AK VOS: WIOA Report Samples

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Figure 1 Case Load Reports Menu

Report descriptions and samples for report titles in yellow highlight follow.

Active Cases Report

This report provides a summary of case activity (by program) using the following statuses:

- Active cases – Include a valid participation date but exclude a case closure or outcome date.
- Closed cases – Include a case closure date but no outcome (exit) date.
- Exit cases – Include a program exit date (either hard or soft exit).

WIOA program staff and grantee staff may click a hyperlink value to access case details.

The following figure displays a sample Active Cases report:

Office/Location	Active Cases	Closed Cases	Exit Cases
Juneau Job Center	40	7	18
Ketchikan Job Center	4	0	3
Office/Location	Active Cases	Closed Cases	Exit Cases
Total:	44	7	21
Total Rows: 2			

Figure 2 Active Cases Report

Application Report

This report displays a list of all individual applications recorded in the system, by selected program(s), within the selected timeframe. WIOA program staff and grantee staff may view this report to review and confirm significant data entered to complete the application, such as:

- Applicant contact information
- Eligibility dates by customer program group
- Application date
- The identity of associated staff
- Application status (of note, *Incomplete* and *Partial* statuses)

The following figure displays a sample Application report:

User ID	State ID	Name	Last 4 SSN	App ID	Program	Phone	Address	Eligibility Address	Eligibility County	Email	Office	Assigned CM	App Date	Eligibility Date	Registered Individual Eligibility Date
2840	21	Newman, Justine	8441	411	Title I - Workforce Development (WIOA)	(999) 999-9999	1234 Main St Anchorage, AK 99503	1234 Main St Anchorage, AK 99503	Anchorage, Municipality of	jnewman@gmail.com	Anchorage Job Center Midtown	No Current Assignment	06/17/2020		
2840	21	Newman, Justine	8441	412	Title I - Workforce Development (WIOA)	(999) 999-9999	1234 Main St Anchorage, AK 99503	1234 Main St Anchorage, AK 99503	Anchorage, Municipality of	jnewman@gmail.com	Anchorage Job Center Midtown	No Current Assignment	06/17/2020		
2926	97	Frank, Jami	1011	167	Title I - Workforce Development (WIOA)	(212) 555-1212	123 Hill St. Anchorage, AK 99503	123 Hill St. Anchorage, AK 99503	Anchorage, Municipality of	mday@hotmail.com	Anchorage Job Center Midtown	No Current Assignment	06/15/2020		
					Title I - Workforce	(342) 323-2342	1242 Melrose Anchorage, AK	1242 Melrose				Staff Fifty	06/14/2020		
3320	204	Williams, Jalen	1107	370	Title I - Workforce Development (WIOA)	(907) 555-4567	107 Fireweed Anchorage, AK 99503	107 Fireweed Anchorage, AK 99503	Anchorage, Municipality of	Jwilliams@hotmail.com	Anchorage Job Center Midtown	Staff Seven	06/16/2020		
3321	205	Man, Jon	1120	345	Title I - Workforce Development (WIOA)	(907) 999-3344	1212 3rd Avenue Anchorage, AK 99507	1212 3rd Avenue Anchorage, AK 99507	Anchorage, Municipality of	jon.man@gmail.com	Anchorage Job Center Midtown	Philip Twenty	06/16/2020		
3322	206	Dee, Sandra	1102	390	Title I - Workforce Development (WIOA)	(480) 353-2286	118 S. Coffee Lane Anchorage, AK 99503	118 S. Coffee Lane Anchorage, AK 99503	Anchorage, Municipality of	Sdee@hotmail.com	Anchorage Job Center Midtown	Ana Lopez	06/16/2020		
User ID	State ID	Name	Last 4 SSN	App ID	Program	Phone	Address	Eligibility Address	Eligibility County	Email	Office	Assigned CM	App Date	Eligibility Date	Registered Individual Eligibility Date

Total Rows: 116

Figure 3 Application Report, 1 of 2

WP Eligibility Date	JVSG Eligibility Date	MSFW Eligibility Date	ABC Services Eligibility Date	IWT Eligibility Date	Adult Eligibility Date	DW Eligibility Date	Youth Eligibility Date	Related Assistance /Emergency Services Eligibility Date	NFJP Eligibility Date	Staff Created	Create Date	App Status	WP	JVSG	MSFW	AD Basic	IWT	AD	DW	Y	ISY	OSY	SW	NDWG	Related Assistance/ Emergency Services Eligibility	NFJP Eligibility
					06/17/2020	06/17/2020				Fifty, Staff	06/17/2020	Incomplete														
					06/17/2020					Nine, Staff	06/17/2020	Incomplete														
					06/15/2020					Osburn, Lacey	06/15/2020	Partial														
						06/14/2020				Fifty, Staff	06/14/2020									Yes			Yes	Yes		

WP Eligibility Date	JVSG Eligibility Date	MSFW Eligibility Date	ABC Services Eligibility Date	IWT Eligibility Date	Adult Eligibility Date	DW Eligibility Date	Youth Eligibility Date	Related Assistance /Emergency Services Eligibility Date	NFJP Eligibility Date	Staff Created	Create Date	App Status	WP	JVSG	MSFW	AD Basic	IWT	AD	DW	Y	ISY	OSY	SW	NDWG	Related Assistance/ Emergency Services Eligibility	NFJP Eligibility
					06/16/2020	06/16/2020				Seven, Staff	06/16/2020	Exited						Yes	Yes							
					06/16/2020	06/16/2020				Twenty, PHILIP	06/16/2020	Exited						Yes	Yes							
					06/16/2020	06/16/2020				Lopez, Ana	06/16/2020	Currently Enrolled						Yes	Yes							

Figure 4 Application Report, 2 of 2

Case Closure Reportable Performance Indicators Report

This report displays a list of individuals' performance metrics recorded in the system, by selected program(s), within the selected timeframe. WIOA program staff and grantee staff may view this report to review and confirm information entered within the Case Closure form, including the customer's:

- Contact information

- Attained credential name(s) and date(s)
- School status, as reported in the Case Closure form
- Attained diploma name and date
- Entered employment date
- Youth placement date
- Date of case closure

The following figure displays a sample Case Closure Reportable Performance Indicators report:

App #	State ID	Name	Office	Case Manager	Credential*	Credential Other	Credential Date*	School Status*	Attained Diploma*	Diploma Date*	Entered Employment	Youth Placement	Placement Date	Close Date
861	463	Who, Doctor	Homer Job Center	Staff Twentytwo	Occupational Skills Certificate or Credential		7/14/2020	No, Not Attending Any School				Entered Advanced training	7/14/2020	7/14/2020
1118	603	Spock, Mr	Kenai Peninsula Job Center	Staff Twentytwo	Occupational Skills Certificate or Credential		7/16/2020	No, Not Attending Any School				None of the above		7/16/2020
1129	617	Dunn, Billy	Kenai Peninsula Job Center	Staff Twentyfour				No, Not Attending Any School	Secondary / High School Equivalency	7/16/2020	07/16/2020	None of the above		7/16/2020
1125	600	Jomis, James	Kenai Peninsula Job Center	Staff Twentynine	Occupational Skills Certificate or Credential		7/16/2020	Yes, Attending An Alternative High School			07/16/2020	None of the above		7/16/2020
			Kenai Peninsula Job Center					...ling An	Secondary / High School Equivalency	7/1...		...e of the above		7/16/2020
												education...		
1127	608	Sure, Al	Kenai Peninsula Job Center	Staff Fifty				No, Not Attending Any School	Secondary / High School Equivalency	7/16/2020		Entered Post-Secondary education	7/16/2020	7/16/2020
1131	604	Archer, Sterling	Seward Job Center (Closed)	Staff Fortysix				No, Not Attending Any School	Secondary / High School Equivalency	7/16/2020		None of the above	7/16/2020	7/16/2020
App #	State ID	Name	Office	Case Manager	Credential*	Credential Other	Credential Date*	School Status*	Attained Diploma*	Diploma Date*	Entered Employment	Youth Placement	Placement Date	Close Date

Figure 5 Case Closure Reportable Performance Indicators Report

Credentials Report

This report displays a list of all credential records entered in the system, by selected program(s), within the selected timeframe. WIOA program staff and grantee staff may view this report to review and confirm information entered within the Programs tab of the customer's Case Management Profile, including the customer's:

- Contact information
- Participation, closure, and/or exit dates, as applicable
- Attained credential name(s) and date(s)
- The training provider through whom the credential was attained
- Where (in the system) the attainment information was entered (i.e., program enrollment record, follow up record, etc.)

The following figure displays a sample Credentials report:

User ID	State ID	App ID	Name	Office	Participation Date	Closure Date	Exit Date	Assigned Staff	Credential Type	Credential Date	Provider	Page Reported
3734	509	955	Hanson, Carla	Kenai Peninsula Job Center	07/14/2020	07/14/2020	07/14/2020	Fortythree, Staff	Occupational Skills Certificate or Credential	07/14/2020	Peninsula-Kenai	Enrollment ID:531
3734	509	955	Hanson, Carla	Kenai Peninsula Job Center	07/14/2020	07/14/2020	07/14/2020	Fortythree, Staff	Secondary / High School Equivalency	07/14/2020		
3735	511	876	Height, Leigh Ton	Mat-Su Job Center	07/14/2020	07/14/2020	07/14/2020	Fortyfive, Staff	Secondary / High School Equivalency	07/14/2020	Adult Education Services	Enrollment ID:573

User ID	State ID	App ID	Name	Office	Participation Date	Closure Date	Exit Date	Assigned Staff	Credential Type	Credential Date	Provider	Page Reported
3843	617	1129	Dunn, Billy	Kenai Peninsula Job Center	07/16/2020	07/16/2020	07/16/2020	Twentyfour, Staff	Secondary / High School Equivalency	07/16/2020		
3844	618	1128	Nustart, Aye	Anchorage Job Center Midtown	07/16/2020	07/16/2020	07/16/2020	Twelve, Staff	High School Diploma	07/16/2020	Adult Education Services	Enrollment ID:758
3913	653	1199	Johnsen, Gary	Anchorage Job Center Midtown	09/17/2020	09/17/2020	09/17/2020	Eighteen, Staff	Secondary / High School Equivalency	09/17/2020	Adult Education Services	Enrollment ID:805
User ID	**Statte ID**	**App ID**	**Name**	**Office**	**Participation Date**	**Closure Date**	**Exit Date**	**Assigned Staff**	**Credential Type**	**Credential Date**	**Provider**	**Page Reported**
Total Individuals: 137									**Total Credentials: 140**			

Figure 6 Credentials Report

Days Since Last Active Service Report

This report displays a list of active participants, by selected program(s), with closed services. The system will calculate, from the actual close date of the service, the number of days that passed since that close date. WIOA program staff and grantee staff may view this report to monitor service delivery to proactively prevent an unintended soft exit event.

The following figure displays a sample Days Since Last Activity report:

State ID	App ID	Name	Program Code	Office of Responsibility	Assigned Staff	Application Date	Participation Date	Last Activity Date	Closure Date	No. of Days since Last Activity
657	1205	Hasselhoff, David	WIOA	Anchorage Job Center Midtown	Fifty, Staff	10/09/2020	10/09/2020	10/09/2020	10/09/2020	5
625	1150	Dylan, Bobby	WIOA	Kenai Peninsula Job Center	Fortytwo, Staff	07/22/2020	07/22/2020	07/22/2020	07/22/2020	84
622	1144	Doe, Jane	WIOA	Kenai Peninsula Job Center	Fortytwo, Staff	07/17/2020	07/20/2020	07/20/2020		86
		Jomis, James		...ni Peninsula Job Center		...8/2020	07/16/2020		...2020	90
...3	905		WIOA	...	...ay, Staff	...		07/14/2020	07/14...	
489	934	Park, Jaebum	WIOA	Juneau Job Center	Thirtynine, Staff	07/14/2020	07/14/2020	07/14/2020	07/14/2020	92
490	922	Guest, Ella	WIOA	Anchorage Job Center Midtown	Twentyseven, Staff	07/14/2020	07/14/2020	07/14/2020	07/14/2020	92
493	847	Tanner, Jeffery	WIOA	Mat-Su Job Center	Fourteen, Staff	07/14/2020	07/14/2020	07/14/2020	07/14/2020	92
State ID	App ID	Name	Program Code	Office of Responsibility	Assigned Staff	Application Date	Participation Date	Last Activity Date	Closure Date	No. of Days since Last Activity

Total: 46

Figure 7 Days Since Last Active Service Report

Eligibility Enrollment Report

This report helps staff to identify program applicants within the selected reporting date range, and to see which individuals will be included in performance reporting. The Eligibility Enrollments report will display the application status, priority level, date of first staff-assisted service that triggers participation and will show education, veteran, barriers and public assistance information that staff recorded on the application form during eligibility determination.

The following figure displays a sample Eligibility Enrollment report:

Note: *This is a very long (horizontal) report.*

State ID	App ID	Last, First Name	DOB	Gender	App Date	App Status	Eligibility Date	AD Eligibility	AD Eligibility Date	DW Eligibility	DW Eligibility Date	Youth Eligibility	Youth Eligibility Date	Youth Exception/Limitation	Incumbent Worker Eligibility	Incumbent Worker Eligibility Date	Statewide
512	915	Kim, Lou	05/30/1980	Male	07/14/2020	Exited		Yes	07/14/2020	Yes	07/14/2020						
515	923	Goyer, Dawn	08/06/1956	Female	07/14/2020	Exited		Yes	07/14/2020	Yes	07/14/2020				Yes	07/14/2020	
517	928	Snowflake, Suzy	07/13/1985	Female	07/14/2020	Currently Enrolled		Yes	07/14/2020	Yes	07/14/2020						
			01/01/199														
	1205	Hassen...			10/09/2020	Close...								...5% Exception nor 5% Limitation			
658	1208	Tyme, Justin	03/01/2004	Male	10/09/2020	Complete, Not Enrolled						Yes, In School	10/09/2020	Meets neither 5% Exception nor 5% Limitation			
660	1212	Kolber, Suzy	02/02/2003	Female	10/13/2020	Currently Enrolled						Yes, Out of Shool	10/13/2020	Meets neither 5% Exception nor 5% Limitation			
97	167	Frank, Jami	06/01/2000	Female	06/15/2020	Partial				06/15/2020							
State ID	**App ID**	**Last, First Name**	**DOB**	**Gender**	**App Date**	**App Status**	**Eligibility Date**	**AD Eligibility**	**AD Eligibility Date**	**DW Eligibility**	**DW Eligibility Date**	**Youth Eligibility**	**Youth Eligibility Date**	**Youth Exception/Limitation**	**Incumbent Worker Eligibility**	**Incumbent Worker Eligibility Date**	**Statewide**

Total Rows: 116

Figure 8 Eligibility Enrollment Report, 1 of 5

NDWG	Priority of Services	In Performance	Program Entry Date	Youth Program Entry Date	Closure Date	Accountability Status	Exit Date	Exit Reason	Customer Group	Assigned CM	LWDB	Office	Citizenship	Selective Services	Disability	Transitional Service Member
	2	No			07/14/2020	Neither condition applies	07/14/2020	Deceased	Dislocated Worker	Thirtyone, Staff	20	Mat-Su Job Center	Citizen of U.S. or U.S. Territory	Yes	No	No
	2	No			07/14/2020	Neither condition applies	07/14/2020	Retirement	Dislocated Worker	Thirty, Staff	20	Mat-Su Job Center	Citizen of U.S. or U.S. Territory	Not Applicable	No	No
	2	No							Dislocated Worker	Four, Staff	20	Anchorage Job Center Midtown	U.S. Permanent Resident	Not Applicable	No	No
					07/14/2020	Neith...			Adult, Dislocated Worker	Twent...		Citizen of...			No	No
	2	No										Anchorage				
	2	No								Fifty, Staff	20	Anchorage Job Center Midtown	Citizen of U.S. or U.S. Territory	Not Applicable	No	No
	2	No							Youth	Fifty, Staff	20	Anchorage Job Center Midtown	Citizen of U.S. or U.S. Territory	Not Applicable	No	No
	4	No									20	Anchorage Job Center Midtown	Citizen of U.S. or U.S. Territory	Not Applicable	Not self-identified	No

Figure 9 Eligibility Enrollment Report, 2 of 5

Veteran Status	Campaign Veteran	Disabled Veteran	Recently Separated Veteran	Homeless Veteran	SBE	Employment Status	UC Status	Referred By	Long Term Unemployed	Underemployed	Highest school grade completed	Highest Educational Level completed
No	No		No	No	No	Employed	Neither Claimant nor Exhaustee	WPRS	No	No	12 school grades completed	Attained high school diploma
No	No		No	No	No	Not Employed	Neither Claimant nor Exhaustee		No	NA	12 school grades completed	Attained a postsecondary technical or vocational certificate (non-degree)
No	No		No	No	No	Employed	Neither Claimant nor Exhaustee		No	Yes	10 school grades completed	No Educational Level Completed
							Claimant				11 school grades completed	
No				No	No				No			No Educational Level...
No	No		No	No	No	Not Employed	Neither Claimant nor Exhaustee		No	NA	9 school grades completed	No Educational Level Completed
No	No		No	No	No	Not Employed	Neither Claimant nor Exhaustee		No	NA	10 school grades completed	No Educational Level Completed
	No		No	No								

Figure 10 Eligibility Enrollment Report, 3 of 5

School Status	Attending Any School	TANF	SSI	SSDI	Ticket to Work	SNAP	General Assistance	Refugee Cash Assistance	Foster Child	High Poverty Area	Free/ Reduced Lunch	Low Income
Not attending school; Secondary School Graduate or has a recognized equivalent		No	No	No	No	No	No	No	No	No	No	Yes
Not attending school; Secondary School Graduate or has a recognized equivalent		No	No	No	No	No	No	No	No	No	No	Yes
Not attending school or Secondary School Dropout		No	No	No	No	No	No	No	No	No	No	Yes
						No			No		No	No
...g school or Secondary								No				
In-school; Secondary School or less	Yes	No	No	No	No	No	No	No	No	No	Yes	Yes
Not attending school or Secondary School Dropout	No	No	No	No	No	No	No	No	No	Yes	Unknown	Yes
		Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
School Status	Attending Any School	TANF	SSI	SSDI	Ticket to Work	SNAP	General Assistance	Refugee Cash Assistance	Foster Child	High Poverty Area	Free/ Reduced Lunch	Low Income

Figure 11 Eligibility Enrollment Report, 4 of 5

English Learner	BSD	Homeless	Runaway	Foster Care Status	ExOffender	Pregnant/ Parenting Youth	Youth Additional Assistance	Displaced Homemaker	Within 2 Years of Exhausting TANF	Single Parent	Cultural Barriers
No	No	No	No	No	No	No	No	No	No	No	No
Yes	Yes	No	No	No	No	No	No	No	No	No	No
No	Yes	No	No	No	No	No	No	No	No	Yes	Yes
					No						No
No					No			No			
Yes	No	No	No	No	Yes	No	No	No	No	No	No
No	Yes	No	No	No	No	No	No	No	No	No	No
NA	NA	No	NA	NA	NA	NA	NA	NA	NA	NA	NA
English Learner	BSD	Homeless	Runaway	Foster Care Status	ExOffender	Pregnant/ Parenting Youth	Youth Additional Assistance	Displaced Homemaker	Within 2 Years of Exhausting TANF	Single Parent	Cultural Barriers

Figure 12 Eligibility Enrollment Report, 5 of 5

Exited Cases Report

This report identifies all program participants who exited, and the method by which they exited the program(s) of participation. WIOA program staff and grantee staff may view this report to:

- identify program exiters who have yet to attain credentials (for monitoring purposes).
- assign follow up case managers if desired.
- review account details for exiters to ensure adherence to policy requirements.

The following figure displays a sample Exited Cases report:

Name	App	State ID	LWIA	Office	Program Name	Case Manager	Create Date	Exit Date	Exit Reason
America, Captain	368	157	Interior Economic Region	Fairbanks Job Center	Title I - Workforce Development (WIOA)	Staff Fifteen	6/17/2020	6/17/2020	Retirement
Amundsen, Harriet	947	483	Gulf Coast Economic Region	Kenai Peninsula Job Center	Title I - Workforce Development (WIOA)	Staff Four	7/14/2020	7/14/2020	Health/Medical
Anchorage, Fairbanks	900	526	Anchorage/Mat-Su Economic Region	Anchorage Job Center Midtown	Title I - Workforce Development (WIOA)	Staff Thirtythree	7/14/2020	7/14/2020	Retirement
		491	Anchorage/M...	...orage Job Center	Title I...	Staff Twentynine	7...	...20	Retirement
				Midto...	...A)				
Goyer, Dawn	923	515	Anchorage/Mat-Su Economic Region	Mat-Su Job Center	Title I - Workforce Development (WIOA)	Staff Thirty	7/14/2020	7/14/2020	Retirement
Guns, Mo	373	208	Gulf Coast Economic Region	Kenai Peninsula Job Center	Title I - Workforce Development (WIOA)	Carlos Molina	6/17/2020	6/17/2020	Retirement
Hanson, Carla	955	509	Gulf Coast Economic Region	Kenai Peninsula Job Center	Title I - Workforce Development (WIOA)	Staff Fortythree	7/14/2020	7/14/2020	Institutionalized
Hardie, Aspendog	896	520	Anchorage/Mat-Su Economic Region	Mat-Su Job Center	Title I - Workforce Development (WIOA)	Staff Twentyeight	7/14/2020	7/14/2020	Retirement
Name	App	State ID	LWIA	Office	Program Name	Case Manager	Create Date	Exit Date	Exit Reason

Total: 105

Figure 13 Exited Cases Report

Measurable Skill Gains Report

This report will present in summary view the number of unique program participants that have a measurable skill gain recorded in the system and the actual number of the skill gains recorded for those program participants by the Skill Type. WIOA program staff and grantee staff may drill down into the individual details for each Skill Type or all skill types.

The following figure displays a sample Measurable Skill Gains report:

Skill Type	Total Participants	% of Participants	Total Skill Gains	% of Skill Gains
Educational Functioning Level	9	8.74%	9	8.33%
Post-Secondary Transcript/Report Card	4	3.88%	4	3.70%
Secondary Transcript/Report Card	24	23.30%	24	22.22%
Skills Progression	40	38.83%	45	41.67%
Training Milestone	26	25.24%	26	24.07%
Skill Type	**Total Participants**	**% of Participants**	**Total Skill Gains**	**% of Skill Gains**
All Skill Types	103	100.00%	108	100.00%

Figure 14 Measurable Skill Gains Report

Obtained Employment Report

This report displays individuals with entered employment details, as documented in the Case Closure form, the Quarterly Follow Up form, or job placement activities with a positive outcome (status = hired).

The following figure displays a sample Measurable Skill Gains report:

Figure 15 Obtained Employment Report

Summary Report

This report displays the count of program participants that are currently active, closed with no exits and exited cases that require quarterly follow ups, as well as the count for each quarter. WIOA program staff and grantee staff may click the ⊞ symbol to see the summary case count in detailed view.

The following figure displays a sample Summary report:

Office/Staff	Current Active Cases	Closed Cases With No Exit	In Current Qtr Follow Up	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
⊞ Juneau Job Center	27	2	12	0	12	0	0
⊞ Ketchikan Job Center	3	0	3	0	3	0	0
⊞ Anchorage Job Center Muldoon	0	0	1	1	0	0	0
⊞ Anchorage Job Center Midtown	32	5	16	4	12	0	0
⊞ Mat-Su Job Center	12	4	13	8	5	0	0
⊞ Homer Job Center	3	0	0	0	0	0	0
⊞ Kenai Peninsula Job Center	23	5	18	10	8	0	0
⊞ Kodiak Job Center	1	0	2	0	2	0	0
⊞ Seward Job Center (Closed)	2	0	1	1	0	0	0
⊞ Y-K Delta Job Center	1	0	1	0	1	0	0
⊞ Fairbanks Job Center	20	1	10	2	8	0	0
Office/Staff	Current Active Cases	Closed Cases With No Exit	In Current Qtr Follow Up	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Total:	124	17	77	26	51	0	0

Figure 16 Summary Report

Quarterly Follow Up Status Report

This report displays the program follow up data for the four quarters after the exit quarter. WIOA program staff and grantee staff may view employment information for the prior and current quarter, individual contact information, credentials that were received within each quarter and youth placement data.

The following figure displays a sample Quarterly Follow Up Status report:

| | | | | | Current Quarter Employment | | | | | | | | |
State ID	App ID	Name	Office	Assigned Staff	Follow Up Type	Follow Up Status	Required By	Completion Date	Employed In Quarter	Employer	Hire Date	Job Title	Wage	Hours	Credential Date	Credential Type	Other Follow Up Statuses
289	1783		Mat-Su Job Center		1st Quarter after Exit	Complete	06/30/2020	06/19/2020	N/A								
289	1783		Mat-Su Job Center		2nd Quarter after Exit	Required	09/30/2020		N/A								
289	1783		Mat-Su Job Center		3rd Quarter after Exit	Required	12/31/2020		N/A						12/14/2020	AA/AS Degree	
			Fairbanks Job Center					03/31/2020	01/06/2020	N/A							
					after Exit												
16882	8494		Anchorage Job Center Midtown		3rd Quarter after Exit	Required	12/31/2020		N/A								
20826	8375		Employment and Training Services		2nd Quarter after Exit	Not Complete	03/31/2020		N/A								
20826	8375		Employment and Training Services		3rd Quarter after Exit	Required	06/30/2020		N/A								
20826	8375		Employment and Training Services		4th Quarter after Exit	Required	09/30/2020		N/A								
State ID	App ID	Name	Office	Assigned Staff	Follow Up Type	Follow Up Status	Required By	Completion Date	Employed In Quarter	Employer	Hire Date	Job Title	Wage	Hours	Credential Date	Credential Type	Other Follow Up Statuses

Total Participants: 2748

Figure 17 Quarterly Follow Up Status Report

Targeted Measurable Skill Gain Report

This report will display a list of individuals that were enrolled in an education or training program that leads to a recognized credential or employment, and will also include the dates upon which the individual achieved different types of skill gains. This report is designed to help WIOA program staff and grantee staff determine which individuals will be included in the Denominator for the MSG performance measure and whether or not they have achieved a Skill Gain within the selected date range.

Staff may also use this report to identify program participants enrolled in high school programs (that lead to a secondary school diploma or its recognized equivalent) whose skill and education gains are measured and reported through the awarding of credits or Carnegie units. In such scenarios, the system will display the following: ***Skill Type*** = *Credits Attained for EFL Gain*; **Type of Achievement** = *Secondary School Carnegie Credits* OR *Secondary School Credits*.

The following figure displays a sample Targeted Measurable Skill Gain report:

State ID	App ID	Name	Participation Date	Program Entry Date	Exit Date	Exit Reason	Assigned Staff	School Status at Entry
315	595	Smith, Perry	06/25/2020				Fifty, Staff	Not attending school or Secondary School Dropout
324	618	Howard, Moe	06/26/2020				Fifty, Staff	Not attending school or Secondary School Dropout
325	608	Jones, Raymond	06/26/2020				Fifty, Staff	Not attending school or Secondary School Dropout
466	898	Mouse, Mickey	07/14/2020		07/14/2020	Institutionalized	Thirtyfour, Staff	Not attending school; Secondary School Graduate or has a recognized equivalent
607	1126	Cool, Olivia	07/16/2020				Thirtyfour, Staff	In-school,Alternative School
610	1120	Tawny, Tawny	07/16/2020				Fifty, Staff	Not attending school or Secondary School Dropout
613	1136	Rickman, Emily	07/16/2020		07/16/2020	Retirement	Thirtynine, Staff	Not attending school or Secondary School Dropout
656	1206	Collins, Meghan	10/09/2020				Fifty, Staff	Not attending school or Secondary School Dropout
State ID	App ID	Name	Participation Date	Program Entry Date	Exit Date	Exit Reason	Assigned Staff	School Status at Entry

Total Rows: 8

Figure 18 Targeted Measurable Skill Gain Report, 1 of 2

BSD/ Eng. Learner	Received OJT/ RA SVC	Received Other Training/ EduSVC	Edu/Trng Begin Date	Edu/Trng End Date	Last MSG Date	EFL Gain	Carnegie Units/Credits	PS Edu After Exit	PS Transc/ Rpt card	Sec Transc/ Rpt card	HS Diploma	Trng Milestone	Skills Progression
Y	N	N	06/26/2020										
Y	N	N	07/17/2020		6/26/2020								06/26/2020
Y	N	N	06/26/2020		9/11/2020	09/11/2020							06/26/2020
N	N	N	07/14/2020	07/14/2020	7/14/2020							07/14/2020	
N	N	N	07/16/2020	07/16/2020	7/16/2020								07/16/2020
Y	N	N	07/17/2020		7/16/2020					07/16/2020			
Y	N	N	07/16/2020	07/16/2020									
Y	N	N	10/13/2020										
BSD/ Eng. Learner	Received OJT/ RA Svc	Received Other Training/ EduSVC	Edu/Trng Begin Date	Edu/Trng End Date	Last MSG Date	EFL Gain	Carnegie Units/Credits	PS Edu After Exit	PS Transc/ Rpt card	Sec Transc/ Rpt card	HS Diploma	Trng Milestone	Skills Progression

Figure 19 Targeted Measurable Skill Gain Report, 2 of 2

Detailed Reports > Case Management Reports > Case Load – WIOA Reports

Report descriptions and samples for report titles in yellow highlight follow.

Follow up Details & Summary Report

This report enables staff to search for and confirm the dates and customers for which a required quarterly follow up is due. Staff may choose between a group or columnar format display, and may review other information collected during the quarterly follow up process, including the customer's:

- Follow up type (1st, 2nd, 3rd, or 4th quarter after exit quarter)
- Quarterly follow up deadline (required by date)

- Employment status
- Credential attainment

The following figure displays a sample Follow Up Details & Summary report:

App ID	State ID	Name	Address				E-mail	Case Manager	Responsible Office		Exit Date
	Follow-up Type	Required By	Follow-up Status	Actual Comp Date	Emp In Qtr		Highest Credential Received	Credential Date	Placement At Follow Up		Other Status
326	198	Shell, Cindy	9656 Lift Lane, 9656 Lift Lane Juneau, AK 99801				Startover@gmail.com	Nebert, Jennifer	Juneau Job Center		6/17/2020
	1st Quarter	09/30/2020	Required				Occupational Skills Certificate or Credential	06/17/2020			
	2nd Quarter	12/31/2020	Required				Occupational Skills Certificate or Credential	06/17/2020			
328	154	Revilla, Ronald	789 Brown Deer Rd., 789 Brown Deer Rd. Ketchikan, AK 99901				ronrevilla@hotmail.com	Brown, Barbara	Ketchikan Job Center		6/17/2020
	1st Quarter	09/30/2020	Required				Occupational Skills Certificate or Credential	06/17/2020			
	2nd Quarter	12/31/2020	Required				Occupational Skills Certificate or Credential	06/17/2020			
		Horning, Jake	Patti St. Juneau, AK					Seventeen, Staff	Juneau		6/17/2020
							...dential				
376	207	Seawitch, Ursula	123 The Atlantic Ocean, 123 The Atlantic Ocean Juneau, AK 99811				poorunfortunatesoul@mail.com	Swearingin, Windy	Juneau Job Center		6/17/2020
	1st Quarter	09/30/2020	Required				Occupational Skills Certificate or Credential	06/17/2020			

Figure 20 Follow Up Details & Summary Report

WIOA Online Characteristics Report

The value of this report lies in its ability to generate virtually any desired information about WIOA program applicants, participants, and exiters. There are numerous report filters that draw from each WIOA platform (application, enrollment, outcome, and follow up) to create hundreds of thousands of unique report combinations. If staff requires a WIOA report not currently available in Virtual OneStop, chances are they can create one using this WIOA On-Line Characteristics report.

The following figure displays a sample WIOA Online Characteristics report:

Summary			
Participant Group	Characteristics Comparison Count	of	Report Cohort Count
Total:	4	of	4
Active (No Case Closure):	4	of	4
Awaiting Exit (Case Closed):	0	of	0
Exited:	0	of	0
Average Hourly Wage	$0.00	of	$0.00
Number of Global Exclusions	0	of	4
Number of Soft Exit	0	of	4

LWDB/Region	User ID	State ID	Lastname	Firstname	Customer Group	App ID	App Date	Participation Date
Southeast Economic Region	3337	219	Addams	Thursday	Youth	406	06/17/2020	06/17/2020
Southeast Economic Region	3551	327	Fine	Larry	Youth	615	06/26/2020	06/26/2020
Southeast Economic Region	3551	327	Fine	Larry	Youth	615	06/26/2020	06/26/2020
Southeast Economic Region	3549	325	Jones	Raymond	Youth	608	06/26/2020	06/26/2020
Southeast Economic Region	3549	325	Jones	Raymond	Youth	608	06/26/2020	06/26/2020
Southeast Economic Region	3671	446	Minion	Kevin	Youth	856	07/14/2020	07/14/2020
LWDB/Region	User ID	State ID	Lastname	Firstname	Customer Group	App ID	App Date	Participation Date

Total Rows: 6

Figure 21 WIOA Online Characteristics Report, 1 of 2

Office Location	Case Manager	Service	Activity Proj Begin Date	Activity Begin Date	Activity Proj End Date	Activity End Date	Exit Date	Exit Reason
Juneau Job Center	Twentynine, Staff	Adult Basic Education and Literacy	06/17/2020	06/17/2020	06/17/2021			
Juneau Job Center	Twentyone, Staff	Career Guidance/Planning		06/26/2020	06/26/2020			
Juneau Job Center	Twentyone, Staff	Objective Assessment		06/26/2020	07/10/2020			
Juneau Job Center	Fifty, Staff	Adult Basic Education and Literacy	06/26/2020	06/26/2020	08/26/2020			
Juneau Job Center	Fifty, Staff	AJCN Orientation (Ind or Workshop)	06/26/2020	06/26/2020	06/26/2020	06/26/2020		
Juneau Job Center	Thirty, Staff	Career Guidance/Planning		07/14/2020	10/30/2020	07/14/2020		
Office Location	Case Manager	Service	Activity Proj Begin Date	Activity Begin Date	Activity Proj End Date	Activity End Date	Exit Date	Exit Reason

Figure 22 WIOA Online Characteristics Report, 2 of 2

Outcomes by Highest Service Level Report

This report displays WIOA case closures and case exits by the highest service level type received: Basic Career Services, Individualized Career Services, or Training services. Parent-level data will be displayed as a summary count of all individuals whose WIOA case was closed/exited during the selected data range and geographic location. Staff may click a hyperlink number to access detailed information about each participant, as shown in the sample figure that follows.

The following figure displays a sample Outcomes by Highest Service Level report:

Region/LWIA	Office	Total Exited	Basic Career Services	Individualized Career Services	Training Services
Southeast Economic Region	Juneau Job Center	17	0	0	16
	Ketchikan Job Center	3	0	0	3
Anchorage/Mat-Su Economic Region	Anchorage Job Center Midtown	18	0	0	18
	Anchorage Job Center Muldoon	1	0	0	1
	Mat-Su Job Center	14	0		8
Region/LWIA	Office	Total Exited	Basic Career Services	Individualized Career Services	Training Services
		Totals	53	0	0	46

Name	User ID	StateID	App ID	City, State, Country	Service Level	Customer Group	Case Manager	Part. Date	Closed Date	Exit Date	Exit Reason	Employer Name	Employer City, State	Employer Industry Code/Title (NAICS)	Occupation Code/Title (O*NET)	Start Date	Hourly Wage	Hours Per Week	Training Related
Revilla, Ronald	3270	154	328	Ketchikan, AK, US	Training Services	Dislocated Worker	Brown, Barbara	06/16/2020		06/17/2020	Retirement	Cape Fox Lodge	Ketchikan, AK, US	721110-Hotels (except Casino Hotels) and Motels	35101100-Chefs and Head Cooks	06/17/2020	$18.00	50	Yes
House, Calliope	3271	155	344	Ketchikan, AK, US	Training Services	Dislocated Worker	Three, Staff	06/16/2020		06/17/2020	Retirement	Applebee's	Anchorage, AK, US	722511-Full-Service Restaurants	35101100-Chefs and Head Cooks	06/17/2020	$16.00	30	Yes
Webb, Mike	3313	197	347	Ketchikan, AK, US	Training Services	Dislocated Worker	Chatham, Pam	06/16/2020		06/17/2020	Retirement	Bar Harbor Restaurant	Ketchikan, AK, US	722511-Full-Service Restaurants	35101100-Chefs and Head Cooks	06/17/2020	$22.00	40	Yes
Name	User ID	State ID	App ID	City, State, Country	Service Level	Customer Group	Case Manager	Part. Date	Closed Date	Exit Date	Exit Reason	Employer Name	Employer City, State	Employer Industry Code/Title (NAICS)	Occupation Code/Title (O*NET)	Start Date	Hourly Wage	Hours Per Week	Training Related

Total Rows: 3

Figure 23 Outcomes by Highest Service Level Report

Training Justification Report

This report displays a list of WIOA program participants for whom a training justification form was completed. WIOA program staff and grantee staff may use this report to confirm whether training was approved upon or prior to the training start date.

The following figure displays a sample Training Justification report:

State ID	App ID	Last Name, First Name	Office	Assigned CM	Priority Level	Training Justification Date	Met Requirements	Training Approval Date	Approval Staff
24	364	Burgess, Brandon	Juneau Job Center	Eighteen, Staff	AD: Level 1 - VET/PA DW: Level 1 - VET	6/17/2020	Yes	6/17/2020	Eighteen, Staff
24	364	Burgess, Brandon	Juneau Job Center	Eighteen, Staff	AD: Level 1 - VET/PA DW: Level 1 - VET	6/17/2020	Yes	6/17/2020	Eighteen, Staff
27	524	La Forge, Jordy	Juneau Job Center	Sexton, Staff		6/17/2020	Yes	6/17/2020	Sexton, Staff

Recommended Training Types	Onet Code/Title	NAICS Code/Title	Met Condition 1	Met Condition 2	Met Condition 3	Met Condition 4	Met Condition 5	Met Condition 6	Met Condition 7	Training Start Date
Other Occupational Skills Training	35101100 - Chefs and Head Cooks		Yes	Yes	Yes	Yes	Yes	Yes	No	6/17/2020
Other Occupational Skills Training	35101100 - Chefs and Head Cooks	7221 - Full-Service Restaurants	Yes	Yes	Yes	Yes	Yes	Yes	No	6/17/2020
Entrepreneurial Training, On-the-job training, Skill Upgrading	17219904 - Manufacturing Engineers	541713 - Research and Development in Nanotechnology	Yes	Yes	Yes	Yes	Yes	Yes	No	
	17301900 - Drafters, All			Yes	Yes				Yes	
Other Occupational Skills Training	35101100 - Chefs and Head Cooks	722110 - Full-Service Restaurants	Yes	Yes	Yes	Yes	Yes	Yes	No	6/17/2020
Other Occupational Skills Training	35101100 - Chefs and Head Cooks	7221 - Full-Service Restaurants	Yes	Yes	Yes	Yes	Yes	Yes	No	6/17/2020
Other Occupational Skills Training	35101100 - Chefs and Head Cooks	722110 - Full-Service Restaurants	Yes	Yes	Yes	Yes	Yes	Yes	No	6/17/2020

Figure 24 Sample Training Justification Report

Funding Categories Report

This report displays a list of WIOA program participants whose eligibility determination falls into any of the following funding categories:

- In-School Youth
- Out-of-School Youth
- Statewide In-School Youth

- Statewide Out-of-School Youth

When WIOA program staff or grantee staff click a hyperlink number, the system will display the WIOA Youth Enrollment Characteristics report, as shown in the sample figure that follows:

LWDB/Region Office	Total Youth Participant	Youth / In School	Youth / Out School	Statewide Youth / In School	Statewide Youth / Out School
⊟ Southeast Economic Region	4	0	4	0	0
Juneau Job Center	4	0	4	0	0

User ID	State ID	App ID	Name	Elig Date	Age at Eligibility	Youth Partic. Date	Age at 1st Youth Service	Attending Any School	Educational Level	School Status at Participation	Basic Skills Deficient	Closure Date	Exit Date	Assigned Case Manager
3337	219	406	Addams, Thursday	06/17/2020	17	06/17/2020	17	No	No Educational Level Completed	Not attending school or Secondary School Dropout	Yes			Twentynine,Staff
3551	327	615	Fine, Larry	06/26/2020	18	06/26/2020	18	No	No Educational Level Completed	Not attending school or Secondary School Dropout	Yes			Twentyone,Staff
3549	325	608	Jones, Raymond	06/26/2020	20	06/26/2020	20	No	No Educational Level Completed	Not attending school or Secondary School Dropout	Yes			Fifty,Staff
3671	446	856	Minion, Kevin	07/14/2020	23	07/14/2020	23	No	No Educational Level Completed	Not attending school or Secondary School Dropout	Yes			Thirty,Staff
User ID	State ID	App ID	Name	Elig Date	Age at Eligibility	Youth Partic. Date	Age at 1st Youth Service	Attending Any School	Educational Level	School Status at Participation	Basic Skills Deficient	Closure Date	Exit Date	Assigned Case Manager

4 Records; 4 Distinct Individuals

Figure 25 Youth Funding Categories/WIOA Youth Enrollment Characteristics Report