



Montana Department of LABOR & INDUSTRY

Steve Bullock, Governor | Pam Bucy, Commissioner

WORKFORCE SERVICES DIVISION

Memorandum

To: WIOA Committee,
State Workforce Investment Board

From: Jarred N. Roope, *JNR*
Program Manager – ETPL/M.I.S.
Program Administration

cc: Casey J. Schreiner, Director - SWIB;
Shannon Lewis, Program Manager - SWIB;
Suzanne Ferguson, Supervisor – Program Administration;
Pam Watson, Chief, Strategic Initiative & Workforce Programs
Scott Eychner, Administrator – Workforce Services

Date: Tuesday, August 29, 2016

Re: Montana Eligible Training Provider List (MT ETPL) Modernization

The Montana Eligible Training Provider listing is a pivotal tool in supporting the administration of the Workforce Innovation and Opportunity Act (WIOA) programs. The list is a valuable resource for the general public, clients, case managers and partner agencies for the purpose of guiding clients training and educational goals.

Unfortunately the listing is out-of-date and inaccurate. It currently contains 4,500 programs, 3,200 of which have never been utilized. Its modernization is a priority for the MT Department of Labor & Industry (MT DLI), Workforce Services Division (WSD).

In March of 2016 the state of Montana contacted the state of Utah and established a Memorandum of Understanding regarding a new information display module for the ETPL. Utah was contacted because the Montana Works (MWorks) database was based off of Utah Works (UWorks) database and the new display module will be reasonably compatible with MWorks. This option allows for a new display module without a major redesign and provided a low cost solution for Montana.

Upon obtaining the program code MT DLI Technical Services Division (TSD) began programming the display code to interact with MWorks and our website structure. The display



module will allow training providers to create an online portal account, provide contact and demographic information, upload training program descriptions, certification levels, site location, wage data, number of program participants, graduation rates, etc. Through this portal, data submitted by the provider will download into MWorks for review and approval or denial for placement on the list

In July of 2016 a Phase I working beta module was released to the general public. The new display module list is being built through two avenues. Current applications from 28 of 60 core providers of the past calendar year are being data input by DLI WSD staff, the remaining 32 providers are being contacted to create portal accounts and upload current training programs for review, approval or denial, for placement on the list.

The previous ETPL display website is running concurrently with the new website and displays all providers' training programs that have been authorized in accordance with the requirements of WIOA. The new portal accounts are providing an opportunity to streamline the application process, list up-to-date accurate information and eliminate a cumbersome paper application process. These modernization actions are improving the viability and accuracy of the MT ETPL and offer a more user friendly interaction for the general public, clients, case managers, and program operators of partner agencies.

Phase II is in development and a release date has not been set but will offer providers the ability upload documents in a secure manner to protect the Personally Identifiable Information they contain, receive correspondence from the department, and eventually maintain their own listing (e.g. a program is no longer offered, the provider may flag that program and the department may take appropriate action to remove it from being displayed).

The MT ETPL modernization is an exciting project that will benefit all Montanans'.