Login

Select EC or KAJ component

Before starting any data entry, I recommend that you do a client search to confirm if the individual already exists in the system. A client search is accomplished by clicking on "client", then enter either MCI or client name. TIP: Always search by both MCI and Client Name when a search returns no match. Sometimes MCI are incorrectly entered, and sometimes people names do change.

In the event that the client does exist, you would go ahead and enter the referral event, orientation, enrollment, continuous employment, etc. If the client does not exist, then you would start by creating the client.

1. When you receive a referral from DSS or another provider create a referral event immediately.
2. When the client begins his/her two consecutive weeks of participation, create the orientation event.
3. When the client completes the two consecutive weeks participation requirement create the enrollment event.
4. After the enrollment event is created, contractors must enter activity hours on a weekly basis following the (Monday through Sunday) data entry rule.
5. FOR EC - If the activity hours are achieved through Employment, then in addition to the activity hours being entered, the contractor must create a Continuous Employment event, and update this at 30, 60, and 90 days. After completing the 90 days, the contractor will end the continuous employment, and close the case.
6. FOR EC – If the activity hours are achieved through Education, then in addition to the activity hours being entered, the contractor must create a Continuous Employment event, and update this at 30, 60, and 90 days. However, the institution should be listed as the employer, and the hourly wage should be $0.00 for tracking purposes.

7. FOR KAJ – Keep A Job providers have the same above responsibilities with two additional responsibilities. Within the Continuous Employment event, KAJ providers update at 180, 270, and 360 days. And KAJ providers are responsible for creating Status Payment for the 30 day, 90 day, 180 day, 270 day, and 360 day.