

WorkAbility I

Web-Based

Data Collection System

WorkAbility I

Today's Agenda

Log in

- 1st Log-In for Program Year

Student Baseline

- Search
- Add new
- Transfer
- Exit / Post date exit
- Student Records Blue Links
- Follow-up Records Blue Links

Business Records

- Search
- Add new
- Blue Links

Project Reports

- Download Data

Directory

Site Management

Help Guide

Tips and Tricks

Mentoring vs. TEC

Q & A

What Data is collected?

DEMOGRAPHICS

- Whenever possible this information comes straight from IEP or CASEMIS data

SERVICES

- The array of services page notes what services the student received and who, or what agency, provided them

PLACEMENTS

- WorkAbility is after all a job training program emphasizing “on the job” learning

How is the data organized?

STUDENT RECORDS

- There are two types of students we want to collect data on:
 - Those who are currently enrolled and receiving services
Baseline Records
 - Those who previously received services Follow-Up
Records

BUSINESS RECORDS

- We track employers who offer placement and those who offer other training supports.

Why web based?

- It is very secure
- Anyone with access to the web, and who has been assigned an account, can access the database at anytime
- Troubleshooting errors, or problems become the responsibility of the TEC Committee and the Sacramento County Office of Education (SCOE), so not every project needs to operate its own data reporting system
- Reports can be submitted to CDE electronically

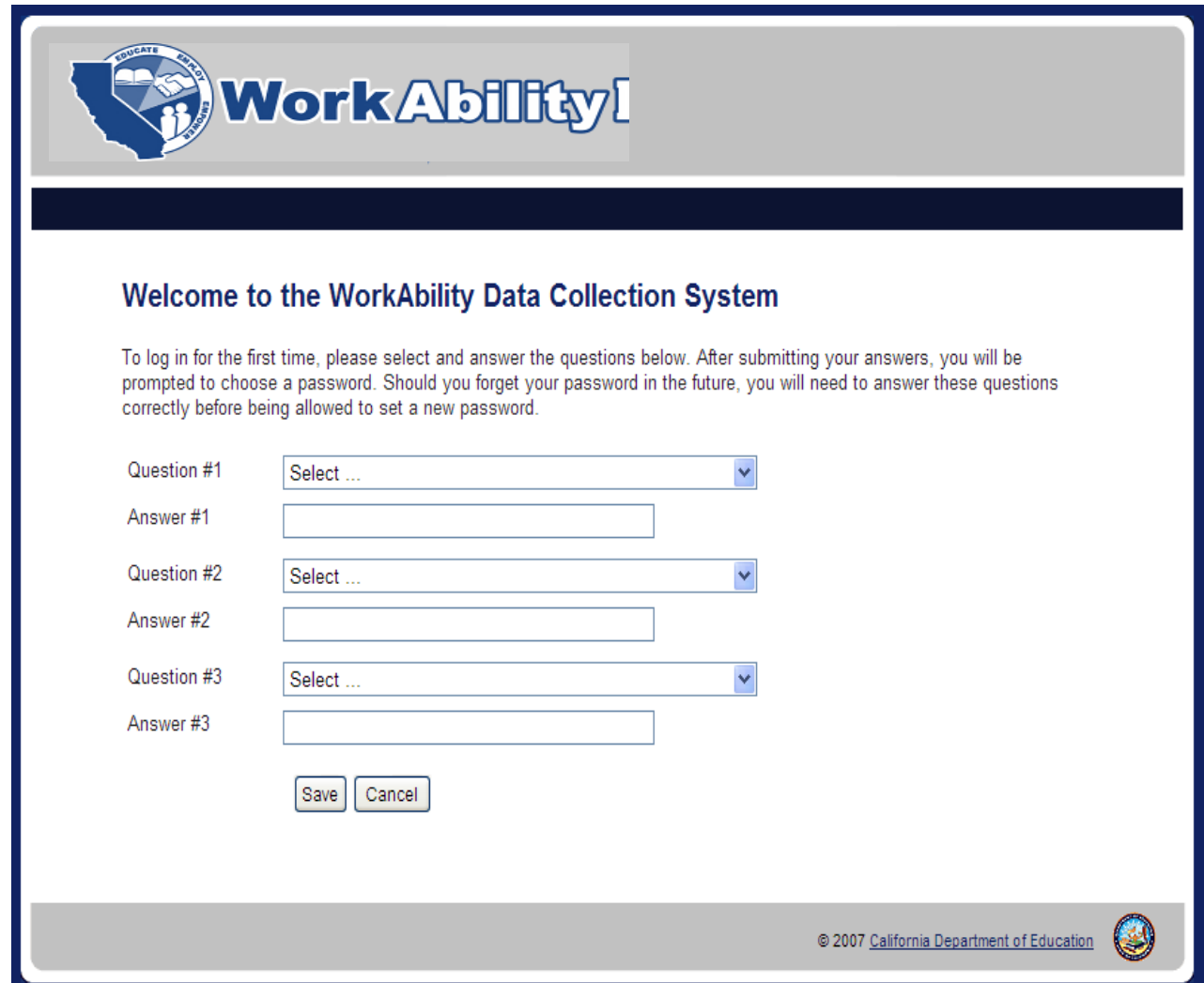
Back is Bad!



First Log-In

The first time you log into the site, you will be asked to select and answer three security questions.

If you forget your password in the future, you will be asked to answer these questions.



The screenshot shows the 'WorkAbility' logo at the top left, which includes a circular emblem with the words 'EDUCATE', 'EMPLOY', and 'EMPOWER' around a central graphic of a person and a book. To the right of the logo is the text 'WorkAbility' in a large, bold, blue font. Below the logo and title is a dark blue horizontal bar. The main content area is white and contains the following text and form elements:

Welcome to the WorkAbility Data Collection System

To log in for the first time, please select and answer the questions below. After submitting your answers, you will be prompted to choose a password. Should you forget your password in the future, you will need to answer these questions correctly before being allowed to set a new password.

Question #1

Answer #1

Question #2

Answer #2

Question #3

Answer #3

At the bottom right of the page, there is a copyright notice: © 2007 California Department of Education, followed by a small circular logo of the California Department of Education.

Next, choose a new password to replace the temporary password you were given.

Click the 'Save' button.

WorkAbility I

First Login

Your questions and answers have been saved. Next, choose a new password.

Passwords must be 6-20 characters long, include at least one number and one letter, and are not case-sensitive. Please enter your new password twice to make sure you have typed it correctly.

New password

Re-enter password

© 2007 [California Department of Education](#)

*Passwords must be 6-20 characters long
and include at least one number and one letter.*



WorkAbility I

Login Name:

Password:

Log In

[Forgot your password?](#)

For best results, a fully standards-compliant web browser such as [Firefox](#) is highly recommended to view this Web site.
You will need the free [Adobe Reader](#) to access certain features, and JavaScript must be enabled.





Vacaville USD (128-03)

Summary as of 9/21/2012

STUDENTS SERVED AND PLACED IN 2012-13

Eligible:	622	Enrolled: *	573
To Serve (HS):	409	Served (HS):	93
To Serve (MS):	180	Served (MS):	0
To Place:	102	Placed:	20 On Campus: 0

* Students count as Enrolled once a school of attendance is entered. Only currently enrolled students are included in this count.

FOLLOW-UP SURVEYS FOR 2013

Students to Follow Up:	142	Still Trying to Reach:	142
Successfully Reached:	0	Unreachable:	0

EMPLOYER PLACEMENTS

Employers with current placements:	10
Employers with no current placements:	53

STATUS OF REPORTS TO CDE

Final Budget: Send Print Copy

There are no comments from CDE at this time.

IMPORTANT DEADLINES

10/31/2012	Final Budget
12/31/2012	Enter All Follow-Up Questions
2/15/2013	Mid-Year Expenditure Report
3/1/2013	CDE Approves Follow-Up Questions
4/1/2013	Follow-Up Period Begins

IMPORTANT CONTACTS

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TEC Committee
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CDE's WorkAbility 1 Web Page:
<http://www.cde.ca.gov/sp/se/sr/wrkabtyl.asp>

NOT SERVED (521)

NOT PLACED (594)

NOT REACHED FOR FOLLOW-UP (142)

Whenever you successfully log in, the data collection system will open up on the homepage.

The homepage shows a summary of your project information as well as important deadlines and contact formation.

To start, make a selection from the main menu bar at the top of the page.

1st Log-in Each Year

The 1st log-in each program year, projects will see this message:

Summary as of 9/27/2011

This project must use the [Project Information screen](#) to affirm that its information is accurate before being able to add or update baseline records for the new year.

Projects must confirm that their project information is correct and up-to-date.

You are confirming contact information, number to serve and schools served - NOT funding amounts.

1st Log-in Each Year

Some projects saw this message:

This project does not yet have any 2010-11 baseline data in the system, pending grant approval.

FOLLOW-UP SURVEYS FOR 2011

Students to Follow Up: 0	Still Trying to Reach: 0
Successfully Reached: 0	Unreachable: 0

EMPLOYER PLACEMENTS

Employers with current placements:	n/a
Employers with no current placements:	222

STATUS OF REPORTS TO CDE

Submit Follow-Up Data:	Submitted to CDE
Estimated Budget:	Due 6/15/10

NOTE:  The project needs to complete their EOY requirements.

1st Log-in Each Year

While other projects saw this:

Summary as of 9/20/2011

STUDENTS SERVED AND PLACED IN 2011-12			
Eligible:	26	Enrolled: *	32
To Serve (HS):	24	Served (HS):	0
To Place:	6	Placed:	0
		On Campus:	0

* Students count as Enrolled once a school of attendance is entered.

FOLLOW-UP SURVEYS FOR 2012			
Students to Follow Up:	9	Still Trying to Reach:	9
Successfully Reached:	0	Unreachable:	0

IMPORTANT COMMENTS FROM CDE

9/14/2011 Grant information has been ...
[View the full comment](#)

IMPORTANT DEADLINES

10/31/2011	Budget
12/31/2011	Enter All Follow-Up Questions
3/1/2012	CDE Approves Follow-Up Questions
4/1/2012	Follow-Up Period Begins
4/15/2012	Budget Amendment Request

CDE entered the following comments for 2011-12. Please read these comments as soon as possible and act upon them as needed. For reference, the status of any related report is listed below the comments.

Click the blue
'View the full
comment' link.

NOTES TO PROJECT

Date	Topic	Comment
9/14/2011	Budget	Grant information has been changed in the system and the Budget returned for modification. The Budget will need to be updated accordingly and resubmitted to CDE. <i>Entered by Alan Murphy</i>

STATUS OF 2011-12 REPORTS REFERENCED ABOVE

- 2011-12 Budget – Returned to Project by Alan Murphy as of 9/14/2011

Student Records



WorkAbility 1

Student Records

[Sign Out](#)
[Change Password](#)
[Help](#)

[Home](#)

[Student Records](#)

[Business Records](#)

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Student Records – Baseline and Follow-Up Records

Search for WorkAbility 1 students for your project, then click a student name to see his or her record. To reduce the risk of creating duplicate records, please search for an existing record before you [add a new student](#).

By default, [this year's students](#) are listed below the search form.

Student Records

From here, if you have access privileges, you can search for a student, view, add, or change your student records.

Blue links:

- [Add a new student](#)
- [This year's students](#)
- [Follow-up Records](#)
- [Alphabetic list](#)
- [Student name](#)

WorkAbility1

Home **Student Records** Business Records Project Reports CDE Reporting Site Management Directory

Sign Out
Change Password
Help

Student Records – Baseline and Follow-Up Records

Search for WorkAbility 1 students for your project, then click a student name to see his or her record. To reduce the risk of creating duplicate records, please search for an existing record before you [add a new student](#).

By default, [this year's students](#) are listed below the search form.

Find students by:

Name or SSID: First Last SSID

WA1 Project:

School of Attendance:

Program Year:

Record Type / Status: Baseline Only – Include: Active Students Exited Students All Students
 Follow-Up Only
 Any Baseline or Follow-Up Record

Baseline Records (626 found) [skip down to [Follow-Up Records](#)]

Name: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

	School	Exit Date	Baseline *
1. p_Jacob	Vacaville High School	–	2016-17
2. son_Jason	Vacaville High School	–	2016-17
3. i_Flerida	Vacaville High School	–	2016-17
4. s_Jordan	Will C. Wood High School	–	2016-17
5. s_Laine	Willis Jepson Middle School	–	2016-17
6. ira_Jude	Willis Jepson Middle School	–	2016-17
7. yo_Marisa	Vacaville High School	–	2016-17
8. Aguirre_Julia	Will C. Wood High School	–	2016-17
9. Alexander_Garrett	Will C. Wood High School	–	2016-17
10. Alhussani_Ali	Vacaville High School	–	2016-17

Search for a student within your project.



Student Records – Baseline and Follow-Up Records

Search for WorkAbility 1 students for your project, then click a student name to see his or her record. To reduce the risk of creating duplicate records, please search for an existing record before you [add a new student](#).

By default, [this year's students](#) are listed below the search form.

Find students by:

Name or SSID
First Last SSID

WA1 Project

School of Attendance

Program Year

Record Type / Status Baseline Only – Include: Active Students Exited Students All Students
 Follow-Up Only
 Any Baseline or Follow-Up Record

Or click on the blue student name link.



Baseline Records (75 found)

[skip down to [Follow-Up Records](#)]

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

	Name	School	Exit Date	Baseline *
1.	Ahmed, F	Dublin High School	–	2011-12
2.	Alakozai	Valley High School	–	2011-12
3.	Ayubyan	Dublin High School	–	2011-12
4.	Banks, E	Dublin High School	–	2011-12
5.	Barnett, J	Dublin High School	–	2011-12

If you do a search, all student records matching your search criteria will be listed on the Search Results screen.

Search Results – Baseline Records

The following 4 records match your search criteria. Click on a student's name to view the record. If you have data you need, [search again](#) or [add a new student record](#).

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	Name	School	Exit Date	Baseline *
1.	Smith, Brittany	Dublin High School	–	2011-12
2.	Smith, Jamiah	Dublin High School	–	2011-12
3.	Smith, Jasmyn	Dublin High School	–	2011-12
4.	Smith, Kevin	Dublin High School	–	2011-12

Click on the blue name link to open the record.

If there are no records matching your search criteria, you can click on the blue 'add a new student' link to add them.

Search Results

There are no records matching your search criteria. Search again or [add a new student record](#).

Find students by:

Name or SSID	<input type="text"/>	<input type="text" value="chin"/>	<input type="text"/>
	First	Last	SSID
WA1 Project	<input type="text" value="Dublin Unified School District (058-03-03)"/>		
School of Attendance	<input type="text" value="Any School"/>		
Program Year	<input type="text" value="2011-12"/>		
Record Type / Status	<input type="radio"/> Baseline Only – Include: <input type="radio"/> Active Students <input type="radio"/> Exited Students		
	<input type="radio"/> Follow-Up Only		
	<input checked="" type="radio"/> Any Baseline or Follow-Up Record		
	<input type="button" value="SEARCH"/>	<input type="button" value="Reset Form"/>	<input type="button" value="Cancel"/>

New Student

When adding a new student you will complete the New Student screen.

Name	<input type="text" value="Andrew"/>	<input type="text" value="Smith"/>
	First	Last
SSID	<input type="text" value="5550000000"/>	
Date of Birth	<input type="text" value="06/19/92"/>	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female	
WA1 Project	<input type="text" value="Dublin Unified School District (058-03-03)"/> ▼	
Record Type	<input checked="" type="radio"/> Baseline (2011-12) <input type="radio"/> Follow-up (2012)	
	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

If the SSID entered is already in the database, you will receive this message.



Sorry, your request cannot go through until the following items are addressed:

- This SSID is already in the database.
- Please enter a valid birthdate.

Name	<input type="text" value="andrew"/>	<input type="text"/>
	First	Last
SSID	<input type="text" value="1100000000"/>	
Date of Birth	<input type="text"/>	

If the student is already in the database, you will need to search all WAI Projects to find them.

Enter the Student's name and/or SSID.

Select:

Then click the 'Search' button.

Student Records – Baseline and Follow-Up Records

Search for WorkAbility 1 students for your project, then click a student name to see his or her record. To reduce the risk of creating duplicate records, please search for an existing record before you [add a new student](#).

By default, [this year's students](#) are listed below the search form.

Find students by:

Name or SSID
First Last SSID

WA1 Project

School of Attendance

Program Year

Record Type / Status: Baseline Only - Include: Active Students Exited Students All Students

Any Baseline or Follow-Up Record

Records matching your search criteria will be listed.

If the student has been exited from the other project, with the correct exit reason, they are available for transfer.

To transfer a student, click on the student's blue name link on the search results screen, then click the blue 'Transfer' link on the next screen.

Search Results – Baseline and Follow-Up Records

The following 78 records match your search criteria. Click on a student's name to view the record. If you have data you need, [search again](#) or [add a new student record](#).

Baseline Records (58 found) [skip down to [Follow-Up](#)]

A B **C** D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Project	Exit Date	Baseline *
1. Chin, Ar	Corona-Norco Unified	9/1/2008	2008-09
2. Chin, Ar	Pleasanton USD	6/10/2011	2010-11
3. Chin, Ar	Riverside USD	8/25/2008	2008-09
4. Chin, Br	Mtn. View Los Altos UHSD		2011-12

Baseline and Follow Along: [And _____](#) (2008-09)

[STUDENT BASICS](#) | [Addresses](#) | [School/Agencies](#) | [Array of Services](#) | [Placements](#) | [Case Notes](#) | [Other](#) | [Print](#)

The period for entering and updating 2008-09 baseline records has closed for this project.

Name	<input type="text" value="Andrew"/> <input type="text"/>	Transfer
	First Last	
SSID	<input type="text"/>	<u>History</u> <ul style="list-style-type: none">• Exited 9/1/08 Corona-Norco Unified• 2007-08 Corona-Norco Unified
Date of Birth	<input type="text" value="8/3/1994"/>	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female	
WA1 Project	Corona-Norco Unified (132-05-05) — Exited 9/1/2008	

Baseline and Follow Along: Andrew (2011-12)

STUDENT BASICS | [Addresses](#) | [School/Agencies](#) | [Array of Services](#) | [Placements](#) | [Case Notes](#) | [Other](#) | [Print](#)

This student has been successfully transferred and a new baseline record has been created.

Quick Check

- Enrolled – No
- Served – No
- Placed – No

History

- Current
Dublin Unified School Distri
- Exited 6/10/11
Pleasanton USD
- [Exited 6/30/10](#)
Dublin Unified School Distri
- [2008-09](#)
Dublin Unified School Distri
- [2007-08](#)
Dublin Unified School Distri

Name: Andrew C
First Last

SSID:

Date of Birth: 7/2/1990

Gender: Male Female

Grade: 5 6 7 8 9 10 11 12 Ungraded

Disability: Mental Retardation (MR)

Ethnicity: 201 Chinese

WA1 Project: Dublin Unified School District (058-03-03)

Buttons: Save, Cancel, DELETE BASELINE, Add a New Student

When you click the transfer link, the next screen will have this message:

‘This student has been successfully transferred and a new baseline record has been created.’

NOTE: The History highlight shows which WA1 Project(s) a student has been exited from.

Let's go back and look at adding a new student.

Student Records – Baseline and Follow-Up Records

Search for WorkAbility 1 students for your project, then click a student name to see his or her record. To reduce the risk of creating duplicate records, please search for an existing record before you [add a new student](#).

You complete the New Student screen.

New Student

Name	<input type="text" value="Andrew"/>	<input type="text" value="Smith"/>
	First	Last
SSID	<input type="text" value="5550000000"/>	
Date of Birth	<input type="text" value="06/19/92"/>	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female	
WA1 Project	<input type="text" value="Dublin Unified School District (058-03-03)"/> ▼	
Record Type	<input checked="" type="radio"/> Baseline (2011-12) <input type="radio"/> Follow-up (2012)	

Then you can begin entering the **Baseline** and **Follow Along** information.

Baseline and Follow Along: Amoni Adkins (2012-13)

STUDENT BASICS | [Addresses](#) | [School/Agencies](#) | [Array of Services](#) | [Placements](#) | [Case Notes](#) | [Other](#) | [Print](#)

Name:
First Last

SSID:

Date of Birth:

Gender: Male Female

Grade: 5 6 7 8 9 10 11 12 Ungraded

Is this student served under a middle school grant? Yes

Disability:

Ethnicity: Is this student Hispanic or Latino? Yes No Declined to State

Race: No matter how the question about Hispanic ethnicity was answered, please indicate below what you consider to be the student's primary race.

American Indian or Alaska Native

Asian

Chinese

Japanese

Korean

Asian Indian

Vietnamese

Laotian

Cambodian

Filipino

Hmong

Other Asian

Native Hawaiian or Other Pacific Islander

Hawaiian

Guamanian

Samoan

Tahitian

Other Pacific Islander

Black or African American

White

Other

Declined to State

Quick Check

- Enrolled – Yes
- Served – No
- Placed – No

WA1 Project Vacaville USD (128-03)

Baseline and Follow Along: Jason (2016-17)

[Student Basics](#) | **ADDRESSES** | [School/Agencies](#) | [Array of Services](#) | [Placements](#) | [Case Notes](#) | [Other](#) | [Print](#)

Student's Residence

Street Address: 170 AVE
City, State, Zip: Vacaville CA 95688
Phone: (707) 4.....
Email:

Parent/Guardian Same address as student?

Name(s): Jason Peterson
Street Address: 179 Stinson AVE
City, State, Zip: Vacaville CA 95688
Phone: (707) 471-.....
Email:

Secondary Contact

Name: Linda
First Last
Street Address:
City, State, Zip: CA
Phone: (707) 448-0.....
Email:

Save Cancel

This screen is for your convenience.
Addresses are not required information.

This student is currently enrolled.

School of Attendance: **Dublin High School** [Not listed?](#)

Teacher: [Not listed?](#)

- Support Agencies
- WA1
 - ROC/P
 - Dept of Rehab
 - School Counselor
 - Business
 - WIA
 - Regional Center
 - Other

Case Carrier: [See contact info](#) [Not listed?](#)

Once the school of attendance is selected, the student is counted as enrolled.

STUDENTS SERVED AND PLACED IN 2011-12				
Eligible:	110	Enrolled: *	73	
To Serve (HS):	75	Served (HS):	0	
To Place:	18	Placed:	1	On Campus: 0

Enrolled numbers show on your Home Page.

* Students count as Enrolled once a school of attendance is entered.

This student is currently enrolled.

School of Attendance [Not listed?](#)

Teacher [Not listed?](#)

Support Agencies

- WA1
- ROC/P
- Dept of Rehab
- School Counselor
- Business
- WIA
- Regional Center
- Other

Case Carrier [See contact info](#) [Not listed?](#)

NOTE:

A 'Case Carrier' is the case carrier for a support agency.

If you decide to list a case carrier, you will need to enter:

- First name
- Last name
- Phone #
- Support Agency

Work
A California T

Home Student

Baseline

[Student Basic](#)

This student

School of Att

Teacher

Support Ager

Add New Case Carrier

First Name

Last Name

Title

Street Address

City, State, Zip

Phone

Email

Support Agency

- WA1
- ROC/P
- Dept of Rehab
- School Counselor
- Business
- WIA
- Regional Center
- Other

Check boxes on the Array of Services screen.

[Student Basics](#) |
 [Addresses](#) |
 [School/Agencies](#) |
 ARRAY OF SERVICES |
 [Placements](#) |
 [Case Notes](#) |
 [Other](#) |
 [Print](#)

Please check the boxes below to indicate services provided for this student. This page will be used to determine whether or not the student is considered "served" by WorkAbility 1.

<u>SCHOOL-BASED PREPARATORY EXPERIENCES</u>	General Ed	Special Ed	WA1	ROC/P	Dept of Rehab	School Counselor	Business	WIA	Regional Center	Community College	Other
Career/Vocational Assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment/Post-Secondary Education Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curriculum Integration of Work-Readiness Skills/ Contextual Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career/Vocational Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>CAREER PREPARATION & WORK BASED LEARNING EXPERIENCES</u>	General Ed	Special Ed	WA1	ROC/P	Dept of Rehab	School Counselor	Business	WIA	Regional Center	Community College	Other
Career Awareness / Exploration Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career Preparation/Job Search	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work-Based Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment / Work Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Retention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work-Site Mentor/ Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Coach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work-Site Follow-Along/ Employer Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>COLLABORATION / YOUTH DEVELOPMENT & LEADERSHIP</u>	General Ed	Special Ed	WA1	ROC/P	Dept of Rehab	School Counselor	Business	WIA	Regional Center	Community College	Other
Self-Advocacy/ Disability Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Destination / Transportation Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Skills/Independent Living	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family Participation & Support of Transition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partnership and Collaboration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Array of Services can be considered complete if no boxes are checked , but the student will not be considered served.

You can have more than one active placement at a time, but only one will be counted towards your placement numbers.

Home Student Records Business Records Project Reports CDE Reporting Site Management Directory

Baseline and Follow Along: [REDACTED] (2016-17)

[Student Basics](#) | [Addresses](#) | [School/Agencies](#) | [Array of Services](#) | **PLACEMENTS** | [Case Notes](#) | [Other](#) | [Print](#)

This student has been placed this year.

Update the placement below. [View all placements](#) entered into the system for this year or open a [printer-friendly version](#) of this student's entire placement history. Or, [add another placement](#).

Update Placement – Ended

Start Date: 7/1/2016

Employer: VUSD Custodial Alamo [Not listed?](#)

Supervisor: Cheryl Ramos
First Last

Phone: (707) 453-7211

Wage Per Hour: \$ 10.00

Hours Per Week: 20.00

SSN: [REDACTED]

Career Cluster: Marketing, Sales & Service

Was this placement previously subsidized?

transferred from subsidized to unsubsidized?

If so, same job? different job? when? [REDACTED]

If this placement is not a direct hire, is it:

on the student's home school site?

subsidized? — If so, by whom? WA1

* Date Ended: 7/29/2016

* Reason Ended: Student completed allotted subsidized hours

Save Cancel DELETE

DO NOT DELETE any record that has data associated to it!

Fields that are required to have data entered in order for your 'End of Year' reports to be successfully submitted in June:

STUDENT BASICS

- Student First Name
- Student Last Name
- SSID
- Birth Date
- Gender
- Grade Level
- Disability
- Ethnicity/Race

SCHOOL/AGENCIES

- School Name

PLACEMENT

- Start Date
- Business Name
- Wage Per Hour
- Hours Per Week
- Career Cluster ID

Baseline and Follow Along:

(2011-12)

[STUDENT BASICS](#) | [Addresses](#) | [School/Agencies](#) | [Array of Services](#) | [Placements](#) | [Case Notes](#) | [Other](#) | [Print](#)

Name: (First) (Last)

SSID:

Date of Birth:

Gender: Male Female

Grade: 5 6 7 8 9 10 11 12 Ungraded

Disability:

Ethnicity:

WA1 Project: Dublin Unified School District (058-03-03)

Quick Check

- Enrolled – Yes
- Served – No
- Placed – No

History

- Current
Dublin Unified School
- [2010-11](#)
Dublin Unified School
- [2009-10](#)
Dublin Unified School
- [2008-09](#)
Dublin Unified School

Exited last year?
[Post-date](#) last year's record and [delete this year's](#)

DO NOT DELETE any record that has data associated to it!

What actually happens if you click the “delete” button?

- The record will be deleted forever
- Once information is deleted from the online database it is GONE
- Clicking the browser’s BACK button will not retrieve the data
- The only time you should delete something, is if it should have never been entered.
- If the student is no longer with your project, don’t delete them, instead ‘exit’ them



Exiting a Student

If a student has left your project, enter the exit date and the exit reason.

[Student Basics](#) | [Addresses](#) | [SCHOOL/AGENCIES](#) | [Array of Services](#) | [Placements](#) | [Case Notes](#) | [Other](#) |

This student is currently enrolled.

School of Attendance [Not listed?](#)

Teacher [Not listed?](#)

Support Agencies

- WA1
- ROC/P
- Dept of Rehab
- School Counselor
- Business
- WIA
- Regional Center
- Other

Case Carrier [See contact info](#) [Not listed?](#)

* Program Exit Date

* Exit Reason

* If the student has exited

- Deceased
- Dropped out, includes attempts to contact unsuccessful or not known to be continuing
- Graduated from high school with a diploma (Waiver authorized by EC 60851(c))
- Graduated from high school with certificate of completion or other than diploma
- Graduated from high school with regular diploma
- Moved and known to be continuing, transfer to another program
- Parent withdrawal/self withdrawal if over 18
- Reached maximum age
- Received high school completion/achievement certificate through GED or EC 56390
- Returned to reg ed, no longer eligible for spec ed, or completion of IEP/IFSP/ISP

Note: A student cannot be exited with an open placement.

Exit Reasons

Student Record: School/Agencies



Deceased

Dropped out, includes attempts to contact unsuccessful or not known to be continuing

Graduated from high school with certificate of completion or other than diploma

Graduated from high school with regular diploma

Moved and known to be continuing, transfer to another program

Obtained diploma with exemption reason (ED 60852.3)

Parent withdrawal/self withdrawal if over 18

Reached maximum age

Received high school completion/achievement certificate through GED or EC 56390

Returned to reg ed, no longer eligible for spec ed, or completion of IEP/IFSP/ISP

These exit reasons will NOT put a student into the follow-up survey queue.

Use this exit reason if a student is transferring into another WA project.

Did the student leave last year, but didn't get exited in the database?

Click on the blue 'post-date' link.

STUDENT BASICS | [Addresses](#) | [School/Agencies](#) | [Array of Services](#) | [Placements](#) | [Case Notes](#) | [Other](#) | [Print](#)

Name /

SSID

Date of Birth

Gender Male Female

Grade 5 6 7 8 9 10 11 12 Ungraded

Disability ▼

Ethnicity ▼

WA1 Project Dublin Unified School District (058-03-03)

Quick Check

- Enrolled – Yes
- Served – No
- Placed – No

History

- **Current**
Dublin Unified School District
- [2010-11](#)
Dublin Unified School District
- [2009-10](#)
Dublin Unified School District
- [2008-09](#)
Dublin Unified School District

Exited last year?
[Post-date](#) last year's record and delete this year's.

- The 'Post-date' link allows us to delete this year's record and enter an exit date for last year.
- The following message will appear, "Are you sure you want to DELETE this record and enter an exit date for last year?"

Baseline and Follow Along:

(2010-11)

STUDENT BASICS | [Addresses](#) | [School/Agencies](#) | [Array of Services](#) | [Placements](#) | [Case Notes](#) | [Other](#) | [Print](#)

Name

SSID

Date of Birth

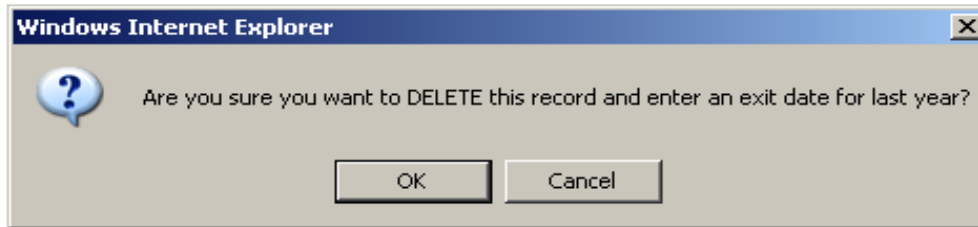
Gender Male Female

Grade 5 6 7 8 9 10 11 12 Ungraded

Disability

Ethnicity

WA1 Project



Quick Check

- Enrolled – Yes
- Served – No
- Placed – No

History

- [2009-10](#)
Dublin Unified School District
- [2008-09](#)
Dublin Unified School District
- [2007-08](#)
Dublin Unified School District

Exited last year?
Post-date last year's record and delete this year's.

- Select 'OK' – only if there is no data entered for this year.
 - If there is data entered for this year, cancel out of this action and enter an exit date under School/Agencies.
- Remember, deleting a records is OK only if there is no data associated to that record.

Let's look at an exited student's record.

Exited students are listed on the Student Records screen.

Student Records – Baseline and Follow-Up Records

Search for WorkAbility 1 students for your project, then click a student name to see his or her record. To reduce the risk of creating duplicate records, please search for an existing record before you [add a new student](#).

By default, [this year's students](#) are listed below the search form.

Find students by:

Name or SSID
First Last SSID

WA1 Project

School of Attendance

Program Year

Record Type / Status Baseline Only – Include: Active Students Exited Students All Students
 Follow-Up Only
 Any Baseline or Follow-Up Record

Baseline Records (75 found)

[skip down to [Follow-Up Records](#)]

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Name	School	Exit Date	Baseline *
16. DeMott	Dublin High School	-	2011-12
17. Dillon, S	Dublin High School	-	2011-12
18. Espinoz	Dublin High School	-	2011-12
19. Fast, S	Valley High School	7/28/2011	2011-12
20. Fernand	Dublin High School	-	2011-12

Clicked on exited student's blue name link

Baseline and Follow Along: Alison Pitts (2010-11)

STUDENT BASICS | [Addresses](#) | [School/Agencies](#) | [Array of Services](#) | [Placements](#) | [Case Notes](#) | [Other](#) | [Prior](#)

This record is read-only because the student has exited.

Name	<input type="text" value="Alison"/>	<input type="text"/>
	First	Last
SSID	<input type="text"/>	
Date of Birth	<input type="text" value="3/2/1994"/>	
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female	
Grade	<input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input checked="" type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> Ungraded	
Disability	<input type="text" value="Specific Learning Disability (SLD)"/>	

[Reactivate](#)

[Re-enroll](#)

[History](#)

- [2009-10](#)
Dublin Uni
- [2008-09](#)
Dublin Uni

Blue Links:

- Reactivate
- Re-enroll
- History
year link(s)

Reactivate: This action will reactivate enrollment for a previously enrolled student who should not have been exited
(clears original exit date).

Re-enroll: This action will re-enroll a student who exited the program and has now returned
(keeps original exit date intact).

Follow-Up Records are listed at the bottom of the Student Records screen.

Let's look at a follow-up record.

Follow-Up Records (41 found)

[back up to [Baseline Records](#)]

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

	Name	School	Follow-Up *	Years Out
1.	Abra	Valley High School	2011-12	1 yr out
2.	Aust	Dublin High School	2011-12	2 yrs out
3.	Aven	Dublin High School	2011-12	1 yr out

Student Follow-Up

Clicked on student's blue name link

Home	Student Records	Business Records	Project Reports	CDE Reporting	Site Management	Directory
----------------------	---------------------------------	----------------------------------	---------------------------------	-------------------------------	---------------------------------	---------------------------

Student Follow-Up **Alisson A [2017]**

[CONTACT INFORMATION](#) | [Follow-Up Survey](#) | [Case Notes](#) | [Print](#)

Only contact information can be updated until the follow-up period begins.

Name	<input type="text" value="Alisson"/>	<input type="text" value="Alisson"/>	Quick Check
	First	Last	
SSID	2081164015		<ul style="list-style-type: none"> • Not Reached • 1 Year Out
Date of Birth	5/27/1998		Baseline
Phone	<input type="text"/>		<ul style="list-style-type: none"> • 2015-16 Vacaville USD
Email	<input type="text"/>		<p>Is this student currently enrolled?</p> <p>Go to the most recent baseline record to reactivate or re-enroll.</p>
WA1 Project	Vacaville USD (128-03)		
Last School	Will C. Wood High School		
Exit Date	5/13/2016		
Exit Reason	Dropped out, includes attempts to contact unsuccessful or not known to be continuing		

Student's Residence

Street Address	<input type="text"/>		
City, State, Zip	<input type="text"/>	CA	<input type="text"/>

Secondary Contact

Name	<input type="text"/>	<input type="text"/>	
	First	Last	
Street Address	<input type="text"/>		
City, State, Zip	<input type="text"/>	CA	<input type="text"/>
Phone	<input type="text"/>		

Blue Links:

- Follow-Up year link(s)
- Baseline year link(s)

Student Follow-Up

Clicked on blue baseline year link

Baseline and Follow Along: Talyn (2009-10)

STUDENT BASICS | [Addresses](#) | [School/Agencies](#) | [Array of Services](#) | [Placements](#) | [Case Notes](#) | [Other](#) | [Print](#)

The period for entering and updating 2009-10 baseline records has closed for this project.

Name	<input type="text" value="Talyn"/>	<input type="text" value="/"/>
	First	Last
SSID	<input type="text"/>	
Date of Birth	<input type="text" value="12/17/1991"/>	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female	
Grade	<input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input checked="" type="radio"/> 12 <input type="radio"/> Ungraded	
Disability	<input type="text" value="Specific Learning Disability (SLD)"/>	
Ethnicity	<input type="text" value="600 African-American"/>	
WA1 Project	Dublin Unified School District (058-03-03) — Exited 6/10/2010	

[Reactivate](#)

[Re-enroll](#)

NOTE: Both links will delete this year's follow-up record.

History

- **Exited 6/10/10**
Dublin Unified School I
- [2008-09](#)
Dublin Unified School I

Follow-Up

- [2012](#)
- [2011](#)

Blue Links:

- Reactivate
- Re-enroll
- History year link(s)
- Follow-Up year link(s)

Reactivate: What happens when you reactivate a record?

Re-enroll: What happens when you re-enroll a record?

NOTE: On a follow-up record, both links will delete this year's follow-up record.

Student Follow-Up

Student Follow-Up: Rami Bahu (2010)

[Contact Information](#) | [FOLLOW-UP SURVEY](#) | [Case Notes](#) | [Print](#)

- Check the Database homepage for the Follow-Up start date.
- The Follow-Up period ends on June 15th.

Log each attempt to contact this student for follow-up. After three unsuccessful attempts, the student will be as unreachable.

Attempt #1	on	<input type="text" value="5/18/10"/>	by	<input type="text" value="Phipps, Cheryl"/>		Reached?	<input type="checkbox"/>	Yes
Attempt #2	on	<input type="text" value="5/25/10"/>	by	<input type="text" value="Phipps, Cheryl"/>		Reached?	<input checked="" type="checkbox"/>	Yes
Attempt #3	on	<input type="text"/>	by	<input type="text"/>		Reached?	<input type="checkbox"/>	Yes

UNABLE TO CONTACT — Exclude this student from future follow-up Yes (If yes, enter why below.)

Exclude the student from future follow-ups only if there is no way to contact the student e.g. no valid phone #, no current address.

Follow-Up Survey

Years Out

Employed within the last 12 months? Yes No No Response/Not Applicable

Living Situation Independent Supported Family Other

No Response/Not Applicable

Bottom of screen has Continuing Education and Support Agency information

Before we move out of Students Records, I'd like to remind you of a few things...

Baseline and Follow Along: Fouad Ahmed (2011-12)

STUDENT BASICS | [Addresses](#) | [School/Agencies](#) | [Array of Services](#) | [Placements](#) | [Case Notes](#) | [Other](#) | [Print](#)

Name

First Last

SSID

Date of Birth

Gender Male Female

Grade 5 6 7 8 9 10 11 12 Ungraded

Disability ▼

Ethnicity ▼

WA1 Project Dublin Unified School District (058-03-03)

Quick Check

- Enrolled – Yes
- Served – No
- Placed – No

History

- **Current**
Dublin Unified School
- [2010-11](#)
Dublin Unified School
- [2009-10](#)
Dublin Unified School
- [2008-09](#)
Dublin Unified School

Exited last year?
[Post-date](#) last year's record and delete this year's.



DO NOT DELETE any record that has data associated to it!

Baseline and Follow Along: Joseph (2011-12)

- STUDENT BASICS** | [Addresses](#) | [School/Agencies](#) | [Array of Services](#) | [Placements](#) | [Case](#)

Name

First Last

SSID

Date of Birth

Gender Male Female

Grade 5 6 7 8 9 10 11 12 Ungraded

Is this student served under a middle school grant? Yes

Disability

Ethnicity

WA1 Project Solano COE (056-03-03)

-

Baseline and Follow Along: Tyler Green (2016-17)

[Student Basics](#) | [Addresses](#) | [School/Agencies](#) | [Array of Services](#) | **PLACEMENTS** | [Case Notes](#) | [Other](#) | [Print](#)

This student has been placed this year.

Update the placement below. [View all placements](#) entered into the system for this year or open a [printer-friendly version](#) of this student's entire placement history. Or, [add another placement](#).

Update Placement

Start Date	<input type="text" value="10/17/2016"/>
Employer	<input type="text" value="City of Vacaville"/> Not listed?
Supervisor	<input type="text"/> <input type="text"/>
	First Last
Phone	<input type="text"/>
Wage Per Hour	<input type="text" value="\$ 10.00"/>
Hours Per Week	<input type="text" value="9.00"/>
SSN	<input type="text"/>
Career Cluster	<input type="text" value="Marketing, Sales & Service"/>

Was this placement previously subsidized?

transferred from subsidized to unsubsidized?

If so, same job? different job? when?

If this placement is not a direct hire, is it:

on the student's home school site?

subsidized? — If so, by whom?

* Date Ended

* Reason Ended

* Complete these fields only when the placement has ended.

Adding another placement, will archive the current placement and move the information into the student's placement history. This will allow you to enter information for a new placement.

DO NOT DELETE any record that has data associated to it!

Business Records

The screenshot shows the 'WorkAbility Business Records' web application. At the top left is the logo for 'WorkAbility' with the text 'WorkAbility Business Records' next to it. On the top right, there are links for 'Sign Out', 'Change Password', and 'Help'. Below the header is a navigation menu with 'Home', 'Student Records', 'Business Records' (highlighted with a red box), 'Project Reports', 'CDE Reporting', 'Site Management', and 'Directory'. The main content area is titled 'Business Records' and contains a search form. The form includes a 'Business Name' text box, a 'Status' section with checkboxes for 'Business Partner', 'Employer', 'Active', and 'Not Currently Active', and a 'Career Cluster(s)' dropdown menu. Below the dropdown is a note '(use CTRL key to select more than one career cluster)'. At the bottom of the form are three buttons: 'SEARCH', 'Reset Form', and 'Cancel'. Below the search form is an alphabetical index from A to Z. At the bottom, a table lists business records with columns for 'Business', 'Category', and 'Address'.

Business Records

Search the employers and business partners working with your project. To add a business, first search below to make sure it is not already in the system. By default, all active employers are listed below. Click on a business name to see the complete record.

Business Name:

Status: Business Partner Employer Active Not Currently Active

Career Cluster(s):

(use CTRL key to select more than one career cluster)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Business	Category	Address
1. Aaron Brothers	Employer	7151 Regional Street, Dublin
2. Aaron Brothers - Walnut Creek	Employer	1180 Locust Street E1, Walnut
3. Ace Hardware	Employer	3438 Camino Tassajara, Danville

From here (if you have access privilege) you can view, add, or change your Business Records.

You can search for a business, or click one of the blue links:

- [Alphabetic list](#)
- [Business name](#)

Business Records

Search the employers and business partners working with your project. To add a business, first search it is not already in the system. By default, all active employers are listed below. Click on a business name to view its complete record.

Search for a business within your project.

→ Business Name

Status Business Partner Employer Active Not Currently Active

Career Cluster(s)

(use CTRL key to select more than one career cluster)

Or click on the blue name link.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

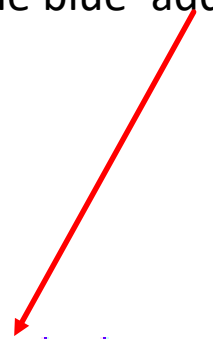
Business	Category	Address
1. Aaron Brothers	Employer	7151 Regional Street, Dublin
2. Aaron Brothers - Walnut Creek	Employer	1180 Locust Street E1, Walnut
3. Ace Hardware	Employer	3438 Camino Tassajara, Danvill



If there are no records matching your search criteria, you can click on the blue 'add a new business' link to add them.

Search Results

There are no business records matching your search criteria. Search again or [add a new business](#).



Business Name

Status Business Partner Employer Active Not Currently Active

Career Cluster(s)

(use CTRL key to select more than one career cluster)

Business Record

Business Name

Street Address

City, State, Zip

Phone

Fax

Email

Contact Person

First Last

WA1 Project ▼

Career Cluster(s)

(use CTRL key to select more than one career cluster)

Category Business Partner Employer

Placements Subsidized Not Subsidized Both

Status Active Not Currently Active

Comments

When adding a new business, the following is required data:

- Business Name
- Category:
 - Business Partner
 - Employer
- Status:
 - Active
 - Not Currently Active

Business Record

Business Name

Street Address

City, State, Zip

Phone

Fax

Email

Contact Person
First Last

WA1 Project

Career Cluster(s)

Placements

- [Current](#) (2)
- [2011-12](#) (2)
- [To Date](#) (4)

Current: current placements for this program year

YYYY-YY: all placements for year listed

To Date: all placements to date with this business

Let's go back and look if we had clicked a blue business name link:

Business Record

Business Name

Street Address

City, State, Zip

Placements

- [Current](#) (1)
- [2010-11](#) (1)
- [To Date](#) (16)

Current: current placements for this program year

YYYY-YY: all placements for year listed

To Date: all placements to date with this business

All Placements To Date

[Return to business record](#)

	Name	Placement Dates	Wage Per Hour	Hours Per Week	Subsidized
1.	Barragan,	2/5/2009 to 5/7/2009	\$8.00	2.00	Yes (WA1)
2.	Chin,	2/16/2010 to 5/6/2010	\$8.00	2.00	Yes (WA1)
3.	Fast,	1/11/2009 to 6/30/2009	\$8.00	20.00	No
4.	Fernandez,	1/26/2010 to 6/30/2010	\$8.00	2.00	Yes (WA1)

DO NOT DELETE a business record that has data associated to it.

Instead, change the status to 'Not Currently Active.'

Business Record

Business Name:

Street Address:

City, State, Zip:

Phone:

Fax:

Email:

Contact Person:
First Last

WAI Project:

Career Cluster(s):

(use CTRL key to select more than one career cluster)

Category: Business Partner Employer

Placements: Subsidized Not Subsidized Both

Status: Active Not Currently Active

Comments:

Placements

- [Current](#) (2)
- [2011-12](#) (2)
- [To Date](#) (4)

Project Reports:

For downloading data

You are here: [Home](#) > Project Reports



WorkAbility 1

[Sign Out](#)
[Change Password](#)
[Help](#)

[Home](#)

[Student Records](#)

[Business Records](#)

[Project Reports](#)

[CDE Reporting](#)

[Site Management](#)

[Directory](#)

Project Reports

Select one of the following options:

[Download Data](#)

Download data in comma-delimited files to use outside of the system.

[Data Snapshot](#)

The Data Snapshot is an up-to-the-minute look at the data that has been entered for this WorkAbility 1 project. Includes counts and percentages for all students, and counts broken out by ethnicity, age, grade level and disability.



From here you can click on a blue link to download data reports.

Download Data

Download any of the following sets of data to use outside of the online system (e.g. ad hoc reporting, calculations). Click on a link to generate a comma-delimited file that you can save to your desktop and import into the application of your choice (e.g. Word, Excel, Access).

[EMPLOYERS AND BUSINESS PARTNERS](#)

BASELINE AND FOLLOW ALONG DATA

[2011-12](#) | [2010-11](#) | [2009-10](#) | [2008-09](#)
| [2007-08](#)

Student Service Data (one row per service)

[2011-12](#) | [2010-11](#) | [2009-10](#) | [2008-09](#)
| [2007-08](#)

Student Placement Data (one row per placement)

[2011-12](#) | [2010-11](#) | [2009-10](#) | [2008-09](#)
| [2007-08](#)

FOLLOW-UP STUDENT DATA

[2012](#) | [2011](#) | [2010](#) | [2009](#) | [2008](#)

Continuing Education (one row per provider)

[2012](#) | [2011](#) | [2010](#) | [2009](#) | [2008](#)

Support Agencies (one row per agency)

[2012](#) | [2011](#) | [2010](#) | [2009](#) | [2008](#)

Answers to Custom Questions (one row per question)

[2012](#) | [2011](#) | [2010](#) | [2009](#) | [2008](#)

ENROLLED STUDENTS by Program Status, with Home Addresses (if available)

[Served](#) | [NOT Served](#) [Placed](#) | [NOT Placed](#) [Reached for Follow-Up](#) | [NOT Reached for Follow-Up](#)

It's important to remember that this data will only be as current as the date and time of the request.

Project Reports

Clicked blue 'Data Snapshot' link

Data Snapshot as of 9/27/2011

Dublin Unified School District (058-03-03)

Below is an up-to-the-minute snapshot of 2011-12 data entered into the system for this California WorkAbility 1 project. The first table has counts and percentages for all students entered into the system, while the second breaks student counts out by age, grade level, ethnicity and disability.

Eligible students	110		
Funded to serve (HS)	75		
Number to place	18		
Currently served (HS)	0	% of HS students funded to serve	0%
Currently placed	3	% of students funded to place	17%
Currently placed on campus	0	% of students currently placed	0%

Required to follow up (2012)	41		
Successfully reached	0	% of follow-up students	0%
Still trying to reach	41	% of follow-up students	100%
Unreachable	0	% of follow-up students	0%

	Actual				Follow-up (2012)			
	Served		Placed	On Campus	Required	Reached	Trying to Reach	Unreachable
	HS	MS						
BY AGE								
13								

View an up-to-the minute snapshot of the current year's data.

Directory



Directory

[Sign Out](#)
[Change Password](#)
[Help](#)

- Home
- Student Records
- Business Records
- Project Reports
- CDE Reporting
- Site Management
- Directory**

Directory

Select one of the following options:

[Find / Print](#)

Search, sort and print information from the WorkAbility 1 Project Directory.

[Update Directory](#)

Update information in the WorkAbility 1 Project Directory.

Blue Links:
[Find / Print](#)
[Update Directory](#)

Find/Print

WorkAbility 1
A California Transition Program

Directory

[Sign Out](#)
[Change Password](#)
[Help](#)

[Home](#) [Student Records](#) [Business Records](#) [Project Reports](#) [CDE Reporting](#) [Site Management](#) [Directory](#)

[Find / Print](#)

[Update](#)

Directory

Select one of the following options:

[Find / Print](#)

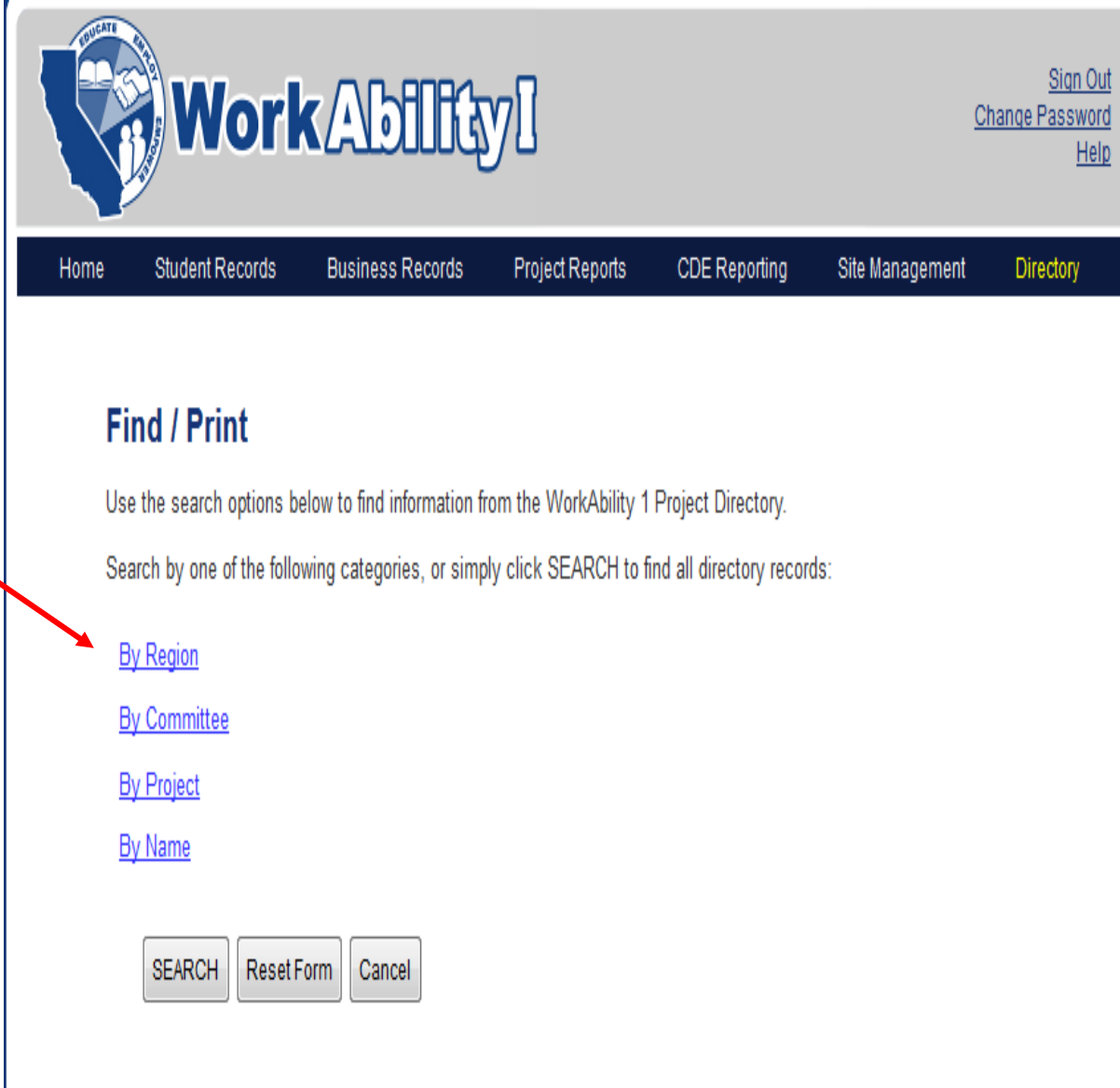
Search, sort and print information from the WorkAbility 1 Project Directory.

[Update Directory](#)

Update information in the WorkAbility 1 Project Directory.

From here you can search information from the WorkAbility Project Directory.

Click into one of the categories and you will see additional search options to help narrow your search.



The screenshot shows the WorkAbility 1 Project Directory website. At the top left is a logo with a map of California and the text 'EDUCATE EMPOWER ENGAGE'. To the right of the logo is the title 'WorkAbility 1'. In the top right corner, there are links for 'Sign Out', 'Change Password', and 'Help'. Below the title is a dark blue navigation bar with links for 'Home', 'Student Records', 'Business Records', 'Project Reports', 'CDE Reporting', 'Site Management', and 'Directory'. The 'Directory' link is highlighted in yellow. Below the navigation bar is a section titled 'Find / Print'. Underneath this title, there is a paragraph: 'Use the search options below to find information from the WorkAbility 1 Project Directory.' followed by another paragraph: 'Search by one of the following categories, or simply click SEARCH to find all directory records:'. Below these paragraphs are four blue underlined links: 'By Region', 'By Committee', 'By Project', and 'By Name'. At the bottom of the search section are three buttons: 'SEARCH', 'Reset Form', and 'Cancel'. A red arrow points from the text on the left to the 'By Region' link.

WorkAbility 1

[Sign Out](#)
[Change Password](#)
[Help](#)

[Home](#) [Student Records](#) [Business Records](#) [Project Reports](#) [CDE Reporting](#) [Site Management](#) [Directory](#)

Find / Print

Use the search options below to find information from the WorkAbility 1 Project Directory.

Search by one of the following categories, or simply click SEARCH to find all directory records:

- [By Region](#)
- [By Committee](#)
- [By Project](#)
- [By Name](#)

Directory

Clicked blue 'Find / Print' link

Use the Find / Print screen to search for people; projects; committees; region information.

Click the blue link to view additional search options.

The directory is like our own WorkAbility Yellow Pages.

Are you in the directory?

Student Records Business Records Project Reports CDE Reporting

Find / Print

Use the search options below to find information from the WorkAbility 1 Project Directory.

Search by one of the following categories, or simply click SEARCH to find all directory records:

[By Region](#)

[By Committee](#)

- Advisory
- Business, Education, Labor
- Family Transition Network
- Government Relations
- Human Support Services
- Mentoring
- State and Regional Trainings
- Technology, Education, Communication
- Wage, Labor and Safety

[By Project](#)

[By Name](#)

Update Directory

[Home](#)[Student Records](#)[Business Records](#)[Project Reports](#)[CDE Reporting](#)[Site Management](#)[Directory](#)[Find / Print](#)[Update](#)

Directory

Select one of the following options:

[Find / Print](#)

Search, sort and print information from the WorkAbility 1 Project Directory.

[Update Directory](#)

Update information in the WorkAbility 1 Project Directory.

Directory

Clicked blue 'Update Directory' link

[Sign Out](#)
[Change Password](#)
[Help](#)

Home Student Records Business Records Project Reports CDE Reporting Site Management **Directory**

Update Directory

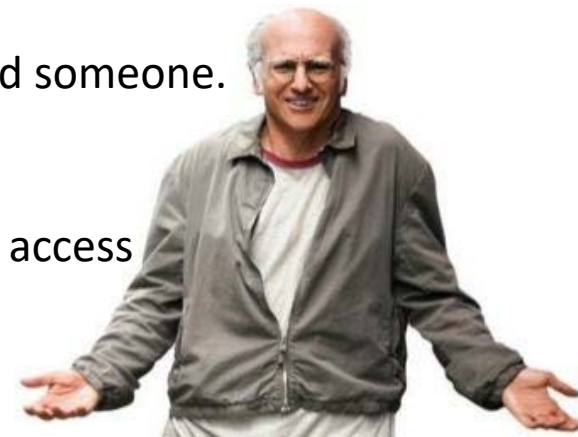
The following people are listed under **Vacaville USD** in the WorkAbility 1 Project Directory. Click on a name to update someone's information, click the "remove" link to remove someone from the directory, or use the pulldown menu at the bottom of the screen to [add someone](#).

	Name	Title	Project / Affiliation	Remove from Directory *
1.	(Advisory Rep) Ramos, Cheryl	WorkAbility I Program Technician	128-03	remove
2.	Cavazos, Sue	Instructional Assistant/Job Developer	128-03	remove
3.	Hesterman, Cathy	Instructional Assistant/Job Developer	128-03	remove
4.	Mills, Kerri	Assistant Supt. of Special Education	128-03	remove

- Click on a name to update that person's information.
- Click 'remove' to remove someone from the directory.
- Use the pull down menu at the bottom of the screen to add someone.

Note: The blue 'add someone' link does nothing . . .

Removing someone from the directory will not affect their access to the database



Site Management



Site Management

Select one of the following options:

[Customize Follow-Up](#)

Customize additional questions for the student follow-up survey.

[Manage User Accounts](#)

Add accounts or change settings for people with online access to your WorkAbility 1 project data.

[Project Information](#)

Update mailing address, contacts and schools served by your WorkAbility 1 project.

Site Management

Clicked blue 'Customize Follow-Up' link

Home Student Records Business Records Project Reports CDE Reporting **Site Management** Directory

Customize Follow-Up

At a minimum, each WorkAbility 1 Project must follow up with participants their first **two** years out. If you want to follow participants beyond the second year, indicate how many years so that next year's follow-up records can be generated as needed at the start of the new program year:

2 years
 3 years
 4 years
 5 years

Project-Specific Survey Questions

In addition to the standard survey questions, you may include as many as 10 project-specific questions for the upcoming follow-up period.

All customized questions should be entered into the system by **12/31/2016** to allow CDE an opportunity to review them prior to the follow-up period. Up until this deadline you may add, change or delete questions as necessary.

Click [here to add a question](#).

In addition to the standard follow-up questions, 10 project-specific questions can be added.

Projects are advised not to change customized questions during the follow-up period to ensure that all survey participants are asked the same set of questions.

Add a Survey Question

Type of Question Yes/No Multiple Choice

Question
(100 character limit)

Answer Choices

Save Cancel

Site Management

Clicked blue 'Manage User Accounts' link

Manage User Accounts

The people listed below have been given access to the online WorkAbility Data Collection System. Click to update someone's information or to change a person's access privileges. Or, [add a new user account](#).

	Name	Access
1.	Phipps, Cheryl	Dublin Unified School District (058-03-03)

When creating a new user account, if an email address is entered, log-in information will automatically be emailed.

If an email is not entered, the user's auto-generated log-in information will display at the top of the screen.

User Account

Use the form below to create a new user account. If you enter an email address, this information will be automatically sent. Otherwise, the user's auto-generated login name and temporary password will be emailed to you; you may forward the information.

Name	<input type="text"/>	<input type="text"/>
	First	Last
Level of Access	PROJECT	Account Status: <input checked="" type="radio"/> Active <input type="radio"/> Closed
Project(s)	<input type="text" value="Dublin Unified School District 058-03-03"/>	
Email	<input type="text"/>	

User Account

Use the form below to create a new user account. If you enter an email address, this person's login information will be automatically sent. Otherwise, the user's auto-generated login name and temporary password will display onscreen so that you may forward the information.

Name
First Last

Access Privileges

Check which type of access, if any, this person should have to each area of the WorkAbility 1 Online Data Collection System for the WA1 Project(s) identified above.

Checkboxes are disabled where a minimum level of access is automatically applied to all users, or where access is not applicable for a particular area of the system. If no boxes are checked for an area, the default will be NONE.

	Read	Update Information	Create New Records	Delete Records	NONE
Student Baseline and Follow Along	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student Follow-Up Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Business Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Project Snapshot	<input checked="" type="checkbox"/>	n/a	n/a	n/a	n/a
Run a Report	<input type="checkbox"/>	n/a	n/a	n/a	<input checked="" type="checkbox"/>
Download Data	<input type="checkbox"/>	n/a	n/a	n/a	<input checked="" type="checkbox"/>
EOY Report / Renewal	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	<input checked="" type="checkbox"/>
WorkAbility 1 Profile	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	<input checked="" type="checkbox"/>

 Read
  Update Information
  Create New Records
  Delete Records
  NONE

Remember you can check which type of access, if any, a person should have to areas in the data collection system.

Site Management

Clicked blue 'Project Information' link

Project Information

Grantee Name	<input type="text" value="Dublin Unified School District"/>	History
Project Name	<input type="text" value="Dublin Unified School District"/>	2010-11
Project Number	058-03-03	2009-10
Project Type	<input type="radio"/> COE <input checked="" type="radio"/> District <input type="radio"/> DJJ <input type="radio"/> NPS <input type="radio"/> ROC/P <input type="radio"/> SELPA <input type="radio"/> SSS	2008-09
Vendor Number	<input type="text"/>	2007-08

- [Home](#) [Student Records](#) [Business Records](#) [Project Reports](#) [CDE Reporting](#) [Site Management](#) [Directory](#)

Project Information – Schools (2016-17)

Vacaville USD (128-03)

[Basic Information](#) | [Funding](#) | [Special Conditions](#) | [SCHOOLS](#) | [Teachers](#) | [Case Carriers](#) | [Report Status](#) | [Comments](#)

Please update school information below as needed. Start with a blank form to add a school, or click on a school name to update an existing school record or to mark the school as closed. Use the buttons in the first column to delete a school from the database. **Please do not add a school by overwriting information entered for another school.**

UPDATE SCHOOL DATA:

School Name:	<input type="text" value="Anova (Concord NPS)"/>	Contact Name:	<input type="text" value="Cheryl Ramos"/>
County:	<input type="text" value="Contra Costa"/>	Contact Phone:	<input type="text" value="707-453-7211"/>
# of Eligible Students:	<input type="text" value="0"/>	School Status:	<input checked="" type="radio"/> Open <input type="radio"/> Closed
<input type="button" value="Save School Data"/> <input type="button" value="Cancel"/>			

	Delete	School Name	County	Contact Name	Contact Phone	# of Eligible Students
1.	<input type="button" value="x"/>	Anova (Concord NPS)	Contra Costa	Cheryl Ramos	707-453-7211	0
2.	<input type="button" value="x"/>	Buckingham Charter School	Solano	Cheryl Ramos	(707) 453-7211	27

- **DO NOT** add a school by overwriting another.
- **DO NOT** move schools from line to line in the list.

Home Page

Home Student Records Business Records Project Re

Dublin Unified School District (058-03-1)

Summary as of 10/20/2010

Eligible: 109
Enrolled: 101

Why are these numbers different?

STUDENTS SERVED AND PLACED IN 2010-11			
Eligible:	109	Enrolled: *	101
To Serve (HS):	75	Served (HS):	63
To Place:	18	Placed:	9 On Campus: 0

* Students count as Enrolled once a school of attendance is entered.

Eligible: This number is the total of eligible students entered for Schools Served under Site Management / Project Information.

School Name	County	# of Eligible Students
Dublin High School	Alameda	95
Valley High School	Alameda	14

Enrolled: This number is the total of all current student records that have School of Attendance information entered on the School/Agencies screen.

Have Questions? Need Help?



The screenshot shows the top section of the WorkAbility 1 website. On the left is the logo for "WorkAbility 1" with the tagline "A California Transition Program" below it. On the right side of the header, there are three links: "Sign Out", "Change Password", and "Help". The "Help" link is highlighted with a red rectangular border. Below the header is a dark blue navigation bar with white text for the following menu items: "Home", "Student Records", "Business Records", "Project Reports", "CDE Reporting", "Site Management", and "Directory".

Click on the blue 'Help' link
to access our quick reference guide.

- ⊕ QUICK REFERENCE GUIDE
- ⊕ BUSINESS RECORDS
- ⊕ CDE REPORTING
- ⊖ DIRECTORY
 - ADD SOMEONE TO THE DIRECTORY
 - FIND SOMEONE IN THE DIRECTORY
 - REMOVE SOMEONE FROM THE DIRECTORY
 - UPDATE INFORMATION IN THE DIRECTORY
- ⊕ GENERAL INFORMATION
- ⊕ HOME
- ⊕ PROJECT REPORTS
- ⊕ SITE MANAGEMENT
- ⊕ STUDENT RECORDS
- ⊕ **TRUBLE SHOOTING**
- INDEX: ALPHABETIC

WorkAbility 1 Data Collection System



Quick Reference Guide

QUICK REFERENCE GUIDE

This quick reference guide to the WorkAbility I Data Collection System was created by the Technology, Education & Communication (TEC) Committee.

The data collection system is continuously being updated and improved. As new releases are completed the guide will be up-dated to include those changes.

If you have questions that are not addressed in this guide, please contact one of your region's TEC representatives who are listed on the Home page of your data collection site.



LAYOUT OF QUICK REFERENCE GUIDE

Main Heading: This guide is laid out alphabetically by main headings.

Main headings correspond with the options listed on the main menu bar in the data collection system.

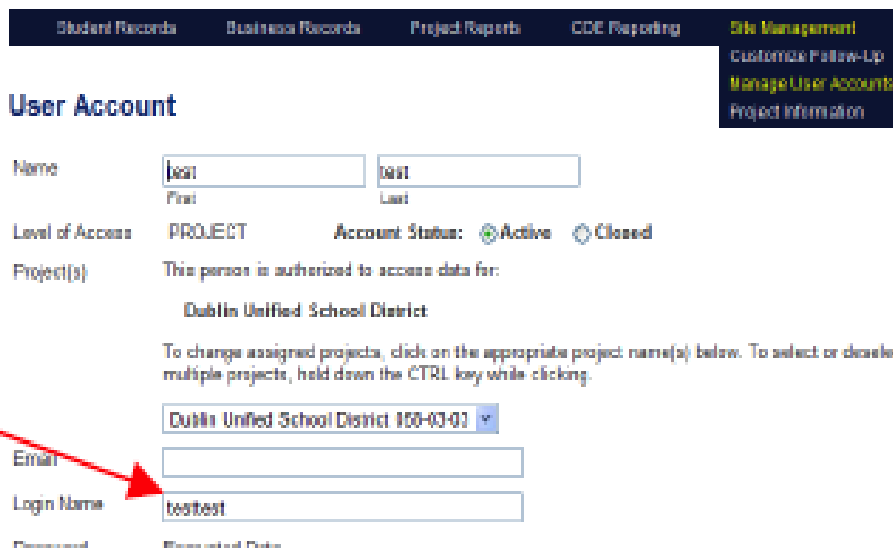
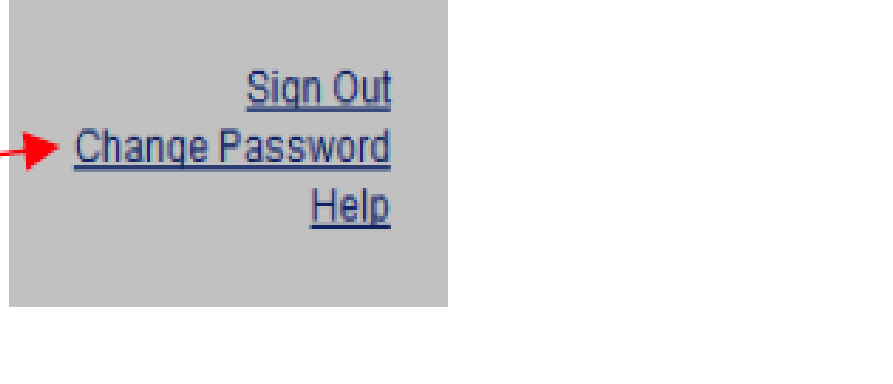
Sub-Heading: Sub-headings are listed alphabetically beneath the




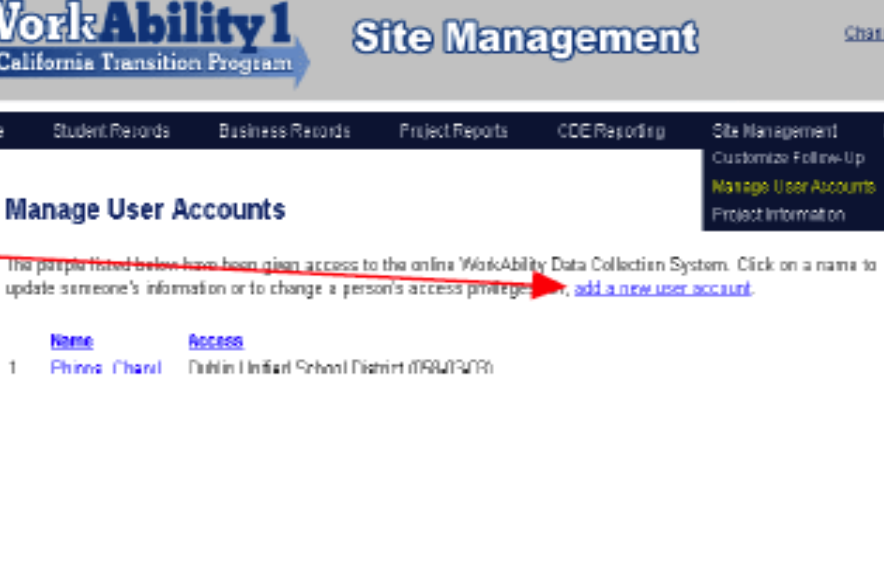
INDEX: ALPHABETIC

A		F	
Access privilege	Pg 21	Final Budget	Pg 8- 9
Additional funding: Reason for	Pg 21	Final Expenditure Report	Pg 9
Array of Services: High School	Pg 25	First login for program year: No Baseline	Pg 16
Array of Services: Middle School	Pg 26	First login for program year: Project Info	Pg 16
B		Fiscal Year	Pg 17
Baseline data: Submit (EOY)	Pg 11-12	Follow-up: Add new follow-up record	Pg 30
Baseline Record: Required data	Pg 26	Follow-up: Customize survey questions	Pg 22
Budget Amendment	Pg 4- 5	Follow-up data: Submit (EOY)	Pg 13
Budget Revision	Pg 5	Follow-up queue	Pg 17 & 29
Business: Add new	Pg 2		

Example of questions answered in the Quick Reference Guide

<p><u>LOGIN NAME: CHANGE</u> under Site Management / Manager User Accounts in specific user account</p> <ul style="list-style-type: none">• Change login name• Click the 'Save' button	 <p>User Account</p> <p>Name: <input type="text" value="test"/> <input type="text" value="test"/> First Last</p> <p>Level of Access: PROJECT Account Status: <input checked="" type="radio"/> Active <input type="radio"/> Inactive</p> <p>Project(s): This person is authorized to access data for: Dublin Unified School District</p> <p>To change assigned projects, click on the appropriate project name(s) below. To select or deselect multiple projects, hold down the CTRL key while clicking.</p> <p><input type="text" value="Dublin Unified School District 050-03-01"/></p> <p>Email: <input type="text"/></p> <p>Login Name: <input type="text" value="testtest"/></p> <p>Password: Encrypted Data</p>
<p><u>PASSWORD: CHANGE</u> under Home on the main menu</p> <ul style="list-style-type: none">• Click on Change Password link in the upper right hand corner• Complete password information• Click the 'Save' button	 <p>Sign Out</p> <p>Change Password</p> <p>Help</p>

Example of questions answered in the Quick Reference Guide

<p><u>PASSWORD: FORGOT</u> at login</p> <ul style="list-style-type: none">• Click the Forgot your password? link• Complete required information• Click the 'Save' button	 <p>Forgot your password?</p>						
<p><u>PASSWORD: NEW USER</u> under Site Management / Manager User Accounts</p> <p>A new user's password is set up when the new user's account is created.</p> <ul style="list-style-type: none">• Click the add a new user account link• Complete required information• Click the 'Save' button <p>NOTE: If an email address is entered, the new user's login information will be automatically sent via email. If no email address is entered, the user's login name and temporary password will display on screen. Remember to make note of this information before closing down the screen.</p>	 <p>WorkAbility 1 Site Management</p> <p>Manage User Accounts</p> <p>The people listed below have been given access to the online WorkAbility Data Collection System. Click on a name to update someone's information or to change a person's access privileges. add a new user account.</p> <table border="1"><thead><tr><th></th><th>Name</th><th>Access</th></tr></thead><tbody><tr><td>1</td><td>Phinne, Charal</td><td>Dublin Unified School District (DRU1247)</td></tr></tbody></table>		Name	Access	1	Phinne, Charal	Dublin Unified School District (DRU1247)
	Name	Access					
1	Phinne, Charal	Dublin Unified School District (DRU1247)					

Buttons: What do they do?

- **ARCHIVE:** This button is used for student placements when a job has ended. It will move current employment information into the student's placement history.
NOTE: Archived records can not be edited or reactivated.
- **CANCEL:** Cancels work in progress that has not yet been saved.
- **DELETE:** DELETE = GONE
- **INACTIVATE:** Changes status from active to inactive.
- **NOT CURRENTLY ACTIVE:** Changes status from active to not active.
- **RESET FORM:** Resets form so new search criteria can be entered.
- **SAVE:** Saves work in progress.
- **SEARCH:** Prompts on-line system to sort & filter information requested, and provides user with the results.

Tips & Tricks

•BACK IS BAD

- Never delete a record that has data associated to it!

DELETE = GONE

- Use the 'Help' link in the system to answer questions
- Enter EOY data early
- Save often - Your browser will time out and any unsaved data will be lost
- Contact your TEC representative if you are unsure

Tips & Tricks

Before adding a student or business record, it is recommended that a search be done to make sure they are not already in the system.

Business Records

Search the employers and business partners working with your project. To add a business, first search to see if it is not already in the system. By default, all active employers are listed below. Click on a business name to see the complete record.

Business Name

Status Business Partner Employer Active Not Currently Active

Career Cluster(s)

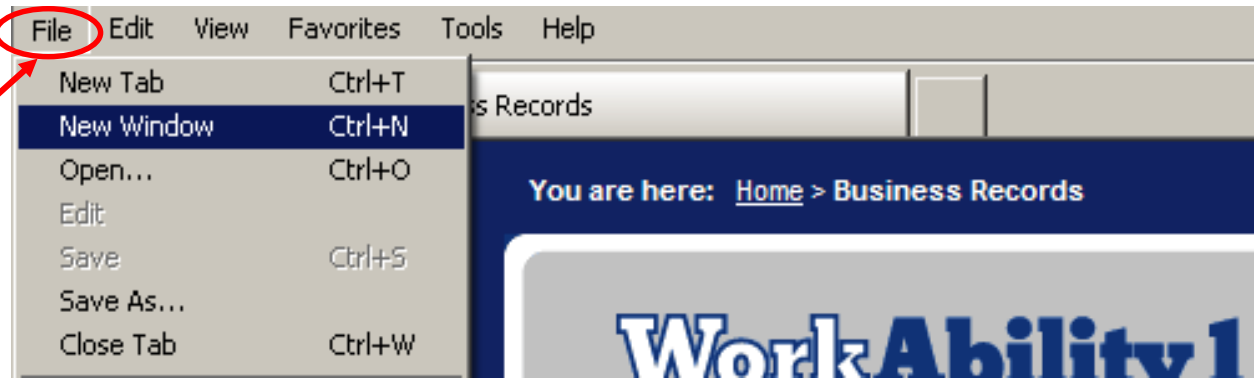
(use CTRL key to select more than one career cluster)

If you are SURE they are not in the system, simply click the 'search' button and the blue 'add a new business' link will appear.

Search Results

The following business records match your search criteria. Click on a business name to see the complete record, [search again](#) or [add a new business](#).

You can work on two screens within the collection system at once.



Log-in to the data collection system; Go to 'File' on the main menu bar; select New Window; and a second screen will appear,

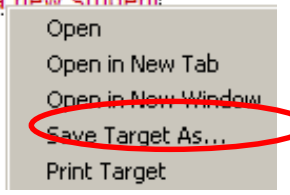
Student Records – Baseline and Follow-Up Records

OR simply right click on 'add a new student / business.'

Search for WorkAbility 1 students for your project, then click a student name to see his or her record. To avoid creating duplicate records, please search for an existing record before you **add a new student**.

By default, [this year's students](#) are listed below the search form.

Find students by:



This feature is very helpful when you are in a student baseline record and need to add an employer to business records. Simply open a new window and add the employer without maneuvering out of the student's record.

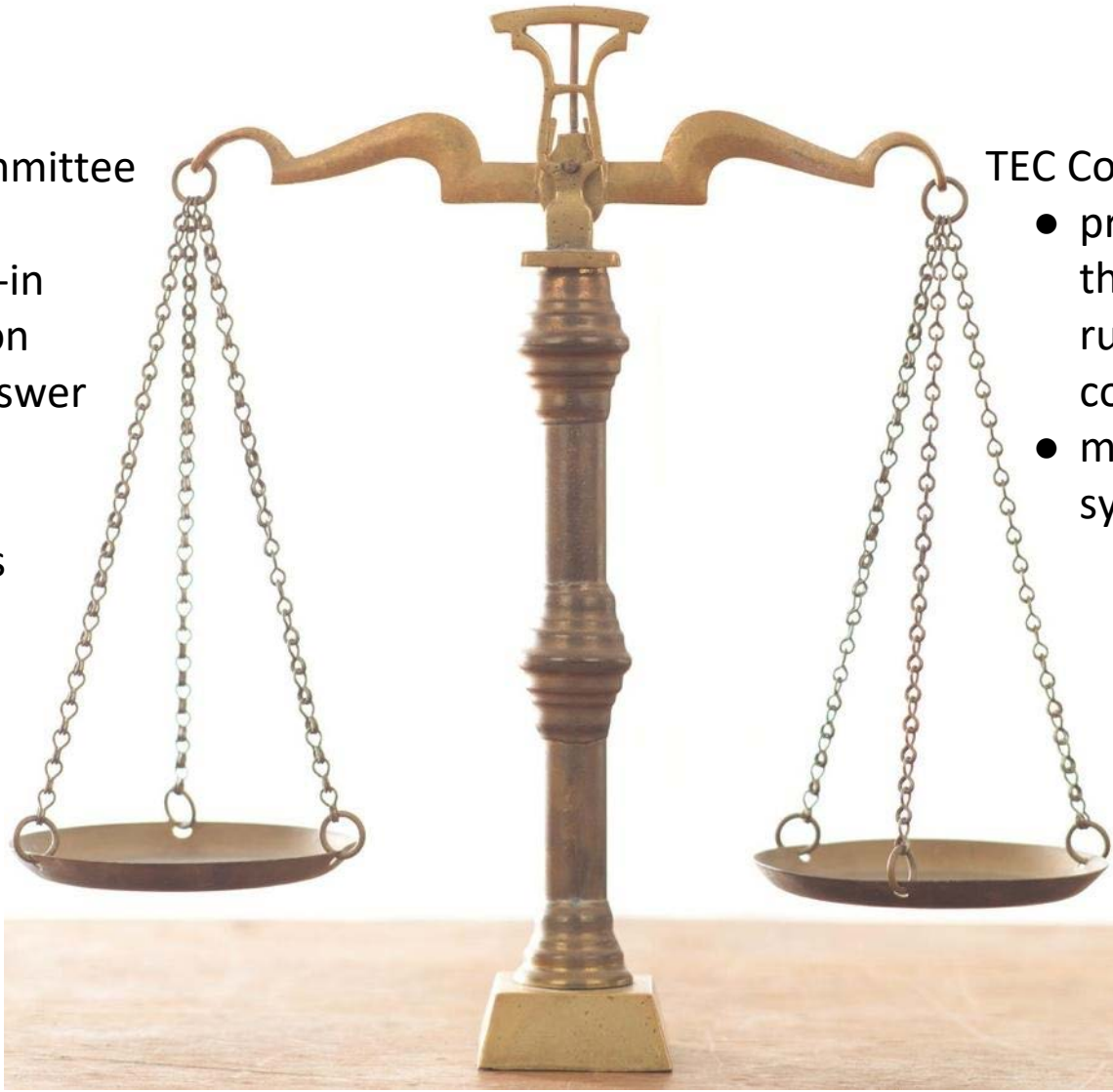
Mentoring *versus* TEC

Mentoring Committee helps with:

- how to fill-in information
- how to answer questions
- explaining definitions

TEC Committee helps with:

- problems regarding the operation and running of the data collect system
- maneuvering the system



Questions?

- What didn't I cover that you need to know?
- What do you know that I need to know?

