

Disability Employment Initiative (DEI) Round 8 OSOS Guide



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PURPOSE

In November of 2017, the United States Department of Labor Employment & Training Administration (USDOL ETA) awarded NYSDOL with an 8th Round of DEI funding totaling \$2.25M. This grant will fund three Disability Resource Coordinators (DRC) and implement activities that will improve education and employment outcomes for youth (ages 14-24) with disabilities by increasing their participation in existing Career Pathways programs. It will also expand the capacity of the New York State Career Center system to serve youth with disabilities using a career-development approach. DEI funding will develop a broader business engagement approach within existing Career Pathways programs to address business needs and develop a sustainable talent pipeline. The targeted industry sectors will include Healthcare, Technology, Advanced Manufacturing, Agricultural/Food Production, Hospitality, and Financial Services.

Round 8 of DEI funding will operate until September 30th of 2020 in the Local Workforce Development Areas of Hempstead/Long Beach, Chenango/Delaware/Otsego, and Tompkins.

GOALS OF DEI PILOT SITES

- Engage Business to expand and support accessible and inclusive Career Pathways in target industries.
- Implement comprehensive outreach and training to businesses to support expansion of inclusive career pathways in target industries.
- Recruitment, training, and placement of youth with disabilities in inclusive career pathways.
- Expand work-based opportunities for youth (ages 14-24) with disabilities including job-shadowing, career mentoring, on-the-job training, pre-apprenticeships, registered apprenticeships, and internships.
- Work with training providers and other key stakeholders to identify and pilot ways career pathways can be made more accessible and inclusive.
- Develop and implement a comprehensive youth engagement strategy including social media, outreach, and marketing of Career Pathways programs.
- Identify and implement strategies for physical and programmatic accessibility of Career Pathways programs, as well as more accessible communications, services, technology, and materials.

OSOS is the case management system that will be used to collect the required reporting information for DEI Round 8. This guide will provide an overview of which fields in OSOS are essential for reporting DEI data elements.



*This data is required to be collected from each of the three DEI pilot sites. If you work in one of these sites, you must collect this data. **If you do not work in a DEI Round 8 pilot site, you do not need to collect the additional data elements needed for DEI outlined in this guide.***

OSOS DATA ENTRY

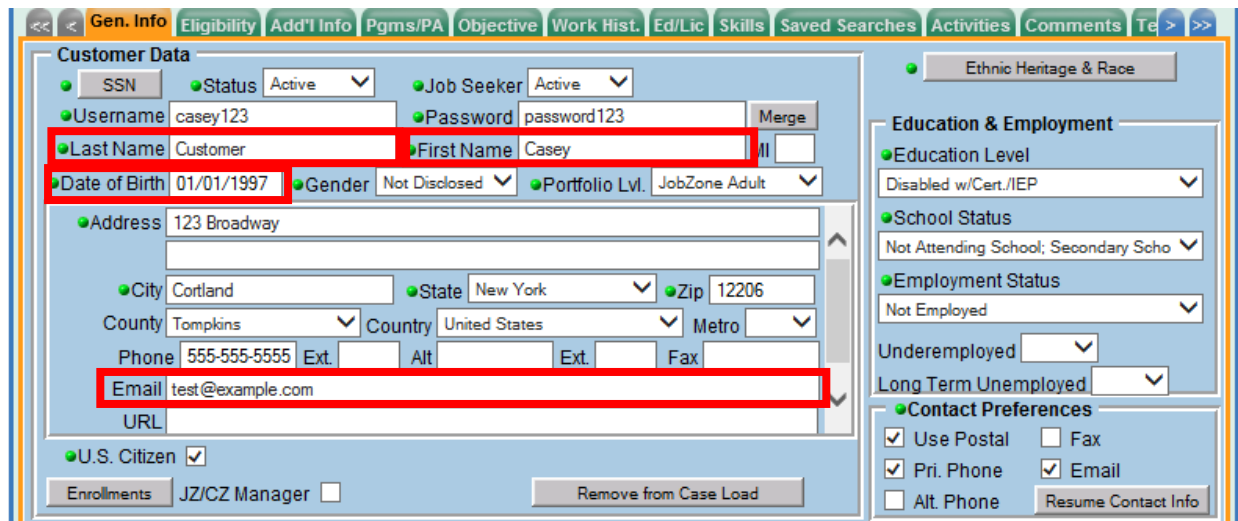
Most of the data elements needed for DEI are currently being collected in the OSOS **Customer Module**, on the **General Info** and **Work History** tabs of the **Customer Detail** window. A **DEI Round 8** tab has also been added to collect additional information. This guide will demonstrate which fields on each of these tabs are required for DEI reporting.



*The DEI reporting data must be collected for **any** 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**.



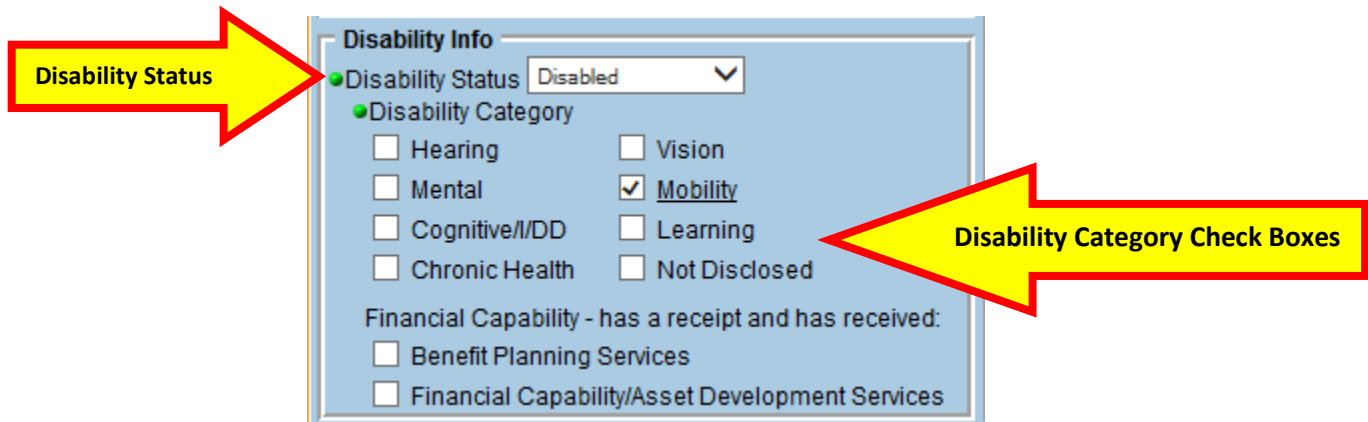
These fields are usually entered as part of the normal OSOS data entry process, so in most cases, you will only need to verify that the information is correct. If any of the information is missing or needs to be updated, please make any necessary changes.



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

ADD'L INFO TAB

Be sure to indicate disability status on the **Add'l Info** tab. Upon choosing *Disabled* in the Disability Status field, additional check box fields labeled **Disability Category** will appear below. Choose the correct option to indicate the type of disability.



The screenshot shows a form titled "Disability Info" with the following fields and options:

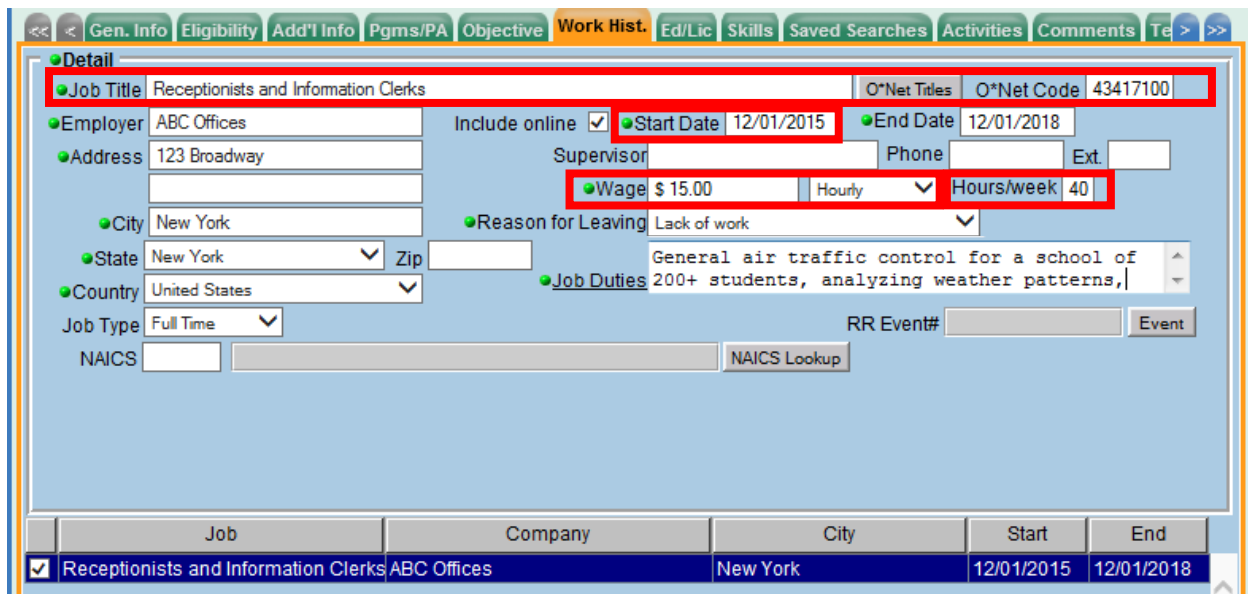
- Disability Status:** A dropdown menu set to "Disabled". A yellow arrow labeled "Disability Status" points to this field.
- Disability Category:** A section containing several checkboxes:
 - Hearing
 - Mental
 - Cognitive/I/DD
 - Chronic Health
 - Vision
 - Mobility
 - Learning
 - Not DisclosedA yellow arrow labeled "Disability Category Check Boxes" points to this section.
- Financial Capability - has a receipt and has received:**
 - Benefit Planning Services
 - Financial Capability/Asset Development Services

WORK HISTORY TAB

The DEI grant 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.*

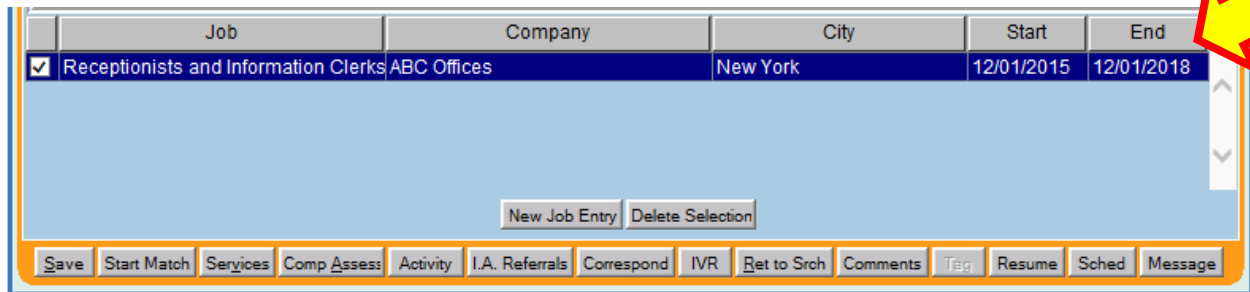


The screenshot shows the 'Work Hist.' tab in the OSOS system. The 'Detail' section for a job entry is highlighted with a red border. The job title is 'Receptionists and Information Clerks' with O*Net Code 43417100. The employer is 'ABC Offices' and the location is 'New York'. The start date is 12/01/2015 and the end date is 12/01/2018. The wage is \$15.00 per hour, and the customer worked 40 hours per week. The reason for leaving is 'Lack of work'. The job duties are 'General air traffic control for a school of 200+ students, analyzing weather patterns, |'. The job type is 'Full Time'.

Job	Company	City	Start	End
<input checked="" type="checkbox"/>	Receptionists and Information Clerks	ABC Offices	New York	12/01/2015 12/01/2018

- **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.

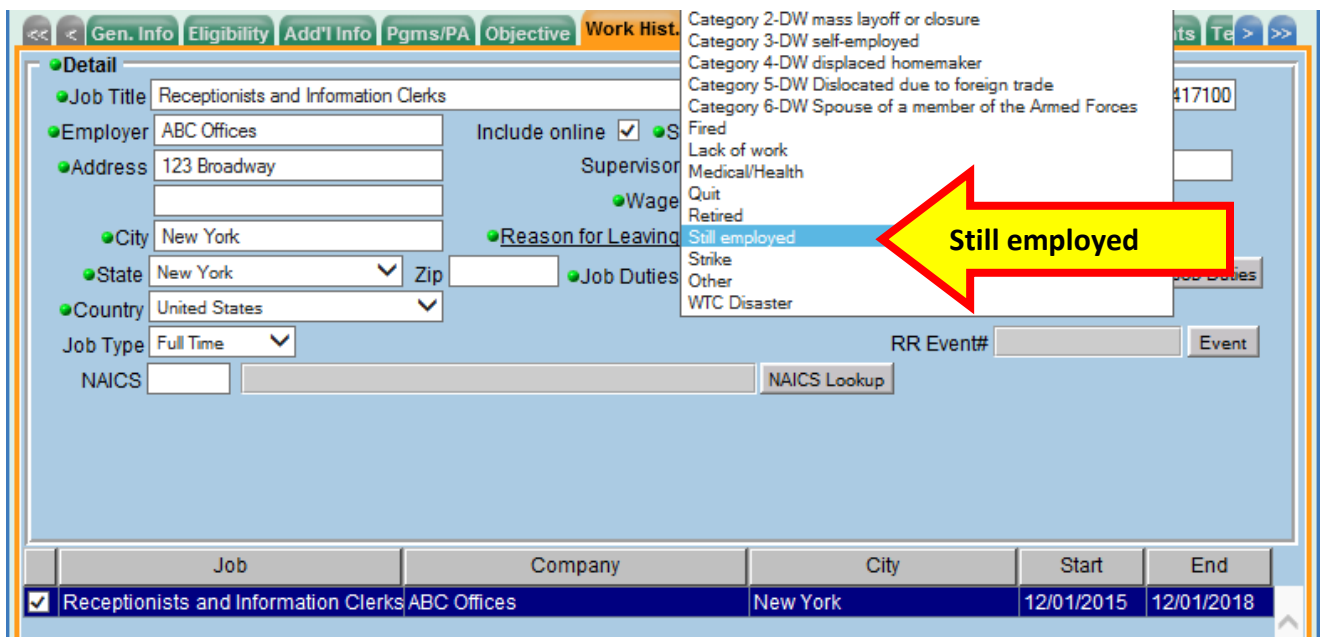


Job	Company	City	Start	End
<input checked="" type="checkbox"/> Receptionists and Information Clerks	ABC Offices	New York	12/01/2015	12/01/2018



*In addition to the DEI fields mentioned, the **End Date** field must also be filled in for any prior job that the customer is no longer working at. 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 also required for each job entry.*

It is possible that the customer may still be working at their 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.



Category 2-DW mass layoff or closure
 Category 3-DW self-employed
 Category 4-DW displaced homemaker
 Category 5-DW Dislocated due to foreign trade
 Category 6-DW Spouse of a member of the Armed Forces

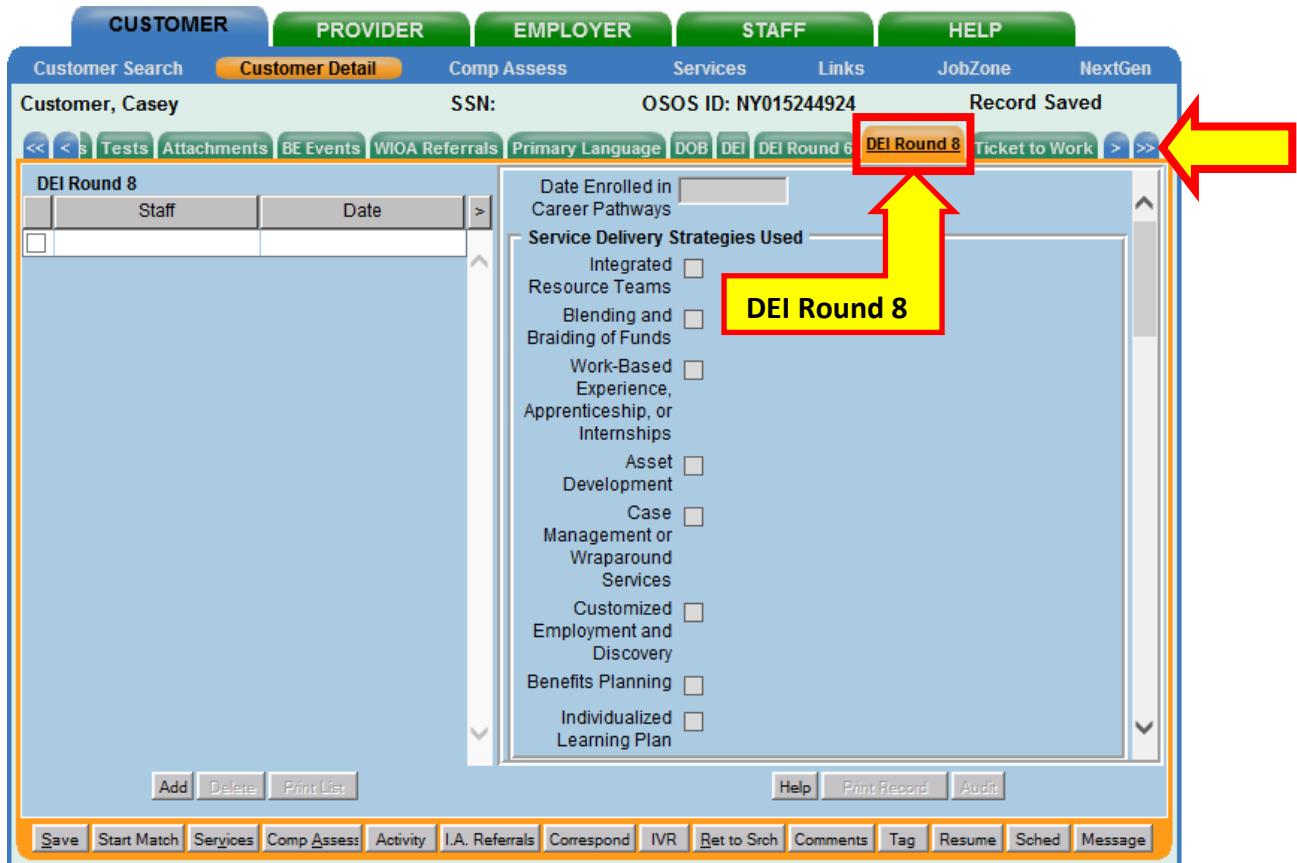
Fired
 Lack of work
 Medical/Health
 Quit
 Retired
 Still employed
 Strike
 Other
 WTC Disaster

RR Event# Event

Job	Company	City	Start	End
<input checked="" type="checkbox"/> Receptionists and Information Clerks	ABC Offices	New York	12/01/2015	12/01/2018

DEI ROUND 8 TAB

The **DEI Round 8** tab can be accessed from the **Customer Detail** window. You may need to click on the arrows in the upper right hand of the screen to navigate to the furthest tabs in the window to be able to view the **DEI Round 8** tab.

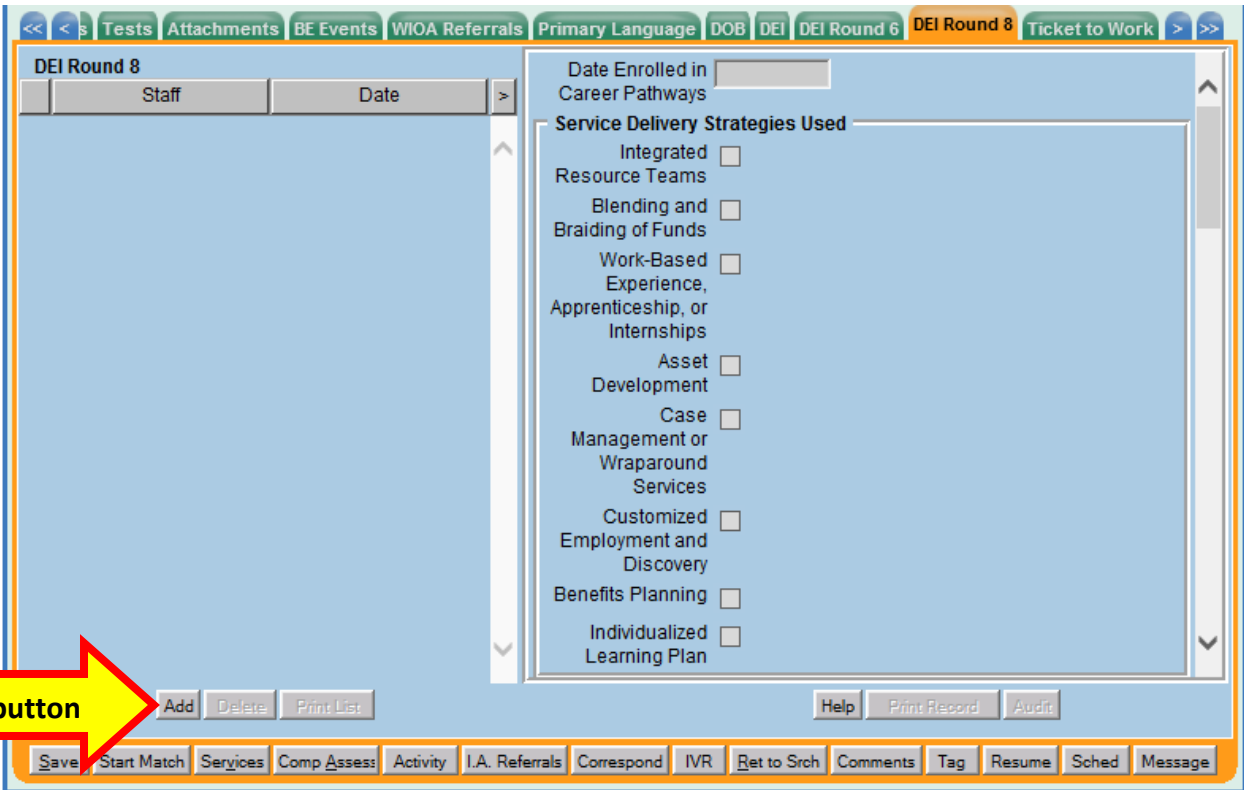


The screenshot shows the OSOS Customer Detail window for a customer named Casey. The window has several tabs at the top: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are navigation tabs: Customer Search, Customer Detail (selected), Comp Assess, Services, Links, JobZone, and NextGen. The main content area shows the customer's SSN (OSOS ID: NY015244924) and a Record Saved status. A row of tabs includes Tests, Attachments, BE Events, WIOA Referrals, Primary Language, DOB, DEI, DEI Round 8 (highlighted with a red box and a yellow arrow), and Ticket to Work. The DEI Round 8 tab is active, displaying a list of service delivery strategies used, such as Integrated Resource Teams, Blending and Braiding of Funds, Work-Based Experience, Apprenticeship, or Internships, Asset Development, Case Management or Wraparound Services, Customized Employment and Discovery, Benefits Planning, and Individualized Learning Plan. A yellow arrow points to the 'DEI Round 8' text in the list. At the bottom of the window, there are buttons for Save, Start Match, Services, Comp Assess, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, and Message.

The **DEI Round 8** tab is available to track the remaining information needed for DEI reporting. This tab can be used to track:

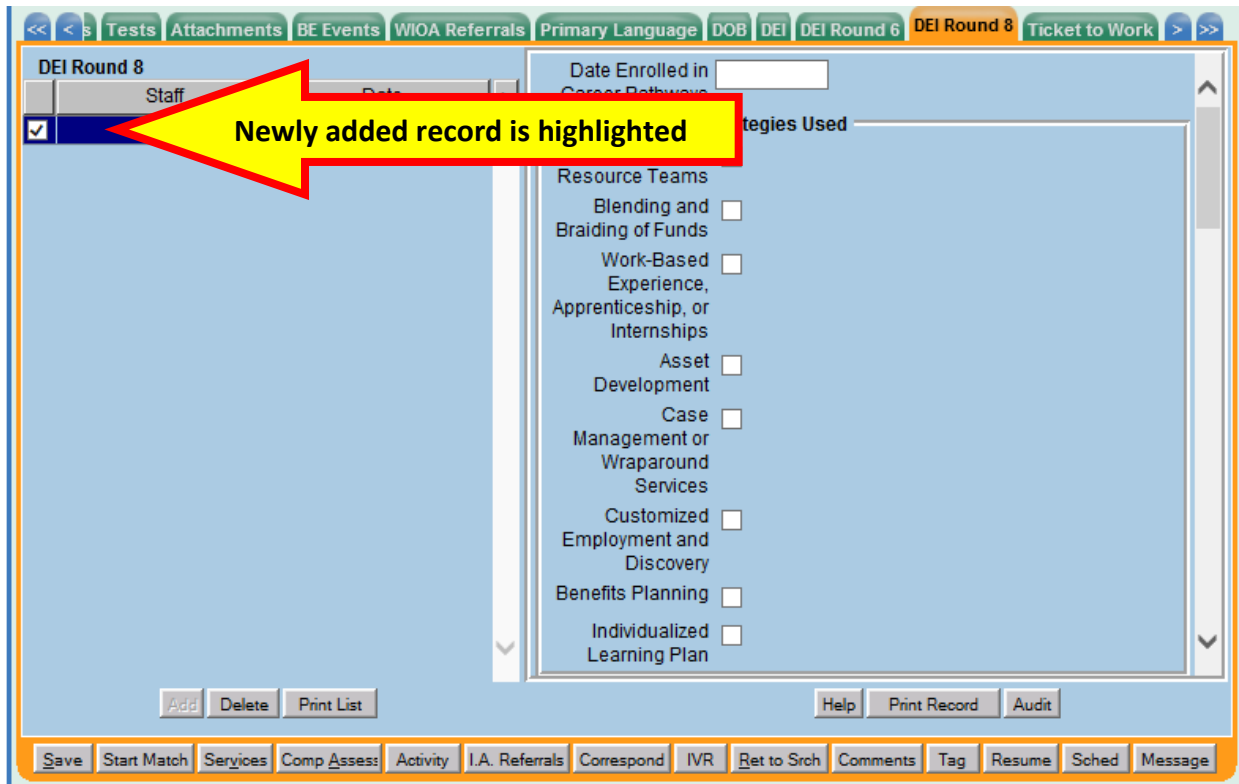
- Enrollment in Career Pathways Training
- Service delivery strategies
- Self-disclosed disability categories
- Customer referrals from and to Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES-VR)
- Information about the customer’s Social Security disability benefits (Supplemental Security Income and/or Social Security Disability Insurance) and participation in the Ticket to Work (TtW) program
- Utilization of Asset Development strategies

To activate the fields on the right-hand side of the window, you will first need to add a new DEI Round 8 entry by clicking on the **Add** button in the lower left-hand side of the tab.



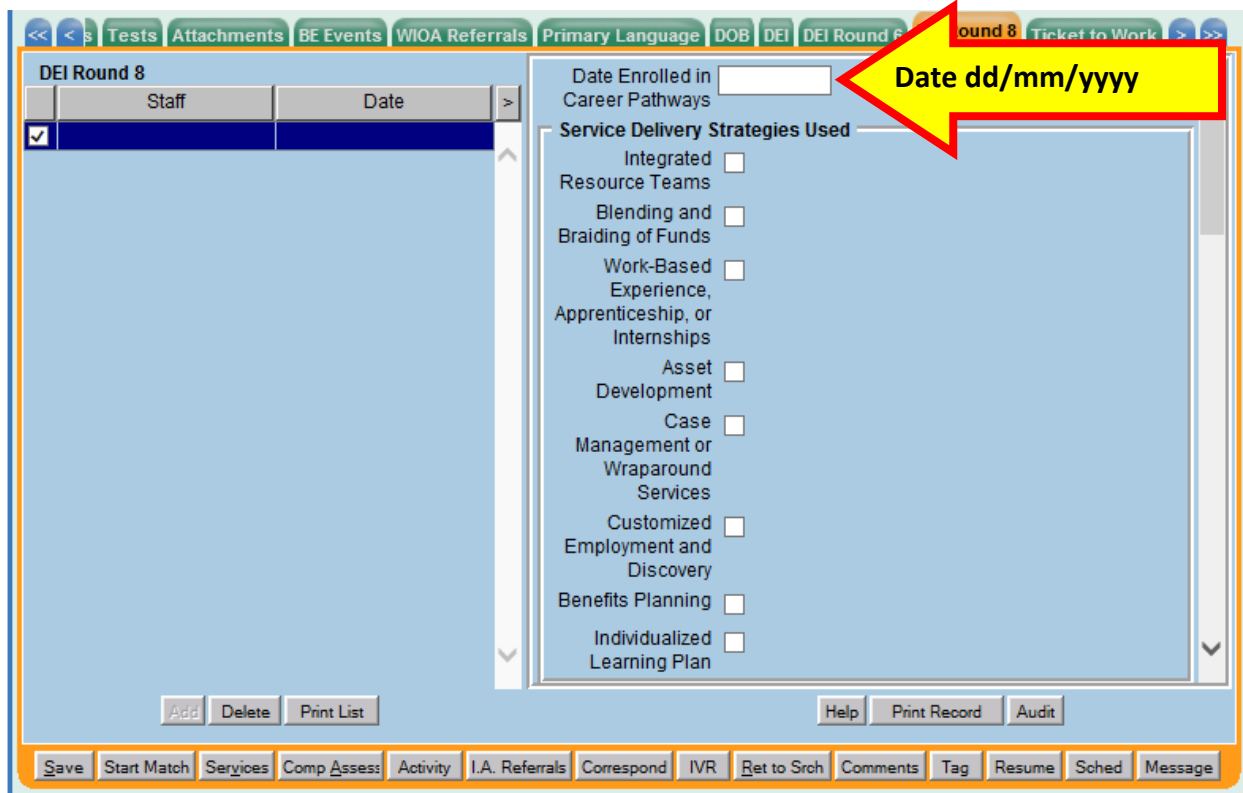
The screenshot shows the OSOS interface for the DEI Round 8 tab. At the top, there is a navigation bar with tabs for Tests, Attachments, BE Events, WIOA Referrals, Primary Language, DOB, DEI, DEI Round 6, DEI Round 8 (selected), and Ticket to Work. Below the navigation bar, the main window is titled "DEI Round 8" and contains a table with columns for "Staff" and "Date". To the right of the table is a form area with a "Date Enrolled in Career Pathways" field and a "Service Delivery Strategies Used" section containing several checkboxes: Integrated Resource Teams, Blending and Braiding of Funds, Work-Based Experience, Apprenticeship, or Internships, Asset Development, Case Management or Wraparound Services, Customized Employment and Discovery, Benefits Planning, and Individualized Learning Plan. At the bottom of the window, there are buttons for "Add", "Delete", "Print List", "Help", "Print Record", and "Audit". A yellow arrow with a red outline points to the "Add" button, which is labeled "Add button". Below the main window, there is a secondary navigation bar with buttons for Save, Start Match, Services, Comp Asses, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, and Message.

This will add a new DEI Round 8 record (displayed as a highlighted row on the left side of the screen) and activate the fields on the right-hand side of the tab for data entry.



CAREER PATHWAYS TRAINING

For **Date Enrolled in Career Pathways Training**, a date field is provided. If the customer is enrolled in career pathways training, enter the enrollment date in the dd/mm/yyyy format in this field. If the customer is not enrolled, leave this field blank.



The screenshot shows the OSOS system interface for 'DEI Round 8'. The 'Date Enrolled in Career Pathways' field is highlighted with a yellow arrow and the text 'Date dd/mm/yyyy'. Below this field is a list of 'Service Delivery Strategies Used' with checkboxes for each option: Integrated Resource Teams, Blending and Braiding of Funds, Work-Based Experience, Apprenticeship, or Internships, Asset Development, Case Management or Wraparound Services, Customized Employment and Discovery, Benefits Planning, and Individualized Learning Plan. The interface also includes a table with columns for 'Staff' and 'Date', and a bottom navigation bar with buttons for 'Save', 'Start Match', 'Services', 'Comp Assess', 'Activity', 'I.A. Referrals', 'Correspond', 'IVR', 'Ret to Srch', 'Comments', 'Tag', 'Resume', 'Sched', and 'Message'.



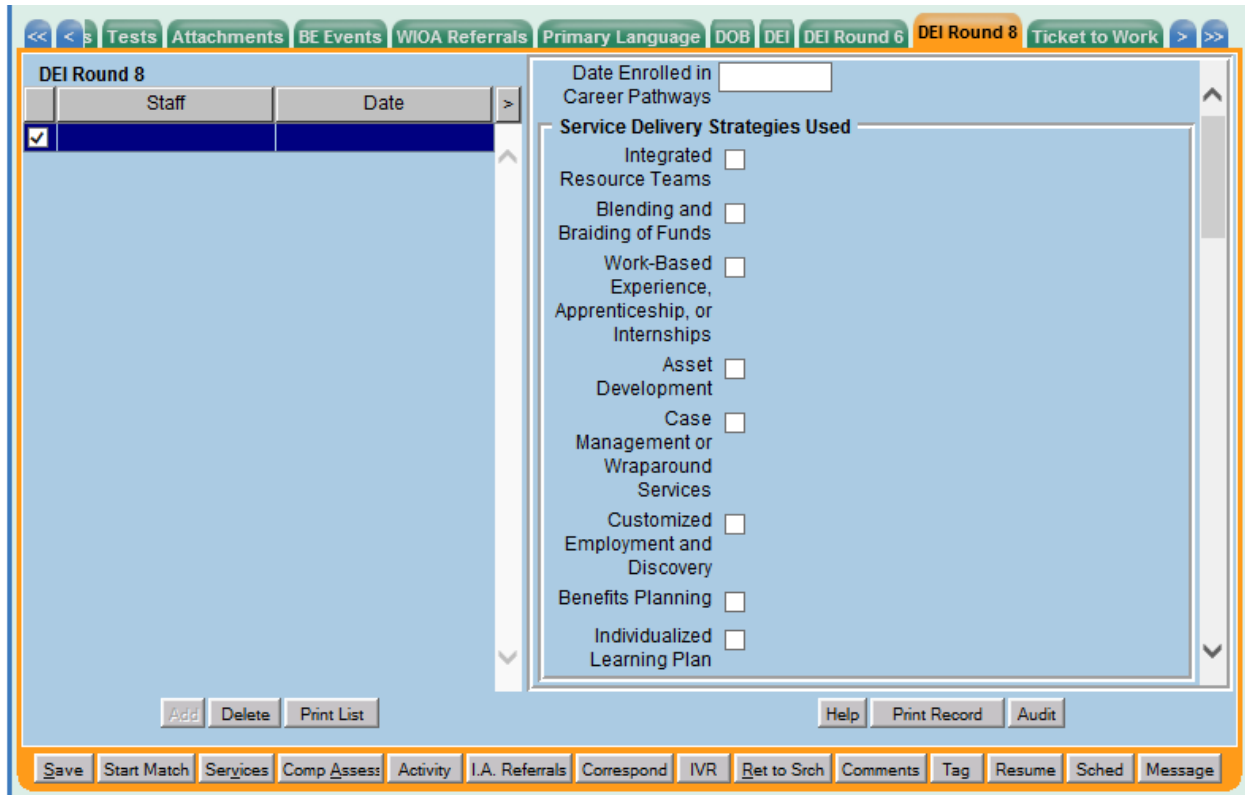
IMPORTANT: Customers enrolled in Career Pathway Training **MUST HAVE** a service recorded and funded with the appropriate DEI funds. See [ENTERING A TRAINING SERVICE](#) for instructions on how to enter a training service.



The funded training service in OSOS will keep the program enrollments open while the customer is 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 used, click on the checkboxes to indicate YES. The definitions for each strategy are as follows:



- **Integrated Resource Teams**

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 of Funds**

This 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 Synthesis Report 12-28-12)

- **Work 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 sector, 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. Work-based experiences, apprenticeships, and internships should ideally take place in the DEI target industries of Health care, Advanced Manufacturing, Information Technology, Hospitality, Finance and Agriculture.

- **Asset Development**

The systematic use of asset development strategies can help jobseekers with disabilities 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.

- **Case Management or Wraparound Services**

A system of case management known as wraparound services incorporates the natural support systems of clients, along with various agency personnel and community representatives, to address the individual's needs.

- **Customized Employment and Discovery**

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.

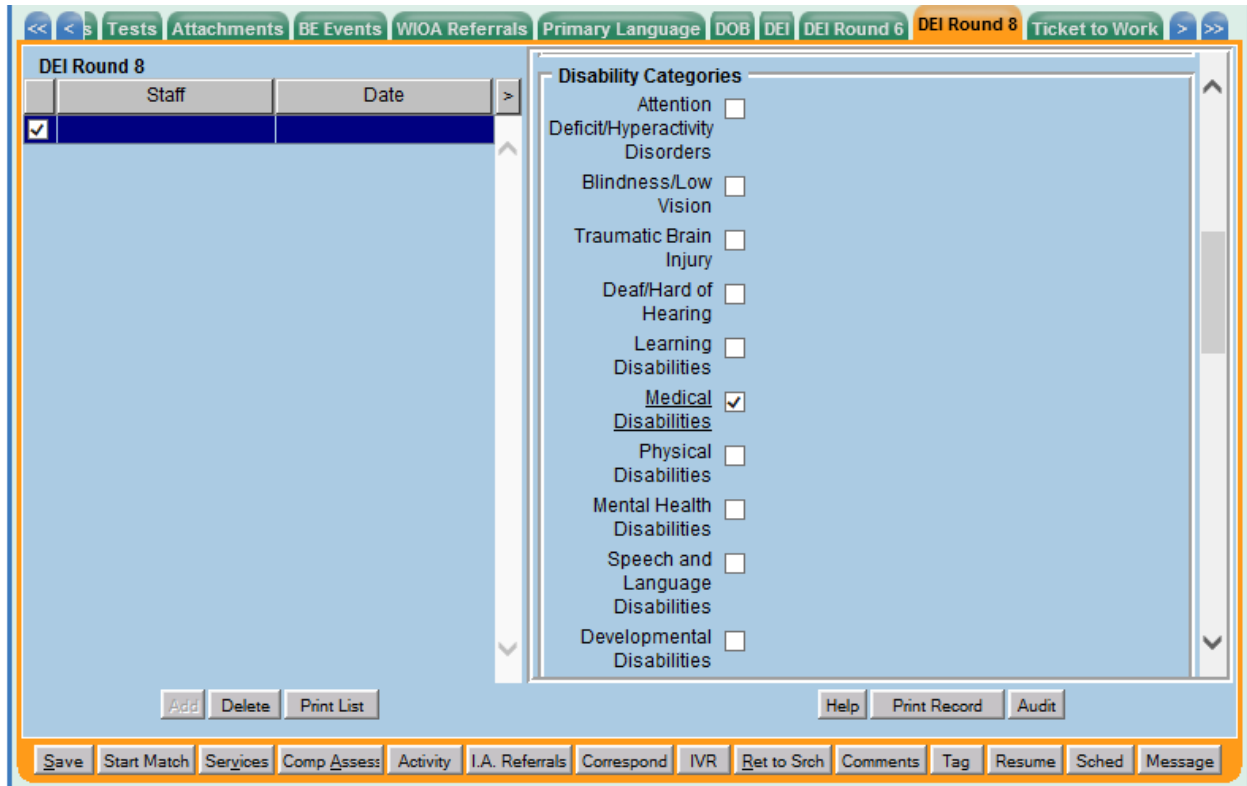
- **Individual Learning Plan**

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.

DISABILITY CATEGORIES

For each of the categories listed in the **Disability Categories** section, click on the corresponding checkboxes to indicate YES.



DEI Round 8

Staff	Date
<input checked="" type="checkbox"/>	

Disability Categories

- Attention Deficit/Hyperactivity Disorders
- Blindness/Low Vision
- Traumatic Brain Injury
- Deaf/Hard of Hearing
- Learning Disabilities
- Medical Disabilities
- Physical Disabilities
- Mental Health Disabilities
- Speech and Language Disabilities
- Developmental Disabilities

Buttons: Add, Delete, Print List, Help, Print Record, Audit

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



ACCES-VR, SSI, SSDI AND TICKET TO WORK

As part of this initiative, we will also be tracking the number of customers referred to our services by ACCES-VR and the number of customers our staff refer to ACCES-VR services. We must also track information about the customer's Social Security disability benefits (SSI and/or SSDI) and participation in the Ticket to Work (TtW) program.

For each of these fields, you will click on the drop-down arrow and select the appropriate option. The options listed are: *Yes* and *No*.

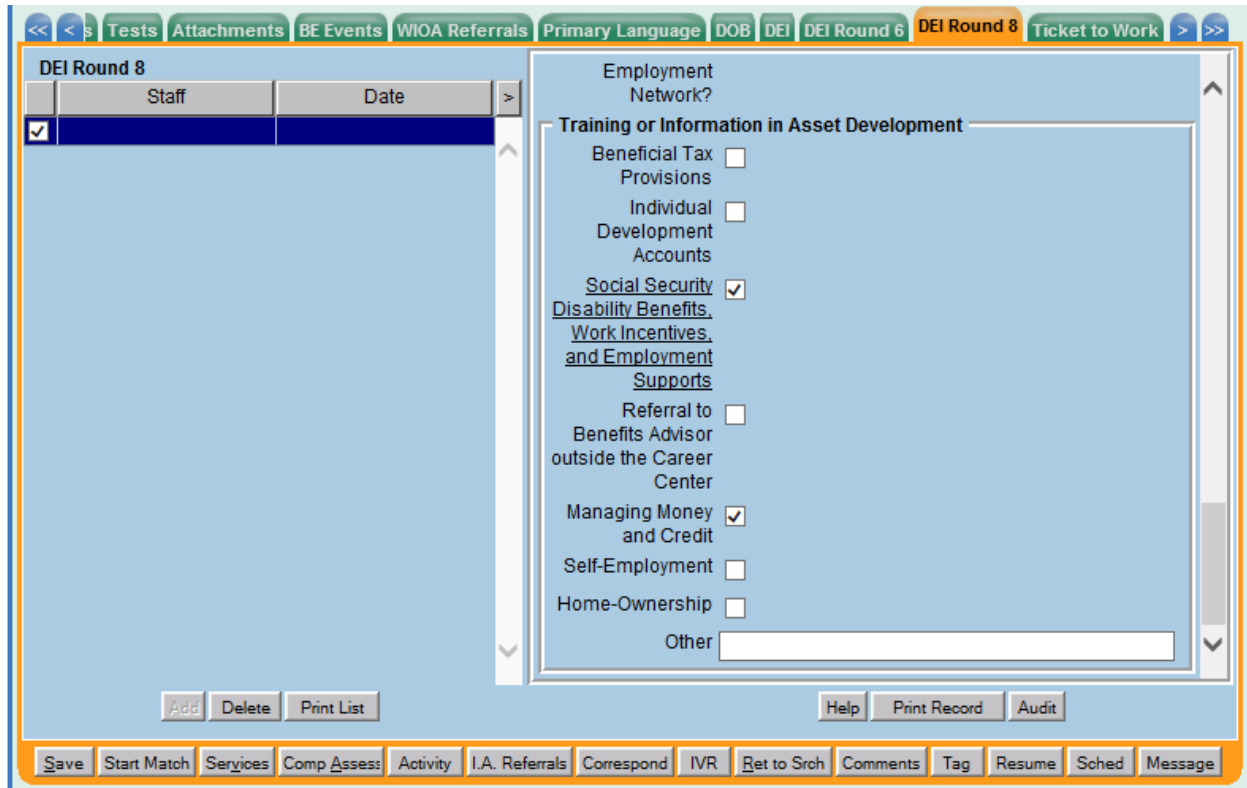
The screenshot displays a web application interface for tracking customer information. At the top, there is a navigation bar with tabs for Searches, Activities, Comments, Tests, Attachments, BE Events, Primary Language, DOB, DEI, DEI Round 6, and DEI Round 8. The main content area is titled "DEI Round 8" and features a table with a "Date" column and a checkbox column. A single record is visible, with the checkbox checked. To the right of the table is a form with several drop-down menus for data entry:

- Referred from Acces-VR? (No)
- Referred to ACCES-VR? (Yes)
- Participant currently receiving Social Security Disability Insurance (SSDI)?
- If No, Has customer ever received SSDI?
- Participant currently receiving Supplemental Security Income (SSI)?
- If No, has participant ever received SSI?
- Currently a Ticket to Work Participant?
- Ticket assigned to the Career Center Employment Network?

At the bottom of the form, there are buttons for "Add", "Delete", and "Print List". Below the form, there is a row of buttons for "Save", "Start Match", "Services", "Comp Assess", "Activity", "I.A. Referrals", "Correspond", "IVR", "Ret to Srch", "Comments", "Tag", "Resume", "Schd", and "Message".

ASSET DEVELOPMENT

For each of the topics in the **Training or Information in Asset Development** section, click on the corresponding checkboxes to indicate YES.



The screenshot shows the OSOS web application interface. At the top, there is a navigation bar with tabs: Tests, Attachments, BE Events, WIOA Referrals, Primary Language, DOB, DEI, DEI Round 6, **DEI Round 8**, and Ticket to Work. Below the navigation bar, the main content area is titled 'DEI Round 8'. It features a table with two columns: 'Staff' and 'Date'. The first row in the table has a checked checkbox in the 'Staff' column. Below the table, there are buttons for 'Add', 'Delete', and 'Print List'. To the right of the table is a large panel titled 'Employment Network?' containing a section for 'Training or Information in Asset Development'. This section lists several items with checkboxes: Beneficial Tax Provisions, Individual Development Accounts, Social Security Disability Benefits, Work Incentives and Employment Supports, Referral to Benefits Advisor outside the Career Center, Managing Money and Credit, Self-Employment, and Home-Ownership. The 'Social Security Disability Benefits' and 'Managing Money and Credit' checkboxes are checked. Below this list is an 'Other' field with a text input box. At the bottom of the main content area, there are buttons for 'Help', 'Print Record', and 'Audit'. At the very bottom of the application, there is a footer bar with buttons: Save, Start Match, Services, Comp Asses, Activity, I.A. Referrals, Correspond, IVR, Ret to Sroh, Comments, Tag, Resume, Sched, and Message.

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 be a youth between the ages of 14 and 24 with a disability.
- 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 geographic area.
- Training completion must occur before September 30th, 2020, 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 Workforce Innovation and Opportunity Act (WIOA) “emphasizes training that leads to industry-recognized post-secondary credentials.”

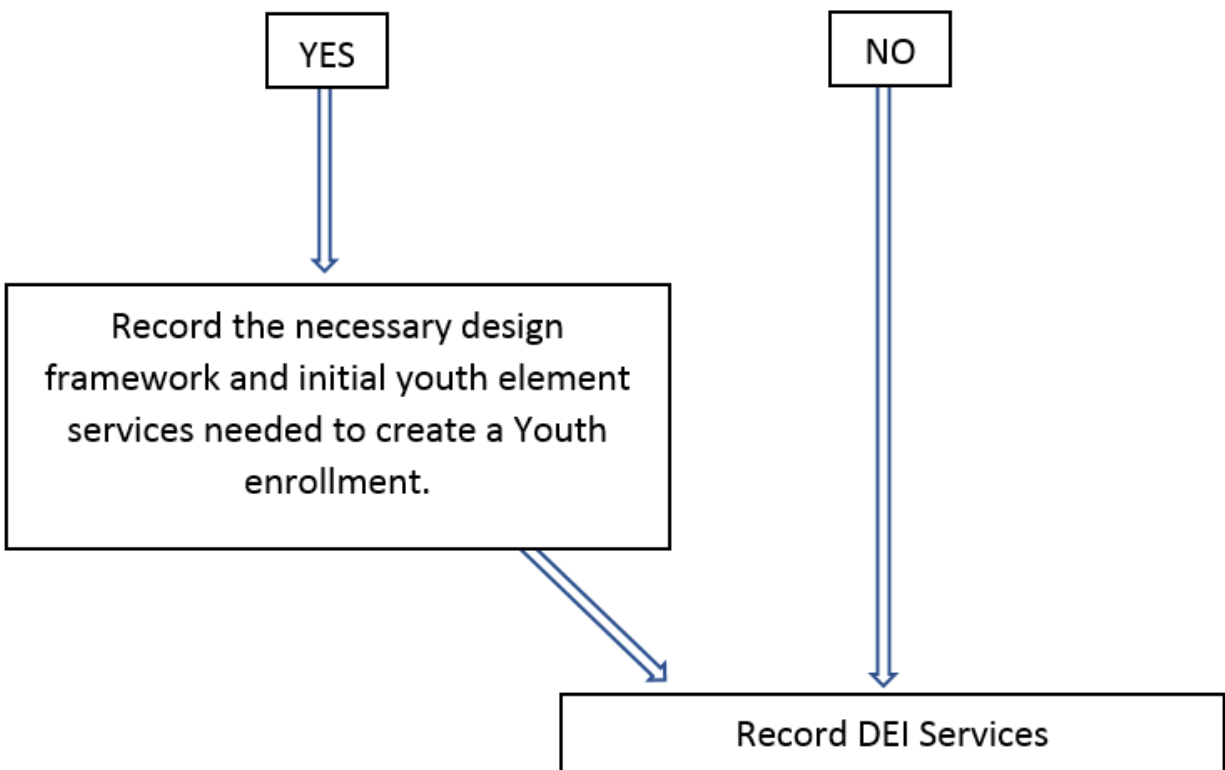
Wage subsidies and work readiness credentials are not considered allowable training services under this funding.

SUPPORTIVE SERVICES

The DEI grant does not require that youth served are WIOA Youth Program Participants. Therefore, when entering services provided to youth served under DEI, staff must not select services identified for WIOA Youth. These services are indicated with the word (Youth) in parentheses or the word element at the end of the service name.

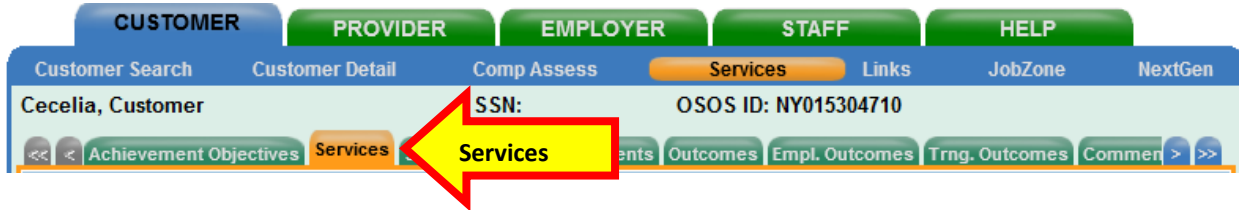
However, most DEI 8 participants will meet the criteria for WIOA youth program eligibility. Prior to entering services, it is important to note that in order to co-enroll most youth customers in both the WIOA and DEI programs staff must follow the enrollment procedures outlined in the [Documenting Services to Youth](#) guide. WIOA Youth eligible customers should receive the necessary design framework and initial youth element services needed to create a Youth enrollment, followed by the DEI funded service.

Is the DEI Round 8 participant a WIOA eligible youth?

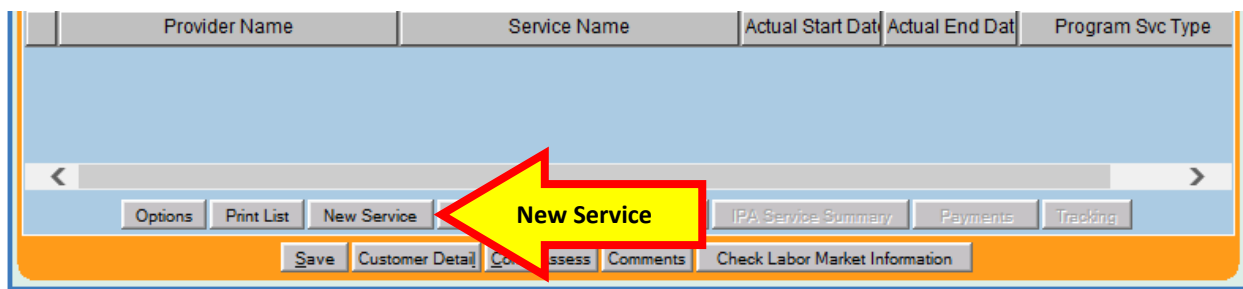




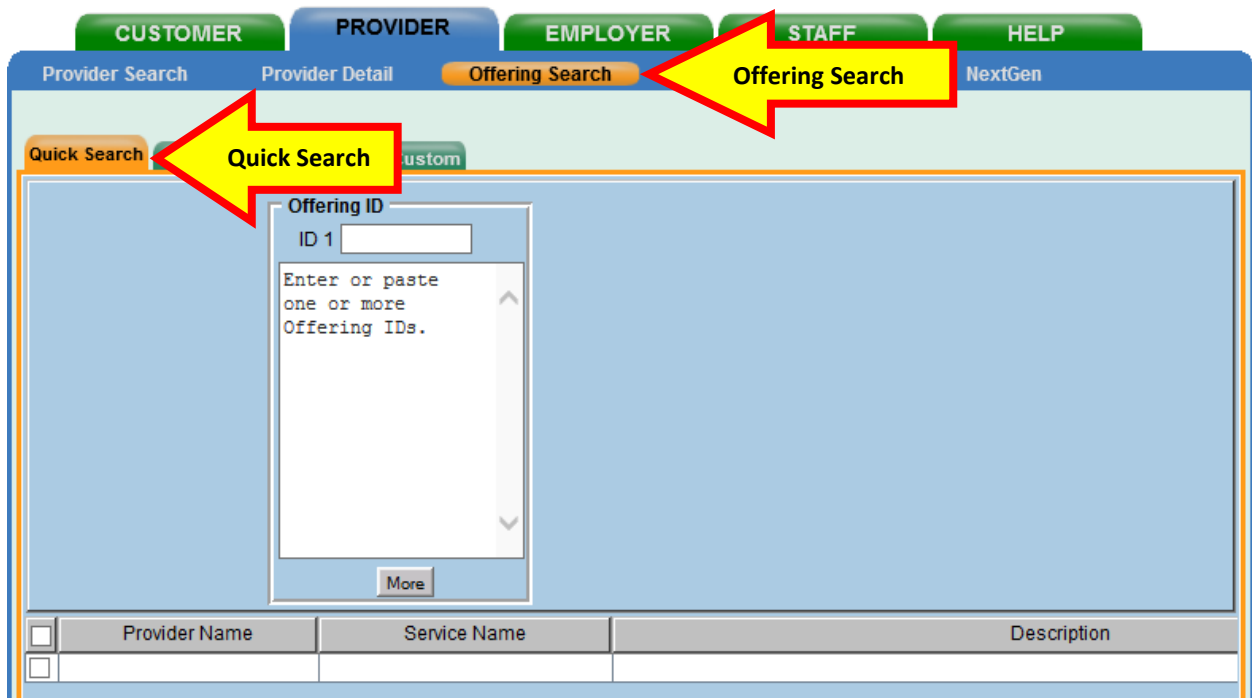
To record a service in the customer's OSOS record, click **Services** window → **Services** tab.



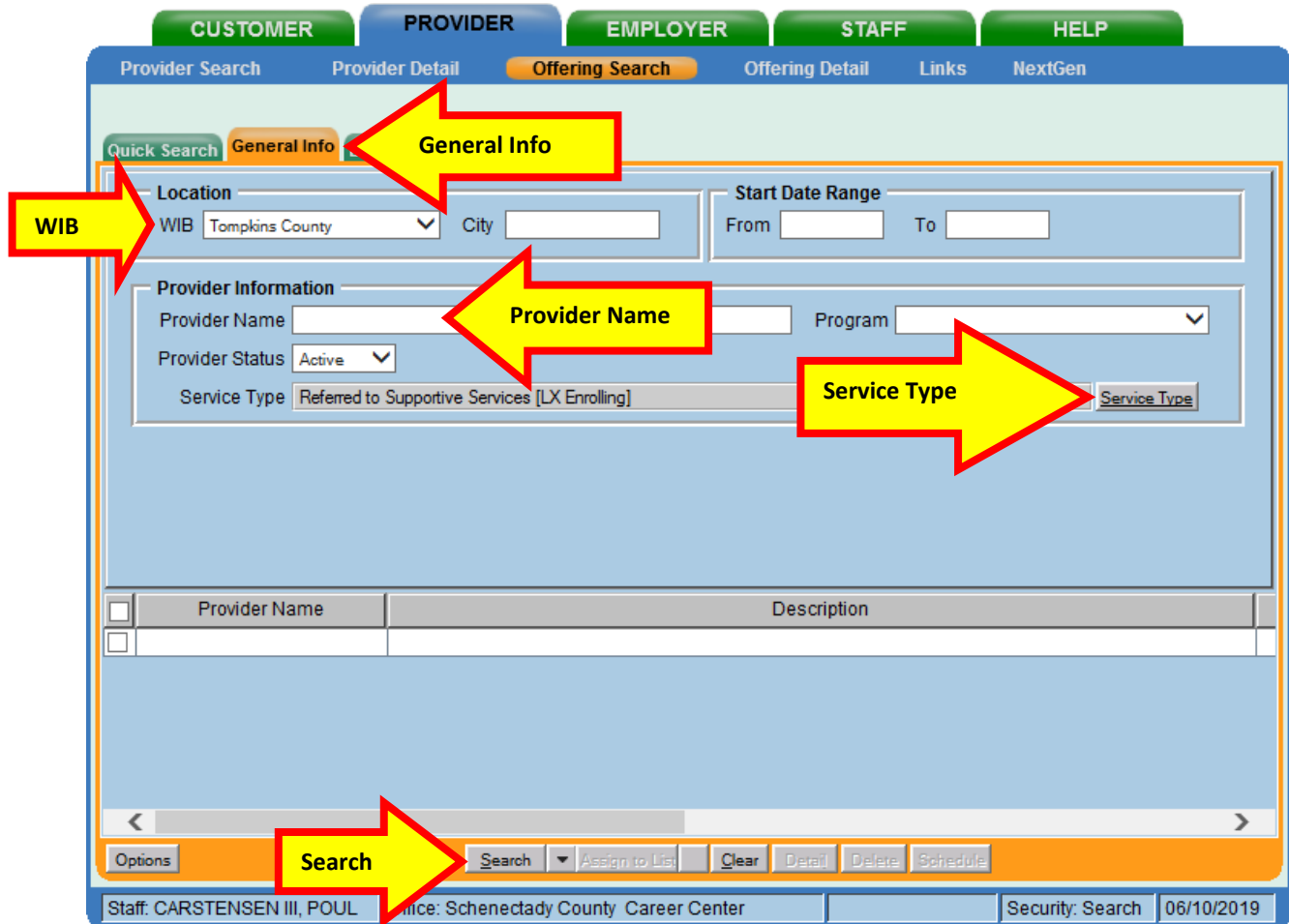
Click the **New Service** button at the bottom of the screen.



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 **Offering ID** 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 will allow you to enter the beginning letters of a **Provider Name**, **Service Name**, select the **Program** from a drop-down menu, or select the Service Type using the **Service Type** button. Click the **Search** button at the bottom of the screen.



The screenshot shows the OSOS Provider Search interface. At the top, there are tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs for Provider Search, Provider Detail, Offering Search, Offering Detail, Links, and NextGen. The 'Offering Search' sub-tab is active, and the 'General Info' tab is selected. The form contains the following fields and buttons:

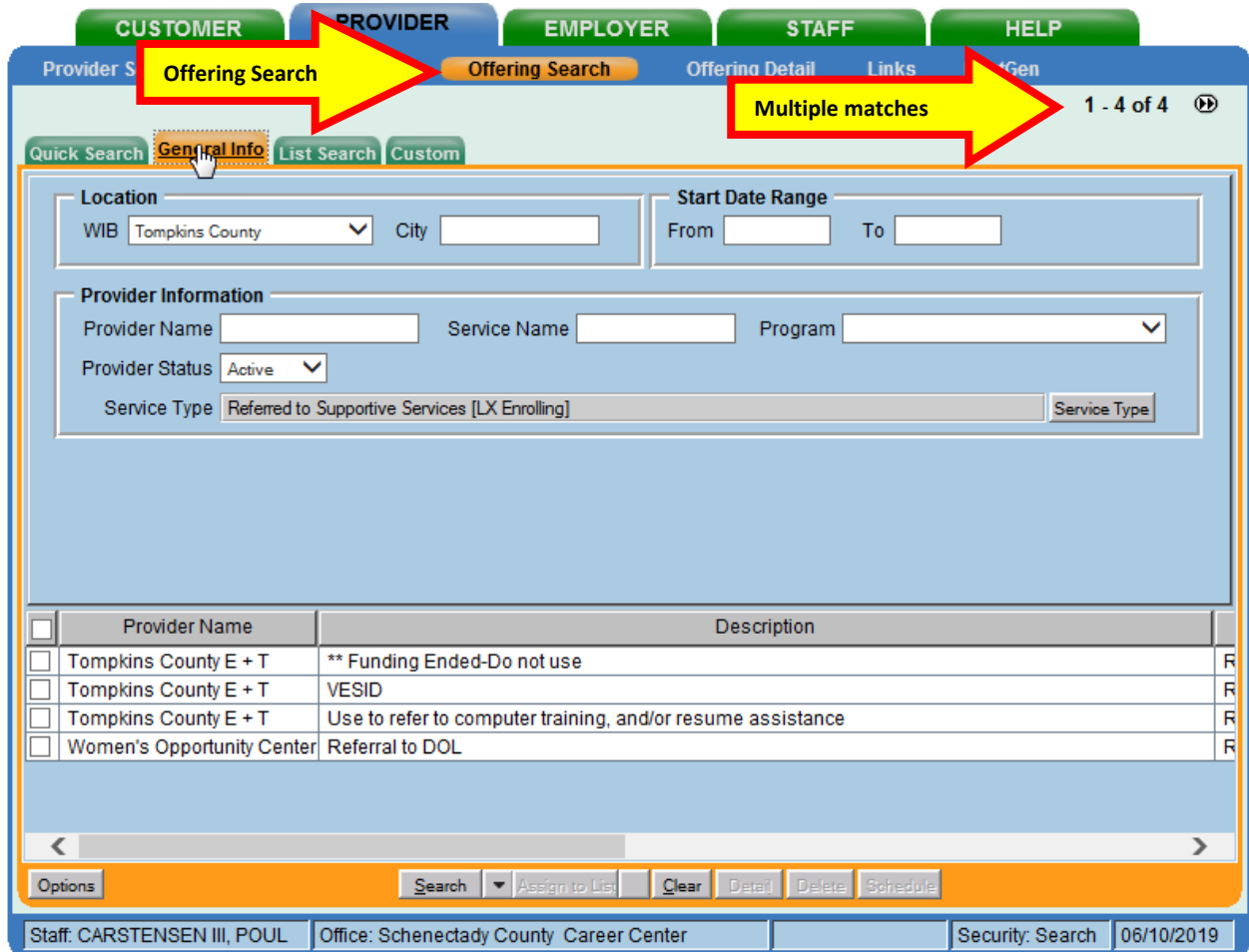
- Location:** WIB (dropdown), Tompkins County (dropdown), City (text input), Start Date Range (From/To text inputs).
- Provider Information:** Provider Name (text input), Provider Status (Active dropdown), Program (dropdown), Service Type (dropdown), and a Service Type button.
- Table:** A table with columns for Provider Name and Description.
- Buttons:** Options, Search, Assign to List, Clear, Detail, Delete, and Schedule.

Yellow arrows with red outlines point to the following elements:

- General Info:** Points to the 'General Info' tab.
- WIB:** Points to the 'WIB' dropdown menu.
- Provider Name:** Points to the 'Provider Name' text input field.
- Service Type:** Points to the 'Service Type' button.
- Search:** Points to the 'Search' button.

At the bottom of the screen, there is a status bar with the following information: Staff: CARSTENSEN III, POUL; Office: Schenectady County Career Center; Security: Search; 06/10/2019.

Clicking the **Search** button will bring up a menu of services. Select the appropriate service.



Provider S **Offering Search** Offering Search Offering Detail Links *Gen 1 - 4 of 4

Quick Search **General Info** List Search Custom

Location
 WIB Tompkins County City From To

Start Date Range
 From To

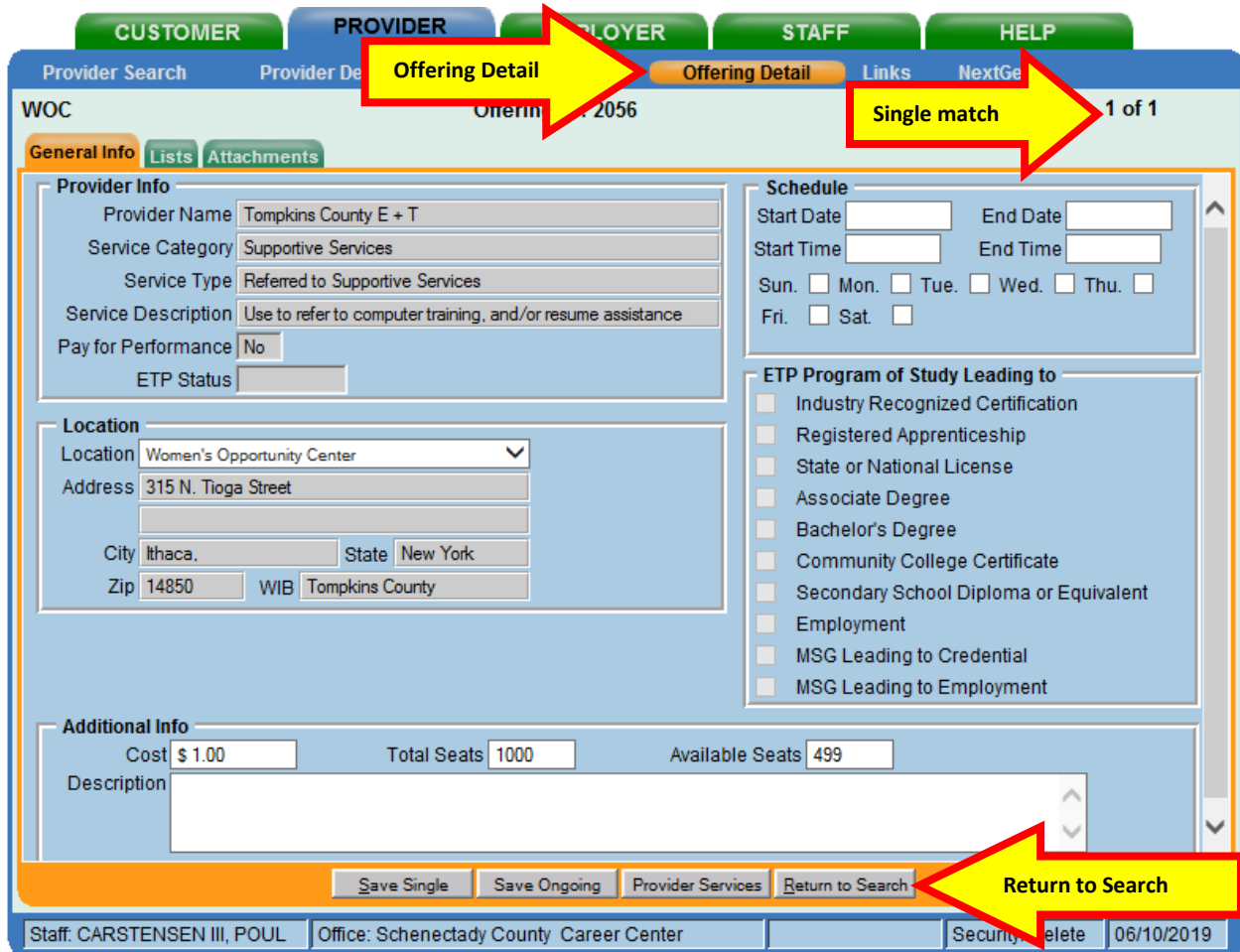
Provider Information
 Provider Name Service Name Program
 Provider Status Active
 Service Type Referred to Supportive Services [LX Enrolling] Service Type

<input type="checkbox"/>	Provider Name	Description	
<input type="checkbox"/>	Tompkins County E + T	** Funding Ended-Do not use	R
<input type="checkbox"/>	Tompkins County E + T	VESID	R
<input type="checkbox"/>	Tompkins County E + T	Use to refer to computer training, and/or resume assistance	R
<input type="checkbox"/>	Women's Opportunity Center	Referral to DOL	R

Options Search Assign to List Clear Detail Delete Schedule

Staff: CARSTENSEN III, POUL Office: Schenectady County Career Center Security: Search 06/10/2019

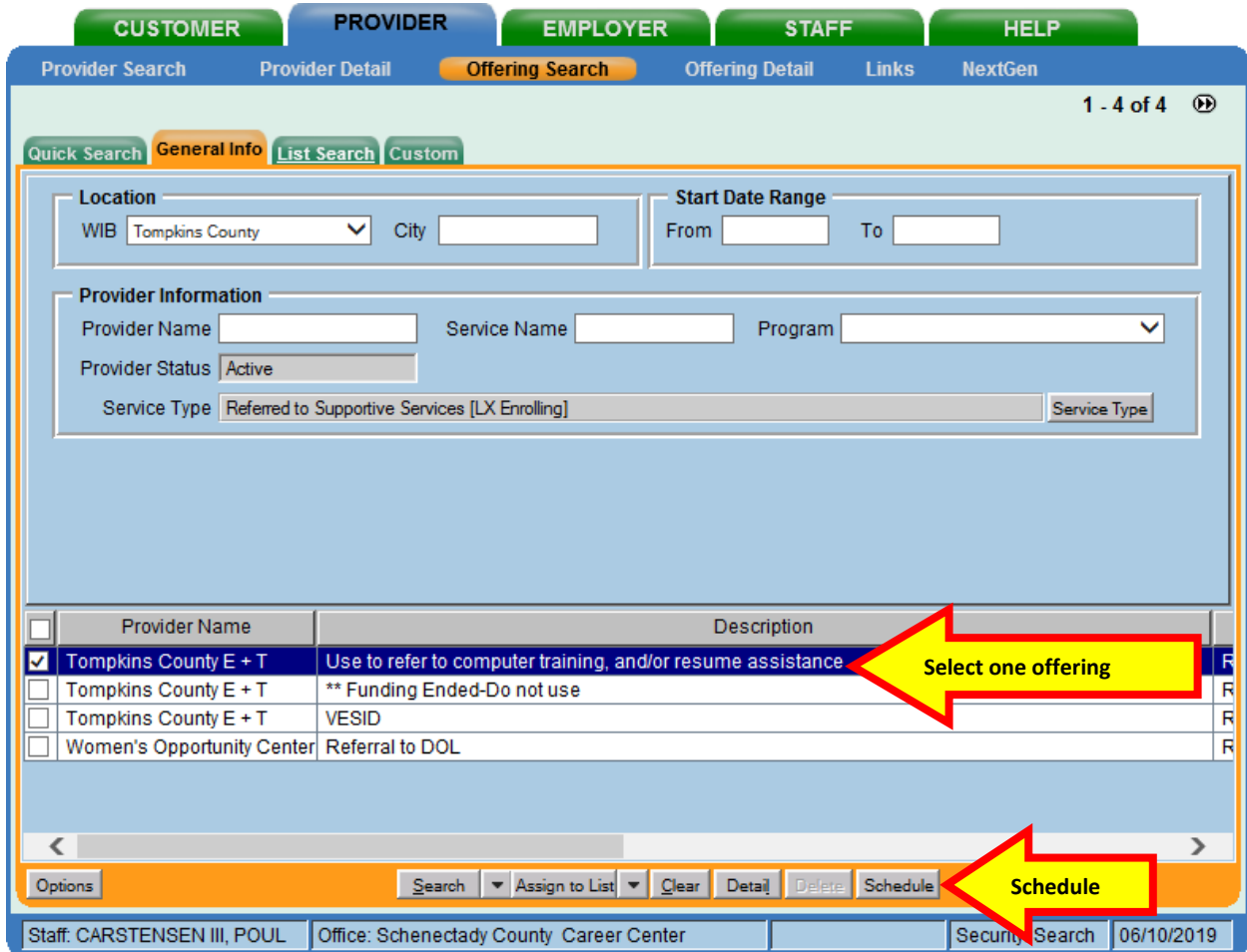
When the information that is data entered results in a single match, OSOS navigates to the **Offering Detail** screen:



The screenshot shows the OSOS interface with the following details:

- Navigation:** Tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. The 'Offering Detail' tab is selected.
- Search Results:** 'WOC' and 'Offering ID: 2056'. A 'Single match 1 of 1' indicator is present.
- Provider Info:**
 - Provider Name: Tompkins County E + T
 - Service Category: Supportive Services
 - Service Type: Referred to Supportive Services
 - Service Description: Use to refer to computer training, and/or resume assistance
 - Pay for Performance: No
 - ETP Status: [Empty]
- Location:**
 - Location: Women's Opportunity Center
 - Address: 315 N. Tioga Street
 - City: Ithaca, State: New York
 - Zip: 14850, WIB: Tompkins County
- Schedule:**
 - Start Date: [Empty], End Date: [Empty]
 - Start Time: [Empty], End Time: [Empty]
 - Days: Sun. Mon. Tue. Wed. Thu. Fri. Sat.
- ETP Program of Study Leading to:**
 - Industry Recognized Certification
 - Registered Apprenticeship
 - State or National License
 - Associate Degree
 - Bachelor's Degree
 - Community College Certificate
 - Secondary School Diploma or Equivalent
 - Employment
 - MSG Leading to Credential
 - MSG Leading to Employment
- Additional Info:**
 - Cost: \$ 1.00, Total Seats: 1000, Available Seats: 499
 - Description: [Empty text area]
- Buttons:** Save Single, Save Ongoing, Provider Services, Return to Search.
- Footer:** Staff: CARSTENSEN III, POUL | Office: Schenectady County Career Center | Security delete | 06/10/2019

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



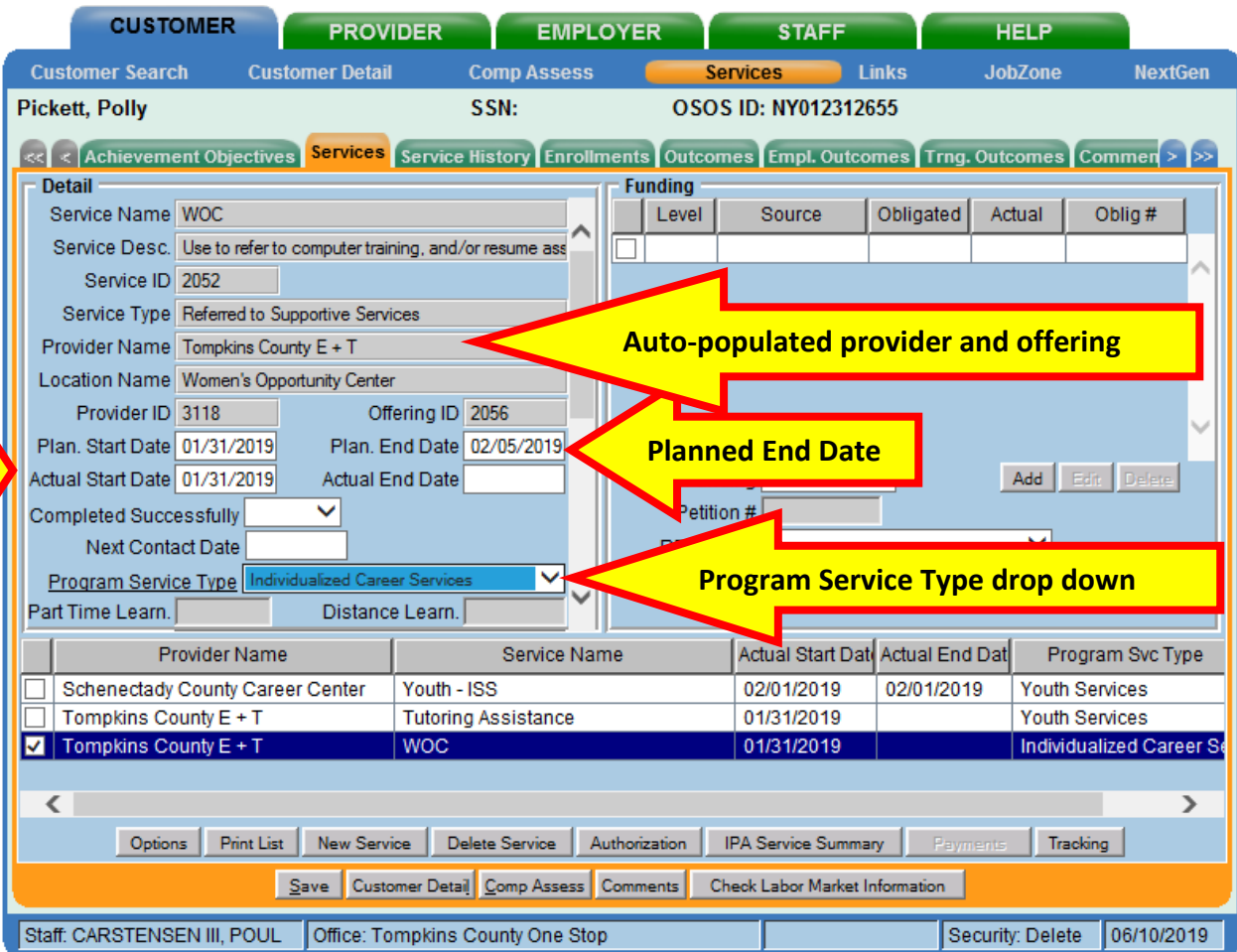
The screenshot shows the 'Offering Search' page in the OSOS system. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, Offering Search (highlighted), Offering Detail, Links, and NextGen. The page shows search filters for Location (WIB Tompkins County), Start Date Range, and Provider Information (Provider Name, Service Name, Program, Provider Status, Service Type). A table of offerings is displayed below, with the first row selected. A red arrow points to the selected offering, and another red arrow points to the 'Schedule' button in the bottom right corner.

<input type="checkbox"/>	Provider Name	Description	
<input checked="" type="checkbox"/>	Tompkins County E + T	Use to refer to computer training, and/or resume assistance	R
<input type="checkbox"/>	Tompkins County E + T	** Funding Ended-Do not use	R
<input type="checkbox"/>	Tompkins County E + T	VESID	R
<input type="checkbox"/>	Women's Opportunity Center	Referral to DOL	R

Buttons at the bottom: Options, Search, Assign to List, Clear, Detail, Delete, Schedule.

Footer: Staff: CARSTENSEN III, POUL | Office: Schenectady County Career Center | Security Search | 06/10/2019

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**, enter the **Planned** and **Actual Start Dates**, **Planned End Date** and the appropriate **Program Service Type** from the drop-down menu and then click the **Save** button:



The screenshot shows the OSOS interface for a customer named Pickett, Polly. The **Services** tab is active, displaying details for a service named 'WOC' provided by 'Tompkins County E + T'. The service is 'Referred to Supportive Services' and is located at the 'Women's Opportunity Center'. The planned start date is 01/31/2019 and the planned end date is 02/05/2019. The program service type is 'Individualized Career Services'. A table below shows a list of services, with 'WOC' selected. Annotations with yellow arrows point to the 'Planned End Date' field, the 'Program Service Type' dropdown menu, and the 'Dates' section.

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

Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/> Schenectady County Career Center	Youth - ISS	02/01/2019	02/01/2019	Youth Services
<input type="checkbox"/> Tompkins County E + T	Tutoring Assistance	01/31/2019		Youth Services
<input checked="" type="checkbox"/> Tompkins County E + T	WOC	01/31/2019		Individualized Career S



Enter the number "1" in the **Total Funding** data field. OSOS is not used as a financial tracking system. It is only used to track programmatic services provided. For this reason, the \$1.00 entry acts as a placeholder so that the system will designate a funding source to be attached to the service. This allows the system to track services provided under this grant. Click the **Add** button.

The screenshot shows the OSOS interface for a provider named Pickett, Polly. The 'Services' tab is active, and the 'Funding' section is highlighted. The 'Total Funding' field is set to '\$1.00'. A red arrow points to the '1' in the funding field, and another red arrow points to the 'Add' button.

Level	Source	Obligated	Actual	Oblig #

Detail

Service Name: WOC
Service Desc: Use to refer to computer training, and/or resume ass
Service ID: 2052
Service Type: Referred to Supportive Services
Provider Name: Tompkins County E + T
Location Name: Women's Opportunity Center
Provider ID: 3118 Offering ID: 2056
Plan. Start Date: 01/31/2019 Plan. End Date: 02/05/2019
Actual Start Date: 01/31/2019 Actual End Date:
Completed Successfully:
Next Contact Date:
Program Service Type: Individualized Career Services
Part Time Learn.: Distance Learn.:

Funding

Total Funding: \$1.00 Add
Petition #:
RR Event #:
Incumbent Worker Training:
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. Click the **OK** button.

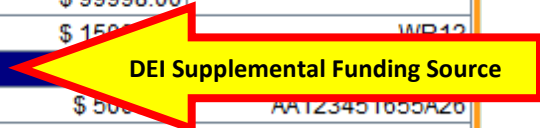
Funding -- Webpage Dialog

Funding

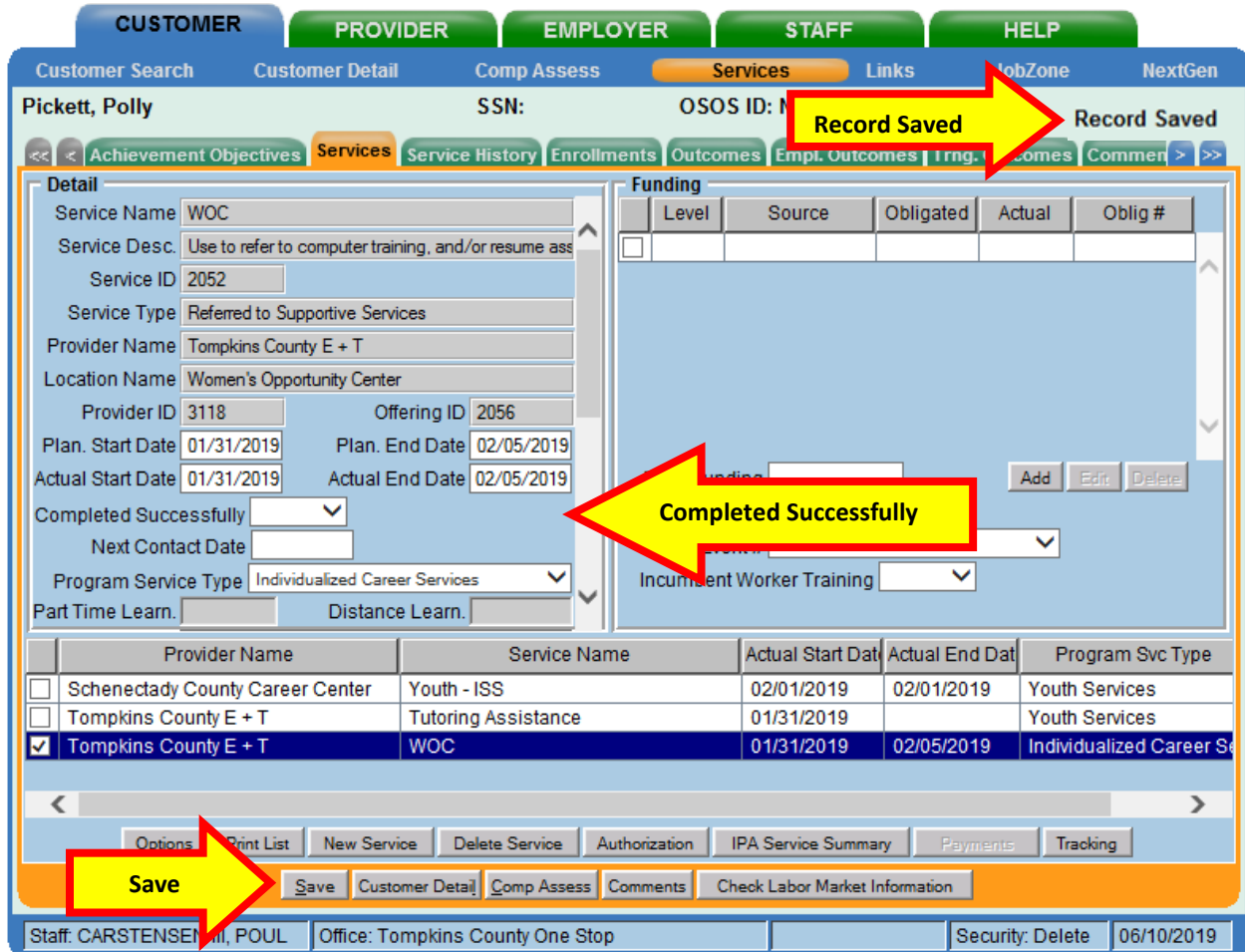
	Level	Funding Source	Year	Remaining	NEG/Contract/Grant #
<input type="checkbox"/>	WIB	WIOA Adult Local	2017	\$ 100000.00	
<input type="checkbox"/>	WIB	WIOA Adult Local	2018	\$ 10000.00	
<input type="checkbox"/>	WIB	WIOA Dislocated Worker Local	2017	\$ 100000.00	
<input type="checkbox"/>	WIB	WIOA Dislocated Worker Local	2018	\$ 10000.00	
<input type="checkbox"/>	WIB	Youth Statewide 15%	2017	\$ 100000.00	
<input type="checkbox"/>	State	Youth Statewide 15%	2018	\$ 99915.00	
<input type="checkbox"/>	WIB	Dislocated Worker Statewide 15%	2017	\$ 100000.00	
<input type="checkbox"/>	State	Dislocated Worker Statewide 15%	2018	\$ 99999.00	
<input type="checkbox"/>	WIB	Adult Statewide 15%	2017	\$ 100000.00	
<input type="checkbox"/>	State	Adult Statewide 15%	2018	\$ 99998.00	
<input type="checkbox"/>	State	WIRED	2018	\$ 150000.00	WB12
<input checked="" type="checkbox"/>	WIB	DEI Supplemental	2017		
<input type="checkbox"/>	State	H-1B Nursing	2018	\$ 50000.00	AA123451655A26
<input type="checkbox"/>	State	Workforce Learning Link	2017	\$ 99996.00	1013
<input type="checkbox"/>	State	Industry Standard	2018	\$ 5000.00	NY222215
<input type="checkbox"/>	WIB	Hurricane Maria DWG	2017	\$ 100000.00	EM-31592-18-60-A-36

OR
 Obligated Amount Obligated Percentage

WIB
 Office
 Region



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



Record Saved **Record Saved**

Completed Successfully

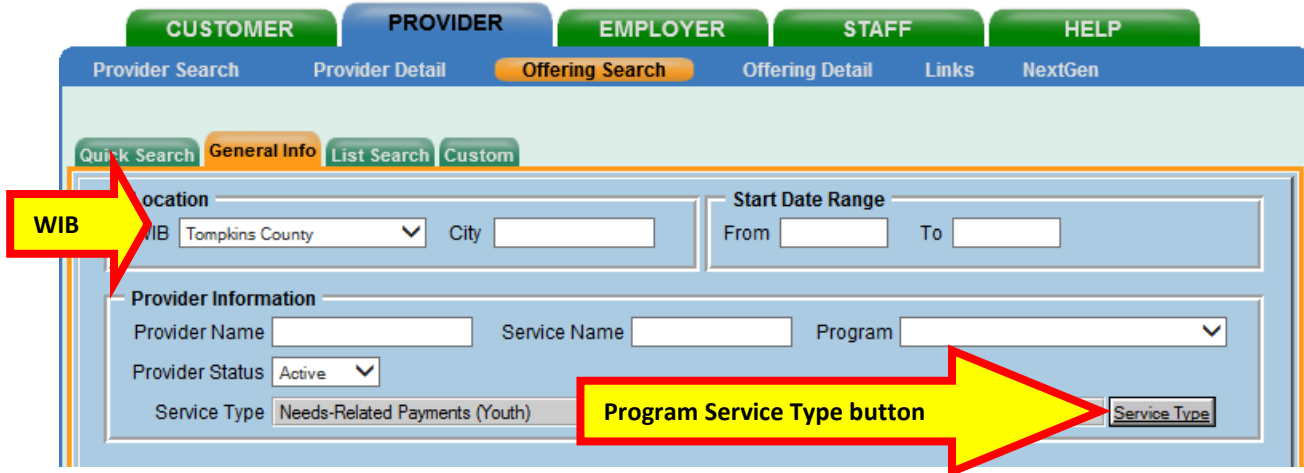
Save

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

Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/> Schenectady County Career Center	Youth - ISS	02/01/2019	02/01/2019	Youth Services
<input type="checkbox"/> Tompkins County E + T	Tutoring Assistance	01/31/2019		Youth Services
<input checked="" type="checkbox"/> Tompkins County E + T	WOC	01/31/2019	02/05/2019	Individualized Career S

NEEDS RELATED PAYMENTS SERVICE

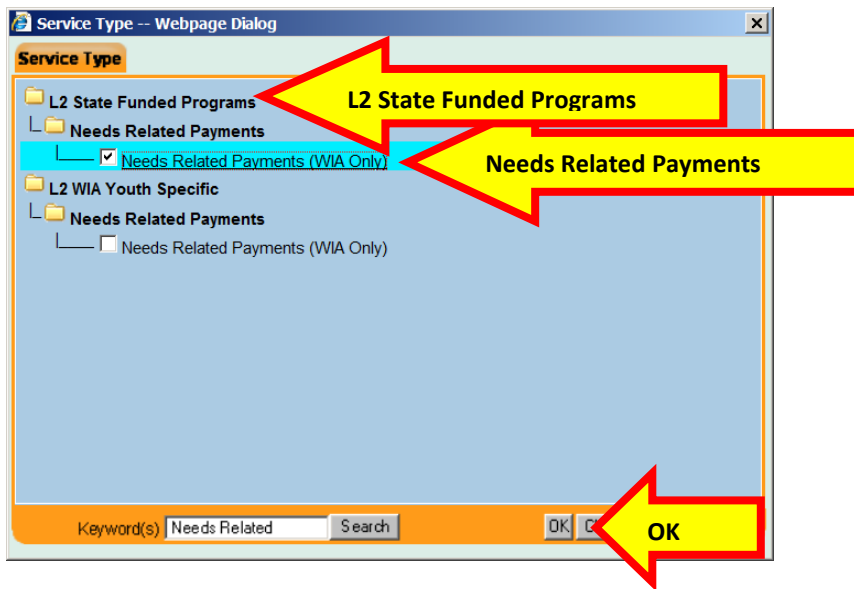
To record Needs Related Payments, click the **New Service** button in the Services tab. Select the WIB and click the **Program Service Type** button.



The screenshot shows the 'Offering Search' form with the following fields and buttons:

- Navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, HELP
- Sub-navigation: Provider Search, Provider Detail, **Offering Search**, Offering Detail, Links, NextGen
- Search options: Quick Search, **General Info**, List Search, Custom
- Location: WIB (Tomplins County), City, Start Date Range (From, To)
- Provider Information: Provider Name, Service Name, Program, Provider Status (Active), Service Type (Needs-Related Payments (Youth))
- Buttons: **Program Service Type button**, Service Type

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



The screenshot shows the 'Service Type -- Webpage Dialog' window with the following structure:

- Service Type
- L2 State Funded Programs
 - Needs Related Payments
 - Needs Related Payments (WIA Only)
- L2 WIA Youth Specific
 - Needs Related Payments
 - Needs Related Payments (WIA Only)

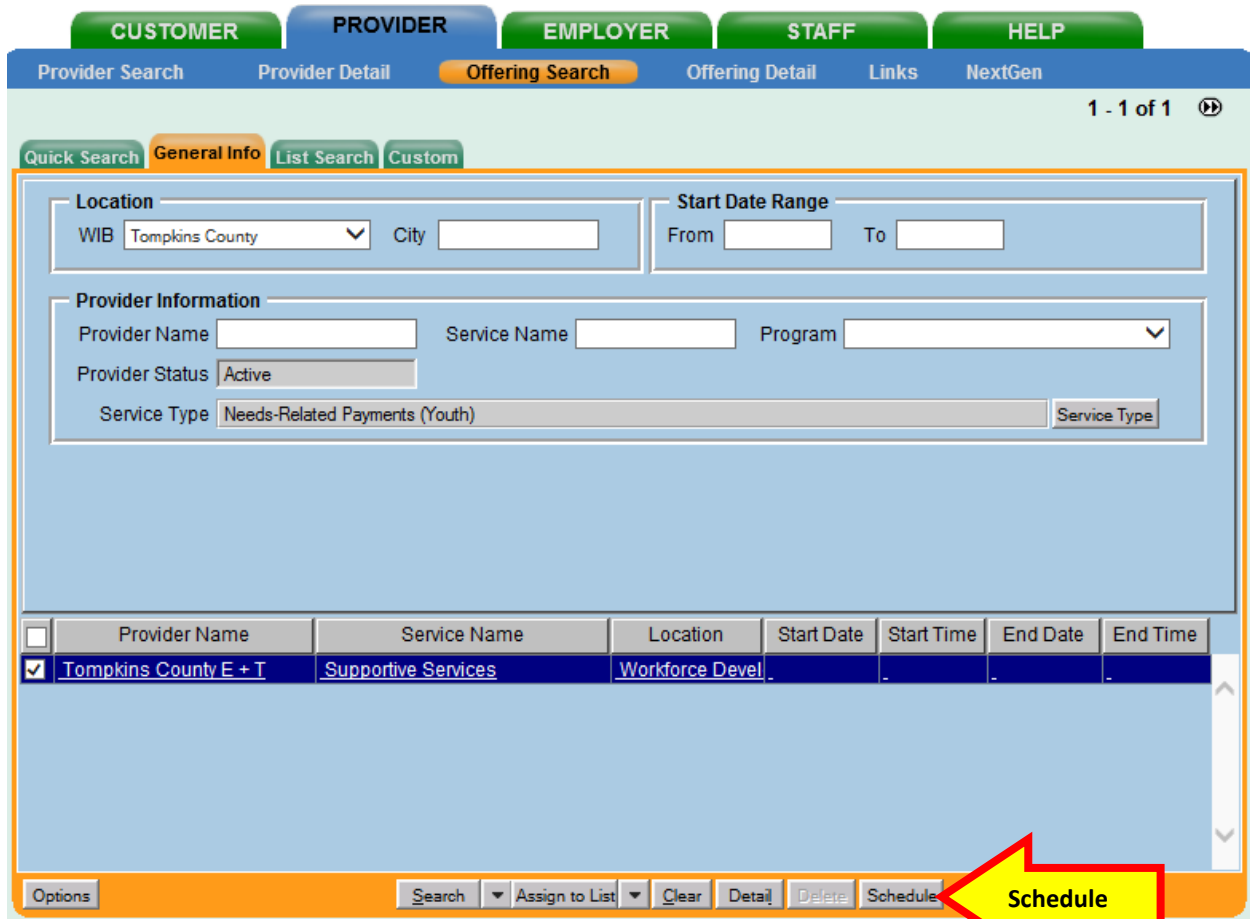
At the bottom, there is a search bar with 'Needs Related' entered, and buttons for Search, OK, and Cancel. The 'OK' button is highlighted with a yellow arrow.

Click **OK** and then click the **Search** button:



The screenshot shows the search bar with the following buttons: Options, **Search**, Search, Clear, Detail, Delete, Print List, Schedule.

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



<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input checked="" type="checkbox"/>	Tompkins County E + T	Supportive Services	Workforce Devel.				

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

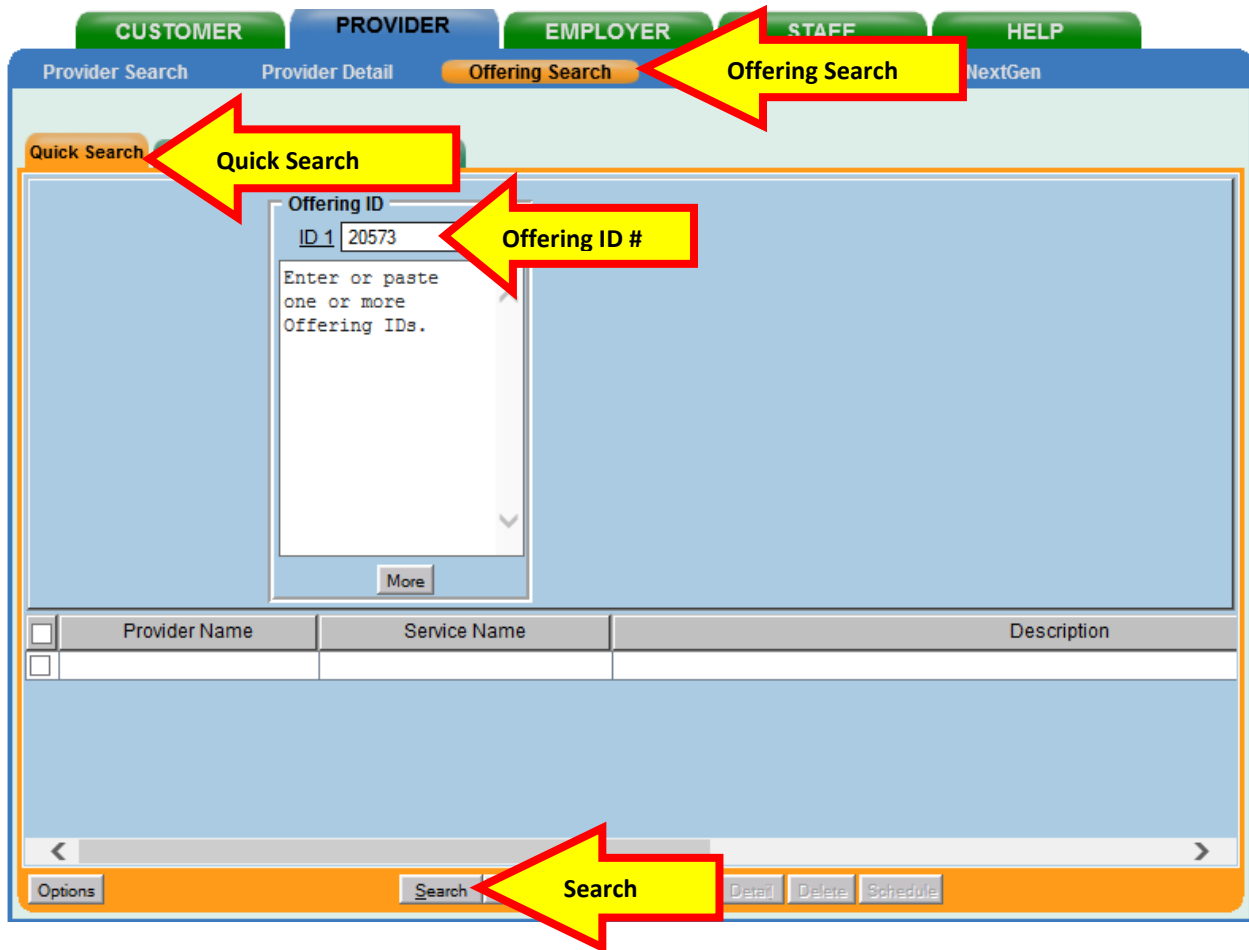


If the program service and offering does not exist for the LWDA, then it will need to be created. There are designated staff in each of the LWDA's that have permission to create and modify provider offerings. If the offering is not found or needs to be modified, contact the appropriate staff.

TRAINING SERVICES

Classroom trainings and On-the-Job training are recorded as Training Services in OSOS.

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 **Offering ID** and click the **Search** button.



The screenshot shows the OSOS interface for searching training services. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, Offering Search, and NextGen. The 'Offering Search' sub-tab is highlighted with a red arrow labeled 'Offering Search'. Inside the 'Offering Search' sub-tab, there is a 'Quick Search' section with a red arrow labeled 'Quick Search'. This section contains an 'Offering ID' field with the value 'ID 1 20573' and a red arrow labeled 'Offering ID #'. Below the field is a text area with the instruction 'Enter or paste one or more Offering IDs.' and a 'More' button. At the bottom of the interface, there is a 'Search' button with a red arrow labeled 'Search'. Other buttons include 'Options', 'Detail', 'Delete', and 'Schedule'. A table with columns 'Provider Name', 'Service Name', and 'Description' is visible below the text area.

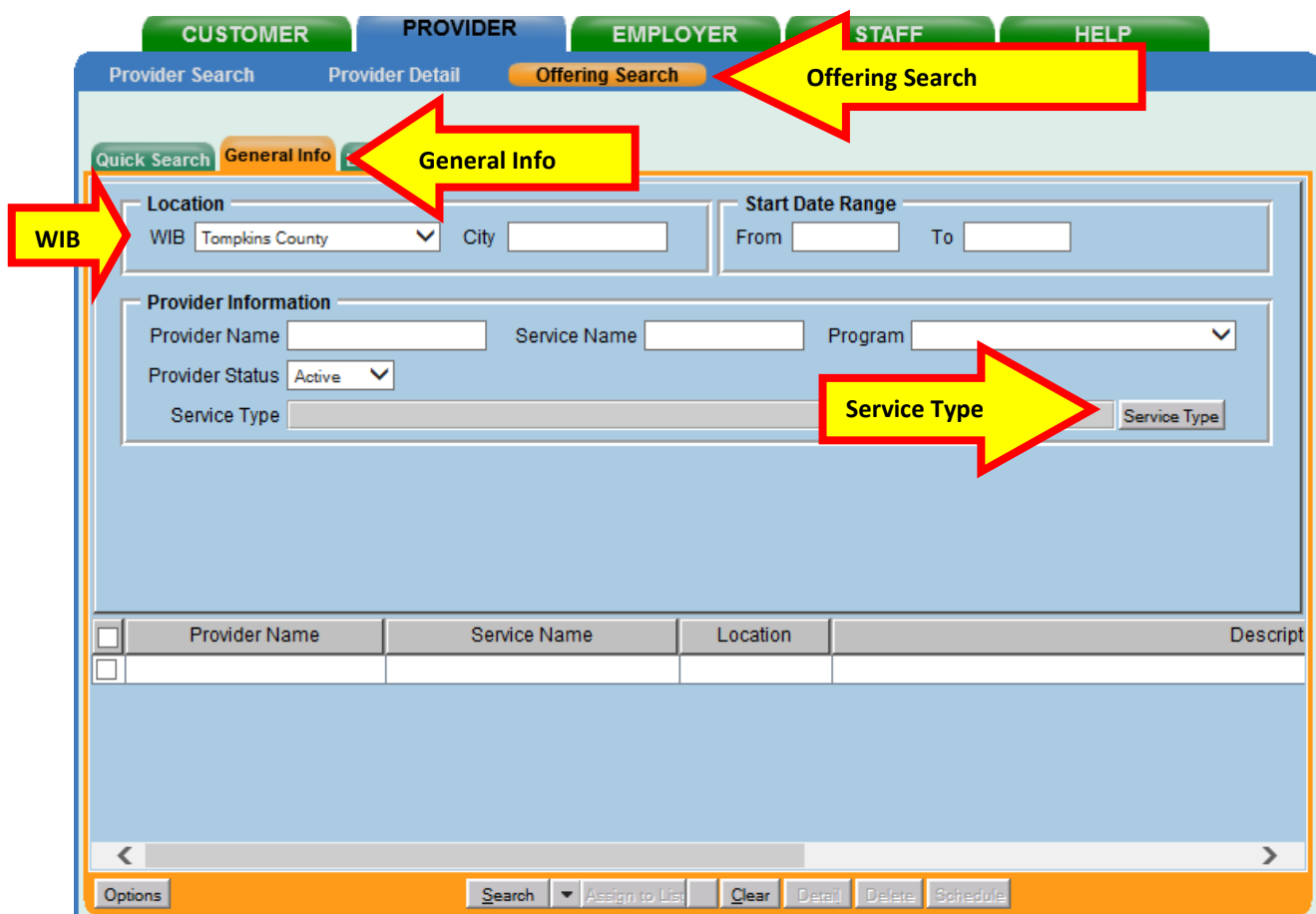
Provider Name	Service Name	Description

If the Offering ID is not known, click the **General Info** tab. Enter any known information in the available data fields.

Make sure that the appropriate **WIB** is listed. OSOS allows you to enter the beginning letters of a **Provider Name**, **Service Name**, or select the **Program** or **Service Type**.

Note: For On-the-Job Training (OJT) services, the **Provider Name** is usually the name of the business providing the training. If it is known, enter all, or part of the **Provider Name** or **Service Name**.

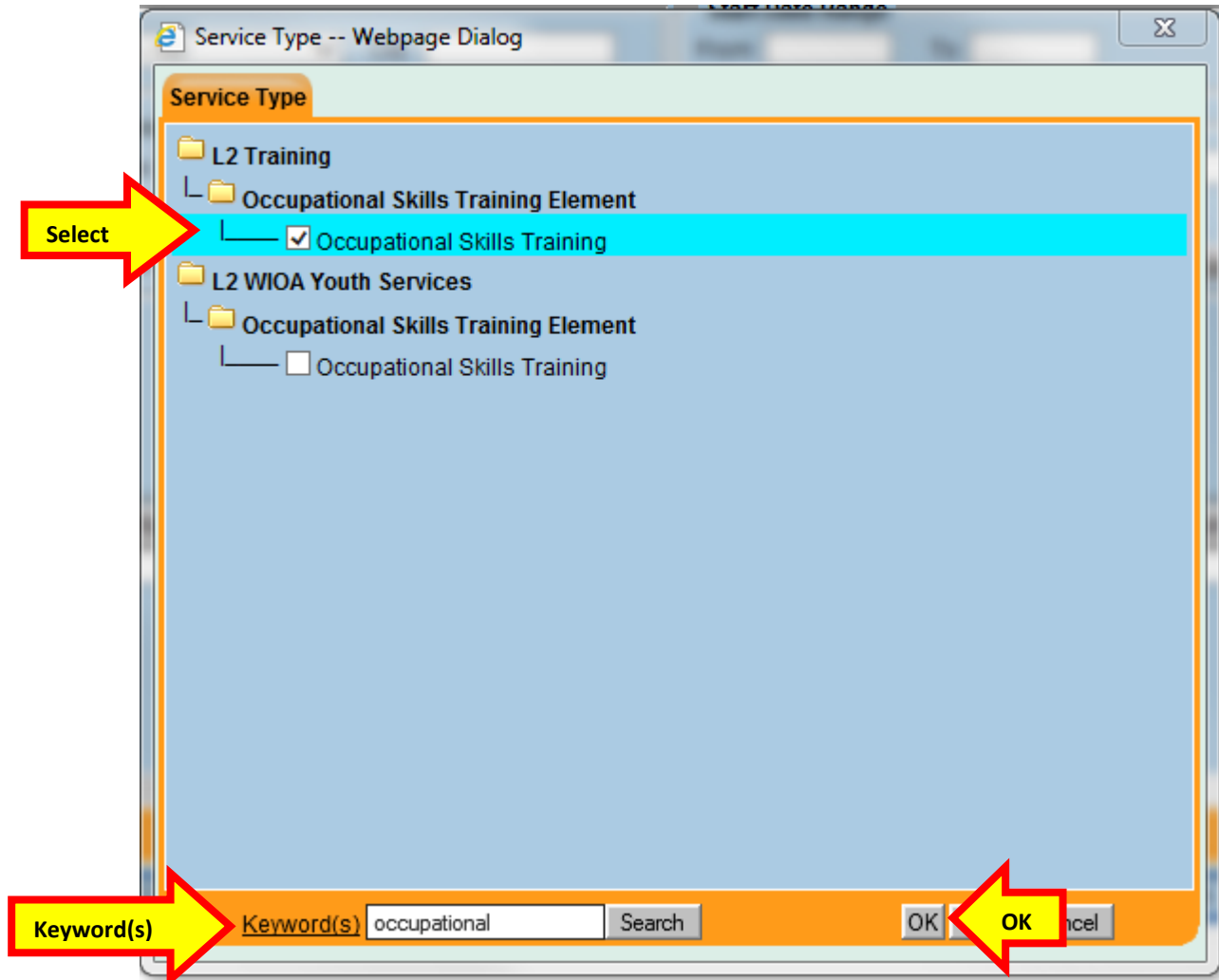
Click the **Service Type** button.



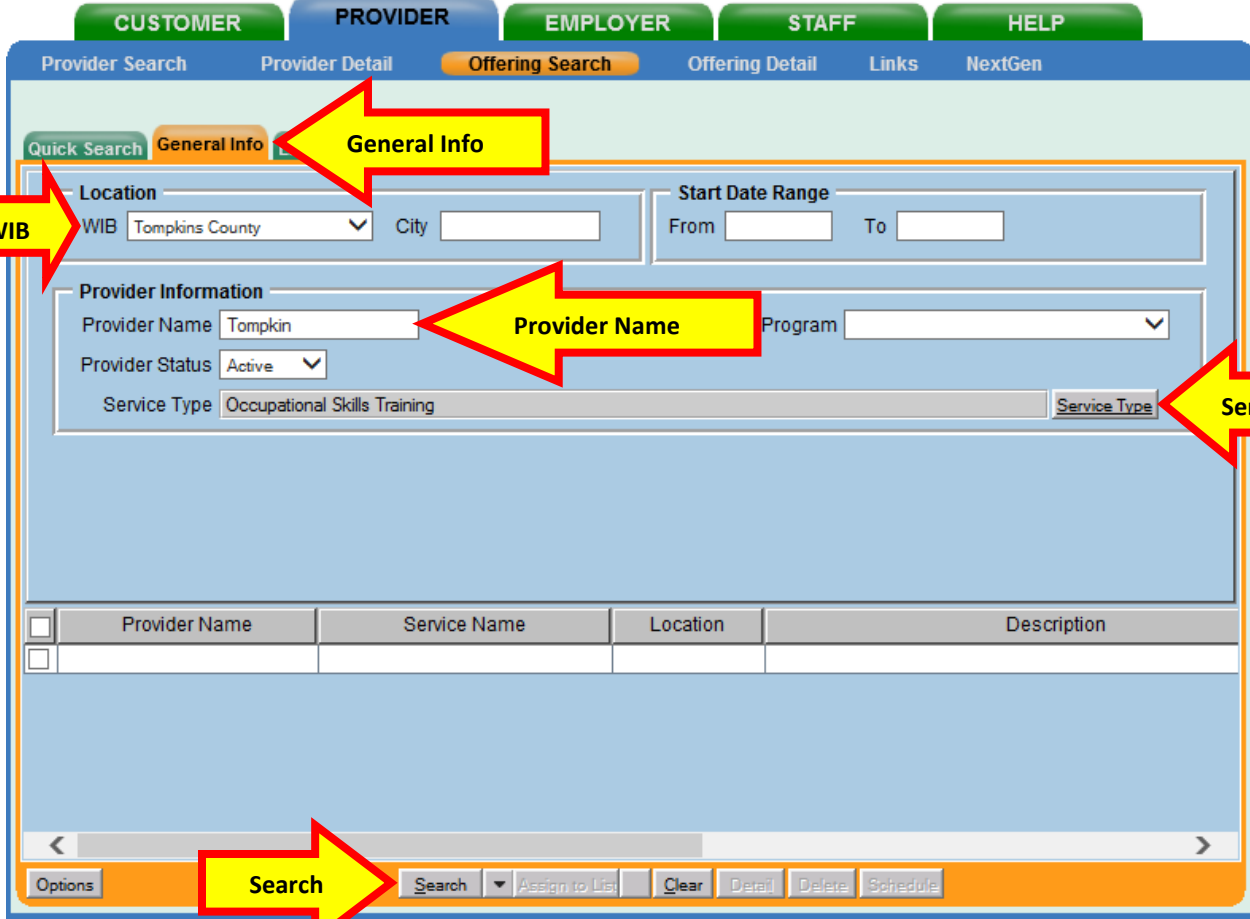
The screenshot displays the OSOS web application interface for the 'Offering Search' function. The top navigation bar includes tabs for 'CUSTOMER', 'PROVIDER', 'EMPLOYER', 'STAFF', and 'HELP'. Below this, the 'Offering Search' tab is selected, with a yellow arrow pointing to it. The main form area has two sub-tabs: 'Quick Search' and 'General Info', with a yellow arrow pointing to the 'General Info' tab. The 'General Info' section contains several input fields: 'Location' (with a 'WIB' dropdown menu set to 'Tompkins County' and a 'City' field), 'Start Date Range' (with 'From' and 'To' fields), 'Provider Information' (with 'Provider Name', 'Service Name', and 'Program' fields), 'Provider Status' (set to 'Active'), and 'Service Type' (with a 'Service Type' button highlighted by a yellow arrow). Below the form is a table with columns for 'Provider Name', 'Service Name', 'Location', and 'Description'. The bottom of the page features a toolbar with buttons for 'Options', 'Search', 'Assign to List', 'Clear', 'Detail', 'Delete', and 'Schedule'.

This will bring up the **Service Type Webpage Dialog**. Use the hierarchy of folders or enter in a keyword and click the **Search** button to locate the appropriate **Service Type**.

Once selected, click the **OK** button.



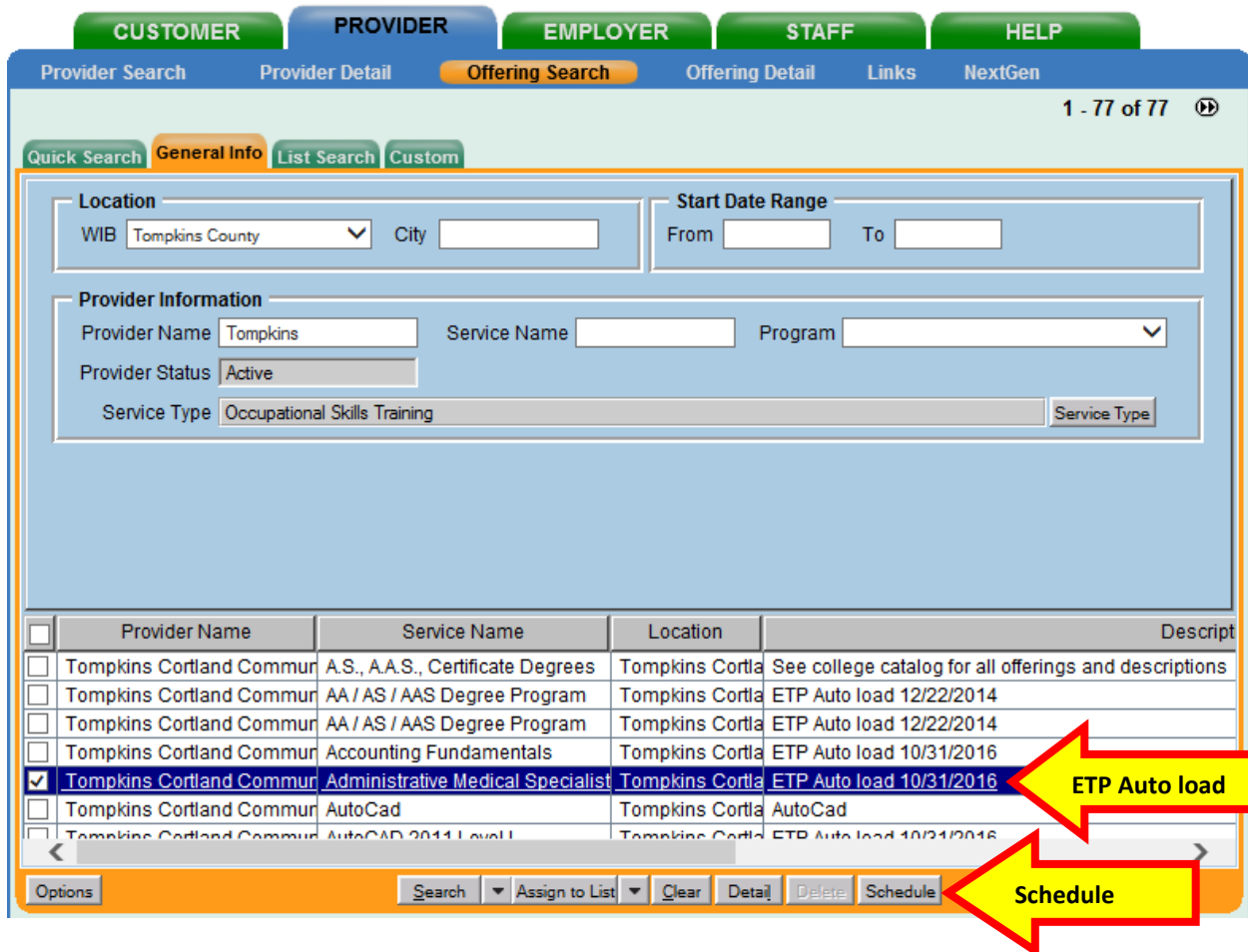
Once all of the information has been entered in the **General Info** tab, click the **Search** button at the bottom of the screen.



The screenshot displays the OSOS web application interface for the 'Offering Search' function. The top navigation bar includes tabs for 'CUSTOMER', 'PROVIDER', 'EMPLOYER', 'STAFF', and 'HELP'. Below this, a secondary navigation bar shows 'Provider Search', 'Provider Detail', 'Offering Search' (the active tab), 'Offering Detail', 'Links', and 'NextGen'. The main form area is divided into sections: 'Quick Search' and 'General Info'. The 'General Info' section contains several input fields: 'Location' (with a dropdown menu showing 'WIB Tompkins County' and a 'City' field), 'Start Date Range' (with 'From' and 'To' fields), 'Provider Information' (with 'Provider Name' set to 'Tompkin', 'Provider Status' set to 'Active', and 'Service Type' set to 'Occupational Skills Training'), and a 'Program' dropdown menu. A 'Service Type' link is also visible. Below the form is a table with columns for 'Provider Name', 'Service Name', 'Location', and 'Description'. At the bottom of the screen, there is a 'Search' button and a row of action buttons: 'Options', 'Search', 'Assign to List', 'Clear', 'Detail', 'Delete', and 'Schedule'. Yellow callout boxes with red arrows point to the 'WIB' dropdown, the 'General Info' tab, the 'Provider Name' field, the 'Service Type' link, and the 'Search' button.

Select the appropriate offering. Remember that if you are recording an Occupational Skills Training, the description must state **"ETP Auto load"** with the auto loaded date.

Click the **Schedule** button.



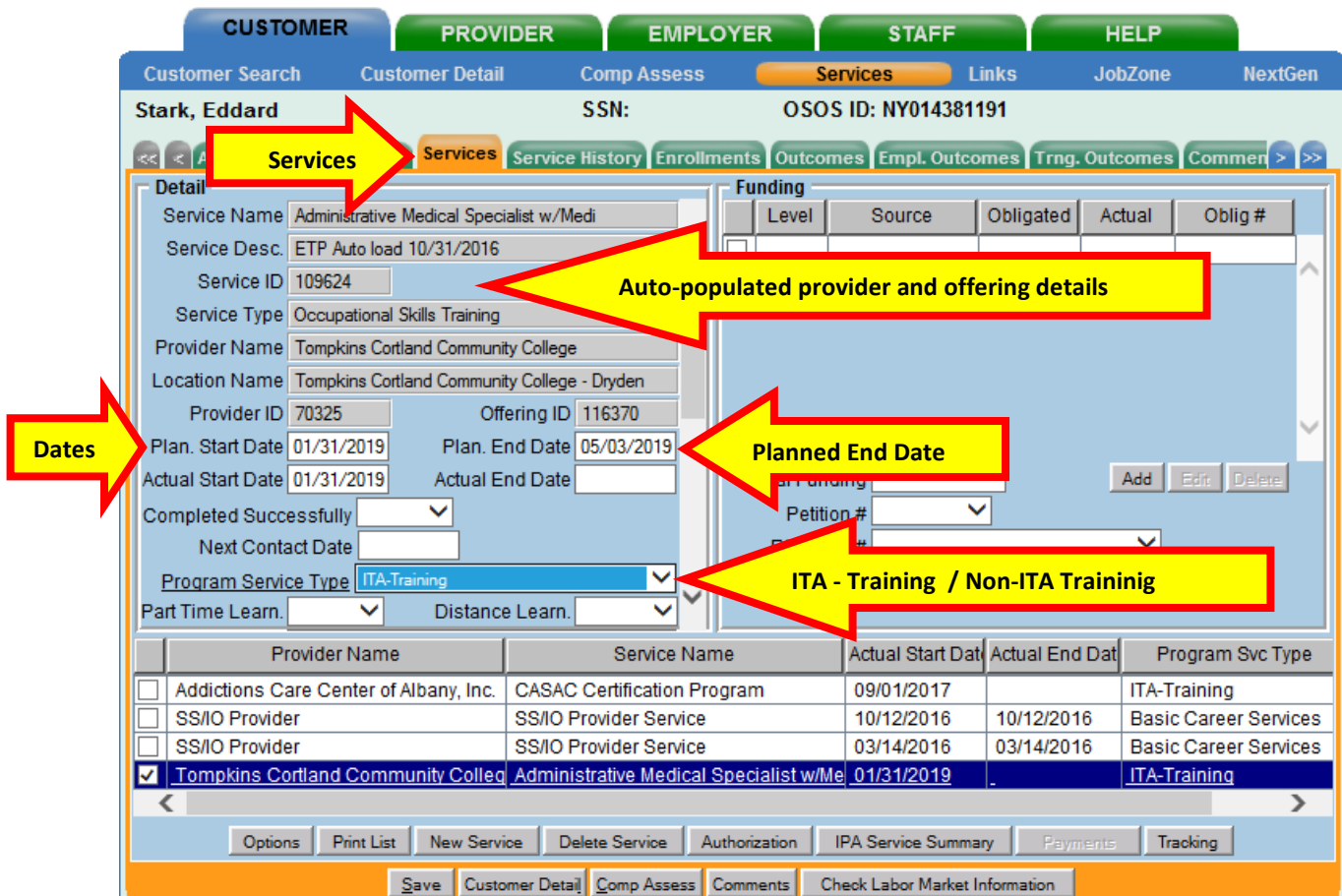
The screenshot shows the 'Offering Search' page in the OSOS system. The 'Provider Information' section is filled with 'Tompkins' for Provider Name, 'Active' for Provider Status, and 'Occupational Skills Training' for Service Type. The search results table below shows several offerings from 'Tompkins Cortland Commur'. The row for 'Administrative Medical Specialist' is selected, and its description 'ETP Auto load 10/31/2016' is highlighted. A red arrow points to this text. At the bottom of the page, a 'Schedule' button is visible, with another red arrow pointing to it.

<input type="checkbox"/>	Provider Name	Service Name	Location	Description
<input type="checkbox"/>	Tompkins Cortland Commur	A.S., A.A.S., Certificate Degrees	Tompkins Cortla	See college catalog for all offerings and descriptions
<input type="checkbox"/>	Tompkins Cortland Commur	AA / AS / AAS Degree Program	Tompkins Cortla	ETP Auto load 12/22/2014
<input type="checkbox"/>	Tompkins Cortland Commur	AA / AS / AAS Degree Program	Tompkins Cortla	ETP Auto load 12/22/2014
<input type="checkbox"/>	Tompkins Cortland Commur	Accounting Fundamentals	Tompkins Cortla	ETP Auto load 10/31/2016
<input checked="" type="checkbox"/>	Tompkins Cortland Commur	Administrative Medical Specialist	Tompkins Cortla	ETP Auto load 10/31/2016
<input type="checkbox"/>	Tompkins Cortland Commur	AutoCad	Tompkins Cortla	AutoCad
<input type="checkbox"/>	Tompkins Cortland Commur	AutoCAD 2011 Level I	Tompkins Cortla	ETP Auto load 10/31/2016

OSOS will navigate back to the **Services** tab with the provider and offering details automatically populated for the 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:** For classroom training and other Occupational Skills Training, select **ITA - Training** from the drop-down menu. For OJT and customized training, select **Non-ITA Training** from the drop-down menu.
- **Part Time Learn.:** Enter **Yes** or **No** to indicate if the training is part time.
- **Distance Learn.:** Enter **Yes** or **No** to indicate if the training will include on-line or another form of distance training.



The screenshot shows the OSOS interface with the **Services** tab selected. The customer is Stark, Eddard (SSN: OSOS ID: NY014381191). The **Services** sub-tab is active, showing details for a service. Annotations with yellow arrows point to specific fields:

- Dates:** Points to the **Plan. Start Date** (01/31/2019) and **Plan. End Date** (05/03/2019) fields.
- Auto-populated provider and offering details:** Points to the **Provider Name** (Tompkins Cortland Community College) and **Offering ID** (116370) fields.
- Planned End Date:** Points to the **Plan. End Date** field.
- ITA - Training / Non-ITA Training:** Points to the **Program Service Type** dropdown menu, which is currently set to **ITA-Training**.

The **Detail** section contains the following information:

Service Name: Administrative Medical Specialist w/Medi
 Service Desc: ETP Auto load 10/31/2016
 Service ID: 109624
 Service Type: Occupational Skills Training
 Provider Name: Tompkins Cortland Community College
 Location Name: Tompkins Cortland Community College - Dryden
 Provider ID: 70325 Offering ID: 116370
 Plan. Start Date: 01/31/2019 Plan. End Date: 05/03/2019
 Actual Start Date: 01/31/2019 Actual End Date:
 Completed Successfully:
 Next Contact Date:
 Program Service Type: ITA-Training
 Part Time Learn.: Distance Learn.:

The **Funding** table is empty.

The **Service List** table below shows a list of services with the selected service highlighted:

	Provider Name	Service Name	Actual Start Dat	Actual End Dat	Program Svc Type
<input type="checkbox"/>	Addictions Care Center of Albany, Inc.	CASAC Certification Program	09/01/2017		ITA-Training
<input type="checkbox"/>	SS/IO Provider	SS/IO Provider Service	10/12/2016	10/12/2016	Basic Career Services
<input type="checkbox"/>	SS/IO Provider	SS/IO Provider Service	03/14/2016	03/14/2016	Basic Career Services
<input checked="" type="checkbox"/>	Tompkins Cortland Community Colleg	Administrative Medical Specialist w/Me	01/31/2019		ITA-Training



The **O*Net** code must be included for all training services.

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

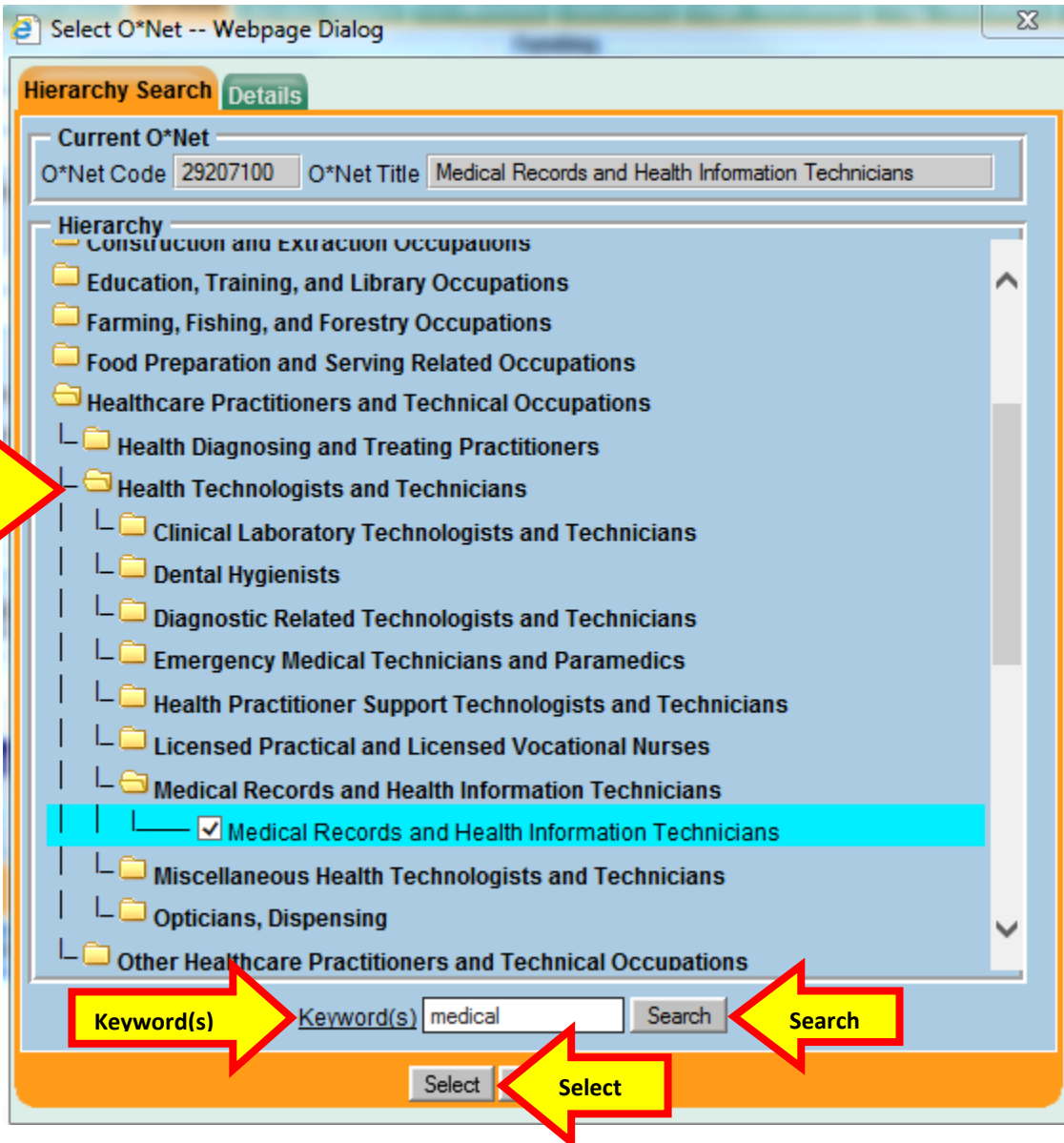
The screenshot shows the OSOS system interface for a customer named Stark, Eddard. The interface includes a navigation bar with tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this, there are sub-tabs for Customer Search, Customer Detail, Comp Assess, Services, Links, JobZone, and NextGen. The main content area is divided into two sections: Detail and Funding. The Detail section contains various fields for program information, including Part Time Learn., Distance Learn., Program, Minimum Hours, Number of Weeks, O*Net (29207100), NAICS, Min. Prog. Agreed, Achv. Objective, Staff Assigned, WIB Assigned, Agency, Office, Orig. Obligation, Total Obligation (\$0.00), Offering Cost (\$1.00), and Actual Cost. A red arrow points to the O*Net field. The Funding section includes a table with columns for Level, Source, Obligated, Actual, and Oblig #, and fields for Total Funding, Petition #, RR Event #, and Incumbent Worker Training. Below the Detail and Funding sections is a table listing services provided by various providers. The table has columns for Provider Name, Service Name, Actual Start Date, Actual End Date, and Program Svc Type. The services listed are:

Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/> Addictions Care Center of Albany, Inc.	CASAC Certification Program	09/01/2017		ITA-Training
<input type="checkbox"/> SS/IO Provider	SS/IO Provider Service	10/12/2016	10/12/2016	Basic Career Services
<input type="checkbox"/> SS/IO Provider	SS/IO Provider Service	03/14/2016	03/14/2016	Basic Career Services
<input checked="" type="checkbox"/> Tompkins Cortland Community College	Administrative Medical Specialist w/Me	01/31/2019		ITA-Training

At the bottom of the interface, there are buttons for Options, Print List, New Service, Delete Service, Authorization, IPA Service Summary, Payments, and Tracking. A footer bar contains buttons for Save, Customer Detail, Comp Assess, Comments, and 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 expand the folders to locate the appropriate **O*Net** title. Then click the **Select** button.



Enter the number "1" in the **Total Funding** data field. Click the **Add** button.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

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

Stark, Eddard SSN: OSOS ID: NY014381191

<< < Achievement Objectives **Services** Service History Enrollments Outcomes Empl. Outcomes Trng. Outcomes Comment > >>

Detail

Service Name: Administrative Medical Specialist w/Medi
 Service Desc: ETP Auto load 10/31/2016
 Service ID: 109624
 Service Type: Occupational Skills Training
 Provider Name: Tompkins Cortland Community College
 Location Name: Tompkins Cortland Community College - Dryden
 Provider ID: 70325 Offering ID: 116370
 Plan. Start Date: 01/31/2019 Plan. End Date: 05/02/2019
 Actual Start Date: 01/31/2019 Actual End Date: **1**
 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"/>				

Total Funding: \$1.00 **Add**
 Petition #:
 RR Event #:
 Incumbent Worker Training:

	Provider Name	Service Name	Actual Start Dat	Actual End Dat	Program Svc Type
<input type="checkbox"/>	Addictions Care Center of Albany, Inc.	CASAC Certification Program	09/01/2017		ITA-Training
<input type="checkbox"/>	SS/IO Provider	SS/IO Provider Service	10/12/2016	10/12/2016	Basic Career Services
<input type="checkbox"/>	SS/IO Provider	SS/IO Provider Service	03/14/2016	03/14/2016	Basic Career Services
<input checked="" type="checkbox"/>	Tompkins Cortland Community Colleg	Administrative Medical Specialist w/Me	01/31/2019	.	ITA-Training

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking

Save Customer Detail Comp Assess Comments Check Labor Market Information



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

Click the **OK** button.

Funding -- Webpage Dialog

Funding

	Level	Funding Source	Year	Remaining	NEG/Contract/Grant #
<input type="checkbox"/>	WIB	WIOA Adult Local	2017	\$ 100000.00	
<input type="checkbox"/>	WIB	WIOA Adult Local	2018	\$ 10000.00	
<input type="checkbox"/>	WIB	WIOA Dislocated Worker Local	2017	\$ 100000.00	
<input type="checkbox"/>	WIB	WIOA Dislocated Worker Local	2018	\$ 10000.00	
<input type="checkbox"/>	WIB	Youth Statewide 15%	2017	\$ 100000.00	
<input type="checkbox"/>	State	Youth Statewide 15%	2018	\$ 99915.00	
<input type="checkbox"/>	WIB	Dislocated Worker Statewide 15%	2017	\$ 100000.00	
<input type="checkbox"/>	State	Dislocated Worker Statewide 15%	2018	\$ 99999.00	
<input type="checkbox"/>	WIB	Adult Statewide 15%	2017	\$ 100000.00	
<input type="checkbox"/>	State	Adult Statewide 15%	2018	\$ 99998.00	
<input type="checkbox"/>	State	WIRED	2018	\$ 15000.00	WR12
<input checked="" type="checkbox"/>	WIB	DEI Supplemental	2017	\$ 9999.00	
<input type="checkbox"/>	State	H-1B Nursing	2018	\$ 5000.00	AA123451655A26
<input type="checkbox"/>	State	Workforce Learning Link	2017	\$ 99996.00	1013
<input type="checkbox"/>	State	Industry Standard	2018	\$ 5000.00	NY222215
<input type="checkbox"/>	WIB	Hurricane Maria DWG	2017	\$ 100000.00	EM-31592-18-60-A-36

Obligated Amount **\$1 Obligated Amount**

OR

Obligated Percentage

Office

Region

OK



If the training is being funded through both WIOA Adult or Dislocated Worker and DEI, then enter the number "0.50" in the **Obligated Amount** and select DEI Supplemental funding.

Click the **OK** button.

The screenshot shows a web browser window titled "Funding -- Webpage Dialog". It contains a table with the following data:

	Level	Funding Source	Year	Remaining	NEG/Contract/Grant #
<input type="checkbox"/>	WIB	WIOA Adult Local	2017	\$ 100000.00	
<input type="checkbox"/>	WIB	WIOA Adult Local	2018	\$ 10000.00	
<input type="checkbox"/>	WIB	WIOA Dislocated Worker Local	2017	\$ 100000.00	
<input type="checkbox"/>	WIB	WIOA Dislocated Worker Local	2018	\$ 10000.00	
<input type="checkbox"/>	WIB	Youth Statewide 15%	2017	\$ 100000.00	
<input type="checkbox"/>	State	Youth Statewide 15%	2018	\$ 99915.00	
<input type="checkbox"/>	WIB	Dislocated Worker Statewide 15%	2017	\$ 100000.00	
<input type="checkbox"/>	State	Dislocated Worker Statewide 15%	2018	\$ 99999.00	
<input type="checkbox"/>	WIB	Adult Statewide 15%	2017	\$ 100000.00	
<input type="checkbox"/>	State	Adult Statewide 15%	2018	\$ 99998.00	
<input type="checkbox"/>	State	WIRED	2018	\$ 15000.00	WR12
<input checked="" type="checkbox"/>	WIB	DEI Supplemental	2017	\$ 9999.00	
<input type="checkbox"/>	State	H-1B Nursing	2018	\$ 5000.00	AA123451655A26
<input type="checkbox"/>	State	Workforce Learning Link	2017	\$ 99996.00	1013
<input type="checkbox"/>	State	Industry Standard	2018	\$ 5000.00	NY222215
<input type="checkbox"/>	WIB	Hurricane Maria DWG	2017	\$ 100000.00	EM-31592-18-60-A-36

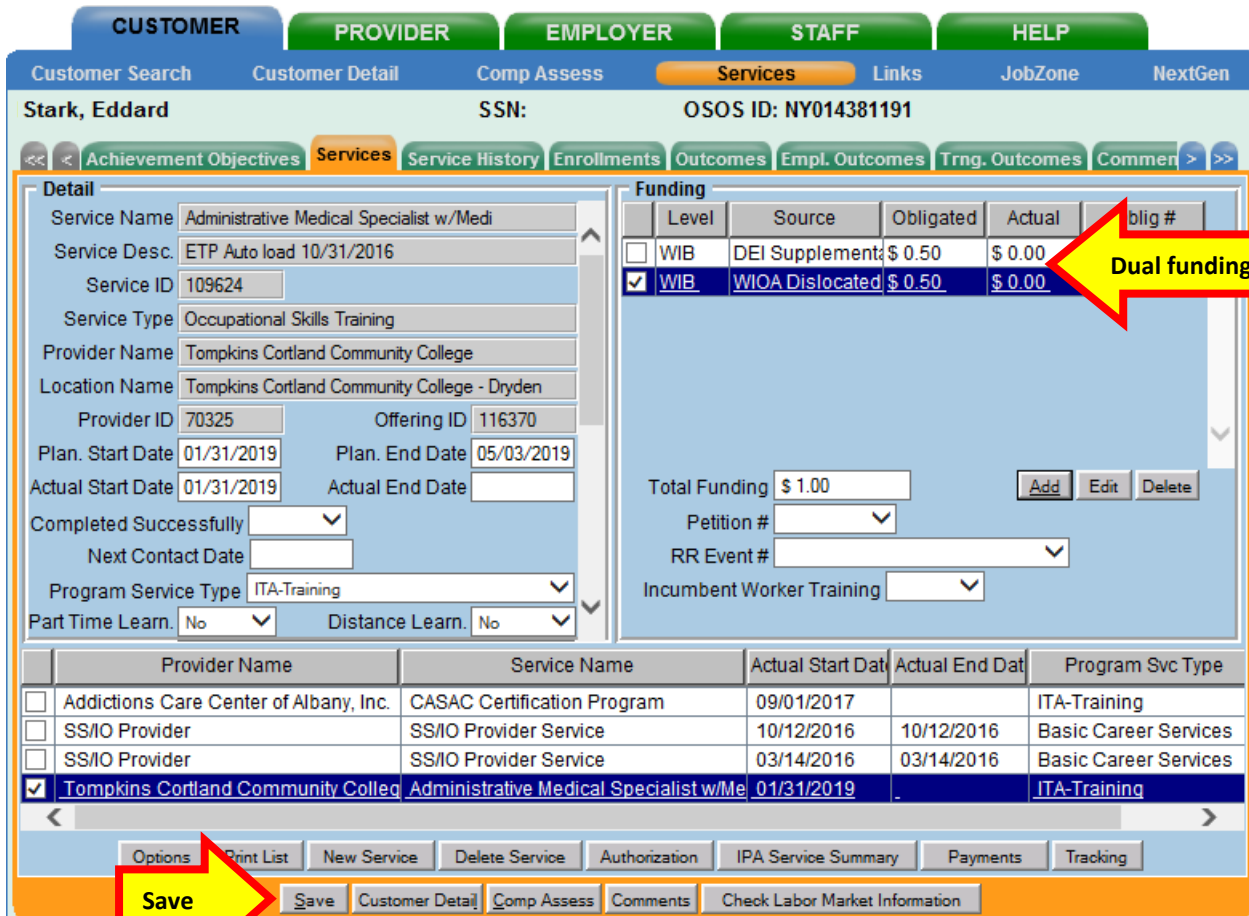
Below the table is a form with the following fields:

- Obligated Amount: (highlighted with a red arrow)
- Obligated Percentage:
- WIB:
- Office:
- Region:

At the bottom of the dialog are two "OK" buttons, with the right one highlighted by a red arrow.

Repeat the above process, selecting either WIOA Dislocated Worker Local funding or WIOA Adult Local funding.

Once the funding has been correctly added, click the **Save** button.



Detail

Service Name: Administrative Medical Specialist w/Medi
 Service Desc: ETP Auto load 10/31/2016
 Service ID: 109624
 Service Type: Occupational Skills Training
 Provider Name: Tompkins Cortland Community College
 Location Name: Tompkins Cortland Community College - Dryden
 Provider ID: 70325 Offering ID: 116370
 Plan. Start Date: 01/31/2019 Plan. End Date: 05/03/2019
 Actual Start Date: 01/31/2019 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	blig #
<input type="checkbox"/>	WIB DEI Supplement	\$ 0.50	\$ 0.00	
<input checked="" type="checkbox"/>	WIB WIOA Dislocated	\$ 0.50	\$ 0.00	

Total Funding \$ 1.00 Add Edit Delete
 Petition #
 RR Event #
 Incumbent Worker Training

	Provider Name	Service Name	Actual Start Dat	Actual End Dat	Program Svc Type
<input type="checkbox"/>	Addictions Care Center of Albany, Inc.	CASAC Certification Program	09/01/2017		ITA-Training
<input type="checkbox"/>	SS/IO Provider	SS/IO Provider Service	10/12/2016	10/12/2016	Basic Career Services
<input type="checkbox"/>	SS/IO Provider	SS/IO Provider Service	03/14/2016	03/14/2016	Basic Career Services
<input checked="" type="checkbox"/>	Tompkins Cortland Community Colleg	Administrative Medical Specialist w/Me	01/31/2019		ITA-Training

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking

Save Save Customer Detail Comp Assess Comments Check Labor Market Information



When the Planned End Date is reached, remember to follow-up with the customer to determine the training outcome. At this point, enter an Actual End Date and indicate whether the customer completed the training successfully or not.



OSOS will not allow the training service to be dual funded with DEI and WIOA Youth Local funding. This is a system limitation. Under the DEI Round 8 program, eligible participants can be served by both the WIOA Youth and the DEI programs. An individual service can be paid for by both programs.

When entering a training service that will be paid for with both WIOA Youth funds and DEI funds, it is important that the service is entered in OSOS as an Occupational Skills Training. Select **ITA Training** from the **Program Service Type** dropdown and enter all applicable information in the Detail fields. Since OSOS will not allow a service to be funded with both WIOA Youth Local and DEI funding, use the **Program** dropdown to select **DEI Round 8 and WIOA Youth Funding**. This will allow the system to document that the participant's training service is being funded with both WIOA Youth and DEI Round 8 funds. Enter "1" in the **Total Funding** field and click **Add**.

Pickett, Polly SSN: OSOS ID: NY012312655

Achievement Objectives
Services
Service History
Enrollments
Outcomes
Empl. Outcomes
Trng. Outcomes
Comments

Detail

Service ID: 115872

Service Type: Occupational Skills Training

Provider Name: e-Cornell

Location Name: e-Cornell

Provider ID: 79574 Offering ID: 123284

Plan. Start Date: 01/31/2019 Plan. End Date: 02/25/2019

Actual Start Date: 01/31/2019 Actual End Date:

Completed Successfully:

Next Contact Date:

Program Service Type: ITA-Training

Part Time Learn.: Distance Learn.:

Program: DEI Round 8 and WIOA Youth Funding

Minimum Hours: Number of Weeks:

Funding

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

Total Funding: \$ 1.00 Add

Petition #: Add

RR Event #: Add

Worker Training:

Dual funding **Add**

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Schenectady County Career Center	Youth - ISS	02/01/2019	02/01/2019	Youth Services
<input type="checkbox"/>	Tompkins County E + T	WOC	01/31/2019	02/05/2019	Individualized Career Se
<input type="checkbox"/>	Tompkins County E + T	Tutoring Assistance	01/31/2019		Youth Services
<input checked="" type="checkbox"/>	e-Cornell	Hospitality Management Certificate	01/31/2019		ITA-Training

Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking

Save Customer Detail Comp Assess Comments Check Labor Market Information

Enter \$1.00 in the **Obligated Amount** field and select DEI Supplemental funding. Then click **OK**.

Funding -- Webpage Dialog

Funding

	Level	Funding Source	Year	Remaining	NEG/Contract/Grant #
<input type="checkbox"/>	WIB	WIOA Adult Local	2017	\$ 100000.00	
<input type="checkbox"/>	WIB	WIOA Adult Local	2018	\$ 10000.00	
<input type="checkbox"/>	WIB	WIOA Dislocated Worker Local	2017	\$ 100000.00	
<input type="checkbox"/>	WIB	WIOA Dislocated Worker Local	2018	\$ 10000.00	
<input type="checkbox"/>	WIB	Youth Statewide 15%	2017	\$ 100000.00	
<input type="checkbox"/>	State	Youth Statewide 15%	2018	\$ 99915.00	
<input type="checkbox"/>	WIB	Dislocated Worker Statewide 15%	2017	\$ 100000.00	
<input type="checkbox"/>	State	Dislocated Worker Statewide 15%	2018	\$ 99999.00	
<input type="checkbox"/>	WIB	Adult Statewide 15%	2017	\$ 100000.00	
<input type="checkbox"/>	State	Adult Statewide 15%	2018	\$ 99998.00	
<input type="checkbox"/>	State	WIRED	2018	\$ 15000.00	WR12
<input checked="" type="checkbox"/>	WIB	DEI Supplemental	2017	\$ 9999.00	
<input type="checkbox"/>	State	H-1B Nursing	2018	\$ 5000.00	AA123451655A26
<input type="checkbox"/>	State	Workforce Learning Link	2017	\$ 99996.00	1013
<input type="checkbox"/>	State	Industry Standard	2018	\$ 5000.00	NY222215
<input type="checkbox"/>	WIB	Hurricane Maria DWG	2017	\$ 100000.00	EM-31592-18-60-A-36

Obligated Amount **\$1 Obligated Amount**

OR

Obligated Percentage

Region

OK

Once the funding has been correctly added, click the **Save** button.

Pickett, Polly SSN: OSOS ID: NY012312655

[Achievement Objectives](#) **Services** [Service History](#) [Enrollments](#) [Outcomes](#) [Empl. Outcomes](#) [Trng. Outcomes](#) [Comments](#)

Detail

Service ID: 115872

Service Type: Occupational Skills Training

Provider Name: e-Cornell

Location Name: e-Cornell

Provider ID: 79574 Offering ID: 123284

Plan. Start Date: 01/31/2019 Plan. End Date: 02/25/2019

Actual Start Date: 01/31/2019 Actual End Date:

Completed Successfully:

Next Contact Date:

Program Service Type: ITA-Training

Part Time Learn.: Distance Learn.:

Program: DEI Round 8 and MOA Youth Funding

Minimum Hours: Number of Weeks:

Funding

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

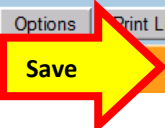
Total Funding: \$ 1.00

Petition #:

RR Event #:

Incumbent Worker Training:

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Schenectady County Career Center	Youth - ISS	02/01/2019	02/01/2019	Youth Services
<input type="checkbox"/>	Tompkins County E + T	WOC	01/31/2019	02/05/2019	Individualized Career Se
<input type="checkbox"/>	Tompkins County E + T	Tutoring Assistance	01/31/2019		Youth Services
<input checked="" type="checkbox"/>	e-Cornell	Hospitality Management Certificate	01/31/2019	-	ITA-Training



CLOSING SERVICES

It is important that Services are closed when appropriate. Funded services other than Follow-Up Services that remain open will prevent a customer from exiting their enrollment.

To close the Service, navigate to the **Customer** module, **Services** window, **Services** tab. Select the Service that has ended and must be closed.

Enter the **Actual End Date** and select **Completed Successfully** (yes/no). Click **Save**.

Pickett, Polly SSN: OSOS ID: NY012312655

Detail

Service ID: 115872

Service Type: Occupational Skills Training

Provider Name: e-Cornell

Location Name: e-Cornell

Provider ID: 79574 Offering ID: 123284

Plan. Start Date: 01/31/2019 Plan. End Date: 02/25/2019

Actual Start Date: 01/31/2019 Actual End Date: 03/01/2019

Completed Successfully: Yes

Next Contact Date:

Program Service Type: ITA-Training

Part Time Learn.: Distance Learn.:

Program: DEI Round 8 and MOA Youth Funding

Minimum Hours: Number of Weeks:

Funding

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

Total Funding: \$ 1.00

Petition #:

RR Event #:

Incumbent Worker Training:

	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Schenectady County Career Center	Youth - ISS	02/01/2019	02/01/2019	Youth Services
<input type="checkbox"/>	Tompkins County E + T	WOC	01/31/2019	02/05/2019	Individualized Career Se
<input type="checkbox"/>	Tompkins County E + T	Tutoring Assistance	01/31/2019		Youth Services
<input checked="" type="checkbox"/>	e-Cornell	Hospitality Management Certificate	01/31/2019	03/01/2019	ITA-Training



PERFORMANCE AND OUTCOMES

As with all customer served by the Workforce Development System, DEI participants must be tracked for outcomes. For information on the WIOA Primary Indicators of Performance, as well as the necessary OSOS data entry for each of these performance measures, please see the [WIOA Primary Indicators of Performance and Outcomes OSOS Guide](#).

DEI ROUND 8 LOCAL WORKFORCE DEVELOPMENT AREAS

Tompkins
Chenango/Delaware/Otsego
Hempstead/Long Beach

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

Supplemental Security Income (SSI) : <https://www.ssa.gov/pubs/EN-05-11000.pdf>

Social Security Disability Insurance: <https://www.ssa.gov/pubs/EN-05-10029.pdf>

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