

Program Editor

SKIES training and access is based on User Profiles. Each User Profile requires a minimum of training prior to receiving access to SKIES. Training does not address or define User roles or responsibilities but does address levels of User access within SKIES.

The **Program Editor** Profile provides the ability to edit frozen data. Staff Profile training is required prior to receiving access in the Program Editor Profile. The Program Editor allows local offices to maintain correct program data for participants.

This Profile may create, update, and delete within the Job Seeker, Provider, Employer, and Staff Functions. This section describes the Program Editor Profile only.

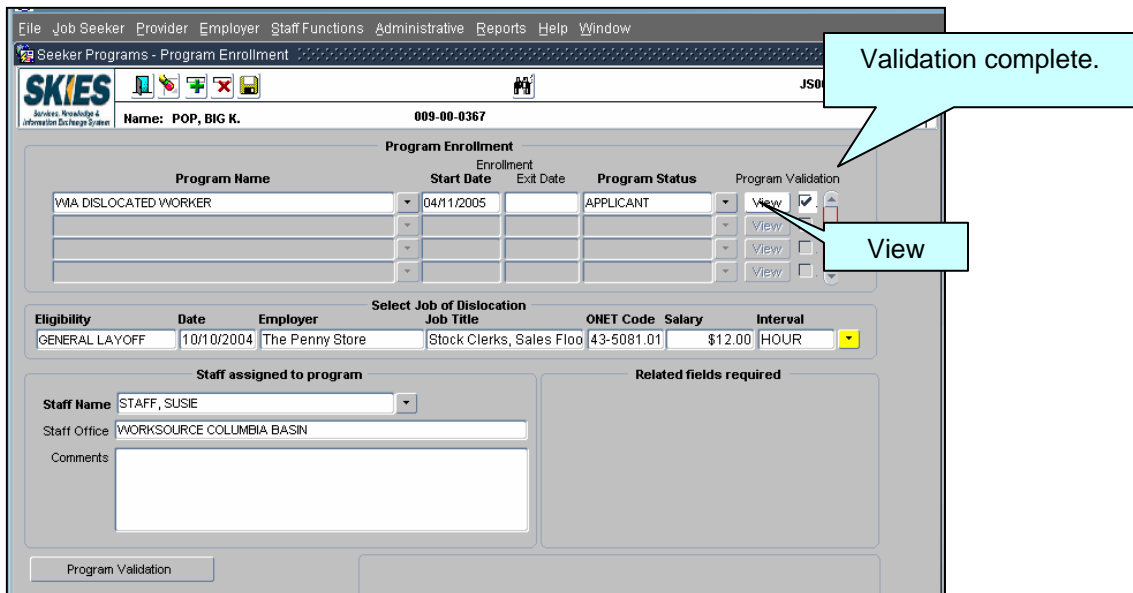
Use the Job Seeker > Seeker Programs > Program Enrollment screen to enroll Job Seekers and participants in programs. Perform program validation to verify all data fields needed to determine program eligibility have been entered. Enter required data in Job Seeker > Core Services > Basic - Program Data and Assessment screens prior to enrolling a participant in WorkForce Investment Act (WIA) or Trade Act Programs. The record of a Job Seeker enrolled in any of these Programs requires validation. When validation is complete, the data is frozen (fixed or locked).

The PROGRAM VALIDATION button activates when Program Status is Applicant or Eligible Applicant and the selected program is a WIA Program or Trade Act Program. The VIEW button activates when validation is complete.

When a User completes Program validation (outlined in Staff User Guide), the VIEW button highlights and a check mark displays in the Validation data field.

To view validation data, click on the VIEW button under Program Validation.

Each program requires completion of specific data fields for reporting purposes.

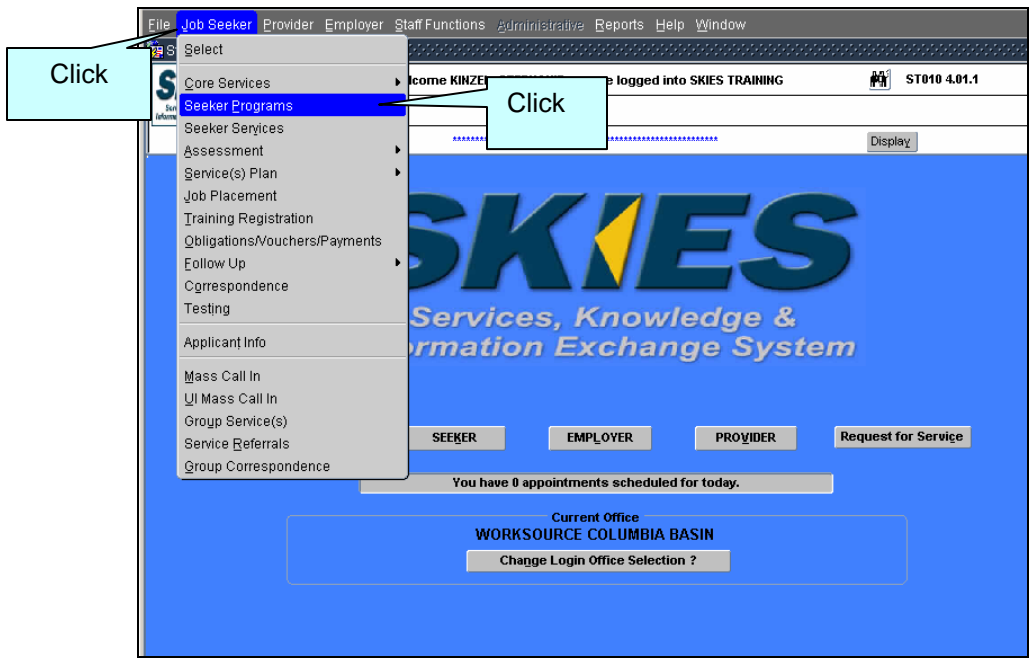


Modify/Edit Frozen Data

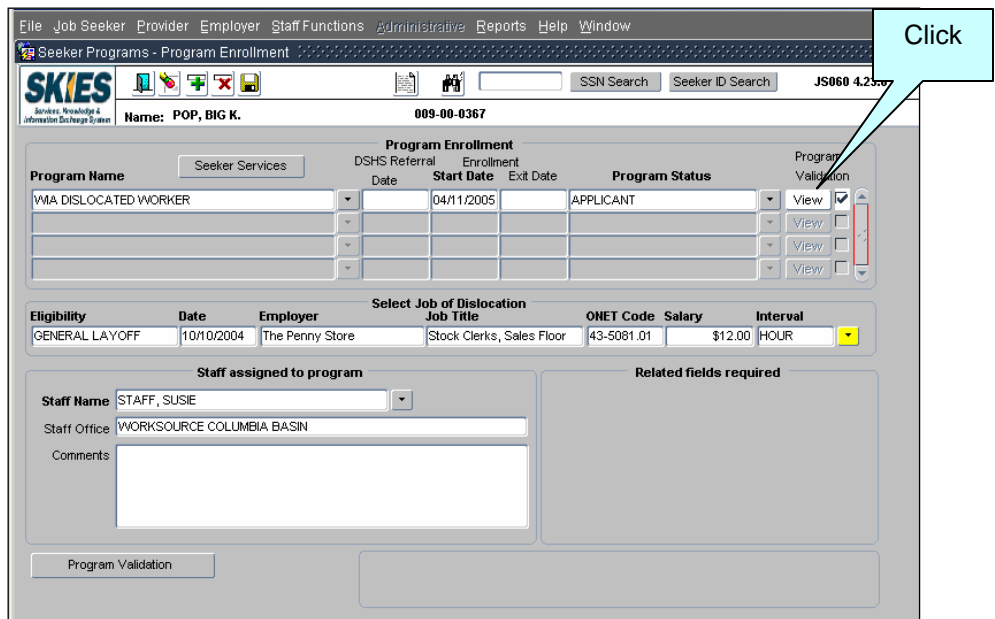
Only the Program Editor Profile has the ability to edit frozen data.

Start SKIES Welcome Screen

Step 1 Select a Seeker. On the Menu Bar, click > Job Seeker > Seeker Programs.



The **Seeker Programs - Program Enrollment** screen displays.



- Step 2 Click > **VIEW** button under Program Validation for desired program data. The **Program Details** screen displays. The displayed data fields freeze at validation.

The screenshot shows the SKIES Program Details window. The title bar includes 'File Job Seeker Provider Employer Staff Functions Administrative Reports Help Window'. The main window has a menu bar and a toolbar. The program name is 'VMA DISLOCATED WORKER', start date is '04/11/2005', and status is 'APPLICANT'. The form contains several sections:

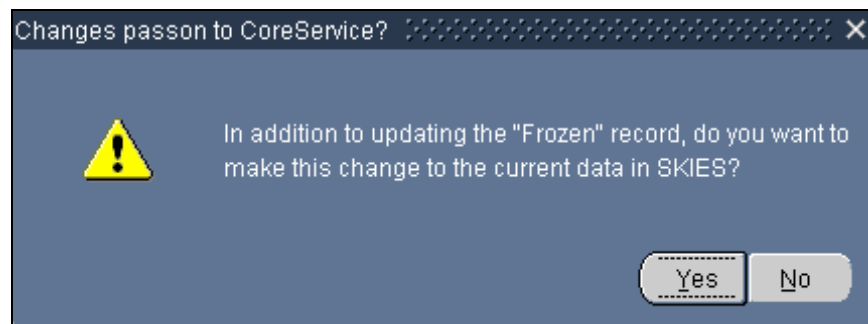
- Personal Information:** Age (30), Date of Birth (10/10/1974), Gender (FEMALE), Ethnicity (HISPANIC OR...), Employment Status (Employed).
- Program Validation Data Fields:** Homeless/Runaway, Citizenship, Limited English Proficiency, Single Parent, Displaced Homemaker, Seasonal/Farm.
- Race/Military:** Race (Asian, Black, White, Pacific, Native, Unknown), Military Veteran (checked), Go to button.
- Education:** Highest School Grade Completed (HIGH SCHOOL GRADUATE), Attained Certificate of Attendance/Completion.

Callouts point to the following elements:

- Drop down lists to make a selection:** Points to the Employment Status and Highest School Grade Completed fields.
- Click to select or deselect:** Points to the Military Veteran checkbox.
- Go To:** Points to the Go to button.
- Radio buttons:** Points to the radio buttons for Homeless/Runaway, Citizenship, Limited English Proficiency, Single Parent, Displaced Homemaker, and Seasonal/Farm.

- Step 3 On the **Program Details** screen protects the Program Name, Start Date, Status, and Age from update.

Data fields on the left side of the screen require selection from a drop down list. In the middle of the screen are radio buttons. Data fields on the right require a check mark. Modify incorrect data fields with correct information. When a data field is modified, a pop-up displays, "In addition to updating the frozen record, do you want to make this change to the current data in SKIES?" Click > YES button.



*Note: Click > GO TO button to navigate to Military Service? on the Core Services > Basic > General > Additional tab to make changes. When data fields relating to Military Service? are complete, click > SAVE. Click > Door to return to the **Program Details** screen.*

Step 4 When modifications are complete, click > SAVE. Click > Door to exit and Return to the **Welcome** screen.

Required data fields per program validated in SKIES

Modifying these fields from the Program Details screen updates the information throughout the SKIES application.

Element	WIA Adult	WIA DW	WIA Older Youth	WIA Younger Youth	TAA NAFTA
Date of birth	X	X	X	X	X
Gender	X	X	X	X	X
Disabled Individual	X	X	X	X	X
Race	X	X	X	X	X
Ethnicity	X	X	X	X	X
Currently Employed	X	X	X	X	X
Veteran	X	X	X		X
Campaign Veteran	X	X	X		
Disabled Veteran	X	X	X		
Recently Separated Veteran	X	X	X		
Registered for Selective Service?	X	X	X		
Legally Entitled To work in the US	X	X	X	X	X
Limited English Proficiency	X	X	X	X	X
Highest Grade Completed	X	X	X	X	X
Refugee Assistance	X		X	X	
General Assistance	X		X	X	
Supplemental Security Income (SSI)	X		X	X	
Food Stamps	X		X	X	
Monthly Grant Amount or Non-Custodial Payment	X		X	X	
Family Size	X		X	X	
Family Annual Income	X		X	X	
Homeless /Runaway	X		X	X	
Foster Child			X	X	
Low Income	X		X	X	
Single Parent	X	X	X	X	
MSFW	X	X	X	X	X
Job of dislocation (Employer)		X			X
NAICS of dislocation		X			X

(Employer)					
Date of actual qualifying dislocation		X			X
Job Title of dislocation		X			X
Code of Job Title		X			X
Hourly Wage		X			
Displaced Homemaker?		X			
Dislocated Worker Eligibility		X			X
Youth Offender			X	X	
Pregnant/Parenting Youth			X	X	
Serious Service Needs			X	X	
Education below age level (show education level)			X	X	
Basic Literacy Skills Deficiency			X	X	
Education Status			X	X	
Reading Skill Level			X	X	
Math Skill Level			X	X	
WorkFirst Participant					
Substance Abuse					
Poor Work History					
Authority Funded/Managed Subsidized Housing					
Other Funded/Managed Subsidized Housing					
Long Term TANF Dependency					
70% Window					
Most Qualifying Separation Date					X

Updated October 2008