



**TrackOne - Technical Guidance Bulletin
TTGB – 2006-10**

TO: Regional Operators
Regional Coordinators
Indianapolis Private Industry Council

FROM: Nate Klinck 
Director, Center of Excellence, Career Services

DATE: October 24, 2006

SUBJECT: Transferring a Participant from One Region to Another Region in TrackOne

Purpose

To update the protocol to follow when transferring a participant from one region to another.

Protocol

A client can be transferred from one region to another region if both regional operators agree. In these cases, the two regional operators should send a joint memo to the @Work Solutions Help Desk requesting @Work Solutions to change the Regional and Office Identifiers for the client in TrackOne.

Once this is completed, the participant will only appear in the receiving region's performance and will be eliminated from the previous region's performance. Both regional operators should maintain the paper records for the transferred client.

Special Note

The participant will not be a new enrollment for the receiving region. The receiving region will assume case managing the participant and the participation date will not change.

The contact person regarding this bulletin is:

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TrackOne Technical Guidance Bulletin TTGB Number	Subject Matter
2006-10	Transferring a Participant from One Region to Another Region in TrackOne
2006-09	Use of Z Codes following Conversion to TrackOne
2006-08	WIA Tier Progression Documentation Requirements for TrackOne
2006-07	New Enrollments into TrackOne
2006-06	Clarifications and Additions to TTGB 2006-04 Entitled "Case Management System Usage"
2006-05	Data Correction Protocol
2006-04	Case Management System Usage
2006-03	Allowing Log on Capabilities for Case Managers Providing Services at Multiple Locations within One Region
2006-02	To Establish the Procedure for Removing Former Employees' Password Rights to the TrackOne Case Management System
2006-01	Youth Testing Requirements (Out-of-School)