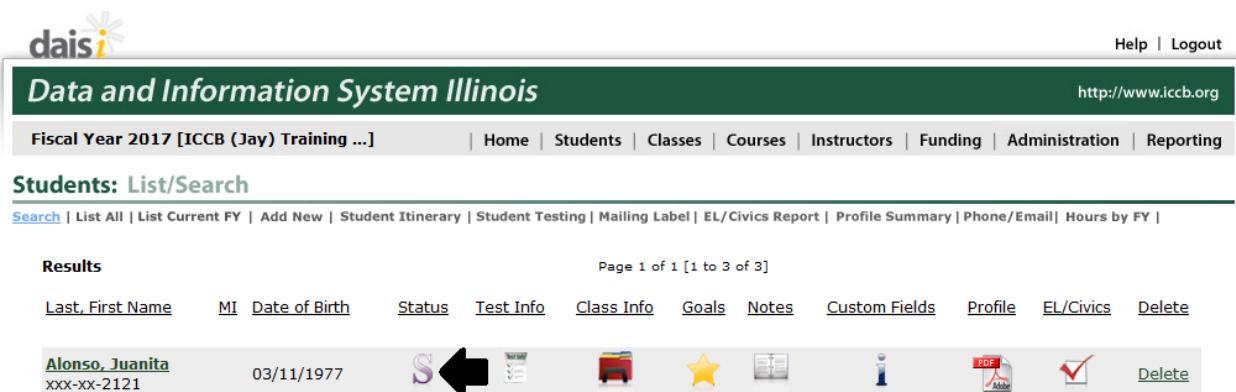


# A step-by-step guide to identifying (flagging) Integrated Career and Academic Preparation System (ICAPS) students in DAISI

Because WIOA places a renewed focus on the Integrated Education and Training (IET) model for students in Adult Education, it is imperative that accurate data regarding these students is captured in the DAISI data-collection system.

Accordingly, to ensure accurate data reporting for students in IET programs, follow the steps pictured below to “flag” an ICAPS student in DAISI:

Once you identify the ICAPS student(s) that need a “flag” added to their record in DAISI, click on the Status Icon:  for the student you want to identify as an ICAPS Student:



The screenshot shows the DAISI website interface. At the top, there is a navigation bar with links for Help, Logout, Home, Students, Classes, Courses, Instructors, Funding, Administration, and Reporting. Below the navigation bar, the title "Data and Information System Illinois" is displayed, along with the URL "http://www.iccb.org". The main content area is titled "Students: List/Search" and includes links for Search, List All, List Current FY, Add New, Student Itinerary, Student Testing, Mailing Label, EL/Civics Report, Profile Summary, Phone/Email, and Hours by FY. The results table has columns for Last, First Name, MI, Date of Birth, Status, Test Info, Class Info, Goals, Notes, Custom Fields, Profile, EL/Civics, and Delete. The first row in the table is highlighted, and the "Status" column for that student contains the purple "S" icon with a black arrow pointing left, which is the focus of the screenshot.

After clicking the  icon, you will land on the student’s status page where data regarding the student’s status in ICCB Adult Education is housed and updated.

Once you have landed on the student's status page, locate the ICAPS Student Yes or No radio buttons:

**daisi**

**Data and Information System Illinois**

Fiscal Year 2017 [ICCB (Jay) Training ...] | Home | Students | Classes | Courses | Instructors | Funding | Administration | Reporting

**Students: Add/Edit Details**

Bio/Demo | [Status](#) | Test Info | Class Info | Goals/Achievements | Student Notes | Custom Fields | EL/Civics | [Search Results](#)

1 of 3 >>

Student Name: Alonso, Juanita    SSN: D01-12-2121

**UPDATE** **CANCEL**

Fiscal Year: 2017

\* Disabled: Not Disclosed

\* Resides in:  Rural Area  Urban Area with High Unemployment  Neither

How did you hear about the program: Not Disclosed

Number of Dependents - minor children:  Number of Dependents - other:

Yearly household income:

\* Employment: Not in labor force Hours worked per week:

\* On Public Assistance:  yes  no

Public Aid ID number:  or  PA ID Not Available (90/10 Rule Compliance)

Additional Student Information (Please check all that apply):

Low Income  Dislocated Worker  Displaced Homemaker  
 Veteran  Single Parent

\* Enrolled In:

ICCB Family Literacy  Program for the Homeless  
 ICCB Workplace Literacy  Correctional Facility  
 ICCB Volunteer Literacy  Community Correctional Program  
 Work-based Learner Project  Other Institutional Setting

STAR Student:  Yes  No [HELP](#)

ICAPS Student:  Yes  No [HELP](#)

ESLTP Student:  Yes  No [HELP](#)

Distance Learning/Lab Student (excluding iPathways):  Yes  No

**VIEW HISTORY**

**FY 2017 Public Aid Identifiers**

**Category Identifier**

- 00 - Refugee Resettlement
- 04 - TANF Single Parent
- 06 - TANF Two Parent
- 07 - General Assistance
- 08 - Food Stamps Only
- 91, 92, 93 - Medical Assistance for Aged, Blind, Disabled
- 94, 96 - Medical Assistance Only for TANF Eligible because of Medical Expenses

**Remark:**  acceptable  not acceptable

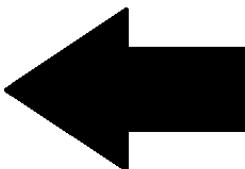
**Breakdown**

Digits 1-2: Public Aid category identifier  
Digits 3-5: Local/county identifier  
Digits 6-7: When check is paid  
Digits 8-13: Student/client identifier

**ICCB USE ONLY**

**DHS Confirmed PA Data**

DHS Confirmed	N/A
DHS Verified	N/A
DHS Case Category	N/A
Local DHS Office Code	N/A
Date of DHS Match	N/A



If you are unsure if a student should be flagged as an ICAPS student, you can move your cursor over the **HELP** icon and a dialog box will appear:

ICCB Volunteer Literacy  
 Work-based Learner Project

STAR Student:  Yes  No [HELP](#)

ICAPS Student:  Yes  No [HELP](#)

ESLTP Student:  Yes  No [HELP](#)

**daisi**

**What is an Integrated Career and Academic Preparation System (ICAPS) Student?**

This field should only be marked as **Yes** if the program is participating in the ICAPS project and this specific student is receiving services as a part of that project.

Other students, regardless of the type(s) of services provided, should not be flagged as ICAPS.

**Once you click the radio button next to “Yes” under the ICAPS Student listing, a secondary dialog box will appear:**

ICAPS Student:

Yes     No    **HELP**

\* ICAPS Entry Date      \* Exited ICAPS

Yes  
 No

---

\* Sector Focus of Pathway Program

-- select one --

\* Occupational Focus of Pathway Program

**This box allows you to input the date at which the student entered your ICAPS program (MM/DD/YYYY format), select the Sector Focus of the Pathway Program from the drop-down menu and input the Occupational Focus of the Pathway Program:**

ICAPS Student:

Yes     No    **HELP**

\* ICAPS Entry Date      \* Exited ICAPS

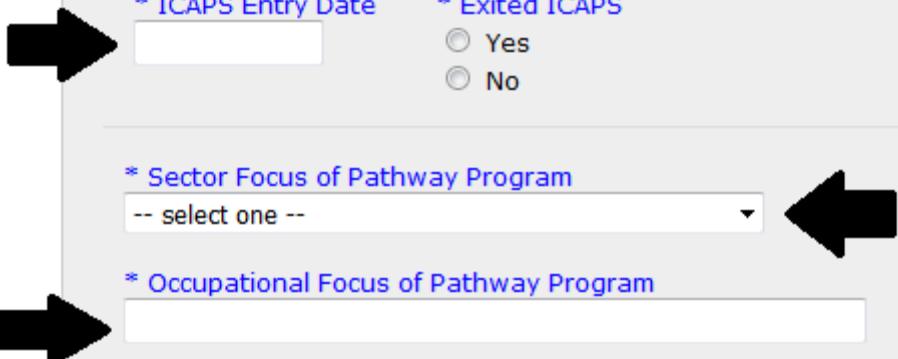
Yes  
 No

---

\* Sector Focus of Pathway Program

-- select one --

\* Occupational Focus of Pathway Program



For example, a student that begins an ICAPS program in January of 2017 in the Manufacturing Pathway that chooses drafting as the occupational focus would have a record that looks like this:

ICAPS Student:

Yes

No

**HELP**

\* ICAPS Entry Date      \* Exited ICAPS

01/17/2017

Yes

No

\* Sector Focus of Pathway Program

Manufacturing

\* Occupational Focus of Pathway Program

Drafting

To complete the process of updating the student record, click on the Update button at the top or bottom of the page:

\* required (if applicable)

**UPDATE**

**CANCEL**



Once the record has been successfully updated, the following message will appear on DAISI to verify the update was successful:

### **Students: Add/Edit Details**

[Bio/Demo](#) | [Status](#) | [Test Info](#) | [Class Info](#) | [Goals/Achievements](#) | [S](#)

**Updates have been saved for this section.**



**Student Name:** Alonso, Juanita

**SSN:** D01-12-2121

**UPDATE**

**CANCEL**

After a student exits the ICAPS program, it is incumbent that additional details regarding the date and reason for separation from the ICAPS program are provided, so information on completion rates and follow-up measure success can be determined for IET students.

When a student has successfully completed your ICAPS program, it is recorded on the student's status page under the ICAPS Student heading.

ICAPS Student:

Yes     No    **HELP**

* ICAPS Entry Date 01/17/2017	* Exited ICAPS <input checked="" type="radio"/> Yes <input type="radio"/> No	* ICAPS Exit Date 03/08/2017
* Completed ICAPS <input checked="" type="radio"/> Yes <input type="radio"/> No		↑ ↑
* Sector Focus of Pathway Program Manufacturing		
* Occupational Focus of Pathway Program Drafting		

Once you click the radio button indicating the student has exited ICAPS, additional options are presented where you are asked to input the date at which the student exited your ICAPS program (MM/DD/YYYY format) and to identify if the student completed ICAPS (as pictured above).

*It should be noted that it is also very important to provide follow-up data for students that do not successfully complete ICAPS programming, so Technical Assistance can be provided where appropriate.*

**When a student separates without completing the ICAPS program, the below options are presented under the ICAPS student heading:**

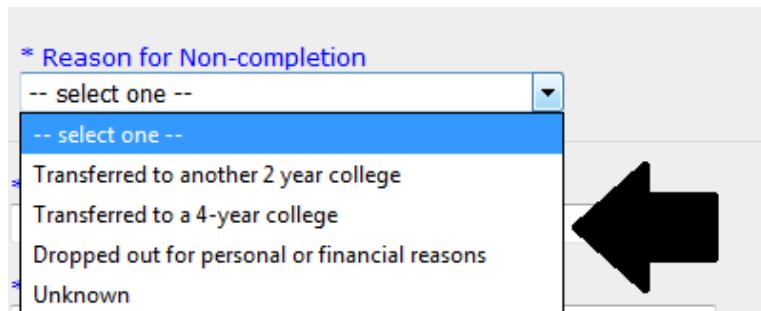
ICAPS Student:

Yes     No    **HELP**

DHS C  
Local

The screenshot shows a form for updating a student's ICAPS record. At the top left is a radio button group for 'ICAPS Student' (Yes checked, No uncheckable). To its right are tabs for 'DHS C' and 'Local'. Below this is a section for 'ICAPS Entry Date' (01/17/2017), 'Exited ICAPS' (Yes checked, No uncheckable), 'ICAPS Exit Date' (empty input field), and 'Completed ICAPS' (No checked, Yes uncheckable). A large black arrow points from the 'Completed ICAPS' field towards the 'Reason for Non-completion' dropdown. Below these are fields for 'Reason for Non-completion' (dropdown menu open, showing '-- select one --'), 'Sector Focus of Pathway Program' (Manufacturing dropdown), and 'Occupational Focus of Pathway Program' (Drafting dropdown).

You are asked to input the date at which the student exited your ICAPS program (MM/DD/YYYY format), identify (Yes or No) if the student completed ICAPS, and *if not*, select from the drop-down menu the Reason for Non-Completion (pictured below):



As previously, to complete the process of updating the student record, click on the Update button at the top or bottom of the page:

\* required (if applicable)

**UPDATE    CANCEL**



Once the record has been successfully updated, the following message will appear on DAISI to verify the update was successful:

**Students: Add/Edit Details**

---

Bio/Demo | [Status](#) | Test Info | Class Info | Goals/Achievements | S

**Updates have been saved for this section.** 

**Student Name:** Alonso, Juanita      **SSN:** D01-12-2121

**UPDATE**    **CANCEL**

To verify that your ICAPS students are correctly flagged in DAISI, you can double-check by going to the Student List/Search tab to search for students identified with the ICAPS flag.

First make sure you check the box for the Fiscal Year you want to search and then locate the box next to the ICAPS Student Yes or No line on the search screen. Click the square box next to ICAPS Student and Yes to include all students with the ICAPS flag on their record and then click the “search” button.



The screenshot shows a search interface with two filter options. The top option is "Star Student:" with radio buttons for "Yes" and "No". The bottom option is "ICAPS Student:" with a checked checkbox labeled "NEW" and radio buttons for "Yes" and "No". A large black arrow points to the "Yes" radio button under the "ICAPS Student:" filter.

The resulting list should identify anyone whom has been properly flagged as an ICAPS student in the DAISI system that you will be able to count as an IET student in your program.

*If you have any questions, please reach out to ICCB staff for support and technical assistance.*