

TECHNICAL ASSISTANCE

Date: 04/01/2022
Contact: DWDRapidResponse@dwd.IN.gov
Program: Workforce Transition - Rapid Response
Subject: DWD Technical Assistance TA 2021-14
Local Rapid Response Team (LRRT) Data Entry and Reporting

Purpose

The purpose of this guidance is to clarify the data entry and reporting responsibilities of LRRTs. This guidance is intended to supplement DWD Policy 2021-13 Rapid Response, issued 04/01/2022.

Content

Rapid Response services and activities must be reported in the WIOA Participant Individual Record Layout (PIRL).¹ To ensure Indiana is accurately reporting RR information, all RR events and associated activities must be documented within the DWD's Customer Relationship Manager (CRM) and Indiana Career Connect (ICC) case management systems.

LRRT Data Entry and Reporting Requirements

Data Entry

- The Initial RR on-site meeting or contact with the employer must be entered in the CRM system using the **Rapid Response/Business Downsizing** activity.
 - Details regarding engagement with the employer should be outlined in the notes section of the services.
 - The initial onsite meeting with employer and RR Orientation must be marketed as WorkOne/AJC services.
- The RR Orientation service must be entered in the CRM system using the **Rapid Response/Business Downsizing** activity.
 - Details regarding engagements with the employer should be outlined in the notes section of the service.
- All Local Non-WARN notices are to be entered into ICC and included in the Monthly Data Report.
- The Rapid Response WARN Event Number is included/attached to dislocated workers when entering activities in ICC. In ICC, the WARN Event Number is located in the WARN information section for the Employer, it is also provided to each region in the Monthly Report.
 - Utilizing the Event Calendar will assist in completing this process.

¹ See 20 CFR § 682.360.

- Layoff Aversion services must be entered into the CRM system using the **Layoff Aversion** service.
 - Any details regarding engagements with the employer should be outlined in the notes section of the service.

Monthly Data Reports and Surveys

Monthly Data Reports are to be completed with all available information. Reports and Surveys are to be sent to the RR Department email, DWDRapidResponse@dwd.IN.gov, by the 10th of each month.

- If there are no updates, the report is not required to be sent. An email stating there are no updates at this time an email is to be sent to DWDRapidResponse@dwd.IN.gov.

Additional Information

Contents of this guidance is subject to routine DWD monitoring.

Questions regarding the content of this publication should be directed to DWDRapidResponse@dwd.IN.gov.