

AK VOS: WIOA Report Samples

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Detailed Reports > Case Management Reports > Case Load Reports

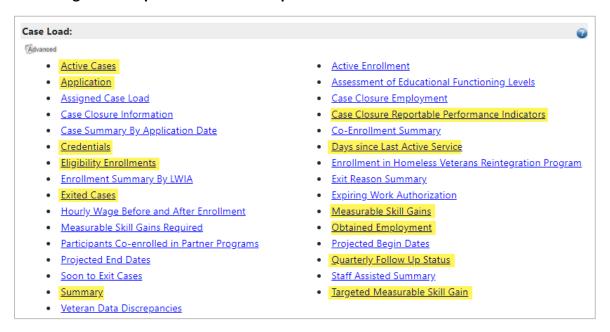


Figure 1 Case Load Reports Menu

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:

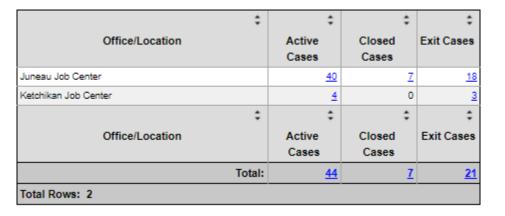


Figure 2 Active Cases Report

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

User ID State ID

Total Rows: 116

- The identity of associated staff
- Application status (of note, Incomplete and Partial statuses)

The following figure displays a sample Application report:

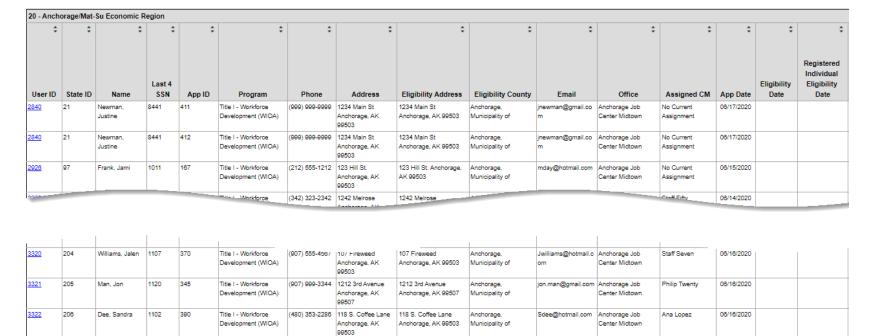


Figure 3 Application Report, 1 of 2

Eligibility Address Eligibility County

Email

Office

Assigned CM

App Date

Eligibility

Last 4

SSN

App ID

Program

Phone

Address

Registered

Individual Eligibility Date



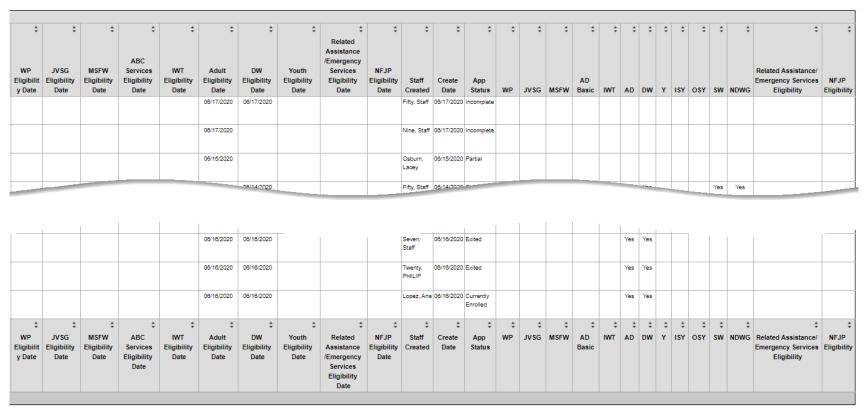


Figure 4 Application Report, 2 of 2

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:

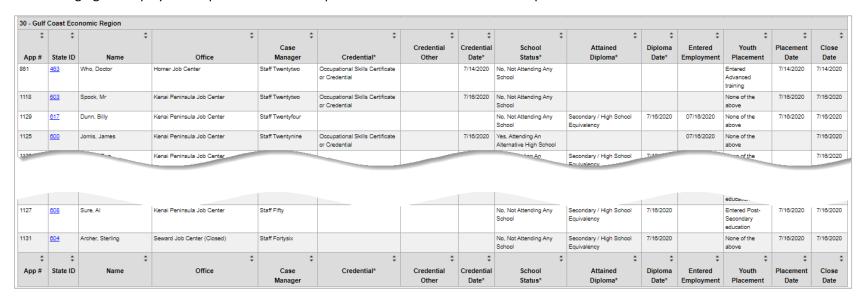


Figure 5 Case Closure Reportable Performance Indicators Report

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:



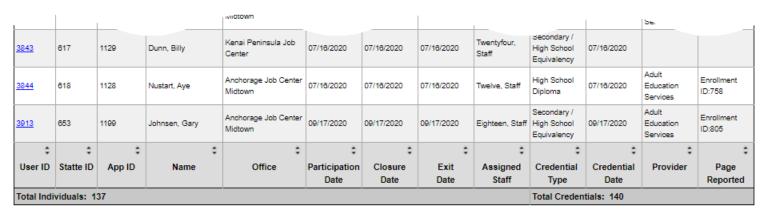


Figure 6 Credentials Report



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
<u>625</u>	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
200		Jomis, James		nai Peninsula Job Center	-	*8/2020	07/16/2020		.030	90



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.

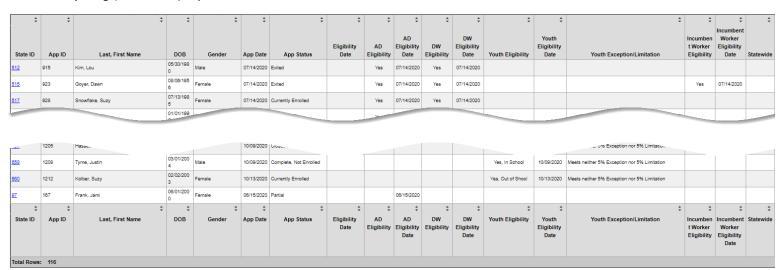


Figure 8 Eligibility Enrollment Report, 1 of 5



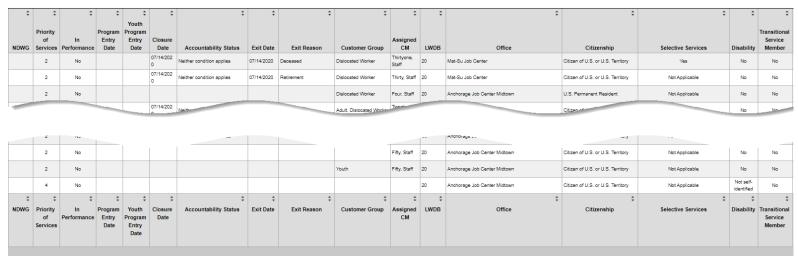


Figure 9 Eligibility Enrollment Report, 2 of 5

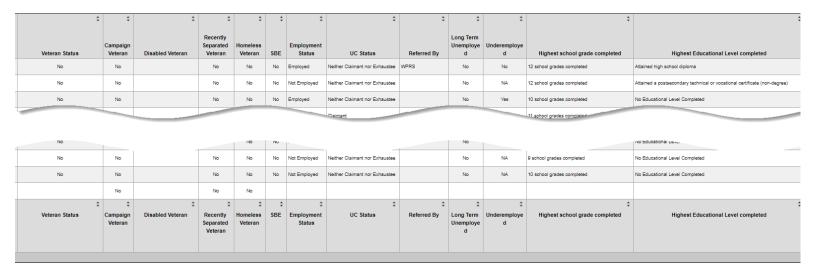


Figure 10 Eligibility Enrollment Report, 3 of 5



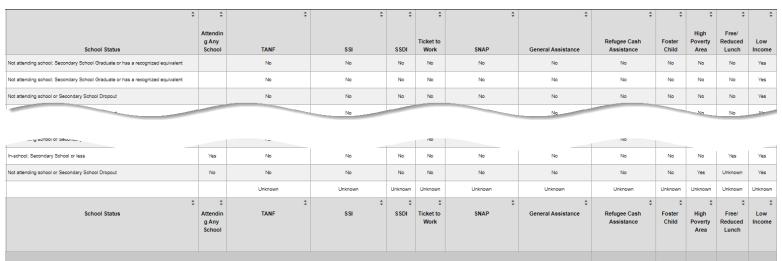


Figure 11 Eligibility Enrollment Report, 4 of 5

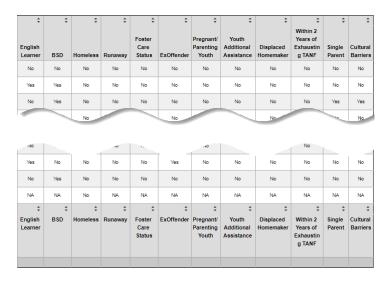


Figure 12 Eligibility Enrollment Report, 5 of 5



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 ‡	LWIA \$	Office ‡	Program Name \$	Case Manager ‡	Create	Exit ‡	Exit Reason ‡
		ID					Date	Date	
America, Captain	368	157	Interior Economic Region		Title I - Workforce Development (WIOA)	Staff Fifteen	6/17/2020	6/17/2020	Retirement
Amundsen. Harriet	947	483			Title I - Workforce Development (WIOA)	Staff Four	7/14/2020	7/14/2020	Health/Medical
Anchorage, Fairbanks	900	1	Anchorage/Mat-Su Economic Region		Title I - Workforce Development (WIOA)	Staff Thirtythree	7/14/2020	7/14/2020	Retirement
		491	Anchorage/**	osage Job Center	Title	Staff Twentynine	71	-	Retirement

				Miau	>	ı	ı		1
Goyer, Dawn	923	1	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	1	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 ‡	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%	<u>24</u>	22.22%
Skills Progression	40	38.83%	<u>45</u>	41.67%
Training Milestone	26	25.24%	<u>26</u>	24.07%
÷	÷	\$	÷	\$
Skill Type	Total Participants	% of Participants	Total Skill Gains	% of Skill Gains
All Skill Types	103	100.00%	<u>108</u>	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:

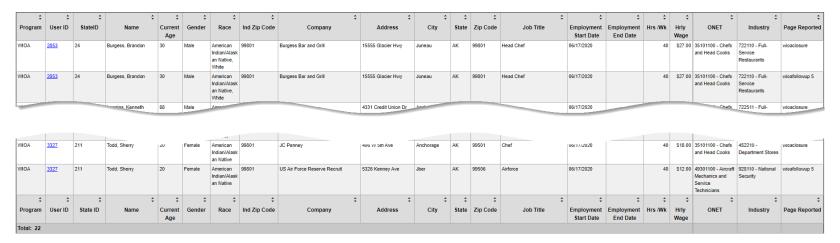


Figure 15 Obtained Employment Report

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:



	:	:	:	:	:	:	\$
	Current	Closed Cases	In Current				
Office/Staff	Active Cases	With No Exit	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
	23	5	18	10	8	0	0
	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:



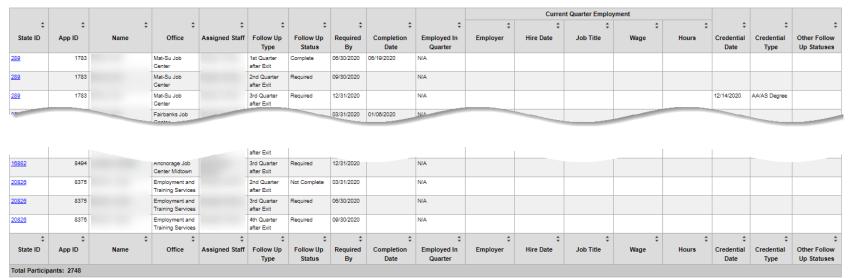


Figure 17 Quarterly Follow Up Status Report

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
<u>315</u>	595	Smith, Perry	06/25/2020				Fifty, Staff	Not attending school or Secondary School Dropout
<u>324</u>	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
<u>466</u>	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
<u>610</u>	1120	Tawny, Tawny	07/16/2020				Fifty, Staff	Not attending school or Secondary School Dropout
<u>613</u>	1136	Rickman, Emily	07/16/2020		07/16/2020	Retirement	Thirtynine, Staff	Not attending school or Secondary School Dropout
<u>656</u>	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 Roy	vs: 8							

Figure 18 Targeted Measurable Skill Gain Report, 1 of 2

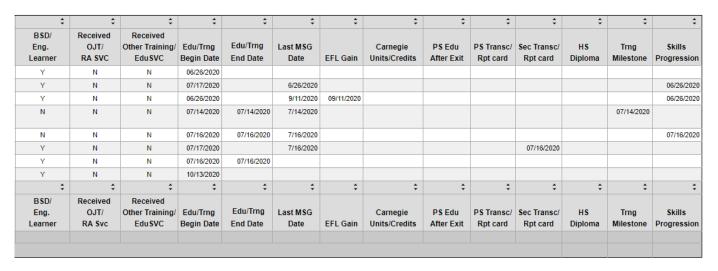
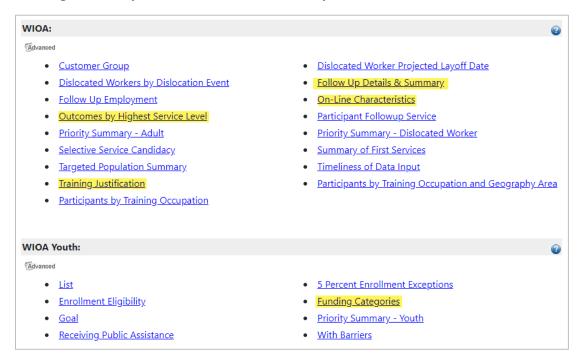


Figure 19 Targeted Measurable Skill Gain Report, 2 of 2



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	‡ I	Follow-up ‡ Status	Actual Comp Date	\$	Emp In Qtr	÷	Highest ‡ Credential Received	Credential ‡ Date	Placement At Follow Up \$	Other Status	\$
<u>326</u>	198		Shell, Cindy		9656 Lift Lane, 99801	9656 Lift	Lane	Juneau, AK		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			
<u>328</u>	154		Revilla, Ronald		789 Brown Dee Ketchikan, AK		Brov	vn Deer Rd.		ronrevilla@hotmail.co m	Brown, Barbara	Ketchikan Job Center	6/17/2020	
	1st Quarter		09/30/2020	1	Required					Occupational Skills Certificate or Credential	06/17/2020			
	2nd Quarter		12/31/2020	1	Required					Occupational Skills Certificate or Credential	06/17/2020			
-			Horning, Jake			Us#	St. J	uneau, AK		D	Soventeen, Staff	Junean	6/17/2020	



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:

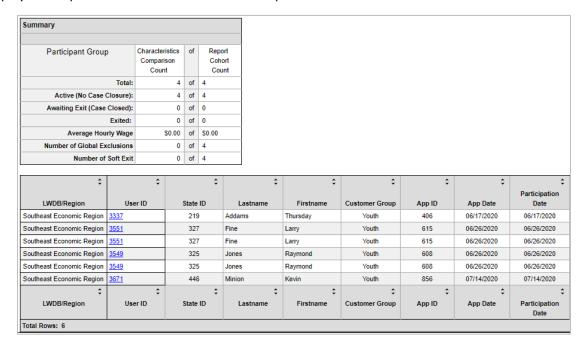


Figure 21 WIOA Online Characteristics Report, 1 of 2



Juneau Job Center Twentynine, Staff Adult Basic Education and Literacy 06/17/2020 06/17/2020 06/17/2021 Staff Staff Career Guidance/Planning 06/26/2020	\$	‡	\$	\$	\$	\$	\$	\$	\$
Juneau Job Center Twentynine, Staff Adult Basic Education and Literacy 06/17/2020 06/17/2020 06/17/2021				Activity Proj	Activity	Activity Proj	Activity	Exit	Exit
Juneau Job Center Twentyone, Staff Career Guidance/Planning 06/26/2020 06/26/2020 06/26/2020 Juneau Job Center Twentyone, Staff Objective Assessment 06/26/2020 07/10/2020 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 Case Manager Service Activity Proj Activity Proj Activity Proj Activity Proj Activity Proj	Office Location	Case Manager	Service	Begin Date	Begin Date	End Date	End Date	Date	Reason
Juneau Job Center Twentyone, Staff Objective Assessment 06/26/2020 07/10/2020 0 Juneau Job Center Fifty, Staff Adult Basic Education and Literacy 06/26/2020 06/26/2020 08/26/2020 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 Case Manager Service Activity Proj Activity Proj Activity Proj Activity Proj Activity Proj	Juneau Job Center	Twentynine, Staff	Adult Basic Education and Literacy	06/17/2020	06/17/2020	06/17/2021			
Juneau Job Center Fiffy, Staff Adult Basic Education and Literacy 06/26/2020 06/26/2020 08/26/2020 08/26/2020 Juneau Job Center Fiffy, Staff AJCN Orientation (Ind or Workshop) 06/26/2020 06/26	Juneau Job Center	Twentyone, Staff	Career Guidance/Planning		06/26/2020	06/26/2020			
Juneau Job Center Fiffy, Staff AJCN Orientation (Ind or Workshop) 06/26/2020 06/26/202	Juneau Job Center	Twentyone, Staff	Objective Assessment		06/26/2020	07/10/2020			
Juneau Job Center Thirty, Staff Career Guidance/Planning \$\frac{1}{2}\$ Office Location Thirty, Staff Career Guidance/Planning \$\frac{1}{2}\$ Office Location Case Manager Career Guidance/Planning \$\frac{1}{2}\$ Office Location \$\frac{1}{2}\$ Activity Proj Activity Proj	Juneau Job Center	Fifty, Staff	Adult Basic Education and Literacy	06/26/2020	06/26/2020	08/26/2020			
♦ ♦ </td <td>Juneau Job Center</td> <td>Fifty, Staff</td> <td>AJCN Orientation (Ind or Workshop)</td> <td>06/26/2020</td> <td>06/26/2020</td> <td>06/26/2020</td> <td>06/26/2020</td> <td></td> <td></td>	Juneau Job Center	Fifty, Staff	AJCN Orientation (Ind or Workshop)	06/26/2020	06/26/2020	06/26/2020	06/26/2020		
Office Location Case Manager Service Activity Proj Activity Proj Activity Exit Exit	Juneau Job Center	Thirty, Staff	Career Guidance/Planning		07/14/2020	10/30/2020	07/14/2020		
	\$	\$	\$	\$	\$	\$	\$	\$	‡
Regio Data Pagin Data Food Data Data Data Data	Office Location	Case Manager	Service	Activity Proj	Activity	Activity Proj	Activity	Exit	Exit
Begin Date Begin Date End Date Date Reason				Begin Date	Begin Date	End Date	End Date	Date	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:



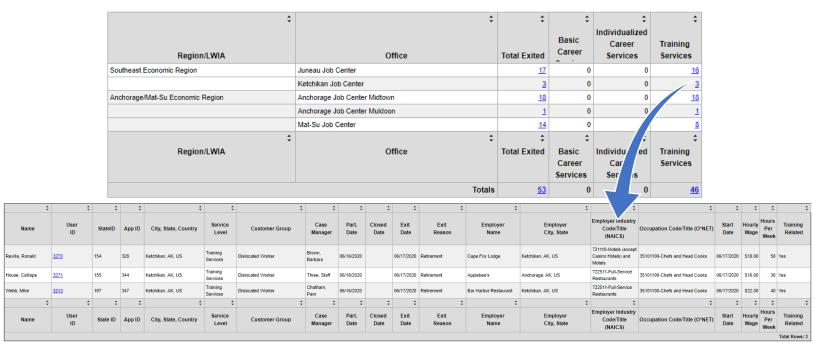


Figure 23 Outcomes by Highest Service Level Report

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	Las	t Name, First Name		Office		Assigned CM		Priority Level		Trainin Justifica Date	tion Re	Me equire	et ements	A	raining pproval Date	Α	Approval Sta	ff		
<u>24</u>	364	Burge	ss, Brandon	Juneau Jo	b Center				vel 1 - VET/PA D\ - VET	V:	6/17/20	20	Yes		6/17/2020		Eighteen, Staff				
<u>24</u>	364	Burge	ss, Brandon	Juneau Jo	b Center	Eig	phteen, Staff	AD: Le Level 1	vel 1 - VET/PA D\ - VET	V:	6/17/20	20	Ye	es	6/	17/2020 I	Eighteer	n, Staff			
<u>27</u>	524	La Fo	rge, Jordy	Juneau Jo	b Center	Sex	xton, Staff				6/17/20	20	Ye	es	6/	17/2020	Sexton,	Staff			
		Howa	Recommended 1 Types	raining	Onet Code/Title		NAICS Code/Title	;	Met Condition 1	Co	Met ondition 2	Met Condition	13	Met Condition	n 4	Met Condition	5 Co	Met ondition 6	Me Condit		Training Start Date
			Other Occupational Training	Skills	35101100 - Chefs and Head Cooks				Yes		Yes	Yes		Yes		Yes		Yes	No)	6/17/2020
<u>161</u>	374	Gerar	Other Occupational Training	Skills	35101100 - Chefs and Head Cooks		7221 - Full-Service Restaurants		Yes		Yes	Yes		Yes		Yes		Yes	No)	6/17/202
<u>162</u>	244	Smith	Entrepreneurial Tra the-job training, Ski Upgrading		17219904 - Manufacturin Engineers	ng	541713 - Research and Development in Nanotechnology		Yes		Yes	Yes		Yes		Yes		Yes	No)	
103	324	Hallis	Opgrading	_	17301900 - Drafters, All		ranocomology		-		Yes	Yes							Ye	s	
																	_				
			Other Occupational Training	Skills	35101100 - Cnets and Head Cooks		722110 - Full-Service Restaurants		Yes		Yes	Yes		Yes		Yes		Yes	No)	6/17/202
			Other Occupational Training	Skills	35101100 - Chefs and Head Cooks		7221 - Full-Service Restaurants		Yes		Yes	Yes		Yes		Yes		Yes	No)	6/17/202
			Other Occupational Training	Skills	35101100 - Chefs and Head Cooks		722110 - Full-Service Restaurants		Yes		Yes	Yes		Yes		Yes		Yes	No)	6/17/202

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:

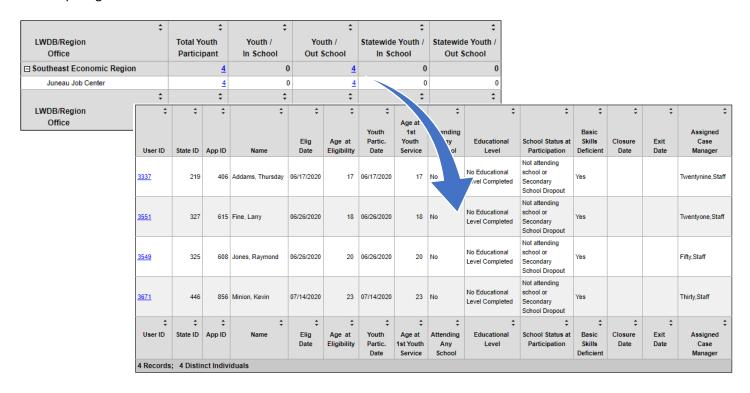


Figure 25 Youth Funding Categories/WIOA Youth Enrollment Characteristics Report