

TECHNICAL ASSISTANCE

Date: 04/03/2023

Program: Office of Work-Based Learning and Apprenticeship (OWBLA)

Subject: DWD Technical Assistance 2022-10, Change 1
Indiana Career Connect Data Entry for DOL Apprenticeship Grants

Purpose

To provide guidance to local areas on participant enrollment and data entry for DOL Apprenticeship Grants. This guidance is designed to provide general information that is applicable to Apprenticeship Grants sub-awarded to local areas by DWD. Additional technical assistance may be issued to provide guidance on requirements specific to a new grant or modifications to an existing apprenticeship grant.

This guidance is intended to supplement DWD Policy 2022-09, Change 1 *United States Department of Labor (DOL) Apprenticeship Grants* and support any future grant-specific guidance.

Change 1 Summary

This technical assistance document is being updated to reflect a change in the Indiana Career Connect System (ICC). Prior to this change, ICC's code for Related Technical Instruction stated: "Occupational Skills Training-ITA Approved Provider." Because Related Technical Instruction for Registered Apprenticeships is not required to be funded through an Individual Training Account (ITA), this ICC code no longer includes the reference to the Individual Training Account and instead states "Occupational Skills Training- Approved Provider." As a reminder, the term "Individual Training Account" is specific to the Workforce Innovation and Opportunity Act (WIOA). As such, the ICC codes in this technical assistance document have been updated and the screenshots below have been streamlined to focus on Apprenticeship Grants.

References

- DWD Policy 2022-09, Change 1 *United States Department of Labor (DOL) Apprenticeship Grants*
- DWD Policy 2021-02 *Workforce Innovation and Opportunity Act (WIOA) Supportive Services*
- DWD TA 2021-21 *Indiana Career Connect (ICC) Training Activity Codes*

Indiana Career Connect (ICC) Data Entry Requirements

Application and Enrollment

To meet all data elements of apprenticeship grant reporting, participants are required to be fully enrolled into both **Wagner-Peyser (WP)** and the **Agency Defined Programs (ADP, as described in ICC) Apprenticeship Grant**.

NOTE: When completing the WP application, the “Special Project Indicator” must be selected for the Apprenticeship Grant program in which the individual will be enrolled.

Activity Codes

There are three (3) ICC activities that can be used to access apprenticeship grant funding.¹

1. Occupational Skills Training (OST)
 - This activity is entered for the “related technical instruction” (RTI) component.
2. On-the-Job Training (OJT)
 - This activity is entered for the “on-the-job learning” (OJL) component.
3. Supportive Services
 - These activities are used to support the apprentice’s needs in removing barriers that may prevent successful outcomes.

The OST (RTI) program funded by the apprenticeship grant must be on the Eligible Training Provider List.² Table I provides the ICC activity code that must be used for this component.

Table I

Program Funding	Training Activity Code
Apprenticeship eligible grant	300 – Occupational Skills Training – Approved Provider

Table II provides the activity code for work-based training activity OJT (OJL).³ Registered Apprenticeship OJL providers are not required to be on the ETPL but are required to be added as a provider in ICC. The correct provider must be selected when creating the OJT activity in ICC.

Table II

Program Funding	Training Activity Code
Apprenticeship eligible grant	301 - On the Job Training

¹ NOTE: there are no unique activity codes specific to apprenticeships. WDBs will utilize the same activity codes that are used for other programs offering similar services.

² DWD’s *INTraining and Eligible Training Provider List (ETPL) Eligibility and Establishment Under the Workforce Innovation and Opportunity Act (WIOA) Title I* policy.

³ DWD’s *Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker On-the-Job Training (OJT)* policy.

Supportive services are provided to grant participants when it is necessary to ensure an individual’s continued successful participation in an approved DOL RAP. Supportive services may include, but are not limited to, the following:

- (a) Linkages to community services;⁴
- (b) Assistance with transportation;⁵
- (c) Assistance with childcare and dependent care;
- (d) Assistance with housing;
- (e) Needs-related payments;
- (f) Assistance with educational testing;
- (g) Reasonable accommodations for individuals with disabilities;
- (h) Assistance with uniforms or other appropriate work attire and work-related tools, including such items such as work boots, eyeglasses, protective eye gear, and other personal protective equipment;
- (i) Assistance with books, fees, school supplies, and other necessary items, such as electronic devices,⁶ for students enrolled in postsecondary education classes; and
- (j) Payments and fees for employment and training-related applications, tests, and certifications.

Table III provides the activity codes for supportive services.

Table III

Program Funding	Supportive Service Activity Codes
Apprenticeship eligible grant	180 – Supportive Service Family Care 181 – Supportive Service – Transportation Assistance 185 – Supportive Service – Other 188 – Supportive Service – Work-Related Uniforms/Attire 183 - Supportive Service – Tools/Equipment

Staff should follow local processes and enter the appropriate activity for the service provided. Supporting case notes and applicable documentation must be maintained in the participant’s electronic file.

Case Management and ICC Participant Files

Apprenticeship grant participant files must be regularly updated, including but not limited to following the steps included in Attachment A to reflect the individual’s progress, needs, and achievements. As a best practice, staff should follow Workforce Innovation and Opportunity Act data entry practices as well as the federal Standards of Apprenticeship, Program Performance Standards, and Apprenticeship Agreement standards when entering program data (29 CFR 29.5, 29.6, & 29.7). Updates include, but are not limited to, the following:

- Enter appropriate services (activities) when provided;

⁴ Referrals to other programs would be facilitated through Wagner-Peyser.

⁵ Examples of transportation assistance include mileage reimbursement, bus pass purchases, or vehicle registration fees.

⁶ Examples of electronic devices include computers, laptops, tablets, phones, and portable Wi-Fi if needed.

- Enter companion detailed case notes that match the service provided and/or when staff have contact with the participant;
- The employment and credential sections;
- Upload supporting documents as applicable.

Action

Each local area must ensure all appropriate staff are made aware of the contents of this guidance and establish a process to ensure accurate data entry and appropriate documentation collection for all Apprenticeship Grants.

Additional Information

Questions regarding the content of this publication should be directed to policy@dwd.in.gov.

Attachment A ICC Data Entry Screenshots

ADDING/UPDATING EARNED CREDENTIALS

Assist an Individual

Staff Profiles → Case Management Profile → Programs

The screenshot shows the INDIANACAREERCONNECT interface. On the left is a sidebar with navigation options: Quick Search, Currently Managing (MOUSE, MINNIE, Service Tracking: ON, Release Individual, Assist a new Individual), and My Staff Workspace (My Staff Dashboard, My Staff Resources, My Staff Account). The main content area displays a breadcrumb trail: [Assist an individual | Staff Services | Individual Portfolio]. Below this are expandable folders: My Individual Profiles, My Individual Plans, and Staff Profiles. The Staff Profiles folder is expanded to show: General Profile, Case Management Profile, Case Summary, Programs (highlighted with a black arrow), Plan, Assessments, and Report Profile. At the bottom, there are four tabs: Case Summary, Programs, Plan, and Assessments.

Expand (+) the Agency Defined Program Application.

The screenshot shows the 'Agency Defined Programs' section with 'Apps: 3'. A link 'Create Agency Defined Program Application' is visible. Below is a table with the following data:

Apprenticeship Expansion Grant #5074865 - Case Exited			
+	LWDB:	12 - Region 12	Application Date: 06/06/2022
	Onestop:	5 - DWD Admin	Exit Date: 06/06/2022
	Open/Total Activities:	0 / 1	

Expand (+) Credentials Tab and click Create Credential.

The screenshot shows a list of tabs: Partner Programs (1), Credentials (0), and Add Employment (0). The 'Credentials' tab is selected and expanded. Below the tab name is a blue link 'Create Credential' (highlighted with a black arrow) and the text 'There are no records to display.'

This is where staff can attach the credential to appropriate activity code. Click on Search Activities.

My Staff Workspace

- My Staff Dashboard
- My Staff Resources
- My Staff Account
- Directory of Services

Services for Workforce Staff

- Manage Individuals
- Manage Employers
- Manage Job Orders
- Manage Labor Exchange
- Manage Activities
- Manage Providers
- Manage Case Assignment

Application Date: 8/9/2016
 Program Participation Date: 8/9/2016
 Exit Date: Not Applicable
 Maximum date to record after exit: Not Applicable

* LWIA/Region: Region 12
 * Office Location: WorkOne Indianapolis East (Marion County)

Credential Information

Credential Received: Occupational Skills License
 Other Credential:
 Credential Verification: [Verify | Scan | Upload | Link]
 School Records
 * Date Credential Received: 06/08/2017 (mm/dd/yyyy) Today
 Associated to Activity: [Search Activities]

<https://trainingta2.geosolinc.com/vos18000000/staff/releaseuser.asp>

Click Select under action column for the activity to which the credential should be attached.

Activity	Provider	Service/Course	Actual Begin Date	Projected End Date	Actual End Date	Completion Status	Action
102 – Initial Assessment	Department of Workforce Development	Initial Assessment	05/12/2017	05/12/2017	05/12/2017	Successful Completion	Select
300 – Occupational Skills Training - Approved Provider	Ivy Tech Community College	Chef Training	05/05/2017	06/19/2017	06/06/2017	Successful Completion	Select
301 – On-The-Job Training	GSI Pete Provider	GSI Test OJT Contract #1	09/29/2016	10/15/2016	06/06/2017	Successful Completion	Select

Click Save.

Credential verification: [Verify | Scan | Upload | Link]

* Date Credential Received: (mm/dd/yyyy) Today

Associated to Activity: 300 – Occupational Skills Training - Approved Provider
 Enrollment – 28548
 [Search Activities]

Office Check-Ins List

Save Cancel

ADDING/UPDATING EMPLOYMENT INFORMATION

Assist an Individual

Staff Profiles → Case Management Profile → Programs

The screenshot shows the INDIANACAREERCONNECT interface. On the left is a navigation sidebar with sections: 'Quick Search', 'Currently Managing' (listing MOUSE, MINNIE with 'Service Tracking: ON'), 'My Staff Workspace', and 'Services for Workforce Staff'. The main content area has a header 'Use this folder to manage application information for the selected Individual.' and a breadcrumb trail: '[Assist an individual | Staff Services | Individual Portfolio]'. Below this are expandable folders: 'My Individual Profiles', 'My Individual Plans', and 'Staff Profiles'. Under 'Staff Profiles', the 'Case Management Profile' folder is expanded, and the 'Programs' sub-item is highlighted with a black arrow. Below the navigation are tabs for 'Case Summary', 'Programs', 'Plan', and 'Assessments'. A 'Show Summary Tabs' button is visible, along with the name 'Mouse, Minnie'. At the bottom, there are filter sections for 'Filter Applications' (set to 'All') and 'Filter Activities' (with 'Open', 'Closed', and 'Voiced' checked).

Expand appropriate Agency Defined Program Application (+).

The screenshot shows the 'Agency Defined Programs' section with 'Apps: 3'. A link 'Create Agency Defined Program Application' is present. A table lists applications, with the first one highlighted: 'Apprenticeship State Expansion Grant #5074865 - Case Exited'. A black arrow points to a '+' icon in the first column of this row. The table contains the following data:

Application Name	Region	Application Date	Exit Date
Apprenticeship State Expansion Grant #5074865 - Case Exited	12 - Region 12	06/06/2022	06/06/2022
Onestop:	5 - DWD Admin		
Open/Total Activities:	0 / 1		

Scroll down and click on "Add Employment."

The screenshot shows the 'Add Employment' section. It features a table with two rows: 'Credentials' (0) and 'Add Employment' (0). The 'Add Employment' row is highlighted with a blue border. Below this table is a link 'Add Employment' with a black arrow pointing to it. Below the link, it says 'There are no records to display.' At the bottom, there is an 'Exit / Outcome' section with the date '06/06/2022'.

Fill in all required fields to reflect the needed information.

Add/Edit Employer

Employer Information

[Search Individual Employment History](#) [Select from Internal Job Order/Placement](#)

* Employer Name:

Verify Employer Name: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Employer FEIN:

Address Line 1:

Address Line 2:

Once all data is entered, click save.

* Is this considered Non-Traditional Employment? Yes No

* Is this considered Training Related Employment?

[Recheck Training Related Employment](#)

Add to Employment History: Yes No

