



Memorandum

Date: April 3, 1997

To: Directors
Employment and Income Assistance

From: Gerry Schmidt
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Subject: **Tracking and Monitoring of Work Expectations**

In response to needs identified by a working group on Monitoring and Tracking for Work Expectations a number of features have been added to SAMIN to automate many of the existing manual practices. These changes will assist workers by reducing the paperwork associated with placing, monitoring and tracking clients' activities to meet work expectations. The screens provide the capability to automate production of the Job Search Activity Report, document changes to a client's Personal Job Plan, and to collect information on a client's Assessment Level and skills. A subsequent modification will allow workers to generate lists of clients on the basis of Assessment Level and/or specific skills. These listings, when available, will greatly reduce the manual effort required to make appropriate referrals to interventions.