

Subsequent Eligibility Review Process for the Eligible Training Provider List

Local Workforce Investment Boards (LWIBs) and Training Providers must use the Subsequent Eligibility Review Process detailed in this attachment when determining whether subsequent eligibility should be granted to certain providers and their offerings. The following instructions for implementing this process are available on the Eligible Training Provider (ETP) website at www.labor.state.ny.us/etp/default.asp. Training providers must report performance information for offerings that have reached their subsequent eligibility due date; LWIBs and their staff must use this information as part of their subsequent eligibility review process. As a final step in the local review process, LWIB decisions regarding subsequent eligibility must be recorded using these screens on the ETP website.

Instructions/Actions for Training Providers:

Training Providers will be notified via an e-mail distribution from NYSDOL’s Research and Statistics Division that a subsequent eligibility review is due and the screens are available for reporting subsequent eligibility performance information. Training providers should visit the ETP website and log on with their user name and password to view the notification of which offerings, if any, are due for subsequent eligibility review. From the provider management main page (**Screen 1**), click on “Eligibility Alerts” to view the list of offerings.

Screen 1

The screenshot displays the ETP Site Manager interface. At the top, the header includes 'ETP SITE MANAGER' and 'PROVIDER MANAGEMENT'. Below the header, the user is identified as 'test provider3' with ID# 1856563. A navigation menu includes 'Provider Main', 'Offerings', 'Locations', 'Contacts', 'Reports', 'Templates', and 'Help'. The main content area is titled 'PROVIDER MANAGEMENT MAIN' and features four management buttons: 'Offerings Management', 'Locations Management', 'Contacts Management', and 'Reports & Alerts'. A left sidebar contains three sections: 'OFFERING ALERTS' with links for 'Approval Alerts [0]', 'Eligibility Alerts [1]', 'Initial Pending [0]', 'Outside Requests [0]', and 'Edit Requests [1]'; 'INFORMATION CENTER' with links for 'LWIA Announcements', 'DOL Announcements', 'Policy and Guidelines', 'LWIA Local Policies', and 'Help and F.A.Q.'; and 'ADDRESS BOOK' with links for 'LWIB Contacts' and 'DOL Contacts'. The footer includes navigation links for 'NYSETPL | Offering Search | Provider Search | Location Search | Announcements' and is powered by 'Atometa Digital'.

Click on “ADD PERFORMANCE DATA” (Screen 2) to enter subsequent eligibility information.

Screen 2

The screenshot shows the ETP Site Manager web application interface. The top navigation bar includes 'ETP SITE MANAGER' and 'OFFERING ALERTS'. The user is logged in as 'test provider3'. The main content area is titled 'OFFERING ELIGIBILITY ALERTS' and contains a table of offering records. The table has columns for 'Offering Title', 'Last Approved', 'Eligibility Date', and 'Actions'. Two records are listed: 'testttt3' and 'test may 20'. The 'test may 20' record has a blue link for 'ADD PERFORMANCE DATA' in the Actions column.

Offering Title	Last Approved	Eligibility Date	Actions
testttt3	1/15/2003	10/15/2004	EDIT ADD PERFORMANCE DATA
test may 20	5/20/2002	2/20/2004	EDIT ADD PERFORMANCE DATA

Select the offering title from the drop-down list (Screen 3) and enter the dates of the offering. Providers should complete as much of the form as pertains to their offering, and those fields requiring an entry by their LWIB. All information on this form is self-reported by the Training Provider. Click “SUBMIT PERFORMANCE INFORMATION” at the bottom of the page.

Screen 3

The screenshot shows the 'OFFERING MANAGEMENT' interface in the 'ETP SITE MANAGER'. The user is logged in as 'test provider3'. The main content area is titled 'ADD OFFERING PERFORMANCE DATA' and includes a 'Required Field' indicator. The form is divided into several sections:

- Select Offering:** A dropdown menu is set to 'sub eligibility testf'.
- SECTION 1 - Specify the Beginning and Ending Date of the Offering:** Fields for 'Begin Date' and 'End Date' are present, both with MM/DD/YYYY format.
- SECTION 2 - WIA Participants:** A question asks 'Did you have a WIA funded student enrolled in the offering?' with 'Yes' and 'No' radio buttons. An 'IMPORTANT NOTE' section follows, explaining that 'Yes' responses require completion of Section 3 AND 4, while 'No' responses require completion of Section 4 ONLY.
- SECTION 3 - WIA Funded Students Performance Information:** A list of six items with corresponding input fields:
 - Number of WIA funded students enrolled in offering
 - Number of WIA funded students that completed the offering
 - Number of WIA funded students that did not complete the offering
 - a. Number of WIA funded students in question 3 that withdrew failing
 - b. Number of WIA funded students in question 3 that withdrew passing
 - c. Number of WIA funded students in question 3 that received an incomplete
 - Number of WIA funded students that obtained a credential, licensure, certification or other measures of skill attainment after completing this course.
 - Number of WIA funded students placed in unsubsidized employment following completion of this offering.
 - Average monthly wages at placement of the WIA funded students in question 5.
- Section 4 - All Students Performance Information:** A list of six items with corresponding input fields:
 - I. Number of students enrolled in offering
 - II. Number of students that completed the offering
 - III. Number of students that did not complete the offering
 - a. Number of students in question III that withdrew failing
 - b. Number of students in question III that withdrew passing
 - c. Number of students in question III that received an incomplete
 - IV. Number of students that obtained a credential, licensure, certification or other measures of skill attainment after completing this course.
 - V. Number of students placed in unsubsidized employment following completion of this offering.
 - VI. Average monthly wages at placement of the students in question V.

At the bottom of the form is a button labeled 'SUBMIT PERFORMANCE INFORMATION'. Below the form, there are navigation links: [NYSETPL](#) | [Offering Search](#) | [Provider Search](#) | [Location Search](#) | [Announcements](#). The footer text reads 'Powered by Atometa Digital'.

Please note that a Training Provider may return to the ETP website and enter performance information for multiple occurrences of the same training offering. Also, providers may enter performance information at any time; they do not need to wait for eligibility alerts.

Training Providers should maintain up-to-date information on the ETP website at all times. Phone numbers, contact names and e-mail addresses, offering costs, etc. must be kept current. Information regarding compliance with the appropriate oversight agency or entity must be reviewed and updated by providers at the time of subsequent eligibility. ***The Training Provider should be in compliance with their respective oversight agency at the time of application for inclusion on the ETP list, and verify that the information is current and valid at all times.***

Instructions/Actions for LWIBs and their Staff:

Attachment C to this Technical Advisory is the Subsequent Eligibility Evaluation Checklist for LWIBs, which suggests elements to include in its local area subsequent eligibility review process.

LWIBs should post both their initial eligibility policy and their subsequent eligibility policy on the ETP website for viewing by providers in their area. For assistance with posting policies or announcements, contact Christine Steenburgh of NYSDOL at (518) 457-1321. LWIBs may also wish to contact providers in their area to transmit information regarding local subsequent eligibility policies.

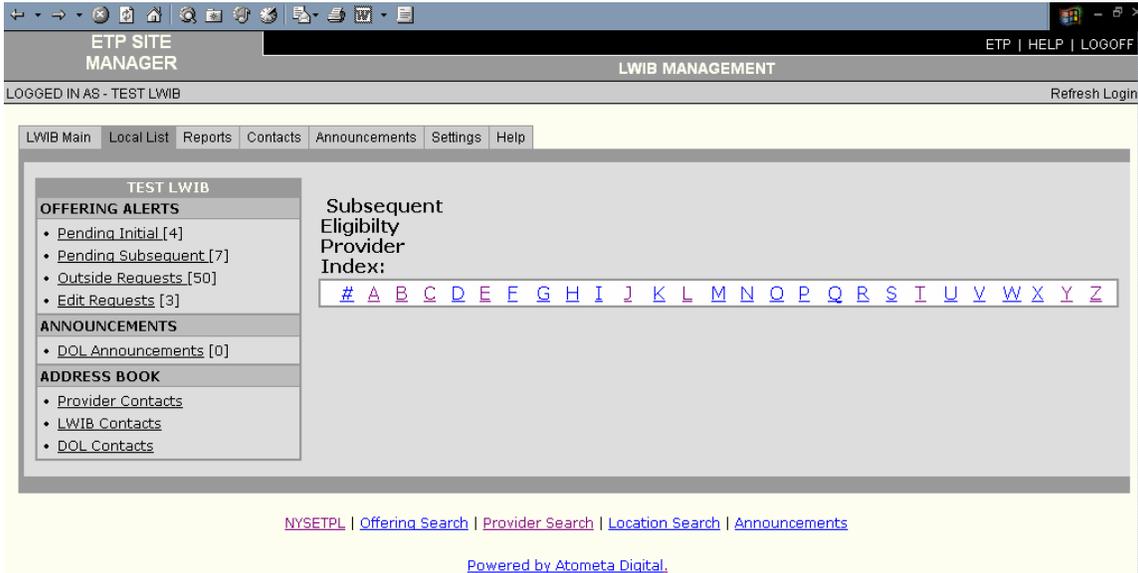
To view their list of offerings requiring subsequent eligibility review, LWIBs should log on to the ETP website. From the LWIB MANAGEMENT MAIN page ([Screen 4](#)), click on “Pending Subsequent.”

Screen 4

The screenshot shows the ETP Site Manager interface. At the top, it says "ETP SITE MANAGER" and "LWIB MANAGEMENT". Below that, it says "LOGGED IN AS - TEST LWIB" and "Refresh Login". The main content area is divided into two columns. The left column is titled "TEST LWIB" and contains three sections: "OFFERING ALERTS" with links for "Pending Initial [4]", "Pending Subsequent [7]", "Outside Requests [50]", and "Edit Requests [3]"; "ANNOUNCEMENTS" with a link for "DOL Announcements [0]"; and "ADDRESS BOOK" with links for "Provider Contacts", "LWIB Contacts", and "DOL Contacts". The right column is titled "LWIB MANAGEMENT MAIN" and contains four buttons: "Local List Management", "Reports Management", "Contacts Management", and "Announcements". At the bottom of the page, there are links for "NYSETPL", "Offering Search", "Provider Search", "Location Search", and "Announcements", and a footer that says "Powered by Atometa Digital".

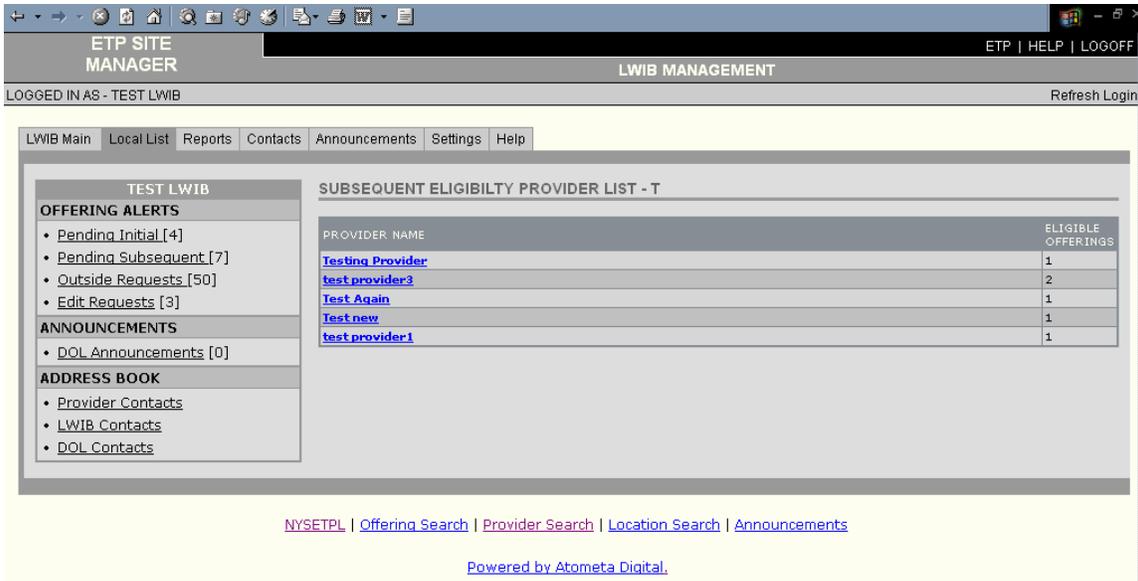
From the Provider Index (Screen 5), select a letter of the alphabet.

Screen 5



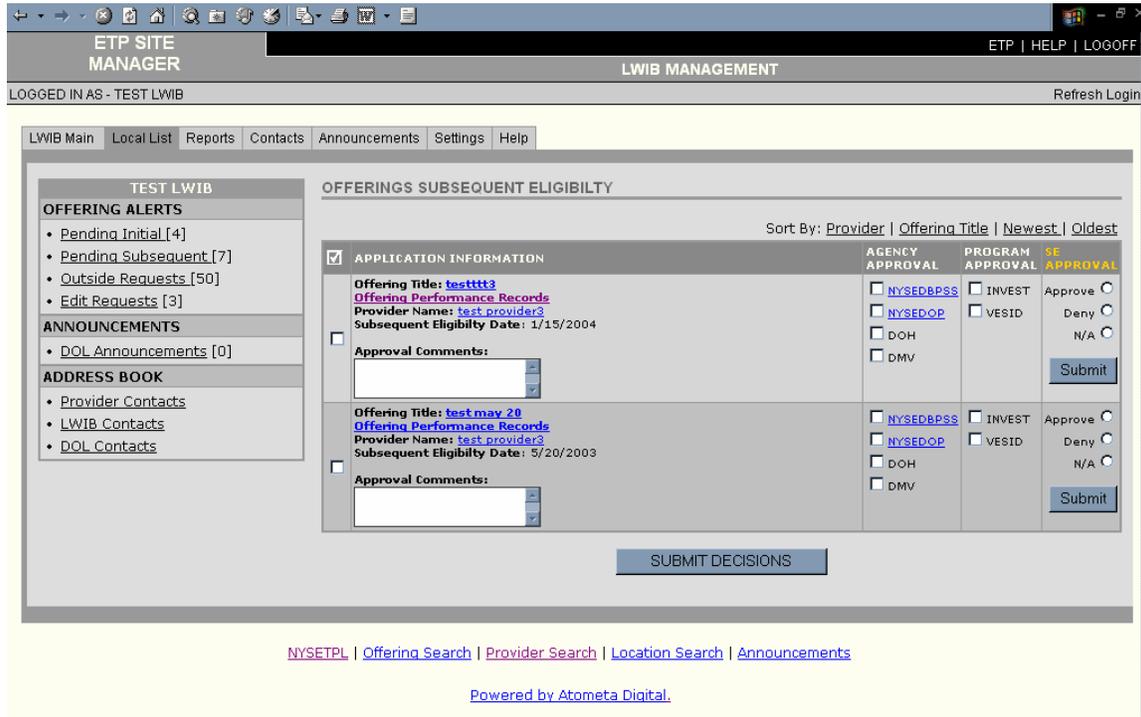
Click on the provider name (Screen 6) for a list of offerings (Screen 7).

Screen 6

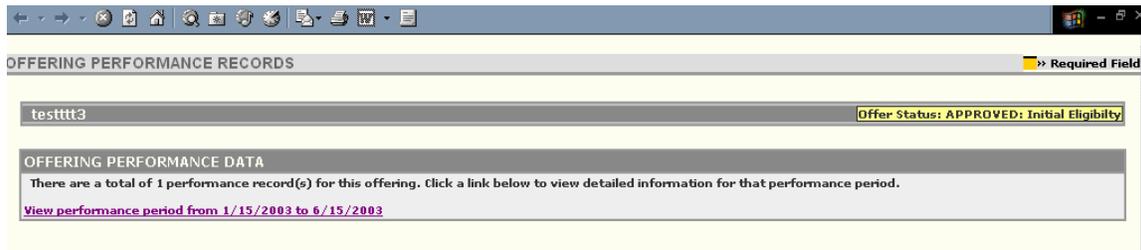


Click on “Offering Performance Records” (Screen 7) to view message indicating whether there is performance information for an individual offering and the dates. If no performance information has been entered, that will be indicated (Screen 8). Click on the “View performance period from ...” (Screen 8) to view the performance information entered by the provider (Screen 9).

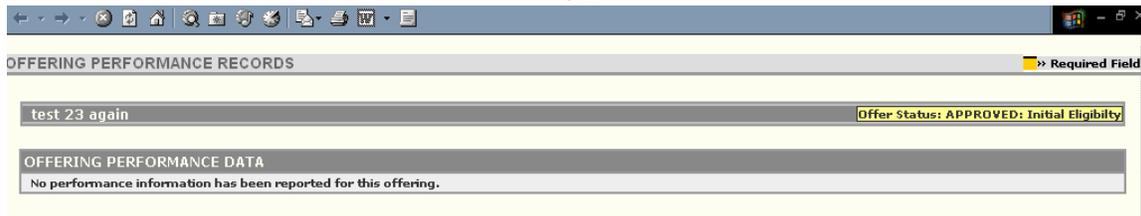
Screen 7



Screen 8



OR



Screen 9

REVIEW OFFERING PERFORMANCE DATA	
» Offer Title	test
» Provider	Testing Provider
SECTION 1 - Offering Performance Period	
» Begin Date	9/1/2003
» End Date	12/31/2003
SECTION 2 - WIA Participants	
» Did you have a WIA funded student enrolled in the offering?	
No	
» IMPORTANT NOTE:	
Providers complete section 3 AND 4 for "Yes" responses and complete section 4 ONLY for "No" responses to the above question.	
SECTION 3 - WIA Funded Students Performance Information	
1. Number of WIA funded students enrolled in offering	0
2. Number of WIA funded students that completed the offering	0
3. Number of WIA funded students that did not complete the offering	0
a. Number of WIA funded students in question 3 that withdrew failing	0
b. Number of WIA funded students in question 3 that withdrew passing	0
c. Number of WIA funded students in question 3 that received an incomplete	0
4. Number of WIA funded students that obtained a credential, licensure, certification or other measures of skill attainment after completing this course.	0
5. Number of WIA funded students placed in unsubsidized employment following completion of this offering.	0
6. Average monthly wages at placement of the WIA funded students in question 5 .	0
Section 4 - All Students Performance Information	
I. Number of students enrolled in offering	6
II. Number of students that completed the offering	6
III. Number of students that did not complete the offering	0
a. Number of students in question III that withdrew failing	0
b. Number of students in question III that withdrew passing	0
c. Number of students in question III that received an incomplete	0
IV. Number of students that obtained a credential, licensure, certification or other measures of skill attainment after completing this course.	0
V. Number of students placed in unsubsidized employment	6
VI. Average monthly wages at placement of the students in question V.	1500

To enter the subsequent eligibility status for the offerings, close the performance data window (Screen 9) to return to Screen 7. Click in the white box next to the offering title, click on the appropriate status circle ("Approve," "Deny" or "N/A") and then click "Submit." Comments may also be typed in the text box. Training Providers will be notified by e-mail of their subsequent eligibility status. Any comments included by the LWIB will appear in the e-mail.