



TECHNICAL ASSISTANCE MEMO #25

DATE: JUNE 21, 2017
TO: WIOA SUBRECIPIENTS
FROM: AMY GIMLIN, WSW DATA AND COMPLIANCE MANAGER
RE: TRAINING SERVICE DATA ENTRY

All eligible participants enrolled in training must have a training touchpoint entered into ETO. It is important that all information be captured in the touchpoint in order to extract the reporting data out on a quarterly basis. Within the touchpoint, two data fields in ETO and free form that are now **required** to complete in the SW Workforce Development Area. Those two fields are **Provider** and **Course**.

When entering a training, the case manager must enter the Provider and Course fields using the guidelines below. *Provider* is the training school/provider of the service. *Course* is the name of the academic program or certificated program. It is important to be consistent when entering this data into ETO. For report pulling, it is more efficient if all case managers enter the same course and provider the same way.

Moving forward, as case managers go back into the touchpoint to close out the training or if starting a new training touchpoint please enter these fields. The following are the most popular programs and schools. If providing an ITA you may use the ETPL to guide your data entry. If your program or school is not listed, please use your best judgement for entering that information in the specified fields. **DO NOT LEAVE BLANK.**

Provider*:

• Aveda Institute	• Care Careers Academy
• Clark College	• Concorde
• Charter College	• Clark County Career Development Center
• Code Fellow	• CNA School of Longview
• Elder Options	• CNA Training School of Nursing
• Elite Dental	• IITR
• Lower Columbia College	• MaryAnn's CNA Training School
• Manning Academy	• Epicodus
• New Horizons	• NW Nursing Assistant Certified Training
• PDX Code Guild	• Portland Community College

• SkillPath	• Soldering.Biz
• West Coast Training	• Western Pacific Truck School
• College of Electronics Manufacturing	• Tech Academy
• Trans 360	

*If an OJT or WEX, the case manager will enter the **Employer Name** in this field.

Course:**

• Accounting	• Business Administration
• CNA	• Computer Support Specialist
• Coding	• CCNA
• Cosmetology	• Construction
• Dental Assistant	• Education
• LPN	• Massage
• Medical Assistant	• Machining
• Mechatronics	• Network Administrator
• Network Technician	• Phlebotomy
• Pharmacy Tech	• Production
• Programmer	• Other - Healthcare
• Other – High Tech Manufacturing	• Other – IT/Computer
• Other – Transportation	• RN
• Soldering	• Supervisory/Manager
• Truck Driver	• Web Design
• Welding	

When entering a Youth WEX, case manager will enter the **Sector category under course including *First Jobs*.

If OJT or WEX, the case manager will enter the occupation/title for which the participant is being trained.

If the participant is employed as a result of the training, be sure to also mark **Training Related Placement** on the Outcomes Touchpoint.