

Rick Scott
GOVERNOR



Jesse Panuccio
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: June 13, 2013
TO: Regional Workforce Board Executive Directors
FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support
SUBJECT: Local Option Service & Activity Codes

The Employ Florida Marketplace (EFM) has a function that allows the use of local activity tracking codes. These codes may be used to track data specific to a region. Each region may develop and define local codes at their discretion. These local codes are separate from the state's standard service and activity codes. They do not replace and may not be used in lieu of activity or service codes; however, they can be used in conjunction with them. For example, should staff conduct a series of activities that constitute an Individual Employment Plan (IEP), a local activity tracking code may be used; but the standard IEP activity code must also be recorded. The same rule applies to assessments and any other activity or service supported by state-established codes. Local activity tracking codes may not be attached to state-established service or activity codes.

Local codes may be set up on the Admin site under the *Service Administration* tab. After they have been set up, local codes may be assigned to customer accounts through the production site under the *Activities* tab in the *Local Status Tracking* section. It is important to note that local codes established in a particular region are unique to that region and can only be used by staff in and for activities and/or services in that region. The responsibility for tracking local activity tracking codes lies with each region. The Department of Economic Opportunity will not track these codes since they do not impact any performance-related activities; however, the information will be available in the data store should it need to be retrieved.

Should you have additional questions or concerns regarding this memorandum, please contact Christa Nelson at (850) 245-7492 or christa.nelson@deo.myflorida.com

LAS/cnn

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