

Process: Documenting – TAA Occupational Skills Training in the Service(s) Plan in SKIES

Classroom training provides Participants an opportunity to train for a new occupation.

Important Fact about this Process:

Program Staff must approve this training.

The TAA Program prohibits the participant from providing any personal funds toward the cost of training.

Overview

Process Steps:

1. Start at the Service(s) Plan, Services tab
2. Select>Training> Occupational Skills Training as the needed Service in the Services Plan
3. Select >Provider Service > Enter Provider name (training facility)
4. Update Planed Start and End Dates and Actual Start Date
5. Select >Program Affiliation
6. Enter Provider name
7. Save

Detailed Steps

Detailed Steps for this Process:

1. If the Objectives Needed Services field is not blank, place the cursor in the Objectives Needed Services field. See Figure 1.
 - a. Click on the “green plus sign”.

1. a. Click on the green plus sign

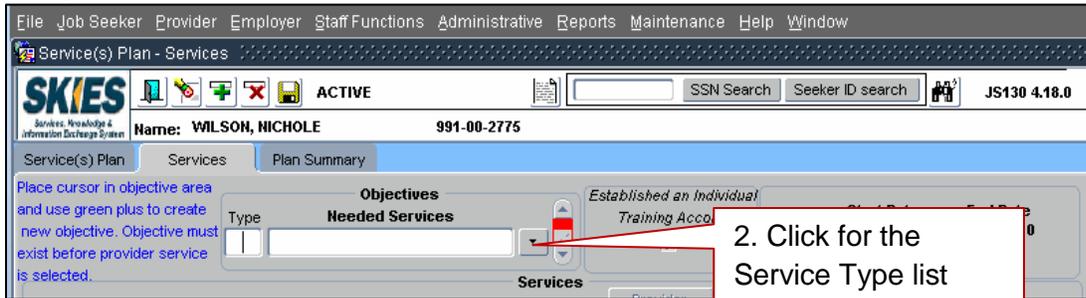
(Figure 1 – Objectives needed Services)

The screenshot shows the SKIES Training interface. At the top, it says "SKIES Training - with Jinit 1.3.1.28". Below that is a menu bar with "File", "Job Seeker", "Provider", "Employer", "Staff Functions", "Administrative", "Reports", "Maintenance", "Help", and "Window". The main window title is "Service(s) Plan - Services". There are icons for "ACTIVE" and search fields for "SSN Search" and "Seeker ID search". The user ID is "JS130 4.19.1". The main content area shows "Name: WILSON, NICHOLE" and "991-00-2775". Below that are tabs for "Service(s) Plan", "Services", and "Plan Summary". A text box on the left says "Place cursor in objective area and use green plus to create new objective. Objective must exist before provider service is selected". The "Objectives Needed Services" field is highlighted with a red box, and a green plus sign is visible. To the right of this field are checkboxes for "Established an Individual Training Account" and "Start Date", "End Date", and "Actual" dates.

1. Place the cursor in this field

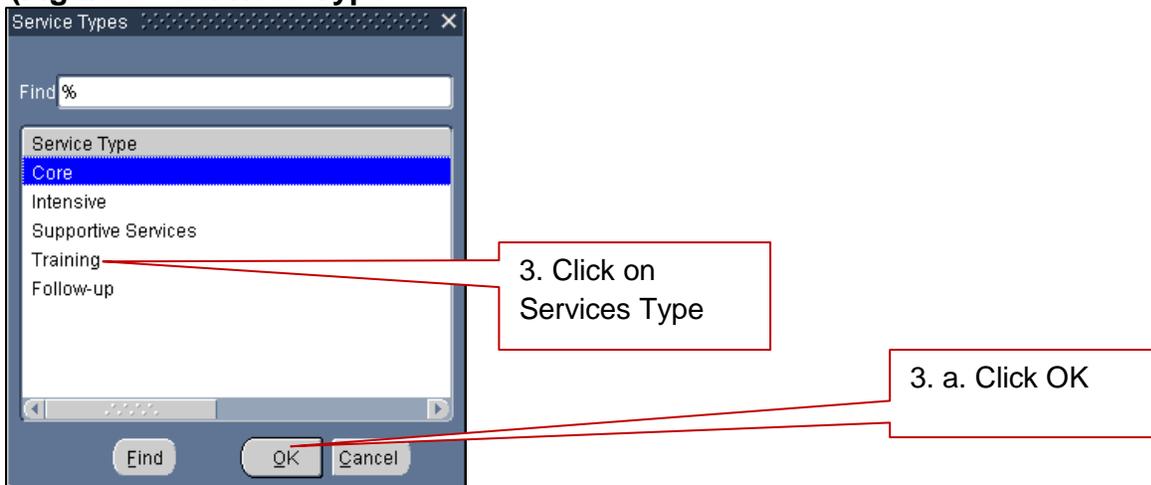
2. A blank field displays. Click on the “drop down arrow” under the Objectives Needed Services. See Figure 2.

(Figure 2 – Objectives Needed Services)



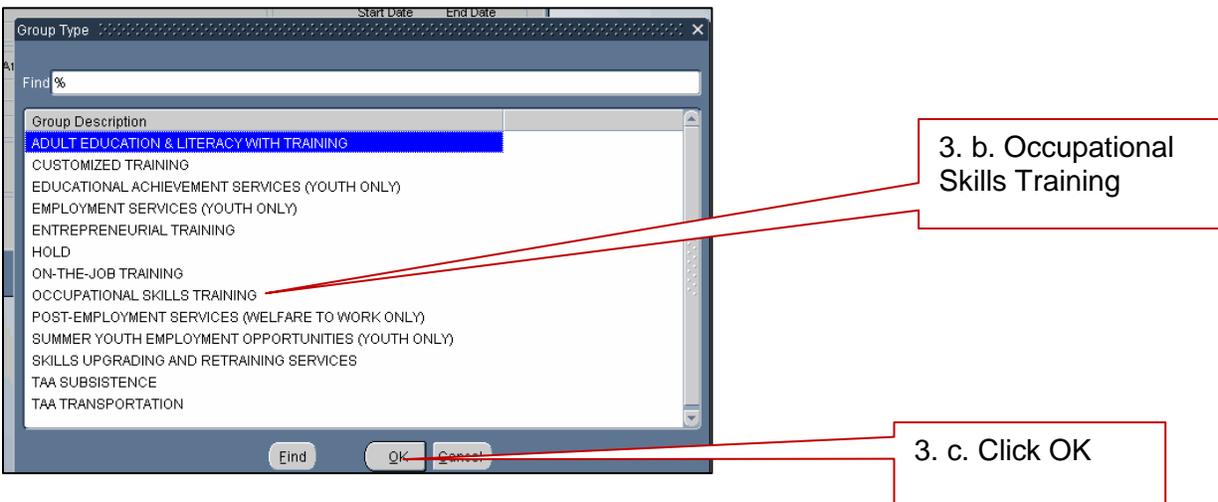
3. The Service Types list displays. Click the Service Type “Training”. See Figure 3.
 - a. Click “OK”.

(Figure 3 - Services Type)



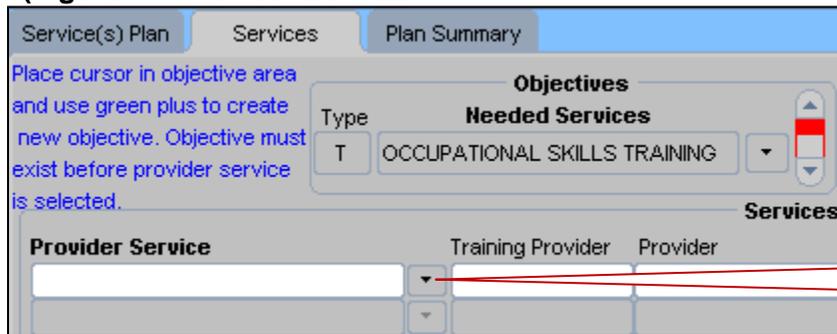
- b. The Group Type displays. Click Occupational Skills training from the Group Type. See Figure 3a.
- c. Click “OK”.

(Figure 3a – Group Type)



4. At the Provider Service field, click on the “drop down arrow”. See Figure 4.

(Figure 4 – Provider Service)

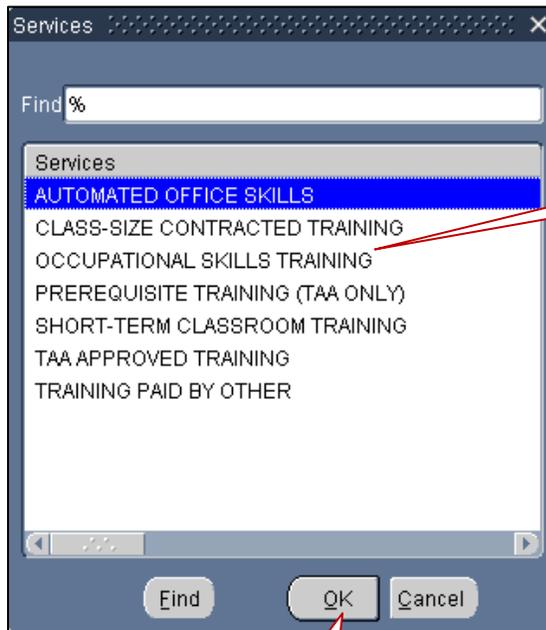


4. Click for Provider Service list

5. The drop down list of Services display. Click on the “Occupational Skills Training”. See Figure 5.

a. Click “OK”.

(Figure 5 - Services)



5. Click on the Service

5. a. Click OK

6. Complete the service information. See Figure 6.
 - a. Enter "Training Provider" name. This is the training facility on the CT3.
 - b. If applicable, click in the box(s) "DL" Distance Learning, "PT" Part Time.
 - c. Change the "Planned Start and End Dates". The information for the start and end dates is located on the CT 3, in the Training Program Information section. Enter an "Actual Start Date". **Do not enter the "Actual End Date."**
 - d. Click on the "drop down arrow" to attach Program Affiliation "Trade Assistance Act".

6. a. Enter Provider Name

6. b. If applicable, check box(s)

(Figure 6 – Service Information)

6. d. Click drop down arrow to select program Affiliation

6. c. Change Planned and Actual Dates

7. Click in the box "Established an Individual Training Account". See Figure 7.
 - a. Click on the "Save" Icon.

(Figure 7 – Save Icon)

7. a. Click to save

7. Click in box