

Documenting Individual Training Accounts (ITAs) in the MIS

Please use this visual aid as a supplement and not a replacement for the MIS User Training and Reference Manual or the on-line help system. You are encouraged to use the On-Line help system by clicking the “Help” button on the bottom of the WIA Plan, Services and Cost tabs.

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Step by Step Instructions

1. Add the ITA cost Items to the Plan as applicable.

These are the ITA Cost Categories and their respective MIS codes

60 - ITA Tuition

61 - ITA Books

62 - ITA Tools/Equipment

63 - ITA Materials/Supplies

64 - ITA Transportation – Out of Area

65 - ITA Related Fees

The screenshot shows the 'WIA Registration: Youth, Yada Y' window. The 'Planned Support and Training Types' tab is active. A table lists support items with columns for Support, Description, and Barrier. The item '64 Ita Transp - Out Of Area' is selected. To the right, the 'Support' field is set to 64, 'Barrier Code' to 021, and 'Outcome' to 002. A 'Comments' text area is also visible.

Support	Description	Barrier
10	Eye Care	009
78	Other Training Tuition	005
80	Other Training Books	005
60	Ita Tuition	002
61	Ita Books	013
63	Ita Materials/supplies	011
65	Ita Related Fees	030
62	Ita Tools/equipment	003
64	Ita Transp - Out Of Area	021

Support: 64 Ita Transp - Out Of Area
Barrier Code: 021 Offender
Outcome: 002 Employment/Job Retention

Comments

2. Open up the Services Tab and add the service(s) that the ITA will pay for. After entering the Service code in Field 1, the Start date in Field 3 and Projected End date in Field 4, enter the Occupational Code by right mouse clicking in Field 6 for the look-up.

3. Skip to field 16, ETP/Vendor, and enter the vendor providing the training paid for by the ITA. Either type the vendor code in or use the lookup. Once the vendor code is entered, right mouse click on the vendor code field.

Srv	Start Date	End Date	P/A
13	01/01/2003	/ /	A
14	01/01/2003	01/15/2003	A
38	01/15/2003	08/17/2005	A
38	08/18/2005	/ /	A

Services Detail | Comments | Filter to: D-All

1) Service Code: 38 Yth Occupation Skill Trng [Y/T]
 2) Planned: 2 No (Actual)
 3) Start Date: 08/18/2005 4) Proj End: 09/01/2005 5) End Date: / /
 6) Occupation: 13-2011.01 Accountants
 7) CIP Code: -
 8) Status Code:
 9) Actual Hours: 0 10) Wkly Hours: 0 11) Hrly Wage:
 12) Site Info:
 13) Staff Code:
 14) Comp. Code:
 15) Nontrad Empl.:
 16) ETP/Vndr: 005393
 17) Partner Svc:
 18) Program Code:
 19) Project Code:

Lookup Screen
View Employer/Vendor Info

Add Delete Agy.: 10 Prog. Oper.: 01

4. A split window appears. The top window will take you to the Vendor Look-up and the lower one will take you to the vendor information. Click on the “Allowable CIP codes” to find the approved CIP codes for this vendor.

Properties | Comments | Union Info | Survey Page | Contracts | Allowable CIP Codes

CIP	Begin Date	End Date
300101	07/01/2002	
520301	07/01/2002	
130403	07/01/2002	
490105	07/01/2002	
450201	07/01/2002	
419999	07/01/2002	
150101	07/01/2002	
149999	07/01/2002	
500701	07/01/2002	
470604	07/01/2002	
490104	07/01/2002	
470609	07/01/2002	
260101	07/01/2002	
520201	07/01/2002	
520501	07/01/2002	
400501	07/01/2002	
140801	07/01/2002	
420201	07/01/2002	
511613	07/02/2002	
131101	07/01/2002	
440701	07/01/2002	

Properties | CIP Definition

1) CIP Code: 52-0301 Accounting
 2) Begin Date: 07/01/2002
 3) End Date: / /

Record Id: 10000059
 User ID/Updated: D_Mucha 08/23/2004 01:18:35 PM

Add Delete Save Cancel Help

5. Once found, write it down, and enter it in Field 7 and complete the data entry needed for the Services Tab

The screenshot shows the 'Services' tab in a software application. On the left, a table lists services with columns for Srv, Start Date, End Date, and P/A. Service 38 is highlighted in red. On the right, the 'Services Detail' form is open, showing fields for Service Code (38), Planned (2), Start Date (08/18/2005), Proj End (09/01/2005), End Date (//), Occupation (13-2011.01 Accountants), CIP Code (52-0301 Accounting), Status Code, Actual Hours (0), Wkly Hours (0), Hrly Wage, Site Info (UAA, Norhter lights campus), Staff Code (M_MDOSE), Comp. Code, Nontrad Empl. (2 No), ETP/Vndr (005393 U of A Anchorage Campus), Partner Svc (99 N/A), Program Code (YYO), and Project Code (000). A text box labeled 'CIP code from Vendor Lookup' has an arrow pointing to the CIP Code field.

Note: If the CIP is not listed in the Vendor lookup, then the course has not been approved as part of the Eligible Training Provider program and an ITA MAY NOT be used to fund it.

6. Move to the Cost Tab and add the ITA cost category by clicking on the “Add” button and selecting the Linked Service. The following graphic provides an example of a cost tab entry with an ITA entry.

The screenshot shows the 'Cost' tab in a software application. On the left, a table lists cost entries with columns for Type, Source, Actual Cost, and Transaction Date. Entry 10 is highlighted in red. On the right, the 'Cost' form is open, showing fields for Training (38-Yth Occupation Skill Trng (y/T)), Support Type (61 ITA Books), Funding Source (06 WIA), Estimated Cost (\$15.00), Actual Cost (\$14.95), Transaction Date (09/15/2005), Doc. No. (#1), and ETP/Vendor (005393 U of A Anchorage Campus). An 'ITA Summary Section' shows: Established: \$0.00, De-Obligated: \$0.00, Expended: \$14.95, Balance: \$-14.95. At the bottom, 'Total Selected Cost' shows Invoice Count: 0, Actual: \$2,014.85, Estimated: \$1,515.00.