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(SN-07)

**HIRENET HAWAII BULLETIN NO. 01-14, Change 1**

**TO:** WDD Managers and WIA Partners  
**FROM:** Elaine Young, Administrator  
Workforce Development Division  
*Elaine Young*  
**SUBJECT:** WIA Lockdown Dates in HireNet Hawaii

**Purpose**

The purpose of this Bulletin is to revise the lockdown dates (time limits) for entering WIA participation and activities in HireNet Hawaii (HNH) from 45 days to 20 days, after the transaction date.

**Background**

HireNet Hawaii Bulletin No. 01-14 issued on June 18, 2014 established that all participant activities had to be entered into HireNet Hawaii (HNH) within 45 days after the transactions to avoid inaccuracies in participant reports for the report quarter.

However, this timeframe, or "lockdown" date, did not provide sufficient time for generating reports. With the increased emphasis in WIOA on accountability and performance, having a lockdown date that enables accurate reports to be prepared becomes more critical.

**Policy**

Staff shall enter participant data into HNH **within twenty (20) calendar days after any participant transaction**, including applications, enrollments, and activities. From the 21<sup>st</sup> day after the transaction, all staff, including those in WDD Administration, will **not** be able to enter participant information into HNH. Therefore, it is imperative that staff enter participant information into HNH on a timely basis.

## **Procedures**

Managers and supervisors shall ensure that all staff members who are responsible for entering participant data into HNH, including any provider staff, are properly trained about data entry procedures, including lockdown dates for data entry, and that these staff are aware of the relationship between data entry and accuracy of reports.

Any requests for data entry after the lockdown date must be submitted through the Request Form for Changing Participant Activity Information in HNH, Enclosure 3 of HNH Bulletin 01-11 issued on April 11, 2011. This is based on the understanding that these requests will be rare exceptions to an organization's procedures and practices. Although instructions for this Enclosure prohibits requests due to late data entry, this is the only means by which transactions can be reported after the due date; therefore, exceptions may be granted if they are rare and adequate procedures are in place to avoid recurrence. Please note that approved requests to enter data after lockdown dates may incur additional costs from the HNH vendor, which will be charged to the applicable County.

However, ***no exceptions*** can be made for transactions *after lockdown dates for Annual Reports* because corrections cannot be made to Annual Reports after the federal due date.

## **Effective Date**

The above policy and procedures are effective immediately. The revised lockdown date was emailed to the HNH contacts on all Counties on March 12, 2015 to provide advance notice and time to prepare for the revision.

## **Inquiries**

Questions regarding this bulletin should be directed to Ms. Rae Ordinado at 586-9057 or Mr. Andrew Guay at 586-9262.

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