



**STATE OF HAWAII
WORKFORCE DEVELOPMENT COUNCIL**

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July 3, 2012

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FROM: James Hardway, Executive Director Workforce Development Council (WDC)

SUBJECT: State Energy Sector Partnership and Job Training (SESP)
Incumbent Worker Assessment and Placement Updates / Other Notes

The purpose of this memorandum is to notify select SESP partners on important considerations for assessment and placement of incumbent workers, and other notes.

As noted in the Incumbent Worker Memorandum (dated 7/12/11) issued by this office, serving the incumbent worker population is allowable under the SESP. Incumbent workers must qualify using the eligibility criteria "Individuals in Need of Updated Training Related to the Energy Efficiency and Renewable Energy Industries" found on the Eligibility Crosswalk.

In ongoing discussions and review of the SESP program, there have been questions and concerns regarding handling of this population upon intake and recording "Entered Employment" in RAD. The following guidance addresses those concerns.

Reporting Incumbent Workers as Entered Employment

The U.S. Department of Labor's Employment & Training Administration's criteria for "Entered

Employment” includes the following:

- 1) Individuals employed at the start of training must obtain a new position of employment after program completion to be reported as “Entered Employment” in the RAD system. A new position of employment with the same employer will generally have a title that is different from the title for the individual’s previous position and a new position-specific job description. A new position of employment with a different employer may or may not have a different title or job description from the previous occupation.
- 2) Individuals who are employed when they begin training and enter a new position of employment after program completion, even if the new position is with the same employer, as long as the individuals utilize the competency or competencies they acquired through grant-funded education/job training in their new position.

An example of an employed individual who enters a new position of employment and can be reported as “Entered Employment” in alignment with the reporting requirements includes an individual employed as a Solar Photovoltaic Technician Installer at the start of training, who, after program completion, is employed as a Solar Photovoltaic Engineer.

Please note that this element is reported in “real time.” In other words, participants should be reported in the quarter they obtain unsubsidized employment regardless of their status as a participant or exiter. It is the case manager’s responsibility to follow up with program participants to accurately account for this required reporting element.

Assessment of Incumbent Workers

Additionally, please ensure that assessments are performed during intake as it is a requirement of the SESP grant in determining eligibility of a potential participant. Subrecipients should use either own Assessment Tool (such as the Employment Planning for Success) or utilize the SESP Training Plan and Assessment Tool located on the SESP website under “For Subrecipients”. When completing the Assessment of an incumbent worker candidate, case managers should consider the following:

How will training benefit the participant?

- Candidate for a new job, including new job title and job description;
- Layoff Aversion or retained current position
For example, “of the 500 incumbent workers that completed education/training activities, 220 of these retained their current position as a result of the grant”
- Wage Gains/average amount of wage increases;
- Promotions (not including a new position);
- Skills Upgrade resulting in new job responsibilities; and
- Other, such as impact/benefit of incumbent worker training on businesses (i.e., allowing employers to offer more expertise to clients and be more competitive in the marketplace).

NEW USDOL Reporting Requirements

As the RAD system does not report effective outcomes for incumbent workers, USDOL is requiring states to collect additional outcomes for incumbent workers separately.

For the past two quarters, the WDC has been tracking follow-up data for incumbent workers who have received training through the SESP program. This follow-up data has included information such as if they have received a new job since the training, if they are using the training in their jobs, etc. To comply with SESP guidelines, follow-up data needs to be tracked every quarter.

Effective immediately, each case manager will be responsible for conducting follow-ups for their participants, and recording each participant's data utilizing a WDC created form on the www.sesphawaii.com website. Each case manager will be sent an email soon from the WDC which includes a link to the new forms (www.sesphawaii.com/radfollowup/login.cfm), and a unique login username and password for their exclusive use. Since the usernames and passwords are tied directly to a specific case manager's file, please do not use anyone else's username/password or share yours with others.

If you have **technical** questions regarding the forms or site, please contact Mr. Eric Butler, SESP Program Specialist, at (808) 586-9169 or by e-mail at eric.s.butler@hawaii.gov.

Once logged in, the case managers will see a summary page of all participants assigned to them and their current follow-up data. A link will be listed next to each participant's record which will direct the case manager to a form where the participant's record can be edited/updated. A link at the top of the webpage will be also be provided to link case managers to a form for inputting follow-up data for new participants.

To ease in the transition period to the new forms, the initial email from the WDC will contain a file that lists all of a case manager's assigned participants and their follow-up data. Each case manager will be responsible for inputting that list of participants into the forms to register last quarter's follow-up data in the system. We understand that the process may initially require additional work, however, we are confident that this system will save a lot of time and energy in the future.

Thank you for your continued support as we all work in partnership to achieve our federal goals. If you have any questions, please call me at 586-8671 or via email at jhardway@hawaii.gov.

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