Placement in Employment or Education OSOS Guide

ACKNOWLEDGEMENTS

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PURPOSE

This guide will provide a comprehensive overview of which fields need to be recorded in the Customer Detail, Services, and Outcomes tabs of OSOS to record positive outcomes for youth placed in the Placement in Employment or Education WIOA Youth Performance Indicator.

WHAT IS PLACEMENT IN EMPLOYMENT OR EDUCATION?

Of those youth who are not in post-secondary education, employment or the military at the date of participation:

Number of participants in employment or the military or enrolled in post-secondary education and/or advanced training/occupational skills training in the quarter after exit

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Divided by the number of youth participants who were not in either post-secondary education, employment or military at the point of the first youth service who exit during the first quarter after the exit quarter

An exiter is defined as a participant who has not received a service funded by the program or funded by a partner program for 90 consecutive calendar days and is not scheduled for future services. The exit date is the date of last service.

Relevant Definitions for Employment or Education

Placement in employment or education refers to youth entering:

Advanced Training/Occupational Skills Training
- ✓ Constitutes an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: (1) be outcome-oriented and focused on a long-term goal as specified in the Individual Service Strategy, (2) be long-term in nature and commence upon program exit rather than being short-term training that is part of services received while enrolled in ETA-funded youth programs, and (3) result in attainment of a certificate (as defined below under this attachment).

Military-**Please note**: An individual is in the military at the date of the first youth service if:
- ✓ Currently is serving on active military duty and has not been provided with a date of separation from military service, or
- ✓ Is a member of the National Guard or one of the Military Reserves and is currently serving in a mobilized (i.e., active military duty) status.

Apprenticeship
- ✓ A formal occupational training program that combines on-the-job training and related instruction and in which workers learn the practical and conceptual skills required for a skilled occupation, craft, or trade. It may be registered or unregistered.
- ✓ When a youth enters a bona fide apprenticeship program, he/she is counted as entering employment. Apprenticeship should be recorded as unsubsidized employment.
- ✓ For more information on Apprenticeship programs in New York State, please go to http://www.labor.ny.gov/apprenticeship/appindex.shtm for more information.

Post-Secondary
- ✓ A program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A., A.S., B.A., B.S.). Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education, but may count as a placement in "advanced training/occupational skills training."

Unsubsidized Employment
- ✓ Employment not financed from funds provided under the grant. In the grant program the term "adequate" or "suitable" employment is also used to mean placement in unsubsidized employment which pays an income adequate to accommodate the participants' minimum economic needs.

Who is included in this Measure?
Youth who are **NOT** in any of the following at the point of the first youth service: post-secondary education, employment or the military; and youth who remain in a secondary school at exit.

Who is excluded from this Measure?
Youth who **ARE** in any of the following at the point of the first youth service: post-secondary education, employment or the military; youth who have a documented exclusion at time of exit; Youth who have a documented exclusion in the first, second or third quarter after exit.

Documented exit exclusions include death, institutionalization (incarceration), health/medical, family care, relocation to mandated residential program or reservist called to active duty. Case managers may report this exclusion at program exit or at any point in time during the three quarters after exit.

When is this Measured?
This is the first full quarter after the quarter in which the participant exited from the program. For example a participant who exits between July 1st and September 30th, the first quarter after exit is between October 1st and December 31st.

Positive Performance Outcome:
Youth who are placed in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training at any point in the first quarter after the exit quarter.

OSOS DATA ENTRY

Below is a screenshot describing the different components of OSOS including Modules, Windows, Tabs and Functional Buttons. These terms will be used throughout this guide.
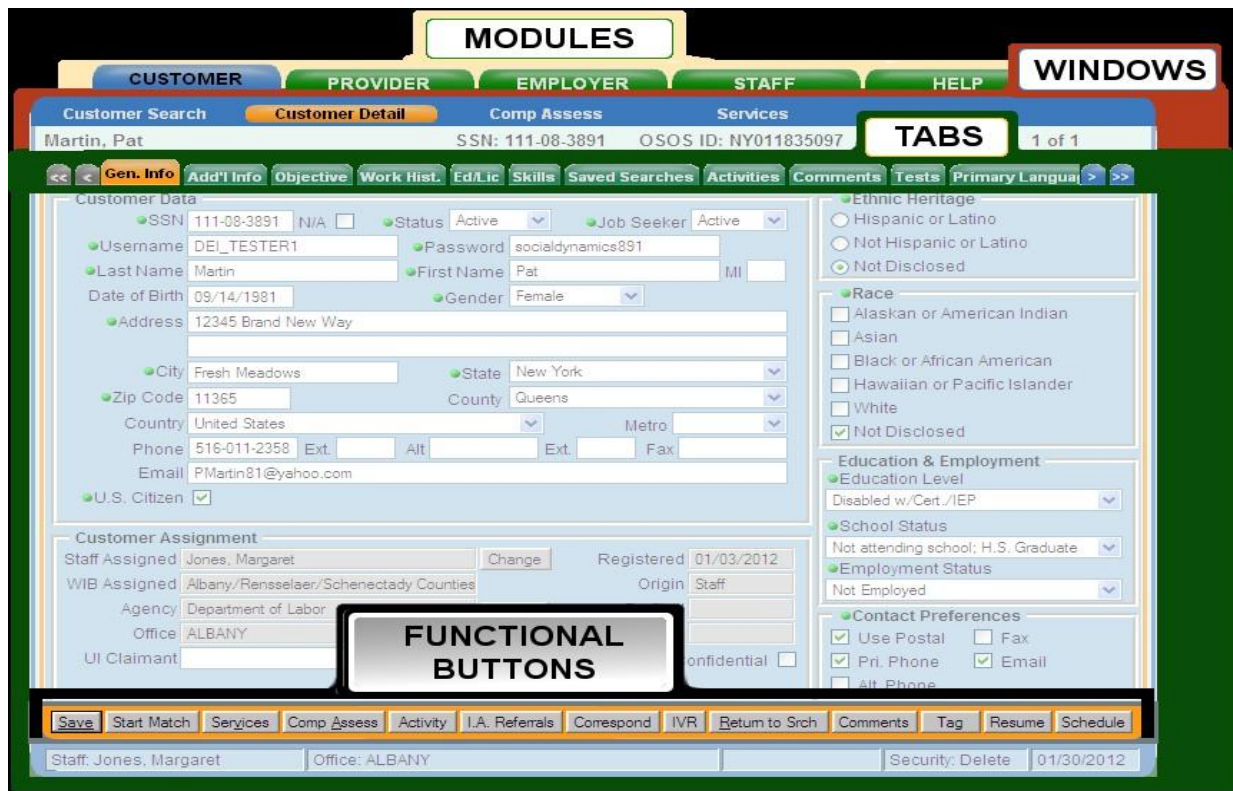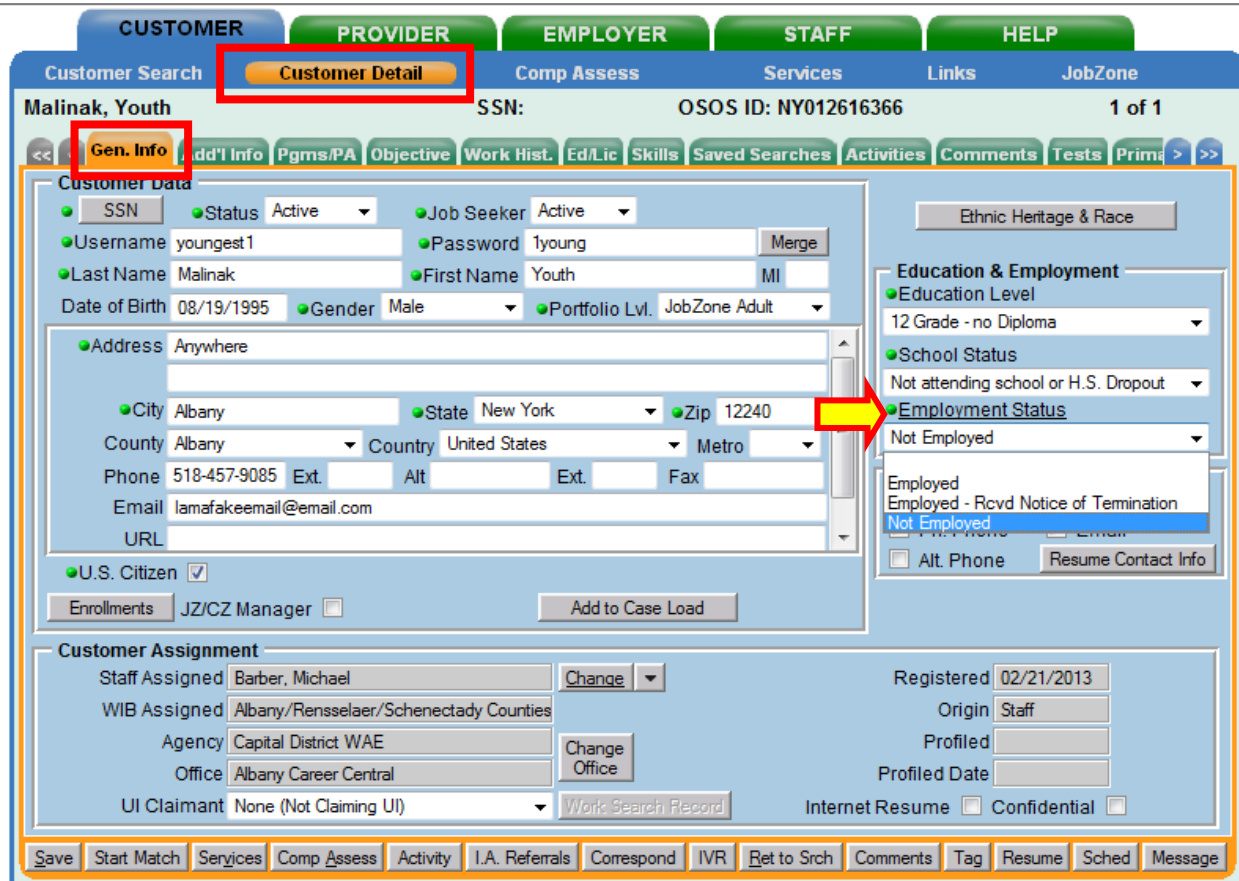

Make sure that the customer record is kept up to date. All information pertaining to Placement in Employment or Education must be correct at the time of enrollment. If incorrect information is collected in OSOS, or not collected at all, this can negatively affect program outcomes. If customer has an existing OSOS record, make sure all information is verified and updated as needed. It is good case management to update any fields as the youth's status changes. Once a youth enrollment has been created, any subsequent changes will not alter the enrollment gathered at the point of the first youth service.

CUSTOMER DETAIL WINDOW

For a Youth that is Not Employed at the Time of the First Youth Service
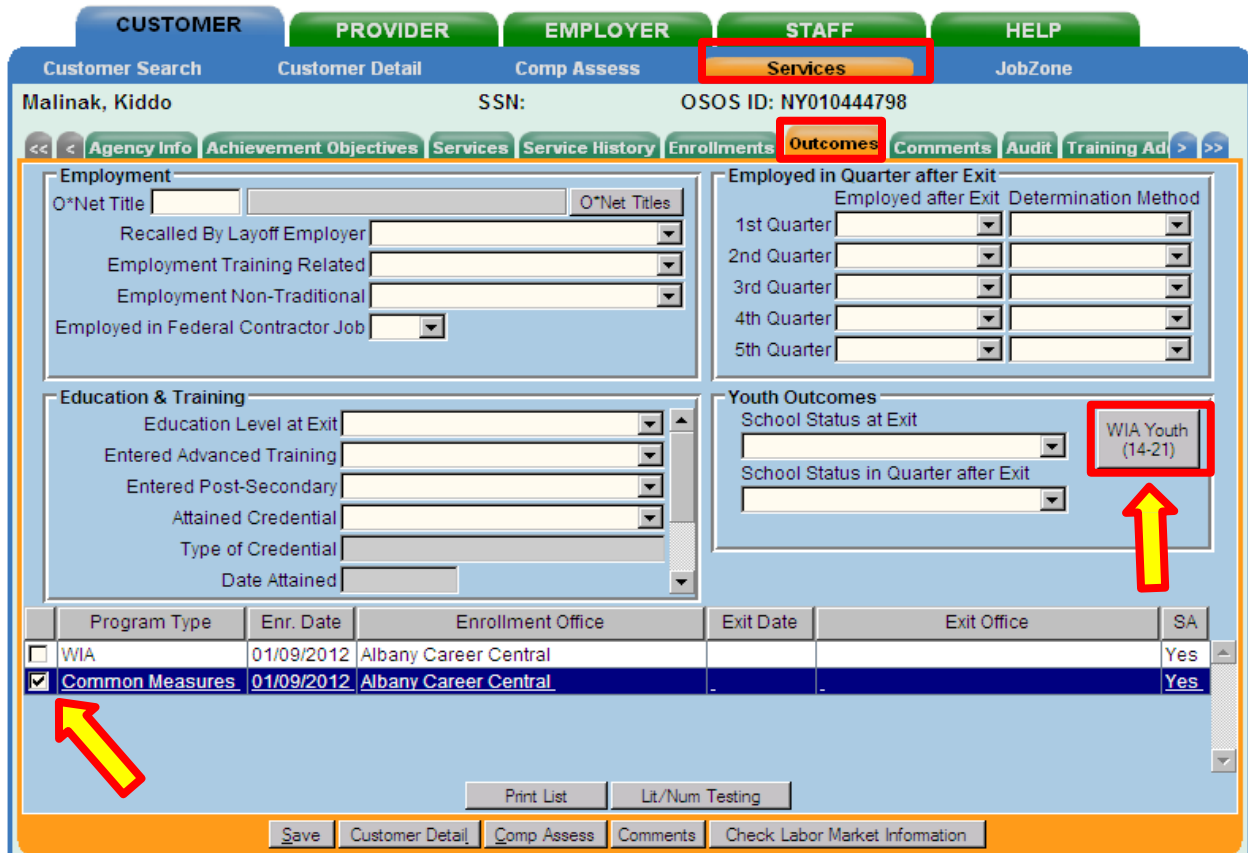To record that a customer is not employed at the time of the first youth service, set **Employment Status** as "Not Employed." This information must be correct prior to entering the first youth service. When the first youth service is entered, an OSOS Enrollment will be created and the youth will be counted in the measure if he/she was not employed.
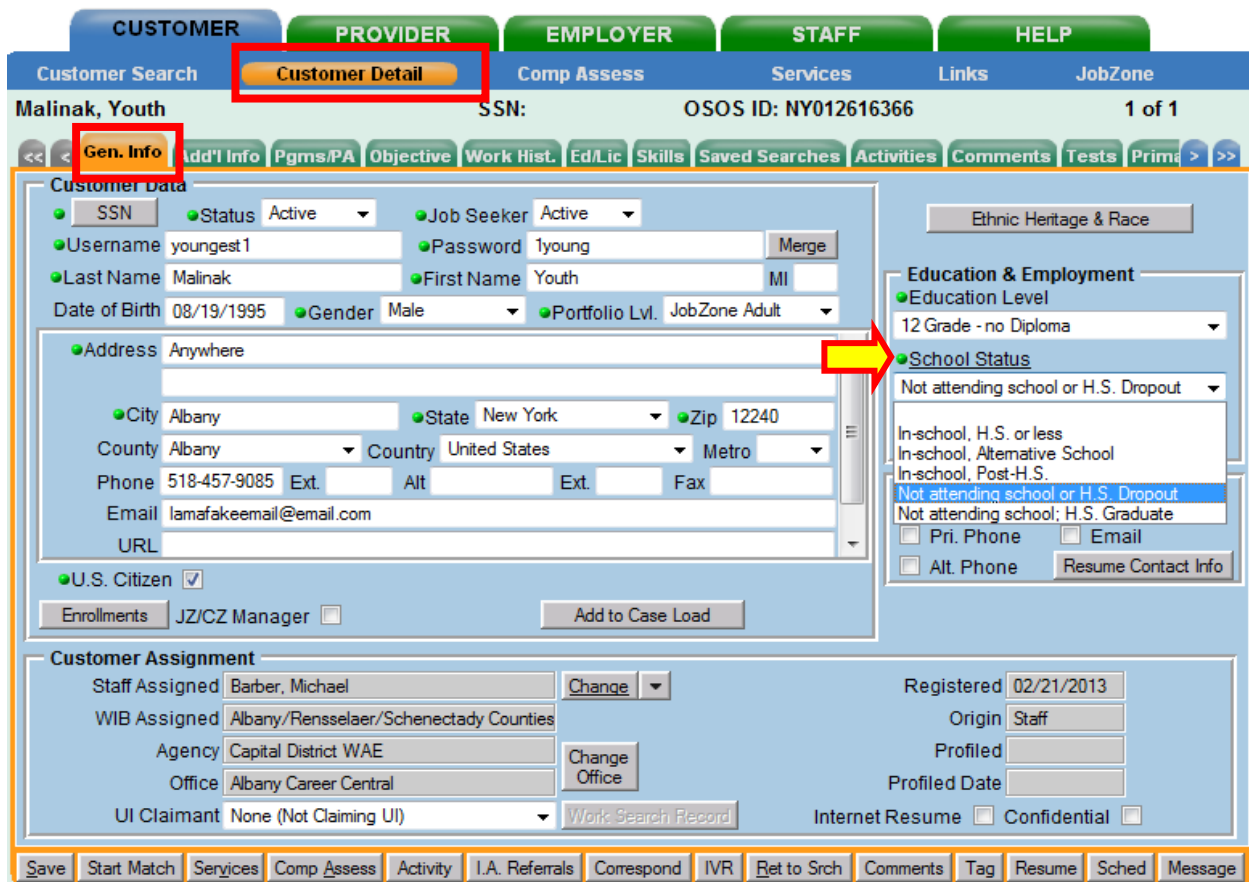
For a Youth that is Not Enrolled in Post-Secondary Education at the Time of the First Youth Service

To record that a customer is not in post-secondary education at the time of the first youth service, set **School Status** (*requires supporting documentation*) as:

> In-school, H.S. or less
> In-school, Alternative School
> Not attending school or H.S. Dropout
> Not attending school; H.S. Graduate

> *This information must be correct prior to entering the first youth service. When the first youth service is entered, an OSOS Enrollment will be created and the youth will be counted in the measure if he/she was not enrolled in Post-Secondary Education.*
>
> ***Post-Secondary Education** is defined as a program at an accredited degree-granting institution that leads to an academic degree. Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education. They may be able to count as placement in "advanced training/occupational skills training."* ***Secondary School** is defined as high school or an alternative school from which the participant would expect to receive a High School Equivalency Diploma or other recognized equivalent.*

SERVICES WINDOW
Recording Placement in Employment or Education

The **WIA Youth (14-21)** button in the "Outcomes" tab is used to enter outcomes for customers receiving WIOA Youth-funded services. Highlight the **Common Measures** enrollment from the list of enrollments at the bottom of the screen to activate this section.
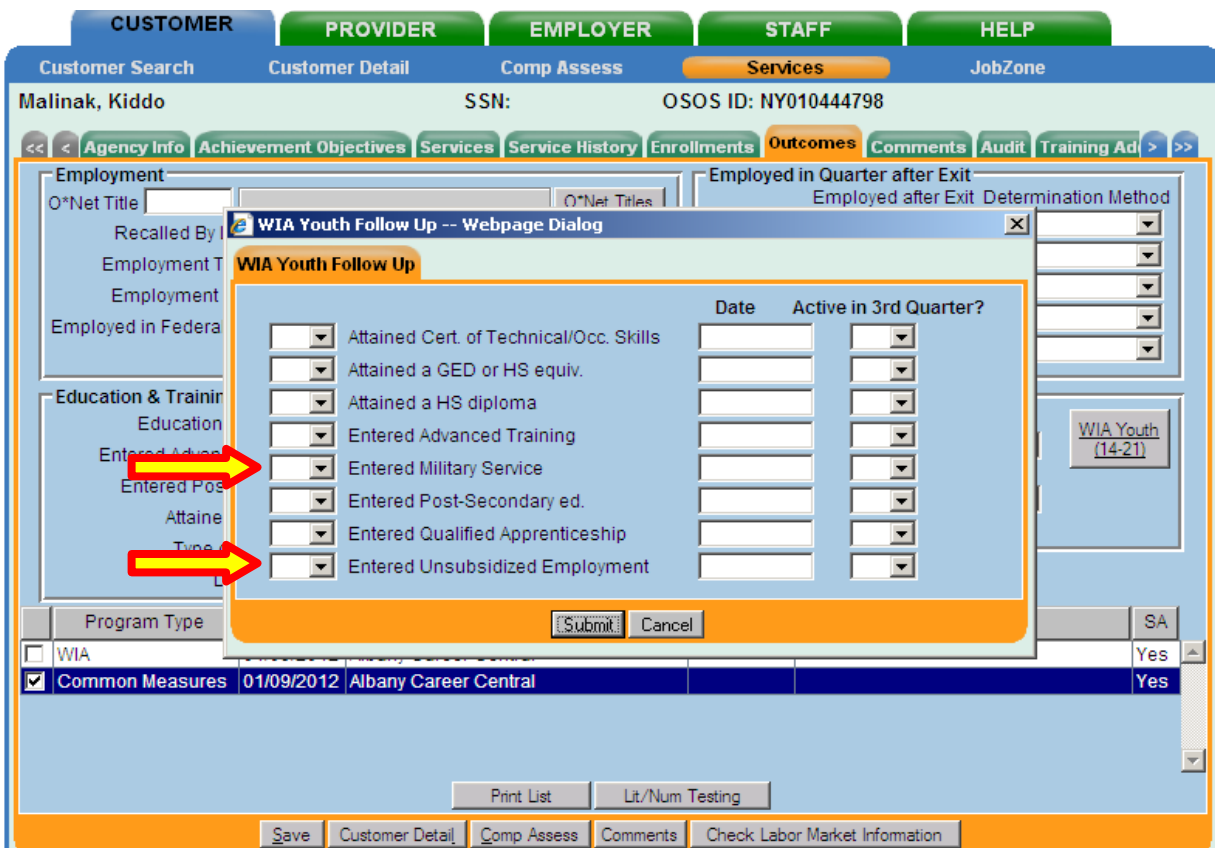
Recording Youth Who Enter Education
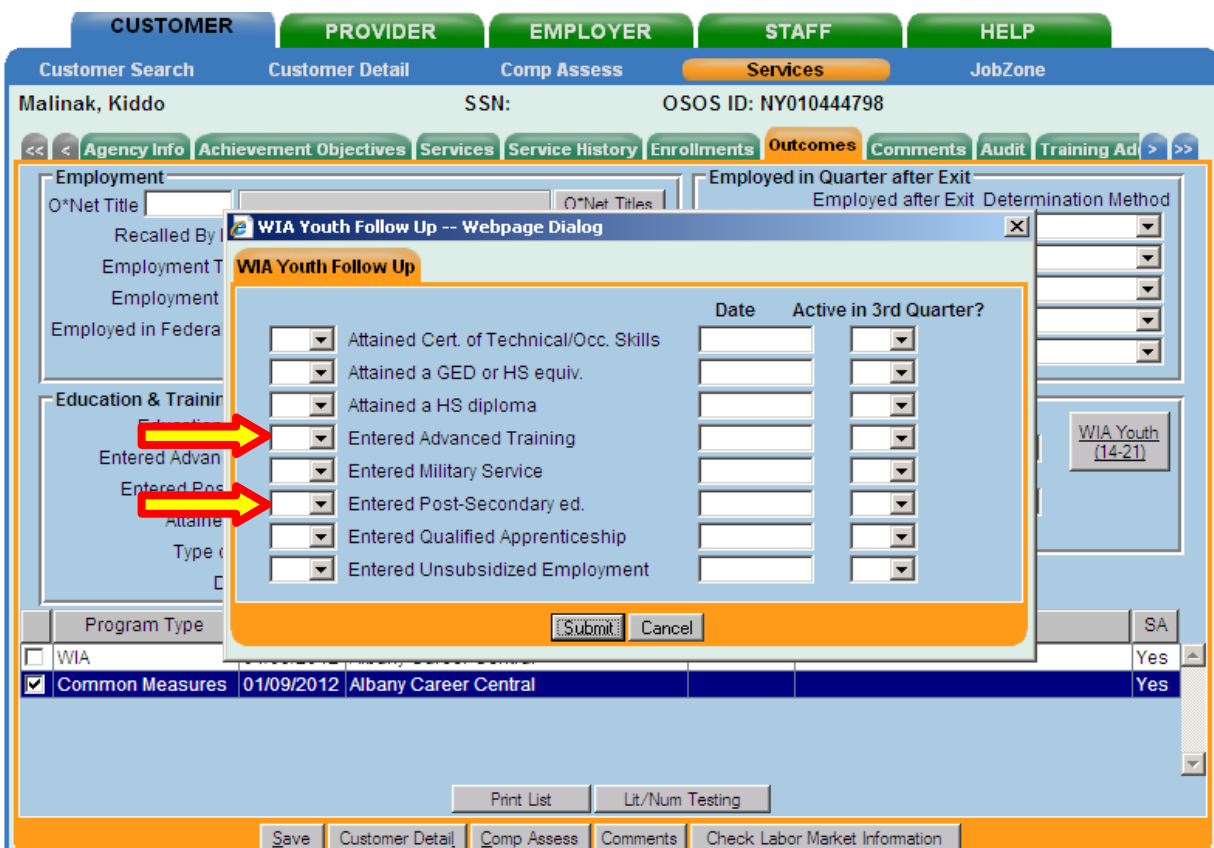
This is the **WIA Youth Follow Up Webpage Dialog** box that appears after clicking on the **WIA Youth (14-21)** button in the "**Outcomes**" tab described on page 7 of this guide.

Select "*Yes*" in the left dropdown and insert the date that the youth entered education (*requires supporting documentation*) in the following fields:

- Entered Advanced Training
- Entered Post-Secondary ed.

It is important for federal Data Element Validation to make sure that the dates entered into OSOS match the supporting documentation. The "Date" field should reflect the actual date the youth entered education in the "mm/dd/yyyy" format. If there is no specific day of the month the youth entered education, enter the last day of the month in the "mm/dd/yyyy" format

*If a youth is placed in education at any time during program, you can enter this information in the **WIA Youth Follow Up Webpage Dialog**. However, to comply with DEV, please ensure the youth is still placed in education the quarter after the youth exits and that you have supporting documentation.*

Recording Youth Who Enter Employment

This is the **WIA Youth Follow Up Webpage Dialog** box that appears after clicking on the **WIA Youth (14-21)** button in the "**Outcomes**" tab described on page 7 of this guide.

Select "*Yes*" in the left dropdown and insert the date that the youth entered employment (*requires supporting documentation*) in the following fields:

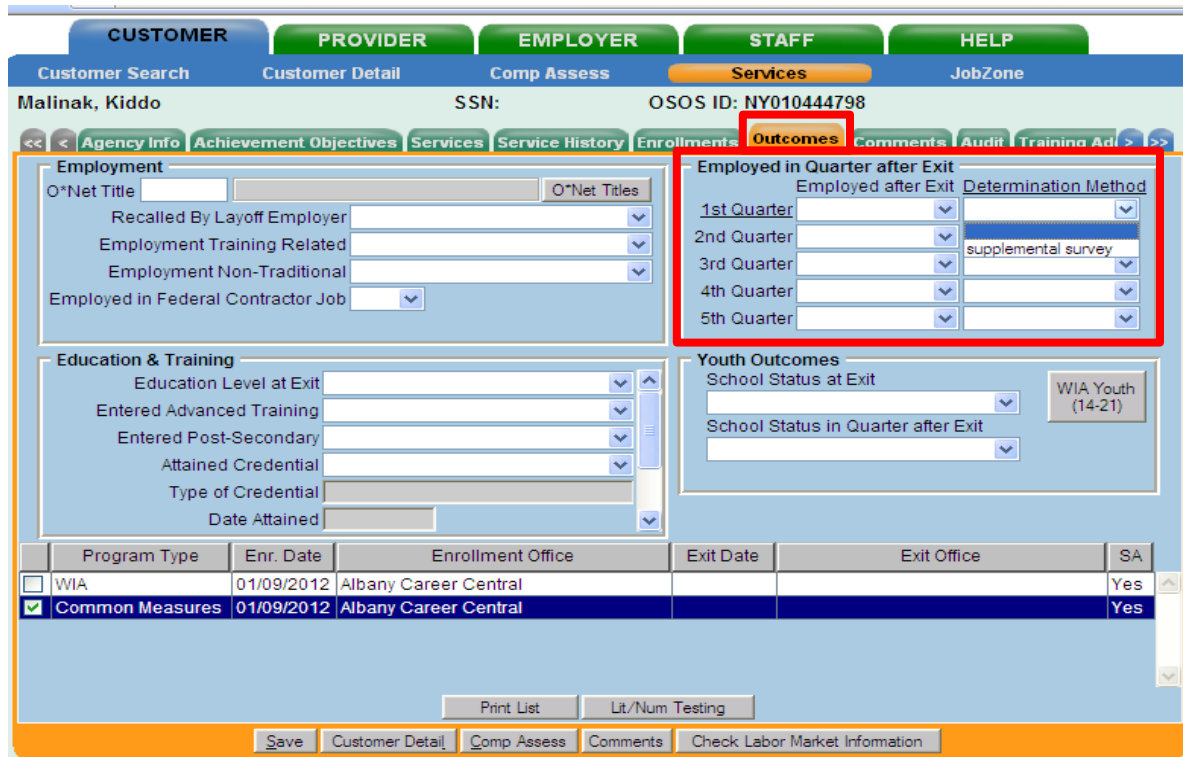- Entered Military Service
- Entered Unsubsidized Employment

It is important for federal Data Element Validation to make sure that the dates entered into OSOS match the supporting documentation. The "Date" field should reflect the actual date the youth entered education in the "mm/dd/yyyy" format. If there is no specific day of the month the youth entered education, enter the last day of the month in the "mm/dd/yyyy" format

Recording Employment Using the Supplemental Survey

In addition to recording employment information using the **WIA Youth Follow Up Webpage Dialog** described on page 9, employment information should also be entered in the **Employed in Quarter after Exit** field. If it is determined that the youth is employed after exit using "Supplemental Survey" information, the employment outcome can be recorded manually (*requires supporting documentation*). This information should only be entered if the youth is still employed in the quarter after the youth has exited the program. This is entered through the Determination Method box drop down.

Recording Employment Using the Supplemental Survey Continued

If the supplemental survey was used as a means for recording employment, you must ensure that you have **proof that the youth is still employed in the quarter after exit**. In the screenshot below, the youth has exited the youth program and is still employed in the quarter after exit; this is supported by the supplemental survey (*requires supporting documentation*).

Unemployment Insurance Wage Match

New York State uses Unemployment Insurance (UI) Wage Records as the primary source of post-program employment data. Also, the State uses the Wage Record Interchange System (WRIS) to check other states' UI records, as well as the Federal Employment Data Exchange System (FEDES). FEDES contains employment information from the U.S. Department of Defense, the U.S. Postal Service, and the U.S. Office of Personnel Management.

Due to reporting delays, this data may not show up in OSOS for up to two quarters after the customer exits. However, the delay does not affect performance outcomes.

There are some situations where the employment data is not captured by the systems listed above (e.g. Self Employment and Employment with the Railroad); the Supplement Survey must be used as the determination method.

In the example above, the Determination Method was automatically populated from UI Wage Records. If staff recorded wage information using "supplemental survey" in the Determination Method dropdown field and then UI wage record data is matched to the youth's Social Security Number, the UI Wage Record information will override the "supplemental survey" information that was previously recorded. Therefore in most cases, it is acceptable to simply allow the UI wage record data to automatically populate instead of using "Supplemental Survey."

After an entry is made, remember to "**Save**" the record.

RESOURCES AND ASSISTANCE

Data Element Validation TA 11-12 Attachment C and D: (Lists and describes acceptable supporting documentation referenced in this guide)
http://www.labor.ny.gov/workforcenypartners/ta/TA11-12.pdf

Additional program information, OSOS guides and other resources can be found at:
http://labor.ny.gov/workforcenypartners/osos.shtm

Common Measures TEGL 17-05:
http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195

Fields that Impact Performance:
http://www.labor.ny.gov/workforcenypartners/osos/osos-cm_youth_performance_outline.pdf

Time Periods for WIOA Performance Measures TEGL 30-14:
http://wdr.doleta.gov/directives/attach/TEGL/TEGL_30-14_Attachment_III.pdf

For further assistance, please contact the OSOS Help Desk:
By phone: (518) 457-6586
By email: help.osos@labor.ny.gov

For questions related to Youth programs, please contact the NYSDOL Career Development and Youth Initiatives Office:
By email: youthoffice@labor.ny.gov