

ATLANTA REGIONAL WORKFORCE BOARD INSTRUCTION 15-05

DATE: May 11, 2015

SUBJECT: Training-Related Placements

PURPOSE: The purpose of this instruction is to disseminate the determination process for training-related placements.

BACKGROUND: ARWB Minimum Performance Rate for Unsubsidized Employment in a Training-Related Occupation for Adults and Dislocated Workers is 70%. Vendors are paid the final 25% of total tuition upon successful job placement into a Training-Related Field.

REFERENCE: O*Net - www.onetonline.org.

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. Information from this database forms the heart of O*NET OnLine, an interactive application for exploring and searching occupations. O*Net is supported by the U. S. Department of Labor.

POLICIES: The attached procedure is for using the O*Net database of standardized and occupation-specific descriptors for determination of training-related placements when the placement occupation is not obviously related to the training occupation.

ACTION REQUIRED:

- a. All one-stop program staff must be familiar with and able to use this process for determination of a training-related placement.
- b. All involved staff must read, initial and date this instruction, and the instruction should be placed in the instruction section of ARWB Policies and Procedures.

EFFECTIVE DATE: May 11, 2015



Rob LeBeau, Manager
Workforce Solutions

Attachment: ARWB Process for Determination of Training-Related Occupations

c: All WFD Staff, Career Resource Center Staff and Youth Providers



Training-Related Placements
Process for Making Determination
ARWB Performance Outcome Measure

1. ARWB Minimum Performance Rate for Unsubsidized Employment Rate in a Training-Related Occupation for Adults and Dislocated Workers is 70%
2. Vendors are Paid the final 25% of total tuition upon successful job placement of the participant into a Training-Related field.
3. Training-Related placement is verified by ARC before the vendor is paid. **EOS FORM MUST BE SENT TO TRAINING PROVIDER WHETHER PLACEMENT IS VERIFIED, AND WHETHER DETERMINED TRAINING-RELATED OR NOT.**

- A. Placement in Job with Same Name as Training is accepted as Training-Related Placement
Example: Training: Accounting Job: Accountant

Placements Not Obviously Training Related

- B. Use www.onetonline.org to determine whether placement is training-related.
Example: **Training:** Health Information Technology – (Medical Records and Health Information Technician)
Placement: Court Clerk

Process: (using O*Net)

1. In Occupations Search – Enter Training Program - Medical Records and Health Information Technician
Review List of Reported Job Titles – If the Placement job title – Court Clerk - appears in the list of Reported Job Titles, accept as training- related placement. Print and put document into file.
IF PLACEMENT CAREER DOES NOT APPEAR IN THE LIST OF RELATED JOB TITLES
2. Scroll down to Related Occupations for the Training Program – Medical Records and Health Information Technician.
Does Court Clerk appear as a Related Occupation? If so, accept O*Net review of tasks, skills and work activities of both occupations as verification of training-related occupation. Print and put into file. **IF NOT**
3. Click on **Details** tab for both the training program career (Medical Records and Health Information Technician) and the placement career (Court Clerk). **At Work Activities**
 - a. choose **xls spreadsheet**
 - b. Download the Excel spreadsheet and print work activities with importance level above 70 for both the training career and placement career
 - c. Compare Work Activities – count the work activities that are the same above importance level 70 for both careers
 - d. Divide the larger number of same work activities with importance level above 70 into the smaller number of same work activities with importance level above 70. This is the percentage of work activity fit.
 - e. If the percentage of work activity fit is above 75%, accept the employment as training-related. If fit is less than 75%, placement is not training-related. Sign and Date. Print pages and put into file.



O*NET OnLine

#1

Updated 2013

Bright Outlook

Summary Report for:

29-2071.00 - Medical Records and Health Information Technicians

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

➔ **Sample of reported job titles:** Coder, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records Analyst, Medical Records Clerk, Medical Records Coordinator, Medical Records Director, Medical Records Technician (Medical Records Tech), Registered Health Information Technician (RHIT)

View report:

SummaryDetailsCustom

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Detailed Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Credentials](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#) | [Additional Information](#)

Tasks

+ 5 of 20 displayed

- + Protect the security of medical records to ensure that confidentiality is maintained.
- + Review records for completeness, accuracy, and compliance with regulations.
- + Retrieve patient medical records for physicians, technicians, or other medical personnel.
- + Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software.
- + Process patient admission or discharge documents.

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Tools & Technology

+ 10 of 42 displayed

Tools used in this occupation:

- + **Bar code reader equipment** — Barcode scanners
- + **Compact disc CD or labeling printers** — Label printers
- + **Medical charting systems components or accessories** — Barcode attachment equipment
- + **Microfiche or microfilm viewer components or accessories** — Microfiche viewing machines; Microfilm viewing machines
- + **Scanners** — Flat-top scanners

Technology used in this occupation:

- + **Categorization or classification software** — American Medical Association CodeManager; Computerized indexing systems; DRG Grouper software *
- + **Data base user interface and query software** — EAD Systems software; Microsoft Access; O-HEAP software; Purkinje Dossier

Work Values

#2

All 3 displayed

- ⊕ **Relationships** — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
- ⊕ **Support** — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
- ⊕ **Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

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Related Occupations

All 10 displayed

Medical Records and Health Information Technicians

- 43-2011.00 [Switchboard Operators, Including Answering Service](#)
- 43-3071.00 [Tellers](#)
- 43-4031.01 [Court Clerks](#)
- 43-4031.03 [License Clerks](#)
- 43-4051.00 [Customer Service Representatives](#)  Green
- 43-4081.00 [Hotel, Motel, and Resort Desk Clerks](#)
- 43-4111.00 [Interviewers, Except Eligibility and Loan](#)
- 43-4171.00 [Receptionists and Information Clerks](#)  Bright Outlook
- 43-6013.00 [Medical Secretaries](#)
- 43-9061.00 [Office Clerks, General](#)

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Wages & Employment Trends

Median wages (2014) \$17.26 hourly, \$35,900 annual

State wages



Employment (2012) 186,000 employees

Projected growth (2012-2022)  Much faster than average (22% or higher)

Projected job openings (2012-2022) 90,400

State trends



Top industries (2012) [Health Care and Social Assistance](#)

Source: Bureau of Labor Statistics [2014 wage data](#) and [2012-2022 employment projections](#). "Projected growth" represents the estimated change in total employment over the projections period (2012-2022). "Projected job openings" represent openings due to growth and replacement.

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Work Activities

29-2071.00 - Medical Records and Health Information Technicians

Work Activities			
29-2071.00 - Medical Records and Health Information Technicians			
Importance	Work Activity	Work Activity Description	Detailed Work Activity
1	88 Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.	Not available
2	85 Processing Information	Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.	Not available
3	84 Interacting With Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.	Enter patient or treatment data into computers.
4	84 Documenting/Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.	Maintain medical facility records.
5	84 Documenting/Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.	Prepare healthcare training materials.
6	84 Documenting/Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.	Prepare official health documents or records.
7	84 Documenting/Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.	Present medical research reports.
8	84 Documenting/Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.	Record patient medical histories.
9	82 Organizing, Planning, and Prioritizing Work	Developing specific goals and plans to prioritize, organize, and accomplish your work.	Not available
	80 Communicating with Supervisors, Peers, or Subordinates	Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.	Not available
10	78 Updating and Using Relevant Knowledge	Keeping up-to-date technically and applying new knowledge to your job.	Maintain medical or professional knowledge.
	75 Establishing and Maintaining Interpersonal Relationships	Developing constructive and cooperative working relationships with others, and maintaining them over time.	Not available

 $\frac{9}{10} = 90\%$

March 23, 2015
 Anna Thompson

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Work Activities 43-4031.01 - Court Clerks

Work Activities			
43-4031.01 - Court Clerks			
Importance	Work Activity	Work Activity Description	Detailed Work Activity
1 88	Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.	Interview employees, customers, or others to collect information.
2 88	Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.	Search files, databases or reference materials to obtain needed information.
3 83	Interacting With Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.	Not available
4 80	Processing Information	Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.	Not available
5 77	Documenting/Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.	Prepare legal documents.
6 77	Documenting/Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.	Record information about legal matters.
7 77	Documenting/Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.	Record information from meetings or other formal proceedings.
8 72	Organizing, Planning, and Prioritizing Work	Developing specific goals and plans to prioritize, organize, and accomplish your work.	Not available
9 71	Updating and Using Relevant Knowledge	Keeping up-to-date technically and applying new knowledge to your job.	Not available
71	Performing for or Working Directly with the Public	Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.	Not available

$$\frac{9}{10} = 90\%$$

Date: March 23, 2015
Sign: Anne Thompson