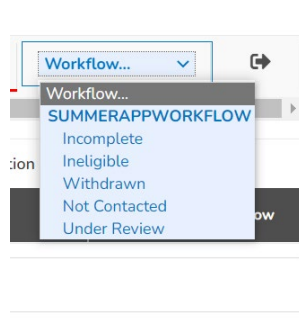


# SYEP Application Data Flow Desk Guide

## 1. Review application and documents within Webauthor

### 2. After eligibility review provider must select workflow

- a. **Confirm application’s Workflow by clicking Workflow-** *All applications require a Workflow to be selected*



### b. Select the Workflow status depending on the application status:

- i. Incomplete – un-submits the application and sends it back to the applicant
  - i. Will show as “Returned”
- ii. Under Review- Intake process has started (interviews, assessments, etc.)
- iii. Completed – application and intake were completed, and applicant is eligible for program
  - i. Do not state application is complete if there are typos within application- please correct typos prior
  - ii. Do not state application is complete if all files are not uploaded
  - iii. Do not state an application is complete until all of intake is completed and the youth will be filling one of your slots
- iv. Ineligible – applicant is not eligible for program
- v. Withdrawn – applicant is unable to participate or is not proceeding with application
- vi. Not Selected – applicant is not selected for this provider’s program

### c. All applications must have a detailed application status selected:

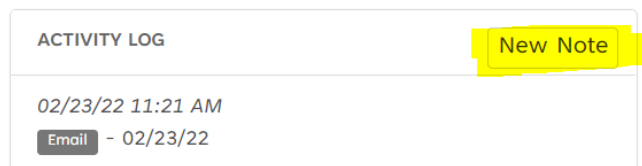
- i. Completed – select the eligibility
- ii. Ineligible – select the reason
- iii. Withdrawn – select the reason
- iv. Not Selected – select the reason



# SYEP Application Data Flow Desk Guide

Completed	Ineligible	Withdrawn	Not Selected
Complete – Hartford Not Low-Income	Current WIOA Youth	Missing Documentation	Other Program Restrictions
Complete – Hartford Low-Income	Under or Over Age	Incarcerated or Institutionalized	Not Contacted
Complete – DCF	Over Income	Conflict with another Activity	
Complete – Regional Low-Income	Out of Region	Unable to Contact	
Complete – Regional Not Low-Income	Not Work Eligible	Family or Child Care	
		Already Employed	
		Health or Medical	
		Not Interested or No Show	

### 3. All providers are required to case note all intake efforts in WebAuthor



### 4. ETO-

- a. CWP Data Team is currently transferring all **complete applications** in Webauthor to ETO on a weekly basis
- b. Providers will gain access to ETO in June 2022
- c. Touchpoints required in ETO
  - i. Program Participation Record- **Recorded when youth start to participate in SYELP. Touchpoint tracks placement information.**
  - ii. Weekly Attendance Record- **Recorded to track youth's time worked/learning**
  - iii. Portfolio Checklist- **Recorded when youth complete resume, cover letter, and practice mock interviewing**
  - iv. Youth Competency Evaluation- **Recorded when provider or worksite completes evaluation**
  - v. Supportive Services- **Recorded on a case-by-case basis. Record should be completed only if youth needed a supportive service**
  - vi. Alternative Contacts- **Recorded to ensure providers have alternative contact in case youth's contact information is no longer working or provider cannot get in contact with youth.**