

AZ JOB CONNECTION NEWSLETTER

AJC's 13.1 Release

Recently AZ Job Connection (AJC) went through a new release that has changed the look of the home page. We expect other pages to also change in the not too distant future as well to provide a consistent look and feel of AJC.

But...that is not the only exciting part to the 13.1 Release. Now available are new reports as well with additional data returns requested for Report 8 through the AJC Workgroup CCR process.

CCR 2012-16 submitted by Pima County to have a field added to select DOB export on Report 8 (the option at the time was to export the age). This will be used as a cross reference and to help eliminate data entry errors.

When this option is selected, both the Date of Birth and Age columns will be returned and displayed in separate columns.

Columns to Include

- Part ID
- Last Name
- First Name
- Date of Birth and Age
- Race

CCR 2013-04 & CCR 2013-05 submitted by Yuma requested to have a report that displays: Employer name, city, and state, training related, job title or O*Net code, other reasons for exit, non-traditional and supplemental wages and average earnings. The above options are available on the Report 8 - Choose Report Options page when adding "Enrolled Between" option has been selected.

The report was requested to assist with analyzing, monitoring and improving performance measures, and to avoid having a dual system to capture this information.

Choose Report Options

Related Links: [Saved Report Options](#)

Date Type

- Participant Between
- Exited Between
- Enrolled Before
- Enrolled Between
- Enrolled After
- Currently Open
- Pending

Would you like to view previously distributed newsletters? Or do you have a Change that you would like to request for review through the AJC Workgroup

Use the following link.

[AZ Job Connection Newsletters](#)

CCR 2013-08 also submitted by Yuma requested to have a report for AJC Regional Directors to review edit and data entry dates by staff.

The report will be available to all Programs under a new category called Outcome Reports and will be called "Outcome Tracking Report".

The report will be filtered by program and date of exit and will display results for the last updates to exit information an each outcome quarter based on items selected.

Outcome Reports

Outcome Tracking Reports

Tracking the entry of outcome information at the program level.

CCR 2013-09 submitted by Administrative staff requested to have the ability to run a report to display the WARN notices with the Employer, Business Type, Layoff Type, County and rapid response event number.

Program managers can utilize this report to analyze and manage layoff information specific to WARN and Non-WARN occurrences by monitoring results on reports returned.

Rapid Response Reports

- Rapid Response Activity Report - Statewide
- Rapid Response Activity Report - Local Area/WIB
- Rapid Response Activity Report - Office

AZ JOB CONNECTION NEWSLETTER

Staff Development

What if I'm wrong?

Critical Thinking teaches us to understand the assumptions we are making before we make a decision. We look at those assumptions and make sure they are strong, based on true facts, relevant experience, good data, reliable sources of information, appropriate analysis, etc. When we come to a conclusion, we feel confident in our thinking and in our process. We can present our thinking with high credibility and enroll, influence and get others to agree enthusiastically.

BUT ... While Critical Thinking greatly increases the probability of success; there is no guarantee that every decision will be the best one, or even a good one. No one, no process, no procedure, no thinking is perfect. We are also challenged to make decisions when we're not as confident as we would like to be, such as when you can't get all the data or you're out of time and need to decide.

Knowing that everything isn't perfect, one of the handy tools is to ask "What if I'm wrong?"

- What if I'm wrong about the time or \$ estimate to complete that project?
- What if I'm wrong about that hire?
- What if I'm wrong about the advice I gave my child?
- What if I'm wrong about saying "No" because I thought the long term consequence outweighed the short term disappointment?
- What if I'm wrong about cancelling a doctor visit because the pain in my side went away?
- What if I'm wrong about thinking that what is unimportant to me is unimportant to someone else?
- What if I'm wrong about buying that stock, or selling that other one?
- What if I'm wrong about accusing someone of stealing?
- What if I'm wrong about buying that T.V.?
- What if I'm wrong about the priority of something?

Even if we ask the question "What if I'm wrong?" because of our confidence, we'll often automatically say, "If I'm wrong, I'll deal with it".

Asking "What if I'm wrong?" has its place. You don't want to get hung up on "What if I'm wrong?" on something that either doesn't matter, or isn't a big deal.

But, for those things that do matter, asking "What if I'm wrong?" leads to very constructive conversations such as;

- If I'm wrong, how would I know? What can I measure that will give me an idea if things are going the way they should, or not?
- If I'm wrong, can I mitigate and/or minimize the consequence? How would we manage the downside of a bad decision? Is it manageable?
- If I'm wrong, do we have a plan B... should we have a plan B?

–Mike Kallet; Critical Thinking; Headscratcher Post

DILBERT MAY 16, 2015



FiscalLink Training

The EA Training unit has been conducting WIA Fiscal Client Budget Training, the goal of the training is intended for WIA staff to add a client's budget through the Service and Training Plan (S&T Plan) and process the payments. This will allow client expenditure data to back up the program expenditures being drawn from the grant therefore Fiscal Link will provide backup to support the 9130 report.

There were a total of 12 sessions that began in April and a total of 132 participants in attendance attended. The training has been a huge success and is on target for July 1, 2015 implantation date.

Below are the questions and answers that were brought up during training. The EA Training Unit would like to thank those who participated and provided feedback. We look forward to a successful launch in July!

– **Respectfully the EA Training Unit**

FiscalLink Q&A:

1. Who is responsible for adding payments? The system changes state it is the Regional Directors however, during the initial roll out, it was indicated that it would be case managers? **This will be determined by each LWIA; however, case managers will be able to add payments.**
2. Each activity that is budgeted is added when several staff within a region do this function that creates a lot of activities to be verified and approved. With selected individuals this will cause a backlog. Can they give access to case managers or supervisors to approve? **This will be determined by each LWIA.**
3. Are external databases from LWIA's going to be able to download to AJC to transfer information? **No. This is not foreseen for the future either.**
4. De-obligations, can they be made to be done automatically by the system? For example if only is 950.00 spent out of the 1000.00 budgeted. **No, de-obligations are something that will need to be done by the appropriate staff.**

AZ JOB CONNECTION NEWSLETTER

FISCALLINK Q&A cont....

5. When staff work or split the funding on different programs, how will this work? Between all of the enrollments, Youth, Adult, and Dislocated Workers the amounts would need to go under different enrollments. Currently it's on the 9130, will AJC be able to do the same? **Yes, funding spent on a participant will be entered under the appropriate enrollment.**
6. When does the Add Payment need to be done by (timeframe)? **ETA has provided policy that the grantees use a full accrual accounting basis. To do this all monies must be entered as they happen.** Does it have to be entered every time such as work experience, every two weeks? Or can they wait until the end to make the final payment? Are there cut off dates (Prior to the 9130 monthly)? **There will have to be cut off dates so that the 9130s are accurate.**
7. What happens if my agency purchases a slew of bus passes in one lump sum? If this is client based budgets how will the system know or balance the remaining? (It won't match the 9130) **It will have to match; the 9130 will be created in AJC.**
8. Who is going to give Data Security a heads up on the new access, the J125's? **LWIA Access is given by the Regional Directors and Workforce Innovation and Office of Apprenticeship.**
9. What access do they receive? Who provides it to the case managers? Regional Directors? **(EA/IT Section will make sure all Regional Directors have access to pass on to case managers).**
10. Who gives access to the Regional Directors? **Workforce Innovation and Office of Apprenticeship.**
11. Do we have to add a budget for each service? Need examples; this will increase the amount of budgets tremendously? Which will become overwhelming? And now EA Training states that only Regional Directors role can approve them. **Yes, if there is a monetary value to the service like support services, training services, etc.**
12. Can case managers, supervisors receive a Regional Director role to assist in approving budgets and adding in the payment? This will be impossible for only Directors to work. **The case manager will have the ability to add payments if the LWIA wants payments to be added by their case managers. The budget will still need to be approved by the appropriate role.**
13. Can we add a new category to the budget for example if I add work experience I'm able to budget that but in the budget I'm able to add a category to it such as support services –transportation can we do this? **Yes. It will decrease the amount of budgets and will the reporting be accurate? The reporting will be accurate.**

DILBERT MAY 30, 2015



FISCALLINK Q&A cont....

14. I have several usernames and have to sign in and out of AJC to view WIA applications and some TAA for co-enrollments. Why do I have to have so many case manager roles? **You should only have one username with roles to the different offices you work from or with roles for the job duties that you perform. DES is not aware of anyone that works for WIA and TAA. If you have a situation like this where you have several usernames please contact the EA Helpdesk at EAHelpdesk@azdes.gov so we can review the issue is.**
15. Can we get access once we have gone through the training? **Yes, we want those that have been trained to start entering the client budgets.**
16. When do we make the payment in AJC? What is meant by make the payment? Do we make it when we actually make it on our end or do we add it before the actually payment is sent? **Based on TEGL 28-10 ETA requires all grantees to report all financial transactions on a full accrual basis. Accrued expenditures are costs incurred for goods and services received regardless of whether the payment has been made. You would add the dollar amount to the client budget when the service is provided.**
17. Will we be emailed once access is given? When changes are made to staff logons a message is sent from: **AZ Job Connection [mailto:notifications+azprod@ajla.net] Subject: Your Service Link security privileges have been updated.**
18. When budgets are approved do we get a message indicating that they are approved? **No, not an email message. The only message is the display changes beside the service. Staff could request an enhancement to AJC by requesting a change request form from Theresa Sanchez via email request to AJCInfo@azdes.gov and submitting it for the AJC Workgroup to review.**
19. When a jobseeker is in exit status there are times that we have to provide other services to them such as gas cards or clothing allowance, now that we have to budget these expenses by adding another service will extend the date which will not be accurate. How will this work? And would it be possible to add other activity codes when they are in exit statues to provide support services without extending it? **Services that are provided after an individual has exited or within the 90 days of no service should be provided using the follow-up services. Follow-up services do not extend the exit date.**

AZ JOB CONNECTION NEWSLETTER

Hilton HHonors Military Rewards Program

DES is partnering with Hilton HHonors Program to assist veterans and eligible spouses with hotel points for employment-related travel. To learn more about the program please contact a DES Veterans' Employment Representative

Interested individuals must meet eligibility requirements that include:

- Meet the definition of a veteran;
- Be a resident of or resides in Arizona;
- Register in the state job bank, www.AZJobConnection.gov; and
- Enroll online for a HHonors account.

DILBERT MAY 11, 2015



AJC Change Control Requests

Do you have a suggestion or a recommendation to process within the AJC application?

We would like to hear from you!

Please use the following link to create a Change Control Request (CCR) for the AJC Workgroup to review. [CCR](#)

All requests should be emailed to AJCInfo@azdes.gov for processing.

What's what in AJC?

Staff may have noticed that when they select the Demographic Information link in AJC that they are immediately prompted to confirm the Expired eligibility date:



You may have seen the following warnings:

The new expiration date cannot be before 03/21/2015. (This goes back 60 days; for WIA eligibility needs to be re-determined after 45 days) Or;

The new expiration date cannot be in the future. If the participant has a current enrollment, the eligibility date is not changed on the Demographic snapshot. If no enrollment has been entered for WIA eligibility must be re-determined.

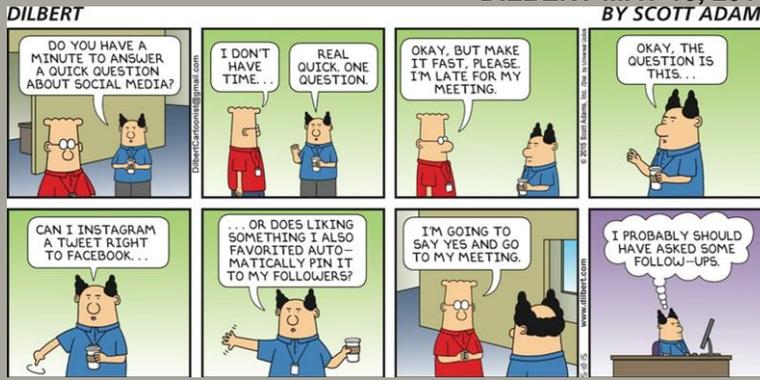
When staff are experiencing difficulties with AZJobConnection.gov (AJC) these are the contacts for resolution. Using the contacts listed below will provide you with the quickest response and resolution.

Employment Service Staff
EAHelpdesk@azdes.gov
 602-542-2460

WIOA Staff
EA-WIA@azdes.gov



Staff needs to ensure they have set their security question and hint for changing their password in AJC. Staff creating AJC logons needs to include a question and hint which can later be changed by staff under *My Account Information*. This will facilitate staff resetting their own password and eliminate having to use the email option to request password resets.



Staff can add follow-up services to a closed WIA enrollment

Add Followup Service

Call-in

Enrollment Details

State Admin can add services that should have been entered during participation to closed WIA enrollments

Add to CLOSED Enrollment

Call-in

Enrollment Details

Designated Regional Directors can send LWIA Request Form Template (include all the information required to enter the service) to the EA-WIA@azdes.gov e-mail for state staff process.

JUNE 2015

VOL 6 ISSUE 16
PAGE 5

AZ Job Connection Newsletter

*Employment Administration, Information
Technology Section (EA/IT) working to keep you
informed and up-to-date!*



DES

Your Partner For A Stronger Arizona