RECORDING AN INITIAL ASSESSMENT ACTIVITY

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PURPOSE
This serves as an attachment to TA 08 - 4.2 and as the user guide describing the appropriate data entry for an initial assessment.

OSOS DATA ENTRY
According to TA 08-4.2, all customers must receive an Initial Assessment within the current enrollment. This is recorded in OSOS through the following steps:

- Record the Initial Assessment in the Customer Detail section of OSOS.
  - Select the “Activities” button and select the appropriate OSOS L1 activity as an: L1 Staff Assisted Core Assessment Interview, Initial Assessment

- Record either of the L1 State Specific Initial Assessment Outcomes:
  - Job Search Ready Services (JSRS) – IA Outcome or
  - Career Development Ready Services (CDS) – IA Outcome
Record a Comment that justifies the Initial Assessment outcome. Use the SENSE Case Note Writing Model (e.g., SENSE- Situation, Evaluation, Next Steps, sufficient Information, employment Related)

Resources and Assistance
Additional program information, OSOS guides and other resources can be found at:

http://labor.ny.gov/workforcenypartners/osos.shtm

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