

GPMS Training Case Management Module 4C - Exits, Placements, and Follow- Ups-5.22.2025 Part 1

Mauro, Kevin M - ETA CTR 0:07

Since your cameras are off and you're currently muted, if you agree to being recorded at this time, you may turn on your camera or unmute yourself, at which time the agreement prompt will pop up on your screen where you can accept.

So I'll give you a little moment to do that as well.

And I also ask that you unmuted yourself to agree to being recorded.

Please remute yourself at this time and as always, thank you for your cooperation. And now I will hand it over to Michi to begin today's training.

McNeace, Meche - ETA CTR 0:39

Thank you, Kevin.

So I want to just say quickly.

Welcome, everybody and good afternoon.

Happy Thursday or Happy Friday Eve, but I'm actually going to hand the baton over to Pat.

She is going to be your trainer today so.

Take it away, Pat.

Wilkins, Patricia A - ETA CTR 1:02

Thank you, Michi. Thank you, Kevin.

And again, good afternoon, everybody.

As Kevin stated, this is the grantee performance management system module 4C for case management.

We're going to be focusing on exit placements and follow-ups this afternoon.

So to get started, as I mentioned, we're going to focus on the exit placement and follow up process in GPMS. We're going to take you through a step-by-step exploration of each of these features.

The training will help users to understand the different types of exits and also how, where and when to enter this information in GPMS. Also, we'll show you what tasks are associated when you enter these exits.

Just like in our previous trainings, we're going to be using the live GPMS system training site.

Today, Lauren will be assisting me with that.

She's going to be my driver through the system, so let's jump right in and get started.

Awesome. Thank you, Lauren.

So as you guys will see on the screen, now we have successfully logged into the SCSEP cases page which is a landing page for all GPMS things that start. So remember always to use sew filters by clicking the reset button.

And this ensures that all cases that are assigned to you will be available.

So we're talking about exits, but before we can start an exit, we have to identify the participant that we're going to exit.

So we can either enter the participant's name in the search field, or we can select them from the cases below.

So Lauren is going to do the search.

She's identified her participant, and now we're going to be navigating to the summary page.

So just a little information we're talking about, of course exiting the participant and there are two types of exits that we're going to focus on today.

These two categories are unsubsidized for employment, which is just that the participant will be exiting the program for employment or other reason other than employment, which has various reasons for exits. And we'll go into detail for that in just a bit.

We're going to walk through each category today and we're going to start with the exit to unsubsidized employment.

Which of course is also one of the goals of SCSEP.

So we are at the summary page and in order to exit this participant, there are a few things we have to do prior to that.

So we have to make sure the participant assignment has ended and any approved breaks or any training services associated to that assignment have also ended.

So we're going to select the assignments at the top.

And then we're going to look to see if there are any approved breaks for this participant by clicking on the approved breaks link.

And we see that there are not any approved breaks for this participant.

But let's see if there are any training services that are open for this participant.

And indeed, we see that there are supportive services that are being provided to this participant. So we must go in and enter an end date for those services before we can exit this participant.

So to do that, we're going to select the supportive services.

Then we're going to edit the information that's there.

And we're simply going to enter an end date for these services.

Once we've entered that, we can save this information and go back out to see if it has indeed updated.

You'll always get that confirmation.

And yes, we want to end it without having a perceived end date we we've entered the actual end date.

So as you see it's not displaying it and sometimes that happens you have to refresh the system and you can do that by simply clicking on summary.

And now we'll see that there is an end date showing for that participant.

So great.

So now we've ended the services. There was an approved break to enter, but we do have to end that assignment.

So we're going to go through that same process that we just did to end the approved break to end the assignment.

So we're going to select assignments again.

We're going to edit the assignment details.

And we're going to enter an end date for that assignment.

And we're going to save this information.

And again, it may or may not show up instantaneously. If it does not, again, just hit that summary so that we can see in this case we are seeing the assignment and date has also been recorded for the participant.

So now that we have ended the assignment, we've ended the training services and if there was a break, we would have ended that.

We are ready to exit this participant. So we're going to go up top to the related actions link.

And we're going to select add an exit.

So once we select add exit, we'll see that the add manual exit screen displays for us.

So this is where you will have the opportunity to select the category of exit that we're going, that you're going to be doing. So to start what we're going to do, the category of exit is going to be unsubsidized employment.

And then we're going to complete the required fields for this.

Now one of the things you'll notice is that it does have that termination letter date, but since this is a unsubsidized employment, that date is not required.

We're going to also determine if this is entered. If this is unsubsidized employment type, if it's for regular employment or self-employment, we're going to select regular employment.

And we're going to complete the required fields of entering an exit date.

And you'll notice that the comments field is not required, but we do recommend you know you enter as much information that you have so that you have a completed record.

Now you do have to certify whether or not the participant signed the waiver of

confidentiality or did not.

So for this, we're going to say that no, the participant didn't.

However, if you select yes first.

Then you'll see that there is a waiver date that you have to put in there. The date that the participant signed this waiver of confidentiality. For this example, we're going to go ahead and select no.

And we'll see that that data is not required, but you do have to select submit and add placement.

And now we are ready to enter the placement details for this particular exit.

So just like we had the at the exit screen, now we have the add placement screen and this is where you going to add all of the details about that placement.

So we're going to start with the start date.

When did this placement start?

We'll enter that information here.

We also have to identify if this placement is self-employed or know if it is not. So, if we select yes that it is self-employed.

We'll see that some of the screen changes the employer information prepopulates along with the job code. If we and we're going to touch on that in just a bit later. But for this example, we're going to say no.

That this is regular employment, so for regular employment we have some different require fields and information that we're going to have to enter here. One of those being that we're going to have to identify who the employer is for this placement.

So let me step back one second and we'll enter if this is a host agency, employer or no, we will say yes because sometimes our participants do get employed by the host agency.

So this is going to follow the same process that you guys may remember when you're going through and adding an assignment where you had to add a provider or you had to add a host agency.

But we're going to be adding an employer in this section.

So you'll go to the state and you'll select the state from the drop down.

Here also have to type in a city.

And then if you don't know the exact maybe name or spelling of the organization, you can always do like a wild card search and put in an A or B or some other information for that particular organization.

And then you gotta select search.

So in this particular case, that is the name of the employer that we want to enter the placement for. So, you need to select that employer.

If the employer was not there, this is where you would have to do add new employer.

But fortunately for us, they're there. So, we're going to select that organization.
Let's try a different organization, Lauren.

McNeace, Meche - ETA CTR 11:47

Pat, while Lauren's looking for an organization.

We would just ask if you can just slow down a tad bit because they're trying to translate as well.

Wilkins, Patricia A - ETA CTR 11:57

OK will do.

McNeace, Meche - ETA CTR 11:59

OK.

Thank you.

Wilkins, Patricia A - ETA CTR 12:01

You are welcome.

Alright, so now we have selected the employer and now we have to complete the required fields and the details for this placement.

So remember that any required fields you'll always see an asterisk there that tells you have to input that information in order to save this record.

So the first required field that we're going to do is, was this placement the result of a substantial service provided to employer by subgrantee?

Let's say yes for that one.

The next required field that we're going to complete is the job code, and for this one we're selecting installation, maintenance, and repair occupations. The other required fields that we have here are the type of placement because this going to be full time or part time and we're going to say it's full time.

Now again note that there are other fields that are not required, but again, the more information that you input, the more complete record of information that you'll have.

So we're going to say yes that this particular placement is providing benefits.

So we're going to select.

Health benefits, health insurance. Let's just give them a couple of benefits here, Lauren.

Your choice.

And we'll also note that job title and wages per hour are not required, but it is a good and strong recommendation that you input that information as well.

So Lauren's going to put the job title on there, and then she's going to enter the wages

per hour.

We're going to go over to is this a training related placement?

And we're just going to update as many fields of information here that we have information on.

So we're going to say training related placement, let's say yes for that one.

And then if we know if it's a high growth placement and a high growth industry, we would select that also from the drop down menu here.

And your call Lauren.

There we go.

So Lauren is saying that no, this is not a high growth placement.

So we have completed all the required fields and we've completed those optional fields as well. We could do site name and location.

We could do the survey information as well, but we're going to go with the information we have now and we're going to save this placement.

And submit this placement.

And now if we want to see what happens, we're back at the related action screen. If we want to see what happens, you'll notice right away that those links at the top have changed in the placement and follow up button is now visible.

That will only appear once you have added that placement.

OK.

So now we're going to go back out to the summary.

And we'll see that that status has also changed from active to exit and follow up.

So now that we have added the placement, there are things that are available to the participant just as when they were in an active assignment.

So for the placement, if this participant exited for unsubsidized employment, which of course they did.

There are placement services that are available to that participant.

Lauren, are you seeing it at the top.

So if you click on that again placement and follow-ups. I'm sorry. Yep, there we go.

Once we click that placement and follow-ups, we'll see that the ad placement service is now visible.

So the add placement service you would this for that participant in order to assist, go ahead and mute yourself.

Reile, Kammie 16:37

I don't know where that money went.

Wilkins, Patricia A - ETA CTR 16:42

So we are going to use that.

And this will assist the participant and maybe they need some work clothes or.

They need glasses, or they need some assistance. Whatever we can do to help this placement, this participant placement to be successful, we're going to do that.

So let's go down to the placement ID because those services have to be associated to a specific placement. Just like with assignments have to have specific information, we're going to look at those placement details.

So we're going to select edit.

And now we can enter some of those placement details.

I'm sorry.

Go up, Lauren, I'm sorry.

Go back to ad placement service.

Yep, Yep.

OK.

There we go.

So we're going to add the placement services now the participant is in that exit and follow up and we're able to add supportive services, but not education and training services.

But we can only do this while they're in that reporting period for follow-ups. So, under the placement information, we're going to select a placement again.

And we have to identify the category of the placement or the type of service.

So again, we're going to be adding supportive services, or you could add follow up services. For this example, we're going to be doing supportive services and then we have to identify the type of service that's being provided.

So your choice on this one, Lauren. So, you'll see the list of options here. And these are things again that will assist the participant in making this a successful placement. You could do housing, you could do eyeglasses, you could do.

Food assistance, child care dependent things on that nature.

But we're going to be selecting health and medical services, in this case the participant, needed a pair of work goggles to a system at their placement.

So we're also going to enter those service details.

When did this placement start?

So we'll enter a start date here.

And you could either enter the actual end date if you know it, or the expected end date if you know it. Or you could enter that this is a one-day service. So in this case it's a one day service.

We provided these work goggles for the participant, so we know that only this one day that we needed to provide this.

So we're going to select, yes.

And you'll see that the system has populated the expected end date and that actual end date based upon the information that you entered that it was a one day service.

And again, you'll see comments are here. They are optional as well as if you see the additional fields below that information is optional to enter the provider for the supportive service.

But what you do have to enter is the supportive services are provided by where they provided by the grantee or the sub recipient where they provided by another workforce partner were they provided by some other type of organization. And if you select other. You'll notice that you have to put additional details here, and that would generally be the name of the other organization that provided it. For this we're going to select the grantee and sub recipient, but you can also select both one and two or both one and three like the grantee and the workforce partner work together or the grantee and the other provider work together to provide the service.

So now we've entered that information, we're going to click on save and continue or I'm sorry, save and add another if there's another service you want to provide.

Or you could click on save and close and we're going to click on save and close.

So now we'll see that that information is updated when we look at the placement and follow up screen, we'll see the placement is there.

We'll also see the training and services that are being provided to this participant are also there.

OK.

So we're going to jump into the right of return now.

So we, you know, we've exited the participant there at their placement, but they contact you and say they have lost their job through no fault of their own when they exit the program for unsubsidized employment.

But it's not successful and they lose their job.

They have the right to exercise the right of return.

And that is when they leave.

When they leave the program within 30 days of exiting SCSEP and again if they lose their job through no fault of their own, they may exercise their right of return within 90 days of their exit from SCSEP.

So I know that was a mouthful.

So we're just going to demonstrate to you guys what that involves.

In essence, what we're going to be doing is we're going to be exercising right of return and that exit is going to go away as if it never occurred.

So let's go ahead and jump into the steps of what we would do for that.

So first of all, we've got to edit that placement information.

So Lauren's going to select that placement ID again.

And we're going to edit.

And we're going to go to the end date and we're going to enter an end date for this placement.

Once we've done that, we're going to save this information.

And you'll see right under that is the right of return.

And you can now edit that information.

So has the participant returned to SCSEP within the first 90 days of exit? And the answer to that is yes. In order for us to do this right of return.

If we selected no.

Then you will see that that date of return that that field you cannot enter information into it. But as we stated, we're going to be selecting yes, because the participant is within their the 30 days and the 90 days to return to the program.

So go ahead Lauren, and enter the date of return.

And once we've done that, we can save.

And if we scroll up.

And go to the summary.

Select the summary there and refresh this information.

We will see that the participant has been returned to an active state again.

What we've done is we've deleted that exit and I'm sorry we've deleted that placement as though it has never happened, but what has happened is while the participant was on this placement, their IDL information was changed.

It was showing that their information.

It changed their durational limit information.

I'm sorry. Change their durational limit information and we have to make sure that we go in there and update that information so that it stops their IDL clock. We want to make sure that we're preserving that information and they're going to have all the time that they need on the program that they are entitled to.

So to do this, we're going to go to the assignments.

And say we again, we found out they weren't successful.

We want to bring them back to the program.

Where we going to put them?

They have to be active in an assignment.

So what we're going to do?

We talked to that host agency and the host agency says yes, great. Bring them back to the program. They can come back to their previous assignment.

So what we're going to do in the assignments is we're going to edit the assignment details.

And we're going to go in and delete that assignment end date.

Then we're going to click save.

So now we'll see that we updated that information and there's no assignment end date.

However, this participant we still have to make sure we're preserving their durational limit time on the program.

So we have to account for that time when the participant was away on the placement.

So to do that we have to go in and add an approved break.

Yep, go ahead and select the add break.

So what we're going to do is we're going to enter that time that the participant was away from the program.

We're going to enter that as the approved break start date.

And we're also going to say that the reason for the approved break in participation was due to right of return.

And again, we have these optional fields here for comment or for documentation provided.

Again, they're optional, but you can complete them if you have that information.

It's a good idea.

We're going to save this information.

And now that a participant is active and they're on break, so we have accounted for that time that the participant was away from the program and they were on a break when they were on that placement. We've made sure that this is not going to interfere with their IDL, their individual duration of limit while they were on the program.

So we can't leave them on break. So again.

This would be the point where if the like we said before the previous host agency said great, you can bring them back to me and we can put them back on the program.

Or you may have to do a new assignment for this participant.

So what we're going to do here?

We're going to have to enter an end break date. I know this seems like a lot of steps and some of them may be repetitive, but we cannot leave them on break.

So this is where we'll go in and we'll end that break.

So you can select the break ID.

And you'll edit that information.

And now we'll put in an end break date and that actual end break should be the start of the new assignment date.

And then we'll save that.

And we'll have to go to summary and refresh this information.

We'll see the actual end date is there.

And now when we click on the summary, we will see again that the participant is active.

If you click on assignments up there, Lauren.

We'll see that indeed there is an assignment there for that participant.

And again, it's like we brought them back through right of return.

So as if that right of return that exit never happened.

But we do have to update that information so that there's a clear record of what happened. And again, I know that's a lot.

Sounds like a lot, but in essence what we're doing again is deleting that placement, bringing them back to the program through right of return, and making sure that they're assigned.

To a host agency and that we've updated and their duration of limit information so that it is not impacting their time on the program.

All right.

So like I said, that was a mouthful.

We've gone through and we've exited a participant for unsubsidized employment.

We place them into employment and then when that employment was not successful, we brought them back via right of return.

So now we're going to have to do. We're going to jump to the follow up information and enter follow up on a placement that was successful.

So to do that, we're looking at the placement and follow up information tab link up above and we'll see that the information is there, the placement details.

This is where we will update the follow up information.

So, Lauren, if you could click on the placement ID.

And we'll see the placement details are there.

We'll see the right of return information is there and we'll also see underneath that we'll see the follow up details.

So why do we do follow-ups? Follow-ups are done to confirm successful placement and continued employment and also to document, any wages through the follow up efforts.

This is necessary and must be done timely as it directly impacts your performance outcomes.

These follow-ups are conducted between the second and fourth quarters after an exit and GPMS will provide the specific date range for when these follow-ups are to be done.

So, Lauren, if you want to click edit and we can go ahead and look at this information and update it. So, you will see follow up one the details for this. It tells you the date range of when this follow up needs to be completed. You'll enter that date range.

In this example the follow up date for follow up one is between 7/1/2024 and 9/30/2025,

so any dates that fall between that range you can enter it there.

It's also asking you if any wages for the second quarter after exit, if you have that information to enter. If you say no, you'll notice that follow up two is not open for editing, but if you say yes.

You'll see that follow up two is now open for editing.

You would enter the follow up date again using the range of information that's provided by the system. You'll also enter any earnings for the second quarter after the exit quarter.

Now you'll notice that follow up three is open and you can enter that information. The date range of information, but there's some other things we want to show you guys before we jump into that.

So for now, we're not going to enter the follow up three information we're going to save this information.

So we're going to scroll up top.

And we'll see that that follow up information.

I'm sorry, Lauren. You're showing that the follow up information had been updated, and we also see that that status for the participant is exited and follow up.

Now, since the participant is still in that follow performance review period, we are able to add placement services for this participant. If we had completed that third follow up, it would have closed this exit and we would not be able to add any services for the participant.

So you want to make sure if you're doing this and if you want to provide any services to that participant, then do not complete that third follow up because then it will mark it as exited and closed and they'll no longer be within that reporting period.

All right.

So Lauren, let's go ahead and add placement services for this.

And show how they're still in the reporting period. So, this can be done. So again, you have the placement information that you'll have to select and tie this to a specific placement, the category again is going to be follow up services or supportive services? We'll go with supportive services.

And the type you'll select is just like when we were doing this previously.

You select a service here.

And this is to again help the participant to be successful with any type of services that we can provide.

It's going to be the same thing with. You're going to enter that start date if it's a one day service or not, or if you need to come back and enter the actual end date when that occurs.

You can do that as well.

We're just going to say it's a one day service.

Comments I can do that as optional additional fields, so it's just like what we were doing previously when we were adding the supported services for the placement.

You do have to again select who is providing this information.

And for this, we'll say the grantee and sub recipient local project.

And again, if we don't have anything else to add, we would simply select save and close and move forward.

Alright. And we'll see that that information has been added and again the status is still exited and follow up.

Now sometimes it you know, you're like, how am I going to keep track of all of this information?

How do I know when a follow up is due?

So there are two ways that you can track follow up and when they are due the 1st way is you can do this through my tasks.

My task will generate tasks and notifications and let you know when these follow-ups are due.

They'll let you know if you've missed that date if they're past due, due soon, upcoming because we are in the training system. We don't have that information, but this is where you would go to look for your follow-ups that are due and one other way that you could also do that is you could look at the follow up report.

We'll also provide a means for you to track and monitor this information and that follow up report that information is going to be reviewed with you guys in an upcoming reports module.

Alright, so now we have gone through and we have added that participant for unsubsidized employment.

We've looked at all the tasks that are possible to associate to that placement.

Now we're going to look at the other category of exit, which is other reason for exit, and this simply means that the participant did not exit the program for employment.

So it will be the same process that we did.

We go through and we identify the participant that we're going to exit.

It would bring them to the bring us to the summary page and then from there we would start that same process. We would have to end any assignments.

Mauro, Kevin M - ETA CTR stopped transcription

GPMS Training Case Management Module 4C - Exits, Placements, and Follow- Ups 5.22.2025 Part 2

Wilkins, Patricia A - ETA CTR 0:03

So if you want to click on assignments we would have to end any assignment. We would have to end any break or any of that information related to the assignment. So, the break the services and the assignment itself. We've already gone ahead and done that, and you'll see that the assignment end date is there. You can go ahead and click on that, Lauren.

Wilkins, Patricia A - ETA CTR 0:24

There's no approved break and training and services. There are no training and services, so we are ready to exit this participant for other reasons for exit. So we will go up to the related actions. Again, we're going to add an exit. And we're going to get to that same add manual exit screen. Now I mentioned before, when you're exiting a participant for unsubsidized employment, you do not need to enter a termination letter date. But when you're exiting, we have a problem with that word today, exiting a participant for another reason other than unsubsidized employment, you will enter that termination letter date. And that termination letter dates should be 30 days from the actual exit date. So let's first of all select a category of exit here. Which is other reason for exit. We'll go ahead and put in that termination letter date. And again, we're going to enter the exit date, which has to be 30 days after you've sent out that termination letter date. Now, in addition to the category of exit, we've got to get a reason for why this participant exits. So if you select on the drop down there. You will see a list of other reasons for exit, so the first one that we see is moved from the area, so moved from the area is just that the participant has moved from the area and is no longer participating in SCSEP. The next reason that we see is for cause and for cause means that the participant violated one of the policies regarding termination of services. This could be something around maybe they were tardy a lot. Maybe they violated some record keeping or something like that.

That's when you would use for cause and then the next other reason for exit is voluntary.

This means that the participant no longer wanted to be a part of the SCSEP program and they have decided to no longer participate in SCSEP.

The next reason is durational limit. We're going to talk about durational limit in just a few minutes, and there's some other steps that you're going to have to provide information for the durational limit, but you will note that the system will also let you know that this person is not eligible for durational limit if they're not within that time frame. We'll talk about that a little bit more in just a second.

So the next one is exclusions at exits.

So these exclusions are things that do not impact the performance information.

So if you select exclusions that exit, you're also going to see below that you also have to identify what is this exclusion.

So the choices here are they're institutionalized, which means they're in some type of facility. Hospital or prison, where they're going to be there for at least 90 days.

The next one is health or medical, and this means that the participant has some type of condition that is affecting their ability to remain on SCSEP, and again, that has to be for a period of 90 days. We're going to see that the next one is deceased. Which means that the participant passed away. We also have reserved forces called to active duty. The participant was in the reserve for a military branch, and they've been called back to active duty.

And we also have ineligible at recertification due to income, which simply means that when you did the recertification process that they were over income and were not able to return to the program.

So those are exclusions.

So we're going to go back up top where we have our other reason for exit.

And we're going to start with one of these.

We're going to select for cause.

And when it's for cause again the comments are optional for all of these reasons, the comments will be optional.

You always have to select the waiver confidentiality.

Did the participant sign it or did they not sign it? And then you would select submit and close.

And Lauren, if we can just look at exclusions for one second, again, it's going to be the same type of process when you select an exclusion and then you have the exclusion at exit.

Your choice. You can pick one of them.

The process is pretty much going to be the same where you have to certify that waiver of

confidentiality and you would select submit and close.

Alright, so for all of these, again, it's going to follow pretty much that same process, but we're going to differ is if we select this, the exit recent is for durational limit.

So Lori, you can submit and close this one and then we can go on to durational limit.

You'll see again if you click on the summary up top.

You'll see that that status is exit and close because the participant is no longer in the program, and because they did not exit for unsubsidized employment, they're not in the follow up period as well.

There are no follow-ups that would be due.

All right, so now we're going to talk about durational limit when the participant reaches their maximum time allowed on the program, they will be reaching their duration of limit.

This information has to be entered into the system and should be entered on the exact date of their durational limit. If the participant has not been exited on this date.

The time limit for this participant to be exited is 7 days.

After that, the record will become locked and you will have to go through the process of getting that record unlocked and we'll talk about that in just a second.

Just like any other exits, any assignments, breaks, or services must be ended during to exit them for durational limit. But what we'll see here on the participant summary is going to show for this particular participant, you see their durational limit date is 5/16/2025.

You will also see that there are months in the program is 48 months, but you'll also see that there are -5 days left in the program, so we have two days to exit this participant for durational limit before their record will become locked.

So we'll go through that same process again of verifying. Again, there are no assignment services or approved breaks.

And we see.

Yep, go ahead.

We'll see that the assignment is still active.

Are there any approved breaks or services or anything?

Lauren, I'm sorry.

We'll see that the assignment end date has indeed been input. Are there any training or services that are there?

No approved brakes.

And no training and services.

So we're going to follow that same process to exit this participant.

So we'll go back to related actions, and we'll add an exit.

And again, we'll select that category of exit. There's going to be other reason.

Yep, for exit.

The other reason for excuse me for exit is durational limit.

And we're going to go ahead and enter that termination letter date and also the exit date.

And again, while Lauren is doing that, you know, I know it sounds like a broken record, but we strongly recommend that you enter comments so that it you have a complete record of this information.

All right, so we've entered.

Go ahead.

Alright, so again, we're going to certify whether that waiver confidentiality was signed and this we're going to say yes.

And if we select yes, this is when we'll have a date that we'll have to enter the date that that was signed.

Alright. And then we will submit and close.

And we will go over to the summary.

Refresh that information and we will see that this case is now exited and closed.

We'll see the months in the program again.

It's 48 months.

We'll see that there are zero days that they have left in the program and it will also show their durational limit date.

Now I mentioned that you have a limited amount of time.

You have seven days from that durational limit date.

To exit this participant before that record becomes locked.

So once that record becomes locked, what do you do?

What do you do to get that record unlocked and to update the information?

So to start with, Lauren, go ahead.

We're looking at a record that we didn't enter the information in time. They passed their durational limit, and we see that that date again was 2/15/2025. We'll see.

They have -96 days in the program because it's going to keep counting those days down until you exit this participant.

And we'll see indeed that that record is locked.

So what you need to do to get a record unlocked in GPMS is you have to submit a ticket. Zendesk to request that they unlock that record.

You have a very limited amount of time to do that. So, say you come in the morning, you're going to submit that request to Zendesk. Zendesk unlock said record and you say, OK.

I'll do it tomorrow when I get in. That record is going to become locked again in the wee hours of the night and you will have to repeat this process again.

So our recommendation is when you submit that request to Zendesk that you do it early in your work day and once you get the e-mail back stating that the record has been unlocked, that you go ahead and update this information so that you can get that record unlocked.

Alright, so that is what happens with a durational limit record once it becomes locked. That is the process of entering the information.

For durational limit and that is how you get that record unlocked.

So the last type of exits, we're going to talk about are really how to modify an exit that you have put into the system.

So there are many reasons why you may want to modify an exit.

I want to just take one step back. When we were talking about the different definitions for exits. If you have questions about what's the difference in maybe for cause or voluntary or any of the reasons that are listed there, you can always refer to the data collection hand.

And it will give you an accurate definition of what type of exit you're entering and when you enter that information.

OK.

So let's move forward with the modified exit.

So say we have participant that exited the program for a reason other than employment, but then you later find out, hey, this participant got a job. We want to go back in and modify that exit and show that they are now in unsubsidized employment.

So to do that, we're going to select related actions.

And we're going to select, modify and exit.

And then we're going to edit the information that's there.

So you'll see again the other the category of exit was other reason for exit.

We're going to select that and we're going to change that category to unsubsidized employment.

When you do that again, the screen will change for you to input the information that's required for unsubsidized employment.

You'll have to determine if it's regular employment or self-employment.

Let's do self-employment for this one for the previous one we showed you guys the information.

Enter for regular employment.

So let's take a look at what's going to be different for self-employment.

So you're going to select self-employment and my broken record says add in comments if you have them to make this a complete record.

And you're going to scroll down and again certify if they sign this waiver or not. We're going to say no, they did not.

And we're going to submit and add placement and it's going to take us through the process that we previously did when we were adding a placement.

So go ahead and select that Lauren.

What's going to be different here again is when you have a difference between self-employment and regular employment.

So on the previous screen self-employment we said yes and then we're going to have to update that information here again.

So when you select self-employment.

You're going to see that the fields that are required for completion are different.

You're going to see that the employer has already been populated with the name of the participant.

You're also going to see that the job code information has also been selected for self-employment.

Now you will have to still go through and input the other required fields like the start date for this employment for this placement.

The type of placement.

And let's say it's full time.

Yep, and you'll notice here that wages are not required to input when it's self-employment like it was for regular employment.

But again, you have other fields here that we strongly recommend that you complete.

The job title is always one that we recommend you complete.

That information is important.

And if you want to complete any of the other optional fields again, strongly recommend it.

Our other one is did employer other required fields did was placement the result of a substantial service provided to employer by subgrantee.

Let's say yes for that.

That, Yep. And did employer provide an OJE training site?

We're going to say no for that.

And is it a high growth placement?

These again are those optional fields that you can complete.

OK.

So then we're going to scroll down.

And we're going to submit this placement.

And now we're going to click on the summary and refresh that information.

And we'll see where that status has changed from exited and closed to exit and follow up. And then you'll follow the same process for updating and entering the follow up information as we previously show where the system is going to show you the dates

when this information would be.

Provide those that range of information for follow 1-2 and 3 for you to update that information.

OK.

So the last type, no one more type of modification we're going to do here is what happens if you find out that the participant becomes deceased after they exit the program. So that also is a modification of a previous exit.

So we're going to again select related actions.

We're going to modify the exit.

And we again are going to select edit.

And the category of exit. Now we're going to change that from unsubsidized employment, and we're going to change it to other reason for exit.

We'll select the other reason for exit now.

This may sound kind of different.

Your options for stating why this is a reason for exit are the same as they were in previously.

Other reasons for exit. So, you have the move from the area for cause voluntary duration of limit or exclusion at exit. The one that we're going to use for this particular deceased after exit is going to be voluntary and you have to select something because it is a required field. After you do that, you're going to select a cease after exit.

And again, you have to certify the waiver certification.

So for this this is going to be no. That participant did not sign this and we're going to select submit and close.

And now we will go to the summary.

And we will see that that status has indeed changed to exit and close. Now the final type of modification and a final exit that we're going to go through is what happens if you have a data entry error that you need to correct.

Exit was accidentally entered and you need to go in and remove that exit.

So again, we would go to related actions.

And we would modify the exit.

And we will select.

Usually you would see either the delete button would be highlighted and you would be able to delete those.

It's not available to us for this particular record, but this is where you would delete that record and it would return the participant back to an active status.

Alright, so that completes our information on exits, so hopefully from this training.

It was designed to walk you through how and where to enter exits, placements and follow-ups in GPMS.

Hopefully we accomplished that for you through the step by step exploration of each of these features to GPMS, and that you walk away with an understanding of how to enter these exits and the task associated with them. So, thank you all. And we are going to remain in the live system for now and we're going to open it up for any questions.

McNeace, Meche - ETA CTR 22:02

All right.

Lot of great information, Pat.

We have some questions in the chat, but we do have one hand up while I go to the top of the chat to get going.

Wilkins, Patricia A - ETA CTR 22:11

Alright.

McNeace, Meche - ETA CTR 22:16

Yes Bridget Miller if you want to unmute yourself and ask your question.

Miller, Brigitte 22:22

Pat, when you did the exit?

And like I think it was for August 2024 and then during the follow up, well you found the person was working and you went back, and you put the employment information that was almost nine months later.

Wilkins, Patricia A - ETA CTR 22:35

Mm hmm.

Miller, Brigitte 22:40

So I didn't know that would be that was an option that you can go back that far.

Wilkins, Patricia A - ETA CTR 22:45

So let me let me preference and I should have maybe given you guys this disclaimer in the beginning. Since we are in the training site, we have to enter information for different scenarios that we can use during training.

So that's why you're seeing that discrepancies and dates. But you're right, normally nine months later you wouldn't be going in and updating that information.

Miller, Brigitte 23:00

OK.

Wilkins, Patricia A - ETA CTR 23:08

But thanks.

Miller, Brigitte 23:08

Alright, thank you.

Wilkins, Patricia A - ETA CTR 23:08

So we'll get catch. You're welcome.

Miller, Brigitte 23:10

Thank you.

McNeace, Meche - ETA CTR 23:11

I told you, Pat eagle eyes, they got eagle eyes, yes.

Wilkins, Patricia A - ETA CTR 23:15

I know, right?

McNeace, Meche - ETA CTR 23:18

All right. So the first question we had was please define placement result of substantial service provided to employer by sub grantee.

I did answer that question in the chat and basically the answer is that this field is used if the grantee or subgrantee let's just say in this case managers played an active role in working with the employer to get that participant hired, so that is what that's when you go ahead and check that.

So again, the keyword is that you all took an active role working with the employer to get the participant hired.

So just like job development activities, so hopefully that answers your question, but also put in the chat that you know if they want some more detailed information.

That they can always go into the data collection handbook in module 3.

Wilkins, Patricia A - ETA CTR 24:13

Yep.

McNeace, Meche - ETA CTR 24:15

And so I put the link to the COP where they can find the data collection handbook too.

Wilkins, Patricia A - ETA CTR 24:23

Excellent. Thank you.

McNeace, Meche - ETA CTR 24:23

So the next question was, so if you so they were asking about the right of return, OK.

Wilkins, Patricia A - ETA CTR 24:32

OK.

McNeace, Meche - ETA CTR 24:32

So one Pat.

So if you get fired, they cannot do the right of return.

So they want to know by define what is by no fault of their own and you know basically how do you determine that.

So they wanted some clarity.

And so the clarity that I put in the chat basically is if they got fired to no fault of their own.

Right. They they're like, OK.

Maybe. Maybe the supervisor didn't like them.

You got to go.

They can exercise.

Wilkins, Patricia A - ETA CTR 25:02

Or maybe the position was eliminated?

McNeace, Meche - ETA CTR 25:05

The can I let me finish through this.

Wilkins, Patricia A - ETA CTR 25:05

Something along those lines.

McNeace, Meche - ETA CTR 25:06

Let me let me finish through this scenario, OK, so they can exercise the right of return.

And. But let's say if they got fired for not showing up for work or not performing their job, that is due to them.

So that would be a termination due to their, it was their fault.

So theory they should not be able to exercise the right of return.

So you know, so there's different.

Examples and I think that was what Pat was getting ready to say. One of the examples is if for some reason they got hired and all of a sudden something happened and the position got eliminated, that's due to no fault of their own or they got the job.

They started working and found, you know, hey, I really don't have the skills to do this job.

And so then.

That's by no fault of their own, and they can exercise the right of return. So that would define that.

So they also would like to know what's the difference between 30 days and the 90s dates that you mentioned in the right of return?

Wilkins, Patricia A - ETA CTR 26:20

So the 30 days is if they were exited for unsubsidized employment, and within the 30 days they lost that job again. Like we said, through no fault of their own, that's the first requirement for right of return.

The second requirement is that it has to be within 90 days of their exiting the program, so they couldn't come back like six months from now and say hey, you know I wasn't successful at that job.

I want to you know exercise my right of return.

They had 90 days in which to do that and if it exceeded the 90 days they would not be able to come back through right of return.

Does that answer that?

McNeace, Meche - ETA CTR 27:02

Yeah. There's just one little caveat, because there was another question in there from Tamika that says what if the data writer return is after the 30 days but before the 90 days of writer return?

So you want me to answer that?

I'm going to give them the data collection.

Wilkins, Patricia A - ETA CTR 27:18

Yeah, please do.

McNeace, Meche - ETA CTR 27:22

Definition on this. So, the 30-day period and Pat is right. You know 30 days, but based on the data collection handbook, it does clearly say that.

The right of return is, you know, basically it's the 30 day period, but it is.

Technically, if they did not work for 30 calendar days within that first 90 day period they can exercise the right of return, and I know that's a little like, OK.

What do you mean by that?

So I'm going to say again the best way to kind of get your head wrapped around that language is to go to module three of the data collection handbook.

And then you can go ahead and see where that definition comes from or that kind of terminology comes from.

But again, is if they did not work and kept their job for 30 calendar days within that 90 day period.

So I hope that answers all of that.

Wilkins, Patricia A - ETA CTR 28:25

Yes, it's a mouth full for sure.

McNeace, Meche - ETA CTR 28:26

It is, it is, it is.

Alright, so here's a question from John.

What is the difference between supportive services and follow up services in the context of a placement?

Wilkins, Patricia A - ETA CTR 28:43

OK.

Let's go back to one of our placements, Lauren, and we can look that up and we can show what the different options are there.

It's got all these different scenarios available for us, so let's give her sec to get back, to get to one other participants that we set up in unsubsidized employment, and then we were providing some services to them.

So, Lauren, if you want to do the placement follow-ups at the top.

And then we can. Let's just pick the supportive services that we're currently providing to them.

And let's edit that information and we'll be able to see what the different options are there.

All right. So if you look at the category where you have supportive services.

And you'll see the other option is follow up services.

So let's select that.

And then you'll have to pick a type and you'll see the types are different.

So with the follow up services this you could provide like counseling, self-help to get a new job intervention with the employer.

This would generally be used in. Michi you can chime in here if I miss a couple of things here, but with the follow up, these are things that maybe you talk to the participant and they're struggling in this placement and they need some assistance on how to keep this particular placement.

So it may be that they need some assistance.

You know, they need some counseling like, this is the behavior that you need to have for this placement.

Or this placement isn't working out.

Maybe how you're going to get another job or another placement.

Or again, there's some intervention that needs to happen with the employer.

This would be the follow up services where in support of services is something directly that you're providing to that participant like the glasses or some support with childcare things of that nature.

McNeace, Meche - ETA CTR 31:16

Yep. Perfect. Exactly.

Wilkins, Patricia A - ETA CTR 31:19

OK. And I hope that answered the question.

If not, let us know, OK?

McNeace, Meche - ETA CTR 31:26

OK.

Wilkins, Patricia A - ETA CTR 31:26

Thank you, Laura.

McNeace, Meche - ETA CTR 31:29

Alright, I know we have two hands up, so let's go to the first one.

Which is Marie?

You want to unmute yourself, Marie?

Marie Flores 31:43

I did already so.

McNeace, Meche - ETA CTR 31:44

OK.

Marie Flores 31:46

My question is on the exit.

That exceeds the 90 days right of return.

Can we just reenroll them?

After their exit.

McNeace, Meche - ETA CTR 32:00

You.

Wilkins, Patricia A - ETA CTR 32:00

If they are, oops, go ahead Michi.

Marie Flores 32:02

Because we exited them due to illness or doctors care for and then they exceeded the right of return to 90 days. But they are very well welcome to re-enroll.

So we re-enrolled her.

We that happened to us.

Right away.

She already has the host agency.

She work it before.

So she's back.

But we have to. She has to undergo the regular reenrollment application process.

McNeace, Meche - ETA CTR 32:38

Mm hmm.

Marie Flores 32:39

Is that the right way to do it?

McNeace, Meche - ETA CTR 32:43

In the case that Marie is speaking to because she wasn't an exit to employment. Marie, you're talking about a person that may have had exit for health or some other reason and now they want to come back. So that would be a re-enrollment there.

Wilkins, Patricia A - ETA CTR 32:44

It is.

Oops, go ahead.

Marie Flores 32:55

Yes.

OK.

McNeace, Meche - ETA CTR 33:00

The right of return is only used for any participant who exits for employment.

Marie Flores 33:06

OK.

Thank you.

McNeace, Meche - ETA CTR 33:09

You're welcome.

And then the next hand up is Brandy.

Brandy, OK.

Brandy Oliver 33:21

Yes.

What if a person got placed in a host agency and then the host agent closed, and it was after the 90 days?

McNeace, Meche - ETA CTR 33:35

If it's after the 90 days and the host agency closed, and I mean that person would have to be re enrolled, it's not an it's not a right of return situation.

So.

You would have to determine whether that participant is eligible for SCSEP if their job ready or not, and then they would be a re-enrollment.

Brandy Oliver 34:00

OK.

Thank you.

McNeace, Meche - ETA CTR 34:02

All right. So Pat, we're going to go back to the chat.

I'm kind of bounce back and forth here.

All right, so this question is in terminate is termination letter sent out 30 days after exit or 30 days from what date?

Wilkins, Patricia A - ETA CTR 34:07

OK.

The termination letter is sent out 30 days prior to the exit, so you're letting the participant know in the next 30 days you're going to be exited from the program. So it's 30 days again, prior to you exiting them from the program.

McNeace, Meche - ETA CTR 34:42

Patricia has her hand up.

Wilkins, Patricia A - ETA CTR 34:42

Alright.

McNeace, Meche - ETA CTR 34:47

So, Patricia, you want to raise you unmute yourself?

Valenzuela, Patricia 34:51

Can you hear me now?

McNeace, Meche - ETA CTR 34:53

Yes.

Wilkins, Patricia A - ETA CTR 34:53

Yep.

Valenzuela, Patricia 34:54

OK.

What about somebody who got an unsubsidized job and is leaving the program in a week?

He gave us two weeks' notice and I can't.

I don't obviously don't have the 30 days to send out the letter.

Is the letter required in that case?

Wilkins, Patricia A - ETA CTR 35:12

No. When they're leaving for unsubsidized employment, which we're always happy when that happens, that termination letter is not required.

The termination letters only require when you're doing another reason for exit other than employment.

Valenzuela, Patricia 35:22

OK.

Like for durational period durational limit.

Wilkins, Patricia A - ETA CTR 35:31

Durational limit it would be required for that or for cause, or it would be required for that as well.

Valenzuela, Patricia 35:38

OK. OK. Understood. Thank you so much.

Wilkins, Patricia A - ETA CTR 35:41

You're welcome.

McNeace, Meche - ETA CTR 35:41

Thank you.

You're welcome.

So just a termination letter.

This is a requirement for any involuntary exits or termination, if you will so.

Alrighty, so here's one Pat. Why is moving out of country or state no longer an excluded exit like before?

Do you want me to jump in here?

Wilkins, Patricia A - ETA CTR 36:07

I don't have it.

McNeace, Meche - ETA CTR 36:08

I have an answer.

Wilkins, Patricia A - ETA CTR 36:08

Yeah, cause, I don't have an answer for that.

Go for it.

McNeace, Meche - ETA CTR 36:11

Well, I don't know if I have an answer, so I'm not sure where out of moving out of moving out of state or out of country was ever an excluded or excludable exit prior to. I mean we know that it's changed, but before it was deceased, health, medical, family care, which

is no longer institutional wise.

But moving out of state or country to my knowledge has never been an exclusion.

And if I'm wrong, Joyce is on here.

She's been doing SCSEP as long as we have. She can jump in here if there's anything else.

Barcley, Joyce M - ETA CTR 36:55

Nope, you covered it.

McNeace, Meche - ETA CTR 36:57

OK.

All right, so here's another question. It says do we send a 30-day termination for all exclusions for exits for example if they have exclusions and would need to exit immediately, do we send a 30-day termination letter and exit them 30 days later?

Wilkins, Patricia A - ETA CTR 37:22

And let you take that one. Michi.

McNeace, Meche - ETA CTR 37:24

Well, yes again.

So the 30 day letter is required for all involuntary terminations.

So if you had somebody who you know that was institutional wise family care, health, medical, those, you know those kind of exclusions require that they have to.

Out of the program for 90 days or longer to do health, medical or institutional wise. So in this case again, involuntary terminations require 30 day letter.

Prior to exit.

Now, if you were terminating a person for cause, they you do need to send a 30 day letter.

However, if the cause is so egregious that you know well, they can no longer go back to their host agency, then of course you would put them on that break and then the termination would be 30 days.

Now the date of the letter that you say 30 days later.

Due to circumstances.

I hope that makes sense.

Kind of makes sense in my brain.

Alright, I'm going to. I'm going to jump over to Enock.

Wilkins, Patricia A - ETA CTR 38:36

Made sense to me.

McNeace, Meche - ETA CTR 38:40

He had his hand up for a while.

Kakuuku, Enock (DEED) 38:44

Thank you, Michi.

We do have one that is fresh and it's about.

Right of return on how it's captured in GPMS and here is a place where.

The provider exited the participant.

Within the very first month, the participant volunteer quits the job.

And so they enroll the participant.

And they said they did that.

Without taking into account of right of return because the person wasn't qualifying for that, however.

GPMS did not count that as a new enrollment.

And that's the big question is like they feel it should be a new enrollment at that time because at the exit was still on, but it didn't count that.

Could that just be a GPMS error or is this something that we need to kind of involve you on the side later so you get us through that?

McNeace, Meche - ETA CTR 40:09

Can we?

Can we get with you after the training Enock?

Kakuuku, Enock (DEED) 40:14

Sure.

McNeace, Meche - ETA CTR 40:14

That we can have a, you know, a clear understanding.

Kakuuku, Enock (DEED) 40:18

Sure.

McNeace, Meche - ETA CTR 40:19

I think I'm getting it, but I just want to make sure so.

Matter of fact, you could stay on after we conclude training, OK?
OK.

It's like we do vLive, just stay on with the Enock.

Kakuuku, Enock (DEED) 40:27

OK.

All right, sure. Thank you.

We'll do that with you. Thank you.

Wilkins, Patricia A - ETA CTR 40:31

You, you, you always give us a challenge, Enock.

So yeah, we'll be looking for it to us after the training.

Kakuuku, Enock (DEED) 40:39

Alright, thank you.

McNeace, Meche - ETA CTR 40:41

All right, so we have another hand up, Brandi Oliver.

Andy, if you want to unmute yourself.

Brandy Oliver 40:53

You are answering my question.

McNeace, Meche - ETA CTR 40:55

OK, let me put you put your hand down.

Brandy Oliver 40:57

Thank you.

McNeace, Meche - ETA CTR 40:59

We're going to put your hand down.

Marie, did we answer your question?

Marie Flores 41:08

I have two questions, if you don't mind, and I hopefully that will be the last if I don't hear anything else, OK.

McNeace, Meche - ETA CTR 41:10

OK.

Oh no.

Wilkins, Patricia A - ETA CTR 41:14

Yes, so.

Marie Flores 41:18

3 questions, first of all.

Exit date versus last day of work.

Is exit date the same as last day work or is it the closing of record which is the next day of the actual last day of work?

Wilkins, Patricia A - ETA CTR 41:38

The exit.

The exit date should be the date that you are exiting them from the program.

So if the last day of work.

You're right there.

OK.

So if the last day of work was, say, today.

Why wouldn't you be?

Why wouldn't that be the exit date?

But remember, if they are leaving for some other reason other than employment, you still got to do that 30 day letter. So that extra day would be 30 days from that date that you sent the termination letter. But if the last day of work is today.

I guess I'm asking what would be the reason why that wouldn't be their exit date in 30 days and why wouldn't that be the date that the termination letter is being sent?

That makes sense, Marie.

I'm trying to understand why the why there would be this lag.

Marie Flores 42:45

Well, the because I thought exit date, I know on my own exit date is the last day work not from the date of the termination letter.

Is that correct?

Wilkins, Patricia A - ETA CTR 43:04

So remember, the termination letter is sent out 30 days before you actually exit them.

So say the person's last day of work was today and it wasn't for unsubsidized employment.

Marie Flores 43:10

Yes.

Wilkins, Patricia A - ETA CTR 43:16

It was for cause or whatever.

You're going to send that termination letter date out today, but their actual exit date is going to be 30 days from today.

Marie Flores 43:26

Got it.

Thank you.

And then my other question is.

Wilkins, Patricia A - ETA CTR 43:28

You're welcome.

Marie Flores 43:33

Termination for cause because I know we cannot send a 30-day letter because we also can put them on administrative leave of absence.

And am I correct for 30 days?

Wilkins, Patricia A - ETA CTR 43:55

You still have to send that 30-day letter out to the participant. And like Michi had mentioned earlier, it doesn't mean like if you you're exiting them for calls and they did something so awful that they can't go back to the host agency.

They still are entitled to that 30 days before you actually exit them from the program.

So during that time, you may have to put them on an approved break, but the 30 day letter is still required.

Marie Flores 44:22

OK.

Got it.

And then my last question in Workforce GPS, I just check it right now in Workforce GPS.

I search for SCSEP GPMS training.

And it looks like it's not yet updated.

There is 2023 and there just one May 6, 2025. And so, because of the kinks from 2023 that were already fixed, how often do you update that?

Because we will have another.

An intake person.

And we will use that as a training tool from step one to last step.

Wilkins, Patricia A - ETA CTR 45:09

So I'm going to give that to Michi.

McNeace, Meche - ETA CTR 45:13

So we'll have Kevin put the link into the chat again, but when you go into Workforce GPS under all the workers and you click on the GPMS tab, there is where under the first section you'll see training modules.

You'll click on the there is a 2025 GPMS training events.

So what we've have already delivered is available on the COP.

Marie Flores 45:44

OK, I have to check that.

McNeace, Meche - ETA CTR 45:48

Yeah. OK. But as of now that I'm looking at, we have the one that was delivered on the 29th Navigation Module, 2 grantee subgrantee Admin Console module 3, case Supervisor, case manager, admin console and then the last two, the one with the case managers that'll be coming.

That will have them posted up soon.

All right.

Marie Flores 46:15

So am I correct that we in the search mode we will just we can just put GPMS training in older workers?

McNeace, Meche - ETA CTR 46:24

Mm hmm.

Marie Flores 46:25

OK, OK.

Got it. Thank you.

McNeace, Meche - ETA CTR 46:28

Oh, you're very welcome.

All right.

Marie Flores 46:32

I guess that's my last question.

McNeace, Meche - ETA CTR 46:35

That's OK, Marie. There's there.

Good questions.

All right, so we have another question.

So this is our wages now required for self-employment follow-ups.

If so, when did this change?

Wilkins, Patricia A - ETA CTR 46:52

That is a very good question.

McNeace, Meche - ETA CTR 46:54

You want me to take it, Patricia?

Wilkins, Patricia A - ETA CTR 46:54

Hey, Lauren. Yep. Go for it.

McNeace, Meche - ETA CTR 46:58

So yes, what you're going to show in the system that yes for self-employment you do.

You are required to do all three follow-ups, so that's what Pat was getting ready to show too.

So your system's no longer up.

Pat, I don't know why.

So self-employment is counted for all three employment measure outcomes.

Wilkins, Patricia A - ETA CTR 47:16

No, it should be Lauren's system.

McNeace, Meche - ETA CTR 47:21

So you do have to do follow up 1-2 and 3.

So for the wages.

For self-employment, you know, for proof of let's just say wages it could.

Be self-attestation that you can pull from the data validation handbook, so you could

still use that.

So and then of course that then that's.

Calculate your median earnings.

So just to make a long story short, yes.

It is required.

And you want to know when did it change?

Let's just say I'm just going to throw it out there that since the update of the data collection handbook for GPMS.

And that was what, 2022?

Wilkins, Patricia A - ETA CTR 48:13

Yeah.

McNeace, Meche - ETA CTR 48:15

OK. So again, I'm going to say self-employment is counted for all three employment outcome measures. Quarter 2, second quarter after exit, quarter median earnings, and fourth quarter after exit quarter.

All right.

Wilkins, Patricia A - ETA CTR 48:37

OK.

McNeace, Meche - ETA CTR 48:40

There's one from Tamara.

So question is, if a durational limit exit is entered, do you still change to voluntary exit as the reason?

Will this change the durational limit date and details?

Wilkins, Patricia A - ETA CTR 49:00

Nope, it won't change the date, or the details and you know, as we stated, those are the options that you have when you are doing a durational limit exit that is a required field.

So, you must make some type of selection for the reason for exit and as.

Of now, those are the reasons that are visible.

McNeace, Meche - ETA CTR 49:23

So but there is there exited for durational limit period.

There's no there's no durational limit, right?

Wilkins, Patricia A - ETA CTR 49:29

OK.

Oh, I'm sorry. Yeah, I'm sorry.

McNeace, Meche - ETA CTR 49:33

It's a limit.

So her question is if a durational limit exit is entered, and I think Tamra's did you unmute yourself, Tamra?

Wilkins, Patricia A - ETA CTR 49:35

Yes.

Tamara Snell 49:35

I.

Yes.

McNeace, Meche - ETA CTR 49:44

OK.

Tamara Snell 49:45

Well, I recently someone was exited for durational limit, and I mean for not recently in July. And I just found out that they're deceased.

So I did other reason duration of limit, but I think I answered the question. I went back to look because.

It should be deceased after exit, so that everything should probably remain the same, I'm guessing.

But my other question was in the past we had to put asterisks 3 asterisks in the address to stop the surveys to go out, is that still the case?

McNeace, Meche - ETA CTR 50:24

Survey.

Now I think when you do decease at exit or if you choose deceased that the system's the system pulls from that.

Tamara Snell 50:40

OK.

So I think I did it correctly.

So yeah, the first thing question I was a little confused.
From what was mentioned before.

McNeace, Meche - ETA CTR 50:53

OK.

Wilkins, Patricia A - ETA CTR 50:54

OK.

All right.

Tamara Snell 50:57

Thank you.

McNeace, Meche - ETA CTR 50:57

Got it.

No, you're welcome.

Wilkins, Patricia A - ETA CTR 50:59

You're welcome.

McNeace, Meche - ETA CTR 51:03

Next question is what is the latest version date on the data collection handbook?

We're going to have to look on Workforce GPS for that date, Patricia.

So let us get that for you.

OK. And then?

And John said thank you for the clarification to my question, Patricia.

And then the next question is what is the latest date a durational exit can be changed to a placement and how could you? And could you show if anything is done differently than your examples shown?

Participant exit durational limit 12/11/2024. No time left in program. Hired and started 4/28/2025.

Wilkins, Patricia A - ETA CTR 51:59

All right, so.

Let me make sure I understood this.

And if I didn't mention, please let me know.

So to start with, if a participant reached their durational limit before you exited them from the program.

You cannot go back after they've reached their durational limit and enter it as an unsubsidized employment.

Is that correct?

Is that what I was hearing?

Can they go back after they've exceeded their time on the program and change that exit?

Is that?

Yeah, I'm just trying to understand the question.

McNeace, Meche - ETA CTR 52:43

If you can.

I believe you can, but I believe that Joshua is eager to answer that question for you.

He has his hand up with BCT.

Wilkins, Patricia A - ETA CTR 52:56

Hold on just a SEC. cause. I'm just trying to understand the question first and I'm kind of visual. So sometimes I may not be understanding it correctly, but go ahead, Joshua, if you're seeing that and you can answer that.

Joshua Wadsworth 53:11

But it sounds like in this scenario the person exited.

For durational limit and so we wouldn't change anything in the exit. That all remains the same.

Wilkins, Patricia A - ETA CTR 53:20

Mm hmm.

Excuse me.

Joshua Wadsworth 53:28

Where things get counted for placements and the follow up after exit is really triggered by the placement form and so in this instance.

Since you would go to the placements and add a placement for that employment that started in April.

And then it so that nothing changes related to the exit.

Wilkins, Patricia A - ETA CTR 53:51

So.

Joshua Wadsworth 53:55

That all stays as it was at the time of the exit, but a placement can be added after the exit, and that's were.

Wilkins, Patricia A - ETA CTR 54:02

OK.

So let's.

Joshua Wadsworth 54:07

The information about the unsubsidized job and the follow up gets entered.

So that's the that's the keep the keep piece here.

Wilkins, Patricia A - ETA CTR 54:11

OK.

So let's I'm sorry Lauren is trying to bring it up so we can just walk through that.

So this is our participant, Lauren, that was exited for durational limit.

And she's got add placement.

And you would go in there and put the start date of the placement and update these details, OK.

So you could enter a date that's prior to the durational limit date, but not after the DL date. Is that correct?

Joshua Wadsworth 55:10

Well, the placement date has to be after the exit date because this is the placements for a job that starts right in unsubsidized employment that starts after the participation.

Wilkins, Patricia A - ETA CTR 55:19

Mm hmm.

Joshua Wadsworth 55:20

I think of the example that was given. The dates where the exit was in November and the placement was the following April. So that'd be in the second quarter.

After exit, which would, if the placement and the follow up one is entered that would count for the employment outcome measure.

Wilkins, Patricia A - ETA CTR 55:43

That's. Yeah, that part I understand.

I guess I'm trying to.

Let me see.

I could if my durational limit date is May 1st.

And then I notify you guys.

Hey I got a job on May 15th.

That information would not be entered and updated.

Is that correct?

Joshua Wadsworth 56:05

So the exit, the exit date would still be May 1st and the reason for exit would still be durational limit.

Wilkins, Patricia A - ETA CTR 56:05

Or would it be entered and updated?

McNeace, Meche - ETA CTR 56:13

Durational.

Wilkins, Patricia A - ETA CTR 56:14

Durational limit. OK, got it.

Joshua Wadsworth 56:15

But we could still add this placement to record.

McNeace, Meche - ETA CTR 56:16

Yeah.

Wilkins, Patricia A - ETA CTR 56:19

Cause, they're in the reporting period.

Joshua Wadsworth 56:21

Right.

Wilkins, Patricia A - ETA CTR 56:21

OK, I got it.

McNeace, Meche - ETA CTR 56:22

Yeah.

Wilkins, Patricia A - ETA CTR 56:23

Thank you.

McNeace, Meche - ETA CTR 56:27

We're good.

Thanks Joshua.

Wilkins, Patricia A - ETA CTR 56:32

Yeah. Thank you.

Miller, Brigitte 56:35

I just have a follow up question of that.

So after what Joshua just stated, we would go in and do follow up, go back and see where follow up falls.

Joshua Wadsworth 56:45

Yeah, in this case you'd want to enter the follow cause. It sounds like, right?

McNeace, Meche - ETA CTR 56:48

Mm hmm.

Joshua Wadsworth 56:49

Like the start date for the employment is in that second quarter after exit. So, it right if you've confirmed that start date. You've also confirmed that's a positive follow up.

Miller, Brigitte 56:49

Yeah.

Six in the second quarter. OK.

OK.

That's good to know.

Alright, thank you.

Wilkins, Patricia A - ETA CTR 57:03

Awesome, thank you, Joshua.

McNeace, Meche - ETA CTR 57:10

I think we answered the question Brandy and correct me if I'm wrong. You had a

question that says what if they replacing a host agency than the host agency close?
I think that was kind of.

Brandy Oliver 57:22

Yes, ma'am, you.

McNeace, Meche - ETA CTR 57:22

A right to return thing. OK, all right.

Brandy Oliver 57:25

Yes, ma'am.

McNeace, Meche - ETA CTR 57:28

And then Patricia Green, I put those revision dates in the in the chat for you.

So if you go into Workforce GPS, you'll see those revision dates next to each module.

OK. Alright

So the next question is Christine Zimmer. In order to do follow-ups, don't you need the information about the employer to do the follow up?

Shouldn't the information be entered in the database?

Also, shouldn't the participant sign the waiver of confidentiality to guarantee cooperation that unsubsidized employment follow-ups will occur?

So Pat, can you jump in there or, you know, Joyce, do you want to jump in there?

Wilkins, Patricia A - ETA CTR 58:13

Yeah.

McNeace, Meche - ETA CTR 58:18

In order to do the follow-ups, don't you need the information about the employer to do the follow-ups, so you need.

Barcley, Joyce M - ETA CTR 58:25

She's absolutely right. In order for an employer to talk with you legally, they have to have signed documentation to share that information with a third party.

So in the follow up process, I mean there's nothing wrong with reaching out to that participant to ask if they would sign the waiver of confidentiality, which would allow you to conduct the follow up.

That being said, now that we have our wage matching through the WIPS uploads.

That's done behind the scenes.

It's done on the aggregate, so there's no confidentiality breach. You know, there's no sharing of individual information, but that information would be captured through the UI wage records.

McNeace, Meche - ETA CTR 59:10

Yeah. And the waiver of confidentiality, there is no regulatory or statutory requirement for that.

Wilkins, Patricia A - ETA CTR 59:12

Awesome. Thank you, Joyce.

McNeace, Meche - ETA CTR 59:20

But as Joyce said, in order for an employer to talk to you, that participant would have to have given their consent.

Alrighty.

Next question, they said in your example for an exit.

You use the same dates as a start date for the unsubsidized start date.

Just confirming if we should be using same date and not the last date of work.

Wilkins, Patricia A - ETA CTR 59:54

And this was the example for.

McNeace, Meche - ETA CTR 59:56

For an exit.

For an exit, it just said for an example. For an exit, you use the same date as a start date for the unsubsidized start date, so it must be for unsubsidized employment.

Wilkins, Patricia A - ETA CTR 59:57

Unsubsidized for the exit.

McNeace, Meche - ETA CTR 1:00:10

So just confirming if we should be using the same date and not their last date of work.

So if this was an exit to unsubsidized employment, it would be this unsubsidized start date would be the date they start work.

Correct.

And so that would be the date that you enter.

And the last day of work, I'm not sure if that's the unsubsidized or the last day at the when you end the assignment.

So let's say if there you have to end the assignment.

So that would be the last day that they're at the assignment, right?

You end the assignment day and then you put in the date that they start their job. The date of this unsubsidized.

Wilkins, Patricia A - ETA CTR 1:00:53

Mm hmm.

Correct.

McNeace, Meche - ETA CTR 1:01:03

That's how.

That's how that would work.

And.

Kathleen, if, if, if we got your scenario all backwards.

And we're not answering it.

Just raise your hand and you can unmute yourself.

But I'm thinking if I'm what I'm reading is.

Oh, she raised her hand.

Go ahead and unmute yourself.

Campbell, Kathleen 1:01:24

Hi, thanks.

So I when you had your example of.

The exit date showed the same day as the start date for the unsubsidized work, so I just thought that the last day of the assignment would be the possibly the exit date.

Does that make sense?

Wilkins, Patricia A - ETA CTR 1:01:50

It does.

And I get what you're saying.

And as Michi mentioned, yeah, you would have that exit date and then you would have the different date for the start date.

And I'm just going to throw that disclaimer out there to you guys. Again, some of our dates may look a little awkward. Little strange to you guys.

And that's only because we're creating these different scenarios.

But you're absolutely correct.

Campbell, Kathleen 1:02:15

OK.

Thanks so much.

Wilkins, Patricia A - ETA CTR 1:02:17

You're welcome.

McNeace, Meche - ETA CTR 1:02:19

Awesome.

All right.

Next one is.

If a participant submits a letter to withdraw from SCSEP is a termination letter date still required?

Wilkins, Patricia A - ETA CTR 1:02:37

Yes, if they are exiting.

McNeace, Meche - ETA CTR 1:02:38

No, no.

Wilkins, Patricia A - ETA CTR 1:02:39

Wait, wait, wait.

Say that again, then say it again.

McNeace, Meche - ETA CTR 1:02:41

No.

If a participant submits a letter to withdraw from SCSEP is a termination letter still required?

Wilkins, Patricia A - ETA CTR 1:02:51

I'm sorry. It's a voluntary exit. So no, it would not be.

You've got that as your documentation that they are withdrawing from the program or exiting or leaving the program voluntarily.

I think the withdrawal threw me, but they are voluntarily leaving the program, so no, it would not be required.

Thank you, Michi.

McNeace, Meche - ETA CTR 1:03:15

Cool beans.

Brenda, you said you couldn't unmute yourself.

You had a question about durational limit.

OK, her hands you could you.

Can you unmute yourself?

Sometimes if you're unable to unmute yourself, you may not have consented to being recorded.

Wilkins, Patricia A - ETA CTR 1:03:44

Hmm.

McNeace, Meche - ETA CTR 1:03:51

So it won't allow you to unmute yourself. If that's the case.

So there is something and there, OK.

What is the latest date a durational exit can be changed?

I think that's Brenda's question.

Wilkins, Patricia A - ETA CTR 1:04:10

So.

OK.

So if you're speaking of, there was some type of error when you entered the information and you need to go back and modify it.

If that's what I'm understanding.

So if you've entered the durational limit date, the durational limit date it is what it is.

So if the date was say for instance today, but you realize, oh, that information is not correct, you have again seven days until that record is going to be lost.

But once you enter, go ahead.

Once you enter the durational limit date, you can go in and modify it.

Through the exit process, but I'm not sure what would be changing and why it would be changing. I guess is my question because the durational limit is generated by the system, so we trying to. I'm not sure why we're trying to change the date.

McNeace, Meche - ETA CTR 1:05:10

It was a direct.

I think I don't know if they. I mean, so I guess.

For durational limit, once the participant reaches the durational limit and the date is and let's just say for sake of conversation 5/22/25 they have to be exited 5/22/25 unless the grantee has a policy that provides extensions, but if that's not the case.

Durational limit exit is done.

Is they have to be exited.

Burnett, Lauren S - ETA CTR 1:05:42

Michigan, I still have my example up right that for the durational limit that shows.

McNeace, Meche - ETA CTR 1:05:45

OK.

Burnett, Lauren S - ETA CTR 1:05:48

So the durational limit for this participant that we showed, they were exited for 5/16. If you'd go in and try to modify that date to, say, a day after.

McNeace, Meche - ETA CTR 1:05:52

Mm hmm.

Burnett, Lauren S - ETA CTR 1:06:01

You will get an error message that says exit record cannot be saved since the exit date entered exceeds the participants duration limit date of 5/16/2025.

McNeace, Meche - ETA CTR 1:06:12

There you go.

So I'm not sure if that was your actual question, Brenda.

Enos Cheung (Aging) 1:06:16

They're fine, my and I can't find my question.

Wilkins, Patricia A - ETA CTR 1:06:21

Yes, please.

Enos Cheung (Aging) 1:06:24

I am actually asking a follow up question to Brenda's this original question.

So my question is, after the ddurational limit

If we find out that participant has gained employment, then we can still claim the placement credit. We can add it to GPMS, right?

Is there a time limit for us to claim the?

McNeace, Meche - ETA CTR 1:06:43

Yes.

Enos Cheung (Aging) 1:06:47

Payment credit and would it be 3 months or 12 months?

So that is the actual question I ask. Thank you.

McNeace, Meche - ETA CTR 1:06:55

They can claim the employment credit within the performance period. Isn't that what I heard you and Joshua said earlier?

Wilkins, Patricia A - ETA CTR 1:07:03

Yes.

So if he's saying you would, you wouldn't be changing the duration of limit date you that date is still going to be the same as we were showing.

Joshua Wadsworth 1:07:06

That's what.

McNeace, Meche - ETA CTR 1:07:14

No, no, no, no.

He just wants to know if he what.

What is the limit? If they find out this person got employment? And I think Joshua muted himself.

Wilkins, Patricia A - ETA CTR 1:07:21

OK.

Joshua Wadsworth 1:07:23

There there's that's, I think what you're saying is correct.

Wilkins, Patricia A - ETA CTR 1:07:24

Yeah.

Joshua Wadsworth 1:07:26

There's no time limit on adding the placement.

There's some time limits related to the period of performance, so your Q2 employment rate.

Wilkins, Patricia A - ETA CTR 1:07:33

Yeah.

Joshua Wadsworth 1:07:36

Is looking at participants that right, whether they're employed in the second quarter after an exit. So a placement that's three quarters after exit after a participant exited, entering that placement, you wouldn't be eligible for that Q2 employment rate. For that employment, but that would still be potentially eligible for the Q4 employment rate.

And so really it's as much you said it's based on the periods of performance, not any specific date range or limit.

McNeace, Meche - ETA CTR 1:08:01

Yeah.

Joshua Wadsworth 1:08:06

You can always add the placement.
For a for a job that a participant obtained.

Enos Cheung (Aging) 1:08:15

Thank.

McNeace, Meche - ETA CTR 1:08:15

That help. OK. Yes. Thanks, Joshua.

All right, let's see.

Question.

If the host agency has not been an employer previously.

The search will not bring up a result.

So would you walk through the steps to make the host agency an employer so that the search brings up the host agency as an employer, when you do the placement?

Wilkins, Patricia A - ETA CTR 1:08:52

OK, so you could do those one of two ways.

You could do it through manage an organization. You could go.

In.

Through the admin console.

And you could manage an organization in contacts.

And just bring up a host agency, Lauren, that you have in there.

So as you see here you will see that this person is listed

As a not-for-profit, what you would have to do.

Lauren, are they in here as a host agency?

And assess your user.

You can edit it.

McNeace, Meche - ETA CTR 1:10:03

You go to additional details.

Wilkins, Patricia A - ETA CTR 1:10:06

Thank you.

McNeace, Meche - ETA CTR 1:10:06

And you put in the grantee.

Wilkins, Patricia A - ETA CTR 1:10:06

Sorry guys, I drew a blank there when you add.

McNeace, Meche - ETA CTR 1:10:08

Yep, you fill it out there.

Wilkins, Patricia A - ETA CTR 1:10:09

Yeah. Yep.

And then you would have to add them as.

McNeace, Meche - ETA CTR 1:10:15

So put in this.

Wilkins, Patricia A - ETA CTR 1:10:16

Go ahead and put in self-guarantee.

And this is where you could show that there are host agency.

You should be able to do also add new.

And selecting add new is where you would identify them as an employer.

You also could do it at the time that you are entering the placement where when we did the search, if it did not return the organization as an employer you would add

organization instead of selecting an organization you would have that key.
Where you would add an organization and it would bring you back to this page the same page where you could then add that employee.
And add that organization as an employee.
Does that. Does that make sense or was that kind of confusing on that?
So if you do it here through the admin console, you're going to get this page.
And if you do it through the actual record when you're adding a placement and you select add organization, it's still going to bring you to the same page and you would follow those same steps where you would add new and you would add them as an employer.

McNeace, Meche - ETA CTR 1:11:58

Yep.

Wilkins, Patricia A - ETA CTR 1:12:01

OK, that answered for you.

OK, if not let us know.

Thank you, Lauren.

McNeace, Meche - ETA CTR 1:12:15

Alright, I think it is.

That is the last question in the chat, and I've gone up and down to make sure we have missed anybody, but if I did miss somebody, just go ahead and raise your hand.

Or if there are other questions, please feel free to put them in the chat or raise your hand.

And Enock said we didn't forget about you, so stay on.

Let's see.

OK.

So let's have another one. Will I lose the placement credit by deleting the wrong employer or is there a way to edit it?

So I guess when she was putting in the employee the placement information and then she went to go put in the employer and she put in and then she deleted the employer. She would just need to go back in and put the employer back in, right?

Wilkins, Patricia A - ETA CTR 1:13:25

Yeah, she could go back in and modify the information. Yeah.

McNeace, Meche - ETA CTR 1:13:25

Through.

Is there a way to show her?

Wilkins, Patricia A - ETA CTR 1:13:35

Lauren and the system.

Lauren, can you go back to placements?

So if we got a participant that OK, Yep, you can cancel that out.

So for this particular one.

Training and services go back up to the top lawn and we can go on to related actions.

And scroll down, modify edit.

Yeah, bring up the placement.

Go back more.

So open up placement ID.

And select edit.

And then this is going to bring up your placement details and where you have the employer. Yep. Go ahead and delete that.

And then it'll bring you back to where you can go in and update this information.

McNeace, Meche - ETA CTR 1:14:48

Or just put the right employer in there or replace the employer.

Wilkins, Patricia A - ETA CTR 1:14:50

Mm hmm yeah.

Yeah.

McNeace, Meche - ETA CTR 1:15:00

GPMS isn't that restrictive.

It works with ya.

She said great. Thank you.

Wilkins, Patricia A - ETA CTR 1:15:13

OK.

McNeace, Meche - ETA CTR 1:15:16

Alright.

So far, there are no.

There are no additional questions.

It's about 3:56 PM.

We just went slightly over, which is great.

Great questions.

Great questions.

Wilkins, Patricia A - ETA CTR 1:15:35

Yeah. Thank you, guys.

McNeace, Meche - ETA CTR 1:15:38

No, thank you.

So before we go.

We want to say we do have our final training and that training will be on all things reports, reports, reports.

So we will come back together after the upcoming holiday.

So we'll see you all back here on May 28th, 2:00 to 3:30 PM Eastern Time for GPMS training on reports.

So in the meanwhile, we want to just say thank you all for taking the time to come. Join us.

We really appreciate it if you have any questions once you leave here and you're like, oh, I should ask this question, feel free to send that to

SCSEPTechnicalassistance@DOL.gov I think Kevin or somebody.

Put that link in the chat and I want to wish everybody a wonderful upcoming holiday weekend.

I'm sure you all can, you know, use the extra day to rest, rejuvenate and come back and be ready for a report.

But thank you all.

Thank you, Pat, for a great job. Thank you, Lauren.

Wilkins, Patricia A - ETA CTR 1:16:52

Yeah.

McNeace, Meche - ETA CTR 1:16:56

We appreciate you and see you all soon.

Wilkins, Patricia A - ETA CTR 1:16:57

Right.

All right.

Thanks guys.

BJ Peters 1:17:08

Hello.

McNeace, Meche - ETA CTR 1:17:10

You're most welcome, Enock.

I hope you stayed on. Thanks, Joshua.

Kakuuku, Enock (DEED) 1:17:18

Yes, I'm here.

Mauro, Kevin M - ETA CTR stopped transcription