

## WorkSource Information Notice (WIN)

WorkSource Standards & Integration Division

Number: WIN – 0010a

Policy Clarification

Q&A

Other

Date: January 9, 2012

*Service Catalog Change*

Expiration Date: N/A

**TO:** All SKIES users  
WorkSource Program Managers  
Workforce Development System Partners

**CC:** WorkSource Applications Change Control Board

**FROM:** Scott Wheeler

**SUBJECT:** Service Catalog Changes, Deactivated Services

### **Purpose:**

To notify SKIES users that the WorkSource Standards and Integration Division (WSID) has deactivated the seven SKIES services listed below. The services listed below will no longer be available for selection in SKIES but will still be historically documented in reports.

### **Action Required:**

The deactivation of these services may require an update to desk aids, training manuals or procedures. Please contact your local SKIES trainer for guidance.

### **Summary:**

As of 01/05/2012 the following services have been deactivated:

- PRE-APPRENTICESHIP TRAINING (WIA SAT ONLY)
- PROJECT SPECIFIC APPRENTICESHIP TRAINING (WIA SAT ONLY)
- APPRENTICESHIP TRAINING (WIA SAT ONLY)
- JOURNEYMAN ADD-ON TRAINING (WIA SAT ONLY)
- ATTENDED AN INFORMATION SESSION (AMERICORPS)
- REFERRED TO YOUTH PROGRAMS (AMERICORPS)
- REFERRED TO WORKSOURCE CORE SERVICES (AMERICORPS)

These services were deactivated because the programs these services were attached to have expired. Continuing to select these services in SKIES generates errors in reports.

The full analysis of these services is available on the [Inside WorkSource System Performance website](#).

### **Background:**

The Services Catalog (formerly titled the Chart of Services) is the official list of SKIES services

WorkSource staff use when serving job seekers. These services are also the source data for performance and outcome measurement. WSID continuously reviews and analyzes services to ensure data integrity.

Please refer to [WIN-0010](#) for more information on the process WSID uses to administer changes to SKIES services contained in the [Services Catalog](#).

**Website:**

System Performance Website

[http://www.wa.gov/esd/1stop/system\\_performance/default.htm](http://www.wa.gov/esd/1stop/system_performance/default.htm)

Add/Change SKIES Service Request Form:

[http://worksourceforms.wa.gov/SKIES\\_services/default.htm](http://worksourceforms.wa.gov/SKIES_services/default.htm)

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