PDX Youth @ Work – I-Trac Reference

Revision Date: 5/12/2021

This document is meant to be an abbreviated data entry guide of the PDX Youth @ Work fund. This is not meant to replace the Data Entry Manual.

Step 1: Application Creates the Fund

The PDX Youth @ Work fund is created when a participant completes the online application. If the participant input the same First Name, Last Name, and DOB, I-Trac will add the PDX Youth@Work Fund to their account.

	Service Provider	Customer Of	Application Date	Registration Date	Participation Date	Exit Date
select	PDX Youth@Work - Provider Unknown - EDIT to your provider		4/13/2021			

Step 2: Participant Attends Orientation

Upon completion of the Application, participants are presented two options:

1. The Participant can reach out to their career coaching agency to find out the next available orientation date.
2. The Participant can sign up for an IRCO orientation through Eventbrite.

During Orientation a Participant will complete the WEX application. Completion of the WEX application, with the correct I-Trac ID, will automatically add an Orientation Service to their I-Trac record.

	Start Date	End Date	Service	Status	Copy To
edit delete	4/28/2021	4/28/2021	Orientation	Completed	

This will also add a participation date to the participants I-Trac record for this fund.

Step 3: Career Coach completes I-Trac Registration & inputs Stipend Workshop completion

If the participant completes all the required orientation documents, the career coach will complete the Registration tab for the PDX Youth @ Work fund in I-Trac.

Upon completing all the documentation up to this point, and the career coach completing the Registration tab, the participants is now fully enrolled in the PDX Youth @ Work Fund.

	Providers			Application	Registration	Participation	
add							
	Service Provider		Customer Of	Date	Date	Date	Exit Date
edit	PDX Youth@Work - IRCO		Blackford, Stephen	4/28/2021	4/28/2021	4/28/2021	
select	SummerWorks 2020 - IRCO		Blackford, Stephen	3/2/2021	4/27/2021	4/27/2021	

During the Orientation, Career Coaches are also assisting the participants in completed their CSS account enrollment for stipend payments. After a participant completes their CSS account stipend enrollment. Coaches are required to document this with a Stipend Workshop completion in the I-Trac fund.

add	Services				
	Start Date	End Date	Service	Status	Copy To
edit delete	4/28/2021	4/28/2021	Orientation	Completed	
edit delete	4/28/2021	4/28/2021	Stipend Workshop	Completed	
add	Work Based Training				

IMPORTANT: At this point, participants' paths can diverge the remainder of this document shows all possible data entry points. It is up to the coach to understand which data entry points are needed for their participant.

Hiring Workshop

Participants can attend Hiring Workshops (HW) in two different ways:

1. HW are being run by Worksystems Payroll Team. Participants can be referred to the Worksystems Eventbrite for HW. HW completions will be input by Worksystems staff for participants who attend the Worksystems HW.
2. HW are being run by Coaching Contractors. Career Coaches will input HW service completions for participants who attend.

I9 Verification

I9 Verifications are completed by the Worksystems Payroll Team in person at the Worksystems office. I9 Verification services will be input by Worksystems staff upon successful verification of participants documents. Participants CANNOT start a Work Experience prior to this verification.

Work Based Training Services

All participant who participates in a Learning Opportunity or Work Experience are required to have a Work Based Training service entered in the Services tab of their PDX Youth @ Work I-Trac fund.

Learning Opportunity Data Entry

- Learning Opportunity Data Entry is input by *Career Coaches*.
- Participants doing a specific Learn and Earn Activity (e.g., Word is Bond, IAMMore), will need to select the specific program from the WEX Bank.
- All participants doing general Learning opportunities, will use the WEX Bank entry below.

add	**Work Based Training**						
	Start Date	**End Date**	**Target End Date**	**Service**	**Status**	**Location**	**BankID**
edit delete	4/28/2021		4/30/2021	Learning Opportunity	Started	n/a	3851
	Worksite Name		**Target Sector**	**Industry (NAICS)**	**Position (ONET)**		**Position Title**
	2021 SummerWorks Learning Opportunity		Other	Educational Services	Internists, General		2021 SummerWorks Learning Opportunity
	Hourly Pay	**Hours/week**	**Benefits**	**Planned Credential or Measurable Skills Gain**			
				Measurable Skills Gain Leading to a Credential or Employment			
	Completed Hours	**Copy To**			**Staff**	**Last Modified By**	**Date Modified**
						Blackford, Stephen	4/28/2021

Work Experience Data Entry

- Work Experience Data Entry is input by the *Worksite Liaisons*.
- Liasions will select the appropriate WEX Bank Entry for the position accepted.