

Description of Short Term Services

TE includes Supportive, Training, and Transition services relevant to all areas of federal WIOA-wide reporting (WIOA Titles I-IV.) Many of the WIOA terms and definitions for these services relate to Adult Education but are often not “Apples to Apples” with terms and definitions that are more relevant to college and workforce training programs.

This document provides a more “Adult Ed friendly” set of definitions, with recommendations for services commonly recorded for CAEP and WIOA Title II learners. The “Key Considerations” graphics highlight some key services that may be common to Adult Education, with some specific examples of activities where the service may apply. The document is for reference only.

To enter short term services in TE, go to ***Records – Students – In Program Years.***

Supportive Services

Supportive Services Received In Program:	
☐ Transportation	☐ Supplementary Instruct. Serv.
☐ Health Care and Mental Health Care	☐ Needs-Based Related Payments
☐ Family/Child Care	☐ Emergency Financial Services
☐ Housing or Rental Assistance	☐ Federal Education Cash Assist.
☐ Personal, Financing, or Legal Counseling	☐ Other Supportive Services

- **Personal/Finance/Legal Counseling.** Referral information about community resources that assist with personal issues, or directly providing guidance to the student. Selecting this option suggests that the student interaction with the counselor is focused on personal issues or concerns, rather than academic or employment services.
 - ***Use as step for transition to post-secondary***
- **Transportation.** Presenting information about or directly providing transport to job or school, or budgeting \$\$\$ so that a student can access transport to job or school.
- **Family/Child Care.** Presenting information about available childcare provisions in the local community, or directly providing childcare onsite.

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- **Needs Based Payments.** Referral information about government programs (such as CalWORKS) that provide financial assistance to students, or services directly offered to students by the program or school.
 - *Use this to denote students that receive CalWORKS funding*
- **Federal Education Cash Assistance.** Referral information about student loan programs such as Pell Grant, or direct assistance (completing forms, calculating expenses, etc.) to the student in this area.
 - *Use this to denote students that receive Pell Grant funding*
 - *Use as step for transition to college*
- **Health Care/Mental Health.** Presenting information about health care provisions, or directly providing health care to students onsite.
- **Housing/Rental Assistance.** Presenting information or directly advising students about community resources that assist with housing.
- **Emergency Financial Services.** Referral information that helps students respond to personal financial emergencies.
- **Supplementary Instructional Services.** Providing extra, more personalized instruction to the student, such as tutoring or mentorship, that accompanies what the student is learning in the classroom.
- **Other.** Other short term services designed to help the student better respond to personal issues that may present a barrier to accessing or succeeding with instructional or employment services.

Supportive Services – Key Considerations

- **Personal/Finance/Legal Counseling** address a student's personal issues; or provide referral information about community resources available for this kind of assistance..
- **Supplementary Instructional Services** suggests extra, more personalized instruction such as tutoring, that accompanies what the student is learning in the classroom.
- **Emergency Financial Services** information about ways to respond to personal financial emergencies.
- **Needs Based Payments** provides information about on site or government programs (such as CalWORKS) that provide financial assistance to students.
- **Federal Education Cash Assistance** refers to information about student loan programs such as Pell Grant.

Training Services

Training Services Received In Program:	
☐ On the Job Training	☐ Remedial Training (ABE/ESL – TAA only)
☐ Skill Upgrading	☐ Prerequisite Training
☐ Entrepreneurial Training (non-WIOA Youth)	☐ Registered Apprenticeship
☐ ABE/ESL in conjunction w/Training (non-TAA funded)	☐ Youth Occupational Skills Training
☐ Customized Training	☐ Other Non-Occupational-Skills Training
☐ Other Occupational Skills Training	☐ Unspecified Training

- **On the Job Training.** Providing a program or referral to a program that provides vocational training to the student while formally employed with an employer, or sharing more information about these opportunities.
- **Skill Upgrading.** Short term training (usually a day or less) that focuses on specific areas of expertise relevant to an occupation (such as CPR training, phlebotomy, OSHA), and usually relevant to many different occupations.
 - **Use as step toward transition to post-secondary**

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- **Entrepreneurial Training.** Service that provides the basics of starting and operating a small business and development of skills associated with entrepreneurship, or more information about these opportunities. Marking this usually suggests the student completed an initial informational session describing the benefits of this training. Such skills must 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 tradeoffs associated with each option
 - Communicate effectively and market oneself and one's ideas.
- **ABE/ESL in conjunction w/ Training.** Directly administering ABE/ESL instruction that supports students *while enrolled* in workforce training (such as local CTE or WIOA I)
 - *Mark to show collaboration with WIOA, workforce, and other community partners*
- **Remedial Training.** Directly administering or providing more information about local ABE/ESL instruction that student is required to complete *in order to qualify* for workforce training
 - *Mark to show collaboration with WIOA, workforce, and other community partners*
 - *Use as step toward transition to post-secondary*
- **Prerequisite Training.** Short-term training required in order to enroll in longer-term workforce training
 - *Use as step toward transition to post-secondary*
- **Registered Apprenticeship.** Information about apprenticeship and/or pre-apprenticeship opportunities – or, referral to an agency such as a local union that provides these programs.

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- **Youth Occupational Skills Training.** Directly administering or providing more information about training opportunities for out-of-school youth (students age 24 and lower and not currently enrolled in high school).
 - ***Mark when you refer student to WIOA Title I Out of School Youth***
- **Other Occupational Skills Training.** Any other short term service with content specific to job training.
- **Other Non-Occupational Skills Training.** Any other short-term service that contributes to job training, but includes different content.
- **Customized Training.** Short term service that combines multiple methods to assist students with job training
- **Unspecified Training.** Other short-term services designed to assist students with job training.

Training Services – Key Considerations

Training Services assist students who have barriers to qualifying for employment or employment training programs.

Mark **Training Services** when providing actual training to students or when engaged in interactions (such as tutoring, counseling, or mentorship) that better inform the student about employment training.

- ***Skill Upgrading*** for short term training that focuses on specific areas of occupational expertise, such as CPR training, phlebotomy, OSHA hand washing.
- ***ABE/ESL in conjunction w/ Training*** for information about local ABE/ESL instruction *that supports students while enrolled* in workforce training (such as local CTE, IET, or WIOA I)
- ***Remedial Training*** for more information about local ABE/ESL instruction that *student is required to complete in order to qualify for workforce training*
- ***Prerequisite Training*** for any services that are required prior to enrollment in longer term workforce training

Transition Services

Transition Services Received In Program:	
☐ Assessment/Testing/Counseling	☐ On-the-Job Training (OJT)
☐ Personal Development Training	☐ Work Experience
☐ Counseling/Career Development	☐ Pre-Employment Skills/Job Readiness Training
☐ Job Development/Job Search Assistance	☐ Postsecondary Academic Education
☐ Occupational Skills Training (non-OJT)	☐ Other Transition Services

- **Assessment/Testing/Counseling.** Mark if student completes initial testing for placement but does not return for formal instruction in the classroom; or, for when student completes any assessment that does not pertain to pre/post-testing for formal WIOA or CAEP reporting.
 - *Use when determining eligibility for a new program such as IET, CTE, or work training enrollment with a WIOA partner.*
 - *Use when assessing non WIOA II learners, or students from other agencies as part of a regional WIOA or CAEP agreement.*
- **Personal Development Training.** Interaction that focuses on soft skills necessary to succeed in the workplace and elsewhere.
- **Counseling/Career Development.** Identifies resources and opportunities needed to enter into or progress within a particular occupation, and/or helps the student determine which programs or occupations are best for that person.
 - *Use when discussing jobs and career pathways. For other types of counseling, refer to options under Supportive Services.*
 - *Use as step for transition to post-secondary*
- **Job Development/Job Search Assistance.** Helps student find job openings and/or identify resources for finding jobs.
- **Occupational Skills Training.** Short term interaction that helps student improve occupational skills, or that identifies additional resources that help expand skills.

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- ***Use for training that facilitates student transition to work or college. Refer to Training Services for more “generic” training such as CPR/First Aid.***
- ***Use as step for transition to post-secondary***
- **On the Job Training.** Vocational training received while formally employed with an employer. Differs from Training Resources option in that this selection specifically facilitates transition from adult education to employment.
- **Work Experience.** Short term opportunity to participate in or observe a specific work environment (such as a field trip to a local employer); or, providing information about specific conditions/requirements at a specific employer.
 - ***Use as step for transition to post-secondary***
 - ***Use when student is preparing for enrollment for programs such as IET or Workplace Literacy (WPL).***
- **Postsecondary Academic Education.** Short term opportunity to observe a postsecondary environment (such as a field trip to a local university); or, providing information about specific conditions/requirements at a specific college or university.
 - ***Use as step for transition to college***
 - ***Record participation in programs such as AB 554 that focus on college enrollment.***
- **Pre-Employment Skills/Job Readiness.** Helps students obtain soft skills necessary to succeed in the workplace and elsewhere.
 - ***Record participation in a ‘Navigator’ program that helps students with scheduled activities and appointments.***
- **Other.** Other short-term services that focus on transition to college, employment, or employment training.

Transition Services – Key Considerations

- ***Assessment/Testing/Counseling*** indicates a student completes placement testing but does not enroll in class; or completes assessments other than pre/posttesting.
- ***Personal Development Training*** focuses on soft skills necessary to succeed in the workplace and elsewhere.
- ***Counseling/Career Development*** identifies resources and opportunities to gain a better understanding of what is needed in a particular occupation.
- ***Job Development/Job Search Assistance*** identifies openings or resources for finding jobs.
- ***Occupational Skills Training*** focuses on specific skills needed for a job or identifies additional resources for improving these skills.
- ***Work Experience*** document any short-term exposure to work, such as a field trip to a local employer, or providing information about a specific employer.
- ***Postsecondary Academic Education*** activities such as a field trip to a local university; or provides information about college enrollment.