

**Procedures for Enrolling and Exiting TAA/WIA Participants and Recording Participant/Applicant Services**  
(see A.4 for **yellow-highlighted correction**)

- A.1 [Eligibility for WIA Adult and Dislocated Worker and Youth Program Services](#)
- A.2 [Eligibility to Receive TAA Benefits](#)
- A.3 [Initial Assessment for All WIA/TAA Applicants](#)
- A.4 [Comprehensive Assessment, WIA Enrollment and First WIA Program Participation Service](#)
- A.5 [Individual Employment Plan/Individual Service Strategy](#)
- A.6 [TAA Program Enrollment and First Participation Service](#)
- A.7 [Initial Training Services](#)
- A.8 [Monitoring Training Services](#)
- A.9 [Duration Of Non-training Services](#)
- A.10 [General Exit Procedures](#)
- A.11 [Terminating “Open” Training and Training-related Services](#)
- A.12 [Reverting an enrollee who received no participation service to Applicant status](#)
- A.13 [Deleting the Program Registration of an Enrollee Who was Incorrectly Determined WIA eligible](#)
- A.14 [Follow-up Contacts and Services](#)
- A.15 [Exit Discretionary Grant Participants](#)
- A.16 [Coordinating a WIA/TAA Participant’s exit from Multiple One-Stop Regions](#)
- A.17 [Recording a Gap In Service](#)
- A.18 [Correcting Participant Data Record Errors](#)
- A.19 [Table Of Typical WIA/TAA Services](#)

## A.1

### Eligibility for WIA Adult, Dislocated Worker and Youth Program Services

All applicants for WIA eligibility must complete an Employment Services (ES) registration, either on-line or with the assistance of One-Stop staff, regardless of Unemployment Insurance claimant status.

Using information provided in the Applicant's ES registration and the appropriate [Intake Assessment](#), the Case Manager must apply the criteria in [20CFR664 Subpart B and C](#) (WIA Youth), and [20CFR663 Subpart A](#) (Adult and Dislocated Worker) to determine an Applicant's eligibility to receive WIA Program Services.

### DATA ENTRY

To enter WIA application data, access the **Program Store** screen:

- Complete the appropriate **Applicant Information** fields
- Under **New WIA and Other Non-ES Registration**, in the **New Program** field, enter the appropriate WIA Program code; leave the **Start** field blank;
- click **Update**

If the Applicant is determined eligible (20CFR663.220):

- Enter the date eligibility was determined in the **Elig. Determine:** field
- Click **Update**

**Step 1:** On the **Display Programs** Screen, click **Add New Program**

**Display Programs**

**Anna Rexick - 112112112**

CLICK  **Add New Program**

Current Programs ↑ ↓

**Step 2:** Enter the date Program eligibility is determined. Click **Update**

**New WIA and Other Non-ES Registration** ↑ ↓

➔ **New Program:** DW **Subprogram:**  **Start:**  /  /  ⬅ NO DATE ENTRY

**Counselor Agent:** COLO\_RBTA

---

<b>Citizen:</b> <input type="checkbox"/>	<b>ID Number:</b> <input type="text"/>	<b>ID Type:</b> <input type="checkbox"/>
<b>Birthdate:</b> <input type="text"/> / <input type="text"/> / <input type="text"/>	<b>Select Service:</b> <input type="checkbox"/>	<b>Select Serv After Reg:</b> <input type="checkbox"/>
<b>Unemploy Ins:</b> C	<b>Family Status:</b> <input type="checkbox"/>	<b>Employment Status:</b> <input type="checkbox"/>
<b>Homeless:</b> <input type="checkbox"/>	<b>Disabled:</b> N	<b>Disabled Vet:</b> <input type="checkbox"/>
<b>Veteran:</b> <input type="checkbox"/>	<b>Recently Separated:</b> <input type="checkbox"/>	<b>Campaign Vet:</b> <input type="checkbox"/>
<b>Offender:</b> <input type="checkbox"/>	<b>Limited English:</b> <input type="checkbox"/>	<b>Highest Education:</b> 14
<b>Diploma/GED:</b> <input type="checkbox"/>	<b>CN Disability:</b> <input type="checkbox"/> <input type="checkbox"/>	<b>Math Test:</b> <input type="checkbox"/>
<b>Basic Skill Deficient:</b> <input type="checkbox"/>	<b>Reading Test:</b> <input type="checkbox"/>	

---

<b>TANF:</b> <input type="checkbox"/>	<b>General Assistance:</b> <input type="checkbox"/>	<b>Refugee Assistance:</b> <input type="checkbox"/>
<b>SSI:</b> <input type="checkbox"/>	<b>Food Stamps:</b> <input type="checkbox"/>	<b>Pell:</b> <input type="checkbox"/>
<b>Individual 6 Month:</b> <input type="checkbox"/>	<b>Family 6 Month:</b> <input type="checkbox"/>	<b>Number in Family:</b> <input type="checkbox"/>
<b>Application Date:</b> <input type="text"/> / <input type="text"/> / <input type="text"/>		<b>Amendment Title:</b> <input type="checkbox"/>
<b>Elig. Determine:</b> 03 / 15 / 2011 ⬅	<b>Census Tract:</b> <input type="text"/>	<b>Project:</b> <input type="checkbox"/>
<b>Counselor:</b> <input type="text"/>		<b>Referring Project:</b> <input type="checkbox"/>

↑ ↓

[return to contents](#)

[next](#)

## A.2

### Eligibility to receive TAA Benefits

All applicants for TAA eligibility must complete an Employment Services (ES) registration, regardless of Unemployment Insurance claimant status. A worker who is notified that a TAA Petition has been certified may apply for TAA/TRA eligibility either on-line or in person at a One-stop Center. To be eligible for TAA benefits, an individual must meet the qualifications specified in the regulations at [20CFR617.11](http://20CFR617.11). A TAA Applicant who requests an eligibility determination on-line must have completed an ES registration. A Case Manager or other One-stop staff may assist an Applicant who has received a notice of TAA Petition Certification to request a determination of TAA/TRA eligibility. This assistance must be offered, if requested, to an Applicant who attests to being separated from an employer named in a TAA Petition Certification whether or not the Applicant has a notice, and without regard to the Applicant's stated reason for separation. The Colorado TRA Coordinator issues the determination of entitlement to TAA/TRA Benefits directly to the Applicant by mail and enters the eligibility code and date of determination in the Applicant's data record (See [D.2](#)). The determination can also be viewed on-line by the Applicant at <https://applytaa.cdle.org/>. **NOTE:** One of the determinations that may be entered by the TRA Coordinator in the Applicant's data record is "Not eligible for TAA benefits"

### DATA ENTRY:

**Step 1:** On the **Display Programs** Screen, click **Add New Program**

**Display Programs**

Vera Goode - 114114114

CLICK **Add New Program**

Current Programs

**Step 2:** **New Program** field will auto-fill. **Do not enter a start date.** Click **Update**

**New WIA and Other Non-ES Registration**

→ **New Program:** TA **Subprogram:**  **Start:**  /  /  ← NO DATE ENTRY ↑ ↓  
**Counselor Agent:** COLO\_RBTA

**Step 3:** For incumbent workers complete only employer information (**Division/Dept** must be completed). For all other workers complete all fields.

### **Program Store Additional Data (TAA)**

↑ ↓

SSN: 112112112 (Msk:ZPPZZZZZ)  
Name: Anna Rexick (Msk:ZPPZZZZZ)  
Keytag #:  
ES Reg Date:  
ES Registering Agent:  
Entered/Updated: 09/13/2006 at 16:20 / 03/15/2011 at 12:25  
Current Programs:

#### TAA Information: Adversely Affected Employment within Qualifying Period

**TAA Employer:** HEWLETT PACKAARD  
**City:** COLORADO SPRINGS **State:** CO  
**Division/Dept:** N/A  
**Separation Date:** 01 / 21 / 2011 **Wage:** 32 . .. **Separation Reason:** L  
**Tenure:** 88 **TAA Disloc ONET:** 43901100

**DO NOT COMPLETE FOR INCUMBENT WORKERS**

CLICK **Update**

[return to contents](#)

[next](#)

### A.3

#### Initial Assessment for WIA/TAA Applicants

Every WIA and TAA Applicant must receive an Initial Assessment also called “Intake Assessment.”

This [core service](#) is usually the first staff-assisted service that the Applicant receives. The Initial Assessment is commonly provided concurrently with ES registration and WIA eligibility determination. In some instances, the service may also be the WIA Applicant’s first *Participation Service*.

When the assessment is provided, an **IA** service must be recorded in the Applicant’s data record. For a WIA Youth Applicant, the *Objective Assessment* is a combination of intake and an assessment of academic levels and service needs, and is recorded as an **IA** service upon completion of the skills assessment; see [A.4](#).

#### DATA ENTRY

On the date that the Initial Assessment service is provided:

1. On the **Applicant Service Store Menu**, choose **Initial Assessment (IA)** and click **Submit**.
  - Complete all other fields on the **Applicant Service Store** screen according to local procedures, including the **Comment** field, if appropriate.
  - In the **Add to Note** field, identify physical documents completed, and a brief summary of the assessment, including anticipated intensive services. Local procedure may require this entry in Confidential Notes.

**The IA service entry must include a case note.**

2. Enter the **Elig. Determine** date according to the procedures in [A.1](#)
3. Click **Submit**

**Applicant Service Store**  
**Vera Goode - 114114114**  
Current Programs

OT-DW  
07/20/2007

**Submit**  
**Skip Service**

Service: Initial Assessment (IA)  
Start: 03 / 02 / 2011  
LOFF: 9997  
Voucher: [ ]  
Comment: determined WIA DW eligibility

Agent: COLO\_RBTA  
Counselor: DLE

Sub Serv: [ ]  
E/A: [ ]  
Project: [ ]  
Cost: [ ] . [ ]

Completion: [ ]  
Oblig/Exp: [ ]  
Program: [ ]  
Start Time: [ ] : [ ]

Sub Compl: [ ]  
Contract: [ ]  
Year: [ ]  
End Time: [ ] : [ ]

Related Act: [ ]  
Count Goal: [ ]

Training Only

[return to contents](#)

[next](#)

#### A.4

##### Comprehensive Assessment

All WIA Adult/Dislocated Worker enrollees **may** and certain TAA Applicants must be provided a Comprehensive Assessment (CA service). CA is an *intensive service*; thus, it must be preceded by a *core service*. The Case Manager utilizes the CA service to analyze barriers identified in the Initial Assessment (IA service). Every *Participation Service* recorded must include a **case note**.

##### DATA ENTRY

1. Select **CA** on the **Applicant Service Store Menu**:
2. On the **Applicant Service Store** data entry screen:
  - Enter the **Start Date**. Local Option may allow **Est Compl** date entry.
  - Enter a **Comment**, if appropriate.
  - In the **Program** field, enter the applicable WIA Program, unless auto-filled.
  - In the **Add to Note** field, include references to documents and other planned services.

Complete other fields according to local practice

**OT-DW** **Skip Service**

---

Service: **Comprehensive Assessment (CA)** Sub Serv:

Start: 03 / 04 / 2011 Est Compl:  /  /  OPTIONAL

LOFF: 9997 Agent: COLO\_RBTA E/A:

Voucher:  Counselor:  Project:

Comment: REFER TO C-NOTES. IA COMPLETED 03/02/11 Cost:  .

---

Completion:  Sub Compl:  Related Act:

Oblig/Exp:  Contract:  Count Goal:

Program: DW Year:

Start Time:  :  End Time:  :

##### Youth Objective Assessment

Every WIA Youth Applicant must receive the Objective Assessment, a combination of information, skills assessment and setting of appropriate goals. Record an **IA** service when this service is completed.

##### DATA ENTRY

1. Select **IA** on the **Applicant Service Store Menu**:
2. On the **Applicant Service Store** data entry screen:
  - Enter the **Start Date**. Local Option may allow **Est Compl** date entry.
  - In the **Comment** field, briefly describe the assessment, if appropriate.
  - In the **Program** field, enter **Y\***, unless auto-filled.
  - In the **Add to Note** field, include references to documents and other planned services.

Complete other fields according to local practice

**Skip Service**

---

Service: **Initial Assessment (IA)** Sub Serv:

Start: 03 / 04 / 2011 Est Compl:  /  /  OPTIONAL

LOFF: 9997 Agent: COLO\_RBTA E/A:

Voucher:  Counselor:  Project:

Comment: Objective Assessment; see C-Note Cost:  .

---

Completion:  Sub Compl:  Related Act:

Oblig/Exp:  Contract:  Count Goal:

Program: Y\* Year:

Start Time:  :  End Time:  :

**A.4 continued**

**WIA Enrollment and First WIA Program Participation Service**

Every WIA Adult/DW applicant who receives the CA service must be enrolled in WIA. In most instances, the date the CA is provided to a WIA Applicant will also be the *Participation Date*.

TAA Applicants who are not co-enrolled and who apply for TRA Waiver, Job Search Allowance or purchased re-training must receive Comprehensive Assessment; however when provided for this purpose, the CA is not necessarily a TAA participation service. Enrollment in the TAA Program occurs only if a TAA benefit is approved.

If as the result of IA *Objective Assessment*, a Youth applicant is determined eligible, the date of the Objective Assessment is the Applicant's *Participation Date*.

**DATA ENTRY**

On the **WIA Program Modify** screen, enter the date the service was completed in the **Reg Date** field. In this example, the *Participation Date* is the date of the CA service *Participation Service*.

Subprogram:	<input type="text"/>	ID Number:	<input type="text"/>	ID Type:	<input type="text"/>
Reg Date:	<input type="text" value="03"/> / <input type="text" value="04"/> / <input type="text" value="2011"/>	Select Service:	<input type="text"/>	Select Serv After Reg:	<input type="text"/>
Citizen:	<input type="text" value="C"/>	Family Status:	<input type="text"/>	Employment Status:	<input type="text"/>
Birth Date:	<input type="text" value="01"/> / <input type="text" value="11"/> / <input type="text" value="1981"/>	Disabled:	<input type="text" value="N"/>	Disabled Vet:	<input type="text"/>
Unemploy Ins:	<input type="text" value="N"/>	Recently Separated:	<input type="text"/>	Campaign Vet:	<input type="text"/>
Homeless:	<input type="text"/>	Limited English:	<input type="text"/>	Highest Education:	<input type="text" value="12"/>
Veteran:	<input type="text"/>	CN Disability:	<input type="text"/> <input type="text"/>	Gender:	<input type="text" value="M"/>
Offender:	<input type="text"/>	Reading Test:	<input type="text"/>	Math Test:	<input type="text"/>
Diploma/GED:	<input type="text"/>				
Basic Skill Deficient:	<input type="text"/>				

[return to contents](#)  
[next](#)

A.5

Individual Employment Plan/Individual Service Strategy

The result of a thorough Initial Assessment and effective use of Comprehensive Assessment tools (and Objective Assessment tools for Youth) should be a workable Individual Employment Plan, recorded in the client’s data record as the **IE** Service. Every WIA Adult/ Dislocated Worker Participant for whom training is approved must receive this service. The Case Manager must provide and record the **IE** service the first time that a TRA Waiver or TAA Job Search Allowance is approved or application for purchased re-training is submitted to the TAA Coordinator. The **IE** is also the service that is recorded when the Individual Service Strategy that details services to be provided to the WIA Youth Participant is completed.

**Every Participation Service recorded must include a case note.**

DATA ENTRY

1. On the **Applicant Service Store Menu** screen, enter or choose **IE**; click **Submit**
2. On the **Applicant Service Store** data entry screen:
  - Complete the **Start** field. Local Option may allow **Est Compl** date entry.
  - Describe the service that was provided in the **Add to Note** field.

Enter the appropriate **Program**, if the field is blank; click **Submit**

Current Programs



OT-DW  
07/20/2010

Submit

Skip Service

Service: IEP Development (IE) Sub Serv:

Start:  /  /  2011 Est Compl:  /  /

LOFF:  9997 Agent: COLO\_RBTA E/A:

Voucher:  Counselor:  Project:

Comment: Completed Training Plan See c-note Cost:  .

Completion:  S Sub Compl:

Oblig/Exp:  Contract:

Program: DW Year:

Start Time:  :  End Time:  :

Related Act:

Count Goal:

Training Only



Train ONET:  Location:

ITA Issued:  Institution:

Non-Trad:  Hours/Week:

Distance:  Part Time:

Program:

Wages/Hour:  .

[return to contents](#)

[next](#)

**A.6**

TAA Program Enrollment and First Participation Service

To be enrolled in the TAA Program, a TAA-eligible Applicant must receive one of the following services concurrently with approval of a TAA Benefit:

**-Individual Employment Plan (IE service)**, on the date an initial TRA Waiver or the first TAA Job Search Allowance was approved or an application for Occupational or Customized training was approved for transmittal to the TAA Coordinator.

**-Counseling Service (CS service)**, when provided concurrently with approval of Relocation Allowance, On-the-Job Training, or Apprenticeship Training.

**Every service recorded for a TAA Participant must include a case note.**

DATA ENTRY

To store the TAA *Participation Service*

1. On the **Applicant Service Store Menu** screen, enter or choose **IE** or **CS**, as appropriate; click **Submit**
2. Complete the **Start** field. Local Option may allow **Est Compl** date entry.
3. Describe the service that was provided in **case notes**.
4. Click **Submit**

**Applicant Service Store**

**Vera Goode - 114114114**

Current Programs



OT-TA  
07/20/2007

**Submit**

**Skip Service**

Service: IEP Development (IE)      Sub Serv:

Start: 03 / 04 / 2011      Est Compl:  /  /       OPTIONAL

LOFF: 9997      Agent: COLO\_RBTA      E/A:

Voucher:       Counselor:       Project:

Comment: Submitted VTP      Cost:  .

Completion: S      Sub Compl:       Related Act:

Oblig/Exp:       Contract:

Program: TA      Year:       Count Goal:

Start Time:  :       End Time:  :

5. On the **TAA Program Modify** screen, enter the date the service is completed in the **Reg Date** field. This date of this service is the TAA *Participation Date*.

Subprogram:

Reg Date: 03 / 04 / 2011

Citizen: C

Birth Date: 01 / 11 / 1981

Unemploy Ins: N

Homeless:

Veteran:

Offender:

Diploma/GED:

Basic Skill Deficient:

ID Number:

Select Service:

Family Status:

Disabled: N

Recently Separated:

Limited English:

CN Disability:

Reading Test:

ID Type:

Select Serv After Reg:

Employment Status:

Disabled Vet:

Campaign Vet:

Highest Education: 12

Gender: M

Math Test:

[return to contents](#)

[next](#)

A.7

Initial Training and Training-Related Services

The initial training services, AC, AE, AS, BS, CT, CU, ET, OC, OJ, PQ, RE, SE, TG, UP, plus the intensive services WE, WU, TG, SE, BS, and AS must include:

- **Start date**
- **Est Compl date** (see [A.8](#) for details)
- **Program** (in which the Participant is enrolled)
- **Comment** (the list of courses approved for the current school term is required for TAA Participants)
- **Train ONET**
- **ITA Issued** (Y/N for WIA, X for TAA training services)
- **Distance** (Y/N required for TAA)
- **Part Time** (Y/N required for TAA)
- **Add to Note** (set appointment for review and approval of the next term—see [A.8](#))

Every training service recorded for a WIA/TAA Participant must include a case note.

Service: Occupational skills training (OC)

Start: 01 / 12 / 2011      Est Compl: 05 / 01 / 2011      Sub Serv:

LOFF: 9997      Agent: COLO\_RBTA      End:  /  /

Voucher:       Counselor:       E/A:

Comment: ENG121 MOT111 CIS118 MAT101      Project:       Cost:  .

---

Completion:       Sub Compl:       Related Act:

Oblig/Exp:       Contract:

Program: TA      Year:       Count Goal:

Start Time:  :       End Time:  :

**Training Only**

Train ONET: 31909200      Location:

ITA Issued: X      Institution:       Program:

Non-Trad:       Hours/Week:       Wages/Hour:  .

Distance: N      Part Time: N

**Obtained Employment (and employer name for Work Experience)**

Employer:

**Add to Note**

Which Note:  ES     Confidential

First Line:

Confidential Text:

[return to contents](#)  
[next](#)

## A.8

### Monitoring Training Services

The duration of a training plan may exceed 90 days. Case Managers are required to monitor for satisfactory progress at the end of each semester or other term defined by the training provider, or in the IEP. If the term is not the “traditional” school semester, the monitoring interval is not to exceed 90 days. Monitored progress in training at specified intervals affords the Participant and Case Manager the opportunity to discuss unforeseen challenges, increasing the probability of success. This procedure requires multiple sequential training service entries and involves parsing the training program at the outset into several separate training services. The monitoring interval should be clearly stated in the Participant’s IEP. [See also TAA desk aid 215 Monitoring Benchmarks for TAA-approved Training](#)

### DATA ENTRY

At the end of each monitoring session:

1. On the **Display Services** screen, choose the current “open” service.
2. On the **Applicant Service Display** screen, click **Modify**.
3. On the **Applicant Service Modify** screen,
  - in the **End** date field, enter the last date of attendance in the current monitoring period
  - in the **Completion code** field enter C (for continuing), or U (withdrew or failed to meet IEP objective)
  - Click **Submit**
4. Repeat the process in [A.7](#) with new **Start** and **Est. Comp** Dates; enter courses approved for the new term in the **Comment** field (required for TAA Participants).
5. In **Add to Note**, enter other progress monitoring notes (e.g. GPA).
6. For the final monitoring session, enter the date training was completed or terminated in the **End** date field.

The entry in the **Completion** field must be either S (successful) or U (unsuccessful).

The Case Manager must obtain verification from the training provider that the Student completed or permanently withdrew from training. The verification may be either written or verbal and the source must be cited in **case notes**. For confirmation of successful completion of the approved coursework, sources may include transcripts, registration notice or verbal confirmation by a school official. If the student withdrew from training, the Case Manager must contact the training provider and confirm the last date of attendance.

Service: Occupational skills training (OC)		Sub Serv: <input type="text"/>
Start: <input type="text"/> / <input type="text"/> / <input type="text"/>	Est Compl: <input type="text"/> / <input type="text"/> / <input type="text"/>	End: <input type="text"/> / <input type="text"/> / <input type="text"/>
LOFF: 9997	Agent: COLO_RBTA	E/A: <input type="text"/>
Voucher: <input type="text"/>	Counselor: <input type="text"/>	Project: <input type="text"/>
Comment: ENG121 MOT111 CIS118 MAT101		Cost: <input type="text"/> . <input type="text"/>
Completion: <input type="text"/> WHEN END DATE IS ENTERED	Sub Compl: <input type="text"/>	Related Act: <input type="text"/>
Oblig/Exp: <input type="text"/>	Contract: <input type="text"/>	Count Goal: <input type="text"/>
Program: TA	Year: <input type="text"/>	
Start Time: <input type="text"/> : <input type="text"/>	End Time: <input type="text"/> : <input type="text"/>	
<b>Training Only</b>		
Train ONET: <input type="text"/>		Location: <input type="text"/>
ITA Issued: <input type="text"/> (TAA= <input type="text"/> ; WIA= <input type="text"/> )	Institution: <input type="text"/>	Program: <input type="text"/>
Non-Trad: <input type="text"/>	Hours/Week: <input type="text"/>	Wages/Hour: <input type="text"/> . <input type="text"/>
Distance: <input type="text"/>	Part Time: <input type="text"/>	
<b>Obtained Employment (and employer name for Work Experience)</b>		
Employer: <input type="text"/>		
<b>Add to Note</b>		
Which Note: <input type="radio"/> ES <input checked="" type="radio"/> Confidential		
First Line: <input type="text"/>		
<input type="text"/> 5/22/11-REB-SPRING GPA 2.85 FALL CLASSES APPROVED		

[return to contents](#)

[next](#)

## A.9

### Duration of Non-training Services

Except for training services, a multi-day service cannot be recorded; therefore there is no **end date** field for non-training services. In practice, this means that the **Start** date of a non-training service must be the date the service was completed. If several visits with the Participant are required, enter an appropriate service following each visit. Alternatively, an **AD** service (*Local Admin*) entry (with appropriate **comment** and/or **case note**) may be appropriate.

In the following example, the Case Manager recorded a **VG** (*Vocational Guidance*) service on the date the TAA Participant requested approval of Relocation Allowance. On the date the Relocation Allowance is approved, the Case Manager will record a **CS** service according to the instructions in [TAA desk aid 501](#).

Current Programs

OT-VS 01/01/2011	OT-TA 07/20/2007		
<input type="button" value="Submit"/>		<input type="button" value="Skip Service"/>	
Service: Vocational Guidance (VG)		Sub Serv: <input type="text"/>	
Start: 08 / 15 / 2011	Est Compl: <input type="text"/> / <input type="text"/> / <input type="text"/>	OPTIONAL	
LOFF: 9997	Agent: COLO_RBTA	E/A: <input type="text"/>	
Voucher: <input type="text"/>	Counselor: <input type="text"/>	Project: <input type="text"/>	
Comment: Start relocation. Review application 8/19 3PM		Cost: <input type="text"/> . <input type="text"/>	
Completion: <input type="text"/>	Sub Compl: <input type="text"/>	Related Act: <input type="text"/>	
Oblig/Exp: <input type="text"/>	Contract: <input type="text"/>	Count Goal: <input type="text"/>	
Program: TA	Year: <input type="text"/>		
Start Time: <input type="text"/> : <input type="text"/>	End Time: <input type="text"/> : <input type="text"/>		

Training Only

Following completion of the data entry, the **Display Services** screen will appear as shown here.

Loff	Agent	Start	End	Code	Service	Comment	Res
9997	COLO_RBTA	08/15/11	06/11/11	VG	<a href="#">Vocational Guidance</a>	Started Relocation Application. Review Applic	U

[return to contents](#)

[next](#)

## A.10

### General Exit Procedures

The term *exit* means a Participant has not received a service for 90 consecutive calendar days, has no gap in service, and is not scheduled for future services. Beginning with the 90<sup>th</sup> day following the last date of participation, the Case Manager will receive a daily system-generated “notice of termination” that specifies the participant’s exit date. On the 104<sup>th</sup> day following the last service or last date of participation (the 14<sup>th</sup> day following the “notice” date), the system will auto-fill the **Date** field on the **Store Termination** screen; beyond the 104<sup>th</sup> day, the Case Manager may continue to update all fields on the **Store Termination** screen, except those in the **Termination Information** section.

### DATA ENTRY

Within the 14-day period following the “notice of termination”:

1. On the **Store Termination** screen, under **Termination Information**, complete all fields.
2. Complete all fields under **Employment Information at Term**. If the Participant is not re-employed, explain the reason for discontinuation of services in **case notes**; include documentation.
3. Under **Training/Placement**, complete the **Edu Attain Type** and **Date Attained** fields, if documentation is available. The **Date Attained** is the date that appears on the credential. Documentation of training completion must include a copy of the credential, or other written confirmation by the provider that the credential was earned, cited in **case notes**.

Beyond the 14<sup>th</sup> day following the “notice of termination”, access the **Store Termination** screen at any time to complete fields under **Employment Information at Term**, **Follow-up Data** and/or **Training/Placement**.

Day 90 through 103 ONLY, record the Term Date. Termination Information is locked on 104<sup>th</sup> day

Termination Information		
<b>Term Agent:</b> COLO_RBTA	<b>Term Counselor:</b> REB	Last Update: 08/30/2011
<b>Date:</b> 08 / 26 / 2011	<b>Reason:</b> LOCAL CODE	
Last Service: JS ended 08/26/2011		
The fields in all of the sections below may be edited/updated after term		
Employment Information at Term		
<b>Employed:</b> <input type="checkbox"/>	<b>Non-Trad:</b> <input type="checkbox"/>	<b>Train Related:</b> <input type="checkbox"/>
<b>ONET:</b> <input type="text"/>	<b>Job Title:</b> <input type="text"/>	<b>Hourly Wage:</b> <input type="text"/> . <input type="text"/>
<b>Employer:</b> <input type="text"/>		<b>Hours/Week:</b> <input type="text"/>
<b>Contact:</b> <input type="text"/>		<b>Phone:</b> <input type="text"/> - <input type="text"/> - <input type="text"/>
<b>Address:</b> <input type="text"/>		<b>Zip:</b> <input type="text"/>
<b>City:</b> <input type="text"/>	<b>State:</b> <input type="text"/>	
<b>Class:</b> <input type="text"/>		
Follow-Up Data (Supplemental data must be documented)		
<b>Employed 1Q:</b> <input type="checkbox"/>	<b>Employed 2Q:</b> <input type="checkbox"/>	<b>Employed 3Q:</b> <input type="checkbox"/>
<b>ONET 1:</b> <input type="text"/>	<b>ONET 2:</b> <input type="text"/>	<b>ONET 3:</b> <input type="text"/>
Training/Placement		
<b>Edu Attain Type:</b> AA	<b>Date Attained:</b> 08 / 26 / 2011	<b>Term Stu Status:</b> <input type="checkbox"/>
<b>Yth Placement:</b> <input type="text"/>	<b>Educ Anytime:</b> <input type="text"/>	
<b>TAA 2nd Cred:</b> <input type="text"/>	<b>TAA NAICS:</b> <input type="text"/>	
1 Diploma or GED at Eligibility:		Student Status at Eligibility:

[return to contents](#)

[next](#)

**A.11**

Terminating “Open” Training and Training-Related Services

Connecting Colorado will automatically terminate a training or training-related service on the 14<sup>th</sup> day following the **Estimated Completion** date by duplicating the **Estimated Completion** date in the **End** date field. On or prior to the auto-filled **End** date, the Case Manager may manually enter data in the **Estimated Completion** and **End date** fields, update the **Comment** field, and enter a **Completion** code. Once auto-filled, the **End** date field is locked and cannot be accessed by the Case Manager. All other fields remain open for editing.

INSTRUCTIONS AND DATA ENTRY

On or before the 14<sup>th</sup> day following **Est Compl** date, contact the Participant to discuss his/her training status, and:

- If training will continue, on the **Applicant Service Modify** screen, update the **Est Compl** date.
- If training is completed, enter *the last date the Participant attended training* in the **End** date field; refer to documentation provided by the training provider in a **case note**;
- If training was terminated prior to completion, enter *the last date the Participant attended training* in the **End** date field and document withdrawal from training in a **case note**.
- Enter the appropriate **Completion** code.

Service: Occupational skills training (OC)      Sub Serv:

Start: 01 / 12 / 2011      Est Compl: 05 / 01 / 2011      AUTO FILLED → End: 05 / 01 / 2011

LOFE: 9997      Agent: COLO\_RBTA      E/A:

Voucher:       Counselor:       Project:

Comment: ENG121 MOT111 CIS118 MAT101 WITHDREW ←      Cost:  .

---

Completion: U ←      Sub Compl:       Related Act:

Oblig/Exp:       Contract:

Program: TA      Year:       Count Goal:

Start Time:  :       End Time:  :

**Training Only**

Train ONET: 31909200      Location:

ITA Issued: X      Institution:

Non-Trad:       Hours/Week:       Program:

Distance: N      Part Time: N      Wages/Hour:  .

**Obtained Employment (and employer name for Work Experience)**

Employer:

**Add to Note**

Which Note:  ES     Confidential

First Line:

→ **Confidential Text:** (not used for ES note)

12/28/11-REB FALL GPA 2.75  
 06/22/11-REB CT WITHDREW FROM SPRING CLASSES. CITED PERSONAL REASONS, BUT DID NOT ELABORATE. SCHOOL CONFIRMS CT ATTENDED ONE CLASS ON 02/21/11, AND SUBMITTED FORMAL WITHDRAWAL FROM ALL CLASSES ON THE SAME DAY.

[return to contents](#)  
[next](#)

## A.12

### Reverting an Enrollee Who Received no Participation Service to Applicant Status

Connecting Colorado generates a list of enrollees who received no services.

#### DATA ENTRY

- Access the **Applicant Registration Modify** screen. Remove the date in the **Reg Date** field.
- Access the **Update Notes** function and document no services.

### TA Program Modify (Client Record: 2636)

SSN: 116116116 (Msk:ZMMMZZZZ)  
Entered/Updated: 04/11/2007 at 13:31 / 02/28/2011 at 12:22  
Name (F/M/L): Arthur Itis  
Street Address: 116 Test Street  
City State Zip: Denver CO 80202  
County: 031 DENVER  
E-Mail Address:  
Phone: 720-555-2121 (Alternate: None)  
Birthdate/Age: 01/11/1981 (30)  
Veteran Status: NT  
Ethnicity: White  
TANF:  
Preferred Contact: Do Not Contact  
Comment: Web\_reg  
Current Programs:

Keytag #:  
Include in Job Search: N  
Homeless:  
Ex-Offender:  
UI Status: N N  
Limited English:  
Dislocated Worker:  
Disability: N  
Gender: Male  
Military Spouse:  
Econ Disad:  
Food Stamps:  
Student Status:  
Flag:

Subprogram:	<input type="text"/>		
Reg Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>	← REMOVE REGISTRATION DATE	
Citizen:	C	ID Number:	<input type="text"/>
Birth Date:	01 / 11 / 1981	Select Service:	<input type="text"/>
Unemploy Ins:	N	Family Status:	<input type="text"/>
Homeless:	<input type="text"/>	Disabled:	N
Veteran:	<input type="text"/>	Recently Separated:	<input type="text"/>
Offender:	<input type="text"/>	Limited English:	<input type="text"/>
Diploma/GED:	<input type="text"/>	CN Disability:	<input type="text"/> <input type="text"/>
Basic Skill Deficient:	<input type="text"/>	Reading Test:	<input type="text"/>
		ID Type:	<input type="text"/>
		Select Serv After Reg:	<input type="text"/>
		Employment Status:	<input type="text"/>
		Disabled Vet:	<input type="text"/>
		Campaign Vet:	<input type="text"/>
		Highest Education:	12
		Gender:	M
		Math Test:	<input type="text"/>

## A.13

### Deleting the Program Registration of an Enrollee Who was Incorrectly Determined WIA eligible

#### DATA ENTRY

- Remove the **Reg Start** date (see [A.12](#)), AND
- Remove the **Elig Determine** date.

If the Applicant is eligible under another WIA Program, complete the above steps, then refer to [A.1](#)

**NOTE:** A TAA registration or application cannot be deleted.

TANF:	<input type="text"/>	General Assistance:	<input type="text"/>	Refugee Assistance:	<input type="text"/>
SSI:	<input type="text"/>	Food Stamps:	<input type="text"/>	Pell:	<input type="text"/>
Individual 6 Month:	<input type="text"/>	Family 6 Month:	<input type="text"/>	Number in Family:	<input type="text"/>
Application Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>			Amendment Title:	<input type="text"/>
Elig. Determine:	<input type="text"/> / <input type="text"/> / <input type="text"/>	← REMOVE ELIGIBILITY DETERMINE DATE		Project:	<input type="text"/>
Counselor:	<input type="text"/>	Census Tract:	<input type="text"/>	Referring Project:	<input type="text"/>

[return to contents](#)

[next](#)

**A.14**

Follow-up Contacts and Services

The case manager or other designee is expected to contact, or attempt to contact, the WIA Adult/DW exiter *at least once* in the 12-month period following the exit date.

Subject to local requirements, follow-up services for TAA exiters are optional, except that a Case Manager or other designee must contact a TAA exiter who was co-enrolled in a partner program.

All Youth participants must receive some form of follow-up services as specified in the regulations at 20CFR664.450 for a minimum duration of 12 months. Follow-up services may be provided beyond twelve months at the Local Board's discretion. It is also expected that the case manager or other designee continually contact Youth exiters, which contact is separate and distinct from the provision of follow-up services.

DATA ENTRY

1. If the Case Manager provides a service:

- Enter or choose the appropriate service code from the list on the **Store Applicant Service Menu** screen.
- On the **Applicant Service Store** screen, enter the required information, including **Add-to-Note (case note)**.
- In the **Related Activity** field enter **FL**. By doing so, the Case Manager assures that the data system does not extend the Participant's Program enrollment
- **Submit**

Submit  
Skip Service

Service: Counseling (CS)  
Start: 06 / 03 / 2011  
LOFF: 9997  
Voucher:   
Comment: Assisted with additional relocation reimburse

Est Compl:  /  /   
Agent: COLO\_RBTA  
Counselor:

Sub Serv:   
E/A:   
Project:   
Cost:  .

Completion:   
Oblig/Exp:   
Program: TA  
Start Time:  :

Sub Compl:   
Contract:   
Year:   
End Time:  :

Related Act:   
Count Goal:  **FL**

2. If the attempted contact is unsuccessful, or no service will be offered,

- Enter or choose service **FN** on the **Store Applicant Service Menu** screen.
- **Submit** to access the **Applicant Service Store** data entry screen
- Enter the required information, including **Add-to-Note (case note)**.

Social Security Benefit Planners Services

Info & Referral (IR)       Benefits Planning (BN)       Eligibility (EG)

Administrative Services

Local Admin (AD)       Follow Up (no service) (FN)

Submit

[return to contents](#)  
[next](#)

**A.15**

Exiting non-NEG Discretionary Grant Participants

A Participant must be exited from a program funded by a non-NEG discretionary grant on the date the grant expires or, if earlier, the date the enrollee ceases participation—and exit must be recorded within 60 days of the exit date. This means that a co-enrolled Participant will exit the non-NEG discretionary grant-funded program and be allowed to remain enrolled in WIA or TAA. Therefore, to record exit from the non-NEG discretionary grant, the Case Manager does not access the Store Term screen.

INSTRUCTIONS AND DATA ENTRY

1. On the **Display Program** screen click **Modify**.
2. On the **Applicant Registration Modify** screen, complete the **Exit** field; record a **Comment** as appropriate.
3. **Update**

**Applicant Registration Modify**

**Vera Goode 114114114**  
Included in Search: **Y**

Program: AX	Subprogram: <input type="text"/>	Term:
Start: <input type="text"/> / <input type="text"/> / <input type="text"/>	Exit: <input type="text"/> / <input type="text"/> / <input type="text"/> ←	Region: OT
LOFF: <input type="text"/>	Reg Agent: <input type="text"/>	Updated: 08/30/2011
Entered: 08/30/2011	By: COLO_RBTA	
Reg #: 3	Client Rec: 2770 (OT)	
Comment: <input type="text"/>		
Oblig/Exp: <input type="text"/>	Cost: \$ <input type="text"/> . <input type="text"/>	Pgm: <input type="text"/>
Current Agent (if not Reg Agent): <input type="text"/>		Year: <input type="text"/>

---

Delete this registration:  **Delete**

**Update**  
**View Services**  
**Agent Menu**   **Applicant Menu**

[return to contents](#)  
[next](#)

## A.16

### Coordinating a WIA/TAA Participant's exit from Multiple One-Stop Regions

Exit from more than one Region must be coordinated by the affected regions' MIS staff. During the 14-day period following the system-generated notice of termination, advise the MIS staff to coordinate exit with the other affected Region(s). After the termination is stored, as appropriate, update all fields on the **Store Termination** Screen (except in the **Termination Information** section, which will be locked for editing). In **case notes**, indicate the date that MIS was given the request.

## A.17

### Recording a Gap In Service

A gap in service may be appropriate particularly in the case of needed training that will not be offered for more than 90 days. A Case Manager who maintains a Participant's enrollment beyond 90 days following the last Participation Service must document the circumstances preventing program continuation at that time, including the Participant's intent to complete the agreed-upon IEP/ISS. The **PG** service can only be recorded by MIS staff for one of the three allowable circumstances. The Case Manager's **case notes** must refer to physical documents as well as notes from the interview with the Participant specifying the reason for the gap. Notes and documents must be available for review by program monitors.

## A.18

### Correcting Participant Data Record Errors

Correcting Participants' data record errors has a direct effect on Common Performance Measures. One of the data system outputs available to Case Managers is the Common Measures (CO) error report. The following is a sample of error types excerpted from a CO report for DW Program Participants.

**Training svc without preceding intensive svc:I:07082009 T:07012009**

(See [A.3](#), [A.4](#), [A.5](#), [A.6](#))

**Intensive svc without preceding core svc:C:11242010 I:09302010**

(See [A.4](#), [A.5](#), [A.6](#))

**ONET blank on training service: DW**

(See [A.7](#), [A.8](#))

[return to contents](#)

[next](#)

## A.19

### Table Of Typical WIA/TAA Services

This list of appropriate services is not meant to be exhaustive. Consult Connecting Colorado for the complete list of services, their data entry codes, and definitions.

A *core service* is available to all customers of the One-Stop Center or affiliate partner agency. Every recipient of a core service is automatically enrolled in Employment Services (ES, also called Labor Exchange). Core services include self-help services and services requiring minimal staff assistance; however a core service can be a *Participation Service* if provided by WIA-funded staff to an Applicant who is subsequently enrolled in a WIA Program.

<b>Code</b>	<b>Name of Service</b>	<b>Comment</b>
BA	Bonding Assistance	
CC	Connecting CO Orientation	
CL	Computer Lab – open	
ED	Employability Development Plan	
EO	Equal Opportunity Notice	<i>required for Veterans in Veterans case management</i>
FN	Follow-up Activity	<i>WIA/TAA <u>post-exit when no service is provided</u></i>
FS	File Search	
HH	Helmets 2 Hard Hats	<i>Veterans only</i>
IA	Initial Assessment	<i><u>required for all WIA and TAA, prior to participation</u></i>
JC	Job Club	
JD	Job Development	
JF	Job Fair	
JR	Job Readiness	
JS	Job Search Assistance	
JW	Job Search Workshop	
LM	Labor Market Information	
LT	Refer to Local Training	
PG	Gap in Service	<i>entered by MIS only</i>
RC	Resource Center	
RP	Resume Preparation	
RS	Refer to support services	
RT	Refer to Training	<i>mandatory for Veterans enrolled in VWIP</i>
RW	Refer to WIA Training	
SD	Stand Down	<i>Veterans</i>
TC	Tax Credit	
TS	Testing	
TV	Transition Assistance	<i>Veterans</i>
UI	UI services provided	
VA	VA Claim	<i>Veterans</i>
VG	Vocational Guidance	

[return to contents](#)

[more services](#)

## A.19 (continued)

**Intensive services** are available to a WIA- or TAA-eligible participant who has received at least one [core service](#) and is still unable to gain employment or who is employed and is determined to be in need of services to get a better job in order to gain self-sufficiency. Intensive Services include individual career planning, resume preparation, job clubs, career counseling, internships, and Comprehensive Assessments. Basic education, ESL, and basic computer literacy are also sometimes considered intensive. For a WIA-eligible applicant, an intensive service is a *Participation Service* and requires program enrollment. (Note that the term “intensive services” technically does not apply to WIA Youth but is being generally applied for practical reasons.)

<b>Code</b>	<b>Name of Service</b>	<b>Comment</b>
CA	Comprehensive Assessment	<i>WIA including Youth; TAA (pre-participation)</i>
CS	Counseling	<i>WIA including Youth; TAA (pre/post participation)</i>
IE	IEP Development	<i>WIA; TAA; <u>required</u> if training service is provided</i>
PV	Pre-Vocational Services	<i>WIA</i>
WE	Work Experience	<i>WIA including Youth</i>
WJ	Non-ES Job Search	<i>WIA</i>
WU	Unpaid Work Experience	<i>WIA including Youth</i>

**Training services** are available to an eligible Participant who has received at least one *intensive service* (Youth excepted) and has been determined to be unable to obtain or retain employment through such services. The Case Manager must determine that the Participant is in need of training services and is qualified to complete the selected training program successfully. TAA Participants must have received at least the core service IA plus the intensive service CA to be approved to receive training services. The *estimated completion date* must always be entered if the duration of the training exceeds one day. Also, see [Monitoring Training Services](#).

<b>Code</b>	<b>Name of Service</b>	<b>Comment</b>
AC	"Apprenticeship	<i>WIA, TAA</i>
AE	Adult Literacy Education	<i>WIA</i>
CU	Customized Training	<i>WIA, TAA</i>
ET	Entrepreneurial Training	<i>WIA</i>
OC	Occupational Skills	<i>WIA including Youth; TAA-must be preceded by <u>IE</u></i>
OJ	On-the-Job Training	<i>WIA including Youth; TAA</i>
PQ	TAA Prerequisite Courses	<i>TAA</i>
RE	TAA Remedial	<i>TAA</i>
UP	Skills Retraining/Upgrade	<i>WIA</i>

### **WIA Youth Services**

The regulations at 20CFR663 subparts B (WIA intensive services) and C (WIA training services) do not apply to WIA Youth Participants. The services listed below pertain to the ten Youth program elements contained in regulations at 20CFR664.410.

AM	Adult Mentor
CG	Comprehensive Guidance, Counseling
IN	Incentive Payments
LD	Leadership Skills
LN	Literacy/Numeracy
WR	Work Readiness Skills Development
YW	Work Readiness Goal
TG	Tutoring
BS	Basic Skills Training
CT	Certificate Training
SE	Summer Employment
AS	Alternative Secondary School

[more services](#)

## **A.19 (continued)**

### *Administrative and other services*

The following codes do not extend enrollment, although they commonly appear on the display services screen:

- AD is used to identify an administrative or caseload activity that does not meet the definition of participation service. The AD service does not extend program enrollment
- An entry of FL in the **Related Activity** field of any service identifies it as a follow-up service, and does not extend program enrollment.
- JE (system generated job event notice) is system generated and does not extend participation.
- A locally defined service (L# or M#) does not extend participation, even if it is analogous to a core or intensive service.

[return to contents](#)