

# AJC – Customized Training Desk Aid



Program ▾

WIOA (Workforce Innovation and Opportunity Act)

On the Case Details Screen, after entering the participant eligibility details, a Service & Training Plan (S&T) as well as Measurable Skills Gains must be completed.

Scroll down on the page to the List of Programs Section.

Under the Customized Training, Click the S&T Plan Button.



**Adding Customized Training**  
Adult Service & Training

From the Customized Training Service and Training Screen click the Add Service Button.

**i** To add a new service or training, click **Add Service**.  
To add a new completed service, click **Services Quick Entry**.  
To generate a call-in notice to the job seeker, click **Call In**.  
To view/edit details for existing services, click the desired **Service Type** below.

**Add Service**

## On the Add Service & Training Screen, enter the Following Information:

Provider Name and Address – Client name and address from the application form – **exactly**.

- Once you type the employer's name the first time, the next record should automatically suggest the name once you type the first letter.
- Address will require a copy and paste (just copy it from the application document and use either CTRL V or right click and "paste").
- Phone and Fax: use phone from application, skip fax.
- Service Type: Customized Training

## Note: The screen capture is a continuation of the previous.

- Status: In progress (if you use proposed you will have 45 days to enter data or the case will automatically close).
- Occupation: Enter a keyword or O\*NET code for the occupation or click the hyperlink, [Search for O\\*NET Codes](#)
- CIP: Always use this code "32.0111"
- Credential or MSG: Yes
- Select result: Check MSG
- Answer the questions:
  - Is this part-time training?
  - Is this pre-layoff or pre-separation training
  - Is this training leading to an Associates degree?
- Training ID: Add Name of all the training courses
- Participant Group: skip
- Total Cost: if known
- Office: should auto populate based on your login.
- Staff Providing Service: Should auto populate
- Customer Satisfaction: if known
- Start time and End time: skip
- Hours Planned: skip
- Days: skip

## Note: The screen capture is a continuation of the previous.

### Scheduling

- Days: if known
- Est. Start Date and End Dates: Contract Start and End Dates.
- Actual Start.
- Actual End Date: skip
- Start and End Time: if known
- Hours Planned

### Add a Program Note

**Scheduling**

Days  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat

Est. Start Date (required)  
 Mar 1, 2022  Today

Est. End Date (required)  
 Mar 1, 2024  Today

Actual Start Date (required)  
 Mar 1, 2022  Today

Actual End Date  
 Today

Start Time

End Time

Hours Planned  
 480.0

## Adding Measurable Skills Gains:

From the enrollment screen (shown previously) click on the "Measurable Skills Gains Tile. On the Measurable Skill Gains and Goals Screen, Click the "New Goal" button.

MSG's should be created for each training program noting that only one MSG can be open at a time.



Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

Enrollment Details Service & Training **i**

**Snapshots**

**Contact Info Snapshot**  
1 snapshot has been created.

**Demographics Snapshot**  
View the job seeker's demographics information at the time of enrollment.

**Enrollment Snapshot**  
View the job seeker's enrollment information at the creation of the enrollment.

**Attestations**  
View the job seeker's attestation information.

**Needs and Barriers**  
View job seeker's needs and barriers.

**Enrollment Notes**

There are no notes entered for this program.

Participant ID 1147214  
 Program ID 7811585  
 Enrollment ID 7801543

0 Enrollment Notes

Claimant Record

1 Measurable Skill Gains

0 Educational Grants

Employment Plan

Enrollment Plan  
 No plan has been entered.