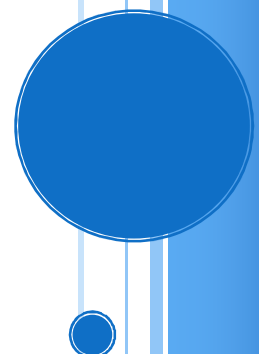# COMMON INTAKE FORM AND ADD CHILDREN

Battle Creek Community-Wide Non-Profit Database

Prepared and managed by Goodwill Industries of Central Michigan's Heartland

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COMMON INTAKE FORM AND ADD CHILDREN

Battle Creek Community-Wide Non-Profit Database

INTRODUCTION

The Partner Agencies of the *Connect Battle Creek* Workforce Development Consortium are striving to use common record keeping practices, including using common forms. A logical part of this is a common Participant Intake form. Previous generations of ETO utilized separate intake forms for each program and cluttered ETO's demographics intake form with fields that were difficult to modify and did not belong in a demographics form. Moving to a common form allows us to standardize record-keeping practices, and has the secondary benefit of allowing us to move fields out of the demographic intake form and into an intake TouchPoint.

The new common form incorporates all the data points required by the various Partners and is designed to meet the individual needs of each Agency.

COMMON INTAKE FORM AND ADD CHILDREN SUB FORM

Introduction

The "Common Intake Form" is the Parent part of a two-part, Parent/Child, TouchPoint. This chapter assumes you have a working knowledge of how Parent/Child forms work, and how to access them to view and record data. You can refer to the chapter, TouchPoints with Sub-Forms for more information on this functionality.

You can access and start a new TouchPoint in a number of different ways. This chapter also assumes you know the various methods and have developed your own preferred path. This TouchPoint is set to allow one TouchPoint per Participant, regardless of program or enrollment and can be recorded, edited, and saved only in the *Community Pre-Enrollment* ETO program, though it can be viewed in any program in ETO. There is a message line at the top of the form that reminds users of this detail, as there are very few forms that have this restriction. There are no restrictions on who can edit the TouchPoint, as there are with most TouchPoints, so the TouchPoint can and should be updated as the information changes, especially as they are enrolled into new Agency programs.

Record New TouchPoint

To record a new TouchPoint, select "Common Intake Form" from the TouchPoint list presented to you. Once workflows have been programmed, you will be directed to this form automatically after saving a newly added Participant. The Date Taken field at the top of the TouchPoint will default to the current date, which is acceptable to use for this TouchPoint. The actual date of the application is the first field on the TouchPoint form.

At the top of the form is the Rev version of the paper form the TouchPoint is designed
For use with form Version 1.0 Rev 20210909
to follow. If it does not match with the form you are using, please acquire and use the most current form, and if it is more current than what ETO states, please contact the ETO Administrator to request an update to the TouchPoint.

The fields in the TouchPoint match, line for line, with the paper form, including section headings.

Customer Information

Following the Date of Application is a thorough list of programs the Participant may become part of. This field is required, so *Community Pre-Enrollment* should always be checked, and the other individual programs as they are enrolled. At some point, as the needs becomes apparent, this field may be used to hide or show fields, and filter list choices for different Partner programs, as they are enrolled in them.

Existing demographics are automatically shown in the TouchPoint. The TouchPoint changes "Home Phone" in the demographic form to "Primary Phone", and when a value has been entered it then asks for the type of phone (Landline, Cell, or Work). Similarly, it changes "Cell Phone" from the demographic form to "Secondary Phone", and "Work Phone" to "3rd Phone Number", and requires you to state what type of phone they are.

Demographics

The questions on the form that exist in the ETO demographic form appear mostly, but not exclusively, in the Demographics section of the TouchPoint while others are fields unique to the TouchPoint, including the standard required fields the consortium needs as part of our core measures. Many questions were moved from the ETO demographic form, simplified and made more relevant, and moved into this TouchPoint in this section. These include Are you a Refugee?, Refugee from what Country, Homeless?, Do you have a disability, Describe your disability, Marital Status, Veteran, Spouse of Veteran, or Active Duty Member, Do you have a criminal history?, and Felony Conviction?.

Household Information

The Household Information section is used to determine if the Participant is to be considered part of the low-income demographic. These are clarified custom questions including Number of people in household, Number of people supported by YOUR household income, Your estimated annual household income (past 12 months), and Receiving Public Benefits.

In the middle of this section is a place to add custodial children aged 0 to 5. This data is required by the Foundation's national evaluator to gauge the effect of various programs on the progress and well-being of very young dependent children. To avoid repetitive field names that will be mostly left blank, and to simplify reporting, a Child form, almost ironically, is used to add children. To make this simpler, a pair of buttons has been added to simplify the process.

> **Important:** *The "Save Progress" and "Add Custodial Child Name and DOB" buttons work only in the Add mode—recording a new TouchPoint—and not in the Edit Mode. Clicking the buttons while in the Edit mode will only result in an error message. To add children to an existing Common Intake Form, use the normal Parent/Child TouchPoint process.*

These buttons first save the Parent form (you can't connect a Child form to Parent that doesn't yet exist in the database) and then open the Child TouchPoint form. It's important to note at this point that these buttons only work properly when you are Add New Mode, or first recording the Parent form. After this, when in edit mode, clicking the buttons will only result in an error. To add children after the form has finally been saved, use the normal process for recording Child sub-forms.

Education

This section asks a few basic questions to determine the Participant's level of education. They are all custom questions, including Highest Level of Education, Types of Licenses and/or Certificates, Currently enrolled in HS, GED, College, or Vocational Classes, and Name of School or Training Program.

Employment History

While not going into any depth, it's important to know if the Participant is currently working and, of so, where. This section, then, starts out with the simple question, Currently Employed. If the answer is one of the three "Yes" options, they are asked to provide information on that job. To avoid recording employment data in more than one place, a button is included that will open a new "Employment History" TouchPoint in a new window where you can record this information. If they are not working, the TouchPoint will ask if they've been "Out of work more than 6 months" and if they are "Looking for work".
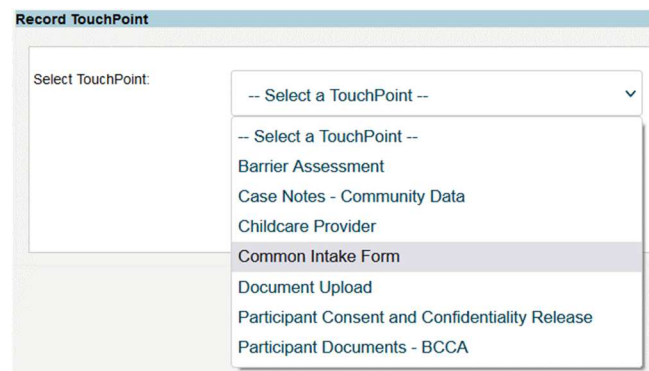
Completion

At this point, the TouchPoint is complete, and you can click "Save" at the bottom of the form to submit the TouchPoint and save it into the database.

STEP-BY-STEP INSTRUCTIONS

The following instructions will describe each field in the TouchPoint including: Type of field with data requirements (text in green), purpose of the field, conditional effects, and whether it is a required field or optional (required fields are labeled as such in red text). Virtually all the fields in this TouchPoint are required. Fields that are said to be 'optional' should not be taken to mean they are not necessary or do not need to be filled out. *For the sake of producing good reports, fill out all fields to the best of your ability; do not skip any because you don't think they are important.* This only means that entry of the TouchPoint will not be held up if the question is not answered.

Record New TouchPoint

1. You can only record or edit this TouchPoint from within *Community Pre-Enrollment*. If you are not already in that program, switch to it first.

2. Using the process most familiar to you, access the Record TouchPoint function. Whether you elect to route through the Participant, or via the TouchPoint, you will still have to search for the Participant you want to record the TouchPoint for at some point, unless the WorkFlow has brought you to it automatically. Select "Common Intake Form" from the list presented to you. *Note: if this TouchPoint has already been recorded for the Participant, the TouchPoint will not appear in the list of options, as it's set to only allow one "Common Intake Form" per Participant.*

3. Complete the form as thoroughly as possible. Virtually all of the questions are required and the details below will tell which are required and which, if any, are optional.

   Date Taken: This is a date field using the ETO standard date format (m/d/yyyy, no lead zeroes required), and will reject incorrectly formatted responses rather than resolve them. This date will default to the current date for this TouchPoint. This date
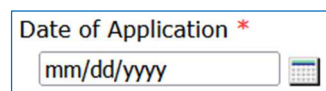
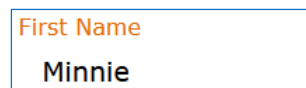is not reported on, so leaving the default date in place is acceptable. *This is a required field*.

Customer Information

Date of Application: This is a date field using the ETO standard date format (m/d/yyyy, no lead zeroes required), and will reject incorrectly formatted responses rather than resolve them. Type the date the participant entered on the paper intake form directly into the date control, or use the calendar tool to select the date. *This is a required field*.

Date of Application *

mm/dd/yyyy

Programs Enrolled In: This is a non-exclusive choice (can choose more than one) option group with pre-selected choices for possible Agency *Program* names: "Community Pre-Enrollment", "Financial", "Good Systems", "KCC iACT", "MWSW Neighborhood HUBS", "Woman's Co-Op", "Workforce Readiness", and "Other". The answer should be the name of the Partner Agency Program the participant is or was a part of, not the Agency completing the follow-up (unless it's the same). Check and uncheck your program only. It is not necessary to **uncheck** your agency when dismissing them from your program. Click the box to select the correct program name from the list. *This is a required field (select "*Community Pre-Enrollment*" for all Participants)*.

First Name: This is a lookup field only, displaying the answer selected for this question in the ETO Demographic form—it cannot be changed from here. Data should never be recorded in more than one place, so this field, as with other demographic lookup fields, displays the answer for a question on the paper form that has already been entered in ETO.

First Name

Minnie

Middle Name/Initial: This is a lookup field only, displaying the answer selected for the corresponding question in the ETO Demographic form,

Middle Name/Initial

Mouse

"Middle Name"—it cannot be changed from here. Data should never be recorded in more than one place, so this field, as with other demographic lookup fields, displays the answer for a question on the paper form that has already been entered in ETO.

Last Name: This is a lookup field only, displaying the answer selected for this question in the ETO Demographic form—it cannot be changed from here. Data should never be recorded in more than one place, so this field, as with other

Last Name

Fake

demographic lookup fields, displays the answer for a question on the paper form that has already been entered in ETO.

Street Address: This is a lookup field only, displaying the answer selected for the corresponding question in the ETO Demographic form,

Street Address

123 Disney Way

"Address 1"—it cannot be changed from here. Data should never be recorded in more than one place, so this field, as with other demographic lookup fields, displays the answer for a question on the paper form that has already been entered in ETO.

Lot or Apt #: This is a lookup field only, displaying the answer selected for the corresponding question in the ETO Demographic form, "Address 2"—it cannot be changed from here. Data

Lot or Apt #

Apt 109

should never be recorded in more than one place, so this field, as with other demographic lookup fields, displays the answer for a question on the paper form that has already been entered in ETO.

Zip Code: This is a lookup field only, displaying the answer selected for the corresponding question in the ETO Demographic form—it

Zip Code (City and State are Entered Automatically)

49015

cannot be changed from here. Data should never be recorded in more than one place, so this field, as with other demographic lookup fields, displays the answer for a question on the paper form that has already been entered in ETO.

Primary Phone Number: This is a lookup field only, displaying the answer selected for the corresponding question in the ETO Demographic form, "Home Phone"—it cannot be changed from here. Data should never be recorded

Primary Phone Number

(555) 123-4567

in more than one place, so this field, as with other demographic lookup fields, displays the answer for a question on the paper form that has already been entered in ETO. If there is data in this field, a following question will appear: "Primary Phone Type".

Primary Phone Type: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of options: "Home

Primary Phone Type *

-- Select --

(Landline)", "Cell", and "Work". This field only appears if there is an answer to the previous field, "Primary Phone". *Phone provider sources have changed since the demographic form was designed for ETO. Not very long ago, everyone either had a landline phone at home, or none at all, and a cell phone*

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was a secondary phone for most. As things have evolved, now virtually everyone has a cell phone and this is used as their primary phone, though some landlines still exist. So, the legacy field labels in the demographic form—which cannot be changed—do not apply to today's phone usage. To make it flexible for us, recording the Participant's primary phone number, regardless of type, in the "Home Phone" field. This makes it necessary—for other reasons—to indicate the type of phone this is. Select the appropriate choice from the dropdown list. *This is a required field*.

Secondary Phone Number: This is a lookup field only, displaying the answer selected for the corresponding question in the ETO Demographic form, "Cell Phone"—it cannot be changed from here. Data should never be recorded in more than one place, so this field, as with other demographic lookup fields, displays the answer for a question on the paper form that has already been entered in ETO. If there is data in this field, a following question will appear, "Secondary Phone Type"

Secondary Phone Type: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of options: "Home (Landline)", "Cell", and "Work". This field only appears if there is an answer to the previous field, "Secondary Phone". *Phone provider sources have changed since the demographic form was designed for ETO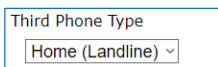. Not very long ago, everyone either had a landline phone at home, or none at all, and a cell phone was a secondary phone for most. As things have evolved, now virtually everyone has a cell phone and this is used as their primary phone, though some landlines still exist. So, the legacy field labels in the demographic form—which cannot be changed—do not apply to today's phone usage. To make it flexible for us, recording the Participant's secondary phone number, regardless of type, in the "Cell Phone" field. This makes it necessary—for other reasons—to indicate the type of phone this is*. Select the appropriate choice from the dropdown list. *This is a required field*.

3rd Phone Number: This is a lookup field only, displaying the answer selected for the corresponding question in the ETO Demographic form, "Work Phone"—it cannot be changed from here. Data should never be recorded in more than one place, so this field, as with other demographic lookup fields, displays the answer for a question on the paper form that has already

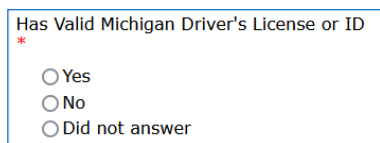been entered in ETO. If there is data in this field, a following question will appear, "Third Phone Type"

Secondary Phone Type: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of options: "Home (Landline)", "Cell", and "Work". This field only appears if there is an answer to the previous field, "3rd Phone Number". *Phone provider sources have changed since the demographic form was designed for ETO. Not very long ago, everyone either had a landline phone at*

Third Phone Type
Home (Landline) ⌄

home, or none at all, and a cell phone was a secondary phone for most. As things have evolved, now virtually everyone has a cell phone and this is used as their primary phone, though some landlines still exist. So, the legacy field labels in the demographic form—which cannot be changed—do not apply to today's phone usage. To make it flexible for us, recording the Participant's third phone number, regardless of type, in the "Work Phone" field. This makes it necessary—for other reasons—to indicate the type of phone this is. Select the appropriate choice from the dropdown list. *This is a required field*.
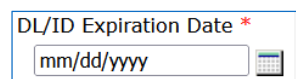
E-Mail: This is a lookup field only, displaying the answer selected for the corresponding question in the ETO Demographic form, "Email"—it cannot be changed from here. Data should never be recorded in more than one place, so this field, as with

E-Mail

other demographic lookup fields, displays the answer for a question on the paper form that has already been entered in ETO.

Has Valid Michigan Driver's License or ID: This is an exclusive choice (can choose only one) option group with a pre-selected set of choices,

Has Valid Michigan Driver's License or ID
*
◯ Yes
◯ No
◯ Did not answer

"Yes", "No", and "Did not answer". Some of the Partner Agencies need to know if the Participant has a valid license or ID, though they do not need to know the number. *Click the radio button next to the appropriate choice to select.* If "Yes" is selected, a new field will appear following this one, "DL/ID Expiration Date". *This is a required field*.

DL/ID Expiration Date: This is a date field using the ETO standard date format (m/d/yyyy, no lead zeroes required), and will reject incorrectly formatted responses rather than resolve them. Type the expiration date from the Participant's license or ID directly into the date

DL/ID Expiration Date *
mm/dd/yyyy   ▦

control, or use the calendar tool to select the correct date. *This is a required field*.

Demographics

Gender: This is a lookup field only, displaying the answer selected for the corresponding question in the corresponding ETO Demographic

Gender
Female

form—it cannot be changed from here. Data should never be recorded in more than one place, so this field, as with other demographic lookup fields, displays the answer for a question on the paper form that has already been entered in ETO.

Race: This is a lookup field only, displaying the answer selected for the corresponding question in the corresponding ETO Demographic form—it cannot be changed from here. Data should never be recorded in more than one place, so this field,

Race
Other Race (include multi-racial)

as with other demographic lookup fields, displays the answer for a question on the paper form that has already been entered in ETO.

Ethnicity: This is a lookup field only, displaying the answer selected for the corresponding question in the corresponding ETO Demographic form—it cannot be changed from here. Data should never be recorded

Ethnicity
Non-Hispanic

in more than one place, so this field, as with other demographic lookup fields, displays the answer for a question on the paper form that has already been entered in ETO.

Are you a Refugee?: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of options: "Yes", "No", and "Decline to Answer". This field simplifies the old question

Are you a Refugee? *
-- Select --

from the demographic form, though adds a follow up question, "Refugee from what Country" when "Yes" is selected. Select the appropriate choice from the dropdown list. *This is a required field*.

Refugee from what Country: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of 22 common

Refugee from what Country *
-- Select --

countries from where people may seek refuge, including "Other". This field only appears if "Yes" is selected for the previous question, "Are you a Refugee?". If "Other" is selected, a new field, "What Other Country?", will appear requiring you to state their place of origin. Select the appropriate choice from the dropdown list. *This is a required field*.

What Other Country?: This is a free-text field (75 characters). This question appears only if "Other" is selected for the previous field:

"Refugee from what Country". Type in name of the country

What Other Country? *

from which the Participant is seeking refuge. *This is a required field*.

Homeless?: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of options: "Yes, homeless", "No, not homeless", and "Decline to Answer". This field greatly simplifies the old question from the demographic form. Select the appropriate choice from the dropdown list. *This is a required field*.

Homeless? *
-- Select --

Do you have a disability: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of options: "Yes", "No", and "Decline to Answer". This field simplifies the old question from the demographic form, though adds a follow up question, "Describe your disability", when "Yes" is selected. Select the appropriate choice from the dropdown list. *This is a required field*.

Do you have a disability *
Yes

Describe your disability: This is a free-text field (250 characters). This question appears only if "Yes" is selected for the previous field: "Do you have a disability". Type in a brief description of the Participant's disability. *This is a required field*.

Describe your disability *

Marital Status: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of options: "Single", "Married", "Divorced", "Separated", "Living with Significant Other", "Widow/Widower", "Other", and "Decline to Answer". This field simplifies the old question from the demographic form, though adds a follow up question, "Other Marital Status", when "Other" is selected. Select the appropriate choice from the dropdown list. *This is a required field*.

Marital Status *
-- Select --

Other Marital Status: This is a free-text field (75 characters). This question appears only if "Other" is selected for the previous field: "Marital Status". Type in a brief description of the Participant's other marital status. *This is a required field*.

Other Marital Status *

Veteran, Spouse of Veteran, or Active Duty Member: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of options: "Yes, Veteran", "Yes, Active Duty", "Yes, Spouse", "No", and "Decline to Answer". This field significantly simplifies the old question from the demographic form. Select the appropriate choice from the dropdown list. *This is a required field*.

Do you have a criminal history?: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of options: "Yes", "No", and "Decline to Answer". This field clarifies the old question from the demographic form, and adds a follow up question, "Felony Conviction?", when "Yes" is selected. Select the appropriate choice from the dropdown list. *This is a required field*.

Felony Conviction?: This is a Yes/No field. This field clarifies the old question from the demographic form, and only appears if "Yes" is selected for the previous question: "Do you have a criminal history?". Select the appropriate choice from the dropdown list. *This is a required field*.

Household Information

Number of people in household: This is a number field and will accept numeric characters only. *There are two very similar questions in a row regarding number of people in the household. This one seeks to determine total number of people and if this is a multi-family household.* Enter the total number of persons living in the home, not just the number of dependents or immediate family members for the Participant. *This is a required field*.

Number of people supported by YOUR household income: This is a number field and will accept numeric characters only. *There are two very similar questions in a row regarding number of people in the household. This one will be used to determine the income level of the Participant in relation to the estimated annual income.* Enter the number of persons in the home that are immediate family members for the Participant and are supported entirely by their income. *This is a required field*.

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<u>Your estimated annual household income (past 12 months)</u>: This is a number field, formatted in US dollars (dollars only, no cents), and will accept numeric characters only. *This field will be used to determine the income level of the Participant in relation to the number of people*

supported by the Participant's
household income, and is a
rough estimate only. A line of

Your estimated annual household income (past 12 months)
$ [_____]

instruction is included preceding the field to help determine the annual income when the Participant does not know. Enter the dollar amount of the estimated annual income of the Participant. *This is a required field*.

Adding Custodial Children

Children under the age of six years old are to be entered, if the Participant consents to sharing the information, so the Foundation's national evaluator can use the data to determine if the Foundation's investment in the community has a tangible benefit to those children. The data requested is First and Last Name, and the Date of Birth. To prevent repetitive field names and a set of mostly blank fields, as well as to simplify reporting, this information is recorded in a sub-form (Child form) to this TouchPoint. The Child form is linked to the Parent form by a Parent Form Response ID number assigned by ETO when the TouchPoint is saved. This means the TouchPoint *must be saved* before a Child form can be created. Otherwise, the Child form will be unattached and inaccessible.
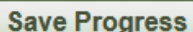
To somewhat simplify this process, a pair of buttons have been added to the Parent TouchPoint to automate the steps. It is important to be aware that the function of these buttons, though it will *appear* in the Edit Mode of the TouchPoint (after final form submission), these buttons will **not function as designed** while in the Edit Mode, but only in the Add New mode.

> ***Important:*** *The "Save Progress" and "Add Custodial Child Name and DOB" buttons work only in the Add Mode—recording a new TouchPoint—and not in the Edit Mode. Clicking the buttons while in the Edit mode will only result in an error message. To add children to an existing Common Intake Form, use the normal Parent/Child TouchPoint process.*

The following instructions detail how to enter children using this function.

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Save Progress This is a button control that will execute an HTML script. This button will save the TouchPoint in Draft Mode automatically. The same can be accomplished by scrolling to the bottom of the page and clicking the "Save Progress" button there, but

Save Progress this one keeps the step in-line with the form completion and saves you a little bit of scrolling. To add a child to the record, first click the "Save Progress" button. This will save the TouchPoint in Draft Mode and take back you to the top of the form. From there, you'll have to scroll down to the buttons again. This is the first step, and this button must be clicked on before going on to the next step.
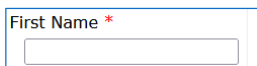
+ Add Custodial Child Name and DOB This is a button control that will execute an HTML script. This button will automatically open the Child form TouchPoint "Add Children",

+ Add Custodial Child Name and DOB in the Add New Mode, in a new browser tab. If the Parent TouchPoint has not been saved, an error message will pop up advising you the form has not been saved and will not allow you to proceed. If you attempt to use this button in the Edit Mode, the same message will pop up. While in the Add New Mode, you can click this button as many times as needed, and add as many children as appropriate, as long as the TouchPoint status has not been set to Complete
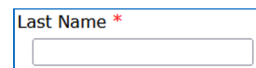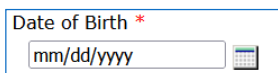
Add Children TouchPoint

First Name: This is a free-text field (25 characters). Type in the first

First Name * name of the Participant's custodial child. *This is a required field*.

Last Name: This is a free-text field (25 characters). Type in the last name of the Participant's custodial Last Name * child. *This is a required field*.

Date of Birth: This is a date field using the ETO standard date format

Date of Birth *
mm/dd/yyyy (m/d/yyyy, no lead zeroes required), and will reject incorrectly formatted responses rather than resolve them. Type the date of birth of the Participant's custodial child. *This is a required field*.

Click the "Save" button to submit the TouchPoint. Once you save the Child TouchPoint (and click to acknowledge the success modal), ETO will automatically close the tab and return you to the Parent TouchPoint. You can,

again, click the "+ Add Custodial Child Name and DOB" button as many times as needed to enter other children, as applicable.

Household Information, Continued

Receiving Public Funds: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of options: "Yes", "No", and "Decline to Answer". This field is new and does not correspond to an existing question on the demographic form, but will result in another new field, List Public Benefits Received, when "Yes" is selected. Select the appropriate choice from the dropdown list. *This is a required field*.

Receiving Public Benefits *
-- Select --

List Public Benefits Received: This is a free-text field (100 characters). This question appears only if "Yes" is selected for the previous field:

List Public Benefits Received *

"Receiving Public Funds". Type in a brief description of the benefits the Participant may receive. *This is a required field*.

Education

Highest Level of Education: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of options: "Not a High School Graduate", "High School Diploma", "GED/HiSET", "Some College", "College Degree", "Certificate and/or License", and "Decline to Answer". This field simplifies the old question from the demographic form, but will result in another new field, Type of Licenses and/or Certificates, when "Certificate and/or License" is selected. Select the appropriate choice from the dropdown list. *This is a required field*.

Highest Level of Education *
-- Select --

Type of Licenses and/or Certificates: This is a free-text field (250 characters). This question appears only if "Certificate and/or License" is selected for the previous field: "Highest Level of Education". Type in a brief list and description of licenses and certifications the Participant may have. *This is a required field*.

Type of Licenses and/or Certificates

Currently enrolled in HS, GED, College, or Vocational Classes: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of options: "Yes", "No", and "Decline to Answer". This field is new and does not correspond to an existing question on the

Currently enrolled in HS, GED, College, or Vocational Classes *
-- Select --

demographic form, but will result in another new field, <u>Name of School or Training Program</u>, when "Yes" is selected. Select the appropriate choice from the dropdown list. *This is a required field*.

<u>Name of School or Training Program</u>: This is a free-text field (250 characters). This question appears only if "Yes" is selected for the

Name of School or Training Program

previous field: "<u>Currently enrolled in HS, GED, College, or Vocational Classes</u>". Type in a brief description of school and training program the Participant may be enrolled in. *This is a required field*.

Employment History

<u>Currently Employed</u>: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of options: "Yes, I am a

paid employee", "Yes, but I received Notice

Currently Employed *

Yes, I am self-employed at a business that has a business license ⌄

of Termination or notice that business is closing", "Yes, I am self-employed at a business that has a business license", "No, I am not employed", and "Decline to Answer". This field is new and does not correspond to an existing question on the demographic form, but will result in a prompt to enter employment data when any of the three "Yes" options is selected, and two new fields if "No, I am not employed" is selected. Select the appropriate choice from the dropdown list. *This is a required field*.

<u>+ Add New Employment History TP</u>: This is a button control that will execute an HTML script. This button appears with different instructional messages, depending on whether one of the three "yes" options is selected, or the "No" option is selected, for the previous question: <u>Currently Employed</u>. Click this button and ETO open the

+ Add New Employment History TP

"<u>Employment History</u>" TouchPoint, in the Add New Mode, in a new tab. If there is employment data for either a current job or a *recently* vacated job, click this button and record the data in the correct TouchPoint. Once the "<u>Employment History</u>" TouchPoint is saved, ETO will close the tab and return you to the "<u>Common Intake Form</u>" TouchPoint.

<u>Out of work more than 6 months</u>: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of options: "Yes", "No", "Unsure", and "Decline to Answer". This field only appears when "No, I

Out of work more than 6 months *

-- Select -- ⌄

am not employed" is selected for the previous question: <u>Currently Employed</u>. Select the appropriate choice from the dropdown list. *This is a required field*.

<u>Looking for work</u>: This is an exclusive choice (can choose only one) drop-down list box with a pre-selected list of options: "Yes", "No", and "Decline to Answer". This field only appears when "No, I am not employed" is selected for the previous question, <u>Currently Employed</u>. Select the appropriate choice from the dropdown list. *This is a required field*.

Completing the TouchPoint

That is the end of the TouchPoint. Click on "Save" to submit the TouchPoint to the database.