

I-Trac Reports for CCTP

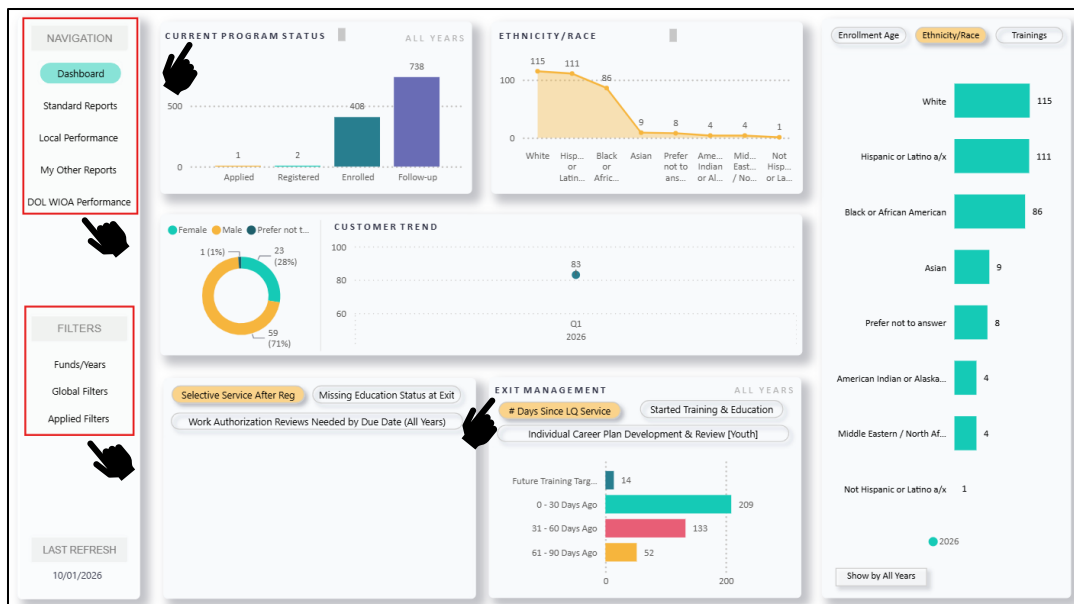
This Reports Guide is specific to CCTP. For general information about the features and use of PowerBI reports in I-Trac, please refer to the [I-Trac_Reports_Manual.pdf](#) linked on the Resources Tab in I-Trac.

Quick Links

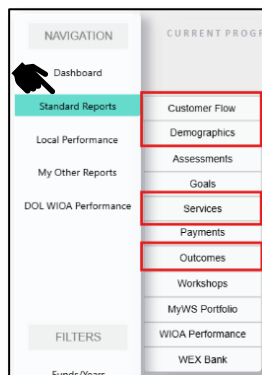
- [Standard Reports](#)
 - [Customer Flow](#)
 - [Demographics](#)
 - [Services Reports](#)
 - [Outcomes](#)
- [Local Performance Report](#)
- [Navigating Within Reports](#)
 - [Using Filters](#)
 - [Drill-Through Reports](#)
 - [Saving Reports](#)
- [Reports Reference for Performance Measures and Data Points](#)

Reports Tab – Main Screen Overview

By default, the Dashboard screen will display upon opening the Reports Tab in I-Trac. From the Dashboard, you can navigate to Standard and Local Performance Reports, set up your report parameters (Filters), see charts for participants by program status and Exit Management, and more.



Standard Reports



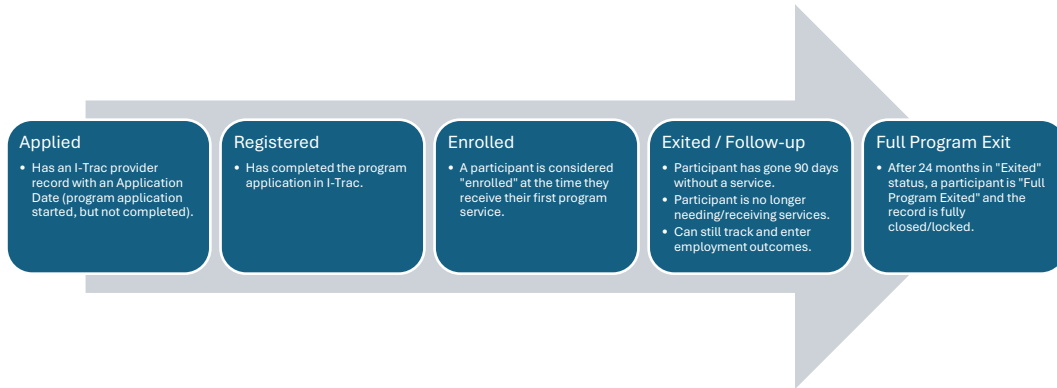
Clicking on Standard Reports in the Navigation menu will display the list of available reports. The following reports are most relevant to CCTP performance reporting and monitoring and are described in more detail throughout this guide:

- [Customer Flow](#)
- [Demographics](#)
- [Services](#)
- [Outcomes](#)

I-Trac Reports for CCTP

Customer Flow

To understand this report, it is important to understand the various program statuses a participant moves through during their program engagement.



When viewing a participant's individual I-Trac record, you can see their statuses on the Provider Tab (below, left, top) or on the Outcomes Tab (below, left, bottom).

Application Date ?	Registration Date ?	Participation Date ?	Exit Date ?
1/22/2025	1/22/2025	1/24/2025	

add Program Status		
	Program Status	Date
	Participation	1/24/2025
	Registration	1/22/2025
	Application	1/22/2025

CUSTOMER FLOW									
Rolling Quarters Custom Charts									
	2025				2026				Total
	Q1	Q2	Q3	Q4	Total	Q1	Total		
Applied	155	75	185	94	509	83	83	592	
Registered	151	74	182	90	497	82	82	579	
Carry-In Enrolled	218				218	345	345	563	
Enrolled	156	72	157	110	495	83	83	578	
Exits	83	84	107	94	368	20	20	388	
Carry-In Exited	480				480	721	721	1201	
Pre-Program Exits	9	5	2	6	22	5	5	27	
Carry-In Follow-up	479				479	721	721	1200	
FollowUp	83	84	107	94	368	20	20	388	
Full Program Exits	127				127	3	3	130	

The Customer Flow report pulls the number of participants, by quarter, for which the listed status is logged. For instance, in the sample above (right), 83 participants were enrolled in PY26-Q1, and 495 participants were enrolled in all of PY25. Drill down to the specific list of participants by right-clicking on the number and selecting "Drill through".

Demographics Report

This report pulls the number of participants who have identified with various demographic categories (race, ethnicity, gender, age, etc.) or other characteristics (family size, veteran status, education level, etc.). The values in each quarter are determined by the participant's date of enrollment (i.e. *participation*).

Services Report

This report pulls the *number of services* (not participants) based on either the start or end date of services entered. The report is based on data directly entered into the Services and Follow Up Tabs of individual participants' records.

I-Trac Reports for CCTP

Toggle the report by Start Date or End Date with the buttons at the top. Use the End Date option to determine when services (such as trainings) were completed.

To find the number of unique participants for each service type, right-click the number in a particular in the quarter or total column for the service type you desire, and select “Drill through”. This will generate a list of all the services of that type and the participants the services were delivered to. At the top of the report, you’ll find the counts for number of unique participants (“# Of Customers”), along with the number of records (in this case, services) the report pulled. You could read this example as “53 services were delivered to 28 unique participants.”

# Of Customers:	28
# Of Records:	53

SERVICES			
		Start Date	End Date
		Rolling Quarters	
		2026	
		Q1	Total
☐ Follow-up Services		3	3
☐ Job Search Assistance [Follow-up]		3	3
☐ Services		112	112
☐ Apply to Registered Apprenticeship Program		1	1
☐ Career Coaching		53	53
☐ Job Search Assistance		58	58
☐ Training & Education		23	23
☐ Pre-Apprenticeship Program		23	23
Total		138	138

If desired, use a Services Filter to further hone the results by selecting from the service status types. For instance, if you want to generate a list of participants who have started training, but not yet completed, select “Started” from the Status options of the Services Filter.

Search

☐ Completed
☐ Not Completed
☐ Started

FILTERS
 Funds/Years
 Global Filters
 Services Filters
 Applied Filters

All

Outcomes Report

This report pulls data on credentials earned, employment and RAP placements, and employment and RAP confirmations. Data for this report is based on information entered on the Outcomes Tab of a participant's I-Trac record.

OUTCOMES			
		Rolling Quarters	Custom Charts
		2026	
		Q1	Total
☐ Credentials		44	44
☐ Occupational Certification awarded by a certification body		41	41
☐ Occupational Skills Certificate awarded by an educational institution		3	3
☐ Employment Confirmation		3	3
☐ Placed in Employment		3	3
☐ Employment Information		17	17
☐ Employment Information		17	17
☐ Registered Apprenticeship Program Placement		10	10
☐ Registered Apprenticeship		10	10
☐ Registered Apprenticeship Program Placement Confirmations		12	12
☐ Placed in RAP		9	9
☐ Retained in RAP		3	3
Total		86	86

I-Trac Reports for CCTP

Local Performance Report

This report is designed to pull data specifically related to performance outcomes as outlined in your contract. The information in a Local Performance report is essentially a combination of many of the reports previously mentioned, further curated to specific program definitions and performance calculations. For CCTP, you can find information related to enrollment, training starts and completions, employment and apprenticeship placements, and retention services, all in one convenient place.

**** Updates to the Local Performance Report for PY26 are underway. This guide will be revised upon completion of those updates. ****

Navigating Inside Reports

After clicking the link for a specific report, you can make changes to the search criteria from within the report. You can also add a variety of filters to further home in on specific information.

Using Filters

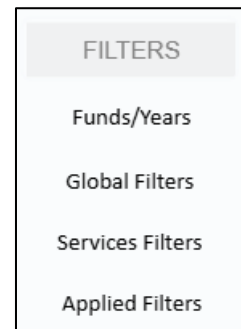
Reports contain a variety of options for setting and viewing filters. The options are located at the lower left of the reports screen.

Funds/Years allows you to select the program(s), provider(s), and program year(s) against which standard reports will be run. Available selections depend on your I-Trac permissions.

Global Filters, when set, apply to any report (Standard or Local Performance) regardless of any other selections. For CCTP, Global Filters are a great way to pull reports for specific fund sources (e.g. # enrolled tagged to Metro) or demographics. Remember to reset the Global Filters before running additional reports.

Report-specific Filters (Services, Outcomes) allow reports to be filtered on criteria specific to those reports. The Services Filters, for example, can be used to filter reports by the service status (Started, Completed, etc.).

Applied Filters will display a window that shows all current filter selections.



Drill Through Reports

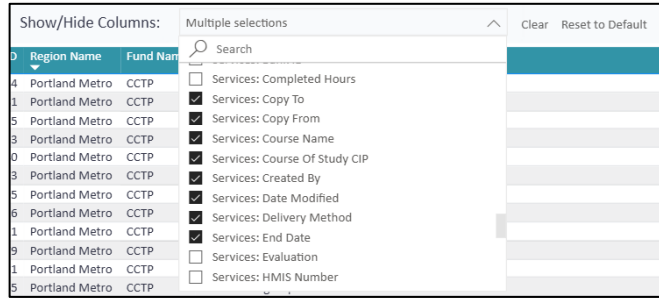
After running your report, right-click on any of the values and select “Drill-through” to generate the list of participants corresponding to the value selection. Once generated, you can:

- Navigate to a specific participant record
- Add and remove columns
- Add filters
- Download and sort the report

To open a specific participant record from the drill-through report, right-click anywhere within the participant’s row, and select “Open in I-Trac”. To navigate back to the drill-through report, click on the Reports Tab.

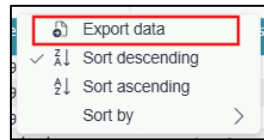
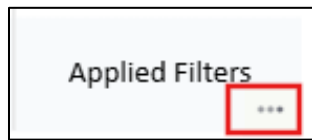
I-Trac Reports for CCTP

Drill-through reports will open in their default settings, which may include many columns of data. Use the Show/Hide Columns dropdown to add and remove columns from the report. Clicking “Clear” will remove all columns from the report, while “Reset to Default” will return the report to its original format. Note that when adding columns to a report, those columns will be added in the order selected at the right end of the report.

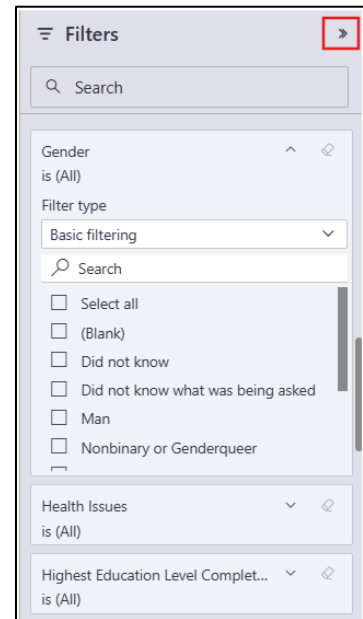


Filters within the Drill-through report can be found on the right-hand side of the screen (gray Filters bar). Click to expand it to see the available filter options. Filters correspond to columns of data available within the Drill-through report (whether you’ve added them or not).

To download a report, click the “more options” (three horizontal dots) button at the top-right of the report screen, then select “Export Data” from the menu.



WARNING! Downloaded reports may contain Personally Identifiable Information, so take the necessary precautions when saving, printing, sharing, or emailing downloaded reports.



Drill-through reports can also be sorted from this same menu. They can also be sorted by clicking the header of the column you wish to sort by. Click once to sort in ascending order, and again to sort in descending order.

Saving Reports

If a report you’ve run and set up with specific filters, columns, etc. is one you may wish to run again in the future, you have the option to save the report. Saving the report preserves the report’s parameters, not its contents. You can save reports from the table view or from a Drill-through view. Click on the “Save Current Report” at the top left of your Reports screen, give the report a name, then click “save”. If the “Default Report” option is selected, the saved report will be the report that displays when you first open the Reports Tab in I-Trac.



I-Trac Reports for CCTP

My Saved Reports

×

Enter a Bookmark Name. To set this as the default report, select the Default Report checkbox.

Bookmark Name

Report Page

Services

Default Report

☐

save

cancel

Access your saved reports by clicking the “My Saved Report” button.

Report Reference for Performance Measures and Data Points

Performance Measures & Data Points	Definitions	I-Trac Report(s)
Number of people enrolled and receiving Industry-Specific Career Exploration and Career Coaching services. Scope: Career Exploration & Coaching	Number of participants with a Participation Date in I-Trac.	Customer Flow Report (Enrollment)
Number of participants who begin PATP or other trades-related training. Scopes: Career Exploration & Coaching PATP	Number of participants with an Occupational Skills Training, PATP, or Workforce Prep service with a status of Started, Completed, or Not Completed, and Industry (NAICS) = Construction, or Target Sector = Construction, Manufacturing, or Transportation.	Services (by Start Date)
Number of participants who complete PATP or other trades-related training. Scopes: Career Exploration & Coaching PATP	Number of participants with an Occupational Skills Training, PATP, or Workforce Prep service with a status of Completed, and Industry (NAICS) = Construction, or Target Sector = Construction, Manufacturing, or Transportation	Services (by End Date)

I-Trac Reports for CCTP

Performance Measures & Data Points	Definitions	I-Trac Report(s)
Total number of people who successfully begin employment (BOLI Registered Apprenticeship or comparable construction careers). Scopes: • Career Exploration & Coaching • PATP	Number of participants with one of the following confirmation types on the Outcomes Tab: Employment Confirmation: • <i>Placed in Employment.</i> Industry (NAICS) = Construction. Status = Working • <i>Placed in Employment – Construction Adjacent.</i> Status = Working Registered Apprenticeship Program Placement Confirmation: • <i>Placed in RAP.</i> Status = Dispatched/Working.	Outcomes Report Employment Confirmations RAP Confirmations
Employment Rate of PY25 PATP Training Completers. Scope: PATP	Of all participants who completed PATP with an end date in PY25, the percentage of those with one of the following: Employment Confirmation: • <i>Placed in Employment.</i> Industry (NAICS) = Construction. Status = Working • <i>Placed in Employment – Construction Adjacent.</i> Status = Working Registered Apprenticeship Program Placement Confirmation: • <i>Placed in RAP.</i> • Status = Dispatched/Working.	Local Performance Report
Number of new Existing Workers served Scope: Existing Worker Retention	Number of participants with a Participation Date in I-Trac.	Customer Flow (Enrollment)

I-Trac Reports for CCTP

Performance Measures & Data Points	Definitions	I-Trac Report(s)
Number of participants retained in employment at 6 months. Scope: Existing Worker Retention	Number of participants with Registered Apprenticeship Program Placement Confirmation Type of “Retained in RAP – 6 months” or an Employment Confirmation Type of “Retained job for 6 months”	Outcomes Report Employment Confirmations RAP Confirmations
Number of participants retained in employment at 12 months. Scope: Existing Worker Retention	Number of participants with Registered Apprenticeship Program Placement Confirmation Type of “Retained in RAP – 12 months” or an Employment Confirmation Type of “Retained job for 12 months”	
Data Point 6-month Employment Retention Scopes: • Career Exploration & Coaching • PATP	Of participants employed in the last 12 months, the percentage of those retained for 6+ months. Registered Apprenticeship Program Placement Confirmation Type of “Retained in RAP – 6 months” Employment Confirmation Type of “Retained job for 6 months”	Local Performance Report
Data Point 12-month Employment Retention Scopes: • Career Exploration & Coaching • PATP	Of participants employed in the last 24 months, the percentage of those retained for 12+ months. Registered Apprenticeship Program Placement Confirmation Type of “Retained in RAP – 12 months” Employment Confirmation Type of “Retained job for 12 months”	
Data Point APANO Referrals who begin PATP. Scope: PATP	Of the participants who begin PATP, the number who have “TriMet – 82nd Ave” as the Other Funding Source on the Registration Tab, and an Other Funding Source Note indicating “APANO Referral”.	Services (by Start Date)