AJL Sub-Committee Meeting

2016 AJLA Spring Meeting

Thursday, March 31, 2016

Attendees: Ryan Anderson (IA), Joy Bancroft (AJLA–TS), Jay Bassett (AR), Mike Beene (KS), Holly Boggess (IA), Christine Bohannon (AJLA–TS), Barry Butler (DE), Crystal Caison (IL), Kristyn Carr (ID), Marcia Chandler (AR), Nan Clanton (AJLA–TS), Abigail Crandall (KS), Joel Delofsky (VETS), John Demas (AL), Judy Duncan (AR), Sergio Estrada (IL), Richard Fernandes (DE), Thomas Fernands (ME), Joe Francis (AJLA–TS), Felicia Gibbs (KS), Jeff Goldman (AJLA–TS), Dan Griffin (AL), Dave Hanchett (ID), Dash Hansen (AJLA–TS), Theresa Hunt (VT), Nichole Jamison (ME), Stacey Laing (DE), Josie Link (NLx), Dave McEachern (AJLA–TS), Robin McKinney-Newman (DE), Martin Moen (IA), Sandy Monaco (AR), Marilyn Nicolls (AZ), Brooke Patterson (AJLA–TS), Tomasz Pawelko (IL), Justin Powell (KS), Cathy Ross (IA), Donna Sanders (OK), James Stewart (AJLA–TS), Meg Stringer (AL), Anya Tolbert (AL), Wallace Vaughn (KS), Regena Wheeler (AZ)

Call to Order: Stacey Laing (DE), AJL Sub-Committee Chair, called the meeting to order and facilitated attendee introductions.

Approval of Minutes: Minutes from the Winter Meeting were reviewed. With no changes noted, Crystal Caison (IL) moved to approve them, and Jay Bassett (AR) seconded the motion.

Old Business: No old business to discuss.

New Business: No business was introduced. Thirty-eight tickets were presented for discussion and prioritization. Comments are noted in the table below.

Adjournment: With no additional business, Sergio Estrada (IL) moved to adjourn and Barry Butler (DE) seconded.

#	Entity	Subject	Description	Comments
20132	AJLA-TS	Standardize save/bookmark/ favorite terminology	We are somewhat inconsistent about terminology in terms of "My Saved Jobs", "Remove this bookmark", etc as it relates to the general concept of making a bookmark/favorite/save of jobs, resumes, clients, etc. It would be good for the overall user experience to pick a term and standardize on whether we call it saving, bookmarking, making a favorite, or something else entirely. I suggest we come up with a list of possible terms and have the committee discuss at the next steering committee meeting.	"Save" should be the terminology used
20244	Alabama	AJL 13.1.x New Staff Member Signup email information	Please add to the _New Staff Member Signup_ email the new staff member's email address, office name, and the name of the staff who created the account.	No issue, should be quick fix and phased into next couple releases.
20186	Alabama	Add the ability to create a map address link	Requesting that functionality be added to make an address a link to a map for the Events page.	

20185	Alabama	Add a WYSIWYG editor	Add the functionality of a WYSIWYG(What You See Is What You Get) editor for the Events page in order to display changes made as it is edited.	Bullets to look more like job order.
20005	Alabama	AJL 13.1 New employer email to Admin	Add the FEIN and SEIN fields to the email sent to the state admin when a new employer account is created.	Discussion on the confidentiality of the FEIN and SEIN; Audit logging is needed.
19993	Alabama	AJL 13.1 Events edits	Add the ability to use html tags on the Events pages, as you can in FAQs. Add the ability to create a link to a map to the address of the event. Add the ability to upload a .pdf document as an announcement of the event.	Duplicate, ticket will be closed.
19992	Alabama	13.1 Resources enhancement	Allow the admin user to set the display order. Allow a state to set the links to open in a new window, instead of the same window.	Add an editor to change order of layout.
19835	Alabama	Company Logo	Add the capability for a company to add logos to their job postings, if desired. These logos would be part of the employer record and could be selected to display. These would display on the jobs listing, in a manner similar to the Veterans flag on the resumes listing. This might increase job posting traffic.	Need load balancers in place.
19417	Alabama	Social Security Number synchronization	When a Social Security Number is changed on a client record, the SSNs on the enrollments no longer match. Wages for the program/enrollment are then incorrect. Develop a process so that when *staff* correct an SSN, the SSNs for the enrollments are brought into synchronization, and if the SSNs were changed, remove all wage records for the previous SSN. This could be done real-time, or in a batch process. Generate a Client Note, with the Staff Name of the staff making the change, with Description *SSN change* and the note text something like *SSN changed from xxx-xx-xxxx to xxx-xx-xxxx*. The synchronization process will make sure the wages are correct; the client note will show a record of the change. If the jobseeker changes their SSN, develop a notification process so staff can determine if the change is warranted.	Tomasz to add to ticket.

19862	Arizona	Language Change to Training Provider Login page	CHANGE Training Provider Language to: The Federal Workforce Innovation and Opportunity Act (WIOA) of 2014 mandates states to maintain a list of training providers approved to provide training to individuals who are eligible to receive federal funds. The Eligible Training Provider List (ETPL) is comprised of approved eligible training providers and training programs that are approved by the Local Workforce Development Areas (LWDAs) and the State to provide training services to eligible WIOA participants. The State Eligible Training Provider List (ETPL) and the related eligibility procedures ensure the accountability, quality and labor-market relevance of programs of training services provided to eligible WIOA participants. Before requesting a user account, click here for more information about becoming a training provider. Add a link here to the FAQ's for Training Providers because there are so many FAQs and the answers are not one sentence answers, perhaps there should be a link to take requesters directly to these FAQs instead of scrolling through the JOB SEEKERS AND EMPLOYERS FAQs (is this a possibility?).	
20192	Delaware	JobLink Partner Referral System	Create an electronic one-stop partner referrals system coupled with an intelligent program/service scheduler. The proposed system does not address self-referrals. Selected partners will be given staff access in this model. Starts with a basic account for the all partner participants which means that both individuals with only a basic account and those fully registered will be referred with this product. Data elements discussed are name, address, phone number, e-mail account, birth date & social security number. The basic account information is included in each referral and it is expected that the receiving partner will review and update as necessary when the client makes actual contact for the event/service. The scheduler will provide service/event options for referral based on eligibility links opened in DJL. For example a Dislocated Worker job club will only appear as an option when the Dislocated Worker link is open. Many events/services are expected to require no eligibility.	
19757	Delaware	Limit the number of available jobs to 2 digits	Limit number of available positions in a Job Order to maximum 99. Require a two digit field.	Done, ticket withdrawn
20189	Idaho	Add Links to Access Employer Address Book	Currently for both staff and employers, getting to the Employer Address book requires going into Contact Information section of a job order...a five step (click) process from both the Employer Details page or from the Employer Home page. For staff, we would like to have a link for the Address Book added to the Employer Details page; located between Account Username and Job List. For employers, we would like to see a link/section added into the My Company Profile for Address Book.	

20128	Idaho	Add Active Job Orders indicator to Employer Search Results	We like to have an additional field added to the Employer Record search results that shows whether-or-not there are active jobs for the employer. Ideally a count of the active jobs or if not easily done a simple Y/N indicator would be located to right of the Primary/Subordinate flag.	Dave Hanchett and Tomasz to add to ticket and assign to Joe
20126	Idaho	Add 'Not Yet Approved' indicator to Employer Record Page	We'd like to request that a 'not yet approved' indicator be added to the Employer Details page similar to what's seen when reviewing a job order. Ideally this would be shown just below the Employer Details title and be similar is appearance to the indicator on job orders and would only be shown if the account hasn't yet been approved.	Closed, added to 20176
19622	Idaho	Matching Payments to Budgets	Could we tweak the payment matching process a little (see highlighted step 7 in the attached doc) to allow vendor payments to be posted to a client budget. We would like to get to the point where a case manager only needs to have one client budget with all the budget categories they need and not require vendor budgets.	Could be nonissue with use of FiscalLink
19566	Idaho	Vendor Search by dba	Would it be possible to have the vendor search also check the business name/dba? Our daily vendor file provides the business name/dba for each vendor (if applicable) after the vendor name (e.g. Vendor Number, Suffix, Vendor Name, Business Name (dba), Address, . . .). Sometimes our case managers do not know the actual vendor name but only the dba (e.g. TOPGUN Truck Driving Academy vs Gray Shell Inc). It would be great if our case managers could find Gray Shell Inc by entering TOPGUN Truck Driving Academy when they create a vendor budget.	
19110	Idaho	Expiring Resume Enhancements	We would like to propose two ideas in regards to expiring resumes; We are finding that many job seekers do not remember to update the days that their resume is active and so are missing out on notifications, etc. on matching jobs. The first is that an email notification be sent to job seekers when their resume is 2-days prior to expiring. The other is to make the expiration date of the resume more obvious; it currently blends in with the other dates and text on the page. Making the 'Expires: 2015-12-01' text in a larger font size and/or bold and/or color will help alleviate this.	Tomasz to add to ticket and send to Idaho for review
20279	Illinois	Making referrals easier	To make referrals easier is it possible to add "search resumes" button on the Job Details page next to "make referral" button? Not an urgent request, but if you are in that page making other changes or fixes please consider adding a shortcut. This would allow the business services staff faster and easier access when making referrals.	

20240	Illinois	Functionality for staff to send notification to JS when there are resume issues	When searching for resumes from the job order, staff has the option to set status when the client is not referred. When Skills Gap, Education Gap, Work History Gap or Resume Issue is selected and Set Status is then selected, we would request an option for staff to allow them to print or email a notification from JobLink stating something to the effect that their resume matched to a job opening, however due to insert issue (ex: Skills Gap) we were unable to refer you to job order # insert Jo # for insert job title. Please review and update your resume. Include staff's name and email address in notification to the client. If email job seeker was selected, this would appear in the job seeker's notifications with the subject line Resume Issue. After email is sent or printed staff should then be able to return to resumes and continue to view additional clients.	Training issue
20239	Illinois	Referrals done in JobLink to appear in Work Search	Referral emails sent from JobLink, at times, provide enough information where the client would not have to log into JobLink to view the job. (Example: providing web site address on how to apply). Unless the client manually enters the information on the work search record, the work search record does not detail any client activity taken from the referral. We are requesting for functionality that captures job seeker activity taken from the referral (i.e. viewed job description, applied, etc. Currently in the Work Search Record contains the following: Work Search Activity, Requested Referral Information, and Viewed job Order. We are requesting are requesting for another header that will capture referrals.	
20238	Illinois	Add New Job Category	When a self-service employer or staff enters a job order, and the job order is not completed or made active, the job order will go into the "on hold" category. Many times, the employer believes the order was made active OR, if they may realize that it was not completed, however they do not know where the job order went, so they re-enter the job order. The current job order categories are: Active Jobs, pending Staff Approval Jobs, On Hold Jobs, Referred Jobs and Closed Jobs. Request that a "Draft Jobs" or "Incomplete jobs" job order category be added to the Employers Details page. This category would include any job that was started without completing all required information AND jobs that were completed however, were never activated. On Hold job orders should only include job orders that were manually put in the "on hold" status and orders that were closed with referrals on them that were not resulted.	
20236	Illinois	Staff Access to Client Notification	From the staff view of a client, add client's Notifications to the flyout. When Notifications is selected, staff would have the same view as when the Job Seeker selects their Notifications from their My Profile. By the staff having the same view as the job seeker, this will enable the staff to assist the client more efficiently.	Adjust hours on ticket

20235	Illinois	Re-contact date for Job seekers	Add the ability for staff to set a job seeker re-contact date reminder.	Barry to add to ticket
20233	Illinois	Add functionality to select recipient of Follow Up Contact Notice emails	1) Add functionality be added to IJL (at sysadmin level?) that gives the capability to select a specific staff user, regardless of role, (such as, a staff user's supervisor or program manager/monitor) that will also receive the Follow Up Contact Notice emails that are associated with a particular staff person. 2) Add functionality to turn off/on Follow Up Contact Notice emails to anyone other than the staff person that set up the reminder. Related: Pending enhancement: #18289 Follow-up Contact Emails	Linked to ticket 18028
20175	Illinois	Geo Code JobSeekers	Currently resumes are Geo Coded but not Job Seekers. We would like to request that upon registration and contact info update the Job Seeker would be geo coded. Additionally we request that offices are Geo Coded, and when enrolments are created they are done by job seeker's proximity to an office and not by zipToOffice mapping. Ideally the concept of zipToOffice would be removed from the system and replaced by the concept of geospatial proximity to the office.	Joe to work with Tomasz
20215	Kansas	Add ability to filter by Last Updated	Add the ability to filter (refine) job search results by date last updated. The option would be located under "Date Posted" and offer the same options (Today, Yesterday, 1 Week, 2 Weeks, 1 Month)	
20211	Kansas	Add Link to Forgot Username/Password	On the 'previously established account' error message page, add a link to Forgot Username/Password. This may help clients from creating duplicate accounts. Clients do not contact Technical Assistance for help accessing their current account, but create a new one instead.	Closed
20205	Kansas	Add ability to tag and categorize participants in My Cases	We are requesting the ability for staff to create tags and categories that apply to their My Cases page, and to be able to filter by those tags and categories. For example, staff could tag and filter participants based on what school they are attending. That way when the semester comes up, staff can quickly see who they need to contact for documentation. Or staff could create a category for people who need to be exited, and then tag the individuals for that category. These categories/sub-categories could be tailored to fit however the case manager's needs. Staff would need the ability to assign labels to the categories manually (not by checkboxes). Participant could belong to multiple categories. The idea is to improve efficiency as well as the usefulness of the case tracker, otherwise, it only serves as a list of my participants	

20198	Kansas	Consolidated Notes	We frequently have customers enrolled in multiple programs each with differing policies on where case notes are to be entered. This creates issues when trying to see the full picture of a customer's situation. Description: Add a Consolidated notes section that pulls notes from Client, Program and Enrollment from all enrollments. A link to the Consolidated notes page would be located on a customer's Case Details page (possibly) under the Consolidated Service & Training Plan section.	Theresa to add Vermont issues to the ticket
20197	Kansas	Add Employment Status Checkbox to Case Notes	Add an option to case notes that present 3 check boxes (or radio buttons) (required entry) Unemployed, Employed and Unknown/N/A. If Employed is marked the user would be directed to enter a New Work Experience. Alternatively, a message could appear that prompts the user to update the customer?s account with the new employment, but has to enter the employment information before they can submit the case note. This would populate the information in the Work History part of KANSASWORKS for that customer.	Withdraw
19670	Kansas	Stop Email notifications sent to Helpdesk	Can we get the emails to stop being sent to AJLHelp@ajla.net.	Amend where emails are being sent; Barry to work with Joe
19317	Kansas	Add Filters to Consolidated S&T Plan	To enhance the usability of the Consolidated S&T Plan (which can span several pages), allow for columns to be filtered, including Self-Service/Staff entered service and Open/Closed enrollments (which aren?t currently included in the Cons. S&T Plan.) In addition to the current sorting options, it's been requested to offer a filtering option on the Consolidated Service and Training plan page that would allow staff to opt to see only the enrollments that meet selected criteria. For example, they might select to see only enrollments that are open, under WIOA, with an estimated end date during a specific date range. This would allow staff to view a single page including the enrollments they are interested in, instead of potentially clicking through several pages.	
18294	Kansas	Kansas WorkReady! Updates	Kansas would like to update the WorkReady! Certificates and highlight them on the splash page. Attached is a mock of the proposed changes being requested along with the documents needed to fulfill redirection. This change would also involve additions to the Programs page.	State Mandate
19667	Maine	Revise the Display Format of the Date to MM/DD/YYYY	This request is a continuation of issue #19270, which was a customization request by Maine during the Maine JobLink Implementation Project. AJLA's developers deemed this too large of a change to both the application and the database, at least for inclusion during the Implementation Project. The 200-hour estimate in #19270 may not accurately reflect the required work based on this assessment.	Withdraw

19588	Maine	Branding Statements in Resume Builder	This comes from what was originally a customization request during the Maine AJL Implementation (#19532). It is being moved to an AJL enhancement request at Maine's direction. In the resume builder, Maine would like to replace summary of qualifications and objective statements with Branding statements. Maine will provide a list of statements organized by onet family, mirroring the way objective statements and summary of qualifications currently work.	
19585	Maine	Mass case notes for group activities	Maine would like the ability to add mass case notes for group activities. The case note would be entered and applied to each participant record at the time the group activity status was updated. This request began in #19262, now closed.	Need to change the notes sections and streamline the process; Joe to review.
20176	Vermont	Additional info requested on Employer Account page	Enhancement request on Self Service or Staff Assisted Employer Account pages. VT would like to see the following information listed on the Employer Account page: Status of the account: approved or pending Approved by: the staff person's name and stationdesk # (or n/a if pending) Approved on: mm/dd/yyyy or n/a if pending	