

Training Addl Info 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 **Training Addl Info** Custom tab and select **O*Net Title** 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.

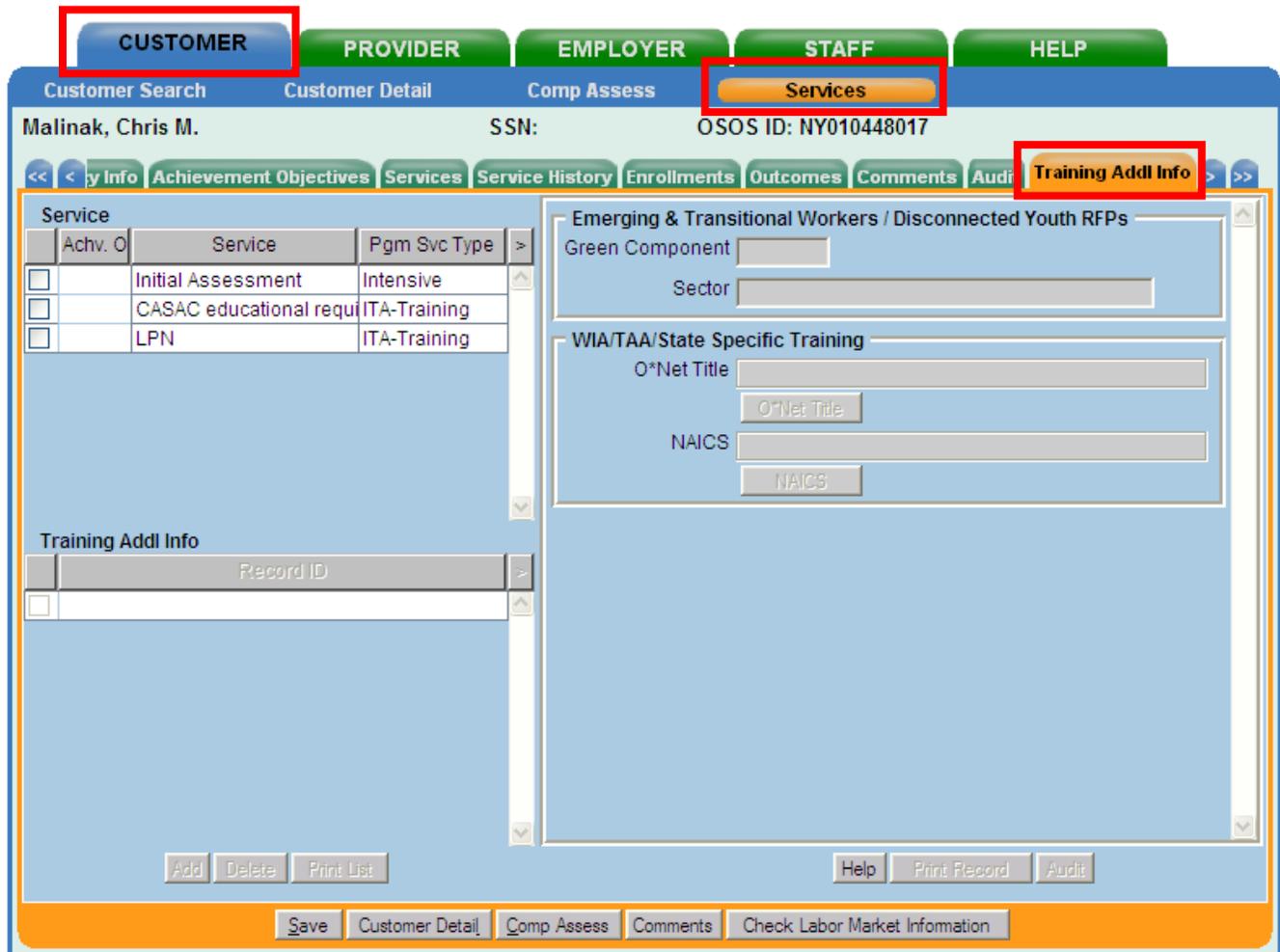
Throughout this guide, symbols are used to highlight certain information:



This symbol identifies important information.

Training Addl Info Custom Tab

The **Training Addl Info** custom tab is found in the **Customer** Module – **Services** window.



This custom tab is a listing of the L2 services that have been entered for this customer by any staff person. As with other sections of OSOS, the user may sort the individual columns by clicking the column headings.

The **Training Addl Info** tab consists of four sections:

1. Service
2. Training Addl Info
3. Emerging & Transitional Workers / Disconnected Youth RFPs – Green Component & Sector
4. WIA / TAA / State Specific Training – **O*Net Title** and **NAICS**
 - The Occupational Information Network (**O*Net**) is a database which defines the key features of an occupation as a standardized, measurable set of variables called "descriptors".
 - The North American Industry Classification System (**NAICS**) groups establishments into industries based on the activity in which they are primarily engaged.

Customer Search Customer Detail Comp Assess **Services**

Malinak, Chris M. SSN: OSOS ID: NY010448017

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

Service	Achv. O	Service	Pgm Svc Type
<input type="checkbox"/>		Initial Assessment	Intensive
<input type="checkbox"/>		CASAC educational requ	ITA-Training
<input type="checkbox"/>		LPN	ITA-Training

Emerging & Transitional Workers / Disconnected Youth RFPs
 Green Component
 Sector

WIA/TAA/State Specific Training
 O*Net Title

 NAICS

Training Addl Info
 Record ID



Please note: Not all programs require data entry for all data fields in this tab. Additional details are in this guide on page 7.

Activating the Additional Training Tab data fields

To activate any, or all of the sections, place a check mark in the box next to the respective occupational training service.

For customers served as Adult, the **Pgm Svc Type** should be **ITA-Training** or **non-ITA Training**.

For customers served as Youth, the **Pgm Svc Type** should be **Youth Services**.

The screenshot displays the OSOS Training Addl Info Custom Tab Data Entry interface. The customer profile for Malinak, Chris M. is shown, including SSN and OSOS ID. The 'Services' tab is active, showing a table of services. The 'LPN' service is selected with a checkmark, and its 'Pgm Svc Type' is 'ITA-Training'. A yellow arrow points to the 'ITA-Training' value. The right side of the screen shows the 'Training Addl Info' section with fields for 'Emerging & Transitional Workers / Disconnected Youth RFPs', 'Green Component', 'Sector', 'WIA/TAA/State Specific Training', 'O*Net Title', and 'NAICS'.

Service	Achv. Objective	Service	Pgm Svc Type
<input type="checkbox"/>		Initial Assessment Intensive	
<input type="checkbox"/>		CASAC education	ITA-Training
<input checked="" type="checkbox"/>		LPN	ITA-Training

Training Addl Info

Record ID
<input type="checkbox"/>

Buttons: 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 occupational training service, then click the **Add** button.

The screenshot displays the OSOS Training Addl Info 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: NY010448017. A secondary set of tabs includes: <<, <, < Info, Achievement Objectives, Services, Service History, Enrollments, Outcomes, Comments, Audit, and Training Addl Info >>. The 'Services' table is as follows:

	Achv. Objective	Service	Pgm Svc Type	
<input type="checkbox"/>		Initial Assessment	Intensive	
<input type="checkbox"/>		CASAC education	ITA-Training	
<input checked="" type="checkbox"/>		LPN	ITA-Training	

The 'LPN' row is highlighted with a red border. Below the table is the 'Training Addl Info' section with a 'Record ID' field. At the bottom left, the 'Add' button is highlighted with a red box and a yellow arrow. Other buttons include 'Delete', 'Print List', 'Help', 'Print Record', and 'Audit'. The right side of the form contains several data entry fields: 'Emerging & Transitional Workers / Disconnected Youth RFPs' with 'Green Component' and 'Sector' fields; 'WIA/TAA/State Specific Training' with 'O*Net Title' and 'NAICS' fields, each with a corresponding dropdown button.

This will activate the Green Component and Sector data fields, as well as the **O*Net Title** and **NAICS** data fields.

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

This will permit access to the **Emerging & Transitional Workers / Disconnected Youth RFPs** and the **WIA/TAA/State Specific Training** data fields.

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

Customer Search Customer Detail Comp Assess **Services**

Malinak, Chris M. SSN: [redacted] OSOS ID: NY010448017

<< < > >> **Training Addl Info**

Service	Achv. Objective	Service	Pgm Svc Type
<input type="checkbox"/>		Initial Assessment	Intensive
<input type="checkbox"/>		CASAC education	ITA-Training
<input checked="" type="checkbox"/>		LPN	ITA-Training

Training Addl Info

Record ID
<input checked="" type="checkbox"/> 580

Emerging & Transitional Workers / Disconnected Youth RFPs
Green Component [dropdown]
Sector [dropdown]

WIA/TAA/State Specific Training
O*Net Title [input]
O*Net Title [button]
NAICS [input]
NAICS [button]

Add Delete Print List Help Print Record Audit

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

Emerging & Transitional Workers / Disconnected Youth RFPs



Completing both the **Green Component** and the **Sector** data fields are required when the training has been linked to a customer being served by either the Emerging & Transitional Worker or the Disconnected Youth RFP contracts.

At the time that this guide was written, June 15, 2010, policy does not require completion of the **Green Component** or **Sector** fields for training not linked to the Emerging & Transitional Worker RFP or the Disconnected Youth RFP. However, staff persons are encouraged to complete these fields for future reference in case they subsequently become required fields for all training.

The drop down menu allows you to indicate if the occupational training will prepare the customer to participate in the green economy. The green economy encompasses the economic activity related to reducing the use of fossil fuels, decreasing pollution and greenhouse gas emissions, increasing the efficiency of energy usage, recycling materials, and developing and adopting renewable sources of energy.

If it will lead to a green occupation, then select the **“Yes”** button. If not, then select the **“No”** button.

Achv. Objective	Service	Pgm Svc Type
<input type="checkbox"/>	Initial Assessment	Intensive
<input type="checkbox"/>	CASAC education	ITA-Training
<input checked="" type="checkbox"/>	LPN	ITA-Training

Record ID
<input checked="" type="checkbox"/>

You will not be able to **Save** until you complete the **Sector** field.

Click the **Sector** drop down menu to select the occupational field that encompasses the training. If the training is not contained within one of the listed occupational fields, then select **Other (ETW/DCY)**.

The screenshot shows the 'Training Addl Info' form for customer Malinak, Chris M. (SSN: OSOS ID: NY010448017). The form is divided into several sections:

- Service Table:** A table with columns 'Achv. Objective', 'Service', and 'Pgm Svc Type'. The third row is selected, showing 'LPN' and 'ITA-Training'.
- Training Addl Info Table:** A table with a 'Record ID' column. The first row is selected, showing '580'.
- Sector Dropdown:** A dropdown menu is open, showing options: 'Advanced Manufacturing (ETW/DCY)', 'Construction (ETW/DCY)', 'Healthcare (ETW/DCY)', 'Transportation (ETW)', and 'Other (ETW/DCY)'. A red box highlights the dropdown, and a yellow arrow points to the 'Healthcare (ETW/DCY)' option.

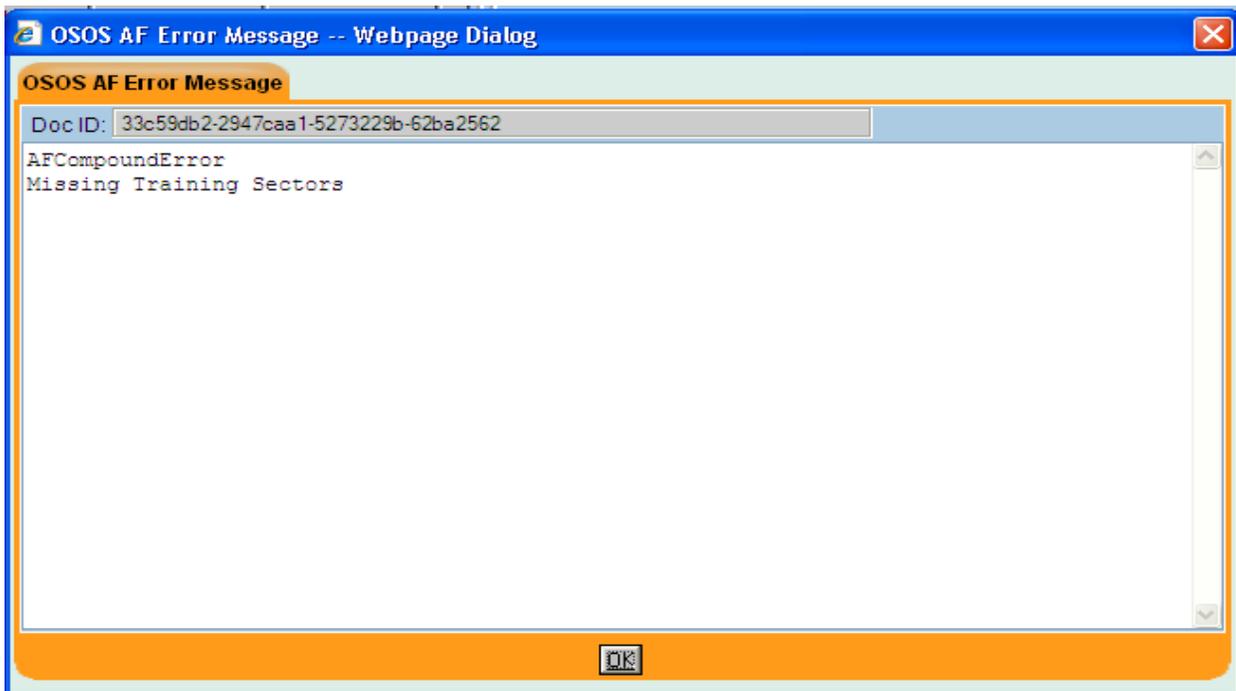
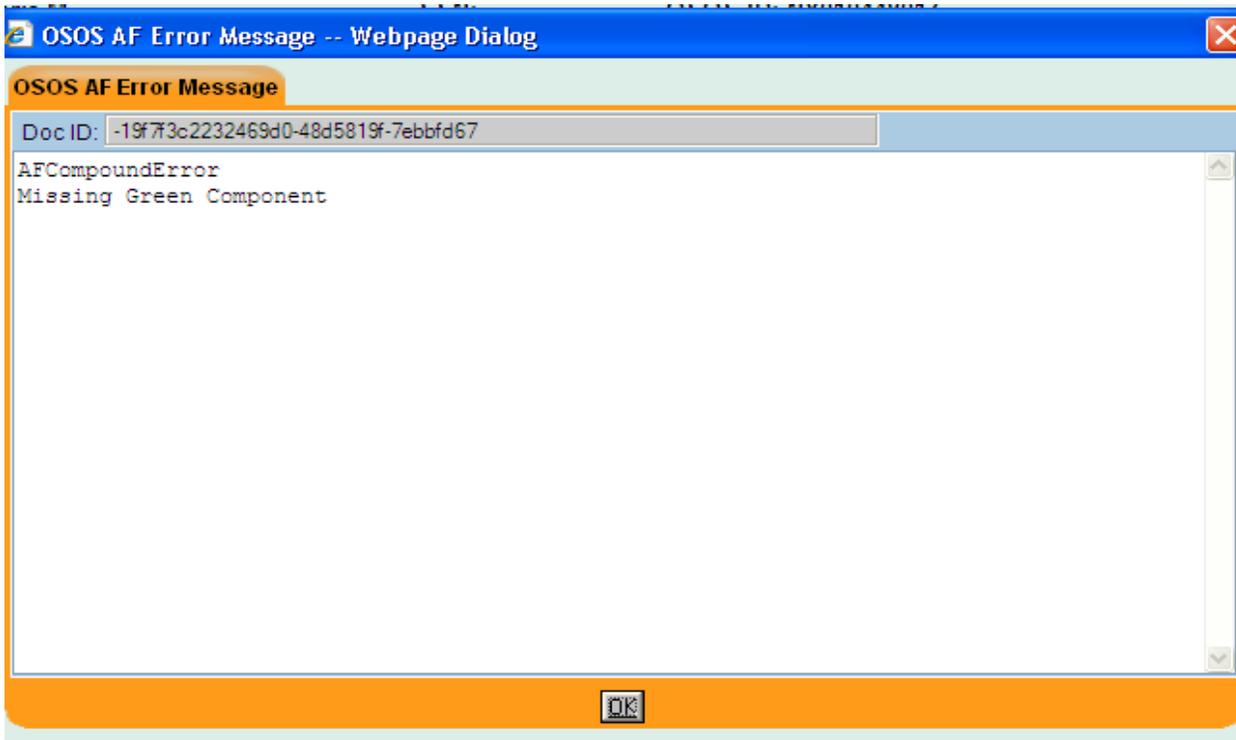
Buttons at the bottom include 'Add', 'Delete', 'Print List', 'Help', 'Print Record', 'Audit', 'Save', 'Customer Detail', 'Comp Assess', 'Comments', and 'Check Labor Market Information'.

You will not be able to **Save** until you complete the **Green Component** field.

Click **Save**.



Failure to complete both the Green Component and Sector will result in an error message.



WIA/TAA/State Specific Training

The **O*Net Title** and **NAICS** should reflect the customer's occupational goal and industry to which the training is directed.



The **O*Net Title** is a required field for all Workforce Investment Act (WIA) and State contract funded training. The **NAICS** is optional, but users are encouraged to complete this field when the information is available.

Place a check mark in the box next to the respective occupational training service to which you want to attach an **O*Net Title** and/or **NAICS**.

Achv	Objective	Service	Pgm Svc Type
<input type="checkbox"/>		Initial Assessment	Intensive
<input type="checkbox"/>		CASAC education	ITA-Training
<input checked="" type="checkbox"/>		LPN	ITA-Training

WIA/TAA/State Specific Training

O*Net Title

NAICS

Click the **Add** button in the lower left box (**Training Addl Info**) to create a Record ID. The **WIA/TAA/State Specific Training O*Net Title** button text color will change from gray to black as an indication that the data field has become active.

The screenshot displays the OSOS system interface for a customer named Malinak, Chris M. The interface is divided into several sections:

- Navigation Tabs:** CUSTOMER, PROVIDER, EMPLOYER, STAFF, HELP.
- Top Menu:** Customer Search, Customer Detail, Comp Assess, Services (highlighted).
- Customer Information:** Malinak, Chris M., SSN: [redacted], OSOS ID: NY010448017.
- Sub-Menu:** Training Addl Info (highlighted).
- Service Table:**

Achv. Objective	Service	Pgm Svc Type
<input type="checkbox"/>	Initial Assessment	Intensive
<input type="checkbox"/>	CASAC education	ITA-Training
<input checked="" type="checkbox"/>	LPN	ITA-Training
- Training Addl Info Table:**

Record ID
<input checked="" type="checkbox"/> 580
- WIA/TAA/State Specific Training Form:**
 - Emerging & Transitional Workers / Disconnected Youth RFPs
 - Green Component: No
 - Sector: Healthcare (ETW/DCY)
 - WIA/TAA/State Specific Training** (highlighted in red box)
 - O*Net Title: [text input field]
 - O*Net Title: [button]
 - NAICS: [text input field]
 - NAICS: [button]
- Buttons:** Add, Delete, Print List (bottom left); Help, Print Record, Audit (bottom right); Save, Customer Detail, Comp Assess, Comments, Check Labor Market Information (bottom bar).

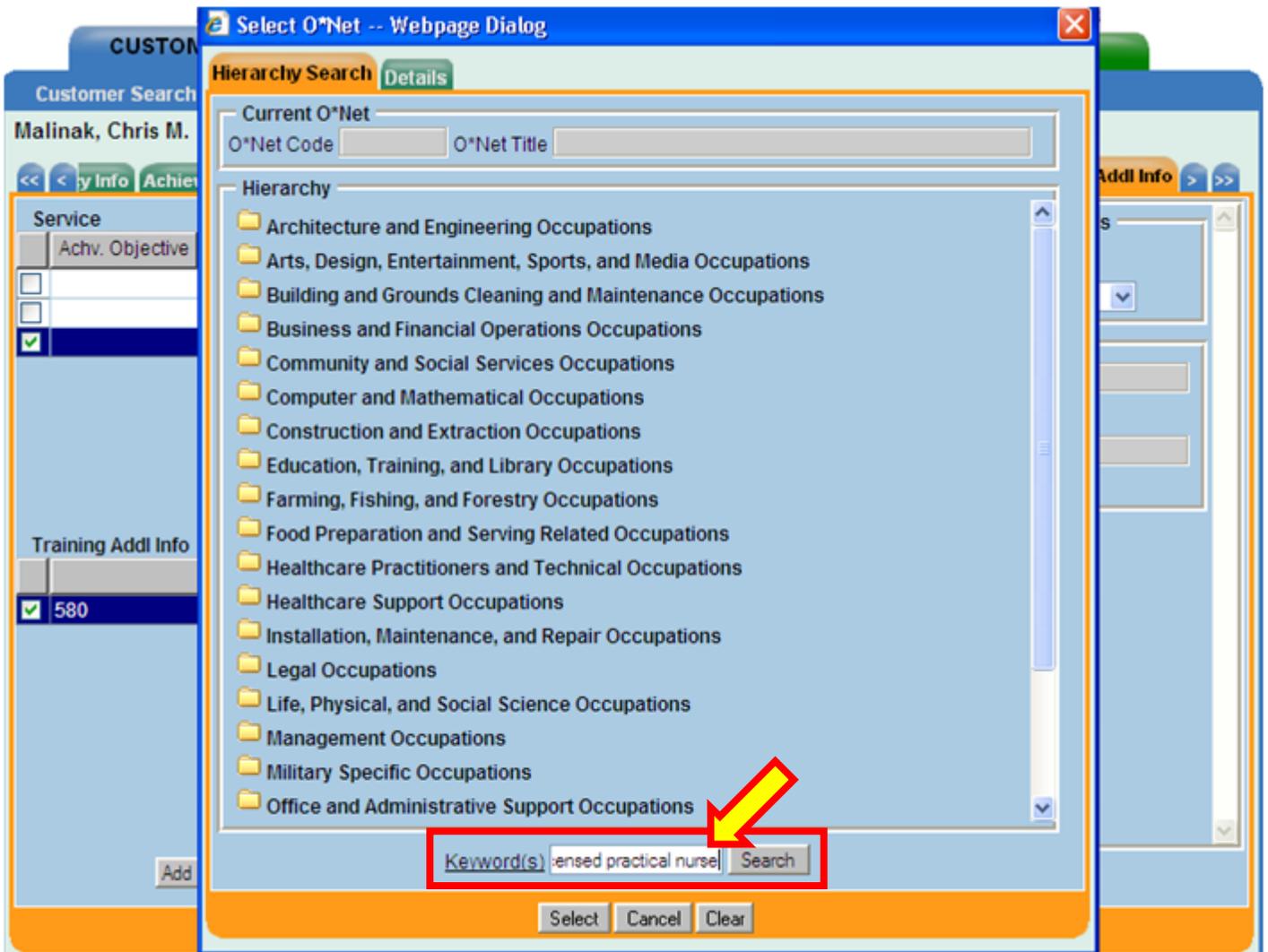
Click the **O*Net Title** button to bring up the **Select O*Net- - Webpage Dialog** box.

There are two ways to find the desired O*Net Title:

1. Keyword or
2. Hierarchy

To perform a Keyword Search, type the occupational title into the Keyword(s) text box. Alternatively, copy and paste the occupation from another field or website.

Click **Search**.



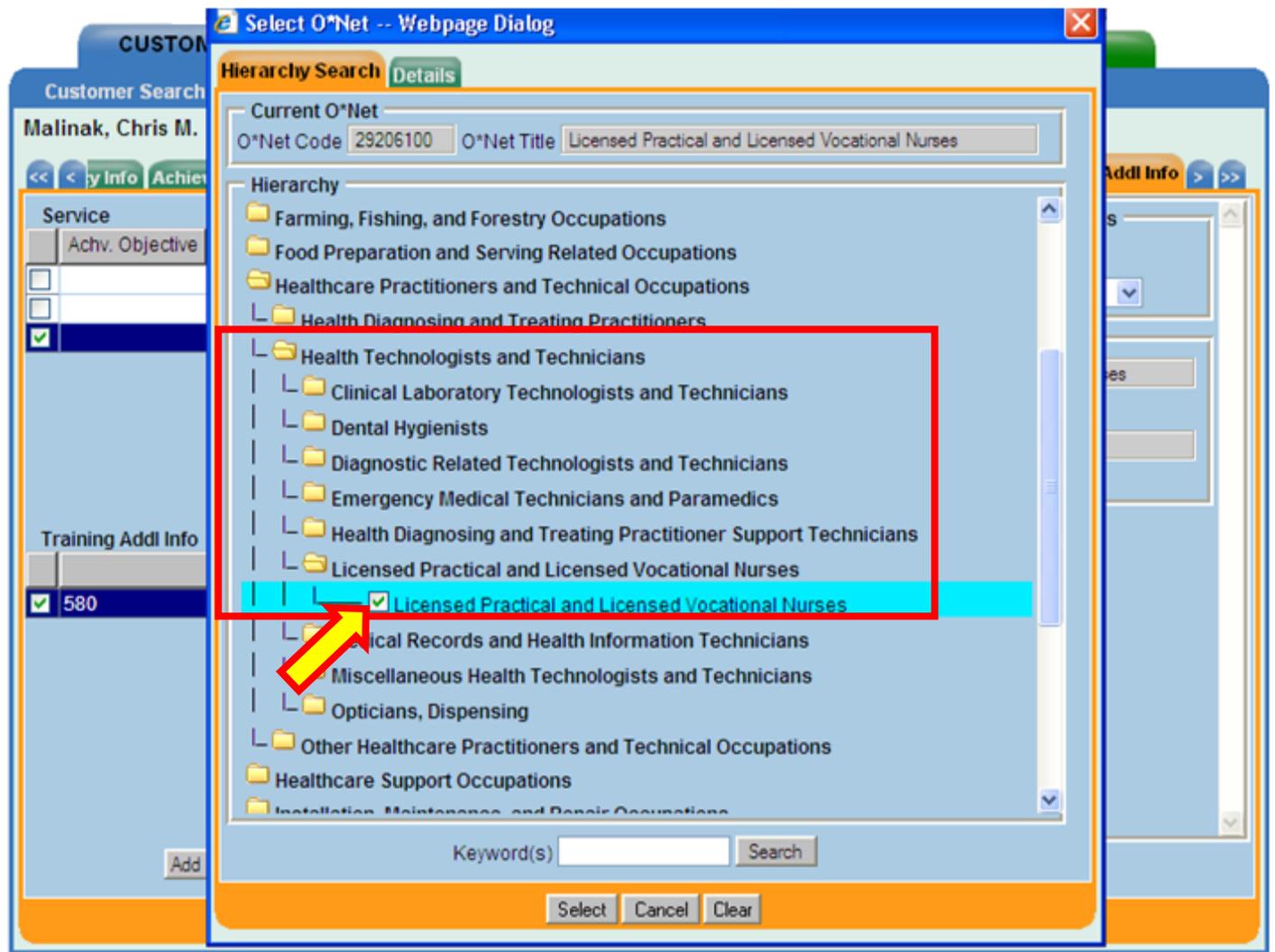
Click **Select**.

Click **Save**.

To perform a **Hierarchy Search**, click the folders to “drill down” until you find the occupational title that matches the training.

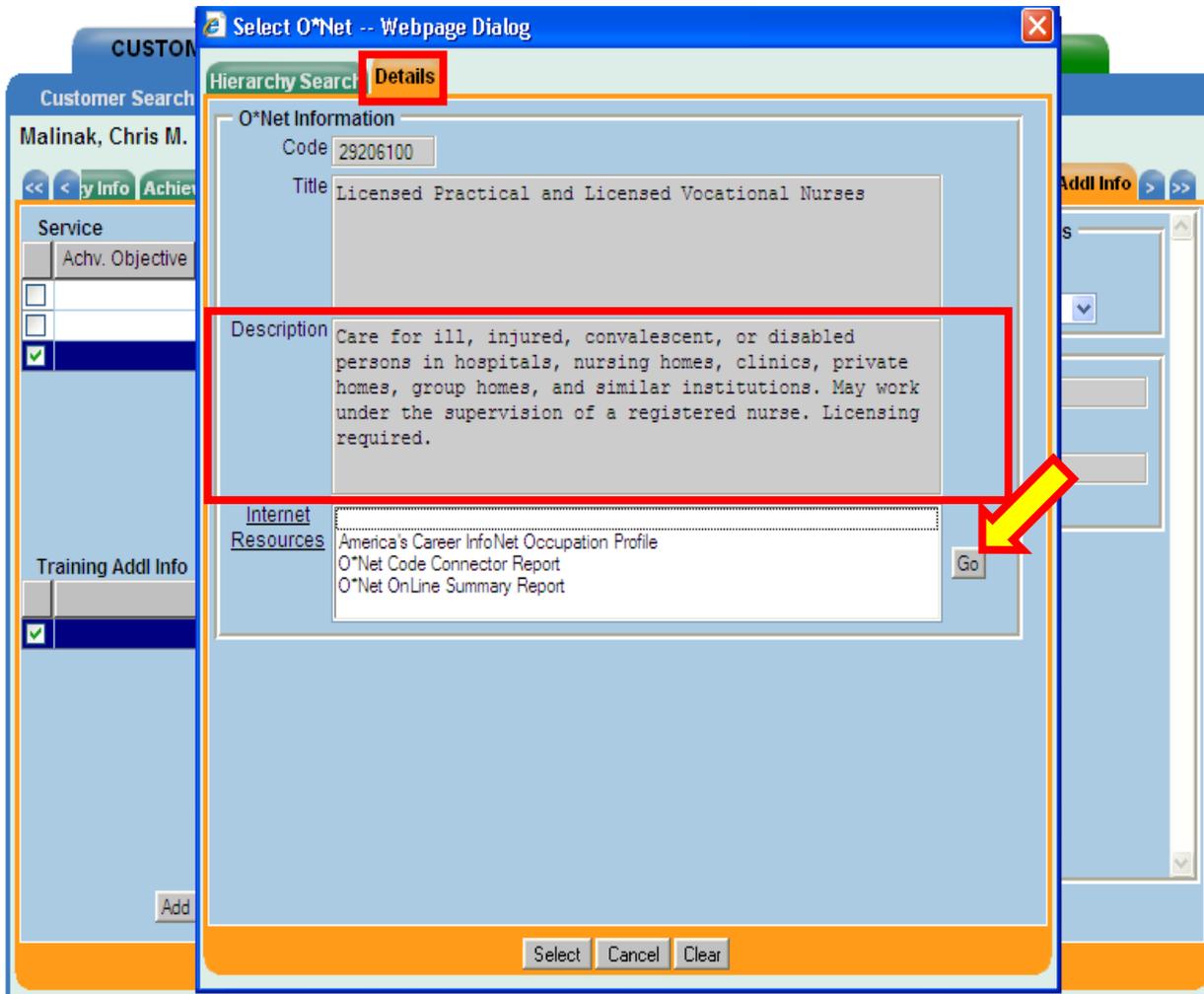
Check the box next to the most appropriate title.

Click **Select**.



Click **Save**.

When the appropriateness of which **O*Net Title** to select is in doubt, click the **Details** tab to review the description for each title under consideration. It is best to discuss the descriptions with the customer to determine the most appropriate title.



Once the most appropriate title has been chosen, click **Select**.

Please Note: the **Select O*Net- - Webpage Dialog** box includes the **Internet Resources** selection on the Details Tab. Choose which webpage you'd like to visit and click on the **Go** button. A separate web browser page will open. You may do additional Occupational searches and copy and paste the appropriate occupation name into the OSOS Keyword search box.

The selected **O*Net Title** will populate the text box.

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

Customer Search Customer Detail Comp Assess **Services**

Malinak, Chris M. SSN: [redacted] OSOS ID: NY010448017

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

Service	Achv. Objective	Service	Pgm Svc Type
<input type="checkbox"/>		Initial Assessment	Intensive
<input type="checkbox"/>		CASAC education	ITA-Training
<input checked="" type="checkbox"/>		LPN	ITA-Training

Emerging & Transitional Workers / Disconnected Youth RFPs

Green Component: No

Sector: Healthcare (ETW/DCY)

WIA/TAA/State Specific Training

O*Net Title: Licensed Practical and Licensed Vocational Nurses

O*Net Title

NAICS

NAICS

Training Addl Info

Record ID
<input checked="" type="checkbox"/> 580

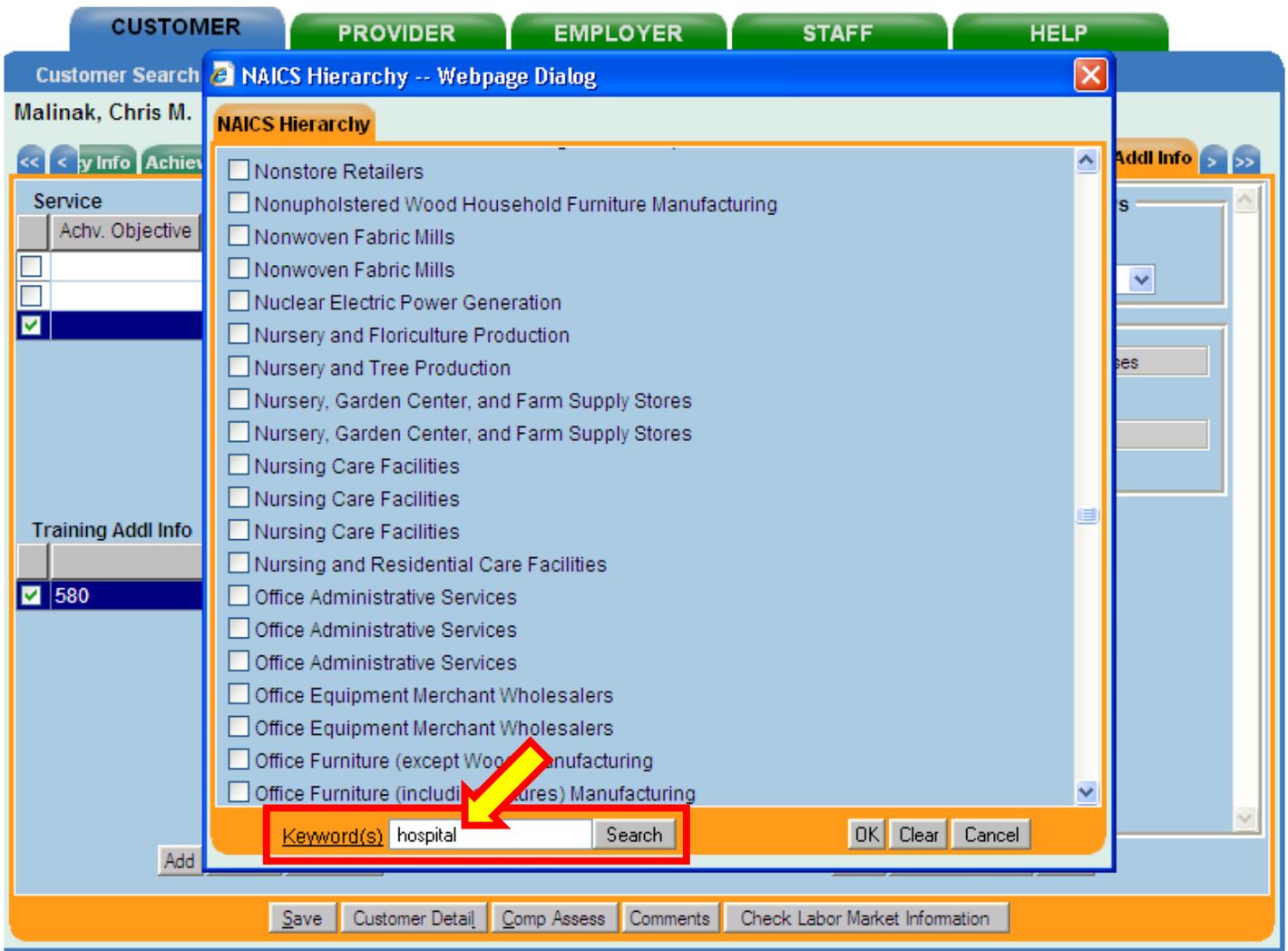
Add Delete Print List Help Print Record Audit

Save Customer Detail Comp Assess Comments Check Labor Market Information

Click **Save**.

Click the **NAICS** button to bring up the **NAICS Hierarchy - - Webpage Dialog** box.

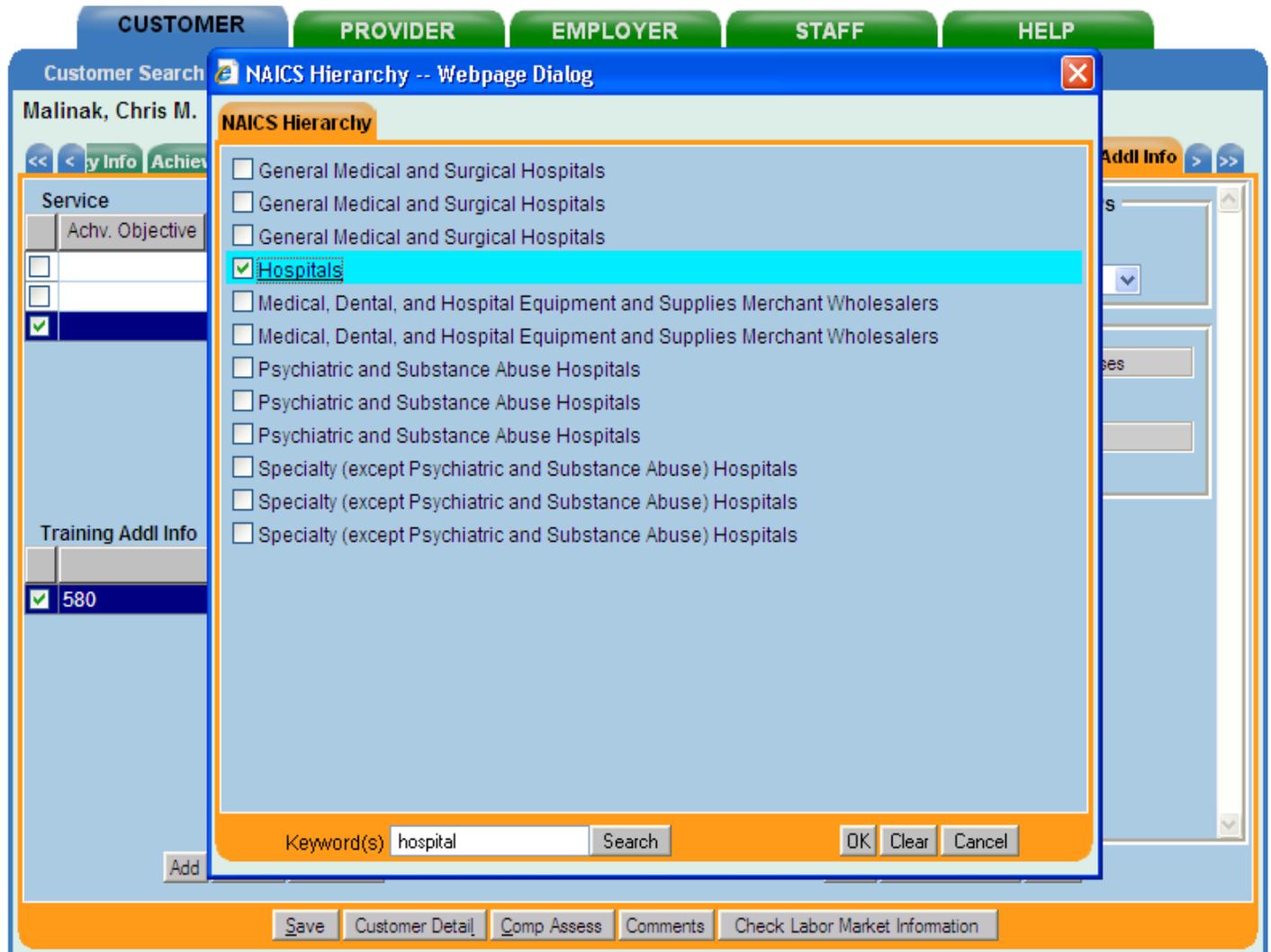
You may scroll to the box next to the appropriate industrial classification or data enter the type of business into the Keyword(s) text box.



If you scroll through the hierarchy, you will need to check the box next to the appropriate industrial classification.

If you data enter the type of business into the Keyword(s) text box, you will need to click the **Search** button.

This screen displays the results of entering a keyword and clicking the search button.



Click **OK** when you have checked the box next to the appropriate **NAICS**.

Click **Save**.

The completed **O*Net Title** and **NAICS** data fields will look similar to the screen displayed below.

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

Customer Search Customer Detail Comp Assess **Services**

Malinak, Chris M. SSN: OSOS ID: NY010448017

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

Service		
Achv. Objective	Service	Pgm Svc Type
<input type="checkbox"/>	Initial Assessment	Intensive
<input type="checkbox"/>	CASAC education	ITA-Training
<input checked="" type="checkbox"/>	LPN	ITA-Training

Training Addl Info	
Record ID	
<input checked="" type="checkbox"/>	580

Emerging & Transitional Workers / Disconnected Youth RFPs
 Green Component: No
 Sector: Healthcare (ETW/DCY)

WIA/TAA/State Specific Training
 O*Net Title: Licensed Practical and Licensed Vocational Nurses
 NAICS: Hospitals

Add Delete Print List Help Print Record Audit

Save Customer Detail Comp Assess Comments Check Labor Market Information

Please Note: Unlike the **Green Component** and **Sector** fields which require population of both fields, the **O*Net Title** and **NAICS** fields may be populated individually or in combination.

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

O*Net Resource Center website: <http://www.onetcenter.org/>.