



Connecting Colorado Service Definitions

Service Types:

[Basic Career Services](#)

[Individualized Career Services](#)

[Training Services](#)

[Supportive Services](#)

[WIOA Youth Services/Program Elements](#)

[TAA Approved Training Services](#)

[Social Security Benefit Planners Services](#)

[Administrative Services](#)

[Local Services](#)

[Glossary of Terms](#)

BASIC CAREER SERVICES:

[Bonding Assistance \(BA\)](#)

[Connecting Colorado Orient \(CC\)](#)

[Career Guidance \(CG\)](#)

[Computer Lab - Open \(CL\)](#)

[Career Portfolio \(CP\)](#)

[Employability Develop Plan \(ED\)](#)

[Information Orientation \(IO\)](#)

[Initial Assessment \(IA\)](#)

[Job Club \(JC\)](#)

[Job Fair \(JF\)](#)

[Job Search Assistance \(JS\)](#)

[Job Search Workshop \(JW\)](#)

[Labor Market Information \(LM\)](#)

[Rapid Response \(LA\)](#)

[Refer to Support Service \(RS\)](#)

[Refer to Local Training \(LT\)](#)

[Refer to Training \(RT\)](#)

[Refer to WIOA Training \(RW\)](#)

[Resource Center \(RC\)](#)

[Resume Preparation \(RP\)](#)

[Tax Credit \(TC\)](#)

[Testing \(TS\)](#)

[Unemployment Insurance \(UI\)](#)

Code	Name of Service	Definition	<u>Wagner-Peyser</u>	<u>WIOA AD/DW</u>	<u>WIOA Youth</u>	<u>Discretionary</u>	<u>TAA</u>	<u>Veteran</u>	<u>Single-Day</u>	<u>Multi-Day</u>	<u>PIRL Element</u>
BA	Bonding Assistance	<p>Definition: May be provided to any individual who:</p> <ol style="list-style-type: none"> 1) is qualified for the employment in question, 2) is not commercially bondable, 3) has a firm job offer, 4) and if the job offers full-time steady work, adequate working conditions and wages, reasonable expectation of permanence and is not self-employment. <p>If the applicant and the job meet eligibility criteria, bonding coverage conditions have been met:</p> <ol style="list-style-type: none"> 1) The authorized local Workforce Center personnel have certified the bond, 2) The applicant has begun work. 	X	X	X	X	X	X	X		1001 1003 1116
CC	Connecting Colorado Orientation	Job seekers received a Connecting Colorado website orientation.	X	X	X	X	X	X	X		1003 1004
CG	Career Guidance (updated 12.21.17)	<p>This is a staff-assisted <u>basic</u> career service that includes:</p> <ol style="list-style-type: none"> 1) The provision of information (including information on local WIOA performance outcomes, performance of eligible training providers, or any additional performance information with respect to the one-stop delivery system in the local area); and/or 2) Materials, suggestions, or advice intended to assist the job seeker with making occupation or career decisions that lead to employment, employment retention, or success in post-secondary education 	X	X	X	X	X	X	X		1003 1004 1102
CL	Open Computer Lab	A computer lab where customers complete self-directed activities and tutorials including: keyboarding, computer skills, computer skills testing, career exploration, and soft skills. Staff assistance and supervision is minimal.	X	X	X	X	X	X	X		1003 1004
CP	Career Portfolio	Career portfolios allow users to create customized portfolios to collect, organize, and share education and career-related information, including credentials and multimedia with employers, counselors, and educators.	X	X	X	X	X	X	X		1003 1004
ED	Employment Development Plan	A self-service document identifying an individual's career direction, personal and situational strengths, and obstacles which results in the development of a well thought out plan to achieve employment goals. This document could be completed independently or when necessary, by the facilitation of a goal setting process which assists customers in the self-identification of career direction.	X	X	X	X	X	X	X		1003 1004
IO	Information Orientation (updated 9.22.17)	<p>A one-on-one or group session in which customers are provided with information regarding services or programs.</p> <p>This service is not a participation service</p>							X		N/A

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IA	Initial Assessment (updated 12.7.16)	An initial assessment of the skill levels and service needs of each participant that may include a review of basic skills, occupational skills, prior work experience, employability, interests, and aptitudes (including interests and aptitudes for nontraditional jobs). This would also include intake and eligibility assessment for various programs. Note: This activity is required for veterans enrolled in a Veteran Services' program and is also a requirement of TAA.	X	X	X	X	X	X	X		1003 1004
JC	Job Club	An ongoing workshop designed to provide participants with knowledge that will enable them to find jobs. Topics should include labor market information, application/résumé writing, interviewing techniques, and finding job openings. Note: Use of JC service indicates that the customer has attended a workshop that is part of an on-going series, even if the customer only attends one session. If the workshop is only scheduled as a one-time event, the JW code should be used instead.	X	X	X	X	X	X		X	1003 1004
JF	Job Fair (updated 9.22.17)	This service is used to record attendance at a job fair or employer event. This service is not a participation service							X		1003 1004
JS	Job Search	Helping customers look for available job openings, or assisting customers with the application process. This would include searching for and reviewing job orders posted in resource centers, on employer websites, on job-search websites, as well as jobs posted in the Connecting Colorado database. This service may be entered when any job search assistance is provided, even if the assistance does not result in a referral.	X	X	X	X	X	X	X		1003 1004
JW	Job Search Workshop	A workshop that covers job search skill development including but not limited to networking, résumé preparation, labor market information, interviewing skills, researching employers, and/or other topics suitable to obtaining employment. Note: JW service can include activities that generally would be provided under a different job search activity as long as it is in a workshop setting, not one-on-one staff assistance.	X	X	X	X	X	X	X		1003 1004

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LM	Labor Market Information (updated 9.22.17)	<p>If the individual received workforce information services that includes, but is not limited to, information on state and local labor market conditions, industries, occupations and characteristics of the workforce, area business identified skills needs, employer wage and benefit trends, short and long term industry and occupational projections, worker supply and demand, and job vacancies survey results. In addition, workforce information may include local employment dynamics information such as the high growth and high demand industries, workforce availability, business turnover rates, job creation, job separations and new hire rates.</p> <p>Note: Workforce information may be delivered using a variety of methods and media that include, but are not limited to review of publications, brochures, posters, booklets, workshop presentations, individual counseling, career guidance in an American Job Center, or remote access to the information. A detailed case note is required.</p> <p>This service is not a participation service</p>							X		1003 1004 1100 1101 1103
LA	Rapid Response (Lay-off Assistance)	<p>A suite of services delivered to employers and dislocated workers typically given at the employers' location in response to a mass layoff and/or plant closure; the purpose of which is early connection of dislocated workers to UI and employment & training services through the one-stop centers. Rapid Response services include a portfolio of services including one or a combination of UI and workforce center workshops, virtual workshops, information booths, reverse hiring events for dislocated workers and customized workshops.</p>	X	X	X	X	X	X	X		908 909 1001 1103 1116 1501
RS	Refer to Supportive Service(s) (updated 9.22.17)	<p>A referral to supportive service programs such as County Veterans Services Offices (CVSO), Voc. Rehab, Child Care Assistance Program (CCAP), Housing and Urban Development (HUD), Social Services (e.g., Food Assistance), Community Based Organizations (CBOs), a Consumer Navigator, or any other service agency outside of employment and training.</p> <p>This service is not a participation service</p>							X		1003 1004
LT	Refer to Local Training (updated 9.22.17)	<p>Referral to internal workforce center training or preparation activities, not including formal federally funded accredited training institutions. These training services would include onsite workshops provided by other agencies in the community.</p> <p>This service is not a participation service</p>							X		1003 1004

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RT	Refer to Training (updated 9.22.17)	Referral to internal or external training programs, Job Corps, other federal training programs, educational services, colleges, universities, technical schools, educational services, on-the job training, or apprenticeships This service is not a participation service							X		1003 1004
RW	Refer to WIOA training (updated 9.22.17)	Referral to WIOA training This service is not a participation service							X		1003 1004
RC	Resource Center (updated 9.22.17)	Recorded for use of any of the services in the resource room that do not require significant staff assistance. This may include the use of the phone, fax, copier, computer tutorials, computer software, or the Internet. In many regions, this service is added to a customer's record through e-Stop, which may or may not reactivate the ES registration, depending on the e-Stop setup. This service is not a participation service							X		1003 1004
RP	Resume Prep	Providing instructions on or assisting with the development of the content and/or format of résumés and cover letters.	X	X	X	X	X	X	X		1003 1004
TC	Tax Credit	For an applicant who meets the tax credit requirements, entry of this service code indicates that a voucher has been issued by such programs as the Work Opportunity Tax Credit (WOTC) or Enterprise Zone, and that the employer has sent a written request for a tax credit before the deadline established by the involved program. Requests for Work Opportunity Tax Credits must be postmarked on or before the 28th day that an eligible worker is on the job.	X	X	X	X	X	X	X		1001 1103 1116
TS	Testing	When a test is administered to any Wagner-Peyser customer or program participant.	X	X	X	X	X	X	X		1003 1004
UI	Unemployment Insurance (updated 12.18.17)	UI-Providing any of the services authorized by UI to assist claimants such as, applying for Unemployment Benefits and assisting the client to apply for Approved Training status. Note: This does not include providing general UI information.	X	X	X	X	X	X	X		1003 1004 1112

Connecting Colorado Service Definitions

INDIVIDUALIZED CAREER SERVICES:

- [Adult Basic Education \(AB\)](#)
- [Comprehensive Assess \(CA\)](#)
- [Career Counseling \(CS\)](#)
- [ESL services \(EL\)](#)
- [Financial Literacy \(FI\)](#)
- [IEP Development \(IE\)](#)
- [Job Development \(JD\)](#)

- [Job Shadowing \(OK\)](#)
- [Key Train \(KT\)](#)
- [WIOA Literacy/Numeracy \(LN\)](#)
- [Out-of-Area Search \(OA\)](#)
- [Pre-Apprenticeship \(PA\)](#)
- [Pre-Vocational Services \(PV\)](#)
- [Transitional Jobs \(TJ\)](#)

- [Unpaid Work Experience \(WU\)](#)
- [Vocational Guidance \(VG\)](#)
- [WIOA Job Search \(WJ\)](#)
- [Work Experience \(WE\)](#)
- [WorkKeys \(WK\)](#)
- [Workforce Preparation Activities \(WP\)](#)

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
AB	Adult Basic Education (updated 9.22.17)	<p>services provided to adult and/or dislocated worker participants that provide academic instruction and education services below the postsecondary level that increase an individual’s ability to: perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training;</p> <p>Note: These services should lead to the attainment of a Secondary school diploma or its equivalent.</p>	X	X		X				X	1004 1200 1201
CA	Comprehensive Assessment	<p>Comprehensive and specialized assessments of the skill levels, interests, aptitudes, and any barriers to employment. This may include diagnostic testing, use of other assessment tools, and in-depth interviewing to identify appropriate educational and employment goals.</p> <p>Detailed case notes must be entered regarding the use of this service .</p>	X	X	X	X	X	X	X		1004 1200

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Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
CS	Career Counseling (updated 12.21.17)	This is a staff-assisted <u>individualized</u> career service that may be offered in an individual or group setting. Career Counseling services include: 1) Advice and guidance that assists the job seeker with making occupational or career decisions that may lead to the creation of an employment plan or individual service strategy, or the achievement of one of the goals within the plan; or may lead to employment, employment retention, or success in post-secondary education 2) Assistance with applying for admission and/or financial aid at a training institution 3) Advice and guidance to assist the job seeker with identifying barriers to employment and options for addressing those barriers	X	X	X	X	X	X	X		1004 1200 1201
EL	English as Second Language Services (added 5.9.17)	Services provided to participants whose primary language is not English. These services are designed to increase the English language proficiency of the participant so they can attain training and/or employment success	X	X		X				X	1004 1200 1201 1207
FI	Financial Literacy	Services that help with creating budgets, initiate checking and savings accounts at banks, applying for and managing loans and credit cards, learning of credit reports and credit scores, and identifies identity theft. Note: This is a WIOA Youth program element.		X	X	X			X		1004 1200
IE	Individual Employment Plan	Indicates that an individual has participated in the creation of a written plan that outlines the course of action the participant will take to obtain employment. For WIOA Youth, this is the Individual Service Strategy (ISS)—that outlines the course of action the participant will take to reach their educational and employment goals. This plan needs to be agreed upon by the participant and workforce center staff member, and should outline both the actions to be taken by the participant and those to be taken by staff to work together toward the participant’s goals. An IE service should be entered each time an IEP is updated or modified.	X	X	X	X	X	X	X		1004 1200
JD	Job Development	The process of contacting employers to find job openings, internships, OJTs or work experiences, or securing interviews for a specific client when the workforce center has no suitable openings currently on file.	X	X	X	X	X	X	X		1003 1004
KT	Key Train	<i>No definition</i>	X	X	X	X	X	X	X		1004 1200

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LN	WIOA Literacy/Numeracy	<p>Indicates that an assessment test has been administered to determine a participant’s literacy and numeracy level. If using this service, a Pre-test and post-test are required to measure the gain.</p> <p>The following tests are considered assessment tests: TABE CASAS BEST BEST Plus ABLE WorkKeys GAIN SPL</p>		X	X	X			X		1004 1200 1806
OA	Out-of-area Job Search	<p>Assistance to attend a scheduled, out-of-state interview for a job in the same field as the training received or in a previous occupation.</p> <p>For TAA this activity may only be used for expenses more than 50 miles from primary residence. Not required for TAA, but must be tracked. This service may also be used for local programs.</p>		X	X	X	X	X	X		1004 1200
PA	Pre-Apprenticeship (updated 2.17.17)	<p>A program, or set of strategies, that prepare individuals to enter and succeed in a Registered Apprenticeship program. The program must be formally linked to one or more Registered Apprenticeship program(s), and have a strong record of enrolling graduates into Registered Apprenticeships. (TEN 13-12, TEN 31-16, TEGL 13-16)</p> <p>Note: This is a WIOA Youth program element.</p>		X	X	X				X	1205 1400 1405
PV	Pre-Vocational Services (updated 7.1.17)	<p>Activities designed to develop work habits to help adults obtain pre-employment skills. Including but not limited to training, communication skills, interviewing skills, punctuality, personal maintenance skills, job coaching, and professional conduct to prepare individuals for unsubsidized employment or training (ex: soft skills such as punctuality, grooming, workplace etiquette).</p>	X	X	X	X	X	X		X	1004 1200 1201 1210

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TJ	Transitional Jobs	Time-limited work-based training through a contract with an employer, combined with comprehensive career and supportive services, for individuals with barriers to employment who are chronically unemployed, long term unemployed, or have an inconsistent work history. The goal is to establish a work history for the individual that demonstrates success in the workplace, and develops the skills that lead to entry into and retention in unsubsidized employment. Unlike OJT, there is no assumption that the individual will be retained in their transitional job after the experience is over. *Does not apply to WIOA Youth Programs		X		X				X	1004 1200 1201
WU	Unpaid Work Experience	A short-time or part-time unpaid work activity in the public, private not-for-profit or private for-profit sector which provides an individual with the opportunity to acquire the skill and knowledge to perform a job, including appropriate work habits and behaviors, becoming accustomed to basic work requirements, and internships. Note: This is a WIOA Youth program element.		X	X	X				X	1004 1200
VG	Vocational Guidance- DVOP	This is a staff-assisted <u>individualized</u> career service provided by Disabled Veteran Outreach Program specialists to their veteran and other eligible customers. The definition is: Involves recommending a course of action, including providing suggestions and advice to job seekers that will assist them in making vocational decisions or selecting training opportunities. This can include: 1) Assistance with determining which training program, and training provider, may be the best fit 2) Assistance in developing strategies to change careers or otherwise increase employment options and earnings capacity 3) Assistance with applying for admission and/or financial aid at a training institution 4) Assistance with services that address barriers to employment	X	X	X	X	X	X	X		1004 1200 1201
WJ	WIOA Job Search	One-on-one job search assistance provided to a WIOA participant to help locate and apply for employment. The WJ activity corresponds with the activities outlined in the Individual Employment Plan.	X	X	X	X			X		1004 1200

Connecting Colorado Service Definitions

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		<p>Note: This is not a Wagner-Peyser reportable service and will not activate the record in ES.</p> <p>Detailed case notes must be entered regarding the use of this service</p>									
WE	Work Experience	<p>A short-term paid work activity in the public or private sector that provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job.</p> <p>For youth, work activities must be outlined in the participant's individual service strategy. Use SE for Summer youth employment between May 1 and September 30th.</p> <p>Note: This is a WIOA Youth program element.</p>		X	X	X				X	1004 1200
WK	Work Keys	<i>No definition</i>	X	X	X	X	X	X	X		1004 1200
WP	Workforce Preparation Activities	<p>Workforce preparation activities include activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in:</p> <ul style="list-style-type: none"> (a) Utilizing resources; (b) Using information; (c) Working with others; (d) Understanding systems; (e) Skills necessary for successful transition into and completion of post-secondary education or training, or employment; and (f) Other employability skills that increase an individual's preparation for the workforce. 	X	X	X	X	X			X	1004 1200 1201

Connecting Colorado Service Definitions

TRAINING SERVICES:

[Adult Literacy Education \(AE\)](#)
[Apprenticeship \(AC\)](#)
[Contextualized Learning \(CN\)](#)
[Customized Training \(CU\)](#)

[Distance Learning \(DI\)](#)
[Entrepreneurial Training \(ET\)](#)
[Incumbent Worker Training \(IW\)](#)
[Occupational Skills Training \(OC\)](#)

[On-the-Job Training \(OJ\)](#)
[Other Occupational Skills \(OS\)](#)
[Prerequisite Training \(PQ\)](#)
[Skill Retraining/Upgrade \(UP\)](#)

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
AE	Adult Literacy Education	Adult literacy activities provided in combination with any training services, such as occupational skills or on-the-job training.		X		X	X	X		X	1303 1310 1315
AC	Apprenticeship	Indicates that an individual is participating in programs registered under the National Apprenticeship Act of August 16, 1937.		X	X	X	X	X		X	1303 1310 1315 1809
CN	Contextualized Learning	Contextualized learning that incorporates what is learned in the classroom with real-life applications of the subject matter.		X	X	X	X	X		X	1303 1310 1315
CU	Customized Training	<p>Customized Training means training:</p> <p>(A) that is designed to meet the special requirements of an employer (including a group of employers);</p> <p>(B) that is conducted with a commitment by the employer to employ an individual on successful completion of the training; and</p> <p>(C) for which the employer pays for a portion of the training</p> <p>A training contract is required before an individual may participate in a custom training activity.</p>		X	X	X	X	X		X	1303 1310 1315
DI	Distance Learning	Training activity that utilizes technology to allow an individual to participate from a remote location, when the training facility is not easily accessible.		X	X	X				X	1303 1310 1315

Connecting Colorado Service Definitions

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ET	Entrepreneurial Training	<p>Programs that provide guidance and instruction relating to starting and managing a business. These programs should include the development of a business plan as well as instruction on marketing, sales, accounting, tax law, equal opportunity requirements, business insurance, and all aspects of running a business from day to day. This training must result in a certification or credential.</p> <p>Note: This is a WIOA Youth program element.</p>		X	X	X	X	X		X	1303 1310 1315
IW	Incumbent Worker Training	<p>Incumbent worker training is work based and/or classroom training provided to individuals currently working that increases the competitiveness of the employee and the employer, based on the definition of competitiveness identified in local policy. It is focused on the needs of local employers and is training:</p> <ul style="list-style-type: none"> • Designed to meet the special requirements of an employer or group of employers to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment; • Conducted with a commitment by the employer to avert the layoff of the incumbent worker(s) trained, or otherwise retain the worker(s); and • May include apprenticeship training <p>Note: Refer to PGL-WIOA-2016-09 for use of this service</p>		X		X				X	907

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OC	Occupational Skills	<p>An organized program of study that provides training in a specific occupation. This training must result in the attainment of a certificate.</p> <p>Note: Certificates awarded by Workforce Investment boards, or for generic pre-employment or work readiness skills, cannot be included.</p> <p>Awarding entities include:</p> <ol style="list-style-type: none"> 1. State Education Agencies 2. Colleges, Tribal Colleges, or Proprietary Schools 3. Professional, Industry, or Employer Organizations 4. Public Regulatory Agencies 5. Registered Apprenticeship Programs 6. Job Corps <p>Each training program must be listed as eligible through the Colorado Department of Labor's ETPL website to be subsidized with WIOA funding. TAA training is exempt from this requirement.</p> <p>Note: This is a WIOA Youth program element.</p>		X	X	X	X	X		X	1303 1310 1315
OJ	On-the-Job Training	<p>Training by an employer that is provided to a paid participant while engaged in productive work that:</p> <ol style="list-style-type: none"> 1. Provides knowledge and skills essential to the full and adequate performance of a job; and 2. Is limited in duration as appropriate to the occupation for which the participant is being trained (taking into account the content of the training, prior work experience of the participant, and the service strategy of the participant). <p>A signed OJT contract must be included in the participant's case file. For WIOA Youth, the OJT opportunity must be outlined in the participant's individual service strategy.</p> <p>Please refer to CDLE guidance regarding any applicable waivers</p> <p>Note: This is a WIOA Youth program element.</p>		X	X	X	X	X		X	1303 1310 1315 1809

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OS	Other Occupational Skills	An H-1B training service that provides occupation-specific skills and does not fall into any of the other training service definitions for this program.		X	X	X				X	1303 1310 1315
PQ	Prerequisite Training	Indicates that customer is enrolled in a course(s) that a training provider requires students to complete before undertaking a specified curriculum, or required course within a curriculum (e.g., a requirement to complete a specific math course before undertaking a required physics course).		X	X	X	X			X	1303 1310 1315
UP	Skill Retraining/Upgrade	Courses that provide incumbent workers with the knowledge and skills necessary to advance in their current career field. This includes upgrading skills to keep up with technological advances. Training should be geared toward career progression and increased wages. It must be demonstrated that the training will result in advancement, or that training will result in an industry-recognized certification or credential.		X	X	X				X	1303 1310 1315

Connecting Colorado Service Definitions

Supportive Services (all supportive services are Youth Program Elements):

[Family Care \(FC\)](#)

[Needs-Related Payment \(NR\)](#)

[Specialized Counseling \(CO\)](#)

[Health/Medical \(HM\)](#)

[Relocation \(RL\)](#)

[Other Supportive Service \(SS\)](#)

[Housing or Rental Assistance \(RA\)](#)

[Transportation \(TR\)](#)

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
FC	Family Care	A support that helps participants meet their family care needs during participation. Family care includes child care as well as adult care, and can include in-home or out-of-home daycare and after-school programs.		X	X	X	X	X	X		1200 1409 1412
HM	Health/Medical	Includes, but is not limited to, preventive treatment, clinical medical treatment, voluntary family planning services, physical rehabilitation, vision care, dental care, psychiatric treatment, psychological treatment, and prosthetic services.		X	X	X	X	X	X		1200 1409 1412
RA	Housing or Rental Assistance	Assisting participants in maintaining or obtaining adequate shelter for themselves and their families (e.g., rent payment or deposit) while they are receiving workforce center services.		X	X	X	X	X	X		1200 1409 1412
NR	Needs-Related Payment	Needs-related payments provide financial assistance to eligible adult and dislocated workers to enable them to participate in training and education programs. Each local Workforce Development Board must have an approved needs-related payment policy prior to providing these payments to participants.		X	X	X			X		1200 1409 1412
RL	Relocation	Providing payment to a vendor to cover moving expenses on behalf of a participant who has secured out-of-area employment. For TAA, payment can only be made for a move that is more than 50 miles from the participant's original residence.		X		X	X		X		1200 1409 1412
TR	Transportation	Payment made to ensure a participant's mobility between home and their employment, training, employment interviews, or appointments with other service providers. This may include, but is not limited to, car repairs, bus tickets, bus passes, auto insurance, or driver license fees.		X	X	X	X	X	X		1200 1409 1412
CO	Specialized Counseling (updated 12.7.16)	Specialized counseling services which may include drug and alcohol abuse counseling, as well as referrals and payment to counseling. This service may be delivered in an individual or group setting. This can be a multi-day service that will remain open during the course of the participant's counseling.		X	X	X	X	X		X	1200 1409 1412
SS	Other Supportive Service	Any supportive service, not included in any of the other supportive service definitions, that is provided to eligible individuals to enable them to participate in planned activities.		X	X	X	X	X	X		1200 1409 1412

Connecting Colorado Service Definitions

WIOA YOUTH SERVICES/PROGRAM ELEMENTS:

Services

- [Comprehensive Assess \(CA\)](#)
- [Career Counseling \(CS\)](#)
- [IEP Development \(IE\)](#)
- [Incentive Payments \(IN\)](#)
- [WIOA Literacy/Numeracy \(LN\)](#)

Program Elements

- [Adult Mentoring \(AM\)](#)
- [Specialized Counseling \(CO\)](#)
- [Drop-out Recovery Services \(DO\)](#)
- [Dropout Prevention \(DP\)](#)
- [Ed with Workforce Prep \(EW\)](#)
- [Entrepreneurial Training \(ET\)](#)
- [Financial Literacy \(FI\)](#)
- [Job Shadowing \(OK\)](#)
- [Leadership Skills \(LD\)](#)

Program Elements

- [Occupational Skills \(OC\)](#)
- [On-the-Job Training \(OJ\)](#)
- [Post-Secondary Transition \(PS\)](#)
- [Pre-Apprenticeship \(PA\)](#)
- [Summer Employment \(SE\)](#)
- [Tutoring/Ed Achievement \(TG\)](#)
- [Unpaid Work Experience \(WU\)](#)
- [Work Experience \(WE\)](#)
- [Youth Labor Market Information \(YL\)](#)

Code	Name of Service	Definition	<u>Wagner-Peyser</u>	<u>WIOA AD/DW</u>	<u>WIOA Youth</u>	<u>Discretionary</u>	<u>TAA</u>	<u>Veteran</u>	<u>Single-Day</u>	<u>Multi-Day</u>	<u>PIRL Element</u>
CA	Comprehensive Assessment	Comprehensive and specialized assessments of the skill levels, interests, aptitudes, and any barriers to employment. This may include diagnostic testing, use of other assessment tools, and in-depth interviewing to identify appropriate educational and employment goals. Detailed case notes must be entered regarding the use of this service .	X	X	X	X	X	X	X		1200

Connecting Colorado Service Definitions

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
CS	Career Counseling (updated 12.21.17)	This is a staff-assisted <u>individualized</u> career service that may be offered in an individual or group setting. Career Counseling services include: <ol style="list-style-type: none"> 1) Advice and guidance that assists the job seeker with making occupational or career decisions that may lead to the creation of an employment plan or individual service strategy, or the achievement of one of the goals within the plan; or may lead to employment, employment retention, or success in post-secondary education 2) Assistance with applying for admission and/or financial aid at a training institution 3) Advice and guidance to assist the job seeker with identifying barriers to employment and options for addressing those barriers 	X	X	X	X	X	X	X		1004 1200 1201
IE	Individual Employment Plan	Indicates that an individual has participated in the creation of a written plan that outlines the course of action the participant will take to obtain employment. For WIOA Youth, this is the Individual Service Strategy (ISS)—that outlines the course of action the participant will take to reach their educational and employment goals. This plan needs to be agreed upon by the participant and workforce center staff member, and should outline both the actions to be taken by the participant and those to be taken by staff to work together toward the participant’s goals. An IE service should be entered each time an IEP is updated or modified.	X	X	X	X	X	X	X		1004 1200
IN	Incentive Payments	Financial award provided to a youth as an incentive to achieving a goal set as a part of their Individual Service Strategy (ISS). These incentives must be reasonable in terms of value, and the completion of the goal must be documented. Incentives may not be paid to WIOA Adult or DW participants.			X				X		N/A

Connecting Colorado Service Definitions

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
LN	WIOA Literacy/Numeracy	<p>Indicates that an assessment test has been administered to determine a participant’s literacy and numeracy level. If using this service, a Pre-test and post-test are required to measure the gain.</p> <p>The following tests are considered assessment tests: TABE CASAS BEST BEST Plus ABLE WorkKeys GAIN SPL</p>		X	X	X			X		1200 1806
AM	Adult Mentoring	<p>Adult mentoring must last at least 12 months and may take place both during the program and following exit from the program and be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. While group mentoring activities and mentoring through electronic means are allowable, face-to-face meetings between mentor and mentee are required. Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company. Local programs should ensure appropriate processes are in place to adequately screen and select mentors</p>			X					X	1410
CO	Specialized Counseling (updated 12.7.16)	<p>Specialized counseling services which may include drug and alcohol abuse counseling, as well as referrals and payment to counseling. This service may be delivered in an individual or group setting. This can be a multi-day service that will remain open during the course of the participant’s counseling.</p> <p>Note: This is a WIOA Youth program element.</p>		X	X	X	X	X		X	1409 1411

Connecting Colorado Service Definitions

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
DO	Dropout Recovery/ Alternative Secondary School Services	<p>Dropout recovery services and/or alternative secondary school services focus on services outside the traditional school setting for those who have struggled in the traditional school setting and for those who have dropped out of school. Can include but are not limited to:</p> <ul style="list-style-type: none"> ◦ Basic education skills training ◦ Individualized academic instruction ◦ English as a second language training ◦ Credit recovery ◦ Services that lead to completion of a GED or high school equivalency <p>Note: this service focuses on <u>out-of school</u> youth</p>			X					X	1403
DP	Dropout Prevention	<p>Evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized or for a recognized post-secondary credential. Focused on supporting <u>in-school</u> youth services relating to attainment of a high school diploma. Includes:</p> <ul style="list-style-type: none"> ◦ Tutoring, study skills training, and instruction that lead to a high school diploma ◦ Secondary school dropout prevention services intended to lead to a high school diploma <p>Note: services aimed at getting a youth who has dropped out of secondary education back into a secondary school or alternative secondary school/high school equivalency program and preparing them for high school equivalency attainment, should be counted under DO service Use WP service code for AD/DW participants who are participating in supplementary academic instruction of study skills training</p>			X					X	1401

Connecting Colorado Service Definitions

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
EW	Education with Workforce Prep	Integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. This program element refers to the <u>concurrent delivery of these services</u> which make up an integrated education and training model. There are three components that <u>must</u> take place <u>concurrently</u> for this service to occur: <ol style="list-style-type: none"> 1) Basic academic Skills 2) Workforce preparation activities 3) Occupational Skills Training 			X					X	1407
ET	Entrepreneurial Training	Programs that provide guidance and instruction relating to starting and managing a business. These programs may include, but are not limited to, the ability to: take initiative; creatively seek out and identify business opportunities; develop budgets and forecast resource needs; understand various options for acquiring capital and the trade-offs associated with each option; and communicate effectively and market oneself and one's ideas.		X	X	X	X	X		X	1413
FI	Financial Literacy	Services that include but are not limited to help with creating budgets, initiate checking and savings accounts at banks, applying for and managing loans and credit cards, learning of credit reports and credit scores, and identifies identity theft.		X	X	X			X		1206 1412
OK	Job Shadowing	Temporary, unpaid exposure to the workplace in an occupational area of interest; it includes learning skills and work habits through work-based learning and training. Youth witness firsthand the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. A job-shadowing experience can be anywhere from a few hours, to a day, to a week or more. Note: This element MUST include components of both academic and occupational education.	X	X	X	X	X	X		X	1405

Connecting Colorado Service Definitions

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
LD	Leadership Development	Opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as: Exposure to post-secondary educational possibilities; community and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team work training, including team leadership training; training in decision-making, including determining priorities and problem solving; citizenship training, including life skills training such as parenting and work behavior training; civic engagement activities which promote the quality of life in a community; and other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee			X					X	1408

Connecting Colorado Service Definitions

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
OC	Occupational Skills	<p>An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area. Such training must:</p> <ol style="list-style-type: none"> 1) be outcome-oriented and focused on an occupational goal specified in the individual service strategy; 2) be of sufficient duration to impart the skills needed to meet the occupational goal; and 3) lead to the attainment of a recognized postsecondary credential. <p>Awarding entities include:</p> <ul style="list-style-type: none"> ◦ State Education Agencies ◦ Institution of higher education including Colleges, Tribal Colleges, or Proprietary Schools ◦ Professional, Industry, or Employer Organizations ◦ Public Regulatory Agencies ◦ Registered Apprenticeship Programs ◦ Job Corps ◦ Programs approved by the Department of Veterans Affairs <p>Note: Certificates awarded by Workforce Investment boards, or for generic pre-employment or work readiness skills, cannot be included.</p>		X	X	X	X	X	X	1303 1310 1315 1406	

Connecting Colorado Service Definitions

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
OJ	On-the-Job Training	<p>Training by an employer that is provided to a paid participant while engaged in productive work that:</p> <ol style="list-style-type: none"> 1) Provides knowledge and skills essential to the full and adequate performance of a job; and 2) Is limited in duration as appropriate to the occupation for which the participant is being trained (taking into account the content of the training, prior work experience of the participant, and the service strategy of the participant). A signed OJT contract must be included in the participant's case file. <p>Please refer to CDLE guidance regarding any applicable waivers Note: This element MUST include components of both academic and occupational education.</p>		X	X	X	X	X		X	1405
PS	Post-Secondary Transition	<p>Post-secondary preparation and transition activities and services prepare ISY and OSY for advancement to post-secondary education after attaining a high school diploma or its recognized equivalent. These services include exploring post-secondary education options including technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeship. Additional services include, but are not limited to, assisting youth to prepare for SAT/ACT testing; assisting with college admission applications; searching and applying for scholarships and grants; filling out the proper Financial Aid applications and adhering to changing guidelines; and connecting youth to post-secondary education programs.</p>			X				X		1415
PA	Pre-Apprenticeship (Updated 2.17.2017)	<p>A program, or set of strategies, that prepare individuals to enter and succeed in a Registered Apprenticeship program. The program must be formally linked to one or more Registered Apprenticeship program(s), and have a strong record of enrolling graduates into Registered Apprenticeships. (TEN 13-12, TEN 31-16, TEGL 13-16)</p>		X	X	X				X	1205 1405
SE	Summer Employment	<p>Indicates that a youth is participating in a work experience activity during a summer school-break period between May 1st - and September 30th. Note: This element MUST include components of both academic and occupational education.</p>			X					X	1405
TG	Tutoring	<p>Tutoring, study skills training and instruction to help prepare for employment. Note: This is a youth only service, for AD/DW use the WP service.</p>			X					X	1402

Connecting Colorado Service Definitions

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
WU	Unpaid Work Experience	Short-time or part-time unpaid work activity in the public, private not-for-profit or private for-profit sector which provides an individual with the opportunity to acquire the skill and knowledge to perform a job, including appropriate work habits and behaviors, becoming accustomed to basic work requirements, and internships. Note: This element MUST include components of both academic and occupational education.		X	X	X				X	1405
WE	Work Experience	A short-term paid work activity in the public or private sector that provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job. Note: Use SE for Summer youth employment between May 1 and September 30th. This element MUST include components of both academic and occupational education.		X	X	X				X	1405
YL	Youth Labor Market Information	Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area. There are three components to this element: <u>Career awareness and career exploration</u> : begins the process of developing knowledge of the variety of careers and occupations available, their skill requirements, working conditions and training prerequisites, and job opportunities across a wide range of industry sectors. The process in which youth choose an educational path and training or a job which fits their interests, skills and abilities can be described as career exploration. Utilizing such tools as My Next Move, Get My Future, Colorado LMI, Federal LMI. <u>Career Counseling</u> : provides advice and support in making decisions about what career paths to take. Career counseling services may include providing information about resume preparation, interview skills, potential opportunities for job shadowing, and the long-term benefits of post-secondary education and training (e.g., increased earning power and career mobility).			X				X		1414

Connecting Colorado Service Definitions

TAA APPROVED TRAINING SERVICES:

[Apprenticeship \(AC\)](#)

[TAA Benchmark Fail \(BF\)](#)

[TAA Benchmark Pass \(BP\)](#)

[Customized Training \(CU\)](#)

[Occupational Skills Training \(OC\)](#)

[On-the-Job Training \(OJ\)](#)

[Prerequisite Training \(PQ\)](#)

[Remedial Services \(RE\)](#)

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
AC	Apprenticeship	Indicates that an individual is participating in programs registered under the National Apprenticeship Act of August 16, 1937.		X	X	X	X	X		X	1303 1310 1315 1809
BF	TAA Benchmark Fail	Indicates that a client failed the 30-day benchmark as required by applicable TAA law Note: TAA administrative marker							X		
BP	TAA Benchmark Pass	Indicates that a client passed the 30-day benchmark as required applicable TAA law. Note: TAA Administrative marker							X		
CU	Customized Training	Customized Training means training- (A) that is designed to meet the special requirements of an employer (including a group of employers); (B) that is conducted with a commitment by the employer to employ an individual on successful completion of the training; and (C) for which the employer pays for a portion of the training A training contract is required before an individual may participate in a custom training activity.		X	X	X	X	X		X	1303 1310 1315

Connecting Colorado Service Definitions

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
OC	Occupational Skills Training	<p>An organized program of study that provides training in a specific occupation. This training must result in the attainment of a certificate. Note: Certificates awarded by Workforce Investment boards, or for generic pre-employment or work readiness skills, cannot be included.</p> <p>Awarding entities include: 1. State Education Agencies 2. Colleges, Tribal Colleges, or Proprietary Schools 3. Professional, Industry, or Employer Organizations 4. Public Regulatory Agencies 5. Registered Apprenticeship Programs 6. Job Corps</p> <p>Each training program must be listed as eligible through the Colorado Department of Labor's ETPL website to be subsidized with WIOA funding. TAA training is exempt from this requirement.</p> <p>Note: This is a WIOA Youth program element.</p>		X	X	X	X	X		X	1303 1310 1315
OJ	On-the-Job Training	<p>Training by an employer that is provided to a paid participant while engaged in productive work that:</p> <p>1. Provides knowledge and skills essential to the full and adequate performance of a job; and 2. Is limited in duration as appropriate to the occupation for which the participant is being trained (taking into account the content of the training, prior work experience of the participant, and the service strategy of the participant).</p> <p>A signed OJT contract must be included in the participant's case file. For WIOA Youth, the OJT opportunity must be outlined in the participant's individual service strategy.</p> <p>Please refer to CDLE guidance regarding any applicable waivers</p> <p>Note: This is a WIOA Youth program element.</p>		X	X	X	X	X		X	1303 1310 1315 1809

Connecting Colorado Service Definitions

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
PQ	Prerequisite Training	Indicates that a TAA client is enrolled in a course(s) that a training provider requires students to complete before undertaking a specified curriculum, or required course within a curriculum (e.g., a requirement to complete a specific math course before undertaking a required physics course).					X			X	1303 1310 1315
RE	Remedial Services	Indicates that a TAA client is enrolled in training that addresses a deficit, such as language proficiency, that is the only barrier to employment for an otherwise skilled worker. This service may also be used to indicate that a TAA client is enrolled in training that prepares them to undertake vocational training, by raising their skills to the level required for entry into that training.					X			X	1303 1310 1315

SOCIAL SECURITY BENEFIT PLANNERS SERVICES:

[Benefits Planning \(BN\)](#)

[Eligibility \(EG\)](#)

[Info & Referral \(IR\)](#)

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
BN	Benefits Planning	<i>No definition</i>									
EG	Eligibility	<i>No definition</i>									
IR	Info & Referral	<i>No definition</i>									

Connecting Colorado Service Definitions

ADMINISTRATIVE SERVICES:

[Appointment \(AP\)](#)

[Care Giver - for a TSM \(V1\)](#)

[Case Management \(CM\)](#)

[Completed Exam \(CX\)](#)

[Cust Chng/Cancel Wkshp \(SW\)](#)

[Customer Flagged \(CF\)](#)

[Employed - Local Definition \(UN\)](#)

[Equal Opportunity Notice \(EO\)](#)

[Follow Up \(no service\) \(FN\)](#)

[Hilton Honors \(H2\)](#)

[Homeless Veterans Reg Prog \(HV\)](#)

[Local Admin \(AD\)](#)

[Planned Gap-MIS Only \(PG\)](#)

[Post-Secondary Education \(GP\)](#)

[Pre-Enroll Employment \(PE\)](#)

[Regular Approved Training \(AT\)](#)

[Scheduled Recontact \(S1\)](#)

[Secondary Education \(GS\)](#)

[Temporary Employment \(TE\)](#)

[UI No Show \(NS\)](#)

[UI Potential Eligibility Issue \(NE\)](#)

[UI Reschedule \(SH\)](#)

[Virtual Job Shadow \(SO\)](#)

[Vocational Rehabilitation and Empl \(VE\)](#)

[Workshop \(WA\)](#)

[Wounded Warrior - TSMs \(WW\)](#)

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
AP	Appointment	Indicates that a customer has come into a workforce center for a scheduled appointment.							X		
V1	Care Giver for a TSM	An administrative marker to identify the spouses or caregivers of Transitioning Service Members (TSMs) who are wounded, ill, or injured and receiving treatment in a Military Treatment Facility (MTF) or Warrior Transition Unit (WTU). See U.S. DOL VPL 08-14, Paragraph VI, for further details.							X		
CM	Case Management	This is an administrative marker locally defined for case management. It may be entered in as a multi-day service.								X	
CX	Completed Exam	Use this administrative service when documenting a measurable skills gain for successful passage of exam. Documentation of this gain may include passage of a component exam in a Registered Apprenticeship program, employer-required knowledge-based exam, satisfactory attainment of an element on an industry or occupational competency-based assessment, or other completion test necessary to obtain a credential. Note: Only one measurable skills gain is required to be stored for each reporting period.									1810
SW	Cust Chng/Cancel Wkshp (updated 12.7.16)	Administrative service to identify when a customer has changed or cancelled a workshop from the "workshop" function within Connecting Colorado.							X		

Connecting Colorado Service Definitions

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
CF	Customer Flagged	<p>Customer Flagged service is to be stored when a customer exhibits disruptive behavior and/or engaging in hostile acts/speech could be flagged or banned which, in turn, could limit or terminate some or all of the services provided to such customers by the workforce center.</p> <p>Sub-activity Codes: PC – Caution Flag RA – Restricted Flag 96 – Local Ban 86 – Statewide Ban</p> <p>Note: Customer must still be marked as “flagged” in Connecting Colorado for this service to function properly, see PGL-ADM-2016-02 for further instructions on how to use this service.</p>							X		
UN	Employed - Local Definition	Locally defined administrative marker							X		
EO	Equal Opportunity Notice	<p>Indicates that the customer received notification of their rights under the Equal Opportunity Employment Act.</p> <p>Note: This administrative marker is required for all job seekers who have registered in Connecting Colorado.</p>							X		
FN	Follow Up (no service)	Follow-up attempted no service provided.							X		
H2	Hilton Honors (updated 12.7.16)	<p>Activities that warrant the use of Hilton Honors Points are limited to job interviews and/or formal job training which are necessary for the veteran to successfully attain or maintain employment.</p> <p>See PGL-VET-2015-01 for further instructions on how to use this service.</p>							X		
HV	Homeless Veterans Registration Program	Homeless Veterans Reintegration Program (HVRP) Job Search Orientation includes information about ConnectingColorado.com, the Career Ready Colorado Certificate (CRC), the KeyTrain tutorial, general labor market information, and the workshops and training programs available at workforce centers.							X		
AD	Local Admin	Locally defined administrative service							X		

Connecting Colorado Service Definitions

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
PG	Planned Gap- MIS ONLY	<p>An administrative marker indicating an individual has a planned gap in services greater than 90 days and therefore should not be exited from a program. Acceptable reasons for a planned gap can include:</p> <ol style="list-style-type: none"> 1. There is a delay of more than 90 days between enrollment and the beginning of training. 2. The customer has a health/medical condition, or is providing care for a family member with a health/medical condition that temporarily prevents participation in the program. 3. The customer moves, temporarily, from the area that prevents them from participating in services. This would include service in National Guard or other related military service. <p>The intent of the planned gap is to allow a WIOA participant time to address barriers to participation. It must be related to one of the three circumstances identified above and can last no more than 180 consecutive calendar days from the date of the most recent service. However, grantees may initiate a consecutive gap in service of up to an additional 180 days when necessary. Grantees must document all gaps in service that occur and the reasons for the gaps in service, including the participant's intent to return to complete program services.</p>	X	X	X	X	X	X		X	
GP	Post-Secondary Education	<p>Use this administrative service when documenting a measurable skills gain for post-secondary education. This gain must demonstrate a sufficient number of credit hours- which is at least 12 hrs per semester or, for part-time students, a total of at least 12 hours over the course of two completed consecutive semesters during the program year-- that shows a participant is achieving the State unit's academic standards (or the equivalent for other than credit hour programs)</p> <p>Note: Only one measurable skills gain is required to be stored for each reporting period.</p>							X		1807
PE	Pre-Enroll Employment	<i>No definition</i>							X		

Connecting Colorado Service Definitions

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
AT	Regular Approved Training	<p>Use each time one of the following activities occurs with or on behalf of a UI Claimant:</p> <ol style="list-style-type: none"> 1. Completion of the Regular Approved Training Program Authorization form and submission to UI <ul style="list-style-type: none"> - UI Form B-643 - WIOA Approved Training Form 2. Renew the Regular Approved Training status after end of semester or 8 weeks, whichever review period makes most sense with the customer's schedule. Enter the revised timeframe in the new AT service. 3. Approved Training Status is only allowable for customers who maintain satisfactory progress in the classes. An unsatisfactory process must be reported to UI. This will include the job contacts returning to the default of 5 job contacts. 							X		
S1	Scheduled Recontact	An administrative marker to remind staff to follow-up with customer on a specific date. The estimated end date listed on this service, will cause the marker to display on the "task list" of the agent who stored the service. The reminder will remain on that agent's task list until they revisit that customer's record and enter an end date on the S1 marker.								X	
GS	Secondary Education	<p>Use this administrative service when documenting a measurable skills gain for secondary education. This gain may be documented through receipt of a secondary transcript or report card for one semester showing that the participant is achieving the State unit's policies for academic standards.</p> <p>Note: Only one measurable skills gain is required to be stored for each reporting period.</p>								X	1808
TE	Temporary Employment	<i>No definition</i>							X		

Connecting Colorado Service Definitions

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
NS	UI No Show	<p>Failure to report (no show) for a scheduled appointment. (Administrative marker, one-day service). A Case Note is required, describing the reason for the service.</p> <p>Examples of Acceptable Notes:</p> <ul style="list-style-type: none"> • “NS: Started working. ABC company on 8/5/2015” • “NS: Weather. Snow storm closed roads to WFC” <p>Note: No shows are generally automated services but there may be times when it is appropriate to enter a no show.</p> <p>Sub-activity Codes: RO= Referral to a Links to Reemployment orientation AO= Referral (or exclusion) to an RESEA orientation</p>							X		
NE	UI Potential Eligibility Issue	<p>Potential eligibility issue identified by a local workforce center. Provide administrative marker service code for one of the following reasons:</p> <ol style="list-style-type: none"> 1. Failure to complete all required activities and documentation during a mandatory UI scheduled meeting. NOTE: Claimant can be scheduled for a follow-up meeting to complete any remaining activities the same week of the orientation. This should be scheduled during/after the mandatory meeting. 2. Potential Exclusion (EX): P=Program Attached; S=Similar Service; A=Approved Training; B=Banned/Flagged <p>A Case Note is required, describing the reason for the service. Examples of Acceptable Notes:</p> <ul style="list-style-type: none"> • “NE: Incomplete job-search records for weeks starting 01/06-01/19/2013. 3 job contacts/week instead of five” • “NE: Transportation. Car broke down. No bus to WFC” • “EX: Program Attached. DW enrolled on 7/1/2015” • “EX: Similar Service. Attended UI claimant orientation on 7/13/2015” <p>Recorded on any UI claimant who identifies a potential eligibility issue through any discussion or meeting</p> <p>Sub-activity code: RO= Links to Reemployment AO= RESEA</p>							X		

Connecting Colorado Service Definitions

Code	Name of Service	Definition	Wagner-Peyser	WIOA AD/DW	WIOA Youth	Discretionary	TAA	Veteran	Single-Day	Multi-Day	PIRL Element
SH	UI Reschedule	<p>A reschedule administrative marker service allows WFCs to reschedule a customer for a mandatory meeting to meet UI requirements. The SH is optional but can be made available if the customer requests a reschedule in advance. WFCs must enter a “Start” date, “Est Compl” and “Start Time” in the service screen. CC will automatically generate the date and time in the comments line of the display service screen and on the ES notes screen. If a reschedule occurs due to inclement weather or another uncontrollable circumstance, WFCs should enter a brief ES case note as to why this was done. A Case Note is required, describing the reason for the service. Examples of Acceptable Notes:</p> <ul style="list-style-type: none"> • “SH: Inclement Weather. Snow storm for whole week” <p>UI mandated meeting initiatives, as appropriate</p>							X		
SO	Virtual Job Shadow	The Virtual Job Shadow online career exploration resource. This online interactive tool allows users to chart their own career path and prepare for career success. Virtual Job Shadow lets customers search post-secondary schools, search for jobs, internships, create a resume, digital portfolios, view digital videos on careers, and interactive learning technology with real-life career knowledge for the 21st century.							X		
VE	Vocational Rehabilitation and Employment	For veterans who have met the qualifications for entry into the VA’s Vocational Rehabilitation and Employment Program, this service indicates they have been given an overview of the program. This includes a briefing of the USDOL/VETS program and how it interacts with the VA’s program to assist veterans with their job search.							X		
WA	Workshop (updated 12.7.16)	Locally defined administrative service to be used for the “workshop” function within Connecting Colorado							X		
WW	Wounded Warrior TSMs	An administrative marker to identify Transitioning Service Members (TSMs) who are wounded, ill, or injured and receiving treatment in Military Treatment Facility (MTF) or Warrior Transition Unit (WTU), and who are receiving services from DVOPs. See U.S. DOL VPL 08-14, Paragraph VI, for further details.							X		

LOCAL SERVICES:

*Please note, local services (L0-L9 and M0-M9) are defined by the local regions and differ across the state.

[Take me to the top of this document](#)

VERSION 1.9 7/5/2018

Connecting Colorado Service Definitions

Glossary of Terms:

Wagner-Peyser

The Wagner-Peyser (WP) Act of 1933 established a nationwide system of public employment offices known as the Employment Service (ES). ES focuses on providing a variety of employment related labor exchange services, including but not limited to job search assistance, job referral, and placement assistance, as well as recruitment services to employers.

All Connecting Colorado agents may provide ES Basic and Individualized Career Services. WP/ES is tracked as an ES registration in Connecting Colorado.

WIOA AD/DW

AD: The Workforce Innovation and Opportunity Act (WIOA) Adult program provides employment and training services to individuals aged 18+. Although priority of service is given to veterans, low-income and/or basic skills deficient individuals, basic eligibility consists of age (18+), US citizenship/authorization to work in the US, and compliance with the Military Selective Service registration requirements (males only).

DW: The WIOA Dislocated Worker program provides employment and training services to individuals who have lost their job through no fault of their own (or who have received official notice), are receiving/eligible for Unemployment Insurance, and are unlikely to return to their former occupation. In addition, basic WIOA eligibility applies: US citizenship/authorization to work in the US, and compliance with the Military Selective Service registration requirements (males only).

WIOA Youth

The WIOA Youth program provides employment and training services to individuals ages 14-24 who have a barrier(s) to employment. WIOA basic eligibility applies: US citizenship/authorization to work in the US, and compliance with the Military Selective Service registration requirements (males only). Youth who are in-school (14-21 years of age) must meet low-income eligibility criteria. Depending upon their circumstances, youth who are out-of-school (16-24 years of age) may or may not need to meet low-income eligibility.

Discretionary

Other employment and training programs funded through the Colorado Department of Labor and Employment (CDLE) with specific eligibility and reporting requirements and designated through unique assigned program/subprogram coding. This does not include a region's local programs.

TAA

Trade Adjustment Assistance (TAA) is a federal entitlement program that provides employment and training assistance to workers who have lost their job due to foreign outsourcing. These workers must be 'certified' by USDOL to access TAA benefits. This certification typically takes place independent of a workforce center; however, the workforce center may be able to assist workers with filing a petition for certification. US Department of Labor (USDOL) requires that TAA services be delivered through a local workforce center.

Veteran

The Jobs for Veterans State Grant funds staffing for the Veteran Employment Program. The program provides intensive one-on-one employment services to eligible veterans and some spouses with significant barriers to employment. Eligibility is defined in Title 38 as 181 days of active duty federal military service, a service connected disability or other qualifying status, with a present significant barrier to employment outlined in current guidance from USDOL Veterans Employment and Training Service (VETS).

Single-Day

Single-Day services begin and end on the same date the service was provided. Connecting Colorado automatically closes these services.

Multi-Day

Multi-day services may last for more than one day (such as a training). Agents must enter a start date, estimated completion date, and end date. These services will show on an agent's task list if left open beyond the estimated completion date.

PIRL Element

The Participant Individual Record Layout (PIRL) is a collection of individual participant records, each of which contains information about a participant's characteristics, activities, and outcomes. These elements make up the PIRL report and are submitted to the US Department of Labor and Employment.