America's One Stop Operating System

Mediated Business Requirements
Customer Services

AOSOS Release Version: 7.2
Revision Date: 4/28/2021
Document Version: X

Revision History

Document Version	Revision Date	Author	Revision Comments
X	4/28/2021	Donita Chester	Revisions applied for OSOS-471d: Added SSTs 283-285 for pending, ssio status. Added required onet for youth funded training 4.10.9.3.21.1.1 and those expended funds for youth training within the IPA Service Summary 4.10.9.6.6.3. Added new Pirl training buckets containing legacy buckets. Modified 4.10.9.3.16.6.1 and 4.10.14.2.9.3.2.1
X	4/16/2021	Donita Chester	Revisions applied for OSOS-473: Updated L/N test type and EFL domains. Modified 4.10.12.13.6.1.6.3 values, 4.10.12.13.6.2.4.4, 4.10.12.13.6.2.4.7 (table)
X	4/14/2021	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 7.2 and Document Version X. Also revisions for OSOS-471f added IAR service history info regarding Denied-OK referral outcome status. 4.10.10.7.1.25.1 – 4.10.10.7.1.25.3.2.
W	3/23/2021	Donita Chester	Revisions applied for RM #25181: Removed SST 377 from SSIO logic. Updated 4.10.9.9.1.5 – 4.10.9.9.1.10, 4.10.11.2.8.
W	3/3/2021	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 7.1 and Document Version W. Also revisions for OSOS-436: Removed Agency Info tab and associated Seeker-Agency edits: Modified 4.10.1. Deleted 4.10.1.1.2 – 4.10.1.1.2.2.1, 4.10.7 – 4.10.7.8.3.1, 4.10.9.3.27.3 – 4.10.9.3.27.3.2, 4.10.9.9.1.8.1.3, 4.10.9.10.6.1 - 4.10.9.10.6.1.1.1. Updated Empl/Training outcome details screen shots for RM 23123.
V	2/24/2021	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 7.0 and Document Version V. Also revisions for OSOS-453c. Updated field label for 5%Rule/Local Priority in SH eligibility grid and Enrollment Edit popups.
U	2/19/2021	Donita Chester	Release v6.9: Revisions applied for OSOS-441: implemented WIOA_YOUTH_MAX_AGE global variable in Services youth funding rules, Enrollment Edit, Outcomes tab and WIOA Youth Followup popup.
U	1/29/2021	Donita Chester	Revisions applied for OSOS-453m: Removed references to Enrollment Verification popup and that section 4.10.9.11. Updated PED/TED 4.10.9.12.1.3. For now, left deleted items with ~~strikethrough~~ marks.
U	9/3/2020	Donita Chester	Revisions applied for OSOS-453p: Modified edit to include AED. Updated 4.10.9.3.11.11, 4.10.9.3.11.11.1.
U	7/9/2020	Donita Chester	Revisions applied for OSOS-453n: NSE cross edits and service history. Add 4.10.9.3.9.7 – 4.10.9.3.9.7.1, 4.10.9.3.10.9, 4.10.9.3.11.12, 4.10.9.3.11.12.1, 4.10.9.3.12.5, 4.10.10.1.15, 4.10.10.2.1.2 – 4.10.10.2.1.2.3, 4.10.10.2.2.2, 4.10.10.2.3.2, 4.10.10.2.4.2, 4.10.10.2.5.2, 4.10.10.17 – 4.10.10.17.3.1.5.

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U	6/30/2020	Donita Chester	Revisions applied for OSOS-464: Updated Service History popup w/Onet. Updated screen 4.10.10.6.1. Added 4.10.10.6.2.13 – 4.10.10.6.2.13.1.
U	6/30/2020	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 6.8 and Document Version U. Also revisions for OSOS-453R: Incumbent Worker Waiver replaced with Incumbent Worker Training: Updated screens 4.10.9, 4.10.9.6.1.1.1, 4.10.10.8. Modified 4.10.9.4.11.5, 4.10.9.4.12.3, 4.10.9.4.14 – 4.10.9.4.14.5. Deleted 4.10.9.4.14.6 - 4.10.9.4.14.8.4. Inserted 4.10.10.8.2.1.
T	6/24/2020	Donita Chester	Revisions applied for OSOS-454k: Reference to SED document. Updated screen 4.10.10. Added 4.10.10.18 – 4.10.10.18.2.
T	6/22/2020	Donita Chester	Revisions applied for OSOS-453t: Modified 4.10.6.3.4 and 4.10.6.3.4.1.
T	6/17/2020	Donita Chester	Revisions applied for OSOS-453J: Add manual wages to Empl Outcomes tab. Updated screen 4.10.13. Added 4.10.13.2.21 – 4.10.13.2.21.2.19.2.1, 4.10.13.2.27.1.5 – 4.10.13.2.27.1.5.1, 4.10.13.2.28.21.6 – 4.10.13.2.28.21.6.1.
T	6/17/2020	Donita Chester	Revisions applied for OSOS-453o: Added Skill Gain value: 4.10.14.2.15.2.3.1.
T	6/17/2020	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 6.7 and Document Version T. Also revisions for OSOS-453i: Added 4.10.13.2.18.1.1, 4.10.9.11.5.1.5, 4.10.9.11.5.1.7, 4.10.9.11.5.1.8, 4.10.9.11.6.1.5, 4.10.9.11.6.1.7, 4.10.9.11.6.1.8 Deleted 4.10.13.2.18.3.7. Replaced WIA with "WIOA" in most areas. Accommodate Youth-only LMI in F/Align: Inserted 4.10.9.10.6.1.3.2 – 4.10.9.10.6.1.3.2.4 Modified School status values: 4.10.12.7.4.2, 4.10.12.7.4.2.5.1, 4.10.12.7.4.2.5.2, 4.10.12.7.4.2.6.1.1, 4.10.12.7.4.2.7.1, 4.10.12.7.4.2.7.2, 4.10.12.7.4.3.4.1, 4.10.12.7.4.3.4.2. WIOA Yth- 4.10.12.7.4.5 – 4.10.12.7.4.5.2.1.
S	6/10/2020	Donita Chester	Revisions applied for OSOS-453H: Added a Service ASD edit, 4.10.9.3.11.11 – 4.10.9.3.11.11.4. Added required SS/IO fields: 4.10.9.9.1.2.8 – 4.10.9.9.1.2.12. Fund elig: 4.10.9.4.15.1.8.3, 4.10.9.4.15.1.8.3.1.

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S	6/4/2020	Donita Chester	Revisions applied for OSOS-453b: SED updates. Empl and Trng outcomes tabs. Updated screens 4.10.9.11.4.1, 4.10.9.11.4.2, 4.10.11.4.5, 4.10.11.4.5.3, 4.10.12.13.5. Deleted PPA fsg. 4.10.9.11.4.1.2 – 4.10.9.11.4.1.2.9.2, 4.10.9.11.5.1.2. Inserted 4.10.9.11.4.1.1.4 – 4.10.9.11.4.1.1.5.1, 4.10.9.11.4.1.2.4 – 4.10.9.11.4.1.2.4.1, 4.10.9.11.4.1.4.2.4 – 4.10.9.11.4.1.4.2.5, 4.10.11.4.5.2.1.4, 4.10.11.4.5.2.1.5, 4.10.11.4.5.2.3.4, 4.10.11.4.5.2.3.6.1, 4.10.11.4.5.2.5.9, 4.10.11.4.5.3.2.1, 4.10.11.4.5.3.2.2, 4.10.11.4.5.3.2.5.1, 4.10.11.4.5.3.1.4, 4.10.13 – 4.10.14.2.15.2. Modify 4.10.9.11.4.1.2.6.1. Reordered FSG under 4.10.9.11.4.2. Modified 4.10.9.11.4.2.1.1, 4.10.9.11.4.2.1.2, 4.10.9.11.4.2.1.6.1, 4.10.9.11.5.1.6, 4.10.12.13.6.1.4 – 4.10.12.13.6.1.4.2, 4.10.9.11.6.1.5. Add 4.10.9.11.4.2.5.4 – 4.10.9.11.4.2.5.4.1.
S	4/29/2020	Donita Chester	Revisions applied for OSOS-439 (add ss/io sst) Insert 4.10.9.9.1.5.3.6, 4.10.9.9.1.5.4.8, 4.10.9.9.1.5.5.6, 4.10.9.9.1.7.8, modified 4.10.9.9.1.6.2.1, 4.10.9.9.1.7.9.3, 4.10.9.9.1.7.9.4, 4.10.9.9.1.8.1.1, 4.10.9.9.1.8.5.2.
S	4/28/2020	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 6.6 and Document Version S. Also revisions for OSOS-403. Added 4.10.2.9, 4.10.15 – 4.10.15.2.
R	8/21/2015	Donita Chester	Revisions applied for OSOS-451: Added 4.10.9.10.6.6 – 4.10.9.10.6.6.3. Modified 4.10.9.10.6.1.3.2.1, 4.10.9.10.6.1.3.2.2.
R	8/19/2015	Donita Chester	Revisions applied for OSOS-450: Modified 4.10.9.3.11.8.1, 4.10.9.3.11.8.1.1, 4.10.11.4.5.2.1.2.3, 4.10.11.4.5.2.1.2.4, 4.10.11.4.5.3.5.1.1, 4.10.11.4.5.3.5.1.1.1, 4.10.11.5.6, 4.10.12.7.2.3.2, 4.10.12.7.2.3.5.1, 4.10.12.7.2.4.2, 4.10.12.7.2.4.5.1, 4.10.12.7.4.5.1, 4.10.12.7.4.5.2.3.4.2, 4.10.12.7.4.5.2.3.4.5.1, 4.10.12.7.4.5.2.3.6.2.
R	4/23/2015	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 6.5 and Document Version R. Also revisions for RM bug #19953. Updated message 4.10.12.7.1.4.5.3.1
Q	3/26/2015	Donita Chester	Revisions applied for OSOS-387: Updated screens for Links. 4.10.7, 4.10.8, 4.10.9, 4.10.10, 4.10.11, 4.10.12, 4.10.13, 4.10.14.
Q	3/16/2015	Donita Chester	Revisions applied for OSOS-422: Updated screen 4.10.9. Added 4.10.9.3.25.3.

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Q	1/30/2015	Donita Chester	Revisions applied for OSOS-352 funding screen updates: Updated screens 4.10.9.4.15.1.8, 4.10.9.4.15.2.1. Inserted 4.10.9.4.15.1.8.4.5 – 4.10.9.4.15.1.8.4.5.2. Added 4.10.9.4.15.1.8.4.8 – 4.10.9.4.15.1.8.4.10. Reordered fields in Section 4.10.9.4.15.2.2. Added 4.10.9.4.15.2.2.9 – 4.10.9.4.15.2.2.12.
Q	1/29/2015	Donita Chester	Revisions applied for RM bug #19657: Modified 4.10.9.3.16.6.1.1 – 4.10.9.3.16.6.1.3, 4.10.9.10.5.1 – 4.10.9.10.5.1.4.2. Updated to WIASRD13 buckets.
Q	1/29/2015	Donita Chester	Revisions applied for OSOS-397: Inserted 4.10.9.3.21.4 (pre-fill training svc O*net).
Q	1/26/2015	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 6.4 and Document Version Q. Also revisions for OSOS-389 Outcomes Employment section. Modified 4.10.12.7.1.1. Deleted 4.10.12.7.1.2.4 – 4.10.12.7.1.2.4.2, 4.10.12.7.1.3.5 – 4.10.12.7.1.3.6.1, 4.10.12.7.1.4.5 – 4.10.12.7.1.4.6.1, 4.10.12.7.1.5.5 – 4.10.12.7.1.5.6.1. Added 4.10.12.7.1.4.5 – 4.10.12.7.1.4.5.3.2.
P	4/10/2014	Donita Chester	Revisions applied for OSOS-388: (naics collection) Updated screen 4.10.12. Deleted 4.10.12.7.1.7 – 4.10.12.7.1.8.2. Modified 4.10.12.7.3.1.1, 4.10.12.7.3.2.1 – 4.10.12.7.3.2.5, 4.10.12.8.2. Added 4.10.12.7.3.3 – 4.10.12.7.3.5.4.2.1, 4.10.12.8.2.1, 4.10.12.9.3
P	3/28/2014	Donita Chester	Revisions applied for bug #18264. Modified 4.10.10.3 to add sort details.
P	3/17/2014	Donita Chester	Revisions applied for OSOS-375: Updated language in verification popup referring to Pgm/PA tab, not popup window under 4.10.9.11.4.1.2.
P	2/24/2014	Donita Chester	Revisions applied for OSOS-373: Updated screens 4.10.9.11.4.2, 4.10.10.6.1, 4.10.10.6.5, 4.10.10.9, 4.10.10.11, 4.10.10.15, 4.10.11.4.5.3. Inserted 4.10.9.2.4, 4.10.9.10 – 4.10.9.10.6.3.5, 4.10.10.6.2.12, 4.10.10.6.2.12.1, 4.10.10.6.5.6.4.14, 4.10.10.6.5.6.4.14.1,
P	2/20/2014	Donita Chester	Revisions applied for bug # 9717. Added 4.10.11.4.8.3.2, 4.10.11.4.8.4.2.
P	2/17/2014	Donita Chester	Revisions applied for OSOS-370: Added to/modified lit/num test info. 4.10.12.13.6.3 – 4.10.12.13.6.3.5.5.2.
P	1/16/2014	Donita Chester	Revisions applied for OSOS-371: Updated 4.10.9 screen. Modified 4.10.9.5, 4.10.9.5.2, deleted 4.10.9.5.3(old) Inserted 4.10.9.6.1 – 4.10.9.6.2.1.4.5 (options, print list-svcs tab)
P	11/22/2013	Donita Chester	Revisions applied for OSOS-381: Inserted new bucket in 4.10.9.4.7.4.
P	5/28/2013	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 6.2 and Document Version P.

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O	4/11/2013	Donita Chester	Revisions applied for OSOS-221: Updated screens 4.10.8.5.3, 4.10.9.6.3.2, 4.10.10.17, 4.10.11.4.2.1.1, 4.10.12.13.3.1.1, Modified: 4.10.8.5.3, 4.10.9.6.3, 4.10.11.4.2, 4.10.11.4.2.1.1.4.4, 4.10.12.13.3, 4.10.12.13.3.1.5, 4.10.12.13.3.1.6, 4.10.14.16.1. Added: 4.10.9.6.3.3.8.3, 4.10.10.17.5, 4.10.11.4.2.1.1.4.3, 4.10.11.4.2.1.1.4.3.1, 4.10.12.13.3.1.5.3, 4.10.12.13.3.1.5.3.1, 4.10.14.16.1.2.3.
O	3/26/2013	Donita Chester	Revisions applied for OSOS-361: Modified table 4.10.9.4.7.4. Modified 4.10.9.8.17.1, 4.10.9.8.17.3, Added 4.10.9.8.17.2.1.3, 4.10.9.8.17.2.1.3.1, 4.10.9.8.17.2.2.5 – 4.10.9.8.17.2.2.6.1, 4.10.9.8.18.1.2, 4.10.9.8.18.2.1.8, 4.10.12.7.2.6.7.2, 4.10.12.8.1.1.
O	3/13/2013	Donita Chester	Revisions applied for OSOS-354: Updated screens 4.10.9. Inserted 4.10.9.4.14 – 4.10.9.4.14.9.4 to include Incumbent Worker Waiver field. Modified 4.10.9.4.11.5, 4.10.9.4.12.3.
O	1/18/2013	Donita Chester	Revisions applied for OSOS-333a: Added 4.10.12.13.6.6 and 4.10.12.13.6.7.
O	11/30/2012	Donita Chester	Revisions applied for OSOS-363: Inserted 4.10.12.9.1 – 410.12.9.1.1. Modified 4.10.12.8.1. Added credential value to 4.10.12.7.2.6.4.
O	8/21/2012	Donita Chester	Revisions applied for AR 3.1 – 1201: Added edit for ASD and Petition Nbr fields 4.10.9.3.11.10 – 4.10.9.3.11.10.2, 4.10.9.4.7.16 – 4.10.9.4.7.16.2.
O	4/24/2012	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 6.1 and Document Version O.
N	3/26/2012	Donita Chester	Revisions applied for OSOS-6101. Updated IAR from SH screen 4.10.10.7. Inserted 4.10.10.7.1.11
N	3/20/2012	Donita Chester	Revisions applied for OSOS-264: Inserted 4.10.9.4.14.1.8.2 for funding exception rule.
N	12/19/2011	Donita Chester	Revisions applied for AR 3.1 – 6107: Modified 4.10.9.3.16.1, 4.10.9.3.16.4, 4.10.9.3.16.5.1, 4.10.9.3.17.1, 4.10.9.3.17.4, 4.10.9.3.17.5.1, 4.10.9.3.21.1, 4.10.9.3.21.3, 4.10.9.3.21.5.1.
N	8/17/2011	Donita Chester	Revisions applied for AR 3.1 – 6104. Deleted 4.10.9.4.7.5 and 4.10.9.4.7.5.1.
N	6/9/2011	Donita Chester	Revisions applied for AR 3.1 – 1157/6080: Added 4.10.9.3.11.9, 4.10.9.3.11.9.1.
N	6/6/2011	Donita Chester	Revisions applied for AR 3.1 – 1151: Modified 4.10.9.8.17.4 and added add'l training SSTs.
N	5/5/2011	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 6.0 and Document Version N.

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M	4/18/2011	Donita Chester	Revisions applied for OSOS-323: Inserted (and reordered fields in 4.10.9.3), 4.10.9.3.1 – 4.10.9.3.4, 4.10.9.3.6 – 4.10.9.3.8, 4.10.9.3.11.7 – 4.10.9.3.11.7.2, 4.10.9.3.16 – 4.10.9.3.17.6.1, 4.10.9.3.21 – 4.10.9.3.22.2, 4.10.9.3.25 – 4.10.9.3.26, 4.10.9.4.7.1, 4.10.9.4.7.3 – 4.10.9.4.7.8, added several WIA logging fields within 4.10.9.8.6.3 list, 4.10.9.10.4.1.2.1 – 4.10.9.10.4.1.2.6.2, 4.10.9.11 – 4.10.9.11.1.4.1, 4.10.9.10.1.1, 4.10.10.1.13, 4.10.10.1.14, 4.10.10.2.1.1 – 4.10.10.2.1.1.3, 4.10.10.2.2.1, 4.10.10.2.3.1, 4.10.10.2.4.1, 4.10.10.2.5.1, 4.10.10.15 – 4.10.10.16.3.2, 4.10.11.4.7 – 4.10.11.4.8.4.1, 4.10.12.7.1.7 – 4.10.12.7.1.8.2, 4.10.12.7.2.8 – 4.10.12.7.2.8.3.2, 4.10.12.13.1, Modified 4.10.9.3, 4.10.9.10, 4.10.9.10.1, 4.10.9.10.5, 4.10.9.10.5.1, 4.10.12.7.1.1, Updated screens 4.9, 4.10.10, 4.10.11, 4.10.12
M	3/9/2011	Donita Chester	Revisions applied for OSOS-318: Modified 4.10.11.2.12.4.2.5.1. (91 day hold)
M	3/9/2011	Donita Chester	Revisions applied for OSOS-341: Inserted 4.10.9.8.17.1 – 4.10.9.8.17.1.2, 4.10.9.8.17.3 and adjusted numbering for new TRA global variable.
M	8/6/2010	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 5.3 and Document Version M.
L	3/10/2010	Donita Chester	Revisions applied for AR 3.1 – 1106: Modified Selective Service 4.10.9.4.14.1.7.

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L	3/10/2010	Donita Chester	Revisions applied for OSOS-311b and AR 3.1-5971: Included SSY when displaying FYSD and LYSD. Modified 4.10.10.6.5.2.17.2, 4.10.10.6.5.2.17.4, 4.10.10.6.5.2.18.1, 4.10.10.6.5.2.18.4, 4.10.10.6.6.3.13.2, 4.10.10.6.6.3.13.4, 4.10.10.6.6.3.14.2, 4.10.10.6.6.3.14.5, 4.10.10.13.1.1.1, 4.10.10.13.1.3, 4.10.10.14.1, 4.10.10.14.1.2, 4.10.10.14.1.3, 4.10.11.2.10.2, 4.10.11.2.11.2, 4.10.12.7.4.1.5, 4.10.12.7.4.4.2, 4.10.12.13.5.1.2.1, 4.10.12.13.5.1.2.2. Added 4.10.12.7.4.1.3.1 For AO and Goals: Add/modify 4.10.8.1 – 4.10.8.3.1, 4.10.8.5.1.1, 4.10.8.6.3.2, 4.10.8.6.4.2 – 4.10.8.6.4.3.2, 4.10.8.6.5.2 – 4.10.8.6.5.2.3, 4.10.8.6.8.1 – 4.10.8.6.8.1.2, 4.10.8.6.9.3 – 4.10.8.6.9.4.1 ASD edits: Added 4.10.9.3.8.7 – 4.10.9.3.8.7.4.1.1. For Youth follow-ups: Add/modify 4.10.9.3.12.3. – 4.10.9.3.12.3.4, 4.10.9.3.12.3.5 – 4.10.9.3.12.3.6.1.1, 4.10.9.3.12.4 – 4.10.9.3.12.5.1.1. Deleted 4.10.9.3.12.4. For Services-AO: Add/modify 4.10.9.3.16.1 – 4.10.9.3.16.8. Modified 4.10.9.4.14.3.4, 4.10.9.4.14.3.4.1, 4.10.9.6.2.7 Deleted old funding edits: 4.10.9.4.14.1.8.5 – 4.10.9.4.14.1.10.1, 4.10.9.4.14.3.4.2, 4.10.9.6.2.7.1 – 4.10.9.6.2.7.3.1.
L	11/24/2009	Donita Chester	Revisions applied for AR 3.1 – 5964: Updated screen 4.10.10.6.5.
L	11/16/2009	Donita Chester	Revisions applied for OSOS-314: Added “Wonderlic” test name 4.10.12.13.5.1.6.3.10.
L	6/3/2009	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 5.2 and Document Version L.
K	5/22/2009	Donita Chester	Revisions applied for OSOS-284: Modified 4.10.9.4.8 - 4.10.9.4.8.1.1, 4.10.14.4.6, 4.10.14.13.1, 4.10.14.14.1. Inserted 4.10.9.4.9 – 4.10.9.4.10.4.2, 4.10.9.7 – 4.10.9.7.6.3.1 and adjusted numbering. Added 4.10.9.8.18 -4.10.9.8.18.3.2.1.1

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K	5/13/2009	Donita Chester	Revisions applied for OSOS-310: Replaced and added 4.10.9.3.12.5 – 4.10.9.3.12.6.1.1 Modified: 4.10.9.3.12.1.1.1, 4.10.9.3.12.3, 4.10.9.7.1, 4.10.9.9.4, 4.10.10.6.5.1, 4.10.10.6.5.2.17.2, 4.10.10.6.5.2.17.4, 4.10.10.6.5.2.18.1, 4.10.10.6.5.2.18.4, 4.10.10.6.6.1, 4.10.10.6.6.3.13.2, 4.10.10.6.6.3.13.4, 4.10.10.6.6.3.13.4.2, 4.10.10.6.6.3.14.5, 4.10.10.13.1, 4.10.10.13.1.1.1, 4.10.10.13.1.3, 4.10.10.14.1, 4.10.10.14.1.2, 4.10.10.14.1.3, 4.10.11.2.10.2, 4.10.11.2.11.2, 4.10.12.7.4.1.4.1, 4.10.12.7.4.1.5, 4.10.12.12, 4.10.12.13.5.1.2.1. Added 4.10.8.1.1.1, 4.10.9.3.12.3.2, 4.10.10.6.5.3.2 - 4.10.10.6.5.3.3, 4.10.12.7.2.3.2.1, 4.10.12.7.2.3.2.2, 4.10.12.7.2.4.2.1, 4.10.12.7.2.4.2.2, 4.10.12.7.4.1, 4.10.12.7.4.1.2, 4.10.12.7.4.5.2.3.4.2.1, 4.10.12.7.4.5.2.3.6.2.1, Deleted 4.10.9.9.4.2.1.2.2, 4.10.9.9.4.2.3.2.2.
K	5/6/2009	Donita Chester	Revisions applied for OSOS-309a: Updated screen 4.10.10.6.5, 4.10.10.6.6, 4.10.12, Added 4.10.6.3.4 – 4.10.6.3.4.1.1, 4.10.10.6.5.2.17 – 4.10.10.6.5.2.18.4, 4.10.10.6.6.3.13 – 4.10.10.6.6.3.14.5, 4.10.10.13.1.3, 4.10.10.14.1.3, 4.10.11.2.10- 4.10.11.2.12.6.4.1. Replaced 4.10.9.3.12.3 section with 4.10.9.3.12.3 – 4.10.9.3.12.3.7. Modified 4.10.9.3.12.6. Deleted and incorporated Holds section 4.10.11.3 into 4.10.11.2. Inserted 4.10.12.7.4.4 – 4.10.12.7.4.4.4 and adjusted numbering.
K	4/22/2009	Donita Chester	Revisions applied for OSOS-265: Added 4.10.8.3.3.1 – 4.10.8.3.3.2.2.1, 4.10.9.7.6.4.3, 4.10.9.7.6.4.4, 4.10.9.8.1.10.3.3. Created Enrollment Verification section 4.10.9.9 Inserted 4.10.11.5.4 – 4.10.11.5.5.5.2.1 WL Edit screen.
K	4/6/2009	Donita Chester	Revisions applied for OSOS-261: Deleted Lit/Num tab - 4.10.16. Modified 4.10.12.5. Moved list of enrollment BR from 4.10.12.5.1 to 4.10.12.13. Added 4.10.12.13.3 – 4.10.12.13.8.
K	3/19/2009	Donita Chester	Revisions applied for OSOS-273: Deleted 4.10.13.2 – 4.10.13.9.1.2.2. Modified 4.10.6.4, 4.10.6.4.1, 4.10.13.1. Added 4.10.6.4.2, 4.10.13.2, 4.10.13.3. Updated screens: 4.10.7, 4.10.8, 4.10.9, 4.10.10, 4.10.11, 4.10.12, 4.10.13, 4.10.14
K	11/18/1008	Donita Chester	Revisions applied for AR 3.1 – 5896: Modified 4.10.10.6.5.6.4.14.2. Added 4.10.10.6.5.6.4.14.2.1.
K	10/9/2008	Donita Chester	Revisions applied for AR 3.1 – 5890: Updated 4.10.12.5.1.2, 4.10.12.5.1.2.1.1, 4.10.12.5.1.2.1.1.4.1.1 and screen, 4.10.12.5.1.2.1.1.1.

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K	6/25/2008	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 5.1 and Document Version K.
J	6/12/2008	Donita Chester	Revisions applied for AR 3.1-983: Deleted 4.10.12.10.1.1. Replaced 4.10.12.10.1 and modified 4.10.12.12.2.
J	6/4/2008	Donita Chester	Revisions applied for OSOS-285: Modified 4.10.7.7.5.2.2 and 4.10.7.9.2. Added 4.10.7.10 – 4.10.7.10.3.
J	5/19/2008	Donita Chester	Revisions applied for OSOS-142: Inserted 4.10.12.7.1.1 and 4.10.12.7.2.1. Added 4.10.12.7.4.1.2.2.
J	5/16/2008	Donita Chester	Revisions applied for OSOS-278: Updated screens: 4.10.10, 4.10.10.6.1, 4.10.10.6.4, 4.10.10.6.5, 4.10.10.6.6, 4.10.10.7, 4.10.10.8, 4.10.10.9, 4.10.10.10, 4.10.10.11, 4.10.10.12, 4.10.10.15, 4.10.11, 4.10.11.5.2.1.1, 4.10.12, 4.10.12.5.1.2.1.1 Added 4.10.10.2.6 – 4.10.10.2.6.3, 4.10.10.6.2.6 and 4.10.10.6.2.6.1, 4.10.10.6.5.2.6 and 4.10.10.6.5.2.6.1, 4.10.10.6.6.3.6, 4.10.10.7.1.1, 4.10.10.8.6, 4.10.10.9.6, 4.10.10.10.6, 4.10.10.11.1.6 and 4.10.10.11.1.6.1,4.10.10.12.1.6 and 4.10.10.12.1.6.1, 4.10.10.15.2.7 Modified 4.10.11.2.8.2, 4.10.11.2.8.3.1, 4.10.11.2.8.4, 4.10.11.2.8.5, 4.10.11.5.1.1, 4.10.12.5.1.1.1
J	5/15/2008	Donita Chester	Revisions applied for AR 3.1-961: Modified 4.10.12.8.1. Deleted 4.10.12.8.2 and 4.10.12.8.3 and adjusted numbering.
J	5/14/2008	Donita Chester	Revisions applied for AR 3.1-933: Modified 4.10.9.6.5.7.5.3.
J	5/14/2008	Donita Chester	Revisions applied for AR 3.1-924: Modified 4.10.9.3.12.3.2.
J	5/9/2008	Donita Chester	Revisions applied for AR 3.1 – 5841: Modified training waiver value in 4.10.9.4.8.3.8.
J	5/2/2008	Donita Chester	Revisions applied for AR 3.1-5862: Added 4.10.9.4.12.1.7.1.
J	4/21/2008	Donita Chester	Revisions applied for AR 3.1-5861: Inserted new 4.10.9.3.11.1.1.
J	3/18/2008	Donita Chester	Revisions applied for OSOS-281: Removed Pre-Test Date maximum value edit. 4.10.16.3.3.6.2.5, 4.10.16.3.3.6.2.9 – 4.10.16.3.3.6.2.9.2.
J	10/16/2007	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 5.0 and Document Version J.
I	10/12/2007	Donita Chester	Revisions applied for OSOS-271a: Added and modified EFL values under 4.10.16.3.3.6.4.3.

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I	9/27/2007	Donita Chester	Revisions applied for OSOS-252: Added 4.10.6.3.3 – 4.10.6.3.3.1.1, 4.10.7.6.5.2.1 – 4.10.7.6.5.2.4, 4.10.7.8, 4.10.9.1.1, 4.10.9.5.5, 4.10.11.2.8 – 4.10.11.2.9.8, 4.10.11.5.3 – 4.10.11.5.3.6.1, 4.10.16.1.1 4.10.9.8 section for SS/IO Enrollment Management Inserted 4.10.1.1.3.1 – 4.10.1.1.3.1.2.1, 4.10.7.5, 4.10.8.2 Modified 4.10.11.4.1.8 – 4.10.11.4.1.8.1, 4.10.11.4.2.5 – 4.10.11.4.2.5.1, 4.10.11.6.8.4 – 4.10.11.6.8.4.1. Updated screen 4.10.11
I	7/3/2007	Donita Chester	Revisions applied for AR 3.1 – 5791: Modified/inserted new 4.10.12.7.2.5.6 – 4.10.12.7.2.5.7.1. Deleted 4.10.12.7.2.5.6.2 and 4.10.12.7.2.5.6.3.
I	6/19/2007	Donita Chester	Revisions applied for AR 3.1 -5747: Inserted new 4.10.12.7.2.1.5, adjusted numbering and added 4.10.12.7.2.1.5.3 – 4.10.12.7.2.1.5.3.2.
I	5/30/2007	Donita Chester	Revisions applied for OSOS-254a: Update screen 4.10.9, 4.10.9.6.5.7, 4.10.10.6.1, 4.10.10.6.5, 4.10.10.8, 4.10.10.9, 4.10.10.10, 4.10.10.11, 4.10.12, 4.10.16.3 Modified 4.10.9.2, 4.10.9.6.5.7.5.4, 4.10.10.6.5.6.4.7.1, 4.10.10.6.5.6.4.8.1, 4.10.10.9.2.1, 4.10.10.11.3.1, 4.10.12.7.2.5.4 values, 4.10.16.3.3.6.4.3 values Deleted 4.10.9.2.2, 4.10.10.9.21.1 – 4.10.10.9.21.6.1, 4.10.10.11.3.1.1 – 4.10.10.11.3.1.8, Moved 4.10.9.4 – 4.10.9.4.5.3.1.2 and inserted and modified to 4.10.9.6.7 – 4.10.9.6.7.3.4.4. Inserted 4.10.9.4.9 – 4.10.9.4.11.2.3, 4.10.10.6.2.9 – 4.10.10.6.2.10.1, 4.10.10.6.5.6.4.5 - 4.10.10.6.5.6.4.6.1, 4.10.10.6.5.6.4.14 - 4.10.10.6.5.6.4.15.4, 4.10.10.8.17 – 4.10.10.8.19, 4.10.10.9.15 – 4.10.10.9.15.1, 4.10.10.10.17 – 4.10.10.10.17.1, 4.10.12.7.1.5-4.10.12.7.1.6, 4.10.16.3.3.1.3.3
I	5/16/2007	Donita Chester	Revisions applied for AR 3.1 – 5741: Inserted 4.10.11.4.6 – 4.10.11.4.6.1.1. Added 4.10.12.8.5.2 – 4.10.12.8.5.2.1.1.
I	5/16/2007	Donita Chester	Revisions applied for AR 3.1 -5751: Added 4.10.12.7.4.4.2.3.2.6, 4.10.12.7.4.4.2.3.2.7, 4.10.12.7.4.4.2.3.3.6, 4.10.12.7.4.4.2.3.3.7
I	5/10/2007	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 4.2 and Document Version I.
H	12/20/2006	Donita Chester	Revisions applied for AR 3.1 – 856: Modified 4.10.11.3. Inserted new 4.10.11.3.3.1.3.1 and adjusted reference numbers.

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H	12/20/2006	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 4.1 and Document Version H.
G	9/25/2006	Donita Chester	Revisions applied for OSOS-242: Updated most of the remaining screen shots.
G	9/21/2006	Donita Chester	Revisions applied for AR 3.1- 5674: Added 4.10.9.8.17.3 and 4.10.9.8.17.3.1.
G	9/18/2006	Donita Chester	Revisions applied for AR 3.1-5477: Added 4.10.12.7.2.1.3.1, 4.10.12.7.2.5.6, 4.10.12.7.4.2.5 and sub requirements for all, and 4.10.12.7.4.4.2.3.2.5, 4.10.12.7.4.4.2.3.3.5.
G	9/5/2006	Donita Chester	Revisions applied for OSOS-232: Deleted 4.10.12.7.1.2 – 4.10.12.7.1.2.8.2.1. Inserted new 4.10.12.7.1.1.3
G	8/24/2006	Donita Chester	Revisions applied for AR 3.1 – 5620: Modified 4.10.9.8.13, 4.10.9.8.13.1.3.1.1. Added: 4.10.9.8.13.1.3.1.2 - 4.10.9.8.13.1.3.1.4
G	8/8/2006	Donita Chester	Revisions applied for AR 3.1- 5676: Added 4.10.9.8.17 and all sub requirements.
G	7/31/2006	Donita Chester	Revisions applied for OSOS-229-C14: Added 4.10.11.4.2.1.23. Modified 4.10.12.7.1.3.1, 4.10.12.7.1.4.2, 4.10.12.7.1.4.3, 4.10.12.8.2 Deleted 4.10.12.7.1.4.7, 4.10.12.7.1.4.7.1, 4.10.12.7.1.5 – 4.10.12.7.1.5.6.1
G	7/28/2006	Donita Chester	Revisions applied for AR 3.1-773: Capitalized values in 4.10.12.7.2.4.3.
G	7/24/2006	Donita Chester	Revisions applied for AR 3.1-771: Added 4.10.9.5.10 and 4.10.9.5.10.1.
G	7/20/2006	Donita Chester	Revisions applied for OSOS-230: Updated screens in 4.10.10, 4.10.10.6.1. Updated 4.10.10.7 and sub requirements.
G	6/20/2006	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 4.0.00 and Document Version G.
F	6/20/2006	Donita Chester	Revisions applied for AR 3.1-5591: Modified 4.10.11.4.1.8, 4.10.11.4.2.5 and 4.10.11.6.8.4.1.
F	6/20/2006	Donita Chester	Revisions applied for OSOS-229-C09 and AR 3.1 – 750: Added Section 4.10.16.
F	5/8/2006	Donita Chester	Revisions applied for AR 3.1-5652: Modified 4.10.12.7.4.4.2.3.5, 4.10.12.7.4.4.2.3.5.5, 4.10.12.7.4.4.2.3.5.5.1, 4.10.12.7.4.4.2.3.7, 4.10.12.7.4.4.2.3.7.5- 4.10.12.7.4.4.2.3.7.8, 4.10.12.7.4.4.2.3.8.5, 4.10.12.7.4.4.2.3.8.5.1
F	1/5/2006	Donita Chester	Revisions applied for AR 3.1-5580: Updated screens 4.10.11 and 4.10.12. Modified/added to: 4.10.11.5 – 4.10.11.5.2.1.14.4. Added: 4.10.12.5.1 – 4.10.12.5.1.2.1.1.4.4
F	1/5/2006	Donita Chester	Revisions applied for AR 3.1-5545: Added 4.10.12.7.4.4.2.2.1.4 and 4.10.12.7.4.4.2.2.1.4.1.

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F	1/4/2006	Donita Chester	Revisions applied for AR 3.1-5556: Added 4.10.14.13.1 – 4.10.14.13.1.2, 4.10.14.14.1.1 – 4.10.14.14.1.2.1
F	1/4/2006	Donita Chester	Revisions applied for AR 3.1-5579: Modified 4.10.11.6.6.
F	9/26/2005	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 3.6.00 and Document Version F.
E	9/23/2005	Donita Chester	Revisions applied for OSOS-229-C05: Updated screen shot: 4.10.10, 4.10.10.6.1, 4.10.10.6.5, 4.10.10.6.6, 4.10.10.8, 4.10.10.9, 4.10.10.10 Inserted new and adjust numbers as needed: 4.10.9.3.7.1, 4.10.9.3.7.8 – 4.10.9.3.7.8.1, 4.10.9.3.8.5.1, 4.10.9.8 – 4.10.9.16.4.1.2, 4.10.10.1.9 – 4.10.10.1.12, 4.10.10.6.5.1, 4.10.10.6.6.1, 4.10.10.11 – 4.10.10.14.1.2, 4.10.11.2.3 – 4.10.11.2.3.4.2, 4.10.11.2.4.2, 4.10.11.2.5 – 4.10.11.2.5.3, 4.10.11.4.1.3 – 4.10.11.4.1.9.1, 4.10.11.4.2.1 – 4.10.11.4.3.5.2, 4.10.11.4.7 – 4.10.11.4.7.1, 4.10.11.6 – 4.10.11.6.5.4.3, 4.10.11.7 – 4.10.11.7.5 Added to and modified: 4.10.10.6.2.1 – 4.10.10.6.2.9.1, 4.10.10.6.5.2 – 4.10.10.6.5.3.1, 4.10.10.6.6.3 – 4.10.10.6.6.3.12.1, 4.10.10.8.1 – 4.10.10.10.17.1, all of section 4.10.12, Modified: 4.10.9.3.12.3.3, Section 4.10.10.6.5.6.4 – added to and re-ordered, 4.10.11.2.4, 4.10.11.4.8, 4.10.11.5.1 Deleted: 4.10.11.2.9.2 – 4.10.11.2.9.3.2.1.1, 4.10.11.3.2 Moved: 4.10.9.3.8.5.1 – 4.10.9.3.8.5.3, 4.10.11.8 – 4.10.11.16 and 4.10.12.3 – 4.10.12.3.2.1 moved to Section 4.10.9.8 4.10.10.6.5.1.11 - 4.10.10.6.5.2.3.9.1 became 4.10.10.6.5.4 – 4.10.10.6.5.6.3.9.1; 4.10.10.11 – 4.10.10.11.4 became 4.10.10.15 – 4.10.10.15.4
E	8/5/2005	Donita Chester	Revisions applied for AR 3.1-5474: Modified 4.10.8.3.4.2 and 4.10.8.3.5.2.
E	8/5/2005	Donita Chester	Revisions applied for AR 3.1-5480: Modified 4.10.12.7.4.1. Added 4.10.12.7.4.1.3

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E	8/4/2005	Donita Chester	Revisions applied for OSOS-229-C02: Updated screen shots: 4.10.10.6.5, 4.10.12, 4.10.12.7.4.4.2 Inserted new: 4.10.12.7.2.1 – 4.10.12.7.2.1.6.1.1, 4.10.12.7.4.4.2.3.1 – 4.10.12.7.4.4.2.3.1.4 Modified/added: 4.10.10.6.5.2.12, 4.10.10.6.5.2.14, 4.10.12.7.2.5.4, 4.10.12.7.4.2 – 4.10.12.7.4.3.4.3,
E	7/28/2005	Donita Chester	Revisions applied for OSOS-229-C04: Modified 4.10.10.6.5.6.4.11 and 4.10.10.6.5.6.4.11.1
E	7/28/2005	Donita Chester	Revisions applied for OSOS-229-C07: Updated screens 4.10.8, 4.10.11 Inserted new: 4.10.11.3 – 4.10 11.3.3.4.3 Deleted: 4.10.8.4 – 4.10.8.4.7.1 Modified: 4.10.11.1, 4.10.11.2
E	7/19/2005	Donita Chester	Revisions applied for OSOS-229-T01: Modified 4.10.9.5.8, 4.10.9.5.8.1.1. Added 4.10.9.5.8.2 – 4.10.9.5.8.4, 4.10.14.4.6.
E	7/19/2005	Donita Chester	Revisions applied for OSOS-229-T02: Inserted new 4.10.9.3.14 – 4.10.9.3.14.3 and updated screen shot 4.10.9
E	5/3/2005	Donita Chester	Revisions applied for AR 3.1-5389: Inserted new 4.10.9.6.1.
E	4/28/2005	Donita Chester	Revisions applied for OSOS-211: This section has been completely redone due to OSOS-229-C05. Changes incorporated into Section 4.10.12.7.3. Deleted: 4.10.12.6.2.1.1-3, 4.10.12.6.4.1.1-3, 4.10.12.7.2.1.1 - 3, 4.10.12.7.4.1.1-3, 4.10.12.7.6.1.1-3 and adjusted numbering
E	4/12/2005	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 3.4.00 and Document Version E.
D	3/29/2005	Donita Chester	Revisions applied for AR 3.1-5418: Added requirements 4.10.9.5.9.1.8.5 and 4.10.9.5.9.1.8.5.1
D	2/4/2005	Donita Chester	Revisions applied for OSOS-189B: Modified 4.10.2.9, 4.10.15.1 Deleted 4.10.15.2 – 4.10.15.13.3
D	12/16/2004	Donita Chester	Revisions applied for AR 3.1-466: Added 4.10.9.3.8.5.8.1.1.
D	12/16/2004	Donita Chester	Revisions applied for AR 3.1-5381: Added requirements 4.10.8.3.4.2.3, 4.10.8.3.4.2.3.1, 4.10.8.3.5.2.3, 4.10.8.3.5.2.3.1, 4.10.9.3.15.1.1, 4.10.9.3.15.1.1.1, 4.10.9.5.9.3.4-4.10.9.5.9.3.4.2, 4.10.9.5.9.1.9-4.10.9.5.9.1.10.1, 4.10.9.7.2.7-4.10.9.7.2.7.1.1 Modified requirements 4.10.8.3.4.2, 4.10.8.3.5.2

Document Version	Revision Date	Author	Revision Comments
D	10/18/2004	Donita Chester	Revisions applied for OSOS-197 and AR 3.1-5378: Modified 4.10.9.3.8.5.2.1.10, 4.10.9.3.8.5.2.1.34 Added: 4.10.9.3.8.5.3 - 4.10.9.3.8.5.4.2 (and adjusting numbering accordingly), 4.10.10.6.5.2 - 4.10.10.6.5.2.4.10.1, 4.10.10.9.14.1.1, 4.10.10.9.16 –4.10.10.9.17.5.1 Removed QSD field 4.10.9.3.8.5.2.1.34 and adjusted numbering accordingly. Updated screen shots: 4.10.10.6.5, 4.10.10.9
D	9/3/2004	Donita Chester	Revisions applied for OSOS-198: Modified requirements: 4.10.9.3.12.3, 4.10.9.3.12.3.2, 4.10.9.5.7.9, 4.10.10.1.4, 4.10.10.1.8, 4.10.10.2.2, 4.10.10.6.5.2, 4.10.10.6.5.3, 4.10.10.6.5.4, 4.10.10.10.9, 4.10.10.10, 4.10.11.2.6 – 4.10.11.2.6.1.1.1, 4.10.11.2.6.1.2, 4.10.11.2.6.1.3, 4.10.11.2.7, 4.10.11.2.8, 4.10.11.2.9.1, 4.10.11.2.9.2 – 4.10.11.2.9.3.2, 4.10.11.2.10, 4.10.11.3, 4.10.11.3.1, 4.10.11.3.2, 4.10.11.4, 4.10.11.5 – 4.10.11.6.1, 4.10.11.6.4 – 4.10.11.7.1, 4.10.11.8.1, 4.10.11.9.2, 4.10.11.1, 4.10.11.10, 4.10.11.15 – 4.10.11.16, 4.10.12.2, 4.10.12.3, 4.10.12.3.2, 4.10.12.3.2.1. Added: 4.10.10.6.6 – 4.10.10.6.6.2.9. 4.10.10.6.6.2.8.1 became 4.10.10.6.5.3 4.10.10.6.6.2.8.2 became 4.10.10.6.5.4 Updated screen shots: 4.10.11, 4.10.12, 4.10.10.10 Added screen shot: 4.10.10.6.6
D	7/20/2004	Donita Chester	General Revisions: Updated the document to reflect AOSOS Release Version 3.3.00 and Document Version D.
C	5/21/2004	Donita Chester	Revisions applied for OSOS-183: Updated screen shot for 4.10.9.3.19.4 and 4.10.12.6.5.1. Added requirements 4.10.9.3.19.8 – 4.10.9.3.19.12.2.1 and 4.10.12.6.5.4 – 4.10.12.6.5.8.2.1.
C	5/14/2004	Donita Chester	Revisions applied for OSOS-162: Added 4.10.7.7 and sub-requirements.
C	5/14/2004	Donita Chester	Revisions applied for OSOS-157: Updated screen shot for 4.10.7. Inserted new requirements for 4.10.7.6.8 and sub-requirements.
C	5/13/2004	Donita Chester	Revisions applied for OSOS-195: Made 4.10.10.7.1-4.10.10.7.18 to 4.10.10.7.1.1- 4.10.10.7.1.18. Added 4.10.10.7.1-4.10.10.7.3. Modified 4.10.10.7.1.12 and 4.10.10.7.1.13. Inserted new 4.10.10.7.1.15. Updated screen shot for 4.10.10.7.
C	5/13/2004	Donita Chester	Revisions applied for AR 3.1-370: Added requirement 4.10.9.3.8.5.2.1 and sub-requirements.
C	3/9/2004	Donita Chester	Revisions applied for AR 3.1-276: Added requirement 4.10.9.3.12.3.4.
C	3/4/2004	Donita Chester	Revisions applied for AR 3.1-267: Modified requirements 4.10.8.3.4.2.1. and 4.10.8.3.5.2.1.
C	2/12/2004	Donita Chester	Revisions applied for AR 3.1-289. Updated requirement 4.10.12.7.10.2.2.

Document Version	Revision Date	Author	Revision Comments
C	2/11/2004	Donita Chester	Revisions applied for AR 3.1-264. Updated requirement 4.10.9.3.12.1.1.1.
C	2/10/2004	Donita Chester	General Revisions: Fixed incorrect numbering: 4.12.1.1. to 4.10.1.1., 4.12.1.1.1. to 4.10.1.1.1., 4.10.1.1.1. to 4.10.1.1.2. and adjustments through 4.10.2. -Corrected numbering 4.10.9.3.12.2.9. to 4.10.9.3.12.3. (and related numbers), 4.10.9.3.12.2.10. to 4.10.9.3.12.4., 4.10.9.3.12.2.11. to 4.10.9.3.12.5. and 4.10.9.3.12.2.12. to 4.10.9.3.12.6. -Corrected all numbering under section 4.10.9.5.7 to move out one spot. -Corrected all numbering under sections 4.10.9.5.9.1.8.3., 4.10.9.7.5.7.3.1., 4.10.9.7.5.7.5.1., 4.10.9.7.5.7.5.2. and 4.10.9.7.5.7.5.3. Shut off auto numbering to allow for 10 levels to differentiate between fields and descriptions. -Indented requirements 4.10.12.7.14.2. through 4.10.12.7.14.6. -Replaced ‘system’ with application in most instances.
C	1/8/2004	Donita Chester	Revisions applied for AR 3.1-312. Updated requirement 4.10.12.7.16.2. Deleted 4.10.12.7.16.2.1. Added 4.10.12.7.16.3.
C	12/2/2003	Donita Chester	Revisions applied for AR 3.1-5294. Updated requirement 4.10.9.7.3.3.7.
C	10/31/2003	Elizabeth Northrop	Revisions were applied for AR 3.1-266. Updated requirement 4.10.9.3.12.2.10 and Added requirements 4.10.9.3.12.2.11 and 4.10.9.3.12.2.12
C	10/31/2003	Elizabeth Northrop	Revisions were applied for AR 3.1-295. Updated requirement 4.10.12.7.11 and Deleted former requirements at 4.10.12.7.11.3 and 4.10.12.7.11.3.1
C	10/28/2003	Elizabeth Northrop	Revisions were applied for AR3.1-296. Added requirements 4.10.12.6.6.1 and 4.10.12.6.6.1.1.
C	10/28/2003	Elizabeth Northrop	Revisions were applied for AR3.1-294. Added requirement 4.10.12.7.11.1
C	10/28/2003	Elizabeth Northrop	General Revisions: Updated the screenshots for 4.10.12.6.5.1 and 4.10.12.7.10.1
C	10/28/2003	Elizabeth Northrop	Revisions were applied for AR3.1-293. Added requirements 4.10.12.6.1.1, 4.10.12.6.3.1, 4.10.12.7.1.1, 4.10.12.7.3.1, 4.10.12.7.5.1, 4.10.12.7.7.1.
C	10/28/2003	Elizabeth Northrop	Revisions were applied for AR3.1-292. Added requirement 4.10.12.7.10.1.2.
C	10/28/2003	Elizabeth Northrop	Revisions were applied for AR3.1-291.Added requirements 4.10.12.7.15.3 and 4.10.12.7.15.4.
C	10/28/2003	Elizabeth Northrop	Revisions were applied for AR3.1-290. Updated requirements 4.10.12.7.10 and 4.10.12.7.10.1
C	10/28/2003	Elizabeth Northrop	Revisions were applied for AR3.1-289. Updated requirement 4.10.12.7.10.2.2.
C	10/28/2003	Elizabeth Northrop	Revisions were applied for AR3.1-288. Updated requirement 4.10.12.8.

Document Version	Revision Date	Author	Revision Comments
C	10/28/2003	Elizabeth Northrop	Revisions were applied for AR3.1-285. Updated requirements 4.10.11.3.1, 4.10.11.2.9.2, 4.10.11.2.9.3 and added 4.10.11.3.2.
C	10/27/2003	Elizabeth Northrop	Revisions applied for AR 3.1- 264: Updated requirement 4.10.9.3.12.1.1.1
C	10/27/2003	Elizabeth Northrop	Revisions applied for AR 3.1- 263: Updated requirements 4.10.9.3.12.1.1.1 and 4.10.9.3.12.1.1.2.
C	10/27/2003	Elizabeth Northrop	Revisions applied for AR 3.1-253: Deleted former requirement 4.10.6.6, Updated requirements at 4.10.9.3.18 and added requirements at 4.10.9.3.19.
C	9/26/2003	Tobi L. Lucas	Revisions applied for AR 3.1-268: Added requirements 4.10.9.5.6.2.2., 4.10.9.5.6.2.2.1. and 4.10.9.5.6.2.2.2.
C	9/26/2003	Tobi L. Lucas	Revisions applied for AR 3.1-273: Updated requirement 4.10.9.7.2.3.3.
C	9/17/2003	Tobi L. Lucas	General Revisions: Updated the document to reflect AOSOS Release Version 3.2.00 and Document Version C.
B	9/17/2003	Tobi L. Lucas	General Revisions: Performed final review and revisions of the document in preparation for the AOSOS v3.1.00 release.
B	9/3/2003	Tobi L. Lucas	Revisions applied for AR 3.1-254: Updated screenshots for requirements 4.10.7., 4.10.8., 4.10.11., 4.10.12., 4.10.13., 4.10.14. and 4.10.15.
B	8/28/2003	Tobi L. Lucas	Revisions applied for AR 3.1-5222: Added requirements 4.10.12.8., 4.10.12.8.1., 4.10.12.8.2. and 4.10.12.8.2.1.
B	7/2/2003	Tobi L. Lucas	Revisions applied for AR 3.1-5165: Updated screenshot for requirements 4.10.10. and 4.10.10.11. Deleted former requirements 4.10.7.6.6.3., 4.10.10.1.5. and 4.10.10.7. (and all of its corresponding sub-requirements and screenshots).
B	7/2/2003	Tobi L. Lucas	Revisions applied for AR 3.1-5223: Added requirements 4.10.12.11.1.10.1., 4.10.12.11.1.10.1.1., 4.10.12.11.1.16.1., 4.10.12.11.1.16.1.1., 4.10.12.11.1.19.1. and 4.10.12.11.1.19.1.1.
B	7/1/2003	Tobi L. Lucas	Revisions applied for AR 3.1-208: Updated screenshots for requirements 4.10.10.6.5., 4.10.10.8. and 4.10.10.9. Updated requirements 4.10.10.6.5.1.3., 4.10.10.8.8. and 4.10.10.9.8.
B	6/17/2003	Tobi L. Lucas	Revisions applied for Change Control OSOS-169: Added requirement 4.10.11.2.6.1. and all corresponding sub-requirements.
B	6/5/2003	Tobi L. Lucas	Revisions applied for AR 3.1-5209: Updated screenshot for requirement 4.10.9. Updated requirements 4.10.9.3.12. (and all necessary sub-requirements), 4.10.9.7.4.2. and 4.10.10.6.5.1.3.
B	5/16/2003	Tobi L. Lucas	Revisions applied for Change Control OSOS-138: Added requirements 4.12.1.1., 4.10.6.3. and all corresponding sub-requirements.

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B	4/11/2003	Barbara W. Mihalas	Revisions applied for AR 3.1-5227: Updated requirement 4.10.8.1.1.
B	4/10/2003	Barbara W. Mihalas	Revisions applied for AR 3.1-140: Updated requirement 4.10.9.3.12.1.1.2.
B	1/6/2003	Dolores T. Rubenau	Revisions applied for AR 3.1-47: Added requirement 4.10.3. Updated requirements 4.10.4., 4.10.4.8., 4.10.4.9., 4.10.5. and 4.10.5.9.
B	12/30/2002	Dolores T. Rubenau	Revisions applied for AR 3.1-18: Updated requirement 4.10.8.3.5.2.1. Added requirement 4.10.8.3.5.2.2.
B	12/23/2002	Tobi L. Lucas	General Revisions: Updated the document to reflect AOSOS Release Version 3.1.00 and Document Version B.
A	12/23/2002	Tobi L. Lucas	General Revisions: Performed final review and revisions of the document in preparation for the AOSOS v3.0.00 release.
A	12/10/2002	Dolores T. Rubenau	Revisions applied for AR 3.0-220: Added requirement 4.10.8.3.12.2.9.1.
A	12/10/2002	Dolores T. Rubenau	Revisions applied for AR 3.0-5199: Updated requirement 4.10.8.7.7.3.2.3.
A	12/5/2002	Barbara W. Mihalas	Revisions applied for AR 3.0-5128: Updated Service History Detail/TA Enrollment and Termination requirements: 4.10.9.10.12.1., 4.10.9.10.13.1., 4.10.9.10.14.1., 4.10.9.10.15.1., 4.10.9.11.12.1., 4.10.9.11.13.1., 4.10.9.11.14.1., and 4.10.9.11.15.1.
A	12/3/2002	Dolores T. Rubenau	Revisions applied for AR 3.0-93: Updated sub-requirements of requirement 4.10.8.7.5.7.2.
A	11/25/2002	Dolores T. Rubenau	General Revisions: Updated all screenshots, corrected requirement numbering, and reorganized information for the Services tab.
A	11/25/2002	Dolores T. Rubenau	Revisions applied for AR 3.0-147: Updated requirement 4.10.8.7.7.3.2.2.1.
A	11/25/2002	Dolores T. Rubenau	Revisions applied for AR 3.0-128: Updated requirement 4.10.8.7.7.3.2.3.
A	11/21/2002	Dolores T. Rubenau	Revisions applied for AR 3.0-5178: Updated requirement 4.10.11.7.12.2. Added requirement 4.10.11.7.13.2.
A	11/13/2002	Dolores T. Rubenau	Revisions applied for AR 3.0-67: Updated requirement 4.10.3. Added requirement 4.10.4.
A	11/08/2002	Dolores T. Rubenau	Revisions applied for AR 3.0-28: Updated requirement 4.10.7.3.2.1.
A	10/17/2002	Dolores T. Rubenau	Revisions applied for AR 3.0-5138: Updated requirement 4.10.7.1.1.
A	10/16/2002	Dolores T. Rubenau	Revisions applied for AR 3.0-23: Added requirement 4.10.8.5.7.1.9.
A	10/16/2002	Dolores T. Rubenau	Revisions applied for AR 3.0-25: Updated requirement 4.10.10.2.9.2.2. and its sub-requirement.
A	10/15/2002	Dolores T. Rubenau	Revisions applied for Change Control OSOS-141: Added requirement 4.10.8.7.7. and its sub-requirements.

Document Version	Revision Date	Author	Revision Comments
A	9/12/2002	Dolores T. Rubenau	Revisions applied for AR 3.0-5011: Updated sub-requirements of requirement 4.10.7.2.2.
A	9/11/2002	Dolores T. Rubenau	Revisions applied for AR 3.0-5008: Added requirement 4.10.11.7.10.2.2.
A	9/11/2002	Dolores T. Rubenau	Revisions applied for AR 2.3-260: Added requirement 4.10.8.5.9.1.6.
A	9/10/2002	Tobi L. Lucas	General Revisions: Updated document with new template standards per AJBSC's request.
A	9/3/2002	Dolores T. Rubenau	Revisions applied for AR 3.0-5009: Updated requirement 4.10.8.3.11.2.
A	9/3/2002	Dolores T. Rubenau	Revisions applied for Change Control OSOS-131: Updated screenshots for requirements 4.10.12. and 4.10.13. Added requirements 4.10.12.9., 4.10.13.16., and their corresponding sub-requirements.
A	8/30/2002	Sheila Muters	Revisions applied for AR 3.0-5071: Added requirements 4.10.7.3.9.2. and 4.10.10.4.

4.10. Services Module

4.10.1. The Services module is used to add achievement objectives, assign and fund provider services, record data for WIOA reporting, view service history records and add employment and training outcomes. Staff users in agencies that do not require achievement objectives can also use this module to assign services to a customer record.

4.10.1.1. Users may access the Services module by selection of the "Services" button in the Customer Detail module, or by selection of the "Services" menu option from the Customer menu.

4.10.1.1.1. Users must have the appropriate access permissions for the Customer Search and Customer Detail modules in order to have the ability to access the "Comp Assess" button via the Customer Detail module.

4.10.1.1.2. Upon selection of the "Services" menu option, the user is navigated to the Services module for the most recently stored (i.e., previously selected and displayed) job seeker Customer Detail record.

4.10.1.1.2.1. The Services module shall only be displayed for customers who are not new customers and have a status of "Active", "Inactive" or "SS/IO".

4.10.1.1.2.1.1. The application shall notify users selecting the Services menu option where the customer is a new customer or has a status of "Deleted" or "Pending".

4.10.1.1.2.1.1.1. Error Message: "This option is not available for new Customers or Customers with a status of Deleted or Pending."

4.10.1.1.2.1.2. SS/IO customers shall only have access to the Service History, Enrollments, Outcomes, Comments and Audit tabs.

4.10.1.1.2.1.2.1. All other tabs shall be disabled.

4.10.1.1.2.2. If there is no stored (i.e., previously selected and displayed) job seeker Customer Detail record at the time the "Services" menu option is selected, an error message is displayed in a pop-up window.

4.10.1.1.2.2.1. The pop-up window includes an "OK" button.

4.10.1.1.2.2.1.1. Upon selection of the "OK" button, the user is navigated to the Quick Search tab of the Customer Search module.

4.10.1.1.2.3. If the user has not previously accessed the Services module with the most recently stored (i.e., previously selected and displayed) job seeker Customer Detail record, then the user shall be navigated to the Agency Info tab of the Services module with the data currently stored in the database.

4.10.1.1.2.4. If the user has previously accessed the Services module with the most recently stored (i.e., previously selected and displayed) job seeker Customer Detail record, then the user shall be navigated to the Agency Info tab of the Services module with the data in the same state that it was when it was last accessed.

4.10.1.1.2.5. Once navigated to the Services module, any unsaved data shall be lost if the user changes the currently displayed customer using either the search or the Back/Next button functionality.

4.10.2. The Services Module is made up of the following tabs:

4.10.2.1. Achievement Objectives

4.10.2.2. Services

4.10.2.3. Service History

4.10.2.4. Enrollments

4.10.2.5. Outcomes

4.10.2.6. Empl. Outcomes

4.10.2.7. Trng. Outcomes

4.10.2.8. Comments

4.10.2.9. Audit

4.10.2.10. Attachments

4.10.2.11. Custom (when set up in the Administration module)

4.10.3. Inactive members of a list are names of Offices, WIBs, Staff, Supervisors, Service Programs or Administrators that were active at one point but are not currently active.

4.10.4. The following drop-down list boxes will have inactive members highlighted in red:

4.10.4.1. Office

4.10.4.2. Agency

4.10.4.3. WIB

4.10.4.4. Staff Assigned

4.10.4.5. Approval Supervisor

4.10.4.6. Services Program

4.10.4.7. Administrator

4.10.4.8. Inactive members cannot be added to a Customer, Services, Provider, Employer or Job Order record.

4.10.4.9. Inactive members can be searched on.

4.10.5. The following pop-up windows will have inactive members unavailable for viewing or selection:

4.10.5.1. Office

4.10.5.2. Agency

4.10.5.3. WIB

4.10.5.4. Staff Assigned

4.10.5.5. Approval Supervisor

4.10.5.6. Services Program

4.10.5.7. Administrator

4.10.5.8. If a now inactive value was previously set, it will be displayed in the grayed out field next to the button.

4.10.5.9. Inactive members can be searched on.

4.10.6. The following buttons will be available from all of the Services Module tabs:

4.10.6.1. *Save* –

4.10.6.1.2. This button will save the information that has been entered in the Services Module.

4.10.6.1.2.1. When changes for a record are saved to the database using the Save button, a "Record Saved" message will be displayed in the top right corner of the screen.

4.10.6.1.2.2. When no changes have been made and an attempt to save the record is performed, the "Record Saved" message will not be displayed.

4.10.6.1.2.3. When changes are made through pop-up windows, the "Record Saved" message will not be displayed until the user clicks on the 'Save' button on the bottom tool bar.

4.10.6.1.2.4. When changes have been made and an attempt is made to leave the module without saving the information, a warning message will be displayed to alert the user that unsaved information will be lost.

4.10.6.1.2.4.1. The user will be given a chance to save the information before leaving the module.

4.10.6.2. *Customer Detail –*

4.10.6.2.1. This button will navigate the user back to Customer Core.

4.10.6.3. *Comp Assess –*

4.10.6.3.1. This button shall navigate the user to the Employment tab of the Comprehensive Assessment module.

4.10.6.3.1.1. The Comprehensive Assessment module is reloaded with the data currently stored in the database.

4.10.6.3.2. The rules that govern when the "Comp Assess" button is enabled/disabled for selection are as follows:

4.10.6.3.2.1. The button is only enabled for selection if the user has both tab level and process level permissions to use Comprehensive Assessment.

4.10.6.3.2.2. The button is disabled for selection if the user does not have both tab level and process level permissions to use Comprehensive Assessment.

4.10.6.3.2.2.1. When the "Comp Assess" button is disabled for selection, the button is displayed entirely in gray.

4.10.6.3.3. The Comp Assess module shall only be displayed for customers who are not new customers and have a status of "Active" or "Inactive".

4.10.6.3.3.1. The application shall notify users selecting the Comp Assess button (or menu option) where the customer is a new customer or has a status of "Deleted", "Pending" or "SS/IO".

4.10.6.3.3.1.1. Error Message: "This menu option is not available for new Customers or Customers with a status of Deleted or Pending or SS/IO."

4.10.6.3.4. The Comp Assess module shall only be displayed for customers who have a value in the Date of Birth field and a value of "Male", "Female" or "Not Disclosed" in the Gender field.

4.10.6.3.4.1. The application shall notify users with a null value.

4.10.6.3.4.1.1. Error Message: “Need Date of Birth and Gender in Customer Detail to use Comprehensive Assessment.”

4.10.6.4. *Comments* –

4.10.6.4.1. This button will display the Comments pop-up that allows the staff member to enter comments that will be displayed in the Comments tab.

4.10.6.4.2. Adding and maintaining a new comment is fully described in Section 4 of the Common Elements business requirements document.

4.10.6.5. *Check Labor Market Information* – this button navigates User to the *America’s Care*er *Info*NET* website where he may research labor market conditions and trends.

~~4.10.7. Agency Info Tab~~

The Agency Info tab has been removed with OSOS-436.Batch processes below will continue to function.

4.10.7.1. When Pending or SS/IO Seekers with associated enrollments are inactivated, the monthly batch process shall automatically terminate any active agencies and set the fields as follows:

4.10.7.1.1. Termination Date shall be set to the current date.

4.10.7.1.2. Termination Reason shall be set to “Batch Automatic Termination”.

4.10.7.1.3. The Status shall be set to “Inactive”.

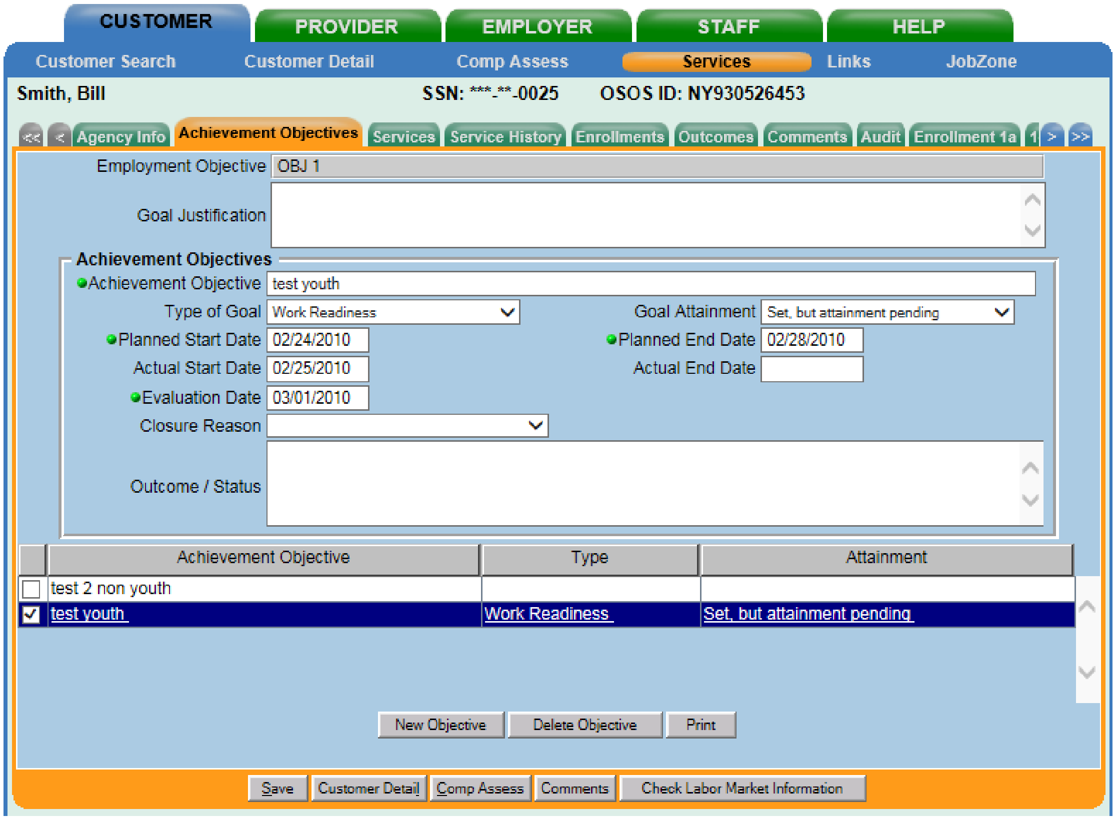
4.10.7.2. When Active Seekers with associated enrollments are inactivated and the SEEKER_AGENCY_AUTO_TERM global variable is enabled, the monthly batch process shall automatically terminate any active agencies and set the fields as follows:

4.10.7.2.1. Termination Date shall be set to the current date.

4.10.7.2.2. Termination Reason shall be set to “Batch Automatic Termination”.

4.10.7.2.3. The Status shall be set to “Inactive”.

4.10.8. Achievement Objectives Tab



4.10.8.1. The Achievement Objective page allows the user to define one or more achievement objectives for the customer. Each defined objective will be available on the Services page so that services can be associated to them.

4.10.8.2. Entering achievement objective data is optional for those agencies that do not require or utilize an 'Achievement Objective Plan'.

4.10.8.3. An achievement objective is required for all Youth at the time of WIOA or Summer Youth enrollment for each WIOA Youth, Stimulus Youth and Stimulus Summer Youth service when it is funded with WIOA Youth, Stimulus Youth or Stimulus Summer Youth funds (fund_id = 3, 4, 23, 24 and 17).

4.10.8.3.1. Rules regarding Youth Services and when Achievement Objective, Type of Goal and Goal Attainment fields are required for WIOA Youth enrollments and Summer Youth enrollments are described in Section 4.10.9.3.24.

4.10.8.4. This tab shall be disabled for customers with a status of SS/IO.

4.10.8.5. The following buttons are displayed at the bottom of the Achievement Objective Tab:

4.10.8.5.1. *New Objective* – To add an achievement objective, the user clicks the 'New Objective' button. All achievement objective data fields then become available for use.

4.10.8.5.1.1. Achievement Objectives and related field information must be saved before it can be associated to a service in the Services tab.

4.10.8.5.2. *Delete Objective* – To delete an objective from the database, select an existing Achievement Objective by single clicking on it from the listing provided at the bottom of the screen, and then select the ‘Delete Objective’ button.

4.10.8.5.2.1. Achievement Objectives that have not been associated with a Service can be deleted.

4.10.8.5.2.2. Achievement Objectives that have been associated with a Service cannot be deleted.

4.10.8.5.2.2.1. If the attempt is made to delete an Achievement Objective that is associated with a Service, an error message is displayed.

4.10.8.5.2.2.2. Once a Service is deleted, the Achievement Objective associated with it may be deleted.

4.10.8.5.3. *Print* – This button will create an ‘Objectives and Services History’ display for printing or exporting:

Objectives and Services History

(NY930526453)
Smith, Bill
131 Blue Rd
Watertown, NY 11111
04/11/2013

Employment Goal:	OBJ 1		
Goal Justification:			

Achievement Objectives:

Achievement Objective:	test 2 non youth		
Type of Goal:			
Evaluation Date:	02/28/2010		
Planned Start Date:	02/26/2010	Actual Start Date:	
Planned Completion Date:	03/01/2010	Actual Completion Date:	
Closure Reason:			

Achievement Objective:	test youth		
Type of Goal:	Work Readiness		
Evaluation Date:	03/01/2010		
Planned Start Date:	02/24/2010	Actual Start Date:	02/25/2010
Planned Completion Date:	02/28/2010	Actual Completion Date:	
Closure Reason:			

Services:

test 2 non youth	02/26/2010 - 03/01/2010
IHOP Hopper	01/01/2005 - 03/01/2010
test youth	02/24/2010 - 02/28/2010
Chiropractic	10/01/2004 - 11/01/2009

Services Without Achievement Objective:

Chiropractic	08/23/2004 - 11/01/2004
Job Coaching	01/01/2001 - 01/01/2007
Counseling	05/05/2000 - 01/01/2040
Job Fair	06/04/2001 - 12/31/2008

Customer Signature: ______________________

Print Cancel Export

4.10.8.5.3.1. Users shall be required to save updated Services information before printing Achievement Objectives.

4.10.8.5.3.2. Users selecting the Print button when there are unsaved Service module changes shall be notified of the error.

4.10.8.5.3.2.1. Error Message: "There are unsaved changes. If you want to print, you must Save changes."

4.10.8.5.3.2.2. A button shall be provided to close the popup error message.

4.10.8.5.3.2.2.1. Button Text: "OK"

4.10.8.6. The Achievement Objectives Tab displays the following fields:

4.10.8.6.1. *Employment Objective* – This field is the customer's long-term employment goal and is carried in from the 'Employment Objective' field on the Objective tab in Customer Detail.

4.10.8.6.1.1. This field is display-only.

4.10.8.6.1.2. This field applies to the entire Achievement Objectives Tab and is not specific to any single achievement objective.

4.10.8.6.2. *Goal Justification* – This is a text field that allows the user to enter a detailed description of the customer's employment goal.

4.10.8.6.2.1. This field is optional.

4.10.8.6.2.2. This field applies to the entire Achievement Objectives Tab and is not specific to any single achievement objective.

4.10.8.6.3. *Achievement Objective* – This is a text field that allows the user to enter the customer's achievement objective.

4.10.8.6.3.1. This field is a required field.

4.10.8.6.3.2. This field value populates the Achievement Objective dropdown field in the Services tab described in 4.10.9.3.24.

4.10.8.6.3.3. Achievement objectives may be added by non-WIOA partner agencies at any time.

4.10.8.6.4. *Type of Goal* – This drop-down field allows the user to record the type of goal.

4.10.8.6.4.1. The field will default to null with the following values available for selection:

4.10.8.6.4.1.1. Basic Skills

4.10.8.6.4.1.2. Occupational Skills

4.10.8.6.4.1.3. Work Readiness

4.10.8.6.4.2. Required: No, except when the following occurs:

4.10.8.6.4.2.1. This field is required when Goal Attainment is defined.

4.10.8.6.4.2.1.1. The following message shall be displayed to users:

4.10.8.6.4.2.1.2. Error Message: "You cannot enter a goal attainment without specifying a type of goal."

4.10.8.6.4.2.2. Rules regarding Youth Services and when Achievement Objective, Type of Goal and Goal Attainment fields are required for WIOA Youth enrollments and Summer Youth enrollments are described in Section 4.10.9.3.24.

4.10.8.6.4.2.3. WIOA Youth, Stimulus Youth and Stimulus Summer Youth services that are the first youth service associated to an enrollment must have an Achievement Objective, but Goal information is optional.

4.10.8.6.4.3. An enrollment funded with Stimulus Summer Youth, WIA Stimulus Youth Local or Stimulus Youth Statewide funds (fund_id = 17, 23 and 24), must not change a Work Readiness Skills goal on an Achievement Objective that is associated to a service, until the association has been removed and the transaction saved.

4.10.8.6.4.3.1. The following message shall be displayed to users:

4.10.8.6.4.3.2. Error Message: "Before changing the Work Readiness Skills goal on an achievement objective that is currently associated to a service(s), you must first remove the achievement objective from the associated services and save the transaction."

4.10.8.6.5. *Goal Attainment* – This drop-down field allows the user to record the goal attainment.

4.10.8.6.5.1. The field will default to null with the following values available for selection:

4.10.8.6.5.1.1. Attained

4.10.8.6.5.1.2. Set, but attainment pending

4.10.8.6.5.1.3. Set, but canceled

4.10.8.6.5.1.4. Set, but not attained

4.10.8.6.5.2. Required: No, except when the following occurs:

4.10.8.6.5.2.1. This field is required if the Type of Goal is defined.

4.10.8.6.5.2.1.1. The following message shall be displayed to users failing to provide a value:

4.10.8.6.5.2.1.2. Error Message: "You cannot have a type of goal without specifying goal attainment."

4.10.8.6.5.2.2. Rules regarding Youth Services and when Achievement Objective, Type of Goal and Goal Attainment fields are required for WIOA Youth enrollments and Summer Youth enrollments are described in Section 4.10.9.3.24.

4.10.8.6.5.2.3. WIOA Youth, Stimulus Youth and Stimulus Summer Youth services that not the first youth service associated to an enrollment must have an Achievement Objective, but Goal information is optional.

4.10.8.6.6. *Planned Start Date* – This field allows the user to enter the planned start date of the achievement objective.

4.10.8.6.6.1. This field is a required field.

4.10.8.6.6.1.1. This field cannot be null when saving an achievement objective.

4.10.8.6.6.2. The value of the 'Planned Start Date' field must be less than or equal to the value in the 'Planned End Date' field.

4.10.8.6.6.3. On the date entered in this field, a reminder will be added in the staff person's inbox to alert him that the achievement objective is set to begin on that date.

4.10.8.6.7. *Planned End Date* – This field allows the user to enter the planned end date of the achievement objective.

4.10.8.6.7.1. This field is a required field.

4.10.8.6.7.1.1. This field cannot be null when saving an achievement objective.

4.10.8.6.7.2. The value of the 'Planned End Date' field must be greater than or equal to the value in the 'Planned Start Date' field.

4.10.8.6.7.3. On the date entered in this field, a reminder will be added in the staff person's inbox to alert him that the achievement objective is set to end on that date.

4.10.8.6.8. *Actual Start Date* – This field allows the user to enter the date the customer actually began the objective.

4.10.8.6.8.1. This field becomes required when achievement objective is added with a Type of Goal defined.

4.10.8.6.8.1.1. The following message shall be displayed to users failing to provide a value:

4.10.8.6.8.1.2. Error Message: "Actual start date is required if the type of goal is specified."

4.10.8.6.8.2. The value of the 'Actual Start Date' field must be greater than or equal to the value in the 'Planned Start Date' field.

4.10.8.6.8.3. The value of the 'Actual Start Date' field must be less than or equal to the value in the 'Actual End Date' field.

4.10.8.6.9. *Actual End Date* – This field allows the user to enter the date the customer actually finished the objective.

4.10.8.6.9.1. The value of the 'Actual End Date' field must be greater than or equal to the value of the 'Actual Start Date' field.

4.10.8.6.9.2. Actual End Date is required when processing enrollment termination from WIOA program and services in the terminating enrollment were WIOA Youth-funded.

4.10.8.6.9.3. This field becomes required when Goal Attainment value is "Attained".

4.10.8.6.9.3.1. The following message shall be displayed to users failing to provide a value:

4.10.8.6.9.3.2. Error Message: "If goal attainment is 'Attained', actual end date must be set."

4.10.8.6.9.4. This field cannot be set if trying to associate a service with an Achievement Objective that has an end date.

4.10.8.6.9.4.1. Error Message: "Cannot associate service with an objective that has ended."

4.10.8.6.10. *Evaluation Date* – This field allows the user to enter the date they desire to be reminded, via a Staff Inbox item, to review the achievement objective.

4.10.8.6.10.1. This field is a required field.

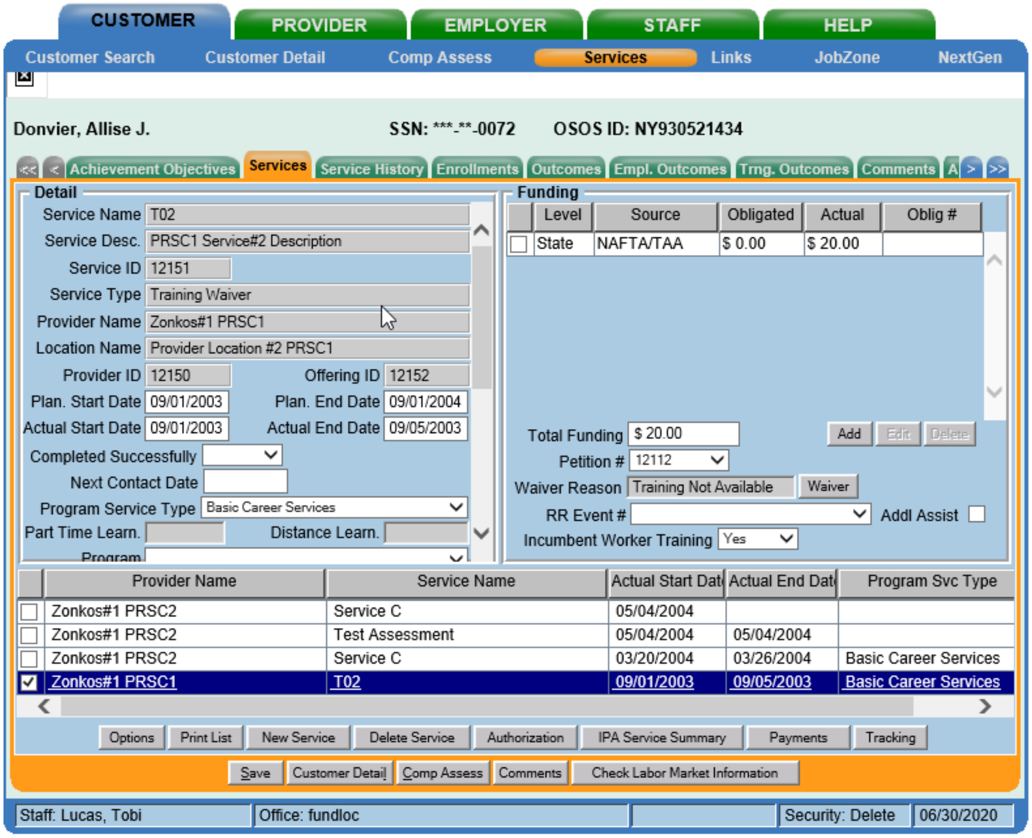
4.10.8.6.10.1.1. This field cannot be null when saving an achievement objective.

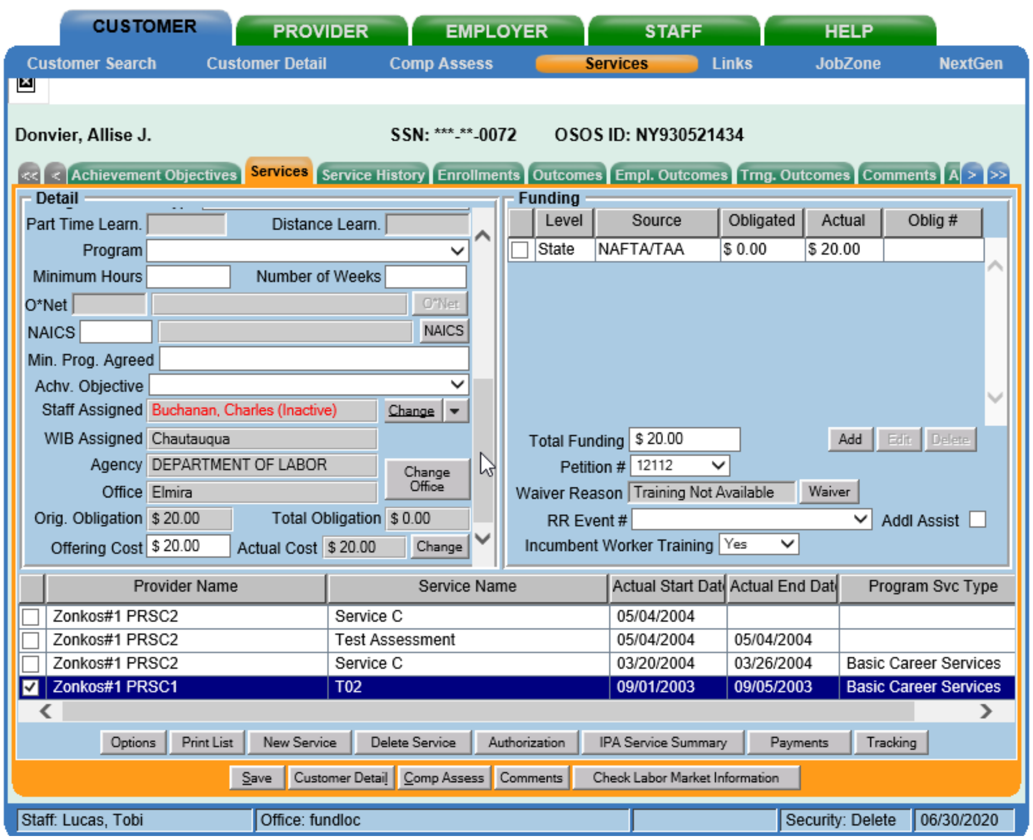
4.10.8.6.11. *Closure Reason* – This drop-down field allows the user to record the reason for closing the objective.

4.10.8.6.11.1. This is a state–configurable domain.

4.10.8.6.12. *Outcome / Status* – This is a text field that allows the user to enter details regarding the attainment or non-attainment of the goal.

4.10.9. Services Tab





4.10.9.1. The Services Tab displays information on Services provided to a customer.

4.10.9.1.1. This tab shall be disabled for customers with a status of SS/IO.

4.10.9.2. The tab is divided into three sections:

4.10.9.2.1. Detail

4.10.9.2.2. Funding

4.10.9.2.3. The list of Services and their associated Achievement Objectives, if any, on the bottom third of the tab.

4.10.9.2.4. The fields in the Detail section and Funding section shall be displayed in read-only format for Functionally Aligned services (whose parent provider is provider_type_cd=9).

4.10.9.3. The Detail section has a scrolling feature with the following fields:

4.10.9.3.1. *Service Name* - This read-only field shall display the name of the Provider Service entry for the scheduled offering.

4.10.9.3.2. *Service Desc.*-This read-only field shall display the service description of the Provider Service entry for the scheduled offering.

4.10.9.3.3. *Service ID* **-** This read-only field shall display the ID associated to the Provider Service entry for the scheduled offering.

4.10.9.3.4. *Service Type* **-** This read-only field shall display the name of the seeker service type associated to the service provided.

4.10.9.3.5. *Provider Name* – displays the name of the business providing the Service to the customer

4.10.9.3.5.1. It is brought from the Offering Detail/General Info tab.

4.10.9.3.5.2. This field is read-only.

4.10.9.3.6. *Location Name* - This field describes the name of the location associated to the Service Offering. This is populated from the Provider location table. If it is blank, the City will be used to populate the field.

4.10.9.3.7. *Provider ID* - This read-only field shall display the unique ID associated with the entity providing the service. This is populated from the Provider module.

4.10.9.3.8. *Offering ID* - This read-only field shall display the ID associated to the service offering. This is populated from the Offering module.

4.10.9.3.9. *Planned Start Date* – displays the date that the Service is scheduled to begin

4.10.9.3.9.1. It is brought from the Offering Detail/General Info tab.

4.10.9.3.9.2. The date can be changed by the user.

4.10.9.3.9.3. An entry will be added to the Staff person's Inbox in the Staff Detail module on the date entered in this field as reminder that the Service should start on that date.

4.10.9.3.9.4. The Planned Start Date must be less than or equal to the Planned End Date.

4.10.9.3.9.5. The Planned Start Date must be less than or equal to the Actual Start Date.

4.10.9.3.9.6. The Planned Start Date must be less than or equal to the Actual End Date.

4.10.9.3.9.7. A non-SSIO planned service cannot be added or modified if the planned start and/or end dates overlap with a non-service event start and/or end date range **and** the Disallow Service flag is set. The following message will be displayed if there are overlapping dates:

4.10.9.3.9.7.1. Error Message: “A non-service event exists for this customer that does not allow planned services during this time. Remove or modify the Planned Start and/or End Dates.”

4.10.9.3.10. *Planned End Date* – displays the date that the Service is supposed to end

4.10.9.3.10.1. Required: No, unless the service is funded.

4.10.9.3.10.2. It is brought from the Offering Detail/General Info tab.

4.10.9.3.10.3. The date can be changed by the user.

4.10.9.3.10.4. An entry will be added to the Staff person’s Inbox in the Staff Detail module on the date entered in this field as reminder that the Service should end on that date.

4.10.9.3.10.5. The Planned End Date must be greater than or equal to the Planned Start Date.

4.10.9.3.10.6. The Planned End Date must be greater than or equal to the Actual Start Date.

4.10.9.3.10.7. The Planned End Date must be greater than or equal to the Actual End Date.

4.10.9.3.10.8. When required, the application shall notify the user failing to provide a value.

4.10.9.3.10.8.1. Error Message: “If a service is funded, the planned end date is required.”

4.10.9.3.10.9. The cross edit described in Section 4.10.9.3.9.7 will apply preventing a (disallowed service type) non-service event from overlapping with planned services (exclusive of SS/IO and follow-up services).

4.10.9.3.11. *Actual Start Date* – displays the date that the customer began using the Service

4.10.9.3.11.1. The Actual Start Date is required before a Service can be funded.

4.10.9.3.11.2. The Actual Start Date must be greater than or equal to the Planned Start Date.

4.10.9.3.11.3. The Actual Start Date must be less than or equal to the Planned End Date.

4.10.9.3.11.4. The Actual Start Date must be less than or equal to the Actual End Date.

4.10.9.3.11.5. If the Service is the first one for the customer that is funded with Federal funds (WIOA, Trade Act), the Actual Start Date becomes the Program Enrollment date.

4.10.9.3.11.5.1. The relationship between a Program Enrollment and a Service is described in Section 4.10.9.8.

4.10.9.3.11.6. The Actual Start Date of any follow-up type Service must be greater than or equal to the most recent Exit Date of the Enrollment of the same program type.

4.10.9.3.11.7. The Actual Start Date (ASD) must be greater than or equal to the Eligibility Determination Date and less than or equal to the Eligibility Cancel Date (if provided) for that Petition Number in at least one work history.

4.10.9.3.11.7.1. If the Actual Start Date (ASD) is changed to be outside of a supporting work history/Petition Number/Eligible Determination Date/Cancel date, the following error message shall be displayed:

4.10.9.3.11.7.2. Error Message: "The Actual Start Date must be after or equal to the Eligibility Determination Date and before or equal to any Eligibility Cancel Date within one work history associated to this Petition Number."

4.10.9.3.11.8. Rules on changing actual start date that causes ineligibility based on funding of existing services:

4.10.9.3.11.8.1. If the actual start date of a WIOA Youth Local (fund_id = 3) funded service is modified to a value that results in the customer no longer being eligible (or is not at least 14 and less than or equal to <MAX_AGE> years of age at the actual start date of the service), the application will evaluate all WIOA Youth services within the same WIOA enrollment funded with WIA Youth funds (fund_id = 3, 4, 23, 24), and determine if the customer is at least 14 and less than 22 years of age at the time of the first youth service (actual_start_date).

4.10.9.3.11.8.1.1. The application shall notify users who modify the actual start date of the WIOA Youth Local funded service and no other WIOA Youth funded service exists where the age at the time of first youth service is at least 14 and less than or equal to <MAX_AGE>, causing the customer to no longer be eligible for WIOA Youth Local funding.

4.10.9.3.11.8.1.1.1. Error Message: "Changing the actual start date of this Youth service makes the customer ineligible for the selected Youth funding because of their age at the time of the first Youth service. Please change the actual start date or delete the fund."

4.10.9.3.11.8.2. If the actual start date of a WIA Stimulus Youth Local (fund_id = 23) funded service is modified to a value that results in the customer no longer being eligible (or is not at least 14 and less than or equal to <MAX_AGE> years of age at the actual start date of the service), the application will evaluate all WIOA Youth services within the same WIA enrollment funded with WIOA Youth funds (fund_id = 3, 4, 23, 24) and determine if the customer is less than 25 years of age at the time of the first youth service (actual_start_date).

4.10.9.3.11.8.2.1. The application shall display the message described in Section 4.10.9.3.11.8.1.1.1 to users who modify the actual start date of the WIA Stimulus Youth Local funded service and no other WIOA Youth funded service exists where the age at the time of first youth service is at least 14 and less than or equal to <MAX_AGE>, causing the customer to no longer be eligible for WIA Stimulus Youth Local funding.

4.10.9.3.11.8.3. If the actual start date of a Stimulus Summer Youth (fund_id = 17) funded service is modified to a value that results in the customer no longer being eligible (or is not at least 14 and less than or equal to <MAX_AGE> years of age at the actual start date of the service), the application will evaluate all Stimulus Summer Youth services within the same Summer Youth enrollment, and determine if the customer is less than or equal to <MAX_AGE> years of age at the time of the first youth service date (actual_start_date).

4.10.9.3.11.8.3.1. The application shall display the message described in Section 4.10.9.3.11.8.1.1.1 to users who modify the actual start date of the Stimulus Summer Youth funded service and no other Stimulus Summer Youth funded service exists where the age at the time of first youth service is at least 14 and less than or equal to <MAX_AGE>, causing the customer to no longer be eligible for Stimulus Summer Youth funding.

4.10.9.3.11.8.4. If a WIOA Adult Local, WIA Stimulus Adult Local, WIOA Dislocated Worker Local or WIA Stimulus Dislocated Worker Local (fund_id = 1, 21, 2, 22) funded service exists, the date of birth at the time of the actual start date of the service must be greater than or equal to 18 years of age, per the WIOA Eligibility Rules.

4.10.9.3.11.8.4.1. The application shall notify users who modify the actual start date of the service causing the customer to no longer be eligible for Adult or Dislocated Worker funding.

4.10.9.3.11.8.4.1.1. Error Message: “Changing the actual start date of this Adult or Dislocated Worker service makes the customer ineligible for the selected Adult or Dislocated Worker funding because of their age. Please change the actual start date or delete the fund.”

4.10.9.3.11.8.5. <MAX_AGE> shall be replaced with the WIOA_YOUTH_MAX_AGE global variable value. This is the maximum age to be considered a Youth. The age of a customer to be considered a Youth in Federal reports can fluctuate from year to year. The default is “24”.

4.10.9.3.11.9. The Actual Start Date is required and cannot be changed to null if the service is associated to a Petition Number. The following message will be displayed if it is removed:

4.10.9.3.11.9.1. Error Message: “The Actual Start Date cannot be removed if the service has a Petition Number.”

4.10.9.3.11.10. Since Actual Start Date and Petition Number values are used to determine service funding, they cannot be changed at the same time on existing services.

4.10.9.3.11.10.1. If the Service’s Actual Start Date and Petition Number are modified in the same transaction, the following error message shall be displayed:

4.10.9.3.11.10.2. Error Message: “The Actual Start Date and Petition Number cannot be modified in the same transaction. They must be changed and saved individually.”

4.10.9.3.11.11. The application shall notify users who modify or delete the actual start date and/or actual end date of a funded service (where the fund is associated to a program), causing the service to now fall outside of the related program registration and/or termination date(s).

4.10.9.3.11.11.1. Error Message: "Changing or removing the actual start date and/or actual end date of the <SERVICE> service which is funded with the <FUND> fund causes the service to fall outside of the related <PROGRAM> program registration and/or termination date(s). Please change the actual start date, actual end date or delete the fund."

4.10.9.3.11.11.2. <SERVICE> shall be replaced with the name of the funded service.

4.10.9.3.11.11.3. <PROGRAM> shall be replaced with the name of the associated program.

4.10.9.3.11.11.4. <FUND> shall be replaced with the name of the associated fund.

4.10.9.3.11.12. A non-SSIO or non-follow-up service cannot be added, modified or funded if the actual start and/or end dates overlap with a non-service event start and/or end date range **and** the Disallow Service flag is set. The following message will be displayed if there are overlapping dates:

4.10.9.3.11.12.1. Error Message: "A non-service event exists for this customer that does not allow service at this time. Remove or modify the Actual Start and/or End Dates."

4.10.9.3.12. *Actual End Date* – displays the date that the customer completed the Service

4.10.9.3.12.1. The Actual End Date is required when an Actual Cost is saved for the Service.

4.10.9.3.12.1.1. When the Payment Approval process is used to set the Actual Cost field, the Actual End Date is required at the time of the Final Payment Approval.

4.10.9.3.12.2. The Actual End Date must be greater than or equal to the Planned Start Date.

4.10.9.3.12.3. The Actual End Date must be greater than or equal to the Actual Start Date.

4.10.9.3.12.4. The Actual End Date must be less than or equal to the Planned End Date.

4.10.9.3.12.5. The cross edit described in Section 4.10.9.3.11.12 will apply preventing a (disallowed service type) non-service event from overlapping with open or closed funded services (exclusive of SS/IO and follow-up services.

4.10.9.3.13. *Completed Successfully* – allows the user to record whether or not the Service has been successfully completed.

4.10.9.3.13.1. Valid values are:

4.10.9.3.13.1.1. Null (blank line)

4.10.9.3.13.1.2. Yes

4.10.9.3.13.1.3. No

4.10.9.3.14. *Next Contact Date* – allows the user to enter a date that he plans to contact the customer regarding the Service

4.10.9.3.14.1. An entry will be added to the Staff person's Inbox in the Staff Detail module on the date entered in this field as a reminder to the user that he planned to contact the customer on that date.

4.10.9.3.15. *Program Service Type* – allows the user to select the program service type of the funds used to fund a service.

4.10.9.3.15.1. If WIOA or Trade Act funds are saved to a service, the field is required.

4.10.9.3.15.1.1. If the Program Service Type field has a value other than blank (i.e., null) defined:

4.10.9.3.15.1.1.1. WIOA Youth Local funds will be displayed if the customer, based on his age, is considered a WIOA Youth (ages 14 - <MAX_AGE>) on the date of his WIOA Enrollment.

4.10.9.3.15.1.1.1.1. <MAX_AGE> will be replaced with the WIOA_YOUTH_MAX_AGE global variable value.

4.10.9.3.15.1.1.2. WIOA Adult Local funds will be displayed if the customer, based on his age, is considered a WOIA Adult, i.e., is 18 years or older on the actual start date of the service for which the funds are to be allocated.

4.10.9.3.15.2. For the Program Service Type field, valid values are:

4.10.9.3.15.2.1. Basic Career Services

4.10.9.3.15.2.2. Basic Career Svcs - Staff Assisted

4.10.9.3.15.2.3. Follow Up

4.10.9.3.15.2.4. ITA - Training

4.10.9.3.15.2.5. Individualized Career Services

4.10.9.3.15.2.6. Non-ITA Training

4.10.9.3.15.2.7. Youth Services

4.10.9.3.15.2.8. Unspecified

4.10.9.3.15.3. Follow Up services will associate itself to the most recent open or closed enrollment of the respective program type according to the following rules.

4.10.9.3.15.3.1. A follow up service can be entered for an enrollment that is NOT exited.

4.10.9.3.15.3.2. In this section, WIOA Youth enrollment is equal to WIOA Youth and Stimulus Youth services funded with fund_id = 3, 4, 23 or 24 and Summer Youth enrollment is equal to Summer Stimulus Youth services funded with fund_id = 17.

4.10.9.3.15.3.3. WIOA Youth and Summer Youth funded regular and follow up service periods cannot overlap with their associated WIOA Youth and Summer Youth enrollments.

4.10.9.3.15.3.3.1. The application shall prevent follow up services from being funded with WIOA Youth funds unless all WIOA Youth services have actual end dates and that the actual start date of the follow up service is after the most recent actual end date (LYSD) of the non-follow up WIOA Youth service. The same applies for Summer Stimulus Youth funds and services.

4.10.9.3.15.3.3.1.1. Once a follow up service has been entered for a WIOA Youth enrollment, any youth-funded services that are new or have been modified cannot have a service period that is after or equal to the earliest youth funded follow up actual start date for the enrollment. The same applies for Summer Youth enrollments.

4.10.9.3.15.3.3.2. The application shall notify users if follow up services for WIOA Youth and Summer Youth enrollments do not have actual end dates for all non-follow up Youth services for the associated enrollment.

4.10.9.3.15.3.3.2.1. Error Message: “WIOA Youth, Stimulus Youth and Summer Stimulus Youth follow up services cannot be entered until all Youth services have actual end dates for this enrollment.”

4.10.9.3.15.3.3.3. The application shall notify users if a WIOA Youth or Summer Youth follow up service is before or equal to the most recent actual end date (LYSD) of the non-follow up Youth service for the associated enrollment.

4.10.9.3.15.3.3.3.1. Error Message: “WIOA Youth, Stimulus Youth and Summer Stimulus Youth follow up services must start after the actual end date of the most recent Youth service for this enrollment.”

4.10.9.3.15.3.3.4. The application shall notify users when an actual end date of a non-follow up WIOA Youth, Stimulus Youth and Summer Stimulus Youth service has been modified to a value that is equal to or after the actual start date of an existing Youth follow up service for the associated enrollment.

4.10.9.3.15.3.3.4.1. Error Message: “The WIOA Youth, Stimulus Youth and Summer Stimulus Youth service actual end date cannot be equal to or after the actual start date of the earliest Youth follow up service for this enrollment.”

4.10.9.3.15.3.3.5. The application shall notify users when an actual end date of a non-follow up WIOA Youth, Stimulus Youth and Summer Stimulus Youth service has been removed when a Youth follow up service exists for the associated enrollment.

4.10.9.3.15.3.3.5.1. Error Message: “You cannot remove the actual end date of a WIOA Youth, Stimulus Youth and Summer Stimulus Youth service if there are associated Youth follow up services for this enrollment.”

4.10.9.3.15.3.4. Follow up services that are NOT funded with WIOA Youth, Stimulus Youth or Summer Stimulus Youth funds will not have any edits, with the exception that non- (WIOA Youth) follow up services must be after the enrollment date(s) of the program(s) associated to the follow up service's funds.

4.10.9.3.15.3.4.1. The application shall notify users if follow up services are created or modified that places the actual start date before the enrollment date of the associated program.

4.10.9.3.15.3.4.1.1. Error Message: "Follow up services cannot start before the enrollment date of the associated program."

4.10.9.3.15.3.4.2. The application shall notify users if the enrollment date is modified to be after the follow up service's actual start date.

4.10.9.3.15.3.4.2.1. Error Message: "The enrollment date cannot be after any follow up service's actual start date."

4.10.9.3.15.3.5. A WIOA Youth, Stimulus Youth and Summer Stimulus Youth service cannot be deleted when it's the only WIOA Youth, Stimulus Youth and Summer Stimulus Youth Service and there are associated Youth follow up service(s) for the enrollment.

4.10.9.3.15.3.5.1. The following message shall be displayed when a WIOA Youth, Stimulus Youth or Summer Stimulus Youth service is selected to be deleted when an associated Youth follow up service exists:

4.10.9.3.15.3.5.1.1. Error Message: "This service cannot be deleted. It is the only WIOA Youth, Stimulus Youth or Summer Stimulus Youth service and there are associated WIOA Youth or Summer Stimulus Youth follow up service(s). Remove funding or delete the associated enrollment's Youth follow up service(s) first."

4.10.9.3.15.3.6. Funds from the only WIOA Youth, Stimulus Youth and Summer Stimulus Youth service cannot be removed when there are associated WIOA Youth, Stimulus Youth and Summer Stimulus Youth follow up service(s).

4.10.9.3.15.3.6.1. The following message shall be displayed when WIOA Youth, Stimulus Youth or Summer Stimulus Youth funds are removed when an associated Youth follow up service exists:

4.10.9.3.15.3.6.1.1. Error Message: "Funds cannot be removed from this service. It is the only WIOA Youth, Stimulus Youth or Summer Stimulus Youth service and there are associated Youth follow up service(s) for this enrollment. Remove funding or delete the associated Youth follow up service(s) first."

4.10.9.3.15.3.7. Follow up services will NOT create or extend an enrollment.

4.10.9.3.15.3.8. A co-enrolled WIOA Youth follow up and a non-WIOA Youth service may overlap.

4.10.9.3.15.4. WIOA Youth, Stimulus Youth Local and Statewide funds or the Stimulus Summer Youth fund must be used if the program service type is 'Youth Services'. (fund_id = 3, 4, 23, 24, 17).

4.10.9.3.15.4.1. The following message shall be displayed when an incorrect program service type is selected.

4.10.9.3.15.4.1.1. Error Message: "Program Service Type cannot be 'Youth Services' when not using WIA Youth, Stimulus Youth or Summer Stimulus Youth funds."

4.10.9.3.15.5. The "Youth Services" or "Follow Up" program service type must be used if the service was funded by WIOA Youth, Stimulus Youth Local and Statewide or Summer Stimulus Youth funds.

4.10.9.3.15.5.1. The following message shall be displayed when an incorrect program service type is selected.

4.10.9.3.15.5.1.1. Error Message: "Program Service Type must be 'Youth Services' or 'Follow Up' when using WIOA Youth, Stimulus Youth or Summer Stimulus Youth funds."

4.10.9.3.16. *Part Time Learn.* - This dropdown list shall be provided to indicate if the service is a part time learning service.

4.10.9.3.16.1. Required: No, unless the service is a training service funded with TAA funds or WIOA non-Youth funds on a service with an attached Petition Number.

4.10.9.3.16.2. The values are:

4.10.9.3.16.2.1. Null (Blank line)

4.10.9.3.16.2.2. No

4.10.9.3.16.2.3. Yes

4.10.9.3.16.3. Default: Null

4.10.9.3.16.4. This field will only be enabled when the service is a training service based on the Seeker Service Type and the Program Service Type.

4.10.9.3.16.5. When required, the application shall notify users failing to select a value:

4.10.9.3.16.5.1. Error Message: "The Part Time field is required for training services that are funded with TAA funds or WIOA non-Youth funds with an attached Petition Number."

4.10.9.3.16.6. A service is determined a training service based on the Seeker Service Type being associated to a training-related bucket in dom_rc_rpt_cat.

4.10.9.3.16.6.1. The training-related PIRL buckets are:

4.10.9.3.16.6.1.1. 1731/WIOA All Training Services, except "ICS or Training"

4.10.9.3.16.6.1.1.1. Contains legacy bucket 1331 / WIASRD13 Training Services

4.10.9.3.16.6.1.2. 1732 / WIOA Non-ITA Training Services

4.10.9.3.16.6.1.2.1. Contains legacy bucket 1332 / WIASRD13 non-ITA Training Services

4.10.9.3.16.6.1.3. Program service type (wia_service_type_cd) is 1/ITA Training or 4/Non-ITA Training and the seeker_service_type_cd is in bucket 1733/WIOA Individualized Career Services OR Training Services

4.10.9.3.16.6.1.3.1. Contains legacy bucket 1333 / WIASRD13 Intensive or Training Svcs

4.10.9.3.16.6.1.4. 1820/TAA All Training Services. This bucket contains legacy buckets:

4.10.9.3.16.6.1.4.1. 421 / TAPR10 Train Type 1 On The Job

4.10.9.3.16.6.1.4.2. 425 / TAPR10 Train Type 5 Customized

4.10.9.3.16.6.1.4.3. 426 / TAPR10 Train Type 6 Other Occ. Skills

4.10.9.3.16.6.1.4.4. 427 / TAPR10 Train Type 7 Remedial (ABE / ESL)

4.10.9.3.16.6.1.4.5. 428 / TAPR10 Train Type 8 Prerequisite

4.10.9.3.16.6.1.4.6. 429 / TAPR10 Train Type 9 Apprenticeship

4.10.9.3.17. *Distance Learn.* - This dropdown list shall be provided to indicate if the service is a distance learning service.

4.10.9.3.17.1. Required: No, unless the service is a training service funded with TAA funds or WIOA non-Youth funds on a service with an attached Petition Number.

4.10.9.3.17.2. The values are:

4.10.9.3.17.2.1. Null (Blank line)

4.10.9.3.17.2.2. No

4.10.9.3.17.2.3. Yes

4.10.9.3.17.3. Default: Null

4.10.9.3.17.4. This field will only be enabled when the service is a training service based on the Seeker Service Type and Program Service Type.

4.10.9.3.17.5. When required, the application shall notify users failing to select a value:

4.10.9.3.17.5.1. Error Message: “The Distance Learning field is required for training services that are funded with TAA funds or WIOA non-Youth funds with an attached Petition Number.”

4.10.9.3.17.6. A service is determined a training service based on the Seeker Service Type being associated to a training-related bucket in dom_rc_rpt_cat.

4.10.9.3.17.6.1. Refer to Section 4.10.9.3.16.6.1 for the list of training-related buckets.

4.10.9.3.18. *Program* – allows the user to associate a Service Program with a Service

4.10.9.3.18.1. This is a state-configurable domain.

4.10.9.3.18.2. Inactive Service Programs are highlighted.

4.10.9.3.18.2.1. If the user attempts to select an inactive Service Program, a message will be provided stating that an inactive Service Program has been selected.

4.10.9.3.19. *Minimum Hours* – displays the minimum hours per week that the customer agreed to spend on the Service

4.10.9.3.19.1. This field is required for Welfare-to-Work (WtW) customers on any new Services added to their customer record after they become WtW customers.

4.10.9.3.19.1.1. If the service is an SS/IO service, the application shall set the field value to “0”.

4.10.9.3.19.1.2. The customer is considered a WtW customer if the value in the Welfare (WtW) field on the Customer Detail/Add’l Info/Programs and Public Assistance pop-up window is “Yes”.

4.10.9.3.19.2. The Tracking section on this tab can be used to track the customer’s hours on a weekly basis.

4.10.9.3.20. *Number of Weeks* - This field shall be available to provide the number of weeks the participant received Trade Relocation Allowance (TRA).

4.10.9.3.20.1. Required: No

4.10.9.3.20.2. Acceptable Entry: Positive Number

4.10.9.3.20.3. This field shall only be available when the seeker service category is 50, Trade Act Allowances.

4.10.9.3.21. *O*Net* - This field allows the user to record the O*Net Title of the training service.

4.10.9.3.21.1. Required: No, unless the service is a training service funded with TAA funds or WIOA non-Youth funds regardless if a petition number exists.

4.10.9.3.21.1.1. Yes, if the service is a Youth-funded training service (program_service_type = 6/Youth Services with a selected seeker service type that is in bucket 1541/WIOA Youth All Training Services.

4.10.9.3.21.2. Default: Null

4.10.9.3.21.3. This field will only be enabled when the service is a training service based on the Seeker Service Type and Program Service Type.

4.10.9.3.21.4. This field will be pre-filled from the Provider Service when a training service is scheduled, but will remain editable.

4.10.9.3.21.5. The O*Net Searching and AutoCoder requirements in Section 2 of the Common Elements business requirements describe the O*Net title field and button business rules and functionality.

4.10.9.3.21.6. When required the application shall notify users failing to provide a value:

4.10.9.3.21.6.1. Error Message: “O*Net field is required for training services that are funded with TAA funds or WIOA funds.”

4.10.9.3.21.7. A service is determined a training service based on the seeker service type being associated to a training-related bucket in dom_rc_rpt_cat.

4.10.9.3.21.7.1. Refer to Section 4.10.9.3.16.6.1 for the list of training-related buckets.

4.10.9.3.22. *NAICS* - This field will display the North American Industry Coding Structure (NAICS) code selected that is associated to the specific training service and displays the corresponding NAICS description.

4.10.9.3.22.1. A button shall be provided to look up a NAICS Code.

4.10.9.3.22.1.1. Button Name: “NAICS”

4.10.9.3.22.2. When selected, a new browser is launched that provides access to the NAICS search at: http://www.census.gov/eos/www/naics/

4.10.9.3.23. *Min. Prog. Agreed* – allows the user to enter the amount of progress the customer has agreed to make by the next Contact Date

4.10.9.3.24. *Achv. Objective* – allows the user to associate a Service with an Achievement Objective that was established on the Customer Services/Achievement Objectives tab.

4.10.9.3.24.1. The following requirements apply to Youth Services and describe when an Achievement Objective with or without Goal and Goal Attainment information is required for WIOA Youth enrollments and Summer Youth enrollments.

4.10.9.3.24.2. The application will verify these requirements when a service is funded, a service is unfunded or when a service is deleted that used WIOA Youth, Stimulus Youth or Stimulus Summer Youth funds (fund_id = 3, 4, 23, 24 and 17).

4.10.9.3.24.2.1. The application will also verify the requirements when the selected Achievement Objective is changed or removed on a service, or the Achievement Objective itself is modified or removed within the Achievement Objective tab described in Section 4.10.8.6.3.

4.10.9.3.24.3. An achievement objective is required for all Youth for WIOA or Summer Youth enrollments for each WIOA Youth, Stimulus Youth and Stimulus Summer Youth service when it is funded with WIOA Youth, Stimulus Youth or Stimulus Summer Youth funds (fund_id = 3, 4, 23, 24 and 17).

4.10.9.3.24.3.1. The day of WIOA Youth enrollment is equal to the Actual Start Date of the first WIOA funded service (fund_id = 3, 4, 23, 24).

4.10.9.3.24.3.2. The day of Summer Youth enrollment is equal to the Actual Start Date of the first Stimulus Summer Youth funded service (fund_id = 17).

4.10.9.3.24.3.3. The following message shall be provided to users failing to select an achievement objective to associate to a Youth service.

4.10.9.3.24.3.3.1. Error Message: “All Youth services for this enrollment must be associated with an achievement objective.”

4.10.9.3.24.4. When the customer is a WIOA Youth (14 - WIOA_YOUTH_MAX_AGE global variable) at the time of their enrolling WIOA Youth-funded service funded with WIOA Youth or Stimulus Youth (fund_id = 3, 4 or 23, 24) funds, the first youth-funded service must be linked to an Achievement Objective with a Type of Goal and Goal Attainment defined.

4.10.9.3.24.4.1. The following message shall be displayed if an Achievement Objective is selected that does not have a Type of Goal or Goal Attainment defined.

4.10.9.3.24.4.1.1. Error Message: “The first Youth service of a younger youth enrollment being funded with WIOA Youth funds must be associated with an achievement objective with 'Type of Goal' and 'Goal Attainment' defined.”

4.10.9.3.24.5. When the customer is a WIOA Older Youth who has received a Stimulus Youth (fund_id = 23, 24) funded service, the first youth funded service (fund_id = 3, 4, 23 or 24) must be linked to an Achievement Objective with a Type of Goal and Goal Attainment defined.

4.10.9.3.24.5.1. The following message shall be displayed if an Achievement Objective is selected that does not have a Type of Goal or Goal Attainment defined.

4.10.9.3.24.5.1.1. Error Message: “The first Youth service of an enrollment that includes services funded with WIA Stimulus Youth funds must be associated with an achievement objective with 'Type of Goal' and 'Goal Attainment' defined.”

4.10.9.3.24.6. When the customer is a WIA Older Youth who has received a WIOA Youth (fund_id = 3, 4) funded service, the first youth funded service must have an Achievement Objective, but the Type of Goal is optional.

4.10.9.3.24.6.1. If an Achievement Objective is not selected, the message described in Section 4.10.9.3.24.3.3.1 shall be displayed.

4.10.9.3.24.7. When the customer is a Youth with a Summer Youth enrollment (fed_program_cd = 13) the enrolling Stimulus Summer Youth (fund_id = 17) funded service must be linked to an Achievement Objective with a Type of Goal equal to “Work Readiness” and a Goal Attainment defined.

4.10.9.3.24.7.1. The following error message shall be displayed if the Summer Youth enrolling service funded with Stimulus Summer Youth funds does not have a type of goal equal to “Work Readiness” or if the associated goal attainment is not set.

4.10.9.3.24.7.1.1. Error Message: “The first Youth service of an enrollment being funded with Stimulus Summer Youth funds must be associated to an achievement objective with a Type of Goal equal to ‘Work Readiness’ and a Goal Attainment defined.”

4.10.9.3.24.8. Non-enrolling WIOA Youth, Stimulus Youth and Stimulus Summer Youth services must have an Achievement Objective, but Goal information is optional.

4.10.9.3.25. *Staff Assigned* - This field displays the name of the staff person who assigned the service.

4.10.9.3.25.1. A button shall be provided to assign the service record to another staff person.

4.10.9.3.25.1.1. Button Name: “Change”

4.10.9.3.25.2. When selected, the Staff Assigned popup used throughout the application shall be available to change the staff person assigned to the service record.

4.10.9.3.25.3. As a quick alternative to select yourself (the logged in administrator), a split button is available with an “Assign to Me” option.

4.10.9.3.26. *WIB Assigned* - This field displays the name of the WIB based on the selected office, which is based upon the ‘Staff assigned’. Using the ‘Change Office’ button can change WIB.

4.10.9.3.27. *Agency* – displays the Agency based on the Office that is selected

4.10.9.3.27.1. This is a required field.

4.10.9.3.27.2. It defaults to the Agency associated with the user logged into the application.

4.10.9.3.27.3. The Office values are tied to specific Agencies.

4.10.9.3.27.4. When the Office is changed, the Agency will change accordingly.

4.10.9.3.28. *Office* - displays the Office to be associated with the Customer record

4.10.9.3.28.1. This is a required field.

4.10.9.3.28.2. It defaults to the Office associated with the user logged into the application.

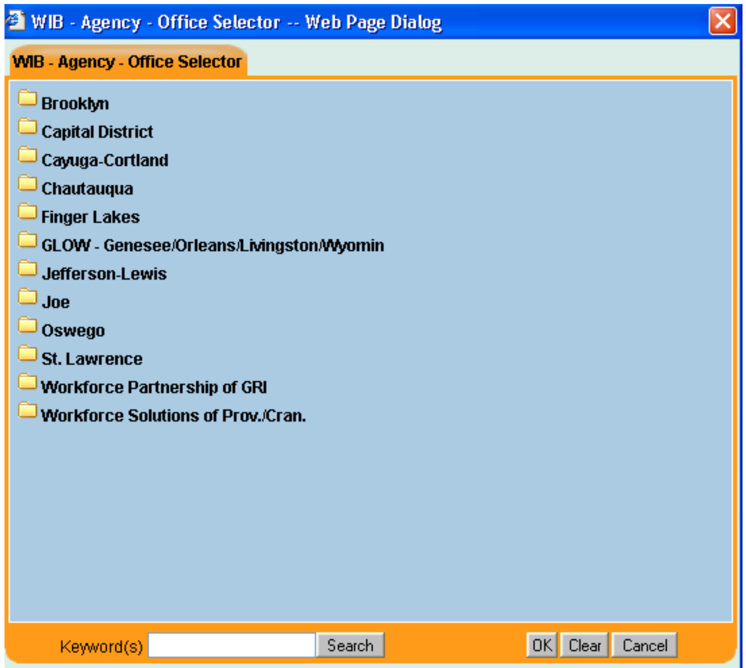
4.10.9.3.29. *Change Office button* – allows the user to change the value of the Office and Agency fields.

4.10.9.3.29.1. Selecting the Change Office button to the right of the Office field will bring up the WIB-Agency-Office Selector window.

4.10.9.3.29.2. When an Office is selected and the OK button is clicked, the new Office and Agency will automatically display on the Services tab.

4.10.9.3.29.3. Because the local office is tracked with the transaction, and the local office defined on transaction is defaulted to the local office defined on the User’s AOSOS Staff ID, it may be necessary for the user to update or change the local office.

4.10.9.3.29.4. The Change Office button can also be found on the Customer Detail/General Information tab under the Customer Assignment grouping.



4.10.9.3.29.5. The 'WIB-Agency-Office' selector displays WIBs, Agencies and Offices in their hierarchical structure.

4.10.9.3.29.6. If User clicks on a WIB title, the next level in hierarchy is displayed – and this level is agency. When User clicks on an agency, the agency level expands to display the offices.

4.10.9.3.29.7. To change the office defaulted to screen, the User scrolls through the list, selects the appropriate WIB, then agency, and then office.

4.10.9.3.29.8. The application will provide a field to enter text that may be used in a keyword search for a selection.

4.10.9.3.29.8.1. Field Name: "Keyword(s)"

4.10.9.3.29.8.2. Required: No

4.10.9.3.29.8.3. Minimum Characters: No minimum

4.10.9.3.29.8.4. Maximum Characters: No limit

4.10.9.3.29.8.5. Acceptable Entry: All keyboard characters

4.10.9.3.29.9. A button shall be available to initiate the keyword search.

4.10.9.3.29.9.1. Button Title: "Search"

4.10.9.3.29.10. The following rules shall apply to the search:

4.10.9.3.29.10.1. When a full or partial word is entered the application will display all WIB titles, Agencies and Offices that contain the keyword entered.

4.10.9.3.29.10.2. When multiple words are entered, **AND** will be implied when words are separated by spaces. All titles will be returned where the words specified are present anywhere in the WIB title, Agency or Office.

4.10.9.3.29.10.3. Quotation marks entered at the beginning and end of an entry will identify words that should appear together in the title.

4.10.9.3.29.11. The following rules shall apply to the search results:

4.10.9.3.29.11.1. Results will be returned regardless of case sensitivity.

4.10.9.3.29.11.2. Results will be displayed based on the value entered in the search box.

4.10.9.3.29.11.3. A new search will be generated each time the 'Search' button is selected.

4.10.9.3.29.11.3.1. If the keyword field is blank and the 'Search' button is selected, the original WIB title listing will be displayed.

4.10.9.3.29.11.4. The application will search for a match in all available hierarchical levels.

4.10.9.3.29.11.4.1. All categories and titles at all levels matching the keyword(s) will be displayed.

4.10.9.3.29.11.4.1.1. Any categories or sub-categories directly associated to matched sub-category or title will be displayed regardless of a match.

4.10.9.3.29.11.4.2. When a category or sub-category is displayed that contains additional sub-categories or low-level titles that do not match and therefore do not appear, the following will be displayed next to the category or sub-category title:

4.10.9.3.29.11.4.2.1. Text: "(Filtered)"

4.10.9.3.29.11.4.2.2. Selecting this category or sub-category will display all associated sub-categories or titles regardless of the keyword(s) entered.

4.10.9.3.29.11.4.2.2.1. Selecting this category or sub-category again will close all associated sub-categories and titles.

4.10.9.3.29.11.4.2.2.1.1. Selecting this category or sub-category again will redisplay the filtered list of matching sub-categories and titles.

4.10.9.3.29.11.5. The following message will be displayed if the application is unable to locate any results:

4.10.9.3.29.11.5.1. Error Message: "Your search produced no results. Please enter a new keyword and try again.

4.10.9.3.29.12. Two buttons shall be displayed for the user to complete or cancel the action.

4.10.9.3.29.12.1. Button 1 Text: "OK"

4.10.9.3.29.12.1.1. This button will close the pop-up and populate the office and agency fields with the selection made from within the pop-up.

4.10.9.3.29.12.2. Button 2 Text: "Cancel"

4.10.9.3.29.12.2.1. This button will cancel the action and return the user to the Services page without populating the office and agency fields.

4.10.9.3.30. *Orig. Obligation* – displays the total of all the Obligated amounts the first time a Fund Obligation was saved for the Service in the Funding section of this tab.

4.10.9.3.30.1. This field is read-only.

4.10.9.3.31. *Total Obligation* – displays the total of all the current Obligated amounts from the Funding Sources on the Funding section of the tab

4.10.9.3.31.1. If an Obligated amount is changed for any Funding source, the Total Obligation will change accordingly.

4.10.9.3.31.2. This field is read-only.

4.10.9.3.32. *Offering Cost* – displays the expected cost of the Service Offering.

4.10.9.3.32.1. The cost is entered at the time that the Service Offering is added on the Offering Detail/General Info tab.

4.10.9.3.32.2. It is brought from the Offering Detail/General Info tab.

4.10.9.3.32.3. The cost can be changed once the Service Offering is added to a customer record.

4.10.9.3.32.4. The Total Funding amount in the Funding section of this tab must be less than or equal to the Offering Cost.

4.10.9.3.33. *Actual Cost* – displays the Actual Cost of the Service.

4.10.9.3.33.1. An Actual Cost is entered after a bill is received from the Service Provider.

4.10.9.3.33.2. If an Actual Cost has been manually entered, it can only be changed by users with update process-level security permissions using the Change Actual Cost button on the bottom tool bar.

4.10.9.3.33.3. If the Actual Cost has been entered by the application during the Payment Approval Process, it cannot be changed.

4.10.9.3.33.4. A Service with an Actual Cost cannot be deleted.

4.10.9.4. The Funding section has the following fields and requirements:

4.10.9.4.1. *Level* – displays a geographical description for a fund, defined at the time of its initial allocation

4.10.9.4.1.1. This field is read-only.

4.10.9.4.2. *Source* – displays the Name of the Fund that money has been allocated from

4.10.9.4.2.1. This field is read-only.

4.10.9.4.3. *Obligated* – displays the dollar amount that has been obligated from the Fund to pay for the Service

4.10.9.4.3.1. This field is read-only.

4.10.9.4.3.2. Once an Actual Cost has been set for the Service, the amount in this field will be moved to the Actual field.

4.10.9.4.3.2.1. This field will then read $0.00.

4.10.9.4.4. *Actual* – displays the dollar amount that was actually taken from the fund to pay for the Service

4.10.9.4.4.1. This field is read-only.

4.10.9.4.4.2. This field will not show an Actual amount until the Actual Cost field has been set to a cost.

4.10.9.4.5. *Oblig #* - displays the Obligation Number assigned to the Fund that money is being allocated from, if available

4.10.9.4.5.1. This field is read-only.

4.10.9.4.5.2. If an Obligation Number prefix has not been entered for a fund, the allocation will not have an Obligation Number assigned to it.

4.10.9.4.6. *Total Funding* – allows the user to enter the total amount of money to be expended from all funds for the Service

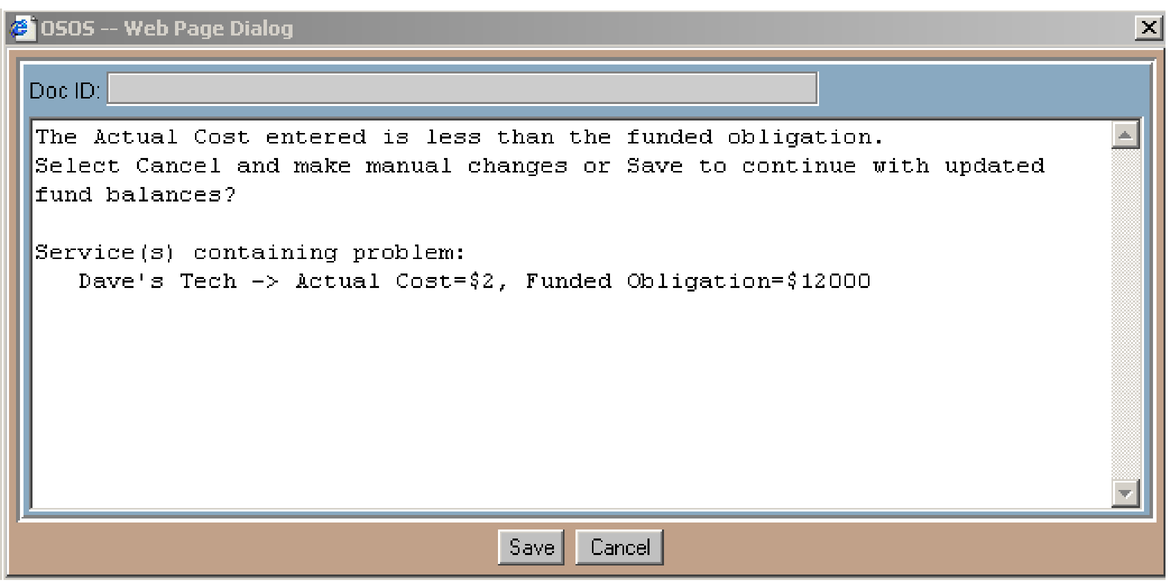
4.10.9.4.6.1. The Total Funding field must be filled in before the user is allowed to obligate money from funds.

4.10.9.4.6.2. At the time that the user saves the Obligated amounts, the Total Funding amount must be equal to the total of all Obligated funds for the Service.

4.10.9.4.6.2.1. The only time the Total Funding and Obligated amounts will not be equal is when an Actual Cost is set that is less than the Total Funding amount.

4.10.9.4.6.2.1.1. At that time, the Obligated amounts will be recalculated for each fund but the Total Funding amount will not be reset to equal the total of all Obligated funds for the Service.

4.10.9.4.6.2.2. When the Actual Cost is set that is less than the Total Funding amount, the following pop-up window is displayed.



4.10.9.4.6.2.2.1. *Save* – Selecting this button will continue with saving the changes.

4.10.9.4.6.2.2.2. *Cancel* – Selecting this button will return the user to the Services tab without saving the changes.

4.10.9.4.7. *Petition #* - allows the user to select a Petition Number to associate with the Service

4.10.9.4.7.1. The field shall be disabled if there are no Petition Numbers available to select.

4.10.9.4.7.2. Valid values are:

4.10.9.4.7.2.1. Null (blank line)

4.10.9.4.7.2.2. A unique and sorted listing of all Petition Numbers associated with the customer

4.10.9.4.7.3. The application shall only allow petition numbers on services where the SST is in the Trade Act seeker service category/buckets or if it is SST 395 Training Waiver.

4.10.9.4.7.4. The buckets/SSTs are:

New PIRL-Based bucket	Contains Category/Bucket	Seeker Service Type Code
1800/Trade Act Participant Services	401/TAA Occupational Skills Training	107, 134, 139
1800/Trade Act Participant Services	402/TAA On The Job (OTJ) Training	135
1800/Trade Act Participant Services	403/TAA Remedial Skills Training	130, 132
1800/Trade Act Participant Services	404/TAA Customized Training	129
1800/Trade Act Participant Services	405/TAA TRA Basic	316
1800/Trade Act Participant Services	406/TAA TRA Additional	317
1800/Trade Act Participant Services	407/TAA TRA Remedial	366
1800/Trade Act Participant Services	408/TAA Job Search Allowance	314
1800/Trade Act Participant Services	409/TAA Relocation Allowance	315
1800/Trade Act Participant Services	410/TAA Subsistence While in Training Allow	313
1800/Trade Act Participant Services	411/TAA Travel While in Training Allowance	312
1800/Trade Act Participant Services	412/TAA Participation in A/RTAA	367
1800/Trade Act Participant Services	413/TAA A/RTAA Wage Subsidy	375
1800/Trade Act Participant Services	414/TAPPR10 Individual Service Plan	111
1800/Trade Act Participant Services	415/ TAA TRA Completion	398
1800/Trade Act Participant Services	416/ TAPR10 Rapid Response	Determined by state.
1800/Trade Act Participant Services	421/TAPR10 Train Type 1 On The Job	135
1800/Trade Act Participant Services	425/TAPR10 Train Type 5 Customized	129
1800/Trade Act Participant Services	426/TAPR10 Train Type 6 Other Occ. Skills	107, 134, 138, 139
1800/Trade Act Participant Services	427/TAPR10 Train Type 7 Remedial (ABE/ESL)	127, 130,132, 376
1800/Trade Act Participant Services	428/TAPR10 Train Type 8 Prerequisite	396
1800/Trade Act Participant Services	429/TAPR10 Train Type 9 Apprenticeship	397

4.10.9.4.7.5. When the Petition Number field is enabled, the list of petition numbers associated to the customer will consist of unique eligible petition numbers, meaning those who appear on multiple work histories.

4.10.9.4.7.6. When the Petition Number field is enabled, the list of petition numbers associated to the customer will filter out ineligible petition numbers, meaning those whose corresponding eligibility determination status is ineligible or null.

4.10.9.4.7.6.1. The list of petition numbers will only contain values where the actual start date of the service is after or equal to the eligibility determination start date.

4.10.9.4.7.7. When the Petition Number field is enabled, the list of petition numbers associated to the customer will filter out any petition numbers where the actual start date of the service does not have a supporting work history where the actual start date falls within the Eligible Determination Date and Cancel Date.

4.10.9.4.7.8. If a Petition Number has been selected in this field, the list of Funds provided for selection when funding the Service will include the Trade Act Funds- TAA and NAFTA/TAA- in addition to other funds the customer is eligible to use.

4.10.9.4.7.9. If a Petition Number has not been selected in this field, the list of funds provided for selection when funding the Service will not include the Trade Act Funds.

4.10.9.4.7.10. If a Petition Number is selected in this field, the Service must be funded with at least one WIOA or Trade Act Fund.

4.10.9.4.7.10.1. If the Service is funded with a Trade Act Fund, this field is required.

4.10.9.4.7.10.2. If the Service is funded with a WIOA Fund, this field is optional.

4.10.9.4.7.11. When a Petition Number is saved to a Service that is WIOA-only funded, both a WIOA Enrollment and a Trade Act Enrollment will be used.

4.10.9.4.7.11.1. If an Enrollment for the Program exists, those Services that are not Follow Up Services will be associated with it.

4.10.9.4.7.11.2. If an Enrollment for the Program does not exist, one will be created and those Services that are not Follow Up Services will be associated with it.

4.10.9.4.7.11.3. Follow Up Services will be associated with the most recently terminated Enrollment of the Program Type.

4.10.9.4.7.11.4. There must be at least one Enrollment of the Program Type for the Follow Up Service to be associated with.

4.10.9.4.7.12. When a Petition Number is entered on a previously-funded Service that is WIOA-only funded, a Trade Act Enrollment will be used.

4.10.9.4.7.12.1. If an Enrollment for the Program exists, those Services that are not Follow Up Services will be associated with it.

4.10.9.4.7.12.2. If an Enrollment for the Program does not exist, one will be created and those Services that are not Follow Up Services will be associated with it.

4.10.9.4.7.12.3. Follow Up Services will be associated with the most recently terminated Enrollment of the Program Type.

4.10.9.4.7.12.4. There must be at least one terminated Enrollment of the Program Type for the Follow Up Service to be associated with.

4.10.9.4.7.13. When a Petition Number is entered on a Service that is Trade Act-only funded, a Trade Act Enrollment will be used.

4.10.9.4.7.13.1. If an Enrollment for the Program exists, those Services that are not Follow Up Services will be associated with it.

4.10.9.4.7.13.2. If an Enrollment for the Program does not exist, one will be created and those Services that are not Follow Up Services will be associated with it.

4.10.9.4.7.13.3. Follow Up Services will be associated with the most recently terminated Enrollment of the Program Type.

4.10.9.4.7.13.4. There must be at least one terminated Enrollment of the Program Type for the Follow Up Service to be associated with.

4.10.9.4.7.14. When a Petition Number has not been entered on a Service that is WIOA-only funded, only a WIOA Enrollment will be used.

4.10.9.4.7.14.1. If an Enrollment for the Program exists, those Services that are not Follow Up Services will be associated with it.

4.10.9.4.7.14.2. If an Enrollment for the Program does not exist, one will be created and those Services that are not Follow Up Services will be associated with it.

4.10.9.4.7.14.3. Follow Up Services will be associated with the most recently terminated Enrollment of the Program Type.

4.10.9.4.7.14.4. There must be at least one terminated Enrollment of the Program Type for the Follow Up Service to be associated with.

4.10.9.4.7.15. Only one Trade Act Exit per Program Quarter is permitted.

4.10.9.4.7.16. Since Actual Start Date and Petition Number values are used to determine service funding, they cannot be changed at the same time on existing services.

4.10.9.4.7.16.1. If the Service's Actual Start Date and Petition Number are modified in the same transaction, the following error message shall be displayed:

4.10.9.4.7.16.2. Error Message: "The Actual Start Date and Petition Number cannot be modified in the same transaction. They must be changed and saved individually."

4.10.9.4.8. *Waiver Reason* – allows the user to indicate whether or not the customer received a waiver from training.

4.10.9.4.8.1. This field will only be visible when a Petition Number has been selected from the Petition Number field. Additional rules apply based on the selected SST as described in Section 4.10.9.4.10.

4.10.9.4.8.1.1. If the user resets the Petition Number field to "Null", the Waiver Reason field will be automatically reset to "Null" and will not be displayed on the screen.

4.10.9.4.8.2. Required: No

4.10.9.4.8.3. A dropdown list shall contain the following values:

4.10.9.4.8.3.1. Null (Blank line)

4.10.9.4.8.3.2. Recall

4.10.9.4.8.3.3. Marketable Skills

4.10.9.4.8.3.4. Retirement

4.10.9.4.8.3.5. Health

4.10.9.4.8.3.6. Enrollment Unavailable

4.10.9.4.8.3.7. Training Not Available

4.10.9.4.8.3.8. Reason Unkn/Served Prior to 2002

4.10.9.4.8.3.8.1. This value shall be a non-selectable, inactive value displayed in red.

4.10.9.4.8.4. If a value is selected, the training waiver flag shall be set to “Yes”.

4.10.9.4.9. *Waiver* – When available, this button shall be provided to access the Services Training Waiver popup described in Section 4.10.9.7.

4.10.9.4.10. The Waiver Reason and Waiver button described in Sections 4.10.9.4.8 and 4.10.9.4.9 shall function as follows based on the selected SST, the TRAIN_WAIVER_LEVEL global variable and the authorized security level of the Services – Training Waiver security process:

4.10.9.4.10.1. If the training waiver SST and a Petition Number have been selected and the TRAIN_WAIVER_LEVEL global variable is disabled:

4.10.9.4.10.1.1. The application will regard it as a normal SST.

4.10.9.4.10.1.2. No changes will occur and the Waiver Reason field will remain available, but the Waiver button will not be available.

4.10.9.4.10.2. If the training waiver SST and a Petition Number have been selected and the TRAIN_WAIVER_LEVEL global variable is enabled, and the security level is Update or higher:

4.10.9.4.10.2.1. The Waiver Reason field shall be visible and enabled, if blank.

4.10.9.4.10.2.1.1. The Waiver Reason field shall be disabled if a value exists.

4.10.9.4.10.2.2. The Waiver button shall be visible and enabled.

4.10.9.4.10.3. If the training waiver SST and a Petition Number have been selected and the TRAIN_WAIVER_LEVEL global variable is enabled, and the security level is NOT Update or higher:

4.10.9.4.10.3.1. The Waiver Reason field shall be visible, but disabled, and

4.10.9.4.10.3.2. The Waiver button shall be visible and enabled if Select or higher security level; otherwise disabled.

4.10.9.4.10.4. If a non-training waiver SST is selected and if the TRAIN_WAIVER_LEVEL global variable is enabled, regardless of the security level:

4.10.9.4.10.4.1. The application will regard it as a normal SST.

4.10.9.4.10.4.2. The Waiver Reason field and the Waiver button shall not be visible.

4.10.9.4.11. *RR Event #* - a dropdown list that provides the user to associate a Rapid Response event number with a service.

4.10.9.4.11.1. Required: No

4.10.9.4.11.2. All event numbers associated to the Customer’s work history shall be available.

4.10.9.4.11.2.1. The event numbers shall be displayed along with their start date.

4.10.9.4.11.2.2. The event numbers shall be displayed in descending order by start date.

4.10.9.4.11.2.2.1. The secondary sort shall be by ascending event number.

4.10.9.4.11.3. The application shall not allow a Rapid Response event to be associated to a service where the service actual start date is before the start date or after the end date of the selected Rapid Response event.

4.10.9.4.11.3.1. The following error shall be displayed if the start date of the service is before the start date of the RR event:

4.10.9.4.11.3.1.1. Error Message: “The start date of the service is before the start date <DATE> of the Rapid Response event. Select a different Rapid Response event number or correct the start date of the service.”

4.10.9.4.11.3.1.2. <DATE> shall be replaced with the start date of the Rapid Response event formatted “(MMDDYYYY)”.

4.10.9.4.11.3.2. The following error shall be displayed if the start date of the service is after the end date of the RR event:

4.10.9.4.11.3.2.1. Error Message: “The start date of the service is after the end date <DATE> of the Rapid Response event. Select a different Rapid Response event number or correct the start date of the service.”

4.10.9.4.11.3.2.2. <DATE> shall be replaced with the start date of the Rapid Response event formatted “(MMDDYYYY)”.

4.10.9.4.11.4. The application shall not allow the actual start date of the activity to be a date that is before the start date or after the end date of an associated Rapid Response event.

4.10.9.4.11.4.1. The following error shall be displayed if the start date of the activity is before the start date of the RR event:

4.10.9.4.11.4.1.1. Error Message: “The start date of the activity is before the start date <DATE> of the Rapid Response event. Select a different Rapid Response event number.”

4.10.9.4.11.4.1.2. <DATE> shall be replaced with the start date of the Rapid Response event formatted “(MMDDYYYY)”.

4.10.9.4.11.4.2. The following error shall be displayed if the date of the activity is after the end date of the RR event:

4.10.9.4.11.4.2.1. Error Message: “The start date of the activity is after the end date <DATE> of the Rapid Response event. Select a different Rapid Response event number.”

4.10.9.4.11.4.2.2. <DATE> shall be replaced with the end date of the Rapid Response event formatted “(MMDDYYYY)”.

4.10.9.4.11.5. A Rapid Response event value cannot be removed if Rapid Response funds (fund_id=8) or Additional Assistance funds (fund_id=9) are being used and the fund Program Year is 2007 or newer.

4.10.9.4.11.5.1. When a Rapid Response event is removed and it is associated to a Rapid Response fund Program Year 2007 or newer, or the Additional Assistance checkbox is selected and it is associated to an Additional Assistance fund Program Year 2007 or newer, the following error shall be displayed to users:

4.10.9.4.11.5.1.1. Error Message: “Rapid Response event number is required when <FUND> is used. Select an event number or remove the funds.”

4.10.9.4.11.5.1.2. Where appropriate, <FUND> shall be replaced with “a Rapid Response fund Program Year 2007 or newer”.

4.10.9.4.11.5.1.3. Where appropriate, <FUND> shall be replaced with “Additional Assistance is checked and an Additional Assistance fund Program Year 2007 or newer”.

4.10.9.4.11.5.2. If the Rapid Response fund Program Year is 2006 or older, the event can be removed without any additional edits.

4.10.9.4.12. *Addl Assist* – a checkbox field indicates Additional Assistance to the Rapid Response event shall be provided.

4.10.9.4.12.1. Required: No

4.10.9.4.12.2. Default: Not indicated

4.10.9.4.12.3. This field shall only be displayed when a Rapid Response event number has been selected in Section 4.10.9.4.11.

4.10.9.4.12.3.1. If the Rapid Response event number is removed and saved, this field will be deselected and no longer displayed.

4.10.9.4.12.4. This checkbox cannot be selected if Rapid Response funds (fund_id=8) are being used and the fund Program Year is 2007 or newer.

4.10.9.4.12.4.1. The following error shall be displayed to users when the Additional Assistance checkbox is selected when it is associated to a Rapid Response fund and the fund Program Year is 2007 or newer.

4.10.9.4.12.4.1.1. Error Message: “The Additional Assistance checkbox must not be selected when a Rapid Response fund Program Year 2007 or newer is used. Uncheck “Addl Assist” or remove the funds.”

4.10.9.4.12.4.2. If the fund Program Year is 2006 or older, the checkbox can be selected.

4.10.9.4.12.5. This checkbox cannot be deselected if Additional Assistance funds (fund_id=9) are being used and the fund Program Year is 2007 or newer:

4.10.9.4.12.5.1. The following error shall be displayed to users when the Additional Assistance checkbox is deselected when it is associated to an Additional Assistance fund and the fund Program Year is 2007 or newer:

4.10.9.4.12.5.1.1. Error Message: “The Additional Assistance checkbox must be indicated when an Additional Assistance fund Program Year <YYYY> is used. Select the checkbox or remove the funds.”

4.10.9.4.12.5.1.2. <YYYY> shall be replaced with the Program Year associated to the fund.

4.10.9.4.12.5.2. If the Additional Assistance fund Program Year is 2006 or older, the checkbox can be deselected without any additional edits.

4.10.9.4.13. Based on selections in the RR Event # and Additional Assistance fields and the program year of the fund, the following funding rules shall apply:

4.10.9.4.13.1. If the fund Program Year is 2006 or older, RR Event # and Additional Assistance funds shall be available as normal.

4.10.9.4.13.2. If the fund Program Year is 2007 or newer, Rapid Response and Additional Assistance funds (fund_id=8 and 9) shall be available as follows:

4.10.9.4.13.2.1. If an event number has been selected and the Additional Assistance checkbox is *not* indicated, Rapid Response fund(s) (fund_id=8) shall be included in the list of funding available.

4.10.9.4.13.2.1.1. Additional Assistance fund(s) (fund_id=9) shall not be included.

4.10.9.4.13.2.2. If an event number has been selected and the Additional Assistance checkbox *is* indicated, Additional Assistance fund(s) (fund_id=9) shall be included in the list of funding available.

4.10.9.4.13.2.2.1. Rapid Response fund(s) (fund_id=8) shall not be included.

4.10.9.4.13.2.3. If an event number has *not* been selected, Rapid Response and Additional Assistance funds (fund_id=8 and 9) shall *not* be included in the list of funding available.

4.10.9.4.14. A dropdown field shall be provided to identify services funded by Incumbent Worker Training (IWT), making the participant an incumbent worker for reporting.

4.10.9.4.14.1. Field Name: “Incumbent Worker Training”

4.10.9.4.14.2. Required: No

4.10.9.4.14.3. The values are:

4.10.9.4.14.3.1. Null (Blank line)

4.10.9.4.14.3.2. Yes

4.10.9.4.14.3.3. No

4.10.9.4.14.4. Default: Null

4.10.9.4.14.5. Selecting “Yes” will make allow the counselor to select from Adult Local and DW Local (fund_id = 1 and 2) even if the person is not otherwise eligible.

4.10.9.4.15. The Funding section has the following buttons:

4.10.9.4.15.1. *Add* – allows the user to add Funding Sources to a Service

4.10.9.4.15.1.1. The Service’s funding process begins with the saving of an Obligation to the customer’s Service by selecting a Funding Source and amount.

4.10.9.4.15.1.2. An Obligation is an amount that must be paid but will be paid at some future date.

4.10.9.4.15.1.3. All Obligations must be tracked in order to ensure that the Local Office, Region or WIB does not spend funds in excess of the amount allocated to that level.

4.10.9.4.15.1.4. The user can obligate funds up to the amount in the Total Funding field.

4.10.9.4.15.1.5. At the time that the user saves the Obligated amounts, the Total Funding amount must be equal to the total of all Obligated funds for the Service.

4.10.9.4.15.1.5.1. The only time the Total Funding and Obligated amounts will not be equal is when an Actual Cost is set that is less than the Total Funding amount.

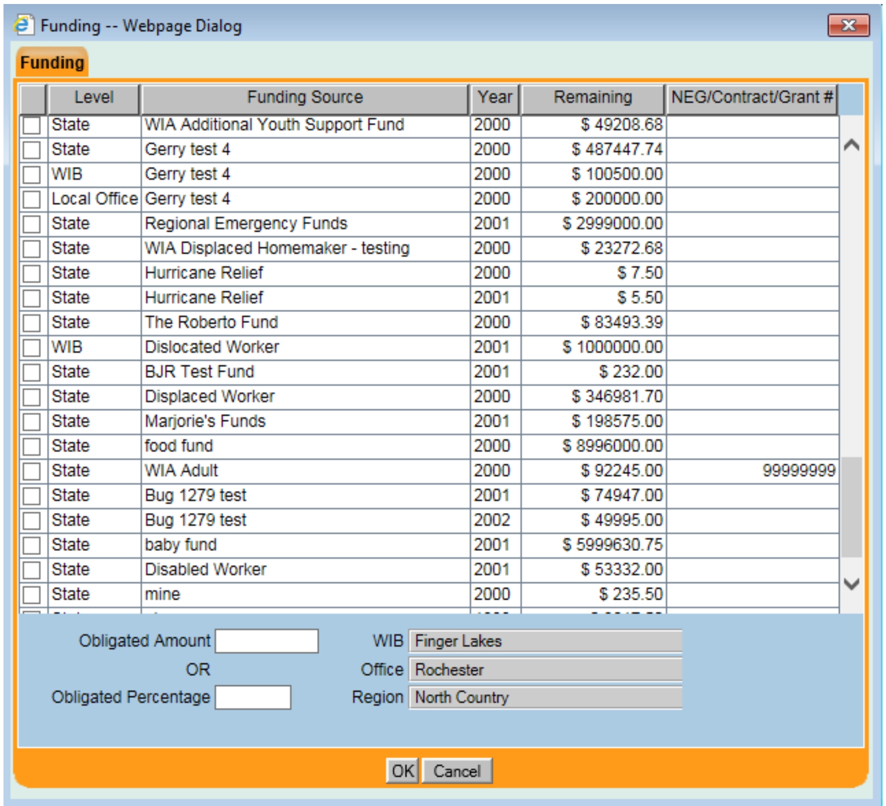
4.10.9.4.15.1.5.1.1. At that time, the Obligated amounts will be recalculated for each fund but the Total Funding amount will not be reset to equal the total of all Obligated funds for the Service.

4.10.9.4.15.1.6. The user cannot fund a Service with the same Fund more than once.

4.10.9.4.15.1.7. When saving any WIOA fund or Stimulus Summer Youth fund to a Service, if the customer is a male between the ages of 18 and 25 inclusive, and is a US Citizen, the Selective Service field on the Customer Detail/Add'l Info tab is required.

4.10.9.4.15.1.7.1. If an SS/IO fund is used (not staff-assisted) the Selective Service field will not be required.

4.10.9.4.15.1.8. When the user clicks on the Add button, the following Funding window pops up:



	Level	Funding Source	Year	Remaining	NEG/Contract/Grant #
☐	State	WIA Additional Youth Support Fund	2000	$ 49208.68	
☐	State	Gerry test 4	2000	$ 487447.74	
☐	WIB	Gerry test 4	2000	$ 100500.00	
☐	Local Office	Gerry test 4	2000	$ 200000.00	
☐	State	Regional Emergency Funds	2001	$ 2999000.00	
☐	State	WIA Displaced Homemaker - testing	2000	$ 23272.68	
☐	State	Hurricane Relief	2000	$ 7.50	
☐	State	Hurricane Relief	2001	$ 5.50	
☐	State	The Roberto Fund	2000	$ 83493.39	
☐	WIB	Dislocated Worker	2001	$ 1000000.00	
☐	State	BJR Test Fund	2001	$ 232.00	
☐	State	Displaced Worker	2000	$ 346981.70	
☐	State	Marjorie's Funds	2001	$ 198575.00	
☐	State	food fund	2000	$ 8996000.00	
☐	State	WIA Adult	2000	$ 92245.00	99999999
☐	State	Bug 1279 test	2001	$ 74947.00	
☐	State	Bug 1279 test	2002	$ 49995.00	
☐	State	baby fund	2001	$ 5999630.75	
☐	State	Disabled Worker	2001	$ 53332.00	
☐	State	mine	2000	$ 235.50	

4.10.9.4.15.1.8.1. The application uses the WIOA Eligibility Rules to display only the funds that the customer is eligible to use.

4.10.9.4.15.1.8.2. The funding source is also limited to the funds that are available reflected by the fund exception rule(s) that may be associated to the Seeker Service Type and/or Seeker Service Category.

4.10.9.4.15.1.8.3. Eligible funds will be available from a Program where:

4.10.9.4.15.1.8.3.1. The service's Actual Start Date and Actual End Date are within the Seeker Program's registration and termination dates, and if the program is Declared. (or Collected, although that is redundant to existing fund eligibility matrix logic for federal program funds).

4.10.9.4.15.1.8.4. Funds listed in the Funding pop-up window are sorted by the Fund ID and then by the Fund Program Year.

4.10.9.4.15.1.8.4.1. If a fund's expiration date is in the past, the fund is not displayed in the pop-up window.

4.10.9.4.15.1.8.4.2. The list of funds in the pop-up window can be sorted by any of the column the headings displayed by double-clicking on the heading.

4.10.9.4.15.1.8.4.3. Double-clicking a second time on a column heading sorts the field in reverse order.

4.10.9.4.15.1.8.5. The Funding pop-up window displays the following columns and fields:

4.10.9.4.15.1.8.5.1. *Level* – this column displays one of four geographical descriptions defined on a fund at the time of its initial allocation.

4.10.9.4.15.1.8.4.1.1. Funds displayed are selected based on the Office ID of the Staff person logged in as well as the WIOA Eligibility of the customer.

4.10.9.4.15.1.8.5.2. *Funding Source* – this column displays the name of the fund.

4.10.9.4.15.1.8.5.3. *Year* – this column displays the Program Year of the fund

4.10.9.4.15.1.8.5.4. *Remaining* – this column displays the dollar amount that is left in the fund.

4.10.9.4.15.1.8.4.4.1. The application calculates this amount by subtracting all obligated amounts for the fund from that fund's initial allocation amount.

4.10.9.4.15.1.8.5.5. *NEG/Contract/Grant#* - This column displays the NEG or Contract/Grant Number assigned to the fund in the Administrative application.

4.10.9.4.15.1.8.4.5.1 If both a Contract/Grant Number and NEG are available, the Contract/Grant Number will be displayed.

4.10.9.4.15.1.8.4.5.2 Otherwise, this column will be left blank.

4.10.9.4.15.1.8.5.6. *Obligated Amount* – this field allows the user to enter the dollar amount associated with the fund which will be used to pay the Service Provider.

4.10.9.4.15.1.8.4.6.1. The user may not obligate a dollar amount that is higher than the total dollar amount left in a fund.

4.10.9.4.15.1.8.4.6.2. When a dollar amount is saved to a fund, the application adds that obligated amount to the fund's total obligated amount.

4.10.9.4.15.1.8.4.6.3. This value is entered in the Obligated field in the Funding section of this tab.

4.10.9.4.15.1.8.4.6.4. When a dollar amount is entered here, that amount is displayed in the Total Obligation field in the Detail section of this tab.

4.10.9.4.15.1.8.4.6.5. If more than one Funding Source is used, the total dollar amount for all Funding Sources will be displayed in the Total Obligation field in the Detail section of this tab.

4.10.9.4.15.1.8.4.6.6. When an Actual Cost is saved for the Service, the obligated amount is subtracted from the amount remaining in the fund.

4.10.9.4.15.1.8.5.7. *Obligated Percentage* – this field allows the user to enter the percentage of the Total Funding amount which will be used from this fund to pay the Service Provider

4.10.9.4.15.1.8.4.7.1. The user can either enter a dollar amount in the Obligated Amt field or a Percentage in this field.

4.10.9.4.15.1.8.4.7.2. If the user enters values in both fields, the last entry made will be used to determine the amount of money to be used from the fund.

4.10.9.4.15.1.8.4.7.3. Once an Obligated Percentage is saved, the application calculates the dollar amount represented by the percentage based on the Total Funding amount.

4.10.9.4.15.1.8.4.7.4. This value is entered in the Obligated field in the Funding section of this tab.

4.10.9.4.15.1.8.4.7.5. Once the dollar amount is calculated, that amount is displayed in the Total Obligation field in the Detail section of this tab.

44.10.9.4.15.1.8.4.7.6. If more than one Funding Source is used, the total dollar amount for all Funding Sources will be displayed in the Total Obligation field in the Detail section of this tab.

4.10.9.4.15.1.8.5.8. *WIB* – this read-only field identifies the WIB associated to the staff member's login.

4.10.9.4.15.1.8.5.9. *Region* – this read-only field identifies the Region associated to the staff member's login.

4.10.9.4.15.1.8.5.10. *Office* – this read-only field identifies the Office associated to the staff member's login.

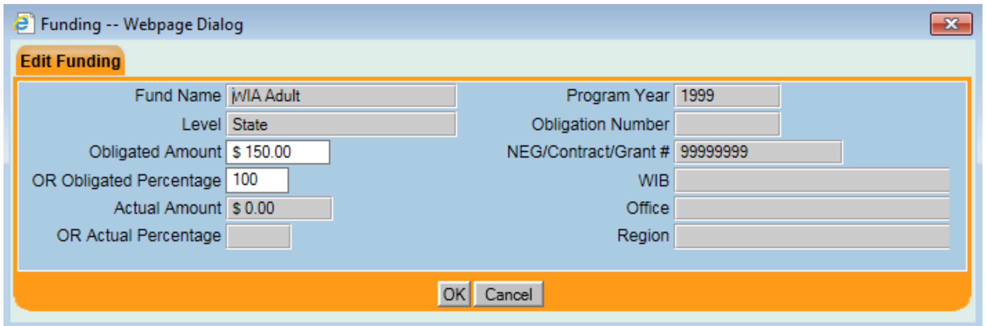
4.10.9.4.15.1.8.6. The Funding pop-up window has the following buttons:

4.10.9.4.15.1.8.6.1. *OK* – closes the Funding pop-up window and populates the Funding list fields (Level, Source, Obligated, Oblig #) with the information entered within the pop-up window or the calculated balances if a percentage was entered.

4.10.9.4.15.1.8.6.2. *Cancel* –closes the Funding pop-up window without changing the values in the Funding fields and returns the user to the previous screen.

4.10.9.4.15.2. *Edit* – allows the user to change the Obligated Amount or Obligated Percentage for a Funding Source

4.10.9.4.15.2.1. When the user clicks on the Edit button, the following window pops up:



4.10.9.4.15.2.2. The fields in the Funding Edit window are:

4.10.9.4.15.2.2.1. *Fund Name* – displays the Name of the Fund that money has been allocated from.

4.10.9.4.15.2.2.1.1. This field is read-only.

4.10.9.4.15.2.2.2. *Level* – displays a geographical description for the Fund that money has been allocated from, defined at the time of its initial allocation.

4.10.9.4.15.2.2.2.1. This field is read-only.

4.10.9.4.15.2.2.3. *Obligated Amount* – allows the user to change the dollar amount associated with the fund which will be used to pay the Service Provider.

4.10.9.4.15.2.2.4. *Obligated Percentage* – allows the user to change the percentage of the Total Funding amount which will be used from this fund to pay the Service Provider.

4.10.9.4.15.2.2.5. *Actual Amount* – displays the dollar amount, per fund, used to pay the Service's Actual Cost.

4.10.9.4.15.2.2.5.1. It is calculated by multiplying the Obligated Percent by the Actual Cost for every fund.

4.10.9.4.15.2.2.5.2. This is calculated and filled after the Actual Cost has been saved to the record.

4.10.9.4.15.2.2.6. *Actual Percentage* – displays the final Percentage that represents the ratio of the Actual Amount divided by the Actual Cost.

4.10.9.4.15.2.2.6.1. The Actual Percentage is calculated and filled after the Actual Cost has been saved.

4.10.9.4.15.2.2.7. *Program Year* – displays the Program Year of the Fund that money has been allocated from.

4.10.9.4.15.2.2.7.1. This field is read-only.

4.10.9.4.15.2.2.8. *Obligation Number* – displays the Obligation Number assigned to the Fund that money has been allocated from, if available.

4.10.9.4.15.2.2.8.1. This field is read-only.

4.10.9.4.15.2.2.8.2. If an Obligation Number prefix was not entered for a fund when it was set up, the allocation will not have an Obligation Number assigned to it.

4.10.9.4.15.2.2.9. *NEG/Contract/Grant #* - this read-only field will display the NEG or Contract/Grant Number assigned to the fund in the Administrative application.

4.10.9.4.15.2.2.10. *WIB* – this read-only field identifies the WIB associated to the fund allocation.

4.10.9.4.15.2.2.11. *Region* – this read-only field identifies the Region associated to the fund allocation.

4.10.9.4.15.2.2.12. *Office* – this read-only field identifies the Office associated to the fund allocation.

4.10.9.4.15.2.3. The Funding Edit pop-up window has the following buttons:

4.10.9.4.15.2.3.1. *OK* – closes the Funding Edit pop-up window and changes the Obligated fields using the information entered within the pop-up window.

4.10.9.4.15.2.3.2. *Cancel* – closes the Funding Edit pop-up window without changing the values in the Obligated fields and returns the user to the previous screen.

4.10.9.4.15.3. *Delete* – allows the user to delete a Funding Source.

4.10.9.4.15.3.1. The user can delete a Funding Source by highlighting it in the Funding list and clicking the Delete button.

4.10.9.4.15.3.2. When a Funding Source is deleted, the Obligated Amount that was being used from that fund is subtracted from the fund Obligated Amount.

4.10.9.4.15.3.3. The user will not be allowed to delete a Funding Source if the Service's Actual Cost field is filled.

4.10.9.4.15.3.4. The application shall notify users trying to remove funds from a service that is the enrolling service, when the new enrolling service is not eligible for the youth funding due to the customer's age at the first youth service date.

4.10.9.4.15.3.4.1. Error Message: "You cannot delete or remove funding from the first Youth service because the customer is ineligible for the funding of what would be the subsequent first Youth service."

4.10.9.4.16. If funding information is deleted, the application requires the user to save changes before adding, editing or deleting information in the Enrollments tab. The following error shall be displayed:

4.10.9.4.16.1. Error Message: "User must save funding changes before updating enrollment."

4.10.9.5. The list of Services are displayed on the bottom third of the tab.

4.10.9.5.1. This list shall display services that have a WIOA eligible status of Approved, Not Approved or Pending.

4.10.9.5.2. The Columns displayed by default:

Column Heading	Column Entry
Provider Name	Displays the name of the business providing the Service to the customer as described in Section 4.10.9.3.5.

Service Name	Displays the Name of the Service being provided to the customer as described in Section 4.10.9.3.1.
Actual Start Date	Displays the date that the customer began using the Service as described in Section 4.10.9.3.11.
Actual End Date	Displays the date that the customer completed the Service as described in Section 4.10.9.3.12.
Program Service Type	Displays the program service type of the funds used to fund a service 4.10.9.3.15.

4.10.9.5.3. When the user selects a Service from this list, the funds that have already been saved to the Service are displayed in the Funding section list.

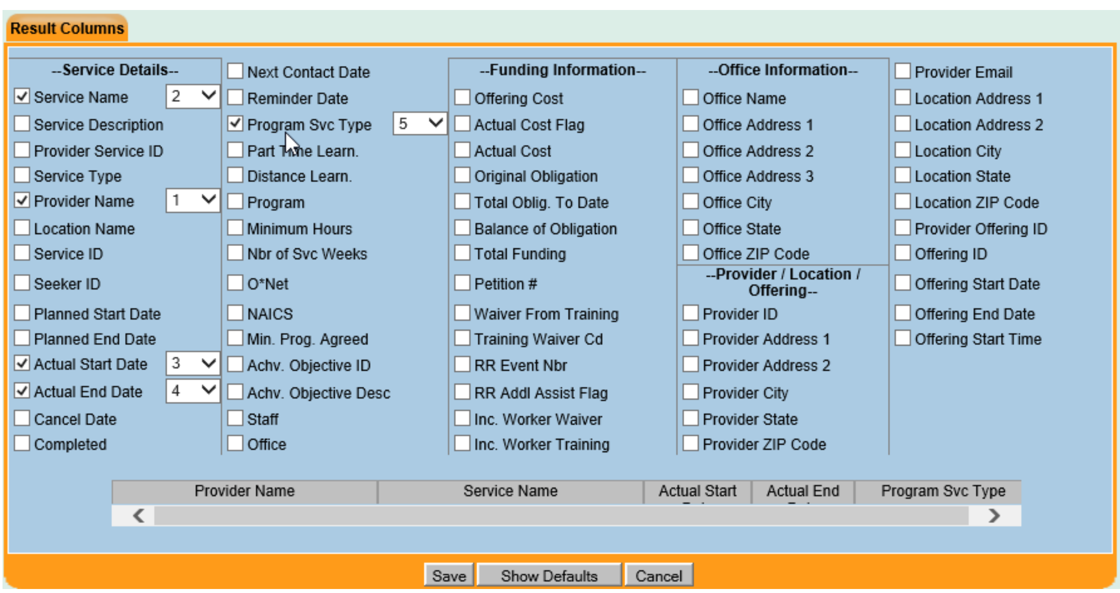
4.10.9.5.4. When the user selects an SS/IO service from the list, all fields shall be displayed in read-only format.

4.10.9.6. The following buttons are available at the bottom of the Services tab:

4.10.9.6.1. *Options* - allows the user to customize options for displaying the services result list.

4.10.9.6.1.1. When the “Options” button is selected, the following popup shall be available to add or remove columns in the services result list and specify the column order.

4.10.9.6.1.1.1. The service result list can be customized at any time.



4.10.9.6.1.2. Tab Name: “Result Columns”

4.10.9.6.1.2.1. A list of Service level fields shall be available grouped together by like content, similar to how they are found in the Service, Provider and Offering modules.

4.10.9.6.1.2.2. Each field shall be preceded by a checkbox that correlates with a column in service result list.

4.10.9.6.1.2.3. By default, the list of fields with a selected checkbox shall equal the AOSOS default columns used in the service result list.

4.10.9.6.1.2.3.1. The default columns are now: Provider Name, Service Name, Actual Start Date, Actual End Date and Program Service Type.

4.10.9.6.1.2.4. A minimum of one field must be indicated to be used as a service result column.

4.10.9.6.1.2.4.1. The following message shall be displayed to users failing to select at least one field:

4.10.9.6.1.2.4.2. Error Message: "At least one field must be checked to display service results."

4.10.9.6.1.2.5. A maximum of 40 fields are allowed to be selected at one time to indicate columns to be displayed in the service results.

4.10.9.6.1.2.5.1. The following error message shall be displayed to users when attempting to select the 41st field:

4.10.9.6.1.2.5.1.1. Error Message: "A maximum of 40 fields can be selected at one time."

4.10.9.6.1.2.6. When a checkbox is indicated, the following shall occur:

4.10.9.6.1.2.6.1. Each *indicated* field shall display an associated dropdown field.

4.10.9.6.1.2.6.1.1. The dropdown field will contain numeric values equal to the number of available fields to select.

4.10.9.6.1.2.6.1.2. The default value will be the number associated to the position of the field.

4.10.9.6.1.2.6.2. The indicated field will build a column below the list that will be part of the customized layout of the service results.

4.10.9.6.1.2.6.2.1. The columns will be placed in the order indicated by the dropdown field.

4.10.9.6.1.2.6.2.2. A horizontal scroll bar will be provided as necessary.

4.10.9.6.1.2.6.2.3. The columns can also be re-positioned by dragging the column to the desired position with a drag-and-drop of the computer mouse.

4.10.9.6.1.2.6.2.4. Changing the column position with the drag-and-drop method will automatically modify the associated number in the dropdown field to match the new position.

4.10.9.6.1.2.7. A button shall be provided to save any changes for this session and close the popup window.

4.10.9.6.1.2.7.1. Button Name: "Save"

4.10.9.6.1.2.8. A button shall be provided to reset the selected fields and position back to the AOSOS default values.

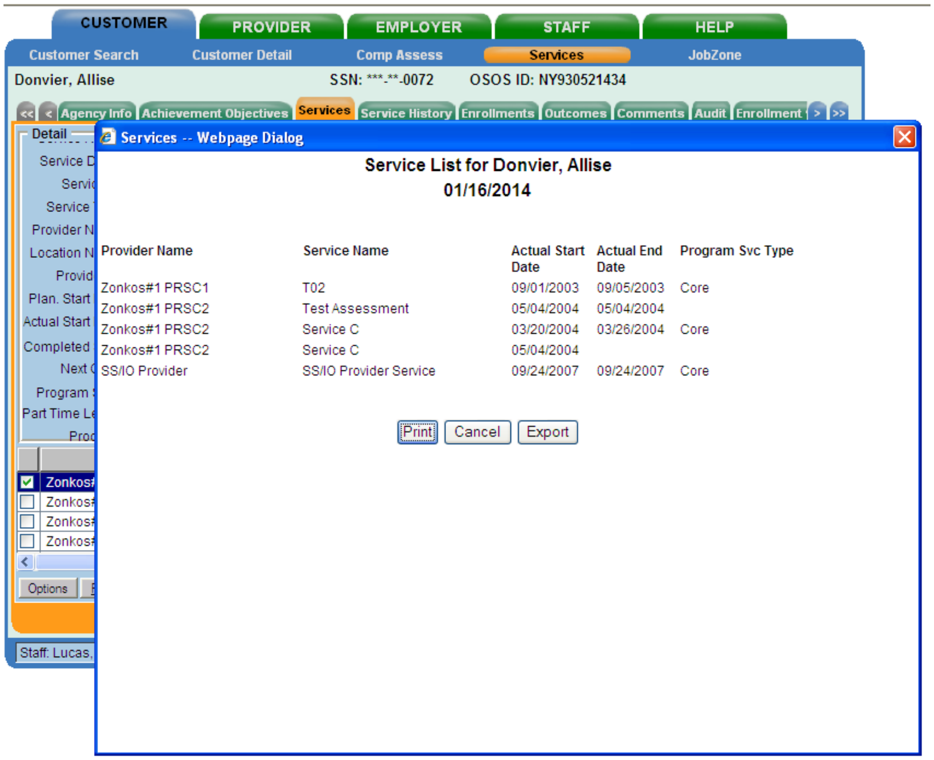
4.10.9.6.1.2.8.1. Button Name: "Show Defaults"

4.10.9.6.1.2.9. A button shall be provided to cancel the action and close the pop-up window.

4.10.9.6.1.2.9.1. Button Name: "Cancel"

4.10.9.6.2. *Print List* – allows the user to print and export the list of services associated to the Customer.

4.10.9.6.2.1. When the “Print List” button is selected, the application shall display a pop-up window with a printable version of the list of Services.



4.10.9.6.2.1.1. Heading: “Service List for <LAST>, <FIRST>”

4.10.9.6.2.1.1.1. <LAST> shall be replaced with the last name of the participant.

4.10.9.6.2.1.1.2. <FIRST> shall be replaced with the first name of the participant.

4.10.9.6.2.1.2. Sub-Heading: “<DATE>”

4.10.9.6.2.1.2.1. <DATE> shall be replaced with the current date.

4.10.9.6.2.1.3. The identical list columns and service information shall be displayed.

4.10.9.6.2.1.4. Three buttons will be available to print, export or cancel the action.

4.10.9.6.2.1.4.1. Button 1 Text: “Print”

4.10.9.6.2.1.4.1.1. Selecting this button will display the browser Print function to print the Services.

4.10.9.6.2.1.4.2. Button 2 Text: “Cancel”

4.10.9.6.2.1.4.2.1. Selecting this button will close the pop-up window.

4.10.9.6.2.1.4.3. Button 3 Text: “Export”

4.10.9.6.2.1.4.3.1. Selecting this button will initiate the export of data into a cvs file that can be used in another application such as Microsoft Excel. This is further described in Section 6, Exporting Printable Lists, of the Common Elements business requirements document.

4.10.9.6.2.1.4.4. The “Print”, “Cancel” and “Export” buttons will not be displayed on the printed copy.

4.10.9.6.2.1.4.5. The printable version will be available to “copy and paste” into a Word document.

4.10.9.6.3. *New Service* – navigates the user to the Offering Search tab where he can perform a search for available Service Offerings.

4.10.9.6.3.1. Once the user selects a Service Offering from the list of Search Results and clicks on the Schedule button, he will be returned to the Services tab.

4.10.9.6.3.1.1. Details for the selected Service Offering will be displayed in the Detail section of the tab.

4.10.9.6.4. *Delete Service* – allows the user to remove the selected Service from the customer record.

4.10.9.6.4.1. The Service is removed from display in the Services module but it is not deleted from the database.

4.10.9.6.4.2. The application fills the Service’s cancellation date field in the database with the current date.

4.10.9.6.4.3. A Service cannot be deleted if any of the following are true:

4.10.9.6.4.3.1. The Service has an Actual End Date.

4.10.9.6.4.3.2. The Service’s Actual Cost field has an entry in it.

4.10.9.6.4.3.3. The successfully completed flag is set 'yes'.

4.10.9.6.4.3.4. The Service has any Approved Payments on it.

4.10.9.6.4.3.5. The Service has any outstanding payments in Disapproved or Unapproved status.

4.10.9.6.4.4. When the Service is deleted, the application checks to see if there are any funds associated with that Service and changes the Obligated Amount from that fund to $0.00.

4.10.9.6.4.5. The fund’s Obligated Amount is also adjusted.

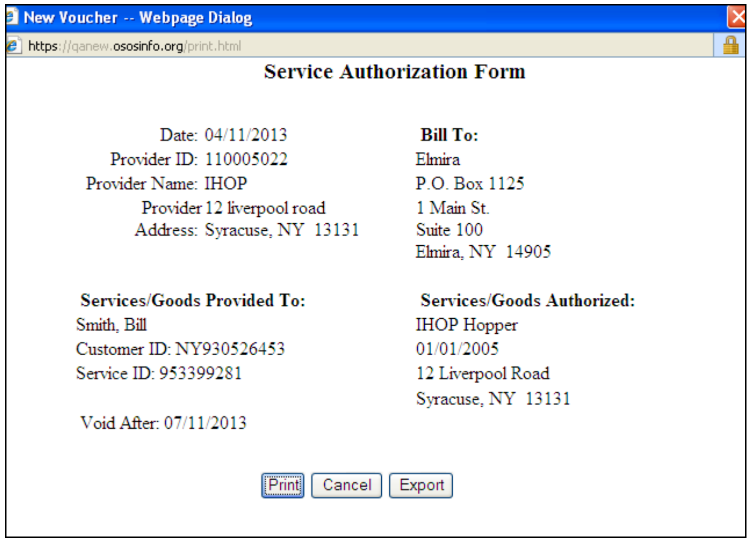
4.10.9.6.4.6. The application updates the Available Seats number on the Offering Detail/General Info tab.

4.10.9.6.4.7. The application will verify the achievement objective requirements described in Section 4.10.9.3.24 when a service is deleted that used WIOA Youth, Stimulus Youth or Stimulus Summer Youth funds (fund_id = 3, 4, 23, 24, 17).

4.10.9.6.5. *Authorization* – allows the user to print out or export the Service Authorization Form.

4.10.9.6.5.1. The Authorization button remains inactive until the user selects a Service from the list of Services on the bottom third of the tab.

4.10.9.6.5.2. The form is a printable payment form to a vendor for the Service provided to the customer.



4.10.9.6.5.3. The fields on the Service Authorization Form are:

4.10.9.6.5.3.1. *Date* –displays the current date

4.10.9.6.5.3.2. *Provider ID* – displays an ID Number for the organization providing the Service to the customer

4.10.9.6.5.3.3. *Provider Name* – displays the Name of the organization providing the Service to the customer

4.10.9.6.5.3.4. *Provider Address* – displays the Address of the organization providing the Service to the customer

4.10.9.6.5.3.5. *Bill To* – displays the Office Name and Office Address associated with the user who is logged into the application

4.10.9.6.5.3.6. *Services/Goods Provided To* – displays the following information:

4.10.9.6.5.3.6.1. *Customer name* – the name of the Customer who is receiving the Service

4.10.9.6.5.3.6.2. *Customer ID* – the system-generated ID Number of the Customer who is receiving the Service

4.10.9.6.5.3.6.3. *Service ID* – the system-generated ID Number of the Service that the customer is receiving

4.10.9.6.5.3.6.4. *Void after* – displays the date after which the voucher is no longer valid

4.10.9.6.5.3.6.4.1. The date is calculated as three months after the current date.

4.10.9.6.5.3.7. *Services/Goods Authorized* – displays the following information from the Offering Detail screen:

4.10.9.6.5.3.7.1. Service Name

4.10.9.6.5.3.7.2. Service Start Date

4.10.9.6.5.3.7.3. Service Start Time

4.10.9.6.5.3.7.4. Service Address

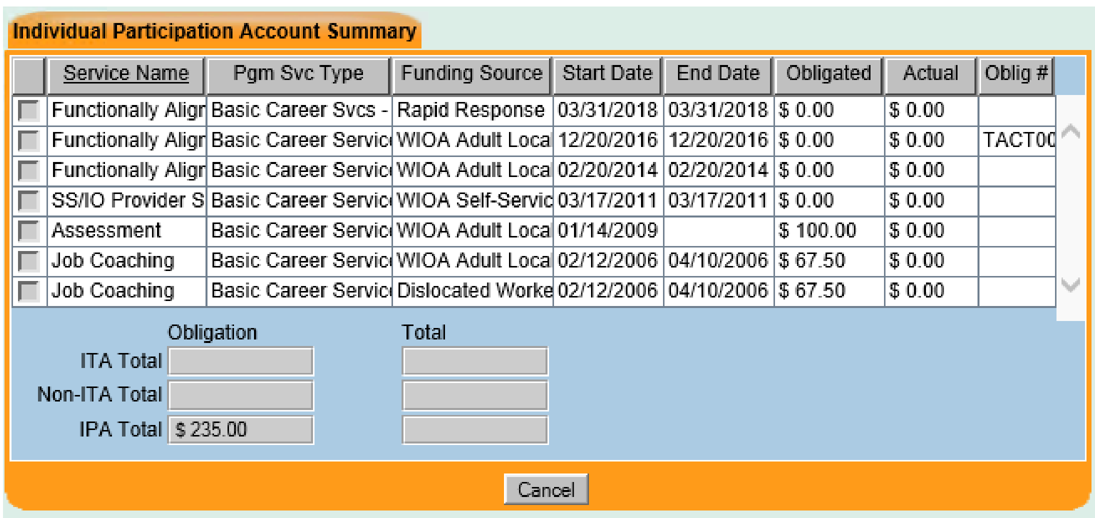
4.10.9.6.5.3.8. The Service Authorization Form has the following buttons:

4.10.9.6.5.3.8.1. *Print* –allows the user to create a hard copy printout of the form.

4.10.9.6.5.3.8.2. *Cancel* – closes the Service Authorization Form and returns the user to the previous screen.

4.10.9.6.5.3.8.3. *Export* – allows the user to export the form into a cvs file that can be used in another application such as Microsoft Excel. This is further described in Section 6 of the Common Elements business requirements document.

4.10.9.6.6. *IPA Service Summary* - displays all of the funds expended for all Services assigned to a customer record.


Individual Participation Account Summary

	Service Name	Pgm Svc Type	Funding Source	Start Date	End Date	Obligated	Actual	Oblig #
	Functionally Align	Basic Career Svcs -	Rapid Response	03/31/2018	03/31/2018	$ 0.00	$ 0.00	
	Functionally Align	Basic Career Servic	WIOA Adult Loca	12/20/2016	12/20/2016	$ 0.00	$ 0.00	TACT00
	Functionally Align	Basic Career Servic	WIOA Adult Loca	02/20/2014	02/20/2014	$ 0.00	$ 0.00	
	SS/IO Provider S	Basic Career Servic	WIOA Self-Servic	03/17/2011	03/17/2011	$ 0.00	$ 0.00	
	Assessment	Basic Career Servic	WIOA Adult Loca	01/14/2009		$ 100.00	$ 0.00	
	Job Coaching	Basic Career Servic	WIOA Adult Loca	02/12/2006	04/10/2006	$ 67.50	$ 0.00	
	Job Coaching	Basic Career Servic	Dislocated Worke	02/12/2006	04/10/2006	$ 67.50	$ 0.00	

	Obligation	Total
ITA Total		
Non-ITA Total		
IPA Total	$ 235.00	

Cancel

4.10.9.6.6.1. Obligated funds are totaled separately from the Actual funds expended.

4.10.9.6.6.2. If a service type of ITA or Non-ITA is chosen for a service in the Program Svc Type field in the detail section of the services tab, the funds for that service will be added to the ITA or Non-ITA Total as appropriate.

4.10.9.6.6.3. Funds expended for Youth-fundable training services (program service type = 6/Youth Services and SST in bucket 1541/WIOA Youth All Training Services) will be included when calculating the **ITA** Obligation and Totals.

4.10.9.6.6.4. The IPA Totals include the ITA and Non-ITA subtotals.

4.10.9.6.6.5. The IPA Service Summary pop-up window has the following button:

4.10.9.6.6.5.1. *Cancel* – closes the IPA Service Summary pop-up window and returns the user to the previous screen.

4.10.9.6.7. *Payments* – allows the user to record a Payment for a Service

4.10.9.6.7.1. After a customer completes a Service, the Service Provider sends a bill to the Local Office.

4.10.9.6.7.2. If the Local Office uses the AOSOS Payment Approval process, the user begins the Payment Approval process by recording a Payment for the Service.

4.10.9.6.7.3. The bill from the Service Provider may or may not be for the exact amount that was obligated.

4.10.9.6.7.3.1. When the final payment to the Service Provider is approved, the application will make adjustments to the obligated amounts when the Actual Cost is less than the Total Funding amount.

4.10.9.6.7.3.1.1. Once the user successfully saves the lower Actual Cost and exits the Services module, the application recalculates the obligated amounts.

4.10.9.6.7.3.1.2. Assume that the Total Funding amount for a Service was $825.00 and allocated to two funds – Fund A and Fund B.

4.10.9.6.7.3.1.2.1. One total payment for $780.00 is approved, and the application moves $780.00 to the Service's Actual Cost field.

4.10.9.6.7.3.1.2.2. The application must now allocate the $780.00 proportionately to the two funds, and it must adjust the Obligated and Actual Amounts accordingly.

Fund A Obligated Amount	300.00
Fund B Obligated Amount	525.00
Fund A Obligated Percent	.3637 (300/825)
Fund B Obligated Percent	.6364 (525/825)
Total Obligated	825.00
Total Payment Amount or Actual Amount (Service)	780.00

4.10.9.6.7.3.1.2.3. The application will calculate actual allocation amounts by dividing the existing obligated amount per fund by the total of all obligated funds for the Service and multiplying the results by the actual amount. (300.00/825) * 780.00 = 283.64, and (525.00/825) * 780.00 = 496.36.)

4.10.9.6.7.3.1.2.4. When the user reenters the Services module:

4.10.9.6.7.3.1.2.5. The recalculated amounts will be in the Actual field in the Funding section of the tab.

4.10.9.6.7.3.1.2.6. The Obligated field in the Funding section of the tab will read $0.00 since an Actual Cost has been set.

4.10.9.6.7.3.1.3. Once the lower Actual Cost is set, the Total Funding amount in the Funding section of the tab will not be reset to match the Actual Cost amount.

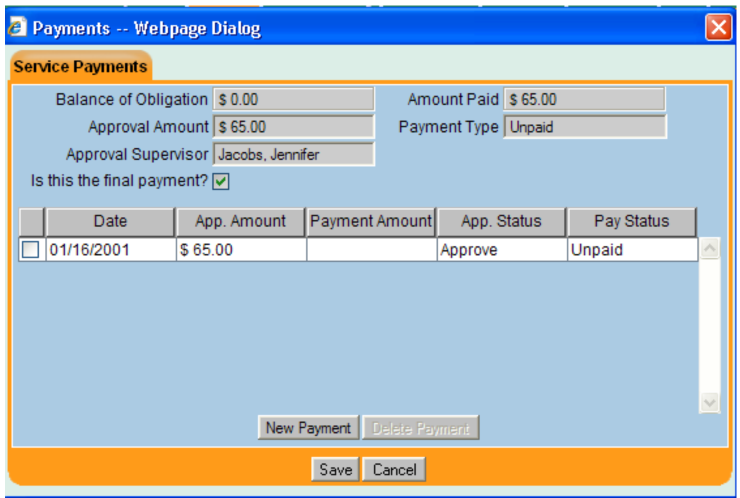
4.10.9.6.7.3.1.4. If the Actual Cost is greater than the total Obligated Amount, the user must obligate additional funds from the Funding Sources in the Funding section of the tab.

4.10.9.6.7.4. If the user wishes to approve a Payment for a Service, the appropriate Service must be selected from the display list on the Service tab.

4.10.9.6.7.5. The user cannot make a Payment request for Services that have not been funded.

4.10.9.6.7.6. If the Approval Amount is less than the Obligated Amount, the user will receive an informational message stating that fact and will be allowed to either make a change or proceed.

4.10.9.6.7.7. When the user clicks the Payment button, a list of existing Payments associated with the Service will be displayed in the pop-up window below:



4.10.9.6.7.7.1. After selecting a Payment from the list, the detail will be displayed in the fields on the tab.

4.10.9.6.7.7.1.1. If there is one Payment on the Service, the detail for that Payment is displayed in the fields on the tab when the user first brings up the pop-up window.

4.10.9.6.7.7.1.2. If there is more than one Payment on the Service, the detail for the first Payment is displayed in the fields on the tab when the user first brings up the pop-up window.

4.10.9.6.7.7.1.3. If there are no Payments recorded for the Service, the fields are blank.

4.10.9.6.7.7.2. The fields in the Service Payments window are:

4.10.9.6.7.7.2.1. *Balance of Obligation* – displays a running total of the funds obligated for the Service minus the total payments (both approved and unapproved).

4.10.9.6.7.7.2.1.1. For example: If the Total funds obligated is $1000, the unapproved payments are $200 and the approved payments are $300, the Balance of Obligation would be $1000 – ($200 + $300) = $500.

4.10.9.6.7.7.2.1.2. The Balance of Obligation must be recalculated each time an obligation amount changes, and a new Fund Obligation is added to or deleted from the Service.

4.10.9.6.7.7.2.1.3. If the Total Obligated amount and the Total Payment amounts are not equal, the Balance of Obligation will be the difference between the Total Obligated amount and the Total Payment amounts so far.

4.10.9.6.7.7.2.1.4. Once an Actual Cost is set, the Balance of Obligation field will read $0.

4.10.9.6.7.7.2.2. *Amount Paid* – displays the dollar amount that has already been paid for the Service.

4.10.9.6.7.7.2.2.1. This field is filled from the Actual Cost field in the Detail section of this tab.

4.10.9.6.7.7.2.3. *Approval Amount* – allows the user to enter the dollar amount of the Payment that is being submitted for approval.

4.10.9.6.7.7.2.3.1. If the Pay Status is “Paid” or “Paid_Partial”, this field is read-only.

4.10.9.6.7.7.2.3.2. The Approval Amount cannot be greater than the actual amount obligated.

4.10.9.6.7.7.2.4. *Payment Type* – allows the user to choose whether the Service will be paid in full or paid using partial payments.

4.10.9.6.7.7.2.4.1. If the user chooses “Partial”, the Pay Status field will read “Unpaid Partial”.

4.10.9.6.7.7.2.4.2. If the user chooses “Total”, the Pay Status field will read “Unpaid”.

4.10.9.6.7.7.2.4.3. If there are any approved payments with the Payment Type of “Partial”, all payments on that Service must have a Payment Type of “Partial”.

4.10.9.6.7.7.2.4.4. When a payment is first entered on this tab, the Pay Status will always be “Unpaid”, whether the payment is partial or total.

4.10.9.6.7.7.2.4.5. Once a Payment has been approved, this field becomes read-only.

4.10.9.6.7.7.2.5. *Approval Supervisor* – allows the user to choose which Supervisor will approve the payment.

4.10.9.6.7.7.2.5.1. Inactive Approval Supervisors are highlighted.

4.10.9.6.7.7.2.5.2. If the user attempts to select an inactive Approval Supervisor, a message will be provided stating that an inactive Approval Supervisor has been selected.

4.10.9.6.7.7.2.5.3. Once a Payment has been approved, this field becomes read-only.

4.10.9.6.7.7.2.6. *Is this the final payment?* - allows the user to record whether or not a Partial Payment is the Final Payment on the Service.

4.10.9.6.7.7.2.6.1. Once a Payment has been approved, this field becomes read-only.

4.10.9.6.7.7.2.6.2. If a Payment is the Final Payment on a Service, it must be approved after all other Payments for the Service have been approved.

4.10.9.6.7.7.3. Editing a Payment

4.10.9.6.7.7.3.1. Unapproved and disapproved payments can be edited.

4.10.9.6.7.7.3.1.1. The following fields can be changed:

4.10.9.6.7.7.3.1.1.1. *Approval Amount*

4.10.9.6.7.7.3.1.1.2. *Payment Type*

4.10.9.6.7.7.3.1.1.2.1. If there are any approved payments with the Payment Type of "Partial", all payments on that Service must have a Payment Type of "Partial".

4.10.9.6.7.7.3.1.1.3. *Approval Supervisor*

4.10.9.6.7.7.3.1.1.4. *Is this the final payment?*

4.10.9.6.7.7.3.1.2. Approved payments cannot be edited.

4.10.9.6.7.7.3.1.3. On approved payments, the fields in the Service Payments window are read-only.

4.10.9.6.7.7.3.2. If a payment is edited, the record is resent to the supervisor's list on the Staff Detail/Fund Approval tab.

4.10.9.6.7.7.3.2.1. Disapproved payments can be edited and resubmitted for approval.

4.10.9.6.7.7.3.3. If the user modifies the Approval Amount, the Balance of Obligation field on the Service Payments window is adjusted accordingly.

4.10.9.6.7.7.4. The fields in the list of Payments are:

4.10.9.6.7.7.4.1. Date – displays the date the user is submitting the payment for approval

4.10.9.6.7.7.4.2. App. Amount - displays the dollar amount of the payment that the user is submitting for approval

4.10.9.6.7.7.4.3. Payment Amount – displays the amount that was paid to the Provider for the Service

4.10.9.6.7.7.4.3.1. This field will only display a value if the Payment Approval Process has been completed and a fiscal interface was used to record that a payment was received.

4.10.9.6.7.7.4.4. App. Status – displays the Approval Status of the payment based on action taken by the supervisor on the Staff Detail/Fund Approval tab

4.10.9.6.7.7.4.4.1. This field will show one of the following values:

4.10.9.6.7.7.4.4.2. Blank – if the payment has not yet been approved or disapproved by a supervisor

4.10.9.6.7.7.4.4.3. Approved - if the payment has been approved by a supervisor

4.10.9.6.7.7.4.4.4. Disapproval - if the payment has been disapproved by a supervisor

4.10.9.6.7.7.4.5. Pay Status – displays a value based on the selection made by the user in the Payment Type field of the Service Payments window

4.10.9.6.7.7.4.5.1. If the user chooses “Partial”, the Pay Status field will read “Unpaid Partial” or “Paid Partial”.

4.10.9.6.7.7.4.5.2. If the user chooses “Total”, the Pay Status field will read “Unpaid” or “Paid”.

4.10.9.6.7.7.5. The buttons on the bottom of the Service Payments window are:

4.10.9.6.7.7.5.1. *New Payment* - clears the fields for a new Payment entry

4.10.9.6.7.7.5.1.1. The following fields are not cleared:

4.10.9.6.7.7.5.1.1.1. *Balance of Obligation*

4.10.9.6.7.7.5.1.1.2. *Amount Paid*

4.10.9.6.7.7.5.1.1.2.1. If an Actual Cost has not been entered for the Service, the Amount Paid field will be blank.

4.10.9.6.7.7.5.1.1.3. *Payment Type*

4.10.9.6.7.7.5.1.1.3.1. The default for the Payment Type field is “Total”.

4.10.9.6.7.7.5.2. *Delete Payment* – allows the user to delete Payments.

4.10.9.6.7.7.5.2.1. Only unapproved and disapproved payments can be deleted.

4.10.9.6.7.7.5.2.2. If the payment has not been approved:

4.10.9.6.7.7.5.2.2.1. The user can select a payment from the list and click on the Delete Payment button to delete a payment.

4.10.9.6.7.7.5.2.2.2. The payment is deleted from the Payments list on the Service Payments window and the supervisor’s list on the Staff Detail/Fund Approval tab.

4.10.9.6.7.7.5.2.3. Payments that have been approved cannot be deleted.

4.10.9.6.7.7.5.3. *Save*- Saves the information entered by the user to the database and closes the Service Payments pop-up window.

4.10.9.6.7.7.5.3.1. In addition:

4.10.9.6.7.7.5.3.1.1. The Administrator ID in the Payment table in the database will be set to the Administrator ID of the user who is logged onto the application and is creating the payment.

4.10.9.6.7.7.5.3.1.2. The Sent For Approval date in the Payment table in the database will be set to the current date.

4.10.9.6.7.7.5.4. *Cancel* – Closes the Service Payments pop-up window and returns the user to the previous screen.

4.10.9.6.8. **Final Payment Approval**

4.10.9.6.8.1. When the final payment is approved, the application moves the payment total to the Service's Actual amount field and makes adjustments to the Service's obligated amounts and to the fund's Obligated amount and Actual amount if the total payment amount is less than the total obligated amount.

4.10.9.6.8.2. The total fund adjustment amount must be equal to the Service's Actual amount.

4.10.9.6.8.3. At the time of final payment approval, the application compares the total payment amount to the total obligated fund amounts.

4.10.9.6.8.4. If the total obligated fund amount is greater than or equal to the payment total, the application will generate a warning message.

4.10.9.6.8.4.1. The warning message will provide the user with option to either Save or Cancel the transaction.

4.10.9.6.8.4.2. If the user clicks the Cancel button, the user is returned to the payment window.

4.10.9.6.8.4.3. If the user clicks the Save button, AOSOS will:

4.10.9.6.8.4.3.1. Move the payment total to the actual amount field for the Service.

4.10.9.6.8.4.3.2. Decrease the obligated amount and percentage of the Service to 0.00, and calculate the actual fund allocation, actual amounts based upon the payment amount, and calculate actual percentages.

4.10.9.6.8.5. Each Service fund's actual obligated amount will be calculated as follows:

4.10.9.6.8.5.1. Divide the obligated amount of that fund by the sum of all allocated amounts of all funds associated with the Service.

4.10.9.6.8.5.2. Multiply result by the actual cost of the Service.

4.10.9.6.8.5.3. Calculate the fund's new allocation percentage by dividing the actual amount of the fund by the actual cost of the Service.

4.10.9.6.8.6. **Example of Actual Amount Calculation Based on Payment Amount**:

4.10.9.6.8.6.1. Assume that the total Obligated Funds amount for a Service was $825.00 and allocated to two funds – Fund A and Fund B.

4.10.9.6.8.6.2. One total payment for $780.00 is approved, and AOSOS moves $780.00 to the Service's actual amount field.

4.10.9.6.8.6.3. AOSOS must now allocate the $780.00 proportionately to the two funds, and it must adjust the fund obligated amounts and actual amounts proportionately.

Fund A Obligated Amount	300.00
Fund B Obligated Amount	525.00
Fund A Obligated Percent	.3637 (300/825)
Fund B Obligated Percent	.6364 (525/800)
Total Obligated	825.00
Total Payment Amount or Actual Amount (Service)	780.00

4.10.9.6.8.6.4. AOSOS will calculate actual allocation amounts by dividing the existing obligated amount per fund by the total of all obligated funds for Service and multiplying results by the actual amount. (300.00/825) * 780.00 = 283.64, and (525.00/825) * 780.00 = 496.36.)

4.10.9.6.8.6.5. New actual allocation amounts are moved to the Funding actual amounts; and the obligated amounts are zeroed out.

4.10.9.6.8.6.6. If the total payment amount is greater than the total obligated amount of all funds, then AOSOS will generate an error which states that the total payment amount is greater than the total obligated amount.

4.10.9.6.9. A button shall be provided to access the Tracking information.

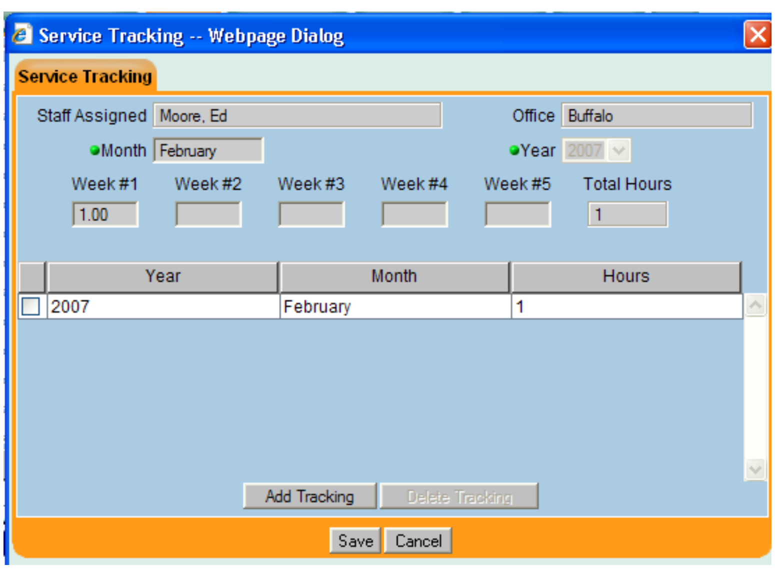
4.10.9.6.9.1. Button Text: “Tracking”

4.10.9.6.9.2. The Tracking information is used to keep track of the number of hours a customer has completed towards a Service.

4.10.9.6.9.2.1. It can be used in conjunction with the Minimum Hours field to track hours for Welfare-to-Work customers.

4.10.9.6.9.2.2. Only one tracking record is allowed for the same year and month.

4.10.9.6.9.3. Selecting this button shall display a popup window with the following information:



4.10.9.6.9.3.1. Tab Name: “Service Tracking”

4.10.9.6.9.3.2. The fields on the Service Tracking pop-up window are:

4.10.9.6.9.3.2.1. *Staff Assigned* – displays the name of the Staff person who is currently logged in

4.10.9.6.9.3.2.1.1. This field is read-only.

4.10.9.6.9.3.2.2. *Office* - displays the Office of the Staff person who is currently logged in

4.10.9.6.9.3.2.2.1. This field is read-only.

4.10.9.6.9.3.2.3. *Month* – allows the user to select the month for which the customer's hours are being tracked

4.10.9.6.9.3.2.3.1. This is a required field.

4.10.9.6.9.3.2.4. *Year* - allows the user to select the year for which the customer's hours are being tracked

4.10.9.6.9.3.2.4.1. This is a required field.

4.10.9.6.9.3.2.5. *Week # 1* – allows the user to enter the number of hours the customer spent on the Service during the first week of the month and year specified

4.10.9.6.9.3.2.6. *Week # 2* – allows the user to enter the number of hours the customer spent on the Service during the second week of the month and year specified

4.10.9.6.9.3.2.7. *Week # 3* – allows the user to enter the number of hours the customer spent on the Service during the third week of the month and year specified

4.10.9.6.9.3.2.8. *Week # 4* – allows the user to enter the number of hours the customer spent on the Service during the fourth week of the month and year specified

4.10.9.6.9.3.2.9. *Week # 5* – allows the user to enter the number of hours the customer spent on the Service during the fifth week of the month and year specified

4.10.9.6.9.3.2.10. *Total Hours* – displays the total number of hours entered for all five weeks

4.10.9.6.9.3.2.10.1. This field is read-only.

4.10.9.6.9.3.3. The list of Tracking records has the following columns:

4.10.9.6.9.3.3.1. *Year* – displays the Year for which the customer's hours are being tracked.

4.10.9.6.9.3.3.2. *Month* – displays the Month for which the customer's hours are being tracked.

4.10.9.6.9.3.3.3. *Hours* – displays the number of hours the customer has spent on the Service for the Month and Year specified on the same line.

4.10.9.6.9.3.3.4. Selecting a record enables the fields for editing, with the exception of Staff Assigned, Office and Total Hours.

4.10.9.6.9.3.4. The following buttons are available at the bottom of the Tracking section:

4.10.9.6.9.3.4.1. *Add Tracking* – selecting this button displays a new record with null values for the Month, Year, Week and Total Hours fields.

4.10.9.6.9.3.4.2. *Delete Tracking* – When a tracking record is indicated and the Delete Tracking button is selected, a popup window will display the following:

4.10.9.6.9.3.4.2.1. Verbiage: “Are you sure you want to delete the selected track?”

4.10.9.6.9.3.4.2.2. Two buttons shall be available to complete or cancel the action.

4.10.9.6.9.3.4.2.2.1 Button 1 Text: “OK”

4.10.9.6.9.3.4.2.2.1.1 This button will close the pop-up and remove the tracking record.

4.10.9.6.9.3.4.2.2.2 Button 2 Text: “Cancel”

4.10.9.6.9.3.4.2.2.2.1 This button will cancel the action and close the pop-up window.

4.10.9.6.9.3.4.2.3. This button shall be disabled if there are no tracking records available or a tracking record is not selected.

4.10.9.6.9.3.4.3. *Save* – When selecting the “Save” button, the tracking information updates will be saved and the popup window will be closed.

4.10.9.6.9.3.4.4. *Cancel* – Selecting this button shall close the popup window without saving changes.

4.10.9.6.10. *Change Actual Cost* - allows users with the correct security permissions to change the value in the Actual Cost field

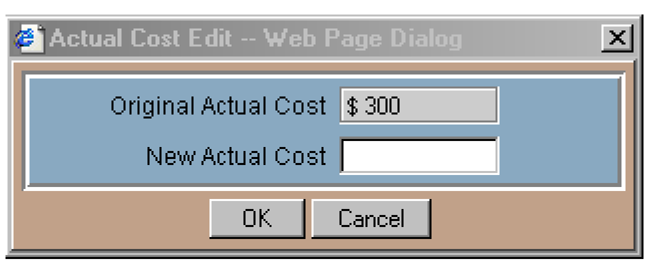
4.10.9.6.10.1. The button is only enabled if the following conditions are met:

4.10.9.6.10.1.1. An Actual Cost has previously been saved for the Service.

4.10.9.6.10.1.2. There are no Approved Payments on the Service.

4.10.9.6.10.1.3. The user has “update” process-level security permissions.

4.10.9.6.10.2. When the user clicks on the Change Actual Cost button, the following pop-up window will appear:



4.10.9.6.10.3. The fields on the Actual Cost Edit pop-up window are:

4.10.9.6.10.3.1. *Original Actual Cost* – displays the amount in the Actual Cost field on the Detail section of the tab

4.10.9.6.10.3.1.1. This field is read-only.

4.10.9.6.10.3.2. *New Actual Cost* – allows the user to enter a different Actual Cost for the Service by typing in a new amount

4.10.9.6.10.3.2.1. When the user enters a new Actual Cost and saves it using the OK button:

4.10.9.6.10.3.2.1.1. The new Actual Cost is displayed in the Actual Cost field on the Detail section of the tab.

4.10.9.6.10.3.2.1.2. The Obligated Amount at the time the most recent Actual Cost was saved is displayed in the Obligated field for each fund in the Funding section of the tab.

4.10.9.6.10.3.2.1.3. If the Actual Cost was less than the total Obligated amount when the last Actual Cost was saved, the amount in the Obligated field may be more than the amount of the most recently saved Actual Cost.

4.10.9.6.10.3.2.1.4. The value in the Actual field in the Funding section of the tab is changed to $0.00.

4.10.9.6.10.3.2.2. When the user clicks on the Save button and exits the Services module:

4.10.9.6.10.3.2.2.1. If the Actual Cost is set to null, the values in the Obligated fields in the Funding section of the tab will remain the same and the Actual fields in the Funding section of the tab will be set to $0.

4.10.9.6.10.3.2.2.2. If the Actual Cost is not null, the values in the Obligated fields in the Funding section of the tab are changed to $0.00 and the values in the Actual fields in the Funding section of the tab are the calculated Obligated Amount for each fund based on the new Actual Cost.

4.10.9.6.10.3.2.2.3. If the Actual Cost is set to $0, the Actual fields in the Funding section of the tab will be set to $0.00.

4.10.9.6.10.3.2.3. If the Actual Cost is being reset so the Service can be deleted, the Actual Cost must be set to null.

4.10.9.6.10.4. *OK* – Saves the new Actual Cost and returns user to the previous screen

4.10.9.6.10.5. *Cancel* – closes the Actual Cost Edit pop-up window and returns the user to the previous screen

4.10.9.7. Training Waiver Rules and Pop-up Requirements

4.10.9.7.1. The Training Waiver pop-up is provided to add, print, recertify, revoke and void training waivers. The pop-up is accessed from the Waiver button described in Section 4.10.9.4.9.

4.10.9.7.1.1. This will be available when the Training Waiver SST 395 is selected and the TRAIN_WAIVER_LEVEL global variable is enabled and the administrator has the appropriate security level.

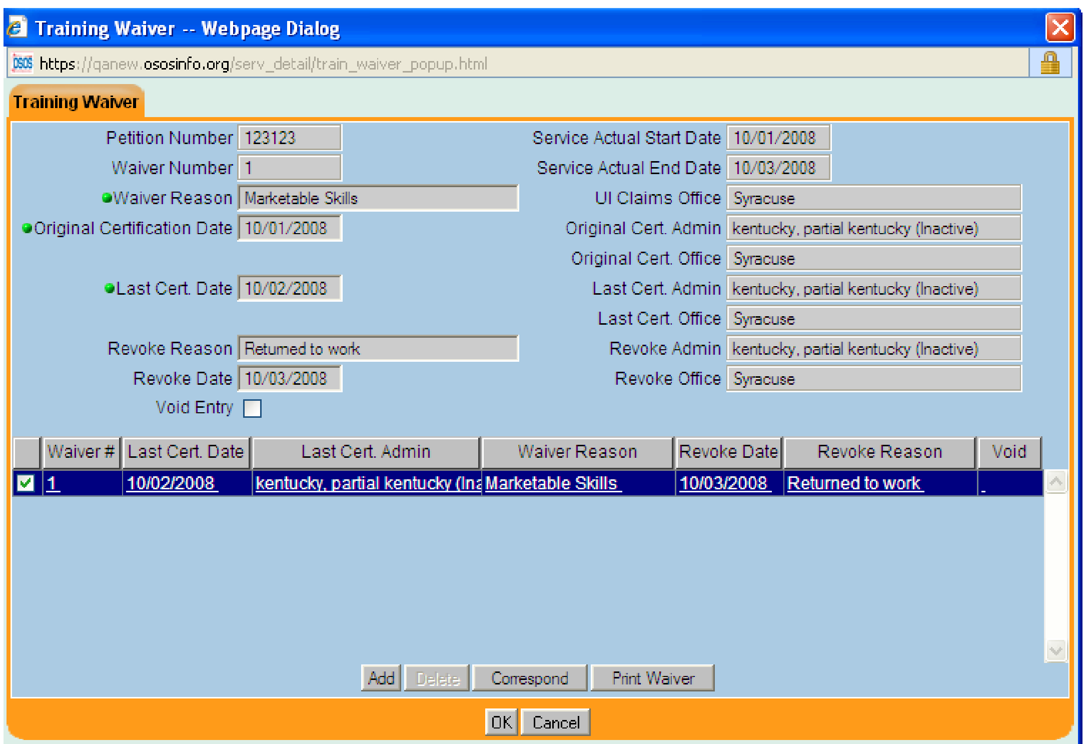
4.10.9.7.1.1.1. If the admin does not have the authorized security level, the Waiver button shall be visible, but disabled.

4.10.9.7.1.2. When the Training Waiver popup is available, the training waiver records are auto created based on the user's interactions with the service level Waiver Reason field.

4.10.9.7.1.2.1. When the Waiver button is available, actions taken on the Training Waiver popup shall have appropriate corresponding actions on the value of Waiver Reason field in the Services tab.

4.10.9.7.1.2.2. The Waiver Reason field shall be disabled once a value has been selected and saved either from the Service tab or the Training Waiver popup screen.

4.10.9.7.2. When the Waiver button in Section 4.10.9.4.9 is selected, a Training Waiver popup will be used to add, edit, recertify, revoke and void training waivers.



4.10.9.7.3. The popup shall display the following fields:

4.10.9.7.3.1. Field Name: "Petition Number"

4.10.9.7.3.1.1. This read-only field shall display the petition number associated to the customer and the training waiver service.

4.10.9.7.3.2. Field Name: "Service Actual Start Date"

4.10.9.7.3.2.1. This read-only field shall display the actual start date of the associated training waiver service.

4.10.9.7.3.3. Field Name: “Waiver Number”

4.10.9.7.3.3.1. This read-only field shall display the training waiver record’s sequence number associated to the seeker service.

4.10.9.7.3.3.2. This number shall be pre-filled with a one-up sequence number starting with “1”.

4.10.9.7.3.4. Field Name: “Service Actual End Date”

4.10.9.7.3.4.1. This read-only field shall display the actual end date of the associated training waiver service.

4.10.9.7.3.5. Field Name: “Waiver Reason”

4.10.9.7.3.5.1. This dropdown field allows the user to indicate the reason the customer received a waiver from training.

4.10.9.7.3.5.2. Required: Yes

4.10.9.7.3.5.3. A dropdown list shall contain the following values:

4.10.9.7.3.5.3.1. Null (Blank line)

4.10.9.7.3.5.3.2. Recall

4.10.9.7.3.5.3.3. Marketable Skills

4.10.9.7.3.5.3.4. Retirement

4.10.9.7.3.5.3.5. Health

4.10.9.7.3.5.3.6. Enrollment Unavailable

4.10.9.7.3.5.3.7. Training Not Available

4.10.9.7.3.5.3.8. Reason Unkn/Served Prior to 2002

4.10.9.7.3.5.3.8.1. This value shall be a non-selectable, inactive value displayed in red.

4.10.9.7.3.5.4. Default: Null

4.10.9.7.3.5.5. The following message shall be displayed to users failing to select a training waiver reason:

4.10.9.7.3.5.5.1. Error Message: “Waiver Reason was missing.”

4.10.9.7.3.5.6. This field shall be displayed as read-only once a value has been selected and saved.

4.10.9.7.3.6. Field Name: “UI Claims Office”

4.10.9.7.3.6.1. This read-only field shall display the name of the Seeker’s assigned office from the General Information tab of the Customer Detail module.

4.10.9.7.3.7. Field Name: “Original Certification Date”

4.10.9.7.3.7.1. This field shall display the first certification date for this training waiver record.

4.10.9.7.3.7.2. Required: Yes

4.10.9.7.3.7.3. Acceptable Entry: Date, formatted MM/DD/YYYY

4.10.9.7.3.7.4. If the Waiver Number in Section 4.10.9.7.3.3 is equal to “1”, or is the first non-voided, this date shall default to the actual start date in Section 4.10.9.7.3.2.

4.10.9.7.3.7.5. If the Waiver Number is not equal to “1” and it is not the first non-voided, then the current system date shall be displayed.

4.10.9.7.3.7.6. The date is editable and must NOT be:

4.10.9.7.3.7.6.1. in the future,

4.10.9.7.3.7.6.2. greater than the Last Certification Date of that waiver, and

4.10.9.7.3.7.6.3. less than the last Revoke Date of any prior unvoided waiver.

4.10.9.7.3.7.7. The following message shall be displayed to users failing to provide a value:

4.10.9.7.3.7.7.1. Error Message: “The Original Certification Date was missing.”

4.10.9.7.3.7.8. The following message shall be displayed to users providing a value incorrectly formatted:

4.10.9.7.3.7.8.1. Error Message: The Original Certification Date was invalid.”

4.10.9.7.3.7.9. The following message shall be displayed to users providing a date that overlaps with another unvoided training waiver for this service.

4.10.9.7.3.7.9.1. Error Message: “The Original Certification Date must be a value not less than the last Revoke Date of a prior unvoided waiver.”

4.10.9.7.3.8. Field Name: “Original Cert. Admin”

4.10.9.7.3.8.1. This read-only field shall display the name of the logged in staff person who originally recorded the training waiver.

4.10.9.7.3.9. Field Name: “Original Cert. Office”

4.10.9.7.3.9.1. This read-only field shall display the name of the Original Certification Office associated to the admin login who originally recorded the training waiver.

4.10.9.7.3.10. Field Name: “Last Cert. Date”

4.10.9.7.3.10.1. This field shall display the date of the most recent certification for this training waiver record.

4.10.9.7.3.10.2. This field is only displayed and available for editing after a training waiver record has been created.

4.10.9.7.3.10.2.1. When adding a new training waiver, this field shall be set to the Original Certification Date.

4.10.9.7.3.10.3. Required: Yes

4.10.9.7.3.10.4. Acceptable Entry: Date, formatted MM/DD/YYYY

4.10.9.7.3.10.5. The date must be equal to or after the original certification date described in Section 4.10.9.7.3.7.

4.10.9.7.3.10.6. The date must not be in the future.

4.10.9.7.3.10.7. The following message shall be displayed to users entering an incorrectly formatted date:

4.10.9.7.3.10.7.1. Error Message: “The Last Cert. Date must be in the format MM/DD/YYYY.”

4.10.9.7.3.10.8. The following message shall be displayed to users entering a date before the original certification date:

4.10.9.7.3.10.8.1. Error Message: “The Last Cert. Date must be greater than or equal to the original certification date.”

4.10.9.7.3.10.9. The following message shall be displayed to users entering a date in the future.

4.10.9.7.3.10.9.1. Error Message: “The Last Cert. Date must be no later than today’s date.”

4.10.9.7.3.10.10. The following message shall be displayed to users failing to provide a date:

4.10.9.7.3.10.10.1. Error Message: “Last Cert. Date is required.”

4.10.9.7.3.10.11. When this field is updated, the Last Cert. Admin and Last Cert. Office fields described in Section 4.10.9.7.3.11 and 4.10.9.7.3.12 shall be updated to the name and office associated to the logged in staff person.

4.10.9.7.3.11. Field Name: “Last Cert. Admin”

4.10.9.7.3.11.1. This read-only field shall display the name of the logged in staff person who recertified this training waiver record.

4.10.9.7.3.11.2. This field is only displayed after a training waiver record has been created.

4.10.9.7.3.11.2.1. When adding a new training waiver, this field shall be set to the Original Certification Admin.

4.10.9.7.3.12. Field Name: “Last Cert. Office”

4.10.9.7.3.12.1. This read-only field shall display the name of the most recent Certification Office associated to the admin login that recertified this training waiver record.

4.10.9.7.3.12.2. This field is only displayed after a training waiver record has been created.

4.10.9.7.3.12.2.1. When adding a new training waiver, this field shall be set to the Original Certification Office.

4.10.9.7.3.13. Four fields shall be available that provide information when revoking a training waiver:

4.10.9.7.3.13.1. Field Name: “Revoke Reason”

4.10.9.7.3.13.1.1. This dropdown field allows the user to indicate the reason the training waiver was revoked.

4.10.9.7.3.13.1.2. Required: No, unless the Revoke Date field in Section 4.10.9.7.3.13.2, has a value.

4.10.9.7.3.13.1.3. The values are:

4.10.9.7.3.13.1.3.1. Training is not available

4.10.9.7.3.13.1.3.2. Marketable Skills

4.10.9.7.3.13.1.3.3. Retirement

4.10.9.7.3.13.1.3.4. Health

4.10.9.7.3.13.1.3.5. Recall Cancelled

4.10.9.7.3.13.1.3.6. Training enrollment unavailable

4.10.9.7.3.13.1.3.7. Returned to work

4.10.9.7.3.13.1.3.8. Recalled to Trade affected employer

4.10.9.7.3.13.1.3.9. Training funds are available

4.10.9.7.3.13.1.3.10. Other

4.10.9.7.3.13.1.3.11. Other – 30 days

4.10.9.7.3.13.1.4. When required, the following message shall be displayed for a missing value:

4.10.9.7.3.13.1.4.1. Error Message: "Revoke Reason is required."

4.10.9.7.3.13.2. Field Name: "Revoke Date"

4.10.9.7.3.13.2.1. This field shall display the date the training waiver was revoked.

4.10.9.7.3.13.2.2. Required: No, unless the Revoke Reason field in Sections 4.10.9.7.3.13.1 has a value.

4.10.9.7.3.13.2.3. Acceptable Entry: Date, formatted MM/DD/YYYY

4.10.9.7.3.13.2.4. Default: System Date

4.10.9.7.3.13.2.5. The date must be equal to or after the Last Cert. Date described in Section 4.10.9.7.3.10.

4.10.9.7.3.13.2.6. The date must not be in the future.

4.10.9.7.3.13.2.7. The following message shall be displayed to users entering an incorrectly formatted date:

4.10.9.7.3.13.2.7.1. Error Message: "The Revoke Date must be in the format MM/DD/YYYY."

4.10.9.7.3.13.2.8. The following message shall be displayed to users entering a date before the Last Cert Date:

4.10.9.7.3.13.2.8.1. Error Message: "The Revoke Date must be greater than or equal to the last certification date."

4.10.9.7.3.13.2.9. The following message shall be displayed to users entering a date in the future.

4.10.9.7.3.13.2.9.1. Error Message: "The Revoke Date must be no later than today's date."

4.10.9.7.3.13.2.10. When required, the following message shall be displayed to users failing to provide a date:

4.10.9.7.3.13.2.10.1. Error Message: "Revoke Date is required."

4.10.9.7.3.13.2.11. When this field is updated, Revoke Admin and Revoke Office fields described in Sections 4.10.9.7.3.13.3 and 4.10.9.7.3.13.4 shall be updated to the name and office associated to the logged in staff person.

4.10.9.7.3.13.2.11.1. If this field value is deleted, the Revoke Admin and Revoke Office field values will also be deleted.

4.10.9.7.3.13.3. Field Name: “Revoke Admin”

4.10.9.7.3.13.3.1. This read-only field shall display the name of the logged in staff person who revoked the training waiver.

4.10.9.7.3.13.4. Field Name: “Revoke Office”

4.10.9.7.3.13.4.1. This read-only field shall display the name of the office associated to the admin login that revoked this training waiver record.

4.10.9.7.3.13.5. Once a training waiver record has been revoked, the training waiver cannot be unrevoked.

4.10.9.7.3.13.5.1. The user could create a new training waiver record with the same or different training waiver reason.

4.10.9.7.3.14. Field Name: “Void Entry”

4.10.9.7.3.14.1. Indicating this checkbox flag denotes the record as being an error, but retained for audit purposes.

4.10.9.7.3.14.2. This field shall be visible, but protected if the user does not have Delete authority.

4.10.9.7.3.14.3. This field shall not be available when adding a new training waiver record.

4.10.9.7.3.14.4. When this checkbox is indicated and saved, all the other fields shall be locked and not editable.

4.10.9.7.3.14.5. An open training waiver record can be un-voided by deselecting the checkbox, provided there are no other open training waiver records, and

4.10.9.7.3.14.5.1. that the Original Certification, Last Certification and Revoke Dates do not overlap any other unvoided training waivers.

4.10.9.7.3.14.6. Users trying to remove a void from an open training waiver record, when an open training waiver already exists shall be notified of the error.

4.10.9.7.3.14.6.1. Error Message: “The void cannot be removed from this record because an open training waiver already exists.”

4.10.9.7.3.14.7. Users trying to remove a void from an open training waiver record, when the Original Certification, Last Certification or Revoke Dates overlap with another unvoided training waiver shall be notified of the error.

4.10.9.7.3.14.7.1. Error Message: “The void cannot be removed from this record because the dates overlap with another training waiver record. Please review the Original Certification, Last Certification and Revoke Dates.”

4.10.9.7.4. A list of training waivers shall be displayed at the bottom with the following requirements:

4.10.9.7.4.1. The following columns shall be available:

4.10.9.7.4.1.1. Waiver #

4.10.9.7.4.1.1.1. This column displays the waiver number described in Section 4.10.9.7.3.3.

4.10.9.7.4.1.2. Last Cert. Date

4.10.9.7.4.1.2.1. This column displays the last certification date described in Section 4.10.9.7.3.10.

4.10.9.7.4.1.3. Last Cert. Admin

4.10.9.7.4.1.3.1. This column displays the name of the admin that logged the last recertification described in Section 4.10.9.7.3.11.

4.10.9.7.4.1.4. Waiver Reason

4.10.9.7.4.1.4.1. This column displays the training waiver reason described in Section 4.10.9.7.3.4.

4.10.9.7.4.1.5. Revoke Date

4.10.9.7.4.1.5.1. This column displays the revoke date described in Section 4.10.9.7.3.13.2.

4.10.9.7.4.1.6. Revoke Reason

4.10.9.7.4.1.6.1. This column displays the revoke reason described in Section 4.10.9.7.3.13.1.

4.10.9.7.4.1.7. Void

4.10.9.7.4.1.7.1. This column displays “Yes” if the Void Entry checkbox is indicated in Section 4.10.9.7.3.14 or blank if it is not indicated.

4.10.9.7.4.1.8. The list shall be sorted by Waiver #.

4.10.9.7.4.1.8.1. The list can be resorted by column heading.

4.10.9.7.4.2. A button shall be provided to add a new training waiver record.

4.10.9.7.4.2.1. Button Name: “Add”

4.10.9.7.4.2.2. When this button is selected, a new data entry form shall be displayed with the fields described above in Section 4.10.9.7.3.

4.10.9.7.4.2.3. This button shall be enabled if all existing training waiver records have been voided or are revoked.

4.10.9.7.4.2.4. This button shall be disabled if an open, non-voided training waiver exists.

4.10.9.7.4.3. A button shall be provided to delete a training waiver entry that has not been saved.

4.10.9.7.4.3.1. Button Name: “Delete”

4.10.9.7.4.3.1.1. When a training waiver is indicated in the list and the Delete button is selected a pop-up window will display the following:

4.10.9.7.4.3.1.1.1. Verbiage: “Are you sure you want to delete the selected waiver?”

4.10.9.7.4.3.1.1.2. Two buttons shall be available to complete or cancel the action.

4.10.9.7.4.3.1.1.2.1. Button 1 Text: “OK”

4.10.9.7.4.3.1.1.2.1.1. This button will close the pop-up and remove the training waiver record.

4.10.9.7.4.3.1.1.2.2. Button 2 Text: “Cancel”

4.10.9.7.4.3.1.1.2.2.1. This button will cancel the action and close the pop-up window.

4.10.9.7.4.3.1.2. This button shall be disabled if there are no unsaved training waiver records available or an unsaved training waiver is not selected.

4.10.9.7.4.4. A button shall be provided to generate correspondence to a customer using a correspondence template.

4.10.9.7.4.4.1. Button Name: “Correspond”

4.10.9.7.4.4.2. When selected, the existing correspondence function shall be available with a new Correspondence source file provided for training waivers as described in the Correspondence business requirements.

4.10.9.7.4.5. A button shall be provided to print a training waiver:

4.10.9.7.4.5.1. Button Name: “Print Waiver”

4.10.9.7.4.5.2. When selected, the application will gather data and merge data either with the TRAIN_WAIVER_PRINT_TEMPLATE global variable template if specified, otherwise the default template.

4.10.9.7.4.5.2.1. In Part C of Kentucky’s printed Waiver form, the row(s) shall be populated as follows;

4.10.9.7.4.5.2.1.1. Date Reviewed:

4.10.9.7.4.5.2.1.1.1. First line = Original Certification Date value

4.10.9.7.4.5.2.1.1.2. Second line = Last Certification Date value

4.10.9.7.4.5.2.1.1.2.1. This value will not appear if it is equal to the Original Certification Date.

4.10.9.7.4.5.2.1.1.3. Subsequent Line(s): Revoke Date value

4.10.9.7.4.5.2.1.2. Staff Signature:

4.10.9.7.4.5.2.1.2.1. First line = Original Certification Admin value

4.10.9.7.4.5.2.1.2.2. Second line = Last Certification Admin value

4.10.9.7.4.5.2.1.2.2.1. This value will not appear if it is equal to the Original Certification Admin.

4.10.9.7.4.5.2.1.2.3. Subsequent Line(s): Revoke Admin

4.10.9.7.4.5.2.1.3. Waiver Revoked Y/N:

4.10.9.7.4.5.2.1.3.1. “Yes” box will be indicated when the associated line specifies a Revoke Date and Revoke Admin. Otherwise, “No” box will be indicated.

4.10.9.7.4.5.2.2. In Part D of Kentucky’s printed Waiver form, the boxes will be indicated as follows:

4.10.9.7.4.5.2.2.1. The printed values shall map to their corresponding values of the Training Waiver Revoke Reasons domain.

4.10.9.7.4.5.2.2.2. All other values shall map to Other – List:, which includes value 11 / Other – 30 Days, plus any state specific values.

4.10.9.7.4.5.2.2.3. The description associated to values 11 and higher shall be displayed in Part D of the form in the blank space after the printed text "Other – List:"

4.10.9.7.4.5.2.3. The application shall display a pop-up window with a printable version of the Training Waiver contents.

4.10.9.7.4.5.2.3.1. A sample of the default template with merged data:

New York State
New York Department of Labor
Department of Labor

TAA Certification of Training Waiver

WORKER'S NAME (LAST, FIRST, MI):	SOCIAL SECURITY NUMBER:	DATE OF WAIVER:
KY, Tester	606-43-3772	09/23/2008
U.I. CLAIMS OFFICE:	LOCAL OFFICE NUMBER:	PETITION NUMBER:
Syracuse	NY1111	123456

PART A

1. Training is not feasible because:

- ☐ Worker subject to recall
- ☑ Worker possesses marketable skills for suitable employment (Determined by worker assessment)
- ☐ Worker near retirement (Worker is within two years of meeting requirements for:
  - Social Security
  - Privately Sponsored Pension
- ☐ Worker in poor health
  - A waiver can exempt a worker from training, but not finding employment.

2. Training is not appropriate because:

- ☐ Delay in first available enrollment date for training
  - First available enrollment must be within 60 days after determination is made.
- ☐ Training not available
  - Training not available at a reasonable cost.
  - Training funds are not available under TAA or other Federal Laws.

You must report into the local Office of Employment and Training by phone or in person every 30 days or your eligibility for HCTC and TRA will be revoked. Initials:

PART B - TO BE COMPLETED BY THE ADVERSELY AFFECTED WORKER

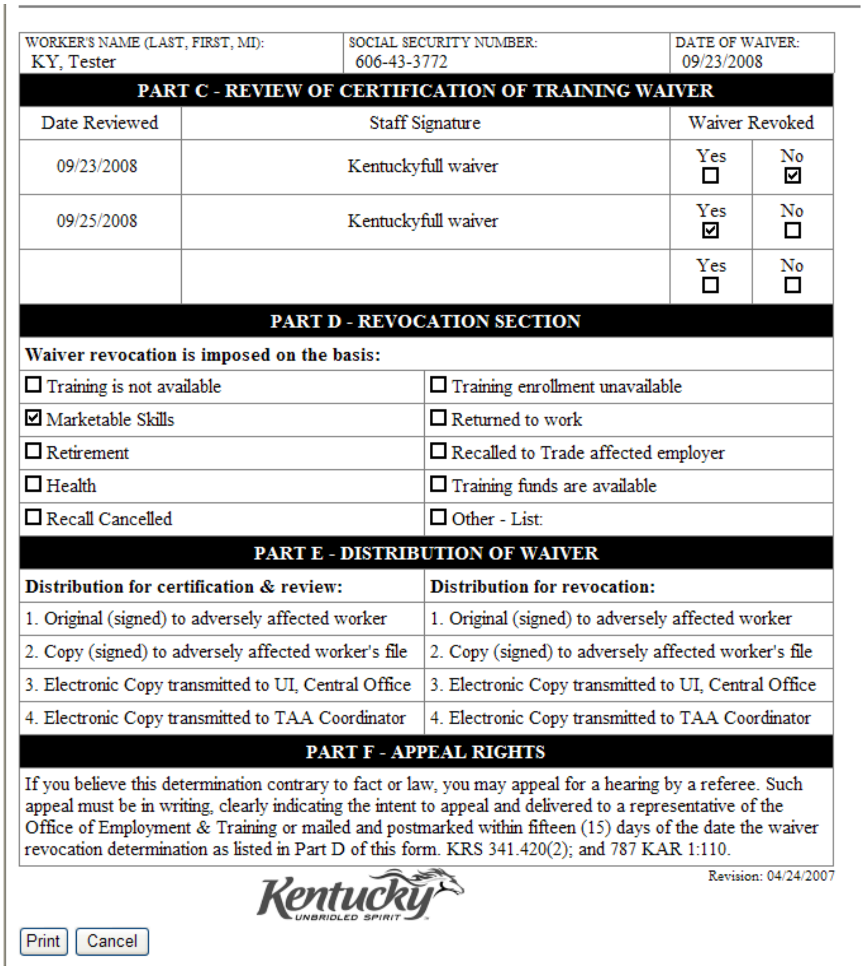
This is to acknowledge the receipt of my certification waiving the training requirement.

Initials: I understand I am responsible to initiate contact with this office every thirty (30) days for review. I further, understand this certification may be revoked if circumstances justified the waiver change, and will be automatically revoked if not reviewed with thirty (30) days of the date in Part B or the last date listed in Part C. In accordance with the Trade Act, amended 2002, Section 115 or the 2002 amends Section 231(c) of the 1974 Act, revocation of this certification may affect the receipt of my TRA weekly benefits.

Worker Signature: Date:

Revision: 04/24/2007

Kentucky UNBRIDLED SPIRIT



WORKER'S NAME (LAST, FIRST, MI): KY, Tester	SOCIAL SECURITY NUMBER: 606-43-3772	DATE OF WAIVER: 09/23/2008	
PART C - REVIEW OF CERTIFICATION OF TRAINING WAIVER			
Date Reviewed	Staff Signature	Waiver Revoked	
09/23/2008	Kentuckyfull waiver	Yes ☐	No ☑
09/25/2008	Kentuckyfull waiver	Yes ☑	No ☐
		Yes ☐	No ☐

PART D - REVOCATION SECTION	
Waiver revocation is imposed on the basis:	
☐ Training is not available	☐ Training enrollment unavailable
☑ Marketable Skills	☐ Returned to work
☐ Retirement	☐ Recalled to Trade affected employer
☐ Health	☐ Training funds are available
☐ Recall Cancelled	☐ Other - List:

PART E - DISTRIBUTION OF WAIVER	
Distribution for certification & review:	**Distribution for revocation:**
1. Original (signed) to adversely affected worker	1. Original (signed) to adversely affected worker
2. Copy (signed) to adversely affected worker's file	2. Copy (signed) to adversely affected worker's file
3. Electronic Copy transmitted to UI, Central Office	3. Electronic Copy transmitted to UI, Central Office
4. Electronic Copy transmitted to TAA Coordinator	4. Electronic Copy transmitted to TAA Coordinator

PART F - APPEAL RIGHTS

If you believe this determination contrary to fact or law, you may appeal for a hearing by a referee. Such appeal must be in writing, clearly indicating the intent to appeal and delivered to a representative of the Office of Employment & Training or mailed and postmarked within fifteen (15) days of the date the waiver revocation determination as listed in Part D of this form. KRS 341.420(2); and 787 KAR 1:110.

Revision: 04/24/2007

Kentucky UNBRIDLED SPIRIT

Print | Cancel

4.10.9.7.4.5.2.4. Two buttons will be available to complete or cancel the action.

4.10.9.7.4.5.2.4.1. Button 1 Text: “Print”

4.10.9.7.4.5.2.4.1.1. Selecting this button will display the browser Print function to print the details of the Training Waiver if desired.

4.10.9.7.4.5.2.4.2. Button 2 Text: “Cancel”

4.10.9.7.4.5.2.4.2.1. Selecting this button will close the pop-up window.

4.10.9.7.4.5.2.4.3. The “Print” and “Cancel” buttons will not be displayed on the printed copy.

4.10.9.7.5. Two buttons shall be available to confirm the addition/modification or cancel the action.

4.10.9.7.5.1. Button Text: “OK”

4.10.9.7.5.1.1. Selecting this button shall save the new record or save the changes to the record and close the popup window.

4.10.9.7.5.2. Button Text: “Cancel”

4.10.9.7.5.2.1. Selecting this button shall cancel the action and close the popup window.

4.10.9.7.6. The following rules shall apply when a training waiver is created, recertified or revoked:

4.10.9.7.6.1. A Seeker activity shall be logged using the TRAIN_WAIVER_RECERT_SST global variable every time a training waiver record is recertified and at the initial creation of subsequent waiver records for the training waiver service.

4.10.9.7.6.1.1. The default seeker service type is Labor Exchange reportable.

4.10.9.7.6.1.2. The activity is not recorded on the original certification of the first training waiver record.

4.10.9.7.6.1.3. The Admin ID shall be set to the Batch Admin ID.

4.10.9.7.6.1.4. The Office ID shall be set to the Last Certification Office.

4.10.9.7.6.1.5. The ctime shall be set to the system date.

4.10.9.7.6.2. The following rules shall apply when a training waiver is revoked:

4.10.9.7.6.2.1. Training Waivers can only be revoked from the Training Waiver popup screen.

4.10.9.7.6.2.2. In the Training Waiver popup screen, only the active/current non-voided entry can be revoked.

4.10.9.7.6.2.3. When revoking the training waiver, if the admin does not create a new waiver before clicking the Ok button:

4.10.9.7.6.2.3.1. The application will set the service Actual End Date equal to the revoke date on the first non-voided entry, if the Actual End Date is null.

4.10.9.7.6.2.3.2. This also occurs in the Batch 30 Day Revocation Process.

4.10.9.7.6.2.3.3. The Waiver Reason on the Services tab will be set to null.

4.10.9.7.6.3. The application shall not allow overlapping periods (orig_cert_date, last_cert_date and revoke_date) for unvoided Training Waiver entries per service.

4.10.9.7.6.3.1. This includes when a voided training waiver is unvoided, the application shall require it does not overlap with any other unvoided entries.

4.10.9.8. Enrollment Management

This section describes the enrollment relationships, capturing data for the WIA Logging table, gap analysis and the rules regarding updating and deleting enrollments and services.

4.10.9.8.1. A Program Type shall be defined to include Labor Exchange, WIA, Trade Act, Common Measures, Stimulus Summer Youth, partner programs and state-defined programs that is stored in the Federal Program table.

4.10.9.8.1.1. The function of the Common Measures parent enrollment is to cluster the set of child enrollments with a common point of exit and common outcomes.

4.10.9.8.1.1.1. Common Measures enrollments include Labor Exchange, WIA and Trade Act programs.

4.10.9.8.1.1.1.1. States may include other partner or state programs in the Common Measures parent.

4.10.9.8.1.1.2. States may define other parent program types to cluster other partner or state programs.

4.10.9.8.2. A child enrollment shall be defined as the enrolling Seeker Service or Seeker Activity if a Common Measures parent enrollment is required.

4.10.9.8.2.1. Each child enrollment shall have its own set of enrolling characteristics that is created at the point of time the enrollment is created.

4.10.9.8.2.2. If a parent enrollment is not required, an enrolling Seeker Service or Seeker Activity shall create a “Singleton” enrollment.

4.10.9.8.3. Labor Exchange Enrollments shall now be available.

4.10.9.8.3.1. Old Labor Exchange Registrations shall continue to be recorded until Program Year 2004 reports have been submitted.

4.10.9.8.3.2. Labor Exchange Activities shall create a Labor Exchange enrollment.

4.10.9.8.3.3. A connection shall be made between the Labor Exchange enrollment and associated seeker activities using the Seeker Service Program Log table.

4.10.9.8.4. Child and singleton enrollments shall always identify the enrolling Seeker Service or Seeker Activity.

4.10.9.8.4.1. If the Actual Start Date of the enrolling Seeker Service or create time of the enrolling Seeker Activity is modified or a different Seeker Service or Seeker Activity becomes the enrolling service or activity, the child or singleton enrollment data shall be updated.

4.10.9.8.5. The application shall allow multiple WIA, Trade Act and Labor Exchange Enrollments and Exit Dates for a customer.

4.10.9.8.5.1. The AOSOS application will prevent a seeker from being able to have multiple concurrent enrollments in the Trade Act program.

4.10.9.8.5.2. The AOSOS application will perform an edit to prevent multiple exits from the Trade Act program in a single quarter.

4.10.9.8.5.2.1. If an attempt is made to perform multiple exits from the Trade Act program within a single quarter, an error message will be displayed.

4.10.9.8.6. The relationship between a Program Enrollment and a Service is automatically created when the Program Type fund is first saved to a Service.

4.10.9.8.6.1. The relationship is automatically deleted when that Program Type's funding is removed.

4.10.9.8.6.2. A new logging instance is created when, at the time the Service is funded, there are no open enrollments for that Program Type and the service's Actual Start Date is greater than the most recent Program's Exit Date.

4.10.9.8.6.3. The following fields are captured in the WIA Logging table:

4.10.9.8.6.3.1. below_appr_grade_flag

4.10.9.8.6.3.2. campaign_vet_flag

4.10.9.8.6.3.3. cash_public_assist_pgm_flag

4.10.9.8.6.3.4. coenroll_exit_date

4.10.9.8.6.3.5. ctime

4.10.9.8.6.3.6. disability_category_cd

4.10.9.8.6.3.7. disability_status_cd

4.10.9.8.6.3.8. dislocation_date

4.10.9.8.6.3.9. displaced_homemaker_pgm_flag

4.10.9.8.6.3.10. displaced_worker_pgm_flag

4.10.9.8.6.3.11. edu_enrolled_flag

4.10.9.8.6.3.12. edu_level_cd

4.10.9.8.6.3.13. employed_flag

4.10.9.8.6.3.14. employment_barriers_flag

4.10.9.8.6.3.15. employment_status_cd

4.10.9.8.6.3.16. english_sec_lang_flag

4.10.9.8.6.3.17. enrolling_admin_id

4.10.9.8.6.3.18. enrolling_office_id

4.10.9.8.6.3.19. enrolling_skr_activity_id

4.10.9.8.6.3.20. enrolling_skr_service_id

4.10.9.8.6.3.21. exit_skr_activity_id

4.10.9.8.6.3.22. exit_skr_service_id

4.10.9.8.6.3.23. exit_txn_admin_id

4.10.9.8.6.3.24. exit_txn_office_id

4.10.9.8.6.3.25. exit_txn_wia_logging_id

4.10.9.8.6.3.26. family_status_cd

4.10.9.8.6.3.27. fed_program_cd

4.10.9.8.6.3.28. federal_contractor_job_flag

4.10.9.8.6.3.29. first_staff_assist_skr_act_id

4.10.9.8.6.3.30. first_staff_assist_skr_svc_id

4.10.9.8.6.3.31. food_stamps_program_flag

4.10.9.8.6.3.32. hard_exit_flag

4.10.9.8.6.3.33. homeless_adult_flag

4.10.9.8.6.3.34. homeless_youth_flag

4.10.9.8.6.3.35. hous_sit_type_cd

4.10.9.8.6.3.36. in_school_1q_flag

4.10.9.8.6.3.37. in_school_at_exit_flag

4.10.9.8.6.3.38. in_school_flag

4.10.9.8.6.3.39. income_llsil_flag

4.10.9.8.6.3.40. job_leave_reason_cd

4.10.9.8.6.3.41. learning_disabilities_flag

4.10.9.8.6.3.42. local_priority_flag

4.10.9.8.6.3.43. lower_living_flag

4.10.9.8.6.3.44. math read_skills_flag

4.10.9.8.6.3.45. migrant_class

4.10.9.8.6.3.46. migrant_flag

4.10.9.8.6.3.47. msfw_min_threshold_cd

4.10.9.8.6.3.48. msfw_pri_empl_cd

4.10.9.8.6.3.49. msfw_qualify_type_cd

4.10.9.8.6.3.50. mtime

4.10.9.8.6.3.51. norm_edu_level_at_exit_cd

4.10.9.8.6.3.52. norm_edu_level_at_reg_cd

4.10.9.8.6.3.53. offender_status_flag

4.10.9.8.6.3.54. onet

4.10.9.8.6.3.55. other_wia_programs_flag

4.10.9.8.6.3.56. parent_pgm_log_id

4.10.9.8.6.3.57. parenting_youth_flag

4.10.9.8.6.3.58. pell_grant_status_cd

4.10.9.8.6.3.59. pgm_elig_cancel_date

4.10.9.8.6.3.60. pgm_elig_determ_admin_id

4.10.9.8.6.3.61. pgm_elig_determ_cd

4.10.9.8.6.3.62. pgm_elig_determ_date

4.10.9.8.6.3.63. pgm_elig_determ_office_id

4.10.9.8.6.3.64. pgm_exit_reason_3q_cd

4.10.9.8.6.3.65. pgm_log_special_use_cd

4.10.9.8.6.3.66. physical_disabilities_flag

4.10.9.8.6.3.67. poor_work_hist_flag
4.10.9.8.6.3.68. pregnant_flag
4.10.9.8.6.3.69. pregnant_parenting_youth_flag
4.10.9.8.6.3.70. profiled
4.10.9.8.6.3.71. profiled_date
4.10.9.8.6.3.72. provider_service_name
4.10.9.8.6.3.73. qae2_naics
4.10.9.8.6.3.74. qual_separation_date
4.10.9.8.6.3.75. school_dropout_flag
4.10.9.8.6.3.76. school_status_1q_cd
4.10.9.8.6.3.77. school_status_at_exit_cd
4.10.9.8.6.3.78. school_status_at_reg_cd
4.10.9.8.6.3.79. seeker_id
4.10.9.8.6.3.80. sex
4.10.9.8.6.3.81. soft_exit_date
4.10.9.8.6.3.82. staff_assited_flag
4.10.9.8.6.3.83. terminating_admin_id
4.10.9.8.6.3.84. terminating_office_id
4.10.9.8.6.3.85. ui_claimant_status
4.10.9.8.6.3.86. vet_disability_status
4.10.9.8.6.3.87. vet_end_date
4.10.9.8.6.3.88. vet_era
4.10.9.8.6.3.89. vet_flag
4.10.9.8.6.3.90. vet_start_date
4.10.9.8.6.3.91. vet_tsm_type_cd
4.10.9.8.6.3.92. veteran_status
4.10.9.8.6.3.93. wia_edu_degree_cd
4.10.9.8.6.3.94. wia_edu_degree_cd_2
4.10.9.8.6.3.95. wia_edu_level_cd
4.10.9.8.6.3.96. wia_edu_result_cd
4.10.9.8.6.3.97. wia_edu_result_cd_2
4.10.9.8.6.3.98. wia_edu_result_date
4.10.9.8.6.3.99. wia_edu_result_date_2
4.10.9.8.6.3.100. wia_empl_2q_after_exit_cd
4.10.9.8.6.3.101. wia_empl_3q_after_exit_cd
4.10.9.8.6.3.102. wia_empl_4q_after_exit_cd
4.10.9.8.6.3.103. wia_empl_5q_after_exit_cd

4.10.9.8.6.3.104. wia_empl_deter_2q_mthd_cd

4.10.9.8.6.3.105. wia_empl_deter_3q_mthd_cd

4.10.9.8.6.3.106. wia_empl_deter_4q_mthd_cd

4.10.9.8.6.3.107. wia_empl_deter_5q_mthd_cd

4.10.9.8.6.3.108. wia_empl_determin_mthd_cd

4.10.9.8.6.3.109. wia_empl_nontraditional_cd

4.10.9.8.6.3.110. wia_employed_after_exit_cd

4.10.9.8.6.3.111. wia_entered_post_secondary_cd

4.10.9.8.6.3.112. wia_entered_training_cd

4.10.9.8.6.3.113. wia_hired_by_layoff_code

4.10.9.8.6.3.114. wia_logging_id

4.10.9.8.6.3.115. wia_occ_cd

4.10.9.8.6.3.116. wia_reason_for_exit_cd

4.10.9.8.6.3.117. wia_registration_date

4.10.9.8.6.3.118. wia_service_type_cd

4.10.9.8.6.3.119. wia_termination_date

4.10.9.8.6.3.120. wia_training_determin_cd

4.10.9.8.6.3.121. wia_training_related_cd

4.10.9.8.6.3.122. youth_addl_assist_flag

4.10.9.8.6.3.123. youth_flag

4.10.9.8.6.4. The following rules shall be applied to modifying and saving customer characteristics in the wia_logging table at the time of enrollment.

4.10.9.8.6.4.1. Subsequent funded services added to the enrollments will not update non-null characteristics already captured in the wia_logging table.

4.10.9.8.6.4.1.1. If any of the wia_logging characteristic columns contain a null value, the application will populate the field with the current value.

4.10.9.8.6.4.2. If the enrollment date is reset, all of the customer’s registration characteristics will be reset based on the current information.

4.10.9.8.6.4.2.1. Other updates to open enrollments will not update the wia_logging characteristics.

4.10.9.8.6.4.3. The WIA Logging Enrollment Edit screen described in Section 4.10.11.4.5.1 is provided to edit WIA Logging fields or view all updates made to the WIA Logging record.

4.10.9.8.6.5. An additional field shall be captured in the WIA Logging table for Trade Act Enrollments at the point of exit, but is based on the enrollment date.

4.10.9.8.6.5.1. Field Name: “qual_separation_date”

4.10.9.8.6.5.2. This field value is the maximum qualified separation date in the seeker work history that is less than or equal to the Trade Act Enrollment date and whose corresponding petition number is associated to the set of petition numbers on the enrollment's set of services.

4.10.9.8.7. In requirements 4.10.9.8.8 - 4.10.9.8.8.2.2, service means both seeker service and seeker activity, where the c-time is both the Actual Start Date and Actual End Date for activities.

4.10.9.8.8. The following steps shall occur when a new enrollment is created.

4.10.9.8.8.1. If it is the first Service, an enrollment shall be created.

4.10.9.8.8.1.1. The following Enrollment Data shall be captured:

4.10.9.8.8.1.1.1. Date of Enrollment

4.10.9.8.8.1.1.2. Enrolling Admin ID

4.10.9.8.8.1.1.3. Enrolling Office ID

4.10.9.8.8.1.1.4. Enrolling Seeker Activity ID or Seeker Service ID

4.10.9.8.8.1.2. The following Enrollment Characteristics shall be captured in addition to the current characteristics:

4.10.9.8.8.1.2.1. Enrolling Seeker Service ID or Enrolling Seeker Activity ID

4.10.9.8.8.1.2.2. Profiled Date

4.10.9.8.8.1.2.3. Employment Status Code

4.10.9.8.8.1.2.4. School Status at Registration Code

4.10.9.8.8.1.2.5. Normalized Education Level Code

4.10.9.8.8.1.2.6. Migrant Flag

4.10.9.8.8.1.2.7. Migrant Class

4.10.9.8.8.1.3. The application shall determine if this type of enrollment:

- requires a parent enrollment, and
- if an open, non-exited parent enrollment of the type specified in the federal program table for the child program type, exists.

4.10.9.8.8.1.3.1. If a parent is not required, it is considered a singleton enrollment and no further changes shall occur.

4.10.9.8.8.1.3.2. If a parent is required and an open, non-exited parent enrollment exists, the enrollment date is evaluated.

4.10.9.8.8.1.3.2.1. If the enrollment date of the new child enrollment is before the parent enrollment's enrolling date, the child enrollment data and enrollment characteristics are propagated to the parent enrollment.

4.10.9.8.8.1.3.2.1.1. Null values in the child enrollment shall not overwrite non-null values previously captured in the parent enrollment.

4.10.9.8.8.1.3.2.2. If the enrollment date of the new child enrollment is on the same date or after the parent enrollment's enrolling date, the application shall update any null values in the parent enrollment with any available information.

4.10.9.8.8.1.3.3. If a parent is required and an open parent enrollment does not exist, the child enrollment creates a parent enrollment of that program type and the enrollment data and enrollment characteristics are propagated from the child to the parent enrollment.

4.10.9.8.8.2. If it is not the first Service, the Actual Start Date is compared to the Actual Start Date of the enrolling Service of that program.

4.10.9.8.8.2.1. If the Actual Start Date of the Service is before the Actual Start Date of the enrolling Service:

4.10.9.8.8.2.1.1. The enrollment data and enrollment characteristics are re-captured.

4.10.9.8.8.2.1.2. The new Service is defined as the new enrolling Service on the child enrollment.

4.10.9.8.8.2.1.3. The application shall evaluate the parent enrollment as described in Section 4.10.9.8.8.1.3 - 4.10.9.8.8.1.3.2.2.

4.10.9.8.8.2.2. If the Actual Start Date of the Service is on or after the Actual Start Date of the enrolling Service, null values in the child or singleton enrollment shall be updated and propagated to the parent.

4.10.9.8.9. The following requirements shall be implemented when validating the Max Days Service Gap Before Soft Exit and the Minimum Days Between Program Enrollments.

4.10.9.8.9.1. The “Minimum Days Between Program Enrollments” field in Admin shall determine the gap of the new enrollment’s registration date and the most recent exit date for the same program type.

4.10.9.8.9.1.1. A new enrollment shall not be allowed if the registration date is less than the program’s minimum enrollment gap days set in the Admin module.

4.10.9.8.9.1.1.1. This applies when a new open enrollment date is set or an existing enrollment date is changed for an open enrollment.

4.10.9.8.9.1.1.2. This edit shall apply to both the child level for its program type and at the parent level for its program type.

4.10.9.8.9.1.2. If “Minimum Days Between Program Enrollments” field is null or not set in the Admin module, the application shall assume one day as the minimum gap between program enrollments.

4.10.9.8.9.2. The “Max Days Service Gap Before Soft Exit” field in Admin shall determine the number of days between the end of one service and the start of the next service.

4.10.9.8.9.2.1. When evaluating services:

4.10.9.8.9.2.1.1. Service means both seeker service and seeker activity, where the c-time is both the Actual Start Date (ASD) and Actual End Date (AED) for activities.

4.10.9.8.9.2.1.2. “Earlier” service is defined as any service or activity who’s ASD or activity c-time is less than the ASD of the service being evaluated.

4.10.9.8.9.2.2. Services with an enrollment shall be prevented from being too far apart by comparing the AED of the earlier service and the ASD of the later service as follows.

4.10.9.8.9.2.2.1. When the ASD is first set, or its value changes, the ASD shall be compared to the most recent AED for the enrollment that is less than the ASD.

4.10.9.8.9.2.2.1.1. If the difference is greater than the Max Days Service Gap for the program, the application shall notify the user of the error.

4.10.9.8.9.2.2.1.2. The following rules shall be considered when determining the gap:

4.10.9.8.9.2.2.1.2.1 The edit shall take place for each service’s enrollments comparing the ASD to the most recent AED for services associated to that specific enrollment.

4.10.9.8.9.2.2.1.2.2 If the enrollment has any earlier associated services that do not have an AED, the application shall pass the edit.

4.10.9.8.9.2.2.1.2.2.1 If the AED of any earlier associated service is beyond the ASD of the service being evaluated, the application shall pass the edit.

4.10.9.8.9.2.2.1.2.2 When the ASD is set on a child enrollment, the AED shall be determined from all services associated to the child’s parent enrollment and the parent program type’s Max Days Service Gap parameter instead of the child’s.

4.10.9.8.9.2.2.1.2.3 Enrollment Hold days during the gap period shall be added the Max Days Service Gap.

4.10.9.8.9.2.2.1.2.3.1 If any days are ‘held’ between the AED and ASD, the allowable gap days shall increase by the number of unique ‘hold’ days.

4.10.9.8.9.2.2.1.2.3.2 The parent enrollment’s hold periods shall be used instead of the child’s, if available.

4.10.9.8.9.2.2.1.3. When the AED is set or changes on a service, the following requirements shall apply:

4.10.9.8.9.2.2.1.3.1 If there is not a subsequent service ASD for that enrollment, the application shall pass the edit.

4.10.9.8.9.2.2.1.3.2 If there is a subsequent service ASD for that enrollment, the date comparison between that ASD and the AED described in Section 4.10.9.8.9.2.2.1 shall take place.

4.10.9.8.9.3. If "Max Days Service Gap Before Soft Exit" field is null or not set in the Admin module, the application shall assume one day as the maximum days between the end of one service and the start of the next service.

4.10.9.8.10. Parent enrollments and child enrollments shall be updated as follows:

4.10.9.8.10.1. If a Service's Actual Start Date is moved, the associated child enrollment shall be updated first.

4.10.9.8.10.1.1. If the Actual Start Date is before the child enrollment's enrolling date, then the requirements described in Sections 4.10.9.8.8.2.1 - 4.10.9.8.8.2.1.3 and 4.10.9.8.8.1.3.2.1 shall apply.

4.10.9.8.10.1.2. If the Actual Start Date is on or after the child enrollment's enrolling date, the requirements described in Section 4.10.9.8.8.1.3.2.2 shall apply.

4.10.9.8.10.2. If a child enrollment Service is updated such that the Actual Start Date no longer qualifies it as the enrolling Service of the parent enrollment, the following shall occur:

4.10.9.8.10.2.1. The Actual Start Dates of all child enrollment Services shall be evaluated.

4.10.9.8.10.2.2. The child enrollment Service with the earliest Actual Start Date shall propagate the enrollment data and enrollment characteristics of the enrolling Service to the parent enrollment.

4.10.9.8.10.2.2.1. Any updates to a null value in a child enrollment shall always update the parent enrollment only if the corresponding parent value is null.

4.10.9.8.10.2.2.2. Null values in the child enrollment characteristic fields shall not overwrite corresponding non-null values in the parent enrollment.

4.10.9.8.10.2.3. If the Actual Start Date of the earliest child enrollment Service and c-time of the child enrollment Activity is the same, the first child enrollment Activity or child enrollment Service to have that date shall overrule.

4.10.9.8.10.2.3.1. Activities are assumed to occur before Services.

4.10.9.8.10.3. When an Enrollment Date is changed, the existing Service History item is updated.

4.10.9.8.10.4. When the Exit data is changed, the existing Service History item is updated.

4.10.9.8.11. The following rules shall apply to capturing the Pell Grant Status flag values:

4.10.9.8.11.1. If the actual start date of a service or activity changes and it affects the enrollment actual start date, the following rules shall apply:

4.10.9.8.11.1.1. The value may be updated from Null/negative value to Yes/affirmative.

4.10.9.8.11.1.2. The value may be updated from a Yes/affirmative value to Null/negative value.

4.10.9.8.11.2. If the actual start date of a service or activity changes without affecting the enrollment date, the following rules shall apply:

4.10.9.8.11.2.1. The value may be updated from Null to Yes/affirmative or a negative value.

4.10.9.8.11.2.2. The value may be updated from a negative value to Yes.

4.10.9.8.11.2.3. The value may NOT be updated from Yes to Null or a negative value.

4.10.9.8.12. The following rules shall apply to capturing data for Transitioning Service Members (TSM) who becomes true veterans during their enrollment period.

4.10.9.8.12.1. If the participant is a TSM when the enrolling service is processed, the TSM status field shall retain the original value.

4.10.9.8.12.1.1. The military info fields shall be updated until the participant is a veteran (i.e., is no longer a TSM).

4.10.9.8.12.2. If the participant who was a TSM is now a Veteran when a subsequent activity or service is processed, the Veteran characteristics shall be captured and the original TSM status field TSM data shall be retained.

4.10.9.8.12.2.1. When further subsequent activities or services are processed, non-blank military info fields shall not be updated.

4.10.9.8.12.3. If the participant becomes a Veteran, but no subsequent activity or service is processed, the wia_logging table shall not be updated.

4.10.9.8.13. The following rules shall apply when canceling or unfunding a program-funded service or canceling a program activity; or changing the start date of a program-funded service or program activity:

4.10.9.8.13.1. For enrolling services:

4.10.9.8.13.1.1. The Employed After Exit and Determination Methods field entries that were manually entered on the Outcomes tab must be set to blank.

4.10.9.8.13.1.2. The Employed After Exit and Determination Methods field entries that were generated by the Wage Data Interface on the Outcomes tab do not have to be set to blank.

4.10.9.8.13.1.3. If the original enrolling Service is cancelled, not funded, or any non-follow up Service's Actual Start Date is changed, the application will re-evaluate all program services in that enrollment to find the new earliest Actual Start Date for that Enrollment.

4.10.9.8.13.1.3.1. The new Enrollment date is set to the earliest non-follow up Service's Actual Start Date.

4.10.9.8.13.1.3.1.1. In the case where the actual start date is the same for multiple potential enrolling services/activities, the following tie-breaker logic will apply:

4.10.9.8.13.1.3.1.2. If there are only two choices, and one is an activity and one is a service, the activity will be used.

4.10.9.8.13.1.3.1.3. If there are no activities, and if there is more than one service, the service with the lowest seeker_service_id will be used.

4.10.9.8.13.1.3.1.4. If there is more than one activity, the activity with the lowest id will be used.

4.10.9.8.13.1.3.2. The Actual Start Date of any non-follow up Service must be greater than the most recent Exit Date of the Enrollment of the same program type.

4.10.9.8.13.1.3.3. The Actual Start Date must be less than the Actual End Date.

4.10.9.8.13.1.3.4. When the Enrollment date is reset, the Office, Administrator and Customer's registration characteristics will be automatically reset based on the current information.

4.10.9.8.13.1.3.4.1. A service with an Actual Cost and/or an Approved Payment cannot be deleted.

4.10.9.8.13.2. For any services:

4.10.9.8.13.2.1. Staff may unfund or cancel any service when there are no Outcomes associated with the enrollment.

4.10.9.8.13.2.1.1. The enrollment will be deleted.

4.10.9.8.13.2.2. With the exception of the enrolling service, staff may unfund or cancel any service when there are manually entered Outcomes associated with the enrollment.

4.10.9.8.13.2.2.1. The Employed After Exit and Determination Methods field entries that were manually entered on the Outcomes tab must be set to blank before a service can be unfunded or cancelled.

4.10.9.8.13.2.2.2. The Employed After Exit and Determination Methods field entries that were generated by the Wage Data Interface on the Outcomes tab do not have to be set to blank before a service can be unfunded or cancelled.

4.10.9.8.14. The following requirements shall apply to deleting enrollments:

4.10.9.8.14.1. An enrollment will be deleted when the enrolling service is cancelled and there are no other services associated with that enrollment.

4.10.9.8.14.2. An enrollment will be deleted when all Program Type funding has been removed from the enrolling service and there are no other services associated with that enrollment.

4.10.9.8.14.3. When an enrollment is deleted, the existing Service History item is deleted.

4.10.9.8.14.4. When an Exit Date is deleted, the existing Service History item is deleted.

4.10.9.8.15. The following requirements shall apply to all closed enrollments:

4.10.9.8.15.1. The application shall not allow the Actual Start Date or Actual End Date of a service to be modified or deleted.

4.10.9.8.15.1.1. The user shall be notified if the Actual Start Date is modified.

4.10.9.8.15.1.1.1. Error Message: "You can not change the start date of a service that is associated with a closed enrollment."

4.10.9.8.15.1.2. The user shall be notified if the Actual End Date is modified:

4.10.9.8.15.1.2.1. Error Message: “You can not change the end date of a service that is associated with a closed enrollment.”

4.10.9.8.15.1.3. The user shall be notified if the Actual Start Date is deleted:

4.10.9.8.15.1.3.1. Error Message: “You can not change the start date of a service that is associated with a closed enrollment.”

4.10.9.8.15.1.4. The user shall be notified if the Actual End Date is deleted:

4.10.9.8.15.1.4.1. Error Message: “You can not change the end date of a service that is associated with a closed enrollment.”

4.10.9.8.15.1.5. For a future release or patch: The Actual Start Date or Actual End Date of a service may be modified provided it does not affect the Actual Start Date or Actual End Date of a closed enrollment.

4.10.9.8.15.2. The application shall not allow an activity to be deleted from a closed enrollment.

4.10.9.8.15.2.1. For a future release or patch: An activity may be deleted provided it does not affect the Actual Start Date or Actual End Date of a closed enrollment.

4.10.9.8.15.3. The application shall not allow program funding to be added to or removed from a service that is associated to a closed enrollment.

4.10.9.8.15.3.1. The application shall allow funding to be modified by changing the funding amount.

4.10.9.8.15.4. The application shall allow non-program funding to be added or removed from a service that is associated to a closed enrollment.

4.10.9.8.15.5. An associated non-follow-up service or activity cannot be added to that enrollment until it is re-opened. When an enrollment date is <DAYS> days or more before the exit date, the user shall be notified with the following error message:

4.10.9.8.15.5.1. Error Message: “This enrollment is closed. You must remove the exit from the prior <PROGRAM> enrollment in order to add or move a non-follow-up service or activity within <DAYS> of the prior enrollment’s exit date.”

4.10.9.8.15.5.2. <DAYS> in Section 4.10.9.8.15.5 shall be replaced with the value set in the Max Days Service Gap Before Soft Exit field in the Admin module, plus one day.

4.10.9.8.15.5.3. <DAYS> in Section 4.10.9.8.15.5.1 shall be replaced with the value set in the Max Days Service Gap Before Soft Exit field in the Admin module.

4.10.9.8.15.5.4. <PROGRAM> shall be replaced with the name of the program enrollment.

4.10.9.8.16. When an enrollment is re-opened, an associated non-follow up service (or activity) cannot be added to that enrollment with a date that is <DAYS> days or more before the exit date.

4.10.9.8.16.1. “Service” means both seeker service and seeker activity, where the c-time is both the Actual Start Date and Actual End Date for activities.

4.10.9.8.16.2. <DAYS> shall be replaced with the number of days set in the “Max Days Service Gap Before Soft Exit” field described in the Administration business requirements.

4.10.9.8.16.3. The application shall provide the ability to identify the maximum number of days between services within one enrollment in the federal program table.

4.10.9.8.16.3.1. If the difference is greater than the Max Days Service Gap for the program, the following error shall be displayed:

4.10.9.8.16.3.1.1. Error Message: “Change to this service or activity results in a gap within an enrollment of more than <DAYS> days.”

4.10.9.8.16.3.1.2. <DAYS> shall be replaced with the number set in the Max Days Service Gap Before Soft Exit field in the Admin module, plus any enrollment Hold days during the gap period.

4.10.9.8.16.4. The application shall provide the ability to identify the minimum number of days between multiple enrollments in the federal program table.

4.10.9.8.16.4.1. The following error message shall be displayed if the gap between the new registration date and the most recent Exit Date is less than the program’s minimum enrollment gap days required.

4.10.9.8.16.4.1.1. Error Message: “Change to this service or activity results in a gap between enrollments of less than <DAYS> days.

4.10.9.8.16.4.1.2. <DAYS> shall be replaced with the number set in the Minimum Days Between Program Enrollments field in the Admin module.

4.10.9.8.17. The following requirements shall apply when deleting a service, funding, removing funds, and editing actual start dates and actual end dates of Trade Readjustment Allowances (TRA) services related to Trade Act Enrollments:

4.10.9.8.17.1. TRA_SEQUENCE_EDIT global variable is available to provide the ability to turn on/off TRA Allowance sequence edits that require TRA Basic Services be entered before TRA Additional Services, and TRA Additional Services be entered before TRA Remedial Services or TRA Completion Services.

4.10.9.8.17.1.1. The values are:

4.10.9.8.17.1.1.1. 0/off

4.10.9.8.17.1.1.2. 1/on

4.10.9.8.17.1.2. Default: 1/on

4.10.9.8.17.2. If the TRA_SEQUENCE_EDIT global variable is turned on the following rules and requirements shall apply:

4.10.9.8.17.2.1. TRA services must be created (scheduled) in a sequence.

4.10.9.8.17.2.1.1. A completed TRA Basic Service must exist before a TRA Additional Service can start. Users failing to comply shall be notified:

4.10.9.8.17.2.1.1.1. Error Message: “TRA Additional Services cannot be started if there has not been at least one TRA Basic Service completed.”

4.10.9.8.17.2.1.2. A completed TRA Basic Service and TRA Additional Service must exist before a TRA Remedial Service can start. Users failing to comply shall be notified:

4.10.9.8.17.2.1.2.1. Error Message: “TRA Remedial Services cannot be started if there has not been at least one TRA Additional Service completed.”

4.10.9.8.17.2.1.3. A completed TRA Basic Service and TRA Additional Service must exist before a TRA Completion Service can start. Users failing to comply shall be notified:

4.10.9.8.17.2.1.3.1. Error Message: “TRA Completion Services cannot be started if there has not been at least one TRA Additional Service completed.”

4.10.9.8.17.2.2. The following edits shall apply to actual start dates and actual end dates of TRA services:

4.10.9.8.17.2.2.1. All TRA Basic Services shall have actual end dates before a TRA Additional Service can be started. Users failing to comply shall be notified:

4.10.9.8.17.2.2.1.1. Error Message: “TRA Additional Services cannot be started before all TRA Basic Services have been completed.”

4.10.9.8.17.2.2.2. All TRA Additional Services shall have actual end dates before a TRA Remedial Service can be started. Users failing to comply shall be notified:

4.10.9.8.17.2.2.2.1. Error Message: “TRA Remedial Services cannot be started before all TRA Additional Services have been completed.”

4.10.9.8.17.2.2.3. The actual start dates of all TRA Additional Services must be on or after the greatest (most recent) actual end date of all TRA Basic Services. Users failing to comply shall be notified:

4.10.9.8.17.2.2.3.1. Error Message: “TRA Additional Services cannot be started before all TRA Basic Services have been completed.”

4.10.9.8.17.2.2.4. The actual start dates of all TRA Remedial Services must be on or after the greatest (most recent) actual end date of all TRA Additional Services. Users failing to comply shall be notified:

4.10.9.8.17.2.2.4.1. Error Message: “TRA Remedial Services cannot be started before all TRA Additional Services have been completed.”

4.10.9.8.17.2.2.5. All TRA Additional Services shall have actual end dates before a TRA Completion Service can be started. Users failing to comply shall be notified:

4.10.9.8.17.2.2.5.1. Error Message: "TRA Completion Services cannot be started before all TRA Additional Services have been completed."

4.10.9.8.17.2.2.6. The actual start dates of all TRA Completion Services must be on or after the greatest (most recent) actual end date of all TRA Additional Services. Users failing to comply shall be notified:

4.10.9.8.17.2.2.6.1. Error Message: "TRA Completion Services cannot be started before all TRA Additional Services have been completed."

4.10.9.8.17.3. If the TRA_SEQUENCE_EDIT global variable is turned off, the TRA Basic Service, TRA Additional Service, TRA Remedial Service and TRA Completion Service can be created in any sequence.

4.10.9.8.17.4. The following Trade Allowances, sst_cd = 312/Travel While in Training Allowance or sst_cd = 313/Subsistence While in Training Allowance, shall not be allowed to be saved to a Trade Act enrollment that does not already have a TAA approved training service. The training ssts are:

- sst_cd = 107/Combined Workplace Learning with Related Instruction (Co-op Education)
- sst_cd = 127/Academic Learning
- sst_cd = 129/Customized Training,
- sst_cd = 130/English as a Second Language,
- sst_cd = 132/Literacy Training ,
- sst_cd = 134/Occupational Skills Training,
- sst_cd = 135/On the Job Training (OJT),
- sst_cd = 138/Skills Upgrading and Retraining
- sst_cd = 139/Training Programs Operated by the Private Sector
- sst_cd = 376/ABE or ESL in Combination with Training
- sst_cd = 396/ Prerequisite Training
- sst_cd = 397/ Apprenticeship Training

4.10.9.8.17.4.1. Error Message: "'While in Training Allowances' cannot be provided to a Trade Act Customer who has not received Trade approved training."

4.10.9.8.18. The following requirements shall apply when dealing with Training Waiver services:

4.10.9.8.18.1. If a Training Waiver service exists, the application shall prevent Trade Act enrollment to a training service whose program service type is Training or Non-ITA Training, or to certain specified Trade Act allowance services, and where the training or allowance service Actual Start/Actual End dates overlap the Actual Start/Actual End dates of the training waiver service.

4.10.9.8.18.1.1. The following Trade Act Allowance seeker service types shall not be allowed to overlap with SST 395 Training Waiver:

4.10.9.8.18.1.1.1. SST 312 / Travel While in Training Allowance

4.10.9.8.18.1.1.2. SST 313 / Subsistence While in Training Allowance

4.10.9.8.18.1.1.3. SST 315 / Relocation Allowance

4.10.9.8.18.1.1.4. SST 317 / TRA Additional

4.10.9.8.18.1.1.5. SST 366 / TRA Remedial

4.10.9.8.18.1.1.6. SST 367 / Participation in ATAA

4.10.9.8.18.1.1.7. SST 375 / ATAA Wage Subsidy

4.10.9.8.18.1.1.8. SST 398 / TRA Completion

4.10.9.8.18.1.2. If the service has seeker service type 395 / Training Waiver, it is considered a training waiver service regardless of its value for program service type.

4.10.9.8.18.1.3. The edit checks shall occur when:

4.10.9.8.18.1.3.1. a service is funded with Trade Act funds,

4.10.9.8.18.1.3.2. the Program Service Type is changed to Training or Non-ITA Training, or

4.10.9.8.18.1.3.3. when the Actual Start/Actual End dates are changed to overlapping dates.

4.10.9.8.18.1.4. The following message shall be displayed when the edit checks fail:

4.10.9.8.18.1.4.1. Error Message: “You cannot have Trade Act training or allowance services and Trade Act Training Waiver services with overlapping actual start/actual end dates.”

4.10.9.8.18.2. If a Trade Act enrolled training or allowance service exists, the application shall prevent a Training Waiver service from being funded if the Actual Start/ Actual End dates overlap.

4.10.9.8.18.2.1. The following Trade Act Allowance seeker service types shall not be allowed to overlap with SST 395 Training Waiver:

4.10.9.8.18.2.1.1. SST 312 / Travel While in Training Allowance

4.10.9.8.18.2.1.2. SST 313 / Subsistence While in Training Allowance

4.10.9.8.18.2.1.3. SST 315 / Relocation Allowance

4.10.9.8.18.2.1.4. SST 317 / TRA Additional

4.10.9.8.18.2.1.5. SST 366 / TRA Remedial

4.10.9.8.18.2.1.6. SST 367 / Participation in ATAA

4.10.9.8.18.2.1.7. SST 375 / ATAA Wage Subsidy

4.10.9.8.18.2.1.8. SST 398 / TRA Completion

4.10.9.8.18.2.2. If the service has seeker service type 395 / Training Waiver, it is considered a training waiver service regardless of its value for program service type.

4.10.9.8.18.2.3. The edit checks shall occur when:

4.10.9.8.18.2.3.1. a service is funded with Trade Act funds, 4.10.9.8.18.2.3.2. when the Actual Start/Actual End dates are changed to overlapping dates

4.10.9.8.18.2.4. The error message described in Section 4.10.9.8.18.1.4.1 shall be displayed when the edit checks fail.

4.10.9.8.18.3. The application shall allow only one seeker service for the training waiver SST to be open at one time for a seeker and a Petition Number and the training waiver services cannot have overlapping actual start and end dates for a Petition Number.

4.10.9.8.18.3.1. If the service Petition Number changes to a new value, this edit will be re-verified.

4.10.9.8.18.3.1.1. The following message shall be displayed if this edit fails:

4.10.9.8.18.3.1.1.1. Error Message: “Only one training waiver service may be open at a time for a Petition Number. The training waiver services cannot have overlapping dates.”

4.10.9.8.18.3.2. If the service Petition Number is changed to null, the application will verify there are no non-voided Training Waiver entries associated to the service.

4.10.9.8.18.3.2.1. The following message shall be displayed if this edit fails:

4.10.9.8.18.3.2.1.1. Error Message: “The Petition Number cannot be removed without first voiding all associated Training Waivers.”

4.10.9.9. SS/IO Enrollment Management

This section describes and defines SS/IO services and activities and how they are created, and the rules associated to creating and tracking Self Service Information Only (SS/IO) customers.

4.10.9.9.1. The following requirements shall apply for creating and tracking SS/IO customers:

4.10.9.9.1.1. SS/IO pending customers shall have a separate “SS/IO” status that is set as follows:

4.10.9.9.1.1.1. If a new customer registers in Self Service or the customer’s status is Pending, and

4.10.9.9.1.1.2. the customer takes some action that is recordable as an SS/IO activity, and

4.10.9.9.1.1.3. the customer meets the state’s minimum data threshold, then the customer’s status will be changed to SS/IO.

4.10.9.9.1.1.4. In addition, a customer who would otherwise be Pending, but who has the required SS/IO fields entered through Mediated, as well as an SS/IO activity entered through Mediated, would have their status set to the new SS/IO value.

4.10.9.9.1.1.4.1. The SS/IO status cannot be manually set.

4.10.9.9.1.2. The following Self Service fields shall by default be set as required for a customer to be SS/IO:

4.10.9.9.1.2.1. First Name

4.10.9.9.1.2.2. Last Name

4.10.9.9.1.2.3. Employment Status

4.10.9.9.1.2.4. Address (line 1)

4.10.9.9.1.2.5. City

4.10.9.9.1.2.6. State

4.10.9.9.1.2.7. Zip

4.10.9.9.1.2.8. DOB

4.10.9.9.1.2.9. Gender

4.10.9.9.1.2.10. Race

4.10.9.9.1.2.11. Ethnicity

4.10.9.9.1.2.12. Disability Status

4.10.9.9.1.3. States shall have the ability to select from a limited number of additional fields further required by the state for SS/IO eligibility as described in the 'SSIO Required' field of SS/IO Rules domain described in the Administration requirements.

4.10.9.9.1.4. Out-of-state customers can be SS/IO customers.

4.10.9.9.1.5. SS/IO customers shall be tracked when performing Self-Service and other SS/IO reportable actions.

4.10.9.9.1.5.1. The following shall be considered reportable Self-Service actions:

4.10.9.9.1.5.1.1. Initial account registration or subsequent account changes such that the account now meets the state's minimum SS/IO data threshold.

4.10.9.9.1.5.1.1.1. This is considered an OSOS action. This customer action in the OSOS Self Service application will system generate an SST 372 (Self Service (OSOS)) entry to be recorded in OSOS Mediated in accord with the requirements described in Section 4.10.9.9.1.5.4.

4.10.9.9.1.5.1.2. Logging in to the OSOS Self Service application.

4.10.9.9.1.5.1.2.1. This is considered an OSOS action. This customer action in the OSOS Self Service application will system generate an SST 372 (Self Service (OSOS)) entry to be recorded in OSOS Mediated in accord with the requirements described in Section 4.10.9.9.1.5.4.

4.10.9.9.1.5.1.3. Using a scan card interface to perform a Self-Service action.

4.10.9.9.1.5.1.3.1. This is considered a non-OSOS action. (SST 45/Self Service Systems (non-OSOS))

4.10.9.9.1.5.1.4. Any other program using the API to record a Self-Service action.

4.10.9.9.1.5.1.4.1. This is considered a non-OSOS action. (SST 45/Self Service Systems (non-OSOS))

4.10.9.9.1.5.2. A global variable shall be provided that allows an SS/IO activity to be created, regardless if the user is working in Self Service Public or Resource Room mode. (PUBLIC_MODE_SSIO_FLAG = 1)

4.10.9.9.1.5.2.1. If the global variable is set to 1, an SS/IO activity can be created as normal, regardless if the user is working in Public or Resource Room mode.

4.10.9.9.1.5.2.2. If the global variable is not set to 1, an SS/IO activity can be created as normal, but the user must be working in Resource Room mode.

4.10.9.9.1.5.2.2.1. If the Admin mode is not set to Resource Room, the SS/IO activity will not be created.

4.10.9.9.1.5.2.3. Public or Resource Room mode is set when an Administrator logs into the Self Service application as described in the Self Service Registration and My Account requirements.

4.10.9.9.1.5.3. The following activities are Self Service reportable and are entered as activities through the Mediated application or API.

4.10.9.9.1.5.3.1. SST 45/Self Service Systems (non-OSOS)

4.10.9.9.1.5.3.2. SST 46/Utilizing Resource Rooms

4.10.9.9.1.5.3.3. SST 361/Workforce Information Services Self-Service (LMI)

4.10.9.9.1.5.3.4. SST 372/Self Service (OSOS)

4.10.9.9.1.5.3.5. 377 / RR Orientation Self Service

4.10.9.9.1.5.3.6. 93 / Resume-based Job Search (Self – Service)

4.10.9.9.1.5.3.7. 283 / Training Provider Information

4.10.9.9.1.5.3.8. 284 / Performance Information

4.10.9.9.1.5.3.9. 285 / Supportive Service

4.10.9.9.1.5.3.10. Any SST designated with the SS/IO flag set and associated to the SS/IO bucket.

4.10.9.9.1.5.3.11. For data integrity issues, it is advised that the API should NOT be used to directly enter seeker activities with a seeker service type of 373/Self Service Youth Follow-up (OSOS) or 374/Self Service Youth Follow-up (non-OSOS).

4.10.9.9.1.5.3.11.1. Attempting to directly enter a seeker activity with either SST will result in no record created AND will generate an error message.

4.10.9.9.1.5.3.11.2. Error Message: “Self Service Youth Follow Up activities cannot be added directly through the API.”

4.10.9.9.1.5.4. An SS/IO activity shall be created if it is the first activity of a given type per day for the following SS/IO seeker service types:

4.10.9.9.1.5.4.1. SST 45/Self Service Systems (non-OSOS)

4.10.9.9.1.5.4.2. SST 46/Utilizing Resource Rooms

4.10.9.9.1.5.4.3. SST 361/Workforce Information Services Self-Service (LMI)

4.10.9.9.1.5.4.4. SST 372/Self Service (OSOS)

4.10.9.9.1.5.4.5. SST 373/Self Service Youth Follow-up (OSOS)

4.10.9.9.1.5.4.6. SST 374/Self Service Youth Follow-up (non-OSOS)

4.10.9.9.1.5.4.7. SST 283/Training Provider Information

4.10.9.9.1.5.4.8. Any SST designated with the SS/IO flag set.

4.10.9.9.1.5.4.9. If multiple SS/IO activities of a given seeker service type in a given day is attempted through Mediated or the API, an error message shall be displayed.

4.10.9.9.1.5.5. An SS/IO service shall be created if it is the first SS/IO service of a given type for the enrollment for the following SS/IO seeker service types:

4.10.9.9.1.5.5.1. SST 45/Self Service Systems (non-OSOS)

4.10.9.9.1.5.5.2. SST 46/Utilizing Resource Rooms

4.10.9.9.1.5.5.3. SST 361/Workforce Information Services Self-Service (LMI)

4.10.9.9.1.5.5.4. SST 372/Self Service (OSOS)

4.10.9.9.1.5.5.5. SST 377 / RR Orientation Self Service

4.10.9.9.1.5.5.6. SST 93 / Resume-based Job Search (Self – Service)

4.10.9.9.1.5.5.7. SST 283 / Training Provider Information

4.10.9.9.1.5.5.8. SST 284 / Performance Information

4.10.9.9.1.5.5.9. SST 285 / Supportive Service Information

4.10.9.9.1.5.5.10. Any SST designated with the SS/IO flag set.

4.10.9.9.1.5.6. An SS/IO activity will only be created when all fields as defined by the state as required, contain a value.

4.10.9.9.1.5.6.1. States determine the SS/IO required fields in the Administration module.

4.10.9.9.1.5.6.2. If the customer does not qualify for SS/IO and an SS/IO activity is entered into the API or Mediated application an error message shall be displayed.

4.10.9.9.1.5.7. The Mediated application can create or delete the Self-Service actions defined in Section 4.10.9.9.1.5.1 through Activities maintenance.

4.10.9.9.1.5.7.1. This ability is provided to perform corrective maintenance on Self-Service activities that were not properly recorded through normal Self Service workflow.

4.10.9.9.1.6. The application shall allow SS/IO activities to be added through the Activity button or deleted within the Activities tab in the Mediated application.

4.10.9.9.1.6.1. Adding an SS/IO Activity will also add an SS/IO service if one does not exist as described in Section 4.10.9.9.1.8.1.3.

4.10.9.9.1.6.2. When deleting an SS/IO activity, determine the seeker service type:

4.10.9.9.1.6.2.1. If the seeker service type is (45, 46, 361, 372, 377, 93, 283, 284 or 285, OR an SST where the SS/IO flag has been set, the following rules shall apply:

4.10.9.9.1.6.2.1.1. If it's the only SS/IO activity for a given Common Measures enrollment, the corresponding SS/IO service shall be deleted.

4.10.9.9.1.6.2.1.2. If it's the earliest SS/IO activity for a given Common Measures enrollment, update the corresponding SS/IO service's Actual Start Date and Actual End Date to be equal to the new earliest SS/IO activity's Activity Date.

4.10.9.9.1.6.2.1.3. If it's not the earliest SS/IO activity, only the activity is deleted.

4.10.9.9.1.7. In order to track SS/IO customers, the following records will be needed to support the creation of SS/IO activities/services:

4.10.9.9.1.7.1. SST 45/Self Service Systems (non-OSOS)

4.10.9.9.1.7.2. SST 46/Utilizing Resource Rooms

4.10.9.9.1.7.3. SST 361/Workforce Information Services Self-Service (LMI)

4.10.9.9.1.7.4. SST 372/Self Service (OSOS)

4.10.9.9.1.7.5. SST 373/Self Service Youth Follow-up (OSOS)

4.10.9.9.1.7.6. SST 377 / RR Orientation Self Service

4.10.9.9.1.7.7. SST 93 / Resume-based Job Search (Self – Service)

4.10.9.9.1.7.8. SST 283 / Training Provider Information

4.10.9.9.1.7.9. SST 284 / Performance Information

4.10.9.9.1.7.10. SST 285 / Supportive Service Information

4.10.9.9.1.7.11. SST 374/Self Service Youth Follow-up (non-OSOS)

4.10.9.9.1.7.12. Any SST designated with the SS/IO flag set.

4.10.9.9.1.7.13. The following system pre-defined database records shall be provided:

4.10.9.9.1.7.13.1. SS/IO provider record.

4.10.9.9.1.7.13.1.1. This record will have a provider_type_cd = 9 / Self-Service Info Only.

4.10.9.9.1.7.13.2. SS/IO provider location record.

4.10.9.9.1.7.13.3. SS/IO provider service record for each seeker service type described in Sections 4.10.9.9.1.7.1 - **Error! Reference source not found.** and any SST designated with the SS/IO flag set.

4.10.9.9.1.7.13.4. SS/IO provider service offering record for each seeker service type described in Sections 4.10.9.9.1.7.1 - **Error! Reference source not found.** and any SST designated with the SS/IO flag set.

4.10.9.9.1.7.13.5. SS/IO Fund record.

4.10.9.9.1.7.13.5.1. This record will have a fund = 13 / SS/IO WIOA Fund.

4.10.9.9.1.7.13.6. SS/IO Fund allocation record.

4.10.9.9.1.7.13.6.1. A fund allocation record for each: fund 8 / Rapid Response, fund 9 / Additional Assistance and fund 13 / SS/IO WIOA Fund.

4.10.9.9.1.7.8.6.1.1. The system_gen_flag will be set to “1”.

4.10.9.9.1.7.8.6.1.2. The fund_pgm_yr will be set to “2007”.

4.10.9.9.1.7.8.6.1.2.1. The edit checks for Rapid Response and Additional Assistance take place for funds 2007 and newer as implemented with OSOS-254a.

4.10.9.9.1.7.8.6.1.2.2. The fund program year does not need to be updated yearly as it is not used in any logic to determine whether funding is available.

4.10.9.9.1.7.14. The system pre-defined records shall be excluded from the application as follows:

4.10.9.9.1.7.14.1. The application shall exclude the system pre-defined SS/IO Provider from Provider search results and not allow it to be used or edited.

4.10.9.9.1.7.14.2. The application shall exclude the system pre-defined SS/IO Provider Service Offering records from Offering search results.

4.10.9.9.1.7.14.3. The application shall exclude the system pre-defined fund allocations from the Fund pop-up.

4.10.9.9.1.7.14.3.1. These WIOA fund allocations will not be searchable or editable in the Mediated or Admin applications.

4.10.9.9.1.8. The following rules shall apply to creating SS/IO Activities:

4.10.9.9.1.8.1. The following rules shall apply when a Common Measures enrollment (Open or Closed) does **not** exist:

4.10.9.9.1.8.1.1. Based on type of action, create a Labor Exchange activity with SST (45, 46, 361, 372, 377, 93, 283, 284 or 285) OR an SST where the SS/IO flag has been set, which creates a Labor Exchange child enrollment if one does not already exist.

4.10.9.9.1.8.1.1.1. The Admin ID and Office ID shall be set according to the rules described in Section 5.6.3 of the Self Service Registration & My Account business requirements.

4.10.9.9.1.8.1.2. Create a Common Measures enrollment with the Labor Exchange activity as the enrolling activity/service.

4.10.9.9.1.8.1.3. Create either a (45, 46, 361, 372, 377, 93, 283, 284 or 285) SST service and set the database fields as follows:

Database field	Value
Wia_service_type_cd	Core
Admin_id	Displays the same Admin ID as the activity.
Office_id	Displays the same Office ID as the activity.
Provider_service_offering_id	ID of default provider service offering record for the SST.
Planned_start_date	Created time
Planned_end_date	Created time
Actual_start_date	Created time
Actual_end_date	Created time
Obligated_amt	0

4.10.9.9.1.8.1.4. Fund the service with the appropriate system pre-defined SS/IO fund allocation record creating a WIOA child enrollment as follows:

4.10.9.9.1.8.1.4.1. If an SS/IO service is created for 45/Self Service Systems (non-OSOS), 46/Utilizing Resource Rooms, 361/Workforce Information Services Self-Service (LMI) or 372/Self Service (OSOS), the application shall choose the fund allocation record where the fund_id = 13 and the system_gen flag =1.

4.10.9.9.1.8.2. The following rules shall apply when an open Common Measures enrollment exists:

4.10.9.9.1.8.2.1. Create an SS/IO activity as noted in Sections 4.10.9.9.1.8.1.1.

4.10.9.9.1.8.2.2. A Common Measures enrollment will not be created.

4.10.9.9.1.8.2.3. If a WIOA SS/IO service does not already exist for that Common Measures enrollment, the requirements for creating a service described in section 4.10.9.9.1.8.1.3 - 4.10.9.9.1.8.4.1 shall apply.

4.10.9.9.1.8.2.4. Labor Exchange and WIA child enrollments shall only be created if they do not exist.

4.10.9.9.1.8.2.4.1. If enrollments exist, the service and/or activity shall be associated with the open enrollment of the same program type.

4.10.9.9.1.8.3. The following rules shall apply when a closed Common Measures and child Labor Exchange or WIOA Adult enrollment exists and the SS/IO date is 90 days or less from the closed enrollment’s exit date and an open enrollment does **not** exist.

4.10.9.9.1.8.3.1. If there are no follow-up services associated with the closed WIOA Adult enrollment, open the parent and child enrollments and follow the rules described in Sections

4.10.9.9.1.8.1.1 and 4.10.9.9.1.8.2.2 -4.10.9.9.1.8.2.4.1 to create an SS/IO activity.

4.10.9.9.1.8.3.2. If there are WIOA Adult follow-up services:

4.10.9.9.1.8.3.2.1. Cancel any follow-up service associated to the closed enrollment.

4.10.9.9.1.8.3.2.2. Open the enrollment and follow the rules described in Sections 4.10.9.9.1.8.1.1 and 4.10.9.9.1.8.2.2 - 4.10.9.9.1.8.2.4.1 to create an SS/IO activity.

4.10.9.9.1.8.3.3. An administrator of a re-opened enrollment shall be notified through the inbox item process.

4.10.9.9.1.8.4. The following rules shall apply when a closed Adult enrollment exists and its more than 90 days from the enrollment exit date and an open enrollment does **not** exist.

4.10.9.9.1.8.4.1. Create a new enrollment following the rules described in Sections 4.10.9.9.1.8.1.1 - 4.10.9.9.1.8.4.1.

4.10.9.9.1.8.5. The following rules shall apply when a closed Youth enrollment exists and it is within 365 days of enrollment exit date and an open enrollment does **not** exist.

4.10.9.9.1.8.5.1. Create a new SS/IO follow up activity for SST 45 / Self Service Systems (non-OSOS) and 372 / Self Service (OSOS) with SST 373/Self Service Youth Follow-up (OSOS) or 374/Self Service Youth Follow-up (non-OSOS).

4.10.9.9.1.8.5.2. The application shall prevent users from entering SSTs 46/ Utilizing Resource Rooms or 361/ Workforce Information Services Self-Service (LMI) OR any SST designated with the SS/IO flag set, within a year of a person exiting from the WIOA Youth Program.

4.10.9.9.1.8.6. The following rules shall apply when a closed Youth enrollment exists and its more than 365 days from the enrollment exit date and an open enrollment does **not** exist.

4.10.9.9.1.8.6.1. Create a new enrollment following the rules described in Sections 4.10.9.9.1.8.1.1 - 4.10.9.9.1.8.4.1.

4.10.9.9.1.8.7. To ensure data integrity while opening enrollments for SS/IO, the maximum days between program enrollments and the maximum days service gap before soft exit must be equal for Common Measures enrollments.

4.10.9.9.1.9. If there is an error in creating an SS/IO Activity or Service, the Self Service user will not be prevented from using the application.

4.10.9.9.1.9.1. A notification of the problem will be created in the ASP log.

4.10.9.9.1.9.2. An example of a potential problem is when payments have been made on a follow-up service.

4.10.9.9.1.9.3. The log shall consist of the following information:

4.10.9.9.1.9.3.1. Event: “Failed to create SSIO activity.”

4.10.9.9.1.9.3.2. Description: “Self Service customer <ID> failed to create an SSIO activity when logging into self service.”

4.10.9.9.1.9.3.2.1. <ID> shall be replaced with the customer ID associated to the failure.

4.10.9.9.1.9.3.3. The verbiage displayed will be whatever the current middle tier error is at the time.

4.10.9.9.1.10. The following requirements shall apply to the first staff assisted service for an enrollment:

4.10.9.9.1.10.1. For the purpose of these requirements a staff assisted service or activity is a Labor Exchange reportable activity or a WIOA funded service whose SST is NOT 45, 46, 361 or 372.

4.10.9.9.1.10.2. The first staff assisted service is always based upon the earliest Actual Start Date, not the time it was created (c-time).

4.10.9.9.1.10.2.1. Whenever a staff assisted service is created, updated or deleted, that now creates a different earlier staff assisted service, the enrollment records shall be updated with the associated Admin ID, Office ID and recaptured enrollment characteristics.

4.10.9.9.1.10.2.2. If all staff assisted services are removed, leaving only SS/IO services, set the enrolling admin ID and enrolling office ID of the enrolling record to the enrolling admin ID and office ID of the enrolling service.

4.10.9.9.1.10.2.2.1. All null characteristics or all other enrollment characteristics will be captured based on current enrollment rules.

4.10.9.9.1.10.3. Enrollments that are created by an SS/IO activity or service will be updated when the first staff-assisted activity/service is performed.

4.10.9.9.1.10.3.1. All null and non-null values that are normally updated when enrollment characteristics are captured should be updated with values entered in Mediated at the time of the first staff-assisted service/activity.

4.10.9.9.1.10.3.1.1. The Enrolling Service/Activity ID, Registration Date and Employment Status are exceptions and will not be updated.

4.10.9.9.1.10.3.1.2. If the first staff assisted service becomes the new enrolling service after a self service activity has been removed or a back-dated activity has been added, then the Enrolling Service/Activity ID, Registration Date and Employment Status will also be re-captured when recapturing all enrollment characteristics.

4.10.9.9.1.10.3.2. The admin_id and office_id of the first staff-assisted service/activity will be used to update the enrolling admin_id and enrolling office_id of any child enrollments related to the service/activity.

4.10.9.9.1.10.3.2.1. For example, the first staff assisted service/activity is a Labor Exchange activity that will update the enrolling admin and office on the Labor Exchange enrollment.

4.10.9.9.1.10.3.2.2. Sibling enrollments not related to the first staff assisted service or activity will not be updated.

4.10.9.9.1.10.3.2.2.1. In this same example, WIOA would not update the enrolling admin and office because the first staff assisted service/activity was Labor Exchange only.

4.10.9.9.1.10.3.2.3. The parent enrollment shall only be updated if the parent's first staff assisted service is set or changes.

4.10.9.9.1.10.3.2.3.1. In this same example, the Common Measures enrollment's admin and office would be updated because the Labor Exchange activity was also the first staff assisted item for the parent enrollment.

4.10.9.9.1.11. If the enrollment is soft exited or manually exited via the Mediated application, the terminating administrator for the enrollment is set as follows:

4.10.9.9.1.11.1. If the most recent service or activity that is based on the actual end date and is determined to be SS/IO, the terminating administrator shall be set based upon the last staff-assisted service or activity.

4.10.9.9.1.11.2. If there are no staff-assisted services or activities associated to an enrollment, the terminating administrator for the enrollment shall be the administrator associated with the last SS/IO activity/service which has an admin cookie ID as determined in Section 4.10.9.9.2.1.

4.10.9.9.1.11.2.1. If one doesn't exist, use the Self Service administrator.

4.10.9.9.2. Customers created in the Self Service application and SS/IO activities generated will be assigned the following IDs:

4.10.9.9.2.1. The Admin ID and Office ID shall be set to the values associated to the cookie Admin, if available.

4.10.9.9.2.1.1. If the cookie's Admin ID is no longer active, or not available because the admin has never logged in and saved, or the admin cookie has been deleted:

4.10.9.9.2.1.1.1. The Admin ID shall equal the default SS admin.

4.10.9.9.2.1.1.1.1. The default SS Admin ID is the admin ID that is associated with the unique admin username of "selfservice".

4.10.9.9.2.1.1.2. The Office ID shall be assigned as follows:

4.10.9.9.2.1.1.2.1. The Office ID of the newly created customer will be determined from the customer's zip code as described in Section 5.6.3 in the Self Service Registration & My Account business requirements.

4.10.9.9.2.1.1.2.1.1. This Office ID will be associated to the customer as the enrolling office on SS/IO enrollments.

4.10.9.9.2.1.1.2.1.2. If the customer's zip code is not associated to an office, a default (global variable) SS Office ID will be associated to the customer.

4.10.9.9.2.1.1.2.2. The Office ID of the SS/IO activity shall be equal to the Office ID associated to the customer.

4.10.9.10. Functional Alignment

This section describes and defines functionally aligned (FA) services and activities and how they are created, and the rules associated to creating and tracking FA customers. The logic is generic so that any activity-based SST (whether associated to Labor Exchange or any other activity-based program, if any) can create a companion WIOA service.

4.10.9.10.1. Definitions:

4.10.9.10.1.1. An **FA SST** is defined as a seeker service type code identified in FED_PROGRAM_SST table associating an activity-based SST to a service-based federal program.

4.10.9.10.1.2. A **Mapped FA SST** is the SST to use in the resulting FA service.

4.10.9.10.1.2.1. Typically the SST on the input FA activity is the same as what will be used on the FA service, but the FED_PROGRAM_SST allows states optionally to map the input activity-based FA SST to a different service-based SST. Mapped FA SST refers to the target FA service's SST.

4.10.9.10.1.3. An **FA Activity** is defined as a seeker activity, whose SST is found on FED_PROGRAM_SST table, being associated to the WIOA service-based federal program, and whose activity date (ctime) falls within any state effective date and expiration date rules for the SST/Federal Program relationship.

4.10.9.10.1.3.1. An activity may have an SST that is an FA SST, but not be an FA activity because the activity ctime was outside of the specified effective/expiration date rules for the FA SST, or because the activity was entered prior to the creation of the SST's service-based federal program rules. e.g. Prior to this CCR being implemented.

4.10.9.10.1.4. An **FA service** is defined as a seeker service whose parent provider service offering, provider service and provider are of provider_type_cd = 9, and whose associated SST is not in the set of five special SS/IO SSTs, OR

4.10.9.10.1.4.1. A service may have an SST that is an FA SST, but not be an FA service because the parent provider is not of provider_type_cd = 9.

4.10.9.10.2. Functionally aligned SSTs are staff assisted, (not SS/IO) and therefore can only be given to *active* customers like all other staff-assisted customers.

4.10.9.10.2.1. Existing logic takes a Customer record with an "Inactive" status and changes it to "Active" status when any activity is recorded that is reported on the Employment Service Reports.

4.10.9.10.3. In contrast to SS/IO, multiple FA activities per day for a given SST are acceptable, but will still only create *one* companion FA service.

4.10.9.10.4. FA activities are added through the Activity button within Customer Detail or Customer Search, or deleted within the Customer Detail Activities tab in the Mediated application.

4.10.9.10.4.1. When an FA activity is created for a state designated FA SST:

4.10.9.10.4.1.1. A companion FA service shall be created if no FA service yet exists for the mapped FA SST – Federal Program (WIOA) combination.

4.10.9.10.4.1.2. Only one FA activity SST can map to a given FA Service SST.

4.10.9.10.4.1.3. If FA service for WIOA exists and the FA activity ctime is less than the FA service actual start date, then update the FA Service actual start date, planned start date, actual end date and planned end date to equal the FA activity ctime. Determination of the first FA service for a FA SST does not include non-FA services for the same SST manually entered in the Services module.

4.10.9.10.4.1.4. A service-based WIOA Federal Program enrollment shall be created or updated if necessary.

4.10.9.10.4.1.4.1. Staff assisted services, including FA services, will continue to update enrollment records and characteristics as the current functionality and requirements dictate.

4.10.9.10.4.2. When deleting an FA activity, determine if the SST is an FA SST:

4.10.9.10.4.2.1. If a WIOA FA SST is defined on FED_PROGRAM_SST for the activity's SST, determine if a corresponding (WIOA) FA service exists.

4.10.9.10.4.2.1.1. If no FA service exists, for example because the activity was added prior to implementation of this CCR, then delete the FA activity.

4.10.9.10.4.2.1.1.1. If an FA service exists, but the FA activity ctime is less than the FA service actual start date, then delete the FA activity.

4.10.9.10.4.2.1.2. Else, if FA activity ctime is greater than FA service actual start date:

4.10.9.10.4.2.1.2.1. Delete FA activity

4.10.9.10.4.2.1.2.2. FA service is not modified or deleted since its actual start date refers to an earlier FA activity.

4.10.9.10.4.2.1.3. Else, if FA activity ctime is equal to the FA service actual start date:

4.10.9.10.4.2.1.3.1. Determine the next earliest ctime, if any, for activity rows of the same FA SST and whose ctime is greater than activity to be deleted and is within the enrollment period of the WIOA enrollment associated to the FA Service

4.10.9.10.4.2.1.3.2. If none, delete FA service and FA activity.

4.10.9.10.4.2.1.3.3. If any, update FA service actual start date, planned start date, actual end date and planned end date to the new earliest date and delete the FA activity.

4.10.9.10.5. In order to track FA services for the WIASRD13, the following records will be needed to support the creation of FA activities/services:

4.10.9.10.5.1. The reporting buckets with default Common Mapper SSTs, and any designated state-defined SSTs, or funds that support WIASRD13 fields 921, 1020, 1024 and 1200 shall support FA activities/services. They are:

4.10.9.10.5.1.1. From WIASRD13 921/Rapid Response: if Rapid Response funds were used (fund_id = 8) without a Rapid Response Waiver (seeker_service.svc_fund_waiver_cd = null).

4.10.9.10.5.1.2. From WIASRD13 1020/Date of First Staff Assisted Core Service: The earliest Actual Start Date of staff assisted core services where the seeker service type code on the seeker service record is in buckets 1302-1306.

4.10.9.10.5.1.3. From WIASRD13 1024 Received Workforce Information Services: seeker service type code in bucket 1302 / WIASRD13 Workforce Info Svcs.

4.10.9.10.5.1.4. From WIASRD13 1200 Date of First Intensive Service: the seeker service type code is in bucket 1330 / WIASRD13 Intensive Services or 1333 / WIASRD13 Intensive or Training Svcs, OR

4.10.9.10.5.1.4.1. The seeker service type code is in bucket 1330 / WIASRD13 Intensive Services and the WIOA service type code is NOT 7/Follow Up, OR

4.10.9.10.5.1.4.2. The seeker service type code is in bucket 1333 / WIASRD13 Intensive or Training Svc and the WIOA service type code is NOT 1/ITA Training, 4/Non-ITA Training or 7/Follow Up.

4.10.9.10.5.1.5. Regardless of an SST being used as an FA SST, the SST itself will remain available for normal use on regular provider_service and provider_service_offering rows.

4.10.9.10.5.2. The following system pre-defined database records shall be provided:

4.10.9.10.5.2.1. FA provider record.

4.10.9.10.5.2.1.1. This record will have a provider_type_cd = 9 / Functionally Aligned Provider.

4.10.9.10.5.2.1.2. The application shall exclude the system pre-defined FA Provider (provider_type_cd = 9) from Provider search results and not allow it to be used or edited.

4.10.9.10.5.2.2. FA provider location record.

4.10.9.10.5.2.3. One provider service and provider service offering pair for each FA SST described in Sections 4.10.9.10.5.1.1 – 4.10.9.10.5.1.4.2, entered in Admin and generated a batch process.

4.10.9.10.5.2.3.1. Section 4.10.9.10.5.1 describes the SSTs to be functionally aligned to meet the objectives.

4.10.9.10.5.2.3.2. The application shall exclude the system pre-defined FA Provider Service Offering records (parent provider_type_cd = 9) from Offering search results.

4.10.9.10.5.2.4. Functional Alignment will use the existing set of Fund, Fund Year and Fund Allocation records, further described in Section 4.10.9.9.1.8.1.4.

4.10.9.10.6. The following rules shall apply to creating FA Services:

4.10.9.10.6.1. Create an FA service with the appropriate SST and set the database fields as follows:

Database field	Value
Wia_service_type_cd	Use the wia_service_type_cd value on the FA SST's fed_program_sst entry, if available. If not available, default to Core/Staff Assisted.
Admin_id	Displays the same Admin ID as the activity.
Office_id	Displays the same Office ID as the activity.
Provider_service_offering_id	If not available, find the ID of the provider_service_offering whose parent provider_service SST equals the Mapped FA SST, and whose associated provider_id refers to the FA provider (provider_name = "Functionally Aligned Provider" and provider_type_cd = 9).
Planned_start_date	Created time
Planned_end_date	Created time
Actual_start_date	Created time
Actual_end_date	Created time
Obligated_amt	0

4.10.9.10.6.2. Fund the service with the appropriate system pre-defined WIOA fund allocation record creating a WIOA child enrollment as follows:

4.10.9.10.6.2.1. If the activity indicates Rapid Response or Rapid Response Additional Assistance, then use fund 8 or 9 accordingly.

4.10.9.10.6.2.2. If the activity seeker service type is 258/ Workforce Information Services Staff Assisted (LMI) (Youth Only), align with fund 3/WIOA Youth Local.

4.10.9.10.6.2.2.1. This will require a prior Youth-funded service in order to get/use the Achievement Objective with type of Goal, to follow the existing Functional Alignment rules for Youth.

4.10.9.10.6.2.2.2. When creating the activity, if a prior Youth funded service does NOT exist for a Customer, the following error message will be displayed:

4.10.9.10.6.2.2.2.1. Error Message: "Unable to determine which fund to use for this functionally-aligned service. To create a youth-funded functionally aligned service, you must have a prior youth-funded service for Customer ID: <ID>."

4.10.9.10.6.2.2.2.2. <ID> shall be replaced with the ID of the Customer(s

4.10.9.10.6.2.3. Otherwise, determine if a WIOA enrollment already exists for the FA Service, either an open WIOA enrollment, or a closed WIOA Adult enrollment within 90 days of the exit date.

4.10.9.10.6.2.3.1. If an available WIOA enrollment exists use the most recent non-youth, non-SS/IO, non-Rapid Response or non-RR Additional Assistance WIOA funding on the enrollment.

4.10.9.10.6.2.3.2. If an open WIOA Youth enrollment exists that has no non-youth, non-SS/IO, non-Rapid Response or non-RR Additional Assistance WIOA funding then use the most recent youth WIOA funding.

4.10.9.10.6.2.4. If no such enrollment exists, or only SS/IO WIOA funding exists, use the following to determine whether to use WIOA Adult or WIOA DW funding.

4.10.9.10.6.2.4.1. If UI Claimant Status is not None, Seek, Other or Exhaustee (i.e., is state-defined), then use its associated Reporting UI Claimant Status (rpt_ui_claimant_status_cd) in place of UI Claimant Status in the following rules:

4.10.9.10.6.2.4.2. If UI Claimant Status = Seek or Other, and UI Profiled = Yes, then fund with WIOA DW funding, (seeker_data.ui_claimant_status = 2 or 3, and seeker_data.profiled = 1)

4.10.9.10.6.2.4.3. If UI Claimant Status = None (seeker_data.ui_claimant_status = 1) and UI Profiled = Yes (seeker_data.profiled = 1) and activity ctime is not greater than the UI Profiled Date (seeker_data.profiled_date) + one year (approx BYE), then fund with WIOA DW funding, or

4.10.9.10.6.2.4.4. If UI Claimant Status = Exhaustee (seeker_data.ui_claimant_status = 4), then fund with WIOA DW funding, or

4.10.9.10.6.2.4.5. If latest Work History Entry (based on End Date) (seeker_prev_job.end_date) reflects Reason for Leaving = DW Cat 1, or DW Cat 2 (seeker_prev_job.job_leave_reason_cd = 1 or 2), and Dislocation Date is completed (seeker_prev_job.dislocation_date is Not Null *it should be noted that the dislocation_date is required if the job_leave_reason_cd = 1 or 2*), then fund with WIOA DW funding, or

4.10.9.10.6.2.4.6. If latest Work History Entry (based on End Date) (seeker_prev_job.end_date) reflects Reason for Leaving = DW Cat 3 or DW Cat 4 (seeker_prev_job.job_leave_reason_cd = 3 or 4), then fund with WIOA DW funding, or

4.10.9.10.6.2.4.7. If latest Work History Entry (based on End Date) (seeker_prev_job.end_date) reflects Reason for Leaving = Dislocated Due to Foreign Trade (seeker_prev_job.job_leave_reason_cd = 5), then fund with WIOA DW funding, or

4.10.9.10.6.2.4.8. If UI Claimant Status is not available (seeker_data.ui_claimant_status is null) and UI Profiled is not available (seeker_data.profiled is null) and there is no Work History Entry, then fund with WIOA Adult funds.

4.10.9.10.6.2.4.9. If the Work History Entry End date is not available (seeker_prev_job.end_date is null), use the latest Work History Entry (seeker_prev_job.mtime) to obtain Reason for Leaving information.

4.10.9.10.6.2.4.10. Otherwise, fund with WIOA Adult funds.

4.10.9.10.6.2.5. If a Program Service Type (wia_service_type_cd) exists in the FA SST's fed_program_sst table, then the following edit checks will occur:

4.10.9.10.6.2.5.1. When creating the FA service and it has been determined the most recent WIOA enrollment is using Youth funds, the following error will be displayed if the Program Service Type is NOT "Youth Services" or "Follow Up".

4.10.9.10.6.2.5.1.1. Error Message: "You have requested a Program Service Type of <PST>, however this Program Service Type must be 'Youth Services' or 'Follow Up' when using WIOA Youth, Stimulus Youth or Summer Stimulus Youth funds."

4.10.9.10.6.2.5.1.2. <PST> shall be replaced with Program Service Type (wia_service_type_cd) that is in the FA SST's fed_program_sst table.

4.10.9.10.6.2.5.2. When creating the FA service and it has been determined the most recent WIOA enrollment is NOT using Youth funds, the following error message will be displayed if the Program Service Type is "Youth Services" or "Follow Up".

4.10.9.10.6.2.5.2.1. Error Message: "You have requested a Program Service Type of <PST>, however this Program Service Type is not allowed when not using WIOA Youth, Stimulus Youth or Summer Stimulus Youth funds."

4.10.9.10.6.2.5.2.2. <PST> shall be replaced with Program Service Type (wia_service_type_cd) that is in the FA SST's fed_program_sst table.

4.10.9.10.6.2.6. If the FA activity date falls outside of the FA service effective date and expiration date range, the activity will be created, but the service will NOT be created or updated.

4.10.9.10.6.2.7. If the FA activity date falls within the effective date and expiration date range, but there are other issues creating the service, the activity AND service will NOT be created. For example:

4.10.9.10.6.2.7.1. For whatever reason, if the customer no longer meets funding eligibility or does not have a fund allocation, the following error will be displayed:

4.10.9.10.6.2.7.1.1. Error: "This customer is not qualified to receive this funding or does not have a fund allocation for <FUND> fund."

4.10.9.10.6.2.7.1.2. <FUND> shall be replaced with the name of the fund.

4.10.9.10.6.3. The existing SS/IO enrollment handling rules shall apply when creating FA services, except the application will be creating and using Staff Assisted activities/services instead of SS/IO activities/services for the following scenarios:

4.10.9.10.6.3.1. When an open Common Measures enrollment exists, described in Section 4.10.9.9.1.8.2.

4.10.9.10.6.3.2. When a closed Common Measures and child Labor Exchange or WIOA Adult enrollment exists and the FA service date is 90 days or less from the closed enrollment's exit date and an open enrollment does **not** exist, described in Customer Services business requirements Section 4.10.9.9.1.8.3.

4.10.9.10.6.3.3. When a closed Adult enrollment exists and it is more than 90 days from the enrollment exit date and an open enrollment does **not** exist, described in Customer Services business requirements Section 4.10.9.9.1.8.4.

4.10.9.10.6.3.4. When a closed Youth enrollment exists and it is more than 365 days from the enrollment exit date and an open enrollment does **not** exist described in Customer Services business requirements Section 4.10.9.9.1.8.6.

4.10.9.10.6.4. The following rules shall apply when a closed Youth enrollment exists and it is within 365 days of enrollment exit date and an open enrollment does **not** exist.

4.10.9.10.6.4.1. The following message shall be displayed if a staff person enters an FA SST within a year of a person exiting from the WIOA Youth Program.

4.10.9.10.6.4.1.1. Error Message: "Youth Customer still receiving 1 year of Follow-up Services – please enter Youth Follow-up Service."

4.10.9.10.6.5. Normal inbox items (reminders and missed dates) for services shall be suppressed for FA services (services with provider_type_cd = 9).

4.10.9.10.6.6. The fields for FA services shall be displayed in read-only format in the Services- Services tab.

4.10.9.10.6.7. The fund eligibility edits for functionally aligned services shall be relaxed as follows when adding the associated staff-assisted, functionally aligned activity:

4.10.9.10.6.7.1. Selective Service information will no longer be required.

4.10.9.10.6.7.2. An Achievement Objective can be closed (has an end date) for a functionally aligned service to be associated with it.

4.10.9.10.6.7.3. For functionally aligned services using Youth funds, the following list of Youth fund eligibility requirements will be ignored:

<table>
<tr><th>Column</th><th>Values</th></tr>
<tr><td>disability_status</td><td>2 or 3</td></tr>
<tr><td>edu_max</td><td rowspan="2">edu_max = 1 AND
in_school_flag = No</td></tr>
<tr><td>in_school_flag</td></tr>
</table>

offender_status_flag	yes
housing_situation_type	1,4, or 5
youth_addl_assist_flag	yes
math_read_skills_flag	yes
sex	sex = female AND pregnant_flag = yes
pregnant_flag	
parenting_youth_flag	yes
employment_barriers_flag	yes
below_appr_grade_flag	yes

~~4.10.9.11. Enrollment Verification~~

4.10.9.12. PEDs/TEDs

4.10.9.12.1. A new type of WIA Logging record will be created to record if the customer is eligible for a federal or state-defined program:

4.10.9.12.1.1. Program Eligibility Determination (PED)

4.10.9.12.1.1.1. This is a generic eligibility determination concept that provides the ability to capture point-in-time seeker characteristics and the ability to report on eligibility determinations distinct from any potential subsequent program enrollment(s).

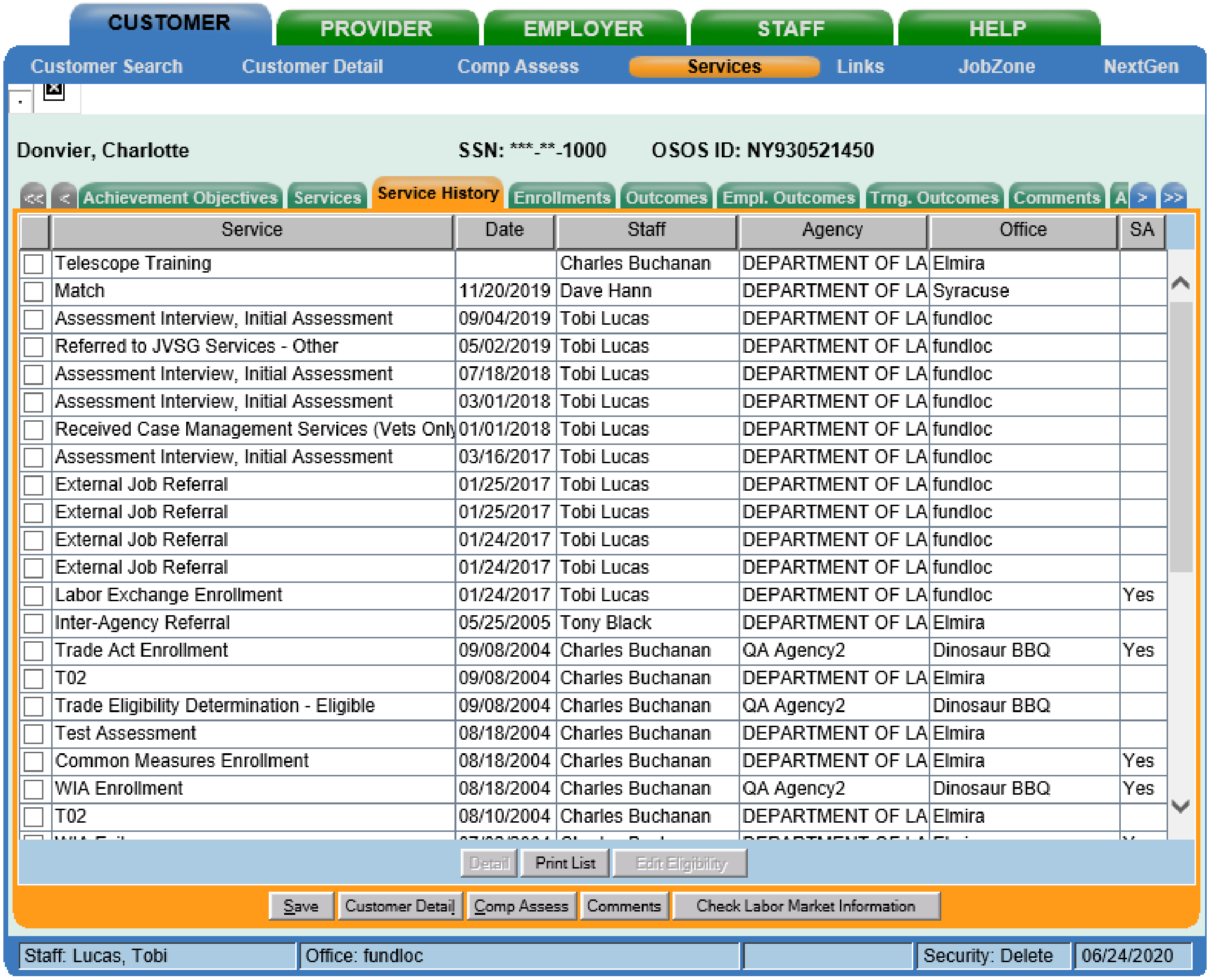
4.10.9.12.1.2. A PED with Trade Act eligibility is referred to as a Trade Eligibility Determination (TED) WIA Logging record.

4.10.9.12.1.3. The SED Verification popup/process described in Seeker Eligibility Data business requirements document that is used when verifying information for new seeker program registrations will also occur when an eligibility determination has been saved that is about to create a new PED/TED WIA logging record.

4.10.9.12.1.4. A new federal program type code is provided for TEDs.

4.10.9.12.1.4.1. fed_program_cd = 14/Trade Eligibility Determination

4.10.10. Service History Tab



	Service	Date	Staff	Agency	Office	SA
☐	Telescope Training		Charles Buchanan	DEPARTMENT OF LA	Elmira	
☐	Match	11/20/2019	Dave Hann	DEPARTMENT OF LA	Syracuse	
☐	Assessment Interview, Initial Assessment	09/04/2019	Tobi Lucas	DEPARTMENT OF LA	fundloc	
☐	Referred to JVSG Services - Other	05/02/2019	Tobi Lucas	DEPARTMENT OF LA	fundloc	
☐	Assessment Interview, Initial Assessment	07/18/2018	Tobi Lucas	DEPARTMENT OF LA	fundloc	
☐	Assessment Interview, Initial Assessment	03/01/2018	Tobi Lucas	DEPARTMENT OF LA	fundloc	
☐	Received Case Management Services (Vets Onl	01/01/2018	Tobi Lucas	DEPARTMENT OF LA	fundloc	
☐	Assessment Interview, Initial Assessment	03/16/2017	Tobi Lucas	DEPARTMENT OF LA	fundloc	
☐	External Job Referral	01/25/2017	Tobi Lucas	DEPARTMENT OF LA	fundloc	
☐	External Job Referral	01/25/2017	Tobi Lucas	DEPARTMENT OF LA	fundloc	
☐	External Job Referral	01/24/2017	Tobi Lucas	DEPARTMENT OF LA	fundloc	
☐	External Job Referral	01/24/2017	Tobi Lucas	DEPARTMENT OF LA	fundloc	
☐	Labor Exchange Enrollment	01/24/2017	Tobi Lucas	DEPARTMENT OF LA	fundloc	Yes
☐	Inter-Agency Referral	05/25/2005	Tony Black	DEPARTMENT OF LA	Elmira	
☐	Trade Act Enrollment	09/08/2004	Charles Buchanan	QA Agency2	Dinosaur BBQ	Yes
☐	T02	09/08/2004	Charles Buchanan	DEPARTMENT OF LA	Elmira	
☐	Trade Eligibility Determination - Eligible	09/08/2004	Charles Buchanan	QA Agency2	Dinosaur BBQ	
☐	Test Assessment	08/18/2004	Charles Buchanan	DEPARTMENT OF LA	Elmira	
☐	Common Measures Enrollment	08/18/2004	Charles Buchanan	DEPARTMENT OF LA	Elmira	Yes
☐	WIA Enrollment	08/18/2004	Charles Buchanan	QA Agency2	Dinosaur BBQ	Yes
☐	T02	08/10/2004	Charles Buchanan	DEPARTMENT OF LA	Elmira	

Detail | Print List | Edit Eligibility

Save | Customer Detail | Comp Assess | Comments | Check Labor Market Information

Staff: Lucas, Tobi | Office: fundloc | Security: Delete | 06/24/2020

4.10.10.1. The Service History tab displays information from the following types of customer activities:

4.10.10.1.1. Activities

4.10.10.1.2. Job Match and Referral

4.10.10.1.3. WIA Registration

4.10.10.1.4. WIA Exit

4.10.10.1.5. Inter Agency referrals and Inter Agency Referral outcomes

4.10.10.1.6. Provider Services

4.10.10.1.7. Trade Act Enrollment

4.10.10.1.8. Trade Act Exit

4.10.10.1.9. Labor Exchange Enrollment

4.10.10.1.10. Labor Exchange Exit

4.10.10.1.11. Common Measures Enrollment

4.10.10.1.12. Common Measures Exit

4.10.10.1.13. Trade Eligibility Determination

4.10.10.1.14. Program Eligibility Determination

4.10.10.1.15. Customer Non-Service Event (where Show Service History flag is set)

4.10.10.2. The Service History tab displays the following information about each Service listed:

4.10.10.2.1. *Service* – Displays the name of the Service.

4.10.10.2.1.1. For eligibility determinations: "<PROGRAM> - <STATUS>"

4.10.10.2.1.1.1. <PROGRAM> shall be replaced with the federal program name when a program eligibility determination entry has been created.

4.10.10.2.1.1.1.1. This comes from the fed_ program table. (This includes State defined programs.)

4.10.10.2.1.1.2. <PROGRAM> shall be replaced with "Trade Eligibility Determination" when a Trade Eligibility Determination has been created.

4.10.10.2.1.1.3. <STATUS> shall be replaced with the eligibility determination result, either "Eligible" or "Ineligible".

4.10.10.2.1.2. For non-service events: "<EVENT> - <STATUS>"

4.10.10.2.1.2.1. <EVENT> shall be replaced with the Description name of the non-service event record.

4.10.10.2.1.2.2. <STATUS> shall be replaced with "Initiated" for new records.

4.10.10.2.1.2.3. <STATUS> shall be replaced with "Terminated" for records with an End Date.

4.10.10.2.2. *Date* – Displays the date on which the Service was assigned, terminated or exited.

4.10.10.2.2.1. For eligibility determinations: display the eligibility determination date (elig_determ_date).

4.10.10.2.2.2. For non-service events: display the Start Date for "Initiated" records; and End Date for "Terminated" records.

4.10.10.2.3. *Staff* – Displays the name of the staff person who assigned the Service.

4.10.10.2.3.1. For eligibility determinations: display the name of the Admin who determined the eligibility (elig_determin_admin_id).

4.10.10.2.3.2. For non-service events: display the name of the Admin who assigned the non-service event.

4.10.10.2.4. *Agency* – Displays the name of the agency through which the Service was assigned.

4.10.10.2.4.1. For eligibility determinations: display the agency associated to the office of the staff member who assigned the eligibility.

4.10.10.2.4.2. For non-service events: display the Agency where the non-service event was assigned.

4.10.10.2.5. *Office* – Displays the office in which the Service was assigned.

4.10.10.2.5.1. For eligibility determinations: display the office where the eligibility was determined.

4.10.10.2.5.2. For non-service events: display the office where the non-service event was assigned.

4.10.10.2.6. *SA* – Identifies whether the participant is Staff Assisted or not Staff Assisted (SS/IO).

4.10.10.2.6.1. “Yes” will be displayed if the participant record is staff assisted.

4.10.10.2.6.2. “No” will be displayed if the participant record is not staff assisted.

4.10.10.2.6.3. The values will only appear for enrollment and exit records.

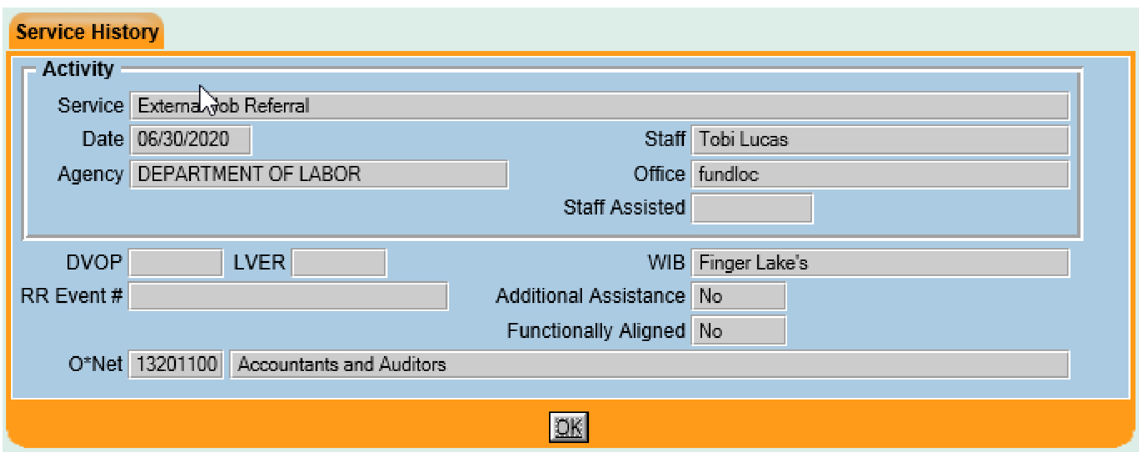
4.10.10.3. The list of Services and activities on the screen are read only and are displayed in descending date order.

4.10.10.4. Changes made within the Services module that affect the fields displayed on the Service History tab are not updated in real time.

4.10.10.5. Exit and re-enter the Services module to view changes to Service History fields.

4.10.10.6. *Detail* – this button allows the user to access the detail information for an activity. The user highlights a row in the list and clicks the detail button. The user can also double click the row to see the detail. A response window will open (below) and show the values associated with the selected Service.

4.10.10.6.1. Service History Detail - Activity



4.10.10.6.1.1. Field Set Group: “Activity”

4.10.10.6.1.2. Field Name: “Service”

4.10.10.6.1.2.1. The name of the activity shall be displayed.

4.10.10.6.1.3. Field Name: “Date”

4.10.10.6.1.3.1. The date of the activity shall be displayed: MM/DD/YYYY

4.10.10.6.1.4. Field Name: “Staff”

4.10.10.6.1.4.1. The first and last name of the staff member who assigned the activity shall be displayed.

4.10.10.6.1.5. Field Name: “Agency”

4.10.10.6.1.5.1. The agency of the staff member who assigned the activity shall be displayed.

4.10.10.6.1.6. Field Name: “Office”

4.10.10.6.1.6.1. The office associated to the login of the administrator who assigned the activity.

4.10.10.6.1.7. Field Name: “Staff Assisted”

4.10.10.6.1.7.1. This field shall identify whether the participant is Staff Assisted or not Staff Assisted (SS/IO).

4.10.10.6.1.8. Field Name: “DVOP”

4.10.10.6.1.8.1. This flag shall indicate if the activity was provided by a DVOP administrator.

4.10.10.6.1.9. Field Name: “LVER”

4.10.10.6.1.9.1. This flag shall indicate if the activity was provided by a LVER administrator.

4.10.10.6.1.10. Field Name: “WIB”

4.10.10.6.1.10.1. This field shall display the WIB associated to the Office field.

4.10.10.6.1.11. Field Name: “RR Event #”

4.10.10.6.1.11.1. This field shall display the Rapid Response event number value from the Services tab described in Section 4.10.9.4.11.

4.10.10.6.1.12. Field Name: “Additional Assistance”

4.10.10.6.1.12.1. This field shall display the Add’l Assist value from the Services tab described in Section 4.10.9.4.12.

4.10.10.6.1.13. Field Name: “Functionally Aligned”

4.10.10.6.1.13.1. This read-only field identifies if the activity is functionally aligned.

4.10.10.6.1.14. Field Name: “O*Net”

4.10.10.6.1.14.1. This read-only field identifies the occupation code and title associated to SST 371/External Job Referral. It will be blank for all other activities.

4.10.10.6.1.15. A button shall be available to close the Activity window and return to the Service History list.

4.10.10.6.1.15.1. Button Text: “OK”

4.10.10.6.2. Service History Detail – Job Match

4.10.10.6.2.1. Job Match

4.10.10.6.2.2. Service Name

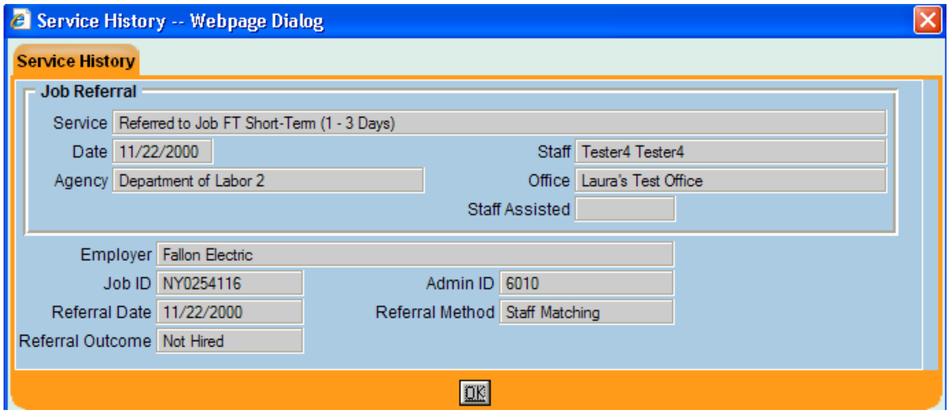
4.10.10.6.2.3. Date

4.10.10.6.2.4. Admin Name

4.10.10.6.2.5. Agency

4.10.10.6.2.6. Office

4.10.10.6.3. Service History Detail – Job Referral



4.10.10.6.3.1. Employer Name

4.10.10.6.3.2. Job ID

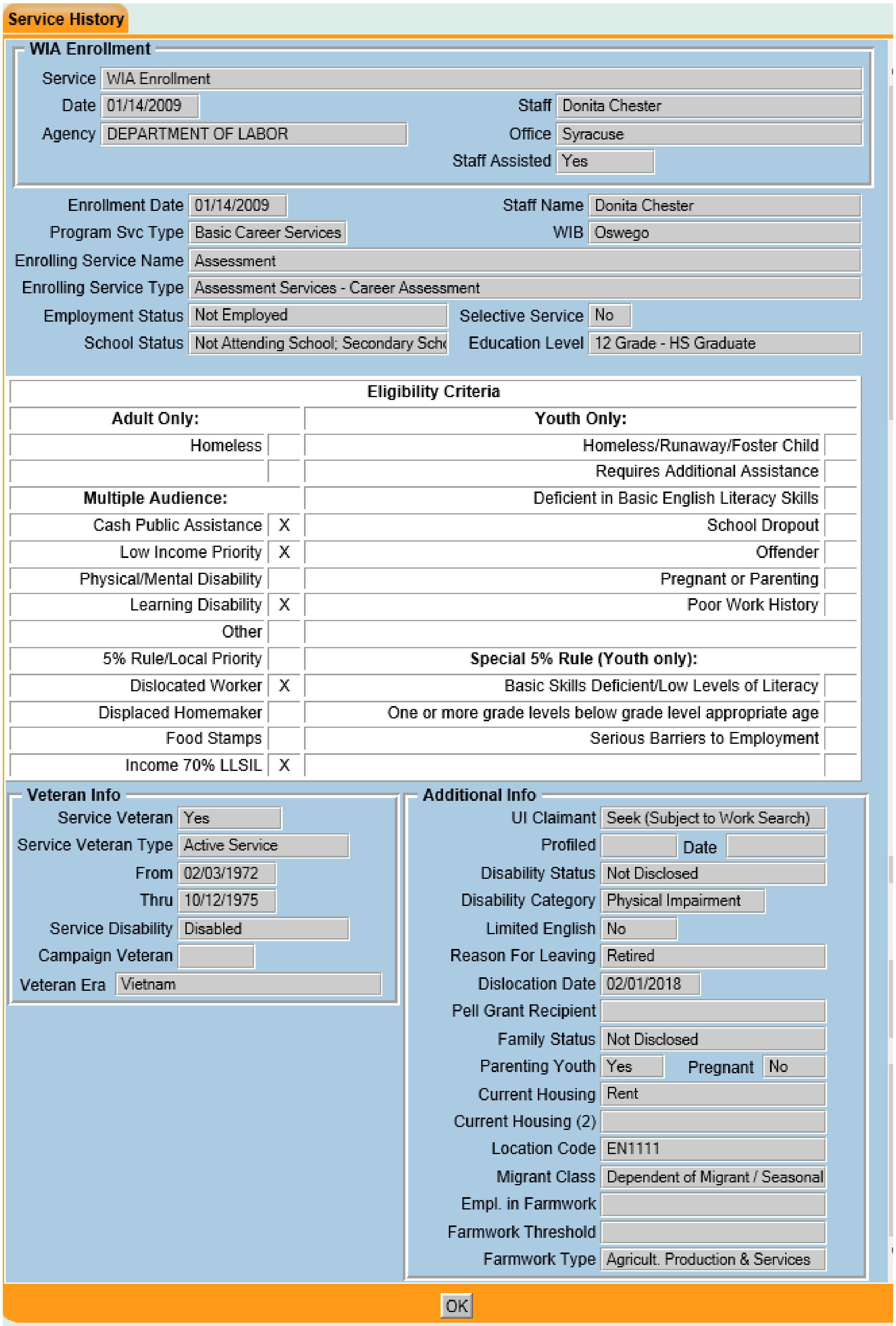
4.10.10.6.3.3. Admin ID

4.10.10.6.3.4. Referral Date

4.10.10.6.3.5. Referral Method

4.10.10.6.3.6. Referral Outcome

4.10.10.6.4. WIA Enrollment



Service History

WIA Enrollment

Service	WIA Enrollment		
Date	01/14/2009	Staff	Donita Chester
Agency	DEPARTMENT OF LABOR	Office	Syracuse
		Staff Assisted	Yes

Enrollment Date	01/14/2009	Staff Name	Donita Chester
Program Svc Type	Basic Career Services	WIB	Oswego
Enrolling Service Name	Assessment		
Enrolling Service Type	Assessment Services - Career Assessment		
Employment Status	Not Employed	Selective Service	No
School Status	Not Attending School; Secondary Schc	Education Level	12 Grade - HS Graduate

Eligibility Criteria			
Adult Only:		**Youth Only:**	
Homeless		Homeless/Runaway/Foster Child	
		Requires Additional Assistance	
Multiple Audience:		Deficient in Basic English Literacy Skills	
Cash Public Assistance	X	School Dropout	
Low Income Priority	X	Offender	
Physical/Mental Disability		Pregnant or Parenting	
Learning Disability	X	Poor Work History	
Other			
5% Rule/Local Priority		**Special 5% Rule (Youth only):**	
Dislocated Worker	X	Basic Skills Deficient/Low Levels of Literacy	
Displaced Homemaker		One or more grade levels below grade level appropriate age	
Food Stamps		Serious Barriers to Employment	
Income 70% LLSIL	X		

Veteran Info

Service Veteran	Yes
Service Veteran Type	Active Service
From	02/03/1972
Thru	10/12/1975
Service Disability	Disabled
Campaign Veteran	
Veteran Era	Vietnam

Additional Info

UI Claimant	Seek (Subject to Work Search)		
Profiled		Date	
Disability Status	Not Disclosed		
Disability Category	Physical Impairment		
Limited English	No		
Reason For Leaving	Retired		
Dislocation Date	02/01/2018		
Pell Grant Recipient			
Family Status	Not Disclosed		
Parenting Youth	Yes	Pregnant	No
Current Housing	Rent		
Current Housing (2)			
Location Code	EN1111		
Migrant Class	Dependent of Migrant / Seasonal		
Empl. in Farmwork			
Farmwork Threshold			
Farmwork Type	Agricult. Production & Services		

OK

4.10.10.6.4.1. The WIA Enrollment fields and layout shall be the default for Stimulus Summer Youth, state and partner programs.

4.10.10.6.4.2. Field Set Group Header: “WIA Enrollment”

4.10.10.6.4.2.1. Field Name: “Service”

4.10.10.6.4.2.1.1. The name of the type of program enrollment shall be displayed in read-only format.

4.10.10.6.4.2.2. Field Name: “Date”

4.10.10.6.4.2.2.1. The date of the enrollment shall be displayed, which is equal to the ‘Actual Start Date’ of the first WIA-funded service: MM/DD/YYYY in read-only format.

4.10.10.6.4.2.3. Field Name: “Staff”

4.10.10.6.4.2.3.1. The first and last name of the staff member who assigned the enrollment shall be displayed.

4.10.10.6.4.2.4. Field Name: “Field Name: “Agency”

4.10.10.6.4.2.4.1. The agency of the staff member who assigned the activity shall be displayed.

4.10.10.6.4.2.5. Field Name: “Office”

4.10.10.6.4.2.5.1. The office associated to the login of the administrator who assigned the activity.

4.10.10.6.4.2.6. Field Name: “Staff Assisted”

4.10.10.6.4.2.6.1. This field shall identify whether the participant is Staff Assisted or not Staff Assisted (SS/IO).

4.10.10.6.4.2.7. Field Name: “Enrollment Date”

4.10.10.6.4.2.7.1. Same value as the “Date” field described in 4.10.10.6.4.2.2.

4.10.10.6.4.2.8. Field Name: “Staff Name”

4.10.10.6.4.2.8.1. Same value as the “Staff” field described in 4.10.10.6.4.2.3.

4.10.10.6.4.2.9. Field Name: “Program Svc Type”

4.10.10.6.4.2.9.1. The enrolling service shall be used to populate this field.

4.10.10.6.4.2.9.1.1. If the enrolling service is an activity and not a service, this field shall be null.

4.10.10.6.4.2.10. Field Name: “WIB”

4.10.10.6.4.2.10.1. The WIB associated to the Office field shall be displayed.

4.10.10.6.4.2.11. Field Name: “Enrolling Service Name”

4.10.10.6.4.2.11.1. The name of the WIA-enrolling Service shall be displayed.

4.10.10.6.4.2.11.1.1. If the enrolling service is an activity and not a service, this field shall be null.

4.10.10.6.4.2.12. Field Name: “Enrolling Service Type”

4.10.10.6.4.2.12.1. If the first enrolling service is Provider service, this field shall display the seeker service type description for the Provider service.

4.10.10.6.4.2.12.2. If the first enrolling service is an activity, this field shall display the seeker service type description for the activity.

4.10.10.6.4.2.13. Field Name: “Employment Status”

4.10.10.6.4.2.13.1. The value of the Customer Detail ‘Employment Status’ field at the time of WIA Enrollment shall be displayed.

4.10.10.6.4.2.14. Field Name: “Selective Service”

4.10.10.6.4.2.14.1. The value of the selective Service flag for the customer as denoted by the Selective Service field on the Add’l Info tab of Customer Detail shall be displayed

4.10.10.6.4.2.15. Field Name: “School Status”

4.10.10.6.4.2.15.1. The value of the Customer Detail ‘School Status’ field at the time of WIA Enrollment shall be displayed

4.10.10.6.4.2.16. Field Name: “Education Level”

4.10.10.6.4.2.16.1. The value of the Education Level field in the General Info tab of Customer Detail at the time of WIA enrollment shall be displayed.

4.10.10.6.4.2.17. Field Name: “First Youth Service Date“

4.10.10.6.4.2.17.1. This read-only field identifies the date of the first youth service.

4.10.10.6.4.2.17.2. This field will only be displayed for enrollments that are Stimulus Summer Youth funded (fund_id = 17) and WIA Youth funded (using fund_id = 3, 4, 23 and 24) including the Common Measures parent.

4.10.10.6.4.2.17.3. This field value shall be dynamically generated based on the earliest actual start date of the non-follow up youth funded services.

4.10.10.6.4.2.17.4. This field will NOT be part of the default fields and layout for state and partner programs.

4.10.10.6.4.2.18. Field Name: “Last Youth Service Date“

4.10.10.6.4.2.18.1. This field will only be displayed for enrollments that are Stimulus Summer Youth funded (fund_id = 17) and WIA Youth funded (using fund_id = 3, 4, 23 and 24) including the Common Measures parent.

4.10.10.6.4.2.18.2. A value shall only be displayed if all non-follow up youth funded services have actual end dates.

4.10.10.6.4.2.18.3. This field value shall be dynamically generated based on the latest actual end date of non-follow up youth funded services.

4.10.10.6.4.2.18.4. This field will NOT be part of the default fields and layout for state and partner programs.

4.10.10.6.4.3. A section shall be available to provide the Comprehensive Assessment's 'WIA Summary' data fields and values.

4.10.10.6.4.3.1. Section Header: "Eligibility Criteria"

4.10.10.6.4.3.2. The Youth Only flags shall be displayed if the customer is less than or equal to the WIOA_YOUTH_MAX_AGE global variable value in years.

4.10.10.6.4.3.3. The Adult only Homeless flag will continue to be displayed if the customer is older than WIOA_YOUTH_MAX_AGE global variable value in years.

4.10.10.6.4.4. When an Enrollment is deleted, the existing Service history item is deleted.

4.10.10.6.4.5. When the Enrollment date is changed, the existing Service history item is updated.

4.10.10.6.4.6. The following sections shall be displayed as read-only and populated based on the fields and values entered in the Comprehensive Assessment and Customer Detail modules and captured at the time of enrollment or subsequently captured if initially null.

4.10.10.6.4.6.1. Section Heading: "Veteran Info"

4.10.10.6.4.6.2. If a value is "null" in any field, that value will not be displayed.

4.10.10.6.4.6.3. The values and rules for displaying fields in the Military Service section found in the Customer Detail module shall populate the following fields that are meaningful to the type of service:

4.10.10.6.4.6.3.1. Field Name: "Service Veteran"

4.10.10.6.4.6.3.1.1. This field shall be populated with "Yes" or "No" based on the "Service Veteran" flag entered in the Add'l Info tab of Customer Detail.

4.10.10.6.4.6.3.2. Field Name: "Service Veteran Type"

4.10.10.6.4.6.3.2.1. This field will be populated with "Active", "Transitioning Veteran" or "Other Eligible" based on the radio button selected.

4.10.10.6.4.6.3.3. Field Name: "From"

4.10.10.6.4.6.3.3.1. This field will be populated with the "From" date value entered.

4.10.10.6.4.6.3.4. Field Name: "Thru"

4.10.10.6.4.6.3.4.1. This field will be populated with the "Thru" date value entered.

4.10.10.6.4.6.3.4.2. This field will be displayed as "Planned Thru" when the Service Veteran Type is Transitioning Veteran.

4.10.10.6.4.6.3.5. Field Name: "Transition Type"

4.10.10.6.4.6.3.5.1. This field is populated with "Discharge", "Retirement" or "Spouse" based on the selection in the "Type" field.

4.10.10.6.4.6.3.6. Field Name: "Service Disability"

4.10.10.6.4.6.3.6.1. This field will be populated with “Disabled”, “Not Disabled” or “Special Disabled” based on the selection in the “Service Disability” field.

4.10.10.6.4.6.3.7. Field Name: “Campaign Veteran”

4.10.10.6.4.6.3.7.1. This field will be populated with “Yes” or “No” based on the “Campaign Veteran” flag.

4.10.10.6.4.6.3.8. Field Name: “In Country”

4.10.10.6.4.6.3.8.1. This field will be populated with the “Yes” or “No” based on the “In Country” flag.

4.10.10.6.4.6.3.9. Field Name: “Veteran Era”

4.10.10.6.4.6.3.9.1. This field will be populated with ”Transitioning Service Member”, “Transitioning Vietnam Service Member”, “Transitioning Service Member Spouse”, “Other Vet”, “Vietnam”, or “Other Eligible” based on the value displayed in the “Veteran Era” field.

4.10.10.6.4.6.4. Section Heading: “Additional Info”

4.10.10.6.4.6.4.1. Field Name: “UI Claimant”

4.10.10.6.4.6.4.1.1. This field will be populated with the value selected in the “UI Claimant” field in the Gen. Info tab of Customer Detail.

4.10.10.6.4.6.4.2. Field Name: “Profiled”

4.10.10.6.4.6.4.2.1. This field will be populated with the value displayed in the “Profiled” field in the Gen. Info tab of Customer Detail.

4.10.10.6.4.6.4.3. Field Name: “Date”

4.10.10.6.4.6.4.3.1. This shall display the “Profiled Date” value found in the Customer Detail General Info page in read-only format.

4.10.10.6.4.6.4.4. Field Name: “Disability Status”

4.10.10.6.4.6.4.4.1. This field will be populated with the value displayed in the “Disability Status” field in the Health tab found in Comprehensive Assessment.

4.10.10.6.4.6.4.5. Field Name: “Disability Category”

4.10.10.6.4.6.4.5.1. This field will be populated with the value displayed in the “Disability Category” field in the Add’l Info tab found in Customer Detail.

4.10.10.6.4.6.4.6. Field Name: “Limited English”

4.10.10.6.4.6.4.6.1. This field will be populated with the value displayed in the “Limited English” field in the Education tab or Comprehensive Assessment.

4.10.10.6.4.6.4.7. Field Name: “Reason for Leaving”

4.10.10.6.4.6.4.7.1. This field will be populated with the value displayed in the “Reason For Leaving” field found the Work History tab in Customer Detail.

4.10.10.6.4.6.4.8. Field Name: “Dislocation Date”

4.10.10.6.4.6.4.8.1. This field will be populated with the date value displayed in the “Qualifying Dislocation Date” field found in the Work History tab in Customer Detail.

4.10.10.6.4.6.4.9. Field Name: “Pell Grant Recipient”

4.10.10.6.4.6.4.9.1. This field will be populated with the value selected in the “Pell Grant Recipient?” field in Education tab in Comprehensive Assessment.

4.10.10.6.4.6.4.10. Field Name: “Family Status”

4.10.10.6.4.6.4.10.1. This field will be populated with the value selected in the “Family Status” field found in the Family tab in Comprehensive Assessment.

4.10.10.6.4.6.4.11. Field Name: “Parenting Youth“

4.10.10.6.4.6.4.11.1. This field will be populated with the value selected in the “Is Customer Parenting Youth?” field in Family tab of Comprehensive Assessment.

4.10.10.6.4.6.4.12. Field Name: “Pregnant”

4.10.10.6.4.6.4.12.1. This field will be populated with the value selected in the “Is customer pregnant?” field in the Family tab in Comprehensive Assessment.

4.10.10.6.4.6.4.13. Field Name: “Current Housing”

4.10.10.6.4.6.4.13.1. This field will be populated based on the Current Housing field and value entered in the Housing Tab of Comprehensive Assessment and the Add’l Info tab of Customer Detail, subsequently captured at the time of enrollment.

4.10.10.6.4.6.4.14. Field Name: “Current Housing (2)”

4.10.10.6.4.6.4.14.1. This field will be populated based on the Current Housing (2) field and value entered in the Housing Tab of Comprehensive Assessment and the Add’l Info tab of Customer Detail, subsequently captured at the time of enrollment.

4.10.10.6.4.6.4.15. Field Name: “Location Code”

4.10.10.6.4.6.4.15.1. This field shall display the Economic/Labor Market Area and Physical Location code associated to the enrollment.

4.10.10.6.4.6.4.15.2. The value consists of a six digit number that is made up of a two digit Economic Region ID and the four-digit Elma Code.

4.10.10.6.5.6.4.15.2.1. If the Elma Code is not available, the Enrolling Office ID will be used.

4.10.10.6.4.6.4.15.3. The Economic Region ID will be based on the Alternate Key value of the Region domain, when provided, or the existing Region ID value.

4.10.10.6.4.6.4.15.4. When an Alternate Key value is provided, the Economic Region ID is set according to the following rules:

4.10.10.6.5.6.4.15.4.1. The Alternate Key value shall be used as the two-digit Economic Region ID.

4.10.10.6.5.6.4.15.4.2. If the Alternate Key is two digits, the Economic Region ID is set to the same value as the Alternate Key.

4.10.10.6.5.6.4.15.4.3. If the existing Alternate Key is one digit, the Economic Region ID value will be padded with zeroes to a length of two digits. (ie. '1' becomes '01')

4.10.10.6.5.6.4.15.4.4. If the existing Alternate Key is greater than two digits, the two right most digits are used when setting the Economic Region ID. (ie. '190' becomes '90')

4.10.10.6.4.6.4.15.5. If an Alternate Key is not provided, the Economic Region ID is set according to the following rules:

4.10.10.6.5.6.4.15.5.1. If the existing Region ID value is two digits, this value shall be used as the two-digit Economic Region ID.

4.10.10.6.5.6.4.15.5.2. If the existing Region ID value is one digit, the Economic Region ID value will be padded with zeroes to a length of two digits. (i.e. '1' becomes '01')

4.10.10.6.5.6.4.15.5.3. If the existing Region ID is greater than two digits, the two right most digits are used when setting the Economic Region ID value. (i.e. '190' becomes '90')

4.10.10.6.4.6.4.15.6. If the enrolling admin is a Self Service admin and enrolling office is the office associated to the Self Service admin, the Location code will equal: '999999'.

4.10.10.6.4.6.4.15.7. This field shall be displayed and populated at the time of display for all enrollments.

4.10.10.6.4.6.4.16. The following fields shall be displayed and populated with the values captured from Customer Detail at the time of the WIA Enrollment

4.10.10.6.4.6.4.16.1. Field Name: "Migrant Class"

4.10.10.6.4.6.4.16.2. Field Name: "Empl. in Farmwork"

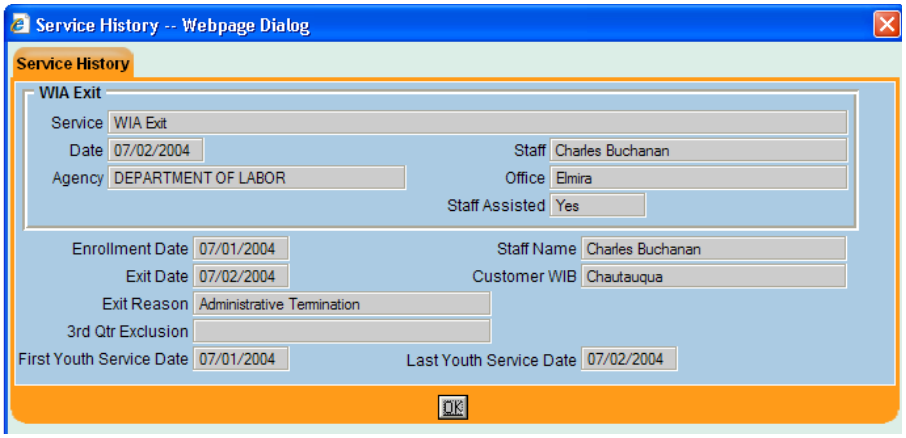
4.10.10.6.4.6.4.16.3. Field Name: "Farmwork Threshold"

4.10.10.6.4.6.4.16.4. Field Name: "Farmwork Type"

4.10.10.6.4.6.5. A button shall be available to close the WIA Enrollment window and return to the Service History list.

4.10.10.6.4.6.5.1. Button Text: "OK"

4.10.10.6.5. Service History Detail – WIA Exit



4.10.10.6.5.1. The WIA Exit fields and layout shall be the default for Labor Exchange, Stimulus Summer Youth, state and partner programs.

4.10.10.6.5.2. A customer is exited from the WIA program via the Enrollments tab.

4.10.10.6.5.3. The following fields shall be displayed:

4.10.10.6.5.3.1. Field Name: “Service”

4.10.10.6.5.3.2. Field Name: “Date”

4.10.10.6.5.3.3. Field Name: “Staff”

4.10.10.6.5.3.4. Field Name: “Agency”

4.10.10.6.5.3.5. Field Name: “Office”

4.10.10.6.5.3.6. Field Name: “Staff Assisted”

4.10.10.6.5.3.7. Field Name: “Enrollment Date”

4.10.10.6.5.3.7.1. This shall be populated with the enrollment date of the enrolling service in read-only format.

4.10.10.6.5.3.8. Field Name: “Staff Name”

4.10.10.6.5.3.9. Field Name: “Exit Date”

4.10.10.6.5.3.9.1. When the Exit Date is deleted, the existing Service history item is deleted.

4.10.10.6.5.3.9.2. When the Exit Date is changed, the existing Service history item is updated.

4.10.10.6.5.3.10. Field Name: “Customer WIB”

4.10.10.6.5.3.11. Field Name: “Exit Reason”

4.10.10.6.5.3.12. Field Name: “3Qtr Exclusion Reason”

4.10.10.6.5.3.12.1. This field shall display the value selected from the Enrollments tab.

4.10.10.6.5.3.13. Field Name: “First Youth Service Date“

4.10.10.6.5.3.13.1. This read-only field identifies the date of the first youth service.

4.10.10.6.5.3.13.2. This field will only be displayed for enrollments that are Stimulus Summer Youth funded (fund_id = 17) and WIA

Youth funded (using fund_id = 3, 4, 23 and 24) including the Common Measures parent.

4.10.10.6.5.3.13.3. This field value shall be dynamically generated based on the earliest actual start date of the non-follow up youth funded services.

4.10.10.6.5.3.13.4. This field will NOT be part of the default fields and layout for state and partner programs.

4.10.10.6.5.3.14. Field Name: “Last Youth Service Date“

4.10.10.6.5.3.14.1. This read-only field identifies the date of the last youth service.

4.10.10.6.5.3.14.2. This field will only be displayed for enrollments that are Stimulus Summer Youth funded (fund_id = 17) and WIA Youth funded (using fund_id = 3, 4, 23 and 24) including the Common Measures parent.

4.10.10.6.5.3.14.3. A value shall only be displayed if all non-follow up youth funded services have actual end dates.

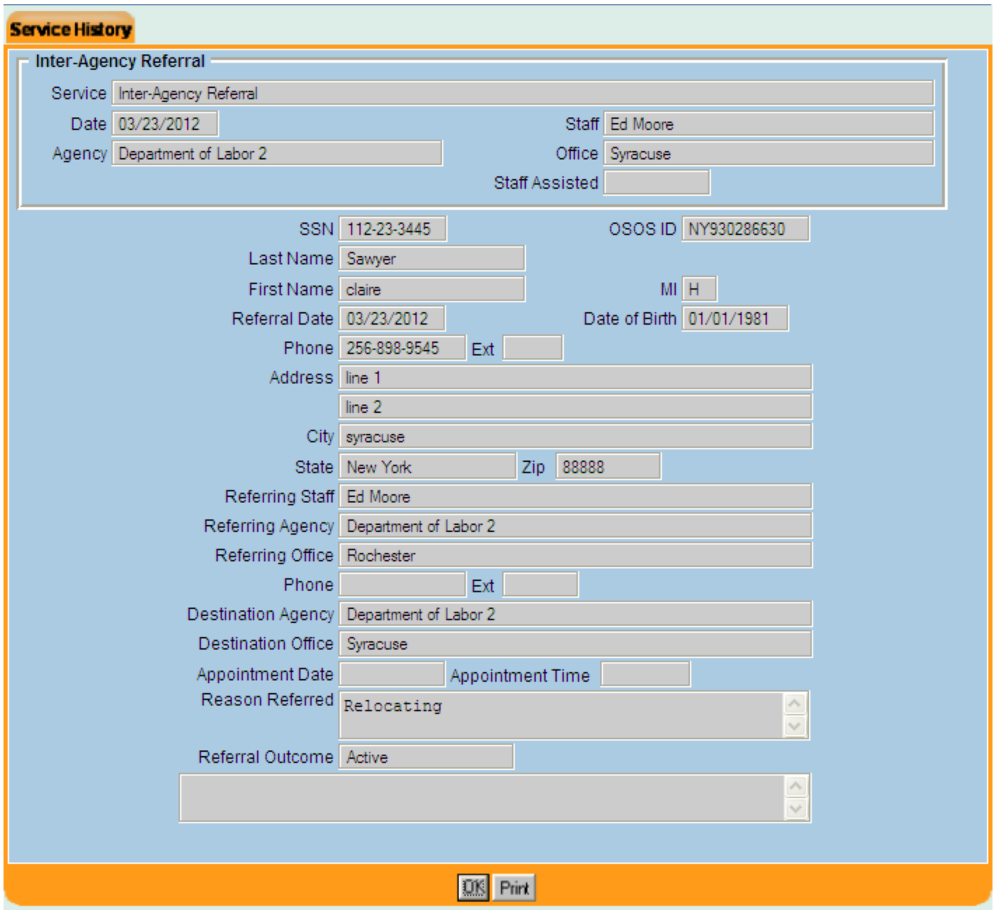
4.10.10.6.5.3.14.4. This field value shall be dynamically generated based on the latest actual end date of non-follow up youth funded services.

4.10.10.6.5.3.14.5. This field will NOT be part of the default fields and layout for state and partner programs.

4.10.10.6.5.3.15. A button shall be available to close the WIA Exit window and return to the Service History list.

4.10.10.6.5.3.15.1. Button Text: “OK”

4.10.10.7. Service History Detail – Inter/Agency Referral



4.10.10.7.1. The following fields from the Seeker record shall be prefilled and displayed in read-only format:

- 4.10.10.7.1.1. The “Service”, “Date”, “Staff”, “Agency”, “Office” and “Staff Assisted” fields described in Section 4.10.10.2 shall be displayed.
- 4.10.10.7.1.2. Field Name: “SSN”
- 4.10.10.7.1.3. Field Name: “OSOS ID”
- 4.10.10.7.1.4. Field Name: “Last Name”
- 4.10.10.7.1.5. Field Name: “First”
- 4.10.10.7.1.6. Field Name: “MI”
- 4.10.10.7.1.7. Field Name: “Referral Date”
- 4.10.10.7.1.8. Field Name: “Date of Birth”
- 4.10.10.7.1.9. Field Name: “Phone”
- 4.10.10.7.1.10. Field Name: “Ext”
- 4.10.10.7.1.11. Field Name: “Address”
  - 4.10.10.7.1.11.1. Address lines 1 and 2 shall display when available.
- 4.10.10.7.1.12. Field Name: “City”
- 4.10.10.7.1.13. Field Name: “State”
- 4.10.10.7.1.14. Field Name: “Zip”
- 4.10.10.7.1.15. Field Name: “Referring Staff”

4.10.10.7.1.16. Field Name: “Referring Agency”

4.10.10.7.1.17. Field Name: “Referring Office”

4.10.10.7.1.18. Field Name: “Phone”

4.10.10.7.1.19. Field Name: “Ext”

4.10.10.7.1.20. Field Name: “Destination Agency”

4.10.10.7.1.21. Field Name: “Destination Office”

4.10.10.7.1.22. Field Name: “Appointment Date”

4.10.10.7.1.23. Field Name: “Appointment Time”

4.10.10.7.1.24. Field Name: “Reason Referred”

4.10.10.7.1.25. Field Name: “Referral Outcome”

4.10.10.7.1.25.1. This field will display “Denied OK” status when the following occurs:

4.10.10.7.1.25.2. When an Inter-Agency Referral record has been referred, and a final accept/deny action has not been taken on the record, a batch process will automatically deny the referral record and set the status to “Denied OK”.

4.10.10.7.1.25.3. The notes field will display: “Automatically closed after <UPD_INTERAGENCY_REFER_TO_DENIED_DAYS> days - <MM/DD/YYYY HH24:MI>.”

4.10.10.7.1.25.3.1. <UPD_INTERAGENCY_REFER_TO_DENIED_DAYS> shall be replaced by the global variable value.

4.10.10.7.1.25.3.2. <MM/DD/YYYY HH24:MI> shall be replaced with the system date/time on which the batch clean-up took place.

4.10.10.7.2. A button shall be available to close the Inter-Agency Referral window and return to the Service History list.

4.10.10.7.2.1. Button Text: “OK”

4.10.10.7.3. A button shall be available allowing the user to print the Inter-Agency Referral.

4.10.10.7.3.1. Button Text: “Print”

4.10.10.7.3.2. The application shall display a pop-up window with a printable version of the Inter-Agency Referral.

4.10.10.7.3.2.1. Two buttons will be available to complete or cancel the action.

4.10.10.7.3.2.1.1. Button 1 Text: “Print”

4.10.10.7.3.2.1.1.1. Selecting this button will display the browser Print function to print the detail of the Inter-Agency Referral if desired.

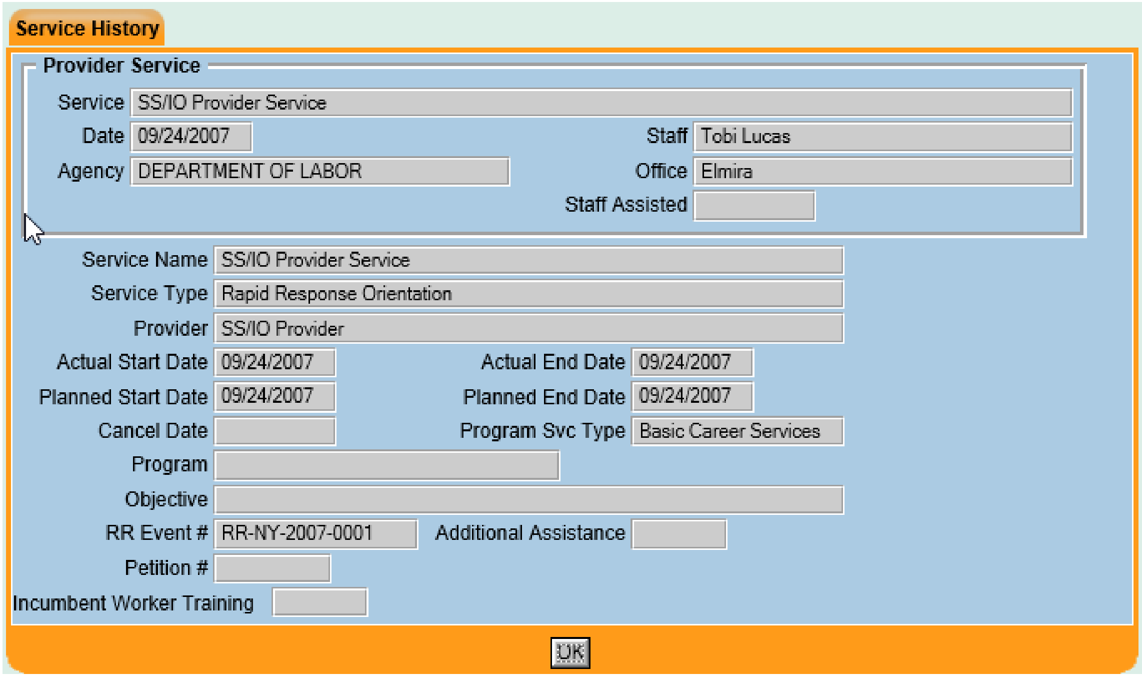
4.10.10.7.3.2.1.2. Button 2 Text: “Cancel”

4.10.10.7.3.2.1.2.1. Selecting this button will close the pop-up window.

4.10.10.7.3.2.1.3. The “Print” and “Cancel” buttons will not be displayed on the printed copy.

4.10.10.7.3.2.1.4. The printable version will be available to “copy and paste” into a Word document.

4.10.10.8. Service History Detail – Provider Service



4.10.10.8.1. Field Name: “Service”

4.10.10.8.2. Field Name: “Date”

4.10.10.8.3. Field Name: “Staff”

4.10.10.8.4. Field Name: “Agency”

4.10.10.8.5. Field Name: “Office”

4.10.10.8.6. Field Name: “Staff Assisted”

4.10.10.8.7. Field Name: “Service Name”

4.10.10.8.8. Field Name: “Service Type”

4.10.10.8.8.1. This field shall display the seeker service type description for the Provider Service.

4.10.10.8.9. Field Name: “Provider”

4.10.10.8.10. Field Name: “Actual Start Date”

4.10.10.8.11. Field Name: “Actual End Date”

4.10.10.8.12. Field Name: “Planned Start Date”

4.10.10.8.13. Field Name: “Planned End Date”

4.10.10.8.14. Field Name: “Cancel Date”

4.10.10.8.15. Field Name: “Program Svc Type”

4.10.10.8.16. Field Name: “Program”

4.10.10.8.17. Field Name: “Objective”

4.10.10.8.18. Field Name: “RR Event #”

4.10.10.8.19. Field Name: “Additional Assistance”

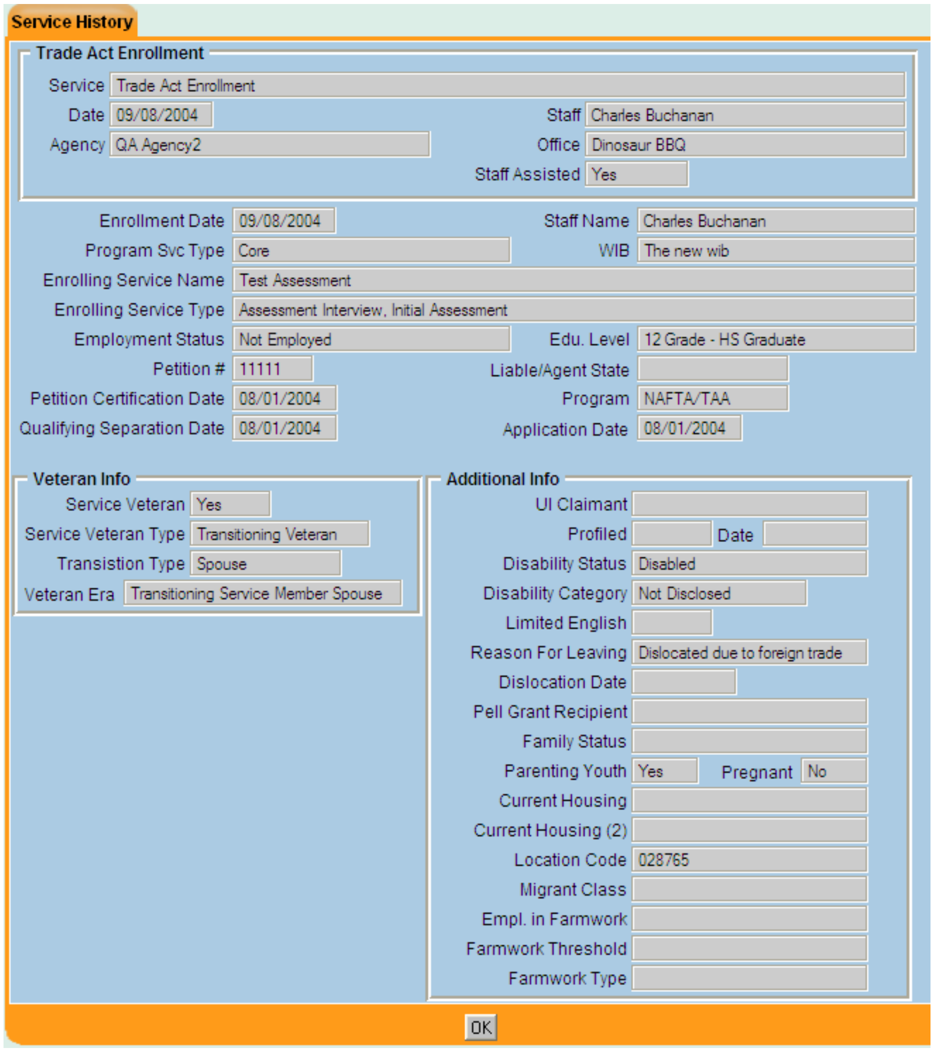
4.10.10.8.20. Field Name: “Petition #”

4.10.10.8.21. Field Name: “Incumbent Worker Training”

4.10.10.8.22. A button shall be available to close the pop-up window and return to the Service History list.

4.10.10.8.22.1. Button Text: “OK”

4.10.10.9. Service History Detail – Trade Act Enrollment



4.10.10.9.1. Field Name: “Service”

4.10.10.9.2. Field Name: “Date”

4.10.10.9.3. Field Name: “Staff”

4.10.10.9.4. Field Name: “Agency”

4.10.10.9.5. Field Name: “Office”

4.10.10.9.6. Field Name: “Staff Assisted”

4.10.10.9.7. Field Name: “Enrollment Date

4.10.10.9.8. Field Name: “Staff Name”

4.10.10.9.9. Field Name: “Program Svc Type”

4.10.10.9.9.1. The enrolling service shall be used to populate this field.

4.10.10.9.9.2. If the enrolling service is an activity and not a provider service, the field shall be null.

4.10.10.9.10. Field Name: “WIB”

4.10.10.9.11. Field Name: “Enrolling Service Name”

4.10.10.9.11.1. The enrolling service shall be used to populate this field.

4.10.10.9.11.2. If the enrolling service is an activity and not a provider service, the field shall be null.

4.10.10.9.12. Field Name: “Enrolling Service Type”

4.10.10.9.12.1. If the first enrolling service is Provider service, this field shall display the seeker service type description for the Provider service.

4.10.10.9.12.2. If the first enrolling service is an activity, this field shall display the seeker service type description for the activity.

4.10.10.9.13. Field Name: “Employment Status”

4.10.10.9.13.1. This shall display the value at the time of Trade Act Enrollment.

4.10.10.9.14. Field Name: “Education Level”

4.10.10.9.14.1. This field will be populated with the value displayed in the “Education Completed” field in the Education tab of Comprehensive Assessment.

4.10.10.9.15. Field Name: “Petition #”

4.10.10.9.15.1. The number displayed in this field will be the number associated to the service with the earliest actual start date.

4.10.10.9.15.2. In an instance where there is more than one earliest actual start date (i.e. more than one date that is the same), this field will display the number associated to the service with the lowest seeker_service_id.

4.10.10.9.16. Field Name: “Liable/Agent State”

4.10.10.9.16.1. This field shall display the value from the Work History tab of Customer Detail.

4.10.10.9.17. Field Name: “Petition Certification Date”

4.10.10.9.17.1. The date displayed in this field shall be the petition certification date that is associated to the petition number associated to the service with the earliest actual start date.

4.10.10.9.18. Field Name: “Program”

4.10.10.9.18.1. The program displayed in this field shall be the program that is associated to the petition number associated to the service with the earliest actual start date.

4.10.10.9.19. Field Name: “Qualifying Separation Date”

4.10.10.9.19.1. The date displayed in this field shall be the qualifying separation date that is associated to the petition number associated to the service with the earliest actual start date.

4.10.10.9.19.1.1. Since the earliest actual start date can change, the value of the qualified separation date may change.

4.10.10.9.20. Field Name: “Application Date”

4.10.10.9.20.1. The date displayed in this field shall be the application date that is associated to the petition number associated to the service with the earliest actual start date.

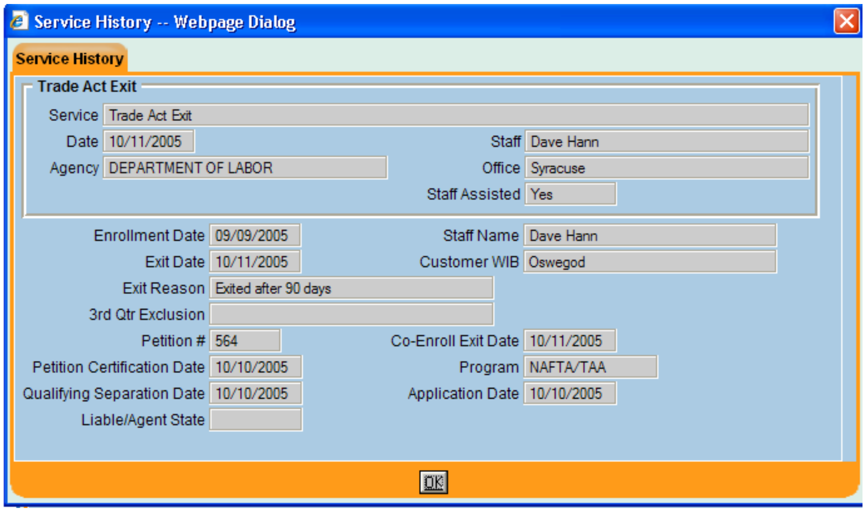
4.10.10.9.21. The Veteran Info Section requirements described in Sections 4.10.10.6.4.6 through 4.10.10.6.4.6.3.9.1 shall apply.

4.10.10.9.22. The Additional Info Section fields and requirements described in Sections 4.10.10.6.4.6.4 - 4.10.10.6.4.6.4.16.4 shall apply and be populated with the values captured at the time of the Trade Act Enrollment.

4.10.10.9.23. A button shall be available to close the Trade Act Enrollment window and return to the Service History list.

4.10.10.9.23.1. Button Text: “OK”

4.10.10.10. Service History Detail – Trade Act Exit



4.10.10.10.1. Field Name: “Service”

4.10.10.10.2. Field Name: “Date”

4.10.10.10.3. Field Name: “Staff”

4.10.10.10.4. Field Name: “Agency”

4.10.10.10.5. Field Name: “Office”

4.10.10.10.6. Field Name: “Staff Assisted”

4.10.10.10.7. Field Name: “Enrollment Date”

4.10.10.10.7.1. This read-only field shall be populated with the enrollment date of the enrolling service.

4.10.10.10.8. Field Name: “Staff Name”

4.10.10.10.9. Field Name: “Exit Date”

4.10.10.10.10. Field Name: “Customer WIB”

4.10.10.10.11. Field Name: “Exit Reason”

4.10.10.10.12. Field Name: “3rd Qtr Exclusion”

4.10.10.10.12.1. This shall display the value selected from the Enrollments tab.

4.10.10.10.13. Field Name: “Petition #”

4.10.10.10.13.1. The number displayed in this field will be the number associated to the service with the greatest actual end date that is not a follow-up service.

4.10.10.10.13.1.1. In an instance where there is more than one greatest actual end date (i.e. more than one date that is the same), this field will display the number associated to the service with the greatest seeker_service_id.

4.10.10.10.14. Field Name: “Petition Certification Date”

4.10.10.10.14.1. The date displayed in this field shall be the petition certification date that is associated to the petition number associated to the service with the most recent actual end date that is not a follow-up service.

4.10.10.10.15. Field Name: “Program”

4.10.10.10.15.1. The program displayed in this field shall be the program that is associated to the petition number associated to the service with the most recent actual end date that is not a follow-up service.

4.10.10.10.16. Field Name: “Qualifying Separation Date”

4.10.10.10.16.1. The date displayed in this field shall be the qualifying separation date that is associated to the petition number associated to the service with the most recent actual end date that is not a follow-up service.

4.10.10.10.17. Field Name: “Application Date”

4.10.10.10.17.1. The date displayed in this field shall be the application date that is associated to the petition number associated to the service with the most recent actual end date that is not a follow-up service.

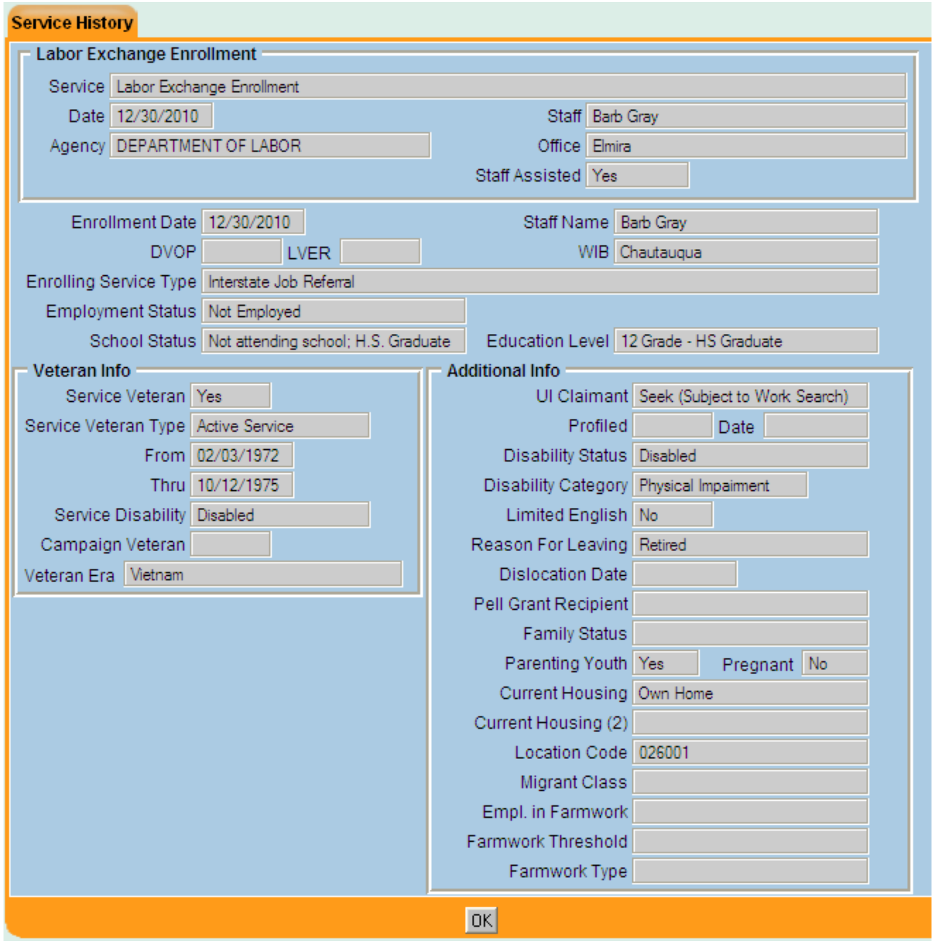
4.10.10.10.18. Field Name: “Liable/Agent State”

4.10.10.10.18.1. This field shall display the value from the Work History tab of Customer Detail.

4.10.10.10.19. A button shall be available to close the Activity window and return to the Service History list.

4.10.10.10.19.1. Button Text: “OK”

4.10.10.11. Service History Detail - Labor Exchange Enrollment



4.10.10.11.1. Field Set Group Header: “Labor Exchange Enrollment”

4.10.10.11.1.1. Field Name: “Service”

4.10.10.11.1.1.1. The name of the type of program enrollment shall be displayed in read-only format.

4.10.10.11.1.2. Field Name: “Date”

4.10.10.11.1.2.1. The date of the enrollment shall be displayed: MM/DD/YYYY in read-only format.

4.10.10.11.1.3. Field Name: “Staff”

4.10.10.11.1.3.1. The first and last name of the staff member who assigned the enrollment shall be displayed in read-only format.

4.10.10.11.1.4. Field Name: “Agency”

4.10.10.11.1.4.1. The agency of the staff member who assigned the enrollment.

4.10.10.11.1.5. Field Name: “Office”

4.10.10.11.1.5.1. The office associated to the login of the administrator who assigned the enrollment.

4.10.10.11.1.6. Field Name: “Staff Assisted”

4.10.10.11.1.6.1. This field shall identify whether the participant is Staff Assisted or not Staff Assisted (SS/IO).

4.10.10.11.1.7. Field Name: "Enrollment Date"

4.10.10.11.1.7.1. The enrollment date of the first activity.

4.10.10.11.1.8. Field Name: "Staff Name"

4.10.10.11.1.8.1. This shall display the same name as described in Section 4.10.10.11.1.3.

4.10.10.11.1.9. Field Name: "DVOP"

4.10.10.11.1.9.1. This flag shall indicate if the enrolling activity was provided by a DVOP administrator.

4.10.10.11.1.10. Field Name: "LVER"

4.10.10.11.1.10.1. This flag shall indicate if the enrolling activity was provided by a LVER administrator.

4.10.10.11.1.11. Field Name: "WIB"

4.10.10.11.1.11.1. This field shall display the WIB associated to the office described in Section 4.10.10.11.1.5.

4.10.10.11.1.12. Field Name: "First Service Type"

4.10.10.11.1.12.1. This field shall display the seeker service type description for the enrolling activity.

4.10.10.11.1.13. Field Name: "Employment Status"

4.10.10.11.1.13.1. This shall display the value at the time of Labor Exchange Enrollment.

4.10.10.11.1.14. Field Name: "School Status"

4.10.10.11.1.14.1. This shall display the value in Customer Detail captured at the time of Labor Exchange Enrollment.

4.10.10.11.1.15. Field Name: "Education Level"

4.10.10.11.1.15.1. This field shall display the value in Customer Detail captured at the time of the Labor Exchange Enrollment.

4.10.10.11.2. Field Set Group Header: "Veteran Info"

4.10.10.11.2.1. The fields and values shall be displayed according to the rules in the Additional Info tab of Customer Detail and captured at the time of the Labor Exchange Enrollment.

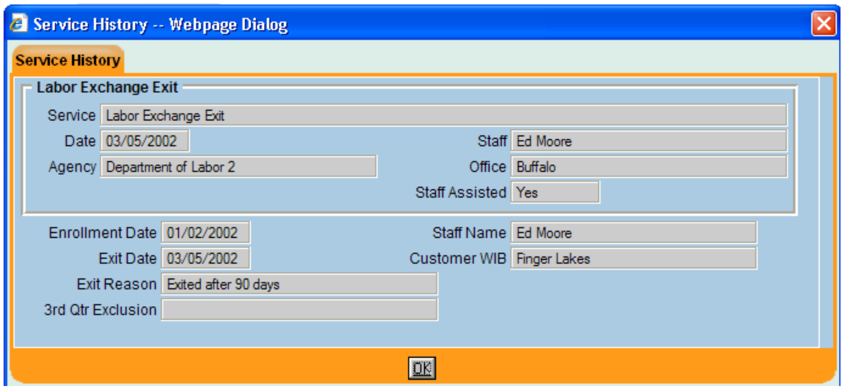
4.10.10.11.3. Field Set Group Header: "Additional Info"

4.10.10.11.3.1. The Additional Info Section fields and requirements described in Sections 4.10.10.6.4.6.4 - 4.10.10.6.4.6.4.16.4 shall apply and display the values captured at the time of the Labor Exchange Enrollment.

4.10.10.11.4. A button shall be available to close the pop-up window.

4.10.10.11.4.1. Button Text: "OK"

4.10.10.12. Service History Detail - Labor Exchange Exit



4.10.10.12.1. Field Set Group Header: “Labor Exchange Exit”

4.10.10.12.1.1. Field Name: “Service”

4.10.10.12.1.1.1. The name of the type of program exit shall be displayed in read-only format.

4.10.10.12.1.2. Field Name: “Date”

4.10.10.12.1.2.1. The date of the exit shall be displayed: MM/DD/YYYY in read-only format.

4.10.10.12.1.3. Field Name: “Staff”

4.10.10.12.1.3.1. The first and last name of the staff member who assigned the exit shall be displayed in read-only format.

4.10.10.12.1.4. Field Name: “Agency”

4.10.10.12.1.4.1. The agency of the staff member who assigned the exit.

4.10.10.12.1.5. Field Name: “Office”

4.10.10.12.1.5.1. The office associated to the login of the administrator who assigned the exit.

4.10.10.12.1.6. Field Name: “Staff Assisted”

4.10.10.12.1.6.1. This field shall identify whether the participant is Staff Assisted or not Staff Assisted (SS/IO).

4.10.10.12.1.7. Field Name: “Enrollment Date”

4.10.10.12.1.7.1. The enrollment date of the first activity.

4.10.10.12.1.8. Field Name: “Staff Name”

4.10.10.12.1.8.1. This shall display the same name as described in Section 4.10.10.12.1.3.

4.10.10.12.1.9. Field Name: “Exit Date”

4.10.10.12.1.9.1. This shall display the exit date of the first activity.

4.10.10.12.1.10. Field Name: “Customer WIB”

4.10.10.12.1.10.1. This field shall display the WIB associated to the office described in Section 4.10.10.12.1.5.

4.10.10.12.1.11. Field Name: “Exit Reason”

4.10.10.12.1.11.1. This shall display the value selected from the Enrollments tab.

4.10.10.12.1.12. Field Name: “3rd Quarter Exclusion Reason”

4.10.10.12.1.12.1. This shall display the value selected from the Enrollments tab.

4.10.10.12.1.13. A button shall be available to close the pop-up window.

4.10.10.12.1.13.1. Button Text: “OK”

4.10.10.13. Service History Detail – Common Measures Enrollment

4.10.10.13.1. All parent enrollments, including Common Measures parent enrollments, and all Stimulus Summer Youth, partner programs and state-defined programs shall display the basic WIA Enrollment Detail screen described in Section 4.10.10.6.4.2 through 4.10.10.6.4.6.5.1 as the default with the following modifications:

4.10.10.13.1.1. The top field set group label shall be modified from “WIA Enrollment” to “<PROGRAM> Enrollment”.

4.10.10.13.1.1.1. <PROGRAM> shall be replaced with the parent enrollment name, “Common Measures”, “Summer Youth”, the state-defined or partner program name.

4.10.10.13.1.2. A field shall be added below the “Current Housing” field in the Additional Info section.

4.10.10.13.1.2.1. Field Name: “Migrant Class”

4.10.10.13.1.2.2. This read-only field shall be populated with the value captured from Customer Detail at the time of the program enrollment.

4.10.10.13.1.3. The First Youth Service Date and Last Youth Service Date fields described in Sections 4.10.10.6.4.2.17 and 4.10.10.6.4.2.18 shall only be displayed for WIA Youth and Stimulus Summer Youth enrollments and NOT part of the default fields and layout for state and partner programs.

4.10.10.14. Service History Detail – Common Measures Exit

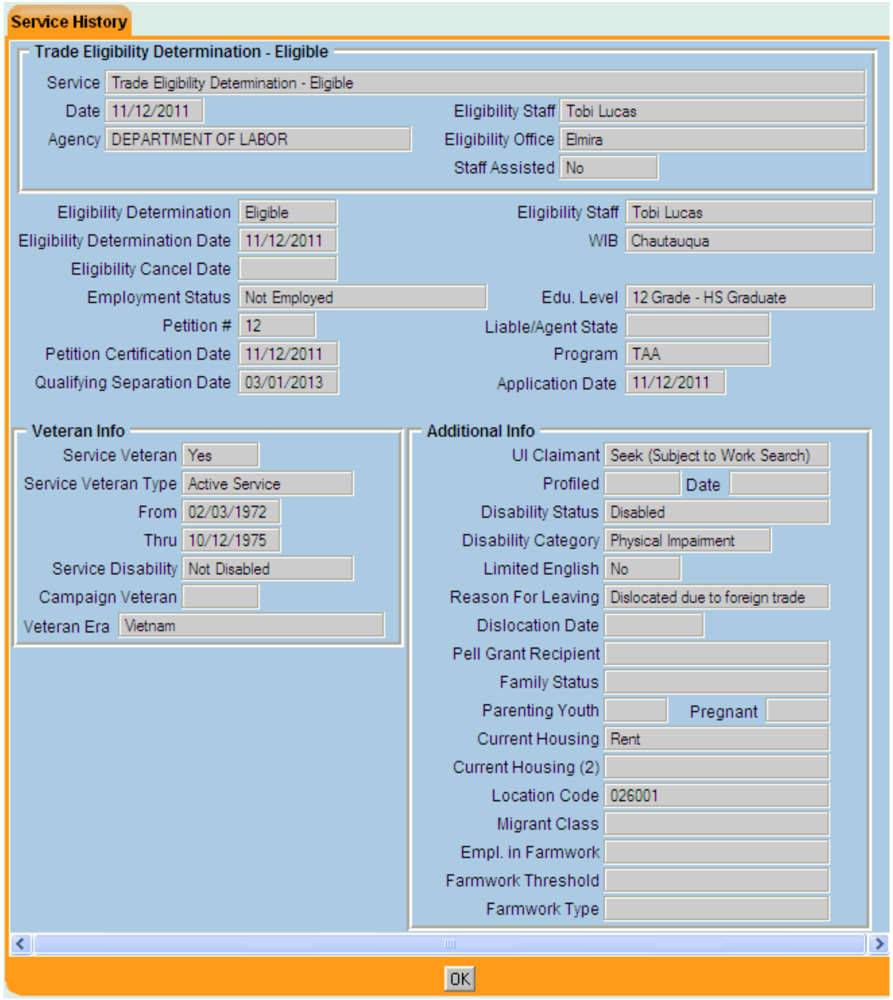
4.10.10.14.1. All parent exits, including Common Measures parent exits, and all Stimulus Summer Youth, partner program and state-defined program exits shall display the revised WIA Exit Detail screen described in Section 4.10.10.6.5.3 through 4.10.10.6.5.3.15.1 as the default with the following modifications:

4.10.10.14.1.1. The top field set group label shall be modified from “WIA Exit” to “<PROGRAM> Exit”.

4.10.10.14.1.2. <PROGRAM> shall be replaced with the parent enrollment name, “Common Measures”, “Summer Youth”, the state-defined or partner program name.

4.10.10.14.1.3. The First Youth Service Date and Last Youth Service Date fields described in Sections 4.10.10.6.4.2.17 and 4.10.10.6.4.2.18 shall only be displayed for WIA Youth and Stimulus Summer Youth exits and NOT part of the default fields and layout for state and partner programs.

4.10.10.15. Service History Detail – Trade Eligibility Determination (TED)



4.10.10.15.1. All TEDs shall display by default, the Trade Act enrollment layout detail screen described in Section 4.10.10.9 with the following modifications:

4.10.10.15.2. The field set group header shall be displayed as “Trade Eligibility Determination - <STATUS>”.

4.10.10.15.2.1. <STATUS> shall be replaced with the eligibility determination result, either “Eligible” or “Ineligible”.

4.10.10.15.3. The Enrollment fields and information shall be replaced with fields and information gathered at the time of determined eligibility.

4.10.10.15.3.1. Enrollment Date, Enrolling Service Name, Enrolling Service Type shall be replaced with Eligibility Determination, Eligibility Determination Date, Eligibility Cancel Date, Eligibility Staff, Eligibility Office and sourced from the TED WIA logging record.

4.10.10.15.3.2. Staff Name will be renamed “Eligibility Staff Name” and “Program Svc Type” field shall be removed.

4.10.10.16. Service History Detail – Program Eligibility Determination (PED)

4.10.10.16.1. All PEDs shall display by default, the WIA enrollment layout detail screen described in Section 4.10.10.6.4.2 through 4.10.10.6.4.6.5.1 with the following modifications:

4.10.10.16.2. The field set group header shall be displayed as “<PROGRAM> - <STATUS>”.

4.10.10.16.2.1. <PROGRAM> shall be replaced with the federal program name when a program eligibility determination entry has been created.

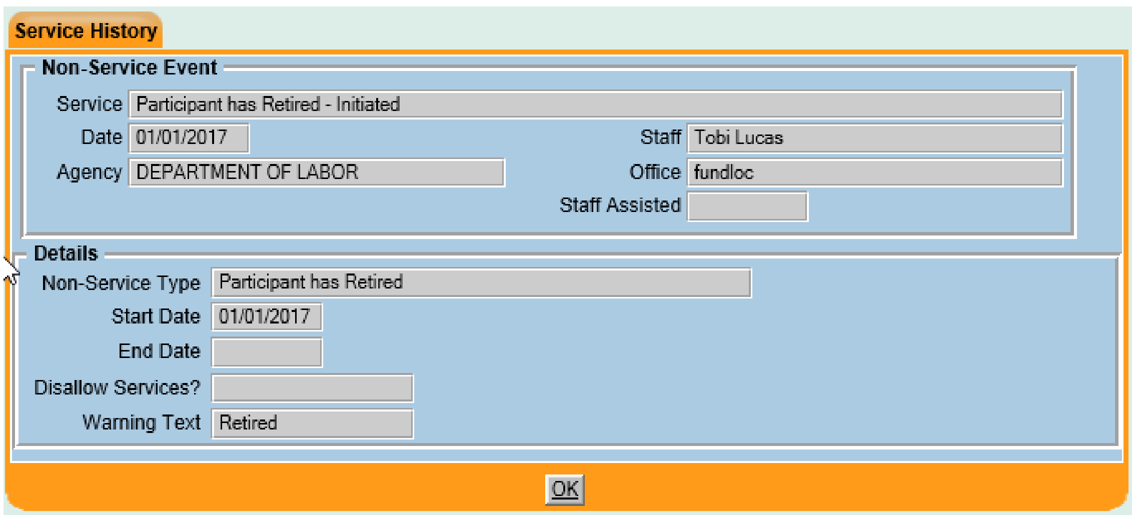
4.10.10.16.2.2. <STATUS> shall be replaced with the eligibility determination result, either “Eligible” or “Ineligible”.

4.10.10.16.3. The Enrollment fields and information shall be replaced with fields and information gathered at the time of determined eligibility.

4.10.10.16.3.1. Enrollment Date, Enrolling Service Name, Enrolling Service Type shall be replaced with Eligibility Determination, Eligibility Determination Date, Eligibility Cancel Date, Eligibility Staff, Eligibility Office and sourced from the TED WIA logging record.

4.10.10.16.3.2. Staff Name will be renamed “Eligibility Staff Name” and “Program Svc Type” field shall be removed.

4.10.10.17. Service History Detail – Non-Service Event



4.10.10.17.1. Tab Name: “Service History”

4.10.10.17.2. Field Set Group: “Non-Service Event”

4.10.10.17.2.1. The following fields will be displayed:

4.10.10.17.2.1.1. Service

4.10.10.17.2.1.1.1. Non-service event value with “- Initiated” or “- Terminated” as appropriate.

4.10.10.17.2.1.2. Date

4.10.10.17.2.1.3. Agency

4.10.10.17.2.1.4. Staff

4.10.10.17.2.1.5. Office

4.10.10.17.2.1.6. Staff Assisted

4.10.10.17.3. Field Set Group: “Details”

4.10.10.17.3.1. The following fields will be displayed:

4.10.10.17.3.1.1. Non-Service Type

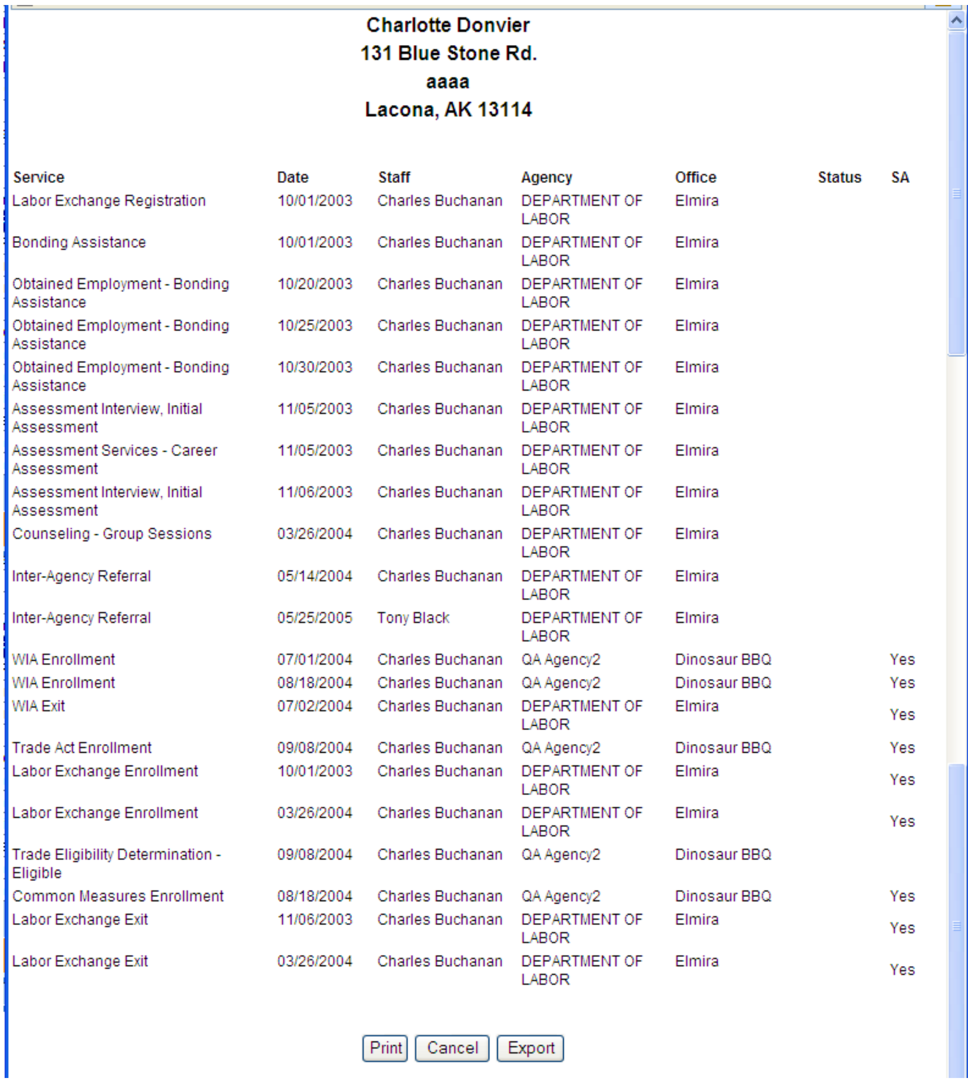
4.10.10.17.3.1.2. Start Date

4.10.10.17.3.1.3. End Date

4.10.10.17.3.1.4. Disallow Service?

4.10.10.17.3.1.5. Warning Text

4.10.10.18. *Print List* – this button provides a pop-up window with a printable version of the information contained on Service History tab.



Charlotte Donvier
131 Blue Stone Rd.
aaaa
Lacona, AK 13114

Service	Date	Staff	Agency	Office	Status	SA
Labor Exchange Registration	10/01/2003	Charles Buchanan	DEPARTMENT OF LABOR	Elmira		
Bonding Assistance	10/01/2003	Charles Buchanan	DEPARTMENT OF LABOR	Elmira		
Obtained Employment - Bonding Assistance	10/20/2003	Charles Buchanan	DEPARTMENT OF LABOR	Elmira		
Obtained Employment - Bonding Assistance	10/25/2003	Charles Buchanan	DEPARTMENT OF LABOR	Elmira		
Obtained Employment - Bonding Assistance	10/30/2003	Charles Buchanan	DEPARTMENT OF LABOR	Elmira		
Assessment Interview, Initial Assessment	11/05/2003	Charles Buchanan	DEPARTMENT OF LABOR	Elmira		
Assessment Services - Career Assessment	11/05/2003	Charles Buchanan	DEPARTMENT OF LABOR	Elmira		
Assessment Interview, Initial Assessment	11/06/2003	Charles Buchanan	DEPARTMENT OF LABOR	Elmira		
Counseling - Group Sessions	03/26/2004	Charles Buchanan	DEPARTMENT OF LABOR	Elmira		
Inter-Agency Referral	05/14/2004	Charles Buchanan	DEPARTMENT OF LABOR	Elmira		
Inter-Agency Referral	05/25/2005	Tony Black	DEPARTMENT OF LABOR	Elmira		
WIA Enrollment	07/01/2004	Charles Buchanan	QA Agency2	Dinosaur BBQ		Yes
WIA Enrollment	08/18/2004	Charles Buchanan	QA Agency2	Dinosaur BBQ		Yes
WIA Exit	07/02/2004	Charles Buchanan	DEPARTMENT OF LABOR	Elmira		Yes
Trade Act Enrollment	09/08/2004	Charles Buchanan	QA Agency2	Dinosaur BBQ		Yes
Labor Exchange Enrollment	10/01/2003	Charles Buchanan	DEPARTMENT OF LABOR	Elmira		Yes
Labor Exchange Enrollment	03/26/2004	Charles Buchanan	DEPARTMENT OF LABOR	Elmira		Yes
Trade Eligibility Determination - Eligible	09/08/2004	Charles Buchanan	QA Agency2	Dinosaur BBQ		
Common Measures Enrollment	08/18/2004	Charles Buchanan	QA Agency2	Dinosaur BBQ		Yes
Labor Exchange Exit	11/06/2003	Charles Buchanan	DEPARTMENT OF LABOR	Elmira		Yes
Labor Exchange Exit	03/26/2004	Charles Buchanan	DEPARTMENT OF LABOR	Elmira		Yes

Print Cancel Export

4.10.10.18.1. The name and address of the customer will be displayed as the header on Service History List print screen.

4.10.10.18.2. The printable Service History List will provide the following information:

4.10.10.18.2.1. Service

4.10.10.18.2.2. Date

4.10.10.18.2.3. Staff

4.10.10.18.2.4. Agency

4.10.10.18.2.5. Office

4.10.10.18.2.6. Status

4.10.10.18.2.6.1. The value of the Status field is obtained from the Service History Detail – Provider Service “Cancel Date” field.

4.10.10.18.2.6.1.1. When the Service History Detail – Provider Service “Cancel Date” field is null, the “Status” field of the Service History List will be blank.

4.10.10.18.2.6.1.2. When a value in the Service History Detail – Provider Service “Cancel Date” field exists, that value will display in the “Status” field of the Service History List.

4.10.10.18.2.7. SA

4.10.10.18.3. *Print* – sends the list to the defined printer.

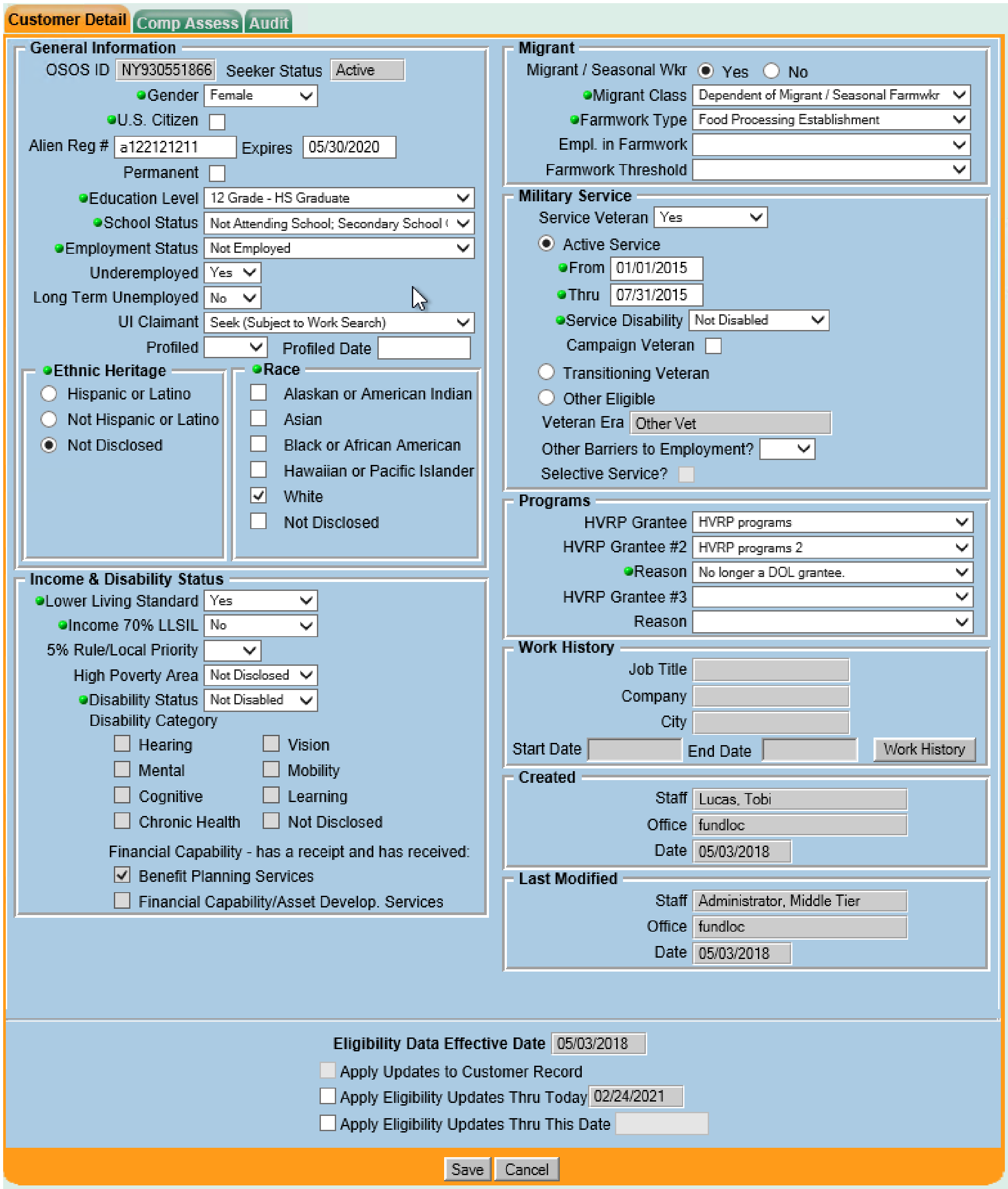
4.10.10.18.4. *Cancel* – closes the pop-up window and does not print the list.

4.10.10.18.5. *Export* - allows the user to export the list into a cvs file that can be used in another application such as Microsoft Excel. This is further described in Section 6 of the Common Elements business requirements document.

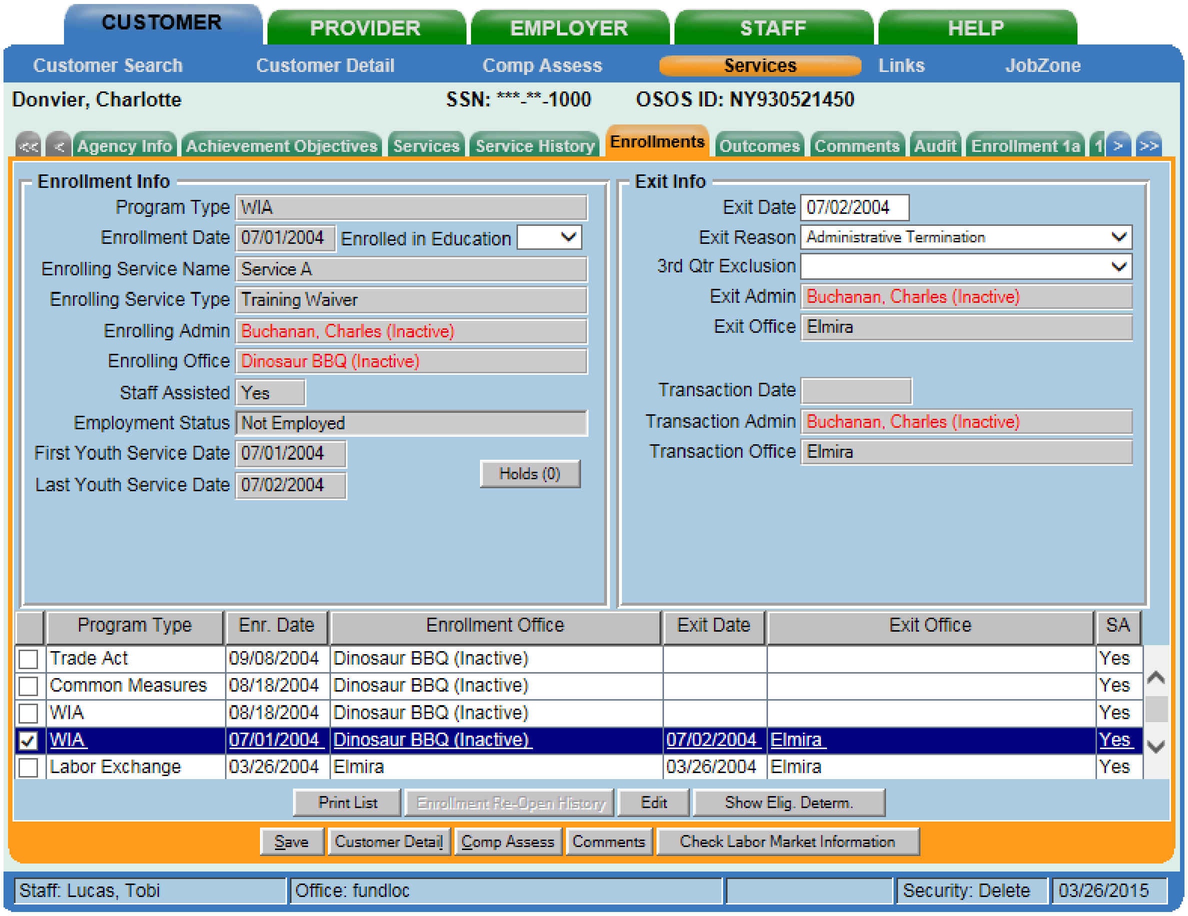
4.10.10.19. Button Text: “Edit Eligibility”

4.10.10.19.1. This button is enabled for history records that are associated to a SED. These history records include Activities, Job Referrals and Services.

4.10.10.19.2. When this button is selected, the application shall display a pop-up window to view all the updates made to this SED record, make updates to this record and apply the updated field changes to other SED records for a period of time (if desired). This function if fully described in the Seeker Eligibility Data business requirements.


Customer Detail
Comp Assess
Audit
General Information
OSOS ID NY930551866
Seeker Status Active
Gender Female
U.S. Citizen
Alien Reg # a122121211
Expires 05/30/2020
Permanent
Education Level 12 Grade - HS Graduate
School Status Not Attending School; Secondary School (
Employment Status Not Employed
Underemployed Yes
Long Term Unemployed No
UI Claimant Seek (Subject to Work Search)
Profiled
Profiled Date
Ethnic Heritage
Hispanic or Latino
Not Hispanic or Latino
Not Disclosed
Race
Alaskan or American Indian
Asian
Black or African American
Hawaiian or Pacific Islander
White
Not Disclosed
Income & Disability Status
Lower Living Standard Yes
Income 70% LLSIL No
5% Rule/Local Priority
High Poverty Area Not Disclosed
Disability Status Not Disabled
Disability Category
Hearing
Vision
Mental
Mobility
Cognitive
Learning
Chronic Health
Not Disclosed
Financial Capability - has a receipt and has received:
Benefit Planning Services
Financial Capability/Asset Develop. Services
Migrant
Migrant / Seasonal Wkr Yes No
Migrant Class Dependent of Migrant / Seasonal Farmwkr
Farmwork Type Food Processing Establishment
Empl. in Farmwork
Farmwork Threshold
Military Service
Service Veteran Yes
Active Service
From 01/01/2015
Thru 07/31/2015
Service Disability Not Disabled
Campaign Veteran
Transitioning Veteran
Other Eligible
Veteran Era Other Vet
Other Barriers to Employment?
Selective Service?
Programs
HVRP Grantee HVRP programs
HVRP Grantee #2 HVRP programs 2
Reason No longer a DOL grantee.
HVRP Grantee #3
Reason
Work History
Job Title
Company
City
Start Date
End Date
Work History
Created
Staff Lucas, Tobi
Office fundloc
Date 05/03/2018
Last Modified
Staff Administrator, Middle Tier
Office fundloc
Date 05/03/2018
Eligibility Data Effective Date 05/03/2018
Apply Updates to Customer Record
Apply Eligibility Updates Thru Today 02/24/2021
Apply Eligibility Updates Thru This Date
Save
Cancel

4.10.11. Enrollments Tab



4.10.11.1. The Enrollments tab will be used to delete, edit, or enter an Exit Date or a Transaction (Soft Exit) Date, place a Hold on the enrollment or view and edit audit information of a WIA Logging enrollment.

4.10.11.2. The Enrollments tab shall display the following fields in the “Enrollment Info” field set group:

4.10.11.2.1. *Program Type*- the name of the Program the user is enrolled in.

4.10.11.2.1.1. This field is read-only.

4.10.11.2.2. *Enrollment Date*- the Actual Start Date of the Service that establishes the Enrollment.

4.10.11.2.2.1. This field is read-only.

4.10.11.2.3. A dropdown list shall be available to record if the customer is enrolled in education during the enrollment period for the WIASRD.

4.10.11.2.3.1. Field Name: “Enrolled in Education”

4.10.11.2.3.2. Required: No

4.10.11.2.3.3. The values are:

- Null (Blank line)
- Yes
- No

4.10.11.2.3.3.1. Default: Null

4.10.11.2.3.4. When a value is entered in a parent enrollment, the value shall populate the child enrollments, where available.

4.10.11.2.3.4.1. This field shall be displayed as read-only for child enrollments.

4.10.11.2.3.4.2. The value shall populate the children immediately, but won't be set until the "Save" button has been selected.

4.10.11.2.4. *Enrolling Service Name*- the name of the Service that establishes the Enrollment.

4.10.11.2.4.1. This field is read-only.

4.10.11.2.4.2. This field shall be null for activities.

4.10.11.2.5. *Enrolling Service Type*

4.10.11.2.5.1. This field is read-only.

4.10.11.2.5.2. If the enrolling service is a Provider service, this field shall display the Service Type value for the Provider service as displayed in the Services tab of the Provider module.

4.10.11.2.5.3. If the enrolling service is an activity, this field shall display the Activity name as displayed in the Activities tab of the Customer Detail module.

4.10.11.2.6. *Enrolling Admin*- the staff user logged in at the time of Enrollment.

4.10.11.2.6.1. This field is read-only.

4.10.11.2.7. *Enrolling Office*- the office of the staff user logged in at the time of Enrollment.

4.10.11.2.7.1. This field is read-only.

4.10.11.2.8. A read-only field shall be provided that displays the Staff Assisted flag value.

4.10.11.2.8.1. Field Name: "Staff Assisted"

4.10.11.2.8.2. This field is set to "Yes" when the first service is associated to the enrollment and it is not 45/Self Service Systems (non-OSOS), 46/Utilizing Resource Rooms, 361/Workforce Information Services Self-Service (LMI), 372/Self Service (OSOS), 373/Self Service Youth Follow-up (OSOS) and 374/Self Service Youth Follow-up (non-OSOS).

4.10.11.2.8.3. The values are:

4.10.11.2.8.3.1. No

4.10.11.2.8.3.2. Yes

4.10.11.2.8.4. Default: No

4.10.11.2.8.5. If a service is deleted that is not associated to SST 45, 46, 361 and 372-374, and no other services exist that are not SST 45, 46, 361, and 372-374, this field shall revert to "No".

4.10.11.2.9. A dropdown list shall be provided that displays the employment status of the seeker.

4.10.11.2.9.1. Field Name: "Employment Status"

4.10.11.2.9.2. Required: Yes

4.10.11.2.9.3. The values are:

4.10.11.2.9.3.1. Null (Blank line)

4.10.11.2.9.3.2. Employed

4.10.11.2.9.3.3. Employed - Rcvd Notice of Termination

4.10.11.2.9.3.4. Not Employed

4.10.11.2.9.4. Default: Null

4.10.11.2.9.5. This field shall be set to the Employment Status value at the time of SS/IO enrollment.

4.10.11.2.9.6. This field shall be editable for administrators who are authorized through the security process “Service Outcomes – Employment Status” described in the Administration system processes requirements.

4.10.11.2.9.7. This field shall be editable for SS/IO parent enrollments. (Common Measures and Singletons)

4.10.11.2.9.7.1. This field value will propagate to all associated children enrollments.

4.10.11.2.9.8. This field shall be displayed in read-only format if the enrollment is closed.

4.10.11.2.10. Field Name: “First Youth Service Date”

4.10.11.2.10.1. This read-only field identifies the date of the first youth service.

4.10.11.2.10.2. This field will only be displayed for enrollments that are Stimulus Summer Youth funded (fund_id = 17) and WIOA Youth funded (using fund_id = 3, 4, 23 and 24) including the Common Measures parent.

4.10.11.2.10.3. This field value shall be dynamically generated based on the earliest actual start date of the non-follow up youth funded services.

4.10.11.2.11. Field Name: “Last Youth Service Date”

4.10.11.2.11.1. This read-only field identifies the date of the last youth service.

4.10.11.2.11.2. This field will only be displayed for enrollments that are Stimulus Summer Youth funded (fund_id = 17) and WIOA Youth funded (using fund_id = 3, 4, 23 and 24) including the Common Measures parent.

4.10.11.2.11.3. A value shall only be displayed if all non-follow up youth funded services have actual end dates.

4.10.11.2.11.4. This field value shall be dynamically generated based on the latest actual end date of non-follow up youth funded service.

4.10.11.2.12. A button shall be available to provide the ability to add a hold period to a customer record when the customer experiences a gap in service.

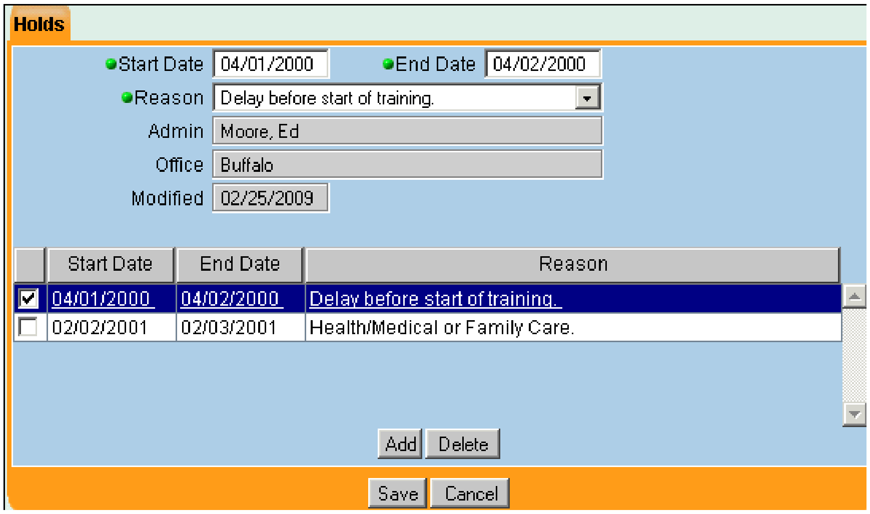
4.10.11.2.12.1. Button Text: “Holds (#)”

4.10.11.2.12.1.1. # shall be replaced with “0” or the number of holds that exist for that enrollment.

4.10.11.2.12.2. Multiple hold periods shall be allowed.

4.10.11.2.12.3. The number of days between the hold start and end date shall be added to the 365 day time period for WIOA Youth goal completion.

4.10.11.2.12.4. When the Holds button is selected, the Holds popup shall be displayed to add, edit and delete enrollment hold information:



4.10.11.2.12.4.1. Tab Name: “Holds”

4.10.11.2.12.4.2. Field Name: “Start Date”

4.10.11.2.12.4.2.1. This field shall be available to enter the start date to begin the hold.

4.10.11.2.12.4.2.2. Required: Yes

4.10.11.2.12.4.2.3. Acceptable Entry: Date formatted MM/DD/YYYY

4.10.11.2.12.4.2.4. The date shall be after or equal to the enrollment date.

4.10.11.2.12.4.2.5. The date can be post dated or past dated.

4.10.11.2.12.4.2.5.1. Future dates must be less than the current system date + 91 days.

4.10.11.2.12.4.2.6. The application shall notify users failing to provide a value.

4.10.11.2.12.4.2.6.1. Error Message: “The Start Date is required.”

4.10.11.2.12.4.2.7. The application shall notify users entering a Start Date that is before the enrollment date.

4.10.11.2.12.4.2.7.1. Error Message: “The Start Date must be after the enrollment date.”

4.10.11.2.12.4.2.8. The application shall notify users entering a Start Date that is post-dated too far in advance.

4.10.11.2.12.4.2.8.1. Error Message: “The Start Date must be no later than 90 days in the future.”

4.10.11.2.12.4.3. Field Name: “End Date”

4.10.11.2.12.4.3.1. This field shall be available to enter the end date to end the hold.

4.10.11.2.12.4.3.2. Required: Yes

4.10.11.2.12.4.3.3. Acceptable Entry: Date formatted MM/DD/YYYY

4.10.11.2.12.4.3.4. The date shall be after or equal to the Start Date.

4.10.11.2.12.4.3.5. The date can be post dated or past dated.

4.10.11.3.3.1.3.3.5.1 Future dates must be less than the current system date + one year.

4.10.11.2.12.4.3.6. The application shall notify users failing to provide a value.

4.10.11.2.12.4.3.6.1. Error Message: “The End Date is required.”

4.10.11.2.12.4.3.7. The application shall notify users entering an End Date that is before the Start Date.

4.10.11.2.12.4.3.7.1. Error Message: “Start Date must be before End Date.”

4.10.11.2.12.4.3.8. The application shall notify users entering an End Date that is post-dated too far in advance.

4.10.11.2.12.4.3.8.1. Error Message: “The End Date must be no later than one year in the future.”

4.10.11.2.12.4.4. Field Name: “Reason”

4.10.11.2.12.4.4.1. This dropdown list shall be available to select the reason for the hold.

4.10.11.2.12.4.4.2. Required: Yes

4.10.11.2.12.4.4.3. The values are:

4.10.11.2.12.4.4.3.1. Null (Blank line)

4.10.11.2.12.4.4.3.2. Delay before start of training

4.10.11.2.12.4.4.3.3. Health/Medical or Family Care

4.10.11.2.12.4.4.3.4. Temporary move from area

4.10.11.2.12.4.4.3.5. Created during 3.4 Conversion

4.10.11.2.12.4.4.3.5.1 This value shall be a non-selectable, inactive value displayed in red.

4.10.11.2.12.4.4.4. Default: Null (Blank line)

4.10.11.2.12.4.4.5. The application shall notify users failing to make a selection.

4.10.11.2.12.4.4.5.1. Error Message: “The Reason is required.”

4.10.11.2.12.4.4.6. The application shall prevent overlapping Holds from having duplicate reasons.

4.10.11.2.12.4.4.6.1. Error Message: “Hold periods cannot overlap with identical reasons.”

4.10.11.2.12.4.5. Field Name: “Admin”

4.10.11.2.12.4.5.1. The first and last name of the staff member who assigned or last modified the hold shall be displayed in read-only format.

4.10.11.2.12.4.5.2. Formatted: <LAST NAME>, <FIRST NAME>

4.10.11.2.12.4.6. Field Name: “Office”

4.10.11.2.12.4.6.1. The administrator’s current office name, who assigned or last modified the hold shall be displayed in read-only format.

4.10.11.2.12.4.7. Field Name: “Modified”

4.10.11.2.12.4.7.1. The date the hold was assigned displayed in read-only format.

4.10.11.2.12.4.7.2. Formatted: MM/DD/YYYY

4.10.11.2.12.5. A list of holds shall be displayed at the bottom with the following requirements:

4.10.11.2.12.5.1. The following columns shall be available:

4.10.11.2.12.5.1.1. Column 1: “Start Date”

4.10.11.2.12.5.1.1.1. Column Entry: The start date entered in Section 4.10.11.2.12.4.2.

4.10.11.2.12.5.1.2. Column 2: “End Date”

4.10.11.2.12.5.1.2.1. Column Entry: The end date entered in Section 4.10.11.2.12.4.3.

4.10.11.2.12.5.1.3. Column 3: “Reason”

4.10.11.2.12.5.1.3.1. Column Entry: The reason selected in Section 4.10.11.2.12.4.4.

4.10.11.2.12.6. Buttons shall be available to add, delete, save or cancel hold information.

4.10.11.2.12.6.1. Button 1 Text: “Add”

4.10.11.2.12.6.1.1. This button shall only be available for open enrollments.

4.10.11.2.12.6.1.2. This button shall only be available for parent and singleton enrollments.

4.10.11.2.12.6.1.3. Holds on parent enrollments shall apply to all of its children enrollments.

4.10.11.2.12.6.2. Button 2 Text: “Delete”

4.10.11.2.12.6.2.1. This button shall only be available for open enrollments.

4.10.11.2.12.6.2.2. This button shall only be available for parent and singleton enrollments.

4.10.11.2.12.6.2.3. Selecting this button shall display a pop-up window with a warning message.

4.10.11.2.12.6.2.3.1. Warning Message: “Are you sure you want to delete the selected Hold?”

4.10.11.2.12.6.2.3.2. Two buttons shall be available to complete or cancel the action.

4.10.11.2.12.6.2.3.2.1 Button 1 Text: “OK”

4.10.11.2.12.6.2.3.2.1.1 Selecting this button will remove the highlighted entry from the selection list and close the pop-up window.

4.10.11.2.12.6.2.3.2.2 Button 2 Text: “Cancel”

4.10.11.2.12.6.2.3.2.2.1 Selecting this button will cancel the action and close the pop-up window.

4.10.11.2.12.6.2.4. This button shall be disabled when there are no entries to delete.

4.10.11.2.12.6.2.5. This button shall be disabled if the administrator is not authorized to delete entries.

4.10.11.2.12.6.2.6. This button shall be available to users for a new entry, before the ‘Save’ button is selected, to clear out a mistaken entry, regardless of the user’s Delete authority.

4.10.11.2.12.6.3. Button 3 Text: “Save”

4.10.11.2.12.6.3.1. Selecting this button shall populate the hold selection list and close the pop-up window.

4.10.11.2.12.6.3.2. This button must be selected in order to store the new entry.

4.10.11.2.12.6.4. Button 4 Text: “Cancel”

4.10.11.2.12.6.4.1. Selecting this button shall cancel the action and close the pop-up window.

4.10.11.3. The following requirements shall apply to the “Exit Info” field set group:

4.10.11.3.1. *Exit Date*- the date the Enrollment was exited.

4.10.11.3.1.1. If the value of the “Exit Date” field for an enrollment is updated to a date that is different than has been previously stored in the wia_logging database table, the Middle Tier will evaluate the new date and determine if it is in a different quarter than the date previously stored in the database.

4.10.11.3.1.1.1. If the updated exit date is in a different quarter than the date previously stored in the database, the Middle Tier will reset the employed after exit flags and determination methods in the wia_logging database table relative to the new exit date.

4.10.11.3.1.1.1.1. When evaluating existing rows in the quarterly_earnings database table for wia_logging exit quarter changes, if a row is found for either the first, third or fifth quarter after the updated exit date with an employer_ein value of “UIUNAVAIL” and a quarterly_earnings_amt value of “99999.99”, then the employed after exit flag and determination method for the appropriate quarter will be updated in the wia_logging database table to nulls.

4.10.11.3.1.1.1.1.1. When the employed after exit flag and determination method for the appropriate quarter are updated in the wia_logging database table to nulls, the employed after exit and determination method fields for the appropriate quarter will display as nulls on the Outcomes tab of the Customer Services module.

4.10.11.3.1.1.2. When evaluating existing rows in the quarterly_earnings database table for wia_logging exit quarter changes, if a row is found for either the first, third or fifth quarter after the updated exit date with an employer_ein value of “UIUNAVAIL” and a quarterly_earnings_amt value of “0.00”, then the employed after exit flag and determination method for the appropriate quarter will be updated in the wia_logging database table to nulls.

4.10.11.3.1.1.2.1. When the employed after exit flag and determination method for the appropriate quarter are updated in the wia_logging database table to nulls, the employed after exit and determination method fields for the appropriate quarter will display as nulls on the Outcomes tab of the Customer Services module.

4.10.11.3.1.2. When evaluating existing rows in the quarterly_earnings database table for wia_logging exit quarter changes, if a row is found with an employer_ein value other than "UIUNAVAIL" for either the first, third or fifth quarter after the updated exit date, then the employed after exit flag and determination method for the appropriate quarter will be updated in the wia_logging database table to “1”/”Yes” and “1”/”UI Wage Data Record”, respectively.

4.10.11.3.1.2.1. When the employed after exit flag and determination method for the appropriate quarter are updated in the wia_logging database table to “1”/”Yes” and “1”/”UI Wage Data Record”, respectively, the employed after exit and determination method fields for the appropriate quarter will be displayed on the Outcomes tab of the Customer Services module as “Yes” and “UI Wage Data Record”, respectively.

4.10.11.3.1.3. If a Program allows hard exits, this field shall be unprotected for parents and singletons.

4.10.11.3.1.4. If a hard exit is allowed, the entered date must be greater than or equal to the maximum non-follow-up service actual end date and the maximum seeker activity c-time for all services and activities associated to the singleton enrollment or parent enrollment.

4.10.11.3.1.4.1. Users will be notified with the following error message:

4.10.11.3.1.4.1.1. Error Message: “Program exit date must be greater than or equal to the latest service actual end date or the latest activity date.”

4.10.11.3.1.5. When a value is entered in a parent enrollment, the value shall populate the child enrollments, where available.

4.10.11.3.1.5.1. This field shall be displayed as read-only for child enrollments.

4.10.11.3.1.5.2. The value shall populate the children immediately, but won’t be set until the “Save” button has been selected.

4.10.11.3.1.6. This field shall be protected when hard exits are not allowed.

4.10.11.3.1.7. If the field is protected or is available, but does not contain a value, the date shall be equal to the maximum non-follow-up service actual end date and the maximum seeker activity c-time for all services and activities associated to the singleton enrollment or parent enrollment.

4.10.11.3.1.8. The application shall no longer prevent an enrollment with manual outcomes from being re-opened when an Exit Date is removed.

4.10.11.3.1.8.1. An Inbox item shall be created to notify an administrator of a re-opened enrollment. This is described in the Staff business requirements.

4.10.11.3.1.9. Enrollments cannot be exited during a Hold Period. Users shall be notified if an Exit Date is entered during a Hold Period.

4.10.11.3.1.9.1. Error Message: "You cannot exit an enrollment if the participant is currently in a Hold Period. To exit this enrollment, any Hold Period whose end date is in the future must either be removed, or its end date set to a date less than or equal to today."

4.10.11.3.2. *Exit Reason*- the reason the Enrollment was exited.

4.10.11.3.2.1. The values are:

4.10.11.3.2.1.1. Null (Blank line)

4.10.11.3.2.1.2. Institutionalized

4.10.11.3.2.1.3. Health/Medical

4.10.11.3.2.1.4. Family Care

4.10.11.3.2.1.5. Lacks transportation

4.10.11.3.2.1.6. Moved from Area / Cannot Locate

4.10.11.3.2.1.7. Deceased

4.10.11.3.2.1.8. Other services completed

4.10.11.3.2.1.9. Entered Advanced Training (Youth Only)

4.10.11.3.2.1.9.1. This value shall be inactivated and displayed in red.

4.10.11.3.2.1.10. Entered Unsubsidized Employment

4.10.11.3.2.1.11. Entered Military (Youth Only)

4.10.11.3.2.1.11.1. This value shall be inactivated and displayed in red.

4.10.11.3.2.1.12. Entered Post Secondary Training

4.10.11.3.2.1.12.1. This value shall be inactivated and displayed in red.

4.10.11.3.2.1.13. Entered Qualified Apprenticeship (Youth)

4.10.11.3.2.1.13.1. This value shall be inactivated and displayed in red.

4.10.11.3.2.1.14. Entered Unsubsidized Employment

4.10.11.3.2.1.15. Other Reason for Exit

4.10.11.3.2.1.16. Self Employed

4.10.11.3.2.1.17. Exited after 90 days

4.10.11.3.2.1.18. Voluntary Exit

4.10.11.3.2.1.19. Reservist called to Active Duty

4.10.11.3.2.1.20. Administrative Termination

4.10.11.3.2.1.21. Recalled by Former Employer

4.10.11.3.2.1.22. Relocated to Mandated Residential Prog.

4.10.11.3.2.1.23. Retirement

4.10.11.3.2.2. Default: Null

4.10.11.3.2.3. When a value is entered in a parent enrollment, the value shall populate the child enrollments, where available.

4.10.11.3.2.3.1. This field shall be displayed as read-only for child enrollments.

4.10.11.3.2.3.2. The value shall populate the children immediately, but won't be set until the "Save" button has been selected.

4.10.11.3.2.4. If an Exit Reason is removed, any value in the "3rd Qtr Exclusion" field described in Section 4.10.11.3.3 shall be automatically removed.

4.10.11.3.2.5. The application shall no longer prevent an enrollment with manual outcomes from being re-opened when an Exit Reason is removed.

4.10.11.3.2.5.1. An Inbox item shall be created to notify an administrator of a re-opened enrollment. This is described in the Staff business requirements.

4.10.11.3.2.6. Enrollments cannot be exited during a Hold Period. Users shall be notified if an Exit Reason is entered during a Hold Period.

4.10.11.3.2.6.1. Error Message: "You cannot exit an enrollment if the participant is currently in a Hold Period. To exit this enrollment, any Hold Period whose end date is in the future must either be removed, or its end date set to a date less than or equal to today."

4.10.11.3.3. *3rd Qtr Exclusion* –this field shall record third quarter performance reporting exclusion reasons.

4.10.11.3.3.1. Required: No

4.10.11.3.3.2. The values are:

4.10.11.3.3.2.1. Null (Blank line)

4.10.11.3.3.2.2. Deceased

4.10.11.3.3.2.3. Family Care

4.10.11.3.3.2.4. Institutionalized

4.10.11.3.3.2.5. Health/Medical

4.10.11.3.3.2.6. Reservist called to Active Duty

4.10.11.3.3.2.7. Relocated to Mandated Residential Prog.

4.10.11.3.3.3. Default: Null

4.10.11.3.3.4. This field shall be displayed as read-only until the enrollment has been exited and saved.

4.10.11.3.3.5. When a value is entered in a parent enrollment, the value shall populate the child enrollments, where available.

4.10.11.3.3.5.1. This field shall be displayed as read-only for child enrollments.

4.10.11.3.3.5.2. The value shall populate the children immediately, but won't be set until the "Save" button has been selected.

4.10.11.3.4. *Exit Admin*- the staff user logged in at the time of exit.

4.10.11.3.4.1. This field is read-only.

4.10.11.3.5. *Exit Office*- the office of the staff user logged in at the time of exit.

4.10.11.3.5.1. This field is read-only.

4.10.11.3.6. *Co-Enroll Exit Date*- This read-only field shall display the exit date when the Trade Act enrollment is closed and a Common Measures enrollment exists.

4.10.11.3.6.1. If a Common Measures enrollment does not exist, this field shall be populated as follows:

4.10.11.3.6.1.1. If WIA co-enrollment(s) exist and are all closed, determine and display the maximum Trade Act or co-enrolled WIA exit date.

4.10.11.3.7. *Transaction Date*- this field shall display the system date in which the exit transaction occurred in read-only format.

4.10.11.3.7.1. A “Soft Exit” occurs when a Customer who does not receive any WIA-funded Services or non-WIA funded partner Services for 90 days (the Actual End Date of the most recent Service is more than 90 days ago) and is not scheduled for future Services except for follow-up Services is exited from an Enrollment.

4.10.11.3.8. *Transaction Admin* –this field shall display the exiting Admin ID of the admin signed in that performed the exit transaction.

4.10.11.3.8.1. This field shall be displayed in read-only format.

4.10.11.3.9. *Transaction Office* – this field shall display the Office ID of the admin signed in that performed the exit transaction.

4.10.11.3.9.1. This field shall be displayed in read-only format.

4.10.11.4. A list of enrollments shall be displayed at the bottom with the following requirements:

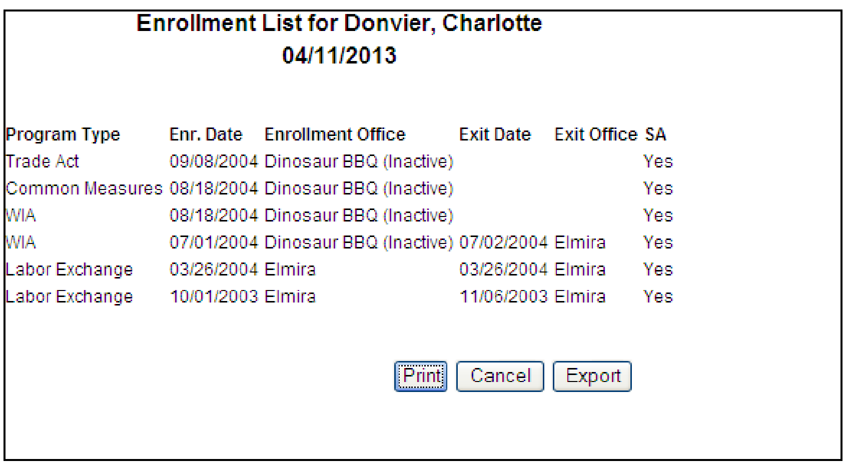
4.10.11.4.1. The following columns shall be available by default:

4.10.11.4.1.1. Program Type, Enrollment Date, Enrollment Office, Exit Date, Exit Office and SA.

4.10.11.4.2. A button shall be available allowing the user to print the list of Enrollments or export the data.

4.10.11.4.2.1. Button Text: “Print List”

4.10.11.4.2.1.1. The application shall display a pop-up window with a printable version of the list of Enrollments.


Enrollment List for Donvier, Charlotte
04/11/2013

Program Type	Enr. Date	Enrollment Office	Exit Date	Exit Office	SA
Trade Act	09/08/2004	Dinosaur BBQ (Inactive)			Yes
Common Measures	08/18/2004	Dinosaur BBQ (Inactive)			Yes
WIA	08/18/2004	Dinosaur BBQ (Inactive)			Yes
WIA	07/01/2004	Dinosaur BBQ (Inactive)	07/02/2004	Elmira	Yes
Labor Exchange	03/26/2004	Elmira	03/26/2004	Elmira	Yes
Labor Exchange	10/01/2003	Elmira	11/06/2003	Elmira	Yes

Print Cancel Export

4.10.11.4.2.1.1.1. Heading: “Enrollment List for <LAST>, <FIRST>”

4.10.11.4.2.1.1.1.1. <LAST> shall be replaced with the last name of the participant.

4.10.11.4.2.1.1.1.2. <FIRST> shall be replaced with the first name of the participant.

4.10.11.4.2.1.1.2. Sub-Heading: “<DATE>”

4.10.11.4.2.1.1.2.1. <DATE> shall be replaced with the current date.

4.10.11.4.2.1.1.3. The identical list columns and enrollment information shall be displayed.

4.10.11.4.2.1.1.4. Three buttons will be available to print, export or cancel the action.

4.10.11.4.2.1.1.4.1. Button 1 Text: “Print”

4.10.11.4.2.1.1.1.4.1. Selecting this button will display the browser Print function to print the Enrollments.

4.10.11.4.2.1.1.4.2. Button 2 Text: “Cancel”

4.10.11.4.2.1.1.4.2.1 Selecting this button will close the pop-up window.

4.10.11.4.2.1.1.4.3. Button 3 Text: “Export”

4.10.11.4.2.1.1.4.3.1 Selecting this button will initiate the export of data into a cvs file that can be used in another application such as Microsoft Excel. This is further described in Section 6 of the Common Elements business requirements document.

4.10.11.4.2.1.1.4.4. The “Print”, “Cancel” and “Export” buttons will not be displayed on the printed copy.

4.10.11.4.2.1.1.4.5. The printable version will be available to “copy and paste” into a Word document.

4.10.11.4.3. A button shall be provided to access a log of re-opened enrollment history information.

4.10.11.4.3.1. Button Text: “Enrollment Re-Open History”

4.10.11.4.3.2. This button shall be enabled if there is data available.

4.10.11.4.3.3. Data will only be available when a closed enrollment is re-opened.

4.10.11.4.3.4. When the button is selected, the following information shall be displayed in read-only format:

4.10.11.4.3.4.1. Tab Name: “Enrollment Re-Open History”

4.10.11.4.3.4.2. Field Name: “Re-Opening Date”

4.10.11.4.3.4.2.1. This is the date the closed enrollment was re-opened.

4.10.11.4.3.4.2.2. Format: MM/DD/YYYY

4.10.11.4.3.4.3. Field Name: “Re-Opening Admin”

4.10.11.4.3.4.3.1. This is the name of the staff administrator that is logged in at the time the enrollment is re-opened.

4.10.11.4.3.4.3.2. Format: Last Name, First Name

4.10.11.4.3.4.4. Field Name: “Re-Opening Office”

4.10.11.4.3.4.4.1. This is the office of the staff administrator logged in at the time the enrollment is re-opened.

4.10.11.4.3.4.5. Field Name: “Exit Date”

4.10.11.4.3.4.5.1. This is the date the enrollment was exited before it was re-opened.

4.10.11.4.3.4.5.2. Format: MM/DD/YYYY

4.10.11.4.3.4.6. Field Name: "Exit Reason"

4.10.11.4.3.4.6.1. This is the reason the enrollment was exited before it was re-opened.

4.10.11.4.3.4.7. Field Name: "3rd Quarter Exclusion"

4.10.11.4.3.4.7.1. This field shall record third quarter performance reporting exclusion reasons before the enrollment was re-opened.

4.10.11.4.3.4.8. Field Name: "Exit Admin"

4.10.11.4.3.4.8.1. This is the staff administrator logged in at the time of exit before the enrollment was re-opened.

4.10.11.4.3.4.8.2. Format: Last Name, First Name

4.10.11.4.3.4.9. Field Name: "Exit Office"

4.10.11.4.3.4.9.1. This is the office of the staff administrator logged in at the time of exit before the enrollment was re-opened.

4.10.11.4.3.4.10. Field Name: "Transaction Date"

4.10.11.4.3.4.10.1. This field shall display the system date in which the exit transaction occurred before the enrollment was re-opened.

4.10.11.4.3.4.10.2. Format: MM/DD/YYYY

4.10.11.4.3.4.11. Field Name: "Transaction Admin"

4.10.11.4.3.4.11.1. This field shall display the exiting Admin ID of the administrator signed in that performed the exit transaction before the enrollment was re-opened.

4.10.11.4.3.4.11.2. Format: Last Name, First Name

4.10.11.4.3.4.12. Field Name: "Transaction Office"

4.10.11.4.3.4.12.1. This field shall display the Office ID of the administrator signed in that performed the exit transaction before the enrollment was re-opened.

4.10.11.4.3.5. A listing of enrollment history records that have been closed shall be displayed as follows:

Column Heading	Column Entry
Null (blank)	Checkbox
Re-Opening Date	Displays the field value in Section 4.10.11.4.3.4.2.
Re-Opening Admin	Displays the field value in Section 4.10.11.4.3.4.3.
Re-Opening Office	Displays the field value in Section 4.10.11.4.3.4.4.
Exit Date	Displays the field value in Section 4.10.11.4.3.4.5.

4.10.11.4.3.5.1. Selecting a record shall populate the fields as described in Sections 4.10.11.4.3.4.2 - 4.10.11.4.3.4.12.

4.10.11.4.3.6. A button shall be provided to close the popup window.

4.10.11.4.3.6.1. Button Text: “Close”

4.10.11.4.4. A button shall be provided for authorized users to access and edit data from a selected enrollment.

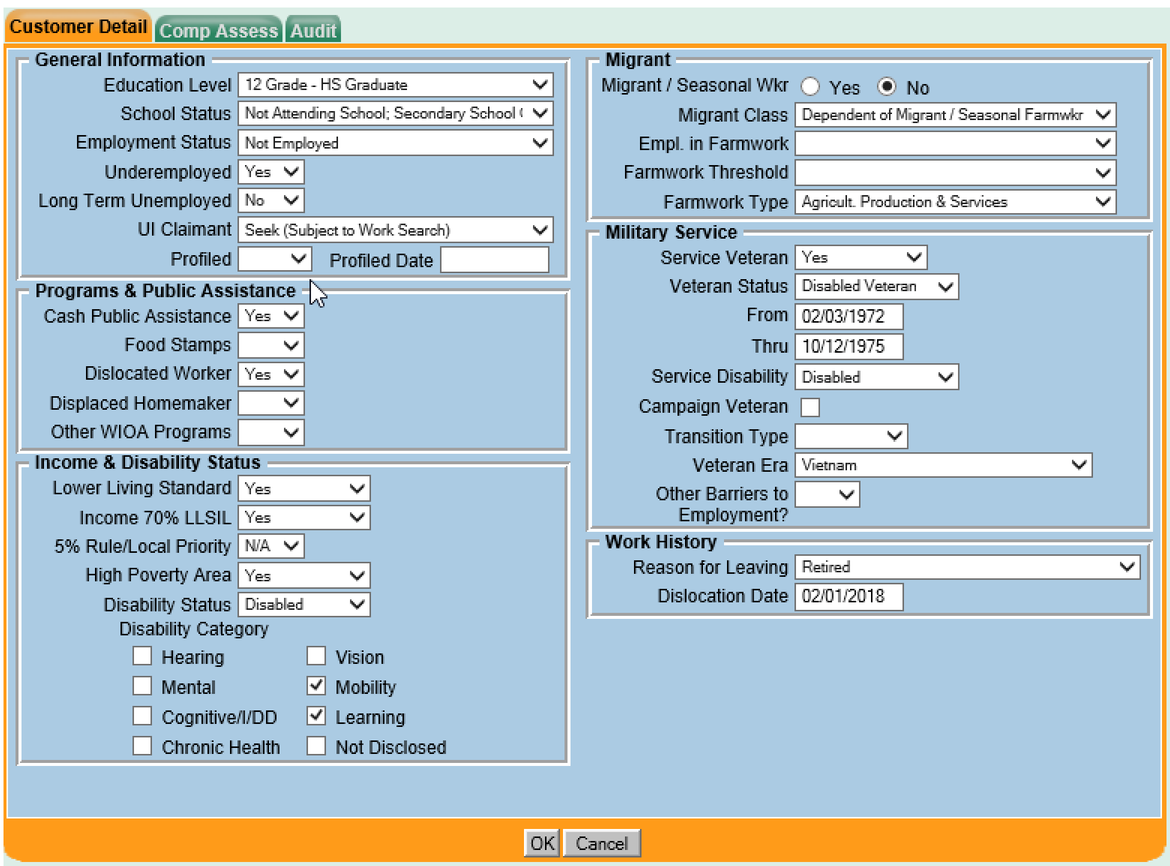
4.10.11.4.4.1. Button Name: “Edit”

4.10.11.4.4.2. This button shall be available for administrators with Services Enrollment Edit system process authorization.

4.10.11.4.4.2.1. It will not be visible to users without the proper authorization.

4.10.11.4.4.3. This button shall be enabled when an enrollment record is available and selected.

4.10.11.4.5. When an enrollment record is selected with the Edit button, the following popup shall be available to edit WIA Logging fields or view all updates made to the WIA Logging record from this popup.



4.10.11.4.5.1. The WIA Logging popup will consist of two tabs that shall display all the WIA Logging enrollment characteristic fields for the applicable programs according to the Enrollment Edit Screen Rules state configurable domain and a third tab to display all the updates made to the WIA Logging record from this popup.

4.10.11.4.5.1.1. All available enrollment characteristic fields are displayed for the selected enrollment’s program type, even read-only or conditionally displayed fields, to allow the authorized supervisor to see and correct invalid data.

4.10.11.4.5.1.1.1. For example, all migrant fields are visible even when “Migrant / Seasonal Wkr” indicates ‘no’.

4.10.11.4.5.1.1.2. This includes Veteran Era and Reason for Leaving.

4.10.11.4.5.1.2. Basic field level edits shall occur.

4.10.11.4.5.1.3. Cross edit checking will not occur.

4.10.11.4.5.1.4. The application shall update the selected WIA Logging record only.

4.10.11.4.5.1.4.1. Seeker Data and Comp Assessment fields will not be updated.

4.10.11.4.5.1.4.2. Related parent or child enrollments will not be updated.

4.10.11.4.5.1.5. Some fields will set other non-visible enrollment characteristic fields as described within the applicable fields.

4.10.11.4.5.1.5.1. Enrollment characteristic fields that are not displayed shall follow the same logic as used by Comprehensive Assessment module when enrollments are first created, unless otherwise noted.

4.10.11.4.5.2. Tab 1 Name: “Customer Detail”

4.10.11.4.5.2.1. Field Set Group: “General Information”

4.10.11.4.5.2.1.1. Field Name: “Education Level”

4.10.11.4.5.2.1.1.1. This field is equivalent to the normalized education level set at the time of registration.

4.10.11.4.5.2.1.1.2. This field will also set the WIA_EDU_LEVEL_CD and EDU_LEVEL_CD.

4.10.11.4.5.2.1.2. Field Name: “School Status”

4.10.11.4.5.2.1.2.1. This field is equivalent to the school status set at the time of registration.

4.10.11.4.5.2.1.2.2. This field will also set the IN_SCHOOL_FLAG.

4.10.11.4.5.2.1.2.3. If the customer is less than or equal to WIOA_YOUTH_MAX_AGE global variable value years of age at the time of registration, and the customer is not attending school or is a high school dropout (SCHOOL_STATUS_AT_REG_CD = 4), the School Dropout flag shall be indicated (set SCHOOL_DROPOUT_FLAG = 1).

4.10.11.4.5.2.1.2.3.1. If the customer is in school or is a high school graduate, (SCHOOL_STATUS_AT_REG_CD = 1, 2, 3, 5) the School Dropout flag shall not be indicated, (set SCHOOL_DROPOUT_FLAG = 0).

4.10.11.4.5.2.1.2.4. If the customer is older than the WIOA_YOUTH_MAX_AGE global variable value at the time of registration, the School Dropout flag shall be null, (SCHOOL_DROPOUT_FLAG = null).

4.10.11.4.5.2.1.3. Field Name: "Employment Status"

4.10.11.4.5.2.1.3.1. This field will also set the EMPLOYED_FLAG with existing logic:

4.10.11.4.5.2.1.3.2. If employment status is "Employed" or "Employed, but Rcvd Notice of Termination" (EMPLOYMENT_STATUS_CD = 1 or 2), the Employed flag shall be indicated (EMPLOYED_FLAG = 1).

4.10.11.4.5.2.1.3.3. If employment status is "Not Employed" (EMPLOYMENT_STATUS_CD = 3), the Employed flag shall not be indicated (EMPLOYED_FLAG = 0).

4.10.11.4.5.2.1.4. Field Name: "Underemployed"

4.10.11.4.5.2.1.5. Field Name: "Long Term Unemployed"

4.10.11.4.5.2.1.6. Field Name: "UI Claimant"

4.10.11.4.5.2.1.6.1. This field shall default to being a read-only field as set in the Enrollment Edit Screen Rules domain.

4.10.11.4.5.2.1.7. Field Name: "Profiled "

4.10.11.4.5.2.1.7.1. This field shall default to being a read-only field as set in the Enrollment Edit Screen Rules domain.

4.10.11.4.5.2.1.8. Field Name: "Profiled Date"

4.10.11.4.5.2.1.8.1. This field shall default to being a read-only field as set in the Enrollment Edit Screen Rules domain.

4.10.11.4.5.2.2. Field Set Group: "Programs & Public Assistance"

4.10.11.4.5.2.2.1. Field Name: "Cash Public Assistance"

4.10.11.4.5.2.2.2. Field Name: "Food Stamps"

4.10.11.4.5.2.2.3. Field Name: "Dislocated Worker"

4.10.11.4.5.2.2.4. Field Name: "Displaced Homemaker"

4.10.11.4.5.2.2.5. Field Name: "Other WIOA Programs"

4.10.11.4.5.2.3. Field Set Group: "Income & Disability Status"

4.10.11.4.5.2.3.1. Field Name: "Lower Living Standard"

4.10.11.4.5.2.3.2. Field Name: "Income 70% LLSIL"

4.10.11.4.5.2.3.3. Field Name: "5% Rule/Local Priority"

4.10.11.4.5.2.3.4. Field Name: "High Poverty Area"

4.10.11.4.5.2.3.5. Field Name: "Disability Status"

4.10.11.4.5.2.3.5.1. If the customer is not disabled (DISABILITY_STATUS_CD = 1), the Physical Disability flag shall not be indicated (set PHYS_DIS_FLAG = 0).

4.10.11.4.5.2.3.5.2. If the customer is disabled (DISABILITY_STATUS_CD = 2), the Physical

Disability flag shall be indicated (set PHYS_DIS_FLAG = 1).

4.10.11.4.5.2.3.5.3. If the Disability Status is not known for the customer (DISABILITY_STATUS_CD = null), the Physical Disability flag shall be null (PHYS_DIS_FLAG = null).

4.10.11.4.5.2.3.6. Field Name: “Disability Category”

4.10.11.4.5.2.3.6.1. This group of checkboxes shall only be available and display the same indicated field value(s) set at the time of registration when the Disability Status is “Disabled”.

4.10.11.4.5.2.4. Field Set Group: “Migrant”

4.10.11.4.5.2.4.1. Field Name: “Migrant / Seasonal Wkr”

4.10.11.4.5.2.4.2. Field Name: “Migrant Class”

4.10.11.4.5.2.4.3. Field Name: “Employed in Farmwork”

4.10.11.4.5.2.4.4. Field Name: “Farmwork Threshold”

4.10.11.4.5.2.4.5. Field Name: “Farmwork Type”

4.10.11.4.5.2.5. Field Set Group: “Military Service”

4.10.11.4.5.2.5.1. Field Name: “Service Veteran “

4.10.11.4.5.2.5.2. Field Name: “Veteran Status”

4.10.11.4.5.2.5.3. Field Name: “From”

4.10.11.4.5.2.5.4. Field Name: “Thru”

4.10.11.4.5.2.5.5. Field Name: “Service Disability”

4.10.11.4.5.2.5.6. Field Name: “Campaign Veteran”

4.10.11.4.5.2.5.7. Field Name: “Transition Type”

4.10.11.4.5.2.5.8. Field Name: “Veteran Era”

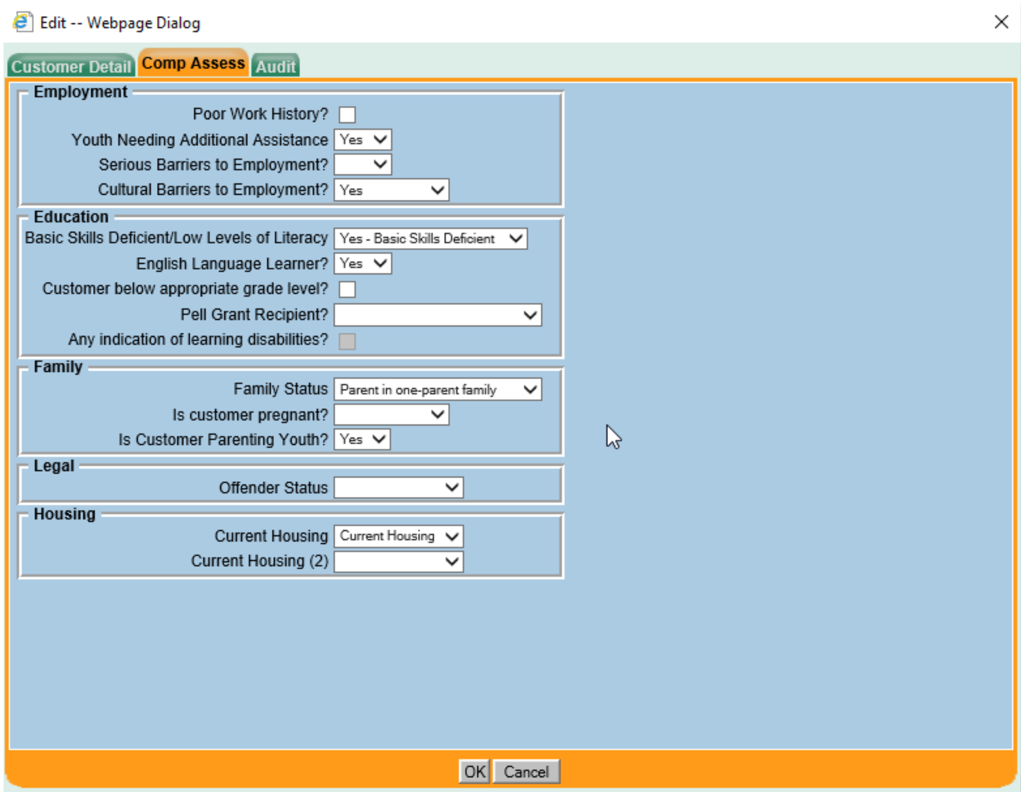
4.10.11.4.5.2.5.9. Field Name: “Other Barriers to Employment?”

4.10.11.4.5.2.6. Field Set Group: “Work History”

4.10.11.4.5.2.6.1. Field Name: “Reason for Leaving”

4.10.11.4.5.2.6.2. Field Name: “Dislocation Date”

4.10.11.4.5.3. Tab 2 Name: “Comp Assess”



4.10.11.4.5.3.1. Field Set Group: “Employment”

4.10.11.4.5.3.1.1. Field Name: “Poor Work History?”

4.10.11.4.5.3.1.2. Field Name: “Youth Needing Additional Assistance“

4.10.11.4.5.3.1.3. Field Name: “Serious Barriers to Employment?”

4.10.11.4.5.3.1.4. Field Name: “Cultural Barriers to Employment?”

4.10.11.4.5.3.2. Field Set Group: “Education”

4.10.11.4.5.3.2.1. Field Name: “Basic Skills Deficient/Low Levels of Literacy”

4.10.11.4.5.3.2.2. Field Name: “English Language Learner?”

4.10.11.4.5.3.2.3. Field Name: “Customer below appropriate grade level?”

4.10.11.4.5.3.2.4. Field Name: “Pell Grant Recipient?”

4.10.11.4.5.3.2.5. Field Name: “Any indication of learning disabilities?”

4.10.11.4.5.3.2.5.1. This field shall be read-only.

4.10.11.4.5.3.3. Field Set Group: “Family”

4.10.11.4.5.3.3.1. Field Name: “Family Status”

4.10.11.4.5.3.3.2. Field Name: “Is customer pregnant?”

4.10.11.4.5.3.3.3. Field Name: “Is Customer Parenting Youth?”

4.10.11.4.5.3.3.4. If the customer is not pregnant (PREG_FLAG is = 0) and is not a parenting youth (PARENT_FLAG is = 0), the Pregnant or Parenting flag shall not be indicated (set PREGNANT_PARENTING_YOUTH_FLAG to = 0).

4.10.11.4.5.3.3.5. If the customer is pregnant (PREG_FLAG is = 1) and/or is a parenting youth (PARENT_FLAG is = 1), the Parenting or Pregnant Youth flag shall be indicated (set PREGNANT_PARENTING_YOUTH_FLAG to = 1).

4.10.11.4.5.3.4. Field Set Group: “Legal”

4.10.11.4.5.3.4.1. Field Name: “Offender Status”

4.10.11.4.5.3.5. Field Set Group: “Housing”

4.10.11.4.5.3.5.1. Field Name: “Current Housing”

4.10.11.4.5.3.5.1.1. If the customer’s current housing is Homeless, Runaway or Foster Child, (HOUS_SIT_TYPE_CD = 1, 4, 5) and the customer is less than or equal to the WIOA_YOUTH_MAX_AG global variable value years of age, the Homeless Youth flag shall be indicated, (set HOMELESS_YOUTH_FLAG = 1).

4.10.11.4.5.3.5.1.1.1 If the customer is older than WIOA_YOUTH_MAX_AGE global variable value years or older, the Homeless Adult flag shall be indicated (HOMELESS_ADULT_FLAG = 1).

4.10.11.4.5.3.5.1.2. If the customer’s current housing is Own Home or Rent (HOUS_SIT_TYPE_CD = 2, 3) the Homeless Youth flag and Homeless Adult flag shall NOT be indicated (set HOMELESS_YOUTH_FLAG and HOMELESS_ADULT_FLAG = 0).

4.10.11.4.5.3.5.1.3. If the customer’s current housing is not known (HOUS_SIT_TYPE_CD = null), the Homeless Youth flag and Homeless Adult flag shall be null, (HOMELESS_YOUTH_FLAG and HOMELESS_ADULT_FLAG = null).

4.10.11.4.5.4. Tab 3 Name: “Audit”

4.10.11.4.5.4.1. The following information shall be displayed about each updated field in the WIA Logging record:

Column Heading	**Column Entry**
Null (blank)	Checkbox
Staff	Name of the admin who made the change being tracked.
Office	Office of the admin who made the change being tracked.
Date	Date the change was made (mtime)
Field Name	Name of the field that was changed
Old Value	Value before the field was changed
New Value	Value after the field was changed

4.10.11.4.5.4.1.1. The records shall be sorted by ascending date order using the mtime.

4.10.11.4.5.4.1.2. The application shall allow the table to be resorted by the Column Headers.

4.10.11.4.5.4.2. The WIA Logging fields shall be identified and tracked according to the domain rules and the edit flag in the Enrollment Edit Screen Rules domain.

4.10.11.4.5.4.2.1. The audit information for each modified field shall remain available, regardless if the field is no longer available in the edit screen.

4.10.11.4.5.4.3. The current Audit tab of the Services module shall not capture any WIA Logging record edits.

4.10.11.4.5.5. Two buttons shall be provided to save or cancel the changes in the popup.

4.10.11.4.5.5.1. Button Text: “OK”

4.10.11.4.5.5.1.1. When selected, the application shall update the WIA Logging record and close the popup.

4.10.11.4.5.5.2. Button Text: “Cancel”

4.10.11.4.5.5.2.1. When selected, this button shall cancel any changes and close the popup.

4.10.11.4.6. If hard exits are allowed, when the user selects an open parent Enrollment from the list, the Exit Date and the Exit Reason are enabled for entry or editing.

4.10.11.4.7. A toggle button shall be provided to show/hide PED/TED records in the enrollment list in order to allow authorized users to edit a PED/TED record.

4.10.11.4.7.1. When the “Show Elig. Determ” button is selected, the button will change to read “Hide Elig. Determ”.

4.10.11.4.7.1.1. When the Show Elig. Determ button is selected the application will update the enrollment list at the bottom of the page to show all WIA logging records (including PEDs/TEDs).

4.10.11.4.7.1.2. The column headers described in Section 4.10.11.4.1 will be modified to be more generic to accommodate the PEDs.

4.10.11.4.7.1.2.1. Enrollment Date will be modified to read “Date”.

4.10.11.4.7.1.2.1.1. For PEDs, it will display the eligibility determination date (elig_determ_date).

4.10.11.4.7.1.2.2. Enrollment Office will be modified to read “Office”.

4.10.11.4.7.1.2.2.1. For PEDs, it will display the office name where the Eligibility was determined.

4.10.11.4.7.1.2.3. Program Type, Exit Date, Exit Office and SA will not be modified.

4.10.11.4.7.2. When the “Hide Elig.Determ” button is selected, the button will change back to read “Show Elig. Determ”.

4.10.11.4.7.2.1. When the “Hide Elig Determ” button is selected, the application will restore the list to the original set of column headers and program enrollments (pgm_log_special_use_cd is null).

4.10.11.4.8. When a PED-only item is selected, the following PED fields shall be displayed in place of the Enrollment Info section and Exit Info section described in Sections 4.10.11.2 and 4.10.11.3:

4.10.11.4.8.1. Field Set Group Header: “<PROGRAM> Info”

4.10.11.4.8.1.1. <PROGRAM> shall be replaced with the federal program name when a program eligibility determination entry has been created.

4.10.11.4.8.1.1.1. This comes from the fed_ program table. (This includes State defined programs.)

4.10.11.4.8.1.2. <PROGRAM> shall be replaced with “Trade Eligibility Determination” when a Trade Eligibility Determination has been created.

4.10.11.4.8.2. The following fields shall display WIA logging values in read-only format:

4.10.11.4.8.2.1. Field Name: “Eligibility Determination”

4.10.11.4.8.2.2. Field Name: “Eligibility Determination Date”

4.10.11.4.8.2.3. Field Name: “Eligibility Cancel Date”

4.10.11.4.8.2.4. Field Name: “Eligibility Staff”

4.10.11.4.8.2.5. Field Name: “Eligibility Office”

4.10.11.4.8.2.6. If a TED WIA logging record, the following additional fields shall be displayed:

4.10.11.4.8.2.6.1. Field Name: “Petition Number”

4.10.11.4.8.2.6.2. Field Name: “Application Date”

4.10.11.4.8.3. Selecting the Edit button and the PED-only WIA logging record shall display the default WIA Logging pop-up Edit screen for WIOA (fed_program_cd = 1).

4.10.11.4.8.3.1. Normal Audit tab rules shall apply.

4.10.11.4.8.3.2. Fields that are normally derived from WIA Registration Date will be derived from the Eligibility Determination Date.

4.10.11.4.8.4. Selecting the Edit button and TED-only WIA logging record shall display the WIA logging pop-up Edit screen for Trade Act (fed_program_cd = 2).

4.10.11.4.8.4.1. Normal Audit tab rules shall apply.

4.10.11.4.8.4.2. Fields that are normally derived from WIA Registration Date will be derived from the Eligibility Determination Date.

4.10.11.5. The following requirements shall apply to Exits:

4.10.11.5.1. The Federal Program table shall allow hard exits for legacy state programs to continue functioning as is and shall be available for state and non-Common Measures federal programs.

4.10.11.5.1.1. If the program's Allow Hard Exit flag = yes, the Exit Reason in the Enrollments tab shall be required; the Exit Date shall be optional.

4.10.11.5.1.2. If the program's Allow Hard Exit flag = no, the Exit Date shall be protected and not available for entry.

4.10.11.5.2. To exit an enrollment all associated services must have an Actual End Date.

4.10.11.5.3. If the Exit Date is provided, the application shall perform a hard exit.

4.10.11.5.3.1. The current edit rule shall apply: "The Exit Date shall be greater than or equal to the latest Actual End Date of the associated service."

4.10.11.5.4. Where available, if an Exit Date is not provided or is not enterable, the application shall determine the exit date and perform a soft exit.

4.10.11.5.4.1. The Exit Date shall be the maximum Service Actual End Date or Activity c-time.

4.10.11.5.5. When exiting a parent enrollment, the exit service or activity shall be the most recent service or activity from all service or activities associated to the set of child enrollments.

4.10.11.5.5.1. Services or activities shall be determined as the exiting service or activity as follows:

4.10.11.5.5.1.1. Activities with the most recent c-time (create time).

4.10.11.5.5.1.1.1. If multiple activities have the same c-time, the activity with the highest activity ID shall be determined as the exiting activity.

4.10.11.5.5.1.2. Services with the most recent Actual End Date.

4.10.11.5.5.1.2.1. If multiple services have the same Actual End Date, the service with the highest seeker service ID shall be determined as the exiting service.

4.10.11.5.5.1.3. If a service and an activity exist, the application shall use the most recent end date (c-time or Actual End Date) between the activity and service.

4.10.11.5.5.1.3.1. If the end date for the activity and service is the same, the service shall be determined as the exiting service, since these are generally entered later.

4.10.11.5.5.1.4. If a child enrollment Service date or child enrollment Activity date is updated so that the end dates become the same, the first child enrollment Service or child enrollment Activity to have that end date shall overrule.

4.10.11.5.5.1.4.1. For example: If an Activity was determined to be the Common Measures exiting service and then an exiting Service's end date is moved to the same day as the exiting Activity c-time, the Activity will continue to be the Common Measures exiting service.

4.10.11.5.5.2. Enrollments cannot be exited during a Hold Period.

4.10.11.5.5.3. Child enrollments shall not allow any exit data to be entered.

4.10.11.5.5.4. Parent and singleton enrollments shall allow exit data to be entered.

4.10.11.5.5.4.1. Parent exit data shall cascade to all the children of the parent.

4.10.11.5.5.4.2. The exit data is as follows:

4.10.11.5.5.4.2.1. Exiting Office

4.10.11.5.5.4.2.2. Exiting Admin

4.10.11.5.5.4.2.3. Exit Transaction Office

4.10.11.5.5.4.2.4. Exit Transaction Admin

4.10.11.5.5.4.2.5. Transaction Date

4.10.11.5.5.4.2.6. Exit Reason

4.10.11.5.5.4.3. The exit service or activity shall only cascade to the children associated to the service or activity.

4.10.11.5.6. Achievement objective actual end date must be completed when exiting a WIOA-program enrollment where the services in exiting enrollment were funded with WIOA-Youth funds and the participant was age 14 – WIOA_YOUTH_MAX_AGE global variable value on the enrollment date.

4.10.11.5.7. The Exit data can be changed on any Enrollment provided the following conditions are met:

4.10.11.5.7.1. The Transaction (Soft) Exit Date must be greater than or equal to the Exit Date and less than or equal to today.

4.10.11.5.7.2. The Exit Date must be greater than or equal to the non-follow-up Service with the greatest Actual End Date.

4.10.11.5.7.3. The Exit Date must be less than the enrollment date of the next Enrollment of the same Program Type.

4.10.11.5.7.4. The Exit Date must be less than or equal to today's date.

4.10.11.5.7.5. The Exit Date must be less than the earliest related follow-up Service's Actual Start Date.

4.10.11.5.8. The Exit data can be deleted only on the most recent Enrollment of a Program Type.

4.10.11.5.8.1. If a follow-up Service is associated with an enrollment, the Exit Date cannot be removed.

4.10.11.5.8.2. There cannot be more than one open enrollment of a Program Type at one time.

4.10.11.5.8.3. The enrollment periods for a Program Type cannot overlap.

4.10.11.5.8.4. The application shall no longer prevent an enrollment with manual outcomes from being re-opened when an Exit Data is removed.

4.10.11.5.8.4.1. An Inbox item shall be created to notify an administrator of a re-opened enrollment. This is described in the Staff business requirements.

4.10.11.6. The application shall record the following Audit information:

4.10.11.6.1. The Exiting Office shall be set to the exiting service or activity Office ID.

4.10.11.6.2. The Exiting Admin shall be set to the exiting service or activity Admin ID.

4.10.11.6.3. The Exit Transaction Office shall be set to the Office ID of admin signed in doing the exit transaction.

4.10.11.6.4. The Exit Transaction Admin shall be set to the Admin ID of the admin signed in doing the exit transaction.

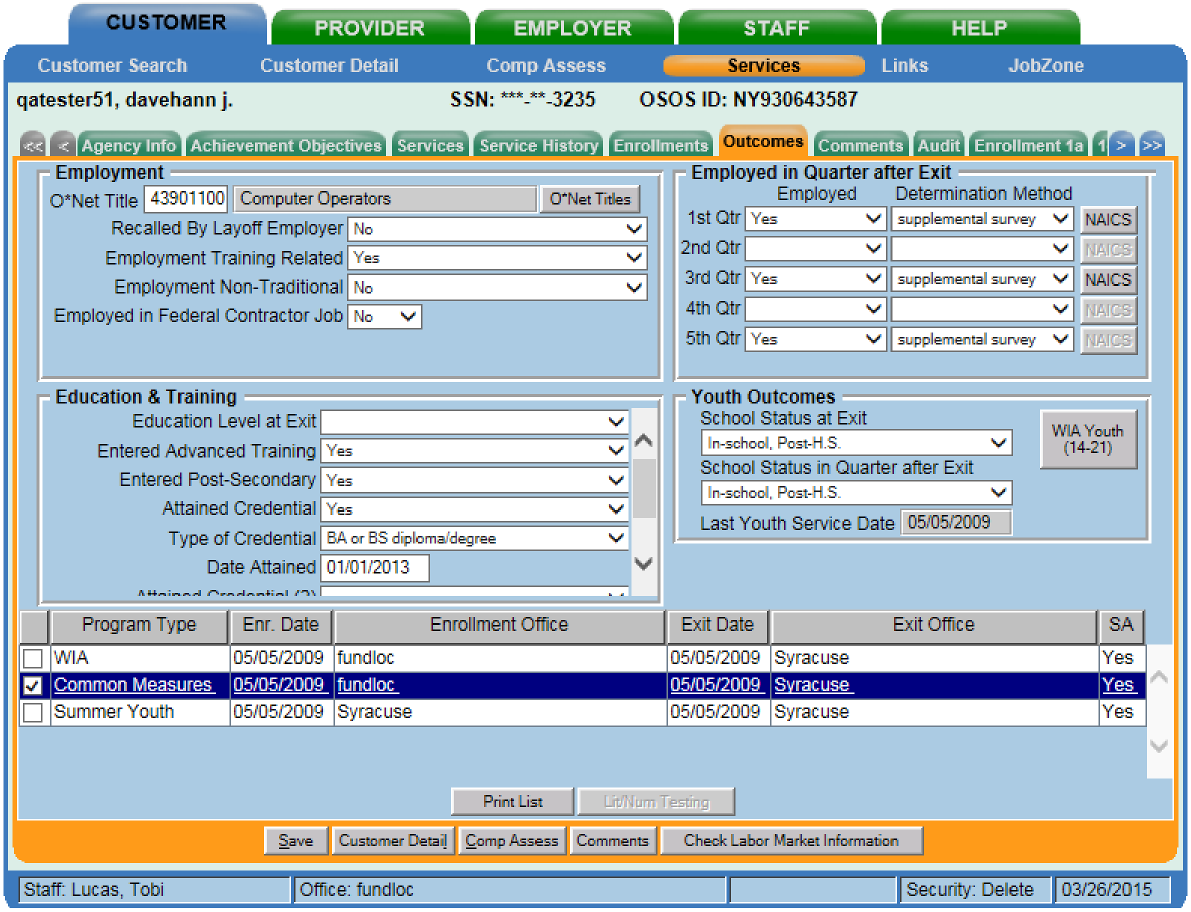
4.10.11.6.5. The Exit Transaction Date (formerly known as soft_exit_date) shall be set to the date of the exit transaction.

4.10.11.7. When the Exit Date, Exit Reason, or Soft Exit Date are changed, the Administrator and Office ID will be updated to reflect the user who made the change.

4.10.11.7.1. If the Exit Date has shifted quarters, AOSOS will determine if wage data exists for the revised 1st, 3rd, and 5th quarters after exit.

4.10.11.7.1.1. The Outcomes tab will be updated to reflect any changes.

4.10.12. Outcomes Tab



4.10.12.1. Users may add outcome data at any time during the customer's AOSOS life cycle.

4.10.12.2. Outcomes shall be maintained at the parent or singleton enrollment level.

4.10.12.2.1. Parent level outcomes will cascade to the child program enrollments.

4.10.12.2.1.1. The outcomes shall populate the children immediately, but won't be set until the "Save" button has been selected.

4.10.12.3. To enter outcome data for an Enrollment period, the user selects the appropriate Enrollment period from the list at the bottom of the screen by single clicking anywhere on the row desired for selection.

4.10.12.4. Staff may unfund or cancel any service but the enrolling service when there are non-auto generated outcomes associated with the enrollment.

4.10.12.4.1. Only the employed-after-exit flags with determination methods set to 1/Wage data are auto-generated.

4.10.12.4.2. The employed after exit and determination methods must be removed manually before enrolling Service can be unfunded or cancelled.

Outcome Data Fields

4.10.12.5. The Outcomes page shall be divided into four quadrants, plus the bottom list section described in Section 4.10.12.13.

4.10.12.6. Only the sections and fields that are applicable to the selected child or singleton enrollment's programs shall be displayed.

4.10.12.7. The following shall be displayed for a seeker enrolled in the WIA program:

4.10.12.7.1. Section Header: "Employment"

4.10.12.7.1.1. This section shall not be displayed when a staff assisted service does not exist for WIA enrollments.

4.10.12.7.1.2. A field shall be available that allows the user to record the O*Net Title of the customer's job.

4.10.12.7.1.2.1. Field Name: "O*Net Title"

4.10.12.7.1.2.2. Required: No

4.10.12.7.1.2.3. The O*Net Searching and AutoCoder requirements in the Common Elements document describe the O*Net Title field and button business rules and functionality.

4.10.12.7.1.3. A dropdown list shall be available to record if the customer remained with the layoff employer in any quarter after exit.

4.10.12.7.1.3.1. Field Name: "Recalled by Layoff Employer"

4.10.12.7.1.3.2. Required: No

4.10.12.7.1.3.3. The values are:

- Null (Blank line)
- No
- Yes

4.10.12.7.1.3.4. Default: Null (Blank line)

4.10.12.7.1.4. A dropdown list shall be available to record if the customer's employment is related to training they have received.

4.10.12.7.1.4.1. Field Name: "Employment Training Related"

4.10.12.7.1.4.2. Required: No

4.10.12.7.1.4.3. The values are:

- Null (Blank line)
- No
- Yes

4.10.12.7.1.4.4. Default: Null (Blank line)

4.10.12.7.1.4.5. This field requires a training service to be recorded for the selected enrollment before a value can be chosen.

4.10.12.7.1.4.5.1. A training service is defined according to the WIASRD13 requirements for WIA enrollments and TAPR10 requirements for Trade Act enrollments. Other enrollment types will use the WIA definition for training services.

4.10.12.7.1.4.5.2. If a value is selected when a training service does not exist, the following error message shall be displayed:

4.10.12.7.1.4.5.2.1. Error Message: “Employment training related is used only if the customer has a training service for the selected <TYPE> enrollment.”

4.10.12.7.1.4.5.2.2. <TYPE> shall be replaced with the type of enrollment. For example “WIA”, “Common Measures”.

4.10.12.7.1.4.5.3. If a training service no longer exists (deleted, unfunded or other) to support the Employment Training Related value, the following error message shall be displayed:

4.10.12.7.1.4.5.3.1. Error Message: “You cannot delete or unfund this service <ID> because it is the only training service associated to an outcome with a value in the Employment Training Related field."

4.10.12.7.1.4.5.3.2. <ID> shall be replaced with the Service ID associated to the service being deleted.

4.10.12.7.1.5. A dropdown list shall be available to record if the customer’s employment is non-traditional.

4.10.12.7.1.5.1. Field Name: “Employment Non-Traditional”

4.10.12.7.1.5.2. Required: No

4.10.12.7.1.5.3. The values are:

- Null (Blank line)
- No
- Not Applicable
- Yes

4.10.12.7.1.5.4. Default: Null (Blank line)

4.10.12.7.1.6. A dropdown list shall be available that identifies if the customer is employed in a Federal Contractor job.

4.10.12.7.1.6.1. Field Name: “Employed in Federal Contractor Job”

4.10.12.7.1.6.2. Required: No

4.10.12.7.1.6.3. The values are:

- Null (Blank line)
- Yes
- No

4.10.12.7.1.6.4. Default: Null

4.10.12.7.2. Section Header: “Education & Training”

4.10.12.7.2.1. This section shall not be displayed when a staff assisted service does not exist for WIA enrollments.

4.10.12.7.2.2. A dropdown list shall be available to identify the Education Level at the time of exit.

4.10.12.7.2.2.1. Field Name: “Education Level at Exit”

4.10.12.7.2.2.2. Required: No

4.10.12.7.2.2.3. Acceptable Entry: The values shall be the list of normalized education levels displayed with the Education Level field found in the General Info tab of Customer Detail.

4.10.12.7.2.2.3.1. When a value is selected, the Education Level at Exit must be an improvement or equal to the Education Level at the time of participation.

4.10.12.7.2.2.3.1.1. 14/"Disabled w/Cert./IEP" shall be equal to 0/"No Grade"

4.10.12.7.2.2.3.1.2. 88/"GED" cannot be selected when the Education Level at participation is equal to 13/"12 Grade-HS Graduate" or any other higher education (15-26).

4.10.12.7.2.2.3.1.3. A vocational degree level (18-20) can be selected at exit when the participation education level is equal to one of the associate degree levels (21-23).

4.10.12.7.2.2.4. Default: Null (Blank line)

4.10.12.7.2.2.5. The following cross edit rules shall apply to the Education Level at Exit and School Status at Exit described in Section 4.10.12.7.4.2.

4.10.12.7.2.2.5.1. If the School Status at Exit is equal to 1, "In-school, H.S. or less" or 4, "Not attending school or H.S. Dropout" the Education Level at Exit value must be less than 88, "GED".

4.10.12.7.2.2.5.1.1. The application shall notify users of the error:

4.10.12.7.2.2.5.1.2. Error Message: "The School Status at Exit cannot be less than the Education Level at Exit."

4.10.12.7.2.2.5.2. If the School Status at Exit is equal to 3, "In-school, Post H.S." or 5, "Not attending school; H.S. Graduate" the value must be 88, "GED" or more.

4.10.12.7.2.2.5.2.1. The application shall notify users of the error:

4.10.12.7.2.2.5.2.2. Error Message: "The School Status at Exit cannot be greater than the Education Level at Exit."

4.10.12.7.2.2.5.3. If the School Status at Exit is equal to 2, "In-school, Alternative School", the Education Level at Exit cannot be associated to a value greater than 12, "12 Grade – no Diploma".

4.10.12.7.2.2.5.3.1. The application shall notify users with an invalid entry:

4.10.12.7.2.2.5.3.2. Error Message: "In-school Alternative School cannot be associated with any Education Value greater than 12 grade no diploma."

4.10.12.7.2.3. A dropdown list shall be available to record if the customer entered advanced training within 120 days of exit.

4.10.12.7.2.3.1. Field Name: "Entered Advanced Training"

4.10.12.7.2.3.2. Required: No, unless the customer was between the ages of 14 and <MAX_AGE> at the time of their WIA enrollment and received WIOA Youth Funded Services and a value was not selected in the “Entered Advanced Training” field in Youth Outcomes described in Section 4.10.12.7.4.5.2.3.4.

4.10.12.7.2.3.2.1. WIOA Youth funded services are WIOA Youth Local, WIOA Youth Statewide, Stimulus Youth Local and Stimulus Youth Statewide 15% funds (fund_id = 3, 4, 23, 24)

4.10.12.7.2.3.2.2. The field is not required when the Stimulus Summer Youth fund (fund_id = 17) is used.

4.10.12.7.2.3.3. The values are:

- Null (Blank line)
- No
- Yes

4.10.12.7.2.3.4. Default: Null (Blank line)

4.10.12.7.2.3.5. When required, the following error message shall be displayed for users failing to provide a value:

4.10.12.7.2.3.5.1. Error Message: “Entered advanced training is required for 14-<MAX_AGE> year olds who have used youth services”

4.10.12.7.2.3.5.2. <MAX_AGE> shall be replaced with the WIOA_YOUTH_MAX_AGE global variable value.

4.10.12.7.2.4. A dropdown list shall be available to record if the customer entered post-secondary education within 120 days of exit.

4.10.12.7.2.4.1. Field Name: “Entered Post-Secondary”

4.10.12.7.2.4.2. Required: No, unless the customer was between the ages of 14 and <MAX_AGE> at the time of their WIA enrollment and received WIOA Youth Funded Services and a value is not selected in the “Entered Post-Secondary ed.” field described in Section 4.10.12.7.4.5.2.3.6.

4.10.12.7.2.4.2.1. WIOA Youth funded services are WIOA Youth Local, WIOA Youth Statewide, Stimulus Youth Local and Stimulus Youth Statewide 15% funds (fund_id = 3, 4, 23, 24)

4.10.12.7.2.4.2.2. The field is not required when the Stimulus Summer Youth fund (fund_id = 17) is used.

4.10.12.7.2.4.3. The values are:

- Null (Blank line)
- No
- Yes

4.10.12.7.2.4.4. Default: Null (Blank line)

4.10.12.7.2.4.5. When required, the following error message shall be displayed for users failing to provide a value:

4.10.12.7.2.4.5.1. Error Message: “Post Secondary Education is required for 14-<MAX_AGE> year olds who have used youth services.”

4.10.12.7.2.4.6. <MAX_AGE> shall be replaced with the WIOA_YOUTH_MAX_AGE global variable value.

4.10.12.7.2.5. A dropdown list shall be available to record if the customer has attained an education/occupational certificate or credential.

4.10.12.7.2.5.1. Field Name: “Attained Credential”

4.10.12.7.2.5.2. Required: No

4.10.12.7.2.5.3. The values are:

- Null (Blank line)
- No training Services provided
- No, credential pending
- No, intended recognized credential
- No, not intended recognized credential
- Yes

4.10.12.7.2.5.4. Default: Null (Blank line)

4.10.12.7.2.6. A dropdown list shall be available to record the type of educational/occupational certificate or credential that was obtained.

4.10.12.7.2.6.1. Field Name: “Type of Credential”

4.10.12.7.2.6.2. Required: No, unless the “Attained Credential” field described in Section 4.10.12.7.2.5 is set to “Yes”

4.10.12.7.2.6.3. This field shall be disabled unless it is required.

4.10.12.7.2.6.4. The values are:

- Null (Blank line)
- AA or AS diploma/degree
- BA or BS diploma/degree
- High school diploma/equivalency/GED
- Occupational skills cert. or credential
- Occupational skills license
- Other Recog. Diploma, Degr. Or Cert.
- Post Graduate Degree

4.10.12.7.2.6.5. Default: Null (Blank line)

4.10.12.7.2.6.6. The application shall allow the Type of Credential value to be an equal or lesser education level value than the education level at participation value so that it includes participants who went back to school and received an additional degree.

4.10.12.7.2.6.7. The following exception will not allow participants to select a high school degree or equivalent, when they have already received that or achieved a higher education level.

4.10.12.7.2.6.7.1. The value “high school diploma/equivalency/GED” cannot be selected if the Education Level at participation is equal to 13/12 Grade –HS Graduate, 88/GED or 15/HS + 1 yr coll. or voc/tech – no degree through 26/Doctorate Degree.

4.10.12.7.2.6.7.2. Error Message: "You cannot select a high school degree or equivalent, when you have already selected that or a higher education level."

4.10.12.7.2.6.8. When required, the following error message shall be displayed for users failing to provide a value.

4.10.12.7.2.6.8.1. Error Message: "If the seeker attained a credential, the type of credential must be provided."

4.10.12.7.2.7. A field shall be available to record the date the educational/occupational certificate or credential was attained.

4.10.12.7.2.7.1. Field Name: "Date Attained"

4.10.12.7.2.7.2. Required: No, unless the "Attained Credential" field described in Section 4.10.12.7.2.5 is set to "Yes".

4.10.12.7.2.7.3. Acceptable Entry: Date formatted: MM/DD/YYYY

4.10.12.7.2.7.3.1. The date must be after the date of WIA enrollment.

4.10.12.7.2.7.3.2. The date must be before or equal to the current date.

4.10.12.7.2.7.4. This field shall be disabled unless it is required.

4.10.12.7.2.7.5. When required, the following error message shall be displayed for users failing to provide a value:

4.10.12.7.2.7.5.1. Error Message: "If the seeker attained a credential, a date must be provided."

4.10.12.7.2.7.6. If this field contains a date that is earlier than the WIA enrollment date the following error message shall be displayed:

4.10.12.7.2.7.6.1. Error Message: "Wia edu result date cannot be earlier than wia registration date."

4.10.12.7.2.7.7. If this field contains a date that is later than the current date the following error message shall be displayed:

4.10.12.7.2.7.7.1. Error Message: "Wia edu result date cannot be greater than today."

4.10.12.7.2.8. An additional set of Credential fields shall be provided.

4.10.12.7.2.8.1. The fields are:

4.10.12.7.2.8.1.1. Attained Credential (2)

4.10.12.7.2.8.1.2. Type of Credential (2)

4.10.12.7.2.8.1.3. Date Attained (2)

4.10.12.7.2.8.2. When the first set of Credential fields described in Sections 4.10.12.7.2.5 - 4.10.12.7.2.7.7.1 contains values, the second set will be available with the same format and edit rules.

4.10.12.7.2.8.3. The following additional cross edits between the two sets of Credential fields will apply:

4.10.12.7.2.8.3.1. Participants cannot have multiple high school degree or equivalent entries.

4.10.12.7.2.8.3.1.1. The following error message shall be displayed when “high school diploma/equivalency/GED” is selected more than once.

4.10.12.7.2.8.3.1.2. Error Message: “‘High school diploma/equivalency/GED’ cannot be selected in both Type of Credential fields. Please change the value.”

4.10.12.7.2.8.3.2. If the entire field values are removed from the first set of Credential fields, the second set of Credential fields shall be moved up to the first set of Credential fields when saved.

4.10.12.7.3. Section Header: “Employed in Quarter after Exit”

4.10.12.7.3.1. Two columns of five dropdown lists shall be available to allow the user to record if the customer was employed in a specific quarter after exit and how it was determined.

4.10.12.7.3.1.1. Column 1 Name: “Employed”

4.10.12.7.3.1.1.1. Required: No, unless the associated Determination Method described in Section 4.10.12.7.3.1.2 contains a value other than null.

4.10.12.7.3.1.1.2. Five dropdown lists shall contain the following values:

- Null (Blank line)
- No
- Not Applicable
- Yes

4.10.12.7.3.1.1.3. Default: Null (Blank line)

4.10.12.7.3.1.1.4. This dropdown shall be displayed in read-only format when the associated Determination Method is equal to “UI wage record data”.

4.10.12.7.3.1.1.5. This field shall be allowed to be overwritten by the Wage Data Interface when there is a wage match and the associated Determination Method is not equal to “UI wage record data”.

4.10.12.7.3.1.1.6. When required, the following error message shall be displayed for users failing to provide a value:

4.10.12.7.3.1.1.6.1. Error Message: “If field 'Employed in ‘<QUARTER> after Exit' contains a value, so must field 'Determination Method', and vice versa.”

4.10.12.7.3.1.1.6.2. <QUARTER> shall be replaced with:

4.10.12.7.3.1.1.6.2.1 “Employed in Quarter after Exit” for the “1st Quarter field selection.

4.10.12.7.3.1.1.6.2.2 “Employed in 2nd Quarter after Exit” for the 2nd Quarter field selection.

4.10.12.7.3.1.1.6.2.3 “Employed in 3rd Quarter after Exit” for the 3rd Quarter field selection.

4.10.12.7.3.1.1.6.2.4 "Employed in 4th Quarter after Exit" for the 4th Quarter field selection.

4.10.12.7.3.1.1.6.2.5 "Employed in 5th Quarter after Exit" for the 5th Quarter field selection.

4.10.12.7.3.1.2. Column 2 Name: "Determination Method"

4.10.12.7.3.1.2.1. Required: No, unless the associated Employed after Exit field described in Section 4.10.12.7.3.1.1 contains a value other than null.

4.10.12.7.3.1.2.2. Five dropdown lists shall contain the following value:

- Null (Blank line)
- supplemental survey

4.10.12.7.3.1.2.3. The Wage Data Interface shall be the only method to populate this field with the following value:

- UI wage record data

4.10.12.7.3.1.2.4. Default: Null (Blank line)

4.10.12.7.3.1.2.5. This field shall be allowed to be overwritten by the Wage Data Interface when there is a wage match and the value is not equal to "UI wage record data".

4.10.12.7.3.1.2.6. This dropdown shall be displayed in read-only format when the value is equal to "UI wage record data".

4.10.12.7.3.1.2.7. When required, the following error message shall be displayed for users failing to provide a value:

4.10.12.7.3.1.2.7.1. Error Message: "If field 'Employed in '<QUARTER> after Exit' contains a value, so must field 'Determination Method', and vice versa."

4.10.12.7.3.1.2.7.2. <QUARTER> shall be replaced with:

4.10.12.7.3.1.2.7.2.1 "Employed in Quarter after Exit" for the "1st Quarter field selection.

4.10.12.7.3.1.2.7.2.2 "Employed in 2nd Quarter after Exit" for the 2nd Quarter field selection.

4.10.12.7.3.1.2.7.2.3 "Employed in 3rd Quarter after Exit" for the 3rd Quarter field selection.

4.10.12.7.3.1.2.7.2.4 "Employed in 4th Quarter after Exit" for the 4th Quarter field selection.

4.10.12.7.3.1.2.7.2.5 "Employed in 5th Quarter after Exit" for the 5th Quarter field selection.

4.10.12.7.3.2. A field name shall be available that corresponds with each set of "Employed after Exit" and "Determination Method" dropdown lists.

4.10.12.7.3.2.1. Field Name: "1st Qtr"

4.10.12.7.3.2.2. Field Name: "2nd Qtr"

4.10.12.7.3.2.3. Field Name: "3rd Qtr"

4.10.12.7.3.2.4. Field Name: "4th Qtr"

4.10.12.7.3.2.5. Field Name: "5th Qtr"

4.10.12.7.3.3. A button shall be displayed with each quarter to provide access to enter NAICS information.

4.10.12.7.3.3.1. Button Name: "NAICS"

4.10.12.7.3.4. The following rules shall determine the availability of the NAICS button(s) and the edit rules:

4.10.12.7.3.4.1. When a Common Measures enrollment is selected that is associated with a Trade Act child enrollment and a WIA enrollment does not exist,

4.10.12.7.3.4.1.1. and the 2nd Quarter Employed After Exit (EAE) is Yes and the associated Determination Method is 2/Supplemental Survey,

4.10.12.7.3.4.1.1.1. **only** the 2nd Quarter NAICS button will be enabled.

4.10.12.7.3.4.1.1.2. NAICS data is not collected for the other quarters.

4.10.12.7.3.4.1.2. When the button is selected, the NAICS popup described in Section 4.10.12.7.3.5 will be launched.

4.10.12.7.3.4.1.3. If the Trade Act child enrollment is selected, the NAICS button will be enabled, but the NAICS value will be read-only.

4.10.12.7.3.4.2. When a Common Measures enrollment is selected that is associated with a WIA child enrollment, (staff assisted or self service),

4.10.12.7.3.4.2.1. and the EAE is Yes and the associated Determination Method is 2/Supplemental Survey, (for any of the first four quarters)

4.10.12.7.3.4.2.1.1. the associated NAICS button will be enabled.

4.10.12.7.3.4.2.1.2. A possible four quarters of NAICS data may be collected.

4.10.12.7.3.4.2.2. When selected, the NAICS popup described in Section 4.10.12.7.3.5 will be launched.

4.10.12.7.3.4.2.3. If the WIA child enrollment is selected, the NAICS button will be enabled, but the NAICS value will be read-only.

4.10.12.7.3.4.3. If the Quarter After Exit EAE is No or blank or has been changed from "Yes" to "No", "Not Applicable" or blank, the NAICS button will be disabled.

4.10.12.7.3.4.3.1. Any NAICS value will be retained on wia_logging if the QAE EAE was changed from "Yes" to "No", "Not Applicable" or blank.

4.10.12.7.3.4.4. When a singleton State Program enrollment exists, that is not Stimulus Summer Youth, the NAICS button will be enabled and editable when that enrollment is selected.

4.10.12.7.3.4.5. Parent enrollments will continue to propagate data to the child enrollment and the child enrollment data will be read-only.

4.10.12.7.3.4.6. The NAICS button shall be disabled for all other Common Measures and associated enrollments when a Trade Act or WIA enrollment does NOT exist.

4.10.12.7.3.5. When the NAICS button is selected the following popup shall be displayed:

4.10.12.7.3.5.1. Tab Name:"NAICS"

4.10.12.7.3.5.2. Field Name: "<#> Qtr NAICS"

4.10.12.7.3.5.2.1. <#> shall be replaced with "1st", "2nd", "3rd", "4th" or "5th" for the corresponding quarter.

4.10.12.7.3.5.2.2. This field displays the North American Industry Coding Structure (NAICS) code for the employer associated to the customer's job during the applicable quarter (1-5) after the exit quarter and displays the corresponding NAICS description.

4.10.12.7.3.5.2.3. Required: No

4.10.12.7.3.5.2.4. This field will continue to NOT be populated with the Wage Data Interface.

4.10.12.7.3.5.2.4.1. This field supports the online supplemental survey.

4.10.12.7.3.5.2.4.2. The Wage In process separately tracks NAICS from the wages on the Quarterly Earnings table

4.10.12.7.3.5.2.5. The following validation rules shall apply:

4.10.12.7.3.5.2.5.1. The entry must be numeric.

4.10.12.7.3.5.2.5.2. No alpha characters, spaces or symbols are allowed.

4.10.12.7.3.5.2.5.3. The entry must be between 2 and 6 digits in length.

4.10.12.7.3.5.2.5.4. Trade Act and singleton enrollments must be at least 2 digits.

4.10.12.7.3.5.2.5.5. WIA enrollments must be at least 4 digits.

4.10.12.7.3.5.2.5.6. When 4 digits are required, the following error message will be displayed for values less than 4 digits:

4.10.12.7.3.5.2.5.6.1 Error Message: "The NAICS must be a valid value of at least 4 digits."

4.10.12.7.3.5.2.5.7. The entry is not permitted to begin with '0'.

4.10.12.7.3.5.2.5.8. The entry is not permitted to begin with '99'.

4.10.12.7.3.5.2.5.9. The entry will be validated against the full NAICS table.

4.10.12.7.3.5.2.5.9.1 Only valid NAICS codes will be allowed.

4.10.12.7.3.5.2.5.9.2 If the entry is still not a valid NAICS code, an error message will be displayed.

4.10.12.7.3.5.2.5.9.3 Error Message: “"<VALUE>"is not a valid NAICS code.”

4.10.12.7.3.5.2.5.9.4 <VALUE> shall be replaced by the entered value.

4.10.12.7.3.5.2.6. The NAICS field is followed by the display-only NAICS description, which will be displayed for any valid NAICS code.

4.10.12.7.3.5.3. A button shall be provided to look up a NAICS Code.

4.10.12.7.3.5.3.1. Button Name: “NAICS”

4.10.12.7.3.5.3.2. When selected, a new browser is launched that provides access to the NAICS search at: http://www.census.gov/eos/www/naics/

4.10.12.7.3.5.4. Two buttons shall be available to confirm the addition/modification or cancel the action.

4.10.12.7.3.5.4.1. Button Text: “Ok”

4.10.12.7.3.5.4.1.1. Selecting this button shall save the changes and close the popup window.

4.10.12.7.3.5.4.2. Button Text: “Cancel”

4.10.12.7.3.5.4.2.1. Selecting this button shall cancel the action without saving any changes and close the popup window.

4.10.12.7.4. Section Header: “Youth Outcomes”

4.10.12.7.4.1. The following rules apply to the Youth Outcomes section:

4.10.12.7.4.1.1. The WIOA Youth section of the Outcomes tab shall be disabled if the seeker is NOT in a WIOA Youth Program.

4.10.12.7.4.1.2. The WIOA Youth section of the Outcomes tab shall be disabled if the enrollment is Labor Exchange or Trade Act.

4.10.12.7.4.1.3. When the WIOA Youth section is disabled, it will not display on the screen.

4.10.12.7.4.1.3.1. When the WIOA Youth section is displayed for an eligible parent enrollment, like Common Measures, the child enrollment will be displayed read-only.

4.10.12.7.4.1.4. The determination of whether or not a seeker is a youth, in regards to the Outcomes tab, is based on if a service has been funded with a WIOA Youth fund.

4.10.12.7.4.1.4.1. If the seeker has a service that has been funded with a WIA Youth fund (fund_id = 3, 4, 23, 24) the seeker is determined to be a youth.

4.10.12.7.4.1.4.2. If the age eligible seeker does NOT have any WIA staff assisted services, the seeker is not considered a youth and the WIOA Youth section will not be displayed.

4.10.12.7.4.1.5. The Youth Outcomes section shall be available for Stimulus Summer Youth and State specific enrollments where the seeker is less than 22 at the date of the registration.

4.10.12.7.4.2. A dropdown list shall be available to record if the customer was in school at the time of exit.

4.10.12.7.4.2.1. Field Name: “School Status at Exit”

4.10.12.7.4.2.2. Required: No

4.10.12.7.4.2.3. The values are:

- Null (Blank line)
- In-school, Alternative School
- In-school, Secondary School or Less
- In-school, Postsecondary School
- Not Attending School or Secondary School Dropout
- Not Attending School; Secondary School Graduate/ Equivalent

4.10.12.7.4.2.4. Default: Null (Blank line)

4.10.12.7.4.2.5. If a value is selected, the School Status at Exit must be an improvement or equal to the School Status at the time of participation.

4.10.12.7.4.2.5.1. The following values shall be equal: “In-school, Postsecondary School” and “Not Attending School; Secondary School Graduate/Equivalent”.

4.10.12.7.4.2.5.2. The following values shall be equal: “In-school, Alternative School”, “In-school, Secondary School or less” and “Not Attending School or Secondary School Dropout”.

4.10.12.7.4.2.6. The following rules shall apply if a value is selected in the School Status at Exit field and the School Status in Quarter after Exit field described in Section 4.10.12.7.4.3.

4.10.12.7.4.2.6.1. “School Status at Exit” must be less than or equal to “School Status in Quarter after Exit”.

4.10.12.7.4.2.6.1.1. The application shall notify users if the School Status at Exit is equal to “In-school, Postsecondary School” or “Not Attending School; Secondary School Graduate/Equivalent” and the School Status in Quarter after Exit equals “In-school, Alternative School “, “In-school, Secondary School or Less”, or “Not Attending School or Secondary School Dropout”.

4.10.12.7.4.2.6.1.1.1. Error Message: “The School Status at Exit must be less than or equal to the School Status in Quarter after Exit.”

4.10.12.7.4.2.7. The In School at Exit flag shall be set as follows:

4.10.12.7.4.2.7.1. Set to “Yes” for “In-school, Alternative School”, “In-school, Secondary School or Less”, or “In-school, Postsecondary School.” values.

4.10.12.7.4.2.7.2. Set to “No” for “Not Attending School or Secondary School Dropout” or “Not Attending School; Secondary School Graduate” values.

4.10.12.7.4.2.7.3. This flag will not be displayed in the user interface.

4.10.12.7.4.3. A drop down list shall be available to record if the customer was in school in the quarter after exit.

4.10.12.7.4.3.1. Field Name: “School Status in Quarter after Exit”

4.10.12.7.4.3.2. Required: No

4.10.12.7.4.3.3. The values and requirements described in Section 4.10.12.7.4.2.3 - 4.10.12.7.4.2.6.1.1.1 shall apply.

4.10.12.7.4.3.4. The In School in Quarter after Exit flag shall be set as follows:

4.10.12.7.4.3.4.1. Set to “Yes” for “In-school, Alternative School”, “In-school, Secondary School or :ess”, or “In-school, Postsecondary School.” values.

4.10.12.7.4.3.4.2. Set to “No” for “Not Attending School or Secondary School Dropout” or “Not Attending School; Secondary School Graduate/Equivalent” values.

4.10.12.7.4.3.4.3. This flag will not be displayed in the user interface.

4.10.12.7.4.4. Field Name: “Last Youth Service Date”

4.10.12.7.4.4.1. This read-only field that identifies the date of the last youth service.

4.10.12.7.4.4.2. This field will only be displayed for enrollments that are Stimulus Summer Youth funded (fund_id = 17) and WIOA Youth funded (using fund_id = 3, 4, 23 and 24) including the Common Measures parent.

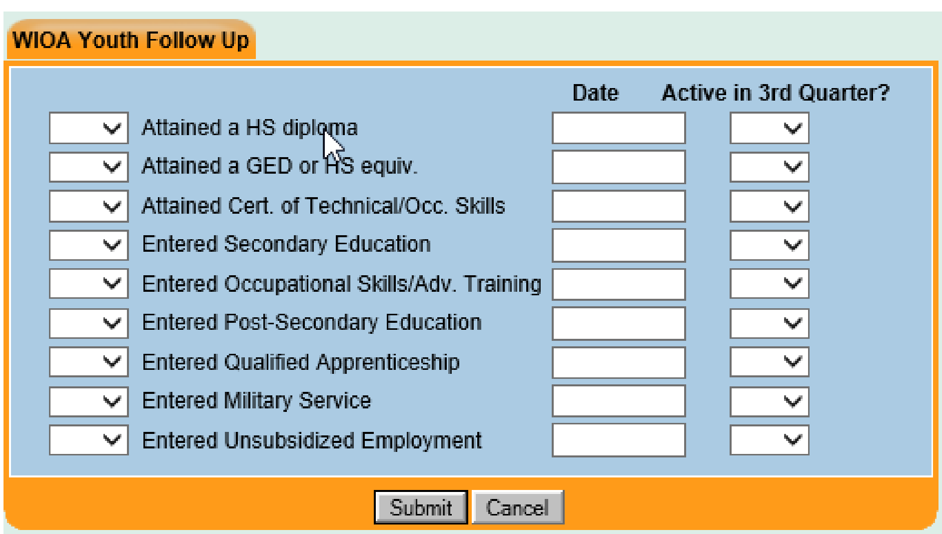
4.10.12.7.4.4.3. A value shall only be displayed if all non-follow up youth funded services have actual end dates.

4.10.12.7.4.4.4. This field value shall be dynamically generated based on the latest actual end date of non-follow up youth funded services.

4.10.12.7.4.5. A button shall be available to access WIOA Youth Follow Up questions that collects information about customers that have received youth Services and funding.

4.10.12.7.4.5.1. Button Text: “WIOA Youth (14-<MAX_AGE>)”

4.10.12.7.4.5.2. When selected the following pop-up shall be displayed:



4.10.12.7.4.5.2.1. Heading: “WIOA Youth Follow Up”

4.10.12.7.4.5.2.2. A column of fields and a column of dropdown lists shall be available to record the date the customer received or entered the corresponding follow up, and if the customer was actively seeking or actively participating in the follow up during the 3rd Quarter after exit.

4.10.12.7.4.5.2.2.1. Column Name: “Date”

4.10.12.7.4.5.2.2.1.1. Required: No, unless “Yes” is saved as a value in the associated follow up.

4.10.12.7.4.5.2.2.1.2. Acceptable Entry: A valid date formatted: MM/DD/YYYY

4.10.12.7.4.5.2.2.1.3. When required, the following error message shall be displayed when selecting the Save button in the Services module.

4.10.12.7.4.5.2.2.1.3.1. Error Message: “If a wia youth followup positive outcome is entered, a result date must also be entered”

4.10.12.7.4.5.2.2.1.4. For an invalid entry, the following error message shall be displayed when selecting the Save button in the Services module.

4.10.12.7.4.5.2.2.1.4.1. Error Message: “Youth Result Date was invalid.”

4.10.12.7.4.5.2.2.2. Column Name: “Active in 3rd Quarter?”

4.10.12.7.4.5.2.2.2.1 Required: No

4.10.12.7.4.5.2.2.2.2 The values are:

- Null (blank line)
- Yes
- No

4.10.12.7.4.5.2.2.2.3. Default: Null (blank line)

4.10.12.7.4.5.2.3. A dropdown list and field name shall be available that corresponds with each set of Date and Active in 3rd Quarter fields.

4.10.12.7.4.5.2.3.1. A dropdown list shall be available that allows the user to record if the customer has received a certificate of attainment for technical or occupational skills.

4.10.12.7.4.5.2.3.1.1. Field Name: “Attained Cert of Technical/Occ. Skills”

4.10.12.7.4.5.2.3.1.2. Required: No

4.10.12.7.4.5.2.3.1.3. The values are:

- Null (Blank line)

- Yes
- No

4.10.12.7.4.5.2.3.1.4. Default: Null (Blank line)

4.10.12.7.4.5.2.3.2. A dropdown list shall be available that allows the user to record if the customer has received a high school equivalency diploma during Enrollment or within 90 days of exit.

4.10.12.7.4.5.2.3.2.1. Field Name: “Attained a GED or HS equiv.”

4.10.12.7.4.5.2.3.2.2. Required: No

4.10.12.7.4.5.2.3.2.3. The values are:

- Null (Blank line)
- Yes
- No

4.10.12.7.4.5.2.3.2.4. Default: Null (Blank line)

4.10.12.7.4.5.2.3.2.5. “Yes” can only be selected if “Attained a GED or HS equiv.” is an improvement from the education level indicated at the time of participation. (Education Level must be equal to a normalized value between 0 – 12 or 14/Disabled w/Cert./IEP.)

4.10.12.7.4.5.2.3.2.6. If “Yes” or “No” is selected and the education level at participation is greater, the following message shall be displayed when saving in the Services module.

4.10.12.7.4.5.2.3.2.7. Error Message: “The WIOA Youth Follow Up education level cannot be less than the education level at the time of enrollment.”

4.10.12.7.4.5.2.3.3. A dropdown list shall be available to record if the customer (who was age 14–18 at registration) has received a high school diploma during Enrollment or within 90 days of exit.

4.10.12.7.4.5.2.3.3.1 Field Name: “Attained a HS diploma”

4.10.12.7.4.5.2.3.3.2. Required: No

4.10.12.7.4.5.2.3.3.3. The values are:

- Null (Blank line)
- Yes
- No

4.10.12.7.4.5.2.3.3.4. Default: Null (Blank line)

4.10.12.7.4.5.2.3.3.5. “Yes” can only be selected if “Attained a HS diploma” is an improvement from the education level indicated at the time of participation. (Education Level must be equal to a normalized value between 0 – 12 or 14/Disabled w/Cert./IEP.)

4.10.12.7.4.5.2.3.3.6. If "Yes" or "No" is selected and the education level at participation is greater, the following message shall be displayed when saving in the Services module.

4.10.12.7.4.5.2.3.3.7. Error Message: "The WIOA Youth Follow Up education level cannot be less than the education level at the time of enrollment."

4.10.12.7.4.5.2.3.4. A dropdown list shall be available to record if the customer has entered advanced training within 120 days of exit.

4.10.12.7.4.5.2.3.4.1. Field Name: "Entered Occupational Skills/Adv. Training"

4.10.12.7.4.5.2.3.4.2. Required: No, unless the customer is age 14-<MAX_AGE> who has received WIOA Youth services and the "Entered Advanced Training" field in the Education & Training section described in Section 4.10.12.7.2.3 is null.

4.10.12.7.4.5.2.3.4.2.1. WIOA Youth funded services are WIOA Youth Local, WIOA Youth Statewide, Stimulus Youth Local and Stimulus Youth Statewide 15% funds. (fund_id = 3, 4, 23, 24)

4.10.12.7.4.5.2.3.4.3. The values are:

- Null (Blank line)
- Yes
- No

4.10.12.7.4.5.2.3.4.4. Default: Null (Blank line)

4.10.12.7.4.5.2.3.4.5. When required, the following error message shall be displayed for users failing to provide a value:

4.10.12.7.4.5.2.3.4.5.1. Error Message: "Entered advanced training is required for 14-<MAX_AGE> year olds who have used youth services"

4.10.12.7.4.5.2.3.4.6. <MAX_AGE> shall be replaced with the WIOA_YOUTH_MAX_AGE global variable value.

4.10.12.7.4.5.2.3.5. A dropdown list shall be available to record if the customer (youth age 16 or older) was entered into military service at exit or within 120 days of exit.

4.10.12.7.4.5.2.3.5.1. Field Name: "Entered Military Service"

4.10.12.7.4.5.2.3.5.2. Required: No

4.10.12.7.4.5.2.3.5.3 The values are:

- Null (Blank line)
- Yes

- No

4.10.12.7.4.5.2.3.5.4. Default: Null (Blank line)

4.10.12.7.4.5.2.3.5.5. If this field contains a value other than null and the customer is not a youth age 16 or older, the following error message will be displayed:

4.10.12.7.4.5.2.3.5.5.1. Error Message: “You must be 16 or older to answer the Military Service, Unsubsidized Employment, and Qualified Apprenticeship questions.”

4.10.12.7.4.5.2.3.6. A dropdown list shall be available to record if the customer has entered post-secondary education at exit or within 120 days of exit.

4.10.12.7.4.5.2.3.6.1. Field Name: “Entered Post-Secondary Education”

4.10.12.7.4.5.2.3.6.2. Required: No, unless the customer is age 14-<MAX_AGE> at exit and has received WIOA Youth funded services and a value is not selected in the “Entered Post-Secondary” field described in Section 4.10.12.7.2.4.

4.10.12.7.4.5.2.3.6.2.1. WIOA Youth funded services are WIOA Youth Local, WIOA Youth Statewide, Stimulus Youth Local and Stimulus Youth Statewide 15% funds. (fund_id = 3, 4, 23, 24)

4.10.12.7.4.5.2.3.6.3. The values are:

- Null (Blank line)
- Yes
- No

4.10.12.7.4.5.2.3.6.4. Default: Null (Blank line)

4.10.12.7.4.5.2.3.6.5. When required, the following shall be displayed for users failing to provide a value:

4.10.12.7.4.5.2.3.6.5.1. Error Message: “Post Secondary Education is required for 14-<MAX_AGE> year olds who have used youth services.”

4.10.12.7.4.5.2.3.6.6. <MAX_AGE> shall be replaced with the WIOA_YOUTH_MAX_AGE global variable value.

4.10.12.7.4.5.2.3.7. A dropdown list shall be available to record if the customer (youth age 16 or older) was entered into a qualified apprenticeship at exit or within 120 days of exit.

4.10.12.7.4.5.2.3.7.1. Field Name: “Entered Qualified Apprenticeship”

4.10.12.7.4.5.2.3.7.2. Required: No

4.10.12.7.4.5.2.3.7.3. The values are:

- Null (Blank line)
- Yes
- No

4.10.12.7.4.5.2.3.7.4. Default: Null (Blank line)

4.10.12.7.4.5.2.3.7.5. If this field contains a value other than null and the customer is not a youth age 16 or older, the following error message will be displayed:

4.10.12.7.4.5.2.3.7.5.1. Error Message: “You must be 16 or older to answer the Military Service, Unsubsidized Employment, and Qualified Apprenticeship questions.”

4.10.12.7.4.5.2.3.8. A dropdown list shall be available to record if the customer (youth age 16 or older) was entered into unsubsidized employment at exit or within 120 days of exit.

4.10.12.7.4.5.2.3.8.1. Field Name: “Entered Unsubsidized Employment”

4.10.12.7.4.5.2.3.8.2. Required: No

4.10.12.7.4.5.2.3.8.3. The values are:

- Null (Blank line)
- Yes
- No

4.10.12.7.4.5.2.3.8.4. Default: Null (Blank line)

4.10.12.7.4.5.2.3.8.5. If this field contains a value other than null and the customer is not a youth age 16 or older, the following error message will be displayed.

4.10.12.7.4.5.2.3.8.5.1. Error Message: “You must be 16 or older to answer the Military Service, Unsubsidized Employment, and Qualified Apprenticeship questions.”

4.10.12.7.4.5.2.4. A button shall be available to submit the changes in the “WIOA Youth Follow Up” screen and close the pop-up window.

4.10.12.7.4.5.2.4.1. Button Name: “Submit”

4.10.12.7.4.5.2.4.2. The values will not be set until the “Save” button has been selected.

4.10.12.7.4.5.2.5. A button shall be available to cancel the action and close the pop-up window.

4.10.12.7.4.5.2.5.1. Button Name: “Cancel”

4.10.12.8. The following shall be displayed for a seeker enrolled in the Trade Act program:

4.10.12.8.1. The fields described in Sections 4.10.12.7.1– 4.10.12.7.2.8 shall be displayed even though some do not apply to the Trade Act program.

4.10.12.8.1.1. Additional note: The Type of Credential field described in Section 4.10.12.7.2.6 will be available for a Common Measures enrollment with a Trade Act child when the Attained Credential field described in Section 4.10.12.7.2.5 is equal to “No, credential pending”.

4.10.12.8.2. The requirements described in Section 4.10.12.7.3 shall apply, but only displaying fields and applying the rules for the first four quarters:

- The Employed in 1st Quarter after Exit flag and Determination Method fields
- The Employed in 2nd Quarter after Exit flag and Determination Method fields
- The Employed in 3rd Quarter after Exit flag and Determination Method fields
- The Employed in 4th Quarter after Exit flag and Determination Method fields

4.10.12.8.2.1. NAICS is only collected for the 2nd Quarter after Exit as described in Section 4.10.12.7.3.4.1.

4.10.12.8.3. A field shall be provided to display the co-enrollment exit date.

4.10.12.8.3.1. Field Name: “Co-Enroll Exit Date”

4.10.12.8.3.2. This read-only field shall display the exit date when the Trade Act enrollment is closed and a Common Measures enrollment exists.

4.10.12.8.3.2.1. If a Common Measures enrollment does not exist, this field shall be populated as follows:

4.10.12.8.3.2.1.1. If WIA co-enrollment(s) exist and are all closed, determine and display the maximum Trade Act or co-enrolled WIA exit date.

4.10.12.9. The following shall be displayed for a seeker enrolled in the Labor Exchange program:

4.10.12.9.1. The “Education & Training” section described in Section 4.10.12.7.2 shall be displayed read-only and maintained at the parent enrollment level.

4.10.12.9.1.1. The fields are optional for Labor Exchange enrollments and will follow the same business rules and edits as for WIA enrollments.

4.10.12.9.2. The requirements described in Section 4.10.12.7.3 shall apply, but only displaying fields and applying the rules for the first three quarters:

- The Employed in 1st Quarter after Exit flag and Determination Method fields
- The Employed in 2nd Quarter after Exit flag and Determination Method fields
- The Employed in 3rd Quarter after Exit flag and Determination Method fields

4.10.12.9.3. NAICS data is not collected for Labor Exchange enrollments.

4.10.12.10. When the enrollment is a parent enrollment, the fields and requirements described in Sections 4.10.12.7.1, 4.10.12.7.2, 4.10.12.7.3 and 4.10.12.7.4 shall be displayed according to the union of the children program types and they are editable.

4.10.12.10.1. The Employed in Quarter after Exit section shall always display the fields for five quarters.

4.10.12.11. When an outcome is for a child enrollment, the fields shall be displayed according to the program type in read-only format.

4.10.12.11.1. When viewing WIOA Youth results, the fields shall be populated by the parent enrollment and displayed in read-only format.

4.10.12.12. If the outcome is part of Stimulus Summer Youth, a State or Partner program, the following requirements shall apply.

4.10.12.12.1. If the customer is under the age of 21 at the point of enrollment, the Youth Outcomes section shall be available.

4.10.12.12.1.1. If the customer is 21 or over, the Youth Outcomes section shall not be displayed.

4.10.12.12.2. The Employed in Quarter after Exit section shall allow the quarters after exit fields to be enterable according to the union of the parent and children program types.

4.10.12.13. A list of enrollments shall be displayed at the bottom.

4.10.12.13.1. The list does not include PED-only WIA logging rows. (Only show rows where pgm_log_special_use_cd is null.)

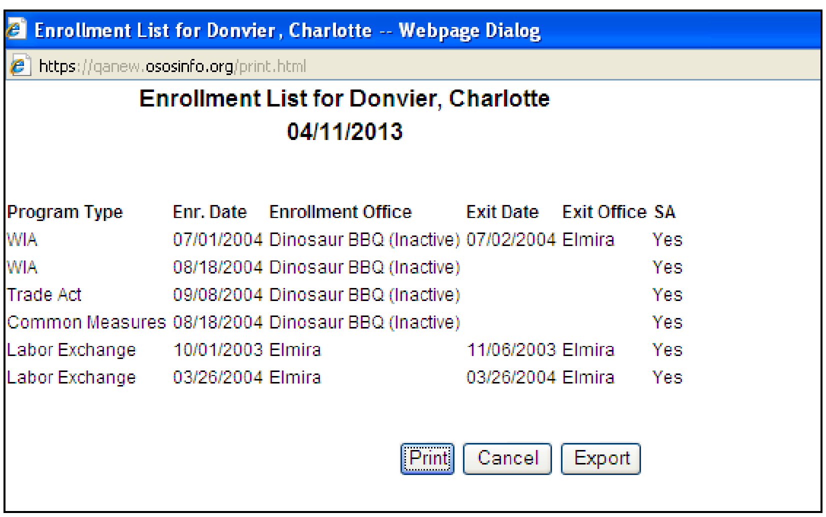
4.10.12.13.2. The following columns shall be available:

4.10.12.13.2.1. Program Type, Enrollment Date, Enrollment Office, Exit Date, Exit Office and SA.

4.10.12.13.3. A button shall be available allowing the user to print the list of Enrollments or export the data.

4.10.12.13.3.1. Button Text: “Print List”

4.10.12.13.3.1.1. The application shall display a pop-up window with a printable version of the Enrollments.


Enrollment List for Donvier, Charlotte -- Webpage Dialog
https://qanew.ososinfo.org/print.html

Enrollment List for Donvier, Charlotte
04/11/2013

Program Type	Enr. Date	Enrollment Office	Exit Date	Exit Office	SA
WIA	07/01/2004	Dinosaur BBQ (Inactive)	07/02/2004	Elmira	Yes
WIA	08/18/2004	Dinosaur BBQ (Inactive)			Yes
Trade Act	09/08/2004	Dinosaur BBQ (Inactive)			Yes
Common Measures	08/18/2004	Dinosaur BBQ (Inactive)			Yes
Labor Exchange	10/01/2003	Elmira	11/06/2003	Elmira	Yes
Labor Exchange	03/26/2004	Elmira	03/26/2004	Elmira	Yes

Print Cancel Export

4.10.12.13.3.1.2. Heading: “Enrollment List for <LAST>, <FIRST>”

4.10.12.13.3.1.2.1. <LAST> shall be replaced with the last name of the participant.

4.10.12.13.3.1.2.2. <FIRST> shall be replaced with the first name of the participant.

4.10.12.13.3.1.3. Sub-Heading: “<DATE>”

4.10.12.13.3.1.3.1. <DATE> shall be replaced with the current date.

4.10.12.13.3.1.4. The identical list columns and enrollment information shall be displayed.

4.10.12.13.3.1.5. Three buttons will be available to print, export or cancel the action.

4.10.12.13.3.1.5.1. Button 1 Text: “Print”

4.10.12.13.3.1.5.1.1. Selecting this button will display the browser Print function to print the enrollment list.

4.10.12.13.3.1.5.2. Button 2 Text: “Cancel”

4.10.12.13.3.1.5.2.1. Selecting this button will close the pop-up window.

4.10.12.13.3.1.5.3. Button 3 Text: “Export”

4.10.12.13.3.1.5.3.1. Selecting this button will initiate the export of data into a cvs file that can be used in another application such as Microsoft Excel. This is further described in Section 6 of the Common Elements business requirements document.

4.10.12.13.3.1.6. The “Print”, “Cancel” and “Export” buttons will not be displayed on the printed copy.

4.10.12.13.3.1.7. The printable version will be available to “copy and paste” into a Word document.

4.10.12.13.4. A button shall be provided in the Outcomes tab to access the Literacy/Numeracy popup window.

4.10.12.13.4.1. Button Name: “Lit/Num Testing”

4.10.12.13.4.1.1. This button shall be enabled for WIA, Stimulus Summer Youth or Singleton enrollments only, for all **new** customer records, or

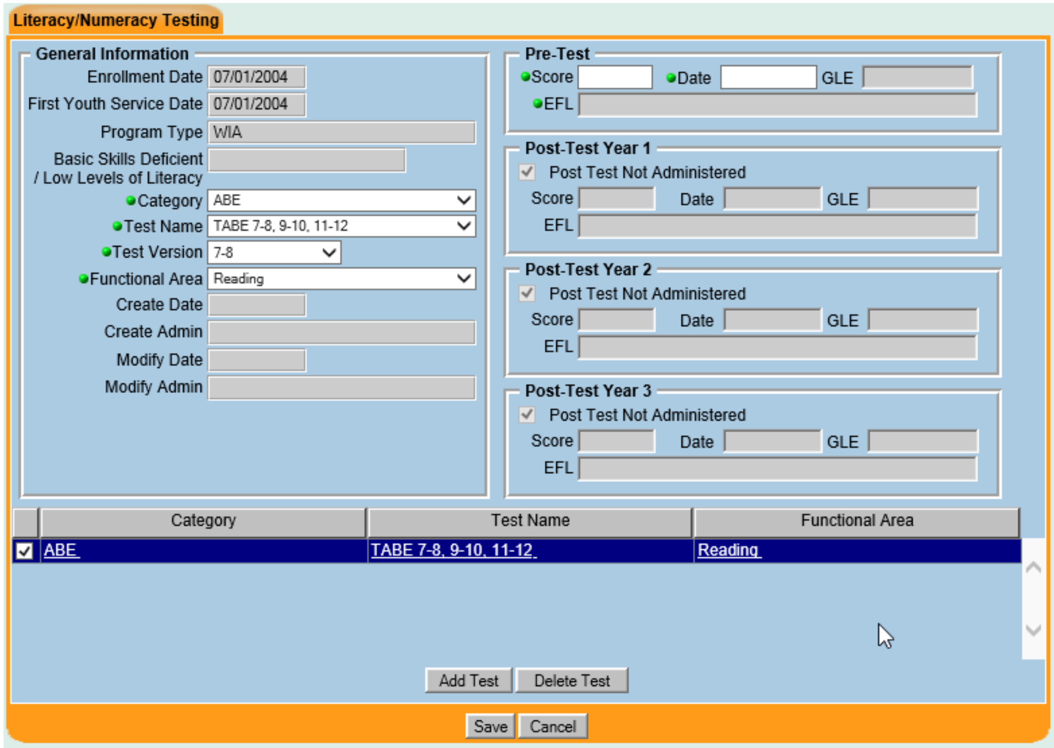
4.10.12.13.4.1.1.1. For all enrollments where a Lit/Num record currently exists. (from other Federal Programs, Singleton or Common Measures enrollments)

4.10.12.13.4.1.2. This button shall be available for authorized administrators with Service Lit/Num Testing security process set.

4.10.12.13.4.1.3. If the admin does not have the authorized security level, the button shall be visible, but disabled.

4.10.12.13.4.1.4. When selected, the Lit/Num popup described in Section 4.10.12.13.5 shall be displayed.

4.10.12.13.5. When the Lit/Num Testing button is selected, a Literacy / Numeracy popup will be used to collect and delete testing information.



4.10.12.13.6. The Lit/Num popup shall display the following fields:

4.10.12.13.6.1. Field Set Group: "General Information"

4.10.12.13.6.1.1. Field Name: "Enrollment Date"

4.10.12.13.6.1.1.1. This read-only field identifies the start date of the selected enrollment.

4.10.12.13.6.1.2. Field Name: "First Youth Service Date"

4.10.12.13.6.1.2.1. This read-only field identifies the date the youth received their first service funded with WIOA Youth funds (using funds 3, 4, 23 and 24) or Stimulus Summer Youth funds (fund_id = 17) including the Common Measures parent.

4.10.12.13.6.1.2.2. This field will only be displayed when a WIOA Youth, Stimulus Summer Youth or the Common Measures parent enrollment has been selected.

4.10.12.13.6.1.3. Field Name: "Program Type"

4.10.12.13.6.1.3.1. This read-only field identifies the name of the program for the selected enrollment.

4.10.12.13.6.1.4. Field Name: "Basic Skills Deficient/Low Levels of Literacy"

4.10.12.13.6.1.4.1. This read-only field identifies if the customer has basic math and reading skills.

4.10.12.13.6.1.4.2. "Yes – Basic Skills Deficient", "Yes – Low Levels of Literacy" and "Both" or "No" shall be displayed based on the point-in-time enrollment value on the wia_logging table.

4.10.12.13.6.1.5. Field Name: "Category"

4.10.12.13.6.1.5.1. This dropdown list shall allow the user to select the category of the assessment test administered.

4.10.12.13.6.1.5.2. Required: Yes

4.10.12.13.6.1.5.3. The values are:

4.10.12.13.6.1.5.3.1. Null (Blank line)

4.10.12.13.6.1.5.3.2. ABE

4.10.12.13.6.1.5.3.3. ESL

4.10.12.13.6.1.5.3.4. ABE and ESL

4.10.12.13.6.1.5.4. Default: Null, if this is the first test record for a given enrollment.

4.10.12.13.6.1.5.5. An enrollment shall allow only one category to be assessed.

4.10.12.13.6.1.5.5.1. When a test record is created that is not the first test record for an enrollment, this field shall be read-only and default to the same category associated to the first test record for this enrollment.

4.10.12.13.6.1.5.6. This field shall be protected when any Pre-Test data described in Section 4.10.12.13.6.2 is entered.

4.10.12.13.6.1.5.7. The application shall notify users failing to select a Category.

4.10.12.13.6.1.5.7.1. Error Message: “Category was missing.”

4.10.12.13.6.1.6. Field Name: “Test Name”

4.10.12.13.6.1.6.1. This dropdown list shall be available to select the type of test used for the assessment.

4.10.12.13.6.1.6.2. Required: Yes

4.10.12.13.6.1.6.3. The values are:

4.10.12.13.6.1.6.3.1. Null (Blank line)

4.10.12.13.6.1.6.3.2. TABE 7-8, 9-10, 11-12

4.10.12.13.6.1.6.3.3. CASAS L&W Reading, Listening

4.10.12.13.6.1.6.3.4. ABLE

4.10.12.13.6.1.6.3.5. WorkKeys

4.10.12.13.6.1.6.3.6. SPL

4.10.12.13.6.1.6.3.7. BEST, BEST Literacy

4.10.12.13.6.1.6.3.8. BEST Plus, BEST Plus 2.0

4.10.12.13.6.1.6.3.9. TABE CLAS –E

4.10.12.13.6.1.6.3.10. Wonderlic

4.10.12.13.6.1.6.3.11. Other Approved Assessment Tool

4.10.12.13.6.1.6.3.12. MAPT Math

4.10.12.13.6.1.6.3.13. MAPT Reading

4.10.12.13.6.1.6.3.14. CASAS Reading GOALS

4.10.12.13.6.1.6.3.15. CASAS Math Goals

4.10.12.13.6.1.6.4. Default: Null

4.10.12.13.6.1.6.5. This field shall be protected when any Pre-Test data described in Section 4.10.12.13.6.2 is entered.

4.10.12.13.6.1.6.6. The application shall notify users failing to select a Test Name.

4.10.12.13.6.1.6.6.1. Error Message: “Test Name was missing.”

4.10.12.13.6.1.7. Field Name: “Test Version”

4.10.12.13.6.1.7.1. This dropdown list shall provide the ability for the user to select the test version.

4.10.12.13.6.1.7.2. This field shall only be available when the Test Name described in Section 4.10.12.13.6.1.6 is equal to “TABE 7-8, 9-10, 11-12”.

4.10.12.13.6.1.7.3. Required: Yes

4.10.12.13.6.1.7.4. The values are:

4.10.12.13.6.1.7.4.1. Null (Blank line)

4.10.12.13.6.1.7.4.2. 7-8

4.10.12.13.6.1.7.4.3. 9-10

4.10.12.13.6.1.7.4.4. 11-12

4.10.12.13.6.1.7.5. Default: Null

4.10.12.13.6.1.7.6. This field shall be protected when any Pre-Test data described in Section 4.10.12.13.6.2 is entered.

4.10.12.13.6.1.7.7. When available, the application shall notify users failing to select a Test Version.

4.10.12.13.6.1.7.7.1. Error Message: “Test Version was missing.”

4.10.12.13.6.1.8. Field Name: “Other Test Name”

4.10.12.13.6.1.8.1. This field shall be available to include the name of the test used if not listed in the Test Name field described in Section 4.10.12.13.6.1.6.

4.10.12.13.6.1.8.2. This field shall only be available when the Test Name is equal to “Other Approved Assessment Tool”.

4.10.12.13.6.1.8.3. Required: Yes

4.10.12.13.6.1.8.4. Minimum Characters Allowable: 1

4.10.12.13.6.1.8.5. Maximum Characters Allowable: 200

4.10.12.13.6.1.8.6. Acceptable Entry: Standard keyboard characters

4.10.12.13.6.1.8.7. This field shall be protected when any Pre-Test data described in Section 4.10.12.13.6.2 is entered.

4.10.12.13.6.1.8.8. When available, the application shall notify users failing to enter Other Test Name.

4.10.12.13.6.1.8.8.1. Error Message: “Other Test Name was missing.”

4.10.12.13.6.1.9. Field Name: “Functional Area”

4.10.12.13.6.1.9.1. This dropdown list shall be available to select the testing functional area.

4.10.12.13.6.1.9.2. Required: Yes

4.10.12.13.6.1.9.3. The values are:

4.10.12.13.6.1.9.3.1. Null (Blank line)

4.10.12.13.6.1.9.3.2. Reading

4.10.12.13.6.1.9.3.3. Writing

4.10.12.13.6.1.9.3.4. Language

4.10.12.13.6.1.9.3.5. Mathematics

4.10.12.13.6.1.9.3.6. Speaking

4.10.12.13.6.1.9.3.7. Oral

4.10.12.13.6.1.9.3.8. Other Literacy Functional Area

4.10.12.13.6.1.9.3.9. Other Numeracy Functional Area

4.10.12.13.6.1.9.4. Default: Null

4.10.12.13.6.1.9.5. This field shall be protected when any Pre-Test data described in Section 4.10.12.13.6.2 is entered.

4.10.12.13.6.1.9.6. The application shall notify users failing to select a Functional Area.

4.10.12.13.6.1.9.6.1. Error Message: “Functional Area was missing.”

4.10.12.13.6.1.10. Field Name: “Create Date”

4.10.12.13.6.1.10.1. This read-only field shall display the date the test record was created, formatted MM/DD/YYYY.

4.10.12.13.6.1.11. Field Name: “Create Admin”

4.10.12.13.6.1.11.1. This read-only field shall display the name of the staff person who originally created the test record.

4.10.12.13.6.1.12. Field Name: “Modify Date”

4.10.12.13.6.1.12.1. This read-only field shall display the date the test record was last modified, formatted MM/DD/YYYY.

4.10.12.13.6.1.13. Field Name: “Modify Admin”

4.10.12.13.6.1.13.1. This read-only field shall display the name of the staff person who last modified the test record.

4.10.12.13.6.2. Field Set Group: “Pre-Test”

4.10.12.13.6.2.1. Field Name: “Score”

4.10.12.13.6.2.1.1. This field shall be provided to identify the score for the administered test.

4.10.12.13.6.2.1.2. Required: Yes

4.10.12.13.6.2.1.3. Minimum Characters Allowable: 1

4.10.12.13.6.2.1.4. Maximum Characters Allowable: 3

4.10.12.13.6.2.1.5. Acceptable Entry: Numbers greater than or equal to 0 and less than or equal to 999.

4.10.12.13.6.2.1.6. The application shall notify users failing to enter a Score.

4.10.12.13.6.2.1.6.1. Error Message: “Pre-Test Score was missing.”

4.10.12.13.6.2.2. Field Name: “Date”

4.10.12.13.6.2.2.1. This field shall be provided to identify the date the pre-test was given.

4.10.12.13.6.2.2.2. Required: Yes

4.10.12.13.6.2.2.3. Acceptable Entry: Date, formatted MM/DD/YYYY

4.10.12.13.6.2.2.3.1. The Pre-Test Date must before any Post-Test Date within a test record.

4.10.12.13.6.2.2.3.2. The Pre-Test Date must not be in the future.

4.10.12.13.6.2.2.4. Minimum Value Allowed: Greater than or equal to the <DATE>, minus 6 months.

4.10.12.13.6.2.2.5. <DATE> in Section 4.10.12.13.6.2.2.4 shall be replaced with “first youth funded service actual start date” when:

4.10.12.13.6.2.2.5.1. Tracking Lit/Num data on WIOA Youth enrollments, the Minimum value allowed shall be based on the first youth funded service actual start date instead of the enrollment date.

4.10.12.13.6.2.2.5.2. On Common Measures enrollments, this edit shall be as of the first date of youth funded services only in those cases where such a date is available from a child WIOA Youth enrollment.

4.10.12.13.6.2.2.6. <DATE> in Section 4.10.12.13.6.2.2.4 shall be replaced with “enrollment date” when:

4.10.12.13.6.2.2.6.1. Tracking Lit/Num data on non-WIOA Youth enrollments, the Minimum value allowed shall remain as of the enrollment date since no first date of youth funded services would be available.

4.10.12.13.6.2.2.6.2. On Common Measures enrollments with no WIOA Youth child enrollment, the edit would be based on the enrollment date.

4.10.12.13.6.2.2.7. The application shall notify users failing to enter a Pre-Test Date.

4.10.12.13.6.2.2.7.1. Error Message: “Pre-Test Date was missing.”

4.10.12.13.6.2.2.8. The application shall notify users entering an invalid formatted Pre-Test Date.

4.10.12.13.6.2.2.8.1. Error Message: “Pre-Test Date was invalid.”

4.10.12.13.6.2.2.9. The application shall notify users entering a value that is earlier than the minimum value allowed.

4.10.12.13.6.2.2.9.1. Error Message: “The Pre-Test Date field should be greater than or equal to the <DATE> (<MIN VALUE>).”

4.10.12.13.6.2.2.9.2. <DATE> shall be replaced with “first WIOA youth funded service actual start date” or “enrollment date” based on the calculated value.

4.10.12.13.6.2.2.9.3. <MIN VALUE> shall equal the calculated minimum value described in Section 4.10.12.13.6.2.2.4, 4.10.12.13.6.2.2.5 and 4.10.12.13.6.2.2.6 formatted MM/DD/YYYY.

4.10.12.13.6.2.2.10. The application shall notify users entering a value that is in the future.

4.10.12.13.6.2.2.10.1. Error Message: “Pre-Test Date must not be in the future.”

4.10.12.13.6.2.3. Field Name: “GLE”

4.10.12.13.6.2.3.1. This field shall be provided to identify the grade level equivalent.

4.10.12.13.6.2.3.2. Required: No

4.10.12.13.6.2.3.3. Maximum Characters Allowable: 4

4.10.12.13.6.2.3.4. Acceptable Entry: Numbers and one decimal, formatted 00.0

4.10.12.13.6.2.3.4.1. The total value shall be greater than or equal to 00.0 and less than or equal to 13.0.

4.10.12.13.6.2.3.4.2. A leading zero will be included for entries that are less than 10.0.

4.10.12.13.6.2.3.4.3. A decimal and zero will be appended if a decimal and third number has not been entered.

4.10.12.13.6.2.3.5. This field shall be displayed and populated as follows:

4.10.12.13.6.2.3.5.1. If a system domain Lit/Num Default Rule exists with the entered combination of Category, Test / Test Version, Functional Area and the Test Score fields:

4.10.12.13.6.2.3.5.1.1 This field shall be read-only and pre-populated with the predetermined calculated value set in the default rule when the associated Score field value is entered.

4.10.12.13.6.2.3.5.1.2 If the Admin Allow Override GLE flag is set indicating that the user may override the predetermined values, this field shall be protected until the associated Score field value is entered, and then allow entry of acceptable values.

4.10.12.13.6.2.3.5.2. If a system domain Lit/Num Default Rule does NOT exist for the entered combination of fields, this field shall be protected until the associated Score field value is entered, and then allow entry of acceptable values.

4.10.12.13.6.2.3.5.3. If the Score field value in Section 4.10.12.13.6.2.1 is deleted, the GLE value will be removed.

4.10.12.13.6.2.3.5.4. If the Score field value is modified, the GLE value will be refreshed and updated as necessary according to any available Default Rules.

4.10.12.13.6.2.4. Field Name: "EFL"

4.10.12.13.6.2.4.1. This dropdown list shall be provided to identify the educational functioning level.

4.10.12.13.6.2.4.2. Required: Yes, when the associated Score field value is entered.

4.10.12.13.6.2.4.3. The list shall be filtered according to the mappings with the selected Category value as described below in Section 4.10.12.13.6.2.4.7.

4.10.12.13.6.2.4.4. The values are:

4.10.12.13.6.2.4.4.1. Null (Blank line)

4.10.12.13.6.2.4.4.2. Beginning ESL Literacy

4.10.12.13.6.2.4.4.3. Low Beginning ESL Literacy

4.10.12.13.6.2.4.4.4. Beginning ABE Literacy/High Beginning ESL Literacy

4.10.12.13.6.2.4.4.5. Beginning Basic Education/Low Intermediate ESL

4.10.12.13.6.2.4.4.6. Low Intermediate Basic Education/High Intermediate ESL

4.10.12.13.6.2.4.4.7. High Inter Basic Ed ELA /Mid Inter Basic Ed Math/Advanced ESL

4.10.12.13.6.2.4.4.8. Low Adult Secondary Ed ELA/High Inter Basic Ed Math/Exit ESL

4.10.12.13.6.2.4.4.9. High Adult Secondary Ed ELA/Adult Secondary Ed Math

4.10.12.13.6.2.4.5. Default: Null

4.10.12.13.6.2.4.6. This field shall be displayed and populated as follows:

4.10.12.13.6.2.4.6.1. If a system domain Lit/Num Default Rule exists with the entered combination of Category, Test / Test Version, Functional Area and the Test Score fields:

4.10.12.13.6.2.4.6.1.1 This field shall be read-only and pre-populated with the predetermined value set in the default rule when the associated Score field value is entered.

4.10.12.13.6.2.4.6.1.2 If the Admin Allow Override EFL flag is set, indicating that the user may override the predetermined values, this field shall be protected until the associated Score field value is entered.

4.10.12.13.6.2.4.6.2. If a system domain Default Rule does NOT exist for the entered combination of fields, this field shall be protected until the associated Score field value is entered.

4.10.12.13.6.2.4.6.3. If the Score field value in Section 4.10.12.13.6.2.1 is deleted, the EFL value will be removed.

4.10.12.13.6.2.4.6.4. If the Score field value is modified, the EFL value will be refreshed and updated as necessary according to any available Default Rules.

4.10.12.13.6.2.4.7. The following mappings shall dictate the values available in the dropdown list when the field is available for editing:

If Category equals:	then, EFL can equal:
“ESL” or “Both ABE and ESL”	Beginning ESL Literacy
“ESL” or “Both ABE and ESL”	Low Beginning ESL Literacy
“ABE”, “ESL” or “Both ABE and ESL”	Beginning ABE Literacy/High Beginning ESL Literacy
“ABE”, “ESL” or “Both ABE and ESL”	Beginning Basic Education/Low Intermediate ESL
“ABE”, “ESL” or “Both ABE and ESL”	Low Intermediate Basic Education/High Intermediate ESL
“ABE”, “ESL” or “Both ABE and ESL”	High Inter Basic Ed ELA/Mid Inter Basic Ed Math/Advanced ESL
“ABE”, “ESL” or “Both ABE and ESL”	Low Adult Secondary Ed ELA/High Inter Basic Ed Math/Exit ESL
“ABE” or “Both ABE and ESL”	High Adult Secondary Ed ELA/Adult Secondary Ed Math

4.10.12.13.6.2.4.8. The application shall notify users failing to select a Pre-Test EFL.

4.10.12.13.6.2.4.8.1. Error Message: “Pre-Test EFL was missing.”

4.10.12.13.6.3. Three field set groups shall be available to provide test information for three Post Test Years.

4.10.12.13.6.3.1. Field Set Group: “Post-Test Year <YEAR>”

4.10.12.13.6.3.1.1. <YEAR> shall be replaced with “1”, “2” and “3” for each Post Test section.

4.10.12.13.6.3.2. A checkbox shall be provided to indicate a post test for that time frame was not given.

4.10.12.13.6.3.2.1. Verbiage: “Post Test Not Administered”

4.10.12.13.6.3.2.2. An indicated checkbox will disable the fields within that field set group.

4.10.12.13.6.3.2.3. By default the checkbox will be indicated.

4.10.12.13.6.3.2.4. Value(s) cannot exist in any of the fields within that field set group when a checkbox is indicated. Values must be removed in order to indicate the corresponding Post Test Not Administered checkbox.

4.10.12.13.6.3.3. The requirements for Score, GLE and EFL described in Sections 4.10.12.13.6.2.1, 4.10.12.13.6.2.3 and 4.10.12.13.6.2.4 shall apply with the following exceptions:

4.10.12.13.6.3.3.1. This section describes information for the first, second and third post test.

4.10.12.13.6.3.3.2. This section will also be disabled if Pre-Test information for this record does not exist.

4.10.12.13.6.3.3.3. “Post-Test Year <YEAR>” shall replace “Pre-Test” in the requirements and error messages.

4.10.12.13.6.3.3.3.1. <YEAR> shall be replaced with “1”, “2” and “3” for each Post Test section.

4.10.12.13.6.3.4. A date field shall be provided to identify the date the Post Test was given.

4.10.12.13.6.3.4.1. Field Name: “Date”

4.10.12.13.6.3.4.2. Required: Yes, when the associated Score field value is entered.

4.10.12.13.6.3.4.3. Acceptable Entry: Date, formatted MM/DD/YYYY

4.10.12.13.6.3.4.4. The Date cannot be in the future.

4.10.12.13.6.3.4.5. The Post-Test Year 1 Date must greater than the Pre-Test Date and no more than one year from the <TYPE> date.

4.10.12.13.6.3.4.6. The Post-Test Year 2 Date must be more than one year after the <TYPE> date and no more than two years from the <TYPE> date.

4.10.12.13.6.3.4.7. The Post-Test Year 3 Date must be more than two years after the <TYPE> date and no more than three years from the <TYPE> date.

4.10.12.13.6.3.4.8. In the above requirements in Sections 4.10.12.13.6.3.4.5 - 4.10.12.13.6.3.4.7:

4.10.12.13.6.3.4.8.1. <TYPE> shall be replaced with “First Youth Service” for WIOA Youth and Stimulus Summer Youth enrollments.

4.10.12.13.6.3.4.8.2. <TYPE> shall be replaced with “enrollment” for any non-Common Measures, state-defined program enrollments

4.10.12.13.6.3.4.9. When required, the application shall notify users failing to enter a Post-Test <YEAR> Date.

4.10.12.13.6.3.4.9.1. Error Message: “Post-Test Year <YEAR> Date was missing.”

4.10.12.13.6.3.4.10. The application shall notify users entering an invalid formatted Post-Test Year <YEAR> Date.

4.10.12.13.6.3.4.10.1. Error Message: “Post-Test Year <YEAR> Date was invalid.”

4.10.12.13.6.3.4.11. The application shall notify users entering a value that is in the future.

4.10.12.13.6.3.4.11.1. Error Message: “Post-Test Year <YEAR> Date must not be in the future.”

4.10.12.13.6.3.4.12. In the above requirements in Sections 4.10.12.13.6.3.4.9 - 4.10.12.13.6.3.4.11.1:

4.10.12.13.6.3.4.12.1. <YEAR> shall be replaced with “1”, “2” and “3” for each Post Test section.

4.10.12.13.6.3.4.13. The application shall notify users when the Post Test Year 1 date is before the Pre-Test date:

4.10.12.13.6.3.4.13.1. Error Message: “The Post-Test Year 1 Date should be after the Pre-Test Date (<DATE>).”

4.10.12.13.6.3.4.13.2. <DATE> shall be replaced with the entered date.

4.10.12.13.6.3.4.14. The application shall notify users when the Post Test Year 1 (or 2) date is more than one year (or two years) from the First Youth Service date or enrollment date:

4.10.12.13.6.3.4.14.1. Error Message: “The Post Test Date entered, <DATE>, is more than <YEAR> from the <TYPE> date, <DATE2>, and should be entered as Post Test Date Year <YEAR2>.”

4.10.12.13.6.3.4.14.2. <YEAR> shall be replaced with either “one year” if <YEAR2> equals “1” or “two years” if <YEAR2> equals “2”.

4.10.12.13.6.3.4.14.3. <YEAR2> shall be replaced with “1” or “2” as applicable.

4.10.12.13.6.3.4.14.4. <TYPE> shall be replaced with “First Youth Service” for WIOA Youth and Stimulus Summer Youth enrollments.

4.10.12.13.6.3.4.14.5. <TYPE> shall be replaced with “enrollment” for any non-Common Measures, state-defined program enrollments.

4.10.12.13.6.3.4.14.6. <DATE> shall be replaced with the entered date.

4.10.12.13.6.3.4.14.7. <DATE2> shall be replaced with the First Youth Service or enrollment date value.

4.10.12.13.6.3.4.15. The application shall notify users when the Post Test Year 2 (or 3) is less than one year (or two years) from the First Youth Service date or enrollment date:

4.10.12.13.6.3.4.15.1. Error Message: “The Post Test Date entered, <DATE>, is less than <YEAR> from the <TYPE>

date, <DATE2>, and should be entered as Post Test Date Year <YEAR2>."

4.10.12.13.6.3.4.15.2. <YEAR> shall be replaced with either "one year" if <YEAR2> equals "1" or "two years" if <YEAR2> equals "2".

4.10.12.13.6.3.4.15.3. <YEAR2> shall be replaced with "1" or "2" as applicable.

4.10.12.13.6.3.4.15.4. <TYPE> shall be replaced with "First Youth Service" for WIOA Youth and Stimulus Summer Youth enrollments.

4.10.12.13.6.3.4.15.5. <TYPE> shall be replaced with "enrollment" for any non-Common Measures, state-defined program enrollments.

4.10.12.13.6.3.4.15.6. <DATE> shall be replaced with the entered date.

4.10.12.13.6.3.4.15.7. <DATE2> shall be replaced with the First Youth Service or enrollment date value.

4.10.12.13.6.3.5. The following additional rules shall apply between tests:

4.10.12.13.6.3.5.1. Pre-Test data shall be required if any Post-Test data is available.

4.10.12.13.6.3.5.1.1. The requirements described in Sections 4.10.12.13.6.2.1.6, 4.10.12.13.6.2.2.7 and 4.10.12.13.6.2.4.8 for the required field error messages shall apply.

4.10.12.13.6.3.5.2. The application shall allow Post Test 2 and/or 3 data to be entered without Post Test 1 data.

4.10.12.13.6.3.5.3. The application shall allow Post Test 3 data to be entered without Post 2 data.

4.10.12.13.6.3.5.4. Post Test Scores shall only be modified if the score is an improvement on the currently recorded score for that Post Test.

4.10.12.13.6.3.5.5. The application shall notify users when a Post Test score is edited to a value that is less than the saved value for that test:

4.10.12.13.6.3.5.5.1. Error Message: "Enter the new <TEST> score only if it is higher than the currently recorded <TEST> score."

4.10.12.13.6.3.5.5.2. <TEST> shall be replaced with "Post-Test Year 1", or "Post-Test Year 2" or "Post-Test Year 3" corresponding with the modified test

4.10.12.13.6.4. Literacy/Numeracy Pre-Test and Post Test (1, 2 and 3) Inbox Reminders shall be sent for missing information according to the corresponding global variables that are all based on the number of days after the first youth service date.

4.10.12.13.6.5. Inbox reminders will not be sent to non-youth customers who were given a Literacy/Numeracy pre/post test.

4.10.12.13.7. A list of test names, categories and functional areas shall be displayed at the bottom with the following requirements:

4.10.12.13.7.1. The following columns shall be available:

4.10.12.13.7.1.1. Category

4.10.12.13.7.1.1.1. This column displays the category described in Section 4.10.12.13.6.1.5.

4.10.12.13.7.1.2. Test Name

4.10.12.13.7.1.2.1. This column displays the test name described in Section 4.10.12.13.6.1.6.

4.10.12.13.7.1.3. Functional Area

4.10.12.13.7.1.3.1. This column displays the functional area described in Section 4.10.12.13.6.1.9.

4.10.12.13.7.2. A button shall be provided to add a new test record.

4.10.12.13.7.2.1. Button Name: “Add Test”

4.10.12.13.7.2.2. When this button is selected, a new data entry form shall be displayed with the fields described above in Section 4.10.12.13.6.

4.10.12.13.7.3. A button shall be provided to delete a test record.

4.10.12.13.7.3.1. Button Name: “Delete Test”

4.10.12.13.7.3.2. When a test record is indicated in the list and the Delete button is selected a pop-up window will display the following:

4.10.12.13.7.3.2.1. Verbiage: “Are you sure you want to delete this literacy/numeracy test?”

4.10.12.13.7.3.2.2. Two buttons shall be available to complete or cancel the action.

4.10.12.13.7.3.2.2.1. Button 1 Text: “OK”

4.10.12.13.7.3.2.2.1.1 This button will close the pop-up and remove the test record.

4.10.12.13.7.3.2.2.2. Button 2 Text: “Cancel”

4.10.12.13.7.3.2.2.2.1 This button will cancel the action and close the pop-up window.

4.10.12.13.7.3.3. This button shall be disabled if a test record is not selected.

4.10.12.13.8. Two buttons shall be available to confirm the addition/modification or cancel the action.

4.10.12.13.8.1. Button Text: “Save”

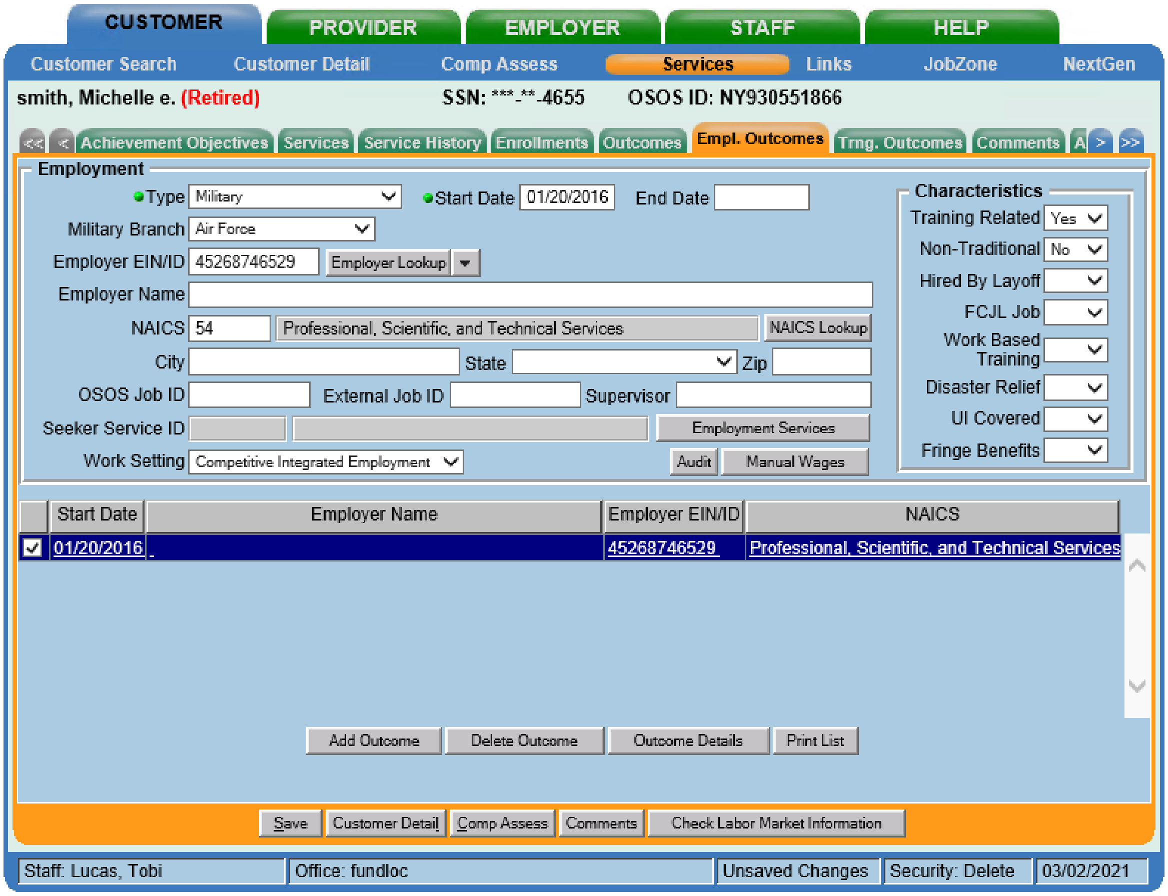
4.10.12.13.8.1.1. Selecting this button shall save the new record, save the changes to the record or delete the record, and close the popup window.

4.10.12.13.8.2. Button Text: “Cancel”

4.10.12.13.8.2.1. Selecting this button shall cancel the action without saving any changes and close the popup window.

4.10.12.13.9. All associated enrollment test records shall be deleted if the enrollment is deleted.

4.10.13. Employment Outcomes



4.10.13.1. The Employment Outcomes tab allows counselors to enter employment-based information that are related to a customer's employment services independent of any program enrollments or periods of participation. This tab provides supporting information needed for reporting outcomes in the PIRL.

4.10.13.2. Field Set Group: "Employment"

4.10.13.2.1. A dropdown list shall be available to select the type of employment being recorded.

4.10.13.2.1.1. Field Name: "Type"

4.10.13.2.1.2. Required: Yes

4.10.13.2.1.3. The values are:

4.10.13.2.1.3.1. Null (Blank line)

4.10.13.2.1.3.2. Military

4.10.13.2.1.3.3. Registered Apprenticeship

4.10.13.2.1.3.4. Unsubsidized Employment

4.10.13.2.1.4. Default: Null

4.10.13.2.1.5. The following error message shall be displayed for users failing to provide a value:

4.10.13.2.1.5.1. Error Message: "The Type was missing."

4.10.13.2.2. If Employment Type is "Unsubsidized Employment", the following field shall be displayed:

4.10.13.2.2.1. Field Name: "Self-Employed"

4.10.13.2.2.2. This dropdown field identifies if the customer was self-employed.

4.10.13.2.2.3. Required: No

4.10.13.2.2.4. The values are:

4.10.13.2.2.4.1. Null (Blank line)

4.10.13.2.2.4.2. Yes

4.10.13.2.2.4.3. No

4.10.13.2.2.5. Default: Null

4.10.13.2.3. If Employment Type is "Registered Apprenticeship", the following fields and lookup button shall be displayed:

4.10.13.2.3.1. Field Name: "RAPIDS"

4.10.13.2.3.1.1. This field identifies the Registered Apprenticeship Partners Information Data System (RAPIDS) code.

4.10.13.2.3.1.2. Required: No

4.10.13.2.3.1.3. Acceptable Entry: A valid code for a registered apprenticeship.

4.10.13.2.3.1.4. Minimum Characters Allowable: 4

4.10.13.2.3.1.5. Maximum Characters Allowable: 10

4.10.13.2.3.1.6. An invalid code value shall display in red and the related RAPIDS field shall remain blank.

4.10.13.2.3.1.7. The application shall notify users of an invalid entry:

4.10.13.2.3.1.7.1. Error Message: "RAPIDS Code is invalid."

4.10.13.2.3.1.8. A read-only description field associated to the RAPIDS code will be displayed.

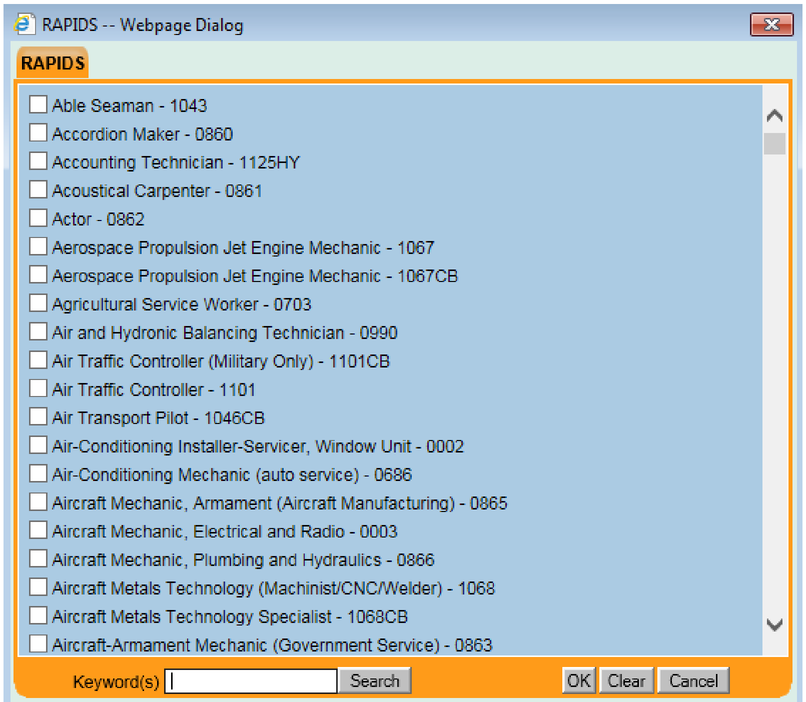
4.10.13.2.3.1.8.1. This field is populated when the RAPIDS code is entered or selected.

4.10.13.2.3.1.8.2. This field shall remain blank if an invalid value has been entered.

4.10.13.2.3.2. A button shall be provided to access the RAPIDS lookup process (ocm_onet_rapids sourced from a supplemental O*NET crosswalk).

4.10.13.2.3.2.1. Button Text: "RAPIDS Lookup"

4.10.13.2.3.2.2. When this button is selected, the following RAPIDS selector popup shall be displayed:



4.10.13.2.3.2.3. The standard Keyword search functionality and rules will be available in this popup to filter available values.

4.10.13.2.3.2.4. Buttons shall be displayed for the user to populate, clear the field or cancel the action.

4.10.13.2.3.2.4.1. Button 1 Text: “OK”

4.10.13.2.3.2.4.1.1. This button will close the pop-up and populate the RAPIDS code and description fields with the selection made from within the pop-up.

4.10.13.2.3.2.4.2. Button 2 Text: “Clear”

4.10.13.2.3.2.4.2.1. This button will remove the field value here and from the sourced page and close the popup window.

4.10.13.2.3.2.4.3. Button 3 Text: “Cancel”

4.10.13.2.3.2.4.3.1. This button will cancel the action and return the user to the previous page without populating the RAPIDS code and description fields.

4.10.13.2.4. If Employment Type is “Military”, the following field shall be displayed:

4.10.13.2.4.1. Field Name: “Military Branch”

4.10.13.2.4.2. This dropdown field captures the branch of military being recorded with the type of employment.

4.10.13.2.4.3. Required: No

4.10.13.2.4.4. The values are:

4.10.13.2.4.4.1. Null (Blank line)

4.10.13.2.4.4.2. Air Force

4.10.13.2.4.4.3. Air Force Reserve

4.10.13.2.4.4.4. Air National Guard

4.10.13.2.4.4.5. Army

4.10.13.2.4.4.6. Army National Guard

4.10.13.2.4.4.7. Army Reserve

4.10.13.2.4.4.8. Marine Corps Reserve

4.10.13.2.4.4.9. Marines

4.10.13.2.4.4.10. Navy

4.10.13.2.4.4.11. Navy Reserve

4.10.13.2.4.4.12. US Coast Guard

4.10.13.2.4.5. Default: Null

4.10.13.2.5. A field shall be provided to enter the start date of the employment event being recorded.

4.10.13.2.5.1. Field Name: "Start Date"

4.10.13.2.5.2. Required: Yes

4.10.13.2.5.3. Acceptable Entry: Date, formatted MMDDYYYY

4.10.13.2.5.3.1. The Start Date must be before or equal to the End Date in Section 4.10.13.2.6.

4.10.13.2.5.4. The following message shall be displayed to users failing to provide a value.

4.10.13.2.5.4.1. Error Message: "Start Date was missing."

4.10.13.2.6. A field shall be provided to enter an end date of the employment event being recorded, if applicable.

4.10.13.2.6.1. Field Name: "End Date"

4.10.13.2.6.2. Required: No

4.10.13.2.6.3. Acceptable Entry: Date, formatted MMDDYYYY

4.10.13.2.6.3.1. The End Date must be equal to or after the Start Date in Section 4.10.13.2.5.

4.10.13.2.6.4. An error message will be displayed if the End date is before the Start date:

4.10.13.2.6.4.1. Error Message: "The Start Date must be on or before the End Date."

4.10.13.2.7. Field Name: "Employer EIN/ID"

4.10.13.2.7.1. This field shall be provided to enter a unique ID number associated to an employer.

4.10.13.2.7.1.1. This field may be pre-filled through the Employer Lookup (Quarterly Earnings or Employer data). It will be populated as follows:

4.10.13.2.7.1.2. Employer ID, if available. If not, then use EIN if available.

4.10.13.2.7.1.3. These values can be overwritten.

4.10.13.2.7.2. Required: No, but either an Employer ID or Employer Name is required to do an Employer Lookup.

4.10.13.2.7.3. Maximum Characters Allowable: 11

4.10.13.2.7.4. Acceptable Entry: A valid Employer EIN or ID, consisting of letters and/or numbers. A dash (-) may also be included.

4.10.13.2.8. A split button shall be provided to lookup the employer information from Employer Data or the customer's existing quarterly earnings.

4.10.13.2.8.1. Button Text: "Employer Lookup"

4.10.13.2.8.1.1. Selecting this button will display the Employer popup window described in Section 4.10.13.2.23.

4.10.13.2.8.1.1.1. An Employer EIN/ID or an Employer Name (or partial name) must be entered to search for data.

4.10.13.2.8.1.1.1.1. Employer Name will search against Employer Name and Legal Name.

4.10.13.2.8.1.1.2. The following message will be displayed when information is missing:

4.10.13.2.8.1.1.2.1. Error Message: "You must enter an Employer EIN/ID or Employer Name to lookup Employer data."

4.10.13.2.8.1.1.3. If Employer information does not exist, the following message shall be displayed:

4.10.13.2.8.1.1.3.1. Error Message: "No Employers were found."

4.10.13.2.8.1.2. Split Option: "Quarterly Earnings"

4.10.13.2.8.1.2.1. The Quarterly Earnings popup window is described in Section 4.10.13.2.21. This screen does NOT include wages.

4.10.13.2.8.1.2.2. If Quarterly Earnings do not exist for a customer, this option will still be available and display an 'empty' quarterly earnings popup window.

4.10.13.2.8.1.2.3. This option will only be available for administrators with at least 'Select' security permissions on the Service Wage Data system process.

4.10.13.2.9. Field Name: "Employer Name"

4.10.13.2.9.1. This field shall be provided to enter the Employer Name related to the employment outcome.

4.10.13.2.9.2. The Employer Name may be pre-filled if it can be obtained thru the Employer Lookup (Quarterly Earnings or Employer data).

4.10.13.2.9.3. Required: No, but either an Employer ID or Employer Name is required to do an Employer Lookup.

4.10.13.2.9.4. Maximum Characters Allowable: 80

4.10.13.2.9.5. Acceptable Entry: Standard keyboard characters

4.10.13.2.10. Field Name: "NAICS"

4.10.13.2.10.1. The NAICS code and description fields and the lookup button will be available to provide the NAICS information for the employment record. This is the same feature used in the Employer module and described in the Employer Search and Detail business requirements.

4.10.13.2.10.2. The values may be pre-filled if it can be obtained thru the Employer Lookup (Quarterly Earnings or Employer data).

4.10.13.2.10.3. Required: No

4.10.13.2.11. Field Name: "City"

4.10.13.2.11.1. The name of the city associated to the employment outcome being recorded.

4.10.13.2.11.2. The City may be pre-filled if it can be obtained thru the Employer Lookup (Quarterly Earnings or Employer data).

4.10.13.2.11.3. Required: No

4.10.13.2.11.4. Maximum Characters Allowable: 40

4.10.13.2.11.5. Acceptable Entry: Standard keyboard characters

4.10.13.2.12. Field Name: "State"

4.10.13.2.12.1. Select the state associated to the employment outcome being recorded.

4.10.13.2.12.2. The State may be pre-filled if it can be obtained thru the Employer Lookup (Quarterly Earnings or Employer data).

4.10.13.2.12.3. Required: No

4.10.13.2.13. Field Name: "Zip"

4.10.13.2.13.1. The ZIP Code associated to the employment outcome being recorded using standard OSOS ZIP Code rules.

4.10.13.2.13.2. The ZIP may be pre-filled if it can be obtained thru the Employer Lookup (Quarterly Earnings or Employer data).

4.10.13.2.13.3. Required: No

4.10.13.2.14. Field Name: "OSOS Job ID"

4.10.13.2.14.1. The generated AOSOS unique Job Order number associated to the employment outcome being recorded.

4.10.13.2.14.2. Required: No

4.10.13.2.14.3. Maximum Characters Allowable: 9

4.10.13.2.15. Field Name: "External Job ID"

4.10.13.2.15.1. A non-OSOS identifying job number associated to the employment outcome being recorded.

4.10.13.2.15.2. Required: No

4.10.13.2.15.3. Maximum Characters or Numbers Allowable: 20

4.10.13.2.16. Field Name: "Supervisor"

4.10.13.2.16.1. The name of a supervisor associated to the employment outcome being recorded.

4.10.13.2.16.2. Required: No

4.10.13.2.16.3. Maximum Characters Allowable: 80

4.10.13.2.16.4. Acceptable Entry: Standard keyboard characters

4.10.13.2.17. Field Name: "Seeker Service ID"

4.10.13.2.17.1. The code, description fields and the Employment Services lookup button will be available to associate the customer's related employment-based seeker service type with the employment outcome record.

4.10.13.2.17.2. The fields will be read-only, populated through the Employment Services lookup.

4.10.13.2.17.3. Button Text: "Employment Services"

4.10.13.2.17.3.1. The Employment Services popup window is described in Section 4.10.13.2.24.

4.10.13.2.18. Field Name: "Work Setting"

4.10.13.2.18.1. This dropdown field identifies the type of work setting associated to the employment outcome being recorded.

4.10.13.2.18.1.1. This field will only be displayed when the participant is disabled. (disability_status = 1/disabled)

4.10.13.2.18.2. Required: No

4.10.13.2.18.3. The values are:

4.10.13.2.18.3.1. Null (Blank line)

4.10.13.2.18.3.2. Competitive Integrated Employment

4.10.13.2.18.3.3. Individual Supported Employment

4.10.13.2.18.3.4. Group Supported Employment

4.10.13.2.18.3.5. Sheltered Workshop

4.10.13.2.18.3.6. Combination of two or more settings

4.10.13.2.18.3.7. Not Employed

4.10.13.2.18.4. Default: Null

4.10.13.2.19. Field Set Group: "Characteristics"

4.10.13.2.19.1. This set of yes/no dropdown fields identifies more characteristics of the employment outcome being recorded. They are all optional.

4.10.13.2.19.2. Field Name: "Training Related"

4.10.13.2.19.3. Field Name: "Non-Traditional"

4.10.13.2.19.4. Field Name: "Hired by Layoff"

4.10.13.2.19.5. Field Name: "FCJL Job"

4.10.13.2.19.6. Field Name: "Work Based Training"

4.10.13.2.19.7. Field Name: "Disaster Relief"

4.10.13.2.19.8. Field Name: "UI Covered"

4.10.13.2.19.9. Field Name: "Fringe Benefits"

4.10.13.2.20. A button shall be provided to display a popup window of created and last modified audit information.

4.10.13.2.20.1. Button Text: "Audit"

4.10.13.2.20.2. When selected the following information shall be displayed:

4.10.13.2.20.3. Tab Name: "Audit Details"

4.10.13.2.20.4. Field Set Group: “Created”

4.10.13.2.20.4.1. Read-only audit information shall be provided to identify the Staff, Office and Date at the time the employment outcome was created.

4.10.13.2.20.4.2. Field Name: “Staff”

4.10.13.2.20.4.3. Field Name: “Office”

4.10.13.2.20.4.4. Field Name: “Date”

4.10.13.2.20.5. Field Set Group: “Last Modified”

4.10.13.2.20.5.1. Read-only audit information shall be provided to identify the Staff, Office and Date at the time the employment outcome was modified.

4.10.13.2.20.5.2. Field Name: “Staff”

4.10.13.2.20.5.3. Field Name: “Office”

4.10.13.2.20.5.4. Field Name: “Date”

4.10.13.2.20.6. A button shall be provided to close the popup window:

4.10.13.2.20.6.1. Button Text: “Close”

4.10.13.2.20.7. The module will have to be refreshed to reflect new updates.

4.10.13.2.21. A button shall be provided to add, edit and delete manual wages associated to the selected employment outcome being recorded.

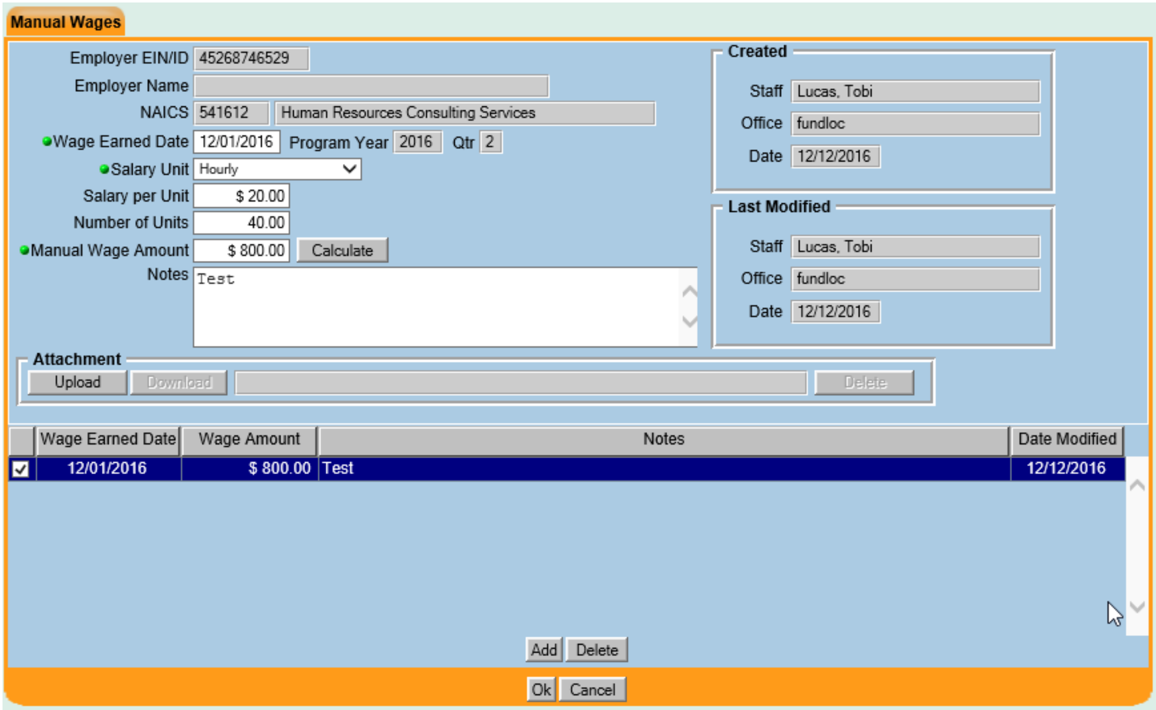
4.10.13.2.21.1. Button Text: “Manual Wages”

4.10.13.2.21.1.1. This button will not be enabled until the Employer EIN/ID and NAICS has been identified on the Employment Outcome record.

4.10.13.2.21.1.2. This function will only be available for administrators with at least “Select” authority for the Service Wage Data (Manual) system process.

4.10.13.2.21.1.3. The data will be stored in the Seeker Manual Wage table, and NOT in the quarterly earnings table.

4.10.13.2.21.2. Selecting this button will display a popup window with the following information:



4.10.13.2.21.2.1. Tab Name: “Manual Wages”

4.10.13.2.21.2.2. The Employer EIN/ID, Employer Name, NAICS and NAICS description fields from the Employer Outcome record shall be displayed in read-only format to identify which employer the wages are being recorded against.

4.10.13.2.21.2.3. Field Name: “Wage Earned Date”

4.10.13.2.21.2.3.1. This field identifies the date the manual wages were earned or became actual.

4.10.13.2.21.2.3.2. Required: Yes

4.10.13.2.21.2.3.3. Acceptable Entry: Date, formatted MMDDYYYY

4.10.13.2.21.2.3.3.1. The Wage Earned Date must be equal to or within the Start Date and End Date (where available) range of the associated parent Employer Outcome. If an End Date is not available it cannot be a date in the future.

4.10.13.2.21.2.3.4. The following message shall be displayed to users entering a value outside of the allowed date range.

4.10.13.2.21.2.3.4.1. If the End Date is available:

4.10.13.2.21.2.3.4.2. Error Message: “The Wage Earned Date must be equal to or between the Start Date and the End Date of the related Employer Outcome.”

4.10.13.2.21.2.3.4.3. If the End Date is blank:

4.10.13.2.21.2.3.4.4. Error Message: “The Wage Earned Date must be equal to or between the Start Date of the related Employer Outcome and today’s date.”

4.10.13.2.21.2.3.5. The following message shall be displayed to users failing to provide a value.

4.10.13.2.21.2.3.5.1. Error Message: “Wage Earned Date was missing.”

4.10.13.2.21.2.4. A read only field shall be provided that displays the Program Year of the Wage Earned Date entered.

4.10.13.2.21.2.4.1. Field Name: “Program Year”

4.10.13.2.21.2.4.2. This value is defined as the calendar year of the most recent July.

4.10.13.2.21.2.5. A read only field shall be provided that displays the Quarter of the Wage Earned Date entered.

4.10.13.2.21.2.5.1. Field Name: “Qtr”

4.10.13.2.21.2.5.2. This value is defined as follow:

4.10.13.2.21.2.5.2.1. July – September is Quarter 1

4.10.13.2.21.2.5.2.2. October – December is Quarter 2

4.10.13.2.21.2.5.2.3. January – March is Quarter 3

4.10.13.2.21.2.5.2.4. April – June is Quarter 4

4.10.13.2.21.2.6. Field Name: “Salary Unit”

4.10.13.2.21.2.6.1. This field identifies the unit of measure for the Salary field.

4.10.13.2.21.2.6.2. Required: Yes

4.10.13.2.21.2.6.3. The values are:

Hourly
Daily
Weekly
Monthly
Yearly
Other
Sal + Comm
Per Diem
Contract
Commission

4.10.13.2.21.2.6.4. When required, the following error message shall be displayed when a value has not been provided.

4.10.13.2.21.2.6.4.1. Error Message: “Salary Unit was missing”

4.10.13.2.21.2.7. Field Name: “Salary per Unit”

4.10.13.2.21.2.7.1. This field identifies the monetary wage value for the Salary Unit selected in Section 4.10.13.2.21.2.6.

4.10.13.2.21.2.7.2. Required: No

4.10.13.2.21.2.7.3. Acceptable Entry: A value within the minimum and maximum normalized values are based on the SALARY_MIN_NORMALIZED and SALARY_MAX_NORMALIZED global variables.

Historically, the minimum was $10,192 and the maximum cannot exceed $350,000.00.

4.10.13.2.21.2.7.4. The existing cross edits for salary and salary unit using the salary min/max normalized global variables shall be applied.

4.10.13.2.21.2.8. Field Name: “Number of Units”

4.10.13.2.21.2.8.1. This field identifies the number to multiple the Salary per Unit field with to do the calculation of wages for the Salary Unit.

4.10.13.2.21.2.8.2. Required: No.

4.10.13.2.21.2.8.3. Acceptable Entry: Numbers and one decimal not to exceed (999.99)

4.10.13.2.21.2.9. Field Name: “Manual Wage Amount”

4.10.13.2.21.2.9.1. This field shall be available to display the calculated wage from the Salary per Unit and Number of Unit fields or override that value with a manually entered wage value.

4.10.13.2.21.2.9.2. Required: Yes

4.10.13.2.21.2.9.3. Acceptable Entry: One-fourth of the value of the maximum normalized value based on the SALARY_MAX_NORMALIZED global variable. Historically, the maximum cannot exceed $350,000.00.

4.10.13.2.21.2.9.4. The following error message shall be displayed when a value exceeds the allowed amount:

4.10.13.2.21.2.9.4.1. Error Message: “Manual Wage Amount must be less than or equal to <MAX SALARY>.”

4.10.13.2.21.2.9.4.2. <MAX SALARY> shall be replaced with one-quarter of the SALARY_MAX_NORMALIZED value. Based on historical values, this maximum could not exceed $87,500.

4.10.13.2.21.2.9.5. The following error message shall be displayed when a value has not been provided.

4.10.13.2.21.2.9.5.1. Error Message: “Manual Wage Amount was missing.”

4.10.13.2.21.2.10. A button shall be provided to calculate units multiplied by the

4.10.13.2.21.2.10.1. Button Text: “Calculate”

4.10.13.2.21.2.10.2. This button will only be enabled when values exist in the two related fields: Salary per Unit and Number of Units.

4.10.13.2.21.2.10.3. Wages can be manually entered, but every time the Calculate button is selected, it will override any entered value.

4.10.13.2.21.2.11. Field Name: “Notes”

4.10.13.2.21.2.11.1. This field provides an area to add comments relative to the manual wages being recorded.

4.10.13.2.21.2.11.2. Required: No

4.10.13.2.21.2.11.3. Maximum Characters Allowable: 200

4.10.13.2.21.2.11.4. Acceptable Entry: Standard keyboard characters

4.10.13.2.21.2.12. Read-only audit information shall be provided to identify the Staff, Office and Date at the time the outcome detail record was created.

4.10.13.2.21.2.12.1. Field Set Group: “Created”

4.10.13.2.21.2.12.2. Field Name: “Staff”

4.10.13.2.21.2.12.3. Field Name: “Office”

4.10.13.2.21.2.12.4. Field Name: “Date”

4.10.13.2.21.2.13. Read-only audit information shall be provided to identify the Staff, Office and Date at the time the outcome detail record was last modified.

4.10.13.2.21.2.13.1. Field Set Group: “Last Modified”

4.10.13.2.21.2.13.2. Field Name: “Staff”

4.10.13.2.21.2.13.3. Field Name: “Office”

4.10.13.2.21.2.13.4. Field Name: “Date”

4.10.13.2.21.2.14. Field Set Group: “Attachment”

4.10.13.2.21.2.14.1. A button shall be provided to upload an attachment:

4.10.13.2.21.2.14.1.1. Button Text: “Upload”

4.10.13.2.21.2.14.1.2. When this button is selected, the normal popup to browse for a file to attach will be displayed.

4.10.13.2.21.2.14.1.3. When a record is selected, the name of the file will be populated in the ‘description’ field next to the Download button.

4.10.13.2.21.2.14.1.4. Only one attachment can be uploaded. A new file can be uploaded, but it will replace the existing uploaded file.

4.10.13.2.21.2.14.2. A button shall be provided to download an attachment:

4.10.13.2.21.2.14.2.1. Button Text: “Download”

4.10.13.2.21.2.14.2.2. This button will be disabled if a file has not been uploaded or saved to the database from the main outcomes tab.

4.10.13.2.21.2.14.2.3. When this button is selected, a new browser window will download and display the attachment. It can be printed using the browser Print functionality.

4.10.13.2.21.2.14.3. A button shall be provided to delete the attachment:

4.10.13.2.21.2.14.3.1. Button Text: “Delete”

4.10.13.2.21.2.14.3.2. When selected, a popup window will be displayed asking the user to confirm or cancel the deletion.

4.10.13.2.21.2.14.3.3. Verbiage: “Are you sure you want to delete the attachment?”

4.10.13.2.21.2.14.3.4. Button Text: "OK"

4.10.13.2.21.2.14.3.5. When "OK" is selected, the application will return the user to the Manual Wages popup with the attachment removed.

4.10.13.2.21.2.14.3.6. Button Text: "Cancel"

4.10.13.2.21.2.14.3.7. When "Cancel" is selected, the application will cancel the action and return the user to the Manual Wages popup window.

4.10.13.2.21.2.15. A list of the manual wage records shall be displayed as follows:

Column Heading	Column Entry
Null (blank)	Check box
Wage Earned Date	Displays the Wage Earned Date of the Manual Wage record as entered in Section 4.10.13.2.21.2.3.
Wage Amount	Displays the calculated or entered wage amount in Section 4.10.13.2.21.2.9.
Notes	Displays comment information as entered in Section 4.10.13.2.21.2.11
Date Modified	Displays the date last modified in Section 4.10.13.2.21.2.13.4.

4.10.13.2.21.2.15.1. Items in the list are displayed and sorted by the most recent Wage Earned Date (Descending date order).

4.10.13.2.21.2.15.2. The user may sort the list by column headings.

4.10.13.2.21.2.16. A button shall be provided to add a new manual wage record.

4.10.13.2.21.2.16.1. Button Text: "Add"

4.10.13.2.21.2.16.2. When this button is selected, a new data entry form shall be displayed with the fields described in Section **Error! Reference source not found.**.

4.10.13.2.21.2.16.3. Multiple entries can be created and then saved.

4.10.13.2.21.2.16.4. A module save will be required to complete the addition.

4.10.13.2.21.2.17. A button shall be provided to delete a manual wage record.

4.10.13.2.21.2.17.1. Button Text: "Delete"

4.10.13.2.21.2.17.1.1. To delete a manual wage record, select only one record and the Delete button. A module save will be required to complete the deletion.

4.10.13.2.21.2.17.1.2. Multiple deleted manual wage records can be saved to the database in one transaction.

4.10.13.2.21.2.17.1.3. This button will be disabled if:

4.10.13.2.21.2.17.1.4. There are no manual wage records available, or

4.10.13.2.21.2.17.1.5. a manual wage record is not selected, or

4.10.13.2.21.2.17.1.6. the logged in Administrator does not have Delete level security.

4.10.13.2.21.2.18. When a manual wage record is indicated in the list and the Delete Wages button is selected, a pop-up window will display the following warning message:

4.10.13.2.21.2.18.1. Verbiage: “Are you sure you want to delete this manual wage record?”

4.10.13.2.21.2.18.2. Two buttons shall be available to complete or cancel the action.

4.10.13.2.21.2.18.2.1. Button 1 Text: “OK”

4.10.13.2.21.2.18.2.2. This button will close the pop-up and remove the manual wage record.

4.10.13.2.21.2.18.2.3. Button 2 Text: “Cancel”

4.10.13.2.21.2.18.2.4. This button will cancel the action and close the pop-up window.

4.10.13.2.21.2.19. Two buttons shall be provided at the bottom of the Manual Wages popup to confirm the addition, modification or deletion (and close), or to cancel the action and close the popup window.

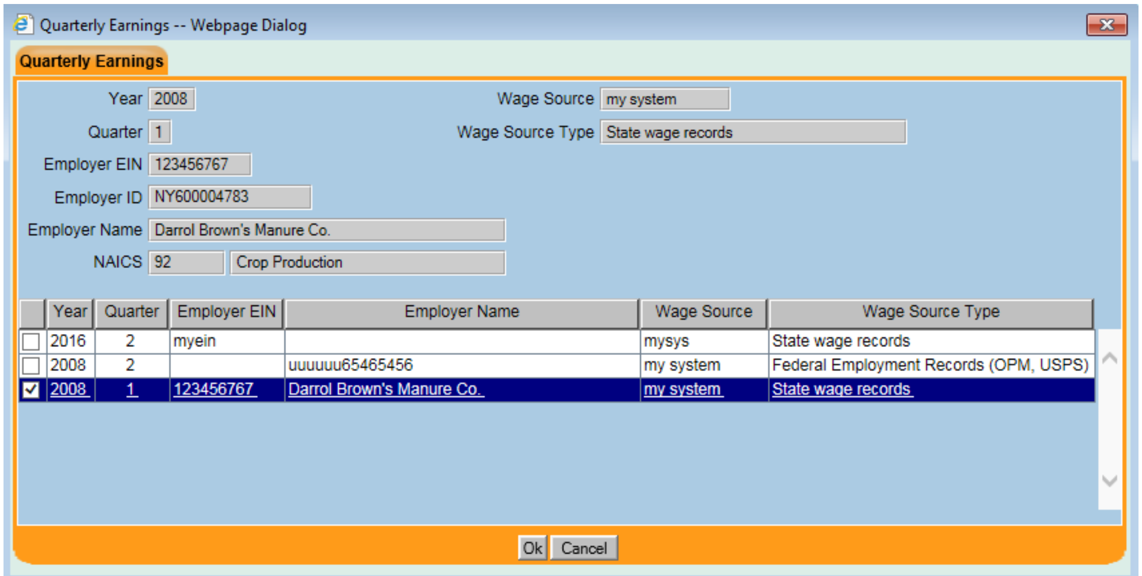
4.10.13.2.21.2.19.1. Button Text: “Save”

4.10.13.2.21.2.19.1.1. Selecting this button shall save the new or modified Manual Wage entry(s), or deletion(s), and close the popup window. A module Save **will** be required to save the changes; otherwise the standard unsaved changes warning message will be displayed.

4.10.13.2.21.2.19.2. Button Text: “Cancel”

4.10.13.2.21.2.19.2.1. Selecting this button will cancel the action and return the user to the Employer Outcomes tab.

4.10.13.2.22. When the Quarterly Earnings split option described in Section 4.10.13.2.8.1.2 is selected, the following popup shall be displayed:



4.10.13.2.22.1. Tab Name: “Quarterly Earnings”

4.10.13.2.22.2. When a Quarterly Earnings record is selected, the following information shall be available for informational purposes and displayed in read-only format at the top portion of the screen:

4.10.13.2.22.2.1. Field Name: “Year”

4.10.13.2.22.2.2. Field Name: “Quarter”

4.10.13.2.22.2.3. Field Name: “Employer EIN”

4.10.13.2.22.2.3.1. Records with an EIN equal to “UIUNAVAIL” will be filtered out.

4.10.13.2.22.2.4. Field Name: “Employer ID”

4.10.13.2.22.2.5. Field Name: “Employer Name”

4.10.13.2.22.2.6. Field Name: “NAICS”

4.10.13.2.22.2.6.1. The NAICS code and description will be displayed.

4.10.13.2.22.2.7. Field Name: “Wage Source”

4.10.13.2.22.2.8. Field Name: “Wage Source Type”

4.10.13.2.22.2.9. Field Name: “City”

4.10.13.2.22.2.10. Field Name: “State”

4.10.13.2.22.2.11. Field Name: “Zip”

4.10.13.2.22.3. A list of the customer’s quarterly earnings records shall be displayed as follows:

Column Heading	Column Entry
Null (blank)	Check box
Year	Displays the year associated to the earnings record.
Quarter	Displays the “1”, “2”, “3” or “4” based on the quarterly earnings record.

Employer EIN	Displays the Employer ID number.
Employer Name	Displays the name of the Employer.
Wage Source	Displays “State wage records”, “WRIS wage records”, “Federal”, “Military”, “Other”
Wage Source Type	Displays a text string provided by the states through the wage inbound process.

4.10.13.2.22.3.1. Items in the list are displayed and sorted by the most recent Year and Quarter. (Descending date order).

4.10.13.2.22.3.2. The user may sort the list by column headings.

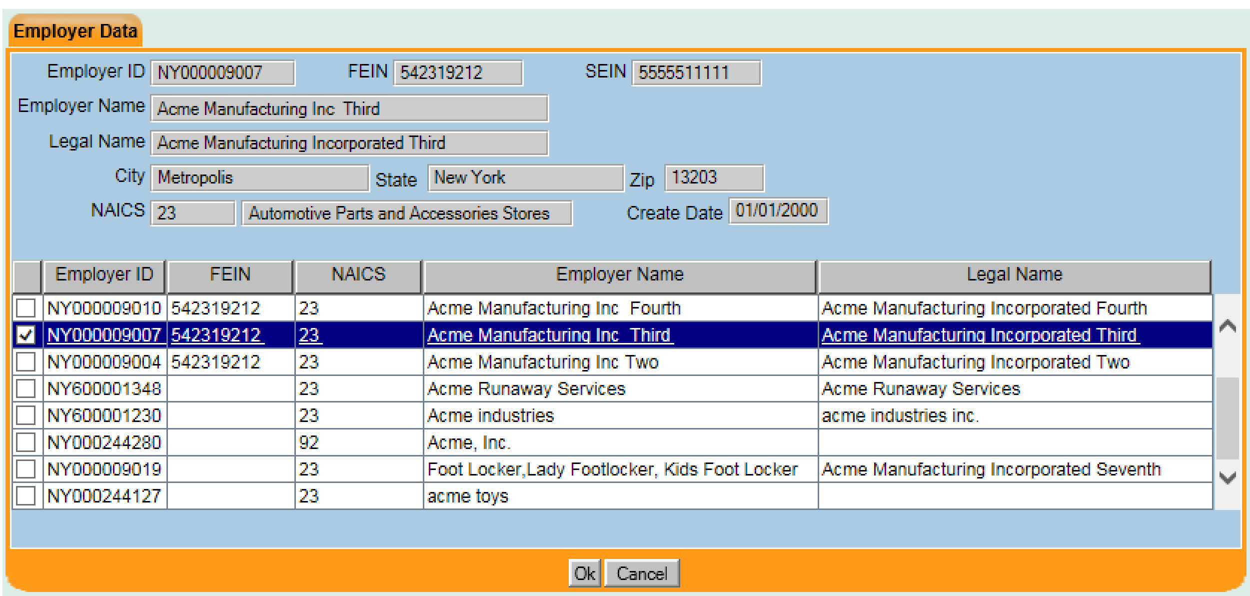
4.10.13.2.22.4. Button Text: “Ok”

4.10.13.2.22.4.1. Selecting this button with a quarterly earnings record shall populate the parent Employer Outcomes tab with the Employer EIN/ID, Employer Name, NAICS, City, State and ZIP code fields where available and close the popup window.

4.10.13.2.22.5. Button Text: “Cancel”

4.10.13.2.22.5.1. Selecting this button shall cancel the action without (populating the parent Employer Outcomes tab) and close the popup window.

4.10.13.2.23. When the Employer split button described in Section 4.10.13.2.8.1 is selected the following popup shall be displayed:



Employer Data

Employer ID NY000009007 FEIN 542319212 SEIN 5555511111
Employer Name Acme Manufacturing Inc Third
Legal Name Acme Manufacturing Incorporated Third
City Metropolis State New York Zip 13203
NAICS 23 Automotive Parts and Accessories Stores Create Date 01/01/2000

	Employer ID	FEIN	NAICS	Employer Name	Legal Name
☐	NY000009010	542319212	23	Acme Manufacturing Inc Fourth	Acme Manufacturing Incorporated Fourth
☑	NY000009007	542319212	23	Acme Manufacturing Inc Third	Acme Manufacturing Incorporated Third
☐	NY000009004	542319212	23	Acme Manufacturing Inc Two	Acme Manufacturing Incorporated Two
☐	NY600001348		23	Acme Runaway Services	Acme Runaway Services
☐	NY600001230		23	Acme industries	acme industries inc.
☐	NY000244280		92	Acme, Inc.	
☐	NY000009019		23	Foot Locker,Lady Footlocker, Kids Foot Locker	Acme Manufacturing Incorporated Seventh
☐	NY000244127		23	acme toys	

Ok Cancel

4.10.13.2.23.1. Tab Name: “Employer Data”

4.10.13.2.23.2. When an employer record is selected, the following fields shall be available for informational purposes and will be displayed in read-only format at the top portion of the screen:

4.10.13.2.23.2.1. Field Name: “Employer ID”

4.10.13.2.23.2.2. Field Name: “FEIN”

4.10.13.2.23.2.3. Field Name: “SEIN”

4.10.13.2.23.2.4. Field Name: “Employer Name”

4.10.13.2.23.2.5. Field Name: “Legal Name”

4.10.13.2.23.2.6. Field Name: “City”

4.10.13.2.23.2.7. Field Name: “State”

4.10.13.2.23.2.8. Field Name: “Zip”

4.10.13.2.23.2.9. Field Name: “NAICS”

4.10.13.2.23.2.9.1. The NAICS code and description will be displayed.

4.10.13.2.23.2.10. Field Name: “Create Date”

4.10.13.2.23.2.10.1. This is the date the Employer was created in the Employer table.

4.10.13.2.23.3. A list of the employer records shall be displayed as follows:

Column Heading	Column Entry
Null (blank)	Check box
Employer ID	Displays the generated AOSOS unique Employer ID.
FEIN	Displays the Federal Employer ID Number.
NAICS	Displays the NAICS of the Employer.
Employer Name	Displays the name of the Employer.
Legal Name	Displays the legal name of the Employer’s company.

4.10.13.2.23.3.1. Items in the list are displayed and sorted by alphabetical Employer Name.

4.10.13.2.23.3.2. The user may sort the list by column headings.

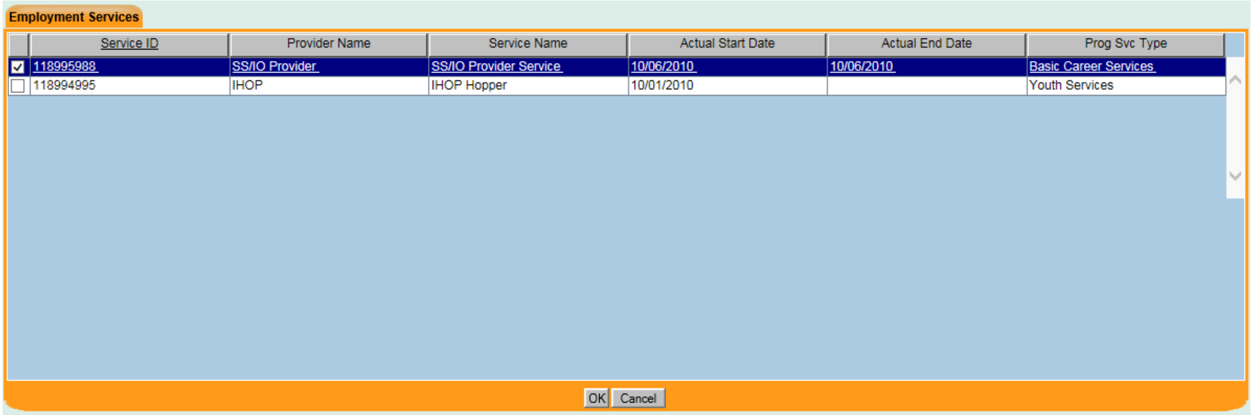
4.10.13.2.23.4. Button Text: “Ok”

4.10.13.2.23.4.1. Selecting this button with an Employer record shall populate the parent Employer Outcomes tab with the Employer EIN/ID, Employer Name, NAICS, City, State and ZIP code fields where available and close the popup window.

4.10.13.2.23.5. Button Text: “Cancel”

4.10.13.2.23.5.1. Selecting this button shall cancel the action without (populating the parent) and close the popup window.

4.10.13.2.24. When the Employment Services button described in Section 4.10.13.2.17.3 is selected, the following popup window shall be displayed:



4.10.13.2.24.1. Tab Name: “Employment Services”

4.10.13.2.24.2. An employment service is determined based on the Seeker Service Type being associated to an employment-related bucket in dom_rc_rpt_cat.

4.10.13.2.24.2.1. The employment-related buckets are:

4.10.13.2.24.2.1.1. 1400/WIOA Employment Outcome SSTs

4.10.13.2.24.3. A list of the employment seeker services associated to the customer shall be displayed as follows:

Column Heading	Column Entry
Null (blank)	Check box
Service ID	Service ID associated to the employment service from the Seeker Services table.
Provider Name	Displays the name of the business providing the employment service to the customer.
Service Name	Displays the name of the employment service being provided to the customer.
Actual Start Date	Displays the date the customer began using the employment service.
Actual End Date	Displays the date the customer completed the employment service.
Prog Svc Type	Displays the program service type of the funds used to fund a employment service.

4.10.13.2.24.3.1. Items in the list are displayed and sorted by most recent Actual Start Date (Descending date order).

4.10.13.2.24.3.2. The user may sort the list by column headings.

4.10.13.2.24.4. Two buttons shall be available to confirm the selection or cancel the action.

4.10.13.2.24.4.1. Button Text: “Ok”

4.10.13.2.24.4.1.1. Selecting this button with an employment service will close the popup window and populate the Seeker

Service ID and description fields with the selection made from within the popup.

4.10.13.2.24.4.2. Button Text: “Cancel”

4.10.13.2.24.4.2.1. Selecting this button shall cancel the action without (populating the parent) and close the popup window.

4.10.13.2.25. A list of the customer’s employment outcome records shall be displayed as follows:

Column Heading	Column Entry
Null (blank)	Check box
Start Date	The start date of the employment record as entered in Section 4.10.13.2.5.
Employer Name	The name of the employer displayed in Section 4.10.13.2.9.
Employer EIN/ID	The Employer EIN or ID displayed in Section 4.10.13.2.7
NAICS	The NAICS description as selected in Section 4.10.13.2.10.

4.10.13.2.25.1. Items in the list are displayed and sorted by the most recent Start Date and Employer Name. (Descending date order).

4.10.13.2.25.2. The user may sort the list by column headings.

4.10.13.2.26. A button shall be provided to add a new Employment Outcome.

4.10.13.2.26.1. Button Text: “Add Outcome”

4.10.13.2.26.2. When this button is selected, a new data entry form shall be displayed with the fields described above in Section 4.10.13.2.

4.10.13.2.26.3. Multiple entries can be created and then saved.

4.10.13.2.27. A button shall be provided to delete an Employment Outcome.

4.10.13.2.27.1. Button Text: “Delete Outcome”

4.10.13.2.27.1.1. To delete an outcome record, select only one record and the Delete Outcome button. A save will be required to complete the deletion.

4.10.13.2.27.1.2. Multiple deleted outcome records can be saved to the database in one transaction.

4.10.13.2.27.1.3. This button shall be disabled if:

4.10.13.2.27.1.3.1. There are no Employer Outcomes available, or

4.10.13.2.27.1.3.2. An Employer Outcome was not selected, or

4.10.13.2.27.1.3.3. The logged in Administrator did not create the Outcome or have Delete level security.

4.10.13.2.27.1.4. When an outcome record is indicated in the list and the Delete Outcome button is selected, a pop-up window will display the following warning message:

4.10.13.2.27.1.4.1. Verbiage: “Are you sure you want to delete this outcome record?”

4.10.13.2.27.1.4.2. Two buttons shall be available to complete or cancel the action.

4.10.13.2.27.1.4.3. Button 1 Text: “OK”

4.10.13.2.27.1.4.3.1. This button will close the pop-up and remove the outcome record.

4.10.13.2.27.1.4.4. Button 2 Text: “Cancel”

4.10.13.2.27.1.4.4.1. This button will cancel the action and close the pop-up window.

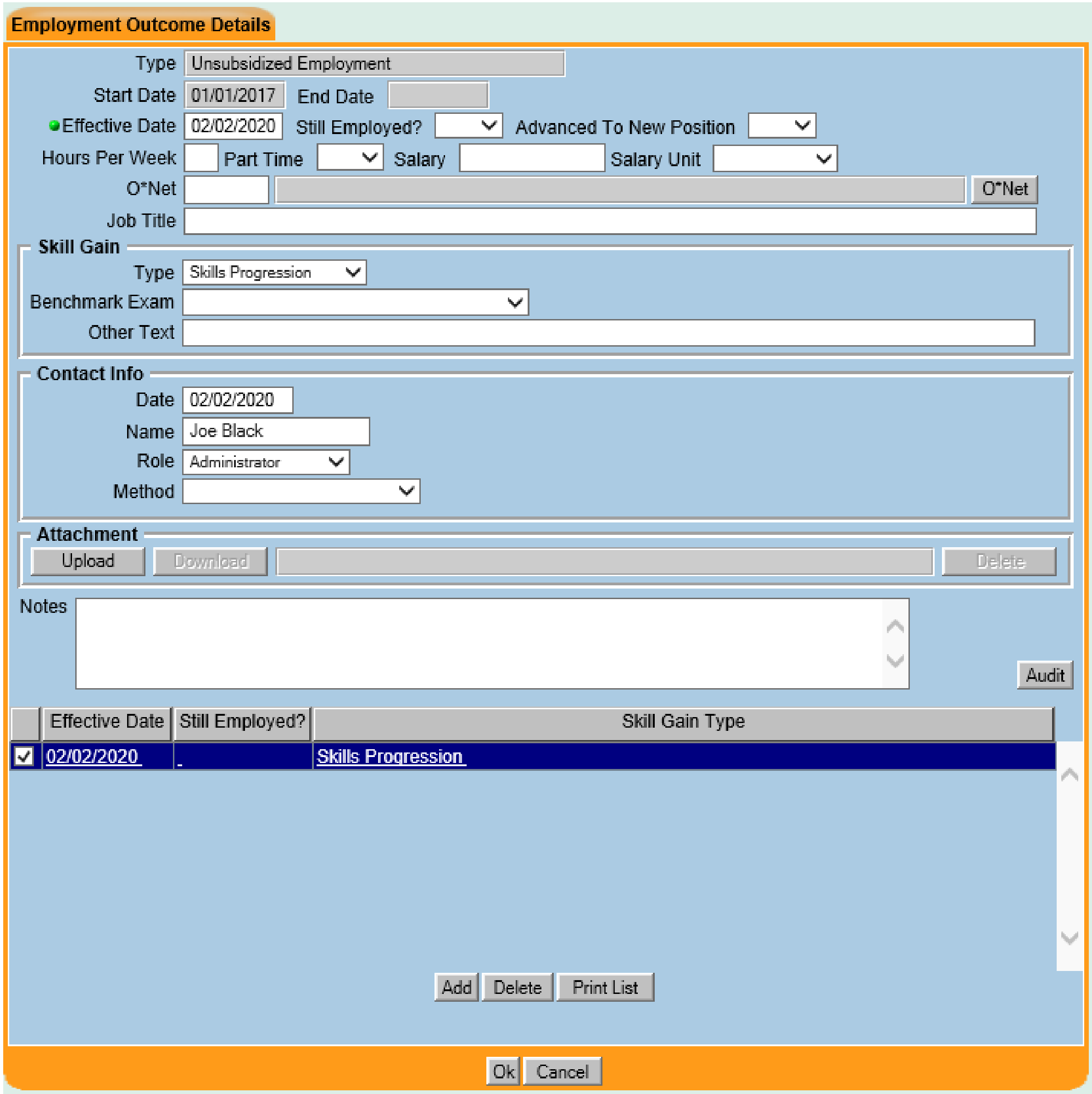
4.10.13.2.27.1.5. The application shall warn users when an Employer Outcomes record is about to be deleted when associated Outcomes Detail records and/or Manual Wage records exist (and will also be deleted).

4.10.13.2.27.1.5.1. Warning Message: “The Employment Outcomes record to be deleted has associated Details and/or manually entered wages that will be deleted with the Employment Outcome. Are you sure you want to delete this outcome record?”

4.10.13.2.28. A button shall be provided to access a screen to add, edit, delete or print additional details and skill gains associated to the selected employment outcome being recorded.

4.10.13.2.28.1. Button Text: “Outcome Details”

4.10.13.2.28.2. Selecting this button will display a popup window with the following information:



4.10.13.2.28.3. Tab Name: “Employment Outcome Details”

4.10.13.2.28.4. The Type, Start Date and End Date fields described in Section 4.10.13.2.1.1, 4.10.13.2.5.1 and 4.10.13.2.6.1 shall be displayed in read-only format to identify which outcome the details are being recorded against.

4.10.13.2.28.5. Field Name: “Effective Date”

4.10.13.2.28.5.1. The date the change in details took effect or became actual.

4.10.13.2.28.5.2. Required: Yes

4.10.13.2.28.5.3. Acceptable Entry: Date, formatted MMDDYYYY

4.10.13.2.28.5.4. The Effective Date must be equal to or within the Start and End Date range described in Sections 4.10.13.2.5 and 4.10.13.2.6.

4.10.13.2.28.5.5. The following message shall be displayed to users failing to provide a value.

4.10.13.2.28.5.5.1. Error Message: “Effective Date was missing.”

4.10.13.2.28.6. Field Name: “Still Employed?”

4.10.13.2.28.6.1. This Yes/No dropdown field identifies if the customer is currently employed as of the effective date.

4.10.13.2.28.6.2. Required: No

4.10.13.2.28.7. Field Name: “Advanced to New Position”

4.10.13.2.28.7.1. This Yes/No dropdown field identifies if the customer has advanced into a new position.

4.10.13.2.28.7.2. Required: No

4.10.13.2.28.8. Field Name: “Hours Per Week”

4.10.13.2.28.8.1. This field identifies the number of hours worked per week at the job.

4.10.13.2.28.8.2. Required: No

4.10.13.2.28.8.3. Acceptable Entry: Two digits

4.10.13.2.28.9. Field Name: “Part Time”

4.10.13.2.28.9.1. This Yes/No field identifies if the customer is currently employed part time. Part Time is defined as 29 hours or fewer per week.

4.10.13.2.28.9.2. Required: No

4.10.13.2.28.9.3. Acceptable Entry: This cannot be Yes, if the Hours Per Week is equal to 30 or more.

4.10.13.2.28.9.4. The following message shall be displayed when this field is Yes and the Hours Per Week is greater than 29:

4.10.13.2.28.9.4.1. Error Message: “Part Time is considered 29 hours or less per week. Please remove or edit the hours per week or the part time flag.”

4.10.13.2.28.10. Field Name: “Salary”

4.10.13.2.28.10.1. This field allows entry of the monetary wage value for the employment being recorded.

4.10.13.2.28.10.2. Required: No, unless a Salary Unit value in Section 4.10.13.2.28.11 is selected.

4.10.13.2.28.10.3. Acceptable Entry: A value within the minimum and maximum normalized values are based on the SALARY_MIN_NORMALIZED and SALARY_MAX_NORMALIZED global variables. Historically, the minimum was $10,192 and the maximum cannot exceed $350,000.00.

4.10.13.2.28.10.4. When required, the following error message shall be displayed when a value has not been provided.

4.10.13.2.28.10.4.1. Error Message: “Salary was missing.”

4.10.13.2.28.10.5. The existing cross edits for salary and salary unit using the salary min/max normalized global variables shall be applied.

4.10.13.2.28.11. Field Name: "Salary Unit"

4.10.13.2.28.11.1. This field identifies the unit of measure for the salary field.

4.10.13.2.28.11.2. Required: No, unless the Salary field in Section 4.10.13.2.28.10 has a value other than null.

4.10.13.2.28.11.3. The values are:

Hourly
Daily
Weekly
Monthly
Yearly
Other
Sal + Comm
Per Diem
Contract
Commission

4.10.13.2.28.11.4. When required, the following error message shall be displayed when a value has not been provided.

4.10.13.2.28.11.4.1. Error Message: "Salary Unit was missing"

4.10.13.2.28.11.5. The existing cross edits for salary and salary unit using the salary min/max normalized global variables shall be applied.

4.10.13.2.28.12. Field Name: "O*Net"

4.10.13.2.28.12.1. The O*Net code and description fields and the lookup button will be available to provide the O*Net information for the employment outcome details record. This is the same feature used in the Customer Detail module and described in the Customer Detail business requirements.

4.10.13.2.28.12.2. Required: No

4.10.13.2.28.13. Field Name: "Job Title"

4.10.13.2.28.13.1. Required: No

4.10.13.2.28.13.2. Maximum Characters Allowable: 120

4.10.13.2.28.13.3. Acceptable Entry: Standard keyboard characters

4.10.13.2.28.14. If the Type is "Military", the following fields shall be displayed:

4.10.13.2.28.14.1. Field Name: "Military Branch"

4.10.13.2.28.14.1.1. This field shall be displayed in read-only format with the value selected in Section 4.10.13.2.4.

4.10.13.2.28.14.2. Field Name: "Rank"

4.10.13.2.28.14.2.1. This dropdown field shall be provided to capture the Rank.

4.10.13.2.28.14.2.2. Required: No

4.10.13.2.28.14.2.3. The values are:

4.10.13.2.28.14.2.3.1. Null (Blank line)

4.10.13.2.28.14.2.3.2. E1 – E9

4.10.13.2.28.14.2.3.3. O1 – O10

4.10.13.2.28.14.2.3.4. W1 – W5

4.10.13.2.28.14.2.4. Default: Null (blank line)

4.10.13.2.28.14.2.5. Acceptable values are based on the Military Branch and will be filtered accordingly:

4.10.13.2.28.14.2.5.1. Enlisted ranks E1 – E9 for all branches of service

4.10.13.2.28.14.2.5.2. Warrant Officer ranks W1 – W5 for Army and Marines (including Reserves and National Guard)

4.10.13.2.28.14.2.5.3. Warrant Officer ranks W2, W3 and W4 for Navy and US Coast Guard (including Reserves)

4.10.13.2.28.14.2.5.4. Officer ranks O1 – O10 for all branches of service

4.10.13.2.28.14.2.6. When a value has been selected that conflicts with the Branch of service that has been changed, the following message shall be displayed:

4.10.13.2.28.14.2.6.1. Error Message: “The Rank selected is not valid with the Branch of service selected.”

4.10.13.2.28.14.3. Field Name: “MOS”

4.10.13.2.28.14.3.1. This field shall be provided to enter the Military Occupation Specialty code.

4.10.13.2.28.14.3.2. Required: No

4.10.13.2.28.14.3.3. Maximum Characters Allowable: 10

4.10.13.2.28.14.3.4. Acceptable Entry: Alpha-numeric characters

4.10.13.2.28.14.3.5. The MOS must be a valid value based on the combination of Branch and Rank selected.

4.10.13.2.28.14.3.6. The following message shall be displayed for invalid values:

4.10.13.2.28.14.3.6.1. Error Message: “The MOS entered is not valid with the Branch and Rank selected.”

4.10.13.2.28.15. Field Set Group: “Skill Gain”

4.10.13.2.28.15.1. Field Name: “Type”

4.10.13.2.28.15.1.1. This dropdown field identifies the type of skill gain being recorded.

4.10.13.2.28.15.1.2. Required: No

4.10.13.2.28.15.1.3. The values are:

4.10.13.2.28.15.1.3.1. Null (Blank line)

4.10.13.2.28.15.1.3.2. Secondary/PSE Transcript/Report Card

4.10.13.2.28.15.1.3.3. Training Milestone

4.10.13.2.28.15.1.3.4. Skills Progression

4.10.13.2.28.15.1.4. Default: Null

4.10.13.2.28.15.2. Field Name: “Milestone”

4.10.13.2.28.15.2.1. This dropdown field identifies specific training related milestones from an employer/training provider, such as completion of on-the-job training or completion of one year of a registered apprenticeship program.

4.10.13.2.28.15.2.2. This field is only displayed when Type in Section 4.10.13.2.28.15.1 is “Training Milestone”.

4.10.13.2.28.15.2.3. Required: No

4.10.13.2.28.15.2.4. The values displayed are based on the state-extensible Skill Gain Training Milestone system domain.

4.10.13.2.28.15.2.4.1. Null (Blank line)

4.10.13.2.28.15.2.4.2. Other Training-related Milestone

4.10.13.2.28.15.2.5. Default: Null

4.10.13.2.28.15.3. Field Name: “Benchmark Exam”

4.10.13.2.28.15.3.1. This dropdown field identifies specific trade-related benchmarks such as knowledge-based exams that is required for a particular occupation, or progress in attaining technical or occupational skills.

4.10.13.2.28.15.3.2. This field is only displayed when Type in Section 4.10.13.2.28.15.1 is “Skills Progression”.

4.10.13.2.28.15.3.3. Required: No

4.10.13.2.28.15.3.4. The values displayed are based on the state- extensible Skill Gain Benchmark Exam system domain:

4.10.13.2.28.15.3.4.1. Null (Blank line)

4.10.13.2.28.15.3.4.2. Other Skills Progression Benchmark or Exam

4.10.13.2.28.15.3.5. Default: Null

4.10.13.2.28.15.4. Field Name: “Other Text”

4.10.13.2.28.15.4.1. This field allows entry of additional information related to the other milestones or benchmarks being recorded.

4.10.13.2.28.15.4.2. This field is only displayed and available when the “Milestone” field in Section 4.10.13.2.28.15.2 has a value of “Other Training Milestone” or “Benchmark Exam” in Section 4.10.13.2.28.15.3 has a value of “Other Skills Progression Benchmark or Exam” selected.

4.10.13.2.28.15.4.3. Required: No

4.10.13.2.28.15.4.4. Maximum Characters Allowable: 200

4.10.13.2.28.15.4.5. Acceptable Entry: Standard keyboard characters

4.10.13.2.28.16. Field Set Group: “Contact Info”

4.10.13.2.28.16.1. Field Name: “Date”

4.10.13.2.28.16.1.1. The date contact was made with customer and outcome information was obtained.

4.10.13.2.28.16.1.2. Required: No

4.10.13.2.28.16.1.3. Acceptable Entry: MM/DD/YYYY

4.10.13.2.28.16.2. Field Name: “Name”

4.10.13.2.28.16.2.1. The name of the person whom outcome information was obtained from.

4.10.13.2.28.16.2.2. Required: No

4.10.13.2.28.16.2.3. Maximum Characters Allowable: 80

4.10.13.2.28.16.3. Field Name: “Role”

4.10.13.2.28.16.3.1. This dropdown field identifies the contact’s position or responsibility to the customer.

4.10.13.2.28.16.3.2. Required: No

4.10.13.2.28.16.3.3. The values are:

4.10.13.2.28.16.3.3.1. Null (Blank line)

4.10.13.2.28.16.3.3.2. Client

4.10.13.2.28.16.3.3.3. Teacher

4.10.13.2.28.16.3.3.4. Administrator

4.10.13.2.28.16.3.3.5. Co-worker

4.10.13.2.28.16.3.3.6. Supervisor

4.10.13.2.28.16.3.3.7. Human Resources

4.10.13.2.28.16.3.3.8. Other

4.10.13.2.28.16.3.4. Default: Null

4.10.13.2.28.16.4. Field Name: “Method”

4.10.13.2.28.16.4.1. This dropdown field identifies the type of contact that was made to obtain the outcome information.

4.10.13.2.28.16.4.2. Required: No

4.10.13.2.28.16.4.3. The values are:

4.10.13.2.28.16.4.3.1. Null (Blank line)

4.10.13.2.28.16.4.3.2. Company Website or Kiosk

4.10.13.2.28.16.4.3.3. Email

4.10.13.2.28.16.4.3.4. Fax

4.10.13.2.28.16.4.3.5. In Person

4.10.13.2.28.16.4.3.6. Mail

4.10.13.2.28.16.4.3.7. Other

4.10.13.2.28.16.4.3.8. Phone

4.10.13.2.28.16.4.3.9. Social Media Website

4.10.13.2.28.16.4.4. Default: Null

4.10.13.2.28.17. Field Set Group: “Attachment”

4.10.13.2.28.17.1. A button shall be provided to upload an attachment:

4.10.13.2.28.17.1.1. Button Text: “Upload”

4.10.13.2.28.17.1.2. When this button is selected, the normal popup to browse for a file to attach will be displayed.

4.10.13.2.28.17.1.3. When a record is selected, the name of the file will be populated in the ‘description’ field next to the Download button.

4.10.13.2.28.17.1.4. Only one attachment can be uploaded. A new file can be uploaded, but it will replace the existing uploaded file.

4.10.13.2.28.17.2. A button shall be provided to download an attachment:

4.10.13.2.28.17.2.1. Button Text: “Download”

4.10.13.2.28.17.2.2. This button will be disabled if a file has not been uploaded or saved to the database from the main outcomes tab.

4.10.13.2.28.17.2.3. When this button is selected, a new browser window will download and display the attachment. It can be printed using the browser Print functionality.

4.10.13.2.28.17.3. A button shall be provided to delete the attachment:

4.10.13.2.28.17.3.1. Button Text: “Delete”

4.10.13.2.28.17.3.2. When selected, a popup window will be displayed asking the user to confirm or cancel the deletion.

4.10.13.2.28.17.3.2.1. Verbiage: “Are you sure you want to delete the attachment?”

4.10.13.2.28.17.3.2.2. Button Text: “OK”

4.10.13.2.28.17.3.2.3. When “OK” is selected, the application will return the user to the Outcome Details popup with the attachment removed.

4.10.13.2.28.17.3.2.4. Button Text: “Cancel”

4.10.13.2.28.17.3.2.5. When “Cancel” is selected, the application will cancel the action and return the user to the Outcome Details popup window.

4.10.13.2.28.18. Field Name: “Notes”

4.10.13.2.28.18.1. This field provides an area to add comments relative to the outcome being recorded.

4.10.13.2.28.18.2. Required: No

4.10.13.2.28.18.3. Maximum Characters Allowable: 4,000

4.10.13.2.28.19. A button shall be provided to display a popup window of created and last modified audit information for the selected outcome details.

4.10.13.2.28.19.1. Button Text: “Audit”

4.10.13.2.28.19.2. When selected the following information shall be displayed:

4.10.13.2.28.19.3. Tab Name: “Audit Details”

4.10.13.2.28.19.4. Field Set Group: “Created”

4.10.13.2.28.19.4.1. Read-only audit information shall be provided to identify the Staff, Office and Date at the time the outcome detail record was created.

4.10.13.2.28.19.4.2. Field Name: “Staff”

4.10.13.2.28.19.4.3. Field Name: “Office”

4.10.13.2.28.19.4.4. Field Name: “Date”

4.10.13.2.28.19.5. Field Set Group: “Last Modified”

4.10.13.2.28.19.5.1. Read-only audit information shall be provided to identify the Staff, Office and Date at the time the outcome detail record was modified.

4.10.13.2.28.19.5.2. Field Name: “Staff”

4.10.13.2.28.19.5.3. Field Name: “Office”

4.10.13.2.28.19.5.4. Field Name: “Date”

4.10.13.2.28.19.6. A button shall be provided to close the popup window:

4.10.13.2.28.19.6.1. Button Text: “Close”

4.10.13.2.28.19.7. The module will have to be refreshed to reflect new updates.

4.10.13.2.28.20. A button shall be provided to add a new Outcome Details record.

4.10.13.2.28.20.1. Button Text: “Add”

4.10.13.2.28.20.2. When this button is selected, a new data entry form shall be displayed with the fields described above in Section 4.10.13.2.28.

4.10.13.2.28.20.3. Multiple entries can be created and then saved.

4.10.13.2.28.21. A button shall be provided to delete an Outcome Details record.

4.10.13.2.28.21.1. Button Text: “Delete”

4.10.13.2.28.21.2. To delete an Outcome Details record, select only one record and the Delete button. A save will be required to complete the deletion.

4.10.13.2.28.21.3. Multiple deleted outcome records can be saved to the database in one transaction.

4.10.13.2.28.21.4. This button shall be disabled if:

4.10.13.2.28.21.4.1. There are no Outcome Detail records available, or

4.10.13.2.28.21.4.2. An Outcome Detail record was not selected, or

4.10.13.2.28.21.4.3. The logged in Administrator did not create the Outcome Details record or have Delete level security.

4.10.13.2.28.21.5. When an Outcome Details record is indicated in the list and the Delete button is selected, a pop-up window will display the following warning message:

4.10.13.2.28.21.5.1. Verbiage: “Are you sure you want to delete this outcome record?”

4.10.13.2.28.21.5.2. Two buttons shall be available to complete or cancel the action.

4.10.13.2.28.21.5.3. Button 1 Text: “OK”

4.10.13.2.28.21.5.3.1. This button will close the pop-up and remove the outcome record.

4.10.13.2.28.21.5.4. Button 2 Text: “Cancel”

4.10.13.2.28.21.5.4.1. This button will cancel the action and close the pop-up window.

4.10.13.2.28.21.6. The application shall warn users when an Employment Outcomes record is about to be deleted when associated Outcomes Detail records exist (and will also be deleted).

4.10.13.2.28.21.6.1. Warning Message: “The Employment Outcomes record to be deleted has associated Detail record(s) that will be deleted with the Employment Outcome. Are you sure you want to delete this outcome record?”

4.10.13.2.28.22. A button shall be provided to print the list of Outcome Detail records or export the data.

4.10.13.2.28.22.1. Button Text: “Print List”

4.10.13.2.28.22.2. When selected, the application shall display a pop-up window with a printable version of the list of Outcome Details.

4.10.13.2.28.22.2.1. Heading: “Employment Outcome Details List for <LAST>, <FIRST>”

4.10.13.2.28.22.2.1.1. <LAST> shall be replaced with the last name of the customer.

4.10.13.2.28.22.2.1.2. <FIRST> shall be replaced with the first name of the customer.

4.10.13.2.28.22.2.2. Sub-Heading: “<DATE>”

4.10.13.2.28.22.2.2.1. <DATE> shall be replaced with the current date.

4.10.13.2.28.22.2.3. The identical list columns and outcome details information shall be displayed.

4.10.13.2.28.22.2.4. Three buttons will be available to print, export or cancel the action.

4.10.13.2.28.22.2.4.1. Button 1 Text: “Print”

2.1.4.1.28.22.4.1.1. Selecting this button will display the browser Print function to print the Employment Outcome Details.

4.10.13.2.28.22.2.4.2. Button 2 Text: “Cancel”

2.1.4.1.28.22.4.2.1 Selecting this button will close the pop-up window.

4.10.13.2.28.22.2.4.3. Button 3 Text: “Export”

2.1.4.1.28.22.4.3.1 Selecting this button will initiate the export of data into a cvs file that can be used in another application such as Microsoft Excel. This is further described in Section 6 of the Common Elements business requirements document.

4.10.13.2.28.22.2.4.4. The “Print”, “Cancel” and “Export” buttons will not be displayed on the printed copy.

4.10.13.2.28.23. Two buttons shall be provided at the bottom of the Outcome Details popup to confirm the addition or modification (and close), or to cancel the action and close the popup window.

4.10.13.2.28.23.1. Button Text: “Save”

4.10.13.2.28.23.1.1. Selecting this button shall save the new or modified Outcome Detail entry(s) and close the popup window.

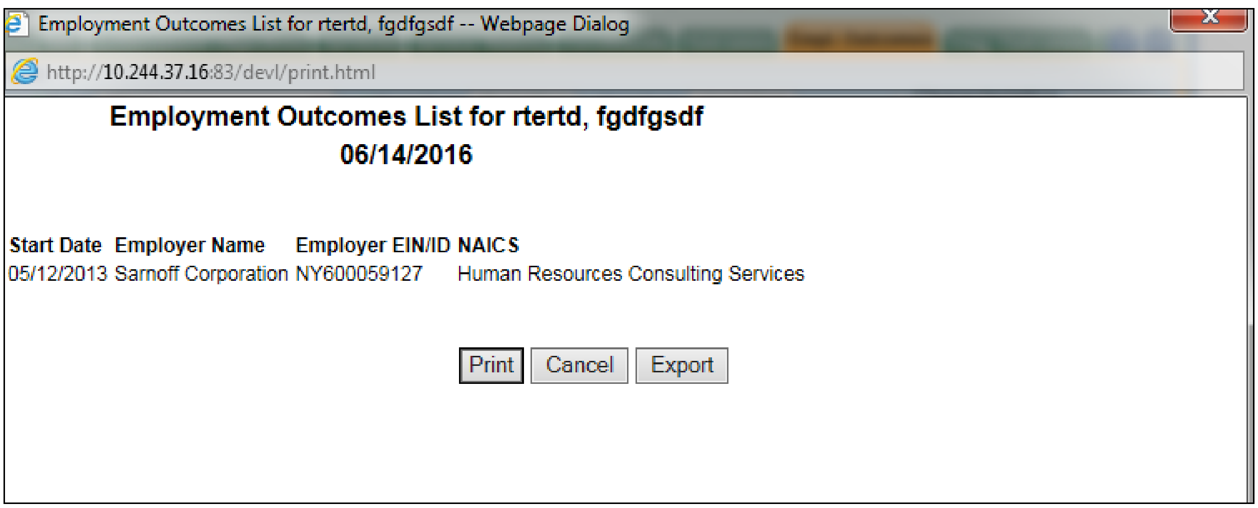
4.10.13.2.28.23.2. Button Text: “Cancel”

4.10.13.2.28.23.2.1. Selecting this button will cancel the action and return the user to the Employer Outcomes tab.

4.10.13.2.29. A button shall be provided to print the list of Employment Outcomes or export the data.

4.10.13.2.29.1. Button Text: “Print List”

4.10.13.2.29.1.1. When selected, the application shall display a pop-up window with a printable version of the list of Employer Outcomes.



4.10.13.2.29.1.1.1. Heading: “Employment Outcomes List for <LAST>, <FIRST>”

4.10.13.2.29.1.1.1.1. <LAST> shall be replaced with the last name of the customer.

4.10.13.2.29.1.1.1.2. <FIRST> shall be replaced with the first name of the customer.

4.10.13.2.29.1.1.2. Sub-Heading: “<DATE>”

4.10.13.2.29.1.1.2.1. <DATE> shall be replaced with the current date.

4.10.13.2.29.1.1.3. The identical list columns and employment outcomes information shall be displayed.

4.10.13.2.29.1.1.4. Three buttons will be available to print, export or cancel the action.

4.10.13.2.29.1.1.4.1. Button 1 Text: “Print”

2.1.4.1.28.1.1.4.1.1. Selecting this button will display the browser Print function to print the Employment Outcomes.

4.10.13.2.29.1.1.4.2. Button 2 Text: “Cancel”

2.1.4.1.28.1.1.4.2.1. Selecting this button will close the pop-up window.

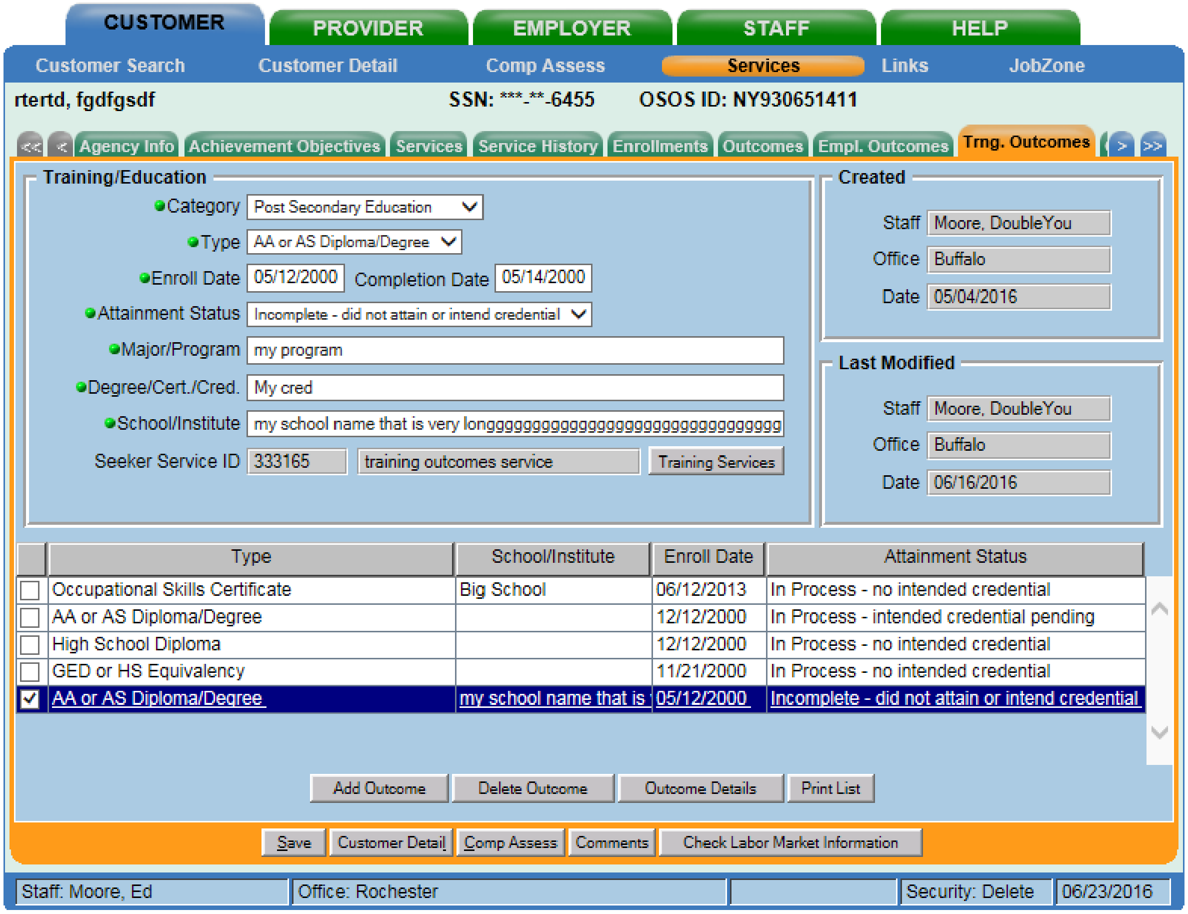
4.10.13.2.29.1.1.4.3. Button 3 Text: “Export”

2.1.4.1.28.1.1.4.3.1. Selecting this button will initiate the export of data into a cvs file that can be used in another application such as Microsoft Excel. This is further described in Section 6 of the Common Elements business requirements document.

4.10.13.2.29.1.1.4.4. The “Print”, “Cancel” and “Export” buttons will not be displayed on the printed copy.

4.10.13.2.29.1.1.4.5. The printable version will be available to “copy and paste” into a Word document.

4.10.14. Training Outcomes Tab



4.10.14.1. The Training Outcomes tab allows counselors to enter education and training information in progress or attained that are related to a customer's training services independent of any program enrollments or periods of participation. This tab provides supporting information needed for reporting outcomes in the PIRL.

4.10.14.2. Field Set Group: "Training/Education"

4.10.14.2.1. A dropdown list shall be available to record the category of training or education being recorded.

4.10.14.2.1.1. Field Name: "Category"

4.10.14.2.1.2. Required: Yes

4.10.14.2.1.3. The values are:

4.10.14.2.1.3.1. Null (Blank line)

4.10.14.2.1.3.2. Secondary Education

4.10.14.2.1.3.3. Post Secondary Education

4.10.14.2.1.3.4. Occ Skills/Advanced Training

4.10.14.2.1.4. Default: Null

4.10.14.2.1.5. The following error message shall be displayed for users failing to provide a value:

4.10.14.2.1.5.1. Error Message: “Category was missing.”

4.10.14.2.2. A dropdown list shall be available to record the type of recognized diploma, degree or certification being recorded.

4.10.14.2.2.1. This field will be disabled until a Category is selected in Section 4.10.14.2.1.

4.10.14.2.2.2. Field Name: “Type”

4.10.14.2.2.3. Required: Yes

4.10.14.2.2.4. The values are:

4.10.14.2.2.4.1. Null (Blank line)

4.10.14.2.2.4.2. If Category is “Secondary Education”:

4.10.14.2.2.4.2.1. High School Diploma

4.10.14.2.2.4.2.2. GED or HS Equivalency

4.10.14.2.2.4.2.3. Continuation or Alternative School

4.10.14.2.2.4.3. If Category is “Post Secondary Education”:

4.10.14.2.2.4.3.1. AA or AS Diploma/Degree

4.10.14.2.2.4.3.2. BA or BS Diploma/Degree

4.10.14.2.2.4.3.3. Graduate/Post Graduate

4.10.14.2.2.4.4. If Category is “Occ Skills/Advanced Training”:

4.10.14.2.2.4.4.1. Occupational Skills Licensure

4.10.14.2.2.4.4.2. Occupational Skills Certificate

4.10.14.2.2.4.4.3. Other Recognized Diploma, Degree, or Certificate

4.10.14.2.2.5. Default: Null (Blank line)

4.10.14.2.2.6. The following error message shall be displayed for users failing to provide a value:

4.10.14.2.2.6.1. Error Message: “Type was missing.”

4.10.14.2.3. A field shall be provided to enter the date the customer started education or training being recorded.

4.10.14.2.3.1. Field Name: “Enroll Date”

4.10.14.2.3.2. Required: Yes

4.10.14.2.3.3. Acceptable Entry: Date formatted, MM/DD/YYYY

4.10.14.2.3.4. The following error message shall be displayed for users failing to provide a value:

4.10.14.2.3.4.1. Error Message: “Enroll Date was missing.”

4.10.14.2.4. A field shall be provided to enter the date the customer completed the education or training being recorded.

4.10.14.2.4.1. Field Name: “Completion Date”

4.10.14.2.4.2. Required: No, unless the attainment status described in Section 4.10.14.2.5 is one of the ‘Completed’ values.

4.10.14.2.4.3. Acceptable Entry: Date formatted, MM/DD/YYYY

4.10.14.2.4.3.1. The date must be after the Enroll Date described in Section 4.10.14.2.3.

4.10.14.2.4.4. When required, the following error message shall be displayed to users failing to provide a value:

4.10.14.2.4.4.1. Error Message: "If the customer completed a credential, a Completion Date must be provided."

4.10.14.2.4.5. If this field contains a date that is earlier than the Enroll Date, the following error message shall be displayed:

4.10.14.2.4.5.1. Error Message: "Completion Date cannot be earlier than the Enroll Date."

4.10.14.2.5. A dropdown list shall be provided to record the progression status of the customer achieving a recognized education/occupational certificate or credential.

4.10.14.2.5.1. Field Name: "Attainment Status"

4.10.14.2.5.2. Required: Yes

4.10.14.2.5.3. The values are:

4.10.14.2.5.3.1. Null (Blank line)

4.10.14.2.5.3.2. In Process – no intended credential

4.10.14.2.5.3.3. In Process – intended credential pending

4.10.14.2.5.3.4. Completed – attained intended credential

4.10.14.2.5.3.5. Completed – did not attain or intend credential

4.10.14.2.5.3.6. Incomplete – did not attain or intend credential

4.10.14.2.5.4. Default: Null

4.10.14.2.5.5. The following error message shall be displayed for users failing to provide a value:

4.10.14.2.5.5.1. Error Message: "Attainment Status was missing."

4.10.14.2.6. A field shall be provided that identifies the title of the program or major related to the education or training outcome.

4.10.14.2.6.1. Field Name: "Major/Program"

4.10.14.2.6.2. Required: No, unless a Degree/Cert./Cred. or School/Institute fields have a value.

4.10.14.2.6.3. Acceptable Entry: Standard keyboard characters

4.10.14.2.6.4. Maximum Characters Allowable: 100

4.10.14.2.6.5. When required, the following error message shall be displayed for users failing to provide a value.

4.10.14.2.6.5.1. Error Message: "If a values exists in the Credential or School field, the Program must be provided."

4.10.14.2.7. A field shall be provided that identifies the name of the degree, certificate or credential related to the education or training outcome.

4.10.14.2.7.1. Field Name: "Degree/Cert./Cred."

4.10.14.2.7.2. Required: No, unless the Major/Program or School/Institute fields have a value.

4.10.14.2.7.3. Acceptable Entry: Standard keyboard characters

4.10.14.2.7.4. Maximum Characters Allowable: 100

4.10.14.2.7.5. When required, the following error message shall be displayed for users failing to provide a value.

4.10.14.2.7.5.1. Error Message: “If a values exists in the Program or School field, the Credential must be provided.”

4.10.14.2.8. A field shall be provided that identifies the name of the school or institute where the training/education took place.

4.10.14.2.8.1. Field Name: “School/Institute”

4.10.14.2.8.2. Required: No, unless the Major/Program or Degree/Cert./Cred fields have a value.

4.10.14.2.8.3. Acceptable Entry: Standard keyboard characters

4.10.14.2.8.4. Maximum Characters Allowable: 100

4.10.14.2.8.5. When required, the following error message shall be displayed for users failing to provide a value.

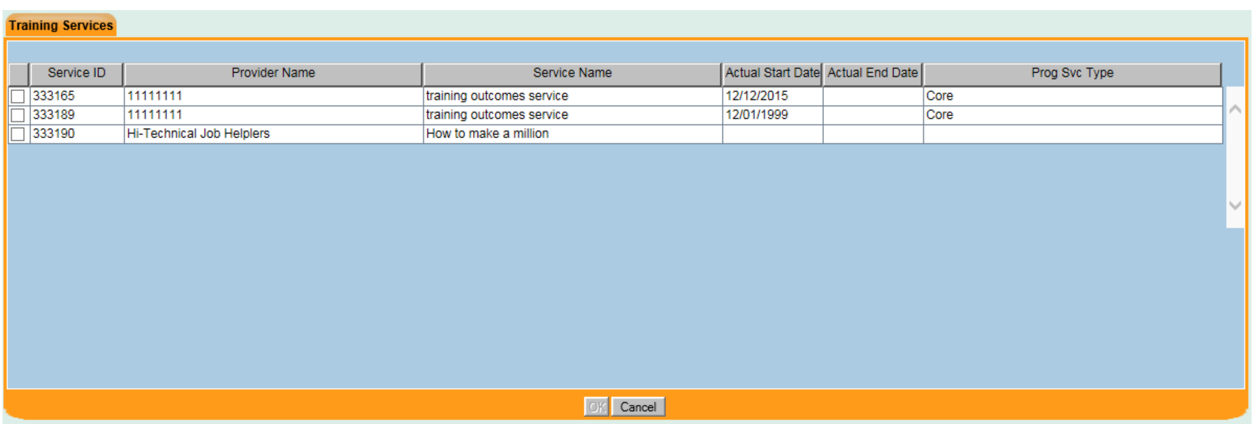
4.10.14.2.8.5.1. Error Message: “If a values exists in the Program or Credential field, the School must be provided.”

4.10.14.2.9. The code, description fields and the Training Services lookup button will be available to associate the customer’s related training-based seeker service type with the training/education outcome record.

4.10.14.2.9.1. The fields will be read-only, populated through the Training Services lookup.

4.10.14.2.9.2. Button Text: “Training Services”

4.10.14.2.9.3. When this button is selected, the following popup window shall be displayed:


Training Services

	Service ID	Provider Name	Service Name	Actual Start Date	Actual End Date	Prog Svc Type
☐	333165	11111111	training outcomes service	12/12/2015		Core
☐	333189	11111111	training outcomes service	12/01/1999		Core
☐	333190	Hi-Technical Job Helplers	How to make a million			

4.10.14.2.9.3.1. Tab Name: “Training Services”

4.10.14.2.9.3.2. A training service is determined based on the Seeker Service Type being associated to a training-related bucket in dom_rc_rpt_cat.

4.10.14.2.9.3.2.1. The training-related PIRL buckets are:

4.10.14.2.9.3.2.1.1. 1731/WIOA All Training Services, except “ICS or Training” contains legacy bucket:

- 1331 / WIASRD13 Training Services

4.10.14.2.9.3.2.1.2. 1732/WIOA Non-ITA Training Services contains legacy bucket:

- 1332 / WIASRD13 non-ITA Training Services

4.10.14.2.9.3.2.1.3. Program service type (wia_service_type_cd) is 1/ITA Training or 4/Non-ITA Training and the seeker_service_type_cd is in bucket 1733/WIOA Individualized Career Services OR Training Services which contains legacy bucket:

- 1333 / WIASRD13 Intensive or Training Svcs

4.10.14.2.9.3.2.1.4. 1820/TAA All Training Services which contains legacy buckets 421 and 425-429.

4.10.14.2.9.3.3. A list of the training seeker services associated to the customer shall be displayed as follows:

Column Heading	Column Entry
Null (blank)	Check box
Service ID	Service ID associated to the training service from the Seeker Service table.
Provider Name	Displays the name of the business providing the training service to the customer.
Service Name	Displays the name of the training service being provided to the customer.
Actual Start Date	Displays the date the customer began using the training service.
Actual End Date	Displays the date the customer completed the training service.
Prog Svc Type	Displays the program service type of the funds used to fund a training service.

4.10.14.2.9.3.3.1. Items in the list are displayed and sorted by most recent Actual Start Date (Descending date order).

4.10.14.2.9.3.3.2. The user may sort the list by column headings.

4.10.14.2.9.3.4. Two buttons shall be available to confirm the selection or cancel the action.

4.10.14.2.9.3.4.1. Button Text: “Ok”

4.10.14.2.9.3.4.1.1. Selecting this button with a training service will close the popup window and populate the Seeker Service ID and description fields with the selection made from within the popup.

4.10.14.2.9.3.4.2. Button Text: “Cancel”

4.10.14.2.9.3.4.2.1. Selecting this button shall cancel the action without (populating the parent) and close the popup window.

4.10.14.2.10. Field Set Group: “Created”

4.10.14.2.10.1. Read-only audit information shall be provided to identify the Staff, Office and Date at the time the training/education outcome event was created.

4.10.14.2.10.2. The module will have to be refreshed to reflect new updates.

4.10.14.2.10.3. Field Name: “Staff”

4.10.14.2.10.4. Field Name: “Office”

4.10.14.2.10.5. Field Name: “Date”

4.10.14.2.11. Field Set Group: “Last Modified”

4.10.14.2.11.1. Read-only audit information shall be provided to identify the Staff, Office and Date at the time the training/education outcome event was modified.

4.10.14.2.11.2. The module will have to be refreshed to reflect new updates.

4.10.14.2.11.3. Field Name: “Staff”

4.10.14.2.11.4. Field Name: “Office”

4.10.14.2.11.5. Field Name: “Date”

4.10.14.2.12. A list of the customer’s training outcome records shall be displayed as follows:

Column Heading	**Column Entry**
Null (blank)	Check box
Enroll Date	The start date of the education or training record as entered in Section 4.10.14.2.3.
School/Institute	The name of the school or institute as entered in Section 4.10.14.2.8.
Type	The type of recognized diploma, degree or certification for the record as selected in Section 4.10.14.2.2.
Attainment Status	The progression status of achieving the recognized education/occupational certificate or credential as selected in Section 4.10.14.2.5.

4.10.14.2.12.1. Items in the list are displayed and sorted by the most recent Enroll Date and School. (Descending date order).

4.10.14.2.12.2. The user may sort the list by column headings.

4.10.14.2.13. A button shall be provided to add a new Training/Education Outcome.

4.10.14.2.13.1. Button Text: “Add Outcome”

4.10.14.2.13.1.1. When this button is selected, a new data entry form shall be displayed with the fields described in Section 4.10.14.2.

4.10.14.2.13.1.2. Multiple entries can be created and then saved.

4.10.14.2.14. A button shall be provided to delete a Training/Education Outcome.

4.10.14.2.14.1. Button Text: “Delete Outcome”

4.10.14.2.14.1.1. To delete an outcome record, select only one record and the Delete Outcome button. A save will be required to complete the deletion.

4.10.14.2.14.1.2. Multiple deleted outcome records can be saved to the database in one transaction.

4.10.14.2.14.1.3. This button shall be disabled if:

4.10.14.2.14.1.3.1. There are no outcome records available, or

4.10.14.2.14.1.3.2. an outcome record is not selected, or

4.10.14.2.14.1.3.3. the logged in Administrator does not have Delete level security.

4.10.14.2.14.1.4. When an outcome record is indicated in the list and the Delete Outcome button is selected, a pop-up window will display the following warning message:

4.10.14.2.14.1.4.1. Verbiage: “Are you sure you want to delete this outcome record?”

4.10.14.2.14.1.4.2. Two buttons shall be available to complete or cancel the action.

4.10.14.2.14.1.4.3. Button 1 Text: “OK”

4.10.14.2.14.1.4.3.1. This button will close the pop-up and remove the outcome record.

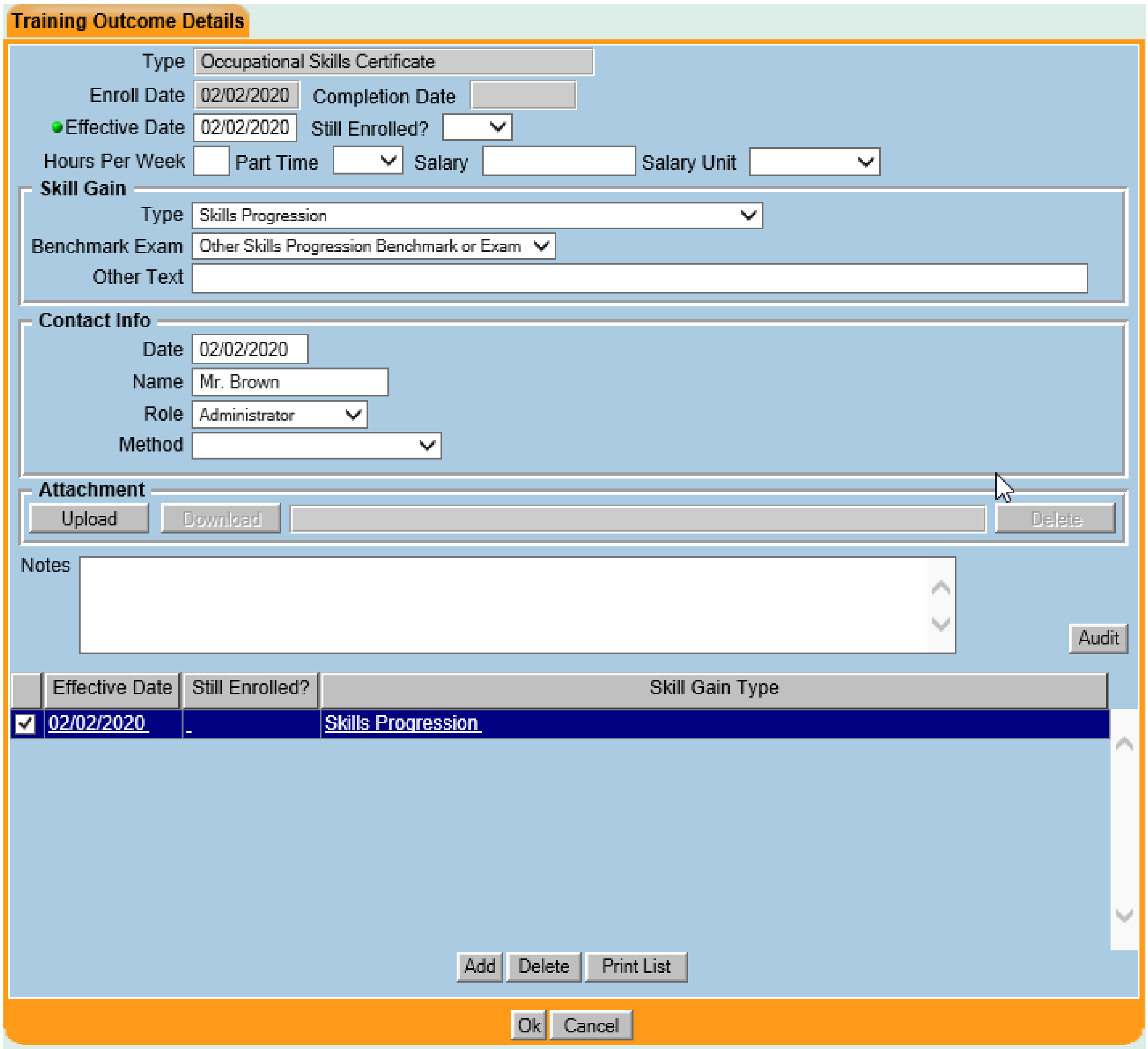
4.10.14.2.14.1.4.4. Button 2 Text: “Cancel”

4.10.14.2.14.1.4.4.1. This button will cancel the action and close the pop-up window.

4.10.14.2.15. A button shall be provided to add, edit, delete or print additional details and skill gains associated to the selected training/education outcome being recorded.

4.10.14.2.15.1. Button Text: “Outcome Details”

4.10.14.2.15.2. Selecting this button will display a popup window with the following information:



4.10.14.2.15.2.1. Tab Name: “Training Outcome Details”

4.10.14.2.15.2.2. The Type, Enroll Date and Completion Date fields described in Section 4.10.14.2.2, 4.10.14.2.3 and 4.10.14.2.4 shall be displayed in read-only format to identify which outcome the details are being recorded against.

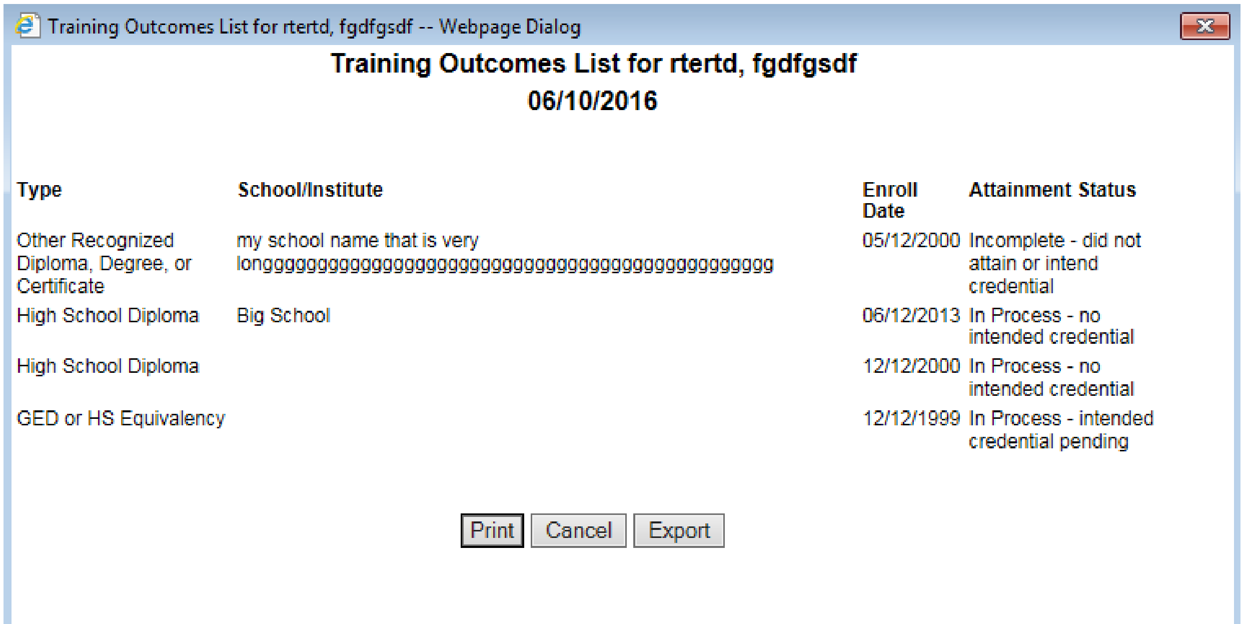
4.10.14.2.15.2.3. The requirements described in the Employment Outcome Details popup described in Section 4.10.13.2.28.5 – 4.10.13.2.28.23.2.1 shall apply, but will reference Training Outcomes where appropriate.

4.10.14.2.15.2.3.1. The Skill Gain Type field will also provide the value “EFL Gain via Credits or Carnegie Units towards HS Diploma or Equivalent”.

4.10.14.2.16. A button shall be provided to print the list of Training/Education Outcomes or export the data.

4.10.14.2.16.1. Button Text: “Print List”

4.10.14.2.16.2. When selected, the application shall display a pop-up window with a printable version of the list of Training/Education Outcomes.



4.10.14.2.16.2.1. Heading: “Training Outcomes List for <LAST>, <FIRST>”

4.10.14.2.16.2.1.1. <LAST> shall be replaced with the last name of the customer.

4.10.14.2.16.2.1.2. <FIRST> shall be replaced with the first name of the customer.

4.10.14.2.16.2.2. Sub-Heading: “<DATE>”

4.10.14.2.16.2.2.1. <DATE> shall be replaced with the current date.

4.10.14.2.16.2.3. The identical list columns and training outcomes information shall be displayed.

4.10.14.2.16.2.4. Three buttons will be available to print, export or cancel the action.

4.10.14.2.16.2.4.1. Button 1 Text: “Print”

4.10.14.2.16.2.4.1.1. Selecting this button will display the browser Print function to print the Training Outcomes.

4.10.14.2.16.2.4.2. Button 2 Text: “Cancel”

4.10.14.2.16.2.4.2.1. Selecting this button will close the pop-up window.

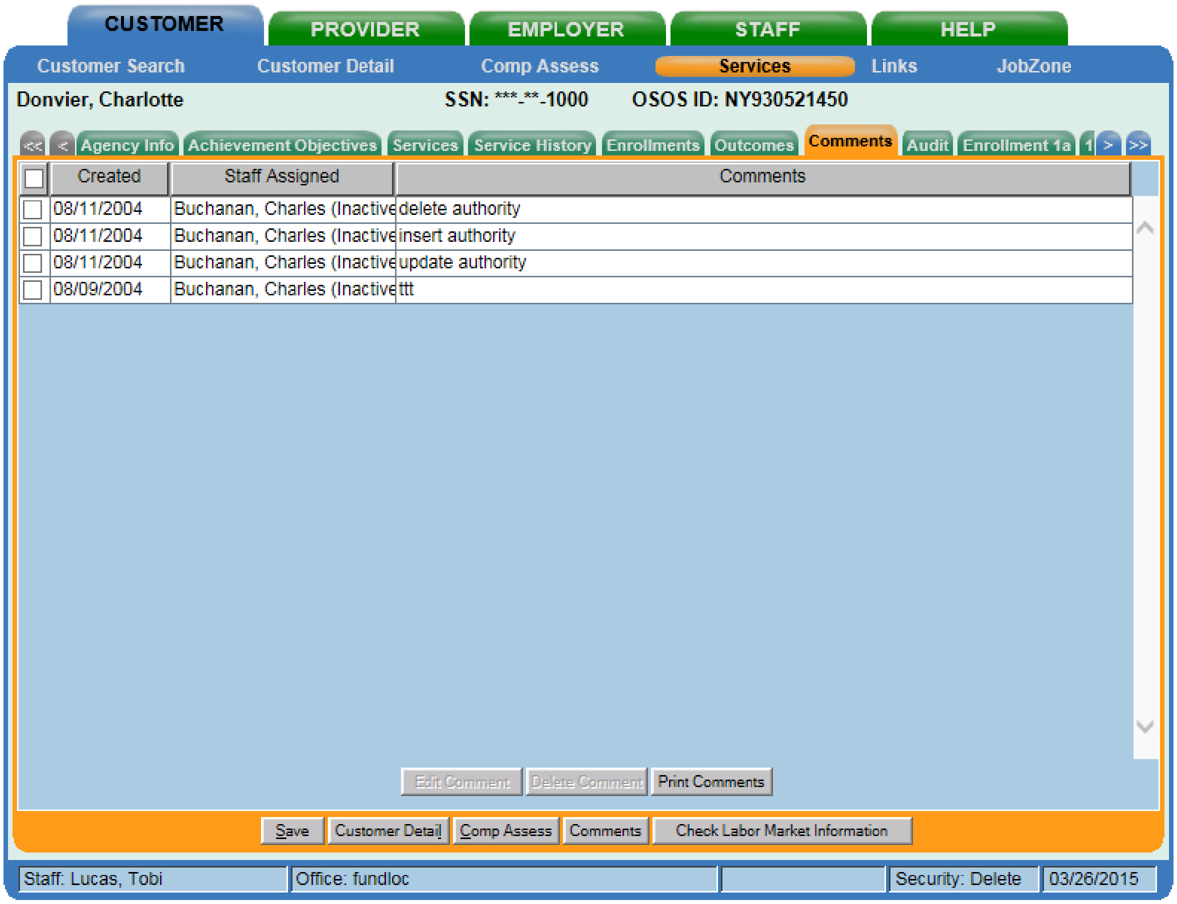
4.10.14.2.16.2.4.3. Button 3 Text: “Export”

4.10.14.2.16.2.4.3.1. Selecting this button will initiate the export of data into a cvs file that can be used in another application such as Microsoft Excel. This is further described in Section 6 of the Common Elements business requirements document.

4.10.14.2.16.2.4.4. The “Print”, “Cancel” and “Export” buttons will not be displayed on the printed copy.

4.10.14.2.16.2.4.5. The printable version will be available to “copy and paste” into a Word document.

4.10.15. Comments Tab

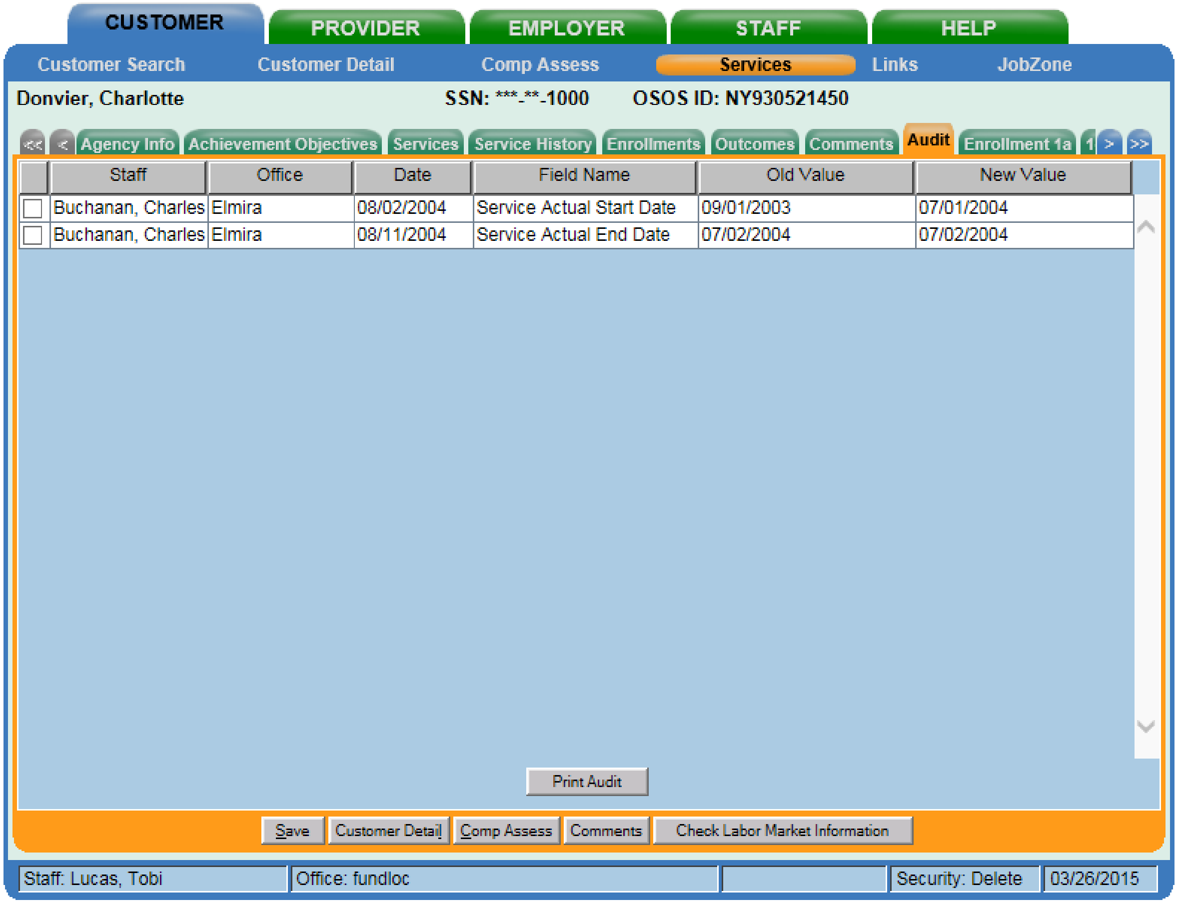


4.10.15.1. The Comments tab provides a place for staff users to store information about the Customer or Service that is not recorded any other place.

4.10.15.2. The Customer Services comments display comments added from Customer Search, Customer Detail and Customer Services.

4.10.15.3. Comments functionality in the Mediated module is fully described in Section 4 of the Common Elements business requirements document.

4.10.16. Audit



4.10.16.1. The general function of the Services Audit Tab is to record updates made to customer Services; the Staff person who made the update; and when the update was made.

4.10.16.2. When specified Achievement Objective or Service fields are updated, AOSOS will generate the Office and Staff person making the change, the date of the change, the change, and the before and after values.

4.10.16.3. The Audit Tab contains the following headings:

4.10.16.3.1. Staff- name of the user who made the change being tracked.

4.10.16.3.2. Office- Office of the user who made the change being tracked.

4.10.16.3.3. Date- date the change was made.

4.10.16.3.4. Field Name- name of the field that was changed.

4.10.16.3.5. Old Value- value before the field was changed.

4.10.16.3.6. New Value- value after the field was changed.

4.10.16.4. The following field names will be tracked:

4.10.16.4.1. Achievement Objective comes from the Achievement Objectives tab.

4.10.16.4.2. Achievement Objective Actual Start Date comes from the Achievement Objectives tab.

4.10.16.4.3. Achievement Objective Actual End Date comes from the Achievement Objectives tab.

4.10.16.4.4. Service Actual Start Date comes from the Services tab.

4.10.16.4.5. Service Actual End Date comes from the Services tab.

4.10.16.4.6. Waiver Reason found in the Services tab.

4.10.16.5. Each of the audit columns can be sorted upon by clicking on the column heading (Staff, Office, Date, Field Name, Old Value, New Value).

4.10.16.6. The sort is then ascending among the contents of the selected column.

4.10.16.7. Only a single sort amongst the columns is permitted.

4.10.16.8. If no column level sorts are conducted, the primary default display for is date order ascending.

4.10.16.9. The Office column displays the office of the staff person who made the change.

4.10.16.10. The Staff column is a concatenation of the staff person’s last name, first name.

4.10.16.11. The Date/Time Column displays the date and time the field value change was committed to the customer’s record.

4.10.16.12. The Field Name column displays the field label name within the AOSOS application from the list of tracked fields.

4.10.16.13. Old Value column displays the value the field was prior to the staff person committing the updated value to the customer’s record through the save button.

4.10.16.13.1. The following shall apply for capturing Waiver Reason values:

4.10.16.13.1.1. When recording a value other than null, the Old Value format shall be: value/Description

4.10.16.13.1.1.1. For example: 1/Recall

4.10.16.13.1.2. When recording a value from null, the Old Value displayed shall be: “null/blank”.

4.10.16.14. New Value column displays the value of the field once the staff person committed the field change to the customer’s record by clicking on the save button.

4.10.16.14.1. The following shall apply for capturing Waiver Reason values:

4.10.16.14.1.1. When recording a value other than null, the New Value format shall be: value/Description (ID=seeker service ID from the seeker service table)

4.10.16.14.1.1.1. For example: 1/Recall (ID=118893912)

4.10.16.14.1.2. When changing a value to null, the New Value displayed shall be: null/blank (ID=seeker service ID from the seeker service table).

4.10.16.14.1.2.1. For example: null/blank (ID=118893812)

4.10.16.15. Information on this tab is read only.

4.10.16.16. Printing Audit information

4.10.16.16.1. The list of audit information can be printed or exported by clicking on the ‘Print Audit’ button.

4.10.16.16.1.1. A scrollable pop-up window displays all the information on the tab.

4.10.16.16.1.2. Three buttons are displayed at the bottom of the screen:

4.10.16.16.1.2.1. Print- sends the list to the user's printer

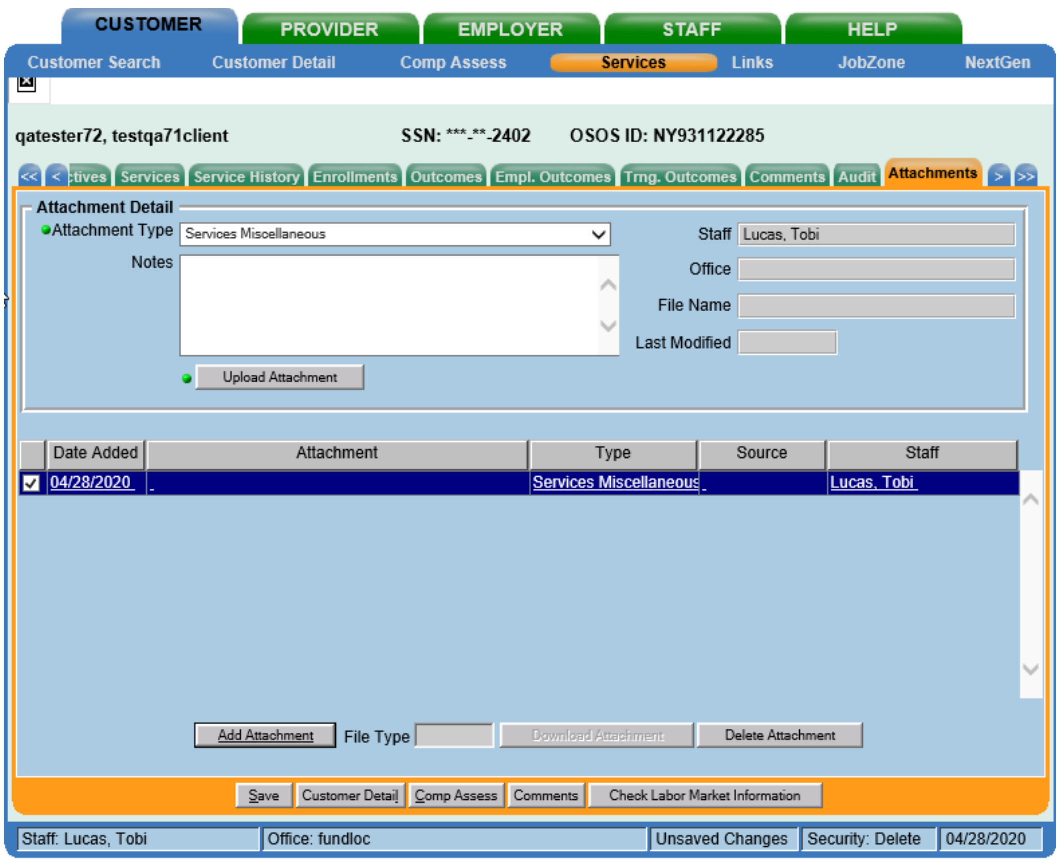
4.10.16.16.1.2.2. Cancel- closes the pop-up window and returns the user to the previous screen.

4.10.16.16.1.2.3. Export - Selecting this button will initiate the export of data into a cvs file that can be used in another application such as Microsoft Excel. This is further described in Section 6 of the Common Elements business requirements document.

4.10.17. Attachments Tab

4.10.17.1. The Attachments tab provides a place for staff users to add, view and manage uploaded attachments files.

4.10.17.2. Attachments Tab functionality in the Mediated module is full described in Section 9 of the Common Elements business requirements document.



4.10.18. Custom Tab

4.10.18.1. Custom Tab functionality in the Mediated module is fully described in Sections 1, 2.1 and 2.3 of the Mediated – Custom Tabs document.

Appendix A

Understanding the Seeker Service Table

This document identifies:

1. Column definitions
2. How the columns impact Services displayed in the database

The seeker Service type table contains the following columns:

1. The first column, seeker_Service_type_cd, is the code for the Service type. These codes are unique to each Service type.
2. The second column is the seeker_Service_cat_cd. These are the codes for the Service categories. Multiple Service types can have the same category code. For example, the Service category “Training” could include many Service types: “Literacy Training”, “Academic Training”, “On the Job Training”, etc.
3. The third column is seeker_Service_type_desc. This is the name of the Service type.
4. The active_flag should be “1” if the Service type is available and displayed in AOSOS.
5. If manual_entry_flag is “1”, the Services associated with that type are available from the *Activity* button on the Customer Core module.
6. The system_restriction field must be “M”.
7. If the group_Service_flag is set to “1”, then the Services of that type can be scheduled for multiple customers at the same time from Customer Search.
8. If the WIOA_flag is set to “1”, then the Services of that type will be available from the Services tab when the staff schedules a Service for a customer. These Services can be funded using the funding sources in Services and they can be included in WIOA reporting.
9. If the report_9002_flag is set to “1”, then the Services of that type will be included in the 9002 reports.
10. The code_9002 is the report code used in 9002 reporting.
11. The wib_flag is set to “1” if the Service type is one of the new Service types that the wib has added to the preexisting list of Service types. The Services associated with these Service types will NOT be reported on and the flags described above are not available for modification.
12. The wib_nbr is the ETA-assigned WIB statewide code.