TRACKING ACTIVITY: DEMO SUGGESTIONS

Adding A Skill Development Activity:

- **Data:** Select a customer that is currently on your caseload and create two separate records: a training detail record and an activity detail record.
- **Things to Point Out:**
    - The training and activity records provide an area to capture the expected outcome of the training or activity.

Adding/Editing Training/Activity Provider Detail:

- **Data:** Enter a phone number to see if the provider currrently exists in the database.
- **Things to Point Out:**
    - If the provider exists, the provider information will be launched in edit mode.
    - If the provider doesn't exist, the user will be prompted to complete the necessary information.

Adding/Editing Training/Activity Program Detail:

- **Data:** Conduct a provider search and select a provider from the search results.
- **Things to Point Out:**
    - By clicking 'Add' under the Program Detail section, you can add the programs that are available at that provider. There are fields to capture a program description, cost, credit hours and clock hours.

Creating a Customer Placement:

- **Data:** Select a customer that is currently on your caseload and create a placement record.
- **Things to Point Out:**
    - By clicking 'Add' under the Program Detail section, you can add the programs that are available at that provider. There are fields to capture a program description, cost, credit hours and clock hours.

Adding/Editing Employer Detail:

- **Data:** Enter a phone number to see if the provider currrently exists in the database.
- **Things to Point Out:**
    - If the provider exists, the provider information will be launched in edit mode.
    - If the provider doesn't exist, the user will be prompted to complete the necessary information.

Creating Job Participation Rate Entries:

- **Data:** Select a customer that is currently on your caseload and go to the Job Participation Rate entry page. If no countable activities are listed for that customer, add a countable activity to the case first (Placement, Training, Activity). For that customer, enter in hours for each countable activity listed.
- **Things to Point Out:**
    - The start date for each countable activity is listed next to the description of the activity.
    - The user can scroll backward or forward to view/enter job participation rate hours for a particular time period.
    - There is a key provided (red, yellow, green) which gives an indicator of the customer's job participation rate for the viewable period.

View Benefit Information:

- **Data:** Select a customer that is currently on your caseload and navigate to that customer's Benefit Information.

- **Things to Point Out:**

  - The Customer Benefit Information page is used to capture Temporary Cash Information and Food Stamp Information for a specific customer. This information is provided by FLORIDA and is delivered in a view-only format.
  - The screen is categorized into three main areas: a Current Benefit Information 'Last Update Date,' Temporary Cash Information and Food Stamp Information.