

Weekly Partner Meeting

Minutes

September 24, 2019

Welcome

Housekeeping

- Please mute phones unless you are sharing information with the group.
- Please take turns when speaking and identify yourself and your agency when sharing.

Attendance/Roll Call (by agency, not individual)

Better Family Life MWA/SkillUP

ARCHS IGP/SkillUP

City of Springfield

DWD

FWCA

LINC

MCCA

MERS/Goodwill

ResCare

Southern MO Works Project

Other representatives or board members- St Charles

FSD Managers and PDS

Reminders

1. Reminder - Providers need to submit weekly numbers by emailing the completed template to the SkillUP.Missouri@dss.mo.gov. If templates are not received each week, weekly calls will resume.
2. Provider staff should use the Change Request Guidance when submitting change requests.
3. Please submit invoices and reports to the FSD.E&TInvoices@dss.mo.gov email rather than sending them to Shanese or Jessica directly. If they are out for an extended period of time this could cause a delay in receiving payment if it is sitting in their personal inbox.
4. Please submit your success stories! When submitting these, please include a signed FSD release and a photo with the client's story. If you cannot get a signed FSD release from the participant, please remove any personally identifying information. (The release form can be found on the provider portal.)
5. Please keep track of the number of individuals obtaining employment with the state (by region).
6. Please contact SkillUP.Missouri@dss.mo.gov with any staff that have attended SkillUP training but are no longer working with the program so we can terminate MoJobs access and have them removed from our distribution lists.

Agenda Items

Program Updates

1. Janet from the Monitoring Team discussed the new case review form and case review training that is now available on the Provider Portal.
2. Provider staff have reported that they are not receiving responses from the DSS.FSD.Agreements@dss.mo.gov for SkillUP Eligibility and DCN Verification forms. WDU staff have contacted the supervisor to discuss and the email responses are being returned in a timely manner, however the emails are not being accepted due to email settings, firewalls or

other filters put in place by the provider agency. Provider staff will need to check their email settings and check with their agency's Technical Support to ensure that these emails are not being filtered out.

3. Stacy discussed the new Change Report form now on the Provider Portal. Please use this new form when submitting change requests to SkillUP.Missouri@dss.mo.gov Please use the participant's State ID, not the DCN or SSN.

Partner Call Minutes

1. Did everyone receive and review the meeting minutes from the 9/10/19 partner call?--Yes
 - a. Were there any questions or clarifications needed? --No

Outreach

1. Please ensure all participants complete the Outreach and Effectiveness Survey located at: <https://riskanalysisunit.wufoo.com/forms/et-engagement-effectiveness-survey/>
2. Please email SkillUp.Missouri@dss.mo.gov if outreach/marketing materials are needed. Also, when requesting the materials make sure you provide your entire mailing address. There has been some materials returned due to the address not having a suite number. In addition, as a reminder we cannot send to PO boxes. It must be a physical address.

Partner Reports

Please do not forget to utilize our reporting process. One person from each agency should email the following numbers using the template weekly. Please send completed templates to SkillUP.Missouri@dss.mo.gov. Numbers will be included with the bi-weekly meeting minutes.

YTD Number of Outreach Attempts	YTD Number of Actual Contacts	YTD Total Enrollments	YTD Number in Training	YTD Number Employed	Average Wages per Hour
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Partner Updates

**Please be prepared to provide a report on your outreach efforts and activities, and success stories during your verbal report.*

Better Family Life MWA/SkillUP- We attended WIB meetings and really got some great info. We continue to work with the Job Centers. Also attended the Governor's Conference and got a lot of great info from there as well. We enjoyed all of the presenters. We continue to work on the monthly FSD listing. We are waiting for info from FSD regarding upcoming year for MWA and SkillUP. We are continuing to review other basic skills assessments now that CR101 is not available. Would like to know what other providers are using.

ARCHS IGP/SkillUP – BFL hosted the 3rd immediate hiring event, hugely successful. Netted 200 job seekers with nearly 50 possible SkillUP prospects. Governor Parsons was visiting BFL at the time of the event. SWIFTE reporting employment with SkillUP participant to Sunshine In-Home Services as home health attendant making \$10.50 per hour. America Works-continues to use robust tactics for recruiting and enrollment.

City of Springfield –Still using the FSD listing and sending flyers

DWD – trying to work with participants to encourage training opportunities and using the FSD listing.

FWCA – Continue to reach out via referrals. We participated with 2 local Head Start Programs in pregnant moms events. We made contact with over 120 participants. We have 2 community baby shower events this weekend. We continue to follow up on FSD referrals.

LINC – continuing regular outreach with names from FSD

MCCA – gearing up for FSD and consulting group monitoring. Otherwise business as usual. Outreach at community events.

MERS/Goodwill – continue to use outreach listing. 5 new employment placings this week, one had not been employed for 4 ½ years. Continuing to gear up for fall enrollment at the Excel Centers. Columbia will be opening soon at 101 N 4th St in the old Tribune building. Also have health fairs soon that we will attend.

MOCAN – not on the call

ResCare – Continuing job clubs monthly, success with those. Continue with other outreach.

Southern Missouri Works Project – continuing with regular outreach, working on success story videos.

Questions or Additional Information

This is the partners' opportunity to ask or share any additional information with the group. Any questions?

Meeting Close

Email Quick Reference List

Training requests, Marketing Materials, Reactivations & MoJobs Change Requests:

SkillUp.Missouri@dss.mo.gov

Partner emails

DSS.FSD.SkillUPPartners@dss.mo.gov

Questions for MWA/SkillUP

FSD.E&TInquiry@dss.mo.gov

Monitoring Unit

FSD.E&TMonitoring@dss.mo.gov

Invoices

FSD.E&TInvoices@dss.mo.gov

DCN verifications

DSS.FSD.Agreements@dss.mo.gov

FS-5/DWD-PO-608, DWD-PO-609, Job Search Log, ABAWD Hours Reported Log and WIOA Career Services Form:

ABAWD1@ip.sp.mo.gov