Intensive Training Policy 22 – Entering Outcome Details

Case managers are able to enter Outcome information immediately after the completion of training but no later than the Third Quarter after Exit. Outcome information will not be entered unless the case manager has obtained necessary documentation to support the outcome.

When entering the successful completion of an Occupational Skills Training, the case manager should select Occupational Skills Certificate or Credential. Case managers should not be selecting Other Recognized Certificate or Credential. When entering the successful completion of an Associate Degree Program, the case manager should select AA or AS Diploma/Degree. When entering the successful completion of a Bachelor Degree Program, the case manager should select BA or BS Diploma/Degree.

In the event an individual is unsuccessful, the case manager should select No credential received, individual received training, or if the individual did not attend, then the case manager should select N/A – Individual did not receive training.

If a credential does not appear to meet the above descriptions, the case manager should contact the Supervisor for further guidance. Supervisors can always obtain guidance from their contract specialist if needed.

 Effective Date: January 20, 2012