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TO: Ramsey County MFIP-Employment ES Providers

FROM: Kate Probert Fagundes - MFIP/DWP Employment Services Division Manager

SUBJECT: Procedures for Performance Measures 12 and 13

PURPOSE: To describe expectation for increased participation in education, especially for those adults without a HS diploma or GED to be involved in at least 20 hours of education activities.

BACKGROUND: Workforce Solutions MFIP Employment Service providers are expected to provide distinct education pathways for:

1. Participants without GED or high school diploma
2. Participants with GED or high school diploma
3. Participants with some post-secondary education, etc.

Performance Measures 12 and 13 measure the pathway for participants without GED or high school diploma results. Those without a GED or diploma should be engaged in at least 20 hours of education activities. Five activities, all recorded on WF1, count towards this goal:

- ABE/ Remedial Training
- ESL training
- Functional Work Literacy
- GED Training
- High school completion

Among all adult participants, 30% should have at least 20 hours per month, in any combination of the above activities (12). For participants under age 20 under the “Component 2” contract for the Young Adult Parent program, 80% should meet this requirement (13A). For participants of all ages in the Young Adult Parent program, 30% should have at least 20 hours per month (13B).

PROCEDURES:

1. Each month record the education activities as usual in the mass participation hours screen.
2. As soon as a participant obtains a GED certificate or high school diploma, update the relevant activity screen for completion of certificates as described for the procedures in Measure 11. Record the completion date, check the appropriate box for GED or diploma, and close that activity.
3. If the education level already in WF1 wrongly shows they have obtained the diploma achieved for Measure 11A, the counselor cannot enter another diploma for the same education level as a credential. The counselor must ask the data specialist to lower the level in the “enrollment snapshot” before this procedure can be completed.

4. Whenever a participant obtains a diploma or new education status, even if not used for a credential in Measure 11A, always update the demographics in the main WF1 participant page with the new education attainment level. At the very bottom of the “Basic” page under the “General” tab, select the new level with the drop down menu to the right of the “Highest Level of Education” heading.
5. The Counselor sends a status update to the Financial Worker requesting that the education level information be updated in MAXIS. Use the WF1 and MAXIS “cross-walk” table at the end of this document.

The “County-Wide General Indicators” report will also use the education attainment from the WF1 “Basic” page to describe the overall education levels of Ramsey County’s MFIP participants.

ADDITIONAL INFORMATION:

Select the correct education level for a client in WF1 from the General Page. The education level in WF1 from the general page is used for all employment service programs. Use the table below to track an actual change in education level. The table has been sorted by lowest to highest education level for purpose of this discussion. A client would actually need to complete the prior level before being updated to a new level. Show an actual movement in a level.

- Do not use the last two values shown on the table:
Attained Certificate of Attendance/Completion
Attained Associates Diploma or Degree

Here is the reason why (to not use the last two values shown):

- Certificates are to be tracked in Activity Screen and not in the Educational Level on General page because receiving a certificate on its own does not suggest a change in education level. By tracking on the Activity screen, the risk of overriding (and deleting the record of) a diploma in the Educational level of General page is avoided.
- Use Attained Other Post-Secondary Degree or Certification (this option encompasses much more than a 2 year Associates degree would) instead of using Attained Associates Diploma or Degree to record the completion of a degree or diploma.
- Only use education levels 13.1 – 13.3 (as shown below) if there has been an actual high school diploma or GED attained. Going to a vocational school for a certificate without a diploma would be considered a certificate which is tracked in the activity screen.

13.1	1 year of college/technical/vocational school
13.2	2 years of college/technical/vocational school
13.3	3 years of college/technical/vocational school

	WF1 Education Level on the General page in WF1 is:	Maxis Grade Level Code sent to Maxis
0	No education grades completed	00
1	1st grade education	01
2	2nd grade education	02
3	3rd grade education	03
4	4th grade education	04
5	5th grade education	05
6	6th grade education	06
7	7th grade education	07
8	8th grade education	08
9	9th grade education	09
10	10th grade education	10
11	11th grade education	11
12	12th grade completed, no diploma	11
13	High School Diploma	12
13	GED	12
13.1	1 year of college/technical/vocational school	13
13.2	2 years of college/technical/vocational school	13
13.3	3 years of college/technical/vocational school	13
14	Attained Other Post-Secondary Degree or Certification	14
15	Bachelor's degree or equivalent	15
16	Education beyond the Bachelor's degree	16
	Attained Associates Diploma or Degree	do not use
	Attained Certificate of Attendance/Completion	do not use

Code-Maxis Education Levels
00 Pre 1st Grade Or Never Attended
01 Grade 1
02 Grade 2
03 Grade 3
04 Grade 4
05 Grade 5
06 Grade 6
07 Grade 7
08 Grade 8
09 Grade 9
10 Grade 10
11 Grade 11
12 HS Diploma or GED
13 Some Post Sec Education
14 High School Plus Certificate
15 Four Yr Degree
16 Grad Degree

EFFECTIVE: March 21, 2014

WFS CONTACT: Your Lead Agency Planner