

Disability Employment Initiative OSOS Guide



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PURPOSE

On September 26, 2013, the NYS Department of Labor received a forty-month Disability Employment Initiative (DEI) grant in the amount of \$3,857,758 as part of a federal project to improve outcomes for individuals with disabilities by providing education, training and employment opportunities. An increase in performance measures and outcomes for customers with disabilities is expected under DEI.

FIVE GOALS OF DEI PILOT SITES

- Increase the number of tickets assigned and ticket revenue generated under the Social Security Administration's Ticket to Work Program
- Increase access to services for people with disabilities
- Create functioning Integrated Resource Teams (IRTs) to address multiple barriers to employment for individuals with disabilities
- Increase partnerships and collaboration amongst those providing services to individuals with disabilities
- Provide Asset Development strategies to individuals with disabilities

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



*This data is required to be collected from each of the 4 DEI pilot sites and each of the 2 DEI comparison sites (list included at the end of this guide). If you work in one of these sites, you must collect this data. **If you do not work in a DEI pilot site or DEI comparison site, you do not need to collect the additional data elements needed for DEI outlined in this guide.***

OSOS DATA ENTRY

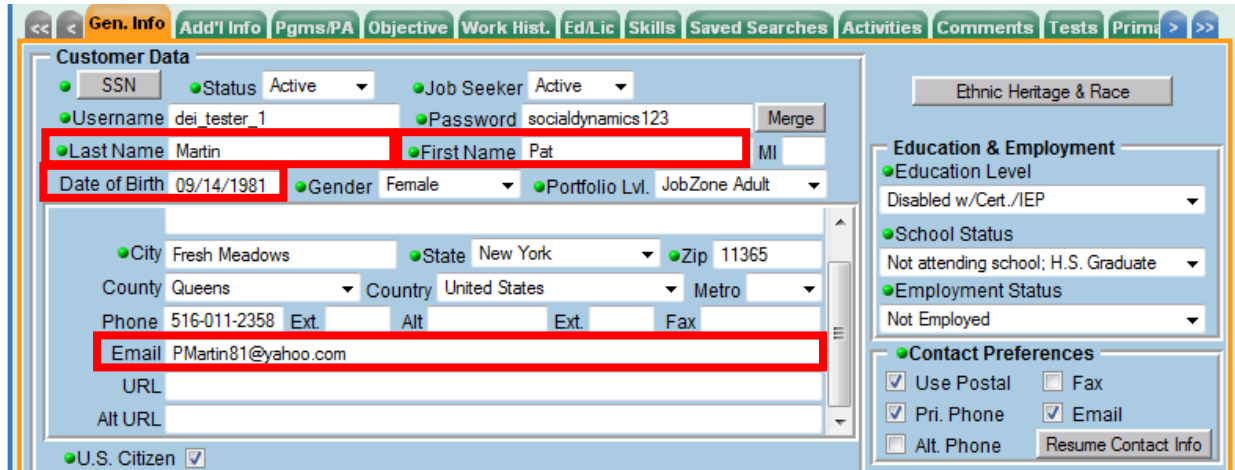
Most of the data elements needed for DEI are currently being collected in the OSOS **Customer Module**, on the **General Info** and **Work History** tabs of the **Customer Detail** window. A **DEI** tab has also been added to collect additional information. This guide will demonstrate which fields on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



The screenshot shows the 'Gen. Info' tab with the following data:

- SSN: [Green dotted]
- Status: Active
- Job Seeker: Active
- Username: dei_tester_1
- Password: socialdynamics123
- Last Name: Martin
- First Name: Pat
- Date of Birth: 09/14/1981
- Gender: Female
- Portfolio Lvl.: JobZone Adult
- City: Fresh Meadows
- State: New York
- Zip: 11365
- County: Queens
- Country: United States
- Metro: [Dropdown]
- Phone: 516-011-2358
- Email: PMartin81@yahoo.com
- U.S. Citizen: [Checked]

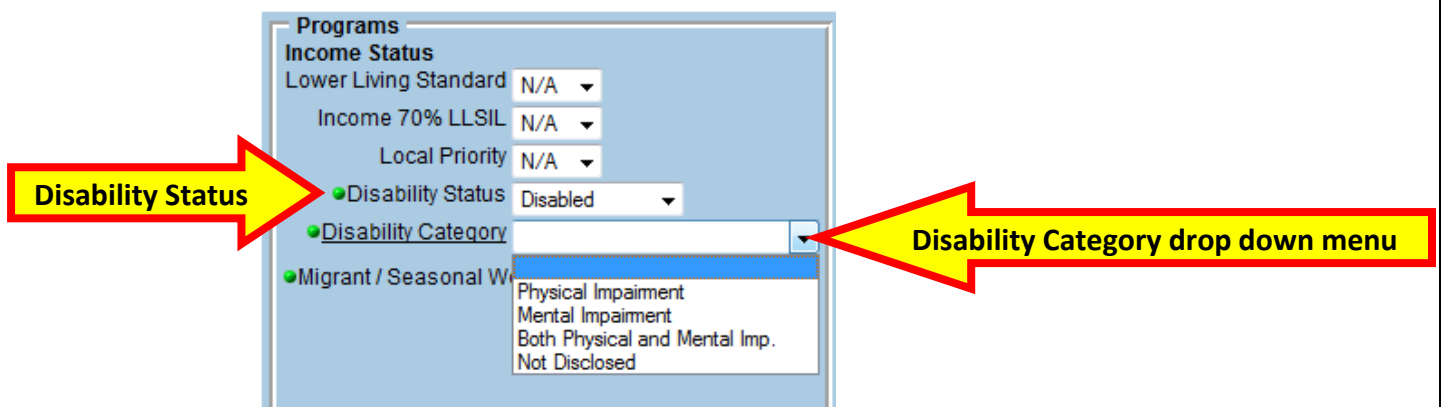
These fields are usually entered as part of the normal OSOS data entry process, so in most cases, you will only need to verify that the information is correct. If any of the information is missing or needs to be updated, please make any necessary changes.



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

ADD'L INFO TAB

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



The screenshot shows the 'Add'l Info' tab with the following data:

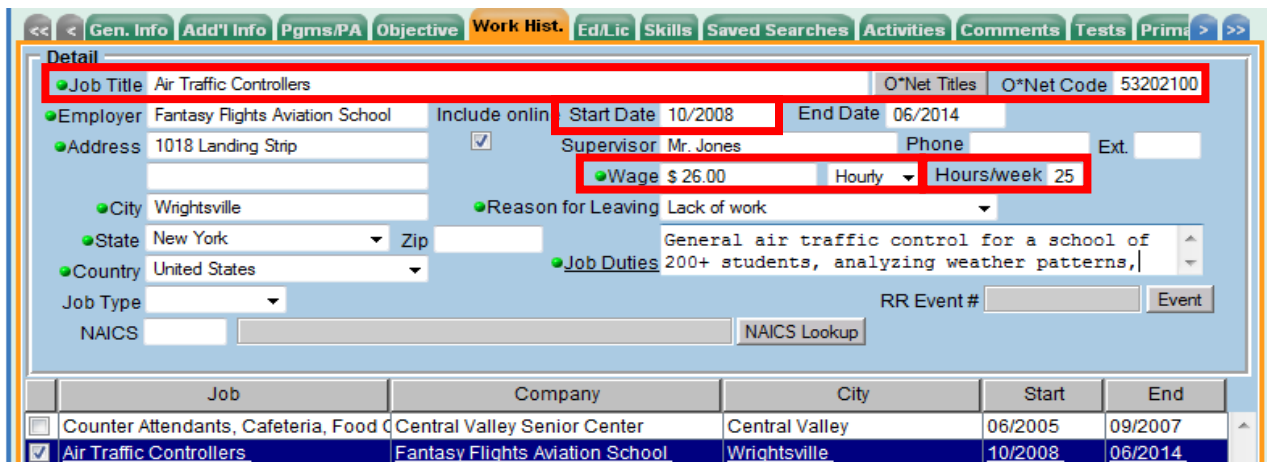
- Income Status: Lower Living Standard (N/A), Income 70% LLSIL (N/A), Local Priority (N/A)
- Disability Status: Disabled
- Disability Category: [Open dropdown menu]
- Migrant / Seasonal W: [Dropdown]

WORK HISTORY TAB

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



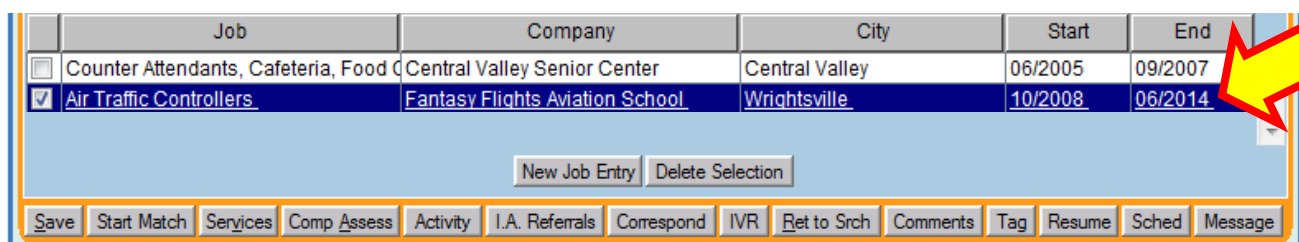
*If the customer does not have any work history, no information will need to be added or edited on the **Work History** tab.*



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

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

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

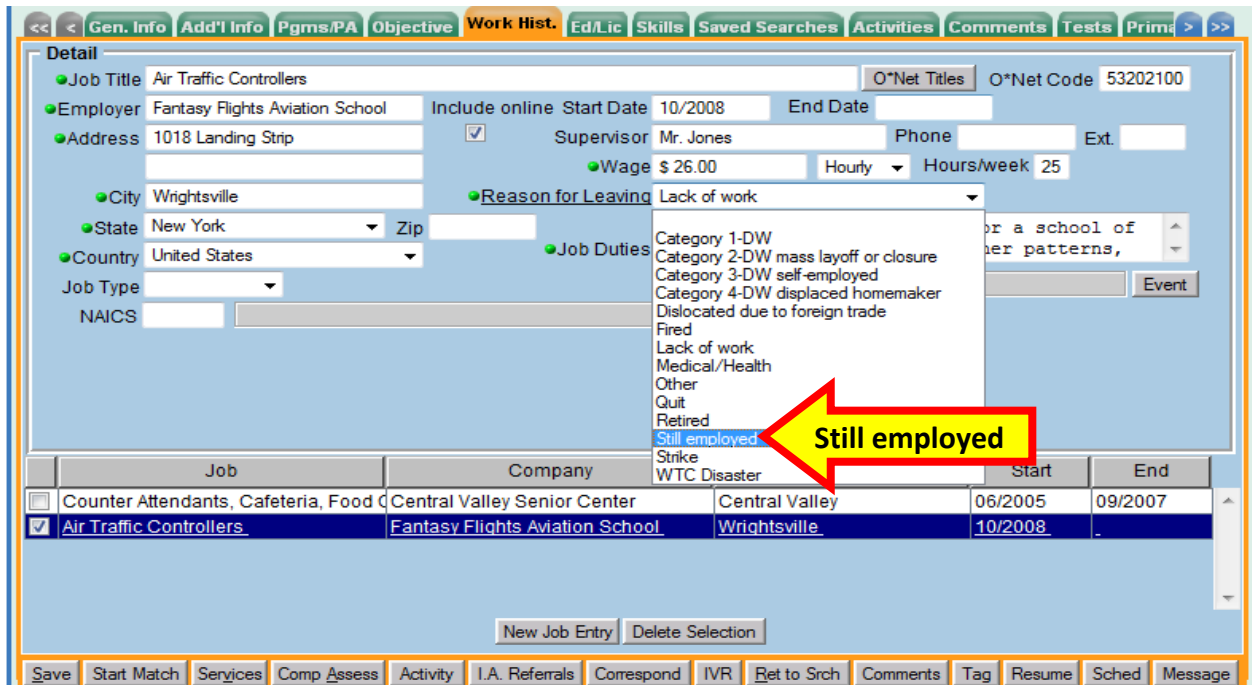


Job	Company	City	Start	End
<input type="checkbox"/> Counter Attendants, Cafeteria, Food C	Central Valley Senior Center	Central Valley	06/2005	09/2007
<input checked="" type="checkbox"/> Air Traffic Controllers	Fantasy Flights Aviation School	Wrightsville	10/2008	06/2014



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

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



The screenshot shows the 'Work Hist.' tab in the OSOS application. The 'Detail' section contains the following information:

- Job Title: Air Traffic Controllers
- Employer: Fantasy Flights Aviation School
- Address: 1018 Landing Strip
- City: Wrightsville
- State: New York
- Country: United States
- Start Date: 10/2008
- End Date: (empty)
- Supervisor: Mr. Jones
- Wage: \$ 26.00
- Hours/week: 25
- Reason for Leaving: Lack of work (dropdown menu is open)

The dropdown menu for 'Reason for Leaving' includes the following options:

- Category 1-DW
- Category 2-DW mass layoff or closure
- Category 3-DW self-employed
- Category 4-DW displaced homemaker
- Dislocated due to foreign trade
- Fired
- Lack of work
- Medical/Health
- Other
- Quit
- Retired
- Still employed
- Strike
- WTC Disaster

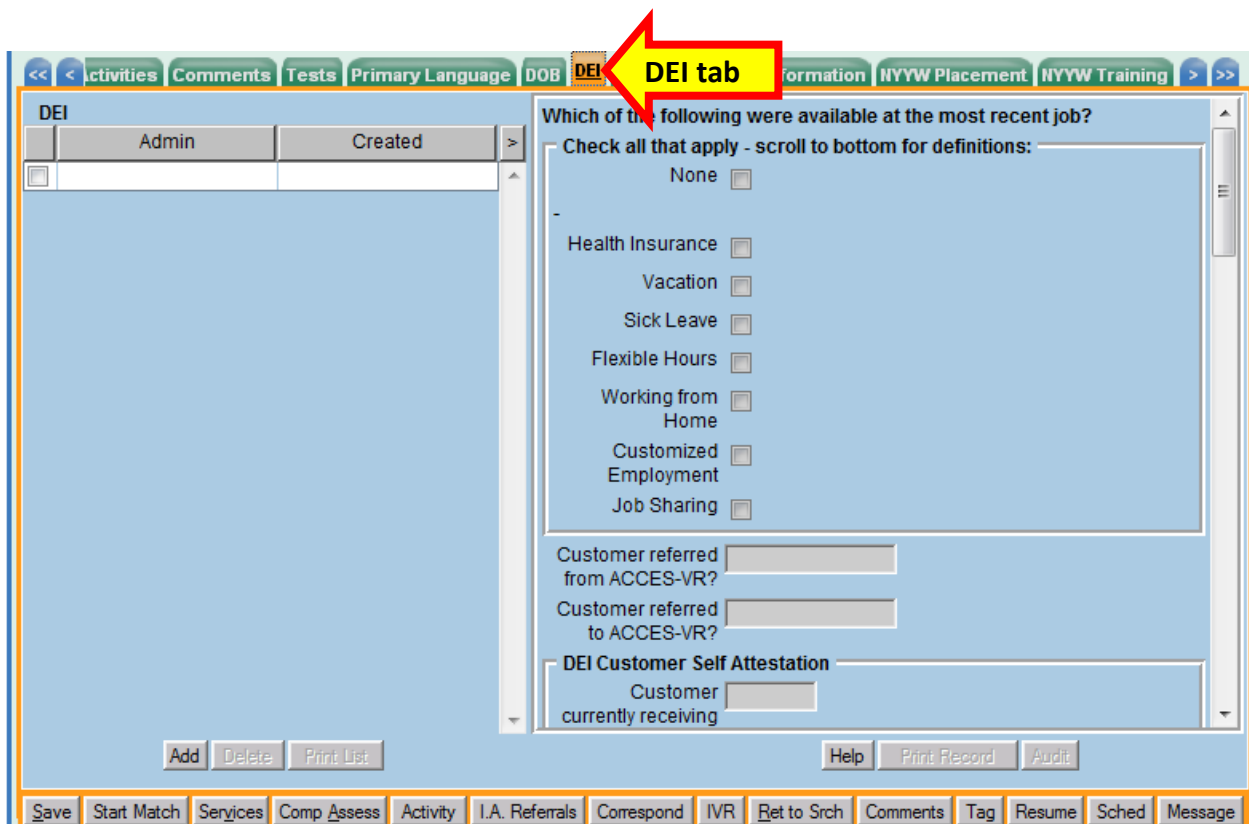
A red arrow points to the 'Still employed' option. Below the form is a table with the following data:

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

DEI TAB

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

- The benefits a customer received at the most recent job
- Customer referrals from and to Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES-VR)
- Information about the customer’s Social Security disability benefits (SSI and/or SSDI) and participation in the Ticket to Work (TtW) program
- Utilization of Asset Development strategies and/or the Integrated Resource Team procedure, *at pilot sites only.*



DEI tab

Which of the following were available at the most recent job?
Check all that apply - scroll to bottom for definitions:

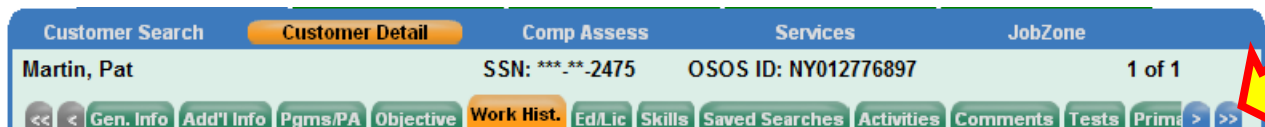
- None
- Health Insurance
- Vacation
- Sick Leave
- Flexible Hours
- Working from Home
- Customized Employment
- Job Sharing

Customer referred from ACCES-VR?

Customer referred to ACCES-VR?

DEI Customer Self Attestation
Customer currently receiving

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

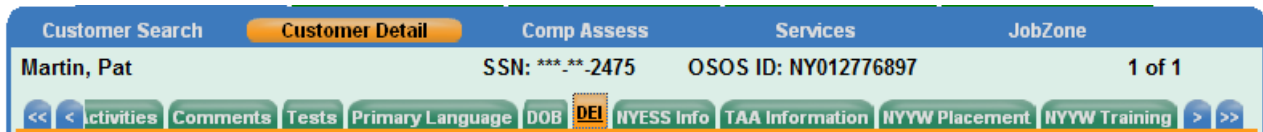


Customer Search Customer Detail Comp Assess Services JobZone

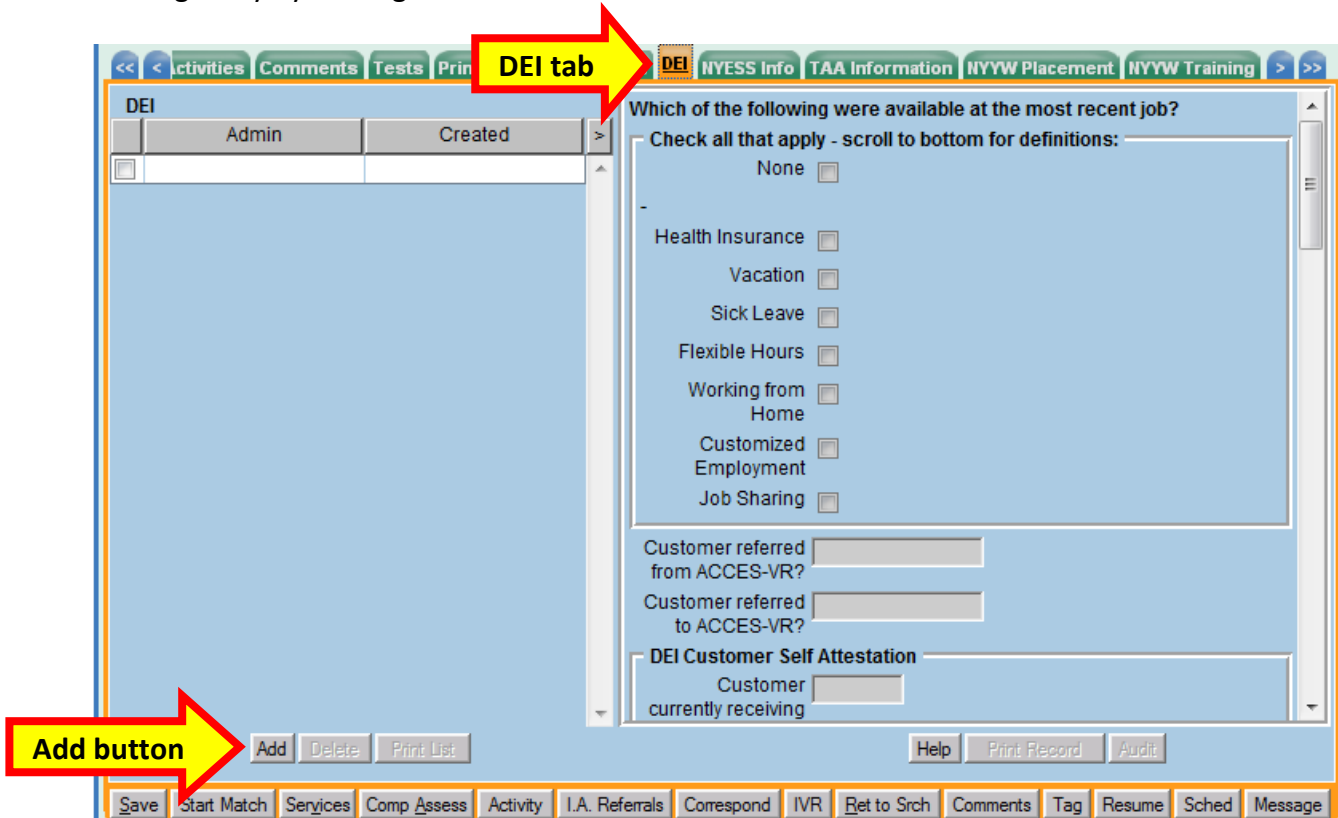
Martin, Pat SSN: ***-**-2475 OSOS ID: NY012776897 1 of 1

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

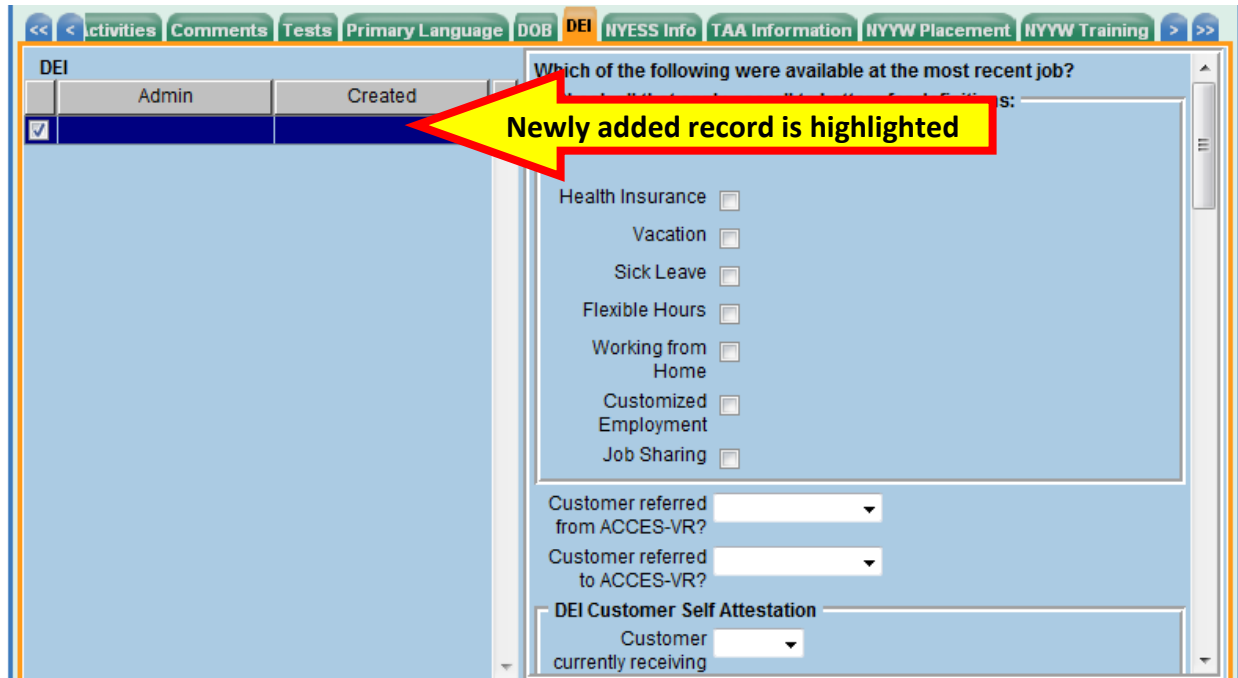
Then you should be able to see the **DEI** tab and click on it to select it.



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

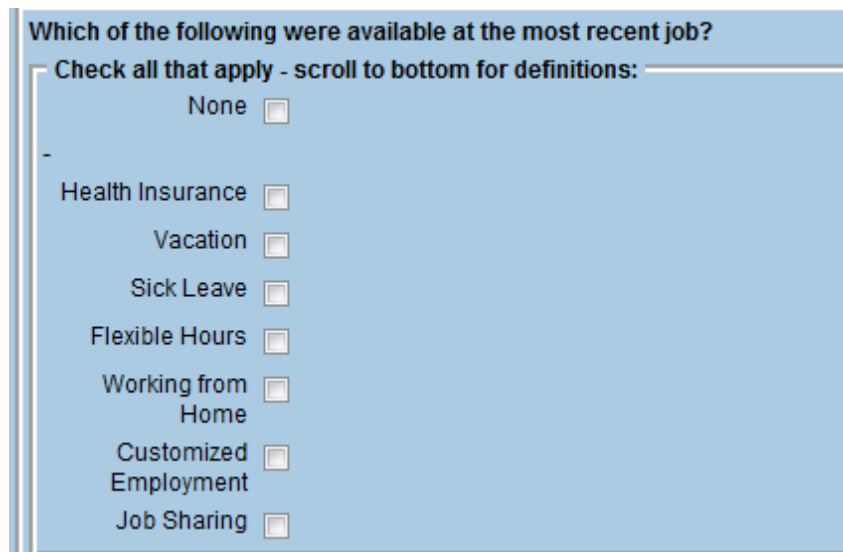


This will add a new DEI record (displayed as a highlighted row on the left of the screen) and activate the fields on the right hand side of the tab for data entry.



BENEFITS AT THE MOST RECENT JOB

To complete the data in the first checkbox field, you will need to ask the customer which benefits were available at the customer's most recent job. If none of the listed benefits were available at the customer's last job, check the **None** checkbox at the top of this field. Otherwise, check all that apply.



Definitions for each of these benefits have been provided at the bottom of this tab. Scroll down to see the complete list.

***Definitions**

Health Insurance - Employee health plan maintained by an employer that provides assistance to the employee and/or dependants in the form of reimbursement for medical expenses ranging from routine doctor visits or surgery.

Vacation - Paid absence from work allowed an employee as a benefit of being employed for a certain period of time.

Sick Leave - Paid absence from work allowed an employee because of sickness.

Flexible Hours - A system that allows employees to set their own daily times of starting and finishing work, within specific limits.

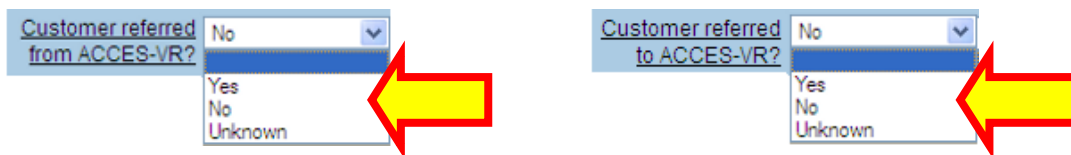
Working From Home - The ability to work at home without appearing before a boss and without conducting business at the employer's establishment.

Customized Employment - Individualizing the employment relationship between employees and employers in ways that meet the needs of both.

Job Sharing - The division of a job between two or more people such that each covers the same job for complementary parts of the day or week.

REFERRALS TO AND FROM ACCES-VR

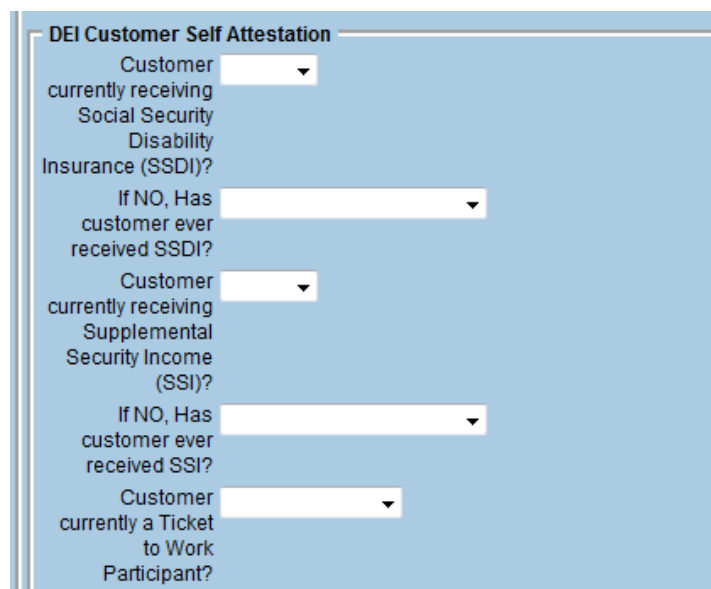
As part of this initiative, we will also be tracking the number of customers referred to our services by ACCES-VR and the number of customers our staff refer to ACCES-VR services. For each of these fields, you will click on the drop-down arrow and select the appropriate option. The options listed are: *Yes*, *No* and *Unknown* (use if it is unknown if the customer was referred).



DEI CUSTOMER SELF ATTESTATION

For DEI reporting, information should be tracked to indicate if a customer is currently receiving or has received Social Security disability benefits and whether or not the customer is currently a Ticket to Work participant. This information can be supplied verbally by the customer.

- **Customer currently receiving Social Security Disability Insurance (SSDI)?** - Select *Yes* or *No* from the drop-down field
- **If NO, Has customer ever received SSDI?** - Select *Yes*, *No* or *Do Not Know/Unsure* from the drop-down field
- **Customer currently receiving Supplemental Security Income (SSI)?** - Select *Yes* or *No* from the drop-down field
- **If NO, Has customer ever received SSI?** - Select *Yes*, *No* or *Do Not Know/Unsure* from the drop-down field
- **Customer currently a Ticket to Work Participant?** - Select *Yes*, *No* or *Do Not Know/Unsure* from the drop-down field



DEI Customer Self Attestation

Customer currently receiving Social Security Disability Insurance (SSDI)?

If NO, Has customer ever received SSDI?

Customer currently receiving Supplemental Security Income (SSI)?

If NO, Has customer ever received SSI?

Customer currently a Ticket to Work Participant?



*If you work at a comparison site, or are not a Disability Resource Coordinator (DRC) at a pilot site, then you do not need to enter data under the remaining two fields - **Asset Development** or **Integrated Resource Teams**. These two fields are solely the responsibility of the DRCs, as they are required job duties under the DEI and only expected of the DRCs.*

Click **Save** to save your changes when you finish entering the data.

If you are a DRC, continue to enter the remaining information as described in the remainder of this guide.



ASSET DEVELOPMENT - PILOT SITES ONLY

The information collected under this section should only be entered by the DRCs at the pilot sites.

- **Did customer receive information or training in asset development?** - Select *Yes*, *No*, or *Unknown* from the drop-down field
- **Which of the following topics were covered?** - Check all that apply (see below for further clarification regarding a few of the topics)

Asset Development - Pilot Sites Only

Did customer receive information or training in asset development?

Which of the following topics were covered?

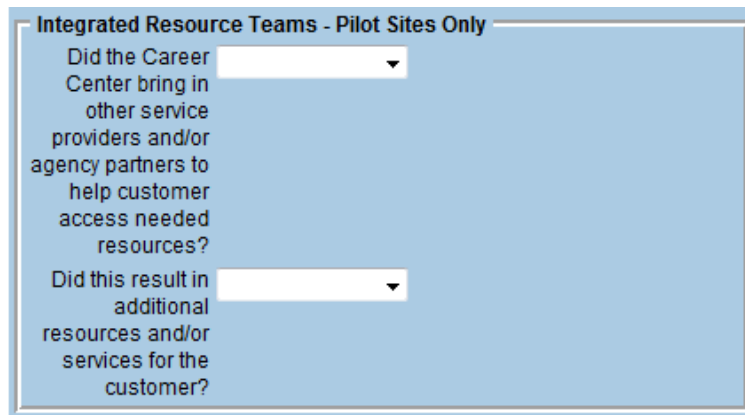
- Use of beneficial tax provisions
- Individual Development Accounts
- Advisement regarding Social Security Disability Benefits, Work Incentives, and Employment Supports
- Referral to Benefits Advisor outside the Career Center
- Managing Money and Credit
- Self-employment
- Home ownership
- Other

- **Use of beneficial tax provisions:** Examples of these would be the Earned Income Tax Credit and Saver's Credit.
- **Advisement regarding Social Security Disability Benefits, Work Incentives, and Employment Supports:** This box should be checked if the benefits and work incentive advisement was provided by the DRC at the Career Center.
- **Referral to Benefits Advisor outside the Career Center:** This box should be checked if the customer was referred to a Community Work Incentives Coordinator outside the Career Center. Referral to or guidance from the State DRC is also appropriate.
- **Managing Money and Credit:** i.e., financial literacy.

INTEGRATED RESOURCE TEAMS - PILOT SITES ONLY

The information collected under this section should only be entered by the DRCs at the pilot sites.

- **Did the Career Center bring in other service providers and/or agency partners to help customer access needed resources?** - Select *Yes*, *No*, or *Unknown* from the drop-down field
- **Did this result in additional resources and/or services for the customer?** - Select *Yes*, *No*, or *Unknown* from the drop-down field



The screenshot shows a form titled "Integrated Resource Teams - Pilot Sites Only". It contains two dropdown menus. The first dropdown menu is labeled "Did the Career Center bring in other service providers and/or agency partners to help customer access needed resources?". The second dropdown menu is labeled "Did this result in additional resources and/or services for the customer?". Both dropdown menus are currently set to a blank state, indicating they are ready for selection.



*Remember to revisit the **DEI** tab to complete these additional DRC specific fields if the tab was initially completed by someone else.*

When you finish entering the data, click **Save** to save your changes.

SERVICES

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



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



ELIGIBLE PARTICIPANTS

Customer must self-disclose a disability and be determined in need of training services in order to increase employability. No documentation is required to establish disability status.

Customer must be eligible to enroll in WIA intensive or WIA training services.

Customer does not need to be a ticketholder; however, priority of service is encouraged for SSA beneficiaries as an incentive to assign the ticket to a Career Center.

Utilization of the IRT model is not a requirement to utilize training funds; however, it is encouraged and recommended as a way to address the multiple challenges to employment.

Local area "Policies and Procedures" pertaining to Individual Training Accounts (ITAs), supportive services, and needs-related payments must be followed.

Training providers must be found on the NYSDOL's Eligible Training Provider List (ETPL) except for OJT. The service must state "ETPL Auto Load" in the description.

Training must be for a job determined to be in demand in the customer's geographical area.

Training completion must occur before January 31, 2017, or the end date of the grant period.

ALLOWABLE TRAINING SERVICES

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

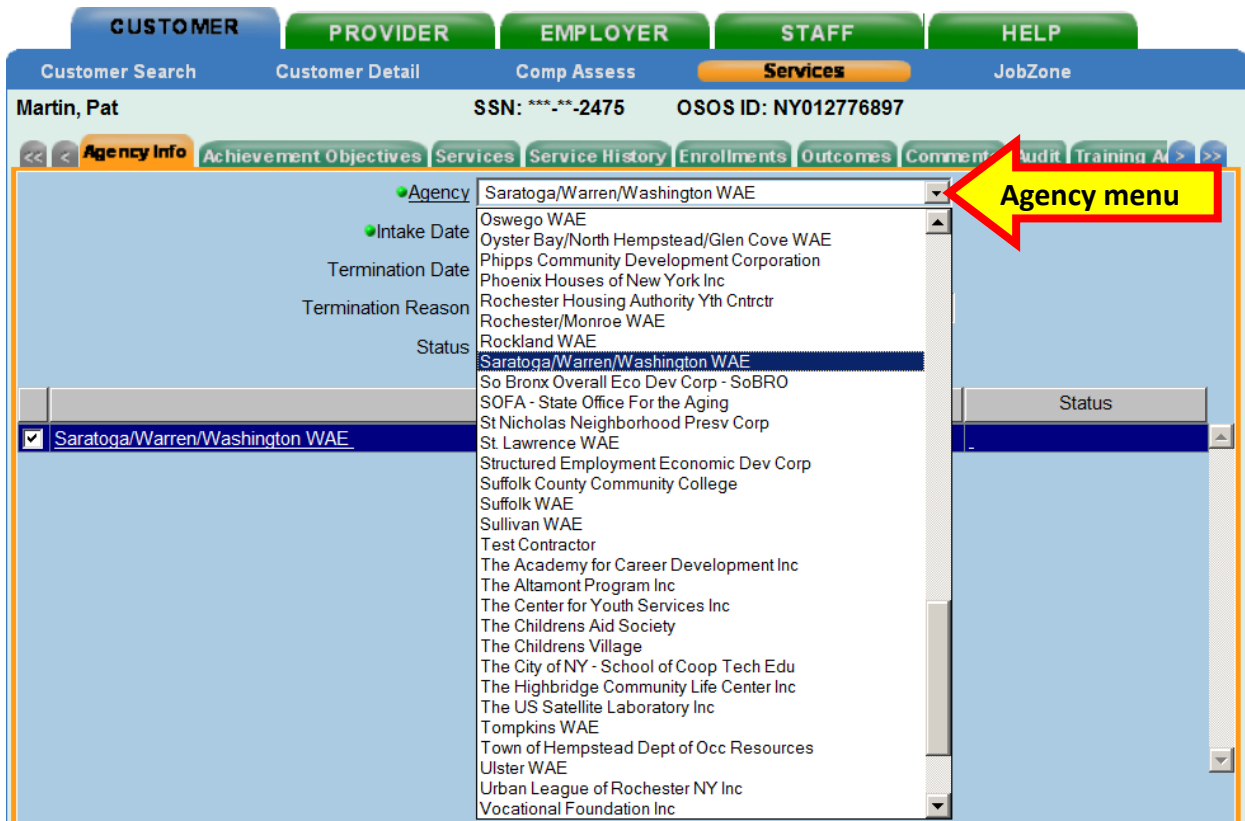
The new Workforce Innovation and Opportunity Act (WIOA) "emphasizes training that leads to industry-recognized post-secondary credentials".

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

DATA ENTERING A SERVICE

AGENCY

The user must login to one of the DEI Pilot site offices and register the customer in the respective agency. Select the agency from the drop down menu.



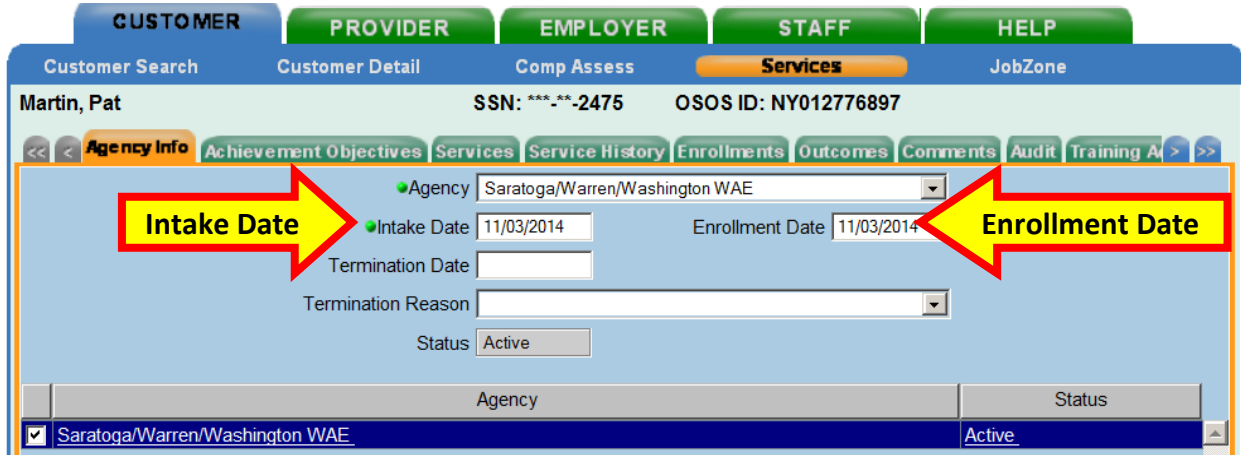
The screenshot displays the OSOS system interface for a customer named Martin, Pat. The interface includes a navigation bar with tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this, there are sub-tabs for Customer Search, Customer Detail, Comp Assess, Services (highlighted), and JobZone. The customer's SSN is ***-**-2475 and the OSOS ID is NY012776897. The Agency Info tab is active, showing a dropdown menu for Agency selection. The dropdown menu is open, displaying a list of agencies, with Saratoga/Warren/Washington WAE selected. A red arrow points to the dropdown menu with the label "Agency menu".

Field	Value
Agency	Saratoga/Warren/Washington WAE
Intake Date	
Termination Date	
Termination Reason	
Status	

Agency menu

- Saratoga/Warren/Washington WAE
- Oswego WAE
- Oyster Bay/North Hempstead/Glen Cove WAE
- Phipps Community Development Corporation
- Phoenix Houses of New York Inc
- Rochester Housing Authority Yth Cntrctr
- Rochester/Monroe WAE
- Rockland WAE
- Saratoga/Warren/Washington WAE
- So Bronx Overall Eco Dev Corp - SoBRO
- SOFA - State Office For the Aging
- St Nicholas Neighborhood Presv Corp
- St Lawrence WAE
- Structured Employment Economic Dev Corp
- Suffolk County Community College
- Suffolk WAE
- Sullivan WAE
- Test Contractor
- The Academy for Career Development Inc
- The Altamont Program Inc
- The Center for Youth Services Inc
- The Childrens Aid Society
- The Childrens Village
- The City of NY - School of Coop Tech Edu
- The Highbridge Community Life Center Inc
- The US Satellite Laboratory Inc
- Tompkins WAE
- Town of Hempstead Dept of Occ Resources
- Ulster WAE
- Urban League of Rochester NY Inc
- Vocational Foundation Inc

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



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

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

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

Agency Saratoga/Warren/Washington WAE

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

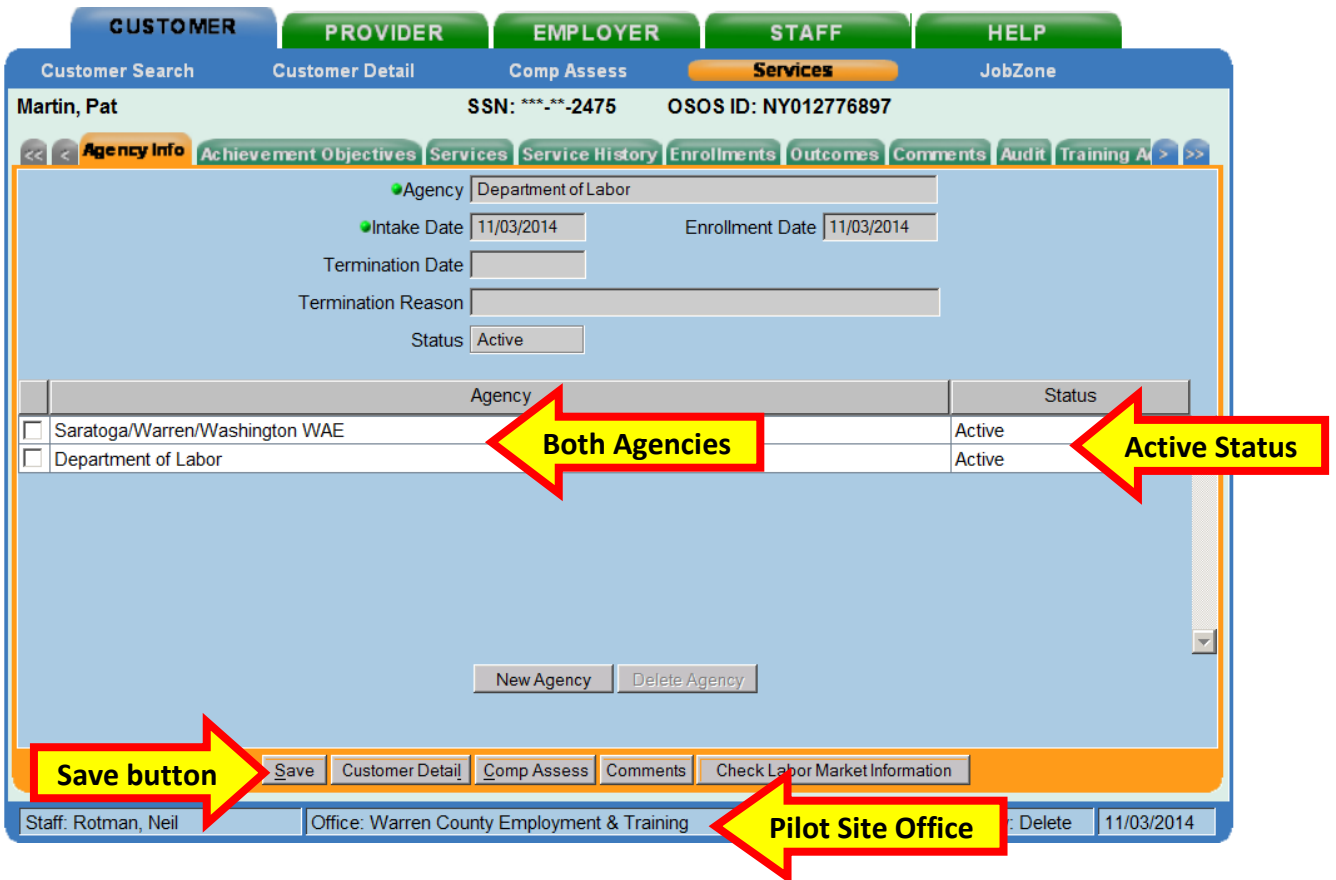
Termination Date

Termination Reason

Status Active

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

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



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

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

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

Agency Department of Labor

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

Termination Date

Termination Reason

Status Active

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

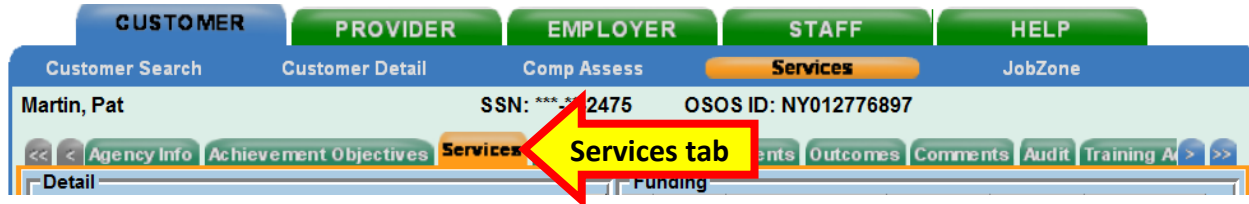
New Agency Delete Agency

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

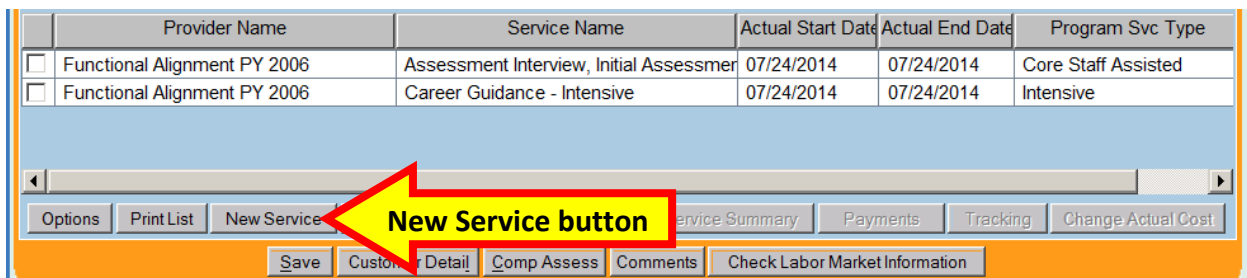
Staff: Rotman, Neil Office: Warren County Employment & Training Pilot Site Office Delete 11/03/2014

SUPPORTIVE SERVICE

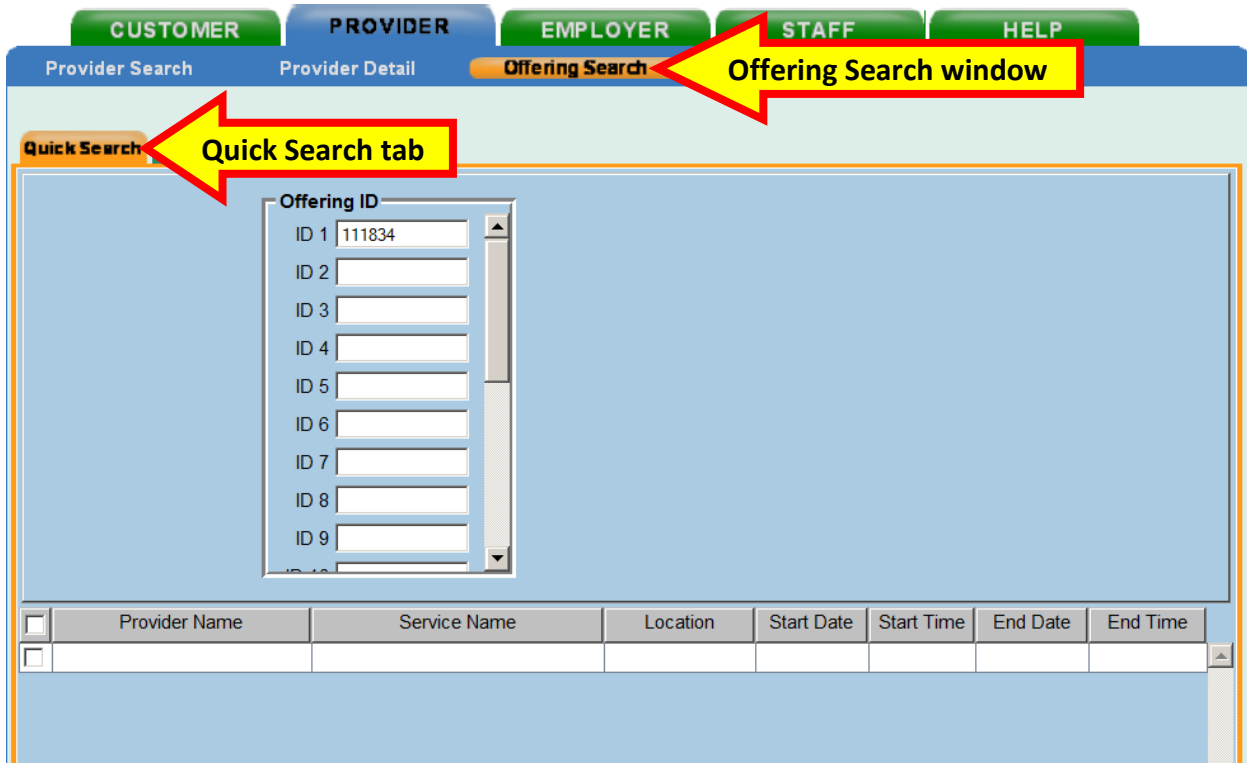
Click the **Service** tab.



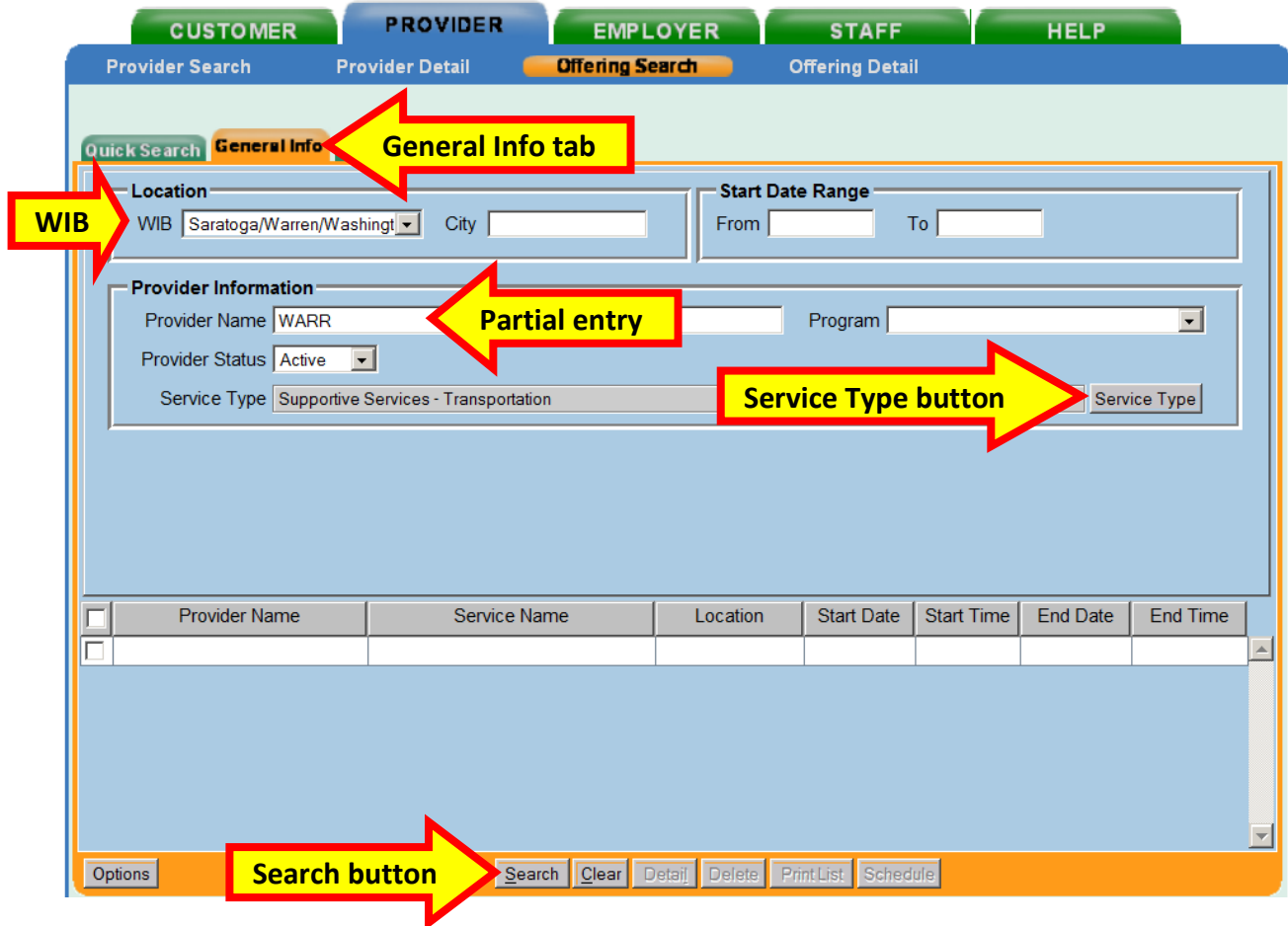
Click the **New Service** button towards the bottom of the screen.



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



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



The screenshot shows the OSOS web application interface for searching offerings. 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), and Offering Detail. The main content area has two sub-tabs: Quick Search and General Info (highlighted with a red arrow labeled "General Info tab").

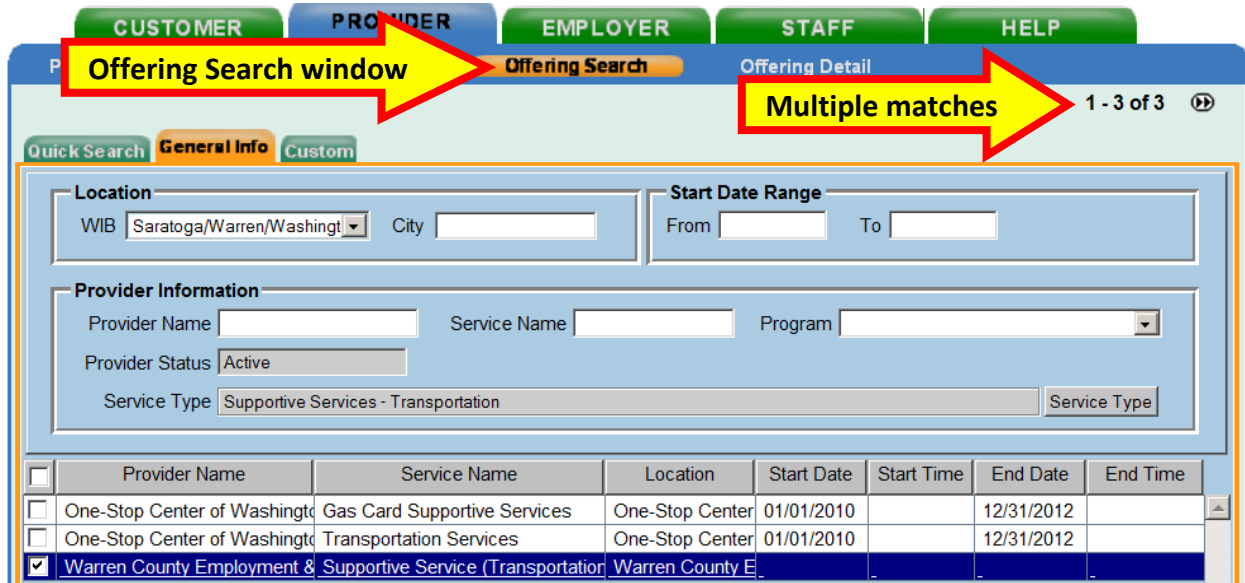
The "General Info" section contains several input fields:

- Location:** Includes a dropdown menu with "WIB" selected (highlighted with a red arrow labeled "WIB"), a dropdown menu with "Saratoga/Warren/Washingt" selected, and a text field for "City".
- Start Date Range:** Includes "From" and "To" text fields.
- Provider Information:** Includes a "Provider Name" text field with "WARR" entered (highlighted with a red arrow labeled "Partial entry"), a "Program" dropdown menu, a "Provider Status" dropdown menu with "Active" selected, and a "Service Type" dropdown menu with "Supportive Services - Transportation" selected (highlighted with a red arrow labeled "Service Type button").

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

At the bottom of the interface, there is a row of buttons: Options, Search (highlighted with a red arrow labeled "Search button"), Clear, Detail, Delete, Print List, and Schedule.

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



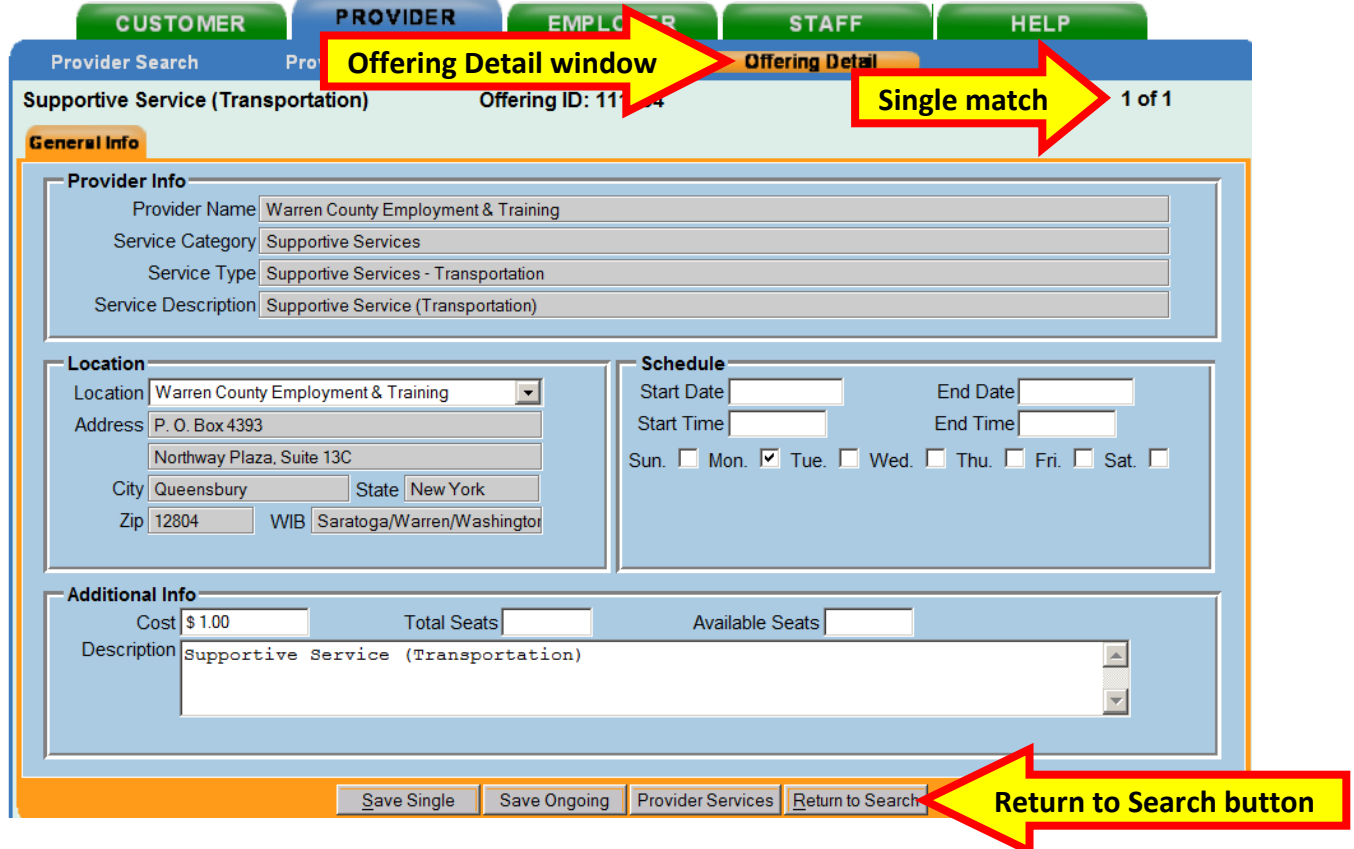
Offering Search window

Multiple matches

1 - 3 of 3

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

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



Offering Detail window

Single match

1 of 1

Supportive Service (Transportation) Offering ID: 111111

General Info

Provider Info

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

Location

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

Schedule

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

Additional Info

Cost: \$ 1.00 Total Seats: Available Seats:
 Description: Supportive Service (Transportation)

Return to Search button

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

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Provider Search Provider Detail Offering Search Offering Detail

1 - 3 of 3

Quick Search General Info Custom

Location
 WIB Saratoga/Warren/Washingt City

Start Date Range
 From To

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

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

Options Search Clear Detail Delete Print List Schedule

Select one offering

Schedule button



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

The screenshot shows the OSOS interface for the 'Services' tab. The customer is 'Martin, Pat' with SSN: ***-**-2475 and OSOS ID: NY012776897. The 'Services' tab is active, showing details for a 'Supportive Service (Transportation)'. The service is provided by 'Warren County Employment & Training' (Provider ID: 30075, Offering ID: 111834). The planned start date is 09/01/2014 and the planned end date is 10/31/2014. The actual start date is also 09/01/2014. The program service type is 'Intensive'. A table below shows a list of services, with the selected service highlighted. The 'Save' button is located at the bottom of the interface.

Auto-populated provider and offering details

Planned End Date

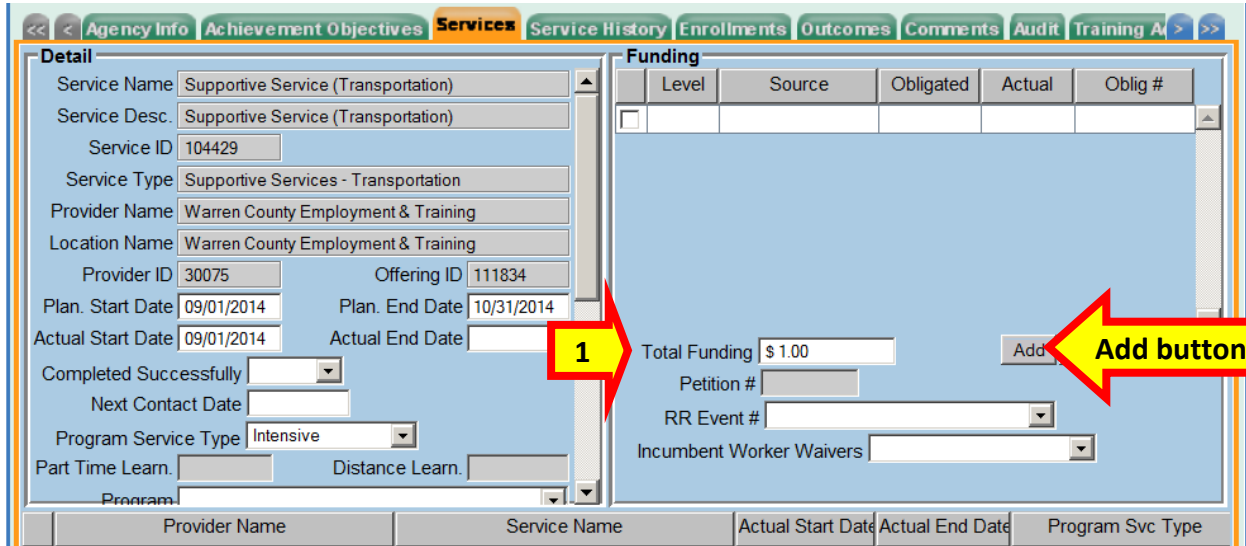
Program Service Type drop down menu

Dates

Save button

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

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



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

Detail

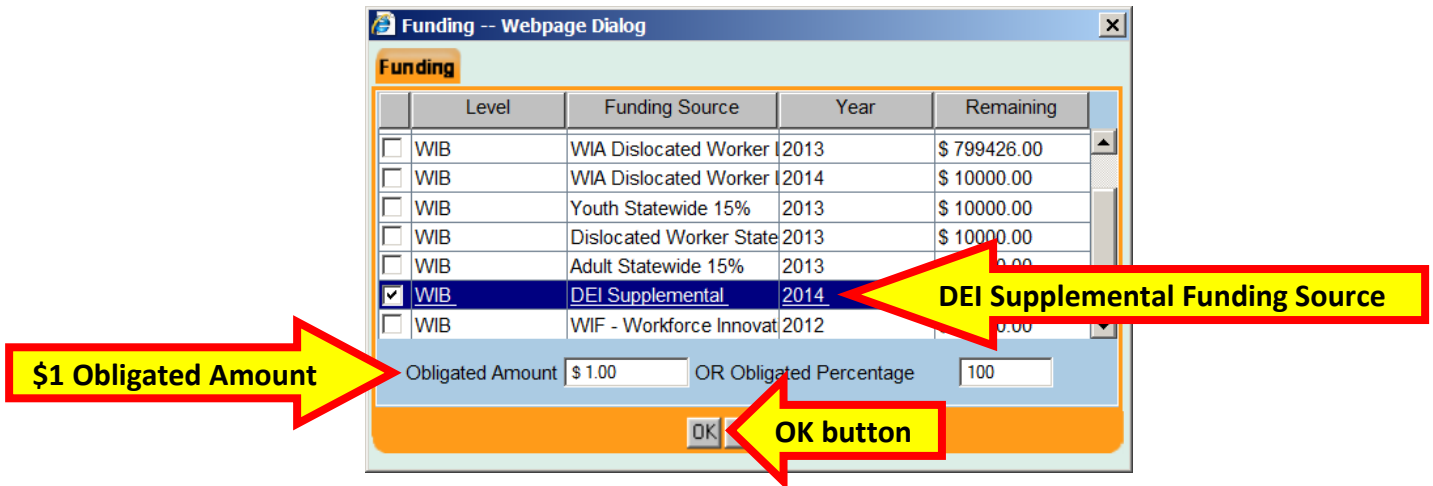
Service Name: Supportive Service (Transportation)
 Service Desc: Supportive Service (Transportation)
 Service ID: 104429
 Service Type: Supportive Services - Transportation
 Provider Name: Warren County Employment & Training
 Location Name: Warren County Employment & Training
 Provider ID: 30075 Offering ID: 111834
 Plan. Start Date: 09/01/2014 Plan. End Date: 10/31/2014
 Actual Start Date: 09/01/2014 Actual End Date:
 Completed Successfully:
 Next Contact Date:
 Program Service Type: Intensive
 Part Time Learn.: Distance Learn.:
 Program:
 Provider Name: Service Name: Actual Start Date: Actual End Date: Program Svc Type:

Funding

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

Total Funding \$ 1.00 Add
 Petition #
 RR Event #
 Incumbent Worker Waivers

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



Funding -- Webpage Dialog

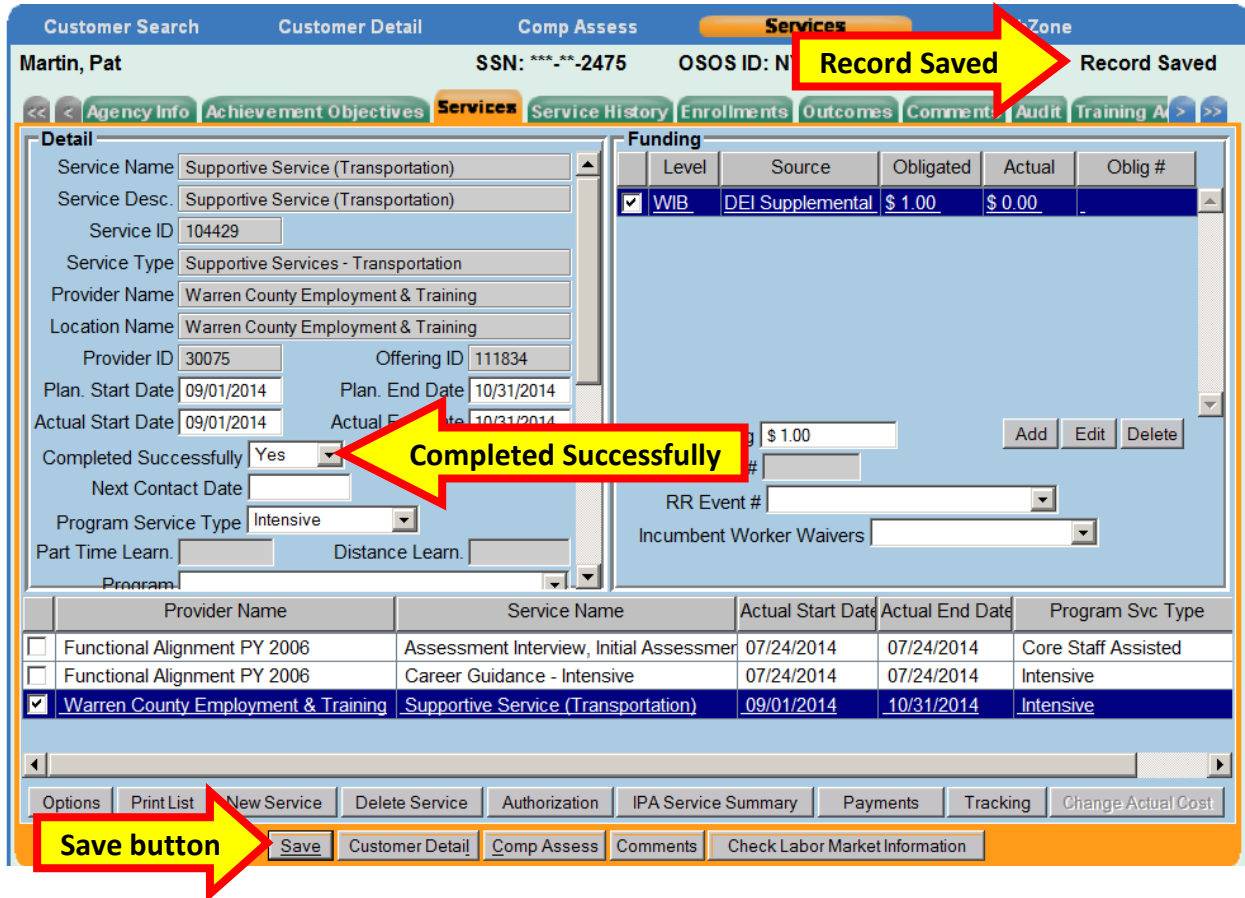
Funding

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

Obligated Amount \$ 1.00 OR Obligated Percentage 100

OK

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

Completed Successfully

Save button

Customer Search Customer Detail Comp Assess **Services** Zone

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

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

Detail

Service Name: Supportive Service (Transportation)
 Service Desc: Supportive Service (Transportation)
 Service ID: 104429
 Service Type: Supportive Services - Transportation
 Provider Name: Warren County Employment & Training
 Location Name: Warren County Employment & Training
 Provider ID: 30075 Offering ID: 111834
 Plan. Start Date: 09/01/2014 Plan. End Date: 10/31/2014
 Actual Start Date: 09/01/2014 Actual End Date: 10/31/2014
 Completed Successfully: Yes
 Next Contact Date:
 Program Service Type: Intensive
 Part Time Learn. Distance Learn. Program:
 RR Event # Incumbent Worker Waivers

Funding

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

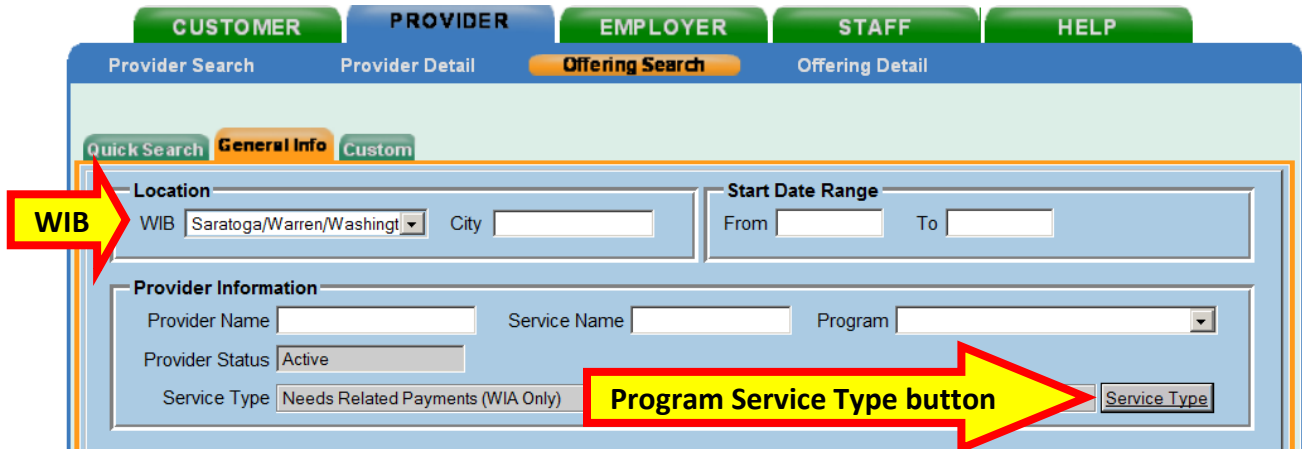
Options Print List New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save Customer Detail Comp Assess Comments Check Labor Market Information

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

NEEDS RELATED PAYMENTS SERVICE

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



WIB

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

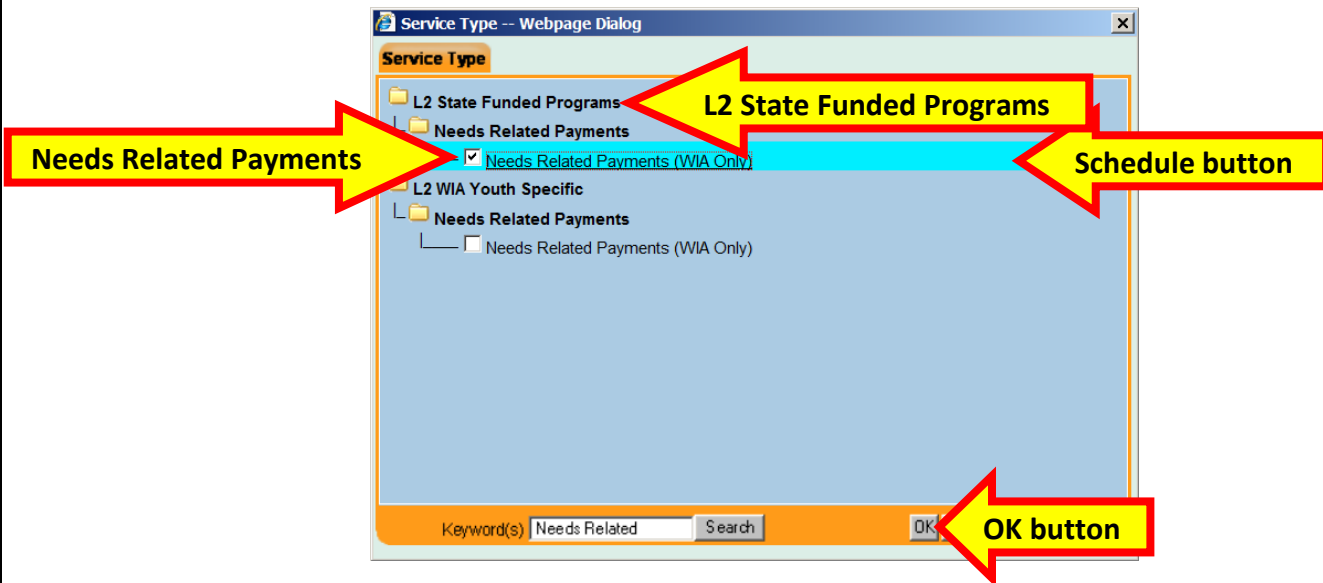
Provider Information:

Provider Name: [] Service Name: [] Program: []

Provider Status: Active

Service Type: Needs Related Payments (WIA Only) **Program Service Type button**

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



Service Type -- Webpage Dialog

Needs Related Payments

L2 State Funded Programs

Needs Related Payments

Needs Related Payments (WIA Only)

L2 WIA Youth Specific

Needs Related Payments

Needs Related Payments (WIA Only)

Keyword(s): Needs Related Search **Schedule button**

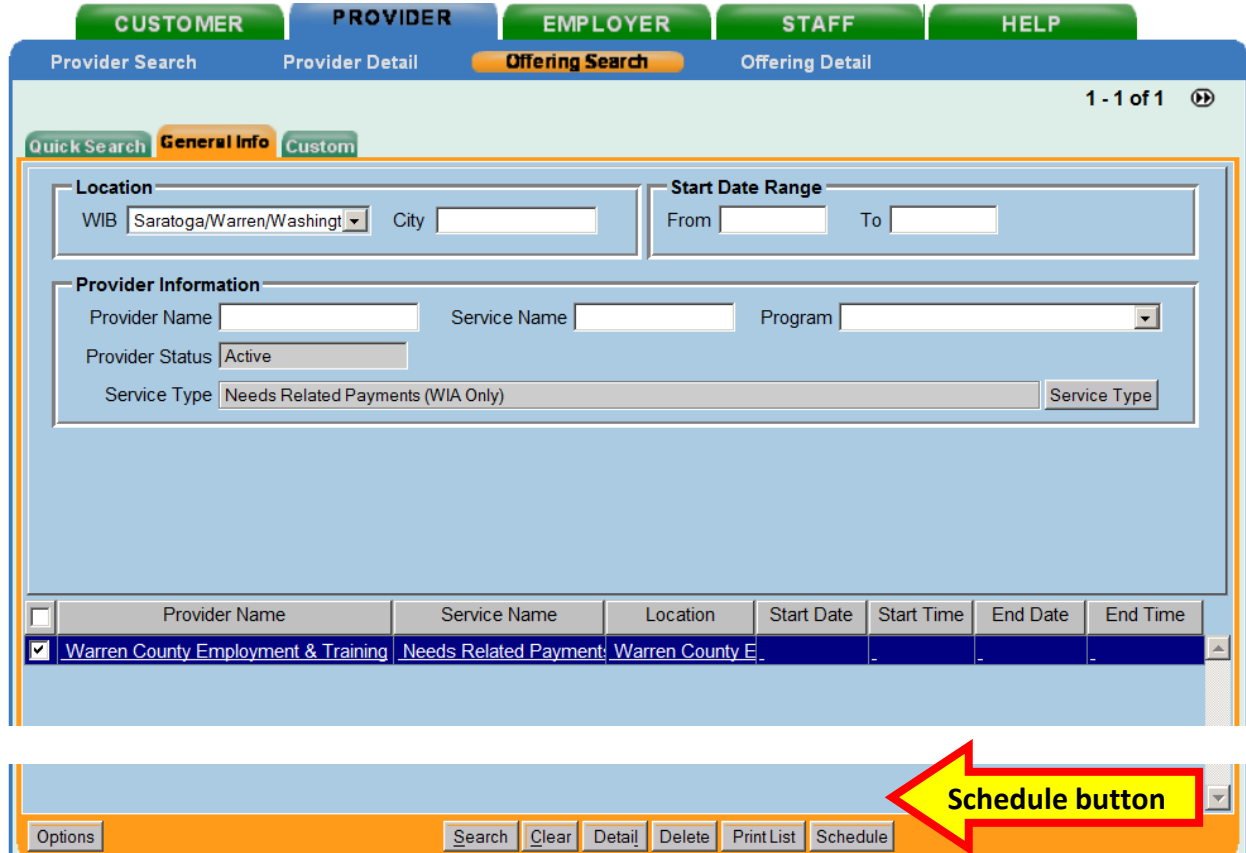
OK button

Click and then the **Search** button:



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

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



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

1 - 1 of 1

Quick Search **General Info** Custom

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

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

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

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

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

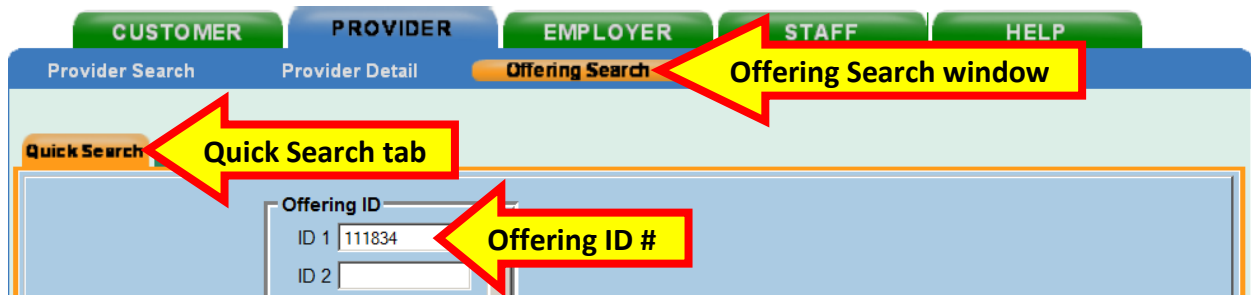


If the program service and offering does not exist for the WIB, then it will need to be created. Coordinate with the individual in the WIB that has the authority to create provider services and offerings.

TRAINING SERVICE

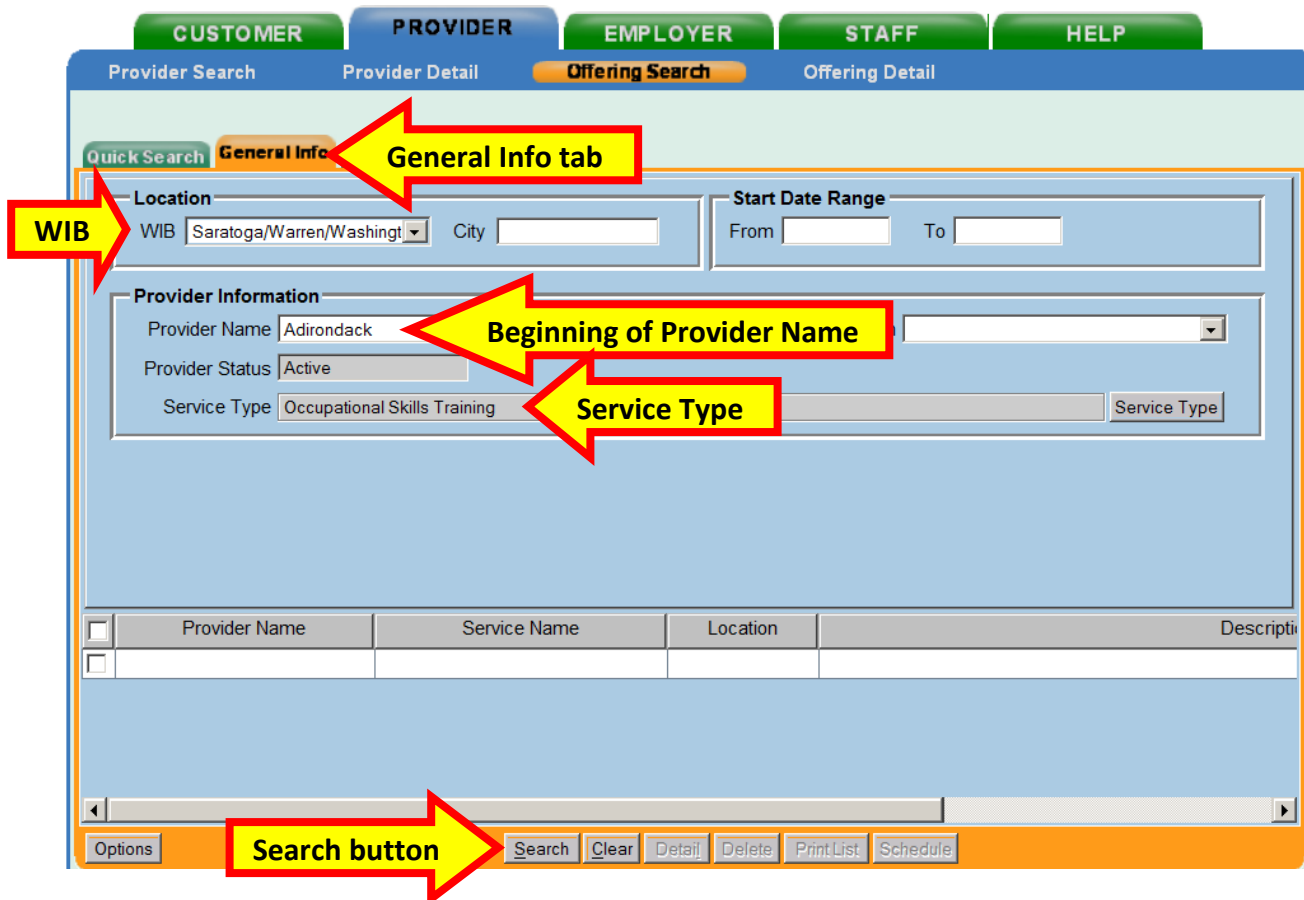
CLASSROOM TRAINING

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



The screenshot shows the OSOS interface with the 'PROVIDER' tab selected. The 'Offering Search' window is active, and the 'Quick Search' tab is selected. The 'Offering ID' section has 'ID 1' with the value '111834' entered. A yellow arrow points to the 'Offering ID #' label, and another yellow arrow points to the 'Quick Search' tab.

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

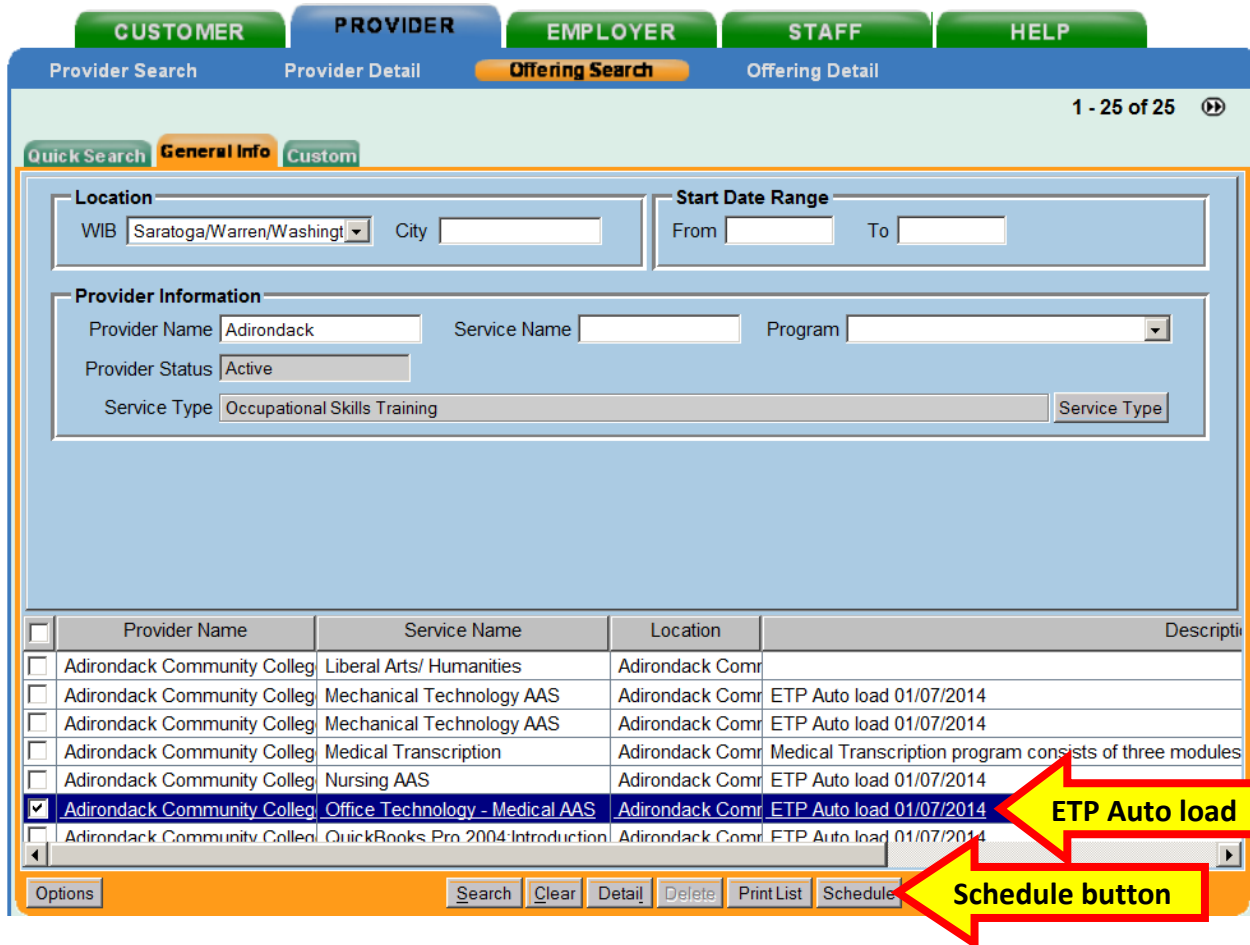


The screenshot shows the OSOS interface with the 'PROVIDER' tab selected. The 'Offering Search' window is active, and the 'General Info' tab is selected. The 'Location' field has 'WIB' selected and 'Saratoga/Warren/Washingt' entered. The 'Provider Information' section has 'Provider Name' with 'Adirondack' entered, 'Provider Status' set to 'Active', and 'Service Type' set to 'Occupational Skills Training'. A yellow arrow points to the 'General Info' tab, another to the 'WIB' dropdown, a third to the 'Beginning of Provider Name' text, and a fourth to the 'Service Type' dropdown. At the bottom, a yellow arrow points to the 'Search button'.

<input type="checkbox"/>	Provider Name	Service Name	Location	Description
<input type="checkbox"/>				

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

Click the **Schedule** button.



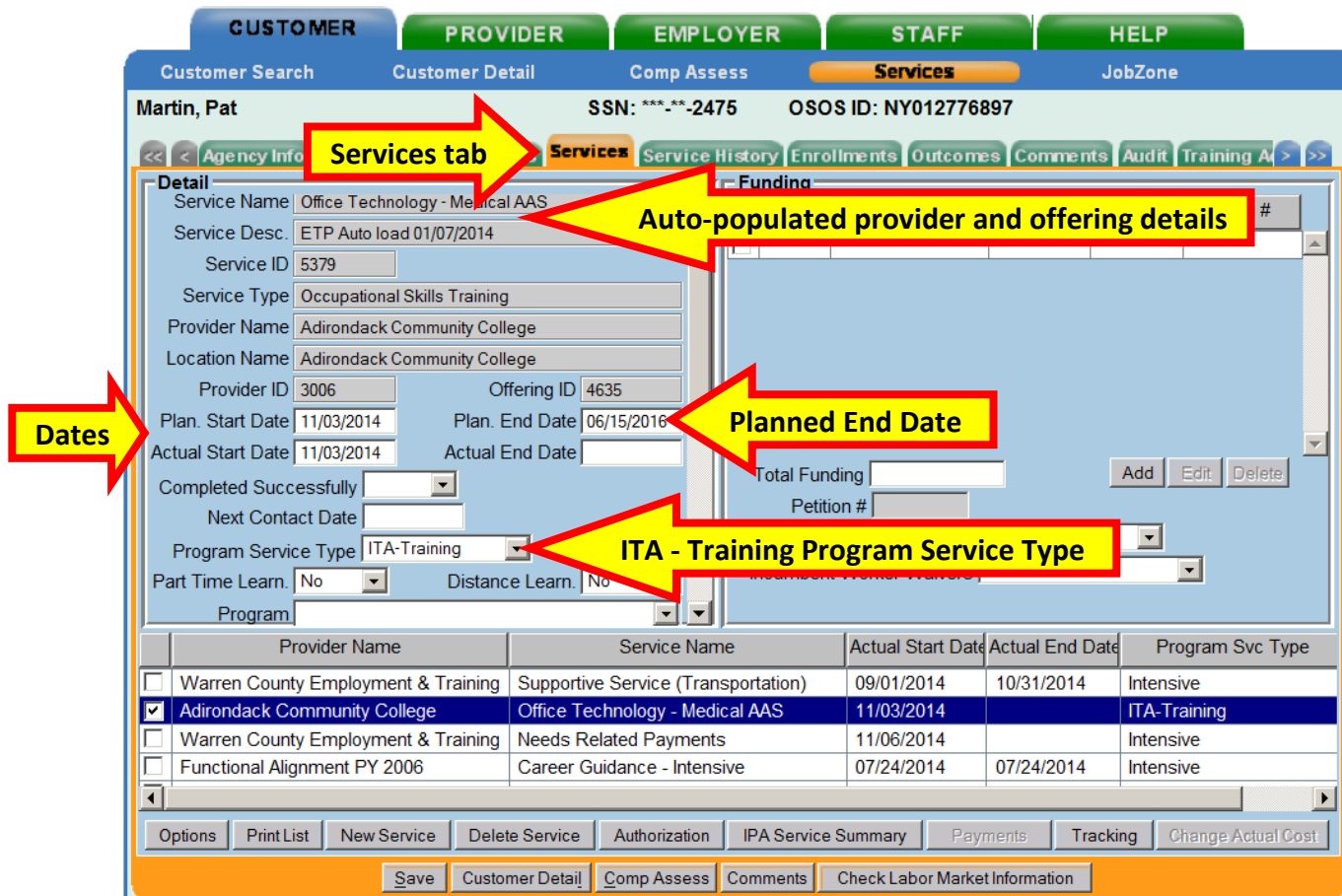
The screenshot shows the 'Offering Search' page in the OSOS system. At the top, there are navigation tabs: CUSTOMER, PROVIDER (selected), EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, Offering Search (selected), and Offering Detail. The page displays search filters for Location (WIB: Saratoga/Warren/Washingt), Start Date Range (From: , To:), and Provider Information (Provider Name: Adirondack, Service Name: , Program: , Provider Status: Active, Service Type: Occupational Skills Training). Below the filters is a table of offerings with columns for Provider Name, Service Name, Location, and Description. The selected offering is 'Adirondack Community Colleg' for 'Office Technology - Medical AAS' at 'Adirondack Comr', with a description of 'ETP Auto load 01/07/2014'. A red arrow points to this description with the text 'ETP Auto load'. At the bottom of the table, there are buttons for Options, Search, Clear, Detail, Delete, Print List, and Schedule. A red arrow points to the Schedule button with the text 'Schedule button'.

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

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

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

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



The screenshot shows the OSOS interface with the **Services** tab selected. The user is logged in as Martin, Pat. The interface displays the **Detail** section for a service. Red arrows point to specific fields and tabs, and yellow callouts highlight key information.

Annotations:

- Services tab:** Points to the **Services** tab in the navigation bar.
- Auto-populated provider and offering details:** Points to the **Provider Name** (Adirondack Community College) and **Offering ID** (4635) fields.
- Dates:** Points to the **Plan. Start Date** (11/03/2014) and **Plan. End Date** (06/15/2016) fields.
- Planned End Date:** Points to the **Plan. End Date** field.
- ITA - Training Program Service Type:** Points to the **Program Service Type** dropdown menu, which is set to **ITA-Training**.

Service Details:

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

Service List Table:

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



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

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

Code →

Learning buttons →

O*Net button →

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

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

Detail

Part Time Learn. No Distance Learn. No

Program

Minimum Hours Number of Weeks

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

NAICS NAICS

Min. Prog. Agreed

Achv. Objective

Staff Assigned Change

WIB Assigned Saratoga/Warren/Washington Coun

Agency Saratoga/Warren/Washington WAE Change Office

Office Warren County Employment & Train

Orig. Obligation Total Obligation \$ 0.00

Offering Cost \$ 1.00 Actual Cost

Obligated Actual Oblig #

Total Funding Add Edit Delete

Petition #

RR Event #

Incumbent Worker Waivers

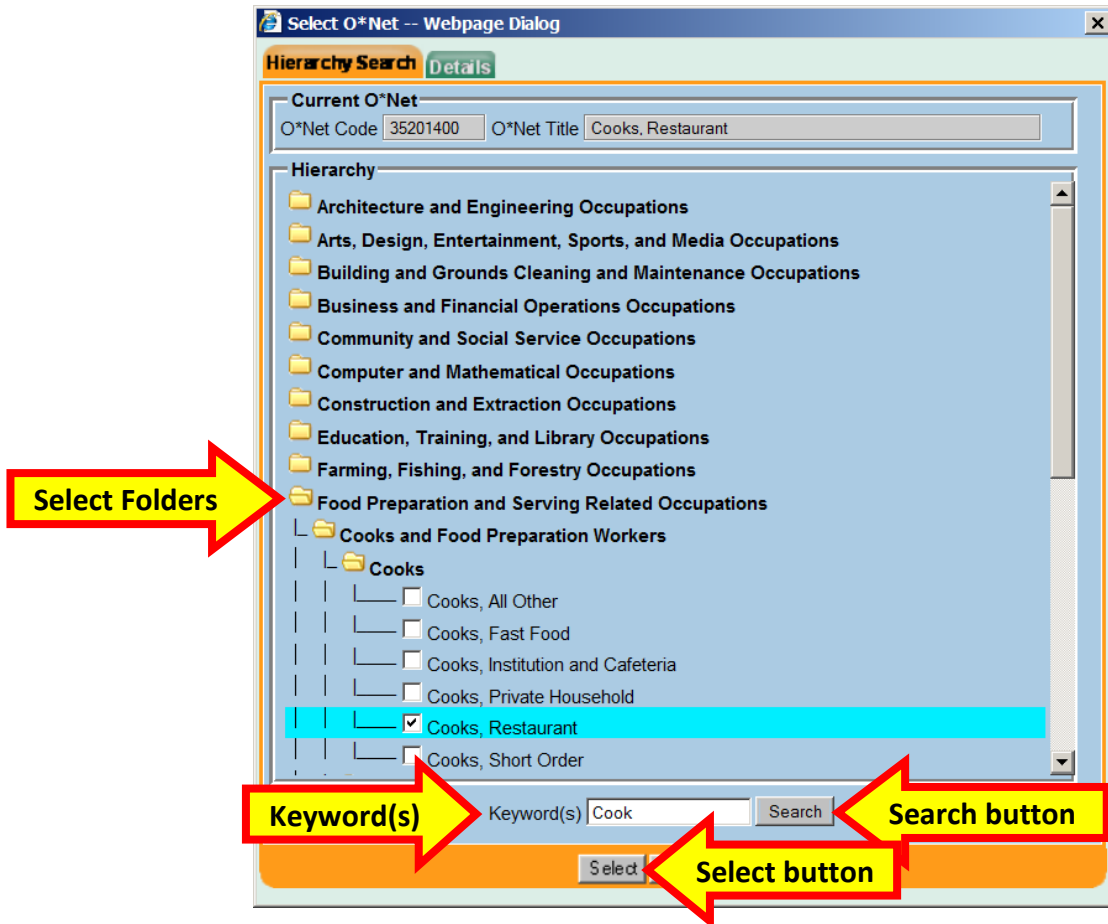
	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Warren County Employment & Training	Supportive Service (Transportation)	09/01/2014	10/31/2014	Intensive
<input checked="" type="checkbox"/>	Adirondack Community College	Office Technology - Medical AAS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

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

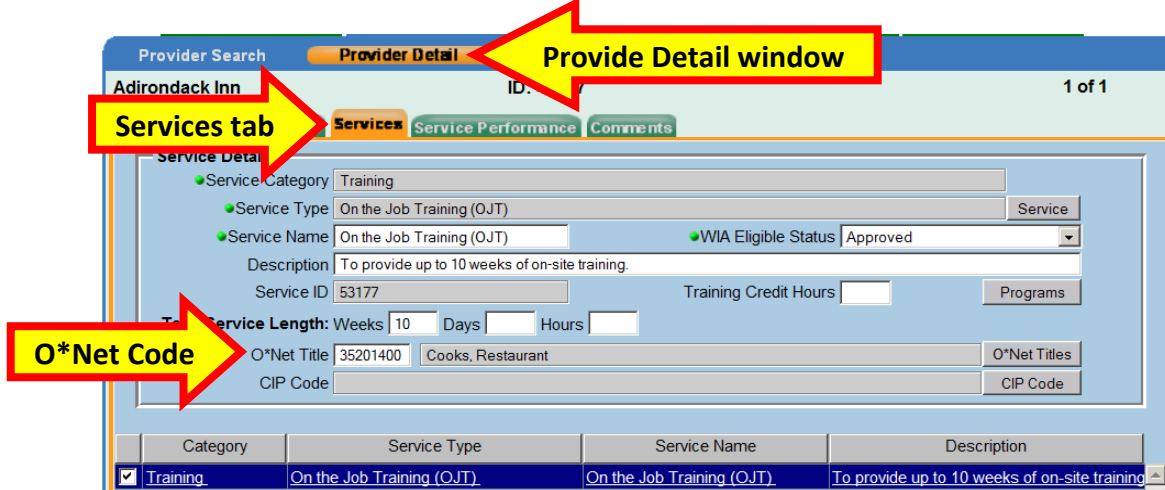
Save Customer Detail Comp Assess Comments Check Labor Market Information

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

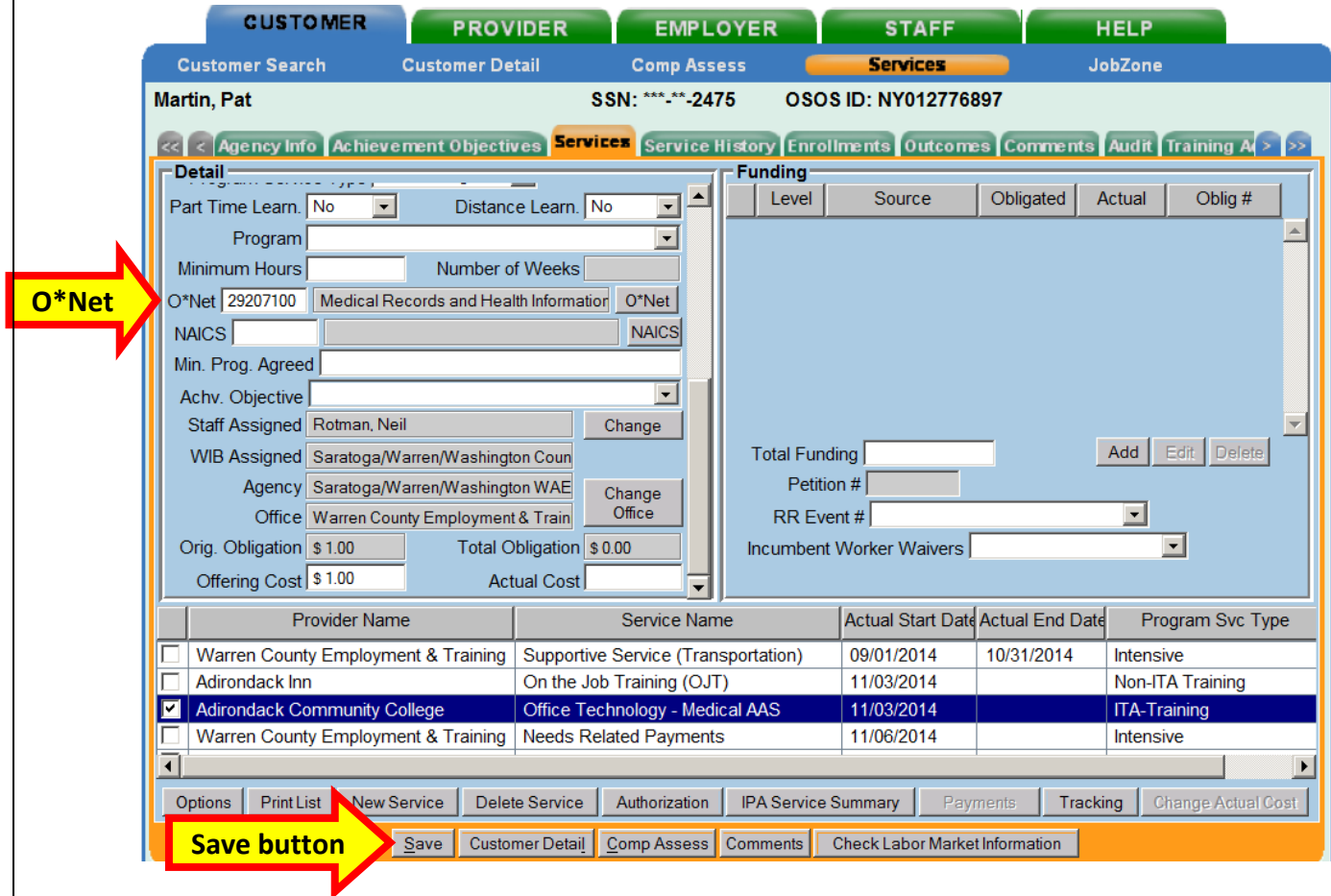
Enter in a keyword and click the **Search** button or drill down through the folders to locate the appropriate **O*Net** title. Then click the **Select** button.



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



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

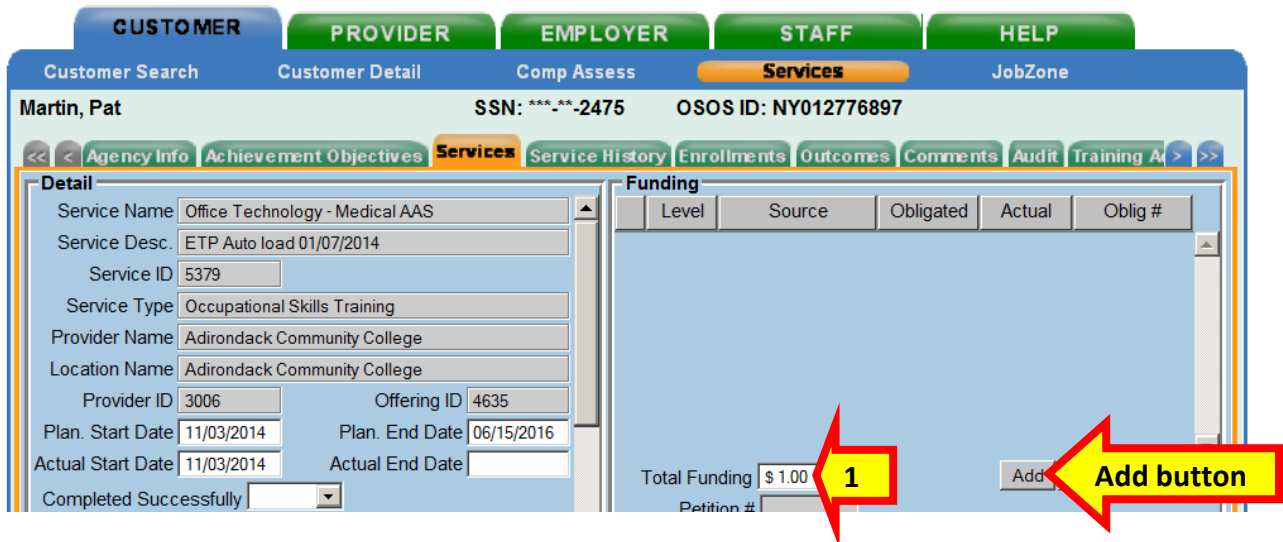


The screenshot shows the OSOS interface for a customer named Martin, Pat. The 'Services' tab is active. In the 'Detail' section, the 'O*Net' field is set to '29207100'. A red arrow points to this field with the label 'O*Net'. Below the detail section is a table of services. The 'Save' button is highlighted with a red arrow and the label 'Save button'.

Level	Source	Obligated	Actual	Oblig #
Total Funding				
Petition #				
RR Event #				
Incumbent Worker Waivers				

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

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

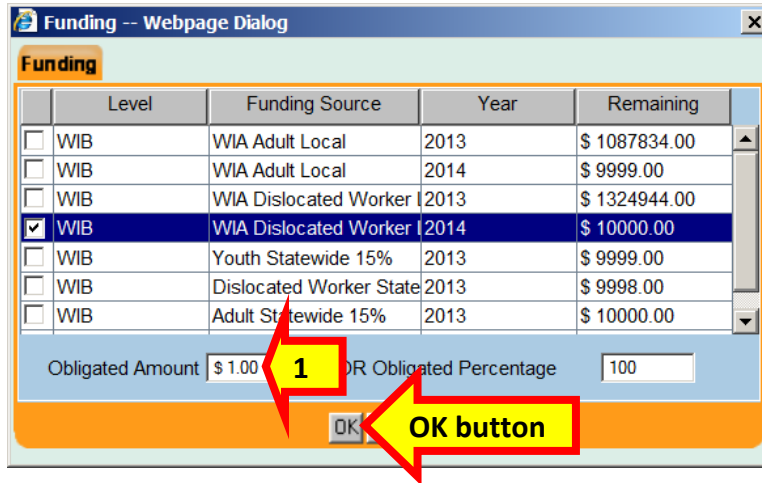


The screenshot shows the OSOS interface for the same customer. The 'Detail' section shows the service 'Office Technology - Medical AAS' provided by 'Adirondack Community College'. In the 'Funding' section, the 'Total Funding' field contains the number '1'. A red arrow points to this field with the label '1'. The 'Add' button is also highlighted with a red arrow and the label 'Add button'.

Level	Source	Obligated	Actual	Oblig #
Total Funding \$ 1.00				
Petition #				

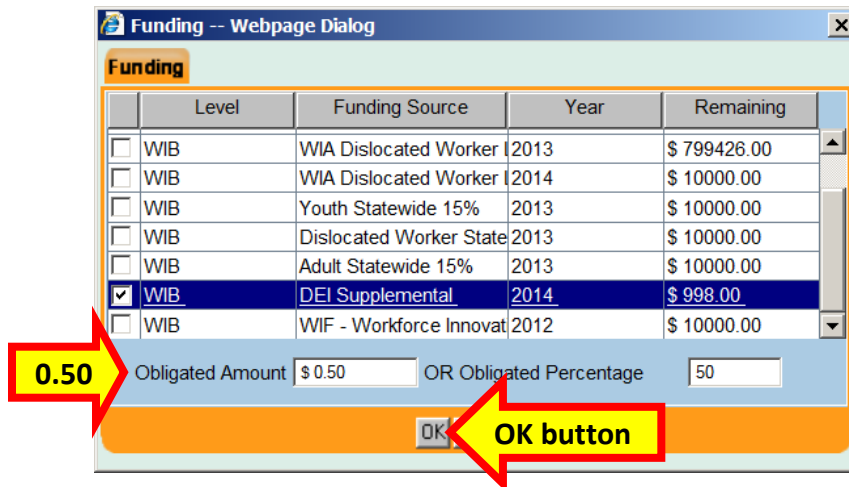
If the classroom training is being funded totally through WIA or DEI, then enter the number "1" in the **Obligated Amount** and select the solitary funding.

Click the **OK** button.



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

Click the **OK** button.



Click the **Save** button.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

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

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

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

Detail

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

Funding

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

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

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

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

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

OJT SERVICE

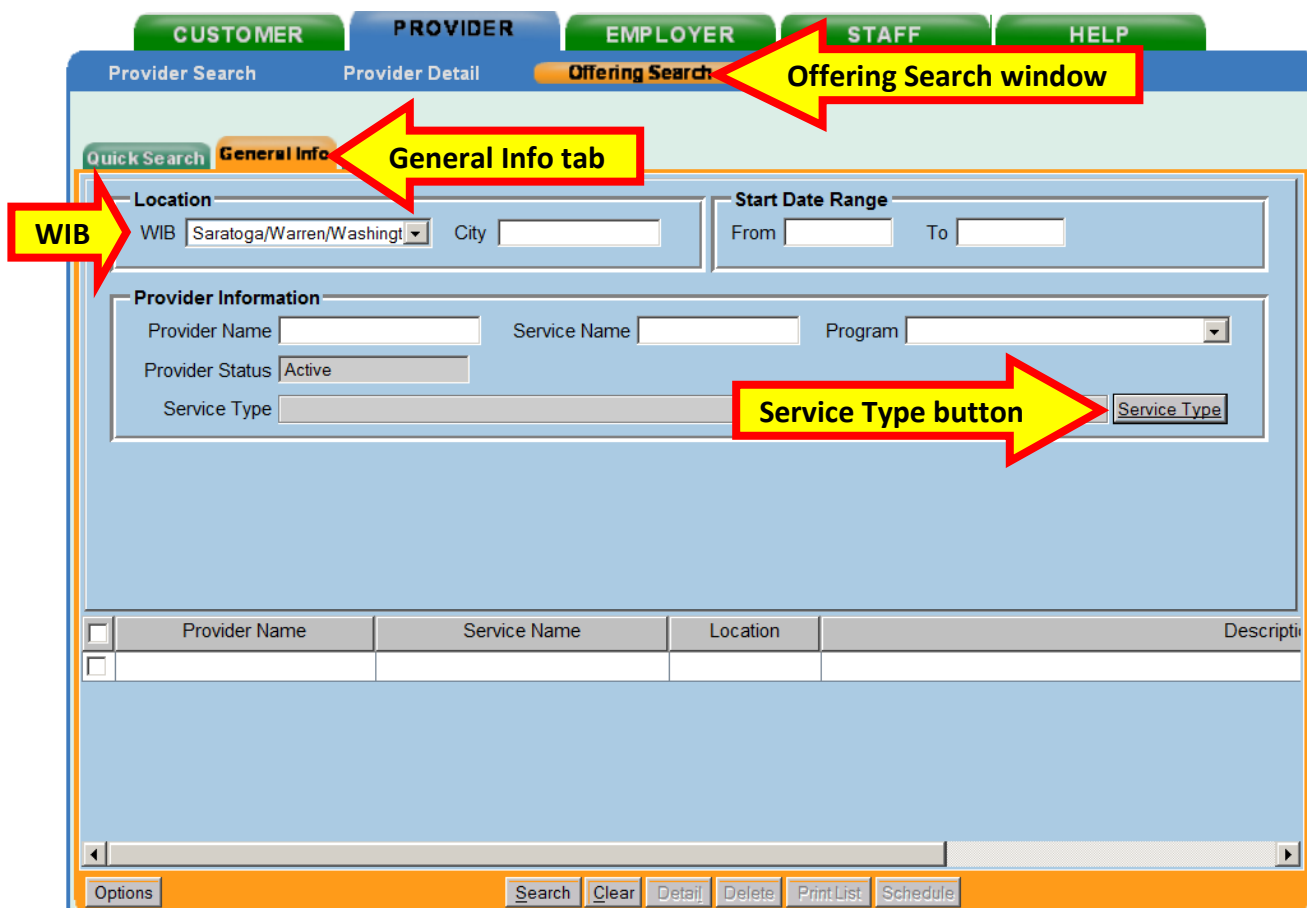
Click the **New Service** button towards the bottom of the screen of the **Services** tab.

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

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

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

Click the **Service Type** button.



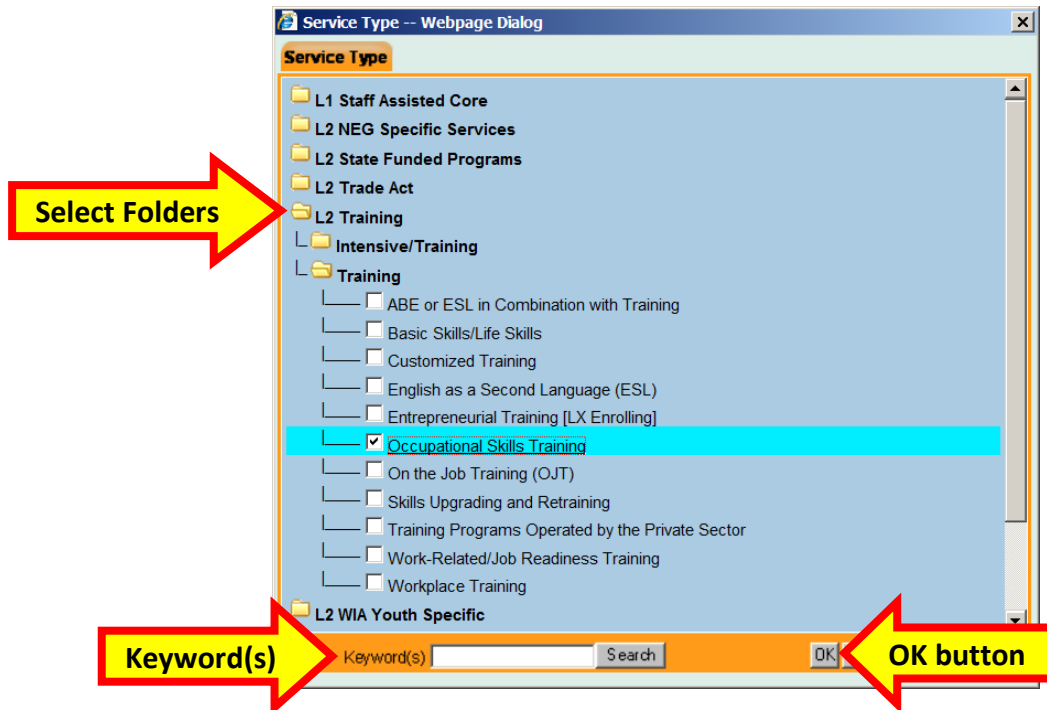
The screenshot shows the 'Offering Search' window with the following elements:

- Navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, HELP
- Sub-tabs: Provider Search, Provider Detail, **Offering Search**- Search sub-tabs: Quick Search, **General Info**- Location section: WIB dropdown (Saratoga/Warren/Washingt...), City input field, Start Date Range (From/To)
- Provider Information section:
 - Provider Name, Service Name, Program (dropdown)
 - Provider Status: Active
 - Service Type input field and **Service Type** button
- Table with columns: Provider Name, Service Name, Location, Description
- Bottom buttons: Options, Search, Clear, Detail, Delete, Print List, Schedule

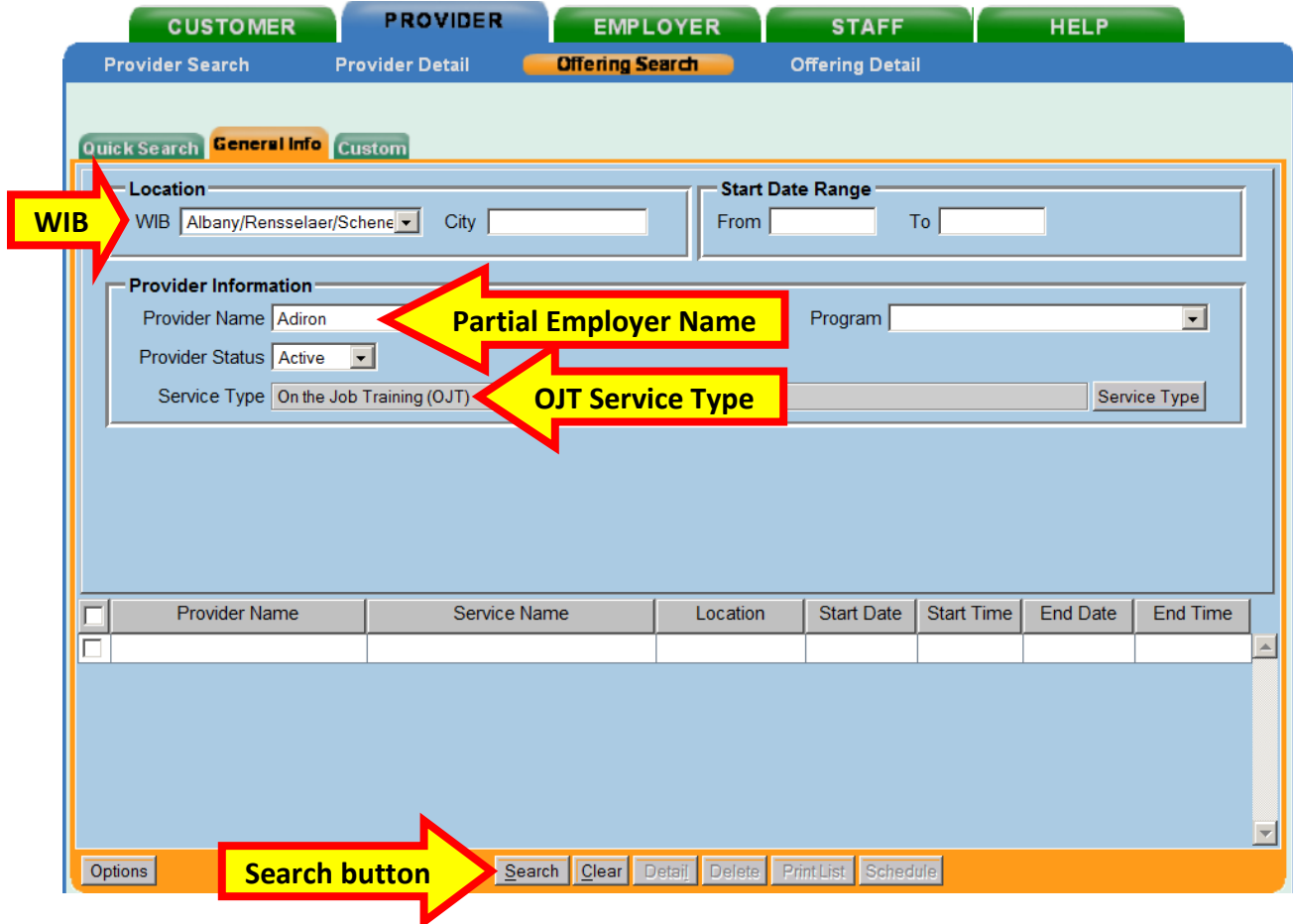
Clicking the **Service Type** button will bring up the **Service Type -- Webpage Dialog**.

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

Then click the **OK** button.



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



The screenshot shows the 'Offering Search' interface. At the top are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, Offering Search (selected), and Offering Detail. The main search area has three sub-sections: Quick Search, General Info (selected), and Custom. The General Info section contains the following fields:

- Location:** WIB Albany/Rensselaer/Schene (dropdown), City (text input), Start Date Range (From/To text inputs).
- Provider Information:** Provider Name Adiron (text input), Program (dropdown), Provider Status Active (dropdown), Service Type On the Job Training (OJT) (text input), and a Service Type dropdown.

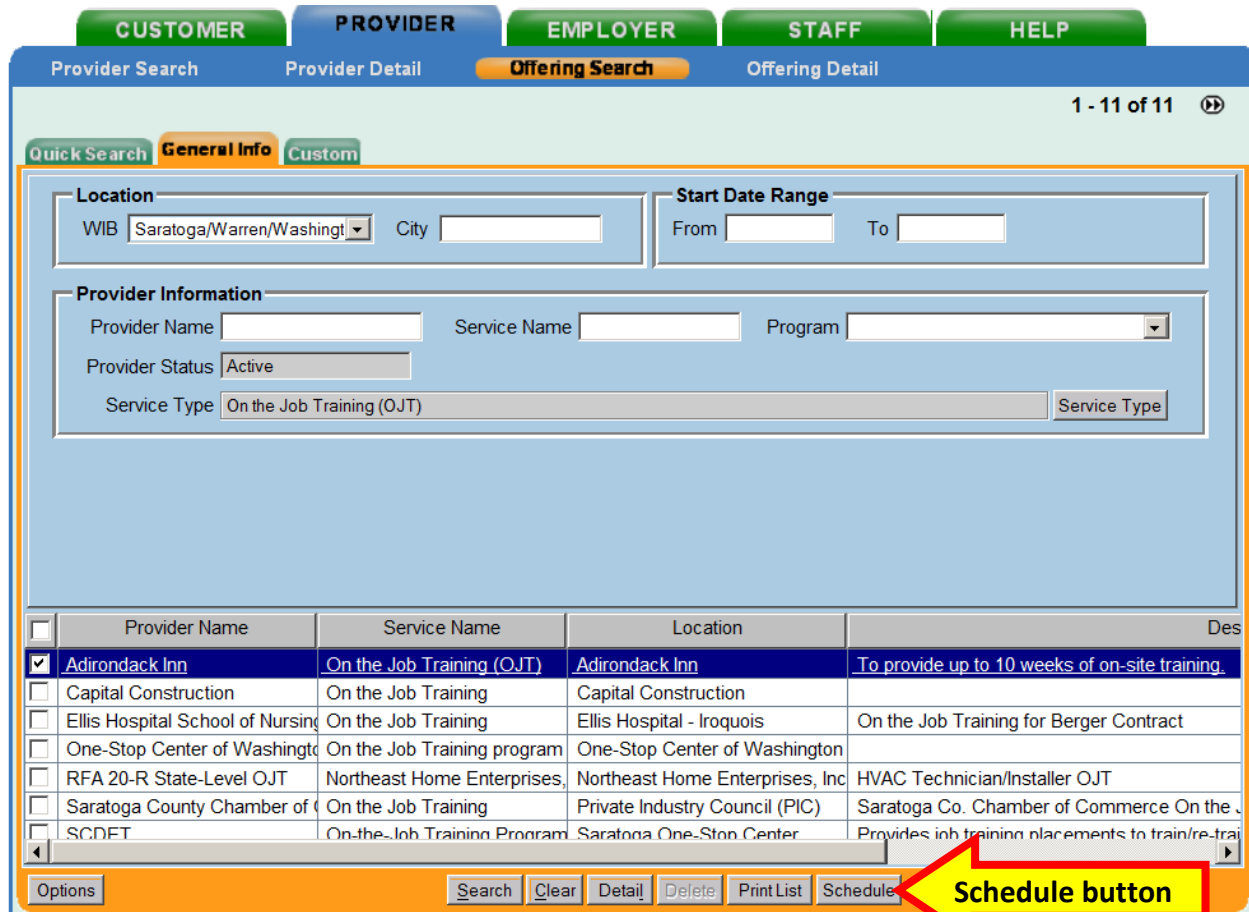
Callouts with red arrows point to the following elements:

- WIB:** Points to the WIB dropdown in the Location field.
- Partial Employer Name:** Points to the Adiron text input in the Provider Name field.
- OJT Service Type:** Points to the On the Job Training (OJT) text input in the Service Type field.
- Search button:** Points to the Search button in the bottom toolbar.

At the bottom, there is a table with the following columns: Provider Name, Service Name, Location, Start Date, Start Time, End Date, End Time. The table is currently empty.

The bottom toolbar contains buttons for Options, Search, Clear, Detail, Delete, Print List, and Schedule.

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



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

1 - 11 of 11

Quick Search **General Info** Custom

Location
 WIB Saratoga/Warren/Washingt City

Start Date Range
 From To

Provider Information
 Provider Name Service Name Program
 Provider Status Active
 Service Type On the Job Training (OJT) Service Type

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

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

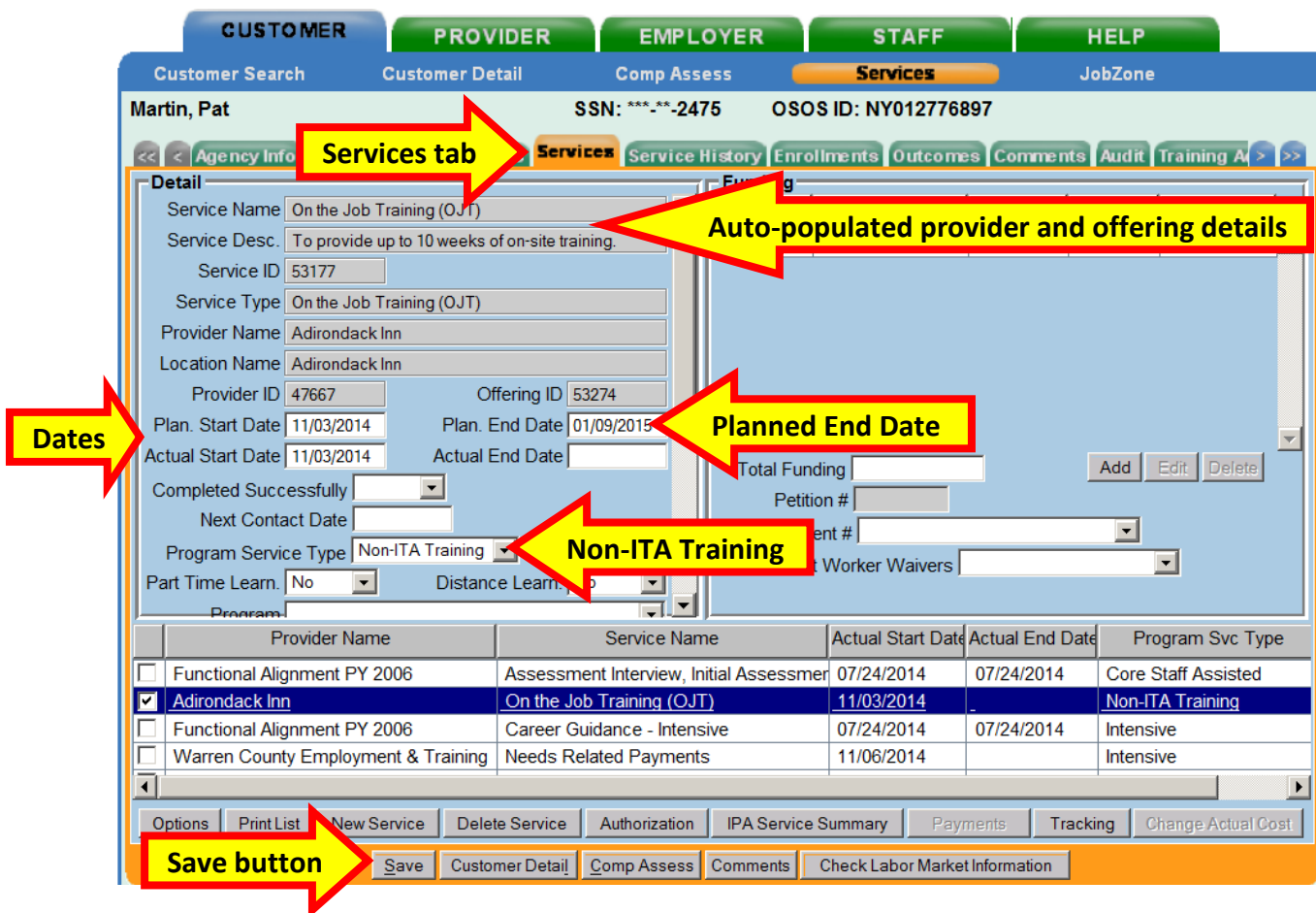
Schedule button

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

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

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

Click the **Save** button:



The screenshot shows the OSOS interface with the **Services** tab selected. The **Detail** section contains the following fields:

- Service Name:** On the Job Training (OJT)
- Service Desc.:** To provide up to 10 weeks of on-site training.
- Service ID:** 53177
- Service Type:** On the Job Training (OJT)
- Provider Name:** Adirondack Inn
- Location Name:** Adirondack Inn
- Provider ID:** 47667
- Offering ID:** 53274
- Plan. Start Date:** 11/03/2014
- Plan. End Date:** 01/09/2015
- Actual Start Date:** 11/03/2014
- Actual End Date:** (empty)
- Completed Successfully:** (dropdown menu)
- Next Contact Date:** (empty)
- Program Service Type:** Non-ITA Training
- Part Time Learn.:** No
- Distance Learning:** (dropdown menu)

Annotations in the image include:

- Services tab:** Points to the Services tab in the navigation bar.
- Auto-populated provider and offering details:** Points to the Provider Name and Offering ID fields.
- Dates:** Points to the Plan. Start Date and Actual Start Date fields.
- Planned End Date:** Points to the Plan. End Date field.
- Non-ITA Training:** Points to the Program Service Type dropdown menu.
- Save button:** Points to the Save button at the bottom of the screen.

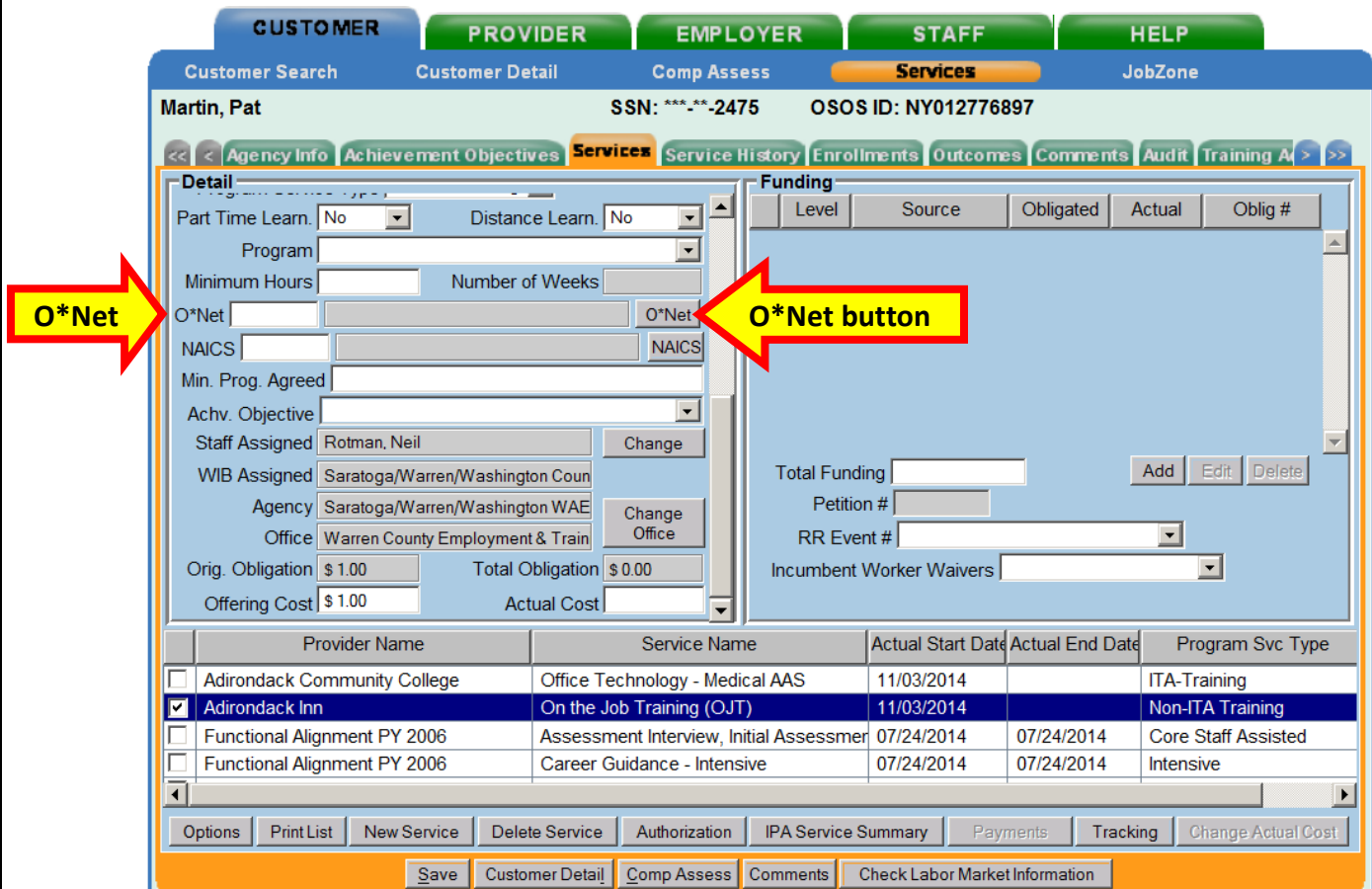
At the bottom of the screen, there is a table with the following data:

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

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

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

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



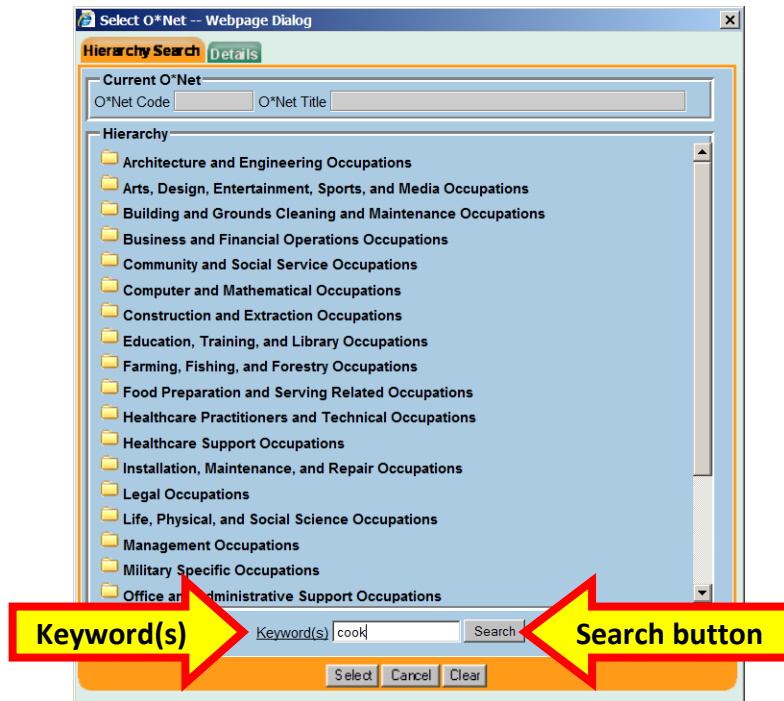
O*Net

O*Net button

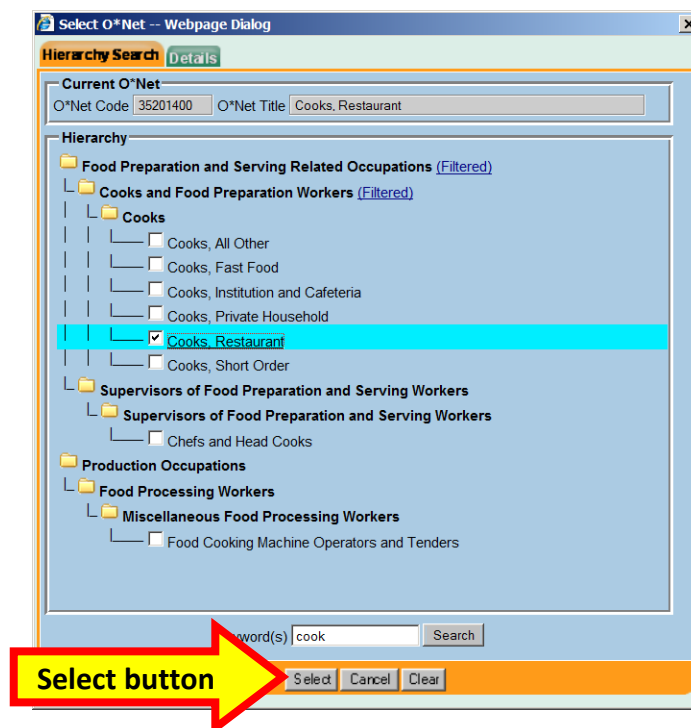
Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/> Adirondack Community College	Office Technology - Medical AAS	11/03/2014		ITA-Training
<input checked="" type="checkbox"/> Adirondack Inn	On the Job Training (OJT)	11/03/2014		Non-ITA Training
<input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

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

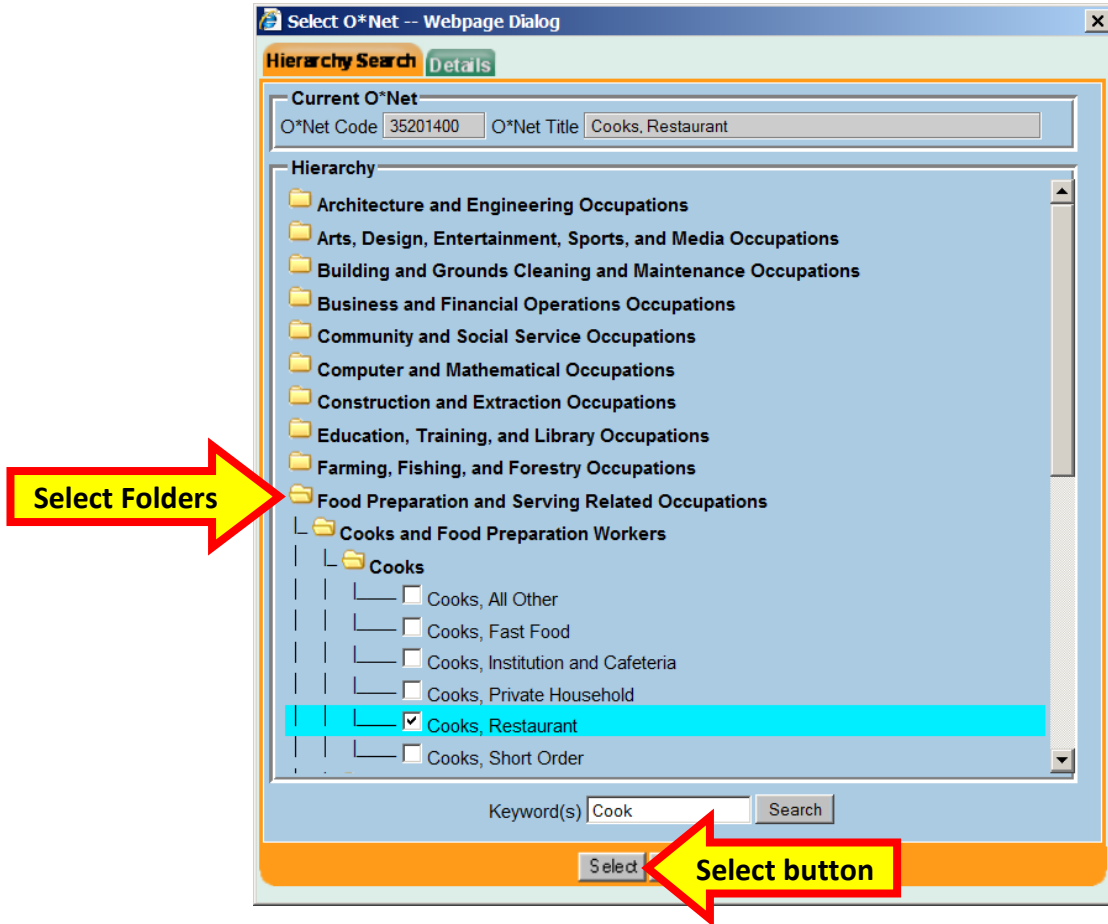
Enter in a keyword and click the **Search** button.



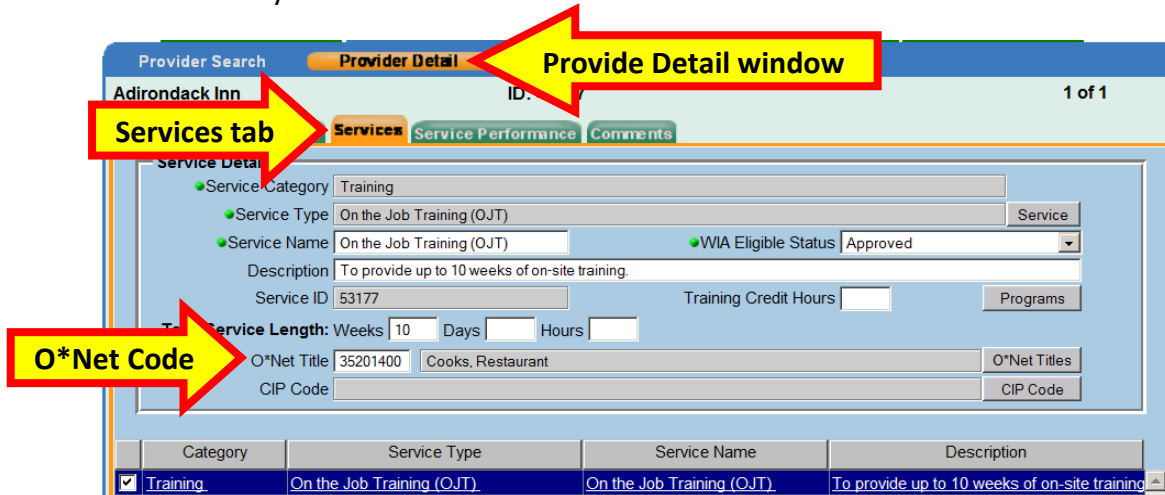
Select the appropriate **O*Net** title and click the **Select** button.



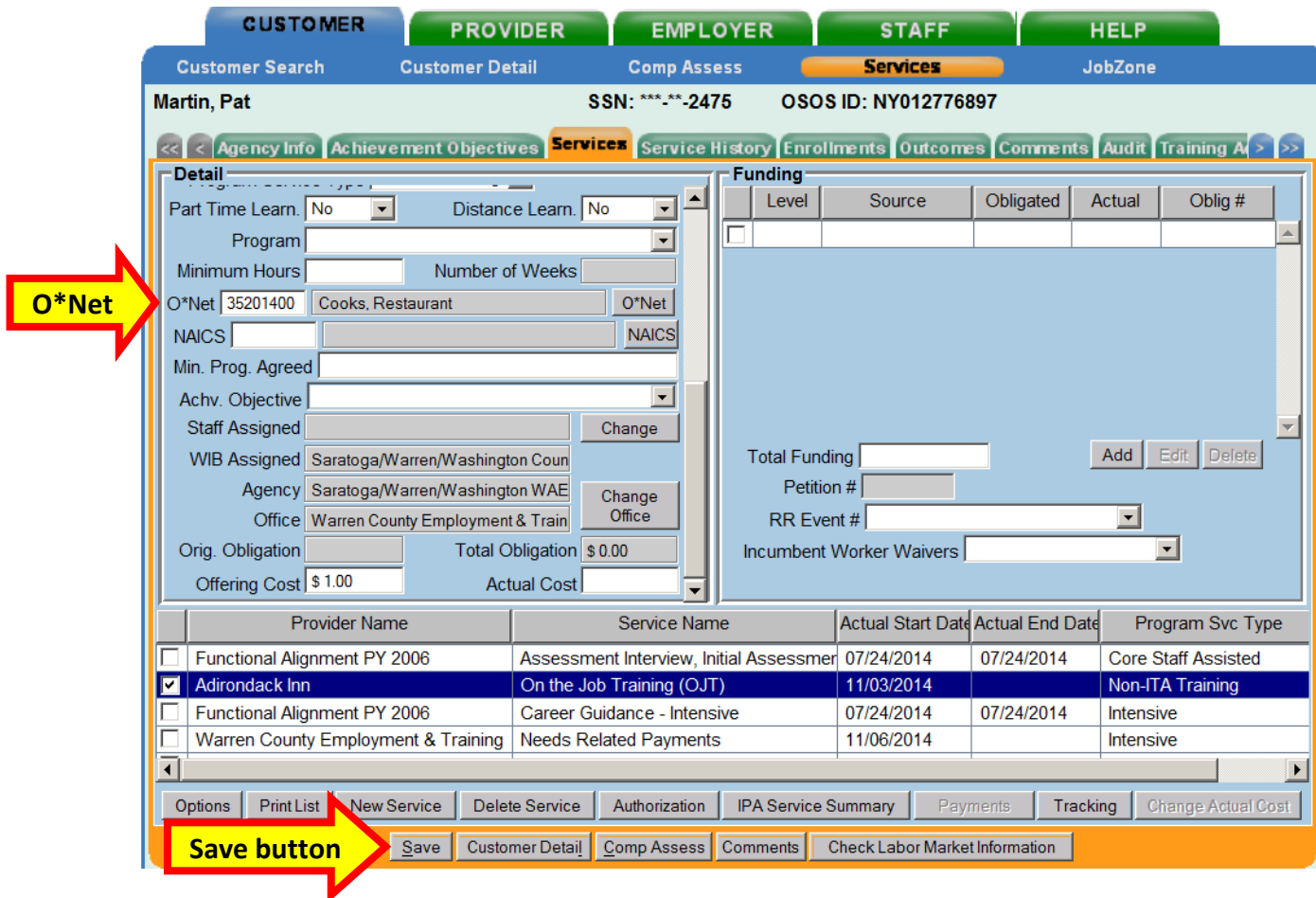
Another way to locate the **O*Net** title is to drill down through the folders. Then click the **Select** button.



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



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



O*Net

Part Time Learn. No Distance Learn. No

Program

Minimum Hours Number of Weeks

O*Net O*Net

NAICS NAICS

Min. Prog. Agreed

Achv. Objective

Staff Assigned

WIB Assigned

Agency

Office

Orig. Obligation Total Obligation

Offering Cost Actual Cost

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

Total Funding

Petition #

RR Event #

Incumbent Worker Waivers

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

Save button

Click the Save button.

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

Level	Source	Obligated	Actual	Oblig #
		\$ 1.00		

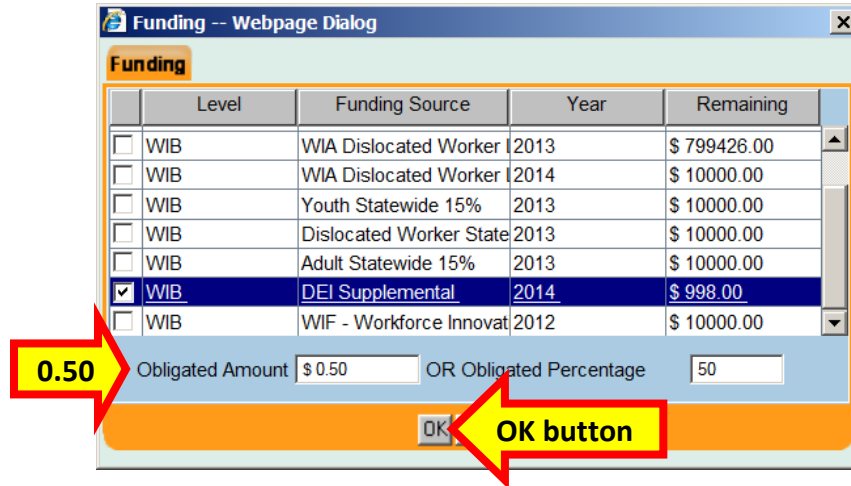
	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Warren County Employment & Training	Supportive Service (Transportation)	09/01/2014	10/31/2014	Intensive
<input checked="" type="checkbox"/>	Adirondack Inn	On the Job Training (OJT)	11/03/2014		Non-ITA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

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

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

Obligated Amount: \$ 1.00 OR Obligated Percentage: 100

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

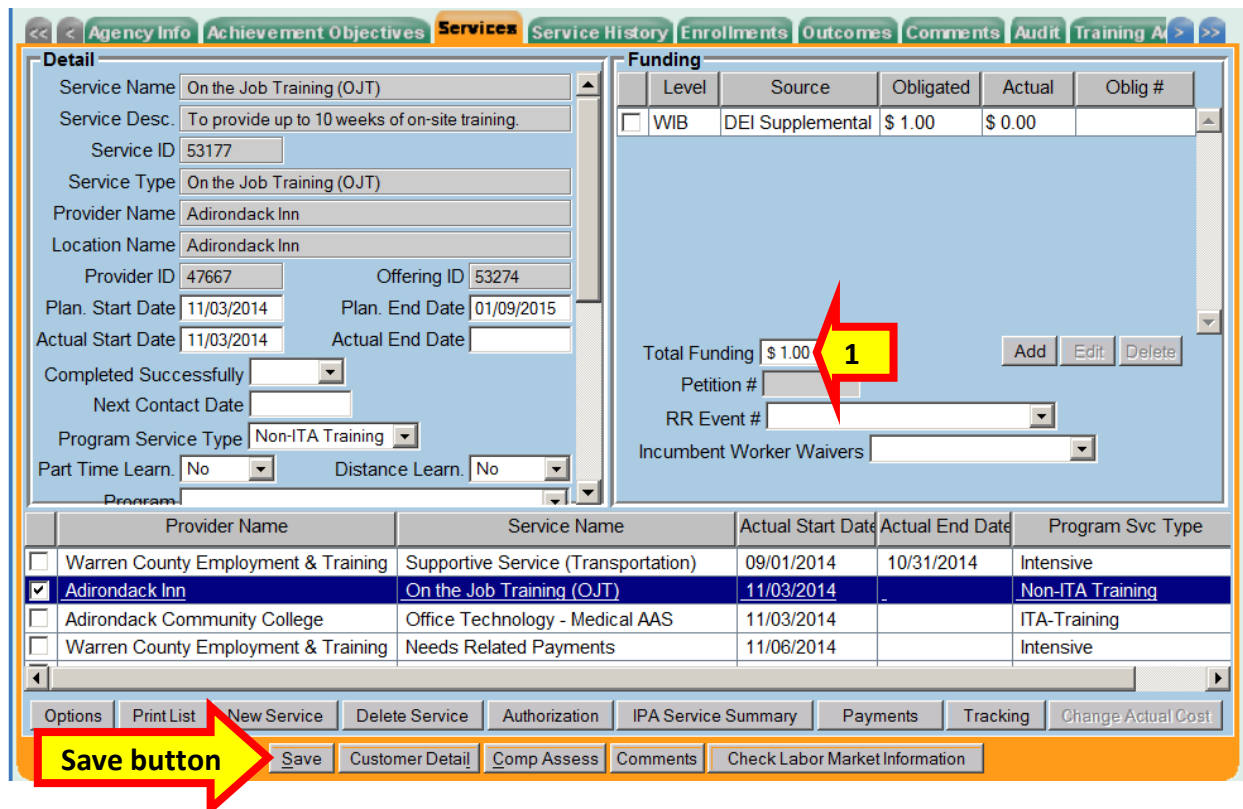


Level	Funding Source	Year	Remaining	
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2013	\$ 799426.00
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2014	\$ 10000.00
<input type="checkbox"/>	WIB	Youth Statewide 15%	2013	\$ 10000.00
<input type="checkbox"/>	WIB	Dislocated Worker State	2013	\$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

Obligated Amount \$ 0.50 OR Obligated Percentage 50

OK

Click the **Save** button.



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

Detail

Service Name: On the Job Training (OJT)
 Service Desc.: To provide up to 10 weeks of on-site training.
 Service ID: 53177
 Service Type: On the Job Training (OJT)
 Provider Name: Adirondack Inn
 Location Name: Adirondack Inn
 Provider ID: 47667 Offering ID: 53274
 Plan. Start Date: 11/03/2014 Plan. End Date: 01/09/2015
 Actual Start Date: 11/03/2014 Actual End Date:
 Completed Successfully:
 Next Contact Date:
 Program Service Type: Non-ITA Training
 Part Time Learn.: No Distance Learn.: No

Funding

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

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

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

Options | Print List | **Save** | New Service | Delete Service | Authorization | IPA Service Summary | Payments | Tracking | Change Actual Cost
 Save | Customer Detail | Comp Assess | Comments | Check Labor Market Information



Remember to revisit this tab once the training is completed to enter an Actual End Date and whether or not the customer completed the training successfully. If no Actual End Date and Completion Status is entered, NYSDOL will not be able to report a successful outcome.



DEI PILOT SITES

Cayuga/Cortland
Hempstead/City of Long Beach
Saratoga/Warren/Washington
Suffolk

DEI COMPARISON SITES

Cattaraugus/Allegany
Oyster Bay/North Hempstead/Glen Cove

RESOURCES AND ASSISTANCE

DEI Project Assistance:

http://labor.ny.gov/workforcenypartners/dpn_dei.shtm

By Telephone: (518) 457-2381

By email: specialpopulations@labor.ny.gov

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

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

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

By Telephone: (518) 457-6586

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