



Employment and Training Administration (ETA)

Senior Community Service Employment Program (SCSEP)

Grantee Performance Management System (GPMS)

User Guide for Grantees

Version 1.8

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TABLE OF CONTENTS

Introduction	7
Goals of SCSEP	7
Services Provided to SCSEP Participants	7
Case Management Overview	8
Document Overview	8
Help Desk	8
SCSEP GPMS Core Functional Requirements	9
User Roles	9
Case Status	11
Universal Features	12
Tabs	13
Navigation Buttons	13
Dropdown Lists	14
Field-Level Help	14
Required Fields	14
Calendar Buttons	14
Upload Documents	14
Grids	14
Error and Date Validation Messages	15
Start Up	15
Setup for New Account	15
Navigating SCSEP	16
SCSEP Cases	16
1. Add New Case	18
1.1 Intake	18
1.2 Eligibility	24
1.3 Characteristics	27
1.4 Other Enrollment Information	30
1.5 Intake Checklist	32
2. Assignments	32
2.1 Add Assignments	34
2.2 Edit Assignments	35

2.3 Delete Assignments.....	36
3. Add Services.....	37
4. Breaks	40
4.1 Add Break	40
4.2 Delete Break	41
5. Manage Paid Hours	41
6. Participant Required Actions	42
6.1 Orientation Details	43
6.2 Offer of Physical Exam	43
6.3 Safety Consultation Details	44
6.4 Assessment Details	45
6.5 Annual Program Overview	45
7. Participant History	46
8. Related Actions	48
8.1 Manage Waiver Factors.....	49
8.2 Manage Extensions.....	50
8.3 Add Exit.....	50
8.4 Add Placement.....	52
9. Right of Return	54
10. Manage Follow-Ups	56
11. Add Placement-Related Service	57
12. Move/Transfer Case	58
12.1 Move Case	58
12.2 Transfer Case	58
13. Recertify Case	60
14. Manage Program Introduction.....	64
15. Assign Case	64
Admin Console	65
1. Durational Limit Extension Utility.....	66
2. Manage Grants	67
2.1 Associate Sub-Grantees to Grant	68
2.2 Remove Sub-Grantees from Grant.....	69
3. Manage Sub-Grantees	69

3.1 Add User	69
3.2 Update User	70
3.3 Add Read Only User	70
4. Manage Authorized Positions	70
5. Generate Internal QPR Reports	74
6. Manage Paid Hours	76
7. Participants Waiver Factors	77
8. Participant Search	78
9. Participant Wait List	79
10. Manage Organizations and Contacts	80
10.1 Search for an Organization	81
10.2 Add an Organization	81
10.3 Edit an Organization	83
10.4 Add Additional Contacts	83
11. Manage Eligibility Task Assignment	84
12. Extracts	84
13. Nationwide QPR Report	85
14. Freeze QPR Report	86
14.1 Unfreeze QPR Report	90
15. Generate WIPS QPR Addendum	91
16. Generate WIPS QPR	93
Reports	95
1. User Organization	96
Report Access by User Role	96
1.1 Participant Current/Exit Detail	97
1.2 Approved Breaks in Service (Future Report)	100
1.3 Waiver of Durational Limit Report	101
1.4 Participant Hours Report	103
2. Actions	106
2.1 Participant Actions Report	106
2.2 Most in Need/Waiver Factor Actions Report	109
2.3 Follow-Up Reports	110
2.4 Assignment by Host Agency Report	113

3. Employers	114
3.1 Customer Satisfaction Survey (Future Report)	115
3.2 County Reports	115
4. Equitable Distribution Report	116
4.1 Authorized Positions by State	117
4.2 Authorized Positions by Grantee.....	117
4.3 Modified Positions by State	117
4.4 Modified Positions by Grantee.....	117
4.5 Download Authorized Positions.....	118
4.6 Download Modified Positions.....	118
My Tasks	118
1. Tasks	119
2. Notifications.....	121
Grantees.....	123
1. Grantees	123
1.1 Summary	124
1.2 Sub-Grantees.....	125
1.3 Related Actions	125
2. Sub-Grantees	127

Introduction

Authorized by the Older Americans Act (OAA) and originally enacted in 1965, the Senior Community Service Employment Program (SCSEP, sometimes referred to as Title V) is funded and administered by the Employment and Training Administration (ETA) of the U.S. Department of Labor (DOL). SCSEP is the oldest nationally directed community service and work-based job training program that is designed to help low-income, unemployed individuals aged 55 and older find work. The program matches job seekers with part-time training assignments in local nonprofits and public agencies where they can increase their skills and build self-confidence and self-sufficiency while earning a modest supplemental income.

SCSEP is designed to be used in conjunction with other programs and services to provide training, increased marketability, and opportunities for transition into non-subsidized employment. Based on their needs, employment interests, and goals, participants may also receive supportive services and skills training. This SCSEP experience may lead to permanent employment.

SCSEP is one of three federal workforce development programs and serves nearly every county in the nation.

Goals of SCSEP

The goals of the SCSEP application are to:

- Upgrade the job skills of participants
- Provide added income to participants during training
- Help participants become more involved in their community
- Provide the local program community with needed service
- Assist participants with transition to unsubsidized employment or other forms of self-sufficiency

Services Provided to SCSEP Participants

Services provided to participants include:

- Periodic assessments and an Individual Employment Plan (IEP)
- Improved living situation through paid training while preparing for future unsubsidized employment
- Connection with peers and their community and helping to address community needs
- Increase in job skills and work experience through community service assignment and by attending specialized training sessions and on-the-job experience
- Exploration of employment opportunities in their labor market
- Additional skill improvement through related programs and partner agencies

Case Management Overview

SCSEP serves as the primary source for entering, tracking, and submitting program participant data in a more efficient manner, providing visibility and reporting capabilities for the data captured for participant cases. Participant data is then fed into the quarterly and annual Quarterly Progress Report (QPR) through the WIOA Integrated Performance System (WIPS).

The program year is July 1 through June 30 of any given year. Employment outcomes are measured in program quarters:

1. First quarter (July - September)
2. Second quarter (October - December)
3. Third quarter (January - March)
4. Fourth quarter (April - June)

Document Overview

This user guide consolidates information and instructions for using SCSEP, including role-specific information, and serves as a comprehensive reference for the management areas and processes within the **SCSEP Grantee Performance Management System (GPMS)** (e.g., the methodology, allocated resources, management processes and procedures, operational tasks and review activities, and interrelationships with other documents).

This user guide is intended for use alongside other resources, including the **Data Collection Handbook**, **Data Validation Handbook**, and **QPR Handbook**. It will be updated as needed to reflect changes to GPMS.

Help Desk

If any issues are encountered with the SCSEP GPMS, contact the [SCSEP Help Desk](#).

SCSEP GPMS Core Functional Requirements

The SCSEP GPMS is deployed on top of the Appian COTS platform that supports the case management lifecycle. SCSEP GPMS leverages WIPS, an existing shared service designed to meet WIOA reporting standards. Together, SCSEP GPMS and WIPS support the case management lifecycle through all phases. Several functional requirements are addressed, including:

Functional area	Description
User management	Using the security module, Administrators may grant and restrict user access to the features and functions of the application for individual users based upon role.
Case management	Allows users to add, update, track, and delete cases through the completion of their workflow.
Eligibility verification	Allows users to ensure that participants meet the eligibility requirements.
Services management	Allows users to add, update, delete, and track services, including program required services, supportive services, and paid training provided to participants.
Outcome management	Allows users to add, update, delete, and track participant outcomes.
Exit management	Allows users to exit participants based on pre-defined requirements.
Follow-up management	Allows users to add, edit, delete, and track follow-up services provided to program participants.
Reporting	Provides standard reports that support DOL reporting requirements for internal and external users, allowing them to create reports that are pertinent to their roles.

User Roles

Within SCSEP GPMS, the following user roles are identified:

Role name	Abilities
Case Manager	<ul style="list-style-type: none"> Primary users who move the case through the Intake, Eligibility, Service, Exit, and Outcome milestones Ability to add, edit, and read throughout the system Ability to create new cases for their organization and to update the details of those cases assigned to them Not permitted to submit QPRs
Case Supervisor	<ul style="list-style-type: none"> Users with all Case Manager privileges plus the ability to reassign cases and Case Managers

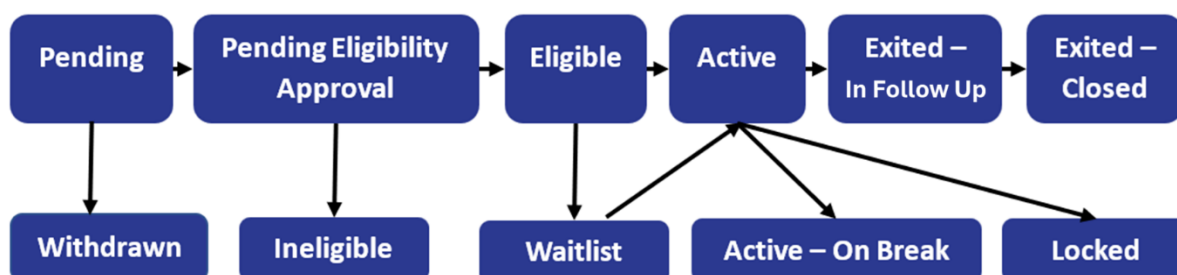
Role name	Abilities
	<ul style="list-style-type: none"> • Ability to create users with any role except Grantee or Sub-Grantee Administrator • Ability to assign/reassign cases to Case Managers • Ability to add, edit, delete, and read throughout the system • Ability to review and approve eligibility determination • Ability to request re-certification of a case • Not permitted to submit QPRs
Sub-Grantee Administrator	<ul style="list-style-type: none"> • Users with all the privileges of a Case Manager (see above) with the ability to review/edit case-related information; to add/edit/remove users and sub-recipients; to transfer, re-assign, and move cases; to approve re-certifications requested by the Case Supervisor; and to submit QPRs • Sub-Grantee Administrators inherit all permission of the Case Supervisor along with the ability to manage the set of users that have access within their sub-grant • Ability to create users with any role except another Sub-Grantee Administrator or Grantee Administrator • Ability to assign/reassign cases to Case Managers
Grantee Administrator	<ul style="list-style-type: none"> • Users with all the privileges of a Case Manager (see above) and above can review/edit case-related information; to add/edit/remove users and sub-recipients; to transfer, re-assign, and move cases; to approve re-certifications requested by the Case Supervisor; and to submit QPRs • Grantee Administrators inherit all permission of the Case Supervisor along with the ability to manage the set of users that have access within their grant • Ability to create users with any role except another Grantee Administrator • Ability to assign/reassign cases to Case Managers
Program Analyst	<ul style="list-style-type: none"> • Program Analysts are those users located within the National Program Office • Ability to add Grantee Administrators • Ability to view all grantee organizations • Ability to designate the Grantee Administrators • Ability to delete a case • Note: Only Program Analysts can view or edit PII information after it has been entered/saved in the application.
Read Only Global	<ul style="list-style-type: none"> • User will have View Access to all grantee/sub-grantee information in the GPMS. • If a user is provided with Read Only Global access for a grantee, the same user cannot be provided with Read Only

Role name	Abilities
	<p>Restricted access (see below) for a specific sub-grantee with the same grantee.</p> <ul style="list-style-type: none"> • User can view all cases and tasks. • Limited access to <i>Admin Console</i> and <i>Reports</i> • User can create and export reports but cannot export the extracts • User cannot create cases or edit existing cases
Read Only Restricted	<ul style="list-style-type: none"> • User has the same access as Read Only Global but only for their specific grantee.

For users with multiple roles in GPMS, the level of access is based on the highest level of access.

Case Status

Within the GPMS, the case statuses in the following figure are used. Each status is further defined in the table.



Status	Description
Pending	Case has not been submitted for eligibility determination. Case status is updated to <i>Pending</i> when the Case Manager has completed the case creation process, but the participant has not been moved through all the intake process steps.
Withdrawn	Case has not been submitted for eligibility determination and user has selected Withdraw from the <i>Related Actions</i> tab.
Pending Eligibility Approval	An eligibility determination decision has not been made. A task for eligibility approval has been created by the user (and sent to the Case Supervisor), but eligibility has not been approved.
Eligible	Case status is updated to <i>Eligible</i> when eligibility approval has been granted by the Case Supervisor.
Ineligible	Case status is updated to <i>Ineligible</i> if the Case Supervisor deems the case to be disqualified due to specific program requirements.

Status	Description
Waitlist	When the case is determined to be <i>Eligible</i> , the case is placed on a waitlist until a community service assignment is available.
Active	Case status is updated to <i>Active</i> after eligibility has been approved by the Case Supervisor, the program orientation date has been added, and an assignment has been added, meaning the case has been assigned to a host agency for a community service assignment.
Active – On Break	An active case has a break in service where the system date is between the break start date and the break end date.
Locked	A case has been locked for exceeding the durational limit.
Exited – In Follow-Up	A case has been exited for unsubsidized employment and has a placement associated with it. <i>Follow-Up</i> is only relevant for enrollments that have a placement. When case status is <i>Exited – In Follow-Up</i> , access is limited to the <i>Summary</i> , <i>Services</i> , <i>Outcomes</i> , <i>Follow-Ups</i> , and <i>Related Actions</i> .
Exited – Closed	A case has been exited for a reason other than unsubsidized employment.

Universal Features

This section provides information on the basic functionalities found throughout the system.

Role name	Abilities
Tabs	A sequence of identifiers across the top of the screen that provide a menu of options.
Navigation buttons	A sequence of buttons at the bottom of the screen to navigate the user.
Dropdown lists	Provide a list of allowable values for the field, thereby limiting the selection.
Field-level help	Alert the user to the nature of the data to be entered for various fields.
Required fields	An asterisk (*) directly next to a field label is used to identify fields where mandatory information is required to proceed.
Calendar buttons	A calendar format is provided to select a date.
Upload documents	A button used to begin the attachment of an external document to the case.
Error & warning messages	Used to display required or recommended actions or errors in data.

Role name	Abilities
Alternative text and tooltips	Alt text or tooltips have been added in GPMS to aid in the translation of visible UI content into text that is either read aloud or presented as Braille.

Tabs

Once you sign in to SCSEP GPMS, the main navigation bar appears at the top of the screen, containing various tabs for navigation through the application.



Tab	Explanation
Cases	All the cases created by the user can be found here.
Admin Console	Available to Administrator roles. Refer to the permission matrix for details.
My Tasks	Actions that require the user's attention.
Reports	Provides access to a list of reports available to the user to monitor organizational programs.
Grantees	Available to Program Analyst roles.

Navigation Buttons

Navigation buttons provide a simple method to move through the various screens.

Button	Function
Close	Closes the screen without saving the information and returns to the main overview screen.
Save + Continue	Saves the information and proceeds to the next screen.
Save + Close	Saves the information, closes the screen, and returns to the main overview screen.
Continue	Proceeds to the next screen.
Previous	Returns to the previous screen without saving the information.
Complete	Saves the information and completes the case intake process.

Dropdown Lists

Dropdown lists provide a predetermined list of allowable values to ensure that only those values are selected and entered into the GPMS. Depending on the specific dropdown list, only one value may be selected, or multiple values may be selected.

Field-Level Help

Fields marked with a question mark icon (?) offer field-level help. Hovering over the question mark displays help text with specific instructions or data validation limits for that field.

Required Fields

Fields marked with an asterisk (*) are mandatory and require user input before moving forward or saving the data entered on the screen. Data will not be saved until all required fields are populated with valid data. If you attempt to save the data by selecting **Save + Continue** with no data entered in the required fields, a message will be displayed, and you will not be able to move forward until required fields are populated with valid and appropriately formatted data.

Calendar Buttons

To enter a date into the GPMS, you can either type the date directly into the appropriate field or use the calendar button to select a date. Dates are displayed in the standard MM/DD/YYYY format. Use the arrows to navigate to the correct date before pressing the **Enter** key.

Upload Documents

Use the **Upload** button to add documents to a case. After clicking **Upload**, choose one or more files from your local hard drive using the file browser, and then click **Open** to execute the upload. Repeat this process for any additional files.

At present, only Microsoft Excel files are allowed to be uploaded to the GPMS.

Grids

Grids display rows of data in a tabular format and allow you to select a specific item for further viewing or action. In some instances, checkboxes are displayed that allow you to select a specific row from a grid with which to work. At other times, you can select a link associated with the data row to move directly to that row's data.

In many cases, the grid may contain an arrow (pointing up or down) within the header row indicating that data within the grid can be sorted in either ascending or descending order. Click the arrow next to the title in the grid's header row to sort the data. To sort in the reverse order, click the arrow next to the title in the grid header again.

When a grid has many rows, the number of rows is displayed in the bottom-right corner of the screen. To move quickly between the grid's results, select the arrows to move forward (>) or backward (<). To move quickly to the first or last screen of grid results, select the arrows to move forward/end (>>) or back/beginning (<<).

Error and Date Validation Messages

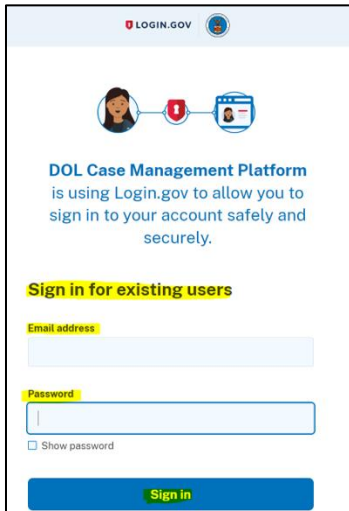
Error messages will be displayed if you are required to take corrective action on a screen before moving forward. Data validation messages are displayed for user information and do not require corrective action before moving forward and appear on the data entry screen while the data is entered.

Start Up

Setup for New Account

Please refer to the instructions in the **GPMS Production Access** document under **Quick Links** on the [SCSEP Help website](#). To access SCSEP GPMS:

1. Launch <https://cmp.dol.gov/suite?signin=login-gov>
2. Enter your credentials.



3. Click **Sign in**.
4. Enter the code received from login.gov.
5. Click **Submit**.
6. Select **SCSEP** from the dropdown list on the Department of Labor homepage.

Navigating SCSEP

When a user accesses the GPMS application, a menu consisting of four tabs (five for Program Analysts) is displayed across the top of the screen. The tabs displayed may change slightly depending on the user's role and access privileges.



SCSEP Cases

(Note: Not all roles are authorized to perform all the actions documented here.)

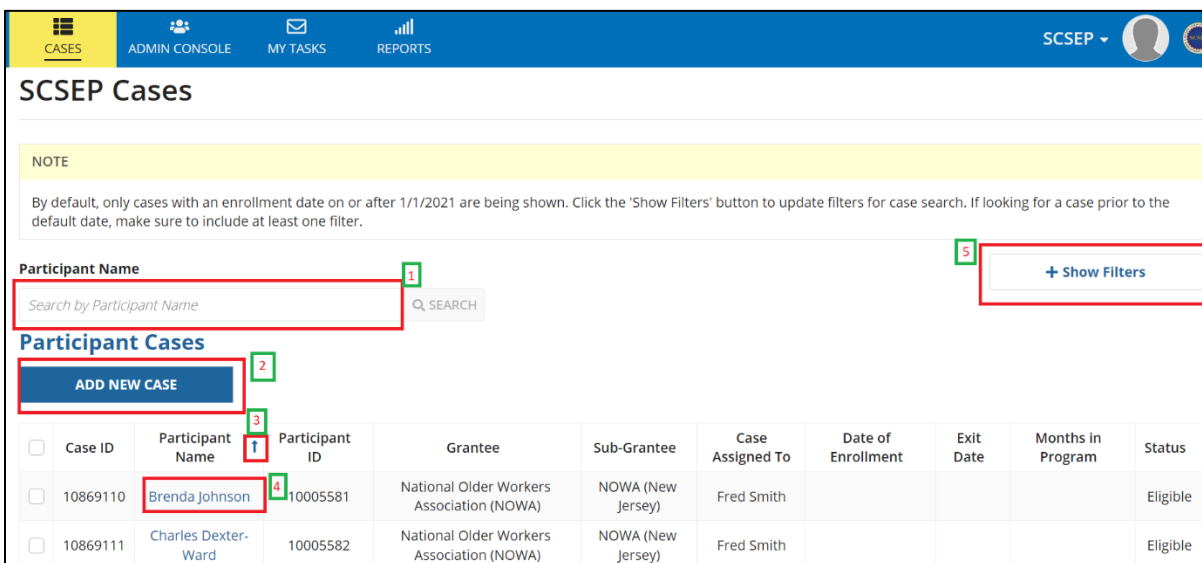
The Cases tab displays a grid of SCSEP participant cases currently or previously enrolled within the user's grantee(s) and sub-grantee(s).

Below the SCSEP Cases heading, the following text is displayed in a note box:

"By default, only cases with an enrollment date on or after 1/1/2021 are being shown. Click the **Show Filters** button to update filters for case search. If looking for a case prior to the default date, make sure to include at least one filter."

The cases presented to users are based on their user role:

- All users will see all cases connected to the sub-grantee(s) with which they are associated.
- Grantee Administrators will see all cases associated with the grantee they administer.



SCSEP Cases

NOTE

By default, only cases with an enrollment date on or after 1/1/2021 are being shown. Click the 'Show Filters' button to update filters for case search. If looking for a case prior to the default date, make sure to include at least one filter.

Participant Name 1 5 + Show Filters

Search by Participant Name Q SEARCH

Participant Cases

2 3 4 ADD NEW CASE

<input type="checkbox"/>	Case ID	Participant Name	Participant ID	Grantee	Sub-Grantee	Case Assigned To	Date of Enrollment	Exit Date	Months in Program	Status
<input type="checkbox"/>	10869110	Brenda Johnson	10005581	National Older Workers Association (NOWA)	NOWA (New Jersey)	Fred Smith				Eligible
<input type="checkbox"/>	10869111	Charles Dexter-Ward	10005582	National Older Workers Association (NOWA)	NOWA (New Jersey)	Fred Smith				Eligible

Each of the functionalities available under the *Cases* tab will be discussed in the sections related to the case entry and development/handling process.

1. **Search:** The **Participant Name** search allows you to search all participants based on any part of the participant's name. Any of the following formats can be used:
 - a. [last name], [first name]
 - b. [first name] [last name]
 - c. [last name]
 - d. [first name]
2. **Add New Case:** Click **Add New Case** to begin the process of entering a new case for a new or existing participant into the system.
3. **Sorting arrows:** Use the sorting arrows (↑ ascending and ↓ descending) to sort participant cases in the desired order.
4. **Participant Name:** Click on a participant's name to open the record for display and editing.
5. **Filters:** The **Show Filters** button allows you to specify a range of possible items with which to limit the displayed cases within the grid (the default is to display all):
 - a. **Case ID**
 - b. **Participant ID**
 - c. **Status:** You can select one or many statuses.
 - d. **Case Manager:** You can select cases assigned to a particular Case Manager. This field can only be selected once a sub-grantee is selected.
 - e. **Grantee**
 - f. **Sub-Grantee:** You can only select a sub-grantee after selecting the grantee.
 - g. **Grant (Informational):** When you select a sub-grantee, the filter displays a grant number associated with the grantee/sub-grantee.
 - h. **Enrollment Date From:** You can select cases where the enrollment date is on or after the entered date.
 - i. **Enrollment Date To:** You can select cases where the enrollment date is on or before the entered date.
 - j. **Exit Date From:** You can select cases where the exit date is on or after the entered date.
 - k. **Exit Date To:** You can select cases where the exit date is on or before the entered date.

Filters

Case ID

Search by Case ID

Participant ID

Search by Participant ID

Status

Active

Case Assigned To

-- Select a Case Manager --

Active On-Break

Grantee

Start typing Grantee's Name to pick from available options

Grant

-- Select a Grant --

Sub-Grantee

Enrollment From

01/01/2021

Enrollment To

mm/dd/yyyy

Exit From

mm/dd/yyyy

Exit To

mm/dd/yyyy

1. Add New Case

The following sections provide guidance on adding a new case to the system. Some specific programmatic rules for each data element will not be outlined in this user guide. Refer to the **Data Collection Handbook** for guidance on how to best capture and record information, and how the data elements relate to the SCSEP performance measures. Below are some general guidelines found throughout these sections.

Fields marked with an asterisk (*) are mandatory. You will not be able to save the record until mandatory fields are populated.

Some fields provide additional information regarding how they are populated. In these cases, the hyperlinked text "**Show Detailed Instructions**" appears below the field. When clicked, a textbox displays additional information regarding the field. The text will also change to "**Hide Instructions**," which will close the textbox when clicked.

Clicking **Complete** in this and other sections of case data entry will display the text "Action Completed" temporarily at the top of the screen.

1.1 Intake

All users (except those having a Read-Only role) can add a new case. The process is as follows:

- To add a new participant or a new case for an existing participant, click **Add New Case**.

SCSEP Cases

NOTE

By default, only cases with an enrollment date on or after 1/1/2021 are being shown. Click the 'Show Filters' button to update filters for case search.

Participant Name

Search by Participant Name

SEARCH

Participant Cases

ADD NEW CASE

2. The *Create New Case* screen will appear.



The screenshot shows the 'Create New Case' screen. It has a title 'Create New Case' at the top. Below it is a section titled 'Participant Search'. Under this section, there are two input fields. The first is labeled 'Social Security Number *' and contains the placeholder text 'Search existing participant or Add new one'. The second is labeled 'Confirm Social Security Number *' and contains the placeholder text 'Confirm SSN'.

3. Enter the applicant's **Social Security Number** (SSN) and then re-enter it in the **Confirm Social Security Number** field.
 - a. The applicant's SSN is masked as a series of asterisks.
 - b. The system validates that the SSN is in a valid format and that the applicant does not already exist in the system based on their SSN.
 - c. Once the applicant's SSN is entered into the system, it cannot be updated. Contact SCSEP Help for assistance with updating the applicant's SSN.
4. Press the **Enter** key or click anywhere on the screen to view the **Reset** and **Search** links.



The screenshot shows the 'Participant Search' screen. It has a title 'Participant Search'. Below it, there are two input fields. The first is labeled 'Social Security Number *' and contains a series of asterisks. The second is labeled 'Confirm Social Security Number *' and also contains a series of asterisks. To the right of these fields, there are two links: 'Reset' and 'Search'.

- a. Click **Reset** to clear the SSN from both fields and begin a new SSN search.
- b. Click **Search** to search for a participant with that SSN. When **Search** is clicked:
 - i. If the applicant's SSN is already in the system, and has an active case, their details are shown along with the following message: "Note: The participant with the Social Security Number that is entered already exists within SCSEP. Based on the Social Security Number, this person is currently enrolled with the following Grantee: <Grantee Name>. Please contact your Grantee." The **Continue** button is grayed out.
 - ii. If the participant's SSN is already in the system **AND** has an exited case, the participant's details are shown along with the following message: "Note: The participant with the Social Security Number that is entered already exists within SCSEP. The following participant was found with that Social Security Number. Please continue if you wish to add a new enrollment for this participant." To add a new case in the system, click **Continue**.
If the existing participant has an open placement, the following message is displayed on the *Enter Case Details* screen: "The participant currently has an Open Placement with [Grantee Name] Caseld:[Caseld] and cannot be re-enrolled until the Placement End Date for that previous enrollment has been completed. A Task notification has been sent to the grantee."

- iii. If the applicant's SSN is not in the system, the *Enter New Participant Details* section appears with the following message: "Note: The participant with the Social Security Number that is entered does not exist within SCSEP. Fill out the following form to create a new participant."
 - iv. If the applicant does not have an active assignment and has between 1 and 30 days left on the durational limit, the following message is displayed: "The following participant was found with that Social Security Number. Please note this participant is [exact value] days from reaching durational limit. Please continue if you wish to add a new case for this participant. Unless the participant's durational limit date is increased, the termination letter would have to be issued immediately or it may be overdue."
5. Enter the information into the fields on the screen and click **Continue**. Once the applicant's name, Social Security Number, and date of birth are entered into the system, they cannot be updated. Contact SCSEP Help for assistance with updating the information.
 6. The *Enter Case Details* screen will appear.

Enter Case Details

Intake
Eligibility
Characteristics
Other Enrollment Information

Case Details

Grantee *
--Select a Grantee--

Sub-Grantee *
--Select a Sub-Grantee--

Grant *
-- Select a Grant --

Case Assigned To *
-- Select a Case Manager --

Application Date *
mm/dd/yyyy

Participant Information

Social Security Number
XXX-XX-XXXX

First Name *
leila

Middle Initial
Middle Initial

Last Name *
user guide update v1.6

Date of Birth *
06/25/1950

Adequate Connectivity
☐ Yes
☐ No

Adequate Device
☐ Yes
☐ No

Primary Phone *
(000)000-0000
☐ Cell?

Alternate Phone
(000)000-0000
☐ Cell?

Email
yourname@domain.com

Employment Status *
--Select Employment Status--

▼ Pilot Program Enrollment

Sector Demonstration Participant *

☐ Yes

☒ No

[\(Show Detailed Instructions\)](#)

▼ Mailing Address

Address Line 1 *

Address Line 2

City *

State *

Zip *

Zip+4

▼ Residence State

State *

County of Residence *

▼ Secondary Contact Information

☐ Check if Available

▼ Participant Demographics

Sex

Did Participant Identify Race?

Race

Ethnicity Hispanic / Latino?

Select all that apply

- a. Use the progress bar at the top of the screen to track your progress while creating a new case. The case module navigates through four screens to create a new case: *Intake, Eligibility, Characteristics, and Other Enrollment Information.*

Enter Case Details

Intake Eligibility Characteristics Other Enrollment Information

- b. Select the **Grantee**, **Sub-Grantee**, and **Grant** in which to enroll the applicant. If the user has a single role associated with their account, the respective dropdowns default to that grantee and sub-grantee.

▼ Case Details

Grantee *

Sub-Grantee *

Grant *

Case Assigned To *

Application Date *

7. Select the Case Manager assigned to the case. Once a case is created, it may be reassigned only by a Supervisor or an Administrator.
8. Enter the applicant's contact information into the fields.
 - a. If the applicant's physical address is different from the mailing address, select the state of the physical address. Once selected, **County of Residence** will populate with a list of counties within that state. Refer to the **Data Collection Handbook** for guidance on the participant's address and county.

Participant Information

Social Security Number
XXX-XX-XXXX

First Name *
Adrian

Middle Initial
A

Last Name *
Allweather

Date of Birth
01/01/1950

Adequate Connectivity
☒ Yes ☐ No

Adequate Device
☒ Yes ☐ No

Primary Phone *
(222) 232-6022 ☒ Cell?

Alternate Phone
☐ Cell?

Email
yourname@domain.com

Employment Status
Unemployed

Mailing Address

Address 2950 Kirkbride Way
Apt. # 2
Indianapolis, Indiana
46222

Residence State

State Indiana
County of Residence Marion County

9. Select whether the applicant has consented to be in the study of the pilot of the Sector Demonstration.
 - a. If the individual has consented to be in the study, select Yes and enter the information into the fields on the screen.

Pilot Program Enrollment

Sector Demonstration Participant ? *
☒ Yes ☐ No

Name of Career Navigator *
Charles Garfield
[\(Show Detailed Instructions\)](#)

Please Indicate if Treatment or Control *
☒ Treatment ☐ Control

Start Date *
01/01/2024

End Date
06/30/2024

Reason for exiting Demo *
7. Exited demonstration, re...

Reason for Exit Other *
Too long a drive to participate in

- b. If the individual has not consented to be in the study, select No.

Pilot Program Enrollment

Sector Demonstration Participant ? *
☐ Yes ☒ No
[\(Show Detailed Instructions\)](#)

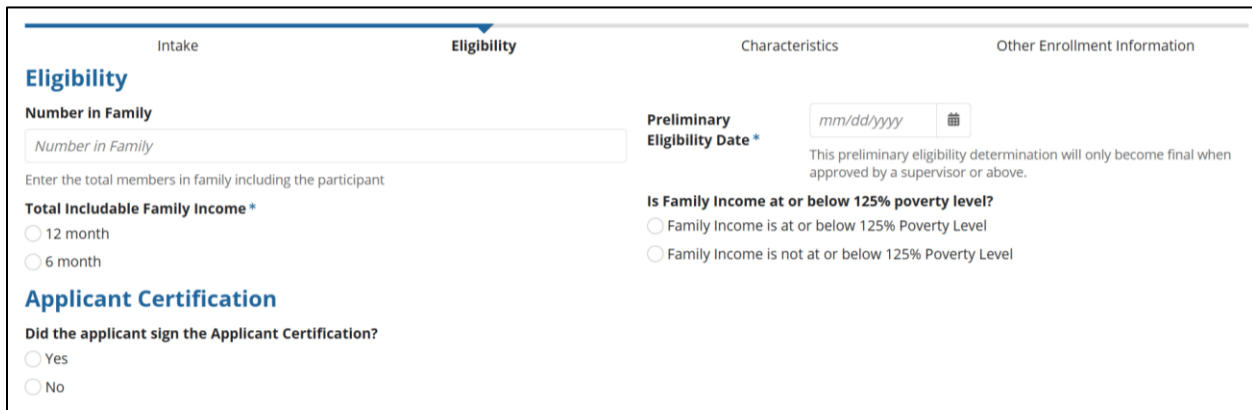
1.2 Eligibility

The next step in the case creation is the determination of the applicant's eligibility to participate in the SCSEP program. The applicant's eligibility requirements are entered into the system as an initial determination and then given final approval for enrollment.

Case Managers who enter the initial determination requirements must obtain approval from their Supervisors before enrolling the participant into a community service assignment. When the initial determination is entered into the system, the Supervisor receives a notification to approve the applicant as either eligible or ineligible. Once approval is given, the Case Manager receives a notification and can then enroll the participant in a community service assignment.

Supervisors, Sub-Grantee Administrators, and Grantee Administrators may enter the initial determination and provide approval of the participant.

The following steps outline the eligibility approval process.



Case Manager

1. Enter the information into the fields on the *Eligibility* screen.
2. The instructions for the **Number in Family** field are as follows: "Enter the total members in family including the participant." If the number exceeds 14, a warning message will appear, and you can choose to either confirm or reject the number.
3. Enter the date the preliminary eligibility determination was conducted in the **Preliminary Eligibility Date** field.
4. The instructions for the **Total Includable Family Income** field are as follows:
 - a. For the 12-month period: "Total includable family income during the 12-month eligibility determination period."
 - b. For the 6-month period: "Total includable family income during the 6-month eligibility determination period, annualized."
5. Select one of the navigation buttons at the bottom of the screen:

- a. **Previous** returns you to the previous screen in the intake process.
- b. **Close** returns you to the main *Cases* screen without saving information. A confirmation message will appear.
- c. **Save + Close** saves the information entered on the screen and returns you to the main *Cases* screen.
- d. **Save + Continue** saves information entered on the screen and navigates you to the next screen. The system will display eligibility based on the information entered.

Participant Summary			
Participant Name Adrian Allweather	Participant ID CMS010005587	State New Jersey	Case ID 10869116
Grant Number AD37226216001	Age 73	County Somerset County	Enrollment Date
System Eligibility Determination: Eligible			
Reasons for Eligibility <ul style="list-style-type: none"> The participant is Unemployed. The participant's income is at or below 125% Poverty Level. The participant's age is within the allowed range. 			

Participant Summary			
Participant Name Adrian Allweather	Participant ID CMS010005587	State New Jersey	Case ID 10869116
Grant Number AD37226216001	Age 73	County Somerset County	Enrollment Date
System Eligibility Determination: Ineligible			
Reasons for Ineligibility <ul style="list-style-type: none"> The participant's income is not at or below 125% Poverty Level. 			

6. Select whether the participant is eligible and enter the information into the fields on the screen. If **No** is selected for **SCSEP Eligible?**, additional fields for ineligibility will appear.

Reason for Ineligibility *	Action Taken if Ineligible *
<input type="checkbox"/> Age	<input type="checkbox"/> Referred to One-Stop
<input type="checkbox"/> Residence outside of state	<input type="checkbox"/> Referred to Social Services
<input type="checkbox"/> Income	<input type="checkbox"/> Referred to another project
<input type="checkbox"/> Failed to complete Recertification	<input type="checkbox"/> Placed in unsubsidized employment pursuant to MOU
<input type="checkbox"/> Other	<input type="checkbox"/> Other

7. Select one of the navigation buttons at the bottom of the screen:
 - a. **Previous** returns you to the previous screen.
 - b. **Submit** opens a pop-up window to confirm eligibility submission. The message states: "Submit Confirmation: The Supervisor will now review this request and make the final Eligibility decision. Do you want to continue?"

A notification is sent to the Supervisor requesting approval for eligibility determination, and the *Characteristics* screen will appear. While eligibility is pending approval, the Case Manager can continue entering information into the *Characteristics* and *Other Enrollment Information* screens.

Supervisor

If a Case Manager submits a case for eligibility approval, the Supervisor will receive a task immediately in their list.

1. Select **My Tasks** from the main navigation bar to find the participant in the tasks list.
2. Click on the link in the task to approve the eligibility for the participant. The *Intake Checklist* screen will appear.
3. Click **Approve Eligibility** in the top-right corner of the screen. The *Eligibility Determination Approval* screen will appear.
4. Select whether the participant is eligible and enter the information into the fields on the screen. If *No* is selected for **SCSEP Eligible?**, additional fields for ineligibility will appear.
5. Select one of the navigation buttons at the bottom of the screen:
 - a. **Cancel** returns you to the *Intake Checklist* screen.
 - b. **Submit:**
 - i. If the participant was deemed eligible, the button returns you to the *Intake Checklist* screen and the participant's status appears as *Eligible*.
 - ii. If the participant was deemed ineligible, the button returns you to the *Intake Checklist* screen and the participant's status appears as *Ineligible*.

Eligibility Determination

SCSEP Eligible?
☐ Yes
☒ No

Reason for Ineligibility*

☐ Age
☐ Residence outside of state
☐ Employed
☐ Income
☐ Failed to file complete Application
☐ Other

Action Taken if Ineligible*

☐ Referred to One-Stop
☐ Referred to Social Services
☐ Referred to another project
☐ Placed in unsubsidized employment pursuant to MOU
☐ Other

Comment*

0 / 2000

1.3 Characteristics

The next step in the case creation is the entry of the participant characteristics.

Enter Case Details

Intake
Eligibility
Characteristics
Other Enrollment Information

Participant Summary

Participant Name Adrian Allweather	Participant ID CMS010005587	State New Jersey	Case ID 10869116
Grant Number AD37226216001	Age 73	County Somerset County	Enrollment Date

Priority of Service

⚠ 'Formerly Incarcerated?' is blank

Veteran Status * <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Status not known	Eligible Veteran Status * <input type="radio"/> Served less than 180 days <input type="radio"/> Eligible veteran <input type="radio"/> Spouse of Veteran <input type="radio"/> Not eligible (Show Detailed Instructions)	Veteran, Post-9/11 Era <input type="radio"/> Yes <input checked="" type="radio"/> No
Individual with a Disability * <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Participant did not self-identify (Show Detailed Instructions)	Disability Reported As <input type="radio"/> Self Reported <input type="radio"/> Is Documented	Received services funded by the State Development Disabilities Agency (SDDA) <input type="radio"/> Yes <input type="radio"/> No
Homeless * <input type="radio"/> Yes <input type="radio"/> No (Show Detailed Instructions)	At Risk of Homelessness * <input type="radio"/> Yes <input type="radio"/> No	Urban or Rural * <input type="radio"/> Urban <input type="radio"/> Rural (Lookup RUCA by Zip Code) / (Lookup RUCA by State/County/Tract Code)

Failed to Find Employment After Using WIOA Title I * <input type="radio"/> Yes <input type="radio"/> No	Low Literacy Skills * <input type="radio"/> Yes <input type="radio"/> No	Low Employment Prospects * <input type="radio"/> Yes <input type="radio"/> No
Limited English Proficiency * <input type="radio"/> Yes <input type="radio"/> No	Formerly Incarcerated? * <input type="radio"/> Yes <input type="radio"/> No	

Most In Need Waiver Factors

Severe Disability * <input type="radio"/> Yes <input type="radio"/> No Date Severe Disability Last Updated * <input type="text" value="mm/dd/yyyy"/>	Frail * <input type="radio"/> Yes <input type="radio"/> No Date Frail Last Updated * <input type="text" value="mm/dd/yyyy"/>	75 or Older * <input checked="" type="radio"/> Yes <input type="radio"/> No Low Literacy Skills * <input type="radio"/> Yes <input type="radio"/> No Date Low Literacy Skills Last Updated * <input type="text" value="mm/dd/yyyy"/>	Formerly Incarcerated? * <input type="radio"/> Yes <input type="radio"/> No
Severely Limited Employment Prospects in Area of Persistent Unemployment * <input type="radio"/> Yes <input type="radio"/> No Date Severely Limited Employment Prospects in Area of Persistent Unemployment Last Updated * <input type="text" value="mm/dd/yyyy"/>	Old Enough but Not Receiving SS Title II * <input type="radio"/> Yes <input type="radio"/> No Date Old Enough but Not Receiving SS Title II Last Updated * <input type="text" value="mm/dd/yyyy"/>		
Limited English Proficiency * <input type="radio"/> Yes <input type="radio"/> No Date Limited English Proficiency Last Updated * <input type="text" value="mm/dd/yyyy"/>			

Other Characteristics

Public Assistance

Receiving Temporary Assistance for Needy Families (TANF) *

☐ Yes
☐ No

Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI) Status *

☐ SSI
☐ SSDI
☐ SSI and SSDI
☐ SSI and Ticket Holder
☐ SSDI and Ticket Holder
☐ Both SSI and SSDI and a Ticket Holder
☐ Does not meet above conditions

Receiving Supplemental Nutrition Assistance (SNAP) *

☐ Yes
☐ No

Subsidized Housing *

☐ Yes
☐ No

State or Local Welfare (General Assistance) *

☐ Yes
☐ No

Other Public Assistance Recipient *

☐ Yes
☐ No

Unemployment Compensation Eligibility Status *

☐ Claimant Referred by Reemployment Services and Eligibility Assessment (RESEA)
☐ Claimant Referred by Worker Profiling and Reemployment Services (WPRS)
☐ Claimant Not Referred by RESEA or WPRS
☐ Exhaustee
☐ Claimant is Exempt
☐ Neither Claimant nor Exhaustee

Participant Characteristics Comments

0 / 2000

Veteran Status

☒ Yes
☐ No
☐ Status not known

Eligible Veteran Status

☐ Served less than 180 days
☒ Eligible veteran
☐ Spouse of Veteran
☐ Not eligible
[\(Show Detailed Instructions\)](#)

Veteran, Post-9/11 Era *

☐ Yes
☐ No

If a user selects **Yes** for **Veteran Status**, they must also respond to the **Eligible Veteran Status** and **Veteran, Post 9/11 Era** questions. If they select **No** for **Veteran Status**, these two questions will be grayed out and not editable.

Individual with a Disability

Individual with a Disability

☒ Yes
☐ No
☐ Participant did not self-identify
[\(Show Detailed Instructions\)](#)

Disability Reported As *

☐ Self Reported
☐ Is Documented

If a user selects *Participant did not self-identify* for **Individual with a Disability**, the question **Has the individual received services funded by the State Development Disabilities Agency (SDDA)?** will be grayed out and not editable.

Homeless

If a user selects **Yes** for **Homeless**, the **At Risk of Homelessness** field automatically selects **No** and is grayed out.

Homeless *

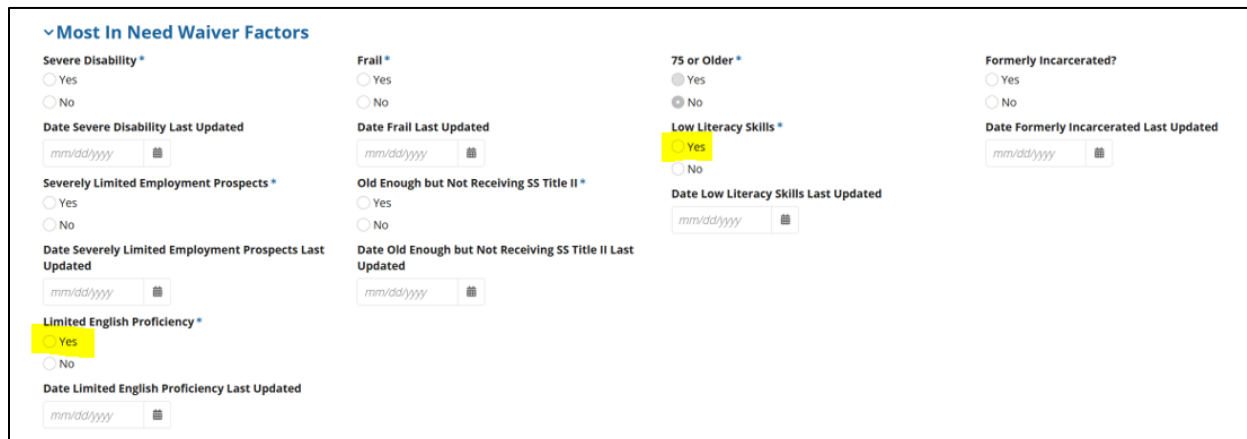
☒ Yes
☐ No
[\(Show Detailed Instructions\)](#)

At Risk of Homelessness *

☐ Yes
☒ No

Limited English Proficiency

If a user selects Yes for **Limited English Proficiency**, the **Primary Language** field appears and is mandatory. Please note that users cannot select Yes for both **Limited English Proficiency** and **Low Literacy Skills** characteristics.



Most In Need Waiver Factors

Severe Disability *
☐ Yes
☐ No
 Date Severe Disability Last Updated: mm/dd/yyyy

Frail *
☐ Yes
☐ No
 Date Frail Last Updated: mm/dd/yyyy

75 or Older *
☐ Yes
☐ No
Low Literacy Skills *
☐ Yes
☐ No
 Date Low Literacy Skills Last Updated: mm/dd/yyyy

Formerly Incarcerated?
☐ Yes
☐ No
 Date Formerly Incarcerated Last Updated: mm/dd/yyyy

Severely Limited Employment Prospects *
☐ Yes
☐ No
 Date Severely Limited Employment Prospects Last Updated: mm/dd/yyyy

Old Enough but Not Receiving SS Title II *
☐ Yes
☐ No
 Date Old Enough but Not Receiving SS Title II Last Updated: mm/dd/yyyy

Limited English Proficiency *
☒ Yes
☐ No
 Date Limited English Proficiency Last Updated: mm/dd/yyyy

Urban or Rural

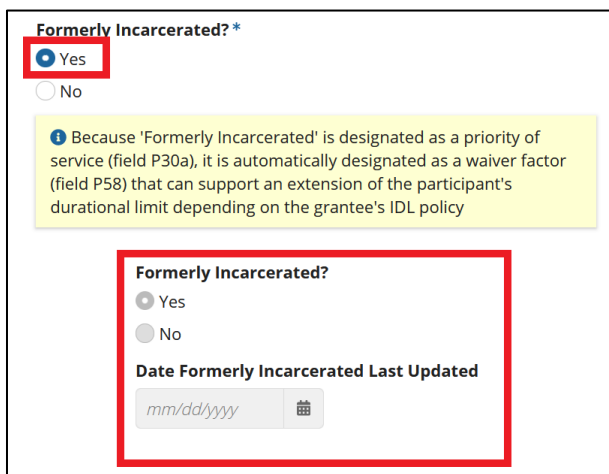
The field for **Urban and Rural** is automatically populated using the zip code of the mailing address entered in the case's *Intake* screen.

Formerly Incarcerated

If a user selects Yes for **Formerly Incarcerated?** under **Priority of Service**, the following text displays below the field in a yellow text box:

“Because ‘Formerly Incarcerated’ is designated as a priority of service (field P30a), it is automatically designated as a waiver factor (field P58) that can support an extension of the participant’s durational limit depending on the grantee’s IDL policy.”

Additionally, the **Formerly Incarcerated?** field under **Most in Need Waiver Factors** automatically selects Yes and is grayed out, along with **Date Formerly Incarcerated Last Updated**.



Formerly Incarcerated? *
☒ Yes
☐ No

Because 'Formerly Incarcerated' is designated as a priority of service (field P30a), it is automatically designated as a waiver factor (field P58) that can support an extension of the participant's durational limit depending on the grantee's IDL policy

Formerly Incarcerated?
☐ Yes
☐ No
Date Formerly Incarcerated Last Updated
 mm/dd/yyyy

If a user selects *No* for **Formerly Incarcerated?** under **Priority of Service**, the **Formerly Incarcerated?** field under **Most in Need Waiver Factors** becomes required. If *Yes* is selected for that field, **Date Formerly Incarcerated Last Updated** becomes required as well.

Formerly Incarcerated? *

☐ Yes

☒ No

Formerly Incarcerated? *

☒ Yes

☐ No

Date Formerly Incarcerated Last Updated *

mm/dd/yyyy

Veteran Status *

☐ Yes

☐ No

☐ Status not known

Eligible Veteran Status *

☐ Served less than 180 days

☐ Eligible veteran

☐ Spouse of Veteran

☐ Not eligible

[\(Show Detailed Instructions\)](#)

Veteran, Post-9/11 Era

☐ Yes

☒ No

Individual with a Disability *

☐ Yes

☐ No

☐ Participant did not self-identify

[\(Show Detailed Instructions\)](#)

Disability Reported As

☐ Self Reported

☐ Is Documented

Received services funded by the State Development Disabilities Agency (SDDA)

☐ Yes

☐ No

Homeless *

☐ Yes

☐ No

[\(Show Detailed Instructions\)](#)

At Risk of Homelessness *

☐ Yes

☐ No

Urban or Rural *

☐ Urban

☐ Rural

[\(Lookup RUCA by Zip Code\) / \(Lookup RUCA by State/County/Tract Code\)](#)

This section provides a number of links which give more detailed explanations for these characteristics, plus a lookup table for the **Urban or Rural** section.

1.4 Other Enrollment Information

The following screen is to identify any associated **Co-Enrollments in Other Program Services**.

Enter Case Details

Intake Eligibility Characteristics **Other Enrollment Information**

Participant Summary

Participant Name	Participant ID	State	Case ID
Adrian Allweather	CMS010005587	New Jersey	10869116
Grant Number	Age	County	Enrollment Date
AD37226216001	73	Somerset County	

Co-Enrollment in Other Program Services (Select as many as apply)

☐ None

Co-Enrollment in WIOA Adult Formula program?

☐ Yes, Local Formula

☐ Yes, Statewide

☐ Yes, Both Local Formula and Statewide

☐ No

Co-Enrollment in Title II Adult Education (WIOA)?

☐ Yes

☐ No

☐ Unknown

Co-Enrollment in National Farmworker Jobs Program?

☐ Yes

☐ No

Co-Enrollment in Indian and Native American Programs?

☐ Yes

Co-Enrollment in Vocational Education program?

☐ Yes

☐ No

☐ Unknown

Co-Enrollment in WIOA Vocational Rehabilitation program?

☐ Yes

☐ VR1

☐ Both VR and VR1

☐ No

☐ Unknown

Co-Enrollment in Wagner-Peyser Employment Service program?

☐ Yes

☐ Reportable Individual

☐ No

☐ Unknown

☐ No

Co-Enrollment in Veterans' Programs?

☐ Yes, DVOP Specialist

☐ Yes, LVER Specialist

☐ No

☐ Unknown

Receiving Employment and Training Services Related to SNAP?

☐ Yes

☐ No

Co-Enrollment in Other WIOA or Non-WIOA Programs?

☐ Yes, Other WIOA or Non-WIOA Programs

☐ I/DD, MH or other disability programs

☐ No

If Other, please Specify

Participant Interest Job Code

Job Codes

--Select at most 3 Job Codes--

Comments

0 / 2000

Program Introduction

Pre-Assessment Date

Program Overview Date

Selecting *None* deactivates all other fields in this section and automatically populates them as *No*.

Co-Enrollment in Other Program Services (Select as many as apply)

☒ None

Co-Enrollment in WIOA Adult Formula program?

☐ Yes, Local Formula

☐ Yes, Statewide

☐ Yes, Both Local Formula and Statewide

☒ No

Co-Enrollment in Vocational Education program?

☐ Yes

☒ No

☐ Unknown

Co-Enrollment in WIOA Vocational Rehabilitation program?

☐ Yes

You can select up to three areas of interest from the **Participant Interest Job Code** dropdown list.

Note: Both the **Pre-Assessment Date** and the **Program Overview Date** must

- occur after the **Application Date** and
- not occur in the future based on the date of data entry.

Program Introduction

Pre-Assessment Date

mm/dd/yyyy

Program Overview Date

mm/dd/yyyy

1.5 Intake Checklist

You can track the status of the case intake process using the *Intake Checklist*, displayed below.

Element of the intake process that are complete are marked by a green check mark. If all required elements have not been completed, the section text appears as a hyperlink that, when clicked, navigates you to the selected section.

Intake Checklist	
Action Items	
Eligibility	✓
Characteristics	✓
Other Enrollment	✓
Program Introduction	✓

2. Assignments

Upon approval of the applicant's eligibility by the Supervisor, the status changes to *Eligible*. Now the assignments can be added to the participant. Assignments can be added, edited, or deleted even after a participant has exited the program. Some of these functions are only available at the level of Supervisor or higher.

The *Assignments* tab displays all assignments for the participant with an **Assignment ID**, **Assignment Date**, **Assignment End Date**, and **Host Agency Name**.

Adrian Allweather (Case ID: 10869116)

Summary **Assignments** Participant Required Actions Participant History Extensions Related Actions

Pending Pending Eligibility Approval **Eligible** Active Pending Recertification Exited - In Follow-Up Exited - Closed Locked

Participant Summary

Participant Name Adrian Allweather	Participant ID CMS010005587	State New Jersey	Case ID 10869116
Grant Number AD37226216001	Age 73	County Somerset County	Enrollment Date

Assignments

Assignment Id	Assignment Date	Assignment End Date	Host Agency Name
No Assignments available			

Clicking **Add Assignment** when there are incomplete elements of the intake process navigates you to the *Assignment Checklist* screen, where you can confirm the completion status of action items in the checklist (Intake, Eligibility, Characteristics, Other Enrollment information).

For action items that have not been completed, clicking the unchecked action item (in this example, Characteristics) navigates you to the relevant screen. Some of the fields that were not mandatory during enrollment are mandatory for adding assignments.

Assignment Checklist

Action Items	
Intake	<input checked="" type="checkbox"/>
Eligibility	<input checked="" type="checkbox"/>
Characteristics	<input type="checkbox"/>
Other Enrollment Information	<input checked="" type="checkbox"/>

After completing all mandatory (*) fields, click **Save + Close**. Once the pending action items are completed, all action items in the *Intake Checklist* are marked with a green check mark. You can then add assignments to the participant's record.

Intake Checklist

Action Items	
Eligibility	<input checked="" type="checkbox"/>
Characteristics	<input checked="" type="checkbox"/>
Other Enrollment	<input checked="" type="checkbox"/>
Program Introduction	<input checked="" type="checkbox"/>

2.1 Add Assignments

To add an assignment:

1. Click **Add Assignment**.



Belinda Chesterfield (Case ID: 10869117)

Summary Assignments Participant Required Actions Participant History Extensions Related Actions

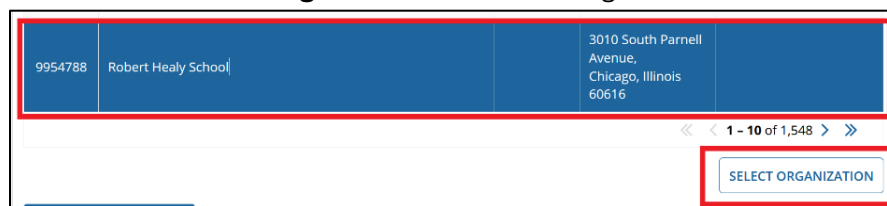
ADD ASSIGNMENT ADD TO WAITLIST

2. Enter the information into the fields on the screen. The **Assignment Date** should not be before the **Eligibility Determination Date**.

3. Click **Search**.

4. Choose **one** of the following options:

- a. Select the agency from the search results: This will display the **Select Organization** button. Click **Select Organization** to add the organization to the Host Agency field.



9954788	Robert Healy School	3010 South Parnell Avenue, Chicago, Illinois 60616
---------	---------------------	--

<< < 1 - 10 of 1,548 > >>

SELECT ORGANIZATION

- b. Click **Add New Host Agency**: This will redirect you to the *Add Organization* screen, where you can enter the host agency information before clicking **Add**.

5. Complete all mandatory fields and click **Save**.

Optional fields—such as **Assignment End Date**, **Job Code**, **Workers' Comp Code at Host Agency**—do not have an asterisk (*) next to the field name. Refer to the screenshot below highlighting a required field and an optional field.



Assignment Date *

01/01/2023

Assignment Start Date *

01/01/2023

Assignment End Date

11/30/2024

Host Agency *

SQL Code Shop

Site Name and Location

Santa Fe Mall

Survey Contact ? *

Dr. Lovelace, Ada

Mandatory fields are marked with an asterisk.

Optional fields are not marked with an asterisk.

2.2 Edit Assignments

Assignment details can be edited after they are initially saved. To edit an assignment:


1. Go to the *Assignments* tab.
2. If the participant has multiple assignments, select the **Assignment ID** of the assignment you wish to modify.

Assignments			
Assignment Id	Assignment Date	Assignment End Date	Host Agency Name
10852939	10/16/2020	02/03/2022	ECHO INC
10890020	02/03/2022		Lower Valley Senior Center

3. Click **Edit** on the right side of the screen to make the fields “active” and able to be modified.

Assignment Details | [Approved Breaks](#) | [Training and Services](#) | [Paid Hours](#)

Assignment Details



Assignment Details

Assignment Date *
10/24/2024 X

Assignment Start Date *
10/24/2024 X

Assignment End Date
10/25/2024 X

Job Code
Please select a Job Code

Workers' Comp Code at Host Agency
Type Workers' Comp Code at Host Agency here

Host Agency *
Penn Asian Senior Services Inc. - Old York Rd. X

Site Name and Location
Type Site Name and Location here

Survey Contact *
Ms. Hu Xi

[+] New Survey Contact

Supervisor
Please select a Supervisor

Select only if Supervisor is different than Contact

Supervisor Funding Source Type
☐ Federal
☐ Non-federal

Participant's Schedule
Type Participant's Schedule here

Assigned To *
☐ Grantee or sub-recipient/ local project
☐ Workforce Partner
☒ Other host agency

CSA Code Type *
☐ General
☒ Elderly

CSA Code *
E2: Health and Home Care

CSA Title
Type CSA Title here

Comments *
Type comments here

CANCEL SAVE

4. Select the field(s) you wish to modify and make your changes. For example, in the screenshot below, details have been added to the **Participant's Schedule**.

Supervisor Funding Source Type

☒ Federal

☐ Non-federal

Participant's Schedule

Monday: 9 AM to 5 PM.
Tuesday: 12 PM to 4 PM.
Wednesday: 9 AM to 5 PM.
Thursday: 12 PM to 4 PM.
Friday: 9 AM to 5 PM.
Budgeted for 40 hours, but adjusted to accommodate medical appointments.

- Click **Cancel** to reject the changes or **Save** to modify the assignment details.

Assignment Details | Approved Breaks | Training and Services | Paid Hours

Assignment Details

Assignment Date	01/01/2023	Host Agency	SQL Code Shop
Assignment Start Date	01/01/2023	Site Name and Location	Santa Fe Mall
Assignment End Date		Survey Contact	Dr. Lovelace, Ada
Job Code	Computer and Mathematical Occupations	Supervisor	
Workers' Comp Code at Host Agency	12345	Supervisor Funding	Federal
		Source Type	
		Participant's Schedule	Monday: 9 AM to 5 PM. Tuesday: 12 PM to 4 PM. Wednesday: 9 AM to 5 PM. Thursday: 12 PM to 4 PM. Friday: 9 AM to 5 PM. Budgeted for 40 hours, but adjusted to accommodate medical appointments.

2.3 Delete Assignments

Assignments can be deleted after they are initially created. To delete an assignment:

- Go to the *Assignments* tab.
- If the participant has multiple assignments, select the **Assignment ID** of the assignment you wish to delete.
- To start the deletion process, click the **Delete** icon (🗑️).
- A confirmation message appears: "Confirmation: Are you sure you want to delete this assignment?"
- Click **Yes** to remove the selected assignment from the participant.

If a participant has multiple assignments and is in the *Active*, *Active – On Break*, *Exited – In Follow-Up*, or *Active – Closed* status, you can remove listed assignments.

However, if the participant is in the *Exited – In Follow Up* or *Exited – Closed* status and only has one assignment listed, you will see a warning flag that states: "You cannot delete the only remaining assignment for an exited participant. Delete the exit before removing the assignment." (Deleting the Exit will change the participant's status back to *Eligible*.)

Assignments			
Assignment Id	Assignment Date	Assignment End Date	Host Agency Name
10928926	08/10/2023	10/23/2023	ALTSD-Long-Term Ombudsman Program-Las Cruces Office

You cannot delete the only remaining assignment for an exited participant. Delete the exit before removing the assignment

Some optional fields are linked to other parts of the system, so if you edit them you will see a warning flag.

3. Add Services

Once the participant enrolls in the program, participants can avail themselves of any of the services listed in *Service Details* to get trained for employment.

To add a new service:

1. Click **Add Assignment Service** in the upper right-hand corner of the *Assignments* tab or on the *Related Actions* tab.



Abdullah Abu Bakr (Case ID: 10886043)

ADD ASSIGNMENT ADD ASSIGNMENT SERVICE ADD BREAK ...

Summary Assignments Participant Required Actions Participant History Extensions Related Actions

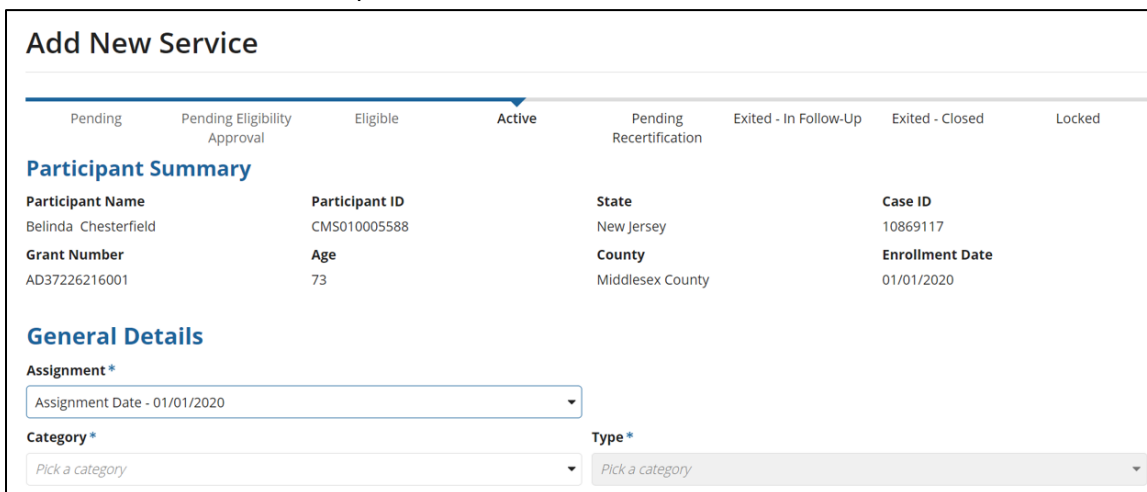
Add Assignment

Add Assignment Service

Add Break

Manage Waiver Factors

2. Either of these actions will open a new *Add New Service* screen:



Add New Service

Pending Pending Eligibility Approval Eligible Active Pending Recertification Exited - In Follow-Up Exited - Closed Locked

Participant Summary

Participant Name	Participant ID	State	Case ID
Belinda Chesterfield	CMS010005588	New Jersey	10869117
Grant Number	Age	County	Enrollment Date
AD37226216001	73	Middlesex County	01/01/2020

General Details

Assignment*

Assignment Date - 01/01/2020

Category*

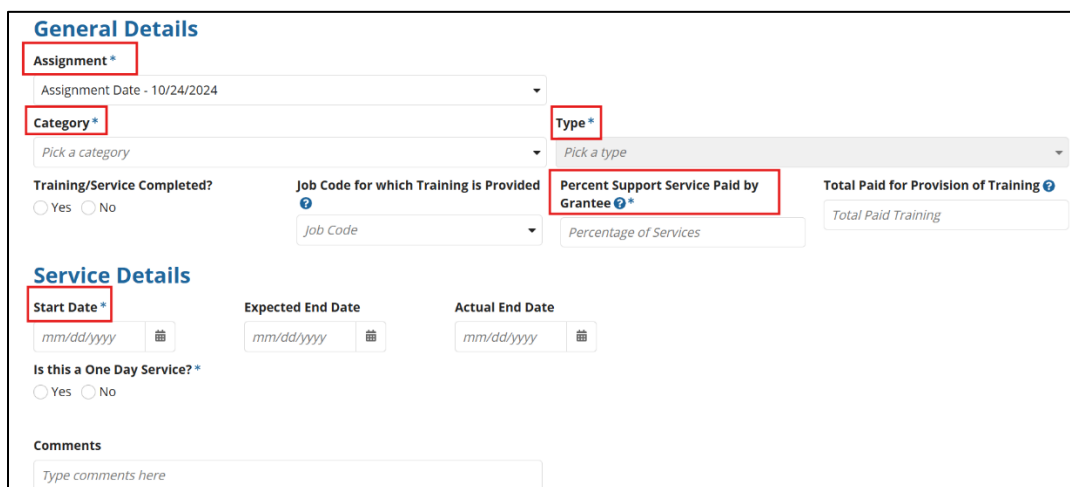
Pick a category

Type*

Pick a category

3. Select the **Category** and **Type** of Education and Training or Supportive Services provided, along with the **Percent Support Service Paid by Grantee**. Then enter the **Start Date** under

the *Service Details* section.



General Details

Assignment *
Assignment Date - 10/24/2024

Category *
Pick a category

Type *
Pick a type

Training/Service Completed?
☐ Yes ☐ No

Job Code for which Training is Provided
Job Code

Percent Support Service Paid by Grantee *
Percentage of Services

Total Paid for Provision of Training
Total Paid Training

Service Details

Start Date *
mm/dd/yyyy

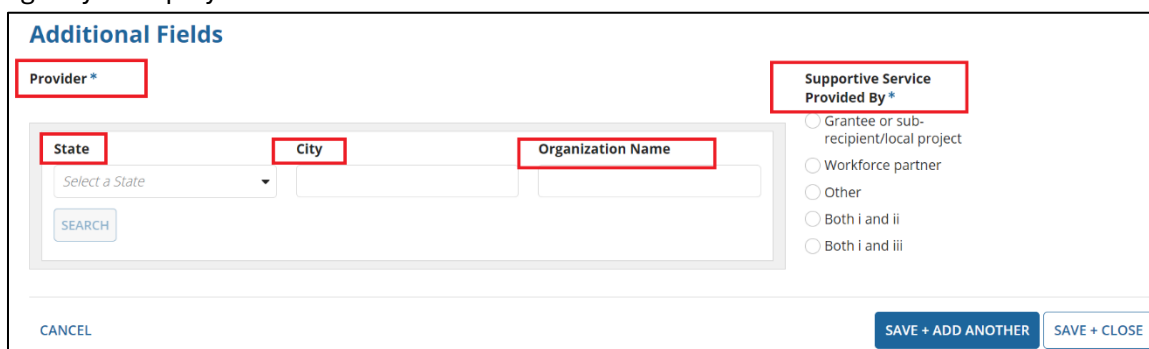
Expected End Date
mm/dd/yyyy

Actual End Date
mm/dd/yyyy

Is this a One Day Service? *
☐ Yes ☐ No

Comments
Type comments here

4. Optional fields for **Training/Service Completed**, **Job Code for which Training is Provided**, **Participant's Compensation Training Code** and **Total Paid for Provision of Training** can be entered when adding a new assignment service, or by editing the Training and Service Details of an existing service.
5. The bottom section of this screen has additional fields. To display a list of service providers, enter the following and select **Search**:
 - a. State
 - b. City
 - c. Organization name
6. From the list of results, select an agency and click **Select Organization**. The selected agency is displayed in the **Provider** field.



Additional Fields

Provider *

State
Select a State

City

Organization Name

Supportive Service Provided By *

☐ Grantee or sub-recipient/local project

☐ Workforce partner

☐ Other

☐ Both i and ii

☐ Both i and iii

SEARCH

CANCEL **SAVE + ADD ANOTHER** **SAVE + CLOSE**

7. To add another service, click **Save + Add Another**.
8. To save the current service without adding another, click **Save + Close**.
9. If the participant has consented to be in the study of the Sector Demonstration pilot, two additional options appear in the **Type** field: *Demo Occupational Skills Training (OST)* and *Demo On-the-job-Training (OJT)*.

10. If either of those options are selected, fewer fields appear under the *General Details* section of the form. Moreover, different fields appear under the *Service Details* and *Additional Fields* sections.

General Details

Assignment*

Assignment Date - 01/01/2024

Category*

Education and Training

Type*

Pick a type

Training/Service Completed?

☐ Yes ☐ No

Job Code for which Training is Provided

Participant's Compensation Training Code

Percent Support Service Paid by Grantee

Total Paid for Provision of Training

General Details

Assignment*

Assignment Date - 01/01/2024

Category*

Education and Training

Type*

Demo Occupational Skills Training (OST)

Service Details

Start Date*

End Date

Completed Training

☐ Yes ☐ No

Comments

Type comments here

Additional Fields

Provider*

State

City

Organization Name

Hours per week*

Planned Hours*

Actual Hours

Occupation of Demonstration Training*

OST Code

Any third-party certification received (include name)

Any third-party certification received (include name)

CANCEL

SAVE + ADD ANOTHER

SAVE + CLOSE

Added services are updated in **Training and Services**, as shown below:

Assignment Details | [Approved Breaks](#) | **Training and Services** | [Paid Hours](#)

Assignment Details

Assignment Date 01/01/2020

Assignment Start Date 01/01/2020

Host Agency Franklin Park Internet Cafe

Site Name and Location Franklin Park Research Park

Assigned To Grantee or sub-recipient/ local project

Assignment Details | [Approved Breaks](#) | **Training and Services** | [Paid Hours](#)

Training and Services

Category	Type	Provider	Start Date	End Date
Education and Training	Educational Remediation and Literacy	Pennsylvania CareerLink J/K	09/25/2024	10/21/2024

To edit the information displayed, click **Edit**.

Note:

- The **Provider** field is required for Education and Training category services but is optional for Supportive Services.
- If a participant is on break, only a Supportive Service may be added.

- If a previous Education and Training service exists that was created while the participant was not on break, the service cannot be edited while the participant is on break. To edit the service, the participant must be temporarily taken off break. Following the edit, the participant should be put back on break.

4. Breaks

4.1 Add Break

1. To add a break to a participant (with a status of either active or exited), click **Add Break**. For cases with a status of *Active*, you can also add a break from the *Related Actions* tab.



Dennis Brownfield (Case ID: 10879664)

ADD ASSIGNMENT ADD ASSIGNMENT SERVICE **ADD BREAK** ...

Summary Assignments Participant Required Actions Participant History Extensions Related Actions

2. Enter the break information, then click **Save**.
 - a. Break start dates may not be later than the end of the assignment end date. An error message is displayed if the start date of the break does not meet this requirement.



Break in Service Details

Assignment *
01/01/2020 -

Approved Break Start Date *
mm/dd/yyyy

Expected End Date
mm/dd/yyyy

Actual End Date
mm/dd/yyyy

Reason for Approved Break in Participation? *
☐ Family/Health
☐ Personal
☐ Administrative
☐ Right of Return
☐ Other

Comments
 0 / 2000

Is Documentation Provided?
☐ Yes
☐ No

- b. For an Active participant, the status changes to *Active-On Break* when a break record is entered, and no **Actual End Date** has been entered.



Pending Pending Eligibility Approval Eligible **Active - On Break** Pending Recertification Exited - In Follow-Up Exited - Closed Locked

3. When entering a break for a participant in *Exited-Closed* or *Exited-In Follow-Up* status, the **Actual End Date** is required before the break can be saved. For a participant in *Active* status, **Actual End Date** is optional when creating the break but must be entered before the assignment can be ended or an exit is entered.
4. A break cannot be added to a case that was exited, with the reason for exit of *Durational Limit*. To enter a missing break, the exit must first be deleted before adding the break.

5. To verify and edit approved breaks, click **Approved Breaks**.

[Assignment Details](#)
[Approved Breaks](#)
[Training and Services](#)
[Paid Hours](#)


Approved Breaks

Break Id	Start Date	Expected End Date	Actual End Date ↓	Reason for Approved Break	Is Documentation Provided?
9687760	03/01/2020	04/01/2020		Family/health	Yes

6. Click the **Break ID** (which is formatted as hyperlinked text) to display the *Break in Services* details screen.
7. Click **Edit** to modify the details of the break record.
8. At the bottom of the screen, the **Cancel** and **Save** buttons allow you to negate the changes or save the changes.

4.2 Delete Break

Users can delete approved breaks without contacting SCSEP Help.

1. Click **Assignments**.
2. Click **Approved Breaks**.
3. Click the **Delete Break** icon ().

The deletion or end of the break is reflected in all relevant reports and the case is once again reported as active.

5. Manage Paid Hours

The participant's paid hours can be edited here.

1. Click **Manage Paid Hours**. You can also navigate to this screen from the *Related Actions* tab.

		ADD ASSIGNMENT	ADD ASSIGNMENT SERVICE	ADD BREAK	...
Extensions	Related Actions	Manage Paid Hours			

2. This screen displays information about the **Host Agency Name** and **Assignment Start Date**.
3. Enter the number of hours for each activity in the associated quarter.
 - a. You can also add paid hours for the previous program year. To access previous program years, select the appropriate year from the **Program Year** dropdown list.
 - b. Once the number of hours has been entered, the **Total Hours** is updated.

- Click **Submit** to save the data entered.

Total Hours Paid in Quarter

Program Year: 2023

Host Agency Name	Assignment Start Date	Assignment End Date	Program Year	Total Hours	Q1	Q2	Q3	Q4
Hope Haven Ministries Inc.	12/01/2022		2023	PRA Activities				
				Paid Training (In Person)				
				Paid Training (Remote)				
				Paid CSA (In Person)	186			
				Paid CSA (Remote)				
				Paid Sick Leave				
				Total Hours	186	0	0	0

CLOSE

- If a participant has an approved break which spans an entire quarter, hours may only be entered into the PRA activities and Paid Sick Leave categories.

Total Hours	Q1	Q2	Q3	Q4
PRA Activities				
Paid Training (In Person)				
Paid Training (Remote)				
Paid CSA (In Person)				
Paid CSA (Remote)				
Paid Sick Leave				
Total Hours	0	0	0	0

6. Participant Required Actions

On the *Participant Required Actions* screen, you can enter data to record orientation, physical exam, safety consultation or assessment records for participants. Once entered and saved, this information will appear on the *Participant Required Actions* screen under its respective header.

Summary Assignments **Participant Required Actions** Participant History Extensions Related Actions

Pending Pending Eligibility Approval Eligible **Active** Exited - In Follow-Up Exited - Closed Locked

Participant Summary

Participant Name Dennis Brownfield	Participant ID CMS010013054	State Vermont	Case ID 10879664
Grant Number AD383152260A50	Age 55	County Rutland County	Enrollment Date 07/06/2023
Is Re-Enrolled No			

Orientation Offer Of Physical Exam Participant Safety Consultation Assessment and Re-assessment/IEP Annual Program Overview

6.1 Orientation Details

To add orientation details for a participant:



1. In the *Orientation* section, click the **Add New** button (+).
2. Once the information about the orientation is entered, the **Save** icon becomes visible.



Orientation Details

Instructions

Orientation is required only once, at the beginning of an enrollment and after the assignment date. You may edit the date to correct a data entry error only, but do not update this action.

Orientation Date *	Provided By *
01/01/2020	Somerset County Seniors

- a. Click the **Save** icon () to save the data.
 - b. Click the **Delete** icon () to delete the data.
3. Once data is saved, it will appear on the main *Participant Required Actions* screen under *Orientation*.

6.2 Offer of Physical Exam




Orientation **Offer Of Physical Exam** Participant Safety Consultation | Assessment and Re-assessment/IEP | Annual Program Overview

Physical Exam Details




Instructions

You must offer each participant a free physical examination annually, starting at the beginning of the enrollment. You must enter a new row with a new date each year. Hover over the fields below for definitions and more details.

Date of Offer of Physical Exam *	Declined Offer of Physical Exam *	Provided By *
09/07/2023	<input checked="" type="radio"/> Yes <input type="radio"/> No	Mary Ellis

To add physical exam information:

1. In the *Offer of Physical Exam* section, click the **Add New** button ().
2. Once the information about the physical examination offer is entered, the **Save** icon becomes visible.
 - a. Click the **Save** icon () to save the data.
 - b. Click the **Delete** icon () to delete the data.



6.3 Safety Consultation Details

[Orientation](#) | [Offer Of Physical Exam](#) | **Participant Safety Consultation** | [Assessment and Re-assessment/IEP](#) | [Annual Program Overview](#)




Participant Safety Consultation

Instructions

You must provide an annual safety consultation to each participant at their host agency assignment, starting at the beginning of the first assignment. You must enter a new row with a new date each year or sooner if the participant starts a new assignment.

Participant Safety Consultation Date *	Provided By *		
09/07/2023	Mary Ellis		
Add New			



To add safety consultation details for a participant:

1. In the *Participant Safety Consultation* section, click the **Add New** button ().
2. Once the information for the safety consultation is added, the **Save** icon becomes visible.
 - a. Click the **Save** icon () to save the data.
 - b. Click the **Delete** icon () to delete the data.

Participant Safety Consultation

Instructions

You must provide an annual safety consultation to each participant at their host agency assignment, starting at the beginning of the first assignment. You must enter a new row with a new date each year or sooner if the participant starts a new assignment.

Participant Safety Consultation Date *	Provided By *		
08/23/2023	Amy Kelly		

6.4 Assessment Details

Orientation | Offer Of Physical Exam | Participant Safety Consultation | **Assessment and Re-assessment/IEP** | Annual Program Overview

Assessment/IEP Details

Instructions

You must conduct an assessment of each participant at least twice in a 12-month period, starting at the beginning of the enrollment. Each assessment or re-assessment must be followed by an update of the participant's IEP. As part of the assessment, you must also indicate: if the participant needs any supportive services; the date on which you last provided transition planning if required; and whether the participant has adequate internet connectivity and a device for remote assignments and training. You must enter a new row with a new date each time you do a reassessment. Hover over the fields below for definitions and more details.

Assessment (Re-assessment) Date *	Supportive Services Needed? *	Transition Planning	IEP Date	Provided By *		
09/07/2023	<input type="radio"/> Yes <input checked="" type="radio"/> No		09/07/2023	Mary Ellis		
08/30/2023	<input type="radio"/> Yes <input checked="" type="radio"/> No		08/30/2023	Mary Ellis		

+ Add New

To add assessment details for a participant:

1. In the *Assessment and Re-assessment/IEP* section, click the **Add New** button ().
2. Once the information is entered, the **Save** icon becomes visible.
 - a. Click the **Save** icon () to save the data.
 - b. Click the **Delete** icon () to delete the data.

6.5 Annual Program Overview

An optional **Annual Program Overview** field captures annual updates where participants are reminded of policies and services.

Participant Summary

Participant Name Dennis Brownfield	Participant ID CMS010013054	State Vermont	Case ID 10879664
Grant Number AD383152260A50	Age 55	County Rutland County	Enrollment Date 07/06/2023
Is Re-Enrolled No			

Orientation | Offer Of Physical Exam | Participant Safety Consultation | Assessment and Re-assessment/IEP | **Annual Program Overview**



Annual Program Overview

Description	Date	Updated by
No items available		

+ Add New

To add Annual Program Overview details for the participant:

1. In the *Annual Program Overview* section, click the **Add New** button ().

2. Once the **Description** is entered, the **Date** will automatically be populated with the current date, and **Updated by** will automatically be populated with the name of the person who entered the **Description**.
3. The **Save** icon becomes visible:
 - a. Click the **Save** icon () to save the data.
 - b. Click the **Delete** icon () to delete the data.

7. Participant History

The *Participant History* screen displays separate tables based on records associated with a given case.

leila userguide recert (Case ID: 10886805)

Summary
Assignments
Participant Required Actions
Participant History
Extensions
Related Actions

Pending
Pending Eligibility Approval
Eligible
Active
Exited - In Follow-Up
Exited - Closed

Participant History

Case Id	Grantee	Sub-Grantee	Application Date	Status	Exit Date
10869111	National Older Workers Association (NOWA)	NOWA (New Jersey)	01/01/2020	Exited - In Follow-Up	12/31/2021

Assignment History

Assignment ID	Assignment Date	Assignment End Date	Host Agency	Host Agency ID
11849743	01/01/2020	12/31/2021	SQL Coders Like Us	10274103

Break History

Break ID	Start Date	Expected End Date	Actual End Date
9687763	02/01/2020	02/15/2020	02/15/2020

The first table presented displays all cases associated with the participant. The table displays the following columns:

1. **Case ID:** The unique case ID for the enrollment
2. **Grantee**
3. **Sub-Grantee**
4. **Application Date**
5. **Status**
6. **Exit Date**

The second table presented is labeled **Assignment History** and displays all assignments associated with the participant's cases. The table displays the following columns:

1. **Assignment ID:** The assignment ID is displayed as a hyperlink. After clicking it, the user is redirected to the assignment screen for the case associated with the assignment.
2. **Assignment Date**
3. **Assignment End Date**
4. **Host Agency Name**
5. **Host Agency ID:** The unique ID for the Host Agency

The third table presented is labeled **Break History** and displays all assignments associated with the participant's assignments. The table displays the following columns:

1. **Break ID:** The unique ID for the break record.
2. **Start Date**
3. **Expected End Date**
4. **Actual End Date**

The fourth table presented is labeled **Placement History** and displays all placements associated with the participant's placement history. The table displays the following columns:

1. **Employer Name**
2. **Employer ID:** The unique identifier for the employer
3. **Start Date**
4. **End Date**
5. **Placement ID:** The unique identifier for the placement record

The fifth table presented is labeled **Training History** and displays all training records associated with the participant's assignments. The table displays the following columns:

1. **Training Provider Name**
2. **Training ID:** The unique ID for the training record
3. **Start Date**
4. **End Date**

8. Related Actions

This section lists the actions that can be performed for a participant. The following table lists actions available based on the case status. (Note: Not all roles are authorized to perform all the actions listed below. See the user role permission matrix for details on available actions by role.)

	Pending	Pending Eligibility Approval	Eligible	Withdrawn	Ineligible	Active	Active – On Break	Waitlist	Locked	Exited – Closed	Exited – In Follow Up
Edit case	X	X	X	X	X	X		X		X	X
Withdrawn	X	X	X		X			X			
Add to waitlist			X								
Manage physical exam						X					
Manage paid hours						X	X			X	X
Move case						X	X				
Transfer case						X	X				
Add participant required action						X				X	X
Recertify case						X	X				
Manage program introduction			X				X				
Manage assignments						X		X		X	X
Add assignment service						X					X
Manage training and services						X					X
Manage breaks in service						X					X
Manage waiver factors	X	X	X			X	X				
Manage extensions					X		X	X			
Add exit							X	X			
Modify exit										X	X
Manage / Add placements / Add placement service											X

8.1 Manage Waiver Factors

Use the form displayed below the summary to enter updates to waiver factors for a selected program year. The **Program Year** dropdown list contains the current and prior program years. The field **75 and Older** is determined based on the date of birth of the participant and is strictly informational.

[Summary](#)
[Assignments](#)
[Participant Required Actions](#)
[Participant History](#)
[Extensions](#)
[Related Actions](#)

Manage Waiver Factors

[Pending](#)
[Pending Eligibility Approval](#)
[Eligible](#)
[Active](#)
[Exited - In Follow-Up](#)
[Exited - Closed](#)
[Locked](#)

Participant Summary

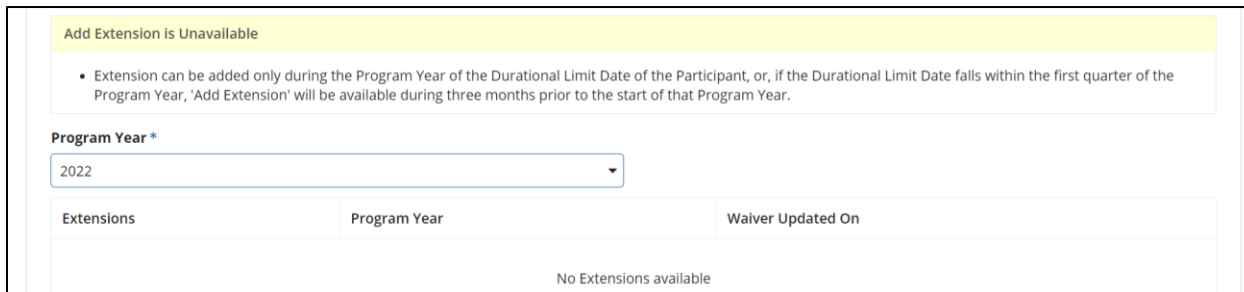
Participant Name leila userguide recert	Participant ID CMS010019646	State American Samoa	Case ID 10886805
Grant Number 24A60AD000206	Age 74	County Eastern District	Enrollment Date 11/22/2022
Is Re-Enrolled No			
Program Year 2024			

Waiver Factors for Program Year 2024

Severe Disability * <input type="radio"/> Yes <input type="radio"/> No	Last Updated Date * <input type="text" value="mm/dd/yyyy"/>
Frail * <input type="radio"/> Yes <input type="radio"/> No	Last Updated Date * <input type="text" value="mm/dd/yyyy"/>
Old Enough but Not Receiving SS Title II * <input type="radio"/> Yes <input type="radio"/> No	Last Updated Date * <input type="text" value="mm/dd/yyyy"/>
Severely Limited Employment Prospects in Area of Persistent Unemployment * <input type="radio"/> Yes <input type="radio"/> No	Last Updated Date * <input type="text" value="mm/dd/yyyy"/>
Limited English Proficiency * <input type="radio"/> Yes <input type="radio"/> No	Last Updated Date * <input type="text" value="mm/dd/yyyy"/>
Low Literacy Skills * <input type="radio"/> Yes <input type="radio"/> No	Last Updated Date * <input type="text" value="mm/dd/yyyy"/>
Formerly Incarcerated * <input type="radio"/> Yes <input checked="" type="radio"/> No	
75 or Older <input type="radio"/> Yes <input checked="" type="radio"/> No	

8.2 Manage Extensions

You can view extensions granted to a participant through the *Extensions* screen.



Add Extension is Unavailable

- Extension can be added only during the Program Year of the Durational Limit Date of the Participant, or, if the Durational Limit Date falls within the first quarter of the Program Year, 'Add Extension' will be available during three months prior to the start of that Program Year.

Program Year *

2022

Extensions	Program Year	Waiver Updated On
No Extensions available		

Once you select a program year, the extension is shown in a table with the following columns:

- **Extensions**
- **Program Year**
- **Waiver Updated On**

If the participant is not eligible for an extension, the following message appears below the participant summary:

"Extensions can be added only during the Program Year of the Durational Limit Date of the Participant, or, if the Durational Limit Date falls within the first quarter of the program year. Add Extension will be available during the three months prior to the start date of that Program Year."

If the participant is eligible for an extension, an **Add** button appears below the participant summary. Clicking **Add** will navigate the Grantee Administrator or Program Analyst to the *Add Extension* screen.

8.3 Add Exit

This form allows you to add an exit to a case. The following fields are among those displayed below the participant summary:



Exit Information

Termination Letter date ⓘ

mm/dd/yyyy

Category of Exit *

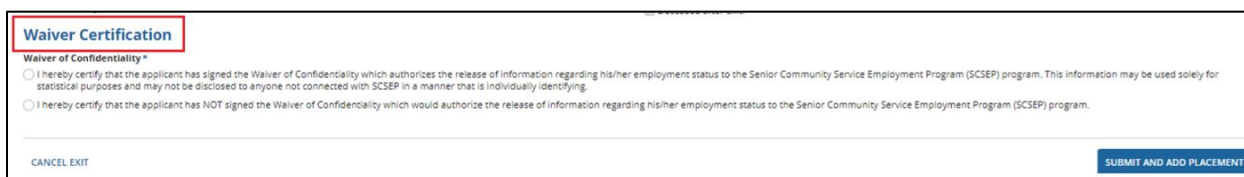
Unsubsidized Employment

Unsubsidized Employment Type *

☐ Regular Employment

☐ Self-Employment

- **Termination Letter date:** A date field that can be entered and edited independently of other exit data and edited if needed. This field is not required. If a user enters a termination letter date and no other exit data, then the user will receive a notification 25 days after the termination letter date is submitted.
- **Category of Exit:** A dropdown list displays two categories of exit:
 - **Unsubsidized Employment:** Displays the **Unsubsidized Employment Type** field and two radio buttons labeled *Regular Employment* and *Self-Employment*.
 - **Other Reason for Exit:** Displays the **Other Reason for Exit** field. Selecting *Exclusions at Exit* displays the **Exclusions at Exit** dropdown list.
- **Waiver of Confidentiality:**
 - Selecting *Unsubsidized Employment* as the **Category of Exit** displays a button labeled **Submit and Add Placement**. Click the button to navigate to the *Placement* screen.
 - Selecting *Other Reason for Exit* as the **Category of Exit** displays a button labeled **Submit and Close**. Note: You cannot select *Durational Limit* as the **Other Reason for Exit** if the participant's **Durational Limit Date** is in the future.



Waiver Certification

Waiver of Confidentiality*

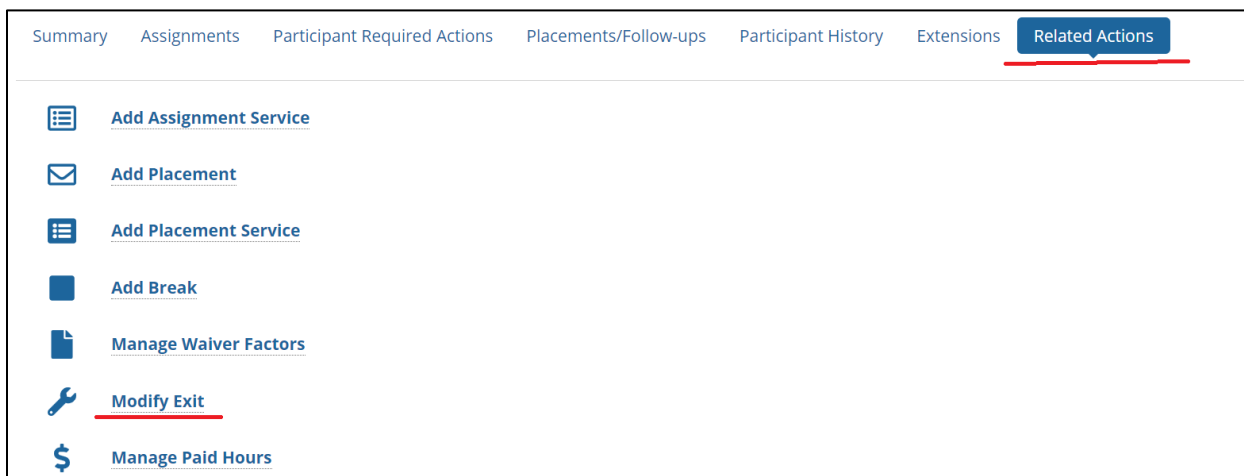
☐ I hereby certify that the applicant has signed the Waiver of Confidentiality which authorizes the release of information regarding his/her employment status to the Senior Community Service Employment Program (SCSEP) program. This information may be used solely for statistical purposes and may not be disclosed to anyone not connected with SCSEP in a manner that is individually identifying.

☐ I hereby certify that the applicant has NOT signed the Waiver of Confidentiality which would authorize the release of information regarding his/her employment status to the Senior Community Service Employment Program (SCSEP) program.








CANCEL EXIT SUBMIT AND ADD PLACEMENT

A button labeled **Cancel Exit** is displayed in the bottom-left corner of the screen. When this button is clicked, the exit is not saved.

This exit data can be modified in the future by selecting **Modify Exit** on the *Related Actions* tab:



Summary Assignments Participant Required Actions Placements/Follow-ups Participant History Extensions **Related Actions**

-  [Add Assignment Service](#)
-  [Add Placement](#)
-  [Add Placement Service](#)
-  [Add Break](#)
-  [Manage Waiver Factors](#)
-  [Modify Exit](#)
-  [Manage Paid Hours](#)

This will present you with the option to either delete or edit the participant's exit.

- To delete the exit, click **Delete** and follow the prompts on the following screens.
- To edit the exit, click **Edit**. The same fields that were available when the exit was added are now available to be edited.

After completing your edits, select one of the choices for **Waiver Certification – Waiver of Confidentiality**, and click **Submit and Close**.

Waiver Certification

Waiver of Confidentiality *

☐ I hereby certify that the applicant has signed the Waiver of Confidentiality which authorizes the release of information regarding his/her employment status to the Senior Community Service Employment Program (SCSEP) program. This information may be used solely for statistical purposes and may not be disclosed to anyone not connected with SCSEP in a manner that is individually identifying.

☐ I hereby certify that the applicant has NOT signed the Waiver of Confidentiality which would authorize the release of information regarding his/her employment status to the Senior Community Service Employment Program (SCSEP) program.

CANCEL EXIT

SUBMIT AND CLOSE

8.4 Add Placement

This section is for adding a placement for the participant. Once the exit has been added to the participant with **Category of Exit** = *Unsubsidized Employment*, the status of the participant changes to *Exited-In Follow-Up*.

The **Is Re-Enrolled** field notes whether the participant has been re-enrolled in SCSEP within 90 days of an exit.


Enter all placement details and click **Submit Placement**:

Start Date * <input type="text" value="mm/dd/yyyy"/>	Self Employed? * <input type="radio"/> Yes <input type="radio"/> No	Host Agency Employer? <input type="radio"/> Yes <input type="radio"/> No
End Date <input type="text" value="mm/dd/yyyy"/>	Employer *	
Site Name and Location	Job Title	Starting Wage per Hour

Note: When **Self-Employed** = Yes, the **Job Code** defaults to *Self-Employment*, and the **Employer** defaults to the participant's first and last name. However, the employer's name can be changed as needed.

Supervisor <input type="text" value="-- Select a supervisor --"/>	Job Code * <input type="text" value="-- Select a job code --"/>	Type of Placement * <input type="radio"/> Full-time <input type="radio"/> Part-time
Was Placement result of a Substantial Service Provided to Employer by Sub-Grantee? * <input type="radio"/> Yes <input type="radio"/> No	Comments <input type="text"/>	Benefits <input type="checkbox"/> Health Insurance <input type="checkbox"/> Sick Leave <input type="checkbox"/> Pension / Profit Sharing <input type="checkbox"/> Vacation <input type="checkbox"/> Transportation <input type="checkbox"/> Room and board <input type="checkbox"/> Other <input type="checkbox"/> None
Did employer provide an OJE training site? * <input type="radio"/> Yes <input type="radio"/> No	0 / 2000	Check all that apply. If "None" is selected, you cannot select any other value.
Training-related Placement? <input type="radio"/> Yes <input type="radio"/> No		

Follow-Up 1 (7/1/2022 - 9/30/2023)


Follow-Up 1 Date
 

Any wages for second quarter after exit quarter?
☐ Yes
☐ No

Follow-Up 1 Notes

0 / 2000

Follow-Up 2 (10/1/2022 - 9/30/2023)


Follow-Up 2 Date
 

Earnings for the Second Quarter After the Exit Quarter?

Follow-Up 2 Notes

0 / 2000

Follow-Up 3 (1/1/2023 - 9/30/2023)

Follow-Up 3 Date
 

Any wages for fourth quarter after exit quarter?
☐ Yes
☐ No

Follow-Up 3 Notes

0 / 2000

[CANCEL PLACEMENT](#)

[SUBMIT PLACEMENT](#)

Once the placement details have been entered, the participant summary is updated.

Pending

Pending Eligibility Approval

Eligible

Active

Pending Recertification

Exited - In Follow-Up

Exited - Closed

Locked

Participant Summary

Participant Name

Georgina Jones

Grant Number

AD37226216001

Participant ID

CM5010005580

Age

73

State

New Jersey

County

Middlesex County

Case ID

10869109

Enrollment Date

01/01/2020

Date of Program Exit

02/01/2022

Placements

Placement ID	Employer	Start Date	Job Title	End Date	Starting Wage per Hour	
13329600	Franklin Park Tech Center	02/02/2022	Programmer		\$20.00	

Placement details can also be filled in later. To fill in the details later, click **Placement/Follow-ups** and click **Add Placement**. Right of Return data can be entered after the placement has been created.

9. Right of Return

To enter Right of Return data:

1. Click on the **Placement ID** number.
2. Scroll down to the *Right of Return* section and click **Edit**.



3. Enter the applicable data and select **Save**.
4. Note:
 - a. Right of Return data cannot be marked as Yes if the participant is attempting to exercise Right of Return more than 90 days after their exit date.
 - b. A participant also cannot exercise the Right of Return if employed in any placement for more than thirty (30) days in a full-time position; however, if they have been placed into a part-time position, they will be able to exercise the Right of Return when employed part-time for more than thirty days in that placement.
 - i. In the image below, the participant was employed full-time for more than thirty days, so he/she will be unable to exercise the Right of Return:



- ii. However, in the next image, this participant was in a part-time (10 hours per week) placement for more than thirty days; therefore, he/she will be allowed the Right of Return:



- c. Right of Return data cannot be saved if the **Placement End Date** is not entered. The following message will appear: "The Right of Return cannot be verified without a

Placement End Date. Please enter the Placement End Date before proceeding."

▲ Right of Return


Has the participant returned to SCSEP within the first 90 days of exit?

☒ Yes

☐ No

The Right of Return cannot be verified without a Placement End Date. Please enter the Placement End Date before proceeding.

Date of Return

11/22/2024 

- After entering the **Date of Return** and clicking **Save**, the status of the participant will change from *Exited-In Follow-Up* to *Active*. The *Participant History* section will display the previous assignment(s) and placement(s) and the participant can now be given a new assignment in the program.

Pending
Pending Eligibility Approval
Eligible
Active
Pending Recertification
Exited - In Follow-Up
Exited - Closed
Locked

Participant Summary

Participant Name Samantha Smith	Participant ID CMS010018533	State New Jersey	Case ID 10885356
Grant Number AD382882260A35	Age 73	County Somerset County	Enrollment Date 01/01/2023
Is Re-Enrolled No			

Participant History

Case Id	Grantee	Sub-Grantee	Application Date	Status	Exit Date
10885356	New Mexico	SCSEP - New Mexico	01/01/2023	Active	

Assignment History

Assignment ID	Assignment Date	Assignment End Date	Host Agency	Host Agency ID
10932695	01/01/2023	02/01/2023	SQL Code Shop	10601994

Placement History

Employer Name	Employer ID	Start Date	End Date	Placement ID
Code Breakers	10602014	02/01/2023	04/30/2023	12262706

- If the **Add Assignment** button is not available, this signifies that not all elements of the Characteristics or Other Enrollment process have been completed. Please navigate to the *Characteristics* and *Other Enrollment* screens to complete the required information.

In the example above, since the date of return was 4/30/2023, the new assignment date should be 4/30/2023 as well. The grantee may allow the participant to continue at the same host agency where they were assigned at the time they exited, or they can start the participant at a new host agency. In either case, since the new assignment date will be more than three days after the end of the previous assignment, the assignment end date of the previous assignment must first be modified to occur the day before the new assignment starts. A break of type "Right of Return" must be added to this assignment to bridge the gap between the two assignments while the participant was employed. (Please refer to the ["Add Break" section of this document](#) for guidance on adding a break.)

Continuing with this example, the approved break start date will be one day after the original assignment end date of 2/1/2023 (i.e., 2/2/2023), and the actual end date will be the same as the revised assignment end date (i.e., 4/29/2023). Grantee may add any desired comments as documentation in the comments box.

Break in Service Details

Assignment *
01/01/2023 - 04/29/2023

Approved Break Start Date *
02/02/2023

Expected End Date
mm/dd/yyyy

Actual End Date
04/29/2023

Is Documentation Provided?
☒ Yes
☐ No

Reason for Approved Break in Participation? *
☐ Family/health
☐ Personal
☐ Administrative
☒ Right of Return
☐ Other

Comments
Participant exited for p/t employment at Code Breakers, starting 2/1/2023.

74 / 2000

Now add the new assignment to complete the Right of Return process:

Participant History					
Case Id	Grantee	Sub-Grantee	Application Date	Status	Exit Date
10885356	New Mexico	SCSEP - New Mexico	01/01/2023	Active	
Assignment History					
Assignment ID	Assignment Date	Assignment End Date	Host Agency	Host Agency ID	
10932695	01/01/2023	04/29/2023	SQL Code Shop	10601994	
10932706	04/30/2023		Covenant House	10274867	
Break History					
Break ID	Start Date	Expected End Date	Actual End Date		
9478280	02/02/2023		04/29/2023		

10. Manage Follow-Ups

Details of follow-up data for a participant who has been placed in unsubsidized employment after exit can be entered in the *Follow-Up Details* section. You can either add details as you are entering placement/follow-up details initially or click **Edit**.

Follow Up Details

Follow-Up 1 (7/1/2022 - 9/30/2023)

Follow-Up 1 Date

Follow-Up 1 Notes

Any wages for second quarter after exit quarter?

Edit

On this form, the date ranges are automatically generated by the system. These are the earliest and latest dates by which the relevant follow-up should be completed. Enter the details for each follow-up for this placement.

The system may make some fields active and others inactive. For example, as seen in the screenshot below, the fields for **Follow-up 2** are inactive since **Follow-up 1** has not yet been completed:



Follow Up Details

Follow-Up 1 (7/1/2022 - 9/30/2023)

Follow-Up 1 Date: mm/dd/yyyy Dates generated by system.

Any wages for second quarter after exit quarter?

☐ Yes

☐ No

Follow-Up 2 (10/1/2022 - 9/30/2023)

Follow-Up 2 Date: mm/dd/yyyy

Earnings for the Second Quarter After the Exit Quarter?

Follow-Up 3 (1/1/2023 - 9/30/2023)

Follow-Up 3 Date: mm/dd/yyyy

Any wages for fourth quarter after exit quarter?

☐ Yes

☐ No

Follow-Up 1 Notes: Active Field

Follow-Up 2 Notes: Inactive Field

Follow-Up 3 Notes:

The screenshot below shows an example of a participant's placement with all three follow-ups completed:



Follow Up Details

Follow-Up 1 (7/1/2022 - 9/30/2023)

Follow-Up 1 Date: 07/05/2022

Any wages for second quarter after exit quarter?

☒ Yes

Follow-Up 2 (10/1/2022 - 9/30/2023)

Follow-Up 2 Date: 10/05/2022

Earnings for the Second Quarter After the Exit Quarter?

\$500.00

Follow-Up 3 (1/1/2023 - 9/30/2023)

Follow-Up 3 Date: 05/01/2023

Any wages for fourth quarter after exit quarter?

☒ Yes

Follow-Up 1 Notes: Georgina has been promoted to Programmer 2 since entering employment with this agency.


Follow-Up 2 Notes: Georgina continues to do well with this placement.

Follow-Up 3 Notes: Georgina has been given mentorship duties with junior programmers at this agency.

11. Add Placement-Related Service

To add a service to a participant who has been placed in unsubsidized employment:

1. Click **Add Placement-Service** in the upper right-hand corner of the *Placements/Follow-ups* tab. The *Add New Service* screen appears, which can also be accessed from the *Related Actions* tab.
2. Enter the information into the fields to add a service. As you complete the *General Details* section, subsequent fields will become active or appear.
3. At the bottom of the screen are **Cancel**, **Save + Add Another**, and **Save + Close** buttons that function here as they do on other screens.

On returning to the participant summary in the *Placements/Follow-ups* tab, any newly added training and services records are listed on the screen. Details are displayed by clicking on the hyperlink name (e.g., **Follow-Up Services**). To delete a record, click the **Delete** icon ().

12. Move/Transfer Case

12.1 Move Case

Case Movement

Cases To Move

Case ID	Participant Name	Participant ID	Sub-Grantee	Case Assigned To	Date of Enrollment	Exit Date	Months in Program	Status
10869114	Franklin Covey	10005585	NOWA (New Jersey)	Fred Smith	1/1/2020		37	Active

Recipient Sub-Grantee

* Grantee

National Older Workers Association (NOWA)

* Sub-Grantee

--Select a Sub-Grantee--

* Grant

-- Select a Grant --

* Case Assigned To

-- Select a Case Manager --

* Movement Effective Date

mm/dd/yyyy

A participant's case can be moved from one sub-grantee to another.

1. The **Grantee** field is filled by default.
2. Selecting a value for the **Sub-Grantee** field will automatically populate the **Grant** field.
3. Enter the **Movement Effective Date**.
4. Select the **Case Manager**.
5. Click **Submit** to move the case.

Upon clicking **Submit**, the **Case Movement** table is updated to reflect the new sub-grantee and case manager:

Case Movement

Cases To Move

Case ID	Participant Name	Participant ID	Sub-Grantee	Case Assigned To	Date of Enrollment	Exit Date	Months in Program	Status
10869114	Franklin Covey	10005585	NOWA (California)	Fred Smith	1/1/2020		37	Active

12.2 Transfer Case

Participants can be moved from one grantee to another. Note that an assignment is created for the recipient record from the donor record after a transfer. Donor grantees can retroactively add or edit an assignment after a participant has exited due to a transfer.

An on-screen error message will appear if the assignment date, assignment start date, or assignment end date is later than the exit date. The requested effective date may not be between the assignment date and the assignment end date.

Discretionary Transfer Request

Participant Information

Participant First Name	Grant	Participant Last Name	Lore	Participant ID	CMS010 005586	Durational Limit	Dec 30, 2024	Grant Number	AD3722 6216001
-------------------------------	--------------	------------------------------	-------------	-----------------------	------------------	-------------------------	-----------------	---------------------	-------------------

Case Transfer Details

Donor Organization

Recipient Grantee *

Transfer Initiator *
☐ Grantee ☐ Participant

Reason For Transfer *

Requested Effective Date *

Comment

Donor Certification *
☐ I hereby certify that the recipient grantee is authorized to serve the county in which the participant resides and has agreed to accept the transfer. The recipient grantee has also agreed to provide the participant timely notice and explanation of the transfer, the right to remain in the current host agency assignment for 90 days, and the application of the more liberal of the two grantees' IDL policies for 90 days.

1. The **Donor Organization** field is filled by default.
2. Select a value for the **Recipient-Grantee** field.
3. Choose an option for **Transfer Initiator**.
 - a. If the *Grantee* option is chosen:
 - i. Select the **Reason for Transfer**.
 - ii. Enter the **Requested Effective Date**.
 - iii. Acknowledge the **Donor Certification**.
 - iv. Click **Submit** to save changes.
 - b. If the *Participant* option is chosen:
 - i. Select the **Reason for Transfer**.
 - ii. Enter the **Requested Effective Date**.
 - iii. Complete the mandatory (*) fields in **Residence Address After Transfer**.
 - iv. Acknowledge the **Donor Certification**.
 - v. Click **Submit** to save changes.

13. Recertify Case

A user with the role of Case Manager or above may initiate the recertification process. Users may edit data submitted in the recertification prior to submission for approval. Recertifications will be approved by the Supervisor or higher-level user.

To recertify a participant:

1. Enter a value for
 - a. **Recertification Date**
 - b. **Number in Family**
 - c. **Total includable Family Income for the Eligibility Period**
2. Choose an option for
 - a. **Total Includable Family Income**
 - b. **Signature of Participant on Recertification**
 - c. **Signature of Director or Authorized Representative on Recertification**
3. The instructions for the **Total Includable Family Income** field are as follows:
 - a. For the **12-month period**: “Total includable family income during the 12-month eligibility determination period.”
 - b. For the **6-month period**: “Total includable family income during the 6-month eligibility determination period, annualized.”
4. **Save + Continue:**
 - a. Selecting *No* for **Signature of Participant on Recertification** or **Signature of Director or Authorized Representative on Recertification** will not allow you to click **Save + Continue**.
 - b. Selecting *Yes* for **Signature of Participant on Recertification** or **Signature of Director or Authorized Representative on Recertification** allows you to click **Save + Continue**.

5. Upon clicking **Save + Continue**, **Recertification Eligibility Determination** is displayed.

System Eligibility Determination: Eligible

Reasons for Eligibility

- The participant is Unemployed.
- The participant's income is at or below 125% Poverty Level.
- The participant's age is within the allowed range.

Recertification Eligibility Determination

SCSEP Eligible? *

☐ Yes

☐ No

6. Choose an option for **SCSEP Eligible**.

- a. If **No** is selected:

- i. Select at least one checkbox under **Reason for Ineligibility** and an **Action Taken if Ineligible**.
- ii. Provide an explanation in the **Comment** field.

Reason for Ineligibility *	Action Taken if Ineligible *
<input type="checkbox"/> Age	<input type="checkbox"/> Referred to One-Stop
<input type="checkbox"/> Residence outside of state	<input type="checkbox"/> Referred to Social Services
<input type="checkbox"/> Income	<input type="checkbox"/> Referred to another project
<input type="checkbox"/> Failed to complete Recertification	<input type="checkbox"/> Placed in unsubsidized employment pursuant to MOU
<input type="checkbox"/> Other	<input type="checkbox"/> Other

- b. If **Yes** is selected: Space is provided to add an optional **Comment**. Click **Submit** to proceed.

7. Click **Submit**. The *Recertification Submission Confirmation* screen will appear.

Recertification Submission Confirmation

All selected cases are processed successfully. Please check the table below for details.

Submitted Cases

Participant Name	Participant ID	Case ID ↑	Date of Birth	Status	Date of Enrollment	Exit Date	Case Assigned To	Months in Program
Grant Lore	CMS010005586	10869115	01/01/1950	Pending Recertification	01/01/2020		Fred Smith	1114

Skipped Cases

Participant Name	Participant ID	Case ID	Date of Birth	Status	Date of Enrollment	Exit Date	Case Assigned To	Months in Program
No Cases Are Available								

[CLOSE](#)

Note: When a recertification is submitted by a Case Manager and is awaiting a Supervisor's approval, the recertification details are not displayed on the *Recertification* screen until the recertification is approved.

If there are previously approved recertifications on the screen, the pending recertification message appears at the top of the list.

If a recertification is pending a Supervisor's approval and a user updates the most recent assignment for the case, the **Approve Recertification** button remains on the Supervisor's screen and the **Recertify Case** option does not appear in *Related Actions* for any user.

The **Recertification Date** on the participant's *Summary* tab appears in the following format for a pending recertification: "MM/DD/YYYY (pending)"

leila recert2 (Case ID: 10886809)
APPROVE RECERTIFICATION

Summary
Assignments
Participant Required Actions
Participant History
Extensions
Related Actions

Summary | Intake | Eligibility | Recertification | Characteristics | Other Enrollment Information

Pending
Pending Eligibility Approval
Eligible
Active
Exited - In Follow-Up
Exited - Closed
Locked

Participant Summary

Participant Name leila recert2	Participant ID CMS010019650	Month(s) in Program 24 months, 1 days
Primary Phone (555) 555-1212	Age 74	
Durational Limit Date 11/25/2026	Day(s) Left in Program 730	
Recertification Date 11/26/2024 (pending)		

When a recertification is pending a Supervisor's approval, the following message is displayed: "A recertification dated MM/DD/YYYY is pending Supervisor approval."

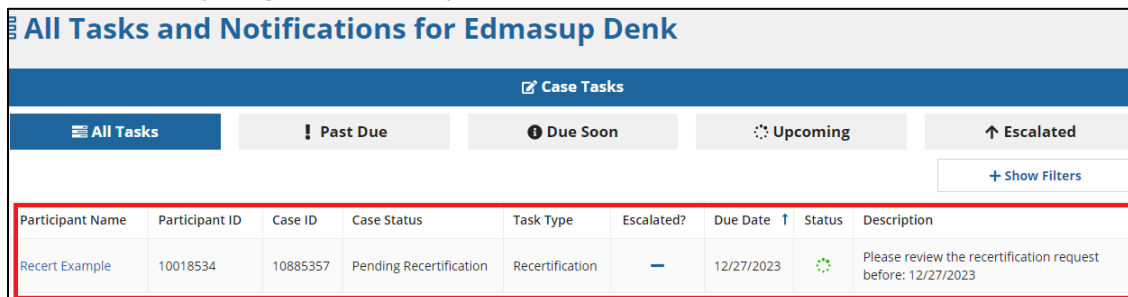
Participant Summary

Participant Name leila recert ineligible 1	Participant ID CMS010019651	State Arizona	Case ID 10886810
Status Active	Age 74	County Coconino County	Enrollment Date 11/26/2022
Grant Number 24A60AD000198			
Is Re-Enrolled No			

A recertification dated 11/26/2024 is pending Supervisor approval

Recertifications must be approved by a Supervisor or higher-level user.

1. The Supervisor (or higher-level user) will receive a task to approve the recertification:

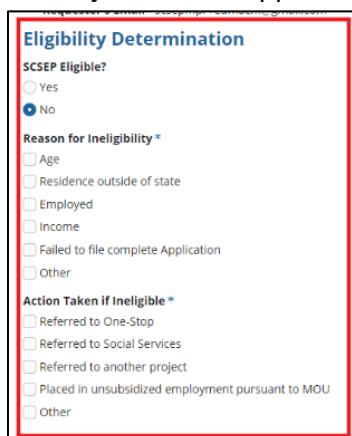


Participant Name	Participant ID	Case ID	Case Status	Task Type	Escalated?	Due Date ↑	Status	Description
Recert Example	10018534	10885357	Pending Recertification	Recertification	—	12/27/2023	🟢	Please review the recertification request before: 12/27/2023

2. After receiving the notification, the approver can edit recertification data prior to approval. Otherwise, the approver should click **Approve Recertification** to continue.



3. The approver may override initial *Eligibility Determination* by providing comments. If the approver decides the participant is ineligible, they will need to give a reason for ineligibility and any additional applicable steps, while also providing comments.



Eligibility Determination

SCSEP Eligible?

☐ Yes

☒ No

Reason for Ineligibility *

☐ Age

☐ Residence outside of state

☐ Employed

☐ Income

☐ Failed to file complete Application

☐ Other

Action Taken if Ineligible *

☐ Referred to One-Stop

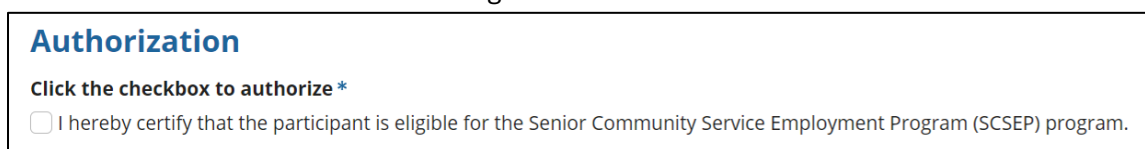
☐ Referred to Social Services

☐ Referred to another project

☐ Placed in unsubsidized employment pursuant to MOU

☐ Other

4. If the recertification is approved, click the checkbox to authorize. The **Recertification Determination Date** can also be changed.



Authorization

Click the checkbox to authorize *

☐ I hereby certify that the participant is eligible for the Senior Community Service Employment Program (SCSEP) program.

14. Manage Program Introduction

In this section, **Program Introduction** is managed by editing the **Pre-Assessment Date** and **Program Overview Date**. Click **Save** to save the changes.

Participant Summary

Participant Name Grant Lore	Participant ID CMS010005586	State New Jersey	Case ID 10869115
Status Active	Age 73	County Somerset County	Enrollment Date 01/01/2020
Grant Number AD37226216001			

Program Introduction

Pre-Assessment Date *

01/01/2020

Program Overview Date *

01/01/2020

CANCEL

SAVE

15. Assign Case

Supervisors, Sub-Grantee Administrators, and Grantee Administrators can reassign existing cases within a sub-grantee to a different Case Manager.

1. Select **Cases** from the main navigation bar.
2. Click **Show Filters**.
3. Click **Reset** to clear all selections and begin a new search.
4. Select the **Grantee**, **Sub-Grantee**, and **Case Assigned To**.
5. Click **Search**. This will display all cases assigned to the selected individual.
6. Select the case(s) to be reassigned or select the top box to select all cases.
7. Continue selecting cases until you have selected all of the cases to be reassigned.
8. Select *Reassign* from the **Select an Action** dropdown list.

REASSIGN

Select an Action

RECERTIFY

MOVE

REASSIGN

TRANSFER

WITHDRAW

9. Click **Submit**.

10. On the *Reassign Cases* screen, select the **Case Assigned To** from the dropdown list.

Reassign Cases

Selected Cases

Case ID	Participant Name	Participant ID	Sub-Grantee	Case Assigned To	Date of Enrollment	Exit Date	Months in Program	Status
10790029	Alyce Weber	9969329	W035 SER National Wt: 5 Fond Du Lac	Juanita McClelland	01/05/2018	01/29/2018	25	Exited - in Follow-Up

Case Assigned To *

Patrice Lewis

11. Select the newly assigned case worker from the **Case Assigned To** dropdown list.

12. Click **Reassign** to assign all cases to the new assignee.

Admin Console

The Admin Console allows you to perform administrative functions related to SCSEP. The functions available to each user are role-dependent.

Admin Console

1. Manage Grants

2. Manage Users

3. Manage Authorized Positions

4. Participant Search

5. Participant Waitlist

6. Participants Waiver Factor

7. Manage Organizations and Contacts

8. Manage Paid Hours

9. Durational Limit Extension Utility

10. Extracts

11. Generate WIPS QPR

12. Generate Internal QPR Reports

13. Generate WIPS QPR Addendum

14. Manage Eligibility Task Assignment

15. View Frozen QPR Report

16. Nationwide QPR Report

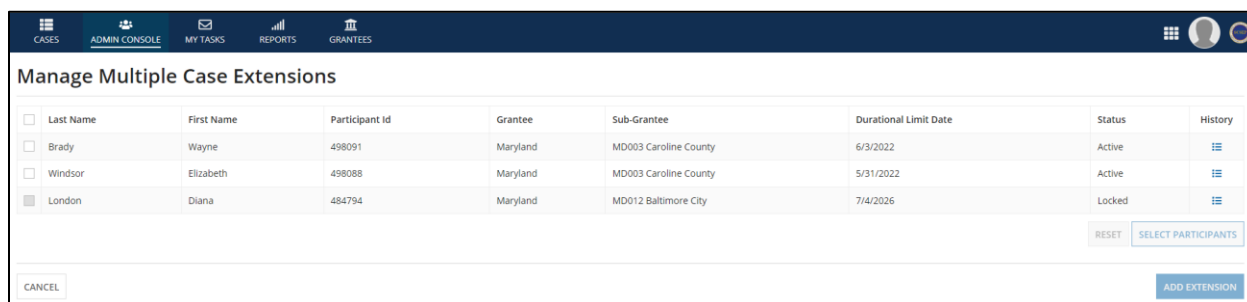
1. Durational Limit Extension Utility

Grantees whose individual durational limit (IDL) policy permits extensions for participants who are approaching their durational limit can add extensions for those participants.

Only participants who qualify for an extension will be listed in the utility. Participants who are not yet eligible for an extension will not be listed in the utility. Refer to the **Data Collection Handbook** for information on determining qualification.

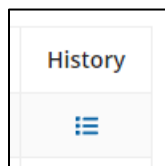
Participants who exceeded their durational limit and are now locked in the system will be listed in the utility but will need to have their records unlocked before an extension can be added.

Grantee Administrators can add an extension:



The screenshot shows the 'Manage Multiple Case Extensions' utility. It features a table with columns: Last Name, First Name, Participant Id, Grantee, Sub-Grantee, Durational Limit Date, Status, and History. The table lists three participants: Brady (Wayne, 498091, Maryland, MD003 Caroline County, 6/3/2022, Active), Windsor (Elizabeth, 498088, Maryland, MD003 Caroline County, 5/31/2022, Active), and London (Diana, 484794, Maryland, MD012 Baltimore City, 7/4/2026, Locked). Below the table are buttons for 'CANCEL', 'RESET', 'SELECT PARTICIPANTS', and 'ADD EXTENSION'.

At any time, the button in the **History** column can be clicked for any participant to view their waiver factor information:




The screenshot shows the 'Waiver Factors' section for Wayne Brady. It lists various factors with status indicators (green checkmark for 'Yes', red X for 'No', blue square for 'In Progress'). Factors include: Severe Disability (Yes, 4/14/2022), Old Enough but Not Receiving SS Title I (Yes, 4/14/2022), Limited English Proficiency (No), Frail (Yes, 4/14/2022), Severely Limited Employment Prospects (Yes, 4/14/2022), Low Literary Status (Yes, 4/14/2022), 75 or Older (No), and Formerly Incarcerated (Yes).

1. To add an extension for one or more participants, click the checkbox(es) to the left of the last name(s) of the participant(s).

<input type="checkbox"/>	Last Name	First Name	Participant Id
<input checked="" type="checkbox"/>	Brady	Wayne	498091
<input type="checkbox"/>	Windsor	Elizabeth	498088
<input type="checkbox"/>	London	Diana	484794

- To add an extension for all participants, click the checkbox to the left of the **Last Name** heading. Note that the checkbox for a participant who is locked is grayed out and cannot be selected.

<input type="checkbox"/>	Last Name	First Name	Participant Id
<input type="checkbox"/>	Brady	Wayne	498091
<input type="checkbox"/>	Windsor	Elizabeth	498088
<input type="checkbox"/>	London	Diana	484794

- Select one of the buttons on the screen to perform the next action.

<input type="checkbox"/>	Last Name	First Name	Participant Id	Grantee	Sub-Grantee	Durational Limit Date	Status	History
<input checked="" type="checkbox"/>	Brady	Wayne	498091	Maryland	MD003 Caroline County	6/3/2022	Active	
<input type="checkbox"/>	Windsor	Elizabeth	498088	Maryland	MD003 Caroline County	5/31/2022	Active	
<input type="checkbox"/>	London	Diana	484794	Maryland	MD012 Baltimore City	7/4/2026	Locked	

- Once at least one participant is selected, the **Reset** and **Select Participants** buttons will no longer be grayed out and can be clicked.
 - Click **Reset** to clear all checkboxes.
 - Click **Select Participants** to view the Certification of Extension Request.
 - Click **Cancel** to return to the previous screen. Information entered in the fields on the screen is not saved.
- Check the **Certification of Extension Request** checkbox and enter the name of the approver.
- Press **Enter** on the keyboard or click anywhere on the screen to activate the **Add Extension** button.
- Click **Add Extension**. The text “Action Completed” will appear temporarily at the top of the screen and you will be returned to the previous screen.

2. Manage Grants

Grantees can link sub-grantees to their grants using the *Manage Grants* utility. Once the grant is added to the system, the Grantee Administrator can link which sub-grantees are associated with the grant. If a sub-grantee is no longer associated, the Grantee Administrator can unlink a sub-grantee from the grant.

- To find the grant to update, select the **Program Year** associated with the grant.

- Click on the **Grant Number** hyperlink. The *Edit Grant* screen will appear.

Grants	
Grant Number	Program Year
AD37226216001	2020

- Sub-grantees currently linked to the selected grant are listed in the **Grant Access Grid**.

Linked Sub-Grantees

Select an Action

SUBMIT

Grant Access Grid

<input type="checkbox"/>	Sub-Grantee	Sub-Grantee Code	State	Organization Type	Sub-Grantee Status
<input type="checkbox"/>	NOWA (California)	12347		Sub-Grantee	Active; Active; Active
<input type="checkbox"/>	NOWA (New Jersey)	12346		Sub-Grantee	Active; Active; Active

2.1 Associate Sub-Grantees to Grant

- To link a sub-grantee not listed in the **Grant Access Grid**, click **Add Sub-Grantee To Grant**. The *Add Sub-Grantees to Grant* screen will appear.
- To search for a sub-grantee not currently linked, click **Add New (+)** under the **Selected Sub-Grantees** grid.
- To display a list of sub-grantees, enter a value in the search box. Note that a partial search term can be entered. All sub-grantees that contain the search term entered will be listed.

Selected Sub-Grantees				
Sub-Grantee	Sub-Grantee Code	State	County of Residence	Sub-Grantee Status
<input type="text"/>				
NOWA (California)				
NOWA (New Jersey)				
NOWA (Puerto Rico)				

- Continue to click **Add New (+)** to add additional sub-grantees to link.

Selected Sub-Grantees				
Sub-Grantee	Sub-Grantee Code	State	County of Residence	Sub-Grantee Status
NOWA (California) ✕				
NOWA (Puerto Rico) ✕				

- Click on one of the buttons on the screen to perform the next action.
 - The red **X** on the right-hand side of the grid removes the sub-grantee from the list.
 - Cancel** opens a pop-up window to confirm the cancellation.
 - Click **No** to return to the screen.

- ii. Click **Yes** to end linking the sub-grantee(s) and return to the previous screen.
- c. **Submit** links the added sub-grantee(s) and returns to the previous screen. The sub-grantee(s) is listed in the **Grant Access Grid**.

2.2 Remove Sub-Grantees from Grant

1. To remove a sub-grantee(s) associated with a grant, check the checkbox(es) to the left of the name of the sub-grantee(s) in the **Grant Access Grid**.

Grant Access Grid				
<input type="checkbox"/> Sub-Grantee	Sub-Grantee Code	State	Organization Type	Sub-Grantee Status
<input type="checkbox"/> NOWA (California)	12347		Sub-Grantee	Active; Active; Active
<input type="checkbox"/> NOWA (New Jersey)	12346		Sub-Grantee	Active; Active; Active

2. To remove all sub-grantees, click the checkbox to the left of the **Sub-Grantee** heading.
3. Under the **Linked Sub-Grantees** subheading, click the arrow on the **Select an Action** dropdown list.
4. Click **Remove from Grant**. The **Submit** button is no longer grayed out and can be clicked.
5. Click **Submit**. A pop-up window opens to confirm submission.
 - a. Click **No** to return to the screen. No sub-grantee(s) will be removed.
 - b. Click **Yes** to remove the selected sub-grantee(s).

3. Manage Sub-Grantees

This section covers user management for sub-grantees.

3.1 Add User

1. To add users, select the **Grantee** and **Sub-Grantee**.

User Organizations

Grantee *

National Older Workers Association (NOWA)

Sub-Grantee *

NOWA (California)

Add Global Read Only User

☐ Yes
☐ No

CANCEL

SUBMIT

2. Click **Submit**. The *User Management* screen will appear.
3. Select **Add User**. Enter the information into the fields on the screen.
4. Acknowledge the agreement.
5. Click **Add User** to add the selected user to the sub-grantee.

3.2 Update User

1. To update users, select the **Grantee** and **Sub-Grantee**, and click **Submit**.
2. To update a user, select a user from the **Username** column of the displayed list.
3. Update the appropriate field values.
4. Acknowledge the agreement.
5. Select a value for **Relationship to SCSEP**.
6. Click **Update** to update the user.

3.3 Add Read Only User

1. To add a Read Only Global user, select Yes for **Add Global Read Only User**.
2. Click **Submit**.
3. Enter a value in the **Username** field to choose from the displayed list of users.
4. Select the **Role**.
5. Update the appropriate field values.
6. Select a value for **Relationship to SCSEP**.
7. Acknowledge the agreement.
8. Click **Add User** to add the selected user to the sub-grantee.

To add a Read Only Restricted user, follow the same steps to add any other user role in the system.

4. Manage Authorized Positions

The *Manage Authorized Positions* screen allows you to allocate positions within a county to one or many sub-grantees. If you have multiple grantees associated with your user account, you will first need to select the grantee from a table of **User Organizations**. You can identify the organization by using the search box below the instructions or by locating the grantee organization in the table below the search box and clicking the radio button.

The following fields appear in this table:

- **Organization Name:** The name of the grantee organization
- **Organization Code:** The grantee code

The **Submit** button will not be clickable until a grantee organization has been selected.

Grantee Selection

Instructions
You are Grant Administrator of Multiple Grantee Organizations. Please select one to continue the process.

Search Organizations
Organization Name or Code

User Organizations

Organization Name	Organization Code
California	420
Georgia	480

[CANCEL](#) [SUBMIT](#)

Click the linked **Organization Name** (grantee name). Two dropdowns appear below the main title:

- **Program Year:** Displays the years between the current program year and 2016
- **State:** Displays any states associated with the grantee

Below the dropdown menus is a summary of authorized position information for the selected program year. The following fields appear in the summary:

- **Program Year:** Displays the year selected
- **Authorized Positions:** Displays the total number of authorized positions
- **Allocated Authorized Positions:** Displays the total number of authorized positions allocated to a sub-grantee
- **Authorized Positions Remaining:** Displays the total number of authorized positions that have not been allocated to a sub-grantee
- **Modified Positions:** Displays the total number of modified positions for the grantee

Program Year

2021

State

-- Select a State --

Authorized Positions Summary

Program Year

2021

Authorized Positions

317

Allocated Authorized Positions

89

Authorized Positions Remaining

211

Modified Positions

Program Year	County	State	Authorized Positions	Allocated Authorized Positions	Authorized Positions Remaining	Modified Positions
2021	Washington County	Maryland	50	39	11	N/A
2021	Park County	Wyoming	250	50	200	N/A
2021	Prince William County	Virginia	5	N/A	N/A	N/A
2021	Fairfax County	Virginia	9	N/A	N/A	N/A
2021	Howard County	Maryland	3	N/A	N/A	N/A

The authorized position information for each county associated with the selected state appears in a table below the **Authorized Position Summary**. The following fields appear in the table:

- **Program Year:** Displays the year selected
- **County:** Displays the name of the county as hyperlinked text
- **State:** Displays the state associated with the county
- **Authorized Positions:** Displays the number of authorized positions associated with the county

- **Allocated Authorized Positions:** Displays the number of authorized positions associated with the county that have been allocated
- **Authorized Positions Remaining:** Displays the number of authorized positions associated with the county that have not been allocated
- **Modified Positions:** Displays the number of modified positions associated with the county

Clicking on the hyperlinked county text will navigate you to the *Authorized Positions Allocation* screen. A summary with the following fields is displayed:

- **Program Year:** Displays the year selected
- **Grantee:** Displays the grantee name
- **County:** Displays the county name selected
- **State:** Displays the state selected
- **Authorized Positions:** Displays the number of authorized positions associated with the county
- **Allocated Authorized Positions:** Displays the number of authorized positions associated with the county that have been allocated
- **Authorized Positions Remaining:** Displays the number of authorized positions associated with the county that have not been allocated
- **Modified Positions:** Displays the number of modified positions associated with the county

Authorized Positions Allocation

Authorized Positions Summary

Program Year	2021	Grantee	Swap Test #1	County	Prince William County	State	Virginia
Authorized Positions	5	Allocated Authorized Positions	0	Authorized Positions Remaining	5	Modified Positions	N/A

Total No. of Authorized Positions Remaining to be Allocated : 5

Allocated Authorized Positions

Sub-Grantee Name	Allocated Authorized Positions	Modified Positions
<input type="text"/> <small>Start typing Sub-Grantee's Name to pick from available options</small>		N/A
<input type="button" value="Add New Allocation"/>		

Below the summary, a table presents the allocated positions and includes the following columns:

- **Sub-Grantee Name:** A text search box that allows you to locate a sub-grantee associated with the grantee
- **Allocated Authorized Positions:** A text box for entering an integer value
- **Modified Positions:** A text box that displays the modified positions

To allocate positions to a new sub-grantee, click **Add New Allocation**. A row will be added to the table where you can locate a sub-grantee using the search box in the **Sub-Grantee Name** field.

Allocated Authorized Positions

Sub-Grantee Name
S
Swap Sub #1
Swap Sub #2
Swap Test #1

CANCEL

The following text appears above the table heading:

“Total No. of Authorized Positions Remaining to be Allocated: X”

X equals the authorized positions minus the sum of allocated authorized positions for all sub-grantees.

- If the sum of the allocated authorized positions **equals** the authorized positions for the county, the text will be green.
- If the sum of the allocated authorized positions **is less than** the authorized positions, the text will appear red.

Authorized Positions Summary

Program Year: 2021 Grantee: Swap Test #1 County: Prince William County State: Virginia

Authorized Positions: 5 Allocated Authorized Positions: 1 Authorized Positions Remaining: 4 Modified Positions: N/A

Total No. of Authorized Positions Remaining to be Allocated: 4

Allocated Authorized Positions

Sub-Grantee Name	Allocated Authorized Positions	Modified Positions
Swap Sub #2	1	N/A

[Add New Allocation](#)

[CANCEL](#)
[SAVE + CONTINUE](#)
[SAVE + CLOSE](#)

Clicking either **Save + Continue** or **Save + Close** displays a dialog box with the following text:

“There are Authorized Positions remaining that have not been assigned to any Sub-Grantee. Are you sure that you want to continue?”

- Selecting **Yes** saves the record and redirects you to the *Authorized Position by County* screen.
- Selecting **No** returns you to the *Authorized Positions Allocation* screen without saving the record.

If the sum of the allocated authorized positions is greater than the authorized positions, the text will appear blue, and the following message appears at the bottom of the screen:

“The total authorized positions for this county exceed the authorized positions for the county. The current total of sub-grantee Authorized Positions (APs) exceeds the number of APs allocated for this grantee.”

5. Generate Internal QPR Reports

The *Generate Internal QPR Reports* screen allows you to generate an internal Quarterly Progress Report (QPR). The reports that are available depend on your access level and permissions, according to the following table:

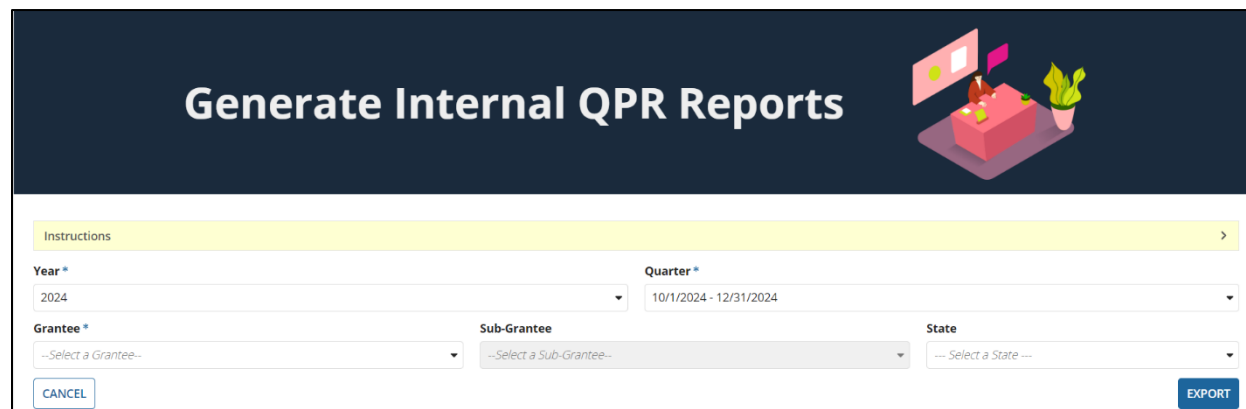
GPMS role	QPRs available to generate
Program Analyst & Read-only Global	All grantees and their sub-grantees/States
Grantee Administrator & Read-only Grant	Grantee specific to their access + all sub-grantees/States in that grant
Sub-Grantee Administrator, Supervisor, Case Manager	Only the specific sub-grantee(s) they have access to

The following instructions display below the banner in an expandable note:

“Please select a reporting quarter and grantee in order to generate the internal QPR.”

The following dropdown lists will appear:

- **Year** (Required): Displays all years between 2016 and the current program year. This field defaults to the current program year.
- **Quarter** (Required): Displays the start and end date of each quarter available for the selected program year, including the End of Year period (all 4 quarters). This field defaults to the current quarter.
- **Grantee** (Required): Displays all grantees associated with the user.
- **Sub-Grantee**: Displays all sub-grantees associated with the selected grantee.
- **State**: Displays all states.



If the QPR has been frozen for a report period, you will not be able to select the frozen report period and generate the QPR for that report period on this screen.

1. Select **Admin Console** from the main navigation bar.
2. Click **Generate Internal QPR Reports**.

3. Select the required fields and click **Export**. The *Internal QPR Report Generation Status* screen will appear.

Internal QPR Report Generation Status

Once your Internal QPR Report is complete, you will receive an email link to download. Please click 'confirm' to return to the Admin Console.

CONFIRM

4. Click **Confirm** to return to the Admin Console. When the QPR is generated, you will receive an email with a link to retrieve the QPR.

Hello,

Your Internal QPR Report is ready for download. Please click the link below to access the report.

[PY 2023 Qtr 1 Performance Report for SCSEP](#)

Request Date: 8/11/2023 3:10 PM EDT



Thank you.

Note: Please do not reply. This message has been sent by a notification only system. The link will expire after 5 hours.

5. Click the link in the email. The sign-in screen is displayed, and the user must sign in to the application again. The *Report Confirmation* screen will appear.

Report Confirmation

SCSEP Internal Performance Status Report

Name	Size	Generated By	Generated Date	Download
SCSEP Performance Status Report: 08-11-2023 03:14:27	14,616 KB		8/11/2023 3:14 PM EDT	

6. Click the download icon. The QPR will be downloaded, and you can open the downloaded file.

Users should be aware of the following notes when viewing the downloaded internal QPR:

- Grant Overview
 - Average Project Duration is calculated independently of a participant's duration that is attributed to the COVID-19 Duration Policy.
- Section A
- Section B
 - Measure B.2 Community Service Hours will display N/A for the L4Q reporting period.
- Section C
- Section D
 - The following measures will display 0% instead of N/A if the numerator is zero (0) and the denominator is not zero (0): measure D.2d Percentage of Placements in the 2nd and 4th Quarters with the Same Employer; and measure D.2f Percentage of Placements with Benefits.
 - Measure D.2b OJE Placement does not include self-employment placements.

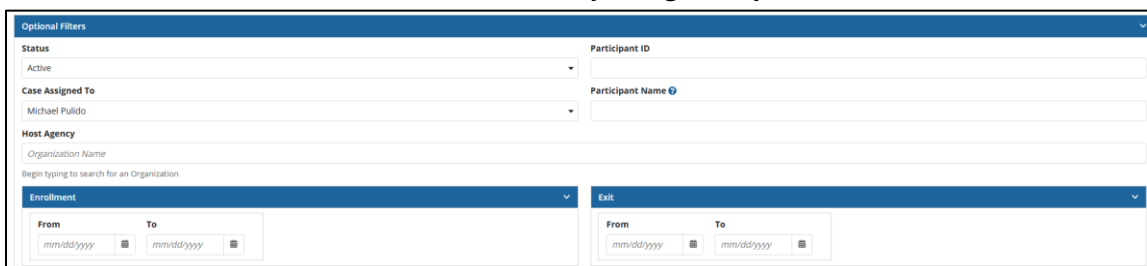
6. Manage Paid Hours

You can update the hours for multiple participants on the *Manage Paid Hours* screen. Once you select a program year that has not been frozen, all participants active within that program year will be displayed. The hours can be entered for the quarters in which a participant was active. Quarters in which a participant was not active (for example, when they are on break, only the PRA Activities and Paid Sick Leave hours can be entered). Quarters after a participant has exited the program will be grayed out, and hours for those quarters cannot be entered.

Paid hours for the previous program year can be entered or edited from the **Program Year** dropdown list. Refer to the **Data Collection Handbook** for definitions of each category of hours.

To enter hours for all active participants in a sub-grantee:

1. Select **Admin Console** from the main navigation bar.
2. Click **Manage Paid Hours**.
3. Select the **Grantee**, **Sub-Grantee**, and **Program Year** in the dropdown lists.
4. Note that the search can be further narrowed by using the **Optional Filters**.



The screenshot shows the 'Optional Filters' section with dropdowns for Status (Active), Case Assigned To (Michael Pulido), and Host Agency (Organization Name). Below this are two date range selectors: 'Enrollment' and 'Exit', each with 'From' and 'To' date fields in mm/dd/yyyy format.

5. Click **Search** to search for participants within the specified selections. Participants who meet the selection criteria will be displayed.
6. Enter the hours for each participant in the appropriate category. As the hours are entered, the **Total Hours** row is updated with the total number of hours. If you enter paid hours exceeding 325 hours, a warning message will appear.

Total Hours Paid in Quarter										
Participant Name	Participant ID	Host Agency Name	Assignment Start Date	Assignment End Date	Program Year	Total Hours	Q1	Q2	Q3	Q4
Jake Jake	CMS099002144	AP Test 6	02/22/2022	03/14/2022	2021	PRA Activities			4	
						Paid Training (In Person)			3	
						Paid Training (Remote)			1	
						Paid CSA (In Person)			11	
						Paid CSA (Remote)			11	
						Paid Sick Leave				
						Total Hours	0	0	30	0

- If a participant has an approved break which spans an entire quarter, hours may only be entered into the PRA activities and Paid Sick Leave categories.

Total Hours	Q1	Q2	Q3	Q4
PRA Activities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid Training (In Person)				
Paid Training (Remote)				
Paid CSA (In Person)				
Paid CSA (Remote)				
Paid Sick Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Hours	0	0	0	0

- Click **Save** to save the entered data. If the **Save** button is grayed out and cannot be clicked, click anywhere on the screen to activate it.

After saving, you can navigate to additional screens of participants who meet the selection criteria and enter their hours.

7. Participants Waiver Factors

Participants' waiver factors can be accessed and managed from the Admin Console.

- Select **Admin Console** from the main navigation bar.
- Click **Participants Waiver Factors**.
- Select a **Grantee** and **Sub-Grantee** from the dropdown lists.

- Click **Submit** to view or edit a participant's waivers. A list of participants who have existing waiver factors will be displayed.

Participants Waiver Factors		
Program Year		
2022		
Participant Name	Program Year	Waiver Updated
Adrian Allweather	2022	✓
Belinda Chesterfield	2022	✓
Brenda Johnson	2022	✓
Caroline O'Dell	2022	✓
Charles Dexter-Ward	2022	✓
Deliah Derbyshire	2022	✓
Edward Murphy	2022	✓
Grant Lore	2022	✓

- Note: Some participants have green check marks or red **X** marks under the **Waiver Updated** column.
 - The green check mark indicates that this participant's waiver factors have been updated in their record.
 - The red **X** indicates that the waivers have not been updated.
 - Only active participants will be displayed.
- Select a participant's name to edit the waiver factors for that participant. The participant's waiver factors for the selected program year will appear.
- Edit the relevant **Waiver Factors** and the **Last Updated Date**.
- Click **Save**.
- If you have completed your updates, click **Close**.


8. Participant Search

To search for participants:

- Select **Admin Console** from the main navigation bar.
- Click **Participant Search**.
- Enter a value in the **Grantee** field.

- The **Participant Name Or Participant ID, Program, or Social Security Number** fields can also be entered to further filter the results.

Enter a Participant Name/ID or Social Security Number and a Grantee to search for a participant

Participant Name Or Participant ID  <input type="text"/>	OR	Social Security Number <input type="text"/>
Program <input type="text" value="--- Please select a value ---"/>		Grantee <input type="text" value="National Older Workers Association (NOWA) X"/>

Please start typing Grantee's Name or Code to pick from available options

[Reset](#) | [Search](#)

- Click **Search** to display a list of participants matching the search criteria.

Participant Name	Participant ID	Program	Eligible to Enroll?
Allweather, Adrian	10005587	New Jersey	No
Chesterfield, Belinda	10005588	New Jersey	No
Covey, Franklin	10005585	New Jersey	No
Derbyshire, Deliah	10005583	New Jersey	No
Dexter-Ward, Charles	10005582	New Jersey	No

- Select the participant's name from the list to open the *Participant Summary* screen.
- To search for another participant, click **Back to Search**.
- If you have completed searching, click **Close**.

9. Participant Wait List

A Sub-Grantee or Grantee Administrator can search for participants currently on the waitlist using the *Participant Wait List* screen. You can search by participant ID, first name, last name, or full name.

Below the search box are two dropdown lists labeled **Grantee** and **Sub-Grantee**. The **Grantee** dropdown list displays all grantees associated with the user and is required to execute a search.

The following message displays in an expandable note:

"Select a value under the Grantee and the Sub-Grantee filters and then click the search link to populate the data."

Participant Waitlist

Participant Name Or Participant ID ?

Grantee: District of Columbia

Sub-Grantee: --Select a Sub-Grantee--

[Reset](#) | [Search](#)

NOTES

Select a value under the Grantee and the Sub Grantee filters and then click the search link to populate the data.

[EXPORT](#)

Case ID	Participant Name	Participant ID	Waitlist Date	Days On Waitlist
10908910	Earl Robinson	CMS010035905	3/7/2025	53
10908911	Scheri Benton	CMS010035906	3/7/2025	53
10908466	Marilyn Felton	CMS010035555	2/27/2025	61

Once you click **Search**, the table below populates with all records associated with the selected grantee and sub-grantee that are currently assigned to the waitlist. The table includes the following columns:

- **Case ID:** The case ID is displayed as hyperlinked text. After clicking it, you will be redirected to the intake checklist for the case.
- **Participant Name:** The participant's first and last name
- **Participant ID:** The full participant ID
- **Waitlist Date:** The date the user was assigned to the waitlist formatted as MM/DD/YYYY
- **Days On Waitlist:** The number of days (inclusive) the participant has been on the waitlist

The results of the Participant Waitlist Table can be downloaded by clicking **Export**.

10. Manage Organizations and Contacts

Host agencies, employers, service providers, and their contacts can be created, updated, and viewed using the *Manage Organizations and Contacts* screen.

Manage Organization and Contacts

Note

To search for a Organization, select a State from the list and type a city and organization agency name. Then, select Search. Both city and organization name field can take partial or full names.

Filters

State *

City *

Organization Name *

[RESET](#) [SEARCH](#)

Notes about organizations:

- **Once an organization is created, some of its information cannot be updated.** This includes the organization name, organization type, FEIN, and address.
 - Only Program Analysts can update this information.
 - If an organization requires an update, contact SCSEP Help for assistance.

- **Organization types can be added to an organization but not removed.** If a user creates an organization and adds Host Agency as type, for example, that type cannot be removed.
 - The Employer and Service Provider types can be added as additional types to that organization, but none of the types can be removed.
 - If an organization type was added in error, contact SCSEP Help for assistance.
- **For an organization to appear in a search in a participant record, the organization needs to be designated for that record's type first.** For example, for an organization to appear in the Host Agency search in an assignment record, it needs to be designated as a Host Agency first. However, since all grantees share the same organizations, only one sub-grantee across all grantees needs to make the designation for it to appear. If an organization is known to exist but does not appear in the Host Agency search, then no sub-grantees have designated the organization as a Host Agency yet. Any one sub-grantee can make the designation for it to appear.
 - Employers work the same way in that they need to be designated as an employer to appear in the search in a placement record. Service providers need to be designated as a service provider to appear in the search for service providers.
 - Organization types can be added under the Additional Details section, which is described below.
- **Organizations cannot be duplicated based on name, city, and state.**
 - For example, these two organizations are considered duplicates and cannot be added to the system:
 - Target, 123 Main Street, Rockville, MD
 - Target, 345 Oak Avenue, Rockville, MD
 - However, these two organizations are not considered duplicates:
 - Target, 123 Main Street, Rockville, MD
 - Target, 123 Main Street, Bethesda, MD

10.1 Search for an Organization

To search for an organization:

1. Select **Admin Console** from the main navigation bar.
2. Click **Manage Organizations and Contacts**.
3. Enter the information into the fields. Note: The entire **Organization Name** does not need to be entered. A minimum of one character can be entered. The results will display all organizations containing that character in the selected city and state.
4. Click **Search**. A list of results populates with organizations that match the search criteria.

10.2 Add an Organization

To add an organization:

1. Select **Admin Console** from the main navigation bar.

2. Click **Manage Organizations and Contacts**.
3. Conduct a search to determine if the organization is already in the system.
4. If the organization is not found in the search results, click **Add** to create a new organization.
5. Enter the name of the organization to be created.
6. Click anywhere on the screen to display further data entry fields.
7. Enter the information of the organization and of the primary contact.
8. Under *Additional Details*, each sub-grantee can add additional details and designate the type of organization (host agency, employer, and/or service provider), if necessary.
 - a. To add them, select the grantee and sub-grantee, and click **Search**. Additional fields will appear.

b. Click **Add New**.

c. Select the **Agency Type** to which to designate and/or add additional details.

Agency Type	Organization Continued Availability
<div> <div>--- Please select a value ---</div> <div> <div>--- Please select a value ---</div> <div>Host Agency</div> <div>Employer</div> <div>Service Provider</div> </div> </div>	<div> <div><input type="radio"/> Available</div> <div><input type="radio"/> Not Available</div> </div>

- d. Enter the information as necessary. If the organization is only designated as a host agency, employer, or service provider, no other fields in the **Additional Details** section need to be entered.
- e. If further designations or details are necessary, click **Add New** and select an **Agency Type**.
- f. To remove an agency type before the record is saved, click the red **X**.

Agency Type	Organization Continued Availability
<div> <div>Host Agency</div> <div></div> </div>	<div> <div><input type="radio"/> Available</div> <div><input type="radio"/> Not Available</div> </div>
<div> <div>Employer</div> <div></div> </div>	<div> <div><input type="radio"/> Available</div> <div><input type="radio"/> Not Available</div> </div>

g. Note: Once the record is saved, the designated type cannot be removed. Contact SCSEP Help for assistance in updating the type.

9. Once all information has been entered, click **Add** to create the organization.

10.3 Edit an Organization

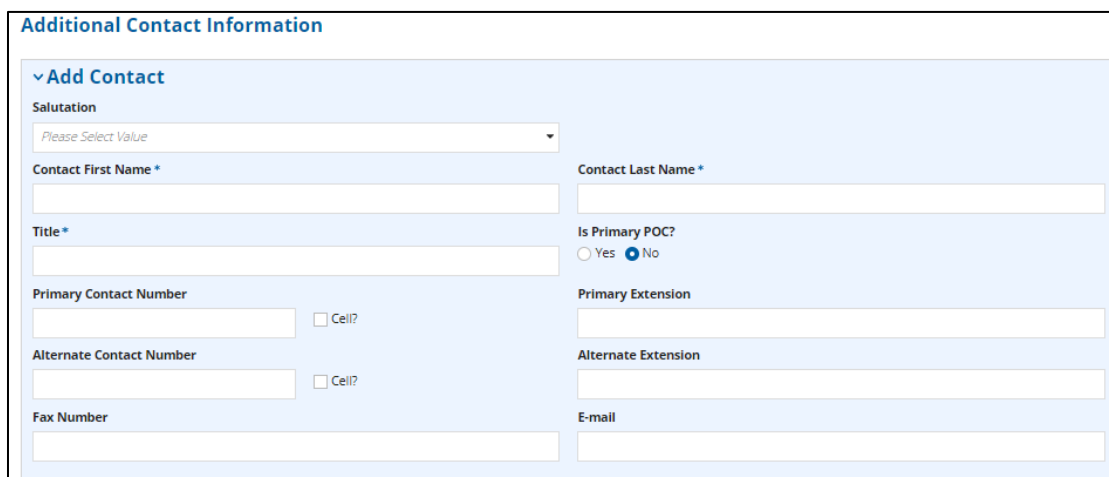
To edit an organization:

1. Select **Admin Console** from the main navigation bar.
2. Click **Manage Organizations and Contacts**.
3. Conduct a search to find the organization.
4. Click on the **Agency ID** of the organization requiring an edit.
5. Edit the necessary information.
6. Click **Save** to save the changes.

10.4 Add Additional Contacts

To add additional contacts to an organization:

1. Select **Admin Console** from the main navigation bar.
2. Click **Manage Organizations and Contacts**.
3. Conduct a search to find the organization.
4. Click on the **Agency ID** of the organization requiring additional contacts.
5. Click **Add** under *Additional Contact Information*.



Additional Contact Information

▼ **Add Contact**

Salutation
Please Select Value ▼

Contact First Name *
[Text Field]

Contact Last Name *
[Text Field]

Title *
[Text Field]

Is Primary POC?
☐ Yes ☒ No

Primary Contact Number
[Text Field] ☐ Cell?

Alternate Contact Number
[Text Field] ☐ Cell?

Fax Number
[Text Field]

Primary Extension
[Text Field]

Alternate Extension
[Text Field]

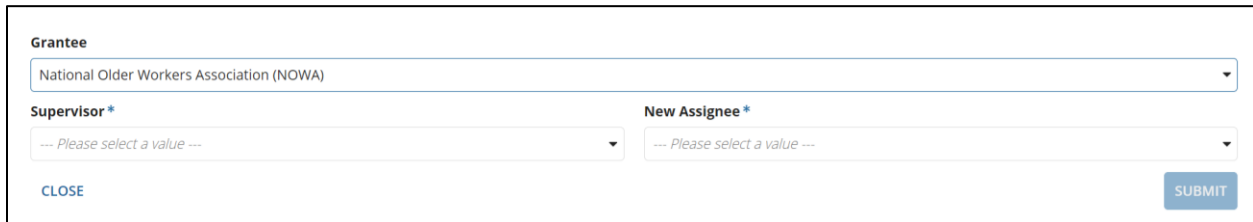
E-mail
[Text Field]

6. Enter the information into the fields.
7. Click **Save**. The additional contact is added to the organization.

11. Manage Eligibility Task Assignment

The *Manage Eligibility Task Assignment* screen can be accessed from the Admin Console and is available to Program Analyst and Grantee Administrators to ensure that eligibility tasks are routed to the appropriate party.

When a grantee is selected from the **Grantee** dropdown list, the **Supervisor** and **New Assignee** dropdown lists appear.



The screenshot shows a web form with three dropdown menus. The first dropdown is labeled 'Grantee' and has 'National Older Workers Association (NOWA)' selected. Below it are two more dropdowns: 'Supervisor *' and 'New Assignee *', both showing '--- Please select a value ---'. At the bottom left is a 'CLOSE' button and at the bottom right is a 'SUBMIT' button.

- The **Supervisor** dropdown list is where you select the role you want to reassign tasks from.
- The **New Assignee** dropdown list is where you select the role you want to reassign tasks to.

Both lists include roles of Supervisor and above associated with the grantee. If you select the same person in both lists, the following message appears:

"The new supervisor cannot be the same as the previous."

12. Extracts

Grantee Administrators and Program Analysts can export extracts from the Admin Console for the grantees to which they are assigned. The extracts available for export are Participant Extract, Waiver Extract and Break Extract.

1. Click **Extracts** in the Admin Console. The *Extracts Files* screen is displayed.
2. Enter the information into the fields. The **Grantee**, **Sub-Grantee** and **Extract Type** fields are required.
3. Click **Export**. A confirmation window appears: "Are you sure you want to leave?"
 - a. Click **OK** to proceed with the export.
 - b. Click **Cancel** to cancel the export.
4. The *Download [extract type chosen] Extract* screen will appear.
5. Click **Refresh** to see the latest status of the export.

- The *Download [extract type chosen] Extract* screen will appear with a linked extract file.

Download Participant Extract

Participant Extract Extract data is being exported. Click refresh until the file is ready to download.

Export File

Exporting...
(Last Refresh: 7/13/2023 12:20 PM EDT)

REFRESH

CLOSE

- Select the linked file name. The file is downloaded in .CSV format.

13. Nationwide QPR Report

The *Nationwide QPR Reports* screen allows all users to generate the Nationwide Quarterly Progress Report (QPR).

On the *Nationwide QPR Reports* screen, the following dropdown lists appear:

- Year** (Required): Displays all years between 2016 and the current program year. This field defaults to the current program year.
- Quarter** (Required): Displays the start and end date of each quarter available for the selected program year, including the End of Year period (all 4 quarters). This field defaults to the current quarter.

Follow these steps:

- Select **Admin Console** from the main navigation bar.
- Click **Nationwide QPR Report**.
- Enter the information into the required fields.

Generate Nationwide QPR

Instructions

Year *

2024

Quarter *

10/1/2024 - 12/31/2024

CANCEL

EXPORT

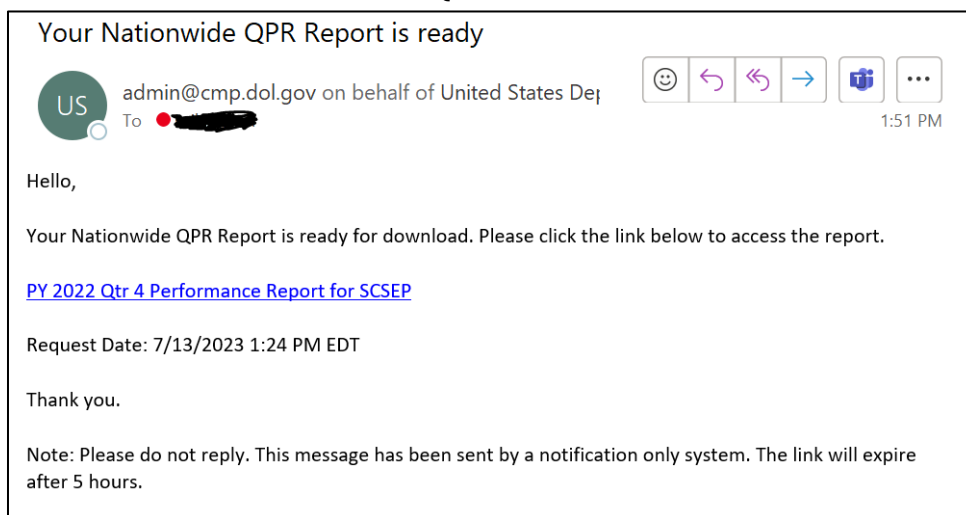
- Click **Export**. The *Nationwide QPR Report Generation Status* screen will appear with the following message: "Once your Nationwide QPR Report is complete, you will receive an email link to download. Please click 'confirm' to return to the Admin Console."

Nationwide QPR Report Generation Status


Once your Nationwide QPR Report is complete, you will receive an email link to download. Please click 'confirm' to return to the Admin Console.

CONFIRM

- Click **Confirm** to return to the Admin Console. When the QPR is generated, you will receive an email with a link to retrieve the QPR.



- Select the link in the email. The sign-in screen will appear, and you must sign in to the application again.
- The *Report Confirmation* screen will appear.

Report Confirmation				
SCSEP Internal Performance Status Report				
Name	Size	Generated By	Generated Date	Download
SCSEP Performance Status Report: 08-11-2023 03:14:27	14.616 KB	[REDACTED]	8/11/2023 3:14 PM EDT	

- Click the download icon. The QPR will be downloaded, and you can open the downloaded file.

If the QPR has been frozen for a report period, you will not be able to select the frozen report period and generate the Nationwide QPR for that report period.

Please refer to the ["Generate Internal QPR Reports" section of this document](#) for notes about specific QPR measures.

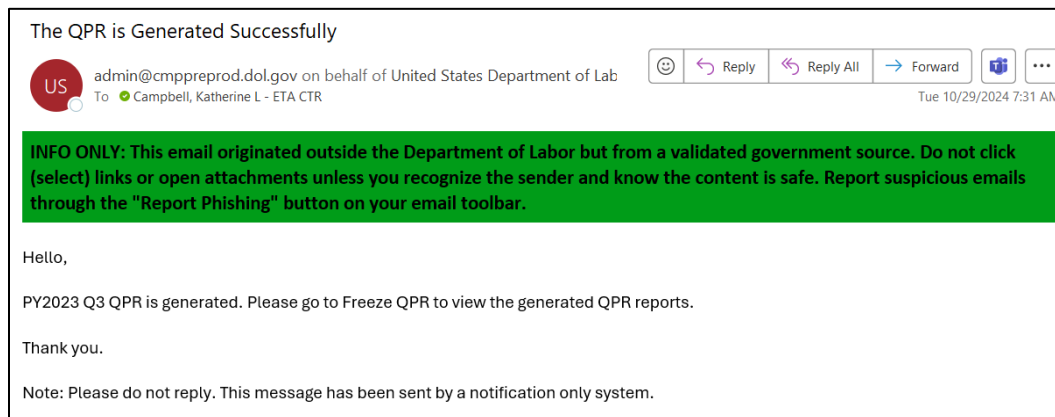
14. Freeze QPR Report

The *Freeze QPR* functionality is only available to users at the Program Analyst level.

- Select **Admin Console** from the main navigation bar.
- Click **Freeze QPR Report**.
- Enter the information into the required fields.
 - Year (Required):** Displays all years between 2016 and the current program year. This field defaults to the current program year.

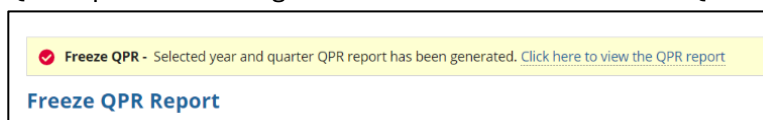
- b. **Quarter** (Required): Displays the start and end date of each quarter available for the selected program year, including the End of Year period (all 4 quarters). This field defaults to NULL.
- c. Note: You can only select a reporting period that has already concluded. The **Freeze QPR Report** button will be grayed out for reporting periods where the QPRs for that reporting period have not already been generated from the *Freeze QPR Report* screen.
4. Click **Generate**. This will initiate the process that generates the Nationwide QPR and the internal QPR for every grantee and sub-grantee combination for this reporting period.
5. A confirmation windows appears: "Begin QPR Generation? QPR Generation begins at 12:00 AM (EST). You will receive an email upon completion."
6. Click **Yes** to confirm and return to the Admin Console.

While the QPRs are generating, you will not be able to generate ad-hoc internal or Nationwide QPRs from the Admin Console. These cards will be grayed out during this process. Upon completion of the QPR generation process, you will receive an email.



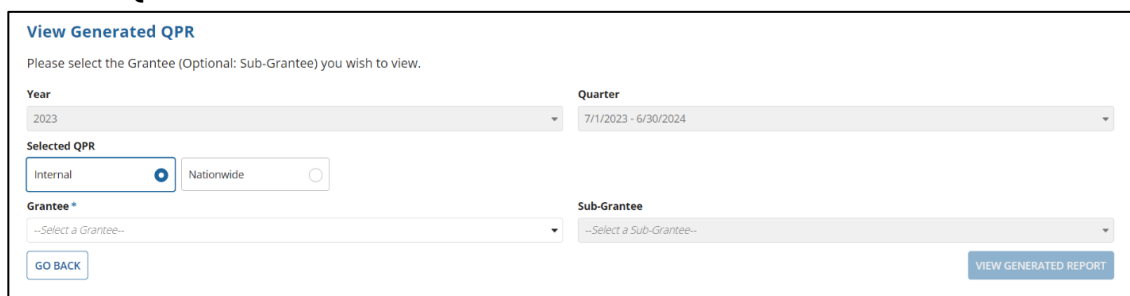
Once you receive this email:

1. Return to the *Freeze QPR Reports* screen from the Admin Console.
2. A message is displayed at the top of the screen: "**Freeze QPR** - Selected year and quarter QPR report has been generated. Click here to view the QPR report."

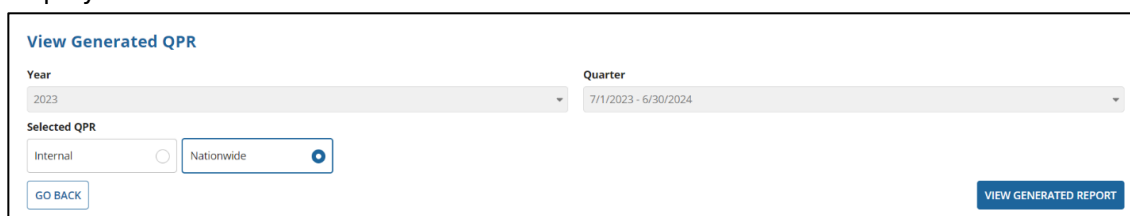


3. Click on the link in the message. You can view any grantee and sub-grantee Internal QPR or Nationwide QPR for the generated reporting period, which is automatically populated in the

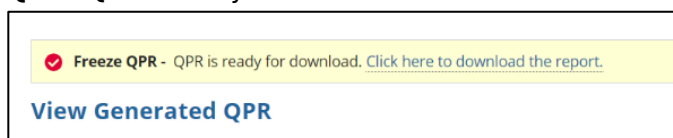
Year and Quarter fields.



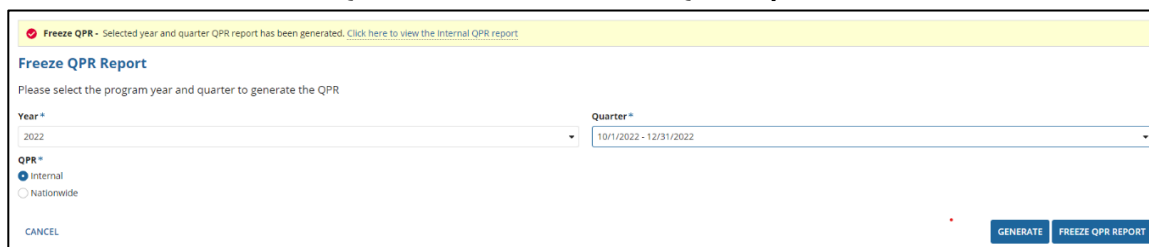
4. If *Nationwide* is chosen as the **Selected QPR**, no **Grantee** or **Sub-Grantee** fields will display.



5. Click **View Generated Report**. A message is displayed at the top of the screen: "**Freeze QPR** - QPR is ready for download. Click here to download the report."

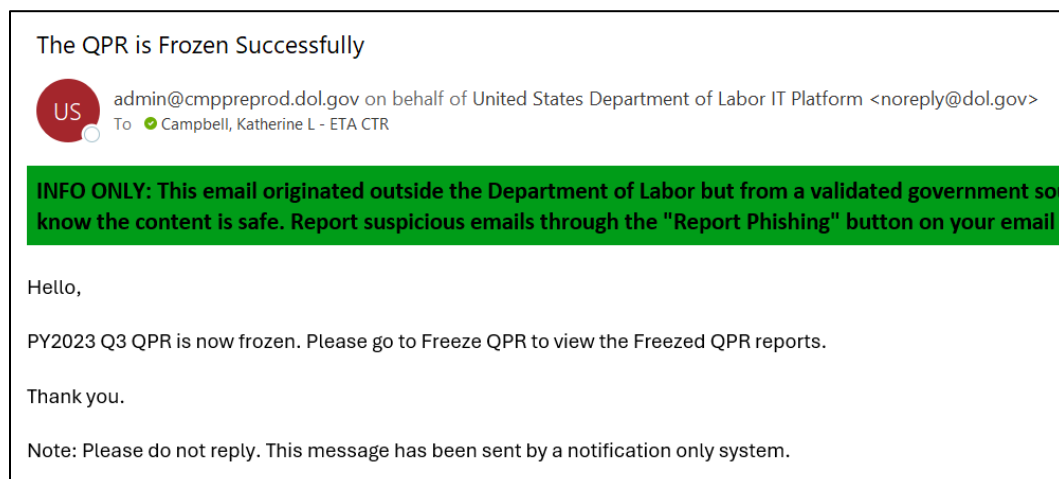


6. Click on the link in the message to download the report.
7. Return to the *Freeze QPR* screen from the Admin Console.
8. Select the same **Year** and **Quarter** fields. The **Freeze QPR Report** button is now enabled.



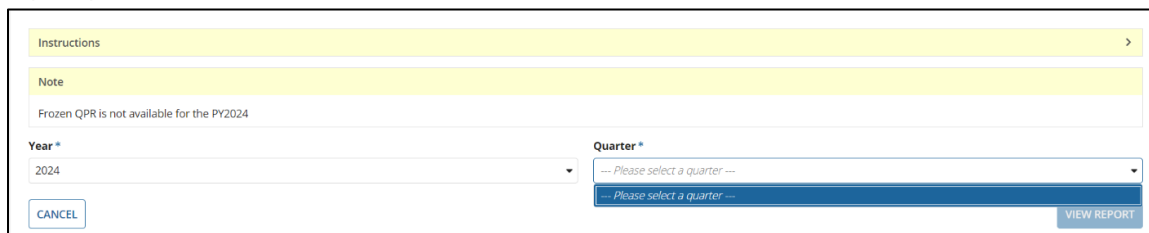
9. Click **Freeze QPR Report**. A confirmation message appears: "This will freeze the QPR. Are you sure?"
 - a. Click **Yes** to confirm.
 - b. Click **No** to cancel.
10. Click **Yes**. The QPR freezing process will begin, and you will return to the Admin Console.

When the QPRs have been frozen and are ready for download, you will receive an email.




Once you receive this email:

1. Go to the *View Frozen QPR* screen from the Admin Console.
2. A message is displayed at the top of the screen: "Please select a reporting quarter and grantee and sub-grantee in order to view the frozen QPR."
3. You can only select a **Year** and **Quarter** to view a QPR that has already been frozen. Report periods that have not been generated and frozen will not appear in the dropdown list. In this case, a message will appear indicating that the frozen QPR is not available for that year or report period: "Frozen QPR is not available for the PY2024."



4. Select the **Year** and **Quarter** for which the QPRs were generated and frozen.
5. Select the type of QPR. For an Internal QPR, you must also select the **Grantee** (required) and **Sub-Grantee** (optional).
6. Click **View Report**. The *Report Confirmation* screen will appear.

Report Confirmation				
Frozen QPR Report				
Name	Size	Generated By	Generated Date	Download
Frozen Nationwide_SCSEP Performance Status Report: - Reporting Period 07/01/2023 - 06/30/2024	15.028 KB	Katherine Campbell	11/20/2024 8:22 AM EST	


7. Click the download icon to download the recently frozen QPR for that reporting period and selected Nationwide or grantee/sub-grantee QPR.

14.1 Unfreeze QPR Report

Once the QPR has been frozen, no additional data collected in the GPMS will be reflected in any QPR for this reporting period.

If there is an error that must be corrected, Program Analysts can also unfreeze the QPR.

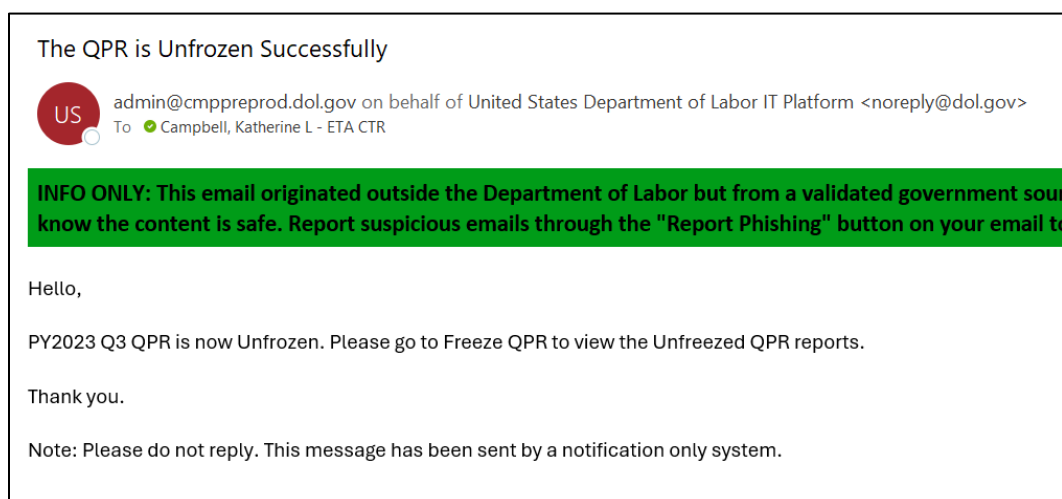
1. Select **Admin Console** from the main navigation bar.
2. Click **Freeze QPR Report**.
3. If you select a report period for **Year** and **Quarter** that has been frozen, the **Unfreeze QPR Report** button will appear and the **Generate** button will be grayed out.



The screenshot shows a web interface with two dropdown menus. The first dropdown is labeled 'Year *' and has '2023' selected. The second dropdown is labeled 'Quarter *' and has '7/1/2023 - 6/30/2024' selected. Below the dropdowns is a 'CANCEL' button. To the right of the dropdowns are two buttons: 'GENERATE' (which is grayed out) and 'UNFREEZE QPR REPORT' (which is active).

4. Clicking **Unfreeze QPR Report** displays a confirmation window: "This will unfreeze the QPR. Are you sure?"
 - a. Click **No** to cancel the request.
 - b. Click **Yes** to proceed with unfreezing the QPR.
5. Click **Yes**.

You will receive an email when the QPR has been unfrozen.



The screenshot shows an email notification. The subject line is 'The QPR is Unfrozen Successfully'. The sender is 'admin@cmppreprod.dol.gov on behalf of United States Department of Labor IT Platform <noreply@dol.gov>'. The recipient is 'Campbell, Katherine L - ETA CTR'. The email body contains the following text: 'Hello, PY2023 Q3 QPR is now Unfrozen. Please go to Freeze QPR to view the Unfreed QPR reports. Thank you. Note: Please do not reply. This message has been sent by a notification only system.' There is a green banner at the top of the email body that reads: 'INFO ONLY: This email originated outside the Department of Labor but from a validated government source. We know the content is safe. Report suspicious emails through the "Report Phishing" button on your email to...'

Now the QPR for the previously frozen report period will once again dynamically reflect real-time changes in the data collection system.

15. Generate WIPS QPR Addendum

The *Generate WIPS QPR Addendum* functionality allows you to generate a WIPS Quarterly Progress Report (QPR) Addendum. Availability of the WIPS QPR addendum is dependent on your access level and permissions, according to the following table:

GPMS role	WIPS QPRs available to generate
Program Analyst & Read-only Global	All grantees and their sub-grantees
Grantee Administrator & Read-only Grant, Sub-Grantee Administrators	Grantee specific to their access + all sub-grantees in that grant
Supervisor, Case Manager	These functions are not available for these users

To generate the WIP QPR addendum:

1. Log in as one of the authorized users.
2. Select **Admin Console** from the main navigation bar.
3. Click **Generate WIPS QPR Addendum**.
4. Select the **Grantee**.



- a. As a Grantee Administrator, the dropdown list displays only grantees associated with the user.
- b. As a Program Analyst, you will select from a search field in which you enter the name of the grantee you are searching for (until you can select a match).

5. The screen will update to show all available sub-grantees under that grantee. All sub-grantees are selected for the report by default.

Select a Grantee to generate a QPR addendum

Grantee *

New Jersey

Sub-Grantee

☒ Atlantic City One-Stop Career Center
 ☒ Camden County One-Stop Career Center
 ☒ Cape May County One-Stop Center
 ☒ Cumberland County One-Stop Center
 ☒ Essex County Economic Development Center
 ☒ Gloucester County One-Stop Career Center
 ☒ Hudson County One-Stop Career Center
 ☒ Middlesex County One-Stop Career Center
 ☒ Monmouth County One-Stop Career Center
 ☒ Sussex county One-Stop Career Center
 ☒ Union County One-Stop Career Center

CANCEL

SUBMIT

6. Clicking **Cancel** will return you to the Admin Console. Clicking **Submit** will navigate you to the next screen. Click **Submit**.
7. On the next screen, the following instructions and fields display below the banner: “Please select a Program Year and Quarter in order to generate the WIPS QPR addendum.”
 - a. **Year** (Required): Displays only the most recent program year available.
 - b. **Quarter** (Required): Displays only the most recent quarter available.

Please select a Program Year and Quarter in order to generate the WIPS QPR addendum.

Year *

2024

Quarter *

1/1/2025 - 3/31/2025

CLOSE

GENERATE

8. Select the available program year and quarter. Only the most recent report period will display in the **Year** and **Quarter** dropdown lists.
9. Clicking **Close** will return you to the Admin Console without completing the request. Clicking **Generate** will redirect you to the next screen to generate the WIPS QPR addendum. Click **Generate**.

10. The *Report Confirmation* screen will appear.


Report Confirmation

File Name: 39-2024-QPR Addendum 04-04-2025 11_05_01

REFRESH

Status: Pending

39-2024-QPR Addendum 04-04-2025 11_05_01

Name	Size	Generated By	Generated Date	Download
39-2024-QPR Addendum 04-04-2025 11_05_01	1,539 KB	Fred Ketsche	4/4/2025 11:05 AM EDT	

CLOSE

11. Click the **Refresh** button until the status updates to "Completed Successfully." This process will take up to 10 minutes. If you click **Close** before the status updates, you will need to restart the WIPS QPR generation process to access the file.

12. Once the status updates, click the download icon to save a copy of the WIPS QPR Addendum report to your local drive, where you can view the results.

Report Confirmation

File Name: 36-2023-QPR Addendum 08-27-2024 11_20_04

REFRESH

Status: Completed Successfully

Navigate to WIPS by clicking [here](#) to review and certify your report(s).

36-2023-QPR Addendum 08-27-2024 11_20_04

Name	Size	Generated By	Generated Date	Download
36-2023-QPR Addendum 08-27-2024 11_20_04	2,482 KB	Katherine Campbell	8/27/2024 11:20 AM EDT	

CLOSE

16. Generate WIPS QPR

The *Generate WIPS QPR* functionality allows you to generate a WIPS Quarterly Progress Report (QPR). The reports that are available depend on your access level and permissions, according to the following table:

GPMS role	WIPS QPRs available to generate
Program Analyst & Read-only Global	All grantees and their sub-grantees
Grantee Administrator & Read-only Grant, Sub-Grantee Administrators	Grantee specific to their access + all sub-grantees in that grant
Supervisor, Case Manager	These functions are not available for these users

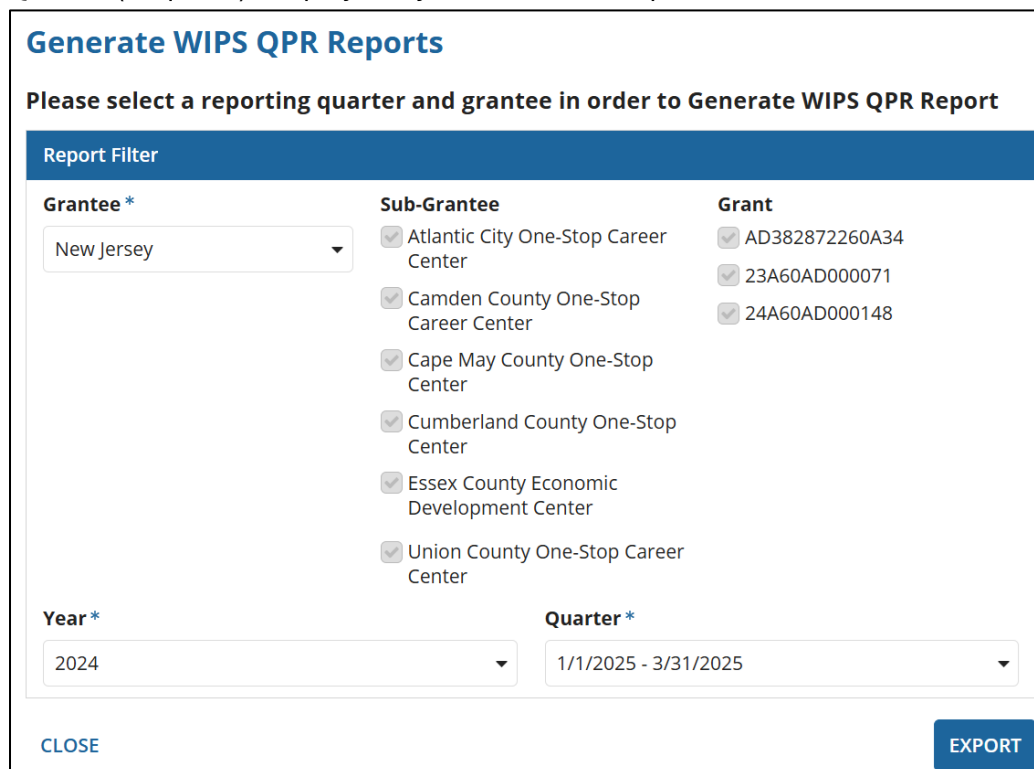
To generate the WIPS QPR:

1. Log in as an authorized user.
2. Select **Admin Console** from the main navigation bar.

- Click **Generate WIPS QPR**. The following instructions display below the banner: “Please select a reporting quarter and grantee in order to Generate WIPS QPR Report.”



- The following fields appear:
 - Grantee** (Required): As a Grantee Administrator, the available dropdown will display only grantees associated with the user. As a Program Analyst, you will select from a search field in which you enter the name of the grantee you are searching for (until you can select a match). After you have selected the grantee, the screen will update to show all available sub-grantees under that grantee. All sub-grantees are selected for the report by default.
 - Year** (Required): Displays only the most recent program year available.
 - Quarter** (Required): Displays only the most recent quarter available.



5. Clicking **Close** will return you to the Admin Console without generating the WIPS QPR. Clicking **Export** will redirect you to the next screen. Click **Export**.
6. The next screen will appear with the following message: “Your WIPS QPR is being processed.” This submits the QPR to the WIPS system. Once the system has finished processing the report, the screen will display the following message. This will take several minutes, depending on the number of sub-grantees associated with the grantee. To view the generated WIPS QPR, please log into the WIPS system.

Your WIPS QPR is being processed!

Note that you still must certify your uploaded report(s). Navigate to WIPS QPR by [clicking here](#) to review and certify your report(s).

[Click Refresh](#)

1. Checking and Correcting Errors in your Report File

Note: WIPS will send emails if you have errors in report file.

- A. Go to step 2 if your report had no errors, otherwise proceed to B
- B. Select **EDIT CHECK RESULTS** from WIPS tab bar
- C. View errors by selecting numeric hyperlinks under **Total Errors** and **Total Duplicates**
- D. Edit case(s) by returning to the Cases tab to correct errors if necessary. **Note:** This step is external to WIPS.
- E. Resubmit Report

2. Reviewing your Uploaded Reports

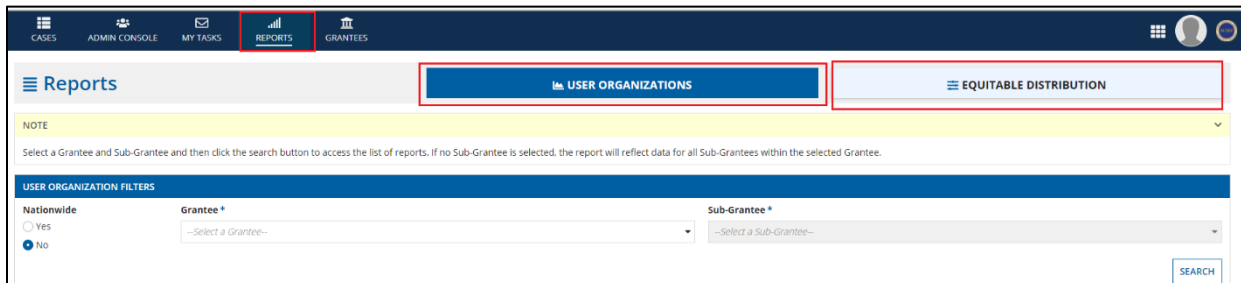
- A. Select **MY REPORTS** from WIPS tab bar
- B. Select **Quarterly Reports** or **Annual Reports**
- C. Find recent report uploaded under **Not Certified | Current Reporting Period** section
- Note:** Uploaded reports for earlier quarters will display under **Previous Reporting Periods** section
- D. Open report by clicking hyperlink under **Status** in **Not Certified | Current Reporting Period** section
- E. Confirm accuracy of information
- F. Click **Certify** to send report for certification

Note: The associated **Quarterly Report** must be certified before the **Annual Report** can be certified

Reports

All reports related to SCSEP can be accessed in this section. Access to reports is dependent on user role (a full list by user role is presented below). The *Reports* screen contains two tabs:

- User Organizations
- Equitable Distribution



1. User Organization

To access reports:

1. Select *Yes* under **Nationwide** for nationwide reports.
2. Select *No* under **Nationwide** to run individual grantee reports.
3. Select a grantee.
4. Select one or more sub-grantees. If no sub-grantee is selected, the reports will generate data for all sub-grantees within the selected grantee.
5. Click **Search**.



USER ORGANIZATION FILTERS

Nationwide
☐ Yes
☒ No

Grantee *
 New Mexico

Sub-Grantee
 SCSEP - New Mexico

SEARCH

Depending on your user role, you will see reports categorized under **Participants, Actions, and Employers**.

Report Access by User Role

1. **Case Manager:**
 - a. Participants: Participant Current/Exit Detail; Approved Breaks in Service; Durational Limit Extension; Waiver of Durational Limit Report; Participant Hours Report.
2. **Supervisor:**
 - a. As above, for Case Manager for Participants.
3. **Sub-Grantee Administrator:**
 - a. As above, for Case Manager for Participants.
4. **Grantee Administrator:** As above, for Case Manager, plus these additional.
 - a. Participants: Also includes Participant/Case Extract Report.
 - b. Actions: Participant Actions Report; Most in Need/Waiver Factor Actions Report.
 - c. Employers: Customer Satisfaction Survey; Follow-Ups Report
5. **Program Analyst:** As above for Grantee Administrator, plus these additional.
 - a. Participants: As above for Grantee Administrator.
 - b. Actions: As above for Grantee Administrator.
 - c. Employers: Also includes County Reports.

The image below shows the entire list of reports, which is only accessible at the Program Analyst level:

PARTICIPANTS	ACTIONS
Participant Current/Exit Detail	Participant Actions Report
Waiver of Durational Limit Report	Most In Need/Waiver Factor Actions Report
	Follow-Up Reports
	Assignment by Host Agency Report
	<div style="background-color: #c09cf2; padding: 2px;">EMPLOYERS</div>
	County Reports

These reports will be described in the following sections. Remember that not all reports are available to every user.

To select a report, click on the report name. To return to the list of reports on the first screen of an individual report, click on the link that says **Back**.

← Back

Participant Current/Exit Detail

Filters

Active Filters for Enrollments ?

Select a status filter type

Active Filters for Assignments *

Select a status filter type

Initial Assignment Date From

mm/dd/yyyy

Initial Assignment Date To

mm/dd/yyyy

Exit Date From

mm/dd/yyyy

Exit Date To

mm/dd/yyyy

1.1 Participant Current/Exit Detail

≡ Reports
USER ORGANIZATIONS
EQUITABLE DISTRIBUTION

← Back

Participant Current/Exit Detail

Filters

Active Filters for Enrollments ?

Select a status filter type

Active Filters for Assignments *

Select a status filter type

Initial Assignment Date From

mm/dd/yyyy

Initial Assignment Date To

mm/dd/yyyy

Exit Date From

mm/dd/yyyy

Exit Date To

mm/dd/yyyy

[RESET](#)
[SEARCH](#)

To run this report:

1. Select **Reports** from the main navigation bar.
2. On the *User Organizations* tab, set up the user organization filters and click **Search**.
3. Select **Participant Current/Exit Detail** from the *Participants* category.
4. This report can be filtered by the following:
 - a. **Active Filters for Enrollments:** There are two choices: Show Currently Active Enrollments Only or Show Exited Enrollments Only. This is a required field.

- Click **Export** to export the *Results Summary* section of the report. Note that the report does not include duplicate assignments.


▼ Results Summary	
Number of Current Participants: 288	Number of Exited Participants: 314
Average Time in Program: 620 Days	Percentage Exiting for Employment: 41.08%
Average Time in (District of Columbia): 620.08 Days	Percentage Exiting for Other Reason: 10.19%
Number of Participants with More Than One Displayed Enrollment: 29	Percent Excluded at Exit: 4.14%
Average Number of Enrollments Per Participant: 1.05	Number of Participants Ever on Leave of Absence: 114
Average Days in Displayed Enrollments: 520.51	Average Number of Leaves of Absence Per Enrollment: 1.25
Average Number of Displayed Assignments Per Enrollments: 1	Average Days Ever on Leave of Absence: 28.11
Average Days in Current Assignments: 495	
Average Days in Displayed Assignments: 495	

- Click **Refresh** until a file name appears next to **Export File** on the screen.
- Click on the file name or right-click on the file name to download a copy of the file to your default file location.
- The exported file is downloaded. You can access the file with any program that can read a Microsoft Excel Worksheet.

Number of Current Participants				
A	B	C	D	E
1	Number of Current Participants	Average Time in Program	Average Time in Grantee	Number of Participants with More Than One Enrollment
2	288	620	620.08	29
3				
4				
5				
6				
7				
8				

Results Details section: The individual participant's report can be viewed/exported in this section.

- To view an individual participant's report, click the icon next to **Case Id**. The screen will refresh and the individual participant's report will be visible at the bottom of the screen (you may have to scroll down).

▼ Results Details				
	Case ID	Participant Name	Contact Number	Initial Assignment Date
	10365478	Torey Clark	5053604322	4/1/2022

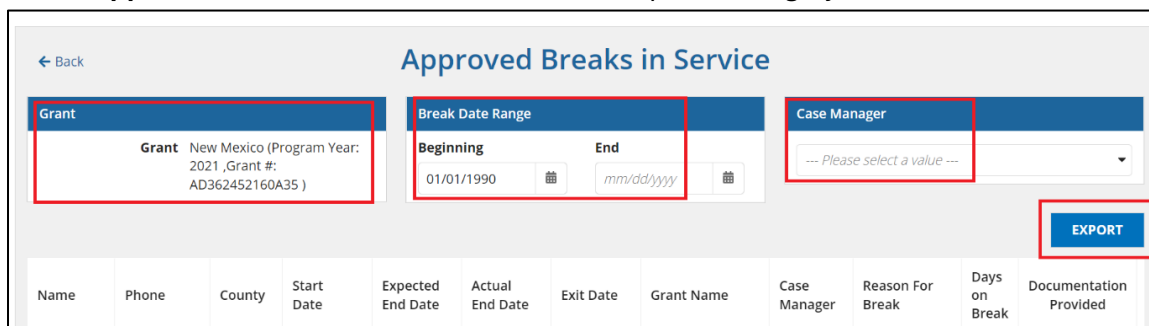
- Click **Export**.
- Click **Refresh** until a file name appears next to **Export File** on the screen.
- Click on the file name or right-click on the file name to download a copy of the file to your default file location.
- The exported file is downloaded. You can access the file with any program that can read a Microsoft Excel Worksheet.

Once you have generated the report, you can either exit the *Reports* screen entirely or generate more reports by clicking **Close**. Clicking **Close** on this screen (or any other report screen) will return you to the initial *Reports* screen.

1.2 Approved Breaks in Service (Future Report)

To run this report:


1. Select **Reports** from the main navigation bar.
2. On the *User Organizations* tab, set up the user organization filters and click **Search**.
3. Select **Approved Breaks in Service** from the *Participants* category.



4. This report can be filtered by the following:
 - a. **Grant:** This field is prefilled based on the combination of grantee and sub-grantee that you selected in the *User Organization Filters* screen.
 - b. **Break Date Range:** Select a beginning date (required) and ending date (optional) to narrow the search. The beginning date is prefilled with 01/01/1990. A date can be entered by either typing it in using the MM/DD/YYYY format or by clicking the calendar icon and selecting the date.
 - c. **Case Manager:** This field displays the Case Managers associated with the grantee/sub-grantee combination that you chose.
5. The bottom of the screen shows those participants who fall into your selected filter ranges. The results can be sorted by columns.

Name	Phone	County	Start Date	Expected End Date	Actual End Date	Exit Date	Grant Name	Case Manager	Reason For Break	Days on Break	Documentation Provided	Break Active
SCSEP-1976 Retest-001	222222222	Cape May County	05/01/2022	05/10/2022	07/31/2022		AD362452160A35	fkcm01 fkcm01	Family/health	91	✓	✓
SCSEP-1976 Retest-001	222222222	Cape May County	08/05/2022	08/14/2022	08/29/2022		AD362452160A35	fkcm01 fkcm01	Family/health	24	✓	✓
SCSEP-1976 Retest-002	222222222	Cape May County	05/01/2022	05/10/2022	07/31/2022		AD362452160A35	fkcm01 fkcm01	Family/health	91	✓	✓

- The **Approved Breaks in Service** that are found by your filter selection can be exported by clicking **Export**.
- When a file name appears on the *Report Confirmation* screen, click the download icon to save a copy of the file to your default file location.

Approved Breaks in Service				
Name	Size	Generated By	Generated Date	Download
Approved Breaks in Service 12-01-2022 03_01_26	3.459 KB	Fred Keische	12/1/2022 3:01 PM EST	
CLOSE				

- The exported file is downloaded. You can access the file with any program that can read a Microsoft Excel Worksheet.

	A	B	C	D	E	F	G	H	I	J	K	L
1	GRANTEE_SUB_GRA	LAST_NAME	FIRST_NAME	PARTICIPANT	HOME_PHONE	BREAK_START_DATE	BREAK_EXPECTED_END_DATE	BREAK_END_DATE	BREAK_REASON	DAYS_ON_APPROVED_BREAK	APPLICATI	
2	690 NM001	Retest-001	SCSEP-1976	10003884	2222222222	5/1/2022	5/10/2022	7/31/2022	Family/health	91	1/1/2022	
3	690 NM001	Retest-001	SCSEP-1976	10003884	2222222222	8/5/2022	8/14/2022	8/29/2022	Family/health	24	1/1/2022	
4	690 NM001	Retest-002	SCSEP-1976	10003885	2222222222	5/1/2022	5/10/2022	7/31/2022	Family/health	91	1/1/2022	
5	690 NM001	Retest-002	SCSEP-1976	10003885	2222222222	8/4/2022	8/14/2022	8/29/2022	Family/health	25	1/1/2022	
6	690 NM001	Retest-003	SCSEP-1976	10003887	2222222222	5/1/2022	5/10/2022	7/31/2022	Family/health	91	1/1/2022	
7	690 NM001	Retest-003	SCSEP-1976	10003887	2222222222	8/5/2022	8/14/2022	8/29/2022	Family/health	24	1/1/2022	
8	690 NM001	Retest-004	SCSEP-1976	10003893	2222222222	5/1/2022	5/10/2022	7/31/2022	Family/health	91	1/1/2022	
9	690 NM001	Retest-004	SCSEP-1976	10003893	2222222222	8/4/2022	8/14/2022	8/29/2022	Family/health	120	1/1/2022	
10	690 NM001	Retest-006	SCSEP-1976	10004228	2222222222	5/1/2022	5/10/2022	7/31/2022	Family/health	91	1/1/2022	

1.3 Waiver of Durational Limit Report

The Waiver of Durational Limit report is generated based on the combination of grantee and sub-grantee that you selected. In cases of multiple enrollments, the report displays the latest enrollment. For each category (for example, **Participants 1 Quarter From Durational Limit**) you'll see a number (field count). Clicking on that number will display the details for those participants matching the limit you have selected.

Waiver of Durational Limit Report

NOTE

Click on a field count to see the associated participants below.

Results Summary

Durational Limit for all Active Participants:	4	Total Participants 396 days From Durational Limit with at Least One Waiver Updated This Program Year:	0
Total Participants 396 days From Durational Limit:	0	Participants within 30 days of Durational Limit with at Least One Waiver Updated This Program Year:	0
Participants within 30 days of Durational Limit:	0		

To run this report:

1. Select **Reports** from the main navigation bar.
2. On the *User Organizations* tab, set up the user organization filters and click **Search**.
3. Select **Waiver of Durational Limit Report** from the *Participants* category.
4. Click **Refresh** until the aggregated report appears on the screen.
5. The aggregated results of this report can be exported by clicking **Export**.
 - a. Click **Export** to download a copy of the file to your default file location.
 - b. The exported file is downloaded. You can access the file with any program that can read a Microsoft Excel Worksheet.
6. Click on any of the numbers in the *Results Summary* to generate a **Participant Table** based on that particular metric.

NOTE

Click on a field count to see the associated participants below.

Results Summary

Durational Limit for all Active Participants: 39

7. Participants for your selected grantee and sub-grantee combination that fit the metric will be displayed in the **Participant Table**. You can sort the table by clicking on a column name (e.g., *Participant*).

Participant Table: Durational Limit for all Active Participants								
	Sub Grantee	Days Left	Participant ↑	Participant ID	Home Phone Number	County of Residence	Application Date	Enrollment Date
☰	SCSEP - New Mexico	317	Aldridge, Ronald	9553501	(907) 203-0020	San Juan County	10/08/2020	10/16/2020
☰	SCSEP - New Mexico	288	Anderson, Caitlin	9925190	(505) 507-2741	Bernalillo County	07/02/2021	09/17/2021
☰	SCSEP - New Mexico	711	Benavidez-Sullivan, D'Anna	10004820	(575) 740-1158	Dona Ana County	09/28/2022	11/14/2022
☰	SCSEP - New Mexico	967	Beyuka, Mickey	10015556	(505) 785-9497	McKinley County	11/03/2022	07/28/2023

- a. Click **Export**.
- b. Click **Refresh** until a file name appears next to **Export File** on the screen.
- c. Click on the file name or right-click on the file name to download a copy of the file to your default file location.
- d. The exported file is downloaded. You can access the file with any program that can read a Microsoft Excel Worksheet.

8. Click the icon to the left of a row to generate a **Participant Details** report.

Participant Details		Waiver Factors	
Case Assigned To Smith, Mary	Race, American Indian or Alaskan Native Participant did not self-identify	Severe Disability	Limited English Proficiency
Age 70	Race, Asian Participant did not self-identify	Frail	Low Literacy Skills
Date of Birth 12/26/1952	Race, Black, African American Participant did not self-identify	Old Enough, Not Receiving SS Title II	75 or Older No
Gender Male	Race, Native Hawaiian/Pacific Islander Participant did not self-identify	Severely Ltd Emp Prospects	Formerly Incarcerated
Address 508 Becker Ave. Belen New Mexico 87002	Race, White Yes		
Email slvr58ddy@gmail.com	Ethnicity: Hispanic, Latino, or Spanish Origin? No		
Disability No	Has Enrollments In Other Grantees None		
Veteran Status No			

- a. Click **Export**.
- b. Click **Refresh** until a file name appears next to **Export File** on the screen.
- c. Click on the file name or right-click on the file name to download a copy of the file to your default file location.
- d. The exported file is downloaded. You can access the file with any program that can read a Microsoft Excel Worksheet.

1.4 Participant Hours Report

[← Back](#)

Participant Hours Report

Filters

Program Year *

Participant Last Name

Quarter

Status

☐ Current Quarter
 ☐ YTD

☐ Only show assignments with blank or 0 Total Hours

[RESET](#)
[SEARCH](#)

To run this report:

1. Select **Reports** from the main navigation bar.
2. On the *User Organizations* tab, set up the user organization filters and click **Search**.
3. Select **Participant Hours Report** from the *Participants* category.
4. This report can be filtered by the following:
 - a. **Program Year** (required): You can select individual years from 2021 to the current year.
 - b. **Status**:

- i. Select *Active* in the **Status** field to view hours for currently active participants.
 - ii. Select *Exited* to view hours for currently exited participants.
 - iii. To view all participants and their associated paid hours for previous quarters, leave the **Status** field unselected. Note: Exit dates shown may be later than the report period selected.
 - c. **Participant Last Name:** Enter all or part of a last name to filter on this field.
 - d. **Quarter:** Select 1-4 for the first through fourth quarter of a program year.
 - e. **Current Quarter or YTD:** If *Current Quarter* is selected, the **Program Year** and **Quarter** will default to the current quarter. If *YTD* is selected, **Program Year** will default to the current year and the **Quarter** field will be disabled.
 - f. **Only show assignments with blank or 0 Total Hours:** If this box is checked, results will only include assignments that have zero or blank total hours for the program year/quarter selected.
5. Clicking **Reset** will clear the values for the filters.
 6. Choose the desired filters and click **Search**.

Grantee Summary Details		
Total Number of Enrollments	Number of Enrollments with PRA Hours	Number of Enrollments with Paid In-Person Training
10	0	1
Total Number of Active Enrollments	Number of Enrollments with Paid In-Person CSA Hours	Number of Enrollments with Paid Remote Training
10	4	0
Total Number of Closed Enrollments	Number of Enrollments with Paid Remote CSA Hours	Number of Enrollments with Paid Sick Leave
0	0	3

7. If the search returns a total participant count greater than 1000, results will be limited and a warning message will be displayed under the **Grantee Summary Details** table: "Warning: The total participants count on this report is greater than 1000. Please include additional filter criteria to limit the result."
8. The screen will display aggregate results for the grantee/sub-grantee(s) you have chosen and display them under **Grantee Summary Details**, the **Grantee Summary Hours Table**, and in the **Case Summary Table**.

Grantee Summary Hours Table						
Quarter	Total PRA Activities Hours	Total Paid In-Person CSA Hours	Total Paid Remote CSA Hours	Total Paid In-Person Training Hours	Total Paid Remote Training Hours	Total Paid Sick Leave Hours
Q1	0	105	0	54	0	78
Q2	0	415	0	148	0	302
Q3	0	617	0	4	0	92
Q4	0	0	0	0	0	0
						EXPORT

9. The **Grantee Summary Hours Table** will show totals by quarter for various categories: Total PRA Activities Hours, Total Paid In-Person CSA Hours, etc.

- Click **Export**.
- Click **Refresh** until a file name appears next to **Export File** on the screen.



- Click on the file name or right-click on the file name to download a copy of the file to your default file location.
- The exported file is downloaded. You can access the file with any program that can read a Microsoft Excel Worksheet.

10. The **Case Summary Table** shows information by individual participant.

- If multiple sub-grantees were selected in the initial report filter, the sub-grantee name will be shown in the table for each case.
- All columns can be clicked to sort by that column in ascending/descending order.
- To view only participants with a last name that starts with a single letter, click that letter in the alphabet row above the columns.

Case Summary Table														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Participant Id	Case Id	Sub-Grantee Name							↑	Participant Name			
	10002860	10860370	CA019 AAA, County of Los Angeles								Goo, Pamela			
	10006490	10871241	CA019 AAA, County of Los Angeles								Gurule, Yolanda			
	9567404	10842259	CA019 AAA, County of Los Angeles								Garcia, Ramon			

11. Click **Export**.

12. To view an individual participant's report, click the icon next to the **Participant ID**. The screen will refresh and the individual participant's report will be visible at the bottom of the screen (you may have to scroll down).

	9506540	CA020 San Bernardino Cty Dept of Aging & Adult Svcs	Gonzalez, Jose	(909) 969-1629	8/15/2022
Participant Assignment Details (Name: Gonzalez, Jose)					
Assignment: 9948767					
Host Agency Name		Type		Assignment Date	
Department of Aging and Adult Services - Rancho Cucamonga		Host Agency		8/15/2022	
		Address		Assignment Start Date	

- Click **Export**.

- b. Click **Refresh** until a file name appears next to **Export File**.

Download Participant Hours Participant Summary

Participant Hours Participant Summary data is being exported. Click refresh until the file is ready to download.

Export File Exporting...
 (Last Refresh: 12/3/2024 11:55 AM EST)

REFRESH

- c. Click on the name or right-click on the file name to download a copy of the file to your default file location.

Download Participant Hours Participant Summary

Export File Gonzalez, Jose - 2022 - Assignment Hours Report Summary

CLOSE

- d. The exported file is downloaded. You can access the file with any program that can read a Microsoft Excel Worksheet.

2. Actions

These reports are available at the Grantee Administrator or Program Analyst levels only.

2.1 Participant Actions Report

← Back

Participant Actions Report

INTRODUCTION

List of all Participant with active Enrollments in SCSEP. For each Enrollment, the last updated data and due date for the following actions are provided: IEP, Recertification, Physical or Waiver, and safety consultation.

Filters

Show Results

☐ IEP
 ☐ Physical or Waiver
 ☐ Recertification
 ☐ Safety Consultation


Initial Assignment Date From
 mm/dd/yyyy

Initial Assignment Date To
 mm/dd/yyyy

To run this report:

1. Select **Reports** from the main navigation bar.
2. On the *User Organizations* tab, set up the user organization filters and click **Search**.
3. Select **Participant Actions Report** from the *Actions* category.

4. This report can be filtered by the following:
 - a. **Show Results:** Choose none or any combination of four for IEP, Recertification, Physical or Waiver and Safety Consultation.
 - b. **Initial Assignment Date From:** Optional field to narrow your search.
 - c. **Initial Assignment Date To:** Optional field to narrow your search.
There are no required filters for this report.
5. Clicking **Reset** will clear the values for the filters.
6. Choose filters and click **Search**. The screen will show aggregate results based on the filters you selected.
7. Click **Export**.
8. When a file name appears on the *Report Confirmation* screen, click the download icon to save a copy of the file to your default file location.

Report Confirmation				
Participant Actions Report				
Name	Size	Generated By	Generated Date	Download
PRA_REPORT 2023-07-14 03:42:59	31.447 KB	Fred Keische	7/14/2023 3:43 PM EDT	

9. The exported file is downloaded. You can access the file with any program that can read a Microsoft Excel Worksheet. The file has two tabs, **Summary** and **Details**, replicating the report as seen on the screen.

	A	B	C
1	Number of Enrollment	205	
2	Number of Actions Pending	156	
3	Number of Actions Past Due	664	
4	Number of IEPs Pending	4	
5	Number of IEPs Past Due	201	
6	Number of Recertifications Pending	52	
7	Number of Recertifications Past	153	
8	Number of Physicals or Waivers	50	
9	Number of Physicals or Waivers	155	
10	Number of Safety Consultations	50	
11	Number of safety consultation p	155	
12			
13			
14			
15			
16			
17			
18			
19			
	Summary	Details	

10. The bottom of the screen shows individual participants. These can be sorted by column:

Detail Section																									
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X		
Participant	Participant ID	Home Phone Number	Email				County of Residence	Case Assigned to	Initial Assignment Date	IEP Status	Date of Last IEP	Due Date of Next IEP	Recertification Status												
Gonzales, Ofelia	9936461	(575)312-6494	Myophelia70@gmail.com				Dona Ana County	Smith, Mary	06/16/2017	Past Due	02/10/2022	08/10/2022	Past due												

- Grantee Acronym
- Subgrantee Code
- Participant (name)
- Participant ID
- Home Phone Number
- Email (participant)
- Initial Assignment Date
- Date of Last IEP
- Due Date of Next IEP
- Recertification Status
- Date of Recertification (In the Participant Actions Report, the pending recertification is blank in the Date of Recertification column until the Supervisor approves it.)
- Due Date of Next Recertification
- Date of Last Physical or Waiver
- Due Date of Next Physical or Waiver
- Assignment Date
- Date of Safety Consultation
- Host Agency Name

2.2 Most in Need/Waiver Factor Actions Report

[← Back](#)

Most In Need/Waiver Factor Actions Report

INTRODUCTION

List of all participants 1) with active enrollments in SCSEP, or 2) with active enrollments in SCSEP that have at least one missing waiver factor or waiver factor date in the current program year or the previous program year.

Filters

Program Year

Select the Program Year

Leaving this blank will select both the current and previous years

Participant Detail Selection *

☐ Show Current Participants With Pending Waiver Factor
☐ Show All Current Participants

To run this report:

1. Select **Reports** from the main navigation bar.
2. On the *User Organizations* tab, set up the user organization filters and click **Search**.
3. Select **Most in Need/Waiver Factor Actions** from the *Actions* category.
4. This report can be filtered by the following:
 - a. **Program Year:** Select one of the two program years available (current year and previous year). Leaving this blank will select both the current and previous year.
 - b. **Participant Detail Selection:** You can select either to show *Current Participants With Pending Waiver Factors* or *All Current Participants*. This is a required field.
5. Clicking **Reset** will clear the values for the filters.
6. Choose filters and click **Search**. The screen will show aggregate results based on the filters you selected.
7. The screen will display aggregate results for the grantee/sub-grantee you have chosen and display them under *Results Summary*.
8. Click **Export**.
9. Click **Refresh** until a file name appears next to **Export File** on the screen.
10. Click on the file name or right-click on the file name to download a copy of the file to your default file location.

Download Waiver Factor Participant Details Report

Export File MINWFA_Report_7/17/2023 9:25 AM EDT

11. The exported file is downloaded. You can access the file with any program that can read a Microsoft Excel Worksheet. The file has two tabs, **Summary** and **Details**, replicating the report as seen on the screen.

- To view an individual participant's report, click the icon next to **Participant**. The screen will refresh, and the individual participant's report will be visible at the bottom of the screen (you may have to scroll down).

Atkinson, Donald PID: 9565919

2024 WAIVER FACTORS

Severe Disability Yes - 10/03/2024	Limited English Proficiency Yes - 10/03/2024
Frail Yes - 10/03/2024	Low Literacy Skills No - 10/03/2024
Old Enough, Not Receiving SS Title II No - 10/03/2024	75 or Older Yes as of (12/03/2024)
Severely Limited Employment Prospects in Area of Persistent Unemployment No - 10/03/2024	Formerly Incarcerated

2.3 Follow-Up Reports

[← Back](#)

Follow-Up Reports

Introduction

List of all current and historical follow-up activity during the selected program year. A placement can appear on the list of follow-ups more than once if the placement needs multiple follow-ups completed. The follow-up scheduled dates and employer information is displayed.

Instructions

The report includes the following options:

Program Year - By selecting one of the program year values, the report will display all follow-ups whose scheduled dates fell within the selected program year.

Follow-Up Category - By selecting one of the listed values, the report will display only the follow-up data from the selected category. By selecting all, the report will display information for all three follow-ups.

Follow-up Status - By selecting one or multiple follow-up statuses, the report will display a subset of records based on the selected checkboxes.

- Pending Follow-up: When the report run date is between the follow-up scheduled date and the end of the quarter for reporting.
- Overdue Follow-up: When the report run date is between the last day of the quarter for reporting and the relevant follow-up expiration date.
- Expired Follow-up: When the report run date is past the last day that a follow-up can be completed.
- Successful Follow-up: When wages or earnings were indicated for the follow-up.
- Negative Follow-up: When no wages or earnings were indicated for the follow-up.

Filters

Program Year *

Choose the Program Year

Follow-Up Category *

Choose a Follow-up Category

Follow-Up Status *

☐ Pending Follow-Up
 ☐ Overdue Follow-Up
 ☐ Expired Follow-Up
 ☐ Successful Follow-Up
 ☐ Negative Follow-Up

[Reset](#) | [Search](#)

To run this report:

- Select **Reports** from the main navigation bar.
- On the *User Organizations* tab, set up the user organization filters and click **Search**.
- Select **Follow-Up Reports** from the *Actions* category.
- This report has three required filters. Each of these must be selected, in turn, to allow you to select from the next filter, and then to generate a report:

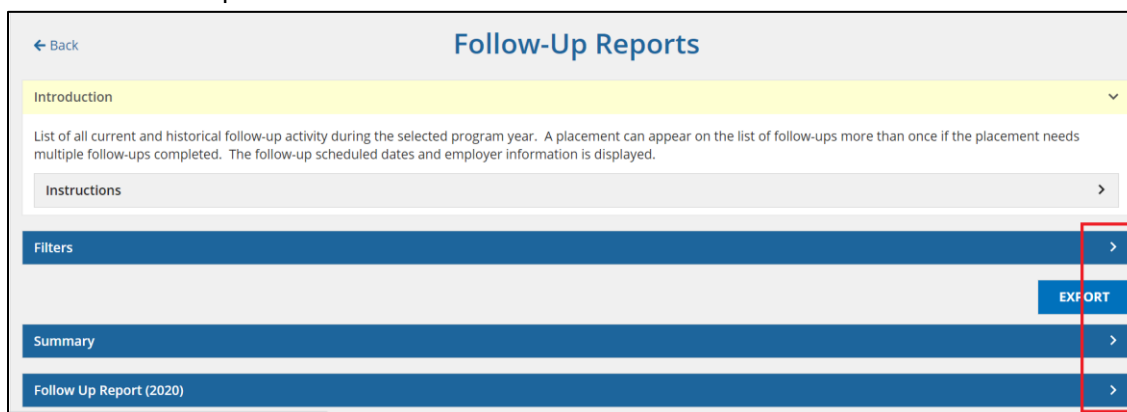
- a. **Program Year:** Choose a program year you would like to examine for follow-up activity. You can select the current year or one of several historical years. You must select one year to make the next filter selection.
 - b. **Follow-Up Category:** Filter your results on Follow-Up 1, Follow-Up 2, Follow-Up 3 or all three follow-ups (1, 2, 3, and All). You must select a choice to move on to the next filter selection.
 - c. **Follow-Up Status:** Refine your results for any number of Follow-Up Statuses. Select from *Pending Follow-Up*, *Overdue Follow-Up*, *Expired Follow-Up*, *Successful Follow-Up*, *Negative Follow-Up*. You must make at least one selection for the report to run. More than one status, or even all statuses, can be selected.
5. Clicking **Reset** will clear the values for the filters.
 6. Once you have chosen your desired filters, click **Search**.
 7. The screen will display aggregate results for the grantee/sub-grantee combination you have chosen in the top half of the screen, *Summary*, and show you individual cases under the bottom half of the screen, as *Follow Up Results Details*.

Summary										
Count of Cases ?					Number of Expired Follow-ups ?					
5					0					
Number of Pending Follow-Ups ?					Number of Successful Follow-ups ?					
0					12					
Number of Overdue Follow-ups ?					Number of Negative Follow-ups ?					
0					0					

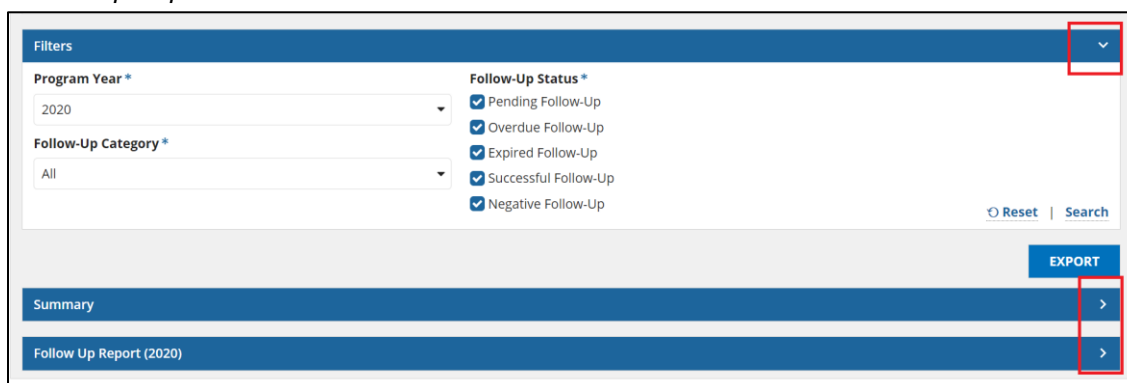
Follow Up Report (2020)										
Follow Up Results Details										
Participant First Name	Participant Last Name	Participant ID	Participant Case ID	Participant Phone	Participant Email	Case Assigned To	Participant Exit Date	Follow-Up1 Scheduled Date	Follow-up1 Completed Date	Follow-Up 1 Status
Juana	Locasplino	9627806	10795608	(505) 495-5500		fkgrad01, fkgrad01	03/17/2021	7/1/2021	7/1/2021	Success

8. The *Follow Up Results Details* section shows more information than can fit within the width of a typical display. To view the remaining details, scroll to the right using the bar at the bottom of the screen.
9. On the right side of this screen, you will see an arrow that expands or contracts the information shown below the title bar. The **Export** button is visible if there is information that can be exported.

10. Below is an example where all the information has been contracted:



11. Below is an example where the filters you selected are expanded, but the *Summary* and *Follow Up Report* sections are contracted:



12. Click **Export**.

13. Click **Refresh** until a file name appears next to **Export File** on the screen.

14. Click on the file name or right-click on the file name to download a copy of the file to your default file location.

15. The exported file is downloaded. You can access the file with any program that can read a Microsoft Excel Worksheet.

- The file has two tabs, **Summary** and **Details**, corresponding to what you see on the report screen.
- The **Details** tab has some additional columns (*Grantee Code*, *Sub Grantee Code*) not seen in the **Follow Up Results Details** table in your browser window.

2.4 Assignment by Host Agency Report

← Back

Assignment by Host Agency Report

Filters

☒ Display Active Host Agencies Only
☐ Display Active Assignments Only

Assignment Active From

Assignment Active Through



☒ Show Report Summary
☒ Show Organization Summary
☒ Show Most Recent Assignment Only

RESET

SEARCH

To run this report:

1. Select **Reports** from the main navigation bar.
2. On the *User Organizations* tab, set up the user organization filters and click **Search**.
3. Select **Assignment by Host Agency Report** from the *Actions* category.
4. There are no required filters for this report. However, you may choose to select multiple sub-grantees. You can filter by:
 - a. **Display Active Host Agencies Only**
 - b. **Display Active Assignments Only**
 - c. **Assignment Active From (date range)**
 - d. **Assignment Active Through (date range)**
 - e. **Show Report Summary**
 - f. **Show Organization Summary**
 - g. **Show Most Recent Assignment Only**
5. Clicking **Reset** will clear the values for the filters.
6. Choose filters and click **Search**.
7. If you select **Show Report Summary** as one of your filters, then those results will be displayed in the top half of the screen.
8. If you select **Show Organization Summary** as one of your filters, then those results will be displayed in the middle of the screen.

Organization Summary							
	Name	ID	FEIN	Address	Type	Number of Active Participants	Number of Inactive Participants
	University of New Mexico-Gallup Workforce Connection	10125374		705 Gurley Ave., New Mexico, Gallup, 87301	Not For Profit	0	1
	Santa Fe Senior Programs	10005495		PO Box 909, New Mexico, Santa Fe, 87504	Government	1	0
	Chihuahuan Desert Nature Park	10236164	850386047	100 E. Hadley Ave., New Mexico, Las Cruces, 88001	Not For Profit	0	1

- a. Clicking one of the icons to the left of a host agency's name will display *Detail Level Elements* at the bottom of the screen.
- b. This screen shows more information for each host agency than can be displayed on most screens, so you will have to scroll over to see the remaining fields.

Detail Level Elements								
Participant	Participant ID	Home Phone Number	County of Residence	Case Assigned To	Active Assignment	Participant's Job Code	Assignment Start Date	Assignment End Date
Beyuka, Christine	9864307	(505) 862-2479	McKinley County	Smith, Mary	N	Community and Social Service Occupations	8/10/2015	10/1/2015
Rogers, Timothy	9978256	(505) 713-8271	McKinley County	Smith, Mary	N	Farming, Fishing, and Forestry Occupations	9/23/2019	6/14/2020

9. If selected, the *Report Summary*, *Organization Summary*, and *Detail Level Elements* sections of the report can be exported by clicking **Export**.

EXPORT

Report Summary

Number of Host Agencies

213

Number of Active Host Agencies

28

Average Number of Participants

3

Average Length of Assignment

563

10. Click **Refresh** until a file name appears next to **Export File** on the screen.
11. Click on the file name or right-click on the file name to download a copy of the file to your default file location.
12. The exported file is downloaded. You can access the file with any program that can read a Microsoft Excel Worksheet. The file has three tabs, **ReportSummary**, **OrgSummary**, and **participantSummary**, corresponding to the *Report Summary*, *Organization Summary*, and *Participant Summary* that you see on the screen.

Grantee Name	Subgrantee Name	Host Agency Agreement Date	Host Agency Monitoring Visit Date
AARP Foundation Programs	AARP Foundation SCSEP Atlanta, GA		
AARP Foundation Programs	AARP Foundation SCSEP Broward Dade, FL	8/23/2022	10/19/2023
AARP Foundation Programs	AARP Foundation SCSEP Broward Dade, FL		
AARP Foundation Programs	AARP Foundation SCSEP Bethlehem, PA	8/28/2017	4/20/2023
AARP Foundation Programs	AARP Foundation SCSEP Broward Dade, FL	7/13/2023	6/21/2023
AARP Foundation Programs	AARP Foundation SCSEP Broward Dade, FL	7/13/2023	6/21/2023
AARP Foundation Programs	AARP Foundation SCSEP Broward Dade, FL		
AARP Foundation Programs	AARP Foundation SCSEP Atlanta, GA	8/2/2010	4/22/2022
AARP Foundation Programs	AARP Foundation SCSEP Austin, TX	8/22/2022	1/24/2023

3. Employers

These reports are available at the Grantee Administrator or Program Analyst levels only.

3.1 Customer Satisfaction Survey (Future Report)

[← Back](#)

Customer Satisfaction Survey

Customer Satisfaction Summary

Total Number of Employers with Pending Employer Survey: 0

Number of Employers where Pending Employer Survey is between 81 and 100 days from expiration: 0

Number of Employers where Pending Employer Survey is between 41 and 80 days from expiration: 0

Number of Employers where Pending Employer Survey is between 21 and 40 days from expiration: 0

Number of Employers where Pending Employer Survey is between 1 and 20 days from expiration: 0

3.2 County Reports

[← Back](#)

County Reports

Report Type

Report

-- Select a Report --

Report Range

Date From

mm/dd/yyyy

Date To

mm/dd/yyyy





[↶ CLEAR](#)
[SEARCH](#)

Name	Report Type	Program Year	Quarter	
Enrollment County Summary Report 10/1/2022	Enrollment County Summary Report	2022	2	📄
County Detail Report 10/1/2022	County Detail Report	2022	2	📄
Enrollment County Summary Report 9/22/2022	Enrollment County Summary Report	2022		📄

This report is available at the Program Analyst level only.

1. Select **Reports** from the main navigation bar.
2. On the *User Organizations* tab, set up the user organization filters and click **Search**.
3. Select **County Reports** from the *Employers* category.
4. This report can be filtered by the following
 - a. **Report:** *Enrollment County Summary Report* or *County Detail Report*.
 - b. **Report Range:** Enter a beginning and end date range.
5. Click **Clear** to clear all values for the filters.

- This report has no required fields. If you do not select any filters, the bottom part of the screen will display all available county reports.


Name	Report Type	Program Year	Quarter	
Enrollment County Summary Report 10/1/2022	Enrollment County Summary Report	2022	2	
County Detail Report 10/1/2022	County Detail Report	2022	2	
Enrollment County Summary Report 9/22/2022	Enrollment County Summary Report	2022		
County Detail Report 9/22/2022	County Detail Report	2022		


- Choose the desired filters and click **Search**. The screen will display the available reports for the filters you select.
- To export an available county report, click the download icon next to **Quarter**. The exported file is downloaded. You can access the file with any program that can read a Microsoft Excel Worksheet.


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q			
1	FIPS	STATE	NA	COUNTY	I	AARP	Fou	Alabama	Alaska	American	Arizona	Arkansas	Asociació	Associate	California	Center fo	Colorado	Connectic	Delaware	District of
2	001	Alabama	Autauga County																	
3	003	Alabama	Baldwin County																	
4	005	Alabama	Barbour County											1						
5	009	Alabama	Blount County											2						
6	011	Alabama	Bullock County											4						
7	013	Alabama	Butler County											4						
8	015	Alabama	Calhoun County		7									16						
9	017	Alabama	Chambers County		2															
10	019	Alabama	Cherokee County											6						

4. Equitable Distribution Report

The Equitable Distribution (ED) report highlights a grantee's performance by comparing the authorized positions allotted to them in a given county and the number of enrollees in SCSEP within the county. It is one of the tools available to grantees to track their enrollments within the program.


Reports


USER ORGANIZATIONS


EQUITABLE DISTRIBUTION

[HOME](#)
[REPORTS](#)
[DEFINITIONS](#)

NOTES

[AUTHORIZED POSITIONS BY STATE](#)
[AUTHORIZED POSITIONS BY GRANTEE](#)
[MODIFIED POSITIONS BY STATE](#)
[MODIFIED POSITIONS BY GRANTEE](#)
[DOWNLOAD AUTHORIZED POSITIONS](#)

[DOWNLOAD MODIFIED POSITIONS](#)

Filters

Program Year *

Select the program year

Quarter *

Select the quarter number

State *

Select a state

The report can be accessed via the navigational path: **Reports > Equitable Distribution > Reports**.

The following options are available in the ED report:

- Authorized Positions By State
- Authorized Positions By Grantee
- Modified Positions By State

- Modified Positions By Grantee
- Download Authorized Positions
- Download Modified Positions

4.1 Authorized Positions by State

Filters		
Program Year *	Quarter *	State *
2023	2	New Jersey

1. Click **Authorized Positions by State**.
2. Select the required filters.
3. Click **Search**.

4.2 Authorized Positions by Grantee

Filters		
Program Year *	Quarter *	Grantee *
2023	2	Associates for Training & Development

1. Click **Authorized Positions by Grantee**.
2. Select the required filters.
3. Click **Search**.

4.3 Modified Positions by State

Filters		
Program Year *	Quarter *	State *
2023	2	New Jersey

1. Click **Modified Positions by State**.
2. Select the required filters.
3. Click **Search**.

4.4 Modified Positions by Grantee

Filters		
Program Year *	Quarter *	Grantee *
2023	2	Associates for Training & Development

1. Click **Modified Positions by Grantee**.
2. Select the required filters.
3. Click **Search**.

4.5 Download Authorized Positions

Filters

Program Year *

2023

Quarter *

2

Download Generated File

1. Click **Download Authorized Positions**.
2. Select the required filters.
3. Click the **Download Generated File** icon.

4.6 Download Modified Positions

Filters

Program Year *

2023

Quarter *

2

Download Generated File

1. Click **Modified Authorized Positions**.
2. Select the required filters.
3. Click the **Download Generated File** icon.

My Tasks

The *My Tasks* screen allows you to view and manage tasks and notifications generated at various stages of the case management process.

The screen is divided into two sections: a *Case Tasks* section on the left with a blue border, and a *Notifications* section on the right with a yellow border. Depending on the user role, both sections may have options to sort between case-level and grantee-level.

CASES

ADMIN CONSOLE

MY TASKS

REPORTS

SCSEP

All Tasks and Notifications for Edcasemgr Denk

Case Tasks

All Tasks

Past Due

Due Soon

Upcoming

Escalated

Show Filters

Participant Name	Participant ID	Case ID	Case Status	Task Type	Escalated?	Due Date	Status	Description
Scsep-699 Test-033 iep cm initial task	10006612	10870243	Active	Reassessment		7/12/2023		Reassessment and/or IEP Due Date Reminder: You are required to do 2 assessments within a 12 month period; your last assessment was 9 month ago. You o... Show More
Scsep-1623 Test-001	10006418	10870033	Active	Reassessment		6/6/2023		It has been 15 days since the assignment date or the anniversary of the assignment date and the date for the offer of the physical exam has not been e... Show More

Notifications (22)

Notification Type

SORT

Reassessment and/or IEP Due Date Reminder: 10868792

Due Date: 7/2/2023

Participant: (Case ID: 10868792)

Reassessment and/or IEP Due Date Reminder: 10868773

Due Date: 7/2/2023

Participant: (Case ID: 10868773)

Reassessment and/or IEP Due Date Reminder: 10868794

Due Date: 7/10/2023

Participant: Scsep-699 Test-004 cm 3rd notification (Case ID: 10870212)

Case 10870212 has been assigned to you

Due Date: 7/11/2023

Participant: Scsep-699 Test-004 cm 3rd notification (Case ID: 10870212)

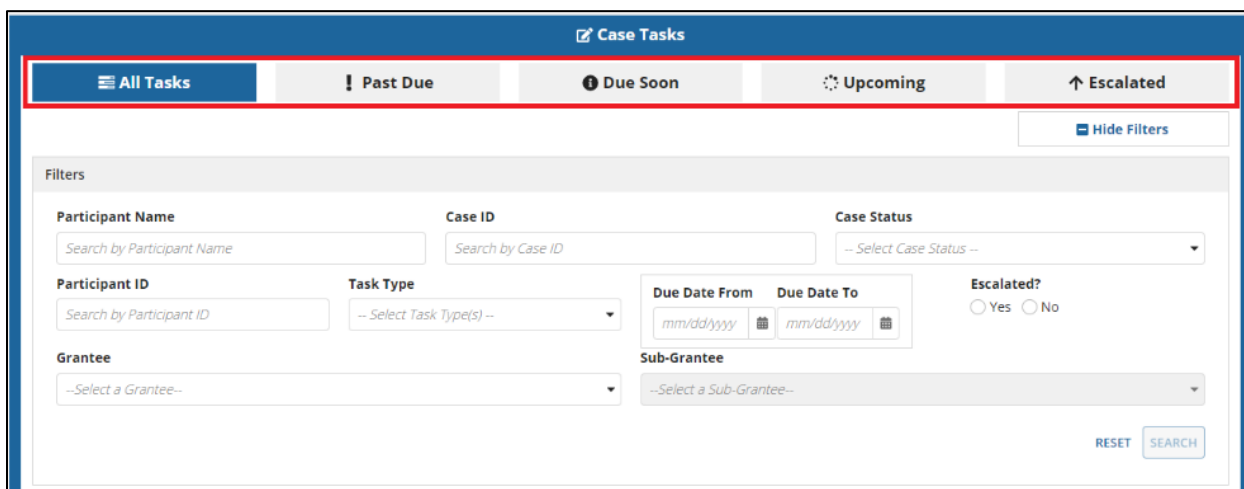
Case 10870213 has been assigned to you

1. Tasks

The *Case Tasks* section displays tasks generated at various stages of the case management process.

Five filter buttons appear in this section:

- **All Tasks:** All tasks assigned to the user
- **Past Due:** Tasks that are past their assigned due date
- **Due Soon:** Tasks that are two days or less from their due date
- **Upcoming:** Tasks that are seven days or less from their due date
- **Escalated:** Tasks that have been escalated from another user



The screenshot displays the 'Case Tasks' filter interface. At the top, there is a header bar with five filter buttons: 'All Tasks', 'Past Due', 'Due Soon', 'Upcoming', and 'Escalated'. Below this header is a 'Filters' section containing several input fields and dropdown menus. These include 'Participant Name' (with a search placeholder), 'Case ID' (with a search placeholder), 'Case Status' (a dropdown menu), 'Participant ID' (with a search placeholder), 'Task Type' (a dropdown menu), 'Due Date From' and 'Due Date To' (date pickers), 'Escalated?' (radio buttons for 'Yes' and 'No'), 'Grantee' (a dropdown menu), and 'Sub-Grantee' (a dropdown menu). At the bottom right of the filter section are 'RESET' and 'SEARCH' buttons.

Click the **Show Filters** button. When clicked, the label on the button changes to **Hide Filters** and additional filter options appear:

- **Participant Name:** Allows you to search by participant name
- **Case ID:** Allows you to search by case ID
- **Case Status:** Allows you to filter results based on one or multiple status categories
- **Participant ID:** Allows you to search by participant ID
- **Task Type:** Allows you to filter results based on one or multiple task types
- **Due Date From:** Allows you to identify tasks with a due date on or after the entered date
- **Due Date To:** Allows you to identify tasks with a due date on or before the entered date
- **Escalated:** Selecting **Yes** displays tasks that have been escalated. Selecting **No** excludes tasks that have been escalated.
- **Grantee:** Allows you to filter results based on the grantee that owns the case
- **Sub-Grantee:** Allows you to filter results based on the sub-grantee that owns the case. If no grantee is selected, this dropdown list is not accessible.

Below the additional filters are two buttons labeled **Reset** and **Search**.

- **Reset** clears all filter values entered.
- **Search** applies the entered filters to the criteria of the search.

Tasks are displayed in a table format with the following default columns:

- **Participant Name:** The first and last name of the participant appear as hyperlinked text. After clicking it, you will be redirected to the task screen for additional information.
- **Participant ID**
- **Case ID**
- **Case Status**
- **Task Type**
- **Escalated:** If the task has been escalated to the user, the word *Yes* appears. Otherwise, a dash appears.
- **Due Date:** Appears in the following format: MM/DD/YYYY
- **Status:** A red exclamation mark icon (!) appears in the column when the task is past due. The status of the task appears when you hover over the icon.
- **Description**

Almost all columns on the table can be sorted by clicking on the column header. Clicking the header once sorts the tasks by that column in ascending order, and an up-pointing arrow appears in the header. Clicking the same header again sorts the tasks by that column in descending order, and a down-pointing arrow appears in the header.

To add or remove columns from the table, click **Show Columns** below the table. *Participant Name* is the only column that cannot be removed from the table.

Scsep-699 Test-027 ga 1st escalation	10006606	10870235	Active	Reassessment	—	7/12/2023	!	Reminder: You are required to do 2 assessments within a 12 month period; your last assessment was 10 month ago. You ... Show More
Scsep-699 Test-026 ga initial task	10006605	10870234	Active	Reassessment	—	7/12/2023	!	Reassessment and/or IEP Due Date Reminder: You are required to do 2 assessments within a 12 month period; your last assessment was 9 month ago. You o... Show More
Scsep-699 Test-022 sga 3rd escalation	10006601	10870230	Active	Reassessment	—	7/12/2023	!	Reassessment and/or IEP Due Date Reminder: You are required to do 2 assessments within a 12 month period; your last assessment was 13 months ago. Yo... Show More
Scsep-699 Test-020 sga 1st escalation	10006599	10870228	Active	Reassessment	—	7/12/2023	!	Reassessment and/or IEP Due Date Reminder: You are required to do 2 assessments within a 12 month period; your last assessment was 10 month ago. You ... Show More
Scsep-699 Test-015 sup 3rd escalation	10006594	10870223	Active	Reassessment	—	7/12/2023	!	Reassessment and/or IEP Due Date Reminder: You are required to do 2 assessments within a 12 month period; your last assessment was 13 months ago. Yo... Show More
Scsep-699 Test-008 cm 3rd escalation	10006587	10870216	Active	Reassessment	—	7/12/2023	!	Reassessment and/or IEP Due Date Reminder: You are required to do 2 assessments within a 12 month period; your last assessment was 13 months ago. Yo... Show More

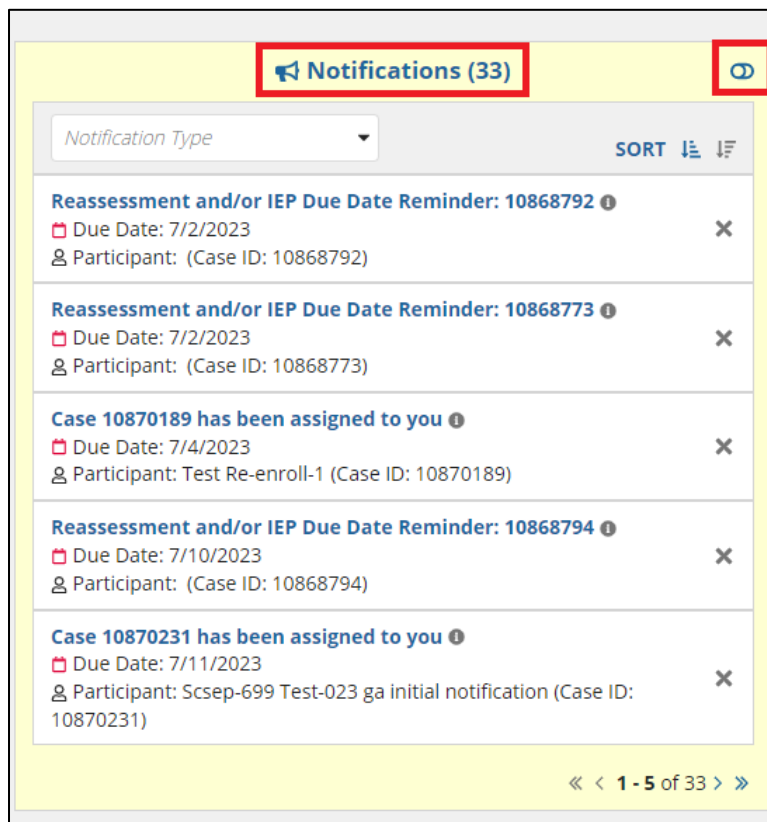
[+ Show Columns](#)

<< 1 - 10 of 495 >>

2. Notifications

The *Notifications* section displays notifications generated at various stages of the case management process. Grantee Administrator users and Program Analysts can toggle the *Case Notifications* and *Grantee Notifications* headers in their *Notifications* section to sort between these two notification types.

Click the toggle button in the upper-right corner of the screen to expand or compress the *Notifications* section:

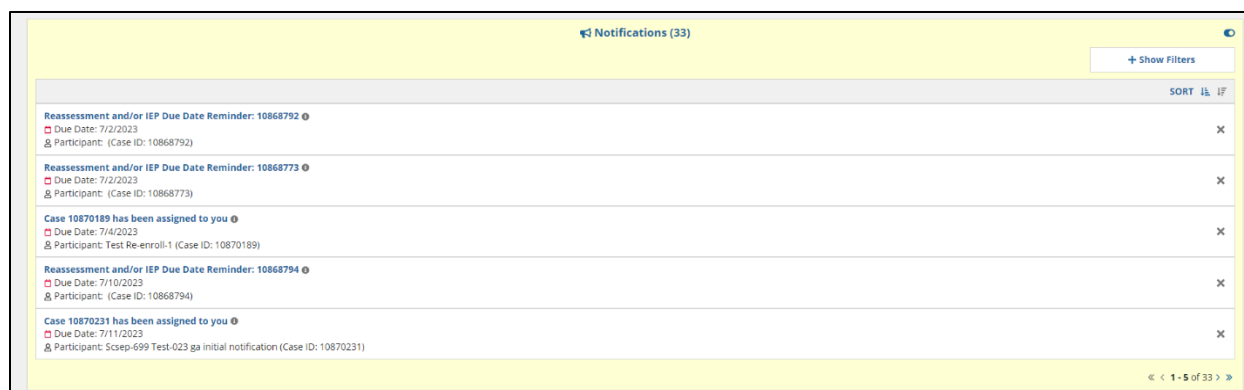


Notifications (33)

Notification Type SORT

- Reassessment and/or IEP Due Date Reminder: 10868792** ⓘ
 Due Date: 7/2/2023
 Participant: (Case ID: 10868792)
- Reassessment and/or IEP Due Date Reminder: 10868773** ⓘ
 Due Date: 7/2/2023
 Participant: (Case ID: 10868773)
- Case 10870189 has been assigned to you** ⓘ
 Due Date: 7/4/2023
 Participant: Test Re-enroll-1 (Case ID: 10870189)
- Reassessment and/or IEP Due Date Reminder: 10868794** ⓘ
 Due Date: 7/10/2023
 Participant: (Case ID: 10868794)
- Case 10870231 has been assigned to you** ⓘ
 Due Date: 7/11/2023
 Participant: Scsep-699 Test-023 ga initial notification (Case ID: 10870231)

« < 1 - 5 of 33 > »





Notifications (33) Show Filters


Notification Type SORT


- Reassessment and/or IEP Due Date Reminder: 10868792** ⓘ
 Due Date: 7/2/2023
 Participant: (Case ID: 10868792)
- Reassessment and/or IEP Due Date Reminder: 10868773** ⓘ
 Due Date: 7/2/2023
 Participant: (Case ID: 10868773)
- Case 10870189 has been assigned to you** ⓘ
 Due Date: 7/4/2023
 Participant: Test Re-enroll-1 (Case ID: 10870189)
- Reassessment and/or IEP Due Date Reminder: 10868794** ⓘ
 Due Date: 7/10/2023
 Participant: (Case ID: 10868794)
- Case 10870231 has been assigned to you** ⓘ
 Due Date: 7/11/2023
 Participant: Scsep-699 Test-023 ga initial notification (Case ID: 10870231)

« < 1 - 5 of 33 > »


Click on a notification title to display the notification screen, which contains additional information. You can also click the information icon () that appears beside each notification title to view additional details on the notification:


Reassessment and/or IEP Due Date Reminder: 10867182 

 Due Date: 11/12/2024

 Participant: Shauna Williams (Case ID: 10867182)

Reassessment and/or IEP Due Date Reminder: 10867182

 Due Date: 11/12/2024

 Participant: Shauna Williams (Case ID: 10867182)

Reassessment and/or IEP Due Date Reminder: You are required to do 2 assessments within a 12 month period; your last assessment was 6 month ago. You only have 1 months before this notification is escalated again

The **Show Filters** button becomes visible once you expand the *Notifications* section. When **Show Filters** is clicked, the label on the button changes to **Hide Filters** and additional filter options appear:

- **Notification Type:** Allows you to filter results based on one or multiple notification types
- **Due Date From:** Allows you to identify notifications with a due date on or after the date entered
- **Due Date To:** Allows you to identify notifications with a due date on or before the date entered
- **Escalated:** Selecting Yes displays notifications that have been escalated. Selecting No excludes notifications that have been escalated.


Filters

Notification Type

Select a Notification Type


Due Date From

mm/dd/yyyy



Due Date To

mm/dd/yyyy



Escalated?

☐ Yes ☐ No

RESET

SEARCH

Notifications are listed below the filters in the following format:

- **[Name of Notification]: [Case ID]**
- Due Date: [M/D/YYYY]
- Participant: [Participant Name] (Case ID: [Case ID])

Filters

Notification Type

Reassessment

Due Date From

mm/dd/yyyy

Due Date To

mm/dd/yyyy

Reassessment and/or IEP Due Date Reminder: 10868792

Due Date: 7/2/2023

Participant: (Case ID: 10868792)

Reassessment and/or IEP Due Date Reminder: 10868773

Due Date: 7/2/2023

Participant: (Case ID: 10868773)

An **X** appears on the right of each notification. Clicking the **X** displays the following message:

"Are you sure you would like to dismiss this notification? This action cannot be undone."

- Click **Yes** to remove the notification from the list.
- Click **No** to dismiss the message.

You can click a notification in this list to view the participant summary and take appropriate action. Once that action is taken, the notification will no longer be displayed.

Grantees

The *Grantees* screen displays a summary of grantees, sub-grantees, and related actions for grantees. Only Program Analysts can add grantees, sub-grantees and grant numbers. Grantee Administrators and Global Read Only users can utilize search functionality but cannot edit information.

GRANTEES

GRANTEES

SUB-GRANTEES

The *Grantees* screen has two sections:

- Grantees
- Sub-Grantees

1. Grantees

You can search for a grantee by entering their name in the search box and clicking **Search**.

After you run a search, the **ID**, **Grantee Name** and if the **Grantee Is Active** are displayed. The "**Is Active?**" column will read *No* when a grantee has been retired.

Click on the **Grantee Name** in the grid to view the grantee's summary and sub-grantees as well as their related actions:

← Back GRANTEES				
<input type="text" value="Search by Grantee Name"/> <input type="button" value="SEARCH"/>		<input type="button" value="+ Show Filters"/>		
ID	Grantee Name	City	State	Is Active?
99000221	District of Columbia	Baltimore test	Wyoming	Yes
99000161	Swap Test #1	Baltimore test	Wyoming	Yes
99000165	Swap Test #3	Baltimore test	Wyoming	Yes

Program Analysts can add a grantee by clicking **Add Grantee**. The system requires a three-digit numeric code for grantees.

[← Back](#)
GRANTEES

Grantee Name

Grantee Code

Grantee Code must be a unique value containing Numbers only with maximum size of 3 characters.

Date First Active

Date Last Active

1.1 Summary

The *Summary* tab displays a summary of the selected grantee, administrator information, read-only information, and durational limit policies.

California

MANAGE IDL POLICYMANAGE SUB-GRANTEES

SummarySub-GranteesRelated Actions

Grantee Summary

Grantee Name

California

Grantee Code

420

National Grantee

No

Active

Yes

Date First Active

06/29/2006

Date Last Active

Region

Region 6

Administrator Info

Username	Name	Work Phone	Fax Number	Email
scsepmpr+scagra@gmail.com	scCAgranadmin Cavus			scsepmpr+scagra@gmail.com

Read Only Info

Username	Name	Work Phone	Fax Number	Email
No users are Available				

Durational Limit Policies

Policy ID	Extension Option	Effective Date	Policy Status
9000226	No Extensions (Option #1)	7/1/2011	Active

1.2 Sub-Grantees

On the *Sub-Grantees* tab, a Grantee Administrator, Program Analyst, and Global Read Only users can view sub-grantees linked to a grantee. Grantee summary information is displayed in addition to a search bar labeled **Search Sub-Grantees**.

Details of the sub-grantees for the selected grantee are displayed.

California

MANAGE SUB-GRANTEES

SummarySub-GranteesRelated Actions

California Sub-Grantees

Grantee Summary

Grantee Name

California

Grantee Code

420

National Grantee

No

Active

Yes

Date First Active

06/29/2006

Date Last Active

Region

Region 6

Search Sub-Grantees

[Reset](#)
[Search](#)

☐ Show Active and Inactive Sub-Grantees

Sub-Grantee Name	Sub-Grantee Code	Effective Date	End Date	Status
CA009 Alameda AAA, Dept of Adult & Aging Svcs	CA009			Active
CA010 Sourcewise	CA010			Active

Sub-grantees can be displayed by entering a name in the text field and clicking **Search**. Click **Reset** to clear the data entered and start a new search. Filter the search results by selecting the **Show Inactive Sub-Grantees** checkbox.


The data displayed is read-only. No edits can be made by the Grantee Administrator user.


1.3 Related Actions

Related actions that can be taken by a Grantee Administrator and Program Analyst are displayed:

Swap Test #1

Summary Sub-Grantees **Related Actions**

 **Manage Grants**
Manage Grantee's Grants and Sub-Grantees access to them

 **Manage Authorized Positions**
View and Allocate Authorized Positions to Sub-Grantees

Manage Grants

Grantees and sub-grantees can manage their grant information and activity here, such as adding a new grant or editing an existing grant.

A grantee summary is displayed at the top of the screen.

1. To filter a grant by program year, select a **Program Year**.
2. Select a **Grant Number** in the grid to view details:

Grant Filters

Program Year

-- Select a Program Year --

Grants

Grant Number
AD362992160A24

3. To add a new sub-grantee to the selected grant, click **Add Sub-Grantees**.

Grantee Summary

Grantee Name Example Grantee	Grantee Code 10800	National Grantee No
Active Yes	Date First Active 06/30/2014	Date Last Active
Region		

ADD SUB-GRANTEES

Search Sub-Grantees

Org. Name or Sub-Grantee Code [Reset](#) [Search](#)

4. Click **Create New Sub-Grantee**.

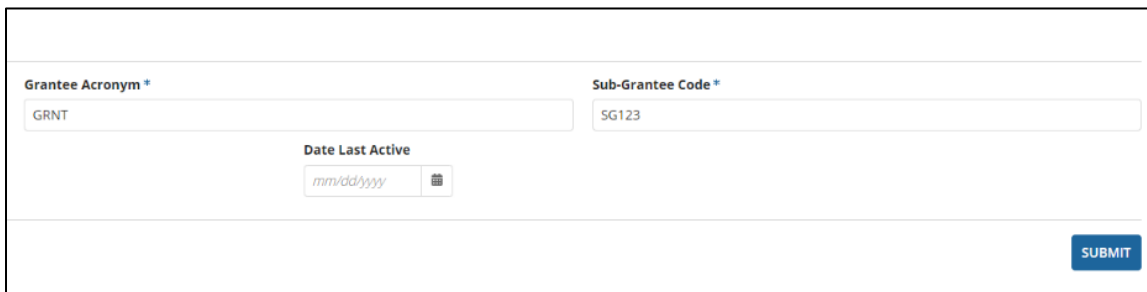
Add Sub-Grantees

Grantee	Effective Date
No Sub-Grantee Record Found	

[Add Sub-Grantee](#)

[CANCEL](#) [CREATE NEW SUB-GRANTEE](#) [ADD SUB-GRANTEES](#)

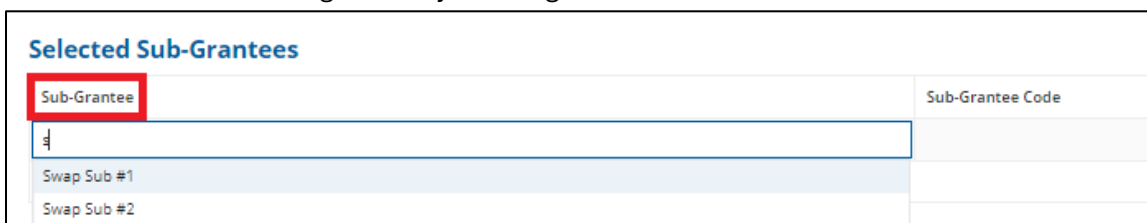
- Enter the required information into the fields on the screen. The system requires a maximum of ten alphanumeric characters in the **Sub-Grantee Code** field.



The screenshot shows a form with the following fields:

- Grantee Acronym ***: A text box containing "GRNT".
- Sub-Grantee Code ***: A text box containing "SG123".
- Date Last Active**: A date picker showing "mm/dd/yyyy".
- SUBMIT**: A blue button in the bottom right corner.

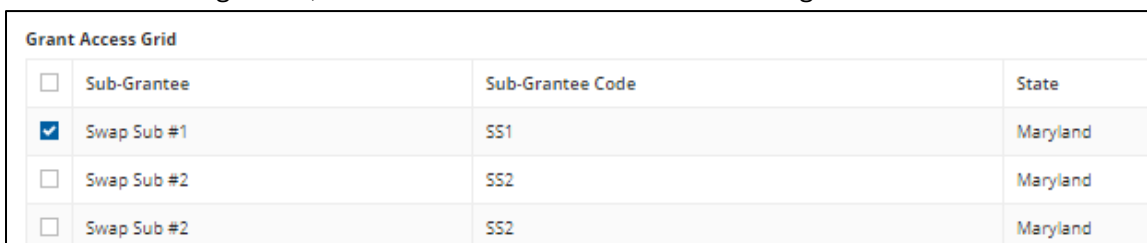
- You can search for a sub-grantee by entering its name in the search box.



The screenshot shows a search box titled "Selected Sub-Grantees". The search box contains the text "Sub-Grantee" and a dropdown list with the following options:

- Swap Sub #1
- Swap Sub #2

- Click **Submit** to save the chosen option or click **Cancel** to discard the selection.
- To remove a sub-grantee, click on the checkbox next to the sub-grantee name.



Grant Access Grid			
<input type="checkbox"/>	Sub-Grantee	Sub-Grantee Code	State
<input checked="" type="checkbox"/>	Swap Sub #1	SS1	Maryland
<input type="checkbox"/>	Swap Sub #2	SS2	Maryland
<input type="checkbox"/>	Swap Sub #2	SS2	Maryland

- Select **Remove From Grant** from the dropdown list, and then click **Submit**.

A confirmation message is displayed:

"Are you sure that you want to remove the selected Sub-Grantee(s) from this Grant?"

- Click **Yes** to continue with the selected action.
- Click **No** to cancel the selected action.

2. Sub-Grantees

You can manage sub-grantee information and activity on the *Sub-Grantees* screen. Managing your grant includes functions such as editing an existing sub-grantee and adding a new sub-grantee. A summary of the sub-grantees and their related actions are found in this section.

To search for a sub-grantee, enter the sub-grantee's name in the search box and click **Search**.

To view the sub-grantee summary, click on the sub-grantee name in the grid:

[← Back](#)
SUB-GRANTEES

Filters

City

Is Active?
☐ Yes ☐ No

ID	Sub-Grantee Name	City
99000241	DC Subgrantee	Baltimore test
99000162	Swap Sub #1	Baltimore test
99000164	Swap Sub #2	Baltimore test
99000166	Swap Sub 3-1	Baltimore test

The *Sub-Grantee Summary* and *Administrator Info* sections will appear:

DC Subgrantee

[Summary](#)
[Related Actions](#)

Sub-Grantee Summary

Sub-Grantee Name	DC Subgrantee	City	Baltimore test	State	Maryland
Sub-Grantee Code	DC001	Region		Active	Yes
Date First Active	04/08/2021	Date Last Active			

Administrator Info

There is no active administrator for this organization.