

Catawba WIA Instruction PY'02-013

TO: All Contractors
SUBJECT: Soft Exit DTS
ISSUANCE DATE: June 25, 2003
EFFECTIVE DATE: Immediately
EXPIRATION DATE: Indefinite

We have been notified by the South Carolina Employment Security Commission that the development of the Soft Exit Data Transformation Services (DTS) procedure is near completion. The Soft Exit DTS procedure is currently in the testing phase and will be activated in the VOS database before June 30, 2003. We will notify you via email when we have a definite date scheduled for the first Soft Exit DTS.

Many of the WIA performance measures are based on program exiters. Once WIA participants have received no WIA-funded or non-WIA partner service for 90 days, the participant will be "soft exited" from WIA. VOS tracks active registrants and their services through activity records entered into VOS. All "soft exits" will be system set utilizing the DTS procedure described below.

1. VOS will select from all active participants those whose last activity **Actual End Date** is 105 (90 + 15) days or more in the past. Please note that if the **Actual End Date** is null, the System uses the **Projected End Date** in the calculation.
2. VOS will close all Activity Records where the **Actual End Date** is null, entering the following data items:
 - The **Actual End Date** = Most Recent End Date (Either the most recent Actual End Date or the most recent Projected End Date of all activity records for the individual.
 - **Completion Code**=2, Unsuccessful
 - **Comment**=Soft Exit Closure
 - **Edit Date**=System Date
 - **Staff User Name**=System
3. VOS will close all open Youth Goals, entering the following information:
 - **Attainment of Goal**=2, Set but Not Attained
 - **Comments**=Soft Exit Closure
 - **Edit Staff**=System

- **Edit Date**=System Date
4. VOS will create an Exit/Outcome Record, entering the following applicable information (based on Customer Group):
 - **Exit Date**=Most Recent Activity Actual End Date
 - **Other Exit**=S, Soft Exit
 - **Entered Employment**=3, No
 - **Wage at Exit**=0.00
 - **Credential Attainment**=Blank Space
 - **Older Youth Status at Exit**=Blank Space
 - **Young Youth Status at Exit**=Blank Space
 - **Young Youth Placement Information at Exit**=Blank Space
 - **Exit Create Date**=System Date
 - **Edit Date**=System Date
 - **One-Stop**=Based on Assigned Case Manager One-Stop Office
 - **Comments**=Soft Exit VOS System Exit
 - **Staff User**=System
 5. VOS will create the Follow-ups that will be due for the applicable Customer Group.
 6. The Soft Exit DTS procedure will be run on a daily basis.

Several reports (No Open Activities, Projected End Dates Have Expired, Projected End Dates to Expire This/Next Month, etc.) have been sent in an effort to prepare for the Soft Exit DTS. Please instruct staff to review the “No Activity” and “Projected End Dates Have Expired” Reports that have been issued very carefully. All necessary updates to Activity Records should be made immediately.

If you have any questions concerning this matter, please call Phyllis Anderson or Mary Ann McDow at 803-327-9041

Robert A. Barber
SDA Administrator