

**Type:** Program Procedure

**Date Established:** 9/01/2022

**Date Last Revised:** 9/19/2022

**Date Posted to Website:** 9/28/2022

**Status:** Final

**Supersedes:** N/A

## Procedural Guidelines

Service Provider will provide connection to resources and employment services to Thurston County residents with identified behavioral health needs, especially those involved in or impacted by legal system.

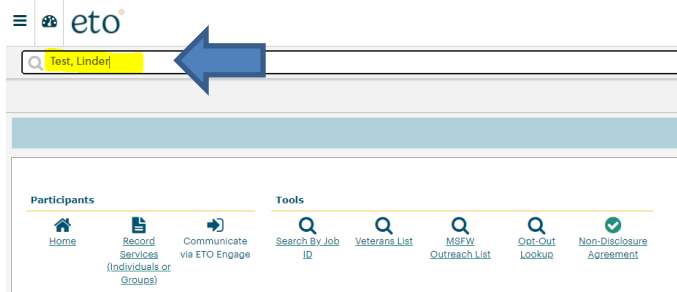
## Procedures

Please ensure participants have an updated WorkSourceWA Account complete with a profile to be eligible for enrollment in the MIS system (ETO).

Individuals receiving services through this program must be Justice involved within the last 6 months of enrollment date.

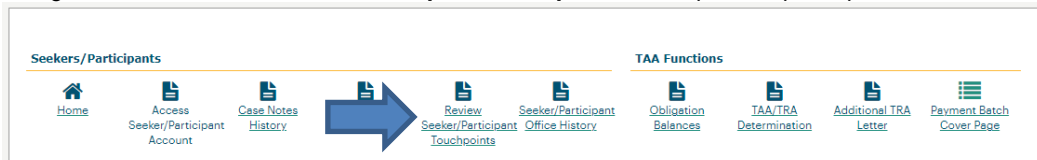
### A. ETO Procedure for TST Program Enrollment

1. Review and process enrollment application.
2. Navigate to the Participant account and dashboard via ETO search bar

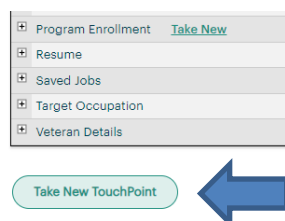


3. Upload Program Documents

- A. Navigate to the "Review Seeker/Participant Touchpoints" on top of the participant dashboard



- B. Select "Take New Touchpoint".



C. Then select **“Uploaded Files”**

Upload Files

Document Name

File Type

File

- C. From there complete the Document Name Box
- D. Select the files to upload.
- E. A dot will appear **green** when downloaded.
- F. Save the touchpoint.

#### 4. Program Enrollment Touchpoint

- A. Take a Program Enrollment Touchpoint on the participants dashboard by selecting **“+New”** under Most Recent Program Enrollments or through the Review Seeker TouchPoints Widget and click **“Take New”** from the Program Enrollment selection.
- B.

Most Recent (5) Program Enrollments

Most Recent (5) Program Enrollments

There are no recent TouchPoints for this participant.

+ New

- C. Review the Demographics at Enrollment tab and ensure demographics are complete and accurate:
  - a. If demographics are incorrect, obtain permission from the participant to impersonate them in WorkSourceWA.com and update their record before saving the Program Enrollment.
- D. ETO will bring you to the Program Enrollment Touchpoint. Ignore the Program of Enrollment selection.
- E. Under **Local Program** enter **“2WDA PREP Expansion TST”**
- F. Under **Contract** enter **“Equus Workforce Solutions”**

Local Program \*

2WDA PREP Expansion TST

Contract (if applicable)

Equus Workforce Solutions

- G. Complete all other data fields and elements in the touchpoint to include the Enrollment Case Note

## 5. Entering Program Services and Touchpoints:

Below is a list of available services and touchpoints associated with this program.

- Basic Services
  - Basic Assessment 2.0
  - Career Guidance 3.0
  - Deskside Job Seeker Assistance
  - Employment Referral 2.0
  - Miscellaneous Workshop
  - Provided Workforce Information
  - Referral to Additional Services
  - Referral to WIOA Services
  - Resume Review
- Individualized Services
  - Basic Skills
  - Career and Vocational Counseling
  - Comprehensive and Specialized Assessment
  - Development of Ind. Employment Plans
  - Financial Literacy
  - Individualized Career Services Paid by Other
  - Short-Term Pre-Vocational Services
  - WorkForce Preparation
- Supportive Services
  - Program Support Services (Other) (3.0)
  - Program Support Services (Transportation)
- Measurable Skill Gains
- Credential Attainments
- Program Completions, Outcomes

### A. Program Support Services:

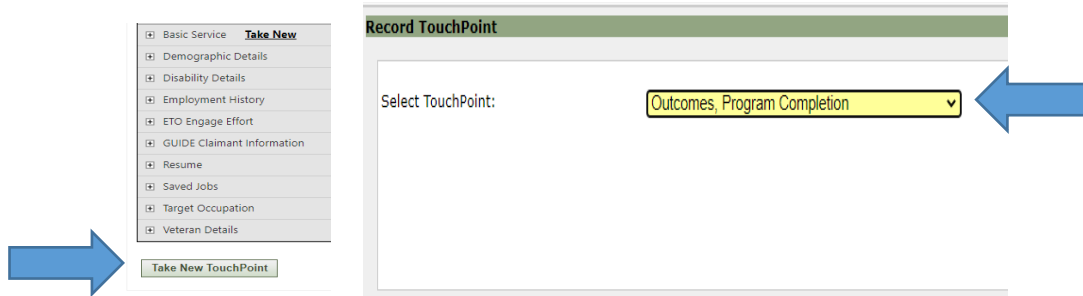
- a. Navigate to the Individualized Training and Support Service Touchpoint to select the **Program Support Service (Other)(3.0) or Program Support Service (Transportation)**.
- b. Enter the **Active Program Enrollment, Local Program and Contract**.
- c. Enter the applicable service case note.
- d. Upload the supporting documentation
- e. Save the service.

## 6. Entering Measurable Skill Gain and Credential Attainment

Please refer to the Measurable Skill Gain and Credential Attainment Procedures in order to complete these touchpoints and measures.

## 7. Program Outcomes, Completions

- A. Upon completion of program related services, enter a Program Outcome, Completion Touchpoint to close the program.
- B. Navigate to the **Review Seeker/Participant Touchpoints** on the top of the participant dashboard and select **“Take New Touchpoint”**.
- C. Select **Outcomes, Program Completion**. It will then direct you to the next screen.



D. Select the applicable **Enrolled Program**

E. Enter “**Equus Workforce Solutions**” in the **Contract** field.

Program Name - Start Date - End Date - Office

**Enrolled Program**

**Contract (when applicable)**

F. Enter the **Reason for Completion**, **Completion Date** and the **Completion Comment**

---

## References

---

Workforce Innovation and Opportunity Act of 2014

WIOA Final Rule; 20 CFR Parts 676,677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016

WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016

---

**DATE APPROVED: 9/19/2022**

---

**Direct Inquiries to:**  
**Pacific Mountain Workforce Development Council**  
**1570 Irving Street SW Tumwater, WA 98512**  
**Telephone: (360) 704-3568**  
**Email: [Info@pacmtn.org](mailto:Info@pacmtn.org)**

PacMtn is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WA Relay 711.