

MEMORANDUM

DATE: November 8, 2021

TO: Local Workforce Development Board Executive Directors

FROM: Steven Gustafson, Workforce Administrator, Bureau of One-Stop and Program Support *Steve Gustafson*

SUBJECT: Local Rapid Response Program Administration & EconoVue Access

The purpose of this memorandum is to provide guidance to Local Workforce Development Boards (LWDBs) regarding the use of the EconoVue business intelligence platform to support the administration of local Rapid Response programs.

The EconoVue platform is intended to inform business engagement and facilitate effective layoff aversion activities administered through local Rapid Response programs. In accordance with [Administrative Policy 114](#), LWDBs are responsible for appointing a Local Rapid Response Coordinator to coordinate Rapid Response and layoff aversion activities. This position may be part of the business services or business development team.

All Local Rapid Response Coordinators will receive access to EconoVue through an individual user account. If necessary and appropriate, additional EconoVue user accounts may be requested for a member of the Rapid Response team or management. LWDBs must submit requests for additional EconoVue user accounts to the State Rapid Response Program Office at RapidResponse@DEO.myflorida.com. Requests for additional user accounts must include:

- First and last name of the proposed user;
- Program area;
- A brief description of the individual's job duties that necessitate access to EconoVue;
- The requested user's direct supervisor; and
- A description of the individual's intended use of the platform.

If a Local Rapid Response Coordinator leaves his or her position, then the State Rapid Response Program must be notified within two (2) business days. The State Rapid Response Program Office may remove users for inappropriate usage of the platform. If you have any questions, please contact Christina Omran, State Trade and Rapid Response Program Coordinator, via e-mail at RapidResponse@DEO.myflorida.com.

SKG/co

cc: Casey Penn, Keantha Moore, Charles Williams