Appendix I. Instrument 5 Service receipt tracking

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is XXXX-XXXX. The time required to complete this information collection is estimated to average 5 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. Send comments regarding this burden estimate to XXX. OMB expiration date xx/xx/xxxx.

**Service Receipt Tracking – Screens in the Random Assignment, Participant Tracking Enrollment, and Reporting, or RAPTER®, system**

**(this data is only collected for participants assigned to the treatment group)**

C1. Participant summary



C2. Assign program staff to participant case



C3. Add service contact







C4. Record collaboration with employer and other partners









C5. Record work-based experiences and wage subsidies





C6. Record education or training programs

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C7. Add financial or in-kind support



C8. Add referral



C9. Update participant case status





**Group Events Screens**

D1. Group event summary screen



D2. Schedule event screen





D3. Manage group event roster



D4. Record group event attendance

