



INDIANA
WORKFORCE
DEVELOPMENT

TrackOne - Technical Guidance Bulletin
TTGB – 2006-17

TO: Regional Operators
Indianapolis Private Industry Council
Regional Coordinators

FROM: Amy L. Smith-Rubeck, MA. LMHC
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DATE: March 7, 2007

SUBJECT: Youth Participants and Core Services

Background

The Indiana Department of Workforce Development procured an electronic case management system for the delivery of workforce development services effective July 1, 2006. The system was operational on July 1, 2006 for the Workforce Investment Act (WIA) and Trade Adjustment Assistance (TAA) funding sources. The system will become operational for the Wagner-Peyser and Veterans programs in 2007.

Purpose

The purpose of this Bulletin is to clarify the recording of core services for potential youth participants who receive an informational service or participate in a self-service activity.

Requirements

Effective immediately, ALL individuals including potential youth participants who receive a core service (informational service or self-service activity) must have the five demographic data items (first and last name, social security number, employment status and veteran status) captured and entered in to the TrackOne case management system. All individuals receiving core services are included in the participant counts for program fund services and common measures performance calculations, regardless of the participant's age.

Individuals receiving only a core (informational service or self-service activity) are exempt from inclusion in the WIA performance measures (WIASRD 17), but must be included in the participant count. TrackOne is programmed to ensure that individuals receiving only an informational service or core service activity are not included in program performance measures.

Questions regarding the contents of this bulletin may be submitted to:

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TrackOne Technical Guidance Bulletin TTGB Number	Subject Matter
2006-17	Youth Participants and Core Services
2006-16	Update to Protocol for Transferring Clients between Regions
2006-15	Case Notes and Service Notes in TrackOne
2006-14	Change to TTGB 2006-13, Entitled “Dual Data System Usage”
2006-13	Dual Data System Usage
2006-12	Youth Provider or Eligible Training Program Number
2006-11	Obligation Tracking in TrackOne
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)