

Career Boost Enrollment in I-Trac

Career Boost Child Record Set-up

Once receipt of SNAP benefits has been verified, the Career Boost provider must:

1. Find the customer record in I-Trac.
2. Confirm that the customer has completed WIOA documentation.
3. Add Career Boost child record for a Career Boost project/WSPM location with an application date.
4. Once the child record is added, open the Career Boost *Registration* tab.
5. Complete all required registration information, including “registered by.”
6. Click **SAVE!**

Career Boost Assessment and Goals

1. Open the *Assessment* tab and click on “add” button for SNAP initial assessment.
2. Complete the date, answer the questions listed, and **SAVE.**
3. Open the *Goals* tab.
4. Click the “edit” button in Long Term Goals and complete the three required data elements (the yellow boxes). **SAVE.**
5. Click the “add” button in Short term goals and complete all the required data elements (the yellow boxes). **SAVE.** *Be sure that the short-term goal has a status of “started!”*

Customer Signature

1. Go to the customer documents menu in the upper right corner of the I-Trac screen.
2. Select and print the individual service plan and the application.
3. Have the customer sign both documents.
4. Keep signed documents in your Career Boost customer file.

When these steps are completed correctly, three dates will be listed at the top of the customer record registration page:

- Application Date
- Registration Date
- Participation Date

If the dates do not appear, the registration has not been completed correctly.

Tracking Customer SNAP Status in I-Trac

Once the customer is registered in Career Boost, the provider should:

1. Select [add](#) in the *DHS Month Service Eligibility Control*.
2. Enter the date, month, and year the provider confirmed the customer's SNAP eligibility in iMatchSkills.

Per the customer's status in iMatchSkills, providers must select Yes or No in each SNAP field. This confirms

whether the customer is receiving SNAP benefits, and how that customer is designated by DHS.

	Select the Following			
<i>If iMatchSkills says:</i>	<i>SNAP</i>	<i>TANF</i>	<i>ABAWD</i>	<i>ABAWD EXEMPT</i>
<i>Nothing</i>	No	No	No	No
<i>SNAP Non-ABAWD</i>	Yes	No	No	No
<i>SNAP ABAWD</i>	Yes	No	Yes	No
<i>SNAP- ABAWD-Exempt</i>	Yes	No	No	Yes

Customers with these designations are eligible for Career Boost services.

Providers should enter *No* under TANF.

Monthly Verification in I-Trac

Each Career Boost customer must be verified *monthly* as eligible to participate in Career Boost services. For customers that received a service during the month, verification will occur when the service data is entered in iMatchSkills and in I-Trac.

1. Use I-Trac ID, Job Seeker ID, or customer name to locate customer's I-Trac record file.
2. Select Career Boost child record.
3. Select *Services* Tab.
4. Follow steps listed above.

SNAP status fields in I-Trac require a yes or no response for each month that a customer receives Career Boost services.

Career Boost Service Tracking in I-Trac

Providers must update a customer's I-Trac Career Boost child record when services are recorded in iMatchSkills and during each month when services are provided to a customer.

While an update to a Career Boost customer's record in iMatchSkills need happen only once a month, service activity should be recorded in I-Trac as it occurs.

Using the I-Trac ID, Job Seeker ID, or the customer name, the provider can locate the customer's I-Trac record and select the Career Boost child record.

Services								
Total Service Time: 120 minutes								
	Date	Service	IMS First	Status	Time (Minutes)	Location	DHS Component	Billable Service
ave cancel		--Select One--	--Select C	Complete	--Select C	--Select One--		
dit delete	7/13/2018	Career Coaching	Yes	Completed	60	WSPH SE	Job Search Training & Support	Yes, Verified "July 2018"
dit delete	7/12/2018	Initial Service Plan	No	Completed	60	WSPH SE	Job Search Training & Support	Yes, Verified "July 2018"

1. Select *Services* tab.

2. Scroll down to *Services* section.

3. Click [add](#):

- Enter the date the service was provided.
- Select service type from drop down menu.

Services
Total Service Time: 135 minutes

Date	Service
	--Select One--
5/21/2018	1:1 Career Mapping 1:1 Interview Coaching 1:1 Job Search Assistance 1:1 Resume Assistance 1:1 Service Planning Career Boost Job Retention
4/10/2018	Career Coaching Rosetta Stone Advantage Train Oregon Training Advisor Update Service Plan Self Service & In Vocational Training

4. If the date of service in iMatchSkills indicates that a service is the first of its type provided to a SNAP customer during a month, select "Yes" from the *IMS First* drop-down menu.

If the date of service in iMatchSkills indicates that service is not first of its type provided to a SNAP customer during a month, select "No."

ne: 765 minutes

Service	IMS First
1:1 Resume Assistance	Yes
1:1 Service Planning	Yes
1:1 Job Search Assistance	Yes
Career Coaching	Yes
Career Coaching	Yes

5. Note *Status* as completed.

- Enter the total time the service was provided.
- Enter the location the service was provided.

The DHS component and billable service data will automatically populate appropriate fields based on your data entry.

Tracking Training Completion

DHS asks that the number of STEP program participants completing vocational training, an educational component, or on-the-job training employment be tracked and reported quarterly. To do this, Career Boost training providers need to:

- Open the customer’s Career Boost record in I-Trac.
- Scroll to the *Training, Post-Secondary Education & Employment Skills* control.
- Navigate to the parent record by clicking on the parent Adult/DW or Youth enrollment link.

Training, Post-Secondary Education & Employment Skills					
Please add/edit/delete training services by going to the parent Adult/DW or Youth enrollment and copying the service to this fund enrollment.					
Start Date	End Date	Target End Date	Service	Status	Location
4/1/2018		4/24/2018	Occupational Skills Training	Started	WSPM N/NE

- In the parent record, scroll to the recently completed training and click edit.
- Update the end date field and in the status field change “started” to “complete.”
- Click **SAVE**.

The training completion will now be reflected in the Career Boost record.

	Start Date	End Date	Target End Date	Service	Status	Location
edit delete	6/12/2018	8/7/2018	8/7/2018	Accelerated Tech Training	Completed	WSPM B-H
	Industry (NAICS)		Target Position (ONET)		Target Sector	Course of Study (CIP)
	Information		Aerospace Engineering and Operations Technicians		Information Technology	52.0302, Accounting Tech

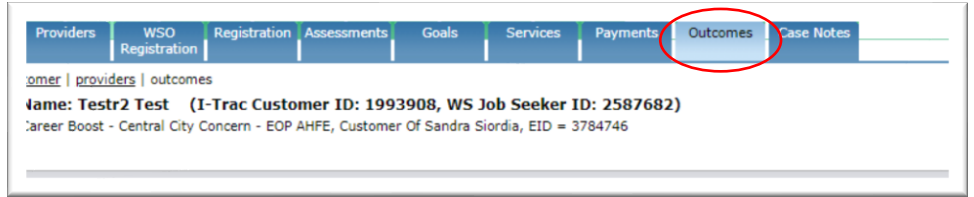
The parent record enrollment should be copied to the Career Boost record, only after the service provider has confirmed that the customer has started training and that the training is being paid for by an approved Career Boost funding source.

Credential Tracking

The receipt of an industry recognized credential by a Career Boost customer through participation in a Career Boost service should be recorded in the customer's Career Boost record in I-Trac.

To complete this task:

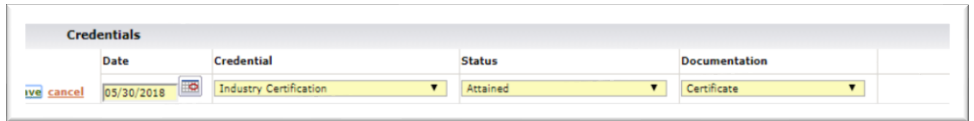
- Select the *Outcomes* tab.



The screenshot shows a navigation bar with tabs: Providers, WSO Registration, Registration, Assessments, Goals, Services, Payments, Outcomes, and Case Notes. The 'Outcomes' tab is highlighted with a red circle. Below the navigation bar, the breadcrumb path is 'Home | providers | outcomes'. The main content area displays the name 'Testr2 Test' and identifies the user as '(I-Trac Customer ID: 1993908, WS Job Seeker ID: 2587682)'. Below this, it shows the service: 'Career Boost - Central City Concern - EOP AHFE, Customer Of Sandra Siordia, EID = 3784746'.

- Scroll to the Credential control and select [add](#).

- Enter the Date.
Select the type of credential earned from the Credential drop-down menu.



The screenshot shows a form titled 'Credentials'. It has four main columns: Date, Credential, Status, and Documentation. The 'Date' field contains '05/30/2018'. The 'Credential' field is a dropdown menu with 'Industry Certification' selected. The 'Status' field is a dropdown menu with 'Attained' selected. The 'Documentation' field is a dropdown menu with 'Certificate' selected. There are 'save' and 'cancel' buttons on the left side of the form.

Fill in the Status and Documentation fields from provided drop down menus.

- Click **SAVE**.

Employment Tracking in I-Trac

DHS requires STEP program participant's employment to be tracked and reported quarterly. Tracking employment in I-Trac also helps identify individuals eligible for Career Boost job retention services.

To accurately count employment as an outcome in I-Trac:

- Select the *Outcomes* tab on the customer's record.
- Click add next to the *Employment Information* control. Fill in the start date, employment type, employer and industry NAICS field. Click **SAVE**.
- Complete the following fields: date, position, hourly pay, hours/week and benefits. Click **SAVE**.
- Complete the *Employment Confirmation* control by filling in the date field, selecting "Employment After Participation Date" and completing the "Confirmation Detail" and "Related Training Service" fields.

The screenshot displays the I-Trac interface for a customer record. The top section shows the customer's name and ID. Below that is the 'Program Status' table. The main section is 'Employment Information', which contains a table with columns for Start Date, End Date, Employment Type, Employer, and Industry (NAICS). A red box highlights the 'add' button and the first row of data in this table. Below the 'Employment Information' table is the 'Employment Confirmation' section, which includes fields for Date, Confirmation Type, Status, Confirmation Detail, Confirmation Period, Staff, and Related Training Services.

Program Status	Date
Participation	3/26/2018
Registration	3/26/2018
Assessment	3/26/2018

Start Date	End Date	Employment Type	Employer	Industry (NAICS)
6/12/2018		Unsubsidized Employment	Acme Construction	Construction

Date	Position (ONET)	Hourly Pay	Hours/Week	Benefits
6/12/2018	Helpers--Pipefitters, Plumbers, Pipefitters, and Steamfitters	\$22.00	40.00	Health

Date	Confirmation Type	Status	Confirmation Detail
06/12/2018	Employment After Participation Date	Working	Acme Construction, Helpers--Pipefitters, Plumbers, Pipe

Confirmation Period	Staff	Related Training Services
		Year: Initial Service Plan (03/26/2018)