

# WIOA Program Training Agenda

## Training Event Details

Two-day session

9:00 a.m. to 4:00 p.m. CST

## Training Site Address

[WIT Case Management Training Site](#)

## Training Events – Day 1

### Introduction and Agenda Review

The instructor will welcome training participants and review the training agenda.

### Training Participant Login

Participants will practice logging in to the WIT Training site.

### Client System Registration

Participants will practice creating an individual account for the purpose of training.

### WIOA Program Application

Participants will practice creating a WIOA program application to perform the required data entry.

### Grant Enrollment

Participants will learn about grant enrollments (WIOA and non-WIOA specific), including how to track them within the WIOA program.

### WIOA Eligibility Summary Ribbon

Participants will review this summary information which derives from the completed application form.

## **WIOA Participation Ribbon**

Participants will establish the customer's date of program participation to initiate program enrollment (service delivery).

## **WIOA Program Service Enrollment**

Participants will practice recording multiple service types to demonstrate the system's tracking capabilities. These include office services, training services, and support services.

## **WIOA Objective Assessment Summary (OAS)**

Participants will practice creating this form (also referred to as the Comprehensive Objective Assessment) to identify the customer's programmatic needs and barriers.

## **WIOA Individual Employment Plan (IEP)**

Participants will practice entering goals and objectives to manage the scope of the individual's service delivery.

## **End of Day Review**

The instructor will check participant understanding of the presented content.

## **Training Events – Day 2**

### **Review Day 1 Content**

Begin day 2 will a high-level overview of the previous day's content.

### **WIOA Training Justification Form**

Participants will complete a Training Justification Form, which is a requirement for providing training services.

### **WIOA Measurable Skills Gain (MSG) Ribbon**

Participants will practice entering the individual's skill achievement and achievement type for federal reporting purposes.

### **WIOA Educational Functional Level (EFL) for Measurable Skills Gain (MSG) Ribbon**

Participants will practice documenting the individual's assessment scores to gauge skills gain.

### **WIOA Program Closure Ribbon**

Participants will ensure all services are closed, as well as IEP details, and practice creating the closure form to prepare for the eventual soft exit process.

### **WIOA Follow Up Services**

Participants will review and enter follow up services in the service table once a closure form is completed.

### **WIOA Exit/Outcome Ribbon**

Participants will practice creating this form to create a hard exit.

### **WIOA Grant Outcome Form**

The instructor will review the Grant Outcome Form, which records potential gainful employment results based on a service associated with a state and/or regional grant.

**WIOA Quarterly Follow Ups**

Participants will review the quarterly follow up process to obtain performance metrics.

**End of Session Review**

The instructor will check participant understanding of the presented content.

**Conduct Training Survey**

Participants will complete an online survey to provide training feedback.