

Worker Profile Reemployment Services (WPRS) (UI Worker Profile)



<p style="text-align: center;">Overview of UI Worker Profile Program</p>	<ul style="list-style-type: none"> • Worker Profile Reemployment Services is a federal mandate to provide reemployment services to Unemployment Insurance Claimants who are likely to exhaust benefits before they find a job. • The Division of Employment Security (DES) identifies these claimants through a statistical model based on criteria such as education, the growth or decline of an industry, length of time worked in an occupation, and a few others. • It is the duty of Career Center staff to serve the WPRS claimant. They are to receive a profile orientation, assessment, and reemployment services appropriate to the claimants needs. An employment plan is developed with a Career Center staff member that will guide the claimant during the reemployment process. • If the claimant refuses to participate, their benefits will be held for one week. DES makes all determinations for the release of benefits.
<p style="text-align: center;">Notification of UI Profiled claimants</p>	<ul style="list-style-type: none"> • Profiled claimants are notified through a letter sent by DES requiring them to report for WPRS. • The letter informs the UI Profile customer of the date and place to report. They have one week to report to a career center. Failure to participate during that week will result in a denial of benefits. If the UI Profile customer has an approved reason (a job interview) for not participating, benefits will be sent to them. • The UI Profile customer must be able and available for employment at all times to receive the UI benefits.

UI Profile Customer Service Process

The screenshot shows a software interface for managing customer profiles. The 'Possible Enrollments' section is highlighted with a red circle, showing a link labeled 'RJS,UI - Profiling'. Other sections include 'Name and Address Information', 'Personal Information', and 'Seeker Status'.

- **UI-Profiling Links** (under Possible Enrollments)
 - a. The UI profiling link will not be available if someone listed on the Weekly Profile List does the weekly certification early* in the fourth week of the claim, or does not file a claim during the fourth week.
 - i. If one of these two things happens, the profile letter will not be sent to the UI Claimant.

*Early=claiming early in the fourth week of claim, before the profile list has been sent or before the letter is sent.
 - b. Depending on when the claimant does the weekly certification during the next 4 weeks, the profile letter may or may not be sent.
 - c. The link can be displayed up to 7 weeks after appearing on the Weekly Profile List.
 - d. UI Claimants who do their weekly certifications and receive the Worker Profile Letter, must report to complete their appointment or their benefits will be held.

- If the **UI Profile** customer also has an **RJS Possible Enrollment**, **BOTH enrollments** should be **completed**. See **NOTE** in margin.(See RJS desk aid on WorkSmart site: [..\RJS\Required Job Services_desk aid_UPDATE 2014.pdf](#))

NOTE: If a customer has a UI Profile and RJS under Possible Enrollments (as in illustration above right), both should be completed. UI Profile is a federal program and RJS is a state initiative.

NOTE: The UI Profile customer should remain engaged in value-added reemployments services until reemployed or benefits are exhausted.

- The UI Profile Customer should have a **WIA Adult Core and a WIA Dislocated Worker Core** enrollment. If their record in Toolbox does not show these enrollments, the UI Profile customer should complete the **Welcome/Membership screens**, complete with **verification of date of birth** by a Career Center Staff. For Welcome Screens desk aid, refer to the following on WorkSmart:
https://worksmart.ded.mo.gov/includes/secure_file.cfm?ID=2625&menuID=6
- The UI Profile Customer with a WIA Adult Core enrollment should review and update their **jobs.mo.gov account** as needed. The customer should enter the proper information to attain a “**Complete**” on their jobs.mo.gov profile. This will facilitate better matches when job searching.
- If not previously done, the UI Profile customer should take the Career Ready 101 Initial Assessment.
- Complete the **Toolbox Assessment, UI Profile Enrollment, UI Profile Employment Plan Objectives and Services. One Intensive Profile Service is to be entered and remain open.** *Based on an individual service plan, the claimant may be referred to reemployment services tailored to the individual's needs.* Note there is NO time frame associated with these services.
- **The UI Profile customer should be informed about accessing reemployment services.** The continuing reemployment services may be done **in the Career Center OR on jobs.mo.gov** (job search, Optimal Resume, or Career Ready 101 lessons). These services should match the selections in the Employment Plan which have been agreed on by the UI Profile customer and Career Center staff.
- The **DWD PO-84** form is to be used for UI Profile customers when:
 - a. There is question regarding the “able and available” status of the claimant
 - b. There is no customer follow through on reemployment services that were scheduled

Toolbox Assessment: Employment Tab

The job seeker's **Employment History**, pre-populated from their jobs.mo.gov account, will display here. New records may be added and will display on the seeker screen.

In the **Job Seeking Skills** field, the Resume question is required and will need to be addressed.

In the **Job Keeping Field**, all applicable fields may be addressed.

When information is complete, Click **Save**.

The screenshot shows the 'Assessment - J...' application window. The 'Employment' tab is selected and highlighted with a red box. The interface includes a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar with various icons. The main content area is divided into several sections:

- Employment History:** A table with columns for Employer, City, and St. It contains one entry: 'Coince' in 'Mnt. View' city, 'MO' state. There are '+ Add' and '- Delete' buttons.
- Current Employment:** Fields for Job Title (Assembly line), Start Date (03/01/98), End Date (02/01/08), Months, Per, Salary, and Hrs. Wk. Job Description: 'Worked on a assembly line.'
- Job Seeking Skills:** Questions about resume, interview methods, and help with interviews.
- Job Keeping Skills:** Questions about work on time, scheduled hours, working relationship, and job preferences.

At the bottom, there are buttons for 'Print MVA Assessment', 'Save', and 'Cancel'. The status bar at the very bottom shows 'Record: 1/2'.

Toolbox Assessment:

Education Tab

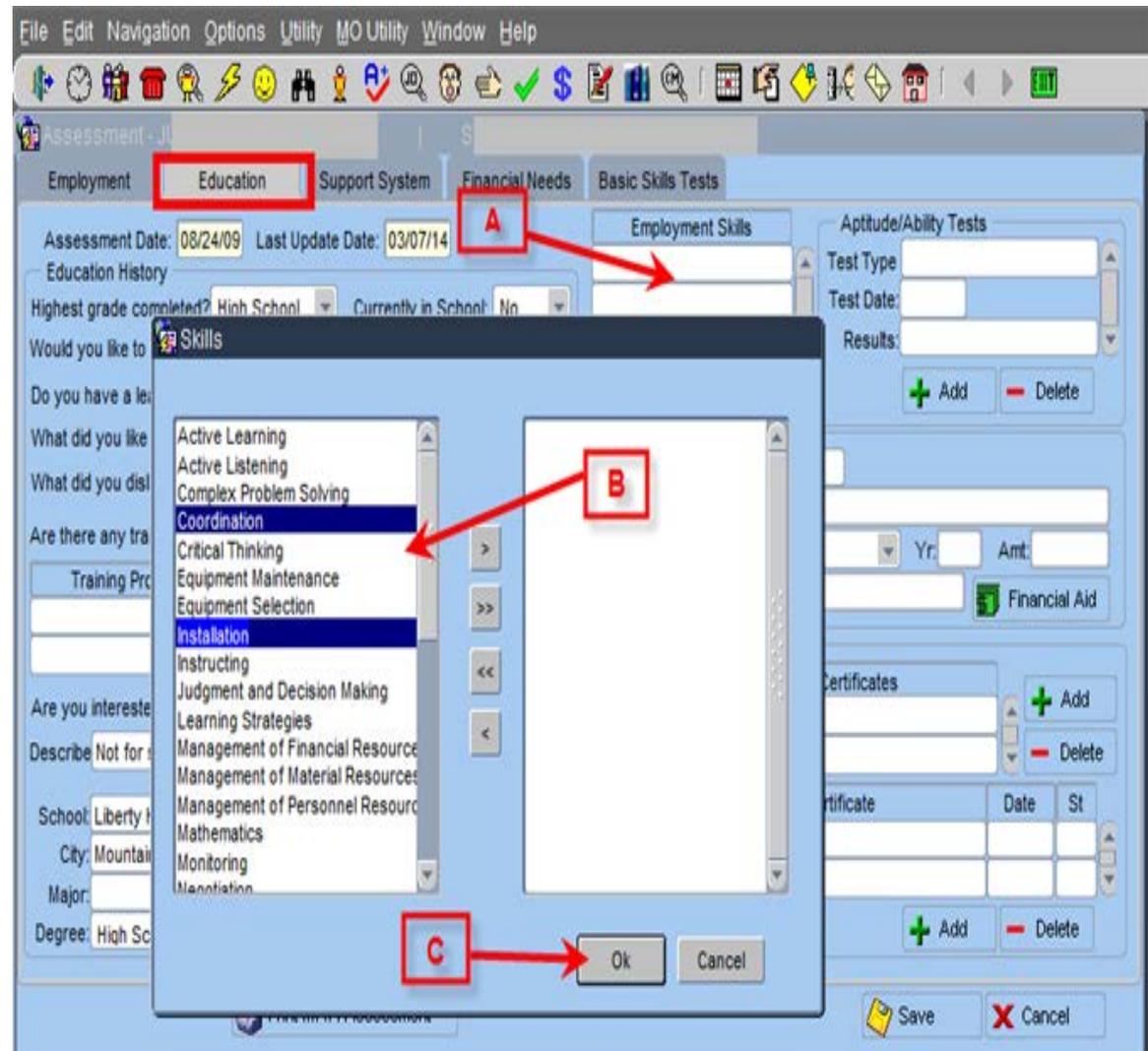
As they inquire of the UI Profile customer, Career Center staff should complete as much information as possible on the **Education** Tab:

The **School/Degree** field pre-populates from the Seeker Screen. New records may be added here and will display on the Seeker Screen. Questions about learning disability, school likes and dislikes may help the customer but are optional for completion.

The **Training Program, Employment Skills, Aptitude/Ability Tests, Licenses/Certificates** fields are **required** to be completed by staff with the job seeker.

The **Educational Issues** field must be completed if applicable.

- A. Double click in the **Employment Skills** section.
- B. Select the applicable skills from the list in the **Skills** popup box. Multiple selections may be made by clicking on a skill then hold the Ctrl key and make other selections.
- C. Once selections are complete, click **OK**.



**Toolbox Assessment:
Support System Tab**

Continuing the assessment interview process with the UI Profile customer, Career Center staff should complete the **Transportation** information and as much of the other information as possible on the **Support System** tab.

The screenshot shows the 'Support System' tab of the 'Assessment - JI' application. The 'Support System' tab is highlighted with a red box. The form contains the following sections:

- Assessment Date:** 08/24/09, **Last Update Date:** 08/24/09
- Childcare:**
 - Seeker Pregnant: No
 - Due Date: [Empty]
 - Household include children: Yes
 - Need child care supportive services to participate in employment/Training activity: No
 - Describe: [Empty]
 - Applied for Childcare? No
 - Childcare provider? [Empty]
 - What is your backup plan if provider is not available? [Empty]
- Additional Support:**
 - Any additional supports you need to be successful in employment/participation? [Empty]
- Housing:**
 - Homeless in the last year: No
 - Describe: [Empty]
 - Current Situation: Mortgage
 - Expect any changes in 90 days: No
 - Describe: [Empty]
- Transportation:**
 - What is your transportation? Car being worked on right now.
 - What is your backup plan if primary transport is unavailable? family
 - Drivers License: State: [Empty], Class: Operators, Status: [Empty]
 - What keeps you from owning? [Empty]
 - Endorsements:
 - Air Brakes: [Empty]
 - Hazardous Material: [Empty]
 - School Bus: [Empty]
 - Double/Triple Trailer: [Empty]
 - Passenger: [Empty]
 - Tank Vehicle: [Empty]
- Additional Support Contacts:**

Name	Number	Relationship	Type
[Empty]	[Empty]	[Empty]	[Empty]
- Household Members:**

First	Mi.	Last	Birthday	Age	Gender	Relation	Dep
[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]

Buttons at the bottom: Print MVA Assessment, Save, Cancel.

**Toolbox Assessment:
Basic Skills Tests Tab**

In Career Centers that give basic skills tests, the information on this page should be completed with the test results for the UI Profile customer.

The screenshot shows a software application window titled "Assessment - JI" with a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar. The "Basic Skills Tests" tab is selected and highlighted with a red box. Below the tab are sub-tabs for "ABE" and "ESL".

There are three data tables, each with a header row and three data rows. The first table is for "Reading" tests, the second for "Listening" tests, and the third for "Writing" tests. The columns are: Reading Type, Test Date, Test Name, Case Manager, Location, Score, Level, and Grade Equiv. The "Writing" table has an additional column for "Education Level/Test Score".

At the bottom of the form, there are four buttons: "+ Add", "Print MVA Assessment", "Save", and "Cancel".

“It’s All About You”

Career Path Discovery

This piece is designed to engage the Career Center customer in meaningful conversation regarding their education, experience, and interests.

NOTE: The expectation is that Career Center staff use the “It’s All About You” resources with the UI Profile customer.

NOTE: Although there is not a UI-Profile specific set of “It’s All About You” materials, the **Career Path Discovery** piece can be of great assistance. This resource may encourage an informative conversation with the customer, engaging them to set goals and access relevant reemployment services.

CAREER PATH DISCOVERY

IT'S ALL ABOUT YOU

Choose a career path that best fits YOU!



1

YOU have ...

- attained a degree in your desired job field
- extensive experience in your desired job field
- met or exceeded educational qualifications for most current job openings
- started looking for a new job in your desired job field



2

YOU have ...

- recently (within two years or less) attained a degree in your desired job field
- started looking for a job that relates to your degree
- some work experience but you would like to gain more experience in your desired job field



3

YOU have ...

- a certificate but you want to renew it or pursue another certificate
- skills that do not match current job openings
- extensive experience in a particular job field that may not be hiring



4

YOU have ...

- a certification or license in your desired job field
- started looking for a job that relates to your certification or license
- some work experience but you would like to gain experience in your desired job field



5

YOU have ...

- a diploma or GED
- credit hours towards a degree or certificate and now you want to complete the degree or certificate



6

YOU have ...

- a desire to complete your GED or equivalency test
- wanted to learn more computer skills
- worked in the same position and would like to get a better position

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“It’s All About You”

Career Folder

(At right is a sample of one of the folders.)

There are six Career Folders which correspond to the six options on the Career Path Discovery.

Working with a customer to use the Career Folder will give them have a way of tracking the reemployment services which may benefit them.

IT'S ALL ABOUT YOU

Required Job Services

You've worked for years in the area in which you received your degree. Now you find yourself over qualified for positions for which you are applying. Have you considered using your experience and knowledge in another field?

Jobs using similar skill sets as yours

- Administrative Law Judges
- Medical & Health Service Managers
- Natural Sciences Managers
- Post Secondary Teachers
- Statisticians
- Veterinarian

RESOURCES:

- Register with jobs.mo.gov
- Visit on.mo.gov/mocareerpath1 for more jobs
- Learn about the current salaries in your field, <http://on.mo.gov/oeswage>
- Discover the fastest growing jobs and trends, <http://on.mo.gov/mocareexplore>
- Follow @JobsMoGov on Twitter
- Subscribe to <http://labor.mo.gov/ULupdates> to receive the latest unemployment benefit information

CAREER BUCKET

Each time you complete a job service, you fill up a portion of your bucket. This is your opportunity to fine tune your skills or develop new ones to take you one step closer to finding a job. Write a service in one of the blank tabs if it is not listed. Be sure a specialist signs and dates your bucket each time a service is completed. Number your service once completed.

- 1 Reemployment Orientation You've successfully filled the first step on your bucket!
- Career Ready 101 WorkKeys Assessment O*Net Assessment
 Mock Interview Career Exploration Resume Writing
 Interview Process Career Networking Job Fair

YOU are READY!

6	Title of service	Date of event	Time of event	Location of event
	Specialist signature upon completion			
5	Title of service	Date of event	Time of event	Location of event
	Specialist signature upon completion			
4	Title of service	Date of event	Time of event	Location of event
	Specialist signature upon completion			
3	Title of service	Date of event	Time of event	Location of event
	Specialist signature upon completion			
2	Title of service	Date of event	Time of event	Location of event
	Specialist signature upon completion			
1	Title of service	Date of event	Time of event	Location of event
	Reemployment Orientation Specialist signature upon completion			

START HERE

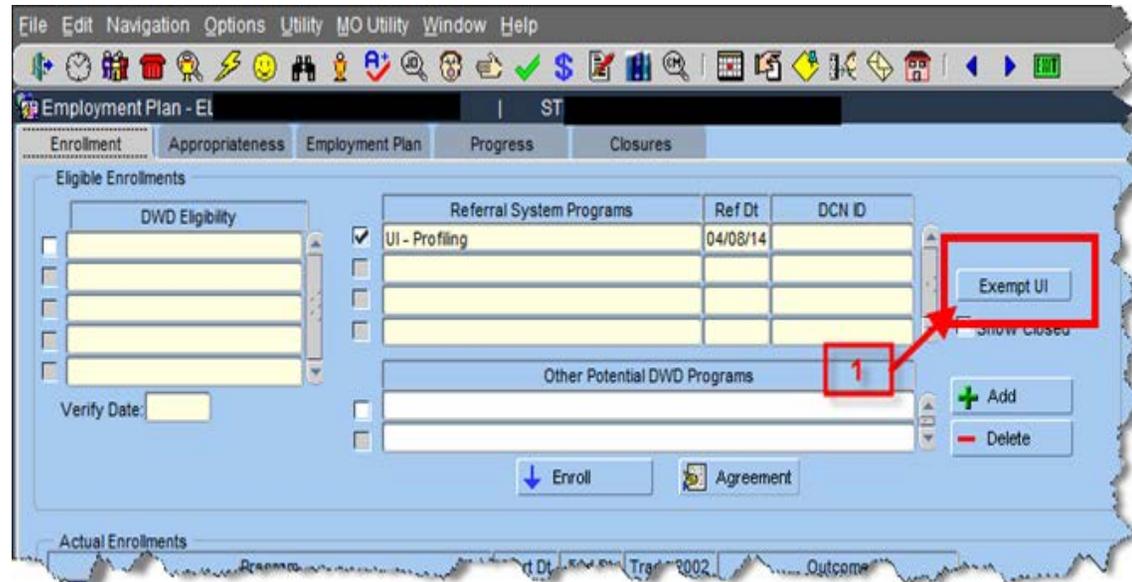
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Q.C.

Exempting a UI Customer

1. The **Exempt** button will appear on the right of the **Referral Systems Programs box** after clicking in the check box

Reasons to Exempt:

- Profiled claimant has **1 or 0 required employer contacts** on Toolbox Seeker Info page (**A**)
- Claimant is currently enrolled in and participating in Trade, WIA, or Director Approved training
- Connected to a Union Hall
- Have a scheduled call back date to previous job within 8 weeks of layoff (up to 16 weeks with Director approval)
- Claimant previously received Profile services within twelve months of present profile selection.



UI-Profiling Employment Plan

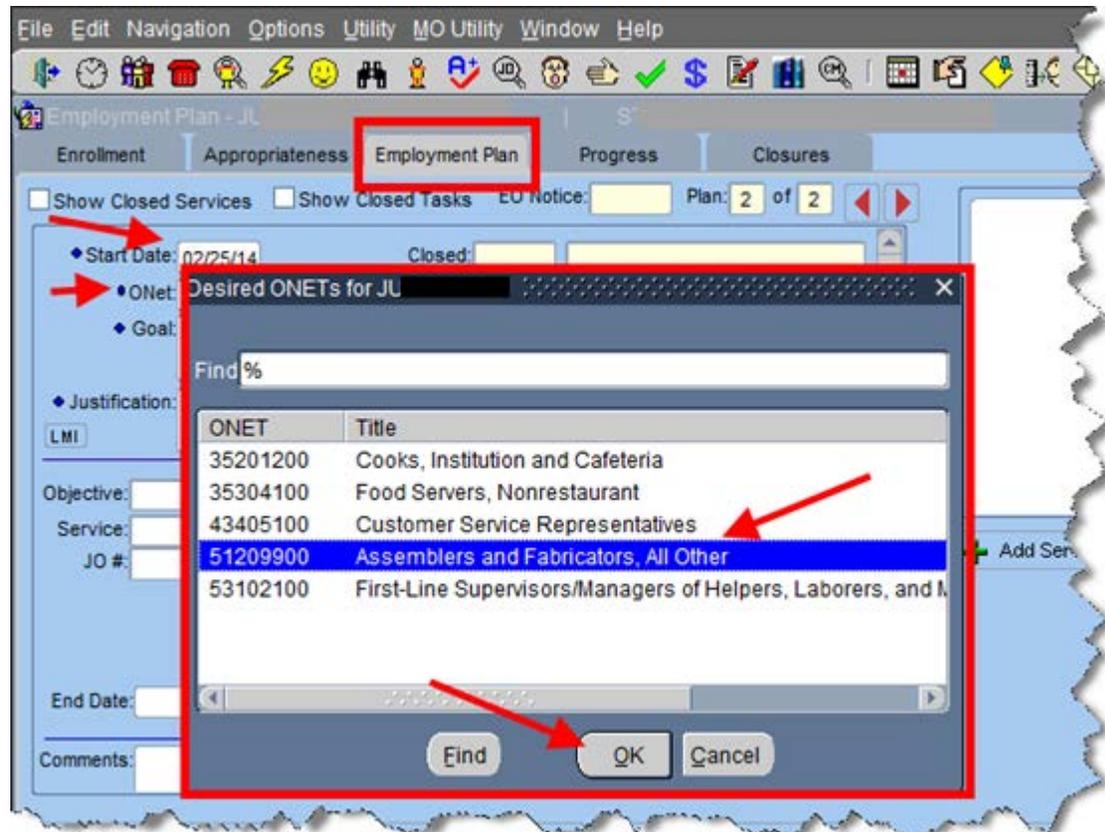


Select the **Employment Plan** tab on the **Employment Plan** page.

Start Date: default is current date

O*Net: if customer has a **Complete** profile in jobs.mo.gov, the O*Net should pre-populate based on the customer's selection of a **Desired New Job Title**.

If not, double click in the **O*Net** box. The **Desired O*Net** popup box will appear. Select the appropriate choice. Click **OK**.



Goal: the customer's reemployment goal should be entered by Staff.

Justification: the justification for pursuing the Goal is to be entered by Staff. The justification is based on the customer's experience, education, and current LMI data.

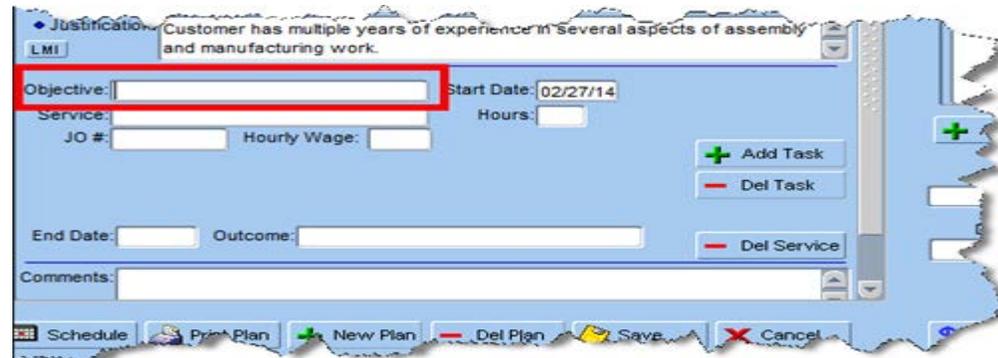
The screenshot shows a software window titled "Employment Plan - JI" with a menu bar (File, Edit, Navigation, Options, Utility, MO Utility, Window, Help) and a toolbar. The window has several tabs: Enrollment, Appropriateness, Employment Plan (selected), Progress, and Closures. Below the tabs, there are checkboxes for "Show Closed Services" and "Show Closed Tasks", an "EO Notice" field, and a "Plan: 2 of 2" indicator. The main content area displays a goal and justification for a customer. The goal is "To become employed in the manufacturing assembly field." and the justification is "Customer has multiple years of experience in several aspects of assembly and manufacturing work." Two red arrows point to the goal and justification text. Other fields include "Start Date: 02/25/14", "Closed:" fields, "ONet: 51-2099.00" with "Assemblers and Fabricators, All Other" selected, and an "Objective:" field at the bottom.

Employment Plan Objectives and Services

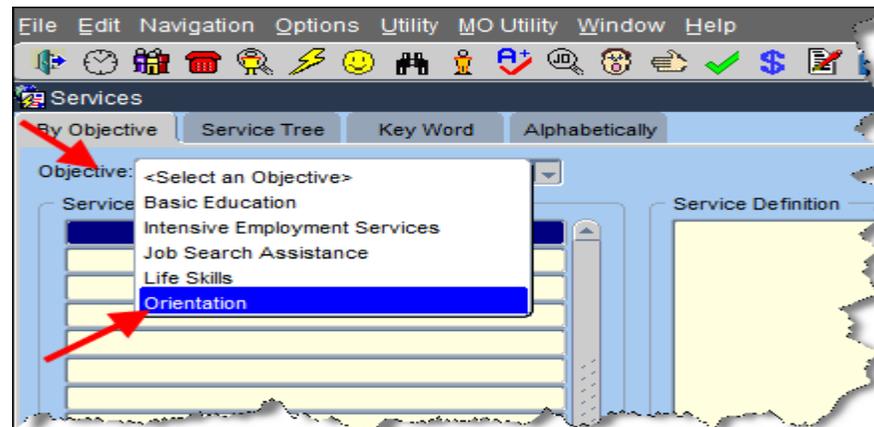
Career Center staff are to give an Orientation of Career Center reemployment services to the UI Profile customer. This may be done one on one or in a group setting. Once the Orientation is completed:

NOTE: ALL Services must be closed in the Closures Tab. See page 26 for detailed steps.

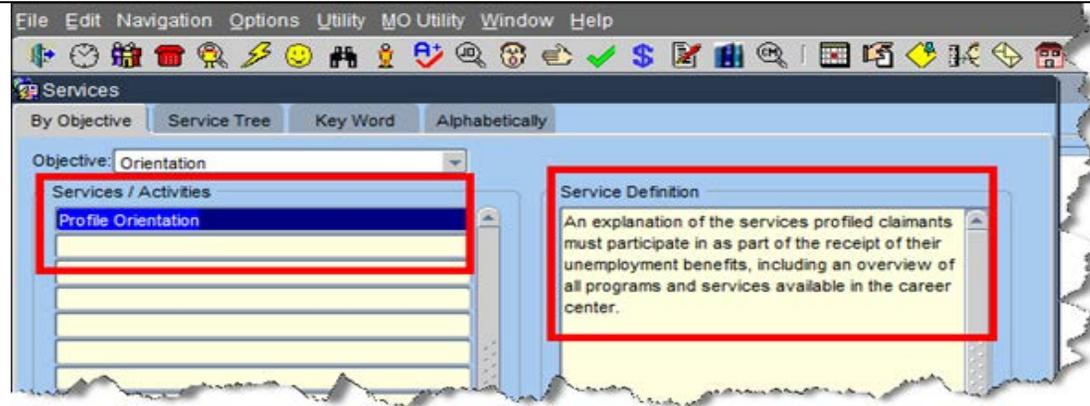
1. Double click in the **Objective** box. The **Services** popup box appears.
2. In the **Services** popup box, the **Objective** category, select **Orientation**.



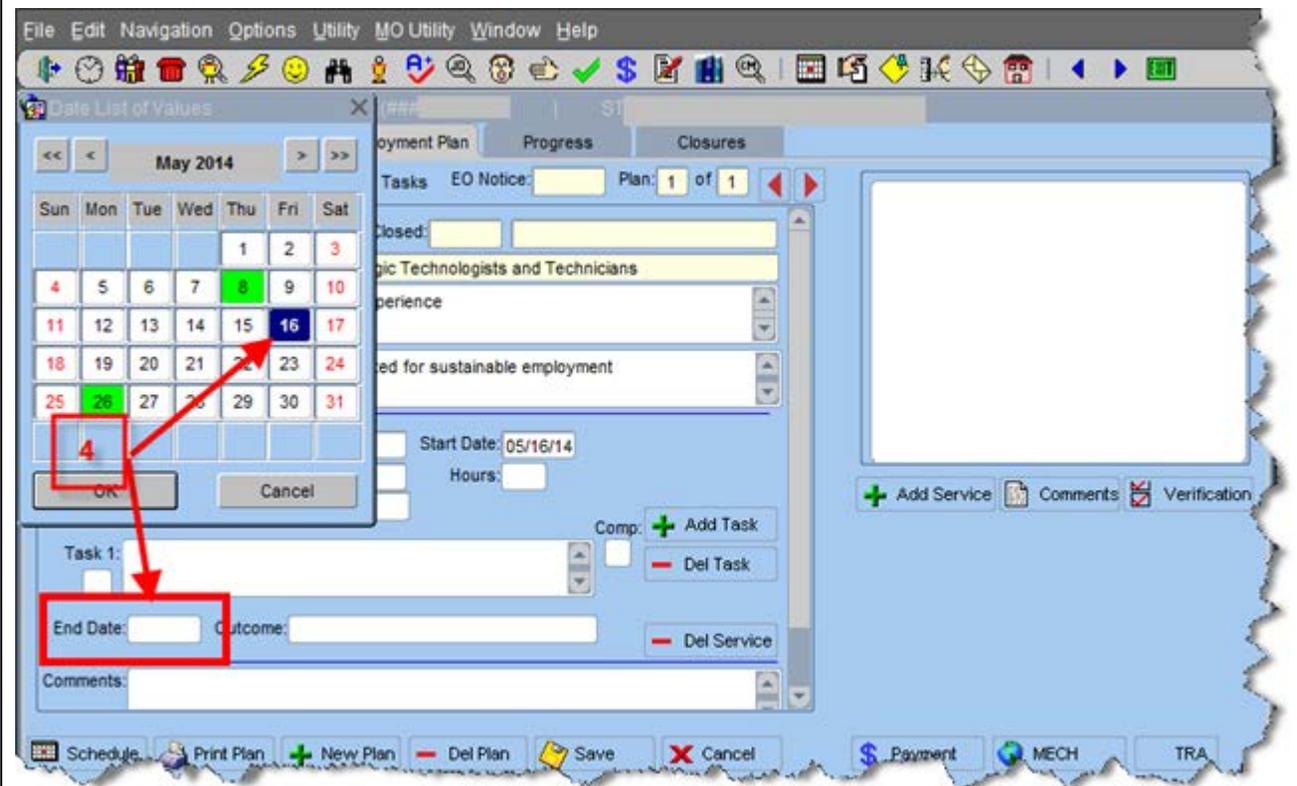
The screenshot shows the LMI software interface. At the top, there is a 'Justification' field with the text 'Customer has multiple years of experience in several aspects of assembly and manufacturing work.' Below this, the 'Objective' field is highlighted with a red box. To the right of the 'Objective' field is the 'Start Date' field, which contains '02/27/14'. Below the 'Objective' field are fields for 'Service', 'JO #', and 'Hourly Wage'. To the right of these fields are buttons for '+ Add Task', '- Del Task', and '- Del Service'. At the bottom of the interface, there is a 'Comments' field and a toolbar with buttons for 'Schedule', 'Print Plan', 'New Plan', 'Del Plan', 'Save', and 'Cancel'.



3. **Profile Orientation** will appear in the **Services/Activities** list and the **Service Definition** will populate in that section. Click on **Select** at the bottom of the **Services** box.

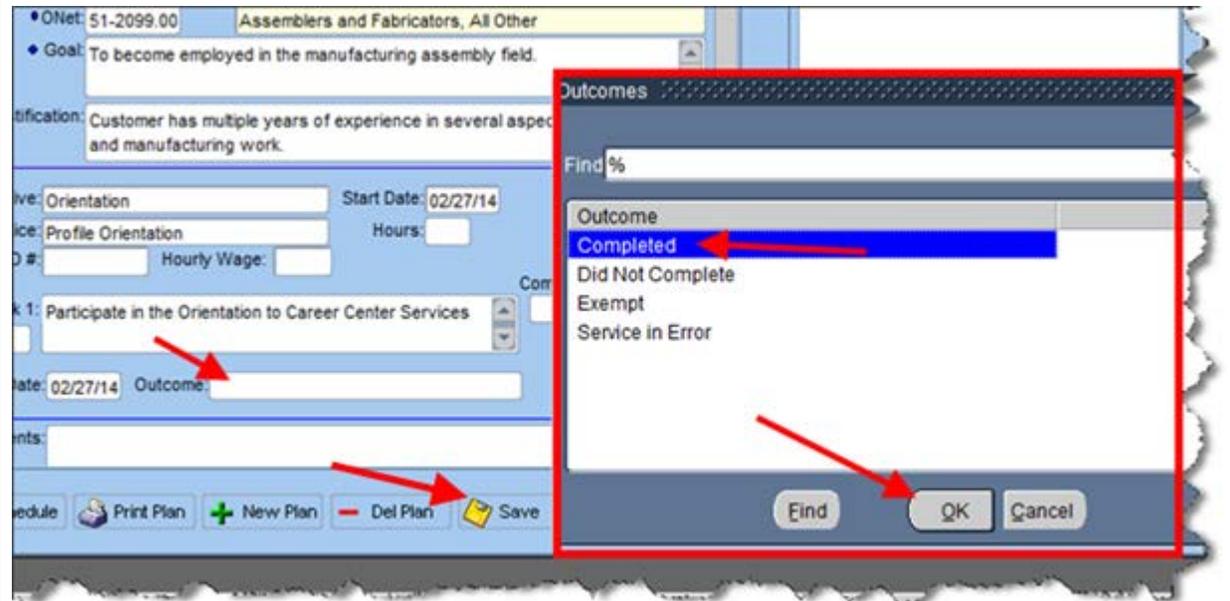


4. Double click in **End Date**. The calendar **Date List of Values** popup appears, with the current date highlighted in blue. Click **OK**.



5. Double click in the **Outcome** section. The Outcomes popup will appear. Select the appropriate outcome, then click **OK**.

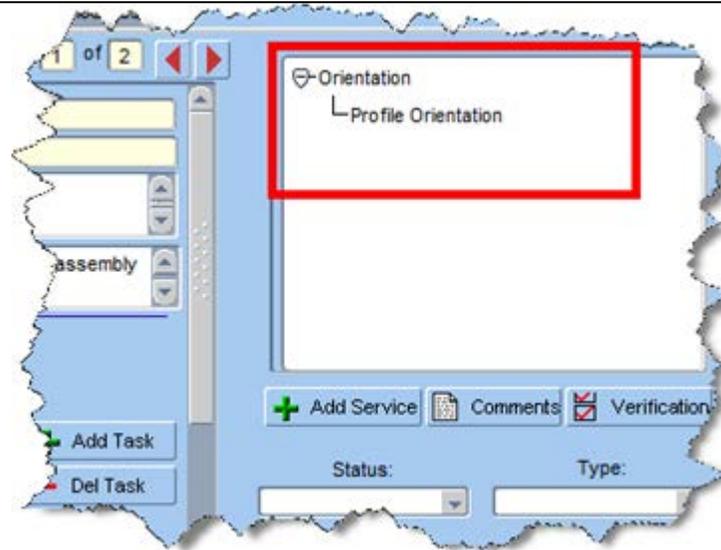
Click **Save** to record the Objective, Service and Outcome.



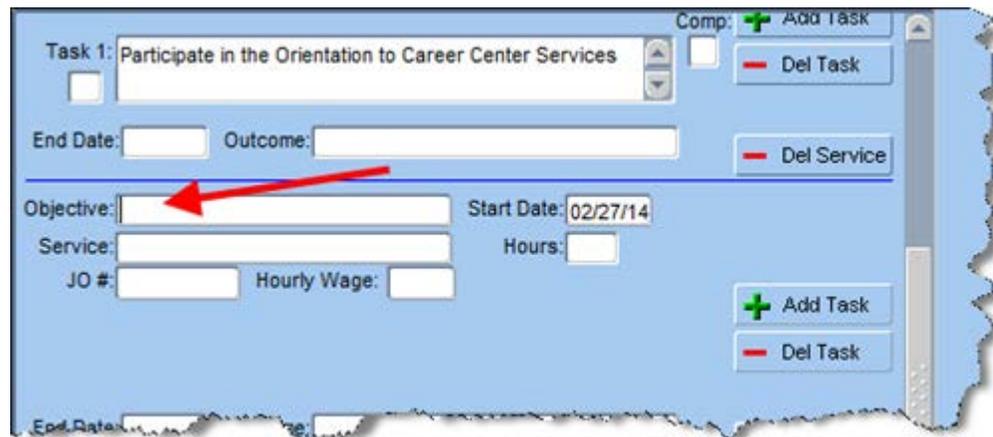
6. The Forms popup will appear. Click **OK**.



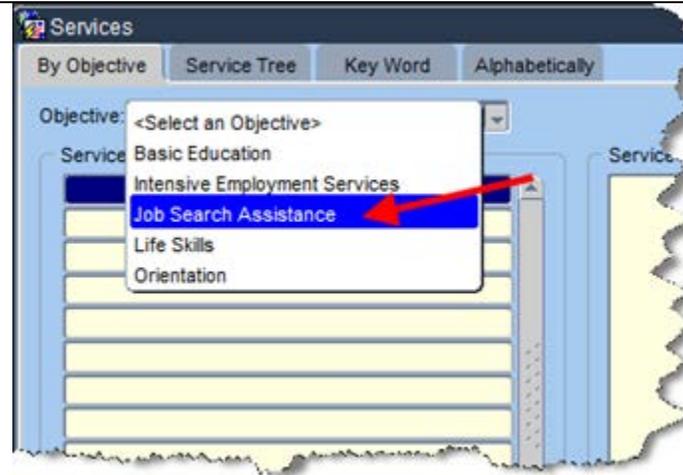
7. The **Profile Orientation** now is displayed in the Employment Plan tree, right hand side of screen.



8. Double click the next Objective box.

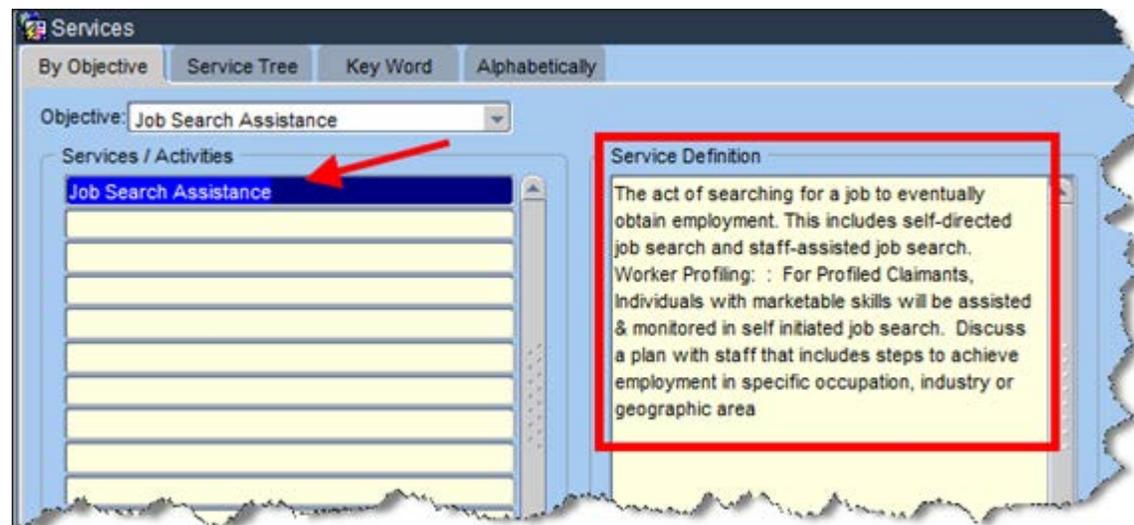


9. The **Services** popup box will appear. Click the drop down arrow on the **Objective** box. Select **Job Search Assistance**.



10. **Job Search Assistance** will appear in the **Services/Activities** list and the **Service Definition** will populate in that section.

Click **Select** at the bottom of the page.



11. **Job Search Assistance** will populate in the **Objective** and **Service** boxes on the Employment Plan tab. Enter **Task 1** describing what the UI Profile customer did to complete this objective.

End Date: Outcome:

Objective: Start Date: 02/27/14

Service: Hours:

JO #: Hourly Wage: Actual Start Date: Comp:

Task 1:

End Date: Outcome:

Comments:

12. Double click in **End Date**. The calendar **Date List of Values** popup appears, with the current date highlighted in blue. Click **OK**.

File Edit Navigation Options Query Help

##-6752) STEPHEN SOWDER (572)

Employment Plan Progress Closures

Tasks EO Notice: Plan: 1 of 2

Comp:

Career Center Services

Start Date: 02/27/14

Hours:

Actual Start Date: Comp:

using LMI and Career search.

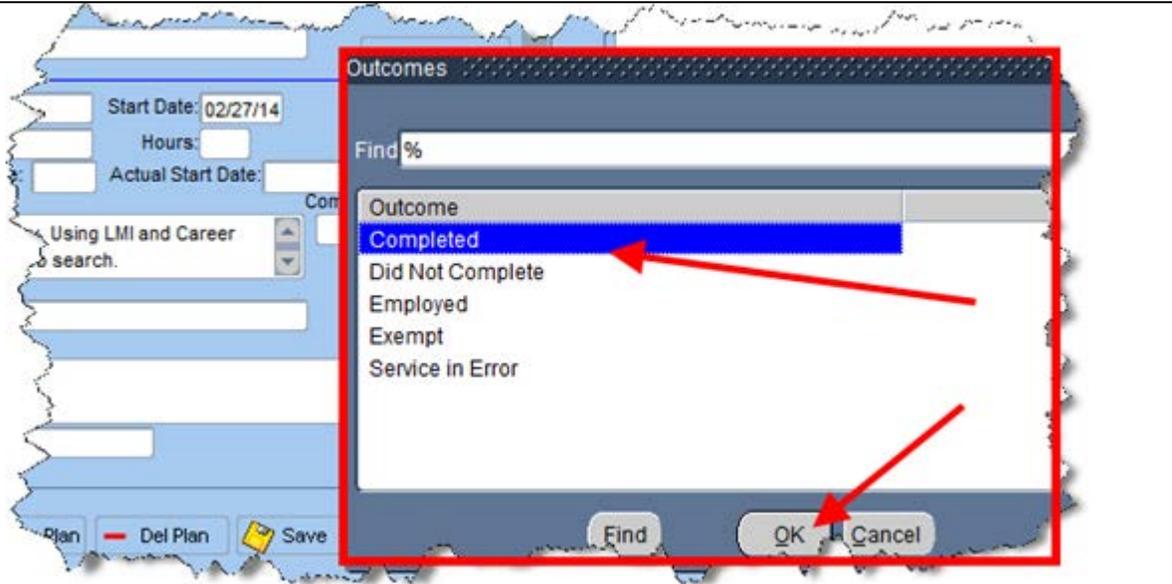
End Date: Outcome:

Comments:

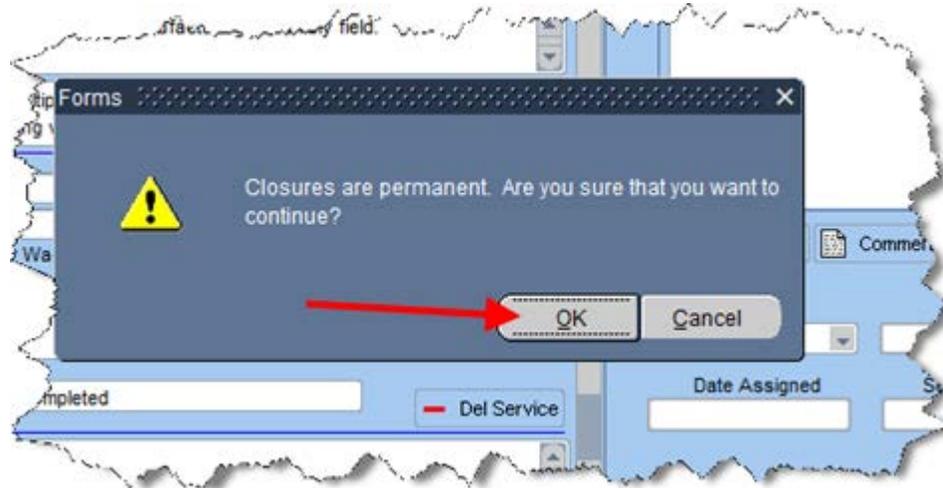
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

OK Cancel

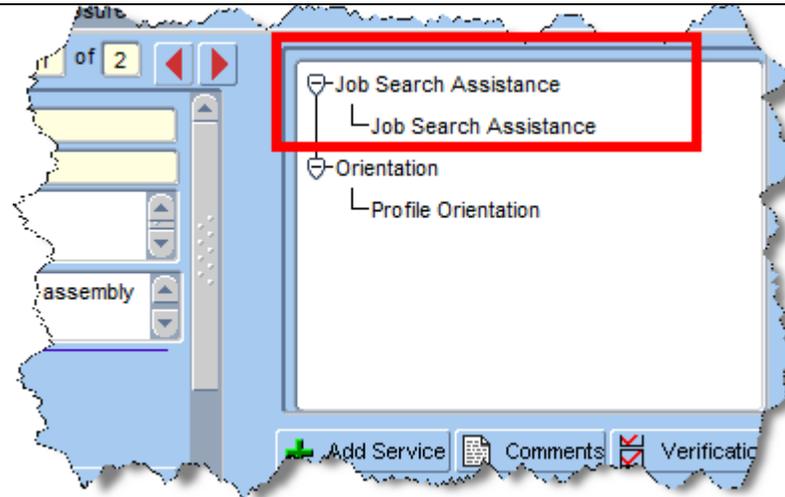
13. Double click in the **Outcome** section. The Outcomes popup will appear. Select the appropriate outcome, then click **OK**. Click **Save** to record the Objective, Service and Outcome.



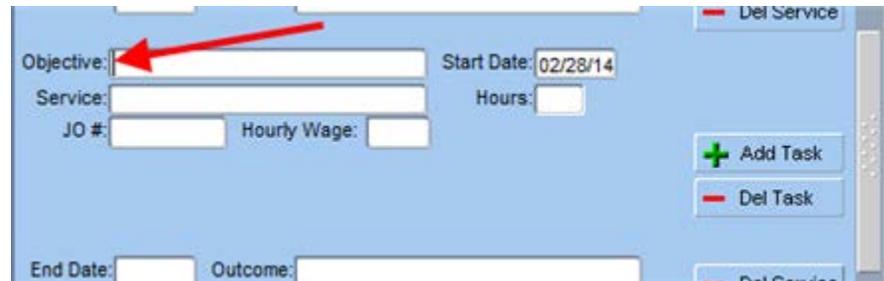
14. The Forms popup will appear. Click **OK**



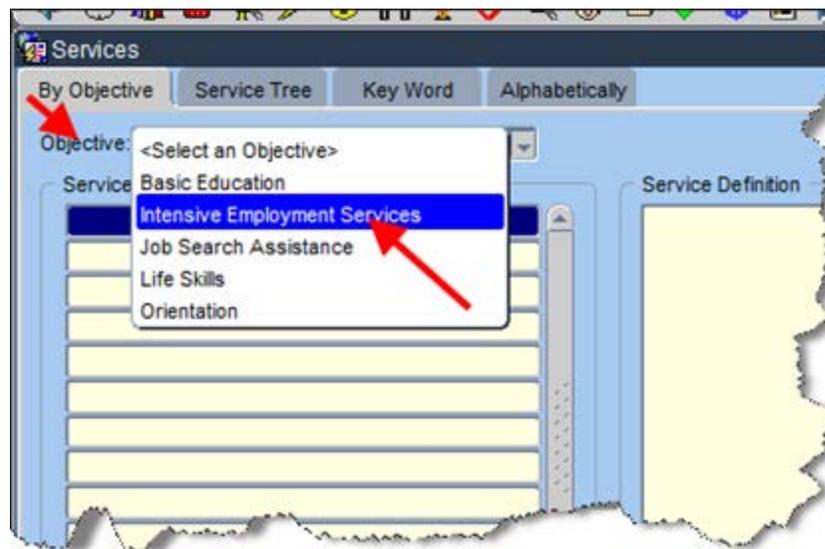
15. **Job Search Assistance** will now appear in the Employment Plan tree, right hand side of the screen.



16. Double click the **Objective** box.

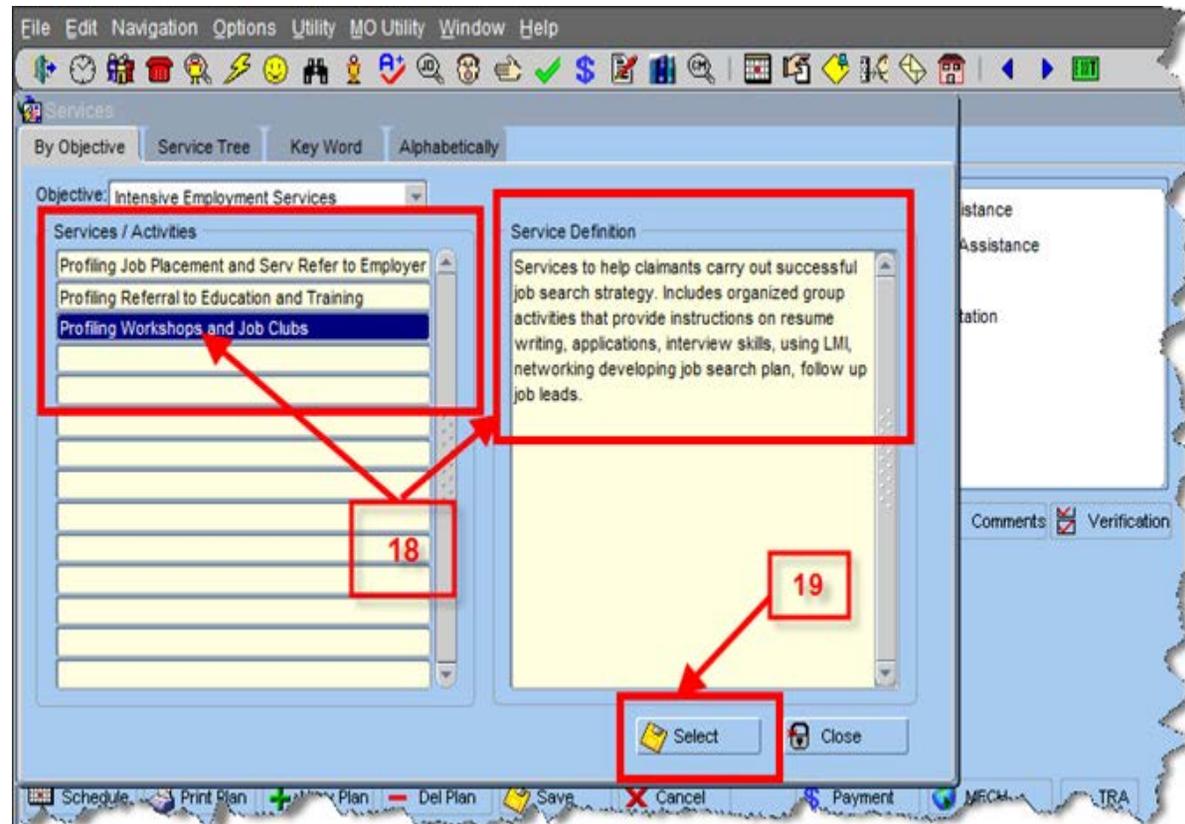


17. In the **Services** popup window, double click on **Objective**. In the drop down list, select **Intensive Employment Services**.



18. The **Services** popup window will appear. Based on the **Service Definition** and the need of the UI Profile customer, select the appropriate category from the **Services/Activities** list.

19. Once the appropriate **Services/Activities** category is chosen, highlight the category then click **Select**.



20. The Intensive service is to remain open. Enter the **Task 1** box with the expectation the UI Profile customer is to complete.

21. Once the customer has completed the task, the service **End Date** and **Outcome** should be entered. Click **Save** and the Objective and Service will be completed and listed in the Service detail on the right side of the screen.

NOTE: additional value-added, relevant intensive reemployment services should be given to the UI Profile customer. Each **Objective** and **Service** should be entered and then closed (**End Date** and **Outcome** entered) once the customer has completed their agreed upon assigned **Task**.

The screenshot displays the 'Employment Plan - EL' software interface. The main window is titled 'Employment Plan - EL' and has a menu bar with 'File', 'Edit', 'Navigation', 'Options', 'Utility', 'MO Utility', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The interface is divided into several sections. At the top, there are tabs for 'Enrollment', 'Appropriateness', 'Employment Plan', 'Progress', and 'Closures'. Below these tabs, there are checkboxes for 'Show Closed Services' and 'Show Closed Tasks', and an 'EO Notice' field. The main area contains a form for entering service details. The first service entry has Objective: Orientation, Service: Profile Orientation, and Start Date: 05/16/14. The second service entry is highlighted with a red box and labeled '20'. This entry has Objective: Intensive Employment Services, Service: Profiling Workshops and Job Clubs, and Task 1: Client is enrolled and must attend the My Next Steps Workshop on May 28, 2014. Below this, the End Date and Outcome fields are highlighted with a red box and labeled '21'. The interface also includes a right-hand pane with a tree view showing 'Job Search Assistance', 'Orientation', and 'Profile Orientation'. At the bottom, there are buttons for 'Schedule', 'Print Plan', 'New Plan', 'Del Plan', 'Save', 'Cancel', 'Payment', 'MECH', and 'TRA'.

Closures Tab

1. Services-will auto-populate from the **Employment Plan Screen**. When a Profiler has completed a service, staff should complete the **End Date, Outcome and Closure Comments** for the service. **All services must be closed from the Closure Tab***. To view closed services check the **Show Closed Services Box**.

NOTE: If worker profiling Enrollment says closed by ES that means the PROFILED CLAIMANT is no longer claiming benefits for one of various reasons. This is automatic from ES.

2. **Employment Plan-DO NOT END** the Employment Plan and Program fields until the customer is completely ready to be exited. The customer may have other services open from other programs so **ONLY** close the profile services, then leave Employment Plan open.
 - a. Closure comments should be entered only if an explanation for the closure is warranted.
3. **Program**-Complete all fields. Outcome reasons are the exit reasons for profiling.
4. Upon completing all relevant fields, click the Save button.

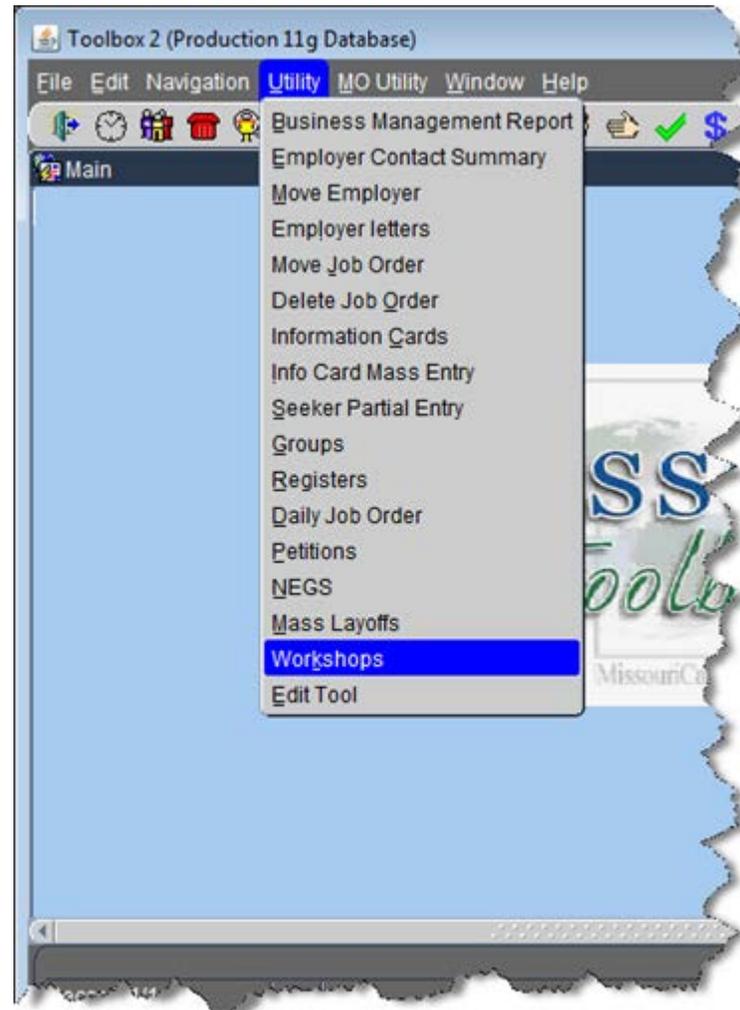
Service	Start	End	Outcome	Closure Comments
Job Search Assistance	04/29/14	04/29/14	Completed	
Profile Orientation	04/29/14	04/29/14	Completed	
Profiling Workshops and Job C	04/29/14			

Program	Start	End	Outcome	Comments	Teen/Two
UI - Profiling	04/29/14				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

*** An End Date and Outcome should be entered on the Employment Plan for the Service the UI claimant has completed. However, this does NOT close the service. Services may only be closed from the Closures tab.**

Workshop Enrollment

On the Toolbar, point to **Utility**. From the drop-down box, select **Workshops**.
Workshop is a term used interchangeably to describe an activity.

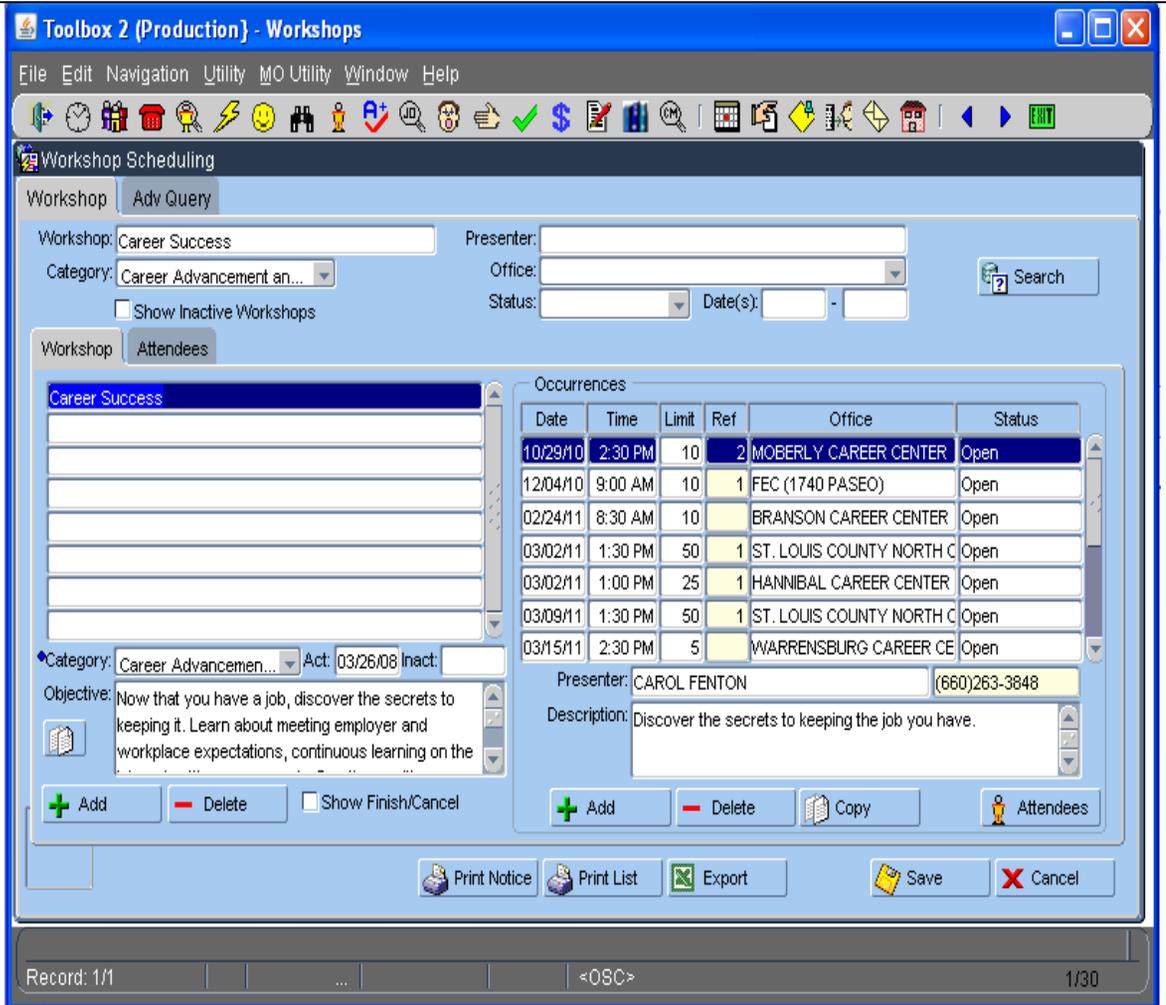


Workshop Tab

1. Click on Utility in toolbar; then select Workshops from the drop down list. Match the Employment Plan Objective and Service with the definition of the workshop for the profiled claimants.
 - a. The match should be what is appropriate for the profiled claimants.
2. The objective under the category defines the workshop on the list.
3. Description lists what the presenter will cover in the workshop.
4. **Workshops/Activities**-The worker profiling activity titles that were used to enroll profiled claimants into workshop activities will be listed as follows:
 - a. Workshops
 - b. Click on cancel button which brings up the list of workshops
 - c. The workshop chosen will fill in the category.
5. **NGCC on site workshops standard in each Career Center are**
 - a. Career Exploration
 - b. Career Networking

- c. Resume Preparation
- d. Interview Process
- e. Basic Computer Skills

6. Region specific Workshops such as Money Management, Ex-Offender, or 50+ Job Search are allowed for profiled claimants when available. Any workshop consistent with the Employment Plan Objectives that provides new skills or upgrade skills to enhance the profiled claimants opportunity to become reemployed is allowed.
7. **Category**-select workshop and the category will fill from the drop down box. Complete the workshop steps as for any other workshop entry.
8. **Result the workshop** based on whether the profiled claimant completes or does not complete.
9. Close the **Profile Intensive Employment Service** that corresponds to the completed workshop as it is completed.
10. If the profiled claimant fails to attend the workshop, send an automated **DWD PO 84** per directions.
 - Check all pertinent boxes under Section A. Provide a written explanation in (7) other.
 - In the subject area of the email



type in Worker Profile so DES will know what program the PO84 is meant to hold accountable.

Workshop Scheduling

Workshop: Career Success Presenter: Office: Date(s):

Category: Career Advancement an... Status: Search

Show Inactive Workshops

Workshop Attendees

Career Success

Date	Time	Limit	Ref	Office	Status
10/29/10	2:30 PM	10	2	MOBERLY CAREER CENTER	Open
12/04/10	9:00 AM	10	1	FEC (1740 PASEO)	Open
02/24/11	8:30 AM	10		BRANSON CAREER CENTER	Open
03/02/11	1:30 PM	50	1	ST. LOUIS COUNTY NORTH C	Open
03/02/11	1:00 PM	25	1	HANNIBAL CAREER CENTER	Open
03/09/11	1:30 PM	50	1	ST. LOUIS COUNTY NORTH C	Open
03/15/11	2:30 PM	5		WARRENSBURG CAREER CE	Open

Category: Career Advancemen... Act: 03/26/08 Inact:

Objective: Now that you have a job, discover the secrets to keeping it. Learn about meeting employer and workplace expectations, continuous learning on the ...

Presenter: CAROL FENTON (660)263-3848

Description: Discover the secrets to keeping the job you have.

+ Add - Delete Show Finish/Cancel + Add - Delete Copy Attendees

Print Notice Print List Export Save Cancel

Record: 1/1 <OSC> 1/30

Seeker History

1. **Services**-shows all services profiled claimant has been enrolled in and the date.
2. **Seeker** The first appointment a profiler has will list under

- a. Date,
 - b. Type of Service,
 - c. Counselor,
 - d. Description
 - e. Results
3. The Date is the appointment date [not the actual enrollment] on the profiled claimant letter sent by ES requiring them to report to a Career Center.
 4. The Type of Service will say Enrollment.
 5. The Results column shows Possible. The Date and Results that show possible is **not an enrollment**. It is the date the profiled claimant was due in the Career Center based on the letter received from ES.
 6. After enrollment is complete, another entry will occur that shows Date and the Result field will show Actual.
 7. Enrollment in a service will show in the description the date the service is entered.
 8. A profiled claimant exempted by staff will display in the Results column overwriting the word possible.
 9. The date will be the appointment date the profiled claimant was to report for profiling.
 10. If the system sends the profiled claimant to ES as a No Show, the results column will display the NoShow overwriting the Possible. The date will be the appointment date the profiled claimant was to report for profiling.

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

File Edit Navigation Options Utility MO Utility Window Help

Seeker Histories - I AM UI PROFILE(###-##-7302) | EDWARD GREENSLIT (573)522-3017

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

Display Options:

- Service History
- Correspondence
- Workshop Notices
- EUC/REA Activity
- Waivers
- Tasks
- Appointments
- WSL Referrals
- EUC08-13 Activity
- Alerts
- Enrollments
- FSD Work Status
- RJS Activity

Counts:

- DWD Referrals: 2
- Self Referrals: 7
- Employer Referrals: 0
- Placements: 0
- Services: 43
- Scratch Pads: 4

Training Weeks:

- Remediat: 0
- Occupational: 0
- Total: 0

Date	Type of Service	Counselor	Description	Results
12/04/13	Task	CARLA SALZMAN	Case Reassigned from CARLA SALZMAN to EDWARD GREENSLIT	Not Complet
12/04/13	Task	EDWARD GREENSLIT	Non-primary counselor changed information for ONET in mediated UWORKS	Not Complet
12/04/13	Task	EDWARD GREENSLIT	Non-primary counselor changed information for ONET in mediated UWORKS	Not Complet
12/04/13	Task	EDWARD GREENSLIT	Non-primary counselor updated the mailing address in mediated Missouri Career Sou	Not Complet
12/04/13	Task	EDWARD GREENSLIT	Non-primary counselor deleted cell phone in mediated	Not Complet
12/04/13	Task	EDWARD GREENSLIT	Non-primary counselor changed email address in mediated UWORKS	Not Complet
12/04/13	Task	EDWARD GREENSLIT	Non-primary counselor updated the home phone in mediated	Not Complet
12/04/13	Service	EDWARD GREENSLIT	Assessment	
12/03/13	Service	Counselor Web	UI Weekly Claim	
12/01/13	Service	Counselor Web	JobsMoGov Self Job search	
11/26/13	Service	Counselor Web	JobsMoGov Self Job search	
11/26/13	Service	Counselor Web	UI Weekly Claim	
11/26/13	Service	Counselor Web	Job Referral	

Print List

UI Profiler No Show

1. The *No Show* designation will appear on the Seeker History Screen overwriting *Possible* in the results column. No Show will occur 5:00PM the

Friday of the report in week.

2. When a profiler is listed on the No Show list, he/she will not be enrolled in profiling *No Show list* will be sent to Functional Leaders and Supervisors every Monday morning from Central Office.

3. Notes may be accessed by the **Notes** Screen  or from the Seeker History Screen  Tab- Notes entered from other screens will be stored here.

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

Display Options
 Service History Tasks Alerts
 Correspondence Appointments Enrollments
 Workshop Notices WSL Referrals FSD Work Status
 EUC/REA Activity EUC08-13 Activity RJS Activity
 Waivers

Counts
 DWD Referrals: 0 Placements: 0
 Self Referrals: 0 Services: 14
 Employer Referrals: 0 Scratch Pads: 0

Training Weeks
 Remedial: 0
 Occupational: 0
 Total: 0

Date	Type of Service	Counselor	Description	Results
05/10/11	Service	BRANSON CAREER C	UI Four Week Report	
04/07/11	Service	BRANSON CAREER C	UI Four Week Report	
03/11/11	Service	BRANSON CAREER C	UI Four Week Report	
03/01/11	Service	KELLY FENDER	Initial Assessment	
03/01/11	Service	KELLY FENDER	Job Search Activity	
03/01/11	Service	KELLY FENDER	Initial Assessment	
03/01/11	Service	KELLY FENDER	Initial Assessment	
03/01/11	Enrollment	KELLY FENDER	WIA DISLOCATED WORKER CORE Close Date:10/17/2011 Counselor:Batch Process	System Clos
03/01/11	Workshop	KELLY FENDER	WIN Quick - BRANSON CAREER CENTER	Yes, Attend
03/01/11	Service	KELLY FENDER	Workshop-Career & Skills Assessment	
02/18/11	Enrollment	JAN KING	WIA ADULT CORE Close Date:10/17/2011 Counselor:Batch Process [3100000004]	System Clos
02/18/11	Service	BRANSON CAREER C	UI Four Week Report	
02/08/11	Enrollment		UI - Profiling Close Date:02/16/2011 Counselor:BATCH_USER	No Show

 Print List

UI Profile/WPRS

Questions or Concerns regarding Worker Profiling:

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