

## Instructions for Completion of DEO-1303 “Log of Daily Outreach Activities”

1. Date: Self explanatory; only necessary to enter once.
2. Time Used: Enter the actual amount of hours you spent conducting outreach as defined in regulations, including travel time. Round to the nearest quarter.
3. In-Office Related Activities: Enter your staff time spent at the career center or at permanently established outstation points.
4. Name and Address of Area, Agency, Organization, and/or Employer Visited: Self explanatory.
5. Number of MSFWS Contacted: Enter the number of MSFWS contacted at each site during outreach who you construe to meet the MSFW definition, based on your discussion with individuals and other information available and using your best judgment to assess whether or not the individual would be categorized an MSFW. It is not necessary; however, to obtain in-depth information or conduct formal interviews in determining whether a person is to be considered a MSFW. Note that the DEO-511N form must be provided, along with a verbal presentation of career center services.
6. Notice to Applicants (511N) Provided: Enter the number of DEO-511N forms distributed to MSFWS during outreach.
7. Applications Taken: Indicate (under section 17) when you take an application from an MSFW.
8. Referral to a Job: Indicate (under section 17) when you refer an MSFW to a job order.
9. Referral to Supportive Services: Indicate (under section 17) when you refer an MSFW to a supportive service in your agency or an agency in the community for which the individual or a family member may be eligible.
10. Counseling/Career Guidance Provided: Indicate (under section 17) when provide counseling or career guidance to an MSFW.
11. Referral to Training: Indicate (under section 17) when you refer an MSFW to training, such as English as a Second Language (ESL), adult literacy, WIA, the Farmworker Jobs and Education Program, etc.
12. Job Development Contact Provided: Indicate (under section 17) when you make a job development contact on behalf of an MSFW.
13. Other: Indicate (under section 17) when you provide any other reportable staff-assisted service, such as assistance in making appointments and arranging transportation for individual MSFWS or members of their family to and from career centers or other appropriate agencies.
14. Apparent Violation and/or Complaint: Indicate when you observe or receive information regarding an apparent violation of federal or state employment related law and/or when you take a complaint from an MSFW. Do so in the top section, so as to not identify the complainant.
15. Follow-Up Contact: Indicate (under section 17) when you make a follow-up contact with an MSFW (explain in notes section).
16. Notes or Comments: Enter notes or comments as required or needed for future reference.
17. Name of MSFW: In the rows below, enter the names and last four digits of the social security number of the MSFW that was provided a quality contact. A quality contact is defined as a contact with an MSFW where a reportable supportive service is provided and documented.
18. Total: Indicate the totals for each category.