

Model Services: Competencies

High School Competencies

Although each component of the Model Service is important in its own right and has direct ties to JAG Program Requirements. As an example: Length entered for a Model Service directly feeds into your overall Contact Hours and Average Contact Hours per Participant (which you can find on the Model Services Report). In this tip we are going to focus specifically on Model Service Competencies.

When entering Model Services it is important to code them appropriately. JAG reviews our state data to ensure we are in line with the requirements they set forth. In order to ensure we are meeting JAG's standard, we focus on one key report, the Competency Attainment report. This report breaks down each of the "Core 37" competencies and shows if a competency has been covered in the JMG classroom.

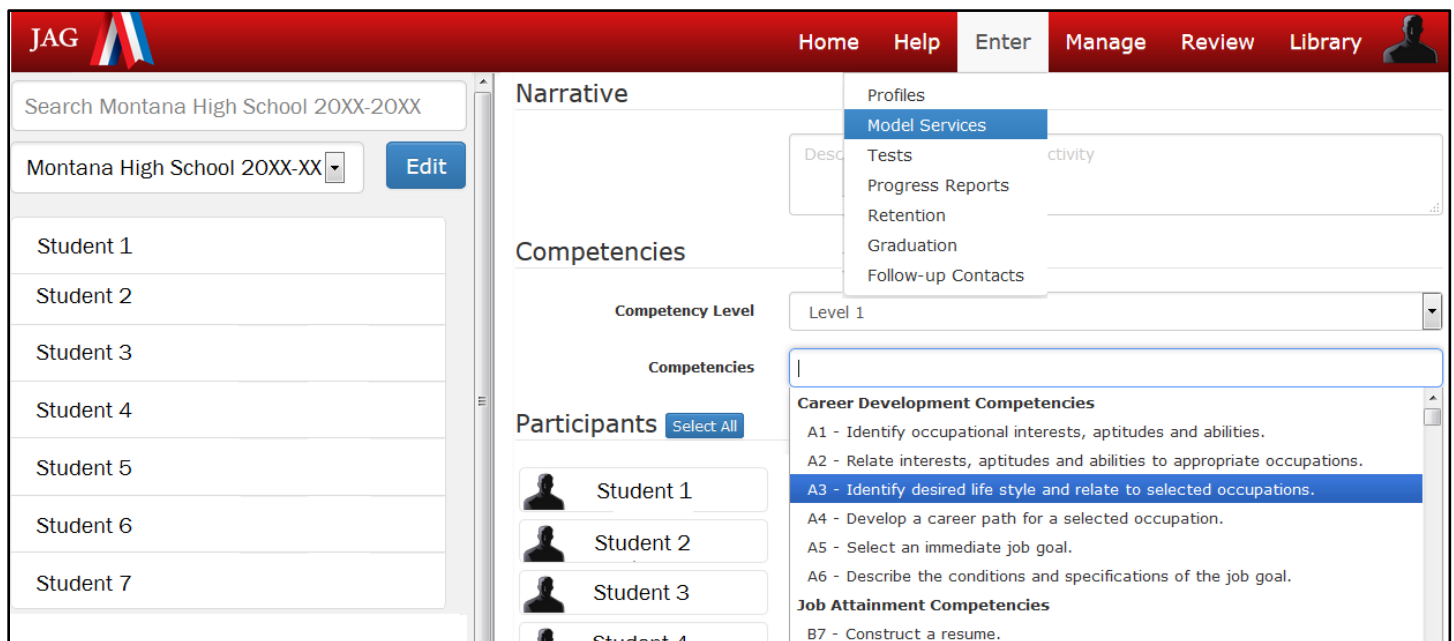
Selecting Competencies

When entering Model Services you are able to see all JAG Competencies (Middle School, High School, Out of School, and WIOA) in the Competencies drop down list. You will notice when selecting Competencies for any High School program, all 87 JAG Competencies show up, along with "Non-Program Competencies" which include Middle School (42), Out of School (20), and WIOA (9) competencies.

Although you will see all 87 JAG High School Competencies, as a state, we focus on only the "Core 37" A-F Competencies for High School programs.

Steps to Enter a Model Service:

- 1) Select the **current roster** from the Navigation Sidebar (left hand side of your screen).
- 2) Select the **Enter** link in the Navigation Toolbar (red menu top of screen).
- 3) Select the **Model Service** link from the dropdown menu.
- 4) Enter the **Date, Length, Activity Code, Competencies, and Students**
- 5) Select the **Submit** button at the bottom of the screen in order to save your roster.



The screenshot shows the JAG software interface. At the top is a red navigation bar with the JAG logo and menu items: Home, Help, Enter, Manage, Review, Library. Below the navigation bar is a search bar for "Montana High School 20XX-XX" and a list of students (Student 1 through Student 7). The main content area is titled "Narrative" and "Competencies". A dropdown menu is open under the "Enter" menu item, showing options: Profiles, Model Services (highlighted), Tests, Progress Reports, Retention, Graduation, and Follow-up Contacts. Below the dropdown, there is a "Competency Level" dropdown set to "Level 1" and a "Competencies" search box. The search results show "Career Development Competencies" (A1-A6) and "Job Attainment Competencies" (B7). A3 is highlighted in blue.

Model Service Entry Tip: Once you have the drop-down menu of competencies showing, if you hold down the **Ctrl key** you can select multiple competencies. Also, remember when entering Model Services, you can select multiple competencies. Each lesson should have more than one competency selected.