



Wisconsin Fast Forward

Grant Administration

Online Instructions:

Entering Trainee Data

WFF Entering Trainee Data Instructions

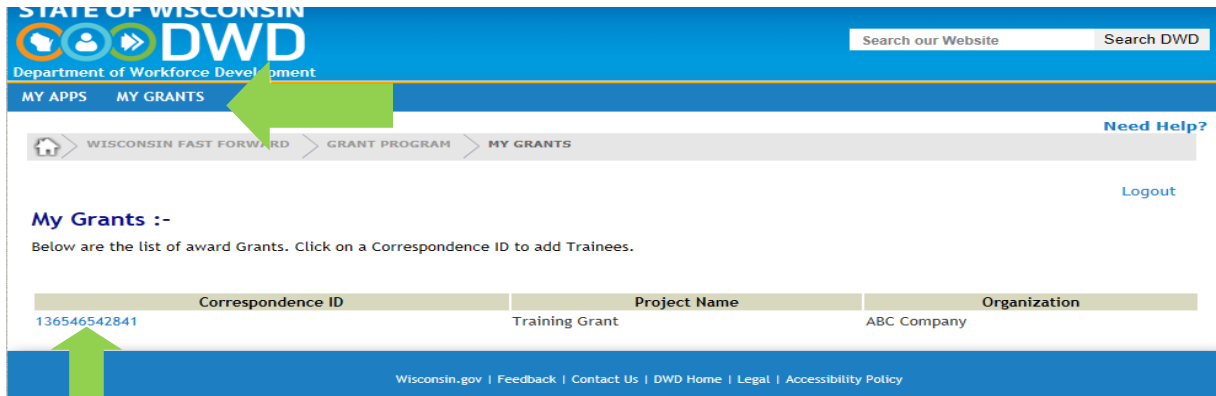
Accessing the Online Data Entry System

Entering Trainee Data in the online Wisconsin Fast Forward (WFF) system requires access to the WFF Awarded Grant System. Instructions can be found on the WFF website (http://www.wisconsinfastforward.com/wff_standard.htm). On the right menu bar under Grant Application Tools, click Grantee Tools and then Reporting. Click on WFF Online System Access Instructions.

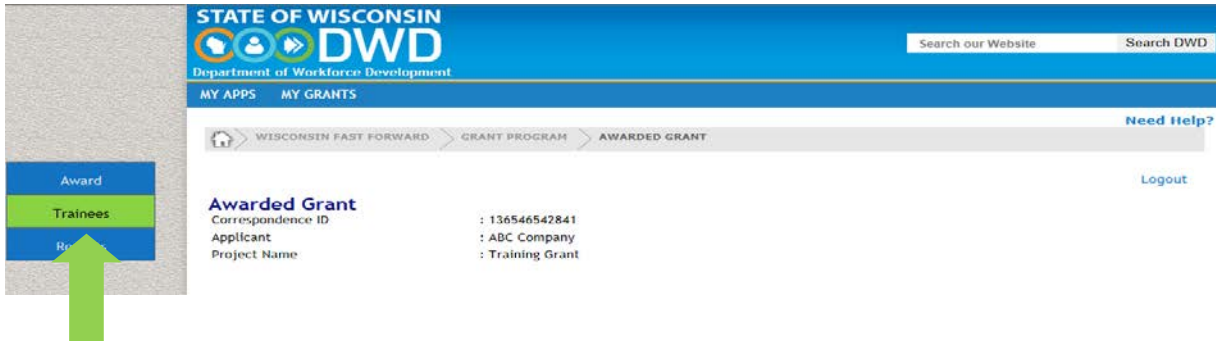
Note: The system times out after 120 minutes of inactivity. Save frequently to avoid losing data.

Completing Online Trainee Data Entry

After logging into the WFF Awarded Grants System, select the My Grants tab at the top of the page to access grant(s) and enter grant data. If authorized as an Application Writer, the system will start on the "My Apps" page. Select My Grants at the top of the page and click on the appropriate grant under the Correspondence ID to enter grant data.



The system will start on the Trainee Data Entry page.



Trainee Data Entry – Enrollment (Pre-Training)

Click [Add Trainee](#). This will bring up the Trainee Information Screen.

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Search our Website Search DWD

MY APPS MY GRANTS

WISCONSIN FAST FORWARD > GRANT PROGRAM > AWARDED GRANT

Need Help? Logout

Awarded Grant
Correspondence ID : 136546542841
Applicant : ABC Company
Project Name : Training Grant

Trainee(s)

First Name	Last Name	Birth Date
<input type="button" value="Add Trainee"/>		

The Trainee Information Screen collects demographic, pre-training and post-training information. All demographic and pre-training information is required for each trainee in order to save the record.

Trainee

First Name : Middle Initial : Last Name :

Date of Birth : SSN : Gender : Male Female Undisclosed

Associated Partner :

Demographics & Pre Training **Post Training**

State :

County of Residence :

Race : American Indian Black/African American White
 Asian Hawaiian Native Pacific Islander Other
 Unknown/Undisclosed

Ethnicity : Hispanic Non-Hispanic Undisclosed

Veteran Status: Yes No Unknown/undisclosed

Disability Status: Yes No Unknown/undisclosed

Ex-Offender : Yes No Unknown/undisclosed

First Time Graduates : Yes No Unknown/undisclosed

Training Start Date : Traine Classification :

Employment Status :


(Note: Frequently click Save at the bottom of the screen to avoid losing data)

The Associated Partner drop down list includes all approved Employment Placement Partners. Select the appropriate partner. If you are entering a trainee who is not associated with one of the listed placement partners, contact OSD before proceeding.

Trainee

First Name : Middle Initial : Last Name :

Date of Birth : SSN : Gender : Male Female Undisclosed

Associated Partner : 

Enter the demographic information, Training Start Date and Trainee Classification.

Trainee

First Name : Middle Initial : Last Name :

Date of Birth : SSN : Gender : Male Female Undisclosed

Associated Partner :

Demographics & Pre Training **Post Training**

State :

County of Residence :

Race : American Indian Black/African American White
 Asian Hawaiian Native Pacific Islander Other
 Unknown/Undisclosed

Ethnicity : Hispanic Non-Hispanic Undisclosed

Veteran Status: Yes No Unknown/undisclosed

Disability Status: Yes No Unknown/undisclosed

Ex-Offender : Yes No Unknown/undisclosed

First Time Graduates : Yes No Unknown/undisclosed

Training Start Date : Trainee Classification :

Employment Status :

Trainee Classification :



Trainee Classification and Employment Status refers to the Trainee's status **at the start of training.**

Trainee Classification:	
Mark this Category	If Trainee at the Start of Training is:
Unemployed	Not Employed
Underemployed	Employed in part-time or temporary position not with an Employer Placement Partner, and will receive full-time or permanent employment with a Placement Partner post-training
Incumbent – New Hire	Hired by an Employer Placement Partner after the GPA release date
Incumbent – Existing	Hired by an Employment Placement Partner before the GPA release date

If the Trainee Classification is marked Unemployed, then select Not Employed in Employment Status, click Save at the bottom of the screen. The entry for pre-training data is complete.

Trainee

First Name : Middle Initial : Last Name :

Date of Birth : SSN : Gender : Male Female Undisclosed

Associated Partner :

Demographics & Pre Training Post Training

State :

County of Residence :

Race : American Indian Black/African American White
 Asian Hawaiian Native Pacific Islander Other
 Unknown/Undisclosed

Ethnicity : Hispanic Non-Hispanic Undisclosed

Veteran Status: Yes No Unknown/undisclosed

Disability Status: Yes No Unknown/undisclosed

Ex-Offender : Yes No Unknown/undisclosed

First Time Graduates : Yes No Unknown/undisclosed

Training Start Date : Trainee Classification :

Employment Status :

If the Trainee Classification is marked Underemployed, Incumbent-Existing or Incumbent–New Hire, then select Employed under Employment Status. Additional required data fields will appear about the trainee's current employment, including Employment Hours, Employment Type, Employer Name and Hourly Wage (without benefits).

State :

County of Residence :

Race : American Indian Black/African American White
 Asian Hawaiian Native Pacific Islander Other
 Unknown/Undisclosed

Ethnicity : Hispanic Non-Hispanic Undisclosed

Veteran Status: Yes No Unknown/undisclosed

Disability Status: Yes No Unknown/undisclosed

Ex-Offender : Yes No Unknown/undisclosed

First Time Graduates : Yes No Unknown/undisclosed

Training Start Date : Trainee Classification :

Employment Status :

Employment Hours :

Employment Type : Hourly Wage :

Employer Name :

The options in the drop-down for Employment Hours are either Full-Time or Part-time.

Employment Status :
Employment Hours :
Employment Type :
Employer Name :

For Employment Type, please select whether it is Permanent, Seasonal, or Temporary.

Employment Status :
Employment Hours :
Employment Type : Hourly Wage :
Employer Name :

Enter the Employer Name and the Hourly Wage (without Benefits) of the trainee.

Employment Status :
Employment Hours :
Employment Type : Hourly Wage :
Employer Name :

After completing the data fields for an Employed Trainee, select Save.

Trainee

First Name : Middle Initial : Last Name :
Date of Birth : SSN : Gender : Male Female Undisclosed
Associated Partner :

Demographics & Pre Training

State :
County of Residence :
Race : American Indian Black/African American White
 Asian Hawaiian Native Pacific Islander Other
 Unknown/Undisclosed
Ethnicity : Hispanic Non-Hispanic Undisclosed
Veteran Status: Yes No Unknown/undisclosed
Disability Status: Yes No Unknown/undisclosed
Ex-Offender : Yes No Unknown/undisclosed
First Time Graduates : Yes No Unknown/undisclosed
Training Start Date : Trainee Classification :
Employment Status :
Employment Hours :
Employment Type : Hourly Wage :
Employer Name :

←

Selecting **Save** will return system to the summary page. From the summary page, additional trainees can be entered and existing trainees can be selected to edit current data or add post-training data.

STATE OF WISCONSIN **FastForward**
Department of Workforce Development

Search our Website Search DWD

MY GRANTS

Need Help?

WISCONSIN FAST FORWARD > GRANT PROGRAM > AWARDED GRANT

Logout

Awarded Grant

Correspondence ID : 1365465
Applicant : ABC
Project Name : T


Last Name:
Has Post Training:
Training Status:

Search **Reset**

Trainee

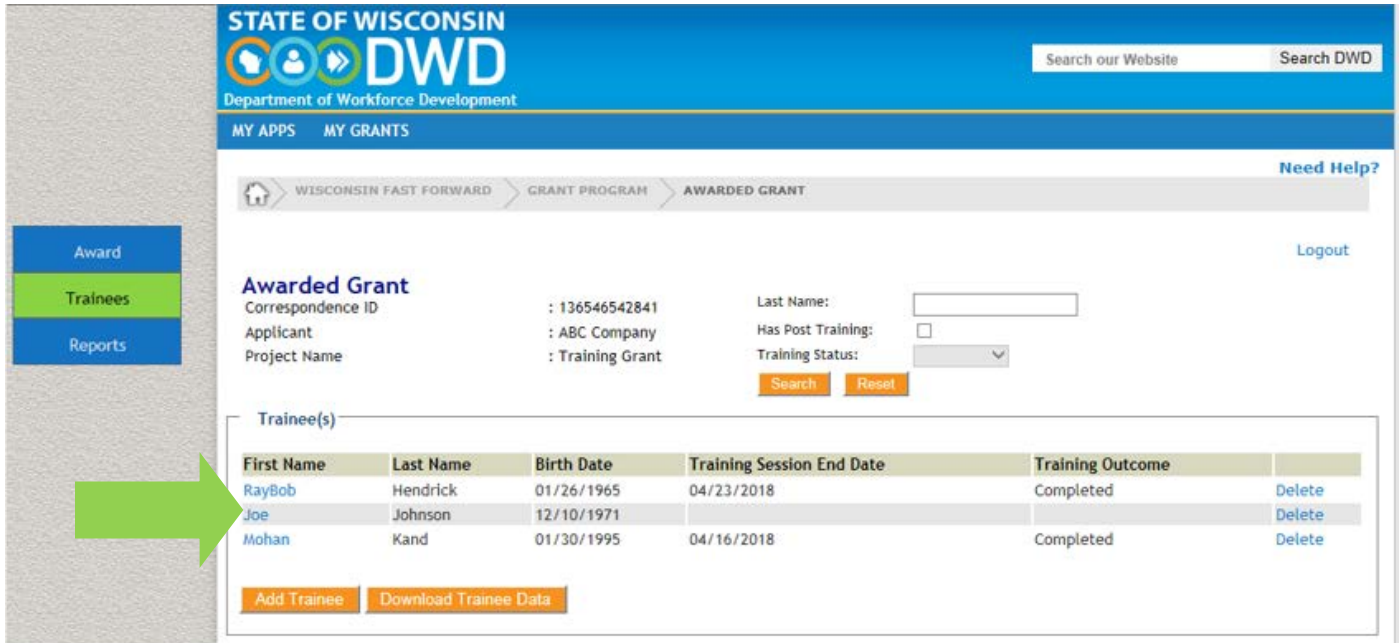
First Name	Name	Birth Date	Training Session End Date	Training Outcome	
RayBob		01/26/1965	04/23/2018	Completed	Delete
Joe	Johnson	12/10/1971			Delete
Mohan	Kand	01/30/1995	04/16/2018	Completed	Delete

Add Trainee **Download Trainee Data**



Trainee Data Entry – Post Training

To add post-training data, select first name of the trainee to open the Trainee Information Screen.



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MY APPS MY GRANTS

WISCONSIN FAST FORWARD > GRANT PROGRAM > AWARDED GRANT

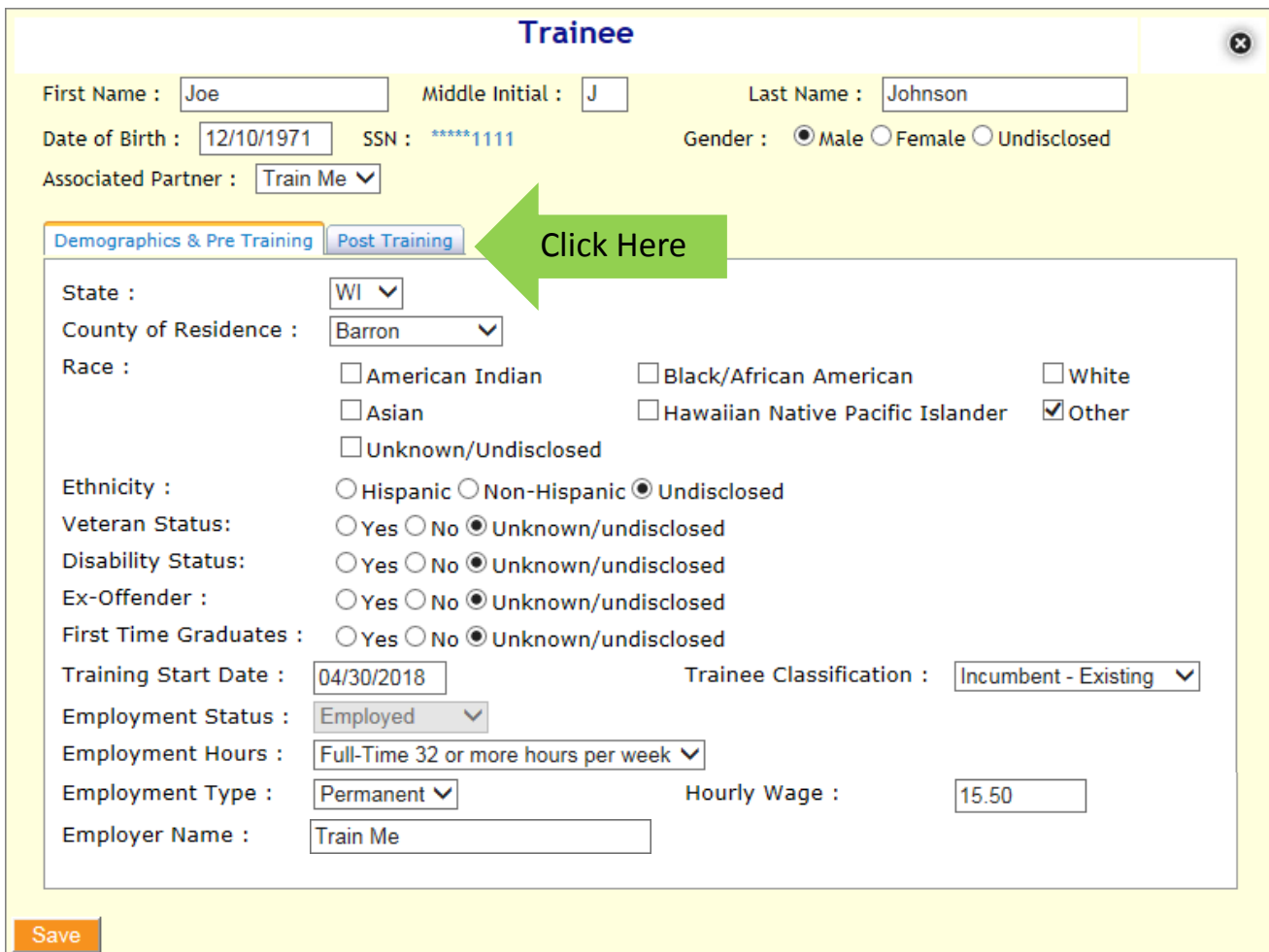
Awarded Grant

Correspondence ID : 136546542841 Last Name:
Applicant : ABC Company Has Post Training:
Project Name : Training Grant Training Status:

Trainee(s)

First Name	Last Name	Birth Date	Training Session End Date	Training Outcome	
RayBob	Hendrick	01/26/1965	04/23/2018	Completed	Delete
Joe	Johnson	12/10/1971			Delete
Mohan	Kand	01/30/1995	04/16/2018	Completed	Delete

Then select the Post-Training tab to open the Post-Training Section.



Trainee

First Name : Middle Initial : Last Name :

Date of Birth : SSN : Gender : Male Female Undisclosed

Associated Partner :

Click Here

State :

County of Residence :

Race : American Indian Black/African American White
 Asian Hawaiian Native Pacific Islander Other
 Unknown/Undisclosed

Ethnicity : Hispanic Non-Hispanic Undisclosed

Veteran Status : Yes No Unknown/undisclosed

Disability Status : Yes No Unknown/undisclosed

Ex-Offender : Yes No Unknown/undisclosed

First Time Graduates : Yes No Unknown/undisclosed

Training Start Date : Trainee Classification :

Employment Status :

Employment Hours :

Employment Type : Hourly Wage :

Employer Name :

The Training Session End Date, Course Title(s) and the Training Outcome fields are required. Select what course or courses the trainee participated in. Multiple courses can be selected by holding down the Control (Ctrl) key and clicking on additional courses. Selecting "Other" will initiate a comment box. Enter the name of the approved course.

The choices for Training Outcome are: Completed, Failed, or Withdrawn. Selecting "Failed" or "Withdrawn" will initiate a comment box. Enter comments on why the trainee failed or withdrew. Click Save to save the entry.

The screenshot shows a form titled "Trainee" with a close button in the top right. The form is divided into two tabs: "Demographics & Pre Training" (selected) and "Post Training".

Personal information fields include:

- First Name: Joe
- Middle Initial: J
- Last Name: Johnson
- Date of Birth: 12/10/1971
- SSN: *****1111
- Gender: Male Female Undisclosed
- Associated Partner: Train Me (dropdown)

The "Post Training" section contains:

- Course Title: (empty)
- Data Quality dropdown menu with options: Data Quality, Cashier, Other.
- Training Session End Date: 05/04/2018
- Training Outcome dropdown menu with options: Completed, Failed, Withdrawn.

A "Save" button is located at the bottom left of the form.

For trainees that complete the training, select any/all applicable certifications by double clicking the boxes.

This screenshot shows the "Post Training" tab of the form. The "Course Title" field is empty, and the "Data Quality" dropdown menu is open, showing "Data Quality", "Cashier", and "Other".

The "Training Session End Date" is 05/04/2018, and the "Training Outcome" is set to "Completed".

Under "Outcome Certification", there are four checkboxes:

- Industry Recognized Certificate
- Course Credits
- Continuing Education Units
- Accrediation Received

The "Program Outcome" dropdown menu is currently empty.

For Post-Training Program Outcome chose Employed, Not Employed, or Unknown.

This screenshot shows the "Post Training" tab of the form. The "Course Title" field is empty, and the "Data Quality" dropdown menu is open, showing "Data Quality", "Cashier", and "Other".

The "Training Session End Date" is 05/04/2018, and the "Training Outcome" is set to "Completed".

Under "Outcome Certification", there are four checkboxes:

- Industry Recognized Certificate
- Course Credits
- Continuing Education Units
- Accrediation Received

The "Program Outcome" dropdown menu is open, showing the options: Employed, Not Employed, and Unknown.

For those Not Employed or Unknown in the Employee Outcome, no additional information is required. Select Save.

For Employed trainees, select the Employment Type (Temporary, Seasonal or Permanent) and the Employment Hours (Full or Part-Time).

The screenshot shows the 'Post Training' section of a form. The 'Course Title' dropdown is set to 'Data Quality'. 'Training Session End Date' is '05/04/2018' and 'Training Outcome' is 'Completed'. Under 'Outcome Certification', there are four unchecked checkboxes: 'Industry Recognized Certificate', 'Course Credits', 'Continuing Education Units', and 'Accreditation Received'. 'Program Outcome' is set to 'Employed'. The 'Employment Type' dropdown is open, showing 'Temporary', 'Seasonal', and 'Permanent' options, with a green arrow pointing to it. 'Employment Hours' is an empty dropdown. 'Search by Job Title' is empty, with 'Search', 'Clear Search', and 'About O*NET' buttons. 'O*NET Occupation' is an empty dropdown. 'Employer Name' is an empty dropdown. A 'Save' button is at the bottom left.

For Employed trainees an O*NET Occupation code is also required. Enter the Job Title in the search field and select Search. The list of options will appear in the drop-down box. Select the most appropriate field.

This screenshot shows the same form as above, but with 'Quality Assurance' entered in the 'Search by Job Title' field and the 'Search' button clicked. The 'O*NET Occupation' dropdown is now populated with a list of job titles and their codes. A green arrow points to the search results. The list includes: 'Software Quality Assurance Engineers and Testers (15-1199.01)', 'Inspectors, Testers, Sorters, Samplers, and Weighers (51-9061.00)', 'Quality Control Analysts (19-4099.01)', 'Regulatory Affairs Specialists (13-1041.07)', 'Industrial Engineers (17-2112.00)', 'Software Developers, Applications (15-1132.00)', 'Government Property Inspectors and Investigators (13-1041.04)', 'Regulatory Affairs Managers (11-9199.01)', 'Quality Control Systems Managers (11-3051.01)', and 'Food Science Technicians (19-4011.02)'. A 'Save' button is at the bottom left.

Select the post-training Employer Name from the dropdown menu. Selecting "Other" will initiate a comment box. Enter the name of the post-training employer. Enter the post-training base hourly wage.

Demographics & Pre Training | **Post Training**

Course Title : **Data Quality**
Casher
Other

Training Session End Date : 05/04/2018 Training Outcome : Completed

Outcome Certification : Industry Recognized Certificate Course Credits
 Continuing Education Units Accrediation Received

Program Outcome : Employed

Employment Type : Permanent Employment Hours : Full-Time 32 or more hours per week

Occupation:
Search by Job Title: Quality Assurance **Search** **Clear Search** [About O*NET](#)
O*NET Occupation: Quality Control Analysts (19-4099.01)

Employer Name : Train Me Hourly Wage : 19.63

Save

When finished, Select Save. This will save the post-training information to the trainee record and return you to the summary page.

First Name : Joe Middle Initial : J Last Name : Johnson
Date of Birth : 12/10/1971 SSN : *****1111 Gender : Male Female Undisclosed
Associated Partner : Train Me

Demographics & Pre Training | **Post Training**

Course Title : **Data Quality**
Casher
Other

Training Session End Date : 05/04/2018 Training Outcome : Completed

Outcome Certification : Industry Recognized Certificate Course Credits
 Continuing Education Units Accrediation Received

Program Outcome : Employed

Employment Type : Permanent Employment Hours : Full-Time 32 or more hours per week

Occupation:
Search by Job Title: Quality Assurance **Search** **Clear Search** [About O*NET](#)
O*NET Occupation: Quality Control Analysts (19-4099.01)

Employer Name : Train Me Hourly Wage : 19.63

Save **Click Here**

Trainee Data Summary Table

On the Trainee Data summary page, below the list of trainees, there is a "Total Number of Trainees Trained by the Project" summary table. This table is useful for high-level data verification and for you to monitor your placement outcomes throughout the project. Remember, you are contracted to meet an 85% placement rate.

Type of Trainees	Number in Database	Failed / Withdrawn / Unknown	Number / Percent Completed	Number / Percent Employed	Average Wage	Number / Percent w/ Wage Increase	Avg Wage Increase	Number / Percent improved to Permanent	Number / Percent improved to Full-Time	Placements
Unemployed	-	- / - / -	- / -	-	-	- / -	-	- / -	- / -	-
Underemployed	2	- / - / -	2 / 100%	2 / 100%	\$10.88	1 / 50%	\$2.00	1 / 50%	- / -	2
Incumbent - Existing	1	- / - / 1	- / -	-	-	- / -	-	- / -	- / -	-
Incumbent - New Hire	-	- / - / -	- / -	-	-	- / -	-	- / -	- / -	-

If you have not entered post-training data for a trainee, you will see this reflected in the "unknown" spot in the third column.

Type of Trainees	Number in Database	Failed / Withdrawn / Unknown
Unemployed	-	- / - / -
Underemployed	2	- / - / -
Incumbent - Existing	1	- / - / 1
Incumbent - New Hire	-	- / - / -

The last column of the table shows the placement numbers for those trainees who have post-training data reported. In order for a trainee to count as a placement, the following conditions must be met:

Trainee Classification	The trainee must complete the program, remain employed and:
Unemployed	Be hired into a position requiring the skills learned in the provided training
Underemployed	Be hired into a better position (move from part-time to full-time, temporary to permanent employment, or receive a wage increase) requiring the skills learned in the provided training
Incumbent - Existing	Receive a wage increase within the grant period
Incumbent - New Hire	Retain employment in a position requiring the skills learned in the provided training

To calculate your placement rate, sum the placement column and divide by the total number of trainees in the database. Multiply by 100. This is the percentage of trainees who have been successfully placed.

Additional Help

For Technical Difficulty with the Online System:

- If experiencing difficulty logging in:
Call the DWD Help Desk at 608-266-7252 to be connected to the Development Team
- For additional questions please contact the Wisconsin Fast Forward Staff:
Tegan McGillivray
E: TeganS2.McGillivray@dwd.wisconsin.gov
T: 608-267-7248
- John Roos
E: John.Roos@dwd.wisconsin.gov
T: 608-266-5536