

## WORKFORCE ADVISORY



ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT

Number: 08-008  
Date: 12/31/08  
Expiration: Continuing

**TO:** All MIS Users

**FROM:** Mary Deitz, Research Analyst III

**SUBJECT:** Tracking PLT clients within MIS

A handwritten signature in black ink, appearing to read "Mary Deitz", is written over the "FROM" and "SUBJECT" lines.

The purpose of this advisory is to clarify procedures for tracking clients in the Management Information System (MIS) who receive training and/or services under the Pipe Line Training (PLT) program.

MIS users will use the PLT program application for determining eligibility, and updating the MIS. The application captures the necessary data for updating LOC Reg Tabs 1 and 2 of the Local/State Module. Only enter data into the MIS that is collected on the application. Enter a two (2) for "No" in all other fields on Loc Reg Tab 1 and 2. DBP inactivated most error messages on these two tabs except for federally mandated data.

Use the Local/State program module for registering and tracking clients in the MIS. In field 17, LOC Reg tab 2, use 70 "Only Used for PLT client."

The program code in field 27 is "PLT." Due to five (5) funding streams supporting the Alaska Gasline Inducement Act (AGIA) PLT Program, there are five (5) project codes:

- 001 PLT Apprentice
  - Used by ESD to track pre-apprentice and registered apprenticeship training and/or supported services
- 002 PLT MOU/MOA
  - DBP will process all MOU/MOA data entries under this code and/or designate a grantee when deemed appropriate
- 003 PLT Cooperative Agreement
  - DBP will process all Cooperative Agreement data entries under this code and/or designate a grantee when deemed appropriate

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- 004 PLT RTC
    - Regional Training Centers will use this code for MIS data entries. \* Note: Only use this project code with AGIA funds for registered apprenticeship
  
  - 005 PLT AWP
    - Alaska Works Partnership (AWP) will use this code for MIS data entries. \* Note: Only use this project code with AGIA funds for registered apprenticeship
  
  - 006 PLT AWP Federal Funding
    - Used for AWP clients using Federal PLT funds

There are four (4) unique services used for supporting the PLT program application:

- 70 Pre-Apprentice
  - Includes all training and services needed to enter a registered apprenticeship program
  
- 71 Registered Apprentice
  - Identifies clients registered and participating in a registered apprenticeship program
  
- 72 ALEXsys Registration
  - Identifies clients who were registered in ALEXsys
  
- 73 Prior Denali Training Fund (DTF)
  - Identifies clients who received training under the DTF
  - Only clients registered in DTF after 2007 are in the MIS. DBP will provide each user a listing of all clients registered in DTF training prior to 2007 to assist with updating this service

Use Support and Training Type 20, "PLT Tools" for tracking tool costs associated with this program.

Direct any questions regarding this Workforce Advisory to Mary Deitz, Research Analyst III, Division of Business Partnerships, at 907-465-2792 (phone), 907-465-3212 (fax), or [mary.deitz@alaska.gov](mailto:mary.deitz@alaska.gov) (email).