
TECHNICAL ASSISTANCE MEMO #4

DATE: JANUARY 2, 2008
TO: ALL SWWDC SERVICE PROVIDERS
FROM: AMY GIMLIN, SWWDC PROGRAM COORDINATOR
RE: SERVICE PLAN ACTUAL OUTCOME

When you report an attainment of a recognized certificate or credential upon completion of the service/activity in the SKIES Service Plan or Follow Up Service Plan, you must choose one of the following “actual outcome” choices:

- Occupational Skills License Earned
- Other Credential or Skills Earned
- Occupational Skills Certificate or Credential Earned
- Bachelors Degree Earned
- Attained High School Diploma
- Attained GED/HS Equivalency
- Associated Degree Earned

When you report an attainment of a certificate or credential that is **not** recognized for State, Federal or Common Measures or the service is incomplete you must choose one of the following “actual outcome” choices:

- Did Not Complete
- Credential Pending, Job Seeker to Undergo Testing/Procedures to Get Credential
- Credential or Skills Not Earned, Program Not Intended to Lead to Recognized Credential

For all recognized certificates or credentials a hard copy of the certificate must be kept in the participant’s file. Documentation can include copies of transcripts, copy of certificate, or copy of diploma. You cannot just document in case notes; it is a **requirement** to have hard copy documentation in the participant file.

AG