

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

Remedial education is training in which workers gain basic skills. The definition of remedial is any college class below the 100 level. Any class above the 100 level is considered a college level course. There are two types of Remedial services within this group description, Adult Education & Literacy with Training, and English as a Second Language.

Important Facts about this Process:

1. The need for remedial education must be documented through the comprehensive assessment.
2. Copies of the assessment and placement test from the school must be included in the participant's file.

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 for this Process:

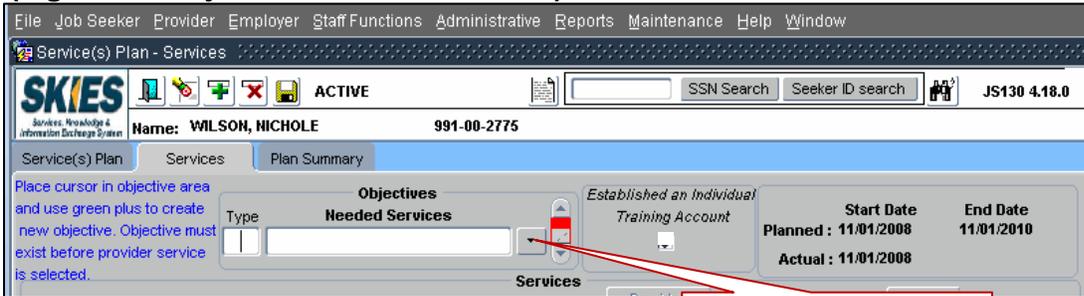
1. If the Objectives Needed Services field is not blank, place the cursor in the Objectives Needed Services field. See Figure 1.
 - a. Click on the “green plus sign”.

(Figure 1- Objectives Needed Services)

The screenshot shows the SKIES Training software interface. The title bar reads "SKIES Training - with Jinit 1.3.1.28". The menu bar includes "File", "Job Seeker", "Provider", "Employer", "Staff Functions", "Administrative", "Reports", "Maintenance", "Help", and "Window". The main window title is "Service(s) Plan - Services". The interface shows a form for "WILSON, NICHOLE" with SSN "991-00-2775". The "Objectives Needed Services" field is highlighted with a red box and a callout that says "1. Place the cursor in this field". Another callout points to a green plus sign icon in the field, saying "1. a. Click on the green plus sign". The "Objectives Needed Services" dropdown menu is open, showing "COMPREHENSIVE SERVICES". The "Start Date" is "Planned: 11/01/2008" and "End Date" is "11/01/2010". The "Actual" date is "11/01/2008".

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

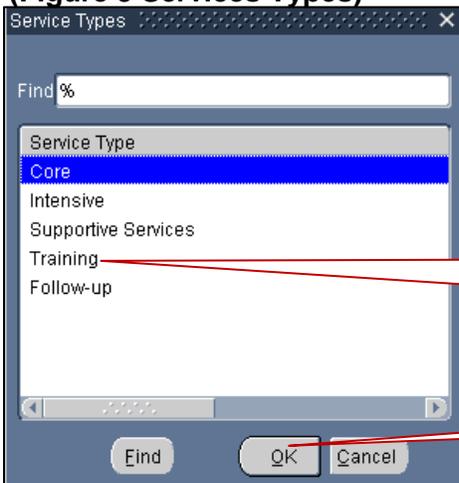
(Figure 2 – Objectives Needed Services)



2. Click for the Service Type list

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

(Figure 3 Services Types)

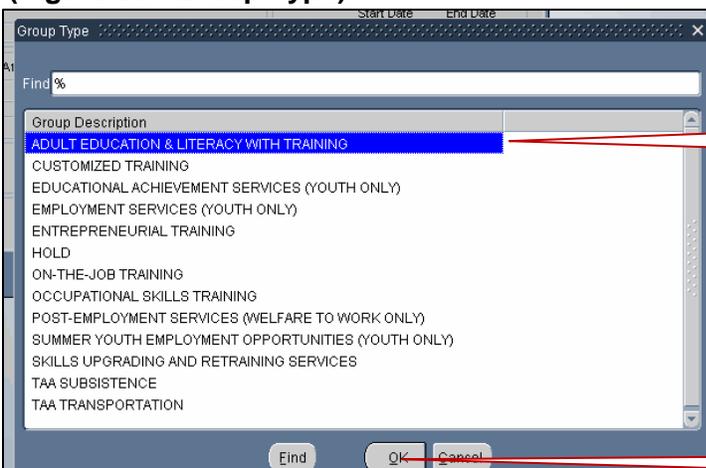


3. Click on Services Type

3. a. Click OK

- b. The Group Type displays. Click on Adult Education & Literacy with Training from the Group Type. See Figure 3a.
- c. Click “OK”.

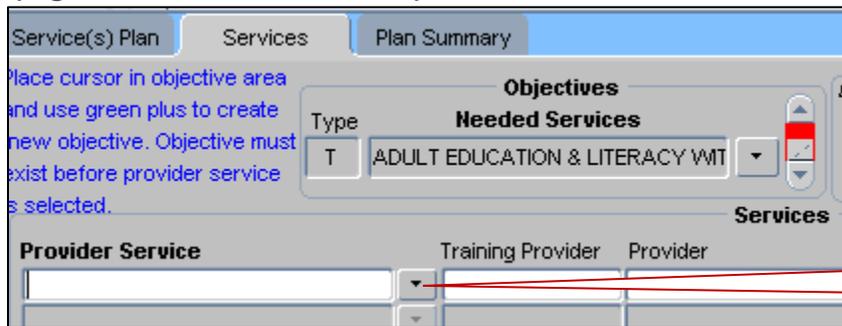
(Figure 3a - Group Type)



3. b. Adult Education & Literacy with Training

3. c. Click OK

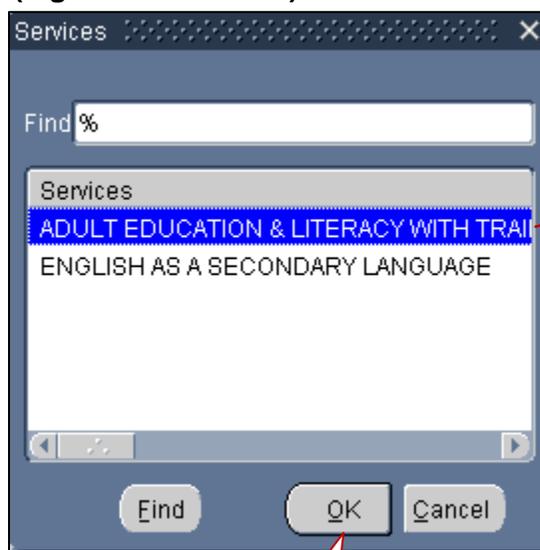
4. At the Provider Service field, click on the “drop down arrow”. See Figure 4.
(Figure 4 – Provider Services)



4. Click for Provider Service list

5. The drop down list of Services display. Click on the “Adult Educaition &:Literacy with Training” or choose “English as a Sendary Language”. See Figure5.
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" to reflect quarter attending the remedial training . Enter an "Actual Start Date" same as "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 6 – Service Information)

The screenshot shows a web form for entering service information. Key fields include:

- Provider Service:** A table with columns for Training Provider, Provider, and Course. A callout points to the 'DL' and 'PT' checkboxes in the top right.
- Staff Assigned:** A dropdown menu showing 'WILSON, SARAH C.' and an 'Office' field with 'BELLINGHAM TECHNICAL COLLEGE'. A callout points to the dropdown arrow.
- Program Affiliation:** A dropdown menu currently set to 'No Program Affiliation'. A callout points to the dropdown arrow.
- Dates:** Fields for 'Planned' and 'Actual' start and end dates. The 'Planned' start date is '11/01/2008' and the 'Planned' end date is '11/01/2010'. A callout points to these date fields.

6. d. Click on the drop down arrow to select Program Affiliation.

6. a. Enter Provider Name

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

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)

The screenshot shows the SKIES Training interface. Key elements include:

- Header:** 'SKIES Training - with Jinit 1.3.1.28' and a navigation menu.
- Toolbar:** Includes a 'Save' icon (floppy disk) and a callout pointing to it.
- User Info:** Name: WILSON, NICOLE; SSN: 991-00-2775.
- Objectives Section:** Shows 'Type: T' and 'ADULT EDUCATION & LITERACY WMT'. A callout points to the 'Established Individual Training Account' checkbox, which is checked.
- Dates:** 'Planned: 11/01/2008' and 'Actual: 11/01/2008'.

7. a. Click to save

7. Click in box