

WIA Supplemental Tab

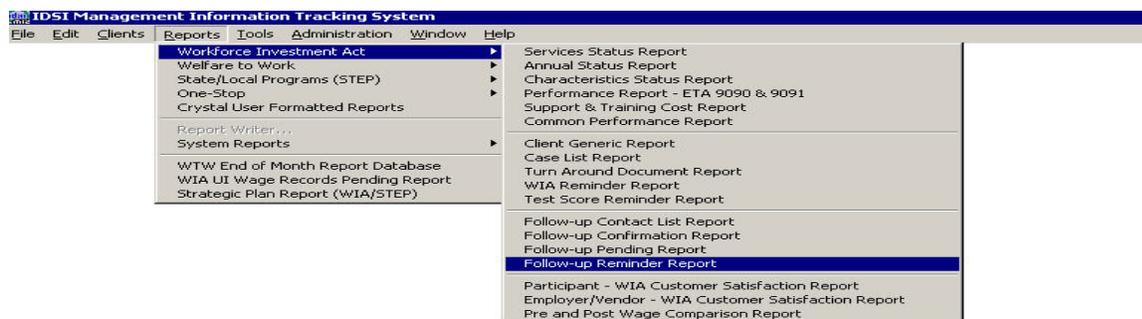
Please use this visual aid as a supplement and not a replacement for the MIS User Training and Reference Manual or the MIS on-line help system. You are encouraged to use the On-Line help system by clicking the "Help" button on the bottom of the WIA/Report screens.

Please your MIS assistance requests to the MIS Help Desk.

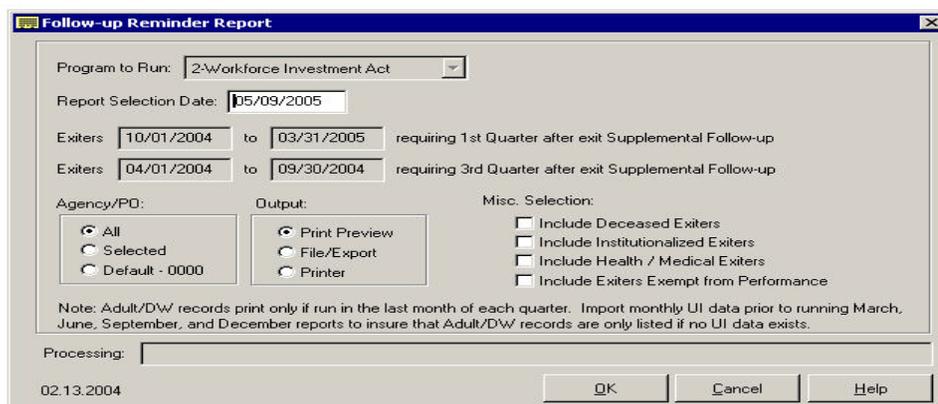
MIS Help Desk mis.helpdesk@alaska.gov

Step by Step Instructions

1. Run the WIA Follow-up Reminder report to identify the participants to contact who do not have reportable wages in the MIS. Reportable wages are used for performance measures. Click on Reports, then Workforce Investment Act, then Follow-up Report.



2. The report requires no interaction on the user's part since it defaults to the user's logon location.



3. The report provides the user with a list of participants, to contact, including contact phone numbers.
4. It is recommend running the Follow-Up Reminder report quarterly and make the necessary contacts between:

A. Feb 16 – March 31	C. August 16 – September 30
B. May 16 – June 30	D. November 16 - December 31
5. Attachment #1 contains a questionnaire you may use to record participant contacts and facilitate MIS updating.
6. Please review the participant’s record, especially the case notes, before attempting contact.
7. After contacting the participant, or if contact failed, record the results on the Supplemental Tab.

The screenshot shows a software window with several tabs: Reg 1, Reg 2, Reg 3, Plan, Services, Cost, Outcome, Supplemental (selected), Survey, Case Notes, Address Hist., Test Score, and Validation. Below the tabs is a table with columns: Type, Status, Reference Date, Wage. The 'Supplemental' tab is active, showing a 'Contact Detail' section. A dropdown menu for 'Contact Quarter' is open, listing options from '1st Quarter after Exit' to '7th Quarter after Exit'. The 'Exit Date' is 11/25/2003. Other fields include 'Contact Date', 'Post Exit Status', 'Hrs Wkld/Wk', 'Hourly Wage', 'Tips/Bonuses', 'Occupation Code', 'Same Employer as Exit', 'Employed During Period', 'Weeks Wkld During Pd', 'Employer', 'Non-Trad. Empl.', 'Emplr Provdng Benefits', and 'Source of Suppl Data'. Buttons for 'Add', 'Delete', 'Validate', 'STEP Program', 'Save', 'Cancel', and 'Help' are visible at the bottom.

8. After opening the participant’s record and clicking on the Supplemental Tab, click on the Add button to create a new Supplemental record.
9. Use the Downward Arrow ▼ in the Contact Quarter field to select the contact quarter. This is the number of quarters after exit. You cannot select a contact quarter in the same quarter as the exit date.
10. Either type in or use the calendar pop-up to enter the contact date. The contact date cannot be in the same quarter as the exit date.

11. Select the Post Exit Status by right mouse clicking in Field 2. The selected status governs what fields on this tab require updating.

The screenshot shows a software window with a menu bar (Reg 1, Reg 2, Reg 3, Plan, Services, Cost, Outcome, Supplemental, Survey, Case Notes, Address Hist., Test Score, Validation) and a table with columns: Type, Status, Reference Date, Wage. The table contains one row with Type '1', Reference Date '02/20/2005', and Wage field with a dropdown arrow. To the right is a 'Contact Detail' tab with fields 1-13. Field 2, 'Post Exit Status', has a dropdown menu open showing options: 'Advanced Training (.4.)', 'Military Service (.3.)', 'Postsecondary Education (.5.)', 'Qualified Apprenticeship (.2.)', 'Unable to Contact/Unknown (.9.)', 'Unemployed (.6.)', 'Unsubsidized Employment (.1.)', and 'View Code Def (.view.)'. Other fields include 'Contact Quarter' (1st Quarter after Exit), 'Contact Date' (02/20/2005), 'Hours Worked' (0), 'Hourly Wage', 'Tips/Bonuses', 'Occupation Code', 'Employed During Period' (0), 'Employer', 'Non-Trad. Empl.', 'Emplr Provding Benefits', and 'Source of Suppl Data' (1 Case Mgt, Survey, Employer). The 'Total Earnings (Calc)' is \$0.00. At the bottom are buttons for Validate, a02.13.2005, STEP Program, Save, Cancel, and Help.

12. If the selected Post Exit Status requires it, enter the Hours Worked Per Week in Field 3, the Hourly Wage in Field 4, and any Tips or Bonuses in Field 5.

The screenshot shows the same software window as above, but with the 'Post Exit Status' dropdown set to '1 Unsubsidized Employment'. Fields 3, 4, and 5 are now populated: 'Hrs Wrkd/Wk' is 40, 'Hourly Wage' is \$15.95, and 'Tips/Bonuses' is \$250.00. The 'Total Earnings (Calc)' is now \$888.00. Field 6, 'Occupation Code', is 39-5012.00 with the description 'Hairdressers, Hairstylists, and Cosmetologists'. Field 7, 'Same Employer as Exit', is 2 No. Field 8, 'Employed During Period', is 1 Yes. Field 9, 'Weeks Wrkd During Pd', is 15. A 'Lookup Screen' button is visible over the 'Employer' field, with a sub-option 'View Employer/Vendor Info'. The 'Source of Suppl Data' remains 1 Case Mgt, Survey, Employer. The bottom buttons are the same as in the previous screenshot.

13. Clicking in Field 6, Occupational Code will display the code(s) used in the participant's record. If the code(s) do not match post exit employment, use the Occupational Code lookup feature by right mouse clicking in Field 6.
14. Field 7 should be "No" if the employer was not identified on the Outcome Tab or in previous Supplemental Tab records.
15. Field 8 (Yes or No) is controlled by what was entered in Field 2, Post Exit Status.
16. If applicable, enter the number of weeks worked during the quarter in Field 9.
17. Use the Employer Lookup feature if the participant has worked during the quarter and no employer is listed, or if the employer is different than the employer listed on the Outcome Tab. Contact the MIS Tech Unit if the Employer is not listed in the MIS
18. Enter 1 for Yes or 2 for No in Fields 11 and 12 as applicable
19. Use the Defaults for Field 13.

**Management Information System
WIA Supplemental Tab Questionnaire**

Client Name: _____	SSN: _____
Address: _____	Home Phone: _____
City: _____	Contact Phone: _____
State: _____	Zip: _____

Contact Quarter #: _____ Contact Date: ____/____/____

- Post Exit Status: [] 1. Employed [] 4. Advanced Training
[] 2. Qualified Apprenticeship [] 5. Postsecondary Education
[] 3. Military Service [] 6. Unemployed
[] 9. Unable to Contact/Unknown

1) I want to ask you about the quarter starting on: _____ thru _____, which was one, two, three, four or five quarters ago.

a) Did you do any work for pay during that quarter? [] Yes (go to #1b) [] No (go to #4)

b) How many hours per week (average) did you work during that quarter? _____

c) What was your hourly wage? _____

d) Did you receive any **EXTRA** pay? (Tips, bonus, commissions, overtime, ECT.) [] Yes [] No

i) Amount of **EXTRA** pay _____ Total income for the week _____

2) Occupation during this quarter (if employed): _____

3) Total weeks worked during the last week of the quarter in question: _____

4) Did you perform any paid work during the last week of the quarter in question? _____

5) Are you employed with the same employer as you were when you left the program? [] Yes [] No

If **NO**: Employer Name: _____

Address: _____

City: _____ State: ____ ZIP: _____ Phone: _____

6) **Notes/Comments:**

Contact made by: _____ MIS Update Date: _____