

Transcript for vLive, March 12, 2025

Burnett, Lauren S - ETA CTR 0:05

We kindly ask that you keep your microphones muted throughout today's meeting to ensure a seamless experience for everyone.

Should you have any questions, please don't hesitate to raise your hand or type your question in the chat. So, without further delay office hours are officially open. Back to you, Michi.

McNeace, Meche - ETA CTR 0:23

Thank you, Lauren. Welcome everybody.

Good morning, good afternoon.

It's not evening anywhere that we know of as of now, but welcome to our first virtual office hours for the month of March.

So it's kind of like is it pre spring or not in spring yet, right?

But we're getting there.

So today we are going to start off because we have some release notes that we want to go over with you all.

And then I do believe that the team is going to be able to demonstrate some of those new enhancements or fixed features and things of that nature.

So I'm going to go ahead and get started and pass it over to Pat.

She's going to go through those release notes.

Wilkins, Patricia A - ETA CTR 1:13

All right. All right. Thank you.

Good afternoon, everybody.

Let me share my screen with you guys.

Bear with me one second.

OK. Can you guys see my screen OK?

Barcley, Joyce M - ETA CTR 1:37

Yes, we can.

Wilkins, Patricia A - ETA CTR 1:38

Alright, thank you Joyce.

So this afternoon we have quite a bit to go through. And as Michi mentioned, following the review of these and Joyce, myself and Lauren are going to do a couple of demos for you as well.

So to start with, this is release notes version 3.3. The release date was February 28, 2025.

So on this release 3.3, it addresses new features, enhancements and bug fixes discovered during the previous release.

So, to start with new features.

The system will check the correct urban or rural button on the characteristics page based on the ZIP code and the address field. Users will no longer be able to check this box manually.

On the demographics section, the gender label has been changed to sex. Users with the role of supervisor or higher can now override the eligibility determination when approving a recertification.

I think that came up once in one of our vLives, so that's good that that has been addressed. A help request module is available within GPMS from which users can submit a ticket to the support team for assistance.

Note: Access to this module is currently hidden. This functionality will be initially rolled out to a pilot group, so this is going to replace the need to submit a Zendesk ticket.

In the future, you'll be able to do it and submit it right from within GPMS, so I think that's kind of cool.

The next thing is enhancements.

The program analysts and the grantee administrator now have the same views on the WIPS QPR UI. The label expected end date has been renamed to end date under training and services. Additionally, the label service provider has been changed to provider in the same section.

If a participant is within seven days of their durational limit and is being exited for a reason other than DL, the system will require confirmation of the exit reason, by displaying the following message, participant has only X number of days left in SCSEP. Do you really want to choose this exit reason instead of exiting the participant for durational limit? And then you would provide the and then it's asking you about the durational limit date.

The instruction verbiage and the follow up report has been updated to the following. The report includes the following options program year, and you'll see this by selecting one of the program year values. The report will display all follow-ups who scheduled dates fell within the selected program year.

It will also now show follow up category by selecting one of the listed values.

The report will display only the follow up data from the selected category.

By selecting all the report will display information for all three follow-ups. So generally, it's like 1,2,3 and then you can select all.

So now you'll see all of those categories as well.

Follow up status by selecting one or multiple follow up statuses. The report will display a subset of records based on the selected checkboxes pending follow up on the report when the report run date is between the follow up schedule date and the end of the quarter for reporting over a due follow up when a report run date is between the last day of the quarter for reporting and the relevant follow up expiration date expired. Follow up when the report run date is the last date that a follow up can be completed successful follow up.

When wages or earnings were indicated for the follow up and negative follow up.

When no wages or earnings were indicated for the follow up.

I think this is really great. I know we had some questions a while back asking what was the difference in some of these?

So now you have definitions, and you can make the best selection or the best choice.

The validation on the wage per hour field is now \$35. If a wage is over \$35 is entered, the following message will be displayed. However, even though the message will be displayed, it will not prevent the user from proceeding.

So the “warning a large value was entered for hourly wage, please verify this is correct before proceeding.”

I'm gonna scroll up a little bit here.

Users can now search the optional filters, host agency and enrollment on the Admin Console under manage paid hours screen. The training hourly wages are now being formatted with a dollar sign on the CSA section of the assignment page.

Users can now export the wait list report that is generated from the Admin Console.

Additionally, the waitlist date is being calculated from the eligibility determination date.

Days on the wait list is being calculated from the eligibility determination date. All participants on the grantee subgrantee wait list will appear on this report.

The following fields are removed from other barriers to employment section on the characteristics screen, ex offender.

Low Income status at program entry.

Other significant barrier to employment.

Breaks cannot be added to cases if the exit reason is durational limit. The following message will appear if a user attempts to add or break where the exit reason is durational limit. Since this case was exited due to durational limit, please delete the exit before adding a break.

And this is where we have shown or we've gone through before or after a participant exits the program, maybe there was a break that was missing.

You want to go back in and enter that information.

You cannot do that. If they were exited for durational limit.

When a participant has an OJE assignment service and the user selects no for the

question, did employee provide an OJE training site?

The following message will now be displayed.

Did employee provide an OJE training site?

No, cannot be selected since an OJE assignment service exists, and that's just simply saying, if there's an OJE, there should be an OJE training site for the participant.

The preliminary eligibility date is now a required field.

The job codes and CSA titles are now added to the current exited report. Users can no longer add an open break for exited cases.

So now we'll move into the fixes.

And I told you guys, it's quite a few fixes and enhancements on this report.

The calculations for E2 and E4 in Section B of the QPR are now correct.

Users will no longer receive a system error when generating a follow up report. The donor information has been updated for records that were moved and did not have the donor information populated. Users are now able to approve cases that have a status of pending eligibility approval. the duplicative occurrence of the word program has been removed from the authorization check box on the eligibility page.

The statement is, I hereby certify that the participant is eligible for the senior Community Service Employment Program or SCSEP. It used to read service employment program program so that second program has now been deleted.

Users will no longer receive notifications for cases that are not assigned to them.

Well, hot diggity dang.

And that's good.

I know we had quite a few folks for they were getting that in their my task and then notices.

When the ZIP code is edited, the urban and rural field is now updated correctly.

Users will no longer receive notifications to add an assignment for applicants who are on the waiting list for the pilot program.

The end date is now editable. When the user selects demo on the job training OJT or demo occupational Skills OST on the assignment service screen and the start and end date in this section are the same.

When waiver factors for participants are updated from the Admin Console managed participant waiver factor, the UI will now display a green check mark when a participant exits on their dld for reasons other than durational limit. The dld is now displayed correctly after exit.

The case status will no longer be changed to active when recertifications are edited for exited cases.

The next recertification due date now shows correctly on the participant actions report or the PRA. Users will no longer receive tests relating to physical exam if a date has

been entered for this field. The participants waiver factor now shows the same value for formerly incarcerated on both the UI and in the utility and under known issues, users are able to attach a document or paste the screen in the help request module. Now, as I mentioned, Joyce myself and Lauren will be doing some demos for you guys, but we won't be able to demo things like in fixes because these were maybe sometimes one off or two offs where specific grantees were having this issue, but if you are still having this issue when we get to the Q&A section, feel free if you'd like to share your screen so that we can walk through that and see exactly what's going on.

So that is it for the review of the release notes for version 3.3, so I'm gonna stop sharing my screen. That is, it.

McNeace, Meche - ETA CTR 11:47

Is that all, Pat?

Wilkins, Patricia A - ETA CTR 11:49

That was a lot. Good grief.

McNeace, Meche - ETA CTR 11:53

Alright. Well, thank you for. Thank you for that.

McNeace, Meche - ETA CTR 11:57

And so Joyce did put in the chat where you guys can access the release notes at SCSEP help.

So who is gonna go first and demo what?

Who is that? Who is that?

Wilkins, Patricia A - ETA CTR 12:16

That would be me.

I'm going to share my other screen over here.

I turned my camera off for a sec 'cause I'm gonna be looking sideways and I don't wanna be as usual, looking sideways as you guys.

All right, so the first demo that we're going to do is where the system.

I'm sorry. On the demographics section, the gender label has been changed to sex.

McNeace, Meche - ETA CTR 12:41

We don't see your screen yet.

Wilkins, Patricia A - ETA CTR 12:45

Let's see why not.
I'm trying to stop and reshare.
Let me know if you guys are.

Barcley, Joyce M - ETA CTR 12:53

There we go. We see it.

McNeace, Meche - ETA CTR 12:55

Yep, now we do.

Barcley, Joyce M - ETA CTR 12:55

We see your admin console. Yep.

Wilkins, Patricia A - ETA CTR 12:57

Excellent. OK. So let me go over to the cases tab.

And gonna pick.

OK.

On the intake page and this is for an existing participant. So, I'm just showing you guys where this has been changed in the demographics. So intake and go down to the participant demographics.

I'm going to hit exit.

I mean edit.

I'm sorry.

And you'll see now that it says for the sex, male, female or participant did not self-identify.

All right.

So that's it for that first one and then for the next one, users with the role of Supervisor, Joyce is going to demo that for you guys.

Barcley, Joyce M - ETA CTR 13:59

Thanks Pat.

So we're going to be looking at a supervisor's approval of a recertification where they're going to override what the case manager selected as the eligibility yes or no and let me know when you see my screen.

McNeace, Meche - ETA CTR 14:18

We do.

Barcley, Joyce M - ETA CTR 14:19

Fantastic.

OK.

So I'm logged in as a supervisor and I'm going into my tasks.

And we have somebody for recertification.

We have Thomas Mayou, so we click on that and it brings us to the recertification screen and as always, you go up to approve recertification and we're going to see that the.

Scroll up.

We're going to see that the system says that the participant is not eligible.

However, the case manager said that the person is eligible and the reason that the case manager selected was that the case manager used a 12 month look back instead of the six month that would have made them eligible?

So the supervisor goes through and is re looking at all of the information provided looking at documentation, and turns out that the person is not eligible in this case, so I'm going to say no. The supervisor, the case manager, actually did do a good job and the person is not eligible even with that six month look back or the 12 months look back, they're still not eligible.

So the supervisor says no not eligible.

And the reason is for income. And they're going to be referred to the one stop.

And just in the comment, we're going to just put in a comment that participant income is too high and will be sent the 30 day exit letter.

'Cause you remember? If it's an involuntary termination, they have to get the 30 day termination letter and then we certify that the information is correct and then we submit.

So for whatever reason that the supervisor determines that the case manager's eligibility determination is correct, you see that they actually can be.

They can override that eligibility for the recertification and that is the end of that demonstration.

McNeace, Meche - ETA CTR 16:43

Thanks Joyce.

Who's next?

Oh, hold on a sec.

We have a hand up, maybe that Cindy has a question for you.

Barcley, Joyce M - ETA CTR 16:52

OK.

Go ahead, Cindy.

Cindy L. Lehmann 16:56

A question, a comment just for general knowledge.

In the case of somebody income ineligible at recertification, they do get to continue to train until the termination date.

Barcley, Joyce M - ETA CTR 17:11

Yes, that's why they get the 30-day exit letter, because they have those 30 days to continue in the program until the exit date and then they leave the program.

McNeace, Meche - ETA CTR 17:20

Yep.

Barcley, Joyce M - ETA CTR 17:21

Correct, you are correct.

And it's not even a trivia question.

Wilkins, Patricia A - ETA CTR 17:32

Alright, I am going to demo the next with you guys, so let me share my screen.

Barcley, Joyce M - ETA CTR 17:41

We see Jacqueline.

Wilkins, Patricia A - ETA CTR 17:43

Alright, so the next thing we're going to do, it's also another enhancement and this it's two enhancements. Actually the label expected end date has been renamed to end date under training and services.

So if we go to let me go back to your summary to select assignments and you go to training and services here, you will see that it now has a start date and end date before you would see the expected end date or expected.

Yeah, expected end date.

Now it's just end date is what is being shown.

In the same area under the service provider has been changed to provider.

So if I click on the supported services and I look at the details, see if I can edit this.

Yep.

Let me try this one.

OK.

So it has not been updated in training in this particular area, but if we go into the assignment details itself and I would have to go through and pick her provider so it had this part has not been updated in training and keep in mind guys what we say is sometimes things change in the training site. So, for now if you're looking in production, you should see that it now says just provider instead of service provider.

Alright, so we're gonna move to the next one.

OK. So, on the next one, this is about the follow up reports.

And it reads that the demo reports for program year 2024 have been updated to the following by selected one of the program year values. Program will display all follow-ups. So, let's go to a different case here. Let me do my reset so I can get all my cases.

And I am looking for participant Paris.

I'm gonna search for my participant.

It was just now coming up.

OK.

We're gonna skip.

I'm gonna skip to Lauren's demo, and I'm gonna have to go back in and find another case. Unless.

Lauren or Joyce, if you guys have something that you can pull up, I'm not finding my participant right now.

Barcley, Joyce M - ETA CTR 20:52

Yeah. Why don't you go ahead, Lauren, and do the well actually.

Burnett, Lauren S - ETA CTR 20:58

Yeah

Barcley, Joyce M - ETA CTR 20:59

Yeah, you're going down to breaks.

Wilkins, Patricia A - ETA CTR 21:05

I'm gonna stop sharing.

Lauren, you can take it.

Burnett, Lauren S - ETA CTR 21:13

So.

Are we not doing?

Barcley, Joyce M - ETA CTR 21:22

We're just gonna skip over so Pat can find that participant for that one demo.

So going down to the bottom of the next page, it looks like it's the second bullet from the bottom.

Breaks cannot be added to you know what?

Breaks cannot be added.

Burnett, Lauren S - ETA CTR 21:40

OK.

Barcley, Joyce M - ETA CTR 21:42

Two cases. If the exit reason is duration, let me just read it for you.

Burnett, Lauren S - ETA CTR 21:43

So.

I got it.

I have it pulled up.

Barcley, Joyce M - ETA CTR 21:47

Actually you can.

You can read you can find go ahead.

Burnett, Lauren S - ETA CTR 21:51

I have it pulled up, but thank you. OK, so I'll be doing breaks cannot be added to cases if the exit reason is durational limit the following message will appear. If a user attempts to add a break where the exit reason is durational limit. So let me pull this up for you guys.

And share the correct screen.

OK. Can everyone see my screen?

Barcley, Joyce M - ETA CTR 22:21

We see Joanne Foster.

McNeace, Meche - ETA CTR 22:21

Yep.

Burnett, Lauren S - ETA CTR 22:22

OK.

So we have Joanne Foster here and in her summary you can see that her reason for exit is durational limit.

So now we're going to go to assignments.

And click add break.

And the minute you try to click on that, it says since this case was exited due to durational limit, please delete the exit before adding a break.

So that is working correctly.

You cannot add a break to someone that has been exited for durational limit.

And back to you, Joyce.

Barcley, Joyce M - ETA CTR 23:00

OK. Pat, are you set, or do we need another one? OK, cool.

Wilkins, Patricia A - ETA CTR 23:01

OK.

Yep, nope, I'm good.

I'm good sometimes when you do your own notes and you go back to read them, you are.

You're not.

I'm not reading them correctly, so I'm looking for a participant Harris.

But what it was, it was actually the county of Harris that I should have been looking for.

So any who, for this one it is about.

Wilkins, Patricia A - ETA CTR 23:27

The updates to the follow up statuses for the demo report.

So let me share my screen again with you guys.

You guys seeing my screen?

Barcley, Joyce M - ETA CTR 23:40

We see your report screen.

Wilkins, Patricia A - ETA CTR 23:42

OK.

So this is where we need to be and this is what the reference to the reports and this data that has been updated is referring to under enhancements.

So we're going to go in and we're going to select the grantee, which we're in the training site again.

So there's my grantee.

We're going to select the sub grantee and to let you guys know you have to select at least one sub grantee, but you can select multiple if you want.

So I have selected Harris County, not the participant, here is and I've selected Travis County as the two sub grantees that I want to take a look at.

And when I select search and then we're going to the follow up reports.

And the first thing I'm going to do is select the program year. I'm going to select 2024.

And then in the follow up categories, this is where I mentioned before, you can do 1,2,3 or all.

We're gonna select all.

And once we select all, you will see that all of these statuses are now here, and we read through the different definitions during the review. You'll have a pending follow up, overdue follow up, expired follow up, successful follow up and negative follow up. You are required to make at least one choice you can also here, select them all if you'd like.

And then you select search.

And then it will bring you the summary.

And it also will bring you the results detail and as you know you can export this information into an Excel spreadsheet.

All right, all right.

So the next thing we're going to demo is the validation on the wage per hour field is now \$35. If a wage is over \$35, we should see a message displayed.

So let's go back out to our cases.

So filters and reset of course.

Make sure we're getting everything out.

My participant that I'm gonna be looking at, I already have her open here.

Her name is Deidra Marquette.

So what?

We're going to be looking at let's do it through.

We can do it through related actions or we could do it here.

Let's just choose it here on placements and follow-ups.

And we're gonna select the placement ID.

And since this an existing case, we're going to select edit.

And we're going to go over.

Sorry guys.

Bear with me.

Hours per week.

The wage per hour is, it's in the third column of the blue section.
At the top.

Wilkins, Patricia A - ETA CTR 27:04

Thank you, Joyce. My eyes all over the place. Thank you.

Barcley, Joyce M - ETA CTR 27:05

Sure, I know.

I know the feeling that, believe me.

Wilkins, Patricia A - ETA CTR 27:10

So if I enter say for example, the wages per hour for this participant are 35. Let's just say that.

We should have gotten an error message if it's over 35 and you'll see when I enter 35 it's fine.

If I enter just \$36.

You'll see that we have the warning that comes up. A large value was entered for hourly wage.

Please verify if this information is correct before proceeding. And as we mentioned it won't stop you if this is accurate from entering that information.

It's just a warning to make sure you know that. That's a very large sum that's there.

OK.

So I'm gonna cancel 'cause. I don't wanna leave that in there for her.

OK.

So the next thing that we're going to demo is users can now search using the optional fields host agency and enrollment on the admin console. When we look at the manage paid hours.

So we're going to select manage paid hours.

As always, the required fields, you'll see an asterisk.

Sub grantee is not a required field but program year is a required field.

So we gonna select that and you'll see the optional filters line here.

When you click on that, you will now see that you have the host agency information.

You also have enrollment information here as well that you can populate and then you can sort and select on these as well.

And the next one, we're going to show is the training hour weight.

Hourly wages are now being formatted with a dollar sign on the CSA section of the assignment page.

So let's just go back to one of the open cases.

Go to Jacqueline.

And we're going to go to the assignments.

I never closed this one out, OK.

So we've got the assignments here.

And what is that? The supervisors wages per hour field now you can.

A dollar sign is being added to that, so let's go in here.

I'm gonna be in the edit mode and this is all under the assignment details and one thing to point out, this is speaking of the supervisor, again their wages.

You'll notice that if I have this as a federal funding source, you're not going to enter any type of supervisor hours and you won't see that field.

However, if you select nonfederal, that is when the supervisors wages per hour field will be displayed and this is where you can enter their information.

I'm just gonna type in the 38 and you'll see that the dollar sign now displays for the supervisor.

Alright.

And again, I'm gonna cancel out of that.

Barcley, Joyce M - ETA CTR 30:20

OK, we've got. Let's see.

So Rita is asking why do we need this information?

Wilkins, Patricia A - ETA CTR 30:30

Which information are we talking about, the supervisor hours?

Barcley, Joyce M - ETA CTR 30:33

I believe so.

Wilkins, Patricia A - ETA CTR 30:35

You would need this information for OK.

Barcley, Joyce M - ETA CTR 30:36

Yes, she says yes.

Wilkins, Patricia A - ETA CTR 30:38

You would need this information for in kind.

And again, that's why it's showing it for the nonfederal because that's the information that you would use for your in-kind information, not federal wages.

You got.

McNeace, Meche - ETA CTR 30:53

And let me jump in here that since GPMS was developed, I mean that was something that was not collected. You guys collected on your own for in kind match through your payroll and however you collect, you know your supervisory hours.

But since the development of GPMS, they built this into the system.

So it's not for them to review your in kind stuff or your hours or what you put in, but they thought it would be helpful for you all.

Just wanted to clarify that.

Wilkins, Patricia A - ETA CTR 31:27

Thank you.

McNeace, Meche - ETA CTR 31:29

You're welcome.

Barcley, Joyce M - ETA CTR 31:31

We do have Olga with her hand raised.

Olga, would you like to unmute?

Wilkins, Patricia A - ETA CTR 31:34

OK.

Yulikova, Olga (ELD) 31:38

Yes, thank you. Couple questions about that.

There was a code for workers comp.

As one of the.

Yeah, right there on the left.

Like what's that comp code?

What is that?

Wilkins, Patricia A - ETA CTR 32:01

So those are the worker comp codes that you have to enter for your workers comp insurance or your workers comp, I'm not sure exactly.

Maybe Joyce and Michi, you know, if there's anything in like the financial reports or data where this information is needed or is this just simply for the users information?

McNeace, Meche - ETA CTR 32:26

It's again for the user's information. I think there was request at the time earlier on where you users were asking for workers comp codes.

Is that where it is?

Where is that?

Can you, so the workers comp code at host agency?

Barcley, Joyce M - ETA CTR 32:40

Yeah, that's yeah.

Wilkins, Patricia A - ETA CTR 32:40

Right here.

McNeace, Meche - ETA CTR 32:44

So.

Barcley, Joyce M - ETA CTR 32:47

That's yeah.

McNeace, Meche - ETA CTR 32:47

But is that something? Is it working?

Barcley, Joyce M - ETA CTR 32:51

It's an optional field.

Wilkins, Patricia A - ETA CTR 32:52

Something. Yeah, it's not a required field.

Barcley, Joyce M - ETA CTR 32:53

Yeah, it's an optional field.

McNeace, Meche - ETA CTR 32:56

So.

Yulikova, Olga (ELD) 32:57

OK.

Barcley, Joyce M - ETA CTR 32:59

And they can't make that.

Yulikova, Olga (ELD) 33:00

Yeah, I guess.

McNeace, Meche - ETA CTR 33:00

So if you try to go put in there, if you try to put in a code Pat, does it take up? Yeah.

Barcley, Joyce M - ETA CTR 33:03

And.

McNeace, Meche - ETA CTR 33:10

There you go.

Barcley, Joyce M - ETA CTR 33:10

And they can't make it a drop down because the codes vary by state.

So it's yeah.

Yulikova, Olga (ELD) 33:16

Oh wow.

Barcley, Joyce M - ETA CTR 33:18

So that's why you have to. If you know your workers comp codes for your workers comp insurance, you would enter the codes there if you needed to.

I mean, a lot of places don't need it, so that's why it's optional.

Yulikova, Olga (ELD) 33:26

Gotcha.

McNeace, Meche - ETA CTR 33:28

And it's about.

And the code isn't all beyond just status.

It's also connected to the position, the work, the training, the titles.

Yulikova, Olga (ELD) 33:36

The position. Yeah, right. Right, exactly.

McNeace, Meche - ETA CTR 33:39

Yeah, so it's all over the place.

Barcley, Joyce M - ETA CTR 33:39

Yep.

Yulikova, Olga (ELD) 33:41

All right.

McNeace, Meche - ETA CTR 33:42

So if you want to use it, you can use it as there.

And before anybody asks, there is not a report for that.

All right, just letting you know.

Yulikova, Olga (ELD) 33:59

Can I ask you additional question about the supervisor's wage hours, et cetera for the in-kind contribution?

So GPMS, is there a report you can pull out of GPMS that will calculate that.

McNeace, Meche - ETA CTR 34:18

No.

Yulikova, Olga (ELD) 34:20

Can you show please where that report is?

McNeace, Meche - ETA CTR 34:24

No, there's no report for that.

Barcley, Joyce M - ETA CTR 34:24

There is no report.

Yulikova, Olga (ELD) 34:26

Oh no, there is no report.

Ah, interesting.

Barcley, Joyce M - ETA CTR 34:33

You're good, Olga?

Yulikova, Olga (ELD) 34:36

I'm good.

Yeah. Thanks.

Barcley, Joyce M - ETA CTR 34:37

OK, great. 'Cause, we have some questions from Joie.

Wilkins, Patricia A - ETA CTR 34:41

Thanks, Olga.

McNeace, Meche - ETA CTR 34:42

We didn't give her the answer she wants.

She's like, yeah, whatever.

Barcley, Joyce M - ETA CTR 34:45

I know. Oh.

We know.

We know the feeling, Olga. You're not alone.

So Joie is.

Yulikova, Olga (ELD) 34:51

Oh, I know I'm not alone.

Barcley, Joyce M - ETA CTR 34:56

So Joie is asking, does the 30 days apply to cases where the participant isn't eligible for the past six to eight months or more, but did not inform us?

So you're talking about the recertification where they're over income and you're giving them the 30 days, so you give them the 30 days when you find out their over income. So, it doesn't matter when you find. When they became over income, it's when you learn that they're over income that the 30 days applies, so there's nothing you can do about going back in time to change it.

So yeah, I hope that answers your question, Joie.

Joie Bentrez 35:34

Yes, thank you.

Barcley, Joyce M - ETA CTR 35:35

Super.

Joie Bentrez 35:37

Oh, and where's the written rule for that?

Because some people in our team misunderstand that and I need to show them like this is really the rules.

McNeace, Meche - ETA CTR 35:54

The written rule for 30-day letter for.

Joie Bentrez 35:56

That 30 days for those who are found ineligible at due to incomes.

McNeace, Meche - ETA CTR 36:04

OK.

So it isn't.

It is in your final rule the 20 CFR.

Joie Bentrez 36:06

Is it?

McNeace, Meche - ETA CTR 36:12

Let me, so it is in there, but let me put which citation that covers in the chat for you, OK.

I will pull that up and we'll get it to them.

Barcley, Joyce M - ETA CTR 36:28

OK.

Great. Thanks, Michi.

Joie Bentrez 36:30

Thanks.

McNeace, Meche - ETA CTR 36:30

You're welcome.

Barcley, Joyce M - ETA CTR 36:32

Joie, you're all set?

Joie Bentrez 36:34

Yes, thank you.

Barcley, Joyce M - ETA CTR 36:35

Good, great.

You're welcome. Now Rita's asking.

Have they fixed the job code errors. Many of our job codes changed themselves, but we need to use this for paying workers comp.

A report would be welcome, as this work all needs to be done for workers compensation insurance.

I know that we had talked about that last time that codes job codes had been changing and kind of going into the M category.

And I know folks were going to be sending in Zendesk tickets. If you have sent in a ticket, have you had a response to that?

Did anybody send in a Zendesk ticket or is that something that needs to be done with a screenshot?

OK.

Let's see.

Michi, you put in the citation for the over income requirement.

McNeace, Meche - ETA CTR 37:42

Reasons that anybody can terminate a participant, and that's one of them.

So if you go to that citation, you'll see all of the reasons, and that'll it'll show you that.

Barcley, Joyce M - ETA CTR 37:53

Going back to Rita's question about the workers comp codes they sent in a ticket, and they haven't received a response other than they're letting the developer know which is good. I mean it's not. They're aware of it, which is great.

So you know that it's at least on their radar, if you haven't heard back from them in a while, you can re forward that same ticket.

Don't create a new ticket.

Re forward that same ticket back to the e-mail address from which it came.

And just ask them for a status update.

That's the best way you can keep track of making sure that they're still working on it.

I wish I had a better answer for you, Rita.

OK.

Great. OK, Pat, you're back on.

Wilkins, Patricia A - ETA CTR 38:44

Alrighty.

So the next thing I'm gonna demo is about the wait list.

You can now run from the Admin Console. When you select the participant wait list.

And again you have to select a grantee.

A sub grantee is not required when you hit search, you'll see the list of all of your participants or applicants that are on the wait list for this particular grant.

Again, if you want to narrow it down to sub grantee you can do that. What this is doing now it is calculating the eligibility determination date and the days on the wait list.

So you'll see the dates on the wait list, and you'll see the date that the enrollment date for this wait list.

The eligibility determination date.

I'm sorry. Not enrollment date, the eligibility determination date will be here and once you export the report you can verify that this information is accurate.

Can you guys see the Excel report?

Barcley, Joyce M - ETA CTR 39:50

Yes. Yep.

Wilkins, Patricia A - ETA CTR 39:52

OK. So you'll see that on here it'll have the wait listed date and the days on the wait list, and I'm gonna minimize this and we'll look at it from here and you'll see that these dates will match up.

So we've got.

The case ID of 107.

Let's go with the participant ID of CMSO and the last four digits are 6860.

So if you're looking at 6860 here, you'll see that the dates are lining up the 4/17/2023 is there. And that's also here in the system.

So that's the latest update on the weightless information.

The next thing I'm gonna show you guys, I'm just gonna.

Barcley, Joyce M - ETA CTR 40:34

Before you go, Cindy's asking can you remove them if they drop off the wait list?

I presume she means. Can you remove them from the wait list if they drop off?

Wilkins, Patricia A - ETA CTR 40:49

So once let me move this over.

Let's say we select this case ID.
Generally, the way that you're.

McNeace, Meche - ETA CTR 40:59

So I guess the question is if they're on the wait list and you know they're not coming back, can you delete that?

Wilkins, Patricia A - ETA CTR 41:08

You would have to submit a ticket. You can't.

A user cannot delete a participant from GPMS, so you would have to submit a Zendesk ticket. I thought it also was referring to. If you enroll them.

McNeace, Meche - ETA CTR 41:22

How about withdrawal?

Wilkins, Patricia A - ETA CTR 41:25

Same thing if you withdraw someone.

The only way these statuses change are two different ways.

One if they end up enrolling the participant, then they're no longer going to be withdrawn or on the wait list.

If the applicant decides that they no longer want to be in the program and you submit a withdrawal, you still cannot delete that participant.

They will still remain as withdrawn unless you go through Zendesk and I don't even think then it will withdraw.

McNeace, Meche - ETA CTR 41:52

So I think the question is I think you.

Yeah, I think you're answering the question.

So if they're on the wait list and they're not going and they're leaving, they're not gonna. They're no longer interested.

The user can withdraw them so they're no longer on the wait list, correct?

Wilkins, Patricia A - ETA CTR 42:10

Correct. Was that the question?

McNeace, Meche - ETA CTR 42:12

See.

Can the user withdraw them if they are on the wait list?

Wilkins, Patricia A - ETA CTR 42:15

Yeah.

McNeace, Meche - ETA CTR 42:18

Can they be withdrawn?

Barcley, Joyce M - ETA CTR 42:19

She said.

Can you remove them if they drop off the waitress? Great.

McNeace, Meche - ETA CTR 42:23

Yeah, we're gonna. We're gonna cover the answer in a different way.

So if somebody is on a wait list, they can be withdrawn, correct?

Wilkins, Patricia A - ETA CTR 42:34

As long as they're not active and they wouldn't be active if on the wait list.

So yeah, let's see if we can do it though.

McNeace, Meche - ETA CTR 42:40

Yes, thank you.

Wilkins, Patricia A - ETA CTR 42:42

I am going to go.

You're already eligible.

Go to related actions and here you can withdraw the case from here.

And you'll always get that confirmation. Are you sure you want to cancel this case?

Which in this case it is withdrawing, but again it's not removing them from GPMS.

It's just gonna, GPMS is gonna give them a different status.

So if I say yes cancel case.

And go back to their summary and we'll see that their status is now withdrawn.

McNeace, Meche - ETA CTR 43:23

So that is what you can do if an applicant is on the wait list and they no longer want to participate.

So if you want to take them off the wait list, you would need to withdraw them.

Barcley, Joyce M - ETA CTR 43:37

And he got a thumbs up for that.

McNeace, Meche - ETA CTR 43:37

OK, cool beans.

Wilkins, Patricia A - ETA CTR 43:39

OK.

All right.

Thank you.

Barcley, Joyce M - ETA CTR 43:40

But before you leave, before you leave that Pat, Lamont's asking where did you get the wait list from?

Wilkins, Patricia A - ETA CTR 43:41

I was reading that totally different but thank you.

McNeace, Meche - ETA CTR 43:43

Thank you.

Barcley, Joyce M - ETA CTR 43:48

How'd you pull that up? The wait list report.

Wilkins, Patricia A - ETA CTR 43:52

So you can do this from the admin console.

You go to the participant wait list and right now I am logged in as a grantee administrator.

So if you're logged in as a case manager or case supervisor, you should still see the participant wait list, you just won't have as many buttons on your screen as a grantee administrator does.

So if I select participant wait list again, you must select a grantee, selecting a sub.

Is this optional?

Optional. But if you have a lot of Subs and you want to narrow it down, I would really suggest that you use the sub grantee, you select search and it will give you your list of participants for this grantee that are on the wait list.

And you can export it and then you will get the report information here or you can

download it.

And hopefully it pops up and there's your wait list report.

Barcley, Joyce M - ETA CTR 44:55

Cool.

Wilkins, Patricia A - ETA CTR 44:56

Alright.

Barcley, Joyce M - ETA CTR 44:58

So Cindy continued and said so they got a job or no longer wish to participate.

Do you withdraw the applicant?

Wilkins, Patricia A - ETA CTR 45:05

As long as they are not active, once they become active on the program, you can no longer withdraw them.

You would have to exit them from the program.

So if you've assigned them somewhere, then you will not be able to use the withdrawal.

The withdrawal is only for applicants really who have applied but are eligible but change their mind and it has to be that the applicant has changed their mind and they no longer want to move forward in the program.

Then you can withdraw.

Barcley, Joyce M - ETA CTR 45:38

Super.

Wilkins, Patricia A - ETA CTR 45:41

Cool.

Barcley, Joyce M - ETA CTR 45:43

So the next question is from, and I apologize if I mess up your name from Rukiyah

How long after being placed on the wait list are the documents that the participant signed considered valid?

Wilkins, Patricia A - ETA CTR 45:58

I'm gonna toss. Yeah. Toss that to Michi.

McNeace, Meche - ETA CTR 45:58

Good question.

We go into debate about this all the time and matter of fact, we talked about this yesterday.

Wasn't there something that brought up that discussion about I gave you a scenario if they are on the wait list 35 days. Was there something in the release notes that spoke to wait listing?

Wilkins, Patricia A - ETA CTR 46:06

Yeah.

Barcley, Joyce M - ETA CTR 46:07

Yep.

No.

McNeace, Meche - ETA CTR 46:19

No. OK, so.

Wilkins, Patricia A - ETA CTR 46:19

No.

Barcley, Joyce M - ETA CTR 46:20

We were just talking in general, yeah.

McNeace, Meche - ETA CTR 46:22

OK.

So there's no policy or written rule.

But however you know if you want to put in a suggested practice is that my suggestion was that if they're still on the wait list past 30 days, we advise that or I advise that you recheck the income because the income could have changed in the last 30 days in the scenario I gave, as if you only calculate it at the beginning of a month there so.

30 or some income for the month.

So you went back, you know, the look back period and let's just say for March, they came in on March 2nd.

So you went back from March 2nd and you did the look back period which covered 2 days of March, all of February and so on and so forth.

But they're on the wait list, and it's past March. So now we're looking at April 2nd.

They've got income that was earned.

The full month of March that you need to include that you did not include initially.

So that would be the best practice that we would, I would highly suggest that you do.
Finally, somebody agreed with me and said that made sense.
Thank you for that.

Wilkins, Patricia A - ETA CTR 47:44

Yeah, that was a debate yesterday.

McNeace, Meche - ETA CTR 47:47

I don't even know why it was a debate, but yes.

Wilkins, Patricia A - ETA CTR 47:47

You know.

We won't rehash that debate.

But I will say sometimes.

McNeace, Meche - ETA CTR 47:54

No, because I got back up now. Pat. I've got back up and proof.

Thank you.

Wilkins, Patricia A - ETA CTR 48:01

Sometimes a grantee may have some internal policies also as to how they handle that.

So follow your best practice and your internal policies, and Michi is really happy about that right now.

McNeace, Meche - ETA CTR 48:15

So don't try to add a little twist to it. Pat. Move on.

Wilkins, Patricia A - ETA CTR 48:16

All right.

Burnett, Lauren S - ETA CTR 48:23

I'll do the next one for you to give you a mini break.

McNeace, Meche - ETA CTR 48:25

Yes, please.

Lauren, please do the next one for us.

Wilkins, Patricia A - ETA CTR 48:30

Go for it. Thank you.

Burnett, Lauren S - ETA CTR 48:32

So the next one is the following fields are removed from the other barriers to employment section on the characteristics screen.

I will steal the screen from you, Patty.

Can everyone see my screen?

Barcley, Joyce M - ETA CTR 48:48

Yes.

Burnett, Lauren S - ETA CTR 48:50

OK, so I have Warren Bradshire here and I go to his characteristics and scroll all the way down. You see other barriers to employment.

So right now all that's left is greatest social need, participant characteristics comments, family income at or below 100% of poverty level and displaced homemaker.

So the ones that have been removed are ex offender, low income status at program entry and other significant barrier to employment.

All right, back to you, Patty.

Wilkins, Patricia A - ETA CTR 49:31

Thank you. Lauren.

Actually, is back to you, 'cause, you have the next demo as assigned to you.

Burnett, Lauren S - ETA CTR 49:37

Oh no, I did that one.

When you were a.

Barcley, Joyce M - ETA CTR 49:39

She did it while you were looking, yeah.

Burnett, Lauren S - ETA CTR 49:41

Yeah.

Wilkins, Patricia A - ETA CTR 49:41

OK.

All right, let's do this final one.

The final one.

Is when a participant has an OJE assignment service, and the user selects no for the question. Did employer provide an OJE training site?

The following message will appear, and I'll show you guys how that all works.

Let me share my screen again with you guys.

Are you guys seeing my screen?

Barcley, Joyce M - ETA CTR 50:13

Yes, we are.

McNeace, Meche - ETA CTR 50:13

Yeah, there is.

Wilkins, Patricia A - ETA CTR 50:14

Alrighty, I am going to go back out to cases.

I'm gonna hit reset, get all my cases back in here.

There they are.

I'm gonna select the participant that I wanna work with.

And hopefully she's gonna be in my cases. And there she is.

So here's Camilla. She is active.

Let's go into her assignments.

And they said edit them.

Sorry, from there we're gonna not edit.

We're gonna go to training and services.

And under training and services.

We will see.

It should have been education here, but we'll add 1.

Let's add an assignment service and we'll be able to demonstrate this better.

So assignment service the details open up.

We're going to pick a category, education and training and when you pick that category and you go over here and you select type, you'll see the on the job experience as listed here.

Wages paid by OJE.

We're gonna put both at the grantee and the service provider providing these wages, the next required field that we're gonna see here is the percentage that's paid. We're gonna put each pay 50%.

And training services completed. We're gonna say yes.

Third date. We're gonna go here.

Let's put.

And you'll notice that expected end date is a required field and we had a discussion in our training meeting about this yesterday as well.

Why is expected end date a required field and the consensus was because it's an OJE.

There is an established timeline of how long this OJE should last, so you should have an expected end date.

I'm gonna put like, this was a two week OJE which is not typical.

But we're gonna put that for now.

The actual end date you can go back and you can update that information once you have it, but I'm gonna put.

Let's just keep them the same.

So it's a one day service, no.

So now we've got to go through here and do the required information.

Or maybe I can say that I won't have to do that.

Hold on guys.

Nope. I gotta put the number of hours 30.

30.

And then say then close.

So now we will see under our training and services that we have the OJE. So, we're gonna edit.

And this is where we should see.

Bear with me guys, I apologize.

Joyce or Lauren?

Barcley, Joyce M - ETA CTR 53:58

What are you looking for?

Wilkins, Patricia A - ETA CTR 54:00

I'm looking for the OJE assignment service.

Did the employer provide an OJE training site?

Barcley, Joyce M - ETA CTR 54:06

That would be for your exit.

If you're exiting for a placement, it asks you if the employer, sorry if the host agency provided.

Wilkins, Patricia A - ETA CTR 54:15

Yeah.

No, you're right. Thank you.

Barcley, Joyce M - ETA CTR 54:20

Yeah, sure.

Wilkins, Patricia A - ETA CTR 54:21

Thank you.

Thank you.

Thank you.

So you got to go in to add an exit.

We'll do the 30-day termination.

Just gotta go to January since it should have been 30 days before. That's gonna be kind of odd, yeah.

Barcley, Joyce M - ETA CTR 54:35

Well, it's only for employment, Pat. So, you don't need a termination letter.

Wilkins, Patricia A - ETA CTR 54:45

But if I'm going through here, maybe you can pick this up because I'm not following them where we're going to find us.

Yesterday I thought we found it in the details, but if one of you guys can assist me, I would appreciate it.

Barcley, Joyce M - ETA CTR 54:58

Yeah, if you do the category of exit, is unsubsidized employment.

Wilkins, Patricia A - ETA CTR 55:04

Mm hmm.

Barcley, Joyce M - ETA CTR 55:06

And then you just put in the unsubsidized employment.

And then you have to.

You have to add the placement. That's where it is.

Wilkins, Patricia A - ETA CTR 55:19

Thank you.

Wilkins, Patricia A - ETA CTR 55:23

Mm hmm.

Barcley, Joyce M - ETA CTR 55:24

There you go.

Wilkins, Patricia A - ETA CTR 55:28

Whoops.

Assignments for this participant are still ongoing.

After the exit, they provided. OK oops.

The assignment date.

There's an assignment in date that's in here.

I'm not sure why we're getting that error because.

Barcley, Joyce M - ETA CTR 55:59

Maybe the end date was after 3/3/2025 because.

Cindy L. Lehmann 56:00

Oh.

Wilkins, Patricia A - ETA CTR 56:05

That's OK.

I'll try that, but it's saying that there was a.

Still going on. OK, let's try.

Hmm.

Let's try 3/27.

It can't be in the future.

Barcley, Joyce M - ETA CTR 56:32

Yeah. So, make it today's date.

Make it today's date.

Wilkins, Patricia A - ETA CTR 56:38

OK.

Thank you.

Alright, so I apologize guys. I thought I had picked a participant that we already had all the placement and all that information in there, but we did not.

So thank you, Joyce, for that assistance.

So this is where you will see that field an employee provides an OJE training site, and this is where you will say yes or no. If you enter no, you'll get that error message that no cannot be selected since an OJE assignment service excess. This is where you are gonna have to say yes.

It's because if they're in an OJE, there should be a training site.

All right, so I'm not going to add that appointment placement.

I just wanted to show you guys where that info is.

Barcley, Joyce M - ETA CTR 57:32

Super and before you go away, though, Kathy's asking. Do we know why they removed those characteristic fields?

Wilkins, Patricia A - ETA CTR 57:32

And that, go ahead.

Barcley, Joyce M - ETA CTR 57:40

And I believe she's referring to the ex-offender, low-income status and other significant barriers to employment, she says.

I do know they were not included in SPARQ previously, so they were newish but just curious.

Wilkins, Patricia A - ETA CTR 57:56

I don't know.

I don't know if you guys have any more Intel, but I just know that it came up on the release note and maybe in a meeting that those fields were going to be removed.

McNeace, Meche - ETA CTR 58:07

If ex-offender was removed, it could be because we have the formally incarcerated, so they were being asked.

Barcley, Joyce M - ETA CTR 58:13

Hmm.

McNeace, Meche - ETA CTR 58:13

It was duplicative.

You know they're the same.

So that could be the reason for that one.

Wilkins, Patricia A - ETA CTR 58:17

Mm hmm.

Mm hmm.

Barcley, Joyce M - ETA CTR 58:22

Any idea about the other two?

I don't know any for low-income status, low-income status at program entry and other significant barrier to employment.

McNeace, Meche - ETA CTR 58:25

What was the other two?

Yeah, well, maybe low income at program entry.

I've always wondered why we were asking that question.

Because they are 125% below poverty as low income.

So maybe that's another area that they felt was redundant.

Barcley, Joyce M - ETA CTR 58:49

That makes sense.

And how about any idea about other significant barrier to employment?

McNeace, Meche - ETA CTR 58:55

That I don't have it. I don't have it now.

I don't know.

Barcley, Joyce M - ETA CTR 59:00

I don't know.

Kathy Eichhorst 59:01

If I can just speak to that ex-offender though, I may have an ex-offender who doesn't fall under formerly incarcerated 'cause.

Barcley, Joyce M - ETA CTR 59:02

How we?

Kathy Eichhorst 59:10

It hasn't been within the last five years at enrollment, so.

I'm just saying it's nice to have that information on there because that can significantly

affect somebody's ability to get employment just because of that kind of a background. So it was just interesting to me that they would add it and then take it away. But you know it's just one less thing I guess I got to check but.

McNeace, Meche - ETA CTR 59:43

Yeah.

Unless they're saying that the former incarcerated overrides the ex-offender.

So we you know what?

You know what? We'll ask.

We'll just ask so that we are not sitting here guessing.

So we shall ask.

Barcley, Joyce M - ETA CTR 1:00:06

And we also have Cindy's hand is also raised.

Wilkins, Patricia A - ETA CTR 1:00:07

OK.

Barcley, Joyce M - ETA CTR 1:00:10

So go ahead, Cindy.

Cindy L. Lehmann 1:00:14

Maybe I missed this tidbit.

But the process that we have used in the past with OJE is we put the participant on leave from their current assignment.

So now we're replacing that with, indicating that they have a training through OJE, right?

So we will end the assignment and put the OJE in as you just demonstrated.

Wilkins, Patricia A - ETA CTR 1:00:48

That's correct.

But we didn't have to end the assignment for the OJE.

We had to end the assignment at the end when we did an exit is where we went through at the end and the placement part.

But let me go back through those.

Hold on guys.

We'll walk through it again.

Cindy L. Lehmann 1:01:08

So what I'm saying is formerly what we did when somebody went out to OJE is we placed them on a leave of absence from their current.

Wilkins, Patricia A - ETA CTR 1:01:11

Mm hmm.

Cindy L. Lehmann 1:01:18

Training assignment.

And then at the end, if the OJE was successful, then we put it in as a placement.

Maybe I wasn't doing that correctly, but.

Cindy L. Lehmann 1:01:31

That's how we proceeded.

So of course you'd have a note there saying this person is on leave while they participate in OJE.

But now we're gonna end date their current training assignment and put the OJE in as the assignment.

Wilkins, Patricia A - ETA CTR 1:01:41

Yeah.

Put them on the OJE.

Cindy L. Lehmann 1:01:49

It.

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

Correct. That's their training, correct.

Cindy L. Lehmann 1:01:50

Right.

Wilkins, Patricia A - ETA CTR 1:01:52

Yep you would.

Cindy L. Lehmann 1:01:53

OK.

Wilkins, Patricia A - ETA CTR 1:01:53

Yep, no break.

Just put them right into the OJE, the training and services under that is where you would find the OJE.

That makes sense. Is that clear?

Cindy L. Lehmann 1:02:10

Yep.

I think I'm gonna have to do some retraining with my team, but yes, it is clear.

Wilkins, Patricia A - ETA CTR 1:02:20

OK.

Well, let us know if we can assist in any way.

Barcley, Joyce M - ETA CTR 1:02:27

Great.

Wilkins, Patricia A - ETA CTR 1:02:27

OK.

Barcley, Joyce M - ETA CTR 1:02:29

And there was a question from Olga, which Michi responded.

So they're gonna touch base on that offline. And with that, I don't see any more questions or comments unless I'm oops.

Wilkins, Patricia A - ETA CTR 1:02:35

OK.

Yep, there's Kathy.

Barcley, Joyce M - ETA CTR 1:02:41

There's Kathy.

Go ahead, Kathy.

Kathy Eichhorst 1:02:44

I noticed something the other day when I was in GPMS and forgive me, I may have missed a meeting where this was discussed, but if you go into an individual's assignment and you hit add assignment service.

So if you're going in through there to do a supportive service, there is now an asterisk two new things that says percent support service paid by grantee and total paid by

provision of training.

Well, I guess that I'm sorry the support service pay by grantee has an asterisk.

What? What is that?

I don't.

They're just.

I'm not sure I understand what they're wanting.

There.

Wilkins, Patricia A - ETA CTR 1:03:32

So I'm gonna share my screen again.

That should only be coming up that percentage paid and that information if you're doing an OJE.

What do we have here?

Camilla again. OK, so.

Oops. Oops. Oops.

OK.

So if you're just going in and you're just adding a regular assignment, a new assignment is that where you're saying it.

Kathy Eichhorst 1:04:06

No. If you go to add a service under an assignment, yeah, that.

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

Yes.

Yeah. OK.

Kathy Eichhorst 1:04:15

Yeah, so at the top where it says add assignment service.

Wilkins, Patricia A - ETA CTR 1:04:20

Yeah, it's the same as here, But yeah, OK.

Kathy Eichhorst 1:04:21

Yeah, if you click, yeah.

Wilkins, Patricia A - ETA CTR 1:04:26

So that should only come up so if you have supportive services.

Kathy Eichhorst 1:04:26

And it.

Wilkins, Patricia A - ETA CTR 1:04:32

You're not going to see that.

Oh, you do see it now, you are correct.

Kathy Eichhorst 1:04:36

Yeah.

Wilkins, Patricia A - ETA CTR 1:04:39

Huh.

OK.

This might be something that we have to take back because not all supportive services are going to be services that are being paid for.

Kathy Eichhorst 1:04:51

I mean I can put in a 0.

You know if that's what I'm assuming that's what I'm gonna have to do right now because it won't let me save.

I'm gonna guess if I don't put something in there.

Wilkins, Patricia A - ETA CTR 1:05:05

Yeah.

McNeace, Meche - ETA CTR 1:05:06

I don't think you can use the percent. Just put in zero.

Let's see what happens.

Wilkins, Patricia A - ETA CTR 1:05:10

So we did zero, it was giving us an error. So, you have to put in the percent sign.

Kathy Eichhorst 1:05:14

Yeah, it wants the percentage sign.

McNeace, Meche - ETA CTR 1:05:17

Oh, OK, put in 00 percent.

Kathy Eichhorst 1:05:19

Which is also odd.

McNeace, Meche - ETA CTR 1:05:22

Isn't it though?

Wilkins, Patricia A - ETA CTR 1:05:25

Oh yeah, this should only be coming up, you know, for things that are being paid for and again we know they're not all supportive services, you're actually paying out a dollar amount.

McNeace, Meche - ETA CTR 1:05:36

So where does it?

Wilkins, Patricia A - ETA CTR 1:05:37

So.

McNeace, Meche - ETA CTR 1:05:37

Where does it?

How does that get triggered?

Where is it that shows that?

The grantee is paying for the supportive services.

Wilkins, Patricia A - ETA CTR 1:05:46

You select a, let's just take it here for now.

So you select supportive services here.

And then you know you have to pick the type.

So even if you say food assistance, no matter what's selected, you're going, this field is now required.

McNeace, Meche - ETA CTR 1:05:58

Mm hmm.

Yeah. So, I know that.

But so when you said it should only populate if the grantee is paying for it.

But I'm asking is that there's nothing in the system that would trigger that to say the grantee is paying for it.

That would trigger what you just said.

So it's just kind of.

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

No.

McNeace, Meche - ETA CTR 1:06:24

Generic, if you will.

So they want to know the.

Kathy Eichhorst 1:06:26

And I think I've noticed, if you like, let's say you're adding an updated assessment, IEP date and you put that in there and there's the radio button, it was a supportive service provided, and I believe if you check yes, and it takes.

Wilkins, Patricia A - ETA CTR 1:06:26

Yeah.

Kathy Eichhorst 1:06:46

You to the supportive services screen at that point.

Wilkins, Patricia A - ETA CTR 1:06:49

Right.

Kathy Eichhorst 1:06:50

It doesn't pull up this percentage paid by grantee if I remember correctly.

Wilkins, Patricia A - ETA CTR 1:06:58

Let's check it out.

Kathy Eichhorst 1:06:59

Yeah.

So like if you can add an assessment date for that person.

Wilkins, Patricia A - ETA CTR 1:07:13

Yeah, this one I'm gonna have to pick another one because they've already exited.

So that's OK.

Here we go.

This person is active, so we will go into the required actions and assessment and reassessment and we'll add a new one.

Today's date.

And it's here when you select supportive services needed.

Kathy Eichhorst 1:07:35

Yeah, right.

Wilkins, Patricia A - ETA CTR 1:07:48

Even though IEP is not required, we always say best practices. If you're doing an assessment, you should be doing IEP as well.

So when you say that, and it goes out into this screen.

Kathy Eichhorst 1:08:01

Right, so now it's.

I don't think it's going to ask you for that.

Wilkins, Patricia A - ETA CTR 1:08:03

We pick.

Doesn't appear, that it is interesting.

Kathy Eichhorst 1:08:09

Yeah.

Wilkins, Patricia A - ETA CTR 1:08:10

OK.

We definitely should make note of that.

Thank you for that.

Kathy Eichhorst 1:08:14

Sure. Thanks.

Wilkins, Patricia A - ETA CTR 1:08:15

I think this the new field I think was put in with the OJE information when that was updated in here and maybe the pilot program.

So we'll definitely take that back.

McNeace, Meche - ETA CTR 1:08:25

Maybe it's related to just OJE we need to clarify that.

Wilkins, Patricia A - ETA CTR 1:08:29

It should be.

Yeah, it should be just the OJE information.

OK.

Good to know though.

Thank you for that.

Interesting.

Barcley, Joyce M - ETA CTR 1:08:43

So we have Chip that says do we enter it if we're paying support services from SCSEP?

And I'm presuming he means that percentage.

Wilkins, Patricia A - ETA CTR 1:08:55

Yes, you would enter that information.

McNeace, Meche - ETA CTR 1:08:55

Yes.

Barcley, Joyce M - ETA CTR 1:08:58

And Rita says yes, it does. It does. When you go back to end the service.

So are you saying Rita? If you go to end the service, it makes you put in the dollar amount or the dollar the percentage.

Wilkins, Patricia A - ETA CTR 1:09:17

Let's see.

Barcley, Joyce M - ETA CTR 1:09:23

Yes, when you reopen the service to close it, she says it requires it.

Wilkins, Patricia A - ETA CTR 1:09:23

Yeah, I'm just saying clarification.

If you're doing it from the participant required actions, that's where it's requesting it.

Or just in general. I know here it's gonna request it.

Barcley, Joyce M - ETA CTR 1:09:41

Rita, can you unmute yourself and talk us through this?

Gray, Rita (DOL) 1:09:49

You can hear me.

One of my problems is I didn't have a mic.

Barcley, Joyce M - ETA CTR 1:09:54

Oh, we hear you.

Gray, Rita (DOL) 1:09:55

Ok good. I had to get rid of a headset then.

Well, mostly I mean, I've just been writing 100% because it's approved SCSEP services, but I was surprised because I thought it was only for employment and or training services.

So I was surprised with it also having to go back just to put 100% to be able to close a supportive service.

Barcley, Joyce M - ETA CTR 1:10:20

Hmm.

Wilkins, Patricia A - ETA CTR 1:10:22

Oops.

OK, so hold on just a sec.

Welcome.

The assignment date is 1/5.

Barcley, Joyce M - ETA CTR 1:10:54

Oh, so you have to make it like 1/7.

Wilkins, Patricia A - ETA CTR 1:10:56

Yeah.

Sorry, I picked an old test case that we had in the system.

OK, I'm gonna say it's a one-day service.

All that's populated.

So, Rita, where are you saying that you have to add the information the additional information?

Gray, Rita (DOL) 1:11:19

Try. Don't pick it as a one-day service.

Put no there and get rid of your actual end date because you picked it as a one-day service.

So now close it and come back into this record.

I mean, yeah, you're going to have to pay a grantee and sub recipient before you close out.

Barcley, Joyce M - ETA CTR 1:11:34

You have to.

Yeah, they have to go to the supportive, yeah.

The supportive service provided by yeah.

Wilkins, Patricia A - ETA CTR 1:11:45

To that.

Gray, Rita (DOL) 1:11:47

So save and close and come back in.

Oh, you didn't put an expected end date.

Wilkins, Patricia A - ETA CTR 1:11:52

I thought you said leave those blank.

Gray, Rita (DOL) 1:11:54

No expected end date.

You have to because it's not a one-day service, but you can't put an actual end date yet.

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

OK.

Barcley, Joyce M - ETA CTR 1:12:02

OK, that isn't a required field that will let you close without the expected end date.

That's just a warning, it says.

Are you sure you want to close without an expected end date?

Gray, Rita (DOL) 1:12:10

Well, a lot of ours are more than one day, though.

Wilkins, Patricia A - ETA CTR 1:12:11

Yeah. I just wanna follow her process.

Barcley, Joyce M - ETA CTR 1:12:14

Yeah.

Wilkins, Patricia A - ETA CTR 1:12:15

OK.

I'm just gonna follow along with you, read and put in some information, OK.

Gray, Rita (DOL) 1:12:21

Now save and close.

Wilkins, Patricia A - ETA CTR 1:12:22

All good.

Gray, Rita (DOL) 1:12:24

Yep.

Well, we can go back in that service.

Wilkins, Patricia A - ETA CTR 1:12:27

Now.

You wanna go back in through required actions or you wanna go back in through assignments or doesn't matter?

Gray, Rita (DOL) 1:12:35

I just go through assignments.

And then I go to training and service.

Right. OK.

So now we're going to edit it and let's save it.

See there is that percent support services now?

Wilkins, Patricia A - ETA CTR 1:12:54

OK. All right.

Gray, Rita (DOL) 1:12:55

Just so we're get training, right?

Wilkins, Patricia A - ETA CTR 1:12:58

Yeah. Thank you, Rita.

We'll definitely find out why those new field disappearing now.

Gray, Rita (DOL) 1:13:02

OK.

Thank you.

Wilkins, Patricia A - ETA CTR 1:13:04

Thank you for bringing that to our attention.

I'm gonna cancel it.

Barcley, Joyce M - ETA CTR 1:13:10

Can we go back up?

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

So or if there are no more questions Joyce, the next demos are Lauren's.

Barcley, Joyce M - ETA CTR 1:13:25

Well, the only question was going back to a prior one where Olga asked about a WIP submission and Joie asks if she could join, Michi responded.

We aren't doing a WIPS demo, so that takes care of that.

Wilkins, Patricia A - ETA CTR 1:13:44

OK.

Well, then I'm gonna throw it over to Lauren, and she's going to do a couple of demos for you guys on the eligibility date and adding breaks after an exit.

Burnett, Lauren S - ETA CTR 1:13:55

Only those last two, where am I looking for the preliminary eligibility date?

Wilkins, Patricia A - ETA CTR 1:14:03

So if you go to eligibility.

Barcley, Joyce M - ETA CTR 1:14:09

OK, we're seeing your screen with your notes.

Wilkins, Patricia A - ETA CTR 1:14:12

Sorry.

Barcley, Joyce M - ETA CTR 1:14:12

There we go.

Burnett, Lauren S - ETA CTR 1:14:23

Thank you.

Wilkins, Patricia A - ETA CTR 1:14:27

So you scroll down.

You can't edit this particular one. Can you pull up one that you can edit?

Burnett, Lauren S - ETA CTR 1:14:35

I was trying to do that while you were.

Wilkins, Patricia A - ETA CTR 1:14:41

Let me see if I have one.

Burnett, Lauren S - ETA CTR 1:14:43

Alright 'cause, I didn't have this.

Wilkins, Patricia A - ETA CTR 1:14:43

I think, yeah, I think this is the.

Burnett, Lauren S - ETA CTR 1:14:45

I didn't.

This one I wasn't looking for so my apologies, I didn't have this one set up.

Wilkins, Patricia A - ETA CTR 1:14:55

I think this is the one when we talked about before, I don't.

I can't do it.

I didn't have a participant.

I could do it but and you and Joyce had one.

I believe that you could demo this, but maybe yours isn't working. Now is what it sounds like.

Burnett, Lauren S - ETA CTR 1:15:11

I don't have this one, maybe Joyce.

Barcley, Joyce M - ETA CTR 1:15:14

Tell you. Well, let's move on to the job codes and I'll see if I can find the preliminary eligibility date.

How's that sound?

Burnett, Lauren S - ETA CTR 1:15:21

Okey dokey.

Wilkins, Patricia A - ETA CTR 1:15:21

It's good.

Burnett, Lauren S - ETA CTR 1:15:24

So the next one, the job codes in CSA titles are now added to the current exited report.

So let's go here to reports.

And select the grantee and sub grantee.

Search.

Select participant current exit detail.

And when we pull up the report and hit export.

It will pull up in Excel and now you will see CSA title and job code.

So those two have been added to the exported report, so they're towards the end of the report.

OK. And next we have users can no longer add an open break for exited cases.

So now I have Leena Garcia. As you can see here, she's been exited for other reason for exit, moved from area.

And let's go to assignments.

Add break.

And then we'll select an assignment here.

Yes, enter a date.

I said 5/17/2022 and let's select a reason and when I try to click save.

I get this notification saying a value is required saying that I have to put in an end date.

So, I have to start the break and end the break.

I can't have an open break on a participant that is currently exited, so the system is working the way it should for this.

And that's all I have.

Wilkins, Patricia A - ETA CTR 1:17:28

Awesome. Awesome.

Thank you.

Barcley, Joyce M - ETA CTR 1:17:33

And I am right now I'm just creating a new case to see if that is a required field.

So if you just want to bear with me a sec.

Wilkins, Patricia A - ETA CTR 1:17:42

Yep. And while Joyce is doing that, are there any other questions about anything right now?

McNeace, Meche - ETA CTR 1:17:48

There was.

They were asking in Zendesk when they deployed the Zendesk ticket through GPMS.

Barcley, Joyce M - ETA CTR 1:17:49

OK.

McNeace, Meche - ETA CTR 1:17:55

Can anybody send a ticket and that answer is yes, it's going to be for all you end users to be able to utilize that.

Makes it simple.

Wilkins, Patricia A - ETA CTR 1:18:09

Yeah, it does, yeah.

McNeace, Meche - ETA CTR 1:18:10

Anybody could send, any user can send in a Zendesk ticket now.

That was Joie asking.

Wilkins, Patricia A - ETA CTR 1:18:18

It's actually pretty cool that you don't have to go outside the system.

You can.

You know, if you're working on something and you come upon an error, right?

Then you can hit that help request and you can submit your ticket from inside the

system and you should get an e-mail back once your ticket is received just like you do on Zendesk. Now to let you know that the ticket is received.

Barcley, Joyce M - ETA CTR 1:18:44

OK. Question for you, Pat or any anyone?

Wilkins, Patricia A - ETA CTR 1:18:46

Yes, ma'am.

Barcley, Joyce M - ETA CTR 1:18:50

We were trying to find the preliminary eligibility date is now required field, correct?

Wilkins, Patricia A - ETA CTR 1:18:55

Correct.

Barcley, Joyce M - ETA CTR 1:18:56

So the preliminary eligibility date.

Is the date that is when the eligibility is created established.

Wilkins, Patricia A - ETA CTR 1:19:06

That's my understanding, yeah.

Barcley, Joyce M - ETA CTR 1:19:09

OK.

I'm in as a supervisor, so I think this is what it really applies to the case manager, but I can share my screen.

I think this may have always been a required field.

If this is the date to which they are referring.

McNeace, Meche - ETA CTR 1:19:32

Preliminary, isn't there something that says preliminary eligibility date? Has there ever been?

Barcley, Joyce M - ETA CTR 1:19:39

That, like I said, that might have been.

I didn't realize I was in as a supervisor, so it could be because I bypassed the original eligibility date.

The state will be reflected as the eligibility determined date and the on the participant summary screen and eligibility tab.

Wilkins, Patricia A - ETA CTR 1:19:57

Yeah, that's.

Barcley, Joyce M - ETA CTR 1:19:58

So I think if the case manager did it, I think that that's what they were referring to.

But again, I'm in as a case supervisor, so I can't.

I can't look at that at the moment.

Yeah.

Wilkins, Patricia A - ETA CTR 1:20:15

After you've created that Joyce, like you were saying that statement that it will be displayed on the summary screen.

I can just show.

Burnett, Lauren S - ETA CTR 1:20:27

Do you have it Pat?

Because I actually just found one. So let me know.

Wilkins, Patricia A - ETA CTR 1:20:30

If you've got, go for it.

Burnett, Lauren S - ETA CTR 1:20:32

OK.

So I had a participant who's pending eligibility and as you see here, it says preliminary eligibility date.

So this is before the eligibility has been approved by a supervisor or above.

Wilkins, Patricia A - ETA CTR 1:20:51

And will it let you populate that date?

It was auto populated in the past, but now can the user enter the information directly into that field?

Burnett, Lauren S - ETA CTR 1:21:02

So it lets me change it if I need to because it keeps the same information that was entered by the case manager.

Wilkins, Patricia A - ETA CTR 1:21:12

So it doesn't auto populate it anymore was the question.

Burnett, Lauren S - ETA CTR 1:21:18

Auto populates once it's been approved.

McNeace, Meche - ETA CTR 1:21:18

So what?

Is.

Burnett, Lauren S - ETA CTR 1:21:22

So this is still in pending approval status.

Wilkins, Patricia A - ETA CTR 1:21:22

OK.

McNeace, Meche - ETA CTR 1:21:22

What is on the release notes that you're trying to focus on here? Let's focus on that.

Burnett, Lauren S - ETA CTR 1:21:32

That's what I just mentioned, the preliminary eligibility date.

McNeace, Meche - ETA CTR 1:21:36

Yeah. So, what is the release note stating?

Barcley, Joyce M - ETA CTR 1:21:36

Is now a required field.

That's what it says. The preliminary eligibility date is now a required field.

McNeace, Meche - ETA CTR 1:21:44

OK.

So it's a required field. There you go.

Wilkins, Patricia A - ETA CTR 1:21:52

So that is a change, not a big change. But like I said before, when you would put in the eligibility information.

That date would automatically populate based on the number and family that you put

based on the income and all of that. And if you said if Matt said yes, they were within the 125% of poverty, then that preliminary eligibility date was self-pop before.

So OK.

And that is the last demo.

Barcley, Joyce M - ETA CTR 1:22:26

Wow, that was a lot of stuff.

Wilkins, Patricia A - ETA CTR 1:22:28

That was a rough one today.

Yeah, that was a lot.

Barcley, Joyce M - ETA CTR 1:22:32

Hey, how about?

McNeace, Meche - ETA CTR 1:22:32

It wasn't rough. It was good.

Barcley, Joyce M - ETA CTR 1:22:34

How about a question that's not released nor related?

Wilkins, Patricia A - ETA CTR 1:22:39

We welcome it.

Barcley, Joyce M - ETA CTR 1:22:39

Thank you Cindy for doing that.

We have noticed ED is reporting different number of allocated slots than previous quarters and question mark.

McNeace, Meche - ETA CTR 1:22:51

Cindy, are you with the national or state?

Cindy L. Lehmann 1:22:59

Both.

McNeace, Meche - ETA CTR 1:22:59

They were working, yet the reason I ask is because, you know, with the SCSEP

competition for nationals, there was, they had to do some moving around with authorized positions.

Cindy L. Lehmann 1:23:02

In.

McNeace, Meche - ETA CTR 1:23:13

And so at the time of, let's say, when they completed the transition, they were still updating authorized positions.

So that may have caused the difference in the Ed report for authorized positions.

So I'm not really sure but we could double check for you to make sure if that is the case, OK.

Cindy L. Lehmann 1:23:39

OK, I can look at it too, I just.

I haven't pulled it today, but we just noticed I actually have access to six different grants and in some cases, it was pretty significant difference so.

And nobody told us that we got more slots so.

Barcley, Joyce M - ETA CTR 1:23:55

Yes.

McNeace, Meche - ETA CTR 1:23:58

Who's your primary grantee?

Cindy L. Lehmann 1:24:01

Easter Seales

McNeace, Meche - ETA CTR 1:24:03

All right, so I'm thinking that might have affected it because of the transitions and competition.

So let us double check for you, OK?

Cindy L. Lehmann 1:24:12

OK.

Barcley, Joyce M - ETA CTR 1:24:15

Cindy, you also had another comment and says is it on the number and HH and income

screen.

What are you referring to there?

Cindy L. Lehmann 1:24:25

So you guys were looking for the preliminary eligibility date and that's the screen it's on?

Barcley, Joyce M - ETA CTR 1:24:28

Oh, OK, great.

Cindy L. Lehmann 1:24:30

And yes, we can populate that. I was just responding to the questions.

Barcley, Joyce M - ETA CTR 1:24:36

Super. Thank you.

3:28 wow.

McNeace, Meche - ETA CTR 1:24:44

Awesome.

Barcley, Joyce M - ETA CTR 1:24:47

Good thing there was no trivia plan for today.

Wilkins, Patricia A - ETA CTR 1:24:55

Absolutely.

There was so much information.

McNeace, Meche - ETA CTR 1:24:57

We would have had two minutes to ask questions.

Does anybody have a trivia question for us that they want to ask in the last two minutes?

So other than that, well, one minute left in office hours.

So our next office hours is scheduled.

For when is that?

Barcley, Joyce M - ETA CTR 1:25:27

26.

Wilkins, Patricia A - ETA CTR 1:25:27

March 26th? Yep.

McNeace, Meche - ETA CTR 1:25:28

The 26th of March.

That seems so far away, so March 26th is our next office hours, and in the meanwhile, always remember to hit that reset button when searching for cases.

And always remember, for those that don't go into GPMS that often, to at least log in at least once within a 30-day period to avoid having to reset your password and on the screen you'll see any resources that you need to. If you need to go to look for resources which is on either SCSEP help or workforce GPS.

Other than that, we just want to say thank you guys for joining us today. And Cindy send an e-mail to the SCSEPtechnicalassistance@dol.gov so that we can send that question up to those that can do a deeper dive research on that. OK.

Cindy L. Lehmann 1:26:32

OK.

Thank you.

McNeace, Meche - ETA CTR 1:26:36

No, you're very welcome. And thank you everybody for joining us today.

We appreciate you all and we'll see you in a couple of weeks.

Thank you.

Wilkins, Patricia A - ETA CTR 1:26:48

Bye everybody.

Have a good week.

Rest of your week.

McNeace, Meche - ETA CTR 1:26:57

Happy soon to be spring.

When does spring supposed to spring?

Mauro, Kevin M - ETA CTR stopped transcription