

OSOS DATA ENTRY CHART – DEWS Central Review Unit Staff Activities

L1 STATE SPECIFIC		Revised: 7/10/09	
IMPORTANT REQUIREMENT: DEWS Central Review Unit staff must enter the Activity at the time of occurrence to accurately capture the date the Activity was performed. (In the rare exceptions when it is not possible to enter the OSOS 599 Activity on the same date it occurs, please be sure to change the “Activity Date” when entering the Activity from the default (current) date to the actual date the Activity was performed.)			
Code	Activity	Definition	Guidance
New Activity -- Code Needed	599CRU 599 Recommendation Package Received	Records the date the DEWS Central Review Unit receives the 599 recommendation package (OS44R).	No specific content documentation required in COMMENTS.
1052	599CRU Issue with OS Recommendation	Records the date and reason(s) DEWS Central Review Unit staff disagree with the One-Stop Center staff recommendation to approve the training program.	In COMMENTS, explain the basis for the disagreement and all issues that need to be addressed prior to issuing a determination.
1042	599CRU Issue Resolved	Records that the outcome of DEWS Central Review Unit identified issue(s) and the resulting Approval or Disapproval recommendation.	In COMMENTS, explain how the issue(s) was resolved and identify any additional information or clarification provided in support of the original One-Stop Center staff recommendation.
1041	599CRU Issue Resolved – Application Needs Minor Corrections	Records the date and agreement that the application can be approved with minor corrections. In this case, the 599 recommendation will be held pending “timely” submittal of corrected 599 training application.	In COMMENTS, list the minor corrections needed for the 599 application to be approvable. NOTE: In cases where the training program must be modified (i.e., a change in courses or training schedule, etc.), the 599 application will be disapproved. A new training application will need to be submitted.
New Activity -- Code Needed	599CRU Corrected 599 Recommendation Package Received	Records the date the DEWS Central Review Unit received the corrected 599 recommendation package (OS44R).	No specific content documentation required in COMMENTS.
New Activity -- Code Needed	599CRU 599 Recommendation Submitted to SPU	Records the date the DEWS Central Review Unit completes its review and submits the 599 recommendation to SPU.	No specific content documentation required in COMMENTS.
New Activity -- Code Needed	599CRU Dropped Application	Records the date DEWS Central Review Unit staff dropped a 599 application because the training was complete prior to completion of the review.	No specific content documentation required in COMMENTS.