

Chamber of Commerce OJT (On-the-Job Training) OSOS Guide

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PURPOSE

Chamber of Commerce On-the Job Training (OJT) services funded by the Local Assistance 001 funds must be recorded in the One Stop Operating System (OSOS) within 5 business days of the service. This guide assumes that the user is familiar with OSOS and detailed information about OSOS functionality can be found at the website <http://labor.ny.gov/workforcenypartners/osos.shtm>.

The program provides employment opportunities for new and incumbent workers with a preference, towards women and minority owned small businesses. Participants in the targeted population groups including veterans, military service members and certain spouses will be identified and provided preference, if necessary.

OSOS DATA ENTRY

Search the database to determine if the customer record already exists within OSOS. If not, enter the data in OSOS to create the customer record. If the customer record exists, review the information to ensure that it is correct and current. Then click the **Services** button at the bottom of the **Customer Detail** tab to navigate to the **Services** module.

Be sure the customer is active in the appropriate Agency. If the agency is not listed, then click the **New Agency** button and select the appropriate LWIA from the drop-down menu.

Enter the **Intake** and **Enrollment** dates. The intake and enrollment dates for a non-WIA eligible Chamber of Commerce OJT trainee will both be the date the Chamber began working with the trainee. Click the **Save** button. *When entering dates in OSOS, the format is: mm/dd/yyyy.*

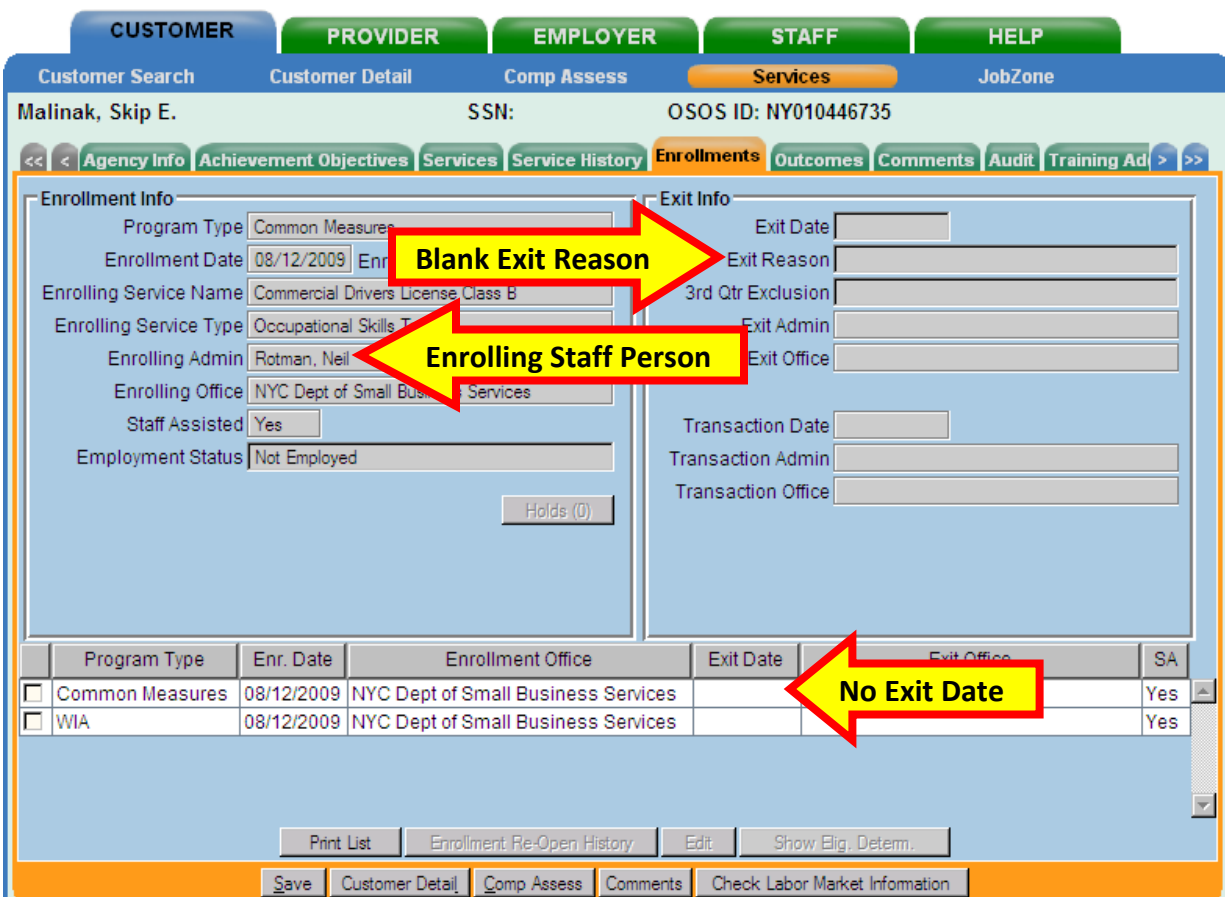
The screenshot shows the OSOS interface for a customer record. The customer name is Malinak, Skip E., with SSN: and OSOS ID: NY010446735. The 'Services' tab is selected, showing a table with columns for Agency and Status. The table lists 'Capital District WAE' and 'New York City WAE', both with a status of 'Active'. A 'New Agency' button is located below the table. The 'Intake Date' and 'Enrollment Date' fields are both set to 05/07/2009. A 'Save' button is located at the bottom of the page.

Agency	Status
<input type="checkbox"/> Capital District WAE	Active
<input type="checkbox"/> New York City WAE	Active

If there are active entries in the **Agency Info** tab, then services to the customer may need to be coordinated with the other agency or agencies. The illustration above suggests the NYC and Capital District LWIBs are currently serving the customer.

Click the **Enrollments** tab to determine if the enrollment is active. Check the enrollment in the bottom portion of the screen; there will be no **Exit Date** listed in the field if the enrollment remains active.

The name of the **Enrolling Office** and enrolling staff person will be listed. To coordinate customer services, contact the **Enrolling Office** or the statewide Chamber of Commerce coordinator to obtain the contact information.



Customer: Malinak, Skip E. SSN: OSOS ID: NY010446735

Enrollment Info:

Program Type	Common Measures	Exit Date	
Enrollment Date	08/12/2009	Exit Reason	
Enrolling Service Name	Commercial Drivers License Class B	3rd Qtr Exclusion	
Enrolling Service Type	Occupational Skills T	Exit Admin	
Enrolling Admin	Rotman, Neil	Exit Office	
Enrolling Office	NYC Dept of Small Business Services	Transaction Date	
Staff Assisted	Yes	Transaction Admin	
Employment Status	Not Employed	Transaction Office	

Summary Table:

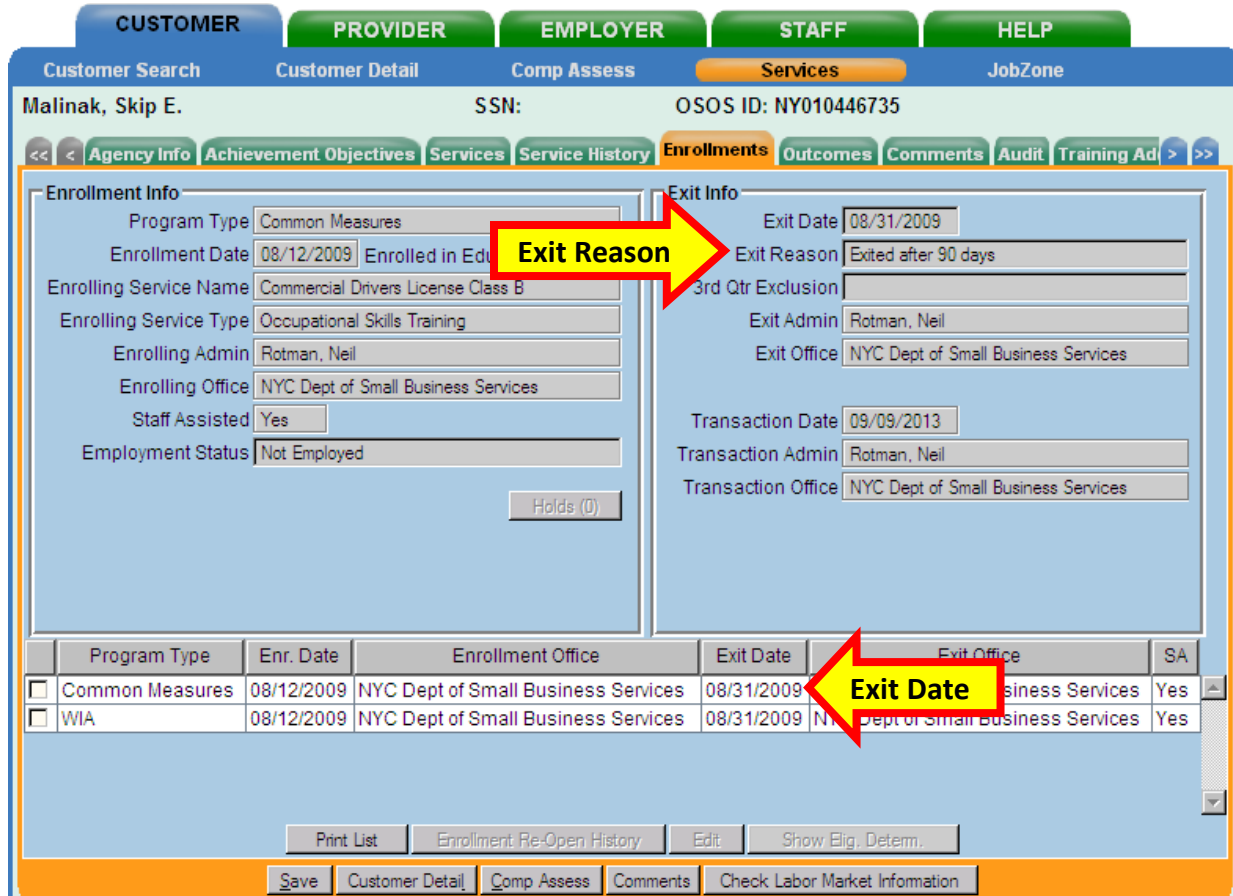
Program Type	Enr. Date	Enrollment Office	Exit Date	Exit Office	SA
<input type="checkbox"/> Common Measures	08/12/2009	NYC Dept of Small Business Services			Yes
<input type="checkbox"/> WIA	08/12/2009	NYC Dept of Small Business Services			Yes



Do not enter any activities or services until it is determined if the current enrollment should be open or closed.

In the example above, the service may have ended in 2009 and the enrollment closed. If the enrollment should have closed, the customer record must be updated and the enrollment allowed to "soft" exit during an overnight process before new services are entered.

The following graphic illustrates a customer with no open enrollment that is ready to receive new services:



Customer: Malinak, Skip E. SSN: OSOS ID: NY010446735

Enrollment Info:

- Program Type: Common Measures
- Enrollment Date: 08/12/2009
- Enrolling Service Name: Commercial Drivers License Class B
- Enrolling Service Type: Occupational Skills Training
- Enrolling Admin: Rotman, Neil
- Enrolling Office: NYC Dept of Small Business Services
- Staff Assisted: Yes
- Employment Status: Not Employed

Exit Info:

- Exit Date: 08/31/2009
- Exit Reason: Exited after 90 days
- Exit Admin: Rotman, Neil
- Exit Office: NYC Dept of Small Business Services
- Transaction Date: 09/09/2013
- Transaction Admin: Rotman, Neil
- Transaction Office: NYC Dept of Small Business Services

Program Type	Enr. Date	Enrollment Office	Exit Date	Exit Office	SA
<input type="checkbox"/> Common Measures	08/12/2009	NYC Dept of Small Business Services	08/31/2009	NYC Dept of Small Business Services	Yes
<input type="checkbox"/> WIA	08/12/2009	NYC Dept of Small Business Services	08/31/2009	NYC Dept of Small Business Services	Yes

Contact the OSOS Help desk to terminate the non-active agency, if it remains active in the **Agency Info** tab.



ENTERING THE CHAMBER OF COMMERCE OJT SERVICE

Click the **Services** tab, to add new services and create a Chamber of Commerce enrollment.

To enter a service, click the **New Service** button.

The screenshot shows the OSOS interface for a customer named Malinak, Skip E. The 'Services' tab is selected, and the 'New Service' button is highlighted with a red arrow. The interface includes a navigation bar with tabs for Agency Info, Achievement Objectives, Services, Service History, Enrollments, Outcomes, Comments, Audit, and Training Ad. The 'Detail' section contains fields for Service Name, Service Desc, Service ID, Service Type, Provider Name, Location Name, Provider ID, Offering ID, Plan Start/End Dates, Actual Start/End Dates, Completed Successfully, Next Contact Date, Program Service Type, Part Time Learn., and Distance Learn. The 'Funding' section shows a table with columns for WIB, WIA Adult Local, and funding amounts. Below the funding section is a table with columns for Achievement Objective and Service. The 'New Service' button is located at the bottom left of the interface.

Achievement Objective	Service
<input type="checkbox"/>	Initial Assessment/Core Staff Assisted
<input type="checkbox"/>	Commercial Drivers License Class B

WIB	WIA Adult Local	\$	\$
<input type="checkbox"/>		1.00	0.00

OSOS will automatically navigate to the **Offering Search** tab.

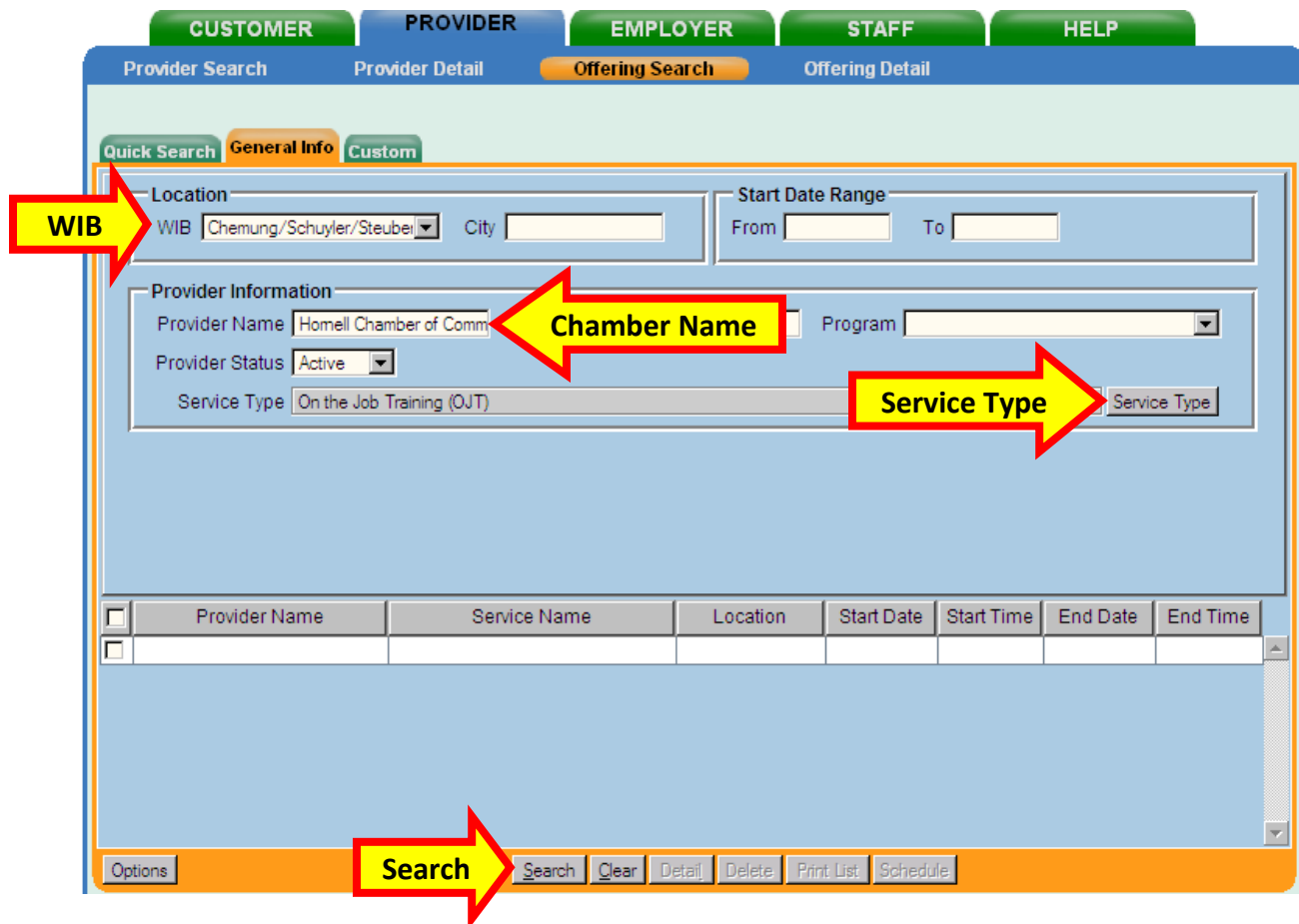
Click the **General Info** tab to the right of the **Offering Search** tab.

Select the appropriate **WIB** from the drop-down.

In the **Provider Name** data field, enter the Chamber's name.

Click the **Service Type** button.

- Click the L2 Training folder.
- Click the Training folder.
- Check the box for On the Job Training (OJT).



The screenshot shows the OSOS web application interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, Offering Search (selected), and Offering Detail. The main content area has three sub-tabs: Quick Search, General Info (selected), and Custom. The General Info section contains several input fields and buttons:

- Location:** WIB (Chemung/Schuyler/Steubel) and City (empty). A red arrow labeled "WIB" points to the WIB dropdown.
- Start Date Range:** From (empty) and To (empty).
- Provider Information:**
 - Provider Name: Homell Chamber of Comm. A red arrow labeled "Chamber Name" points to this field.
 - Provider Status: Active (dropdown).
 - Service Type: On the Job Training (OJT). A red arrow labeled "Service Type" points to the Service Type button.

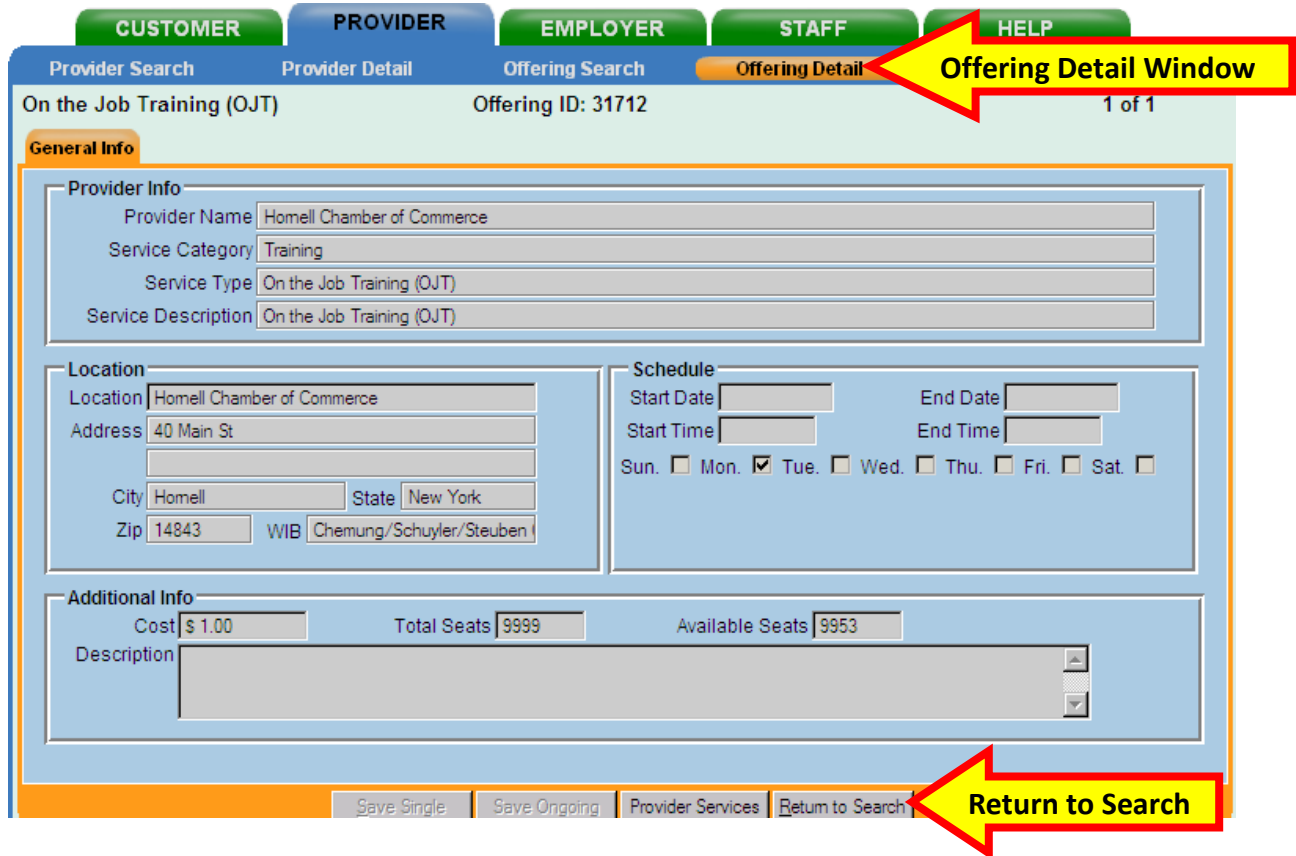
Below the input fields is a table with columns: Provider Name, Service Name, Location, Start Date, Start Time, End Date, End Time. The table is currently empty.

At the bottom, there is an orange bar with an "Options" button and a "Search" button (highlighted with a red arrow). Other buttons in the bar include Search, Clear, Detail, Delete, Print List, and Schedule.

Click the **Search** button.

OSOS will navigate to the **Offering Detail** window. Make sure that this is the correct offering.

Click **Return to Search**.



Offering Detail Window

Provider Search | Provider Detail | Offering Search | **Offering Detail** | HELP

On the Job Training (OJT) | Offering ID: 31712 | 1 of 1

General Info

Provider Info

Provider Name: Homell Chamber of Commerce
 Service Category: Training
 Service Type: On the Job Training (OJT)
 Service Description: On the Job Training (OJT)

Location

Location: Homell Chamber of Commerce
 Address: 40 Main St
 City: Homell | State: New York
 Zip: 14843 | WIB: Chemung/Schuyler/Steuben

Schedule

Start Date: | End Date: |
 Start Time: | End Time: |
 Sun. Mon. Tue. Wed. Thu. Fri. Sat.

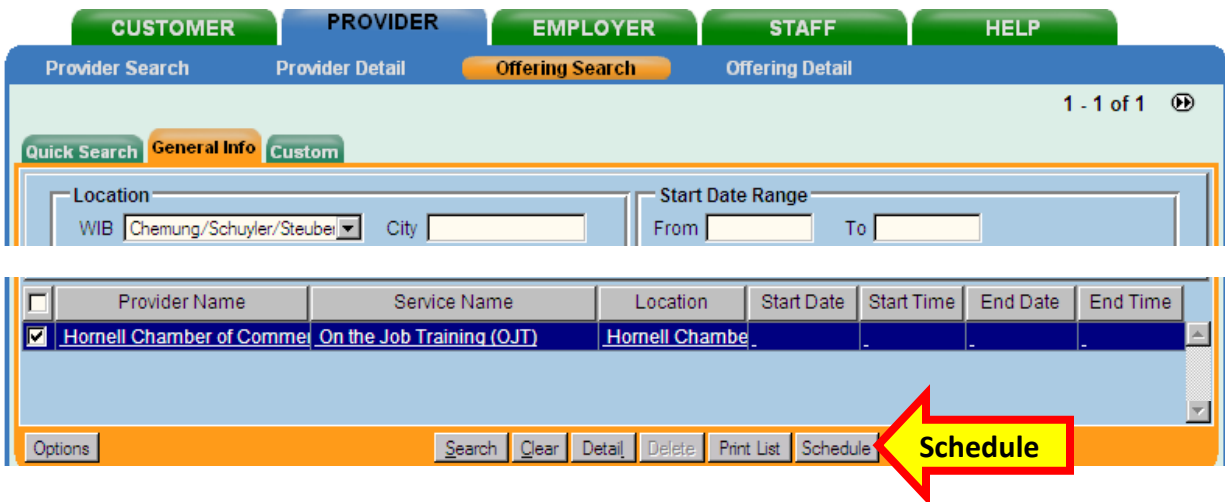
Additional Info

Cost: \$ 1.00 | Total Seats: 9999 | Available Seats: 9953
 Description: [Text Area]

Save Single | Save Ongoing | Provider Services | **Return to Search**

Clicking the **Return to Search** button will navigate back to the **General Info** tab.

Click the **Schedule** button, which will now be accessible.



Offering Search

CUSTOMER | PROVIDER | EMPLOYER | STAFF | HELP

Provider Search | Provider Detail | **Offering Search** | Offering Detail

1 - 1 of 1

Quick Search | **General Info** | Custom

Location: WIB Chemung/Schuyler/Steuben | City: | Start Date Range: From: | To: |

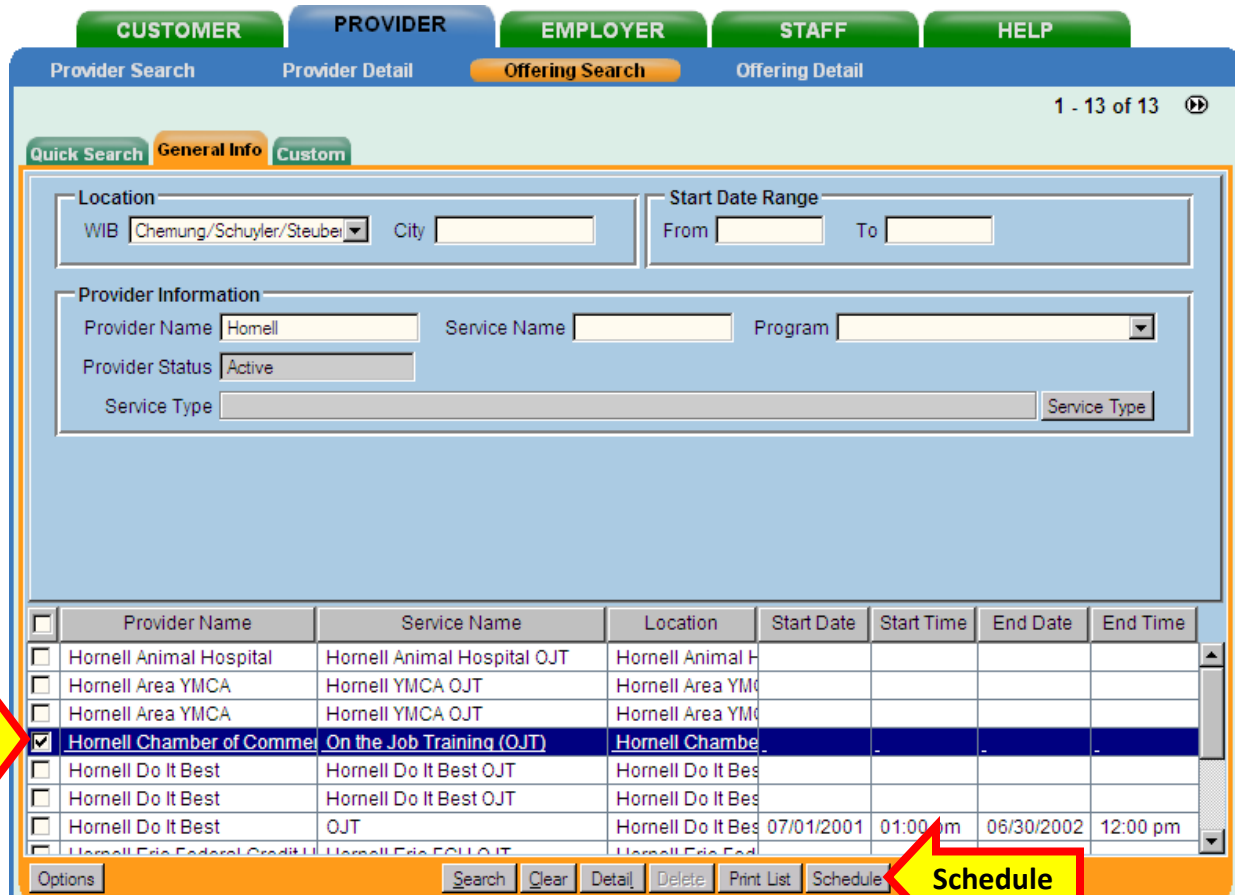
<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input checked="" type="checkbox"/>	Homell Chamber of Commerce	On the Job Training (OJT)	Homell Chamber of Commerce				

Options | Search | Clear | Detail | Delete | Print List | **Schedule**

If no match is returned from the search (No Match would display in the upper right corner), check the **Provider Name** spelling or enter less of the name to broaden the search, and click **Search** again. The **Provider Name** or **Service Type** may be eliminated altogether. If you do not find the offering you are searching for, it may be necessary to create a new offering.

Once the appropriate service has been identified, click the check box.

Click the **Schedule** button.



The screenshot displays the 'Offering Search' section of the OSOS application. It includes search filters for Location (WIB Chemung/Schuylers/Steubeni), Start Date Range, Provider Information (Provider Name: Homell, Service Name, Program, Provider Status: Active, Service Type), and a table of search results. The table has columns for Provider Name, Service Name, Location, Start Date, Start Time, End Date, and End Time. The entry 'Hornell Chamber of Commerce On the Job Training (OJT)' is selected, and a yellow arrow points to its checkbox. Another yellow arrow points to the 'Schedule' button at the bottom of the interface.

<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input type="checkbox"/>	Hornell Animal Hospital	Hornell Animal Hospital OJT	Hornell Animal H				
<input type="checkbox"/>	Hornell Area YMCA	Hornell YMCA OJT	Hornell Area YM				
<input type="checkbox"/>	Hornell Area YMCA	Hornell YMCA OJT	Hornell Area YM				
<input checked="" type="checkbox"/>	Hornell Chamber of Commerce	On the Job Training (OJT)	Hornell Chambe				
<input type="checkbox"/>	Hornell Do It Best	Hornell Do It Best OJT	Hornell Do It Bes				
<input type="checkbox"/>	Hornell Do It Best	Hornell Do It Best OJT	Hornell Do It Bes				
<input type="checkbox"/>	Hornell Do It Best	OJT	Hornell Do It Bes	07/01/2001	01:00 pm	06/30/2002	12:00 pm
<input type="checkbox"/>	Hornell Erie Federal Credit U	Hornell Erie FCH OJT	Hornell Erie Fed				



The **Schedule** button returns the user to the **Services** tab.

The service will be highlighted at the bottom portion of the screen. If not, then click the check box to activate the fields. Enter the **Planned Start Date**, **Planned End Date**, **Actual Start Date**, and click the **Program Svc Type** drop-down arrow. Select **Non-ITA Training** from the **Program Services Type** drop-down field.

*All dates must be in MM/DD/YYYY format.

It may be necessary to use the scroll bar at the right hand side of the **Detail** section to access additionally required data fields.

Complete the **Part Time Learning**, **Distance Learning**, and **Program** data fields.

Enter the O*Net code or click the **O*Net** button to access the Webpage Dialog search.

The **Program** is always **Chamber of Commerce OJT**.

Click the **Save** button.

Dates (points to Plan. Start Date and Plan. End Date)

Scroll Bar (points to the vertical scroll bar on the right side of the form)

O*Net button (points to the O*Net button)

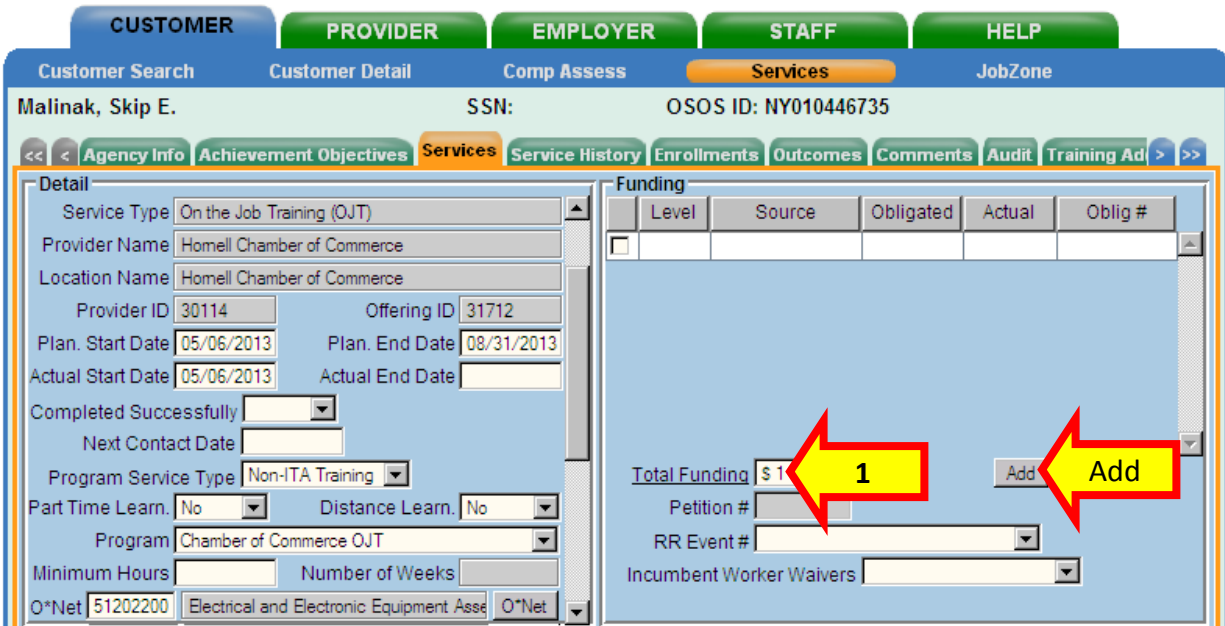
Service Check Box (points to the check box next to 'On the Job Training (OJT)')

Save (points to the Save button at the bottom)

Achievement Objective	Service
<input type="checkbox"/>	Initial Assessment/Core Staff Assisted
<input type="checkbox"/>	Commercial Drivers License Class B
<input checked="" type="checkbox"/>	On the Job Training (OJT)

FUNDING THE CHAMBER OF COMMERCE OJT SERVICE

Enter a 1 in the **Total Funding** field and click the **Add** button. OSOS will automatically add the dollar sign, decimal point and two zeros.



Customer: Malinak, Skip E. SSN: OSOS ID: NY010446735

Service Type: On the Job Training (OJT)
 Provider Name: Homell Chamber of Commerce
 Location Name: Homell Chamber of Commerce
 Provider ID: 30114 Offering ID: 31712
 Plan. Start Date: 05/06/2013 Plan. End Date: 08/31/2013
 Actual Start Date: 05/06/2013 Actual End Date:
 Completed Successfully:
 Next Contact Date:
 Program Service Type: Non-ITA Training
 Part Time Learn.: No Distance Learn.: No
 Program: Chamber of Commerce OJT
 Minimum Hours: Number of Weeks:
 O*Net: 51202200 Electrical and Electronic Equipment Asses O*Net:

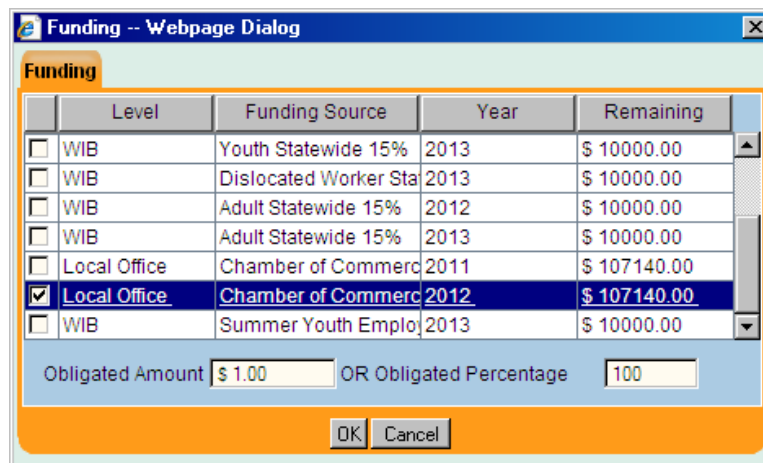
Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>				

Total Funding \$ 1 Add
 Petition #
 RR Event #
 Incumbent Worker Waivers

OSOS will automatically navigate to the **Funding--Webpage Dialog** box that lists the available funds for the customer.

Enter the number one in the **Obligated Amount**. OSOS will automatically add the dollar sign, decimal point, two zeros and complete the **Obligated Percentage** data field.

Select the **Chamber of Commerce** funding with the appropriate **Year** and click the **OK** button.



Level	Funding Source	Year	Remaining
<input type="checkbox"/>	Youth Statewide 15%	2013	\$ 10000.00
<input type="checkbox"/>	Dislocated Worker Sta	2013	\$ 10000.00
<input type="checkbox"/>	Adult Statewide 15%	2012	\$ 10000.00
<input type="checkbox"/>	Adult Statewide 15%	2013	\$ 10000.00
<input type="checkbox"/>	Local Office Chamber of Commerce	2011	\$ 107140.00
<input checked="" type="checkbox"/>	Local Office Chamber of Commerce	2012	\$ 107140.00
<input type="checkbox"/>	WIB Summer Youth Emplo	2013	\$ 10000.00

Obligated Amount \$ 1.00 OR Obligated Percentage 100

OK Cancel

Click the **Save** button.



VERIFICATION OF THE CHAMBER OF COMMERCE ENROLLMENT

The first saved Chamber of Commerce service will access the **Verification--Webpage Dialog** for a new enrollment. Review the data in the **Customer Detail** section and, if you have the appropriate permission the **Comprehensive Assessment** tabs.

When finished, click the **OK** button.

Any changes will automatically populate the data fields throughout OSOS.

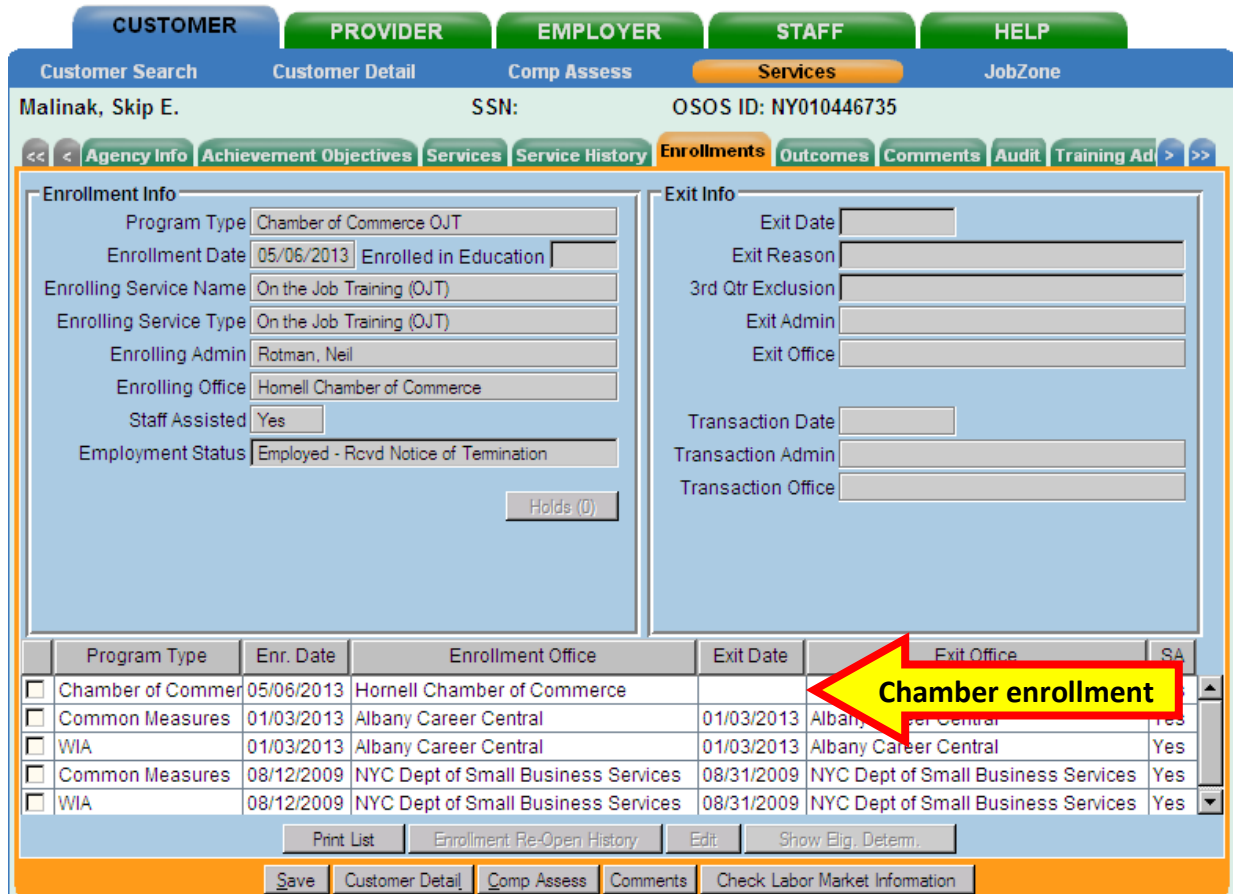
The screenshot shows a software window titled "Verification -- Webpage Dialog" with two tabs: "Customer Detail" and "Comp Assess". A yellow arrow points to these tabs with the text "Customer Detail and Comprehensive Assessment tabs". The "Customer Detail" tab is active and contains the following sections:

- General Information:**
 - Education Level: 8 Grade
 - School Status: In-school, Alternative School
 - Employment Status: Employed - Rcvd Notice of Termination
 - UI Claimant: [Empty]
 - Profiled: [Button] Profiled Date: [Button]
- Programs & Public Assistance:**
 - TANF: [Dropdown] [Text]
 - GA: [Dropdown] [Text]
 - RCA: [Dropdown] [Text]
 - SSI: [Dropdown] [Text]
 - Food Stamps: [Dropdown] [Text]
 - SSDI: [Dropdown] [Text]
 - Dislocated Worker: Yes [Dropdown] 01/03/2012 [Text]
 - Displaced Homemaker: [Dropdown] [Text]
 - Other WIA Programs: [Dropdown] [Text]
- Income & Disability Status:**
 - Lower Living Standard: N/A [Dropdown] Income 70% LLSIL: N/A [Dropdown]
 - Local Priority: N/A [Dropdown]
 - Disability Status: Not Disclosed [Dropdown]
- Migrant:**
 - Migrant / Seasonal Wkr: Yes [Radio] No [Radio]
 - Migrant Class: Migrant Food Processor [Dropdown]
 - Farmwork Type: Food Processing Establishment [Dropdown]
 - Empl. in Farmwork: At least 50% work time [Dropdown]
 - Farmwork Threshold: 25 days worked & \$800 earned [Dropdown]
- Military Service:**
 - Service Veteran: [Checkbox]
- Selective Service:**
 - Selective Service: [Checked]
- Work History:**
 - Reason for Leaving: Category 1-DW [Text]
 - Dislocation Date: 01/03/2012 [Text]

At the bottom of the window are "OK" and "Cancel" buttons.

Other Chamber of Commerce funded services, if provided by contract funding, are added in the same manner as outlined above.

Click the gray **Customer Detail** button at the bottom of the page and then the gray **Service** button to refresh the record. Click the **Enrollments** tab. The Chamber of Commerce enrollment will now be visible.



Customer Search Customer Detail Comp Assess **Services** JobZone

Malinak, Skip E. SSN: OSOS ID: NY010446735

<< < Agency Info Achievement Objectives Services Service History **Enrollments** Outcomes Comments Audit Training Ad > >>

Enrollment Info

Program Type: Chamber of Commerce OJT

Enrollment Date: 05/06/2013 Enrolled in Education:

Enrolling Service Name: On the Job Training (OJT)

Enrolling Service Type: On the Job Training (OJT)

Enrolling Admin: Rotman, Neil

Enrolling Office: Hornell Chamber of Commerce

Staff Assisted: Yes

Employment Status: Employed - Rcvd Notice of Termination

Holds (0)

Exit Info

Exit Date:

Exit Reason:

3rd Qtr Exclusion:

Exit Admin:

Exit Office:

Transaction Date:

Transaction Admin:

Transaction Office:

	Program Type	Enr. Date	Enrollment Office	Exit Date	Exit Office	SA
<input type="checkbox"/>	Chamber of Commer	05/06/2013	Hornell Chamber of Commerce			
<input type="checkbox"/>	Common Measures	01/03/2013	Albany Career Central	01/03/2013	Albany Career Central	Yes
<input type="checkbox"/>	WIA	01/03/2013	Albany Career Central	01/03/2013	Albany Career Central	Yes
<input type="checkbox"/>	Common Measures	08/12/2009	NYC Dept of Small Business Services	08/31/2009	NYC Dept of Small Business Services	Yes
<input type="checkbox"/>	WIA	08/12/2009	NYC Dept of Small Business Services	08/31/2009	NYC Dept of Small Business Services	Yes



CLOSING THE CHAMBER OF COMMERCE OJT SERVICE

When the customer has completed the OJT and is ready to leave the program, specific steps must be completed in the following sequence:

1. Chamber of Commerce services must be closed,
2. Chamber of Commerce enrollment must be exited, and
3. Agency must be terminated if no other concurrent Agency services are open.

Go to the **Services** tab.

Check the box next to the Chamber of Commerce OJT service.

Enter the **Actual End Date** and whether the program was **Completed Successfully**.

Click the **Save** Button.

Completion →

Actual End Date →

Service Check Box →

Save →

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>	Local Chamber of Commerce	\$ 1.00	\$ 0.00	

Achievement Objective	Service
<input type="checkbox"/>	Initial Assessment/Core Staff Assisted
<input type="checkbox"/>	Commercial Drivers License Class B
<input checked="" type="checkbox"/>	On the Job Training (OJT)

Allow the enrollment to soft exit in 90 days if no other service is funded with Chamber of Commerce monies.



RESOURCES AND ASSISTANCE

Additional program information, OSOS guides and other resources can be found at:

<http://labor.ny.gov/workforcenypartners/osos.shtm>

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: help.osos@labor.ny.gov