

# Weekly Partner Meeting

## Minutes

December 17, 2019 (10:30-11:30 a.m.)

### 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.
- Please do not put the group on hold.

### Attendance/Roll Call (by agency, not individual)

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

### Workforce Development Boards

KC and East Jackson  
Northeast  
Southeast  
Southwest  
St Charles County  
South Central

Other representatives?

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](mailto:SkillUP.Missouri@dss.mo.gov). If templates are not received each week, weekly calls will resume.
2. Provider staff should always submit the FS-5 SkillUP Employment or Training Information Form to FSD **immediately** when a participant obtains employment.
3. 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.**
4. Please submit invoices and reports to the [FSD.E&TInvoices@dss.mo.gov](mailto: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.
5. 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](mailto:FSD.E&TInquiry@dss.mo.gov).
6. Please keep track of the number of individuals obtaining employment with the state (by region).
7. Please contact [SkillUP.Missouri@dss.mo.gov](mailto: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. Stacy Kaylor provided clarification on Encryption and Personally Identifiable Information and clarification on SkillUP codes 121 and 122 and when to use each.
  - a. Remember to encrypt emails with DCNs, SSNs, or other personally identifiable information. Details on how to do this are on the provider portal.
  - b. 121 and 122 Employment and education codes. Employment code 122 used when employment obtained AFTER enrollment. Enter job start date and it will be a one day activity. Education service code 121 used if someone has already enrolled in a training prior to enrolling in SkillUP, but needs supportive services. Also a one day service and the date used is the requested date. Verify they are attending training prior to paying the supportive services. **Q-** If the employment code was used incorrectly, what steps do we need to take? **A-** If entered incorrectly and should not be there at all, send in change request to void it. Also send change request to change the date. **Jeriane-** Legislative questions have started and lots of those questions require data from the system answer. If it is incorrect, do a change request.

### **Partner Call Minutes**

1. Did everyone receive and review the meeting minutes from the 12/3/19 partner call?
  - a. Were there any questions or clarifications needed?

Erica from MOCAN and Amanda from ResCare did not receive minutes. They will be added to the distribution lists.\*

### **Training**

1. SkillUp Training is scheduled in Jefferson City on the following dates: January 9<sup>th</sup> -10<sup>th</sup>, February 10<sup>th</sup>-11<sup>th</sup>, and March 10<sup>th</sup>-11<sup>th</sup>.

### **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](mailto: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](mailto: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- continue outreach and use listing. Coordinate with career center doing 'hot jobs opportunities'. Have a SkillUP participant that completed training and got job at Washington University earning \$15/hour. Will send up.

ARCHS IGP/SkillUP- 3 success stories—BFL participant enrolled to become CMT, attended hiring event, enrolled in Daruby School through ITA funding, earned certificate and is now making \$13/hour. SWIFTE- enrolled in massage therapist training. Placed at massage envy \$18/hour. AM Works—placed with Proficient in accounts payable at \$21/hour. Kudos to Reston Allen for helping with child care assistance.

City of Springfield – continuing outreach from list. Take referral phone calls.

FWCA – In house completion to see how many coaches have gone out and found new participants. 30 participants attended an in house hiring fair with Ballpark Village. Excited about turnout. About 10 interviews held.

LINC - Brainstorming new ideas for outreach.

MCCA- colleges continue to enroll. Dec low enrollment but should pick back up in Jan. 2 success, state fair, homeless went thru CDL class and working and earning \$1400/week. Also CDL helped co files 7 weeks earning.

MERS/Goodwill- had graduation at the end of last week at 3 of 4 schools. 32 grads. 2 have job offers and accepted full time positions.

MOCAN – using outreach list to enroll, receiving FNS funds now so helping more.

ResCare – working with West Central Partners for outreach ideas, using call list and referral.

Southern MO Works Project- 2 videos this week, success stories, substitute teacher went back to school for teaching degree, and truck driver now working over the road, 2 received CNA license and are job searching. 5 tested but waiting results, one grad truck driving school and job searching.

KC WIB- outreach continues, working on youth jobs flyer-will communicate about that.

Northeast- just getting started on SkillUP, outreach, working on local partnerships with CAAs and MWA, convening events coming, community colleges gearing up for training in January.

Southeast- working with customers and got them into trainings. Hoping for good outcomes.

Southwest- new case manager trained and doing enrollments. Sending 3 to LPN training in January.

St Charles- will begin in January so will update then.

South Central- CAA partners are working Skill UP for us.

## **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](mailto:SkillUp.Missouri@dss.mo.gov)

Partner emails

[DSS.FSD.SkillUPPartners@dss.mo.gov](mailto:DSS.FSD.SkillUPPartners@dss.mo.gov)

Questions for MWA/SkillUP

[FSD.E&TInquiry@dss.mo.gov](mailto:FSD.E&TInquiry@dss.mo.gov)

Monitoring Unit

[FSD.E&TMonitoring@dss.mo.gov](mailto:FSD.E&TMonitoring@dss.mo.gov)

Invoices

[FSD.E&TInvoices@dss.mo.gov](mailto:FSD.E&TInvoices@dss.mo.gov)

DCN verifications

[DSS.FSD.Agreements@dss.mo.gov](mailto: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](mailto:ABAWD1@ip.sp.mo.gov)