UAT Guide – Release #13, Cycle 1

Expand Service Collections - Service Template Explorer & Service Collections

Contents

Overview

User Acceptance Test (UAT) Release #13 cycle 1, has been deployed to the SIU UAT environment. Security constraints for this environment will require a login through the State Login Portal. When you follow the link to the UAT environment, the system will route the user to the State of Illinois Login. After a successful login, the user will be returned to the UAT environment where IWDS-2.0 is running.

When the user is returned to the UAT environment, there will be NO security role permission constraints to access the application at this time. Security permissions will be deployed later.

It is still important not to enter any personal identifiable information (PII).

Service Collections and Templates are the configuration of Services in the System database. Very few users at the state level will have access to these features. If edits are needed, please contact technical support before making any changes.

Purpose

The purpose of Release #13 cycle 1 is to review two (2) different features. The first feature is the **Service Template Explorer**, and the second is the **Service Collections**. The UAT cycle will be open from **March 4th – March 19th, 2026**. This provides you with 10 working days to complete the review. Your participation is appreciated.

UAT Release #13 – Cycle 1 Expectations & Homework

Homework Areas

For this week UAT tasks will focus on the following key areas listed below:

- Service Templates
  - View Details
- Service Collections
  - Listing
  - View Details
  - Add
  - Edit
  - Versioning

Due Date

Please complete your testing in these areas and submit your feedback by
EOD Thursday, March 19th. This will give us an opportunity to address any issues prior to the next release.

Access to UAT Environment

To access the UAT environment in your browser, follow the link provided here.
https://testapps.illinoisworknet.com/iwdst-Preview

Reporting Issues

Please document any issues, bugs, or enhancement requests you identify in our shared notebook - UAT Reporting Notebook . The main purpose of using a shared notebook is for collaboration between members of the UAT team and Business Analysts. This will cut down on duplicate issues being reported.

- **When logging your entries:**
  - You should document this information as you are completing your UAT work.
  - The first page of the notebook is labeled as Example Issue Reporting. Please refer to that page to get an idea of how you can report an issue.
  - In the notebook, you will find a section labeled Release #13 – Cycle 1. The section is divided into several pages; each page is specific to the pages of the training plan. Ensure that each item is tracked under the correct category for the cycle and feature set you are providing feedback on.
  - Be concise but detailed.
  - If multiple issues arise in one area, log each one separately for clarity.
  - Please add your name/initials to your entry.

- **If you have issues accessing the OneNote notebook-** Please contact one of the Business Analysts (BA) on the team. The business analysts are:
  - Andi Grabemeyer - andi.grabemyer@siu.edu
  - Al Menke - al.menke@siu.edu
  - Laura Menke - laura.menke@siu.edu
  - Olivia Miller - olivia.miller@siu.edu
  - Lynette Tritz - lynette.tritz@siu.edu

Expectations for UAT

As you test these areas, please keep in mind the following best practices:

- **Test Thoroughly**: Ensure that you navigate through all functions and features within these areas. Pay attention to any discrepancies between expected and actual results. Please explain your expected results and the actual results you found.

- **Detail-Oriented**: When reporting issues, provide as much context as possible, including:
    - Steps to reproduce the issue
    - Screenshots or recordings, if possible
    - Browser or device used during testing
    - Actual outcome vs. Expected outcome

- **Feedback Categories** – The SIU team will categorize your findings into three (3) possible classifications.
    - **Bugs**- When the system does not perform as expected, and the system is not performing according to the requirements, then a bug will be reported, tracked, fixed, and retested.
    - **Issues**- If the system is performing according to the requirements, but the user feels that the requirement was not captured correctly or now the user feels like the requirement is just not working as expected, then this is recorded as an issue. Issues are tracked and prioritized for change.
    - **Enhancements**- Once we are in UAT and the users recognize an area that could be improved, then this will be also logged as an issue and tagged as an enhancement.

Best Practices for Effective UAT

- **Think like the end user**: Approach your testing from the perspective of someone unfamiliar with the system. This will help us identify usability issues and areas for improvement.

- **Be specific and thorough**: The more specific your feedback, the easier it will be to address. Include specific steps, expected outcomes, and actual results.

- **Provide context**: Always give context for your feedback. For instance, explain why an enhancement would improve the user experience or system performance.

By following these guidelines and providing detailed feedback, you're helping to ensure the final product meets user expectations and performs as intended.

Step-by-Step Guide

The following step-by-step guide will lead you through these features.
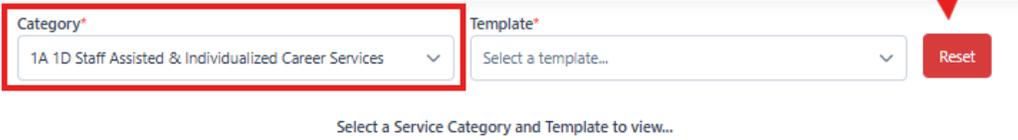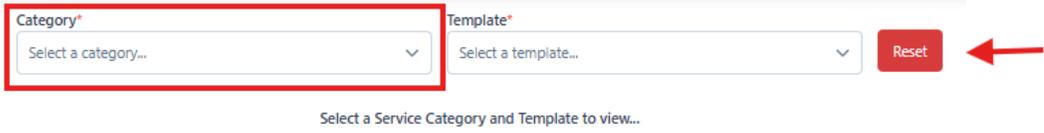
Service Template Explorer

Each time we add a service to a customer's career plan in the system, we have a set of attributes that we must complete when adding that service. Those attributes are specific to a set of services and are editable in a form within the system. Not all services share the same set of attributes. Therefore, we have different templates for different sets of services. This feature set allows the user to view the service templates that are in the system. In IWDS-2.0 version 1, service templates must be created by a developer. However, once created, they can be assigned to services through Service Collections.

Service Templates View Details

1. Use the top menu bar and select Management Tools. 2. Select **Service Template Explorer** from the Management Tools dropdown.	
3. The Service Template Explorer will now be visible.	
4. At the top of the screen select the **Category** dropdown. 5. Select the following category, *1A 1D Staff Assisted & Individualized Career Services.*	

6. Select the **Template** dropdown *(required)*. 7. You will see three templates in the dropdown corresponding with the **Category** selected in step 5 (above).	
8. Select the following template from the template dropdown, *Individualized Career Services (Same Day Services).* 9. Now you will see the template which corresponds to the form that the user will fill out when they add a service to the customer's career plan.	

10. Repeat this process for all categories and all templates.	*Each template is different based on the Category / Template Name*
11. **Reset button to the top right**: By selecting the Reset button, the selected dropdowns will clear the filter(s). 12. A Template can't be selected without first selecting a category.	
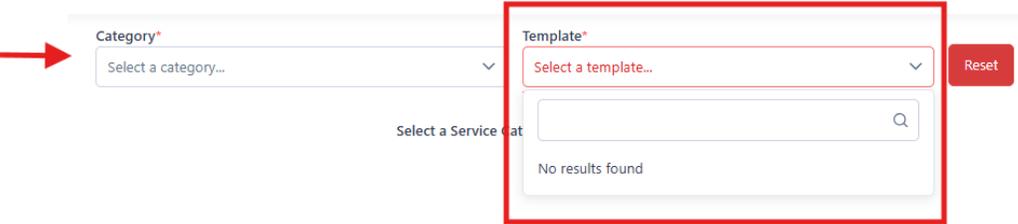
Service Collections Attributes

Service Collections represents the service definitions within the database. There are several attributes that define a service, Including:

- Service Name

- Service Description

- Is this a Valid Service?

- Programs(s)

- Service Start Date

- Service End Date

- Service Type

- PIRL Date Element Numbers

- Performance Measures

- Is this an Enrolling Services?

- Is this a Same Day Service?

- Service Level

- Service Template Category

- Service Template

- Default on Career Plan

- Triggers Participation / Extends 90 Day Exit Window

- WEX-20% Service Contributes to Youth Work Experience Expenditure Requirement

- MTE-50% Service Contributes to the Minimum Training Expenditure Requirement

Service Collections Landing Page

The Service Collections Landing Page is divided into two panels. The **left panel** *is the* **search** panel where the user can enter criteria and filter the list results. The **right panel** *is the* **list of all services in the system**. When the user initially lands on the **Service Collections** page, it is preloaded with all the Services, and the first page is displayed.

Service Collections Search Panel

The **Search Panel** provides fields for the user to filter the services and find specific services easier. Each of the fields that are used work together to add criteria. The search feature works by hitting the search button after the criteria is entered in the fields of the search panel.

1. Use the top menu bar and select **Management Tools.** 2. **Select Service** Collections from the Management Tools dropdown.	

3. You will be on the **Service Collections** landing page. This page is a two-panel screen with the **Services Search panel** on the left and the **Service Collections** listed on the right.

4. All Services automatically load into the list alphabetical ascending order.

Search Services

↗ Switch View

Keyword

Program
Select a Program...

Service Type
Select

Service Level
Select

☐ Valid Service
☐ Enrolling Service
☐ Same Day Service

🔍 Search   ⟳ Reset

Service Collections

+ Add Service

Service Name ↑↓	Program	Service Type	Service Level
Accommodations Support	WIOA - Adult (WIOA 1A), WIOA - Dislocated Worker (WIOA 1D), WIOA - Youth (WIOA 1Y)	Program Service	Supportive Services
Adult Mentoring	WIOA - Youth (WIOA 1Y)	Program Service	Career Services
Alternative School/Dropout Recovery Services	WIOA - Youth (WIOA 1Y)	Program Service	Career Services
Assistance Establishing Eligibility for Financial Aid (STAFF ASSISTED)	WIOA - Adult (WIOA 1A), WIOA - Dislocated Worker (WIOA 1D)	Program Service	Basic Career Services (Staff Assisted)
Assistance with Applications, Tests, and Certifications	WIOA - Adult (WIOA 1A), WIOA - Dislocated Worker (WIOA 1D), WIOA - Youth (WIOA 1Y)	Program Service	Supportive Services
Books, Fees, or Supplies for Postsecondary Education	WIOA - Adult (WIOA 1A), WIOA - Dislocated Worker (WIOA 1D), WIOA - Youth (WIOA 1Y)	Program Service	Supportive Services
Career Exploration or Youth Career Planning or Career Awareness, Guidance, and Exploration	WIOA - Youth (WIOA 1Y)	Program Service	Career Services
Career Information Services (STAFF ASSISTED)	WIOA - Adult (WIOA 1A), WIOA - Dislocated Worker (WIOA 1D)	Program Service	Basic Career Services (Staff Assisted)
Career Planning	WIOA - Adult (WIOA 1A), WIOA - Dislocated Worker (WIOA 1D)	Program Service	Individualized Career Services
Cash Incentives	WIOA - Youth (WIOA 1Y)	Program Service	Non-Enrolling

95 Entries   Page 1 of 10 « ‹ 1 2 3 4 5 › »   1   10 ▾

Using the *Search Services* panel to find services

5. You can search by using the following fields:

a. **Keyword:** Enter a word or multiple words into the text field and the system.

Search Services

↗ Switch View

Keyword
Housing

Program
Select a Program...

Service Type
Select

Service Level
Select

☐ Valid Service
☐ Enrolling Service
☐ Same Day Service

🔍 Search   ⟳ Reset

Service Collections

+ Add Service

Service Name ↑↓	Program	Service Type	Service Level
Housing Assistance	WIOA - Adult (WIOA 1A), WIOA - Dislocated Worker (WIOA 1D), WIOA - Youth (WIOA 1Y)	Program Service	Supportive Services
Housing Assistance for DRE	WIOA - Rapid Response (WIOA 1E)	Program Service	Disaster Relief Employment (DRE)

2 Entries   Page 1 of 1 « ‹ 1 › »   1   10 ▾

b. **Program:** This field is a dropdown multi-selection field where you can pick one or more Programs and Sub-programs that are associated with the service.

c. **Service Type:** This field is a dropdown selection field for the Service Type that is associated with the service.

d. **Service Level:** This field is a dropdown selection field for the Service Level that is associated with the service.

e. **Valid Service:** This is a checkbox to include only Valid Services in the list.

f. **Enrolling Service:** This is a checkbox to include only Enrolling Services in the list.

g. **Same Day Service:** This is a checkbox to include only Same Day Services in the list. *Same Day Services are controlled by the template.* They are not controlled by an attribute for the service and not controllable by the user.

6. **Search button:** After entering your desired filters into the search panel, you will select the search button, and the system will reload the list according to your search criteria.

7. **Reset button:** When you select the reset button, it clears out all the fields in the search panel and reloads the list.

8. **Switch View button:** If you are working on a small screen, you may want to use the Switch View button. The Switch View button will stack the search panel above the list panel, reducing the horizontal space needed.

9. **Switch View button** after selecting with the *stacked view.* The switch View button on the top right after selected, returns you back to the previous Service Collections Landing Page.

Service Collections Listing Panel

The Listing Panel (right) provides rows and columns. Each Row represents one Service. There are four default columns in the list representing the **Service Name, Program, Service Type, and Service Level**. The list can be sorted by the Service Name alphabetically. Additional columns can be added by using the column selector.

1. Select the **sorting icon** to the right of the **Service Name** in the Service Name column header. 2. Notice the list sorts in ascending or descending alphabetical order each time you select the icon.	
3. Select the column selector **hamburger icon** at the top far right above the column headers. 4. See the additional columns that can be selected and added to the list view. 5. When you uncheck any of the default columns the system will remove them from the list view.	

6. At the bottom of the page under the list is the **pagination control.**

7. Select one of the **numbers** and notice the page changes.

8. Select the **next icon** and the system displays the next page.

9. Select the **previous icon** and the system displays the previous page.

10. Select the **number dropdown** and change the number of items per page.

| 95 Entries | | Page 2 of 10 | ≪ | ‹ | 1 | 2 | 3 | 4 | 5 | › | ≫ | 2 | 10 ⌄ |

11. Select the **Service Name link** provided as the Service Name.

12. This will open the **View Page** for the Service selected.

13. Select the **Back to Service List** button.

Service Name	Program	Service Type	Service Level
Accommodations Support	WIOA - Adult (WIOA 1A), WIOA - Dislocated Worker (WIOA 1D), WIOA - Youth (WIOA 1Y)	Program Service	Supportive Services
Adult Mentoring ←	WIOA - Youth (WIOA 1Y)	Program Service	Career Services

Adult Mentoring ←

[← Back to Service List]   [▷ Edit]

Service Information

Service Name
Adult Mentoring

Service Description
Adult mentoring must last at least 12 months and may take place both during the program and following exit from the program and be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. The final rule also states that while group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis. Mentoring may include academic mentoring and workplace mentoring where the local program matches a youth participant with an employer or employee of a company. Local programs should ensure appropriate processes are in place to adequately screen and select mentors.

Required Tags

Is this a Valid Service?
Yes
Service Start Date
12/31/1979
Service End Date
02/19/2026
Service Type
Program Service

Program(s)
WIOA - Youth (WIOA 1Y)

Additional Tags

PIRL Data Element Numbers
1410

Performance Measures
Adult Employment Rate 2nd Quarter after Exit
Adult Employment Rate 4th Quarter after Exit
Adult Median Earnings Rate 2nd Quarter after Exit
Adult Median Earnings Rate 4th Quarter after Exit

Service Collections View Details

The View details page is a read only version that displays all the attributes of a Service. In addition, with the appropriate permissions, there will be an **edit button** to take the user to the edit page.

<table>
<tr>
<td>
1. On the Listing Page select a **Service Name link**.

2. This opens the **View** details page.
</td>
<td>

Search Services

		Service Collections			
Keyword		Service Name ⇅	Program	Service Type	Service Level
		Accommodations Support	WIOA - Adult (WIOA 1A), WIOA - Dislocated Worker (WIOA 1D), WIOA - Youth (WIOA 1Y)	Program Service	Supportive Services
Program					

⤢ Switch View   + Add Service
</td>
</tr>
<tr>
<td>
The Service details **View Page** has the following fields representing the Service:

  a. **Title Bar:** Is the name of the Service.

  b. **Back to Service List button:** Returns the user to the list page.

  c. **Edit button:** Takes the user to the edit page.

  d. **Service Name**

  e. **Service Description**

  f. **Is this a Valid Service?**

  g. **Program(s)**

  h. **Service Start Date**

  i. **Service End Date**

  j. **Service Type**

  k. **PIRL Data Element Numbers**

  l. **Performance Measures**

  m. **Is this an Enrolling Service?**

  n. **Is this a Same Day Service?**
</td>
<td>

Accommodations Support ←

← Back to Service List   ⬀ Edit

Service Information

Service Name
Accommodations Support

Service Description
Assistance provided to a participant to permit participation in a WIOA-funded career service or training program by ensuring that he or she maintains or obtains reasonable accommodations for themselves while they are a program participant. Assistance may include, but is not limited to: a) Reasonable accommodations for individuals with disabilities; b) Assessments for learning disabilities; c) Funding of assistive technology/equipment and American Sign Language (ASL) interpreters; d) Funding of foreign-language interpreters to accompany participants on job interviews; and e) Helping a participant secure accommodation from a training provider or employer.

Required Tags

Is this a Valid Service?	**Program(s)**
Yes	WIOA - Adult (WIOA 1A)
Service Start Date	WIOA - Dislocated Worker (WIOA 1D)
12/30/1979	WIOA - Youth (WIOA 1Y)
Service End Date	
02/11/2026	
Service Type	
Program Service	

Additional Tags

PIRL Data Element Numbers	**Performance Measures**
1409	
Is this an Enrolling Service?	**Is this a Same Day Service?**
No	Yes
Service Level	**Service Template Category**
Supportive Services	SupportiveServices
Service Template	**Default on Career Plan**
Supportive Services	No
Triggers Participation/Extends 90 Day Exit Window	**WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement**
No	No
MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement	
No	
</td>
</tr>
</table>

o. **Service Level** p. **Service Template Category** q. **Service Template** r. **Default on Career Plan** s. **Triggers** t. **WEX** u. **MTE**	

Service Collections Add Service

A new Service can be added using the Add Service page.

1. On the Listing Page select the **Add Service** button.	
2. The title bar displays a **Duplicate Search Check**. 3. Put the curser in the **Service Name** text field and type in the Service Name or key word. 4. Select the Search for Existing Services button. 5. If the Service shows up after the search in the grid at the bottom, then you would not want to add a duplicate. 6. To see the details of a Service returned in the search, Select	

the desired Service Name link	
7. Assuming the search does not return any duplicates, then select the **Add Service** button. 8. The title bar displays **Add Service.**	**Duplicate Service Check** Name referral Program Select a Program... Service Start Date　　　　　Service End Date 🔍 Search for Existing Services　➕ Add Service　✕ Cancel **Service Name** ⬍　**Program** Referral Linkages to Community Services/Referrals　WIOA - Adult (WIOA 1A), WIOA - Dislocated Worker (WIOA 1D), WIOA - Youth (WIOA 1Y) 2 Entries　　Page 1 of 1 ≪ ‹ 1 › ≫ 1 10 ⌄ 🔍 Search for Existing Services　➕ Add Service　✕ Cancel

9. Put the curser in the **Service Name** text field and change the Service Name.

10. Put the curser in the **Service Description** editor - 47 / 2500 characters (2453 remaining) *Includes hidden characters.

11. Notice the **Icons** at the top of the Description Editor. Try the icons and notice how they change the formatting in the description.

12. Put the curser in the **Service Start Date**. This is a date picker field. You can either enter a date manually or use the calendar to select a date.

13. Put the curser in the **Service End Date**. This is a date picker field. You can either enter a date manually or use the calendar to select a date.

Add Service

Service Information

Service Name*

Service Description*

B I U S Normal ⇕ ≡ ≣

Type in the Description here

55 / 2500 characters (2445 remaining) *Includes hidden characters

Required Tags

Service Start Date*

02/13/2026

Service End Date

Program*

Select a Program...

Additional Tags

Service Level*

Select...

Default on Career Plan*

Select...

Performance Measures

Select...

‹		February	2026			›
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Today   Clear

14. **Program selection dropdown:** Using the dropdown selection the user can change or add programs for the service.

15. **Service Type selection dropdown:** There are two Service Types that can be selected, Program Service and Self Service & Information Only. *Program Services are funded by the program(s) that were set for this Service.*

16. **Service Level selection dropdown:** Use this selection dropdown to set the Service Level. Service levels group Services into categories so they are easier to locate.

17. **Service Template selection dropdown:** Service Templates are predefined in the system and can be selected from the Service using this dropdown. If the templates in the system do not support the Service, then contact technical support to add a new template.

Additional Tags

Service Level*

Select...

Service Template*

Select a Template...

Service Template is required

18. **Chevrons within the Service Template selection dropdown:** Notice there are chevrons in this Service Template selector, service templates are categorized.

Service Level*

Select...

Default on Career Plan*

Select...

Performance Measures

Select...

MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement

Select...

Service Template*

Select a Template...

> StaffAssistedAndIndividualCareerServices_1A_1D
> SupportiveServices
> YouthProgramElements
> TrainingServices_1A_1D
> FollowUpServices
> WorkBasedLearning

19. Select a chevron to expand a category to see the templates.

Service Level*

Select...

Default on Career Plan*

Select...

Performance Measures

Select...

MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement

Select...

Triggers Participation/Extends 90 Day Exit Window

Service Template*

Other Supportive Services

> StaffAssistedAndIndividualCareerServices_1A_1D
∨ SupportiveServices
   Other Supportive Services
   Supportive Services
> YouthProgramElements
> TrainingServices_1A_1D

20. **Default on Career Plan selection dropdown:** This selection dropdown is a yes or no setting which tells the system that the service should automatically be added to the career plan.

21. **Is this an Enrolling Service? selection dropdown:** This selection dropdown is a yes or no setting which tells the system that the customer is enrolled in a program when the Service is added. This tells the system that the service will initiate or continue enrollment into a WIOA Title I program when added to a customer's career plan with an actual date associated.

22. **Performance Measures selection dropdown:** This selection dropdown is a multi-selection field. By selecting the checkboxes within the dropdown, multiple Performance Measures can be set for the Service.

23. **PIRL Data Element Numbers text field:** Put the curser in the field and type the specific PIRL numbers separated by commas.

Performance Measures	PIRL Data Element Numbers ⓘ
Adult Employment Rate 2nd Quarter after Exit, Adult Median Earnings Rate 2nd Quarter after Exit ✕ ⌄	

Performance Measures	PIRL Data Element Numbers ⓘ
Adult Employment Rate 2nd Quarter after Exit, Adult Median Earnings Rate 2nd Quarter after Exit ✕ ⌄	1400, 1409

24. **PIRL Data Element Numbers text field Info bubble:** There is an info bubble that opens a modal with PIRL information.

Edit Tooltip ✕

Normal ⬍ Sans Serif ⬍ **B** *I* U A A ☰ ☰ ☰
🔗 🖼 </> *Tₓ*

The Participant Individual Record Layout (PIRL) provides a framework to help the public workforce development system meet federal reporting requirements while ensuring consistency and comparability across grantees and programs.

Cancel   **Save Changes**

25. **MTE – 50%:** Service Contributes to the Minimum Training Expenditure Requirement: Select Yes or No.

MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement

Select... ⌄

🔍

Yes

No

💾 Save   ✕ Cancel

WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement

Select... ⌄

26. **WEX – 20%:** Service Contributes to Youth Work Experience Expenditure Requirement: Select Yes or No.

MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement

Yes ✕ ⌄

Triggers Participation/Extends 90 Day Exit Window

Select... ⌄

WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement

Select... ⌄

🔍

Yes

No

💾 Save   ✕ Cancel

27. Triggers Participation/Extends 90 Day Exit Window: Select Yes or No.

MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement

Yes

WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement

Select...

Triggers Participation/Extends 90 Day Exit Window

Select...

Yes

No

Transition v:26.2.42 About

MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement

Yes

WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement

Select...

Triggers Participation/Extends 90 Day Exit Window

No

28. **Save Button:** By selecting the Save button, all the edits will be saved, and the system will route to the Listing page.

MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement

Yes

WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement

Select...

Triggers Participation/Extends 90 Day Exit Window

No

29. **Cancel button:** By selecting the cancel button, a modal pop-up will display requiring the user to confirm cancelling the Unsaved Changes before returning to the Listing page.

💾 Save   ✕ Cancel

Service Collections Edit Page

From the View page the user can edit the Service.

1. On the Listing Page select a Service Name link.	**Service Collections** + Add Service **Service Name** — **Program** — **Service Type** — **Service Level** Accommodations Support → WIOA - Adult (WIOA 1A), WIOA - Dislocated Worker (WIOA 1D), WIOA - Youth (WIOA 1Y) — Program Service — Supportive Services
2. This opens the **View** details page.	**Accommodations Support** ← Back to Service List ▷ Edit **Service Information** **Service Name** Accommodations Support **Service Description** Assistance provided to a participant to permit participation in a WIOA-funded career service or training program by ensuring that he or she maintains or obtains reasonable accommodations for themselves while they are a program participant. Assistance may include, but is not limited to: a) Reasonable accommodations for individuals with disabilities; b) Assessments for learning disabilities; c) Funding of assistive technology/equipment and American Sign Language (ASL) interpreters; d) Funding of foreign-language interpreters to accompany participants on job interviews; and e) Helping a participant secure accommodation from a training provider or employer. **Required Tags** **Is this a Valid Service?** — **Program(s)** No — WIOA - Adult (WIOA 1A) **Service Start Date** — WIOA - Dislocated Worker (WIOA 1D) 12/30/1979 — WIOA - Youth (WIOA 1Y) **Service End Date** 02/11/2026 **Service Type** Program Service **Additional Tags** **PIRL Data Element Numbers** — **Performance Measures** 1409 **Is this an Enrolling Service?** — **Is this a Same Day Service?** No — Yes **Service Level** — **Service Template Category** Supportive Services — SupportiveServices **Service Template** — **Default on Career Plan** Supportive Services — No **MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement** — **WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement** No — No **Triggers Participation/Extends 90 Day Exit Window** No

3. At the top right of the View page is the **Edit** button.

4. Select the Edit button and the user is routed to the **Edit Service page.**

Accommodations Support

← Back to Service List   ▷ Edit

Service Information

Service Name
Accommodations Support

Service Description
Assistance provided to a participant to permit participation in a WIOA-funded career service or training program by ensuring that he or she maintains or obtains reasonable accommodations for themselves while they are a program participant. Assistance may include, but is not limited to: a) Reasonable accommodations for individuals with disabilities; b) Assessments for learning disabilities; c) Funding of assistive technology/equipment and American Sign Language (ASL) interpreters; d) Funding of foreign-language interpreters to accompany participants on job interviews; and e) Helping a participant secure accommodation from a training provider or employer.

Required Tags

Is this a Valid Service?	**Program(s)**
No	WIOA - Adult (WIOA 1A)
Service Start Date	WIOA - Dislocated Worker (WIOA 1D)
12/30/1979	WIOA - Youth (WIOA 1Y)
Service End Date	
02/11/2026	
Service Type	
Program Service	

Additional Tags

PIRL Data Element Numbers	**Performance Measures**
1409	
Is this an Enrolling Service?	**Is this a Same Day Service?**
No	Yes
Service Level	**Service Template Category**
Supportive Services	SupportiveServices
Service Template	**Default on Career Plan**
Supportive Services	No
MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement	**WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement**
No	No
Triggers Participation/Extends 90 Day Exit Window	
No	

5. The title bar displays **Edit Service.**

6. Put the curser in the **Service Name** text field and change the Service Name.

7. Put the curser in the Service **Description** editor.

8. Notice the **Icons** at the top of the Description Editor. Try the icons and notice how they change the formatting in the description.

Edit Service

Service Information

Service Name*

Accommodations Support

Service Description*

B I U S Normal ⇕ ≡ ≣

Assistance provided to a participant to permit participation in a WIOA-funded career service or training program by ensuring that he or she maintains or obtains reasonable accommodations for themselves while they are a program participant. Assistance may include, but is not limited to: a) Reasonable accommodations for individuals with disabilities; b) Assessments for learning disabilities; c) Funding of assistive technology/equipment and American Sign Language (ASL) interpreters; d) Funding of foreign-language interpreters to accompany participants on job interviews; and e) Helping a participant secure accommodation from a training provider or employer.

Required Tags

Service Start Date*

12/30/1979

Service End Date

02/11/2026

Program*

Select a Program...

Service Type

Program Service   × ∨

Additional Tags

Service Level*

Supportive Services   × ∨

Service Template*

Supportive Services   ×
                            ∨

Default on Career Plan*

No   × ∨

Is this an Enrolling Service?*

No   × ∨

Performance Measures

Select...   ∨

PIRL Data Element Numbers ⓘ

1409 ⊗

MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement

WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement

9.	Put the curser in the **Service Start Date**. This is a date picker field. You can either enter a date manually or use the calendar to select a date.	**Required Tags** Service Start Date* 03/30/2026 Service End Date 03/30/2028 Service Start Date* 03/31/2026 When set, Service Start Date must come before Service End Date Service End Date 03/30/2026 When set, Service Start Date must come before Service End Date Program* Select a Program Service Type Program Service
10.	Put the curser in the **Service End Date**. This is a date picker field. You can either enter a date manually or use the calendar to select a date.	**Required Tags** Service Start Date* 03/30/2026 Service End Date 03/30/2026 When set, Service Start Date must come before Service End Date Program* Service Type

11.	**Program selection dropdown:** Using the dropdown selection the user can change or add programs for the service.	Program* (2 items selected)
		Service Type Program Service
		
		∨ ☑ WIOA
		  ☑ Adult (WIOA 1A)
		  ☑ Dislocated Worker (WIOA 1D)
		  ☐ Youth (WIOA 1Y)
		  ☐ Rapid Response (WIOA 1E)
		  ☐ Youth Career Pathways (WIOA Statewide Activities)
		∨ ☐ National Dislocated Worker Grant (WIOA 1N)
		  ☐ National Dislocated Worker Grant (WIOA Quest 1 - 1N)
		Performance Measures
		PIRL Data Element Numbers ⓘ

12. **Service Type selection dropdown:** There are two Service Types that can be selected, Program Service and Self Service & Information Only. Program Services are funded by the program(s) that were set for this Service.	Program* (2 items selected) ⌄ Additional Tags Service Level* Supportive Services ✕ ⌄ **Service Type** Program Service ✕ ⌄ [search] 🔍 Program Service Self Service & Information Only
13. **Service Level selection dropdown:** Use this selection dropdown to set the Service Level. Service levels group Services into categories so they are easier to locate.	Additional Tags **Service Level*** Career Services ✕ ⌄ [search] 🔍 Basic Career Services (Self Services) Basic Career Services (Staff Assisted) Career Services Disaster Relief Employment (DRE) Follow-Up Services Individualized Career Services Non-Enrolling Referral Supportive Services Training Services **Service Template*** Supportive Services ✕ ⌄ **Is this an Enrolling Service?*** No ✕ ⌄ **PIRL Data Element Numbers** ⓘ 1409 ⊗ **WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement** No ✕ ⌄ 💾 Save ✕ Cancel 🗑 Delete

14. **Service Template selection dropdown:** Service Templates are predefined in the system and can be selected from the Service using this dropdown. If the templates in the system do not support the Service, then contact technical support to add a new template.

15. **Chevrons within the Service Template selection dropdown:** Notice there are chevrons in this Service Template selector, service templates are categorized.

16. Select a chevron to expand a category to see the templates.

17. **Default on Career Plan selection dropdown:** This selection dropdown is a yes or no setting which tells the system that the service should automatically be added to the career plan.

18. **Is this an Enrolling Service? selection dropdown:** This selection dropdown is a yes or no setting which tells the system that the customer is enrolled in a program when the Service is added.

19. **Performance Measures selection dropdown:** This selection dropdown is a multi-selection field. By selecting the checkboxes within the dropdown, multiple **Performance Measures** can be set for the Service.

20. **PIRL Data Element Numbers text field:** Put the curser in the field and type the specific PIRL numbers separated by commas.

21. **MTE-50%:** Service contributes to the Minimum Training Expenditure Requirement Select Yes or No.

22. **WEX-20%**: Service Contributes to Youth Work Experience Expenditure Requirement Select Yes or No.	MTE - 50%: Service contributes to the Minimum Training Expenditure Requirement No × ∨ Triggers Participation/Extends 90 Day Exit Window No × ∨	WEX - 20%: Service Contributes to Youth Work Experience Expenditure Requirement Yes × ∨ 💾 Save × Cancel 🗑 Delete
23. **Triggers Participation / Extends 90 Day Exit Window** Select Yes or No.	Triggers Participation/Extends 90 Day Exit Window No × ∨ 💾 Save × Cancel 🗑 Delete	
24. **Save Button:** By selecting the Save button, all the edits will be saved, and the system will route the user back to the Edit Page.	💾 Save × Cancel 🗑 Delete	
25. **Cancel button:** By selecting the cancel button, a modal pop-up will display requiring the user to confirm cancelling the **Unsaved Changes**	💾 Save × Cancel 🗑 Delete **Unsaved Changes** × Are you sure you want to leave? Your changes will not be saved. To save your data, please complete all required fields and click 'Save'. No × Yes	

before returning to the Edit page.	
26. **Delete button:** By selecting the Delete button, a modal pop-up Delete confirmation will display requiring the user to input a **Reason for Deletion**. The service will be inactivated in the system.	
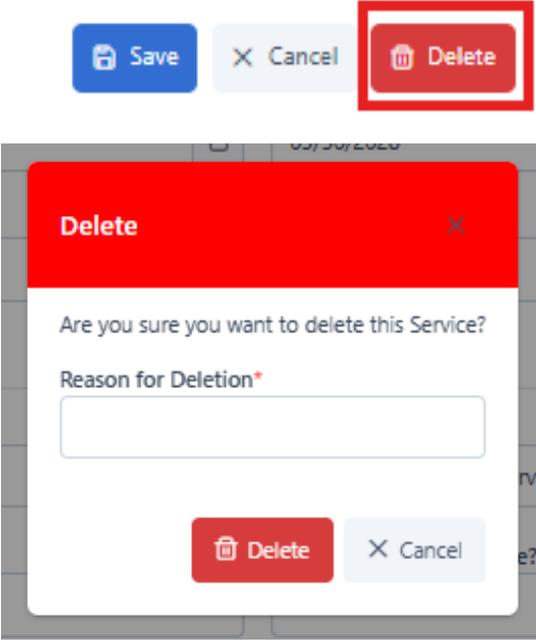
Service Collections Versioning

After IWDS-2.0 goes live in production, versioning will be turned on. When a Service is edited, the system will remind the user that edits cause a new version to be created. When the user accepts and goes into edit and saves the changes, the system will discontinue the previous version and activate the new version. Versions will be tracked by date time stamps.