SSP Re-engagement Quick Reference Guide Updating TRACS Re-engagement (RE) step with no attendance

Known Customer	Image
1. Select current RE step	Detail Location Schedule Attendance Step Type: Re-Engagement - RE Status: Planned Description: Re-engagement Appointment at 10:00am Image: Completion Reason: Planned Stat: xx/xx/xxxxx Actual Stat: Completion Reason: Planned End: xx/xx/xxxxx Actual End: Image: Completion Reason: Planned Hours: .0 per week One Stop Client: No Additional Hours: 1.0 per week Attendance Status: Image: Contractor Managed?: No Load Code: Image: Created: St5/2016 Last Updated: Created: 5/5/2016 Last Updated By: Image: Created By: Last Updated By: Image: Created By:
 2. In Completion Reason field; select "No Show" 3. Right click and Save **An actual start or end date is not required if the participant does not attend their re-engagement appointment. 	Detail Location Schedule Attendance Step Type: Re-Engagement - RE Status: Planned Description: Re-engagement Appointment at 10:00am 2 Planned Start: Image: Completion Reason: 2 Planned End: xx/xx/xxxx Actual Start: Image: Completion Reason: Planned End: xx/xx/xxxx Actual End: Image: Completion Reason: Planned End: xx/xx/xxxx Actual End: Image: Completion Reason: Planned Hours: .0 per week One Stop Client: No Schedule Hours: .0 per week Attendance Status: Image: Contractor Managed?: No Image: Contractor Managed?: No Image: Last Updated: Created By: Last Updated By: Last Updated By: Image: Created By: Image: Created By: Image: Created By:
 The step history will now show "NS Re- engagement" 	** Nov 30, 2015 Plans Steps Plan Manager Accommodations Active plans on case Preview PDP ** Nov 30, 2015 Status Step Type Planned Starl Planned End Actual Start Actual End Sched Hrs Addl Hrs NS Job Search NS Re-Engageme Active Steps Only: 0 (Sched Hrs) 0 (Add'l Hrs) 0 (Total Active Hrs) 0.0 0.0