

Introduction to Youth Online Data Application

A tool for improved
reporting efficiency and
data integrity

May 4th, 2016

Youth Online Data Application

Overview:

- What is the purpose of the data app?
- Roles and responsibilities of users
- Step-by-step walkthrough of data entry

Purpose of the application

- Serves the Youth Apprenticeship and Blueprint for Prosperity (High School Pupil) programs
- Eliminates need to send paper copies – user direct entry of student information
- Captures initial student registration and post program completion surveys
- All needed documentation can be uploaded

Who can apply for access?

- Regional coordinator/grant administrator or anyone authorized by them can apply (e.g., alternates, assistants, school-based coordinators)
- Access is by individual – no account sharing
- Must have an account in order to register new students

A user can:

- Add and view students
- Attach info on programs (youth apprenticeship or high school pupil) and certificates to students
- Register students for both YA and HSP, if the user administers both programs
- Upload required documentation
- Change/correct a student's personal information (except SSN)
- Indicate the completion or termination of a student from the program
- Enter required post-program completion information from surveys

A user cannot:

- View students registered to other grants
- Edit certain information once it has been entered
 - Program Area, Program Type, Fiscal Year, Social Security Number: to change, e-mail DETYAForms@dwd.wi.gov

Student Registration Process: YA/HSP

New student
commits to program



Grant administrator
enters student info,
program info, and
cert info; uploads
ETA/Signature Page

Student completes
program



Grant administrator
enters completion
info and post-
program survey info

1. Log in to application

HOME > YOUTH APPRENTICESHIP > COORDINATOR APPLICATION > LOGON

Welcome to the Youth Apprenticeship Online System

The Youth Apprenticeship Online System allows Youth Apprenticeship Coordinators to process new student registrations, change a student's employer, and signal the completion or termination of a student from the program.

To request access to this system, User must complete a DETS-10-E DET System Access Request. The form and User Guide (instructions) are available at: http://dwd.wisconsin.gov/dwd/forms/dws/dets_10_e.htm

For access questions, please call DET Security at (608) 229-4855 or e-mail DETSecurity@dwd.wisconsin.gov.

Need assistance with this System?

- For assistance with Logon passwords, or to update your name or contact information for your DWD/Wisconsin Logon ID, go to the [DWD/Wisconsin Logon Management System](#) or call Toll-Free 1-888-513-5633.
- For Questions regarding Youth Apprenticeship Program data, please call the DWD YA Administrator at (608) 267-7210 or email DETYAForms@dwd.wisconsin.gov.

Web address: <https://dwdbiportal.wisconsin.gov/BOE/BI>.

SECURE LOGON

Username:

Password:

[Forgot your ID or password?](#)

New User? [Create a Logon](#) 

[Change Password/Edit Contact Information](#)

2. Click "Add New"

 > YOUTH APPRENTICESHIP > COORDINATOR APPLICATION > STUDENT REGISTRATION

Student Registration

[Logout](#)

Students

Students Search

- Tip: Clicking Search with the box empty will pull a list of all students registered by your grant

3. Enter Student Information

Student Registration

[Logout](#)

Student Information

First Name Middle Initial Last Name

Address Line 1

Address Line 2

City

State

Zip Code -

County

Phone

Date of Birth

Gender

Race

Parent/Guardian First Name Last Name

SSN

Comments

Text Limit: 2000 | Text Entered: 0

School Information

Grade in school at program entry

Student confirmed disability per Individualized Education Program (IEP)

Student at-risk by school District's definition

Expected H.S. Graduation Date

Grade Point Average (GPA) at program entry

School District

High School Name

4. Go to appropriate Youth Program Information

- If you administer both YA and HSP, and the student is a dual-program participant, you can use the same student record for both programs.
- If the student is a dual-program participant, but the YA coordinator and HSP grant administrator are different people, it is acceptable to create two student records for the same student.

Student Registration Logc

Student Information

First Name Middle Initial Last Name

Student ID: 30065

Address Line 1

Address Line 2

City

State

Zip Code

County

Phone

Date of Birth

Gender

Race

Parent/Guardian First Name Last Name

SSN

Comments

Text Limit: 2000 | Text Entered: 0

School Information

Grade in school at program entry

Student confirmed disability per Individualized Education Program (IEP)

Student at-risk by school District's definition

Expected H.S. Graduation Date

Grade Point Average (GPA) at program entry

School District

High School Name

Youth Program Information

5. Enter Youth Apprenticeship or HSP Information

Youth Apprenticeship Information

Cancel

Consortium
Anticipated Completion Date
Program Area
Program Type
First or Only Year
Second Year

Employment Information

Save

Or:

Student Name: Jamie Bernthal

High School Pupil Information

Back

Grantee
Start Date
Anticipated Completion Date
Career Cluster

Signature page has been received

Save

6. (YA Only) Enter Employment Information

Student ID: 30065

Student Name: Jamie Bernthal

Back

Employment Information

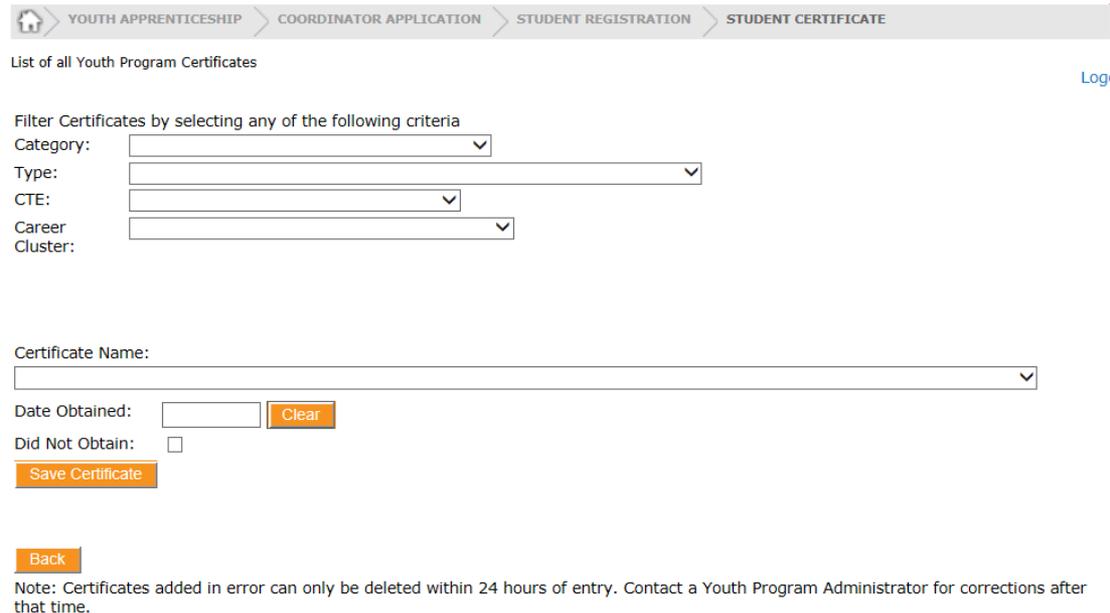
Employer	<input type="text"/>	<input type="button" value="Add Employer"/>
Mentor	<input type="text"/>	
Employment Start Date	<input type="text"/>	
Wage	\$ <input type="text"/>	
Employment offered	<input type="checkbox"/>	ETA Received <input type="checkbox"/>

Save

- If employer is new, use "Add Employer" button
- If existing employer, but new mentor, pick the employer from the dropdown – an "Add Mentor" button will then appear

7. Go back and enter Certificate Information

- Required for all students – YA and HSP
 - For YA students, this indicates their chosen Pathway within the larger Cluster.
- Only the “Certificate Name” box needs to be filled in – the first four boxes help to filter the list.
- Only enter “Date Obtained” or “Did Not Obtain” once the student has completed the program.
- Provides proof of certifications earned in addition to requirements (e.g., ServSafe, OSHA 10, ASE-NATEF, MSSC)
 - If certification is not on list, a DWD administrator can add it.



YOUTH APPRENTICESHIP > COORDINATOR APPLICATION > STUDENT REGISTRATION > STUDENT CERTIFICATE

List of all Youth Program Certificates [Log](#)

Filter Certificates by selecting any of the following criteria

Category:

Type:

CTE:

Career Cluster:

Certificate Name:

Date Obtained:

Did Not Obtain:

Note: Certificates added in error can only be deleted within 24 hours of entry. Contact a Youth Program Administrator for corrections after that time.

Uploading Documentation

Student Name: ██████████ Student ID: 32425

[Back](#)

Employment Information

Employer: ██████████

Mentor: ██████████

Employment Start Date: 07/01/2015

Wage: \$ 10.00

Employment offered ETA Received

[Save](#) [Upload ETA](#)

File Name	Uploaded Date	Uploaded By
View HodgesS_ETa.pdf	5/3/2016 12:40:12 PM	sandbergc Remove

Student Name: ██████████ Student ID: 32425

[Back](#)

Employment Information

Employer: ██████████

Mentor: ██████████

Employment Start Date: 07/01/2015

Wage: \$ 10.00

Employment offered ETA Received

File Name	Uploaded Date	Uploaded By
View HodgesS_ETa.pdf	5/3/2016 12:40:12 PM	sandbergc Remove

Upload Document

1. Only .doc, .docx, .xls, .xlsx, .pdf, .tif, .tiff, .bmp, .jpg, .gif, .png and .msg documents up to **4000** KB can be uploaded.
2. The file name cannot contain special characters (such as @, &, #).
3. Your document will be scanned for viruses during the upload process. If a virus is found, your document will not be uploaded.
4. Please make sure you click the Save button only once. Clicking it multiple times may result in duplicate uploads.

Upload document: [Browse...](#) No file selected.

[Cancel](#) [Save](#)

After information has been saved the first time, an "upload" button should appear. Press the button to show the "Upload Document" dialogue, then press "Browse". Select your file from its location on your computer, then hit "Save". To view a previously uploaded document, click "View". Note: you must enable popups for the View function to work.

Uploading Documentation

- Available for ETAs (under Employment Information), Signature Pages (under High School Pupil Information), and Certificates (under Certificate Information).
- This replaces the process of mailing info to the DWD office, but documents should still be kept on file following existing records retention policies.
- Documentation should be uploaded for Business & Industry certificates, but does not need to be uploaded for YA certificates.
- ETAs and Signature Pages are required - reports will be run to find students missing documentation.

Completing or Terminating Students

1. Enter completion information

Employment Information

Add Employment

Action	Start Date	Employer	Address	City	Mentor
Edit	06/27/2014	Aberdeen House - Crestwood Senior Living	3660 East Denton Avenue	St. Francis	Okoroma, Angela

Completion Date

Termination Date

Skills Checklist

Termination Reasons



- Student has changed career interest
- Student has chosen to quit school
- Student has received unsatisfactory grades in course work
- Student is experiencing scheduling conflicts with required YA classes
- Attendance or tardiness problems with classes
- Employer is unsatisfied with attitude/initiative of youth apprentice
- Other (Describe in comment section)
- Student has chosen early graduation
- Student moved out of the school district
- Student is experiencing scheduling conflicts with work
- Attendance or tardiness problems with worksite
- Employer is unsatisfied with work performance of youth apprentice
- Student did not successfully complete the required competencies
- Student has transferred to another consortium

Save

Note: YA Checklist must also be sent to DETYAForms@dwd.wi.gov for YA completers

Completing or Terminating Students

2. Enter post-program information

YOUTH APPRENTICESHIP > COORDINATOR APPLICATION > STUDENT REGISTRATION > STUDENT POST PROGRAM COMPLETION

Post Program Completion Information

ATTENTION: This page should be left blank until the student has completed their training program and all related documentation has been uploaded to the Youth Programs System or sent to the Department of Workforce Development.

[Save](#) [Back](#)

High School Completion Status:

Employment Status:



- As boxes are filled in, more information appears.
- Follows the outline of Post Program Completion Survey.
 - See FAQ for additional guidance: http://dwd.wisconsin.gov/youthapprenticeship/pdf/faq_post_completion_survey.pdf

YOUTH APPRENTICESHIP > COORDINATOR APPLICATION > STUDENT REGISTRATION > STUDENT POST PROGRAM COMPLETION

Post Program Completion Information

Log

ATTENTION: This page should be left blank until the student has completed their training program and all related documentation has been uploaded to the Youth Programs System or sent to the Department of Workforce Development.

[Save](#) [Back](#)

High School Completion Status:

High School Diploma type:

Final Grade Point Average:

High School completion date: [Clear](#)

Enter Post Program GPA for HS completer and non-completers.

Employment Status:

Select Yes or No to the following statements:

- Yes No Employment is in same or related area of certificate/training program
- Yes No Employment is with same youth program or Youth Apprenticeship employer
- Yes No Employment is seasonal
- Yes No Employment is an internship
- Yes No Employment is military
- Yes No Student entering a Registered Apprenticeship
- Yes No Student also entered post-secondary education or other training program
- Yes No N/A Health, personal, or family issue(s) impacted ability for full-time employment

Employer

[Add New](#)

Employer Labor Market Sector

Wage \$

Employment Start Date

Position Title of Employee (student hired):

[Save](#)

Contact Information

- DETYAForms@dwd.wisconsin.gov
- YA@dwd.wisconsin.gov
- JamieT.Bernthal@dwd.wisconsin.gov

We hope you enjoy the new
Youth
Online
Data
Application!

