

Introduction to Youth Online Data Application

A tool for improved
reporting efficiency and
data integrity

May 4th, 2016

Youth Online Data Application

Overview:

- What is the purpose of the data app?
- Roles and responsibilities of users
- Step-by-step walkthrough of data entry
- How to gain access
- Reporting capabilities

Purpose of the application

- Now serves the Youth Apprenticeship and Blueprint for Prosperity (High School Pupil) programs
- Eliminates need to send paper copies – user direct entry of student information
- Captures initial student registration and post program completion surveys
- All needed documentation can be uploaded

Who can apply for access?

- Regional coordinator/grant administrator or anyone authorized by them can apply (e.g., alternates, assistants, school-based coordinators)
- Access is by individual – no account sharing
- Must have an account in order to register new students

A user can:

- Add and view students
- Attach info on programs (youth apprenticeship or high school pupil) and certificates to students
- Register students for both YA and HSP, if the user administers both programs
- Upload required documentation
- Change/correct a student's personal information (except SSN)
- Indicate the completion or termination of a student from the program
- Enter required post-program completion information from surveys

A user cannot:

- View students registered to other grants
- Edit certain information once it has been entered
 - Certificate info can be removed within 24 hours of entry in case of mistakes
 - Contact DETYAForms@dwd.wisconsin.gov for corrections if needed

Student Registration Process: YA/HSP

New student
commits to program



Grant administrator
enters student info,
program info, and
cert info; uploads
ETA/Signature Page

Student completes
program



Grant administrator
enters completion
info and post-
program survey info

1. Log in to application

YOUTH APPRENTICESHIP > COORDINATOR APPLICATION > LOGON

Welcome to the Youth Apprenticeship Online System

The Youth Apprenticeship Online System allows Youth Apprenticeship Coordinators to process new student registrations, change a student's employer, and signal the completion or termination of a student from the program.

To request access to this system, User must complete a DETS-10-E DET System Access Request. The form and User Guide (instructions) are available at: http://dwd.wisconsin.gov/dwd/forms/dws/dets_10_e.htm

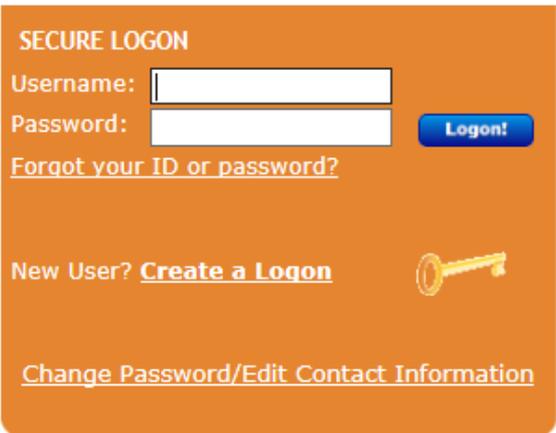
For access questions, please call DET Security at (608) 229-4855 or e-mail DETSecurity@dwd.wisconsin.gov.

Need assistance with this System?

- For assistance with Logon passwords, or to update your name or contact information for your DWD/Wisconsin Logon ID, go to the [DWD/Wisconsin Logon Management System](#) or call Toll-Free 1-888-513-5633.
- For Questions regarding Youth Apprenticeship Program data, please call the DWD YA Administrator at (608) 267-7210 or email DETYAForms@dwd.wisconsin.gov.

Web address:

<https://webapps.dwd.state.wi.us/YouthApprenticeship/Login.aspx>



SECURE LOGON

Username:

Password:

[Forgot your ID or password?](#)

New User? [Create a Logon](#)

[Change Password/Edit Contact Information](#)

2. Click "Add New"

 > YOUTH APPRENTICESHIP > COORDINATOR APPLICATION > STUDENT REGISTRATION

Student Registration

[Logout](#)

Students

Students Search

- Tip: Clicking Search with the box empty will pull a list of all students registered by your grant

3. Enter Student Information

Student Registration

[Logout](#)

Student Information

First Name	<input type="text"/>	Middle Initial	<input type="text"/>	Last Name	<input type="text"/>
Address Line 1	<input type="text"/>				
Address Line 2	<input type="text"/>				
City	<input type="text"/>				
State	<input type="text" value="WI"/>				
Zip Code	<input type="text"/>	-	<input type="text"/>		
County	<input type="text"/>				
Phone	<input type="text"/>				
Date of Birth	<input type="text"/>				
Gender	<input type="text" value="Select"/>				
Race	<input type="text" value="Select"/>				
Parent/Guardian First Name	<input type="text"/>	Last Name	<input type="text"/>		
SSN	<input type="text"/>				

Comments

Text Limit: 2000 | Text Entered: 0

School Information

Grade in school at program entry	<input type="text"/>
Student confirmed disability per Individualized Education Program (IEP)	<input type="text" value="No"/>
Student at-risk by school District's definition	<input type="text" value="No"/>
Expected H.S. Graduation Date	<input type="text"/>
Grade Point Average (GPA) at program entry	<input type="text"/>
School District	<input type="text"/>
High School Name	<input type="text"/>

4. Go to appropriate Youth Program Information

- If you administer both YA and HSP, and the student is a dual-program participant, you can use the same student record for both programs.
- If the student is a dual-program participant, but the YA coordinator and HSP grant administrator are different people, it is acceptable to create two student records for the same student.

Student Registration Logc

Student Information

First Name Middle Initial Last Name

Student ID: 30065

Address Line 1

Address Line 2

City

State

Zip Code

County

Phone

Date of Birth

Gender

Race

Parent/Guardian First Name Last Name

SSN

Comments

Text Limit: 2000 | Text Entered: 0

School Information

Grade in school at program entry

Student confirmed disability per Individualized Education Program (IEP)

Student at-risk by school District's definition

Expected H.S. Graduation Date

Grade Point Average (GPA) at program entry

School District

High School Name

Youth Program Information

5. Enter Youth Apprenticeship or HSP Information

Youth Apprenticeship Information

Cancel

Consortium
Anticipated Completion Date
Program Area
Program Type
First or Only Year
Second Year

Employment Information

Save

Or:

Student Name: Jamie Bernthal

High School Pupil Information

Back

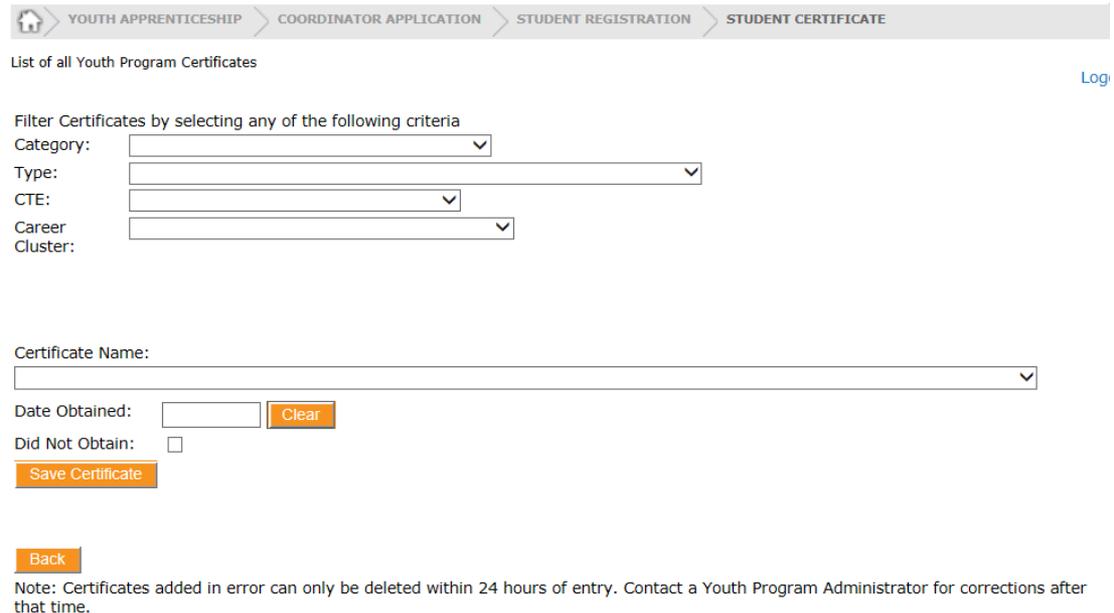
Grantee
Start Date
Anticipated Completion Date
Career Cluster

Signature page has been received

Save

7. Go back and enter Certificate Information

- Required for all students – YA and HSP
 - For YA students, this indicates their chosen Pathway within the larger Cluster.
- Only the “Certificate Name” box needs to be filled in – the first four boxes help to filter the list.
- Only enter “Date Obtained” or “Did Not Obtain” once the student has completed the program.
- Provides proof of certifications earned in addition to requirements (e.g., ServSafe, OSHA 10, ASE-NATEF, MSSC)
 - If certification is not on list, a DWD administrator can add it.



HOME > YOUTH APPRENTICESHIP > COORDINATOR APPLICATION > STUDENT REGISTRATION > STUDENT CERTIFICATE

List of all Youth Program Certificates [Log](#)

Filter Certificates by selecting any of the following criteria

Category:

Type:

CTE:

Career Cluster:

Certificate Name:

Date Obtained:

Did Not Obtain:

Note: Certificates added in error can only be deleted within 24 hours of entry. Contact a Youth Program Administrator for corrections after that time.

Uploading Documentation

Student Name: ██████████ Student ID: 32425

[Back](#)

Employment Information

Employer: ██████████

Mentor: ██████████

Employment Start Date: 07/01/2015

Wage: \$ 10.00

Employment offered ETA Received

[Save](#) [Upload ETA](#)

File Name	Uploaded Date	Uploaded By
View HodgesS_ETa.pdf	5/3/2016 12:40:12 PM	sandbergc Remove

Student Name: ██████████ Student ID: 32425

[Back](#)

Employment Information

Employer: ██████████

Mentor: ██████████

Employment Start Date: 07/01/2015

Wage: \$ 10.00

Employment offered ETA Received

File Name	Uploaded Date	Uploaded By
View HodgesS_ETa.pdf	5/3/2016 12:40:12 PM	sandbergc Remove

Upload Document

1. Only .doc, .docx, .xls, .xlsx, .pdf, .tif, .tiff, .bmp, .jpg, .gif, .png and .msg documents up to **4000** KB can be uploaded.
2. The file name cannot contain special characters (such as @, &, #).
3. Your document will be scanned for viruses during the upload process. If a virus is found, your document will not be uploaded.
4. Please make sure you click the Save button only once. Clicking it multiple times may result in duplicate uploads.

Upload document: [Browse...](#) No file selected.

[Cancel](#) [Save](#)

After information has been saved the first time, an "upload" button should appear. Press the button to show the "Upload Document" dialogue, then press "Browse". Select your file from its location on your computer, then hit "Save". To view a previously uploaded document, click "View". Note: you must enable popups for the View function to work.

Uploading Documentation

- Available for ETAs (under Employment Information), Signature Pages (under High School Pupil Information), and Certificates (under Certificate Information).
- This replaces the process of mailing info to the DWD office, but documents should still be kept on file following existing records retention policies.
- Documentation should be uploaded for Business & Industry certificates, but does not need to be uploaded for YA certificates.
- ETAs and Signature Pages are required - reports will be run to find students missing documentation.

Completing or Terminating Students

1. Mark certificates as completed

Filter Certificates by selecting any of the following criteria

Category:

Type:

CTE:

Career:

Cluster:

Certificate Name:

Date Obtained:

Dr:

Did Not Obtain:

Note: YA Checklist must also be sent to DETYAForms@dwd.wi.gov for YA completers

Completing or Terminating Students

2. Enter post-program information

YOUTH APPRENTICESHIP > COORDINATOR APPLICATION > STUDENT REGISTRATION > STUDENT POST PROGRAM COMPLETION

Post Program Completion Information

ATTENTION: This page should be left blank until the student has completed their training program and all related documentation has been uploaded to the Youth Programs System or sent to the Department of Workforce Development.

[Save](#) [Back](#)

High School Completion Status:

Employment Status:



- As boxes are filled in, more information appears.
- Follows the outline of Post Program Completion Survey.
 - See FAQ for additional guidance: http://dwd.wisconsin.gov/youthapprenticeship/pdf/faq_post_completion_survey.pdf

YOUTH APPRENTICESHIP > COORDINATOR APPLICATION > STUDENT REGISTRATION > STUDENT POST PROGRAM COMPLETION

Post Program Completion Information

Log

ATTENTION: This page should be left blank until the student has completed their training program and all related documentation has been uploaded to the Youth Programs System or sent to the Department of Workforce Development.

[Save](#) [Back](#)

High School Completion Status:

High School Diploma type:

Final Grade Point Average:

High School completion date: [Clear](#)

Enter Post Program GPA for HS completer and non-completers.

Employment Status:

Select Yes or No to the following statements:

- Yes No Employment is in same or related area of certificate/training program
- Yes No Employment is with same youth program or Youth Apprenticeship employer
- Yes No Employment is seasonal
- Yes No Employment is an internship
- Yes No Employment is military
- Yes No Student entering a Registered Apprenticeship
- Yes No Student also entered post-secondary education or other training program
- Yes No N/A Health, personal, or family issue(s) impacted ability for full-time employment

Employer

[Add New](#)

Employer Labor Market Sector

Wage \$

Employment Start Date

Position Title of Employee (student hired):

[Save](#)

Contact Information

- DETYAForms@dwd.wisconsin.gov
- YA@dwd.wisconsin.gov
- JamieT.Bernthal@dwd.wisconsin.gov

We hope you enjoy the new
Youth
Online
Data
Application!



DET Security: YODA System and Data Access

YA and HSP Contracts Include Data Sharing Agreement (DSA) Language and Requirements

- Covers all agencies included in the designation of a "Consortium" or "Grantee" per the **original** Contract

DET Security: YODA System and Data Access

- VIII. State and Federal Rules and Regulations
 - E. Treatment of Items Produced Under Agreement
 - 2. Designate 1+ Local Security Officer(s)

DET Security: YODA System and Data Access

- X. Data and System Security
 - A. Data Stewards and Security Officers
 - B. Data to be Provided by DWD and Purpose(s) for Use
 - C. Official(s) with Authority to Request Data or Access
 - Appendix 1:
DETS-17092-E Local Agency Partner Agency Info
 - Appendix 2:
DETS-11652-E Local Agency Data Security Staff
 - Appendix 3:
Data Steward

DET Security: YODA System and Data Access

- X. Data and System Security

- D. Method, timing and Format of Request

- 1. Logon ID

- <https://www.dwd.state.wi.us/accountmanagement/>

- 2. Validation

- 3. DETS-10-E

- http://dwd.wisconsin.gov/dwd/forms/dws/dets_10_e.htm

- G. Security and Confidentiality of Data

Data Share Agreement (DSA)

Local Agency Partner Agency (DETS-17092-E) is any Agency the Consortium/Grantee sub-contracts to provide services under the terms of the contract who were **not initially identified at the signing of the contract, and who are NOT covered under the DSA language included in the contract.**

- REQUIRES the signing of a DSA between the Consortium/Grantee and the Partner (sub-contractor).
- REQUIRES the submission of the DETS-17092-E to identify Partner status.
- DETS-17092-E MUST be on file with DET Security prior to requesting DET system or data access for Partner staff.

Data Share Agreement (DSA)

Local Agency Security Officers (DETS-11652-E) are the individual(s) designated by Consortium/Grantee as responsible for performing day-to-day security functions, including:

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- Requesting appropriate access and user accounts for staff whose job functions require access to all or some of the DWD DET automated systems and data covered under the Agreement.

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- Requesting appropriate access and user accounts for staff whose job functions require access to all or some of the DWD DET automated systems and data covered under the Agreement.
- **Monitoring compliance with the Agreement by staff granted access to DWD DET information systems and data.**

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- Requesting appropriate access and user accounts for staff whose job functions require access to all or some of the DWD DET automated systems and data covered under the Agreement.
- Monitoring compliance with the Agreement by staff granted access to DWD DET information systems and data.
- **Requesting that DWD DET Security terminate or modify access for any individual whose job functions or use of access merits such a change.**

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- Requesting appropriate access and user accounts for staff whose job functions require access to all or some of the DWD DET automated systems and data covered under the Agreement.
- Monitoring compliance with the Agreement by staff granted access to DWD DET information systems and data.
- Requesting that DWD DET Security terminate or modify access for any individual whose job functions or use of access merits such a change.
- **Auditing all staff granted access to DWD DET information systems and data under the Agreement to assure completion of DWD Security Awareness Training.**

Data Share Agreement (DSA)

The Consortium **Data Steward** is the person designated by the Consortium/Grantee to:

- **Coordinate, administer, maintain supplements to Agreement.**

Data Share Agreement (DSA)

The Consortium **Data Steward** is the person designated by the Consortium/Grantee to:

- Coordinate, administer, maintain supplements to Agreement.
- **Coordinate requests between Data Recipient and DWD DET to modify existing access authorized in, request changes to, or otherwise amend Agreement.**

Data Share Agreement (DSA)

The Consortium **Data Steward** is the person designated by the Consortium/Grantee to:

- Coordinate, administer, maintain supplements to Agreement.
- Coordinate requests between Data Recipient and DWD DET to modify existing access authorized in, request changes to, or otherwise amend Agreement.
- **Work with DWD DET Data Steward to create and maintain listing of Data Recipient Local Agency Security Officers per DETS-11652-E**

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- Coordinate, administer, maintain supplements to Agreement.
- Coordinate requests between Data Recipient and DWD DET to modify existing access authorized in, request changes to, or otherwise amend Agreement.
- Work with DWD DET Data Steward to create and maintain listing of Data Recipient Local Agency Security Officers per DETS-11652-E.
- **Assure that a DSA is in place between the Consortium/Grantee and EACH additional partner agency (sub-contractor) that will require access prior to authorizing/approving requests.**

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- Coordinate, administer, maintain supplements to Agreement.
- Coordinate requests between Data Recipient and DWD DET to modify existing access authorized in, request changes to, or otherwise amend Agreement.
- Work with DWD DET Data Steward to create and maintain listing of Data Recipient Local Agency Security Officers per DETS-11652-E.
- Assure that a DSA is in place between the Consortium/Grantee and EACH additional partner agency (sub-contractor) that will require access prior to authorizing/approving requests.
- **Work with DWD DET Data Steward to create and maintain a listing of all additional partner agencies (sub-contractors) that the Consortium has entered into a DSA with (DETS-17092-E).**

Gaining access

The User must FIRST self-register for a WI Logon (WIEXT) ID:

- Go to:
<https://www.dwd.state.wi.us/accountmanagement/>
- Click the self-registration link and follow the instructions carefully.
- Accounts created for accessing DET Systems MUST include a work-related e-mail address and business phone number, which should match information provided in [Field 11. User Work E-mail Address](#) and [12. User Work Telephone/FAX Number](#) of DETS-10-E.
- Create a Logon ID (username), create/verify a password, and create a security question/answer to be used in managing the account and/or seeking Call Center support.
- Provide the Logon ID (username) in field 6 DETS-10-E.

DETS-10-E
R. 12/2105

DET SYSTEM ACCESS REQUEST

1. User Employment Status DWD Employee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	2. DWD Network Logon ID <input type="checkbox"/> New User/Position (BIT-7712-E Submitted)	3. Division Other: _____
4. Bureau	5. Unit	6. WIEXT ID (Self-Registration Required)
7. Employer Name	8. Employer Agency Type <input type="checkbox"/> Workforce Dev Board <input type="checkbox"/> WDB Local Partner <input type="checkbox"/> Data Recipient <input type="checkbox"/> Other: _____	
9. Last Name, First Name AND M.I. of User		10. Optional Display Name (Last Name, First Name)
11. User Work E-mail Address		12. User Work Telephone/FAX Number

<input checked="" type="checkbox"/> No	6. WIEXT ID (Self-Registration Required) UserName	7. Employer Name Who pays your paycheck?
8. Employer Agency Type <input type="checkbox"/> Workforce Dev Board <input type="checkbox"/> WDB Local Partner <input type="checkbox"/> Data Recipient <input checked="" type="checkbox"/> Other: YA/HSP Cons/Grantee		

18. REQUEST TYPE

- Update User Account
- Add Access to DET Systems Identified Below
- Remove Access to DET Systems Identified Below

Change(s) to be made:

19. DET SYSTEMS *Denotes required field for identified system access.

<input type="checkbox"/> ASSET *Profile: _____	Rights: <input type="checkbox"/> Cust Support <input type="checkbox"/> TESSA <input type="checkbox"/> RES Access Level <input type="checkbox"/> Non-RES WS
<input type="checkbox"/> Other: _____	
Business Staff *Rights: <input type="checkbox"/> (JO Mgt restricted to JSCC staff. Admin requires DET Security Approval)	
Access *Role: <input type="checkbox"/> WorkWeb (Non-DWD staff Only)	
Access Level: <input type="checkbox"/> JCS <input type="checkbox"/> BAS <input type="checkbox"/> PMet <input type="checkbox"/> Other: _____	
(Analyst/Publisher require training. Publisher/Other require DET Business/Security Approval)	
*ARES) (Designated Call Center Staff ONLY) NOTE: Supervisor submit BGS-23-E to DET Tech for phone/software installs	
JSCC <input type="checkbox"/> DETCC <input type="checkbox"/> Other: _____	Permission Type: _____
DWD DET JSCC ACDSO GPO (speed dials)	DWD DET JSCC ACDDVMM GPO (fire drill buttons)
Signature File <input type="checkbox"/> Notebook <input type="checkbox"/> ODBC Setup <input type="checkbox"/> WOTC *Profile: _____	

Read carefully before signing this User Security Acknowledgement

Personal information you provide may be used for secondary purposes. [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes]

I recognize and understand that:

1. Data and its information content is a DWD asset which is required to be safeguarded in accordance with DWD Information Technology Policy 516.03 and WI Statutes 943.70 at http://dwdworkweb/dwdpolicy/516_03.htm.
2. DWD policy provides that (a) all passwords related to the legitimate access to data are personal to the operator authorized to access data and must be kept CONFIDENTIAL; (b) permitting another to use such password to gain access to data is expressly prohibited, and (c) an operator should never leave a workstation unattended without first terminating or locking their session.
3. A breach of DWD policy constitutes a security violation and may subject the operator to disciplinary action when circumstances warrant it. Any operator who knows of actual or attempted violations should notify his or her supervisor.

29. Signature of User Requesting Access	Date Signed	
25. Authorizing Agency Consortium/Grantee	26. LSO/DSO First and Last Name of the Contract-Authorized LSOs	27. LSO/DSO Telephone Number (999) 999-9999 Ext. _____
28. LSO/DSO Signature	Date Signed	
30. DET Security Officer Signature	Date Signed	

DET Security: YODA System and Data Access

WI Logon ID (WIEXT Account)

<https://www.dwd.state.wi.us/accountmanagement/>

DETS-10-E DET SYSTEM ACCESS REQUEST

http://dwd.wisconsin.gov/dwd/forms/dws/dets_10_e.htm

- Fill-enabled, complete electronically
- Reference User Guide for Understanding, Completing, Submitting Form

Questions?

Tyronne T. Davidson, DET Lead Division Security
Officer DWD DET Data Steward

Phone: (608) 267-7271

E-mail: TyronneT.Davidson@dwd.wisconsin.gov

DET Security Unit

Division of Employment and Training

201 E Washington Ave, G100

Madison, WI 53702

Phone: (608) 267-9690

Secure Fax: (608) 261-4580

E-mail: DETSecurity@dwd.wisconsin.gov

(DWD MB DET Security)