

## AZ JOB CONNECTION NEWSLETTER

### AJLA-TS 13.2 Release coming in late January

Another year under our belt and a new year full of opportunities!

Currently America's JobLink Alliance Technical Staff (AJLA\_TS) are working to transfer more pages from ColdFusion to Ruby on Rails were the application becomes easier to navigate. At the same time they continue to make required changes as a result of Workforce Innovation and Opportunity Act (WIOA)!

There is an updated demo of the new searches available for download however; it takes up a large amount of space so please check with your supervisor take before downloading. The link is located under: [New Searches Demo](#)

To ensure that our customers are prepared across the board we have attached a document for your review of all the changes in the 13.2 Release.

Below is a brief summary of the changes for you to be aware of. Please remember you can submit requests for the AJC Workgroup to review by using the Change Control Request (CCR). There are some additional changes forthcoming in the 13.3 release scheduled for later this year.

CCR 2013-03 was requested for Local Workforce Development Areas (LWDAs) that have provider contracts the ability to monitor or review performance at the local office level. They also felt it was important that the report display the same information as it does for the statewide and Local Area\WIB office. The "Combined Performance Report by Office" is included in the 13.2 release. You can find the report under "Miscellaneous Report" then "Combined Performance Report" and then select the office you want to review.

Here are the rest of the highlights specific to AZ for your review by ticket #:

18112 - Updated the ability of a staff user to approve accounts equal to or lower that their user level, including Regional Directors

18816 - Corrected issue of registration information failing to save when Spanish translation is selected

17131 - Added "Untapped Employer" identifier to AZ employers and job postings for the purpose of flagging job searches. Also added question in job order creation asking employer if they would like information about the "Untapped Employer" program. If they do, when the account is approved, the employer is added to the new Untapped Arizona report....**Continued on page 4**

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](#)

### Up Coming Event for Veterans Arizona Stand Down

The Arizona Stand Down is an alliance of community based organizations that come together annually to provide services to at risk and homeless military veterans There are a variety of services provided to include but are not limited to: health screenings, vaccinations, dental care, clothing, housing, legal assistance and employment assistance.

The Phoenix Stand Down is January 28th through 30th 2016 at the Veterans Memorial Coliseum, 1826 West McDowell Road, Phoenix, AZ 85007. Hours for services are 8:00 a.m. to 5:00 p.m. on Thursday and Friday and will end at noon on Saturday. Feel free to stop in and see what awesome services are provided to our honored veterans.

Should you like to become a volunteer at future Stand Downs', you can register by clicking the following link:

<http://www.arizonastanddown.org/event-2073955>

***"The purpose of human life is to serve, and to show compassion and the will to help others."***

- ***Albert Schweitzer***

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## Staff Kudos

**DVOPs and LVERs that received awards...  
Thank you for your service!**

**Milton Hawkins** – American Legion DVOP of the year 2015 (Yuma)

**Gary Phillips** – American Legion LVER of the Year 2015 (in N. 7<sup>th</sup>)

**Steven Ward** – Disabled American Veteran DVOP of the Year 2015 (South Tucson)

**Leopoldo (Leo) Verdugo** – Disabled American Veteran LVER of the Year 2015 (South Tucson)

## Staff Development

### Two most important questions to ask

"I don't have time to think!" is an expression I've heard many times throughout my career. This statement is actually meaningless. The statement really should be "I don't have time not to think!"

**We often encounter situations when decisions must be made quickly.** No matter how quickly you need to respond, your brain will always do some thinking, consciously or unconsciously. Your brain will always make some assumptions about the situation and based on those assumptions, you'll come to a conclusion and act. While you may not have time to do a deep analysis of the situation, or even ask a lot of questions, you do have time to ask one or two critical questions. These questions might make the difference between a success or an oops.

**But what about reflex, or "instinctive" actions?** Reflex actions are defined as an action that is performed as a response to a stimulus and without conscious thought; such as pulling your hand away from a hot frying pan. Real life business and personal situations however rarely require reflex actions.

If a decision is so urgent, and you have time to only ask or ponder one thing, ask the #1 question;

**What assumptions are being made?** Your brain is going to make assumptions, so you might as well understand what those are.

You'll almost always have time to ask the #2 question;

**Why are those assumptions being made?** Asking this question prevents you from making bad assumptions, which lead to bad decisions.

**Based on just these two questions,** you'll have a more thoughtful conclusion and raise the probability of a successful decision. Of course, if you make assumptions that don't have a strong foundation (based on the response to "why are those assumptions being made?"), then you will likely make a bad or risky decision and regret it later.

**But what about the expression "Don't make assumptions?"**

You cannot come to a conclusion about something without assumptions, so "Don't make assumptions" is also meaningless. That expression comes from mistakes made when you don't ask "What assumptions are being made?" Since your brain is going to make assumptions, being conscious about what they are will go a long way to prevent the bad ones.

**The Takeaway:** We live in a busy world, often with little time to make decisions ... but we have time to think, and while not always enough time to deeply analyze, enough time to ask two questions "What are the assumptions, and Why?".

Check out more at: [www.headscratchers.com/Pos.html](http://www.headscratchers.com/Pos.html)

## DILBERT JANUARY 08, 2016



## How to Close a Job Placement

If you encounter errors enrolling a jobseeker that has a job placement entered, staff should ensure that the information about that job placement is complete. For example if the jobseeker is no longer employed at the job listed in the job placement, information should be added to end that job placement. If this is not completed during the enrollment process, when the jobseeker exits from the program, staff will not be able to complete the Exit Questions because of the following.

- This individual has an exit date with an open job placement. The open job placement will require the entry of the Occupational Number.
- This individual has an exit date with an open job placement. The open job placement will require you to complete: Entered Training Related Employment.
- This individual has an exit date with an open job placement. The open job placement will require you to complete: Entered Non-Traditional Employment.

Job Placement

There is 1 job placement entered.

## Coming in Early 2016 a Webinar on the Document Uploading feature in AJC

The Employment Administration Quality Assurance Section will be hosting a Webinar for Adult, Dislocated Worker, and Youth Staff. The purpose of this webinar is to demonstrate the process to upload documents to AJC for Eligibility and Data Element Validation. We will also explain the benefits for utilizing this feature.

**Look for an email invitation soon!!**

# AZ JOB CONNECTION NEWSLETTER

## Security Awareness

Everyone who has access to DES data or systems must complete the Initial Security Awareness Computer Based Training (CBT) prior to receiving access to any systems. All DES staff and anyone who contracts with DES must complete an Annual Recertification CBT. Our systems contain an incredible amount of personal and confidential data that is our responsibility to protect. The CBTs provide valuable reminders on a variety of topics that include what data needs to be protected, how to protect it and relay any new areas of concern or vulnerability.

DES employees take these Security Awareness CBTs through YES, "Your Employee Services" at: [https://portal.hris.azdoa.gov/CES/ces\\_login.jsp](https://portal.hris.azdoa.gov/CES/ces_login.jsp)

Non DES employees take the CBTs through the ERMA (Event Registration and Management Application) systems at: <http://www.erma.az.gov>

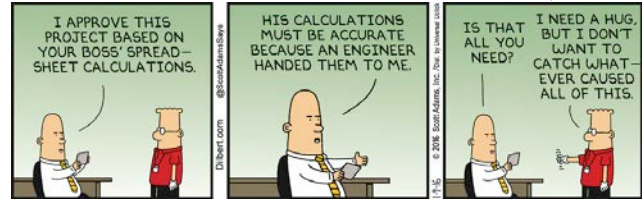
It takes approximately 1 – 1½ hours to complete the Initial Security Training CBT, and about 30 minutes to take the Annual Recertification CBT. Shortly after completing the CBT, you will be able to look at your Training Record to see if you passed this CBT.

Thank you for meeting this training requirement in a timely manner, and for incorporating the information and practices into your work habits.

### Remember:

- Never share your password with anyone.
- Lock your workstation every time you walk away.
- Logoff your Mainframe sessions when you finish your work or take a break.
- Restart your computer at the end of every day.
- Shutdown your computer on the last workday of each week.
- Keep all items with confidential data locked safely away from others.

DILBERT JANUARY 09, 2016



## 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](mailto:AJCInfo@azdes.gov) for processing.

## Major Event's

### 2016 Hope Fest Phoenix (Chase Field)

By Jim Welter, a volunteer for City Serve Arizona's Hope Fest Phoenix

Saturday, April 16, 2016 marks the fifth year of Hope Fest Phoenix! This event brings a variety of community providers together to meet the immediate needs of our uninsured, underinsured and underserved neighbors. It connects them to resources that facilitate long-term solutions, independence and stability. Through the collaboration of agencies, organizations and individuals thousands of people receive valuable services at no cost to include: medical, dental, vision, food, housing, haircuts, clothing, personal care products, employment services, child safety needs and so much more. In 2015, 24,000 attended this great event.

## Contact Due Email

Have you been receiving emails indicating that contact is due for a client that you are working with?

When entering Enrollment Notes there is a box called "Re-contact Date". This box is self-populated for 30 days. By clearing the date you will not receive the email erroneous reminders.

The AJC Workgroup discussed this issue in the last meeting December 2, 2015 and will be working to get this revised so that this indicator reads from Program Notes for the report to be useful.

## Continued Highlights of 13.2 Release

18352 – Resolved the issue of a renewed "Auto Disable" account being inaccessible to staff person: auto-disable is no longer an option for account status

15744 – Added a Goal column to the TAA Quarterly Performance Report to display performance targets for the Entered Employment Rate, Retention Rate and Six Month Average Earnings

18293 – Corrected issue of job results returning outside the job seeker's selected area/distance

18382 – Updated the add/edit vendor process to allow alpha-numeric vendor codes of 12 characters and alphanumeric vendor mail address codes of 5 characters

The screenshot shows a web form with a sidebar on the left containing menu items: Employer, Client, My Account, Resources, Reporting, Fiscal Management, Training Resources, and Statistics. The main form area contains fields for Date (12/16/2015), Staff Name (Stanley J Flowers), Agency (City of Phoenix), Type of Contact (Please Select), Reference Date (12/16/2015), Recontact Date (01/15/2016), and Description. A red arrow points to the Recontact Date field. There is also a Notes section with a 2500 character limit.

JANUARY 2016

VOL 7 ISSUE 17

PAGE 4

# 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*