

WIA PROGRAM – CASE MANAGEMENT

Career Plan Summary - Education/ Training Details

The screenshot displays a web-based interface for case management. On the left is a navigation menu with the following items: Case Management, Case Summary, Career Plan (Planning) (expanded), Summary, Education Details, Assessment, Needs/Barriers, Goals, Steps To Self Sufficiency, Plan Wizard, View Career Plan, Activities, Manage Case, Job Placement, Case Follow-Up, Service Provider, Reports, Register, and Utilities. The main content area has a blue header with links: Jump to Case, Case Notes, Search, Recall Searches, and Recall Reports. Below the header, case information is displayed: Case for: [redacted] SSN: [redacted] Program: WIA (DW) Status: Training R/C/O/U: 77/777/7777/0. The main section is titled "Education/Training Details" and includes a "Training Details" link. Below this is a sub-section "Education Details (At Registration)" with the text "Currently Enrolled in School : No" and "Select your highest education level : 12th Grade Completed". The "Education Details" section contains the following fields: "* Has the customer ever received student financial aid?" with radio buttons for Yes and No (No is selected); "* Is the customer currently in school?" with a dropdown menu set to "No"; "Date left school(mm/dd/yyyy)" with a text input field and a calendar icon; and "* Highest school grade completed:" with a dropdown menu set to "12th Grade Completed". At the bottom right of the form are "Save", "Clear", and "Help" links.

Click on the “Educational Details” link on the navigation Menu to enter this information in the participant’s record at WIA Program registration.