EKOS Data Entry for Trade Program

The following instructions detail data entry for the Trade Program in the shared information system, Employ Kentucky Operating System (EKOS). Activities and services will be entered by the providing agency. Partners will coordinate services to efficiently serve the trade-affected workers in their area. Each agency staff, OET and WIA, is responsible for recording and closing the services that each provides.

Staff log on to the EKOS Production System at https://www.ekos.ky.gov with a secure User ID and Password. Under no circumstances will any staff give their user name and password to another staff.

Potential job seekers will register in Kentucky's Focus/Career self-service site at http://selfreg.ky.gov. Completion of self-registration will generate an active "registration" in the staff EKOS Production site. Customer registration is to be generated from the Focus Career system except in minimal cases.

It is imperative that all data be entered into EKOS at the time of collection and when activities and services are provided. If not feasible, all data must be entered within **10 days** of collection or from date activity or service was provided.

I. Customer Module

A. Customer Search

On the Customer Search screen **Quick Search** Tab, enter the Customer SSN, and then click on the **Search** button. If the customer has a valid record attached to the SSN, the Customer Detail screen will appear with the customer's basic information. If no customer record is found, click the **Clear** button, then search by Last and First Name (in cases where SSN may have been entered incorrectly or used by someone else). If the individual has no record in EKOS, click the **New** button at bottom right and enter all required data indicated by green dots and any additional information needed for enrollment into the specific programs.

Time Saver Tips: Up to 20 SSN's or Customer ID's may be entered before clicking on the **Search** button. Once the results are returned click on the "Select All" button, then the **Detail** button to view/change each record.

You can also search by petition on the Programs tab and search results lists anyone who is attached to that petition number on the work history tab.

Screen Prints #1
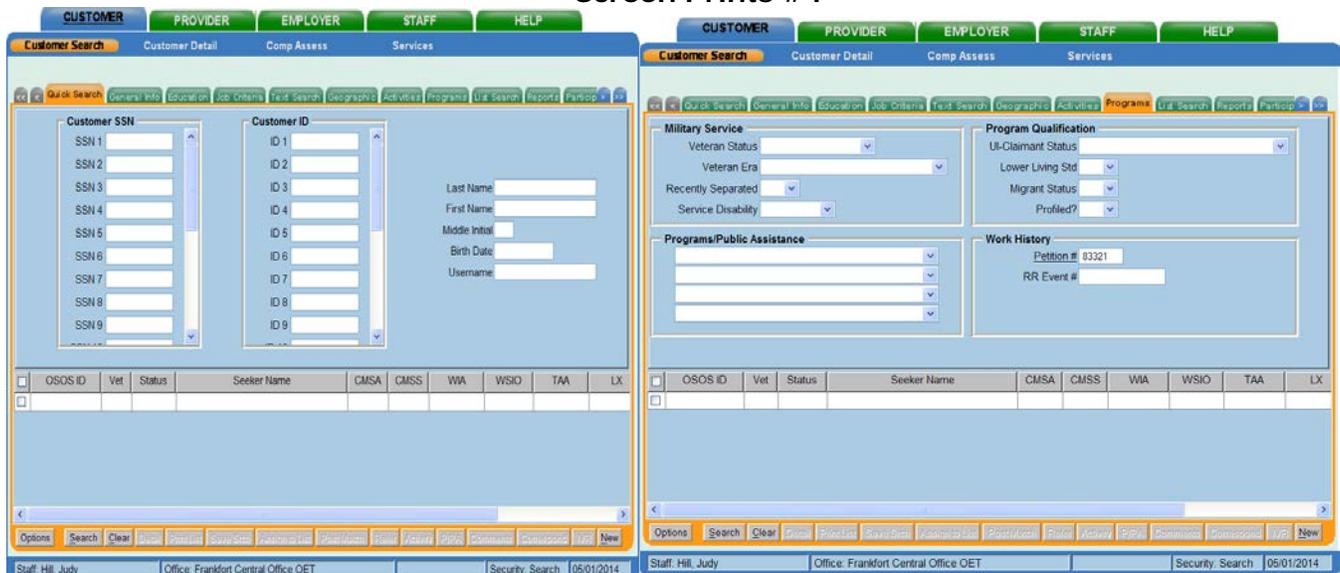
B. Customer Detail Module

All fields with green dots **MUST** be entered on each tab in *Customer Detail* module. Non-green dotted fields indicated with arrows in Screen Prints #2 must also be entered for reporting purposes. If the customer registered through Focus Career, review the EKOS record to complete any missing required customer detail data or update existing data.

Screen Prints #2

1. **"Work History" tab** - A work history with reason for leaving of "Dislocated due to foreign trade" and entry of all required data in the "TAA/NAFTA-TAA" box must be complete before a Trade-funded service can be attached to the customer record in the *Services Module.*

   A. If the trade-affected employer is not listed, click on the New Job Entry button and complete all green dotted fields.
   B. The reason for leaving on Trade-affected workers will be "Dislocated due to foreign trade."
   C. If the Trade affected employer is listed, but the reason for leaving selected is a Category 1, 2, 3, or 4, **do not** change the reason for leaving. A new work history must be created with "Dislocated due to foreign trade" as the Reason for Leaving. (See screen print #3)
   D. If the Trade affected employer is listed, but with any reason other than Category 1,2,3, or 4 (other, lack of work, etc.) you may update the reason for leaving to "dislocated due to foreign trade", and complete TAA/NAFTA-TAA section. Review all other information for accuracy.
   E. **The TAA/NAFTA-TAA section is required and must be completed.** Once staff begins to enter data into this section most fields will become green dotted required fields.

Screen Print #3

   F. All fields in the "TAA / NAFTA-TAA" section must be completed:
      a. The five-digit "Petition Number" can be obtained from the TAA/TRA 855 form. Do NOT include any alphanumeric suffix. If petition information is needed, click Petition # Listing to open the DOL Trade Adjustment Assistance Search website.
      b. "Application Date" is the "DATE OF THIS REQUEST" (applicant signature date), found at the bottom of the TAA/TRA 855 form. No trade-funded services can be entered in the *Services Module* if the service actual start date is before the application date.
      c. "Petition Certification Date" is the date that DOL certified the company Trade eligible. (Locate by clicking on the Petition # Listing button which is a link to the DOL petition determinations website. This date is displayed in the "Decision Date" column.)
      d. "Advers. Affect. Incum. Wkr." is a worker who (1) is on an employer list of workers who are threatened with separation and certified as eligible to apply for

TAA benefits, (2) has not been totally or partially separated from employment and thus does not have a qualifying separation, and (3) is determined to be individually threatened with separation when the worker has received a notice of termination or layoff from employment. When "yes" is chosen from the drop-down box you will notice the green dot will disappear from the "tenure" and "Qualifying Separation Date" data fields, indicating these fields are not required for incumbent workers. When the incumbent worker becomes dislocated at a later date the incumbent worker status will still be "yes", but staff will update the dislocation date and tenure fields.

e.   "Tenure" is the total number of months the customer was employed with the certified employer. To obtain the number of months of tenure, subtract the "Start Date" (month/year) from the "End Date" (month/year) from Box 3: "DATE OF EMPLOYMENT". If "Advers. Affect. Incumb. Worker", tenure is not required until such time as the worker is totally separated.

f.   "Qualifying Separation Date" is the date recorded in Box C: "END DATE" field on the TAA/TRA 855 form. The "Advers. Affect. Incumb. Wkr." separation date is not required until such time as the worker is totally separated.

g. "Eligibility Determination" [Eligible] [Eligibility] read-only field and "eligibility" button allows staff to enter and view eligibility information. Trade services cannot be funded until this dialog box is complete.

Click the [Eligibility] button to view the *Trade Eligibility Determination – Webpage Dialog* box to enter required data. The Eligibility Determination Date must be on or after the Application Date. The "Eligibility Cancel Date" field will be used if the customer is no longer eligible, but the petition is attached to a Trade-funded service that prevents changing the eligibility status from eligible to ineligible. Click the "Save" button after all data has been entered to return to the "Work History" page. A "Trade Eligibility Determination – Eligible" activity will be auto-generated in the *Activities Tab.* The activity date will be the same as the eligibility date.

h.   "Program" is the Trade Program under which the petition determination was made. Because there are no active NAFTA-TAA programs, you will always choose "TAA".

i.   Liable/Agent State – Choose whether Kentucky is the Liable State, Agent State or In-State (In-State is defined as customer's UI claim and all services provided in Kentucky).

Once all the entries have been completed in this section, click the [Save] button. When the "Trade Eligibility Determination" Webpage is initially completed, a "Verification" Webpage Dialog box will appear which allows staff to review and accept or change critical data elements captured at the time of eligibility. Once saved, a "snapshot" will exist and, even if those data items are changed in Customer Detail, it will not change what is in the "snapshot". It is **critical** that this information be accurate based on status at time of eligibility. This will generate a Trade Program Enrollment on the *Services Module* – Enrollments Tab.

2. "**Activities Tab"** - The Activities Tab is where Case Management and Re-Employment Service activities are recorded. See Attachment A for a list of all available EKOS activities listed by folder and subfolder. Activities that generate a Common Measures Enrollment and Labor Exchange and/or WIA self-service enrollment are bolded. Activities may generate Common Measures, WIA and Labor Exchange Enrollments, but **DOES NOT** generate a Trade enrollment.

Activities may be generated in either EKOS or on a limited basis in Focus Career.
If a customer refuses services beyond eligibility determination, document that they declined services in the comments section.

NOTE: When an enrollment-generating activity or service is entered, a WIA or Labor Exchange "enrollment verification" pop-up screen displays (see screen print #4 above) that allows staff to review and accept or change critical data elements captured at time of program enrollment. Once saved, a "snapshot" will exist and, even if those data items are changed in Customer Detail, it will not change what is in the "snapshot". It is **critica**l that this information be accurate based on status at time of program enrollment as it can affect Common Measures, Labor Exchange, Trade and WIA Performance outcomes.

Upon completion of TAA registration and eligibility determination (TAA/TRA - 855 and 855a), OET, WIA or partner agency staff will click on the $\boxed{\text{Activity}}$ *button* on the bottom button bar and enter the date activity occurred (if different from date of data entry), and choosing from the menu enter any of the activities listed below that shall be made available to all adversely affected workers as well as any other Case Management and/or Re-Employment activities provided.

NOTE: For Reversion 2014 customers, Wagner-Peyser employment and case management services will be recorded as activities and detailed in comments. WIA case management services will be recorded as activities or WIA-funded services.

Enter all of the following activities that are provided to the customer in addition to any other applicable activity:

a. LABOR EXCHANGE – **Orientation –** *Orientation (Rapid Response)*
b. LABOR EXCHANGE – **Orientation** – *Orientation (Trade)*
c. LABOR EXCHANGE -- **Assessment Interview** – *Initial assessment* (enter for any customer who completed Trade eligibility and enrollment forms (855, 855A, etc).
d. LABOR EXCHANGE – **Assessment Services** – *Career assessment* (initiation of IEP and upon completion of customer detail and comp assessment modules)
e. LABOR EXCHANGE – **Informational/Self Service** – *Workforce Information Services Self-Service AND/OR*
f. LABOR EXCHANGE – **Job Search Assistance** – *Workforce Information Services Staff Assisted (LMI)*
g. LABOR EXCHANGE – **Individual Employment Plan –** *Individual Employment Plan*

h. LABOR EXCHANGE – **Training** – *Referred to WIA* (Select any other partner or non-partner agencies as needed. Utilize the Interagency Referral Button or record appropriate referral activities.)
i. LABOR EXCHANGE – **Testing** – *Choose from BEAG, GATB, Math, Literacy, NATB, Proficiency, SATB or Other*
j. LABOR EXCHANGE – **Support Services** – *Partner/Non Partner* (including financial & training opportunities)
k. LABOR EXCHANGE – **Other Services** – *Short Term Prevocational Services*

The activity "Eligibility Determination – Trade" will be auto-generated when the *Eligibility Box* has been completed on the Work History Tab.

Screen Print #5
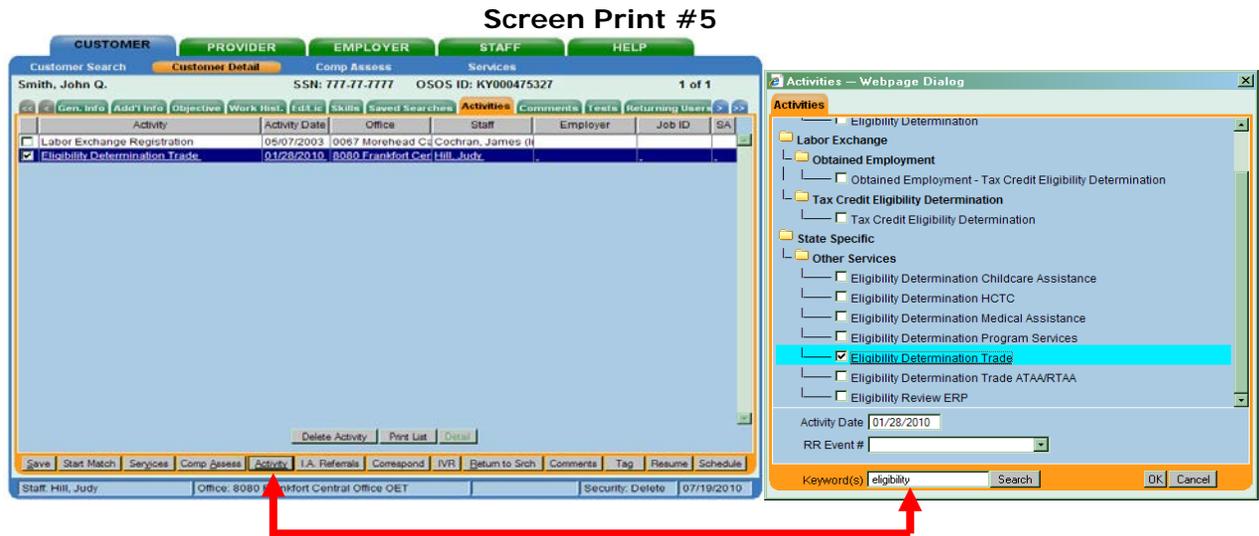
Enter any additional activities when provided throughout the customer's enrollment period.

NOTE: You may enter activities and/or comments on multiple customers who have an active record in EKOS through the *Customer Search Module*. This is convenient when entering trade activities for multiple individuals.
- In *Customer Search Module* – Quick Search, enter up to 20 customer SSNs or OSOS ID#s and click search OR search by petition number.
- Click the "select all" box so all customers are selected, or select individual customers from the list.
- Click the Activity button at the bottom and select activity (ies) to attach and enter activity date.
- Click the OK button and the activities will be recorded on each customer record.
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II. Comp Assess (Comprehensive Assessment) Module

Information entered in the *Comp Assessment Module* along with data in the *Customer Detail Module* details information from the customer's Individual Employment Plan required as an element of case management.

To navigate to the Comp Assess Module, click Comp Assess Button on the bottom of the screen. Remember all green-dotted items must be completed. Always enter all applicable information on the Employment, Education and Transportation Tabs. Enter any applicable information on other Tabs if it will benefit the customer's re-employment and/or training services. Also, the two non-green dotted data elements indicated below with red arrows on the Comp Assessment, Education Tab, are required for reporting purposes. Do not make any changes to, or delete, information in the free-text fields entered by another staff. You may update by adding additional information. Begin posting by clicking at the end of existing entry by typing your initials and date of entry (ex. JH 10/27/09 Bob is interested in working for Toyota). Space is limited-be brief. Additional information may be recorded utilizing the comments tab in the Comp Assessment. Comments entered in the *Comp Assessment Module* are not viewable in either the *Customer or Services Modules* because of possible sensitive information.

Screen Print # 6
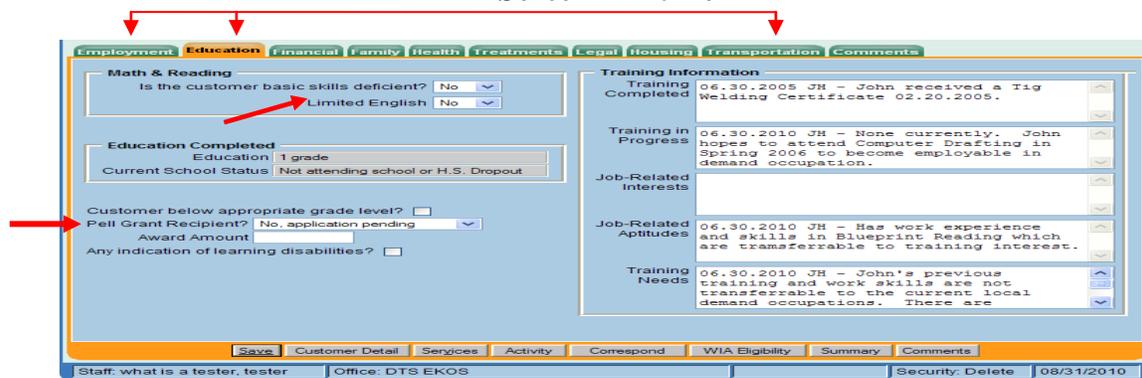
EKOS will populate the **IEP Custom Tab** with specific information entered in the *Customer Detail* and *Comp Assess Module*. Data in this custom tab is viewable only; any changes or updates will be made from the module tabs where the information originated from. Staff will print a copy, add any additional pertinent information, and have the customer sign and staff place in customer file.

Screen Print # 7
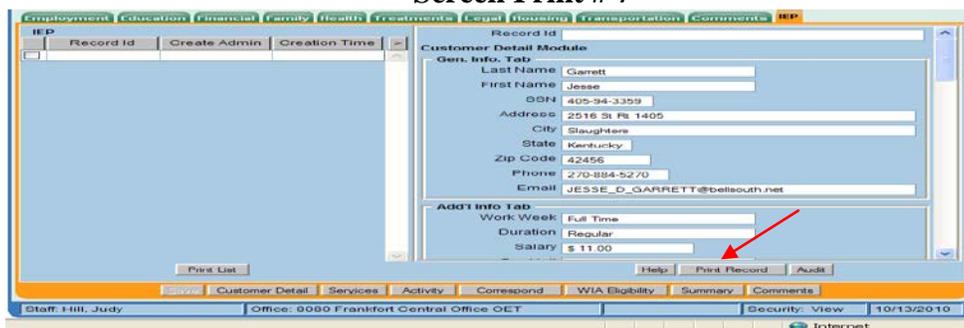
Data items populated on the IEP Custom Tab are:

Table #1

Customer Module	Customer Module	Customer Module	
General Info Tab Last Name First Name SSN Address City State Zip Phone Email	Add'l Info Tab Work Week Duration Salary Pay Unit Date Available First Shift Preference Second Shift Preference Third Shift Preference Split Shift Preference Rotating Shift Preference	Ed/Lic Tab Driver License Class State Pass Transport Hazardous Materials Tank Vehicle Motorcycle School Bus Doubles/Triples Tank Hazard Air Brakes	
Comp Assess Module Employment Tab Employment Behavior Job Seeking Skills Job Keeping Skills Summary of Occupational Strengths & Weaknesses	**Comp Assess Module** Education Tab Basic skills deficient? Training Needs Job-Related Aptitudes Job-Related Interests Training in Progress Training Completed	**Comp Assess Module** Family Tab Child Care Arrangements Comp Assess Module Legal Tab Current Legal Issues Comp Assess Module Family Tab Child Care Arrangements	**Comp Assess Module** Transportation Tab Transportation Available: Own Vehicle Motorcycle Bus/Rail Other None

III. <u>Services Module</u>

Trade Enrollments are generated from the *Services Module*. Click the [Services] button at bottom of the screen to navigate to the Services Module.

A. Agency Info Tab Each partner agency will open an agency on this tab. OET agency is listed as "Education & Workforce Dev. Cabinet". WIA agency is listed as "Workforce Investment".

> ➢ If the Agency has already been created and is in 'Active' status skip to the [Services] Tab.
> ➢ If there is already an existing Agency that is in "Inactive" status and the date of service to be attached falls within the date parameters on the Inactive Agency tab, remove the "Termination Date" and "Termination Reason" and click [Save]. This will restore the Agency to "Active" status.
> ➢ If the appropriate agency is not listed, create a new agency by clicking on [New Agency] button.

NOTE: When a customer is enrolled in both the Trade program and the Dislocated Worker Program, an agency must be created for both OET and WIA.

Screen Print #8
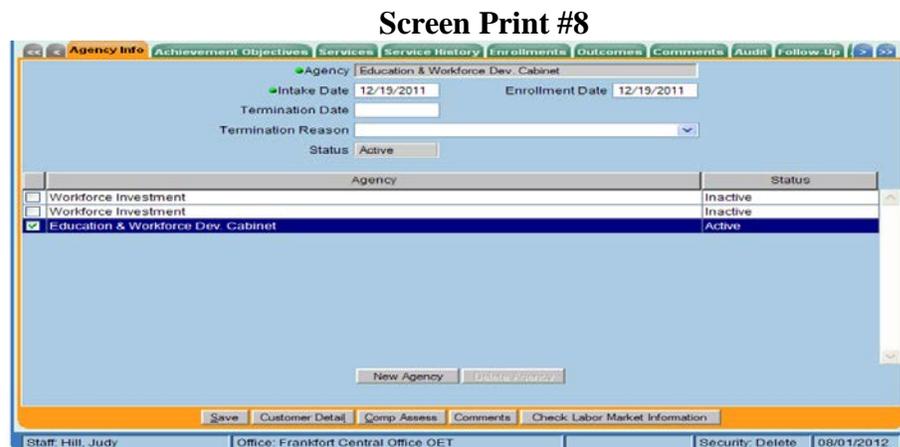
a. To create a new agency, click on the [New Agency] button.
b. Select the appropriate agency from the drop-down list.
c. Enter the "Intake Date". This is the "Application Date" which is located in the *Customer Module*/Work History Tab/TAA /NAFTA-TAA Section (Claimant Signature Date from the TAA/TRA855).
d. Enter the "Enrollment Date", which is the date of the first agency service and is usually the same date that was entered in the "Application Date" field on the Trade impacted Work History Tab in the *Customer Detail Module*.
e. Click on the [Save] button. The Agency should now be displayed as "Active" in the 'Status' column.

B. Services Tab - **Entering Services**

Program funded service types are entered in the [Services] *tab*. Trade intensive services funded with State-level Trade funding are listed in Table 2. Training related Trade fundable Seeker Service Types can be found in Attachment B.

All training service types must be entered individually on the Services Tab, even though several training types may be included in the overall training plan. *Example: John Doe's four-semester Electrical Engineer training plan includes 2 credit hour remedial classes. On the Services Tab, the case manager will enter a remedial service type offering as well as the occupational skills service type offering. The remedial offering will be closed when the 2 credit hours have been completed instead of waiting until the overall training plan has been completed.*

If Kentucky is the Liable state and there is an Agent State providing and funding Trade services to a customer, Kentucky MUST enter all Trade services into EKOS, whether provided by the Liable or Agent state.

Table #2

Service Name	Provider ID 16539	Program Service Type	Location
A/RTAA Wage Subsidy	Trade Program	Intensive	Statewide
Individual Employment Plan	Trade Program	Intensive	Statewide
Job Search Allowance	Trade Program	Intensive	Statewide
Relocation Allowance	Trade Program	Intensive	Statewide
Subsistence Allowance	Trade Program	Intensive	Statewide
TRA Additional	Trade Program	Intensive	Statewide
TRA Basic	Trade Program	Intensive	Statewide
TRA Remedial	Trade Program	Intensive	Statewide
Trade Waiver Assessment	Trade Program	Intensive	Statewide
Transportation Allowance	Trade Program	Intensive	Statewide
Case Management	Trade Program	Intensive	Statewide

Case management services must be offered to all eligible Trade customers. If a customer refuses case management services, case notes will be entered in comments. If the customer begins receiving case management services through the WIA Dislocated Worker Program, a case management service will be entered by WIA staff using the appropriate funding source.

NOTE: Employment and case management services for 2009 and 2011 amendment customers will be provided by OET staff utilizing Trade funds and detailed in comments. These services provided to 2014 amendment customers will be provided by OET Wagner-Peyser staff and reported in EKOS as activities and detailed in comments.

Any other Training and Related Services provided and funded by other agencies will be entered by the agency providing the services.

Follow the steps below to attach services to the customer record. If through assessment and IEP the customer has been determined to be in need of training, training services must be approved by the Regional OET approving authority before entering the training service in Services Tab. Follow guidance in **C – *Training Approval Tab***

1. Click on the New Service button. The *Offering Search Module* will be displayed.

2. Click on the Offering Search General Info tab (see screen print #9)
   a. For any intensive service listed in Table #2 above, the WIB location should be "blank" (Click drop-down box and click on blank area above WIB names)
   b. Provider Name: For any services types listed in Table #2 above, enter "**Trade**."
   c. Click the Search button. All available service offerings will be populated in the results table at the bottom of the screen.
   d. For any training/related service, staff will utilize provider offerings in the provider module developed by WIA.
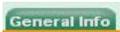
Screen Print #9
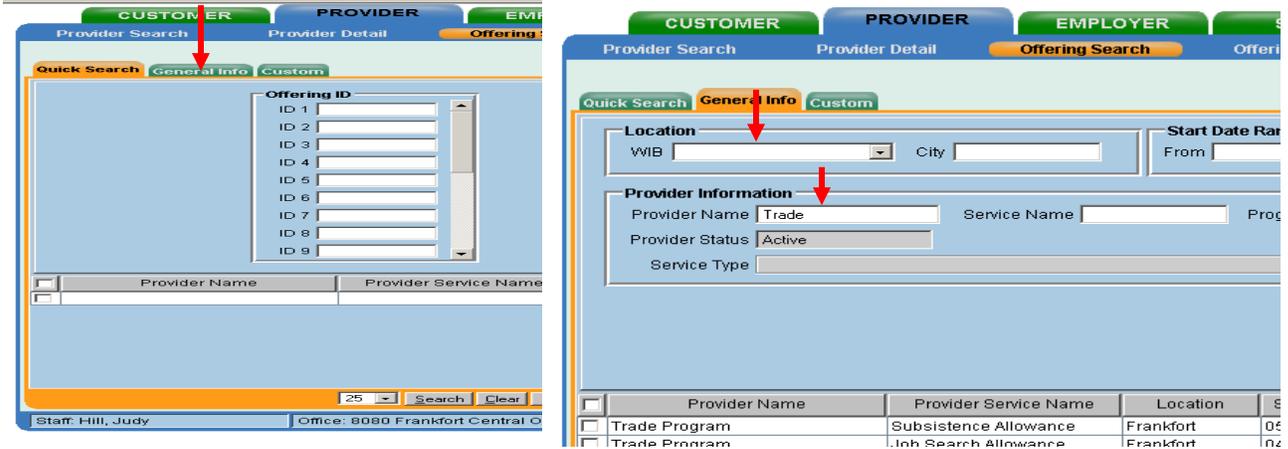
3. Click on the desired offering which will cause it to highlight blue with a check mark in the box in the left column. For all trade customers, case management begins with initial assessment and eligibility determination upon completion of the TRA/TAA 855 and 855a forms.

4. Click on the [Schedule] button. Specific service offering data will be automatically populated on the *Customer Services Module* / Services Tab.

Screen Print# 10
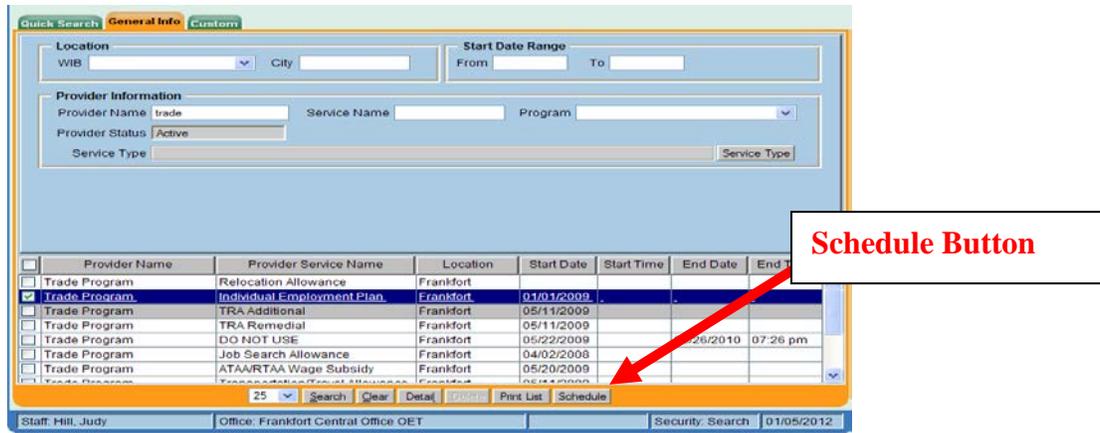
5. On the *Services Detail* screen (Screen Print #11), complete the following additional data fields on the left side of the screen (utilize the scroll bar to view all data fields):
   A. "**Planned Start Date**" is the date the service is *scheduled* to begin.
   B. "**Planned End Date**" is the date the service is *scheduled* to end.
   C. "**Next Contact Date**" is a case management tool used for your inbox reminders.
   D. "**Actual Start Date**" is the date the service actually began. (It cannot be a future date.) On training services, the actual start date is the first day of training program attendance.
   E. "**Program Svc Type**",
      ➢ Selec*t "Intensive"* from the drop-down list field for all statewide Trade services and allowances listed in Table 2 above or non-training service types.
      ➢ Select either "*ITA-Training* or "*non ITA-Training*" for any training services.
   F. **"Part Time Learn."** If the service type is training, choose yes if the training is considered part-time according to the training provider. This field will be unavailable (grayed out) if the service type is not training.
   G. **"Distance Learn."** If the service type is training, choose yes if the **entire** training program is considered distance learning (on-line). This field will be unavailable (grayed out) if the service type is not training.

Screen Print # 11

H. Scroll down to view the bottom of the left column (Screen Print #12).
I. "**Program**" field, from the drop down list *select: **TRADE or Trade-ATAA/RTAA.***
J. "**O*Net"** When a training service type offering is entered the field will become available and staff must click on the "O*Net button and locate the appropriate title describing the job title associated with training outcomes. This field will be unavailable (grayed out) on any service type other than training.
K. "**NAICS"** When a training service type offering is entered the field will become available and staff must click on the "NAICS" button and locate the appropriate title describing the employment industry associated with training outcomes. This field will be unavailable (grayed out) on any service type other than training.
L. After all the above data is entered, click on the Save button.

Screen Print #12

F. Attach funding to the service (right side of service screen)
   1. Enter the planned amount or $1.00 into the **"Total Funding"** field.
   2. Select the Trade **Petition #** from the drop down box **for Trade funded services only**. **Never select the petition number if WIA funding is used.** If no Petition # is available in the drop-down box, or the Petition block is grayed out [Petition #], the following data entry errors may have occurred and will need to be corrected before continuing:
      - No work history with a reason for leaving "Dislocated Due to Foreign Trade"
      - Eligibility for the petition work history is missing or in a different Common Measures Enrollment period.
      - Data in TAA/NAFTA-TAA box is missing
      - The actual start date of the service you are attempting to fund is PRIOR TO the Application Date or Eligibility Date.
      - Data in the Eligibility Dialog box is missing. Click the *Eligibility* button and complete the appropriate fields.
      - The service type is not Trade fundable.

   After corrections are made in Customer Detail/Work History Tab, return to *Services Module*/Services Tab and choose the appropriate Petition number.

   3. When the funded service is "Trade Waiver Assessment", a **Waiver Reason** field will appear and must be completed. Only the initial waiver for the petition will be entered on the services tab.   Also, a **Waiver** button will appear. See **C. Waiver Button** below for additional instructions.

   4. Enter the **RR Event #** only if the service funding is "Additional Assistance".
   5. Click the [Add] button.
   6. A "Funding—Web Page Dialog" screen will appear (screen print #13).
      a. Enter obligated amount or $1.00 in the **"Obligated Amount"** field.
      b. Select the funding source that corresponds to the service offering selected. For Trade funding:
         i. TAA (Trade) – State Level (Provider "Trade" services only)
         ii. TAA (Trade) – WIB Level (Training & related services funded at local level)

   NOTE: TAA funding will not appear if Petition # has not been selected or is not available.

   7. Click on the [OK] button.

Screen Print # 13
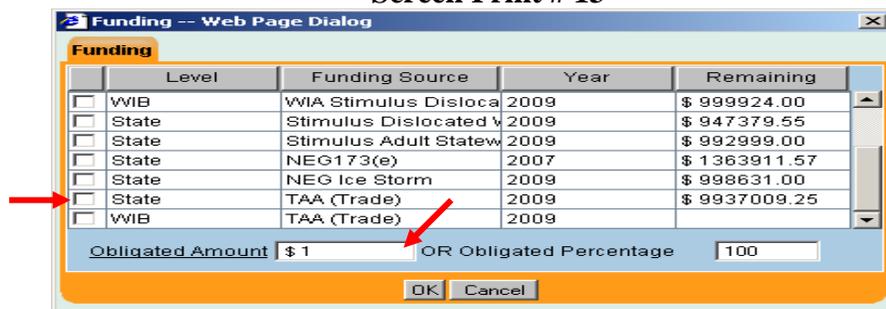
Screen Print # 14

NOTE: When the first service for a funding source is entered and saved, an "enrollment verification" pop-up screen displays which allows staff to review and accept or change critical data elements captured at time of program enrollment. Once saved, a "snapshot" will exist and, even if those data items are changed in Customer Detail, it will not change what is in the "snapshot". It is **critica**l that this information be accurate based on status at time of program enrollment as it can affect Common Measures, Labor Exchange, WIA, and Trade program performance outcomes.

C - Waiver Button (See screen print #16)

The waiver button will produce a pop-up screen which will be used to add subsequent waivers, print, revoke and void training waivers. The waiver button will become visible and/or available if:
  a. Staff have security level to access this button
  b. An initial Trade Waiver Assessment Service has been entered .

The Waiver Pop-up screen will track all waivers issued for a customer under an individual petition. It will not be necessary to create a new Service on the Service Detail screen for subsequent waivers under the same petition number. If conditions change causing revocation of a waiver and a new waiver is granted, the subsequent waiver will be added on the waiver pop-up and numbered in sequence. For each subsequent Waiver, the training waiver field on the Service Detail screen will be updated.

If there is an open Trade Waiver Assistance service, edits will not allow any training or RTAA/ATAA service to be entered and saved if start and/or end dates overlap.

Add Button: Any subsequent waivers for the same Petition Number will be entered on this screen instead of the Service Tab. If you revoke a waiver and the customer becomes eligible on a future date, open Training Waiver pop-up, click Add and enter a waiver reason and original certification date. This will list a new waiver, numbered 2 in waiver# column and update the waiver reason box on the original waiver service on the service tab.

Delete Button: If the add button was selected and waiver reason and certification date was entered, but BEFORE the Save button is selected, you can delete the waiver. If the Save button is selected, the waiver can no longer be deleted, but will have to be voided.

Correspond Button – Correspond button will function as in all modules. Templates may be developed to communicate with customer, UI staff, etc.

Print Waiver Button – As data is entered on the Training Waiver pop-up page, the system updates the printable waiver. Staff may print the waiver at time of certification, after each update and when revoked.

1. Data in populated read-only fields are generated from the service tab – initial Training Waiver Assessment Service for a specific petition and can only be changed from the service tab.

2. "Original Certification Date" is populated by the Actual Start Date of the Trade Waiver Assessment Service, but can be edited on the pop-up screen.

3. "Last Cert. Date" (review) is the date of the most recent waiver review for the training waiver record.

a. This field will display the original certification date when the training waiver record is created.
b. On the day of each subsequent waiver review, staff will update this field with the appropriate date.
c. The system will automatically generate an "other reportable services (ES, DVOP, LVER)" activity using **THE DATA ENTRY DATE**. It is imperative that the Last Cert. Date is data entered on the actual date the waiver review is done so that activity is dated correctly. If not, a case note should document why the date is different.

4. "Revoke Reason" is a drop-down box to indicate the reason the training waiver was revoked.

5. "Revoked Date" is the date the waiver was revoked. When a revoked reason is entered the system will automatically populate the revoked date with current date. Staff MUST REMEMBER to change auto filled revoke date if different from date of data entry. When the OK button is selected, you will see on the Service Tab the waiver reason has been removed and the revocation date populated the actual end date.

   NOTE: Once revoke reason and date has been entered and saved indicating the waiver has been revoked, **the waiver cannot be un-revoked.** A new waiver service would need to be entered if allowable.

6. "Void" Entry Checkbox denotes the training waiver record as being an error, but will be retained for audit purposes. When the box is checked, all other fields are locked and not editable. A voided training waiver can be un-voided by contacting Central Office.

7. The [Add] button is used for any subsequent waiver. Only the initial waiver is entered on the [Services] Tab page.

   Scenario: You enter and save a Trade Waiver Service with start date 01-01-2010. You realize later the trade waiver was actually dated 02-01-2010. Steps:
   a. Open waiver pop-up and select 01-01-2010 waiver. Check the void entry checkbox and click OK.
   b. Select the corresponding service on the service tab. Change the actual start date to 02-01-2010 and save.
   c. Re-open the waiver pop-up box. Click the add button and the fields will become enterable. You will notice the original certification date will be auto-populated with the 02-01-2010 date. Enter the waiver reason and click OK.

Screen Print # 16

D - Training Approval

All staff will follow these steps for Trade-funded training service approval:

1. WIA Case Management staff will determine through assessments and development of an Individual Training Plan that the customer meets the guidelines to participate in Trade training. If the customer is determined to be in need of training, the TAA/TRA 858 form will be filled out and signed by the customer.

2. When all information is collected, WIA staff will enter the following information in the *Services Module – Training Approval* tab (screen print #15) for WIA determination and OET Regional Approval decision:

   ▪ Customer Request Date (date on Form 858)
   ▪ Planned Start Date
   ▪ Planned Completion Date
   ▪ Requested Training Program
   ▪ Training Provider and Location
   ▪ Type of Request
   ▪ Type of Training (Initial/Program Update/Subsequent)
   ▪ Total Approved Cost of Transportation
   ▪ Total Approved Cost of Subsistence
   ▪ Total Cost of Books & Supplies
   ▪ Total Cost of Tuition and Fees
   ▪ Total Cost of Training
   ▪ Total Weeks of Training
   ▪ FAFSA Applied for/Received (N/A; no; yes)
   ▪ Provider/Program Approved for Local Referrals (yes/no)
   ▪ Requested By (Name)

3. Authorized WIA staff will review and complete the following:

   ▪ WIA Request Is (Approved, Denied, Pending)
   ▪ WIA Mgr. Approved (Name)
   ▪ Authorization Date

4. Authorized WIA staff will notify OET Approval Staff of Training Requests utilizing the 858B *Training Status Form*.

5. OET Approval staff will review customer training requests located in *Services Module – Training Approval Tab* and complete the following:

   ▪ OET Approved (Approved, Denied, Pending)
   ▪ OET Approval Staff (Name)
   ▪ Authorization Date

   NOTE: When Kentucky is the Agent state, after the Liable state approves/denies the training request, the OET designated staff will enter the decision by using "Liable State" as the approval staff. Case notes must also document the detail.

6. OET approval staff will notify the appropriate WIA and OET staff when a decision has been made (per local plan).

Screen Print # 15

E – Completing Services

Once a customer has completed a service, the "Actual End Date" must be entered. These fields are located on the *Customer Services Module* / Services Tab. If a training service, click on the "Completed Successfully" drop-down arrow and choose "yes" if customer completed training, or "no" if customer did not complete training. The actual end date would be the last day the customer received the specific service.

For training services, the completion date is the LAST DAY the customer attended training. For a case management service, the completion date will be the last case management CONTACT with the customer.

Screen Print # 17

F - Enrollments Tab

1. The preceding steps of entering Trade Eligibility (work history) and attaching trade-funded services will create a Common Measures, Trade Program and Trade Eligibility enrollment. After data entering the initial Eligibility Determination and Trade-funded service, refresh the record by clicking on the Customer Detail button, then return to the *Services Module*. Click on the Enrollments Tab to review the Common Measures Enrollment, Trade Act Enrollment, Trade Eligibility Enrollment, and any other program funded enrollment(s).

Screen Print # 18

You will notice when you navigate to the Enrollments Page, the Trade Eligibility Enrollment is not visible.

To make the Trade Eligibility Enrollment visible you must click the [Show Elig. Determ.] button. The Eligibility Enrollment will then populate the enrollment table.

2. **DO NOT** complete the "Exit Reason" on the **Enrollments Tab**.
   The exit reason and date will automatically be created by EKOS (retroactively to the last date of funded services or activity) when the customer:
   - Does not receive an activity for 90 consecutive calendar days
   - Has completed all program and partner funded services
   - Has no planned gap in service; and
   - Is not scheduled for future services.

EXCEPTION: Staff MAY enter an exit reason only if the trade customer experiences one of six exclusion reasons listed in the drop-down box that would prevent them from participating in the program for more than 90 days. These exclusions are:

- Institutionalized (if institutionalized lasts more than 180 days)
- Health/Medical
- Family Care
- Deceased
- Reservist called to Active Duty

Click on the Common Measures Enrollment the Trade Enrollment is attached to in the Program List to highlight. Click on the **Exit Reason** drop-down box and choose the appropriate exclusion reason.

3. **3rd Qtr Exclusion** - In the event the customer experiences one of the exclusion reasons within three quarters after exit, staff will click on the drop-down list for 3rd Qtr Exclusion and choose the appropriate reason. This exclusion will remove the customer from being counted in performance measures.

Screen Print # 19
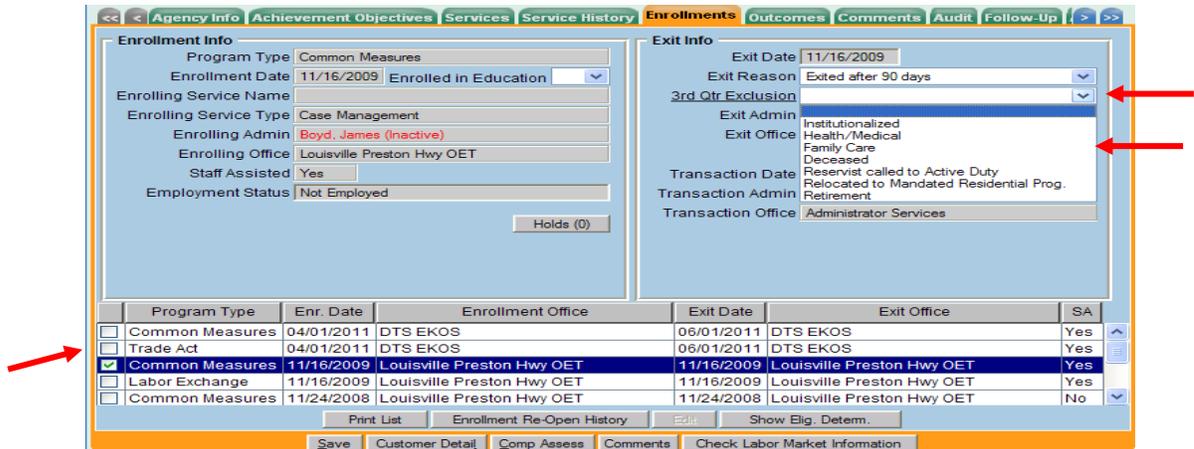
G. **Outcomes Tab**

Click on the Common Measures Enrollment the Trade Enrollment is attached to in the Program List to highlight. Outcomes will be entered by the partner agency (ies) that provided activities and services.

1. **Employed in Quarters after Exit** Box (top right corner) employed in 1st, 2nd, 3rd and 4th quarters after exit must be reported. If wages are found in UI/WRIS these fields will automatically be populated by the system. If staff is aware that customer's wages are not reported to UI/WRIS, staff will select "yes" for "Employed After Exit" and select "Supplemental" for "Determination Method" and provide employment verification documentation.

2. **Employment** Box (top left)
Complete the following fields when Employed Status in the "Employed in Quarter after Exit" Box is "yes":
   a. "O*Net Title" which best describes the customer's second (2nd) post-exit;
   b. "Recalled by Layoff Employer";
   c. Employment Training Related (if customer received training services)
   d. When 2nd Quarter after exit information has been entered, the 2nd Qtr NAICS box appears. Enter the industry code that applies to the customer's 2nd Quarter after Exit employer.

3. If customer received educational or training services, information in the **Education & Training** box will be entered by the providing agency. The following data fields must be completed if the customer attained a credential from completion of training services.

   a. "Attained Credential" and "Attained Credential (2)"
   b. "Type of Credential" and "Type of Credential (2)"
   c. "Date Attained" and "Date Attained (2)"

Screen Print #20

ATTACHMENT A
EKOS Reportable Customer Activities

The following customer activities are entered by staff in the Customer Detail Module, utilizing the Activities Button.

Those bolded and in italics generated Common Measures Enrollment and Program Enrollment

📁 **Employment & Training**

   📁 Case Management
- *Assigned Case Manager (Dislocated Worker, Profiles Claimant, TANF, Food Stamp)*
- *Case Management*
- *Received Case Mgmt Svcs (Dislocated Worker, Profile Claimant, TANF, Food Stamp)*

   📁 Informational/Self-Service
- Eligibility Determination

   📁 Job Coaching
- *Job Coaching*

   📁 Job Search Assistance
- *Resume Writing Workshop*
- *Transition Assistance Program Workshop (TAP)*

   📁 Obtained Employment
- Obtained Employment – Termination from Training – Successful – Other
- Obtained Employment – Termination from Training – Successful – Secondary
- Obtained Employment – Termination from Training – Successful – Post Secondary

   📁 Orientation
- *Orientation (Rapid Response)*
- *Orientation (Self Employment Program)*
- *Orientation (UI Reemployment Service)*
- *RR Orientation Self Service*

   📁 Other Services
- Follow Up
- Other Service

   📁 Referred to Job
- *External Job Referral*

   📁 Training
- *Entrepreneurial Training*
- In Training – Other
- In Training – Post Secondary
- In Training – Secondary
- Placed in Training (Job Corps)
- Placed in Training (Other Federal)
- Placed in Training (WIA)
- Termination from Training – Successful – Other

- Termination from Training – Successful – Post Secondary
- Termination from Training – Successful – Secondary

📁 **Jobs for Veterans**

📁 Gold Card Outreach
- Gold Card Outreach

📁 Other Services
- Gold Card Services Eligible - Accepted
- Gold Card Services Eligible - Declined

📁 VRAP
- VRAP Contact Attempt
- VRAP Contact CANNOT be made
- VRAP Contact Made – Customer already found employment
- VRAP Contact Made – Customer needs further assistance
- VRAP Contact Made – Customer not seeking further assistance

📁 **Labor Exchange**

📁 Assessment
- *Assessment Interview, Initial Assessment*
- *Assessment Services – Career Assessment*

📁 Case Management
- *Assigned Case Manager (Vets Only Service)*
- *Received Case Management Services (Vets Only Service)*

📁 Counseling
- *Career Guidance*
- *Counseling – Group Sessions*
- *Counseling – Individual & Career Planning*

📁 Individual Employment Plan
- *Individual Employment Plan*

📁 Informational/Self-Service
- *Self Service (OSOS)*
- *Self Service Systems (non-OSOS)*
- *Utilizing Resource Rooms*
- *Workforce Information Services Self-Service (LMI)*

📁 Job Search Assistance
- Exempted From UI Profiling Mandatory Participation
- *Job Development Contact*
- *Job Finding Club*
- *Job Search Planning*
- *Job Search Workshop*
- *Resume Preparation Assistance*
- *Transition Assistance Program Workshop (TAP)*
- *Workforce Information Services Staff-Assisted (LMI)*

📁

Negative Referral Result
- FTR (Individual Reemployment Plan)
- FTR (REA)
- FTR Call-in
- Refused Referral

📁 Obtained Employment
- Obtained Employment
- Obtained Employment – Bonding Assistance
- Obtained Employment – Following Counseling
- Obtained Employment – Following Job Search Planning
- Obtained Employment – Following Resume Preparation Assistance
- Obtained Employment – Following Testing
- Obtained Employment – From Workforce Information Services (LMI)
- Obtained Employment – Individual Employment Plan
- Obtained Employment – Job Finding Club
- Obtained Employment – Job Search Workshop
- Obtained Employment – Tax Credit Eligibility Determination
- Obtained Employment – Use of Self-Service Job Matching
- Obtained Employment

📁 Orientation
- FTR Profiling Orientation
- *Orientation (Other)*
- *Orientation (Rapid Response)*
- Orientation (REA)
- *Orientation (Self Employment Program)*
- Orientation (Trade)
- *Orientation (UI Reemployment Service)*
- RES/REA EUC Focus Career Resume Completed or Updated
- RES/REA EUC Job Search Eligibility Confirmed
- RES/REA EUC Requirements Fulfilled
- *RR Orientation Self Service*

📁 Other Reportable Services
- *Other reportable service-follow up (vet)*
- *Other reportable services (ES, DVOP, LVER)*

📁 Referred to Job
- External Job Referral

📁 Summer-Related Employment Opportunities
- Summer-Related Employment Opportunities

📁 Supportive Services
- *Referred to Supportive Services – Non-Partner*
- *Referred to Supportive Services - Partner*

📁 Tax Credit Eligibility Determination
- *Tax Credit Eligibility Determination*

📁 Testing
- *BEAG Test*

- *GATB Test*
- *GATB/VG*
- *Interest Inventory*
- *Literacy Test*
- *Math Test*
- *NATB Test*
- *Other Test*
- *Proficiency Test*
- *SATB Test*

📁 Training
- *Referred to Basic Skills Training*
- *Referred to Job Corps*
- *Referred to Training*
- *Referred to WIA*

📁 Vocational Guidance
- *Vocational Guidance (Other)*
- *Vocational Guidance (VET)*

📁 Vocational Rehabilitation
- *Vocational Rehab from other*
- *Vocational Rehab from Vet Admin*

📁 **State Specific**

📁 ARRA
- Wagner-Peyser ARRA Customer
- WIA ARRA Adult Customer
- WIA ARRA Dislocated Worker Customer
- WIA ARRA Youth Customer

📁 Job Fair
- Job Fair

📁 OJT – One the Job Training Contract
- OJT – On the Job Training Contract

📁 Other Services
- Assessment ASSET
- Assessment CAB
- Assessment COMPASS
- Assessment Discover
- Assessment Educational Basic Skill Level
- Assessment Employment Work History
- Assessment Job Fit
- Assessment KMSS
- Assessment Pre GED
- Assessment SAGE
- Assessment SDS
- Assessment TABE
- Assessment TABE WF
- Assessment Toyota
- Assessment Typing Clerical
- Assessment WorkKeys
- Basic Computer Training Tutorials
- BPI Training
- Budgeting Salary
- Case Management Closed
- Case Management Other
- Central KY Mobile Job Ctr
- Green River Coal
- Job Preparation Instruction
- Kentucky Teleworks
- NKY HC Case Management
- NKY Youth Case Management
- Trade Purchase Pennyrile
- Translation Service
- West KY Energy
- Computer Skills Training
- DTE Customer Registration

- DTE Customer Services Provided
- Eligibility Determination Childcare Assistance
- Eligibility Determination HCTC
- Eligibility Determination Medical Assistance
- Eligibility Determination Program Services
- Eligibility Determination Trade
- Eligibility Determination Trade ATAA/RTAA
- Eligibility Review ERP
- Employment Follow Up
- Fast Forward to Work
- Follow Up Adult and Dislocated Worker
- Follow Up Trade
- Follow Up Youth
- Help Writing a Resume
- HOME
- Incarcerated Veteran Outreach
- Incumbent Worker
- Interviewing Skills
- ITA Approved Occupational Skills Training
- Interested in Bridges to Opportunities
- Job Club
- Job Fair Information Provided
- Job Relocation Assistance
- Job Retention Services
- Job Search
- Kentucky Employ Network
- KET - GED
- Orientation One Stop
- Other Service
- Out of Area Job Search
- Placed in HCTC
- Placed in KY Farmworkers
- Placed in Trade
- Post-Employment Services
- Predictive Index
- Profiled Case Managed
- Public Library Training
- Referral Contact
- Referral to Adult Daycare
- Referral to Adult Ed
- Referral to Assessment Center
- Referral to Basic Skills Training
- Referral to Certificate of Financial Need
- Referral to Commonwealth Educational Opportunity Center
- Referral to Community Service Block Grant
- Referral to Compassion Capital
- Referral to Early Headstart
- Referral to Eastern KY Child Care Coalition
- Referral to ESG Rental Utilities Assistance
- Referral to External Training Providers
- Referral to FEMA Emergency Food and Shelter
- Referral to Goodwill
- Referral to HCTC
- Referral to Headstart
- Referral to Homeless program
- Referral to Housing
- Referral to Job Corps
- Referral to JobFit Services
- Referral to KCTCS
- Referral to KTAP
- Referral to KY Farmworkers
- Referral to KY Vision Assistance
- Referral to LIHEAP
- Referral to Migrant and Seasonal Farmworkers
- Referral to Native American Programs
- Referral to Needy Meds
- Referral to Non-Partner
- Referral to OET
- Referral to Office for the Blind
- Referral to Other Post Secondary Education
- Referral to Repair Affair
- Referral to Self Help Parenting
- Referral to Senior Citizen Nutrition
- Referral to Spouse Abuse Shelter
- Referral to Summer Feeding
- Referral to Trade
- Referral to Trade ATAA/RTAA
- Referral to Tax Preparation
- Referral to Technical Education
- Referral to Tenant Based Rental Assistance
- Referral to Title V Older Worker
- Referral to Transportation
- Referral to Veteran Program
- Referral to Victims of Crime Assistance
- Referral to vocational Rehabilitation
- Referral to Wagner Peyser
- Referral to Weatherization
- Referral to WIA
- Referral to WIA Adult
- Referral to WIA Dislocated Worker
- Referral to WIA Youth
- Referral to Wintercare Utility Assistance
- Referral to WorkKeys/NCRC Testing
- Referral to Workshop Career Basics Career Exploration
- Referral to Workshop Career Basics Computer ABCs
- Referral to Workshop Career Basics Interviewing Skills
- Referral to Workshop Career Basics Resumes and More
- Referral to Workshop Career Choices
- Referral to Workshop Discover
- Referral to Workshop Entrepreneurial
- Referral to Workshop Getting the Job You Really Want
- Referral to Workshop Identify Your Skills
- Referral to Workshop Job Savvy
- Referral to Workshop KY Paraeducator Assessment Review

- Referral to Workshop Learning for Earnings
- Referral to Workshop Life Skills for Money and Consumers
- Referral to Workshop Money Smart
- Referral to Workshop Other
- Referral to Workshop Success N sight
- Referral to Workshop Work Wise
- Referral to Workshop Yes You Can Own a Home
- Referrals from Partner's
- Referrals to External Training Vendor's
- Referred to Bridges to Opportunities
- Short Term Pre Vocational
- TAACCCT Grant Participation
- Termination from Training Unsuccessful
- Training Inappropriate
- UI Benefits Right Interview
- UI Information
- Workshop Career Basics Career Exploration
- Workshop Career Basics Computer ABCs
- Workshop Career Basics Interviewing Skills

- Workshop Career Basics Resumes and More
- Workshop Career Choices
- Workshop Discover
- Workshop Getting the Job You Really Want
- Workshop Guide to Getting and Keeping a Job
- Workshop Identify Your Skills
- Workshop Job Savvy
- Workshop KY Paraeducator Assessment Review
- Workshop Learning for Earnings
- Workshop Life Skills for Money and Consumers
- Workshop Life Skills for the World of Work
- Workshop Money Smart
- Workshop Success N Sight
- Workshop Work Wise
- Workshop Workers in Transition
- Workshop Yes You Can Own a Home

📁 State Energy Sector Partnership
- State Energy Sector Partnership

📁 Trade Act

📁 Individual Employment Plan
- *Individual Employment Plan*

📁 WIA Core

📁 Job Search Assistance
- *Transition Assistance Program Workshop (TAP)*

EKOS System Generated Customer Activities

The following customer activities are generated by the EKOS System when specific actions occur. Below is a list of System Generated Activities and action reasons. Those bolded and italics generate a Common Measures and Labor Exchange Enrollment.

CUSTOMER ACTIVITY	REASON
New Job Seeker - Staff Assisted	New Customer record added to AOSOS via Mediated application and status = 'active'
New Job Seeker - Self Service	New Customer record added to AOSOS via Self Service application and status = SSIO
New Job Seeker - Partial - Staff Assisted	New Customer record added to AOSOS via Mediated application and status = 'pending'
Active Job Seeker Beginning of Period	Added by the Batch Arry Over job: Refer to Batch requirements for more information
Labor Exchange Enrollment	Added by the Middle Tier when a Labor exchange activity is added.
Labor Exchange Exit	Added by the Middle Tier when a Labor exchange enrollment is exited
Common Measures Enrollment	Added by the Middle Tier when a child enrollment is set like LE and/or WIA
Common Measures Exit	Added by the Middle Tier when a Common Measures Enrollment is exited
WIA Enrollment	Added by the Middle Tier when a WIA funded Service is added and saved
WIA Exit	Added by the Middle Tier when a WIA Enrollment is exited
Trade Act Enrollment	Added by the Middle Tier when a TA funded Service is added and saved
Trade Act Exit	Added by the Middle Tier when a TA Enrollment is exited
Referred to Job FT Regular	Job order referral transaction
Referred to Job FT Temporary	Job order referral transaction
Referred to Job FT Short Term	Job order referral transaction
Referred to Job PT	Job order referral transaction
Referred to Job PT Temporary	Job order referral transaction
Referred to Job PT Short Term	Job order referral transaction
Placement to Job FT Regular	Job referral result updated to "Hired"
Placement to Job FT Temporary	Job referral result updated to "Hired"
Placement to Job FT Short Term	Job referral result updated to "Hired"
Placement to Job PT	Job referral result updated to "Hired"
Placement to Job PT Temporary	Job referral result updated to "Hired"
Placement to Job PT Short Term	Job referral result updated to "Hired"
Interstate Referral	If job origination method is online/internet, batch PI, or State and referral is processed
Failure to Report (FTR) to Work	Job Referral result updated to 'FTR to Work'

CUSTOMER ACTIVITY	REASON
FTR to Interview	Job Referral result updated to 'FTR to Interview'
Refused Job Offer	Job Referral result updated to 'Refused Job Offer'
Job Filled	Job Referral result updated to 'Job Filled'
Not Hired	Job Referral result updated to 'Not Hired'
Not Qualified	Job Referral result updated to 'Not Qualified'
Not Hired – Other	Job Referral result updated to 'Not Hired – Other'
Match	Customer Matched to Job / Job Matched to Customer
Change to Active Status	Customer AOSOS status updated to 'Active.'
Change to Delete Status	Customer AOSOS status updated to 'Delete'
Change to Inactive Status	Customer AOSOS status updated to 'Inactive'
Renewal (active from inactive)	Customer AOSOS status was 'inactive' and an activity was added which causes status update to 'active.'

ATTACHMENT B
Trade Fundable Seeker Service Types

Seeker Service Types	TAPR Crosswalk	Trade-funded allowable by Amendment
A/RTAA Wage Subsidy	TAA A/RTAA Wage Subsidy	All amendments
ABE or ESL in Combination with Training	Train Type 7 Remedial (ABE / ESL)	All amendments
Academic Learning	Train Type 7 Remedial (ABE / ESL)	All amendments
Apprenticeship Training	Train Type 9 Apprenticeship	All amendments
Assessment - Comprehensive and Specialized Skill Level and Service Needs Assess	Individual Service Plan	2009 and 2011
Assessment Interview, Initial Assessment	Individual Service Plan	2009 and 2011
Assigned Case Manager (Dislocated Worker, Profiles Claimant, TANF, Food Stamp)	Individual Service Plan	2009 and 2011
Basic Skills/Life Skills	Train Type 7 Remedial (ABE / ESL)	All amendments
Case Management	Individual Service Plan	2009 and 2011
Combined Workplace Learning with Related Instruction (Co-Op Education)	TAA Occupational Skills Training	All amendments
Counseling - Individual & Career Planning	Individual Service Plan	2009 and 2011
Customized Training	TAA Customized Training	All amendments
English as a Second Language (ESL)	TAA Remedial Skills Training	All amendments
Individual Employment Plan	Individual Service Plan	2009 and 2011
Job Search Allowance	TAA Job Search Allowance	All amendments
Job Search, Placement Assistance, Career Counseling	Individual Service Plan	2009 and 2011
Literacy Training	TAA Remedial Skills Training	All amendments
Occupational Skills Training	TAA Occupational Skills Training	All amendments
On the Job Training (OJT)	TAA On The Job (OTJ) Training	All amendments
Participation in A/RTAA	TAA Participation in A/RTAA	All amendments
Pre-requisite Training	Train Type 8 Pre-requisite	All amendments
Relocation Allowance	TAA Relocation Allowance	All amendments
Short-term Pre-Vocational Skills to Prepare for Employment or Training	Train Type 8 Pre-requisite	All amendments
Skills Upgrading and Retraining	Train Type 6 Other Occ. Skills	All amendments
Subsistence While in Training Allowance	TAA Subsistence While in Training Allowance	All amendments

Seeker Service Types	TAPR Crosswalk	Trade-funded allowable by Amendment
TRA Additional	TAA TRA Additional	All amendments
TRA Basic	TAA TRA Basic	All amendments
TRA Completion	TAA TRA Completion	2009, 2011, 2014
TRA Remedial	TAA TRA Remedial	2009, 2011, 2014
Training Programs Operated by the Private Sector	TAA Occupational Skills Training	All amendments
Travel While in Training Allowance	TAA Travel While in Training Allowance	All amendments