

DIRECTIONS FOR SETTING TAA BENCHMARKS (FOR COMPLETION TRA ELIGIBILITY)

1. Go to Case Plan/Goals Tab

Job Seeker Membership (TEST, BETH APRIL)

TEST, BETH APRIL SSN: XXX-XX-9232 ID: 11709236 JQ

Basic Full Education Work Experience Events Alerts Case Plan/Youth ISS Services Special Programs Survey

Goals Assessment Training Justification Open

Case Plan: 002 Created Date: 04/19/2016 Closed Date: Case Worker: Douglas Ross DROSS3 Completion Target: 00/00/0000

Goals

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

Add Goal Edit Goal Delete Goal

Goal Related Tasks

Due Date	Task
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Add Task Edit Task Delete Task

Independent Tasks

Due Date	Task
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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.

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Add Goal Edit Goal Delete Goal

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Add Task Edit Task Delete Task

Independent Tasks

Due Date	Task
----------	------

Case Goal Details

Staff ID: BDRUM

Select Goal

☒ Common Goal ☐ Individually Designed Goal

Type: Complete Training Within Approved Timeframe

Priority:

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.

OK Cancel

- 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).

TEST, BETH APRIL SSN: XXX-XX-9232 ID: 11709236 JQ

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan/Youth ISS | Services | Special Programs | Survey

Goals | Assessment | Training Justification | Open

Case Plan: 002 Created Date: 04/19/2016 Closed Date: Case Worker: Douglas Ross DROSS3 Completion Target: 00/00/0000

Goals

Due Date	Goal
00/00/0000	Employment
11/15/2017	Maintain Satisfactory Academic
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00/00/0000	

Case Goal Details

Staff ID: BDRUM

Select Goal

☒ Common Goal ☐ Individually Designed Goal

Type: Maintain Satisfactory Academic Standing

Priority:

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 academic standing every 60 days.

OK Cancel

- 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).

Basic | Full | Education | Work Experience | Events | Alerts | Case Plan | Services | Special Programs

Goals | Assessment | Training Justification | Open

Case Plan: 001 Created Date: 07/27/2012 Closed Date: Case Worker: Beth Goguen BDRUM Completion Target: 00/00/0000

Goals

Due Date	Goal	Result
05/30/2013	Complete Training Within Approved Timeframe	Pending
05/30/2013	Maintain Satisfactory Academic Standing	Pending
03/30/2013	Maintain Satisfactory Academic Standing	Pending
03/30/2013	Complete Training Within Approved Timeframe	Pending
01/29/2013	Complete Training Within Approved Timeframe	Pending
01/29/2013	Maintain Satisfactory Academic Standing	Pending
11/28/2012	Complete Training Within Approved Timeframe	Pending
11/28/2012	Maintain Satisfactory Academic Standing	Pending
09/27/2012	Complete Training Within Approved Timeframe	Pending

Goal Narrative

Obtain employment

Goal Related Tasks

Due Date	Task
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Independent Tasks

Due Date	Task
----------	------

Task Narrative

Trade Eligibility Match Criteria Run Match Eligibility Criteria OK Cancel