AJC – On the Job Training Desk Aid

1

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 On the Job Training, Click the S&T Plan Button.

2

Adding On the Job Training
Adult Service & Training

From On the Job Training
Service and Training Screen click the Add Service Button.

ⓘ 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: OJT

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

Provider Information

Provider Name (required)
Arizona Fasteners Corporation

Address

Address Line 1 (required)
3435 E. Atlanta Ave

Address Line 2

City (required)
Phoenix

Country (required)
United States

Provider Phone
6023444203

Provider Fax
6025343915

- 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 of 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
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

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

3

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 ⓘ

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   ☰ View All
There are no notes entered for this program.
Add Note

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.