



Agency Quarterly Report Cover Sheet

Agency: WorkSource Enterprises

Program: Vocational Program

Quarterly Report Date Range: Jan 2022-March 2022

Report Due Date: 4/18/22

Agency Quarterly Meeting: April 19th, 2022– 9:00 a.m. – Zoom

Agency Outputs:

We measure our success of the program based on placements.

15 day placement

45 day placement

90 day placement

Expand our services that are not funded by any other source that are needed to make successful placement.

How many lives have been impacted over the last quarter?

The Vocational Program has impacted 85 people during the third quarter of the fiscal year. This included consumer, potential consumers, production workers who were offered assistance, family members of consumers, and past consumers.

Are you on track to hit your output goals as listed above? If not, what is preventing you from reaching those output goals?

We are not on track with our output goals. We continue to carry a low caseload due to very few referrals from the DRS office, making it hard to meet our placement goals. Covid restrictions continue at the state level with DRS

counselors under strict rules to not meet face to face with clients and/or other agencies.

Our unfunded services to help support our consumers in gaining employment, as well as other needed areas continues to increase. As the DRS office remains closed to the public and their counselors are unable to meet face to face with our mutual clients, we provide the services necessary to continue to provide staffing services by three way calling with clients and DRS staff and then email the staffing reports to DRS for approval to place in the files. We also provide the service of meeting with clients face to face to sign required documents on behalf of DRS (Placement Plans, Notification of Services and Closure notifications) and submit them to the DRS by email.

Please provide one (or more) inspiring story over the last quarter. This could be about your organization or a special impact story. Please include any pictures/graphics you feel necessary with your report.

This is another example of unfunded services that we provide.

During this quarter, I assisted a previous client in the burial of his brother. The client was in my program about 5 years ago but reached out to me for assistance when his brother passed away. My client was the caregiver and payee for his brother, both men had disabilities and were receiving SSI, but my client had more abilities than his brother.

The brother's body had been moved to a funeral home after he passed, and my client didn't know what he needed to do. It was a joint effort between his employer, the funeral home, me, my client, and many phone calls, and short meetings, but we got it done.

The brother was cremated, an urn purchased, a mausoleum space obtained, the entombment completed and a plaque placed on the mausoleum site, along with the future preparations for my client to one day be entombed beside his brother. This could not have occurred without the generosity of his employer and the funeral home who gave their time, financial assistance, and resources for this to occur.

This previous client continues to work and is even more grateful today for the placement assistance he received five years ago and for the continued support of WorkSource. He is truly blessed with having a job with an employer who truly cares about the employees who are employed at their establishment.

Please use this sheet as your cover letter to your regular report.

United Way

Third quarterly tracking for FY22– Vocational Program

Submitted by: Lisa Martin / VP Vocational Development

Provide to 2.5 hours a week of job development service hours in a class setting to assist consumers who are not job ready, currently consumers should be job ready to enter the vocational program.

- Jan No classes in a group setting due to Covid, but individual classes provided for 3 hours per week
- Feb No classes in a group setting due to Covid, but several individual classes equivalent to 2.5 hours per week
- Mar No classes in a group setting due to Covid, but several individual classes equivalent to 2.5 hours per week

Provide job supports to consumers working at off site locations, currently off site locations do not count toward placements so job supports services are not funded.

- Jan 20 hours week at BK
- Feb 28 hours a week at BK (2 clients having difficulty)
- Mar 25 hours a week at BK

Assist consumers with applications for housing

- Jan Provide rental payment assistance information to two clients
- Feb Provide rental payment assistance information to a previous client
- Mar Provide information to three consumers regarding available public housing in our area

Assist consumers with applications for funding for higher education

Jan- 0

Feb – A previous potential client that chose to go with education assistance from DRS called to ask for assistance with additional schooling after losing her job. I re-connected her with the DRS office.

Mar 0

Assist consumers with applications for food assistance

Jan Handout to 10 clients information for local food banks

Feb 2 referrals to a food bank

Mar 4 referrals to a food bank

Assist consumers with applications for transportation assistance

Jan - 0

Feb – Assisted a client with learning to read a bus schedule and find his pick up and drop off times to get to and from his job, using a transfer.

Mar - Assisted a client with renewing her information of reading a bus schedule and finding her pick up and drop off times to get to and from her job, using a transfer

***additional services provided this quarter**

6 Phone calls requesting Covid testing site information

2 Phone calls assisting a person with in home care needed

20 Phone calls inquiring about services

3 Intake appointments that are still in the works, needing to acquire documentation

12 Phone calls with DRS counselor and a potential client discussing their future goals to determine if the DRS counselor would open the case with WorkSource

2 Previous and clients assisted in selling their home with a clouded title

1 Previous client assisted with an eviction process to get a roommate out of her home

Placement milestone outcomes met for the third quarter of FY22

15 day –1+3+3

45 day – 2+1+3

90 day –0+4+1