

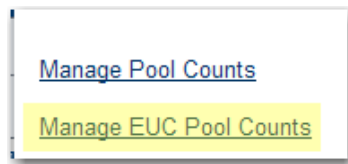
EUC-RES Employ Florida Marketplace Procedures

Information contained in this document is for procedural purposes only. Please consult the EUC-RES guidance paper for policy information.

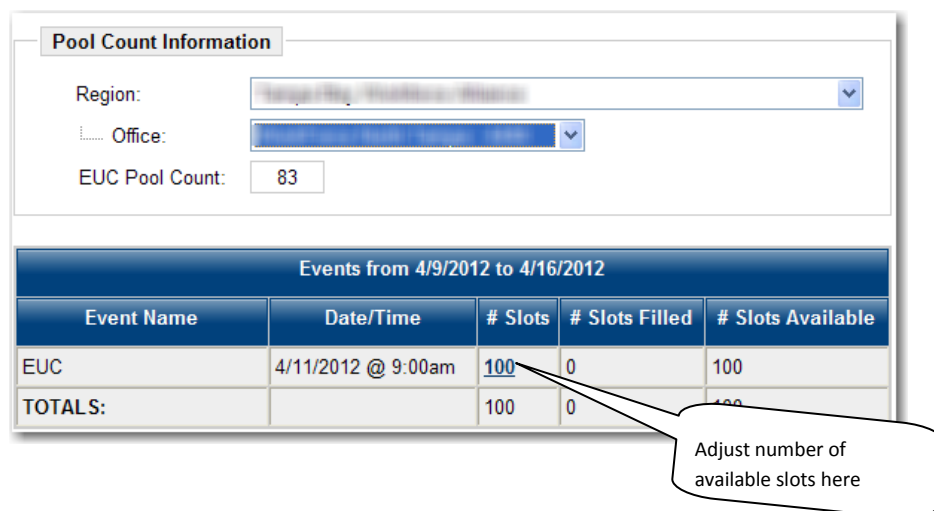
I. UC EFM Interfaces and EUC Pool Count Managment

One-Stop Career Centers will be required to provide reemployment services to EUC claimants referred through the UC interface into the Employ Florida Marketplace (EFM) system. A weekly file will import eligible EUC claimants, less exemptions, into EFM to create an EUC pool count.

To manage EUC Pool Counts, use the navigation menu Manage Activities > Manage Events> Manage EUC Pool Counts



The EUC pool count, which is separate from the Priority Reemployment Planning (PREP) and Reemployment and Eligibility Assessment (REA) program's pool, will display the total number of claimants that must be scheduled to attend reemployment services. The pool count will also show the number of slots available for the scheduling week and allow manual adjustments to increase or decrease the number of available slots.

A screenshot of a web application form titled 'Pool Count Information'. It contains dropdown menus for 'Region' and 'Office', and a text input for 'EUC Pool Count' with the value '83'. Below this is a table titled 'Events from 4/9/2012 to 4/16/2012'. The table has five columns: 'Event Name', 'Date/Time', '# Slots', '# Slots Filled', and '# Slots Available'. The first row shows 'EUC' for '4/11/2012 @ 9:00am' with 100 slots, 0 filled, and 100 available. A second row shows 'TOTALS:' with 100 slots, 0 filled, and 100 available. A callout bubble points to the '100' in the '# Slots' column of the first row, containing the text 'Adjust number of available slots here'.

II. Event Management in the Employ Florida Marketplace

For EFM scheduling to occur, regions must set up events in EFM to capture claimants who will be scheduled to attend appointments that will occur 14 – 21 days in the future. Events may be set as one-

time or recurring daily, weekly or monthly and must be set up no later than Monday by 5 p.m. eastern standard time (EST). The event category for this program must be set to reflect EUC-RES.

To create events: Manage Activities > Manage Events > Add Event

Complete event information by selecting an event category of EUC-RES. The title field may be customized to easily identify a specific office or staff's event. Determine the class size of the event which is the maximum number of claimants who can be accommodated during a particular event. Select the type of event as one-time or recurring daily, weekly or monthly. Select the region and office for which the event is being created.

The event location must be completed to list the physical address where the EUC-RES appointment will take place. The information entered here will print on the letters generated in the system.

Event Location	
Organization	123 Palace Place
Address 1	Suite 123
Address 2	
City	Ft. Lauderdale, Fl
State	None Selected
Zip Code	32653
Directions	
[Spell Check] Clear Directions	

Select the appropriate staff's information that will be responsible for the event.

Moderator	
Associated Staff	None Selected
Prefix	None Selected
First Name	
Middle Initial	
Last Name	
Phone	-
Ext	
Fax	-
Email	

Events must be set up to track all required services in the EUC-RES program: 101, 102, 107 and U01. Track services for this event must be set to 'Yes'. Select the appropriate service codes from the top box and click the drop down arrow.

Attendance Tracking

Track Services for this event ☐ No ☒ Yes

Tracked Services

NOTE: These services will automatically be recorded without a Completion Code when users register for this event unless this event is to be tracked by ScanCard and a Scan-Out will be required for service(s) to be Recorded.

- 103 - ***Information On Training Providers, Performance
- 104 - ***Job Search Workshop
- 105 - ***Job Finding Club
- 106 - ***Provided Internet Job Search Support / Training
- 109 - ***Case Coordinated Services
- 110 - ***Attended Rapid Response
- 111 - TAP Workshop
- 112 - ***Job Fair
- 113 - ***Job Search Plan
- 114 - ***Staff assisted job search
- 115 - ***Resume Preparation Assistance
- 116 - ***Received Service From Staff Not Classified
- 117 - Outreach VET/MSFW
- 118 - Failed To Respond To Call-In
- 120 - ***Use Of One-Stop Resource Room / Equipmen

Event Services [Clear Event Services List](#)

- 101 - ***Orentation, Staff Assisted
- 102 - ***Initial Assessment
- 107 - ***Provision Of Labor Market Research

Tracked by ScanCard ☒ No ☐ Yes

The Registration Method should be set to no registration required.

Registration

Registration Method: No registration required

Close Registration: Never

Instructions: [Insert Sample Instructions | Spell Check | Clear]

Create Wait List: ☐ No ☒ Yes

III. Printing Letters

To print notification letters, use the navigation menu to Manage Activities > Manage Event Rosters.

Manage Activities	Individual Services
Manage Providers	Employer Services
Manage Scan Card	Scheduled Services
Manage Case Assignment	Manage Events
Manage Follow-Up and	Manage Event Rosters

Filter event information by event, office or region and event category and date range. Click View Roster.

Event Information	
Roster Type:	<input type="radio"/> Per Event <input checked="" type="radio"/> Per Office <input type="radio"/> Per Region
* LWIA/Region:	Workforce One
* Office Location:	Workforce One Central Broward - 4645
* Event Category:	Reemployment for EUC
Date Range:	From 04/17/2012 to 04/23/2012
<div>View Roster</div>	

Click [Print Letters](#) or [Print Mailing Labels](#).

Last Name	First Name	SSN	Last Service	Action
XXXXXXXXXX	XXXX	XXXX	03/24/2012 - 006 - ***Self Service Job Search through VOS	Assist Reset
XXXXXX	XXXXXXXXXX	XXXX	03/07/2012 - 003 - Self Service Registration	Assist Reset
XXXXXX	XXXXXXXXXX	XXXX	Not Applicable	Assist Reset

Sorted by Last Name

Print Letter(s) Print Mailing Label(s)

IV. Resulting Attendance in EFM

To result attendance: [Manage Activities](#) > [Manage Events](#) > Filter for Region, Office, Event Category and select the [appointment date](#) from the calendar. Scroll to the bottom of the event and click [Manage Attendees](#). Click [Save](#) to record all results.

Attendee	User Type	SSN	Phone	Date Registered	Status	Action
XXXXXXXXXX	Individual	XXXX	XXXXXXXXXX	2/20/2012	No Show	Reset Delete Services
* Reason for No Show: Other (Explain) <input type="text" value="Unknown"/>						
XXXXXXXXXX	Individual	XXXX	XXXXXXXXXX	2/20/2012	No Show	Reset Delete Services
* Reason for No Show: Other (Explain) <input type="text" value="Unknown"/>						
XXXXXXXXXX	Individual	XXXX	XXXXXXXXXX	2/20/2012	No Show	Reset Delete Services
* Reason for No Show: Other (Explain) <input type="text" value="returned call for a reset on 3/5/12."/>						
XXXXXXXXXX	Individual	XXXX	XXXXXXXXXX	2/20/2012	Attended	Reset Delete Services
XXXXXXXXXX	Individual	XXXX	XXXXXXXXXX	2/20/2012	Attended	Reset Delete Services