



## **Wisconsin Fast Forward**

*Grant Administration*

*Online Instructions:*

***Entering Trainee Data***

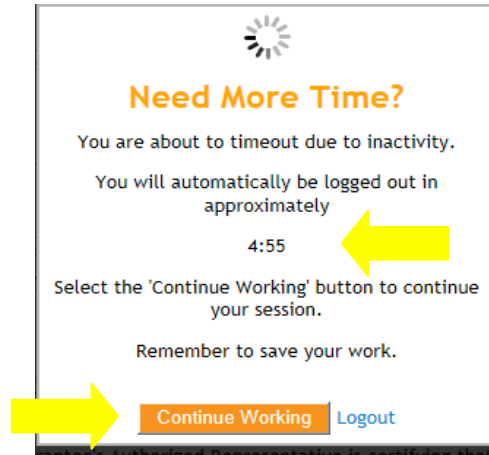
# WFF Online Instructions-Entering Trainee Data

## Accessing the WFF Online Data Entry System

To complete a Wisconsin Fast Forward Quarterly Progress Report requires access to the Wisconsin Fast Forward (WFF) Awarded Grant System. Instructions can be found on the WFF website [www.wisconsinfastforward.com](http://www.wisconsinfastforward.com). On the left side menu bar click Grant Program, then Grant Administration. Scroll down to the WFF Online System and Grant Reporting section and click WFF Online System Access Instructions.

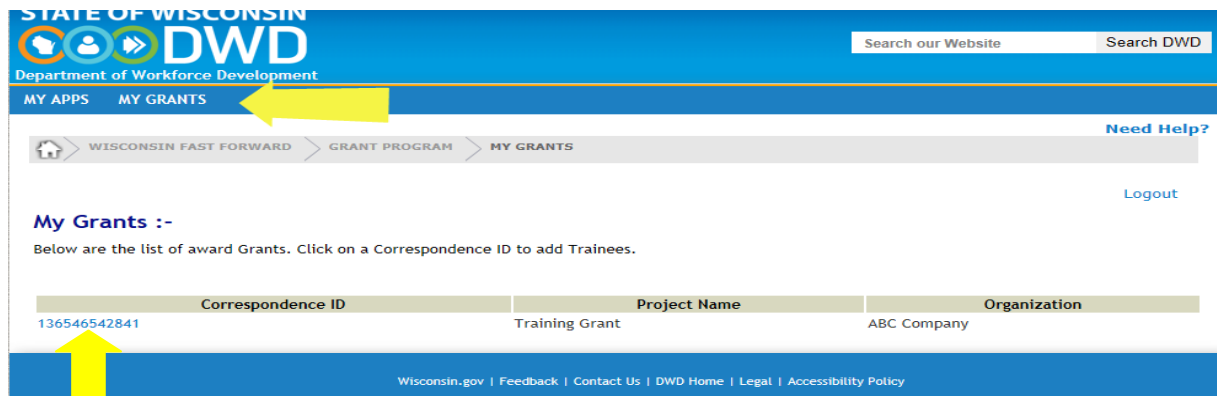


**Note: The system times out after 30 minutes. A window will open to give advance notice of how many minutes are left before the system will automatically exit to the orange logon box. Click Continue Working to avoid losing data. Save data using the Save Incomplete button to avoid losing data.**

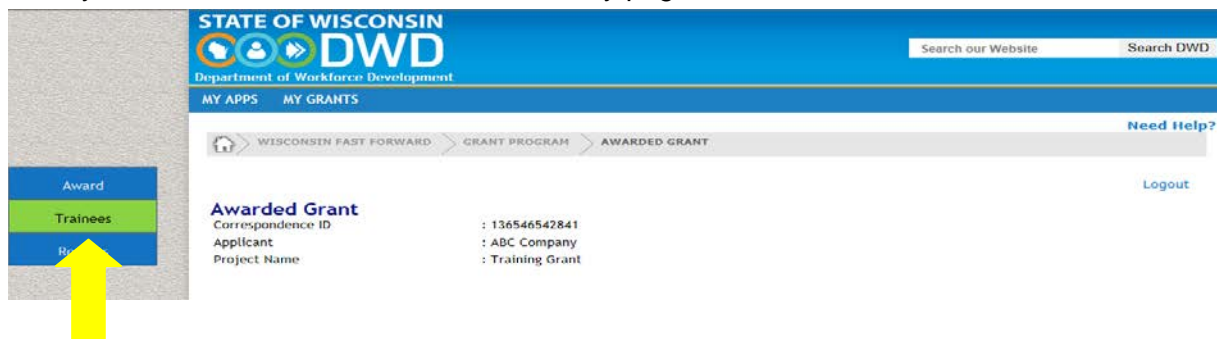


## Completing the WFF Online Trainee Data:

After logging into the WFF Awarded Grants System, select the My Grants tab at the top of the page to access grant(s) and enter grant data. If authorized as an Application Writer, the system will start on the My Apps page. Select My Grants at the top of the page and click on the appropriate grant under the Correspondence ID to enter grant data.



The system will start on the Trainee Data Entry page.



## Trainee Data Entry – Enrollment (Pre-Training)

Click Add Trainee. This will bring up the Trainee Information Screen.

STATE OF WISCONSIN  
DWD  
Department of Workforce Development

Search our Website Search DWD

MY APPS MY GRANTS

WISCONSIN FAST FORWARD > GRANT PROGRAM > AWARDED GRANT

Need Help?

Logout

**Awarded Grant**

Correspondence ID : 136546542841  
Applicant : ABC Company  
Project Name : Training Grant

Trainee(s)

First Name	Last Name	Birth Date
<input type="button" value="Add Trainee"/>		

The Trainee Information Screen collects demographic, pre-training and post-training information. All demographic and pre-training information is required for each trainee in order to save the record.

**Trainee**

First Name :  Middle Initial :  Last Name :

Date of Birth :  SSN :  Gender :  Male  Female  Undisclosed

**Demographics & Pre Training**

County of Residence :

Race :  American Indian  Black/African American  White  
 Asian  Hawaiian Native Pacific Islander  Other  
 Unknown/Undisclosed

Ethnicity :  Hispanic  Non-Hispanic  Undisclosed

Training Start Date :  Trainee Classification :

Employment Status :

**Post Training**

(Note: Frequently click Save at the bottom of the screen to avoid losing data)

The County of Residence includes all Wisconsin counties, as well as border counties.

**Trainee**

First Name : Joe Middle Initial : J Last Name : Johnson  
 Date of Birth : 12/10/1971 SSN : 111-11-1111 Gender :  Male  Female  Undisclosed

**Demographics & Pre Training**

County of Residence : **Select County** (dropdown menu open showing: Select County, Out of State - MN - Fillmore, Out of State - MN - Olmstead, Out of State - IA - Winneshiek, Out of State - MN - Chisago, Adams, Ashland, **Barron**, Bayfield, Brown, Buffalo, Burnett, Calumet, Chippewa, Clark, Columbia)

Race :  Black/African American  White  Other

Ethnicity :  Unknown/Undisclosed

Training Start Date :

Employment Status :

**Post Training**

Trainee Classification :

Save

Enter the demographic information, Training Start Date and Trainee Classification

**Trainee**

First Name :  Middle Initial :  Last Name :   
 Date of Birth :  SSN :  Gender :  Male  Female  Undisclosed

**Demographics & Pre Training**

County of Residence :

Race :  American Indian  Black/African American  White  
 Asian  Hawaiian Native Pacific Islander  Other  
 Unknown/Undisclosed

Ethnicity :  Hispanic  Non-Hispanic  Undisclosed

Training Start Date :  Trainee Classification :  (dropdown arrow)

Employment Status :

**Post Training**

Save

Trainee Classification :  (dropdown menu open showing: Unemployed, **Underemployed**, Incumbent - Existing, Incumbent - New Hire)

Trainee Classification and Employment Status refer to the Trainee's status **during the training.**

Trainee Classification:	
Mark this Category	If Trainee Employment During Training Is:
Unemployed	No Employment
Underemployed	Not with Employer Placement Partner
Incumbent – New Hire	Started after the GPA release date with an Employer Placement Partner
Incumbent – Existing	With an Employment Placement Partner that started before the GPA release date

If the Trainee Classification is marked Unemployed, then select Not Employed in Employment Status, click Save at the bottom of the screen. The entry for pre-training data is complete.

The screenshot shows the 'Trainee' form with the following details:

- First Name: Joe, Middle Initial: [empty], Last Name: Trainer
- Date of Birth: 03/20/2015, SSN: \*\*\*\*\*5555, Gender: Male (selected)
- Demographics & Pre Training section:
  - County of Residence: Ashland
  - Race: American Indian, Black/African American, White, Asian, Hawaiian Native Pacific Islander, Other (checked), Unknown/Undisclosed
  - Ethnicity: Hispanic, Non-Hispanic, Undisclosed (selected)
  - Training Start Date: 03/01/2015
  - Trainee Classification: Unemployed
  - Employment Status: Not Employed
- Post Training section: [empty]
- Save button: [orange]

Yellow arrows point to the 'Unemployed' dropdown, the 'Not Employed' dropdown, and the 'Save' button.

If the Trainee Classification is marked Underemployed, Incumbent-Existing or Incumbent –New Hire, then select Employed in Employment Status. Additional required data fields will appear about the trainee's employment, including Employment Hours, Employment Type, Employer Name and Hourly Wage (without Benefits).

The screenshot shows the 'Trainee' form with the following details:

- First Name: Joe, Middle Initial: [empty], Last Name: Trainer
- Date of Birth: 03/20/2015, SSN: \*\*\*\*\*5555, Gender: Male (selected)
- Demographics & Pre Training section:
  - County of Residence: Ashland
  - Race: American Indian, Black/African American, White, Asian, Hawaiian Native Pacific Islander, Other (checked), Unknown/Undisclosed
  - Ethnicity: Hispanic, Non-Hispanic, Undisclosed (selected)
  - Training Start Date: 03/01/2015
  - Trainee Classification: Incumbent - Existing
  - Employment Status: Employed
  - Employment Hours: [dropdown]
  - Employment Type: [dropdown]
  - Employer Name: [text box]
  - Hourly Wage: [text box]
- Post Training section: [empty]
- Save button: [orange]

Yellow arrows point to the 'Incumbent - Existing' dropdown, the 'Employed' dropdown, the 'Employment Hours' dropdown, and the 'Save' button.

The options in the drop-down for Employment Hours are either Full-Time or Part-time.

Employment Hours :

Employment Type :

Employer Name :

Hourly Wage :

Post Training

For Employment Type, please select whether it is Permanent, Seasonal, or Temporary.

Employment Hours :

Employment Type :

Employer Name :

Post Training

Enter the Employer Name and the Hourly Wage (without Benefits) of the trainee.

Employment Hours :

Employment Type :

Employer Name :

Hourly Wage :

Post Training

After completing the data fields for an Employed Trainee, select Save.

First Name :  Middle Initial :  Last Name :

Date of Birth :  SSN :  Gender :  Male  Female  Undisclosed

Demographics & Pre Training

County of Residence :

Race :  American Indian  Black/African American  White  Asian  Hawaiian Native Pacific Islander  Other  Unknown/Undisclosed

Ethnicity :  Hispanic  Non-Hispanic  Undisclosed

Training Start Date :  Trainee Classification :

Employment Status :

Employment Hours :

Employment Type :  Hourly Wage :

Employer Name :

Post Training

Save [Click Here](#)

STATE OF WISCONSIN DWD Department of Workforce Development

WISCONSIN FAST FORWARD GRANT PROGRAM AWARDED GRANT

Awarded Grant

Correspondence ID : 135461621

Applicant :

Project Name :

First Name	Last Name	Birth Date	Delete
Joe	Johnson	02/27/2014	Delete

Add Trainees [Click Here to Edit or Add Post-Training Data](#) [Click Here to Add another Trainee](#)

Selecting Save will return the system to the Summary Page. From the summary page, additional Trainees can be entered and Existing Trainees can be selected to edit current data or add Post-Training data.

## Trainee Data Entry – Post Training

To add post-trainee data, select first name of the Trainee to open the Trainee Information Screen.

First Name	Last Name	Birth Date	Delete
Joe	Johnson	03/27/2014	Delete

Then select the Post-Training blue bar to open the Post-Training Section.

Click Here to Add Post Trainee Data

The Training Session End Date and the Training Outcome fields are required.. The choices for Training Outcome are: Completed the Training, Failed, or Withdrawn. Selecting Failed or Withdrawn, will finish post-training data entry. Click Save to save the entry.

Save

Completed  
Failed  
Withdrawn

For Trainees that complete the training, select any/all applicable certifications.

Post Training

Training Session End Date : 02/27/2014 Training Outcome : Completed

Outcome Certification :  Industry Recognized Certificate  Course Credits  
 Continuing Education Units  Accreditation Received

Program Outcome : [Dropdown]

For Post-Training Program Outcome chose Employed, Not Employed, or Unknown.

Trainee

First Name : Joe Middle Initial : J Last Name : Johnson  
Date of Birth : 02/27/2014 SSN : 111-11-1111 Gender : Male Female Undisclosed

Demographics & Pre Training

Post Training

Training Session End Date : 02/27/2014 Training Outcome : Completed

Outcome Certification :  Industry Recognized Certificate  Course Credits  
 Continuing Education Units  Accreditation Received

Program Outcome : [Dropdown]

Employed  
Not Employed  
Unknown

Save

For those Not Employed or Unknown in the Employee Outcome, no additional information is required. Select Save.

For Employed Trainees, select the Employment Type (Temporary, Seasonal or Permanent) and the Employment Hours (Full or Part-Time).

Trainee

First Name : Joe Middle Initial : J Last Name : Johnson  
Date of Birth : 02/27/2014 SSN : 111-11-1111 Gender : Male Female Undisclosed

Demographics & Pre Training

Post Training

Training Session End Date : 02/27/2014 Training Outcome : Completed

Outcome Certification :  Industry Recognized Certificate  Course Credits  
 Continuing Education Units  Accreditation Received

Program Outcome : Employed

Employment Type : [Dropdown] Employment Hours : [Dropdown]

Occupation: [Dropdown]

Search by Job Title: [Text] Search Clear Search About O\*NET

O\*NET Occupation: [Dropdown]

Employer Name : [Text] Hourly Wage : [Text]



For Employed Trainees an O\*NET Occupation code is also required. Enter the Job Title in the search field and select Search. The list of options will appear in the drop-down box. Select the most appropriate field.

First Name : Joe Middle Initial : J Last Name : Johnson  
 Date of Birth : 02/27/2014 SSN : 111-11-1111 Gender :  Male  Female  Undisclosed

**Demographics & Pre Training**

**Post Training**

Training Session End Date : 02/27/2014 Training Outcome : Completed

Outcome Certification :  Industry Recognized Certificate  Course Credits  
 Continuing Education Units  Accrediation Received

Program Outcome : Employed

Employment Type : Permanent Employment Hours : Full-Time 32 or more hours per week

Occupation:  
 Search by Job Title: Banker   [About O\\*NET](#)

O\*NET Occupation: Select an O\*NET Occupation: or search again

Employer Name : 1 Financial Services Hourly Wage : 18.25

When finished, Select Save. This will save the Post-Training information to the Trainee record.

First Name : Joe Middle Initial : J Last Name : Johnson  
 Date of Birth : 02/27/2014 SSN : 111-11-1111 Gender :  Male  Female  Undisclosed

**Demographics & Pre Training**

**Post Training**

Training Session End Date : 02/27/2014 Training Outcome : Completed

Outcome Certification :  Industry Recognized Certificate  Course Credits  
 Continuing Education Units  Accrediation Received

Program Outcome : Employed

Employment Type : Permanent Employment Hours : Full-Time 32 or more hours per week

Occupation:  
 Search by Job Title: Banker   [About O\\*NET](#)

O\*NET Occupation: Select an O\*NET Occupation: or search again

Employer Name : 1 Financial Services Hourly Wage : 18.25

## Additional Help

For Technical Difficulty with the Online System:

- If experiencing difficulty logging in:  
 Call the DWD Help Desk at 608-266-7252 to be connected to the Development Team
- For additional questions please contact the Wisconsin Fast Forward Staff:  
 Roselynn Bittorf John Roos  
 E: [Roselynnl.bittorf@dwd.wisconsin.gov](mailto:Roselynnl.bittorf@dwd.wisconsin.gov) E: [John.Roos@dwd.wisconsin.gov](mailto:John.Roos@dwd.wisconsin.gov)  
 T: 608-267-7248 T: 608-266-5536