

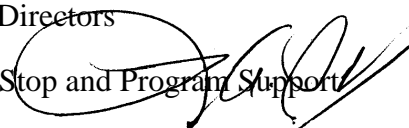


**Charlie Crist**  
Governor  
**Monesia T. Brown**  
Director

## MEMORANDUM

**DATE:** March 20, 2007

**TO:** Regional Workforce Board Executive Directors

**FROM:** Lois A. Scott, Program Manager, One Stop and Program Support 

**SUBJECT:** Lockdown of Data Entry into the Employ Florida Marketplace System

Please share this memorandum with staff and administration entering data in the Employ Florida Marketplace (EFM) system. In conjunction with guidance provided by the Agency for Workforce Innovation and Workforce Florida Inc, Geographic Solutions Inc. will remove the extended "lockdown" period effective March 31, 2007. For the purposes of Federal Common Measures reporting, the agreed upon lockdown period (15-day rule), for front line staff will commence effective April 1, 2007.

It is imperative that all outstanding and/or backlogged data for the January 1 through March 31, 2007 quarter be entered on or before the deadline date of March 31, 2007.

With the implementation of the EFM system, Regional Security Officers (RSO)s, those staff with RSO Administrator roles, as well as those staff given data editing capability by their RSO, are now able to make changes that had previously been reserved for State Administrative personnel. The RSO should make necessary changes to data wherever possible. In the event that data cannot be changed at the regional level, a request can be made by the RWB via the Data Change Mailbox at [Datachangerequest@awi.state.fl.us](mailto:Datachangerequest@awi.state.fl.us).

Please keep in mind that only those data changes that affect performance outcomes will be honored and should be documented in case notes in the event of data validation and/or quality assurance review.

If you have any questions regarding this information, please contact Dehryl McCall at (850) 245-7402 or via e-mail at [Dehryl.McCall@awi.state.fl.us](mailto:Dehryl.McCall@awi.state.fl.us), or Allicia Franks at (850) 245-7498 or via e-mail at [Allicia.Franks@awi.state.fl.us](mailto:Allicia.Franks@awi.state.fl.us).

LAS/abf

cc: J. Wyatt Pope

### Agency for Workforce Innovation

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