Rapid Response (RR)

Creating a Rapid Response Event in WorkinTexas (WIT)

Workforce Technical Assistance
August 29, 2019
Creating a Rapid Response Event

- Texas Workforce Commission (TWC) Rapid Response (RR) staff will:
  - Enter WARN or Layoff Notification Form information in WorkinTexas (WIT) ADMIN
  - Generate a RR #, a Federal Report R# and an Event ID
  - Send the above information to the local RR Board Contact(s)

  - Items to note:
    - TWC RR staff will search for the employer prior to adding an employer to WIT
    - RR #, Federal Report # and Event ID will be added by the TWC RR staff to the employer account if an employer account exists; if an employer account does not exist, a new employer account will be created
    - TWC RR staff will create a date range from the date they received the notice to the end of the program year example (08/26/2019 to 6/30/2020)
    - The Senatorial and House of Representative District function is currently not populating correctly; this issue is being researched

- Local staff will use this information to create an event in WIT
  - Local staff will verify that the employer information in WIT matches the layoff information submitted
How to Create a New - Rapid Response Event

1. PATH: Schedules > Events Calendar > “Filter Criteria” page will display as below | Click on “Add Event” button” to add an Event
2. Scroll to the bottom of page | Click on “Add Event” button to add an Event

Here you can view upcoming events for registration. Click on "Add Event" to see more details for that event.

Filter Criteria

- Zip Code:
- Event Region:
- Event Office:
- Event Category:
- Event ID:
- State Wide Display:
- Display Status:

Too many events to display. Please use filter criteria to reduce the number of events to display in the events calendar.

Change Appearance: Windows7
3. Event Information: Event Category and Event Title should be completed as below. Select (RR Search) and search for the employer. Enter an Event Title using the Title, date, and time scheduled. This will help you identify the Event. Enter Class Size. “Allow staff registration Over the class size”: Answer Yes or No. Click the Next >> button.
4. Event Information (continued): Schedule | Calendar

Data Entry must be completed on the date that event is created. Boards may have to create multiple events to capture all individuals that attended the orientation.

Add a customer note to indicate any conflicts with orientation, service activity and/or data entry dates.
5. Associated Office(s): Event Region will display the default office assigned. Choose local assigned office from the “Event Office” dropdown menu. Click Next >>
6. Event Location (continued): “Copy address information from:” Select Office from Dropdown. This will populate the address information for that office | Complete all of the following: Location Type (leave radio button to “On-site Event”) | Organization | Directions (if applicable). [If the Event is occurring at an alternate location, select radio button “Off Site Event” leave (“Copy address information from”) blank and manually enter the off site address information]. Click Next >>
7. Attendance Tracking: “Customer Group” Select None
Click Next >>

Use the form below to update/enter the information regarding the event.
use the back/next buttons or the progress bar links to navigate through the completed sections.

For help click the information icon next to each section.

Attendance Tracking

Customer Group: None Selected

Exit Wizard

<< Back Next >>
8. Registration Method: “Registration Method” | Set “Registration Method” to “No registration required” | Instructions can be entered if Office chooses to enter instructions | Click Next >>
9. Moderator: The information on this screen is pre-populated but can be edited to include the actual staff/facilitator name. | Click Finish | This will be the final page to Schedule a Rapid Response Event.
Best Practices

• Request a Rapid Response number **prior** to the event

• Add a summary to the employer Case Note for the event identifying it as the actual onsite orientation event

• If you are searching for an employer that you received previously received a number for please

• If you have questions please contact camea.dukes@twc.state.tx.us