



## 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; and the Community Colleges of Spokane's Foundations of Healthcare course (see attachment for detailed information on the programs). This grant will run through **September 30, 2026**, 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	315
Training Completions	246
Placements into Good Jobs	205

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."

## 2. Application Form

- All individuals interested in receiving assistance from 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.
- 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 access to the application form needs to be added on an individual basis.

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- 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 individual who has applied for services 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 application form 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 application form with the applicant's signature must be downloaded so that it can be uploaded to the participant's "WJI Eligibility and Application" case note in ETO.

### 3. Eligibility

An individual who meets each of the following criteria is eligible to be enrolled in WJI Healthcare:

- a. 18 years of age or older.
- b. Is already enrolled in, has been accepted into, or is committed to entering one of the following approved training programs:
  - 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
  - iv. Community Colleges of Spokane:
    - Foundations of Healthcare
- c. Has completed the following:
  - i. WJI Healthcare Talent Pipeline Application online via JotForm, or the printed version attached to the end of this handbook.
  - ii. A completed and validated WorkSource registration as defined in SWC policy [WS800 R2 – Front-End Services](#).
    - This will enable each individual to be entered into ETO for documentation and reporting purposes.

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. Enter relevant enrollment information into a case note touchpoint in ETO titled "WJI Eligibility and Application." This information must, at a minimum, address the program of enrollment, eligibility, selected training program, start date, and estimated completion date (see bullet e. for example).
  - i. Upload the completed and signed application to this case note touchpoint.

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

The screenshot shows the 'Enrollment' tab with the 'Demographics at Enrollment' sub-tab. The form includes fields for 'Office Name' (WorkSource Spokane), 'Legacy Office', and a red instruction: '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'. Below this is the 'Program of Enrollment' dropdown menu, followed by radio buttons for 'Household income greater than 200% of Federal Poverty Level' (Yes/No) and a 'Clear Selection' button. The 'Local Program' dropdown menu is highlighted with a yellow box. Below it is the 'Contract (if applicable)' dropdown menu.

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

This screenshot shows the same form as the previous one, but with the 'Local Program' dropdown menu open. The menu displays three options: 'WDA12 - Partnership for Re-Employment Project (PREP)', 'WDA12 - RC2W Childcare', and 'WDA12 - WJI Healthcare', which is highlighted. Below the menu is a small text 'Items 1-3 out of 3'. The 'Contract (if applicable)' dropdown menu is also visible.

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- d. Select a Status of “Enrolled” and an Enrollment Start Date that matches the start date of their training program. Verify that their highest level of education matches their WorkSourceWA account.

Status \*

Enrolled ▼

Enrollment Start Date \*

mm/dd/yyyy 

Enrollment End Date

mm/dd/yyyy 

Highest level of Education at Time of Enrollment: \*

Bachelor's Degree ▼


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.

- 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. WorkSource Integrated Technology (WIT), consisting of WorkSourceWA and ETO will be used to house participant information and document each participant's training status and support services. Documentation will primarily be done using case note touchpoints. Service touchpoints should not be taken for 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)) and Training Paid by Other, 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's services.
- 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:
- Program Support Services (unless a participant is WIOA Youth co-enrolled, then use Support Services – Fees, Supplies, Test, Transportation, etc. (Youth Only))
  - Career Services
  - Referrals to other Community Resources
  - Training Paid by Other touchpoint (unless a participant is WIOA Youth co-enrolled, then use the Occupational Skills Training – Youth Only touchpoint)

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- c. Any status updates to their training programs should be case noted.
- d. All participants must be provided with a meaningful service (listed above) documented through a case note or service touchpoint, to include **at least one WJI-funded service**, in order to count as a positive WJI outcome and placement.
- e. 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.
- f. 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.

- g. Source documentation for eligibility, service delivery, case management, outcomes, and other relevant activities will be collected in accordance with the WJI Data Definitions in [WS825 R3 – Attachment A – GJC-WJI Data Definitions](#).

## 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, ongoing case notes, 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 provider
- g. Training start date
- h. Expected training end date
- i. Training end date
- j. Completed training (Y/N)
  - i. If no, give reason for non-completion
- k. Type of credential earned

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- l.** Employer
- m.** Employment start date
- n.** Wage
- o.** SOC code/Job position title
- p.** 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 an earn-and-learn training program and completes their training with their credential, increasing their rate of pay and status, this would be considered a "placement". If a participant is engaged in a registered apprenticeship (RA) through CHAS, they are automatically considered to be a placement, as RAs automatically meet EDA's definition of a "Good Job" (however, the participants are still expected to be served in the same fashion outlined above with their credentials uploaded at the time of completion).

[https://wsac.wa.gov/sites/default/files/2023.WJI\\_FAQ\\_Updated\\_08.08.2023.pdf](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](mailto:kfloyd@spokaneworkforce.org).

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### 8. **Supersedes**

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

### 9. **References:**