

Requested enhancements that have been implemented and are now accessible:

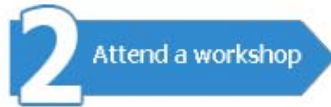
- Ability for survey recipients to indicate if they have accessibility needs:
- Ability to have question regarding Vulnerable Worker eligibility on a toggle so that it can be activated when needed along with associated admin tools.

Accessibility Needs:

The following screenshots show how the accessibility needs is presented to the survey participant and then once that information is recorded, how it is displayed in the roster tools used by the admins.

Survey Interface

Once a participant has completed the survey (Step 1) and moves into Step 2 (signing up for a workshop or appointment) – below the personal information boxes they will now see a section titled **Accessibility Needs** along with checkbox for indicating they have accommodations that need to be addressed.



- At the workshop/appointment, we confirm your eligibility and tell you more about our funding.
- Workshops/Appointemtns also may include career exploration, academic advising, and detailed steps on how to get started.
- To enroll in a workshop/appointment, please provide the following basic contact information.

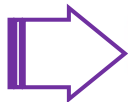
First Name: Bert


Last Name: Toast

Phone:

Email: sccdtesting@gmail.com

Check this box if you have no phone or email.



 Accessibility Needs:

I require disability accommodations or an interpreter

Next >>

When the box is checked, a text box appears allowing them to indicate what accommodations they required.

2 Attend a workshop

- At the workshop/appointment, we confirm your eligibility and tell you more about our funding.
- Workshops/Appointemtns also may include career exploration, academic advising, and detailed steps on how to get started.
- To enroll in a workshop/appointment, please provide the following basic contact information.


First Name: Bert

Last Name: Toast

Phone:

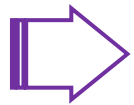
Email: sccdtesting@gmail.com

Check this box if you have no phone or email.

 Accessibility Needs:

I require disability accommodations or an interpreter

Please detail your needs so we may better assist you.



Use a service dog

Next >>

Roster Interface

When viewing the roster for either a workshop or appointment, those whom have indicated accessibility needs will be tagged with the ADA logo following their name. For workshops, since with attendee details are collapsed by default, you need to expand details to see what has been indicated.



Workshop Views: (Note: although screenshots are using past workshops/appointments, the functionality is the same for current and past)

Workshop Options
Appointment Options
Edit Exit Messages
Manage Funding
Manage Programs
Manage Contacts
Manage Promotions
Manage Administrators
Data Export
Online Help Desk

VIEW WORKSHOP HISTORY

WORKSHOP VIEWING OPTIONS

From: To: Campus:

PAST WORKSHOPS

[Current Workshops](#) / [Past Workshops](#)

Campus	Workshop Dates	Location	Seats	Cap.	View Roster	Email Roster	Print Roster
Random College	Fri, Jul 06, 2018 1:00 PM - 2:45 PM	Campus	1	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Random College	Thu, Aug 02, 2018 3:00 PM - 4:45 PM	Campus	3	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Roster							
	Last Name	First Name	Email		Phone	Details	Remove
	Dent	Arthur	SCCDtesting@gmail.com			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Testing	Ada	sccdtesting@gmail.com			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Two	Test	laura.rose@seattlecolleges.edu		222-222-2222	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Random College	Mon, Aug 13, 2018 3:00 PM - 4:45 PM	Campus	0	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Random College	Mon, Aug 13, 2018 3:00 PM - 4:45 PM Tue, Aug 14, 2018 3:00 PM - 4:45 PM Wed, Aug 15, 2018 3:00 PM - 4:45 PM	Campus	0	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Expanding the roster details shows what was entered for ADA Needs

Workshop Options	Appointment Options	Edit Exit Messages	Manage Funding	Manage Programs	Manage Contacts	Manage Promotions	Manage Administrators	Data Export	Online Help Desk
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VIEW WORKSHOP HISTORY

WORKSHOP VIEWING OPTIONS

From: To: Campus: [VIEW RESULTS](#)

PAST WORKSHOPS Current Workshops / Past Workshops

Campus	Workshop Dates	Location	Seats	Cap.	View Roster	Email Roster	Print Roster
Random College	Fri, Jul 06, 2018 1:00 PM - 2:45 PM	Campus	1	5	<input checked="" type="checkbox"/>		
Random College	Thu, Aug 02, 2018 3:00 PM - 4:45 PM	Campus	3	5	<input checked="" type="checkbox"/>		

Roster							
Last Name	First Name	Email	Phone	Details	Remove		
Dent	Arthur	SCCDtesting@gmail.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Testing	Ada	sccdtesting@gmail.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Eligible For:		Worker Retraining, OG					
Signup Date:		6/19/2018 11:24:00 PM					
College Choice:		RC					
Program Choice:		Undecided/I don't know					
ADA Needs:		have a service dog					
Two	Test	laura.rose@seattlecolleges.edu	222-222-2222	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Random College	Mon, Aug 13, 2018 3:00 PM - 4:45 PM	Campus	0	5	<input checked="" type="checkbox"/>		
Random College	Mon, Aug 13, 2018 3:00 PM - 4:45 PM Tue, Aug 14, 2018 3:00 PM - 4:45 PM Wed, Aug 15, 2018 3:00 PM - 4:45 PM	Campus	0	5	<input checked="" type="checkbox"/>		

When a roster is printed out, the name is marked with the ADA icon and the accessibility needs are also listed directly below.

Workshop Options
Appointment Options
Edit Exit Messages
Manage Funding
Manage Programs
Manage Contacts
Manage Promotions
Manage Administrators
Data Export
Online Help Desk

[Manage Workshops / Manage Rosters](#) |
 [Manage Workshop Locations](#) |
 [Add Attendees](#)

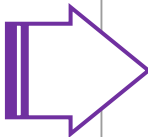
MANAGE WORKSHOPS / ROSTERS

PAST WORKSHOP ROSTER

College	Workshop Dates	Location	Seats	Cap.	Date Added
[266] Random College	Thu, Aug 02, 2018 3:00 PM - 4:45 PM	Campus	3	5	06/19/2018

Last Name	First Name	Email	Phone	Col. Choice	Eligible For	Signup Date
Dent	Arthur	SCCDtesting@gmail.com		RC	Unknown	6/19/2018 11:34 PM
Testing	Ada	sccdtesting@gmail.com		RC	WRT OG	6/19/2018 11:24 PM
	ADA Needs: <i>have a service dog</i>					
Two	Test	laura.rose@seattlecolleges.edu	222-222-2222	RC	WF WRT OG	6/22/2018 11:37 AM

[Return To Past Workshops List](#)



Appointments View: (Note: although screenshots are using past workshops/appointments, the functionality is the same for current and past)

Workshop Options	Appointment Options	Edit Exit Messages	Manage Funding	Manage Programs	Manage Contacts	Manage Promotions	Manage Administrators	Data Export	Online Help Desk
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VIEW APPOINTMENT HISTORY

APPOINTMENT VIEWING OPTIONS

From: To: VIEW RESULTS

PAST APPOINTMENTS Current Appointments / Past Appointments

	Appointment Dates	Length	Location	Status	Email Attendee
[10]	Thu, Aug 02, 2018 - 1:00 PM	45 minutes	Boardroom	FILLED	
[9]	Mon, Aug 06, 2018 - 12:00 PM	45 minutes	Boardroom	FILLED	
Attendee Details					
Name		Email		Phone	
Hedda Lettuce		SCCDtesting@gmail.com			
Eligible For:		WorkFirst, Worker Retraining, OG			
Signup Date:		11/7/2017 4:24:00 PM			
College Choice:		RC			
Program Choice:		Undecided/I don't know			
ADA Needs:		Using a service dog			
[11]	Wed, Aug 08, 2018 - 12:00 AM	45 minutes	Boardroom	OPEN	

Vulnerable Worker Question:

The following screenshots show how the Vulnerable Worker question is set up, made active so it appears in the survey, presented to the survey participant and then once that information is recorded - how it is displayed in the roster tools used by the admins. Before being made active, the Vulnerable Worker question has a couple of administrative parts that need to be completed/reviewed before making it active, such as defining the job sector list and the content of the custom exit message.

Survey Interface

When the Vulnerable Worker question series has been made active, it displays after the 'gross monthly household income' question and prior to the 'How did you hear about SNQ' question based on the following logic:

- Eligible for WRT? — if YES – **SKIP Vulnerable Worker question** and go to 'How did you hear...'
- Eligible for any other funding (OG/BFET/WF) ? — if YES to any one (or more) – **SKIP Vulnerable Worker question** and go to 'How did you hear...'
- Present Vulnerable Worker question – part 1

Vulnerable Worker question – part 1

The screenshot shows a survey question titled "1 Eligibility Survey" in a green header bar. The question is "Do you have 45 college credits?" with two radio button options: "Yes" and "No". Below this is a second question: "Are you at risk of being laid off if you do not upgrade your skills?" with two radio button options: "Yes" and "No". At the bottom of the survey interface, there are two green buttons: "<< Previous" on the left and "Next >>" on the right.

If answered YES to both questions — is eligible for WRT – **EXIT Vulnerable Worker question** and go to ‘How did you hear...’
If answered NO to both questions — is NOT eligible for WRT – **EXIT Vulnerable Worker question** and go to ‘How did you hear...’
If answered YES/NO to either one of the questions — **go to part 2 of Vulnerable Worker question**

- Present Vulnerable Worker question – part 2

Vulnerable Worker question – part 2

1 Eligibility Survey

Provide job title and job sector

Job Title:

Job Sector:

<< Previous

Next >>

The list of job sectors the survey participant picks from is determined by the SNQ administrators of the college selected

1 Eligibility Survey

Provide job title and job sector

Job Title:

Job Sector:

- Please Choose --
- Accommodation and Food Services
- Administrative and Support and Waste Management and Remediation Services
- Agriculture, Forestry, Fishing and Hunting
- Arts, Entertainment, and Recreation
- Construction
- Educational Services
- Finance and Insurance
- Health Care and Social Assistance
- Information
- Management of Companies and Enterprises
- Manufacturing
- Mining, Quarrying, and Oil and Gas Extraction
- Other Services (except Public Administration)
- Professional, Scientific, and Technical Services
- Public Administration
- Real Estate and Rental and Leasing
- Retail Trade
- Transportation and Warehousing
- Utilities

[<< Previous](#) [Next >>](#)

Upon completion of this part, the survey participant leaves the survey and is presented with **custom exit message** and information form used to create email that is sent to the primary SNQ contact of the college selected to review their eligibility.

Vulnerable Worker question – custom exit message

1 Eligibility Survey

Thank you! We will review your eligibility and call you soon to follow up. Please input your email and/or phone number in the form below.

First Name: Bert

Last Name: Toast

Phone:

Email: SCCDtesting@gmail.com

Check this box if you have no phone or email.

Submit

Upon submission, a thank you message confirming email has been sent is shown and any navigation buttons are removed.

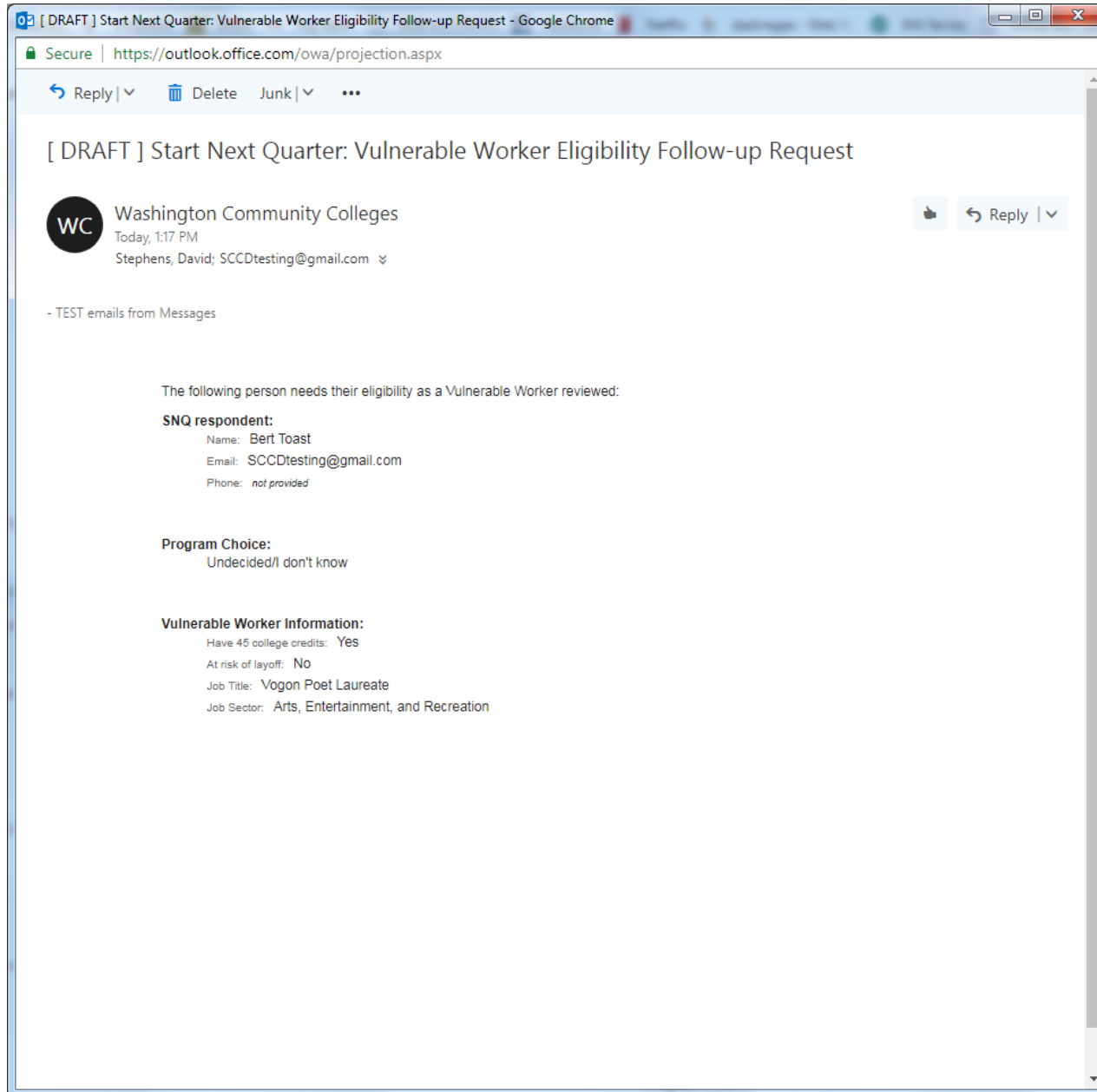
This final confirmation message is currently static and global (not customizable by colleges).



An email has been sent to the SNQ coordinator for Random College. Thank you.



Vulnerable Worker question — Sample email sent to SNQ Coordinator



Vulnerable Worker Question:

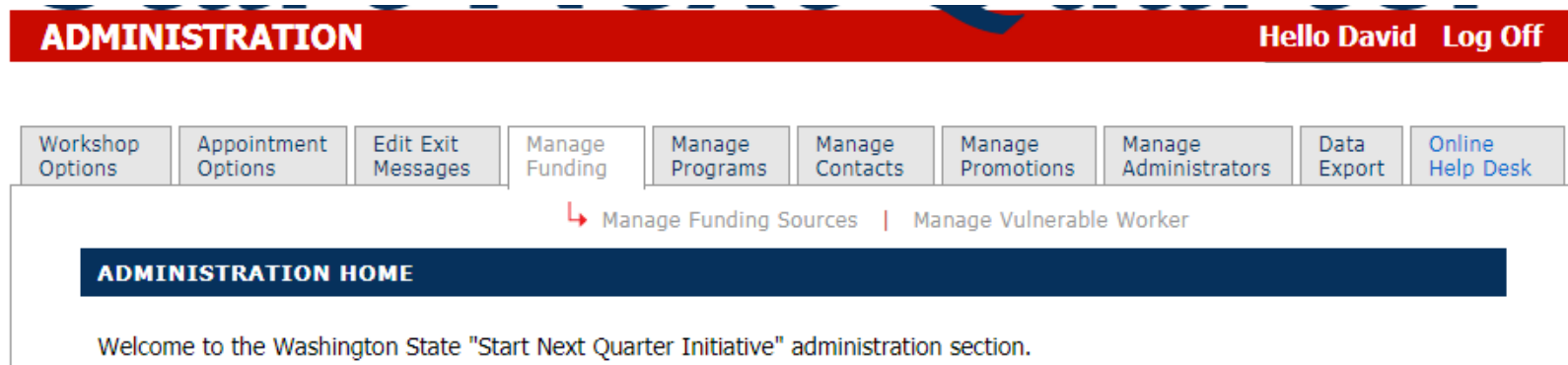
Admin Interface

In the administration interface, the tools for administering Vulnerable Worker reside under two sections (tabs):

- **Edit Exit Messages** – like all the other custom exit messages used within the survey, this is where the exit message for Vulnerable Worker is edited.
- **Manage Funding** – like Workshop and Appointment tabs, Manage Funding now has a sub-menu. This sub-menu consists of two options: *Manage Funding Sources* and *Manage Vulnerable Worker*, and like Workshops and Appointments each option has its own permission.

Manage Funding Tab

Admins without any permissions related to funding sees the Funding tab greyed out and the sub-menu greyed out when they mouse over the tab
Example: admin can see options but is unable the click and access them



Admins with permission to manage either or both options under Funding tab will see have active sub-menu links on the option they have permission for
Example: the permission has been granted to *Manage Vulnerable Worker*, but not *Manage Funding Sources*.



Example: the permission has been granted to *Mange Funding Sources*, but not *Manage Vulnerable Worker*.

Workshop Options	Appointment Options	Edit Exit Messages	Manage Funding	Manage Programs	Manage Contacts	Manage Promotions	Manage Administrators	Data Export	Online Help Desk
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↳ Manage Funding Sources | Manage Vulnerable Worker

ADMINISTRATION HOME

Welcome to the Washington State "Start Next Quarter Initiative" administration section.

Example: the permission has been granted to both *Mange Funding Sources* and *Manage Vulnerable Worker*.

Workshop Options	Appointment Options	Edit Exit Messages	Manage Funding	Manage Programs	Manage Contacts	Manage Promotions	Manage Administrators	Data Export	Online Help Desk
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↳ Manage Funding Sources | Manage Vulnerable Worker

ADMINISTRATION HOME

Welcome to the Washington State "Start Next Quarter Initiative" administration section.

Manage Funding Sources

No changes have been made to the Funding Sources page

Workshop Options

Appointment Options

Edit Exit Messages

Manage Funding

Manage Programs

Manage Contacts

Manage Promotions

Manage Administrators

Data Export

Online Help Desk

↳ Manage Funding Sources | Manage Vulnerable Worker

MANAGE FUNDING SOURCES

FUNDING SOURCES FOR WORKSHOPS

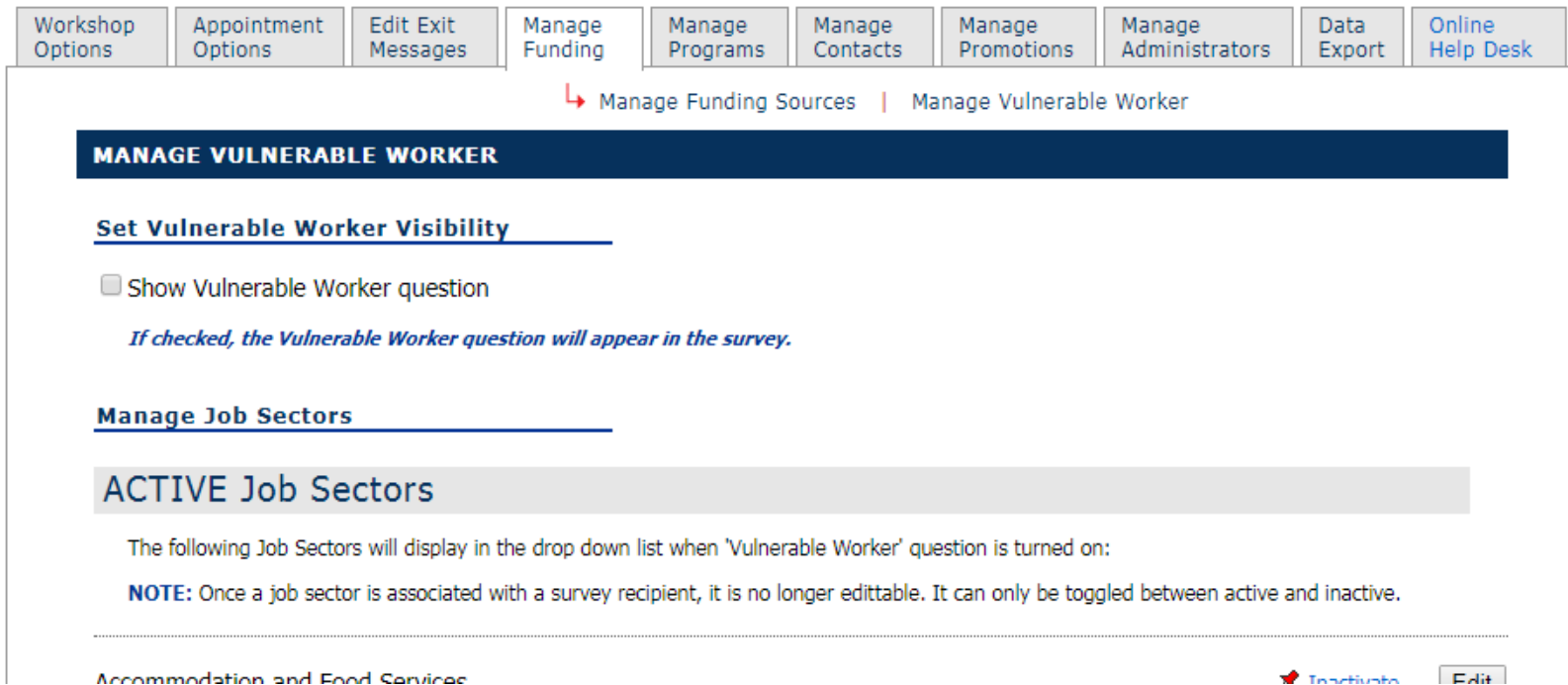
	Source	Funding Available
Edit	Worker Retraining	<input checked="" type="checkbox"/>
Edit	WorkFirst	<input checked="" type="checkbox"/>
Edit	OG	<input checked="" type="checkbox"/>
Edit	BFET	<input checked="" type="checkbox"/>

WORKSHOP INVITATION / DENIAL MESSAGES

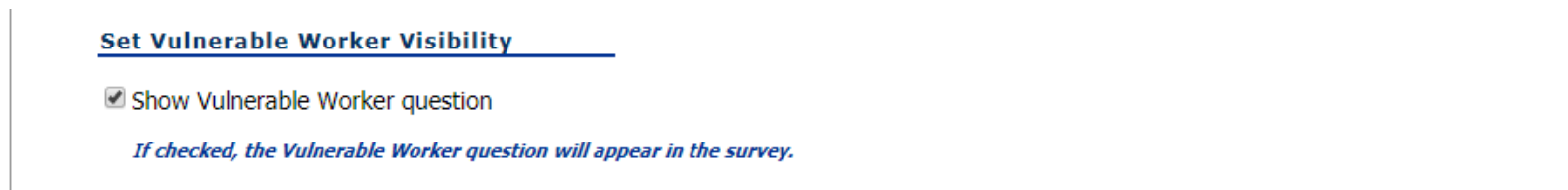
	Type	Message
Edit	Invite Attendees Message	Funds may be available for you at Random College District
Edit	Deny Attendees Message	Funds may be unavailable for you at Random College District

Manage Vulnerable Worker — NEW TOOL!

Clicking the *Manage Vulnerable Worker* sub-menu option will present the tools used for setting question visibility within the survey as well as defining the job sectors shown in the drop down for part 2 of the question. There are two sections – *Set Vulnerable Worker Visibility* and *Manage Job Sectors*.



Making the question visible within the survey is done by checking and unchecking the box under section ‘*Set Vulnerable Worker Visibility*’



The management of what appears in the job sector drop-down list in part 2 of the Vulnerable Worker question is done under section 'Set Vulnerable Worker Visibility'. There are two sub-sections:

- Active Job Sectors — lists the job sector that currently appear in the drop-down and is where you add / edit / deactivate
- Inactive Job Sectors — lists job sectors that have been used in the past which can be reactivated

The job sectors list has been pre-populated using the base level items taken from the North American Industry Classification System (NAICS) web site (<https://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2017>) . For data integrity, job sectors are never deleted, just made inactive.

Manage Job Sectors

ACTIVE Job Sectors

The following Job Sectors will display in the drop down list when 'Vulnerable Worker' question is turned on:

NOTE: Once a job sector is associated with a survey recipient, it is no longer editable. It can only be toggled between active and inactive.

Accommodation and Food Services	Inactivate	<input type="button" value="Edit"/>
Administrative and Support and Waste Management and Remediation Services	Inactivate	<input type="button" value="Edit"/>
Agriculture, Forestry, Fishing and Hunting	Inactivate	<input type="button" value="Edit"/>

ADD NEW JOB SECTOR

Title: Active

INACTIVE Job Sectors

Job Sectors that are no longer being used or temporarily not being used

NO INACTIVE ITEMS FOUND

Adding a New Job Sector

To add a new job sector – scroll to the bottom of the active list section to ‘Add New Job Sector’, enter item into the textbox and click ‘Add’ button

Utilities Inactivate Edit

Wholesale Trade Inactivate Edit

ADD NEW JOB SECTOR

Title: Active Add

When the page refreshes, the new sector will appear in the active list alphabetically.

Note: *If the title entered is the same as an existing title, it will not be saved.*

Retail Trade Inactivate Edit

Transportation and Warehousing Inactivate Edit

Ultimate Question of Life, the Universe, and Everything Inactivate Edit

Utilities Inactivate Edit




Wholesale Trade Inactivate Edit

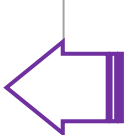
ADD NEW JOB SECTOR

Editing an Existing Job Sector

To editing an existing title, click the 'Edit' button to the right of the title to be edited.

NOTE: Once a job sector is associated with a survey recipient, it is no longer editable. It can only be toggled between active and inactive.



Accommodation and Food Services	 Inactivate	<input type="button" value="Edit"/>
Administrative and Support and Waste Management and Remediation Services	 Inactivate	<input type="button" value="Edit"/>
Agriculture, Forestry, Fishing and Hunting	 Inactivate	<input type="button" value="Edit"/>










Textbox will display allowing the title to be changed. To save the changes made, click the 'Update' button. To discard changes, click 'Cancel'


The following job sectors will display in the drop down list when vulnerable worker question is turned on.

NOTE: Once a job sector is associated with a survey recipient, it is no longer editable. It can only be toggled between active and inactive.

<input type="text" value="Accommodation and Food Services"/>	<input checked="" type="checkbox"/> Active	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>
Administrative and Support and Waste Management and Remediation Services	 Inactivate	<input type="button" value="Edit"/>	
Agriculture, Forestry, Fishing and Hunting	 Inactivate	<input type="button" value="Edit"/>	

Once a job sector becomes associated with a survey respondent, it can no longer be altered and will no longer have the edit option

Accommodation and Food Services	 Inactivate	<input type="button" value="Edit"/>
Administrative and Support and Waste Management and Remediation Services	 Inactivate	<input type="button" value="Edit"/>
Agriculture, Forestry, Fishing and Hunting	 Inactivate	<input type="button" value="Edit"/>
Arts, Entertainment, and Recreation	 Inactivate	<input type="button" value="Edit"/>
Construction	 Inactivate	<input type="button" value="Edit"/>
Educational Services	 Inactivate	<input type="button" value="Edit"/>
Finance and Insurance	 Inactivate	<input type="button" value="Edit"/>



Deactivating an Active Job Sector

A job sector title can be removed from the list by making it **inactive**, click the 'Inactivate' link to do this

NOTE: Once a job sector is associated with a survey recipient, it is no longer editable. It can only be toggled between active and inactive.

22 Accommodation and Food Services	✖ Inactivate	Edit
18 Administrative and Support and Waste Management and Remediation Services	✖ Inactivate	Edit
3 Agriculture, Forestry, Fishing and Hunting	✖ Inactivate	Edit

Once the page has refreshed, it will have moved down into the **Inactive Job Sectors** list

18 Administrative and Support and Waste Management and Remediation Services	✖ Inactivate	Edit
3 Agriculture, Forestry, Fishing and Hunting	✖ Inactivate	Edit
9 Construction	✖ Inactivate	Edit

ADD NEW JOB SECTOR

Title: Active [Add](#)

INACTIVE Job Sectors

Job Sectors that are no longer being used or temporarily not being used

22 Accommodation and Food Services	✔ Activate
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Textbox will display allowing the title to be changed. To save the changes made, click the 'Update' button. To discard changes, click 'Cancel'

Reactivating an Inactive Job Sector


A job sector title can be removed from the list by making it **inactive**, click the 'Inactivate' link to do this

ADD NEW JOB SECTOR




Title: Active

INACTIVE Job Sectors

Job Sectors that are no longer being used or temporarily not being used

Accommodation and Food Services  [Activate](#)

Once the page has refreshed, it will have moved up into the **Active Job Sectors** list alphabetically

Accommodation and Food Services	 Inactivate <input type="button" value="Edit"/>
Administrative and Support and Waste Management and Remediation Services	 Inactivate <input type="button" value="Edit"/>
Agriculture, Forestry, Fishing and Hunting	 Inactivate <input type="button" value="Edit"/>

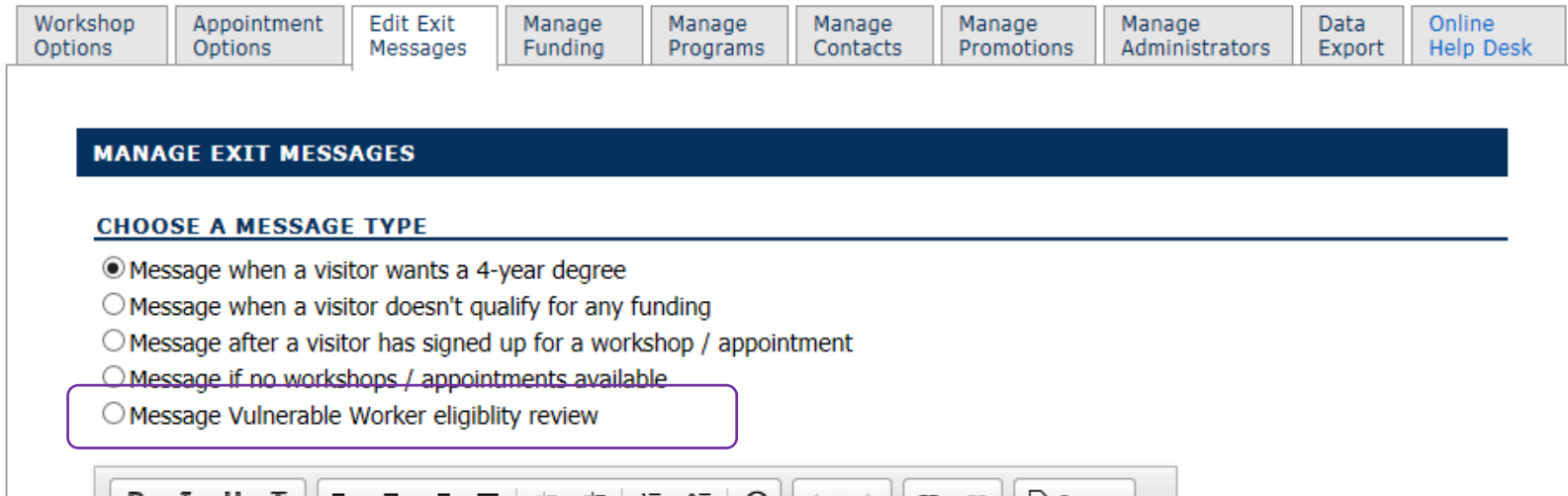
INACTIVE Job Sectors

Job Sectors that are no longer being used or temporarily not being used

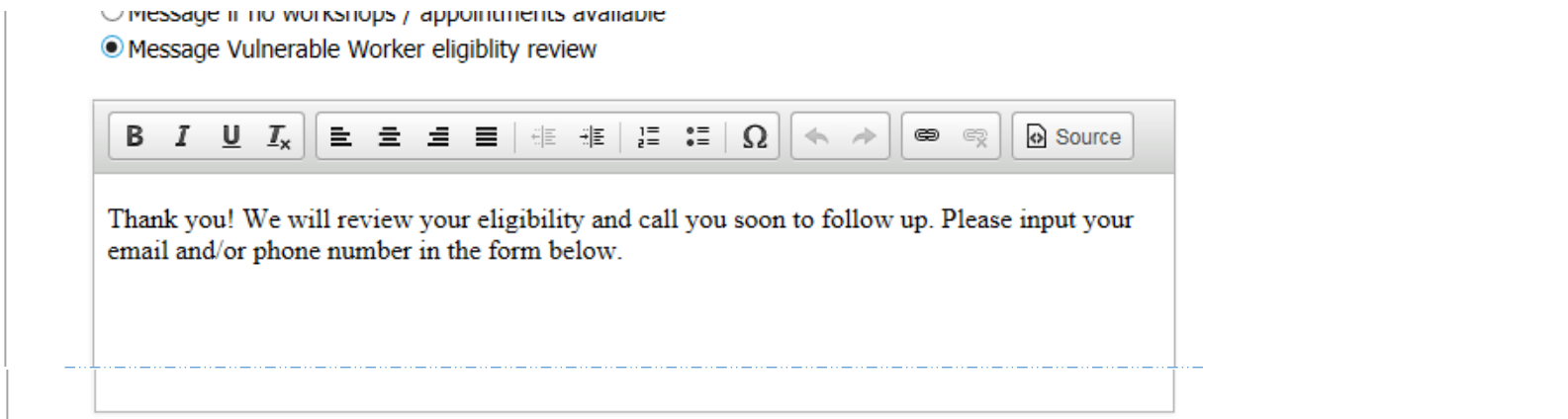
NO INACTIVE ITEMS FOUND

Edit Exit Messages — NEW MESSAGE OPTION

A component of the Vulnerable Worker question is the custom exit message, once a survey respondent has completed the part 2 of the question (job title and job sector). A new message type — **Message Vulnerable Worker eligibility review** — has been added to the existing exit message type option list.



Shown below is the default content that has been pre-populated for the Vulnerable Worker message.



Editing the content of the message is the same as with the other exit messages. Remember when composing the content of the Vulnerable Worker exit message that it also contains a contact form for the respondent to fill out which appears directly below the message.

Previewing the message shows you how the final exit message appears in the survey.

