

NYOSOS

Quick Data Entry Guide

For

National Emergency Grant – NY08

NEG ARRA - Dislocated Worker

10 LWIAs Only

Desk Guide Description

This quick guide must be used with the Desk Guide for the Customer Module of NYOSOS (<http://www.labor.state.ny.us/workforcenypartners/osos/deskguidecust.pdf>). The guide referenced above provides step-by-step, detailed information about how to use NYOSOS to enter customer data and services funded by the Workforce Investment Act (WIA), Wagner / Peyser (W/P), National Emergency Grants (NEG), Trade Globalization Adjustment Act (TGAA) and other Statewide programs.

This guide assumes that providers and offerings are data entered and available in NYOSOS. If you have a new provider and/or offering to data enter, please refer to the following desk guide:

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

The ten Local Workforce Investment Boards to receive allocations from this grant include:

Broome/Tioga,	Onondaga,
Chautauqua,	Ontario/Seneca/Wayne/Yates,
Chenango/Delaware/Otsego,	Oswego,
Columbia/Greene,	St. Lawrence,
Herkimer/Madison/Oneida,	Yonkers

Some field names in the desk guides are abbreviated, to match how they are displayed in NYOSOS. The graphics used in the guides are from fabricated test cases and not indicators of true customer records at the time of publication.

Log into NYOSOS, check the **Staff** module, **Preferences** window to ensure that you are in the correct office.

The screenshot shows the 'Staff Preferences' window in the NYOSOS system. At the top, there are navigation tabs for 'CUSTOMER', 'PROVIDER', 'EMPLOYER', 'STAFF', and 'HELP'. Below these are sub-tabs for 'Staff Detail', 'Logout', and 'Preferences'. The 'Preferences' sub-tab is active. Underneath, there is a 'Login Preferences' section. This section is divided into two main areas: 'Office' and 'Password'. The 'Office' area contains a 'Primary Office' field with the value 'NY9999', a 'Current Office' field with the value 'Chautauqua Works Dunkirk', and a 'Change Office To' dropdown menu. A red rectangular box highlights the 'Change Office To' dropdown and the 'Change Office' button below it. A yellow arrow with a red outline points to the dropdown arrow. The 'Password' area contains fields for 'Username', 'Old Password', 'New Password', and 'Confirm New Password', along with a 'Change Password' button.

If you are not logged into the appropriate office:

- Click the drop down arrow and select the correct office.
- Then click **“Change Office”**.
- When the verification screen appears acknowledging the change of office, click **“OK”**.

This feature is only available to staff that work in multiple offices.

Make sure that your agency is listed and active in the **Agency Info** tab.

Customer Search Customer Detail Comp Assess **Services**

Malinak, State-Grant SSN: OSOS ID: NY009679278

Agency Info Achievement Objectives Services Service History Enrollments Outcomes Comments Audit Training Ad

Agency: Chautauqua WAE

Intake Date: 06/01/2010 Enrollment Date: 06/01/2010

Termination Date: Termination Reason: Status: Active

Agency	Status
<input type="checkbox"/> Chautauqua WAE	Active

New Agency Delete Agency

Save Customer Detail Comp Assess Comments Check Labor Market Information

If the appropriate agency is not listed, then:

1. Click the **"New Agency"** button;
2. Click the drop down arrow for a listing of agencies and select the correct agency.
3. Enter the **Intake Date** and **Enrollment Date**.
4. Click **"Save"**.



National Emergency Grant (NEG) services must be data entered into NYOSOS as Level 2 (L2) services. Services permission is required to enter L2 services into the Services module. Contact the security coordinator for your office if you need to have that permission added to your user account.

Data Entry Difference

The customer detail information is entered using the same methodology that is used for Wagner / Peyser and WIA customers as described in the section entitled **Customer Detail** of the Desk Guide for the Customer Module of NYOSOS.

The primary data entry differences are:

Specific NEG funded services listed below must be entered as Level 2 (L2) into the Services module and linked to NEG funds. They must not be entered as Level 1 (L1) activities. This is necessary in order to produce federally mandated reports.

Training Services

Supportive Services – Child Care

Supportive Services – Dependent Care

Supportive Services – Housing

Supportive Services – Transportation

Supportive Services – Other

Needs Related Payments

The normal staff assisted Level 1 (L1) services must be recorded using the **Activities** button in **Customer Detail**, such as:

Assessment Interview/Initial Assessment,
Comprehensive Assessment,
Career Guidance,
Counseling or
Individual Employment Plan (IEP), etc.

The screenshot displays the NYOSOS Customer Detail interface. At the top, there are tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these, the 'Customer Detail' tab is active, showing fields for Customer Search (Malinak, State-Grant), SSN, and OSOS ID (NY009679278). A navigation bar includes buttons for Gen. Info, Add'l Info, Objective, Work Hist., Ed/Lic, Skills, Saved Searches, Activities, Comments, Tests, and Initial Assessment. The 'Activities' dialog box is open, showing a tree view of service categories. The 'Assessment' category is expanded, and 'Assessment Interview, Initial Assessment' is selected. Below the tree view, there are input fields for 'Activity Date' (06/01/2010) and 'RR Event #'. At the bottom of the dialog, there are buttons for Search, Keyword(s), Search, OK, and Cancel. The background shows a table with columns for Employer, Job ID, and SA, with some data entries.

If no active WIA enrollment currently exists, the overnight functional alignment process will create an entry into the **Agency Info** tab for the Department of Labor; the **Intake Dates** and **Enrollment Dates** will be visible; and the **Status** will be **Active**. You may click the check box next to any listed agency to view the Intake and Enrollment Dates.

The intake date is the first date that you accept the individual as a customer. The enrollment date is usually the same date and corresponds with the first service provided to that customer.

Customer Search Customer Detail Comp Assess **Services**

Malinak, State-Grant SSN: OSOS ID: NY009679278

<< < **Agency Info** Achievement Objectives Services Service History Enrollments Outcomes Comments Audit Training Ad > >>

● Agency Department of Labor

● Intake Date 06/01/2010 Enrollment Date 06/01/2010

Termination Date

Termination Reason

Status Active

	Agency	Status
<input type="checkbox"/>	Department of Labor	Active
<input type="checkbox"/>	Chautauqua WAE	Active

New Agency Delete Agency

Save Customer Detail Comp Assess Comments Check Labor Market Information

The functional alignment process will convert the first L1 service into an L2 service.

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

Customer Search Customer Detail Comp Assess **Services**

Malinak, State-Grant SSN: OSOS ID: NY009679278

<< < Agency Info **Achievement Objectives** **Services** Service History Enrollments Outcomes Comments Audit Training Ad > >>

Detail

Provider Name: Functional Alignment PY 2006

Original Obligation: \$ 1.00 Total Obligation: \$ 1.00

Offering Cost: \$ 4.00 Actual Cost:

Planned Start Date: 06/01/2010 Planned End Date: 06/01/2010

Actual Start Date: 06/01/2010 Actual End Date: 06/01/2010

Next Contact Date: Minimum Hours: 0

Program Svc Type: Core Staff Assisted Completed:

Number of Weeks:

Min. Prog. Agreed:

Achv. Objective:

Program:

Agency: Chautauqua WAE Change Office

Office: Chautauqua Works Dunkirk

Funding

Level	Source	Obligated	Actual	Oblig #	
<input type="checkbox"/>	WIB	WIA Adult Local	\$ 1.00	\$ 0.00	

Total Funding: \$ 1.00 Add Edit Delete

Petition #: RR Event #:

Achievement Objective Service

 Assessment Interview, Initial Assessment

New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save Customer Detail Comp Assess Comments Check Labor Market Information

If there is no L1 service that creates the enrollment, then the first L2 service will create the WIA and Common Measure enrollments.

***Note:** if the functional alignment process does not convert the L1 services into L2 services, please check the Date of Birth, Gender, and / or the Selective Service checkbox fields. They must contain data because they are required for a WIA enrollment. Lack of data in those fields will block the entry of L2 services.

To enter training services, supportive services, and / or needs related payments, click on the **Services** tab.

Customer Search Customer Detail Comp Assess **Services**

Malinak, State-Grant SSN: OSOS ID: NY009679278

<< < Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Ad > >>

Detail

Provider Name: Functional Alignment PY 2006

Original Obligation: \$ 1.00 Total Obligation: \$ 1.00

Offering Cost: \$ 4.00 Actual Cost:

Planned Start Date: 06/01/2010 Planned End Date: 06/01/2010

Actual Start Date: 06/01/2010 Actual End Date: 06/01/2010

Next Contact Date: Minimum Hours: 0

Program Svc Type: Core Staff Assisted Completed:

Number of Weeks:

Min. Prog. Agreed:

Achv. Objective:

Program:

Agency: Chautauqua WAE Change Office

Office: Chautauqua Works Dunkirk

Funding

Level	Source	Obligated	Actual	Oblig #	
<input type="checkbox"/>	WIB	WIA Adult Local	\$ 1.00	\$ 0.00	

Total Funding: \$ 1.00 Add Edit Delete

Petition #:

RR Event #:

Achievement Objective Service

 Assessment Interview, Initial Assessment

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 **New Service** button to enter L2 services. You will be automatically directed to the **Offering Search** window in the **Provider** module. Click the **General Info** tab, to search for a service.

CUSTOMER **PROVIDER** EMPLOYER STAFF HELP

Provider Search Provider Detail **Offering Search** Offering Detail

Quick Search **General Info** Custom

Offering ID

ID 1

ID 2

ID 3

ID 4

ID 5

ID 6

ID 7

ID 8

ID 9

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

1. Make sure the WIB field is appropriate for the location of the training provider. If not, click on the down arrow to the right to select another WIB or you may select the blank space, which will include all locations within New York State.
2. To further narrow your search, you may enter information into a single data field or a combination of data fields. When entering information into a data field, it must be an exact match. If unsure of the full name, you may enter part of the **Provider Name** and / or the **Service Name**.
3. You may also drill down through the **Service Type** tree to search by the type of service such as Occupational Skills training or OJT.
4. You may then select to identify 25, 50 or 100 potential listings. Click the **Search** button, when you have completed entering your search criteria.

The screenshot shows the 'Offering Search' interface with the following elements:

- 1**: Points to the 'Location' dropdown menu, which is currently set to 'Chautauqua County'.
- 2**: Points to the 'City' text input field.
- 3**: Points to the 'Service Type' dropdown menu, which is currently set to 'Occupational Skills Training'.
- 4**: Points to the 'Search' button at the bottom of the page, next to a dropdown menu set to '25'.

Below the search criteria, there is a table of search results:

<input type="checkbox"/>	Provider Name	Provider Service Name	Location	Start Date	Start Time	End Date	End Time
<input type="checkbox"/>	Stenographic Institute of WNY	Complete Court Reporting	Snyder				
<input type="checkbox"/>	SUNY College at Fredonia	Business Administration	Fredonia				
<input type="checkbox"/>	SUNY Empire State College	Science, Math and Tech	Saratoga Springs				
<input type="checkbox"/>	SUNY Empire State College	Business, Mgmt and Economics	Saratoga Springs				
<input type="checkbox"/>	SUNY Empire State College	Human Development	Saratoga Springs				
<input type="checkbox"/>	SUNY Empire State College	Bus. Mgmt & Econ	Saratoga Springs				
<input type="checkbox"/>	Tamarack Training Center	Introduction to Tree Care Operatic	Canton				
<input type="checkbox"/>	Tri-State Business Institute	IVAC	Erie	06/01/2009		06/30/2025	

Highlight the appropriate service and click **Detail** to ensure it is the correct location.

Provider Search Provider Detail **Offering Search** Offering Detail

1 - 22 of 22

Quick Search **General Info** Custom

Location: WIB Chautauqua County City: Start Date Range: From To

Provider Information:
Provider Name: Service Name: Program: Provider Status: Active Service Type: Occupational Skills Training

<input type="checkbox"/>	Provider Name	Provider Service Name	Location	Start Date	Start Time	End Date	End Time
<input type="checkbox"/>	Jamestown Business College	Computer Technology	Jamestown				
<input type="checkbox"/>	Jamestown Community College / Jamestown	Credit Courses	Jamestown				
<input type="checkbox"/>	Jamestown Community College / Jamestown	Credit Courses	Dunkirk				
<input checked="" type="checkbox"/>	Dental Auxiliary Training of Western New York	Dental Auxiliary Training of Western New York	Jamestown				
<input type="checkbox"/>	Everywoman Opportunity Center	Enrolled in Skills Training	Dunkirk				
<input type="checkbox"/>	SUNY Empire State College	Human Development	Catagoga Springs				
<input type="checkbox"/>	Tri-State Business Institute	HVAC	Erie	06/01/2009		06/30/2022	

25 Search Clear **Detail** Delete Print List Schedule

Provider Search Provider Detail Offering Search **Offering Detail**

Dental Auxiliary Training of Western New York Offering ID: 20425 1 of 1

General Info

Provider Info:
Provider Name: Dental Auxiliary Training of Western New York - Catt/Alleg
Service Category: Training
Service Type: Occupational Skills Training
Service Description:

Location:
Location: Address: 13 Utica St
City: Jamestown State: New York
Zip: 14701 WIB: Chautauqua County

Schedule:
Start Date: End Date: Start Time: End Time:
Sun. Mon. Tue. Wed. Thu. Fri. Sat.

Additional Info:
Cost: \$ 1.00 Total Seats: 9999 Available Seats:
Description:

Save Single Save Grouping Provider Services **Return to Search**

1. Check the location to be sure that it is correct.
2. Click the **Return to Search** button.

Click the **Schedule** button, which returns the service offering to the customer record.

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

Provider Search Provider Detail **Offering Search** Offering Detail

1 - 22 of 22

Quick Search **General Info** Custom

Location
WIB Chautauqua County City From To

Start Date Range
From To

Provider Information
Provider Name Service Name Program
Provider Status Active
Service Type Occupational Skills Training Service Type

<input type="checkbox"/>	Provider Name	Provider Service Name	Location	Start Date	Start Time	End Date	End Time
<input type="checkbox"/>	Jamestown Business College	Computer Technology	Jamestown				
<input type="checkbox"/>	Jamestown Community College / Jamestown	Credit Courses	Jamestown				
<input type="checkbox"/>	Jamestown Community College / Jamestown	Credit Courses	Dunkirk				
<input checked="" type="checkbox"/>	Dental Auxiliary Training of Western New York	Dental Auxiliary Training of Western New York	Jamestown				
<input type="checkbox"/>	Everywoman Opportunity Center	Enrolled in Skills Training	Dunkirk				
<input type="checkbox"/>	SUNY Empire State College	Human Development	Saratoga Springs				
<input type="checkbox"/>	Tri-State Business Institute	HVAC	Erie	06/01/2011		06/30/2012	
<input type="checkbox"/>	Township Training Center	Introduction to Trade Career Center					

25 Search Clear Detail Delete Print List **Schedule**



On the Services tab, the following fields are required and must be populated:

Planned Start Date

Actual Start Date

Planned End Date

Program Svc Type (drop-down)

- ITA Training for training services;
- Non-ITA Training for On-the-Job Training or Customized Training
- Intensive for all Supportive Services or Needs Related Payments.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search Customer Detail Comp Assess **Services**

Malinak, State-Grant SSN: OSOS ID: NY009679278

<< < Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Ad > >>

Detail

Provider Name: Dental Auxiliary Training of Western New York - Cat

Original Obligation: Total Obligation: \$ 0.00

Offering Cost: \$ 1.00 Actual Cost:

Planned Start Date: 07/26/2010 Planned End Date: 12/18/2010

Actual Start Date: 07/26/2010 Actual End Date:

Next Contact Date: Minimum Hours:

Program Svc Type: ITA-Training Completed: **ITA-Training**

Number of Weeks: Core

Min. Prog. Agreed: Core Staff Assisted

Achv. Objective: Follow Up

Program: Intensive

Agency: Non-ITA Training

Youth Services

Office: Chautauqua Works Dunkirk Change Office

Funding

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

Total Funding: Add Edit Delete

Petition #: RR Event #

Achievement Objective	Service
<input type="checkbox"/>	Assessment Interview, Initial Assessment
<input checked="" type="checkbox"/>	Dental Auxiliary Training of Western New

New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost

Save Customer Detail Comp Assess Comments Check Labor Market Information

The ITA training service must be linked the Services tab Program drop-down choice of **NEG ARRA Dislocated Worker**.

Customer Search Customer Detail Comp Assess **Services**

Malinak, State-Grant SSN: OSOS ID: NY009679278

<< < Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Ad >>

Detail

Provider Name Dental Auxiliary Training of Western New York - Cat
 Original Obligation Total Obligation \$ 0.00
 Offering Cost \$ 1.00 Actual Cost
 Planned Start Date 07/26/2010 Planned End Date 12/18/2010
 Actual Start Date 07/26/2010 Actual End Date
 Next Contact Date Minimum Hours
 Program Svc Type ITA-Training Completed
 Number of Weeks
 Min. Prog. Agreed
 Achv. Objective

Program (dropdown menu open):
 Adult Ex-offender Re-employment Initiative
 Adult Supplemental
 Career Pathways - OTDA
 Chamber of Commerce OJT
 DW Supplemental
 Discretionary DW
 Gas Card Support. Svcs. TAs #09-03, #09-1
 Incumbent Worker Waiver
 Limited English Prof. & Context. Learning
NEG ARRA Dislocated Worker (highlighted)
 NFA - Financial District NYC
 NYC Business Solutions Training
 NYS OMH Demonstration Grant
 OASAS - NYS Office of Alcoholism and Substan
 OCFS Youth
 RFP Disconnected Youth
 RFP Emerging and Transitional Worker
 RFP#13N Reg. Sector-Cluster Based Strat.
 Rapid Response - TAA Training Related Service
 State Parks Conservation Corps
 Statewide ITA Pilot RFQP15
 WIRED
 Workers Impacted by Berger Com. Report
 Youth ITA Waiver
 zPY 2000 Rapid Response Supplemental Fundin
 zPY 2000 State Supplemental Funding (Inactive)
 zPY 2001 Adult Supplemental (Inactive)
 zPY 2001 DW Supplemental (Inactive)
 zPY 2002 Adult Supplemental (Inactive)

Funding

Level	Source	Obligated	Actual	Oblig #

Total Funding \$ 1.00 Add Edit Delete
 Petition #
 RR Event #

Service
 Assessment Interview, Initial Assessment
Dental Auxiliary Training of Western New

Service Summary Payments Tracking Change Actual Cost
 Comments Check Labor Market Information

Staff: Kuhnari, Neil Security: Delete 07/30/2010

Click on **Save**.

Customer Search Customer Detail Comp Assess **Services**

Malinak, State-Grant SSN: OSOS ID: NY009679278

<< < Agency Info Achievement Objectives **Services** Service History Enrollments Outcomes Comments Audit Training Ad >>

Detail

Provider Name Dental Auxiliary Training of Western New York - Cat
 Original Obligation Total Obligation \$ 0.00
 Offering Cost \$ 1.00 Actual Cost
 Planned Start Date 07/26/2010 Planned End Date 12/18/2010
 Actual Start Date 07/26/2010 Actual End Date
 Next Contact Date Minimum Hours
 Program Svc Type ITA-Training Completed
 Number of Weeks
 Min. Prog. Agreed
 Achv. Objective
 Program **NEG ARRA Dislocated Worker**
 Agency Chautauqua WAE Change Office
 Office Chautauqua Works Dunkirk

Funding

Level	Source	Obligated	Actual	Oblig #

Total Funding Add Edit Delete
 Petition #
 RR Event #

Achievement Objective Service
 Assessment Interview, Initial Assessment
Dental Auxiliary Training of Western New

New Service Delete Service Authorization IPA Service Summary Payments Tracking Change Actual Cost
Save Customer Detail Comp Assess Comments Check Labor Market Information

1. Enter \$1 into the **Total Funding** field.
2. Click the **Add** button to access the available funds.

The screenshot shows the 'Services' tab for 'Malinak, State-Grant'. The 'Funding' section is active, displaying a table with columns: Level, Source, Obligated, Actual, and Oblig #. The 'Total Funding' field is highlighted with a red box and contains '\$ 1'. A green arrow labeled '1' points to this field. The 'Add' button is also highlighted with a red box, with a green arrow labeled '2' pointing to it. Below the table, there are fields for 'Petition #' and 'RR Event #'. At the bottom, there are buttons for 'New Service', 'Delete Service', 'Authorization', 'IPA Service Summary', 'Payments', 'Tracking', and 'Change Actual Cost'. A 'Save' button is also visible at the very bottom.

1. Highlight the **NEG ARRA – Dislocated Worker** fund.
2. Enter “\$1” into the **Obligated Amount** box. Click **OK**.

The screenshot shows the 'Funding -- Webpage Dialog' window. It contains a table with columns: Level, Funding Source, Year, and Remaining. The 'NEG ARRA - Dislocated Worker' row is selected, indicated by a checkmark in the 'Level' column. A green arrow labeled '1' points to this row. Below the table, the 'Obligated Amount' field is highlighted with a red box and contains '\$ 1.00'. A green arrow labeled '2' points to this field. The 'OR Obligated Percentage' is set to '100'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog. The background shows the same 'Services' tab as the previous screenshot.

Click **Save**.

Add comments and details about the services, using factual information that includes dates.

1. Click on the **Comment** button to enter the comment.
2. Add the comment.

The screenshot displays a software interface for managing services. At the top, there are tabs for 'CUSTOMER', 'PROVIDER', 'EMPLOYER', 'STAFF', and 'HELP'. Below these, there are sub-tabs for 'Customer Search', 'Customer Detail', 'Comp Assess', and 'Services'. The main area shows details for 'Malinak, State-Grant' with SSN and OSOS ID. A 'Comment -- Webpage Dialog' box is open, containing a text area with a comment about a dental hygienist training plan. The 'Save' button in the dialog is highlighted with a red box and a green arrow labeled '3'. The 'Comments' button in the bottom navigation bar is highlighted with a red box and a green arrow labeled '1'. The 'Save' button in the bottom navigation bar is highlighted with a red box and a green arrow labeled '4'. A green arrow labeled '2' points to the text area in the dialog box.

3. Click the **Save** button on the **Comment - - Webpage Dialog** box.
4. Click the **Save** button at the bottom of the screen before leaving the Services module.

Training Addl Info Custom Tab

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

The screenshot shows a software interface with a top navigation bar containing buttons for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this is a sub-navigation bar with buttons for Customer Search, Customer Detail, Comp Assess, Services, and Training Addl Info. The main content area displays customer information for Malinak, Chris M. (SSN: OSOS ID: NY010448017) and a list of services. The Training Addl Info section is currently empty. The interface includes various input fields and buttons for data management.

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

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

Emerging & Transitional Workers / Disconnected Youth RFPs
Green Component
Sector

WIA/TAA/State Specific Training
O*Net Title
O*Net Title
NAICS
NAICS

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

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**.

Customer: Malinak, Chris M. SSN: OSOS ID: NY010448017

Navigation: CUSTOMER, PROVIDER, EMPLOYER, STAFF, HELP

Sub-navigation: Customer Search, Customer Detail, Comp Assess, Services

Service List:

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 shows a software interface for managing customer services. At the top, there are tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs for Customer Search, Customer Detail, Comp Assess, and Services. The main header displays the customer name 'Malinak, Chris M.', SSN, and OSOS ID: NY010448017. A navigation bar includes links for Info, Achievement Objectives, Services, Service History, Enrollments, Outcomes, Comments, Audit, and Training Addl Info. The 'Services' section contains a table with columns for 'Achv. Objective', 'Service', and 'Pgm Svc Type'. The table lists three services: 'Initial Assessment Intensive', 'CASAC education ITA-Training', and 'LPN ITA-Training'. The 'LPN ITA-Training' row is selected, and a red box highlights the 'Add' button at the bottom left. A yellow arrow points to the 'Add' button. To the right of the table is a form for 'Emerging & Transitional Workers / Disconnected Youth RFPs' with fields for 'Green Component' and 'Sector'. Below that is a form for 'WIA/TAA/State Specific Training' with fields for 'O*Net Title' and 'NAICS'. At the bottom of the interface are buttons for Save, Customer Detail, Comp Assess, Comments, and Check Labor Market Information.

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

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.

The screenshot shows a web application interface for customer services. The top navigation bar includes tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. The main content area displays customer information for Malinak, Chris M. (SSN: OSOS ID: NY010448017) and a list of services. A red box highlights the 'Emerging & Transitional Workers / Disconnected Youth RFPs' and 'WIA/TAA/State Specific Training' sections. A yellow arrow points to a checkmark next to the Record ID '580' in the 'Training Addl Info' 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

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

At the time that this guide was written, October 13, 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.

Completing both the **Green Component** and the **Sector** data fields in this section 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.

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 the training will lead to a green occupation, then select “**Yes**” from the drop down list. If not, then select “**No**”.

The screenshot displays a software application window with a blue header and orange footer. The header contains tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below the header, there are sub-tabs for Customer Search, Customer Detail, Comp Assess, and Services. The main content area shows customer information for Malinak, Chris M. (SSN: [redacted], OSOS ID: NY010448017). A navigation bar includes links for Info, Achievement Objectives, Services, Service History, Enrollments, Outcomes, Comments, Audit, and Training Addl Info. The Services section contains a table with columns for Achv. Objective, Service, and Pgm Svc Type. The selected service is LPN (ITA-Training). The Training Addl Info section has a table with a Record ID column. A red box highlights the Green Component and Sector dropdown menus, with a yellow arrow pointing to the Sector dropdown.

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 a software interface for a customer named Malinak, Chris M. The interface includes tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. The main navigation bar includes Customer Search, Customer Detail, Comp Assess, and Services. The Services tab is active, showing a table of services and a dropdown menu for Sector. The 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 menu, and a yellow arrow points to the 'Other (ETW/DCY)' option.

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

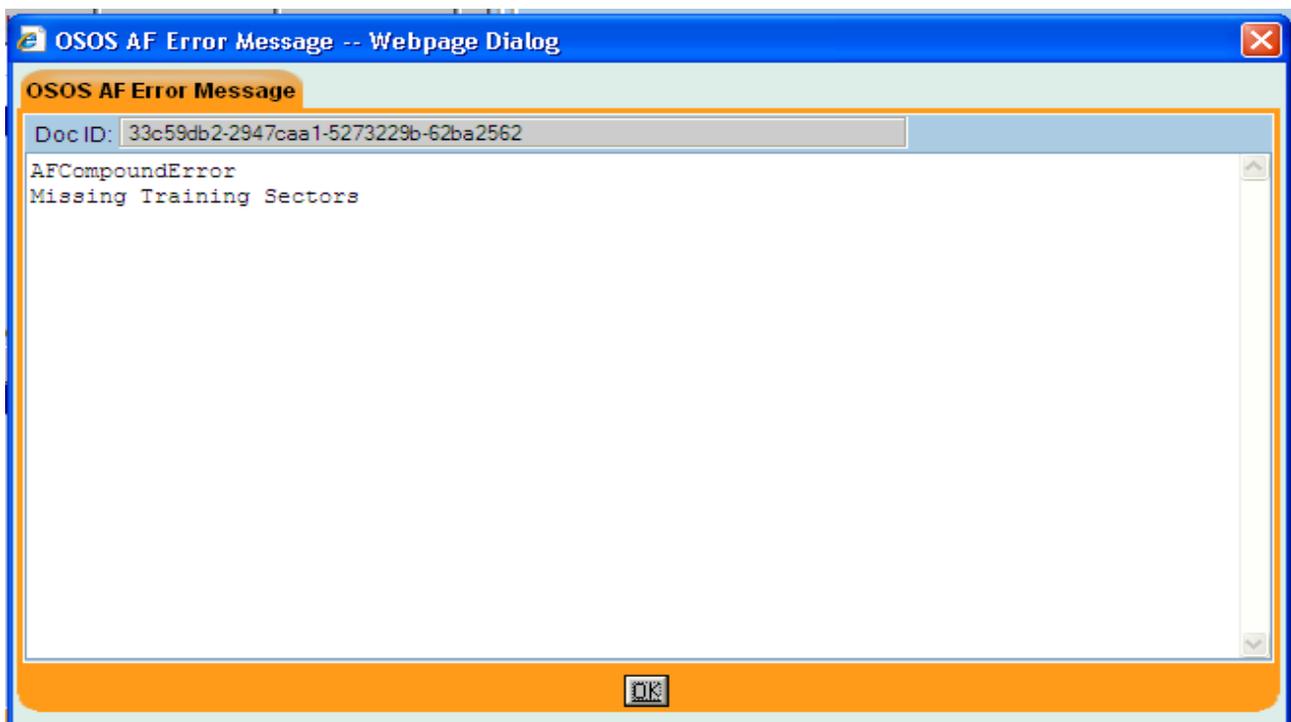
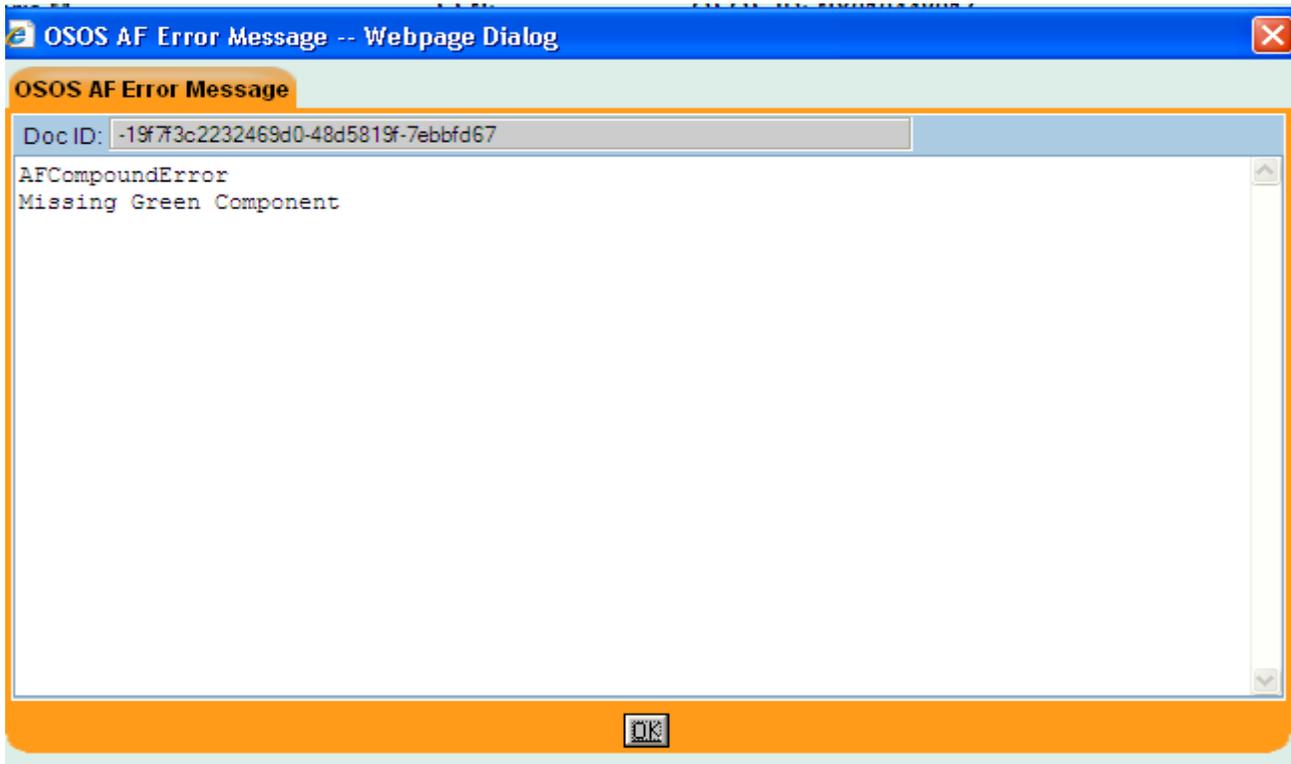
Buttons: Add, Delete, Print List, Help, Print Record, Audit, Save, Customer Detail, Comp Assess, Comments, Check Labor Market Information

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** are used to indicate the occupational goal for the customer and the respective training service.



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**.

The screenshot shows a software interface with a top navigation bar containing buttons for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this is a sub-navigation bar with buttons for Customer Search, Customer Detail, Comp Assess, and Services (which is highlighted). The main content area displays customer information: Malinak, Chris M., SSN: [redacted], and OSOS ID: NY010448017. A secondary navigation bar includes buttons for <<, <, >, >>, and Training Addl Info (which is highlighted). Below this is a table with columns: Service, Achv Objective, Service, and Pgm Svc Type. The table contains three rows: 'Initial Assessment Intensive', 'CASAC education ITA-Training', and 'LPN ITA-Training'. A red arrow points to the checkmark in the first column of the 'LPN ITA-Training' row. To the right of the table is a form titled 'Emerging & Transitional Workers / Disconnected Youth RFPs' with fields for Green Component and Sector. Below this is a section titled 'WIA/TAA/State Specific Training' with fields for O*Net Title and NAICS, each with a corresponding button. At the bottom of the form is a 'Training Addl Info' table with a 'Record ID' column. The interface also includes buttons for Add, Delete, Print List, Help, Print Record, and 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	

WIA/TAA/State Specific Training

O*Net Title

NAICS

1. If no **Record ID** appears when placing a check mark in the box next to the occupational training service, then 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 blue as an indication that the data field has become active.
2. If a **Record ID** value appears, place a check mark next to the number.

The screenshot displays a software interface for customer services. At the top, there are tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs for Customer Search, Customer Detail, Comp Assess, and Services. The main content area shows customer information for Malinak, Chris M. (SSN: OSOS ID: NY010448017) and a navigation bar with tabs for Info, Achievement Objectives, Services, Service History, Enrollments, Outcomes, Comments, Audit, and Training Addl Info. The Services tab is active, showing a table with columns for Achv. Objective, Service, and Pgm Svc Type. The table lists three services: Initial Assessment Intensive, CASAC education ITA-Training, and LPN ITA-Training. The LPN service is selected and checked. Below the table is the Training Addl Info section, which includes a Record ID field containing the value 580. A green arrow labeled '2' points to the checkmark in the Record ID field. A green arrow labeled '1' points to the Add button. The WIA/TAA/State Specific Training section is highlighted with a red box, showing fields for O*Net Title and NAICS. The O*Net Title field is currently empty, and the NAICS field is also empty. The interface includes various buttons such as Add, Delete, Print List, Help, Print Record, and Audit.

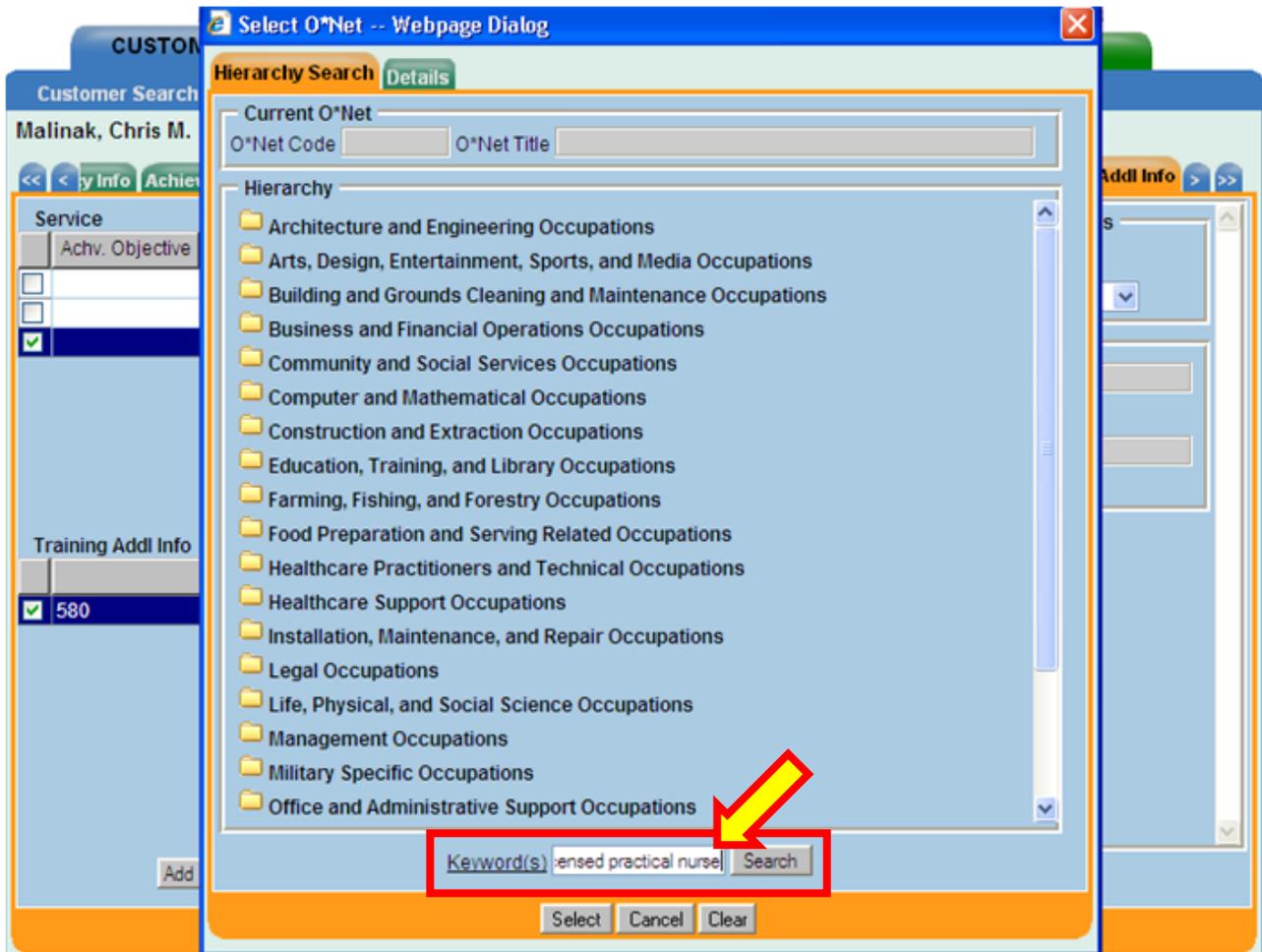
Click the **O*Net Title** button to bring up the **Select O*Net- - Webpage Dialog** box.

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**.



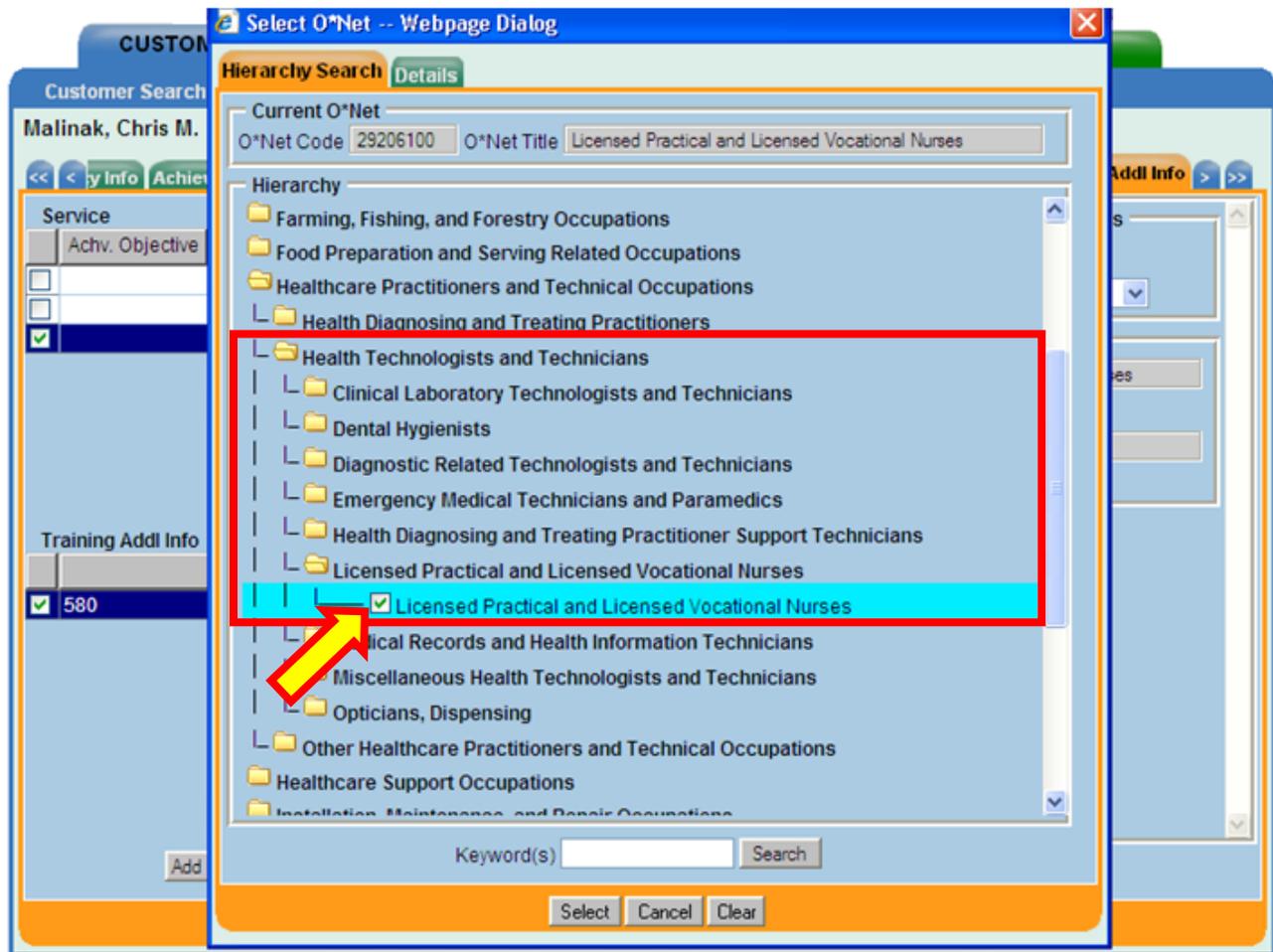
Click **Select**.

Click **Save**.

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

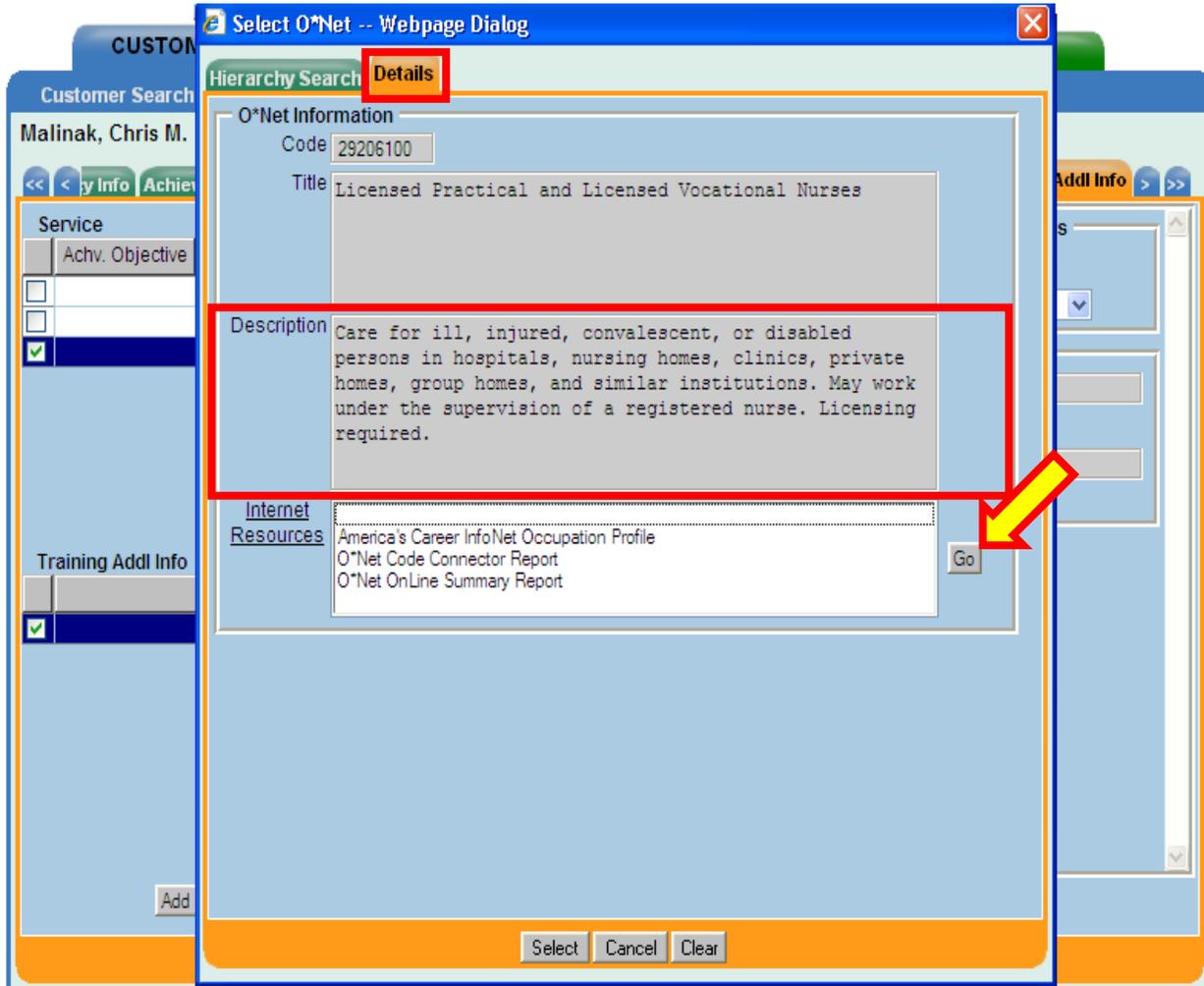
Check the box next to the most appropriate title.

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 NYOSOS 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: 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: No

Sector: Healthcare (ETW/DCY)

WIA/TAA/State Specific Training

O*Net Title: Licensed Practical and Licensed Vocational Nurses

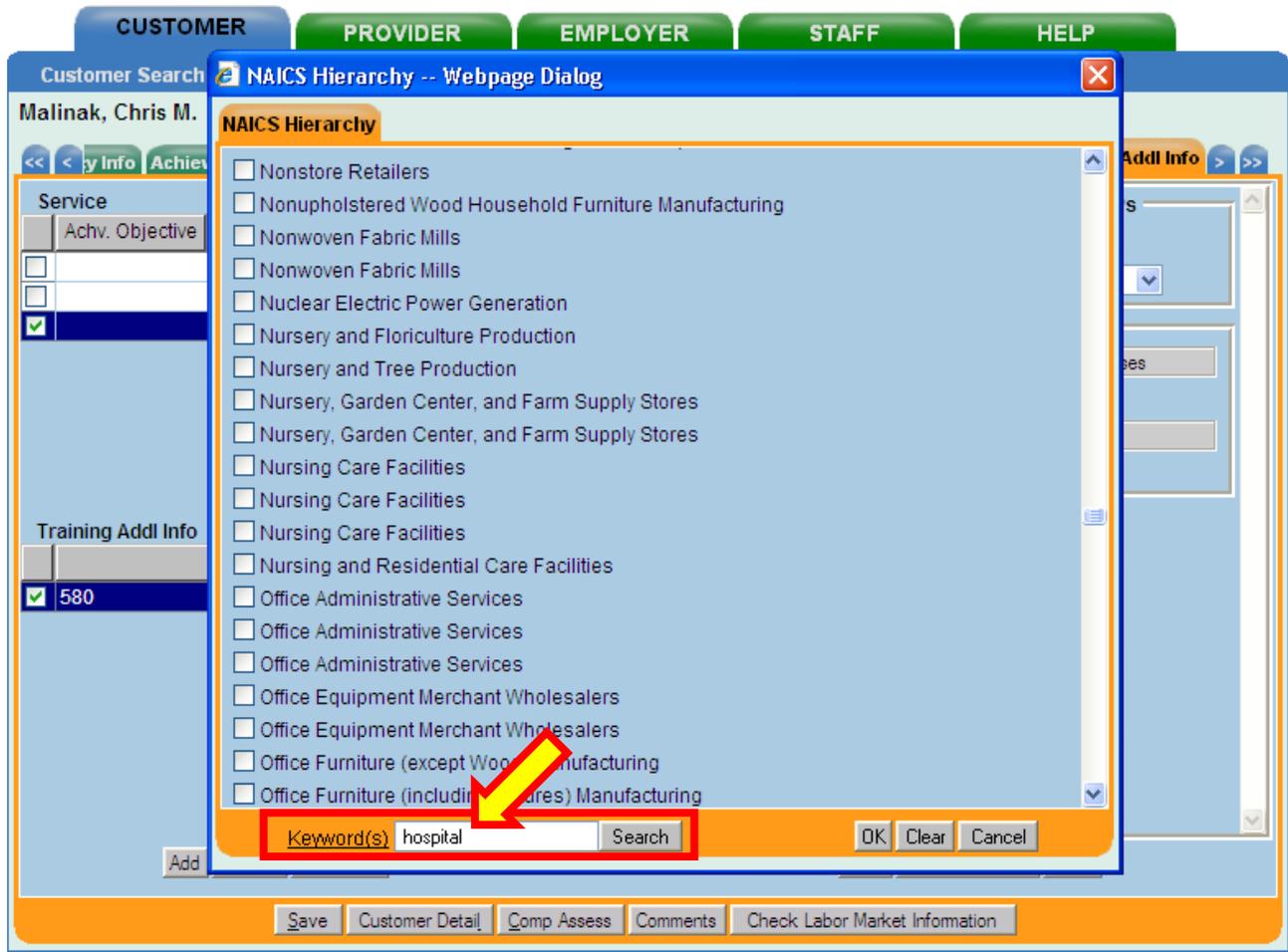
NAICS:

Buttons: 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.

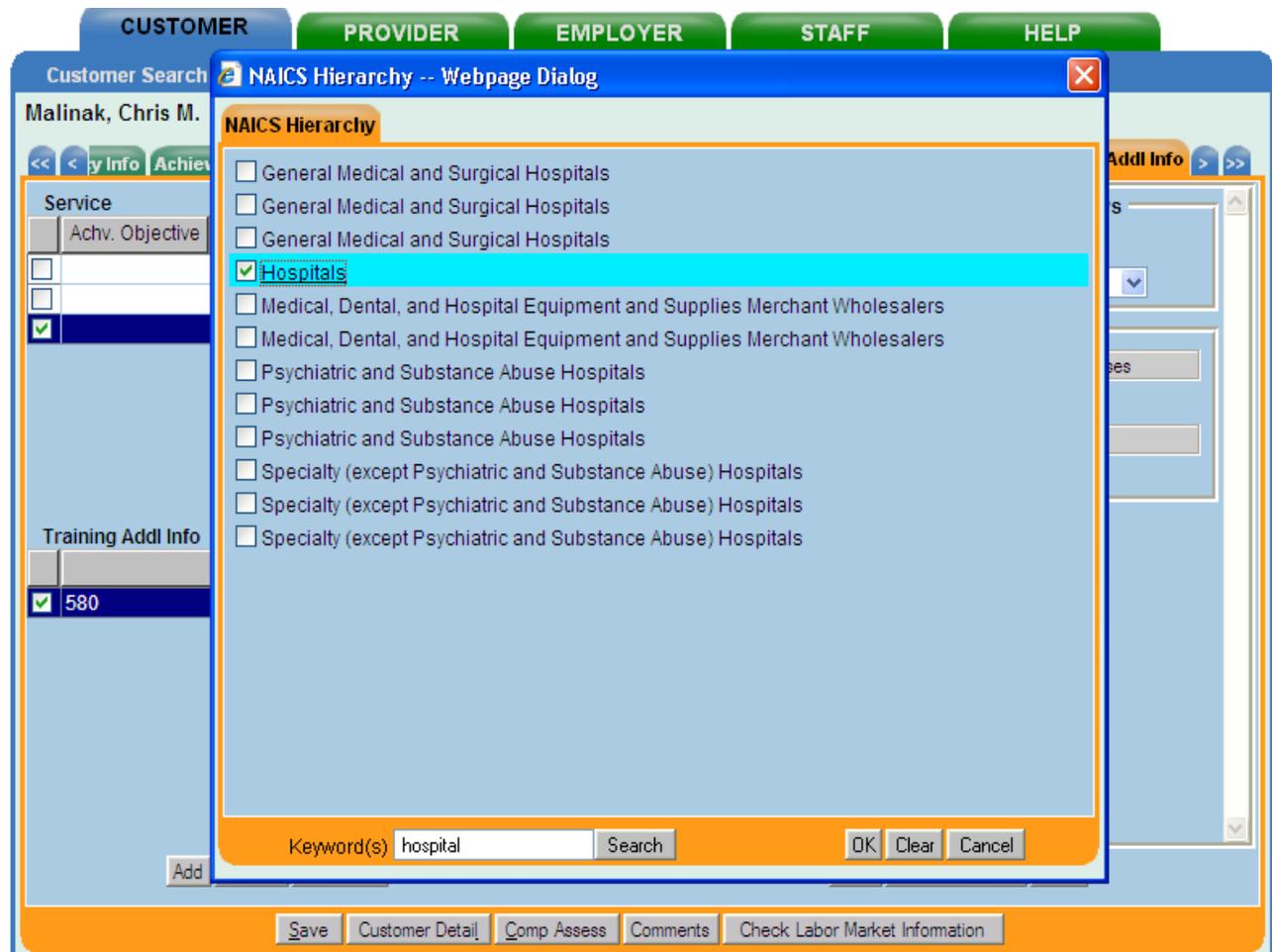
You may scroll to the box next to the appropriate industrial classification or data enter the type of business into the Keyword(s) text box.



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 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. 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
 NAICS: Hospitals

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

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.

Add Outcomes Custom Tab

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

The screenshot shows the 'Services' window for customer Malinak, Chris M. (SSN: [redacted], OSOS ID: NY000312662). The 'Add Outcomes' tab is active, displaying a table of existing outcomes and a form to add new ones.

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

Add 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

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

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

1. Outcome
2. Add Outcomes
3. Credential/Certificate Info from Outcomes Tab
4. Additional Outcome Information, which has two subsections:
 - **National Work Readiness Credential**
 - **Industry Wide Recognized Occupational Certificate**

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Customer Search Customer Detail Comp Assess **Services**

Malinak, Chris M. SSN: OSOS ID: NY000312662

<< < Intent Objectives Services **Service History** Enrollments Outcomes Comments Audit Training Add Info **Add 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

Add 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

Add Delete Print List Help Print Record Audit

Save Customer Detail Comp Assess Comments Check Labor Market Information

Unlike other sections of NYOSOS, the user may not sort the individual columns by clicking the column headings.

The screenshot shows the 'Services' section of the NYOSOS application. 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 (which is currently selected). The customer's name is Malinak, Chris M., with SSN and OSOS ID: NY000312662. A secondary navigation bar includes: <<, <, Intent Objectives, Services, Service History, Enrollments, Outcomes, Comments, Audit, Training Addl Info, Addl Outcomes, >, >>. The main content area is divided into two panes. The left pane, titled 'Outcome', contains a table with columns: Program, Enr. Date, and Exit Date. A red box highlights the 'Exit Date' column header, with a yellow arrow pointing to it. The table lists several outcomes, including WIA, Common Measure, and Labor Exchange, with their respective enrollment and exit dates. The right pane, titled 'Credential/Certificate Info from Outcomes Tab', contains fields for 'Attained Credential', 'Credential Type', and 'Date Attained'. Below this are sections for 'Additional Outcome Information', including 'National Work Readiness Credential' and 'Industry Wide Recognized Occupational Certificate', each with 'Attained' checkboxes and 'Date Attained' fields. At the bottom of the main area are buttons for 'Add', 'Delete', 'Print List', 'Help', 'Print Record', and 'Audit'. A footer bar contains buttons for 'Save', 'Customer Detail', 'Comp Assess', 'Comments', and 'Check Labor Market Information'.

	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

Activating the Add 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 a software interface for managing outcomes. At the top, there are tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs for Customer Search, Customer Detail, Comp Assess, and Services. The main header shows the customer name Malinak, Chris M., SSN, and OSOS ID: NY000312662. A navigation bar includes links for Objectives, Services, Service History, Enrollments, Outcomes, Comments, Audit, Training Addl Info, and Addl Outcomes. The 'Addl Outcomes' tab is active, showing a table of outcomes and a form for adding new ones.

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	

Below the table is an 'Addl Outcomes' section with a 'Record Id' column and a checkbox. To the right is a form for 'Credential/Certificate Info from Outcomes Tab' with fields for 'Attained Credential' (Yes), 'Credential Type' (Occupational skills license), and 'Date Attained' (05/10/2010). Below this are sections for 'National Work Readiness Credential' and 'Industry Wide Recognized Occupational Certificate', each with 'Attained' checkboxes and 'Date Attained' fields. At the bottom left are buttons for 'Add', 'Delete', and 'Print List'. At the bottom right are buttons for 'Help', 'Print Record', and 'Audit'. At the very bottom are buttons for 'Save', 'Customer Detail', 'Comp Assess', 'Comments', and 'Check Labor Market Information'.

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

If no **Record ID** appears when placing a check mark in the box next to the Common Measures Program and then click the **Add** button.

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.

The screenshot displays a software interface for managing customer information. At the top, there are tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below these are sub-tabs: Customer Search, Customer Detail, Comp Assess, and Services (which is currently selected). The main header shows the customer's name, Malinak, Chris M., and their SSN and OSOS ID.

The interface features a navigation bar with tabs: <<, <, <ent Objectives, Services, Service History, Enrollments, Outcomes, Comments, Audit, Training Add Info, Addl Outcomes, >, >>. The 'Outcomes' tab is active, showing a table of enrollment records.

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

Below the table is an 'Addl Outcomes' section with a 'Record Id' field and a checkbox. At the bottom of the table area are buttons for 'Add', 'Delete', and 'Print List'.

The right side of the interface shows a detailed view for the selected enrollment. A red box highlights the 'Credential/Certificate Info from Outcomes Tab' section, which contains the following information:

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

Below this section are two other sections for 'National Work Readiness Credential' and 'Industry Wide Recognized Occupational Certificate', each with an 'Attained' checkbox and a 'Date Attained' field.

At the bottom of the interface are buttons for 'Save', 'Customer Detail', 'Comp Assess', 'Comments', and 'Check Labor Market Information'. On the right side, there are buttons for 'Help', 'Print Record', and 'Audit'.

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.

The screenshot displays a software interface for managing customer information. 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 Add Info, Addl Outcomes, >, >>. The "Outcomes" tab is active, showing a table with columns: Outcome, Program, Enr. Date, and Exit Date. The table contains several rows, with "Common Measu" selected. A red box highlights the "Credential/Certificate Info from Outcomes Tab" section, which includes fields for "Attained Credential", "Credential Type", and "Date Attained". A purple arrow points from the "Common Measu" row in the table to this section. Below this section is "Additional Outcome Information" with fields for "National Work Readiness Credential" and "Industry Wide Recognized Occupational Certificate", each with "Attained" checkboxes and "Date Attained" fields. At the bottom, there are buttons for "Add", "Delete", "Print List", "Help", "Print Record", "Audit", "Save", "Customer Detail", "Comp Assess", "Comments", and "Check Labor Market Information".

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

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

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 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"/>	

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

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 Add Info **Add Outcomes** > >>

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

Addl Outcomes

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

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.

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

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

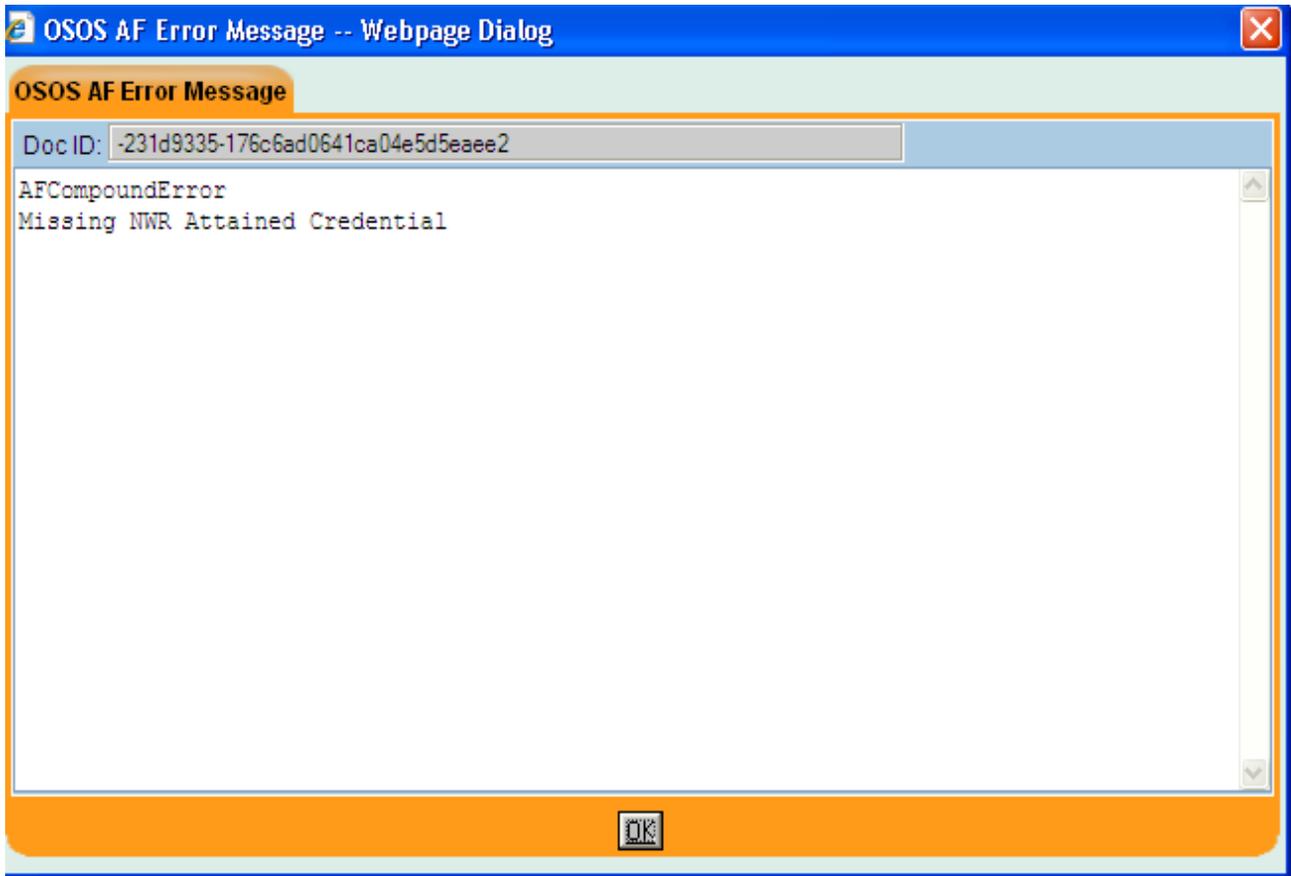
National Work Readiness Credential
Attained:
Date Attained:

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

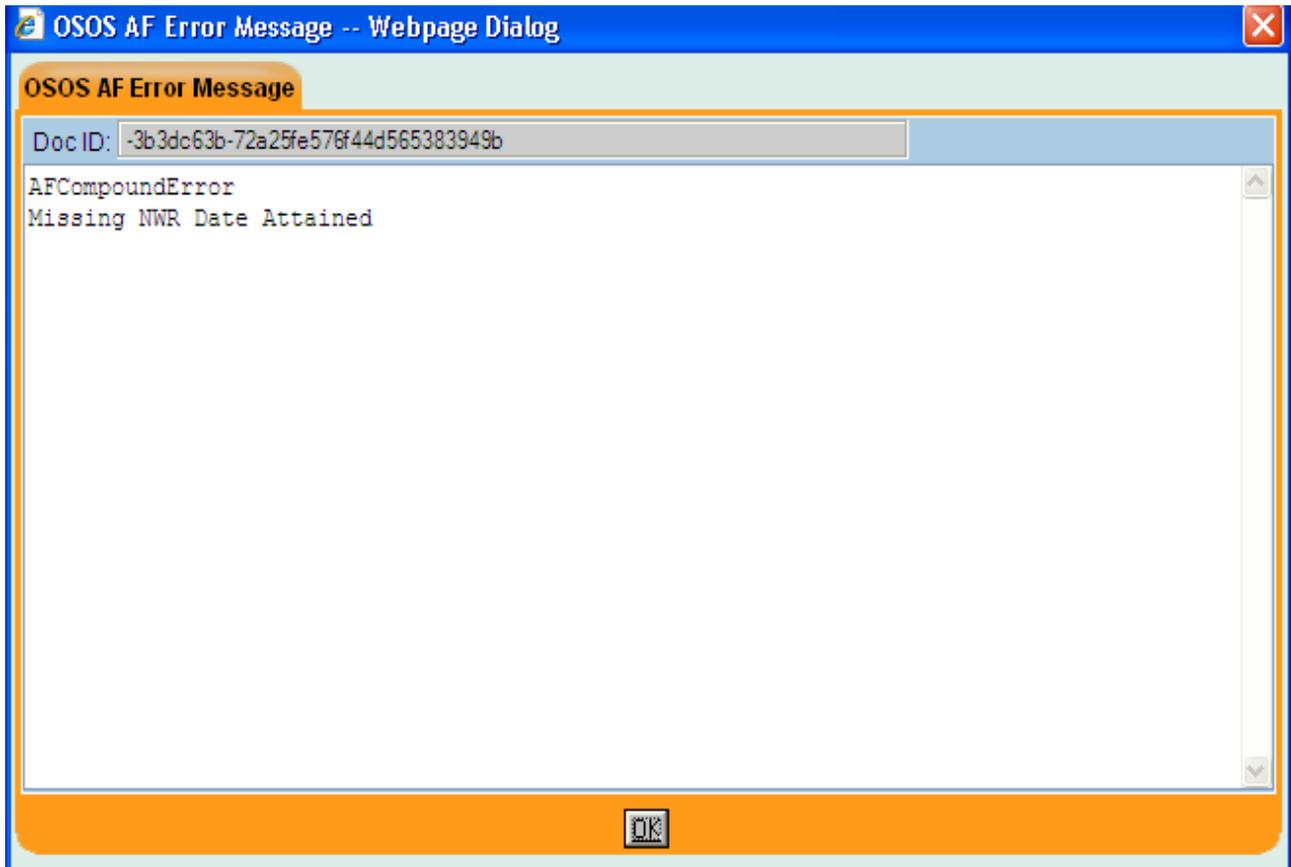
The **National Work Readiness Credential** is only earned once the individual passes the Standardized test administered through a credentialed testing center.

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.

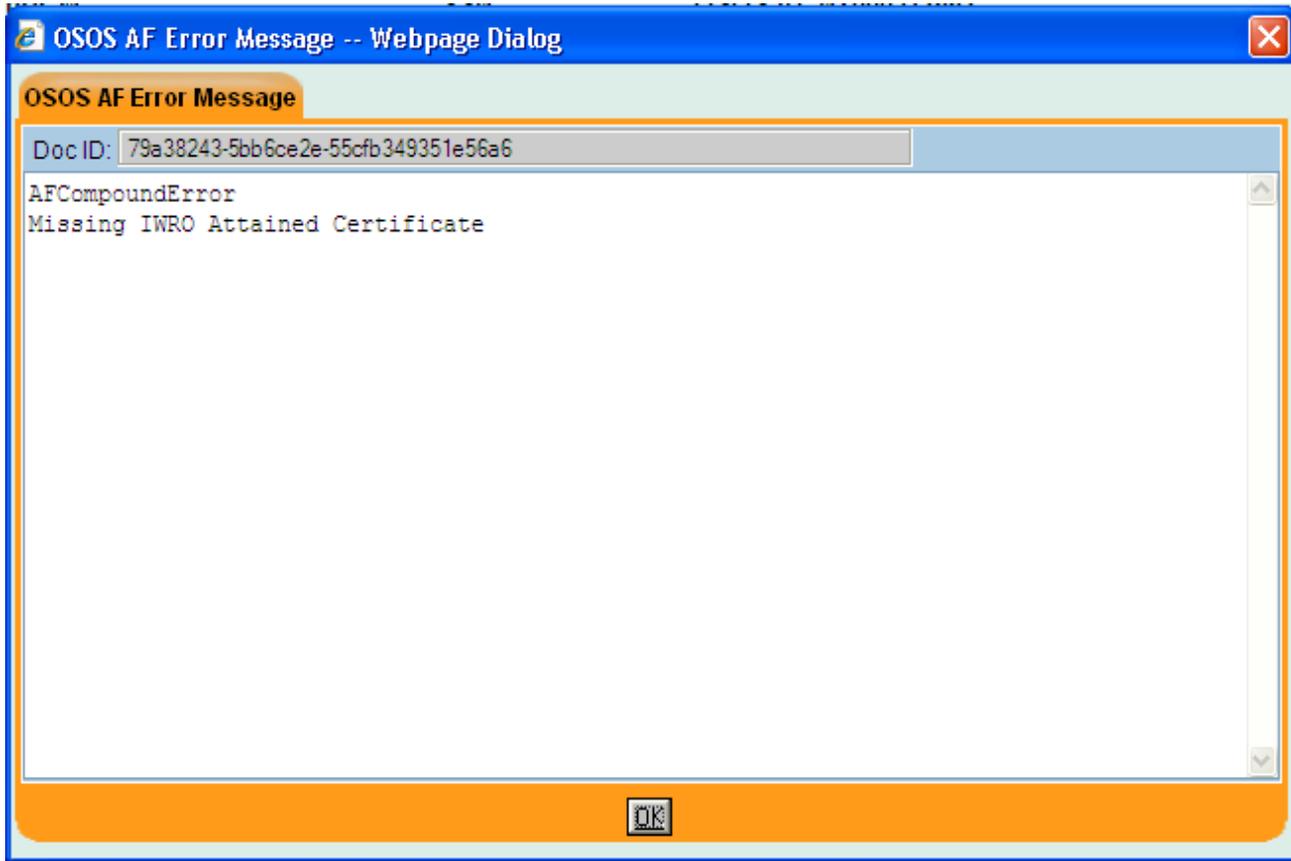
When indicating a date when the National Work Readiness Credential was attained and not checking the “Attained” box will result in the following error message:



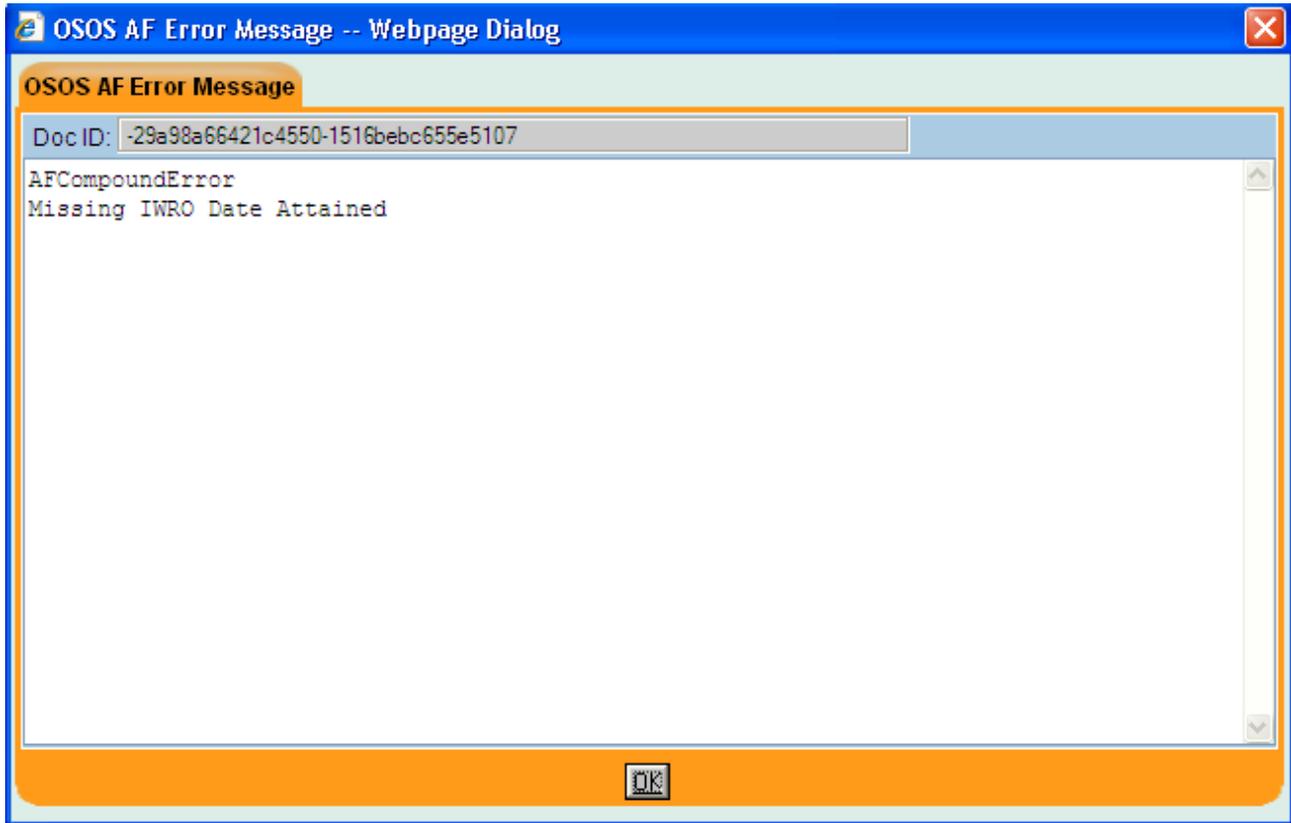
When indicating that a **National Work Readiness Credential** was attained and not providing a date will result in the following error message:



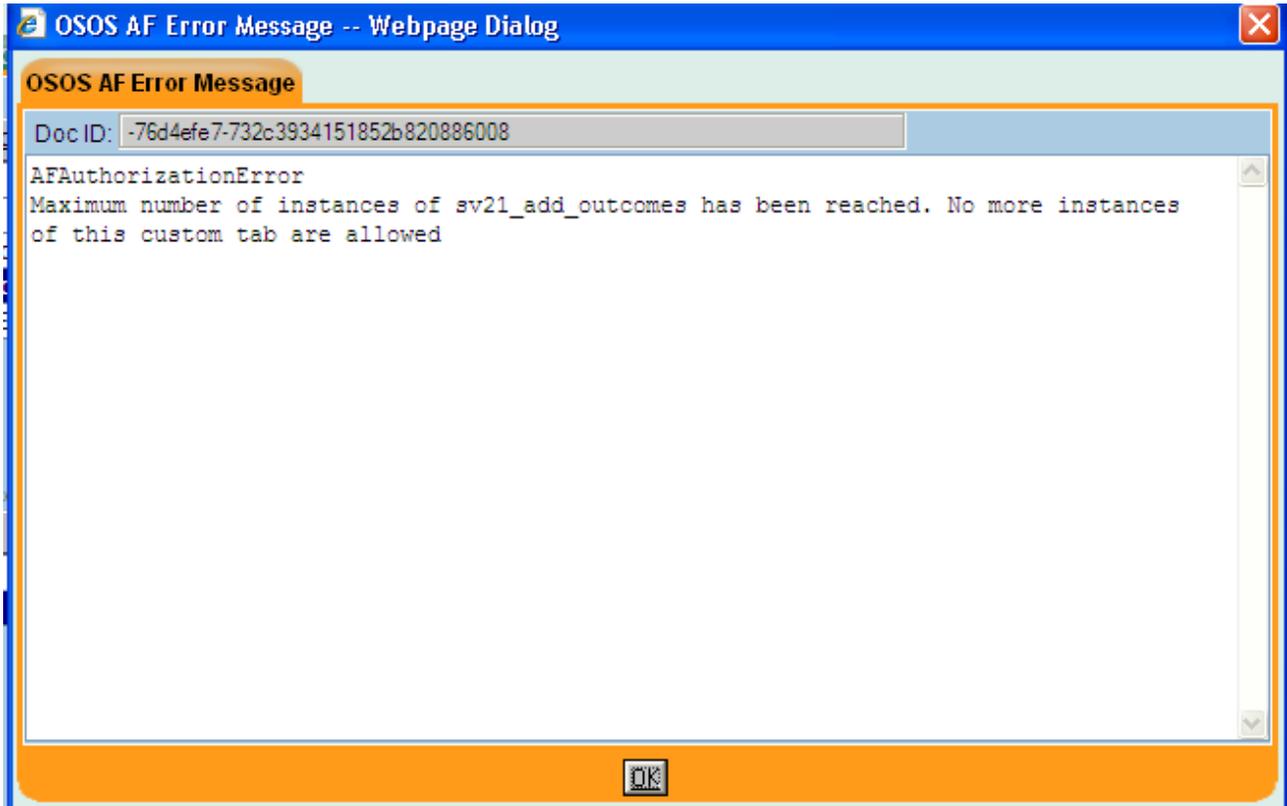
When indicating a date when an **Industry Wide Recognized Occupational Certificate** was attained and not checking the “Attained” box will result in the following error message:



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:

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

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