



# UPDATE

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EMPLOYKY UPDATE Training DeskAid

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## **New Version of EKOS (v5.1.04)**

**EKOS (including Self-Reg, Self Service, e3 and HCTC services) will be taken down on Friday, March 26, 2010 at 2:00 pm (EST)** to begin the load process for v5.1.04 into EKOS Mediated Production and **will remain down until Sunday, March 28, 2010.**

If you encounter problems accessing the new version please contact the Cabinet Helpdesk toll free at 866-520-0002 or locally at 502-564-9216. You may also contact the EKOS Support Helpdesk staff at: [ekos.project@ky.gov](mailto:ekos.project@ky.gov).

## **Training Update**

We are in the process of evaluating training needs, curriculum and delivery methods.

## **Employer Module Cleanup**

The employer module cleanup project began on 1/07/2010. At that time there were 11,882 active employer records in the EKOS system. More than 700 duplicate records were changed to status. There have been more than 220 new employers added since the cleanup began. There are currently 11,463 active employers in the system. The inactivation of duplicate records will help produce accurate reports and provide a true count of employers that are in the system. Please refer to the EKOS Guidance Memo 1 - 020110 for further information and guidance to prevent the creation of additional duplicate records.

## **Mediated Enhancements**

- ❖ The application now provides the functionality to allow staff to verify program “date of participation” prior to creation of a new enrollment

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or when an existing enrollment is changed from SS/IO to Staff-Assisted.

This verification is provided by a “Verification – Web Page Dialog” pop-up window. When staff makes changes to this screen the fields are automatically populated on appropriate screens throughout the application and recorded on the Audit tab.

- ❖ The “Post A Note” button located throughout the application has been relabeled as “Comments.”

All Comments (new and existing) have edit capabilities with restrictions. Staff cannot edit comments that they did not create or if they do not have Delete security access.

The Customer Detail and Services Comments have been combined into one common view.

The Comments feature is now available in the Search function of Employer, Job and Provider modules.

- ❖ The “Match” buttons found in the Job Order Detail, Customer Detail, Job Order Search, and Customer Search have been relabeled as “Start Match” and “Post Match” to better reflect their functions.

When in Match mode, the workflow is now the same regardless if there is one match or multiple matches; the application will maintain the Search screen to display the search results.

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- ❖ Kentucky funded a change control to the application that adds a new Training Waiver pop-up screen to add, print, recertify, revoke and void training waivers. The screen is labeled "Service Tracking – TAA Cert, of Training Waiver."

Staff with the proper security level will be granted access to the new waiver screen.

A new Training Waiver correspondence letter is available.

The TAPR and WISPR logic has been updated so that voided Training Waivers will not be reported.

- ❖ An apostrophe (') is now allowed as an acceptable character in any part of an Email Address throughout the application in Production, Administration and Self-Service.
- ❖ Another change incorporates Stimulus Summer Youth, WIA Stimulus Youth Local and Stimulus Youth Statewide funds with changes implemented with two previous change controls. This includes first and last Youth service date fields, follow-up rules based on WIA Youth enrollments and the inbox reminder sent to staff when a Youth follow-up service has not been given to WIA Youth enrollments. The age-based Comp Assessment fields displayed in the Enrollments Verification pop-up will now be displayed for all customers, regardless of age. The WISPR fields will now include WIA Stimulus funds. The "First Youth Service Date" and the "Last Youth Service Date" have been added to the Service History page in the Customer Service Module on both the "WIA Enrollment" page as well as the Service History page on the "WIA Exit" page.
- ❖ To comply with new OMB WISPR reporting changes, additional data collection is required.

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Not Disclosed values were added for Gender, Race and Ethnicity fields in Production and Self Service.

Migrant Farm Worker fields have been modified in addition to the selection choices for the "Class" field.

Veteran status searching and Vet preference in search results have been updated. Instead of searching on a 'yes', 'no' for veteran status, staff can now search on 'covered veterans', 'eligible veterans', or 'ineligible veterans'.

There are no longer edits controlling follow-up services that are not funded with WIA Youth funds with exception that follow-up service must be after the enrollment date(s) of the program(s) associated to the follow-up service's funds.

First Youth Service Date and Last Youth Service Date fields are now displayed in the Services Module.

The fund maintenance feature in Admin has been modified to allow more flexibility in modification and now includes program number, grant type, sub program, grantee, grant number and project name fields.

The WIASRD has been modified to include WIA Special Project program groupings and work fields, and modifications to Field 349 to also evaluate WIA Youth open enrollments with actual end dates.

### **Customer Module Work Hist. Tab**

The new Rapid Response Event Number "RR Event #" field will be captured on the new WISPR reporting system from the Work History detail screens. A "RR Event #" is required before Additional Assistance funding can be used in Services module.

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### Customer Services Module Lit/Num Testing Custom Tab

The Lit/Num Testing Custom Tab has been converted to a pop-up window accessed by clicking on the "Lit/Num Testing" button located at the bottom of the Services Module Outcomes Tab. In the Outcomes Tab, staff should click on the WIA Enrollment before entering data.

Combinations of key data can be entered that will automatically populate the EFL and GLE test fields.

"Type of Test" to "Test Name" and the basic skills field have been renamed in Comp Assessment where the values are set to better align when reporting on the field in the WIASRD and the WISPR.

Two new tests have been added for Lit/Num: Wonderlic and Tabc CLAS-E.

A new 60-day inbox reminder is available to alert staff if pre-test data is missing for WIA enrolled Youth who are out-of-school at registration.

### Employer Module General Info Search Tab

The "Origination" field now identifies jobs imported from job banks such as AJE and Job Central.

#### Known Issue

Attaching an activity to 5 or more customer records in the Customer Search Module at one time will cause EKOS to lock up.

#### Reminders

- ❖ When entering new provider service offerings staff, must click on the "O\*NET Title" button and select an official DOL O\*NET Title. This is a mandatory field for both the Trade and WIA reports.
- ❖ When entering new customer records or revising existing customer records staff should ensure that the "County" field is completed on the Customer Module / Gen. Info Tab. This is needed for reporting purposes.

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### Resolved Issues

- ✓ The Print Resume is no longer showing the header and footer information.
- ✓ The selection list for the "Country" field has been updated to include: Serbia, Kosovo, Montenegro. Also, Cape Verde is now correctly spelled.

### Did you know?

- KRS 344.080 prohibits the use of Gender Specific Job Titles in any advertisements, listings, etc. It is important that special attention be given when listing the employer's job title on a job order. If you are unsure of the legality of a job title or have questions about the 'political correctness' of a job title contact the EKOS Project mailbox at [ekos.project@ky.gov](mailto:ekos.project@ky.gov) for assistance.
- Did you know that you can find information regarding activity definitions, past newsletters, EKOS Business Rules and training documentation for EKOS and e3 at <http://my.edcabinet.ky.gov/ekosinfo.htm>?

### Time Saving Tip

- To select more than one item at the same time staff should hold down the SHIFT key, and then click on the item to be selected. While continuing to hold down the SHIFT key, click on the last item to be selected. Both of these items, in addition to all items in between, will be highlighted.
- To randomly select multiple records, staff should hold down the Control key and click on the item(s) to be displayed. This will allow items to be selected that are not grouped together.

#### ABOUT THIS PUBLICATION

Produced by the Office for Employment and Training, EmployKY UpDate is intended to be an information exchange for continuous training on EKOS for all users. Submit topics and tips you think may assist other users to the EKOS Project mailbox at [ekos.project@ky.gov](mailto:ekos.project@ky.gov). Previous issues of this newsletter can be viewed/printed on the Cabinet website at: <http://my.edcabinet.ky.gov/ekosinfo.htm>.