

Type: Program Procedure

Date Established: 9/22/2022

Date Last Revised: 9/22/2022

Date Posted to Website: 9/28/2022

Status: Final

Supersedes: N/A

Procedural Guidelines

Service Provider will work with community-based organizations to connect justice-involved individuals who are exiting or recently exited incarceration in a prison or jail within the past 6 months. The scope of services will improve reentry-related processes for adults and youth who have exited or will be exiting from Washington jails or prisons.

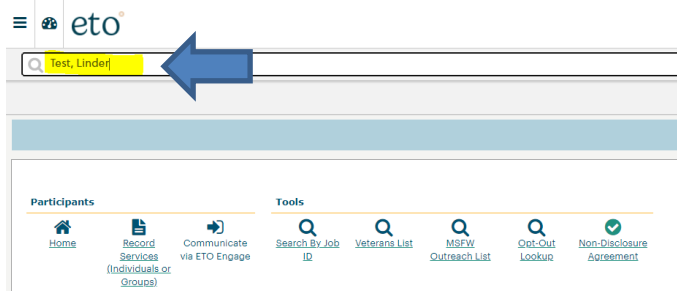
Procedures

Please ensure participants have an updated WorkSourceWA Account complete with a profile to be eligible for enrollment in the MIS system (ETO).

Individuals receiving services through this program must be justice-involved individuals who are exiting or have exited from Washington jails or prisons.

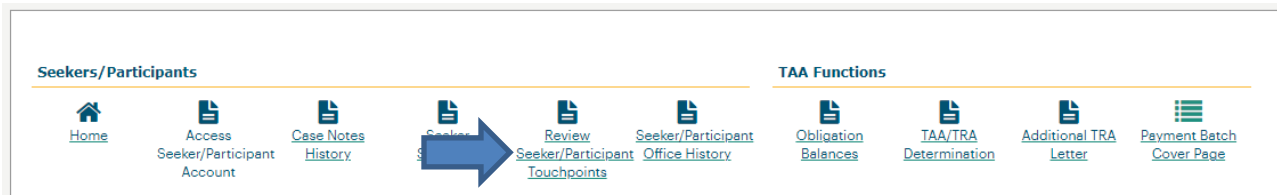
A. ETO Procedure for CTAP Program Enrollment

1. Review and process the enrollment application
2. Navigate to the Participant account and dashboard via ETO search bar



3. Upload Program Documents

- a. Navigate to the "Review Seeker/Participant Touchpoints" on top of the participant dashboard and select "Take New Touchpoint".
- b. Then select "Uploaded Files"



DATE COMPLETED	LAST UPDATED	IDENTIFIER	COLLECTION	PROGRAM	STAFF	STATUS	TAKE ACTION
5/15/2019	5/15/2019	Grades for Winter 19		WorkSource Skagit	APRIL CLARK		
3/5/2019	3/5/2019	Transcripts Jan19		Administration	APRIL CLARK		
10/21/2016	10/21/2016	WIOA Elig Supporting Docs		WorkSource Lewis County	Test Staff		

- c. From there select the files to upload.
- d. A dot will appear **green** when downloaded.
- e. Save the touchpoint.

4. Program Enrollment Touchpoint

- a. Take a Program Enrollment Touchpoint on the participants dashboard by selecting **+New** under Most Recent Program Enrollments or through the Review Seeker TouchPoints Widget and click **Take New** from the Program Enrollment selection.

Most Recent (5) Program Enrollments							
Take Action	Last Updated By	Identifier	Office Name	Program of Enrollment	Local Program	Enrollment Start Date	Enrollment End Date
	[REDACTED]	537484_2	Worksource Everett	WIOA Adult		7/14/2022	
	[REDACTED]	537484_2	Worksource Everett	Air Washington		1/3/2022	
	[REDACTED]	537484_2	WorkSource Mason County	WIOA Adult		11/22/2021	
	[REDACTED]	537484_2	WorkSource Thurston County	Air Washington		8/27/2021	
	[REDACTED]	537484_2	WorkSource Grays Harbor	WIOA Dislocated Worker		4/5/2021	

+ New

- b. Review the Demographics at Enrollment tab and ensure demographics are complete and accurate:
 - If demographics are incorrect, obtain permission from the participant to impersonate them in WorkSourceWA.com and update their record before saving the Program Enrollment.
- c. ETO will bring you to the Program Enrollment Touchpoint. Ignore the Program of Enrollment selection.
- d. Under Local Program enter **“2WDA Community Transition Assistance Program (CTAP)”** Under **Local Program** Drop Down (after selection is made program of enrollment will NOT be required)
- e. Enter **“Equus Workforce Solutions”** in the Contract field.

Review the seeker's personal data on the Demographics at Enrollment Tab. If needed, impersonate the seeker and use their Job Match profile to make any needed updates to the information

Program of Enrollment

Local Program *



Contract (if applicable)



f. Complete all other data elements in the touchpoint to include the Enrollment Case Note

5. **Entering Program Services:** Below is a list of available services and touchpoints associated with this contract.

Basic Services

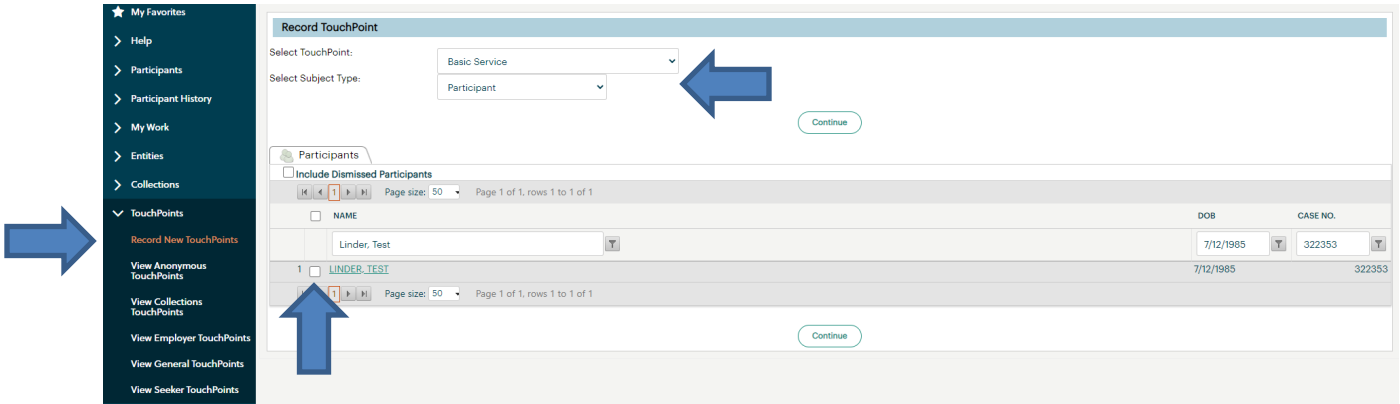
- Basic Assessment (2.0)
- Career Guidance Services (3.0)
- Deskside Job Seeker Assistance (3.0)
- Employment Referral (2.0)
- Financial Aid Eligibility
- Intake
- Job Fair or Hiring Event Attendance
- Learn about WIOA Title I Services
- Meaningful Unemployment Assistance
- Miscellaneous Workshop
- Orientation
- Outreach
- Provided Workforce Information (2.0)
- Referral to WIOA Services
- Resume Review

Support Services

- Program Support Services (OTHER) (3.0)
- Program Support Services (TRANSPORTATION)

A. Basic Services:

- a. Navigate to Record New Touchpoints to select the **“Basic Service”**
- b. Select Subject Type as **“Participant”**
- c. Enter the participant **ETO #** or Identifying information



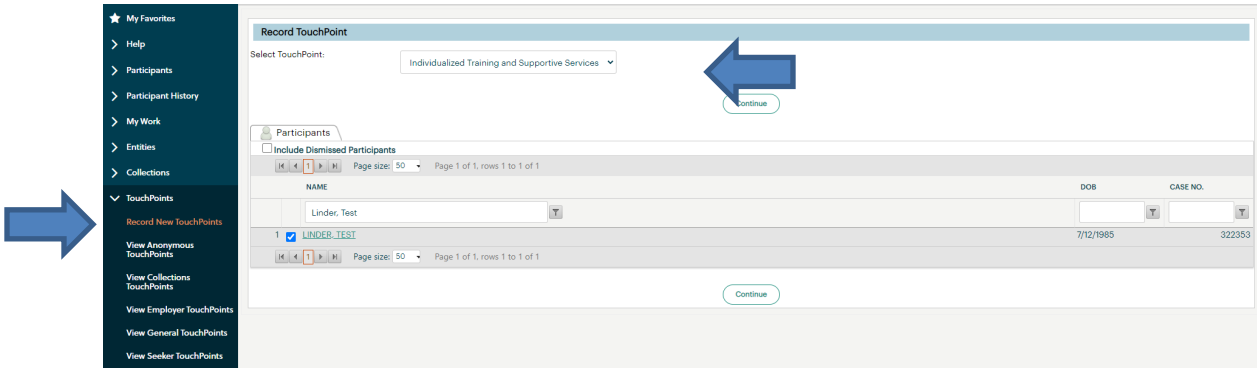
- d. Check the box to select Subject (participant)
- e. Select **Active Program Enrollment, 2WDA Community Transition Assistance Program (CTAP)**
- f. Select **Local Program** as “**2WDA Community Transition Assistance Program (CTAP)**”
- g. Select **Contract** as “**Equus Workforce Solutions**”
- h. Select the **Service Provided**



- i. Enter the applicable Activity Date & service case note
- j. Upload the supporting documentation
- k. Save the Service

B. Program Support Services:

- a. Navigate to the **Individualized Training and Support Service Touchpoint** to select the **Program Support Service (Other)(3.0)** or **Program Support Service (Transportation)**.



- b. Select **Active Program Enrollment, 2WDA Community Transition Assistance Program (CTAP)**
- c. Select **Local Program** as “**2WDA Community Transition Assistance Program (CTAP)**”
- d. Select **Contract** as “**Equus Workforce Solutions**”

Individualized, Training, and Supportive Services

Select Active Program Enrollment, Other Program, or Local Contract if applicable.

Comments

Activity Start Date * Activity End Date *

This service requires the Activity End Date to match the Activity Start Date. Please, ensure the Activity End Date is the same as the Activity Start Date.

Projected activity start date Projected activity end date

Service Provided *

- e. Enter the applicable service case note.
- f. Upload the supporting documentation
- g. Save the service.

6. Outcomes, Program Completions

- a. Upon completion of program related services, enter a Program Outcome, Completion Touchpoint to close the program.
- b. Navigate to Record New Touchpoints to select the “**Outcomes, Program Completion**”
- c. Enter the participant **ETO #** or Identifying information

The screenshot shows the 'Record TouchPoint' interface. On the left, a dark sidebar contains a navigation menu with 'TouchPoints' selected. The main content area has a header 'Record TouchPoint' and a 'Select TouchPoint' dropdown menu with 'Outcomes, Program Completion' selected. Below this is a 'Participants' table with one row for 'LINDER, TEST'. A blue arrow points to the dropdown menu, and another blue arrow points to the 'Continue' button below the table.

- d. Enter “**Equus Workforce Solutions**” in the **Contract** field.
- e. Enter the **Reason for Completion**, **Completion Date** (Date of last service), and the **Credential Earned** if applicable.

References & Additional Resources

Resources

- WPC.wa.gov >Technology > ETO Login
- WorkSource Service Catalog
- PacMtn.org: PacMtn Policy and Procedures