

Disability Employment Initiative (DEI) Round 6 OSOS Guide



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PURPOSE

On September 17, 2015, the United States Department of Labor Employment & Training Administration (USDOL ETA) awarded NYSDOL with a Sixth Round of DEI funding totaling \$2.5M. It will staff four Disability Resource Coordinators (DRCs) in two local areas: Capital Region and Herkimer/Madison/Oneida (HMO). This grant, entitled “**Pathways to Employment,**” focuses on the Career Pathways model of disability employment. It has over \$700,000 earmarked for training funds set aside to serve 300 adults with disabilities, providing job placement services for individuals who complete their career pathways training in partnership with credential-based education offered through the community college system. The goal is to enable individuals with disabilities to obtain the skills and credentials necessary to achieve living-wage employment in high-growth employment fields including healthcare and technology/manufacturing. Round 6 of DEI funding will operate until March 31, 2019.

SIX GOALS OF DEI PILOT SITES

- Create functioning Integrated Resource Teams (IRTs) to address multiple barriers to employment for individuals with disabilities
- Develop Individual Learning Plans (ILPs) that support people with disabilities to succeed in Pathways to Employment
- Increase the number of Tickets assigned and Ticket revenue generated under the Social Security Administration's Ticket to Work Program
- DRCs will partner with existing career pathways partners such as TANF Employment Service providers, local school districts, community colleges, and Adult Basic Education; they will also bring new partners to the table
- Increase access to American Job Center services for people with disabilities
- Provide Asset Development strategies to individuals with disabilities

Required project reporting information for DEI Round 6 will be captured in OSOS. This guide will provide an overview of which fields in OSOS are essential for reporting out on DEI data elements.



*This data is required to be collected from each of the four DEI pilot sites and each of the two DEI comparison sites (list included at the end of this guide). If you work in one of these sites, you must collect this data. **If you do not work in a DEI pilot site or DEI comparison site, you do not need to collect the additional data elements needed for DEI outlined in this guide.***

OSOS DATA ENTRY

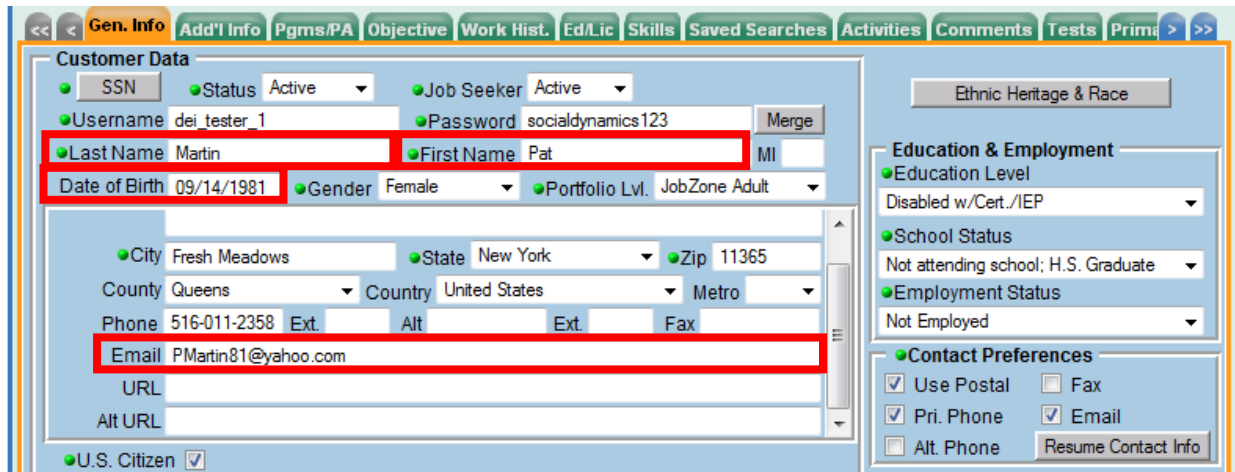
Most of the data elements needed for DEI are currently being collected in the OSOS **Customer Module**, on the **General Info** and **Work History** tabs of the **Customer Detail** window. A **DEI Round 6** tab has also been added to collect additional information. This guide will demonstrate which fields on each of these tabs are required for DEI reporting.



The DEI reporting data must be collected for all customers who disclose having a disability. Customer disclosure may come from an intake form such as the ES-100; previously recorded information found in the customer's OSOS record; or a verbal attestation by the customer.

GEN. INFO TAB

The fields needed on this tab for DEI are: **Last Name, First Name, Date of Birth and Email.**



The screenshot shows the 'Gen. Info' tab in the OSOS system. The 'Customer Data' section contains several fields. Red boxes highlight the following fields: Last Name (Martin), First Name (Pat), Date of Birth (09/14/1981), and Email (PMartin81@yahoo.com). Other visible fields include SSN, Status (Active), Job Seeker (Active), Username (dei_tester_1), Password (socialdynamics123), Gender (Female), Portfolio Lvl. (JobZone Adult), City (Fresh Meadows), State (New York), Zip (11365), County (Queens), Country (United States), Metro, Phone (516-011-2358), and U.S. Citizen (checked). The right-hand side of the form includes sections for Ethnic Heritage & Race, Education & Employment (Education Level: Disabled w/Cert./IEP, School Status: Not attending school; H.S. Graduate, Employment Status: Not Employed), and Contact Preferences (Use Postal, Fax, Pri. Phone, Email, Alt. Phone).

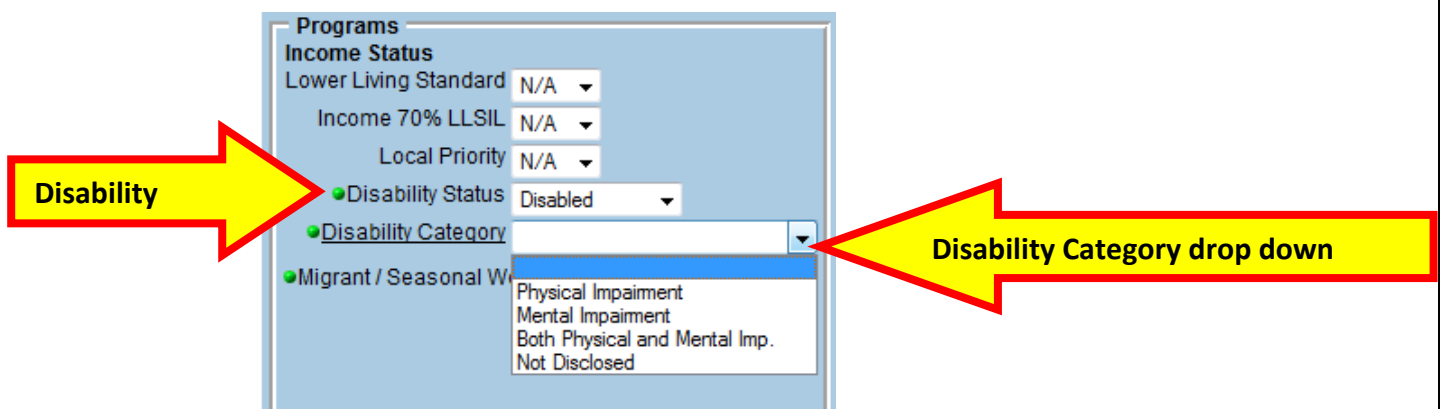
These fields are usually entered as part of the normal OSOS data entry process, so in most cases, you will only need to verify that the information is correct. If any of the information is missing or needs to be updated, please make any necessary changes.



In addition to all of the DEI fields, all green-dotted fields are still required as part of the normal OSOS data entry process.

ADD'L INFO TAB

Be sure to indicate disability status on the **Add'l Info** tab. Upon choosing *Disabled* from the drop-down list of options next to the **Disability Status** field, a **Disability Category** field will appear. Choose the correct option from the drop-down list to indicate the type of disability.



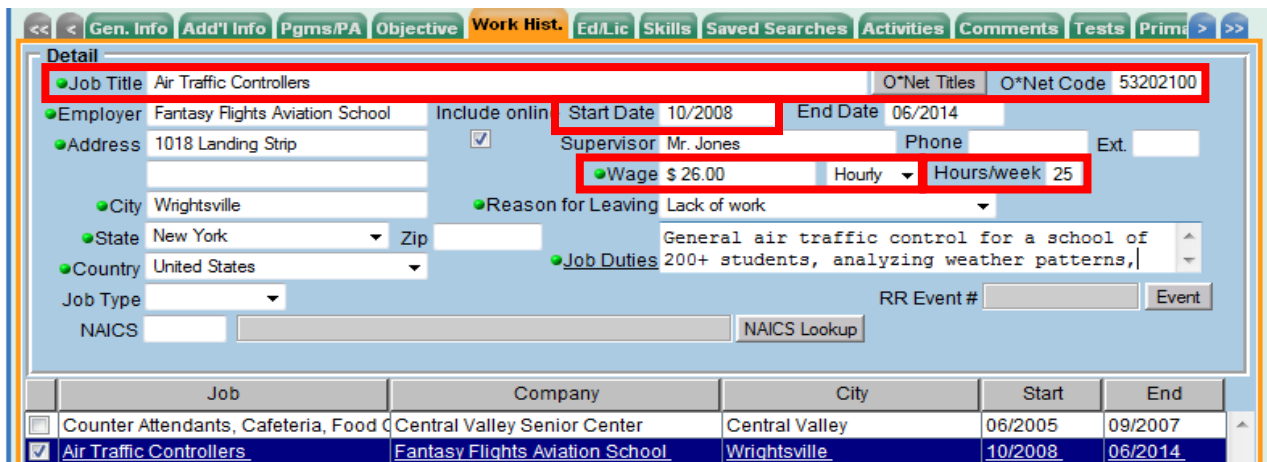
The screenshot shows the 'ADD'L INFO' tab in the OSOS system. The 'Programs' section is visible, with the 'Disability Status' field set to 'Disabled'. The 'Disability Category' field is open, showing a list of options: Physical Impairment, Mental Impairment, Both Physical and Mental Imp., and Not Disclosed. A yellow arrow points to the 'Disability Status' field, and another yellow arrow points to the 'Disability Category' drop-down menu.

WORK HISTORY TAB

The DEI will track certain information about a customer's most recent job, most of which can be pulled from the **Detail** box for the most recent job entry on the **Work History** tab. The fields needed on this tab for DEI are: **Job Title**, **Start Date**, **Hourly Wage**, and hours worked per week (**Hours/week**) for the most recent job the customer has held.



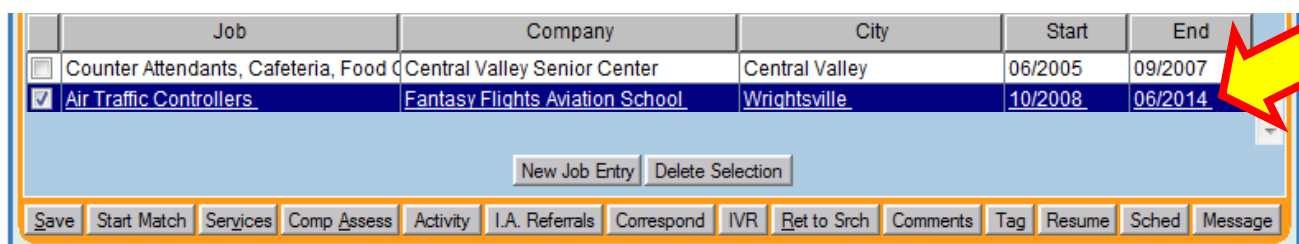
*If the customer does not have any work history, no information will need to be added or edited on the **Work History** tab.*



Job	Company	City	Start	End
<input type="checkbox"/> Counter Attendants, Cafeteria, Food C	Central Valley Senior Center	Central Valley	06/2005	09/2007
<input checked="" type="checkbox"/> Air Traffic Controllers	Fantasy Flights Aviation School	Wrightsville	10/2008	06/2014

- **Job Title:** This should describe the customer's most recent job. This field should be populated using the **O*Net Titles** button.
- **Start Date:** This field should indicate when the customer started working in the most recent job, in the format of mm/yyyy. Also, if there is an end date for this job, enter it in the **End Date** field.
- **Wage:** The wage needs to be reported as the hourly wage. Additionally, the **Wage Unit** drop-down field next to the **Wage** field needs to be set to *Hourly*.
- **Hours/Week:** Type the number of hours the customer worked each week.

Keep in mind that the data for DEI reporting will be pulled for the customer's most recent job. This means that you should review the customer's work history and determine the most recent job to view its detail. An easy way to do this is to sort the job entries by end date (click on the **End** column header in the list of job entries) and then select the job with the most recent end date.



Job	Company	City	Start	End
<input type="checkbox"/> Counter Attendants, Cafeteria, Food C	Central Valley Senior Center	Central Valley	06/2005	09/2007
<input checked="" type="checkbox"/> Air Traffic Controllers	Fantasy Flights Aviation School	Wrightsville	10/2008	06/2014

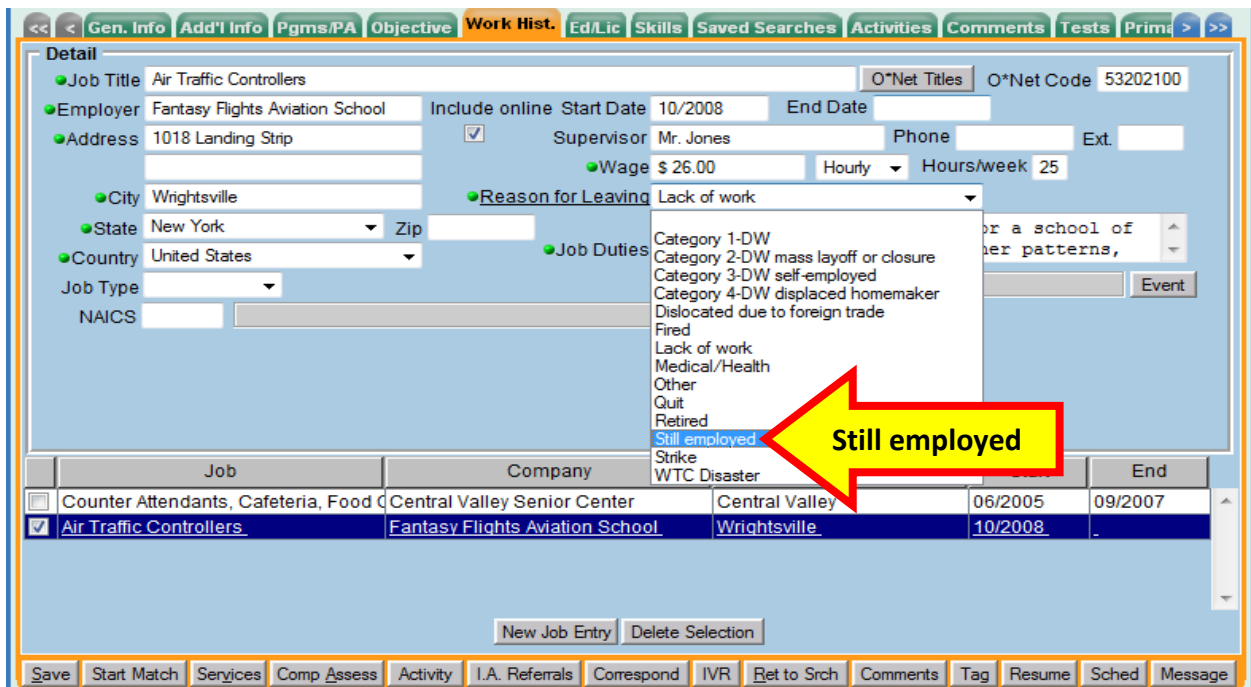
New Job Entry Delete Selection

Save Start Match Services Comp Assess Activity I.A. Referrals Correspond IVR Ret to Srch Comments Tag Resume Sched Message



*In addition to the DEI fields mentioned, the **End Date** field must also be filled in for any jobs where the customer is no longer working or if the job has ended. This will be used to pull the most recent job entry information for DEI reporting. Also, as per normal OSOS data entry, all green-dotted fields are required for each job entry.*

It is possible that the customer may still be working at the most current job. In this instance, nothing should be entered in the **End Date** field and the **Still employed** option should be selected in the **Reason for Leaving** field.



Detail

Job Title: Air Traffic Controllers O*Net Titles O*Net Code: 53202100

Employer: Fantasy Flights Aviation School Include online Start Date: 10/2008 End Date:

Address: 1018 Landing Strip Supervisor: Mr. Jones Phone: Ext:

City: Wrightsville Reason for Leaving: Lack of work

State: New York Zip: Job Duties: Category 1-DW, Category 2-DW mass layoff or closure, Category 3-DW self-employed, Category 4-DW displaced homemaker, Dislocated due to foreign trade, Fired, Lack of work, Medical/Health, Other, Quit, Retired, **Still employed**, Strike, WTC Disaster

Country: United States

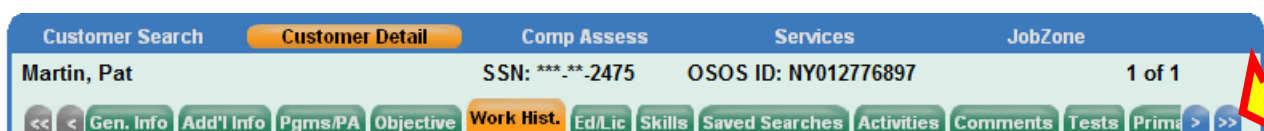
Wage: \$ 26.00 Hourly Hours/week: 25

Job	Company	City	Start	End
<input type="checkbox"/> Counter Attendants, Cafeteria, Food C	Central Valley Senior Center	Central Valley	06/2005	09/2007
<input checked="" type="checkbox"/> Air Traffic Controllers	Fantasy Flights Aviation School	Wrightsville	10/2008	.

Buttons: Save, Start Match, Services, Comp Assess, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, Message

DEI ROUND 6 TAB

The **DEI Round 6** tab is in the **Customer Detail** window. Depending on where you are in the **Customer Detail** window, you may need to click on the double-headed arrows at the upper right hand of the screen to navigate to the furthest tabs in the window to be able to see the **DEI Round 6** tab.



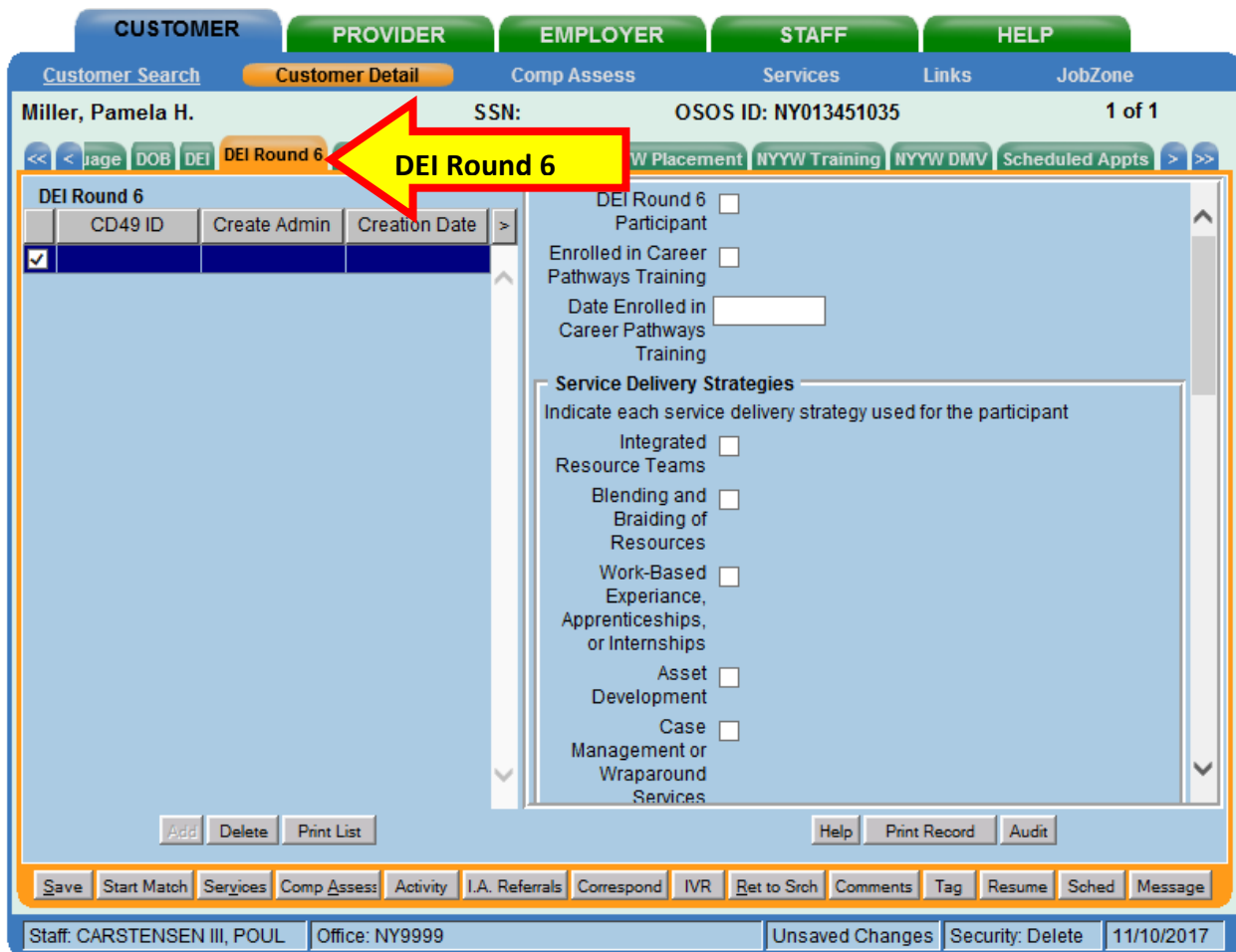
Customer Search Customer Detail Comp Assess Services JobZone

Martin, Pat SSN: *** ** -2475 OSOS ID: NY012776897 1 of 1

Navigation: << < Gen. Info Add'l Info Pgms/PA Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Tests Prima > >>

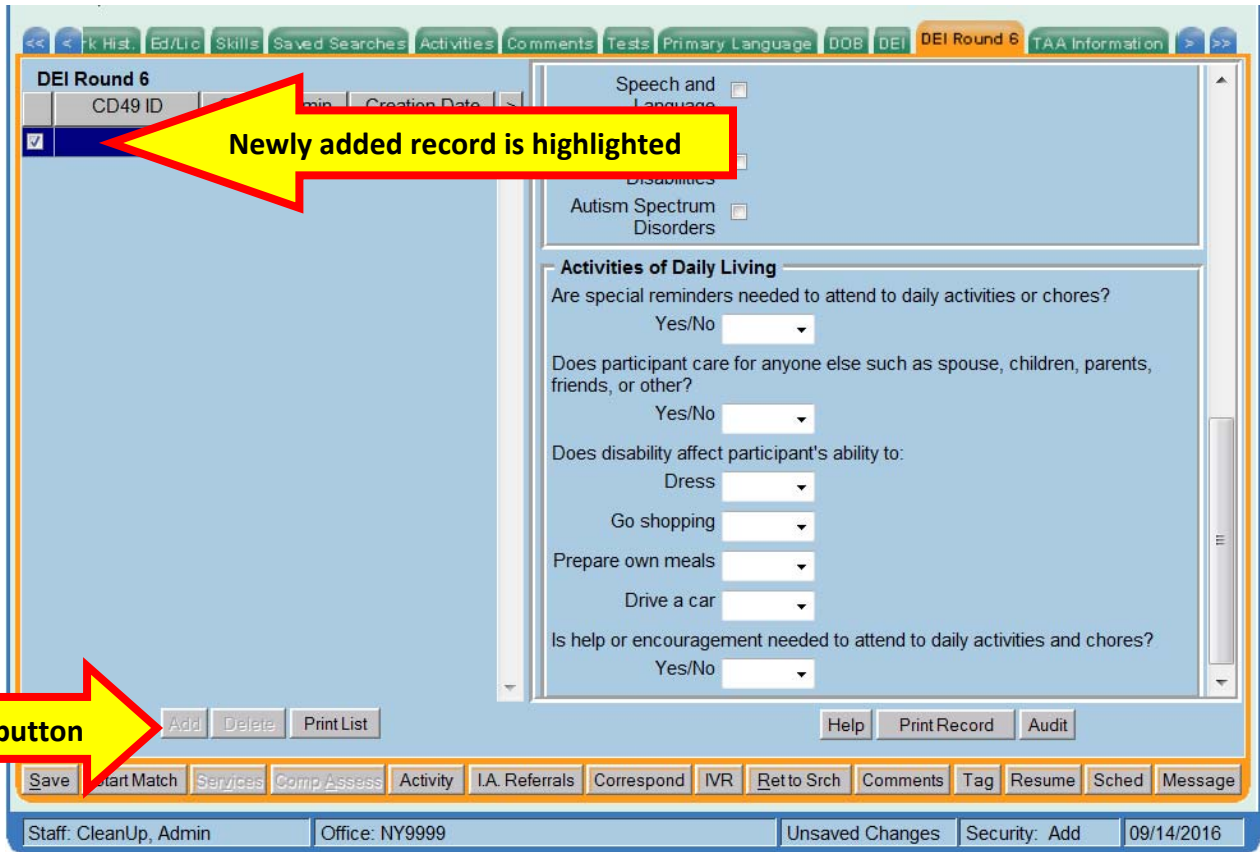
The **DEI Round 6** tab is available to track the remaining information needed for DEI reporting. This tab can be used to track:

- If the customer is a DEI Round 6 participant
- If the customer is enrolled in Career Pathways Training along with the enrollment date
- Service delivery strategies
- Self-disclosed disability categories
- Activities of daily living

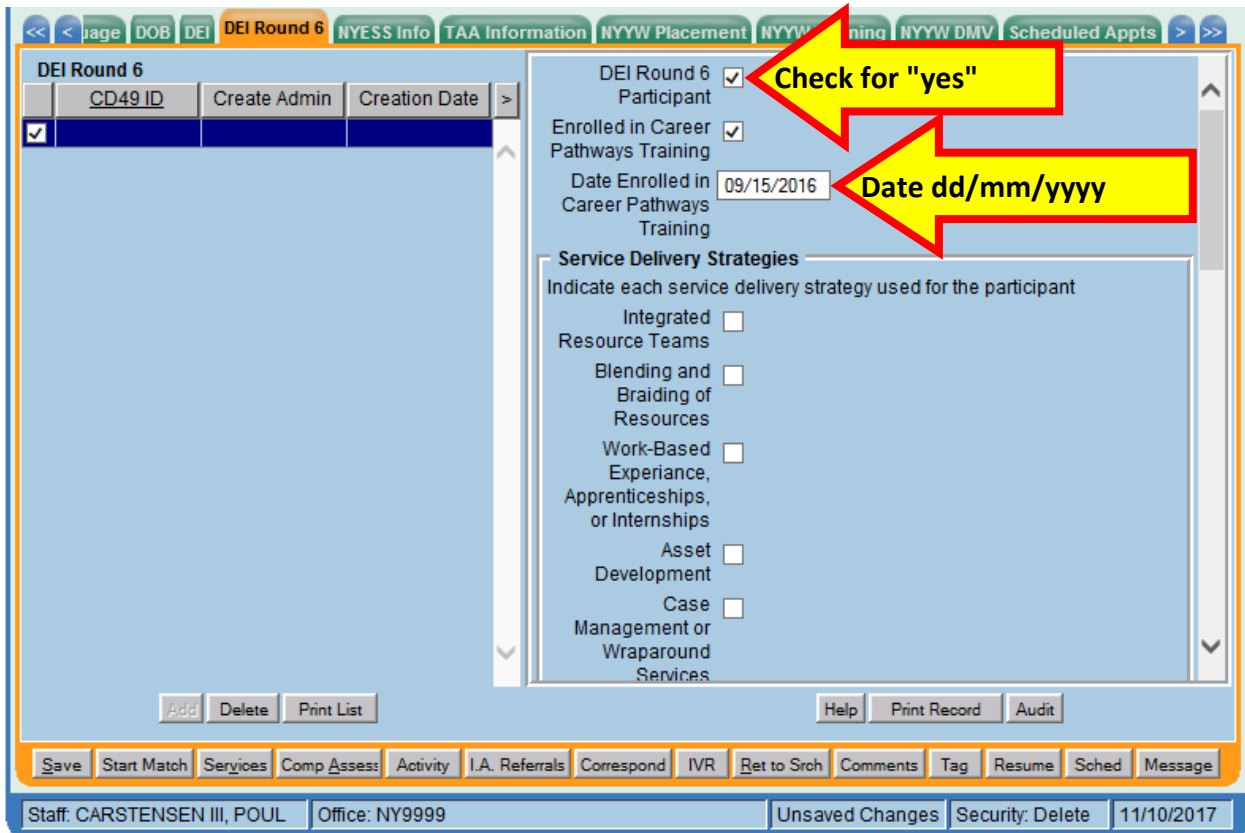


To activate the fields on the right-hand side of the window, you will first need to add a new DEI Round 6 tracking entry by clicking on the **Add** button in the lower left hand side of the tab.

This will add a new DEI Round 6 record (displayed as a highlighted row on the left of the screen) and activate the fields on the right-hand side of the tab for data entry.



The screenshot displays the OSOS software interface. At the top, there is a navigation bar with tabs for: <<, <, < Hist., Ed/Lic, Skills, Saved Searches, Activities, Comments, Tests, Primary Language, DOB, DEI, **DEI Round 6**, TAA Information, >, >>. Below this is a table titled "DEI Round 6" with columns for "CD49 ID", "Creation Date", and "Status". The first row is highlighted in blue, and a yellow arrow points to it with the text "Newly added record is highlighted". To the right of the table is a detailed form for the selected record. The form includes sections for "Speech and Language" (with checkboxes for "Speech and Language" and "Disabilities"), "Autism Spectrum Disorders" (with a checkbox), and "Activities of Daily Living". The "Activities of Daily Living" section contains several questions with "Yes/No" dropdown menus: "Are special reminders needed to attend to daily activities or chores?", "Does participant care for anyone else such as spouse, children, parents, friends, or other?", "Does disability affect participant's ability to:" (with sub-sections for "Dress", "Go shopping", "Prepare own meals", and "Drive a car"), and "Is help or encouragement needed to attend to daily activities and chores?". At the bottom of the form are buttons for "Add", "Delete", and "Print List". A yellow arrow points to the "Add" button with the text "Add button". Below the form is a toolbar with buttons for: Save, Start Match, Services, Comp Assess, Activity, IA Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, Message. At the very bottom, there is a status bar with fields for: Staff: CleanUp, Admin; Office: NY9999; Unsaved Changes; Security: Add; and 09/14/2016.



For the **DEI Round 6 Participant, Enrolled in Career Pathway Training, Service Delivery Strategies, and Disability Categories**, a check box is provided. Click on any of these selections to indicate “yes” in the intended field. If the customer is enrolled in career pathways training, enter the enrollment date in the dd/mm/yyyy format next to **Date Enrolled in Career Pathways Training**.



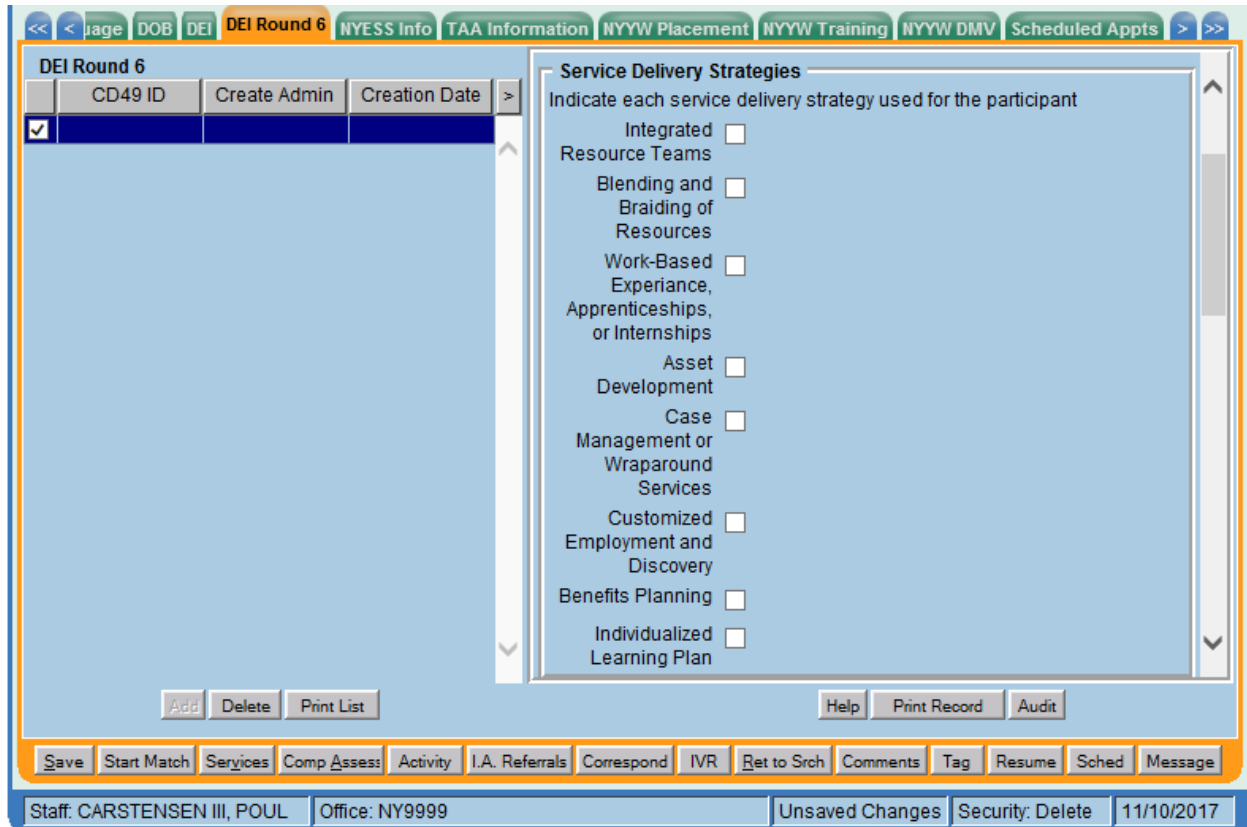
IMPORTANT: Customers enrolled in Career Pathway Training **MUST HAVE** a service recorded and funded with the appropriate DEI funds. See page 23 – [DATA ENTERING A TRAINING SERVICE](#) for instructions on how to enter a training service.



The training service in OSOS will keep the program enrollments active while in training. Entering the training service will avoid premature program exits and negative performance outcomes.

SERVICE DELIVERY STRATEGIES

For each of the Service Delivery Strategies, click on the checkboxes to indicate YES. The definitions for each strategy are as follows:



The screenshot shows a web application interface for 'DEI Round 6'. At the top, there are navigation tabs: Home, DOB, DEI, DEI Round 6 (selected), NYESS Info, TAA Information, NYYW Placement, NYYW Training, NYYW DMV, and Scheduled Appts. Below the tabs is a table with columns: CD49 ID, Create Admin, and Creation Date. The first row has a checked checkbox in the CD49 ID column. To the right of the table is a 'Service Delivery Strategies' form with the instruction: 'Indicate each service delivery strategy used for the participant'. The form contains the following strategies, each with an unchecked checkbox:

- Integrated Resource Teams
- Blending and Braiding of Resources
- Work-Based Experience, Apprenticeships, or Internships
- Asset Development
- Case Management or Wraparound Services
- Customized Employment and Discovery
- Benefits Planning
- Individualized Learning Plan

At the bottom of the form are buttons: Add, Delete, Print List, Help, Print Record, and Audit. Below the form is a navigation bar with buttons: Save, Start Match, Services, Comp Asses, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, and Message. At the very bottom, there is a status bar showing: Staff: CARSTENSEN III, POUL; Office: NY9999; Unsaved Changes; Security: Delete; 11/10/2017.

- Integrated Resource Teams (IRTs)** Team compositions vary depending on the employment needs of the jobseeker, and could include, for instance, representatives from the One-Stop Career Center, other government agencies, community colleges or other post-secondary institutions, nonprofit partners, and other organizations (NDI Consulting, 2011a). “An IRT brings together private and public sector representatives at the local, One-Stop community level. It improves communication and collaboration which results in enhanced coordination of services and supports for an individual jobseeker with a disability” (NDI Consulting, 2011b). The focus on the individual is paramount, and differentiates IRTs from Interagency Committees, which meet regularly to collaborate on systems-level improvements. (From Social Dynamics’ Synthesis Report)



- **Blending and Braiding Funds/Leveraging Resources**

This requirement refers to the contribution of funds from two or more State and Federal agencies toward the jobseeker's goals in education, training, and job placement... In the DEI grant, blended funding refers to arrangements that pool funds from multiple sources and make the fund streams indistinguishable. Braided funding pulls together resources from different sources, as well, but keeps the funding streams clearly separated. The use of funds from multiple sources is believed to provide more effective services to the jobseeker, as different funding streams can address the differing needs of jobseekers with disabilities. (SC Interim Synth Report 12-28-12)
- **Works Based Experience, Apprenticeships and Internships**

Work experience is a planned, structured learning experience that takes place in a workplace and provides opportunities for career exploration and skill development. A work experience may take place in the private for-profit section, the non-profit sector, or the public sector. WIOA identifies types of work experience for employment opportunities available; pre-apprenticeship and apprenticeship programs, internships and job shadowing.
- **Asset Development Strategies**

The systematic use of asset development programs targeting jobseekers with disabilities can help individuals navigate and take full advantage of the myriad benefits, programs, and incentives that are available to them. What is more, such programs include several services that impact asset building and work decisions; these include housing, child care assistance, health care, nutrition, and other areas not directly related to employment.
- **Wraparound Services**

A system of care management known as wrap around services incorporates the natural support systems of clients, along with various agency personnel and community representatives, to address the individual's needs.
- **Customized Employment (CE)**

Customized Employment and Discovery uses a flexible and individualized process for matching employer job descriptions to jobseekers, one jobseeker and one employer at a time. In the first type of job customization, some job tasks of incumbent workers are reassigned to create a new job description. A job is carved when there is a modification in the job description, reducing the number of responsibilities from an existing job description. And in job sharing, two or more workers share the responsibilities of one job based on each worker's strengths (ODEP, n.d.a).



- **Benefits Planning**

The term “benefits planning” refers to the person-centered analysis of the effect that work and other life situation changes have on public and private programs, including income support programs. Benefits planning helps people with disabilities steer through the complicated maze of public and private benefits programs while minimizing disincentives and barriers that exist for them to prepare for, obtain, advance in, retain, leave, and regain employment.

- **Individual Learning Plan**

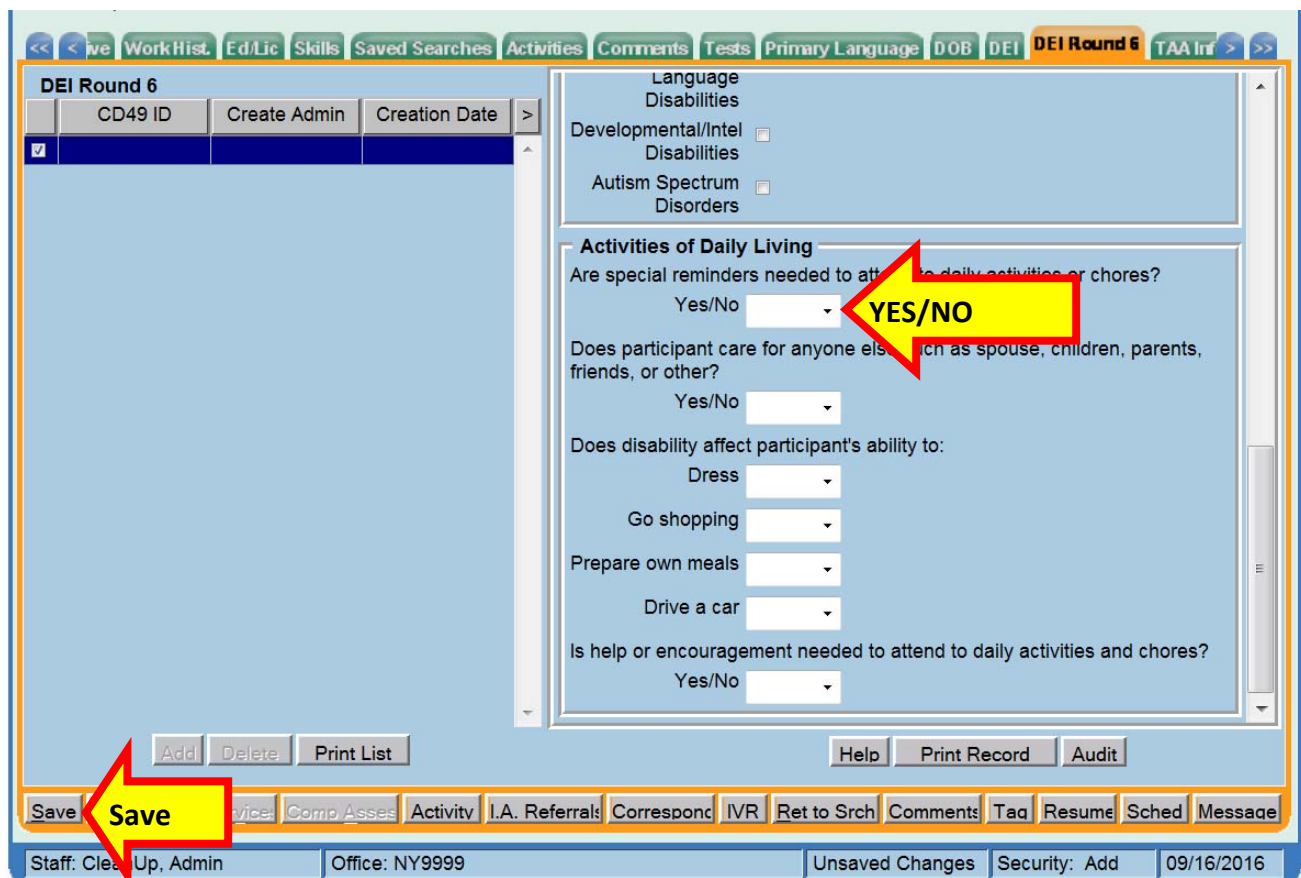
A document consisting of:

- (a) course taking and post-secondary plans aligned to career goals; and
- (b) documentation of the range of college and career readiness skills that the student has developed.

ACTIVITIES OF DAILY LIVING

For each of the following activities, click on the dropdown menu and select YES or NO:

1. Are special reminders needed to attend to daily activities or chores?
2. Does participant care for anyone else such as spouse, children, parents, friends, or other?
3. Does disability affect participant's ability to: Dress, Go shopping, Prepare own meals, Drive a car
4. Is help or encouragement needed to attend to daily activities and chores?



The screenshot shows the OSOS software interface for 'DEI Round 6'. The 'Activities of Daily Living' section is highlighted. The first question is 'Are special reminders needed to attend to daily activities or chores?' with a dropdown menu set to 'YES/NO'. The second question is 'Does participant care for anyone else such as spouse, children, parents, friends, or other?' with a dropdown menu set to 'Yes/No'. The third question is 'Does disability affect participant's ability to:' with sub-questions for 'Dress', 'Go shopping', 'Prepare own meals', and 'Drive a car', each with a dropdown menu. The fourth question is 'Is help or encouragement needed to attend to daily activities and chores?' with a dropdown menu set to 'Yes/No'. A yellow arrow points to the 'YES/NO' dropdown menu for the first question. Another yellow arrow points to the 'Save' button at the bottom left of the interface.

Save the record after all entries have been made.

SERVICES

DEI funding may be used for training, supportive services and needs-related payments.



Grantees must use WIOA, W-P, or other program resources to the greatest extent possible to fund all education, training, job search activities, and supportive services for participants. The Department believes that the successful outcomes of adults and youth with disabilities accessing the American Job Center system during the life of DEI (and indeed the success of the DEI projects) depends upon the leveraging of funds and resources beyond the DEI grant funds for education, training, and other activities.

ELIGIBLE PARTICIPANTS

- Customer must self-disclose a disability and be determined in need of training services in order to increase employability. No documentation is required to establish disability status.
- Customer must be eligible to enroll in WIOA individualized or WIOA training services.
- Customer does not need to be a ticketholder; however, priority of service is encouraged for SSA beneficiaries as an incentive to assign the ticket to a Career Center.
- Utilization of the IRT model is not a requirement to utilize training funds; however, it is encouraged and recommended as a way to address the multiple challenges to employment.
- Local area "Policies and Procedures" pertaining to Individual Training Accounts (ITAs), supportive services, and needs-related payments must be followed.
- Training providers must be found on the NYSDOL's Eligible Training Provider List (ETPL) except for OJT. The service must state "ETPL Auto Load" in the description.
- Training must be for a job determined to be in demand in the customer's geographical area.
- Training completion must occur before March 31, 2019, or the end date of the grant period.

ALLOWABLE TRAINING SERVICES

- Occupational skills training
- On-the-Job training (OJT)
- Workplace training and cooperative education programs
- Private sector training programs
- Skill upgrading and retraining
- Entrepreneurial training
- Adult education and literacy activities in combination with training
- Customized training



The new Workforce Innovation and Opportunity Act (WIOA) “emphasizes training that leads to industry-recognized post-secondary credentials”.

Wage subsidies and work readiness credentials are not considered allowable training services under this funding.

Data Entering a Service

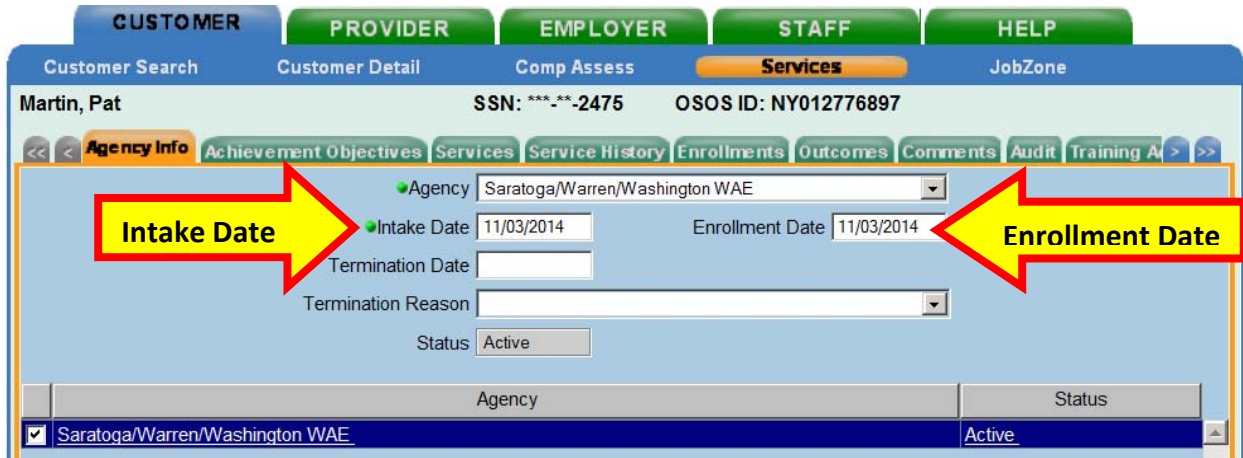
AGENCY

The user must login to one of the DEI Pilot site offices and register the customer in the respective agency.

Select the agency from the drop-down menu. Round 6 pilot sites are Capital Region and H/M/O)

The screenshot displays the OSOS system interface for a customer named Martin, Pat. The top navigation bar includes tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this, there are sub-tabs for Customer Search, Customer Detail, Comp Assess, Services (highlighted), and JobZone. The customer's SSN is ***-**-2475 and the OSOS ID is NY012776897. The main content area shows a form with fields for Agency, Intake Date, Termination Date, Termination Reason, and Status. A dropdown menu is open for the Agency field, listing various agencies such as Saratoga/Warren/Washington WAE, Oswego WAE, and others. A yellow arrow points to the dropdown menu with the text "Agency menu".

Both the **Intake** and **Enrollment** Dates must be completed. These dates are usually the same date that you begin providing service to the customer.



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

Martin, Pat SSN: ***-**-2475 OSOS ID: NY012776897

Agency Info Achievement Objectives Services Service History Enrollments Outcomes Comments Audit Training A >>

Agency Saratoga/Warren/Washington WAE

Intake Date 11/03/2014 Enrollment Date 11/03/2014

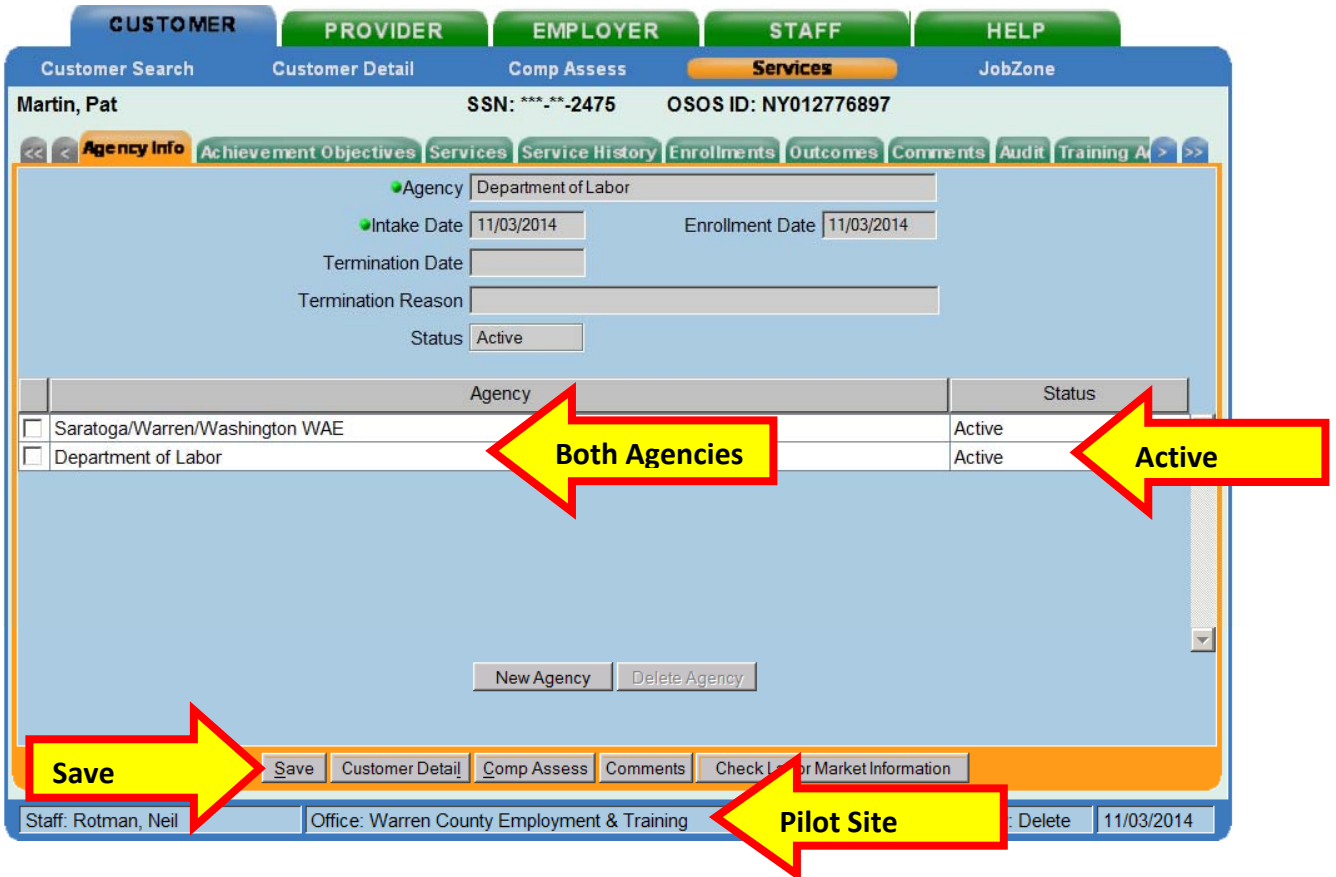
Termination Date

Termination Reason

Status Active

Agency	Status
<input checked="" type="checkbox"/> Saratoga/Warren/Washington WAE	Active

The customer must also be active in the Department of Labor agency. Click the **Save** button.



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

Martin, Pat SSN: ***-**-2475 OSOS ID: NY012776897

Agency Info Achievement Objectives Services Service History Enrollments Outcomes Comments Audit Training A >>

Agency Department of Labor

Intake Date 11/03/2014 Enrollment Date 11/03/2014

Termination Date

Termination Reason

Status Active

Agency	Status
<input type="checkbox"/> Saratoga/Warren/Washington WAE	Active
<input type="checkbox"/> Department of Labor	Active

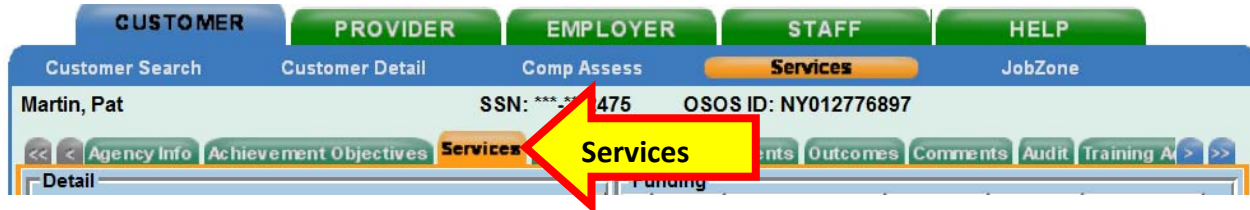
New Agency Delete Agency

Save Save Customer Detail Comp Assess Comments Check Labor Market Information

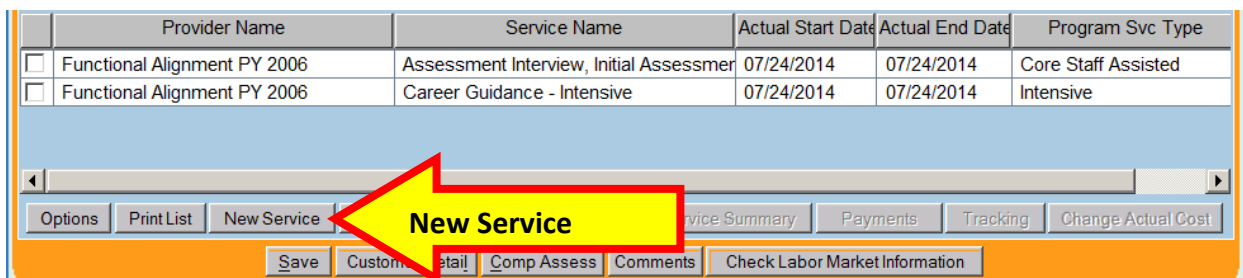
Staff: Rotman, Neil Office: Warren County Employment & Training Pilot Site Delete 11/03/2014

SUPPORTIVE SERVICE

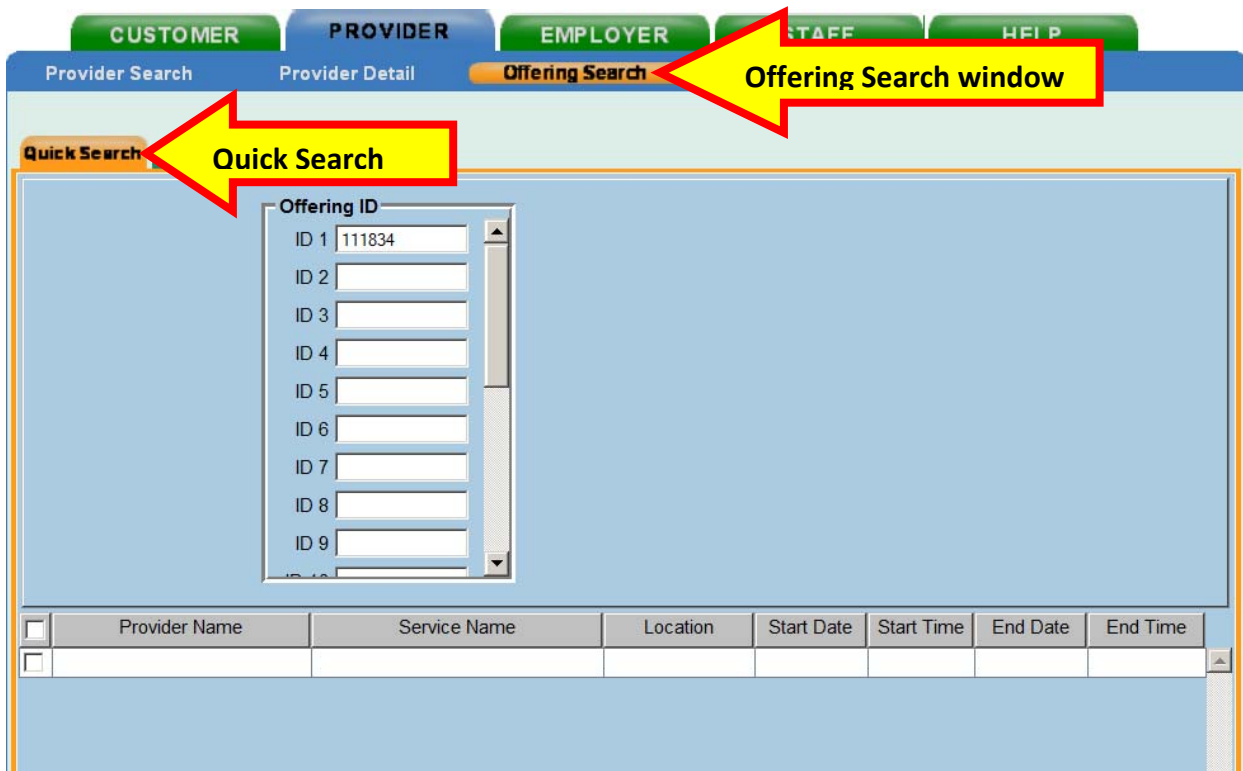
Click the **Service** tab.



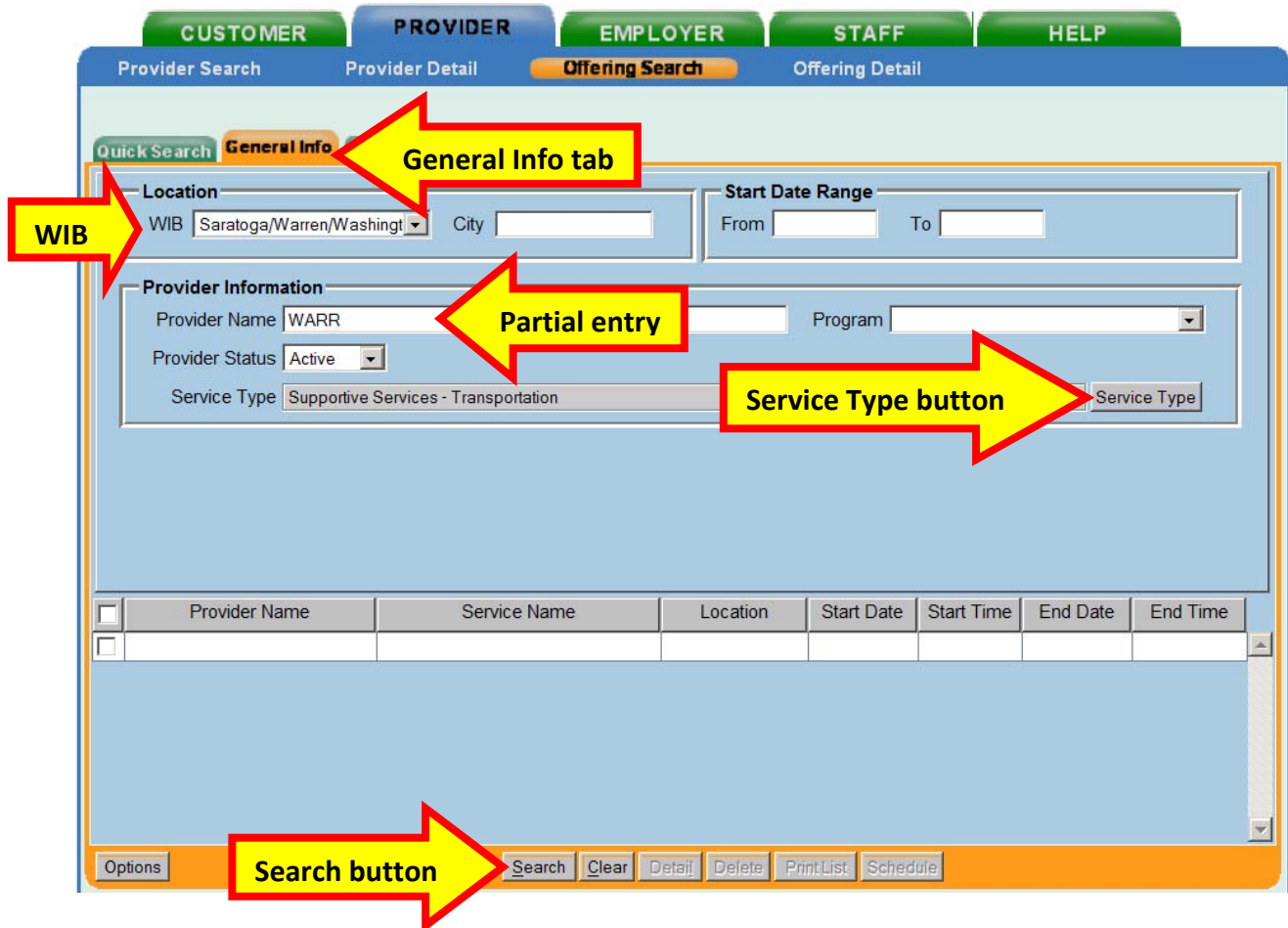
Click the **New Service** button towards the bottom of the screen.



Clicking the **New Service** button will bring the user to the **Quick Search** tab. If the **Offering ID** is known, enter it in the field labeled **ID 1** and click the **Search** button.



If the Offering ID is not known, then click the **General Info** tab. Enter any known information in the available data fields. OSOS allows you to enter the beginning letters of a **Provider Name**, **Service Name**, or select the **Program** or **Service Type** from a drop-down menu. Click the **Search** button at the bottom of the screen.

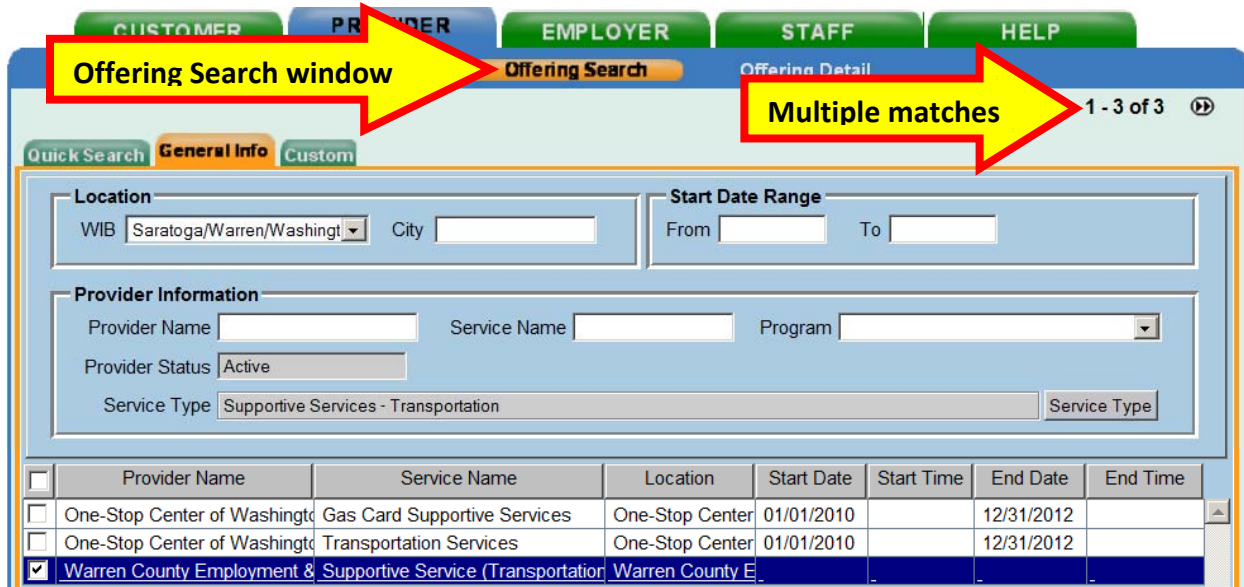


The screenshot shows the OSOS web application interface for the 'Offering Search' section. The 'General Info' tab is selected. The form contains the following fields and annotations:

- WIB**: Annotation pointing to the 'WIB' dropdown menu in the Location field.
- General Info tab**: Annotation pointing to the 'General Info' tab.
- Partial entry**: Annotation pointing to the 'WARR' text in the Provider Name field.
- Service Type button**: Annotation pointing to the 'Service Type' button next to the Service Type dropdown.
- Search button**: Annotation pointing to the 'Search' button in the bottom toolbar.

<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input type="checkbox"/>							

Clicking the **Search** button will bring up a menu of services from which to select one:



Offering Search window

Multiple matches

1 - 3 of 3

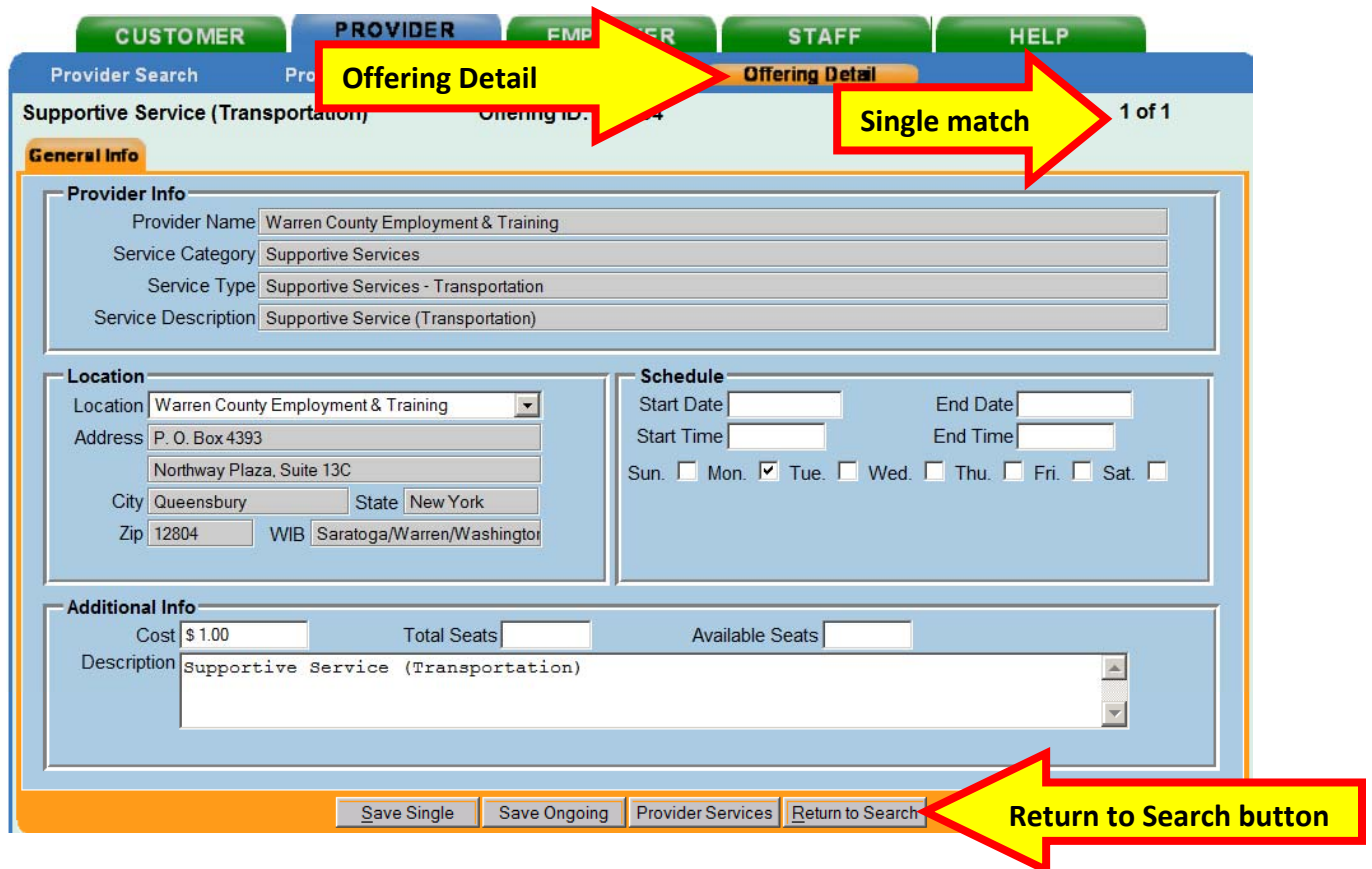
Quick Search **General Info** Custom

Location
 WIB [Saratoga/Warren/Washingt] City []
Start Date Range
 From [01/01/2010] To [12/31/2012]

Provider Information
 Provider Name [One-Stop Center of Washington] Service Name [Gas Card Supportive Services] Program []
 Provider Status [Active]
 Service Type [Supportive Services - Transportation] Service Type []

<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input type="checkbox"/>	One-Stop Center of Washington	Gas Card Supportive Services	One-Stop Center	01/01/2010		12/31/2012	
<input type="checkbox"/>	One-Stop Center of Washington	Transportation Services	One-Stop Center	01/01/2010		12/31/2012	
<input checked="" type="checkbox"/>	Warren County Employment & Training	Supportive Service (Transportation)	Warren County E				

Or, when the information that is data entered results in a single match, OSOS navigates to the **Offering Detail** screen:



Offering Detail

Single match

1 of 1

Provider Search **Offering Detail**

Supportive Service (Transportation) Offering ID: 4

General Info

Provider Info
 Provider Name [Warren County Employment & Training]
 Service Category [Supportive Services]
 Service Type [Supportive Services - Transportation]
 Service Description [Supportive Service (Transportation)]

Location
 Location [Warren County Employment & Training]
 Address [P. O. Box 4393]
 [Northway Plaza, Suite 13C]
 City [Queensbury] State [New York]
 Zip [12804] WIB [Saratoga/Warren/Washington]

Schedule
 Start Date [] End Date []
 Start Time [] End Time []
 Sun. Mon. Tue. Wed. Thu. Fri. Sat.

Additional Info
 Cost \$ [1.00] Total Seats [] Available Seats []
 Description [Supportive Service (Transportation)]

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

Return to Search button

Select the appropriate offering and click the **Schedule** button:

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Provider Search Provider Detail Offering Search Offering Detail

1 - 3 of 3

Quick Search General Info Custom

Location
 WIB Saratoga/Warren/Washingt City

Start Date Range
 From To

Provider Information
 Provider Name Service Name Program ▼
 Provider Status Active
 Service Type Supportive Services - Transportation Service Type

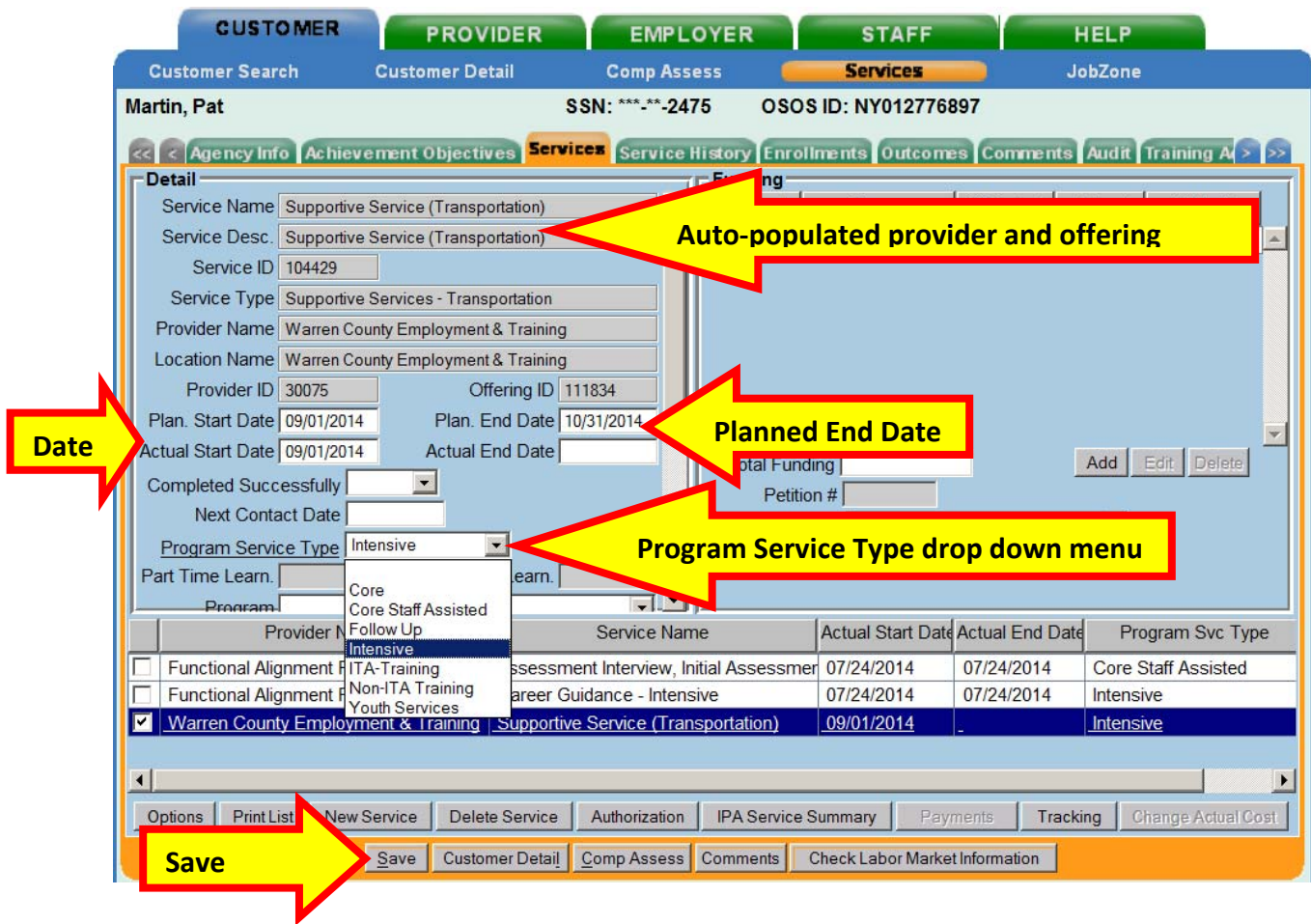
<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input type="checkbox"/>	One-Stop Center of Washingto	Gas Card Supportive Services	One-Stop Center	01/01/2010		12/31/2012	
<input type="checkbox"/>	One-Stop Center of Washingto	Transportation Services	One-Stop Center	01/01/2010			
<input checked="" type="checkbox"/>	Warren County Employment &	Supportive Service (Transportation	Warren County E				

Options Search Clear Detail Delete Print List Schedule

Select one offering

Schedule button

OSOS will navigate back to the **Services** tab with the provider and offering details automatically populating the service. For **Supportive Services** and **Needs Related Payments**, data enter the **Planned** and **Actual Start Dates**, **Planned End Date** and the appropriate **Program Service Type** from the drop-down menu and click the **Save** button:



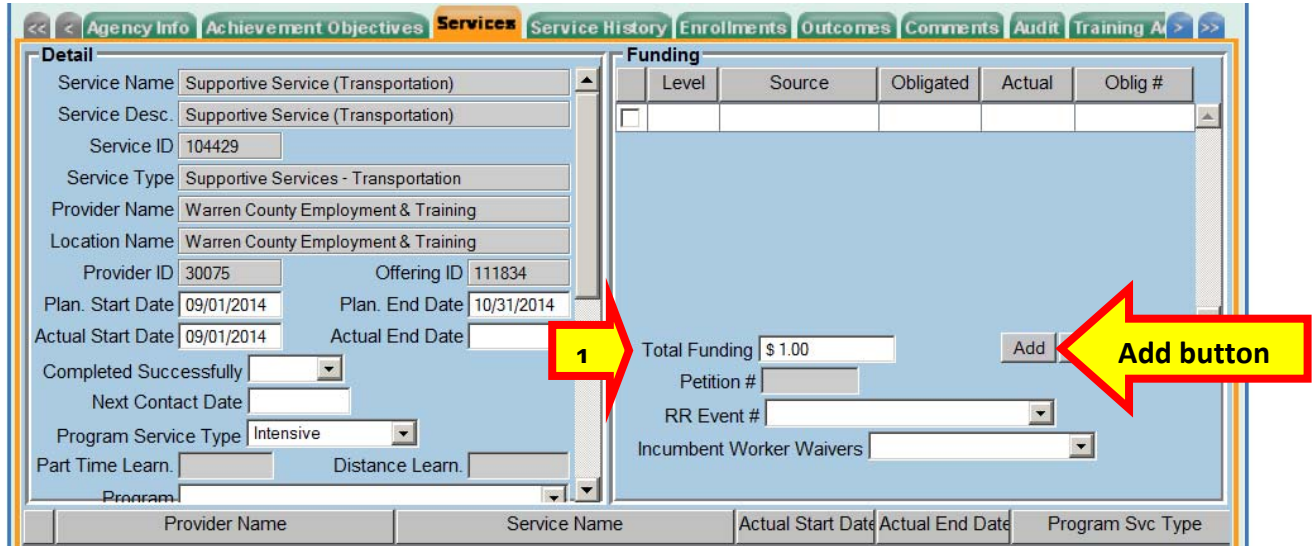
The screenshot shows the OSOS interface for a customer named Martin, Pat. The **Services** tab is active, displaying details for a service. Annotations with yellow arrows point to specific fields and buttons:

- Date:** Points to the **Plan. Start Date** field, which contains 09/01/2014.
- Auto-populated provider and offering:** Points to the **Service Name** and **Service Desc.** fields, both containing "Supportive Service (Transportation)".
- Planned End Date:** Points to the **Plan. End Date** field, which contains 10/31/2014.
- Program Service Type drop down menu:** Points to the **Program Service Type** dropdown menu, which is currently set to "Intensive".
- Save:** Points to the **Save** button at the bottom of the interface.

Below the form, there is a table showing service history:

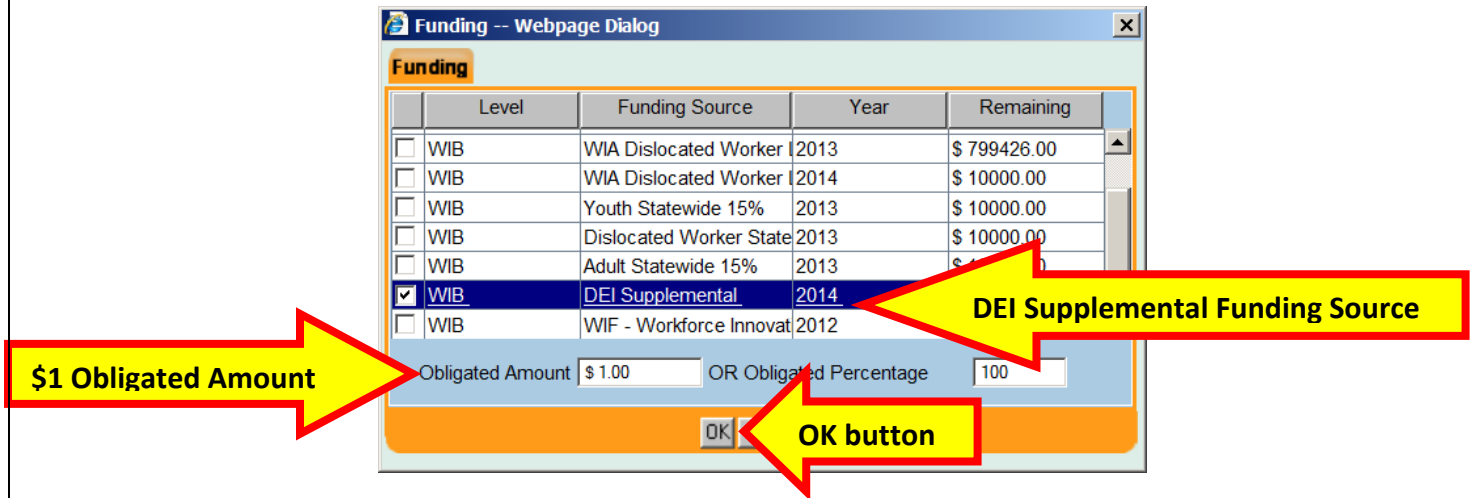
	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Functional Alignment	Assessment Interview, Initial Assessment	07/24/2014	07/24/2014	Core Staff Assisted
<input type="checkbox"/>	Functional Alignment	Career Guidance - Intensive	07/24/2014	07/24/2014	Intensive
<input checked="" type="checkbox"/>	Warren County Employment & Training	Supportive Service (Transportation)	09/01/2014	-	Intensive

Enter the number "1" to the **Total Funding** data field. OSOS is not used in NYS to track service costs, so the "1" is entered to ensure proper reporting of the service. Click the **Add** button.



The screenshot shows the OSOS interface with the 'Services' tab selected. The 'Funding' section is visible, containing a table with columns: Level, Source, Obligated, Actual, and Oblig #. Below the table, there is a 'Total Funding' field with a value of '\$ 1.00' and an 'Add' button. A red arrow points to the '1' entered in the 'Total Funding' field, and another red arrow points to the 'Add' button.

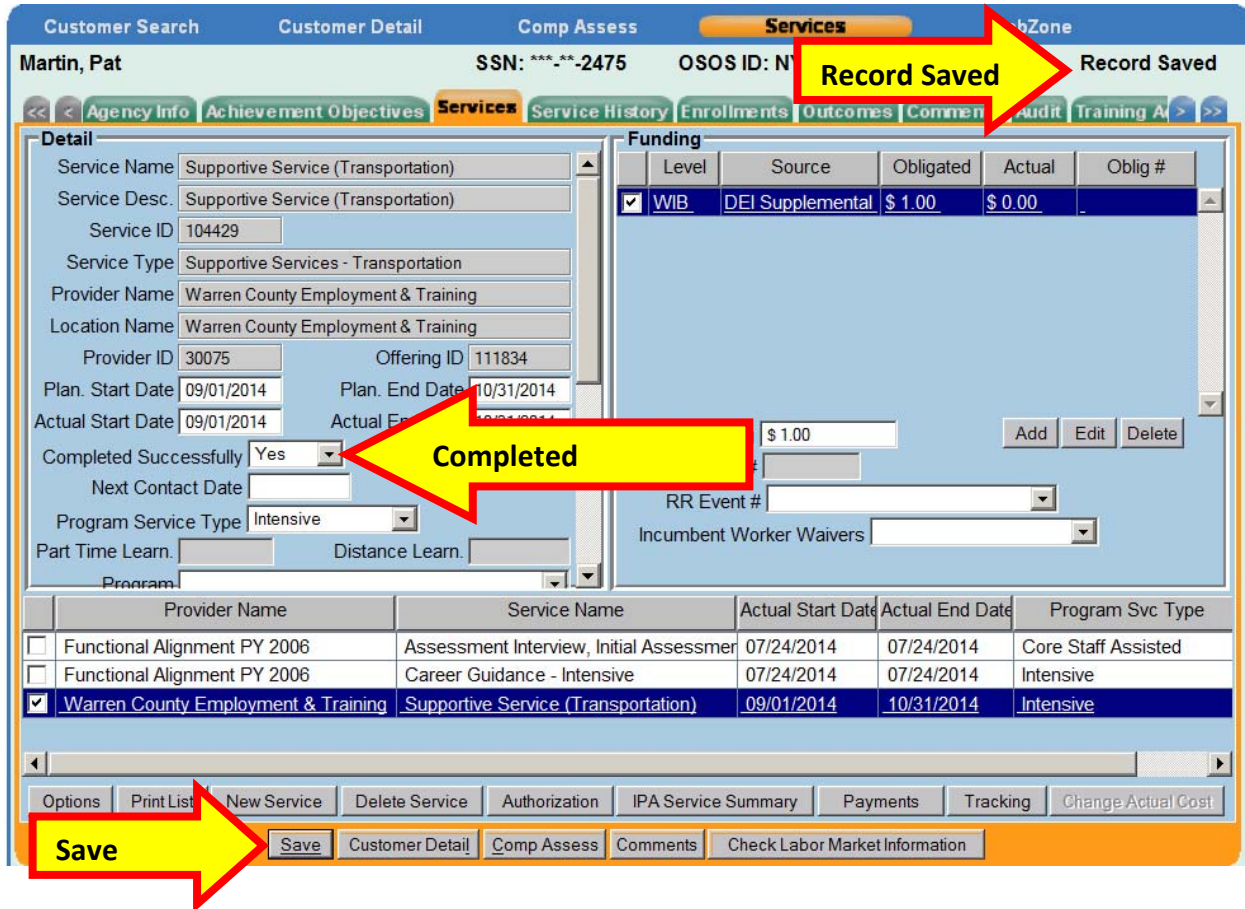
The **Funding -- Webpage Dialog** box will appear. Enter the number "1" in the **Obligated Amount** data field and select the **DEI Supplemental Funding Source** if the customer is eligible or a more appropriate option. Click the **OK** button.



The screenshot shows the 'Funding -- Webpage Dialog' box. It contains a table with columns: Level, Funding Source, Year, and Remaining. The table has several rows, with the row 'WIB | DEI Supplemental | 2014' selected. Below the table, there is an 'Obligated Amount' field with a value of '\$ 1.00' and an 'OR Obligated Percentage' field with a value of '100'. At the bottom, there is an 'OK' button. Red arrows point to the '\$1' in the 'Obligated Amount' field, the 'DEI Supplemental' row in the table, and the 'OK' button.

Level	Funding Source	Year	Remaining	
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2013	\$ 799426.00
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2014	\$ 10000.00
<input type="checkbox"/>	WIB	Youth Statewide 15%	2013	\$ 10000.00
<input type="checkbox"/>	WIB	Dislocated Worker State	2013	\$ 10000.00
<input type="checkbox"/>	WIB	Adult Statewide 15%	2013	\$ 10000.00
<input checked="" type="checkbox"/>	WIB	DEI Supplemental	2014	
<input type="checkbox"/>	WIB	WIF - Workforce Innovat	2012	

Click the **Save** button. If the service has ended, enter the **Actual End Date** and **Completed Successfully** data fields. Click the **Save** button again:



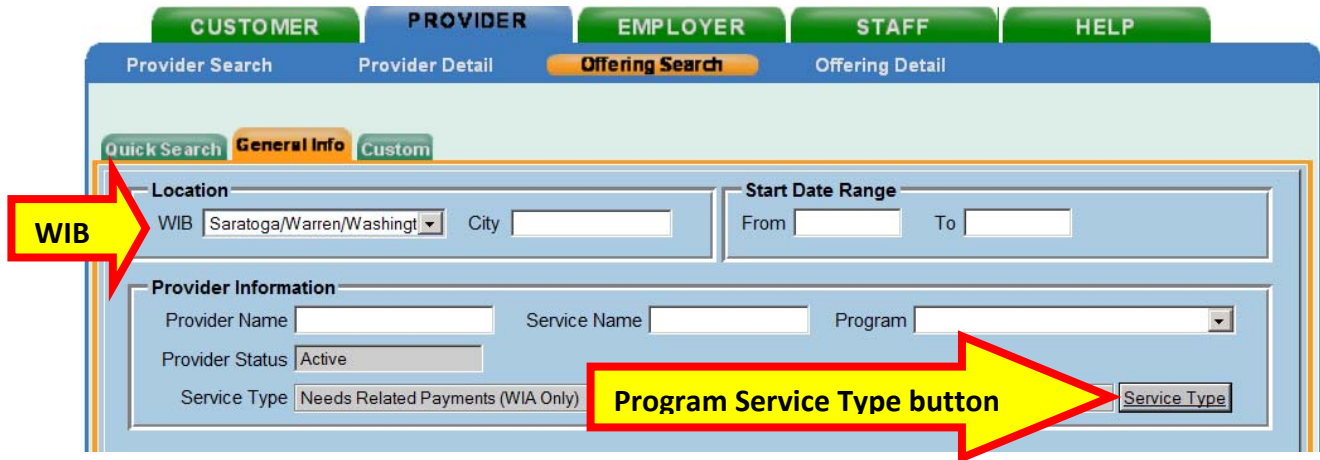
The screenshot shows the OSOS Services interface for a customer named Martin, Pat. The service is 'Supportive Service (Transportation)' with Service ID 104429. The provider is Warren County Employment & Training. The plan start date is 09/01/2014 and the plan end date is 10/31/2014. The 'Completed Successfully' field is set to 'Yes'. A yellow arrow points to the 'Record Saved' message in the top right. Another yellow arrow points to the 'Completed' dropdown menu. A third yellow arrow points to the 'Save' button in the bottom toolbar. The 'Funding' table shows one entry: Level 'WIB', Source 'DEI Supplemental', Obligated '\$ 1.00', and Actual '\$ 0.00'. The 'Actual End Date' field is set to 10/31/2014. The 'Program Service Type' is 'Intensive'.

Level	Source	Obligated	Actual	Oblig #
<input checked="" type="checkbox"/> WIB	DEI Supplemental	\$ 1.00	\$ 0.00	

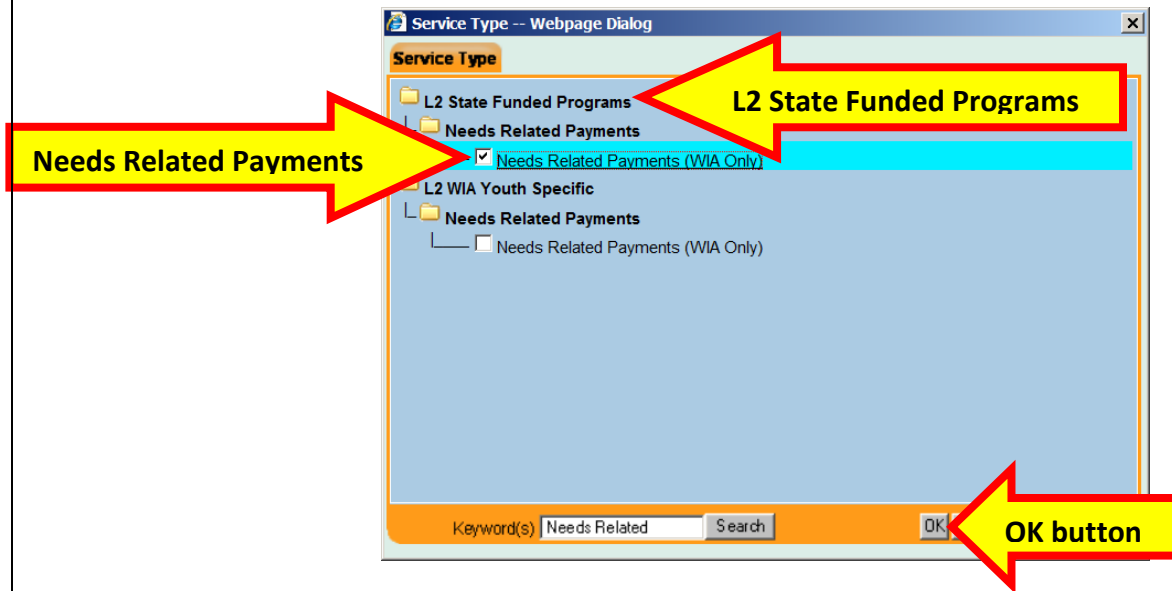
Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/> Functional Alignment PY 2006	Assessment Interview, Initial Assessmer	07/24/2014	07/24/2014	Core Staff Assisted
<input type="checkbox"/> Functional Alignment PY 2006	Career Guidance - Intensive	07/24/2014	07/24/2014	Intensive
<input checked="" type="checkbox"/> Warren County Employment & Training	Supportive Service (Transportation)	09/01/2014	10/31/2014	Intensive

NEEDS RELATED PAYMENTS SERVICE

For Needs Related Payments, click the **New Service** button in the Services tab. Select the WIB and click the **Program Service Type** button.



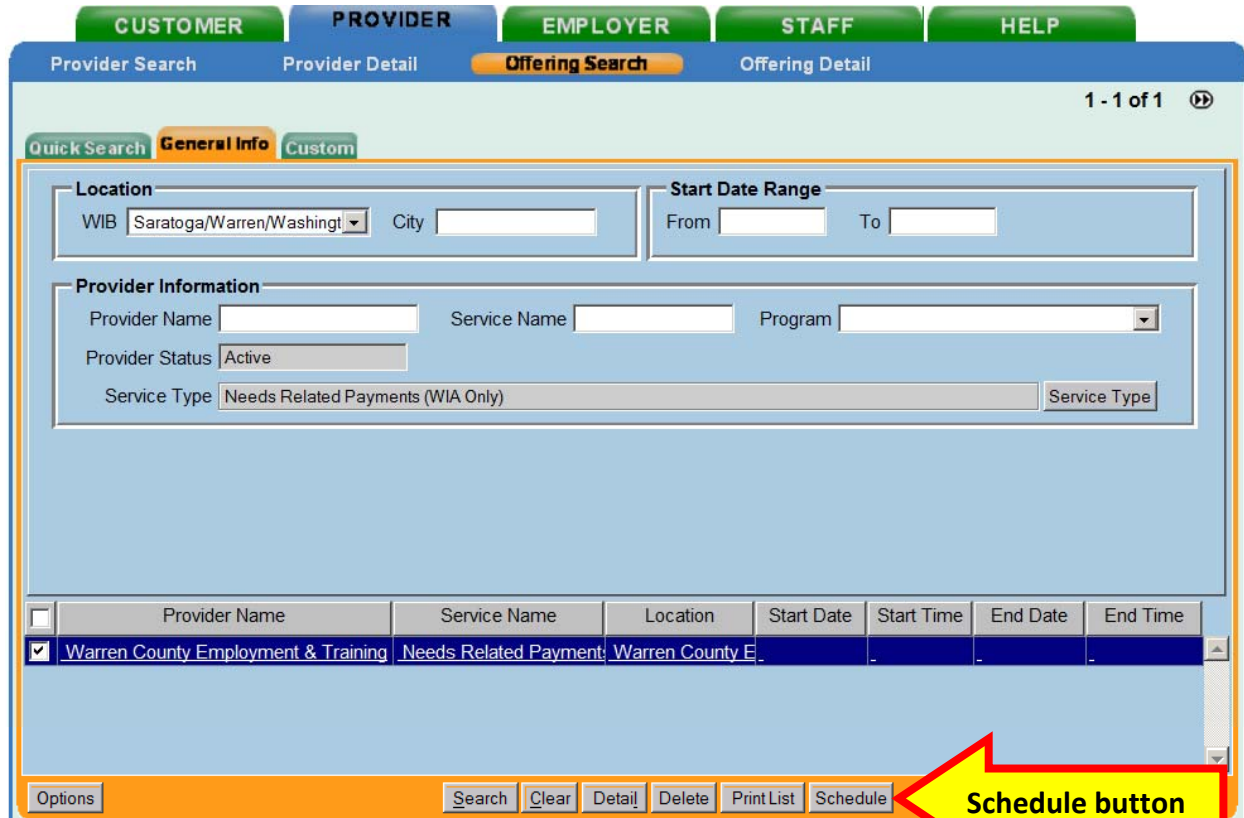
Select the **L2 State Funded Programs Needs Related Payments** option to search for the service:



Click and then the **Search** button:



Clicking the **Search** button navigates the user to the **Needs Related Payments** offering. Click the **Schedule** button.



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

1 - 1 of 1

Quick Search **General Info** Custom

Location
 WIB: Saratoga/Warren/Washingt City:
Start Date Range
 From: To:

Provider Information
 Provider Name: Service Name: Program:
 Provider Status: Active
 Service Type: Needs Related Payments (WIA Only) Service Type:

<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input checked="" type="checkbox"/>	Warren County Employment & Training	Needs Related Payment	Warren County E				

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

Schedule button

Complete the remainder of the service in the Services tab as described in the [Supportive Service section](#).

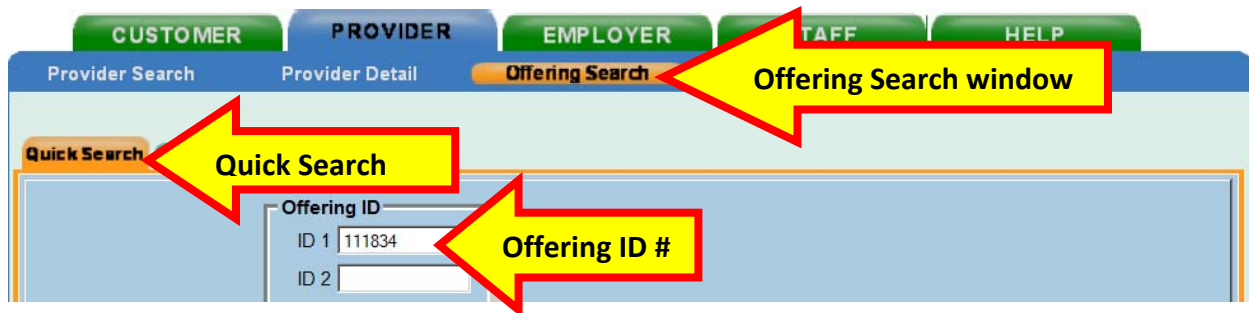


If the program service and offering does not exist for the WIB, then it will need to be created. Coordinate with the individual in the WIB that has the authority to create provider services and offerings.

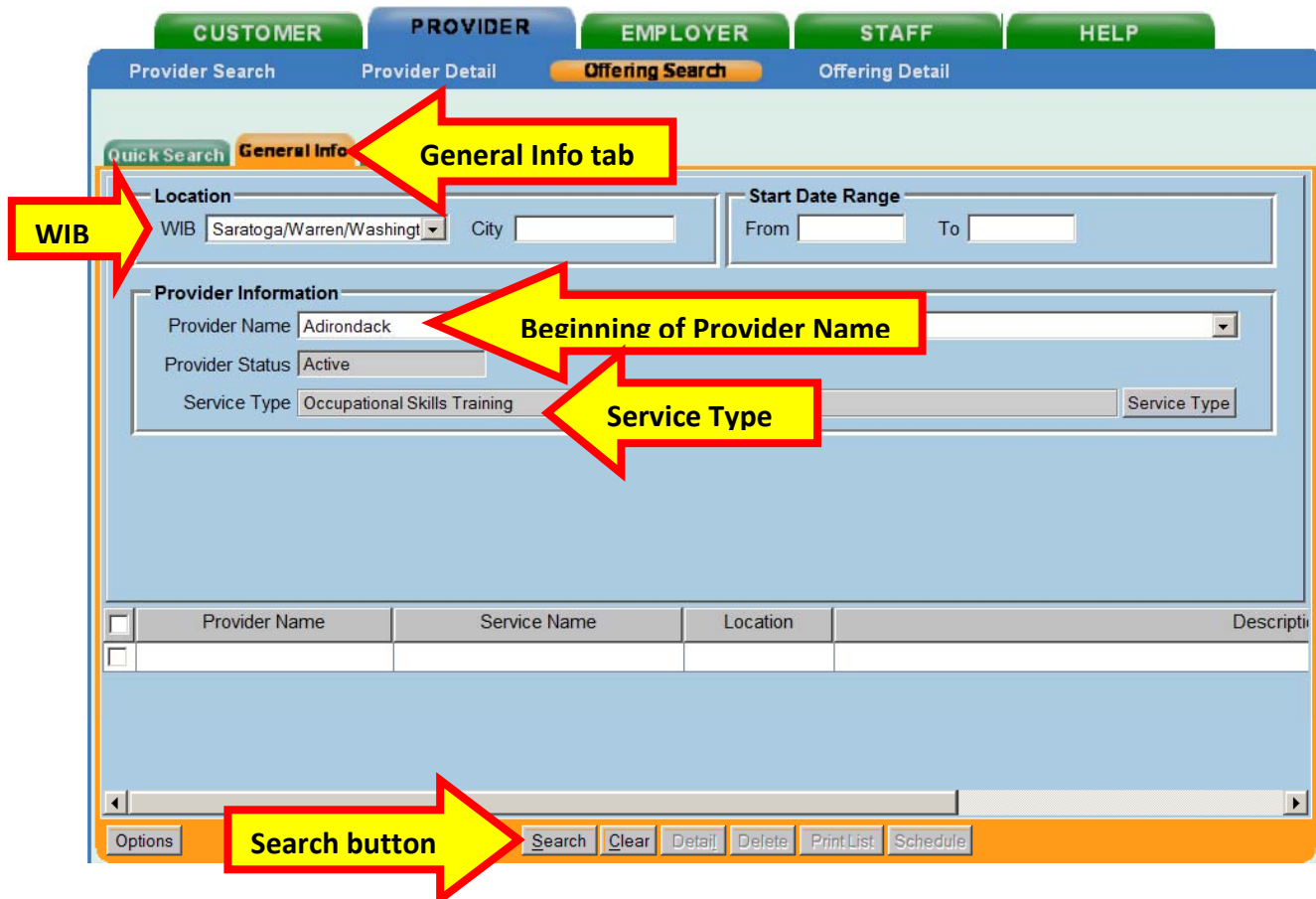
TRAINING SERVICE

CLASSROOM TRAINING

Clicking the **New Service** button will bring the user to the **Quick Search** tab. If the **Offering ID** is **known**, enter it in the field labeled **ID 1** and click the **Search** button.



If the Offering ID is not known, then click the **General Info** tab. Enter any known information in the available data fields. OSOS allows you to enter the beginning letters of a **Provider Name**, **Service Name**, or select the **Program** or **Service Type** from a drop-down menu. Click the **Search** button at the bottom of the screen.





Select the appropriate offering. Remember that the Description must state "ETP Auto load" with the auto loaded date.

Click the **Schedule** button.

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

1 - 25 of 25

Quick Search **General Info** Custom

Location
WIB: Saratoga/Warren/Washingt City: Start Date Range: From: To:

Provider Information
Provider Name: Adirondack Service Name: Program: Provider Status: Active Service Type: Occupational Skills Training Service Type:

<input type="checkbox"/>	Provider Name	Service Name	Location	Description
<input type="checkbox"/>	Adirondack Community Colleg	Liberal Arts/ Humanities	Adirondack Comr	
<input type="checkbox"/>	Adirondack Community Colleg	Mechanical Technology AAS	Adirondack Comr	ETP Auto load 01/07/2014
<input type="checkbox"/>	Adirondack Community Colleg	Mechanical Technology AAS	Adirondack Comr	ETP Auto load 01/07/2014
<input type="checkbox"/>	Adirondack Community Colleg	Medical Transcription	Adirondack Comr	Medical Transcription program consists of three modules
<input type="checkbox"/>	Adirondack Community Colleg	Nursing AAS	Adirondack Comr	ETP Auto load 01/07/2014
<input checked="" type="checkbox"/>	Adirondack Community Colleg	Office Technology - Medical AAS	Adirondack Comr	ETP Auto load 01/07/2014
<input type="checkbox"/>	Adirondack Community Colleg	QuickBooks Pro 2004: Introduction	Adirondack Comr	ETP Auto load 01/07/2014

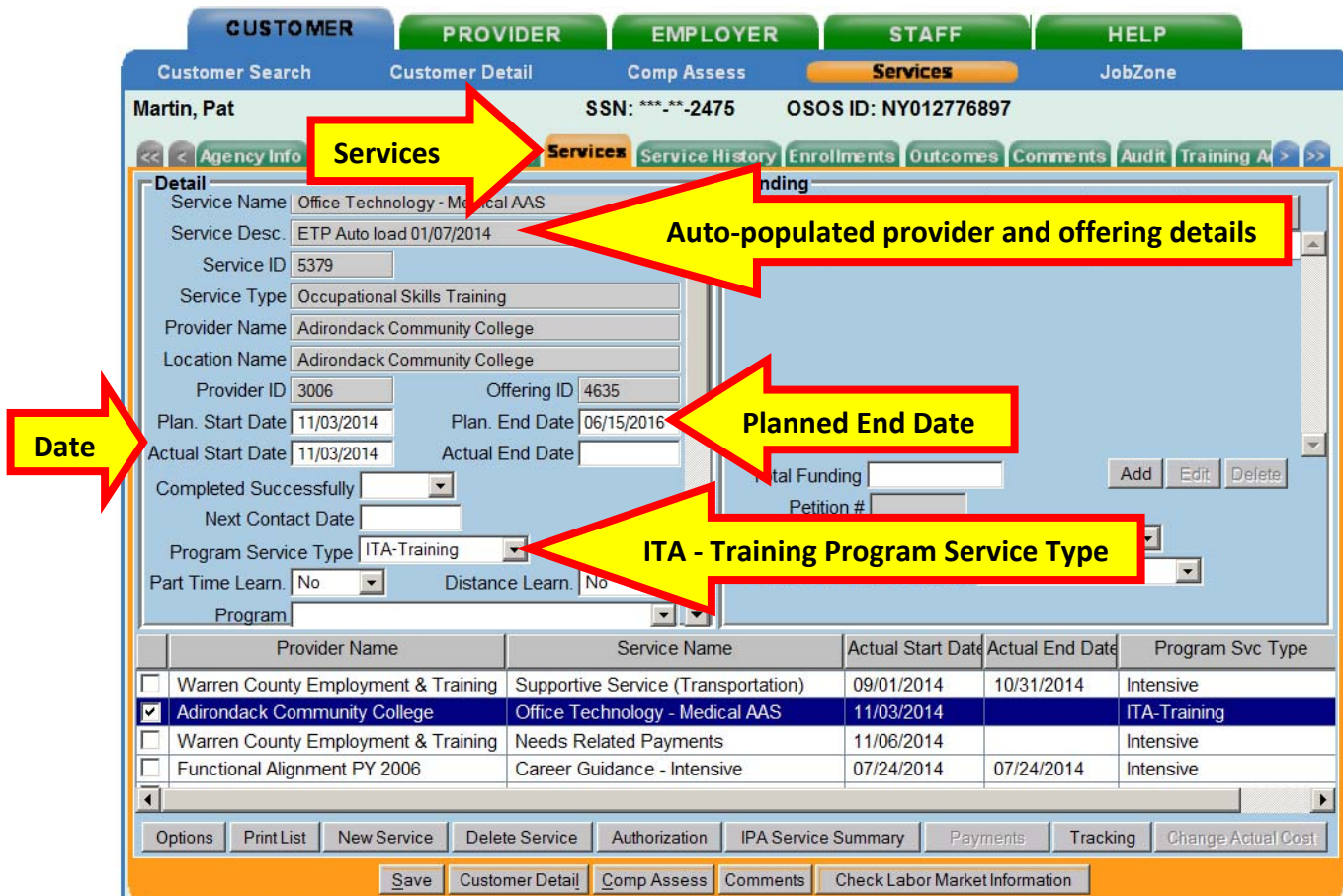
Options Search Clear Detail Delete Print List **Schedule**

ETP Auto load **Schedule button**

OSOS will navigate back to the **Services** tab with the provider and offering details automatically populating the new classroom training service.

Complete the following data fields in the **Detail** section of the tab:

- **Plan. Start Date:** Enter the planned started date when the service is expected to start in the format of mm/dd/yyyy
- **Plan. End Date:** Enter the date the service is expected to end
- **Actual Start Date:** Enter the date the service begins. This cannot be a future date
- **Program Service Type:** Select **ITA - Training** for classroom training from the drop-down menu
- **Part Time Learn.:** Enter **Yes** or **No** to indicate if the classroom training is part time
- **Distance learn.:** Enter **Yes** or **No** to indicate if the classroom training will include on-line or another form of distance training



Services

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

Martin, Pat SSN: ***-**-2475 OSOS ID: NY012776897

Agency Info **Services** Service History Enrollments Outcomes Comments Audit Training A

Detail

Service Name: Office Technology - Medical AAS

Service Desc: ETP Auto load 01/07/2014

Service ID: 5379

Service Type: Occupational Skills Training

Provider Name: Adirondack Community College

Location Name: Adirondack Community College

Provider ID: 3006 Offering ID: 4635

Plan. Start Date: 11/03/2014 Plan. End Date: 06/15/2016

Actual Start Date: 11/03/2014 Actual End Date:

Completed Successfully: [Dropdown]

Next Contact Date:

Program Service Type: ITA-Training

Part Time Learn.: No Distance Learn.: No

Program: [Dropdown]

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Warren County Employment & Training	Supportive Service (Transportation)	09/01/2014	10/31/2014	Intensive
<input checked="" type="checkbox"/>	Adirondack Community College	Office Technology - Medical AAS	11/03/2014		ITA-Training
<input type="checkbox"/>	Warren County Employment & Training	Needs Related Payments	11/06/2014		Intensive
<input type="checkbox"/>	Functional Alignment PY 2006	Career Guidance - Intensive	07/24/2014	07/24/2014	Intensive

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save Customer Detail Comp Assess Comments Check Labor Market Information



Enter the **O*Net** code, if known.

If the **O*Net** code is not known, it may be identified by clicking the **O*Net** button.

Code →

Learning buttons →

O*Net button →

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

Martin, Pat SSN: ***-**-2475 OSOS ID: NY012776897 Record Saved

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

Detail

Part Time Learn. No Distance Learn. No

Program

Minimum Hours Number of Weeks

O*Net 29207100 Medical Records and Health Information O*Net

NAICS NAICS

Min. Prog. Agreed

Achv. Objective

Staff Assigned Change

WIB Assigned Saratoga/Warren/Washington Coun

Agency Saratoga/Warren/Washington WAE Change Agency

Office Warren County Employment & Train Change Office

Orig. Obligation Total Obligation \$ 0.00

Offering Cost \$ 1.00 Actual Cost

Total Funding Add Edit Delete

Petition #

RR Event #

Incumbent Worker Waivers

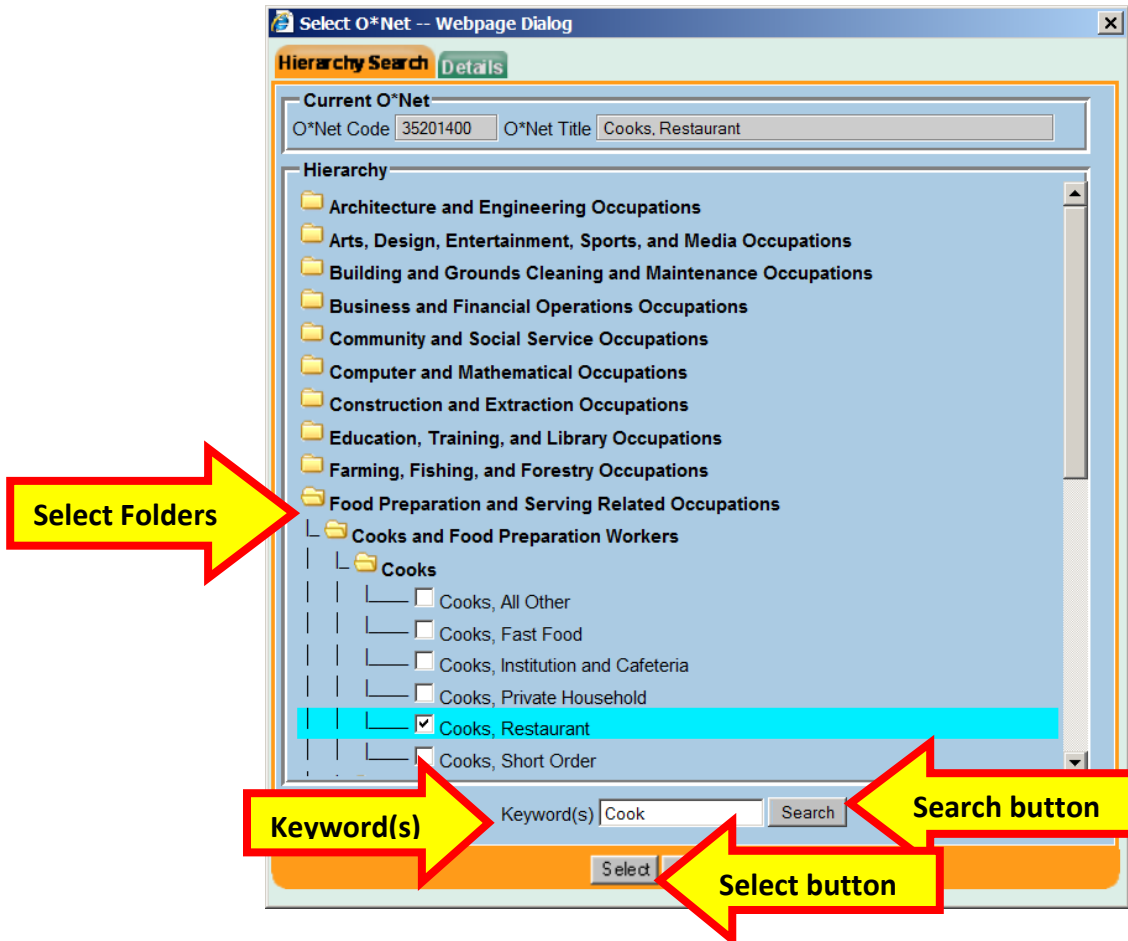
	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Warren County Employment & Training	Supportive Service (Transportation)	09/01/2014	10/31/2014	Intensive
<input checked="" type="checkbox"/>	Adirondack Community College	Office Technology - Medical AAS	11/03/2014		ITA-Training
<input type="checkbox"/>	Warren County Employment & Training	Needs Related Payments	11/06/2014		Intensive
<input type="checkbox"/>	Functional Alignment PY 2006	Career Guidance - Intensive	07/24/2014	07/24/2014	Intensive

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

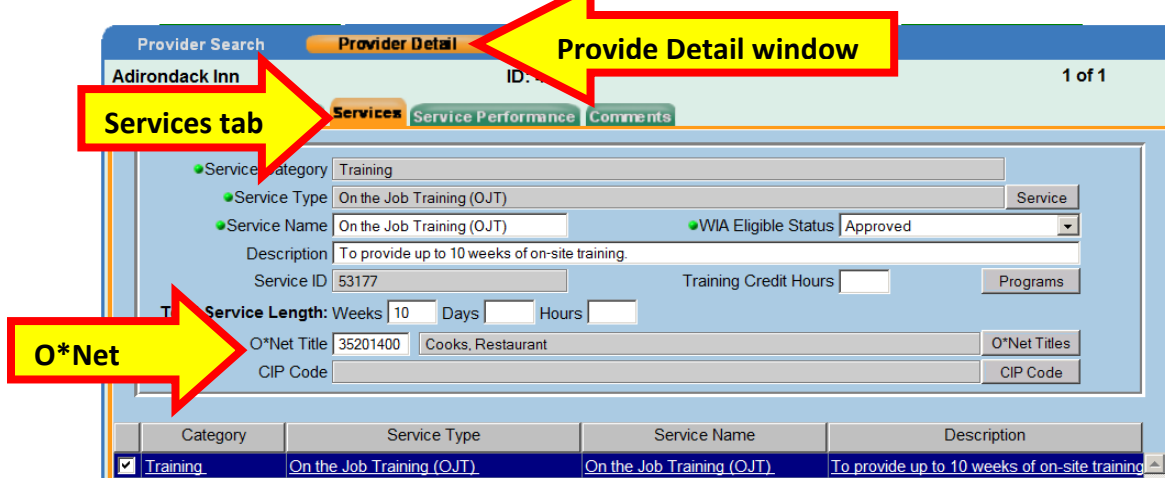
Save Customer Detail Comp Assess Comments Check Labor Market Information

Clicking the **O*Net button** will bring up the O*Net window.

Enter in a keyword and click the **Search** button or drill down through the folders to locate the appropriate **O*Net** title. Then click the **Select** button.



The **O*Net** code may be found in the Provider Service details:



Enter the **O*NET** code and click the **Save** button.

The screenshot shows the OSOS 'Services' form for customer Martin, Pat. The 'O*Net' field is highlighted with a red arrow and contains the value '29207100'. The 'Save' button at the bottom is also highlighted with a red arrow. A table below the form lists services with the following data:

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Warren County Employment & Training	Supportive Service (Transportation)	09/01/2014	10/31/2014	Intensive
<input type="checkbox"/>	Adirondack Inn	On the Job Training (OJT)	11/03/2014		Non-ITA Training
<input checked="" type="checkbox"/>	Adirondack Community College	Office Technology - Medical AAS	11/03/2014		ITA-Training
<input type="checkbox"/>	Warren County Employment & Training	Needs Related Payments	11/06/2014		Intensive

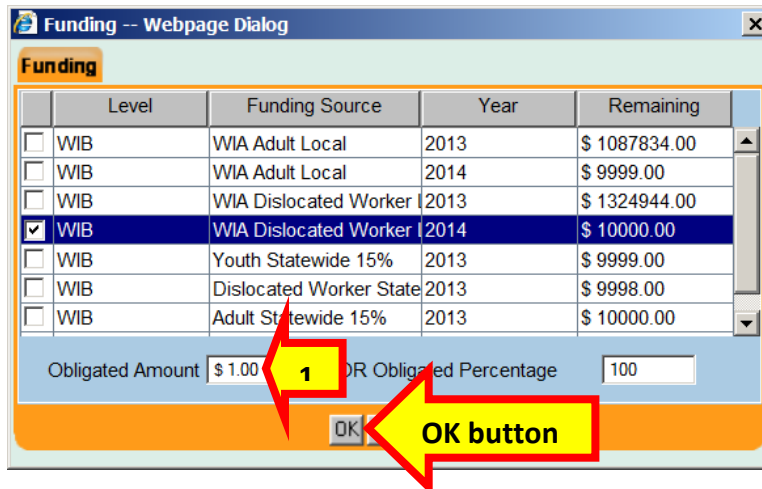
Enter the number "1" to the **Total Funding** data field. OSOS is not used in NYS to track service costs, so the "1" is entered to ensure proper reporting of the service. Click the **Add** button.

The screenshot shows the OSOS 'Services' form with the 'Total Funding' field set to '\$ 1.00' and the 'Add' button highlighted with a red arrow. The '1' in the funding field is also highlighted with a red arrow. The 'Detail' section of the form contains the following information:

- Service Name: Office Technology - Medical AAS
- Service Desc: ETP Auto load 01/07/2014
- Service ID: 5379
- Service Type: Occupational Skills Training
- Provider Name: Adirondack Community College
- Location Name: Adirondack Community College
- Provider ID: 3006, Offering ID: 4635
- Plan. Start Date: 11/03/2014, Plan. End Date: 06/15/2016
- Actual Start Date: 11/03/2014, Actual End Date: [empty]
- Completed Successfully: [dropdown menu]

If the classroom training is being funded totally through WIOA or DEI, then enter the number "1" in the **Obligated Amount** and select the solitary funding.

Click the **OK** button.



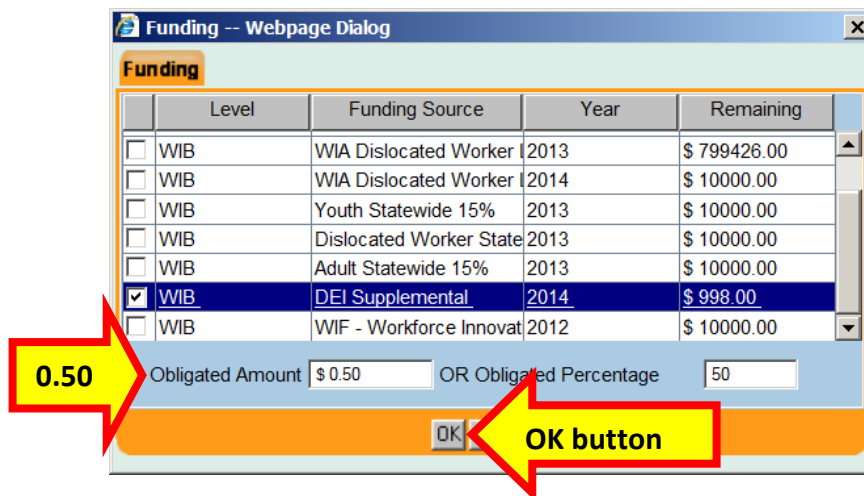
	Level	Funding Source	Year	Remaining
<input type="checkbox"/>	WIB	WIA Adult Local	2013	\$ 1087834.00
<input type="checkbox"/>	WIB	WIA Adult Local	2014	\$ 9999.00
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2013	\$ 1324944.00
<input checked="" type="checkbox"/>	WIB	WIA Dislocated Worker	2014	\$ 10000.00
<input type="checkbox"/>	WIB	Youth Statewide 15%	2013	\$ 9999.00
<input type="checkbox"/>	WIB	Dislocated Worker State	2013	\$ 9998.00
<input type="checkbox"/>	WIB	Adult Statewide 15%	2013	\$ 10000.00

Obligated Amount \$ 1.00 **1** OR Obligated Percentage 100

OK button

If the classroom training is being funded partially through WIOA and DEI, then enter the number "0.50" in the **Obligated Amount** and select both funds.

Click the **OK** button.



	Level	Funding Source	Year	Remaining
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2013	\$ 799426.00
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2014	\$ 10000.00
<input type="checkbox"/>	WIB	Youth Statewide 15%	2013	\$ 10000.00
<input type="checkbox"/>	WIB	Dislocated Worker State	2013	\$ 10000.00
<input type="checkbox"/>	WIB	Adult Statewide 15%	2013	\$ 10000.00
<input checked="" type="checkbox"/>	WIB	DEI Supplemental	2014	\$ 998.00
<input type="checkbox"/>	WIB	WIF - Workforce Innovat	2012	\$ 10000.00

Obligated Amount \$ 0.50 **0.50** OR Obligated Percentage 50

OK button

Click the **Save** button.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

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

Martin, Pat SSN: ***-**-2475 OSOS ID: NY012776897

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

Detail

Service Name: Office Technology - Medical AAS
 Service Desc: ETP Auto load 01/07/2014
 Service ID: 5379
 Service Type: Occupational Skills Training
 Provider Name: Adirondack Community College
 Location Name: Adirondack Community College
 Provider ID: 3006 Offering ID: 4635
 Plan. Start Date: 11/03/2014 Plan. End Date: 06/15/2016
 Actual Start Date: 11/03/2014 Actual End Date:
 Completed Successfully:
 Next Contact Date:
 Program Service Type: ITA-Training
 Part Time Learn.: No Distance Learn.: No

Funding

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>	WIB	WIA Dislocated Wc	\$ 0.50	\$ 0.00
<input type="checkbox"/>	WIB	DEI Supplemental	\$ 0.50	\$ 0.00

Total Funding \$ 1.00 **1** Add Edit Delete
 Petition #
 RR Event #
 Incumbent Worker Waivers

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Warren County Employment & Training	Supportive Service (Transportation)	09/01/2014	10/31/2014	Intensive
<input checked="" type="checkbox"/>	Adirondack Community College	Office Technology - Medical AAS	11/03/2014		ITA-Training
<input type="checkbox"/>	Warren County Employment & Training	Needs Related Payments	11/06/2014		Intensive
<input type="checkbox"/>	Functional Alignment PY 2006	Career Guidance - Intensive	07/24/2014	07/24/2014	Intensive

Options Print List **New Service** Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save button Save Customer Detail Comp Assess Comments Check Labor Market Information

OJT SERVICE

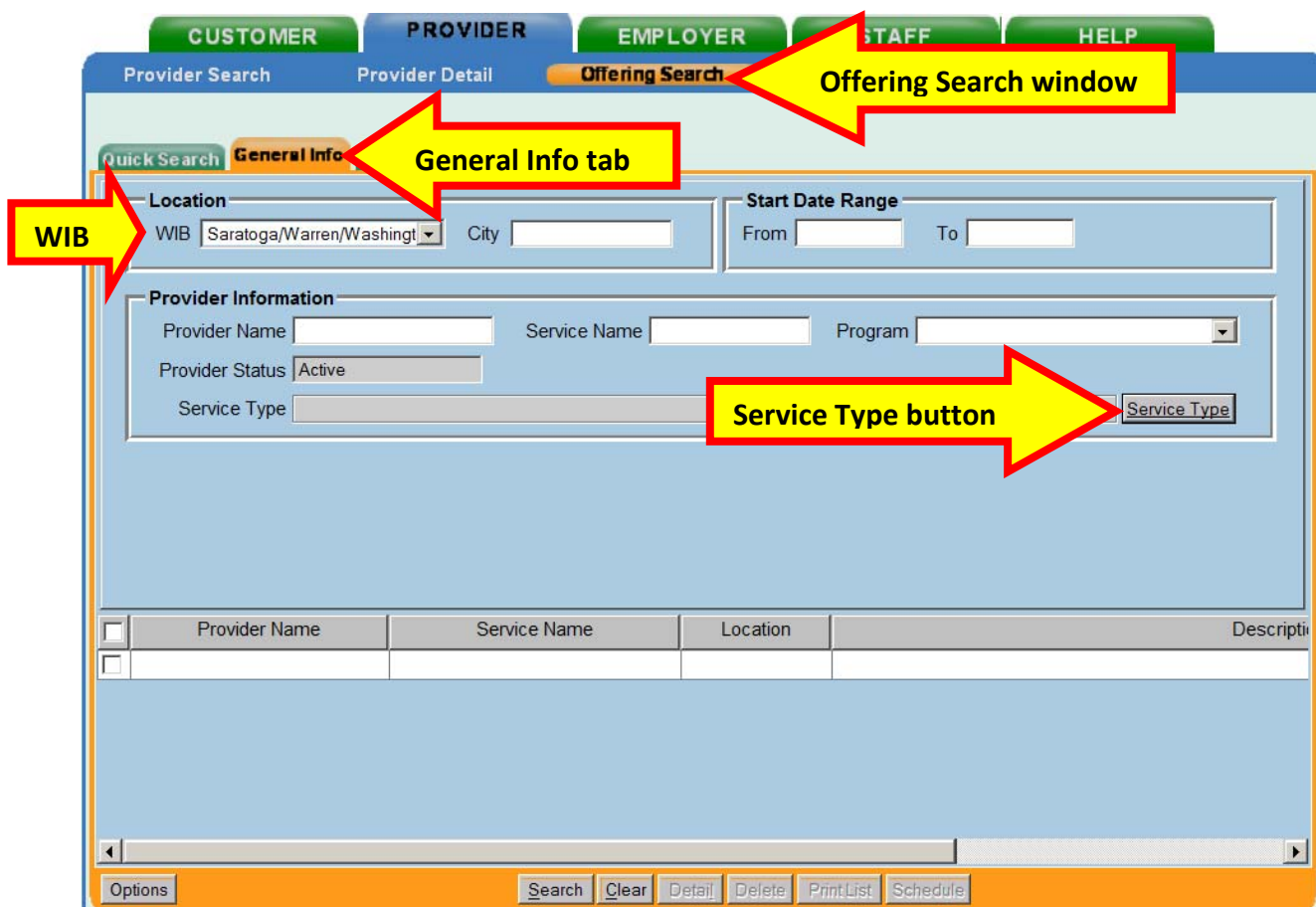
Click the **New Service** button towards the bottom of the screen of the **Services** tab.

Navigate to the **General Info** tab in the **Offering Search** window.

Make sure that the appropriate **WIB** is listed or that no **WIB** is listed.

The **Provider Name** is usually the name of the employer providing the training. If it is known, enter all, or part of the **Provider Name** or **Service Name**.

Click the **Service Type** button.

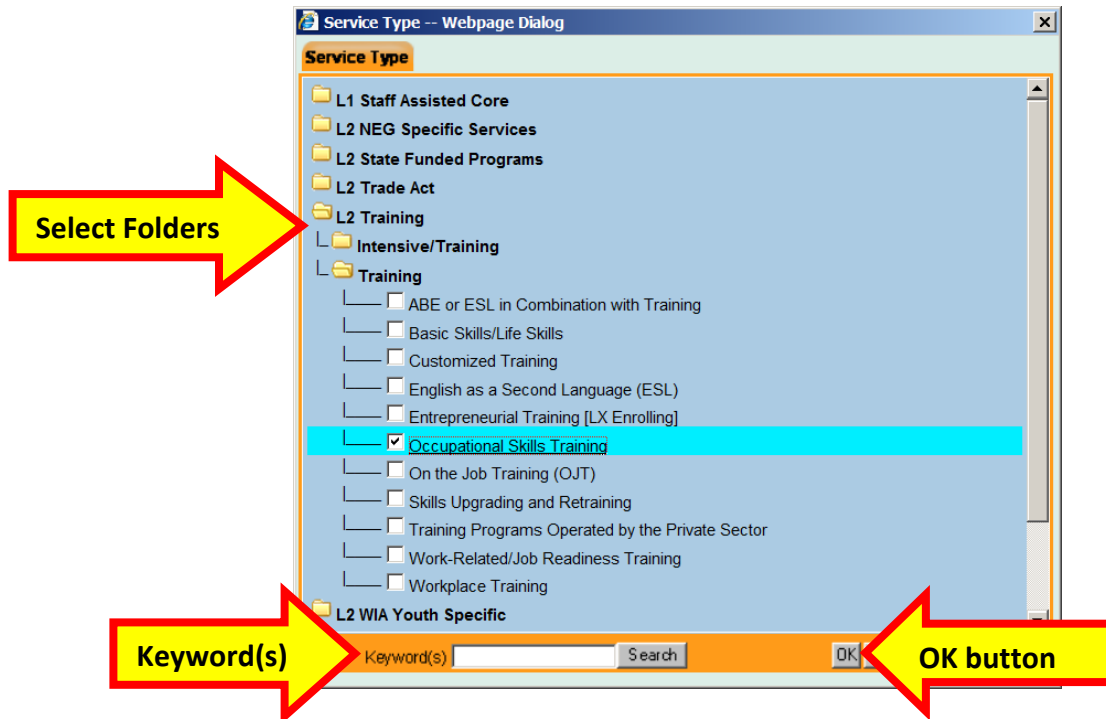


The screenshot shows the OSOS web interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, and Offering Search. The Offering Search window is highlighted with a yellow arrow labeled "Offering Search window". Inside this window, there are two sub-tabs: Quick Search and General Info. The General Info tab is highlighted with a yellow arrow labeled "General Info tab". The General Info section contains several input fields: Location (with a WIB dropdown menu highlighted by a yellow arrow labeled "WIB"), City, Start Date Range (From and To), Provider Name, Service Name, Program (dropdown), Provider Status (Active), and Service Type. The Service Type field has a button next to it labeled "Service Type button". Below the input fields is a table with columns: Provider Name, Service Name, Location, and Description. At the bottom of the window, there are buttons: Options, Search, Clear, Detail, Delete, Print List, and Schedule.

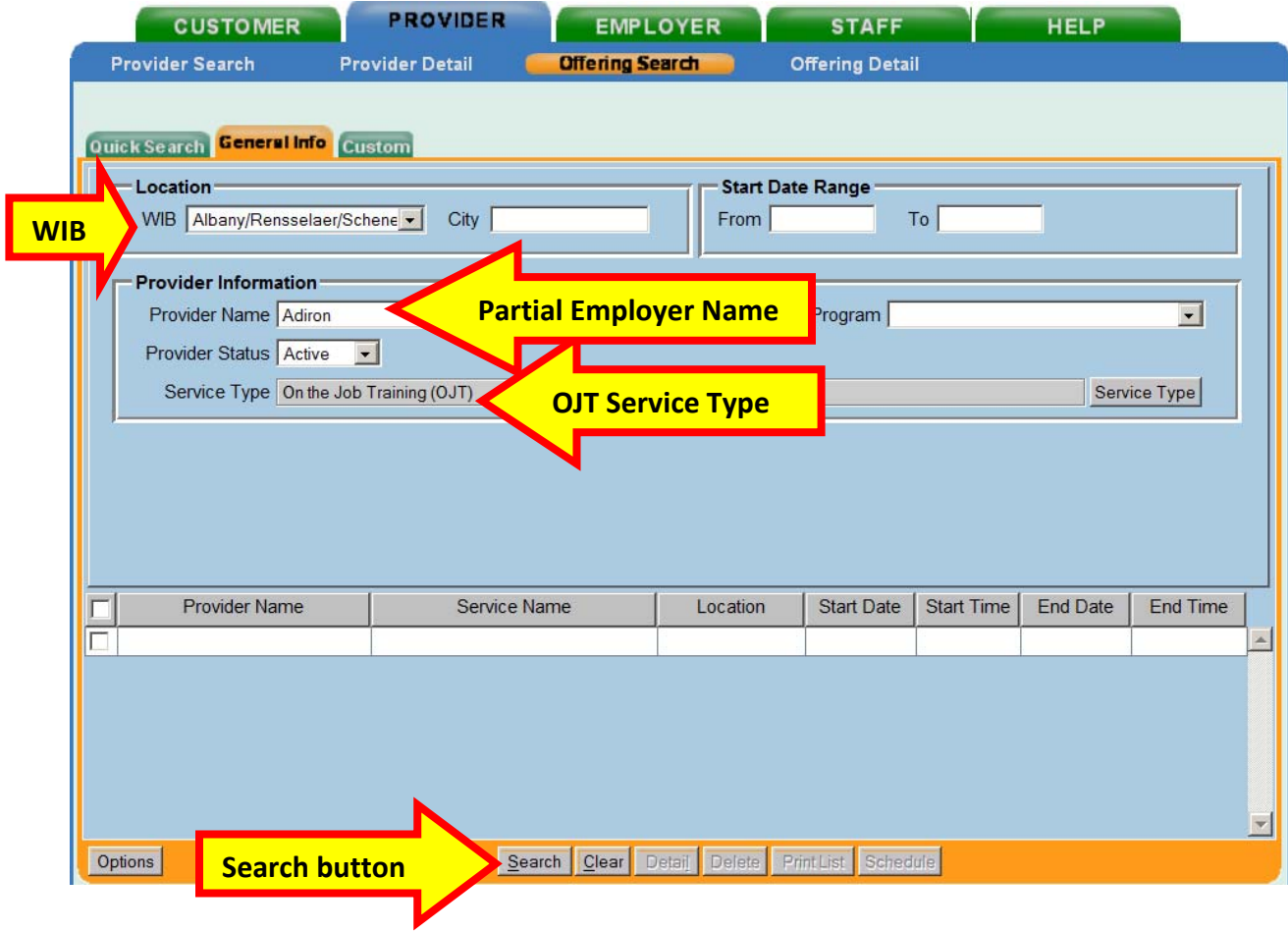
Clicking the **Service Type** button will bring up the **Service Type -- Webpage Dialog**.

Drill down through the folders or Enter in a keyword and click the **Search** button to locate the appropriate **Service Type**.

Then click the **OK** button.



Enter all or the beginning of the **Provider Name** or **Service Name** and click the **Search** button.



The screenshot shows the OSOS web application interface for the 'Offering Search' section. The top navigation bar includes 'CUSTOMER', 'PROVIDER', 'EMPLOYER', 'STAFF', and 'HELP'. Below this, the 'Offering Search' tab is active, with sub-tabs for 'Quick Search', 'General Info', and 'Custom'. The 'General Info' tab is selected, showing search criteria for 'Location' (WIB, Albany/Rensselaer/Schene), 'City', and 'Start Date Range'. The 'Provider Information' section includes 'Provider Name' (Adiron), 'Provider Status' (Active), 'Service Type' (On the Job Training (OJT)), and 'Program'. A table below the form lists search results with columns for Provider Name, Service Name, Location, Start Date, Start Time, End Date, and End Time. The 'Search' button is highlighted with a yellow arrow.

WIB

Partial Employer Name

OJT Service Type

Search button

Select the appropriate OJT training provider and click the **Schedule** button.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Provider Search Provider Detail Offering Search Offering Detail

1 - 11 of 11

Quick Search General Info Custom

Location
 WIB Saratoga/Warren/Washingt City

Start Date Range
 From To

Provider Information
 Provider Name Service Name Program

Provider Status Active

Service Type On the Job Training (OJT) Service Type

<input type="checkbox"/>	Provider Name	Service Name	Location	Des
<input checked="" type="checkbox"/>	Adirondack Inn	On the Job Training (OJT)	Adirondack Inn	To provide up to 10 weeks of on-site training.
<input type="checkbox"/>	Capital Construction	On the Job Training	Capital Construction	
<input type="checkbox"/>	Ellis Hospital School of Nursing	On the Job Training	Ellis Hospital - Iroquois	On the Job Training for Berger Contract
<input type="checkbox"/>	One-Stop Center of Washingto	On the Job Training program	One-Stop Center of Washington	
<input type="checkbox"/>	RFA 20-R State-Level OJT	Northeast Home Enterprises,	Northeast Home Enterprises, Inc	HVAC Technician/Installer OJT
<input type="checkbox"/>	Saratoga County Chamber of C	On the Job Training	Private Industry Council (PIC)	Saratoga Co. Chamber of Commerce On the .
<input type="checkbox"/>	SCDET	On-the-Job Training Program	Saratoga One-Stop Center	Provides job training placements to train/re-trai

Options Search Clear Detail Delete Print List Schedule

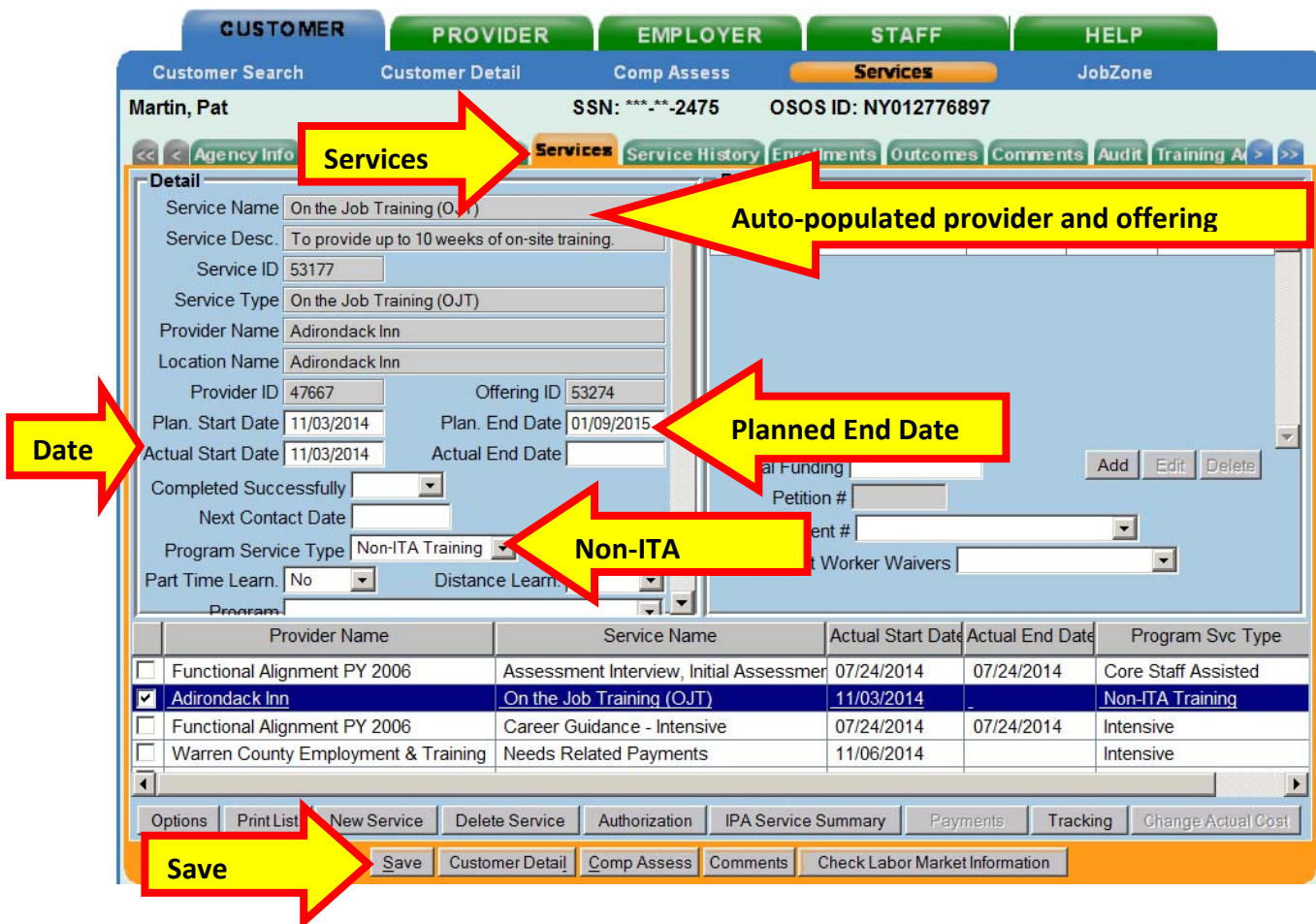
Schedule button

OSOS will navigate back to the **Services** tab with the provider and offering details automatically populating the new OJT service.

Complete the following data fields in the **Detail** section of the tab:

- **Plan. Start Date:** Enter the planned started date when the service is expected to start in the format of mm/dd/yyyy
- **Plan. End Date:** Enter the date the service is expected to end
- **Actual Start Date:** Enter the date the service begins. This cannot be a future date
- **Program Service Type:** Select **Non-ITA Training** for OJT and customized training from the drop-down menu
- **Part Time Learn.:** Enter **Yes** or **No** to indicate if the classroom training is part time
- **Distance learn.:** Enter **Yes** or **No** to indicate if the classroom training will include on-line or another form of distance training

Click the **Save** button:



Services

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

Martin, Pat SSN: ***-**-2475 OSOS ID: NY012776897

Agency Info **Services** Service History Enrollments Outcomes Comments Audit Training A >>

Detail

Service Name On the Job Training (OJT) **Auto-populated provider and offering**

Service Desc. To provide up to 10 weeks of on-site training.

Service ID 53177

Service Type On the Job Training (OJT)

Provider Name Adirondack Inn

Location Name Adirondack Inn

Provider ID 47667 Offering ID 53274

Plan. Start Date 11/03/2014 Plan. End Date 01/09/2015 **Planned End Date**

Actual Start Date 11/03/2014 Actual End Date

Completed Successfully Add Edit Delete

Next Contact Date

Program Service Type Non-ITA Training **Non-ITA**

Part Time Learn. No Distance Learning

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Functional Alignment PY 2006	Assessment Interview, Initial Assesmer	07/24/2014	07/24/2014	Core Staff Assisted
<input checked="" type="checkbox"/>	Adirondack Inn	On the Job Training (OJT)	11/03/2014	-	Non-ITA Training
<input type="checkbox"/>	Functional Alignment PY 2006	Career Guidance - Intensive	07/24/2014	07/24/2014	Intensive
<input type="checkbox"/>	Warren County Employment & Training	Needs Related Payments	11/06/2014		Intensive

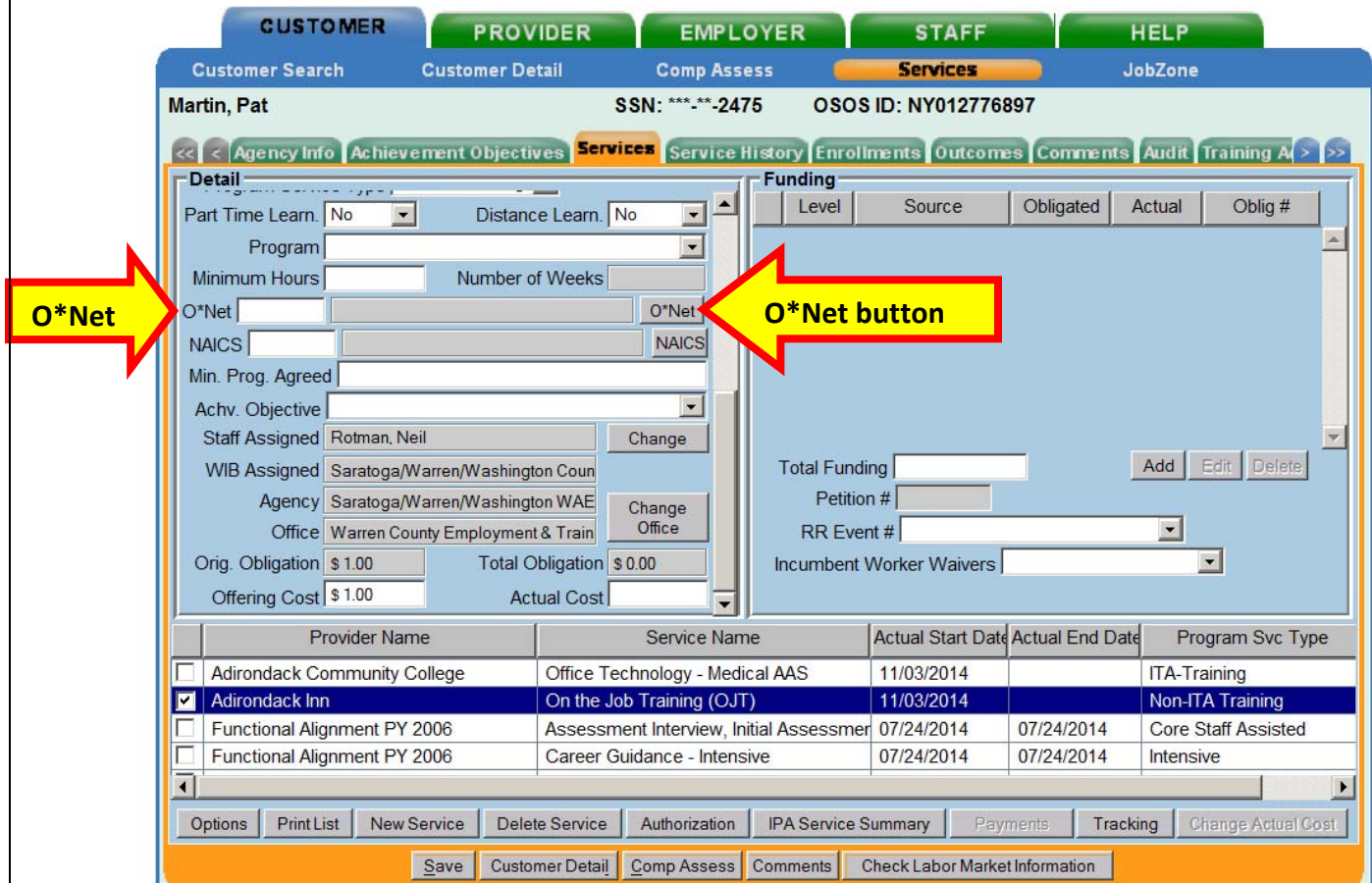
Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save Save Customer Detail Comp Assess Comments Check Labor Market Information

The **O*Net** code must be included for all training services. There are two ways to locate the **O*Net** title and code if it is not known.

The first method is to clicking the **O*Net button** to bring up the O*Net window.

The second method is to copy it from the Provider Service details, when available.



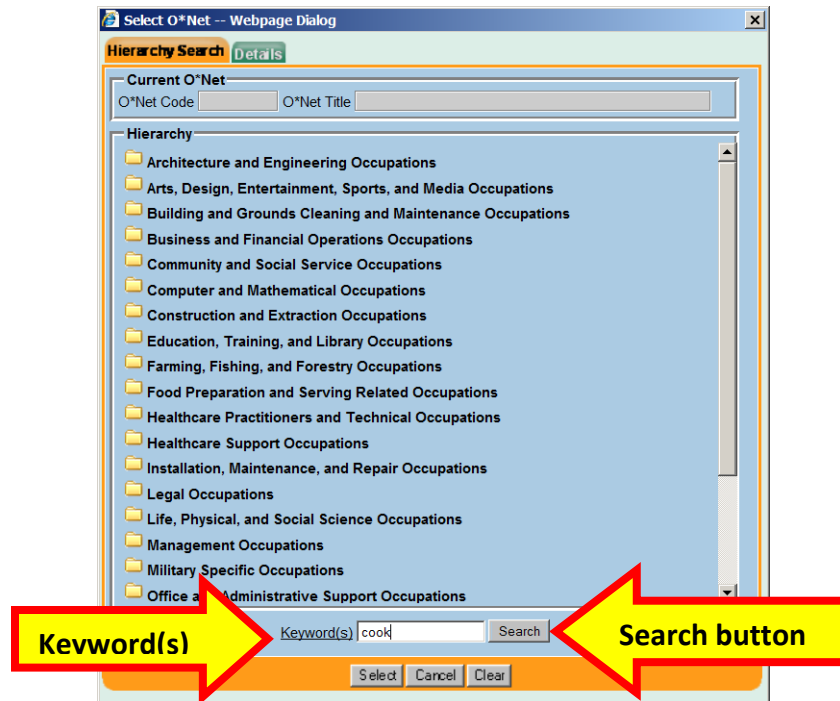
O*Net

O*Net button

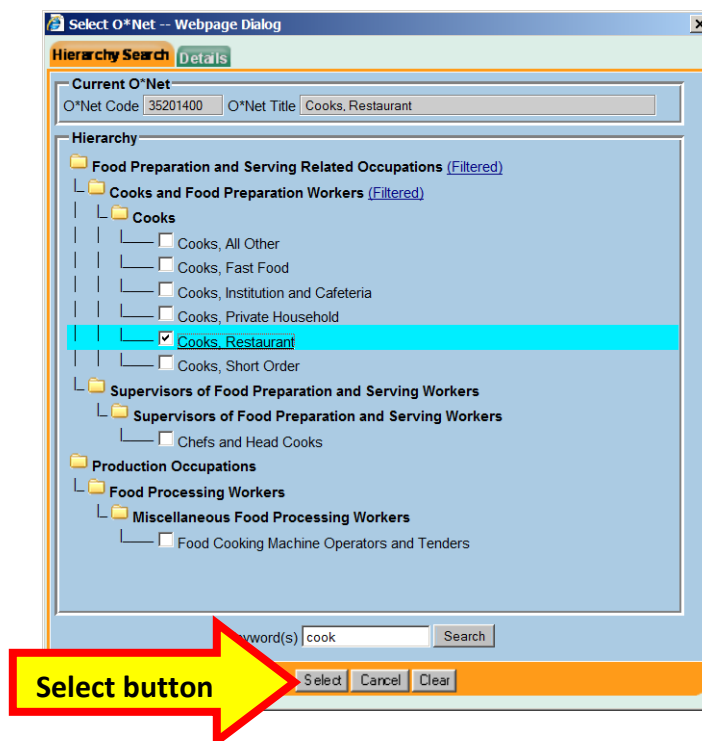
Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/> Adirondack Community College	Office Technology - Medical AAS	11/03/2014		ITA-Training
<input checked="" type="checkbox"/> Adirondack Inn	On the Job Training (OJT)	11/03/2014		Non-ITA Training
<input type="checkbox"/> Functional Alignment PY 2006	Assessment Interview, Initial Assessment	07/24/2014	07/24/2014	Core Staff Assisted
<input type="checkbox"/> Functional Alignment PY 2006	Career Guidance - Intensive	07/24/2014	07/24/2014	Intensive

Clicking the **O*Net** button will bring up the O*Net window.

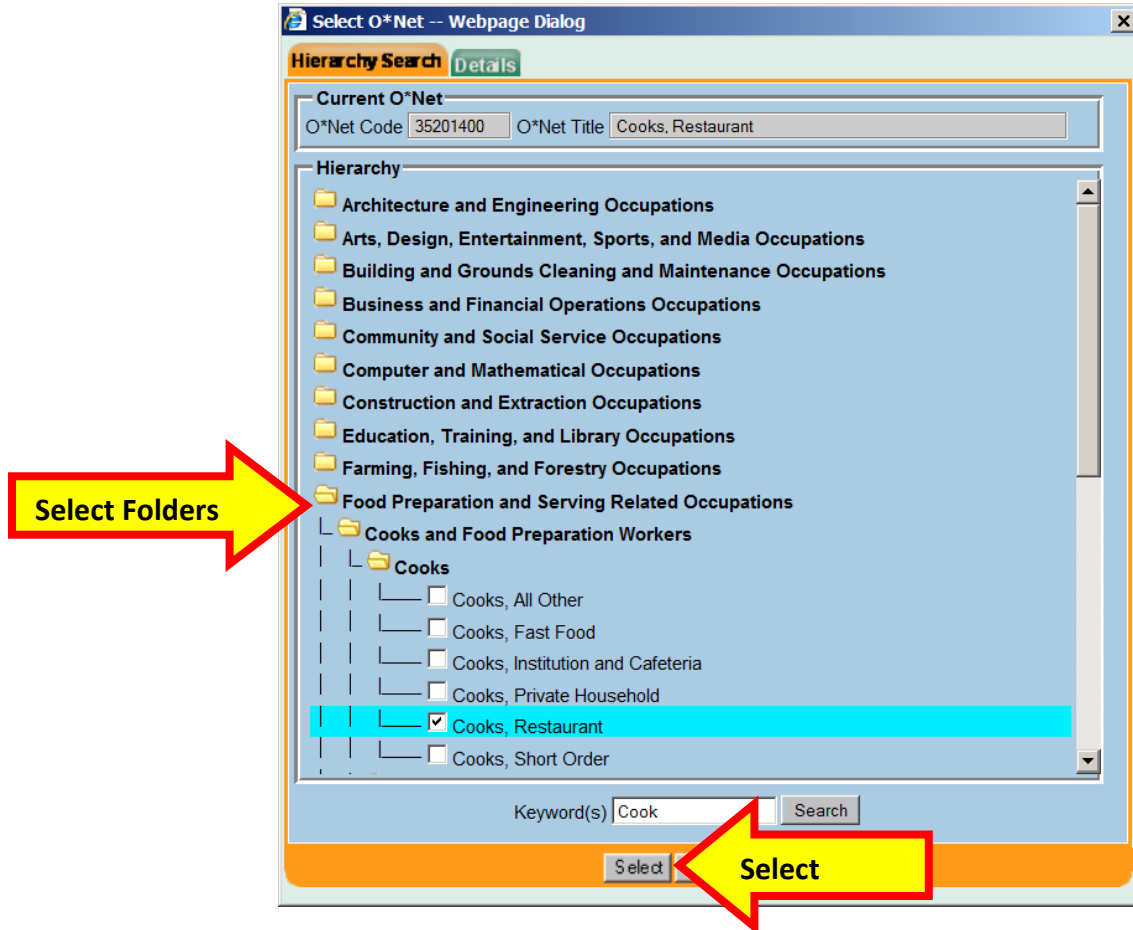
Enter in a keyword and click the **Search** button.



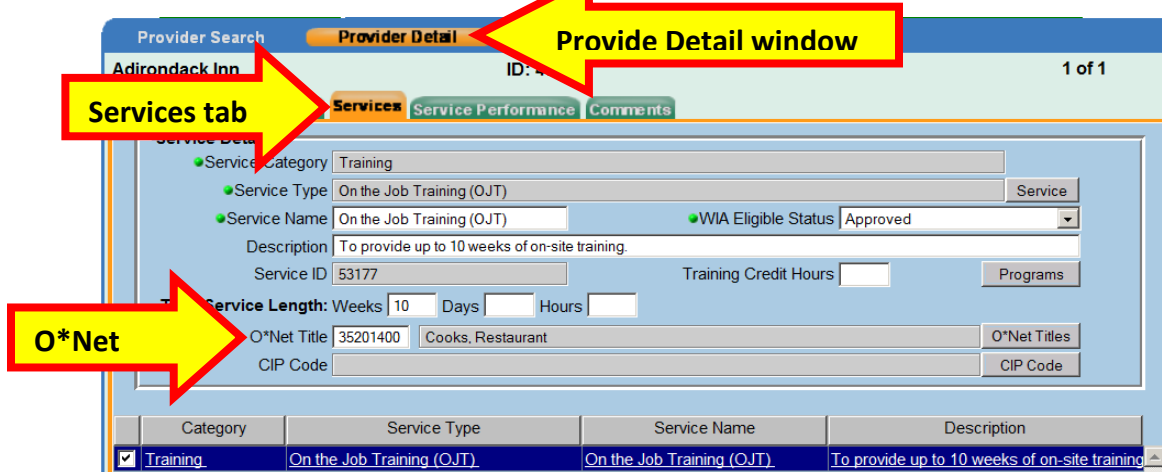
Select the appropriate **O*Net** title and click the **Select** button.



Another way to locate the **O*Net** title is to drill down through the folders. Then click the **Select** button.



The **O*Net** code may be found in the Provider Service details:





Enter the **O*NET** code and click the **Save** button.

O*Net

Save button

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

Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/> Functional Alignment PY 2006	Assessment Interview, Initial Assessment	07/24/2014	07/24/2014	Core Staff Assisted
<input checked="" type="checkbox"/> Adirondack Inn	On the Job Training (OJT)	11/03/2014		Non-ITA Training
<input type="checkbox"/> Functional Alignment PY 2006	Career Guidance - Intensive	07/24/2014	07/24/2014	Intensive
<input type="checkbox"/> Warren County Employment & Training	Needs Related Payments	11/06/2014		Intensive

Click the Save button.

Enter the number "1" to the **Total Funding** data field. OSOS is not used in NYS to track service costs, so the "1" is entered to ensure proper reporting of the service. Click the **Add** button.

Level	Source	Obligated	Actual	Oblig #
		\$ 1.00		

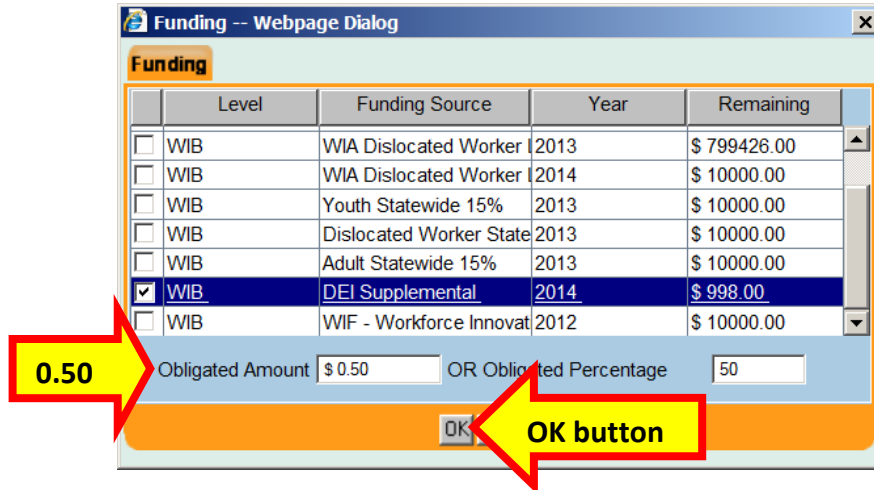
	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Warren County Employment & Training	Supportive Service (Transportation)	09/01/2014	10/31/2014	Intensive
<input checked="" type="checkbox"/>	Adirondack Inn	On the Job Training (OJT)	11/03/2014		Non-ITA Training
<input type="checkbox"/>	Adirondack Community College	Office Technology - Medical AAS	11/03/2014		ITA-Training
<input type="checkbox"/>	Warren County Employment & Training	Needs Related Payments	11/06/2014		Intensive

If the OJT is being funded totally through WIOA or DEI, then enter the number "1" in the **Obligated Amount** and select the solitary funding. Click the **OK** button.

	Level	Funding Source	Year	Remaining
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2013	\$ 799426.00
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2014	\$ 10000.50
<input type="checkbox"/>	WIB	Youth Statewide 15%	2013	\$ 10000.00
<input type="checkbox"/>	WIB	Dislocated Worker State	2013	\$ 10000.00
<input type="checkbox"/>	WIB	Adult Statewide 15%	2013	\$ 10000.00
<input checked="" type="checkbox"/>	WIB	DEI Supplemental	2014	\$ 998.50
<input type="checkbox"/>	WIB	WIF - Workforce Innovat	2012	\$ 10000.00

Obligated Amount: \$ 1.00 OR Obligated Percentage: 100

If the classroom training is being funded partially through WIOA and DEI, then enter the number "0.50" in the **Obligated Amount** and select both funds. Click the **OK** button.

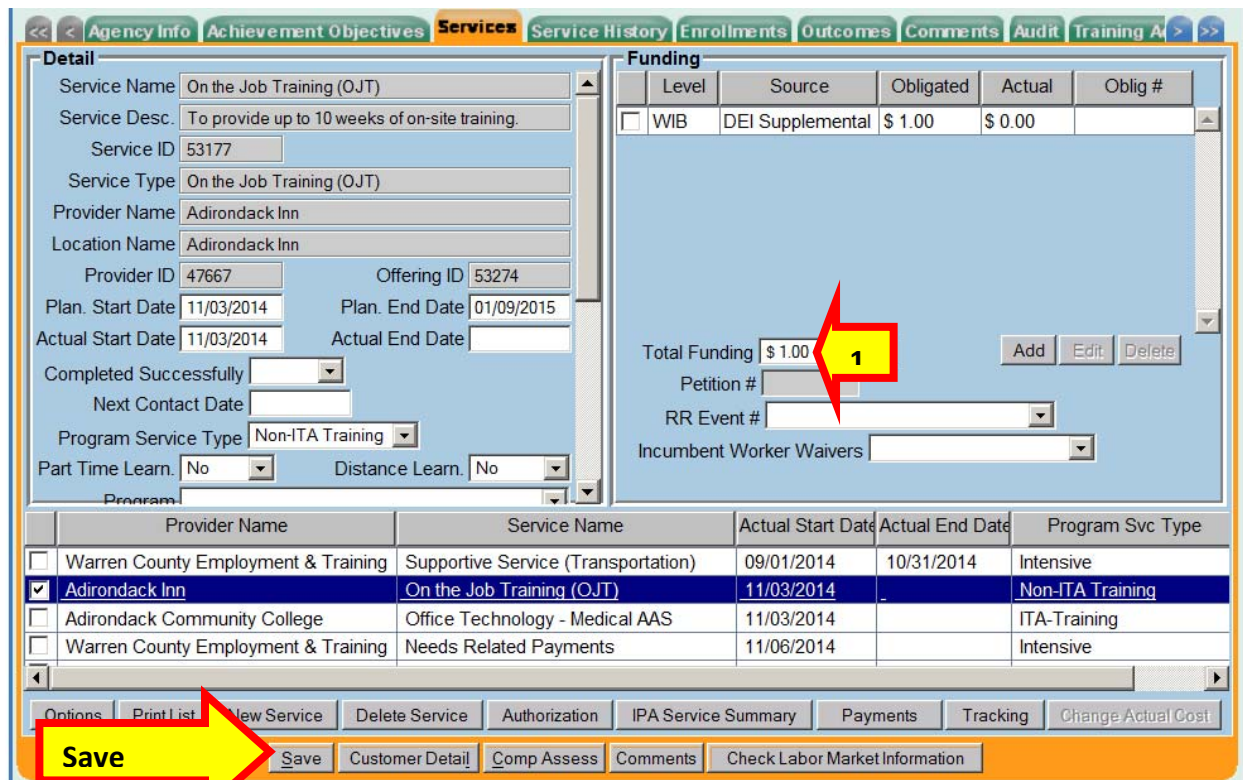


Level	Funding Source	Year	Remaining	
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2013	\$ 799426.00
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2014	\$ 10000.00
<input type="checkbox"/>	WIB	Youth Statewide 15%	2013	\$ 10000.00
<input type="checkbox"/>	WIB	Dislocated Worker State	2013	\$ 10000.00
<input type="checkbox"/>	WIB	Adult Statewide 15%	2013	\$ 10000.00
<input checked="" type="checkbox"/>	WIB	DEI Supplemental	2014	\$ 998.00
<input type="checkbox"/>	WIB	WIF - Workforce Innovat	2012	\$ 10000.00

Obligated Amount \$ 0.50 OR Obligated Percentage 50

OK

Click the **Save** button.



Level	Source	Obligated	Actual	Oblig #	
<input type="checkbox"/>	WIB	DEI Supplemental	\$ 1.00	\$ 0.00	

Total Funding \$ 1.00

Save



Remember to enter an Actual End Date and whether the customer completed the training successfully or not.



DEI PILOT SITES

Albany/Schenectady/Rensselaer
Herkimer/Madison/Oneida

DEI COMPARISON SITES

Oswego
Onondaga

RESOURCES AND ASSISTANCE

DEI Project Assistance:

- http://labor.ny.gov/workforcenypartners/dpn_dei.shtm
- By Telephone: (518) 457-2381
- By email: specialpopulations@labor.ny.gov

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

- <http://labor.ny.gov/workforcenypartners/tools.shtm>

For data entry assistance with OSOS, please contact the OSOS Help Desk:

- By Telephone: (518) 457-6586
- By email: help.osos@labor.ny.gov