

# ClassMate *for* Adult Education

## CWDS Reporting: Commonwealth Workforce Development System

*November 2018*



# CWDS Reporting

## Commonwealth Workforce Development System

The Workforce Investment Act of 1998 (WIA) emphasizes informed customer choice, system performance, and continuous improvement. WIA mandates LWIBs, in partnership with the Department, to identify training providers at the local level, whose certification criteria qualifies them to receive WIA/Trade funds to train job seekers, based on minimum criteria established by the Governor. This basis builds on the following three guiding principles:

- Empower individuals by allowing them to choose the program of training or education they need and giving them the information to make good choices;
- Increase accountability and quality among providers; and
- Establish strong state and local partnerships to ensure quality training options and accuracy of information for the client.

Consequently, these principles set the framework for a competitive market designed to give customers the best choices for training, and receive premium services and information that will lead to a strong provider marketplace.

It is worth noting that neither the WIA nor its supporting federal regulations mandate a “work first” system that forces individuals into first-available employment. Rather, WIA reforms federal job training programs into a new system that is customer-focused, enabling customers to access the tools they need to manage their careers through information and high quality services. WIA promotes individual responsibility and customer choice through the use of Individual Training Accounts (ITAs), or vouchers, that allow adult and older youth to purchase training they determine is best for them.

While WIA opens the whole training marketplace to its customers, it also puts consumer protections in place.



## What we'll Learn.....

### CWDS Processing Pre-Requisites

- Program Management CWDS Flag
- Instructional Course Offerings CWDS Flag

### CWDS Module

- Inserting Data
- Reviewing Data
- Making Correction to Data
- Creating Export File

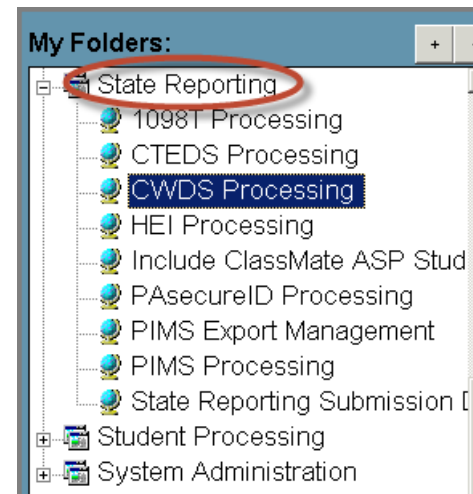
## Module & Report Assignments

### Administrative Modules

- Program Management Module
- Instructional Course Offerings
- Student Registration/Enrollment
- CWDS Processing

## Getting Started

Double Click **My Modules** > Double click **State Reporting** > Click **CWDS Processing**



# CWDS Reporting

## CWDS Processing Pre-Requisites

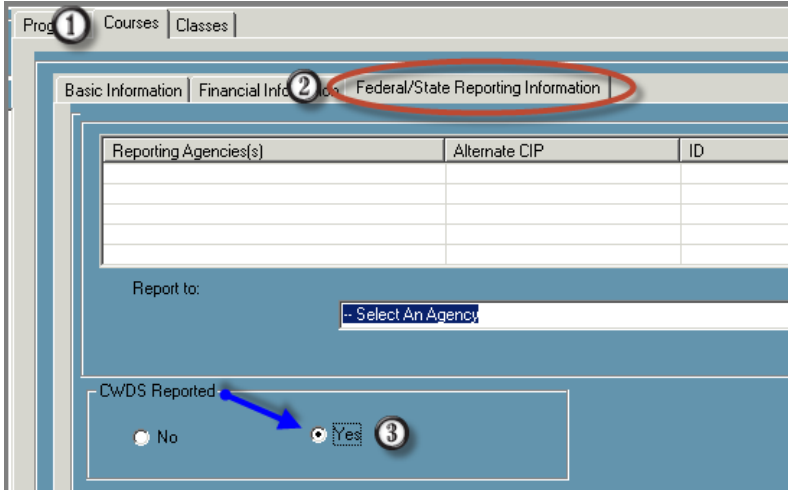
Prior to using the CWDS Processing module, indicators or flags must be setup to trigger inclusion in the export file. For courses that are not part of a larger program, the indicators must be setup at the course level so students enrolled in the course are pulled into the export file

**-Instructional Course Offerings CWDS Flag**

## Getting Started

Double Click **My Modules** > Double click **Curriculum Management** > Click **Instructional Course Offerings** > Select Program > Select Course > click **Federal/State Reporting Information Tab**

**CWDS Reported** > defaults to **NO**, click \* **Yes** radio button and **Save** to flag for reporting



The screenshot shows a web application interface for course management. At the top, there are tabs for 'Courses' and 'Classes'. A circled '1' is next to the 'Courses' tab. Below this, there are sub-tabs: 'Basic Information', 'Financial Info', and 'Federal/State Reporting Information'. A circled '2' is next to the 'Federal/State Reporting Information' tab. The main content area contains a table with columns 'Reporting Agencies(s)', 'Alternate CIP', and 'ID'. Below the table, there is a 'Report to:' field with a dropdown menu showing '- Select An Agency'. At the bottom, there is a 'CWDS Reported:' section with two radio buttons: 'No' and 'Yes'. A blue arrow points to the 'Yes' radio button, which is selected. A circled '3' is next to the 'Yes' radio button.



# CWDS Reporting

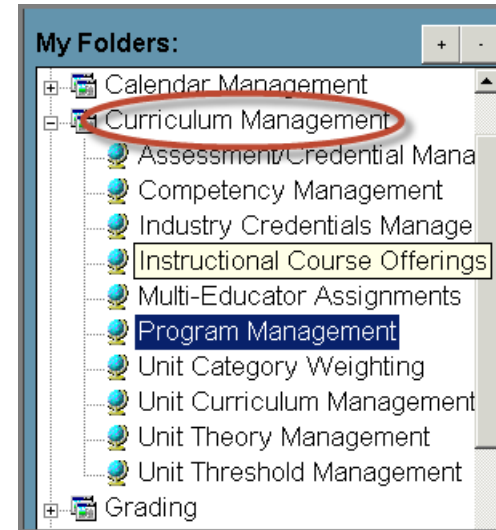
## CWDS Processing Pre-Requisites

Prior to using the CWDS Processing module, indicators or flags must be setup to trigger inclusion in the export file. When creating larger overall programs, the indicator flag must be set so students enrolled in the larger programs will be added via automation

-Program Management Flag

## Getting Started

Double Click **My Modules** > Double click **Curriculum Management** > Click **Program Management** > select Program from listing  
**CWDS Reported** defaults to **NO**,  
 Click **\*Yes** radio button and **Save** to flag for reporting.



Programs |

Certificate Program Code ->

Name  
 MEDICAL/CLINICAL ASSISTANT  
 The medical assistant program prepares students for employment in the healthcare industry. Skills are developed in both administrative duties

Location -> Harris - Willow St Campus, Campus: ClassMate Adult Ed

Program CP Code: 510801

Required Hours: 1210 Program Hours: 1210 Hours Type:  Clock  Credit

Type -> Other Occupational

Duration (in Weeks) -> 0 Approval Date -> 12/01/2015

CWDS Reported:  No  Yes

Certificate Type:  Self-Contained  Independent Perkins Funded:  Yes  No Full Credit to Degree:  Yes  No State Approved:  No  Yes

**Courses Included:**

Prog ID	Course ID	Title	Hours	Loc ID	NewID
510801	000105	Administrative Skills for MA	90	005284	27
510801	000102	Anatomy and Physiology	90	005284	29
510801	AH0205	Clinical Skill 2 for MA	90	005284	30
510801	000108	Clinical Skills 1 for MA	90	005284	29
000299	000102	Computer Keyboarding	24	005283	31
513901	MA0202	Diagnosis and Treatment	90	005283	32
510707	MBC103	Insurance Billing and Electronic Health Records	90	005284	33
510801	AH0210	MA Certification Review	20	005284	34
510801	MA0200	MA Externship	100	005284	35
513901	PHL201	Med Lab 2 Phlebotomy	90	005284	36
510801	000101	Medical Assistant Terminology	90	005284	37



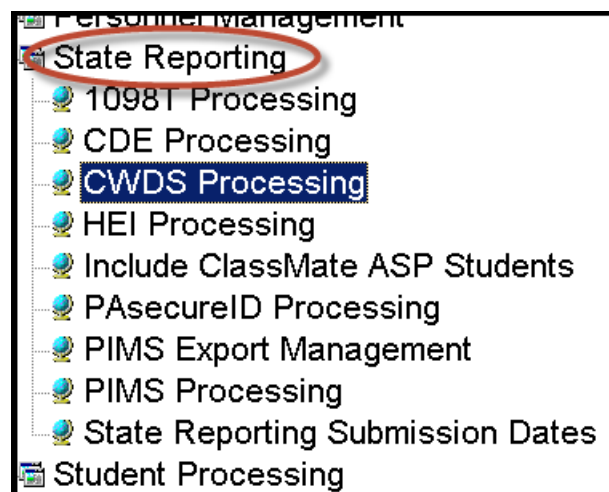
# CWDS Reporting

## CWDS: Insert Data and Export

Before you produce the export file, users will need to ensure the most up to date data is being pulled into the file. Upon opening the module, you will need to insert the student data. If student information is being displayed, be sure to purge then reinsert to ensure you are using the most recent information

## Getting Started

Double Click **My Modules** > Double click **State Reporting** > Click **CWDS Processing**

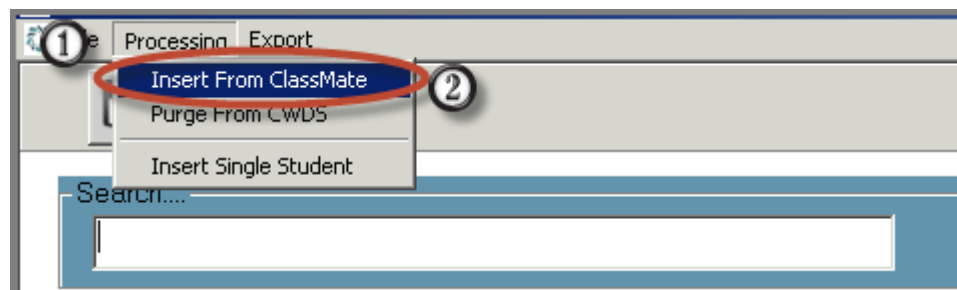


# CWDS Reporting

## Commonwealth Workforce Development System Reporting

### Inserting Students From ClassMate Database

- 1 Select Processing from the top of the screen
- 2 Select Insert From ClassMate



Anytime a change is made to student data, the student or the entire group must be purged and re-inserted to pull the most up to date data into the module

To purge select Purge From CWDS from the Processing selection at top of module



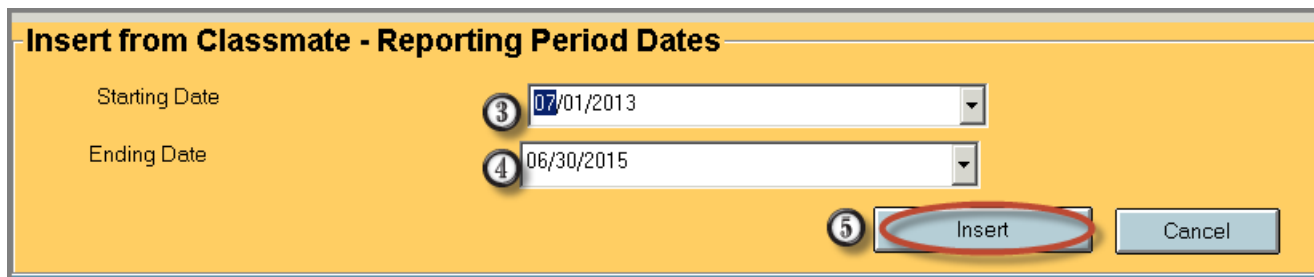
# CWDS Reporting

## Commonwealth Workforce Development System Reporting

Prior to Inserting the students from the ClassMate Database into the CWDS processing module, flags must be set .

### Inserting Students From ClassMate Database

- 3 Select **Start Date** from the drop down menu
- 4 Select **End Date** from the drop down menu
- 5 Select the **BLUE** Insert Button to pull in the ClassMate data



**Insert from Classmate - Reporting Period Dates**

Starting Date 3 07/01/2013

Ending Date 4 06/30/2015

5 Insert Cancel

**Helpful Hint:** If a student is NOT displaying on the list check the student registration tab and/or registration dates.





# CWDS Reporting

## Commonwealth Workforce Development System Reporting

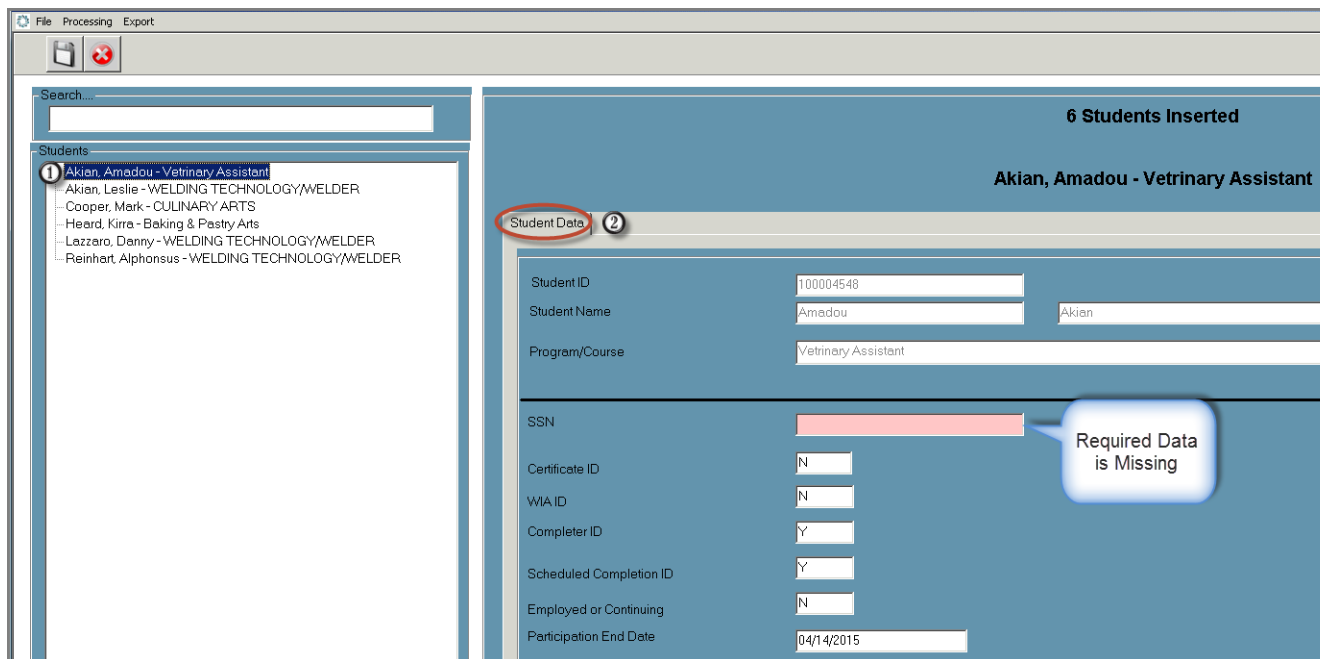
### Inserting Students From ClassMate Database

After the students and data have been inserted, the student names will display to the left of the screen.

related student information will display in the fields on the Student Data Tab.

Any field that is color coded in **RED** is missing required data. Any corrections to the data displayed on the Student Data Tab **MUST** be performed in the ClassMate database.

All or single student information can then be re-inserted.



The screenshot shows a software interface with a menu bar (File, Processing, Export) and a toolbar. On the left, a search bar is above a list of students. The first student, Akian, Amadou - Veterinary Assistant, is selected and highlighted with a red box and a circled '1'. The main area on the right displays the details for this student, titled '6 Students Inserted' and 'Akian, Amadou - Veterinary Assistant'. A 'Student Data' tab is selected and circled with a '2'. The data fields are as follows:

Student ID	100004548
Student Name	Amadou Akian
Program/Course	Veterinary Assistant
SSN	[Redacted]
Certificate ID	N
WIA ID	N
Completer ID	Y
Scheduled Completion ID	Y
Employed or Continuing	N
Participation End Date	04/14/2015

A blue callout box points to the redacted SSN field with the text 'Required Data is Missing'.



# CWDS Reporting

## Commonwealth Workforce Development System Reporting

### Reviewing the Student Data Tab

① Select **Student Name** from the left of the screen

② Review the data on the **Student Data Tab**. The following fields are being pulled:

<b>Student ID</b>	Pulled from Student Enrollment/Registration (Dem Tab)
<b>Student Name</b>	Pulled from Student Enrollment/Registration (Dem Tab)
<b>Student Program/Course</b>	Pulled from Student Enrollment/Registration (Enrollment Tab)
<b>*Social Security Number</b>	Pulled from Student Enrollment/Registration (Dem Tab)
<b>*WIA ID</b>	Pulled from Student Enrollment/Registration (Enrollment Tab > WIA radio button)
<b>*Completer ID</b>	Pulled from Program/Course Status
<b>*Scheduled Completion ID</b>	Pulled from Program/Class End Date
<b>*Employed or Continuing</b>	Pulled from Student Enrollment/Registration (Enrollment Tab > Employment Status)
<b>*Participation End Date</b>	Pulled from Student Enrollment/Registration (Prog Tab) or Class End Date

\*Only fields with an asterisk will be actually pulled into the export files



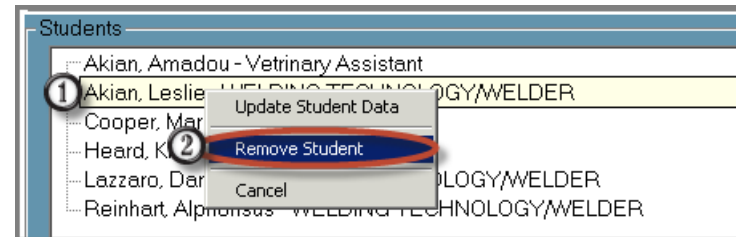
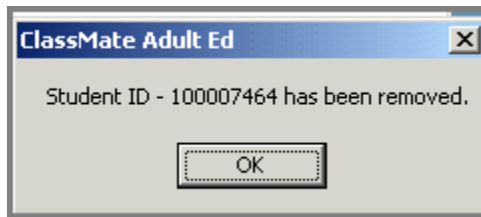
# CWDS Reporting

## Commonwealth Workforce Development System Reporting

### Editing the Data: Removing a Student from the Export

It may be necessary to remove a single student from CWDS Processing Module so the student will NOT be included in the export files

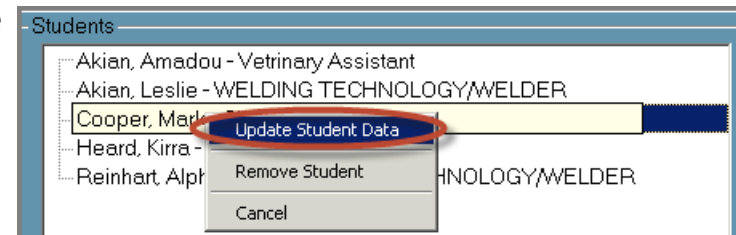
- 1 Select the **Student** by right clicking on their name
- 2 Select the **Remove Student** option. A confirmation message will display indicating the student and their ID has been removed.



### Editing the Data: Updating a Single Student

It may be necessary to update a single student's data in the ClassMate Database. To do this you will make corrections in the appropriate module and then update the student information in the CWDS module.

- 1 Select the **Student** by right clicking on their name
- 2 Select the **Update Student Data** option. A confirmation message will display indicating the update is complete



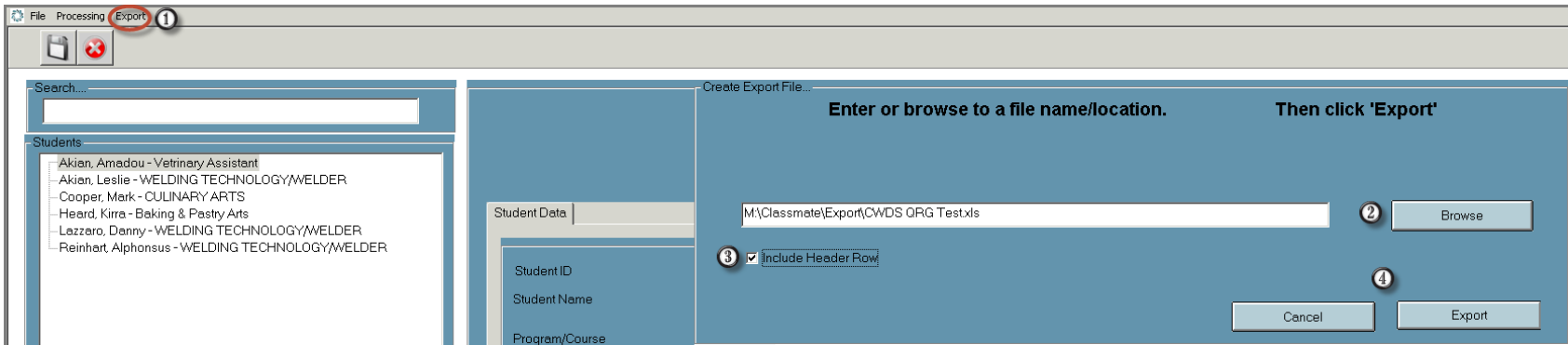
# CWDS Reporting

## Commonwealth Workforce Development System Reporting

### Exporting the CWDS File

After reviewing the data, making any required edits or corrections to the data, the export files will then need to be created. ClassMate will create both .xls and .csv files

- 1 Select the word **Export** from the top of the screen. A box will display
- 2 Select the **BLUE Browse** button to select the file pathway
- 3 Select the **Include Header Row** to view the files.  
Please note the file submission needs to be created without headers however, to view the initial files the headers are recommended so you can review the export
- 4 Select the **BLUE Export** Button. A message will display when the export is complete.



The screenshot shows a software window titled "Processing" with a menu bar containing "File", "Processing", and "Export". The "Export" menu item is circled in red and labeled with a circled "1". Below the menu bar is a search field and a list of students. A "Create Export File..." dialog box is open, containing the text "Enter or browse to a file name/location. Then click 'Export'". The dialog has a file path input field with "M:\Classmate\Export\CWDS ORG Test.xls" and a "Browse" button labeled with a circled "2". Below the input field is a checkbox labeled "Include Header Row" which is checked and labeled with a circled "3". At the bottom of the dialog are "Cancel" and "Export" buttons, with the "Export" button labeled with a circled "4".

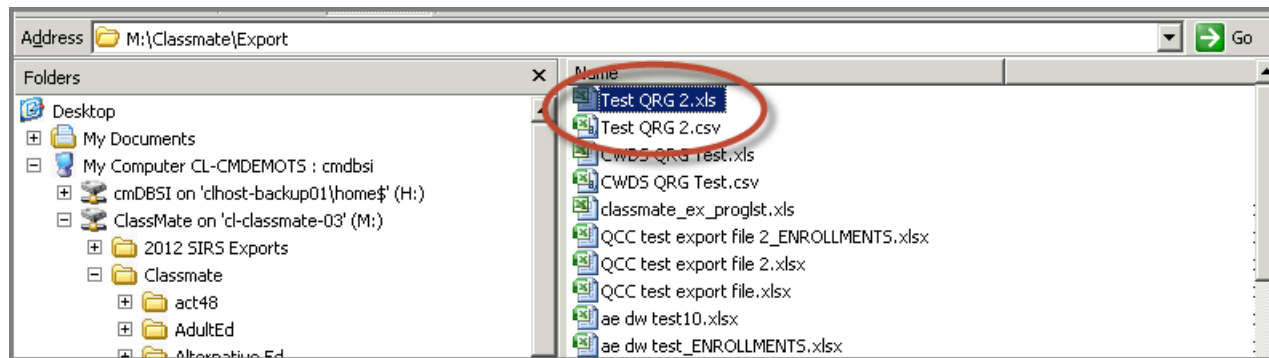


# CWDS Reporting

## Commonwealth Workforce Development System Reporting

### Reviewing the Exported Files

After exporting the files, browse out to the established file pathway and review the files exported. ClassMate creates two export files and .xls and .csv.



The exported files will display the required data. Once satisfied that the data is accurate you can remove the column headers as CWDS does not require them

	A	B	C	D	E	F	G	H
1	SSN	Certificate ID	WIA ID	Completer Identification	Scheduled Completion ID	Employed or Continuing Educ	Participation End Date	
2	222-22-2222	N	N	Y	Y	N	04/14/2015	
3	111-11-1111	N	N	N	Y	N	06/26/2015	
4	123-45-6789	N	N	N	N	N	09/14/2015	
5	123-45-6789	N	N	N	Y	N	05/16/2014	
6	123-45-6789	N	N	N	N	N	07/31/2015	
7	123-45-6789	N	N	N	N	N	02/01/2016	

# ClassMate *for Adult Education*

## ClassMate

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Questions? Contact us!  
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*support.classmate.net*

