

Ohio DEW LACES

Adult Workforce Diploma Program

Diploma Pathway User Guide

For Local Provider and OH DEW State Reviewer Staff

Version 1.1

What's new in v1.1

- New Section 4 — Post-Completion Follow-Up Tracking: the Student Contact History log and the Diploma Pathway Follow-Up search covering the 6-, 12-, and 18-month milestones.
- New Section 3.5 — Post-Sign-Off Status Lock: once the state signs off, providers can no longer change a student's Overall Status out of Requirements Passed.
- Correction to Section 3.4: the follow-up clock starts when a student's Overall Status is set to Requirements Passed, not at State Sign-off. This was confirmed with DEW on 2026-07-28 and corrects a note carried in v1.0.

1. Introduction

This guide walks through the Diploma Pathway feature in LACES, built to support the Adult Workforce Diploma Program for Ohio Department of Education and Workforce (OH DEW). The Diploma Pathway lives at the provider (child agency) level and covers three connected workflows:

- The local provider workflow — creating a student, building a pathway plan, tracking activity completion, and submitting reimbursement claims.
- The state reviewer workflow — reviewing submitted claims, approving or denying payment, updating a student's Overall Status, and signing off once diploma requirements are met.
- The post-completion follow-up workflow — logging contact attempts with students after they pass requirements, and monitoring which students are due for, missing, or have completed their 6-, 12-, and 18-month follow-ups (new in this release; see Section 4).

2. Local Provider Workflow

The steps below cover everything a provider needs to enroll a student in the Adult Workforce Diploma Program, build their Diploma Pathway plan, track their progress, and request reimbursement for completed activities. This section is unchanged from v1.0.

2.1 Add a New Student

From the Student list within your provider (child) agency, select Add New Student.

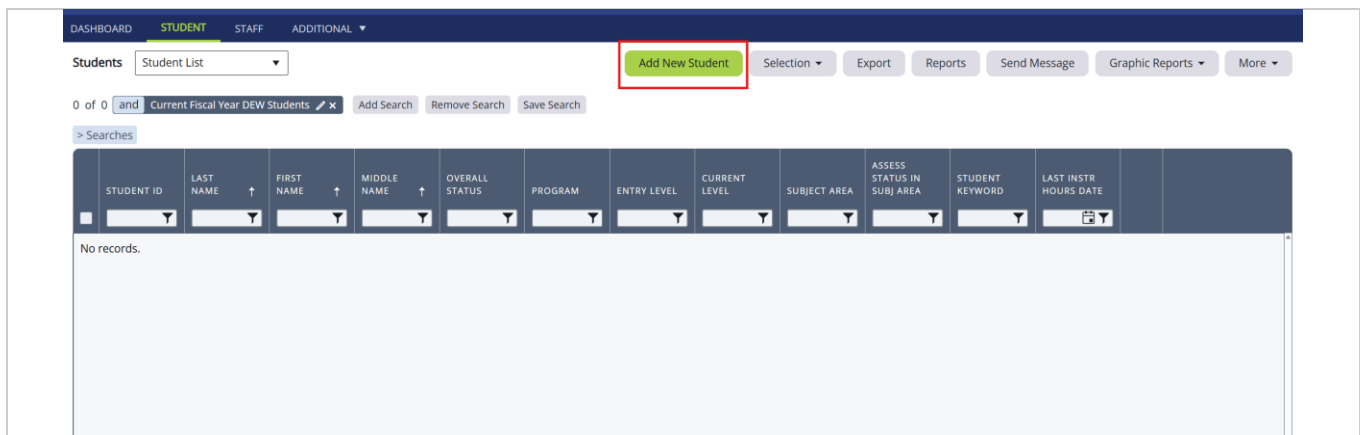


Figure 1 — Add New Student button

2.2 Complete Student Intake

Fill in the required intake fields (Intake Date, Last Name, First Name, Preferred Name, Address, Zip, City, County, State, Mobile Phone, and Email). Program will default to Adult Workforce Diploma Program — this is the only program option visible for DEW providers.

At the bottom of the intake page, use the dropdown next to Save and Go and confirm Diploma Pathway is selected — it is set as the default landing tab, so the new student record will open directly on their Diploma Pathway.

 This screenshot shows the 'Student Intake' form. The form is titled 'Student Intake Details' and contains various input fields for student information. On the left side, fields include: Intake Date* (6/2/2026), SSN, Last Name* (Test), Suffix, First Name* (Jon), Middle Name, Preferred Name*, Birthdate* (6/23/1986), Age (40), Official Letter of Withdrawal on File (checkbox), Sex* (Male), and Student Unique ID. On the right side, fields include: Non-NRS Barriers (checkbox), Public Assistance (checkbox), Dislocated Worker (checkbox), Address 1* (123 Main St.), Address 2, Zip Code*, City* (MM), County (No Value Entered), State* (AR), and a section for 'Which of the following do you have at home so we can contact you and/or connect you to services? (Check all that apply)' with checkboxes for 'Computer with Camera' and 'Computer without Camera'. At the bottom of the form, there are buttons for 'Save and Return', 'Save and New', a dropdown menu for 'Diploma Pathway' (highlighted with a red rectangle), 'Save and Go', and 'Cancel'.

Figure 2 — Diploma Pathway selected as the landing tab when saving intake

2.3 Set Up the Student's Pathway Plan

A brand-new student record opens on the Diploma Pathway tab with no plan yet configured. Select Set up plan to begin.

The screenshot shows the 'STUDENT' tab for 'Test, Jon' (OH LACES Training (DEW)). The 'Diploma Pathway' tab is selected. A message states: 'No diploma pathway plan set up for this student yet.' Below this message is a green button labeled 'Set up plan'.

Student ID	278571	Intake Date	6/2/2026	Current Level	Level Not Defined
Overall Status	—	Exit Date	—	Entry Level	Level Not Defined
Program	Adult Workforce Diploma Program	Student Keyword	—	Subject Area	No Value Entered

Navigation tabs: Student Data, Demographics, **Diploma Pathway**, Education, History, Timeline.

Figure 3 — Diploma Pathway tab before a plan has been created

In the Plan Setup window, choose the student's pathway option, enter a career goal, and select at least two workforce activities:

- Option 1 — Assessments + Workforce: one assessment path (End-of-Course exams, or ACT WorkKeys) plus two workforce requirements.
- Option 2 — Course Credits + Workforce: required course credits plus two workforce requirements.

The 'Plan Setup' window is open. It shows the following configuration:

- Pathway:** Option 2 — Course Credits + Workforce (selected).
- Career Goal:** This is a test Career Plan for this test student where they will complete their going into an electrical apprenticeship after completing their course credits and pre-apprenticeship requirements.
- Workforce Activities (pick at least 2):**
 - ☐ Work-Based Learning (250 hours)
 - ☒ OhioMeansJobs Readiness Seal
 - ☐ Industry-Recognized Credential (IRC)
 - ☒ Pre-Apprenticeship
 - ☐ State Technical Assessments (WebXam 3+)

Buttons: Save, Cancel. Character count: 194 / 1000.

Figure 4 — Plan Setup window: pathway option, career goal, and workforce activity picks

Once saved, the Diploma Pathway workspace displays every available activity for the student's plan, grouped by category, with the maximum reimbursable amount shown next to each one, and a running Payment Summary and Agency Funding panel on the right.

Test_Jon
5 Rivers Career Prep High School (DEW)

Student ID: 278572 Intake Date: 6/3/2026 Current Level: Level Not Defined
Overall Status: — Exit Date: — Entry Level: Level Not Defined
Program: Adult Workforce Diploma Program Student Keyword: — Subject Area: No Value Entered

Student Data Demographics **Diploma Pathway** Education History Timeline

Option 2: Course Credits + Workforce
Career goal: This is a test Career Plan for this test student where they will complete their going into an electrical apprenticeship after completing their course credits and pre-apprenticeship requirements.
Workforce picks: OhioMeansJobs Readiness Seal - Pre-Apprenticeship

Course Credits

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
English Language Arts	0 of 4	\$400 / credit	—	4 uncompleted Track Completion
Mathematics	0 of 4	\$400 / credit	—	4 uncompleted Track Completion
Science	0 of 3	\$400 / credit	—	3 uncompleted Track Completion
Social Studies	0 of 3	\$400 / credit	—	3 uncompleted Track Completion
Financial Literacy	0 of 0.5	\$200 (½ credit)	—	0.5 uncompleted Track Completion

Workforce Requirements

Workforce bundle cap — normal \$0 of \$5,000 used · \$5,000 headroom

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
Work-Based Learning (250 hours)	No	\$500 flat	—	Select
OhioMeansJobs Readiness Seal	No	\$500 flat	—	1 uncompleted Track Completion

Payment Summary

Course Credits	\$0
Assessments	\$0
Workforce Requirements	\$0
Associated Services	\$0
Total	\$0
Approved	\$0
Pending	\$0
Denied	\$0
AGENCY FUNDING	
Fiscal Year	2025-2026
Allocated	\$35,000
Spent	\$0
Pending	\$0
Remaining	\$35,000

Figure 5 — Diploma Pathway workspace immediately after plan setup, showing Course Credits, Workforce Requirements, and the Payment Summary panel

2.4 Track Activity Completion

For each activity the student completes, select Track Completion next to that activity.

In the Track Completion window, enter the Date Earned and Credits (or mark the activity complete, depending on the activity type). Two checkboxes control how the activity is treated for payment:

- **Prior Activity** — tick if the activity was completed before the student enrolled. Prior/external activities are not eligible for payment requests.
- **Non-State Funded** — tick if this completion was paid for with non-state funds; it will be tracked but excluded from reimbursement.

Supporting documentation can be attached directly in this window using Add Document or Attach existing, and is required before a reimbursement request can be submitted.

Test_Jon
5 Rivers Career Prep High School (DEW)

Student ID: 278572 Intake Date: 6/3/2026 Current Level: Level Not Defined
Overall Status: — Exit Date: — Entry Level: Level Not Defined
Program: Adult Workforce Diploma Program Student Keyword: — Subject Area: No Value Entered

Student Data Demographics **Diploma Pathway** Education History Timeline

Option 2: Course Credits + Workforce
Career goal: This is a test Career Plan for this test student where they will complete their going into an electrical apprenticeship after completing their course credits and pre-apprenticeship requirements.
Workforce picks: OhioMeansJobs Readiness Seal - Pre-Apprenticeship

Course Credits

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
English Language Arts	0 of 4	\$400 / credit	—	4 uncompleted Track Completion
Mathematics	0 of 4	\$400 / credit	—	4 uncompleted Track Completion
Science	0 of 3	\$400 / credit	—	3 uncompleted Track Completion
Social Studies	0 of 3	\$400 / credit	—	3 uncompleted Track Completion

Track Completion

Activity: English Language Arts

Date Earned*: 6/30/2026

Credits*: 2.00
Max 4 remaining (Max 4.0 earned)

Prior Activity: ☐ Tick if this activity was completed before enrollment. Prior activities are not eligible for payment requests.

Non-State Funded: ☐ Tick if this completion is NOT being claimed for payment.

Notes:

Documents: [Add Document...](#) [Attach existing...](#)

[Save](#) [Cancel](#)

Figure 6 — Track Completion window with Date Earned, Credits, Prior Activity / Non-State Funded flags, and Documents

As credits or hours are logged, the Completed column updates in real time — for example, an activity that requires 4 credits will show progress such as “2 of 4” until fully completed.

DASHBOARD
STUDENT
STAFF
ADDITIONAL

Test, Jon
5 Rivers Career Prep High School (DEW)

Student ID278572Intake Date6/3/2026Current LevelLevel Not Defined

Overall Status—Exit Date—Entry LevelLevel Not Defined

ProgramAdult Workforce Diploma ProgramStudent Keyword—Subject AreaNo Value Entered

Student Data
Demographics
Diploma Pathway
Education
History
Timeline

Option 2: Course Credits + Workforce
Career goal: This is a test Career Plan for this test student where they will complete their going into an electrical apprenticeship after completing their course credits and pre-apprenticeship require
Workforce picks: OhioMeansJobs Readiness Seal - Pre-Apprenticeship

Course Credits

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS	
English Language Arts	2 of 4	\$400 / credit	—	2 uncompleted	Track Completion
Mathematics	0 of 4	\$400 / credit	—	4 uncompleted	Track Completion
Science	0 of 3	\$400 / credit	—	3 uncompleted	Track Completion
Social Studies	0 of 3	\$400 / credit	—	3 uncompleted	Track Completion
Financial Literacy	0 of 0.5	\$200 (½ credit)	—	0.5 uncompleted	Track Completion

Figure 7 — Course Credits section showing partial completion progress (2 of 4 for English Language Arts)

2.5 Claim (Request Reimbursement for) a Completed Activity

Once an activity reaches full completion, its Track Completion button is replaced with a Claim link at the activity level, and an Unclaimed entry appears showing the amount earned and that no payment request has been filed yet.

Student Data
Demographics
Diploma Pathway
Education
History
Timeline

Career goal: This is a test Career Plan for this test student where they will complete their going into an electrical apprenticeship after completing their course credits and pre-apprenticeship requirements.
Workforce picks: OhioMeansJobs Readiness Seal - Pre-Apprenticeship

Course Credits

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS	
English Language Arts	4 of 4	\$400 / credit	—		Claim

DATE EARNED	CREDITS	STATUS	AMOUNT	
06/30/2026	4	UNCLAIMED No PR filed yet	—	Claim

Figure 8 — Fully completed activity (4 of 4) with the Claim button and an Unclaimed line item

Selecting Claim opens the File Payment Request window, which shows the claim amount and the fiscal year the claim will draw from.

Student Data Demographics **Diploma Pathway** Education History Timeline

Career goal: This is a test Career Plan for this test student where they will complete their going into an electrical apprenticeship after completing their course credits and pre-apprenticeship requirements.
Workforce picks: OhioMeansJobs Readiness Seal - Pre-Apprenticeship

Course Credits

ACTIVITY	COMPLETED	RATE	CLAIMED
English Language Arts	4 of 4	\$400 / credit	—
DATE EARNED	CREDITS	STATUS	
06/30/2026	4	UNCLAIMED No PR filed yet	
Mathematics	0 of 4	\$400 / credit	—

File Payment Request

Claim amount **\$1,600**

Draw from fiscal year **2025-2026 (current)**

This claim will draw down the selected fiscal year's funding bucket.

File Claim **Cancel**

Figure 9 — File Payment Request window showing claim amount and fiscal year before submission

Select File Claim to submit. The activity's status changes to Pending review, the claimed amount appears in the Payment Summary as Pending, and the agency's funding bucket reflects the committed (pending) amount.

Student Data Demographics **Diploma Pathway** Education History Timeline

Career goal: This is a test Career Plan for this test student where they will complete their going into an electrical apprenticeship after completing their course credits and pre-apprenticeship requirements.
Workforce picks: OhioMeansJobs Readiness Seal - Pre-Apprenticeship

Course Credits

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
English Language Arts	4 of 4	\$400 / credit	\$1,600	Pending review
DATE EARNED	CREDITS	STATUS	AMOUNT	
06/30/2026	4	PENDING PR-0101 - submitted 06/30/2026	\$1,600	
Mathematics	0 of 4	\$400 / credit	—	4 uncompleted
Science	0 of 3	\$400 / credit	—	3 uncompleted
Social Studies	0 of 3	\$400 / credit	—	3 uncompleted
Financial Literacy	0 of 0.5	\$200 (½ credit)	—	0.5 uncompleted

Payment Summary

Course Credits	\$1,600
Assessments	\$0
Workforce Requirements	\$500
Associated Services	\$0
Total	\$2,100
Approved	\$0
Pending	\$2,100
Denied	\$0

AGENCY FUNDING

Fiscal Year	2025-2026
Allocated	\$35,000
Spent	\$0
Pending	\$2,100
Remaining	\$35,000

Figure 10 — Activity showing Pending review status immediately after a claim is filed

Providers can continue claiming other completed activities the same way.

Test, Jon

5 Rivers Career Prep High School (DEW)

Add New Student

Delete Student Record

Print

Student ID

278572

Intake Date

6/3/2026

Current Level

Level Not Defined

Overall Status

—

Exit Date

—

Entry Level

Level Not Defined

Program

Adult Workforce Diploma Program

Student Keyword

—

Subject Area

No Value Entered

Student Data

Demographics

Diploma Pathway

Education

History

Timeline

Career goal:

This is a test Career Plan for this test student where they will complete their going into an electrical apprenticeship after completing their course credits and pre-apprenticeship requirements.

Workforce picks:

OhioMeansJobs Readiness Seal · Pre-Apprenticeship

Course Credits

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
English Language Arts	4 of 4	\$400 / credit	—	Claim
Mathematics	0 of 4	\$400 / credit	—	4 uncompleted Track Completion
Science	0 of 3	\$400 / credit	—	3 uncompleted Track Completion
Social Studies	0 of 3	\$400 / credit	—	3 uncompleted Track Completion
Financial Literacy	0 of 0.5	\$200 (% credit)	—	0.5 uncompleted Track Completion

Payment Summary

Course Credits	\$0
Assessments	\$0
Workforce Requirements	\$500
Associated Services	\$0
Total	\$500
Approved	\$0
Pending	\$500
Denied	\$0

Workforce Requirements

Workforce bundle cap — normal

\$500 of \$5,000 used · \$4,500 headroom

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
Work-Based Learning (250 hours)	No	\$500 flat	—	Select
OhioMeansJobs Readiness Seal	Yes	\$500 flat	\$500	Pending review PENDING REVIEW · \$500
Industry-Recognized Credential (IRC)	No	up to \$5,000	—	Select
Pre-Apprenticeship	No	up to \$5,000	—	1 uncompleted Track Completion

AGENCY FUNDING

Fiscal Year	2025–2026
Allocated	\$35,000
Spent	\$0
Pending	\$500
Remaining	\$35,000

Figure 11 — One workforce activity Pending review while another remains available to claim

2.6 Workforce Payment Structure Cap

Industry-Recognized Credential (IRC) and Pre-Apprenticeship activities follow the Workforce Payment Structure, which is capped at \$5,000 per student across all bundle activities, separate from course credits, assessments, and associated services. The Workforce Requirements panel shows a progress bar tracking how much of that \$5,000 cap has been used.

Test, Jon

5 Rivers Career Prep High School (DEW)

Add New Student

Delete Student Record

Student ID

278572

Intake Date

6/3/2026

Current Level

Level Not Defined

Overall Status

—

Exit Date

—

Entry Level

Level Not Defined

Program

Adult Workforce Diploma Program

Student Keyword

—

Subject Area

No Value Entered

Student Data

Demographics

Diploma Pathway

Education

History

Timeline

Course Credits

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
English Language Arts	4 of 4	\$400 / credit	\$1,600	Pending review PENDING REVIEW · \$1,600
Mathematics	0 of 4	\$400 / credit	—	4 uncompleted Track Completion
Science	0 of 3	\$400 / credit	—	3 uncompleted Track Completion
Social Studies	0 of 3	\$400 / credit	—	3 uncompleted Track Completion
Financial Literacy	0 of 0.5	\$200 (% credit)	—	0.5 uncompleted Track Completion

Payment Summary

Course Credits	\$1,600
Assessments	\$0
Workforce Requirements	\$5,000
Associated Services	\$0
Total	\$6,600
Approved	\$0
Pending	\$6,600
Denied	\$0

Workforce Requirements

Workforce bundle cap — exhausted

\$5,000 of \$5,000 used · \$0 headroom

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
Work-Based Learning (250 hours)	No	\$500 flat	—	Select
OhioMeansJobs Readiness Seal	Yes	\$500 flat	\$500	Pending review PENDING REVIEW · \$500
Industry-Recognized Credential (IRC)	No	up to \$5,000	—	Select
Pre-Apprenticeship	Yes	up to \$5,000	\$4,500	Pending review PENDING REVIEW · \$4,500
State Technical Assessments (WebXam 3+)	No	\$500 flat	—	Select

AGENCY FUNDING

Fiscal Year	2025–2026
Allocated	\$35,000
Spent	\$0
Pending	\$6,600
Remaining	\$35,000

Figure 12 — Workforce bundle cap showing \$5,000 of \$5,000 used (\$0 headroom) once the cap is fully claimed

Note: Assessment activities (WorkKeys, End-of-Course exams, WebXam) are reimbursed separately and do not count toward the \$5,000 workforce bundle cap.

3. State (OH DEW SEA) Reviewer Workflow

State staff with approval rights review pending reimbursement requests submitted by providers, approve or deny them, and manage the student's Overall Status as they progress through the program.

3.1 Review and Approve Claims

Open a pending request to review the activity and the documentation the provider attached. Approving the request decrements the provider's funding bucket by the approved amount and moves the claim from Pending to Approved. Once decremented, funds are not returned to the bucket under any circumstance — including unenrollment, withdrawal, or termination.

The screenshot displays the OH DEW SEA Reviewer Workflow interface for a student named Test, Jon (5 Rivers Career Prep High School (DEW)). The interface includes tabs for Student Data, Demographics, Diploma Pathway, Education, History, and Timeline. The Diploma Pathway tab is active, showing Course Credits and Workforce Requirements.

Course Credits:

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
English Language Arts	4 of 4	\$400 / credit	\$1,600	Paid (PAID - \$1,600)
Mathematics	0 of 4	\$400 / credit	—	4 uncompleted (Track Completion)
Science	0 of 3	\$400 / credit	—	3 uncompleted (Track Completion)
Social Studies	0 of 3	\$400 / credit	—	3 uncompleted (Track Completion)
Financial Literacy	0 of 0.5	\$200 (1/2 credit)	—	0.5 uncompleted (Track Completion)

Workforce Requirements:

Workforce bundle cap — exhausted (\$5,000 of \$5,000 used - \$0 headroom)

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
Work-Based Learning (250 hours)	No	\$500 flat	—	Select
OhioMeansjobs Readiness Seal	Yes	\$500 flat	\$500	Paid (PAID - \$500)
Industry-Recognized Credential (IRC)	No	up to \$5,000	—	Select
Pre-Apprenticeship	Yes	up to \$5,000	\$4,500	Paid (PAID - \$4,500)
State Technical Assessments (WebXam 3+)	No	\$500 flat	—	Select

Payment Summary:

Course Credits	\$1,600
Assessments	\$0
Workforce Requirements	\$5,000
Associated Services	\$0
Total	\$6,600
Approved	\$6,600
Pending	\$0
Denied	\$0

AGENCY FUNDING:

Fiscal Year	2025-2026
Allocated	\$35,000
Spent	\$6,600
Pending	\$0
Remaining	\$28,400

Figure 13 — Approved claims reflected in the Payment Summary, with the Agency Funding panel showing updated Spent and Remaining balances

3.2 Change a Student's Overall Status

Overall Status is updated manually by state or provider staff (except the initial Started default at intake) from the Student Data tab. The available values are:

Status	Meaning
Started	Default status assigned automatically at intake.
Hardship	Pauses the student's 3-year program clock.
Requirements Passed	Terminal success status; makes the student eligible for their diploma and starts the post-completion follow-up clock (Section 4.3).

Status	Meaning
Unenrolled	Replaces the former “terminated” status. Resets the 3-year clock if the student returns to the program.

Note: Once state staff complete sign-off (Section 3.3), Overall Status can no longer be changed out of Requirements Passed by providers — see Section 3.5.

The screenshot shows the 'STUDENT' tab in a dashboard. Under 'Test 2, DEW'd 278623', the 'Overall Status' is 'Started' and the 'Intake Date' is '5/11/2026'. The 'Program' is 'Adult Workforce Diploma Program'. The 'Student Data' tab is active, and the 'Key Info' section is expanded. The 'Overall Status' dropdown menu is open, showing options: 'Started', 'Hardship', 'Requirements Passed', and 'Unenrolled'. The 'Requirements Passed' option is highlighted. To the right of the dropdown, there are checkboxes for various equipment: 'Computer without Camera', 'Webcam', 'Headset with Microphone', 'Mobile Phone', 'Home Phone', 'Internet Access' (checked), 'Printer', 'Scanner', and 'None of the above'.

Figure 14 — Overall Status dropdown on the Student Data tab

3.3 Sign Off on Requirements Passed

When a student's Overall Status is set to Requirements Passed, state staff return to the Diploma Pathway tab and complete the State Sign-off, confirming two items: Official Requirements Met and Diploma Issued. Both boxes must be checked and the sign-off saved.

The screenshot shows the 'STUDENT' tab for 'Test, Jon 5 Rivers Career Prep High School (DEW)'. The 'Diploma Pathway' tab is active. The 'State Sign-off' section is highlighted with a red box, showing 'Requirements Passed - 06/30/2026' and two checked items: 'Official Requirements Met' and 'Diploma Issued'. Below this, there is a section for 'Option 2: Course Credits + Workforce' with a 'Career goal' and 'Workforce picks'.

Figure 15 — Completed State Sign-off panel showing Requirements Passed, Official Requirements Met, and Diploma Issued

3.4 Associated / Follow-up Services Unlock

Associated Services — Workforce Preparation Components and Follow-up Services (the payable \$500 activity tracked at 6, 12, and 18 months) — only become available for tracking after the State Sign-off above has been completed and saved. Before sign-off, these rows are not open for entry.

Test, Jon

5 Rivers Career Prep High School (DEW)

Add New Stud

Student ID

278572

Intake Date

6/3/2026

Current Level

Level Not Defined

Overall Status

Requirements Passed

Exit Date

—

Entry Level

Level Not Defined

Program

Adult Workforce Diploma Program

Student Keyword

—

Subject Area

No Value Entered

Student Data

Demographics

Diploma Pathway

Education

History

Timeline

Science	0 of 3	\$400 / credit	—	· 3 uncompleted	Track Completion
Social Studies	0 of 3	\$400 / credit	—	· 3 uncompleted	Track Completion
Financial Literacy	0 of 0.5	\$200 (% credit)	—	· 0.5 uncompleted	Track Completion

Workforce Requirements

Workforce bundle cap — exhausted

\$5,000 of \$5,000 used · \$0 headroom

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
Work-Based Learning (250 hours)	No	\$500 flat	—	Select
▶ OhioMeansJobs Readiness Seal	Yes	\$500 flat	\$500	· Paid PAID · \$500
Industry-Recognized Credential (IRC)	No	up to \$5,000	—	Select
▶ Pre-Apprenticeship	Yes	up to \$5,000	\$4,500	· Paid PAID · \$4,500
State Technical Assessments (WebXam 3+)	No	\$500 flat	—	Select

Associated Services

ACTIVITY	COMPLETED	RATE	CLAIMED	STATUS
Workforce Preparation Components	No	\$500 flat	—	· 1 uncompleted Track Completion
Follow-up Services	No	\$500 flat	—	· 1 uncompleted Track Completion

Figure 16 — Associated Services section open for tracking after State Sign-off, shown alongside the exhausted workforce bundle cap

Corrected in v1.1: The post-completion follow-up clock (Section 4.3) is separate from this Associated Services unlock, and starts the moment a student's Overall Status is set to Requirements Passed — not at State Sign-off; v1.0 of this guide stated the reverse. A student can already be approaching, or past, a 6-month follow-up milestone in the Diploma Pathway Follow-Up search before the state completes sign-off. Sign-off continues to govern payment eligibility for the Follow-up Services activity shown above; it does not affect whether or when a student is tracked in the follow-up search.

3.5 Post-Sign-Off Status Lock (new in v1.1)

Once state staff complete the State Sign-off in Section 3.3 — Official Requirements Met and Diploma Issued both checked and saved — a provider can no longer change that student's Overall Status out of Requirements Passed. Attempting to do so returns an error message and the change is blocked.

This protects the follow-up clock and the student's diploma record from being reset after the state has certified completion. If a correction is genuinely needed (for example, sign-off was completed in error), contact the state office or LACES support — this is handled as an internal data fix rather than a self-service status change.

Before sign-off, Overall Status can still be changed freely by either provider or state staff.

4. Post-Completion Follow-Up Tracking (new in v1.1)

Once a student reaches Requirements Passed, OH DEW requires documented follow-up with the student at 6, 12, and 18 months to track post-program outcomes. Two areas support this, both specific to OH DEW — neither appears for non-DEW (Aspire) Ohio agencies:

- The Student Contact History log (Section 4.1), where staff record each contact attempt.
- The Diploma Pathway Follow-Up search (Section 4.2), which shows which students are due for, missing, or have completed each milestone.

4.1 Log a Follow-Up Contact (Student Contact History)

From a student's record, open the History tab and locate the Student Contact History panel. Select Add to log a new contact attempt.

This panel lives on the student's History tab, not the Diploma Pathway tab. Contact history is tracked separately from the pathway plan and payment activities.

Fields:

- Context — defaults to Diploma Pathway Follow-Up (currently the only option).
- Contact Date — required.
- Contact Method — Phone, Email, In-person, or DM (direct message / social media).
- Contact Result — **Student Responded** (the only outcome that counts as a *successful* contact), or **No Answer or No Response, Left Message or Voicemail, or Bad or No Contact Info** (all three count as *unsuccessful*).
- Outcome — Confirmed Employment, Enrolled in Education, Declined to Answer, or Unknown.
- Contacted By and Notes — optional, free text.

Saved entries appear newest-first and are written to the Audit Log. Entries can be edited or deleted after saving.

Exporting from the Student Contact History grid captures every column currently displayed, including outcomes and notes.

4.2 The Diploma Pathway Follow-Up Search

Go to Student > Searches > Adult Education Follow-Up > Diploma Pathway. Like most LACES searches, it runs against whichever students are currently selected in the grid.

The search displays a 3×6 matrix. Rows are the three milestones — 6-Month, 12-Month, and 18-Month. Columns are:

Column	What it means
Follow-Ups Due	Student is within 30 days of reaching that milestone. This is the provider's to-do list for the period.
Missing – No Follow-Ups	More than 30 days past the milestone with zero contact attempts logged.
Missing – ≤2 Unsuccessful	More than 30 days past the milestone with one or two unsuccessful attempts logged.

Column	What it means
Missing – Total Missed	Combined count of the two Missing columns above, for that milestone.
Completed – Successful Contact	At least one successful (Student Responded) contact logged within the milestone window.
Completed – 3+ Unsuccessful Attempts	Three or more unsuccessful attempts logged within the window — counts as the provider having exercised due diligence.

Every cell is a clickable count. Selecting a cell drills through to the exact students behind that number. Providers see only their own students; the SEA sees all providers statewide.

4.3 How the Follow-Up Clock Works

- The clock starts the moment a provider sets a student's Overall Status to Requirements Passed — not at State Sign-off (see Section 3.4).
- A student is tracked in the search only while their current status is Requirements Passed. If the status changes away from Requirements Passed, the student drops off the report immediately.
- If the student's status is later set back to Requirements Passed, the clock resets to that most recent status change — time already elapsed before is not carried over.
- Each milestone window is ± 30 days around the 6-, 12-, and 18-month mark from the Requirements Passed date.
- A milestone is complete once the student has at least one successful contact, or three or more unsuccessful attempts, within that window. Each student appears in exactly one column per milestone.
- State Sign-off does not affect the follow-up clock or which column a student appears in — sign-off only governs payment eligibility for the Follow-up Services activity (Section 3.4).

4.4 Known limitation — Agency Director and Agency Read Only roles

These two roles are intended to have read-only access to Diploma Pathway data and Student Contact History. During initial rollout, users in these roles may briefly see Add- or Save-style controls; attempting to save returns an error, since the roles are correctly blocked from making changes underneath. A permanent UI fix is planned in a follow-up release. If your organization doesn't assign either role to staff who need to log follow-up contacts, no action is needed in the meantime.

5. Quick Reference

5.1 Activity Pricing

Category	Activity	Rate
Course Credits	English Language Arts	\$400 / credit, up to 4
Course Credits	Mathematics	\$400 / credit, up to 4
Course Credits	Science	\$400 / credit, up to 3

Category	Activity	Rate
Course Credits	Social Studies	\$400 / credit, up to 3
Course Credits	Financial Literacy	\$200 for ½ credit
Assessments	ELA II Exam	\$500
Assessments	Algebra I Exam	\$500
Assessments	ACT WorkKeys	\$500 (when all three sections are passed)
Workforce (bundle, up to \$5,000 cap)	State Technical Assessments / WebXam (3+)	\$500
Workforce (bundle, up to \$5,000 cap)	Work-Based Learning (250 hours)	\$500
Workforce (bundle, up to \$5,000 cap)	OhioMeansJobs Readiness Seal	\$500
Workforce (bundle, up to \$5,000 cap)	Industry-Recognized Credential (IRC)	Workforce Payment Structure, up to \$5,000
Workforce (bundle, up to \$5,000 cap)	Pre-Apprenticeship	Workforce Payment Structure, up to \$5,000
Associated Services	Workforce Preparation Components (end-of-program)	\$500
Associated Services	Follow-up Services (6 / 12 / 18 months)	\$500

Note: The \$500 Follow-up Services line item is a payable activity within the pathway plan (Section 2.3), separate from the contact-tracking workflow in Section 4. Logging a contact in Student Contact History does not by itself trigger this payment — the activity still has to be tracked and claimed per Sections 2.4–2.5, and it requires State Sign-off to unlock (Section 3.4).

5.2 Program Pathway Options

Option	Requirements
Option 1 — Assessments + Workforce	One assessment path (End-of-Course exams OR ACT WorkKeys, all three sections) plus two workforce requirements.
Option 2 — Course Credits + Workforce	Required course credits (only remaining credits count) plus two workforce requirements.

5.3 Payment & Funding Rules

- Reimbursement requests are submitted at the activity level — one request per activity, not one per student.
- Prior/external credits are not billable; no reimbursement request can be generated from them.
- Activities can be flagged as paid with non-state (outside) funds — tracked, but not reimbursed.

- The Industry-Recognized Credential (IRC) and Pre-Apprenticeship activities share a combined \$5,000-per-student cap; assessment activities are reimbursed separately and do not count toward it.
- If a request would exceed the provider's remaining fiscal-year allocation, payment is capped at the remaining balance and the excess is not paid.
- Once a request is Pending, its attached documentation cannot be removed. To correct an attachment on a pending request, withdraw the request, make the correction, and re-claim.
- Approved and denied determinations are written to the Audit Log, and approved/spent funds are never returned to the funding bucket, regardless of later unenrollment, withdrawal, or termination.
- Setting a student's Overall Status to Unenrolled prevents any new reimbursement requests for that student.
- Once the state completes sign-off (Official Requirements Met + Diploma Issued), a provider can no longer change a student's Overall Status out of Requirements Passed; genuine corrections require an internal data fix (Section 3.5).

5.4 Follow-Up Contact Field Options

Field	Options
Context	Diploma Pathway Follow-Up (only option currently)
Contact Method	Phone · Email · In-person · DM
Contact Result	Student Responded (successful) · No Answer or No Response (unsuccessful) · Left Message or Voicemail (unsuccessful) · Bad or No Contact Info (unsuccessful)
Outcome	Confirmed Employment · Enrolled in Education · Declined to Answer · Unknown

5.5 Follow-Up Search Column Definitions

Column	Meaning
Follow-Ups Due	Within 30 days of a 6/12/18-month milestone; no completed outcome yet.
Missing – No Follow-Ups	More than 30 days past the milestone with zero contact attempts logged.
Missing – ≤2 Unsuccessful	More than 30 days past the milestone with one or two unsuccessful attempts logged.
Missing – Total Missed	Combined count of the two Missing columns for that milestone.
Completed – Successful Contact	At least one successful contact logged within the milestone window.
Completed – 3+ Unsuccessful Attempts	Three or more unsuccessful attempts logged within the window.