

# Exit Tab Desk Aid

- From a seeker's record, select the **Seeker History** icon

Toolbox 2 (Test) Powered by Oracle 11g - Seeker

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - EXIT SNAPSHOT(###-##-###) EDWARD GREENSLIT (575)22-3017

Find Seeker Seeker Info Des Job Title Edu/Cert Work History Referrals Core Enroll Other Scratch Pad Svc Referral Adv. Query

Name and Address Information

EXIT SNAPSHOT

Mailing Address: 123 TEST WAY

Street Address:

JEFFERSON CITY MC 65101

Phone Numbers

Home: (573)555-1234 Cell: Work: Other:

Personal Information

Date of Birth: 12/26/1986 Age: 27 Gender: F

Searchable Deceased Share resume

Veteran Information

Vet Status: O - Spouse Transition:

Recently Separated Served From: 01/01/2007 Served To: 02/14/2013

Spouse of Deployed Guard/Reserve or spouse deployment ended within the past year

Branch: Army

Have you attended a TAP workshop in the past 36 months? Show Me Hero: N Status Verified

Seeker Status

Emp Exchange	Status	Date	Last Update	Workkeys ID:
Active	Active	03/10/14	03/10/14	

Case Management: Active Next Appt: Time: UI Ben Year Beg Dt: Inactive Dislocated Date: EB Next Task: 03/10/14

Job Contacts:

Actual Enrollments	Possible Enrollments
WIA ADULT CORE, WIA	Displaced Homemaker 25% Hero at Home
App ID: 12088962	Dislocated Worker, SHOW ME
DCN: 0022146931	HEROES

Services Provided

Date	Type of Service	Employment Counselor
01/10/14	Assessment	
01/10/14	Placed in Training	
01/10/14	Assessment	
01/09/14	Job Referral	

Source: MIS CONVERSION Partial Seeker Restricted SSN Discrepancy

Web Info Save Cancel

Query Returned no Rows!

Record: 1/1 <OSC>

2. Select the **Exit Snapshot** tab.

The screenshot shows the 'Exit Snapshot' tab selected in the 'Seeker Histories' application. The interface includes a menu bar, a toolbar, and a main content area with several sections:

- Display Options:** A grid of checkboxes for Service History, Correspondence, Workshop Notices, EUC/REA Activity, Waivers, Tasks, Appointments, WSL Referrals, EUC08-13 Activity, Alerts, Enrollments, FSD Work Status, and RJS Activity.
- Counts:** A section with numerical values for DWD Referrals (4), Self Referrals (4), Employer Referrals (0), Placements (1), Services (23), and Scratch Pads (4).
- Training Weeks:** A section with values for Remedial (0) and Occupational (0) weeks, with a Total of 0.
- Table:** A table with columns for Date, Type of Service, Counselor, Description, and Results. The table contains 14 rows of service history data.
- Print List:** A button located at the bottom right of the table area.

Date	Type of Service	Counselor	Description	Results
05/29/14	Task	TERESA > CANTRELL	New - 1st Participant	Not Complet
03/11/14	Task	TERESA > CANTRELL	Working address for Case Managed worker: 536781733 UNAPPROPRIATE - not in out of job	Not Complet
03/10/14	Task	Ad A/N > CANTRELL	Case Managed from Ad A/N > CANTRELL to TERESA > CANTRELL	Not Complet
03/10/14	Task	TERESA > CANTRELL	This primary counselor deleted email address in mediated phone book.	Not Complet
03/10/14	Task	TERESA > CANTRELL	This primary counselor updated the mailing address in mediated Wisconsin Career Center	Not Complet
03/10/14	Task	TERESA > CANTRELL	This primary counselor updated the home phone in mediated	Not Complet
03/10/14	Enrollment	TERESA > CANTRELL	Enrollment Terminated 20% Rate of Home	Possible
01/29/14	Task	Ad A/N > CANTRELL	Case: 536781733 REFC. R.A. BIRCHBY - has a case with	Completed
01/10/14	Task	Ad A/N > CANTRELL	Case: 536781733 REFC. R.A. BIRCHBY - has a case with	Completed
01/10/14	Task	Ad A/N > CANTRELL	This primary counselor added case in mediated phone book.	Completed
01/10/14	Service	Ad A/N > CANTRELL	Assessment	
01/10/14	Service	Ad A/N > CANTRELL	Assessment	
01/10/14	Service	Ad A/N > CANTRELL	Placed in Training	

3. **Exit ID:** If there is more than one exit listed, click in the row of the exit you want to work with. That will change to other data on the screen to show those data elements associated with the selected exit.
4. **Intake Information:** This information was captured through the eligibility module at time of enrollment and cannot be edited.
5. **Pending Exit Date:** This field displays the date that the soft exit will (or did ) occur. It is generally 90 days later than the last countable service. If the WIA participant is enrolled in one of the long-term training or education services that keep a record from exiting until the service is closed, the field will display a date 90 days later than the current date. Once the long-term service is closed, the field will display a date 90 days later than the service closure date.
6. **Birth Date:** This field is not editable.
7. **Save:** This button must be pushed after recording changes to the screen in order to save the changes.
8. **Cancel:** This button may be used to delete changes anytime before the **Save** button is pushed.

Toolbox 2 (Test) Powered by Oracle 11g - Seeker Histories

File Edit Navigation Options Utility MO Utility Window Help

Seeker Histories - EXIT SNAPSHOT(###-##-##) EDWARD GREENSLIT (573)522-3017

Exit ID	Enrollment Date	Client ID	Program	Pend Exit Date	Birth Date
3114166699	01/10/2014	1-1111111-1	WIA Dislocated Worker	06/08/2014	12/26/1986
3114166700	01/10/2014	1-1111111-1	SHOW ME HEROES		
3114039590	10/21/2013	1-1111111-1	WIA ADULT CORE		

Intake Information

Employment Status: Not Employed

UI Status: Neither Claimant/Ex...

Displaced Homemaker: No

Dislocated Date: 03/21/2013

School Status: Not Attending/HS ...

High Grade: College 1 Year

Lit/Num BSD

Veteran

Vet Status: Yes, Other E...

Mil Beg Date: 01/01/2007

Mil End Date: 02/14/2013

Vet Campaign: No

Vet Disabled: No

Outcome Information

Exit Date

Exit Reason

Employer

Emp Date

Wages/Hr

Hrs/Week

Emp City

Emp Zip

Emp Phone

Exit Onet

Onet Code

O\*NET

Documented Employment

Employed Qtr Post Exit

1st 2nd 3rd 4th

Train Rel Emp

Non-Trad Emp

Education Specific

Enrolled in Education: Yes

Youth Placement 1st Qtr

Certificate/Degree

Exit School Status

Date Attained

Record: 1/3

<OSC>

**9. Exit Date:** This is the system-generated, official common measures exit date that will be reported to USDOL and is equal to the date of last countable service, or WIA long-term training, or educational service closure date. This date will frequently not match the WIA program enrollment closure date, as there are many other services that can have an effect on the final common measures exit date.

**10. Exit Reason:** This field will display the Program Enrollment Outcome from the Employment Plan Closures tab. Exclusionary (hard) exit reasons are only posted if the service provider has the proper documentation of one of those outcomes, the service provider must contact DWD Support asking to have one of the “hard” exit reasons posted to the participant’s record. The latest guidance on the proper use of these “Other Reasons for Exit at time of exit or during the 3-quarter measurement period following the quarter of exit)” can be found in either USDOL TEGL 17-05 or the WIASRD.

Toolbox 2 (Test) Powered by Oracle 11g - Seeker Histories

File Edit Navigation Options Utility MO Utility Window Help

Seeker Histories - EXIT SNAPSHOT(###-##-##) | EDWARD GREENSLIT (573)522-3017

Seeker Services Change History Notes Payments FSD Load Information Exit Snapshot Core Info

Client

Exit ID	Enrollment Date	Client ID	Program	Exit Date	Birth Date
3114166699	01/10/2014	[redacted]	Dislocated Worker	06/08/2014	12/26/1986
3114166700	01/10/2014	[redacted]	HEROES		
3114039590	10/21/2013	[redacted]	WIA ADULT CORE		

Save Cancel

Intake Information

Employment Status: Not Employed

UI Status: Neither Claimant/Ex...

Displaced Homemaker: No

Dislocated Date: 03/21/2013

School Status: Not Attending/HS ...

High Grade: College 1 Year

Lit/Num BSD

Veteran

Vet Status: Yes, Other E...

Mil Beg Date: 01/01/2007

Mil End Date: 02/14/2013

Vet Campaign: No

Vet Disabled: No

Outcome Information

Exit Date

Exit Reason

Employer

Emp Date

Wages/Hr

Hrs/Week

Exit Onet

Onet Code

O\*NET

Documented Employment

Employed Qtr Post Exit

1st 2nd 3rd 4th

Train Rel Emp

Non-Trad Emp

Education Specific

Enrolled in Education: Yes

Youth Placement 1st Qtr

Certificate/Degree

Exit School Status

Date Attained

Record: 1/3 <OSC>

**11. Outcome Information:** The Employer, Emp Addr, Emp City, Emp State, Emp Zip and Emp Phone fields are for case management and follow-up purposes only.

The Emp Date field is used for the predictive reporting function in the MoPerforms tool used by Regional and State-level management.

The Exit Onet and Onet Code fields are system-generated after staff chooses the employment Onet from the ONET dropdown list.

The ONET dropdown list displays all ONET codes contained in the system. Staff must choose the appropriate ONET of the individual's employment, as this is a Federal reporting requirement.

The screenshot shows a web-based application window titled "Toolbox 2 (Test) Powered by Oracle 11g - Seeker Histories". The window contains a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar with various icons. Below the menu is a header for "Seeker Histories - EXIT SNAPSHOT" with a user name "EDWARD GREENSLIT (573)522-3017".

The main content area is divided into several sections:

- Client Table:** A table with columns: Exit ID, Enrollment Date, Client ID, Program, Pend Exit Date, and Birth Date. It lists three records:

Exit ID	Enrollment Date	Client ID	Program	Pend Exit Date	Birth Date
3114166699	01/10/2014	[REDACTED]	WIA Dislocated Worker	06/08/2014	12/26/1986
3114166700	01/10/2014	[REDACTED]	SHOW ME HEROES		
3114039590	10/21/2013	[REDACTED]	WIA ADULT CORE		
- Intake Information:** A section with dropdown menus for Employment Status (Not Employed), UI Status (Neither Claimant/Ex...), Displaced Homemak..., Dislocated Date (11), School Status (Not Attending/HS...), and High Grade (College 1 Year). It also includes a checkbox for "Lit/Num BSD" and a "Veteran" section with fields for Vet Status, Mil Beg Date, Mil End Date, Vet Campaign, and Vet Disabled.
- Outcome Information:** A section with fields for Employer, Emp Date, Emp Addr, Wages/Hr, Emp City, Hrs/Week, Emp State, Emp Zip, Emp Phone, Exit Onet, Onet Code, and O\*NET. It also includes a "Documented Employment" section with checkboxes for "Employed Qtr Post Exit" (1st, 2nd, 3rd, 4th) and dropdowns for "Train Rel Emp" and "Non-Trad Emp".
- Education Specific:** A section with fields for "Enrolled in Education" (Yes), "Youth Placement 1st Qtr", "Certificate/Degree", "Exit School Status", and "Date Attained".

A red box highlights the "Outcome Information" form, and a red arrow points to the "11" in the "Dislocated Date" field of the table.

**12. Documented Employment:**

These are Y/N fields to report documented employment in the first, second, third and fourth quarter after exit. These fields are to be used for the reporting of **Supplemental Data** to prove employment for performance outcome calculation. The fields are protected so that staff cannot post an outcome in a quarter until the participant has reached that quarter after exit.

**13. Train Rel Empl:** Is a substantial portion of the skills taught in training used for the employment which the job seeker entered? Choose the arrow to select “Yes” or “No”

**14. Non-Trad Emp:** Does the individual’s gender make up less than 25% of the individuals employed in the occupation entered? ? Choose the arrow to select “Yes” or “No”

Exit ID	Enrollment Date	Client ID	Program
3114166699	01/10/2014	1:2:111111111	WIA Dislocated Worker
3114166700	01/10/2014	1:2:111111111	SHOW ME HEROES
3114039590	10/21/2013	1:2:111111111	WIA ADULT CORE

Intake Information

Employment Status: Not Employed

UI Status: Neither Claimant/Exh...

Displaced Homemaker: No

Dislocated Date: 03/21/2013

School Status: Not Attending/HS ...

High Grade: College 1 Year

Lit/Num BSD:

Veteran

Vet Status: Yes, Other E...

Mil Beg Date: 01/01/2007

Mil End Date: 02/14/2013

Vet Campaign: No

Vet Disabled: No

Outcome Information

Exit Date:

Exit Reason:

Employer:

Emp Date:

Wages/Hr:

Hrs/Week:

Emp City:

Emp State:

Emp Zip:

Emp Phone:

O\*NET:

Exit Onet:

Onet Code:

Education Specific

Enrolled in Education: Yes

Youth Placement 1st Qtr:

Certificate/Degree:

Exit School Status:

Date Attained:

Documented Employment

Employed Qtr Post Exit

1st:  2nd:  3rd:  4th:

Train Rel Emp:

Non-Trad Emp:

**15. Enrolled in Education:** This field is to be used to indicate if a Youth participant becomes enrolled in education after the Youth registration was created. This is a federal reporting requirement and will be used, in conjunction with the Current Education Status field on the Eligibility screen's Eligibility tab, to determine who is in the Attainment of a degree or Certificate performance measure.

**16. Youth Placement 1<sup>st</sup> Qtr:** Use this field to report outcomes used to calculate the Youth performance measure, Placement in Employment or Education. DWD will determine Employment outcomes through the Wage Match, or the region will need to provide Supplemental Data to prove employment.

**17. Exit School Status:** An outcome for the Exit School Status field must be posted, as this is a Federal reporting requirement. It should be consistent with the outcome posted in the Youth Placement 1st Qtr field.

Toolbox 2 (Test) Powered by Oracle 11g - Seeker Histories

Seeker Histories - EXIT SNAPSHOT(#####) | EDWARD GREENSLIT (573)522-3017

Exit ID	Enrollment Date	Client ID	Program
3114166699	01/10/2014	1:#####	WIA Dislocated Worker
3114166700	01/10/2014	1:#####	SHOW ME HEROES
3114039590	10/21/2013	1:#####	WIA ADULT CORE

Client: EDWARD GREENSLIT (573)522-3017

Pend Exit Date: 06/08/2014 Birth Date: 12/26/1986

Intake Information:

- Employment Status: Not Employed
- UI Status: Neither Claimant/Exh...
- Displaced Homemaker: No
- Dislocated Date: 03/21/2013
- School Status: Not Attending/HS ...
- High Grade: College 1 Year
- Lit/Num BSD:
- Veteran:
  - Vet Status: Yes, C
  - Mil Beg Date: 01/0
  - Mil End Date: 02/1
  - Vet Campaign: No
  - Vet Disabled: No

Outcome Information:

- Exit Date:
- Exit Reason:
- Employer:
- Emp Date:
- Emp Addr:
- Emp City:
- Emp State:
- Emp Zip:
- Emp Phone:
- O\*NET:
- Wages/Hr:
- Hrs/Week:
- Exit Onet:
- Onet Code:
- Education Specific:
  - Enrolled in Education: Yes
  - Youth Placement 1st Qtr: Certificate/Degree
  - Certificate/Degree:
- Exit School Status:
- Date Attained:

Documented Employment:

- Employed Qtr Post Exit:
  - 1st:
  - 2nd:
  - 3rd:
  - 4th:
- Train Rel Emp:
- Non-T:

Record: 1/3

**18. Certificate/Degree:** The Certificate/Degree field is used to post outcomes for the Attainment of a Degree or Certificate for Youth, Adult and Dislocated Worker.

Documentation of the degree, diploma or certificate must be obtained before posting an outcome in this field.

**19. Date Attained:** The Date Attained field is used to report the date the degree, diploma or certificate was attained and is used in the calculation of the performance measure, Attainment of a Degree or Certificate. Documentation of the date the degree, diploma or certificate was attained must be obtained before posting an outcome in this field.

Exit ID	Enrollment Date	Client ID	Program	Pend Exit Date	Birth Date
3114166699	01/10/2014	#####	WIA Dislocated Worker	06/08/2014	12/26/1986
3114166700	01/10/2014	#####	SHOW ME HEROES		
3114039590	10/21/2013	#####	WIA ADULT CORE		

Intake Information

Employment Status: Not Employed  
UI Status: Neither Claimant/Exh...  
Displaced Homemaker: No  
Dislocated Date: 03/21/2013  
School Status: Not Attending/HS...  
High Grade: College 1 Year  
Lit/Num BSD:

Veteran  
Vet Status: Yes, Other E...  
Mil Beg Date: 01/01/2007  
Mil End Date: 02/14/2013  
Vet Campaign: No  
Vet Disabled: No

Outcome Information

Exit Date:   
Exit Reason:   
Employer:   
Emp Date:   
Emp Addr:   
Emp City:   
Emp State:   
Emp Phone:   
Emp Zip:   
Wages/Hr:   
Hrs/Week:   
Exit Onet:   
Onet Code:   
O\*NET:

Documented Employment

Employed Qtr Post Exit  
1st 2nd 3rd 4th  
Train Rel Emp:   
Non-Trad Emp:

Education Specific

Enrolled in Education: Yes  
Youth Placement 1st Qtr:   
Certificate/Degree:   
Exit School Status:   
Date Attained:

**NOTE: The Certificate/Degree and Date Attained fields are the only fields that are used to calculate the credential performance measure. Any other fields in Toolbox 2.0 related to degrees, diplomas or certificates are for case management purposes only.**