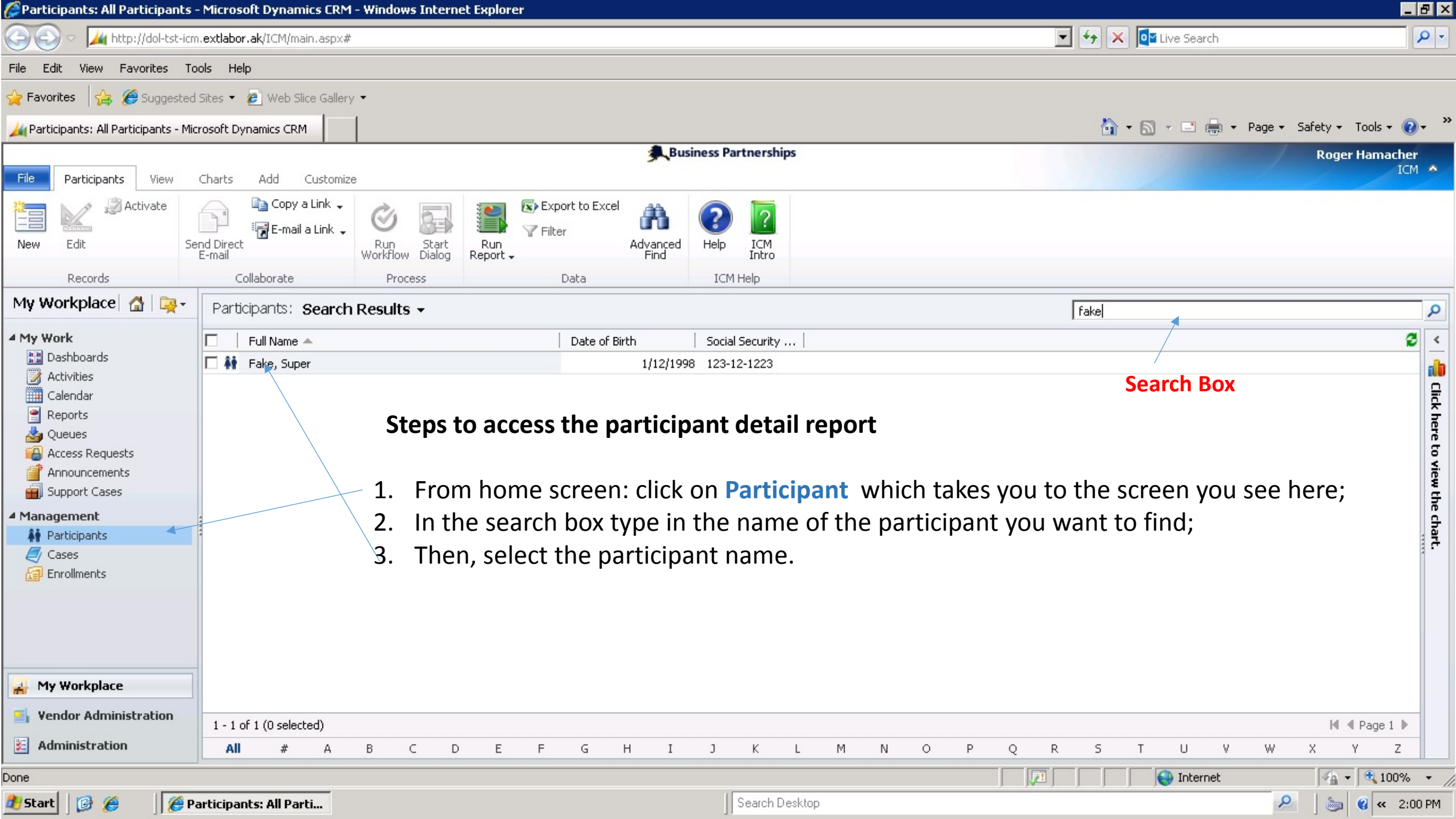


# Running the Participant Detail report



### Steps to access the participant detail report

1. From home screen: click on **Participant** which takes you to the screen you see here;
2. In the search box type in the name of the participant you want to find;
3. Then, select the participant name.

File Edit View Favorites To

★ Favorites ☆ Suggested

Participants: All Participants - Mik

---

File Participants View

Activate

New Edit Se

Records

---

My Workplace

My Work

- Dashboards
- Activities
- Calendar
- Reports
- Queues
- Access Requests
- Announcements
- Support Cases

Management

- Participants
- Cases
- Enrollments

---

My Workplace

Vendor Administration

Administration

Business Partnerships Roger Hamacher ICM

File Participant Add

Save Save & Close Save & New Copy a Link E-mail a Link Run Workflow Start Dialog Run Report Help ICM Intro

Run on Current Record Participant Detail

Case Manager Information Notes

Participant Fake, Super Status Active

Information

Type *	Individual	Participant Number	800022431
First Name *	Super	Date of Birth *	1/12/1998
Middle Name +		Gender	Male
Last Name *	Fake	SSN *	123-12-1223
Pay Vendor Number		SSN Not Provided	<input type="checkbox"/>

Participant Contact Details

Main Phone +	(907) 123-1232	Mailing Address	
Alternate Phone		<a href="#">Add or View History...</a>	
Email Address +			

Rate

Status Active Last Modified 1/30/2013 10:30 AM

Select "Run Report" which opens up the types of reports that can be run; Select "Participant Detail" report

Safety Tools ?

Roger Hamacher ICM

Participants

Click here to view the chart.

Page 1

X Y Z

The report below will be displayed



Participant Detail

Date: 12-03-2013  
Time: 14:03:49

**Fake, Super**  
Status: Active

---

*Participant Summary*

**Personal Information:**

<b>Participant Number:</b> 800022431	<b>SSN Provided?</b> Provided	<b>Birth Date:</b> 1/12/1998
<b>Gender:</b> Male	<b>Main Phone:</b> (907) 123-1232	<b>Alternate Phone:</b>
<b>Email Address:</b>		

**Race:** Unknown/Not Provided: Yes

**Ethnicity:** Hispanic/Latino: Yes

**Other Demographics:**

<b>Veteran:</b> Yes
<b>Individual with a Disability:</b> Yes
<b>Alaskan Resident W/ 30 Days:</b> Yes

---

*Case - Fake - 1/30/2013*

**Referrals:**

---

*Enrollment: WIA Youth*

**Enrollment Date:**

**Additional Participant Information**

**Citizen Status:**

File Edit View Favorites Tools

Participants: All Participants - Mic

File Participants View

Activate

Records

My Workplace

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My Workplace

Vendor Administration

Administration

her ICM

Safety Tools ?

Roger Hamacher ICM

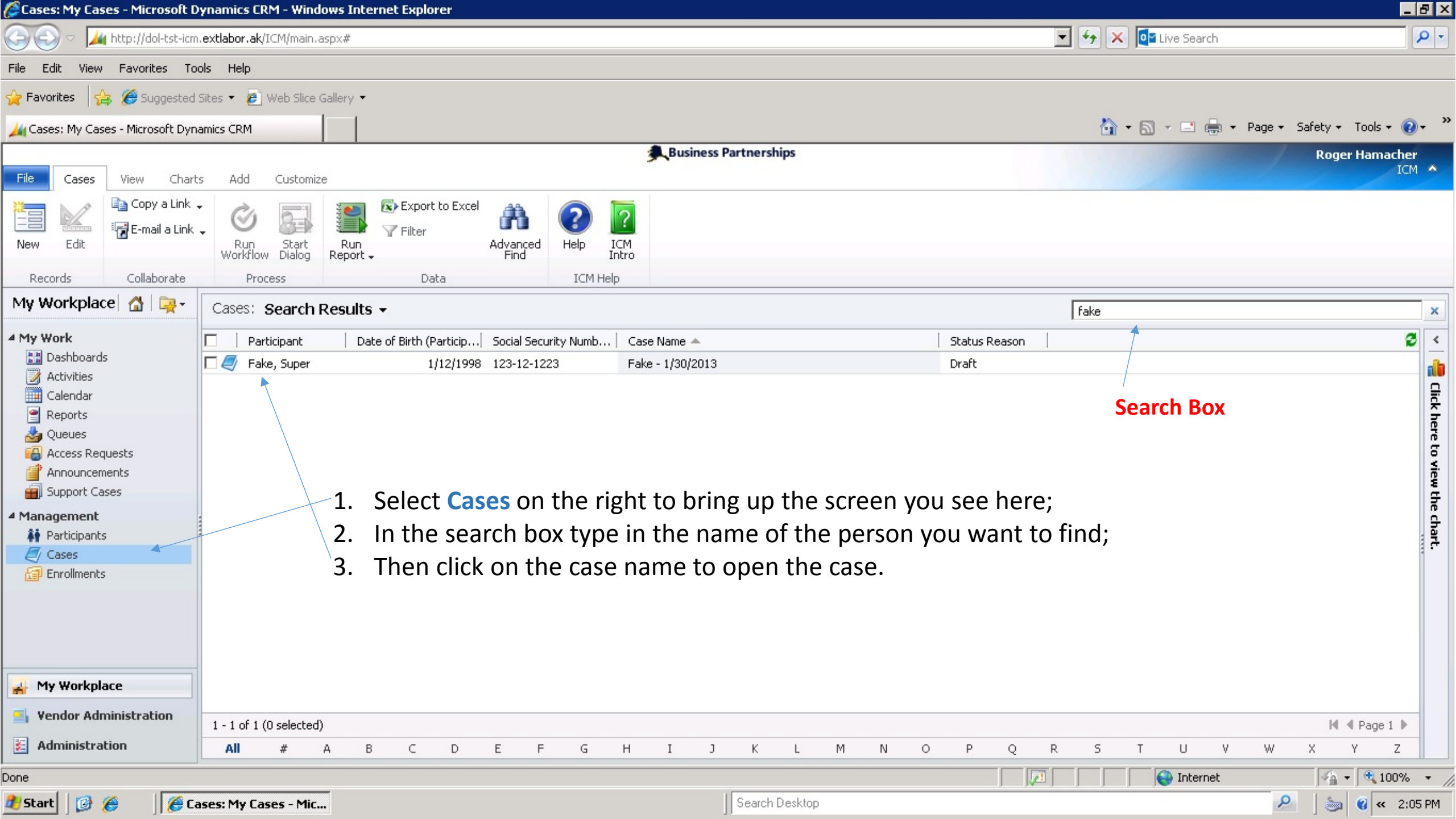
Click here to view the chart.

Page 1

X Y Z

# Running the ISS report





1. Select **Cases** on the right to bring up the screen you see here;
2. In the search box type in the name of the person you want to find;
3. Then click on the case name to open the case.

Cases: My Cases - Microsoft Dynamics CRM

File Edit View Favorites Tools

Save Save & Close

File Cases View Char

Records Collaborate

My Workplace

My Work

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- Activities
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- Access Requests
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- Support Cases

Management

- Participants
- Cases
- Enrollments

My Workplace

- Vendor Administration
- Administration

Case: Fake - 1/30/2013 - Microsoft Dynamics CRM - Windows Internet Explorer

http://dol-tst-icm.extlabor.ak/ICM/main.aspx?etc=10004&extraqs=%3f\_gridType%3d10004%26etc%3d10004%26id%3d%257b2944f355-EFD1-406F-A679-1746D56AB613%257d%26pagemode%3d...

Business Partnerships Roger Hamacher ICM

File Case Add

Save Save & Close

Collaborate Process

Run Workflow Start Dialog Run Report Help ICM Intro

Run on Current Record

- Case Service Count
- ESD Authorization Form
- IEP Report
- ISS Report

Information

- General
- Enrollments
- Services
- Referrals
- Attachments

Related

Case Management

- Planned Inactivities
- Case Notes
- Goals
- Pay Rates
- TABE Tests

Case Fake - 1/30/2013

Status Draft

ISS Report

General

Case Name Fake - 1/30/2013

Case Managers

<input type="checkbox"/>	Full Name	Main Phone
<input type="checkbox"/>	Roger Hamacher	907-743-6074

1 - 1 of 1 (0 selected) Page 1

Enrollments

<input type="checkbox"/>	Name	Participant	Owner	Status Reason	Enrollment Date
<input type="checkbox"/>	WIA Youth	Fake, Super	Roger Hamacher	Draft	

1 - 1 of 1 (0 selected) Page 1

Services

Active Last Modified By Roger Hamacher 1/30/2013 10:39 AM

Select "Run Report" which opens up the available choices- select ISS report

Safety Tools

Roger Hamacher ICM

Click here to view the chart.

Page 1

X Y Z

100%

2:06 PM

The report below will be displayed



1 of 1 100% Find | Next

### Individual Service Strategy Younger & Older Youth-In-School or Youth Out-of-School

**Participant Name: Super Fake**

Additional Service Provider(s) - (Other than Grantee):

Based on needs identified through assessment, the following activities will be undertaken to achieve my employment/educations goal(s):

Services	Start Date	Projected End Date	Expected Outcomes of Goals/Notes
Objective Assessment	1/11/2013		

I have helped create my service plan and agree to do my best to achieve the goals listed above. If I run into problems, I will ask for help. If I want to change my will request the change from staff and will re-sign and date my service plan to indicate my input and approval of any changes.

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature (if under 18):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Grantee Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Microsoft Dynamics CRM interface with navigation menu including My Workplace, My Work, and Management sections.

Right-hand side of the interface showing user profile for Roger Hamacher, ICM, and a sidebar with a 'Click here to view the chart' link.