



ETO System Training Manual

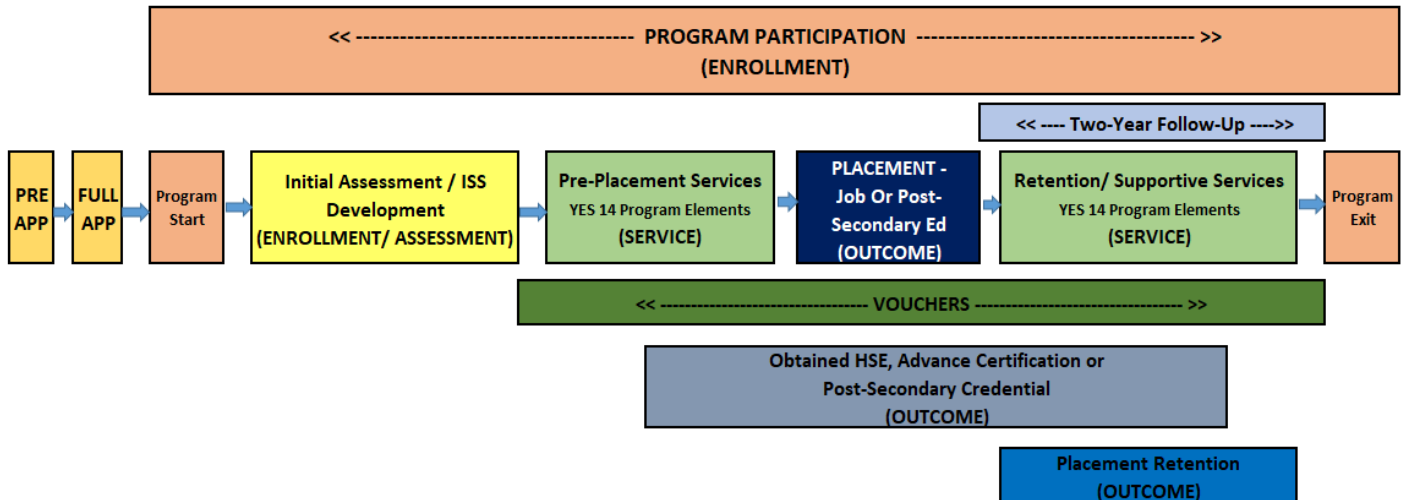
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Program Flow Overview

This user manual will walk you through the basic program flow for the EmployIndy YES program. It will highlight the different phases a youth passes through and identify the corresponding screens in ETO that are used for each phase and activity.

Below is an overview of the basic program flow.

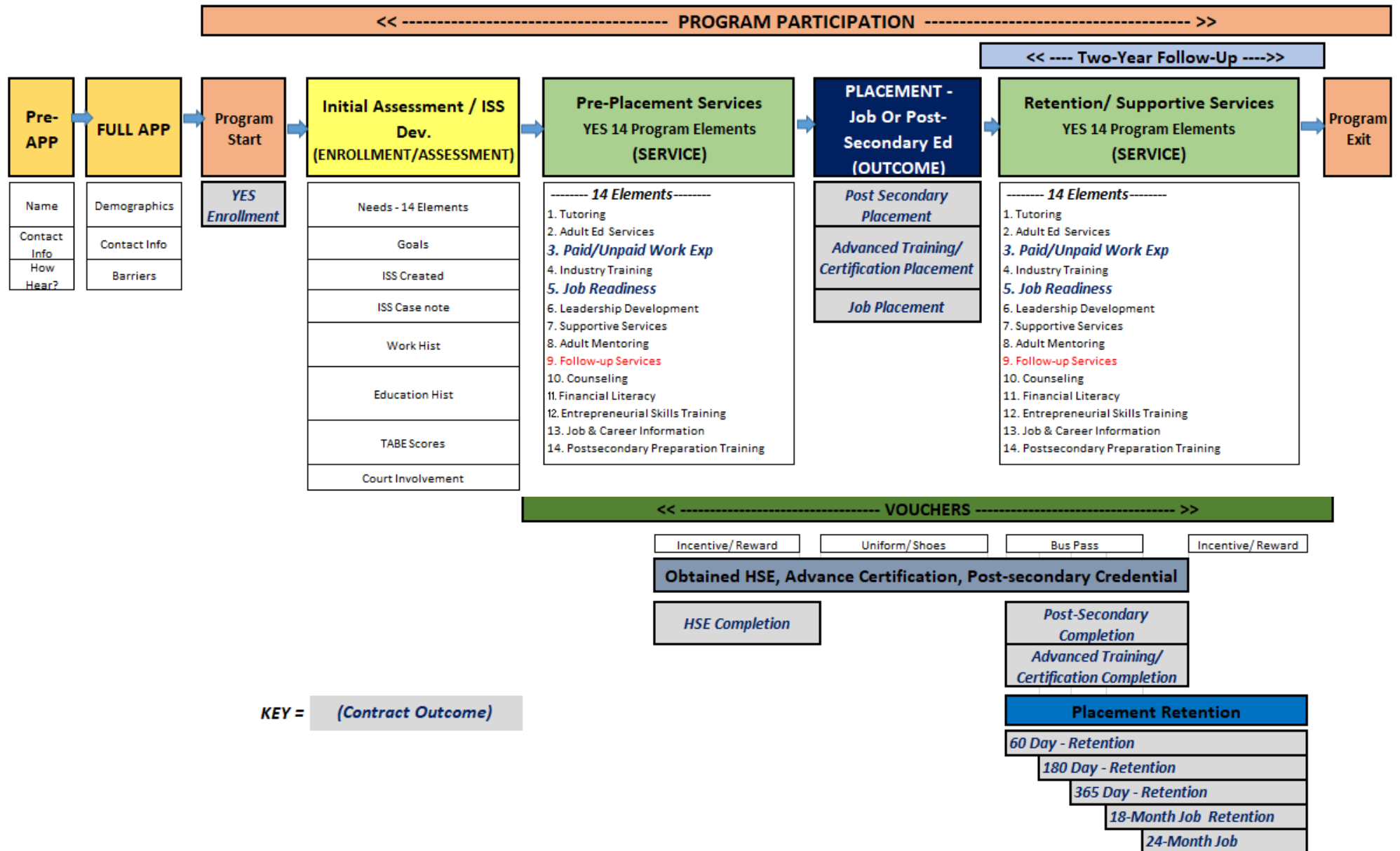


The basic flow has 4 distinct phases:

1. Enrollment & Assessment
2. Pre-Placement Services
3. Placement
4. Two Year Retention & Supportive Services

For each of these phases the manual will go over the various activities, services, actions and tasks available to staff to guide the youth along the way. Each Phase will start a new section of the manual that will go into details on the required tasks and use of the ETO YES Build. Along the way the manual will highlight the ETO screens used for each phase.

The diagram on page 4 provides specifics for each phase with more details on the types of things addressed at each phase.



ETO – OVERVIEW – SCREEN & DASHBOARD

Program you are working in (YES)

Your information will display here

The screenshot shows the ETO software interface. At the top, there's a header with 'ETO™ software' and 'EmployIndy' logo. Below the header, there's a navigation bar with 'New', 'Quick Search', 'My Favorites', and 'My Dashboard'. A search bar is present with the text 'Enter Search Term(s)' and a dropdown menu set to 'Participant' and 'Youth Employment Services'. A callout bubble points to the 'My Dashboard' tab, stating 'Defaults to "My Dashboard"'. Another callout bubble points to the 'Youth Employment Services' dropdown, stating 'Program you are working in (YES)'. A third callout bubble points to the user information 'Welcome Olga Volokhova | Help | Log Off', stating 'Your information will display here'.

ETO™ software EmployIndy
GUIDING MARION COUNTY'S WORKFORCE

EmployIndy: [Youth Employment Services](#)

Welcome [Olga Volokhova](#) | [Help](#) | [Log Off](#)

New Quick Search My Favorites My Dashboard

Enter Search Term(s) within Participant in Youth Employment Services Search

Defaults to "My Dashboard"

ETO – Searching for Participants

Once a participant has been enrolled they will be searchable and this can be accomplished from either the "Quick Search" or "My Dashboard" sections.

The screenshot shows the 'Quick Search Results' page. It displays a table with one participant: 'Test, Ima' with SSN 'XXX-XX-6789', CaseNumber '270697', and Program Start Date '10/5/2018'. A callout bubble points to the search bar, stating 'Searching for participants in either place will yield the same results'. Another callout bubble points to the 'CaseNumber' column, stating 'Case Number will automatically be generated for the client'.

ETO™ software EmployIndy
GUIDING MARION COUNTY'S WORKFORCE

EmployIndy: [Youth Employment Services](#)

New Quick Search My Favorites My Dashboard

Enter Search Term(s) within Participant in Youth Employment Services Search

Searching for participants in either place will yield the same results

Case Number will automatically be generated for the client

Quick Search Results

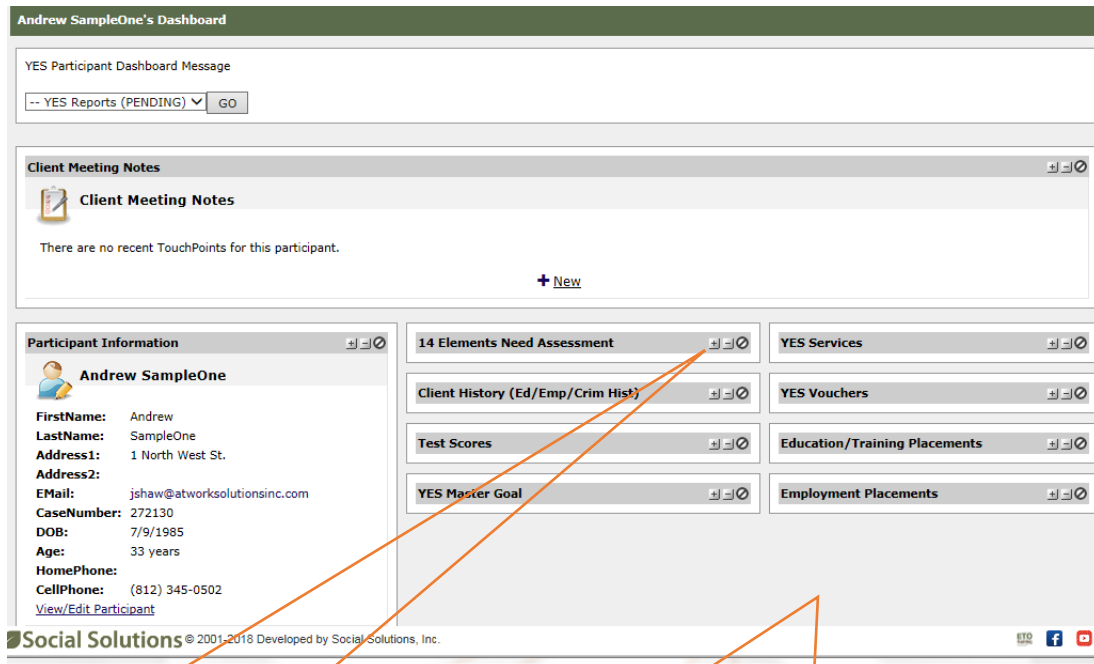
Matches for: ima
Total Participants: 1

Filtered by			
First Name			
Participant Name	SSN	CaseNumber	Program Start Date
Test, Ima	XXX-XX-6789	270697	10/5/2018

100 items per page 1 - 1 of 1 items

ETO – Participant’s Dashboard

Choose a participant and click on their name. This will display their Dashboard.



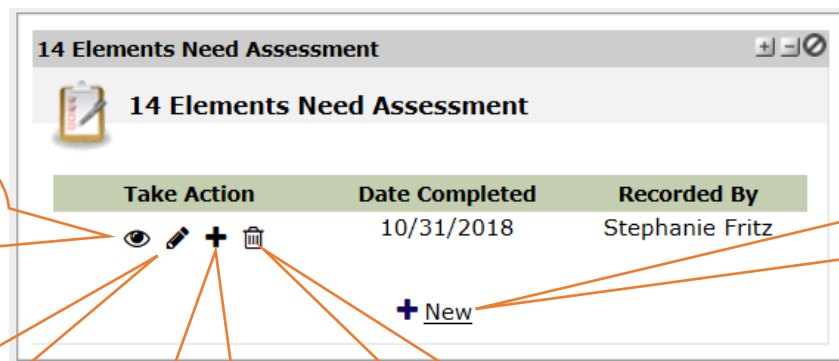
The screenshot shows a web application titled "Andrew SampleOne's Dashboard". At the top, there is a "YES Participant Dashboard Message" section with a dropdown menu set to "-- YES Reports (PENDING)" and a "GO" button. Below this is a "Client Meeting Notes" section with a clipboard icon and the text "There are no recent TouchPoints for this participant." and a "+ New" link. The main area is divided into two columns. The left column contains "Participant Information" for Andrew SampleOne, including fields for First Name, Last Name, Address1, Address2, Email, Case Number, DOB, Age, Home Phone, and Cell Phone, along with a "View/Edit Participant" link. The right column contains several expandable sections: "14 Elements Need Assessment", "Client History (Ed/Emp/Crim Hist)", "Test Scores", "YES Master Goal", "YES Services", "YES Vouchers", "Education/Training Placements", and "Employment Placements". Each section has a small icon and a "+ - X" control. At the bottom, there is a footer with "Social Solutions © 2001-2018 Developed by Social Solutions, Inc." and social media icons for ETO, Facebook, and YouTube.

All sections should be expanded and filled out as needed

All sections contain various sections that must be filled out and the sequence of services should be followed as laid out starting with the Client History – 14 youth elements – test scores – YES Master Goal followed by the right hand screen of Services, vouchers, and placements

ETO – Systems Icon Overview

NOTE: TouchPoint = Efforts To Outcomes Data Collection Form



The screenshot shows a form titled "14 Elements Need Assessment". It has a header with a clipboard icon and the title. Below the header is a table with three columns: "Take Action", "Date Completed", and "Recorded By". The "Take Action" column contains icons for view (eye), edit (pencil), add (plus), and delete (trash). The "Date Completed" column shows "10/31/2018". The "Recorded By" column shows "Stephanie Fritz". Below the table is a "+ New" link.

View the details of the "Touchpoint" or activity

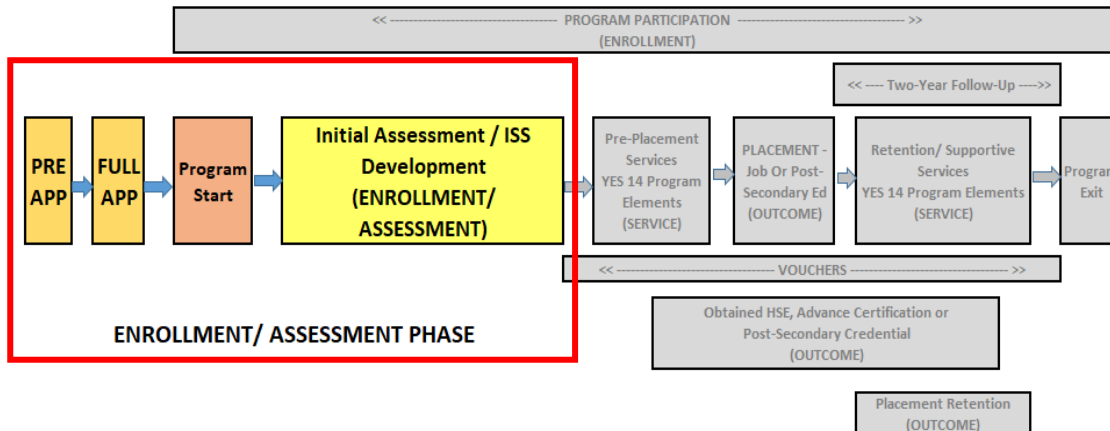
Add a new "Touchpoint" or activity

Edit/Update the "Touchpoint" or activity

Add a similar "Touchpoint" or activity

Delete the "Touchpoint" or activity

ENROLLMENT / ASSESSMENT PHASE



The Enrollment/ Assessment Phase includes the Adding the new Participant and completing the pre-application fields and the Full YES Application as part of the enrollment. The Assessment includes several steps and screens such as the YES 14 Element Assessment, TABE Assessments, and the ISS creation. Each will be addressed in the following sections of this guide.

ETO - Add Participant

Choose "Add New Participant" and click go

YES Staff Dashboard Message

Add New Participant -- YES Reports--

Program Enrollment

Enroll in Program ☒

Program Start Date * 11/6/2018

Add New Participant

YES Pre-Application Required Demographics

First Name *

All items with *Asterisks are mandatory fields and must be filled out

Program Enrollment and count in Reporting is signified by checking "Enroll in Program". This is automatically checked, if unchecked by the user the client will no longer be enrolled in the program

NewQuick SearchTo Do ListMy FavoritesMy Dashboard

Add Participants

YES Pre-Application Required Demographics

First Name *

Middle Name

Last Name *

Suffix

--Select--

Address 1 *

Address 2

Zip Code *

-

Cell Phone *

() -

Home Phone

() -

Email *

DOB *

FFT-Gender *

--Select--

How did you hear about this program?

Who Referred You to Program

ETO - YES Enrollment Required Demographics

Add Participants

YES Enrollment Required Demographics

SSN

XXX-XX-____

FFT-Race *

--Select--

FFT-Ethnicity *

--Select--

Citizenship

--Select--

Able to work in U.S.

☐ Yes/True

☐ No/False

Clear Selection

Selective Services Registration Number

Selective Services Registration Date

FFT-For the 12 mos, your Gross Household Income ?

FFT-How many in household (include yourself)? ?

Emergency Contact Name *

Emergency Contact Number *

Emergency Contact Relationship

--Select--

YES Barriers

- ☐ Basic Skills Deficient
- ☐ Currently or has been involved with the juvenile or adult justice systems
- ☐ Disability
- ☐ English Language Learner
- ☐ High school dropout or not currently attending school
- ☐ Homeless or Runaway
- ☐ Low income
- ☐ Low Levels of Literacy
- ☐ No Family Support
- ☐ Pregnant/Parenting
- ☐ Substance Abuse
- ☐ Transportation
- ☐ Youth in, or aged out of Foster Care

YES Barrier - Other

Case Number

FFT = Family Financial Tracking
(This is part of CWF)

Save

ETO – Client History (Ed/ Emp/ Crim Hist)

Participant Information

Andrew SampleOne

FirstName: Andrew
LastName: SampleOne
Address1: 1 North West St.
Address2:
Email: jshaw@atworksolutionsinc.com
DOB: 7/9/1985
Age: 33 years
HomePhone:
CellPhone: (812) 345-0502
[View/Edit Participant](#)

14 Elements Need Assessment

Client History (Ed/Emp/Crim Hist)

There are no recent TouchPoints for this participant.

[+ New](#)

Test Scores

YES Master Goal

YES Services

YES Vouchers

Education/Training Placements

Employment Placements

Click the plus sign “+” to expand the options

Click “New” to add a new Client History

NOTE: Upon clicking “New” you will see the list of touchpoints below:

Record TouchPoint

Select TouchPoint:

– Select a TouchPoint –
YES Criminal History
YES Education History
YES Employment History

Select a touchpoint from the drop down to add to the participant’s file.

ETO – Client History (Ed/ Emp/ Crim Hist)

YES Criminal History

YES Criminal History for SampleOne, Andrew on 11/13/2018

Criminal History

Date of Offense:
mm/dd/yyyy

Offense Level:
-- Select --

Offense Type:
-- Select --

Was client placed on probation for offense?
☐ Yes
☐ No
Clear Selection

Was client incarcerated for offense?
☐ Yes
☐ No
Clear Selection

Was client placed on parole?
☐ Yes
☐ No
Clear Selection

If client has multiple offenses, select "Save & Record Similar" button below to enter next offense.

Cancel Save and Record Similar Save

Multiple offenses can be added to the participant's file by clicking "Save and Record Similar". If the client only has one record to be added, click "Save"

ETO – Client History (Ed/ Emp/ Crim Hist)

YES Education History

YES Education History for SampleOne, Andrew on 11/13/2018

Education History

Are you currently enrolled in an alternative school?

☐ Yes
☐ No

Highest School Grade Completed:
-- Select --

Highest education level completed:
-- Select --

Last school attended?
Use "%" at the beginning of search. E.g. %south

Other - Last school attended?

GED Documentation Upload

High School Diploma Upload

College/Post-Secondary Credential Upload

College/Post-Secondary Credential Upload

The "Last School attended" field will search a database of existing schools in Indianapolis. Select one from the list, to search the database, use a "%" at the beginning of the search. For example "%south"

To attach a file, the file must be saved on your computer or a drive you can access. Click "Select" to find the file and select it for upload, similar to adding an attachment to an email

ETO – Client History (Ed/ Emp/ Crim Hist)

YES Employment History

Employment History is entered as a two-step process. First select the “Status of Employment”, then click “Next Page” to go to the work history screen.

YES Employment History for SampleOne, Andrew on 11/28/2018

Current Employment Status | Work History

Employment Status at Enrollment *

-- Select --
Not Employed
Employed Full Time
Employed Part Time

Next Page

Cancel Save

Enter work history of client in chronological order starting with most recent employer.

Current/Most Recent Employer

Employer Name: *

Job Title: *

SOC Code:

Use "%" at beginning of search text. (E.g. %manager)

The SOC Code is selected from an existing database, to find the SOC code that fits the work history record, search the database by adding a "%" at the beginning of the search text

Start Date:

mm/dd/yyyy

End Date:

mm/dd/yyyy

Hourly Wage:

\$

Employer 2

Up to 5 employers can be added the participant's work history on one screen

ETO – 14 Elements Need Assessment

The screenshot displays a web application interface for a participant named Andrew SampleOne. On the left, a 'Participant Information' panel lists personal details: First Name (Andrew), Last Name (SampleOne), Address1 (1 North West St.), Address2, Email (jshaw@atworksolutionsinc.com), DOB (7/9/1985), Age (33 years), HomePhone, and CellPhone ((812) 345-0502). A 'View/Edit Participant' link is at the bottom. The main area features a '14 Elements Need Assessment' section with a message: 'There are no recent TouchPoints for this participant.' Below this is a '+ New' link. To the right, a sidebar contains expandable sections: 'YES Services', 'YES Vouchers', 'Education/Training Placements', and 'Employment Placements'. At the bottom of the main area are sections for 'Client History (Ed/Emp/Crim Hist)', 'Test Scores', and 'YES Master Goal'. Two callout boxes provide instructions: one points to the plus sign in the top right of the '14 Elements Need Assessment' section, and another points to the '+ New' link.

Participant Information

Andrew SampleOne

FirstName: Andrew
LastName: SampleOne
Address1: 1 North West St.
Address2:
Email: jshaw@atworksolutionsinc.com
DOB: 7/9/1985
Age: 33 years
HomePhone:
CellPhone: (812) 345-0502
[View/Edit Participant](#)

14 Elements Need Assessment

14 Elements Need Assessment

There are no recent TouchPoints for this participant.

[+ New](#)

Client History (Ed/Emp/Crim Hist)

Test Scores

YES Master Goal

YES Services

YES Vouchers

Education/Training Placements

Employment Placements

Click the plus sign “+” to expand the options and see most recently recorded touchpoints

Click “New” to add a new 14 Elements Need Assessment

14 Elements Assessment

Exposure

Adult Mentoring (12 months):

- ☐ Client Requested Service
☐ Case Manager Recommended Service

Comprehensive Guidance & Counseling:

- ☐ Client Requested Service
☐ Case Manager Recommended Service

Supportive Services:

- ☐ Client Requested Service
☐ Case Manager Recommended Service

Labor Market & Employment Info (such as career awareness, career counseling, & career exploration)

- ☐ Client Requested Service
☐ Case Manager Recommended Service

Empowerment

Leadership Development:

- ☐ Client Requested Service
☐ Case Manager Recommended Service

Financial Literacy Training:

- ☐ Client Requested Service
☐ Case Manager Recommended Service

Education

Education offered concurrently with and in the same context as workforce preparation activities:

- ☐ Client Requested Service
☐ Case Manager Recommended Service

Tutoring, study skills, instruction, & strategies that lead to an HS diploma or post-secondary credential

- ☐ Client Requested Service
☐ Case Manager Recommended Service

Alternative School Services (Adult Education Services):

- ☐ Client Requested Service
☐ Case Manager Recommended Service

Occupational Skills Training:

- ☐ Client Requested Service
☐ Case Manager Recommended Service

Entrepreneurial Skills Training:

- ☐ Client Requested Service
☐ Case Manager Recommended Service

Exploration

Activities in preparation for transition to post-secondary education and training:

- ☐ Client Requested Service
☐ Case Manager Recommended Service

Experience

Paid/Unpaid Work Experience:

- ☐ Client Requested Service
☐ Case Manager Recommended Service

Follow-up Services:

- ☐ Client Requested Service
☐ Case Manager Recommended Service

ETO – Test Scores

The TABE assessments are part of the initial enrollment and assessment phase. The Pre-test TABE and Post-test TABE as well as GED Incentives HSED Pre-test scores can all be entered via the “Test Scores” TouchPoint.

The TABE scores that were previously entered on the Application screen in the old IPIC YES system will appear in this section along with any GED Incentive scores.

The screenshot shows the YES system interface with several sections. On the left is the 'Participant Information' section for Andrew SampleOne. In the center is the 'Test Scores' section, which currently shows 'There are no recent TouchPoints for this participant.' and a '+ New' button. On the right are sections for '14 Elements Need Assessment', 'Client History (Ed/Emp/Crim Hist)', 'YES Services', 'YES Vouchers', 'Education/Training Placements', and 'Employment Placements'. Two callouts are present: one pointing to the plus sign icon in the 'Test Scores' section header with the text 'Click the plus sign “+” to expand the options', and another pointing to the '+ New' button with the text 'Click “New” to add a new Test Scores'.

YES Test Score for SampleOne, Andrew on 11/13/2018

Test Score Details

Pre or Post Test:

☐ Pre-Test ☐ Post-Test

Test Type: -- Select --

Subjects Requiring Remediation:

☐ Math

☐ Language

☐ Reading

ETO – ISS Development

The ISS is developed in different screens in ETO. The printed ISS will pull in information from these various screens. Much of the ISS is driven by the overall Career Objective/ goal. This is entered from the YES Master Goal TouchPoint.

ETO – YES Master Goal

Participant Information

Andrew SampleOne

FirstName: Andrew
LastName: SampleOne
Address1: 1 North West St.
Address2:
Email: jshaw@atworksolutionsinc.com
DOB: 7/9/1985
Age: 33 years
HomePhone:
CellPhone: (812) 345-0502
[View/Edit Participant](#)

14 Elements Need Assessment

Client History (Ed/Emp/Crim Hist)

Test Scores

YES Master Goal

YES Services

YES Vouchers

Education/Training Placements

Employment Placements

There are no recent TouchPoints for this participant.

+ New

Click "New" to add a new Master Goal

Master Goal Details

Long-Term Employment Goal:

Projected Achievement Date:

Actual Achievement Date:

Notes/Details:

I approve the master goal and all associated steps:

Sign

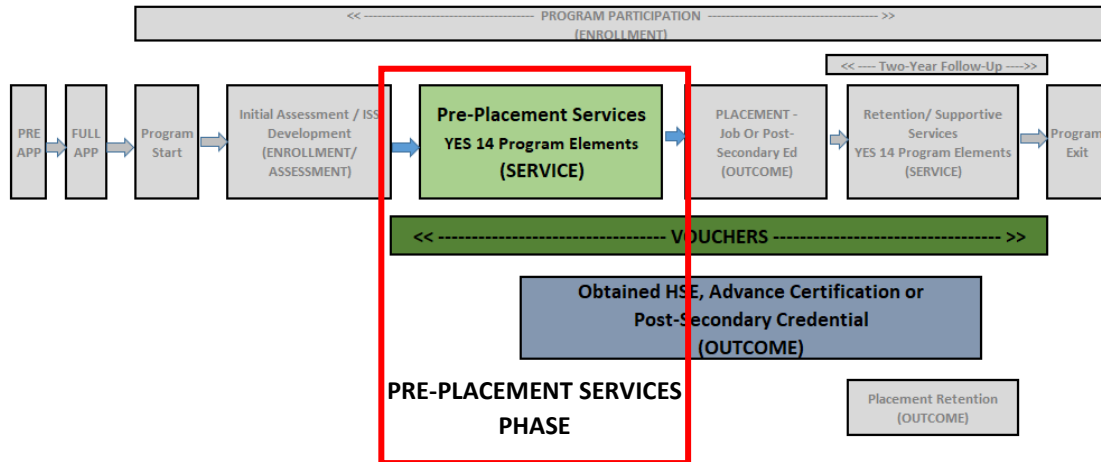
Signature: SampleOne, Andrew

Cancel Save and Record Similar Save

After the Master Goal has been created, the client can digitally sign it by using the mouse or touchpad

The original creation of the ISS marks the end of the Enrollment / Assessment Phase. The youth has been fully enrolled, assessed and an Individual Service Strategy developed. The youth can move into the next Phase: "Pre-Placement Services."

PRE-PLACEMENT SERVICES PHASE

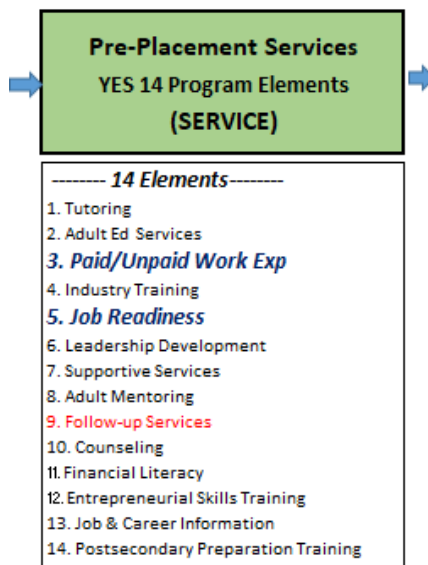


In this phase the youth is offered/ enrolled into activities pertaining to the 14 program elements, which include two contract outcomes, "Job Readiness" and "Paid/Unpaid Work Experience." This phase also starts the ability of staff to create vouchers on their behalf and record "Obtained HSE" which is another contract outcome.

ETO – YES Services






The YES program outlines 14 elements that are useful in preparing a youth for a long term job placement or post-secondary education placement. Below are the 14 program elements the service provider offers themselves or has made arrangements with other providers to offer.




These are the 14 Program Elements. See your YES Program Manual for definition of each element, and the required components for each.




Two of the Elements: "Paid/Unpaid Work Exp" and "Job Readiness" are elements that service providers have yearly contract outcome goals. Proper recording of the start and finish of those two are required for performance measures.




"Follow-up Services" are part of the 14 elements, but these are not offered at this Phase, but come AFTER the Placement Phase.




Participant Information   




 **Andrew SampleOne**




FirstName: Andrew
LastName: SampleOne
Address1: 1 North West St.
Address2:
EMail: jshaw@atworksolutionsinc.com
DOB: 7/9/1985
Age: 33 years
HomePhone:
CellPhone: (812) 345-0502
[View/Edit Participant](#)


14 Elements Need Assessment   

Client History (Ed/Emp/Crim Hist)   

Test Scores   




YES Master Goal   




YES Services   




 **YES Services**

There are no recent TouchPoints for this participant.

[+ New](#)

YES Vouchers   

Education/Training Placements   


Employment Placements   

Click the plus sign "+" to expand the options


Click "New" to add a new Services


YES Services for SampleOne, Andrew on 11/13/2018 




YES Services


YES Service Area:
 -- Select -- 

Was this service a referral to a different provider?
☒ Yes
☐ No
[Clear Selection](#)

Date of Referral:
 mm/dd/yyyy 

Provider:
 [Add New Provider](#)

Start Date: mm/dd/yyyy 
Projected Completion Date: mm/dd/yyyy 
Actual Completion Date: mm/dd/yyyy 

Notes:


[Cancel](#) [Save and Record Similar](#) [Save](#)

If the service was a referral to a different provider, you will need to select a provider from the provider drop down list. If the service was not a referral, this field will be hidden

If this is a new provider, you can enter it in by selecting "Add New Provider" button. Upon entering the provider information be sure to select the entity type "YES Service Provider"

Participant Information + - X

Andrew SampleOne

FirstName: Andrew
LastName: SampleOne
Address1: 1 North West St.
Address2:
EMail: jshaw@atworksolutionsinc.com
DOB: 7/9/1985
Age: 33 years
HomePhone:
CellPhone: (812) 345-0502
[View/Edit Participant](#)

14 Elements Need Assessment + - X

Client History (Ed/Emp/Crim Hist) + - X

Test Scores + - X

YES Master Goal + - X

YES Services + - X

YES Vouchers + - X

YES Vouchers

There are no recent TouchPoints for this participant.

[+ New](#)

Education/Training Placements + - X

Employment Placements + - X

Click the plus sign “+” to expand the options

Click “New” to add a new Vouchers

Voucher Information

Voucher Issued To:

-- Select --
Client
Vendor

Voucher Type:

-- Select --

Other Sources of Funding:

▼

[Add Funding Provider](#)

Voucher Use:

The Voucher Information screen contains some conditional logic whereby the next available fields will depend on that answer selected

Voucher Information

Voucher Issued To:
 Client ▼

First Name:
 Andrew

Last Name:
 SampleOne

Address 1:
 1 North West St.

Zip Code:
 46204

If "Client" is selected in the "Voucher Issued To:" field, the client information will automatically populate

Voucher Issued To:
 Vendor ▼

Voucher For:
 Acme Training3
 Big Brothers Big Sisters

Zip Code:

Voucher Type:
 -- Select -- ▼

Whereas if "Vendor" is selected in the "Voucher Issued To:" field, the system will allow you to choose a vendor from the database

Voucher Type:
 Specialized Post-Secondary Training ▼

Total Cost of Service(s) - Specialized Post-Secondary Training:
 \$ 500

Total Other Funds Contributing to the Total Cost - Specialized Post-Secondary Training:
 \$ 200

Other Sources of Funding:
 Add Funding Provider

Total YES Amount Requested - Specialized Post-Secondary Training:
 \$ 300

When entering the cost information for the voucher, the system will automatically calculate the amount requested on the voucher based on subtracting the amount of funds from other sources from the total cost of the service

Occupational Objective:

Signature:

Signature:


Receipt Upload:

The user can digitally sign the voucher using a mouse or touchpad

If a receipt is available is should be uploaded in the "Receipt Upload Field"

ETO – Obtained HSE (Contract Outcome)

Participant Information

 **Andrew SampleOne**

FirstName: Andrew
 LastName: SampleOne
 Address1: 1 North West St.
 Address2:
 EMail: jshaw@atworksolutionsinc.com
 DOB: 7/9/1985
 Age: 33 years
 HomePhone:
 CellPhone: (812) 345-0502
[View/Edit Participant](#)

14 Elements Need Assessment

Client History (Ed/Emp/Crim Hist)


Test Scores

YES Master Goal

YES Services

YES Vouchers

Education/Training Placements

 **Education/Training Placements**

There are no recent TouchPoints for this participant.

[+ New](#)

Employment Placements

Click the plus sign "+" to expand the options

Click "New" to add a new Education/Training Placements

Youth needing to obtain a High School diploma prior to obtaining a long-term job placement and/or long term post-secondary education placement, should be recorded in the Education/ Training Placements TouchPoint.

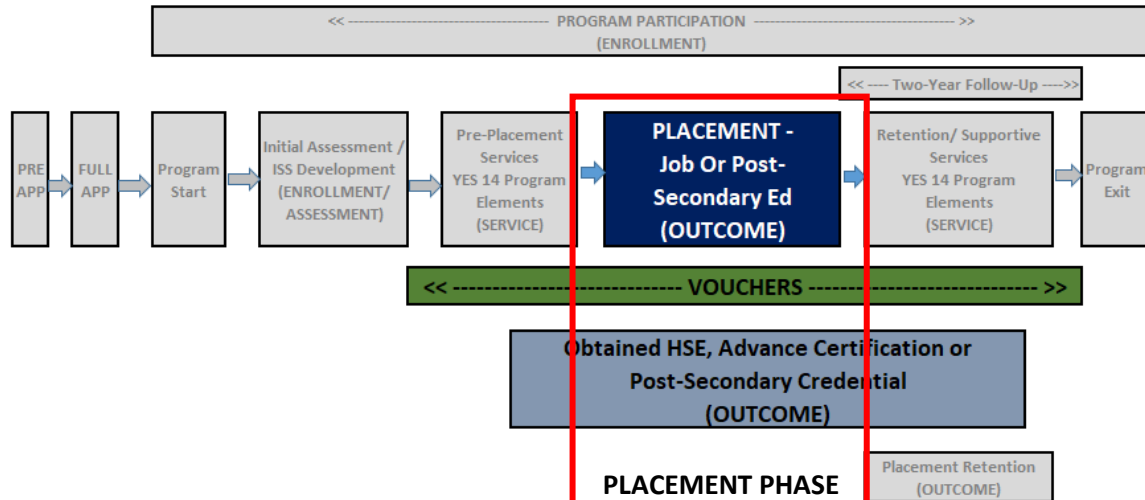
Below is a demonstration of how you record the start/placement date for the training prep and the type of Education/Training Placement Level.

The screenshot shows the EmployIndy software interface. At the top, there's a header with "ETO™ software" and "EmployIndy" (with a red star logo) and the tagline "GUIDING MARION COUNTY'S WORKFORCE". To the right, it says "EmployIndy: Youth Employment Services". Below the header is a navigation bar with tabs: "New", "Quick Search", "To Do List", "My Favorites", and "My Dashboard". A search bar is present with the text "Enter Search Term(s)" and a "Search" button. Below the search bar, there's a green banner that reads "YES Education/Training Placement for Test, JeffFake A. on 11/12/2018". The main content area has two tabs: "Placement Information" and "Education/Training Placement Details". Under the "Education/Training Placement Details" tab, there are three sections: "Education/Training Placement Level:" with a dropdown menu showing "Adult Education - HSE/GED", "Document Upload Type:" with a dropdown menu showing "-- Select --", and "Documentation Upload:" with a text input field and a "Select" button. At the bottom, there's a footer that says "Social Solutions © 2001-2018 Developed by Social Solutions, Inc."

This screenshot shows the "Education/Training Placement Details" form. It includes a search bar at the top with the text "Enter Search Term(s)" and a "Search" button. The form has several fields: "Educational Institution:" with a dropdown menu and an "Add New Education Institution" button; "Degree/Certificate/Training Program Start Date:" with a date input field (mm/dd/yyyy) and a calendar icon; "Degree/Certificate/Training Program Projected Completion Date:" with a date input field (mm/dd/yyyy) and a calendar icon; and "Previous Education Placement (started prior to program entry)?" with radio buttons for "Yes" and "No", and a "Clear Selection" button. At the bottom, there are "Previous Page", "Cancel", and "Save" buttons. An orange oval annotation points to the "Educational Institution:" dropdown menu with the text: "Choose an Educational Institution from an existing database or add a new educational institution if needed".

The Pre-Placement Services Phase comes to a completion once the youth has been prepared for and accomplished their placement Objective/Goal. The Pre-Placement Services Phase ends once the youth is placed into their long term job placement or post-secondary education placement.

PLACEMENT PHASE



The Placement Phase begins with the youth being placed into their long term job placement or their post-secondary education placement. During this time vouchers can still be created on behalf of the youth.

ETO – Employment Placement

The screenshot shows a web application interface for 'Participant Information'. The participant's name is 'Andrew SampleOne'. The interface includes several expandable sections: '14 Elements Need Assessment', 'Client History (Ed/Emp/Crim Hist)', 'Test Scores', 'YES Master Goal', 'YES Services', 'YES Vouchers', 'Education/Training Placements', and 'Employment Placements'. The 'Employment Placements' section is expanded, showing a list of employment placements. A callout bubble points to the plus sign '+' in the 'Employment Placements' section header, stating 'Click the plus sign “+” to expand the options'. Another callout bubble points to the '+ New' link at the bottom of the 'Employment Placements' section, stating 'Click “New” to add a new Employment Placements'.

The Job Placement at this point in time is the long-term position that will start the two year follow-up and retention services. It is not a “maintenance job” that a youth might get while working on their GED. This Job Placement is for the long-term job identified in the youth’s ISS.

Placement Information

The Employer Name field provides choices from a database of employers

The SOC Code field provides choices from an existing database of SOC Codes

Employment Placement Details

Employer Name:

Add New Employer

SOC Code:

Search for occupational titles by placing a % before the titles. For example, %manager will show all occupational codes with a manager.

Job Title:

Employment Start Date:

Previous Employment (started prior to program entry)?

☒ Yes

☐ No

Clear Selection

Hours per week:

Hourly Wage:

\$

Wage Type:

Is this job an Internship?

☐ Yes

☐ No

Clear Selection

Benefit Type:

Is this a permanent job?

☐ Yes

☐ No

Clear Selection




Historical Data

60 Day Retention:

180 Day Retention:


365 Day Retention:

ETO – Post-Secondary Education Placement

Education/Training Placements   

The primary objective of the YES program is to assist youth to obtain a job or enroll into post-secondary education placement and maintain those over the course of two years. The “Education/ Training Placement” TouchPoint is used to record this very important contract outcome.

Only Education Placements of Vocational Training, Associates, Bachelors, Masters Or Doctoral Degree will be counted as “Post-Secondary Education Placement.

YES Education/Training Placement for Test, JeffFake A. on 11/12/2018 

Plac

Ed

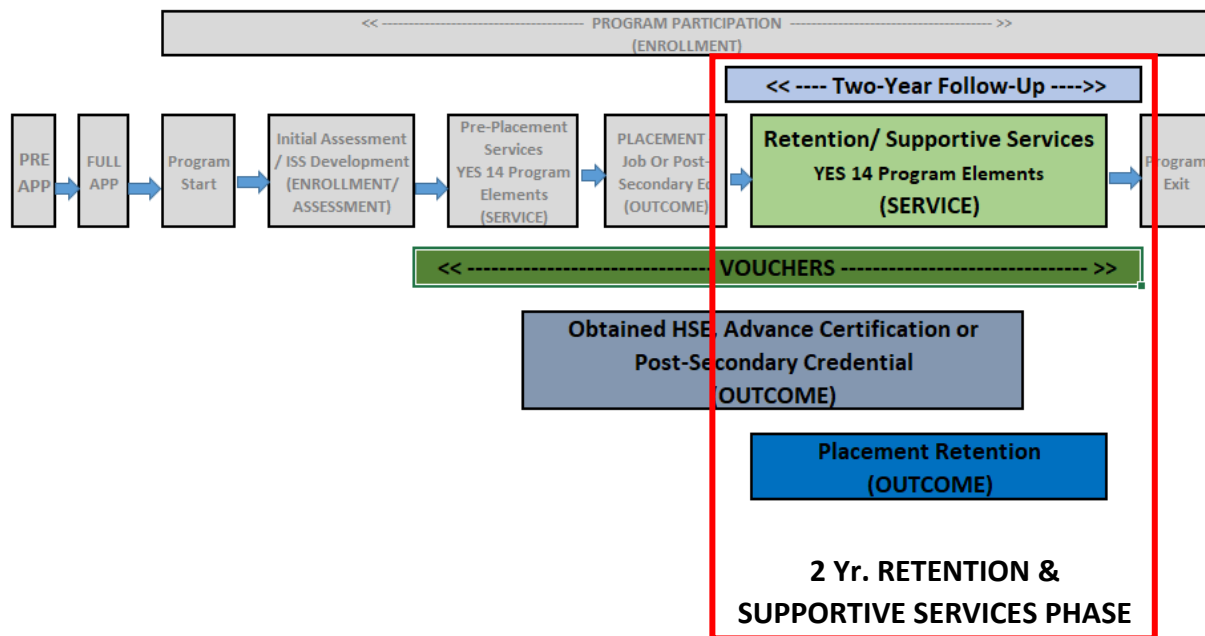
D

-- Select --
High School
Adult Education - ABE
Adult Education - ESL
Adult Education - HSE/GED
Adult Education - Other
Vocational Training
Associates
Bachelors
Masters
Doctoral Degree
Other

Training Placement Details

ent Level:

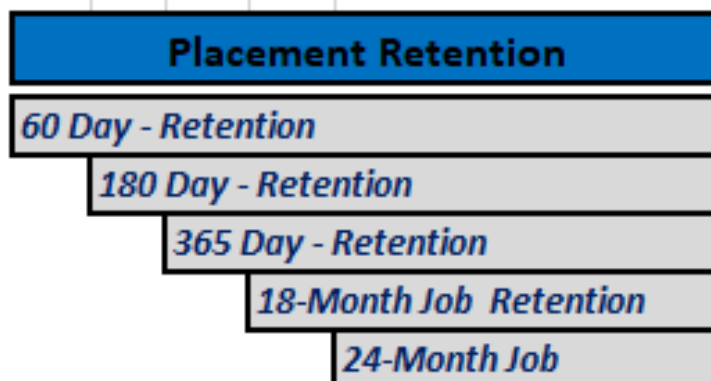
2 YEAR RETENTION & SUPPORTIVE SERVICES PHASE



The youth achieved their job placement or post-secondary Education placement and this moves them into the next phase. The two year clock starts once the Placement occurs. Staff are encouraged to offer Retention/ Supportive Services to assist the youth maintain the placement. During this phase staff can continue to create vouchers on behalf of the youth, offer YES 14 Program Elements services/activities to the youth, record degree or certificates obtained and record the retention.

The recording of the YES 14 Program Elements/ Services was previously covered along with the obtaining a HSE or an Advanced Certificate.

The Key element at this phase is the Retention check-ins to insure you obtain credit for your contract outcomes for the placements.



ETO –Education Retention – Update Existing

To record education retention, go to the existing Education/Training placement and click on the hyperlinked placement.

My Dashboard

Youth Employment Services Search

+ New

14 Elements Need Assessment

Client History (Ed/Emp/Crim Hist)

Test Scores

YES Master Goal

YES Services

YES Vouchers

Education/Training Placements

Education/Training Placements

Take Action	Dashboard	Date Completed	Recorded By	Education/Training Placement Level	Educational Institution	Degree/Certificate/Training Program Start Date
	YES Education/Training Placement Dashboard	11/26/2018	Jason Shaw	High School	Acme Training	1/10/2019

+ New

Employment Placements

Selecting the existing placement will take you to the Education and Training Dashboard (Pictured Below)

Return to Andrew SampleOne's Dashboard

Education/Training Placement Details

Education/Training Placement Details

Education/Training Placement Level:: High School

Documentation Upload::

Educational Institution:: Acme Training

Vocational Credential:: High School Equivalency (HSE)

Degree/Certificate/Training Program Start Date:: 1/10/2019

Previous Education Placement (started prior to program entry)? No

Retention Details

You have no recent TouchPoints.

+ New

Education Exit Details

You have no recent TouchPoints.

+ New

+

-

✕

Retention Details

+

-

✕

Retention Details

✎

You have no recent TouchPoints.

+ New

Education Exit Details

+

-

✕

Education Exit Details

✎

You have no recent TouchPoints.

+ New

High School

Acme Training

High School Equivalency (HSE)

1/10/2019

1/10/2019

No

Click "New" under Retention Details to add a retention touchpoint

New

Quick Search

To Do List

My Favorites

My Dashboard

Enter Search Term(s)

within

Participant

in

Youth Employment Services

Search

YES Education/Training Retention for SampleOne, Andrew on 11/26/2018

Retention Details

Retention Verification Date:

3/15/2018

YES Upload Type:

Transcript

YES Documentation Upload:

Select

Notes:

Cancel

Save

Enter in the retention details, upload documentation, and save

To record employment retention, go to the existing Education/Training placement and click on the hyperlinked placement.

Participant Information

Andrew SampleOne

FirstName: Andrew
LastName: SampleOne
Address1: 1 North West St.
Address2:
Email: jshaw@atworksolutionsinc.com
CaseNumber: 272130
DOB: 7/9/1985
Age: 33 years
HomePhone:
CellPhone: (812) 345-0502
[View/Edit Participant](#)

14 Elements Need Assessment

Client History (Ed/Emp/Crim Hist)

Test Scores

YES Master Goal

YES Services

YES Vouchers

Education/Training Placements

Employment Placements

Take Action	Dashboard	Date Completed	Recorded By	Employer Name:	Employment Start Date:
	YES Employment Placement Dashboard	11/14/2018	Jason Shaw	Kroger	1/22/2018
+ New					

Action Links

Links

[View/Edit Participant](#)
[Dismiss Participants](#)

Selecting the existing placement
 will take you to the Employment
 Placement Dashboard (Pictured
 Below)

New

Quick Search

To Do List

My Favorites

My Dashboard

Enter Search Term(s) within Participant in Youth Employment Services Search

[Return to Andrew SampleOne's Dashboard](#)

Employment Placement Details

Employment Placement Details

Employer Name:: Kroger
SOC Code:: 11-1021 General and Operations Managers
Job Title:: Cashier
Employment Start Date:: 1/22/2018
Previous Employment (started prior to program entry)?: No
Hours per week:: 40
Hourly Wage:: 15.00
Wage Type:: Unsubsidized Job
Is this job an Internship?: No
Benefit Type:: Job will not (at any point) OFFER Health Insurance
Is this a permanent job?: Yes

Retention Details

Retention Details

You have no recent TouchPoints.
[+ New](#)

Employment Termination Details

Employment Termination Details

You have no recent TouchPoints.
[+ New](#)

Click “New” under Retention Details to add a retention touchpoint

[Next Page](#)

The Employment Retention is a two part process. On the first page, enter the verification date and upload any documentation, then proceed to the next page

Retention Details Employment Placement Retention Details

*Update employment details if client experienced any job changes (pay raise, job title change, hour change, etc.) during employment placement.

Job Title:

SOC Code:

Hours per Week:

Hourly Wage:

\$

Wage Type:

-- Select --

Is this job an Internship?

☐ Yes

☐ No

Clear Selection

Benefit Type:

-- Select --

Is this a permanent job?

☐ Yes

☐ No

Clear Selection

Previous Page

Cancel

Save

Complete all Employment information available
and click "Save" to record the retention

Thank you for reviewing the YES ETO System Training Manual. If you have any further questions or comments please contact:

Olga Volokhova - ovolokhova@employindy.org

Rodney T. Francis - rfrancis@employindy.org