

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

*SNote: This guide pertains to the CCTP fund only.
Please refer to the [I-Trac Data Entry Manual](#) for a comprehensive overview of I-Trac navigation and data entry procedures.*

Prior to CCTP Registration

- Determine Residency Eligibility where required by the fund source (see CCTP Regional Program Standards for individual Funder eligibility requirements). Staff must verify a participant's address is within the contracted geographic boundary stipulated the fund source used to support the participant:

Fund	Residency Requirement
COEP	No less than 75% of participants supported must reside within the City of Portland. No more than 25% of participants can live outside the City of Portland, but must reside within the Portland Metropolitan Statistical Area (MSA).
Washington County	Must reside in Washington County
Metro	Must reside in Multnomah, Washington, or Clackamas Counties.

- City of Portland map: [ArcGIS - Prosper Portland Priority Areas](#).
 - Washington County map: [MAP](#)
- If contracted to provide SNAP services via the Career Boost program, verify SNAP status for SNAP recipients in iMatchSkills.

I-Trac Tab

1. **Find the participant in I-Trac:** Use the Search function and look up a participant by name, I-Trac ID #, Job Seeker ID#, or email address.
2. Confirm Birth MM/DD and Last 4 SSN (if available) to verify that you are selecting the correct participant. You can then select the participant and add the CCTP provider record.

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

The screenshot shows the I-Trac system interface. At the top, there is a navigation bar with tabs: Home, I-Trac, Workshops, User Admin, Login Requests, Resources, Batch Reports, Batch Entry, WEX Bank, and Reports. Below the navigation bar, there is a search bar labeled 'find customer'. The search results are displayed in a table with the following columns: Last Name, First Name, MI, Birth MM/DD, Last 4 SSN, I-Trac CustomerID, WS JobSeekerID, and Recent Fund Activity. The search results show a single record for 'Test' with a first name of 'Testr2' and a birth date of '01/01'. The record is highlighted in yellow. A red box highlights the 'select' button next to the record.

Last Name	First Name	MI	Birth MM/DD	Last 4 SSN	I-Trac CustomerID	WS JobSeekerID	Recent Fund Activity
Test	Testr2		01/01	REFUSED	1993908	2587682	HCNW, Housing Works, BTWO3, Re

- If the search results in no records, **add the participant directly in I-Trac**. Click the **add** button, complete the required information and click **save**.

The screenshot shows the 'Find a Customer' search results. The message 'No records were found for selected criteria.' is displayed in red. Below the message, there are input fields for 'Legal Last Name' and 'Legal First Name'. The 'Legal Last Name' field contains the text 'Test' and the 'Legal First Name' field contains the text 'Tim1'. There are 'search' and 'clear' buttons. Below the input fields, there is an 'add' button and a section titled 'Search Results / Add Customer:'. The section contains a table with the following columns: Legal Last Name, Legal First Name, MI, and Birth MM.

Legal Last Name	Legal First Name	MI	Birth MM
-----------------	------------------	----	----------

The screenshot shows the 'Add Customer' form. The form contains the following fields: Legal Last Name, Legal First Name, M.I. Other/Preferred Name, Pronouns, SSN, DOB, Sex, and Gender. There are 'save' and 'cancel' buttons. The 'Sex' and 'Gender' fields are dropdown menus.

Legal Last Name	Legal First Name	M.I. Other/Preferred Name	Pronouns	SSN	DOB	Sex	Gender
						--Select One--	--Select One--

Required information:

- Legal Last Name
- Legal First Name
- Date of Birth
- Sex

When possible, and with participant agreement, collect the participant's SSN and Gender, which will assist in accurate reporting to funders.

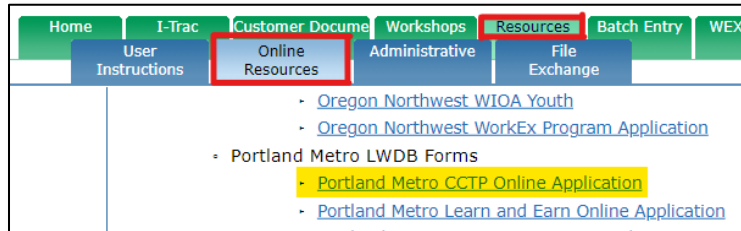
CCTP Online Application

An alternative method to add a participant to I-Trac and begin a CCTP record is to use the CCTP Online Application. The online application can be found by going to the Resources Tab → Online Resources. Scroll down to Portland Metro LWDB Forms and click the link for [CCTP Online Application](#).

Community Construction Training Program (CCTP)

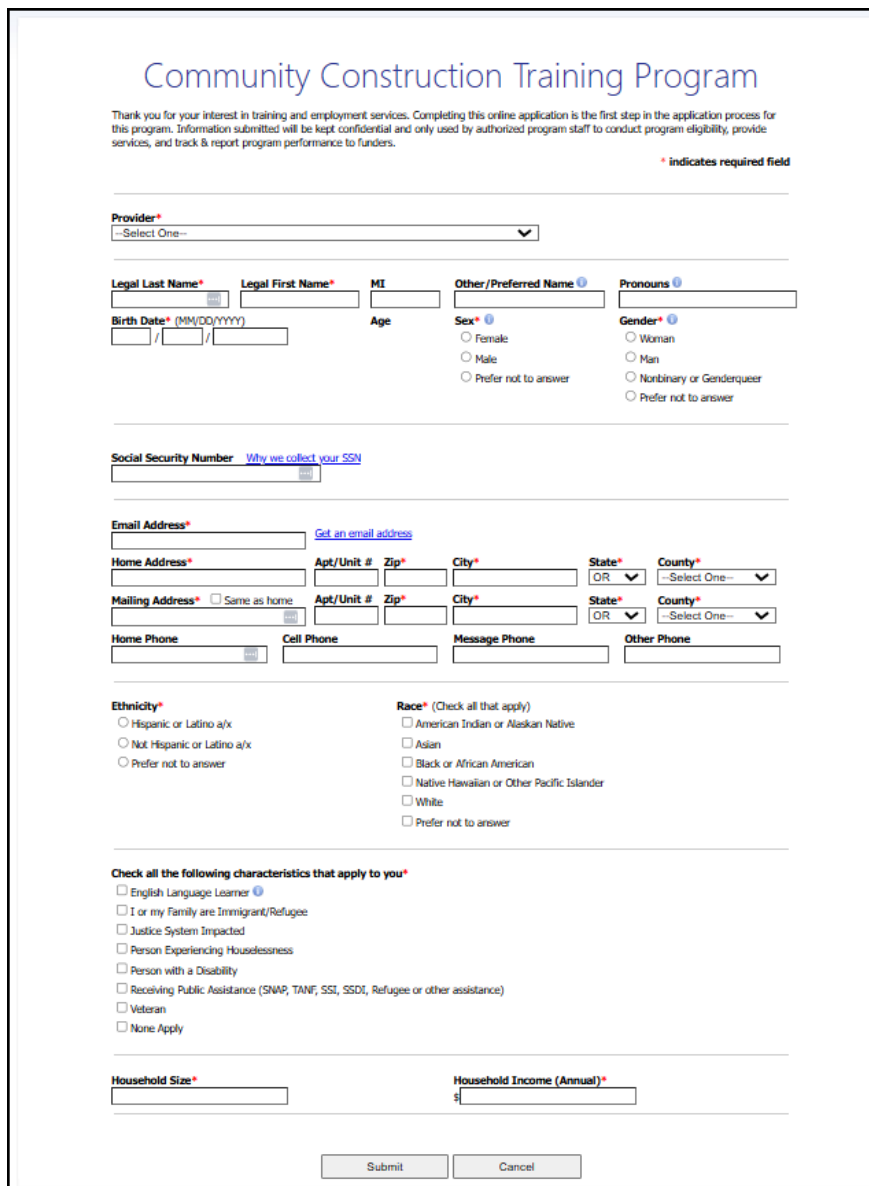
I-Trac Data Entry Guide

Complete the form in its entirety to add a participant and create a new provider record in I-Trac.



The screenshot shows the I-Trac navigation menu. The 'Resources' tab is highlighted in red. Below it, the 'Online Resources' sub-tab is also highlighted in red. A list of links is displayed, with 'Portland Metro CCTP Online Application' highlighted in yellow.

- [Oregon Northwest WIOA Youth](#)
- [Oregon Northwest WorkEx Program Application](#)
- Portland Metro LWDB Forms
 - [Portland Metro CCTP Online Application](#)
 - [Portland Metro Learn and Earn Online Application](#)



The screenshot shows the 'Community Construction Training Program' online application form. The form is titled 'Community Construction Training Program' and includes a welcome message. It contains various fields for personal information, contact details, and demographic data. The form is divided into sections with labels like 'Provider', 'Legal Name', 'Birth Date', 'Social Security Number', 'Email Address', 'Home Address', 'Mailing Address', 'Ethnicity', 'Race', 'Check all the following characteristics that apply to you', and 'Household Size/Income'. The form is designed to be user-friendly with clear labels and instructions.

Community Construction Training Program

Thank you for your interest in training and employment services. Completing this online application is the first step in the application process for this program. Information submitted will be kept confidential and only used by authorized program staff to conduct program eligibility, provide services, and track & report program performance to funders.

* indicates required field

Provider*
--Select One--

Legal Last Name* **Legal First Name*** **MI** **Other/Preferred Name** **Pronouns**

Birth Date* (MM/DD/YYYY) **Age** **Sex*** **Gender***

Social Security Number [Why we collect your SSN](#)

Email Address* [Get an email address](#)

Home Address* **Apt/Unit #** **Zip*** **City*** **State*** **County***

Mailing Address* ☐ Same as home **Apt/Unit #** **Zip*** **City*** **State*** **County***

Home Phone **Cell Phone** **Message Phone** **Other Phone**

Ethnicity* **Race*** (Check all that apply)

Check all the following characteristics that apply to you*

Household Size* **Household Income (Annual)***

Submit **Cancel**

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

Once the application is submitted, a new CCTP record will be created in I-Trac, with an Application Date. To complete the Registration process, search for the participant in I-Trac, open the corresponding CCTP record, and complete the remaining data elements within the Registration Tab.

Providers Tab

Once the participant has been selected (or added to I-Trac), add the CCTP provider record:

- On the Providers Tab, click “**add**” in *Providers Control*
- Service Provider = CCTP - {Your Organization}
- Customer Of = Choose Your Name
- Application Date = The date you are completing the registration process (NOTE: This date must be before the date of the first CCTP grant funded service).
- Click “Save” to finish creating the CCTP record.
- Proceed to the Registration Tab and complete all the data entry fields.

The screenshot shows the I-Trac interface with the 'Providers' tab selected. The top navigation bar includes links for Home, I-Trac, Workshops, User Admin, Login Requests, Resources, and Batch Reports. Below the navigation bar, there is a search bar with the text 'find customer | providers'. The main content area displays 'Name: Testr2 Test (I-Trac ID: 1993908)'. Below this, there is a table with the heading 'Providers'. The table has two columns: 'Service Provider' and 'Customer Of'. The 'Service Provider' column contains the text 'WorkSource DW - WSPM Central'. The 'add' button is circled in red.

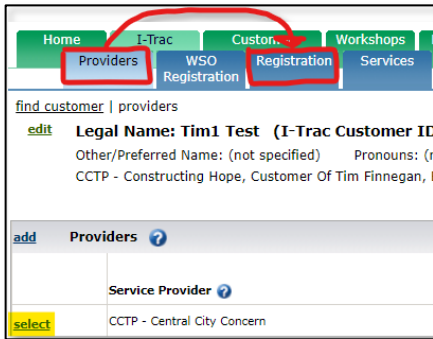
The screenshot shows the I-Trac interface with the 'Providers' tab selected. The 'Service Provider' dropdown menu is open, displaying a list of options. The options are: '--Select One--', 'Career Boost - LWA Portland Metro - All Agencies and Projects', 'CCTP - Central City Concern', 'CCTP - Constructing Hope', 'CCTP - LCSA', 'CCTP - Oregon Tradeswomen', 'CCTP - POIC', 'CCTP - PYB', and 'CCTP - Urban League'. The 'save' and 'cancel' buttons are visible on the left side of the dropdown menu.

Community Construction Training Program (CCTP)

I-Trac Data Entry Guide

Registration Tab

On the Providers Tab, select the CCTP record just created, then click on the Registration Tab.



To assist with data entry, some registration information on the *Registration Tab* may automatically import from the most recent active enrollment in I-Trac or the CCTP Online Application. Please review and update this information to reflect what is true at the time of enrollment in CCTP. Use the “add”, “edit”, and “save” buttons in each field to complete each one.

1. Address
2. Phone number(s)
3. Email address
4. Residence – Indicate whether participant is within the contracted residential boundary. The question mark button will provide details regarding the drop-down options.

The screenshot shows the Residence field in the Registration Tab. The field has a 'Status' section with a dropdown menu showing 'ResidenceStatus Outside City of Por' and a 'Documentation' section with a dropdown menu showing 'Staff Attestation'. A dropdown menu is open for the 'Status' field, showing options: 'ResidenceStatus Outside City of Portland boundary and within the Portland MSA' and 'Within City of Portland Boundary'.

5. Ethnicity and Race Demographics - Verify with participant. If the participant indicates they are multiracial, select any of the applicable boxes in the Race column.

The screenshot shows the Ethnicity & Race Demographics section. The Ethnicity field has a dropdown menu with options: 'Hispanic or Latino a/x', 'Not Hispanic or Latino a/x' (selected), and 'Not Disclosed'. The Race field has a list of checkboxes: 'American Indian or Alaskan Native', 'Asian', 'Black or African American', 'Native Hawaiian or Other Pacific Islander', 'White' (selected), and 'Not Disclosed'.

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

6. Social Security Number
Verify last 4 digits of SSN if participant has not already refused to provide it.
7. Birth Date – Verify with participant.
You must still “**edit**” and “**save**” this field, even if the information displaying is correct.
8. Other Characteristics – Choose those which apply. If none, select “None Apply.”

Other Characteristics	
save cancel Other Characteristics ?	
☐ English Language Learner ☐ I or my Family are Immigrant/Refugee ☐ Justice System Impacted ☐ Person Experiencing Houselessness	☐ Person with a Disability ☐ Receiving Public Assistance (SNAP, TANF, SSI, SSDI, Refugee or other assistance) ☐ Veteran ☒ None Apply

9. Other Funding Source
Select the funding source from the dropdown menu. This “Other Funding Source” tag allows us to determine the fund used to support the participant in their enrollment and to whom their performance gets reported. ***The fund source chosen must be part of your current CCTP contract.*** If you have multiple fund sources in your contract, choose the one being used to fund the services for the participant. For reference, a table of fund names and their corresponding contract/budget fund numbers is provided below.

You may use the provided Notes field (optional) to add specific details. This may be helpful in certain situations, such as:

- The participant is served with two different scopes (training and, later, RAP retention, for instance), where each scope is support by a different fund source.
- A participant crosses over program years, and the fund sources in your contract change.

add Other Funding Source			
Date	Funding Source	Notes	
7/15/2024	CDEF Mult. County		
edit	Six Month Income	--Select One--	
	Household Size	CDEF Mult. County	Income Status
	2	COEP City of Portland	Income Documentation
		Metro	
edit	CCTP Registration	Mult. Co.	
	Oregon Registered	Port of PDX	
	Carpenter, Laborer, PA		
	Registration Notes	SNAP Reinvest	
	Registration Notes	TriMet	
edit		Wash. Co.	

Fund Name	Contract / Budget Fund #
CDEF Mult. County	556
COEP City of Portland	503
Metro	463
Mult. Co.	561 / 562
Port of PDX	
SNAP Reinvest	752
TriMet	812
Wash. Co.	542

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

10. Six Month Income

Enter the participant's current six-month income estimate.

Six Month Income					
	Household Size	Household Income	50% MFI Max	Income Status	Income Documentation
	3	\$0.00	\$23,962.00	Low Income	Customer Attestation

11. CCTP Registration

This field is required for all participants tagged to the **COEP City of Portland** fund source. Select from the drop-down menu the ratepayer trade(s) in which the participant has expressed interest.

CCTP Registration	
	Oregon Registered Trades
save cancel	☒ Carpenter
Regis	☐ Cement Mason
	☒ Electrical
edit	☐ Flagger
Regis	☐ Laborer
	☐ Plumber
	☐ Power Equipment Operator
Regis	☐ Truck Driver

12. Registration Notes – *not required*.

13. Registration Results – Results will tell you what information is missing, and if the participant is eligible or not. If no missing information is listed complete the *Registration Completion Control*.

Registration Results		
Missing Information	Ineligible Reasons	Prioritization
(All required registration information has been entered)	(Eligible)	(None)

14. Registration Completion

- Select your name from the drop-down menu.
- Click Save

Registration Completion ?		
	Application Date ?	Registered By ?
save cancel	3/20/2023	Finnegan, Tim

Community Construction Training Program (CCTP)

I-Trac Data Entry Guide

Signature Requirements

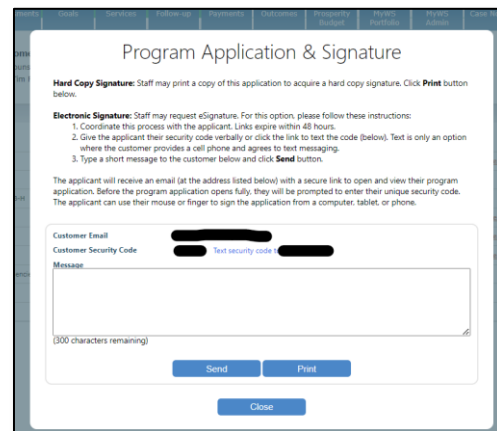
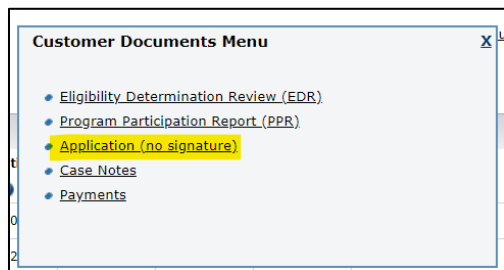
Following completion of the registration process, the participant must sign the program application generated in I-Trac.

There are two ways to acquire the participant's signature:

1. Collect via an e-signature (preferred).
2. Print the application for signature and use the Document Upload Tool to save it to the participant's I-Trac record.

E-signature Method

Click on the Customer Documents Menu in the upper right area of the I-Trac screen, then click on the Application link, which will bring up the Program Application and Signature screen.



Follow the on-screen instructions to send the application link via email to the participant. The security code can be relayed to them verbally, or via text messaging if the participant agreed to receive text messages during the registration process. Note that the link to complete the application e-signature expires in 48 hours. If the participant does not complete the e-signature within that timeframe, repeat this process to send them a new link and security code. Once the participant has signed electronically, their application will be updated in I-Trac and reflected as "signed" in the Customer Documents Menu.

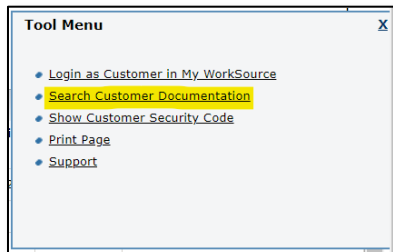
Print and Upload Method

Click on the Customer Documents Menu in the upper right area of the I-Trac screen, then click on the Application link. In the Program Application and Signature window that

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

is displayed (see above), click on the Print button. The program application is displayed on a new browser tab. Print the application in full and have the participant sign it. Once signed, scan or take a photograph of the entire application. Use the Document Upload Tool to attach the application to the participant's I-Trac record.

Find the Document Upload Tool by going to the Tools menu in the upper right area of the I-Trac screen. Click on "Search Customer Documentation" from the Tool Menu.



You are now in the Customer Documents tab for this participant. Click on "Upload" to begin the process:

	Customer Name	Customer ID	Birth MM/DD	Recent Fund Activity
upload hide	Kari13 Test	[REDACTED]	[REDACTED]	EOP COEP, CCTP, PDX Metro

Choose how you want to upload the signed application. If you have scanned and saved the application to your device, select the first option, and choose the document type from the drop-down menu that appears. Click "Next.":



I-Trac Secure Document Upload

Customer Name
Kari13 Test

I-Trac Customer ID
[REDACTED]

Select how you are uploading the document.

☐ Staff Upload - Upload document from this device
☐ Staff Upload - Upload document from another device
☐ Customer Upload - Send request to customer for upload

[CANCEL](#)



I-Trac Secure Document Upload

Customer Name
Kari13 Test

I-Trac Customer ID
[REDACTED]

Select how you are uploading the document.

☒ Staff Upload - Upload document from this device
☐ Staff Upload - Upload document from another device
☐ Customer Upload - Send request to customer for upload

Select document type.

Application (Signed Program Application)

[NEXT >](#)

Follow the on-screen prompts to complete the upload process.

Community Construction Training Program (CTTP) I-Trac Data Entry Guide

Review the application

Once the application has been e-signed or scanned and uploaded, it needs to be reviewed in I-Trac to ensure accuracy and completeness.

Go to the Customer Documentation Tab:

The screenshot shows the I-Trac Customer Documentation Tab search interface. At the top, there is a navigation bar with tabs: Home, I-Trac, Customer, Workshops, Resources, Batch Entry, WEX Blank, and Reports. Below this, there is a search bar with the text "Search for customer or search for the staff that uploaded the document or requested a customer upload a document below." The search bar contains fields for Legal Last Name, Legal First Name, Customer ID, Email, Staff Last Name, Staff First Name, and Review Status. There is a checkbox for "Review needed only" and buttons for "Search" and "Clear".

Search by individual participant name or I-Trac ID#, or by the staff person attached to that participant. If searching by staff person, check the "Review needed only" box. This will generate a list of that staff person's participants with outstanding documents to review.

After searching for the participant, a list of documents in I-Trac for that participant is displayed. Find the signed application and click on the "Review" button.

The screenshot shows the Document Type section of the I-Trac interface. It includes a "review" button (green) and a "delete" button (orange). The document type is listed as "Application (Signed Program Application)".

In the review window, make sure the entire document is readable and the information in the yellow fields is accurate, then click on "Complete Review" at the bottom of the window. After the review is complete, the image of the document is hidden in order to protect personally identifiable information (PII).

After completing the review, attach the document to the appropriate fund enrollment(s). The right hand column in the list of documents are the "Attached Enrollments." For the document just reviewed, click on the "attach" button, and select the fund enrollment in the window that is displayed.

The screenshot shows the Attached Enrollments section of the I-Trac interface. It includes an "attach" button (blue) and a list of enrollments: "CTTP - Constructing Hope (04/01/2025)".

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

The application is now signed, stored in I-Trac, and attached to the participant's enrollment.

For a detailed overview of this process, watch the tutorial video linked on the Resources Tab in I-Trac, and/or the I-Trac training on the Worksystems [Knowledge Base](#).

Career Boost

For participants who qualify for Career Boost services, complete a Career Boost enrollment in I-Trac (if there is not already an active Career Boost record). For a detailed overview of the Career Boost enrollment process visit the Knowledge Base here:

[Career Boost Staff Training – Knowledge Base](#)

Services Tab

Once staff complete CCTP registration and Career Boost registration (if applicable), they must go to the Providers tab and select the CCTP record. The first CCTP service must be provided and entered before the participant has a CCTP “participation” date and is considered fully enrolled in the program (this must happen within 45 days of the Registration Date).

1. Services Control

Enter the first service here to set the participation date. Click on “add” and enter the start and end date for the service (for all CCTP services in the Services Control, the start and end date should be the same), select the service name and mark status as completed. Staff should always mark a service status as “completed” and input new service entries each time they are delivered.

Start Date		End Date		Service	Status	Copy To	Location	Delivery Method
save	cancel			--Select One--	Completed		n/a	--Select One--
edit	delete	7/17/2023	7/17/2023	--Select One--			n/a	In Person
add Training, Post-Secondary Education								
Start Date		End Date		Status		Location		
Industry (NAICS)						Course of Study (CIP)		
Training Provider						Pell Recipient		
WIOA ITA		Trade Act		Skills Gain				

Refer to the [CCTP Regional Program Standards](#) for specific descriptions and definitions of each of the listed service types.

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

Service data entry is related to program performance. Check the performance measures in your contract Statement of Work to determine which services count toward performance. For instance, if a performance measure reads “Number of participants applying to a Registered Apprenticeship Program,” the outcome will be based on the number of unique participants who have the service “Apply to Registered Apprenticeship Program” entered and completed in the I-Trac record.

CCTP services should be provided and entered in I-Trac at least once every 90 days. Failure to do so will cause the record to be automatically exited, at which point services can no longer be entered. Data entry is required to be completed within 5 days of the date of the service.

For participants co-enrolled in Career Boost (if applicable):

Services need to occur monthly and be copied to the Career Boost record in I-Trac, as well as the participant’s iMatchSkills record.

Career Coaching and Job Search Assistance services are delivered as part of the core CCTP pre-apprenticeship training service. These services copy down as Career Coaching and Job Search in the Career Boost record.

“Referred to” and “Apply to” services do not copy down to Career Boost, so a “career coaching” service type should always be entered and marked as complete on the same date as the “referred to” or “apply to” service (and copied down to Career Boost for SNAP recipients).

Refer to the [Career Boost Data Entry Guide](#) for more detailed information.

2. Training, Post-Secondary Education & Employment Skills

There are two types of training that can be documented in this control: “Pre-Apprenticeship Program” and “Occupational Skills Training.”

- **Pre-Apprenticeship Training** services are trainings offered through an approved Pre-Apprenticeship Program.
- **Occupational Skills Training** services are construction-related trainings (i.e. Construction is selected in the *Industry (NAICS)* field) that don’t require a pre-apprenticeship training. This training type leads to an industry credential and employment. *(See the CCTP Regional Program Standards for additional detail)*

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

For multiple participants beginning the same training, you may opt to use the Batch Entry tab to complete this process. [See instructions at the end of this guide.](#)

All fields highlighted in yellow are required to be completed in this control.

For Career Boost

Copy training services to Career Boost records for SNAP recipients, if your program has contract performance for one of the following DHS Service Components:

- Pre-Apprenticeship
- Career/Technical Education or Other Vocational Training

The screenshot shows the I-Trac data entry form for Training, Post-Secondary Education & Employment Skills. The form is divided into two main sections: Training, Post-Secondary Education & Employment Skills and Work Based Training. The Training section includes fields for Start Date, End Date, Target End Date, Service, Status, Location, Industry (NAICS), Target Position (ONET), Target Sector, Course of Study (CIP), Training Provider, Course Name, Pell Recipient, WIOA ITA, Trade Act, Planned Credential or Measurable Skills Gain, Other Funding Source, Copy To, Delivery Method, and Last Modified. The Work Based Training section includes fields for Start Date, End Date, Target End Date, Service, Status, Location, Industry (NAICS), Target Position (ONET), Course of Study (CIP), Training Provider, Course Name, Pell Recipient, WIOA ITA, Trade Act, Planned Credential or Measurable Skills Gain, Other Funding Source, Copy To, Delivery Method, and Last Modified. A red box highlights the Service dropdown menu, which is open showing 'Pre-Apprenticeship Program'. Another red box highlights the Other Funding Source dropdown menu, which is open showing 'COEP City of Portland'.

Note: Make sure to select the Other Funding Source that is supporting the participant's training. This is especially important for providers who are contracted to provide multiple scopes (i.e. PATP and Apprenticeship Retention). In most circumstances, participants are only tagged to a single funding source as noted on the Registration Tab. The same funding source would need to be tagged in this control.

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

Use the dropdown menu to update the training status when appropriate and as follows:

The screenshot shows the 'Training, Post-Secondary Education & Employment Skills' form. Key fields include: Start Date (5/27/2025), End Date (empty, highlighted with a red box), Target End Date (7/11/2025), Service (Pre-Apprenticeship Program), Status (Started, highlighted with a red box), Location (n/a), Industry (NAICS) (Construction), Target Position (ONET) (Carpenters), Target Sector (Construction), Course of Study (CIP) (46.02, Carpenters), Training Provider (Portland YouthBuilders (PYB)), Course Name (empty), Pell Recipient (No), WIOA ITA (checkbox), Trade Act (checkbox), Planned Credential or Measurable Skills Gain (Associates Degree), Other Funding Source (CDEF Mult. County), Copy To (empty), Delivery Method (In Person), and Last Modified By (Raggett, Maria).

- “Next Step” – this status is used prior to the onset of training.
- “Started” – use once the training has officially begun.
- “Completed” – use once the participant has *successfully completed* training. **An End Date must be added when changing to this status.**
- “Not Completed” – use this status for participants who are unsuccessful or do not finish training. **An End Date must be added** (approximate last date of attendance).
- “Cancelled” – use this status for participants who started training, but who “backed out” (effectively did not start). These participants will not count toward or against performance.

3. Work Based Training – Not required at this time.

4. Service Match – Not required at this time.

Follow-Up Tab

Follow-Up services, while not required, are available to assist those participants who have exited, but may still need or request additional career coaching, job search assistance, or other supports. Follow-Up services begin at a participant’s exit date and may continue for a period of one year, at which point the participant is Full Program Exited and the record is closed.

To enter Follow-Up services, click the “add” button and complete the required fields. Career Coaching and Job Search Assistance are the only two service options available in Follow-Up.

The screenshot shows the 'Follow-up Services' form. The 'add' button is highlighted with a red box. The form includes fields for Start Date, End Date, Service, Status, Delivery Method, and Copy To.

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

Start Date	End Date	Service	Status	Delivery Method	Copy To
10/15/2025		--Select One--	Completed	In Person	
--Select One--					
Career Coaching [Follow-up]					
Job Search Assistance [Follow-up]					

While in the 12-month Follow-Up period, payments for allowable support services can still be made and entered on the Payments Tab. Placements in unsubsidized employment and Registered Apprenticeship and their associated confirmations can all be entered on the Outcomes Tab while a participant is in Follow-up.

If a participant in Follow-Up needs or requests services that are more aligned with In-Program services (i.e. Training) or will require more time than the participant has remaining in Follow-Up, the participant can be brought back to In-Program services by contacting your Worksystems contract manager to reverse the exit so additional In-Program services can be entered in I-Trac.

Payments Tab

Enter payments made with CCTP funds directly into the CCTP record. *Reminder: A payment alone is not a service and will not keep a record from exiting.*

There are four types of payments that can be logged in the record:

1. Training and Education Service payments, which cover costs of training (i.e. tuition) not already built into program costs.
2. Incentive payments: enter incentive payments if your program and contract budget have been approved for these payments.
3. Stipend payments: enter stipend payments if your program and contract budget have been approved for these payments.

Training & Education Service Payments										
Total Training & Education Service Payments: \$0.00										
Date	Status	Service	Service Status	WIOA ITA	Payment Type	Amount	Paid To	Fiscal Reference	Location	Staff

Incentive Payments							
Total Incentive Payments: \$0.00							
Date	Status	Payment Type	Amount	Paid To	Fiscal Reference	Planned Incentive	Staff

Stipend Payments						
Total Stipend Payments: \$0.00						
Date	Status	Payment Type	Amount	Paid To	Fiscal Reference	Justification

4. Supportive Services payments: enter needs-based supportive service payments. Select the Payment Type from the dropdown menu. Needs outside of those listed are not

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

allowable by the program. Refer to the Regional Program Standards for detailed information on each of the payment types, including the back-up documentation required to support the payment.

Support Services Payments					
Total Support Service Payments: \$0.00					
	Approved Date	Payment Type	Amount	Paid To	Location
save cancel	08/29/2024	Housing Payment	1500	ABC Apartments	n/a
Justification			Fiscal Reference		Staff
Financial hardship due to fewer hours worked.					Tim Finnegan

Outcomes Tab

CCTP Outcomes should be tracked and entered regularly. This program is intended to provide Pre-Apprenticeship and/or Construction-related Occupational Skills Training services leading to Registered Apprenticeships, and/or comparable construction jobs.

1. Program Status – tracks program enrollment and exit dates.

After a participant has been placed and started in a Registered Apprenticeship or comparable construction job, and they are no longer in need of services, they can be exited from the program. Before exiting a participant:

- Ensure all services have been entered and statuses marked as “completed.”
- Ensure data is entered for the participant’s Registered Apprenticeship or construction job.

In the Program Status control, click “add,” select “Exit” from the drop-down menu, and enter the date exited.

Program Status	
Program Status	Date
--Select One--	
--Select One--	5/27/2025
Exit	5/27/2025
Exit - Deceased	5/27/2025
add Credit Exit - Health/Medical Reasons	
Exit - Institutionalized	
Exit - Reserve Forces called to Active Duty	
Credential Name	
Last Modified By	



Once an exit has been entered, the Services Tab no longer allows data entry.

The other exit options, called “global exits”, have specific definitions which can be found in the Regional Program Standards. These exit types should be used on rare occasions

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

and only when the situation will not allow a participant to re-engage in services for an extended period of time.

2. Credentials

Add industry-recognized credentials attained by the participant. **Copies must be collected and uploaded to the participant's I-Trac record using the Document Upload tool.**

BOLI Pre-Apprenticeship and Registered Apprenticeships credentials should be tracked as "Non-DOL Approved" Credential Type. Please specify BOLI Pre-Apprenticeship or Registered Apprenticeship in the text field. Certifications like Forklift, Flagger and other OSHA 10/30 do not qualify as DOL approved credentials. These certifications will not be tracked but can be assumed if delivered during Pre-Apprenticeship.

Credentials					
	Date	Credential Type ?	Credential Name	Status	Documentation
save cancel	03/31/2023	Non-DOL Approved Credential		Attained	Certificate
	Related Training/Education Service		Last Modified By	Date Modified	
	Yes: Pre-Apprenticeship Program (03/20/2023)				

3. Education & Training Placements

This control is no longer required. It is view-only for records where the data existed prior to the addition of the new Registered Apprenticeship Program Placement control (see #5 below).

4. Education & Training Placements Confirmation

This control is no longer required. It is view-only for records where the data existed prior to the addition of the new Registered Apprenticeship Program Placement Confirmation control (see #6 below).

5. Registered Apprenticeship Program Placement

All Registered Apprenticeship placements will be entered in this control. Enter the start date and placement type, then select the status from the drop-down menu (Active, Cancelled/Terminated, Completed, Suspended).

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

add Registered Apprenticeship Program Placement						
save cancel	Start Date 2/3/2025	End Date	Target End Date	Placement Type Registered Apprenticeship	Status Active	RAP/JATC Name 1057, PACIFIC NW CARPENTERS JATC
Related Training Pre-Apprenticeship Program (07/16, v		Industry (NAICS) Construction		Position (ONET) Construction Carpenters		Wage at RAP Entry 25.00
						Last Modified By Finnegan, Tim

The RAP/JATC Name is searchable. Begin by entering the Master Agreement number (MA#), or JATC Name in the field and you will see a list of Registered Apprenticeship programs from which to select.

RAP/JATC Name

10

1004, NECA-IBEW ELECTRICAL JATC

1008, OR SW-WA MASON TRADES JATC

1013, PACIFIC NW IRONWORKER & EMPLOYER JATC

1015, OREGON & SW-WA CEMENT MASONS JATC

1016, OR & SW-WA DRYWALL FINISHERS JATC

1017, OR SW-WA GLAZR ARCH METL GLASS WRKR JATC

1018, METRO MFG PLANT ELECTRICIANS JATC

If you do not know the MA# of your participant's RAP, you can search for it on the BOLI website here:

[Apprenticeship and Training Division](#)

Complete the RAP Placement data entry by selecting a related training (if applicable), the Industry, Position, and beginning Wage.

6. Registered Apprenticeship Program Placement Confirmation

The Registered Apprenticeship Program Placement Confirmation tracks the participant's progress during their apprenticeship. The confirmation control serves several purposes for tracking contract performance:

- a) Confirms that the participant is still part of the RAP (whether currently working or not). (*Placed in Registered Apprenticeship*)
- b) Confirms employment details when the participant is dispatched. (*Begins RAP*)
- c) Confirms Apprenticeship Retention. (*Retained in Apprenticeship – 6 months*)

Registered Apprenticeship Program Placement Confirmations						
save cancel	Date 2/10/2025	Status Dispatched/Working	Confirmation Type Placed in RAP	Employer ABC Construction	Placement PACIFIC NW CARPENTERS JATC Started: 2/3/2025	Wage at Confirmation \$25.00
edit delete	4/10/2025	Not Working	Placed in RAP		PACIFIC NW CARPENTERS JATC Started: 2/3/2025	\$25.00
edit delete	4/18/2025	Dispatched/Working	Retained in RAP	Construction Company	PACIFIC NW CARPENTERS JATC Started: 2/3/2025	\$25.50

- Begin by entering the date of the confirmation and select the confirmation status (Dispatched/Working, or Not Working).

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

- Next, select the Confirmation Type:
 - Placed in RAP – use whether or not the participant is currently working. This simply indicates that the participant is still a member of their RAP.
 - Retained in RAP – for providers with RA Retention as part of their scope of work.
- If the participant is working at the time of confirmation, enter the Employer and the Wage at Confirmation. If the participant is not currently working, these two fields are not required and will not be selectable.
- Select the RAP placement in the Placement field to tie the confirmation to the RAP entered in the RAP Program Placement control.

7. Employment Information

Use this control to track a participant's *Unsubsidized Employment* (aka *Comparable Construction Career*). Enter the Start Date of the employment, the Employment Type, Employer Name (searchable), and select the Industry from the dropdown menu. Once saved, an additional line of fields appears where employment details should be entered including position, wage, average weekly hours, and benefits.

Employment Information						
	Start Date	End Date	Employment Type	Employer	Industry (NAICS)	
save cancel	06/23/2025		Unsubsidized Employment	K & D Flagging	find	Construction

	Start Date	End Date	Employment Type	Employer	Industry (NAICS)	
edit delete	6/23/2025		Unsubsidized Employment	K & D Flagging	Construction	
	Date	Position (ONET)	Hourly Pay	Hours/Week	Benefits	
save cancel	06/23/2025	47-2061.00, Construction Laborer	24.00	40	☒ Dental	

8. Employment Confirmation

For an Employment placement to count in performance a confirmation must be entered in this Control. The confirmation should be entered at the same time as the Placement is entered. Confirmation Type should be Placed in Employment.

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

Employment Confirmation				
	Date	Confirmation Type	Status	Confirmation Detail
save cancel	06/23/2025	Placed in Employment	Working	K & D Flagging, Construction Laborers, Started: 06/23/2025
	Confirmation Period		Staff	Related Training Services
				No Training

	Date	Confirmation Type	Status	Confirmation Detail
edit delete	6/23/2025	Placed in Employment	Working	K & D Flagging, Construction Laborers, Started: 06/23/2025
	Confirmation Period		Staff	Related Training Services
	07/16/2024		Tim Finnegan	No Training

Case Notes Tab

Narrative case notes are not a service but may be completed in I-Trac to document additional detail around participation activities, successes and challenges. 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 should be kept professional and objective and never reveal sensitive information (like protected health information) which could have negative impact on the participant.

Case notes can be entered from other I-Trac tabs (such as Services and Payments) by clicking the notepad icon (📝), or can be directly input from the Case Notes tab. If a case note is related to a specific service, payment, placement or employment, use the drop-down menu under “Attachments” to make an appropriate selection.

Case Notes				
	Date	Note		
save cancel		Enter details here.		
			Contact Type	Staff
			--Select One--	
			--Select One--	
			Telephone	
			Virtual	
			Email/In-writing	
			In-person	
			Administrative	
			Date Modified	Attachments
				Service - Career Coaching - PATP, 07/17/2023 TO 07/17/2023
			Copy To	

Batch Entry Tab

Batch Entry can be used to enter new training services for groups of participants who all meet the **same** training criteria.

After all participants have been enrolled in CCTP, go to the **Batch Entry** tab in I-Trac:

Community Construction Training Program (CCTP) I-Trac Data Entry Guide



Set up the batch entry by making the appropriate selections in each of the dropdowns:

The image shows the 'Find a Control and Customers' form. It contains several dropdown menus: 'Fund' (with '--Select One--'), 'Providers' (with '(Please select a Fund)'), 'Control' (with '--Select One--'), 'Customer Of' (with '(Please select a Provider)'), and 'Customers' (with '(Please select a Provider and Control)'). A red box highlights the 'show control' button located to the right of the 'Control' dropdown.

1. Fund: Select CCTP
2. Providers: Select your organization
3. Control: Select *Training and Education*, then click “show control”
4. Customer Of: Select one or more of the appropriate staff.
5. Customers: Select the customers for which the data entry will apply.

Once your selections are made, you’re ready to enter your training information!

The image shows the 'Training, Post-Secondary Education & Employment Skills' form. It contains various input fields and dropdowns for entering training information. A red box highlights the 'Other Funding Source' dropdown menu, which has options for 'CDEF Mult. County' and 'Other Funding Source'.

Once your information is entered, click the “save” button on the left. The training information should now be saved to each of the selected participants’ records.

Important Notes

- If you are using various fund sources for your participants (i.e. some are COEP, and some are Metro), you will need to complete separate batch entries for each of the Other Funding Sources.

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

- Copying data to other funds cannot be completed with batch entries. If you need to copy training information to *Career Boost* records, you will need to go into individual participant records and complete the “copy to” field of the training service entry after you’ve completed the batch entry.
- Batch Entry *cannot* be used to update services already entered (i.e. updating training statuses from “Started” to “Completed”). Updates to training services must be made within the individual participant’s I-Trac record.