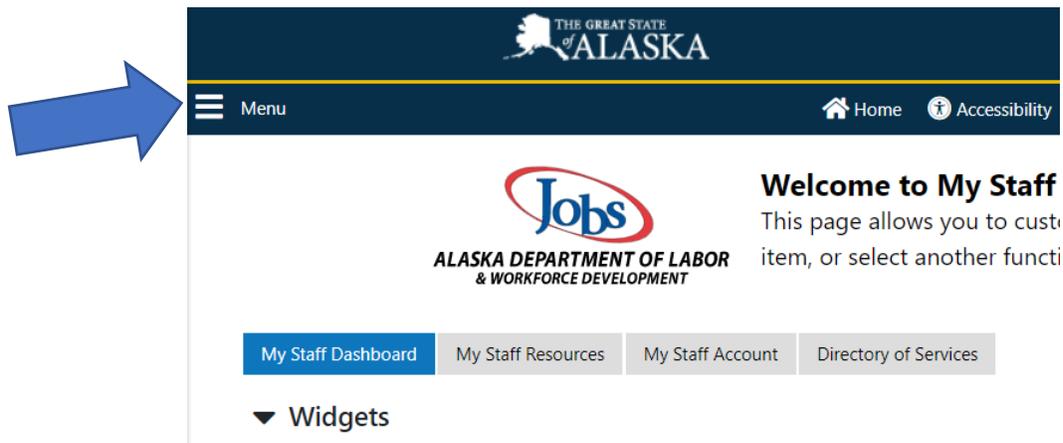


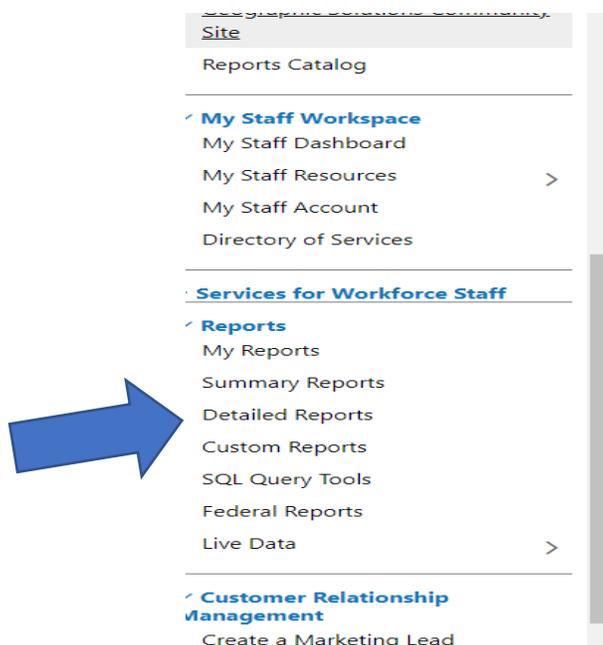
Reviewing the list of Participants

Each month, every grantee must enter the number of participants trained for that month before reimbursements are paid. Please follow the steps below to check the number of participants entered for the month.

1. Select Menu in the top left corner



2. Scroll down and select "Detailed Reports" under Reports



3. Under Case Management Reports, select “Case Load.”

Case Management Reports

[Adult Education](#)

Display Adult Education Reports

[Case Load - Non-WIOA](#)

Display Case Load - Non-WIOA Reports

[Documentation](#)

Display Documentation Reports

[Predictive](#)

Display Predictive Reports



[Case Load](#)

Display Case Load Reports

[Case Load - WIOA](#)

Display Case Load - WIOA Reports

[Payment](#)

Display Payment Reports

[Staff Referrals](#)

Display Staff Referrals Reports

4. Select “Active Cases from the list that appears

Case
Load:

 Advanced

- [Active Cases](#)
- [Application](#)
- [Assigned Case Load](#)
- [Case Closure Information](#)
- [Case Summary By Application Date](#)
- [Co-Enrollment Summary](#)
- [Credentials Required](#)
- [Eligibility Enrollments](#)
- [Enrollment Summary By LWIA](#)
- [Exited Cases](#)
- [Hourly Wage Before and After Enrollment](#)
- [Measurable Skill Gains Required](#)
- [Participants Co-enrolled in Partner Programs](#)
- [Projected End Dates](#)
- [Soon to Exit Cases](#)
- [Summary](#)
- [Veteran Data Discrepancies](#)

- [Active Enrollment](#)
- [Assessment of Educational Functioning Levels](#)
- [Case Closure Employment](#)
- [Case Closure Reportable Performance Indicators](#)
- [Co-Enrollment Customer Groups](#)
- [Credentials](#)
- [Days since Last Active Service](#)
- [Enrollment in Homeless Veterans Reintegration Program](#)
- [Exit Reason Summary](#)
- [Expiring Work Authorization](#)
- [Measurable Skill Gains](#)
- [Obtained Employment](#)
- [Projected Begin Dates](#)
- [Quarterly Follow Up Status](#)
- [Staff Assisted Summary](#)
- [Targeted Measurable Skill Gain](#)



5. Under “Program” on the following screen, select the program you want to get a list of participants

The screenshot shows a web form with several fields. The 'Report Type' dropdown is set to 'LWIA/Office Location'. The 'Program' dropdown is open, showing a list of options including 'Title III - Wagner-Peyser (WP)', 'ACA', 'Apprenticeship (APR)', 'Apprenticeship - Non-ASE', 'Senior Community Service Employment Program (SCSEP)', 'STEP', 'Title I - Workforce Development (WIOA)', 'Title II - Adult Education and Literacy (AED)', 'Title III - Wagner-Peyser (WP)', 'Trade Adjustment Assistance (TAA)', 'TVEP', 'Work Opportunity Tax Credit', 'Anchorage/Mat-Su Economic Region', 'Gulf Coast Economic Region', 'Interior Economic Region', and 'Southwest Economic Region'. A blue arrow points to the 'Apprenticeship (APR)' option. Below the dropdown, the 'Customer Group' field is empty. The 'Region/LWDB Status' field has radio buttons for 'Active' (selected), 'Inactive', and 'All'. The 'Region/LWDB' field has a text input with the instruction 'Press Ctrl to select multiple items'. The 'Office Status' field has radio buttons for 'Active', 'Inactive', and 'All'.

6. Select the program name once more under “Customer Group.”

The screenshot shows the web form with the 'Program' dropdown set to 'Apprenticeship (APR)'. The 'Customer Group' dropdown is open, showing a list of options including 'None Selected' and 'Apprenticeship'. A blue arrow points to the 'Apprenticeship' option.

7. Select your region (the location of your agency) under Region/LWDB

Region/LWDB Status: Active Inactive All

Region/LWDB:

Press Ctrl to select multiple items

The screenshot shows the 'Region/LWDB' dropdown menu open, showing a list of options including 'Anchorage/Mat-Su Economic Region', 'Gulf Coast Economic Region', 'Interior Economic Region', and 'Southwest Economic Region'. A blue arrow points to the 'Anchorage/Mat-Su Economic Region' option.

8. Select the name of your agency under Office Location

Office Location:

Press Ctrl to select multiple items



None Selected
AK SC/SE Sheet Metal Workers' Local Union #23 J.A
Alaska Carpenters Training Trust
Alaska Department of Health & Social Services

9. Next, enter the “Date Range” you want to check.

Date Range: Last 7 Days

From: 09/03/2021 (MM/DD/YYYY)

To: 09/09/2021 (MM/DD/YYYY)

[Reset Dates](#)

- a. You can select a date range from the “Date Range” menu if you want something specific. For example, you can choose “Previous Program Year” to look at the last fiscal year. The dates will automatically change for that year.
- b. To check for a given month, enter the start and end date of the month. For example, for September, you would enter 09/03/2021 and 09/30/2021.
- c. **Remember, when entering participants for each month, they must have a registration entered for the month, AND a service entered. If the participant does not have a service, they will not show up on the report.**

10. Click “Run Report” at the bottom to generate the report.

11. To save a copy of the list once it has been generated, click on the disk next to the print icon at the top of the screen.

Jobs
ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

Case Load Reports - Active Cases

Staff Email Search

1 of 1 | 100% | [Save Icon] | [Print Icon]

Active Cases Detailed Report
 - Program: STEP
 - Active Cases
 - LWIA/Region: Anchorage/Mat-Su Economic Region
 - Office: Alaska Forum
 - Date Range: 8/1/2021 - 10/1/2021

User ID	State ID	App ID	Name	Application Date	Participation Date	Office	Assigned Staff	Closure Date	Exit Date	Exit Reason
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12. Select the format that best works for you. We recommend selecting Excel as you can use it to sort and look for specific items.

Staff Email Search

1 of 1 | 100% | [Save Icon] | [Print Icon]

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 :P
 s
 u Economic Regi
 rum
 - 10/1/2021

XML file with report data
 CSV (comma delimited)
 PDF
 Excel

User ID	State ID	App ID	Name
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