

The Seventh Planning District Consortium Workforce Development Board

Administrative Office

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Matt Wheeler, Chairman | Candle Sattler, Director of Workforce Development

Date: February 10, 2021

To: All WIOA staff working with activity codes

Purpose: Guidance Letter regarding Training Activity Codes in HiRE

Moving forward, all WIOA staff responsible for managing activity codes found in HiRE, are to follow the following guidance. When a participant has to leave training for any reason, for any length of time, the following guidance must be followed:

“Reading the PIRL, to the letter, this would be a situation where the training is neither ongoing nor completed. Therefore, the activity would be closed, indicating that the service is not ongoing, and would be closed unsuccessfully because the training is not completed. When training resumes, a new training code would be entered on the day that the participant begins in the classroom again and closed accordingly when his training ends. From reporting and Data Element Validation standpoints, this would be accurate. Of course...case note, case note, case note!” (Eric Hatfield, MIS 2/10/21).

Regardless of the reason why a person has left training, or the length of time, the activity code is to be closed on the last day they attended training, including any open supportive service code related to training. If they return to training, then a new activity code would be opened, even if it was for only one day. When the person leaves training, the code will be closed as unsuccessful.

Example 1: Participant fails the backing portion of training and Coastal is going to allow the participant to come back in one week to retake. The current activity code will be closed as unsuccessful and a new activity code will be open when they return to training.

Example 2: same scenario as above but the original training ends on a Friday and the retake will happen that following Monday. The activity code will be closed as unsuccessful and a new activity code will be opened on the start of training on that Monday.

Respectfully,



Nicholas Olsen
WIOA Program Manager

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