# **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 <u>https://www.ekos.ky.gov</u> 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 <u>Kentucky's Focus/Career</u> self-service site at <u>http://selfreg.ky.gov</u>. 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 <sup>Quick Search</sup> 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 Search 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 and the 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.

CUSTOMER	PROVIDER	EMPLOYER	STAFF	HELP		
Customer Search	Customer Detail	Comp Assess	Services		Futioner Sourch Customer Datail Come Assars Sanuiner	-
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#### 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.

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😪 😞 Gen. Info	Add'l Info Pg	ms/PA Objective	∎ Work Hist. E	d/Lie Skill:	s Saved S	earches Acti	vities Com	ments Tests	Returning	User: > >>
Customer Da	ita									
SSN	<ul> <li>Status Act</li> </ul>	tive 🔽 🖕	Job Seeker Ad	ctive 🗸				Ethnic Her	itage & Rac	e
<ul> <li>Username</li> </ul>	sbuchanan@gr	mail.com 🔹	Password 1tin	nep		Merge	_			
Last Name	Buchanan	•	First Name Sha	aron		IM	ication & Em	ployment		
Date of Birth	01/01/1962	Gender	ale 🗸				12 G	ication Level	luate	~
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County	Franklin	<ul> <li>Countr</li> </ul>	V United States		∽ Met	ro No 👻	Not E	Employed		~
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#### Screen Prints #2

CUSTOMER PROVIDER		EMP	LOYER	STAF	STAFF				
Customer Search Customer De	tail	Comp A	ssess	Services					
Buchanan, Sharon		SSN: ***-**-8	678 OS	SOS ID: KY0017	71182			1 of 1	
RE Gen. Info Add'i Info Pgms/PA	ii	k Hist. Ed/Lic	Skills Saved	d Searches Activ	ities Comme	nts Te	ests Ret	urning User: >	<
Programs		Date		P	ublic Assista	nce		Date	^
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ARRA Wagner-Peyser	~		G/	A-General Assista	ance (State/Lo	ocal)	~		
ARRA VVIA Adult	~			RCA-Refugee	Cash Assista	ance	~		
	~			SSI-Supplementa	a Security Inco	ome	~		
ARRA WIA Summer Youth	×						~		
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Ruegraad Challenge Bregram	~		intere	Adult Ed 8	Literaay Servi	ieee.	~		
Community Services Block Grant E & T	~		Adult Ed & Literacy Services			este	~		
Dept. for Technical Education (DTE)			Career Resource Center Self-Service			vice	~		
Dislocated Worker	~		04	Edi	ucation & Trai	ning	~		
Displaced Homemaker	×					ices	~		
Food Stamp F & T	Vee H	01/24/2014	Information About Services			nent	~		
Job Corps	Tes 👻	01/24/2014				ices 🗸	×	01/10/2014	
Kentucky Farmworkers		[			0	ther	es 🗸	01/15/2014	
NAFTA-TAA	~		Intere	sted In These Su	pportive Servi	ces:	~		
National Farmworker Jobs Program	~			Abuse Couns	eling & Protec	tion	~		
Native American	×				Child C	Care	× 1		
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Save Start Match Services Comp Assess	Activity	I.A. Referrals	Correspond	VR <u>R</u> et to Srch	Comments	Tag F	Resume	Sched	
Staff: Hill, Judy Office: Fr	ankfort Ce	entral Office O	ET			Securi	ity: Dele	te 05/01/2	014

- 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 <u>not</u> 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. <u>The TAA/NAFTA-TAA section is required and must be completed.</u> Once staff begins to enter data into this section most fields will become green dotted required fields.



- 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 dropdown 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" Egible 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 Bigbiny 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 autogenerated 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".
- 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 setup 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.

Screen Print #4

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Z	Verification V	Vebpa	ge Dialos	z								
-	Customer Detail			,								
ł	Comp Ass	ess										
	General mormation	120-4	US Conducto		- 1	1	migrant					
	Cobast Otation	12 Grade	- HS Graduate									
	School Status	Not atter	aing school; H.S	Graduate	4		Minitary Service					
	<ul> <li>Employment Status</li> </ul>	Not Emp	oyed									
	UI Claimant	Seek (Su	ibject to Work Se	earch)			Selective Service					
	Profiled	Yes	Profiled Dat	e 06/29/2008			Work History					
	Programs & Public Assis	stance				1	Reason for Leaving Other					
н	TANE											
L	GA	~										
L	RCA	~										
н	SSI	~										
н	Food Stamps	~										
н	SSDI	~										
н	Dislocated Worker	~										
L	Displaced Homemaker	~										
L	Other WIA Programs	~										
	Income & Disability Statu	IS				=						
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 "<u>Activities Tab"</u> - 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 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 nonpartner 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 I	Print #5	
CUSTOMER	PROVIDER EMPLOYER	STAFF	HELP	
Customer Search	tomer Detail Comp Assess	Services		
Smith, John Q.	SSN: 777-77-7777 05	505 ID: KY000475327	1 of 1	Activities – Webpage Dialog
C Genuinto Add'i Into Obje	rctive Work Hint, Ed. ic Skills Saved Searc	then Activities Comments Le	ats Returning Users 🔉 👀	Activities
Activity	Activity Date Office	Staff Employ	er Job ID SA	Eligibility Determination
Labor Exchange Registration	05/07/2003 0067 Morehead Ca	Cochran, James (I		Labor Exchange
- Alleheimer Officiantine soon frees	e onzazono sosonnanion cen	HILLOUY .		Obtained Employment
				Contained Employment - Tax Credit Eligibility Determination
				Tax Credit Eligibility Determination
				Tax Credit Eligibility Determination
				State Specific
				Contraction of the services
				Eligibility Determination Childcare Assistance
				Eligibility Determination HCTC
				Eligibility Determination Medical Assistance
				Eligibility Determination Program Services
				Eligibility Determination Trade
				Eligibility Determination Trade ATAA/RTAA
				L Eligibility Review ERP
			100 C	Activity Date 01/28/2010
	Delete Activity Print List	Detail		RR Event #
Save Start Match Services Co	mp Assess Activity I.A. Referrals Correspond	IVR Beturn to Srch Comments	Tag Resume Schedule	
Staff. Hill, Judy	Office: 8080 Pokfort Central Office OET	Se	curity. Delete 07/19/2010	Keyword(s) eligibility Search OK Cancel
	T			

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.

# 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 nongreen 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.



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.



Data items populated on the IEP Custom Tab are:

	la	ble #1	
Customer Module General Info Tab Last Name First Name SSN Address City State Zip Phone Email	Ta         Customer Module         Add'I Info Tab         Work Week         Duration         Salary         Pay Unit         Date Available         First Shift Preference         Second Shift Preference         Third Shift Preference         Split Shift Preference         Split Shift Preference         Split Shift Preference	Dife # 1 Customer Module Ed/Lic Tab Driver License Class State Pass Transport Hazardous Materials Tank Vehicle Motorcycle School Bus Doubles/Triples Tank Hazard	
	Preference	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. Services Module

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 see. This will restore the Agency to "Active" status.
  - If the appropriate agency is not listed, create a new agency by clicking on <u>New Agency</u> 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.

	Bereen			
Agency Info Achievement Objectives Servis	es Service Histo	ry Enrollments Outcomes Comm	ents Audit Follo	w Up 🙆 😒
<ul> <li>Agency</li> </ul>	Education & Workfo	rce Dev. Cabinet		
Intake Date	12/19/2011	Enrollment Date 12/19/2011		
Termination Date				
Termination Reason		~		
Status	Active			
	Agency		Status	
Workforce Investment			Inactive	0
Workforce Investment			Inactive	
Save Customer Detail	New Agency	Difere Wendy	on	

Screen Print #8

- a. To create a new agency, click on the <u>New Agency</u> 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 solution. 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.

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

Table #2

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 Infol 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 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

CUSTON ER PROVIDER EMF Provider Search Provider Detail Offering	CUSTOMER	PROVIDER	LOYER S
Quick Search General Info Custom	Provider Search	Provider Detail Offering Se	earch Offeri
Offering ID         ID 1         ID 2         ID 3         ID 4         ID 5         ID 6         ID 7         ID 8         ID 9	Ouick Search General Info Location WIB Provider Information Provider Name Trade Provider Status Active Service Type	Custom City City Service Name	From Proc
25 <u>Search</u> Clear	Provider Name	Provider Service Name	Location S
Staff: Hill, Judy Office: 8080 Frankfort Central O	Trade Program	Subsistence Allowance	Frankfort 05
	Trade Program	Job Search Allowance	Erankfort 04

- 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 should button. Specific service offering data will be automatically populated on the *Customer Services Module /* Services Tab.



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",
  - Select "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.



- 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 **law** button.

CUST	OMER	PROVIDER	EN	PL	OYER	STAFE		HELP			
Customer Sear	ch C	ustomer Detail	Comp	Ass	ess 🧧	Services					
Buchanan, Shar	on		SSN: ***-**	-867	78 080	08 ID: KY0017	71182				
	Achieveme	nt Objectives Service	Service Hi	tory	Enroll ment	Outcomes Co	mments Audit	Follow-Up	RRA You > >>		
Detail	~			-	Funding				1		
Part Time Learn.		Distance Learn.		^	Level	Source	Obligated	d Actual	Oblig #		
Program	Trade		~		State	TAA (Trade)	\$ 1.00	\$ 0.00	<u>A</u>		
Minimum Hours		Number of Weeks									
O*Net			Othlet								
NAICS	]]1		NAICS								
Min Prog Agreed	t l										
Achv. Objective			~								
Staff Assigned	Hall. Amanda		Change						×		
WIB Assigned	Bluegrass				Total Fu	nding \$1.00		Add	dit Divisio		
Agency	Education & V	Vorkforce Dev. Cabine	Change		Peti	tion # 71234	<				
Office	Frankfort Cent	ral Office UI	Office		RR E	vent #		~	87.		
Orig. Obligation	\$ 1.00	Total Obligation	\$ 1.00		Incumber	nt Worker Waive	rs		*		
Offering Cost	\$ 1.00	Actual Cost		~	<u> </u>						
	Provider	Name			Serv	ice Name		Actual Start Da	te Actual End Date		
Trade Program	n		Trade	Waiv	er Assessm	ent		01/29/2014			
Trade Program	n		Case	lana	gement			01/29/2014			
4									2		
Ontinno   Brint Li	int Now Sou	Delate Samina	Authorizo	tion		Summany   I	2 numerate	Tracking	and Annual Cones		
Opuons Prince	Ist New Sel	Delete Service	Additionza	uon	IFASEIVIC	e Summary	ayments	Tracking	angevicuarsoar		
	3	ave Customer Detai	Comp Ass	955	Comments	Check Labor Ma	arket Information				
Staff: Hill, Judy		Office: Frankfort C	entral Office	OET	Г	T T	5	Security: Delete	05/01/2014		

#### 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.

	Level	Funding Source	Year	Remaining
		WIA Stimulus Disloca	2009	\$ 999924.00
🗆 Stat	e	Stimulus Dislocated V	2009	\$ 947379.55
🗆 Stat	e	Stimulus Adult Statew	2009	\$ 992999.00
🗆 Stat	e	NEG173(e)	2007	\$1363911.57
🗆 Stat	e	NEG Ice Storm	2009	\$ 998631.00
🗆 Stat	e	TAA (Trade) 🌙	2009	\$ 9937009.25
		TAA (Trade)	2009	

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 **critical** 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.

<u>Add Button:</u> 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.

<u>Delete Button:</u> 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.

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

<u>Print Waiver Button</u> – 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 <u>Add</u> button is used for any subsequent waiver. Only the initial waiver is entered on the <u>services</u> 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.

🛃 Training Waiver — Web	page Dialog								×
Training Waiver									
Petition Number	70143			Service Actual Star	rt Date	01/01/2010			
Waiver Number	1			Service Actual End	d Date				
<ul> <li>Waiver Reason</li> </ul>	Marketable Skil	ls		UI Claims	Office	Central Office	- EKOS		
<ul> <li>Original Certification Date</li> </ul>	01/01/2010			Original Cert.	Admin	Hill, Judy			
				Original Cert.	Office	8080 Frankfor	t Central Office OET		
Last Cert. Date	01/01/2010			Last Cert. /	Admin	Hill, Judy			
				Last Cert.	Office	8080 Frankfor	t Central Office OET		
Revoke Reason			-	Revoke	Admin				
Revoke Date				Revoke	Office				
Void Entry									
Waiver # Last Cert. Dat	E Last C	Cert. Admin	1	Waiver Reason	Revol	ke Date F	Revoke Reason	Void	
✓ 1 01/01/2010	Hill, Judy		Mar	ketable Skills		_		í	
		Add Delete	Corr	espond Print Wai	ver				
			line and						
			OK	Cancel					

#### Screen Print #16

#### D - Training Approval

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

 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.

- 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).

	Dereen I I III			
Audit Follow-Up A Comments Audit Follow-Up A	ARRA Youth ISS Training Approval WKWIB Training-01 WKWIB Training-02 > >>		< 🗹 nts Outcomes Comments Audit Follow-Up ARRA Youth ISS Training Approval WKWB Training-41 WKWB Training-42 🔊 🔊	
Training Approval       Create Admin       Creation Time         Record Id       Create Admin       Creation Time         6971       what is a tester, 10/11/2010       A	Record Id     6971       Participant Request     07/01/2010       Date     Date       Planned Start Date     08/01/2010       Planned Start Date     08/03/2012       Completion Date     108/03/2012       Requested Training     FIN Nursing       Program     Training Provider       Type of Request     Initial       Type of Request     50.00       of Trainsportation     50.00       of Subsistence     50.00	HI I	Training Approval       Total Cost of [\$ 1980000         Record Id       Create Admin       Creation Time         [\$ 6971       what is a tester, 10/11/2010       Total Weeks of 104         Total Weeks of Total W	

#### 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.

< Agency Inf	o Achiever	nent Obje	ctives Serv	ices Servi	ce His	story	Enrolin	nents	i Oute
Detail					T.	- Fu	Inding —		
Service Name	Job Search A		Level		Source				
Service Desc.	Job Search /		WIB	TAA	(Trade				
Service ID	1868528								
Service Type	Job Search /	Allowance			-				
Provider Name	Trade Progra	m							
Location Name	Statewide								
Provider ID	16539								
Plan. Start Date	04/02/2008	Pla	n. End Date	04/01/2013					
Actual Start Date	04/01/2011	Actu	al End Date						
Completed Succ	essfully	~				1	Fotal Fun	ding	\$ 1.00
Next Conta	ct Date						Petiti	on #	75267
Program Servic	ce Type Inte	nsive	~				RR Eve	ent#	
Part Time Learn.		Dist	ance Learn.		~				
í I	Achie	evement (	Objective			1			
		SS	/IO Provi	der S	ervice				
						SS	/IO Provi	der S	ervice
						SS	/IO Provi	der S	ervice
						Jol	b Search	Allov	vance

#### Screen Print #17

#### F - Enrollments Tab

 The preceding steps of entering Trade Eligibility (work history) and attaching tradefunded 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).



Conception (Action)     Enrollment Info     Program Ty     Enrollment D:     Enrolling Service Nar     Enrolling Service Ty	pe Trade Act ste 02/01/2011 Er me Trade Individual spe Individual Emplo	rolled in Education	Exit info Exit info Exit Date Exit Reason 3rd Otr Exclusion Exit Admin	a Commentis Austa (e		E	Attensy Info Trade Eligibility Deter Eligibility Determinatio Eligibility Cance Eligibility Cance	mination Info mination Eligible n Date 02/01. I Date	sjectives.   Services   Service Hist 0 /2011	tory Enrollments Cont	comes Comments Audit Fo	low-Up
Enrolling Adn Enrolling Off Staff Assist Employment Staf	nin what is a tester. It for DTS EROS fed Yes tus Not Employed	star 1927/2011	Exit Office Co-Enroll Exit Date Transaction Date Transaction Admin Transaction Office				Eligibility Petition N Applicatio	Office DTS E umber 80808 h Date 02/01	2011			
Program Type	Enr Date	Enrollment Office	Exit Date	Exit Office	SA		Program Type	Date	0660	Evit Osta	Evit Office	1 44
Trade Act	02/01/2011 DT	EKOS			Yes		Trade Eligibility Deb	02/01/2011	DTS EKOS	CARCARE	Lan Olinou	
Common Measure	s 01/01/2011 DT	EK08			Yes		Trade Act	2/01/2011	DTSEKOS			Yes
AIW [	01/01/2011 DT	EKOS			Yes		Common Measures	01/01/2011	DTSEKOS			Yes
		T					WIA	01/01/2011	DTS EKOS			Yes
	Print List	I service and the service of the ser	Show Bg	Determ	<u> </u>			Pri	nt List Frankrisen (Kelliger (*	seav   Entr   Hid	e Elig Determ.	
	Save Oust	omer Detail Gomp Assess Comme	ents Check Labor Mark	et information				Save	Customer Detail Comp Assess	Comments Oneck Labor	Market Information	

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 Stow Ba Detem\_\_\_\_\_ button. The Eligibility Enrollment will then populate the enrollment table.

- 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. **3<sup>rd</sup> 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 3<sup>rd</sup> Qtr Exclusion and choose the appropriate reason. This exclusion will remove the customer from being counted in performance measures.

	Enroliment Info			Exit Info				1
	Program Type	Common Me	asures	Exit Da	te 11/16/2009			
	Enrollment Date	11/16/2009	Enrolled in Education	Exit Reas	on Exited after 90 d	ays	~	
	Enrolling Service Name	3		3rd Qtr Exclusi	on		~	
	Enrolling Service Type	Case Manag	jement	Exit Adm	in .			
	Enrolling Admin	Boyd, James	(Inactive)	Exit Office Health/Medical				
	Enrolling Office	Louisville Pre	eston Hwy OET		Family Care			
	Staff Assisted	Yes		Transaction Da	te Reservist called t	to Active Duty		
	Employment Status	Not Employe	d	Transaction Adm	Relocated to Ma	ndated Resident	ial Prog.	
		,	Holds (0)	Transaction Offi	Ce Administrator Se	rvices		1
			Holds (0)	Transaction Offi	Ce Administrator Ser	rvices		
2	Program Type	Enr. Date	Holds (0) Enrollment Office	Exit Date	ce Administrator Ser	Office	SA	1
	Program Type	Enr. Date 04/01/2011	Holds (0) Enrollment Office DTS EKOS	Exit Date	Ce Administrator Ser Exit	Office	SA	
	Program Type Common Measures Trade Act	Enr. Date 04/01/2011 04/01/2011	Holds (0) Enrollment Office DTS EKOS DTS EKOS	Exit Date           06/01/2011	Exit EXIT EXIS EXOS TS EKOS	Office	SA Yes Yes	
	Program Type Common Measures Trade Act Common Measures	Enr. Date 04/01/2011 04/01/2011 11/16/2009	Holds (0) Enrollment Office DTS EKOS DTS EKOS Louisville Preston Hwy OET	Exit Date           06/01/2011           06/01/2011           11/16/2009	Exit TS EKOS Ouisville Preston	Office Hwy OET	SA Yes Yes Yes	
	Program Type Common Measures Trade Act Common Measures Labor Exchange	Enr. Date 04/01/2011 04/01/2011 11/16/2009 11/16/2009	Holds (0) Enrollment Office DTS EKOS DTS EKOS Louisville Preston Hwy OET Louisville Preston Hwy OET	Exit Date 06/01/2011 C 06/01/2011 C 11/16/2009 L 11/16/2009 L	Exit TS EKOS TS EKOS oulisville Preston oulisville Preston	Office Hwy OET Hwy OET	SA Yes Yes Yes Yes	

## 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.

- Employed in Quarters after Exit Box (top right corner) employed in 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 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 (2<sup>nd</sup>) post-exit;
- b. "Recalled by Layoff Employer";
- c. Employment Training Related (if customer received training services)
- d. When 2<sup>nd</sup> Quarter after exit information has been entered, the 2<sup>nd</sup> Qtr NAICS box appears. Enter the industry code that applies to the customer's 2<sup>nd</sup> 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)"

~~	Agency Info Ach	ievement 0	bjectives Servi	ces Service Hi	istory Enr	olin	nents Outco	omes Comments	Audit Follow-	Jp 🔎	>>
Г	Employment					ĩΓ	Employed in	n Quarter after Ex	it —		7
	O*Net Title			0*1	Vet Titles			Employed after Ex	it Determination	Method	
	Recalled By L	ayoff Emplo	yer		~		1st Quarter	Yes	<ul> <li>supplemental su</li> </ul>	irve 🗸	
	Employment Tr	aining Rela	ted		~		2nd Quarter	Yes	<ul> <li>supplemental su</li> </ul>	irve 🗸	
	Employment N	Ion-Traditio	nal		~		3rd Quarter		*	*	
	Employed in Federal	Contractor.	Job 🗸				4th Quarter		/	¥	
	2nd Qtr NAICS				NAICS						
	Education & Training	g Necongan			~	1					
	Attained	Credential			<u>^</u>						
	Allamed										
	Type of	Credential									
	Da	ate Attained	ļ		Ξ						
	Attained Cr	edential (2)			*						
	Type of Cr	edential (2)			~						
1.	Program Type	Enr. Date	En	rollment Office		E	Exit Date	Exit C	ffice	SA	
	Trade Act	02/23/201	1 Lexington Cen	tral Ky Job Ctr	OET					Yes	^
$\checkmark$	Common Measures	02/03/201	1 Central Kentu	cky Job Ctr Dan	wille WIA					Yes	
	Labor Exchange	02/03/201	1 Central Kentu	cky Job Ctr Dan	wille WIA					Yes	1
											_
											Y
				Print List	Lit/Nun	n Te	sting				
		<u>S</u> ave	Customer Detail	Comp Assess	Comments		Check Labor I	Market Information			

#### 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* 



- 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

רו

רו

- 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

1 1

- 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

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- 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 Getting the Job You

Referral to Workshop Identify Your Skills

Referral to Workshop KY Paraeducator

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- Referral to Workshop Career Choices
- Referral to Workshop Discover

Really Want

Assessment Review

- Referral to Workshop Entrepreneurial

Referral to Workshop Job Savvy

- 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
- 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)

- 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

# **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	TAA Occupational Skills Training	All amendments
by the Private Sector		
Travel While in Training	TAA Travel While in Training	All amendments
Allowance	Allowance	