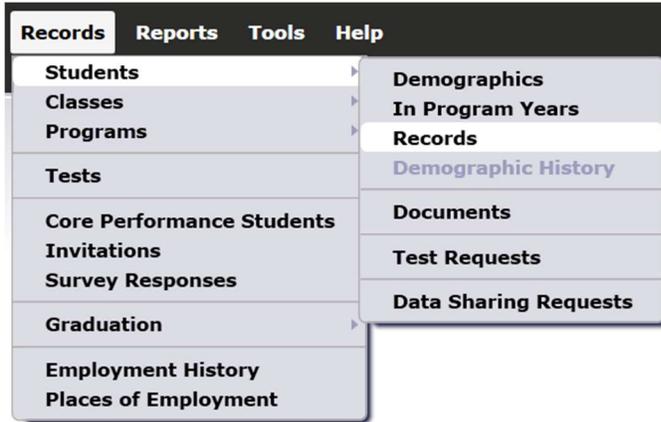


## Using the EL Healthcare Pathways Designation in TOPSpro Enterprise (TE)

### For designating individual students:

1. On the Records menu, go to Students then select Records to open the Student Records lister.



2. Click the New button in the upper left corner of the lister.



3. Check the box titled EL Healthcare Pathways under Special Program Entries

  **Status**

**Labor Force Status:**

- N/A
- Unemployed
- Employed
- Employed, with notice
- Not in labor force

**Special Program Entries:**

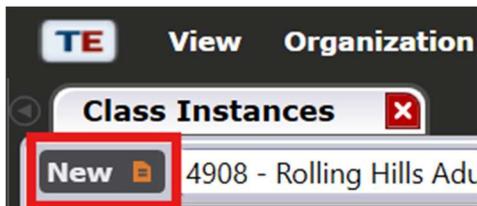
<input type="checkbox"/> N/A	<input type="checkbox"/> EL Civics (IELCE)	<input type="checkbox"/> Family Literacy	<input type="checkbox"/> Alternative Ed. [K12]	<input type="checkbox"/> CBET
<input type="checkbox"/> EL Navigator	<input type="checkbox"/> Jail	<input type="checkbox"/> Workplace Ed.	<input type="checkbox"/> Non-traditional Training	<input type="checkbox"/> Integrated Education & Training
<input checked="" type="checkbox"/> EL Healthcare Pathways	<input type="checkbox"/> Community Corrections	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Older Adults	<input type="checkbox"/> Other
<input type="checkbox"/> ELL Co-Enrollment	<input type="checkbox"/> State Corrections	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Carl Perkins	
<input type="checkbox"/> None	<input type="checkbox"/> Homeless Program	<input type="checkbox"/> Special Needs	<input type="checkbox"/> Even Start	

**For designating an entire class:**

1. On the Organization menu, go to Classes and select Instances.



2. Click the New button in the upper left corner of the Class Instance record.



3. Check the box titled EL Healthcare Pathways under Special Program Entries

**Class Instance**

**Class Start Date:**  **Class End Date:**

**Instructional Programs:**

<input checked="" type="radio"/> N/A	<input type="checkbox"/> HSE	<input type="checkbox"/> Other Program
<input type="checkbox"/> Basic Skills (ABE)	<input type="checkbox"/> Career and Technical Education (CTE)	<input type="checkbox"/> ROCP
<input type="checkbox"/> ESL/ELL	<input type="checkbox"/> Workforce Preparation	<input type="checkbox"/> Pre-Apprenticeship
<input type="checkbox"/> Citizenship	<input type="checkbox"/> Adults w/Disabilities	
<input type="checkbox"/> High School Diploma	<input type="checkbox"/> Adults supporting K12 student success	

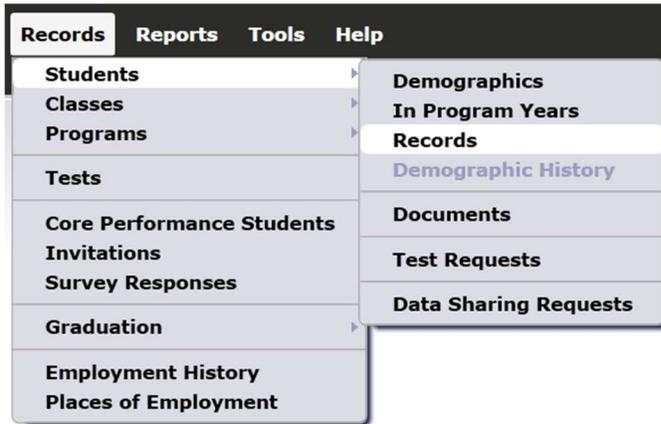
**Special Programs:**

<input type="checkbox"/> EL Navigator	<input type="checkbox"/> Community Corrections	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Even Start
<input checked="" type="checkbox"/> <b>EL Healthcare Pathways</b>	<input type="checkbox"/> State Corrections	<input type="checkbox"/> Special Needs	<input type="checkbox"/> CBET
<input type="checkbox"/> ELL Co-Enrollment	<input type="checkbox"/> Homeless Program	<input type="checkbox"/> Alternative Ed. [K12]	<input type="checkbox"/> Integrated Education & Training
<input type="checkbox"/> None	<input type="checkbox"/> Family Literacy	<input type="checkbox"/> Non-traditional Training	<input type="checkbox"/> Other
<input type="checkbox"/> EL Civics (IELCE)	<input type="checkbox"/> Workplace Ed.	<input type="checkbox"/> Older Adults	
<input type="checkbox"/> Jail	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Carl Perkins	

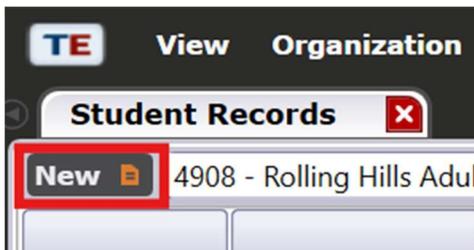
**Transition Focuses:**

## Adding Student Wages in TOPSpro Enterprise (TE)

1. On the Records menu, go to Students then select Records to open the Student Records lister.



2. Click the New button in the upper left corner of the lister.



3. Scroll down to the section labeled "Other" and enter wage information. Please note that both Special Program Entry and Wage information can be entered on the same record.

  **Other**

**Annual Income Threshold:**  N/A  
 Single person and income below the federal poverty level  
 Married and combined income below the federal poverty level

**Work Hours Per Week:**  **Hourly Wage:**  **Quarterly Wage:**