**Career Boost Data Entry Guide**

**Data Entry STEPS iMatchSkills (iMS) and I-Trac**

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| **Data Type** | **iMatchSkills** | **I-Trac** | **Documentation** |
| **Registration/Eligibility** | Confirm SNAP eligibility in iMatchSkills before enrollment into I-Trac | Confirm WorkSource Adult or Dislocated Worker enrollment and WIOA Documentation are complete  Confirm enrollment in a qualifying grant program  Create Career Boost Record and complete Registration Tab  Only one record option- *Career Boost – LWA Portland Metro – All Agencies & Projects.* If this record already exists no need to complete this step | Signed Application |
| **SNAP Initial Assessment (by Provider-each new Provider must complete)** | * STEP Orientation * STEP E & T Assessment | Career Boost Record:  Complete on Assessment Tab of Career Boost Record. All Providers must complete for their program | Print Assessment from I-Trac and acquire signatures/approval |
| **Initial STEP Case/Service Plan (by Provider-each new Provider must complete)** | Check complete:   * Created STEP Plan | Career Boost Record:  Setup Long Term Goals and case note target end date  Set up Short-Term Goals and enter target end date  All Providers must complete for their program | Print Service Plan from I-Trac and acquire signatures/approval |
| **Updating Case/Service Plan** | NO ENTRY | Career Boost Record:  Update Long Term and/or Short-Term Goals | Print Service Plan from I-Trac and acquire signatures/approval |
| **First delivered service for the month (of each type of service)** | Check specific service | Qualifying Grant Program record:  Enter Service and copy to Career Boost | NONE |
| **More of the same services delivered in the month** | NO ENTRY | Qualifying Grant Program record:  Enter Service and copy to Career Boost | NONE |
| **Support Service** | STEP Support Service-can’t invoice for payment unless entered in iMatchSkills  Must have a service entered in the same month and be the first service on that month | Original Fund/Program:  Enter Payment.  Does not copy to Career Boost | Follow documentation requirements in RPS |

**iMatchSkills and I-Trac Data Entry by Program**

**Career Boost allowable services by program. Crosswalk of I-Trac services to iMatchSkills services.**

***(Not all providers are allowed to provide all services. Check your Worksystems contract for allowable Career Boost services)***

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| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **CCTP** | Training & Education | Pre-Apprenticeship Training | Pre-Apprenticeship/Apprenticeship |
| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **EOP AHFE** | Services | Career and Resource Planning | Job Search Training |
| **EOP AHFE** | Services | Career Coaching | Job Search Training |
| **EOP AHFE** | Services | Career Mapping Workshop | Job Search Training |
| **EOP AHFE** | Services | Job Search Assistance | Job Search Training |
| **EOP AHFE** | Follow-Up | Career Coaching | Job Retention |
| **EOP AHFE** | Follow-Up | Job Search Assistance | Job Retention |
| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **EOP COEP** | Services | Career and Resource Planning | Job Search Training |
| **EOP COEP** | Services | Career Coaching | Job Search Training |
| **EOP COEP** | Services | Career Mapping Workshop | Job Search Training |
| **EOP COEP** | Services | Job Search Assistance | Job Search Training |
| **EOP COEP** | Follow-Up | Career Coaching | Job Retention |
| **EOP COEP** | Follow-Up | Job Search Assistance | Job Retention |
| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **EOP DCJ** | Services | Career and Resource Planning | Job Search Training |
| **EOP DCJ** | Services | Career Coaching | Job Search Training |
| **EOP DCJ** | Services | Career Mapping Workshop | Job Search Training |
| **EOP DCJ** | Services | Job Search Assistance | Job Search Training |
| **EOP DCJ** | Follow-Up | Career Coaching | Job Retention |
| **EOP DCJ** | Follow-Up | Job Search Assistance | Job Retention |
| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **EOP Portland** | Services | Career and Resource Planning | Job Search Training |
| **EOP Portland** | Services | Career Coaching | Job Search Training |
| **EOP Portland** | Services | Career Mapping Workshop | Job Search Training |
| **EOP Portland** | Services | Job Search Assistance | Job Search Training |
| **EOP Portland** | Follow-Up | Career Coaching | Job Retention |
| **EOP Portland** | Follow-Up | Job Search Assistance | Job Retention |
| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **EOP WA County** | Services | Career and Resource Planning | Job Search Training |
| **EOP WA County** | Services | Career Coaching | Job Search Training |
| **EOP WA County** | Services | Career Mapping Workshop | Job Search Training |
| **EOP WA County** | Services | Job Search Assistance | Job Search Training |
| **EOP WA County** | Follow-Up | Career Coaching | Job Retention |
| **EOP WA County** | Follow-Up | Job Search Assistance | Job Retention |
| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **NextGen** | Services | Career Coaching | Job Search Training |
| **NextGen** | Services | Career Mapping | Job Search Training |
| **NextGen** | Services | Job Search Assistance | Job Search Training |
| **NextGen** | Follow-Up | Career Coaching | Job Retention |
| **NextGen** | Follow-Up | Job Search Assistance | Job Retention |
| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **PDX Youth@Work** | Work Based Training | Work Experience | Work Based Learning-Other |
| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **Reinvest SNAP** | Training & Education | Occupational Skills Training  Pre-Requisite Training | Career/Technical Education or other Vocational Training |
| **Reinvest SNAP** | Training & Education | Pre-Apprenticeship Training | Pre-Apprenticeship/Apprenticeship |
| **Reinvest SNAP** | Services | Career Coaching | Job Search Training |
| **Reinvest SNAP** | Services | Job Search Assistance | Job Search Training |
| **Reinvest SNAP** | Services | Career and Resource Planning | Job Search Training |
| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **Training-BankWorks** | Services | Career Coaching | Job Search Training |
| **Training-BankWorks** | Services | Job Search Assistance | Job Search Training |
| **Training-BankWorks** | Training & Education | Occupational Skills Training | Career/Technical Education or other Vocational Training |
| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **Training-CareerWorks** | Services | Career Coaching | Job Search Training |
| **Training-CareerWorks** | Services | Job Search Assistance | Job Search Training |
| **Training-CareerWorks** | Training & Education | Occupational Skills Training | Career/Technical Education or other Vocational Training |
| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **Training-Competitive Strategies** | Services | Career Coaching | Job Search Training |
| **Training-Competitive Strategies** | Services | Job Search Assistance | Job Search Training |
| **Training-Competitive Strategies** | Training & Education | Occupational Skills Training  Pre-Requisite Training | Career/Technical Education or other Vocational Training |
| **Training-Competitive Strategies** | Training & Education | Pre-Apprenticeship Training | Pre-Apprenticeship/Apprenticeship |
| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **Training-Construction ITA** | Services | Career Coaching | Job Search Training |
| **Training-Construction ITA** | Services | Job Search Assistance | Job Search Training |
| **Training-Construction ITA** | Training & Education | Occupational Skills Training | Career/Technical Education or other Vocational Training |
| **Training-Construction ITA** | Training & Education | Pre-Apprenticeship Training | Pre-Apprenticeship/Apprenticeship |
| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **Training-Hauler** | Services | Career Coaching | Job Search Training |
| **Training-Hauler** | Services | Job Search Assistance | Job Search Training |
| **Training-Hauler** | Training & Education | Occupational Skills Training | Career/Technical Education or other Vocational Training |
| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **Training-Healthcare** | Services | Career Coaching | Job Search Training |
| **Training-Healthcare** | Services | Job Search Assistance | Job Search Training |
| **Training-Healthcare** | Training & Education | Occupational Skills Training  Pre-Requisite Training | Career/Technical Education or other Vocational Training |
| **Program Name** | **I-Trac Control Name** | **I-Trac Service** | **iMatchSkills DHS Component** |
| **Training-Technology** | Services | Career Coaching | Job Search Training |
| **Training-Technology** | Services | Job Search Assistance | Job Search Training |
| **Training-Technology** | Training & Education | Occupational Skills Training | Career/Technical Education or other Vocational Training |
| **Program Name** | I-Trac Control Name | I-Trac Service | iMatchSkills DHS Component |
| **Training-WEX** | Work Based Training | Internship/Work Experience | Work Based Learning-Other |

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| **iMS Training Services Data Entry**  **Training to choose for Funder and/or Provider** | | | |
| **iMS Training Type** | **Training Program** | **Provider(s)** | **IMS Selection Funder/Provider** |
| **Career/Technical Education or Other Vocational Training** | BankWork$  CareerWork$ Medical  Hauler | WSPM SE | Funder and Provider |
|  | EOP-ISVT Healthcare | IRCO | Funder |
|  | Individual Training Scholarships | WSPM Centers | Funder |
| **Pre-Apprenticeship/Apprenticeship** | Community Construction Training Program (CCTP) | Construction Hope  Oregon Tradeswomen  POIC  Portland YouthBuilders | Funder and Provider |

**I-Trac and iMS Support Services**

***(Very few providers are allowed to provide Career Boost support services. Check with your Worksystems Contract Manager to see if your program is allowed to provide Career Boost support services)***

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| **In I-Trac** | **In IMS** |
| **Books/Fees**  **Tools-Software** | Textbooks and Supplies |
| **Child Care** | Child Care |
| **Clothing and Personal Care** | Work Clothes/Shoes  Job Search Clothes/Shoes  Other-Personal Hygiene |
| **Rent Assistance**  **Housing Assistance** | Housing |
| **Laptop** | Other |
| **Employment Documentation**  **Professional Test/License/Organization Fees** | ID Application Fees |
| **Tools** | Work Tools |
| **Transportation** | Bus Pass  Gas Voucher  Other-Ride Share |
| **Utilities** | Internet  Phone |