

TA# 10-13 OSOS Data Entry Attachment

Initial Assessment

- Please Note that under the Incentive Eligibility Standard, TA 10-13 references that 95% of all customers – whether or not the customer received training services - must have received an Initial Assessment within the current enrollment. This is indicated in NYOSOS through the following steps:
 1. Record the service as:
L1 Staff Assisted Core /
Assessment /
Initial Assessment, Assessment Interview.
 2. Record a Comment that justifies the Initial Assessment outcome (e.g., Problem, Action, Result or Situation, Assessment, Next Steps)
 3. Record one of two L1 State Specific / Initial Assessment Outcome /
 - a. Career Development Ready Services (CDS) – IA Outcome
 - b. Job Search Ready Services (JSRS) – IA Outcome

Training Services

- Individual Training Account (“ITA”) or “Non-ITA” services must be entered as an L2 service into the OSOS Customer module / Services window and be linked to a funding stream. For specific details, please see the [Common Measures Desk Guide for Provider Module Data Entry and Maintenance](http://www.labor.state.ny.us/workforcenypartners/osos/deskguideprovider.pdf), which may be found at the following website:
<http://www.labor.state.ny.us/workforcenypartners/osos/deskguideprovider.pdf>
- The O*Net Title is a required field used to indicate the primary occupational goal related to all Workforce Investment Act (WIA), Trade Adjustment Assistance (TAA), Trade and Globalization Adjustment Assistance (TGAA), and State contract funded Adult, Dislocated Worker (DW), and Trade Act customer ITA and Non-ITA training; as well as Youth that receive training.
 - Record this O*NET Title in the Training Addl Info tab found in the Customer module Services window.
 - The NAICS is optional, but users are encouraged to complete this field when the information is available.
- Following any enrollment, the O*Net Title reflecting subsequent employment should be recorded in the Customer module / Services window / Outcomes tab.
 - The employment must first be recorded in the “Employed in Quarter after Exit” before an O*NET Title may be entered.
 - The remainder of the Employment section may then be completed.

Participants Who Exit While Certifying for UI Benefits

- The goal is to keep customers engaged in the Workforce System while certifying for and receiving UI benefits. In NYOSOS, this is indicated by the customer having an open enrollment (no exit date) for at least one program: Labor Exchange (LEX), Workforce Investment Act (WIA), or Trade/Trade Globalization Assistance Act (TAA/TGAA).

SMART 2010

- Effective July 6, 2010, the customer's SMART 2010 status is to be recorded in OSOS by clicking the "Activity" button and selecting the L1 State Specific service / SMART 2010 and one of the three available choices:
 - Customer subscribed to SMART 2010
 - Unsubscribed - Employed
 - Unsubscribed - Other Reason
- An Initial Assessment of the customer must have occurred and be recorded in OSOS as an L1 Staff Assisted Core service for Adults and DW or as an L2 service for Youth customers.
- Effective July 6, 2010, the initial assessment outcome is to be recorded in OSOS as an L1 State Specific / Initial Assessment (IA) / Career Development services (CDS) -- IA Outcome Job Search Ready services (JSRS) -- IA Outcome Customers having an L1 State Specific / Initial Assessment Outcome / Job Search Ready services (JSRS) – IA Outcome are included in the denominator for this Customer Service Indicator.

National Work Readiness Credential

- The credential is data entered into OSOS as an L2 service for Adult and DW customers or as an L2 WIA Youth specific service for Youth.
 - For Adults and DW data entry, go to the Customer module / Services window / Services tab and enter a new service.
 - ❖ If the training is being provided through an ITA with an eligible training provider, then the training should be recorded as ITA-funded.
 - ❖ If the training is not being funded using an ITA, but instead is being provided under a contract with a service provider, then the training should be recorded as non-ITA funded.Record the service as
L2 Training
Training
Work-Related / Job Readiness Training
Select the "ITA" or "Non-ITA" Program Service Type as described above.
 - For youth data entry, go to the Customer module/Services window/Services tab and enter an Achievement Objective that will link to this new service. Record the service as L2 WIA Youth specific service / Training / Work-Related / Job Readiness Training and select the "Youth Services" Program Service Type.
 - Be sure to record the service's Actual End Date and the "Completed" status.
- The Addl Outcomes custom tab, "National Work Readiness Credential" section must be completed by clicking the "Common Measures" Program checkbox and adding a record to activate the "Attained" and "Date Attained" data fields.

Increase Business Customer Base

- Employer Service activities are recorded in the Employer module/Employer Detail window by clicking the "Activity" button that is available from any tab.