




**Charlie Crist**  
Governor  
**Monesia T. Brown**  
Director

## MEMORANDUM

**DATE:** July 8, 2008  
**TO:** Regional Workforce Board Executive Directors  
**FROM:** Kevin R. Neal, Director of Workforce Services   
**SUBJECT:** Request for Participation in a Report Development Webinar

The Welfare Transition (WT) reports posted in the One-Stop Service Tracking (OSST) system are being updated. Currently, the OSST system allows the user to select from a variety of reports related to the WT program:

- Blank JPR Report
- Caseload Program Types Report
- To-Do Report
- No Countable Work Activities Report
- No Recorded Activities Report
- Countable Activities Report
- Non-Countable Activities Report
- Deferrals Report; and
- External Report

These reports produce information related to participant engagement in the WT program. The reports also assist the Regional Workforce Boards (RWBs) and program staff with managing program caseloads.

To ensure the reports posted in the OSST system are providing the RWBs with the information the RWBs need to manage the WT caseloads, the Agency for Workforce Innovation (AWI) is facilitating several Internet-based meetings. During the meetings, staff will review each report in detail. The AWI team will be collecting ideas and recommendations from the RWBs. The reports will be updated based on both performance requirements and regional recommendations.

The schedule for the Internet-based meetings is provided below. We have found that Internet-based meetings are more successful when staff from the same region get together to participate in the sessions. The attachment includes details related to the Internet address for each meeting, as well as computer specifications. For example: the computer will need Flash Player

### Agency for Workforce Innovation

The Caldwell Building, Suite 100 • 107 East Madison Street • Tallahassee • Florida 32399-4122  
Phone 850-245-7130 • Fax 850-921-3226 • (TTY/TDD 1-800-955-8771 – Voice 1-800-955-8770)

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installed prior to signing on. Please review the attachment prior to the meeting date for all specifications.

<b>Date</b>	<b>Time</b>	<b>Scheduled Review</b>
July 29, 2008	2:00 PM to 3:30 PM Eastern Standard Time (EST)	<ul style="list-style-type: none"><li>• Countable Work Activity Report</li><li>• No Countable Work Activity Report</li><li>• Non-Countable Work Activity Report</li></ul>
August 8, 2008	10:00 AM to 11:30 AM EST	<ul style="list-style-type: none"><li>• No Recorded Activity Report</li><li>• Blank JPR Report</li></ul>

Please select the link associated with the meeting date and time 30 minutes in advance. Staff should call the conference call number to connect to the meetings' discussions. The conference call number is 1-888-808-6959. The code is 2457438. The AWI staff will be available on the conference call line 30 minutes in advance in case there are connection problems.

If you have any questions regarding the information provided, please contact Erica Mott by phone at (850) 245-7489 or by email at [Erica.Mott@flaawi.com](mailto:Erica.Mott@flaawi.com).

KRN/oem

Attachment

cc: Barbara Griffin  
JenniLee Robins  
Lois Scott  
Fay Malone