

Project 13911

# EF Work Requirements Updates

August 2020 Builds

## Summary

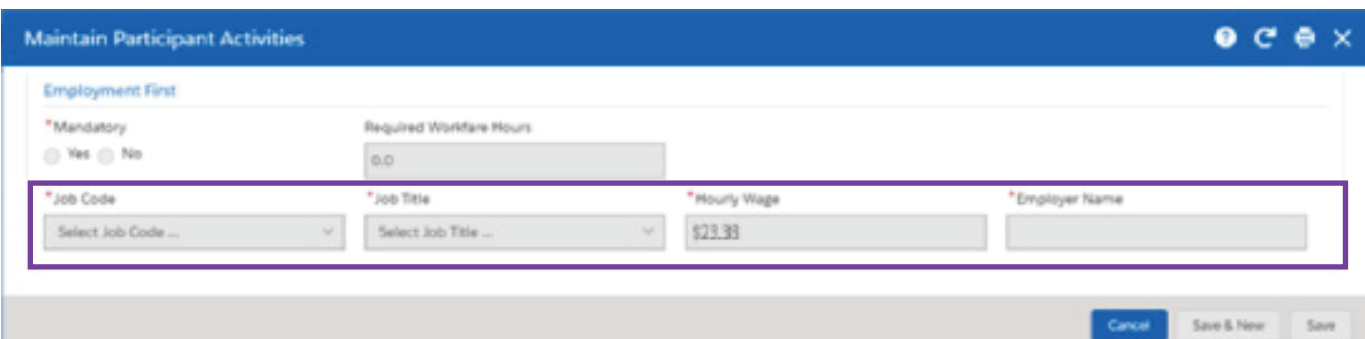
Employment First (EF) has changed the program moving from a mandatory to a voluntary program. This along with findings coming from a federal audit elicits some required system changes. Making these changes will align CBMS language and functionality with current program shifts

**When one of these outcomes is selected for a client receiving EF, the four following fields will be mandatory to complete. These fields provide valuable information for tracking client employment entry.**

## CBMS Changes

On the Maintain Participant Activities screen, there are four new fields that become active when an employment specific outcome is selected. Employment outcomes include:

- ✓ Hired from Job
- ✓ Hired by SU/OT Employer
- ✓ Gained Full Time Employment
- ✓ Gained Full Time Employment w/ Benefits
- ✓ Gained Part Time Employment
- ✓ Gained Part Time Employment w/ Benefits
- ✓ Self-employed or working 30 hours @ less than minimum wage
- ✓ Gained Employment
- ✓ Gained Employment - Reported by client unverified
- ✓ Gained Subsidized Employment
- ✓ Gained Temporary Employment
- ✓ Working Part-Time at Max Capacity



Maintain Participant Activities

Employment First

\*Mandatory  Yes  No

Required Workfare Hours: 0.0

\*Job Code: Select Job Code ...

\*Job Title: Select Job Title ...

\*Hourly Wage: \$23.33

\*Employer Name: [Empty Field]

Buttons: Cancel, Save & New, Save

## Individualized Roadmap

The roadmap template is also being updated. Prior to this project, only Colorado Works language was included on the roadmap. On the EF template, Colorado Works specific language is being removed and EF language will be added. Use the radio button on the “Plan” page to toggle between programs and print the appropriate plan.

Appointment Date/Time: {v_Appmnt_DT} {v_Appmnt_Tm}		Notes:	
Employment First <input type="checkbox"/>	Original Plan <input type="checkbox"/>	{v_TM_Status}	Address {v_INCV_MAIL_ADDR}
Workforce Development <input type="checkbox"/>	Modified Plan <input type="checkbox"/>		
My Story		{v_CMT_1A}{v_CMT_1B}	
My Life Goals (S.M.A.R.T. Goals)		{v_Long_Term_Goals} {v_Long_Term_Goals2}	
My Short Term Objective		{v_Short_Term_Goals} {v_Short_Term_Goals2}	

With this project, the third column box on the Individualized Roadmap plan template will now update with the current drop-down value in the “Status” field on the Time Clock page.

Referrals and Resources	
Future Action Steps	{v_CMT_3A}{v_CMT_3B}
<p>By signing this Plan, I agree to participate in what it says. Because it is My Plan, I can change it, but I need to let my Employment First Case Manager know ahead of time, and will contact them within (48) forty-eight hours of any changes, problems, or concerns. I understand that if I don't hold up my end of the Plan, I may risk the consequences outlined in the rights &amp; responsibilities. I have had the chance to ask questions, and understand and agree with My Plan, above.</p> <p>As a requirement of this Road Map, you must report all new employment. You can report this information in person, by phone, through the mail, MyCOBenefits, or in PEAK® (Colorado.gov/PEAK). Employment verification is required. This can be done by providing documents such as pay stubs, an employer letter, etc. These documents can be uploaded through MyCOBenefits or PEAK®.</p> <p><input type="checkbox"/> By checking this box and signing below, I am stating that I do not agree with My Plan as outlined above. I am requesting a County Dispute Resolution to resolve the disagreement.</p>	
Participant Signature	Coach Signature

On the EF template, language will be updated only for the EF program - the Colorado Works Individualized Roadmap will not change.



## COGNOS Report

The existing Cognos reports related to EF will be made available in Excel document format. The EF Enhanced Funding and EF Enhanced Funding-All Counties reports will also now populate the County column with where the client is wait-listed/scheduled instead to make it easier to use and sort the reports.