

RECORDING AN INITIAL ASSESSMENT ACTIVITY

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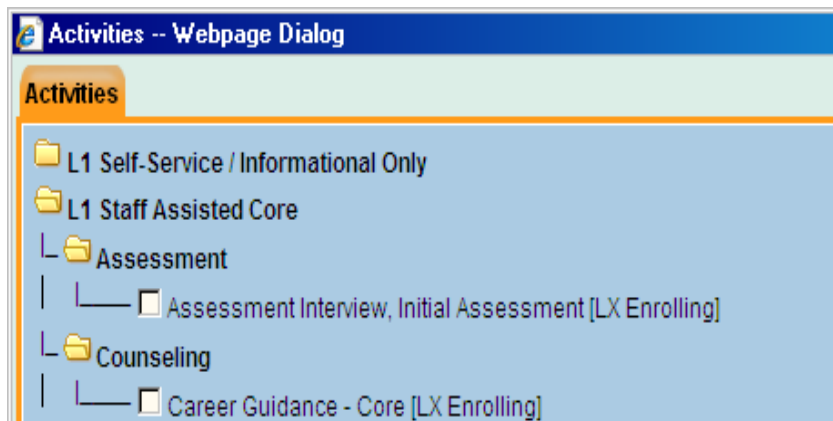
PURPOSE

This serves as an attachment to TA 08 - 4.2 and as the user guide describing the appropriate data entry for an initial assessment.

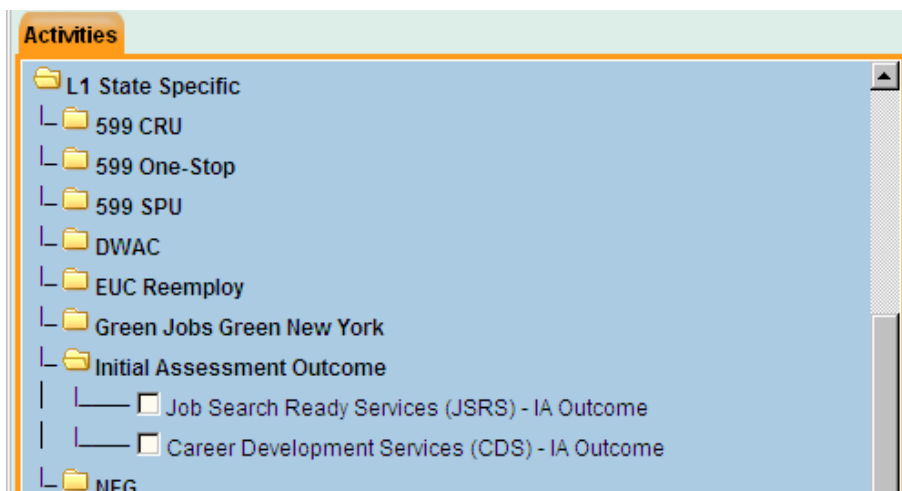
OSOS DATA ENTRY

According to TA 08-4.2, all customers must receive an Initial Assessment within the current enrollment. This is recorded in OSOS through the following steps:

- Record the Initial Assessment in the Customer Detail section of OSOS.
 - Select the “Activities” button and select the appropriate OSOS L1 activity as an: L1 Staff Assisted Core Assessment Interview, Initial Assessment



- Record either of the L1 State Specific Initial Assessment Outcomes:
 - Job Search Ready Services (JSRS) – IA Outcome or
 - Career Development Ready Services (CDS) – IA Outcome





- Record a Comment that justifies the Initial Assessment outcome. Use the SENSE Case Note Writing Model (e.g., SENSE- Situation, Evaluation, Next Steps, sufficient Information, employment Related)

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search Customer Detail Comp Assess Services JobZone

Malinak, Daniel J. SSN: OSOS ID: NY011440606 1 of 1

<< < Gen. Info Add'l Info Objective Work Hist. Ed/Lic Skills Saved Searches Activities Comments Tests Primary Language > >>

Created	Staff Assigned	Comments
<input type="checkbox"/> 11/21/2012	DOUGLAS-DUFFY, KERRY	5/15/12 Customer in need of CDS: 12 years+ experienced machine operator, states he has been searching for employment prior to lay off 2 months ago. Reports that he cannot find job openings that match his skills and experience, this is consistent with local labor market as machine operator is not a demand occupation at this time. Resume appears well formatted and targeted for a machine operator position. The resume would need to be changed to pursue immediate employment to highlight transferrable skills. Expressed interest in returning to school to earn a college degree. Completed 20 college credits in 1990. Reported that he had a 2.0 GPA and was on academic warning. Considering pursuing HVAC, but said he was uncertain of goal and seeking further information. Based on assessment, customer has KSA for machine operator however not likely to return to that industry because of labor market. HVAC - goal needs to be explored and confirmed. Referred to 5/16 2pm JobZone Career Exploration WS, comprehensive assessment appt. on 5/21 and Training Orientation on 5/22.

Resources and Assistance

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

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

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

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