Employ Florida Updates: New Features to Review

Building Integrated Workforce Development Systems

/GeographicSolutions @GeoSolutionsInc
Today’s Feature Discussions:

- Florida Skills Assessment (with WIN)
- Shared Statewide Events
- Florida Portals in Review
- Workplace Training Portal
- Services for Individuals: Workplace Training Category
- New Individual Indicators
- Disability Status: Registration
- Reports
- PINs in Case Management
- Progressive Informed Registration
- New Wagner-Peyser
It’s all about job and career matching!

• We want to make it easy for job seekers to find the career and job of their dreams

• The more assessment choices, the better!

• The latest opportunity for job seekers to work with their skills and developing career goals is the Florida Skills Assessment
Worldwide Interactive Network (WIN) Florida Skills Assessments

- Six career readiness assessments and soft skills training assessments
- Self-administered, self-paced
- New Career Exploration tools
- New printable Career Plan based on assessment results and career exploration favorites
Three Career Assessments that measure the foundational skills needed for most of today’s jobs:

- **Applied Mathematics** - measures workplace mathematical reasoning and problem-solving skills
- **Locating Information** - measures comprehension and application of workplace graphics such as charts, graphs, and tables.
- **Reading for Information** - measures reading comprehension and reasoning skills when using written text on the job including memos, letters, bulletins, policies and regulations.
Three Career Exploration Assessments help jobseekers match interests to occupations:

- **My Interests** - helps identify interests and match them with a wide variety of careers. It doesn't tell someone what they should be but organizes their interests in six broad categories of work.
- **My Occupations** - uses 28 factors often considered in career decision making. It is designed to let a person give their likes and dislikes, and creates a list of occupations that match their preferences. It doesn't tell them what they should be. Instead, Occupation Sort locates occupations that match factors they consider important.
- **Am I an Entrepreneur?** - helps a jobseeker learn more about entrepreneurship and more about themselves.
Florida Training Skills Assessment

3 TRAINING

Now that you have taken the self-assessments, further develop your foundational career readiness and soft skills that employers are looking for.

- APPLIED MATHEMATICS
- LOCATING INFORMATION
- READING FOR INFORMATION
- SOFT SKILLS
Florida Training Skills Assessment

Three self-directed, self-paced Career Readiness Training modules with placement determined by the assessment:
- Applied Mathematics
- Locating Information
- Reading for Information

All-new self-directed, self-paced Soft Skills Curriculum including pre-test, learner interactions, embedded video scenarios and post-tests covering:
- Communicating Effectively
- Conveying Professionalism
- Promoting Teamwork and Collaboration
- Thinking Critically and Solving Problems
New career exploration tools, allowing jobseekers to explore careers that best match their assessment results:

- Career Plan automatically generates once the jobseeker completes the 3 Career Readiness Assessments, My Interests and My Occupations
- Summarizes assessment results
- Lists ‘best match’ occupations based on assessment results, including information about required occupational skills / education and wages
- Provides contact information for local CareerSource region
Individual Access:

Individuals will have a new widget on their dashboard called the My Assessments widget.

There is a link to the WIN Workplace Skills Assessments from this location.
Individual Access:

It will also be a tab in the Self-Assessment Profile.
Individual Access:

This is what the site looks like when you decide to take one of the assessments. Icons allow for easy selection.
Individual Access:

Here I selected the icon for Applied Math. The system will take you to an introductory screen where you start the assessment.
Florida Skills Assessment (WIN)

Individual Access:

Sample of a math question:

You are a cashier at a department store. The customer hands you a $10 bill for purchases totaling $8.74. How much change should you give the customer?

A) $1.26
B) $1.28
C) $18.72
D) $18.74
STAFF:
Assessments now available through a link in the Case Management Profile > Assessments Tab > Workplace Skills

Scores are returned in real time, so the jobseeker receives instant feedback and case managers can view results.
Florida Skills Assessment (WIN)

Upcoming:

If you want to learn more, I will be moderating a webinar with WIN staff this summer discussing the Florida Skills Assessment tools in more detail.
Statewide Shared Events:

Adds the ability to share statewide shared events to the calendar.
Statewide Shared Events:

Adds the ability to share statewide shared events to the calendar.
Florida Portals

https://abilitieswork.employflorida.com/vosnet/default.aspx

Florida Abilities Work Portal
Florida Portals

https://abilitieswork.employflorida.com/vosnet/default.aspx

Florida Abilities Work Portal

The bottom of the Home Page allows individuals to search for different jobs and job types. Other links provide valuable resources pertaining to disability services for job seekers, employer related disability services, and a page about Employ Florida.

Search for a Job
Enter a keyword and/or city or ZIP code and radius to search for jobs in your area.

Keyword (e.g. Accountant)

33601  Radius

Job Type
- Internships
- Work Experience
- Paid Jobs
- All Jobs

Search for Jobs

FAQ: Email your questions about Employ Florida or call our Employ Florida Help Desk toll-free at 1-800-438-4128.
Florida Portals

Disability Services

Employ Florida Abilities@Work
The Florida Abilities Work portal is an online resource designed to help match job seekers who have a disability to the Florida employers looking to hire them. AbilitiesWork offers a complete set of employment tools, including resources for support services to assist employers and job seekers with disabilities in navigating the disability support system.

Additional Resources
This page contains links to information about services in your area that benefit people with disabilities, including employment, health, and financial resources.

Find information about...

Cornucopia of Disability Information (COCI)
COCI serves as a community resource for consumers and professionals by providing disability information in a wide variety of areas. Information on topics such as assistive technology, employment, legal issues, mobility, and disability organizations is available.

Disability.gov
The Employment section of Disability.gov has information about career planning, job banks, interviewing for a job and self-employment and small business ownership. You'll also find information about programs that can help you get job training.

Employer Assistance & Resource Network (EARN)

Individual Access:
A link to the portal is also available through: Services for Individuals> Disability Services
Florida Portals


Florida Education Portal
Florida Portals


Employ Miami Dade Portal
Florida Portals

https://www.employ-monroe.com/vosnet/default.aspx

Employ Monroe Portal
Florida Portals

https://greenjobs.employflorida.com/vosnet/default.aspx

Green Jobs Portal
Florida Portals

https://silver.employflorida.com/vosnet/default.aspx

Silver Edition Portal
Florida Portals

https://veteran.employflorida.com/vosnet/default.aspx

Veterans Portal

Welcome to Florida's Veterans Program Portal

En Español

To get started, enter information either in the Keyword section or the Military occupation Code section. Selecting a Branch of Service and Personnel Category will help refine your available choices. Then select the geographic area for your search by entering a zip code and radius. Click Search for Jobs to display available jobs.

Keyword (e.g. IT Specialist)

Enter Keyword

Or

MILITARY OCCUPATIONAL CODE

Select the Branch of Service
Florida Portals

https://workplacetraining.employflorida.com/vosnet/default.aspx

Workplace Training Portal
Workplace Training: Internship, Apprenticeship, OJT

Portal Tabs

Internship

Apprenticeship

On the Job Training

Intern Services

Whether you are a student with little to no job experience, or someone looking to change career fields, an internship can provide a path to gaining practical work experience. Completing an internship can make full-time employment more attainable further down the road. This page contains information on internships for those seeking ways to gain job experience.

I need information about...

- What is an internship?
- What is the difference between an internship and an apprenticeship?
- What qualifications do I need for an internship?
- How do I find an internship?

Apprenticeships

This page contains information on apprenticeships, which combine a full-time job with training. An apprentice can earn and learn at the same time, and apprenticeships can be a way for workers to gain entry into a well-paying occupation.

I need information about...

- What is an apprenticeship?
- What is the difference between an internship and an apprenticeship?
- What qualifications do I need for an apprenticeship?
- How do I find an apprenticeship?
Services for Individuals: Workplace Training

- Intern Services: Find information about what internships are and how to find them in your area.
- Apprenticeship: Find information about what Apprenticeships are and how to find them in your area.
- On-the-Job Training: Find information about what On-the-Job Training is and how to find them in your area.
How do these job types appear in the search?

Type of Job identified when the job order is created.
When searching for an individual through Assist an Individual and Currently Managing, there are new indicators. Detailed View especially.

<table>
<thead>
<tr>
<th><strong>User Name</strong></th>
<th><strong>First Name</strong></th>
<th><strong>Last Name</strong></th>
<th><strong>SSN</strong></th>
<th><strong>Vet</strong></th>
<th><strong>State ID</strong></th>
<th><strong>Last Login Date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>101084</td>
<td>Dulce</td>
<td>Lopez</td>
<td>0521</td>
<td>No</td>
<td>12790</td>
<td>04/04/2017</td>
</tr>
</tbody>
</table>

**Indicators:**
- **WP** - Enrolled 09/22/2016
- **SFW** - Seasonal Farm Worker
Individuals who register and indicate a disability status = Yes:

Additional information provided.

Note: If you select “Yes”, your disability status will only be shared with employers to which you submit employment applications and only when the position you have applied for provides a preference for candidates with disabilities. It is the employer’s responsibility to indicate that candidates with disabilities are given preference when posting advertisements. DEO does not and cannot confirm that an employer’s hiring practices are consistent with the terms of its advertisements.
If you indicate you are willing to automatically share your disability status, two pop-ups occur as an additional notification.

Please Confirm...
Are you sure? You have elected to automatically share your disability status with employers that provide a preference to individuals with disabilities. A disability preference associated with a given advertisement is not and cannot be verified by DEO in any way. Click Ok, to share your disability status or Cancel to not share your disability status.

Cancel  OK

Please Confirm...
Are you sure? You have elected to automatically share your disability status with employers to which you submit employment applications for positions that provide a preference to individuals with disabilities. A disability preference associated with a given advertisement is not and cannot be verified by DEO in any way. Click Ok, to share your disability status or Cancel to not share your disability status.

Cancel  OK
The **Documentation Reports - Last Case Note for Participant Report** was modified to allow staff an option to search for the last case note entered for the selected Program or overall for the individual user across all programs. The **Show Last Case Note For Program** filter controls what case note record to use on the report data. When **Show Last Case Note For Program** = No, the report will calculate the number of days since the most recent case note entered for each individual user. When **Show Last Case Note For Program** = Yes, the report will calculate the number of days since the most recent case note associated to the selected program that was entered for each individual. Report will also return those program participants with no case notes recorded in the system.
Reports Modifications:
The **Case Load - Measurable Skill Gains Report** was recently modified to include the attainment of a secondary school diploma or its equivalent, successful completion of On-the-Job Training or Registered Apprenticeship. When a H. S. diploma or its equivalent is recorded in the Credentials Screen, the report will display it as a Skill Gain with the date of the diploma attainment. When enrollment record with OJT or Registered Apprenticeship service code is closed as Successfully Completed, the report will show a Skill Gain under Training Milestone Skill Type.
Admin – View Reports – Staff User Report:
The Administrative Staff with proper privileges to the Admin Reports can use this report to get a list of all active or inactive Staff members by Region or Office with their location, contact information, Program affiliations, assigned Privilege group and the last log in date.
Miscellaneous Reports - Questionnaire - Questionnaire List Report:
This is a detailed list report that displays all the questions that were set up for the selected Generic program and responses of the Generic Program participant to those questions.
Miscellaneous Reports - Administration – Staff Alerts Report:
Provides a list of system alerts that were set up for each staff user account.
Individual Reports - Background Information - Days Since Last Employment Report:
This report identifies registered individuals that have been unemployed at the time of VOS registration, and calculates the number of days since their last employment end date based on the employment data provided in the Individual Background Wizard – Employment History.
Case Management - Case Load – Hourly Wage Before and After Enrollment Report:
Staff can use this report to see all individuals that have exited from their programs and compare their hourly wages at program entry to the hourly wage at program exit and 4 quarters after the exit quarter. Data displayed on this report is based on the supplemental data recorded on application, case closure, and during quarterly follow-ups.

<table>
<thead>
<tr>
<th>State ID</th>
<th>App ID</th>
<th>Name</th>
<th>Exit Date</th>
<th>Exit Reason</th>
<th>Pseudo SSN</th>
<th>Emp Status at Entry</th>
<th>Emp at Exit</th>
<th>Wage at Enroll</th>
<th>Wage at Exit</th>
<th>Dislocation Wage</th>
<th>Hrly Wage at Exit</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>HARRIS, JACINDA</td>
<td>07/01/2016</td>
<td>Soft Exit</td>
<td>N</td>
<td>Not Employed</td>
<td>Yes</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$9.75</td>
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<td></td>
<td></td>
<td>MCCLENN Jr, CALVIN</td>
<td>07/12/2016</td>
<td>Soft Exit</td>
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<td>Not Employed</td>
<td>Yes</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$18.75</td>
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<td>Soft Exit</td>
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<td>Yes</td>
<td>$0.00</td>
<td>$0.00</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>Edmon, Shelby</td>
<td>10/21/2016</td>
<td>Soft Exit</td>
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<td>Not Employed</td>
<td>Yes</td>
<td>$0.00</td>
<td>$0.00</td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Edson, Timothy</td>
<td>06/29/2016</td>
<td>Soft Exit</td>
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<td>Yes</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Weekly Hours at Exit</th>
<th>Hrly Wage at Q1 FollowUp</th>
<th>Weekly Hours at Q1 FollowUp</th>
<th>Weekly Hours at Q2 FollowUp</th>
<th>Weekly Hours at Q2 FollowUp</th>
<th>Weekly Hours at Q3 FollowUp</th>
<th>Weekly Hours at Q3 FollowUp</th>
<th>Weekly Hours at Q4 FollowUp</th>
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<tr>
<td>40.00</td>
<td>$22.00</td>
<td>40.00</td>
<td>$10.00</td>
<td>40.00</td>
<td>$14.81</td>
<td>40.00</td>
<td>$14.81</td>
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<tr>
<td>40.00</td>
<td>$10.00</td>
<td>40.00</td>
<td>$10.00</td>
<td>40.00</td>
<td>$14.81</td>
<td>40.00</td>
<td>$14.81</td>
<td>40.00</td>
</tr>
</tbody>
</table>
Case Management - Case Load - Quarterly Follow Up Status Report:
This report includes the contact information for those participants who have exited programs and are in Follow Ups, the completion status of the quarterly follow ups, employment information in the prior and current quarter and the follow up placement information.

<table>
<thead>
<tr>
<th>State ID</th>
<th>App ID</th>
<th>Name</th>
<th>Office</th>
<th>Assigned Staff</th>
<th>Follow Up Type</th>
<th>Follow Up Status</th>
<th>Required By</th>
<th>Completion Date</th>
<th>Employed In Quarter</th>
<th>Employer</th>
<th>Hire Date</th>
<th>Job Title</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Dyer, Jeff</td>
<td>CareerSource Escarosa - 4105 Pensacola</td>
<td>Complete</td>
<td>3rd Quarter after Exit</td>
<td>03/31/2017</td>
<td>03/30/2017</td>
<td>Yes</td>
<td>Tucker Transportation Inc</td>
<td>11/17/2014</td>
<td>AR Bookkeeper</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dyer, Jeff</td>
<td>CareerSource Escarosa - 4105 Pensacola</td>
<td>Required</td>
<td>4th Quarter after Exit</td>
<td>09/30/2017</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ROYDEN, JAMES</td>
<td>CareerSource Escarosa - 4105 Pensacola</td>
<td>Complete</td>
<td>2nd Quarter after Exit</td>
<td>03/31/2017</td>
<td>02/03/2017</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Wage</th>
<th>Hours</th>
<th>Credential Date</th>
<th>Credential Type</th>
<th>Other Follow Up Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00</td>
<td>40.00</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12.24</td>
<td>40.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
New Business Intelligence Tool (BI) in Ad Hoc Query Section:
More user friendly than the Ad Hoc Query Wizard. Allows you to merge tables together that contain foreign/primary keys that match, taking away the guesswork. You can also upload a file if necessary.
Progressive Informed Registration

Review: Shortened registration information for individuals who register through Guest job-seeker access.
Progressive Informed Registration

Review: Register button appears before job seeker can apply for the job. This takes individual through a shortened registration form known as the PIR form.
Progressive Informed Registration

Review: *Manage Individuals > Assist an Individual* now allows you to search for job seekers who entered the system through the Progressive Informed Registration Form in the *Case Management Criteria* section.
Here was a quick list I ran for June 14 for EF for those who entered through the Progressive Informed Registration Form. There were over 1,000 records located.
Case Management PINning

PINning occurs on the **Case Management Profile > Programs Tab**.

**Summary Tabs** at the top include:
- **Individual Detail**: review of basic information on the client
- **Summary View**: Federal and Locally Funded Program Statuses
PINning occurs on the **Case Management Profile > Programs Tab**.

**Summary Tabs** at the top include:

**Staff Pins**: allow staff to go back and forth between individuals without having multiple browsers opened up.

![Image of Case Management Profile with Summary Tabs and Staff Pins](Image)
PINning occurs on the **Case Management Profile > Programs Tab**.

**Summary Tabs** at the top include:

**Staff Access:** Summarizes your level of privilege access with federal programs and other programs that are part of the Programs tab.
Wagner-Peyser Changes:

• Traditionalist methods for Wagner-Peyser registration will no longer exist.
• Gone soon will be the days of automatic Wagner-Peyser Registration, Participation and 003 Service
• Focus will be on staff assisted versus self-service
If someone registers only, the Wagner-Peyser application will indicate their status as “Registration Only.”
For participation, additional work will have to be done by the staff member.
When documenting and providing services, be prepared to complete additional required fields on each tab of the Wagner-Peyser application.

Not all tabs will be completed.

Example: Office Location of Responsibility

Goal: To change status to participating instead of “Registration Only.”
The New Wagner-Peyser

Miss something?

Red text highlights the specific area where required information was missed

No more pop-ups, or vague text at the top of the page!
Contact information will migrate over
The New Wagner-Peyser

Additional examples if data is missed.
The New Wagner-Peyser

Additional expandable sections with staff instructions in blue text.

Example: Expandable disability question.
The New Wagner-Peyser

New Farmworker section reflecting definitions based on the latest from the US Dept of Labor. (i.e., Migrant Food Processing is gone)
Public Assistance questions will be customized for your system.

**Default will be Not Applicable/Unknown**

<table>
<thead>
<tr>
<th>Information below is for the individual or family member who is currently receiving or has received in the last 6 months:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Temporary Assistance for Needy Families (TANF):</strong></td>
</tr>
<tr>
<td>TANF Recipient Type:</td>
</tr>
<tr>
<td>- Applicant</td>
</tr>
<tr>
<td>- Family Member</td>
</tr>
<tr>
<td>- Not Applicable/Unknown</td>
</tr>
<tr>
<td><strong>Supplemental Security Income (SSI):</strong></td>
</tr>
<tr>
<td>SSI Recipient Type:</td>
</tr>
<tr>
<td>- Applicant</td>
</tr>
<tr>
<td>- Family Member</td>
</tr>
<tr>
<td>- Not Applicable/Unknown</td>
</tr>
<tr>
<td><strong>General Assistance (GA):</strong></td>
</tr>
<tr>
<td>GA Recipient Type:</td>
</tr>
<tr>
<td>- Applicant</td>
</tr>
<tr>
<td>- Family Member</td>
</tr>
<tr>
<td>- Not Applicable/Unknown</td>
</tr>
<tr>
<td><strong>Supplemental Nutrition Assistance Program (SNAP):</strong></td>
</tr>
<tr>
<td>SNAP Recipient Type:</td>
</tr>
<tr>
<td>- Applicant</td>
</tr>
<tr>
<td>- Family Member</td>
</tr>
<tr>
<td>- Not Applicable/Unknown</td>
</tr>
<tr>
<td><strong>Refugee Cash Assistance (RCA):</strong></td>
</tr>
<tr>
<td>RCA Recipient Type:</td>
</tr>
<tr>
<td>- Applicant</td>
</tr>
<tr>
<td>- Family Member</td>
</tr>
<tr>
<td>- Not Applicable/Unknown</td>
</tr>
<tr>
<td><strong>Social Security Disability Insurance (SSDI):</strong></td>
</tr>
<tr>
<td>Yes/No</td>
</tr>
<tr>
<td><strong>Youth Currently living in high-poverty area:</strong></td>
</tr>
<tr>
<td>Yes/No</td>
</tr>
<tr>
<td><strong>Foster Care Payments:</strong></td>
</tr>
<tr>
<td>Yes/No</td>
</tr>
</tbody>
</table>
Miscellaneous Information section is for your system and is an opportunity to include additional questions on the form.
After completion of the App, you would take someone through the Participation section.

Some services will be identified as being possible for Registration Only status.
Significant Changes to Remember:

• You can provide some services for Registration Only individuals. There is a new field called Customer Group and the Customer Group for these services is identified as Self Service/Registered Only. These may be regular services that individuals received by going to a one-stop.
• Being involved in re-employment programs (RESEA or ROW) or assistance from DVOP staff will trigger and create participation.
• Verifications only need to be done for individuals going through participation.
• This division of service types allows specific staff members to focus their attention on each type of service.
The New Wagner-Peyser

Significant Changes to Remember:

• RESEA Services specifically identified as such (usually with an R in front of them) will automatically trigger participation in Wagner-Peyser. One of the first service is review of the Orientation Video (R01).
• Events calendar services will also automatically create Wagner-Peyser participation.
• Clients can control the services and their customer groups.
• Can’t put in Successful Completion without an Actual End Date
Customer Group = Self Service/Registered Individual Only

Specific services will be identified and associated with his customer group.
Typical Services for Self-Service might be Use of One-Stop Resource Room, Labor Market Research, Researching Training Providers
The New Wagner-Peyser

Wagner-Peyser will also be part of the new Common Intake Form.