

System Entry Guide: Placement

Purpose:

This guide provides hands-on learning of system entries for W-2 Placement in CARES Worker Web (CWW).

Learning Objectives:

- Select an appropriate placement option given a scenario.
 - Record placement in CWW Training Environment.
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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

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

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.

Introduction

Now that you confirmed eligibility and completed an informal assessment on your cases, the next step is determining appropriate W-2 placements. W-2 placement is the first step in ongoing W-2 participation. When an individual is confirmed eligible and placed, she or he is no longer an applicant, and now is a participant. After adding a placement, you must assign appropriate ongoing activities and develop an Employability Plan.

Instructions for Using this Entry Guide

1. Print a copy of this System Entry Guide: Placement.
2. Log on to the CWW Training environment: <https://trn.cares.wisconsin.gov/>
3. Enter Carmen's case first, then Haylee's case.
 - a. We provide most of the needed information in this System Entry Guide: Placement.
 - b. If any information is not provided in the scenario, make it up.
4. Use CWW System Help any time you have a question about a page. Simply click the Help button on the top right of a page to access the Help for that page.

Contact PTTrainingSupp@wisconsin.gov immediately with any problems, or if something does not work on your case as shown in the instructions.

Symbols and Icons

Remember that all cases in the Training Environment are registered in Eau Claire County, office 5518. The Work Programs office is 1111.

System Icons



CARES Worker Web (CWW)



Wisconsin Work Programs (WWP)

Training Icons



Contact PTT with any questions or concerns at PTTTrainingSupp@wisconsin.gov



STOP the system entry process to review other materials, or to submit activities to PTT.

Placement

As a reminder, the following is needed to complete the Placement portion of Initial New Worker Training.

Complete in the Learning Center:	Make Entries in CWW and/or WWP:
W-2 Placement <input type="checkbox"/> W-2 Placement CBT	W-2 Placement <input type="checkbox"/> Entry Guide: Placement Case Name PIN Carmen _____ Haylee _____

Use this System Entry Guide to complete Placement.



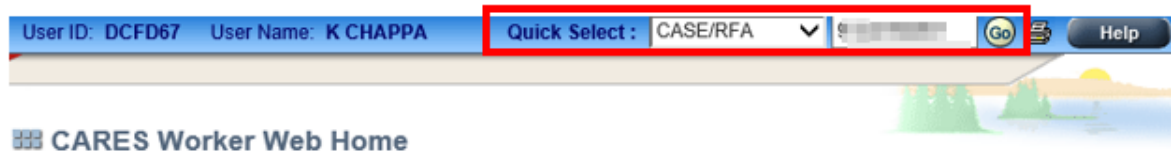
Contact the Partner Training Team with any questions or concerns at PTTTrainingSupp@wisconsin.gov.

Carmen

Placement

Carmen is eligible for W-2. You review her Informal Assessment results. This information helps you determine the most appropriate placement for Carmen. You determine that Carmen is able to continue looking for employment, but with supports. A CSJ placement is the most appropriate placement.

Entries



- Step 1:** Access Carmen's case in CWW.
- Step 2:** Using the **Navigation** menu, click **W-2 Post Eligibility, W-2 Placement**.

W-2 Placement Page

W-2 Placement Cancel

Record Management

Last Updated: Episode Number: **0**

Delete Reason:

W-2 Episode

W-2 Eligibility Begin Date: **05/14/2020**

Episode Begin Date:

Episode End Date: Work Program End Reason 1:

Work Program End Reason 2:

Individual Placement Information

Individual: 24F PP **EFT on file:** Account Holder:

Placement: CSJ - COMMUNITY SE Account Type:

Placement Begin Date: 06 / 09 / 2020 Account Number:

Routing Number:

Individual	Placement	Begin Date	End Date	Invalid	

- Step 1:** Select CARMEN 24F PP as the **Individual**.
- Step 2:** Choose CSJ – COMMUNITY SERVICE JOB for **Placement**.
- Step 3:** Enter **Placement Begin Date, use today's date**.
 - For an initial placement, the **Episode Begin Date** and the **Placement Begin Date** are the same. The **Placement Begin Date** may differ from the **W-2 Eligibility Begin Date** in ongoing cases because placement may change, but the **Episode Begin Date** remains the date the case opened until the case closes.
- Step 4:** Click Add.
- Step 5:** Click Next.

W-2 Potential Payment Amounts

You and Carmen review this page together as you explain how her first W-2 payment works and is calculated.

W-2 Potential Payment Amounts

Cancel

Payment Information					
Participation Begin Date	Participation End Date	Estimated Pay Date	Gross Pay Amount	Prorated Pay Amount	Placement
06/09/2020	06/15/2020	06/29/2020	\$653.00	\$147.00	CSJ - COMMUNITY SERVICE JOB
06/16/2020			\$653.00	\$0.00	CSJ - COMMUNITY SERVICE JOB

Cancel

Previous

Next

Step 1: Review the fields on this page. Record Carmen's **Prorated Pay Amount:** _____

Step 2: Click Next.

W-2 Placement Summary

W-2 Placement Summary

Cancel

Reset

Episode	W-2 Episode Begin Date	W-2 Episode End Date	Del Rsn	Individual	Placement	Placement Begin Date	Placement End Date	Invalid		
1	06/09/2020			() 24F PP	CSJ	06/09/2020				

Updated on or before:

MM / DD / YYYY Go

Step 1: Navigate to the **W-2 Placement Summary** page from the **Navigation** Menu. This page is listed under **W-2 Post Eligibility**.

Step 2: Review the fields on this page.

Case Comments

Use Case Comments in CWW to explain that Carmen's placement has been made, and record her initial payment information.

Case Comments Cancel

Add/Edit Comments

Date Entered: **05/04/2020** Entered By: **DCFD67** Comment Type: **G - General** Flag as Important?

Comment:

Review Comments (Past 90 Days)

Flag	Date Entered	Entered Time	Entered By	Type	Comments
	04/07/2020	1:04 PM	DCFD67	Client is applying for W-2 for assistance in obtaining employment. She Registration has one daughter,, age 6.

- Step 1:** Navigate to the **Case Comments** page using the **Navigation** Menu.
- Step 2:** Enter comments detailing Carmen's placement and her initial payment amounts.
 - Example: *I placed Carmen in the CSJ placement as of today's date. Due to placement date, she has two potential partial payments: \$84 and \$315.*
- Step 3:** Click Add.

PIN Comments

Use PIN Comments in WWP to explain your rationale behind Carmen's placement decision.

Add PIN Comment ?

Comment

1000 characters remaining

Comment Type (Select all that apply.)

Placement Decision

- Step 1:** Go to WWP and access Carmen's
- Step 2:** Select **PIN Comments** from the **Case Management** toolbar.
- Step 3:** Enter comments explaining your rationale behind your placement decision. Include the why CSJ is the most appropriate placement.
 - Select PLACEMENT DECISION as the **Comment Type**.
 - Example: *I placed Carmen in the CSJ placement as of today's date. Carmen has recent work history and no significant barriers to employment. However, she needs assistance in getting her HSED to be more employable.*

Haylee

You have selected an appropriate placement for Carmen and recorded that placement in CWW. Now it's time to apply what you learned to Haylee's case.

Placement

Haylee is appropriate for a CMC placement due to the age of her youngest child. You explain the duration of this placement and plant the seed for ongoing W-2 participation after her CMC placement ends.

Entries

- Step 1:** Access Haylee's case in CWW.
- Step 2:** Navigate to the **W-2 Placement** page.
- Step 3:** Record Haylee's placement as CMC. Placement can be back dated to the date of baby's birth or application date, whichever is later.
- Step 4:** Click Next.
 - A status message appears: "The CMC Placement is valid through XXX."
 - Record Haylee's CMC Placement details:

- Step 6:** Review the **W-2 Placement Summary** and **W-2 Potential Payment Amounts** pages.
- Step 7:** Enter case comments in CWW documenting Haylee's placement.
- Step 8:** Go to WWP. Enter PIN comments explaining your rationale behind your placement decision.



You have completed Placement for Carmen and Haylee. Further entries are made in a later course. **Do not continue processing this case.**

Send an email to PTTTrainingSupp@wisconsin.gov with:

- the subject line “**Placement-Carmen and Haylee**,” and
- Carmen’s and Haylee’s PINs

Conclusion

W-2 placement is the first step in ongoing W-2 participation. Remember, reviewing placement determinations is an ongoing case management process. As the participant’s situation changes, ensure the placement remains appropriate. As you move forward to Employability Plans, you put together everything you have learned so far to develop SMART goals and assign appropriate activities. It’s a process of putting all the pieces together.

You are moving right along!