

## Wisconsin Fast Forward

### Collecting Trainee Data

<b><i>Instructions for:</i></b>	Collecting, Entering, and Storing Trainee Data
<b><i>Purpose:</i></b>	<ul style="list-style-type: none"> <li>• To ensure you safely and accurately collect, store, and report on trainee information.</li> <li>• To help provide the most accurate and complete reports on your project outcomes.</li> <li>• To allow accurate calculation of the project and WFF program Return on Investment (ROI).</li> <li>• To inform the Legislature through statutorily required reporting.</li> </ul>
<b><i>Process:</i></b>	<ol style="list-style-type: none"> <li>1. Request logon authorization for your grant following the trainee data entry instructions once your grant has been awarded. See Trainee Data Entry Guide.</li> <li>2. Use the provided trainee enrollment worksheet sample or another manner of your choosing to record the required information from your trainees at the start of the training.</li> <li>3. Create a system for taking attendance at training.</li> <li>4. Enter the data for trainee pre-training information as soon as possible after the training starts online at <a href="http://www.WisconsinFastForward.com">www.WisconsinFastForward.com</a>.</li> <li>5. Collect and enter the post-training data for each trainee as soon as it makes business sense based on your measurable outcomes, but no later than 90 days after the trainee completes the final training online at <a href="http://www.WisconsinFastForward.com">www.WisconsinFastForward.com</a>.</li> <li>6. Keep all data collected from the trainees in a secure filing system.</li> <li>7. You will need to enter all trainee data into the system, including the Social Security Number (SSN).</li> </ol> <p style="text-align: center;">Please contact the OSD if you have any questions.</p>
<b><i>Additional Information:</i></b>	Trainee Data Collection Worksheets (Enrollment & Post-Training) Online Access and Data Entry Guide