Welcome to InTERS for INTraining

This user guide will help you to better understand the different functions of the InTERS for INTraining system, an online data reporting tool for INTraining training providers.

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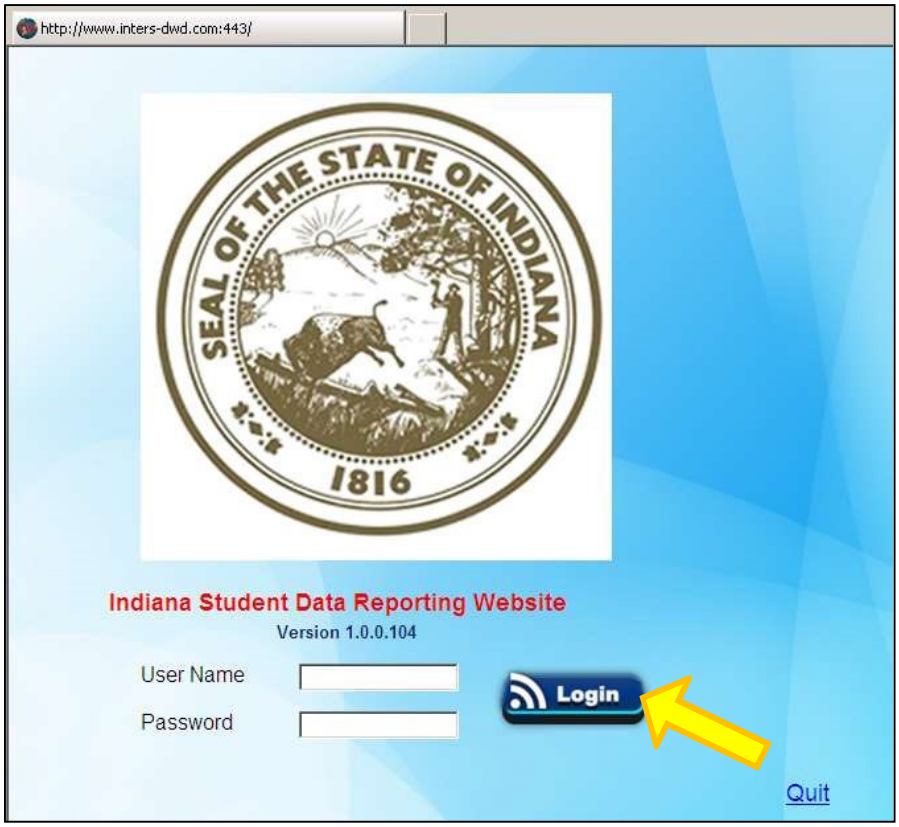
Logging In

InTERS for INTraining can be found online at the following link: http://web.inters-dwd.com/

NOTE: *Adding this link to your email "favorites" is a quick and easy way to make sure you always have the website url.*



Where do I find my User Name and Password?

In order to access InTERS for INTraining, you must log in. Please use your INTraining user name and password to access InTERS for INTraining. Once you have typed in your username and password, click **Login**.

What do I do if my User Name and Password do not work?

If your user name and password combination does not work, please contact INTraining staff at INTraining@dwd.in.gov.

Reminders:

- If you have recently changed your INTraining username or password, it will take 24 hours for these login credentials to update in the InTERS system.
- If you are not listed as the submitter of one of your organization's training program applications, your user name and password will not work in the InTERS system.
- If you have access to either ABE or CTE versions of InTERS, please make sure the user name and password you are using for INTraining is different from your ABE/CTE InTERS log-in.

Program Listing Screen

What is the Program Listing Screen?

Each time you log into InTERS for INTraining you will be brought to your **Program Listing** screen.

NOTE: The InTERS site will time out after 15 minutes of non-activity. This will require you to log in again.

This is the main screen where you will access all features of InTERS for INTraining. Here you can enter, review and submit your student, or trainee, data.

How do I sort the Program Listing Screen?

Your **Program Listing** screen should contain a list of all training programs which you have ever submitted to INTraining. (This includes programs with deleted or denied statuses).

To help you in better locating programs in this list, you can sort this list by clicking on any of the column titles in the black bar at the top of the list of programs:

Provider Name	Program Number	Program Name	Location/Address	Completion %
This is the title of the location/campus where the training takes place.	This is the unique number assigned to each of your training programs for tracking and reporting purposes.	This is the name of the class/training program.	This is the address where the training takes place.	This will direct you to a new screen where you can view performance metrics for this program (Currently only completion rates will be

				available for viewing).

Entering Student Data

There are two ways to enter student data in InTERS for INTraining, **Individual Student Entry** and **Batch Import**. Whichever method you choose, you must enter student for **ALL** participants, regardless of how their training was paid for, who entered the training program in each academic year.

What is individual student entry?

Individual student entry allows you to enter student records one at a time. This should be used when entering or updating information on small numbers of students.

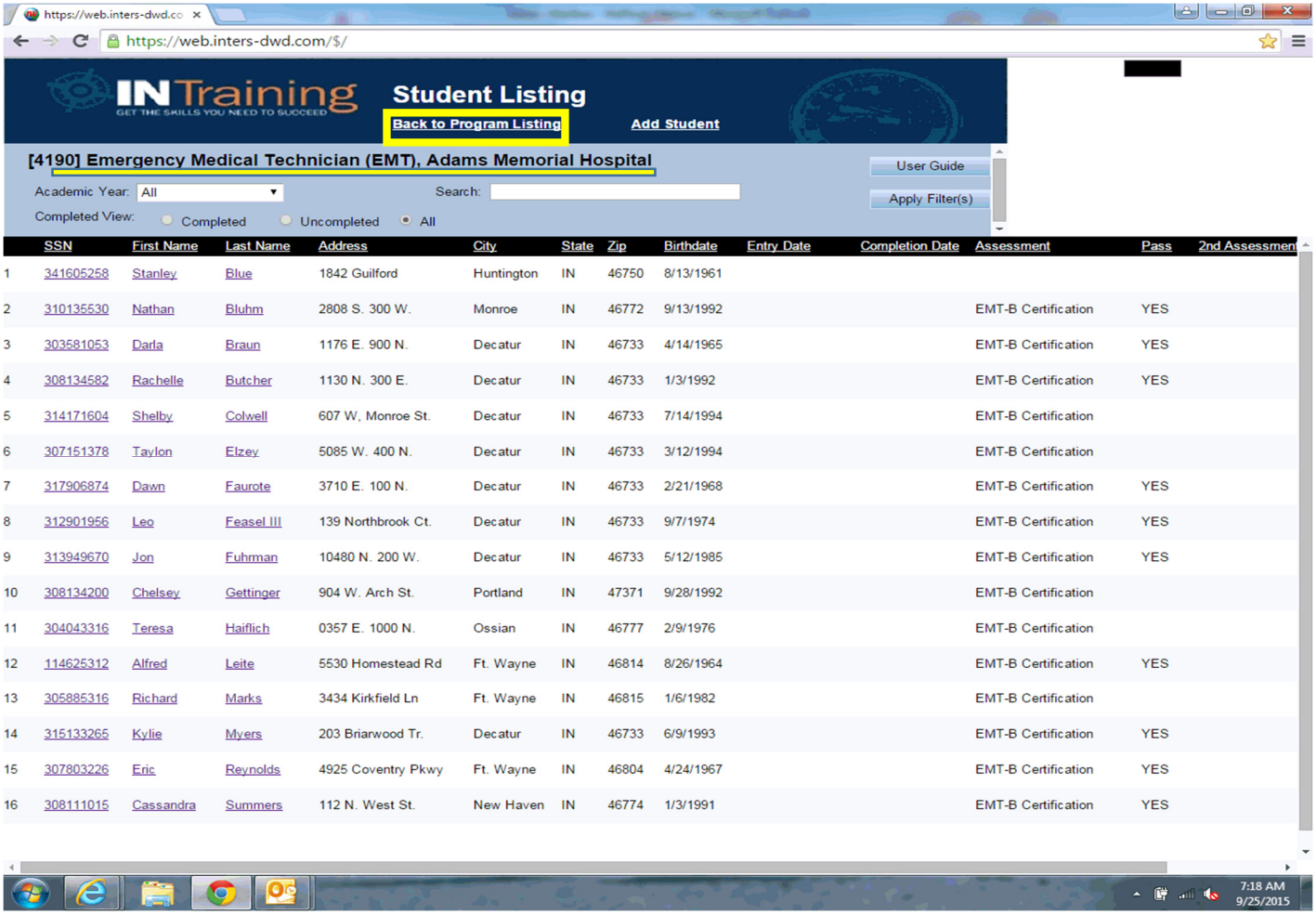
To enter student data individually you must first find and select the training program for which you wish to enter data. To do so, locate the correct program from the **Program Listing** screen. Then click on the title of that program in the **Program Name** column.

When you click on the title of a program in the **Program Listing** screen, you will be directed to that program's **Student Listing** screen.

What is the Student Listing screen?

The **Student Listing** screen contains a roster of all students you have ever entered, or submitted to INTraining, for the program you've selected. Each of your programs will have its own **Student Listing** screen/roster.

To confirm that you have selected the correct program, check both the **Program Number** and **Program Title** listed in the upper left-hand corner of the screen. If you have selected the wrong program, return to the **Program Listing** screen by clicking the **Back to Program Listing** option.

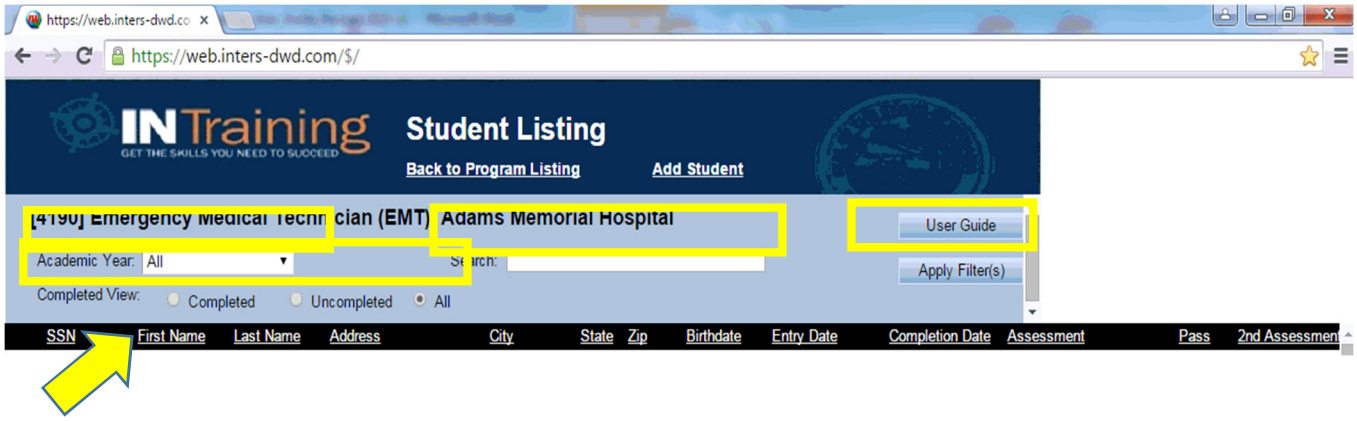


	SSN	First Name	Last Name	Address	City	State	Zip	Birthdate	Entry Date	Completion Date	Assessment	Pass	2nd Assessment
1	341605258	Stanley	Blue	1842 Guilford	Huntington	IN	46750	8/13/1961					
2	310135530	Nathan	Bluhm	2808 S. 300 W.	Monroe	IN	46772	9/13/1992			EMT-B Certification	YES	
3	303581053	Darla	Braun	1176 E. 900 N.	Decatur	IN	46733	4/14/1965			EMT-B Certification	YES	
4	308134582	Rachelle	Butcher	1130 N. 300 E.	Decatur	IN	46733	1/3/1992			EMT-B Certification	YES	
5	314171604	Shelby	Colwell	607 W, Monroe St.	Decatur	IN	46733	7/14/1994			EMT-B Certification		
6	307151378	Taylon	Elzey	5085 W. 400 N.	Decatur	IN	46733	3/12/1994			EMT-B Certification		
7	317906874	Dawn	Faurote	3710 E. 100 N.	Decatur	IN	46733	2/21/1968			EMT-B Certification	YES	
8	312901956	Leo	Feasel III	139 Northbrook Ct.	Decatur	IN	46733	9/7/1974			EMT-B Certification	YES	
9	313949670	Jon	Fuhrman	10480 N. 200 W.	Decatur	IN	46733	5/12/1985			EMT-B Certification	YES	
10	308134200	Chelsey	Gettinger	904 W. Arch St.	Portland	IN	47371	9/28/1992			EMT-B Certification		
11	304043316	Teresa	Haiflich	0357 E. 1000 N.	Ossian	IN	46777	2/9/1976			EMT-B Certification		
12	114625312	Alfred	Leite	5530 Homestead Rd	Ft. Wayne	IN	46814	8/26/1964			EMT-B Certification	YES	
13	305885316	Richard	Marks	3434 Kirkfield Ln	Ft. Wayne	IN	46815	1/6/1982			EMT-B Certification		
14	315133265	Kylie	Myers	203 Briarwood Tr.	Decatur	IN	46733	6/9/1993			EMT-B Certification	YES	
15	307803226	Eric	Reynolds	4925 Coventry Pkwy	Ft. Wayne	IN	46804	4/24/1967			EMT-B Certification	YES	
16	308111015	Cassandra	Summers	112 N. West St.	New Haven	IN	46774	1/3/1991			EMT-B Certification	YES	

If you have previously submitted student data to INTraining staff via Excel spreadsheet for a program, the student information should appear on the **Student Listing** screen for that program. If any data you submitted via Excel spreadsheet does not appear, please contact INTraining staff at INTraining@dwd.in.gov.

How do I sort the Student Listing screen?

Once student data has been entered for a program, information in this screen can then be sorted by clicking on any of the column titles found the **black bar** at the top of the list of students.



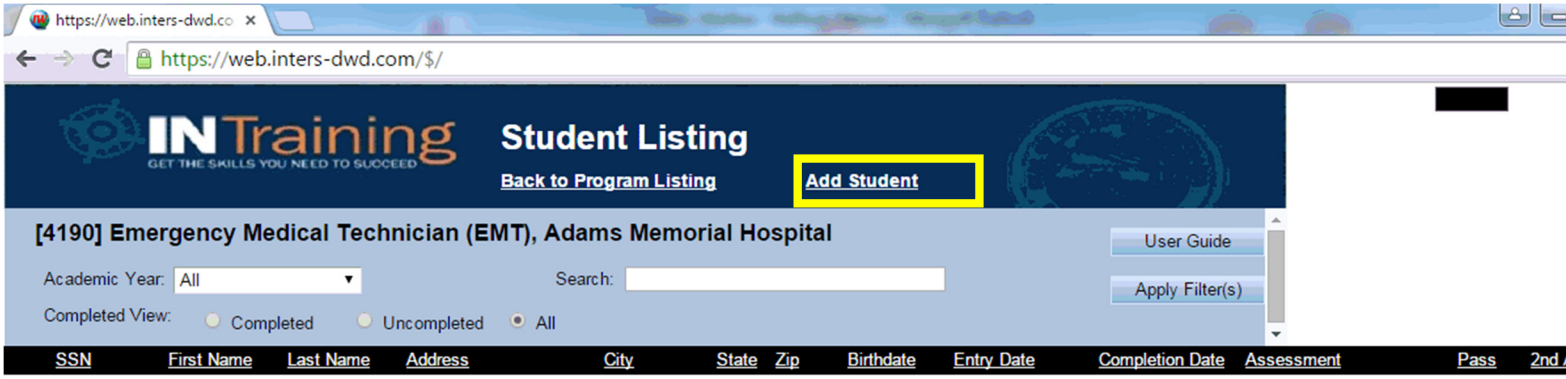
Another option for sorting is to use the filtering tools in the light blue section above the column titles. Any time you want to use one of these filtering tools to sort the list of students, you must click **Apply Filter(s).**

A brief description of each filtering option can be found below:

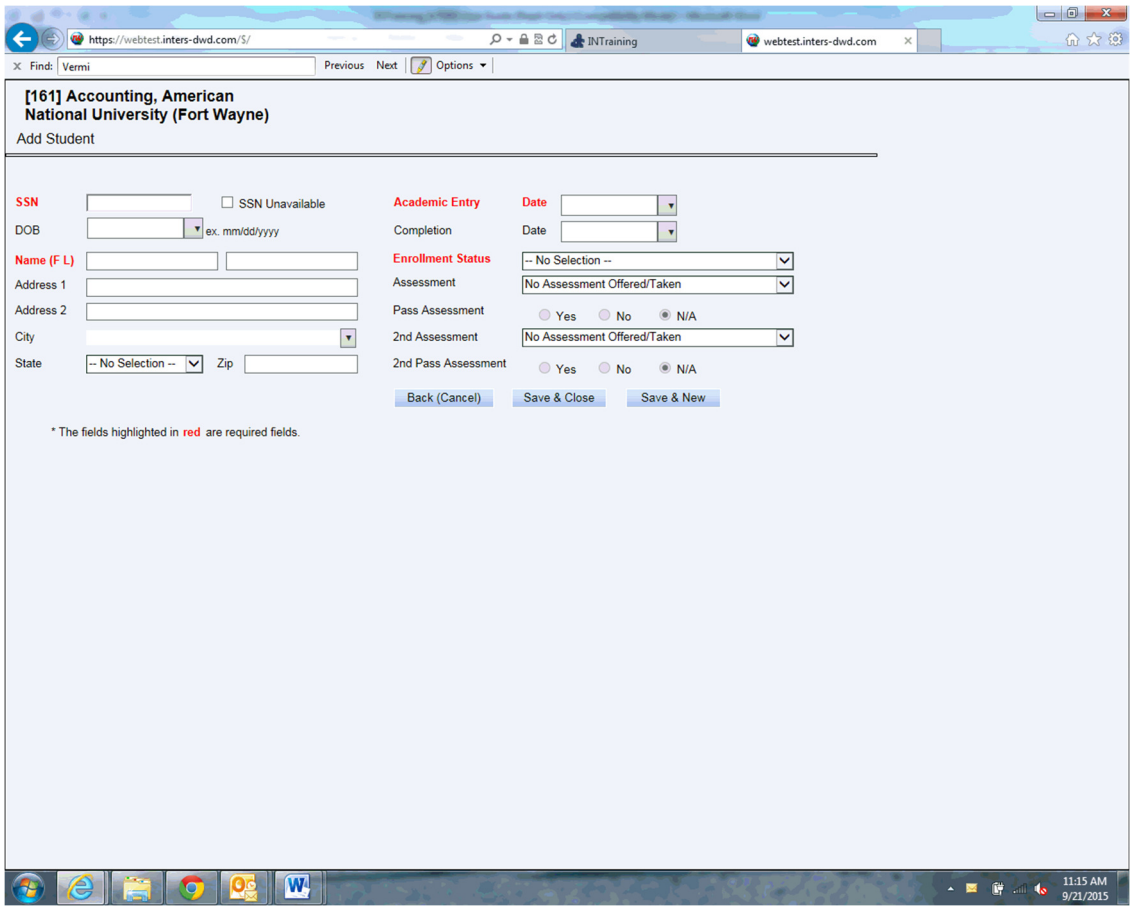
Entry Date	Completion Date	Search
This filter allows you to view students that participated in the program in a single academic year.	This filter allows you to limit the roster for students who have either completed, dropped, or are currently enrolled in the training program.	This filter allows you to type in a keyword to find a single student or group of students.

How do I add students individually?

To begin entering student data individually, simply click the **Add Student** option at the top of the **Student Listing** screen.

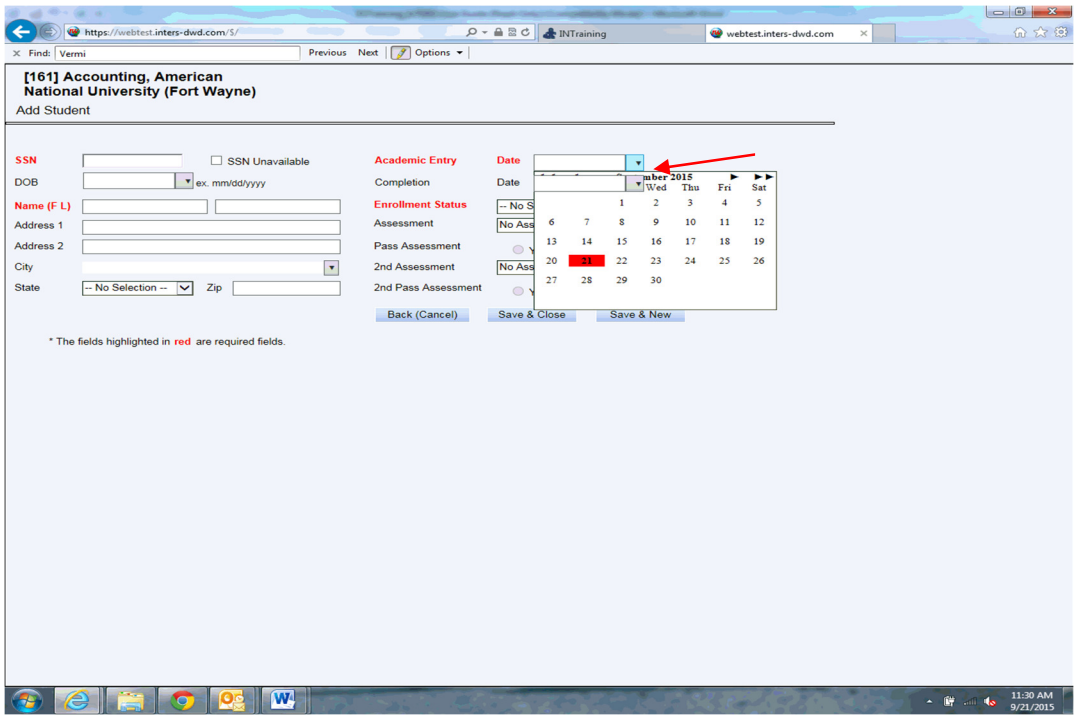


When you click **Add Student**, you will be directed to the **Add Student** screen:



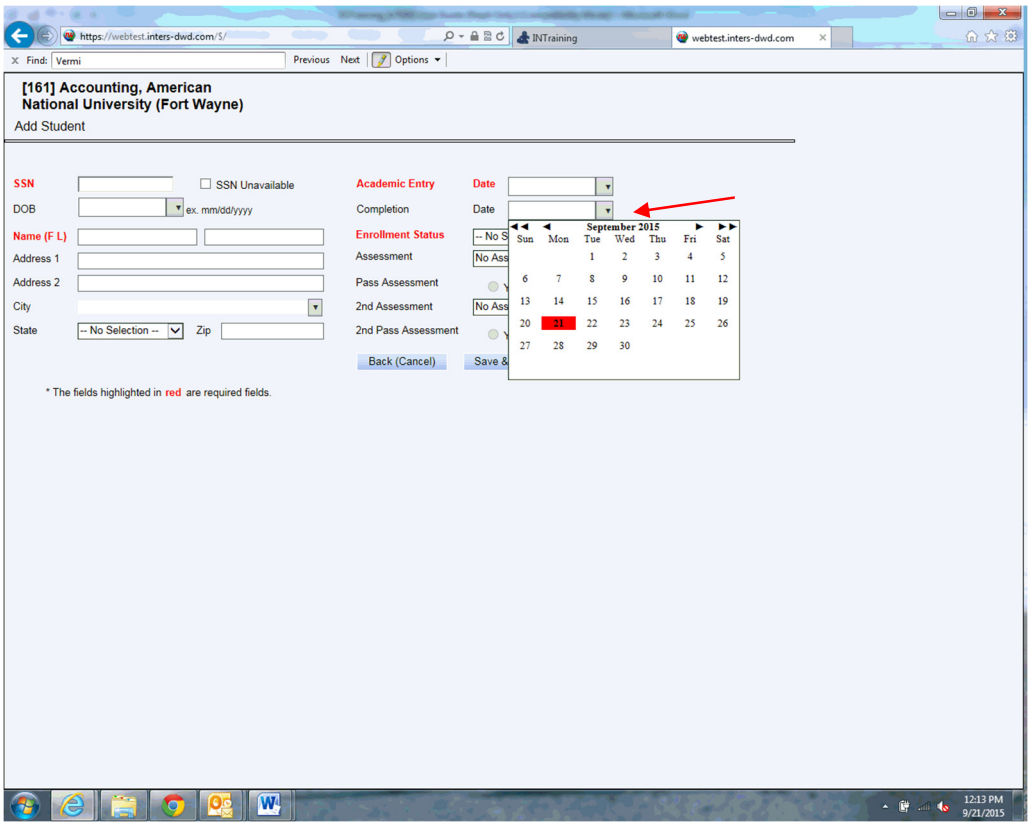
- There are three (3) new boxes on this screen. Entry Date, Completion, and Enrollment Status.

1) Entry Date:
   Add the **date** the student entered the program:



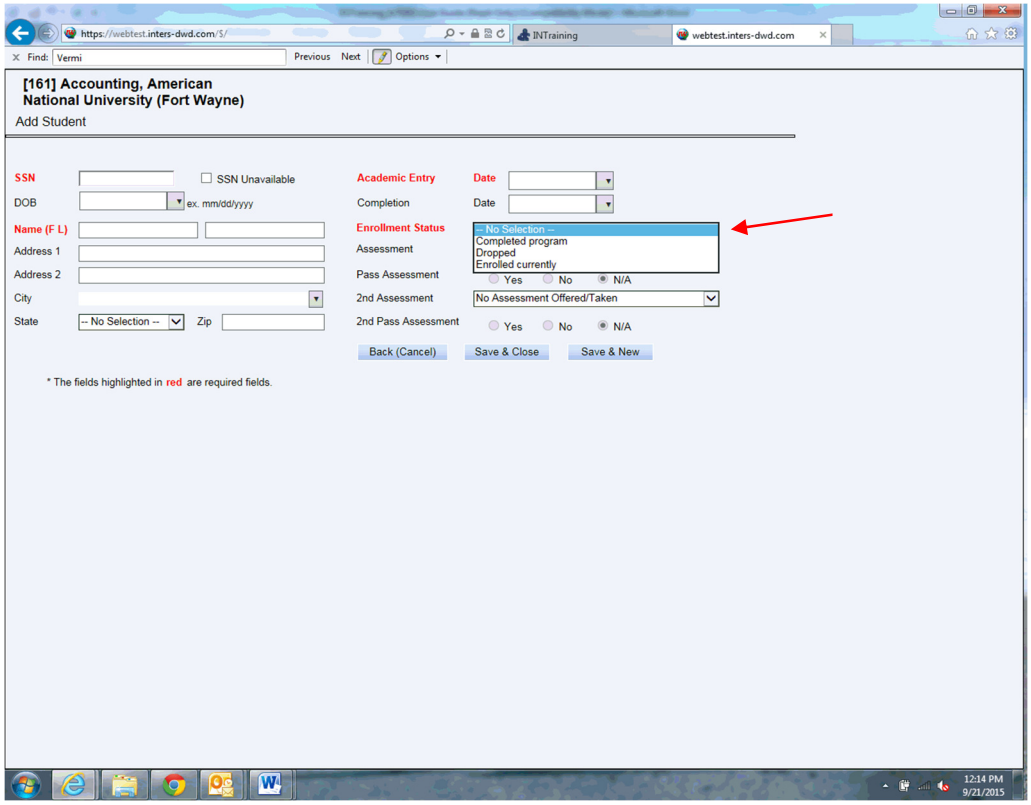
2) Completion:

Add the **<u>date</u>** the student left the program (completed, dropped out, etc.)



3) Academic Status:

Choose the students' status from the drop down box.



Before entering student data, confirm that you have selected the correct program by checking the **Program Number** and **Program Title** listed in the upper left-hand corner of the screen.

If you have selected the wrong program, return to the **Program Listing** screen by first clicking the **Back (Cancel)** and then **Back to Program Listing** option.

All fields on this screen highlighted in **RED** are required. Please note that if you choose the SSN unavailable option, more of the fields will be listed as required.

Below is a brief description of each field:

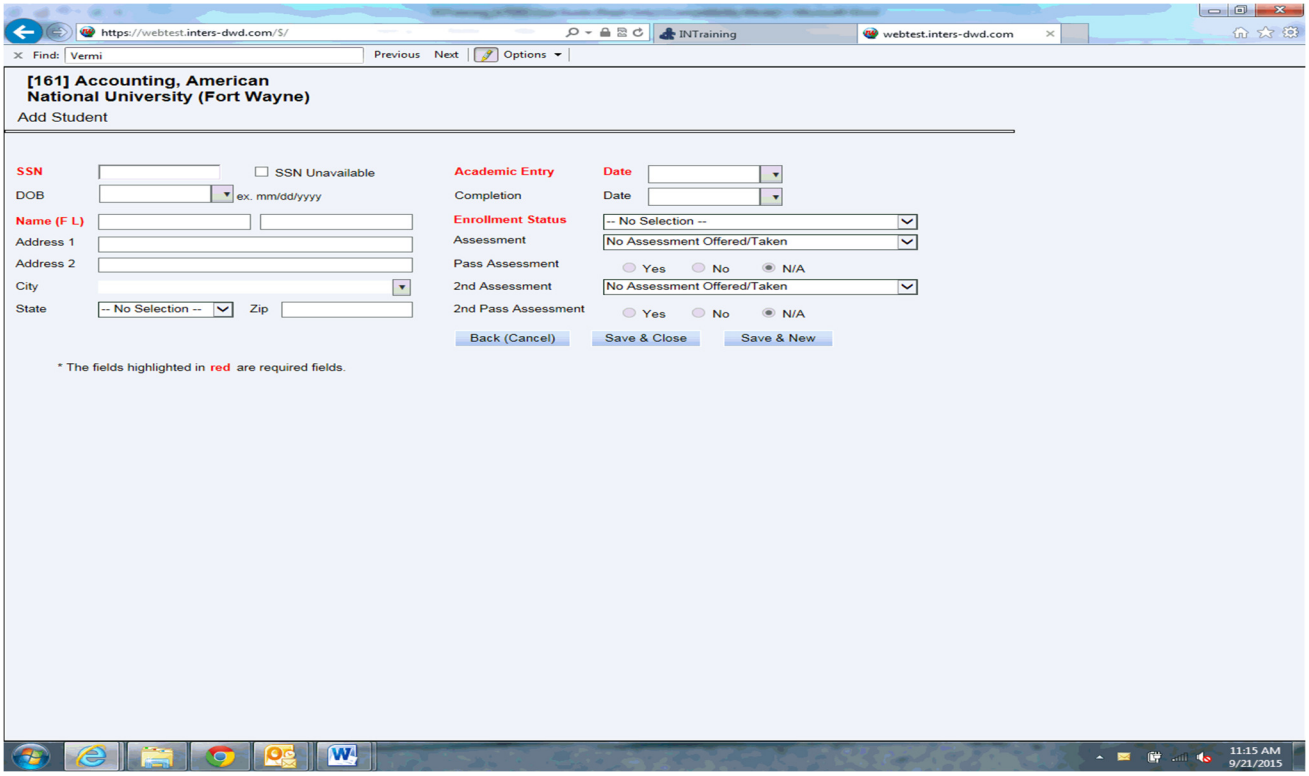
SSN	Social Security Number.
First/Last Name	Student's full legal name, excluding titles and suffixes. (**Required** when an SSN is unavailable).
Address/City/State/Zip	Student's place of residence – **Required** when an SSN is unavailable.
DOB	Student's date of birth - **Required** when an SSN is unavailable.

Entry Date	Click on the drop down box and choose the date the student started the new program. **Required.**
Completion	Click on the drop down box and choose the date the student left the program (completed, dropped, Enrolled Currently)
Enrollment Status	Click on the drop down box and choose the reason the student left the program (completed program, dropped, etc.)
Assessment	The name of the certification/exam taken to earn the credential. (If the assessment/credential does not appear in the drop-down list, please contact INTraining staff at INTraining@dwd.in.gov).
Assessment Pass	Indicates the results of the assessment. Use Y or N
2nd Assessment	The name of the certification/exam taken to earn an additional credential (if applicable).
2nd Pass	Indicates the results of an additional assessment.

NOTE: If you are entering student data so that you can submit the data for either initial or subsequent eligibility review, you have been assigned a specific academic year based on the length of the training program under review. If you have questions about the academic year you should submit, please contact INTraining staff at INTraining@dwd.in.gov.

How do I save the student information I have entered?

Once you have completed all required fields on the **Add Student** screen, you must save the information so that it appears in the student roster on the program's **Student Listing** screen.



There are three options for exiting the **Student Listing** screen:

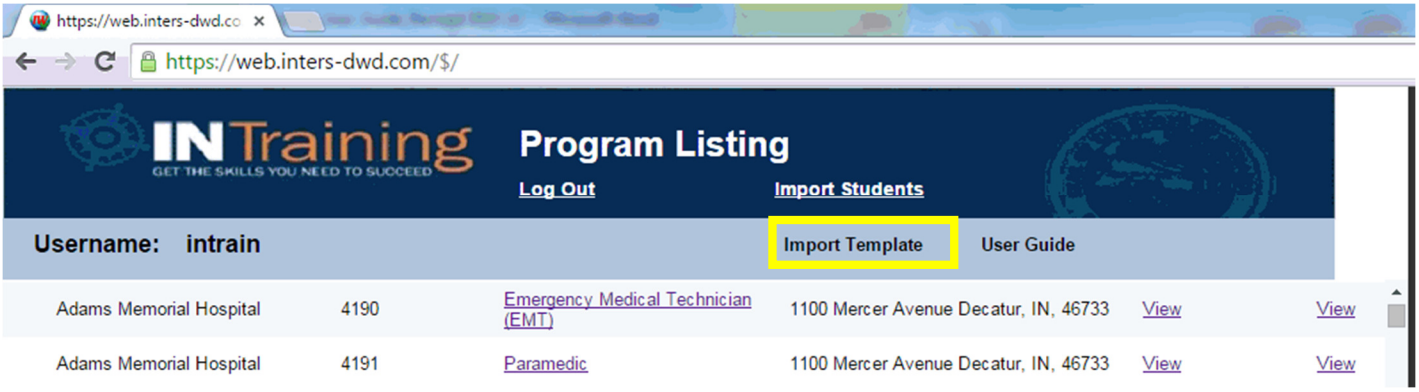
Save & New	Click here to save and continue entering student information individually.
Save & Close	Click here to save and return to the **Student Listing** screen.
Back (Cancel)	Click here if you wish to return to the **Student Listing** screen without saving the information entered.

What is the Batch Import?

The **Batch Import** feature allows you to submit multiple, 500 or fewer, student records at one time through file upload. This should be used when entering data for large numbers of students or for multiple training programs at one time.

Is there a template used for batch importing student data?

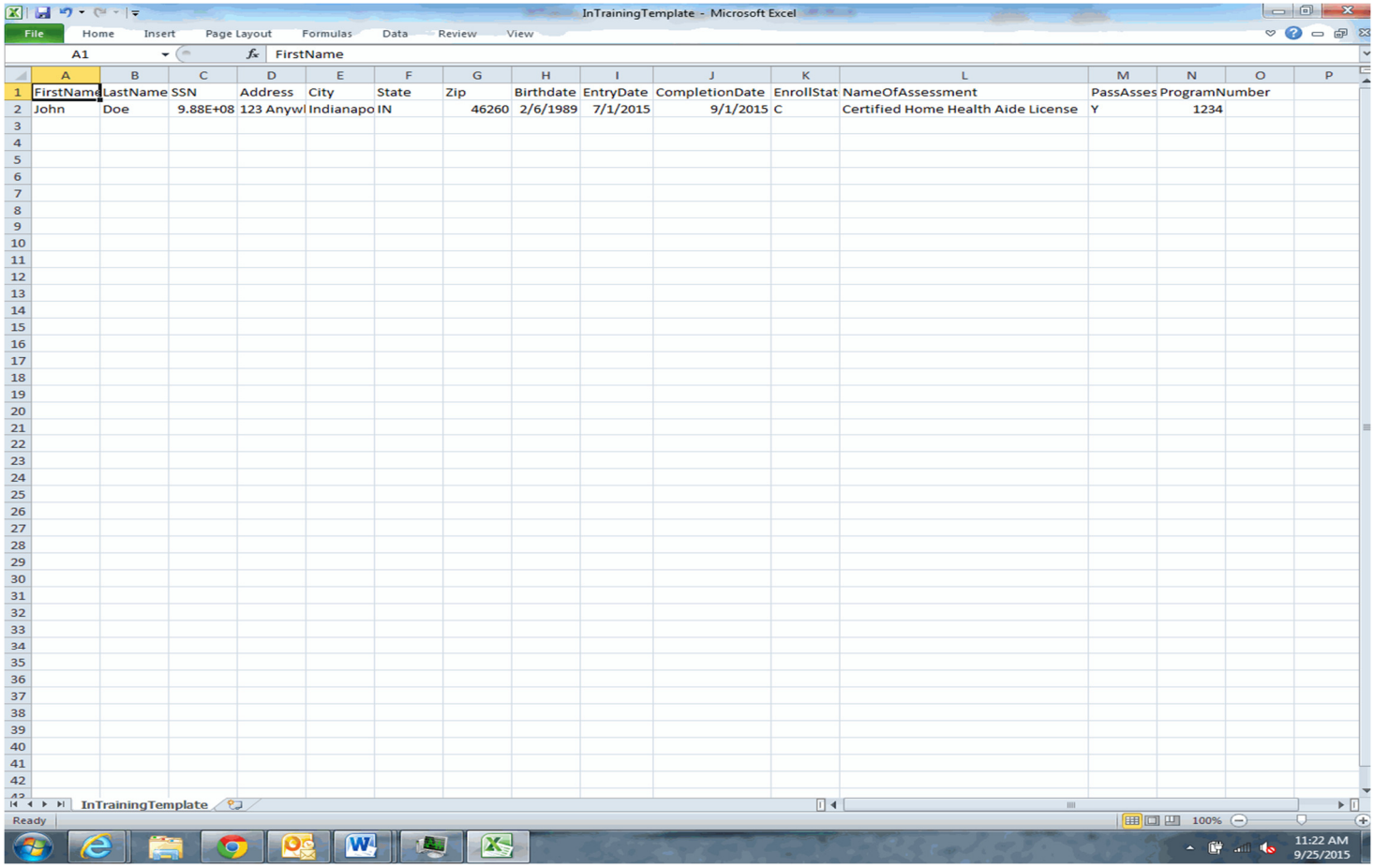
In order to batch import student information, you will first need to download a copy of the import template. To do so; click the **Import Template*** option near the top of the **Program Listing** screen.



*The import template is a CSV file. In order for the batch upload to work, the student data must be saved in a this CSV file format.

Follow the example provided in row 2 of the **Import Template** – You should delete the example row before you save and import your document!

You can type information into each cell individually, or choose to copy and paste data into the cells from another document. **DO NOT** modify the column titles or order.

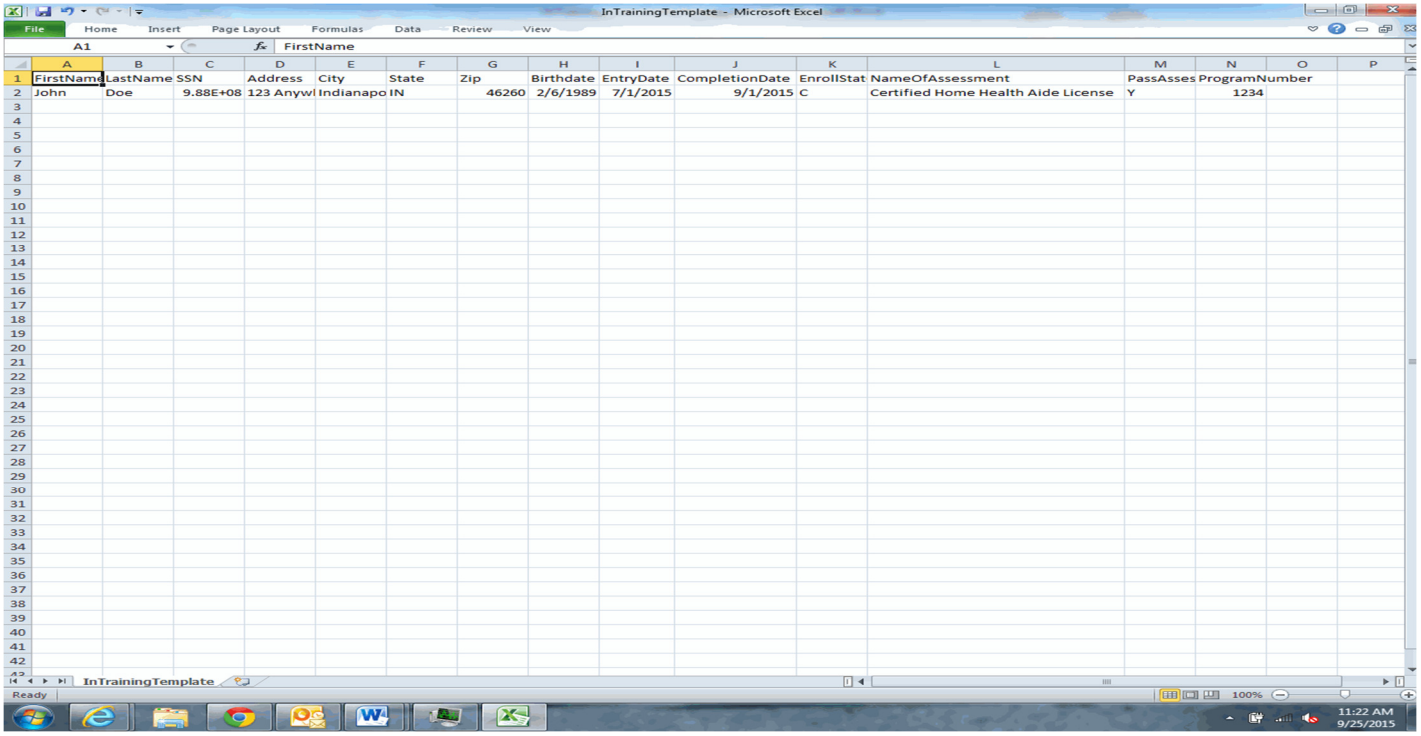


What student information is required in the Import Template?

All fields required in the **Add Student** screen are also required here. Below is a brief description of each field:

SSN	Social Security Number.
First/Last Name	Student's full legal name, excluding titles and suffixes. (**Required** when an SSN is unavailable).
Address/City/State/ Zip	Student's place of residence - Use standard USPS abbreviations for State. (All are **required** when an SSN is unavailable).
Birth Date	Student's date of birth - **Required** when an SSN is unavailable.
Entry Date	Click on the drop down box and choose the date the student started the new program. **Required.**
Completion	Click on the drop down box and choose the date the student left the program (completed, dropped, Enrolled Currently)
Enrollment Status	Click on the drop down box and choose the reason the student left the program (completed program, dropped, etc.)
Name of Assessment	The name of the certification/exam taken to earn the credential. (Be sure to type the name of the assessment/credential exactly as it appears in the program application on INTraining).
Pass Assessment	Indicates the results of the assessment. (If the student did not take an assessment or if the results are unknown, leave this field blank). Use Y or N/
Program Number	The unique program number assigned to each training program by INTraining. (Be sure to type the program number exactly as it appears in INTraining).

You can enter student information for multiple programs using the **Import Template** (see example below):



FirstName	LastName	SSN	Address	City	State	Zip	Birthdate	EntryDate	CompletionDate	EnrollStat	NameOfAssessment	PassAsses	ProgramNumber
John	Doe	9.88E+08	123 Anywl	Indianapo	IN	46260	2/6/1989	7/1/2015	9/1/2015	C	Certified Home Health Aide License	Y	1234

Once you have entered the necessary information into the **Import Template**, you will need to save and close the document. Be sure to save the information in a **CSV**, **comma delimited**, file format.

We recommend that you save the file in a place where you will easily be able to find it.

To save a file:

1. **Click File or the Microsoft Icon.**
2. **Click the save as option.**
3. **Choose CSV (comma delimited), or if this option does not appear, click Other Formats.**
4. **Search the saving options for CSV (comma delimited) to choose this format.**
5. **Check the location where you are saving the document to make sure you can find it in the future.**
6. **Click Save.**
7. **Exit out of the document.**

Where do I upload my completed Import Template?

Once you have entered and saved all required student data in the **Import Template**, you must upload this file into InTERS.

To do so, log into InTERS for INTraining, then and click on the **Import Students** option at the top of the **Program Listing Screen.**

https://web.inters-dwd.com/$/

INTraining GET THE SKILLS YOU NEED TO SUCCEED

Program Listing

Log Out | Import Students

Username: intrain | Import Template | User Guide

Adams Memorial Hospital	4190	Emergency Medical Technician (EMT)	1100 Mercer Avenue Decatur, IN, 46733	View	View
Adams Memorial Hospital	4191	Paramedic	1100 Mercer Avenue Decatur, IN, 46733	View	View
Advanced Healthcare Training	1989	Advanced Healthcare Training	1634 N 3rd street Terre Haute, IN, 47804	View	View
Advanced Healthcare Training	1988	Certified Nursing Assistant (CNA)	1634 N 3rd street Terre Haute, IN, 47804	View	View
Advanced Healthcare Vocational Institute	3278	Certified Nurse Aide Training (CNA)	6845 Parkdale PL. Indianapolis, IN, 46254	View	View
All Heart Nurse Aide Training Center LLC	5173	CNA	1615 W Purdue Muncie, IN, 47304	View	View
All Heart Nurse Aide Training Center LLC	5169	CNA training	1615 W Purdue Muncie, IN, 47304	View	View
All Heart Nurse Aide Training Center LLC	6299	Qualified Medication Aide	1615 W Purdue Muncie, IN, 47304	View	View
All Stars Health Careers and Training	5013	Certified Nursing Assistant/ Nurse Aide Training	1966 Martin Luther King Drive Gary, IN, 46407	View	View
All Stars Health Careers and Training	5021	Certified Nursing Assistant/ Nurse Aide Training	1966 Martin Luther King Drive Gary, IN, 46407	View	View
Allied Business Schools, Inc.	1451	Medical Billing Program	22952 Alcalde Drive Laguna Hills, CA, 92653	View	View
Allied Business Schools, Inc.	1453	Medical Coding Program	22952 Alcalde Drive Laguna Hills, CA, 92653	View	View
Allied Business Schools, Inc.	1450	Medical Transcription Program	22952 Alcalde Drive Laguna Hills, CA, 92653	View	View
Allied Business Schools, Inc.	1442	Pharmacy Technician Program	22952 Alcalde Drive Laguna Hills, CA, 92653	View	View
Allied Business Schools, Inc.	1443	Professional QuickBooks Course	22952 Alcalde Drive Laguna Hills, CA, 92653	View	View
Allied Health Institute	1982	Cardiology Technician	8398 Mississippi Street Merrillville, IN, 46410	View	View
Allied Health Institute	1985	Echocardiography Technician	8398 Mississippi Street Merrillville, IN, 46410	View	View

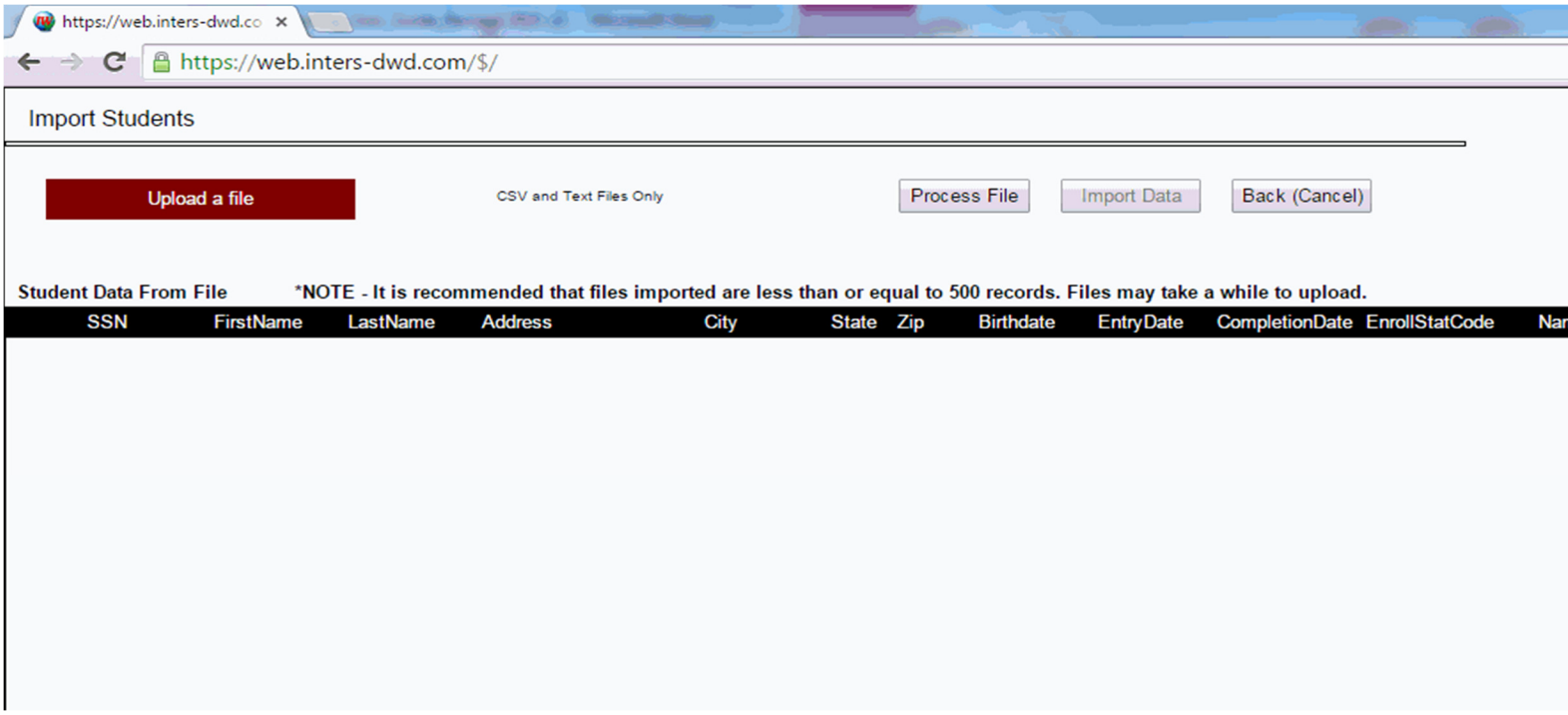
What is the Import Students Screen?

The **Import Students** screen allows you to upload student data saved in a CSV file.

The columns in this screen match the **Import Template**. If you have not yet entered and saved all the necessary student information into a CSV file**,** click **Back (Cancel)** and do so.

How do I upload my completed Import Template?

If you are ready to import student data from your saved CSV file, click **Upload a File**. Then, select your file from where you last saved it.



The information from your CSV file will populate into the **Import Students** screen:

https://webtest.inters-dwd.com/$/

Import Students

Upload a file Test.csv Files Only Process File Import Data Back (Cancel)

Student Data From File *NOTE - It is recommended that files imported are less than or equal to 500 records. Files may take a while to upload.

	SSN	FirstName	LastName	Address	City	State	Zip	Birthdate	EntryDate	CompletionDate	EnrollStatCode	NameOfAssessment	PassAssess
1	422313912	Kristin	Williams	2215 Fescue Pl Apt J	Indianapolis	IN	46260	2/6/1989	7/1/2015	9/14/2015	C	Certified Home Health Aide License	Yes
2	307119737	LaKeisha	Roach	7147 Knobwood Dr Apt F	Indianapolis	IN	46260	3/22/1991	7/1/2015	9/14/2015	C	Certified Home Health Aide License	No
3	238251776	Kelli	Rowan	5209 Staughton Dr	Indianapolis	IN	46226	1/7/1962	7/1/2015	9/14/2015	C	Certified Home Health Aide License	P
4	305924632	Sara	Carroll	3173 Central Ave Apt 104	Indianapolis	IN	46205	10/6/1974	7/1/2015	9/14/2015	C	Certified Home Health Aide License	F
5	311949564	Sheri	Cooper	2245 N Ritter Ave	Indianapolis	IN	46218	11/1/1969	7/1/2015	9/14/2015	C	Certified Home Health Aide License	Pass
6	313113551	Kourtney	Walters	2738 Carrollton Ave	Indianapolis	IN	46205	1/2/1983	7/1/2015	9/14/2015	C	Certified Home Health Aide License	Fail
7	314663781	George	Graves	PO Box 44762	Indianapolis	IN	46244	7/14/1959	7/1/2015	9/14/2015	C	Certified Home Health Aide	Y

Errors

Any entries containing errors will appear in **RED**.

The **Error Box** at the bottom of the screen helps to explain what each error means:

4	411111111	Lou	Gehrig				20122013	20112012	Medical As Diploma
5	511111111	Bob	Muesel				20102011	20102011	Medical As Diploma
6		Tony	Lazzeri	43 Second Base Row	San Fancisco CALIFORNIA63636	12/6/2003	20102011	20102011	Medical As Diploma
7	611111111	Joe	Dugan				20112012	20102011	Medical As

Errors

```
Grid Row = 1   CSV Row = 2:  The following errors were found with the data.

The Assessment is not linked to the program.
-------------------------------------------------------------------------------
Grid Row = 3   CSV Row = 4:  The following errors were found with the data.

The Assessment is not linked to the program.
-------------------------------------------------------------------------------
Grid Row = 4   CSV Row = 5:  The following errors were found with the data.

The Assessment is not linked to the program.
-------------------------------------------------------------------------------
```

All errors must be corrected and saved in the **Import Template** in order for the Batch Import feature to work.

Return to your saved CSV file and make the necessary changes. Once all corrections have been made, again select your file from where you last saved it. Make sure that the correct file name is listed next to the **Upload File** option and then select **Import Data.**

As long as no errors appear in **RED** on screen, you will be able to upload the information into InTERS for INTraining. To do so, click the **Import Data** option.

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https://webtest.inters-dwd.com/$/

Import Students

Upload a file | CSV and Text Files Only | Process File | Import Data | Back (Cancel)

Student Data From File *NOTE - It is recommended that files imported are less than or equal to 500 records. Files may take a while to upload.

	SSN	FirstName	LastName	Address	City	State	Zip	Birthdate	EntryDate	CompletionDate	EnrollStatCode	NameOfAssessment	PassAssess
1	422313912	Kristin	Williams	2215 Fescue Pl Apt J	Indianapolis	IN	46260	2/6/1989	7/1/2015	9/14/2015	C	Certified Home Health Aide License	Yes
2	307119737	LaKeisha	Roach	7147 Knobwood Dr Apt F	Indianapolis	IN	46260	3/22/1991	7/1/2015	9/14/2015	C	Certified Home Health Aide License	No
3	238251776	Kelli	Rowan	5209 Staughton Dr	Indianapolis	IN	46226	1/7/1962	7/1/2015	9/14/2015	C	Certified Home Health Aide License	P
4	305924632	Sara	Carroll	3173 Central Ave Apt 104	Indianapolis	IN	46205	10/6/1974	7/1/2015	9/14/2015	C	Certified Home Health Aide License	F
5	311949564	Sheri	Cooper	2245 N Ritter Ave	Indianapolis	IN	46218	11/1/1969	7/1/2015	9/14/2015	C	Certified Home Health Aide License	Pass
6	313113551	Kourtney	Walters	2738 Carrollton Ave	Indianapolis	IN	46205	1/2/1983	7/1/2015	9/14/2015	C	Certified Home Health Aide License	Fail
7	314663781	George	Graves	PO Box 44762	Indianapolis	IN	46244	7/14/1959	7/1/2015	9/14/2015	C	Certified Home Health Aide	Y

Errors

12:26 PM 9/25/2015

A message will appear on screen confirming that the student data has successfully been imported.

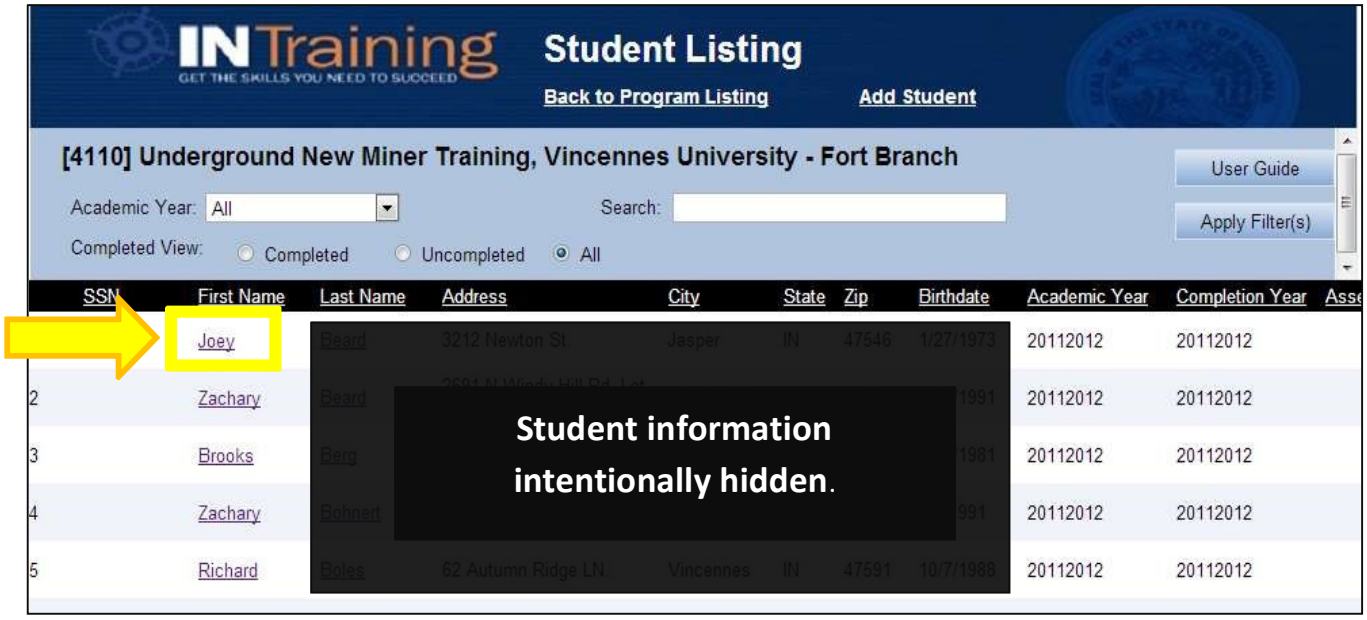
Click **Back (Cancel)** to return to the **Program Listing** screen.

Editing Student Data

How do I revise student records that have already been entered?

From the **Program Listing** screen, under the **Program Name** column, click on the title of the program in which the student participated:

This will bring up the **Student Listing** screen for that program. In the student list, or roster, find and click on the name of the student record you wish to update or edit**:**



This will bring up the **Add Student** screen for this student:

Make any necessary additions or changes to the student record and then click **Save and Close** to return to the **Student Listing** screen.

If you have chosen the incorrect student record, or if you do not need to make any edits, click **Back (Cancel)** to return to the **Student Listing** screen.

Note: Any student information which has been "**officially submitted**" to INTraining staff through the InTERS **Program Metrics** screen will not be available for editing. Additional information about submitting student data can be found on pages 18-19 of this user guide.

How do I remove student records that have already been entered?

To have student information removed from a Program Listing roster, please contact INTraining staff at INTraining@dwd.in.gov.

Submitting Student Data

When do I need to submit the student data I have entered?

IMPORTANT REMINDERS:

- **ENTERING** student data and **SUBMITTING** student data are two separate steps.
- You should **ONLY** ever submit data for a program when directed to do so by INTraining staff!
- Annually, you should only submit data on a program for a **SINGLE** academic year.
- Once you have submitted a program's data for a particular academic year, you will **no longer be able to make any changes** to the student roster for this program/academic year!
- Make sure the length of your training program is correct in INTraining **BEFORE** submitting student/trainee data.

For training programs which are undergoing either **Initial Eligibility** review or **Subsequent Eligibility** annual review, each program has been assigned a particular academic year's worth of trainee data which must be entered and submitted.

This academic year was assigned to your training program based on the length of the training you listed in your INTraining program application:

- Programs less than one year in length: **July 1, 2014 – June 30, 2015**
- Programs at least one but less than two years in length: **July 1, 2012 – June 30, 2013**
- Programs at least two but less than three years in length: **July 1, 2010 – June 30, 2011**
- Programs at least three but less than four years: **July 1, 2009 – June 30, 2010**
- Programs longer than four (4) years in length: **July 1, 2008 – June 30, 2009**

Trainee data must be submitted for **ALL** participants who enrolled in the training program during the period of time requested, regardless of the source of their funding.

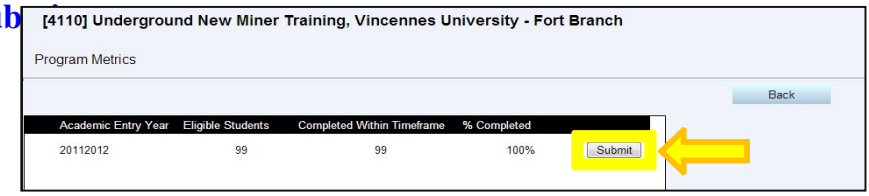
How do I submit a program's data for a particular academic year?

First, check the program's **Student Listing** screen for the required academic year to make sure all data has been entered completely and accurately.

Then, on the **Program Listing** screen, scroll through your list of trainings to find the correct program. In the row for that program, under the **Completion %** column, click on the **view** link for the appropriate program:

This will bring you to the **Program Metrics** screen for the training program you have chosen. On this screen a completion percentage will appear for any academic year where student data has been entered.

Next to each academic year, there is an option to **Sub**



Please only submit data for the Academic Year that has been requested by INTraining staff.

If you believe your completion rate metric is incorrect, please review the trainee data entered for that program on the program's **Student Listing** screen. If you still have questions about your completion percentage, please contact INTraining staff at INTraining@dwd.in.gov.