

Procedure (Process) Owner: FCWIB Assistant Director

Effective Date: February 2, 2006

Approved By:

FCWIB Adult Program Manager	___ Signature on file ___
FCWIB Youth Program Manager	___ Signature on file ___
FCWIB Data Services Manager	___ Signature on file ___
FCWIB Fiscal Services Deputy Director	___ Signature on file ___
FCWIB Quality & Contracting Manager	___ Signature on file ___
FCWIB Assistant Director	___ Signature on file ___

Deviations incorporated in this revision:

None

Summary of changes:

New Process

Specific additions / deletions:

New Process

Identify training/retraining requirements by job title:

Identify Initial Training Requirements

- FCWIB Operations Management Staff
- FCWIB Monitoring Staff
- FCWIB Contracting Staff
- All One-Stop Contract Coordinator (OSCC) Staff
- All Providers of Services Staff

Identify Retraining Requirements

Document Change History on file in the Fresno County Workforce Investment Board (FCWIB) Documentation Library.

- 1.0 PURPOSE:
 - 1.1 This process describes the steps to be taken to facilitate a Co-Enrollment between providers of services to utilize multiple Workforce Investment Act (WIA) funding sources.
 - 1.2 The intent of a Co-Enrollment is to ensure that needed services for a client are provided through the most appropriate funding stream, and are not duplicative.

- 2.0 SCOPE:
 - 2.1 This process begins when a WIA-funded provider of services has identified a client who can benefit from the services of another WIA-funded provider of services, in addition to the services provided by their own agency.
 - 2.2 This process ends when the client has completed the co-enrolled services or is not enrolled for cause.

- 3.0 REFERENCES:
 - 3.1 FCWIB Work Instructions mentioned in the body of this instruction or needed for the process
 - 3.1.1 None
 - 3.2 Forms Used
 - 3.2.1 REG-100, Universal Release of Information (UROI)
 - 3.3 Policy Bulletins (PB)
 - 3.3.1 None
 - 3.4 Operational Directives (OD)
 - 3.4.1 OD 09-06, Provider of Services Co-enrollment Process
 - 3.5 Definitions of terms and acronyms used in the document
 - 3.5.1 Co-Enrollment – The process used to provide services from multiple funding streams simultaneously, without duplicating services or efforts. The initiating (primary) agency maintains the primary case management responsibilities, and the co-enrolled agency has secondary case management responsibilities for those services and activities it provides.
 - 3.5.1.1 The primary agency has performed assessments and developed an Individual Employment Plan (IEP).
 - 3.5.1.1.1 The secondary Employment Readiness Specialist (ERS) must communicate any recommendations for services to the primary ERS.
 - 3.5.1.2 The co-enrolled agency will accept those assessment results and work with the primary agency's IEP.
 - 3.5.1.3 The referred-to agency does not have to accept the client into their funding stream based on cause.

- 4.0 SPECIAL REQUIREMENTS:
 - 4.1 Specialized equipment, skills, safety
 - 4.1.1 None
 - 4.2 Specialized personnel requirements
 - 4.2.1 None
 - 4.3 List record retention requirements as required
 - 4.3.1 Electronic backup of records is permissible.

- 5.0 Roles & Responsibilities
 - 5.1 Primary Provider
 - 5.1.1 Responsible for the client case file.
 - 5.1.2 Responsible to inform client that information will be shared with the co-enrolled provider, as allowed for, when they signed the Universal Release of Information form.
 - 5.1.3 Responsible for completion of all assessments.
 - 5.1.4 Responsible for the IEP.
 - 5.1.4.1 Responsible for updating the IEP related to the services they provide.
 - 5.1.5 Responsible for client exit when all activities are completed.
 - 5.1.5.1 The primary provider can not exit client until all co-enrolled activities have been completed.
 - 5.1.6 Responsible for follow-up and post exit services.
 - 5.1.7 Responsible for performance outcomes.
 - 5.1.8 Required to share information with the co-enrolled provider, based on “need-to-know”, as allowed under the Universal Release of Information form (REG-100).

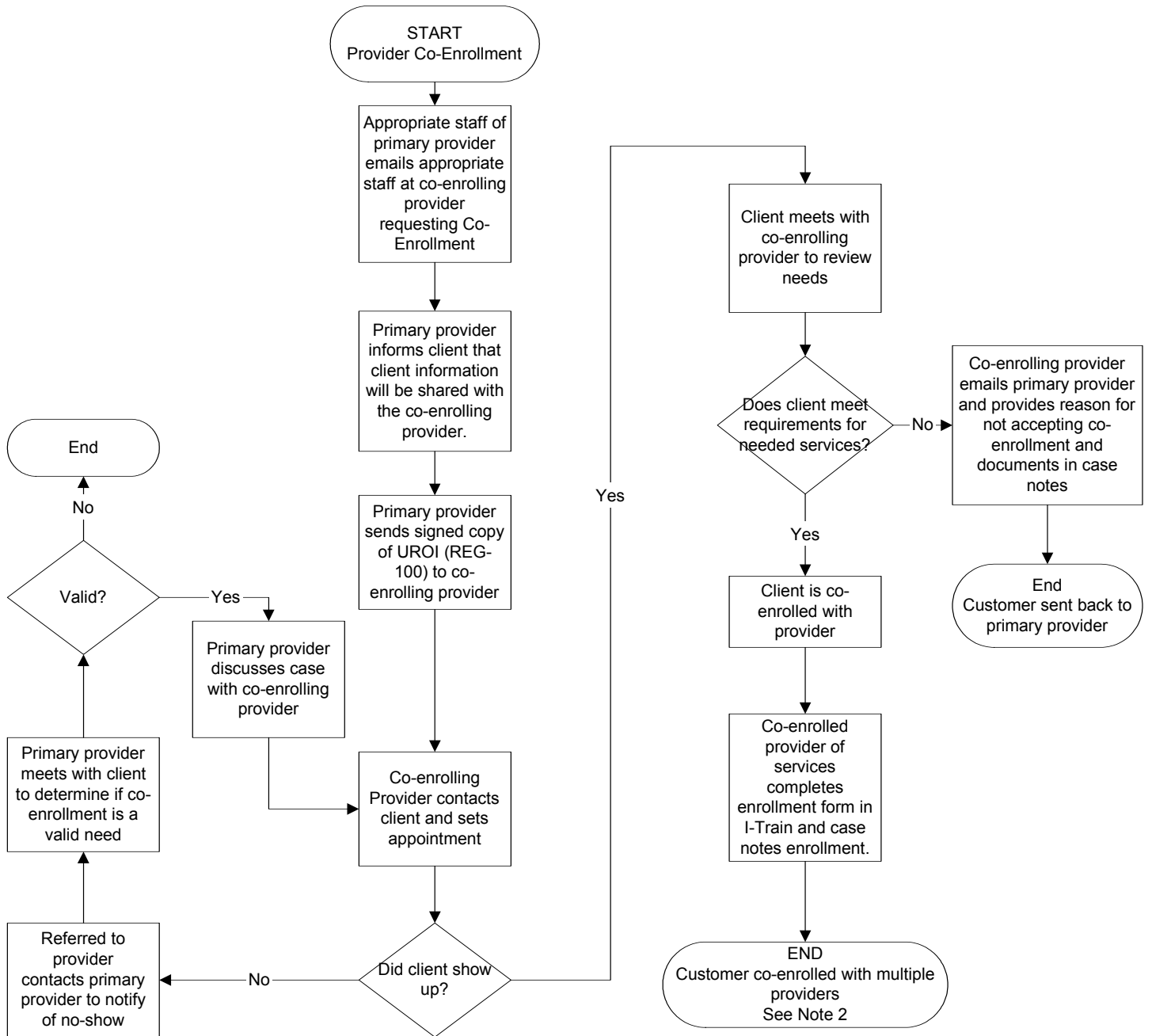
5.2 Co-Enrolled Provider

- 5.2.1 Responsible for enrollment form for co-enrolled funding source.
 - 5.2.1.1 Enter appropriate activity codes for services provided as part of co-enrollment strategy.
- 5.2.2 Responsible for setting up and maintaining a secondary hardcopy client case file.
 - 5.2.2.1 Contains a signed copy of the client's Universal Release of Information form (REG-100).
 - 5.2.2.2 Contains documentation related only to eligibility, services, and activities provided.
- 5.2.3 Enter appropriate case notes into I-Train, related to the services and activities provided.
- 5.2.4 Responsible to add services and activities as needed, in the client's IEP, into I-Train.
 - 5.2.4.1 Responsible to update IEP as needed in relation to the services and activities provided.
- 5.2.5 Provide specific case management related to the services and activities provided.
- 5.2.6 Required to maintain open, documented communication with the client's primary ERS.

5.3 Both

- 5.3.1 Ensure services and activities provided by both providers are not duplicative.
 - 5.3.1.1 In almost all cases, both providers would have case management activities opened at the same time. This is not considered duplication of service since the case management performed by the co-enrolled provider deals strictly with the service(s) they provide only. Overall management of the client's program is the responsibility of the primary provider.
- 5.3.2 In the case where both providers are co-located, they may agree to maintain one hardcopy case file.
- 5.3.3 In the event that either provider is asked to produce a co-enrolled client's hardcopy case file by FCWIB staff, state, or federal authorities, they are required to produce both case files within 24 hours.

6.0 Process Flow – GO TO PAGE 4



Note 2: Primary ERS is the lead ERS. Co-enrolled ERS provides regular updates in I-Train and meets with other ERS as needed.