



1. Background and Grant Summary

In 2022, the U.S. Department of Commerce’s EDA division awarded the Washington Student Achievement Council (WSAC) as a grantee of their Good Jobs Challenge funding to create the Washington Jobs Initiative (WJI) to target 10 of the fastest growing, and most sustainable, industry sectors within our state. The intent of the Good Jobs Challenge, and thus the Washington-specific WJI program, is to create opportunities alongside employers by identifying in-demand skills and job positions, co-designing training curricula, implementing paid work-and-learn opportunities, and committing to hire those who complete training. The goal is to increase credential attainment that is beyond the “traditional” postsecondary pathways of academia. Therefore, WJI is investing in education and training pathways that are industry-led and demand-driven, embed paid work-based learning, and help Washingtonians secure a career pathway that leads to a good job with a family-sustaining wage.

Spokane is one of the largest medical hubs within the Pacific Northwest, with approximately 36,000 people currently employed within the healthcare field and boasts one of the highest projected job growths at 9% by 2025. As there is a critical need for patient-facing healthcare staff in Spokane County, the Spokane Workforce Consortium has been awarded WJI funding aimed at upskilling young adults (ages 18-30) and those in the early stages of their career development committed to working in the healthcare field by partnering with select paid-training programs offered at CHAS Health, Providence Healthcare, and Eastern State Hospital (see attachment for detailed information on the programs). This grant will run through **September 30, 2025**, with the possibility for an extension if performance outcomes (listed below) are being met through successful enrollments and training completions, with the ultimate goal of placing participants into “Good Jobs” after their training.

Performance and Outcome Goals:

Enrollments	307
Training Completions	260
Placements into Good Jobs	210

For the purpose of this grant, a “Good Job” is defined as a job that provides the minimum income needed to meet necessities such as food, housing, transportation, health care, and child services in a given area. A quality job should also include basic benefits (e.g., paid leave, health insurance, retirement/savings plan), may be unionized, and help the employee develop the skills and experiences necessary to advance along a career path. A quality job is also one that exceeds the local prevailing wage for an industry in the region; a prevailing wage is defined by the Department of Labor as “the average wage paid to similarly employed workers in a specific occupation in the area of intended employment.”

WJI Healthcare Desk Aid and FAQ

2. Interest Form and Application

- a. All applicants looking for assistance with WJI Healthcare funded services must complete the "[Washington Jobs Initiative Healthcare Talent Pipeline Application Form](#)" found on JotForm, as this contains necessary demographic information that we are required to collect for the reporting of this grant.
- b. Everyone who will be enrolling participants into WJI Healthcare will need to have their name and email address sent to the SWC prior to enrollment, as collaborator access to the JotForm needs to be added on an individual basis.
 - i. Once access is given, each individual will be able to see the list of those who have applied, as well as receive an email when a submission is received.
 - ii. As a best practice, each applicant should be reached out to within 5 business days of their submission, and the career coach is expected to update the status field of the JotForm with their name and the applicant's status (i.e., contacted, enrolled). This is to prevent unnecessary duplication of work, and to ensure that each applicant has been given the chance to enroll.
 - iii. For the enrollment into ETO (see next section), the JotForm application with the signature must be downloaded, as this will be uploaded into the participant's "WJI Eligibility and Application" case note.

3. Eligibility

- a. A person who (1) is already enrolled in, has been accepted into, or is committed to entering one of the following approved training programs; and (2) is 18 years of age or older, is eligible to be enrolled into WJI Healthcare.
 - i. Providence:
 - Medical Assistant Apprenticeship Program
 - CNA Apprenticeship Program
 - Phlebotomy Program
 - ii. CHAS:
 - Medical Assistant Apprenticeship Program
 - Dental Assistant Apprenticeship Program
 - Pharmacy Technician Apprenticeship Program
 - iii. Eastern State Hospital:
 - Forensic Care Associate
 - Mental Health Technician
- b. In order to enroll, each individual must first:
 - i. Complete and sign the WJI Healthcare Application online via JotForm, or fill out and sign the attached printed version.
 - ii. Create a WSWA account and complete their profile.
 - This will enable each person to be entered into ETO for documentation and tracking purposes for reporting.

As appropriate, it is recommended to screen for co-enrollment into other grant programs across campus to leverage funds, program elements (such as an IEP), and outcomes.

4. Enrollment

- a. Upload the completed/signed application to a case note touchpoint titled "WJI Eligibility and Application."
 - i. Enter relevant enrollment case note in the same touchpoint addressing the program of enrollment, eligibility, training program, start date, etc. (see bullet e. for example).

WJI Healthcare Desk Aid and FAQ

- b. Take new Program Enrollment Touchpoint. Scroll past the “Program of Enrollment” drop-down until you get to the “Local Program” drop-down menu.

Enrollment Demographics at Enrollment

Office Name
WorkSource Spokane

Legacy Office

Review the seeker's personal data on the Demographics at Enrollment Tab. If needed, impersonate the seeker and use their Job Match profile to make any needed updates to the information

Program of Enrollment *
-- Select --

Household income greater than 200% of Federal Poverty Level
 Yes
 No

Local Program

Contract (if applicable)

- c. In the Local Program box, select the program “WDA12 – WJI Healthcare”.

Enrollment Demographics at Enrollment

Office Name
WorkSource Spokane

Legacy Office

Review the seeker's personal data on the Demographics at Enrollment Tab. If needed, impersonate the seeker and use their Job Match profile to make any needed updates to the information

Program of Enrollment *
-- Select --

Household income greater than 200% of Federal Poverty Level
 Yes
 No

Local Program
WDA12 - Partnership for Re-Employment Project (PREP)
WDA12 - RC2W Childcare
WDA12 - WJI Healthcare
Items 1-3 out of 3

Contract (if applicable)

- d. Ensure the status, enrollment start date, and highest level of education are correct at time of enrollment.

Status *

Enrollment Start Date *

Enrollment End Date

Highest level of Education at Time of Enrollment: *

Highest level of education currently documented in job match account.
Bachelor's degree

Note: Remember to record an “Outcome, Program Completion” TouchPoint to enter/update the enrollment completion date.

WJI Healthcare Desk Aid and FAQ

- e. Enter relevant enrollment case note in the "Enrollment Comments" section, addressing the program of enrollment, eligibility, training program, start date, etc.

Enrollment Comments

"_____" is being enrolled into the WJI Healthcare Program. "_____" has self-attested to being over the age of 18 and legally entitled to work in the U.S. (see uploaded application). "_____" is "currently enrolled in/has applied to/is interested in" the "_____" training program at "Providence/CHAS/Eastern State Hospital" with a start date of ____.

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5. Service Delivery and Documentation

- a. We are using ETO for WJI only because WSAC/WSTEM have yet to create and release the MIS that will ultimately house WJI information. Because of this, you will only be documenting using case note touchpoints. You will not be entering any services under this grant, with the exception of Program Support Services touchpoints (either Program Support Services (Other) (3.0) or Program Support Services (Transportation)), as they don't trigger inclusion in WIOA performance. If the participant is co-enrolled in another program on campus, follow the documentation guidelines for that program.
- b. There is an expectation of contacting each participant at least once per quarter to determine if they need any of the following to remain engaged and successful in their program, with each attempt documented in ETO:
 - i. Support Services
 - ii. Career Services
 - iii. Referrals to other Community Resources
- c. All participants must be provided with a documented meaningful service (listed above), to include **at least one WJI-funded support service**, in order to count as a positive WJI outcome and placement.
- d. While documentation of financial need is not required to provide a support service, you must document a direct link between the support service and their ability to participate in the program.
 - i. Example: John is currently participating in the M.A. program at Providence and needs a bus pass in order to travel to and from class. They just passed their first exam and are on track to complete the program by September 28, 2024.
 - ii. Follow your agency's approval and documentation process, including backup documentation as needed. Keep in mind that these are not WIOA funds and as such, are not last-dollar resources.
- e. Types of Support Services that are available/allowable:
 - Transportation
 - Childcare
 - Health Services
 - Legal Services
 - Counseling
 - Education Services
 - Food Assistance
 - Clothing
 - Laptops
 - Wi-Fi
 - Work Supplies
 - Rental/Utility Assistance
 - Financial and Budgeting Resources

Exceptions to this list of allowable supportive services must first be approved by the SWC in writing and case noted. As these funds are not derived from WIOA or Department of Labor, food assistance **is allowable**, as long as it is within reason and can be tied to the participant's ability to remain engaged and enrolled in their training program. Please work with your agency to determine what that looks like for each individual and how to deliver it in an equitable fashion.

6. Data Collection

For each participant, the following data needs to be collected, and can be done with a combination of the application collected prior to enrollment and the outcomes at time of exit:

- a. Legal Name (First)
- b. Legal Name (Middle)
- c. Legal Name (Last)
- d. Date of Birth
- e. Physical Address of Residence
- f. Training start date
- g. Training end date
- h. Completed training (Y/N)
 - i. If no, give reason for non-completion
- i. Type of credential earned
- j. Employer
- k. Employment start date
- l. Wage
- m. SOC code
- n. Follow-up – To be collected by the WSAC and U.S. Census Bureau
 - i. 6 months after completion
 - ii. 12 months after completion

7. Frequently Asked Questions

Will participants need to make a WSWA account before we can enroll them?

Yes. Since we are using ETO as the MIS for this grant until WSAC and WASTEM create the system that they want us to use, the participants will need to have a WSWA account in order to track their enrollment, spending, progress, and outcomes for reporting purposes. While it may seem like a cumbersome process to some, explaining that we need to have them create an account to be able to track the spending on our end as the funding comes from the Federal branches usually helps alleviate some of that push back.

Can someone who is looking to attend a training program that is not listed above be eligible for enrollment into WJI?

Not currently. Due to the nature of this grant, any additional training programs must be approved by the Washington Student Achievement Council, which is a lengthy process for such a short timeframe for the grant's performance period. At this time, those who are not attending/planning to attend the programs listed above are not eligible for WJI funding.

What are the restrictions and/or funding limits for the support services provided through WJI funding?

The WJI Good Jobs Challenge grant contract does not limit the funding amount of the following services. Service providers have discretion to deliver services in accordance with their internal policies and budget limitations, however, service providers must ensure equitable treatment in the provision of services. Supportive services are only available for individuals enrolled in the WJI Good Jobs Challenge program and should not fund expenses for family members or others who may be sharing the same resource. However, circumstances may arise when paying only the enrolled individual's portion of an expense is challenging or burdensome or if doing so will not prevent eviction, utilities or phones being turned off, or creates some other barrier for the individual to participate in the WJI Good Jobs Challenge program.

What counts as a "placement" into a good job?

Per the WJI FAQ's, "training a lower wage job to enter a higher wage job could meet the federal minimum requirements of a job placement. The purpose of the WJI is to build and operate demand driven training programs, like Career Launch and Registered Apprenticeships, that prepare individuals for jobs with family-sustaining wages." If a participant is engaged in a registered apprenticeship/earn-and-learn training program and completes training which increases their rate of pay and status, this would be considered a "placement".

https://wsac.wa.gov/sites/default/files/2023.WJI_FAQ_Updated_08.08.2023.pdf

For example:

- a. John Smith completes pre-apprenticeship training and is then placed into an apprenticeship program. This may be considered a placement.
- b. Susie Q is engaged in Apprenticeship ABC, which takes 4 years to complete. She begins as an apprentice electrician and at the conclusion of the training, she becomes a Journeyman level Electrician. This could be counted as a placement.
- c. If the Apprenticeship has steps/levels to it, the participant passing each step/level could be considered a placement if completing the step/level increases their skills/duties and wages. For example, the participant starts at entry level and after completing the first year, they are now qualified to do specific jobs/duties and their wages increase from \$18/hr to \$22/hr.

Do you have other questions about this grant that we should add to this Q&A? Please talk to your supervisor, and ask them to direct all questions to Kimbrelle Floyd at the SWC kfloyd@spokaneworkforce.org.

WJI Healthcare Desk Aid and FAQ

8. Supersedes

March 2024 Washington Jobs Initiative (WJI) Healthcare Program Handbook and FAQ