

Bi-Weekly Partner Meeting Minutes

October 22, 2019

Welcome 10:30am

Housekeeping

- Please mute phones unless you are sharing information with the group.
- Please do not put the group on hold.
- Please take turns when speaking and identify yourself and your agency when sharing.

Attendance/Roll Call

Better Family Life MWA/SkillUP
ARCHS
City of Springfield
FWCA
LINC
MCCA
MERS/Goodwill
MOCAN
ResCare
Southern MO Works Project

FSD Managers/PDS

Reminders

1. 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. **Please ensure entry of a case note prior to submitting, listing the details included on the request form.**
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 time this could cause a delay in receiving payment.
4. Please submit your success stories! When submitting these, please include a signed 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 FSD release form is available on the Provider Portal. **Submit success stories to FSD.E&TInquiry@dss.mo.gov.**
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.
7. The Provider Satisfaction Survey sent by email needs to be completed by Providers and your staff before **COB 10/25/19** please.

Agenda Items

Partner Call Minutes

1. Everyone received and reviewed the meeting minutes from the 10/8/19 partner call.
2. No questions or clarifications needed.

Program Updates

1. Handbook Updates – Stacy
 - 09/20/2019 is most recent revision date-FSD will add this notation to the link on the Provider Portal
 - Please do not use search engines to locate the handbook – use the link on the Provider Portal to ensure most current version is being utilized
 - Highlights to clarifications/changes include but are not limited to:
 - ABAWD/Volunteer status is not used to determine funding, just who is required to report hours to FSD
 - TANF recipients cannot be case managed in MoJobs, no FNS reimbursement funds available at this time – explore other regional resources for supportive services or contact SkillUP if no other resource is available
 - Training cap \$10,000/lifetime per participant – if costs exceed, co-enroll in WIOA when possible or contact SkillUP if no other funding is available
 - Funding flowchart added
 - Outlines use of the DCN eligibility form
 - Clarifies how to receive credit for services provided
 - Closing enrollments/soft exits, 90 day rule clarified
 - Specific requirements for marketing and outreach
 - Text blasts examples added
 - Adding OAS/EP prior to training enrollment or employment services
 - 5 required services defined
 - Use of MoScores
 - Selecting components/codes clarified and updated
 - Guidance on appropriate use of supportive services
 - TRE/WRE case note templates added to MoJobs
 - Supportive service flowchart is now one chart for TRE/WRE
 - Adding employment as a service and the employment tab
 - New contract requirements
 - Monitoring updates
 - Addition of Appendices A and B

Q: Why does page 9 not include 50/50 funds for tuition?

A: Some items are contract specific, defer to contract for guidance on use of these funds.

Q: Is the Career One Stop link active?

A: Yes

Q: How were numbers/data determined for the chart on page 49?

A: WDU will evaluate further/discuss later as this is part of our effort to streamline contracts.

Training

1. Upcoming SkillUP training dates
 - o 11/14/19-11/15/19 Jefferson City
 - o 12/17/19-12/18/19 Any specific area in need should contact SkillUP for scheduling on these dates

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 your agency needs outreach/marketing materials. When requesting the materials make sure you provide your entire mailing address. There have been some materials returned due to the address not having a suite number. As a reminder, we cannot send to PO boxes. It must be a physical address. *(Please note: this reminder will be removed in future, refer to the SkillUP Provider Handbook for guidance)*

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

Better Family Life Info sessions continue at the Crossings and working on outreach and contact referrals.

ARCHS BFL Success story is true example of the power of SkillUP – Participant came into the program in August of 2018 following a house fire. Completed CR training and CMT training at Daruby. Near conclusion of training participant obtained job, earning \$15/hour. Participant is now working at Barnes Rehab, \$18/hour. America Works participant incarcerated for years, placed in employment at glass factory \$12/hour. SWIFTE participant completed 90 days as housekeeper at \$10/hour, enrolled in CNA classes 3 days/week. Participant selected as client of the year for one of the SWIFTE partners.

City of Springfield Following up on FSD referrals and doing outreach with flyers, phone calls, emails.

FWCA Continuing recruiting and outreach - preparing for on-site hiring fair 11/8.

LINC Participated in community event 10/11, passed out info and following up on referrals from FSD. Submitted success stories and still collecting more to share.

MCCA Continuing outreach and working on programs. In process of preparing success stories collected in the quarterly reports to send to FSD. Presented at Missouri Chamber convention – program received a lot of attention. Mona will be presenting at the Missouri Hospital Association next week.

MERS/Goodwill Focus has been on Excel centers. Fall session started last week in most, Columbia started yesterday with 144 students enrolled in this term. SkillUP info sessions provided prior to enrollment.

MOCAN Outreach events and follow up with FSD referrals, continuing to hold classes at local county jails to prepare for re-entry.

ResCare Regrouping and trying new approach to gain more enrollments. Event in Springfield talked about SkillUP and handed out marketing info. Staff continue to do outreach and work referrals.

Southern Missouri Works Project Continue to conduct outreach and gather success stories.

Questions/ Additional Information

Please contact SkillUp.Missouri@dss.mo.gov if you'd like FSD to attend any information session or event. Clarification requested by SMWP on the weekly partner report form – discussion to be held directly, after the partner call.

Meeting Close 11:11am

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 and Success Stories

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