# WIF-BEAM
# OSOS Guide

# Contents

## PURPOSE

The Workforce Innovation Fund - Bridge to Employment and Academic Marketplace (**WIF-BEAM**) grant will help young economically disadvantaged college dropouts bridge the gap between workforce and education using community outreach and online tutoring.

Participants must be between the ages of 19 and 30 years who have attempted any post-secondary training program beyond high school and were not successful (stop outs).  Training programs must lead to high growth sector technical jobs. The grant is approved from October 1, 2014 through September 30, 2019.

The grant has been awarded to 11 offices within 4 LWIBs:

- Broome-Tioga (Binghamton and Owego)
- Chenango-Delaware-Otsego (Delhi, Norwich, Oneonta, and Sidney)
- Herkimer-Madison-Oneida (Herkimer, Utica, Rome and Wampsville)
- Tompkins (Ithaca)

**WIF-BEAM** uses WIA/WIOA Funds.

**WIF-BEAM** services will be entered into OSOS as an L1 Activity or L2 service.  All **Activity Names** begin with the abbreviation: **WIF-BEAM**.

A **WIF-BEAM** program has been established for all L2 services.

**WIF-BEAM** participation will create or extend a WIA/WIOA enrollment and functionally align with the LEX and Common Measure enrollments.

*All participant records will be subject to Customer Service Indicator (CSI) goals.*

Classroom training is not required to be listed in the **ETPL** and is listed as **ITA Training**.

Allow the enrollments to soft exit after 90 days without any active service.  Hard exits are not allowed.

Program details must be recorded in the dedicated **WIF-BEAM** program tab within the OSOS **Customer Detail** window.

 *Veronica Miller of the Herkimer-Madison-Oneida LWIB is the lead contact with this grant.  Any requests to add provider services, offerings or drop down menu items in the WIF-BEAM tab must be approved by Ms. Miller.*
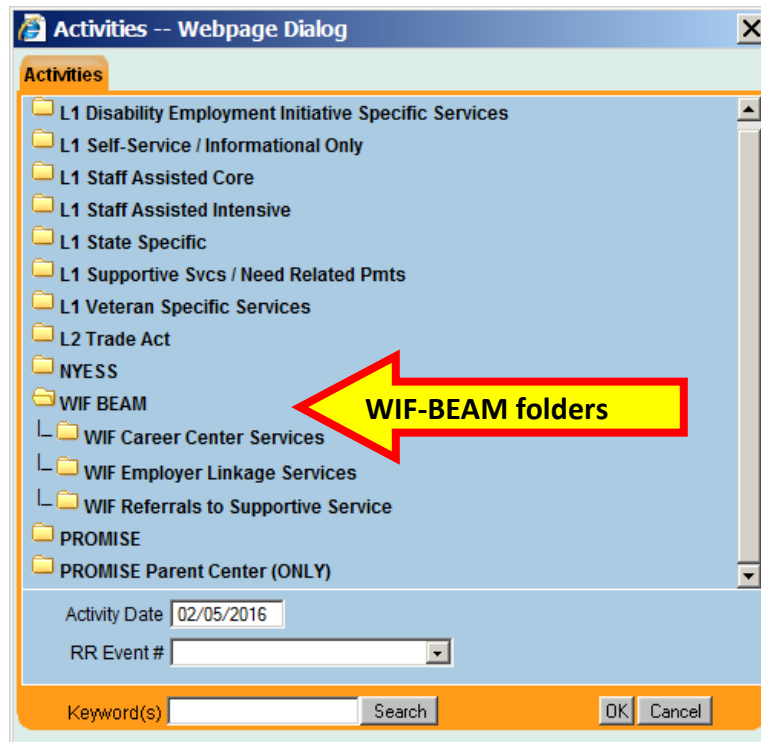
*(315) 798-5537*
*vmiller@working-solutions.org*

# OSOS DATA ENTRY

## WIF-BEAM L1 SERVICES (ACTIVITIES)

There are numerous WIF-BEAM L1 activities available in OSOS.  To locate these activities, click the **Activity** button at the bottom of the page to bring up the **Activities - - Webpage Dialog** screen.  Click the **WIF-BEAM** folder and then check the desired activity.



*Some WIF-BEAM activities will create LEX, WIA/WIOA, and Common Measures enrollment while others will not.*

The activities that create enrollments are marked with "**[LX, WIA Enrolling]**".  The activities that do not create enrollments are used as "**markers**" to provide useful information regarding the program and its participants.

FULL LIST OF WIF-BEAM ACTIVITIES

If it is the first enrolling service, then the **Verification - - Webpage Dialog** screen will pop up.

Review the information and enter any necessary corrections in this screen. All corrections entered will automatically populate the corresponding data fields elsewhere in OSOS.

Click the **OK** button when done.

# WIF-BEAM L2 SERVICES

A **WIF-BEAM** Participant may already be actively enrolled and receiving WIA/WIOA services.

All **WIF-BEAM** training services must be entered into OSOS as L2 services.

Services will be tracked by the office in which the user has logged in.

### CLASSROOM TRAINING

Click the **New Service** button within the **Services** tab.



OSOS will navigate to the **Quick Search** tab in the Offering Search window. If you know the Offering ID #, then enter it here. Otherwise, select the **General Info** tab.
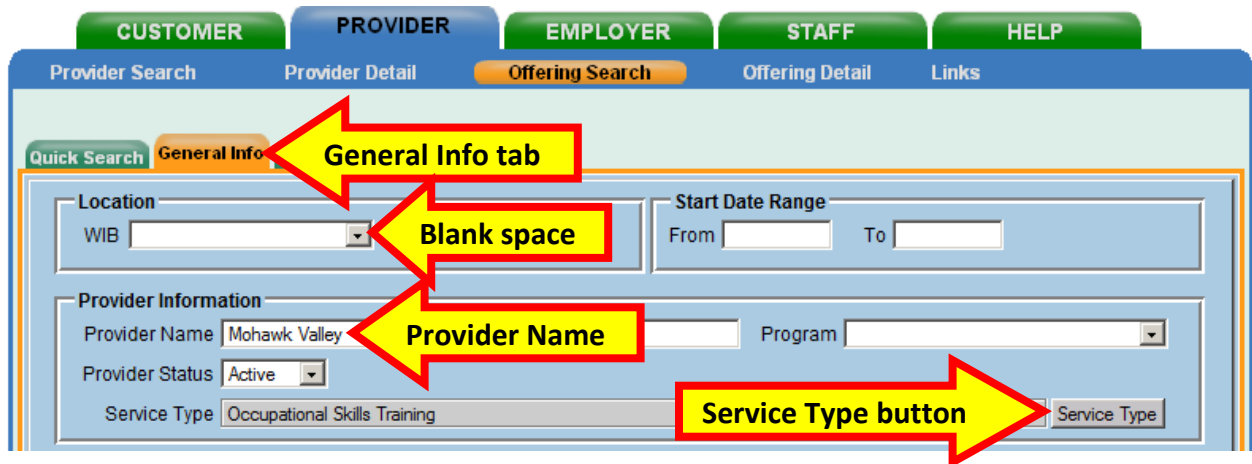
Enter the beginning of the **Provider Name**.



If **Service Type** is known, click the **Service Type** button and select the appropriate type.

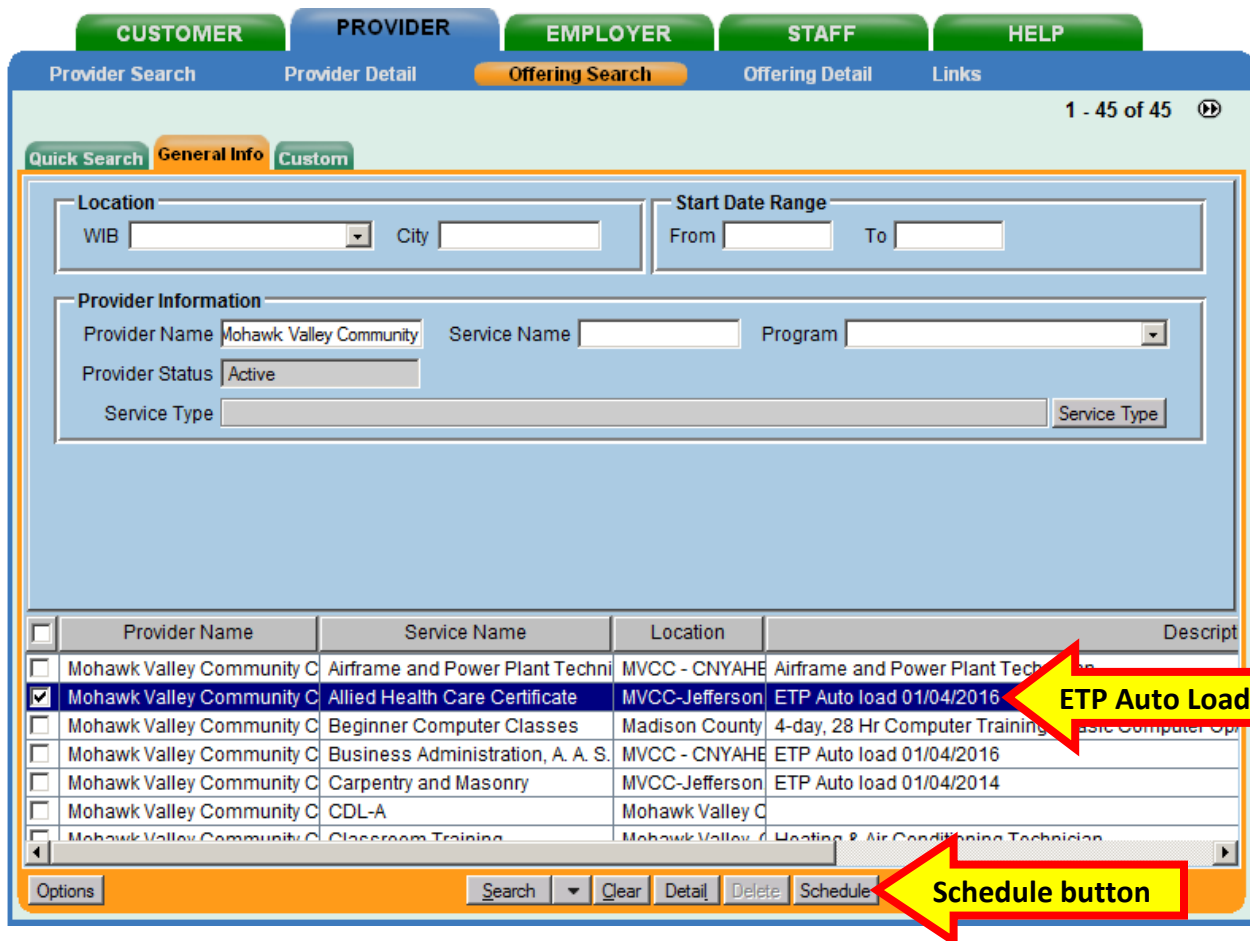Click the **OK** button to return to the **Offering Search** screen.
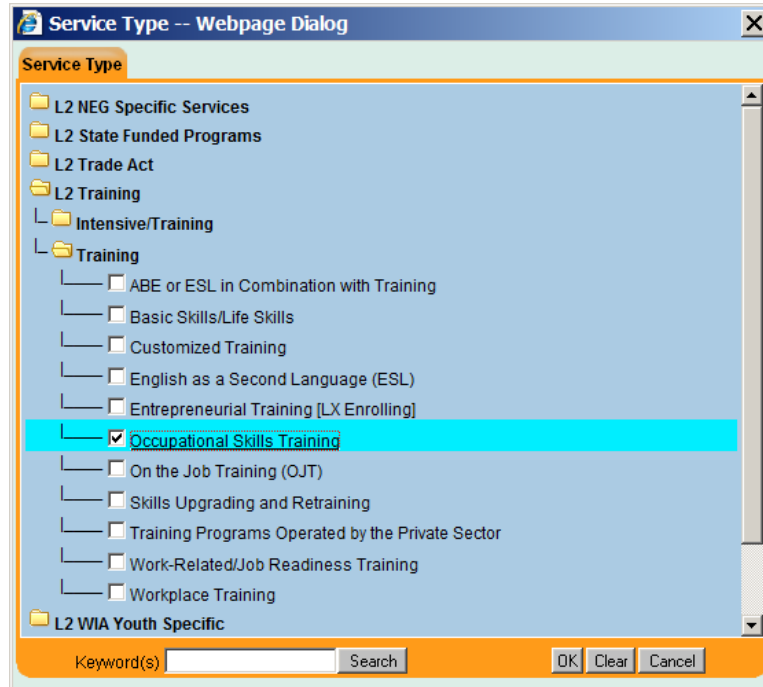
Click the **Search** button at the bottom of the **Offering Search** screen.



All classroom training must be Eligible Training Provider List (ETPL) approved for WIA/WIOA funding and indicate auto loaded entry into OSOS.

Check the box to select the service.  If unsure which service is appropriate, click the checkbox for an individual service and then click the **Detail** button.

 Once the appropriate service has been identified and selected, click the **Schedule** button.

OSOS will navigate back to the **Services** tab in the **Customer** module.

Complete the required fields in the **Detail** section of the tab.

Each service added in OSOS must include:

- **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 or a date that is 90 days from the planned or actual start date. This will cause a message to be sent to the user's staff Inbox indicating that service may need to be closed
- **Actual Start Date**: Enter the date the service begins. This cannot be a future date
- **Next Contact Date**: Enter a date to follow up with the participant and verify the **WIF-BEAM** program status. This date should be less than 90 days in the future
- **Program Service Type**: Select the program service type corresponding to the service. All **WIF-BEAM** classroom training is **ITA-Training**.
- **Part Time Learning** and **Distance Learning**
- **Program:** Click on the drop down menu and select **WIF-BEAM**
- **O*Net:** Click the **O*Net** button to access the **O*Net Webpage Dialog** search. Select the appropriate **O*Net title**. More information is available in the O*Net Titles in OSOS Guide
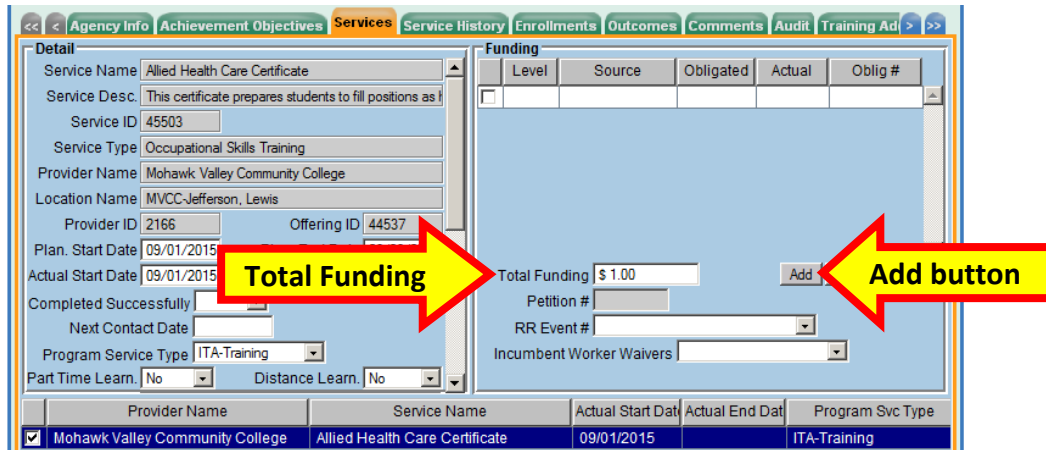
It will be necessary to use the scroll bar at the right hand side of the **Detail** section to access additionally required data fields. Click the **Save** button.
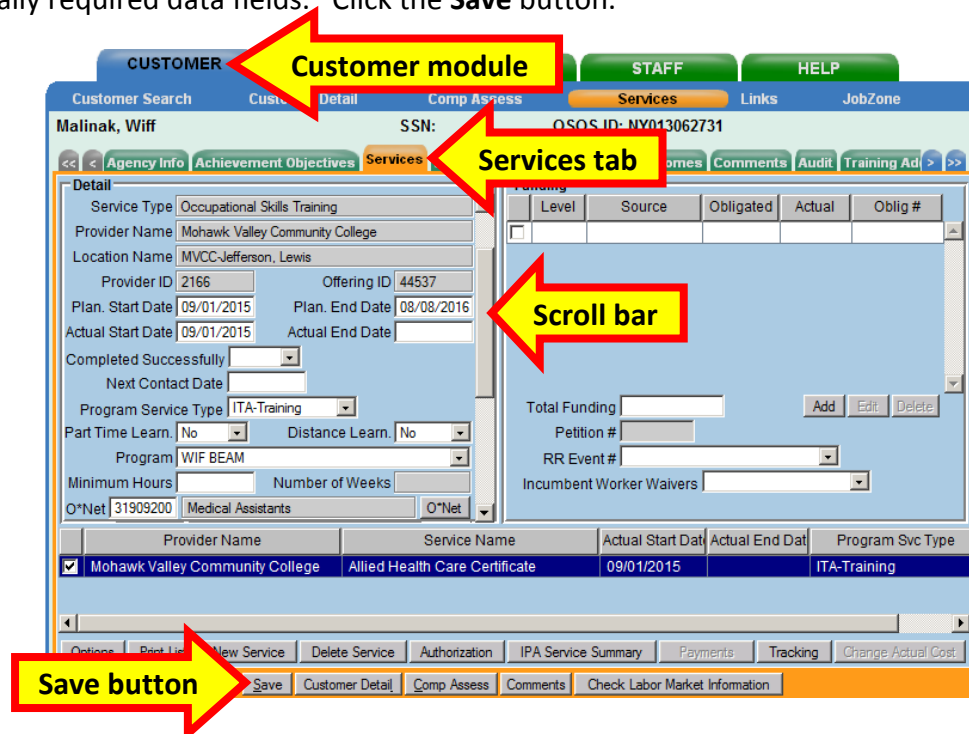
## FUNDING THE SERVICE

Once the **Service Detail** section has been saved, the funding may be added.

Enter the number **1** into the **Total Funding** data field and click the **Add** button.
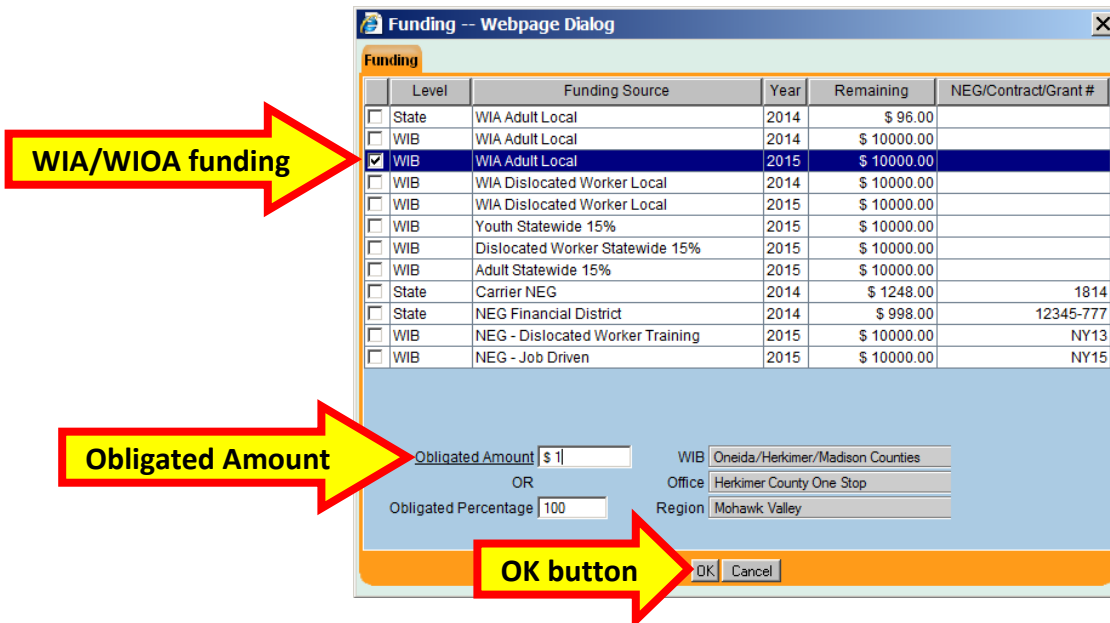


The **Funding - - Webpage Dialog** screen will appear. Select the appropriate WIA/WIOA funding.

*Do not select Youth Funding for WIF-BEAM participant services, even if the participants are current youth customers.*

Enter the number **1** into the **Obligated Amount** data field.

Click the **OK** button.

OSOS will automatically navigate back to the **Service** tab and the **WIF-BEAM** service.

Click the **Save** button.

## WIF-BEAM Specific L2 Services

There are four WIF-BEAM services that may require special attention and creation:

1. Academic Tutoring    (Service Type: Academic Learning)
2. Basic Skills Tutoring    (Service Type: Academic Learning)
3. Internship    (Service Type: Work-Related/Job Readiness Training)
4. Job Shadowing    (Service Type: Work-Related/Job Readiness Training)

The L2 service assists in recording valuable information such as the purpose: start date & end date of the service; the provider or employer involved; and if the service was successfully completed.

**Do not data enter, add or change any provider service or offering to the WIF-BEAM program. Any data entry for these four services must be submitted to the Outreach Coordinator and approved by Veronica Miller for consideration. The OSOS Help Desk will be available to assist the coordinators in entering these services.**

## WIF-BEAM Outreach Coordinators include:

Broome/Tioga:
> Binghamton and Owego
> Cory Rusin
> crusin@working-solutions.org

CDO:
> Delhi, Norwich, Oneonta and Sidney
> Alan Sessions
> cdoworkforce@gmail.com

HMO:
> Rome, Herkimer, and Wampsville
> Kristi Edick
> kedick@working-solutions.org

HMO:
> Utica
> Anny Guererro
> aguerrero@working-solutions.org

Tompkins:
> Ithaca
> Sarah Bonawitz
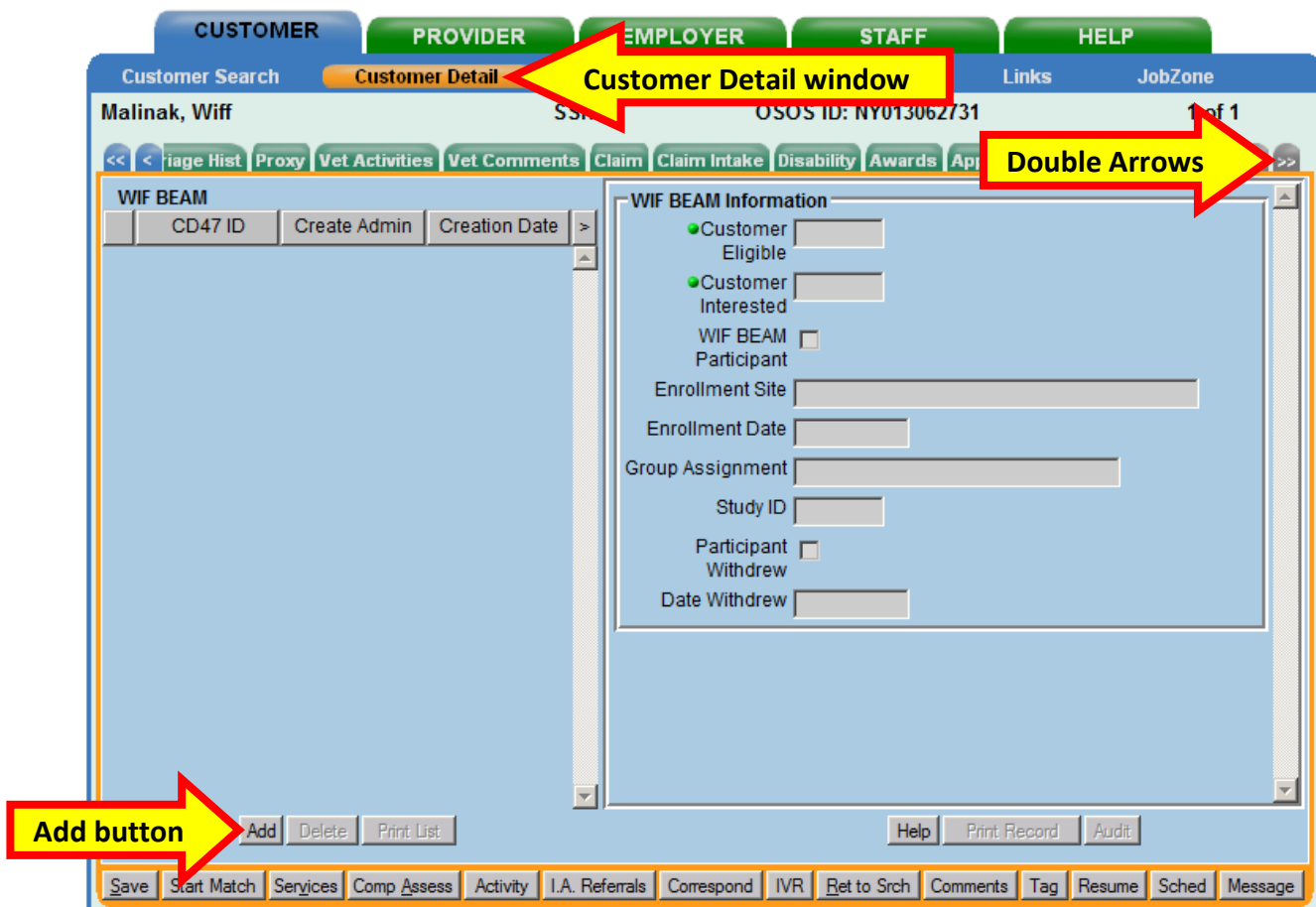> sarahbonawitzbeam@gmail.com

![OSOS - One-Stop Operating System logo]

WIF-BEAM TAB
The **WIF_BEAM** tab is located at the extreme right hand side of the tabs within the **Customer Detail** window. It will be necessary to click on the double arrow to navigate to the tab.

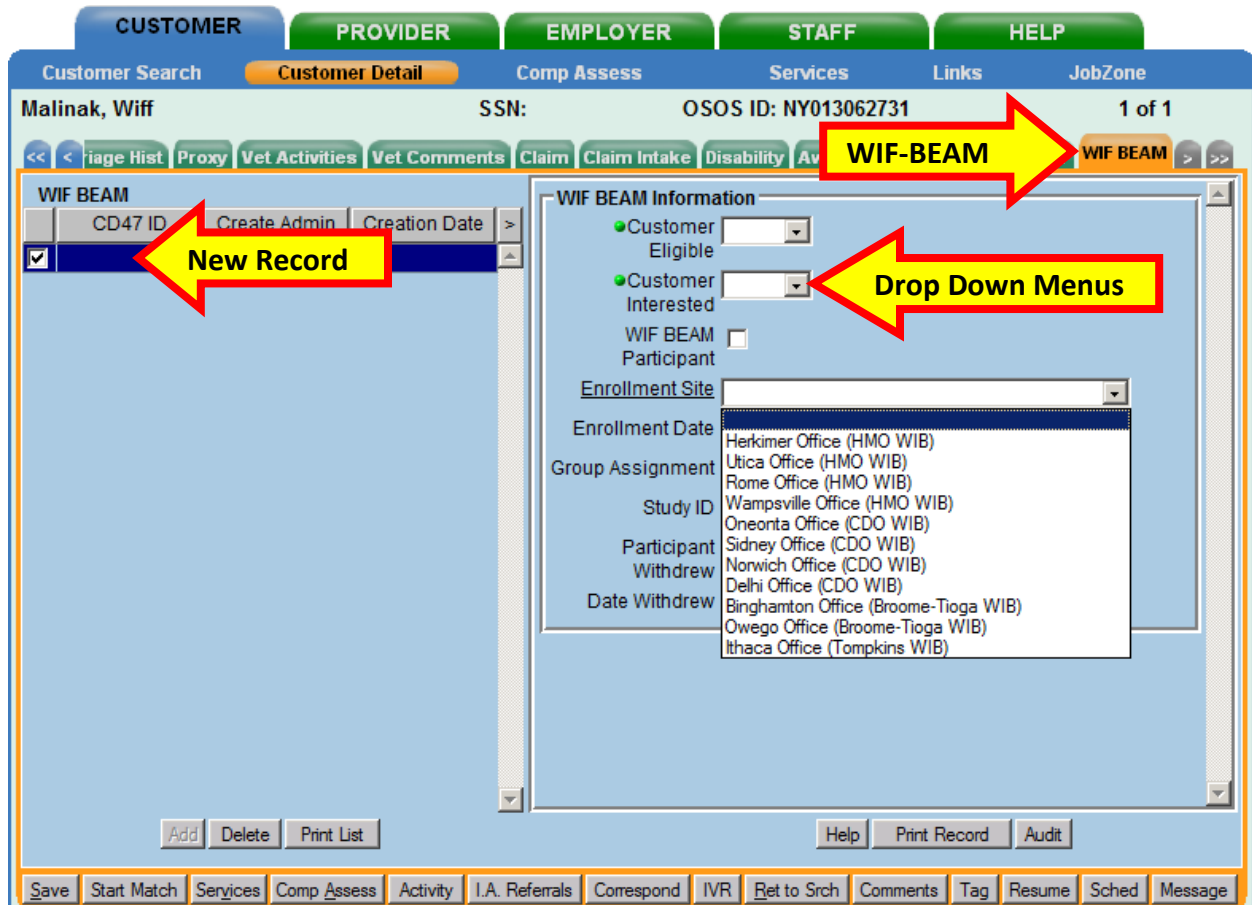*The custom tab is only visible when the user is signed in to their primary office.*

To create a new record, click the **Add** button.

If a record already exists, then place a check next to the record to access the fields.

The various **WIF BEAM Information** data fields to the right will become accessible once a record is added or selected.



Remember to click the **Save** button when all changes have been entered.

## RESOURCES AND ASSISTANCE

Ms. Veronica Miller

(315) 798-5537

vmiller@working-solutions.org

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

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

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

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