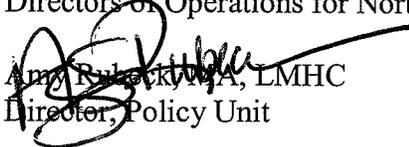




INDIANA
WORKFORCE
DEVELOPMENT

TrackOne - Technical Guidance Bulletin
TTGB - 2007-05

TO: Regional Operators
Indianapolis Private Industry Council
All WorkOne Staff Who Work with the Trade Adjustment Assistance Program
Directors of Operations for Northern and Southern Indiana

FROM:  Amy R. Kivela, LMHC
Director, Policy Unit

DATE: November 14, 2007

SUBJECT: Reporting WorkKeys Certificates in TrackOne

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 2008.

Purpose

To announce to staff entering participant data into TrackOne that the Indiana Department of Workforce Development will be tracking clients who receive the Blue or Gold WorkKeys Certificates. However, be reminded that WorkKeys Certificates do not meet the definition of "certificate" for Workforce Investment Act performance purposes.

Content

The definitions for Blue and Gold WorkKeys Certificates can be found in Technical Assistance Bulletin 2004-01 entitled, "*WorkKeys Certificates.*" The Department of Workforce Development will be tracking the attainment of Blue or Gold WorkKeys Certificates in TrackOne. However, be reminded that WorkKeys Certificates do not meet the definition of certificate for Workforce Investment Act performance purposes. Please read Technical Assistance Bulletin 2006-05, issued January 9, 2007 for complete information.

Any questions regarding the content of this bulletin may be directed to:

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TTGB Number	Subject Matter
2007-05	Reporting WorkKeys Certificates in TrackOne
2007-04	Entering WIA Youth Literacy & Numeracy Gains Measure
2007-03	Significant Staff Assisted Youth Services Definitions
2007-02	Requiring All TAA WorkOne Staff Guidance in Issued TTGBs
2007-01	Supplemental Data