2016 TAA/WIOA Conference

TAA Case Management, IEP, Benchmarks & Measurable Skills Gain

Presented by: Tracy Bunch | 12/15/2016
Trade Adjustment Assistance Case Management
TAA Case Management

• When does the Case Management process start for a Trade Affected Worker?
  – The Initial Assessment (The VERY FIRST TIME they meet with you)

• When does the Case Management process end for a Trade Affected Worker?
  – Once they have obtained unsubsidized suitable employment
Case Notes are an essential part of Case Management.

- Document EVERYTHING!
  - if you don’t document it, it didn’t happen!
- BUT, there is no need to duplicate case notes, they will carry across all parts of Jobs4TN.
- Documents should be uploaded with case notes whenever possible.
- Educational background is required for any participant with training beyond high school (or equivalent).
- If the worker is employed, current employment information including salary must be documented.
TAA Case Management

Trade Adjustment Assistance Application for Services

• PIRL (Participant Individual Record Layout)
  – Remember to complete all fields of the PIRL tab in the TAA Application, they are required for federal reporting.
TAA Case Management

Trade Adjustment Assistance Application for Services

• TAA Liable/Agent State
  – We will be **BOTH** the Liable & Agent state when the petition is from our state and requesting services in our state (this is the most common result).
  – We will be the **Agent** state when the petition is from another state, and the participant is requesting services in our state.
  – We will be the **Liable** state when the petition is from our state, BUT the participant is requesting services in another state (you will not see this in the AJC/Career Centers).
Trade Adjustment Assistance
Individual Employment Plan (IEP)
TAA Individual Employment Plan (IEP)

• One goal & many objectives to reach that goal.
• Create the *entire IEP* during the initial visit.
• ALL TRADE SERVICES REQUIRE AN IEP.
• Objectives need to have certain key words:
  – Job search, request training, assessment, enroll in training, official request date, start training, 60 day progress review/meeting benchmarks, notify of any changes, complete training/receive credentials, job search, suitable employment.
• It is a requirement that we document all benchmarks in the IEP, in addition to completing a benchmark and creating measurable gains.
• You will close *objectives* as they are completed.
TAA Individual Employment Plan (IEP)

General Information:

Plan ID:
User ID:
Name: Smith John
Plan was started on: 12/12/2016
Plan was started in office location: American Job Center - Dyersburg
Plan opened on:

Goals and Objectives Established:

<table>
<thead>
<tr>
<th>Goal #</th>
<th>Program Affiliation(s)</th>
<th>Type of Goal</th>
<th>Term of Goal</th>
<th>Date Established</th>
<th>Estimated Date of Completion</th>
<th>Actual Completion Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TAA</td>
<td>Employment</td>
<td>Long Term</td>
<td>12/12/2016</td>
<td>12/12/2016</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

Goal Description: Unsubsidized Suitable Employment

Comments: Mr. Smith will enroll in HVAC training at TCAT Newbern and obtain credential to make him ready in a demand field which will enable Mr. Smith to obtain unsubsidized suitable employment.

Objectives to Goal #1

<table>
<thead>
<tr>
<th>Objective</th>
<th>Date Established</th>
<th>Review Date</th>
<th>Program</th>
<th>Staff</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Assessment</td>
<td>12/12/2016</td>
<td>01/25/2017</td>
<td>TAA</td>
<td>Franklin, Jamie</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Comments: Will complete initial assessment. Update: 12-12-2016 talked with career center staff about employment opportunities.

Job Search

<table>
<thead>
<tr>
<th>Date Established</th>
<th>Review Date</th>
<th>Program</th>
<th>Staff</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2016</td>
<td>01/25/2017</td>
<td>TAA</td>
<td>Franklin, Jamie</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Comments: Mr. Smith will complete a job search. Update: 12-12-2016 Completed job search. Resume builder & virtual recruiter. No suitable employment was available.

Request Training

<table>
<thead>
<tr>
<th>Date Established</th>
<th>Review Date</th>
<th>Program</th>
<th>Staff</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2016</td>
<td>01/25/2017</td>
<td>TAA</td>
<td>Franklin, Jamie</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Comments: 12/12/2016 - Mr. Smith requested training in HVAC field at TCAT Newbern.

Refer for Training Assessment

<table>
<thead>
<tr>
<th>Date Established</th>
<th>Review Date</th>
<th>Program</th>
<th>Staff</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2016</td>
<td>01/25/2017</td>
<td>TAA</td>
<td>Franklin, Jamie</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Comments: Will refer to WIOA/LWDA partners for TAE Assessment. Update: 12-12-2016 Contacted LWDA Partner Staff to set up an assessment appointment.

Will Receive Assessment Scores

<table>
<thead>
<tr>
<th>Date Established</th>
<th>Review Date</th>
<th>Program</th>
<th>Staff</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2016</td>
<td>01/25/2017</td>
<td>TAA</td>
<td>Franklin, Jamie</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Comments: Will receive scores and recommendation from WIOA/LWDA. Update: 12-12-2016 LWDA Partner notified that Mr. Smith completed assessment and is recommended training.

Will Enroll in Training

<table>
<thead>
<tr>
<th>Date Established</th>
<th>Review Date</th>
<th>Program</th>
<th>Staff</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2016</td>
<td>01/25/2017</td>
<td>TAA</td>
<td>Franklin, Jamie</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Comments: Mr. Smith will enroll in training. Was given the list of required information to take to the school. Update: 12-12-2016 John Doe provided acceptance, writing test letter, or cost and academic plan for planned training from training provider with a start date of 3/1/2016. 12/12/2016 is the official request date.

Will Receive Determination

<table>
<thead>
<tr>
<th>Date Established</th>
<th>Review Date</th>
<th>Program</th>
<th>Staff</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2016</td>
<td>01/25/2017</td>
<td>TAA</td>
<td>Franklin, Jamie</td>
<td>Open</td>
</tr>
</tbody>
</table>

Comments: Will receive determination from TAA Specialist.

Will Begin Training

<table>
<thead>
<tr>
<th>Date Established</th>
<th>Review Date</th>
<th>Program</th>
<th>Staff</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2016</td>
<td>01/25/2017</td>
<td>TAA</td>
<td>Franklin, Jamie</td>
<td>Open</td>
</tr>
</tbody>
</table>

Comments: Will verify with school that student started training as planned on 3/1/2017.

Will Report Every 60 Days for Benchmark

<table>
<thead>
<tr>
<th>Date Established</th>
<th>Review Date</th>
<th>Program</th>
<th>Staff</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2016</td>
<td>01/25/2017</td>
<td>TAA</td>
<td>Franklin, Jamie</td>
<td>Open</td>
</tr>
</tbody>
</table>

Comments: Mr. Smith will report for benchmark/progress review a minimum of every 60 days. Will provide grades, next term course sheet course outline, and academic calendar at the end of each term. Will maintain satisfactory progress throughout training and stay on track to complete training as scheduled.

Will Notify of Any Changes

<table>
<thead>
<tr>
<th>Date Established</th>
<th>Review Date</th>
<th>Program</th>
<th>Staff</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2016</td>
<td>01/25/2017</td>
<td>TAA</td>
<td>Franklin, Jamie</td>
<td>Open</td>
</tr>
</tbody>
</table>

Comments: Will notify TAA Representative of any changes throughout training.

Will Complete Training

<table>
<thead>
<tr>
<th>Date Established</th>
<th>Review Date</th>
<th>Program</th>
<th>Staff</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2016</td>
<td>01/25/2017</td>
<td>TAA</td>
<td>Franklin, Jamie</td>
<td>Open</td>
</tr>
</tbody>
</table>

Comments: Mr. Smith will complete training in HVAC and receive diploma. Mr. Smith will provide a copy of credential to TAA Representative.

Job Search Assistance

<table>
<thead>
<tr>
<th>Date Established</th>
<th>Review Date</th>
<th>Program</th>
<th>Staff</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2016</td>
<td>01/25/2017</td>
<td>TAA</td>
<td>Franklin, Jamie</td>
<td>Open</td>
</tr>
</tbody>
</table>

Comments: Will contact AIC Representative for job search assistance/aloevance in credentialed field. TAA Representative will recommend Job Search Allowance to assist in job search & interviews.

Will Obtain Suitable Employment

<table>
<thead>
<tr>
<th>Date Established</th>
<th>Review Date</th>
<th>Program</th>
<th>Staff</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/2016</td>
<td>01/20/2017</td>
<td>TAA</td>
<td>Franklin, Jamie</td>
<td>Open</td>
</tr>
</tbody>
</table>

Comments: Mr. Smith will obtain unsubsidized suitable employment in credentialed field.

Signatures

Applicant Signature:  
Date:  
Parent/Guardian Signature:  
Date:  
Staff Signature:  
Date:  

Trade Adjustment Assistance
Benchmarks/Progress Reports
TAA Benchmarks/Progress Reports

- Benchmarks/Progress Reports are required at a minimum of every 60 days while a participant is in TAA Approved training.
- Schedule the next benchmark/progress report during current visit.
- Can be conducted via phone - but the paperwork must be signed and sent back to you by email.
- End of term benchmarks require:
  - Grades or transcript, next term cost sheet & course outline, and academic calendar (for each new calendar year).
- Benchmarks must be documented in the IEP as well as in case notes, and the Training Benchmark View in Jobs4TN.
- If, at any time, a participant is not meeting benchmarks notify your TAA Specialist.
TAA Benchmarks/Progress Reports

Case Note Type: Training Benchmark
LWDA/Region: LWDA 01
Office Location: American Job Center - Kingsport
Program: Trade Adjustment Assistance (TAA) Program
App ID: Active
Partner Program: Trade Adjustment Act (TAA)
Subject: 60 day follow up
Contact Type: E-mail

Case Note Description:

Received grades from signed her benchmarks

She is doing well in classes and continues to strive.

Message Options

Create Message From Case Note on Save

Case Note Attachment(s)

Listed below are the documents associated with this case note. Click the View link below to view that particular item.

Results View: Summary | Detailed
Click a column title to sort.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Category</th>
<th>Size</th>
<th>Modify Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>signed_benchmark.pdf</td>
<td>Case Note</td>
<td>315 KB</td>
<td>12/07/2016 08:24</td>
<td>View, Delete, Edit, Meta Data</td>
</tr>
</tbody>
</table>
Trade Adjustment Assistance
Create Measurable Skills Gain
TAA Create Measurable Skills Gain

- All participants in TAA Approved training require Measurable Skills Gains to be documented in Jobs4TN.
- Complete Create Measurable Skills Gain for EVERY benchmark.
- Complete the required field and save, no need to print or sign.
  - For TAA Approved training, you will choose “skills progression” as the skill type.
Create Measurable Skills Gain

<table>
<thead>
<tr>
<th>Date Achieved</th>
<th>Skill Type</th>
<th>Last Edited By</th>
<th>Last Edited Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/2016</td>
<td>Skills Progression</td>
<td>Moore, Theresa (3302089)</td>
<td>11/1/2016 8:49:08 AM</td>
<td>Edit</td>
</tr>
<tr>
<td>11/01/2016</td>
<td>Skills Progression</td>
<td>Moore, Theresa (3302089)</td>
<td>11/1/2016 8:50:31 AM</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Skill Attainment Information

- Program: Trade Adjustment Assistance (TAA) Program
- Skill Type: None Selected
- Date Skill Attained: None
- Type of Achievement: None Selected

Staff Information

Save Cancel