

WIA PARTICIPANT REPORTING INSTRUCTIONS FOR STATEWIDE FUNDED ACTIVITIES

Supplied by Agency for Workforce Innovation

PROJECT NAME: Florida reBuilds (Incumbent Worker – Skills Upgrade/Advanced Skills)

FUNDING SOURCE: Workforce Investment Act (WIA) 15% funds

DATE RANGE FUNDS MAY BE USED: December 13, 2005 through June 30, 2006

REGIONAL WORKFORCE BOARDS AFFECTED: All

OTHER ENTITIES AFFECTED: None

ELIGIBILITY: All individuals served in this project must meet **ALL** of the following eligibility requirements:

- (1) Must be 18 years of age or older at the time of eligibility determination,
- (2) Must be a US citizen and/or authorization to work in the US,
- (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) Willing to attend and complete the chosen training program.

The participant must currently be employed in the construction industry to register him/her under “incumbent worker-skills upgrade/advance skills training.” If the participant is employed outside of the construction industry, the participant must be enrolled accordance with instructions provided in the Florida-reBuilds Entry Level Skills component.

PERFORMANCE REPORTING CATEGORY:

Category designations: 1

Funded with WIA IB 15% or 25% set aside funds. All local formula performance measures applicable to the customer group are applied and counted in state level and statewide performance. Performances for participants are reported in Florida’s Core Measures. Projects or allocations funded with Rapid Response Additional Assistance funds will always be Category 1. Performance counts against local measure if local funds are used to serve these individuals, which requires dual enrollment.

PERFORMANCE REPORTING TO AWI:

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

PARTICIPANT REPORTING INSTRUCTIONS

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DATA ENTRY INSTRUCTIONS FOR “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 or supplant the WIA application information. Staff must collect all data and enter into OSMIS.

DATA ENTRY INSTRUCTIONS for INCUMBENT WORKERS only (Partial application)

Contact Details:

- Check WIA Partial Registration
- Social Security Number (SSN): Enter the participant’s SSN
- First Name
- Last Name
- County: Select a County where the One Stop is located
- One Stop: Select a One Stop where the participant will receive 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 (Hold Control Key for Multiple Selections)
- Ethnicity: Select the ethnic group of the participant

Program Details:

- Application Status: Special Statewide Project
- 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 response
- Individual with disability: Select a response from dropdown the box
- Employment information is required (when participant is considered for the career advancement deliverable)

Eligibility Document List:

- Eligibility documentation must be available for audit purposes. **Note: Documentation can come from an employer’s Human Resources department i.e. I-9 info.**
- If customer is eligible select “Yes” to the question “Is customer eligible?” at the bottom of the Eligibility Document List page and proceed.

Instructions for assigning activities or services solely funded by this project

- 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: Could be Customized Training or Occupational Skills Training in the following areas:**

AIR CONDITIONING, REFRIGERATION AND HEATING (240 HOURS)
CARPENTRY (120 HOURS)
DRYWALL (120 HOURS)
ELECTRICAL (240 HOURS)
MASONRY (80 HOURS)
PLUMBING (180 HOURS)
ROOFING (120 HOURS)

- Leave “Not Selected” in the Fund Code/Program Code dropdown and SELECT “**00PJ – Florida rebuilds (Incumbent Workers – Skills Upgrade/Advanced Skills)**” from the **Special Project Code** dropdown box.
- Enter ITA details (if training was provided) as this is a mandatory field.
- Enter Service Provider information.
- Supportive Services **cannot** be funded with these special project funds. RWBs can decide whether or not they wish to use local funds to cover supportive services or additional services. If local funds are used 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.

Instruction for Recording a Job Placement

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

Note: Although these participants are employed at registration, the employment data should be entered as a Job Placement with an effective start date = registration date before case is closed.

Instruction 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 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 project must be closed effective 6/30/2006. 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 project.

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 in to 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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