

EAWDB TAG 3 18 Electronic Records Attachment A

Categories for documents scanned into the Content Management system:

- E=Eligibility Documents
- O=Orientation/Grievance, Welcome forms and other supplemental information
- A=Assessment Information
- S=Supportive Service Documents
- I=Stipends/Incentives
- C=Credentials
- P-MSG=Measurable Skills Gain
- X=Exit Documentation
- C-ITA=Individual Training
- C-IWT=Incumbent Worker Training
- C-OJT=On the Job Training
- C-CT=Customized Training
- C-WE=Work Experience
- C-PVT=Pre-Vocational Training
- C-STT=Short Term Training/Workforce Preparation

Each bullet is one line of the document tag. Bullets are not used in the document tag. For example:

Doe, John
8656
Welcome Paperwork
Category

Eligibility Documentation

- Last Name, First Name
- State ID
- Eligibility Documentation
- E

Objective Assessment

- Last Name, First Name
- State ID
- Objective Assessment
- E

Age (Date of Birth):

- Last Name, First Name
- State ID
- Age
- E

Selective Service:

- Last Name, First Name
- State ID
- Selective Service

- E

Right to Work/Citizenship/Alien Registration:

- Last Name, First Name
- State ID
- Right to Work
- E

Social Security:

- Last Name, First Name
- State ID
- SSN
- E

Disability:

- Last Name, First Name
- State ID
- Disability
- E

Military Service:

- Last Name, First Name
- State ID
- Vet Status
- E

Military Disability Rating:

- Last Name, First Name
- State ID
- Vet Disability
- E

Migrant Seasonal Farmworker:

- Last Name, First Name
- State ID
- Migrant Seasonal Farmworker
- E

Employment Status:

- Last Name, First Name
- State ID
- Employment Status
- E

Layoff Reason:

- Last Name, First Name
- State ID
- Layoff
- E

Unemployment Compensation Status:

- Last Name, First Name
- State ID

- UI Status
- E

Highest Grade Completed:

- Last Name, First Name
- State ID
- Highest Grade
- E

School Status:

- Last Name, First Name
- State ID
- School Status
- E

Barrier:

- Last Name, First Name
- State ID
- Barrier
- E

Offender:

- Last Name, First Name
- State ID
- Offender
- E

Public Assistance:

- Last Name, First Name
- State ID
- Public Assistance
- E

5% Exception Documentation:

- Last Name, First Name
- State ID
- 5% Exception
- E

Family Size Documentation:

- Last Name, First Name
- State ID
- Family Size
- E

Income Verification:

- Last Name, First Name
- State ID
- Income Verification
- E

Release of Information/Grievance/Drug Policy Forms:

- Last Name, First Name
- State ID
- Welcome Paperwork
- O

Youth Mentoring

- Last Name, First Name
- State ID
- Mentoring
- O

Supplemental Information:

- Last Name, First Name
- State ID
- Supplemental Information
- O

RESEA Forms:

- Last Name, First Name
- State ID
- RESEA Forms
- O

Comprehensive Assessment Information:

- Last Name, First Name
- State ID
- Assessments
- A

Basic Skills Test:

- Last Name, First Name
- State ID
- BST
- A

Supportive Service Agreement Form:

- Last Name, First Name
- State ID
- Support Agreement, (type)(timeframe)
- S

Timesheets-Supportive Service:

- Last Name, First Name
- State ID
- Support, (type) timesheet, (timeframe)
- S

Documented Need for Supportive Services:

- Last Name, First Name
- State ID
- Supportive Service Documentation

- S

Documentation Payment-Supportive Services other:

- Last Name, First Name
- State ID
- Payment (type)
- S

Incentive SS Request Form:

- Last Name, First Name
- State ID
- Contract Incentive (type)
- I

Support Documentation for SS Incentive:

- Last Name, First Name
- State ID
- Support Documentation (type)
- I

Timesheets for Class Attendance Stipends/Incentives:

- Last Name, First Name
- State ID
- Timesheet
- I

SS Incentive Payment:

- Last Name, First Name
- State ID
- Payment Incentive (type)
- I

Credentials/Certificate Received:

- Last Name, First Name
- State ID
- (Type)
- P-Credential

Measurable Skills Gain (full time or part time students):

- Last Name, First Name
- State ID
- Semester Transcripts
- P-MSG

Measurable Skills Gain (short term training students):

- Last Name, First Name
- State ID
- Certification
- P-MSG

Measurable Skills Gain (OJT):

- Last Name, First Name
- State ID
- OJT Progress
- P-MSG

Measurable Skills Gain (Youth in secondary school, Adult Education, for basic skills or HSE):

- Last Name, First Name
- State ID
- (Name of document used)
- P-MSG

Post Training Placement Information:

- Last Name, First Name
- State ID
- Placement Verification
- X

Hard Exit Documentation:

- Last Name, First Name
- State ID
- Exclusion Documentation
- X

ITA Contract:

- Last Name, First Name
- State ID
- ITA Contract (Semester Year)
- C-ITA

ITA Contract Modification

- Last Name, First Name
- State ID
- ITA Contract (Semester Year) – Modification
- C-ITA

ITA Payment

- Last Name, First Name
- State ID
- ITA Payment (Semester Year)
- C-ITA

Financial Claim Payment

- Last Name, First Name
- State ID
- ITA Contract – (Semester year) FCP
- C-ITA Payable

Proof of Pell/Scholarships/ Other Funds:

- Last Name, First Name

- State ID
- School Funds
- C-ITA

Progress Grade Information:

- Last Name, First Name
- State ID
- (Midterm/Final) Grades
- C-ITA

Incumbent Worker Training Contract:

- Last Name, First Name
- State ID
- IWT Contract
- C-IWT

Incumbent Worker Training Payment:

- Last Name, First Name
- State ID
- IWT Payment
- C-IWT

OJT Contract:

- Last Name, First Name
- State ID
- OJT Contract
- C-OJT

OJT Training Plan:

- Last name, First name
- State ID
- OJT Contract-Training plan
- C-OJT

OJT Pre-Award Checklist:

- Last Name, First Name
- State ID
- OJT Contract-Pre Award
- C-OJT

OJT Workers Comp Documentation:

- Last Name, First Name
- State ID
- Workers Comp
- C-OJT

OJT Individual Time and Performance Evaluations:

- Last Name, First Name
- State ID
- OJT Progress Report (timeframe)
- C-OJT

OJT Employer Payment:

- Last Name, First Name
- State ID
- OJT Payment (timeframe)
- C-OJT

Customized Training Contract:

- Last Name, First Name
- State ID
- Customized Training Contract
- C-CT

Work Experience Agreement:

- Last Name, First Name
- State ID
- Work Experience Agreement
- C-WE

Work Experience Agreement Modification:

- Last Name, First Name
- State ID
- WE Agreement Modification
- C-WE

Work Experience Progress Reports:

- Last Name, First Name
- State ID
- Progress Report (timeframe)
- C-WE

Work Experience Payment:

- Last Name, First Name
- State ID
- WE Payment (timeframe)
- C-WE

Work Readiness Agreement:

- Last Name, First Name
- State ID
- Work Readiness Agreement
- C-WE

Work Readiness Agreement Modification:

- Last Name, First Name
- State ID
- WR Agreement - Modification
- C-WE

Work Readiness Progress Report:

- Last Name, First Name
- State ID

- Progress Report (timeframe)
- C-WE

Work Readiness Payment:

- Last Name, First Name
- State ID
- WR Payment (timeframe)
- C-WE

Pre-Vocational Training Agreement:

- Last Name, First Name
- State ID
- PVT Contract
- C-PVT

Short Term Training/Workforce Preparation Agreement:

- Last Name, First Name
- State ID
- STT Contract (Type)
- C-STT

Short Term Training/Workforce Preparation Modification:

- Last Name, First Name
- State ID
- STT Contract (Type) - Modification
- C-STT

Short Term Training/Workforce Preparation Payment

- Last Name, First Name
- State ID
- STT Payment (Type)
- C-STT