Summer Jobs Express!
Quick Guide for NYOSOS Data Entry

Setting up Provider / Provider Services / Service Offerings

1. Demonstration Program – Not included in Performance Measures or Quarterly WIASRD / Annual Reports therefore will not create or extend:
    a. a WIA enrollment (Youth, Adult, or DW)
    b. a Common Measures enrollment
    c. a LEX enrollment
    d. a TAA/TGAA enrollment
    e. New Enrollment Type = *Summer Jobs Express!*
    f. Not linked to Common Measures or any other Federal Program
    g. New Funding Stream: *Summer Jobs Express!*
        i. Only for LWIBs who are approved for the RFQ
        ii. WIB level

2. New Provider = *SJE! - (LWIB Name)*
    i. The Provider name has been data entered for you into NYOSOS
    ii. An *inactive* location (zzz-DNU-zzz this location) has been data entered so that the Provider data could be saved in NYOSOS. Do not use this location.
    iii. Each LWIB must populate the Provider Locations with the actual location
        1. The Employer's name, followed by the City name, followed by the street name (if space allows) is the location for the work experience service
           (ie: Joe's Diner – Albany – Central Ave)
        2. The same entry must be listed as the Provider Location's City

3. New Provider Service
    a. Service type = *Work Experience (code – 143) found in L2 WIA Youth Specific folder*
    b. Service name = *SJE - Employment 5 plus Weeks*
    c. Service Description
        i. *SJE - - Private Business*
        ii. *SJE - - Gov't/Public Business*
    d. Eligibility Status = *Not Approved* (for ITA-Training funds)

4. Other Provider services for the Summer Jobs Express program
    a. NWRC
        i. Coursework: use the NWRC Statewide Provider / Services / Offering – fund w/ SJE! funding
        ii. Taking Exam: use the NWRC Statewide Provider / Services / Offering – fund w/ SJE! funding
    b. Services
        i. Service type = *Not Approved* for ITA-Training funds
        ii. Service name = Initial Assessment, IEP, work readiness training, supportive services, etc.
        iii. Service Description = same as your WIA Service Descriptions for these services
        iv. WIA Eligibility status = *Not Approved* (for ITA-Training funds)

5. Offering – each LWIB/OSC will need to create an offering for each above service and each location listed in Provider Location (usually the security coordinator for the local area)
    a. Select appropriate *Location* (Provider Location) from drop down menu for each service provider and worksite
    b. Populate
        i. Service cost = *$1.00*
        ii. Start date = No earlier than *06/13/2011*

iii. End date = No later than *09/30/2011*
iv. Available seats = *leave blank*
v. Monday = checked
vi. Description = *Specific Offering for 2011 Summer Jobs Express!*

Linking Youth Customers to Specific Offering

1. Search for customer in OSOS. If no record is found, create a new customer registration
2. Once existing customer record data fields have been created or updated, click the Services button
3. Ensure that customer has an Active enrollment in your Agency on the Agency Tab
   a. If agency is not listed, click the New Agency button and fill in appropriate fields, click the Save button
   b. If agency is listed, but Inactive, change value to Active, click the Save button
4. Services Tab
   a. Click the New Service button – navigates to Offering Search screen
   b. Select General Info tab
      i. To find the Work Experience – Employment 5 plus weeks offering
         1. Type in the Provider Name = SJE! - <Local WIB Name>
         2. Type in Service Name
         3. Click the Search button
      ii. To find either of the NWRC related services (class instruction / taking the exam)
         1. Type in Provider Name = NWRC Statewide Provider
         2. Click the Search button
   c. Highlight desired Offering from returned results and click the Detail button
      i. Review the Offering specifics to ensure it is the correct record
      ii. Click the Return to Search button
   d. If correct Offering, click the Schedule button. NYOSOS navigates back to Customer Detail/Services Window/Services Tab. Some fields will automatically be populated
      NOTE: A scroll bar for additional data fields will be displayed with version 5.3.01.
   e. Complete data entry
      i. Program Service Type = Instead of the usual Youth Services Program Service Type, choose Staff Assisted Core or Intensive Program Service Type from the table below. The Summer Jobs Express program does not fund training services (ITA-Training or Non-ITA Training)
      ii. Program = leave blank
      iii. Choose Achievement Objective from drop down list box
      iv. Click the Save button
      v. Highlight service row at bottom
      vi. Enter $1.00 into Total Cost on Funding box
      vii. Click the Add button
      viii. In the Funds Webpage Dialog box
         1. Highlight the WIB Level – Summer Jobs Express! – PY2011 fund
         2. Enter $1.00 into Obligated Amount and click the Okay button

Note: WIA Youth Local Funds may be used in duplicate service to keep the WIA enrollment open and avoid the 90 day exit.

   a. Obligated Amount will need to total to $1.00 for the SJE funding.
   b. Obligated Amount will need to total to $0.00 for the WIA Youth Local funding.
      ix. Click the Save button

Note: As each youth service ends, remember to enter the Actual End Date and whether the service was Completed successfully in the Customer Service tab

Summer Jobs Express! (summer 2011) – Allowable Service Types and Program Service Type

SERVICE TYPE	PROGRAM SERVICE TYPE
Assessment Interview, Initial Assessment	Core Staff Assisted
Career Guidance - Core	Core Staff Assisted
Job Development Contact	Core Staff Assisted
Job Finding Club	Core Staff Assisted
Job Search Planning	Core Staff Assisted
Job Search Workshop	Core Staff Assisted
Orientation (Other)	Core Staff Assisted
Resume Preparation Assistance	Core Staff Assisted
Resume Writing Workshop	Core Staff Assisted
Workforce Information Services Staff Assisted (LMI)	Core Staff Assisted
Assessment - Comprehensive and Specialized Skill Level and Service Needs Assess	Intensive
Basic Skills/Life Skills	Intensive
Career Guidance - Intensive	Intensive
Comprehensive Guidance and Counseling (Youth Only)	Intensive
Job Coaching	Intensive
Job Shadowing (Youth Only)	Intensive
Leadership Development Opportunities (Youth Only)	Intensive
Mentoring (Youth Only)	Intensive
Needs Related Payments (WIA Only)	Intensive
Summer-Related Employment Opportunities (Youth Only)	Intensive
Supportive Services - Child Care	Intensive
Supportive Services - Dependent Care	Intensive
Supportive Services - Housing	Intensive
Supportive Services - Transportation	Intensive
Supportive Services (Other)	Intensive
Test Administration	Intensive
Work Experience (Youth Only)	Intensive
Alternative Secondary School Services (Youth Only)	Intensive
Tutoring Study Skills Training, Drop Out Prevention Strategies (Youth Only)	Intensive

Ending the Summer Jobs Express! Enrollment

6. Enrollments Tab
   a. Enrollment Information
      i. Enrolled in Education
   b. Exit Info
      i. Youth must be hard exited from the *Summer Jobs Express!*
      ii. Exit Reason: select Other Reason

7. Add'l Outcomes Tab
   a. SJE! NWRC – Work Skills Curriculum Data
      i. Highlight the Summer Jobs Express! program to access the data fields for the Pre-Test Assessment, OFFICIAL Work Readiness Practice Test, and National Work Readiness Credential
      ii. Select the existing record or, if necessary add a new record by clicking the Add button
   b. Pre-Test Assessment
      i. Date = date that youth takes the Pre-Test
      ii. Scores = Pass or Fail from drop down list
   c. OFFICIAL Work Readiness Practice Test
      i. Date = date that youth takes the Practice Test
      ii. Scores = Pass or Fail from drop down list

      Note: If youth does not pass all four portions of the Official Work Readiness Practice Test on the first try and passes the failed portions on a subsequent day – simply replace the date value with the most recent date when all four parts have been passed.

8. National Work Readiness Credential
   a. Once Youth has taken and passed the NWRC exams, click on the □ to place a check indicating NWRC attained
   b. Enter the date that the Youth attained the National Work Readiness Credential