

## DIRECTIONS FOR SETTING TAA BENCHMARKS (FOR COMPLETION TRA ELIGIBILITY)

1. Go to Case Plan/Goals Tab

Due Date	Goal	Result
00/00/0000	Employment	Pending
11/15/2017	Maintain Satisfactory Academic Standing	Pending
11/30/2016	Work Readiness	Pending
11/20/2016	Secondary Diploma or Equivalent	Pending

2. Click Add Goal and Select 'Complete Training within Approved Timeframe' in the 'Type' dropdown menu
3. Add Due Date (should be 60 days from start date of training)
4. Click OK.

Staff ID: BDRUM

Common Goal  Individually Designed Goal

Type: Complete Training Within Approved Timeframe

Priority: Skills Progression, Training Milestone, Transcript/Report Card

**Benchmark Goals:**  
Complete Training Within Approved Timeframe  
Maintain Satisfactory Academic Standing

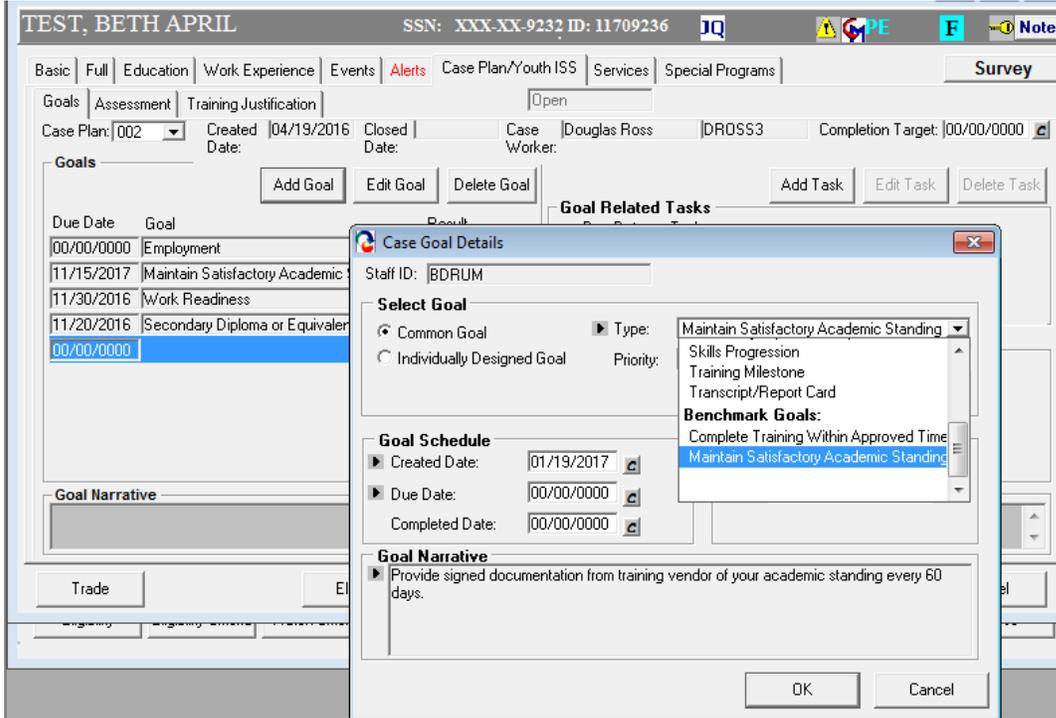
**Goal Schedule**

Created Date: 01/19/2017  
Due Date: 00/00/0000  
Completed Date: 00/00/0000

**Goal Narrative**

Provide signed documentation from training vendor of your progress toward completing training within the timeframe identified in your approved training plan every 60 days.

- Click Add Goal and Select 'Maintain Satisfactory Academic Standing' in the 'Type' dropdown menu.
- Add Due Date (should be 60 days from the start date of training).



- Repeat adding these two (2) goals every sixty (60) days after the Due Date of the initial set of goals.
- Continue setting these two (2) goals through the approved TAA end date of the training.

**Example of a completed case (please note the scroll bar for more).**

