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STATE EMPLOYMENT SERVICES INSTRUCTION NUMBER: 12-09

TO: DEW Area Directors
DEW Staff Managers

SUBJECT: Availability of 4-R Occupational Reports

ISSUANCE DATE: December 14, 2012

EFFECTIVE DATE: Immediately

PURPOSE: To provide information relative to the 4-R Occupational Reports and their use in serving Reemployment and Eligibility Assessment (REA) participants.

REFERENCES: Unemployment Insurance Program Letter 10-12.

BACKGROUND: As DEW's focus in the SC Works Centers continues to shift from unemployment to reemployment, all lack of work claimants are required to visit their SC Works Center shortly after filing the initial claim. Prior to this visit reemployment staff need pre-assessment information to prepare for the interview and begin the process of determining a course of action to achieve reemployment.

POLICY: It is the policy of the South Carolina Department of Employment and Workforce (SCDEW) to provide the best possible reemployment service. To improve the quality of service and increase the likelihood of a positive outcome, reemployment staff must be supplied with easy access to personalized occupational information on each UI claimant.

ACTION: As part of the REA program, background information about new UI claim filers in South Carolina will be made available to REA funded staff. Known as the 4-Rs, this process gathers information from various sources and categorizes UI initial claim filers for reemployment purposes. The sources of this information include mainframe UI files, OES occupational projections and O*NET Online. In accordance with the terms of the grant, an Individual Employment Plan (IEP) must be developed for each REA participant. REA funded staff should use the 4-R information as a tool to create meaningful IEPs and encourage effective reemployment strategies.

The attachment provides an explanation of the 4-R occupational reports and the information displayed. Also included are instructions for accessing the folders which contain the 4-R reports.

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INQUIRIES: Questions may be directed to Charlie Davis at 803-737-2594 or cdavis@dew.sc.gov.

A handwritten signature in blue ink that reads "Dennis M. King". The signature is written in a cursive style and is positioned above a horizontal line.

Dennis M. King
Assistant Executive Director
Employment Services

Attachment

4-R Occupational Reports

The 4-R occupational reports are created weekly for each claimant who filed an initial claim for UI benefits in the previous week. These reports are PDF files that populate electronic folders on the \\cod02 server. The folders are listed by office name and the 4-R reports are sequenced by SSN. REA funded staff and the DEW staff manager in each office have been given access rights to these folders. The link to the reports has been emailed to authorized staff. When scheduling REA appointments, staff should access and review the 4-R reports for UI claimants selected prior to the appointment. Although the 4-R reports have been made available for use in creating reemployment plans for REA participants, they provide a starting point for any claimant reemployment effort.

The 4-R process gathers information from various sources and categorizes UI initial claim filers for reemployment planning purposes. The four categories are refer, refresh, retrain and remediate. A description of claimants within each category follows.

Refer: Education ranging from HS diploma, GED or higher. Good work history with no lengthy gaps. Skilled in growing occupations.

Refresh: Education ranging from HS diploma, GED or higher. Good work history (5 years), but with some gaps and shorter than “Refer” category. Skilled in growing occupations.

Retrain: Education ranging from less than HS diploma or GED to higher. Good work history and skilled, but in declining occupations.

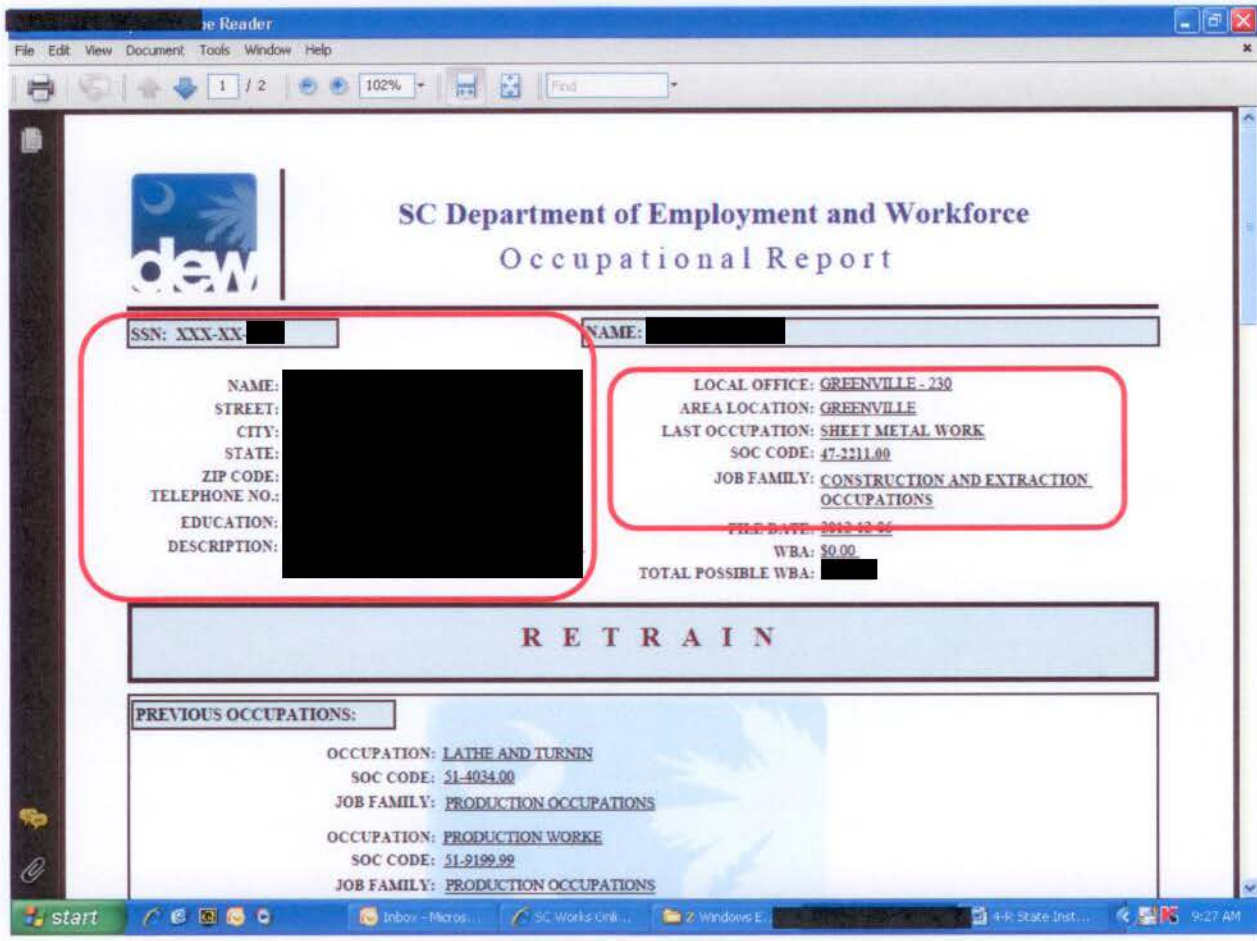
Remediate: No diploma or GED. Little work history. Skills deficient.

It must be understood that the goal of a reemployment plan is to return the claimant to employment as quickly as possible. The first step the reemployment specialist must take is to thoroughly review SCWOS for any possible job openings. This is the case regardless of the category in which a claimant falls. If a suitable opening is available, the claimant should be referred. If no such opening exists, the reemployment specialist should consider rendering the services listed in the table below when planning a reemployment strategy and subsequently entering the Individual Employment Plan in SCWOS.

Refer	Refresh	Retrain	Remediate
Assessment	Assessment	Assessment	Assessment
Career Counseling	Career Counseling	Career Counseling	Career Counseling
Provision of LMI	Provision of LMI	Provision LMI	Provision LMI
Networking	Networking	Networking	Networking
Resume Preparation	Resume Preparation	Resume Preparation	Resume Preparation
	Interviewing Skills	Interviewing Skills	Interviewing Skills
	Job Search Workshop	Job Search Workshop	Job Search Workshop
		Refer to WIA	Refer to WIA
		Review Training Options	Review Training Options
			Refer to Adult Ed

The following pages describe the different sections of the 4-R occupational reports.

Contact and Separation Occupation Information



The claimant's contact and separation occupation information is displayed first on the report. This information is retrieved from the UI initial claims file.

Categories: Refer, Refresh, Retrain, Remediate

The screenshot shows a web browser window titled 'leader' displaying an 'Occupational Report' from the 'SC Department of Employment and Workforce'. The report includes the following information:

- SSN:** XXX-XX-XXXX
- NAME:** [REDACTED]
- LOCAL OFFICE:** GREENVILLE - 230
- AREA LOCATION:** GREENVILLE
- LAST OCCUPATION:** SHEET METAL WORK
- SOC CODE:** 47-2211.00
- JOB FAMILY:** CONSTRUCTION AND EXTRACTION OCCUPATIONS
- FILE DATE:** 2012-12-06
- WBA:** \$0.00
- TOTAL POSSIBLE WBA:** \$326.00

The report also lists 'PREVIOUS OCCUPATIONS':

- OCCUPATION:** LATHE AND TURNIN
- SOC CODE:** 51-4034.00
- JOB FAMILY:** PRODUCTION OCCUPATIONS
- OCCUPATION:** PRODUCTION WORKE
- SOC CODE:** 51-9199.99
- JOB FAMILY:** PRODUCTION OCCUPATIONS

A red arrow points to the 'RETRAIN' category, which is highlighted in a blue box.

The claimant's 4-R category is listed next. In this example the claimant fell into the retrain category because the occupational projections for their most recent occupation show a significant decrease in their LWIA of residence. It must be emphasized that simply being placed in a particular category does not necessarily dictate one specific course of action. Even though a decline in demand for sheet metal workers is expected in the Greenville area, this client may not need retraining in order to find work. The goal of any reemployment plan is to put the claimant back to work as quickly as possible. It is up to the reemployment specialist to first review job listings in SCWOS and other sources prior to recommending a referral to WIA for retraining.

Occupations from Previous Claims Sequences

PDF Reader

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RETRAIN

PREVIOUS OCCUPATIONS:

OCCUPATION: LATHE AND TURNIN
 SOC CODE: 51-4034.00
 JOB FAMILY: PRODUCTION OCCUPATIONS

OCCUPATION: PRODUCTION WORKE
 SOC CODE: 51-9199.99
 JOB FAMILY: PRODUCTION OCCUPATIONS

BASE PERIOD EMPLOYERS:

EMPLOYER ACCOUNT NUMBER: [REDACTED] EMPLOYER NAME: [REDACTED]
 START DATE: [REDACTED] END DATE: [REDACTED]

NAME	SEQ	EMPLOYER ACCOUNT NUMBER	LIABLE	DURATION	1ST QTR WAGES	2ND QTR WAGES	3RD QTR WAGES	4TH QTR WAGES
[REDACTED]	1	[REDACTED]	Y	25 MONTHS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	2	[REDACTED]	Y	25 MONTHS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	0	[REDACTED]	Y	8 MONTHS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	3	[REDACTED]	Y	7 MONTHS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

NON-BASE PERIOD EMPLOYERS:

EMPLOYER ACCOUNT NUMBER: [REDACTED] EMPLOYER NAME: [REDACTED]
 START DATE: 2005-07-12 END DATE: [REDACTED]

NAME	SEQ	EMPLOYER ACCOUNT NUMBER	LIABLE	DURATION	START	END
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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Previous occupations are listed next. This information is taken from earlier claims sequences and provides a glimpse of work performed by the claimant and the frequency of periods of unemployment.

Base Period Employers from Benefits Sequences

RETRAIN

PREVIOUS OCCUPATIONS:

OCCUPATION: LATHE AND TURNIN
 SOC CODE: 51-4034.00
 JOB FAMILY: PRODUCTION OCCUPATIONS

OCCUPATION: PRODUCTION WORKE
 SOC CODE: 51-9199.99
 JOB FAMILY: PRODUCTION OCCUPATIONS

BASE PERIOD EMPLOYERS:

EMPLOYER ACCOUNT NUMBER: [REDACTED] EMPLOYER NAME: [REDACTED]
 START DATE: 2008-03-20 END DATE: [REDACTED]

NAME	SEQ	EMPLOYER ACCOUNT NUMBER	LIABLE	DURATION	1ST QTR WAGES	2ND QTR WAGES	3RD QTR WAGES	4TH QTR WAGES
[REDACTED]	1	[REDACTED]	Y	25 MONTHS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	2	[REDACTED]	Y	25 MONTHS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	0	[REDACTED]	Y	8 MONTHS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	3	[REDACTED]	Y	7 MONTHS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

NON-BASE PERIOD EMPLOYERS:

EMPLOYER ACCOUNT NUMBER: [REDACTED] EMPLOYER NAME: [REDACTED]
 START DATE: 2005-07-12 END DATE: [REDACTED]

NAME	SEQ	EMPLOYER ACCOUNT NUMBER	LIABLE	DURATION	START	END
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

The base period employer for each unemployment sequence is displayed next. The higher the number, the older the sequence. The sequence containing the longest period of employment is listed first.

Non-Base Period Employers from Benefit Sequences

Occupation: PRODUCTION WORKE
 SOC CODE: 31-9199-99
 JOB FAMILY: PRODUCTION OCCUPATIONS

BASE PERIOD EMPLOYERS:

EMPLOYER ACCOUNT NUMBER: [REDACTED] EMPLOYER NAME: [REDACTED]
 START DATE: 2008-03-20 END DATE: [REDACTED]

NAME	SEQ	EMPLOYER ACCOUNT NUMBER	LIABLE	DURATION	1ST QTR WAGES	2ND QTR WAGES	3RD QTR WAGES	4TH QTR WAGES
[REDACTED]	1	[REDACTED]	Y	<u>25 MONTHS</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	2	[REDACTED]	Y	<u>25 MONTHS</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	0	[REDACTED]	Y	<u>8 MONTHS</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	3	[REDACTED]	Y	<u>7 MONTHS</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

NON-BASE PERIOD EMPLOYERS:

EMPLOYER ACCOUNT NUMBER: [REDACTED] EMPLOYER NAME: [REDACTED]
 START DATE: 2005-07-12 END DATE: 2005-10-22

NAME	SEQ	EMPLOYER ACCOUNT NUMBER	LIABLE	DURATION	START	END
[REDACTED]	4	[REDACTED]	Y	<u>3 MONTHS</u>	[REDACTED]	[REDACTED]
[REDACTED]	4	[REDACTED]	N	<u>0 MONTHS</u>	[REDACTED]	[REDACTED]

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The non-base period employer, if one exists, for each unemployment sequence is displayed next. The same situation holds true here in that higher sequence numbers are indicative of older periods of unemployment sequences. Also, the sequence containing the longest period of employment is listed first.

Related Occupations – From the O*NET database

SC Department of Employment and Workforce
Occupational Report

SSN: XXX-XX-XXXX NAME: XXXXXXXX

RELATED OCCUPATIONS:

OCCUPATIONAL CODE(SOC)	OCCUPATIONAL TITLE
51-2021.00	COIL WINDERS, TAPERS, AND FINISHERS
51-4021.00	EXTRUDING AND DRAWING MACHINE SETTERS, OPERATORS, AND TENDERS, METAL AND PLASTIC
51-4033.00	GRINDING, LAPPING, POLISHING, AND BUFFING MACHINE TOOL SETTERS, OPERATORS, AND TENDERS, METAL
51-4035.00	MILLING AND PLANING MACHINE SETTERS, OPERATORS, AND TENDERS, METAL AND PLASTIC
51-4111.00	TOOL AND DIE MAKERS
51-9141.00	SEMICONDUCTOR PROCESSORS
51-9195.07	MOLDING AND CASTING WORKERS
51-9196.00	PAPER GOODS MACHINE SETTERS, OPERATORS, AND TENDERS

PROJECTED DECREASE FOR GREENVILLE:

OCCUPATION CODE(SOC)	OCCUPATION TITLE	2008 ESTIMATED EMPLOYMENT	2018 PROJECTED EMPLOYMENT	TOTAL PERCENT CHANGE	TOTAL 2008-2018 EMPLOYMENT CHANGE
47-2211.11	SHEET METAL WORKERS	515	491	-5%	-24

Area Occupational Outlook: Decrease of -24 jobs or -5% of area workforce through 2018

The related occupations listed here are those taken from the O*NET online database that share tasks associated with the separation occupation. In addition to searching for job openings in the area that are the same as the separation occupation, reemployment staff should search SCWOS for openings in any of the related occupations listed. It is possible that the claimant could move into a related occupation with a minimal amount of effort.

Projected Increase or Decrease of the Separation Occupation within the claimant's LWIA of Residence – Occupational Projections 2008-2018

SC Department of Employment and Workforce
Occupational Report

SSN: XXX-XX-■■■■ NAME: ■■■■

RELATED OCCUPATIONS:

OCCUPATIONAL CODE(SOC)	OCCUPATIONAL TITLE
51-2021.00	COIL WINDERS, TAPERS, AND FINISHERS
51-4021.00	EXTRUDING AND DRAWING MACHINE SETTERS, OPERATORS, AND TENDERS, METAL AND PLASTIC
51-4033.00	GRINDING, LAPPING, POLISHING, AND BUFFING MACHINE TOOL SETTERS, OPERATORS, AND TENDERS, METAL
51-4035.00	MILLING AND PLANING MACHINE SETTERS, OPERATORS, AND TENDERS, METAL AND PLASTIC
51-4111.00	TOOL AND DIE MAKERS
51-9141.00	SEMICONDUCTOR PROCESSORS
51-9195.07	MOLDING AND CASTING WORKERS
51-9196.00	PAPER GOODS MACHINE SETTERS, OPERATORS, AND TENDERS

PROJECTED DECREASE FOR GREENVILLE:

OCCUPATION CODE(SOC)	OCCUPATION TITLE	2008 ESTIMATED EMPLOYMENT	2018 PROJECTED EMPLOYMENT	TOTAL PERCENT CHANGE	TOTAL 2008-2018 EMPLOYMENT CHANGE
47-2211.11	SHEET METAL WORKERS	515	491	-5%	-24

Area Occupational Outlook: Decrease of -24 jobs or -5% of area workforce through 2018

This last section lists the occupational outlook for the separation occupation in the claimant's LWIA of residence. The projections are through the year 2018 compared to the estimated level of employment in 2008. It also includes the increase or decrease in raw numbers and percentage. This section determines in many cases if the claimant falls into the refer, refresh or retrain categories.