

# 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 web application interface. At the top left is the 'daisi' logo. At the top right are links for 'Help' and 'Logout'. Below the logo is a green header bar with the text 'Data and Information System Illinois' and the URL 'http://www.iccb.org'. Underneath the header is a navigation menu with links: 'Fiscal Year 2017 [ICCB (Jay) Training ...]', 'Home', 'Students', 'Classes', 'Courses', 'Instructors', 'Funding', 'Administration', and 'Reporting'. Below the navigation menu is a section titled 'Students: List/Search' with a 'Search' link and a list of filters: 'List All', 'List Current FY', 'Add New', 'Student Itinerary', 'Student Testing', 'Mailing Label', 'EL/Civics Report', 'Profile Summary', 'Phone/Email', and 'Hours by FY'. Below the filters is a table of results. The table has columns: 'Last, First Name', 'MI', 'Date of Birth', 'Status', 'Test Info', 'Class Info', 'Goals', 'Notes', 'Custom Fields', 'Profile', 'EL/Civics', and 'Delete'. The first row of results is for 'Alonso, Juanita' with MI 'xxx-xx-2121' and Date of Birth '03/11/1977'. The 'Status' column for this row contains a purple 'S' icon with a black arrow pointing to it, indicating it is the selected student.

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:

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

**UPDATE**    **CANCEL**    **VIEW HISTORY**

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

**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:

**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

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\* Sector Focus of Pathway Program

\* 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

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\* Sector Focus of Pathway Program  
 ←

\* 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  
 Yes  
 No

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\* Sector Focus of Pathway Program

\* Occupational Focus of Pathway Program

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)



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

### Students: Add/Edit Details

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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

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](#)

The screenshot shows a form with the following fields and annotations:

- \* ICAPS Entry Date: 01/17/2017
- \* Exited ICAPS:  Yes,  No. A black arrow points up to the "Yes" radio button.
- \* ICAPS Exit Date: 03/08/2017. A black arrow points up to the date field.
- \* Completed ICAPS:  Yes,  No. A black arrow points left to the "Yes" radio button.
- \* Sector Focus of Pathway Program: Manufacturing (dropdown menu)
- \* 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: DHS ( Local

Yes  No HELP

\* ICAPS Entry Date

\* Exited ICAPS  Yes  No

\* ICAPS Exit Date

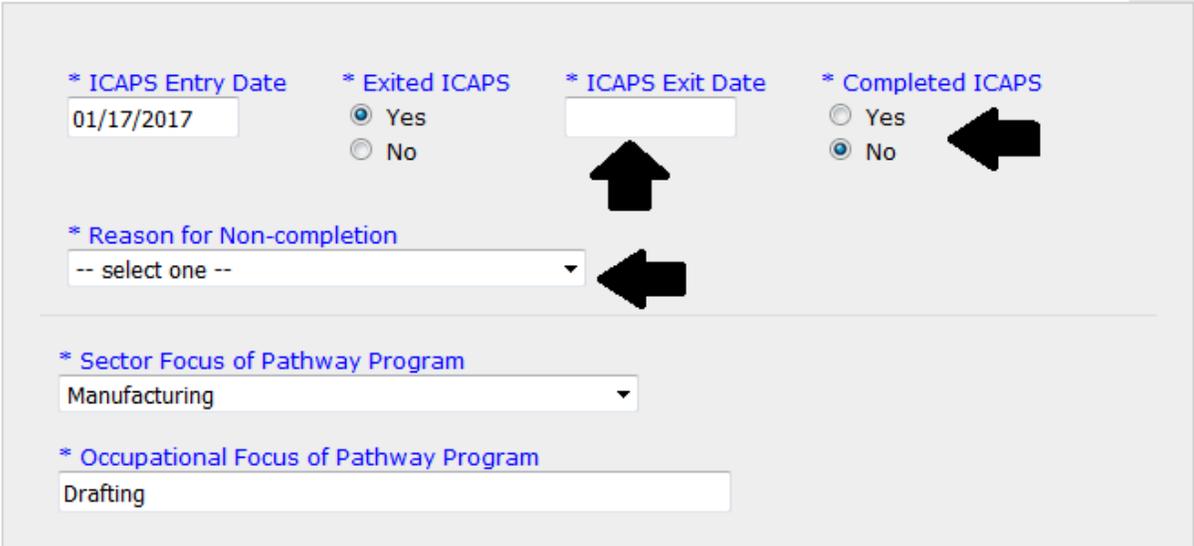
\* Completed ICAPS  Yes  No

\* Reason for Non-completion

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\* Sector Focus of Pathway Program

\* Occupational Focus of Pathway Program

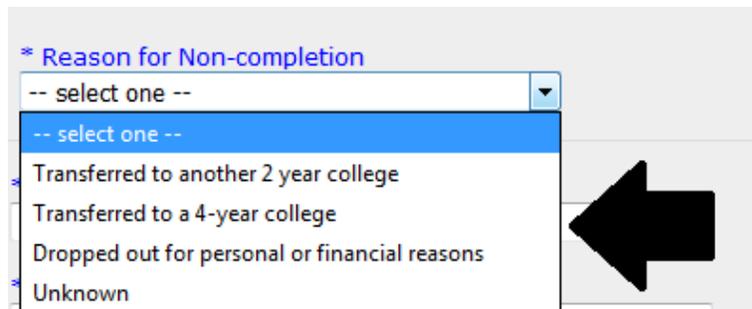


You are asked to input the date at which the student exited your ICAPS program (MM/DD/YYYY format), identify (Yes or No) if the student completed ICAPS, and *if not*, select from the drop-down menu the Reason for Non-Completion (pictured below):

\* Reason for Non-completion

-- select one --

- select one --
- Transferred to another 2 year college
- Transferred to a 4-year college
- Dropped out for personal or financial reasons
- Unknown



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)



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.

Star Student:       Yes    No  
 ICAPS Student: **NEW**       Yes    No

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.*