



## TrackOne – Technical Guidance Bulletin TTGB – 2006-05

**TO:** Regional Operators  
Regional Coordinators

**FROM:** William R. Miller  
Director, Career Services

**DATE:** September 14, 2006

**SUBJECT:** Data Correction Protocol

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.

On June 30, 2006, historical data maintained in the PMIS system was imported in to TrackOne. This conversion data was “frozen” in terms of making changes/corrections in order to protect the integrity of the historical data and due to the potential negative effect such changes would have on performance calculations. DWD published a protocol for requesting changes/corrections to this data through a FAQ sheet published 6/30/2006. This protocol requires Case Managers to contact the TrackOne Help Desk to request any changes to conversion data. Requests are reviewed by DWD staff prior to any change/correction.

The author of any record created after July 1, 2006 can make changes to data elements entered in to TrackOne. Additionally, other users assigned to the author’s organizational ID/office location can make changes to that record. Changes/corrections are limited to records created by an organization to protect data critical to performance calculations and to allow for a reporting hierarchy with the capability of “drilling down” to the individual Case Manager level.

The purpose of this Technical Guidance Bulletin is to announce changes to the data correction/change protocol following Master User Training held on Friday, September 15, 2006 and to prepare Regions for additional changes resulting from the availability of new administrative tools following their release in October 2006.

On September 15, each Master User will be trained to make data corrections/changes to all active client records created in the current program year within their respective regions. Conversion data maintained on exited clients shall remain "frozen". All other users will be prohibited from making changes/corrections. **NOTE:** This is an interim protocol until the new administrative tools are available in October 2006.

Following the release of the new administrative tools (anticipated in October 2006), changes/corrections to individual data elements (fields) critical to performance calculations in the current program year shall be restricted to Master Users only. All other users within a region will be allowed to make changes/corrections to data elements (fields) NOT critical to performance calculations in the current program year. Again, all conversion data maintained on exited clients shall remain "frozen". **NOTE:** DWD will release an additional Technical Guidance Bulletin announcing the change in the protocol following release of the new administrative tools.

Please note that all changes to records (made prior to and following the availability of the new administrative tools) maintained by TrackOne will be logged and monitored by DWD. Those changes deemed contrary to accurate performance calculation will be disallowed and referred back to the Regional Operator for a detailed explanation. Changes adversely impacting accurate performance calculations may be subject to sanctions.

The contact person regarding this bulletin is:

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<b>TrackOne Technical Guidance Bulletin TTGB Number</b>	<b>Subject Matter</b>
2006-01	Youth Testing Requirements (Out-of-School)
2006-02	TrackOne Password Removal Procedure
2006-03	Allowing Log on Capabilities for Case Managers Providing Services at Multiple Locations within One Region
2006-04	Case Management System Usage
2006-05	Data Correction Protocol