

Bi-Weekly Partner Meeting

June 4, 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 The following agencies were represented:

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

Reminders

- 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.
- 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 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).

Agenda Items

Partner Call Minutes

- We did not have a partner call on 05/21/19. We will resend the last call minutes from 05/07/19 to everyone. These minutes may also be found on the provider portal

Program Updates

- Dione - Monitoring Unit updates
 - The monitoring team is tracking the ongoing outcomes for IEP focused reviews. We are currently developing a process that would require mandatory training for IEPs if the

outcomes result in less than 90% for two consecutive months. We are using May and June as the base line to start this new process.

- A power point titled, “Corrective Action Plan (CAP) Basics” has been added to the provider site. This tutorial will walk you through the steps on how to create a Corrective Action Plan and should be utilized when creating a CAP.
 - IEPs have improved greatly. They are current and include both long and short goals, however, objectives are missing the majority of the time or they are the same as the goal. We will be focusing on objectives more in the future.
 - Reminder that all outstanding focused review spreadsheets were to be returned by 5/31/2019. We have not received several spreadsheets.
 - Reminder that supervisor reviews are due by the end of each month and several of those are missing as well.
- Jacinda-Steven’s Amendment
 - The Federal Government requires FSD to approve statements, press releases or documents i.e. flyers, handouts, etc. that describe items funded with federal funds.
 - 216.2 Steven’s Amendment:

In accordance with the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, Public Law 101-166, Section 511, “Steven's Amendment”, the contractor shall not issue any statements, press releases, and other documents describing projects or programs funded in whole or in part with Federal funds unless the prior approval of the state agency is obtained and unless they clearly state the following as provided by the state agency:

 - a. The percentage of the total costs of the program or project which will be financed with Federal funds;
 - b. The dollar amount of Federal funds for the project or program; and
 - c. The percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.
- Stacy-Reports and updates to the Provider Portal in MoJobs
 - Updates were shared on the provider portal format. The portal is now more user friendly with sections updated. Stacy explained how to find the “Days since last active service report”. In MoJobs under the reports tab, go to “Detailed Reports”, “Caseload”, and the select “Days since last active service”. Once you have the report pulled up you will select “SNAP” and then select region and time frame to run report. This report can be used to clean up records of people that have not come back and not re-engaged. You can exit individuals with a case note as to why. If they come back into the program you can request end date be removed or create new SNAP app (see handbook).
- Lisa S- new training available “Below the Line-Understanding Poverty”
 - “Below the Line-Understanding Poverty” training is available in the provider portal—the training is a 5 module training on how to work with and understand people in poverty. It can be viewed in Internet Explorer or Chrome, but appears to work better in Chrome. You will not be able to print the certificate at the end of it. To move from module to module you will have to enter the number of the next module to proceed. This is temporary as that feature is being removed. Encourage all staff working with people in poverty to take the training. Q from Mary Bell—can we access this through the portal? A—yes

- If you have several employees that need training and it would be easier for us to come to your location please email Lisa at Lisa.M.Schroeder@dss.mo.gov .
- Jennifer B-invoices for end of fiscal year
 - All invoices need to be submitted by June 10, 2019.

Training

- Upcoming SkillUP training dates in Jefferson City 07/09/19 - 07/10/19 and 08/06/19 - 08/07/19

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 if outreach/marketing materials are needed. Also, when requesting 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. 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 –Continuing info sessions for SkillUP and sending out letters for MWA

ARCHS- SkillUP-Success story- Mrs. S went through BFL in January for Certified Medical Tech in March. She received a job at Amazon as a job packing attendant at \$15/hour.

ARCHS SWIFTE-Success story-individual got job offer at Spectrum on 06/03/19 as an internet phone tech at \$15/hr. On 06/26/19 there will be a Project Hire event.

ARCHS America Works-No update.

All three (3) initiatives continue enrollments and outreach info sessions and email blasts.

City of Springfield-Continue info sessions and working with partners on referrals.

DWD-No updates

FWCA-Continue community outreach for SkillUP and MWA. Participated in Level up STL Youth Summit with St Louis Community College. Continue to work with head start programs and events. Going forward will continue to do work in the community and inform the community about SkillUP and MWA.

LINC- Continue to do community outreach. Currently using Apricot System, owned by Social Solutions, to coordinate and track out MWA and SkillUP outreach efforts. Apricot is the same system used by LINC for our purchasing process and to track/record TRE/WRE supportive services.

MCCA-Attending regional employment meetings this month. Meeting with the colleges this week so hope to receive success stories to share during next partner call.

MERS/Goodwill- Continuing outreach, enrollments are growing daily, receiving referrals via email, really starting to see more contacts from staff attending community events. Convening scheduled in SE region. Preparing for SU monitoring in July. Success stories—unemployed homeless man, through SU and with partner resources, started a job at \$12/hour. Shortly thereafter, he found a better job in a field more interesting to him at \$18/hour.

MOCAN-Business as usual, getting more SkillUP referrals and that is great and working out.

ResCare-Job Club monthly and those are going well.

Southern Missouri Works Project-Continuing outreach efforts in our community.

Questions/ Additional Information

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