

- Mandatory
- Informational
- Best Practice
- Other



TECHNICAL ASSISTANCE

Date: July 9, 2018

Contact:

Department/Document Number: Department of Workforce Development, Dislocated Worker Unit/TA 18.03

Topic: DWD Guidance- Entering TAA Training Activity Providers and Programs in Indiana Career Connect

Purpose: The purpose of this communication is to provide updated guidance on to enter TAA funded training activities in Indiana Career Connect (ICC).

References: None

Content

Background

Historically, TAA utilized “Department of Workforce Development” as the provider for all TAA-funded Occupational Skills Training (OST) activities. This process does not allow for TAA training provider/program analysis. In effort to align with WIOA training activity data entry and facilitate TAA training provider/program analysis, case managers will now be selecting the specific training provider and program data when entering a TAA-funded training activity in Indiana Career Connect (ICC).

Training Activities

The Dislocated Worker Unit (DWU) requires training activities to be entered into ICC on the first date of the participant’s training. The case manager should first verify that the participant started their TAA-approved training via phone call or email with the participant and/or training provider, or an in person meeting with the participant.

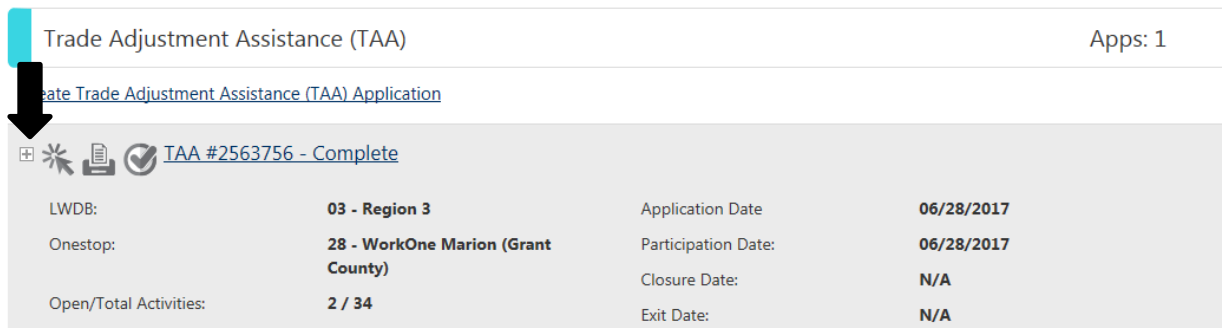
TAA is not restricted to using providers registered on the IN Training or Eligible Training Provider List (ETPL). Therefore, when assisting a TAA training participant, the 300-Occupational Skills Training Approved Provider activity should **not** be utilized.

Additionally, TAA-funded training activities must be left open for the duration of the participation in training **and** must be consistently monitored by case management staff to ensure that the activity remains open and reflects the correct completion code at the end of training.

ICC Data Entry

To enter a TAA-funded training activity in ICC, while assisting an individual, under Staff Profiles/Case Management Profile, click Programs.

Scroll to the TAA program participation and click the (+) to expand



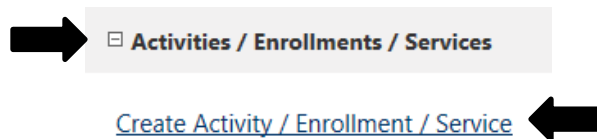
The screenshot shows a user interface for Trade Adjustment Assistance (TAA). At the top, there is a header for "Trade Adjustment Assistance (TAA)" with "Apps: 1" on the right. Below this is a link "Create Trade Adjustment Assistance (TAA) Application". A large black arrow points down to a section titled "TAA #2563756 - Complete". This section contains a table of details:

LWDB:	03 - Region 3	Application Date:	06/28/2017
Onestop:	28 - WorkOne Marion (Grant County)	Participation Date:	06/28/2017
Open/Total Activities:	2 / 34	Closure Date:	N/A
		Exit Date:	N/A

Scroll to Activities / Enrollments / Services

Click (+) to expand


Click Create Activity / Enrollment / Service





The screenshot shows a navigation menu with a grey bar containing "Activities / Enrollments / Services". A large black arrow points to the right towards this bar. Below the bar is a blue link "Create Activity / Enrollment / Service" with a large black arrow pointing to the left towards it.

Complete the fields marked with a red (*)

Click select Activity Code

 * Customer Program Group:

 * LWDB:

 * Office Location:

Enrollment Information

WIOA or Non-WIOA Partner Program: Yes, service is a WIOA or Non-WIOA Partner Program.

* Activity Code:

 [\[Select Activity Code \]](#)

Select the appropriate training activity, as follows:

Type of Training	Examples	ICC Activity
Occupational Skills Training	<i>Examples: Technical Certificates, AS/AAS degrees, BA/BS degrees, etc.</i>	328- Occupational Skills Training – Non Approved Provider (No ITA)
Employer Based Training- On-the-Job Training (OJT)	<i>OJT plans</i>	301- On-the-Job Training
Employer Based Training- Customized Training	<i>Training developed for a specific employer that includes OJT and related technical instruction</i>	304- Customized Training
Employer Based Training- Apprenticeships	<i>USDOL Registered Apprenticeship programs (Millwrights, Electricians, etc.)</i>	314- Apprenticeship Training
Pre-Requisite Training	<i>Adult Basic Education (ABE), High School Equivalency (HSE), English Language Learner (ELL)</i>	324- Adult Education w/ Occ. Skills Training
Remedial Training	<i>Remedial coursework in preparation for post-secondary training (Examples: Math 012, ENG001, etc.)</i>	333- TAA- Remedial Training (for those with GED/HS Diploma)

Complete all of the remaining training-related questions and click Next.

Under the Enrollment Service Provider Information section, click Select Provider.

Enrollment Service Provider Information

Enrollment Summary: Enrollment ID:
Username:
TAA Application ID:
Activity Code: 328 - Occupational Skills Training - Non Approv Provider (No ITA)
Activity Dates: 7/3/2018 - 7/1/2020

*** Provider:** [\[Select Provider\]](#)

Select the approved provider from the available options. Once selected, the provider will auto-fill on the Service Provider tab of the training activity.

[+] Show Filter Criteria

Provider Code	Provider Name	Address	Programs Available
2148	Vincennes University	1002 North First Street Vincennes, IN 47591	127
2240	Walker Career Center	9651 E. 21st Street Indianapolis, IN 46229	4
2225	Western Governors University	10 W Market Street Suite 1020 Indianapolis, IN 46204	5
2190	Woolever Vocational, Llc Db a West Coast Training	3805 Dike Rd Woodland, WA 98674	3

Please note: If the participant has a training plan that includes more than one provider, separate activities will need to be entered into ICC to reflect participation in all components of the TAA-approved training plan. Also, if the specific provider and/or program is not available, case managers are encouraged to contact the DWU for guidance.

Select the approved program from the available options. Once selected, the program will auto-fill on the Service Provider tab of the training activity.



ID	Service, Course or Contract Name	Credential / Program Length	Total Program Cost	Location Count
2041	Accounting Certificate, 5251 (207 Vincennes)	Other / 1	\$6,409.04	29
2116	Advanced Manufacturing Automation Technology (amat) And Amt Program (348 Vincen	AA/AS Degree / 2	\$21,046.00	29

Click Occupational Training Code to enter the related ONET code. In the search box, click Select Occupation from ONET Table. Enter in the Keyword Search Options the type of training and click Search. The related ONET code will auto-fill on the Service Provider tab of the training activity.

Search for an occupation by keyword(s)

Type a job title or occupational keywords in the box and click the *Search* button. (e.g. Accountant)

[Keyword Search Options](#)



Skip directly to the Closure Information tab by clicking Next on the following four tabs: Enrollment Cost, Financial Aid, Enrollment Budget, and Budget Planning. Currently, TAA training activities are not budgeted through the ICC section so case managers do not need to edit or complete any of the information on these tabs.



On the Closure tab, the completion code must be left blank as this is a fundable activity and must remain open for the duration of the participation in TAA-approved training. Scroll to the bottom and click Finish.

The screenshot shows a web form titled "Closure Information". Under the heading "Enrollment Summary:", there are two fields. The first is "Last Activity Date:" followed by a date input field and a "Today" button with a calendar icon. The second is "Completion Code:" followed by a dropdown menu currently showing "None Selected". Below the form, a black arrow points to a blue "Finish" button.

Additional Materials

The DWU will have a detailed step-by-step guide available on the TAA page of the WorkOne Staff Resources portal that can be accessed through Indiana Career Ready at: <https://www.indianacareerready.com/>. All TAA-related ICC guides may be located on the portal by clicking on Programs → Trade Adjustment Assistance (TAA) → ICC Guides.

Effective Immediately