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*

   ![Workflow Selection Screenshot]

   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      v. Withdrawn – applicant is unable to participate or is not proceeding with application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 Withdrawn – select the reason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
3. All providers are required to case note all intake efforts in WebAuthor

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Withdrawn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

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.