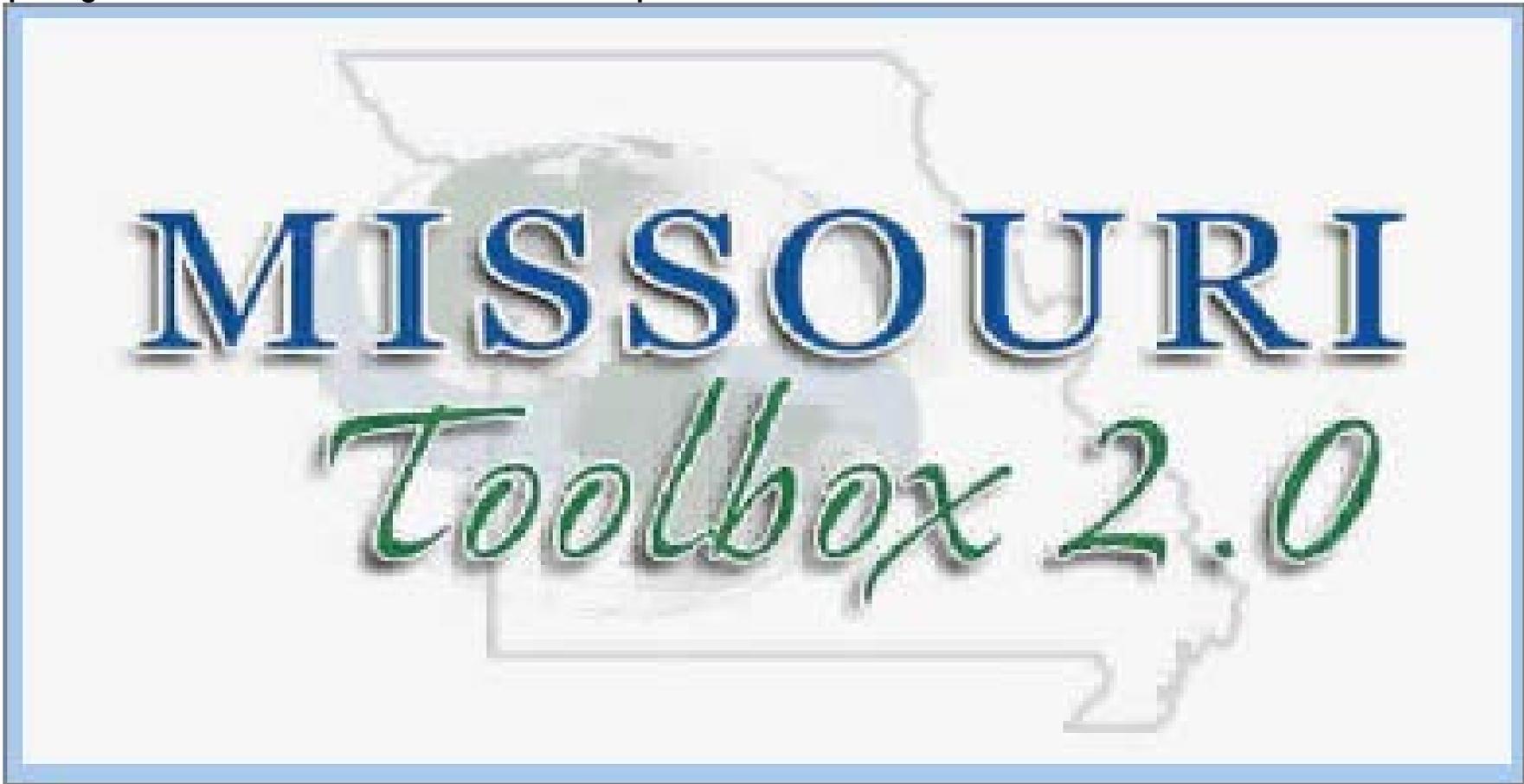


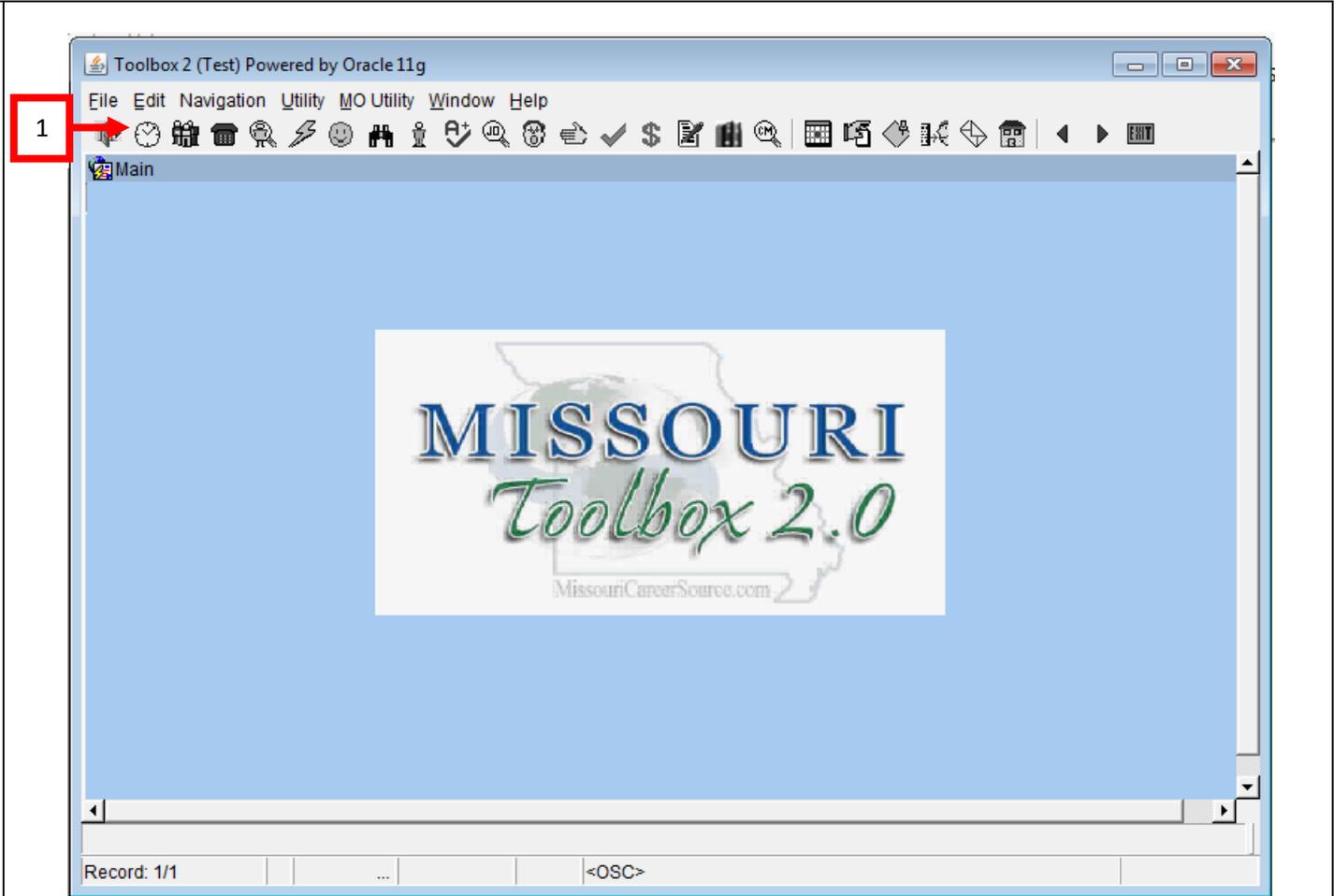
Desk Aid for REA (Reemployment and Eligibility Assessments)

Hint: Always return to the splash screen after each individual record is completed to avoid Toolbox record errors and lock-ups. Figure 1 on the next slide is the Toolbox 2 splash screen.



Reschedule an REA

1. Click on the **Scheduler** icon



2. Select an REA appointment and click on the manila folder icon to open the record.

Monday July 6, 2015

Tasks

Show Types: Completed Tasks New Tasks Only

Type	P	Name	Description

Description: Completed

Priority: Date: Goal Date: Completed:

Comments:

Make Appt Notation Add Task

Help Save Cancel Del Task

+ Appointment Daily Sched. Weekly

Click on to show all tasks

Record: 1/1 <OSC>

3. Click on the **Employment Plan** icon

NOTE: If a **Primary Counselor** is not assigned a pop up will appear asking if staff want to be the Primary Counselor. Staff should click the Yes button. The Primary Counselor means nothing other than a name in the upper right-hand corner of the screen next to the customer's name. The Primary Counselor can be changed at any time.

The screenshot shows the 'Seeker Screen' for 'IAM RESEA(###-##-2740)'. The title bar indicates 'Toolbox 2 (Test) Powered by Oracle 11g - Seeker'. A red box with the number '3' and an arrow points to the 'Employment Plan' icon in the top toolbar. The screen is divided into several sections:

- Name and Address Information:** I AM, RESEA, 1800 RESEA WAY, GOODMAN, MC 64843.
- Phone Numbers:** Home: (417)555-1212, Cell: , Work: , Other: .
- Personal Information:** Date of Birth: 01/18/1950, Age: 65, Gender: F, Searchable: checked, Share resume: checked.
- Seeker Status:** Emp Exchange: Active, Date: 07/20/15, Last Update: 07/20/15, Case Management: Active, Next Appt: , UI Ben Year Beg Dt: Active, 05/17/15, Dislocated Date: 05/15/15, EB: unchecked, Status: Active, Date: 07/20/15, Last Update: 07/20/15, Workkeys ID: , Time: , Next Task: .
- Veteran Information:** Vet Status: N - None, Transition: , Served From: , Served To: .
- Services Provided:**

Date	Type of Service	Employment Counselor
07/01/15	UI Weekly Claim	Counselor Web
06/24/15	UI Weekly Claim	Counselor Web
06/18/15	UI Weekly Claim	Counselor Web
06/09/15	UI Weekly Claim	Counselor Web

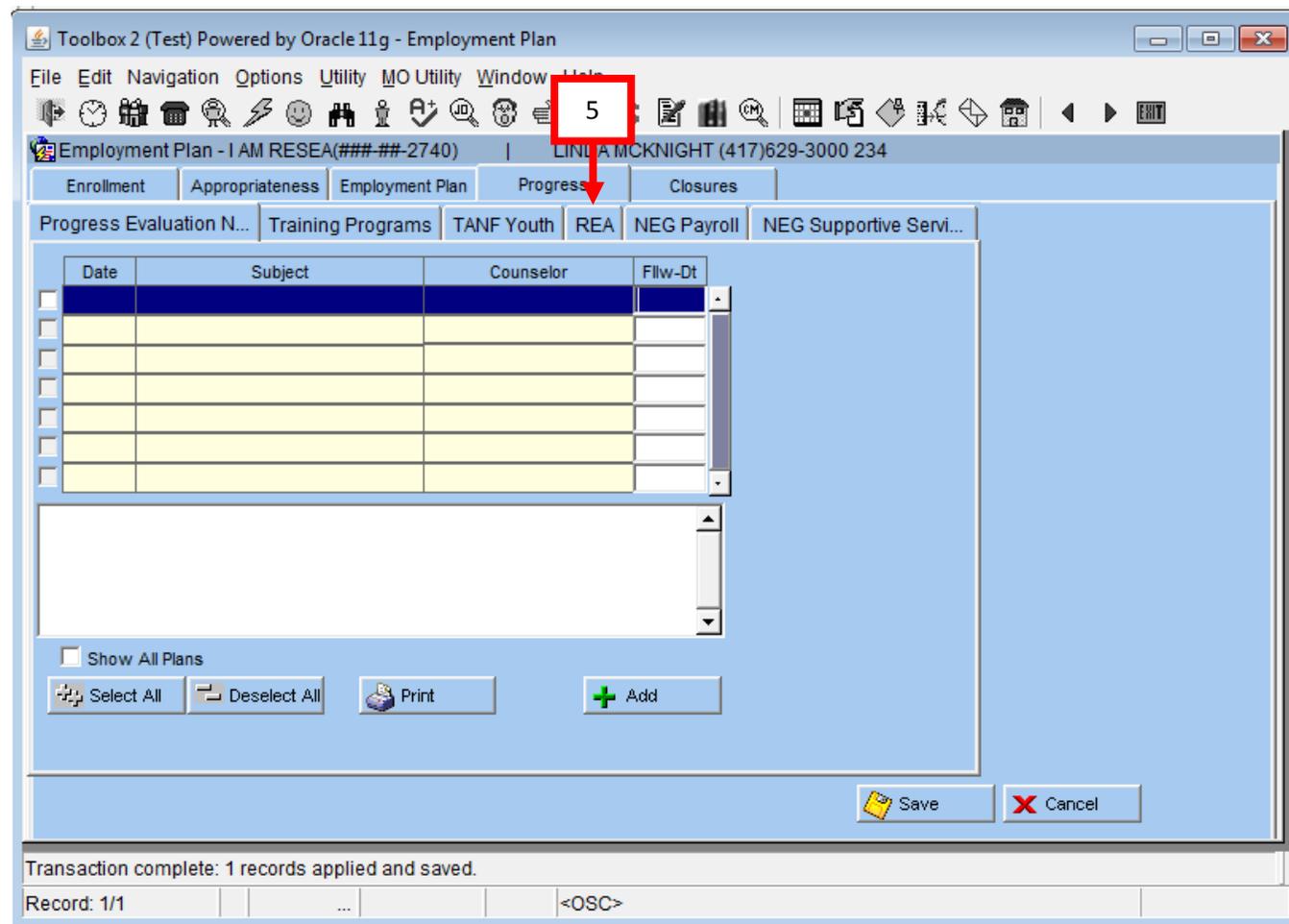
At the bottom, there are buttons for 'Save' and 'Cancel', and a status bar showing 'Record: 1/1' and '<OSC>'.

4. Click on **Progress** tab

The screenshot shows a software window titled "Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan". The "Progress" tab is selected and highlighted with a red box containing the number "4". The window displays the following information:

- Header: Employment Plan - I AM RESEA(###-###-2740) | LINDA MCKNIGHT (417)629-3000 234
- Navigation tabs: Enrollment, Appropriateness, Employment Plan, **Progress**, Closures
- Section: Eligible Enrollments
 - Sub-section: DWD Eligibility (with a list of checkboxes)
 - Table: Referral System Programs
 - Columns: Program, Ref Dt, DCN ID
 - Row 1: REA-Reemployment and Eligibility Assessment, 06/30/15
 - Sub-section: Other Potential DWD Programs (with a list of checkboxes)
 - Buttons: + Add, - Delete, Enroll, Agreement
- Section: Actual Enrollments
 - Table:
 - Columns: Program, Start Dt, End Dt, Trade 2002, Outcome
 - Multiple empty rows
 - Buttons: Oops!, Show Clos...
 - Checkboxes: External Counselor, Recalled by Trade Affected Employer
 - Buttons: Save, Cancel
- Footer: Click to check, Record: 1/1, <OSC>

5. Choose the **REA** tab



NOTE: Do not use the Tab or Arrow keys on this form. Use the Mouse and Cursor to navigate from field to field.

6. Double click in the **Outcome** field
7. Choose **Rescheduled**
8. Click **OK** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window

Employment Plan - I AM RESEA(###-##-2740)

Enrollment Appropriateness Employment Plan P

Progress Evaluation ... Training Programs TANF Yo

RE Assessment Information
Year 2015 Assessment: 01

RE Potential Disqualifications
 Quit Separation Discharge S Re

RE Potential Ineligibility
 Availability Ability P g

Self-Employed/Not Unemployed

Action	Outcome	Date	Time
Original REA Appointment	No Outcome	07/06/15	8:30 AM

Activity Notes

Record 1 of 1

REA Outcomes

Find %

ACTIVITY	
No Outcome	00
Rescheduled	03
Completed with Referral	04
No-Show Due to Rehired	05
Did not Complete	06
Cancelled in Advance	08
Cancel-Activity is Incorrect	99

Find End OK Cancel

Save Add Action

Save Add Note

Save Cancel

Record: 1/1 ... <OSC>

9. Add an Activity Note to explain why the appointment was rescheduled

NOTE: If reschedule involves an **REA Potential Disqualification** or **REA Potential Ineligibility**, check the appropriate box one of those sections in this tab..

9

Action	Outcome	Date	Time
Original REA Appointment	Rescheduled	07/06/15	8:30 AM

- 10. Click **Save** Button
- 11. Click **Add Action** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - I AM RESEA(###-##-2740) | LINDA MCKNIGHT (417)629-3000 234

Enrollment Appropriateness Employment Plan Progress Closures

Progress Evaluation ... Training Programs TANF Youth REA NEG Payroll NEG Supportive Servi...

RE Assessment Information
Year: 2015 Assessment: 01

RE Assessment Information
 Quit Separation Discharge Separation Refusal of Work

RE Potential Ineligibility
 Availability Ability Registration/Reporting Other/Miscellaneous
 Self-Employed/Not Unemployed

Action	Outcome	Date	Time
Original REA Appointment	Rescheduled	07/06/15	8:30 AM

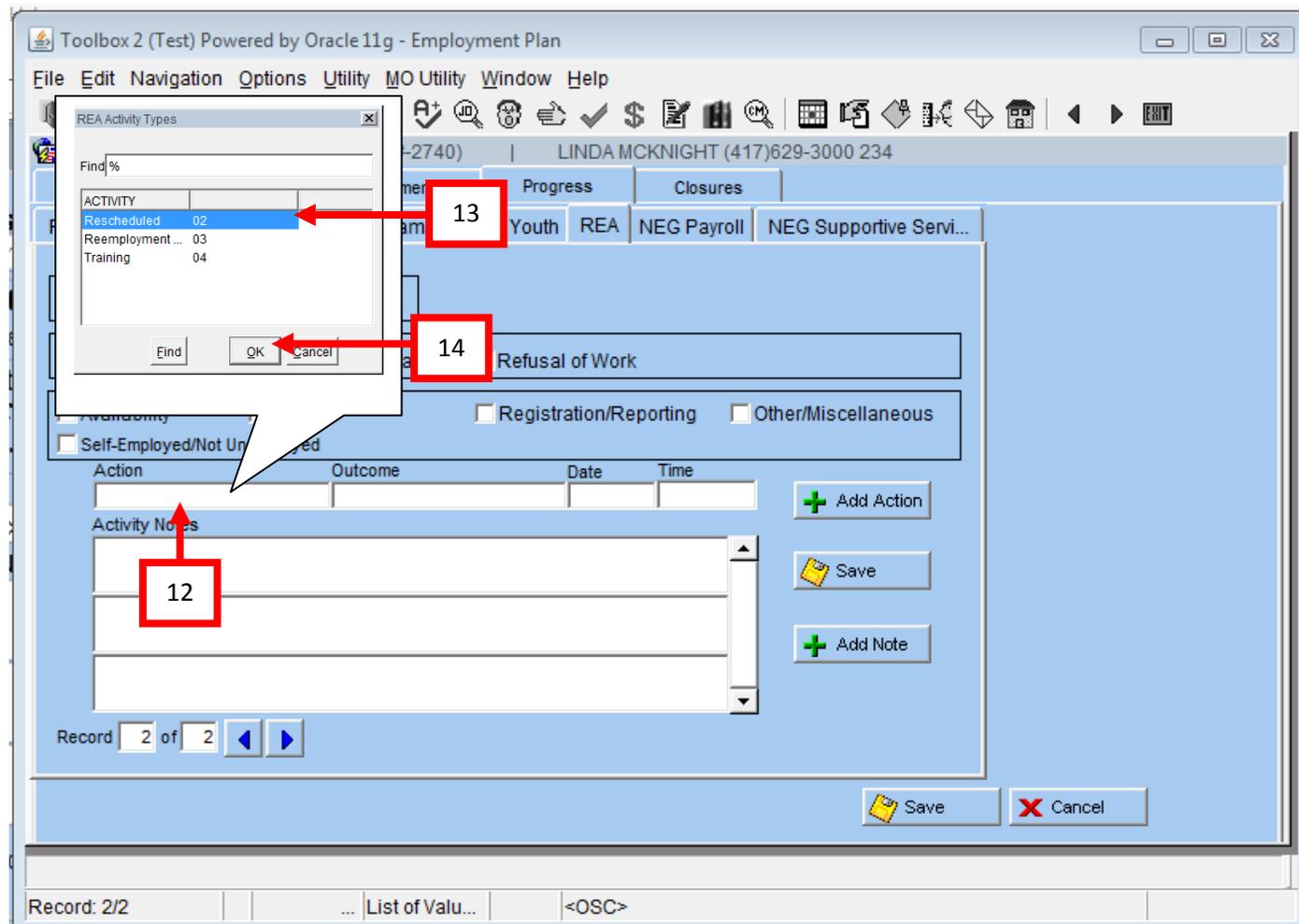
Activity Notes
Participant has a job interview scheduled at the same time.

Record 1 of 1

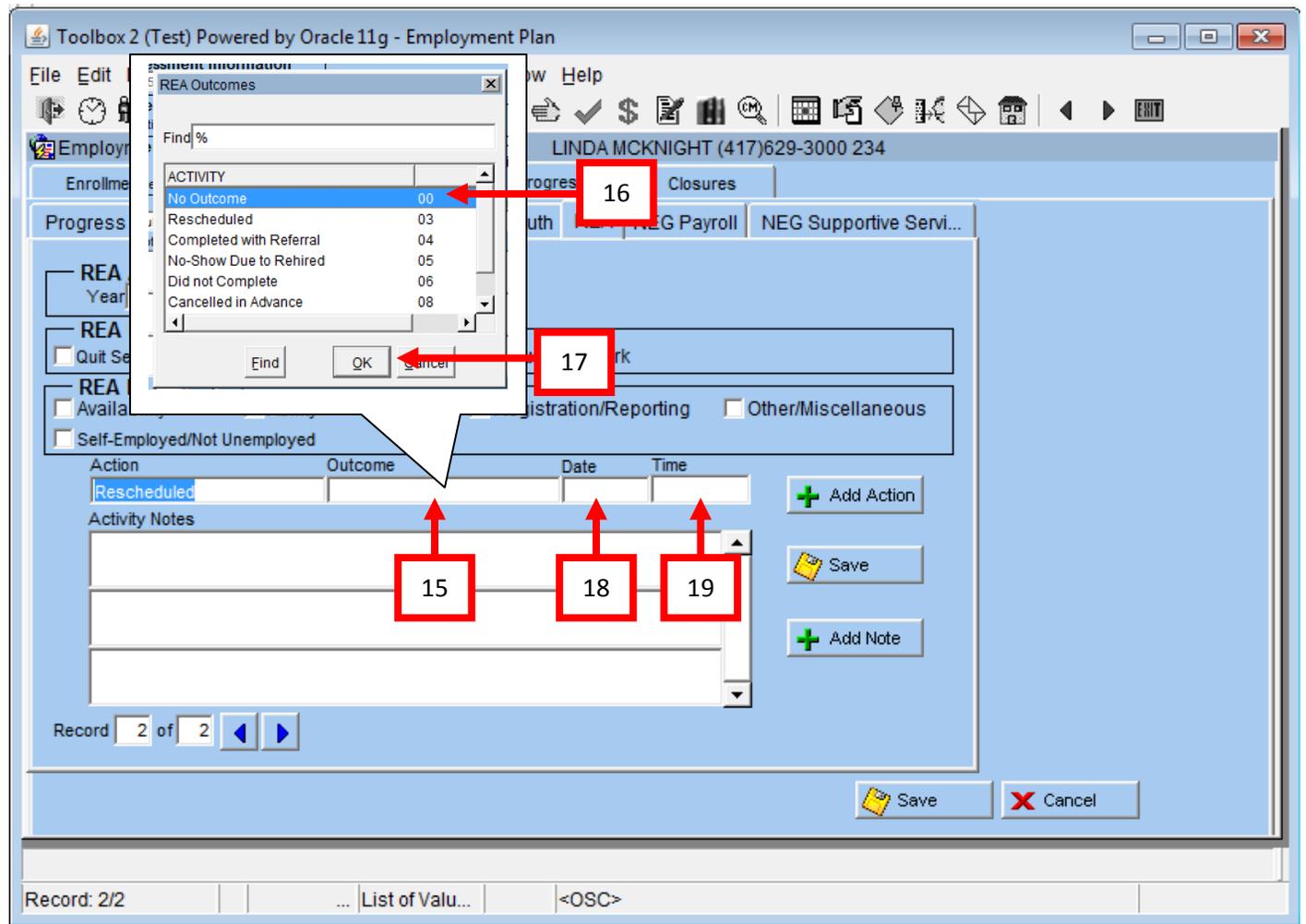
+ Add Action Save + Add Note Save Cancel

Record: 1/1 <OSC>

- 12. Double click in **Action** field
- 13. Choose **Rescheduled**
- 14. Choose **OK** button



15. Double click in the **Outcome** field
16. Choose **No Outcome**
17. Click **OK** button
18. Enter **Date** the appointment was rescheduled for
19. Enter **Time** the appointment was rescheduled for



20. Click **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - I AM RESEA(###-##-2740) | LINDA MCKNIGHT (417)629-3000 234

Enrollment Appropriateness Employment Plan Progress Closures

Progress Evaluation ... Training Programs TANF Youth REA NEG Payroll NEG Supportive Servi...

REA Assessment Information
Year: 2015 Assessment: 01

REA Potential Disqualifications
 Quit Separation Discharge Separation Refusal of Work

REA Potential Ineligibility
 Availability Ability Registration/Reporting Other/Miscellaneous
 Self-Employed/Not Unemployed

Action	Outcome	Date	Time
Rescheduled	No Outcome	07/20/15	2:00 PM

+ Add Action

Save

+ Add Note

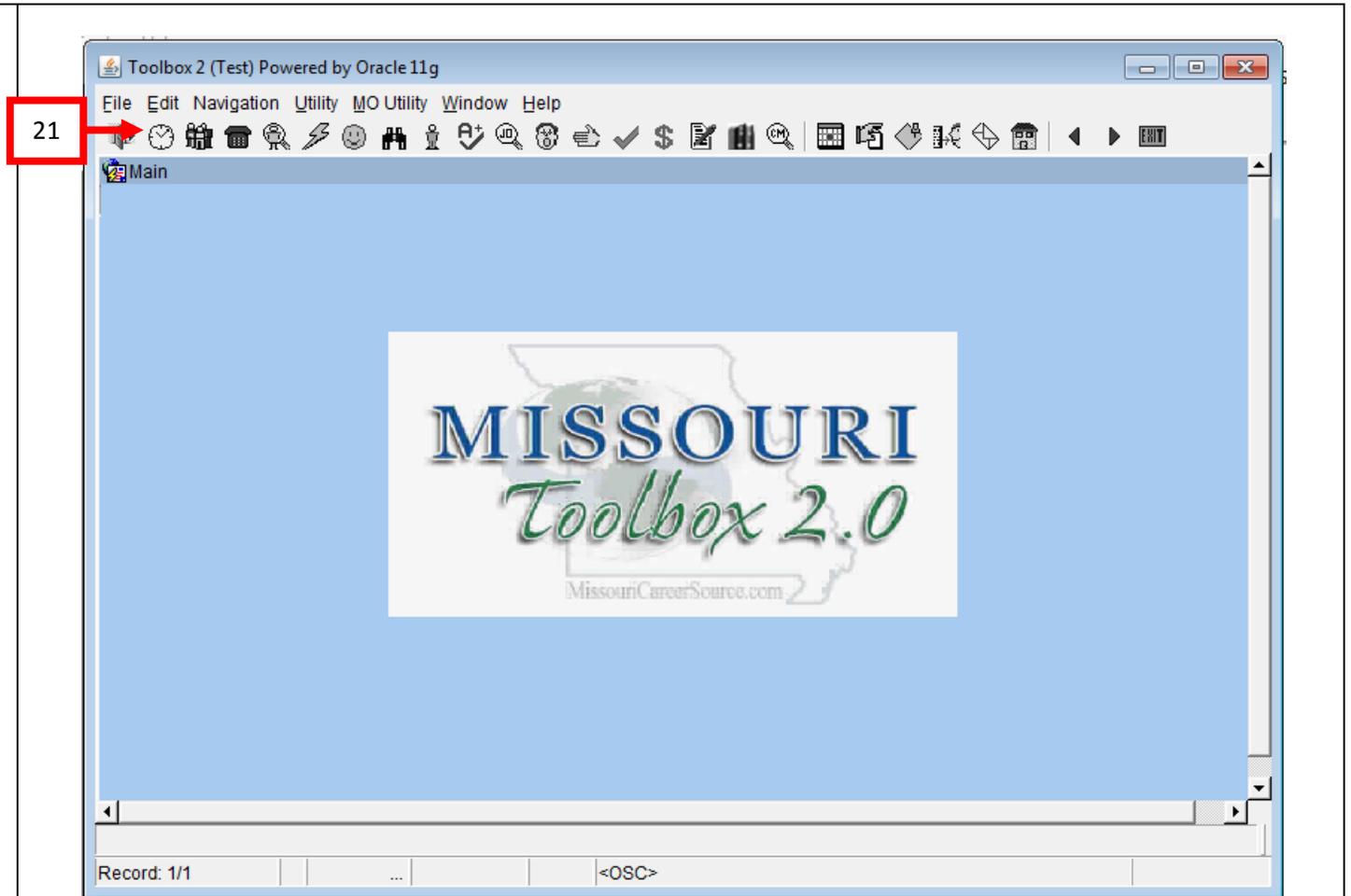
Record 1 of 2

20 → Save Cancel

Record: 1/2 ... <OSC>

Enrolling in REA

21. Click on the **Scheduler** icon



22. Select an REA appointment and click on the manila folder icon to open the record.

The screenshot displays the 'Toolbox 2 (Test) Powered by Oracle 11g - Schedule' application. The main window is titled 'Scheduler' and shows a calendar for Monday, July 6, 2015. A list of appointments is shown on the left, with the first one at 8:00 AM highlighted. A red box with the number '22' is placed next to this appointment, and an arrow points to the manila folder icon. The right side of the screen shows a 'Tasks' panel with a table and various input fields.

Type	P	Name	Description

Additional fields in the 'Tasks' panel include: Description: [text field], Priority: [dropdown], Date: [text field], Goal Date: [text field], Completed: [checkbox], and Comments: [text area].

Buttons at the bottom include: Make Appt, Notation, Add Task, Help, Save, Cancel, Del Task, Appointment, Daily Sched., and Weekly.

23

23. Click on the **Employment Plan** icon

NOTE: If a **Primary Counselor** is not assigned a pop up will appear asking if staff want to be the **Primary Counselor**. Staff should click the **Yes** button.

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

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - IAM RESEA(###-##-2740) | No Primary Counselor Assigned

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: IAM RESEA, Mailing Address: 1800 RESEA WAY, Street Address: Goodman MC 64843

Phone Numbers: Home: (417)555-1212, Cell: , Work: , Other: , Bad Address: , Homeless: , Email:

Personal Information: Date of Birth: 01/18/1950, Age: 65, Searchable: [checked], Share resume: [checked], Gender: F

Seeker Status: Emp Exchange: Active 07/20/15, Case Management: Active, UI Ben Year Beg Dt: Active 05/17/15, Dislocated Date: 05/15/15, EB: [unchecked], Status: , Date: , Last Update: 07/20/15, Workkeys ID: , Next Appt: , Time: , Next Task:

Veteran Information: Vet Status: N - None, Transition: , Served From: , Served To: , Recently Separated: [unchecked], Served in Campaign: [unchecked], Print on Summary (Resume): [unchecked], Service Ended by Disability: [unchecked], Branch:

Actual Enrollments: Job Contacts: 2, App ID: 3123942228, DCN: , Trainee ID#:

Date	Type of Service	Employment Counselor
07/01/15	UI Weekly Claim	Counselor Web
06/24/15	UI Weekly Claim	Counselor Web
06/18/15	UI Weekly Claim	Counselor Web
06/09/15	UI Weekly Claim	Counselor Web

Services Provided: [Deceased] [Save] [Cancel]

Source: Default Counselor, Restricted: [unchecked], Partial Seeker: [unchecked], SSN Discrepancy: [unchecked]

Name of worker who took or entered the form 61

Record: 1/1 <OSC>

24. Click the check box next to the **REA-Reemployment and Eligibility Assessment**

25. Click **Enroll** Button

Employment Plan - I AM RESEA(###-##-2740) | LINDA MCKNIGHT (417)629-3000 234

Enrollment | Appropriateness | Employment Plan | Progress | Closures

Eligible Enrollments

DWD Elig	Referral System Programs	Ref Dt	DCN ID
<input type="checkbox"/>	REA-Reemployment and Eligibility Assessment	06/30/15	
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Verify Date:

Other Potential DWD Programs

Show Clos...

External Counselor Recalled by Trade Affected Employer

Actual Enrollments

Program	Start Dt	End Dt	Trade 2002	Outcome
			<input type="checkbox"/>	

Show Clos...

Record: 1/1 | ... | <OSC>

26. REA-Reemployment and Eligibility Assessments is now listed in the **Actual Enrollments**.

27. Choose the **Employment Plan** tab

The screenshot shows the 'Employment Plan' software interface. The title bar reads 'Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan'. The menu bar includes 'File', 'Edit', 'Navigation', 'Options', 'Utilities', 'Help', 'Window', and 'Help'. The toolbar contains various icons for navigation and actions. The main window has a tabbed interface with 'Enrollment', 'Appropriateness', 'Employment Plan', 'Progress', and 'Closures' tabs. The 'Employment Plan' tab is selected. The interface is divided into two main sections: 'Eligible Enrollments' and 'Actual Enrollments'. The 'Eligible Enrollments' section includes a 'DWD Eligibility' table, a 'Referral System Programs' table, and an 'Other Potential DWD Programs' table. The 'Actual Enrollments' section contains a table with the following data:

Program	Start Dt	End Dt	Trade 2002	Outcome
REA-Reemployment and Eligibility Assessments	07/20/15		<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

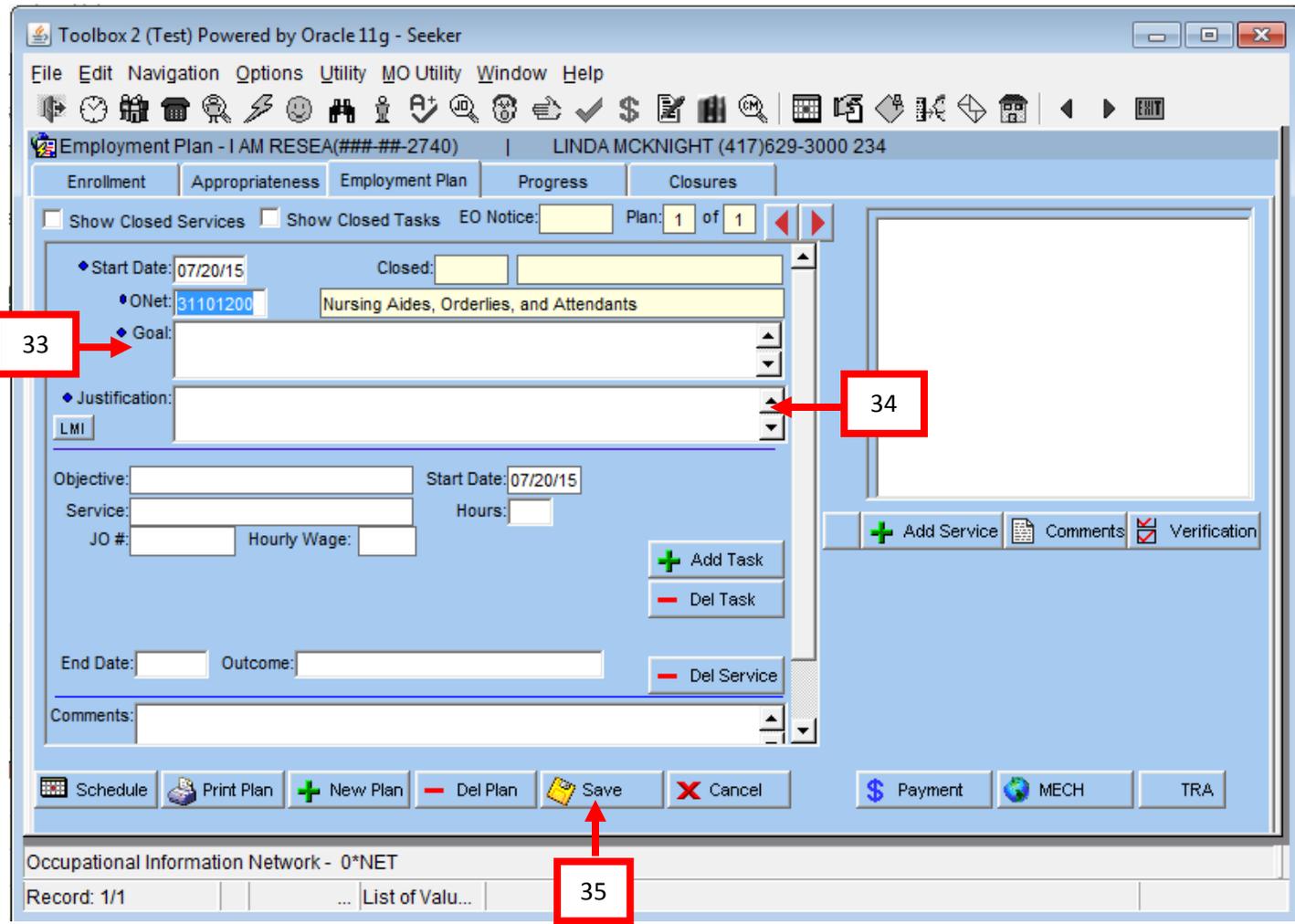
At the bottom of the 'Actual Enrollments' section, there are checkboxes for 'External Counselor' and 'Recalled by Trade Affected Employer', and buttons for 'Save' and 'Cancel'. A status bar at the bottom indicates 'Transaction complete: 1 records applied and saved.' and 'Record: 1/1'. A red box labeled '26' points to the first row of the 'Actual Enrollments' table, and another red box labeled '27' points to the 'Employment Plan' tab in the top navigation bar.

Adding the Employment Plan

28. Double Click in the **Onet** field
29. Enter a job title to search by in the **Job Title** field. Note: if the job seeker has already completed a profile and has selected Desired **Onets**, these will populate. If you would like to select a title outside of these selections, click **Cancel** and you will see the **Onet** search field shown here.
30. Click **Search** button
31. Choose the Onet you wish to use
32. Click the **Select** button

The screenshot shows the 'Adding the Employment Plan' software interface. The main window is titled 'Employment Plan - I AM RE' and contains several sections. At the top, there are tabs for 'Enrollment' and 'Appropriateness'. Below these, there are fields for 'Start Date' (07/20/15), 'Objective', 'Service', and 'Hours'. A 'Justification' section is also visible. At the bottom, there are buttons for 'Schedule', 'Print Plan', 'New Plan', 'Del Plan', 'Save', 'Cancel', 'Payment', 'MECH', and 'TRA'. A modal window titled 'O*NET Search' is open, showing a list of occupations and DOT titles. The 'Job Title' field is set to 'nurse'. The 'Search' button is highlighted. The 'Select' button is also highlighted. Red callout boxes with numbers 28 through 32 point to these elements.

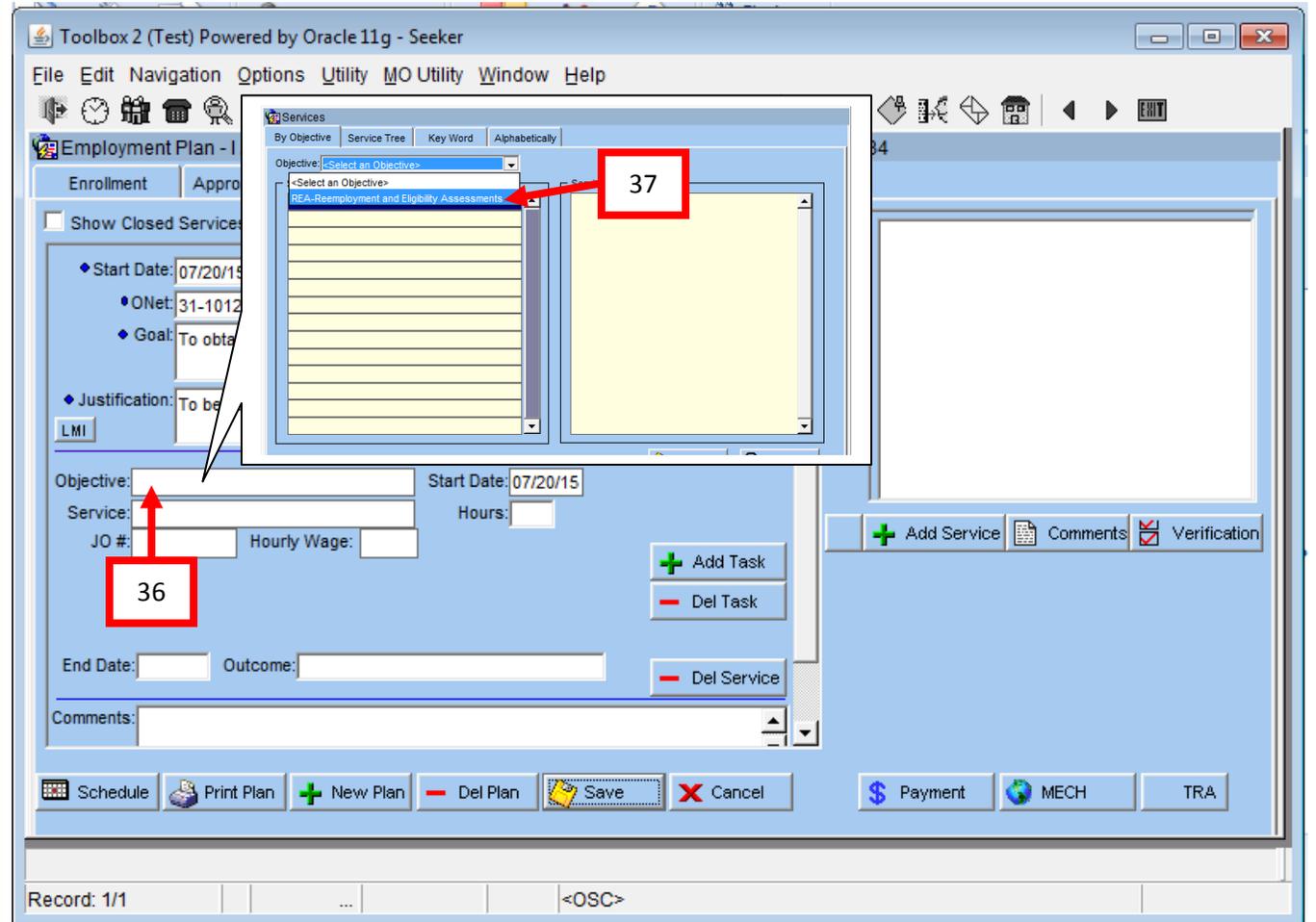
- 33. Enter the customer's **Goal**
- 34. Enter the **Justification** for the Goal
- 35. Click **Save** button



Adding a Service

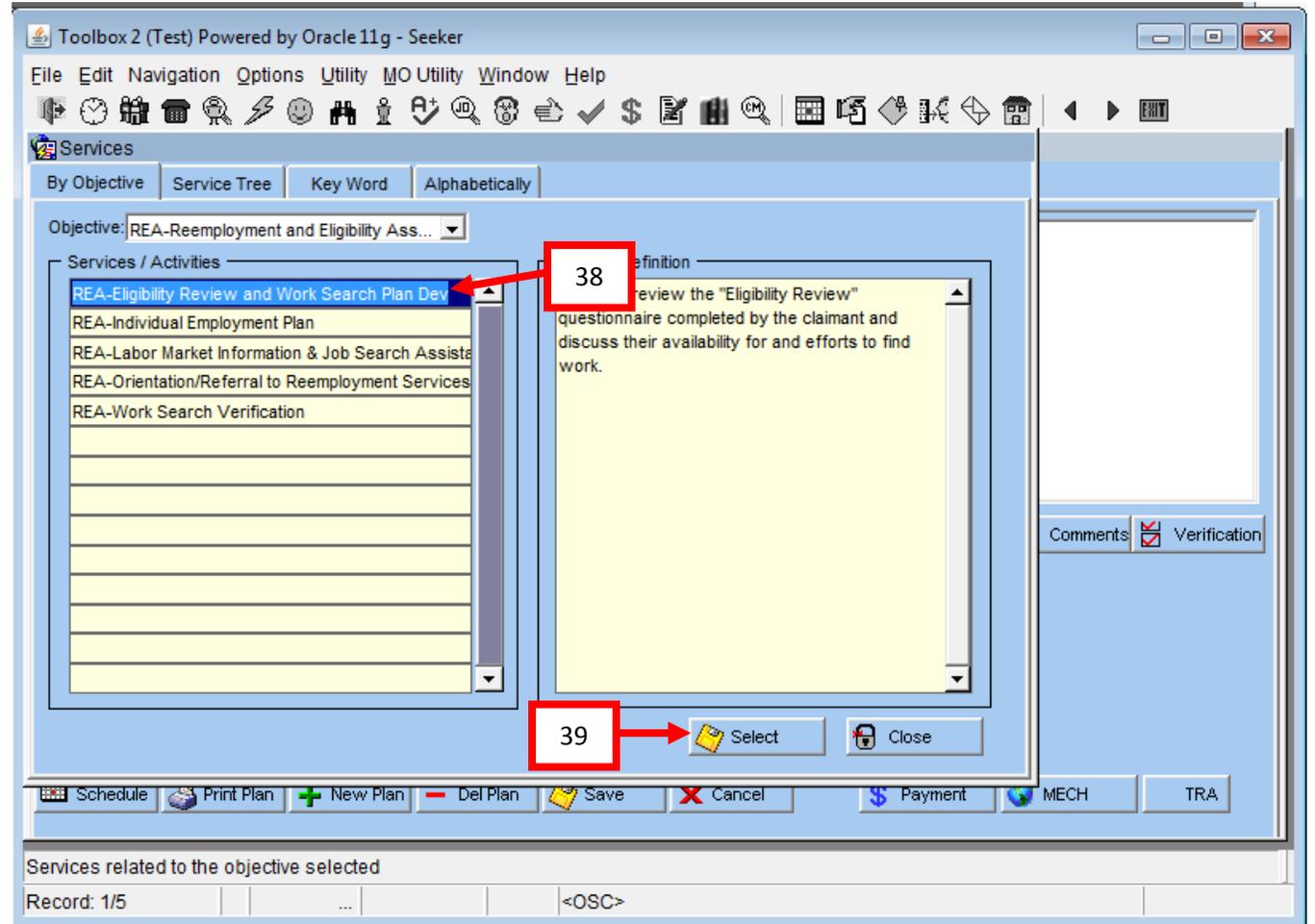
36. Double Click in the **Objective** field

37. Choose the drop down arrow to select an objective category



38. Choose the **Objective** you wish to use

39. Click the **Select** button



40. Click the **Save** button

The screenshot shows a software interface for managing employment plans. The window title is "Toolbox 2 (Test) Powered by Oracle 11g - Seeker". The main title bar reads "Employment Plan - I AM RESEA(###-##-2740) | LINDA MCKNIGHT (417)629-3000 234". The interface has several tabs: "Enrollment", "Appropriateness", "Employment Plan" (selected), "Progress", and "Closures".

Key fields and controls include:

- Show Closed Services
- Show Closed Tasks
- EO Notice: [] Plan: 1 of 1
- Start Date: 07/20/15
- Closed: [] []
- ONet: 31-1012.00 Nursing Aides, Orderlies, and Attendants
- Goal: To obtain employment as a Nursing aide
- Justification: To be able to support my family
- LMI []
- Objective: REA-Reemployment and Eligibility As Start Date: 07/20/15
- Service: REA-Eligibility Review and Work Sea Hours: []
- JO #: [] Hourly Wage: []
- Task 1: []
- Comp: + Add Task - Del Task
- End Date: [] Outcome: [] 40 - Del Service
- Comments: []

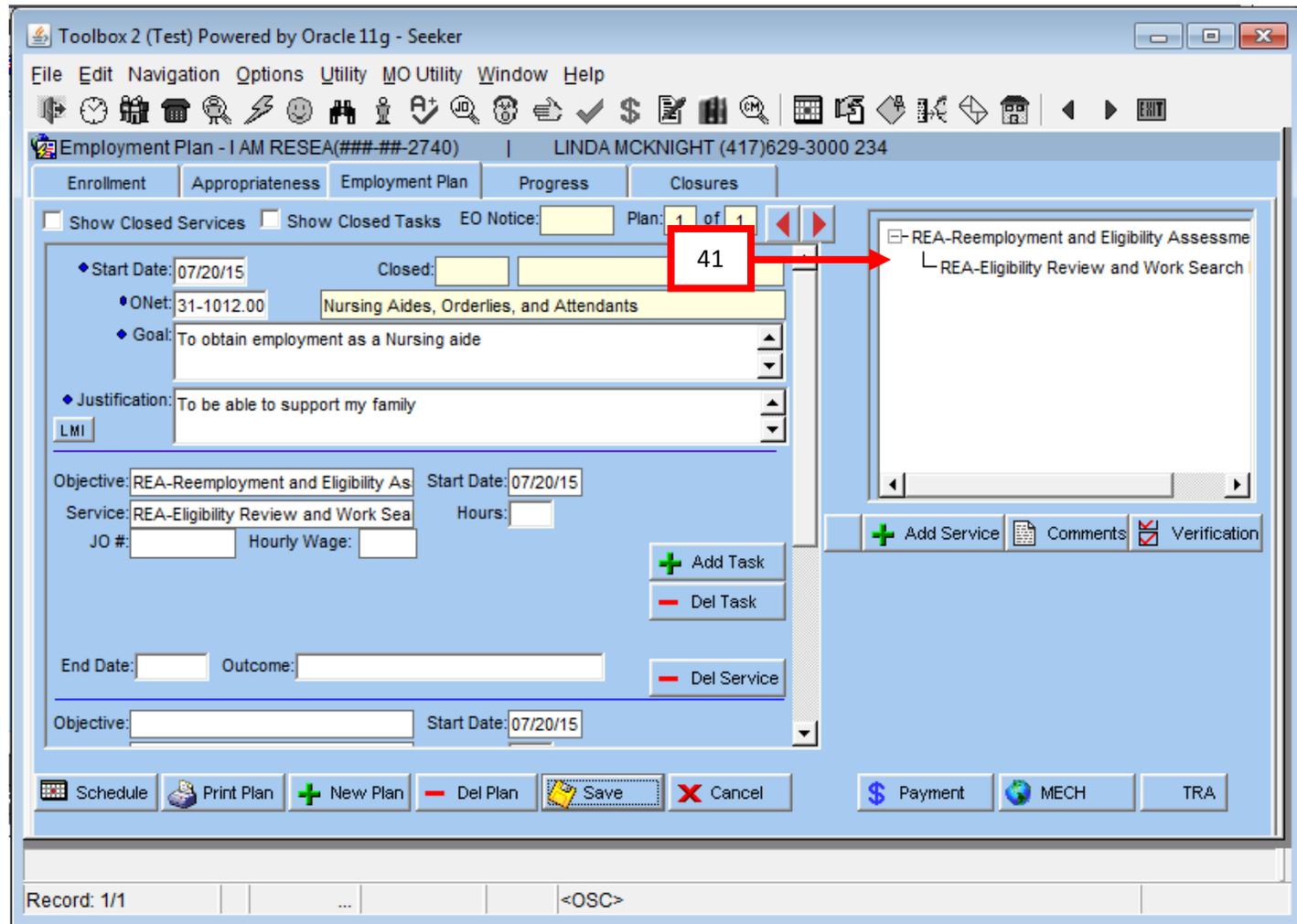
At the bottom of the form, there are buttons for "Schedule", "Print Plan", "New Plan", "Del Plan", "Save", and "Cancel". A red box highlights the number "40" in the "End Date" field, and a red arrow points from it to the "Save" button.

Additional controls at the bottom right include "+ Add Service", "Comments", "Verification", "\$ Payment", "MECH", and "TRA".

At the very bottom, there is a status bar with "Enter service start date", "Record: 1/1", and "<OSC>".

41. Service has been saved

Follow steps [36-40](#) to add the remaining REA Services



42. All required services have been added (All REA Services are required)

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

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - I AM RESEA(### ##-2740) | LINDA MCKNIGHT (417)629-3000 234

Enrollment Appropriateness Employment Plan Progress Closures

Show Closed Services Show Closed Tasks EO Notice: Plan: 1 of 1

Start Date: 07/20/15 Closed:

ONet: 31-1012.00 Nursing Aides, Orderlies, and Attendants 42

Goal: To obtain employment as a Nursing aide

Justification: To be able to support my family

LMI

Objective: REA-Reemployment and Eligibility As Start Date: 07/20/15

Service: REA-Eligibility Review and Work Sea Hours:

JO #: Hourly Wage:

+ Add Task - Del Task

End Date: Outcome: - Del Service

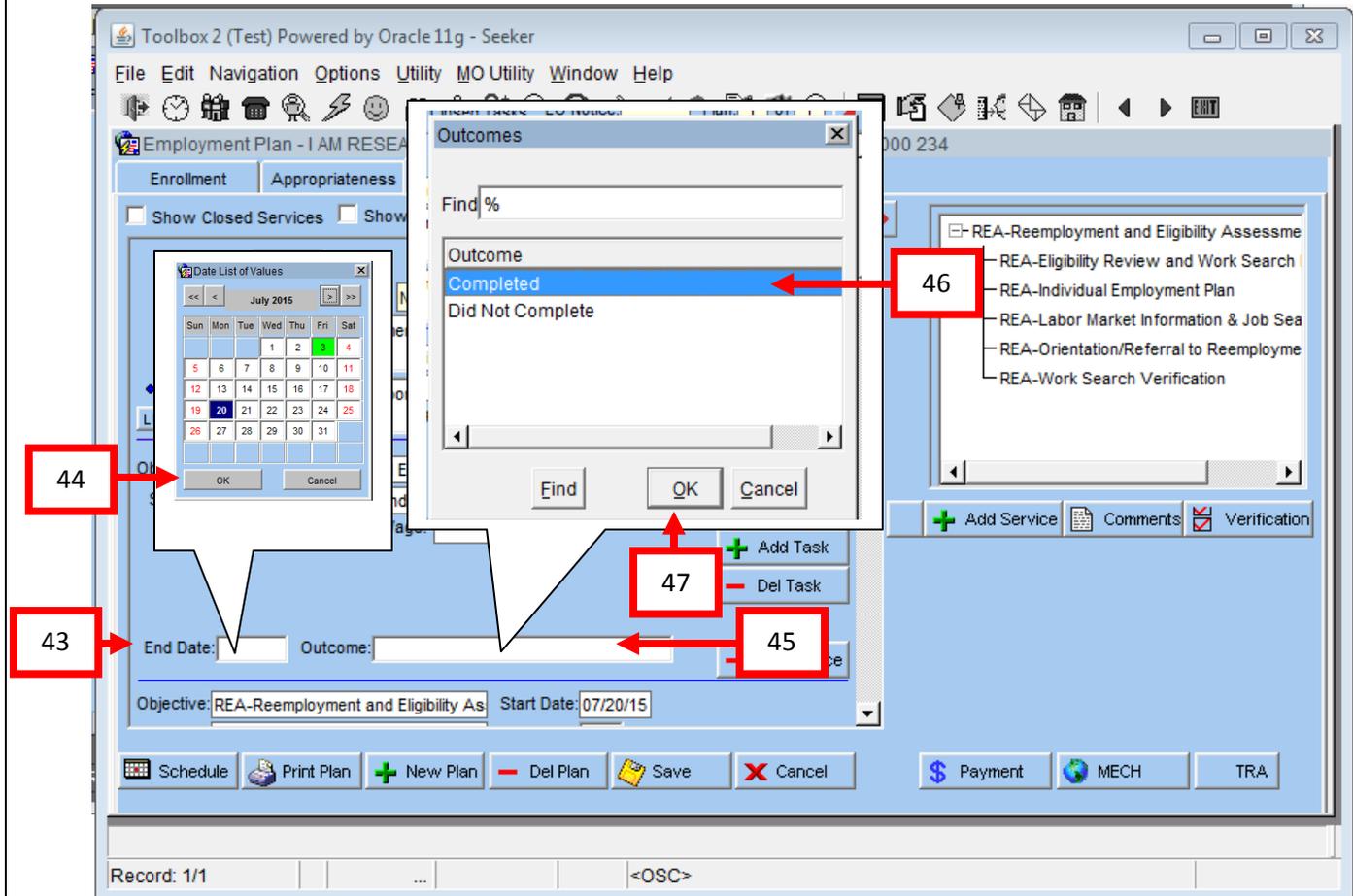
Objective: REA-Reemployment and Eligibility As Start Date: 07/20/15

Schedule Print Plan + New Plan - Del Plan Save Cancel Payment MECH TRA

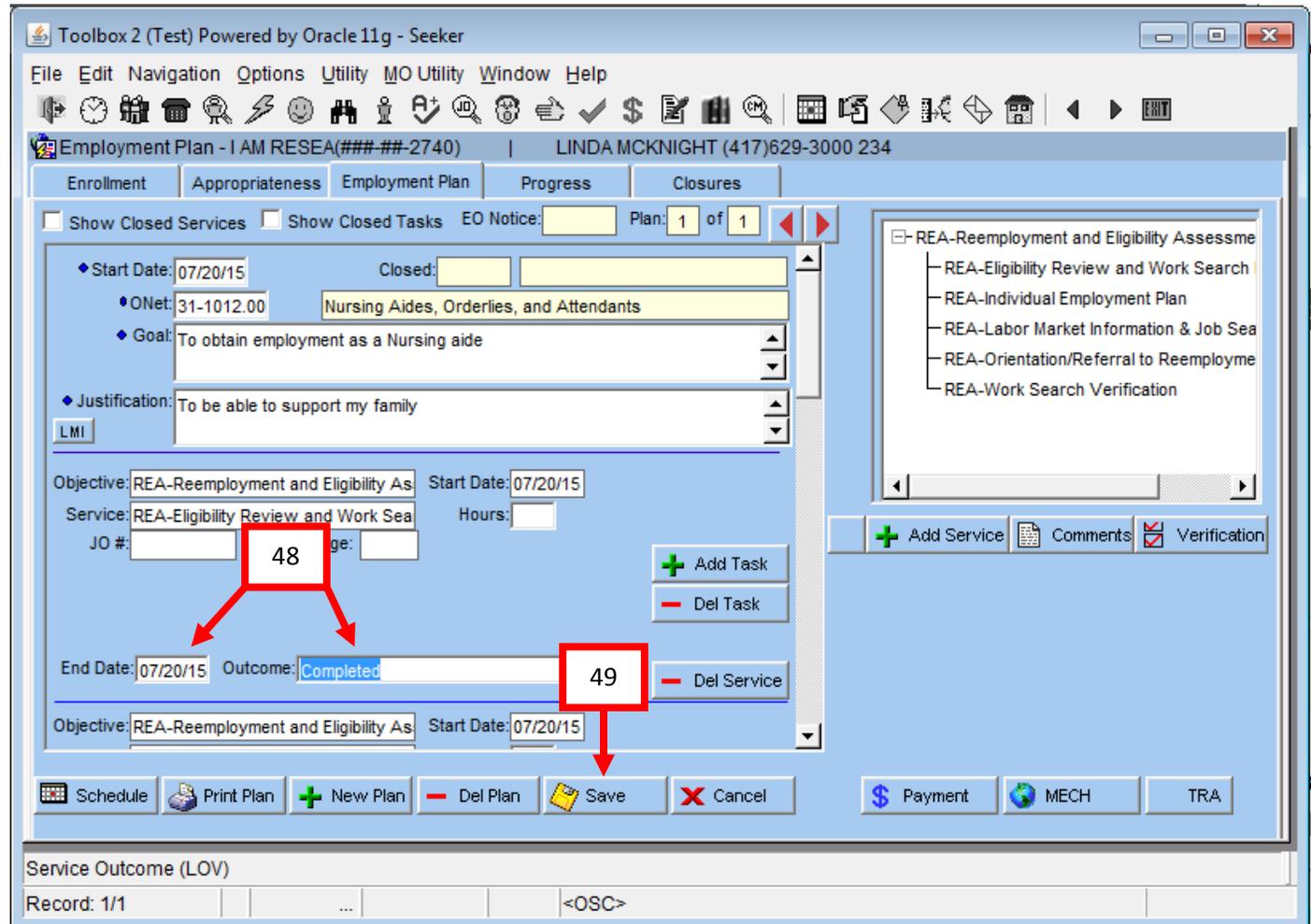
Record: 1/1 <OSC>

Closing a Service

43. Double click in the **End Date** field
44. Choose **OK** button. Calendar defaults to current date
45. Double click in the **Outcome** field
46. Choose the outcome you wish to use
47. Click the **OK** button

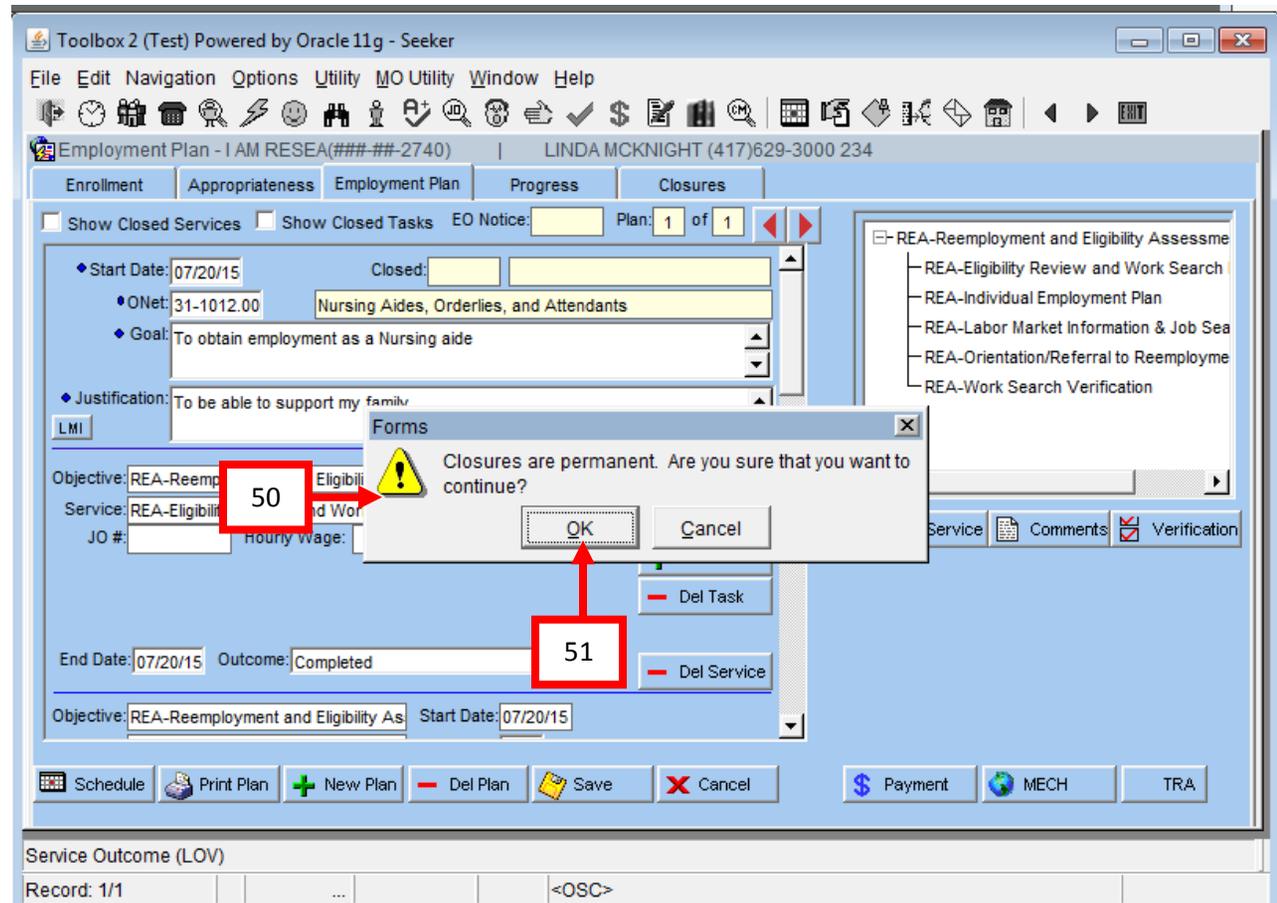


- 48. **End Date** and **Outcome** fields are now populated
- 49. Click **Save** button



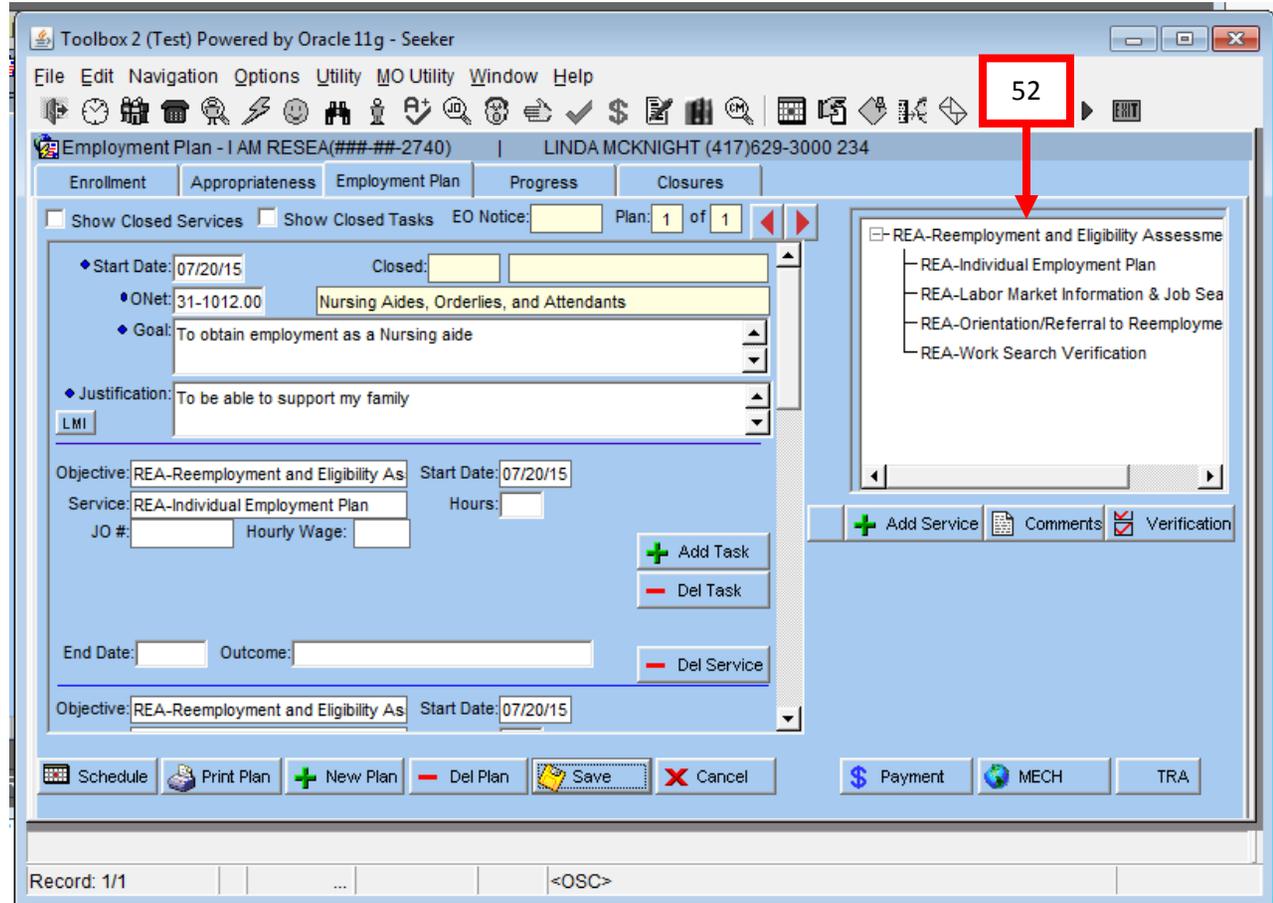
50. Pop up will appear after save

51. Click **OK** button



52. Service is now closed

Repeat Steps [43-51](#) to close the remaining REA Services

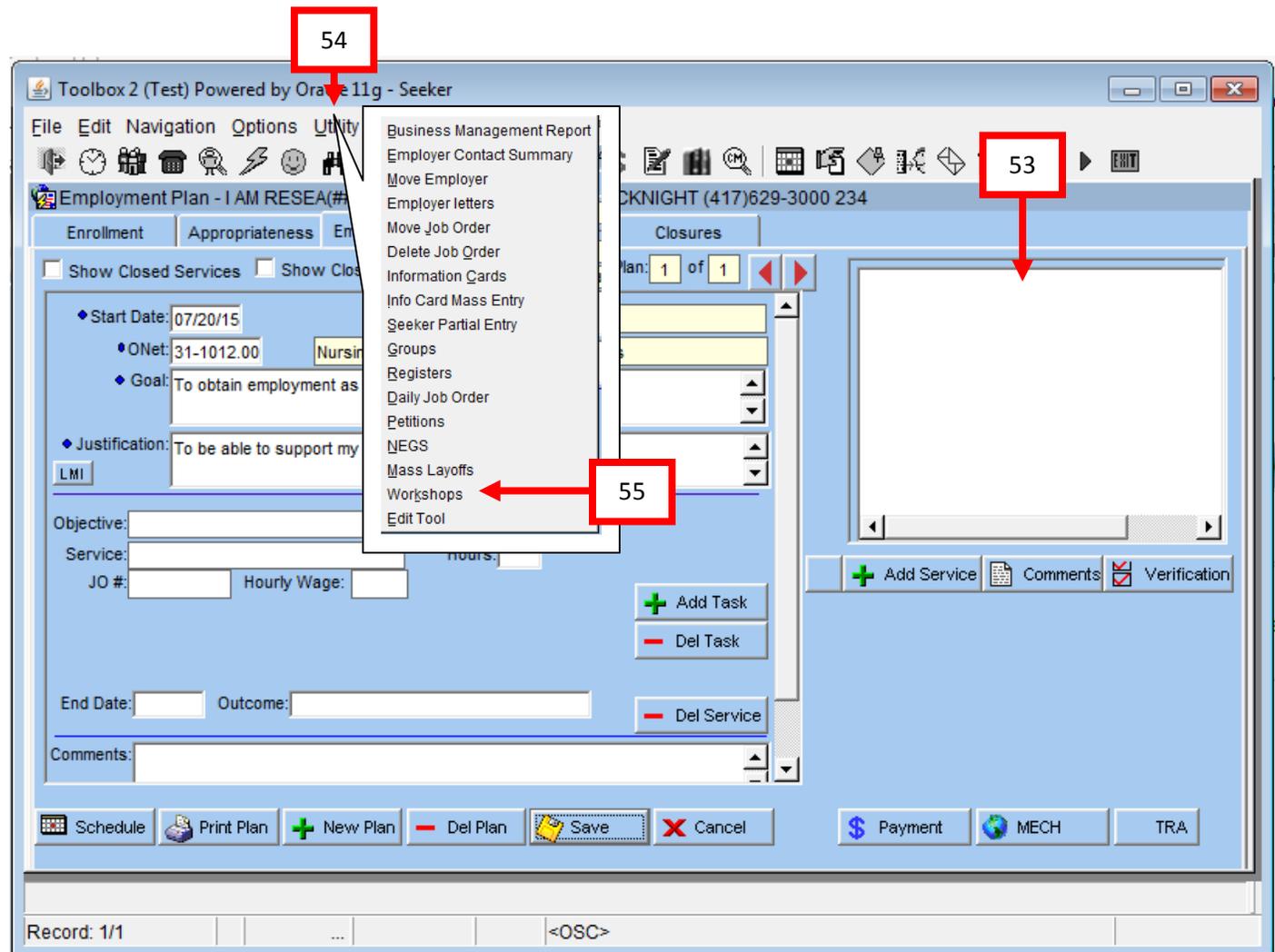


53. All services are now closed

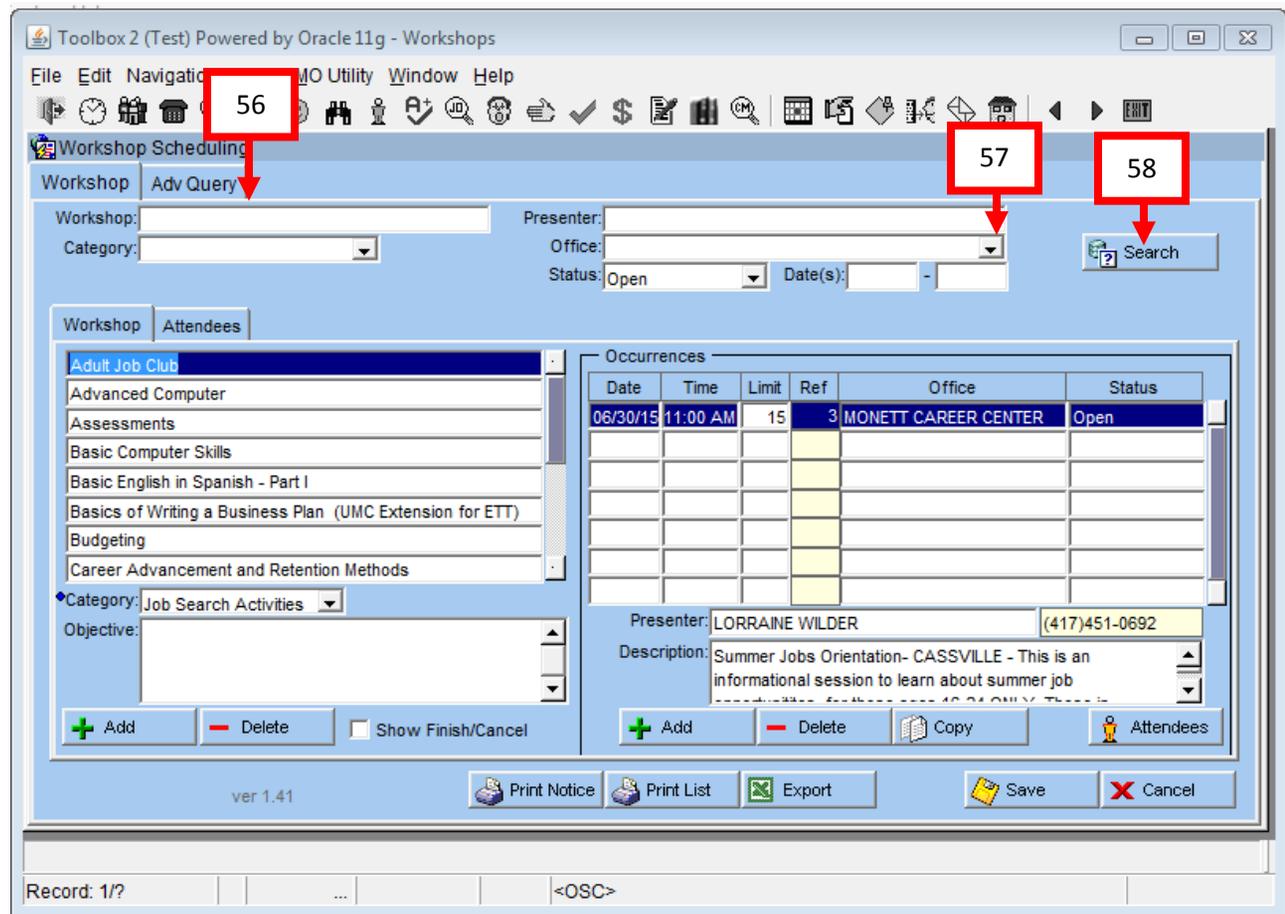
Enroll Participant into a Workshop

54. Choose **Utility** menu

55. Choose **Workshops**



- 56. Enter name of the workshop into the **Workshop** field
- 57. Use the drop down arrow to locate the **office** where the participant will attend the workshop
- 58. Click the **Search** button



59. Choose the **Occurrence** you wish to enroll the customer in

60. Click the **Attendees** button

59

Date	Time	Limit	Ref	Office	Status
07/22/15	1:30 PM	10	2	JOPLIN CAREER CENTER	Open

60

61. Click the **Add** button. The seeker's name should populate.

62. Click the **Save** button

NOTE: You must indicate that the individual is REA in the Comment section.

Workshop Scheduling

Workshop: resume Presenter: Office: JOPLIN CAREER CENTER Status: Open Date(s): Search

Workshop: Resume Preparation Location: Date: 07/22/15 01:30PM

R	CLIENT ID	Name	Referred by	Comment	SM

Mass Update Add Delete Print Notice Print List Export Save Cancel

Record: 1/2 ... List of Valu... <OSC>

63. Click the **Employment Plan** icon

63

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

File Edit Navigation Utility MO Utility Window Help

Workshop Scheduling

Workshop Adv Query

Workshop: resume Presenter: Office: JOPLIN CAREER CENTER Status: Open Date(s): Search

Workshop Attendees

Workshop: Resume Preparation Location: Date: 07/22/15 01:30PM

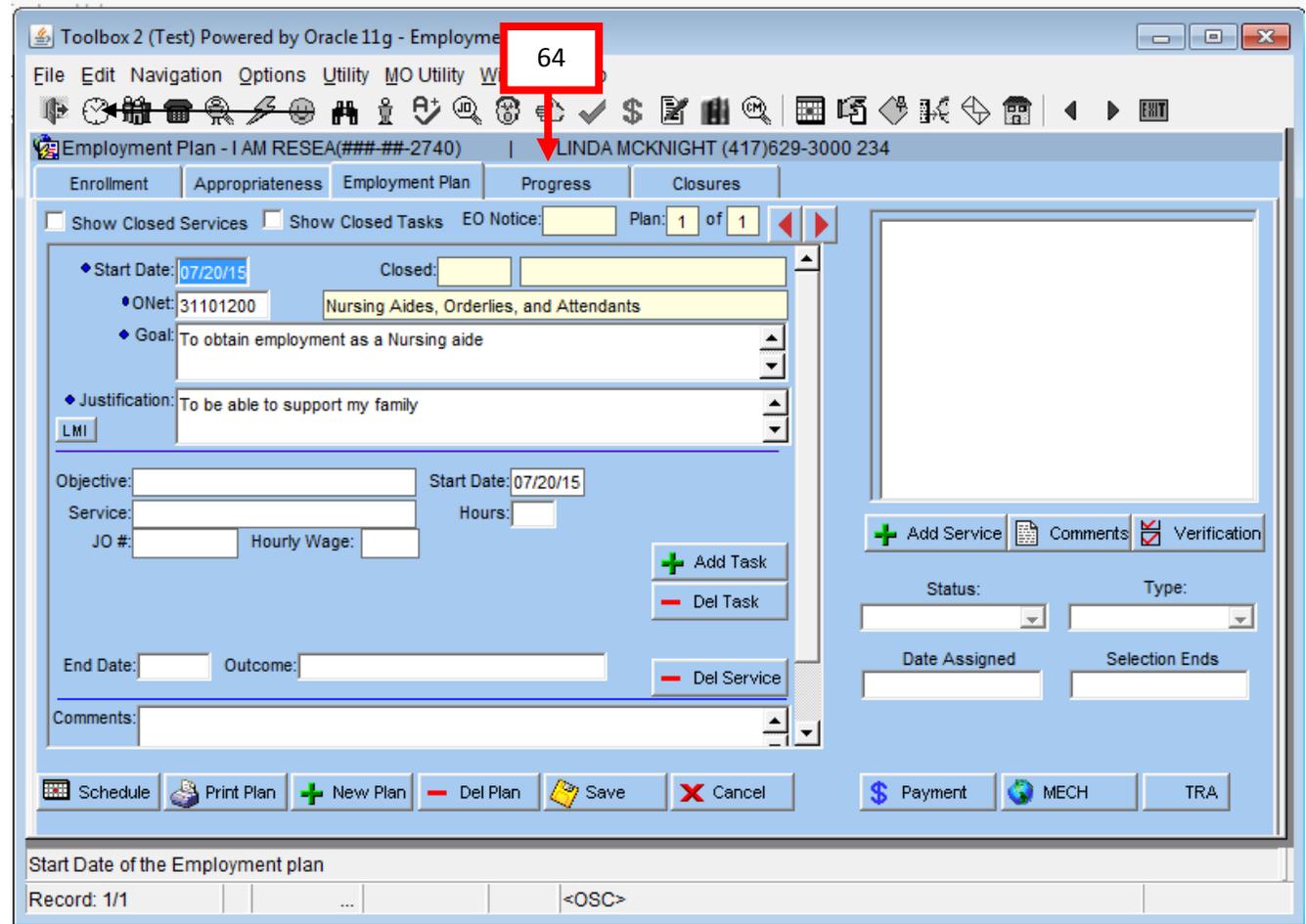
R	CLIENT ID	Name	Referred by	Comment	SM
	3123942228	RESEA, I AM	LINDA MCKNIGHT	RESEA Customer. Workshop is mandatory	

Mass Update + Add - Delete

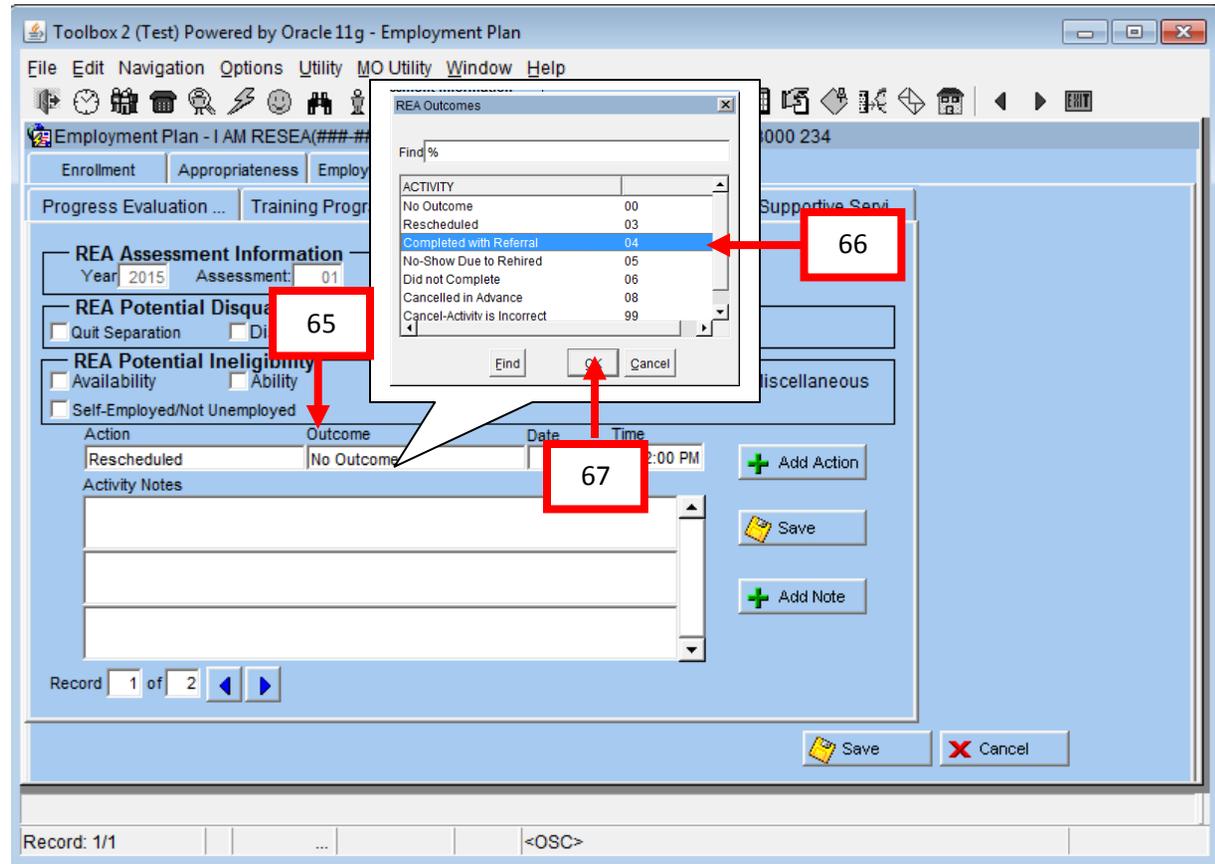
Print Notice Print List Export Save Cancel

Record: 1/3 ... List of Valu... <OSC>

64. Choose **Progress** tab



- 65. Double click in the **Outcome** field
- 66. Choose the outcome you wish to use
- 67. Click **Ok** button



68. Click **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - I AM RESEA(### ##-2740) | LINDA MCKNIGHT (417)629-3000 234

Enrollment Appropriateness Employment Plan Progress Closures

Progress Evaluation ... Training Programs TANF Youth REA NEG Payroll NEG Supportive Servi...

RE Assessment Information
Year 2015 Assessment: 01

RE Assessment Information
 Quit Separation Discharge Separation Refusal of Work

RE Potential Disqualifications
 Availability Ability Registration/Reporting Other/Miscellaneous

RE Potential Ineligibility
 Self-Employed/Not Unemployed

Action	Outcome	Date	Time
Rescheduled	Completed with Referra	07/20/15	2:00 PM

+ Add Action

Save

+ Add Note

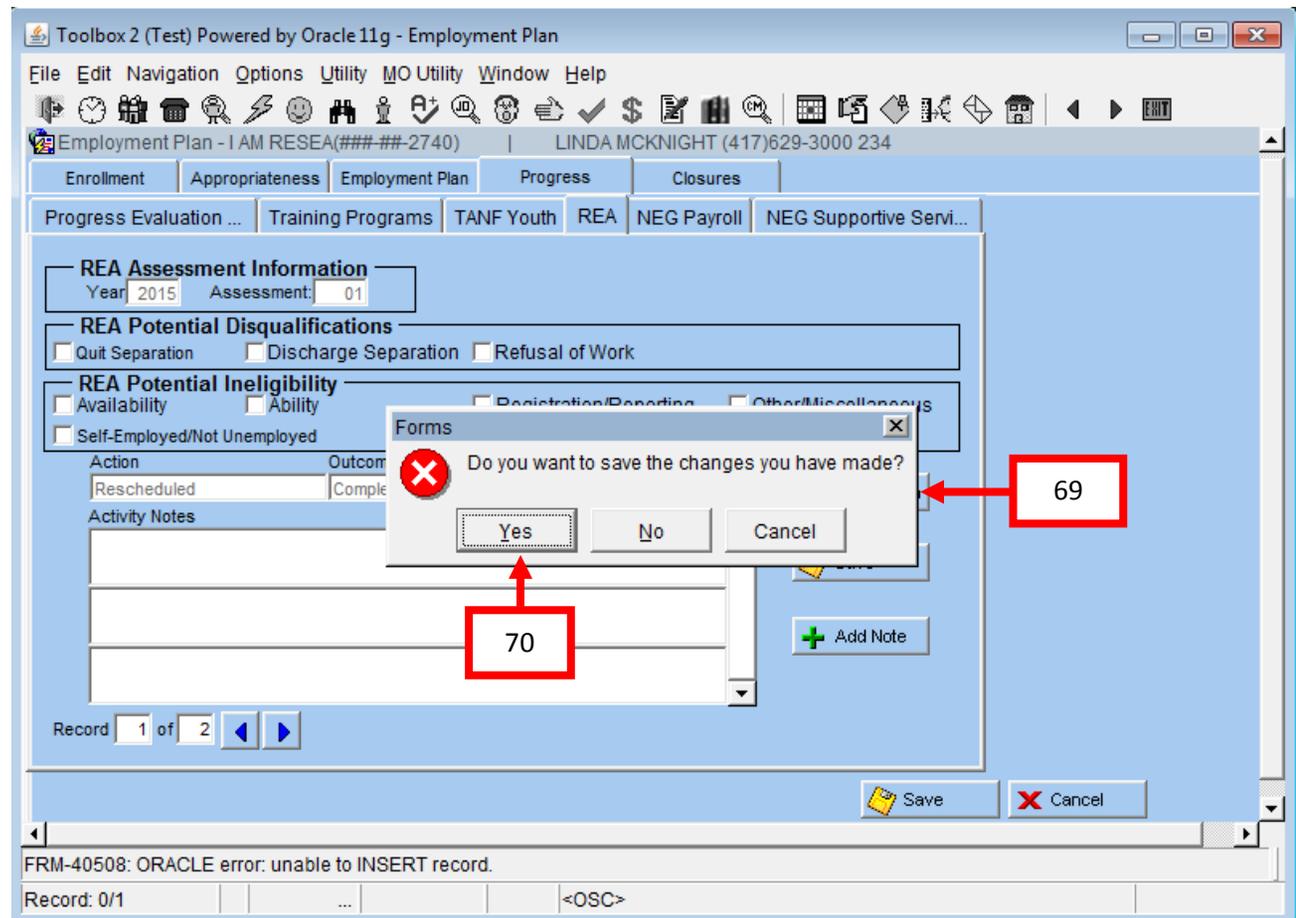
Record 1 of 2

Save Cancel

Record: 1/2 ... List of Valu... <OSC>

69. Toolbox will display this popup after Save

70. Click **Yes** button



71. Click **Add Action** button

The screenshot shows the Oracle Employment Plan software interface. The window title is "Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan". The menu bar includes File, Edit, Navigation, Options, Utility, MO Utility, Window, and Help. The toolbar contains various icons for navigation and editing. The main window displays the "Employment Plan - I AM RESEA(###-##-2740)" for "LINDA MCKNIGHT (417)629-3000 234". The "Progress" tab is selected, and the "REA" sub-tab is active. The "REA Assessment Information" section shows "Year: 2015" and "Assessment: 01". Below this, there are sections for "REA Potential Disqualifications" and "REA Potential Ineligibility", each with several checkboxes. A table with columns "Action", "Outcome", "Date", and "Time" contains one row: "Rescheduled", "Completed with Referral", "07/20/15", and "2:00 PM". To the right of the table are buttons for "+ Add Action", "Save", and "+ Add Note". A red arrow points to the "+ Add Action" button, which is labeled with the number "71" in a red box. At the bottom of the window, there are "Save" and "Cancel" buttons. The status bar at the bottom shows "FRM-40508: ORACLE error: unable to INSERT record." and "Record: 1/1".

72. Double click in **Action** field

73. Choose the Action. For this example it will be **Training**

74. Click **Ok** button

75. Double click in **Outcome** field

76. Choose the **Outcome**.

77. Click the **Ok** button

The screenshot shows the Oracle Employment Plan application interface. Two dialog boxes are open: "REA Activity Types" and "REA Outcomes".

REA Activity Types Dialog:

ACTIVITY	
Rescheduled	02
Reemployment...	03
Training	04

REA Outcomes Dialog:

ACTIVITY	
No Outcome	00
Rescheduled	03
Completed with Referral	04
No-Show Due to Retired	05
Did not Complete	06
Cancelled in Advance	08

Red boxes and arrows indicate the following steps:

- 72: Double click in the **Action** field.
- 73: Choose the Action. For this example it will be **Training**.
- 74: Click **Ok** button.
- 75: Double click in the **Outcome** field.
- 76: Choose the **Outcome**.
- 77: Click the **Ok** button.

The application status bar at the bottom shows: "FRM-40508: ORACLE error: unable to INSERT record." and "Record: 2/3".

- 78. Enter **Date** of the Workshop
- 79. Enter **Time** of the Workshop

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - I AM RESEA(###-##-2740) | LINDA MCKNIGHT (417)629-3000 234

Enrollment Appropriateness Employment Plan Progress Closures

Progress Evaluation ... Training Programs TANF Youth REA NEG Payroll NEG Supportive Servi...

REA Assessment Information
Year: 2015 Assessment: 01

REA Potential Disqualifications
 Quit Separation Discharge Separation Refusal of Work

REA Potential Ineligibility
 Availability Ability Registration Other/Miscellaneous
 Self-Employed/Not Unemployed

Action	Outcome	Date	Time
Training	No Outcome		

Activity Notes

Record 2 of 3

+ Add Action
Save
+ Add Note

Save Cancel

Record: 2/3 ... List of Valu... <OSC>

80. Enter an **Activity Note**. Since this customer is being required to attend a workshop the note should be something like **“Participant was informed that the resume writing workshop is mandatory. Failure to attend could result in an issue with their unemployment”**

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - I AM RESEA(###-##-2740) | LINDA MCKNIGHT (417)629-3000 234

Enrollment Appropriateness Employment Plan Progress Closures

Progress Evaluation ... Training Programs TANF Youth REA NEG Payroll NEG Supportive Servi...

RE Assessment Information

Year 2015 Assessment: 01

RE Potential Disqualifications

Quit Separation Discharge Separation Refusal of Work

RE Potential Ineligibility

Availability Ability Registration/Reporting Other/Miscellaneous

Self-Employed/Not Unemployed

Action	Outcome	Date	Time	
Training	No Outcome	07/22/15	1:30 PM	+ Add Action

Activity Notes

80 ve

+ Add Note

Record 2 of 3

Save Cancel

81. Click **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - I AM RESEA(###-##-2740) | LINDA MCKNIGHT (417)629-3000 234

Enrollment Appropriateness Employment Plan Progress Closures

Progress Evaluation ... Training Programs TANF Youth REA NEG Payroll NEG Supportive Servi...

REA Assessment Information
Year: 2015 Assessment: 01

REA Potential Disqualifications
 Quit Separation Discharge Separation Refusal of Work

REA Potential Ineligibility
 Availability Ability Registration/Reporting Other/Miscellaneous
 Self-Employed/Not Unemployed

Action	Outcome	Date	Time
Training	No Outcome	07/22/15	1:30 PM

+ Add Action

Save

+ Add Note

81

Record 1 of 3

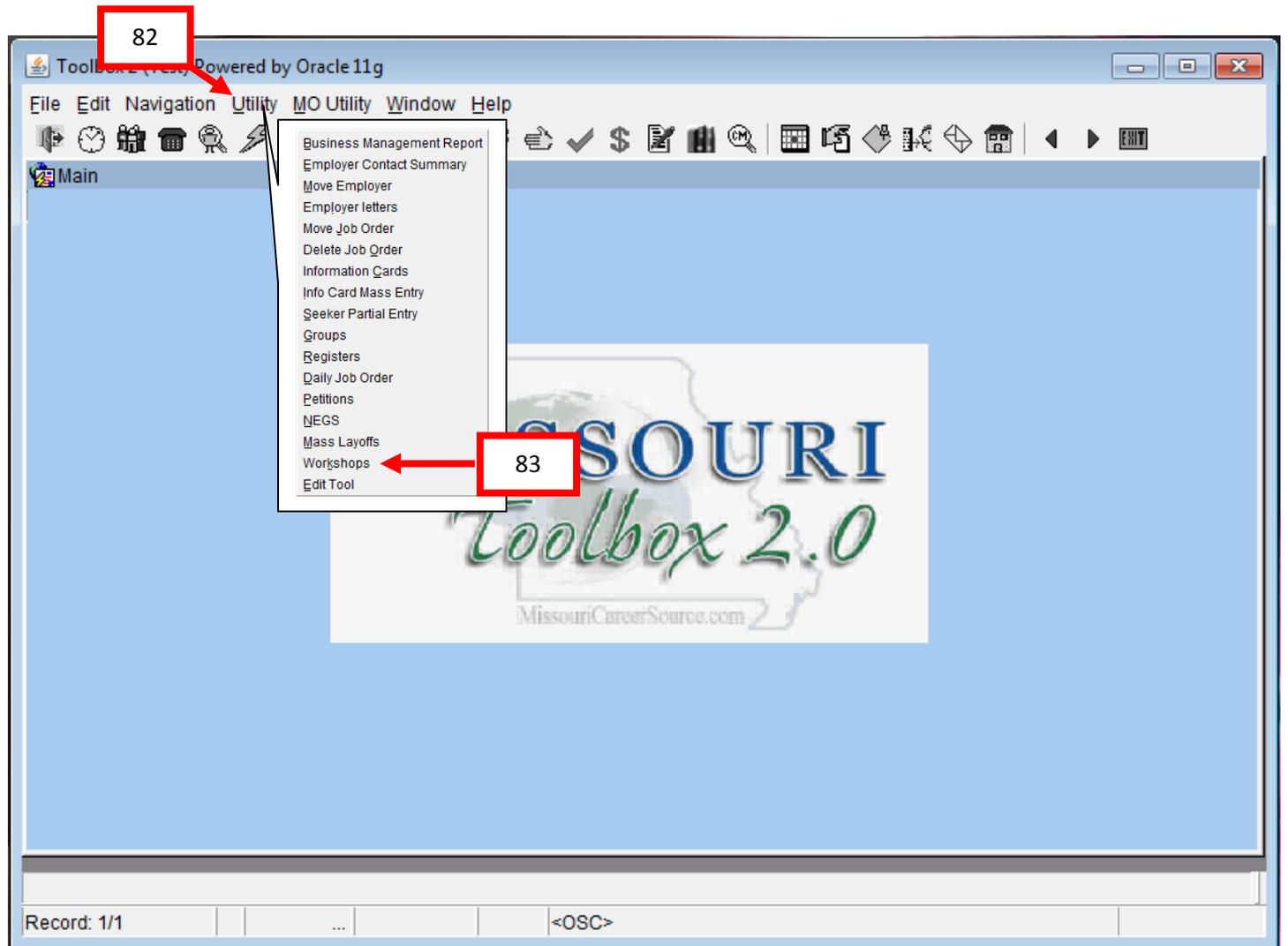
Save Cancel

Record: 1/1 ... <OSC>

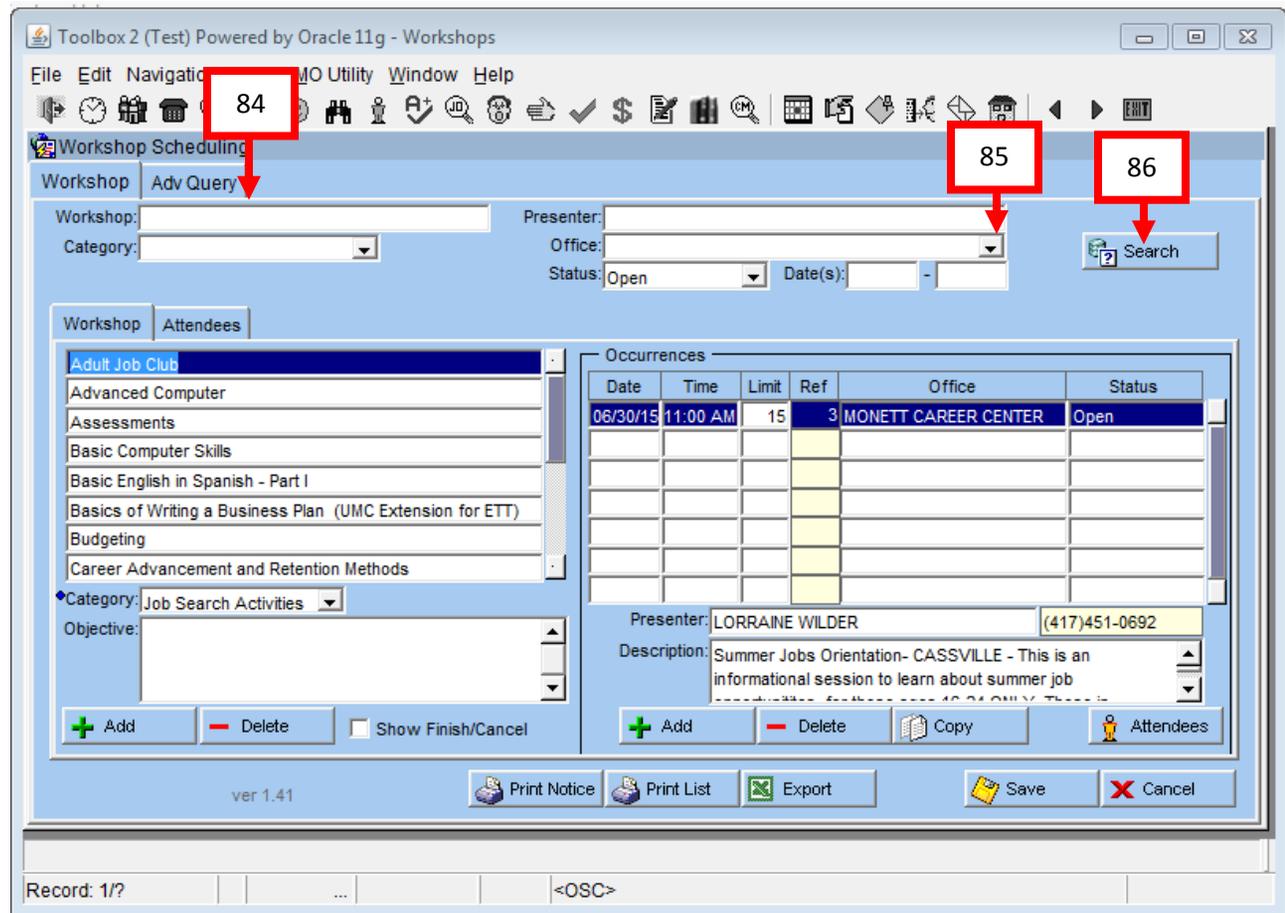
Resulting the Workshop-The REA staff person probably will not be responsible for resulting a workshop, however just in case this desk aid will cover the topic

82. Choose the **Utility** menu

83. Choose **Workshops**



- 84. Enter name of the workshop into the **Workshop** field
- 85. Use the drop down arrow to locate the office where the participant attended the workshop
- 86. Click the **Search** button



87. Choose the **Occurrence** the customer was enrolled in

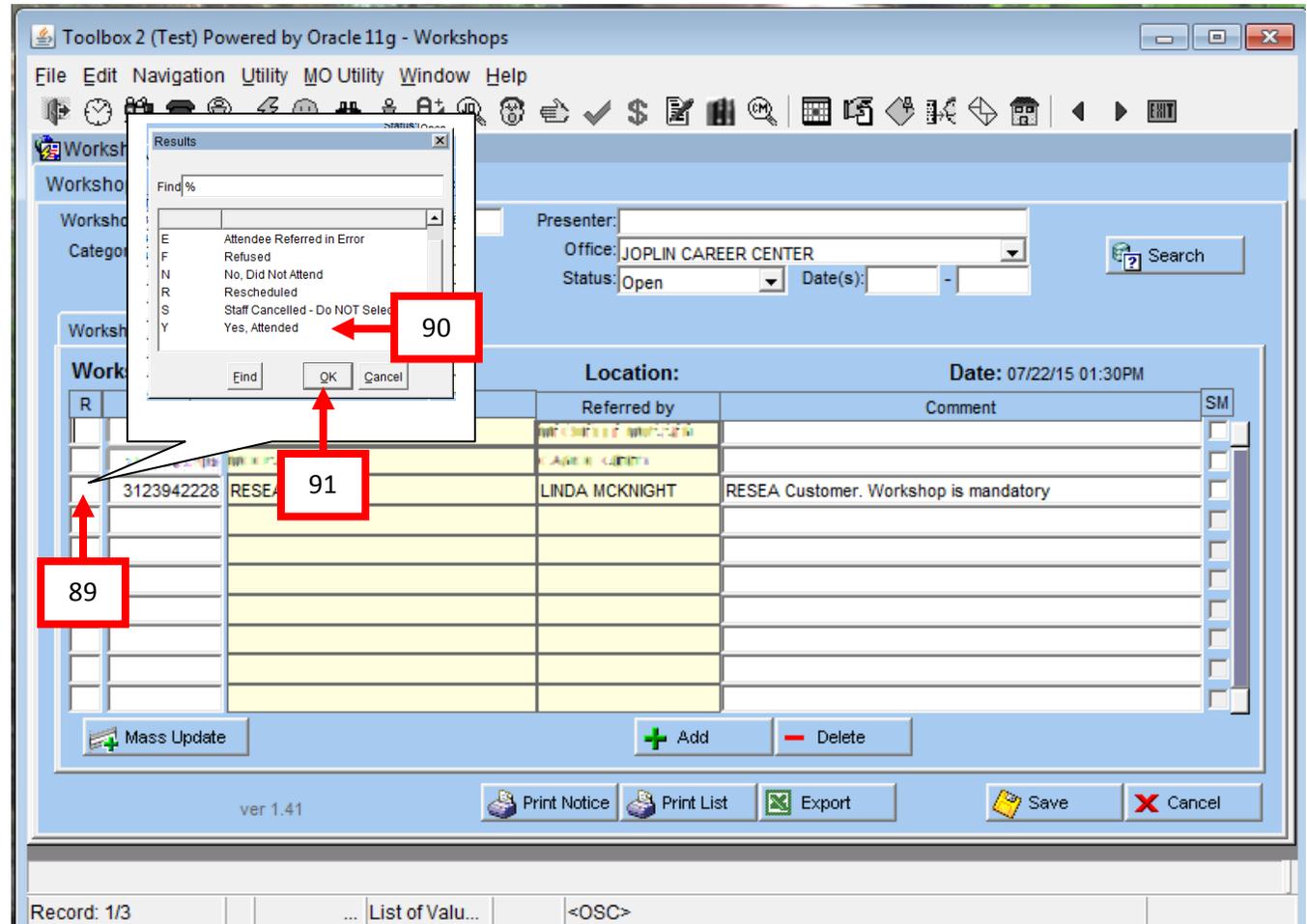
88. Click the **Attendees** button

87

Date	Time	Limit	Ref	Office	Status
07/22/15	1:30 PM	10	2	JOPLIN CAREER CENTER	Open

88

- 89. Double click in the **R** field
- 90. Choose the appropriate result
- 91. Click the **OK** button



92. Click the **Save** button

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

File Edit Navigation Utility MO Utility Window Help

Workshop Scheduling

Workshop Adv Query

Workshop: resume Presenter: Office: JOPLIN CAREER CENTER Status: Open Date(s): Search

Workshop Attendees

Workshop: Resume Preparation Location: Date: 07/22/15 01:30PM

R	CLIENT ID	Name	Referred by	Comment	SM
Y	3123942228	RESEA, I AM	LINDA MCKNIGHT	RESEA Customer. Workshop is mandatory	

Mass Update + Add - Delete Print Notice Print List Export Save Cancel

Record: 1/3 ... List of Valu... <OSC>

Ending the REA Training Activity

- 93. Navigate to the customer's record
- 94. Click on the **Employment Plan** icon

The screenshot shows the Oracle 11g - Seeker application window. The title bar reads "Tool (t) Powered by Oracle 11g - Seeker". The menu bar includes "File", "Edit", "Information", "Options", "Utility", "MO Utility", "Window", and "Help". The toolbar contains various icons, including a magnifying glass, a person, and a document. The main window title is "Seeker Screen - I AM RESEA(###-##-2740) | No Primary Counselor Assigned".

Navigation tabs at the top include: Find Seeker, **Seeker Info**, Des Job Title, Edu/Cert, Work History, Referrals, Core Enroll, Other, Scratch Pad, Svc Referral, and Adv. Query.

The "Seeker Info" tab is active, displaying the following information:

- Name and Address Information:** I AM, RESEA. Mailing Address: 1800 RESEA WAY. Street Address: Goodman, MC 64843.
- Phone Numbers:** Home: (417)555-1212, Cell: , Work: , Other: .
- Personal Information:** Date of Birth: 01/18/1950, Age: 65, Gender: F. Searchable and Share resume are checked.
- Veteran Information:** Vet Status: N - None, Transition: .
- Services Provided:**

Date	Type of Service	Employment Counselor
07/01/15	UI Weekly Claim	Counselor Web
06/24/15	UI Weekly Claim	Counselor Web
06/18/15	UI Weekly Claim	Counselor Web
06/09/15	UI Weekly Claim	Counselor Web

At the bottom of the window, there is a status bar with "Record: 1/1" and "<OSC>".

95. Click on **Progress** tab

The screenshot shows a software window titled "Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan - I AM RESEA(###-###-2740) | LINDA MCKNIGHT (417)629-3000 234". The "Progress" tab is active. A red box highlights the number "95" in the top toolbar. The interface is divided into two main sections: "Eligible Enrollments" and "Actual Enrollments".

Eligible Enrollments:

- DWD Eligibility:** A table with 4 rows and 1 column.
- Referral System Programs:** A table with 4 rows and 3 columns (Ref Dt, DCN ID).
- Other Potential DWD Programs:** A table with 2 rows and 1 column.
- Buttons: "Enroll", "Agreement", "Add", "Delete", "Show Clos...".
- Field: "Verify Date: []".

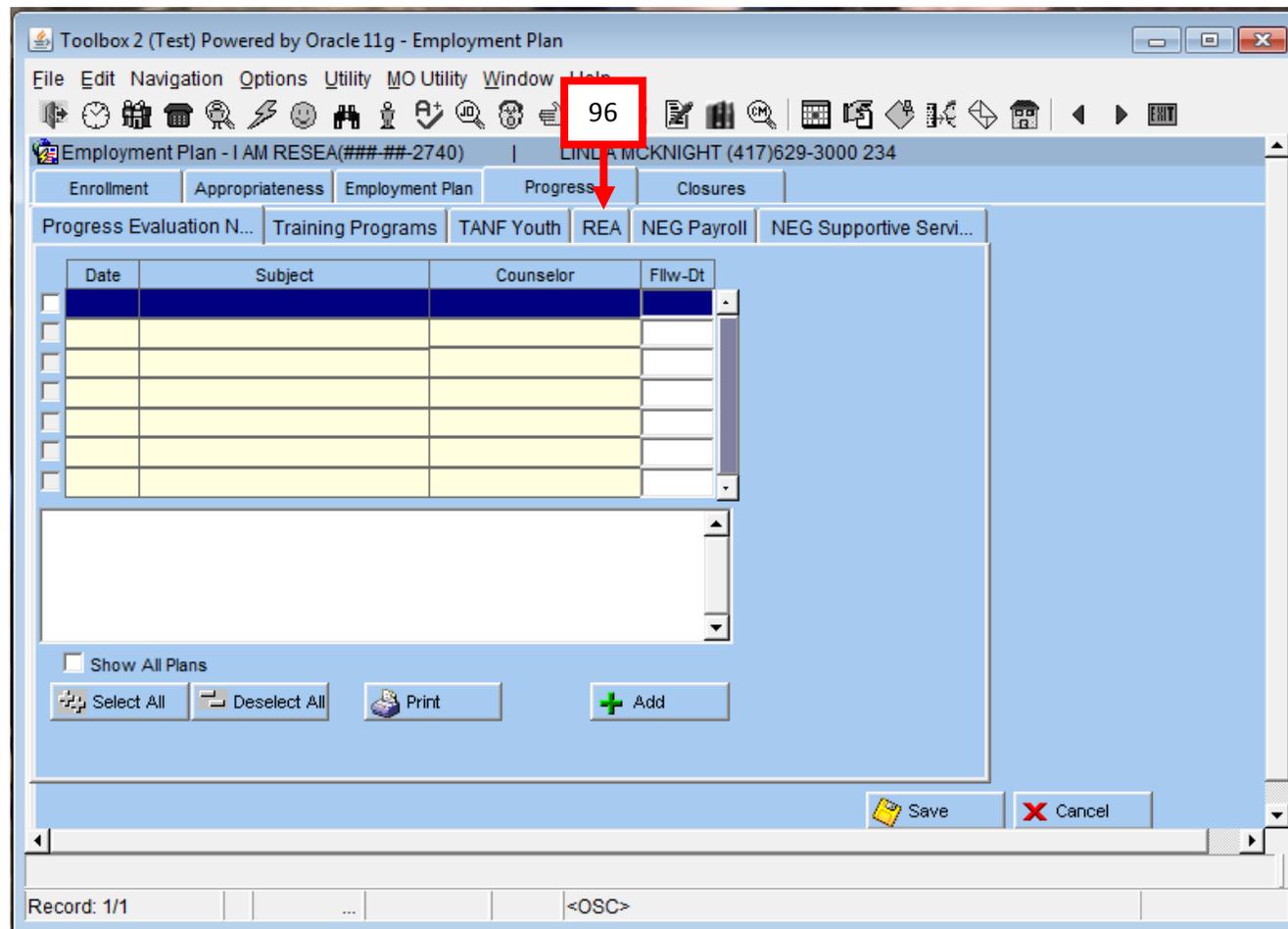
Actual Enrollments:

Program	Start Dt	End Dt	Trade 2002	Outcome
REA-Reemployment and Eligibility Assessments	07/20/15		<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Buttons: "Oops!", "Show Clos...", "Save", "Cancel".

Footer: "Record: 1/1", "<OSC>".

96. Click the **REA** tab



97. Double click in the **Outcome** field
98. Choose the outcome you wish to use
99. Click **Ok** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - I AM RESEA(### ##-2

Enrollment Appropriateness Employment

Progress Evaluation ... Training Program

REA Assessment Information
Year 2015 Assessment 01

REA Potential Disqualifications
 Quit Separation Discharge Separation

REA Potential Availability
 Availability Other/Miscellaneous

Self-Employed/Not Unemployed

Action	Outcome	Date	Time
Training	No Outcome	07/22/15	1:30 PM

Activity Notes
Participant was informed that the resume writing workshop is mandatory. Failure to attend could result in an issue with their unemployment

Record 1 of 3

Save Cancel

Record: 1/1 <OSC>

100. Click **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - I AM RESEA(###-##-2740) | LINDA MCKNIGHT (417)629-3000 234

Enrollment Appropriateness Employment Plan Progress Closures

Progress Evaluation ... Training Programs TANF Youth REA NEG Payroll NEG Supportive Servi...

REA Assessment Information
Year: 2015 Assessment: 01

REA Potential Disqualifications
 Quit Separation Discharge Separation Refusal of Work

REA Potential Ineligibility
 Availability Ability Registration/Reporting Other/Miscellaneous
 Self-Employed/Not Unemployed

Action	Outcome	Date	Time
Training	Completed with Referral	07/22/15	1:30 PM

+ Add Action

Activity Notes
Participant was informed that the resume writing workshop is mandatory. Failure to attend could result in an issue with their unemployment

Save

+ Add Note

Record: 1 of 3

Save Cancel

Record: 1/3 ... List of Valu... <OSC>

Close REA Enrollment

101. Click **Closures** tab

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

101

Employment Plan - I AM RESEA(###-##-2740) | LINDA MCKNIGHT (417)629-3000 234

Enrollment Appropriateness Employment Plan Progress **Closures**

Progress Evaluation ... Training Programs TANF Youth REA NEG Payroll NEG Supportive Servi...

REA Assessment Information
Year: 2015 Assessment: 01

REA Potential Disqualifications
 Quit Separation Discharge Separation Refusal of Work

REA Potential Ineligibility
 Availability Ability Registration/Reporting Other/Miscellaneous
 Self-Employed/Not Unemployed

Action	Outcome	Date	Time
Training	Completed with Referral	07/22/15	1:30 PM

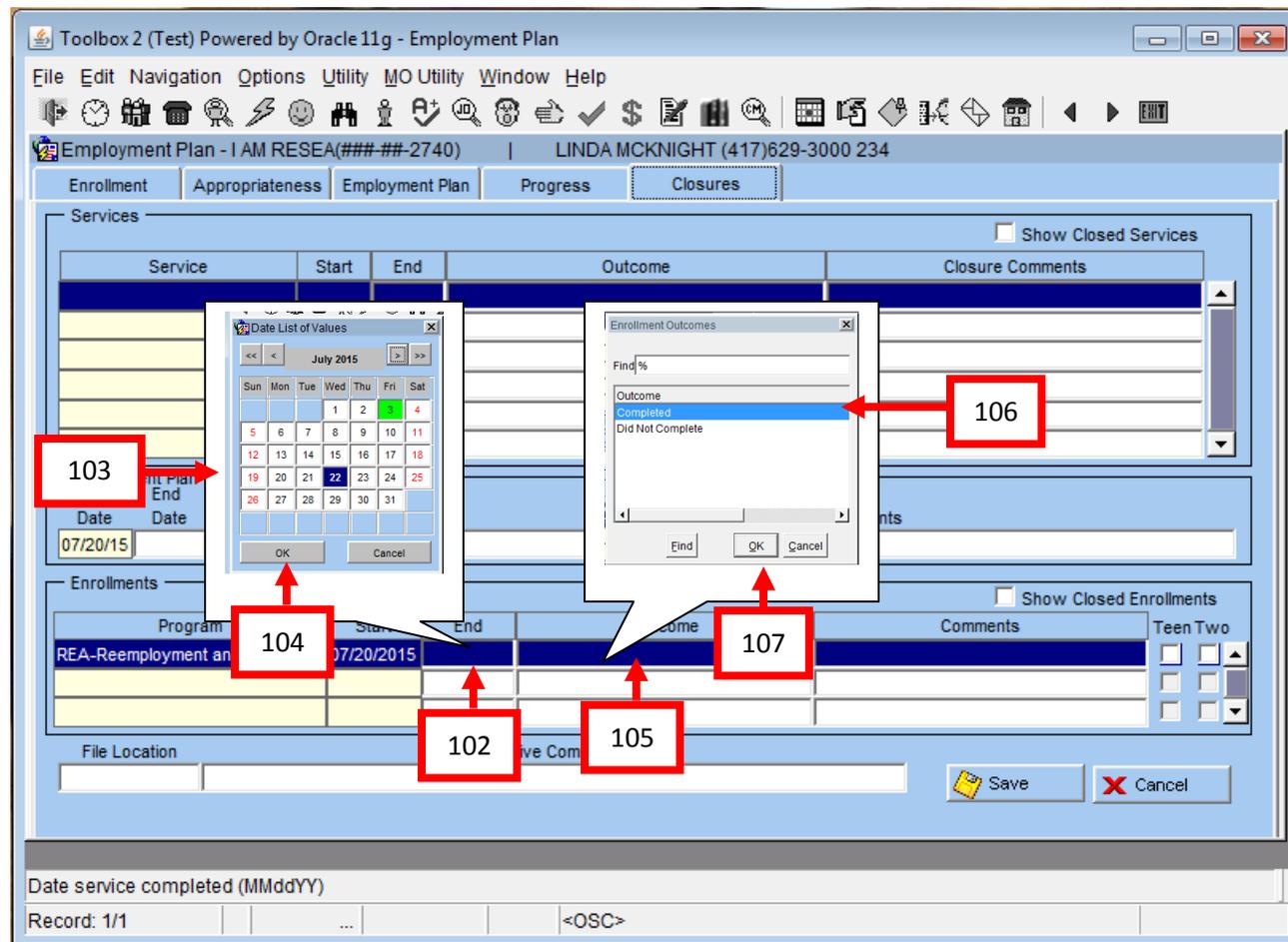
Activity Notes
Participant was informed that the resume writing workshop is mandatory. Failure to attend could result in an issue with their unemployment

Record 1 of 3

Save Cancel

Record: 1/3 ... List of Valu... <OSC>

- 102. Double click in the **End** field
- 103. Calendar will populate with current date
- 104. Click **OK** button
- 105. Double click in **Outcome** field
- 106. Choose outcome you wish to use
- 107. Choose **OK** button



108. Click **Save** button

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - I AM RESEA(### ##-2740) | LINDA MCKNIGHT (417)629-3000 234

Enrollment Appropriateness Employment Plan Progress Closures

Services Show Closed Services

Service	Start	End	Outcome	Closure Comments

Employment Plan

Start Date	End Date	Reason	Plan Close Comments
07/20/15			

Enrollments Show Closed Enrollments

Program	Start	End	Outcome	Comments	Teen Two
REA-Reemployment and Eligibility A	07/20/2015	07/22/2015	Completed		<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>

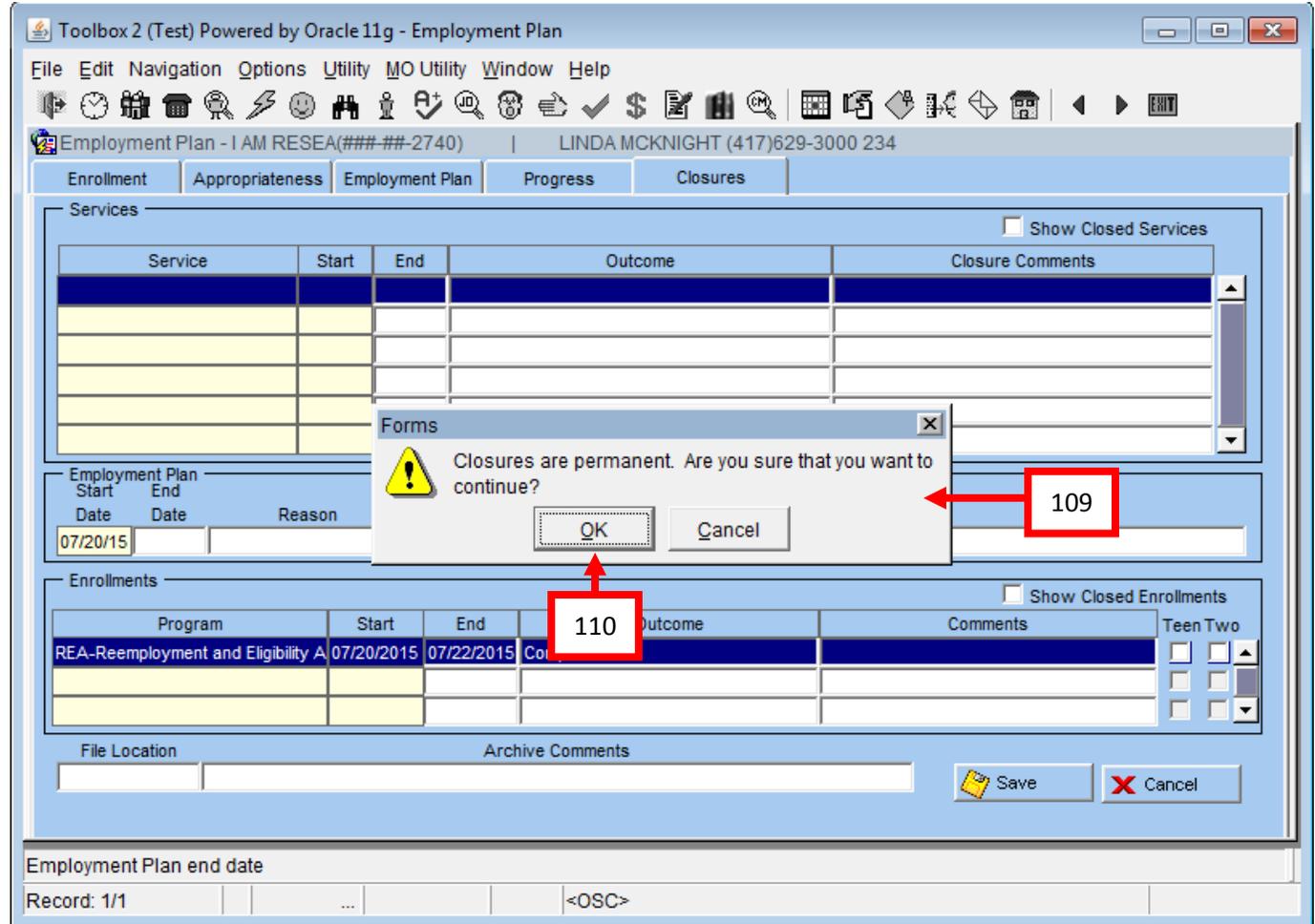
File Location Archive Comments

End result of enrollment (LOV)

Record: 1/1 ... List of Valu... <OSC>

108

- 109. Popup displays after Save button is clicked
- 110. Click **Ok** button



- 111. If the Plan has no open services this popup will display
- 112. Click **Ok** button

The screenshot shows the 'Employment Plan' application interface. At the top, there is a menu bar with options: File, Edit, Navigation, Options, Utility, MO Utility, Window, and Help. Below the menu bar is a toolbar with various icons. The main window title is 'Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan'. The user is identified as 'LINDA MCKNIGHT (417)629-3000 234'. The application is currently displaying the 'Employment Plan' tab, which includes sections for 'Services' and 'Enrollments'. A 'Forms' dialog box is open in the center, displaying the message 'The Plan has no Open Services.' and an 'OK' button. A red box labeled '112' points to the 'OK' button. Another red box labeled '111' points to the 'Comments' field in the 'Enrollments' section, which is currently empty. The 'Enrollments' table shows one entry: 'REA-Reemployment and Eligibility A' with a start date of '07/20/2015', an end date of '07/22/2015', and a status of 'Completed'. The 'Services' table is empty. At the bottom of the window, there are 'File Location' and 'Archive Comments' fields, and 'Save' and 'Cancel' buttons.

This completes working with a REA customer

Toolbox 2 (Test) Powered by Oracle 11g - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan - I AM RESEA(###-##-2740) | LINDA MCKNIGHT (417)629-3000 234

Enrollment Appropriateness Employment Plan Progress Closures

Services Show Closed Services

Service	Start	End	Outcome	Closure Comments

Employment Plan

Start Date	End Date	Reason	Plan Close Comments
07/20/15			

Enrollments Show Closed Enrollments

Program	Start	End	Outcome	Comments

Teen Two

File Location Archive Comments

Save Cancel