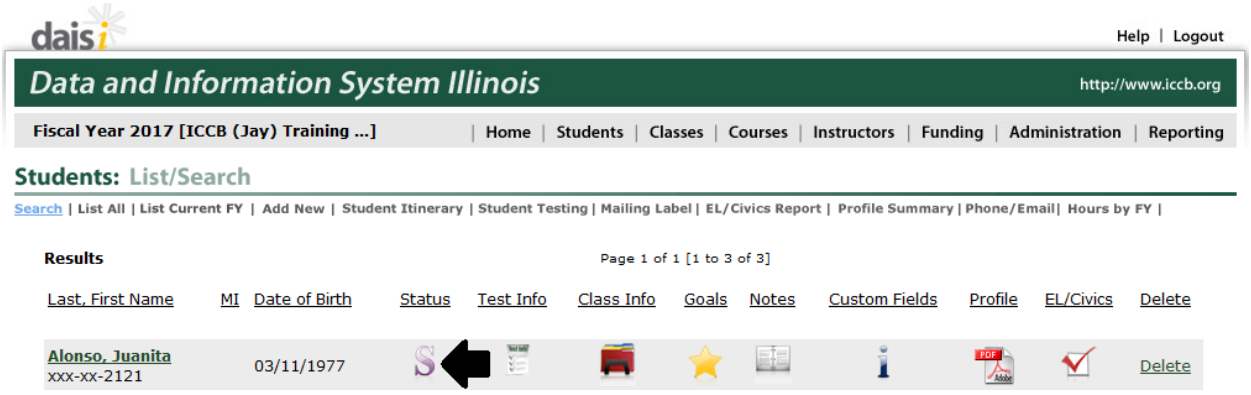
A step-by-step guide to identifying (flagging) Integrated Career and Academic Preparation System (ICAPS) students in DAISI

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.

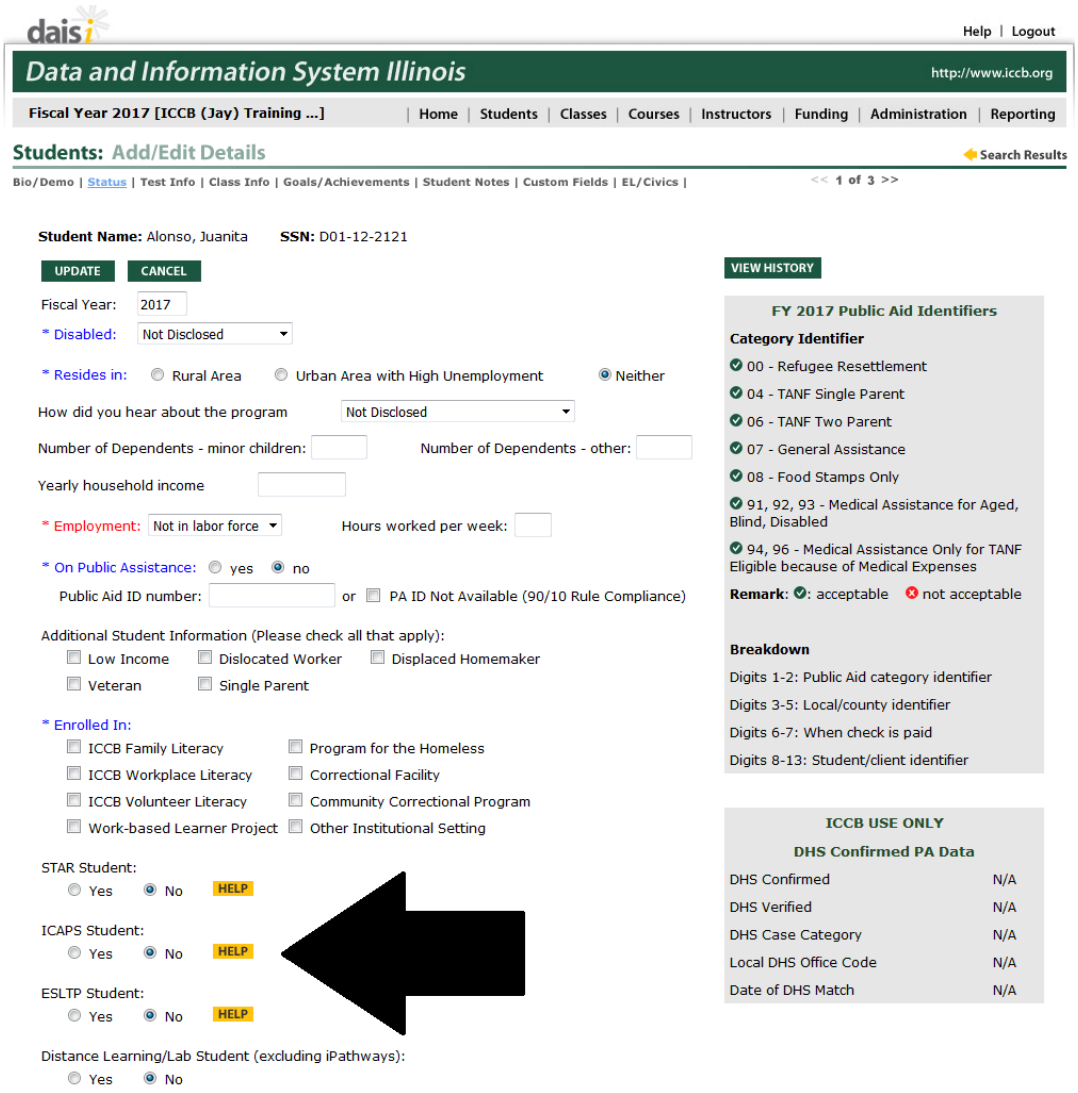
Accordingly, to ensure accurate data reporting for students in IET programs, follow the steps pictured below to "flag" an ICAPS student in DAISI:

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

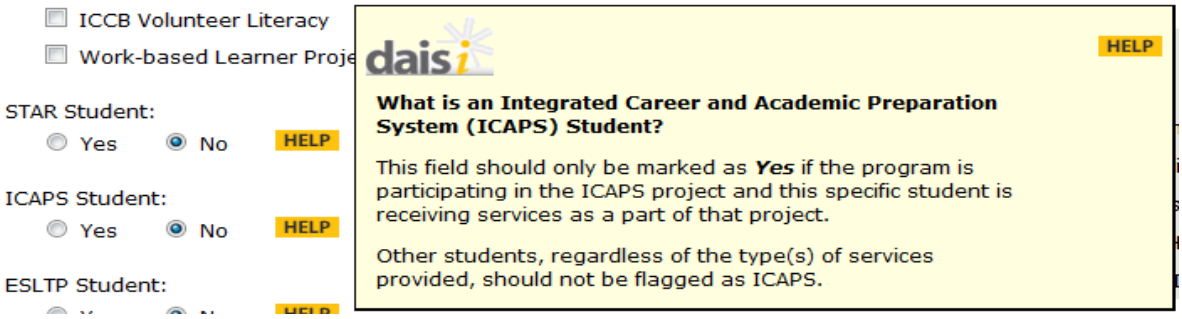


After clicking the S icon, you will land on the student's status page where data regarding the student's status in ICCB Adult Education is housed and updated.

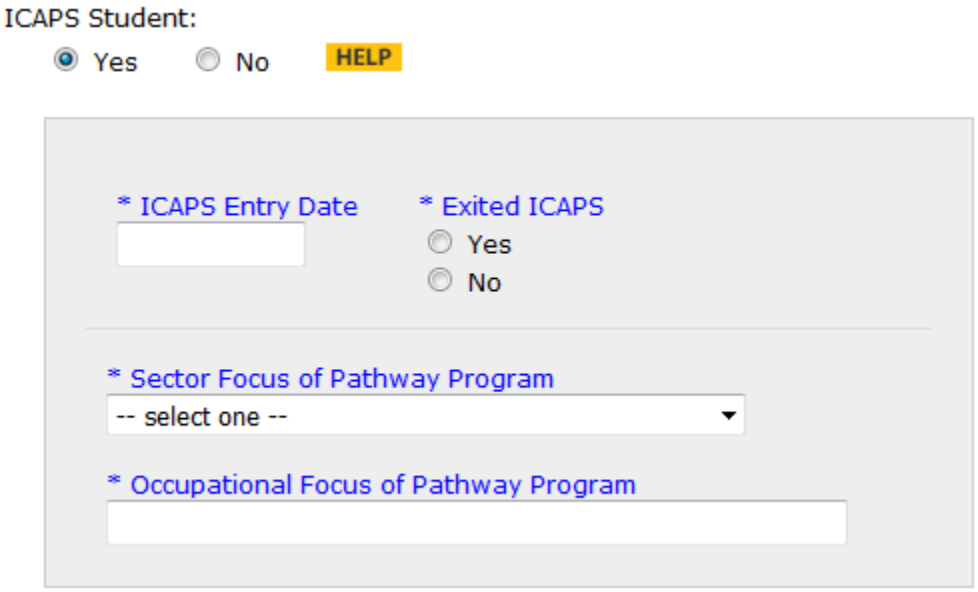
Once you have landed on the student's status page, locate the ICAPS Student Yes or No radio buttons:



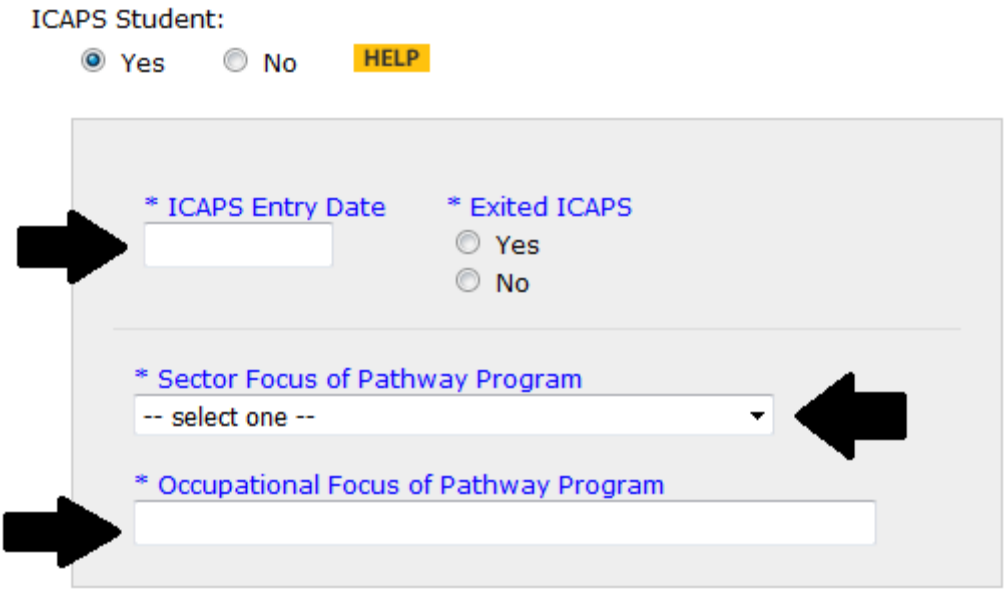
If you are unsure if a student <u>should</u> be flagged as an ICAPS student, you can move your cursor over the HELP icon and a dialog box will appear:



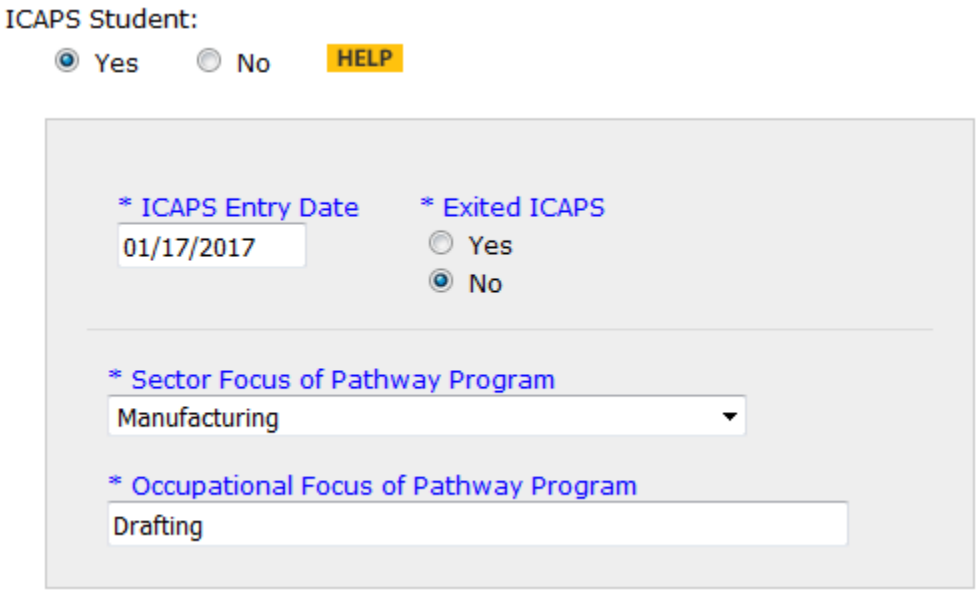
Once you click the radio button next to "Yes" under the ICAPS Student listing, a secondary dialog box will appear:



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:

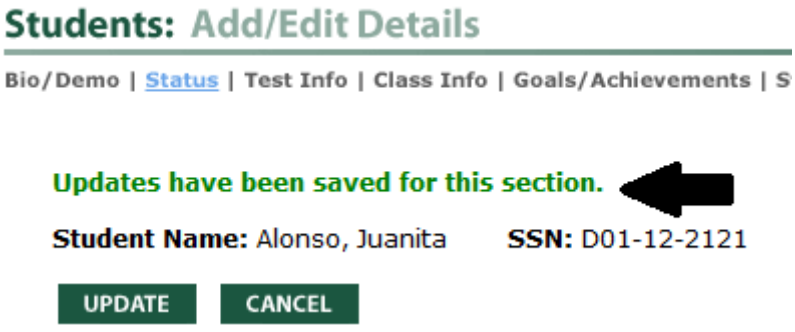


For example, a student that begins an ICAPS program in January of 2017 in the Manufacturing Pathway that chooses drafting as the occupational focus would have a record that looks like this:



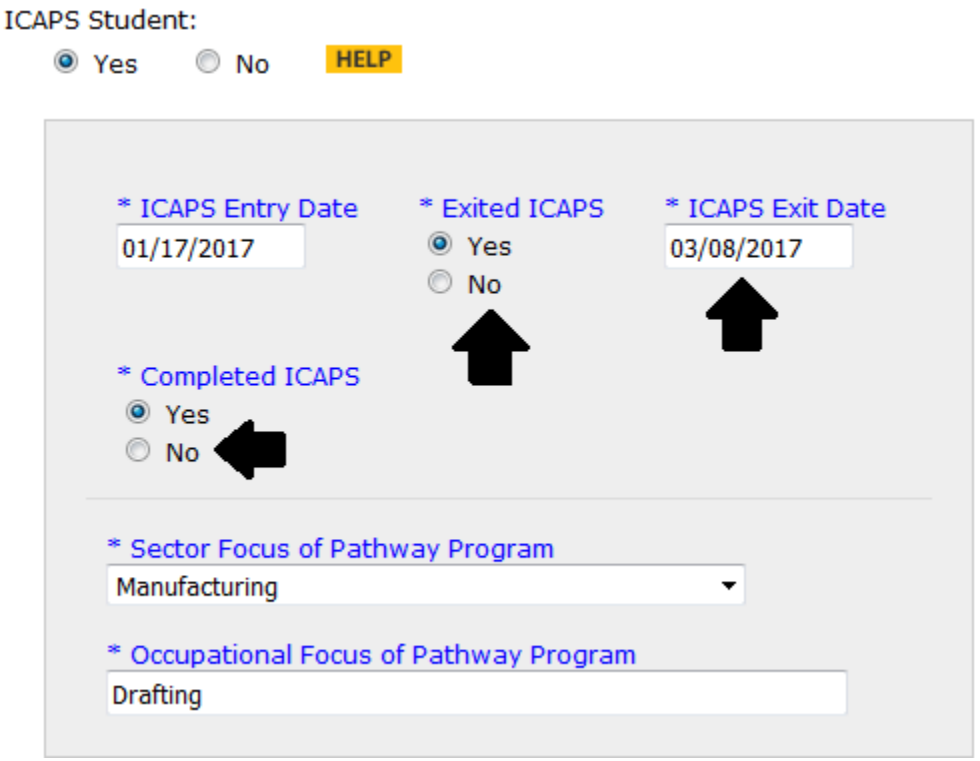
To complete the process of updating the student record, click on the Update button at the top or bottom of the page:

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



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.

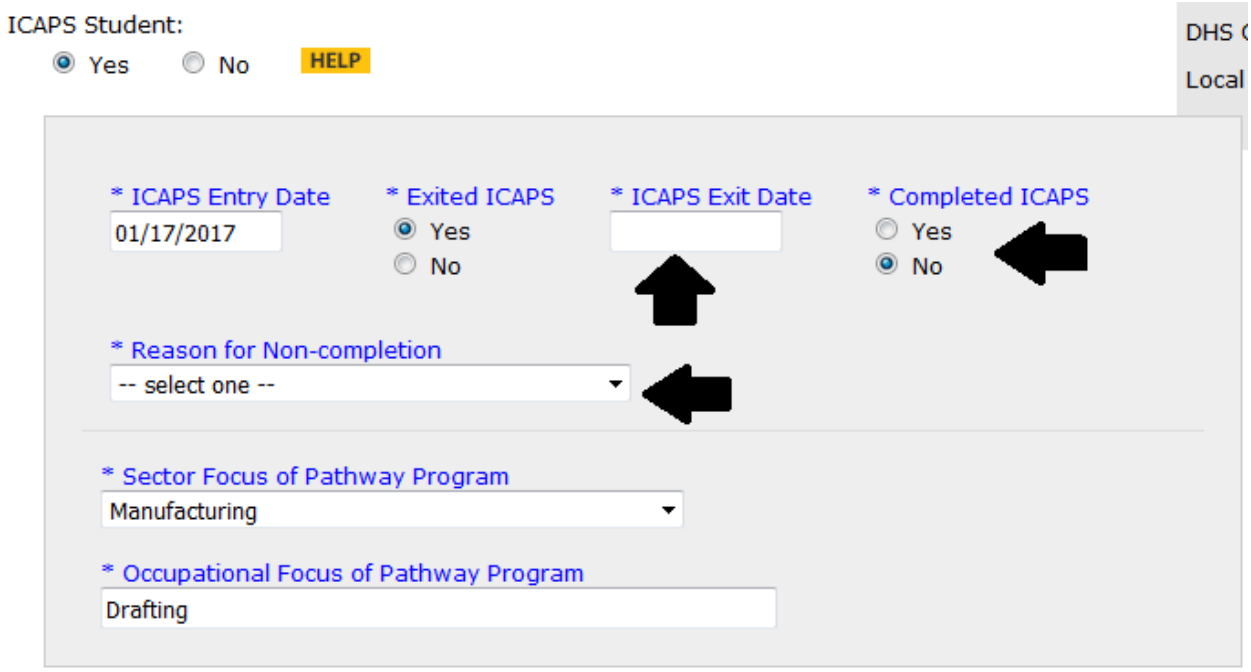
When a student <u>has successfully</u> completed your ICAPS program, it is recorded on the student's status page under the ICAPS Student heading.



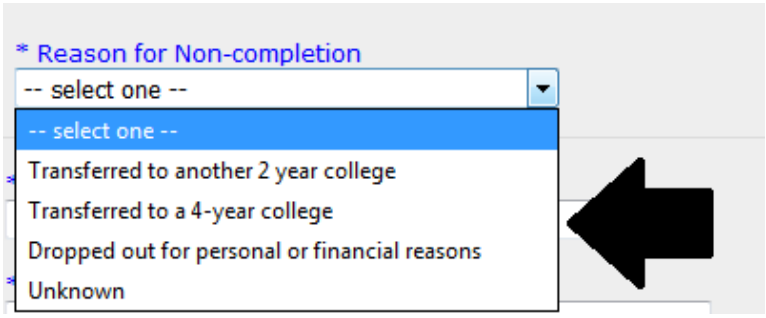
Once you click the radio button indicating the student has exited ICAPS, additional options are presented where you are asked to input the date at which the student exited your ICAPS program (MM/DD/YYYY format) and to identify if the student completed ICAPS (as pictured above).

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

When a student separates <u>without completing</u> the ICAPS program, the below options are presented under the ICAPS student heading:

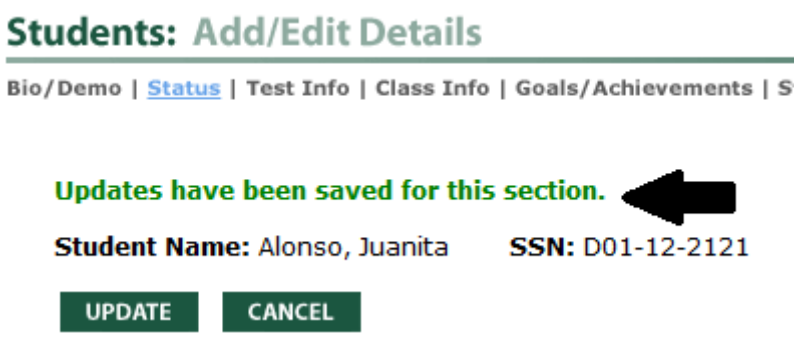


You are asked to input the date at which the student exited your ICAPS program (MM/DD/YYYY format), identify (Yes or No) if the student completed ICAPS, and *if not*, select from the drop-down menu the Reason for Non-Completion (pictured below):



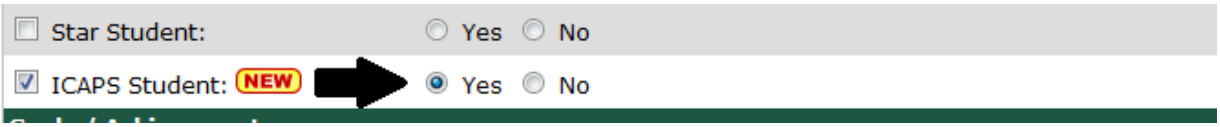
As previously, to complete the process of updating the student record, click on the Update button at the top or bottom of the page:

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



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 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.