Chamber of Commerce OJT
(On-the-Job Training)
OSOS Guide

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PURPOSE
Chamber of Commerce On-the Job Training (OJT) services funded by the Local Assistance 001 funds must be recorded in the One Stop Operating System (OSOS) within 5 business days of the service. This guide assumes that the user is familiar with OSOS and detailed information about OSOS functionality can be found at the website http://labor.ny.gov/workforcenypartners/osos.shtm.

The program provides employment opportunities for new and incumbent workers with a preference, towards women and minority owned small businesses. Participants in the targeted population groups including veterans, military service members and certain spouses will be identified and provided preference, if necessary.

OSOS DATA ENTRY
Search the database to determine if the customer record already exists within OSOS. If not, enter the data in OSOS to create the customer record. If the customer record exists, review the information to ensure that it is correct and current. Then click the Services button at the bottom of the Customer Detail tab to navigate to the Services module.

Be sure the customer is active in the appropriate Agency. If the agency is not listed, then click the New Agency button and select the appropriate LWIA from the drop-down menu.

Enter the Intake and Enrollment dates. The intake and enrollment dates for a non-WIA eligible Chamber of Commerce OJT trainee will both be the date the Chamber began working with the trainee. Click the Save button. When entering dates in OSOS, the format is: mm/dd/yyyy.
If there are active entries in the **Agency Info** tab, then services to the customer may need to be coordinated with the other agency or agencies. The illustration above suggests the NYC and Capital District LWIBs are currently serving the customer.

Click the **Enrollments** tab to determine if the enrollment is active. Check the enrollment in the bottom portion of the screen; there will be no **Exit Date** listed in the field if the enrollment remains active.

The name of the **Enrolling Office** and enrolling staff person will be listed. To coordinate customer services, contact the **Enrolling Office** or the statewide Chamber of Commerce coordinator to obtain the contact information.

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**Do not enter any activities or services until it is determined if the current enrollment should be open or closed.**

In the example above, the service may have ended in 2009 and the enrollment closed. If the enrollment should have closed, the customer record must be updated and the enrollment allowed to "soft" exit during an overnight process before new services are entered.
The following graphic illustrates a customer with no open enrollment that is ready to receive new services:

Contact the OSOS Help desk to terminate the non-active agency, if it remains active in the Agency Info tab.
ENTERING THE CHAMBER OF COMMERCE OJT SERVICE

Click the Services tab, to add new services and create a Chamber of Commerce enrollment.

To enter a service, click the New Service button.
OSOS will automatically navigate to the **Offering Search** tab.

Click the **General Info** tab to the right of the **Offering Search** tab.

Select the appropriate **WIB** from the drop-down.

In the **Provider Name** data field, enter the Chamber's name.

Click the **Service Type** button.

- Click the L2 Training folder.
- Click the Training folder.
- Check the box for On the Job Training (OJT).

Click the **Search** button.
OSOS will navigate to the **Offering Detail** window. Make sure that this is the correct offering.

Click **Return to Search**.

Clicking the **Return to Search** button will navigate back to the **General Info** tab.

Click the **Schedule** button, which will now be accessible.
If no match is returned from the search (No Match would display in the upper right corner), check the Provider Name spelling or enter less of the name to broaden the search, and click Search again. The Provider Name or Service Type may be eliminated altogether. If you do not find the offering you are searching for, it may be necessary to create a new offering.

Once the appropriate service has been identified, click the check box.

Click the Schedule button.
The Schedule button returns the user to the Services tab.

The service will be highlighted at the bottom portion of the screen. If not, then click the check box to activate the fields. Enter the Planned Start Date, Planned End Date, Actual Start Date, and click the Program Svc Type drop-down arrow. Select Non-ITA Training from the Program Services Type drop-down field.

*All dates must be in MM/DD/YYYY format.

It may be necessary to use the scroll bar at the right hand side of the Detail section to access additionally required data fields.

Complete the Part Time Learning, Distance Learning, and Program data fields.

Enter the O*Net code or click the O*Net button to access the Webpage Dialog search.

The Program is always Chamber of Commerce OJT.

Click the Save button.
FUNDING THE CHAMBER OF COMMERCE OJT SERVICE
Enter a 1 in the Total Funding field and click the Add button. OSOS will automatically add the dollar sign, decimal point and two zeros.

OSOS will automatically navigate to the Funding--Webpage Dialog box that lists the available funds for the customer.

Enter the number one in the Obligated Amount. OSOS will automatically add the dollar sign, decimal point, two zeros and complete the Obligated Percentage data field.

Select the Chamber of Commerce funding with the appropriate Year and click the OK button.

Click the Save button.
VERIFICATION OF THE CHAMBER OF COMMERCE ENROLLMENT
The first saved Chamber of Commerce service will access the Verification--Webpage Dialog for a new enrollment. Review the data in the Customer Detail section and, if you have the appropriate permission the Comprehensive Assessment tabs.

When finished, click the OK button.

Any changes will automatically populate the data fields throughout OSOS.

Other Chamber of Commerce funded services, if provided by contract funding, are added in the same manner as outlined above.
Click the gray **Customer Detail** button at the bottom of the page and then the gray **Service** button to refresh the record. Click the **Enrollments** tab. The Chamber of Commerce enrollment will now be visible.
CLOSING THE CHAMBER OF COMMERCE OJT SERVICE

When the customer has completed the OJT and is ready to leave the program, specific steps must be completed in the following sequence:

1. Chamber of Commerce services must be closed,
2. Chamber of Commerce enrollment must be exited, and
3. Agency must be terminated if no other concurrent Agency services are open.

Go to the Services tab.

Check the box next to the Chamber of Commerce OJT service.

Enter the Actual End Date and whether the program was Completed Successfully.

Click the Save Button.

Allow the enrollment to soft exit in 90 days if no other service is funded with Chamber of Commerce monies.
RESOURCES AND ASSISTANCE
Additional program information, OSOS guides and other resources can be found at:
http://labor.ny.gov/workforcenypartners/osos.shtm

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