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QUEST BULLETIN NO. 06-23

TO: QUEST Partners

FROM: Maricar Pilotin-Freitas, Administrator
Workforce Development Division

A handwritten signature in blue ink, reading "Maricar Pilotin-Freitas".

SUBJECT: HireNet Hawaii Service Codes for QUEST

PURPOSE

The purpose of this Bulletin is to establish consistency among local areas and providers in reporting QUEST career services Statewide in HireNet Hawaii.

BACKGROUND

As with other WIOA programs and Wagner-Peyser, QUEST participant data and services provided under QUEST are required to be recorded in HireNet Hawaii on a timely basis.

Although each HireNet Hawaii service code has a brief description, there is some room for interpretation, partly because more than one code sometimes may be used to record the same service. For example, an internship may be recorded as either internship or work-experience because internship is a type of work-experience. Other services also may be coded differently depending on staff practice. This makes it difficult to capture comparable data Statewide.

For more consistent reporting of services Statewide for the QUEST program, the policy below was developed. A draft of this policy was first shared among local areas and no comments were received.

POLICY

- A. QUEST staff should identify in HireNet Hawaii the QUEST DWG as the program in which the QUEST participant is enrolled. Otherwise, the participant will never be included in QUEST reports.
- B. For Statewide consistency, the HireNet Hawaii codes listed below should be used for reporting career services and internships provided to QUEST participants. Having this consistency will enable Statewide reports for QUEST to more accurately reflect the types of service provided among local areas and providers.

The codes in bold font are likely to be the most often used.

Please note that for QUEST, code 219, Work Experience, should be used instead of the code for Internship.

- 1. **203: Comprehensive Assessment**
- 2. **205: Development of Individualized Employment Plan**
- 3. **219: Work Experience**
- 4. 200: Individual Counseling
- 5. 201: Group Counseling
- 6. **202: Career Guidance/Planning**
- 7. 220: Job Readiness Training (includes HUB workshops)
- 8. 300: Occupational Skill Training (including UHCC Good Jobs training)
- 9. 328: Occupational Skills Training (non-ITA—refers to soft skills training, exposure to different kinds of occupational skills training)
- 10. 180-187: Different kinds of supportive services, e.g., 181-Transportation, 182-Clothing, Work Uniforms, 187-Tools and Supplies

- C. If services in addition to the above list are provided, such as code 101, Orientation, staff may enter the code they normally use.

INQUIRIES

Inquiries regarding this bulletin may be directed to Ms. Carol Kanayama by email at Carol.H.Kanayama@hawaii.gov or Ms. Leila Shar at Leila.N.Shar@hawaii.gov.