

# Bi-Weekly Partner Meeting Notes

June 18, 2019 (10:30 a.m.)

## Welcome

### 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 (by agency, not individual)

Better Family Life MWA/SkillUP

ARCHS

City of Springfield

DWD

FWCA

LINC MCCA

MERS/Goodwill

MOCAN Anne Bloemke from MOCAN had technical difficulty but was on the call

ResCare

Southern MO Works Project

Other representatives or board members

FSD Managers/PDS

## Reminders

- 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.
- When submitting change requests please provide as much detail as possible such as service codes, dates of services, SNAP app #, IEP # to avoid any delays in processing.
- 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 period of time this could cause a delay in receiving payment if it is sitting in their personal inbox.
- 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 release from the participant, please remove any personally identifying information.
- Please keep track of the number of individuals obtaining employment with the state (by region).
- Census income is excluded for FS/TA and should not be considered as sustainable employment to move participants from our programs. It could be used for work experience if a participant were in need but should be not the final employment goal. (IM-070)

## Agenda Items

### **Program Updates**

- Dione – Monitoring Updates Updated case review forms for SU and MWA on provider site now. Reminder to add employment to the SNAP record. Always add credentials to the SNAP record as well.
- Stacy-Obtained Employment report Detailed Reports, Case Load under Case Management Reports, Obtained Employment. Use SNAP E&T, select region if want to, select date range, Run Report. Q—if we search by region and more than one partner, we will see the other partner’s employed people, too? A—yes  
This report does not show provider rather it shows company and address, start date, hours work/week, wage, ONET code, industry, etc. May upload to Excel and view and sort.  
Change request guidance that was emailed yesterday—Stacy reviews the process. Please review and follow the instructions on the Change Request Guidance form when submitting change requests.

### **Training**

- Upcoming SkillUP training dates:
  - 07/09/19-07/10/19 has been moved to Springfield.
  - 08/06/19- 08/07/19 with the location TBD.

### **Guest Speaker**

- Ronda Anderson from MERIC
  - Demo of MoSCORES system this has taken over the ETPS
  - <https://scorecard.mo.gov/scorecard/Search>
  - Tools to help with career exploration. On MoSCORES, the training and education explorer—phasing that in to show all SkillUP eligible programs. ETPS is still open and people can make changes to their programs, but the training explorer part is being phased out and everyone will need to use MoSCORES instead. Jobs.mo.gov, select Explore Training and Education options. Can search top paying jobs, most popular programs, all programs, etc. Program Work Outcomes by school—can look at all programs and results from an institution. Right now, only public institutions are listed. Exploring careers—Missouri Connections. Schools use this to explore careers for students. Has section for adults now—blue banner. Incorporates MERIC data. May search for Now, Next, and Later jobs (with ascending levels of education required). 10 career pathways may be explored. Assessments to Reality Check to explore what salary would be needed for a desired lifestyle. Education and Training Program Search—gold WIOA bar to the right designates if program is WIOA approved. Approved funding regions are listed, program costs are listed. Feedback form in top header, fill out if you have input. If you want a demo for staff, contact Ronda?

### **Outreach**

- Please ensure all participants complete the Outreach and Effectiveness Survey located at: <https://riskanalysisunit.wufoo.com/forms/et-engagement-effectiveness-survey/>
- 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 the new 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**

Better Family Life - No updates or change for MWA or SkillUP. Numbers listed but not recorded, as will be emailed in. Outreach efforts to increase volume.

ARCHS - Success story, enrolled in SU in March, career readiness training, assisted in finding warehouse job, \$14/hour. ARCHS America Works meeting with probation and parole office this week to discuss a strategic referral process. Will keep in communication with parole officer through employment. SWIFT—success story came in last month, hired with Spectrum customer svc rep \$15/hour. Another success—diaper bank employee through transitional employment model. Subsidized right now, hopefully unsubsidized mid-July. Enrollment and job readiness fair coming up 6/26. Will send flyer to be posted on DSS social media. Employers will be there to interview people.

City of Springfield - Continue bi-weekly SU info sessions, usually average 6-10 people for those. Work with partners with referrals and outreach. Continue to market the SU program within the community and in Southwest Region collaborating with other partners. Ozark success soon, dental externship right now, top of class graduating in July.

DWD - nothing new to report

FWCA - Continuing to recruit customers. Focusing on low income housing areas, housing authority presentations. Continuing outreach list as provided to call and send mailers. Success stories coming soon.

LINC - LINCWorks was unable to have audio during the conference call on Tuesday. Our update: we have been providing Skill Up training refreshers for staff and intend to continue throughout the summer months. We recently participated in a summer job fair/community resource fair for Skill Up and MWA. We are working towards a new video of client success stories.

MCCA - Schools are continuing outreach and building relationships with state agencies and business to engage participants in training and employment. Had meeting with SU college managers and had good meeting. Success story from 3 Rivers, 32 y/o, single parent 3 kids in 2015 felony and lost credentials. Stumbled on Industrial Technician Training. Began her training and is feeling supported by case manager. FT employment already 50 hours/week and continuing training. Instructor was wonderful and is recommending the program to others. This afternoon, running MOJobs webinar for system users. All rec'd MOJobs binder.

MERS/Goodwill - Continuing to enroll, staff continuing outreach, presentations, job fairs, community resource fairs, etc. Employment growing more.

MOCAN - My report was just that we are continuing outreach and having success with the referrals. As of June 1, we brought on another Community Action Agency and we are looking forward to getting them on boarded.

ResCare - Continue contact efforts, making referrals to partners. Will be gearing up to do community events to promote SU.

Southern Missouri Works Project - Continuing outreach efforts, hope to have success story next week.

**Questions/ Additional Information**

**Meeting Close 11:45**

## Email Quick Reference List

Training requests, Marketing Materials, Email & Text blast requests, 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)