service	Invite?
V [REDACTED]	C [REDACTED]	E [REDACTED]		N			<input checked="" type="checkbox"/>
V [REDACTED]	J [REDACTED]	H [REDACTED]		N			<input checked="" type="checkbox"/>
G [REDACTED]	C [REDACTED]	H [REDACTED]		N			<input checked="" type="checkbox"/>

Workforce Center Name:

Contact Email:

Enter Workforce Center name and Email address Claimants can contact with questions and/or scheduling conflicts.

All Claimants are "Checked" by default. Uncheck the ones you don't want to invite.

Uncheck claimants that will not be invited to the orientation. Include your Workforce Center name and contact email address. Click “Go” to send an email notification (to Claimants with an email contact preference) and generate a mail merge list on a spreadsheet to utilize with the approved orientation letter template.

STEP 3 – Claimant Notifications (Orientation Letter)

The orientation notification letters are sent out by US mail. Letters should be mailed the same day or the following day after the selection process. Claimants should be scheduled for the orientation within two weeks of the selection process so customers may engage with workforce services more quickly.

- a. Initial Interactive Voice Response (IVR) Notification: Once the list of individuals has been established within the IVR report, a service code of **R0** (Refer to Links to Reemployment Orientation) is automatically added to the claimant’s record in Connecting Colorado (CC). For those customers who have listed email as their preferred means of contact, the CC system will automatically generate a courtesy email that informs the claimant he or she will be mailed a mandatory orientation letter.

EMAIL IVR SCRIPT: This letter notifies you of a mandatory orientation to learn about workforce services and unemployment insurance work-search requirements. Please review your mail frequently so you receive this important notice in a timely manner. Failure to attend the scheduled appointment may affect the status of your unemployment insurance claim. The letter will explain more about the requirements and other detailed information. If you do not receive the notice, please contact.....

- b. Courtesy Calls: CDLE highly encourages WFCs to provide a courtesy call or reminder by telephone one to two days before the scheduled orientation to ensure that the individual received the notice and is aware of the appointment. Participants may be reminded of any needed documentation for the orientation and to determine whether the location of the meeting is most appropriate.

NOTE: The initial IVR and courtesy contacts will reduce the number of no shows. Claimants will face less frustration and potential UI benefit delays by attending the orientation.

NOTE: Electronic notifications are allowable by USDOL as long as the official document is sent as an attachment. Colorado has chosen to not make this option available until new technological advances are made that allows Internet providers to send attachments without spam and virus concerns.

Print out or Save the IVR Confirmation page to retain the IVR Key (eg, “UILNK-DE”). A specific orientation may also be searched by entering a date in the Links to Reemployment Orientation Attendance report. Consider saving this information in a shared calendar so that other WFC staff can see when the orientations are scheduled for rescheduling purposes.

Click “IVR Contact” on the IVR Confirmation page (or from the Main Menu in CC). Enter the IVR Key in the “To Display an existing record...” section.

IVR Contact

Successful Links Orientation Selection

4 Claimants selected for the Links orientation.

IVR Key: UILNK-3165 Request # 4

Please save the IVR Key for future reference. Click the "IVR Contact" link for the address list.

To display an existing record, enter the key and request # then select DIS

Key/CO #: Request #: (leave Request # blank to view the most recent one)

Display (DIS)

IVR Contact **Detail CSV** Modify Agent Menu

IVR Invitation to Links Orientation

Key: UILNK-3165 Request #: 4 Track #: 858400
 Region: WT Local Office: 3165 Agent: CONTROL SYS
 Stored: SL 04/06/2015 2:04 PM Updated: SL 04/06/2015
 Phone Status: HL Email Status:

Contact Type: NEN Method: E Orientation Date/Time: 04/16/2015 at 09:15
 Start Date: 04/06/2015 Start Time: 14:04 Date to Send Letters: 04/06/2015

Description: Invited to Links Orientation for office 3165

Email Text: In the next few days, you will be receiving US mail from the Colorado Department of Labor and Employment via

Test WfC

This letter notifies you of a mandatory orientation to learn about workforce services and Unemployment Insurance work search requirements. Please review your mail frequently so you receive this important notice in a timely manner. Failure to attend the scheduled appointment may affect the status of your unemployment insurance claim. The letter will explain more about the requirements and other detailed information.
 If you do not receive the notice please contact:

test@test.net

List of Contacts

? Email Status

Contacts: 4

#	ID	Name	Vet	Pgm	AT	Email Address	Email Stat
1	Y	K	N			b@gmail.com	
2	Y	M	N				
3	G	P	N				
4	G	G	N				

Click “Detail CSV” to display the Excel mail merge list, as appropriate.

	A	B	C	D	E	F	G	H
1	first	last	mi	street	city	state	zip	email
2	C	E	W	6 Drive	Arvada	CO	8002	e@aol.com
3	J	H	M	5 St	Denver	CO	8009	j@yahoo.com
4	J	Be	A	8 Ct. #2	Lakewood	CO	8005	b@comcast.net
8	C	H	A	3 Ave	Denver	CO	8001	a@foothillsskilife.com
9								

The CDLE UI letter head will be used to send the invitations via US Mail, as listed upon the approved orientation letter template (Attachment C – Links to Reemployment Orientation Template Letterhead – Form UIW-1).

Mail Merge: If you are unfamiliar with Mail Merge functions, refer to online mail merge assistance for the appropriate Windows or Mac operating system, such as the following link for Word 2010:
<http://www.wikihow.com/Perform-a-Mail-Merge-in-Word-2010>

STEP 4 – In-Advance Rescheduling and Recording Potential Eligibility Issues

If claimants call or email the local WFC to discuss a conflict with the time and date of the scheduled orientation, WFC representatives may reschedule the appointment in advance once and report any exclusions and potential eligibility issues to the Division of UI. This is tracked with a SH (UI Reschedule) service code.
 ***The claimant shall be assigned to the next available orientation date, preferably the same or following

week. WFC representatives shall inform the customer that a failure to attend this meeting may impact their benefits for the week of the reschedule, as well as the original orientation. Additionally, WFC representatives shall inquire and record information about the reason for the reschedule in the comments field of the **SH** service code. Last minute cancels should have an ES case note of the reason, at a minimum. Once attendance is taken, there will be a note in the ES notes screen to alert UI of the reason for the no show. This should also be recorded in the attendance worksheet comment line, when known.

In all cases, WFCs shall report these reasons to UI so they may investigate whether the person had good cause for non-attendance, and whether the customer was “able and available” for work-searching that week.

**See the “Recording Service Codes in Connecting Colorado” section for information about what is required.*

STEP 5 - Recording Attendance: The WFC representative records attendance in the Connecting Colorado “Links Orientation Attendance” report once the orientation has been completed. This includes tracking distance waiver attendance. Pull up the “Links Orientation Attendance” worksheet in the reports section of Connecting Colorado. Enter the date, local office number or region and the time of the orientation (optional). Click GO.

Links to Reemployment Orientation Attendance

Set criteria to pull attendance worksheet

REQUIRED

Date: / / Local Office: OR Region:

OPTIONAL

Time: :

[Go →](#)

Links to Reemployment Attendance Worksheet

Enter attendance results for scheduled orientation(s).

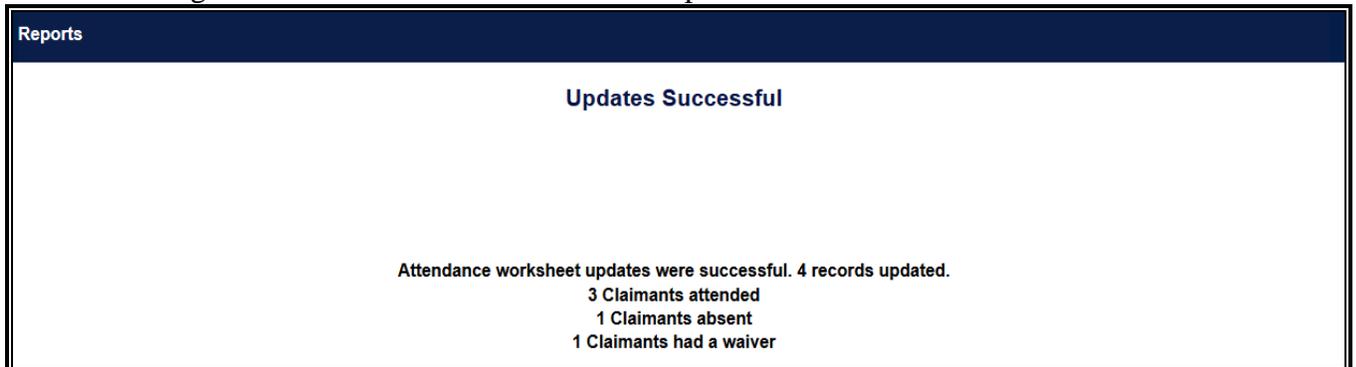
Orientation date: **04/16/2015**

#	ID	First Name	Last Name	Agent ID	Time	OR / NS	Resch'd	Attend	Dist Wvr	Comments
1	G	J	G	CONTROL SYS	09:15	OR		<input type="checkbox" value="Y"/>	<input type="checkbox"/>	
2	Y	B	K	CONTROL SYS	09:15	OR		<input type="checkbox" value="Y"/>	<input type="checkbox" value="Y"/>	Dist Wvr: 75 mi – Greystone to Craig
3	Y	C	M	CONTROL SYS	09:15	NS		<input type="checkbox" value="N"/>	<input type="checkbox" value="N"/>	
4	H	E	P	CONTROL SYS	12:12		R	<input type="checkbox"/>	<input type="checkbox"/>	
5	G	T	P	CONTROL SYS	09:15	OR		<input type="checkbox" value="Y"/>	<input type="checkbox" value="N"/>	

[Go →](#)

CAUTION** Ensure that all information is correct before hitting the GO button.** This screen is locked at the end of the business day. Information may not be adjusted after the information has been submitted. The attendance worksheet results are reported to UI staff members so they may determine if there was an attendance issue found at the time of the orientation. If a specific time was not submitted, other Links to Reemployment orientations for the same day will appear on this page. If an error is detected the following day after the GO button has been submitted, enter a note on the ES Notes screen in Connecting Colorado stating the error and correction. UI will review ES notes and report this as an “improper referral” and it will not be counted against the participant.

The **Distance Waiver attendance worksheet** should be pulled up for the scheduled time and date and recorded through the **SH** service code. It will show up on an individual orientation list.



STEP 6 – SERVICE DELIVERY – Orientation and Reemployment Services Process

Veteran’s Triage and Priority of Service

- Adhere to state and local Veteran’s triage to DVOP services and Priority of Service guidance at the time of the orientation
 - Discuss the available Veteran services during the orientation so participants may self-identify for veteran services and assistance
 - Review list of attendees for Veteran status
 - Offer follow-up appointments, referrals and services to Veteran’s first, and according to your local Veteran’s triage and priority policies

Orientation

The workforce center services orientation and UI eligibility requirements information are presented to the attendees. When attendance is taken on the “Links to Reemployment Attendance Worksheet”, a **Y** (yes) in the “Attend” column will automatically generate an **OR** service code (attended Links Orientation) in the claimant record on the “Display Services” screen. If **N** (no) is recorded in the “Attend” column, a **NS** (no show) service will automatically generate in the claimant record on the “Display Services” screen.

This attendance worksheet sends relevant completion data over to the UI representatives. This data may tie back to an investigation of their eligibility status. It’s important to enter in the appropriate information initially since any negative data may have an impact to the claim. Access to change the information captured in the specific attendance worksheet will be locked at the end of the day. Ensure that the correct data is entered initially to avoid additional work. If you notice that the attendance record was recorded in error after the attendance sheet has been locked, record an ES note stating the error and the correction so that the UI representative will have the most up-to-date information. UI representatives will check the ES notes and the Display Services screen in Connecting Colorado before and during any investigations.

Suggested Orientation Content:

- Why selected for the orientation?
 - Expedite reemployment due to an occupational or industry decline in past position
 - Would likely benefit from retooling
 - Would likely benefit from workforce services
- Overview of workforce services, LMI tools and other applicable resources
- Veteran services
- UI eligibility video on work-search requirements and maintaining records
- Setting reemployment goals and a plan
- Pre-approval for training and school (UI Approved Training Status), as appropriate
- Staying engaged in work-search activities, networking and updating information
- Referrals to services
- Next Steps
 - Participant next steps
 - WFC next steps
 - Provide resources (online and handouts)

Reemployment Services and Administrative Markers

1. WFC representatives shall review each participant's Connecting Colorado registration to ensure that the information listed is up-to-date and appropriate for the type of work that the participant is seeking. Particularly, the skills, education, credentials and work history should reflect and align with the customer's occupational goals. The orientation or a one-on-one session should include a discussion about the importance of maintaining an up-to-date registration.
2. At least one reemployment service is offered to each orientation attendee, including a one-on-one appointment that same day or within the same week of attending a Links to Reemployment orientation.
 - a. The participant is not obligated to accept the offer of additional reemployment services after the orientation; however, if the individual is formally referred to an activity, WFCs shall develop a process to follow-up and report whether the individual completed that specific activity in Connecting Colorado. This may include (but not limited to) a workshop, assessment, uploading a resume to Connecting Colorado, or follow-up meeting with a representative or any other workforce service.
 - b. WFCs shall record attendance/completion for any reemployment services that were referred, as a result of attending the Links to Reemployment Orientation (refer to the Attachment D: Links to Reemployment Service Codes and Definitions to determine the appropriate referrals. WFCs are not limited to the services listed in Attachment D).
 - NOTE: WFCs should enter a **NS** service code in Connecting Colorado for any participant that does not attend or follow through with a scheduled follow-up service or referral, such as any activities defined within a signed Individualized Reemployment Plan (IRP). WFC staff should discuss the consequences and impacts to the UI claim before making referrals for the claimant.
3. No Show (**NS**) Referrals to UI: (Administrative Marker) Individuals that do not attend the mandatory orientation shall be promptly referred (within 24 hours) to UI through Connecting Colorado, in addition to any potential eligibility issues that were identified during the rescheduling process, the orientation or the individual appointment, if not already referred. The **NS** service is auto-generated when taking attendance on the Links to Reemployment Attendance Worksheet in Connecting Colorado.

- Recording the UI Status: WFC representatives shall change the UI status field from “Recently Filed Unemployment Insurance Claim” or other dropdown options to “UI Referred Services: Links to Reemployment (WPRS)” in the Connecting Colorado registration.

STEP 7 – OTHER – Related Service Codes for Links to Reemployment

Refer to Attachment D for service code definitions

Administrative Marker Service Codes:

SH – UI Reschedule (in-advance)

NS – UI No Show

NE – UI Potential Eligibility Issue

AT – UI Regular Approved Training

R0 – Referral to Links to Reemployment Orientation

Career Services for Links to Reemployment

OR – Attended Links to Reemployment Orientation

R1 – UI Individualized Reemployment Plan

R2 – UI Eligibility Review

RECORDING NOTES IN CONNECTING COLORADO - NE, EX, SH and NS comments field

UI representatives review the ES Notes and Display Services screen in Connecting Colorado when a “referral” is made. Provide enough information to allow UI to know what questions to ask a customer. This may include crucial information for UI to determine “good cause” or the “able and available” requirements. The note or comment should include a basic reason for the “referral” to UI. The comment line within the service screen is mandatory and auto-generates an ES note. If there is not enough room to capture your reason in the comment field, include an additional ES note to expand the reasoning.

Examples:

- “SH: Customer called to reschedule orientation - job interview conflict.”
- “SH: Rescheduled Links Orientation 11/10/2014 @ 10:30AM- Transportation, car broke down”
- “NS: Customer called to cancel morning of orientation – employer testing”
- “NE: Customer in leg cast. Broken leg 7/1/2015”
- “NE: incomplete job search records - Only completed 3 of 5 contacts in January 2015”
- “EX: Similar Service - Customer attended a new claimant WF orientation on 7/1/2015”
- “EX: Pgm Attached - Customer enrolled in DW 1/1/2015”
- “EX: Banned from LOFF 1234. Still in effect”

Other Helpful Notes

Job Interview, Employer Testing or Other Hiring Activity: When a customer notifies the WFC about attending a hiring activity, CDLE recommends recording a brief case note in the ES Notes Screen for a historical record.

SCREEN SHOTS

SH – UI Reschedule Screen

Applicant Service Store

Payton Manning - 333333333

Current Programs

WT-TG	WT-TG	AD-ES	OT-TA	OT-TA
05/01/2013	04/01/2013	05/03/2012	12/15/2009	02/01/2005

↑ ↓

Submit
Skip Service

Complete 4 fields on this screen

Service: UI Reschedule (SH)

Start: 04 / 06 / 2015 Est Compl: / /

LOFF: 9993 Agent: CONTROL SY

Voucher: Counselor:

Comment: _____

Sub Serv:

E/A:

Project:

Cost: .

Completion:

Oblig/Exp:

Program:

Start Time: :

Sub Compl:

Contract:

Year:

End Time: :

Related Act:

Count Goal:

NS – UI No Show Screen

Applicant Service Store

Payton Manning - 333333333

Current Programs

WT-TG	WT-TG	AD-ES	OT-TA	OT-TA
05/01/2013	04/01/2013	05/03/2012	12/15/2009	02/01/2005

↑ ↓

Submit
Skip Service

Sub Serv:

E/A:

Project:

Cost: .

Service: UI No Show (NS)

Start: 04 / 06 / 2015 Est Compl: / /

LOFF: 9993 Agent: CONTROL SY

Voucher: Counselor:

Comment: _____

Sub Serv:

E/A:

Project:

Cost: .

Completion:

Oblig/Exp:

Program:

Start Time: :

Sub Compl:

Contract:

Year:

End Time: :

Related Act:

Count Goal:

If the no show is because of a follow-up appointment, list reason and missed appointment name in comments field. Initial orientation does not need to be recorded

NE – Potential Eligibility Issues

Applicant Service Store

Payton Manning - 333333333

Current Programs

WT-TG	WT-TG	AD-ES	OT-TA	OT-TA
05/01/2013	04/01/2013	05/03/2012	12/15/2009	02/01/2005



In comment example below: Briefly describe reason for referral

Submit

Skip Service

Service: Eligibility (Links) (NE)

Start: 04 / 06 / 2015

LOFF: 9993

Voucher:

Comment: NF: Child care conflicts. Hasn't been able to job search

Est Comp: / /

Agent: CONTROL SY

Counselor:

Sub Serv:

E/A:

Project:

Cost: .

Completion:

Oblig/Exp:

Program:

Start Time: :

Sub Comp:

Contract:

Year:

End Time: :

Related Act:

Count Goal:

REPORTS

- Demographics Report** – Enter the appropriate date range and either the local office or region for a list of the services received and information on the demographics of the customers who were selected for the Links to Reemployment initiative. The counts start as early as the referral process (R0) and record information about those services that are directly related to Links to Reemployment.

Links to Reemployment Orientation Demographics Report

Set criteria to pull demographics for Claimants selected for an orientation (rec'd R0 service).

From: / / To: / /

Local Office: OR Region:

[Go →](#)

Reports

Links to Reemployment Orientation Demographics

03/15/2015 to 04/06/2015 For Region:DE Denver

SECTION A: PROFILED CLAIMANTS REFERRED TO SERVICES

Row #	Count	Item
1	12	Number referred to services
2	12	Orientation
3		Assessment
4		Counseling
5		Job placement and referrals to employers
6		Job search workshops/job clubs
7		Referrals to education & training
8		Enrolled in self-employment program

SECTION B: PROFILED CLAIMANTS COMPLETING SERVICES

Row #	Count	Item
1	12	Number completed to services
2	12	Orientation
3		Assessment
4		Counseling
5		Job placement and referrals to employers
6		Job search workshops/job clubs
7		Completed education & training
8		Completed self-employment program

SECTION C (STATE SECTION): PROFILED CLAIMANT DEMOGRAPHICS

Row #	Count	Item
1	12	Total referred to services
2	7	Male
3	5	Female
4		Youth (Under 18)
5	10	18-44
6	2	45-54
7		55 and over
8	1	Hispanic

- Summary of Activities Report** - Enter the appropriate date range and either the local office or region for a list of the services received and information on the activities of the customers who were selected for the Links to Reemployment initiative. This report includes information about the date of the orientation, other program enrollments and reasons for local exclusions.

Reports

Links Summary of Activities

Pull report based on Invitation/Exclusion date (R0 or NE service)

REQUIRED

From: / / To: / /

[Local Office:](#) OR [Region:](#)

OPTIONAL

Time: :

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Reports

Links Summary of Activities

Results for Links Orientation between: **03/15/2015** and **04/16/2015**
For **Region:DE**

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#	ID	Name	Phone	Letter/Orient	Attn Comment	Dist SH Svc/Resch	Attn SH	Curr Pgm	Pgm Start	Curr Agent
1	D89420939	Cuadrado Gabriel	720-485-4349		N Identified for simil					
21	G14113449	BRANDENBURG RACHEL	720-209-8988	04/10/15 04/15/15 14:42	Y					
22	Y49574193	Ogbutor Emeka	720-207-1815	04/10/15 04/15/15 14:42	Y					
23	H14275460	Peckham Emma	720-281-3758	04/10/15 04/15/15 14:42	N	04/09/15 04/16/15				

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- A7 Report** – The A7 Report now includes data that is specific to Links to Reemployment activities.