

# **Fresno Regional Workforce Development Board**

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*Blake Konczal, Executive Director*

## **OPERATIONAL DIRECTIVE**

**FRWDB OD # 11-18, Revision B**

**Date Released: April 30, 2019**

**To: All Fresno Regional Workforce Development Board Providers of Services**

**From: Blake Konczal, Executive Director**

**Effective Date: May 1, 2019**

**Subject: Advanced Vocational Institute Soft Skills Upgrade Workshops**

**Applicable Program: Adult, Dislocated Worker, Young Adult**

**Revision History: Initial Release – 4/26/18**

This Revision B adds further guidance for CalJOBS data entry and releases TRN-JRP-001, CalJOBS Reference Guide for Advanced Vocational Institute (AVi) Workshops.

This Operational Directive (OD) provides guidance concerning enrollment of participants who need to improve their soft skills.

This OD references OD 05-17, Job Readiness Workshop and OD 04-17, Job Ready Preparation Process.

Upon completion of the Job Readiness Workshop, all participants must be enrolled into the AVi Soft Skills remediation module(s) as appropriate to increase their skill level in areas of concern identified in the FRWDB Job Readiness Workshop.

If, at any time, the ERS/ACA observes issues with a participant that could be remediated by enrolling into AVi Soft Skills Remediation module(s), then the ERS/ACA is to case note the need and plan, update the IEP and follow this process.

All providers must follow the processes outlined below:

Each provider will identify one Single Point of Contact (SPOC) who will be responsible for submitting training requests to AVi for all participant enrollments.

### **Enrollment Process**

The ERS/ACA will complete the AVi enrollment form (JOB-012), selecting each module(s) from the list starting on page 3, based on the Job Readiness Workshop Evaluation form. The ERS will forward the Enrollment Form to the SPOC by close of business each Thursday.

The provider SPOC will email all completed enrollment forms to Joann Winterberg at AVi at [Jwinterberg@AVionline.net](mailto:Jwinterberg@AVionline.net) each Friday.

AVi will complete all registrations and will send email to each participant with instructions for accessing workshops.

All participants will begin workshop each Monday. Participants must complete at least 2 lessons per day. Workshops must be facilitated at any of the AJCC or AYOS locations.

### CalJOBS Input

When the ERS/ACA confirms the participant has begun the workshop, service code 215 (for Adults/Dislocated Workers) or service code 417 (for Youth) is to be opened for the estimated duration of the workshop.

Provider staff will document AVi as the provider with the appropriate workshop as the program. Enrollment costs will be input using a unit for each module. If the participant must take 3 modules, then 3 units will be input in the enrollment costs. Per TRN-JRP-001, AVi Workshop provider staff will budget the funds and create vouchers and payments when necessary.

### Student Log In Process

Provider staff will assist participant in the initial log-in on to the AVi website to start the workshop:

- Log into AVionline.net
- Click on LMS
- Select , “Click here to access the LMS”
- Under user ID, put in your first name.last name.
  - e.g. Richard.Smith
- Your password is “welcome”.

### Cost Pools

- The FRWDB staff will allocate funds to each provider through the CalJOBS fund tracking module and assign a reserve amount to each provider’s location.

### CalJOBS Payment Processing

- Each participant will have a voucher created for the total cost of all modules being taken.
  - The total cost per participant is not to exceed \$1,500.
  - Any number of modules that cause the cost to exceed \$1,500 are free of charge.
    - Example: if the current price of a module is \$300 and a participant needs to take 7 modules, the voucher will be for 5 modules only.
- FRWDB is billed when a participant starts, so provider staff will create a payment request on the voucher when a module is started. The request is sent to [workshop-docs@wfc.co](mailto:workshop-docs@wfc.co) when approved by the provider.

### Invoice Process

- AVi will submit invoices directly to the provider by the 5<sup>th</sup> working day of each month for all modules began in the prior month.
  - AVi will receive the full cost of each module for any participant(s) that completes the login process whether the participant completes the module or not.
- Information on the invoice is name of program, agreement number, name of student and WIOA application.

- The invoice will include a copy of progress report verifying login or completion for each module being invoice.

### **Payment Process**

- Provider reviews invoices for their participants and confirms that the billing is appropriate.
- Provider sends a copy of the approved payment request, invoice, the progress report, and a simple roster of participant names to [workshop-docs@wfc.co](mailto:workshop-docs@wfc.co)
- FRWDB Fiscal will verify costs are accurate per submitted CalJOBS participant voucher payment requests, the simple roster of participant names and the copy of the submitted AVi invoice. At that time FRWDB Fiscal will issue payment to AVi.
- FRWDB Fiscal will document the payments in each payment request on CalJOBS per TRN-JRP-001.

If any questions, please contact the FRWDB Program Manager.

### **Attachments**

Form: JOB-012, AVi Workshop Enrollment Form

Work Instructions: TRN-JRP-001, CalJOBS Reference Guide for AVi Workshops