

## Process: Documenting – TAA Approved Training in the Service(s) Plan in SKIES

TAA Approved Training – Training that the participant is receiving which is not funded by the TAA Program.

### Important facts 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.

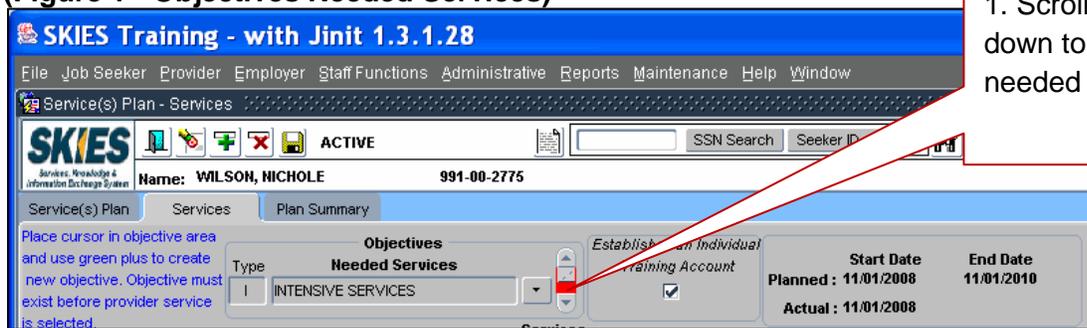
### Process Steps:

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 Planned Start and End Dates and Actual Start Date
5. Select >Program Affiliation >Enter Provider Name
6. Save

### Detailed Steps for this Process:

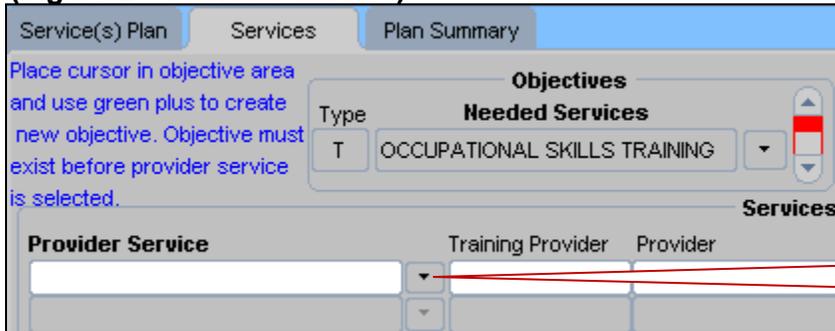
1. At the Objectives Needed Services Field, use the scroll bar to find the Needed Service Occupational Skills Training. See Figure 1.

(Figure 1 - Objectives Needed Services)



2. At the Provider Service field, click on the “drop down arrow”. See Figure 2.

**(Figure 2 – Provider Service)**

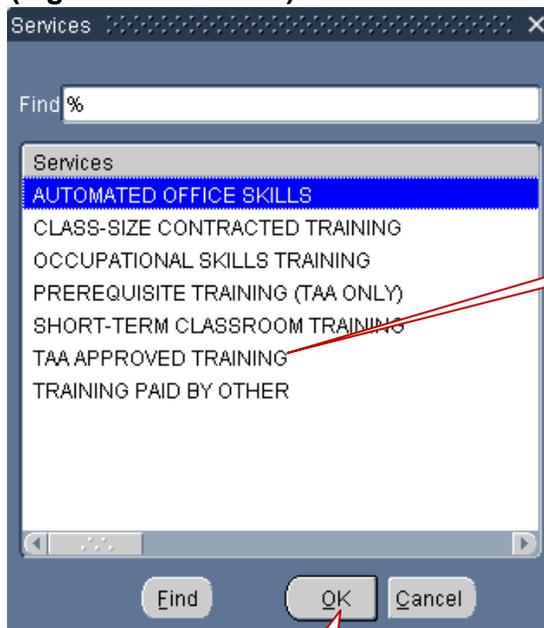


2. Click for Provider Service list

3. The drop down list of Service display. Click on the “TAA Approved Training”. See Figure 3.

a. Click “OK”.

**(Figure 3 – Services)**



3. Click on the Service

3. a. Click OK

4. Complete the service information. See Figure 4.
  - a. Enter the name of the funding source paying for training, such as WIA or WRT.
  - b. If applicable, click in the box(s) “DL” Distance Learning, “PT” Part Time.
  - c. Change the “Planned Start and End Dates” indicating the dates the approved funding source will be paying for the training. Enter the “Actual Start Date” as the same date entered into the “Planned Start Date”. **Do not enter the “Actual End Date.”**
  - d. Click on the “drop down arrow” to attach Program Affiliation “Trade Assistance Act”.

(Figure 4 – Service Information)

The screenshot shows a form with several sections:
 

- Provider Service:** Includes dropdowns for Training Provider, Provider, and Course, and checkboxes for DL and PT.
- Staff Assigned:** Shows WILSON, SARAH C. at BELLINGHAM TECHNICAL COLLEGE.
- Program Affiliation:** A dropdown menu currently set to 'No Program Affiliation'.
- Dates:** A table with 'Planned' and 'Actual' rows and 'Start Date' and 'End Date' columns. The 'Planned' row shows 11/01/2008 and 11/01/2010.
- Other fields:** Includes 'Agreed Upon Progress', 'Participation Hours', 'Contract', 'Actual Outcome', and 'Instructions'.

 Callouts point to:
 

- 4. a. Enter name of the funding source (points to the empty text field).
- 4. b. If applicable, check box(s) (points to the DL and PT checkboxes).
- 4. c. Change Planned and Actual Dates (points to the date input fields).
- 4. d. Click on the drop down arrow to select Program Affiliation (points to the dropdown arrow).

5. Click on the “Save” Icon. See Figure 5.

(Figure 5 – Save Icon)

The screenshot shows the SKIES Training software 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', 'StaffFunctions', 'Administrative', 'Reports', 'Maintenance', 'Help', and 'Window'. The main area shows a service plan for 'WILSON, NICHOLE' with phone number '991-00-2775'. There are buttons for 'SSN Search' and 'Seeker ID search'. A 'Save' icon (a floppy disk) is highlighted with a red box and a callout that says '5. Click to save'. Other elements include 'Objectives', 'Established an Individual Training Account' checkbox, and a table with 'Planned' and 'Actual' dates.