

# **WIF - STEM OSOS Guide**



## PURPOSE

The Workforce Innovation Fund - Science, Technology, Engineering and Mathematics (WIF - STEM) grant will focus upon increasing the number of WIA participants successfully entering and advancing in STEM career fields. The grant is approved from July 1, 2012 through June 30, 2015.

The grant has been awarded to 11 counties within 4 LWIBs:

- Capital Area (Albany, Schenectady, Rensselaer)
- Columbia – Greene
- FMS (Fulton, Montgomery, Schoharie)
- Saratoga – Warren – Washington

**WIF - Steps Up to STEM** is the single program wide provider.

All WIF-STEM services must be entered into OSOS as an L2 service and all **Service Names** begin with **WIF - STEM**.

WIF-STEM participants must be co-enrolled in both WIF-STEM and WIA. WIF-Stem is not a stand-alone enrollment. It will create or extend a WIA enrollment and functionally align with the LEX and Common Measure enrollments.

Because WIF-STEM participants must be co-enrolled in WIF-STEM and WIA, LWIBs have the authority to fund WIF - STEM L2 services with **WIB Level WIA Local** or **WIB Level WIF - Workforce Innovation Funds** to ensure that both enrollments are created. If unsure which funding is most appropriate, check with your supervisor or the WIF - STEM lead contact as listed below.

All classroom training must be listed in ETPL and listed as ITA Training.

These four enrollments (WIA, LEX, Common Measures and WIF - STEM) will soft exit together after 90 days without any active service. Hard exits are not allowed.

Program details must be recorded in two dedicated WIF - STEM program tabs within the OSOS **Service** window. Short Term Outcomes (1 – 2 years) and Long Term Outcomes (2 – 3 years) goals are recorded in the **WIF Goals** tab and additional details in the **WIF Training** tab.



*Mary Alane Wiltse of the Columbia-Greene LWIB is the lead contact for the LWIBs with this grant. Any requests to add provider services, offerings or drop down menu items in the WIF tabs must be requested from Ms. Wiltse.*

*(518)828-4181, Ext. 5510*

*[wiltse@sunycqcc.edu](mailto:wiltse@sunycqcc.edu)*

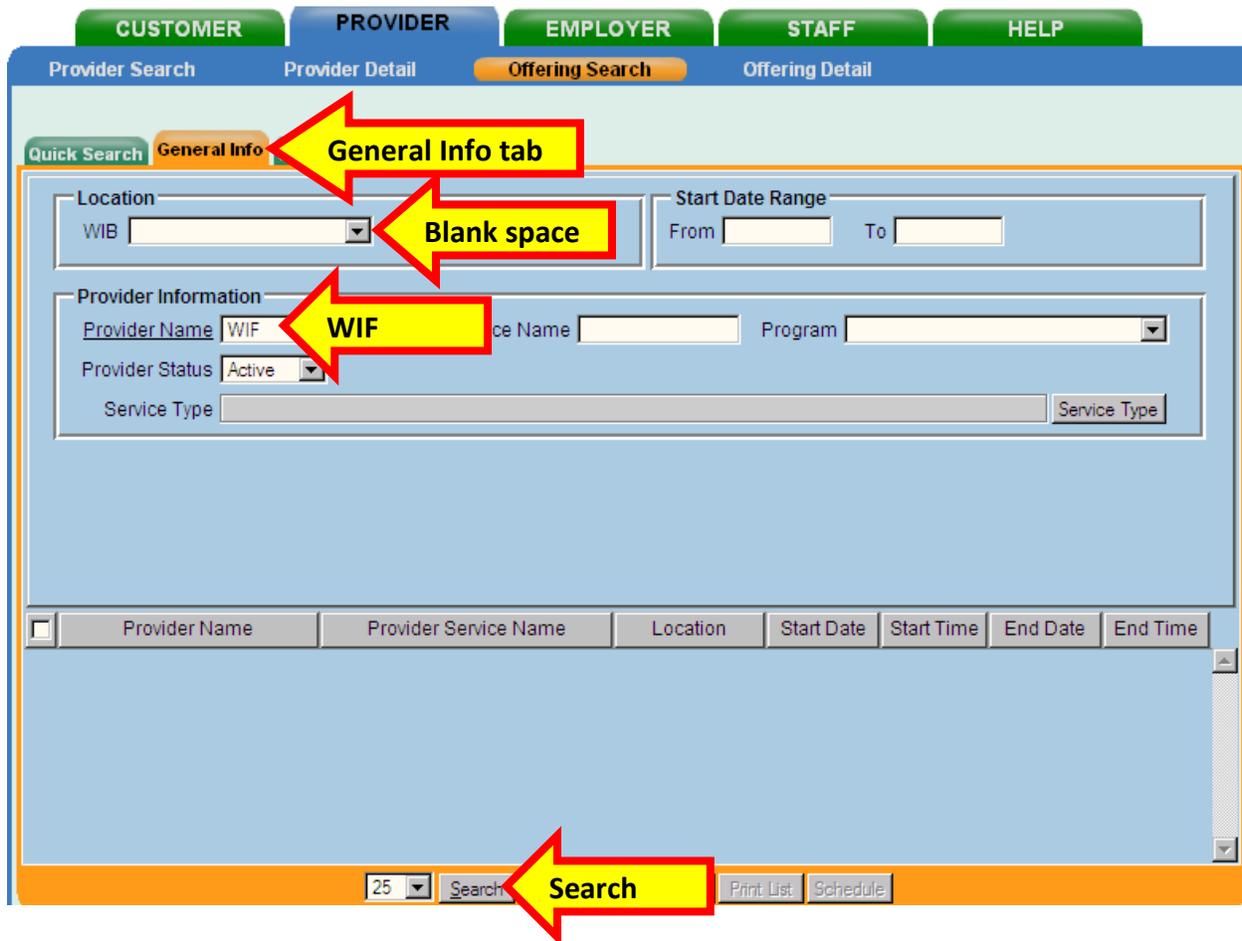


You will be brought to the **Quick Search** tab in the Offering Search window.



Select the **General Info** tab and select the blank space for the **WIB location**. Services will be tracked by the office into which the user has logged in and to the staff assigned in the Service.

The single program wide Provider is called **WIF - Steps Up to STEM**. Type **WIF** into the **Provider Name** or the **Service Name** and click the **Search** button.



All available WIF - STEM program services will display in the list.

All program **Service Names** begin with **WIF - STEM**.

CUSTOMER PROVIDER EMPLOYER STAFF HELP

Provider Search Provider Detail Offering Search Offering Detail

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Quick Search General Info Custom

Location: WIB  City  Start Date Range: From  To

Provider Information:
   
 Provider Name:  Service Name:  Program: 
  
 Provider Status: 
  
 Service Type:  Service Type

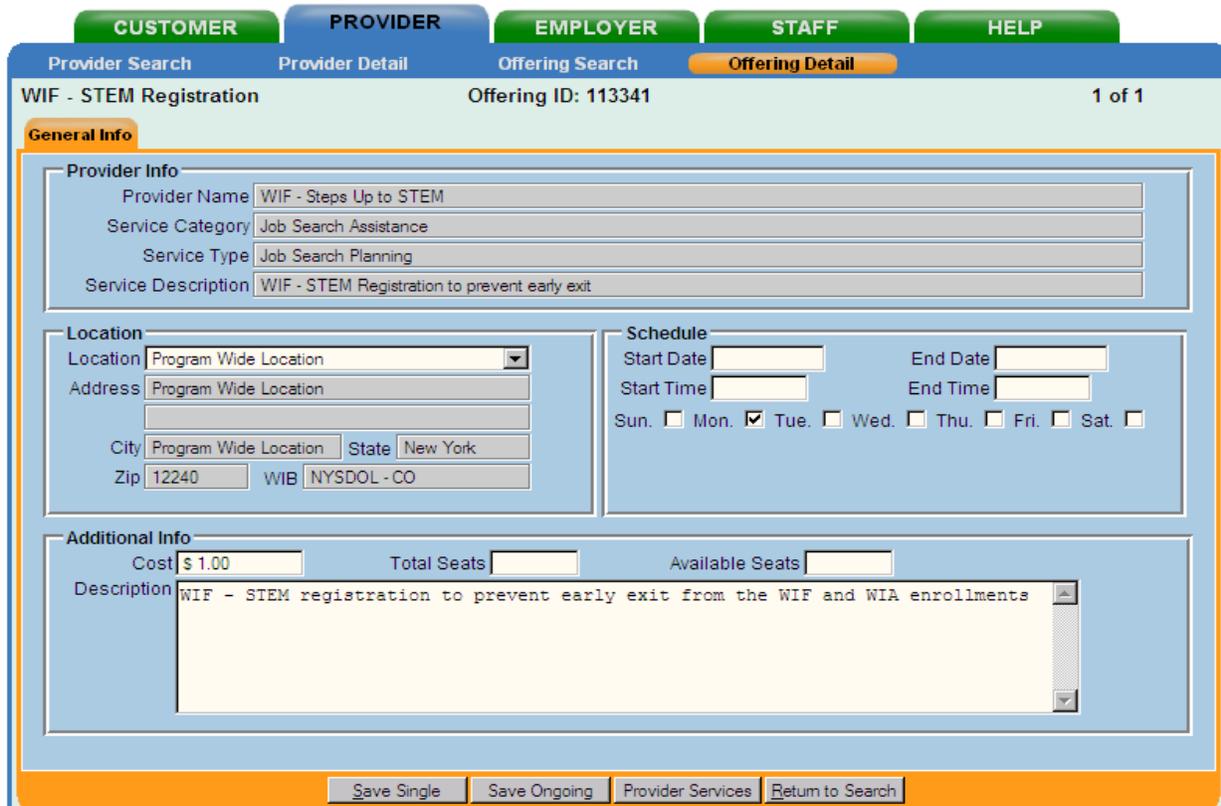
<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input type="checkbox"/>	WIF - Steps Up to STEM	WIF - STEM NWRC - Taking Exam	Program Wide L				
<input type="checkbox"/>	WIF - Steps Up to STEM	WIF - STEM NWRC Pre-test (Adu	Program Wide L				
<input type="checkbox"/>	WIF - Steps Up to STEM	WIF - STEM NWRC Pre-test (You	Program Wide L				
<input type="checkbox"/>	WIF - Steps Up to STEM	WIF - STEM OJT	Program Wide L				
<input checked="" type="checkbox"/>	WIF - Steps Up to STEM	WIF - STEM Registration	Program Wide L				
<input type="checkbox"/>	WIF - Steps Up to STEM	WIF - STEM Skill Level Assessm	Program Wide L				
<input type="checkbox"/>	WIF - Steps Up to STEM	WIF-STEM NWRC - Coursework	Program Wide L				
<input type="checkbox"/>	WIF - Steps Up to STEM	WIF-STEM NWRC - Coursework	Program Wide L				

Options Search Clear Detail Delete Print List Schedule



*Do not add or change any provider service or offering to the WIF - STEM program. Any additions must be submitted to M.A. Wiltse.*

A specific L2 service has been created to signify that a customer is participating in the WIF-STEM program. This service is designed to keep the enrollment active despite any gaps in service that may allow the enrollment to exit. This service should be recorded in the customer record with the first WIF-STEM service.

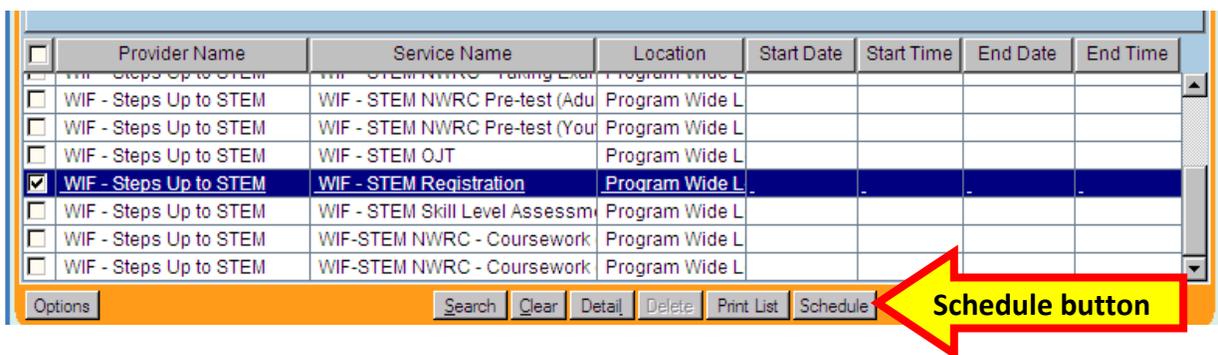


The screenshot shows the 'Offering Detail' form for 'WIF - STEM Registration' with Offering ID: 113341. The form is divided into several sections:

- Provider Info:** Provider Name: WIF - Steps Up to STEM; Service Category: Job Search Assistance; Service Type: Job Search Planning; Service Description: WIF - STEM Registration to prevent early exit.
- Location:** Location: Program Wide Location; Address: Program Wide Location; City: Program Wide Location; State: New York; Zip: 12240; WIB: NYSDOL - CO.
- Schedule:** Start Date, End Date, Start Time, End Time fields; Days: Sun. , Mon. , Tue. , Wed. , Thu. , Fri. , Sat. .
- Additional Info:** Cost: \$ 1.00; Total Seats: ; Available Seats: ; Description: WIF - STEM registration to prevent early exit from the WIF and WIA enrollments.

Buttons at the bottom: Save Single, Save Ongoing, Provider Services, Return to Search.

After selecting the **Provider Service**, click the **Schedule** button on the bottom of the screen. This will navigate you back to the new service in the **Services** tab where you may enter the required data.



<input type="checkbox"/>	Provider Name	Service Name	Location	Start Date	Start Time	End Date	End Time
<input type="checkbox"/>	WIF - Steps Up to STEM	WIF - STEM NWRC - Taking Exam	Program Wide L				
<input type="checkbox"/>	WIF - Steps Up to STEM	WIF - STEM NWRC Pre-test (Adu	Program Wide L				
<input type="checkbox"/>	WIF - Steps Up to STEM	WIF - STEM NWRC Pre-test (You	Program Wide L				
<input type="checkbox"/>	WIF - Steps Up to STEM	WIF - STEM OJT	Program Wide L				
<input checked="" type="checkbox"/>	WIF - Steps Up to STEM	WIF - STEM Registration	Program Wide L				
<input type="checkbox"/>	WIF - Steps Up to STEM	WIF - STEM Skill Level Assessm	Program Wide L				
<input type="checkbox"/>	WIF - Steps Up to STEM	WIF-STEM NWRC - Coursework	Program Wide L				
<input type="checkbox"/>	WIF - Steps Up to STEM	WIF-STEM NWRC - Coursework	Program Wide L				

Buttons at the bottom: Options, Search, Clear, Detail, Delete, Print List, Schedule. A red arrow points to the 'Schedule' button.



OSOS will navigate back to the Customer Services tab.

Complete the required fields in the **Detail** section of the tab.

For each service added in OSOS, you must include:

- **Plan. Start Date:** Enter the planned started date when the service is expected to start in the format of mm/dd/yyyy
- **Plan. End Date:** Enter the date the service is expected to end
- **Actual Start Date:** Enter the date the service begins. This cannot be a future date
- **Next Contact Date:** Enter a date to follow up with the participant and verify the program status that is less than 90 days in the future
- **Program Service Type:** Select the program service type corresponding to the service

It may be necessary to use the scroll bar at the right hand side of the **Detail** section to access additionally required data fields.

The screenshot shows the OSOS interface with the 'Services' tab selected. The customer name is Malinak, Daniel J., and the OSOS ID is NY011440606. The 'Detail' section contains the following information:

Service Name	WIF - STEM Registration
Service Desc.	WIF - STEM Registration to prevent early exit
Service ID	101087
Service Type	Job Search Planning
Provider Name	WIF - Steps Up to STEM
Location Name	Program Wide Location
Provider ID	77805
Offering ID	108469
Plan. Start Date	01/02/2013
Plan. End Date	12/30/2015
Actual Start Date	01/02/2013
Actual End Date	
Completed Successfully	
Next Contact Date	03/15/2013
Program Service Type	Core Staff Assisted
Part Time Learn.	
Distance Learn.	

The 'Funding' section is also visible, with a table structure:

Level	Source	Obligated	Actual	Oblig #
<input type="checkbox"/>				

A yellow arrow points to the scroll bar on the right side of the 'Detail' section. Below the 'Detail' section is a table with 'Achievement Objective' and 'Service' columns. The 'Service' column lists: Core-Staff Assisted-Eligibility, ISS Individual Service Strategy, Comprehensive Lean Six Sigma Black Belt, On the Job Training (OJT), and Business - Associate Degree. At the bottom of the interface are buttons for 'New Service', 'Delete Service', 'Authorization', 'IPA Service Summary', 'Payments', 'Tracking', 'Change Actual Cost', 'Save', 'Customer Detail', 'Comp Assess', 'Comments', and 'Check Labor Market Information'.

Classroom training must be listed in the ETPL as specified by the designation **ETPL Auto Load**. This designation is located in the **Service Description** of the **Offering Detail**.

Service Category	Training
Service Type	Occupational Skills Training
Service Description	ETPL Auto load 12/08/2011



If funded through WIA or WIF, then the **Program Service Type** should be listed as **ITA**. **OJT** training is always listed as **Non-ITA Training**.

Detail	
Program Service Type	ITA-Training
Part Time Learn.	<input type="checkbox"/>
Program	Core
Minimum Hours	Core Staff Assisted
O*Net	Follow Up
NAICS	Intensive
	ITA-Training
	Non-ITA Training
	Youth Services

All training services require the completion of three additional data fields:

1. **Part Time Learning**
2. **Distance Learning**
3. **O\*Net**: Click the **O\*Net** button to access the **O\*Net Webpage Dialog** search. Select the appropriate **O\*Net title**. More information is available in the [O\\*Net Titles in OSOS Guide](#)

Click the **Save** button.

WIF - STEM participants must be co-enrolled in both WIA and WIF. WIF funding has been added to those 11 eligible counties to attach to appropriate services.



	Level	Funding Source	Year	Remaining
<input type="checkbox"/>	WIB	Adult Statewide 15%	2010	\$ 9974.00
<input type="checkbox"/>	State	Adult Statewide 15%	2011	\$ 9313.00
<input type="checkbox"/>	WIB	Adult Statewide 15%	2012	\$ 10000.00
<input type="checkbox"/>	WIB	NEG Disaster - Irene/Lee	2011	\$ 20687.00
<input type="checkbox"/>	WIB	NEG - OJT	2012	\$ 9995.00
<input type="checkbox"/>	WIB	DEI Supplemental	2012	\$ 997.00
<input checked="" type="checkbox"/>	WIB	WIF - Workforce Innovation Fund	2012	\$ 10000.00

Obligated Amount  OR Obligated Percentage

OK Cancel

Services may be funded WIA, WIF or the sponsoring employer. If the sponsoring employer funds the service entirely with their own money, then the funding must be attached to WIF funding with zero dollars.



## WIF TABS

The program requires completion of two tabs within OSOS:

4. WIF Goals
5. WIF Training



A short term WIF goal, or Step 1 of the training plan, may include pre-hire classroom training that can be successfully completed as a prerequisite to any OJT or training related employment.

For customers whose Step 1 training is the OJT, it is logical that they will be working and training in the job that they will retain. Therefore, the successful completion of Step 1 is reported as an attained short term goal in the goals section and as training completed and post program employment in the WIF training tab.

A long term goals, or Step 2 of the training plan, usually include classroom training and/or OJT. It may also include promotion from a lesser skilled position into a more advanced position, which would be recorded as an attained long term goal, training completed and post program employment. It is possible for a customer to complete Step 2 training and be left unemployed until training related employment becomes available.

The **WIF Goals** tab is connected to Intensive services only. Although the tab allows an individual record to attach to any intensive service, records should only be attached to an **Individual Employment Plan (IEP)**. Where multiple **IEP** services exist, be careful to attach the record to the appropriate WIF funded **IEP**.

To create the record, select the appropriate **IEP** service and click the **Add** button.

**CUSTOMER**   **PROVIDER**   **EMPLOYER**   **STAFF**   **HELP**

Customer Search   Customer Detail   Comp Assess   **Services**   JobZone

Malinak, Zippy   SSN:   OSOS ID: NY005719389

<< <   **Comments**   **Audit**   **Training Addl Info**   **Add Outcomes**   **Jobs Info**   **WIF Goals**   **WIF Training**   **H-1B Nursing**   **TRA Benchmarks**   > >>

Achv. Objed	Service	Pgm Svc Typ
<input type="checkbox"/>	do anything Assessment Interview	Youth Service
<input checked="" type="checkbox"/>	<b>WIF - STEM IEP</b>	<b>Intensive</b>
<input type="checkbox"/>	WIF - STEM Enrollment	Intensive
<input type="checkbox"/>	WIF - STEM OJT	Non-ITA Train

**WIF Goals**

SV17 ID	Create Admin	Creation Time
<input type="checkbox"/>		

**Individual Employment Plan**

**Short Term Goal (Step 1 of the Training Plan)**

Goal

O\*Net Title

Planned Start Date

Actual Start Date

Actual End Date

Goal Attainment

**Long Term Goal (Step 2 of the Training Plan)**

Goal

O\*Net Title

Planned Start Date

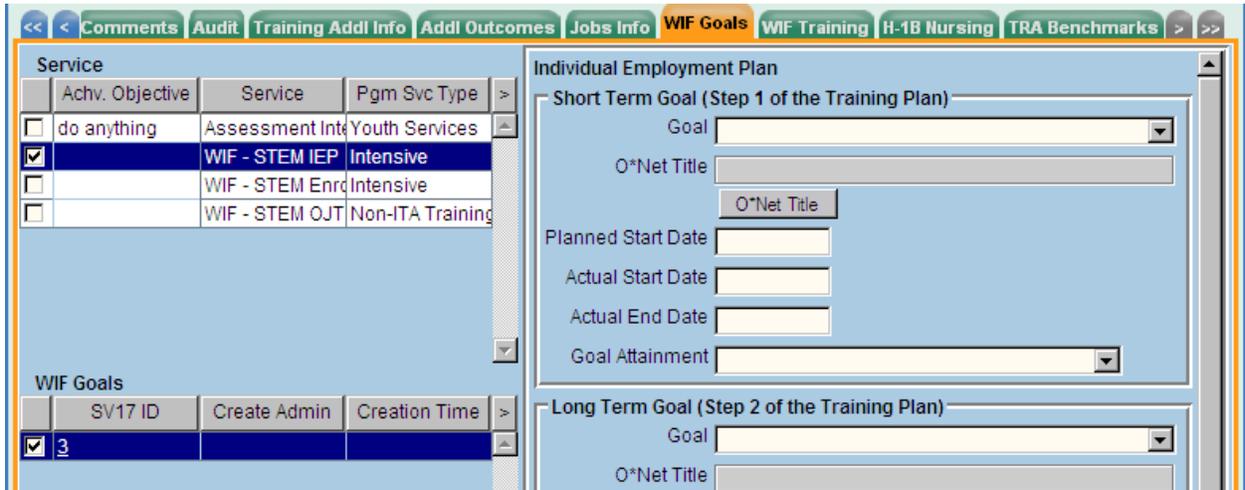
Actual Start Date

Actual End Date

Goal Attainment

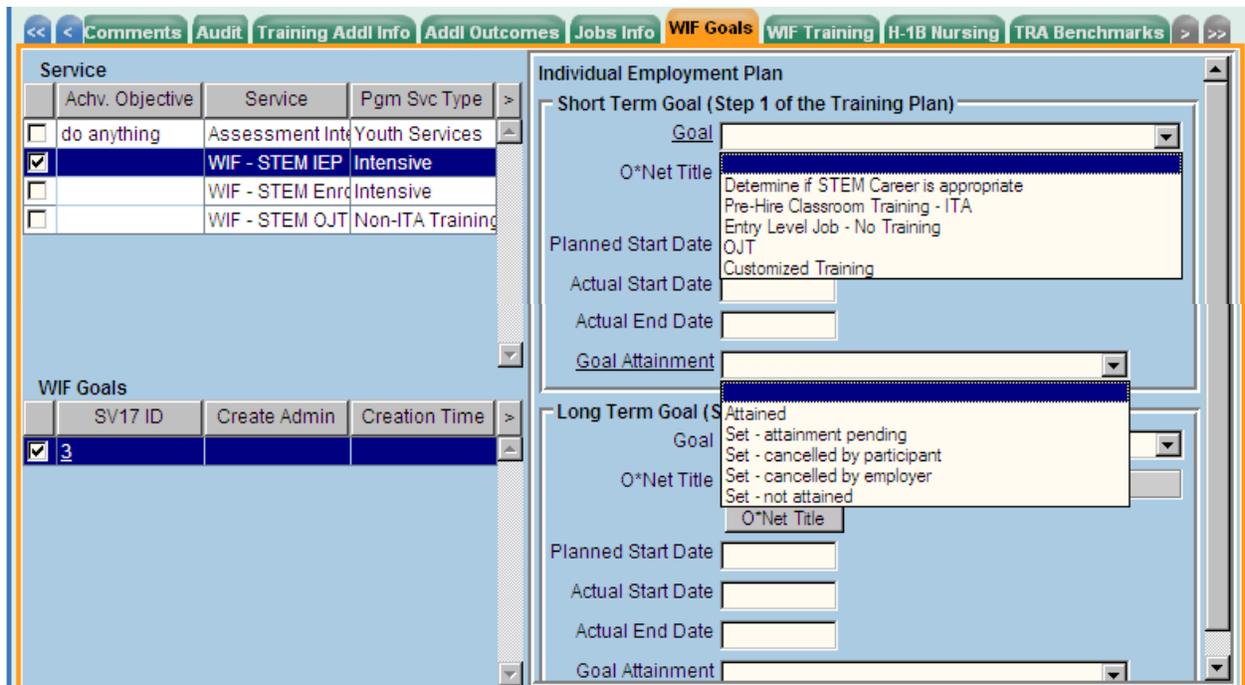
**Add**

The new record will appear and the data fields will become accessible for the **Short and Long Term Goals**. Short term goals may be planned for a 1 - 2 year period and long term goals for 1 - 3 years. Goals may be scheduled concurrently.



The screenshot shows the 'WIF Goals' section of the OSOS interface. On the left, there is a table with columns 'Achv. Objective', 'Service', and 'Pgm Svc Type'. The 'WIF Goals' table below it has columns 'SV17 ID', 'Create Admin', and 'Creation Time'. The main area is titled 'Individual Employment Plan' and contains two sections: 'Short Term Goal (Step 1 of the Training Plan)' and 'Long Term Goal (Step 2 of the Training Plan)'. Each section has a 'Goal' dropdown menu, an 'O\*Net Title' text field, and date fields for 'Planned Start Date', 'Actual Start Date', and 'Actual End Date'. A 'Goal Attainment' dropdown menu is also present for each goal type.

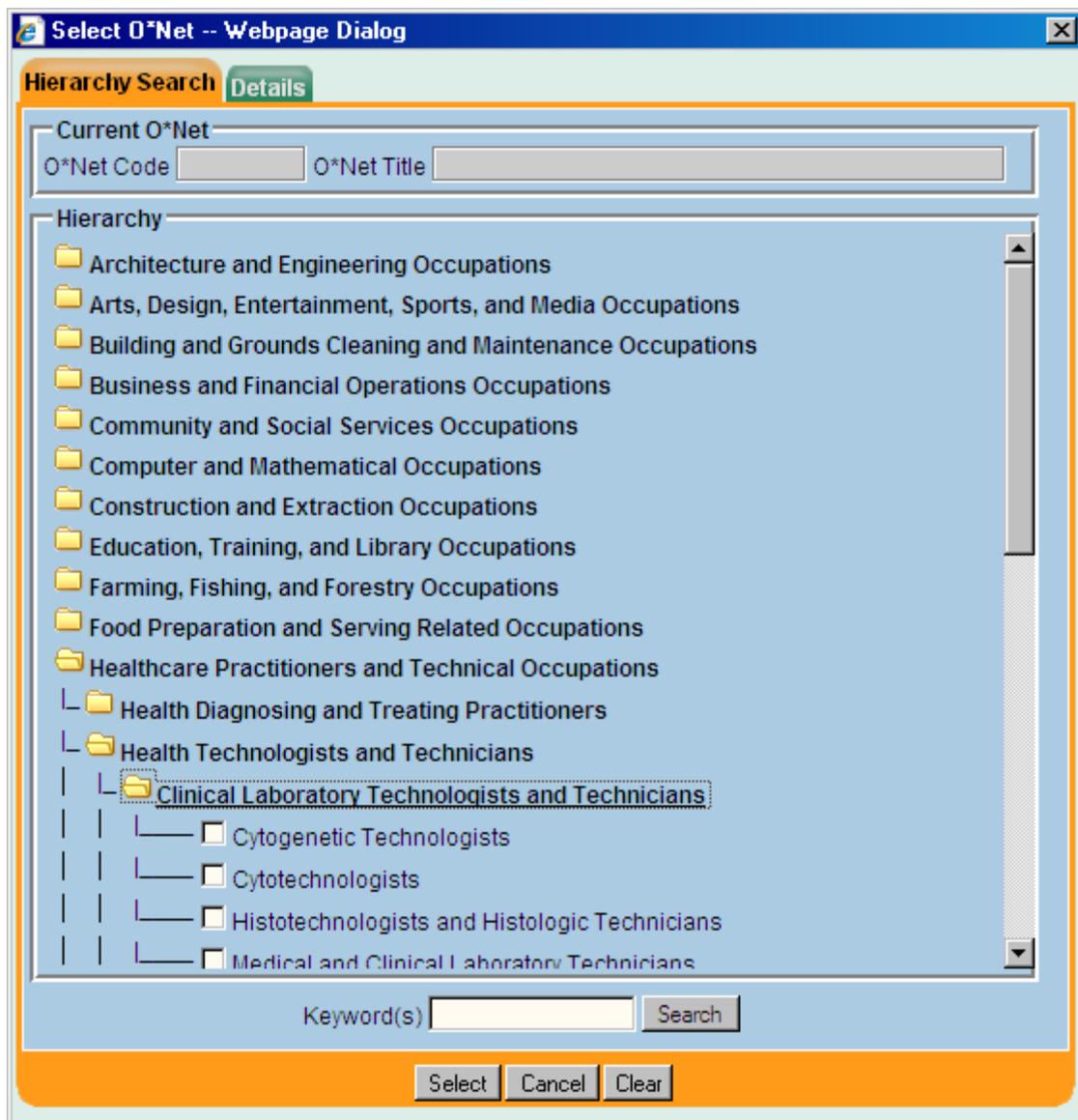
The **Goal** and **Goal Attainment** fields have drop down menus, while the dates require you to enter in a date using two digits for the month, two digits for the day and four digits for the year. The dates will only accept numbers and the slashes will be entered automatically.



This screenshot shows the same 'Individual Employment Plan' form as the previous image, but with the dropdown menus for 'Goal' and 'Goal Attainment' open. The 'Short Term Goal' dropdown shows options: 'Determine if STEM Career is appropriate', 'Pre-Hire Classroom Training - ITA', 'Entry Level Job - No Training', 'OJT', and 'Customized Training'. The 'Long Term Goal' dropdown shows options: 'Attained', 'Set - attainment pending', 'Set - cancelled by participant', 'Set - cancelled by employer', and 'Set - not attained'. The 'Goal Attainment' dropdown for the short term goal shows options: 'Attained', 'Set - attainment pending', 'Set - cancelled by participant', 'Set - cancelled by employer', and 'Set - not attained'.

Additional selections to the **Goal** and **Goal Attainment** fields must be requested through M.A. Wiltse.

Click the **O\*Net Title** button to bring up the webpage dialog box, to enter a keyword or search for the appropriate title.



The **WIF Training** tab is connected to training services only. When multiple training services exist, be careful to attach the record to the appropriate WIF funded training service.

[CUSTOMER](#) | [PROVIDER](#) | [EMPLOYER](#) | [STAFF](#) | [HELP](#)

[Customer Search](#) | [Customer Detail](#) | [Comp Assess](#) | [Services](#) | [JobZone](#)

Malinak, Zippy      SSN:      OSOS ID: NY005719389

[Comments](#) | [Audit](#) | [Training Addl Info](#) | [Addl Outcomes](#) | [Jobs Info](#) | [WIF Goals](#) | [WIF Training](#) | [H-1B Nursing](#) | [TRA Benchmarks](#)

Service			
Achv. Objective	Service	Pgm Svc Type	>
<input type="checkbox"/>	do anything	Assessment Int Youth Services	
<input type="checkbox"/>		WIF - STEM IEP Intensive	
<input type="checkbox"/>		WIF - STEM Enrg Intensive	
<input checked="" type="checkbox"/>		WIF - STEM OJT Non-ITA Training	

WIF Training			
SV18 ID	Create Admin	Creation Time	>
<input checked="" type="checkbox"/>			

**Job Details**

Sponsoring Employer

Contract Start Date

---

**Starting Employment Prior to Training**

Entry Level Employment

Job Title

O\*Net Title

Wage

Wage Type

Weekly Hours

---

**Training Employment (Customized or OJT)**

Job Title

O\*Net Title

Wage

Weekly Hours

Wage Unit

Goal Attainment

---

**Post Program Employment**

Employer

Start Date

Starting Wage

Wage Unit

Weekly Hours

O\*Net Title

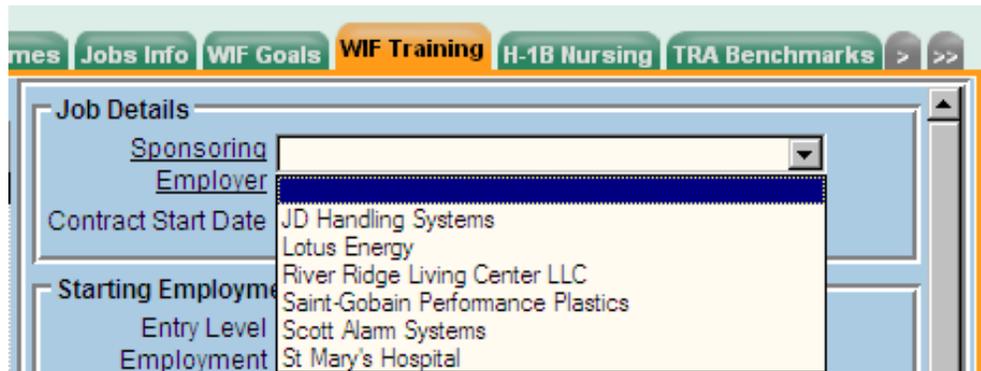
Is Resulting Employment Related to Training?

|  |

|  |

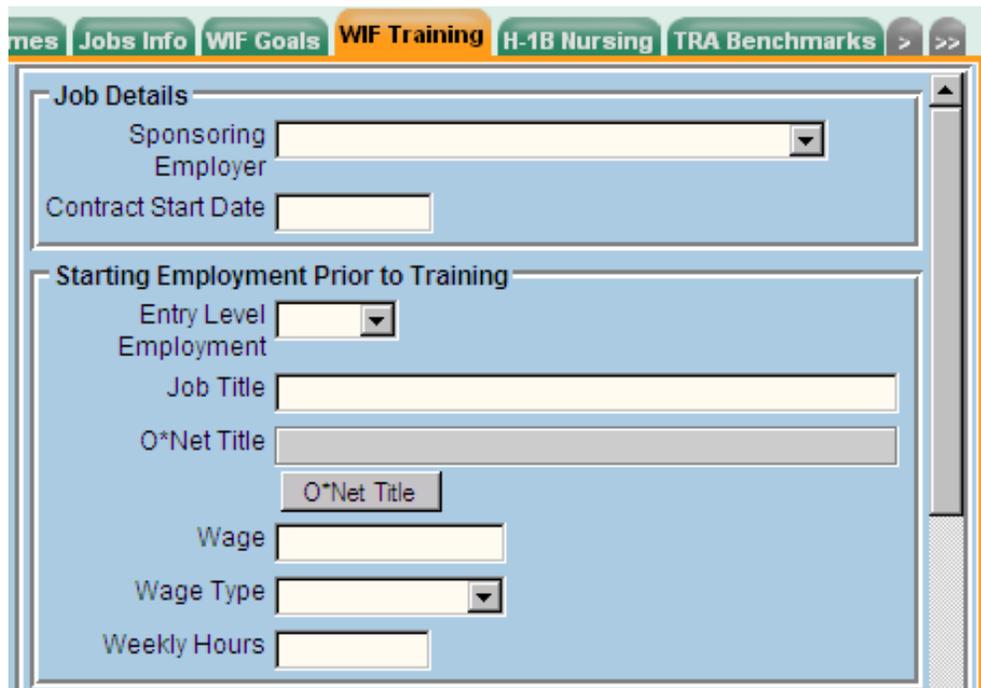
|  |  |  |

The **Sponsoring Employer** is the employer that is faced with a shortage of workers with specific STEM skills and has contracted with the LWIB and jobseeker to create a two step career plan for the jobseeker in which the employer may share the training costs. Additional employers will be added to the drop down menu as contracts are signed and approved.



The screenshot shows the 'WIF Training' tab in the OSOS system. The 'Job Details' section is active, and the 'Sponsoring Employer' dropdown menu is open, displaying a list of employers: JD Handling Systems, Lotus Energy, River Ridge Living Center LLC, Saint-Gobain Performance Plastics, Scott Alam Systems, and St Mary's Hospital. Other fields like 'Contract Start Date' and 'Starting Employment' are visible but not selected.

**Starting Employment** refers to any non-WIF funded employment that the jobseeker accepts during classroom training or prior to any OJT. **Starting Employment** should also be completed for incumbent workers. This section will be left blank if starting employment is not realized.



The screenshot shows the 'WIF Training' tab in the OSOS system. The 'Starting Employment Prior to Training' section is active, showing various input fields: 'Entry Level' (dropdown), 'Employment' (text), 'Job Title' (text), 'O\*Net Title' (text), 'O\*Net Title' (button), 'Wage' (text), 'Wage Type' (dropdown), and 'Weekly Hours' (text). The 'Sponsoring Employer' dropdown is also visible in the 'Job Details' section above.

The data fields in the remaining two sections are self explanatory:

- **Training Employment (Customized or OJT)**
- **Post Program Employment**



## RESOURCES AND ASSISTANCE

Ms. Mary Alane Wiltse

(518)828-4181, Ext. 5510

[wiltse@sunycgcc.edu](mailto:wiltse@sunycgcc.edu)

Additional program information, OSOS guides and other resources can be found at:

<http://labor.ny.gov/workforcenypartners/osos.shtm>

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: [help.osos@labor.ny.gov](mailto:help.osos@labor.ny.gov)