CAREER BOOST DATA ENTRY GUIDE

I-TRAC AND IMATCHSKILLS DATA ENTRY FOR THE CAREER BOOST/STEP PROGRAM

January 2025

CONTENTS

This guide provides step by step instructions for program enrollment and data entry for required documentation and compliance with Career Boost Program Standards. In order to provide Career Boost services, providers must access three primary systems:

1. Workday Learning – Workday Learning is the state's learning management system. It helps users and organizations offer, manage, and keep track of training activities in one place. This is the first step to gaining access to SNAP E&T required trainings including those necessary for iMatchSkills. This system is also where annual compliance trainings are accessed and tracked.

2. iMatchSkills (iMS)- iMatchSkills™ (iMS) is the system of record for the SNAP E&T program. Use of iMS is a requirement for all SNAP E&T providers. iMS is the Oregon Employment Department's (OED) labor exchange system. As part of the SNAP E&T Program, ODHS' OregONEligibility (ONE) system provides a nightly data transfer to iMS. This data transfer includes SNAP participant eligibility information. As a result, SNAP E&T providers use iMS for a variety of reasons.

    Providers must use iMS for the following:
    - Confirmation of STEP or ABAWD program eligibility.
    - SNAP E&T service components provided.
    - Review tracking notes.

    iMS can also be used to:
    - Locate contact information for other providers working with shared participants.
    - Review provider and/or STEP Navigator assessment(s) and/or case plan information.

3. I-Trac - Worksystems' I-Trac System Administrators manages the compliance-based case management and reporting system, I-Trac. Worksystems contracts with the other eight local workforce boards in Oregon, as well as other Community-Based Organizations who use our systems for direct grant reporting. This database reports the Department of Labor WIOA Title I for all local boards and a variety of other Federal, State and Local grants.
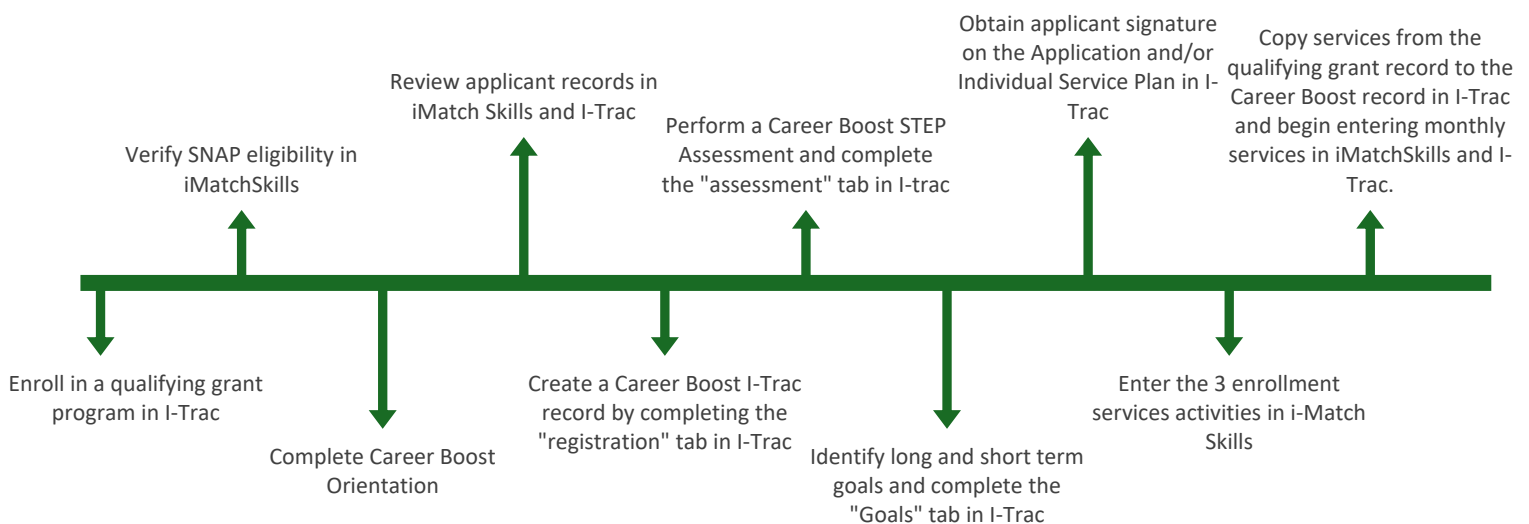
TIMELINE FOR ACCESSING REQUIRED SYSTEMS

For guidance on how to request access to WorkDay learning, iMatchSkills, and I-Trac, you may refer to the Access Instructions on Knowledge Base and download the New User Training.

CAREER BOOST ENROLLMENT PROCESS

Career Boost Service Providers are responsible for conducting outreach and screening to identify eligible SNAP recipients in order to reach or exceed their contracted service goals. The Career Boost enrollment process must be completed prior to an applicant starting any Career Boost services. To complete enrollment, the following steps must be completed in this order. Detailed instructions for how to complete each step are included in this guide.

1. Search for participant in I-Trac, and complete qualifying grant program enrollment (i.e. EOP, NextGen, WorkEx). See the Regional Program Standards for the qualifying grant program for more information about eligibility and enrollment.

2. Verify SNAP eligibility through iMatchSkills by searching for the Applicant in iMatchSkills and looking for the "SNAP" banner or a SNAP Priority Tracking note indicating they are eligible.

3. Complete the Career Boost Program Orientation. A Program Orientation is a required component of Career Boost and must be entered as a service in iMatchSkills. The Orientation is an opportunity to create a welcoming environment for applicants, provides a comprehensive overview of your organization and program, and describes how they will benefit from the services offered.

4. Review the applicant's record in iMatchSkills. Look for a STEP Navigator Assessment or case notes and current services to determine what other STEP Service Providers may be providing STEP services.

5. Create a Career Boost I-Trac record and complete the Registration Tab. If the iMatchSkills record indicates that the applicant is currently engaged with another provider, or has been in the past, review their records for any previously completed assessments, or service enrollments in I-Trac.

6. Perform a Career Boost STEP Assessment and complete the Assessment Tab in the I-Trac Career Boost record.

7. Complete the Goals Tab in the Career Boost I-Trac record. At least two entries are required - one Short-Term and one Long-Term Goal. All fields are required to be completed in each record.

8. Obtain the Applicant's signature on the Career Boost Application-Individual Service Plan.

9. Enter the corresponding STEP Orientation, STEP Employment and Training Assessment and STEP Case Plan services in iMatchSkills.

10. Copy services from the qualifying grant record to the Career Boost record in I-Trac and begin entering monthly services in iMatchSkills and I-Trac. Exit in I-Trac – Automatic and full.

11. Once a participant has exited, they must be re-enrolled to receive additional services

Obtain applicant signature on the Application and/or Individual Service Plan in I-Trac

Copy services from the qualifying grant record to the Career Boost record in I-Trac and begin entering monthly services in iMatchSkills and I-Trac.

Review applicant records in iMatch Skills and I-Trac

Perform a Career Boost STEP Assessment and complete the "assessment" tab in I-trac

Verify SNAP eligibility in iMatchSkills

Enroll in a qualifying grant program in I-Trac

Complete Career Boost Orientation

Create a Career Boost I-Trac record by completing the "registration" tab in I-Trac

Identify long and short term goals and complete the "Goals" tab in I-Trac

Enter the 3 enrollment services activities in i-Match Skills

Complete the registration for the qualifying program. You can refer to the Regional Program Standards for further information about the registration process for each program here.

Any information that is collected in the qualifying program registration will be pulled into the Career Boost registration.

Search for Applicant in I-Trac

From the home page in I-Trac, select the I-Trac tab to access the participant search function:

Enter the applicants first and last name, Job Seeker ID from i-Match Skills, or SSN and click "search". If the applicant has an existing record, their name will appear in a chart.

If the applicant does not have a record, the system will notify you that no records were found. Select Add to create a new record for the participant and complete the registration process. Follow the process for enrollment in the qualifying grant program.

Hint: Using the information from i-MatchSkills or previous I-Trac registrations saves the applicant from repeating information. Just be sure to verify that the information is still current!

To receive Career Boost services, Applicants must meet eligibility criteria prior to enrollment and the delivery of the first Career Boost service:

Eligibility Element	Documentation Requirement
Enrolled in a Qualifying Grant Program	Qualifying Grant enrollment complete in I-Trac
Eligible SNAP recipient	Verified in iMatchSkills
Individuals who are 16 years of age or older	Verified in Grant enrollment I-Trac record
Not a TANF recipient	Verified in iMatchSkills
Legal to Work in the US	Customer Attestation/Signed Application-Individual Service Plan in I-Trac Career Boost record
Completed STEP Orientation	iMatchSkills service entered
Completed STEP Employment & Training Assessment	iMatchSkills service entered/ Signed Application-Individual Service Plan in I-Trac Career Boost record
Completed STEP Case Plan	iMatchSkills service entered/ Signed Application-Individual Service Plan in I-Trac Career Boost record

1. Search for applicants in iMS by following the process below:

Log in to iMatchSkills by entering your user ID and password on the WOMIS login screen.

2. Under applications select iMatchSkills. IMatchSkills will open in a new window.

3. In the new window, select Search Job Seekers.

4. Enter the participant's SSN to search for their record.

5. If they have an iMS record, a new screen will appear with their name and link to their record. If nothing shows up, click the "HOME" link at the top of the screen to go back to the home page. Click customer search and enter their SSN.

6. If no results are found, skip to the "Eligibility Verification without an iMatchSkills Account" section on the next page.

SNAP Eligibility

In most cases, if an Applicant is eligible for the Career Boost program, a "SNAP" banner will appear in the status line of their iMatchSkills record. If the word "TANF" appears on the status line, the Applicant is likely not eligible.

### Eligibility Verification without an iMatchSkills "SNAP" Banner

If an Applicant's iMatchSkills record is not showing the "SNAP" banner but the Applicant reports they are receiving SNAP, contact the local STEP Navigator to verify eligibility for STEP. If the STEP Navigator confirms the Applicant's eligibility for the STEP Program, the STEP Navigator or the Service Provider must contact the SNAP E&T policy team for assistance at SNAP.EmploymentAndTraining@odhs.oregon.gov.

The SNAP E&T policy team will take one of two actions at the request of the STEP Navigator or Service Provider:

- Request the Oregon Employment Department (OED) to add the SNAP indicator for the current month.

- Add a SNAP Priority Tracking note, to authorize STEP Services without the "SNAP" indicator for one month only. **Service Providers must request a SNAP Priority Tracking Note be added each month if they intend to offer STEP Services for the duration of the time the record is without the "SNAP" banner.**

Eligibility Verification without an iMatchSkills Account

If an Applicant indicates they are receiving SNAP benefits but do not have an iMatchSkills account, this message will display in iMatchSkills:
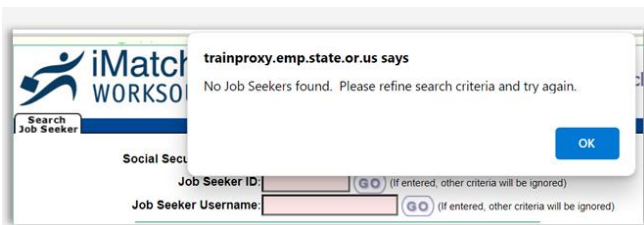
Return to the WOMIS home page and try again to locate the Applicant. Under applications, click "Customer Search" and enter their Social Security Number (SSN). If no results are found (meaning the Customer Search result bar is completely blank), the below options can be utilized to verify SNAP eligibility:

- An Applicant can be directed to complete a full iMatchSkills Profile.

- Service Provider staff can create an iMatchSkills account directly by creating an abbreviated DHS Registration. To do so, the Service Provider clicks the DHS Registration button to create an iMatchSkills profile for the Applicant.

Complete the required information which is marked with a *.

Once the required information is entered you will see the last screen which verifies the Applicant has agreed to share their Social Security Number (SSN). The Applicant can either sign the 103b Authorization Form or the Service Provider may read the information on the linked "this message" to the Applicant to ensure that they are aware of why their SSN is being requested and how it will be used. Select the correct SSN staff attestation from the menu and press submit. If the Applicant has signed a 103b Authorization form, the Service Provider must retain this form for monitoring purposes.

NOTE: *If an Applicant is not receiving SNAP benefits but might qualify, they should be referred to ODHS. Link to information: https://govstatus.egov.com/or-dhs-food (ODHS Food Assistance).*

Monthly iMatchSkills Eligibility Verification

Each month that a Career Boost Participant engages in Career Boost services, staff must verify the Participant as SNAP-eligible in iMatchSkills. Career Boost staff are encouraged to complete monthly eligibility verification at the beginning of each month.

If a Participant is engaged in Career Boost Career Coaching services and the Participant becomes ineligible to receive SNAP benefits, the Participant must be transitioned off of the Career Boost caseload. In situations where a coach is 100% dedicated to a SNAP caseload, the Participant must be referred to a non-Career Boost staff or other partner agency.

If a Participant is engaged in Occupational Skills Training or Pre-Apprenticeship Program and become ineligible to receive SNAP benefits, they may continue in their Training if the Training costs were paid prior to loss of SNAP benefits.

Serving Participants under the age of 18

Career Boost services can be offered to individuals who are 16 or 17 years old if the services do not supplant existing resources or supports available to them through other programs. Supplanting services refers to the practice of providing funding or resources for services that are already available through other established programs or institutions, such as local school districts. For instance, if a local school offers career counseling or job training programs, Career Boost services can only be provided if they complement rather than duplicate these offerings.

In order to provide Career Boost services to individuals who are 16- and 17-years old, the verification of head of household status must be completed through ODHS. The Career Boost Service Provider must email the district STEP Navigator (ODHS-SSP-D2.SNAPNavigators@dhsoha.state.or.us for Multnomah County or ODHS-SSP-D16.SNAPNavigators@dhsoha.state.or.us for Washington County) to confirm SNAP eligibility and head of household status – "Head of Household Status Verification" is required in the email subject line. The email includes Applicant name, their Job Seeker ID and a notation that this is a request for SNAP eligibility and head of household status verification.

The STEP Navigator will determine if the individual is head of household on their own SNAP case. Once the determination is made, they will either:

- Update the individual's iMatchSkills profile to allow the Service Provider to offer Career Boost services.
- Obtain parent or guardian permission and update the individual's iMatchSkills profile to allow the Service Provider to offer Career Boost services.

Once the Navigator has taken one of the actions above, they will contact the Service Provider to let them know they can begin offering Career Boost services.

ORIENTATION

The Orientation is an opportunity to create a welcoming environment for applicants. It should provide a comprehensive overview of the Service Provider's Career Boost program and describe how the participant will benefit from the services offered. Orientations can be conducted individually or in groups.

The intent of the orientation is to ensure that the participant has an understanding of the program including all expectations, policies, rules and contact information needed to participate effectively in their service plan and consent to service enrollment. It is also critical that the participant be informed that their participation will not impact their SNAP enrollment. The participant will be asked to attest that this information has been provided to them when they sign the program application and case plan in Step 8. Below is an example of the attestation in included in the application.

My signature below indicates that I certify the information on this Application and Individual Service Plan is true to the best of my knowledge as of the application date. I understand this information may be reviewed and verified. If requested, I agree to provide documentation to confirm the information being used to determine my eligibility. Providing false or inaccurate information could lead to removal from the program. I understand that if I am found ineligible after enrollment I will not be allowed to continue in the program and may be held responsible for the cost of services I received.

By signing below, I acknowledge that I have received and reviewed information about the use of my social security number and I have received and understand the Equal Opportunity statement and complaint procedures.

By signing below, I further acknowledge that my participation in the Career Boost SNAP E&T program is voluntary and will not impact my SNAP benefits. I acknowledge that I participated in the development of my Individual Service Plan and will work to successfully achieve my goals by participating in all required activities necessary to achieve my goals. I have received information and instruction on how and in what time frame to notify my Career Coach if my ability to participate in this plan changes. This plan may be updated if my Career Coach and I agree.

I acknowledge that in order to provide me with the best service and support possible, partners within the WorkSource system and the funders of the program may exchange information about my participation in program services. By signing this Application and Individual Service Plan, I give my consent to the sharing of this information between the WorkSource partners and program funders.

Katherine Test 7   12/06/2024

_____   _____   _____

Applicant Printed Name   Signature   Date

The Orientation should provide participants with enough information to consent to completing the registration, assessment and goal setting processes.

REVIEW RECORDS IN IMATCHSKILLS

To reduce the need for participants to repeat information, providers should review all existing records in both iMatchSkills and I-Trac. The provider must confirm that any information used in the new registration and assessment is current and accurate. If your participant has referred by a STEP Navigator, they may have completed an assessment in iMatchSkills. By verifying that the information is still correct, you may be able to use some of the information from that assessment to complete the enrollment process.

Complete the following steps to find an assessment completed by a STEP Navigator:

1. From the Participant's main profile screen, under Staff Only JS Functions, click "STEP-ABAWD Document management"

2. Under SNAP Assessments, click the "view" button. You can tell if the Assessment was uploaded by a local STEP Navigator by reviewing the name of the individual who uploaded the document. If no documents appear, no assessment has been completed by a STEP Navigator and you may move on to the next step.

3. Once the "view" button is clicked, a new internet browser tab will open to display the Assessment. Career Boost Service Provider staff are encouraged to read through these Assessments to help inform their interactions with the Participant. While this Assessment can be used to guide conversations and help to minimize re-asking questions, it cannot replace the required full Assessment that must be completed by each Career Boost Service Provider.

Create a Career Boost Enrollment record by adding Career boost as a provider and completing the registration tab.

Verify that any information pulled over from the qualifying program registration is correct and complete any sections identified in the missing information section on the career boost Registration tab.

When all information is entered correctly, the Registration Results section will indicate that all required registration information has been entered and the applicant appears eligible.

Home	I-Trac	Customer	Workshops	Resources	Batch Entry	WEX Bank	Reports	
	Providers	Registration	Assessments	Goals	Services	Outcomes	MyWS Portfolio	MyWS Admin	Case Notes

find customer | providers | registration

edit   **Legal Name: Katherine Test 9   (I-Trac Customer ID: 2704623)**
Other/Preferred Name: (not specified)   Pronouns: (not specified)
Career Boost - LWA Portland Metro - All Agencies and Projects, Customer Of Katherine Galian, EID = 6000239   **add shortcut**

edit   **SNAP Registration**

	TANF	SNAP	Documentation
	No	Yes	Staff Verification (iMatchSkills System)

add   **Other Funding Source**

	Date	Funding Source	Notes
edit delete	1/15/2025	WorkEx WSPM B-H	

Registration Results ⊙

	Missing Information ⊙		Ineligible Reasons ⊙
	(All required registration information has been entered)		(Eligible)

Registration Notes ⊙

	Registration Notes
edit	

Registration Completion ⊙

	Application Date ⊙	Registered By ⊙
edit	1/15/2025	

scroll to top

Once the Registration Tab is completed the Assessment and Goals Tabs must be completed.

The assessment plays a crucial role in building a strong relationship with the SNAP E&T participant and is intended to help providers gather essential information to support the participant in achieving their employment goals. This process should be conducted in a conversational style using trauma-informed and person-centered practices. The assessment results are then used to establish short and long term goals to create the participant's case plan.

In a one-on-one meeting(s) with a potential Career Boost Applicant the Career Coach helps the applicant identify strengths and challenges they may face in obtaining and maintaining employment.

Leveraging your expertise and knowledge of the communities you serve, Career Boost Service Providers may use their existing assessment processes, tools, or documents to cover all required topics.

In addition to the educational attainment and work authorization status collected during registration, providers must cover:

- Basic skills
- Literacy
- Work experience
- Public benefits enrollment *(SNAP enrollment is verified at registration)*
- Medical and disability considerations
- Justice involvement
- Family composition
- Housing circumstances
- Childcare needs
- Transportation needs
- Cultural and religious considerations

Since all providers working with a household must complete an assessment, providers should review the participant record and all existing assessments. Information from previous assessments can be used to help guide the conversation and reduce the participant's need to repeat the details of their story.

ODHS requires as part of the enrollment process to discuss with the participant if they have any cultural, religious, or medical/disability considerations that a participant may need support with to successfully complete training and/or obtain employment. Since this information can be sensitive, narrative case notes should not include any specific medical or treatment information, or personal information that is not relevant to their career plan activities.

Assessment Tab: Add a SNAP Initial Assessment record by clicking the add link.

find customer | providers | assessments

edit **Legal Name: Katherine Test 9 (I-Trac Customer ID: 2704623)**

Other/Preferred Name: (not specified)   Pronouns: (not specified)

Career Boost - LWA Portland Metro - All Agencies and Projects, Customer Of Katheri

add	**SNAP Initial Assessment**		
	Date	Location	Question

scroll to top

Enter the application date and set "Location" to your provider organization.

find customer | providers | assessments   Logged in as: kgalia

edit **Legal Name: Katherine Test 3 (I-Trac Customer ID: 2704607)**

Katherine Galian (kgalian@worksystems.org) is signed in

custome

Other/Preferred Name: (not specified)   Pronouns: (not specified)

Career Boost - LWA Portland Metro - All Agencies and Projects, Customer Of Katherine Galian, EID = 6000185   **add shortcut**

SNAP Initial Assessment

	Date	Location	Question	Response
save cancel		--Select One--	The Career Boost Service Provider staff, as part of program intake and assessment, attests to having reviewed the Applicant's circumstances related to the following assessment topics: basic skills and literacy skills; household income and other public assistance being received; housing circumstances; family composition and childcare needs; access to reliable transportation; challenges to job search such as justice system involvement, cultural/religious considerations or medical/disability considerations.	○ Yes ○ No

Once you have completed the assessment and goal setting conversation and covered all required topics with the participant, click yes and save. You may then move to the goals tab.

IMPORTANT NOTE: Previously entered assessment data for existing participants will continue to be viewable in the previous format.

add **Legacy SNAP Initial Assessment**

	Date	Location	
edit delete	4/1/2024	Constructing Hope	Do you have access to reliable transportation (public/private)?: **Yes**
			Do you have any criminal convictions?: **Yes**
			Do you need assistance with finding or paying for childcare?: **No**
			Do you receive any Public Assistance?: **Yes**
			Does your budget and household income provide you with enough to cover your living expenses?: **No**
			At this time does your family structure and/or obligations create challenges to your employability/ability to complete training?: **No**
			Are there any other challenges or limitation to consider regarding the type of employment/vocational training you want?: **No**

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Goals Tab: Enter at least one Long-Term and one Short-Term goal based on the information gained during the assessment. All goals must have a Target End Date and a Target Position.

For all goals Location= your Provider.

To select a target position, enter a key word related to the role that the participant is interested in and select the most appropriate option from the drop-down menu. For example, if the participant is interested in graphic design, enter "design" and select "27-1024.00, Graphic Designers" from the drop-down menu.

The applicant must sign either:

1. The combined Application and Individual Service Plan document if they are a new applicant, or
2. If they are already enrolled in Career Boost, an Individual Service Plan reflecting the goals related to the services your organization is providing

The data entered in the registration and goals tabs will automatically populate the Application and Individual Service Plan.

Once the Assessment and Goals Tabs are completed go to the Customer Documents Menu and obtain an eSignature on the Application - Individual Service Plan for new applicants. Send the participant the email link to electronically sign the plan. If an eSignature is unable to be obtained print the plan for the participant to sign, scan the signed document, and upload the signed form to I-Trac using the I-Trac Customer Document Upload Tool - "Application (signed Program Application)" document type.

If a participant is already enrolled in Career Boost with another provider, you may simply add goals related to the services your organization will be providing and have the participant sign the Individual Service Plan.

Open iMS and Navigate to the Job Seeker record by entering the Job Seeker ID:

Before adding any services in iMS, STEP Providers should review both the services list and the tracking notes list for the individual. From the main JS Profile page, under "Staff Only JS Functions" click "Services List" to display all services provided to the individual. The "Tracking Notes List" is also located under the "Staff Only JS Functions" section.

Review the list of services provided and tracking notes to see who else this customer is currently engaged with and what else they may be working on. Coordinate services with other providers as much as possible to avoid duplication. After confirming the STEP service you intend to offer the participant has not already been offered by another provider in the current month, you will then click "add services."

When you open the screen to add services, the method of service delivery will be shown at the top of the screen. This information is not required.

A prompt will appear to select the Orientation, Assessment, and Case Plan boxes. An individual is not a STEP Program participant until they have been provided an orientation, completed an assessment, and have signed their case plan. STEP Providers must select each one of these boxes and click "save" before selecting any other service components.

ADDING SERVICES IN I-TRAC

No services should be directly entered in the Career Boost record. All services are copied from the qualifying grant fund record. Below are the Career Boost allowable services by program to be copied to Career Boost and a Crosswalk of I-Trac service names to iMatchSkills service names. *(Not all providers are allowed to provide all services. Check your Worksystems contract for allowable Career Boost services)*

Qualifying Grant / Program Name	I-Trac Control Name	I-Trac Career Boost Service (Copied down from Qualifying Grant)	iMatchSkills SNAP Employment & Training Service	Funding Sources (I-Trac and Billing)
CCTP	Training & Education	Pre-Apprenticeship Training	Pre-Apprenticeship/ Apprenticeship-data entry in iMS the date when the training is ended	COEP (503), Washington County (542), Reinvest SNAP (752)
EOP AHFE EOP DCJ EOP Portland EOP PDX Re-entry EOP Wash Co EOP	Coaching Services	Career and Resource Planning, Career Coaching, Career Mapping, Job Search Assistance	Job Search Training	Prosper City (500), Prosper CDBG (501), COEP (503), Washco CDBG (541), Mult Co DCJ (553), AHFE (554), PCEF(445), Washco General(570), Reinvest SNAP (752)
NextGen	Coaching Services	Career Coaching, Career Mapping, Job Search Assistance	Job Search Training	Prosper City Youth (455), Prosper CDBG Youth (456), Reinvest SNAP(752)
PCEF	Coaching Services	Career and Resource Planning, Career Coaching, Career Mapping, Job Search Assistance	Job Search Training	PCEF (445)
WorkSource Portland Metro	Training & Education	Occupational Skills Training Pre-Requisite Training	Career/Technical Education or other Vocational Training-data entry in iMS the date when the training is ended	Competitive Strategies (322), Work Ex (323), PCEF (455), Reinvest SNAP (752)
WorkSource Portland Metro	Coaching Services	Career and Resource Planning, Career Coaching, Career Mapping, Job Search Assistance	Job Search Training	Competitive Strategies (322), Work Ex (323), Reinvest SNAP (752)
Community Action Career Coaching	Coaching Services	Career and Resource Planning, Career Coaching, Career	Job Search Training	Community Action Funds

		Mapping, Job Search Assistance		
SE Works New Start	Coaching Services	Career and Resource Planning, Career Coaching, Career Mapping, Job Search Assistance	Job Search Training	SE Works Funds

To copy a service from the qualifying grant program to career boost, locate the "Copy To" section of the services record. Find Career Boost on the drop down menu.

If a participant has had no Career Boost services in a 90 day period, they will be automatically exited from Career Boost. If you are providing a service after a 90 day lapse in participation, create a new Career Boost entry by completing the Career Boost Orientation, Assessment, and Case Plan processes and then copy over the additional services.

CASE NOTES IN I-TRAC

Narrative case notes are not a service but may be completed in I-Trac to document additional detail around participation activities; successes and challenges; progress towards Individual Career Plan goals; and skill gains, credential, employment or post-secondary outcomes. Narrative case notes entered should not repeat information already entered in the I-Trac system, but expand upon, provide context to or augment service or employment data. Case Notes can be copied from the qualifying grant record.

ADDING SERVICES IN IMATCHSKILLS

Prior to adding any services in iMS, STEP Providers must first review all services provided to the individual by reviewing the services list as well as the tracking notes list.

From the main JS Profile page, under "Staff Only JS Functions" click "Services List" to display all services provided to the individual. The "Tracking Notes List" is also located under the "Staff Only JS Functions" section.

SNAP-ABAWD -Exempt DHS branch 2011
Customer has exited WSO on 01/30/2022 and needs to re-register.

Quick Links: JS General Info   Add Tracking N
                                                                Tracking Note

Date	Service	Sub Service
Aug 03, 2022	Career/Technical Education or Other Vocational Training	**Funder/Provider**: Provider
Jul 13, 2022	STEP Support Services	Gas Voucher **Cost $** 50.00
Jul 01, 2022	Career/Technical Education or Other Vocational Training	**Funder/Provider**: Provider
Jun 14, 2022	Career/Technical Education or Other Vocational Training	**Funder/Provider**: Provider
May 09, 2022	Career/Technical Education or Other Vocational Training	**Funder/Provider**: Provider
Apr 04, 2022	Career/Technical Education or Other Vocational Training	**Funder/Provider**: Provider
Mar 07, 2022	Career/Technical Education or Other Vocational Training	**Funder/Provider**: Provider
Feb 23, 2022	STEP Support Services	Other **Cost $** 560.00 Other Explanation: Laptop
Feb 09, 2022	Career/Technical Education or Other Vocational Training	**Funder/Provider**: Provider
Jan 28, 2022	Created STEP Plan	
Jan 28, 2022	STEP Employment and Training Assessment	
Jan 28, 2022	STEP Orientation	

Total Services: 12

DELETE   PRINT   TOP

Once the provider has completed the review of the services list and tracking notes list and confirmed no other STEP Providers have offered the intended service for the current month, return to the JS Profile page by clicking on the individual's JS ID number (it will be in a blue hyperlink, next to their name).

From the profile page, click "Add Services." A prompt will appear to select the Orientation, Assessment, and Case Plan boxes. An individual is not a STEP Program participant until they have been provided an orientation, completed an assessment, and have signed their case plan. STEP Providers must select each one of these boxes and click "save" before selecting any other service components.

Once the OAC is completed, selected, and saved in iMS, providers can then select their service components by adding services.

It is important to consistently access and update iMatchSkills. A STEP provider may not provide, as part of the SNAP E&T program, a service component that is already being offered by another STEP provider.

STEP 11: AUTOMATIC AND FULL EXITS

An Exit can be manually entered on the Outcomes Tab however procedures are to let the record auto exit when it has gone more than 90 days without a service copied.

If a participant returns for services after receiving no services for more than 90 days, they must be re-enrolled following the process above to record new services in I-Trac.

To determine how many Participants have been served in the Career Boost program, utilize the Career Boost fund Local Measures report.

Services are captured in the Local Measures report when they are copied from the Qualifying Grant fund.

Click on the Total number.

R2 Career Boost Local Measures Report
Year(s):   PY 2022
Provider(s): LWA Portland Metro - All Agencies and Projects

Participants Received At Least One Service **Services presented by "Copied From" fund

	PY 2022				
	Q1	Q2	Q3	Q4	Total
NextGen - IRCO	61	53	32	0	146
NextGen - POIC	58	64	42	0	164

Within that Total number you will see the # of Customers served.

Career Boost Local Measures Report
 # Of Customers: 30
Of Records: 146
Year(s):   2022
Provider(s):   LWA Portland Metro - All Agencies and Projects
Quarter(s):   ALL

Career Boost Performance Guidance

Worksystems staff regularly send out iMatchSkills reports. Contractors must establish a process to regularly review participant iMatchSkills records and I-Trac reports for data quality. Ensure that participants' engagement is being entered in both iMatchSkills and I-Trac each month that the participant is receiving Career Boost services.

Utilize the I-Trac Career Boost Local Measures Report to verify I-Trac service data entry. Click on the number in each month or quarter to see the participants who had service data entry in that quarter.

Stories paint the best picture!

Please collect Career Boost success stories and include them in your program quarterly reports.

USING I-MATCH SKILLS REPORTS FOR BILLING AND DATA QUALITY

Each month, the WSI team will send a report of services entered in iMS for your organization. The data included in this report is what is used to validate service provision and determine allowable costs for billing. For example, if your organization has invoiced for training costs, those costs will not be approved if there is no corresponding entry of a Career and Technical Education service in iMS.

When you receive these reports, review them for accuracy and compare them with the services entered in the I-Trac Local Measures report. If there are individuals or services missing in iMS, or a service has been entered incorrectly, there is a 30 day window to make corrections.