

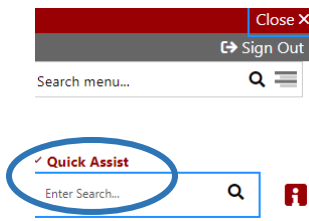
WIOA Youth Program Sub-recipient MWE View Instructions

You have View Only access, so you may not add, delete or change any information. If you see any information that is incorrect, please notify Shannon Alexander, the Youth Program Specialist. Sign in using your MWE User ID and Password

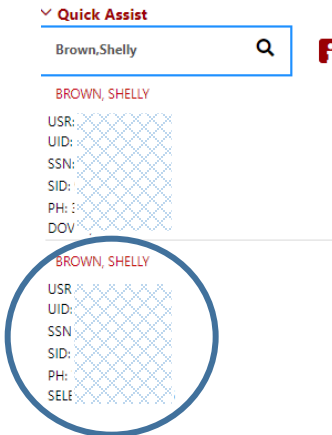
Click on the menu button to open the left navigation bar.



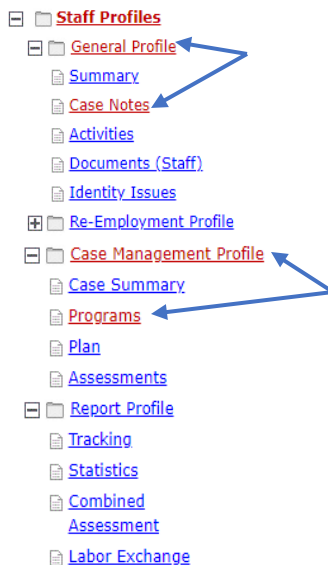
In the Quick Assist box enter the participant social security number, State ID or last name, first name (no spaces)



One or more choices will show on the left menu. Choose the appropriate participant.



You are now on the Individual Case Summary Page. At the top there are three expandable columns. Under Staff Profile, the areas that you will be referring to are the **General Profile** and the **Case Management Profile**.



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You can click on the + or – to expand or collapse each section. Under the General Profile, you will select *Case Notes* and under the Case Management Profile you will select *Programs*.

When you click on case notes you will see all of the case notes that have been entered for that participant. At the top left of the Case Note table you can choose to view the summary or detailed list.

Results View: **Summary** | Detailed

To sort on any column, click a column title.

App ID	
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The summary will show you the subject line of the case note (service code, Information, etc.), the contact date, the case note date and other LSWA specific information. When you click on the subject the full case note will open. You can repeat for each case note. Or, you can choose detailed view that will show each case note in full with the most recent on top.

Click on **Programs** and click in the box under **Filter Programs**. Choose *Title I Workforce Development (WIOA)*. Here you will see the WIOA complete application.

[WIOA # \[redacted\] - Case Exited](#)

+ LWDB:
Onestop:
Open/Total Activities:

Click the black **+** button to expand. This will show you every aspect of the participant’s file. Feel free to explore each of the sections, but the most important is to expand the **Activities** button.

Activities / Enrollments / Services

This will show you all the services that have been done with the participant.

PE	EE	Status	Activity / Provider
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C	485 - Support Service -Other No Provider Information
<input type="checkbox"/>	<input checked="" type="checkbox"/>	C	490 - Regular Contact with a Youth Participant's Employer No Provider Information

When the participant goes into follow-up, you can go that section and click on Follow Up Type to see each quarter’s follow up information.

Follow-ups

Required By	Date Complete	Status	Follow Up Type
12/31/2020	12/10/2020	Completed	1st Quarter After Exit