

PARTICIPANT REPORTING INSTRUCTIONS FOR STATEWIDE FUNDED ACTIVITIES

Supplied by Agency for Workforce Innovation

PROGRAM NAME: Reengineered Florida reBuilds Entry-Level

FUNDING SOURCE: State of Florida General Revenue

DATE RANGE FUNDS MAY BE USED: July 1, 2006 through **December 31, 2007**

REGIONAL WORKFORCE BOARDS AFFECTED: All

OTHER ENTITIES AFFECTED: Department of Education, Private Sector Employers, etc.

TARGET POPULATIONS: Veterans, Ex-offenders, Homeless, Youth aging out of foster care and Others

ELIGIBILITY: All individuals served in this program should meet the following requirements:

- (1) Must be 18 years of age or older at the time of eligibility determination (**Note: can be 17 years of age if the participant is in classroom training only and if the participant will turn 18 before training is complete**). If this is the case then once the participant turns 18 the training data should be entered into OSMIS with a case note explaining the reason for the delayed data entry.
- (2) Must be a US citizen and/or authorization to work in the US, and
If local WIA funds are used,
- (3) If a male born after 1960, must be registered with selective service or document that the failure to do so was "not knowing or willful" per local policy. See [selective service communiqué](#), and
- (4) Willingness to attend and complete the chosen training program.

PERFORMANCE REPORTING CATEGORY:

The program is funded with State of Florida General Revenue funds. RWBs are not required to submit monthly program performance reports, but must input participant data into OSMIS by the end of the month. The AWI Performance and Reporting Unit will be preparing monthly performance reports to evaluate the effectiveness of the program. NOTE: Performance counts against local measures if local funds are used to serve these individuals, which requires dual enrollment

OTHER PROGRAM PERFORMANCE INFORMATION

- The RWB is expected to have at least a 75% entered employment rate for the entry level training completers. The entered employment rate will be calculated by dividing the total

number of entry level training completers by the total number of entry level placements achieved

- The RWB will retain the entire general revenue allocation tied to placements if a 75% entered employment rate is achieved for the entry level completers.
- The RWB will retain 75% of the allocation tied to placements if the final entered employment rate is between 50% and 74% for the entry level completers.
- If the RWBs entered employment rate for entry level completers is below 50%, the allocation tied to placements will be reduced proportionately. For example, if the RWBs entered employment rate is 30% for entry level completers; the RWB will only be able to retain 30% of the funding tied to entry level placements.
- Finally, training costs for entry level and advanced level training are based upon the number of planned participants. Therefore, AWI reserves the right to proportionately reduce training allocations if the actual enrollments are significantly less than planned.

NOTE: The performance pay-back requirements are tied ONLY TO the costs associated with the placement of participants as indicated in the original budget as submitted to AWI. The performance will NOT be assessed against the cost identified for the training, support services and administration. General Revenue funds drawn in excess of the amount earned through documented final placement performance must be repaid based on the above performance criteria.

PERFORMANCE REPORTING BY AWI:

Total Participants (Assisted Core)
Total Receiving Intensive Activity
Total Receiving Training Activity
Total Receiving Support Services
Total Credentials Attained
Total Exits
Total Entering Unsubsidized Employment (Exit)

CLOSE OUT INSTRUCTIONS: Florida reBuilds – contract ends December 31, 2007.

- Financial – No invoices or other billing statements can be paid for this contract that are received after the 60 day close-out period (February 29, 2008) unless specifically approved by the WFI contract manager.
- Performance – The last day to input performance data into OSMIS after the ending date of this contract is January 31, 2008 due to “OSMIS Lock Down”.

PARTICIPANT REPORTING INSTRUCTIONS

Supplied by Agency for Workforce Innovation

OSMIS DATA ENTRY INSTRUCTIONS FOR “REENGINEERED FLORIDA reBUILDS”

An online interest form should be completed on every interested applicant. This online interest form can be used by all interested parties including but not limited to Regional Workforce Boards, One Stop Service Providers, and Training Vendors. This online interest form is located at <http://www.floridajobs.org/rebuildflorida/privacyact.asp>.

NOTE: This does not replace the OSMIS WIA application information requirements. Staff must collect all data and enter into OSMIS.

WIA Application – Adult

Program Elements:

WIA Application

Activities

Supportive Services

Credential Attainment

Job Placement (entered unsubsidized employment)

Program Exit

Contact Details

- Social Security Number: Enter the participant's SSN
- Name and address
- Telephone Number: Enter a telephone number where the participant can be reached
- County: Select a County where the nearest One Stop is located
- One Stop: Select a One Stop where the participant will receive or would have received services.

Demographics

- Date of Birth: Enter data in this field
- Gender: Select the gender of the participant
- Race: Select as many choices as apply to the participant
- Ethnicity: Select the ethnic group of the participant

Program Details

- Application Status: Full
- Program Category: Adult
- Date of Application: Default to the current date or enter the 1st day of the current quarter.
- Selective Service: Select a response for males born on or after 1/1/1960
- Citizenship: Select a status: Select a response
- Individual with disability: Select a response from the dropdown box
- Currently enrolled in school: Select a response from the dropdown box
- Select highest education level: Select a response from the dropdown box
- Employment Status: Select a response from the dropdown box

- Limited English: Select a response
- Receiving SSI: Select a response
- Receiving general assistance: Select a response
- Receiving refugee assistance: Select a response
- Unemployment Compensation Status: Select a response from the drop down
- Number in family: Enter a number greater than "0"
- Number dependents under 18: Enter a numeric value
- Family status: Select a status from the drop down box.
- Single parent: Select a status
- Employment Information
- If the participant is a "veteran or eligible person", complete the required veteran status fields.

Data Documentation List

- Eligibility documentation – see above criteria.
All documentation must be maintained for validation and audit purposes.
- If customer is eligible select "Yes" to the question "Is customer eligible" at the bottom of the Eligibility Document List page and proceed with registering the customer.

Instructions for Assigning Activities Funded by this Program

- Go to the navigation menu in OSMIS, open the case management folder and select the "activity" file.
- Click on "assign activity" link to access the assign activity screen. Also, click on the "provide supportive service" link to access the supportive service screen.
- Assign the appropriate activity or service.
- Adults must be assigned the following activities:
 1. Assisted core (application and eligibility determination)
 2. Intensive (assessment, determination, and selection of suitable training activity)
 3. Training Activity **Note: Allowable training programs are the following and maximum training time is six months.**
 4. **The training occupation must be identified in the OSMIS Training Information block of the Training Activity page, no exceptions.**

TRAINING OCCUPATIONS

Boilermakers

Brick masons and Block masons

Carpenters

Carpet Installers

Cement Masons and Concrete Finishers

Construction and Building Inspectors

Construction Laborers

Construction Managers

Drywall and Ceiling Tile Installers

Electricians
Elevator Installers and Repairers
Fence Erectors
First-Line Supervisor of Construction and Extraction Workers
Floor Layers, Except Carpet, Wood, and Hard Tiles
Floor Sanders and Finishers
Glaziers
Hazardous Materials Removal Workers
Heating, A.C., and Refrigeration Mechanics and Installers
Helpers - Brick masons, and Tile & Marble Setters
Helpers - Carpenters
Helpers - Electricians

Training Occupations Continued

Helpers - Painters, Paperhangers, Plasterers, & Stucco
Helpers - Plumbers, Pipe fitters, and Steamfitters
Helpers - Roofers
Highway Maintenance Workers
Operating Engineers/Construction Equipment Operators
Painters, Construction and Maintenance
Paperhangers
Paving, Surfacing, and Tamping Equipment Operators
Pile-Driver Operators
Pipe layers
Plasterers and Stucco Masons
TRAINING OCCUPATIONS Continued
Plumbers, Pipe fitters, and Steamfitters
Rail-Track Laying and Maintenance Equipment Operators
Reinforcing Iron and Rebar Workers
Roofers
Segmental Pavers
Septic Tank Servicers and Sewer Pipe Cleaners
Sheet Metal Workers
Stonemasons
Structural Iron and Steel Workers
Tapers
Terrazzo Workers and Finishers
Tile and Marble Setters

- Leave "Not Selected" in the Fund Code/Program Code dropdown and SELECT **"00QA – Reengineered Florida reBuilds (Entry-Skills)"** from the **Special Program Code** dropdown box. **Note: Do Not Use Previous Year's Special Project Code.**

- Enter ITA details (if training was provided) as this is a mandatory field.
- Enter Job Category and Title under “Training Information”
- Enter # of expected training hours under “Training Information”
- Enter Service Provider information. **Please update the Service Provider information to indicate that they are a public or private entity.**
- Supportive Services, such those authorized by WIA, can be funded with these special program funds. If local funds are used to provide these services, then the participant is counted in local performance at exit, and must be dual enrolled.

Note: if a Florida reBuilds participant fails to report for training or discontinues training altogether, the One Stop Office will need to access transaction BH10 to determine if the participant is a UC claimant. If the participant is a UC claimant, the One Stop Office will need to notify the appropriate adjudication hub via the [Intranet Florida Rebuild link](#). The UC adjudication hub will contact the claimant to determine if an issue exist and make the appropriate determination on the UC claim.

Instructions for Recording Performance Data (Deliverables)

Deliverables	Where to Record
#1.) Participating in Florida reBuilds training	<p>Complete Registration Process and assign the following activities:</p> <p>Activity: Core Services Using the Special Program Code (00QA)</p> <p><u>and</u></p> <p>Activity: Intensive Services Using the Special Program Code (00QA)</p> <p><u>and</u></p> <p>Activity: Occupational Skills Training, On-the-Job Training or Customized Training Using the Special Program Code (00QA)</p> <p>Enter Job Category, Job Title, and # of expected training hours under “Training Information”</p>

#2.) Completion of Florida reBuilds training.	<p>Completion of Occupational Skills Training, On-the-Job Training or Customized Training activity = Yes Step #1 close activity as “completed” Enter # of actual Training Hours Completed under “Outcome”</p> <p>Step # 2 record a credential – see instruction for recording credential information.</p> <p>Enter credential type “Occupational Skills Certificate or Credential” and date credential attained to receive credit for obtaining a credential.</p> <p>Completion of Occupational Skills Training , On-the-Job Training or Customized Training activity = No</p> <p>Step #1 close activity as “not completed”</p>
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Instructions for Recording a Job Placement

Go to the navigation menu in OSMIS and select the “job placement” link to enter job placement information.

RWBs will receive placement credit for individuals who did not participate in training (job referrals) but are placed in construction-related jobs and for individuals who obtained construction-related jobs through “self directed job search” where boards expend program funds for assessment and placement-related services

Note: Florida reBuilds participants are to be served just like regular WIA participants with the end result being entry into unsubsidized employment.

Instructions for Recording Credential Information

Note: credentials should be attained by those participants who complete training.

- Go to the navigation menu in OSMIS, open the case management folder and select the “Activities” file.
- Click on “Summary” link to access the summary of activities assigned to the participant.

- Select the “Edit” link on the training activity to enter “training completion” information.
- Click on the “Credential Information” link to enter “A Description of the Certification” attained and as many details about the certification as is available.

Note: You must enter in the credential type **“Occupational Skills Certificate or Credential”** and date credential attained to receive credit for obtaining a credential.

Instructions for Closing a Case

Make sure all credential and job placement information are entered before closing the case.

Close all open Activities. **Note:** All activities associated with this program must be closed effective 12/31/2007. If the RWB wishes to continue serving the participant, a new activity using local or other funds must be opened.

Go to Navigation menu and select Case Management, Manage Case, and Close. Select the appropriate close reason at termination of this program.

Preferred Positive Outcome for Adults:

Entered Employment (unsubsidized)

If no other outcome applies, select “Services Completed.”

Note: There is no selection in the “close reason” for “entered employment” but OSMIS will record as such once job placement details have been entered.

ADDITIONAL REPORTING REQUIREMENTS:

Data Input deadline: It is critical that participant data be input into OSMIS as quickly as possible and on a continual basis due to almost daily demands from local, state and federal entities for accurate and detailed participation information.

AWI CONTACT FOR ADDITIONAL ASSISTANCE REGARDING:

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