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## ASUN Operating Procedure - 9002

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### Operating Procedure Synopsis

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**Title:** Workforce ADHE Reporting

**Approval Date/Revision Date(s):**

**Review Date(s):** 5/2018, 8/2019, 9/2020, 9/2021

**Executive Cabinet Liaison:** Vice Chancellor for Economic & Workforce Development

**Responsible Manager:** Vice Chancellor for Economic & Workforce Development

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### A. Purpose and Scope

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Arkansas State University Newport seeks to assume a leading role in creating economic and cultural advancement for the communities we serve. A key part of this strategy is to provide opportunities for current and prospective employees of regional business and industry sectors to participate in skill building activities, both professional and technical. Tracking and reporting of these activities is necessary to ensure effective institutional outreach to the institution's business and industry partners. Individuals involved in fulfilling the requirements of this operating procedure include the Administrative Assistant for Economic & Workforce Development and the Vice Chancellor for Economic & Workforce Development. There may be occasions when additional staff may be asked to perform components of this process under the direction of the employees listed above.

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### B. Definitions

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**Sign-in sheet:** In order to qualify for Workforce Reporting, each activity to be reported must have a class / session record, which depicts session name, instructor, date, class duration, and participant names.

**Filing / Records / Database:** Session records are to be maintained, filed by date, consolidated and summarized in a reporting database.

**Poise:** Poise is the platform for records management and reporting for the institution.

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### C. Procedures

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**Activities completed prior to reporting steps outlined in this procedure:**

**Workforce Training Activity:** These occur throughout the calendar, as needed by business and industry partners or as scheduled for open enrollment classes.

**Sign-in Sheet collection and filing:** Sign-in Sheets are completed, collected and filed by date, retained in the office of the Administrative Assistant for Economic & Workforce Development.

### Workforce ADHE Reporting Process

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

Step 1. Log into a Poise session

Step 2. Select WFCOURSE

Step 3. Select MAINTAIN

Step 4. There will be options from which to select on this step:

- ADD: to add a new report
- DELETE: to delete reports
- INQUIRE: to view and search through previous reports that have been entered into Poise
- UPDATE: to view and edit previous reports that have been entered into Poise.

Step 5. When looking for a report, always check the AABREVIATION box and use the appropriate initials for the entry code. (Ex: Department of Workforce Services would be abbreviated as DWS and the Arkansas Department of Health would be coded or abbreviated as HD)

Step 6. When adding a new report follow these instructions:

- Make sure CAP Locks is "on."
- Create a COURSE IDENTIFIER (Course Identifier will be a permanent ID that can only be changed by deleting the report and starting over) (Also note that the ID will always follow this format: 4 spaces for the Class Code, 2 spaces, 4 places for a number, another space, and then the term code you're in. An Example would be: ACEF 0001 141S). If entered correctly, the Course Identifier should take up the whole entry field.
- After you enter the COURSE IDENTIFIER the system requires a verification - it will ask if the entry is correct. Choose yes if it is. Note the program will not let you use duplicate Course ID's so if the ID has been used before an error message will pop up.
- Next create a TITLE for the Report (Names of titles can be reused multiple times).
- Use the TAB button on the keyboard to move through the screen fields (going from blank space to blank space using TAB until the end of the report. This will submit the report and produce a new blank report).
- Enter the START and END DATE fields of the event being reported.
- The CIP PROGRAM CODE will ALWAYS be 43.
- The CIP PROGRAM DETAIL will ALWAYS be 102.
- COURSE TYPE will display a drop down box with options to pick from, and the correct response will usually be 2.
- COURSE METHOD will display a drop down box with options to pick from, and the correct response will usually be 1.
- TECHNOLOGY will normally always be a zero if COURSE METHOD is a 1, but still check and make sure no other options apply to the event being reported.
- CREDIT HOURS will always be a zero.
- COURSE CEU VALUE is calculated as follows ( 1 hour = will be entered as .1, 2 hours will be entered as .2, and 10 hours would be entered in as 1.0).
- The STUDENT CEU field should be left blank because it is an automatically calculated field which is filled when the report is submitted.
- The OFF-CAMPUS LOCATION should be left blank for any event that occurs on campus.
- The INSTRUCTOR SSN field can be filled in with random numbers but CANNOT be left blank.
- Next enter in the ENROLLMENT COUNT of the event your reporting.
- The ADHE DEPARTMENT CODE will ALWAYS be 2610.
- TAB through the LOCATION CODE and OFF CAMPUS COUNTY CODE, leaving them blank until the report is submitted.

Step 7. In order to determine report due dates, look on the ADHE website to find the dates that reports are due to be uploaded. The frequency of reporting corresponds to each school term.

Step 8. Prior to pulling a report, A WF Class report will need to be loaded. This is accomplished by the following steps:

- Log into Poise.

- Select Process.
- Enter Term Code.
- Type “Y” Click Enter.
- Type “Y” Click Enter.
- Click Enter.
- When complete, a verification email will be sent. (Note: Chris Nelson can help with this process).

Step 9. Following processing the report, data is to be extracted from the Poise database and transferred onto the desktop. This is accomplished by following these steps:

- Click Start Menu.
- In the Search box type “FTP\_POISE.ASUN.edu.”
- Sign in using the approved username and password.
- Type Get Filename, click enter.

Step 10. After extracting the report, it can be found and accessed on the hard disk of the computer. It can be found using the following steps:

- Click start button.
- Select Computer on the right hand side.
- Double click on Local Disk (C:) on the hard drive.
- Find the Users file.
- Select the file with the approved user name. (Ex. Maria\_bedwell.ASUN).
- The file inside the folder should match the name of the work file that was emailed to you.

Step 11. This file is now ready to upload to ADHE. This is accomplished by following these steps:

- Clicking Start.
- Hovering over WinSCP and selecting [ASUN\\_VBD\\_SIS@150.208.120.10](mailto:ASUN_VBD_SIS@150.208.120.10).
- Login using the USER name and Password.
- Select ASUN.
- Then Click the file and drag it across the page and drop it into the proper ADHE file.
- When complete, click ok. (IT can assist with the transferring and uploading process.)

#### D. Related Information

Examples, file names and locations are as follows:

Event sign-in sheets are maintained in files stored in the Economic & Workforce Development filing cabinet that is located in the Administrative Assistant for Workforce & Economic Development’s office. Workforce files are sorted and stored by reporting term codes.

Events are entered into POISE and are available to view at any time. They are stored on the Workforce Side of POISE, and accessible with proper log in credentials.

Once a Workforce Report is generated the process of viewing it yet to be fully defined. The IT Department has been responsible to generate and forward a copy of the Workforce Reporting files that are uploaded per term code. It will look similar to this:

Query2				
SRFULLTITLE	COURSEID	SRENROLLED	CRSCEU	STUCEU
ADV. UNILEVER EXCEL	WTC 0053 141S	55	0.8	44
Advising Training	ASUN 0019 141S	9	0.2	1.8
ADVISORY TRAINING	ASUN 0013 141S	17	0.2	3.4
ALLEN GMAW TRAINING	WTC 0047 141S	12	0.6	7.2
ARC/PLC TRAINING	USDA 0001 141S	161	0.4	64.4

<b>Query2</b>				
<b>SRFULLTITLE</b>	<b>COURSEID</b>	<b>SRENROLLED</b>	<b>CRSCEU</b>	<b>STUCEU</b>
BEG UNILEVER EXCEL	WTC 0051 141S	57	0.8	45.6
Corps Training	ADC 0329 141S	22	0.4	8.8
Corps Training	ADC 0330 141S	12	0.4	4.8
CPR/AED TRAINING	ASUN 0016 141S	10	0.3	3
CPR/AED TRAINING	ASUN 0017 141S	11	0.3	3.3
CULTURE CHANGE	ADC 0335 141S	20	0.4	8

(Example of truncated report)

This report example is to be copied, pasted, and saved into a document for ASUN reference purposes. It is to be filed in the Workforce Filing cabinet for the term code it is covering.

Once a report is generated and waiting to be uploaded to the ADHE website, the working file is stored on the LOCAL DISK (C). Under the address: C:\Users\maria\_bedwell.ASUN (this example is for Maria Beth Bedwell's computer).