

Section or Tab	Field Name (Questions)	Description (Help Bubble)	Description of Options (If Multi-Picklist)	Type	Type > Options	Picklist List*	Instructions	Required?	Conditionals	Additional Notes
Header - Participant Data Page										
GranteeInformation	Grant Title			Pre-Populated	System Generated Participant ID		System Generated Participant ID	N/A		By default the system will pre-populate the Grant title (project name) on Grantee information tab
GranteeInformation	Grant Name			Pre-Populated	Auto-fill		Auto-fill	N/A		
GranteeInformation	Lead Agency Applicant Name			Pre-Populated	System Generated Participant ID		System Generated Participant ID	N/A		Instead of Grantee ID - changed to Lead Agency Applicant Name; Populate lead agency from the system
Participant object										
Participant	Participant ID	This will be used as the Unique Identifier for the Participant in the system.		Pre-Populated	Unique ID		This will be used as the Unique Identifier for the Participant in the system. Unique ID structure: First Name + Last Name + Date of Birth Ex: FirstLastMMDDYYYY	Yes	On the 'Participant' object. (Remaining fields are on the 'Participant Data' object*)	This will be used as the Unique Identifier for the Participant in the system. Unique ID structure: First Name + Last Name + Date of Birth Ex: FirstLastMMDDYYYY
Participant	First Name	Enter the legal first Name of the Participant.		Manual Input	SINGLE LINE TEXT		Please input manually	Yes	On the 'Participant' object. (Remaining fields are on the 'Participant Data' object*)	
Participant	First Name	Enter the legal last Name of the Participant		Manual Input	SINGLE LINE TEXT		Please input manually	Yes	On the 'Participant' object. (Remaining fields are on the 'Participant Data' object*)	
Participant	Date of Birth	Enter the Month, day, & year of the Participant's date of birth		Date Picker	DATE		Please input manually	Yes	On the 'Participant' object. (Remaining fields are on the 'Participant Data' object*)	
Participant	Does Participant have an SS Number?	Whether or not the participant has a Social Security Number.		Drop-Down		Yes, No	Please select from drop-down options.	Yes	If Yes, then the following is required: [1] Social Security Number	
Participant	Social Security Number	Only reveals the last 4 numbers.		Manual Input	NUMBER ***-**-1234		Please input manually	Yes	Required if selected 'Yes' within the 'Does the Participant Have a Social Security Number?' field	This field is required if 'Does the Participant Have a Social Security Number?' is 'Yes' Only reveal the last 4 numbers. For permissions, need a permission set to view the full SSN for specified internal users.
Participant Information Section										
ParticipantInformation	First Name	Enter the legal first Name of the Participant.		Manual Input	SINGLE LINE TEXT		Please input manually	Yes	On the 'Participant' object. (Remaining fields are on the 'Participant Data' object*)	
ParticipantInformation	Middle Name	Enter the full middle Name of the Participant		Manual Input	SINGLE LINE TEXT		Please input manually	No		
ParticipantInformation	Last Name	Enter the legal last Name of the Participant		Manual Input	SINGLE LINE TEXT		Please input manually	Yes	On the 'Participant' object. (Remaining fields are on the 'Participant Data' object*)	
ParticipantInformation	Gender	The participant's gender		Drop-Down		Female, Male, Nonbinary, Participant did not self-identify	Please select from drop-down options	Yes		
ParticipantInformation	Transgender / Gender Nonconforming	Whether or not the participant identifies as transgender.		Drop-Down		Yes, No, Participant did not self-identify	Please select from drop-down options	Yes		
ParticipantInformation	Sexual Orientation	The Participant's Sexual Orientation.		Drop-Down		Heterosexual, Gay, Lesbian, Bisexual, Asexual, Queer, Other, Participant did not self-identify	Please select from drop-down options	Yes		
ParticipantInformation	Address Line 1	Enter the Participant's home address. If Participant is homeless, enter the address of the service provider or similar.		Manual Input	SINGLE LINE TEXT	Text(128)	Please input manually	Yes		
ParticipantInformation	Address Line 2	Enter the Participants additional home address details		Manual Input	SINGLE LINE TEXT	Text(128)	Please input manually	No		
ParticipantInformation	City	Enter the City in which the Participant resides.		Manual Input	SINGLE LINE TEXT	Text(128)	Please input manually	Yes		
ParticipantInformation	Zip Code	Enter the Participants 5 digit Zip Code.		Manual Input	Text (5)		Please input manually	Yes		
ParticipantInformation	State	Enter the State in which the Participant resides.		Drop-Down	CA	AL, AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY	Please select from drop-down options	Yes		Default value is 'CA' & user has option to change the value from the drop down selection list.

ParticipantInformation	Select Ethnicity	Whether or not the Participant identifies as any of the options on this list.		Multi-Picklist		American Indian / Alaska Native, Asian, Black / African American, Hispanic / Latinx, Middle Eastern or North African, Native Hawaiian, Pacific Islander, White, Choose Not To Respond	Select all that apply	Yes		
ParticipantInformation	Other Ethnicity	Manually input the 'other' data that the Participant Identifies as if the option is not on the options within the Ethnicity picklist values.		Manual Input	SINGLE LINE TEXT		Please input manually	No		Single line will show up for the 'Other' Ethnicity option
ParticipantInformation	Individual with a Disability	A "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities.		Drop-Down		Yes, No, Participant did not self-identify	Please select from drop-down options.	Yes		
ParticipantInformation	Veteran Status	A person who served on active duty in the armed forces and who was discharged or released from such service under conditions other than dishonorable.		Drop-Down		Yes, No, Participant did not self-identify	Please select from drop-down options.	Yes		Updated picklist options 9/11/2023*: Changed 'Status not known' to 'Participant did not self-identify' (in 'Participant Information Codes' file)
ParticipantInformation	Employment Status	(1) "Employed" means that (1) the participant, at program entry, (a) is currently performing any work at all as a paid employee, (b) is currently performing any work at all in his or her own business, profession, or farm, (c) is currently performing any work as an unpaid worker in an enterprise operated by a member of the family, or (d) is one who is not working, but currently has a job or business from which he or she is temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. (2) "Underemployed" means an individual who is working part-time but desires full-time employment, or who is working in employment not commensurate with the individual's demonstrated level of educational and/or skill achievement. (3) "Not in the labor force" refers to those who are not employed and are not actively looking for work, including those who are incarcerated. (4) "Unemployed" means not employed but is seeking employment, makes specific effort to find a job, and is available for work.		Drop-Down		Employed, Underemployed, Not in labor force, Unemployed	Please select from drop-down options.	Yes		
ParticipantInformation	Individual Income	The Participant's individual annual income.		Manual Input	Currency		Please input manually	Yes	Individual Income has to be smaller or equal to Household Income	Whole Number*
ParticipantInformation	Household Income	The Participant's annual household income as would be reported in tax documents.		Manual Input	Currency		Please input manually	Yes		Whole Number*
ParticipantInformation	Household Size	The number of tax "dependents" living in the Participant's household. Include the Participant as one of the "dependents."		Manual Input	NUMBER		Please input manually	Yes		Whole Number*
ParticipantInformation	Unemployment Insurance (UI) Eligible	Whether or not the participant is eligible for Unemployment Insurance (UI).		Drop-Down		Claimant, Exhaustee, Neither claimant nor exhaustee, Participant did not self-identify	Please select from drop-down options.	Yes		Updated field name 9/11/2023*: Changed 'Unemployment Insurance (UI) Eligible Status' to 'Unemployment Insurance (UI) Eligibility Status' (line item 41 column F in 'Participant Information Codes' file)
ParticipantInformation	Long-Term Unemployed	If the participant has been unemployed for 27 consecutive weeks or more.		Drop-Down		Yes, No	Please select from drop-down options.	Yes		
ParticipantInformation	Dislocated Worker	If the Participant has been terminated or laid off, or has received a notice of termination or layoff; is eligible for or has exhausted entitlement to unemployment compensation; was self-employed but now unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters, or is long term unemployed and unlikely to return to a previous industry or occupation.		Drop-Down		Yes, No	Please select from drop-down options.	Yes		
ParticipantInformation	School Status	Whether or not the Participant is currently in school or currently out-of-school		Drop-Down		Currently in school, Currently out of school	Please select from drop-down options.	Yes		
ParticipantInformation	Highest Education Level Completed	The Participant's highest level of education attained at program entry.		Drop-Down	No high school diploma or equivalent	No high school diploma or equivalent, High school diploma or equivalent, Some postsecondary education, Postsecondary certification (non-degree), AA/AS degree, BA/BS degree, Graduate degree	Please select from drop-down options.	Yes		
ParticipantInformation	Immigrant	Whether or not the Participant identifies as an immigrant.		Drop-Down		Yes, No, Participant did not self-identify	Please select from drop-down options.	Yes		

ParticipantInformation	Public Benefits Status	Whether or not the Participant is a recipient of any of the Public Benefit options in the list.		Multi-Picklist		Exhausted TANF (i.e. CalWORKS) Eligibility, Exhausting TANF within 2 Years, TANF Recipient, CalFRESH (i.e. food stamps) Recipient, SSI/SSDI Recipient, Not Applicable	Select All that apply			
ParticipantInformation	Foster Care Individual	A person who has ever been in a foster care system.		Drop-Down		Yes, No	Please select from drop-down options.	Yes		Updated field name 9/11/2023*: Changed description from 'A person who has ever been in a public foster care system.' to 'A person who has ever been in a foster care system' (in 'Participant Information Codes' file)
ParticipantInformation	Homeless Individual / Runaway Youth	The Participant meets one of the conditions below: (a) Lacks a fixed, regular, and adequate nighttime residence; (b) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or (c) Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).		Drop-Down		Yes, No, Participant did not self-identify	Please select from drop-down options.	Yes		Updated help bubble description 9/12/2023*
ParticipantInformation	Formerly Incarcerated/Justice-Involved	A person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.		Drop-Down		Yes, No, Participant did not self-identify	Please select from drop-down options.	Yes		Updated picklist options 9/11/2023*: Changed 'Status not known' to 'Participant did not self-identify' (in 'Participant Information Codes' file) Updated field name 9/12/2023*
ParticipantInformation	English Language Learner	A person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.		Drop-Down		Yes, No	Please select from drop-down options.	Yes		
ParticipantInformation	Basic Skills Deficient/Low Literacy	A) a youth, who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or B) a youth or adult, who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant's family, or in society.		Drop-Down		Yes, No	Please select from drop-down options.	Yes		
ParticipantInformation	Single Parent	A single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women).		Drop-Down		Yes, No, Participant did not self-identify	Please select from drop-down options.	Yes		
ParticipantInformation	Displaced Homemaker	An individual who has been providing unpaid services to family members in the home and who: (A) has been dependent on the income of another family member but is no longer supported by that income; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.		Drop-Down		Yes, No	Please select from drop-down options.	Yes		Updated help bubble description 9/12/2023*

ParticipantInformation	Migrant / Seasonal Farmworker Status	Seasonal farmworker is an individual who has been primarily employed in agriculture and faces multiple barriers to economic self-sufficiency. Migrant farmworker Adult is a seasonal farmworker whose labor requires regular overnight travel to a job site. MSFW Youth is a migrant farmworker or seasonal farmworker aged 14-24. Dependent Adult is an adult dependent of an individual described above. Dependent Youth is a youth dependent of the individual described above.		Drop-Down		Seasonal Farmworker Adult, Migrant Farmworker Adult, Migrant / Seasonal Farmworker Youth, Dependent Adult, Dependent Youth, No	Please select from drop-down options.	Yes		Updated help bubble description 9/12/2023*
ParticipantInformation	Desired Occupation	The Participant's stated desired occupation.		Manual Input	SINGLE LINE TEXT		Please input manually	Yes		Open single line field
ParticipantInformation	Desired Industry	The Participant's stated desired industry placement.		Manual Input	SINGLE LINE TEXT		Please input manually	Yes		Open single line field
ParticipantInformation	Enrollment Date	The date your grant program began serving the Participant.		Date Picker	DATE		Please input manually	Yes	Enrollment Date has to be equal or greater than Birth Date	Can be backdated*
Exit Information Section										
ExitInformation (ParticipantInformation)	Has Participant exited the program?	Exit is defined as stopped serving the Participant.		Drop-Down		Yes, No	Please select from options.	Yes	If Yes, then the following four tabs are required: [1] Exit Date [2] Milestones [3] Credentials [4] Post Exit Outcomes	Updated field name 9/12/2023*
ExitInformation (ParticipantInformation)	Exit Date	The date your grant program stopped serving the Participant. Otherwise leave blank.		Date Picker	DATE		Please input manually	Yes	Exit Date has to be equal or greater than Enrollment Date	Can be backdated
ExitInformation (ParticipantInformation)	Which services were provided?	The category of the types of Services the Participant received.	Training Service definition: Services provided through a structured learning process that leads to the attainment of skills/competencies needed to perform work duties through the course of the workday.	Multi-Picklist		Training Services, Career Services, Support Services	Please select from options.	Yes	If Yes, then the system will make the sections that are selected from the following three tabs required: [1] Training Services [2] Career Services [3] Support Services	Updated field name 9/12/2023* On the selection system will make the related sections required*
Milestones Section										
Milestones	Skill Gain: Training Milestone	The Measurable Skill Gain Training Milestone reached. The Participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.).		Drop-Down		Yes, No, Not Applicable	Please select from drop-down options.	Yes	Required if selected Yes within the Has this participant exited from the program? field	Don't need option for multiple milestones**
Milestones	Skill Gain: Skills Progression	The Measurable Skill Gain Skills Progressions reached. The Participant successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.		Drop-Down		Yes, No, Not Applicable	Please select from drop-down options.	Yes		
Milestones	Stabilized Housing	Attaining a fixed, regular, and adequate nighttime residence (inverse of "homeless," see: https://nche.ed.gov/mckinney-vento-definition/).		Drop-Down		Yes, No, Not Applicable	Please select from drop-down options.	Yes		
Milestones	Improved Health	The Participant experienced improved health. Examples include: Enrolled in/Receiving health coverage, Received medical treatment for physical issues, Resolved physical health issues, Received mental health treatment, Resolved mental health issues, Received treatment for substance use, Completed treatment program for substance use, Attended ongoing substance use treatment program, Improved self esteem, and improved self confidence.		Drop-Down		Yes, No, Not Applicable	Please select from drop-down options.	Yes		
Milestones	Improved Personal Finances	The Participant experienced improved personal finances. Examples include: Started to pay off debt, Paid off debt, and Started to save money.		Drop-Down		Yes, No, Not Applicable	Please select from drop-down options.	Yes		

Post-Exit Outcomes Section										
PostExitOutcomes	Post-Exit Employed	Select yes or no from the drop-down menu.		Drop-Down		Yes, No	Please select from drop-down options.	Yes	Required if selected Yes within the Has this participant exited from the program? field	
PostExitOutcomes	Holding Multiple Jobs	Whether or not the Participant is holding more than one job post-exit.		Drop-Down		Yes, No, Not employed post-exit	Please select from drop-down options.	Yes		
PostExitOutcomes	Post-Exit Employment Related to Training	Whether or not the Participant is employed post-exit.		Drop-Down		Yes, No, Not employed post-exit	Please select from drop-down options.	Yes		
PostExitOutcomes	Career Advancement for Incumbent Worker	The Participant is an incumbent worker and received a promotion or career advancement.		Drop-Down		Yes, No, Not Applicable	Please select from drop-down options.	Yes		
PostExitOutcomes	Post-Exit Wages or Salary (quarterly)	Enter the dollar amount of the Participant's gross quarterly wages or salary earned from the most recent quarter of post-exit employment.		Manual Input	CURRENCY		Please input manually	Yes		
PostExitOutcomes	Occupation Description	This is the description of the Post-Exit Occupation if the Participant is employed. Enter the Participant's occupation (name of occupation) following their participation in the program.		Manual Input	TEXT (255)		Please input manually	Yes		
PostExitOutcomes	Occupation (O*Net code)	This is the Post-Exit Occupation code if the Participant has a Post exit occupation. Enter the O*Net code associated with post-exit occupation. Please refer to lookup tool at https://www.onetonline.org/		Manual Input	SINGLE LINE TEXT (128)		Please input manually	Yes		O*Net code associated with post-exit occupation. Please refer to lookup tool at https://www.onetonline.org/
PostExitOutcomes	Post-Exit Industry Employed	Enter the industry the Participant entered following their participation in the program.		Manual Input	SINGLE LINE TEXT (128)		Please input manually	Yes		
PostExitOutcomes	Benefits	Whether or not the Participant is a recipient of any of the Benefits options in the list.	Benefits: Paid Sick Leave: Refers to employer providing paid sick leave of: more than 3 days per year OR accrual at rate of more than one hour per 30 hours worked.; Benefits: Paid Family Leave: Refers to whether the employer provides paid family leave in any amount; Benefits: Health Insurance: Refers to an employer-provided plan that meets the Federal Minimum Value and Affordability Standards. See these at https://www.irs.gov/affordable-care-act/employers/minimum-value-and-affordability ; Benefits: Retirement Plan: Refers to whether the employer provides any retirement plan.	Multi-Picklist		Paid Sick Leave, Paid Family Leave, Health Insurance, Retirement Plan	Please select from drop-down options.	Yes		
PostExitOutcomes	Post-Exit DAS Registered Apprenticeship	Whether or not the Participant is enrolled in a state-registered apprenticeship program post-exit.		Drop-Down		Yes, No	Please select from drop-down options.	Yes		Not conditional on employment*
PostExitOutcomes	Post-Exit Postsecondary Education	Whether or not the Participant is enrolled in postsecondary education post-exit.		Drop-Down		Yes, No	Please select from drop-down options.	Yes	Not conditional on employment*	
Supportive Services (Tab)										
SupportiveServices	Participant Data	This will be used as the Unique Identifier for the Participant in the system.		Pre-Populated	Lookup (Participant Data)		This will be used as the Unique Identifier for the Participant in the system.	Yes	Required if selected Support Services within the What type(s) of Service(s) were provided to this participant? Field Service Start Date has to be equal to or greater than Enrollment Date	Intent would be to use as a unique ID for 3rd parties that does not include any Personally Identifiable Information (PII). The same unique ID should be issued across different agencies with a link for internal users. Functionality wise, this 'Participant Data' field is used as a junction field within the following Custom Objects: [1] Participant (GMS_Participant__c) [2] Participant Data (GMS_Participant_Data__c) [3] TrainingServices (GMS_TrainingServices__c) [4] Career Services (GMS_CareerServices__c) [5] SupportiveServices (GMS_SupportiveServices__c) [6] Credentials (GMS_Credentials__c)
SupportiveServices	Service Provider Name	Enter the Name of the Service Provider.		Manual Input	SINGLE LINE TEXT (128)		Please input manually	Yes		
SupportiveServices	Supportive Service Name	Enter the Name of the Supportive Service.		Manual Input	SINGLE LINE TEXT (128)		Please input manually	Yes		
SupportiveServices	Service Start Date	Enter the Start Date of the Service.		Date Picker	DATE		Please input manually	Yes		
SupportiveServices	Supportive Service Status	Enter whether the training service is in progress, completed, or has been withdrawn from.		Drop-Down		Completed, In Progress, Withdrew	Please select from drop-down options.	Yes		
SupportiveServices	Supportive Service Type	Whether or not the Participant is a recipient of any of the Supportive Services options in the list.	Transportation: Transportation assistance provided to the participant. Examples: bus passes, gas cards; Basic Needs: Assistance provided for basic needs including food or clothing; Education/Work Supplies: Assistance provided for supplies for work or education; Dependent Care: Assistance provided for care of a participant's dependents; Medical Care: Assistance provided for medical care; Stipends: Cash payments provided with no specified use	Multi-Picklist		Basic Needs, Dependent Care, Education/work supplies, Housing Assistance, Medical Care, Stipends, Transportation	Please select from drop-down options.	Yes		
Career Services (Tab)										

CareerServices	Participant Data	This will be used as the Unique Identifier for the Participant in the system.		Pre-Populated	Lookup (Participant Data)		This will be used as the Unique Identifier for the Participant in the system.	Yes		Intent would be to use as a unique ID for 3rd parties that does not include any PII. The same unique ID should be issued across different agencies with a link for internal users. Functionality wise, this 'Participant Data' field is used as a <i>junction field</i> within the following Custom Objects: [1] Participant (GMS_Participant__c) [2] Participant Data (GMS_Participant_Data__c) [3] TrainingServices (GMS_TrainingServices__c) [4] Career Services (GMS_CareerServices__c) [5] SupportiveServices (GMS_SupportiveServices__c) [6] Credentials (GMS_Credentials__c)
CareerServices	Service Provider Name	Enter the name of the organization providing the service being reported on.		Manual Input	SINGLE LINE TEXT		Please input manually	Yes		
CareerServices	Career Service Name	Enter the name of the career related service delivered.		Manual Input	SINGLE LINE TEXT		Please input manually	Yes		
CareerServices	Service Start Date	Enter the start date for the service being delivered.		Date Picker	DATE		Please input manually	Yes	Required if selected Career Services within the What type(s) of Service(s) were provided to this participant? Field Service Start Date has to be equal to or greater than Enrollment Date	Can be backdated*
CareerServices	Career Service Type	Whether or not the Participant is a recipient of any of the Career Services options in the list.	Career Guidance/Planning: The participant was provided with information, materials, suggestions, and/or advice to assist with occupational or career decisions; Job Search Activities: The participant was provided with job search and placement assistance which may include: career counseling, including the provision of information on in-demand industry sectors and occupations, and nontraditional employment; Referred to Employment: The participant was referred to an employer; Legal and workplace rights training: Education in legal and workplace rights; English for non-native speakers: Services, provided to a participant whose primary language is not English, which are designed to increase the English language proficiency of the participant so they can attain training and/or employment success; Literacy education: Education services to increase the participant's ability to read, write and speak in English, to obtain a secondary school diploma or its recognized equivalent; and, to transition to post-secondary education and training; Math/numeracy education: Education services to increase the participant's ability to perform mathematics, to obtain a secondary school diploma or its recognized equivalent; and, to transition to post-secondary education and training; Digital literacy skills education: Education in digital literacy skills; Life skills education: Education in "soft skills" which may include personal financial planning (examples: budgeting; understanding, evaluating, and comparing financial products, services, and opportunities, etc.) or other job readiness education or preparation; Internship / Work Experience: Participation in a (paid or unpaid) planned, structured learning experience that took place in a private, for-profit, nonprofit or public sector workplace for a limited period of time. The experience included such elements as: employability skills instruction or generic workplace skills; exposure to various aspects of an industry; progressively more complex tasks; the integration of basic academic skills into work activities, work adjustment, and other transition activities; entrepreneurship; and service learning.	Multi-Picklist		Career Guidance/Planning, Digital literacy skills education, English for non-native speakers, Internship / Work Experience, Job Search Activities, Legal and workplace rights training, Life skills education, Literacy education, Math/numeracy education, Other Career Services, Referred to Employment, Not Applicable	Please select from drop-down options.	Yes		
CareerServices	Type of Internship / Work Experience	Enter the type of internship or work experience in which the individual participated		Drop-Down		Summer employment / internship, Employment / internship not limited to summer months, Pre-apprenticeship programs, Job shadowing, On-the-job training, Transitional job, Other work experience	Please select from drop-down options.	Yes	Required if selected the Internship / Work Experience picklist option within the Career Service Type field	
CareerServices	Career Service Status	Enter whether the career service is in progress, completed, or has been withdrawn from.		Drop-Down		Completed, In progress, Withdrew	Please select from drop-down options.	Yes	Required if selected Career Services within the What type(s) of Service(s) were provided to this participant? field	
CareerServices	Service Completion or Withdraw Date	Enter the date of completion or the date the participant withdrew.		Date Picker	DATE		Please input manually	Yes	Required if selected the Completed or the Withdrew picklist options within the Career Service Status field	
CareerServices	Reason for Withdrawing from Service	Enter the details explaining the reason(s) why a participant withdrew.		Manual Input	TEXT AREA (LONG)		Please input manually	Yes	Required if selected the Withdrew picklist option within the Career Service Status field	
TrainingServices	Training Services (Tab)									

TrainingServices	Participant Data	This will be used as the Unique Identifier for the Participant in the system.		Pre-Populated	Lookup (Participant Data)		This will be used as the Unique Identifier for the Participant in the system.	Yes		Intent would be to use as a unique ID for 3rd parties that does not include any PII. The same unique ID should be issued across different agencies with a link for internal users. Functionality wise, this 'Participant Data' field is used as a <i>junction field</i> within the following Custom Objects: [1] Participant (GMS_Participant__c) [2] Participant Data (GMS_Participant_Data__c) [3] TrainingServices (GMS_TrainingServices__c) [4] Career Services (GMS_CareerServices__c) [5] SupportiveServices (GMS_SupportiveServices__c) [6] Credentials (GMS_Credentials__c)
TrainingServices	Training Provider Name	Enter the Name of the Training Provider.		Manual Input	SINGLE LINE TEXT		Please input manually	Yes		
TrainingServices	Training Course Name	Enter the Name of the Training Course.		Manual Input	SINGLE LINE TEXT		Please input manually	Yes		
TrainingServices	Training Start Date	Enter the Start Date of the Training Course.		Date Picker	DATE		Please input manually	Yes		MM/DD/YYYY
TrainingServices	Training Type	Whether or not the Participant is a recipient of any of the Training Services options in the list.	California Division of Apprenticeship Standards (DAS) Registered Apprenticeship: Enrollment in a registered apprenticeship program (https://www.dir.ca.gov/databases/das/pwaddrstart.asp) overseen by the California Division of Apprenticeship Standards (DAS) that culminates in a state-issued Occupational Certification (journey card). To be considered a program of apprenticeship, three criteria must be fulfilled: program design must combine classroom instruction in the skill or craft with concurrent of on-the-job training at a worksite, and apprentices must receive regular and formally scheduled wage progression as they advance. See: https://www.dir.ca.gov/das/das.html ; Pre-Apprenticeship with Occupational Skill Training: Enrollment in a Pre-Apprenticeship (PA) program that has a documented partnership with at least one Registered Apprenticeship program. The PA's training and curriculum must be based on industry standards, approved by the documented Registered Apprenticeship partner(s), and prepare the individual with the skills and competencies needed to enter one or more Registered Apprenticeship program(s). In addition, the pre-apprenticeship program provides occupational skills training that leads to an industry-recognized certificate, credential, or license upon completion. Source: https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsd19-06att1.pdf ; Career and Technical Education: The term "career and technical education" means organized educational activities that— (A) offer a sequence of courses that— (i) provides individuals with rigorous academic content and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions, which may include high-skill, high-wage, or in-demand industry sectors or occupations, which shall be, at the secondary level, aligned with the challenging State academic standards adopted by a State under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965; (ii) provides technical skill proficiency or a recognized postsecondary credential, which may include an industry-recognized credential, a certificate, or an associate degree; and (iii) may include prerequisite courses (other than a remedial course) that meet the requirements of this subparagraph; (B) include competency-based, work-based, or other applied learning that supports the development of academic knowledge, higher-order reasoning and problemsolving skills, work attitudes, employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual; (C) to the extent practicable, coordinate between secondary and postsecondary education programs through programs of study, which may include coordination through articulation agreements, early college high school programs, dual or concurrent enrollment program opportunities, or other credit transfer agreements that provide postsecondary credit or advanced standing; and (D) may include career exploration at the high school level or as early as the middle grades (as such term is defined in section 8101 of the Elementary and Secondary Education Act of 1965). Source: https://www.govinfo.gov/content/pkg/COMPS-3096/pdf/COMPS-3096.pdf ; Occupational Skill Training: A participant attended training designed to provide the technical skills necessary to perform a specific job or group of jobs. Source: https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsd19-06att1.pdf ; On-the-Job Training (OJT): A participant took part in paid training while engaged in productive work in a job. The training (a) provided knowledge or skills essential to the full and adequate performance of the job; Incumbent worker training: Upskilling or reskilling for incumbent (already employed) workers; Health and safety certification training (OSHA): OSHA training that results in a certification. See: https://www.osha.gov/training/outreach	Multi-Picklist	Career & Technical Education, California Division of Apprenticeship Standards (DAS) Registered Apprenticeship, Health & safety certification training (OSHA), Incumbent worker training, Occupational Skill Training, On-the-Job Training (OJT), Pre-Apprenticeship with Occupational Skill Training	Please select from drop-down options.	Yes	Required if selected Training Services within the What type(s) of Service(s) were provided to this participant? Training Start Date has to be equal to or greater than Enrollment Date		
TrainingServices	Occupation of Training (Description)	Enter the name of occupation of training (e.g., "nursing assistant").		Manual Input	SINGLE LINE TEXT		Please input manually	Yes		
TrainingServices	Occupation (O*Net code)	Enter the O*Net code associated with training occupation. Please refer to lookup tool at https://www.onetonline.org/		Lookup	LOOKUP		Please input manually			https://www.onetcodeconnector.org/find/result?s= O*Net code associated with training occupation. Please refer to lookup tool at https://www.onetonline.org/
TrainingServices	Training Course Status	Enter whether the training service is in progress, completed, or has been withdrawn from.		Drop-Down		Completed, In Progress, Withdrew	Please select from drop-down options.	Yes		
TrainingServices	Training Completion / Withdraw Date	Enter the actual date of completion or the date the Participant withdrew from the training course.		Date Picker	DATE		Please input manually	Yes		
TrainingServices	Reason for Withdrawing from Training	Enter the details explaining the reason(s) why a Participant withdrew.		Manual Input	TEXT AREA (LONG)		Please input manually	Yes	Required if selected the Withdrew picklist option within the Training Course Status field (Line 56)	500 character limit*
Credentials (Tab)										

Credentials	Participant Data	This will be used as the Unique Identifier for the Participant in the system.		Pre-Populated	Lookup (Participant Data)		This will be used as the Unique Identifier for the Participant in the system.	Yes		<p>Intent would be to use as a unique ID for 3rd parties that does not include any PII. The same unique ID should be issued across different agencies with a link for internal users.</p> <p>Functionality wise, this 'Participant Data' field is used as a <i>junction field</i> within the following Custom Objects: [1] Participant (GMS_Participant__c) [2] Participant Data (GMS_Participant_Data__c) [3] TrainingServices (GMS_TrainingServices__c) [4] Career Services (GMS_CareerServices__c) [5] SupportiveServices (GMS_SupportiveServices__c) [6] Credentials (GMS_Credentials__c)</p>
Credentials	Has Participant received a Credential?	Enter whether or not the Participant has received a credential.		Drop-Down		Yes, No, Not Applicable	Please select from drop-down options.	Yes		
Credentials	Credential Name	Enter the Name of the credential a Participant attained.		Manual Input	SINGLE LINE TEXT (128)		Please input manually	Yes		
Credentials	Credential Type	Whether or not the Participant has attained any of the credential options in the list.	<p>Secondary School Diploma / Equivalency: Attainment of a high school diploma or equivalency.; Post-Secondary (Academic): Certificate: Attainment of a postsecondary certificate. Example: CTE certificate; Post-Secondary (Academic): Associate: Attainment of a two-year Associate's degree. Examples: AA or AS; Post-Secondary (Academic): Bachelors: Attainment of a four-year Bachelor's degree. Examples: BA or BS; Post-Secondary (Academic): Postgraduate: Attainment of a postgraduate degree. Examples: Mat, MS, PhD; Credential: Occupational Certification from Industry or Professional Associations: A certification that is developed and offered by, or endorsed by, a nationally- or regionally-recognized industry association or organization representing a sizeable portion of the industry sector. It is offered by a non-governmental entity (e.g. professional association), is voluntary, and is intended to set professional standards for qualifications. See: https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEN/2020/TEN_25-19_Attachment_1.pdf; Credential: DAS Registered Apprenticeship Occupational Certification: Upon successful completion of all required coursework, training, and on-the-job hours and DAS' review and approval of a petition from the individual's program to ensure all requirements have been fulfilled, DAS issues every graduating apprentice with an Occupational Certification. Please note that the Occupational Certification is awarded only at successful completion of a state registered apprenticeship program and marks an individual's attainment of journey status. It is distinct from interim credentials (for instance, a certification for completion of an OSHA safety course) which may be earned during the course of the apprenticeship program. See: https://www.dir.ca.gov/t8/224.html; Credential: Government-Issued Licensure: A state- or federally-issued licensure. Examples: Cosmetology license; Licensed Vocational Nursing license. See lookup tool at Department of Consumer Affairs: https://search.dca.ca.gov/</p>	Multi-Picklist		<p>Secondary School Diploma / Equivalency, Post-Secondary (Academic): Certificate, Post-Secondary (Academic): Associate, Post-Secondary (Academic): Bachelors, Post-Secondary (Academic): Postgraduate, Credential: Occupational Certification from Industry or Professional Associations, Credential: DAS Registered Apprenticeship Occupational Certification, Credential: Government-Issued Licensure</p>	Please select from drop-down options.	Yes	Required if selected Yes within the Has this participant received a Credential? Field Date Attained Credential has to be equal to or greater than Enrollment Date	
Credentials	Date Attained Recognized Credential	Enter the date the Participant obtained the credential.		Date Picker	DATE		Please input manually	Yes		<p>[1] Potential for multiple outcomes*</p> <p>[2] This should be a Date Picker field*</p>
TOTAL # OF FIELDS: 95										