

Addl Outcomes Custom Tab Data Entry Quick Guide



Staff using the features in this quick guide should be well-versed in OSOS, with a good understanding of the system. This guide is not intended for novice data entry staff. A more complete guide for general OSOS use is provided at:

<http://www.labor.state.ny.us/workforcenypartners/osos/deskguidecust.pdf>

OSOS Access Information

This Quick Guide describes how OSOS is to be used to complete the **Additional Outcome Information** section in the **Addl Outcomes** Custom tab located in the **Services** window. If more detailed instructions are needed, go to [Desk Guide to the Customer Module](#) and review the other desk guides available.

OSOS is accessed at <https://osos.labor.ny.gov/osos.html>, and requires a username and password that must be obtained from OSOS Central Security.

OSOS has specific minimum requirements for computers and connectivity settings. These can be found at [Browser Notes](#).

Note: The graphics used in this guide are fabricated and not true indicators of an actual customer record at the time of publication.

Throughout this guide, symbols are used to highlight certain information:



This symbol identifies important information.

Add Outcomes Custom Tab

The **Add Outcomes** custom tab is found in the **Customer Module – Services** window.

The screenshot displays the OSOS Customer Module Services window for Malinak, Chris M. (SSN: OSOS ID: NY000312662). The 'Services' tab is selected, and the 'Add Outcomes' custom tab is highlighted. The window is divided into several sections:

- Outcome Table:** A table with columns for Program, Enr. Date, and Exit Date. It lists several outcomes, including WIA and Common Measu, with their respective enrollment and exit dates.
- Add Outcomes Table:** A table with a 'Record Id' column, currently empty.
- Credential/Certificate Info from Outcomes Tab:** A section with input fields for 'Attained Credential', 'Credential Type', and 'Date Attained'.
- Additional Outcome Information:** Two sections for 'National Work Readiness Credential' and 'Industry Wide Recognized Occupational Certificate', each with 'Attained' checkboxes and 'Date Attained' input fields.

Buttons for 'Add', 'Delete', 'Print List', 'Help', 'Print Record', 'Audit', 'Save', 'Customer Detail', 'Comp Assess', 'Comments', and 'Check Labor Market Information' are visible at the bottom of the window.

This custom tab is a listing of the programs and enrollments that have been entered for this customer by any authorized user.

The **Addl Outcomes** tab consists of four sections:

1. Outcome
2. Addl Outcomes
3. Credential/Certificate Info from Outcomes Tab
4. Additional Outcome Information
 - **National Work Readiness Credential**
 - **Industry Wide Recognized Occupational Certificate**

Customer: Malinak, Chris M. SSN: OSOS ID: NY000312662

Navigation: Intent Objectives, Services, Service History, Enrollments, Outcomes, Comments, Audit, Training Addl Info, **Addl Outcomes**

| Outcome | Program | Enr. Date | Exit Date |
|--------------------------|----------------|------------|------------|
| <input type="checkbox"/> | WIA | 08/16/2010 | |
| <input type="checkbox"/> | Common Measu | 08/16/2010 | |
| <input type="checkbox"/> | WIA | 01/07/2010 | 05/10/2010 |
| <input type="checkbox"/> | Common Measu | 01/07/2010 | 05/10/2010 |
| <input type="checkbox"/> | Labor Exchange | 01/07/2010 | 05/10/2010 |

Addl Outcomes

| Record Id |
|--------------------------|
| <input type="checkbox"/> |

Credential/Certificate Info from Outcomes Tab

Attained Credential:
Credential Type:
Date Attained:

Additional Outcome Information

National Work Readiness Credential
Attained:
Date Attained:

Industry Wide Recognized Occupational Certificate
Attained:
Date Attained:

Buttons: Add, Delete, Print List, Help, Print Record, Audit, Save, Customer Detail, Comp Assess, Comments, Check Labor Market Information

As with other sections of OSOS, the user may sort the individual columns by clicking the column headings.

The screenshot displays the OSOS 'Addl Outcomes' custom tab data entry interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Customer Search, Customer Detail, Comp Assess, and Services. The main header shows the customer name 'Malinak, Chris M.', SSN, and OSOS ID: NY000312662. A secondary set of tabs includes: <<, <, Intent Objectives, Services, Service History, Enrollments, Outcomes, Comments, Audit, Training Addl Info, Addl Outcomes, >, >>. The 'Addl Outcomes' tab is active, showing a table of outcomes. A red box highlights the 'Exit Date' column header, with a yellow arrow pointing to it. The table contains the following data:

| | Program | Enr. Date | Exit Date |
|--------------------------|----------------|------------|------------|
| <input type="checkbox"/> | WIA | 08/16/2010 | |
| <input type="checkbox"/> | Common Measu | 08/16/2010 | |
| <input type="checkbox"/> | WIA | 01/07/2010 | 05/10/2010 |
| <input type="checkbox"/> | Common Measu | 01/07/2010 | 05/10/2010 |
| <input type="checkbox"/> | Labor Exchange | 01/07/2010 | 05/10/2010 |

Below the table is an 'Addl Outcomes' section with a 'Record Id' column and a checkbox. To the right of the table is a form titled 'Credential/Certificate Info from Outcomes Tab' with fields for 'Attained Credential', 'Credential Type', and 'Date Attained'. Below this is 'Additional Outcome Information' with sections for 'National Work Readiness Credential' and 'Industry Wide Recognized Occupational Certificate', each with 'Attained' checkboxes and 'Date Attained' fields. At the bottom of the interface are buttons for 'Add', 'Delete', 'Print List', 'Help', 'Print Record', and 'Audit'. A footer bar contains 'Save', 'Customer Detail', 'Comp Assess', 'Comments', and 'Check Labor Market Information'.

Activating the Addl Outcomes Tab data fields

To activate the sections, place a check mark in the box next to the respective Common Measures program **and** enrollment. You will notice that the **Add** button becomes accessible.

The screenshot displays the OSOS system interface for a customer named Malinak, Chris M. The interface includes navigation tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. The main menu shows options like Customer Search, Customer Detail, Comp Assess, and Services. The 'Services' tab is active, showing a list of outcomes and a detailed view on the right.

| Outcome | Program | Enr. Date | Exit Date | |
|-------------------------------------|----------------|------------|------------|---|
| <input type="checkbox"/> | WIA | 08/16/2010 | | > |
| <input type="checkbox"/> | Common Measu | 08/16/2010 | | > |
| <input type="checkbox"/> | WIA | 01/07/2010 | 05/10/2010 | > |
| <input checked="" type="checkbox"/> | Common Measu | 01/07/2010 | 05/10/2010 | > |
| <input type="checkbox"/> | Labor Exchange | 01/07/2010 | 05/10/2010 | > |

Addl Outcomes

| Record Id |
|--------------------------|
| <input type="checkbox"/> |

Credential/Certificate Info from Outcomes Tab

Attained Credential: Yes
Credential Type: Occupational skills license
Date Attained: 05/10/2010

Additional Outcome Information

National Work Readiness Credential
Attained:
Date Attained:

Industry Wide Recognized Occupational Certificate
Attained:
Date Attained:

Buttons: Add, Delete, Print List, Help, Print Record, Audit, Save, Customer Detail, Comp Assess, Comments, Check Labor Market Information

Any attained credential information that has been entered into the **Outcomes** tab during a specific enrollment will automatically populate the **Credential/Certificate Info from Outcomes Tab** section.

Customer Search Customer Detail Comp Assess **Services**

Malinak, Chris M. SSN: OSOS ID: NY000312662

Outcomes

| Outcome | Program | Enr. Date | Exit Date |
|-------------------------------------|----------------|------------|------------|
| <input type="checkbox"/> | WIA | 08/16/2010 | |
| <input type="checkbox"/> | Common Meas | 08/16/2010 | |
| <input type="checkbox"/> | WIA | 01/07/2010 | 05/10/2010 |
| <input checked="" type="checkbox"/> | Common Meas | 01/07/2010 | 05/10/2010 |
| <input type="checkbox"/> | Labor Exchange | 01/07/2010 | 05/10/2010 |

Credential/Certificate Info from Outcomes Tab

Attained Credential

Credential Type

Date Attained

Additional Outcome Information

National Work Readiness Credential

Attained

Date Attained

Industry Wide Recognized Occupational Certificate

Attained

Date Attained

Add Delete Print List Help Print Record Audit

Save Customer Detail Comp Assess Comments Check Labor Market Information

Attained credential information that has been data entered into the **Outcomes** tab during one specific enrollment will not populate the **Credential/Certificate Info from Outcomes Tab** section from a different enrollment.

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Customer Search Customer Detail Comp Assess **Services**

Malinak, Chris M. SSN: OSOS ID: NY000312662

<< < **Outcomes** > >>

| Outcome | Program | Enr. Date | Exit Date |
|-------------------------------------|----------------|------------|------------|
| <input type="checkbox"/> | WIA | 08/16/2010 | |
| <input checked="" type="checkbox"/> | Common Measu | 08/16/2010 | |
| <input type="checkbox"/> | WIA | 01/07/2010 | 05/10/2010 |
| <input type="checkbox"/> | Common Measu | 01/07/2010 | 05/10/2010 |
| <input type="checkbox"/> | Labor Exchange | 01/07/2010 | 05/10/2010 |

Credential/Certificate Info from Outcomes Tab

Attained Credential

Credential Type

Date Attained

Additional Outcome Information

National Work Readiness Credential

Attained

Date Attained

Industry Wide Recognized Occupational Certificate

Attained

Date Attained

Add Outcomes

| Record Id |
|--------------------------|
| <input type="checkbox"/> |

Add Delete Print List Help Print Record Audit

Save Customer Detail Comp Assess Comments Check Labor Market Information

If no **Record ID** appears when placing a check mark in the box next to the program, then click the **Add** button.

The screenshot shows the OSOS Services tab for Malinak, Chris M. (SSN: [redacted], OSOS ID: NY000312662). The 'Add Outcomes' table is highlighted with a red border. The table has columns for Program, Enr. Date, and Exit Date. The 'Add' button is highlighted with a red box and a yellow arrow.

| | Program | Enr. Date | Exit Date | |
|-------------------------------------|----------------|------------|------------|---|
| <input type="checkbox"/> | WIA | 08/16/2010 | | > |
| <input checked="" type="checkbox"/> | Common Measu | 08/16/2010 | | > |
| <input type="checkbox"/> | WIA | 01/07/2010 | 05/10/2010 | > |
| <input type="checkbox"/> | Common Measu | 01/07/2010 | 05/10/2010 | > |
| <input type="checkbox"/> | Labor Exchange | 01/07/2010 | 05/10/2010 | > |

Add Outcomes

| | Record Id | |
|--------------------------|-----------|---|
| <input type="checkbox"/> | | > |

Add **Delete** **Print List**

Credential/Certificate Info from Outcomes Tab

Attained Credential
Credential Type
Date Attained

Additional Outcome Information

National Work Readiness Credential
Attained
Date Attained

Industry Wide Recognized Occupational Certificate
Attained
Date Attained

Help **Print Record** **Audit**

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

This will create a record and activate the **National Work Readiness Credential** and **Industry Wide Recognized Occupational Certificate** data fields.

CUSTOMER **PROVIDER** **EMPLOYER** **STAFF** **HELP**

Customer Search Customer Detail Comp Assess **Services**

Malinak, Chris M. SSN: OSOS ID: NY000312662

<< < **ent Objectives** **Services** **Service History** **Enrollments** **Outcomes** **Comments** **Audit** **Training Addl Info** **Add Outcomes** > >>

| Outcome | | | |
|-------------------------------------|----------------|------------|------------|
| | Program | Enr. Date | Exit Date |
| <input type="checkbox"/> | WIA | 08/16/2010 | |
| <input checked="" type="checkbox"/> | Common Measu | 08/16/2010 | |
| <input type="checkbox"/> | WIA | 01/07/2010 | 05/10/2010 |
| <input type="checkbox"/> | Common Measu | 01/07/2010 | 05/10/2010 |
| <input type="checkbox"/> | Labor Exchange | 01/07/2010 | 05/10/2010 |

Add Outcomes

| | Record Id |
|-------------------------------------|-----------|
| <input checked="" type="checkbox"/> | |

Credential/Certificate Info from Outcomes Tab

Attained Credential

Credential Type

Date Attained

Additional Outcome Information

National Work Readiness Credential

Attained

Date Attained

Industry Wide Recognized Occupational Certificate

Attained

Date Attained

Add Delete Print List Help Print Record Audit

Save Customer Detail Comp Assess Comments Check Labor Market Information

If a **Record ID** value appears, place a check mark next to the number.

This will permit access to the National Work Readiness Credential **and the** Industry Wide Recognized Occupational Certificate **data fields**.



You will only be allowed to create one **Record ID** value per enrollment for the **National Work Readiness Credential** and the **Industry Wide Recognized Occupational** data fields.

You may enter information into one or both of these data fields for the same **Record ID** value.

Customer Search Customer Detail Comp Assess **Services**

Malinak, Chris M. SSN: OSOS ID: NY000312662

<< < ent Objectives Services Service History Enrollments Outcomes Comments Audit Training Addl Info **Addl Outcomes** > >>

| Outcome | Program | Enr. Date | Exit Date |
|-------------------------------------|----------------|------------|------------|
| <input type="checkbox"/> | WIA | 08/16/2010 | |
| <input type="checkbox"/> | Common Measu | 08/16/2010 | |
| <input type="checkbox"/> | WIA | 01/07/2010 | 05/10/2010 |
| <input checked="" type="checkbox"/> | Common Measu | 01/07/2010 | 05/10/2010 |
| <input type="checkbox"/> | Labor Exchange | 01/07/2010 | 05/10/2010 |

Addl Outcomes

| | Record Id |
|-------------------------------------|-----------|
| <input checked="" type="checkbox"/> | 8 |

Credential/Certificate Info from Outcomes Tab

Attained Credential Yes
Credential Type Occupational skills license
Date Attained 05/10/2010

Additional Outcome Information

National Work Readiness Credential
Attained
Date Attained

Industry Wide Recognized Occupational Certificate
Attained
Date Attained 05/07/2010

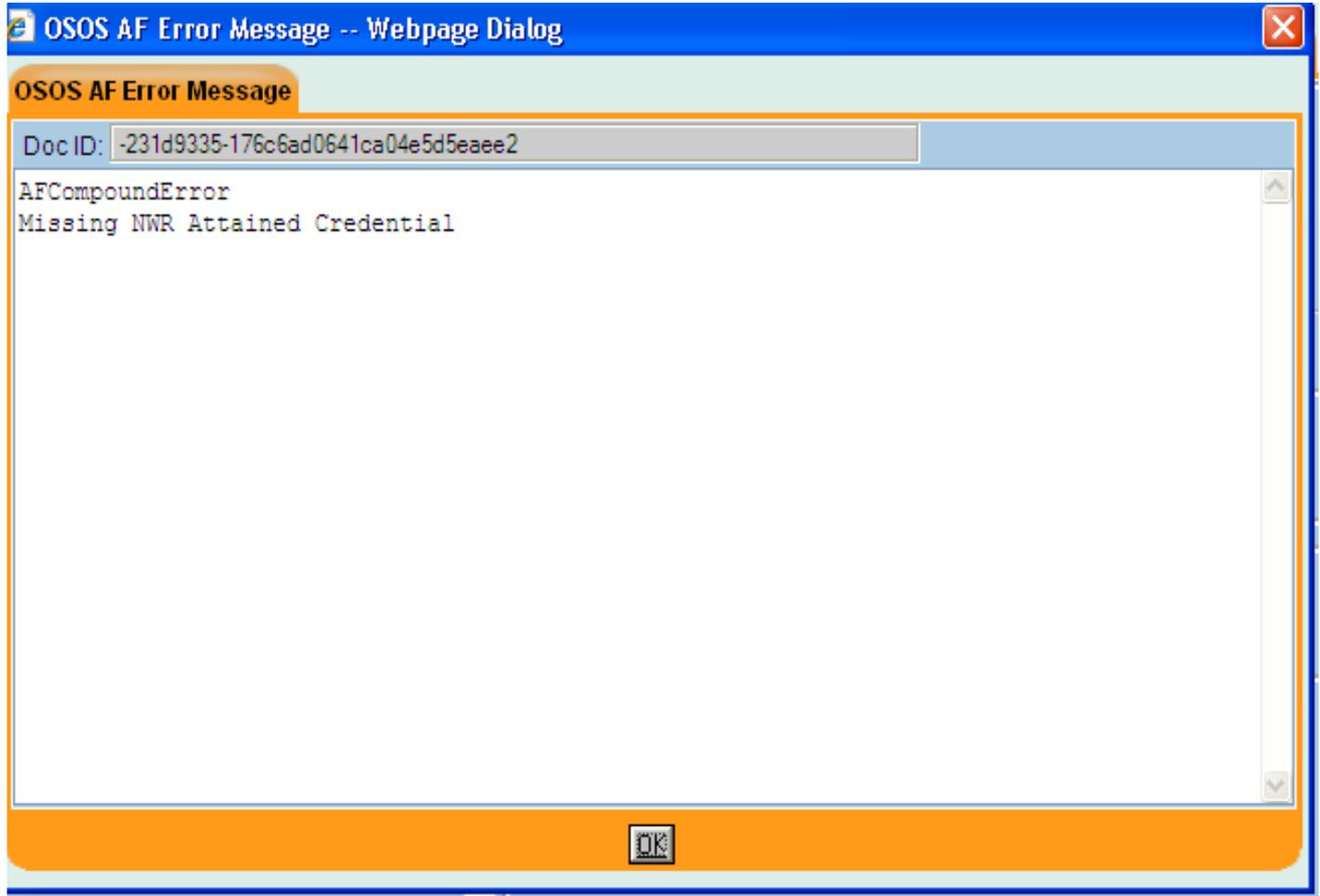
Add Delete Print List Help Print Record Audit

Save Customer Detail Comp Assess Comments Check Labor Market Information

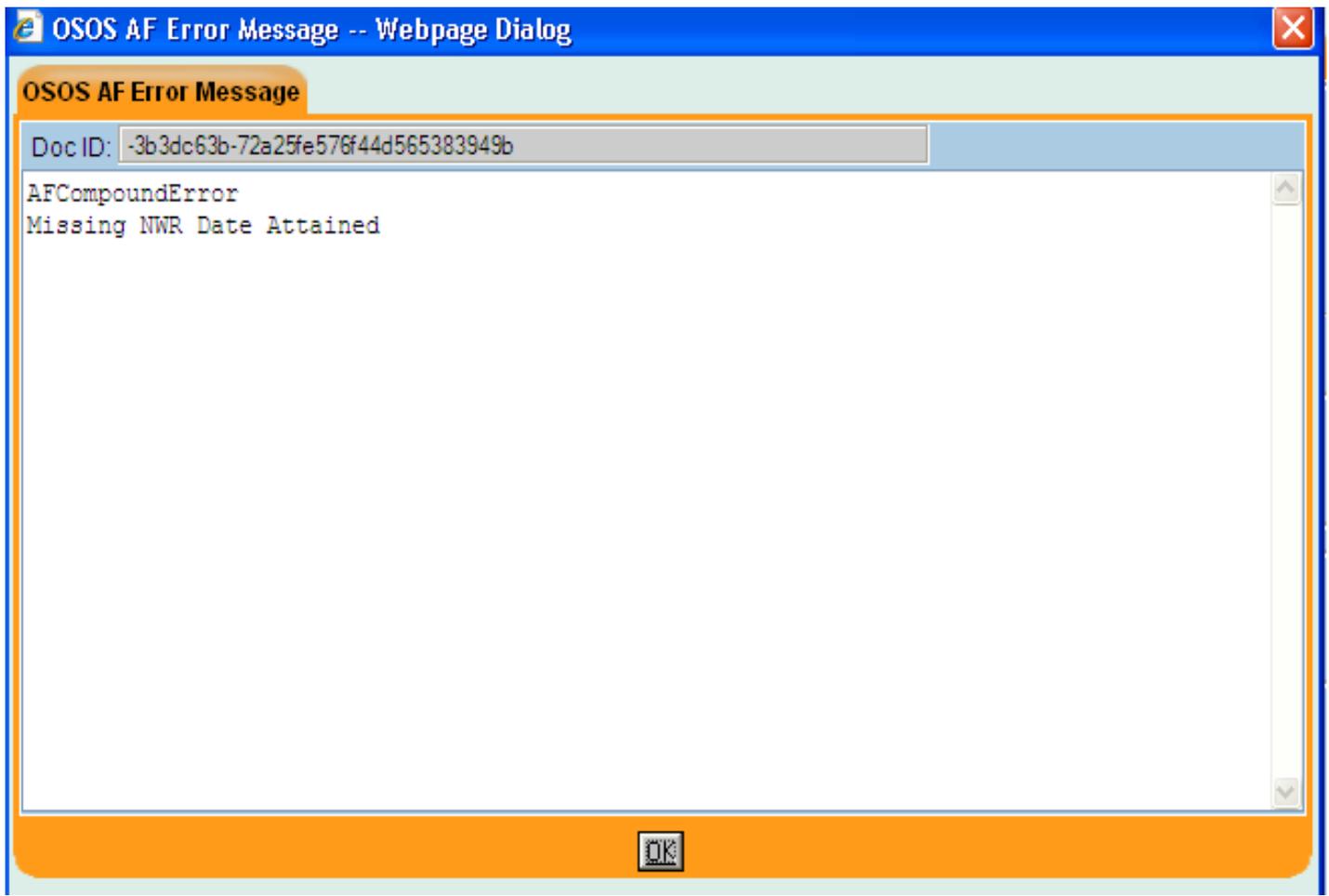
The **National Work Readiness Credential** is only earned once the individual passes the Standardized test administered through a credentialed testing center.

The **Industry Wide Recognized Occupational Certificate** is any certificate that is universally accepted throughout an industry as confirming successful completion of specific educational or competency based criteria. Examples may include LEAP and OSHA certifications.

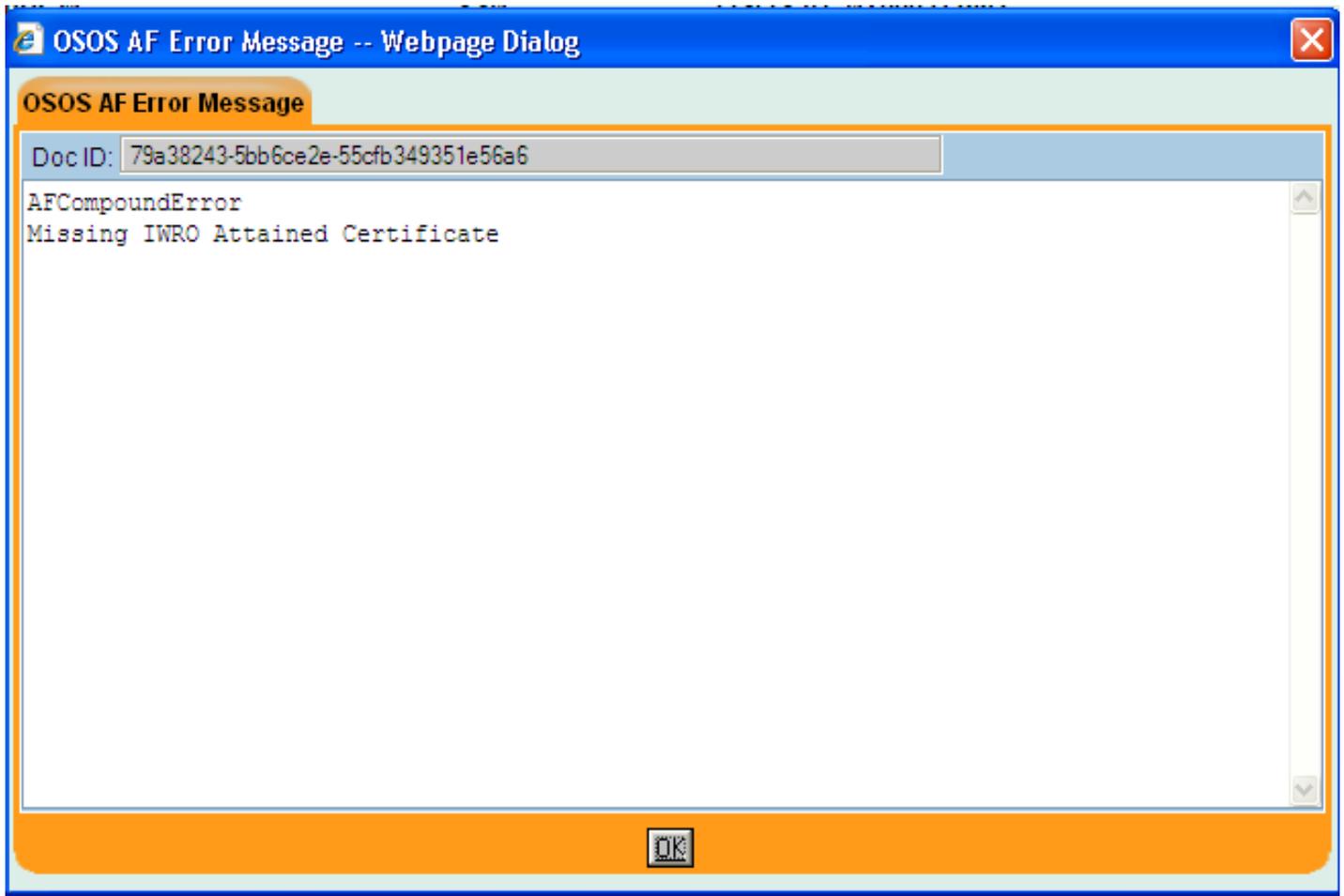
When indicating a date when the National Work Readiness Credential was attained and not checking the "Attained" box will result in the following error message:



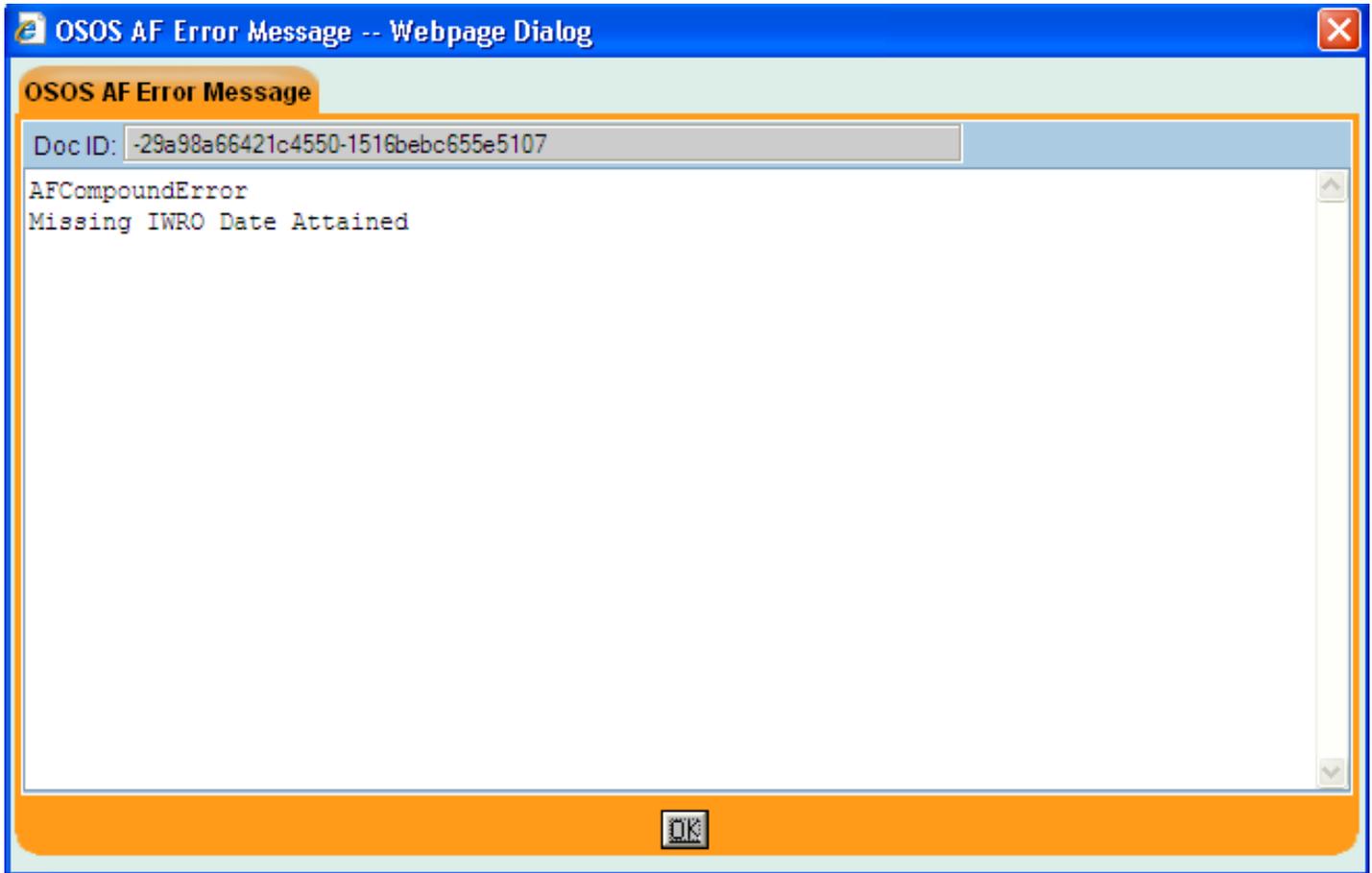
When indicating that a **National Work Readiness Credential** was attained and not providing a date will result in the following error message:



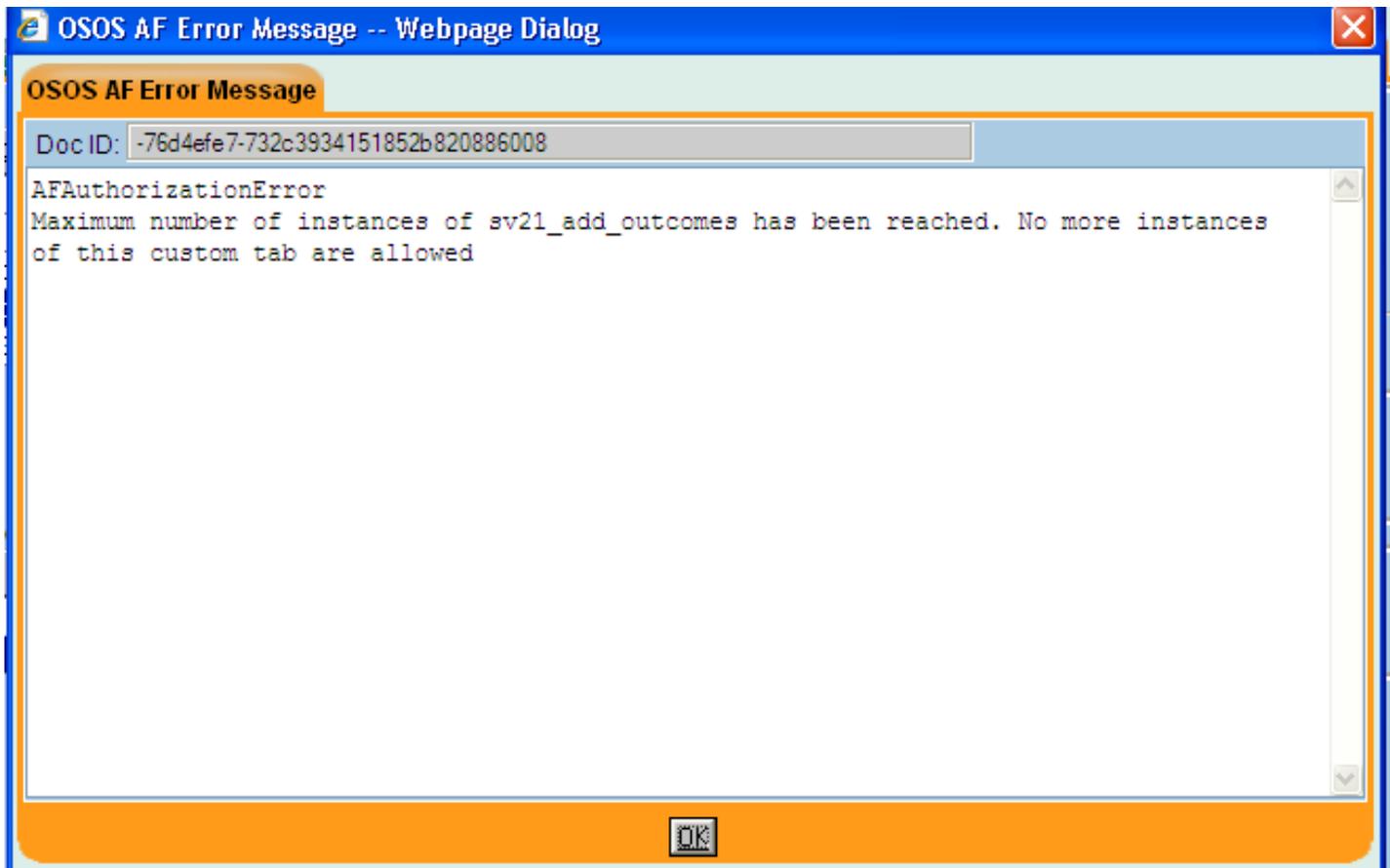
When indicating a date when an **Industry Wide Recognized Occupational Certificate** was attained and not checking the “Attained” box will result in the following error message:



When indicating that an **Industry Wide Recognized Occupational Certificate** was attained and not providing a date will result in the following error message:



When attempting to save a second record, the following error message will appear:



Resources and Assistance

Additional **desk guides and resources** can be found at:
<http://www.labor.ny.gov/workforcenypartners/osos.shtm>.

For further assistance, please contact the following:

OSOS Help Desk
help.osos@labor.ny.gov
(518) 457-6586