DIRECTIONS FOR SETTING TAA BENCHMARKS (FOR COMPLETION TRA ELIGIBILITY)

1. Go to Case Plan/Goals Tab

C Job Seeker Membership (TEST, BETH APRIL)					- • •
TEST, BETH APRIL ss	SN: XXX-XX-923	2 ID: 11709236	JQ	🔥 🚱 PE	F - Notes
Basic Full Education Work Experience Events Alert	Case Plan/Youth I	ISS Services Sp	ecial Programs		Survey
Case Plan: 002 Created 04/19/2016 Closed Date: Case Plan: 002 Created 04/19/2016 Closed Date: Coals	Case Worker:	Douglas Ross	JDROSS3	Completion Targe	t: 00/00/0000
Due Date Goal	Result	Goal Related Ta Due Date Ta	isksAdd ask		K Delete Lask
11/15/2017 Maintain Satisfactory Academic Standing 11/30/2016 Work Readiness 11/20/2016 Secondary Diploma or Equivalent	Pending Pending Pending				
		Independent Ta Due Date Ta	sks ask		
Goal Narrative	* *	Task Narrative -			* *
Trade Eligibility	Match Criteria	Run Match	Eligibility Criteria	OK	Cancel

- 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.

TEST, BETH APRIL	SSN: XXX-XX-9232 ID: 11709236 🔟 🆄 🏹 PE 🗜	-O Notes
Basic Full Education Work Experience Ev	ents Alerts Case Plan/Youth ISS Services Special Programs	Survey
Goals Assessment Training Justification	Open	
Case Plan: 002 Created 04/19/2016	Closed Case Douglas Ross DROSS3 Completion Target: 00	/00/0000 🙍
Goals	Date. Worker.	
Add Goal	Edit Goal Delete Goal Carl Balanad Task Edit Task	Delete Task
Due Date Goal	Booult Goal Related Tasks	
00/00/0000 Employment	Case Goal Details	x
11/15/2017 Maintain Satisfactory Academic	Staff ID: BDRUM	
11/30/2016 Work Readiness	Select Goal	.
11720/2016 [Secondary Diploma or Equivalen	Common Goal Type: Complete Training Within Approved Timef	
	C Individually Designed Goal Priority: Skills Progression Training Milestone	
	Transcript/Report Card	
	Benchmark Goals:	ni l
	Conjunction of the second seco	
Goal Narrative	Due Date: 00/00/0000	
Goarmanaatve		
	Provide signed documentation from training vendor of your progress toward completing	
LI LI	training within the timeframe identified in your approved training plan every 60 days.	ei
	OK Cancel	

5. Click Add Goal and Select 'Maintain Satisfactory Academic Standing' in the 'Type' dropdown menu.

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Basic Full Education Work Experience Ev	ents Alerts Case Plan/Youth ISS Services Special Programs Survey
Goals Assessment Training Justification Case Plan: 002 Created 04/19/2016 Date:	Open Closed Case Douglas Ross DROSS3 Completion Target: 00/00/0000 C Date: Worker: Worker: Drate: Drate: Douglas Ross DROSS3 Drate: Douglas Ross Drate: Dou
Add Goal	Edit Goal Delete Goal Add Task Edit Task Delete Task
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11/15/2017 Maintain Satisfactory Academic	Staff ID: BDRUM
11/30/2016 Work Readiness	Select Goal
11/20/2016 Secondary Diploma or Equivaler	Common Goal Type: Maintain Satisfactory Academic Standing
00/00/0000	C Individually Designed Goal Priority: Skills Progression
	Transcript/Report Card
	Benchmark Goals:
	Goal Schedule Complete Training Within Approved Time
	Created Date: 01/19/2017 Maintain Satisfactory Academic Standing
- Goal Narrative	Due Date: 00/00/0000
	Completed Date: 00/00/0000 c
	Goal Narrative
Trade	Provide signed documentation from training vendor of your academic standing every 60 days.
	DK Cancel

6. Add Due Date (should be 60 days from the start date of training).

- 7. Repeat adding these two (2) goals every sixty (60) days after the Due Date of the initial set of goals.
- 8. 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).

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Basic Full Educa	ation Work Experience	ce Events Alerts	Case Plan S	ervices Special Pr	ograms		
Goals Assessmen	nt Training Justification	on		Open			
Case Plan: 001	✓ Created 07/2 Date:	7/2012 Closed Date:	Cas Wor	e Beth Goguen ker:	BDRUM	Completion Targ	jet: 00/00/0000
Goals	Add	Goal Edit Goa	Delete Goal		A	dd Task Edit Ta	sk Delete Task
Due Date Go	al		Result 🔼	Due Date	Task		
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03/30/2013 Mai	iintain Satisfactory Aca	ademic Standing	Pending				
03/30/2013 Cor	mplete Training Within	Approved Timefra	Pending	L			
01/29/2013 Cor	mplete Training Within	Approved Timefra	Pending	Independent	Tasks		
01/29/2013 Mai	aintain Satisfactory Aca	ademic Standing	Pending	Due Date	Task		
11/28/2012 Cor	mplete Training Within	Approved Timefra	Pending				
11/28/2012 Mai	aintain Satisfactory Aca	ademic Standing	Pending				
09/27/2012 Cor	mplete Training Within	Approved Timefra	Pending				
-Goal Narrative -				Task Narrativ	/e		
Obtain employmen	nt		<u>^</u>				<u>^</u>
			×				
<u>I</u> rade		Eligibility	Match <u>C</u> riteria	Run <u>M</u> atch	Eligibility Criteria	ОК	Cancel
			191201097				