Youth

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Workshop Recording | Resources | Slides

Topic	**New Youth Program Eligibility Fields in OSOS – Make Your Work Count!**
Presenter	Juie Deo, Youth & Young Adults Team and OSOS Team, NYSDOL
Length	90 Minutes
Description	The Workforce Investment and Opportunity Act (WIOA) legislation revised eligibility and reporting requirements for Youth Programs. Early June 2017, OSOS will be changed to capture the eligibility reporting requirements. New and updated fields and tabs related to intake and eligibility will be explained. This webinar will share notable practices to make your data entry efficient and correct. Get the credit you deserve by learning to accurately record your Youth in OSOS.
Recording	At dews.webex.com choose "Webex Training" from the triple bar icon. In the upper left corner, go to “View session recordings.” Search the workshop topic. Select “View” for the recording. When prompted, enter “Careers” for the password.
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Program Development Office

OSOS and Youth Eligibility Webinar Resources

One-Stop Operating System (OSOS)

- Youth Programs OSOS Data Entry Interactive Guide: This interactive guide is intended to help staff understand the basics of how to perform OSOS Data Entry for WIOA youth.

  The Interactive Guide currently focuses on Youth Program eligibility and the instructions for adding service elements will be added in the near future. Please read the how to use this guide to familiarize yourself with its interactive features. Please note that the first time you attempt to open the Interactive Guide it may take a few moments. We also recommend that you clear your browser cookies, temp files and cache frequently when using the Interactive Guide to ensure you are viewing the most up-to-date version. If you see any areas of improvement in the Interactive Guide, please write to YouthOffice@labor.ny.gov and Help.OSOS@labor.ny.gov.

- Verifying Date of Birth: This OSOS guide provides details of verifying Date of Birth (DOB) with the help of the DOB tab. This is important especially for customers who are not receiving Unemployment Insurance compensation.

- Writing effective and quality case notes in OSOS using the **S**ituation, **E**valuation, **N**ext Steps, **S**ufficient Information and **E**mployment Related (SENSE) Model to record each interaction you have with a customer.

  - Worksheet for writing an effective case note in OSOS
  - Video for writing quality case notes in OSOS

- Find attached Youth Eligibility Related Windows, Tabs, and Fields in OSOS: Table maps windows, tabs and sections/fields that need to be completed for youth eligibility.

- Clearing your browser cookies, temp files and cache: This guide provides details on clearing your browser cookies, temp files and cache, which is important to view more updated Interactive Guide and save a record in OSOS after completing the required Cultural Barrier field.

Youth Program Eligibility

- WIOA Youth Eligibility: This document details WIOA Youth Eligibility Criteria.

- NY State School Directory: A listing of all New York State Public and Nonpublic Schools.

- Determining High Poverty Area Directives: Utilize these instructions from TEGL 21-16 (Attachment 2) to determine if the customer lives in a high poverty area using census data to identify High-Poverty geographical areas.

- Questions related to serving youth involved in the Justice System email SpecialPopulations@labor.ny.gov.

- Income Eligibility Guidelines: Tables for Poverty Guidelines/Lower Living Standard (LLS) and 70% of Lower Living Standard Income Levels (LLSIL).

- Data Element Validation Handbook for Youth Programs: This handbook is based on Workforce Investment Act and currently used for WIOA to outline the documents and data that should be used for verification purposes.

Youth Eligibility Related Windows, Tabs, and Fields in OSOS

Youth Eligibility Barriers	Window	Tab	Section/Field
High School Dropout	Customer Detail	Gen. Info	Education Level and School Status
Within the Compulsory Age	Customer Detail	Gen. Info	School Status
Pregnant or Parenting	Comp. Assess.	Family	Is customer parenting youth?
Disability	Customer Detail	Eligibility	Disability Info
Justice Involvement	Comp. Assess.	Legal	Offender Status
Homeless or runaway	Comp. Assess.	Housing	Current Housing
Foster Care	Comp. Assess	Housing	Current Housing
Basic Skills Deficient	Comp. Assess.	Education	Math & Reading
Low-income	Customer Detail	Eligibility	Income Info
English Language Learner	Comp. Assess.	Education	Math & Reading
Needs Additional Assistance	Customer Detail	Employment	Youth needing additional assistance?

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Program Development and OSOS Office

New L2 WIOA Youth Service Categories and Types

- Design Framework
  - ☐ Intake and Eligibility Determination (Youth)
  - ☐ Objective Assessments (Youth)
  - ☐ Development of Individual Service Strategy (ISS) (Youth)
  - ☐ Update of Individual Service Strategy (ISS) (Youth)
- Adult Mentoring Element
  - ☐ Adult Mentoring (Youth)
- Alternative Secondary School/Dropout Recovery for HS Equivalency Element
  - ☐ Alternative Secondary School/Dropout Recovery for HS Equivalency (Youth)
- Comprehensive Guidance and Counseling Element
  - ☐ Comprehensive Guidance and Counseling (Youth)
- Entrepreneurial Skills Training Element
  - ☐ Entrepreneurial Skills Training (Youth)
- Financial Literacy Education Element
  - ☐ Financial Literacy Education (Youth)
- Follow-up Services Element
  - ☐ Follow-Up Adult Mentoring (Youth)
  - ☐ Follow-Up Financial Literacy (Youth)
  - ☐ Follow-Up Labor Market and Employment Information (Youth)
  - ☐ Follow-Up Postsecondary Transition (Youth)
  - ☐ Follow-Up Supportive Services (Youth)
  - ☐ Follow-Up Non-Element (Youth)
- Integrated Ed./Education Concurrent with Workforce Preparation Element
  - ☐ Integrated Ed./Education Concurrent with Workforce Preparation (Youth)
- Labor Market and Employment Information Element
  - ☐ Labor Market and Employment Information (Youth)
- Leadership Development Opportunities Element
  - ☐ Leadership Development Opportunities (Youth)
- Occupational Skills Training Element
  - ☐ Occupational Skills Training
- Postsecondary Education/Training Preparation and Transition Element
  - ☐ Postsecondary Education/Training Preparation and Transition (Youth)
- Supportive Services Element
  - ☐ Supportive Services – Child Care (Youth)
  - ☐ Supportive Services – Dependent Care (Youth)
  - ☐ Supportive Services – Housing (Youth)
  - ☐ Supportive Services – Needs-Related Payments (Youth)
  - ☐ Supportive Services – Transportation (Youth)
  - ☐ Supportive Services – Other (Youth)
- Tutoring, Study Skills Instruction/Dropout Prevention for HS Diploma Element
  - ☐ Tutoring, Study Skills Instruction/Dropout Prevention for HS Diploma (Youth)
- Work Experience Element
  - ☐ Employment/Internships, Not Limited to Summer (Youth)
  - ☐ Job Shadowing (Youth)
  - ☐ On-the-Job Training (Youth)
  - ☐ Pre-Apprenticeship Programs (Youth)
  - ☐ Summer Employment/Internships, Summer Only (Youth)
  - ☐ Other Work Experience Type (Youth)

Folders are Service Categories.

Check Boxes are Service Types.

A Service Category that is an element has the word "Element" in its name.

Follow-Up Service Types Added in January 2018

Occupational Skills Training Service Type does not have the word "(Youth)."

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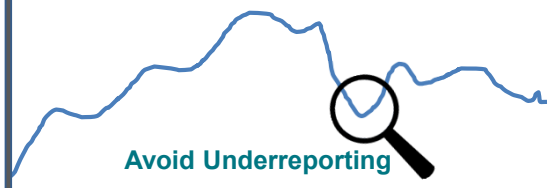
Youth Service Types and Outcomes:
Changes in OSOS

Presented by: Juie Deo
NYSDOL Youth & One-Stop Operating System (OSOS) Team

Ensure Correct Reporting



Avoid Underreporting

§681.460 WIOA Regulations

Local programs must make each of the 14 service elements available to youth participants.

Avoid Underreporting

Comply with WIOA

Local areas should have at least one offering in OSOS for each of the 14 service elements.

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Availability of Service Elements and Offerings

Local areas should have at least one offering in OSOS for each of the 14 service elements.

- **Contractor**
- **Grant Recipient/ Fiscal Agent**
- **Memorandum of Agreement**

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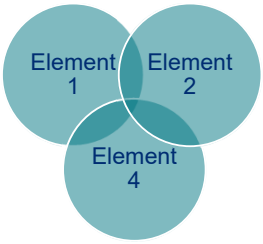
Service Elements in Regulations Overlap



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Service Elements in Regulations Overlap

Element 1 as listed in Regs
Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;

Element 2 as listed in Regs
Alternative secondary school services, or dropout recovery services, as appropriate

Element 4 as listed in Regs
Occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials…

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Ensure Correct Reporting

Training/Education Services that lead to…	Report under these elements…
1. HS Diploma	1. Tutoring, Study Skills Instruction/Dropout Prevention
2. HS Equivalency	2. Alternative Secondary School/Dropout Recovery
3. Postsecondary Recognized Credential	3. Occupational Skills Training

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Integrated Edu./Education Offered Element

Training/Education Services ..	Report under this elements…
Basic academic skills, workforce preparation activities and occupation skills offered concurrently	Integrated Ed./ Education Offered Concurrently with workforce preparation activities and training for a specific occupation

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Occupational Skills Training

Individual Training Accounts (ITAs)

Only OSY can use youth program funded ITAs.

ISY cannot use youth program funded ITAs, but can be co-enrolled for ITAs in adult program.

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15 Youth Service Categories

1 Design Framework Folder

14 Service Elements Folders

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Match Local Service with Youth Service Category

Avoid Underreporting of Elements

1 local youth service may include multiple youth elements.

Examples of Frequently Used Service Types

- Work-Related/Job Readiness
- Job Search Workshop
- Job Search Planning
- Resume Prep. Assistance
- Workforce Information Services
- Job Development Contact
- Basic Skills
- Life Skills
- Combined Workplace Learning
- Academic Learning
- Test Administration
- ESL Services

Don't have (Youth) in these

Match the Following (in Chat)

Frequently Used Service Type	New Youth Service Type
1. Work-Related/Job Readiness	A. Leadership Dev. Opp.(Youth) [Workplace behaviors and life skills]
2. Job Search Workshop	B. LMI (Youth) [Career awareness, exploration and counselling]
3. Job Search Planning	
4. Resume Preparation Assistance	
5. Workforce Information Services	

Match the Following Answers

Frequently Used Service Type	New Youth Service Type
1. Work-Related/Job Readiness	A. Leadership Dev. Opp.(Youth) [Workplace behaviors and life skills]
2. Job Search Workshop	
3. Job Search Planning	
4. Resume Preparation Assistance	B. LMI (Youth) [Career awareness, exploration and counselling]
5. Workforce Information Services	

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Make Certain to Use New Youth Service Types

Frequently Used Service Type	New Youth Service Type
1. Academic Learning	A. Alternative Ed. for HSE (Youth)
	B. Tutoring for HS Diploma (Youth)
2. Combined Workplace Learning with Related Instruction	C. Integrated Ed./ Education Concurrent with Workforce Preparation (Youth)
	D. Work Experiences (Youth)

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Make Certain to Use New Youth Service Types

Frequently Used Service Type	New Youth Service Type
1. Basic Skills	A. Alternative Ed. for HSE (Youth)
	B. Tutoring for HS Diploma (Youth)
2. Life Skills	C. Leadership Dev. Opp. (Youth) [Workplace behaviors and life skills]

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Another Current Service Type ≠ Youth Specific

Frequently Used Service Type	New Youth Services Type
1. Test Administration	A. Objective Assessment (Youth)
	B. Leadership Dev. Opp.(Youth) [Workplace behaviors and life skills]

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Email YouthOffice@labor.ny.gov

Another Frequently Used Service Type ≠ Youth Specific

Job Development Contact

A. What do you provide under Job Development Contact?

B. In future, under which WIOA service element you might report it?

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Complete Reporting…

Local Service ≈ **Design Framework or 14 Service Elements**

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Complete Reporting…

Local Service ≈ **Design Framework or 14 Service Elements**

Write a comment in OSOS with details of the service

Use SENSE model

23

Correct Elements Reporting…

Case management should not be reported as one of the 14 Youth Program elements.

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For Correct Reporting…

Have at least one offering for each element.

25

For Correct Reporting…

Have at least one offering for each element.

Services aiming for HS Diploma/Equiv./Postsecondary Credential are reported in 3 separate elements.

26

For Correct Reporting…

Have at least one offering for each element.

Services aiming for HS Diploma/Equiv./Postsecondary Credential are reported in 3 separate elements.

Youth program funded ITAs only for OSY.

27

For Correct Reporting…

Have at least one offering for each element.

Services aiming for HS Diploma/Equiv./Postsecondary Credential are reported in 3 separate elements.

Youth program funded ITAs only for OSY.

After new Youth Service Types are in OSOS, match local services with the elements and framework.

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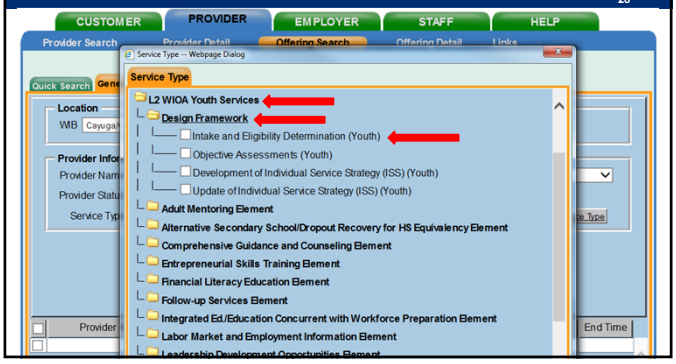

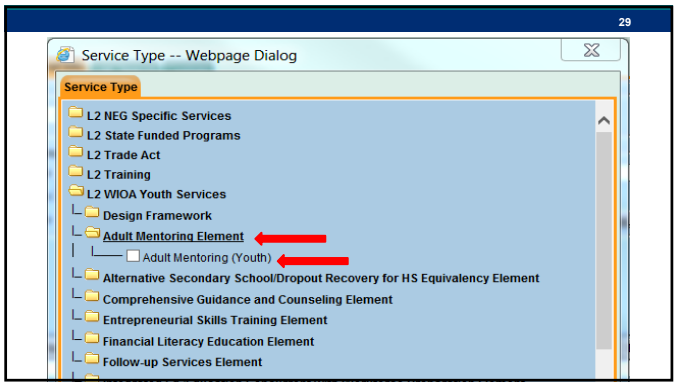
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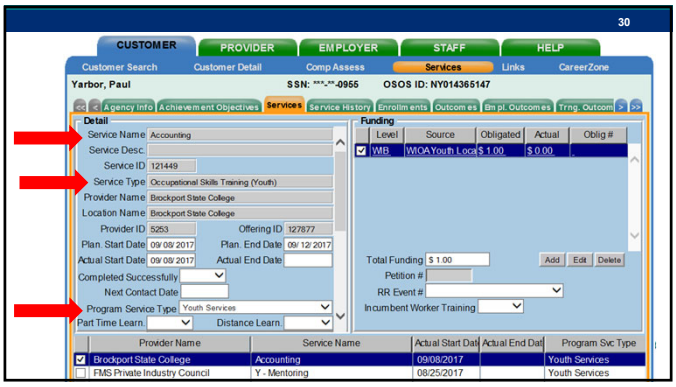
Service Type -- Webpage Dialog
Service Type
L2 NEG Specific Services
L2 State Funded Programs
L2 Trade Act
L2 Training
L2 WIOA Youth Services
Design Framework
Adult Mentoring Element
Adult Mentoring (Youth)
Alternative Secondary School/Dropout Recovery for HS Equivalency Element
Comprehensive Guidance and Counseling Element
Entrepreneurial Skills Training Element
Financial Literacy Education Element
Follow-up Services Element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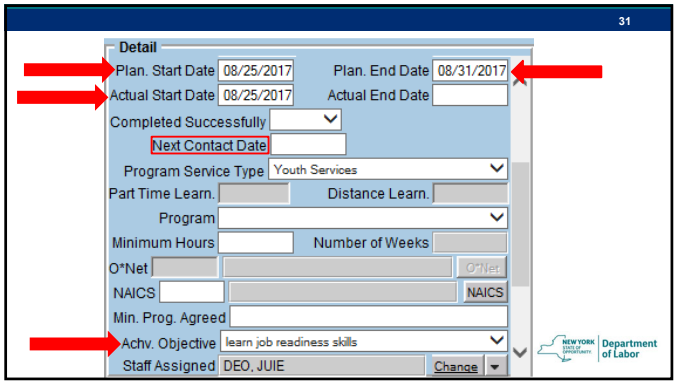
OSOS ID: NY014365147
Agency Info
Achievement Objectives
Services
Service History
Enrollments
Outcomes
Empl. Outcomes
Trng. Outcom
Detail
Service Name Accounting
Service Desc
Service ID 121449
Service Type Occupational Skills Training (Youth)
Provider Name Brockport State College
Location Name Brockport State College
Provider ID 5253
Offering ID 127877
Plan. Start Date 09/08/2017
Plan. End Date 09/12/2017
Actual Start Date 09/08/2017
Actual End Date
Completed Successfully
Next Contact Date
Program Service Type Youth Services
Part Time Learn.
Distance Learn.
Funding
Level
Source
Obligated
Actual
Oblig #
WIB
WIOA Youth Local
$ 1.00
$ 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
Brockport State College
Accounting
09/08/2017
Youth Services
FMS Private Industry Council
Y - Mentoring
08/25/2017
Youth Services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Actual End Date
Completed Successfully
Next Contact Date
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Part Time Learn.
Distance Learn.
Program
Minimum Hours
Number of Weeks
O*Net
O*Net
NAICS
NAICS
Min. Prog. Agreed
Achv. Objective learn job readiness skills
Staff Assigned DEO, JUIE
Change
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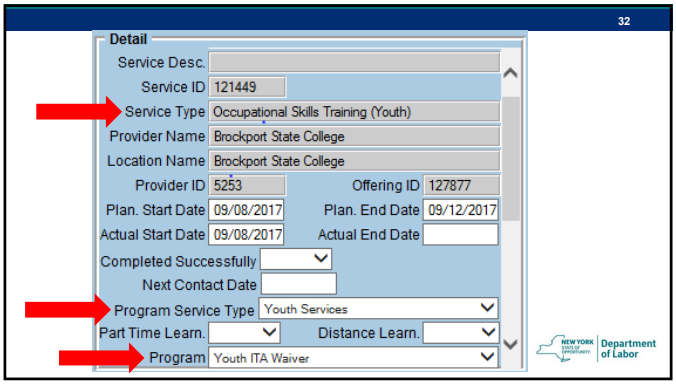
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Actual End Date
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Distance Learn.
Program Youth ITA Waiver
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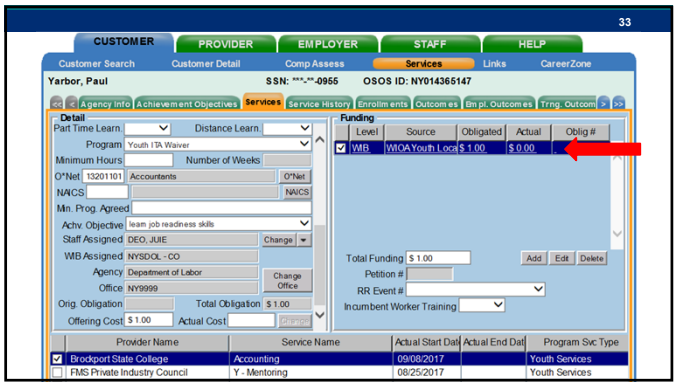

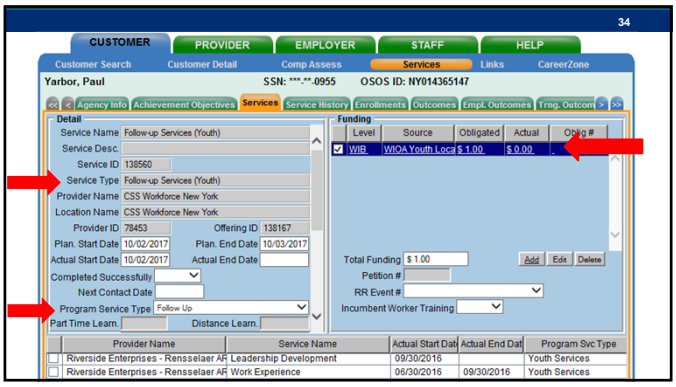

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Primary Indicators of Performance

Youth Education and Employment in the:

- 2nd Quarter after Exit Quarter
- 4th Quarter after Exit Quarter

Median Earnings

Credential Attainment

Measurable Skill Gains

Effectiveness in Serving Businesses

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Education and Employment Rate

2nd Quarter After Exit

4th Quarter After Exit

Participants without SSN are not excluded!

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Median Earnings

Wages in 2nd Quarter After Exit

Participants without SSN are not excluded!

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Credential Attainment

Education or Training (no OJT or customized)

Attain industry recognized credential, certificate, or HS diploma/ equiv.

Within 1 year of exit

Participants achieving HS diploma or equiv. ≈ employed or enrolled in education within 1 year of exit

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Measurable Skill Gains

Education or Training

Achieve measurable skill gains toward credential or employment:

- **EFL gain if below postsecondary level**
- **Diploma Equivalent**
- **Transcript or Report Card**
- **Satisfactory Progress Report**
- **Passage of an exam**

Effectiveness in Serving Businesses

Pilot Measures: choose 2 of 3

- **Repeat Business Customers***
- **Business Penetration Rate***
- **Employee Retention**

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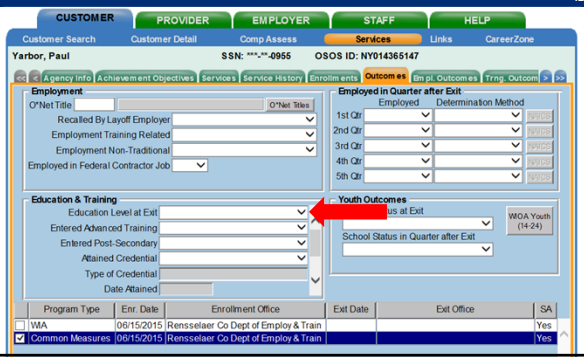

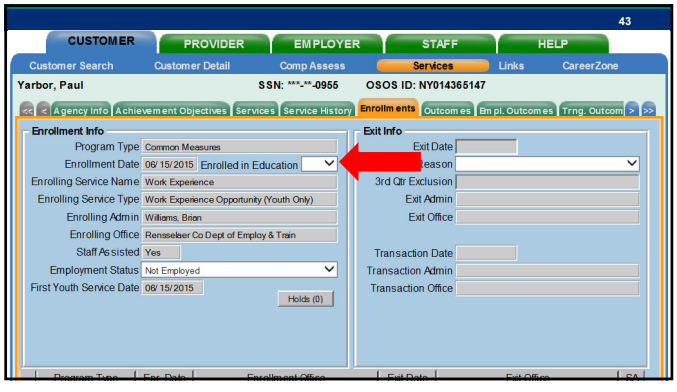

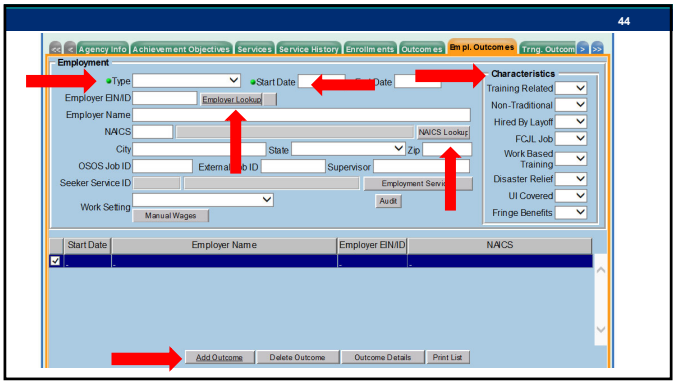

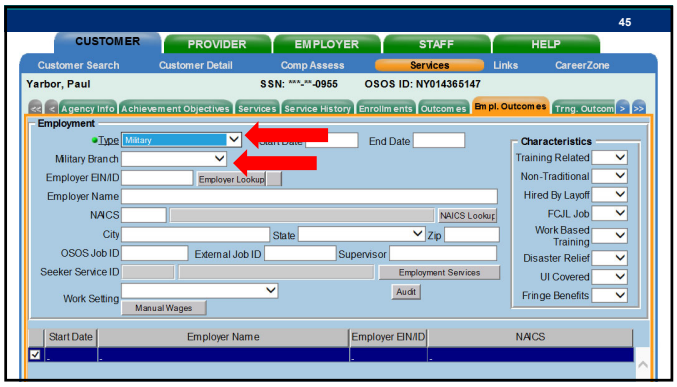
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External Job ID
Supervisor
Seeker Service ID
Employment Services
Work Setting
Audit
Manual Wages
Characteristics
Training Related
Non-Traditional
Hired By Layoff
FCJL Job
Work Based Training
Disaster Relief
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Fringe Benefits
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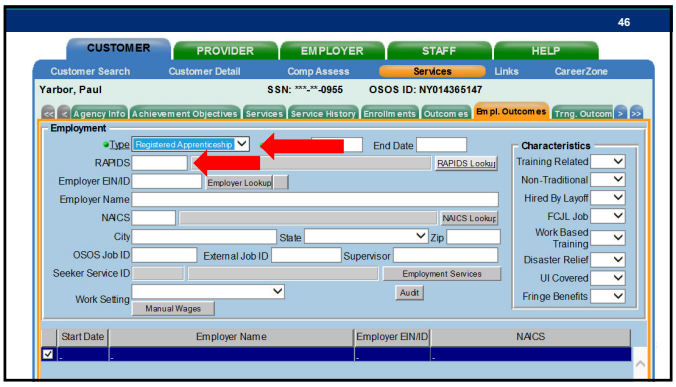
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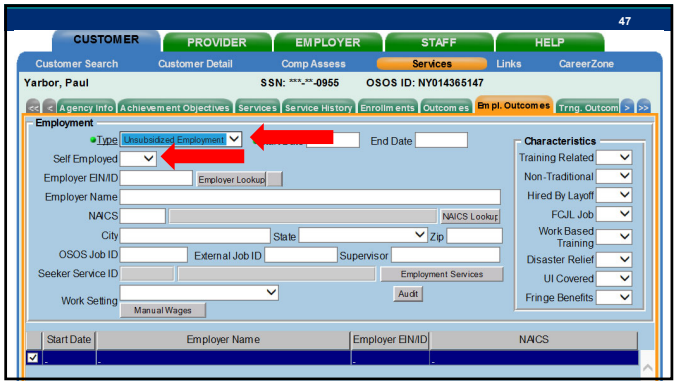
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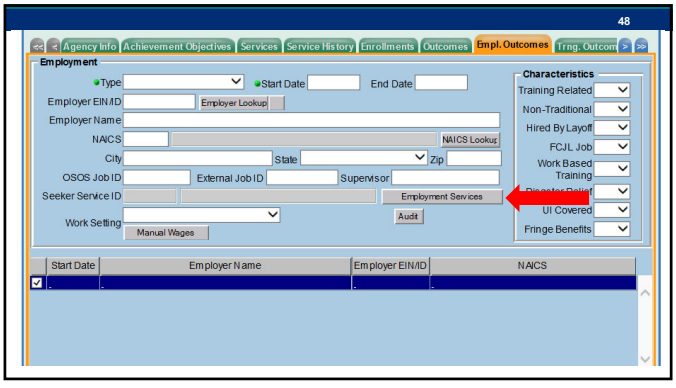
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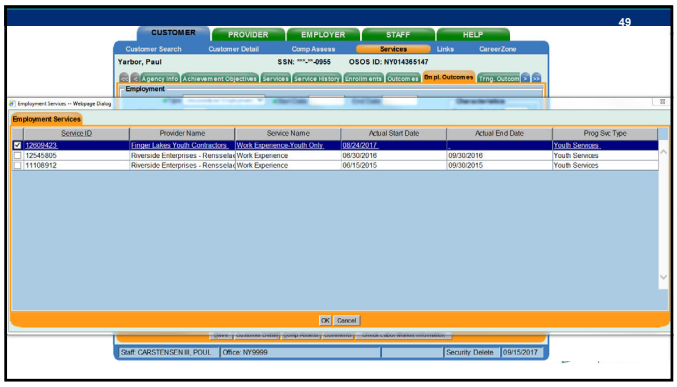
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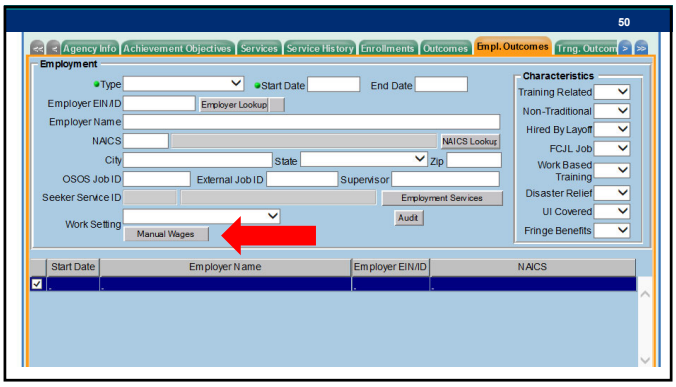
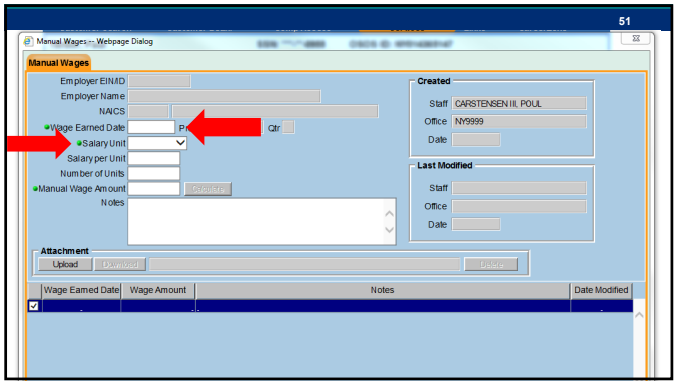
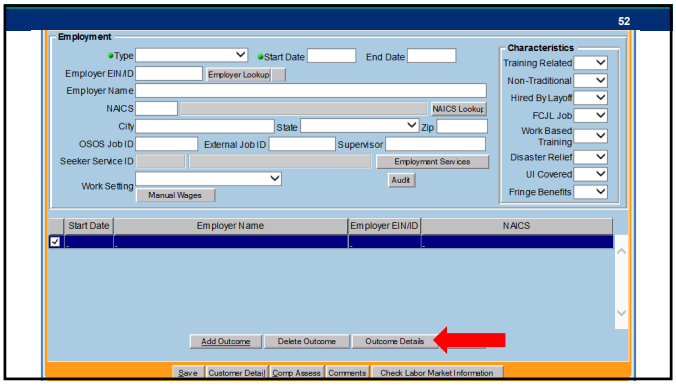
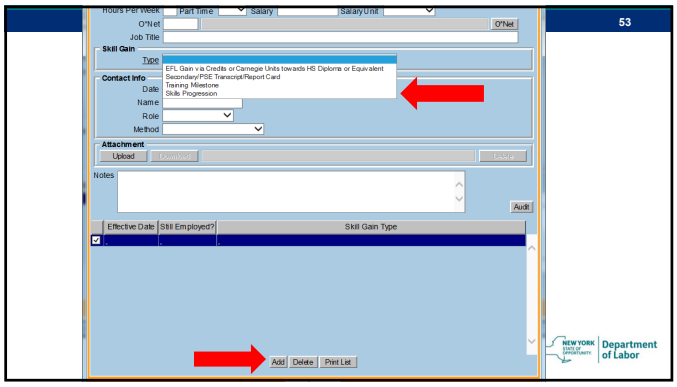
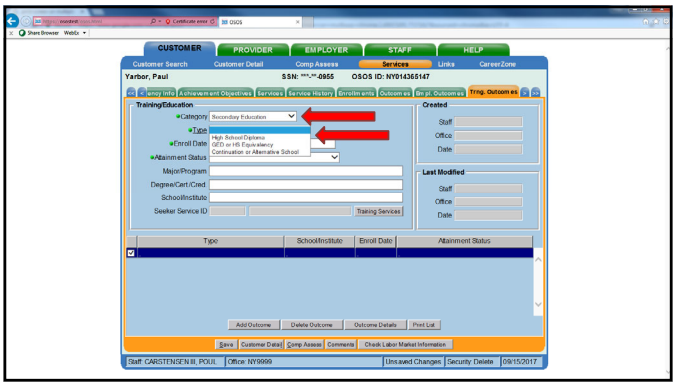
PROVIDER
EMPLOYER
STAFF
HELP
Employment Services
Service ID
Provider Name
Service Name
Actual Start Date
Actual End Date
Prog Svc Type
OK
Cancel

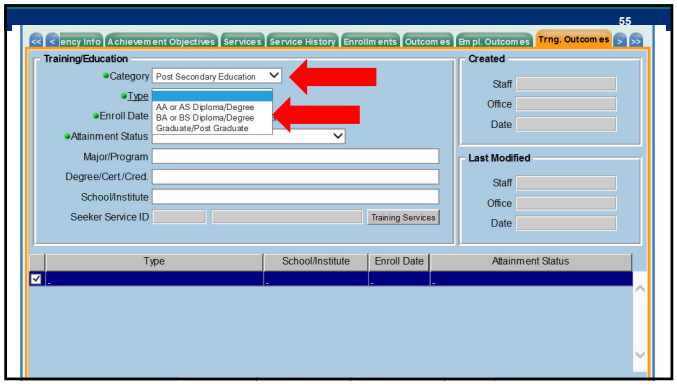

50
Agency Info
Achievement Objectives
Services
Service History
Enrollments
Outcomes
Empl. Outcomes
Employment
Type
Start Date
End Date
Employer EIN/ID
Employer Lookup
Employer Name
NAICS
NAICS Lookup
City
State
Zip
OSOS Job ID
External Job ID
Supervisor
Seeker Service ID
Employment Services
Work Setting
Audit
Manual Wages
Characteristics
Training Related
Non-Traditional
Hired By Layoff
FCJL Job
Work Based Training
Disaster Relief
UI Covered
Fringe Benefits
Start Date
Employer Name
Employer EIN/ID
NAICS

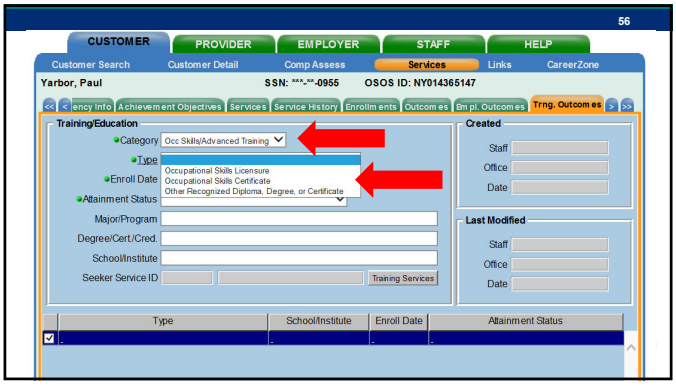

51
Manual Wages -- Webpage Dialog
Manual Wages
Employer EIN/ID
Employer Name
NAICS
Wage Earned Date
Salary Unit
Salary per Unit
Number of Units
Manual Wage Amount
Notes
Created
Staff
CARSTENSEN III, POUL
Office
NY9999
Date
Last Modified
Attachment
Upload
Download
Delete
Wage Earned Date
Wage Amount
Notes
Date Modified

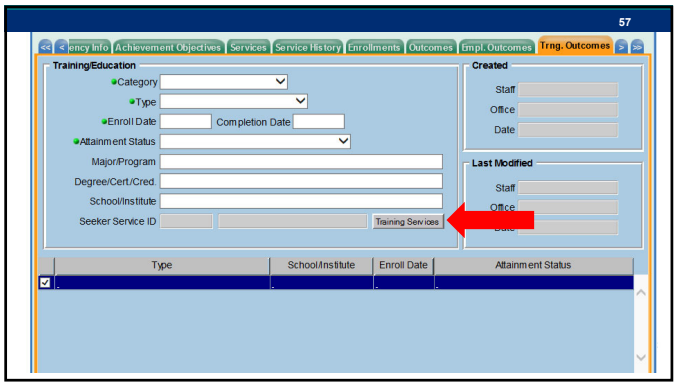

52
Employment
Type
Start Date
End Date
Employer EIN/ID
Employer Lookup
Employer Name
NAICS
NAICS Lookup
City
State
Zip
OSOS Job ID
External Job ID
Supervisor
Seeker Service ID
Employment Services
Work Setting
Audit
Manual Wages
Characteristics
Training Related
Non-Traditional
Hired By Layoff
FCJL Job
Work Based Training
Disaster Relief
UI Covered
Fringe Benefits
Start Date
Employer Name
Employer EIN/ID
NAICS
Add Outcome
Delete Outcome
Outcome Details
Save
Customer Detail
Comp Assess
Comments
Check Labor Market Information

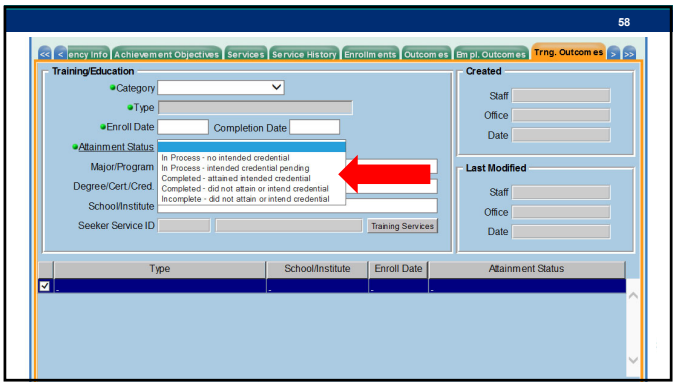

53
Hours Per Week
Part Time
Salary
Salary Unit
O*Net
Job Title
Skill Gain
Type
EFL Gain via Credits or Carnegie Units towards HS Diploma or Equivalent
Secondary/PSE Transcript/Report Card
Training Milestone
Skills Progression
Contact Info
Date
Name
Role
Method
Attachment
Upload
Download
Delete
Notes
Audit
Effective Date
Still Employed?
Skill Gain Type
Add
Delete
Print List
NEW YORK STATE DEPARTMENT OF LABOR
Department of Labor

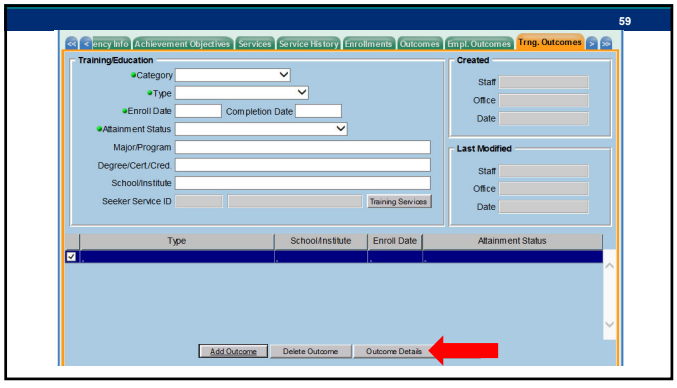

CUSTOMER
PROVIDER
EMPLOYER
STAFF
HELP
Customer Search
Customer Detail
Comp Assess
Services
Links
CareerZone
Yarbor, Paul
SSN: ***-**-0955
OSOS ID: NY014365147
Training/Education
Category
Secondary Education
Type
High School Diploma
GED or HS Equivalency
Continuation or Alternative School
Enroll Date
Attainment Status
Major/Program
Degree/Cert/Cred.
School/Institute
Seeker Service ID
Training Services
Created
Staff
Office
Date
Last Modified
Type
School/Institute
Enroll Date
Attainment Status
Add Outcome
Delete Outcome
Outcome Details
Print List
Save
Customer Detail
Comp Assess
Comments
Check Labor Market Information
Staff: CARSTENSEN III, POUL
Office: NY9999
Unsaved Changes
Security Delete
09/15/2017

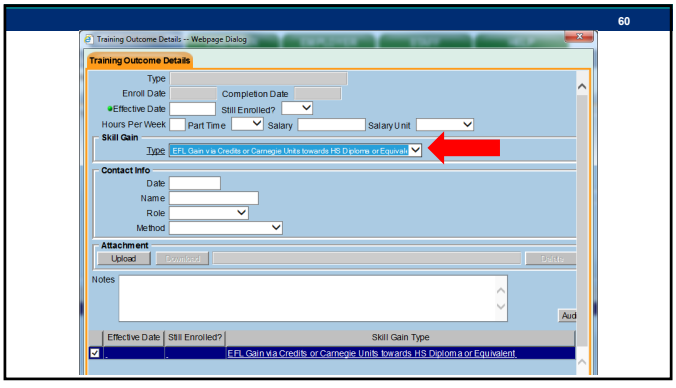

55
Achievement Objectives
Services
Service History
Enrollments
Outcomes
Empl. Outcomes
Trng. Outcomes
Training/Education
Category
Post Secondary Education
Type
Enroll Date
AA or AS Diploma/Degree
BA or BS Diploma/Degree
Graduate/Post Graduate
Attainment Status
Major/Program
Degree/Cert/Cred.
School/Institute
Seeker Service ID
Training Services
Created
Staff
Office
Date
Last Modified
Staff
Office
Date
Type
School/Institute
Enroll Date
Attainment Status


56
CUSTOMER
PROVIDER
EMPLOYER
STAFF
HELP
Customer Search
Customer Detail
Comp Assess
Services
Links
CareerZone
Yarbor, Paul
SSN: ***-**-0955
OSOS ID: NY014365147
Achievement Objectives
Services
Service History
Enrollments
Outcomes
Empl. Outcomes
Trng. Outcomes
Training/Education
Category
Occ Skills/Advanced Training
Type
Occupational Skills Licensure
Occupational Skills Certificate
Other Recognized Diploma, Degree, or Certificate
Enroll Date
Attainment Status
Major/Program
Degree/Cert/Cred.
School/Institute
Seeker Service ID
Training Services
Created
Staff
Office
Date
Last Modified
Staff
Office
Date
Type
School/Institute
Enroll Date
Attainment Status


57
ency Info
Achievement Objectives
Services
Service History
Enrollments
Outcomes
Empl. Outcomes
Trng. Outcomes
Training/Education
Category
Type
Enroll Date
Completion Date
Attainment Status
Major/Program
Degree/Cert/Cred.
School/Institute
Seeker Service ID
Training Services
Created
Staff
Office
Date
Last Modified
Staff
Office
Date
Type
School/Institute
Enroll Date
Attainment Status


58
ency Info
Achievement Objectives
Services
Service History
Enrollments
Outcomes
Empl. Outcomes
Trng. Outcomes
Training/Education
Category
Type
Enroll Date
Completion Date
Attainment Status
In Process - no intended credential
In Process - intended credential pending
Completed - attained intended credential
Completed - did not attain or intend credential
Incomplete - did not attain or intend credential
Major/Program
Degree/Cert/Cred.
School/Institute
Seeker Service ID
Training Services
Created
Staff
Office
Date
Last Modified
Staff
Office
Date
Type
School/Institute
Enroll Date
Attainment Status


59
ency Info
Achievement Objectives
Services
Service History
Enrollments
Outcomes
Empl. Outcomes
Trng. Outcomes
Training/Education
Category
Type
Enroll Date
Completion Date
Attainment Status
Major/Program
Degree/Cert/Cred.
School/Institute
Seeker Service ID
Training Services
Created
Staff
Office
Date
Last Modified
Staff
Office
Date
Type
School/Institute
Enroll Date
Attainment Status
Add Outcome
Delete Outcome
Outcome Details


60
Training Outcome Details -- Webpage Dialog
Training Outcome Details
Type
Enroll Date
Completion Date
Effective Date
Still Enrolled?
Hours Per Week
Part Time
Salary
Salary Unit
Skill Gain
Type
EFL Gain via Credits or Carnegie Units towards HS Diploma or Equivalent
Contact Info
Date
Name
Role
Method
Attachment
Upload
Download
Delete
Notes
Add
Effective Date
Still Enrolled?
Skill Gain Type
EFL Gain via Credits or Carnegie Units towards HS Diploma or Equivalent

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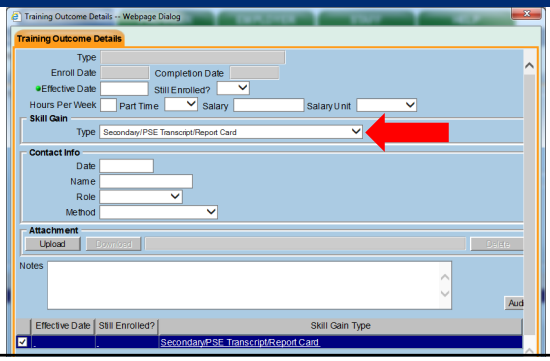

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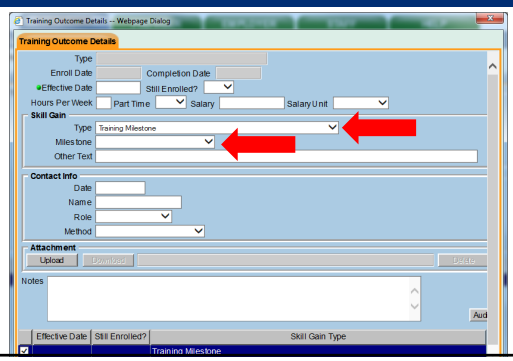

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Department of Labor

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Email YouthOffice@labor.ny.gov

Another Frequently Used Service Type ≠ Youth Specific

Job Development Contact

A. What do you provide under Job Development Contact?

B. In future, under which WIOA service element you might report it?

Department of Labor

Local Area Program Monitor

Help.OSOS@labor.ny.gov

YouthTeam@labor.ny.gov

Reach out…