

# **Participation Tracking Entry Guide**

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### W-2 Contact Information

Questions regarding this training material should be directed via your local agency process to the Partner Training Team,

Email: [PTTTrainingSupp@wisconsin.gov](mailto:PTTTrainingSupp@wisconsin.gov)

A contact person is available to answer e-mailed questions related to this training material, assist you in completing any activity that you are having difficulty with, and/or provide explanation of anything else about this training material.

Questions regarding W-2 production cases and systems should be directed via your local agency process to the BWF Work Programs Help Desk at:

Email: [bwfworkprogramshd@wisconsin.gov](mailto:bwfworkprogramshd@wisconsin.gov)

Telephone: (608) 422-7900.

W-2 Policy questions should be directed to your Regional Office staff.

DCF is an equal opportunity employer and service provider. If you have a disability and need information in an alternate format, or need it translated to another language, please contact (608) 535-3665 or the Wisconsin Relay Service (WRS) – 711.

For civil rights questions call (608) 422-6889 or the Wisconsin Relay Service (WRS) – 711.

## Ana

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Ana dropped off her activity logs at the front desk. She missed one day of employment search and Job Readiness Essentials workshop due to Elena being home sick. She left you a voicemail and you provide good cause. Ana also missed the most recent Job Club session. You send her an email asking why, and she responds stating she doesn't want to go anymore. This isn't a good cause reason for missing an activity. Based on this, you schedule an appointment with her later this week to update her EP. She completed all of her other activities as assigned for this week up until today.

## Documenting Conversation

- ☐ **Step 1:** Enter a PIN comment about your email conversation. Assign the **Comment Type** GENERAL. Select Successful for **Participant Contact** and Email/Text for **Contact Method**.

# Participation Tracking



Worker Tools

Case Management

Participation Tracking



**Step 1:** Navigate to Ana's **W-2 Participation Calendar** via the **Participation Tracking** toolbar.



**Step 2:** Select any ES entry that is blue with 4 hours from the calendar.

- You can enter participation only for current or past dates. You may need to adjust dates to fit open activities.
- **Note:** In real life, you **must** enter the non-participation for the actual date it occurred.

✕
**Employment Search for W-2/CF**
?
Last Edited by Sarah Lemire  
12/4/20, 3:43 PM

Date:

Scheduled Hours:

Hours Participated:

+ Add Make-Up Hours

Calculate

Non-Participation:

Participant's Reason:

Good Cause Granted? Yes No

Worker's Reason:

Good Cause Hours:

Cancel Save

- ☐ **Step 3:** Enter 0.0 as the **Hours Participated**.
- ☐ **Step 4:** Click Calculate.
- ☐ **Step 5:** Select the appropriate option from the **Participant's Reason** dropdown.
- ☐ **Step 6:** Select Yes for **Good Cause Granted?**
- ☐ **Step 7:** Select the appropriate option from the **Worker's Reason** dropdown. Enter appropriate **Details**.
- ☐ **Step 8:** Enter the **Good Cause Hours** as the same amount as the **Scheduled Hours** (4.0). Click Save.
- ☐ **Step 9:** Follow these steps to enter participation, and good cause, for Ana's Job Readiness Essentials workshop (MO).
- ☐ **Step 10:** Next enter the Job Club non-participation. Select an MO from the calendar.
  - If you do not have a Job Club (MO) activity available on the calendar because Job Club has not started yet, it's okay to use one from the typing practice or Job Readiness Essentials workshop.
    - **Note:** In real life, you **must** enter the non-participation for activity code that correctly matched the assigned activity date and hours.

- ☐ **Step 11:** Enter 0.0 as the **Hours Participated**.
- ☐ **Step 12:** Click Calculate.
- ☐ **Step 13:** Select the appropriate option from the **Participant's Reason** dropdown.
- ☐ **Step 14:** Select No for **Good Cause Granted?**
  - Remember, not wanting to attend Job Club is not a good cause reason. Do not provide good cause for that activity.
- ☐ **Step 15:** Select the appropriate option from the **Worker's Reason** dropdown. Enter appropriate **Details**. Click Save.
- ☐ **Step 16:** Select any other activity code from this week.
- ☐ **Step 17:** Enter the number of SCHEDULED HOURS as the **Hours Participated**.
- ☐ **Step 18:** Click Calculate. Then, click Save.
- ☐ **Step 19:** Use this process to enter participation for the remainder of the activities that from the start of her EP through today.
- ☐ **Step 20:** Enter PIN comments regarding her participation.
  - For any non-participation, you must include why the parent did not complete the activity, whether you granted good cause, and why good cause was granted or denied. When denying good cause, you must also include the number of hours, dates, and activities the parent missed.
  - **Note:** *Whenever you track participation, you must use the PARTICIPATION TRACKING **Comment Type**. Whenever you make a good cause determination, you must use the GOOD CAUSE DETERMINATION and PARTICIPATION TRACKING **Comment Type**.*
  - Select None for **Participant Contact**.
  - Example: *Ana turned in activity logs for 12/28/23-1/3/24. She did not complete 3 hours of Job Club (MO) on 1/2 because she doesn't want to go anymore. This is not a good cause reason, and I denied good cause. She did not complete 4 hours of job search (ES) and 3 hours of Job Readiness Essentials workshop (MO) on 1/3 because Elena was sick. This meets good cause policy, and I provided good cause for these 7 hours. Ana completed all other hours as assigned on her Employability Plan.*

You are at the end of Ana's entries for Participation Tracking.



- Send an email to [PTTTrainingSupp@wisconsin.gov](mailto:PTTTrainingSupp@wisconsin.gov).
- Subject Line: ***Participation Tracking Ana***, and Ana's PIN.

A trainer will review your entries and provide feedback.

## Brittany

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Brittany emails you her activity logs. She successfully completed all activities since her placement, except for the past three days. In the email, she informs you that her friend from Minnesota visited so she didn't complete any activities.

- ☐ **Step 1:** Navigate to Brittany's **W-2 Participation Calendar** via the **Participation Tracking** toolbar.
- ☐ **Step 2:** Enter participation to show that Brittany had zero hours of participation for the past three days, and full participation for all days prior to that.
- ☐ **Step 3:** Enter PIN comments regarding her participation.
  - For any non-participation, you must include why the parent did not complete the activity, whether you granted good cause, and why good cause was granted or denied. When denying good cause, you must also include the number of hours, dates, and activities the parent missed.
  - **Note:** *Whenever you track participation, you must use the **PARTICIPATION TRACKING Comment Type**. Whenever you make a good cause determination, you must use the **GOOD CAUSE DETERMINATION** and **PARTICIPATION TRACKING Comment Type**.*

Select None for **Participant Contact**. WWP automatically enters today's date as the **Contact Date**.



You are at the end of Brittany's entries for Participation Tracking.

- Send an email to [PTTTrainingSupp@wisconsin.gov](mailto:PTTTrainingSupp@wisconsin.gov).
- Subject Line: **Participation Tracking Brittany**, and Brittany's PIN.

A trainer will review your entries and provide feedback. **Do not** start making entries for Chantelle until a trainer has confirmed Brittany's entries are complete.



# Chantelle

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## Key reminders for Chantelle entries:

- Enter Chantelle's participation.
- Determine if she has good cause for missing her activities.
- Enter PIN Comments about her participation and missed activity.

You received Chantelle's activity logs, from her EP start date through today, that she dropped off at the front desk. She didn't complete any activities last Tuesday due to not feeling well. She did call you and leave you a message. Besides last Tuesday, she completed all her activities through yesterday.

You are at the end of Chantelle's entries for Participation Tracking.



- Send an email to [PTTTrainingSupp@wisconsin.gov](mailto:PTTTrainingSupp@wisconsin.gov).
- Subject Line: ***Participation Tracking Chantelle***, and Chantelle's PIN.

A trainer will review your entries and provide feedback.