



UPDATE

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EMPLOYKY UPDATE Training DeskAid

June 6, 2008

New Version of EKOS (v4.2.04)

EKOS will be taken down on Friday, June 6, 2008 at 1:00pm (EST) in order to begin the load process for v4.2.04 into Mediated Production and will remain down until Monday, June 9, 2008. If you encounter problems accessing the new version please contact the Cabinet Helpdesk toll free at 866-520-0002 or locally at 564-9216. You can also contact the EKOS Support Helpdesk staff at: ekos.project@ky.gov.

Whenever a new version is implemented you must reinstall EKOS onto your computer if this is the method you use to access EKOS or you may click on the

[Load EKOSTESTV35P0 from Web Server](#)

link.

Mediated Enhancements

- ❖ The application now has the ability to inactivate any staff that has not accessed EKOS within a predetermined number of days.
- ❖ When staff click on the “Activities” button they will notice the new field labeled “RR Event #”.
- ❖ New participant activities have been added to the application. Some of these staff can attach to the records while others are system generated. We are currently in the process of adding the definitions to the list of activities located at [http://my.edcabinet.ky.gov/EKOS%20New sletters/employky_update_newsletters.htm](http://my.edcabinet.ky.gov/EKOS%20New%20sletters/employky_update_newsletters.htm) We will let you know once this has been completed.
 - ♦ A new activity labeled “External Job Referral” has been added to the application which allow job referrals obtained from external job banks to be counted and included in federal reports.

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- ♦ System-generated new activities include: “Active Job Seeker Beginning of Period”, “Change to Active Status”, “Change to Archive Status”, “Change to Delete Status”, “Change to Delete Status”, “Change to Inactive Status”, “Change to SS/IO Status”, “Self Service Youth Follow-Up (non-OSOS), and “Self Service Youth Follow-up (OSOS).
- ♦ Other new activities include: “Self Service (OSOS)”, “Self Service (non-OSOS)”, “Orientation (Rapid Response)”, “RR Orientation Self Service”, “New Job Seeker – Self Service”, “New Job Seeker – Staff Assisted”, “New Job Seeker Partial – Self Service”, and “New Job Seeker Partial – Staff Assisted”.
- ❖ To meet the new DOL mandates a new record status of “Self Service/Information Only” (SSIO) status has been created.
 - ♦ Participants coming into the system as self-service will have a customer status of ‘Pending’. Once the record meets our minimum data requirements the status will be changed to “SS/IO”.
 - ♦ Participants with a “SS/IO” status will be counted in federal report counts but will be excluded from WIA Performance Measure calculations.
 - ♦ Activities and enrollments will be generated based on certain criteria.
 - ♦ Staff can attach SS/IO activities through the ‘Activity’ button or deleted within the ‘Activities’ tab (with the appropriate security level).
 - ♦ Adding an SS/IO activity will also add a SS/IO service if one does not exist.

Continued in column 1 page 2

Continued from column 2 page 1

The below tabs have had the following enhancements made to them.

Customer Module

Quick Search Tab

Staff can now conduct a participant search on the "Username".

Gen. Info Tab

- ◆ The "Print Resume" button has been relabeled as "Resume" and is now located at the bottom of this screen.
- ◆ The "Schedule Appointment" button has been relabeled as "Schedule" and is now located at the bottom of the screen.

Work Hist. Tab

When "Dislocated due to foreign trade" is selected as the 'Reason for Leaving' the TAA / NAFTA-TAA section appears on the screen. This section has a new field labeled "Liable/Agent State" with two choices in it's drop down list.

Add'l Info Tab

- ◆ The "Military Service" section is now located at the top of this tab.
- ◆ The "Employment Preferences" section has been moved to the bottom left of this tab.
- ◆ The "Shift Preference" section has been moved to the bottom right of this tab.
- ◆ The "Customer Disability Status" field has been relabeled as "Disability Status" with a new choice of "Not Disclosed" located in the drop down list. Also, if 'Disabled' is chosen a new field labeled "Disability Category" will appear. Staff will be required to make a selection from it's drop down list. This will be captured on the new WISPR reporting system.
- ◆ The "Migrant / Seasonal Worker" field now has three additional required fields. These are labeled as "Empl. In Farmwork", "Farmwork Threshold", and "Farmwork Type". This will be captured on the new WISPR reporting system.

Activities Tab

- ◆ There is a new column labeled "SA" added to this tab. It identifies if the participant was Staff-Assisted or non Staff-Assisted (SS/IO).

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Customer Services Module

Services History Tab

- ◆ There is a new column labeled "SA" added to this tab. It identifies if the participant was Staff-Assisted or non Staff-Assisted (SS/IO).

Services Tab

- ◆ This tab has two new fields labeled "RR Event #" and "Addl Assist". The "RR Event #" will be captured on the new WISPR reporting system.

Enrollments Tab

- ◆ "Staff-Assisted" field is now being displayed on this tab and identifies if the participant was Staff-Assisted or non Staff-Assisted (SS/IO).
- ◆ The "Employment Status" field is now located on this tab immediately above the "Holds" section.
- ◆ There is a new column labeled "SA" added to this tab. It identifies if the participant was Staff-Assisted or non Staff-Assisted (SS/IO).

Outcomes Tab

- ◆ "Employed in Federal Contractor Job" field is now being displayed on this tab in the "Employment" section.
- ◆ There is a new column labeled "SA" added to this tab. It identifies if the participant was Staff-Assisted or non Staff-Assisted (SS/IO).

Services Offering Search Tab

- ◆ A new tab has been added labeled "Quick Search". This tab allows staff to search for offerings by their Offering ID. Staff can search on a maximum of 20 Offering ID's.
- ◆ The search fields located on the "Offering Search" tab has been relocated to a new tab labeled "General Info".

Provider Module

Provider Search Section

This section of the application has had a new enhancement added to it.

◆ **Quick Search Tab**

This is a new tab. The "Provider ID" is now located on this tab.

Continued in column 1 page 3

Continued from column 2 page 2

Employer Module

Various module sections and tabs within this main module had the following enhancements.

◆ **Employer Detail Section Contact Tab**

Staff can now attach up to 300 employer contacts to one employer record.

◆ **Employer Search Section**

This section has the following enhancements.

Quick Search Tab

This is a new tab. The "OSOS ID" is now labeled as "Employer ID" and the "Employer Name" fields are now located on this tab.

General Info Tab

This tab has a new field labeled "RR Event #".

◆ **Job Order Search Section**

This section has the following enhancements.

Quick Search Tab

This is a new tab. The "Order #" is now labeled as "Job Order #" and has been relocated to this tab. Staff can also conduct a quick search on the "Origination ID" field which is also displayed on this tab.

Reminders

- ❖ Staff should enter the Lit/Num information on the WIA Enrollment only, not on the Common Measures Enrollment.
- ❖ 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 the Trade Report.

Resolved Issues

- ✓ The "Employment Objective" entered on the Customer Module / Employment Objective Tab is now appearing on the Customer Services Module / Achievement Objective Tab / Employment Objective field.
- ✓ The "Req Exp" field on the Customer Module / Objective tab / Desired O*Net section has been relabeled as "Req".
- ✓ When creating an Employer record, the WIB, Agency, Office, and Staff fields are now pre-populating based on the staff person's login information.
- ✓ Staff can now enter a higher education degree attained at exit when the participant has a like degree at registration.
- ✓ Staff can now enter activities to multiple participants at once.
- ✓ "AJB" has been changed to "AJE".
- ✓ AJE job orders are now showing "Online" as the origination method.

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 Michele Belcher at michele.belcher@ky.gov or ekos.project@ky.gov. Previous issues of this newsletter can be viewed/printed on the Cabinet website at: http://my.edcabinet.ky.gov/EKOS%20Newsletters/employky_update_newsletters.htm.