

TRACKING ACTIVITY: MODULE OVERVIEW

Module Overview:

Tracking Activity focuses on the following screens:

- Skill Development Planning (includes the Training/Activity Provider Search and Result function, Training/Activity Detail and Training/Activity Outcome)
- Adding/Editing/Viewing Training/Activity Provider Detail
- Adding/Editing/Viewing Training/Activity Program Detail
- Creating a record of Customer Placement (includes the Employer Search and Result function and Placement Summary)
- Adding/Editing/Viewing Employer Detail
- Creating Job Participation Rate Entries
- Viewing Benefit Information

NOTE: The estimated time to complete this module is as follows:

Presentation: 1 hours

Demonstration: 1 hour

Activity: 2 hour

Key Speaking Points:

1. **Skill Development Planning:** The procedures associated with adding Skill Development activities are similar to the procedures associated with tracking Supportive Services. Adding a skill development activity begins by doing a provider search to locate the provider's information in the OSST database. If a provider does not exist in the database, the user can create a new record for the provider's information. Once a provider does exist in the database, a training or activity record can be automatically populated with the provider's information.
 2. **Separating Training and Activities:** Training records and Activity records are both captured under the Skill Development tab. However, the information captured on a Training Detail record differs from the information captured on an Activity Detail record. For this reason, when adding a skill development record, the user is asked to specify whether he/she is adding an activity or a training record.
 3. **Adding a Provider:** If a provider search results in the provider not being found, it is necessary to add that provider's information to the database. In order to help prevent duplicate provider entries, the first step in adding a provider is to enter the provider's phone number. If the provider exists in the database, their information will be launched in an edit mode.
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4. **Adding a Customer Placement:** Adding a customer placement involves a series of steps, including:
 - Searching for an employment provider (to see if they already exist in the database)
 - Adding an employment provider to the database
 - Adding placement detail
 - Conducting placement follow ups for a customer
 5. **Creating Job Participation Rate Entries:** For each customer's case, the Job Participation Rate entry page will be automatically populated with a list of the customer's countable activities. Countable activities will only show up on this page if there has been an Actual Start Date completed on the associated detail page (Activity Detail or Job Placement Detail).
 6. **Viewing Benefit Information:** The Customer Benefit Information page is used to capture Temporary Cash Information and Food Stamp Information for a specific customer. This information is provided by FLORIDA and is delivered in a view-only format.
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