



CPPM 7439 CBMS Workforce Quality Credential Phase II Changes

Purpose:

The purpose of this flier is to inform county partners and their contractors of upcoming changes to the CBMS Workforce Quality Credential system.

This project will make updates to the Maintain Participant Activity Screen for WD to ensure more accurate data entry and data tracking capabilities. These changes will allow case managers to track referrals for activities, add activity descriptions and identify when an activity consists of a credential in progress

Please note all screenshots are from testing environment and may have lower resolution compared to the final build

Description of Changes:

1. On the **Maintain Participant Activities** related list, the following fields will be removed:

Other field (next to Closure Reason) for Employment First and Workforce activities

Quantity field for Workforce activities.

Weekly/Monthly radio button for Workforce activities.

This is the current screen, the highlighted fields are to be removed.





Maintain Participant Activities

Detail

*Activity Category: Select Activity Category ...

Activity: Select Activity ...

Third-Party Partner: Select Third-Party Partner ...

*Date Referred: [Date Picker]

Actual End Date: [Date Picker]

Actual Start Date: [Date Picker]

Closure Reason: Select Closure Reason ...

Outcome: Select Outcome ...

Other: [Text Field]

Credentials Achieved: Select Credentials Achieved ...

Other: [Text Field]

Required Workfare Hours: [Text Field]

Employment Detail

Job Code: Select Job Code ...

Job Title: Select Job Title ...

Hourly Wage: [Text Field]

Employer Name: [Text Field]

Buttons: Cancel, Save & New, Save

This is a sample of the new screen with fields removed





2. On the **Maintain Participant Activities** related list for Workforce Development activities, two new drop-down values: **Earned Masters** and **Earned PhD/Doctorate**, will be added to the Outcome field.

These new activities will be available for selection under the below mentioned educational activities and will NOT be available for GED or High School Diploma. Also, these new values will only be selectable when the Closure reason is Completed.

The new Outcome options will be available ONLY for the following WD activities:

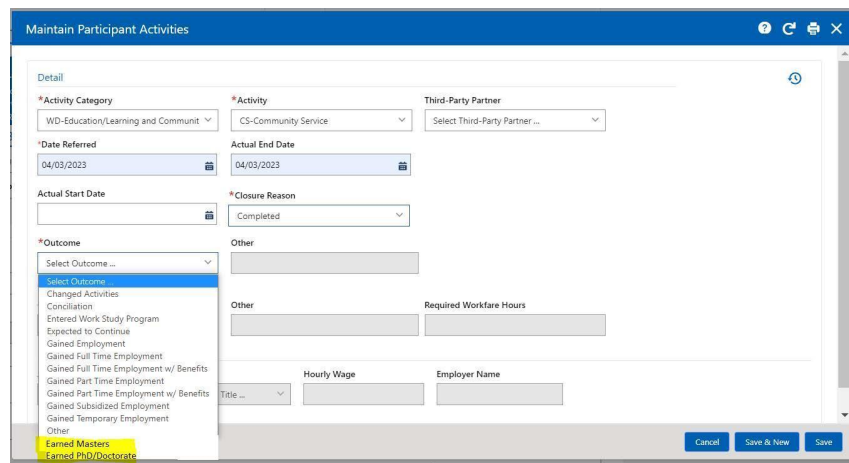
- Basic Education
- CS-Community Service
- CX-Expanded Community Service
- English as a Second Language-ESL
- SK-Education Directly Related to Employment
- VE-Vocational Education
- WX-Expanded Community Work Experience Program

3. On the **Maintain Participant Activities** related list for Employment First and Workforce Development activities, two new drop-down values **Earned Masters** and **Earned PhD/Doctorate** will be added to the Outcome field and be available for selection under the below mentioned educational activities and will not be available for GED or High School Diploma. Also, these new values will only be selectable when the Closure reason is Completed.

Barrier Activities EXCEPT DF-Caring For Disabled Family Member will allow selection of **Earned Masters** and **Earned PhD/Doctorate** in the **Outcome** field.

The new Outcome options will be available ONLY for the following EF activities:

- English as a Second Language-ESL
- Post Secondary Education



Sample of new screen with added options





4. **Credential Achieved** field will be renamed to **Credential Industry**

5. The **Other** field (next to Credential Industry) will be renamed **Credential Description** and will be enabled for ALL activities.

6. A new drop-down field: **Credential In Progress**, will be added and will be optional and enabled for the user to select until the Actual End date is in the past. Once this field is disabled ONLY the 'Cash program override' user will have access to update this field

The screenshot shows the 'Maintain Participant Activities' form. The 'Detail' section contains several fields. The 'Credential Achieved' dropdown menu and the 'Other' text input field are highlighted with a red border. Other fields include 'Activity Category', 'Activity', 'Third-Party Partner', 'Date Referred', 'Actual End Date', 'Quantity', 'Weekly/Monthly' (radio buttons), 'Actual Start Date', 'Closure Reason', 'Outcome', 'Required Workfare Hours', and 'Employment Detail' (Job Code, Job Title, Hourly Wage, Employer Name).

Current screen with highlighted fields to be changed.

The screenshot shows the updated 'Maintain Participant Activities' form. The 'Credential Details' section is highlighted with a red border and contains three new dropdown menus: 'Credential In Progress', 'Credential Description', and 'Credential Industry'. The 'Other' field has been removed. The 'Employment Detail' and 'Activity Referrals' sections remain visible below.

New screen with updated fields highlighted





7. A new **Credential Detail** section will be added on the **Maintain Participant Activity Related List**. This new Credential Detail section which will have the following fields and will be available in history:

- Credential in Progress
- Credential Description
- Credential Industry

The screenshot shows a web form titled "Maintain Participant Activities". The form is divided into several sections: "Detail", "Employment Detail", and "Credential Details". The "Credential Details" section is highlighted with a red border and contains three fields: "Credential in Progress" (a dropdown menu), "Credential Description" (a text input field), and "Credential Industry" (a dropdown menu). The "Detail" section includes fields for "Activity Category", "Activity", "Third-Party Partner", "Date Referred", "Actual End Date", "Actual Start Date", "Closure Reason", "Outcome", "Other", and "Required Workfare Hours". The "Employment Detail" section includes "Job Code", "Job Title", "Hourly Wage", and "Employmer Name". At the bottom right of the form are buttons for "Cancel", "Save & New", and "Save".

Screenshot of new Credential Detail section





8. The ability to capture multiple referral details for each activity will be provided with a new related list Activity Referrals on the Maintain Participant Activities screen. The referrals will be stored in a new related list.

Referral Description

Referral Begin Date

Referral End Date (Optional Date Field editable).

If an activity is end dated (by system or manual) and there is an associated referral without an end date, the referral end date will be system populated with the date of the activity closure (Actual End Date). When a Referral End Date exists and an activity is updated the Referral End Date will not be system updated

The screenshot shows the 'Maintain Participant Activities' form. At the bottom, a new section titled 'Activity Referrals' is highlighted with a red border. This section contains a table with three columns: 'Referral Description', 'Referral Begin Date', and 'Referral End Date'. The table is currently empty, and there are icons for adding, deleting, and refreshing rows.

The screenshot shows the 'Activity Referrals' detail form. A red box highlights the 'Detail' section, which contains three input fields: '*Referral Description', 'Referral Begin Date', and 'Referral End Date'. Each field has a calendar icon next to it, indicating that dates are selectable.

New Screens from WD show activity list and referral details section





Maintain Participant Activities

Select Closure Reason ...

Outcome: Select Outcome ... Other: Other Required Workfare Hours: [Text Box]

Employment Detail

Job Code: Select Job Code ... Job Title: Select Job Title ... Hourly Wage: [Text Box] Employer Name: [Text Box]

Credential Details

Credential In Progress: Select Credential in Pr ... Credential Description: [Text Box] Credential Industry: Select Credentials Indi ...

Activity Referrals

Referral Description	Referral Begin Date	Referral End Date
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Cancel Save & New Save

Activity Referrals

Detail

*Referral Description: Select Referral Description ... *Referral Begin Date: [Text Box] Referral End Date: [Text Box]

Cancel Save & New Save

New Screens from EF show activity list and referral details section

