

Quick Reference Sheet for Trackers #7 – April 26, 2005

Subject: Changes in Recruitment of UI Claimants

The following changes were made to the Rapid Reemployment System:

- ✓ The MIS system name has changed from Worker Profile Reemployment System to Rapid Reemployment System (RRES).
- ✓ The day the information of new UI Claimants is added to the database has changed from Wednesdays to Thursdays. **Recruit/outreach profiled UI Claimants on Thursdays each week.**
- ✓ The call-in letter mailed by TWC to recruit UI Claimants has been revised. The letter now includes a Spanish version and eliminates space for special instructions. Customers are given several options for responding. We will use the Alternative Selection. We will not require customer to attend group orientations.
- ✓ All services must now be recorded in WorkinTexas.com or TWIST.
- ✓ Continue to data enter all customer response dates in the RRES.

RRES Data Entry Instructions - Preparing Letters for Recruitment/Outreach

- ✓ Top of screen
 - LWDA: enter **28**
 - Ltr Id: enter a unique letter ID for each different letter to be mailed to a customer or batch of customers. The letter ID will be a ten digit number with the local office number followed by the Contact By Date (see below). For example **0484050405**.
 - Code: enter the last two digits of the local office number. For example **84** (for office number 0484)
 - Profile date: the system populates this date
 - LONO: enter the local office number assigned by TWC. For example **0484**
- ✓ Schedule an Orientation – **Leave this Section Blank.** We will not require customer to attend group orientations.
 - Orientation Date: **Leave this Line Blank**
 - Orientation Time: **Leave this Line Blank**
 - Location: **Leave this Line Blank**
- ✓ Alternative Selection
 - Contact By Date: enter **mmddy** for the second Wednesday after the recruitment/outreach letter is mailed.
 - Time: enter **8AM-5PM M-F By mm/dd/yy**
 - Location: enter street address (limited to 39 characters including spaces)
 - Telephone: enter the telephone number of the office
 - E-mail: enter the email address used to receive email responses from UI claimants. (limited to 39 characters)
 - Website: **Leave this Line Blank.** (Used by organizations with RRES Orientation on their website.)

Questions: Contact David Baggerly at 713.993.4528, dbaggerly@wrksolutions.com or Ginger Rogers at 713.993.2409, grogers@wrksolutions.com .