

Disability Employment Initiative (DEI) Round 6 OSOS Guide



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PURPOSE

On September 17, 2015 the United States Department of Labor Employment & Training Administration (USDOL ETA) awarded NYSDOL with a Sixth Round of DEI funding totaling \$2.5M. It will staff four Disability Resource Coordinators (DRCs) in two local areas: Capital Region and Herkimer/Madison/Oneida (HMO). This grant, entitled **“Pathways to Employment,”** focuses on the Career Pathways model of disability employment. It has over \$700,000 earmarked for training funds set aside to serve 300 adults with disabilities, providing job placement services for individuals who complete their career pathways training in partnership with credential-based education offered through the community college system. The goal is to enable individuals with disabilities to obtain the skills and credentials necessary to achieve living-wage employment in high-growth employment fields including healthcare and technology/manufacturing. Round 6 of DEI funding will operate until March 31, 2019.

SIX GOALS OF DEI PILOT SITES

- Create functioning Integrated Resource Teams (IRTs) to address multiple barriers to employment for individuals with disabilities
- Develop Individual Learning Plans (ILPs) that support people with disabilities to succeed in Pathways to Employment
- Increase the number of Tickets assigned and Ticket revenue generated under the Social Security Administration's Ticket to Work Program
- DRCs will partner with existing career pathways partners such as TANF Employment Service providers, local school districts, community colleges, and Adult Basic Education; they will also bring new partners to the table
- Increase access to American Job Center services for people with disabilities
- Provide Asset Development strategies to individuals with disabilities

Required project reporting information for DEI Round 6 will be captured in OSOS. This guide will provide an overview of which fields in OSOS are essential for reporting out on DEI data elements.



*This data is required to be collected from each of the four DEI pilot sites and each of the two 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

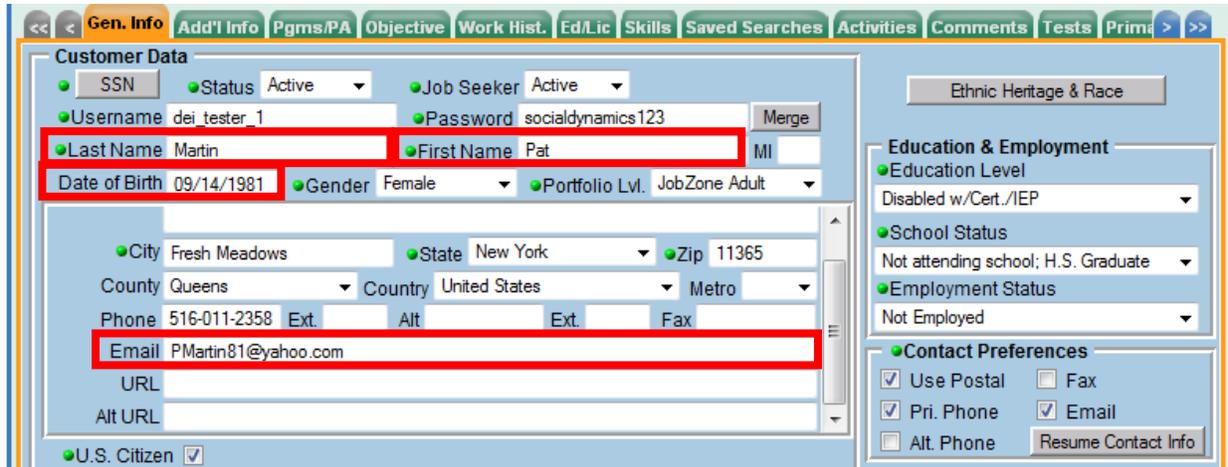
Most of the data elements needed for DEI are currently being collected in the OSOS **Customer Module**, on the **General Info** and **Work History** tabs of the **Customer Detail** window. A **DEI Round 6** tab has also been added to collect additional information. This guide will demonstrate which fields 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 in the OSOS system. The 'Customer Data' section contains several fields. Red boxes highlight the following fields: Last Name (Martin), First Name (Pat), Date of Birth (09/14/1981), and Email (PMartin81@yahoo.com). Other visible fields include SSN, Status (Active), Job Seeker (Active), Username (dei_tester_1), Password (socialdynamics123), Gender (Female), Portfolio Lvl. (JobZone Adult), City (Fresh Meadows), State (New York), Zip (11365), County (Queens), Country (United States), Metro, Phone (516-011-2358), and U.S. Citizen (checked). To the right, there are sections for 'Ethnic Heritage & Race', 'Education & Employment' (Education Level: Disabled w/Cert./IEP, School Status: Not attending school; H.S. Graduate, Employment Status: Not Employed), and 'Contact Preferences' (Use Postal, Fax, Pri. Phone, Email, Alt. Phone).

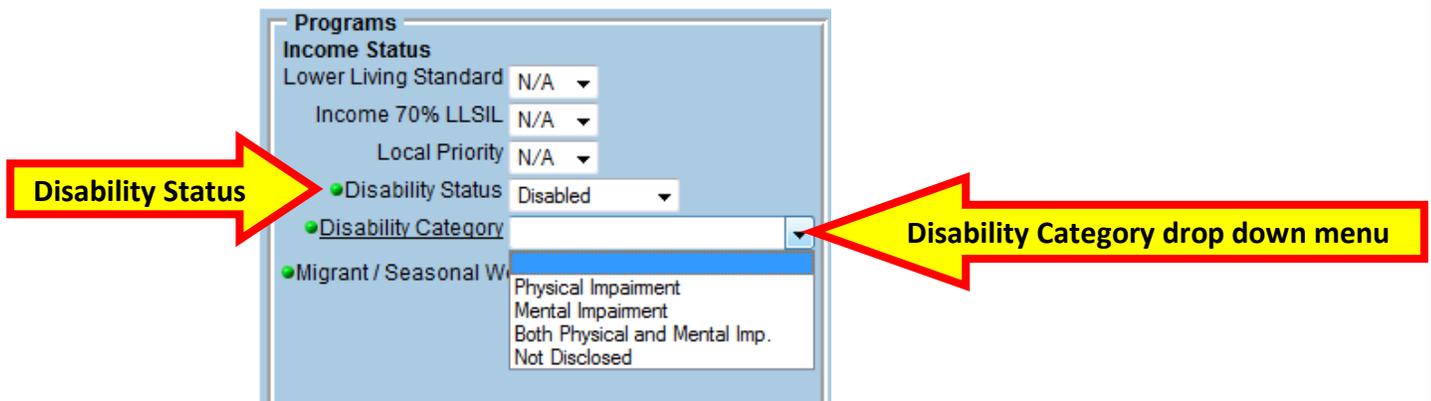
These fields are usually entered as part of the normal OSOS data entry process, so in most cases, you will only need to verify that the information is correct. If any of the information is missing or needs to be updated, please make any necessary changes.



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.



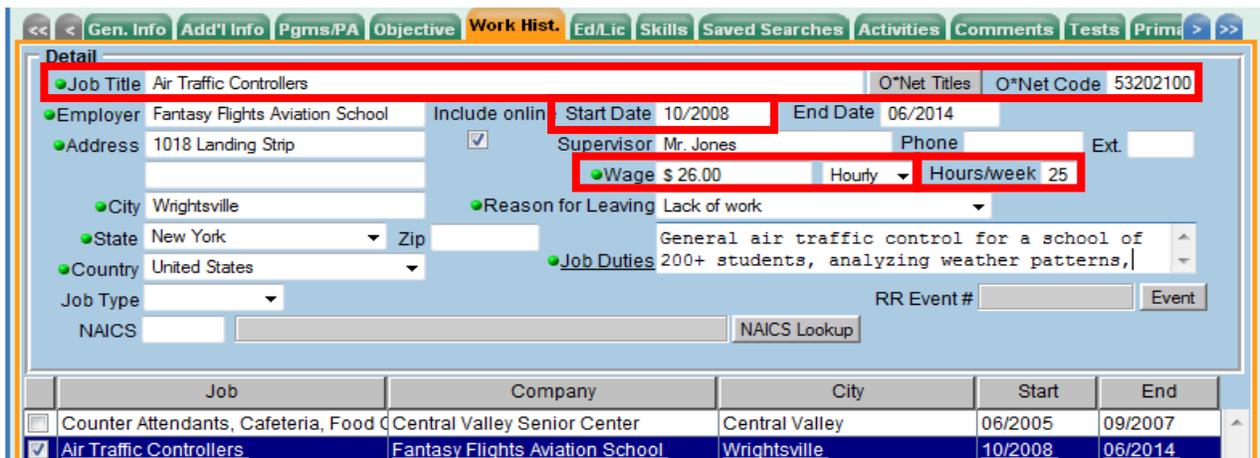
The screenshot shows the 'Add'l Info' tab in the OSOS system. The 'Programs' section contains several fields. A yellow arrow points to the 'Disability Status' field, which is set to 'Disabled'. Another yellow arrow points to the 'Disability Category' drop-down menu, which is open and shows the following options: Physical Impairment, Mental Impairment, Both Physical and Mental Imp., and Not Disclosed. Other visible fields include Income Status (Lower Living Standard: N/A, Income 70% LLSIL: N/A, Local Priority: N/A) and Migrant / Seasonal Worker.

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.



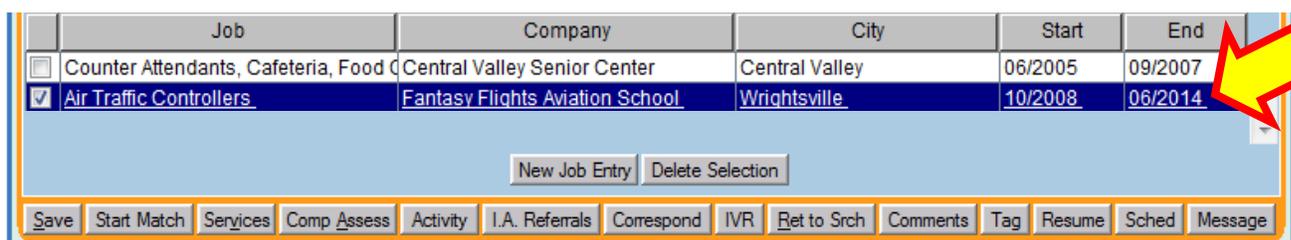
*If the customer does not have any work history, no information will need to be added or edited on the **Work History** tab.*



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 should 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.

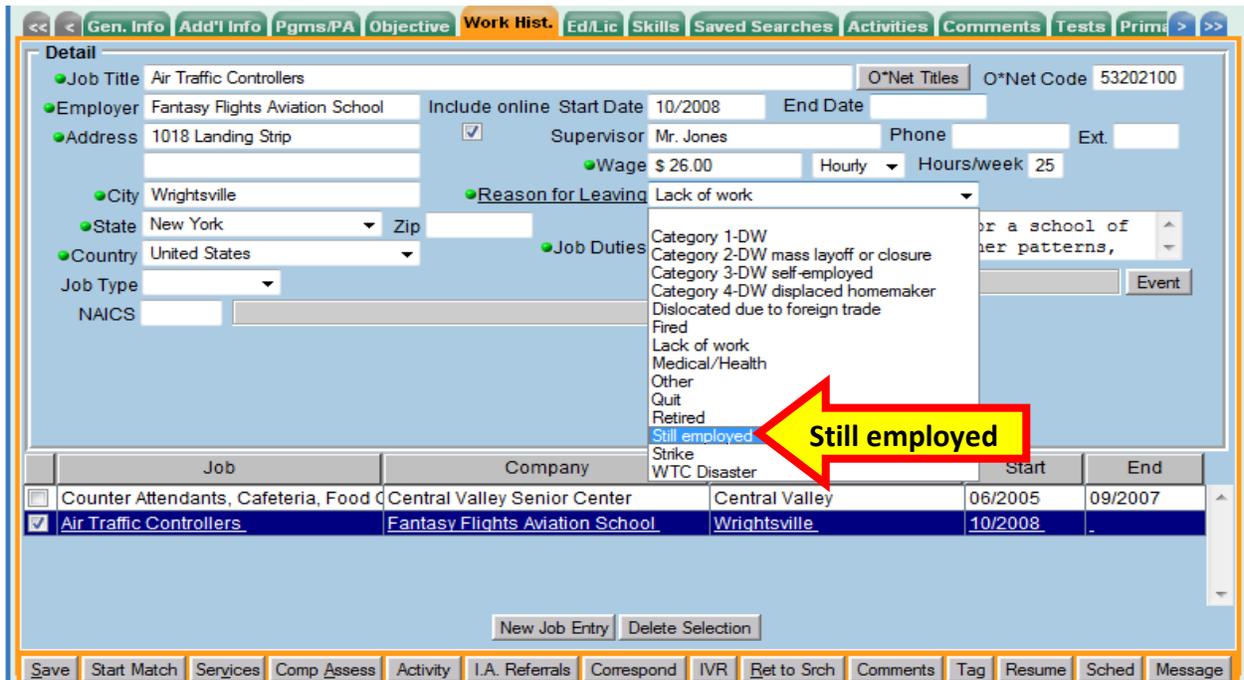


Job	Company	City	Start	End
<input type="checkbox"/> Counter Attendants, Cafeteria, Food C	Central Valley Senior Center	Central Valley	06/2005	09/2007
<input checked="" type="checkbox"/> Air Traffic Controllers	Fantasy Flights Aviation School	Wrightsville	10/2008	06/2014



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.

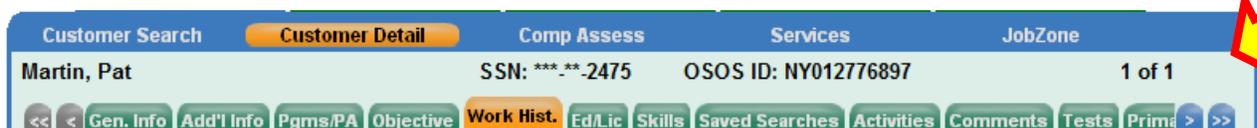


The screenshot shows the 'Work Hist.' tab in the OSOS system. The job details for 'Air Traffic Controllers' at 'Fantasy Flights Aviation School' are displayed. The 'Reason for Leaving' dropdown menu is open, showing various options. A red arrow points to the 'Still employed' option, which is highlighted in blue. Below the dropdown, a table lists job entries with columns for Job, Company, Start, and End. The current job entry is 'Air Traffic Controllers' at 'Fantasy Flights Aviation School' starting on 10/2008.

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

DEI ROUND 6 TAB

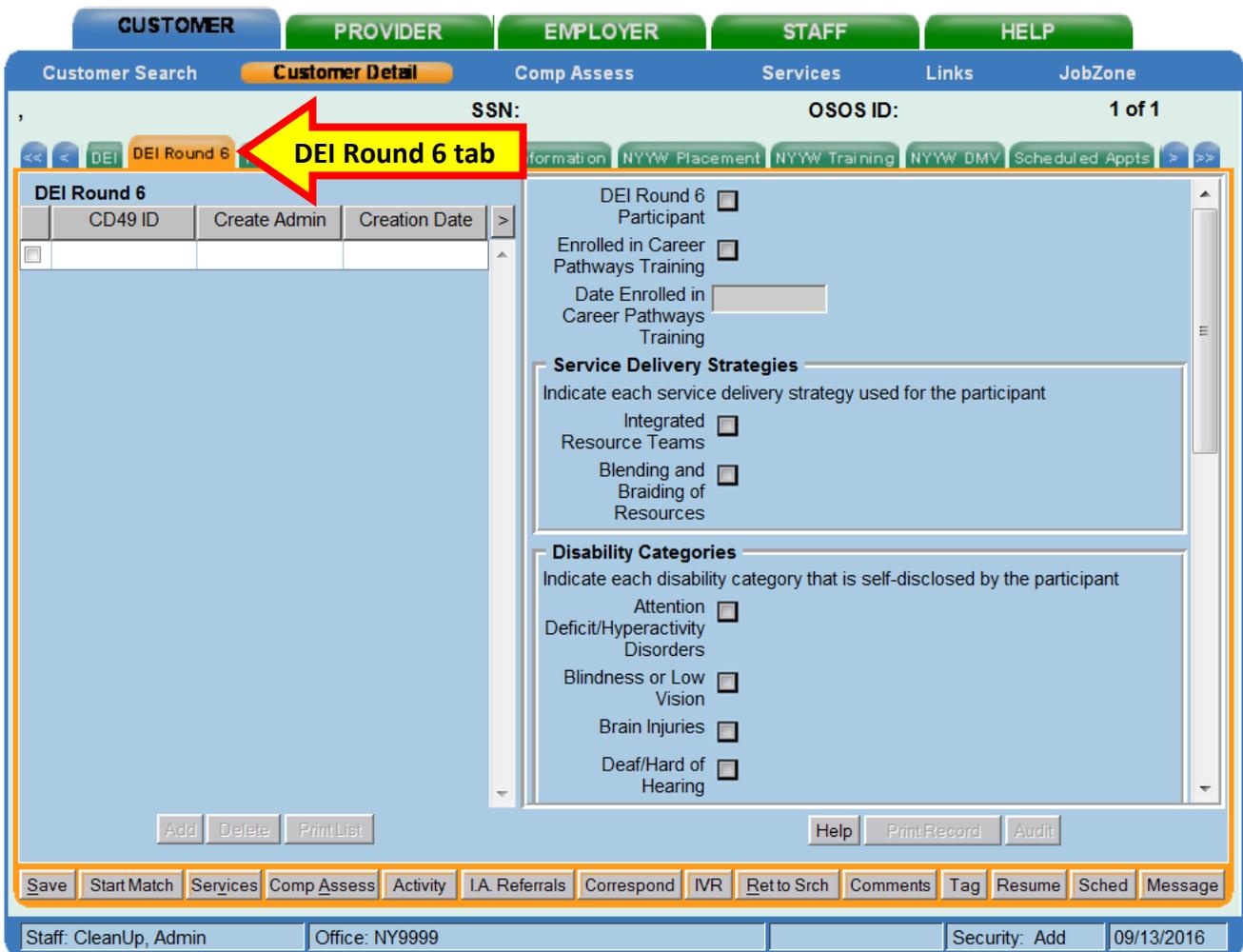
The **DEI Round 6** tab is located in the **Customer Detail** window. Depending on where you are in the **Customer Detail** window, you may need to click on the double-headed arrows at the upper right hand of the screen to navigate to the furthest tabs in the window to be able to see the **DEI Round 6** tab.



The screenshot shows the 'Customer Search' window with the 'Customer Detail' tab selected. The customer information for 'Martin, Pat' is displayed, including SSN: ***-**-2475 and OSOS ID: NY012776897. The navigation bar at the bottom shows various tabs, and a red arrow points to the 'DEI Round 6' tab.

The **DEI Round 6** tab is available to track the remaining information needed for DEI reporting. This tab can be used to track:

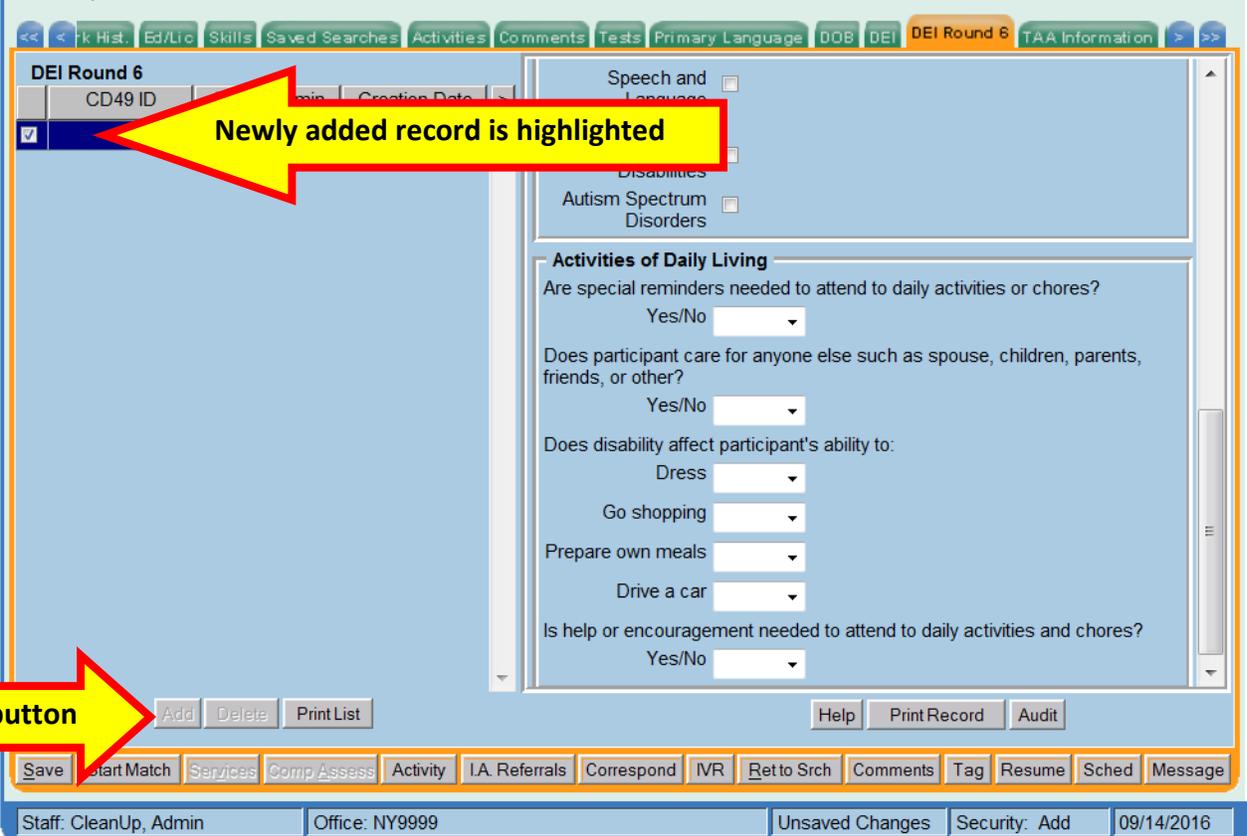
- If the customer is a DEI Round 6 participant
- If the customer is enrolled in Career Pathways Training along with the enrollment date
- Service delivery strategies
- Self-disclosed disability categories
- Activities of daily living



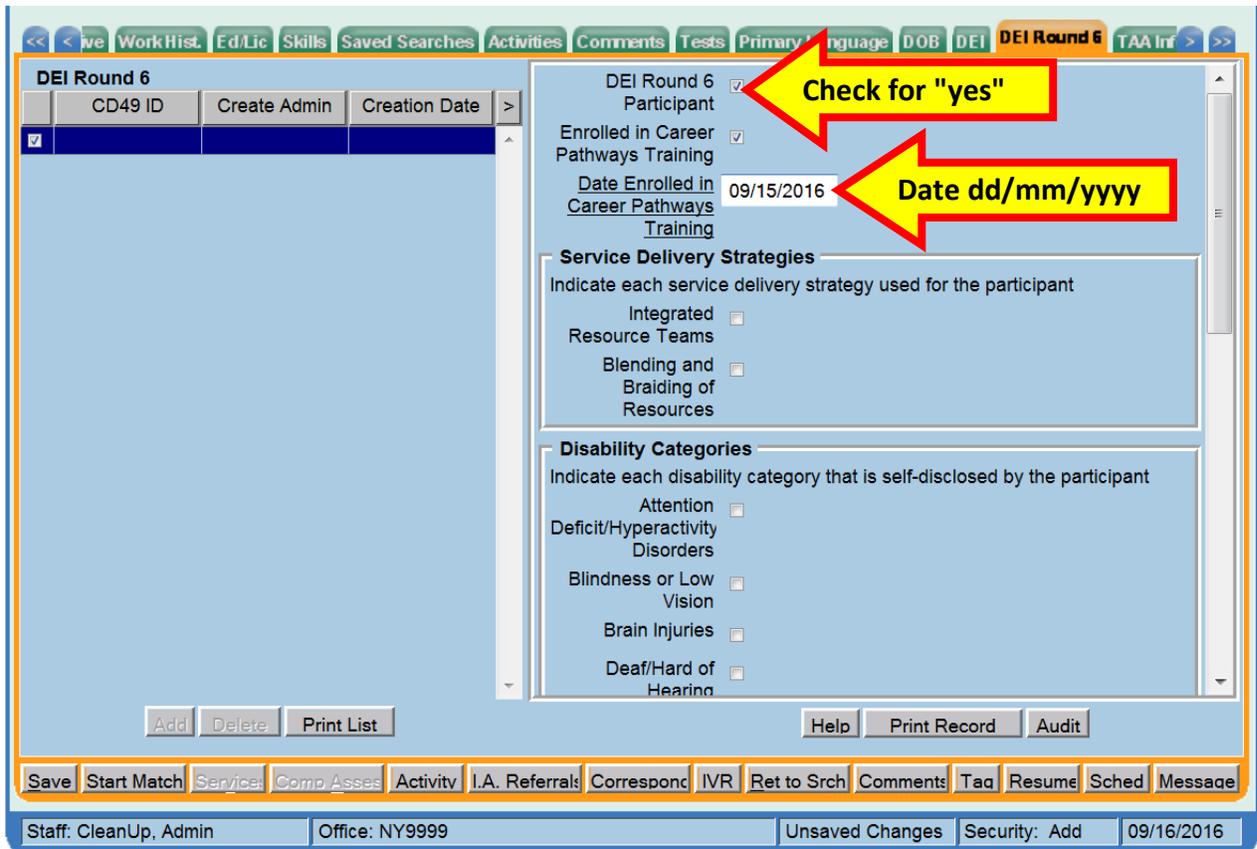
The screenshot displays the OSOS Customer Detail interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Customer Search, Customer Detail (selected), Comp Assess, Services, Links, and JobZone. A search bar contains SSN: and OSOS ID: 1 of 1. A red arrow points to the 'DEI Round 6' tab in the navigation bar. The main content area is divided into two columns. The left column has a table with columns for CD49 ID, Create Admin, and Creation Date. The right column contains several sections: 'DEI Round 6 Participant' with checkboxes for 'Participant' and 'Enrolled in Career Pathways Training', and a date field for 'Date Enrolled in Career Pathways Training'. Below this is the 'Service Delivery Strategies' section, which includes checkboxes for 'Integrated Resource Teams' and 'Blending and Braiding of Resources'. The 'Disability Categories' section includes checkboxes for 'Attention Deficit/Hyperactivity Disorders', 'Blindness or Low Vision', 'Brain Injuries', and 'Deaf/Hard of Hearing'. At the bottom of the page, there are buttons for 'Add', 'Delete', 'Print List', 'Help', 'Print Record', and 'Audit'. A footer bar contains various action buttons like 'Save', 'Start Match', 'Services', 'Comp Assess', 'Activity', 'I.A. Referrals', 'Correspond', 'IVR', 'Ret to Srch', 'Comments', 'Tag', 'Resume', 'Schd', and 'Message'. The bottom status bar shows 'Staff: CleanUp, Admin', 'Office: NY9999', 'Security: Add', and '09/13/2016'.

To activate the fields on the right hand side of the window, you will first need to add a new DEI Round 6 tracking entry by clicking on the **Add** button in the lower left hand side of the tab.

This will add a new DEI Round 6 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.



The screenshot displays the OSOS DEI Round 6 tracking interface. At the top, there is a navigation bar with tabs for various functions: <<, <, k Hist., Ed/Lic, Skills, Saved Searches, Activities, Comments, Tests, Primary Language, DOB, DEI, **DEI Round 6**, TAA Information, >, >>. Below this is a table titled "DEI Round 6" with columns for "CD49 ID" and "Creation Date". A single row is highlighted in blue, and a yellow arrow points to it with the text "Newly added record is highlighted". To the right of the table is a form for data entry, which is currently inactive. The form includes sections for "Speech and Language", "Disabilities", and "Autism Spectrum Disorders". Under "Activities of Daily Living", there are several questions with "Yes/No" dropdown menus: "Are special reminders needed to attend to daily activities or chores?", "Does participant care for anyone else such as spouse, children, parents, friends, or other?", "Does disability affect participant's ability to:" (with sub-items for Dress, Go shopping, Prepare own meals, Drive a car), and "Is help or encouragement needed to attend to daily activities and chores?". At the bottom of the form are buttons for "Add", "Delete", and "Print List". A yellow arrow points to the "Add" button with the text "Add button". Below the form is a navigation bar with buttons for "Save", "Start Match", "Services", "Comp Assess", "Activity", "IA Referrals", "Correspond", "IVR", "Ret to Srch", "Comments", "Tag", "Resume", "Schd", and "Message". At the very bottom, there is a status bar with fields for "Staff: CleanUp, Admin", "Office: NY9999", "Unsaved Changes", "Security: Add", and "09/14/2016".



DEI Round 6

CD49 ID	Create Admin	Creation Date
<input checked="" type="checkbox"/>		

DEI Round 6 Participant

Enrolled in Career Pathways Training

Date Enrolled in Career Pathways Training: 09/15/2016

Service Delivery Strategies

Indicate each service delivery strategy used for the participant

- Integrated
- Resource Teams
- Blending and Braiding of Resources

Disability Categories

Indicate each disability category that is self-disclosed by the participant

- Attention Deficit/Hyperactivity Disorders
- Blindness or Low Vision
- Brain Injuries
- Deaf/Hard of Hearing

Buttons: Add, Delete, Print List, Help, Print Record, Audit

Navigation: Save, Start Match, Services, Comp Asses, Activity, I.A. Referrals, Correspondence, IVR, Ret to Srch, Comments, Tag, Resume, Sched, Message

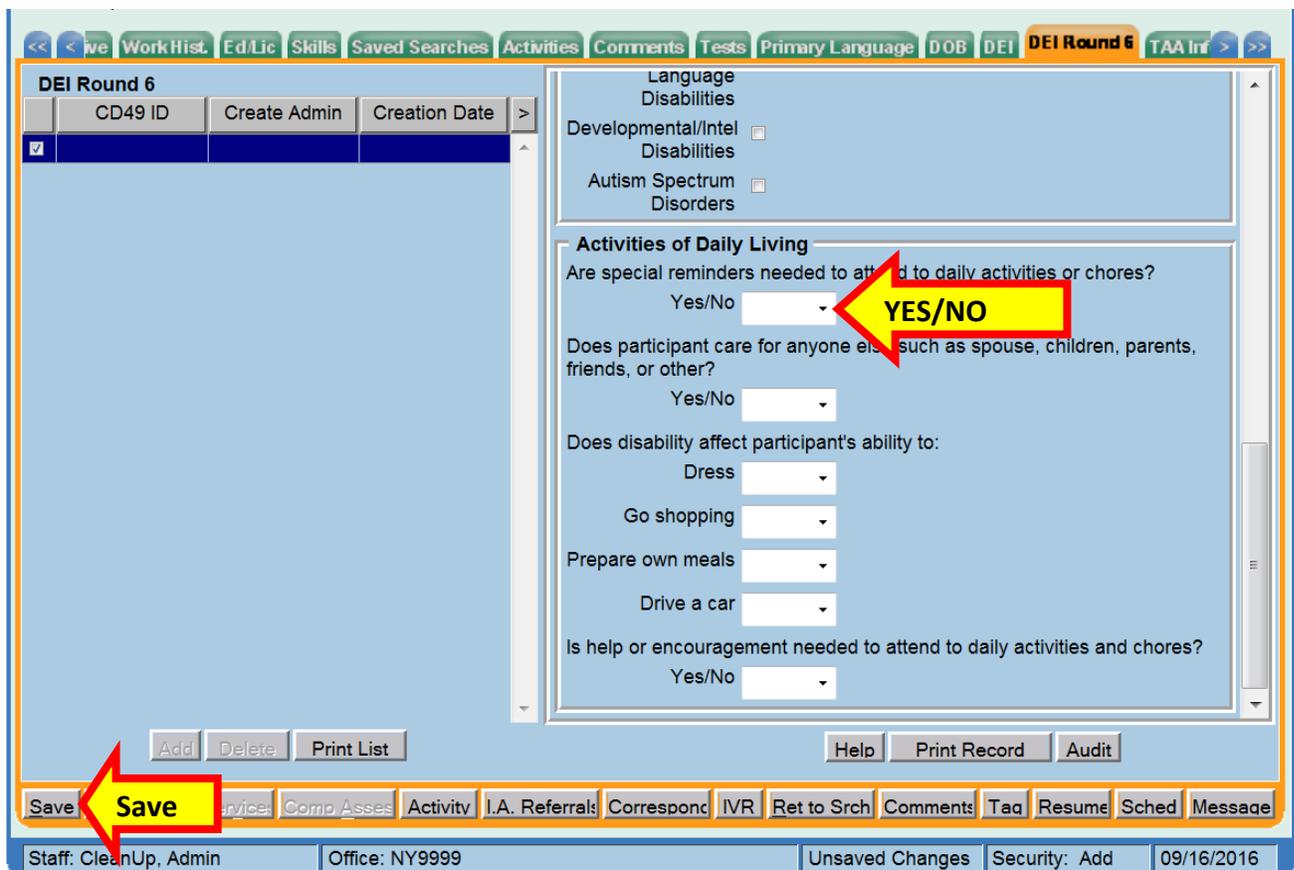
Staff: CleanUp, Admin | Office: NY9999 | Unsaved Changes | Security: Add | 09/16/2016

For the **DEI Round 6 Participant**, **Enrolled in Career Pathway Training**, **Service Delivery Strategies**, and **Disability Categories**, a check box is provided. Click on any of these selections to indicate “yes” in the intended field. If the customer is enrolled in career pathways training, enter the enrollment date in the dd/mm/yyyy format next to **Date Enrolled in Career Pathways Training**.

ACTIVITIES OF DAILY LIVING

For each of the following activities, click on the dropdown menu and select YES or NO:

1. Are special reminders needed to attend to daily activities or chores?
2. Does participant care for anyone else such as spouse, children, parents, friends, or other?
3. Does disability affect participant's ability to: Dress, Go shopping, Prepare own meals, Drive a car
4. Is help or encouragement needed to attend to daily activities and chores?



The screenshot shows the OSOS software interface for 'DEI Round 6'. The 'Activities of Daily Living' section is highlighted with a yellow border. The first question is 'Are special reminders needed to attend to daily activities or chores?' with a dropdown menu set to 'YES/NO'. Below it are questions about caring for others, and then a list of activities: Dress, Go shopping, Prepare own meals, and Drive a car, each with a dropdown menu. The final question is 'Is help or encouragement needed to attend to daily activities and chores?' with a 'Yes/No' dropdown. At the bottom left, a 'Save' button is highlighted with a yellow arrow. The bottom status bar shows 'Staff: CleanUp, Admin', 'Office: NY9999', 'Unsaved Changes', 'Security: Add', and '09/16/2016'.

Save the record after all entries have been made.

SERVICES

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



Grantees must use WIOA, 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 WIOA individualized or WIOA 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 March 31, 2019, 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

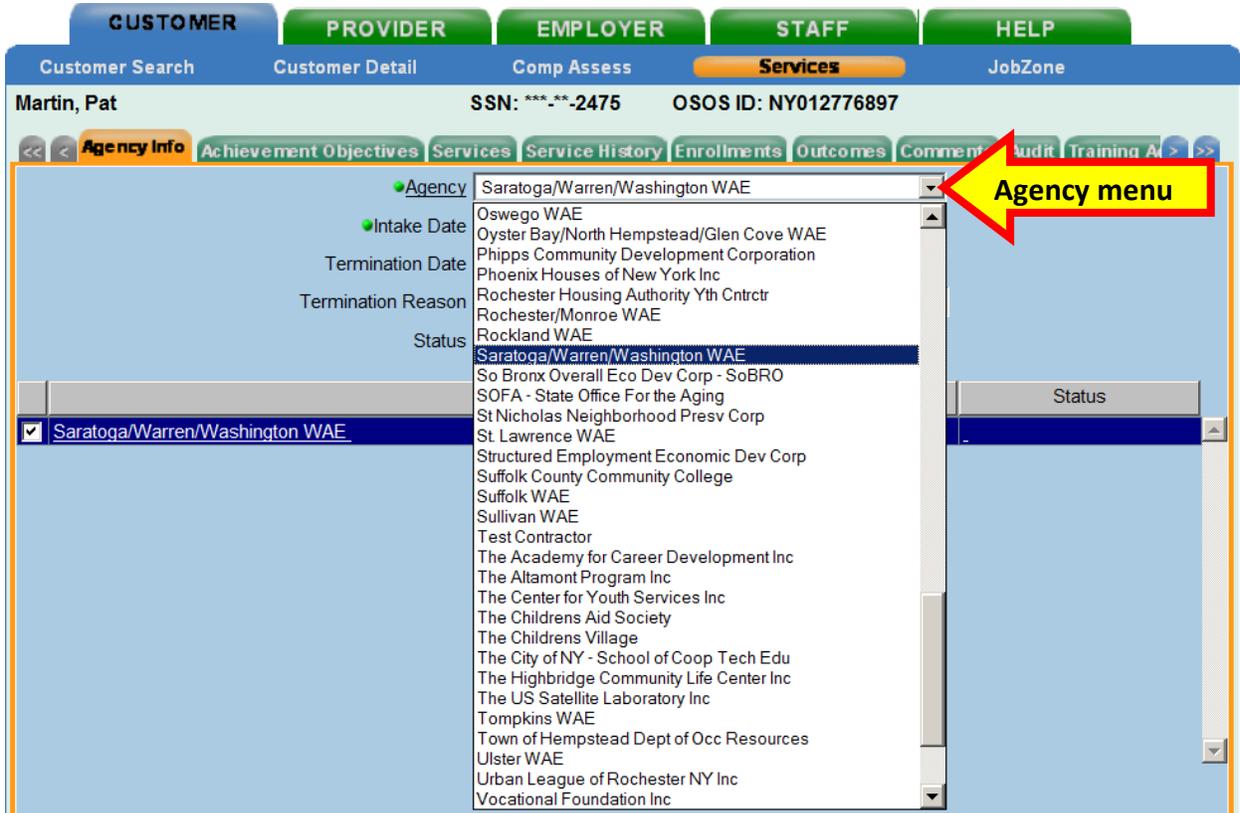
The new Workforce Innovation and Opportunity Act (WIOA) “emphasizes training that leads to industry-recognized post-secondary credentials”.

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

Data Entering a Service

AGENCY

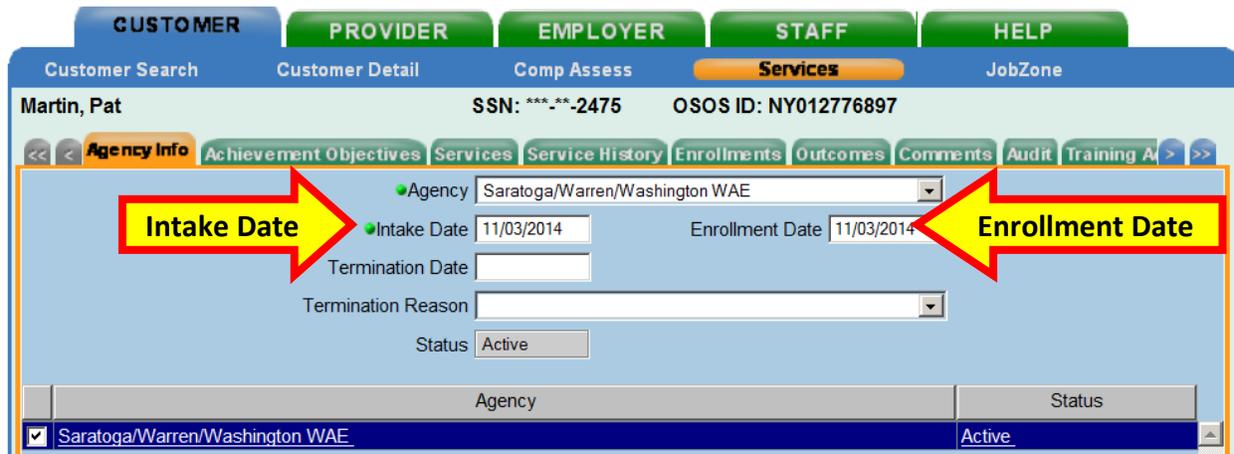
The user must login to one of the DEI Pilot site offices and register the customer in the respective agency. Select the agency from the drop down menu. Round 6 pilot sites are Capital Region and H/M/O)



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, and JobZone. The Services tab is currently active, showing a list of agency options for selection. A red arrow points to the dropdown menu, which is labeled "Agency menu". The selected agency is Saratoga/Warren/Washington WAE.

Agency	Intake Date	Termination Date	Termination Reason	Status
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

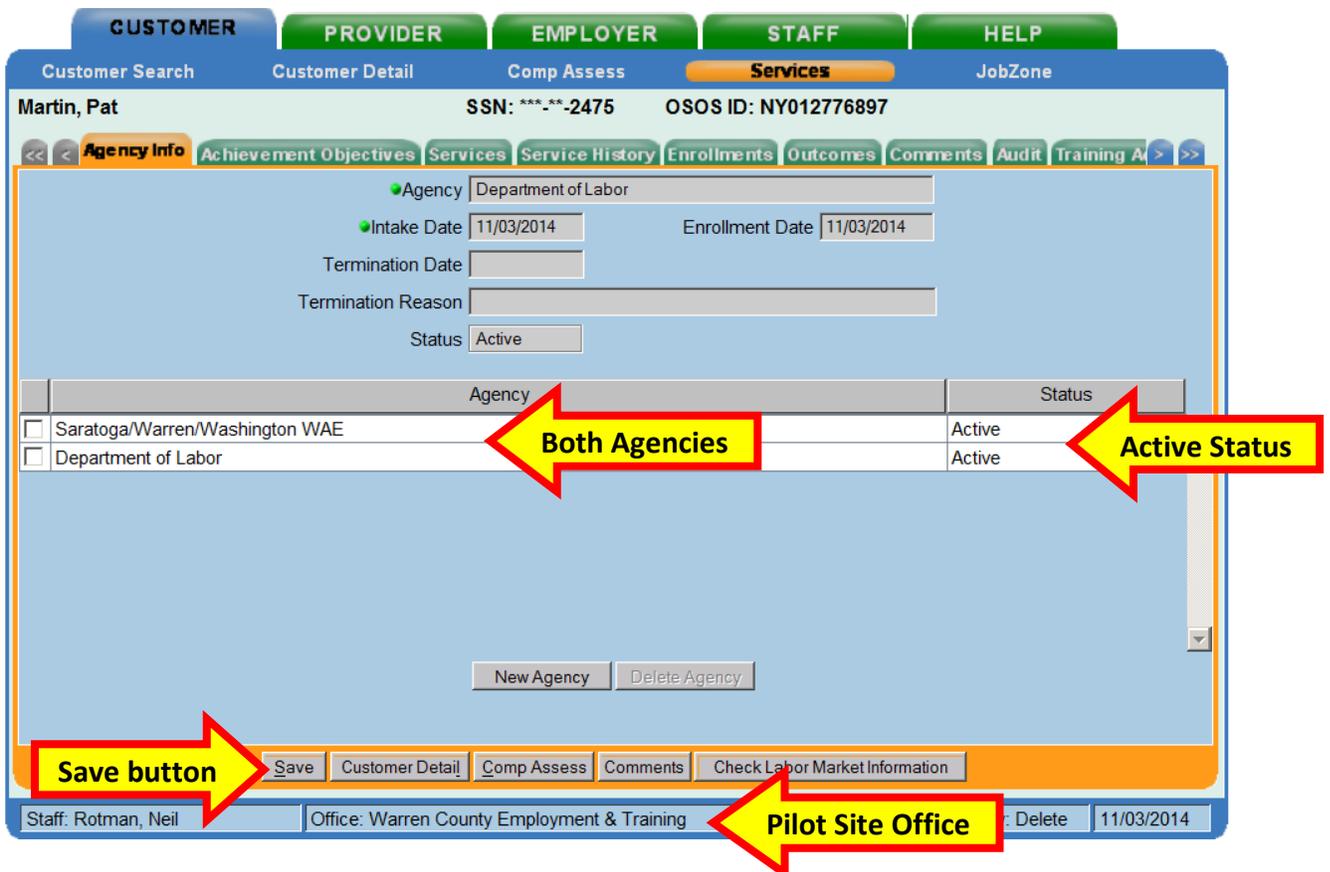
Termination Date

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

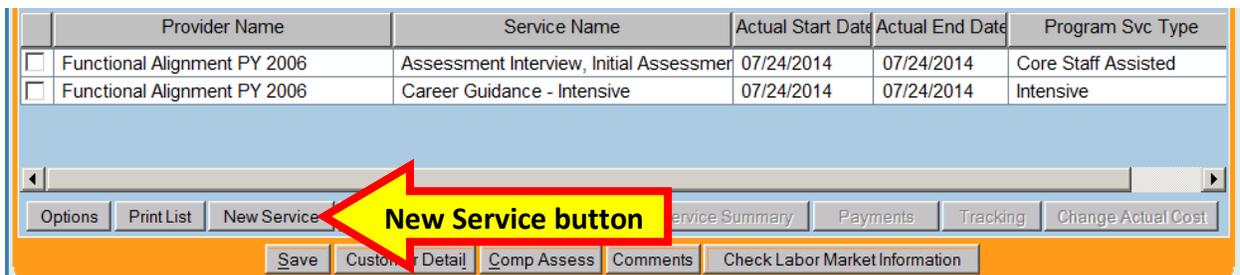
Staff: Rotman, Neil Office: Warren County Employment & Training Pilot Site Office Delete 11/03/2014

SUPPORTIVE SERVICE

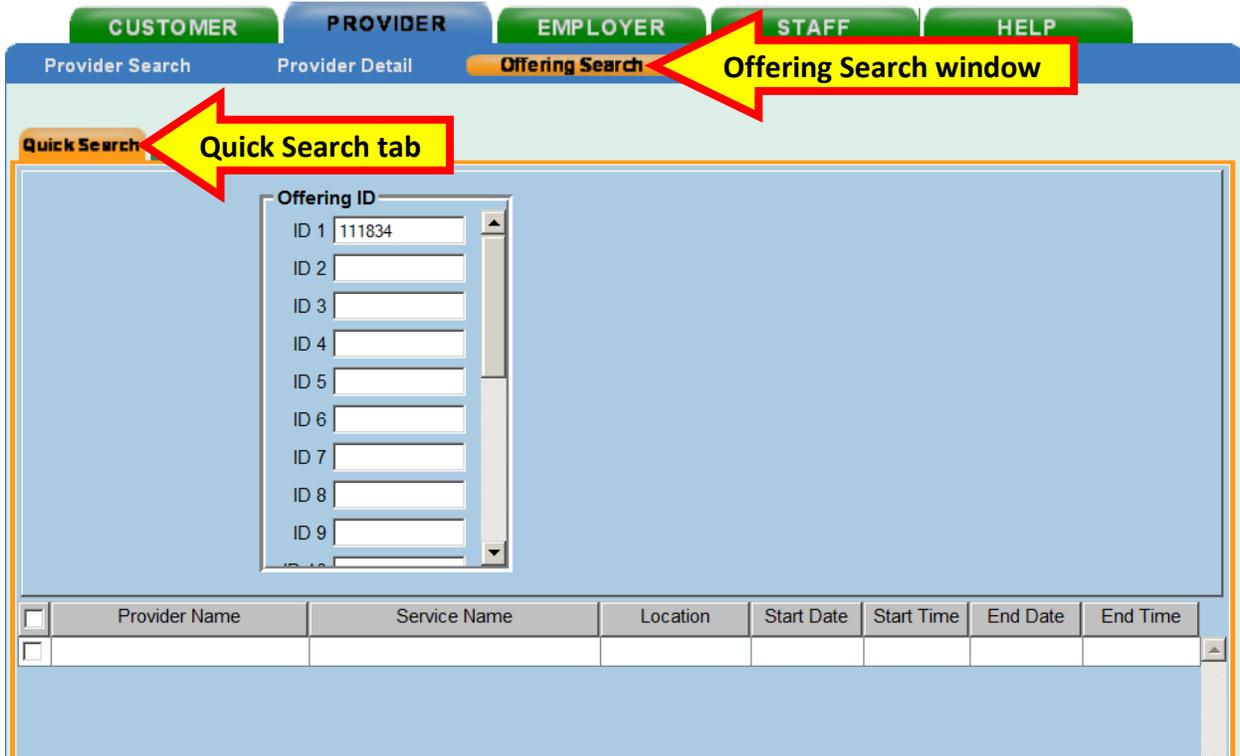
Click the **Service** tab.



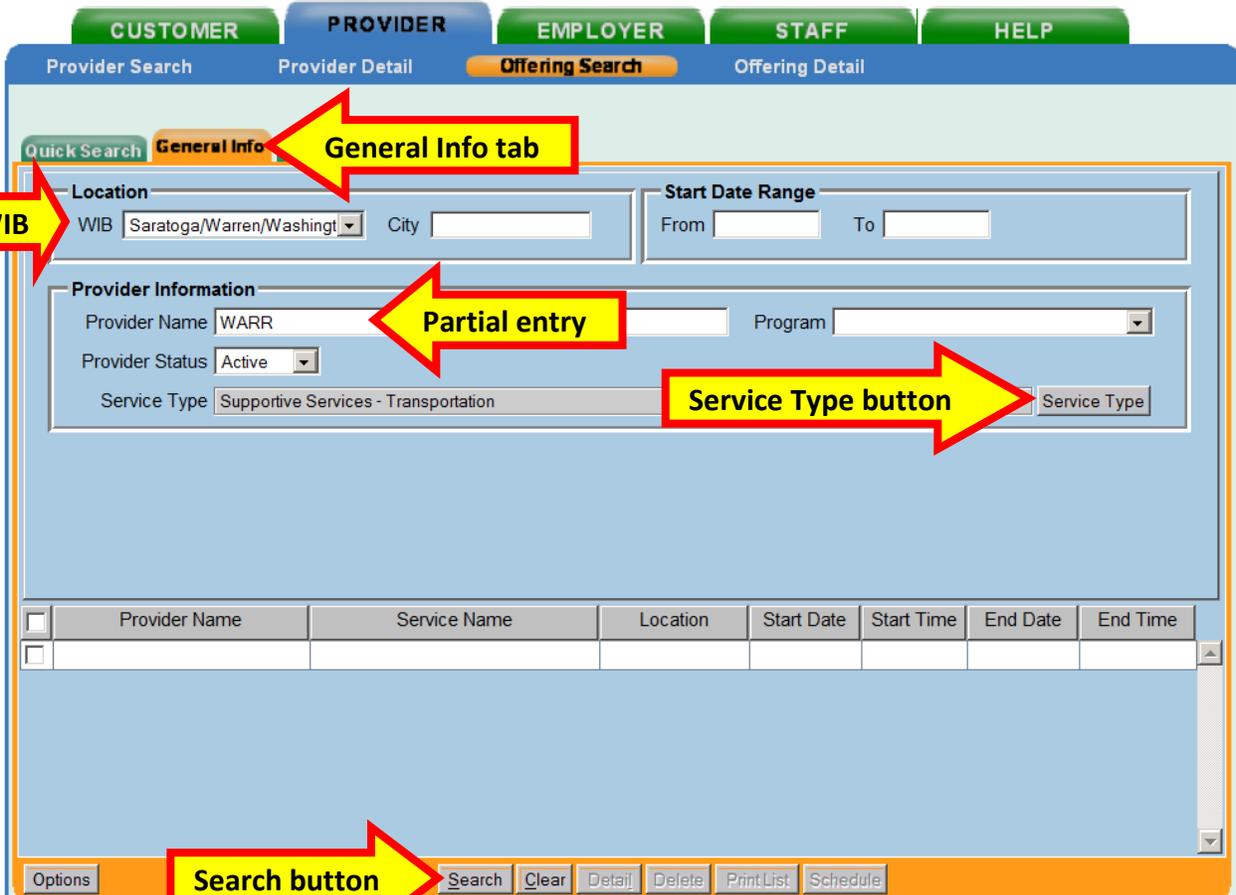
Click the **New Service** button towards the bottom of the screen.



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.



General Info tab

WIB

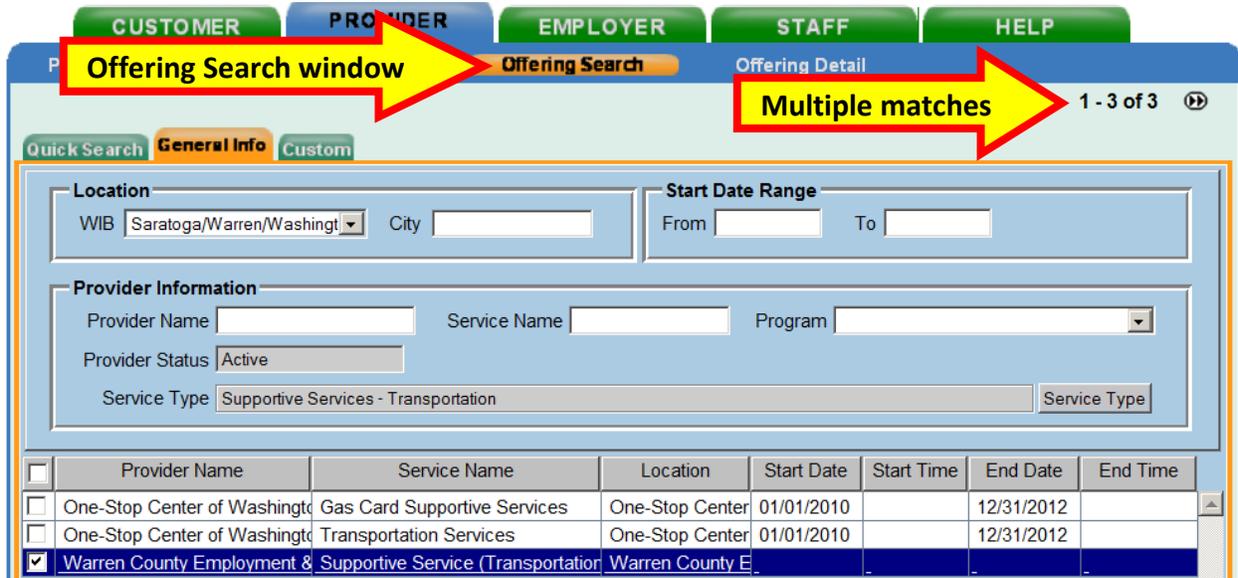
Partial entry

Service Type button

Search button

<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input type="checkbox"/>							

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



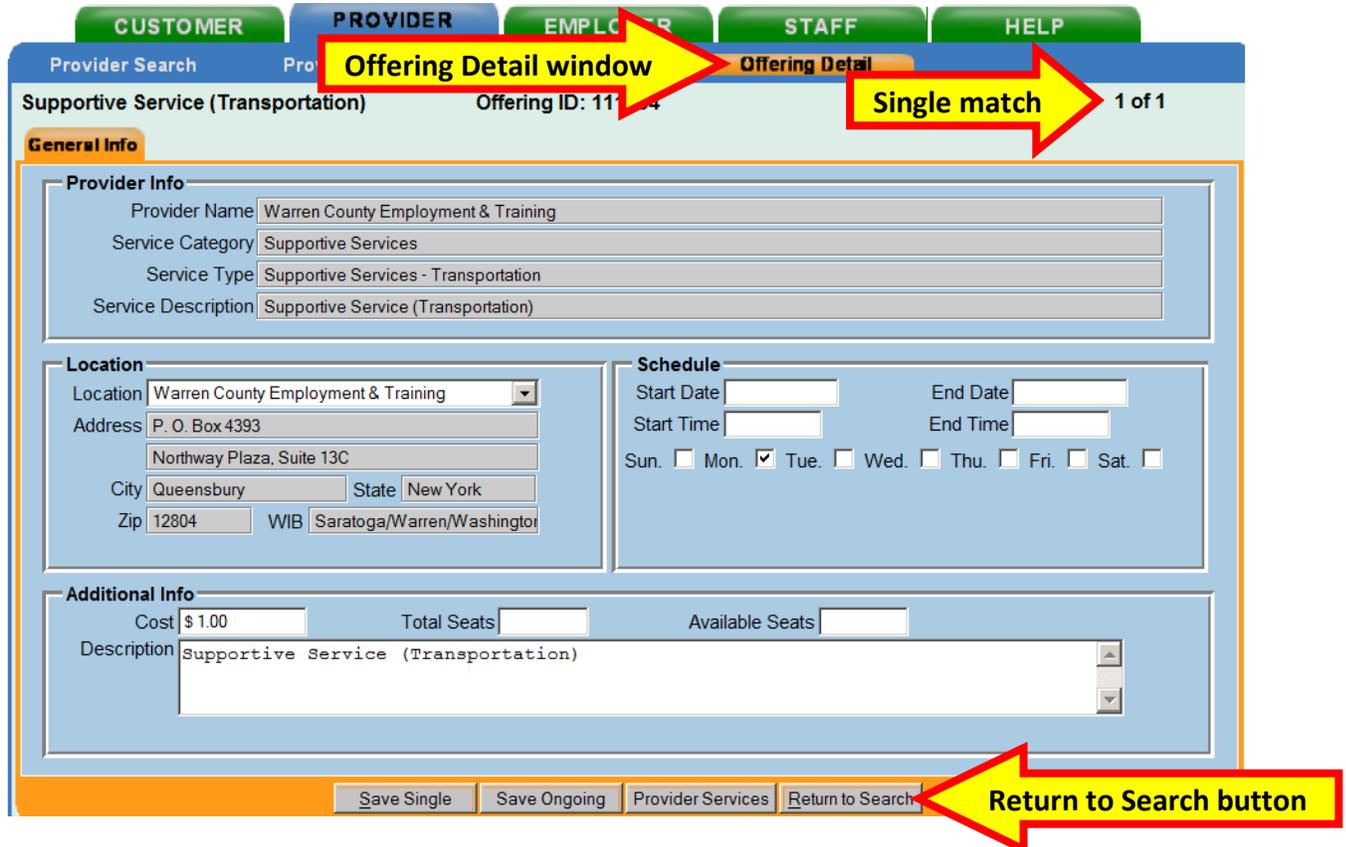
Offering Search window

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.

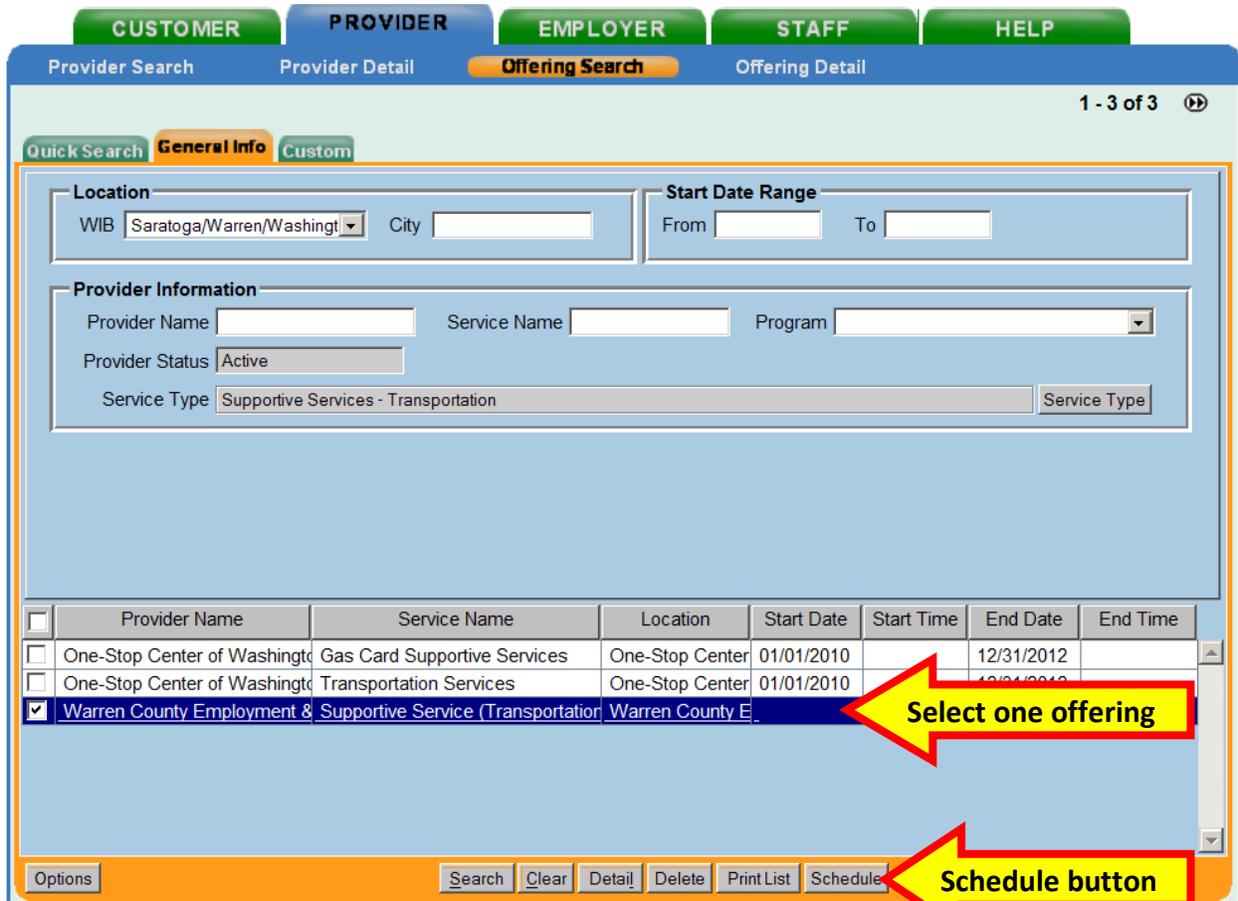
Additional Info

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

Save Single Save Ongoing Provider Services Return to Search

Return to Search button

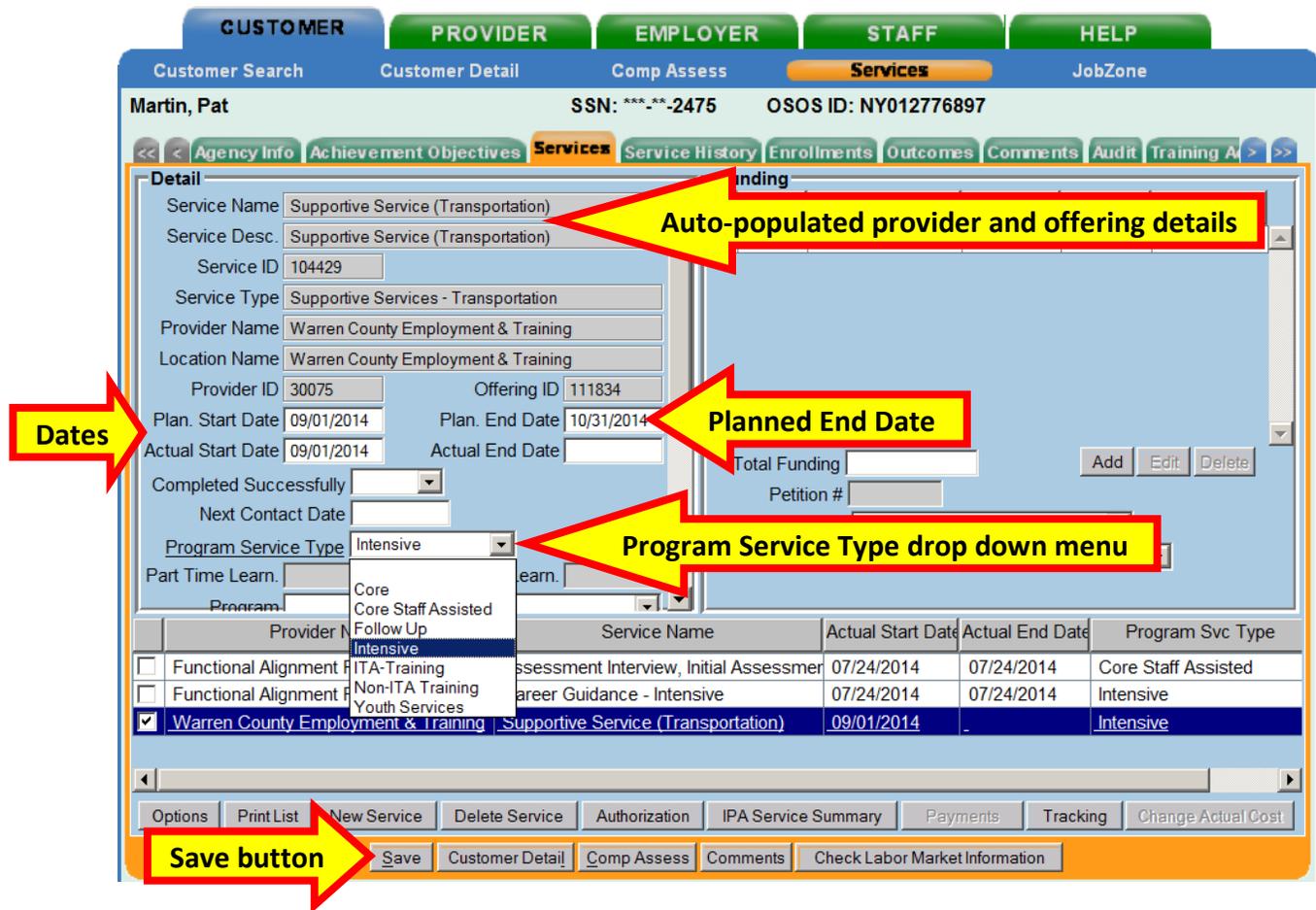
Select the appropriate offering and click the **Schedule** button:



The screenshot shows the 'Offering Search' page in the OSOS system. At the top, there are navigation tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs for Provider Search, Provider Detail, Offering Search (which is active), and Offering Detail. The page shows search filters for Location (WIB, Saratoga/Warren/Washingt, City), Start Date Range (From, To), and Provider Information (Provider Name, Service Name, Program, Provider Status: Active, Service Type: Supportive Services - Transportation). A table lists three offerings, with the third one selected. A yellow arrow points to the selected row with the text 'Select one offering'. Another yellow arrow points to the 'Schedule' button in the bottom toolbar with the text 'Schedule button'.

<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				

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:



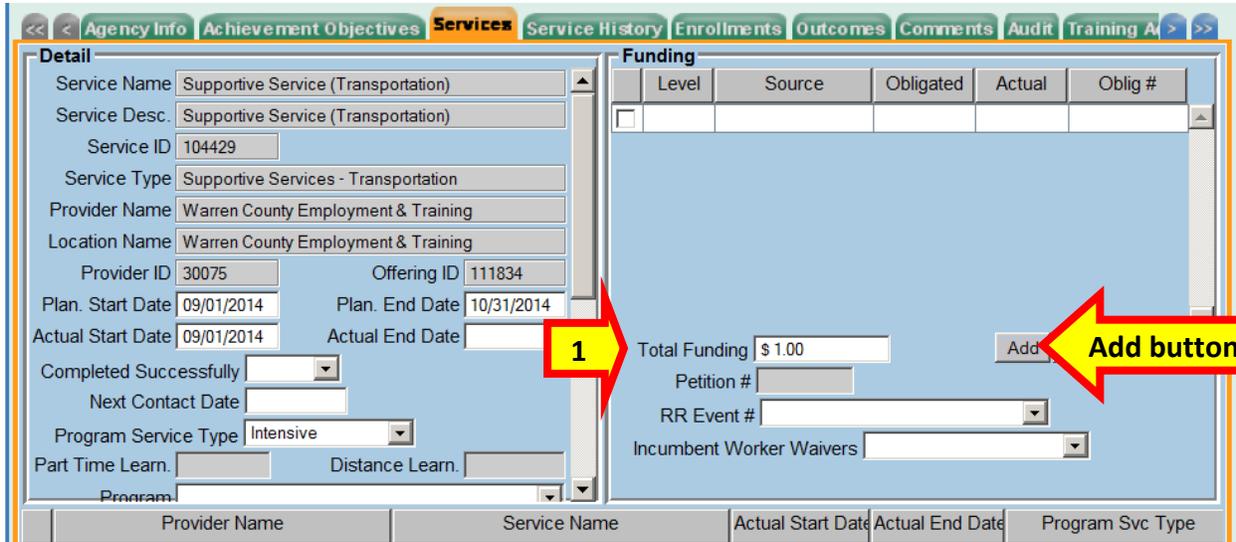
The screenshot shows the OSOS interface for a customer named Martin, Pat. The **Services** tab is active, displaying details for a service provided by Warren County Employment & Training. The service is 'Supportive Service (Transportation)' with a Service ID of 104429. The planned start date is 09/01/2014 and the planned end date is 10/31/2014. The program service type is set to '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.

Annotations:

- Auto-populated provider and offering details:** Points to the Service Name, Service Desc, 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.
- Program Service Type drop down menu:** Points to the dropdown menu for Program Service Type.
- Save button:** Points to the Save button at the bottom of the interface.

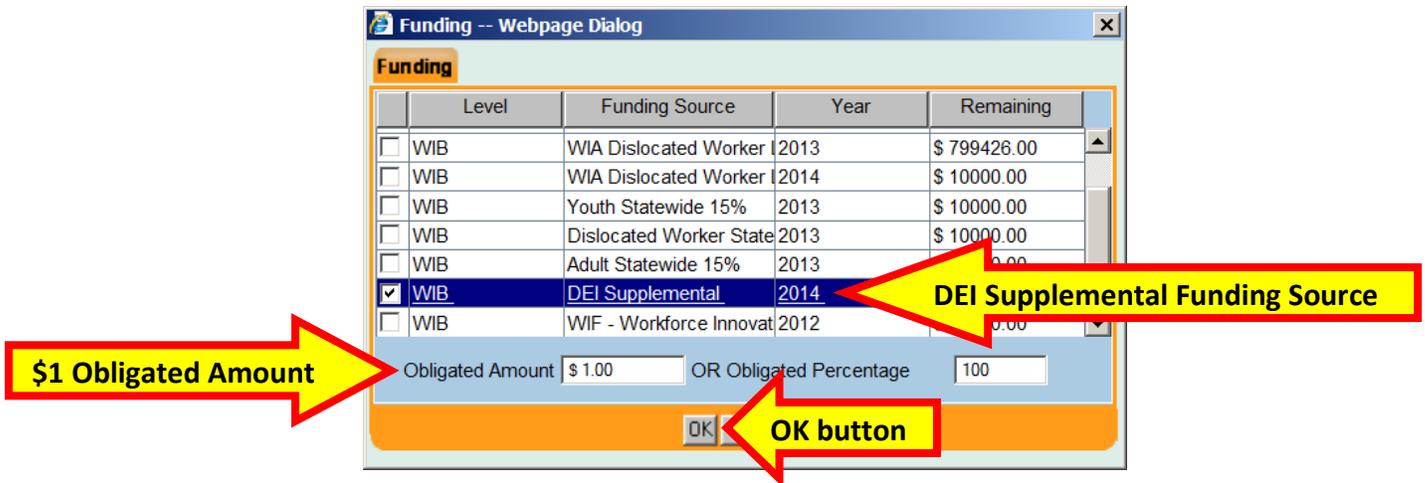
Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/> Functional Alignment	ITA-Training	07/24/2014	07/24/2014	Core Staff Assisted
<input type="checkbox"/> Functional Alignment	Non-ITA Training	07/24/2014	07/24/2014	Intensive
<input checked="" type="checkbox"/> 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.



The screenshot shows the OSOS interface with the 'Services' tab selected. The 'Detail' section on the left contains service information for 'Supportive Service (Transportation)'. The 'Funding' section on the right has a table with columns: Level, Source, Obligated, Actual, and Oblig #. Below the table, there is a 'Total Funding' field with a value of '\$ 1.00' and an 'Add' button. A red arrow labeled '1' points to the 'Total Funding' field, and another red arrow labeled 'Add button' points to the 'Add' button.

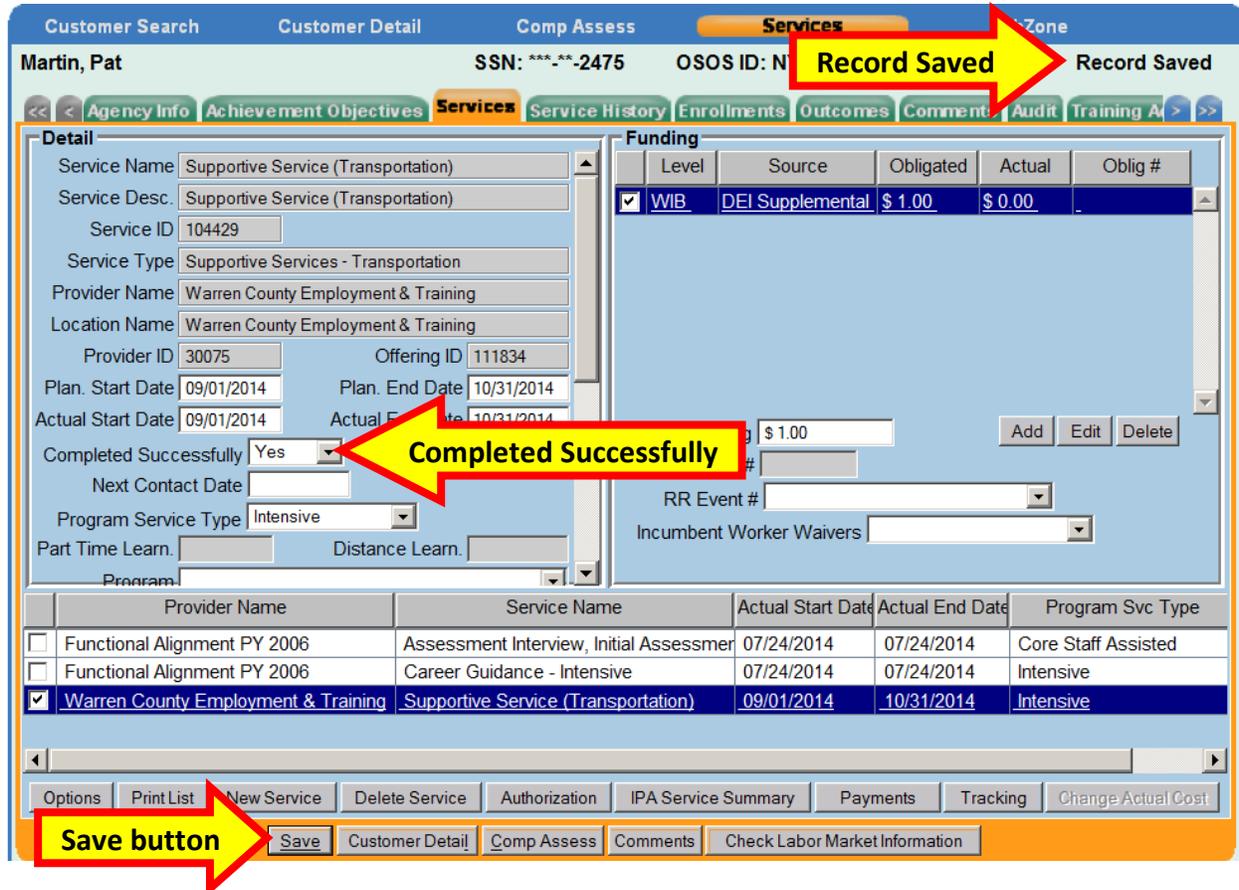
The **Funding -- Webpage Dialog** box will appear. Enter the number "1" in the **Obligated Amount** data field and select the **DEI Supplemental Funding Source** if the customer is eligible or a more appropriate option. Click the **OK** button.



The screenshot shows the 'Funding -- Webpage Dialog' box. It contains a table with columns: Level, Funding Source, Year, and Remaining. The table has several rows, with the row 'WIB | DEI Supplemental | 2014' selected. Below the table, there is an 'Obligated Amount' field with a value of '\$ 1.00' and an 'OR Obligated Percentage' field with a value of '100'. At the bottom, there is an 'OK' button. A red arrow labeled '\$1 Obligated Amount' points to the 'Obligated Amount' field, a red arrow labeled 'DEI Supplemental Funding Source' points to the selected row, and a red arrow labeled 'OK button' points to 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	\$ 10000.00
<input type="checkbox"/>	WIB	WIF - Workforce Innovat	2012	\$ 10000.00

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

Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comment 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
 Add Edit Delete

Funding

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

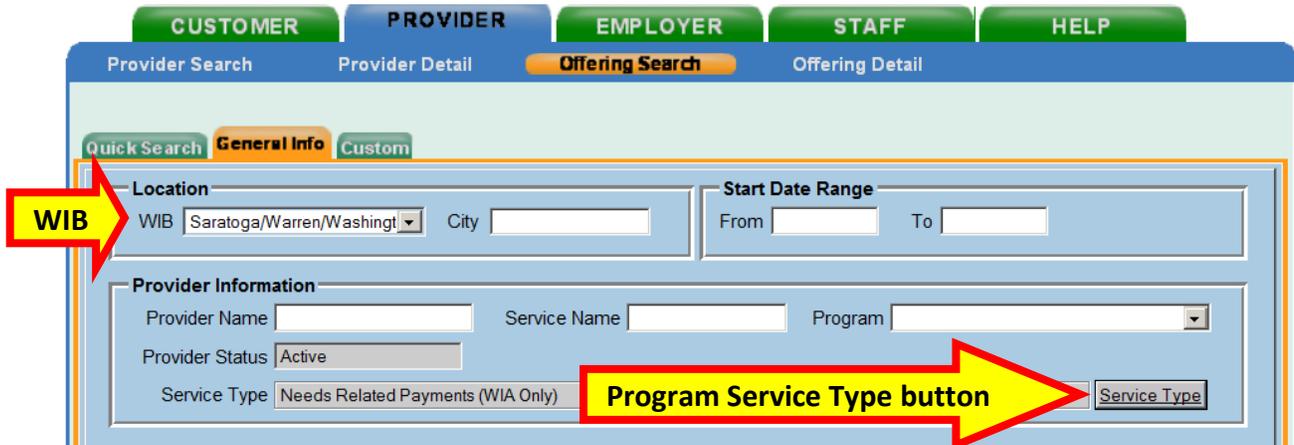
Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type	
<input type="checkbox"/>	Functional Alignment PY 2006	Assessment Interview, Initial Assessmer	07/24/2014	07/24/2014	Core Staff Assisted
<input type="checkbox"/>	Functional Alignment PY 2006	Career Guidance - Intensive	07/24/2014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

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

NEEDS RELATED PAYMENTS SERVICE

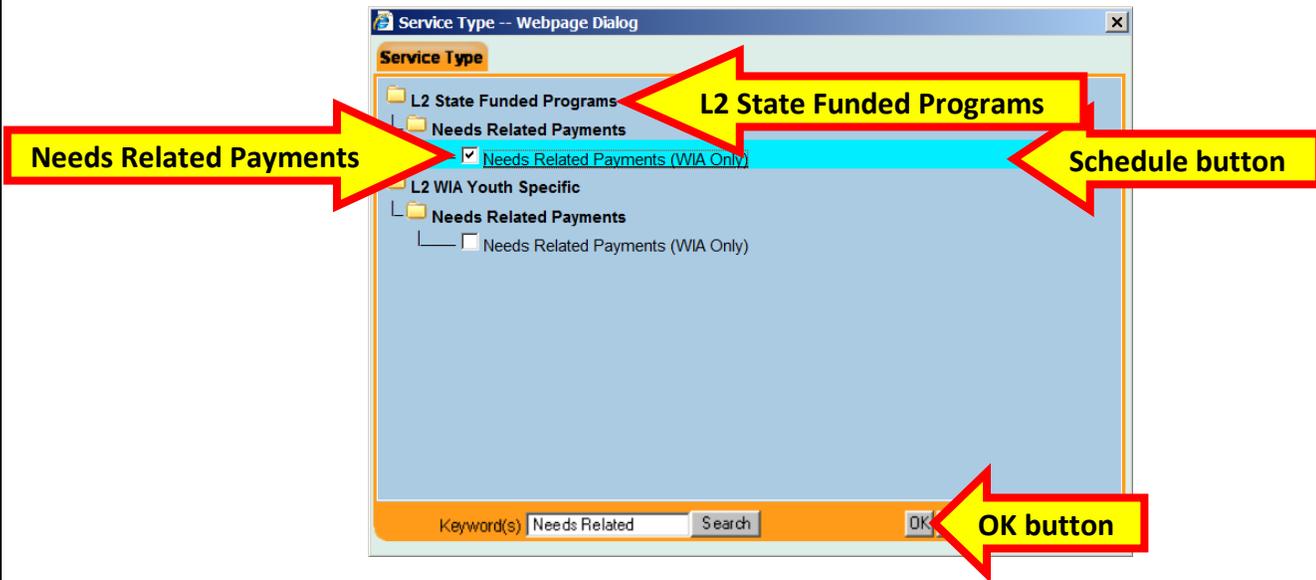
For Needs Related Payments, click the **New Service** button in the Services tab. Select the WIB and click the **Program Service Type** button.



The screenshot shows the 'Offering Search' form with the following elements and annotations:

- WIB**: A red arrow points to the 'WIB' dropdown menu, which is currently set to 'Saratoga/Warren/Washingt'.
- Program Service Type button**: A red arrow points to the 'Service Type' button, which is currently set to 'Needs Related Payments (WIA Only)'.

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



The screenshot shows the 'Service Type -- Webpage Dialog' window with the following elements and annotations:

- Needs Related Payments**: A red arrow points to the 'Needs Related Payments' folder in the tree view.
- L2 State Funded Programs**: A red arrow points to the 'L2 State Funded Programs' folder in the tree view.
- Schedule button**: A red arrow points to the 'Schedule' button at the bottom right of the dialog.
- OK button**: A red arrow points to the 'OK' button at the bottom right of the dialog.

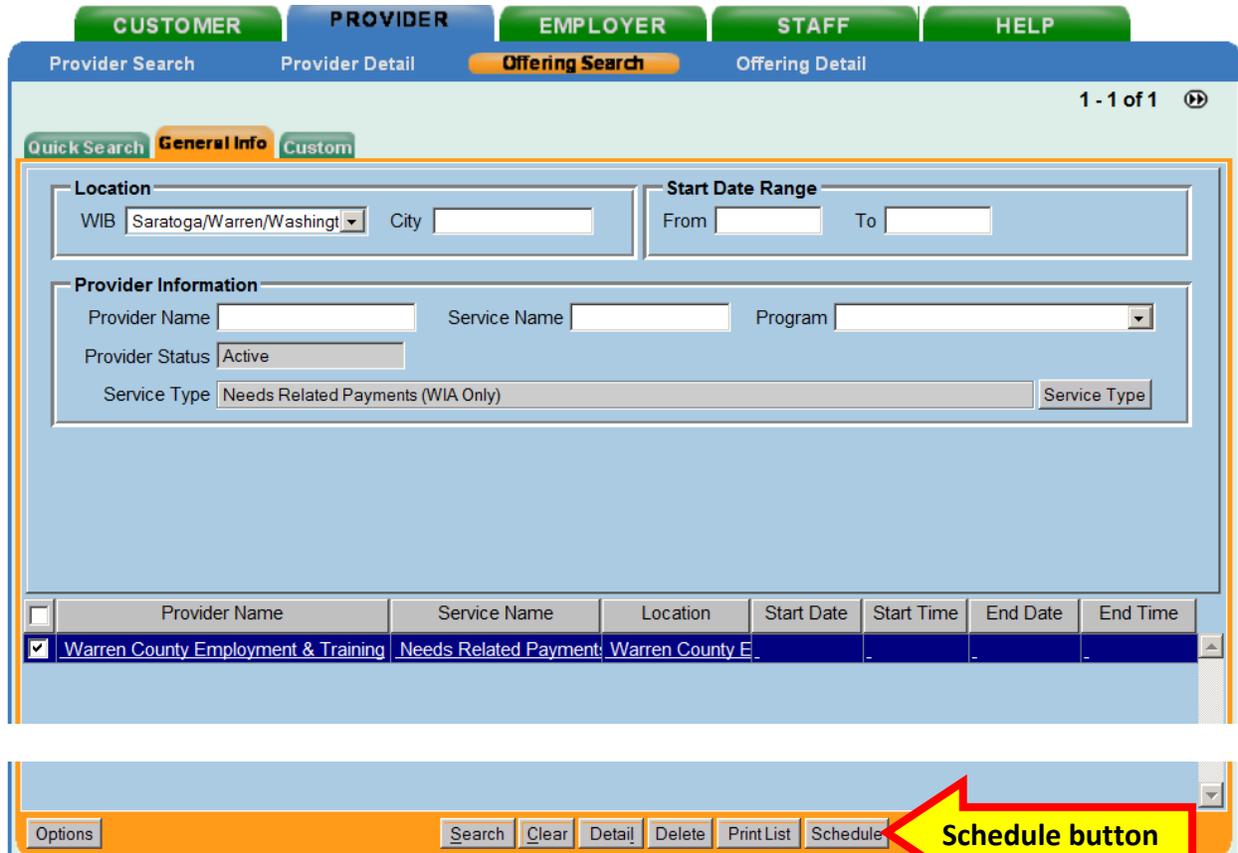
Click and then the **Search** button:



The screenshot shows the OSOS search bar with the following elements and annotations:

- Search button**: A red arrow points to the 'Search' button in the search bar.

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



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

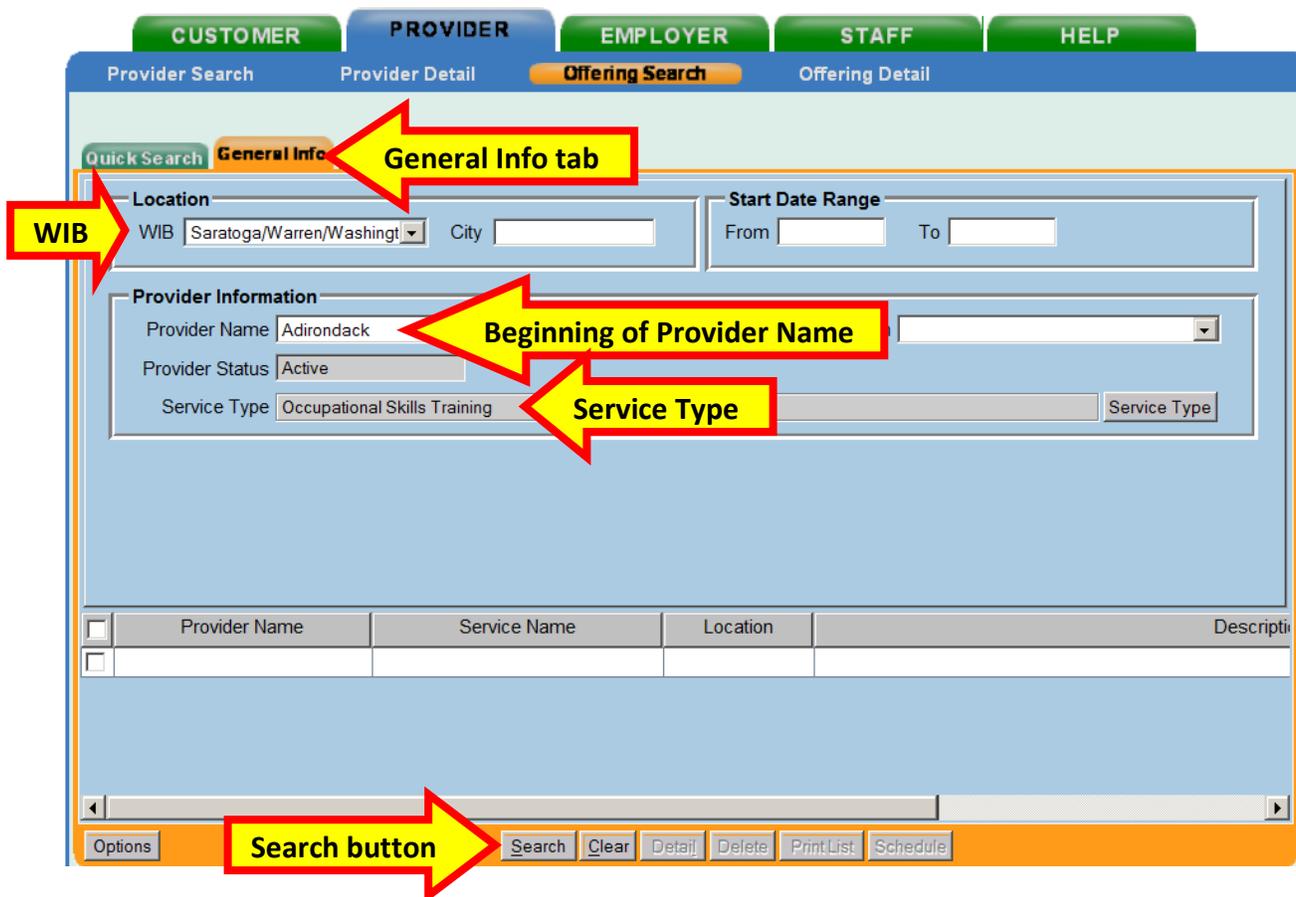
CLASSROOM TRAINING

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 'Offering Search' window open. The 'Quick Search' tab is selected. The 'Offering ID' section has 'ID 1' with the value '111834' entered. Red arrows point to the 'Offering Search window', 'Quick Search tab', and 'Offering ID #'.

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.

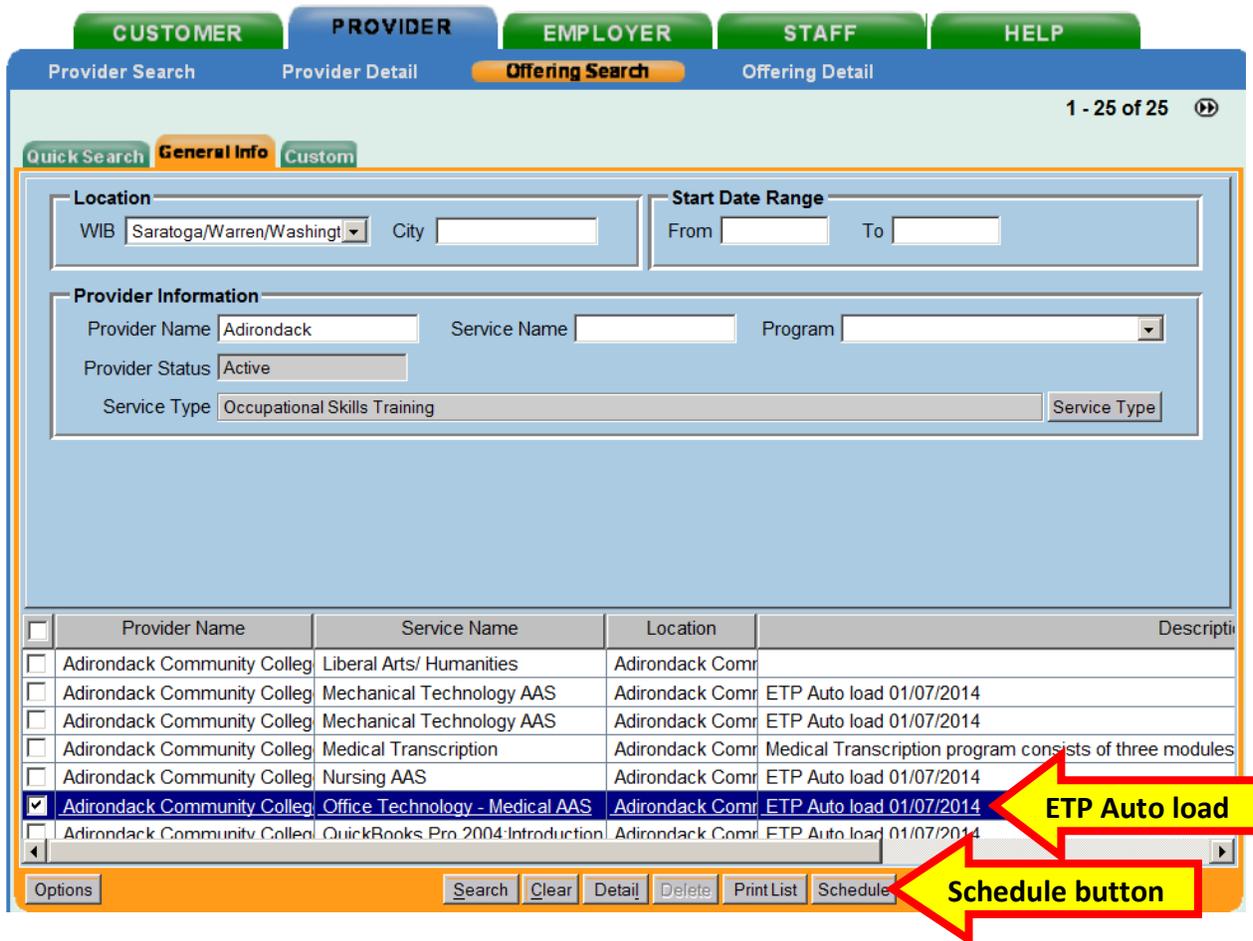


The screenshot shows the OSOS interface with the 'General Info' tab selected. The 'Location' field is set to 'Saratoga/Warren/Washingt'. The 'Provider Information' section has 'Provider Name' set to 'Adirondack' and 'Service Type' set to 'Occupational Skills Training'. Red arrows point to the 'General Info tab', 'WIB', 'Beginning of Provider Name', 'Service Type', and 'Search button'.

Provider Name	Service Name	Location	Description

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

Click the **Schedule** button.



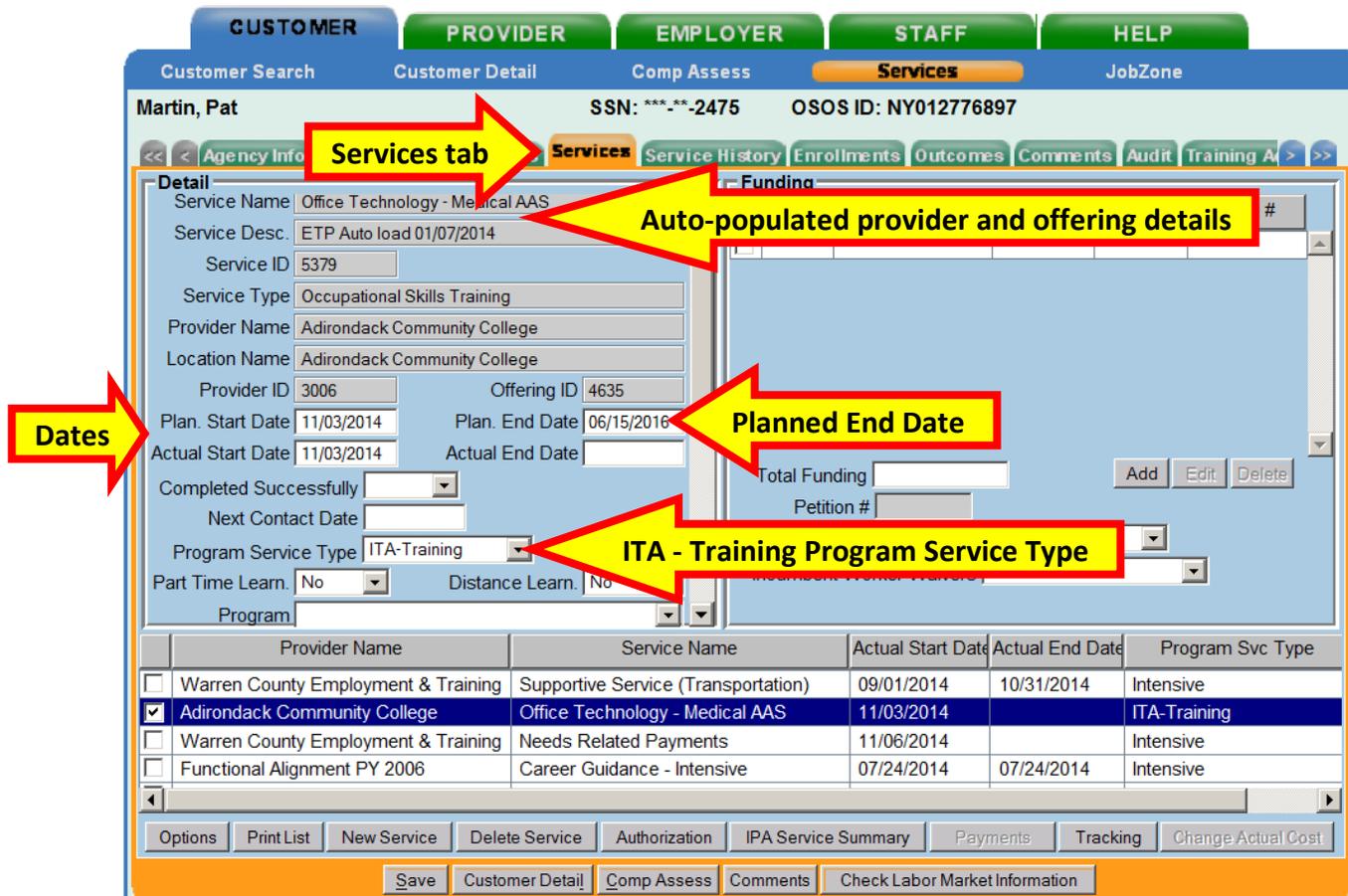
The screenshot shows the 'Offering Search' page in the OSOS system. At the top, there are navigation tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs for Provider Search, Provider Detail, Offering Search (active), and Offering Detail. The page displays search filters for 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 'Office Technology - Medical AAS' from Adirondack Community College, with a description of 'ETP Auto load 01/07/2014'. A red arrow points to this description, and another red arrow points to the 'Schedule' button at the bottom of the page.

<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 viewing the details for a service provided by Adirondack Community College. The form includes fields for Service Name, Service Desc, Service ID, Service Type, Provider Name, Location Name, Provider ID, Offering ID, Plan. Start Date, Plan. End Date, Actual Start Date, Actual End Date, Completed Successfully, Next Contact Date, Program Service Type, Part Time Learn., and Distance Learn. A table below the form lists other services provided by the same provider.

Services tab

Auto-populated provider and offering details

Planned End Date

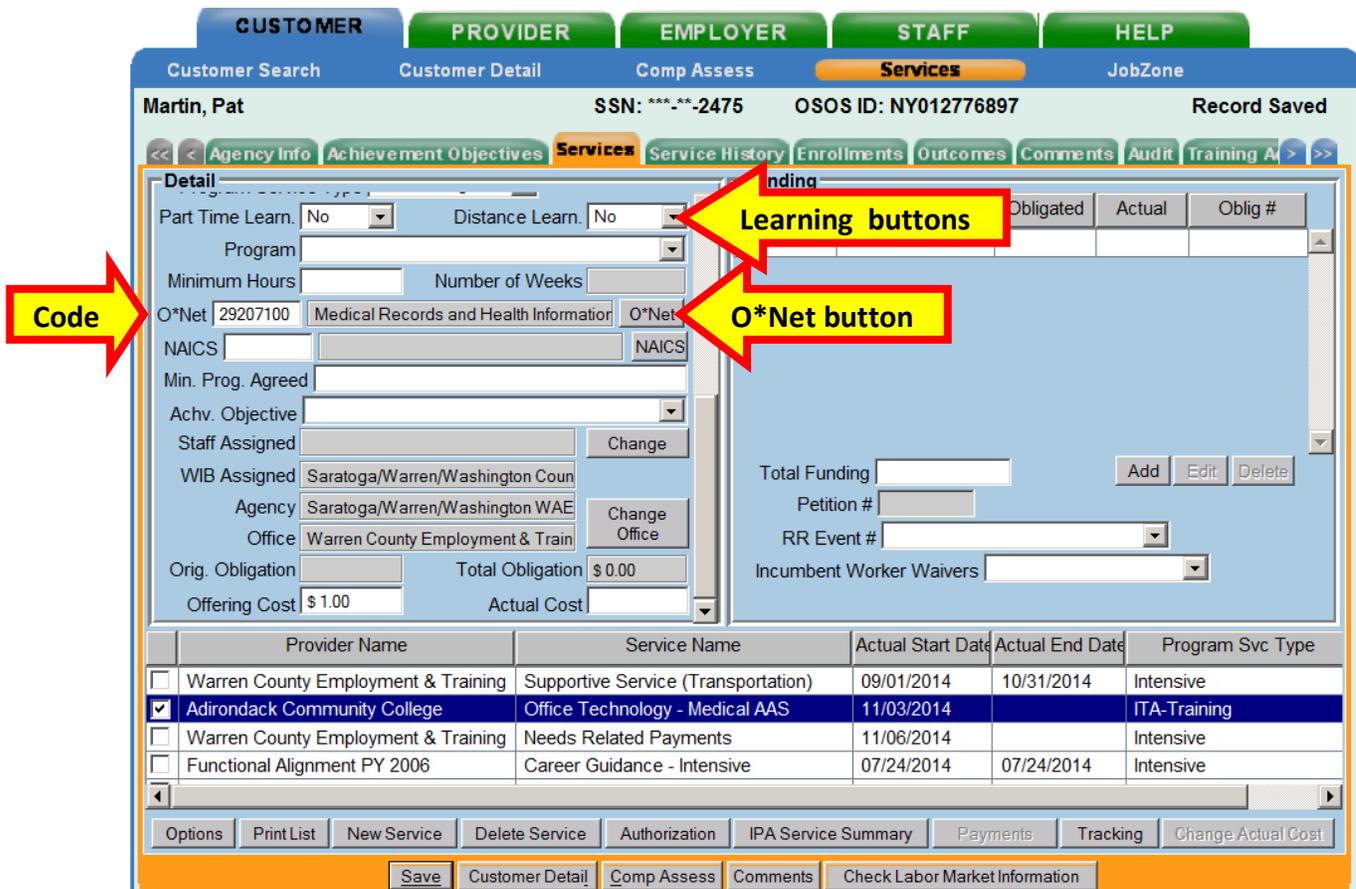
Dates

ITA - Training Program Service Type

	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.

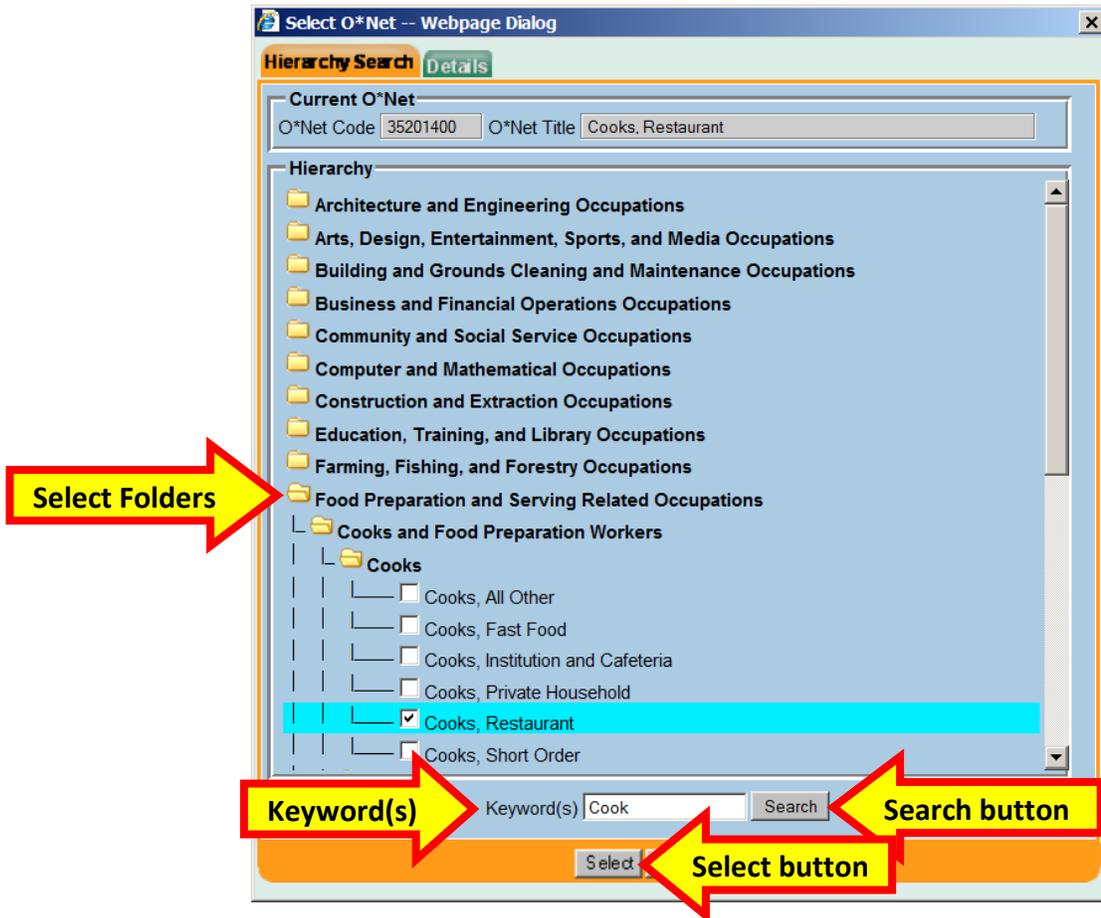


The screenshot shows the OSOS interface for a customer named Pat Martin. The page is titled "Services" and displays various fields for service details. A red arrow labeled "Code" points to the O*Net field, which contains the value 29207100. Another red arrow labeled "Learning buttons" points to the "Part Time Learn." and "Distance Learn." dropdown menus. A third red arrow labeled "O*Net button" points to the "O*Net" button next to the O*Net field. The page also includes a table of services and a bottom navigation bar with buttons like "Save", "Customer Detail", "Comp Assess", "Comments", and "Check Labor Market Information".

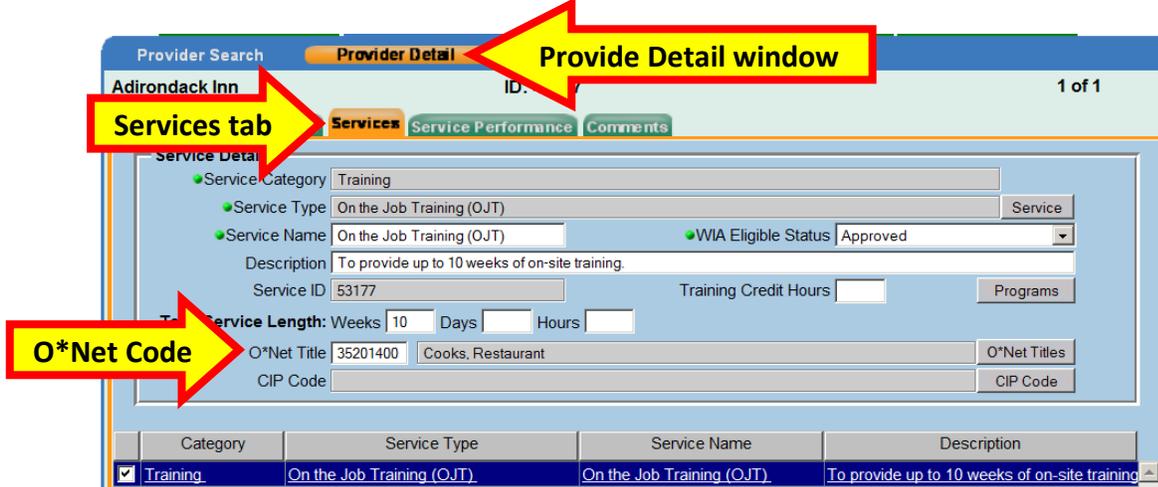
Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/> Warren County Employment & Training	Supportive Service (Transportation)	09/01/2014	10/31/2014	Intensive
<input checked="" type="checkbox"/> Adirondack Community College	Office Technology - Medical AAS	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

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

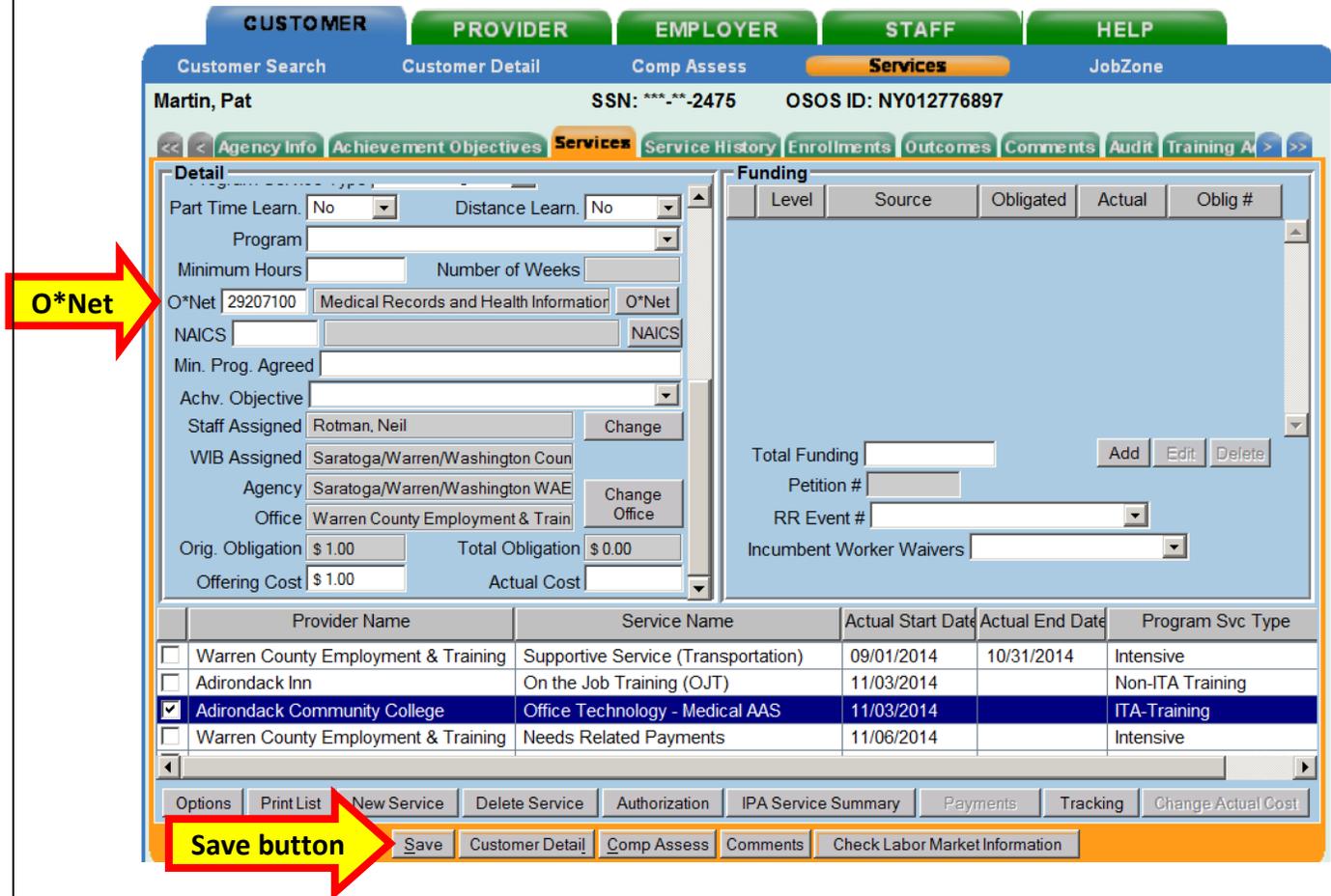
Enter in a keyword and click the **Search** button or drill down through the folders to locate the appropriate **O*Net** title. Then click the **Select** button.



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



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

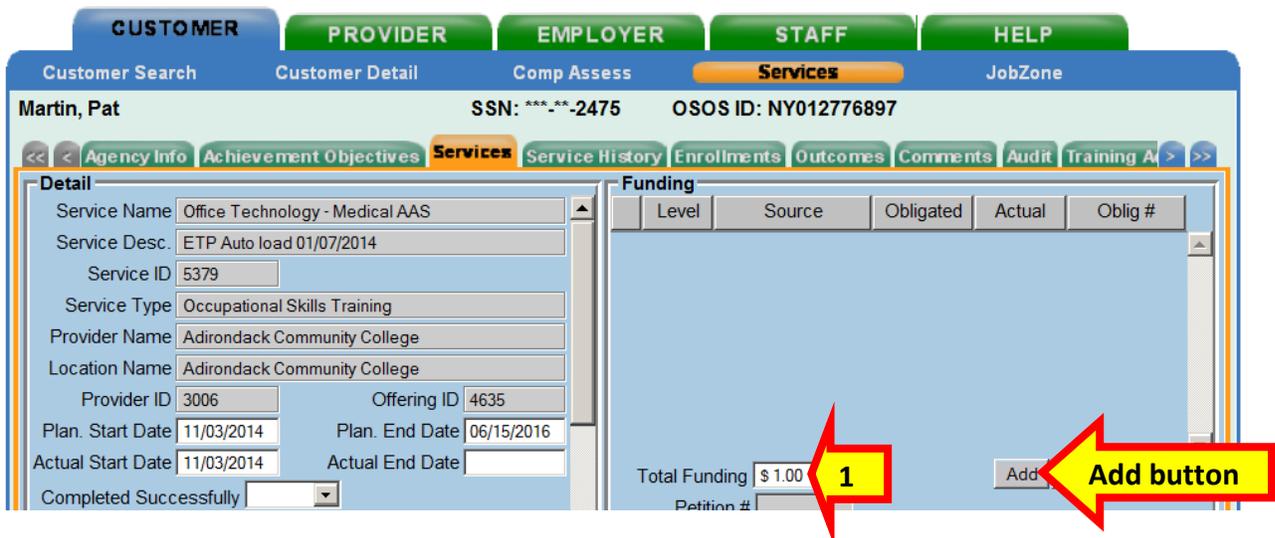


The screenshot shows the OSOS interface for a customer named Martin, Pat. The 'Services' tab is active. In the 'Detail' section, the 'O*Net' field is set to '29207100'. A yellow arrow points to this field with the label 'O*Net'. Below the detail section is a table of services:

	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

At the bottom of the form, a yellow arrow points to the 'Save' button with the label '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.



The screenshot shows the same OSOS interface, but now the 'Total Funding' field in the 'Funding' section contains the number '1'. A yellow arrow points to this field with the label '1'. Another yellow arrow points to the 'Add' button next to the 'Total Funding' field with the label 'Add button'.

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

Click the **OK** button.



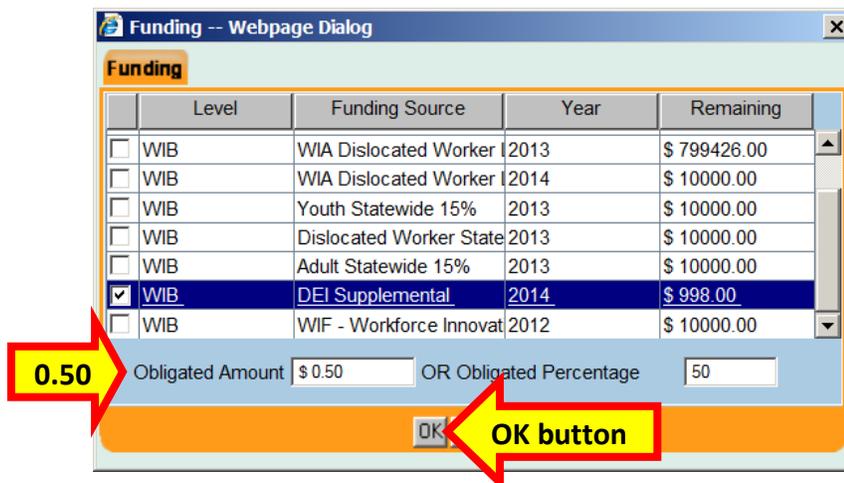
	Level	Funding Source	Year	Remaining
<input type="checkbox"/>	WIB	WIA Adult Local	2013	\$ 1087834.00
<input type="checkbox"/>	WIB	WIA Adult Local	2014	\$ 9999.00
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2013	\$ 1324944.00
<input checked="" type="checkbox"/>	WIB	WIA Dislocated Worker	2014	\$ 10000.00
<input type="checkbox"/>	WIB	Youth Statewide 15%	2013	\$ 9999.00
<input type="checkbox"/>	WIB	Dislocated Worker State	2013	\$ 9998.00
<input type="checkbox"/>	WIB	Adult Statewide 15%	2013	\$ 10000.00

Obligated Amount \$ 1.00 **1** OR Obligated Percentage 100

OK button

If the classroom training is being funded partially through WIOA 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 **0.50** OR Obligated Percentage 50

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

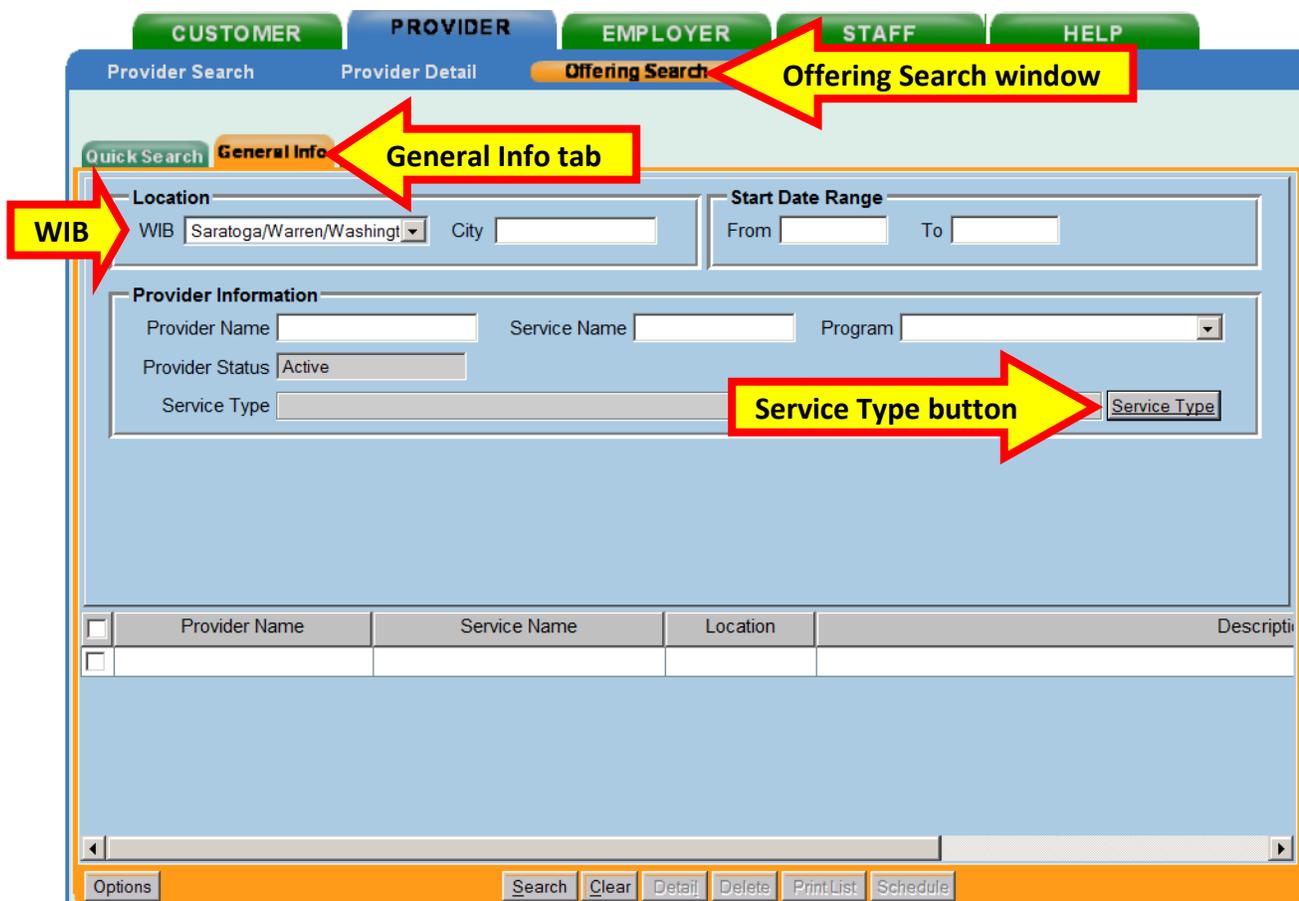
Click the **New Service** button towards the bottom of the screen of the **Services** tab.

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.

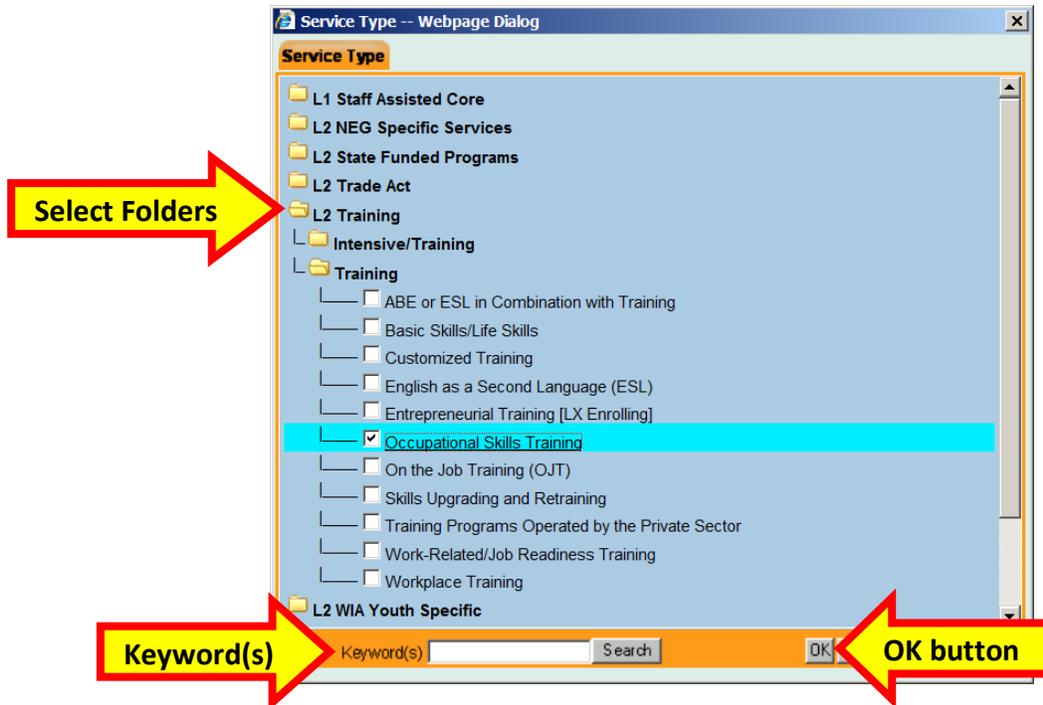


The screenshot shows the OSOS web interface. At the top, there are navigation tabs: CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Provider Search, Provider Detail, and Offering Search. The Offering Search window is highlighted with a yellow arrow labeled "Offering Search window". Inside this window, there are two sub-tabs: Quick Search and General Info. The General Info tab is highlighted with a yellow arrow labeled "General Info tab". The General Info section contains several input fields: Location (with a WIB dropdown menu highlighted by a yellow arrow labeled "WIB"), Start Date Range (From and To), Provider Information (Provider Name, Service Name, Program, Provider Status, and Service Type). The Service Type field has a "Service Type" button next to it, highlighted with a yellow arrow labeled "Service Type button". Below the input fields is a table with columns: Provider Name, Service Name, Location, and Description. At the bottom of the window, there are buttons for Options, Search, Clear, Detail, Delete, Print List, and Schedule.

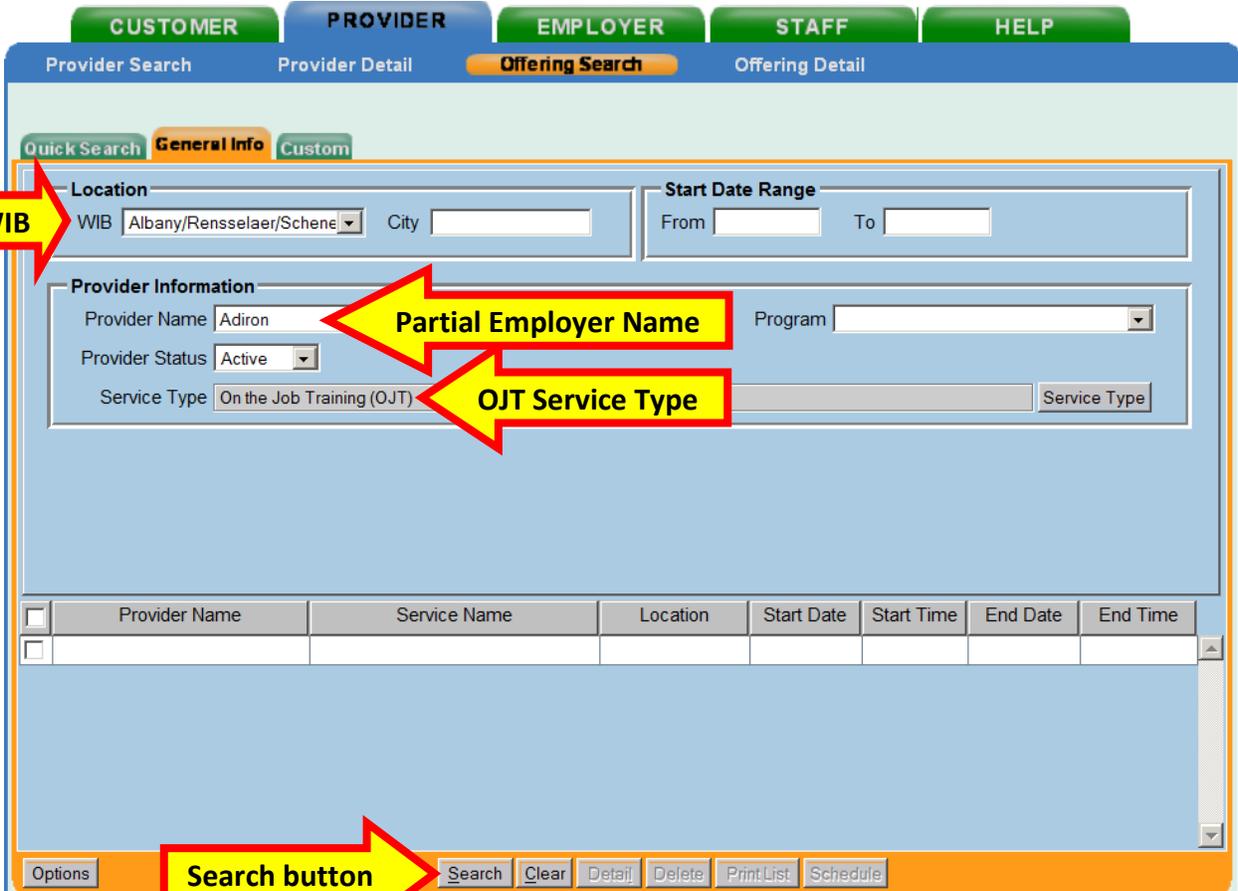
Clicking the **Service Type** button will bring up the **Service Type -- Webpage Dialog**.

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.

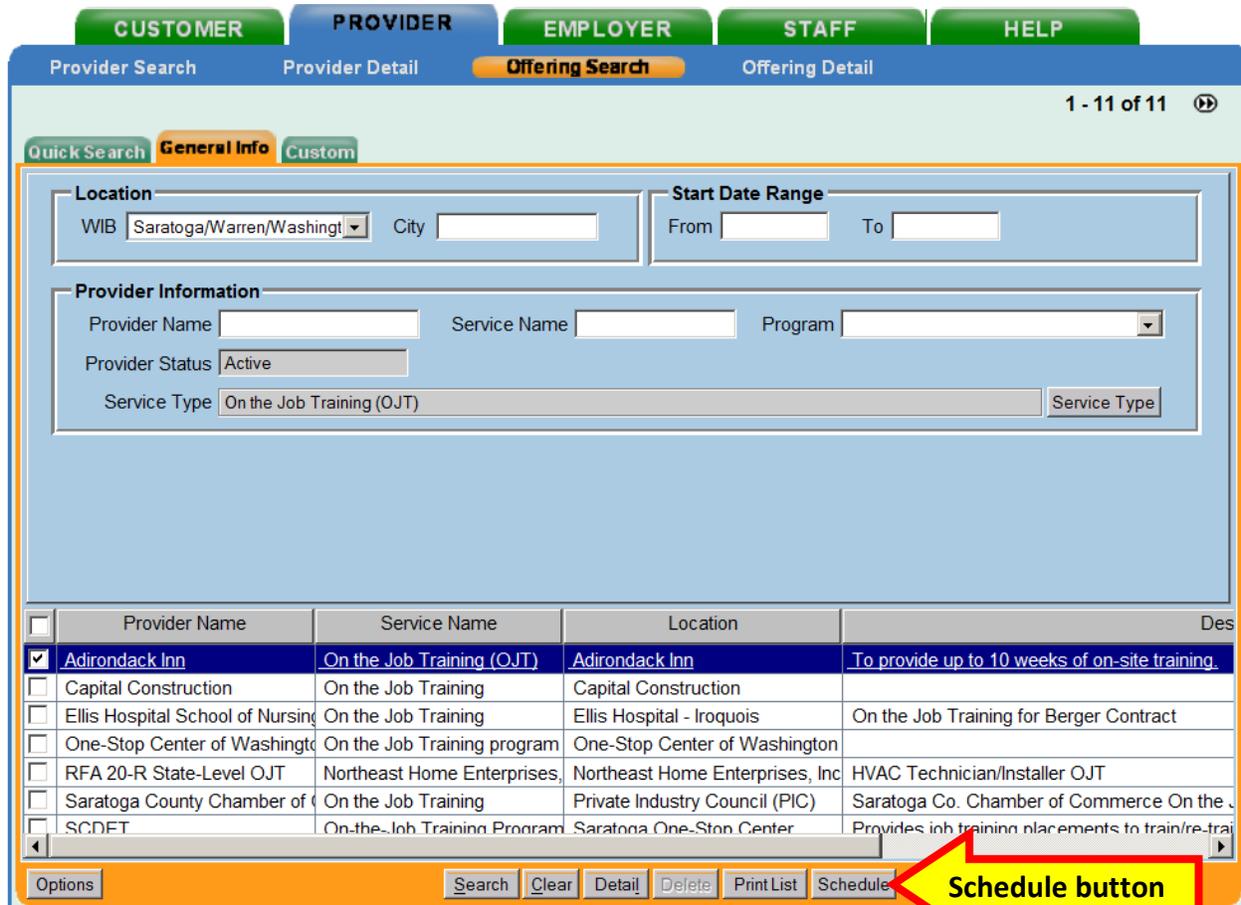


Enter all or the beginning of the **Provider Name** or **Service Name** and click the **Search** button.



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 form area has three sub-sections: Quick Search, General Info, and Custom. The 'General Info' section contains several fields: Location (with a dropdown menu for WIB, Albany/Rensselaer/Schene, and a City input), Start Date Range (From and To inputs), Provider Information (Provider Name: Adiron, Provider Status: Active, Service Type: On the Job Training (OJT)), and Program (dropdown). A table below the form has columns: Provider Name, Service Name, Location, Start Date, Start Time, End Date, End Time. At the bottom are buttons: Options, Search, Clear, Detail, Delete, Print List, and Schedule. Red arrows with yellow text callouts point to: 'WIB' (Location dropdown), 'Partial Employer Name' (Provider Name), 'OJT Service Type' (Service Type), and 'Search button' (Search button).

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**

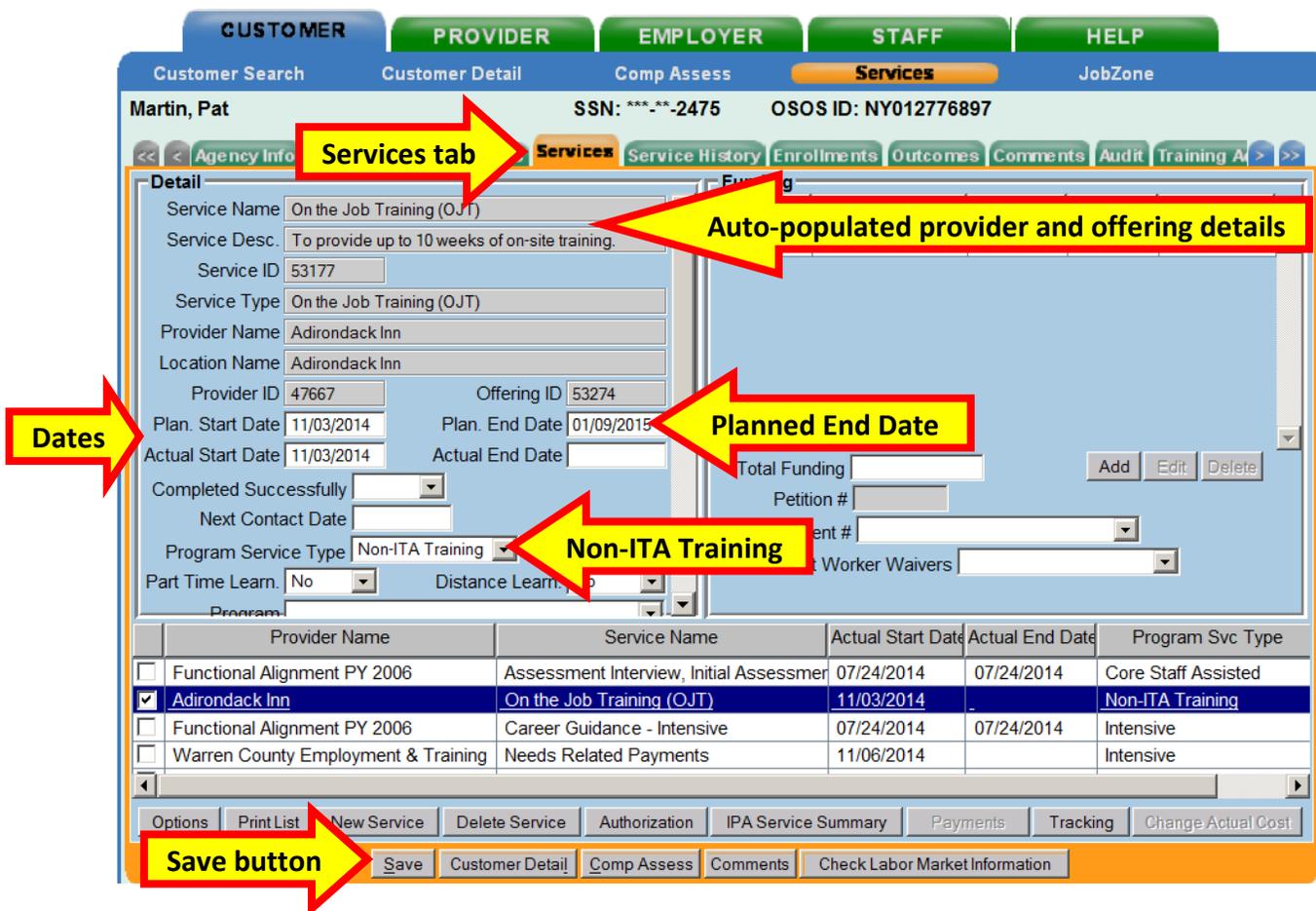
Schedule button

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:



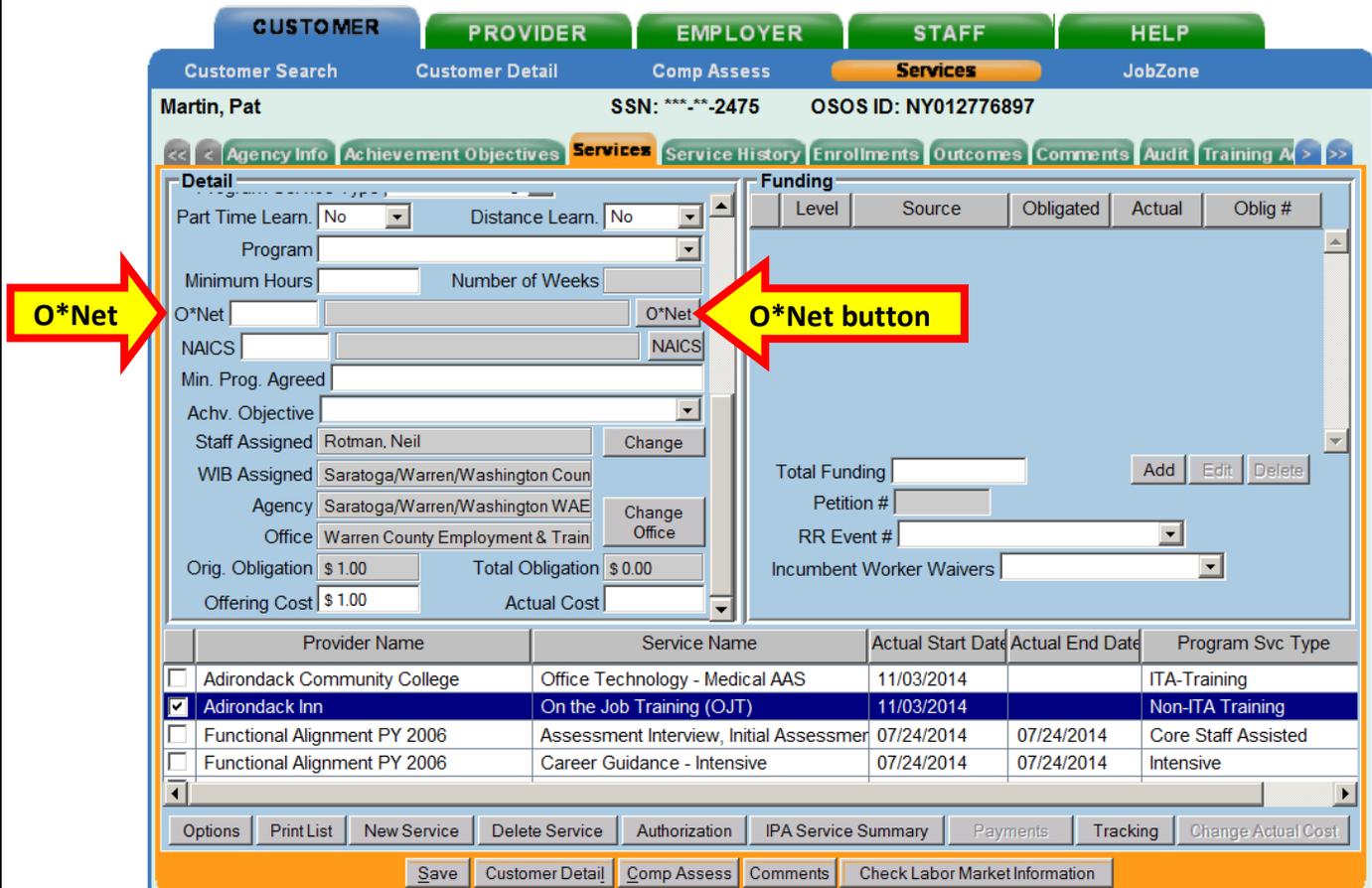
The screenshot shows the OSOS interface with the **Services** tab selected. The customer is **Martin, Pat** (SSN: ***-**-2475, OSOS ID: NY012776897). The **Services** sub-tab is active, showing a **Detail** section for a service named **On the Job Training (OJT)**. The service description is **To provide up to 10 weeks of on-site training.** The provider is **Adirondack Inn** (ID: 47667) and the offering is **Adirondack Inn** (ID: 53274). The **Plan. Start Date** is **11/03/2014** and the **Plan. End Date** is **01/09/2015**. The **Actual Start Date** is **11/03/2014**. The **Program Service Type** is **Non-ITA Training**. The **Part Time Learn.** is **No**. The **Distance Learning** is **No**. The **Worker Waivers** are **None**. The **Save button** is highlighted in red. A table below the detail section shows a list of services with columns for **Provider Name**, **Service Name**, **Actual Start Date**, **Actual End Date**, and **Program Svc Type**. The selected service is **Adirondack Inn** providing **On the Job Training (OJT)** starting on **11/03/2014** and ending on **01/09/2015**, with a **Program Svc Type** of **Non-ITA Training**.

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	01/09/2015	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.



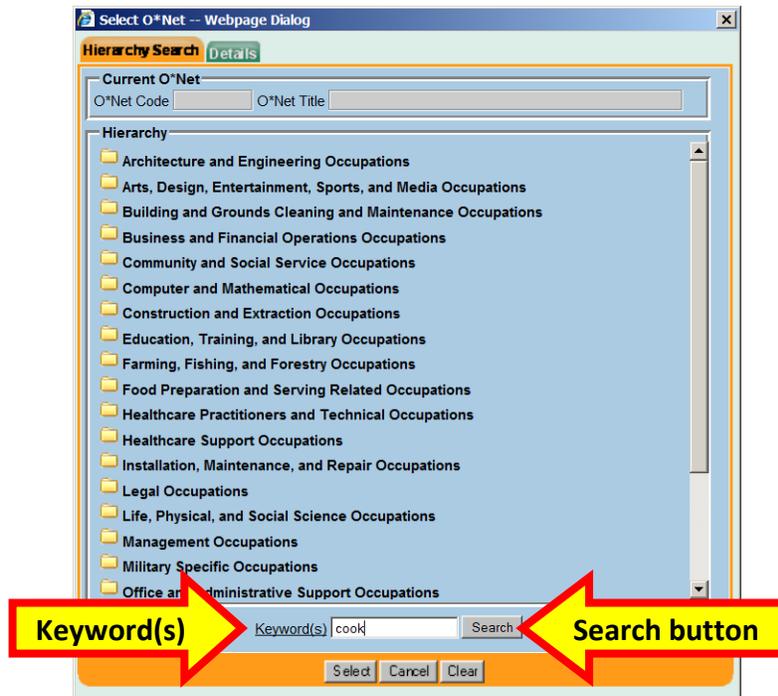
O*Net

O*Net button

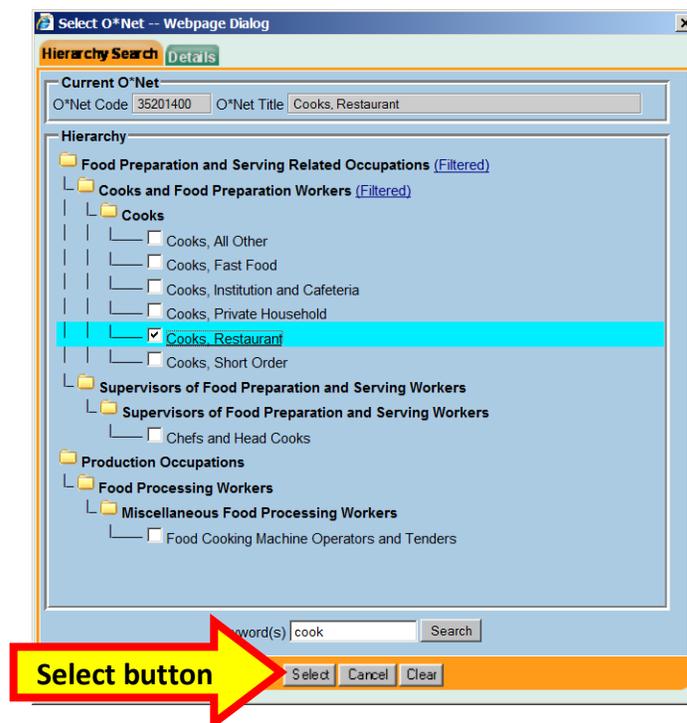
Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/> Adirondack Community College	Office Technology - Medical AAS	11/03/2014		ITA-Training
<input checked="" type="checkbox"/> Adirondack Inn	On the Job Training (OJT)	11/03/2014		Non-ITA Training
<input 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.

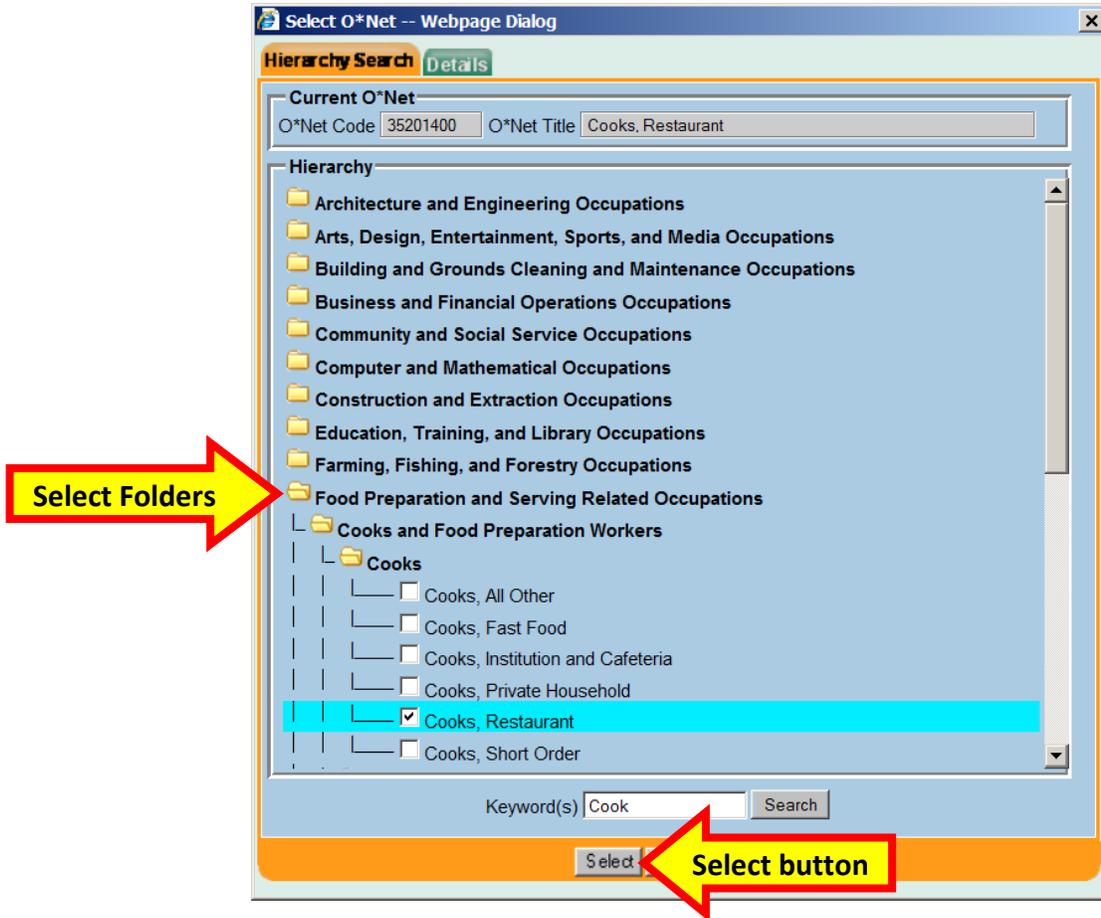
Enter in a keyword and click the **Search** button.



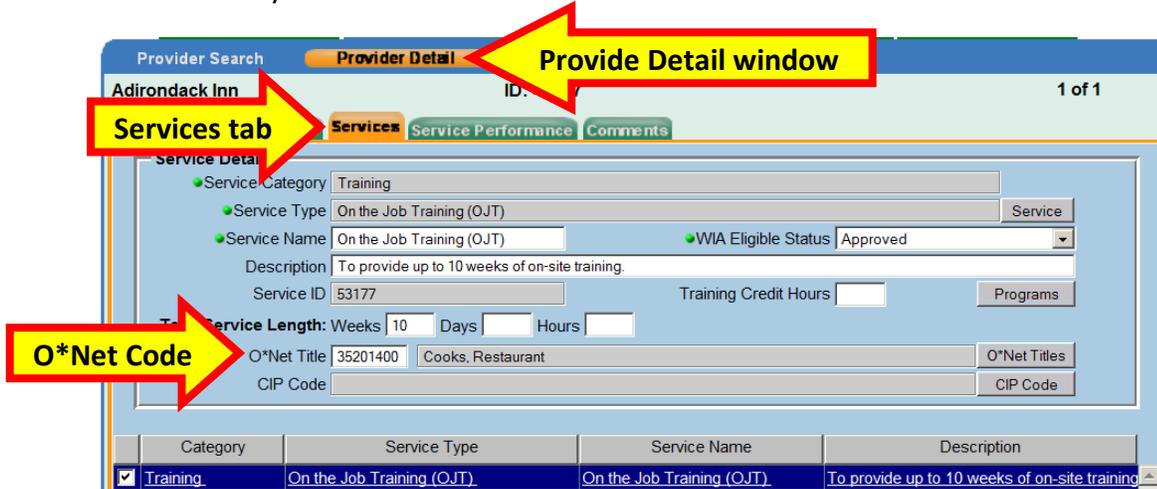
Select the appropriate **O*Net** title and click the **Select** button.



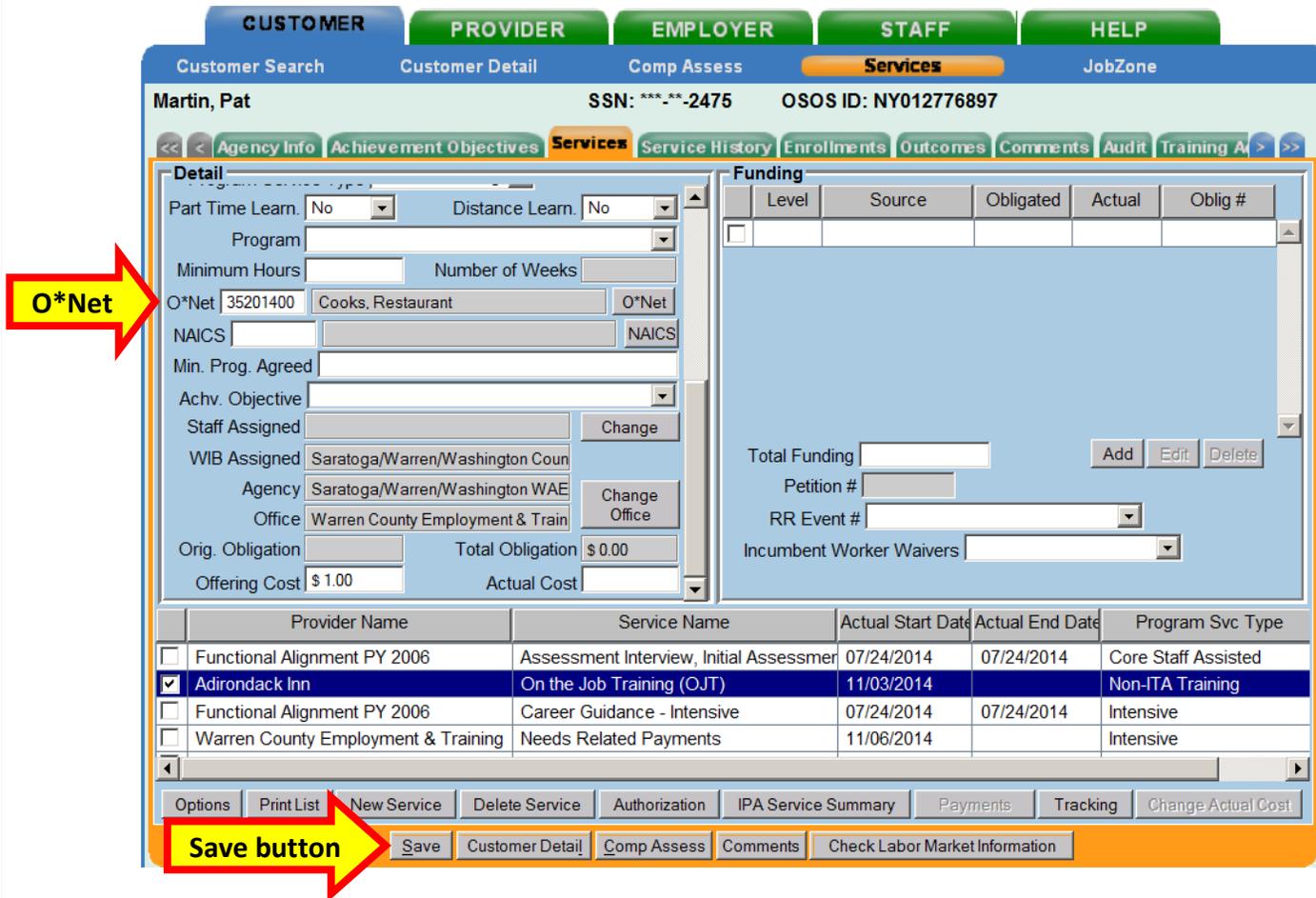
Another way to locate the **O*Net** title is to drill down through the folders. Then click the **Select** button.



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



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



O*Net

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 >>

Detail

Part Time Learn. No Distance Learn. No

Program

Minimum Hours Number of Weeks

O*Net 35201400 Cooks, Restaurant 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 Warren County Employment & Train Change Office

Orig. Obligation Total Obligation \$ 0.00

Offering Cost \$ 1.00 Actual Cost

Funding

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

Total Funding Add Edit Delete

Petition #

RR Event #

Incumbent Worker Waivers

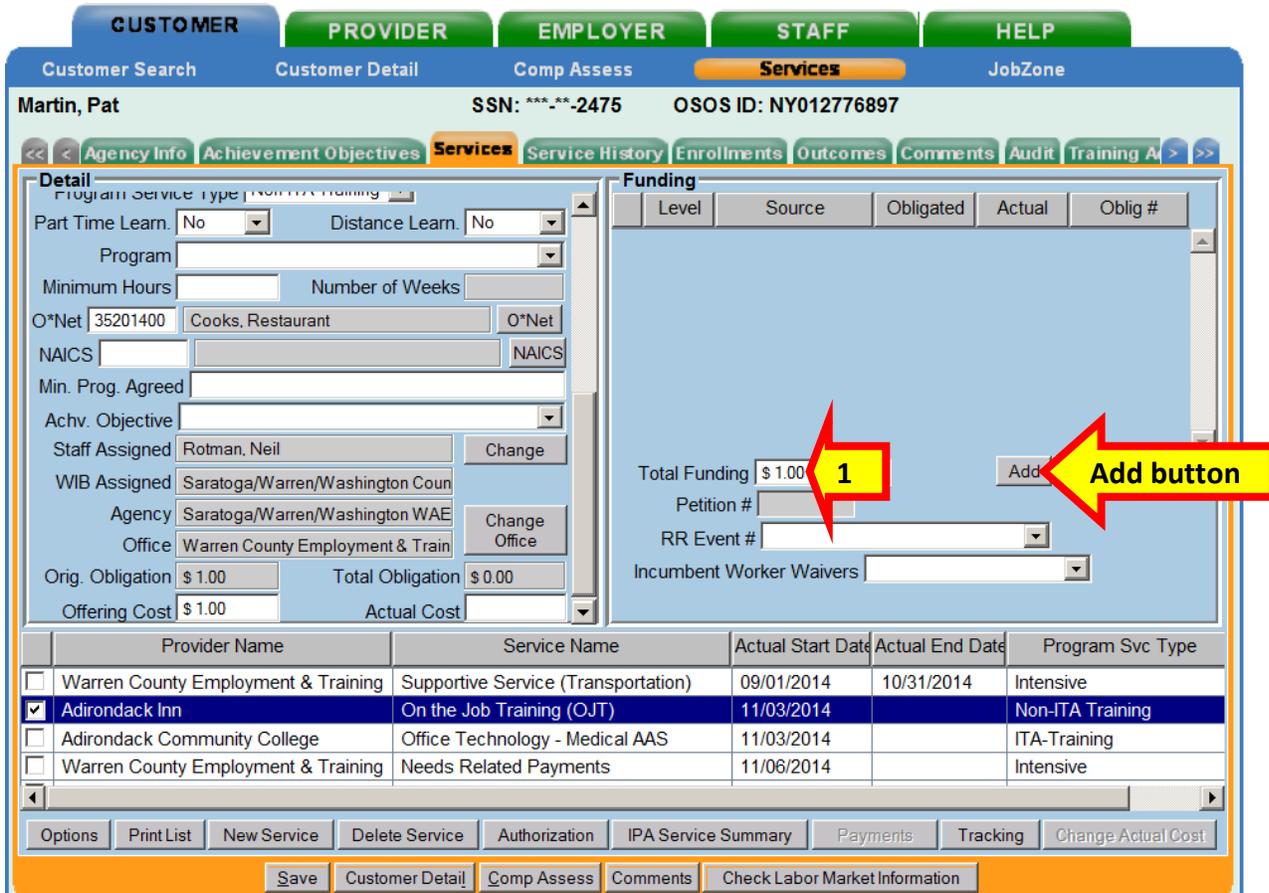
	Provider Name	Service Name	Actual Start Date	Actual End Date	Program Svc Type
<input type="checkbox"/>	Functional Alignment PY 2006	Assessment Interview, Initial Assessmer	07/24/2014	07/24/2014	Core Staff Assisted
<input checked="" type="checkbox"/>	Adirondack Inn	On the Job Training (OJT)	11/03/2014		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

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

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.



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

Agency: Saratoga/Warren/Washington WAE | Office: Warren County Employment & Train

Staff Assigned: Rotman, Neil

WIB Assigned: Saratoga/Warren/Washington Coun

Orig. Obligation: \$ 1.00 | Total Obligation: \$ 0.00

Offering Cost: \$ 1.00 | Actual Cost: \$ 0.00

Level	Source	Obligated	Actual	Oblig #
		\$ 1.00		

Buttons: Add button

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 WIOA or DEI, then enter the number "1" in the **Obligated Amount** and select the solitary funding. Click the **OK** button.



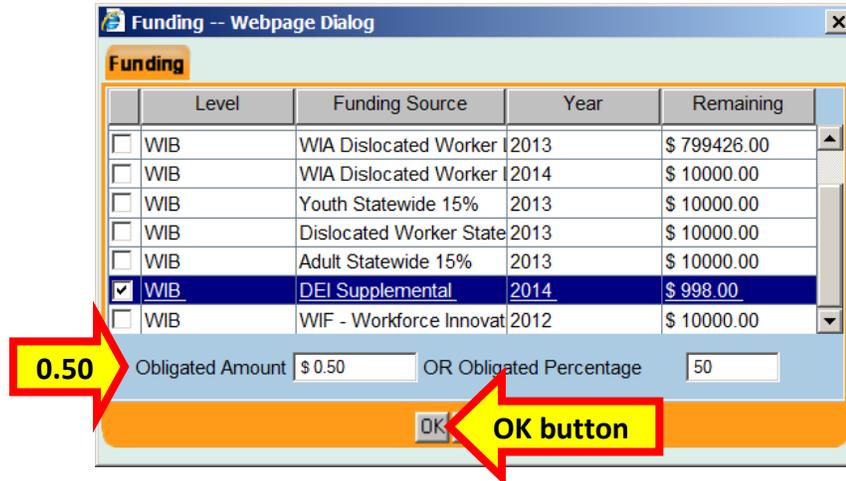
Funding -- Webpage Dialog

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

Buttons: OK button

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

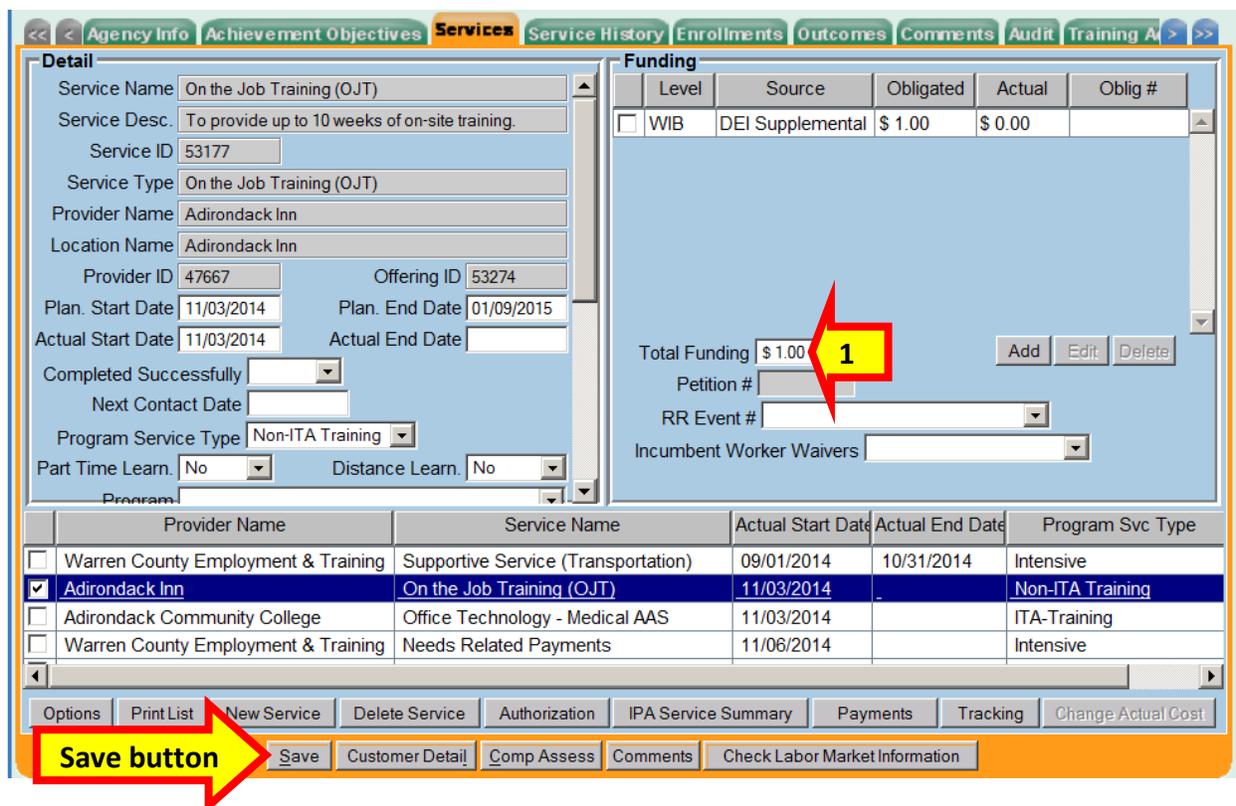


Level	Funding Source	Year	Remaining	
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2013	\$ 799426.00
<input type="checkbox"/>	WIB	WIA Dislocated Worker	2014	\$ 10000.00
<input type="checkbox"/>	WIB	Youth Statewide 15%	2013	\$ 10000.00
<input type="checkbox"/>	WIB	Dislocated Worker State	2013	\$ 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 enter an Actual End Date and whether the customer completed the training successfully or not.



DEI PILOT SITES

Albany/Schenectady/Rensselaer
Herkimer/Madison/Oneida

DEI COMPARISON SITES

Oswego
Onondaga

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