

Technical Assistance Guidance

TAG-01-2016

Issued Date: Tuesday, March 28, 2016

Subject: MIS Service Data Entry Directive

Purpose

To provide additional guidance and clarification with respect to recent revisions to data entry and service delivery procedures in OSOS (aka NJCOS), the designated MIS platform.

Background

Due to recent DOL monitoring and to paraphrase the regulations regarding service delivery and exit from the program: Wherein any client that does not receive services (based on actual start date) within the last 90 days will cause the client to exit the program. Our practice of allowing the IEP/ISS and other non-training services to remain open longer than 90 days is no longer acceptable effective immediately.

Guidelines:

- IEP/ISS
 - You cannot leave an IEP/ISS or ANY non-training service open longer than 90 days. No exceptions and no extensions. Multiple IEP/ISS's are allowed, but only if a subsequent IEP/ISS is generated in the case file.
- Job Search (if entered)
 - Must be staff assisted: Provider staff must conduct the job search with the client, or do not enter it.
 - Open and close for the same day that staff conducted the search with the client.
 - Can have multiple.
- Services (general)
 - Supportive services (with few exceptions) should be opened and closed for the same day.
 - In order for a client to remain in program (not exited), you must provide a new service at a minimum every 90 days, or the client record will 90 day exit.
 - Use all available services (both adult and youth), if provided.
 - Attached is a crosswalk for these services translating WIOA services to what is available in OSOS (or current MIS system).
- Training Services (only)
 - The only services that can remain open longer than 90 days (as prescribed by the training schedule).
 - Regardless of length, the service dates should match the projected dates included in the ITA or training contract. They may exceed the planned end date, but the planned end date should be changed once exceeded.
- Services NOT funded by WIA/WIOA Adult, Dislocated Worker, Youth or NEG funds:
 - These services should be entered with \$1 in the offering, and other amounts with NO actual costs entered. The funding source would be the same for these services as the rest of the funds for that particular client.
 - Services funded with money other than WIA/WIOA Adult, Dislocated Worker, Youth or NEG funds, should be funded with a \$1 (in order for OSOS to report them as a service), then use Min. Prog. Agreed to describe: the funding source, the amount and a short description of what the service was (if a description of that service is needed).

WIA to WIOA - Adult, Dislocated Worker and Youth Services Crosswalk

OSOS Service Type	SERVICE NAME IN OSOS	WIOA levels	
ADULT AND DISLOCATED WORKER SERVICES			
WIA Core Staff Assisted	Initial Assessment	Basic Career Services	
WIA Core Staff Assisted	Job Search and Placement Assistance		
WIA Follow-up	Follow-up Services (All Programs)	*** DO NOT USE ***	
WIA Intensive	ABE or ESL in Combination with Training	Individualized Career Services	
WIA Intensive	Assessment - Comprehensive and Specialized		
WIA Intensive	Basic Skills/Life Skills		
WIA Intensive	Case Management		
WIA Intensive	Counseling - Individual & Career Planning		
WIA Intensive	Financial Literacy		
WIA Intensive	Individual Employment Plan (IEP)		
WIA Intensive	Internships		
WIA Intensive	Relocation Assistance		
WIA Intensive	Short-term Pre-Vocational Skills		
WIA Intensive	Work Experience		
WIA Needs Related Payments	Needs Related Payments		*** DO NOT USE ***UNLESS DIRECTED
WIA Training	Apprenticeship Training		Training:
WIA Training	Customized Training		
WIA Training	Occupational Skills Training		
WIA Training	On the Job Training		
WIA Training	Private Sector Training		
YOUTH SERVICES			
WIA Youth	Assessment (Youth) aka. Objective Assess.	Program Design Requirement	
WIA Youth	Individual Service Strategy (ISS)		
WIA Youth	Tutoring Study Skills Training	Youth Program Elements	
WIA Youth	Adult Mentoring (12 month minimum)		
WIA Youth	Leadership Development Opportunities		
WIA Youth	Alternative Secondary School Services		
WIA Youth	Comprehensive Guidance and Counseling		
WIA Youth	Education Concurrent with Workforce Prep		
WIA Youth	Occupational Skills Training	Youth Program Elements: Training	
WIA Youth	Entrepreneurial Skills Training		
WIA Youth	Financial Literacy		
WIA Youth	Work Experience	Youth Program Elements: Work Experience	
WIA Youth	Internships		
WIA Youth	Job Shadowing		
WIA Youth	On the Job Training (OJT)		
WIA Youth	Pre-Apprenticeship		
WIA Youth	Summer-Related Employment		
ADULT/DISLOCATED WORKER AND YOUTH SUPPORTIVE SERVICES			
WIA Support Services	Supportive Services - Housing		
WIA Support Services	Supportive Services - Transportation		
WIA Support Services	Supportive Services-Other		