



Youth CareerConnect Participant Tracking System: Manual for Participant Enrollment, Service Receipt and Outcomes Tracking, and Grantee-Level Data Entry

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Alicia Leonard
Carlo Caci
Marybeth MacKenzie
Timothy Luyster
Ashley Shum
Frank Masters
Gene Shkolnikov
Jeanne Bellotti

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U.S. Department of Labor
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200 Constitution Ave., NW, N-5641
Washington, DC 20210

Project Officer: Erika Liliedahl
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Submitted by:

Mathematica Policy Research
P.O. Box 2393
Princeton, NJ 08543-2393
Telephone: (609) 799-3535
Facsimile: (609) 799-0005

Project Directors: Peter Schochet and Nan Maxwell
Reference Number: 40402.200

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APPENDIX A: YOUTH CAREERCONNECT (YCC) DATA ELEMENTS AND DEFINITIONS

I. INTRODUCTION

A. Objectives of this manual

1. To provide grantee staff with an overview of the U.S. Department of Labor (DOL) performance reporting requirements for the Youth CareerConnect (YCC) grants
2. To provide detailed instructions on how to use, and enroll participants in, the Participant Tracking System (PTS)

B. Overview of YCC and DOL performance reporting requirements

1. Description of grants

DOL provided \$107 million to 24 YCC local partnerships of local education agencies, workforce investment boards, institutions of higher education, and employers to re-design the teaching and learning experience for youth and more fully prepare them with the knowledge, skills, and industry-relevant education (including post-secondary education or registered apprenticeship) needed to pursue a successful career.

The YCC program provides high school students with education and training that combines rigorous academic and technical curricula that focus on in-demand occupations and industries for which employers are using H-1B visas to hire foreign workers. The program also includes related activities to support such training. It is intended to increase high school students' preparedness for post-secondary education and employability in high-growth H-1B industries and occupations that will lead to living wages and benefits and help them achieve economic self-sufficiency. By cultivating talent among high school students (including groups that traditionally have been underrepresented in many occupations and industries for which employers are using H-1B visas), these education and training programs eventually will help employers reduce their dependency on skilled foreign professionals permitted to work in the United States on a temporary basis under the H-1B visa program.

2. Overview of DOL performance reporting requirements

The YCC program will include a strong focus on short- and long-term performance measures. The short-term measures will serve as interim indicators of program progress that will help grantees and DOL ensure that programs are on track for success. The long-term measures will focus on outcomes and gauge program success upon completion of the grant. Grantees must track specific data elements, by participant, to report against program performance measures. Data collection will include demographic information, information on services received, and short- and long-term performance data (such as wage and type of occupation for each job placement). The ultimate goal for this program is to ensure that all program completers (1) graduate from high school with a high school diploma; (2) obtain a degree or industry-recognized credential in an H-1B industry or occupation and have earned college credits toward a degree in the selected high-growth H-1B industry or occupation; and (3) move into a positive placement that includes unsubsidized employment, post-secondary education, long-term occupational skills training, or a registered apprenticeship.

3. Mathematica's role

DOL has contracted with Mathematica Policy Research to develop a PTS for use in monitoring participant enrollment and DOL performance reporting. DOL will support grantees with responses to questions related to the performance reporting requirements, data definitions, policy, and programmatic issues, and Mathematica will provide all technical assistance for the PTS.

C. Keeping data confidential

In working with YCC program participants, you will ask for, and have access to, confidential personal information. The confidentiality of this information—called personally identifiable information (or PII)—must be preserved. When you are using the YCC PTS, you will be capturing some types of information that could be considered PII, and you must safeguard it. Use your judgment to decide whether information you work with is confidential. Some information that would not appear to be PII on its own may in fact be PII when combined with additional information. For example, first and last name alone are generally not considered PII; however, when combined with a date of birth, first and last name are considered PII. If you have any questions about whether information you work with is considered confidential PII, please contact Mathematica's YCC PTS support team. To safeguard PII and other sensitive information, you should control access to these data. There are many ways to maintain the confidentiality of PII. These include the following methods, some of which you probably already use:

- Under no circumstances should you email PII to anyone, including other program staff, DOL, or YCC PTS support team members. Data shared with Mathematica should be transmitted through the secure File Xchange site. If you need to reference a specific participant, you should use his or her ID number only, without any additional identifiers.
- Discussions, including telephone calls, about individuals must remain confidential. When discussing individuals with other staff, DOL, or YCC PTS support team members, please do so in a private room, if possible, or a restricted area out of earshot of unauthorized people.
- Keep all project materials, such as letters, printouts, and other documents, with PII out of sight and locked up in an appropriate storage location (such as a file cabinet) when not in use.
- Keep all work surfaces and open storage areas (such as bookcases) clear of information containing PII. Never leave paper documents containing PII and other sensitive information unattended.
- When displaying screens with PII on your computer monitor, ensure that unauthorized persons cannot see the information (for example, by looking over your shoulder from a hallway or through a window). When possible, shut office doors, close window blinds, or position your computer monitor so that it is not visible to others.
- Activate your screensaver whenever you leave your computer. Usually, this is accomplished by pressing CTRL+ALT+DELETE then ENTER.
- Do not allow any other person to use your computer accounts, and always keep your passwords secure, to prevent unauthorized users from having access to restricted files by

using your account. This guideline does not prevent you from allowing someone else to temporarily use your computer while you are present (for example, when a technical staff member must diagnose a computer problem).

- PII should not appear on any unencrypted device, including shared network drives or unencrypted portable media such as CDs, flash/thumb drives, or laptops. Report any lost or missing PII or unauthorized disclosure to your supervisor immediately. This will be reported to Mathematica, which is required to report all breaches of PII procedures to DOL.

Mathematica also has implemented companywide security procedures, and our facilities and systems are designed to meet strict federal guidelines to prevent the unauthorized disclosure, use, or alteration of study information. It is our policy to efficiently protect the private information of sample members and data, in whatever medium they exist, in accordance with applicable federal and state laws, contractual requirements, and common-sense considerations. All staff are trained on the importance of data security and are required to sign and comply with a Mathematica pledge to protect privacy. Our procedures pay special attention to guarding security of data in transmission. When data are transmitted between organizations (such as between a grantee and Mathematica), they will be encrypted with secure passwords or will be transmitted via the PTS or through a secure file exchange site that requires a password for access. We remove PII from respondent data as soon as practical and maintain personal identifiers in a secure location. When not in use, hard copies and electronic media are stored in controlled-access areas and locked rooms. We also maintain log sheets to track and record access to the confidential information as part of the project's documentation and records.

D. Organization of training manual


The PTS will be rolled out in multiple modules from summer 2014 through spring 2015. This manual will be updated with procedures to complement each newly added module. The first module to be released allows sites to enroll participants and search the database for participants who have already been entered. The second module allows sites to update participant service receipt information and outcomes, as well as input grantee-level data (such as professional development activities). Data elements that will be included in the first two modules are outlined in Appendix A and will be posted on the Employment and Training Administration Grantee Youth CareerConnect Site. The purpose of this manual is to discuss the first and second modules. In future months, functionality for reporting and random assignment will be added to the PTS.

II. NAVIGATING THE PTS

A. Accessing the site and creating your log in

1. Getting started

a. Minimum system requirements

For optimum performance, the PTS requires a current web browser. The PTS is designed so that its web pages will work well with  Microsoft Internet Explorer 9.0 or higher. However, certain web browsers could cause some PTS functionality to be downgraded, limited, or available only through alternative steps.

Web browsers that are fully compatible with these browsers and older versions of these browsers also may be suitable; however, the PTS does not design, maintain, or test for browsers not listed above.

If you are not sure of the version of your browser, select “Help” in the menu bar of your web browser and choose “About.”

If you are using Internet Explorer version 10 or version 11, turn off “Compatibility View” by clicking the button next to the web address bar in the browser. (“Compatibility View” may cause some areas of the PTS interfaces to not display as intended.)

The PTS requires the web browser to support Javascript. Your browser also should allow pop-ups (external links open in a new window or tab) and accept session-based cookies. By default, the major web browsers are configured to handle these requirements.

The PTS has been designed for a minimum screen resolution of 1,024 x 768.

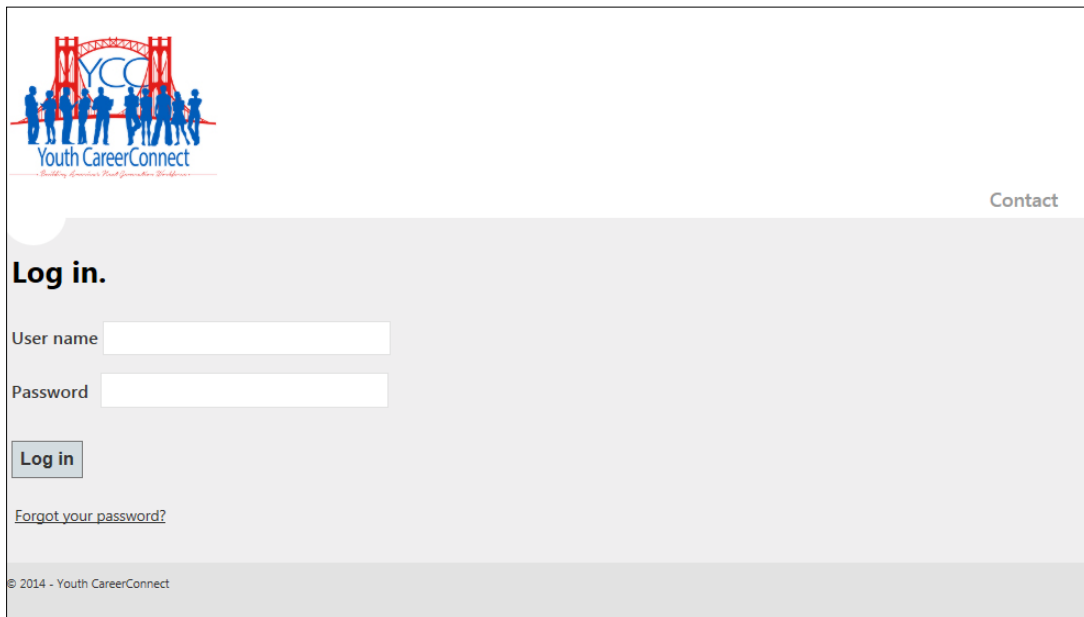
b. Account creation and logging into the site

Before you can access the PTS, Mathematica will need to create an account for you. To establish a new account, your grantee’s main PTS contact person must email ycc_support@mathematica-mpr.com with the request. For DOL staff, Evan Rosenberg can submit this request. This email should include the name, organization, title, telephone number, email address, and whether the user should have access to data for all schools within the grantee or a subset of specific schools.

After your account is set up, you will be sent an account creation email to invite you to use the system. Click on the link in the email to validate your email address. Your email address will serve as your user name and is not case sensitive. You will then be prompted to create a secure, case-sensitive password that is at least eight characters long and contains at least one letter, one number, and one special character (such as !, @, #, \$, or %). After you create your password, the link in the account creation email will no longer be valid.

The PTS log-in page (Screenshot 2.1) will appear. Enter your user name (email address) and password, then click on the “Log in” button.

Screenshot 2.1. PTS log in page



Log in.

User name

Password

[Forgot your password?](#)

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2. Password maintenance

If you have forgotten your password, click on the “Forgot your password?” link. You will be prompted to enter your user name and will then receive an email with a link to reset your password. You must complete the password reset within 15 minutes of receiving the email or the link will become inactive. If that occurs, repeat this procedure to have an active link resent to your email.

If you enter the wrong password three times within a single 24-hour period without successfully logging in, your account will be locked and you will no longer be able to log in. After each unsuccessful log in, you will be reminded of how many attempts remain before you will be locked out of the system. You will then need to contact Mathematica (ycc_support@mathematica-mpr.com) to reset your account. After your account is reset, you will receive an email with a link to create a new password. You must create the new password within 15 minutes of receiving the email or the link will become inactive.

You also will be required to reset your password every 60 days. Upon logging into the PTS following the 60-day expiration, you will receive notification to change your password (Screenshot 2.2).

Screenshot 2.2. Password expiration notification

The screenshot shows a web page titled "Youth CareerConnect" with a user greeting "Hello, aleonard@mathematica-mpr.com!" and a "Log off" button in the top right corner. The main heading is "Expired Password." Below this, a message states: "Your local password has **expired** for this site. Please specify a new local password to continue. Passwords must be at least 8 characters, containing at least one letter, at least one number, and at least one special character (such as !,@,#,\$,%)." There are two input fields: "New password" and "Confirm new password". A "Set password" button is located below the second field. The footer contains the text "© 2014 - Youth CareerConnect".

3. Log in procedures

After you successfully log in, the PTS will automatically take you to the welcome page (Screenshot 2.3). To prevent unauthorized users from accessing the PTS, the system will automatically log you out after 30 minutes of inactivity.

Screenshot 2.3. PTS welcome page

The screenshot shows the "Youth CareerConnect" website. The top navigation bar includes "Home", "Search", "Enroll", "Group Services/Courses", "Grantee", "Users", "Contact", and "Manual". A blue banner contains the text: "The U.S. Department of Labor (DOL) provided \$107 million to 24 Youth CareerConnect (YCC) local partnerships of local education agencies, workforce investment boards, institutions of higher education, and employers to re-design the teaching and learning experience for youth and more fully prepare them with the knowledge, skills, and industry-relevant education needed to get on the pathway to a successful career, including postsecondary education or registered apprenticeship." Below the banner, the heading reads "Welcome to the Youth CareerConnect Participant Tracking System (PTS)." Underneath, there is a section titled "PTS Manual and Training Recordings" with a bullet point: "The current version of the PTS manual along with recordings of all PTS training sessions will be posted on the [ETA Grantee Youth CareerConnect Site](#)." The footer contains "© 2014 - Youth CareerConnect".

Users will have varying levels of access to the system. Depending on whether you have been designated as a grantee or a school-level user, you may be restricted from accessing certain items on the top menu bar and/or data from the "Find Participant" menu. For example, users designated by the grantee program administrator for a single school will only be able to view detailed personal information for participants enrolled in their school.

B. Logging out of the PTS

To safely log out of the PTS system, click the "Log off" button, which appears in the top right-hand corner on every screen (Screenshot 2.4). You will then be returned to the log in page. Close your browser, including any tabs you had open (even if they are other websites).

Closing your browser window without first clicking “Log off” does *not* log you out of the PTS system until 30 minutes of inactivity have passed.

Screenshot 2.4. Log off button



C. PTS support contact information

Contact information for the PTS can be found in the “Contact” link on the menu at the top of the screen (Screenshot 2.5). (This menu will appear on nearly all pages and can be used to navigate around the website.)

Screenshot 2.5. Contact link



Nontechnical issues. If you have any questions about the definitions of data elements recorded in the PTS, reporting requirements, policy, or programmatic issues, refer to the DOL data elements and definitions in Appendix A for clarification. If this does not resolve your issue, please contact DOL program office staff at ycc.ycc@dol.gov.

Technical issues. If you have any technical issues logging into or operating the PTS, please contact Mathematica’s YCC PTS Technical Support Team at ycc_support@mathematica-mpr.com. Please include your site name, a detailed description of the issue, and your desired form of contact (telephone/email), and we will work to resolve your issue as quickly as possible (within one business day).

III. PARTICIPANT ENROLLMENT, PROGRAM STATUS, AND CASE NOTES

A. Find participant

1. Search PTS using search function

You can search for a participant within the PTS using the “Search” link on the menu at the top of the screen (Screenshot 3.1). (This menu will appear on nearly all pages and can be used to navigate around the website.)

Screenshot 3.1. Search link



You can search for a participant using any of the following criteria, but at least one of the search criteria fields must be entered:

- YCC ID
- Student ID
- First Name
- Middle Name
- Last Name
- Grantee (DOL staff only)
- Tracking School (for staff with access to multiple schools)
- Date of Birth
- Gender
- Enrollment Date
- Enrollment Status

After you have entered a search criterion for at least one of these options, the results will populate in the bottom of the window (Screenshot 3.2). You can view the “Participant Summary” screen with all the participant information by clicking on “View” next to each participant in the search results.

Screenshot 3.2. PTS search results

Home Search Enroll Group Services/Courses Grantee Users Contact Manual

Find Participant.

Search Criteria

Student ID	YCC ID
First Name	Enrollment Date
Middle Name	Enrollment Status
Last Name	Complete
Date of Birth	Grantee
Gender	School

Your search returned 5 results.

View	YCC ID	Student ID	First Name	Middle Name	Last Name	Gender	Enrollment Date
View	10000029		Black		Jack	Male	07/31/2014
View	10000074	abc	Greg		Brady	Male	08/06/2014
View	10000168		Marcia	j	Brady	Female	08/04/2014
View	10000647		Don		Knotts	Male	10/07/2014
View	10000650	555123456	Ragnar	Ayn	Danesk	Female	09/25/2014

2. Participant-level screens

After searching for a participant, you can review a summary of his or her information by clicking on “View” in the search results screen. Clicking “View” will open a new set of screens: “Participant Summary” (demographic and enrollment details), “Program Status,” “Case Notes,” “Services,” “Short Term Outcomes,” and “Post-Exit Outcomes” (Screenshot 3.3).

Screenshot 3.3. Participant summary screen

Participant Summary | Program Status | Case Notes | Services | Short Term Outcomes | Post-Exit Outcomes

Basic Information

Student ID	555123456	Gender	Female
First Name	Ragnar	Date of Birth	12/18/2000
Middle Name	Ayn		
Last Name	Danesk		

Enrollment Information

Enrollment Date	09/25/2014	Expected High School Graduation Date	July 2018
Grade at time of Enrollment	9th Grade	Expected Cohort Completion Date	October 2018
High School at time of Enrollment	School 1 G1		
Industry Focus	51 - Information		
Occupational Focus	31 - Healthcare Support Occupations		
Is participant in an Industry/Occupational focus that can result in a credential during the YCC program? Yes			

Demographics

Ethnicity	Hispanic or Latino
Race	Black or African American, Asian
Disability	Autism, Deaf-blindness, Intellectual Disability
Low Income	Free lunch program eligible
Veteran Status	Yes, Eligible Veteran
Limited English Language Proficiency	Yes
Pregnant or Parenting	No
Offender	No
Foster Care	No
Homeless and/or Runaway	Yes

B. Enroll participant

1. Check for duplicates using “Find Participant”

Before enrolling a participant, use the “Search” link on the menu at the top of the screen to ensure that the participant is not already enrolled in the PTS. (See Section III.A.1 for instructions on searching the PTS.)

On this screen, enter the participant’s first and last name, and date of birth. This will search for all matching entries within the PTS to ensure that the participant has not already been entered. If any results are returned, compare the participant’s name with the student ID and school information to determine whether the participant is a duplicate. We recommend attempting searches on variations of the name (such as Bill, Billy, William) to ensure that the participant’s name has not previously been entered with a different spelling.

If you identify the student as a duplicate, you do not need to enter a new record.

2. Enroll participant

After confirming that the participant is not already in the PTS, click on the “Enroll” link on the menu at the top of the screen (Screenshot 3.4). (This menu will appear on nearly all pages and can be used to navigate around the website.)

Screenshot 3.4. Enroll participant link



Enter the relevant data into the PTS using the data entry screen (Screenshot 3.6). If you have any questions about definitions for the data elements or how to enter them into the system, see Appendix A, which contains DOL’s data elements and definitions. Data elements required to save the record are marked with a red asterisk (*). Data elements required for a record to be complete are marked with a green dagger (†). Please see page 13 for additional information on complete and incomplete records. Although some fields are not required, we recommend that program staff try to obtain as much information as possible from the participants and their parent/guardian.

Some changes were made to this screen for the second iteration of the PTS (Screenshot 3.6). If you entered participants in the system before these fields were added and updated, you must update those records. These changes are:

- The basic information fields now appear at the top of the screen, followed by the enrollment information fields.
- Fields for “Expected High School Graduation Date” and “Expected Cohort Completion Date” have been added.
 - “Expected Cohort Completion Date” has replaced the field titled “Year that Program Model Ends for Participant,” which has been deleted.

- For participants who have selected an industry or occupational focus, a required question has been added to indicate whether the participant is in an Industry/Occupational focus that can result in a credential during the YCC program. If “No” is selected, you must enter the date of the expected credential attainment post-program and the name of the expected credential (Screenshot 3.5). If an industry or occupational focus has not been chosen, the question about the expected credential will not appear.

Screenshot 3.5. Date of expected credential attainment post-program

** Industry focus and/or Occupational focus is required*

Industry focus in YCC 56 - Administrative and Support and ▾	Occupational focus in YCC --Select occupational focus ▾
* Is participant in an Industry/Occupational focus that can result in a credential during the YCC program? <input type="radio"/> Yes <input checked="" type="radio"/> No	
* Date of expected credential attainment post-program --Select month ▾ --Select year ▾	* Name of expected credential <input type="text"/>

- The PTS now tracks ethnicity in a separate category from race (Screenshot 3.6). When completing the “Race” portion of the enrollment screen, a record is considered complete if at least one race category response is selected. Please see page 13 for additional information on complete and incomplete records. Remember to click “Save” before logging out or closing the page.

Screenshot 3.6. PTS enroll participant data entry page

Enroll Participant.

** Indicates required field(s)*
† Indicates required field(s) to complete enrollment

Basic Information	
Student ID <input type="text"/>	* Gender <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Did not self-identify
* First Name <input type="text"/>	* Date of Birth <input type="text" value="mm/dd/yyyy"/>
Middle Name <input type="text"/>	
* Last Name <input type="text"/>	
Enrollment Information	
* Enrollment Date <input type="text" value="mm/dd/yyyy"/>	* Expected High School Graduation Date --Select month ▾ --Select year ▾
* High School at time of Enrollment --Select school ▾	* Expected Cohort Completion Date --Select month ▾ --Select year ▾
* Grade at time of Enrollment --Select grade ▾	
<i>* Industry focus and/or Occupational focus is required</i>	
Industry focus in YCC --Select industry focus ▾	Occupational focus in YCC --Select occupational focus ▾

Ethnicity/Race

+ Ethnicity (Select one)

Hispanic or Latino Not Hispanic or Latino Did not disclose

+ Race (Check all that apply)

Black or African American
 White
 Asian
 American Indian or Alaska Native
 Native Hawaiian or other Pacific Islander
 Did not disclose

Demographics

Disability

+ Disability

--Select disability ▼

Disability Category

Autism Hearing Impairment Specific Learning Disability
 Deaf-blindness Intellectual Disability Speech or Language impairment
 Deafness Multiple Disabilities Traumatic brain injury
 Developmental Delay Orthopedic impairment Visual impairment
 Emotional Disturbance Other health impairment

Other

+ Low Income (Free/Reduced Lunch Eligible)

--Select lunch eligibility ▼

+ Eligible Veteran Status

--Select veteran status ▼

Reset Selected Fields

Other Demographics	Yes	No	Did not disclose
+ Limited English Language Proficiency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
+ Pregnant or Parenting Youth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
+ Offender	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
+ Foster Care Youth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
+ Homeless Individual and/or Runaway Youth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save

The system will alert you if any implausible or unlikely information is entered on this screen or throughout the entire PTS. A message describing each issue will be displayed in red text at the top of the screen, and the field in question will be outlined in red. Screenshot 3.7 provides an example of these error messages. To assist with data entry, date fields will provide a calendar for date selection. In addition, the system will alert you to any missing data fields if you attempt to save the case without completing all the required fields. You will be permitted to proceed if some fields are left blank, but you will need to go back and fill in these required fields for performance reporting as the information becomes available.

Screenshot 3.7. Error message

Enroll Participant.

Please correct the following fields:

- Gender is required.
- Date of Birth is required.
- Enrollment Date is required.
- High School at time of Enrollment is required.
- Grade at time of Enrollment is required.
- Expected High School Graduation Month is required.
- Expected High School Graduation Year is required.
- Expected Cohort Completion Month is required.
- Expected Cohort Completion Year is required.
- You must indicate if the participant is in an Industry/Occupational focus that can result in a credential during the YCC program.

* Indicates required field(s)
† Indicates required field(s) to complete enrollment

Basic Information

Student ID

* Gender Male Female Did not self-identify

* Date of Birth

* First Name

Test

Middle Name

If the basic and enrollment fields have been entered and there are no errors invalidating the data, the PTS will save the information entered on the form.

When you select “Save,” the PTS will perform a duplicate check by comparing the exact spelling of the current participant’s name and date of birth to the records of all previously entered participants in your grantee organization. Screenshot 3.8 provides an example of the error message displayed when a duplicate is identified. If this occurs, the system will *not* save the data entered for the current participant.

You may search on the YCC ID for the matching record and compare other data to further confirm whether it is a true duplicate. If it is a duplicate, the newest record will not be saved, and you should confirm that all enrollment information for the original record is still accurate. If you need to update any of the fields, follow the steps outlined in Section III.C (“Updating participant enrollment data”). If it is not a true duplicate, verify that you correctly entered all the information for the new record. If it is still registering in the PTS as a duplicate, contact ycc_support@mathematica-mpr.com.

Screenshot 3.8. Duplicate error message

Enroll Participant.

Please correct the following fields:

- The information entered matches a participant already enrolled in the YCC PTS. YCC ID = 10000236

Although only basic and enrollment information fields must be entered to save a record, all fields, except “Student ID” and “Middle Name,” are required for a participant’s enrollment information to be considered complete. Only complete records, in which all enrollment data have been filled in, will be included in the Quarterly Performance Report (QPR). Fields that must be updated for a record to be complete are marked with a green “†.” When you successfully save the record, a message will display at the top of the “Participant Summary” screen indicating that

the record is complete and will be included in the QPR (see Screenshot 3.9). Incomplete records will not be included in the QPR. Incomplete records can be identified from the “Find Participant” screen by selecting “incomplete” for the “Enrollment Status” search criteria.

Screenshot 3.9. Confirmation messages displayed

Message displayed when record is saved and complete:

Jane Doe. YCC ID 10000236 *Record is saved and enrollment information is complete.*

Message displayed when record is saved but all enrollment information is not completed:

Jane Doe. YCC ID 10000236 *Record is saved.*

Enrollment information is incomplete. This participant will NOT be included in your Quarterly Performance Report.

C. Updating participant enrollment data

Data entry errors on a participant’s summary can be corrected by locating a participant in the PTS using the search function, accessing “Participant Summary,” then clicking “Update Enrollment” (Screenshots 3.10 and 3.11). This button will take you to a new screen, where available fields will be displayed for updates. The second iteration of the PTS now includes functionality where, after a given period, only certain fields will be available for update (for example, “Industry and Occupation focus” and “Demographics”).

- If you create a new record and do not complete it, after 30 days from the date the record was created, you will be able to update only the fields shown below (Screenshot 3.10):

Screenshot 3.10. Updating enrollment data after 30 days (incomplete record)

* Indicates required field(s)
 † Indicates required field(s) to complete enrollment

Enrollment Information

* Industry focus and/or Occupational focus is required

Industry focus in YCC: 42 - Wholesale Trade

Occupational focus in YCC: Student has not chosen

* Is participant in an Industry/Occupational focus that can result in a credential during the YCC program?
 Yes No

* Date of expected credential attainment post-program: December 2022

* Name of expected credential: Bachelor of Science

Ethnicity/Race

* Ethnicity (Select one)
 Hispanic or Latino Not Hispanic or Latino Did not disclose

* Race (Check all that apply)
 Black or African American
 White
 Asian
 American Indian or Alaska Native
 Native Hawaiian or other Pacific Islander
 Did not disclose

Demographics

Disability

* Disability: --Select disability

Disability Category

<input type="checkbox"/> Autism	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Specific Learning Disability
<input type="checkbox"/> Deaf-blindness	<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Speech or Language impairment
<input type="checkbox"/> Deafness	<input type="checkbox"/> Multiple Disabilities	<input type="checkbox"/> Traumatic brain injury
<input type="checkbox"/> Developmental Delay	<input type="checkbox"/> Orthopedic impairment	<input type="checkbox"/> Visual impairment
<input type="checkbox"/> Emotional Disturbance	<input type="checkbox"/> Other health impairment	

Other

* Low Income (Free/Reduced Lunch Eligible): --Select lunch eligibility Reset Selected Fields

* Eligible Veteran Status: --Select veteran status

Other Demographics

	Yes	No	Did not disclose
* Limited English Language Proficiency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Pregnant or Parenting Youth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Offender	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Foster Care Youth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Homeless Individual and/or Runaway Youth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Return without saving Save

- If a record has been completed, after 30 days from the date the record was completed, you will be able to update only the fields shown below (Screenshot 3.11):

Screenshot 3.11. Updating enrollment data after 30 days (completed record)

Enrollment Information

** Industry focus and/or Occupational focus is required*

Industry focus in YCC: 56 - Administrative and Support and
 Occupational focus in YCC: 37 - Building and Grounds Cleaning

** Is participant in an Industry/Occupational focus that can result in a credential during the YCC program?*
 Yes No

** Date of expected credential attainment post-program*: August 2017
** Name of expected credential*: test

Demographics

Disability

+ Disability: Yes

** Disability Category*

<input checked="" type="checkbox"/> Autism	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Specific Learning Disability
<input type="checkbox"/> Deaf-blindness	<input checked="" type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Speech or Language impairment
<input type="checkbox"/> Deafness	<input checked="" type="checkbox"/> Multiple Disabilities	<input type="checkbox"/> Traumatic brain injury
<input type="checkbox"/> Developmental Delay	<input type="checkbox"/> Orthopedic impairment	<input type="checkbox"/> Visual impairment
<input type="checkbox"/> Emotional Disturbance	<input type="checkbox"/> Other health impairment	

Other

+ Low Income (Free/Reduced Lunch Eligible): -Select lunch eligibility

Reset Selected Fields

Other Demographics	Yes	No	Did not disclose
+ Pregnant or Parenting Youth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
+ Offender	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
+ Foster Care Youth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
+ Homeless Individual and/or Runaway Youth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Return without saving
Save

D. Adding and updating program status data

You may update a participant’s program status data by locating a participant in the PTS using the search function, then selecting the tab titled “Program Status” (Screenshot 3.12).

Screenshot 3.12. Program status

Black Jack. YCC ID 10000029

Participant Summary | **Program Status** | Case Notes | Services | Short Term Outcomes | Post-Exit Outcomes

Schools

School at time of Enrollment: School 2 G1

Attending School:

Tracking School: School 2 G1

Participation Status

Program Participation Dates
Participation dates must fall within the applicable program year

Year 1 (2014-2015): Year 2 (2015-2016): Year 3 (2016-2017): Year 4 (2017-2018):

Date of Most Recent Service: 09/08/2014

Exit Reason: Dropped out of YCC program, but remained in high school

Exit Date: 09/09/2014

Number of High School Days Missed

Fill in only those program years that apply

Program Year	Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)
1 (2014-2015)	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="1"/>	<input type="text" value="5"/>
2 (2015-2016)	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="4"/>	<input type="text" value="5"/>
3 (2016-2017)	<input type="text" value="87"/>	<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="2"/>
4 (2017-2018)	<input type="text"/>	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>

On this screen, you will see the sections outlined below. Remember to click “Save” after you have updated data in each section. “Save” buttons are labeled to identify the section of the form you will be saving. Clicking “Save” in one section will not save data entered in another—you must click “Save” for that section as well. You will receive a prompt before leaving a screen if there are unsaved data entered.

1. Schools

The first section (Screenshot 3.12) maintains up to three school associations for each participant.

- The “School at time of Enrollment” field is automatically set with the school entered on the “Participant Enrollment” screen when the record is created.
- The “Attending School” is the school the participant is currently attending. This field will be available for updating 30 days after the record has been created.

- The “Tracking School” is the school that will need access to the participant data.
 - For the first 30 days after the record has been created, the “Tracking School,” “School at time of Enrollment,” and “Attending School” will automatically synch with one another and should be updated via the “Participant Summary” screen using directions outlined in Section C above.
 - After 30 days, the “School at time of Enrollment” field will be set in the system, and requests for changes must be sent to ycc_support@mathematica-mpr.com.
- You can update the Attending School by selecting a different school from the drop-down menu and clicking “Save.” After you select “Save,” you will be given the option to also update the Tracking School to match the Attending School. You may select “Yes” or “No.” If you want to change only the Tracking School, update the Attending School, select “Yes” to update the Tracking School, then change the Attending School back to the previous selection and select “No” to leave the Tracking School as is.

Remember to click “Save” when you have updated this section.

2. Participation status

The second section (Screenshot 3.12) includes fields to enter the date of program participation for the participant. When you click on the field, a calendar will appear to help you more easily select the desired date. The date of program participation must be entered at the beginning of each school year for every participating youth. This information will be used to calculate the yearly program retention rate. The “Date of Most Recent Service” will automatically populate based on data entered in the “Services” screen (outlined in Section IV).

This section also includes fields to document the participant’s “Exit Reason” and the accompanying data. Using the drop-down menu, you can select from several exit reasons.

- If you select “Successfully completed YCC program,” you must enter the exit date and program completion date.
- If you select “Other,” you must enter the exit date and specify the other reason for exit.
- If you select any other option, you must enter the exit date.

Remember to click “Save” when you have updated this section. After you have selected an exit reason and exit date, you will not be permitted to change this information after clicking “Save.” If you need to update this field for a participant, please contact ycc.ycc@dol.gov and provide the reason for the change. DOL then will determine whether the change should be implemented and will contact the PTS Technical Support Team to implement the change.

3. Number of high school days missed

The final section on the screen (Screenshot 3.12) provides fields to enter the number of high school days missed for the participant, by quarter. All entries in these fields must be numeric, or you will receive an error. Remember to click “Save” when you have updated this section.

IV. ADDING AND UPDATING SERVICES

The second module of the PTS includes screens for tracking participant case notes and service receipt. Services may be added to YCC participant records using (1) a group-level process, which allows more than one student to be added to a service or industry-specific YCC course at a single time; or (2) an individual-level process, for program services or internships. Both of these processes are described in this section.

A. Adding case notes

You may create participant case notes by locating a participant in the PTS using the search function, then selecting the tab titled “Case Notes” (Screenshot 4.1).

Screenshot 4.1. Case notes

The screenshot shows a web interface with a navigation bar at the top containing tabs: Participant Summary, Program Status, Case Notes (selected), Services, Short Term Outcomes, and Post-Exit Outcomes. Below the tabs is a large text area labeled "Notes" with a vertical scrollbar. At the bottom left of this area is a "Clear" button, and at the bottom right is an "Add Note" button. Below the text area is a section titled "Notes History" containing a table with the following data:

Select	Note ID	Date Entered	Entered By	Note
Read Full Note	40	9/30/2014 9:32:53 AM	Ashley Shum	test
Read Full Note	32	9/19/2014 10:09:56 AM	Ashley Shum	Lorem ipsum dolor sit amet, consectetur adipiscing...
Read Full Note	31	9/19/2014 9:58:52 AM	Ashley Shum	test

You may enter a new note in the text field, then select “Add Note” to save it or “Clear” to clear the text you have just entered. The “Notes History” is visible under the new note text box and shows the date a note was entered and the staff who entered the note. You can view the full text of the note by selecting “Read Full Note.” Clicking this link will fill the “Notes” text box with the text for that note. Prior notes cannot be edited or deleted. Case notes are not required, but they can be used to manage participants in the YCC program.

B. Group-level services

Group-level services can be added to more than one participant by adding the service information to the “Group Services/Courses” section of the PTS. To access these screens, hover over the “Group Services/Courses” link, then select “Group Services” (Screenshot 4.1). From this screen, you may either enter a new service or search for an existing one.

Screenshot 4.2. Group services/courses

The screenshot shows a navigation bar with the following links: Home, Search, Enroll, Group Services/Courses (circled in red), Grantee, Contact, and Manual.

1. Adding and updating a group service

To add a new service, select the “Add New Event” button on the “Group Service Listing” screen (Screenshot 4.3). For your convenience, there also is a link to “Group Service Listing” on each participant’s “Program Services” tab.

Screenshot 4.3. Group service listing

Next, complete all fields in the “Event Information” portion of the screen (Screenshot 4.4). This screen includes fields (from the drop-down menu) for “Date of Service,” “Name of Event,” and “Service Category.” The service name should be entered so that the service can easily be found in the PTS. For example, if an event occurs multiple times throughout the year, you should include an identifier (such as “Résumé Workshop Fall 2014” or “Résumé Workshop October 2014”). If similar events are held on different dates across multiple schools, you should include the school name (for example, “Engineering Job Talk—Main Street High School”).

After you have completed these fields, you may search the PTS using the “Search Criteria” section to locate a list of possible participants to add to this service using any of the listed criteria (for example, “Student ID,” “Industry Focus,” or “Attending School”). At least one participant must be added to a service in order to save the record, but additional participants may be added later. When searching for a list of possible participants to add to a service, students matching the search criteria will populate in the section “Potential Participants” with their name and student ID (for confirmation). Click the box in the “Select” column for participants who should be included in the service, then select “Add Selected Participants.” This will move the student into the “Participants of this Service” portion of the screen. You may also use the “Select All” or “Deselect All” buttons to select more than one participant at a time. If you need to remove participants from a service, click the box next to the student in the “Participants of this Service” section, then select “Remove Selected Participants.”

This screen also allows for an iterative search process for participants. This means that, after selecting participants using one search criterion (for example, “Attending School = Main St. High School”), you can click the “Clear Criteria” button in the search and select another criterion (for example, “Attending School = Pine St. High School”), and those matching participants will populate in the “Potential Participants” section to be added in the same service without your having to leave the screen. Staff with access to only a single school within a grantee will be able to see all services for the grantee (with the ability to assign participants from their school to the service) but will not be able to see the participants added to the service from other schools within the grantee. Staff with access to all schools within a grantee will be able to see all participants across schools in each service.

Screenshot 4.4. Record group service

Record Group Service.

* Indicates required field(s)

Event Information

* Date of Service * Service Category
 --Select service category

* Name of Event

Search Criteria

Student ID YCC ID

First Name Industry Focus

Middle Name Occupational Focus

Last Name Attending School

Gender

Participants

Potential Participants					Participants of this Service				
Select	Last	First	Middle	Student ID	Select	Last	First	Middle	Student ID
<input type="checkbox"/>	Winslow	Carlo			<input type="checkbox"/>	Doe	John	Schmoe	10000123

Remember to click “Save” when you have updated this section. After a participant has been added to a service, the information for that service will be populated on the participant’s service history listing found on his or her “Program Services” tab (Screenshot 4.5; also outlined in Section IV.D.1).

Screenshot 4.5. Participant program service history

Participant Summary | Program Status | Case Notes | **Services** | Short Term Outcomes

Program Services | Individual Development Plan & FAISA | Internships | Industry-Specific YCC Courses

* Indicates required field(s)

To record the same program service for multiple participants, click [here](#) to go to the Group Service Listing.

Program Service

* Date of Service Name of Event

* Service Category
 --Select service category

Program Service History

Edit	Date	Service Category	Name of Event
<input type="button" value="Edit"/>	09/09/2014	Community Service Learning	Test Service 1
<input type="button" value="Edit"/>	06/27/2014	Mentoring	Mentoring

2. Searching for an existing service

To search for an existing service, use the search criteria listed on the “Group Service Listing” screen (date of service, name of event, or service category) and select “Search” (Screenshot 4.6). Services matching the criteria you have entered will populate below the search criteria. You may view the service information by selecting the “View” link, which will take you to the “Event Information” page described in the previous section.

Screenshot 4.6. Group services search

Group Service Listing.

[Add New Event](#)

Search Criteria

Date of Service

Service Category

Name of Event

[Search](#) [Clear Criteria](#)

Your search returned 2 results.

View	Date of Service	Name of Event	Service Category
View	09/09/2014	Test Service 2	Career/Academic Counseling
View	09/11/2014	Test Service 9	Career/Academic Counseling

C. Industry-specific YCC courses

YCC courses can be added to the PTS by adding the course information to the “Group Services/Courses” section of the PTS. To access these screens, hover over the “Group Services/Courses” link, then select “YCC Courses” (Screenshot 4.7). From this screen, you may either enter a new course or search for an existing one. The procedures for adding and updating courses are similar to those used to add or update a group service.

Screenshot 4.7. Group services/courses

[Home](#) [Search](#) [Enroll](#) [Group Services/Courses](#) [Grantee](#) [Contact](#) [Manual](#)

1. Adding and updating an industry-specific YCC course

To add a new course, select the “Add New Course” button on the “Industry-Specific YCC Course Listing” screen (Screenshot 4.8).

Screenshot 4.8. Course listing

[Home](#) [Search](#) [Enroll](#) [Group Services/Courses](#) [Grantee](#) [Users](#) [Contact](#) [Manual](#)

Industry-Specific YCC Course Listing.

[Add New Course](#)

Search Criteria

Start Date

Name of Course

End Date

YCC Students Only?

[Search](#) [Clear Criteria](#)

Next, complete the required fields in the “Course Information” portion of the screen (Screenshot 4.9). You must include the start date and name of course and indicate whether the course is for YCC students only. The course end date is not required; however, as with all nonrequired fields in the PTS, we recommend completing it whenever possible to help fully clarify the records that have been entered. The course name should be entered so that the course can easily be found in the PTS. For example, you may want to specify whether a course is “Engineering Fall 2014” or “Engineering Spring 2014” within the name. As you will see below, you will be able to search for courses using the start date. This may help you sort through the larger list of courses that have been entered. If similar courses are held in multiple schools within a grantee, you should include the school name (for example, “Engineering 101—Main Street High School”).

Screenshot 4.9. Record industry-specific YCC course

Industry-Specific YCC Courses.

* Indicates required field(s)

Course Information

<p>* Start Date <input type="text"/></p> <p>End Date <input type="text"/></p>	<p>* Name of Course <input type="text"/></p> <p>* YCC Students Only? --Select YCC students only <input type="checkbox"/></p>
---	--

Search Criteria

<p>Student ID <input type="text"/></p> <p>First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Gender <input type="text"/></p>	<p>YCC ID <input type="text"/></p> <p>Industry Focus <input type="text"/></p> <p>Occupational Focus <input type="text"/></p> <p>Attending School <input type="text"/></p>
--	---

Participants

Potential Participants	Participants registered for this course																																	
<table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr> <th>Select</th> <th>Last</th> <th>First</th> <th>Middle</th> <th>Student ID</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Cordone</td> <td>Azazel</td> <td>H.</td> <td>@!#\$\$%^&*()</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Wheezer</td> <td>Carl</td> <td></td> <td></td> </tr> </tbody> </table>	Select	Last	First	Middle	Student ID	<input type="checkbox"/>	Cordone	Azazel	H.	@!#\$\$%^&*()	<input type="checkbox"/>	Wheezer	Carl			<table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr> <th>Select</th> <th>Last</th> <th>First</th> <th>Middle</th> <th>Student ID</th> <th>Course Completed?</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Estevez</td> <td>Sheen</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Roll</td> <td>Rock</td> <td>N</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Select	Last	First	Middle	Student ID	Course Completed?	<input type="checkbox"/>	Estevez	Sheen			<input type="checkbox"/>	<input type="checkbox"/>	Roll	Rock	N		<input type="checkbox"/>
Select	Last	First	Middle	Student ID																														
<input type="checkbox"/>	Cordone	Azazel	H.	@!#\$\$%^&*()																														
<input type="checkbox"/>	Wheezer	Carl																																
Select	Last	First	Middle	Student ID	Course Completed?																													
<input type="checkbox"/>	Estevez	Sheen			<input type="checkbox"/>																													
<input type="checkbox"/>	Roll	Rock	N		<input type="checkbox"/>																													

After you have completed these fields, you may search the PTS using the “Search Criteria” section to locate the participants you would like to add to this course using any of the listed criteria (such as “Student ID,” “Industry Focus,” or “Attending School”). At least one participant must be added to a course in order to save the record, but additional participants may be added later. When searching for participants to add to a course, students matching the search criteria will populate in the section “Potential Participants” with their name and student ID (for confirmation). Click the box in the “Select” column for participants who should be included in the event, then select “Add Selected Participants.” This will move the student into the “Participants Registered for this Course” portion of the screen. You may also use the “Select All” or “Deselect All” buttons to select more than one participant at a time. If you need to remove participants from a course, click the box next to the student in the “Participants Registered for this Course” section, then select “Remove Selected Participants.”

This screen also allows an iterative search process for participants. This means that, after selecting participants using one search criterion (for example, “Attending School = Main St. High School”), you can click the “Clear Criteria” button in the search and select another criterion (for example, “Attending School = Pine St. High School”), and those matching participants will populate in the “Potential Participants” section to be added in the same course without your having to leave the screen. Staff with access to only a single school within a grantee will be able to see all courses for the grantee (with the ability to assign participants from their school to the course) but will not be able to see the participants added to the course from other schools within the grantee. Staff with access to all schools within a grantee will be able to see all participants across schools in each course.

The one additional step you must take for YCC course participation, not included in the group service screen, is to indicate which students registered for the course have completed it. To do this, open the “Course Information” screen and select the box in the “Course Completed” column for each participant who completed the course. Remember to click “Save” when you have updated this section. After a participant has been added to a course, the information for that service will be populated on the participant’s course history listing (Screenshot 4.10; also outlined in Section IV.D.4).

Screenshot 4.10. Participant course history

To record the same course for multiple participants, click [here](#) to go to the YCC Course Listing.

Edit	Date Began	Course Completed?	Name of Course	YCC Students Only?
Edit	09/10/2014	No	Test Course 2	Yes
Edit	09/09/2014	No	Grantee1 Course 3	Yes
Edit	09/08/2014	Yes	Grantee1 Course	Yes
Edit	09/08/2014	Yes	Grantee1 Courses 2	Yes

2. Searching for an existing industry-specific YCC course

To search for an existing course, use the search criteria listed on the “Industry-Specific YCC Course Listing” screen (start date, end date, name of course, or YCC students only) and select “Search” (Screenshot 4.11). Courses matching the criteria you have entered will populate below the search criteria. You may view the course information by selecting the “View” link, which will take you to the “Course Information” page described in the previous section.

Screenshot 4.11. Industry-specific YCC course search

Industry-Specific YCC Course Listing.

[Add New Course](#)

Search Criteria

Start Date

End Date

Name of Course

YCC Students Only?

[Search](#) [Clear Criteria](#)

Your search returned 4 results.

View	Start Date	End Date	Course Name	YCC Students Only?
View	09/08/2014		Grantee1 Course	Yes
View	09/08/2014		Grantee1 Courses 2	Yes
View	09/09/2014		Grantee1 Course 3	Yes
View	09/10/2014		Test Course 2	Yes

D. Participant-level services

Participant-level services can be added to a single participant by locating a participant in the PTS using the search function, then selecting the tab titled “Services.”

1. Program services

To create or update the programs services for a participant, locate the “Program Services” tab (Screenshot 4.12).

Screenshot 4.12. Program services

Participant Summary | Program Status | Case Notes | **Services** | Short Term Outcomes | Post-Exit Outcomes

Program Services | Individual Development Plan & FAISA | Internships | Industry-Specific YCC Courses

* Indicates required field(s)

To record the same program service for multiple participants, click [here](#) to go to the Group Service Listing.

Program Service

* Date of Service

Name of Event

* Service Category

[Cancel](#) [Add](#)

Program Service History

Edit	Date	Service Category	Name of Event
Edit	09/02/2014	Work Experience Activity	some event
Edit	09/02/2014	Community Service Learning	new event
Edit	08/29/2014	Support Service	another event edit
Edit	08/27/2014	Mentoring	some event
Edit	08/06/2014	Leadership Development	third event

In the top section of the screen, enter program services the participant has received, filling in the date of service and selecting the service category. The event name is not required; however, as with all nonrequired fields in the PTS, we recommend completing it whenever possible to help fully clarify the records that have been entered. If the participant received the service in a group setting, use the procedures outlined in the section above to add that participant to the group-level service. For your convenience in entering group services, this screen includes a link to “Group Service Listing.” When completing this section, date of service and service category are required. When you have entered all information, click “Add.”

The participant’s program service history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. If you select a service that was entered at the individual level, the date of service, name of event, and service category will populate in the “Program Service” section of the screen, where you can make any required updates. If you select a group-level service, you will be taken to the group-level screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

2. Individual Development Plan and Free Application for Federal Student Aid (FAFSA)

To update the Individual Development Plan (IDP) and Free Application for Federal Student Aid (FAFSA) statuses for a participant, locate the “Individual Development Plan & FAFSA” tab (Screenshot 4.13).

Screenshot 4.13. Individual Development Plan & FAFSA

The screenshot shows a web interface with a top navigation bar containing tabs: Participant Summary, Program Status, Case Notes, Services, and Short Term Outcomes. Below this is a secondary navigation bar with tabs: Program Services, Individual Development Plan & FAFSA (highlighted), Internships, and Industry-Specific YCC Courses. The main content area is titled "Individual Development Plan (IDP) & FAFSA" and contains two radio button questions. The first question is "Has IDP been completed?" with "Yes" and "No" options. The second question is "Has participant completed the FAFSA?" with "Yes" and "No" options. At the bottom left is a "Reset Fields" button and at the bottom right is a "Save" button.

On the left side of the screen, there is a field to indicate whether an IDP for the YCC program has been completed. On the right side of the screen, there is a field to indicate whether the participant has completed the FAFSA. If you wish to undo a selection, click the “Reset Fields” button. Remember to click “Save” when you have updated this section.

3. Internships

To create or update internships for a participant, locate the “Internships” tab (Screenshot 4.14). In the top section of the screen, complete all required fields.

Screenshot 4.14. Internships

Program Services Individual Development Plan & FAFSA **Internships** Industry-Specific YCC Courses

* Indicates required field(s)
† Indicates required field(s) to complete internship record

Internships

* Date Entered

Name of Internship Employer

Job Description

* Is employer a grant partner?
 Yes No

* Is this a paid internship?
 Yes No

* Industry code and/or Occupational code is required

Industry Code
--Select industry code

Occupational Code [Occupational Listings](#)

† Scored as Work Ready on Work Readiness Indicator at completion of internship?
 Yes No

Cancel Add

Internship History

Edit	Date Entered	Date Completed	Name of Internship Employer	Paid?	Grant Partner?	Industry Code	Occupational Code	Work Ready?
Edit	08/25/2014	09/24/2014	McDonald	No	No	56 - Administrative and Support and Waste Management and Remediation Services	45	Yes
Edit	08/25/2014		Burger King	Yes				

Although not required to save a record, the fields for date completed and scored as work ready are required for the record to be counted in the QPR for internship completion measure and work readiness indicator. The name of the internship employer and job description are not required; however, as with all nonrequired fields in the PTS, we recommend completing them whenever possible to help fully clarify the records that have been entered. After you have entered all information, click “Add.”

The participant’s internship history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the internship details in the “Internships” section of the screen, where you can make any required updates. As mentioned above, you will also need to go back to each internship record to indicate the date of completion for that internship and whether the participant was scored as work ready. Remember to click “Save” when you have updated this information.

4. Industry-specific YCC courses

To view YCC courses for a participant, locate the “Industry-Specific YCC Courses” tab (Screenshot 4.15).

Screenshot 4.15. YCC course history

Program Services Individual Development Plan & FAFSA Internships **Industry-Specific YCC Courses**

To record the same course for multiple participants, click [here](#) to go to the YCC Course Listing.

Industry-Specific YCC Course History

Edit	Date Began	Course Completed?	Name of Course	YCC Students Only?
Edit	09/08/2014	Yes	Grantee1 Courses 2	Yes

This screen will show you the course history for the participant. There is no place to create participant-level courses on this screen; you must add participants to courses at the group level

using the procedures outline in Section IV.B.1. For your convenience, this screen includes a link to the “YCC Course Listing.” If you wish to update course information, indicate that the participant has completed the course, or remove the participant from the course, select the “Edit” link next to the course on the “Course History” page, and you will be taken to the “Course Information” page.

V. ADDING AND UPDATING SHORT-TERM OUTCOMES

Short-term outcomes can be added and updated for a participant by locating a participant in the PTS using the search function, then selecting the tab titled “Short Term Outcomes.”

1. Post-secondary credit

To add post-secondary credits for a participant, locate the “Post-Secondary Credit” tab (Screenshot 5.1).

Screenshot 5.1. Post-secondary credit

The screenshot shows a web interface with a navigation bar at the top containing tabs: Participant Summary, Program Status, Case Notes, Services, and Short Term Outcomes. The 'Short Term Outcomes' tab is active, and within it, the 'Post-Secondary Credit' sub-tab is selected. Below the navigation, there are four sub-tabs: Post-Secondary Credit (active), Recognized Credentials, Unsubsidized Employment during Program, and Participant Satisfaction. A red asterisk indicates required fields. The main form area is titled 'Post-Secondary Credit' and contains the following fields: 'Date of Course Completion that could lead to post-secondary credit' (text input with 'mm/dd/yyyy' placeholder), '* # of Hours of Post-secondary Credit' (text input), '* Type' (dropdown menu with '--Select type'), 'Name of Course Completed' (text input), 'School at which Course was Completed' (dropdown menu with '--Select school'), a 'Cancel' button, and an 'Add' button. Below the form is a 'Post-Secondary Credit History' section with a table header: Edit, Date of Course Completion, Type, # of Hours of Post-secondary Credit, Name of Course, and Name of School.

On this screen, enter the number of credits received or expected for a course that could lead to post-secondary credit. Enter the relevant data for each course, including all required fields (date of course completion, type of post-secondary credit, number of hours of credit). The name of course completed and name of school at which course was completed are not required; however, as with all nonrequired fields in the PTS, we recommend completing them whenever possible to help fully clarify the records that have been entered. When you have entered all information, click “Add.”

The participant’s post-secondary credit history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the post-secondary credit details in the “Post-Secondary Credit” section of the screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

2. Recognized credentials

To add recognized credentials for a participant, locate the “Recognized Credentials” tab (Screenshot 5.2).

Screenshot 5.2. Recognized credentials

Participant Summary Program Status Case Notes Services Short Term Outcomes Post-Exit Outcomes

Post-Secondary Credit **Recognized Credentials** Unsubsidized Employment during Program Participant Satisfaction

High School Diploma Attainment Date

Attainment Date
09/02/2014 Save Attainment Date

* Indicates required field(s)

Recognized Credentials

* Attainment Date * Name

* Type
--Select type

Cancel Add

Recognized Credentials History

Edit	Attainment Date	Type	Name
Edit	08/25/2014	Occupational Certificate/Credential credit	Some credentials
Edit	08/13/2014	Occupational License	
Edit	08/12/2014	Occupational Certificate/Credential credit	another credential

The first section of this screen contains a field to indicate the date the participant attained a high school diploma. Although this field is not required to save a record, it is required for the record to be counted in the QPR for the high school diploma attainment measure. In the second section of the screen, you may enter recognized credentials. Enter the relevant data in the three required fields (“Attainment Date,” “Name,” and “Type”). After you have entered all information, click “Add.”

The participant’s recognized credentials history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the recognized credentials details in the “Recognized Credentials” section of the screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

3. Unsubsidized employment during program

To add information about unsubsidized employment that a participant held during the YCC program, locate the “Unsubsidized Employment during Program” tab (Screenshot 5.3).

Screenshot 5.3. Unsubsidized employment during program

Unsubsidized Employment

* Indicates required field(s)

* Date Entered

* Employer Name

* Is this a summer job?
 Yes No

* Industry Code

* Occupational Code [Occupational Listings](#)

Unsubsidized Employment History

Edit	Date Entered	Employer Name	Industry Code	Occupational Code	Summer Job?
Edit	08/25/2014	McDonalds	22 - Utilities	10001	Yes
Edit	08/21/2014	Wendys	56 - Administrative and Support and Waste Management and Remediation Services	4565	No

On this screen, enter all data for each job. For your convenience, there is a link to the O*NET Occupational Listings. When you have entered all information, click “Add.”

The participant’s unsubsidized employment during the YCC program history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the unsubsidized employment during program details in the “Unsubsidized Employment during YCC Program” section of the screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

4. Participant satisfaction

To add yearly satisfaction data for a participant, locate the “Participant Satisfaction” tab (Screenshot 5.4).

Screenshot 5.4. Participant satisfaction

Participant Satisfaction

Was the participant satisfied with the program based on his/her annual participation satisfaction survey?
Enter response only for applicable year(s)

Year 1 (2014-2015) Year 2 (2015-2016) Year 3 (2016-2017) Year 4 (2017-2018)

On this screen, select a “Yes” or “No” response from the drop-down menu for each applicable year. Remember to click “Save” after you have updated this information.

VI. ADDING AND UPDATING POST-EXIT OUTCOMES

Post-exit outcomes can be added and updated for a participant by locating a participant in the PTS using the search function, then selecting the tab titled “Post-Exit Outcomes.” This tab will be visible only after you have indicated an exit reason and exit date on the “Program Status” tab for the participant.

1. Unsubsidized employment

To add or update post-program unsubsidized employment for a participant, locate the “Unsubsidized Employment” tab (Screenshot 6.1).

Screenshot 6.1. Post-exit unsubsidized employment

The screenshot shows a web interface for adding or updating unsubsidized employment. At the top, there are tabs for 'Participant Summary', 'Program Status', 'Case Notes', 'Services', 'Short Term Outcomes', and 'Post-Exit Outcomes'. Under 'Post-Exit Outcomes', there are sub-tabs for 'Unsubsidized Employment', 'Post-Secondary Education', 'Occupational Skills Training', and 'Registered Apprenticeship'. The 'Unsubsidized Employment' tab is active, showing a form with the following fields:

- Date Entered:** Text input field.
- Employer Name:** Text input field.
- Entered Training Related employment?:** Radio buttons for Yes, No, and Unknown.
- Entered Non-Traditional employment?:** Radio buttons for Yes, No, and Unknown.
- Is employer a grant partner?:** Radio buttons for Yes and No.
- Industry Code:** Dropdown menu with "--Select industry code" and a downward arrow.
- Occupational Code:** Text input field with a link to "Occupational Listings".
- Hourly Wage:** Text input field.
- # Hours Worked in 1st Full Week:** Text input field with an "Unknown" checkbox.

At the bottom of the form are "Cancel" and "Add" buttons. Below the form is the "Unsubsidized Employment History" section, which contains a table with the following data:

Edit	Date Entered	Industry Code	Occupational Code	Training Related?	Non-Traditional?	Employer Name	Hourly Wage	# Hours Worked in 1st Full Week	Grant Partner?
Edit	09/01/2014	22 - Utilities	165625	Unknown	Unknown	McDonalds	5.00	Unknown	No

On this screen, enter all data for each employment. For your convenience, there is a link to the O*NET Occupational Listings. When you have entered all information, click “Add.” Only employment information for unsubsidized jobs that participants are in after they have exited from the YCC program should be included.

The participant’s unsubsidized employment history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the unsubsidized employment details in the “Unsubsidized Employment” section of the screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

2. Post-secondary education

To add or update post-program post-secondary education for a participant, locate the “Post-Secondary Education” tab (Screenshot 6.2).

Screenshot 6.2. Post-secondary education

* Indicates required field(s)

Post-Secondary Education

* Date Entered

* Type

* Did participant require remediation?
 Yes No Unknown

Post-Secondary School Name

Post-Secondary Education History

Edit	Date Entered	Post-Secondary School Name	Type	Remediation Required?
Edit	08/13/2014	Some other schools	Private, for-profit 2-year	Yes
Edit	08/06/2014	Some school	Public less-than-2-year	

In the top section of the screen, enter all required data for each post-secondary education field. The post-secondary school name is not required; however, as with all nonrequired fields in the PTS, we recommend completing it whenever possible to help fully clarify the records that have been entered. When you have entered all information, click “Add.” Only post-secondary education information for post-secondary education that participants are in after they have exited from the YCC program should be included.

The participant’s post-secondary education history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the post-secondary education details in the “Post-Secondary Education” section of the screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

3. Occupational skills training

To add post-program occupational skills training for a participant, locate the “Occupational Skills Training” tab (Screenshot 6.3).

Screenshot 6.3. Occupational skills training

* Indicates required field(s)

Occupational Skills Training

* Date Entered

* Name of Provider

* Occupational Code [Occupational Listings](#)

Occupational Skills Training History

Edit	Date Entered	Name of Provider	Occupational Code
Edit	08/25/2014	Some provider again	1001

On this screen, enter all data for each occupational skills training. For your convenience, there is a link to the O*NET Occupational Listings. When you have entered all information,

click “Add.” Only occupational skills training information for occupational skills training that participants are in after they have exited from the YCC program should be included.

The participant’s occupational skills training history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the occupational skills training details in the “Occupational Skills Training” section of the screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

4. Registered apprenticeship

To add post-program registered apprenticeships for a participant, locate the “Registered Apprenticeship” tab (Screenshot 6.4).

Screenshot 6.4. Registered apprenticeship

* Indicates required field(s)

Registered Apprenticeship

* Date Entered

* Name of Employer

* Occupational Code [Occupational Listings](#)

Cancel Add

Registered Apprenticeship History

Edit	Date Entered	Name of Employer	Occupational Code
Edit	09/16/2014	some employer 2	11-1011.04
Edit	09/09/2014	Mcdonalds	1234
Edit	08/05/2014	Some employer	1525

On this screen, enter all data for each registered apprenticeship. For your convenience, there is a link to the O*NET Occupational Listings. After you have entered all information, click “Add.” Only registered apprenticeship information for registered apprenticeships that participants are in after they have exited from the YCC program should be included.

The participant’s registered apprenticeship history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the registered apprenticeship details in the “Registered Apprenticeship” section of the screen, where you can make any required updates. Remember to click “Save” when you have finished updating this information.

VII. ADDING AND UPDATING GRANTEE INFORMATION

Grantee information can be added and updated for each grantee by selecting the tab titled “Grantee” (Screenshot 7.1). This link will be visible only to grantee-level staff.

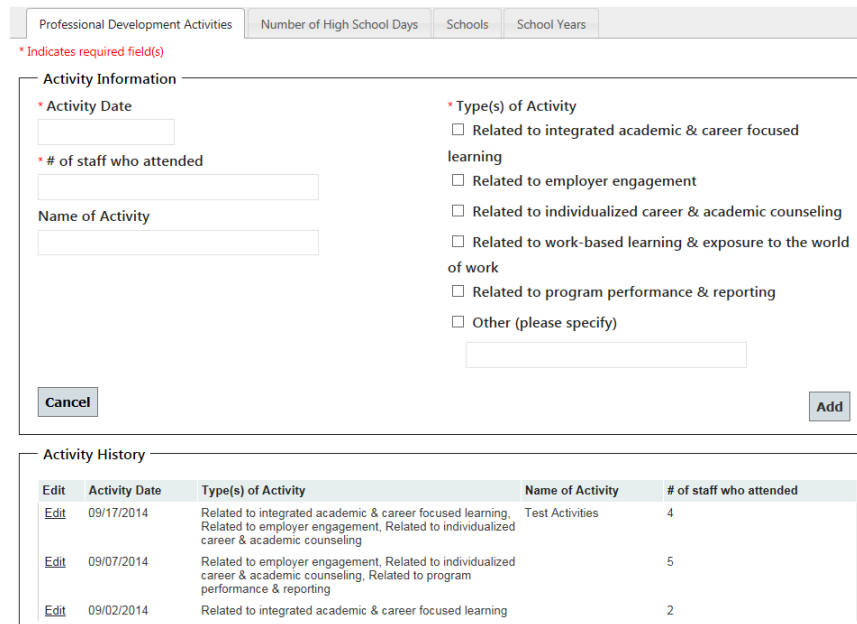
Screenshot 7.1. Grantee link



1. Professional development

To add professional development activities for a grantee, locate the “Professional Development Activities” tab (Screenshot 7.2).

Screenshot 7. 2. Professional development



The screenshot shows a web interface for adding professional development activities. At the top, there are tabs: Professional Development Activities (selected), Number of High School Days, Schools, and School Years. Below the tabs is a red asterisk indicating required fields. The form is divided into two sections: Activity Information and Activity History.

Activity Information

* Indicates required field(s)

* Activity Date

* # of staff who attended

Name of Activity

* Type(s) of Activity

- Related to integrated academic & career focused learning
- Related to employer engagement
- Related to individualized career & academic counseling
- Related to work-based learning & exposure to the world of work
- Related to program performance & reporting
- Other (please specify)

Buttons: Cancel, Add

Activity History

Edit	Activity Date	Type(s) of Activity	Name of Activity	# of staff who attended
Edit	09/17/2014	Related to integrated academic & career focused learning, Related to employer engagement, Related to individualized career & academic counseling	Test Activities	4
Edit	09/07/2014	Related to employer engagement, Related to individualized career & academic counseling, Related to program performance & reporting		5
Edit	09/02/2014	Related to integrated academic & career focused learning		2

On this screen, enter all required data for each professional development activity. Activity name is not required; however, as with all nonrequired fields in the PTS, we recommend completing it whenever possible to help fully clarify the records that have been entered. For example, if an activity occurs multiple times throughout the year, you should include an identifier (such as “Team Leadership Workshop Fall 2014” or “Team Leadership Workshop October 2014”). If similar activities are held on different dates across multiple schools, you should include the school name (for example, “Team Leadership Workshop—Main Street High School”). When you have entered all information, click “Add.”

The grantee’s professional development activity history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the professional development activity details in the “Activity Information” section of the screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

2. Number of high school days

To add the number of school days, locate the “Number of High School Days” tab (Screenshot 7.3).

Screenshot 7.3. Number of high school days

Program Year	Q1 (Jul-Sep)	Q2 (Oct-Dec)	Q3 (Jan-Mar)	Q4 (Apr-Jun)
1 (2014-2015)	2	13		
2 (2015-2016)				
3 (2016-2017)				
4 (2017-2018)				

These data will be used in the calculation of attendance and chronic absence rates. On this screen, enter the number of school days for each program year, by quarter. Remember to click “Save” when you have updated this information.

3. Schools

To add schools within a grantee, or to edit a school’s name, locate the “Schools” tab (Screenshot 7.4). Participants tied to your newly created school will only be visible to grantee level staff who have access to all schools’ data. See the FAQ section regarding requesting user access for school-level users whom will need access to the participants’ data in any newly created school.

Screenshot 7.4. Schools

* Indicates required field(s)

School Information

* Name

* Type

NCES ID

School Listing

Edit	Name	NCES	Type
Edit	Highschool 2		Post-Secondary
Edit	Test High School		Post-Secondary
Edit	Test High School	12345	High School

On this screen, enter all required data for each school. The NCES ID is not required; however, as with all nonrequired fields in the PTS, we recommend completing it whenever possible to help fully clarify the records that have been entered. When you have entered all information, click “Add.”

The grantee's school listing will populate in the bottom portion of this screen. You can edit any entry by selecting the "Edit" link. Clicking "Edit" will populate the school details in the "School Information" section of the screen, where you can make any required updates. Remember to click "Save" when you have updated this information.

4. School years

On this screen, the grantee should enter the start and end date for each school year at the high school level (Screenshot 7.5).

Screenshot 7.5. School years

School Year	High School Start Date	High School End Date
2014-2015	<input type="text" value="09/01/2014"/>	<input type="text" value="08/31/2015"/>
2015-2016	<input type="text" value="09/01/2015"/>	<input type="text" value="08/30/2016"/>
2016-2017	<input type="text"/>	<input type="text"/>
2017-2018	<input type="text"/>	<input type="text"/>

Remember to click "Save" when you have updated this information.

VIII. FAQs AND TROUBLESHOOTING

Accessing the site

I never received an email. How do I set up my account?

- Check with your grantee's main PTS contact person and confirm that your information was submitted to Mathematica.
- If your information was submitted, contact ycc_support@mathematica-mpr.com for assistance.
- If your information was not submitted, the grantee's main PTS contact should email ycc_support@mathematica-mpr.com and include the name, organization, title, telephone number, email address, and whether you should have access to data from all schools within the grantee or from specific schools only.

I forgot my password.

- If you have forgotten your password, click on the "Forgot your password?" link. You will receive an email with a link to change your password. You must complete the password change and log in within 15 minutes of receiving the email or the link will become inactive and your account will be locked.
- If you enter the wrong password three times, your account will be locked. After each unsuccessful log in, you will be reminded of how many attempts remain before you will be locked out of the system. You will then need to contact Mathematica (ycc_support@mathematica-mpr.com) to reset your password. After your password is reset, you will receive an email with a link to create a new password. You must create the new password and log in within 15 minutes of receiving the email or the link will become inactive.

What if someone else at my site needs to access the system and they don't have their own log in?

- Your grantee's main PTS contact should email ycc_support@mathematica-mpr.com and include the name, organization, title, telephone number, email address, and whether you should have access to data from all schools within the grantee or specific schools only.

What if I want to change a user's access level within the PTS (for example, changing access from a subset of schools to all schools within a grantee)?

- Contact ycc_support@mathematica-mpr.com and include the name of the user and the appropriate access level.

Data entry in the PTS

What if I'm not sure what to enter for a particular data field?

- If you have any questions about definitions for the data elements or how to enter them into the system, see Appendix A, which contains DOL's data elements and definitions. If this does not resolve your issue, please contact DOL at ycc.ycc@dol.gov.

What if I can't find a participant but I think there should be a record?

- If you entered a participant, but cannot find him or her using the search function, contact ycc_support@mathematica-mpr.com with a detailed description of the issue.
- In your email, do *not* include any information that may personally identify the participant. Please include a telephone number for our support team to call you if we need to collect more information to identify the participant.

What if the system says there is a duplicate and I can't tell if it's the same person?

- Make sure you are reviewing all fields on the "Participant Summary" screen and comparing the participant's full name, gender, date of birth, student ID, school, and other demographic information. A match on name alone may not indicate a duplicate, because names sometimes can be misspelled.

What if I entered a case note I no longer want to be available? Can it be deleted?

- Case notes cannot be updated or deleted after they have been saved. We recommend entering a new note stating which notes should be disregarded. If it is absolutely necessary to remove a note, contact ycc_support@mathematica-mpr.com with the participant's YCC ID and the Note ID for the note you would like removed.

I don't see the "Post-Exit Outcomes" tab for a participant.

- This tab will not become visible until you have updated the participant's "Program Status" with an exit reason. After this has been done, the "Post-Exit Outcomes" tab will be accessible.

I can't click on the "Group Services/Courses" link to access these screens.

- If you wish to access the group services or courses screens, you must hover (move your mouse over) the link for "Group Services/Courses." Doing this will cause links for each of those screens to appear.

The field I want to edit is now locked and won't allow me to make any updates.

- If you need to make an update to a locked field, please contact ycc_support@mathematica-mpr.com with the participant's YCC ID and a description of the issue.
- Please contact ycc.ycc@dol.gov if you need to update the exit reason for a participant and provide the reason for the change. DOL then will determine whether the change should be implemented and will contact the PTS Technical Support Team to implement the change.

APPENDIX A

YOUTH CAREERCONNECT (YCC) DATA ELEMENTS AND DEFINITIONS

Data Number (D_E_ID)	Data Element Name	Data Definition	Code Value	Optional/Mandatory
All 100s data elements are participant characteristics elements based on status at enrollment				
101	First name	Record the participant's first name	text field	M
102	Middle name	Record the participant's middle name. Leave blank if not available.	text field	O
103	Last name	Record the participant's last name	text field	M
104	NCES ID of high school at enrollment	Record the NCES ID number for the high school where the participant enrolled in the YCC program.	numeric value	M
105	Name of high school at enrollment	Record the name of the high school where the participant enrolled in the YCC program.	text field	M
106	Student ID	Record the student identifier used by the participating school or district. This is an optional data element that grantees can use to track participants.	text field	O
107	Date of Birth	Record the participant's date of birth.	YYYYMMDD	M
108	Gender	Record 1 if the individual indicates that he is male. Record 2 if the individual indicates that she is female. Record NA if the individual does not self-identify gender.	1 = Male 2 = Female NA = Individual did not self-identify	M
109	Individual with a Disability	Record 1 if the individual indicates that he/she has any "disability," as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. (For definitions and examples of "physical or mental impairment" and "major life activities," see paragraphs (1) and (2) of the definition of the term "disability" in 29 CFR 37.4, the definition section of the WIA non-discrimination regulations.). Record 0 if the participant indicates that he/she does not have a disability that meets the definition above. Record NA if the individual does not wish to disclose his/her disability status	1 = Yes 0 = No NA = Individual did not disclose	M
110	Category of Disability	Record the appropriate number(s) that matches the category of disability from the list below: 1. Autism - means a developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age three, that adversely affects a child's educational performance. Other characteristics often associated with autism are engaging in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term autism does not apply if the child's educational performance is adversely affected primarily because the child has an emotional disturbance, as defined in #5 below. 2. Deaf-Blindness means concomitant [simultaneous] hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness. 3. Deafness means a hearing impairment so severe that a child is impaired in processing linguistic information through hearing, with or without amplification, that adversely affects a child's educational performance. 4. Developmental Delay for children from birth to age three (under IDEA Part C) and children from ages three through nine (under IDEA Part B), the term developmental delay, as defined by each State, means a delay in one or more of the following areas: physical development; cognitive development; communication; social or emotional development; or adaptive [behavioral] development. 5. Emotional Disturbance means a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child's educational performance: (a) An inability to learn that cannot be explained by intellectual, sensory, or health factors. (b) An inability to build or maintain satisfactory interpersonal relationships with peers and teachers. (c) Inappropriate types of behavior or feelings under normal circumstances. (d) A general pervasive mood of unhappiness or depression. (e) A tendency to develop physical symptoms or fears associated with personal or school problems. The term includes schizophrenia. The term does not apply to children who are socially maladjusted, unless it is determined that they have an emotional disturbance. 6. Hearing Impairment means an impairment in hearing, whether permanent or fluctuating, that adversely affects a child's educational performance but is not included under the	1 = Autism 2 = Deaf-Blindness 3 = Deafness 4 = Developmental Delay 5 = Emotional Disturbance 6 = Hearing Impairment 7 = Intellectual Disability 8 = Multiple Disabilities 9 = Orthopedic Impairment 10 = Other Health Impairment 11 = Specific Learning Disability 12 = Speech or Language Impairment 13 = Traumatic Brain Injury 14 = Visual Impairment	M
111	Ethnicity: Hispanic/Latino	Record 1 if the individual indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Record 0 if the individual indicates that he/she does not meet any of these conditions. Record NA if the individual does not self-identify his/her ethnicity.	1 = Yes 0 = No NA = Individual did not self-identify	M
112	Race: American Indian or Alaska Native	Record 1 if the individual indicates that he/she is a person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition. Record 0 if the individual indicates that he/she does not meet any of these conditions. Record NA if the individual does not self-identify his/her race.	1 = Yes 0 = No NA = Individual did not self-identify	M
113	Race: Asian	Record 1 if the individual indicates that he/she is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Record 0 if the individual indicates that he/she does not meet any of these conditions. Record NA if the individual does not self-identify his/her race.	1 = Yes 0 = No NA = Individual did not self-identify	M
114	Race: Black or African American	Record 1 if the individual indicates that he/she is a person having origins in any of the black racial groups of Africa. Record 0 if the individual indicates that he/she does not meet any of these conditions. Record NA if the individual does not self-identify his/her race.	1 = Yes 0 = No NA = Individual did not self-identify	M

Data Number (D_E_ID)	Data Element Name	Data Definition	Code Value	Optional/Mandatory
115	Race: Native Hawaiian or other Pacific Islander	Record 1 if the individual indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Record 0 if the individual indicates that he/she does not meet any of these conditions. Record NA if the individual does not self-identify his/her race.	1 = Yes 0 = No NA = Individual did not self-identify	M
116	Race: White	Record 1 if the individual indicates that he/she is a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Record 0 if the individual indicates that he/she does not meet any of these conditions. Record NA if the individual does not self-identify his/her race.	1 = Yes 0 = No NA = Individual did not self-identify	M
117	Eligible Veteran Status	Record 1 If the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable. Record 2 If the individual served on active duty for a period of more than 180 days and was discharged or released with other than dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge was authorized and was discharged or released from such duty with other than a dishonorable discharge. Record 3 If the individual is a person who is: (a) the spouse of any person who died on active duty or of a service-connected disability; (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application under this part, is listed, pursuant to 38 U.S.C. 101 and the regulations issued under, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence. Record 0 If the individual does not meet any one of the conditions described above. Record NA if the data is not available.	1 = Yes, <= 180 days 2 = Yes, Eligible Veteran 3 = Yes, Other Eligible Person 0 = No NA = Data not available	M
118	Grade at time of Enrollment	Use the appropriate code to record the highest school grade completed by the individual. Record 9 if the individual's grade at time of enrollment was 9th grade Record 10 if the individual's grade at time of enrollment was 10th grade Record 11 if the individual's grade at time of enrollment was 11th grade	9 = 9th grade 10 = 10th grade 11 = 11th grade	M
119	Homeless Individual and/or runaway youth	Record 1 if the participant is a person who lacks a fixed, regular, adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless. Record 0 if the participant does not meet the conditions described above. Record NA if the participant chose not to disclose.	1 = Yes 0 = No NA = Individual did not disclose	M
120	Offender	Record 1 if the participant is a person who either (a) is or has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes. Record 0 if the participant does not meet any one of the conditions described above. Record NA if individual did not disclose.	1 = Yes 0 = No NA = Individual did not disclose	M
121	Low Income: Free/Reduced Lunch Eligible	Record 1 if the participant is eligible for the free lunch program Record 2 if the participant is eligible for the reduced lunch program Record 3 if the participant is not eligible for the free or reduced lunch program Note: If student level data is not available report based on school level Record NA if not available	1 = free lunch program eligible 2 = reduced lunch program eligible 3 = is not eligible for free or reduced lunch program NA = not available	M
122	Limited English Language Proficiency	Record 1 if the participant is a person who has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English, or (b) who lives in a family or community environment where a language other than English is the dominant language. Record 0 if the participant does not meet the conditions described above.	1 = Yes 0 = No	M
123	Pregnant or Parenting Youth	Record 1 if the participant is a person who is either under 22 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18. Record 0 if the participant does not meet the conditions described above. Record NA if participant did not disclose.	1 = Yes 0 = No NA = Individual did not self identify	M
124	Foster Care Youth	Record 1 if the participant is a person who is currently in foster care or has been in the foster care system at any point during his/her lifetime. Record 0 if the participant does not meet the conditions described above. Record NA if participant did not disclose.	1 = Yes 0 = No NA = Individual did not self identify	M

Data Number (D_E_ID)	Data Element Name	Data Definition	Code Value	Optional/Mandatory
125	Industry focus in YCC	Record the two-digit NAICS code for the industry focus that the student chose in the YCC program. If the participant's focus is not industry-specific, then leave blank and enter the occupational focus. Record "Student Has Not Yet Selected" if the program model allows the student to delay selection of an industry focus. This item must be updated once the student selects a focus. Note that industry focus and/or occupational focus must be entered for all participants.	two-digit NAICS code	M
126	Occupational focus in YCC	Record the two-digit O*Net 4.0 (or later versions) code that best describes the occupational focus that the student chose in the YCC program. If the participant's focus is not occupation-specific, then leave blank and enter the industry-focus. Record "Student Has Not Yet Selected" if the program model allows the student to delay selection of an occupational focus. This item must be updated once the student selects a focus. Note that industry focus and/or occupational focus must be entered for all participants.	two-digit O*NET code	M
127	Credential expected during YCC program	Record 1 if the participant has a YCC industry or occupational focus that is expected to result in an industry-recognized credential during program participation. Record 0 if the participant has a YCC industry or occupational focus that is not expected to result in an industry-recognized credential during program participation.	1 = Yes 0 = No NA = Individual has not yet selected a focus	M
128	Date of expected credential attainment	If the participant is not expected to receive a credential during program participation based on the data element above, record the date when the participant is expected to get a credential after program completion.	YYYYMMDD	M
129	Name of expected credential	If the participant is not expected to receive a credential during program participation based on the data element above, record the name of the credential that the participant is expected to get a credential after program completion.	text field	M
130	Date of expected high school graduation	Record the date (month & year only) in which participant is expected to receive his/her high school diploma	YYYYMMDD	M
131	Date of expected Cohort Completion	Record the date (month & year only) in which participant is expected to complete the YCC program	YYYYMMDD	M
All 200s data elements are grantee information				
201	LEA ID	Record the local educational agency ID number	numeric value	M
202 -205	Enrollment Goals	Record the grantee enrollment goal for each year of the program. This should be entered for all four years. Note: enrollment goals are only for new participants that will be enrolled in each year of the program.	numeric value	M
206 - 221	Number of school days in each quarter	Record the number of high school days in each quarter of the program. This should be entered for all 16 quarters of the program. This data is used to calculate the attendance rate and chronic absence rate performance measures.	numeric value	M
222	Professional Development Activity Date	Record the date on which a staff member receives formal professional development related to the YCC program.	YYYYMMDD	M
223	Type of Professional Development Activity	Mark all that apply. Record 1 if related to integrated academic and career focused learning Record 2 if related to employer engagement Record 3 if related to individualized career and academic counseling Record 4 if related to work-based learning and exposure to the world of work Record 5 if related to program performance and reporting Record 6 if related to other topics	1 = integrated academic and career focused learning 2 = employer engagement 3 = individualized career and academic counseling 4 = work-based learning and exposure to WoW 5 = performance and reporting 6 = other	M
224	Name of Professional Development Activity	Record the name of the professional development activity.	text field	O
225	Number of Staff who Attended Professional Development Activity	Record the number of staff members who attended the professional development activity.	numeric value	M
226	School year start date	Record the date of the start of the grantee's high school year. This should be added as each year's school calendar becomes available.	YYYYMMDD	M
227	School year end date	Record the date of the end of the grantee's high school year. This should be added as each year's school calendar becomes available.	YYYYMMDD	M
All 300s data elements are participant tracking information during the program				
300	Date of Enrollment	Record the date an individual enrolls in the YCC program. Enrollment means a youth has completed all of the necessary eligibility information and program consent forms and receives this/her first service funded by the program.	YYYYMMDD	M
301 -304	Date of Program Participation	Record the date on which the individual begins receiving his/her first service funded by the program. This should be entered at the beginning of each school year in order to track participation in each year they are in the program. An individual may have up to four program participation dates. This will be used to measure the yearly program retention rate.	YYYYMMDD	M
305	Date of Program Completion	Record the date on which the last education/job training activity funded by the program is received by the participant and the participant has successfully completed all phases of the program.	YYYYMMDD	M
306	Date of Exit	Record the date on which the last service funded by the program is received by the participant. Any participant that is no longer part of the YCC program, regardless of whether they successfully completed the program, must have a date of exit.	YYYYMMDD	M

Data Number (D_E_ID)	Data Element Name	Data Definition	Code Value	Optional/Mandatory
307	Reason for Exit	<p>Record 1 if the participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days.</p> <p>Record 2 if the participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days.</p> <p>Record 3 if the participant was found to be deceased or no longer living.</p> <p>Record 4 if the participant is providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days.</p> <p>Record 5 if the participant is a member of the National Guard or other reserve military unit and is called to active duty for at least 90 days.</p> <p>Record 6 if the participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program or system (exclusion for youth participants only).</p> <p>Record 7 if the participant dropped out of the YCC program but remained enrolled in high school.</p> <p>Record 8 if the participant both dropped out of the YCC program and dropped out of high school.</p> <p>Record 9 if the participant successfully completed and exited the YCC program.</p> <p>Record 0 if the participant exited for a reason other than one of the conditions described above.</p>	<p>1 = Institutionalized</p> <p>2 = Health/Medical</p> <p>3 = Deceased</p> <p>4 = Family Care</p> <p>5 = Reserve Forces Called to Active Duty</p> <p>6 = Relocated to Mandated Residential Program</p> <p>7 = Dropped out of YCC program but remained in high school</p> <p>8 = Dropped out of YCC and high school</p> <p>9 = Successfully completed YCC program</p> <p>0 = Other</p>	M
308	School attending	When a new participant record is created, this data element will be automatically prepopulated with the NCESID of the high school at enrollment. If a participant changes schools during the course of the program to another YCC partner school (either a high school or postsecondary school) and will continue to receive YCC services at that new school, record the ID of the new school as the school the student is attending.	numeric value	M
309	PTS tracking school	When a new participant record is created, this data element will be automatically prepopulated with the NCESID of the high school at enrollment. This data element will be used by the PTS to assign user rights to access the participant's data. When the "School attending" data element is changed, the PTS will prompt the user to decide whether to shift the PTS tracking school as well. If user rights to the participants' data should be shifted to the new school, record the NCESID of the new school.	numeric value	M
310 - 325	Number of school days missed in quarter	Record the number of school days the individual was absent in each quarter of the program. This should be entered for all 16 quarters of the program. This data is used to calculate the attendance rate and chronic absence rate performance measures.	numeric value	M
326	FAFSA Completion	Record 1 if the participant has completed FAFSA. Record 0 if the participant has not completed FAFSA.	<p>1 = Yes</p> <p>0 = No</p>	O
327	Individual Development Plan Completion	Record 1 if the participant has completed their initial Individual Development Plan (IDP). Record 0 if the participant has not completed their initial IDP. An IDP is an individual plan that address post-secondary preparation, such as planning that includes the completion of the Free Application for Federal Student Aid (FAFSA) or continued education/training, employment, or both. Each participant's IDP should include career objectives, a program of study, degree and/or certificate objectives, and work experiences; the IDP is a living document and should be reviewed and updated regularly throughout participation in the program.	<p>1 = Yes</p> <p>0 = No</p>	M
328	Career/Academic Counseling Date of Service	For each quarter, record the date on which the participant received career/academic counseling. Career and academic counseling is individualized counseling that includes career and post-secondary awareness and exploration opportunities beyond the high school experience. This may be entered for up to 16 quarters. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.	YYYYMMDD	M
329	Community Service Learning date of Service	For each quarter, record the date on which the participant participated in community service learning. Community service learning is a teaching and learning strategy that actively engages participants in meaningful and personally relevant service activities that simultaneously teach civic responsibility and strengthen communities. Learning activities incorporate participant reflection and are designed to develop work readiness skills and positive behaviors, such as leadership, time management, teamwork, and respect for authority and fellow participants. This may be entered for up to 16 quarters. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.	YYYYMMDD	M
330	Mentoring Date of Service	For each quarter, record the date on which the participant participated in mentoring. Mentoring includes one-on-one, group, and/or service-based mentoring in which program participants are matched with adult mentors, preferably in the selected high-growth H-1B industry(ies) or occupation(s). Mentors should have frequent contact with program participants over a prolonged period of at least one year and should provide guidance in navigating their identified career pathway. While group mentoring is an acceptable type of mentoring service, all participants that receive formal mentoring must be assigned a mentor and also receive one on one mentoring. This may be entered for up to 16 quarters. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.	YYYYMMDD	M
331	Work Experience Activity Date of Service	For each quarter, record the date on which the participant participated in a work experience other than an internship. Work experiences may include: job shadowing, exposure to various aspects of an industry, and other exposures to the world of work. This may be entered for up to 16 quarters. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.	YYYYMMDD	M
332	Employer Service in School Date of Service	For each quarter, record the date on which the employer provided a service within the High School. An employer service includes services provider directly by the employer in a school setting, such as career fairs, career exploration talks, mock interviews, etc. This may be entered for up to 16 quarters. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.	YYYYMMDD	M

Data Number (D_E_ID)	Data Element Name	Data Definition	Code Value	Optional/Mandatory
333	Supportive Service Date of Service	For each quarter, record the date on which the participant received a supportive service. Support services include; (a) assistance with transportation; (b) assistance with child care and dependent care; (c) assistance with housing; (d) referrals to medical services; and (e) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear. This may be entered for up to 16 quarters. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.	YYYYMMDD	M
334	Leadership Development Service Date of Service	For each quarter, record the date on which the participant participated in a leadership development service. Leadership development services include, but are not limited to, opportunities that encourage responsibility, employability, and other positive social behaviors such as: (a) exposure to post-secondary educational opportunities; (b) community and service learning projects; (c) peer-centered activities, including peer mentoring and tutoring; (d) organizational and team work training, including team leadership training; (e) training in decision making, including determining priorities; and (f) citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources. This may be entered for up to 16 quarters. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.	YYYYMMDD	M
335	Name of Program Service	Record the name (i.e. description) of the program service.	text field	O
336	Internship Date of Service	For each quarter, record the date on which the participant participated in a paid or unpaid internship. An internship is a planned and structured learning experience that takes place in the workplace for a limited period of time. The internship provides the individual with a monitored or supervised work experience in his or her industry/occupational focus where the individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience. These learning goals can include: academic learning, career development, and skill development. Internships may be paid or unpaid. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.	YYYYMMDD	M
337 -338	Date Entered Unpaid Internship	If applicable record the date the participant began their first internship. This should be entered a second time if the participant participates in two internships.	YYYYMMDD	M
339 -340	Date Completed Internship	If applicable record the date the participant completed their first internship. This should be entered a second time if the participant completes a second internship.	YYYYMMDD	M
341-342	Paid or Unpaid Internship?	Record 1 if the internship is paid Record 2 if the internship is unpaid This should be entered a second time if the participant has a second internship.	1 = Paid 2 = Unpaid	M
343	Internship Employer as Grant Partner?	Record 1 if the place of internship employment is a formal grantee partner Record 0 if the place of internship employment is not a formal grantee partner	1 = Yes 0 = No	M
344	Industry Code for Internship	Record the two-digit NAICS code for the industry of the internship. Record 00 if unknown. Note that industry focus and/or occupational focus must be entered for all participants who held an internships.	00	M
345	Occupational Code for Internship	Record the 0-digit O*Net 4.0 (or later versions) code that best describes the occupational focus that the student chose in the YCC program. If the participant's focus is not occupation-specific, then leave blank and enter the industry-focus in item 120. Record 00000000 if unknown. Note that industry focus and/or occupational focus must be entered for all participants who held an internship.	00000000	M
346	Name of Internship Employer	Record the name of the employer in which the participant enters internship.	text field	O
347	Internship Job Description	Record the description of the internship job.	text field	O
348-357	Date began Industry-specific YCC course	Record the date the participant began an industry-specific YCC course. This includes a high school or post-secondary course taken during the program that is specific to a participant's industry focus. This should be entered for each industry-specific YCC course.	YYYYMMDD	M
358-367	Completed industry-specific YCC course	Record 1 if the participant completed the industry-specific YCC course Record 0 if the participant did not complete the industry-specific YCC course Leave blank if the course is on-going	1 = Completed 0 = Did not Complete Blank = Course is on-going	M
368-377	Name of industry-specific YCC course	Record the name of the industry-specific YCC course	text field	O
378-387	YCC-only industry-specific course	Record 1 if the course attended was specific only to YCC students Record 0 if non-YCC students also attended the course	1 = YCC only 0 = Not YCC only	M
388-397	Case Notes	Record pertinent information about participant, not captured elsewhere..	text field	O
All 400s date elements are short-term indicators				
401-404	Participant Satisfaction	Record 1 if the participant was satisfied with the program based on an annual participant satisfaction survey. Participant satisfaction should be measured each year by survey and entered for each year the participant was enrolled in the program. Record 0 if the participant was not satisfied with the program.	1 = Yes 0 = No	M
405 - 408	Work Readiness Indicator for Internship	Record 1 if the participant scores as work ready on the work readiness indicator at the completion of the internship. Record 0 if the participant does score as work ready on the work readiness indicator. This should be recorded for each internship that is completed (for both paid and unpaid internships).	1 = Yes 0 = No	M
409	Post-Secondary Credit Attainment Date	Record the date on which the participant completed a course that could lead to the attainment of post-secondary credits	YYYYMMDD	M
410	Type of Post-Secondary Credit	Record 1 if the course that could lead to post-secondary credit was completed in high school. Record 0 if the course that could lead to post-secondary credit was completed in college.	1 = Yes 0 = No	M
411	Number of Hours of Post-Secondary Credit	For each date attained post-secondary credit, record the number of credit hours attained or the minimum hours of that could be awarded if credit hours were accepted.	numeric value	M

Data Number (D_E_ID)	Data Element Name	Data Definition	Code Value	Optional/Mandatory
412	Name of Course Completed	Record the name of the course completed that could lead to post-secondary credit attainment.	text field	O
413	School at which Course was Completed	Record the name of the school at which the course was completed that could lead to post-secondary credit attainment.	School Name	O
414	Entered Unsubsidized Employment During YCC Program Participation	Record 1 if the participant entered unsubsidized employment during YCC program participation. Leave "blank" if the individual has not entered unsubsidized employment during YCC program participation Note that each unsubsidized job that the participant obtains that meets the DOL definition should be recorded in the PTS.	1 = Yes Blank = No	M
415	Date Entered Unsubsidized Employment During YCC Program Participation	Record the date the participant entered unsubsidized employment during YCC program participation. Note that this date should fall between the date of YCC program enrollment and the date of exit from YCC.	YYYYMMDD	M
416	Industry Code of Unsubsidized Employment During YCC Program Participation	Record the two-digit NAICS code for the industry of the unsubsidized employment during YCC program participation. Record 00 if unknown.	00	M
417	Occupational Code of Unsubsidized Employment During YCC Program Participation	Record the 8-digit occupational code that best describes the individual's employment during YCC program participation using the O*Net Version 4.0 (or later versions) classification system. Record 00 if unknown Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available.	00000000	M
418	Name of Employer during YCC Program Participation	Record the name of the employer in which the participant enters unsubsidized employment during YCC program participation.	Text field	M
419	Is Unsubsidized Employment During YCC Program Participation a summer job?	Record 1 if the unsubsidized employment during YCC program participation is a summer job. Record 0 if the unsubsidized employment during YCC program participation is NOT a summer job.	1 = Yes 0 = No	
420	High School Diploma Attainment Date	Record the date on which the participant received their high school diploma.	YYYYMMDD	M
421	Date Attained Recognized Credential	Record the date on which the individual attained an industry-recognized credential. The term credential refers to certification of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation. Industry-recognized credentials are either developed or endorsed by a nationally-recognized industry association or organization or are sought or accepted by employers within the industry sector for purposes of hiring or recruitment. The credential must be awarded by a third party, such as an educational institution or a professional, industry, or employer organization. Industry-recognized credentials demonstrate core competencies and meet industry standards for specific industry occupations. Examples of industry-recognized credentials include: Associates and Bachelor's degrees; Registered Apprenticeship certificates; occupational licenses (typically, but not always, awarded by State government agencies); industry-recognized or professional association certifications, also known as personnel certifications; and other certificates of skills completion for specific skill sets or competencies within one or more industries or occupations. Note that data should be entered for each recognized credential that a participant attains.	YYYYMMDD	M
422	Type of Recognized Credential	Use the appropriate code to record the type of recognized credential attained. Record 0 if the individual did not attain a recognized credential.	1 = Occupational License 2 = Occupational Certificate/Credential - credit 3 = Occupational Certificate/Credential - non-credit 0 = No recognized credential attained	M
423	Name of Credential	Record the name of the recognized credential attained.	text field	M
All 500s Data Elements are long-term indicators (Post-Exit Outcomes in PTS)				
505	Entered Unsubsidized Employment after Exit	Record 1 if the participant entered unsubsidized employment immediately following program exit or in the first quarter after the quarter of program exit. Record 0 if the participant did not enter unsubsidized employment in the first quarter after the quarter of program exit. Record NA if information on the participant's employment status in the first quarter after the quarter of program exit is not yet available Leave "blank" if the individual has not exited the program Note that each unsubsidized jobs that the participant obtains that meets the DOL definition should be recorded in the PTS. These jobs can occur during program participation or upon completion during the three quarters after exit.	1 = Yes 0 = No NA = Information not yet available	M
506	Date Entered Unsubsidized Employment after Exit	Record the date the participant entered unsubsidized employment immediately following program exit or in the first quarter after the quarter of program exit.	YYYYMMDD	M
507	Industry Code after Exit	Record the two-digit NAICS code for the industry of the unsubsidized employment immediately following program exit or in the first quarter after the quarter of program exit Record 00 if unknown.	00	M

Data Number (D_E_ID)	Data Element Name	Data Definition	Code Value	Optional/Mandatory
508	Occupational Code after Exit	Record the 8-digit occupational code that best describes the individual's employment immediately following program exit or in the first quarter after the quarter of program exit using the O*Net Version 4.0 (or later versions) classification system. This information can be based on any job held after exit from the program. Leave "blank" if occupational code is not available Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available.	00000000	M
509	Entered Training-Related Employment after Exit	Record 1 if the employment in which the individual entered immediately following program exit or in the first quarter after the quarter of program exit is in the industry or occupation that was the industry/occupational focus of the YCC participant. Record 0 if the employment in which the individual entered is not in the industry/occupational focus of the YCC participant. Record NA if not known.	1 = Yes 0 = No NA = Unknown Blank = does not apply to individual	M
510	Wage at Employment after Exit	Record the hourly wage at employment immediately following program exit or in the first quarter after the quarter of program exit. If employment is based on a salary, divide the annual salary by 2,080 hours worked (40 hour work week for 52 weeks)	\$0.00	M
511	Number of Hours Worked in first full week of Unsubsidized Employment after Exit	Record the number of hours worked in the first full week of unsubsidized employment immediately following program exit or in the first quarter after the quarter of program exit.	numeric value NA = Unknown	M
512	Entered Non-Traditional Employment after Exit	Record 1 if the participant entered unsubsidized employment immediately following program exit or in the first quarter after the quarter of program exit in an industry in which individuals of the participant's gender or race are not commonly employed in. Record 0 if the participant entered unsubsidized employment in an industry in which individuals of the participant's gender or race are commonly employed in. Record NA if not known.	1 = Yes 0 = No NA = Unknown	M
513	Name of Employer after Exit	Record the name of the employer in which the participant enters unsubsidized employment immediately following program exit or in the first quarter after the quarter of program exit.	Text field	M
514	Employer as Grant Partner after Exit	Record 1 if the place of employment immediately following program exit or in the first quarter after the quarter of program exit was a "formal" grantee partner that participated in program work experiences and/or training of participants Record 0 if the place of employment was not a formal grantee partner	1 = Yes 0 = No	M
516	Entered Post-Secondary Education	Record 1 if the participant entered post-secondary education immediately following program exit or in the first quarter after the quarter of program exit. Post-secondary education is a program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A., A.S., B.A., B.S.). Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education. Record 0 if the participant did not enter post-secondary education in the first quarter after the quarter of program exit. Record NA if information on the participant's post-secondary education status in the first quarter after the quarter of program exit is not yet available. Leave "blank" if the individual has not exited the program. Note: this is only for post-secondary education that is entered following exit from the program and not as a part of program participation.	1 = Yes 0 = No NA = Information not yet available	M
517	Type of Post-Secondary Education	Record 1 for a public 4-year (or above) Record 2 for a public 2-year Record 3 for a public less-than-2-year Record 4 for a private, nonprofit 4-year (or above) Record 5 for a private, nonprofit 2-year Record 6 for a private, nonprofit less-than-2-year Record 7 for a private, for-profit 4-year (or above) Record 8 for a private, for-profit 2-year Record 9 for a private, for-profit less-than-2-year	1 = public 4-year (or above) 2 = public 2-year 3 = public less-than-2-year 4 = private, nonprofit 4-year (or above) 5 = private, nonprofit 2-year 6 = private, nonprofit less-than-2-year 7 = private, for-profit, 4-year (or above) 8 = private, for-profit 2-year 9 = private, for profit less-than-2-year	M
518	Post-Secondary Education Remediation	Record 1 if the participant required remediation as part of their post-secondary education courses. Record 0 if the participant did not require remediation Record NA if unknown	1 = Yes 0 = No NA = Unknown	M
519	Name of Post-Secondary Education School	Record the name of the post-secondary education school that participant entered.	text field	O
520	Entered Occupational Skills Training Program - Post program completion	Record 1 if the participant entered occupational skills training immediately following program exit or in the first quarter after the quarter of program exit. Occupational skills training an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: (1) be outcome-oriented and focused on a long-term goal as specified in the Individual Development Plan, (2) be long-term in nature and commence upon program exit rather than being short-term training that is part of services received while enrolled in the program, and (3) result in attainment of a certificate. Record 0 if the participant did not enter occupational skills training in the first quarter after the quarter of program exit. Record NA if information on the participant's occupational skills training status in the first quarter after the quarter of program exit is not yet available. Note: this is only for occupational skills training that is entered following exit from the program and not as a part of program participation.	1 = Yes 0 = No NA = Information not yet available	M
521	Occupational Skills Training Code	Record the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant entered occupational training. Record 00000000 or leave "blank" if occupational code is not available or not known.	00000000	M

Data Number (D_E_ID)	Data Element Name	Data Definition	Code Value	Optional/Mandatory
522	Name of Occupational Skills Training Provider	Record the name of the provider of the Occupational Skills Training.	Text Field	O
523	Entered Registered Apprenticeship	<p>Record 1 if the participant entered a Registered Apprenticeship immediately following program exit or in the first quarter after the quarter of program exit. Registered Apprenticeship is a unique, flexible training system that combines job-related technical instruction with structured on-the-job learning experiences. Upon completion of a Registered Apprenticeship program, participants receive an industry-issued, nationally-recognized, portable credential that certifies occupational proficiency. Registered Apprenticeship requires a written plan designed to move an apprentice from a low- or no-skill entry-level position to full occupational proficiency. Registered Apprenticeship programs must meet parameters established under the National Apprenticeship Act.</p> <p>Record 0 if the participant did not enter a Registered Apprenticeship in the first quarter after the quarter of program exit.</p> <p>Record NA if information on the participant's Registered Apprenticeship status in the first quarter after the quarter of program exit is not yet available.</p>	1 = Yes 0 = No NA = Information not yet available	M
524	Name of Apprenticeship Employer	Record the name of the employer sponsoring the Registered Apprenticeship	Text Field	M
525	Occupational Code for Registered Apprenticeship	<p>Record the 8 digit O*Net 4.0 (or later versions) code that best describes the Registered Apprenticeship occupation for which the participant entered an apprenticeship.</p> <p>Record 00000000 or leave "blank" if occupational code is not available or not known.</p>	00000000	M

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