

## **WIA Title I and Related Activities Manual**

**Chapter 13:** Dislocated Worker Program

**Topic:** Data Entry Timeliness

**Effective Date:** July 1, 2010

**Issue Date:** July 1, 2010

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### **Required Action**

**Action:**

To maintain timely data entry for activities in Workforce One.

**Who:**

Dislocated Worker program providers

**Background:**

The state wishes to establish data entry standards to more accurately track Dislocated Worker (DW) program demand and customer activity in Workforce One. In order for the Department of Labor, the Minnesota Legislature and DEED to track and allocate program resources appropriately, we need current information on the number of customers enrolled and the services they are receiving. Current DW enrollment information is especially important for the quarterly new registrants analysis, which governing bodies, the media, and program staff use to evaluate demand for DW services.

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### **Policy and Procedures**

I. Data Entry Standards

- A. Service providers must enter fifty percent of all intensive services and training activities into Workforce One within 14 days of the activity start date.
- B. Service providers must enter one hundred percent of all intensive services and training activities into Workforce One within 60 days of the activity start date.
- C. When possible, DEED strongly encourages service providers to enter one hundred percent of all enrollments into Workforce One within 30 days.

II. Data Entry Accountability

DEED will track data entry timeliness and follow-up with providers who are not meeting state standards. Failure to adhere to state standards could result in corrective action as deemed appropriate by DEED. Corrective action policy may require the state to take data entry timeliness into account when calculating incentive awards.

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