

# **Ohio's Workforce System**

## **Instructional Documentation**

**Subject: Special Grants**

**Date: July 21, 2011**

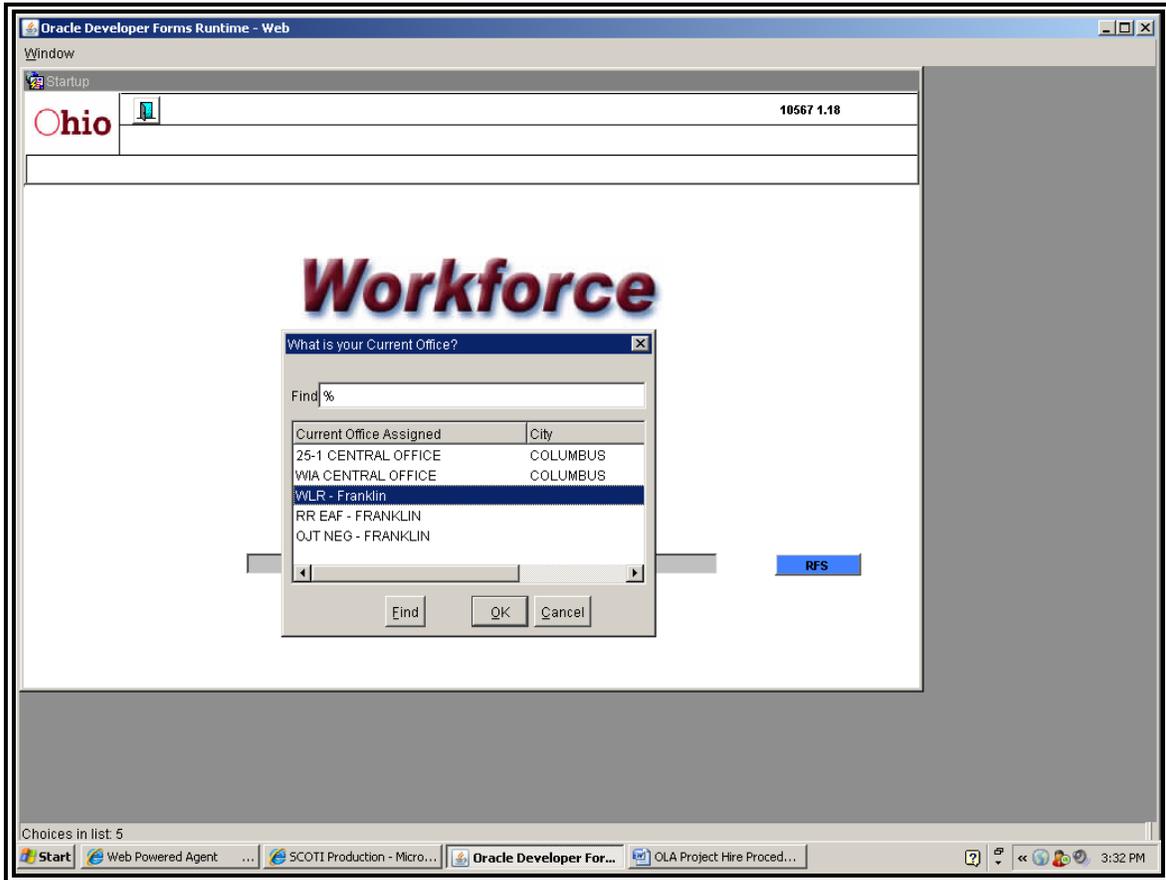
### **Procedure: Adding a customer to a Special Grant**

**When to Use this procedure:** When a customer is eligible to receive services from a Special Grant.

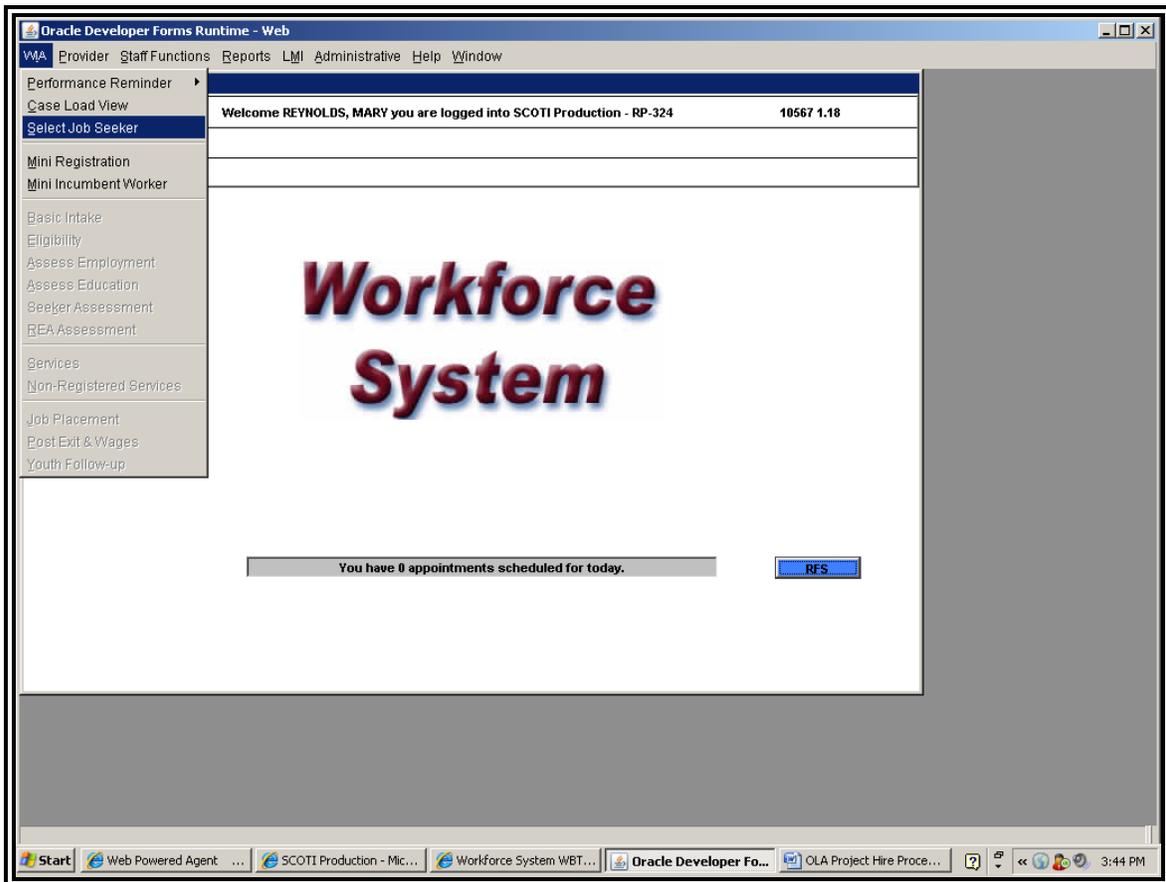
#### **Before You Begin Procedure #1**

Before you perform this procedure, you must: have a SCOTI username and password and be signed into the SCOTI system. You must also be assigned to a special grant office. Special grant offices are assigned by OWD.

Once you have signed in, SCOTI will give you a “pop up” display showing all offices that are assigned to you. Pick the special grant office that you need to enter clients into. In this example, the SCOTI user is assigned to various offices and WLR – Franklin is selected.

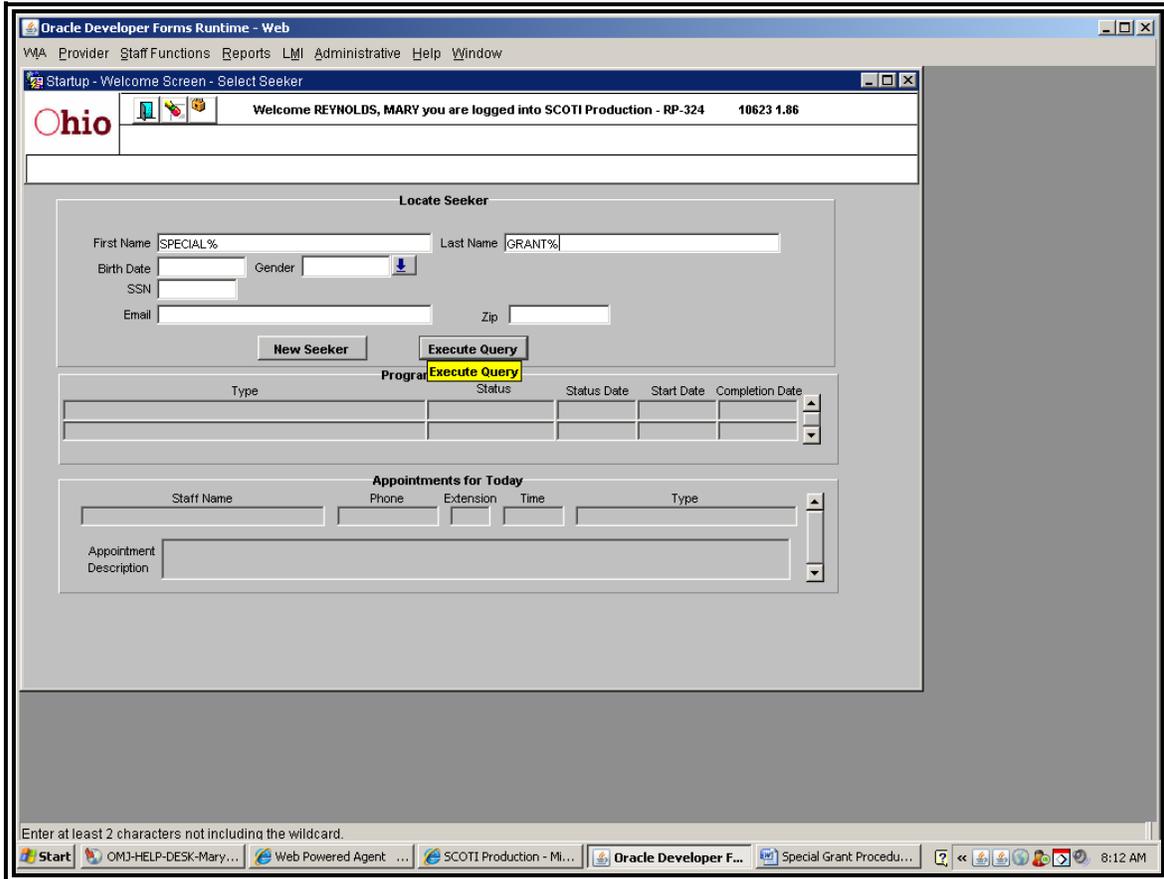


Go to the WIA menu and choose "Select Job Seeker"



First, Execute a Query to see if the client is already in SCOTI. If the seeker is not in SCOTI, create a new seeker. In the example below, the seeker was not found in SCOTI and a new seeker record will be created.

Pushing the “New Seeker” button will start the process of adding this person to SCOTI by adding information to the basic intake screens.



The General Information screen displays. The user should complete the required fields and push the “Continue” button.

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web". The address bar displays "Startup - Welcome Screen - New Seeker - General Information". The page header includes the "Ohio" logo and a welcome message: "Welcome REYNOLDS, MARY you are logged into SCOTI Production - RP-324 10623 1.86".

The main content area features a "General Information" form with the following fields:

- SSN:
- First Name: SPECIAL
- Last Name: GRANT
- Email Address:
- Street Zip Code: 43219
- Phone Number:
- Alternate Message Phone:
- FAX:

A "Continue" button is located at the bottom of the form.

The Windows taskbar at the bottom shows the Start button and several open applications: "OMJ-HELP-DESK-Mary...", "Web Powered Agent ...", "SCOTI Production - Mi...", "Oracle Developer F...", and "Special Grant Procedu...". The system clock indicates the time is 8:18 AM.

The first tab of “Basic Intake” displays, which is the “General” tab where the user can then start entering required information. Once this tab is filled in, the user can go to the next tab by clicking on the “Additional” tab.

Notice that the “Special Grant Staff Office” and “Special Grant Staff” are filled in – this appears as a result of choosing that office after signing into SCOTI.

The screenshot displays the Oracle Developer Forms Runtime - Web interface for the "Basic Intake - General" tab. The form is titled "Ohio" and includes a "Name:" field. The "Seeker Data" section contains various input fields for personal and contact information. The "Special Grant Office" is set to "WLR - Franklin" and the "Special Grant Staff" is "REYNOLDS, MARY". The "WIA Office" and "Trade Office" fields are also present. The "Program Involvement" section includes a table with columns for Program Type, Status, Status Date, Start Date, and Close Date. The bottom of the window shows the taskbar with the Start button and several open applications, including "SCOTI Production - M..." and "Oracle Developer F...". The system clock indicates 8:42 AM.

Program Type	Status	Status Date	Start Date	Close Date

This is the second tab (“Additional”) of Basic Intake. Continue to fill in the required fields. When finished, the user can go to the third tab of “Basic Intake” by pushing the “Program Data” tab.

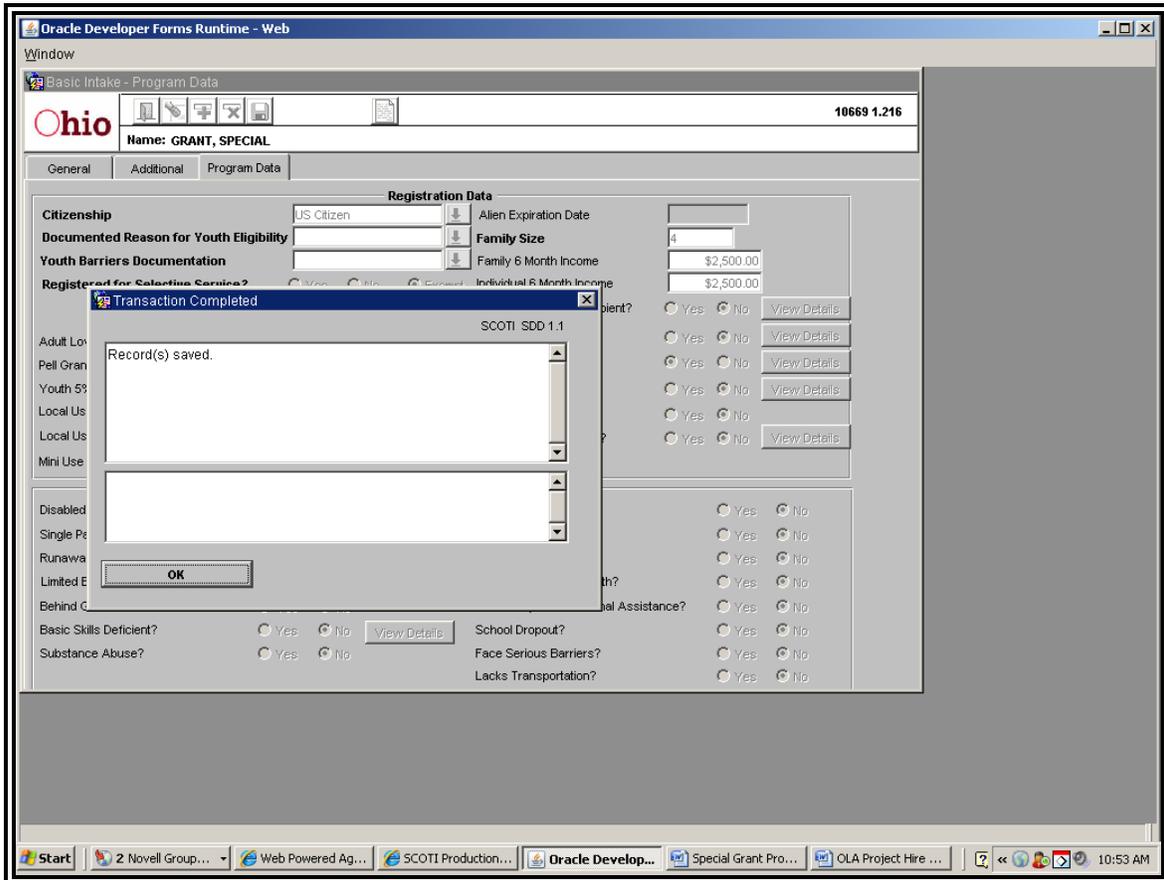
The screenshot shows the Oracle Developer Forms Runtime - Web interface for the "Basic Intake - Additional" tab. The form is titled "Ohio" and includes a "Name:" field. The "Additional" tab is selected, and the "Program Data" tab is also visible. The form contains several sections:

- Current Claimant Status:** A dropdown menu with the selected value "NOT CURRENT CLAIMANT AND NOT AN EXHAUSTEE".
- UI Status at Intake:** A dropdown menu with the selected value "NOT CURRENT CLAIMANT AND NOT AN EXHAUSTEE".
- Education Level:** A dropdown menu with the selected value "2 YRS COLLEGE".
- Migrant Seasonal/Farmworker?:** Radio buttons for "Yes" and "No", with "No" selected. A "MSFW Details" button is next to it.
- Education Status:** A dropdown menu with the selected value "NOT ATTENDING SCHOOL; H.S. GRADUATE".
- Have you served in US Military?:** Radio buttons for "Yes" and "No", with "No" selected. A "Vet Details" button is next to it.
- Are you a Spouse of a Veteran?:** Radio buttons for "Yes" and "No", with "No" selected. A "Vet Spouse Details" button is next to it.
- Are you Homeless?:** Radio buttons for "Yes" and "No", with "No" selected. A "Homeless Details" button is next to it.
- Military Service:** A section with a "Veteran Status" dropdown set to "NON-VETERAN". Below it are several options with "Yes" and "No" radio buttons:
  - Special Disabled Veteran
  - Campaign Veteran
  - Disabled Veteran
  - Other Veteran
  - Eligible Person
  - Non-Veteran
  - Chapter 31 Veteran
  - Transitional Service Member
  - Recently Separated VeteranThere is also an "Active Duty Dates" section with "Start Date" and "End Date" fields.
- Valid Driver's License:** A section with a "State" dropdown and a "Class" dropdown. Below these are several rows for "Endorsement Code" with dropdown menus and a "Remove" button at the bottom.

The bottom of the window shows a taskbar with several open applications, including "OMJ-HELP-DESK-Mary...", "Web Powered Agent...", "SCOTI Production - Mic...", "Oracle Developer Fo...", and "Special Grant Procedur...". The system clock shows "9:01 AM".

This is the third tab (“Program Data”) of Basic Intake. Continue to fill in the required fields. Once this tab is completed, the user can SAVE the record by pushing the save icon.

SCOTI displays a pop-up message that the record has been saved. The user pushes the OK button. The three screens of “Basic Intake” are saved. This adds a client to the database.



This is the first tab of “Basic Intake”. Note at the bottom of the screen there is no information under “Program Involvement”. This client is just an applicant at this point – neither eligible nor ineligible.

**Oracle Developer Forms Runtime - Web**  
 WIA Provider Staff Functions Reports LMI Administrative Help Window

**Basic Intake - Program Data - General** 10669 1.216

**Ohio**

Name: \_\_\_\_\_

General Additional Program Data

**Seeker Data**

Seeker Status: OPEN Seeker Status Date: \_\_\_\_\_ Delete Case

Intake Date: 01/22/2011 Street Address: 4020 E 5th Ave Mailing Address: 4020 E 5th Ave

SSN: 999664444 City: COLUMBUS City: COLUMBUS Invalid

First Name: SPECIAL Middle Initial: \_\_\_\_\_ County: FRANKLIN State: OH Zip: 43219 State: OH Zip: 43219 Invalid

Last Name: GRANT Date of Birth: 09/25/1954 Age Today: 56 Email Address: \_\_\_\_\_ Invalid

Gender: FEMALE Ethnicity: NOT HISPANIC OR LATINO Phone: (614) 466-7142 Ext: \_\_\_\_\_

Native or Primary Language: ENGLISH Alternative/Message Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Race: BLACK/AFRICAN AMERICAN Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

WIA Office: \_\_\_\_\_ Special Grant Office: WLR - Franklin Trade Office: \_\_\_\_\_

WIA Staff: \_\_\_\_\_ Special Grant Staff: REYNOLDS, MARY Trade Staff: \_\_\_\_\_

Created By: \_\_\_\_\_

Program Type	Program Involvement	Status	Status Date	Start Date	Close Date

Start | OMJ-HELP-DESK-Mary ... | Web Powered Agent ... | SCOTI Production - Mic... | Oracle Developer Fo... | Special Grant Procedur... | 9:04 AM

To begin to add Special Grant Eligibility to a seeker, from the WIA menu, the user must select “Eligibility”.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The WIA menu is open, and the 'Eligibility' option is selected. The main form displays the following data:

Case ID: 10669 1.216  
Program Data: SPECIAL

**Seeker Data**

Seeker Status Date: 07/21/2011 [Delete Case]

Street Address: 4020 E 5th Ave | Mailing Address: 4020 E 5th Ave

City: COLUMBUS | City: COLUMBUS

County: FRANKLIN

State: OH | Zip: 43219 | State: OH | Zip: 43219

Age Today: 56 | Email Address: [ ] | Invalid

Phone: (614) 466-7142 | Ext: [ ] | Invalid

Alternative Message Phone: [ ] | Ext: [ ]

Fax: [ ]

Emergency Contact: [ ] | Phone: [ ]

WIA Office: [ ] | Special Grant Office: WLR - Franklin | Trade Office: [ ]

WIA Staff: [ ] | Special Grant Staff: REYNOLDS, MARY | Trade Staff: [ ]

Created By: SCOTI

Program Type	Program Involvement	Status	Status Date	Start Date	Close Date

Once "Eligibility" is selected, the eligibility screen is displayed. The user will select "Add Special Grant".

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the 'Eligibility - Eligibility Calculation' form. The window title is 'Eligibility - Eligibility Calculation' and the name is 'GRANT, SPECIAL'. The interface includes a table for 'YMA and Special Grant Programs', a 'Staff assigned to program' section, and a 'Special Grant Details' section with buttons for 'Calculate Eligibility', 'Add Special Grant', and 'Print a completed copy'.

**Eligibility and Status**

YMA and Special Grant Programs

Program Name	Eligibility Date	Age at Eligibility	Program Status	Activities Earliest Start Date	Close Date	Eligibility History Data

Seeker Exit Date:

Youth:  In School  Out Of School CAA Declined Reason:

**Staff assigned to program**

Staff Name:

Staff Office:

Comments:

**Special Grant Details**

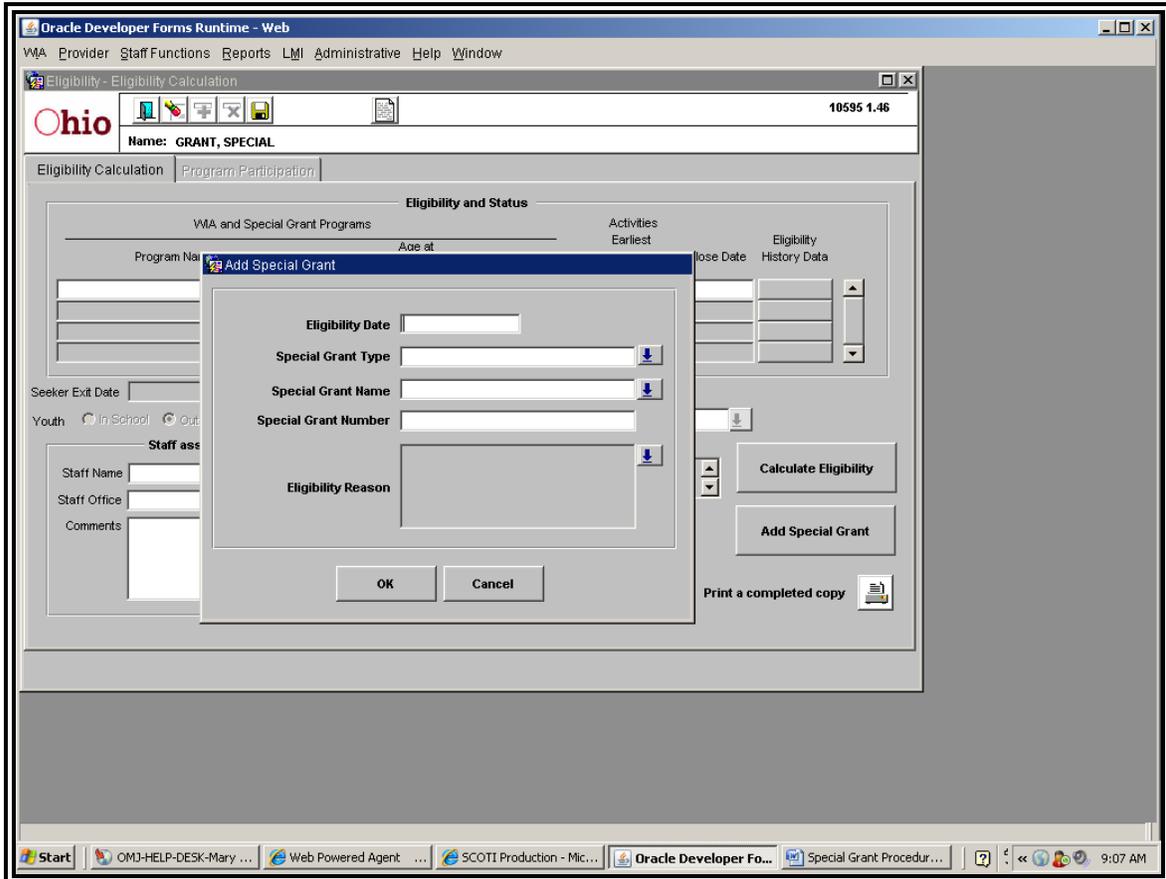
Grant Number:

Start Date:

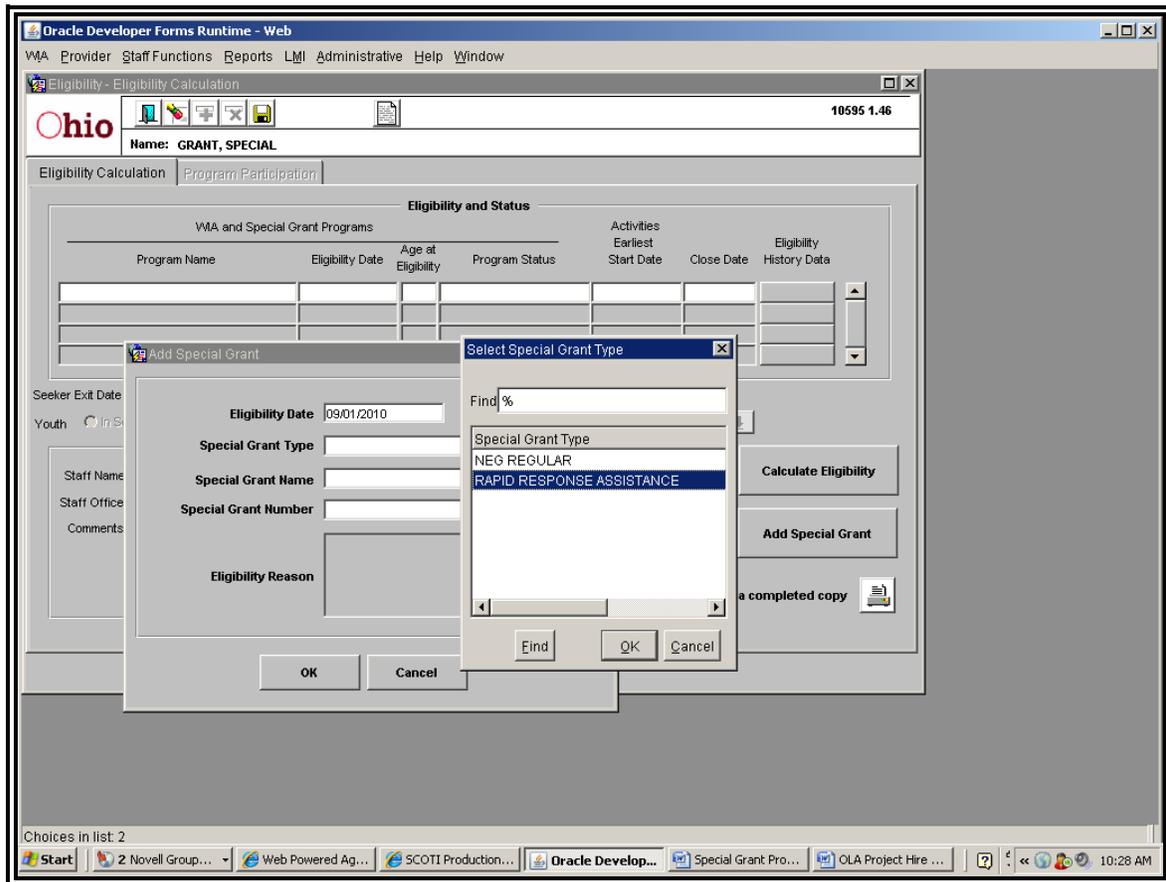
End Date:

Buttons: Calculate Eligibility, Add Special Grant, Print a completed copy

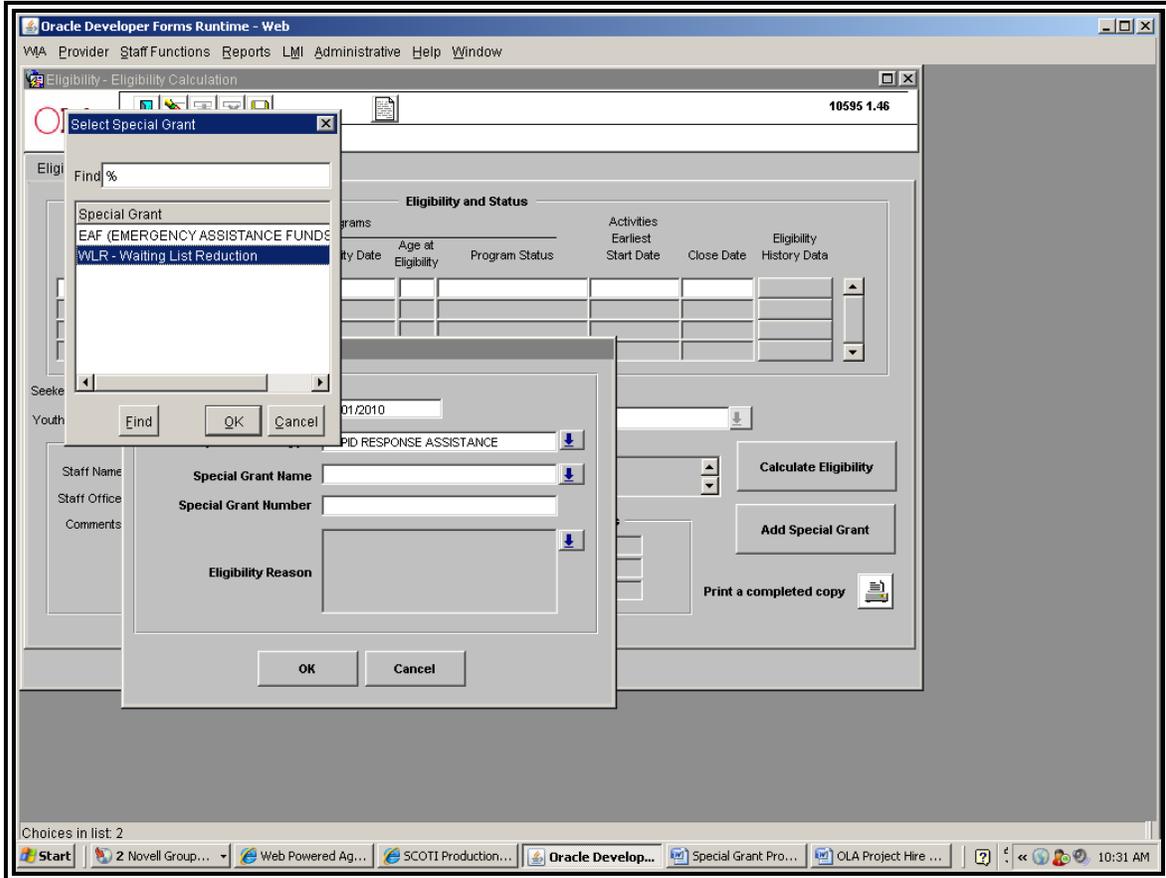
Once the “Add Special Grant” button has been pushed, the “Add Special Grant” pop-up box is displayed.



The first item that is entered is the eligibility date for this individual. Once that is entered, the user should select the arrow to get the list of values for the “Special Grant Type”. Depending on how many special grants are assigned to this user determines how many selections are available. In this example, the user has been assigned to two different special grant types. It is important to pick the correct value. In this case the user has picked the value “Rapid Response Assistance” and click “OK”.

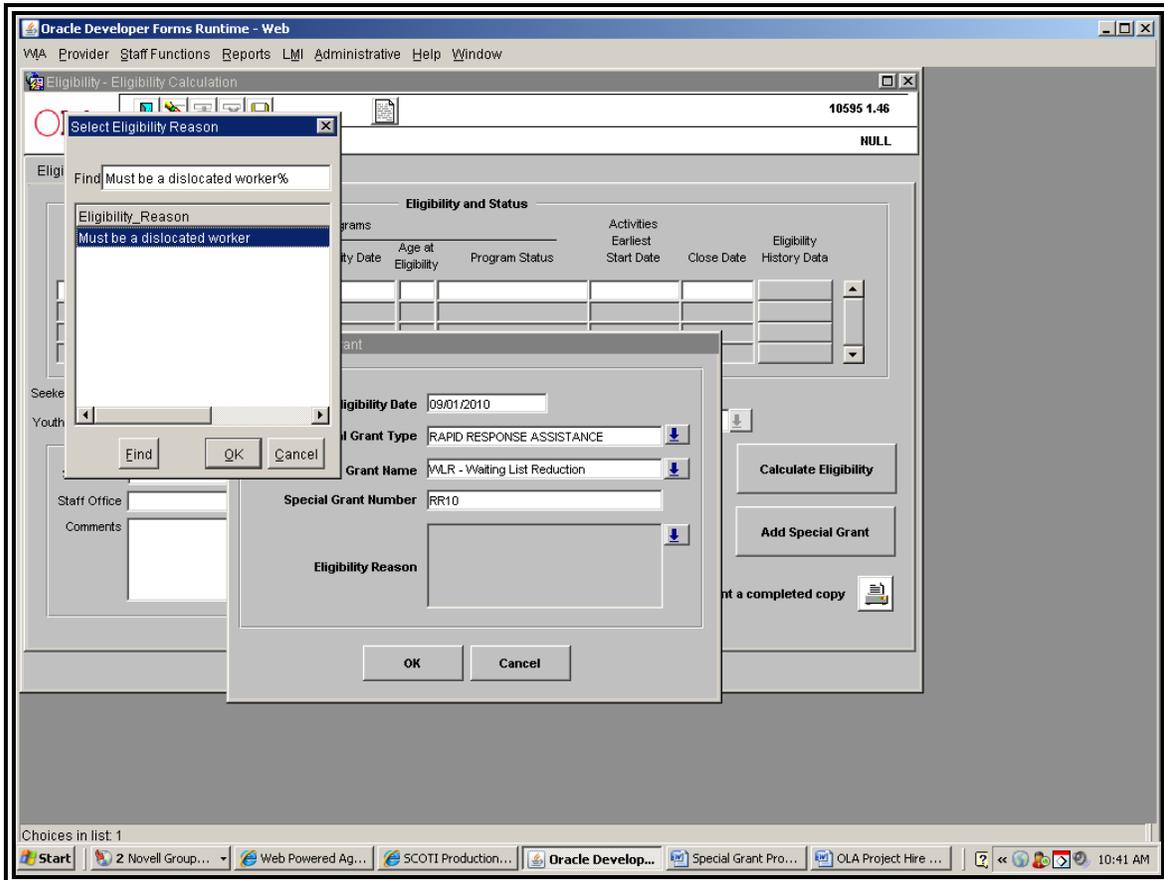


The user then selects the next list of values, which is the “Special Grant Name”. There can be more than one value in this list so the user must carefully select the appropriate special grant for this client. In this example, the user will pick “WLR – Waiting List Reduction” and click OK.

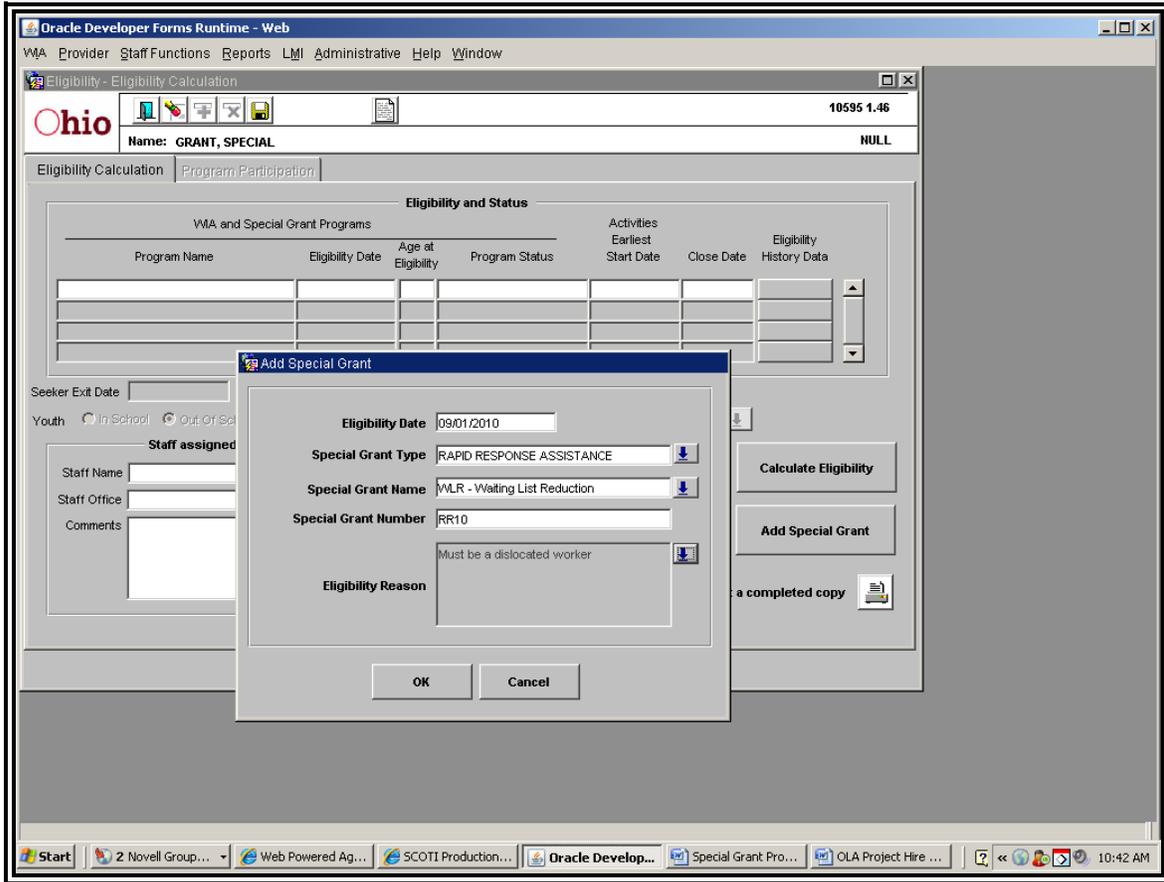


Once the “Special Grant Name” is selected, the next field “Special Grant Number” is already filled in based on information that was entered by OWD when the grant was created in SCOTI. The user will then go to the next field, and select the arrow to get the list of values.

Most special grants will only have one reason for eligibility specific to the grant. Choose the reason for eligibility and push the “OK” button.



SCOTI will put the eligibility reason in the appropriate box. The user then clicks “OK”.



SCOTI returns to the Eligibility screen and displays information about this special grant eligibility. This person is now eligible for this special grant and services can be added.

However, if the user is also assigned to a WIA office, WIA eligibility could be calculated as well (the “Calculate WIA Eligibility” button is active), and, if eligible, this client could possibly be co-enrolled. If the user is ONLY assigned to a special grant office, the “Calculate WIA Eligibility” button will not be active.

Oracle Developer Forms Runtime - Web

WIA Provider Staff Functions Reports LMI Administrative Help Window

Eligibility - Eligibility Calculation

10595 1.46

Name: GRANT, SPECIAL NULL

Eligibility Calculation Program Participation

Eligibility and Status

Program Name	Eligibility Date	Age at Eligibility	Program Status	Activities Earliest Start Date	Close Date	Eligibility History Data
WLR - Waiting List Reduction	09/01/2010	55	ELIGIBLE CLIENT			

Seeker Exit Date

Youth  In School  Out of School CAA Declined Reason

Staff assigned to program

Staff Name: REYNOLDS, MARY

Staff Office: WLR - Franklin

Comments

Must be a dislocated worker

Calculate Eligibility

Special Grant Details

Grant Number: RR10

Start Date: 10/01/2009

End Date: 06/30/2011

Add Special Grant

Print a completed copy

Start 2 Novell Group... Web Powered Ag... SCOTI Production... Oracle Develop... Special Grant Pro... OLA Project Hire ... 10:42 AM

This is a view of the General tab of Basic Intake after Eligibility has been calculated. Under the “Program Involvement” section, notice that the Program Type of “WLR – Waiting List Reduction” now has a status of “Eligible” and a status date.

The screenshot displays the 'Basic Intake - General' form for 'GRANT, SPECIAL'. The 'Program Involvement' section is highlighted, showing the following data:

Program Type	Status	Status Date	Start Date	Close Date
WLR - Waiting List Reduction	ELIGIBLE	07/21/2011		

Other visible fields include: Seeker Status: OPEN; Intake Date: 09/01/2009; Street Address: 4020 E 5th Ave; City: COLUMBUS; State: OH; Zip: 43219; Date of Birth: 09/25/1954; Gender: FEMALE; Ethnicity: NOT HISPANIC OR LATINO; Race: BLACK/AFRICAN AMERICAN; Special Grant Office: WLR - Franklin; Special Grant Staff: REYNOLDS, MARY; Trade Office: [blank]; Trade Staff: [blank]; Created By: SCOTI.

To ADD and SAVE services, go to the WIA menu and select “Services”.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The main window title is "Oracle Developer Forms Runtime - Web". The menu bar includes "WIA", "Provider", "Staff Functions", "Reports", "LMI", "Administrative", "Help", and "Window". A left-hand menu is open, showing options like "Performance Reminder", "Case Load View", "Select Job Seeker", "Mini Registration", "Mini Incumbent Worker", "Basic Intake", "Eligibility", "Assess Employment", "Assess Education", "Seeker Assessment", "REA Assessment", "Services", "Non-Registered Services", "Job Placement", "Post Exit & Wages", and "Youth Follow-up". The "Services" option is highlighted.

The main form area is titled "Seeker Data" and contains the following fields and controls:

- Case ID: 10669 1.216
- Program Data: SPECIAL
- Seeker Status Date: 07/21/2011 (with a "Delete Case" button)
- Street Address: 4020 E 5th Ave
- Mailing Address: 4020 E 5th Ave
- City: COLUMBUS
- County: FRANKLIN
- State: OH Zip: 43219
- Age Today: 56
- Email Address: (empty)
- Phone: (614) 466-7142
- Alternative/Message Phone: (empty)
- Fax: (empty)
- Emergency Contact: (empty)
- Phone: (empty)

Below the main form, there are dropdown menus for:

- WIA Office
- WIA Staff
- Special Grant Office: WLR - Franklin
- Special Grant Staff: REYNOLDS, MARY
- Trade Office
- Trade Staff

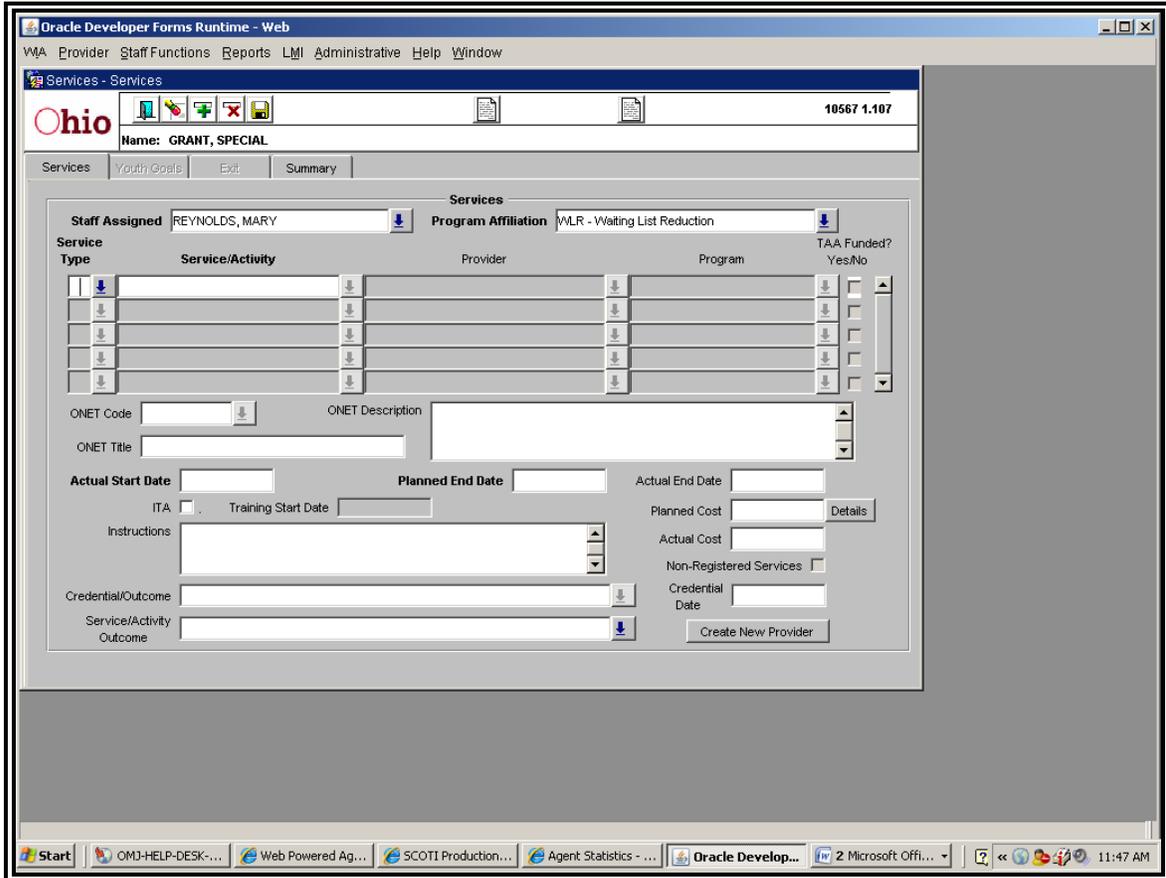
Created By: SCOTI

At the bottom, there is a table for "Program Involvement":

Program Type	Status	Status Date	Start Date	Close Date
WLR - Waiting List Reduction	ELIGIBLE	07/21/2011		

The Windows taskbar at the bottom shows the Start button and several open applications: OMJ-HELP-DESK..., Web Powered Ag..., SCOTI Production..., Agent Statistics - ..., Oracle Develop..., and 2 Microsoft Offi... The system clock shows 11:43 AM.

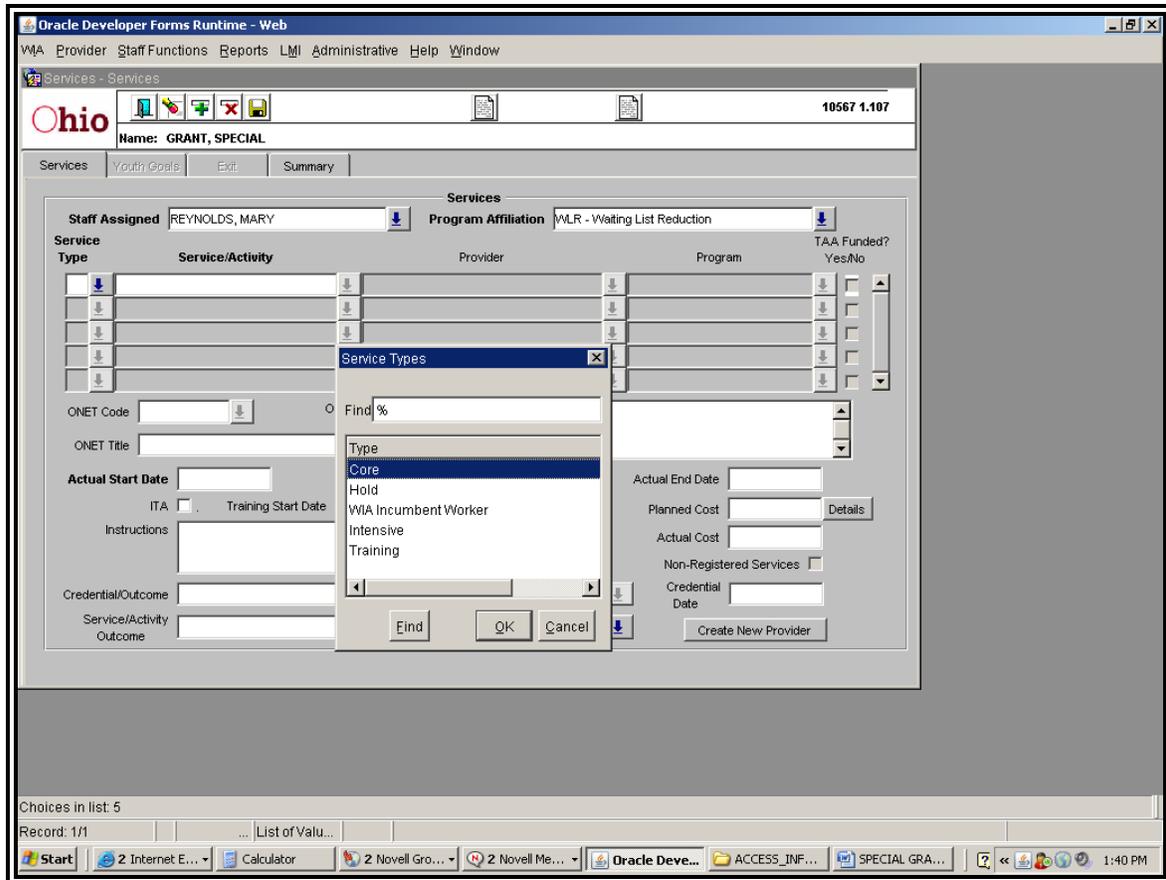
The “Services” screen will appear. Notice in the field titled “Program Affiliation” that “WLR – Waiting List Reduction” is automatically listed. This is because this client is eligible ONLY for one program so SCOTI defaults to that program. If this person were eligible for more than one program, the Program Affiliation field would be blank and the user could push the down arrow button to get the list of eligible programs for this client.



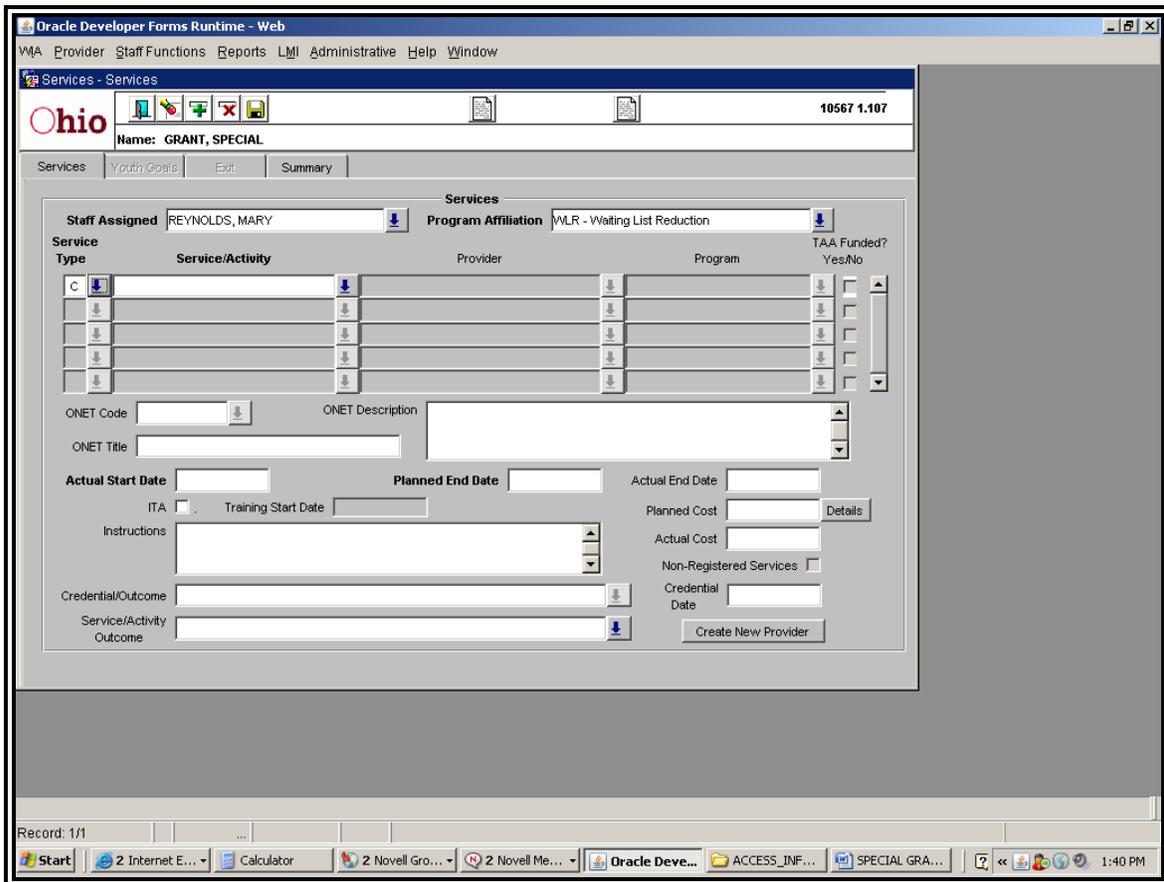
The user can then proceed in filling out this form. The next field to complete is the “Service Type”. The type of program determines the selection of this value from the drop down menu. **Service Types** can be assigned as follows:

Adults and Dislocated Workers assign services in this order:  
Core, Intensive, and Training.

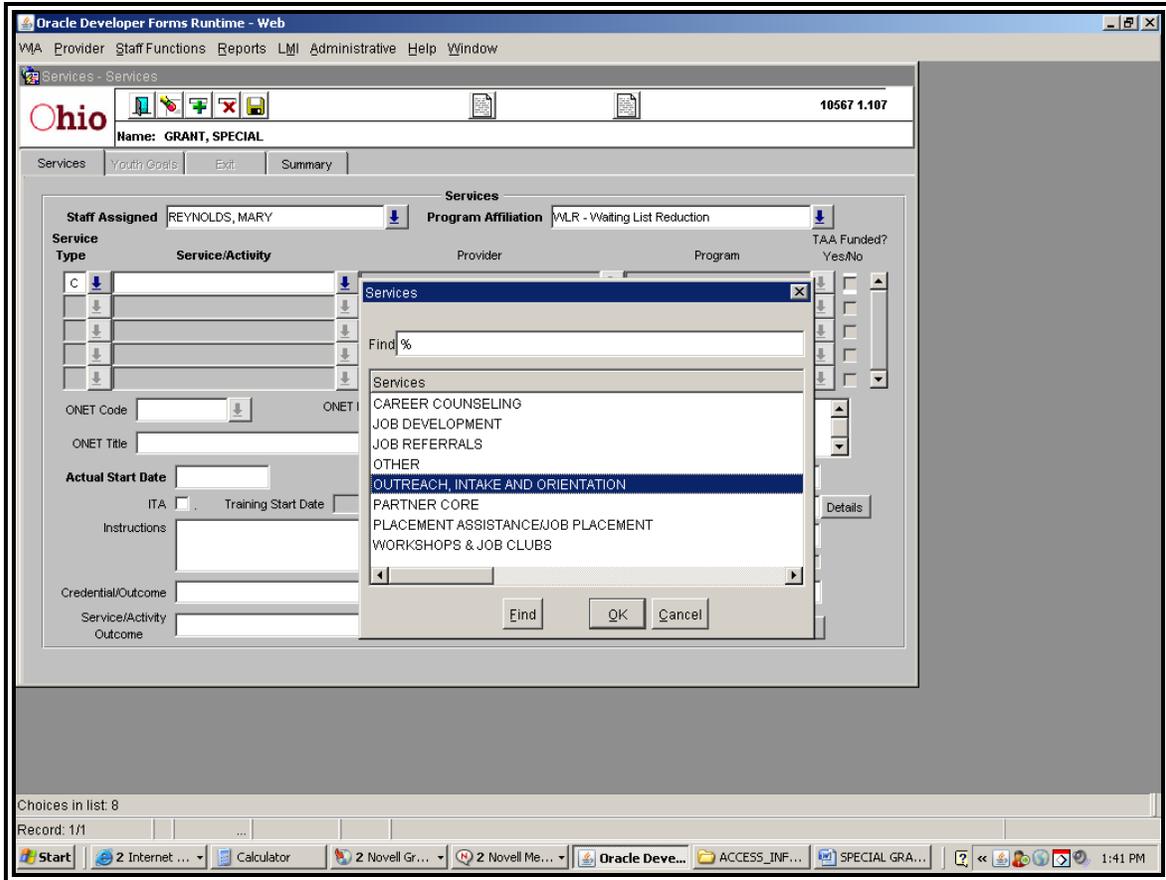
(Exception: Training is the only option available if you select WIA Career Advancement Account as the program affiliation.)



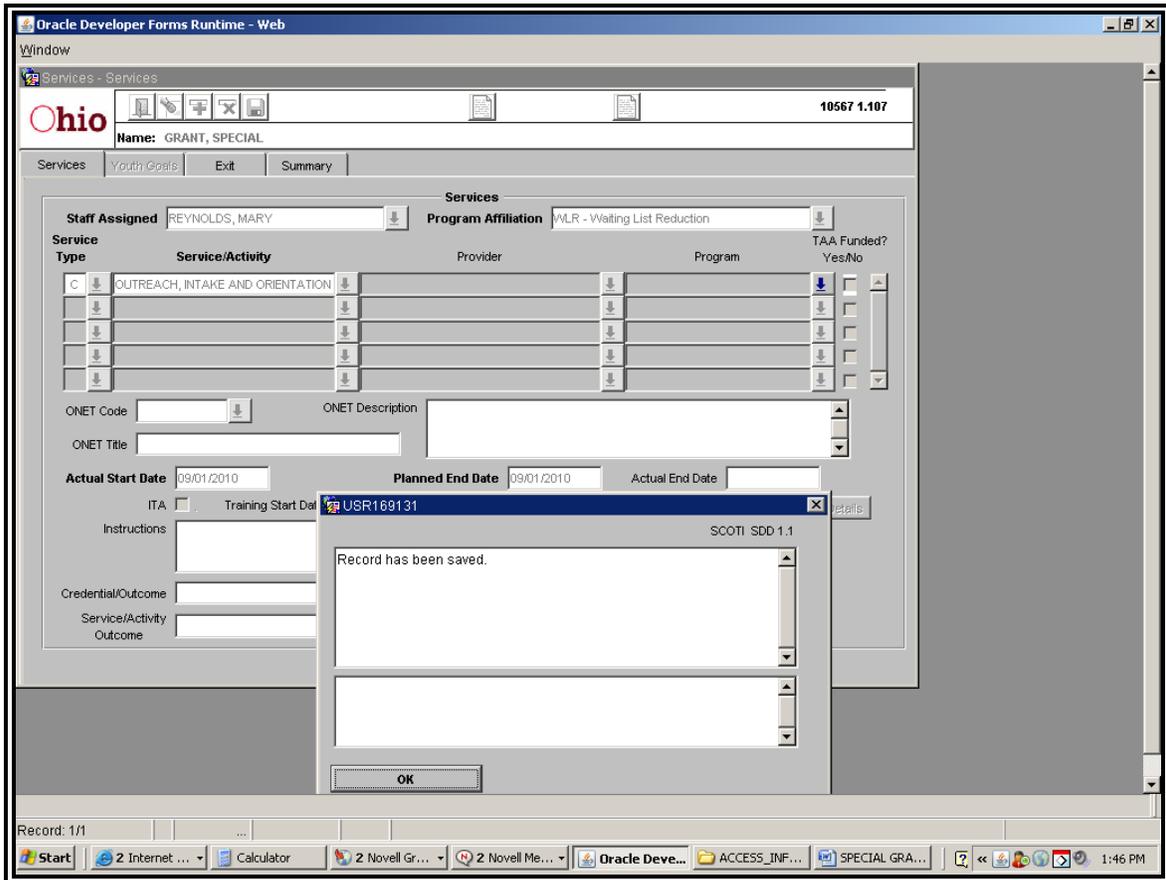
After “Core” has been selected, SCOTI will put “C” in the “Service Type” field as shown below.



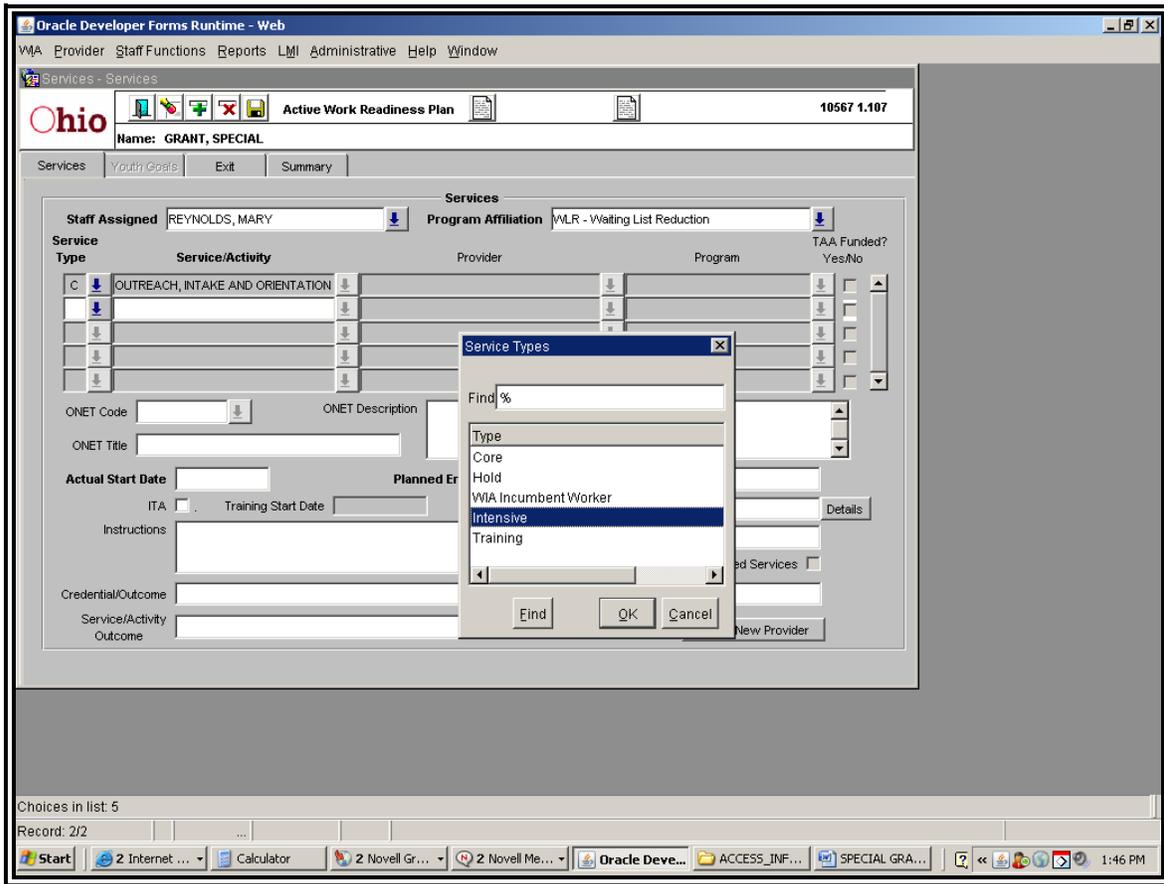
The user then needs to select from a wide variety of services from the drop down menu for “Service/Activity”.



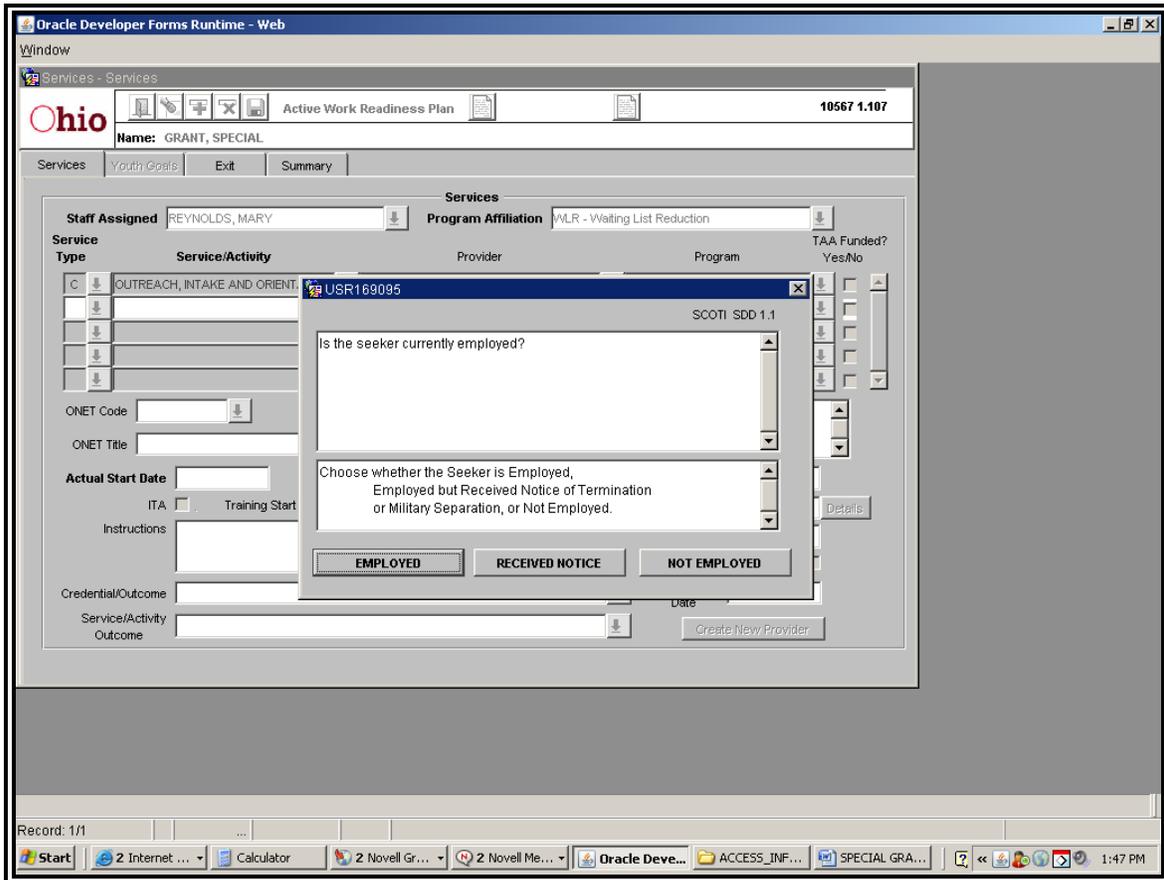
The user selects the service from the drop down menu and pushes “OK”. SCOTI will display the service on the “Service/Activity” field. In this example, the service of “Outreach, Intake and Orientation” has been selected. Enter in Actual Start Date and Planned End Date and Save the record.



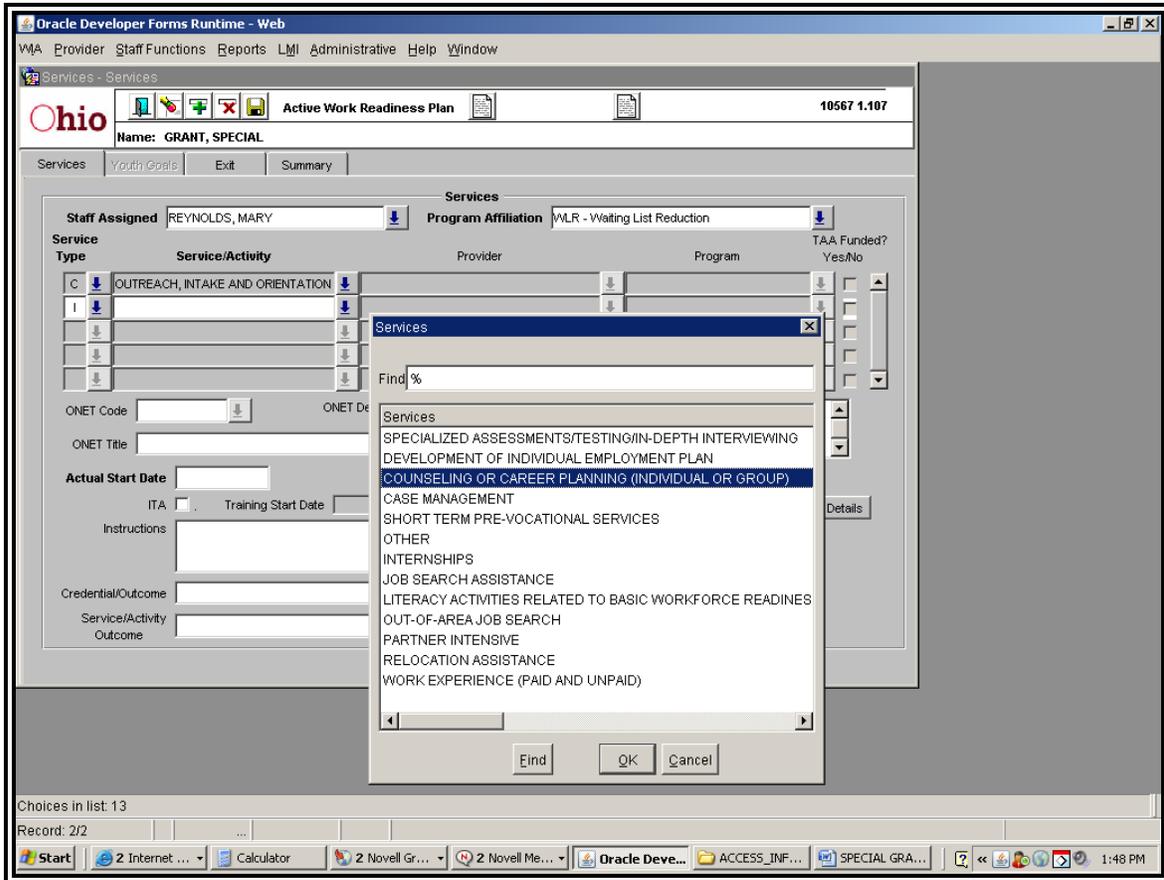
Proceed in filling out this form. The next "Service Type" is Intensive.



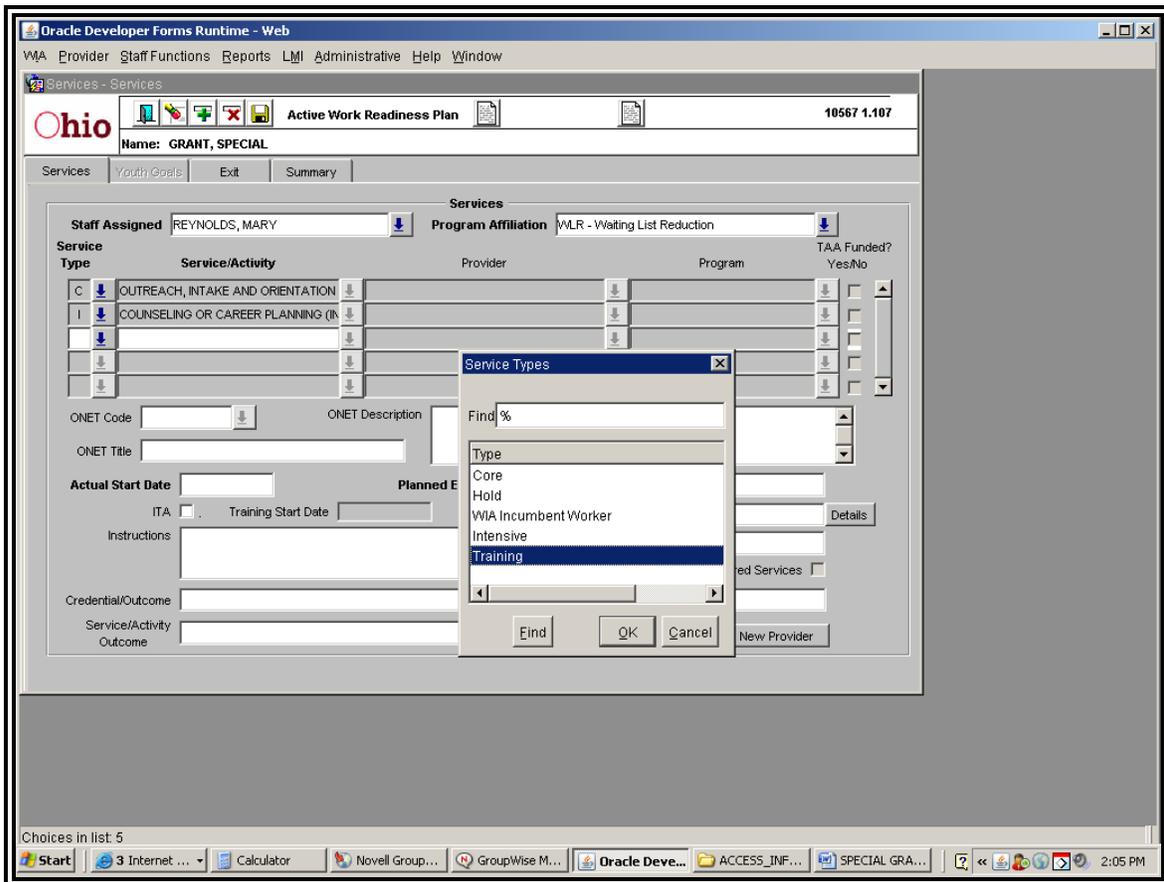
This prompts a pop-up message asking if the seeker is currently Employed, Employed but Received Notice of Termination or Military Separation, or Not Employed. Select the appropriate button to answer this question. In this example, the seeker is Not Employed.



Next, select a service from the list to populate the Service/Activity field and push “OK”. Enter Actual Start Date and Planned End Date and save the record to save your Intensive Service.

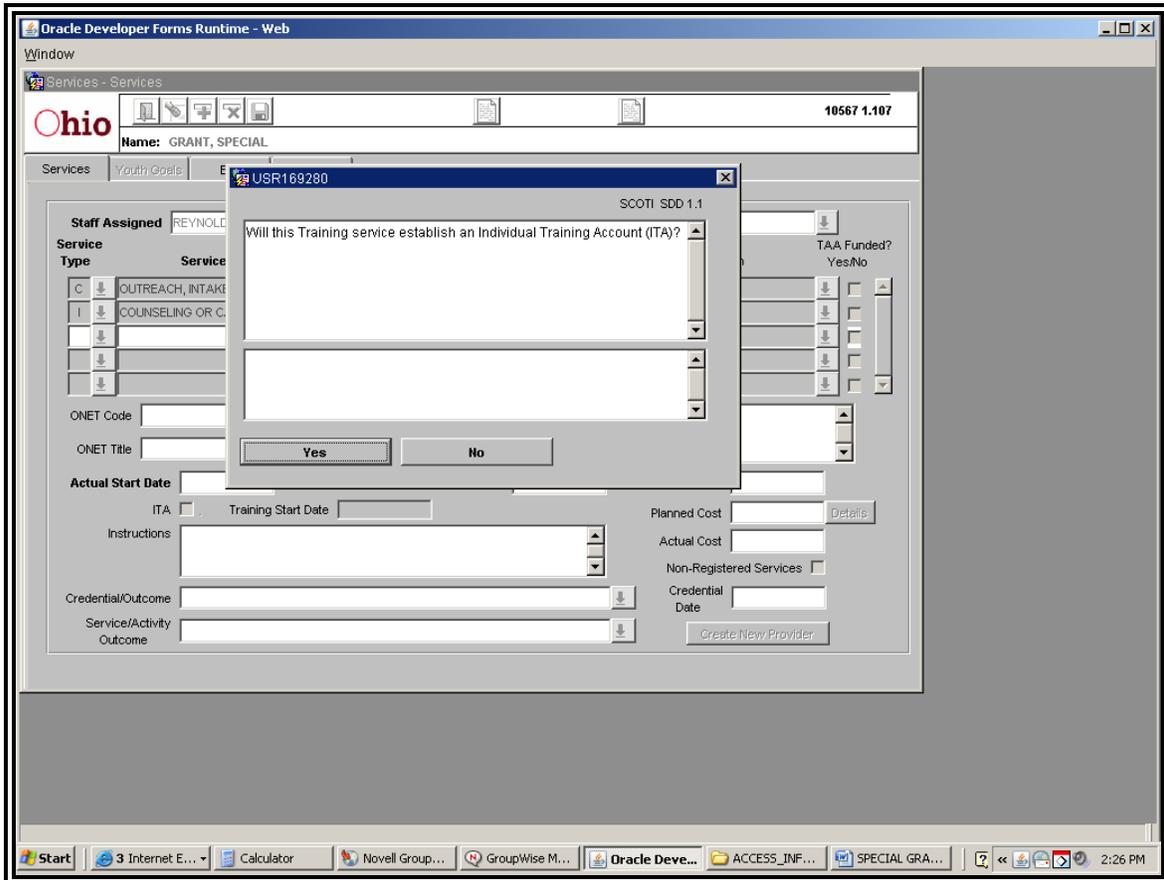


For the Service Type of training, select Training

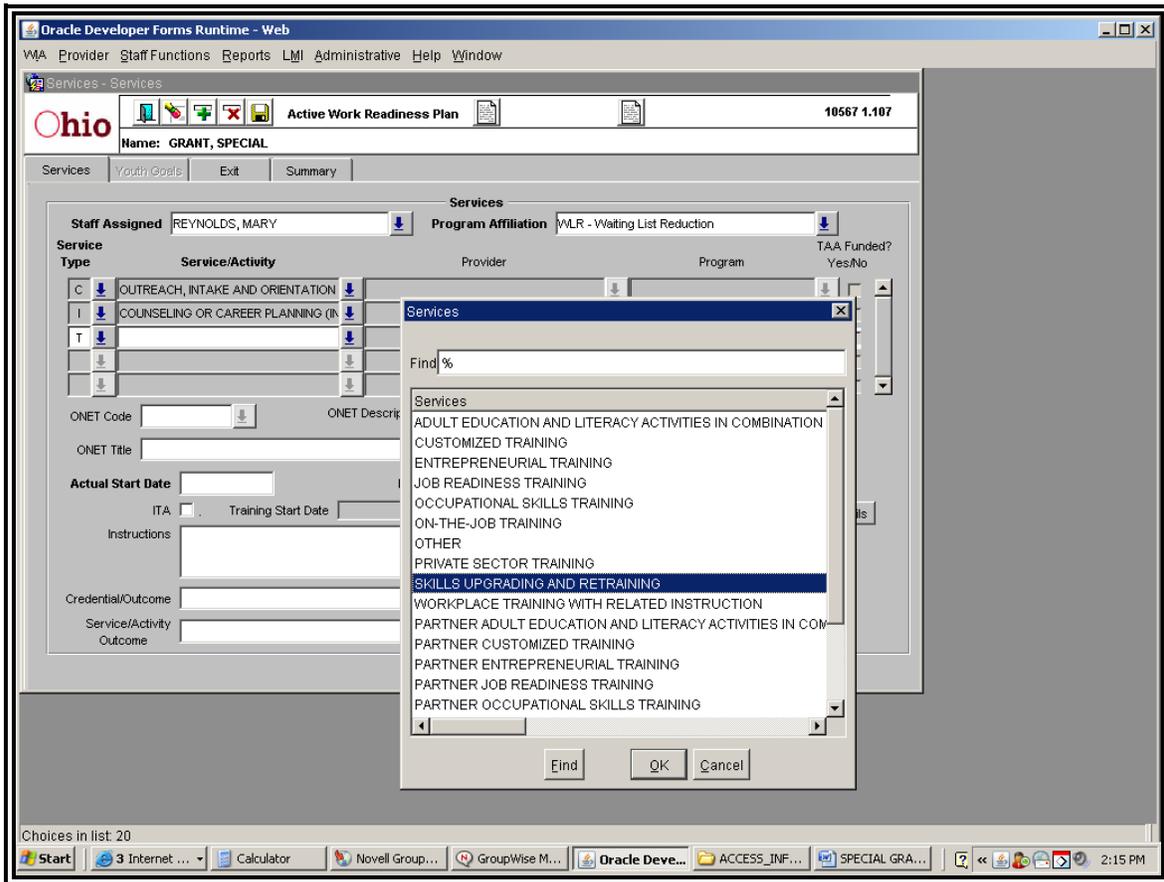


After selecting Training as a Service Type, a popup message will need to be answered if the Training service will establish an Individual Training Account (ITA). For this example, we will select NO.

There are different lists brought back according to whether an ITA is established or not. For this example, we will select NO.

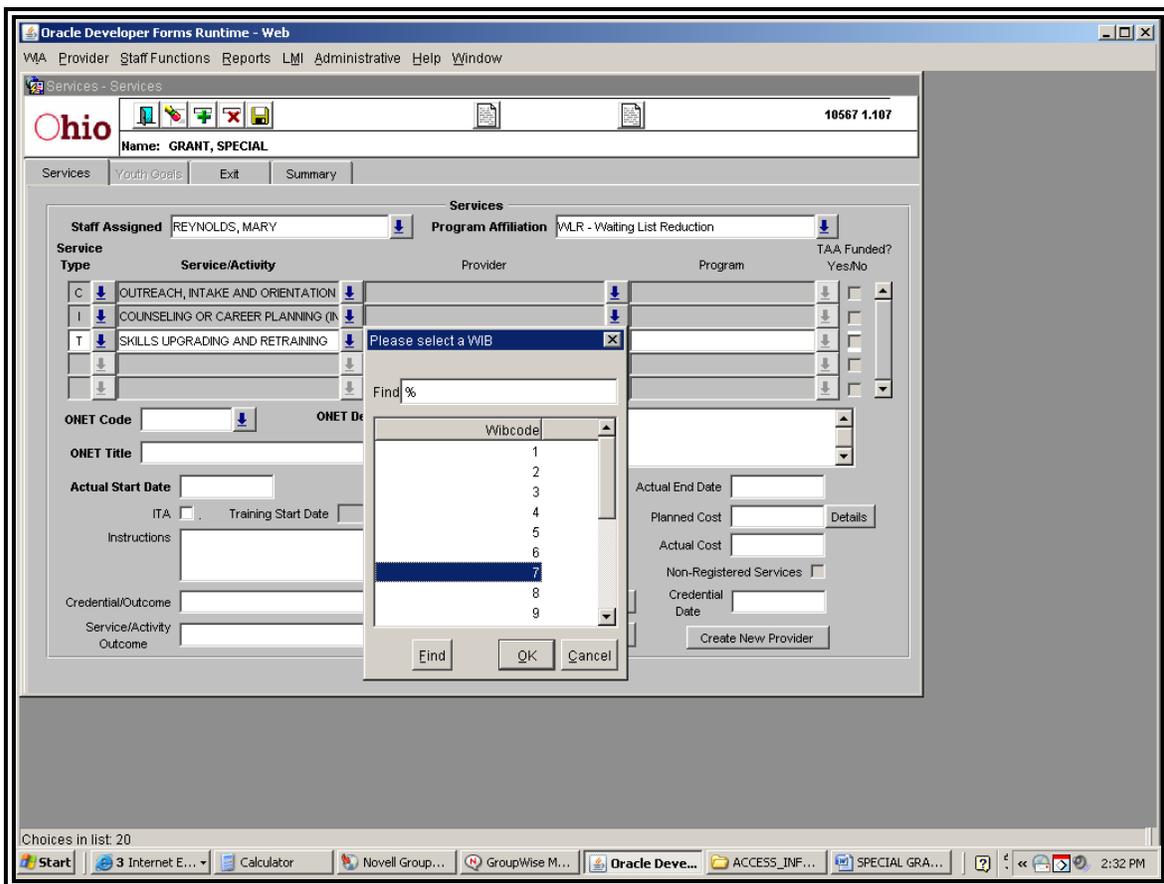


Click the drop down arrow under Service/Activity to select a Training Service from the list and push “OK”.

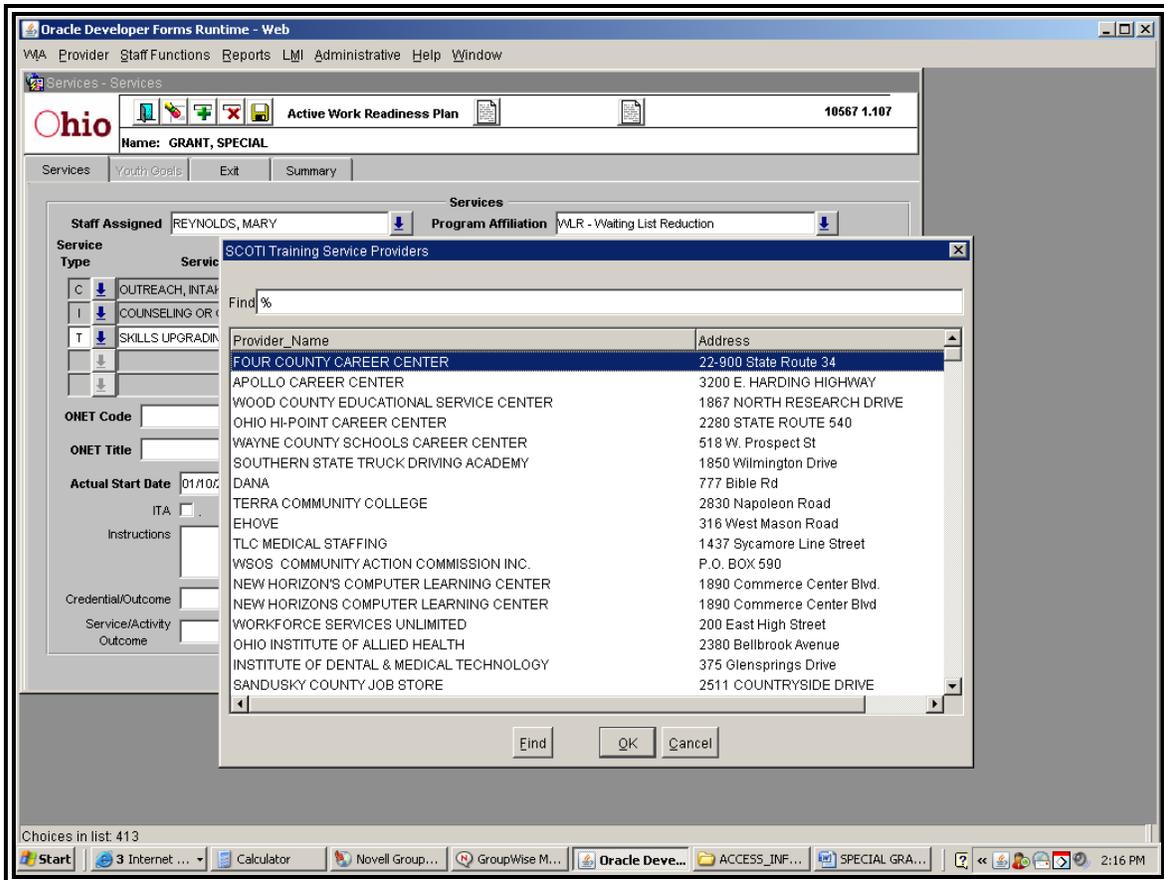


Click the drop down list for Provider.

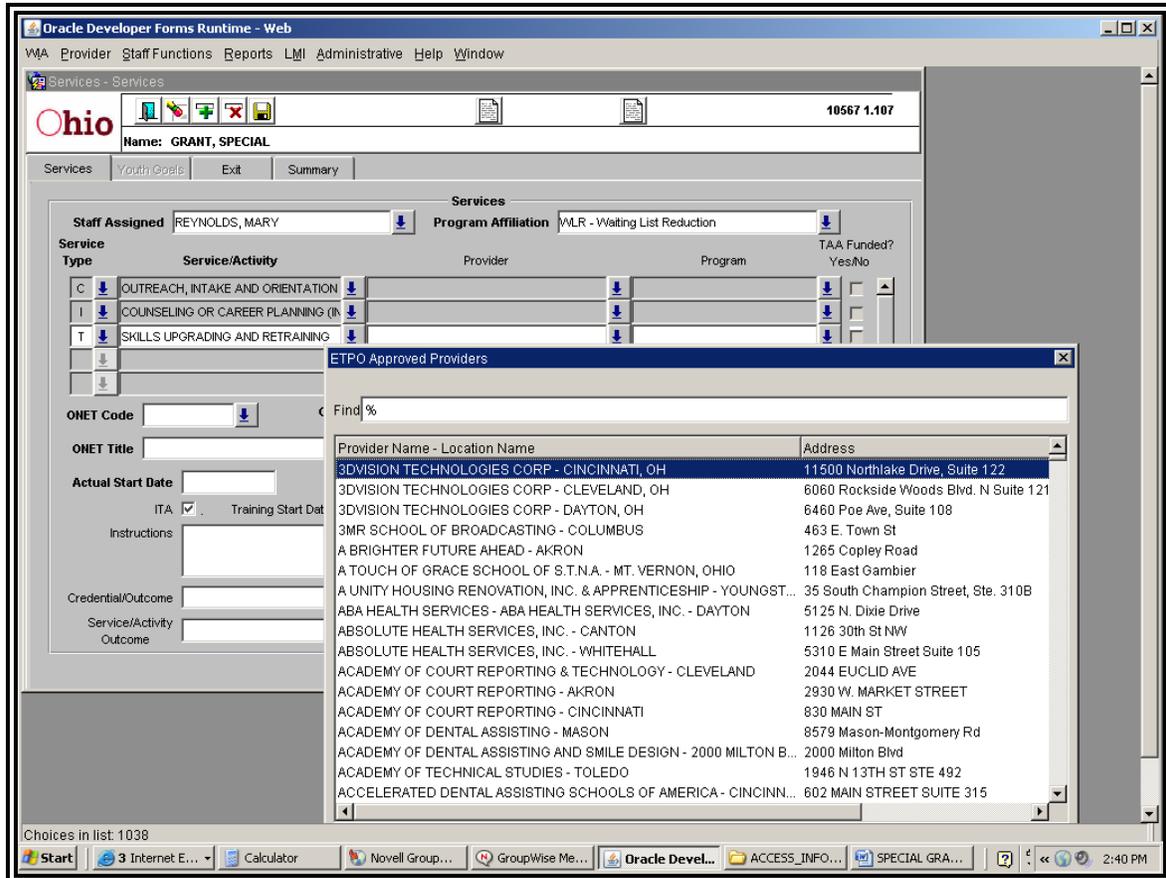
If NOT establishing an ITA, the next message will ask you to select a WIB.



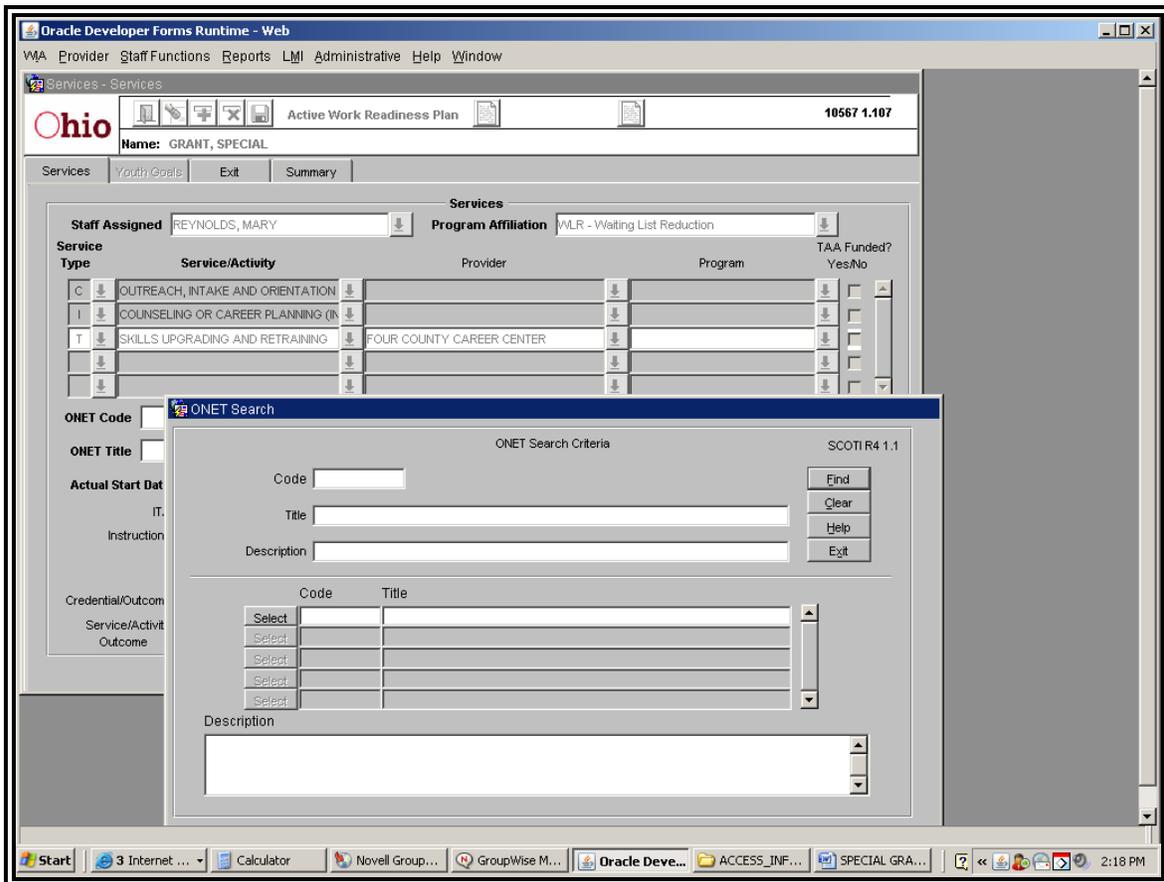
Under this particular WIB, and having answered “NO” to the question “Will this Training service establish an Individual Training Account (ITA)?” The user will select a provider from the WIB list titled “SCOTI Training Service Providers”.



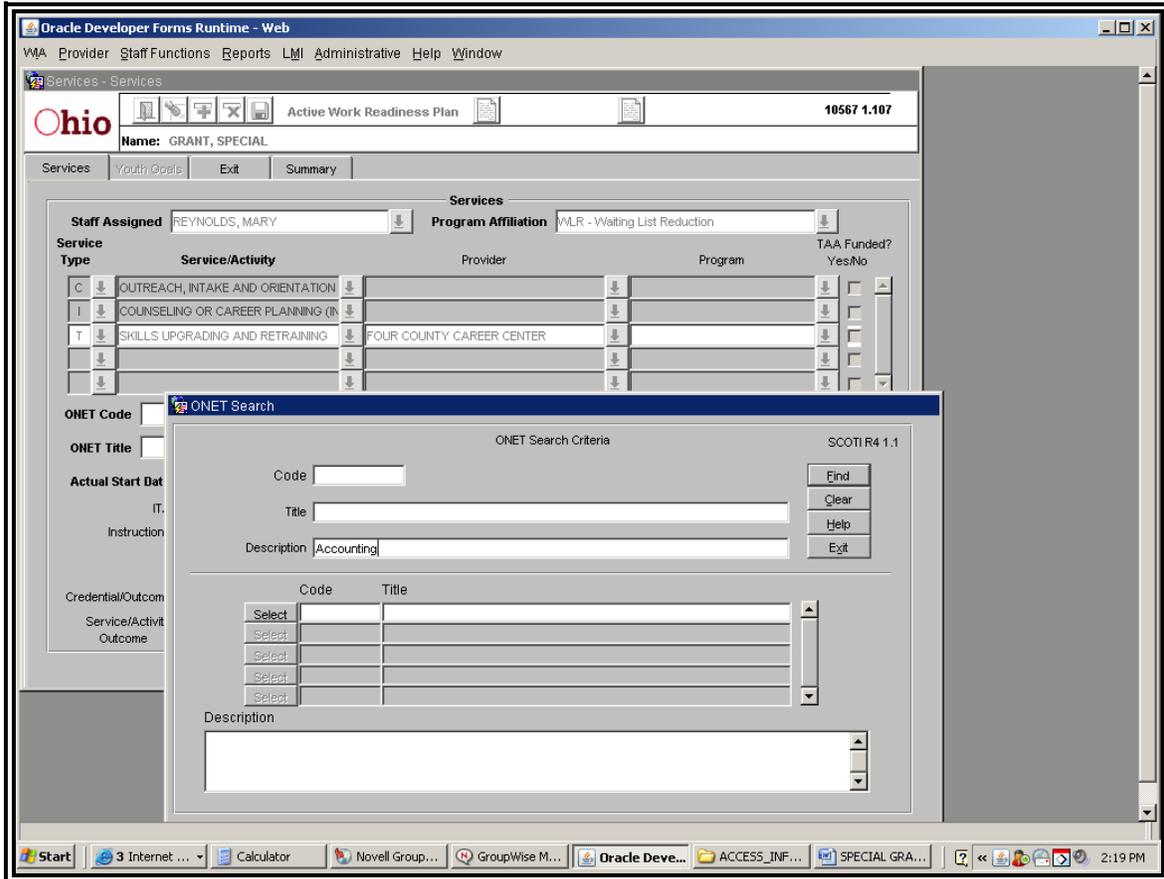
If the user had answered “YES” to the question “Will this Training service establish an Individual Training Account (ITA)?” A different list titled “ETPO Approved Providers” appears from which the user will select a provider.



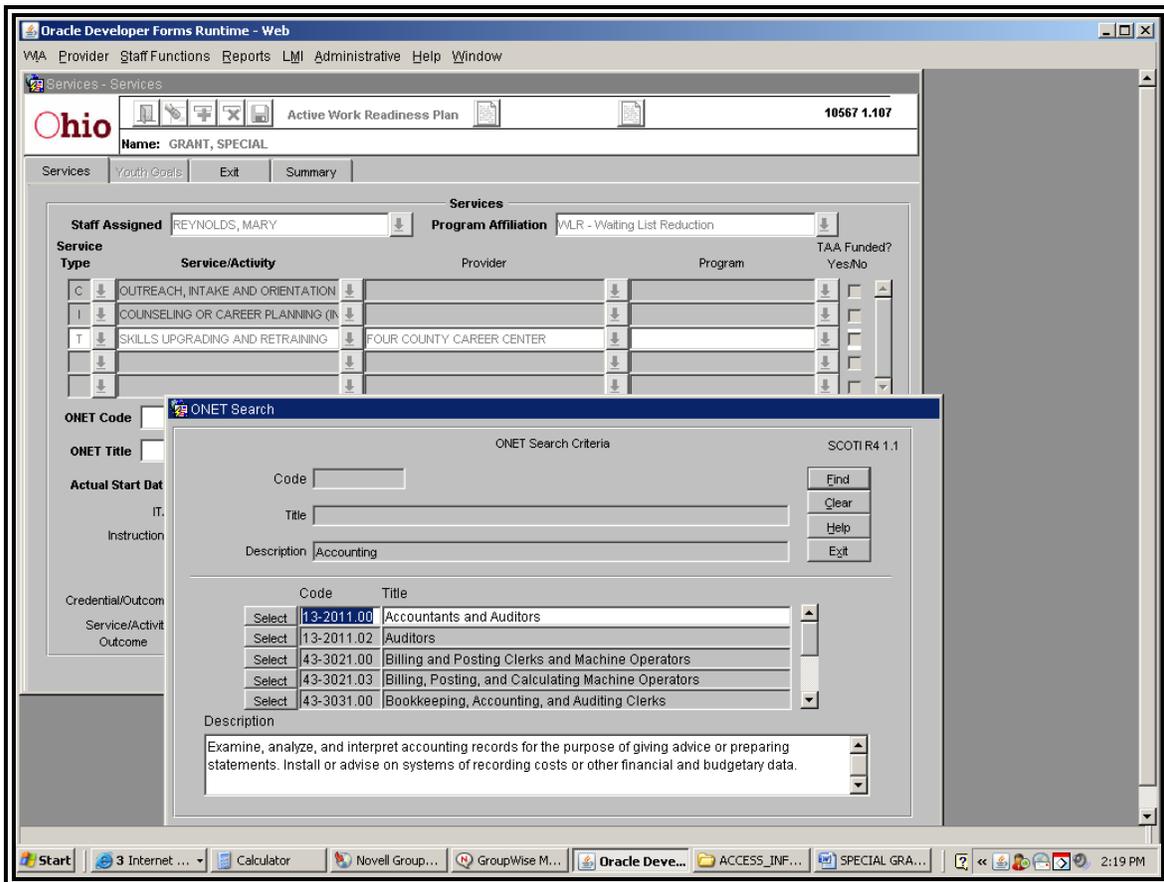
Because this is a training type of service, SCOTI wants to know the ONET code of the service and pops up this screen.



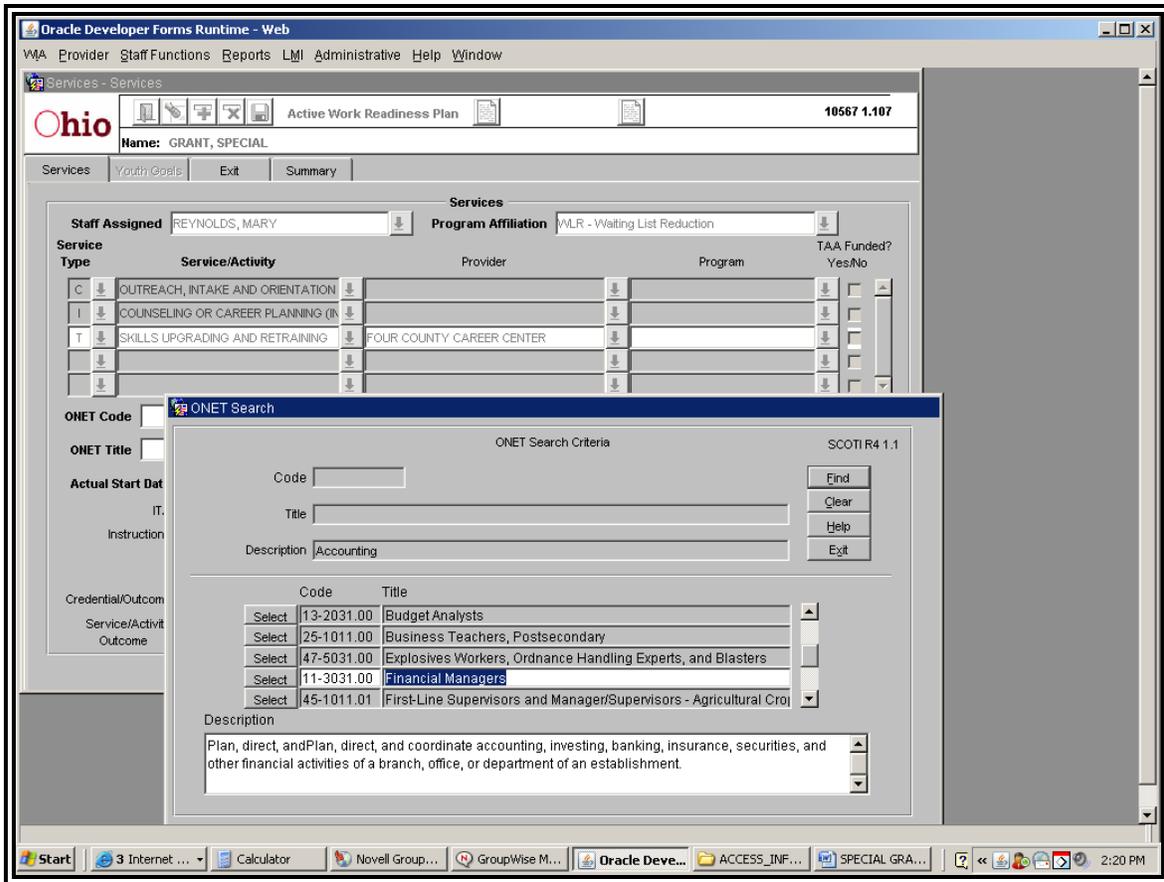
There are several ways to find the ONET code. You could enter the number (if it was known), the ONET title or a description. The description field is the easiest, and you can use generic terms to get possible results. In this example, “accounting” was typed in the “Description” field.



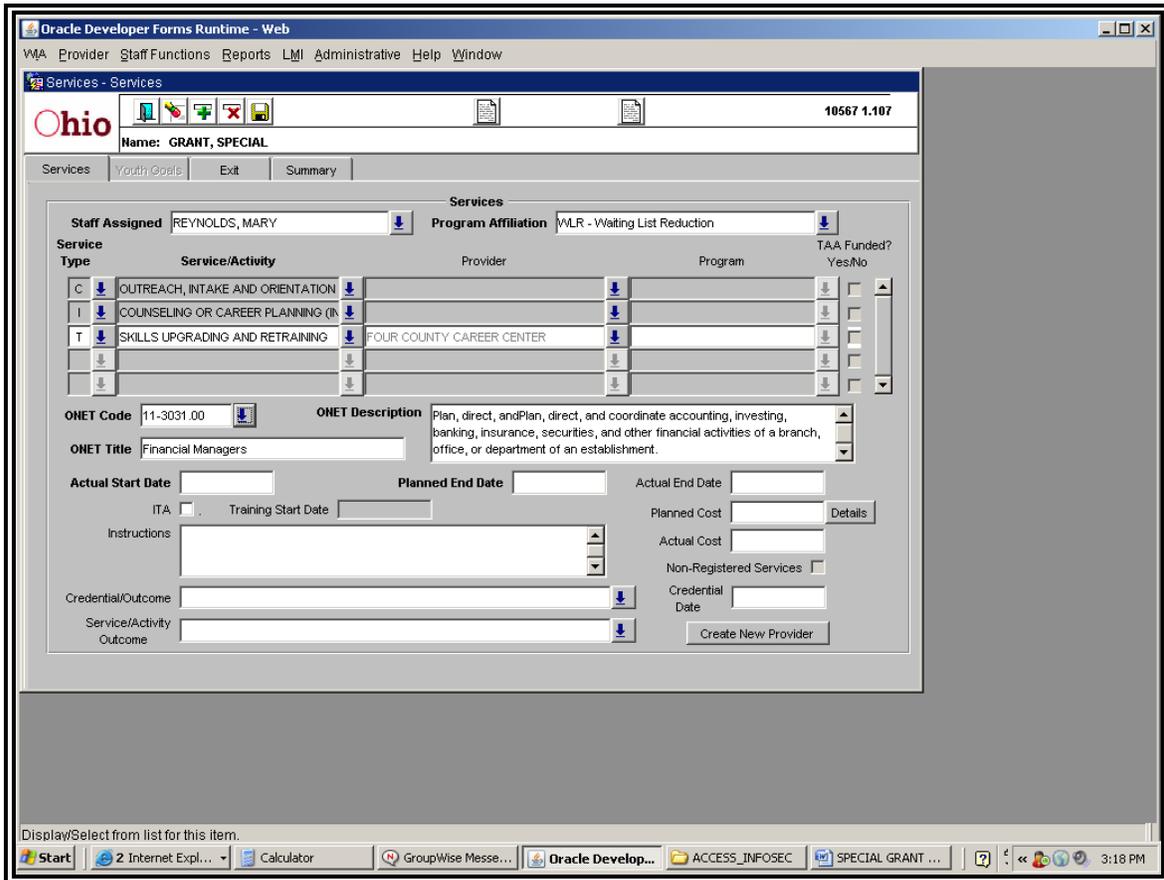
Once “accounting” is entered into the description field, the user pushes the “FIND” button. Results are returned. The first 5 results are displayed.



The user can use the scroll bar if there are more than five results to view other possible codes and titles of ONETS. The following example shows the next five results after the scroll bar was used to scroll down the list.



Once the user finds the appropriate code, the user pushes the “Select” button beside the correct code and SCOTI will fill the appropriate fields on the “Service/Activity” screen with the appropriate information.



The user must fill in the “Actual Start Date” and the “Planned End Date” before the record can be saved.

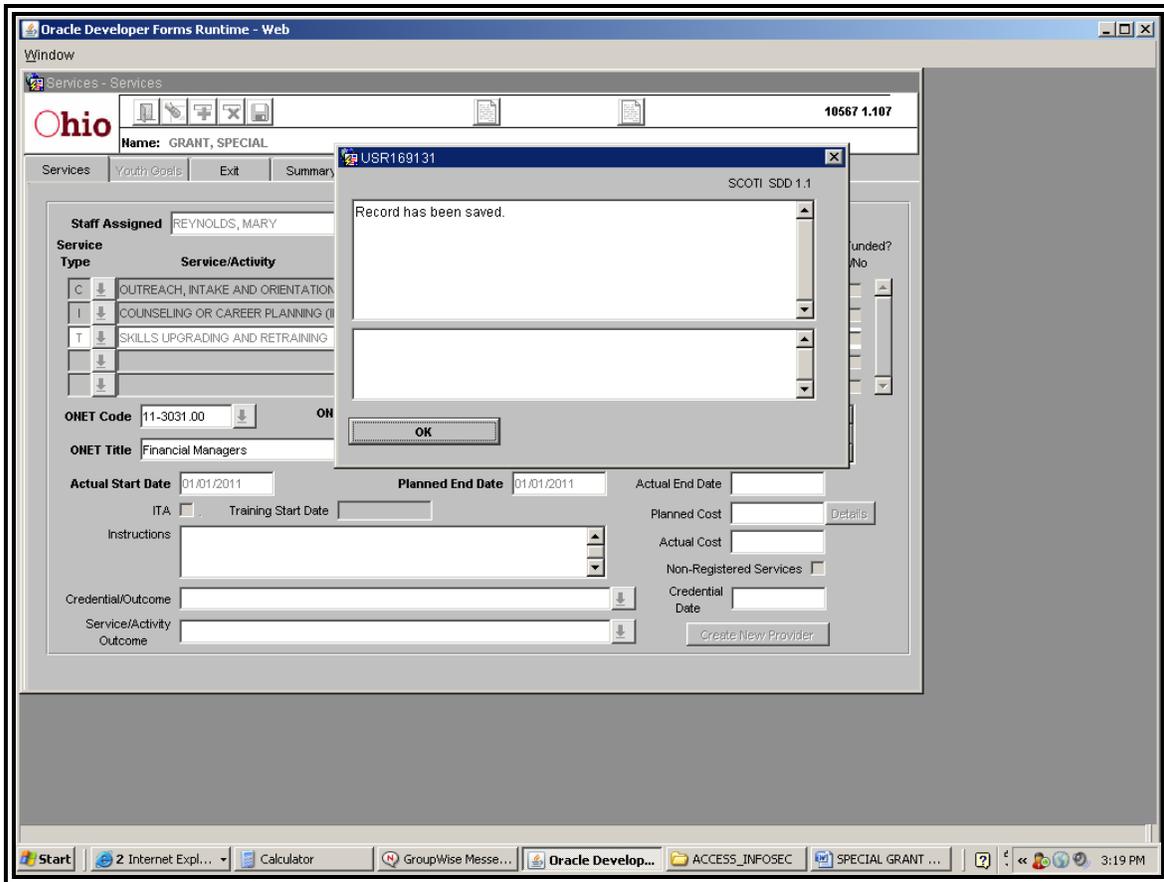
The screenshot shows the Oracle Developer Forms Runtime - Web interface for a 'Services' form. The form is titled 'Services - Services' and includes a menu bar with 'WA Provider StaffFunctions Reports LMI Administrative Help Window'. The 'Ohio' logo is visible in the top left corner. The form is for a 'GRANT, SPECIAL' and includes a 'Name' field with the value 'GRANT, SPECIAL'. The form is divided into several sections:

- Staff Assigned:** REYNOLDS, MARY
- Program Affiliation:** WLR - Waiting List Reduction
- Services Table:** A table with columns for Service Type, Service/Activity, Provider, Program, and TAA Funded? (Yes/No). The table contains three rows of data:

Service Type	Service/Activity	Provider	Program	TAA Funded? Yes/No
C	OUTREACH, INTAKE AND ORIENTATION			
I	COUNSELING OR CAREER PLANNING (IN			
T	SKILLS UPGRADING AND RETRAINING	FOUR COUNTY CAREER CENTER		
- ONET Code:** 11-3031.00
- ONET Description:** Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.
- ONET Title:** Financial Managers
- Actual Start Date:** 01/01/2011
- Planned End Date:** 01/01/2011
- Actual End Date:** (empty)
- ITA:** (checkbox)
- Training Start Date:** (empty)
- Planned Cost:** (empty)
- Actual Cost:** (empty)
- Non-Registered Services:** (checkbox)
- Credential/Outcome:** (empty)
- Credential Date:** (empty)
- Service/Activity Outcome:** (empty)
- Create New Provider:** (button)

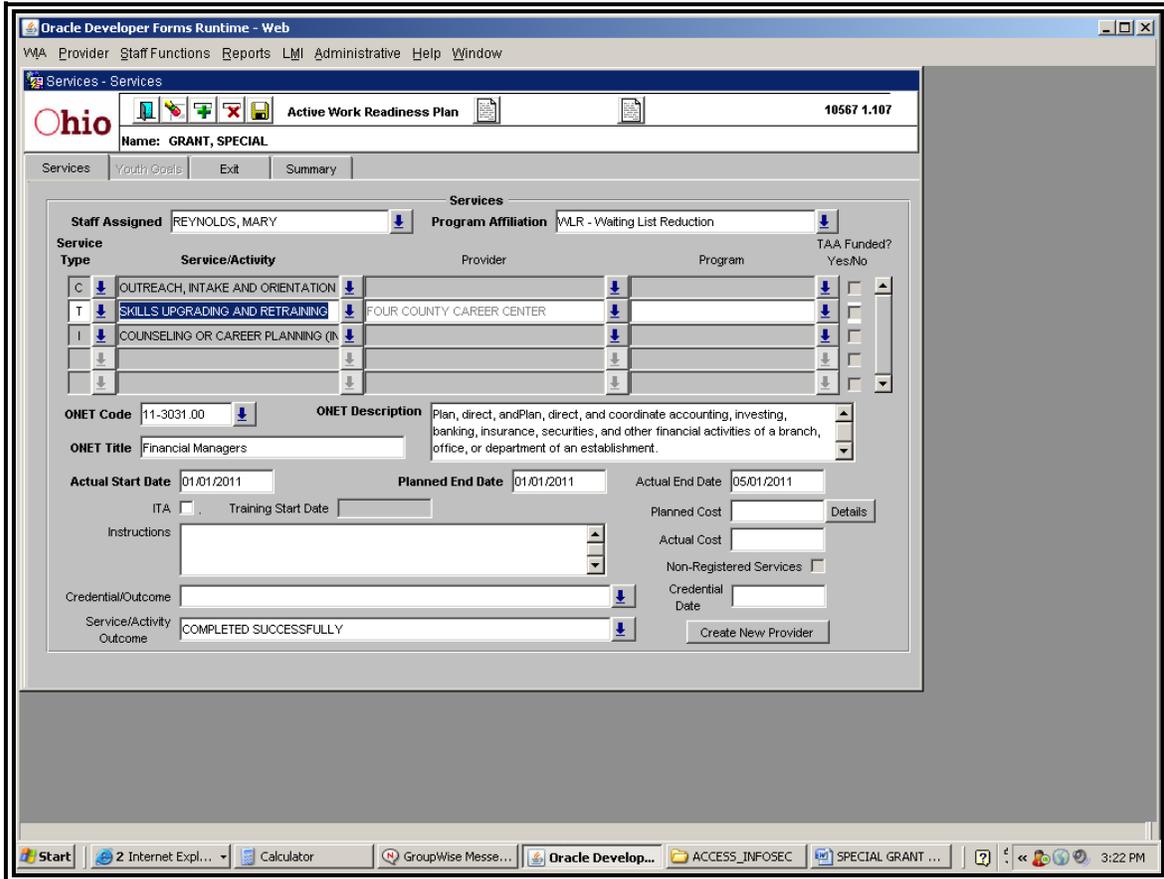
The Windows taskbar at the bottom shows the Start button, Internet Explorer, Calculator, GroupWise Messenger, Oracle Developer, ACCESS\_INFOSEC, and SPECIAL GRANT. The system clock shows 3:19 PM.

The user will then push the “Save Record” icon to save the record, and then push the “OK” button.

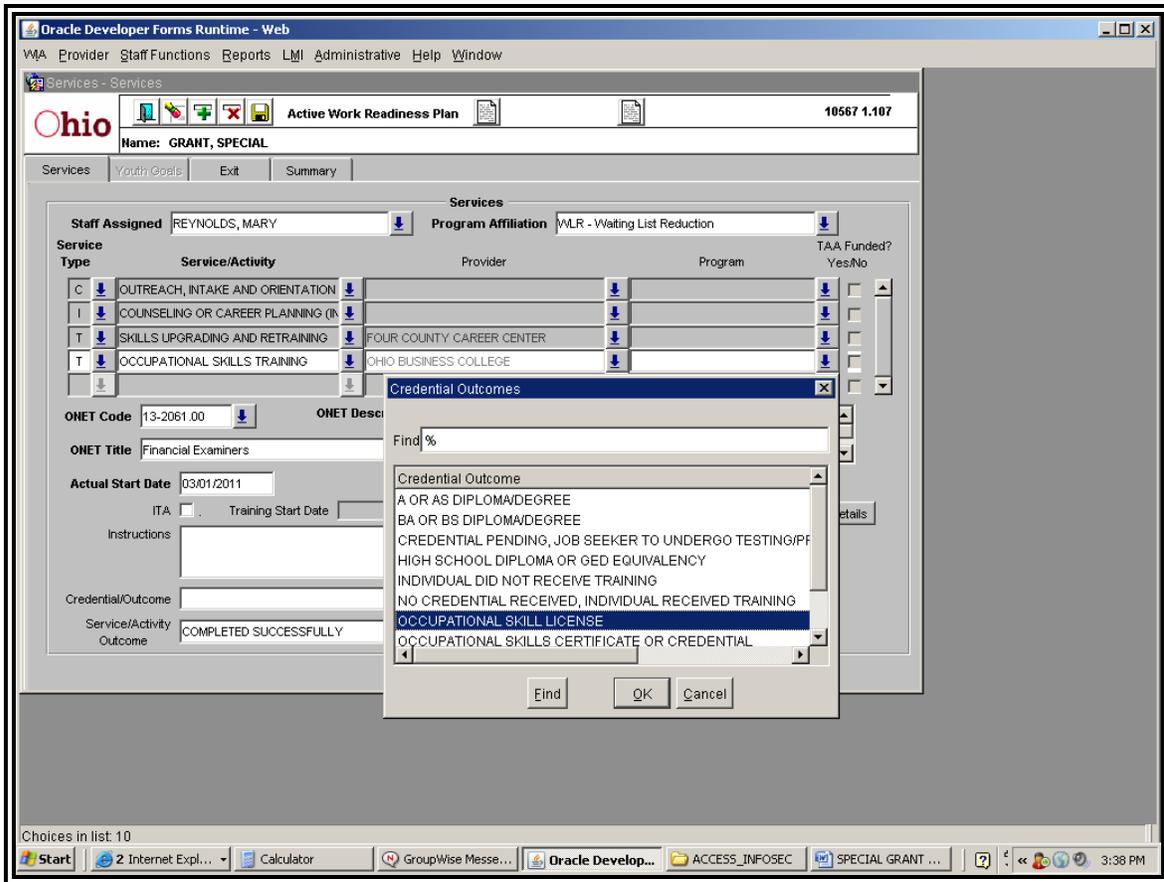


After a client has been enrolled in the program for awhile, services will be over and the record should be closed. Each service has to be ended by entering the “Actual End Date”

“Completed Successfully” was chosen from the drop down list. SCOTI entered that value into the field. The “Save Record” was pushed and “OK” was pushed to completely save the record.



The “Actual End Date” is filled in as well as the “Service/Activity Outcome”. Because this is a training type activity, the “Credential/Outcome” field is highlighted and a selection needs to be made.



A selection needs to be made. Most selections require a “Credential Date” field to be completed. In this example, “Occupational Skills License” was selected. Notice the “Credential Date” field is now bolded. A date is required.

The screenshot shows a web-based form titled "Oracle Developer Forms Runtime - Web" with a menu bar (WMA, Provider, Staff Functions, Reports, LMI, Administrative, Help, Window). The main window displays "Services - Services" for "Active Work Readiness Plan" (ID: 10567 1.107) under the "Ohio" logo. The form is for "Name: GRANT, SPECIAL" and includes tabs for "Services", "Youth Goals", "Exit", and "Summary".

**Services Section:**

- Staff Assigned: REYNOLDS, MARY
- Program Affiliation: WLR - Waiting List Reduction

Service Type	Service/Activity	Provider	Program	TAA Funded? Yes/No
C	OUTREACH, INTAKE AND ORIENTATION			
I	COUNSELING OR CAREER PLANNING (IN			
T	SKILLS UPGRADING AND RETRAINING	FOUR COUNTY CAREER CENTER		
T	OCCUPATIONAL SKILLS TRAINING	OHIO BUSINESS COLLEGE		

**ONET Information:**

- ONET Code: 13-2061.00
- ONET Title: Financial Examiners
- ONET Description: Enforce or ensure compliance with laws and regulations governing financial and securities institutions and financial and real estate transactions. May examine, verify correctness of, or establish

**Dates and Costs:**

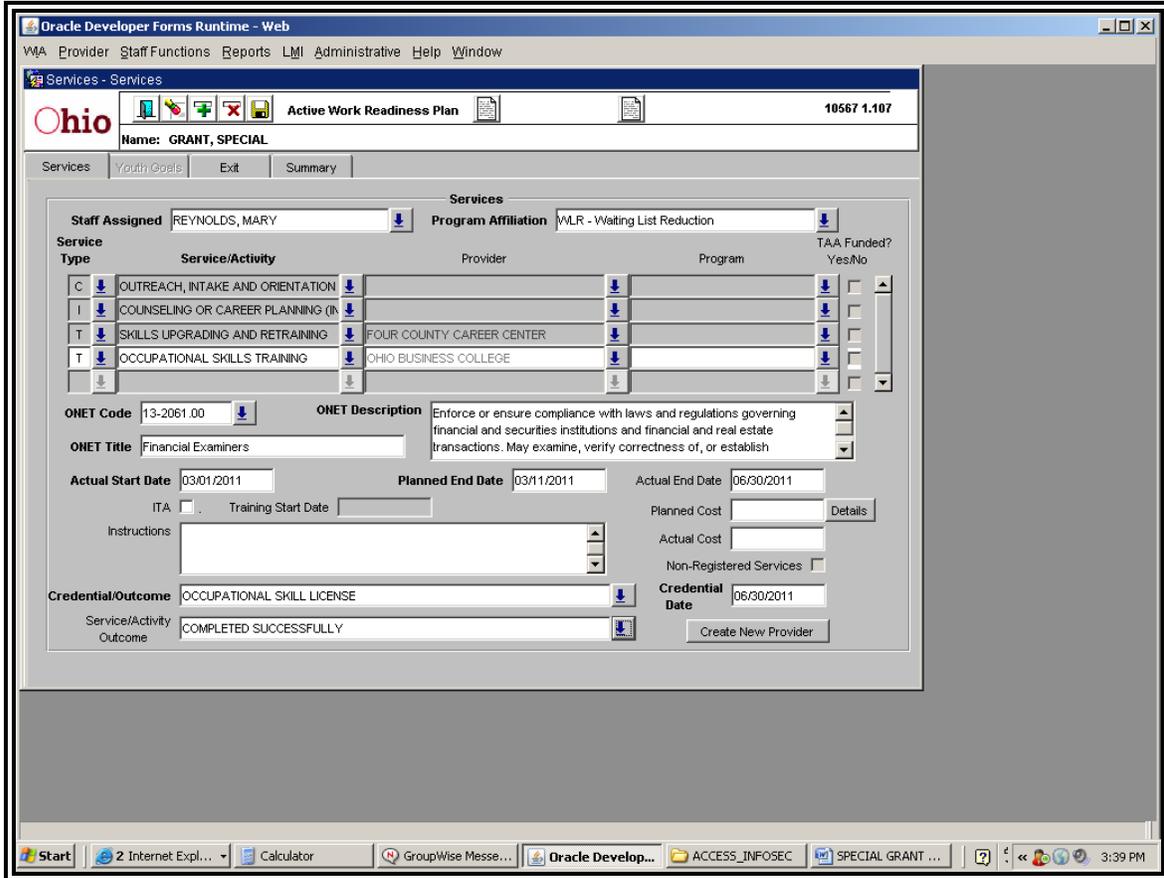
- Actual Start Date: 03/01/2011
- Planned End Date: 03/11/2011
- Actual End Date: 06/30/2011
- Planned Cost: [Field]
- Actual Cost: [Field]

**Credential/Outcome Section:**

- Credential/Outcome: OCCUPATIONAL SKILL LICENSE
- Service/Activity Outcome: COMPLETED SUCCESSFULLY
- Credential Date:** [Field]

The "Credential Date" field is bolded, indicating it is a required field. A "Create New Provider" button is also visible.

Once the date is entered, the “Save Record” icon can be pushed. The pop-up box will display a message that the record was saved and “OK” can be pushed. Both activities of this client are now over. However, a “Close” must be done. “Close” is under the “Exit” tab of the “Services” screen.



When the “Exit” tab is pushed, the “Close programs” screen appears. This screen shows information previously entered like “Eligibility Date”, “Actual Start Date”, as well as a summary of services received by that customer. If all “Service End Dates” are displayed on this summary, the record can be closed.

The user should push the “Close Special Grant” button.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar indicates the application is running in a web browser. The main window displays the 'Services - Exit' screen for a record named 'GRANT, SPECIAL' with ID '10567 1.107'. The interface includes several tabs: 'Services', 'Youth Goals', 'Exit', and 'Summary'. The 'Exit' tab is currently selected.

The form contains the following fields and options:

- Intake Date: 09/01/2009
- Eligibility Date: 09/01/2010
- Actual Start Date: 09/01/2010
- Planned End Date: 03/11/2011
- Youth School Status at Exit: [Dropdown]
- Seeker Exit Date: [Text]
- Seeker Exit Reason: [Dropdown]
- Youth Attained Diploma, GED or Certificate: [Dropdown]
- Date Diploma Attained: [Text]
- Supportive Service:  Yes  No
- Job Search Allowance:  Yes  No
- Needs Related Payment:  Yes  No
- Relocation Allowance:  Yes  No

Buttons at the bottom of the form include 'Close Program', 'Close Special Grant', and 'Re-open Program/Grant'.

A table titled 'Services Received' is displayed below the form. It has four columns: 'Grant/Program Name', 'Service/Activity', 'Service Start Date', and 'Service End Date'.

Grant/Program Name	Service/Activity	Service Start Date	Service End Date
WLR - Waiting List Reduction	OCCUPATIONAL SKILLS TRAINING	03/01/2011	06/30/2011
WLR - Waiting List Reduction	COUNSELING OR CAREER PLANNING (INDIVIDUAL OR GRO	01/01/2011	05/01/2011
WLR - Waiting List Reduction	SKILLS UPGRADING AND RETRAINING	01/01/2011	05/01/2011
WLR - Waiting List Reduction	OUTREACH, INTAKE AND ORIENTATION	09/01/2010	01/01/2011

The Windows taskbar at the bottom shows the Start button, several open applications (Internet Explorer, Calculator, GroupWise Messenger, Oracle Developer, ACCESS\_INFOSEC, SPECIAL GRANT), and the system clock showing 3:43 PM.

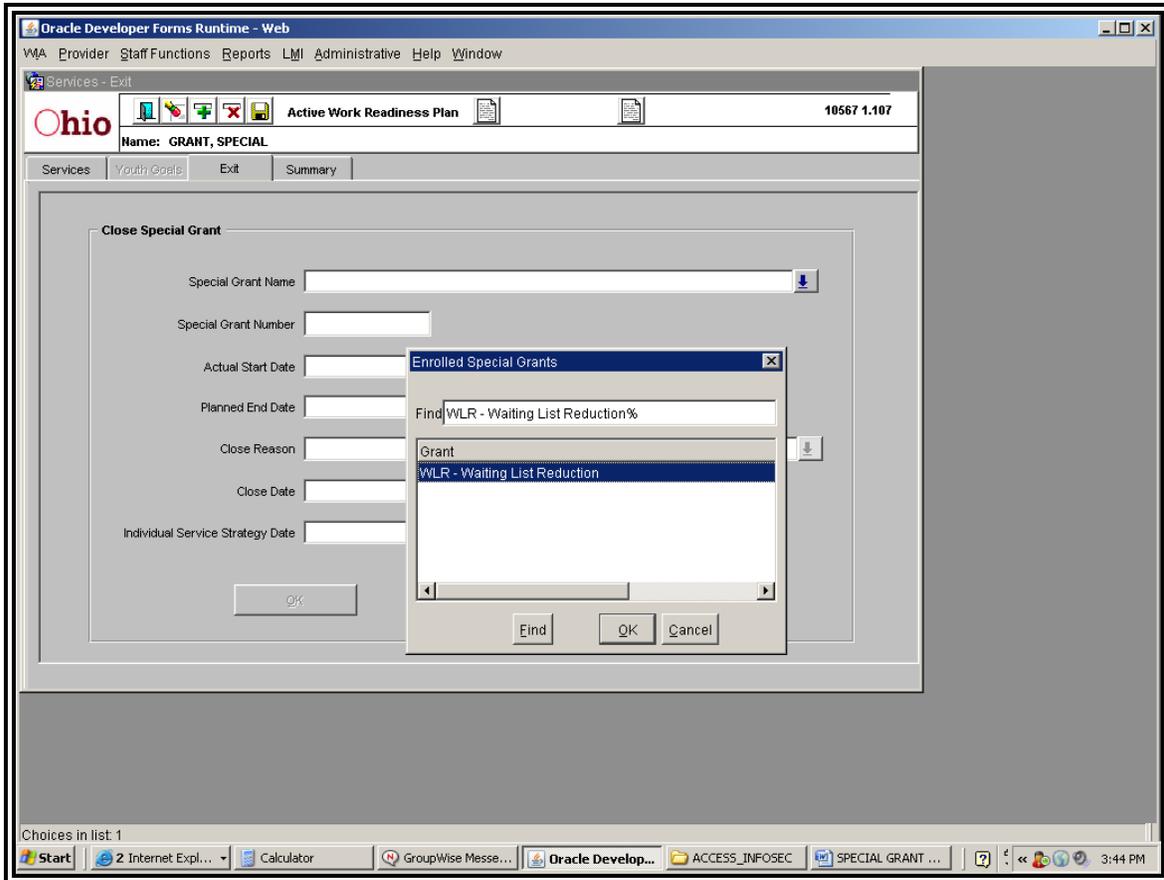
When the “Close Special Grant” button is pushed, SCOTI displays this screen.

The screenshot shows a web-based Oracle Developer Forms Runtime window titled "Oracle Developer Forms Runtime - Web". The window contains a menu bar with "WA", "Provider", "Staff Functions", "Reports", "LMI", "Administrative", "Help", and "Window". Below the menu bar is a toolbar with icons for navigation and actions. The main content area displays a form titled "Close Special Grant" with the following fields:

- Special Grant Name:  (with a dropdown arrow icon)
- Special Grant Number:
- Actual Start Date:
- Planned End Date:
- Close Reason:  (with a dropdown arrow icon)
- Close Date:
- Individual Service Strategy Date:

At the bottom of the form are two buttons: "OK" and "Cancel". The window also shows a status bar at the bottom with the text "DisplaySelect from list for this item." and a taskbar with various application icons and the system clock showing 3:44 PM.

When the drop down arrow is pushed beside the “Special Grant Name” field, a box displays all special grants this client is enrolled in. If more than one is displayed, carefully select the correct choice. In this example, this person is only enrolled in one special grant, so the user will choose that.



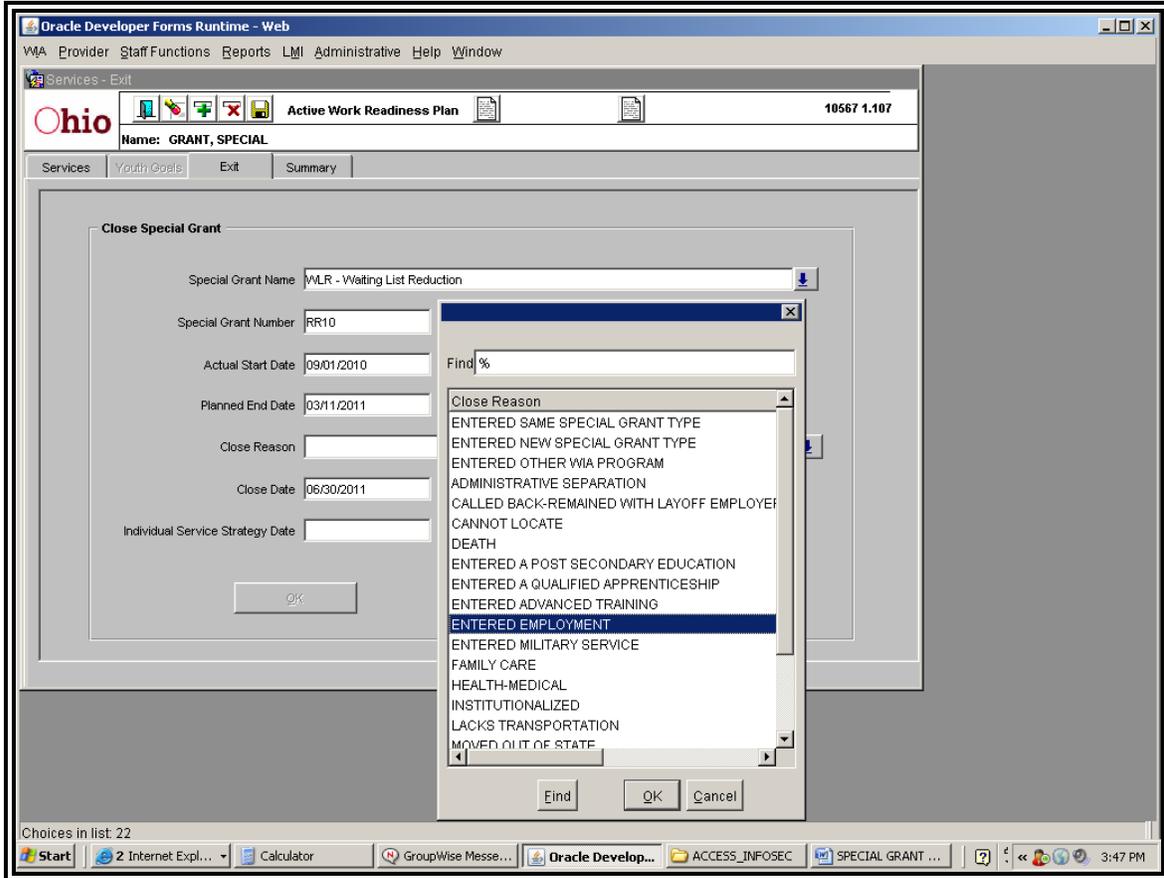
SCOTI will fill in all fields related to this special grant. The user only has to choose the drop down arrow by the “Close Reason”. (The “Close Date” is the latest “Actual End Date” on the services page.)

The screenshot shows a web-based form titled "Close Special Grant" within the Oracle Developer Forms Runtime - Web environment. The form is displayed in a window titled "Services - Exit" with the "Ohio" logo and "Active Work Readiness Plan" header. The form contains the following fields:

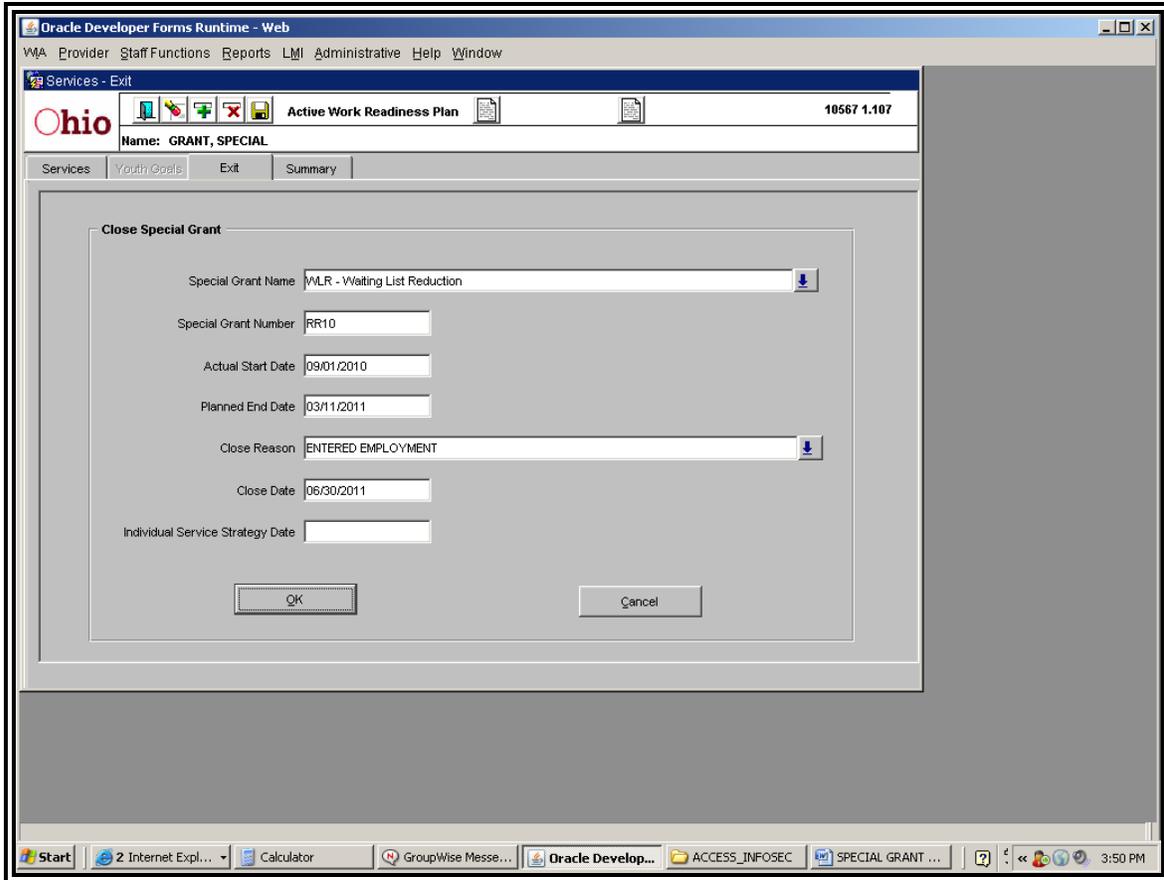
- Special Grant Name: WLR - Waiting List Reduction
- Special Grant Number: RR10
- Actual Start Date: 09/01/2010
- Planned End Date: 03/11/2011
- Close Reason: (Empty dropdown menu)
- Close Date: 06/30/2011
- Individual Service Strategy Date: (Empty text box)

At the bottom of the form are "OK" and "Cancel" buttons. The status bar at the bottom of the window displays "Display>Select from list for this item." and the Windows taskbar shows the time as 3:45 PM.

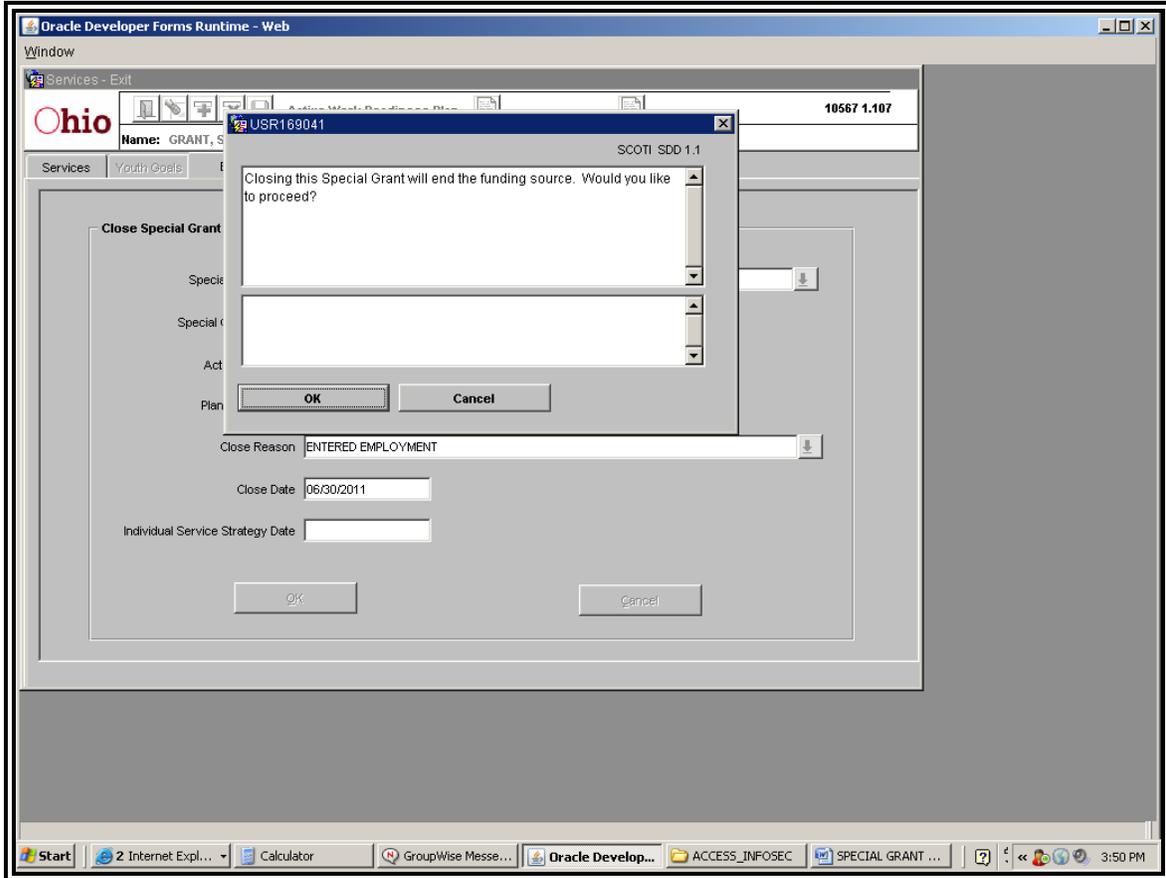
The user will pick the appropriate reason. The user can then save the record and the person is closed out of the special grant. This is the way it works on every reason listed except for “Entered Employment”. When “Entered Employment” is selected, additional information is needed.



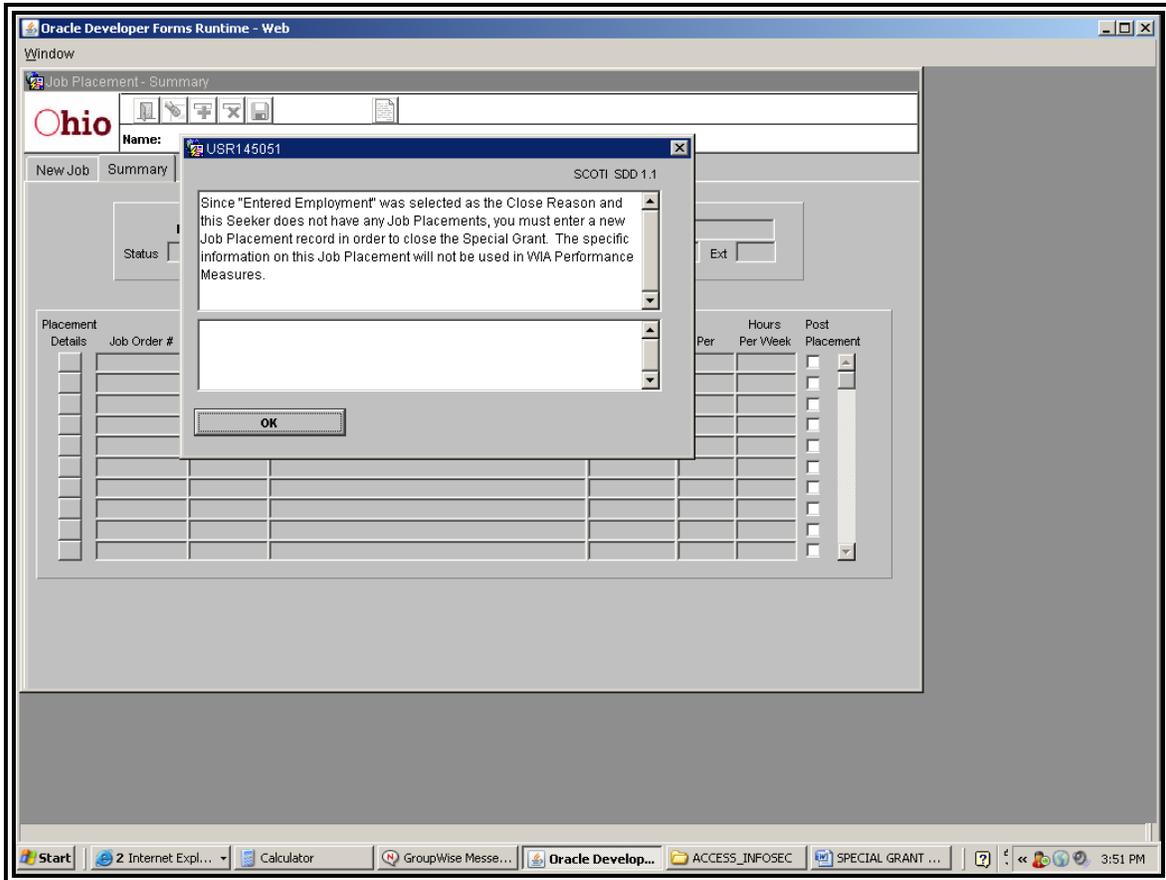
Once the selection of “Entered Employment” is made, the user pushes the “OK” button on the drop down list and SCOTI fills in that information on the “Close” screen and returns the user to the “Close” screen.



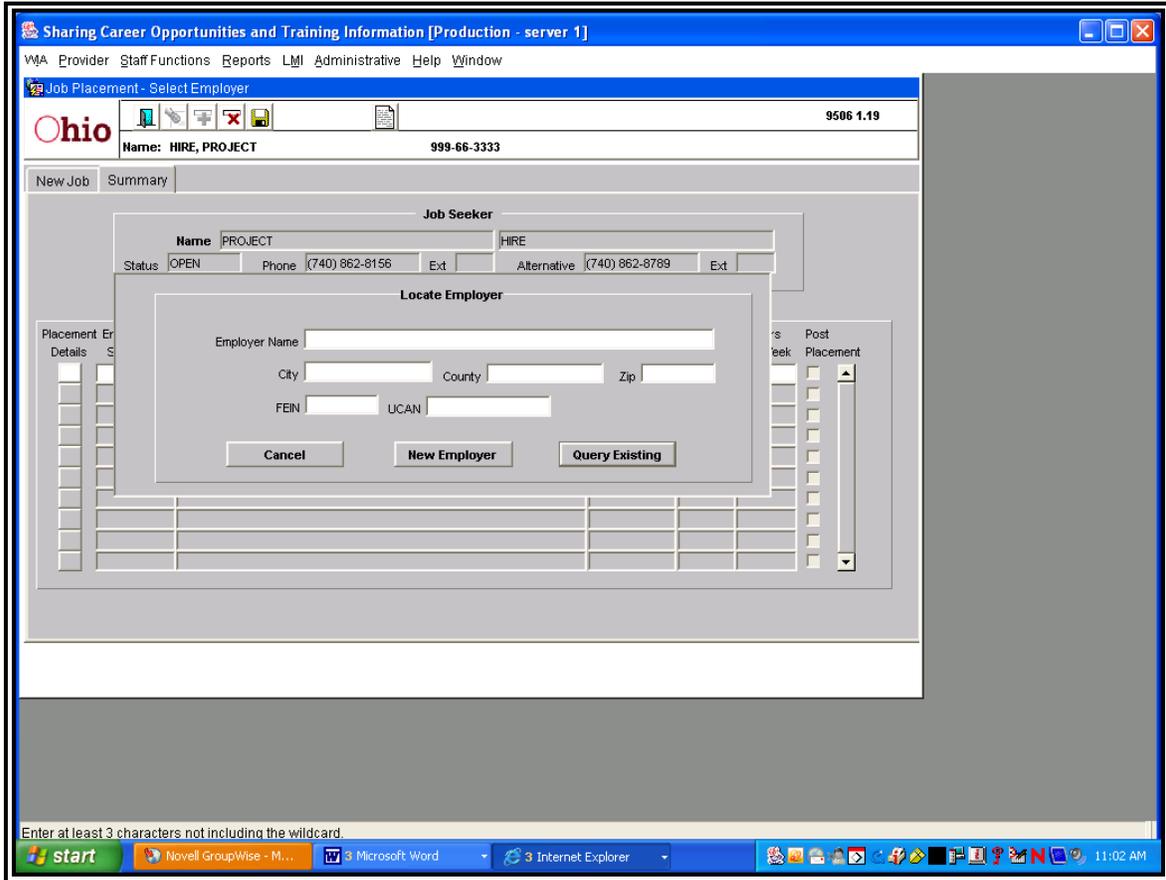
The user pushes the “OK” on this screen. SCOTI delivers a pop-up message “Closing this Special Grant will end the funding source. Would you like to proceed?” The user pushes “OK”.



When the “OK” is pushed, SCOTI has another pop up message. This message is the result of choosing “Entered Employment” as the close reason. Job Placement information must be entered on all “Entered Employment” clients. The user will choose “OK” to move forward.



SCOTI returns with the “Locate Employer” search screen. If the employer is already in SCOTI, then SCOTI will return to the “Summary” screen with employer details. The user would then need to fill out the rest of the information pertaining to this client that is entering employment.



If the employer is not found, then the “Cancel” button can be selected. SCOTI will take you to the “New Job” screen where all bolded fields need to be entered.

The screenshot shows a web-based form titled "Job Placement - New Job" within the "Oracle Developer Forms Runtime - Web" environment. The form is divided into several sections:

- Header:** Includes the "Ohio" logo, a menu bar (W/A, Provider, Staff Functions, Reports, LMI, Administrative, Help, Window), and a version number "10567 1.23". The name "GRANT, SPECIAL" is displayed.
- Job Seeker Section:** Contains fields for Name (SPECIAL), GRANT, and Status (OPEN).
- Employer Data Section:** Includes fields for Name, Address, City, County, State, Zip, Phone, and Fax.
- Employment Data Section:** Contains fields for Hire Date (07/21/2011), Employment Start Date (07/21/2011), Starting Wages, Salary Interval, Employment Type, Hours Per Week, and a "Wage Details" button.
- Job Title and Benefits Section:** Includes a "Job Title" field, a "Job Obtained by What Means?" dropdown, and a "Benefits" section with a list of items.
- Checkboxes:** "Non Traditional Employment", "Training Related", and "Recalled by Layoff Employer" are all unchecked.

The Windows taskbar at the bottom shows the Start button, Internet Explorer, Calculator, GroupWise Messenger, Oracle Developer Forms Runtime, and a folder named ACCESS\_INFOSEC. The system clock shows 3:51 PM.

In this example, the “Name” of the company has been entered as well as the street address. Entering the zip code will fill in the “City”, “County” and “State” fields. Although not required, it is suggested the user fill in all known fields such as phone and fax numbers.

The screenshot shows a web-based form titled "Job Placement - New Job" within the "Oracle Developer Forms Runtime - Web" application. The form is for the state of Ohio and is for a "GRANT, SPECIAL" position. The "Job Seeker" section shows the name "SPECIAL" and status "OPEN". The "Employer Data" section is populated with "FINANCIAL SYSTEMS OF FAIRFIELD COUNTY" as the employer name, "123 MAIN STREET" as the address, "LANCASTER" as the city, "FAIRFIELD" as the county, "OH" as the state, and "43130" as the zip code. Phone and fax numbers are both listed as "(740) 654-1265". The "Employment Data" section shows a hire date of "06/30/2011" and an employment start date of "06/30/2011". There are checkboxes for "Non Traditional Employment", "Training Related", and "Recalled by Layoff Employer", all of which are currently unchecked. A "Benefits" section is also visible with a list of items and arrows for navigation. The Windows taskbar at the bottom shows the Start button, Internet Explorer, Calculator, GroupWise Messenger, Oracle Developer, ACCESS\_INFOSEC, and SPECIAL GRANT.

Section	Field	Value
Job Seeker	Name	SPECIAL
	GRANT	GRANT
	Status	OPEN
Employer Data	Name	FINANCIAL SYSTEMS OF FAIRFIELD COUNTY
	Address	123 MAIN STREET
	City	LANCASTER
	County	FAIRFIELD
	State	OH
	Zip	43130
	Phone / Fax	(740) 654-1265
Employment Data	Hire Date	06/30/2011
	Employment Start Date	06/30/2011
	Employment Type	[Dropdown]
	Hours Per Week	[Input]
	Job Obtained by	[Dropdown]

In the “Employment Data” sections, the “Hire Date” and “Employment Start Date” are defaulted to the current date. These can be changed, but are required fields. Also in this section, “Hours Per Week” is required, as well as “Wage Details”. We suggest that all information be filled in. Some have values from drop down menus that will be shown later.

The screenshot displays the Oracle Developer Forms Runtime - Web interface for a 'New Job' entry. The window title is 'Oracle Developer Forms Runtime - Web'. The menu bar includes 'WVA', 'Provider', 'Staff Functions', 'Reports', 'LMI', 'Administrative', 'Help', and 'Window'. The main content area is titled 'Job Placement - New Job' and features the 'Ohio' logo and the number '10567 1.23'. The 'Name' field is populated with 'GRANT, SPECIAL'. Below this, there are tabs for 'New Job' and 'Summary'. The 'Job Seeker' section contains fields for 'Name' (SPECIAL), 'GRANT', and 'Status' (OPEN). The 'Employer Data' section includes fields for 'Name' (FINANCIAL SYSTEMS OF FAIRFIELD COUNTY), 'Address' (123 MAIN STREET), 'City' (LANCASTER), 'County' (FAIRFIELD), 'State' (OH), 'Zip' (43130), 'Phone' ((740) 654-1265), and 'Fax' ((740) 654-1265). The 'Employment Data' section has 'Hire Date' and 'Employment Start Date' both set to 06/30/2011, 'Starting Wages', 'Salary Interval', 'Employment Type', 'Hours Per Week', and 'Wage Details' (a button). It also includes a 'Job Obtained by What Means?' dropdown, a 'Job Title' field, and checkboxes for 'Non Traditional Employment', 'Training Related', and 'Recalled by Layoff Employer'. A 'Benefits' section with a list of items is also visible. The Windows taskbar at the bottom shows the Start button, Internet Explorer, Calculator, GroupWise Messenger, Oracle Developer, ACCESS\_INFOSEC, and SPECIAL GRANT, with the system clock showing 3:53 PM.

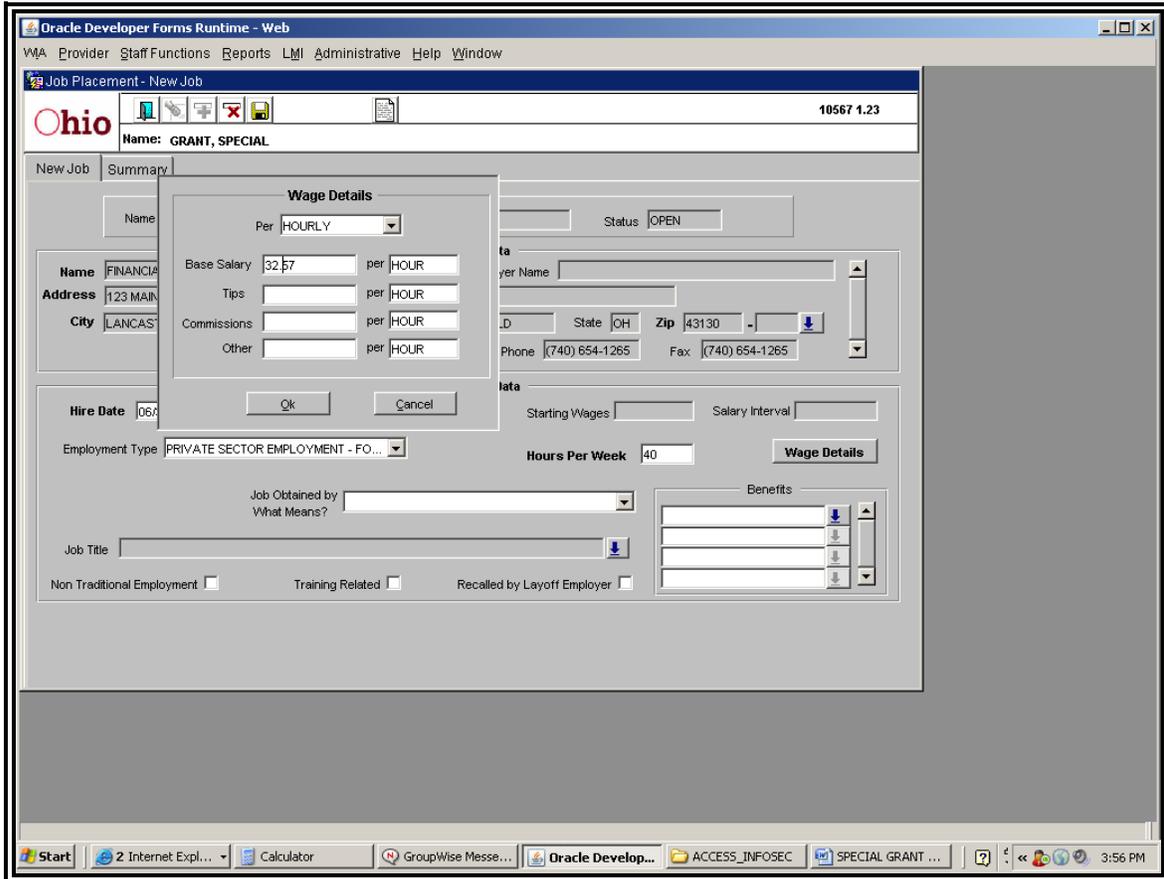
The “Employment Type” is an optional field. There is a drop down menu attached to it. For this example, “Private Sector Employment – For Profit” was selected. Notice also, the “Hire Date” and “Employment Start Date” have been changed from the default. “Hours Per Week” is filled in also.

The screenshot displays the Oracle Developer Forms Runtime - Web interface for a 'Job Placement - New Job' form. The form is titled 'Job Placement - New Job' and includes the Ohio logo and version number 10567 1.23. The form is divided into several sections:

- Job Seeker:** Name: SPECIAL, GRANT; Status: OPEN.
- Employer Data:** Name: FINANCIAL SYSTEMS OF FAIRFIELD COUNTY; Address: 123 MAIN STREET; City: LANCASTER; County: FAIRFIELD; State: OH; Zip: 43130; Phone: (740) 654-1265; Fax: (740) 654-1265.
- Employment Data:** Hire Date: 06/30/2011; Employment Start Date: 06/30/2011; Starting Wages: ; Salary Interval: ; Hours Per Week: 40.
- Employment Type:** A dropdown menu is open, showing options: AGRICULTURAL JOB, CITY, STATE, COUNTY EMPLOYMENT, ENTERED MILITARY SERVICE, NON-AGRICULTURAL JOB, PRIVATE SECTOR EMPLOYMENT - FOR PROFIT (selected), and PRIVATE SECTOR EMPLOYMENT - NON PROFIT.
- Job Title:** PRIVATE SECTOR EMPLOYMENT - FOR PROFIT.
- Non Traditional:** Recalled by Layoff Employer:
- Wage Details:** A button labeled 'Wage Details' is present.
- Benefits:** A section with a list of benefits and a 'Wage Details' button.

The Windows taskbar at the bottom shows the Start button, Internet Explorer, Calculator, GroupWise Messenger, Oracle Developer, ACCESS\_INFOSEC, and SPECIAL GRANT. The system clock shows 3:55 PM.

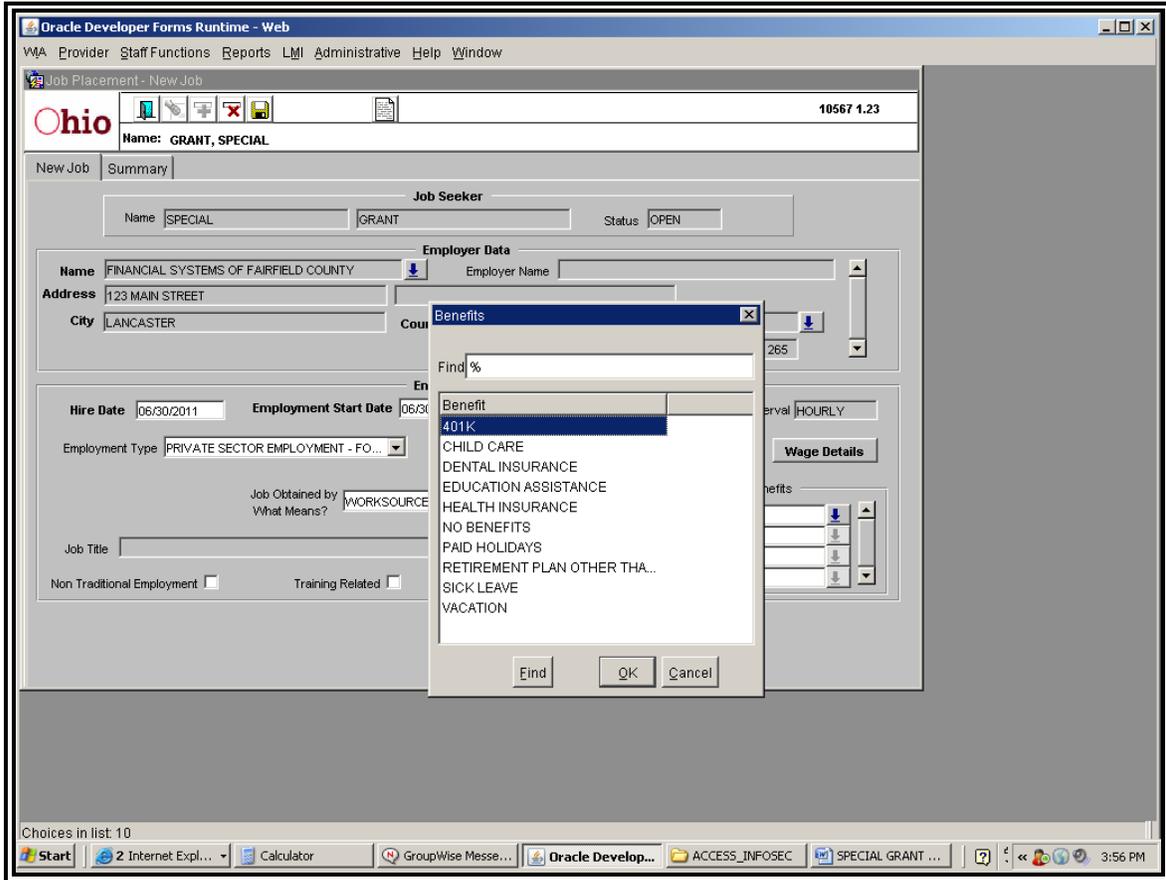
After pushing the “Wage Details” button, a pop-up is displayed. There is a small drop down on the first field (“Per”); the user can pick “Hourly” or “Yearly”. In this example “Hourly” will be chosen. Once that is picked the user can enter the hourly wage in the “Base Salary” line and if “Tips”, “Commissions”, or “Other” are appropriate, information can be entered in those lines as well. The user will then select “OK” to return to the main “New Job” tab.



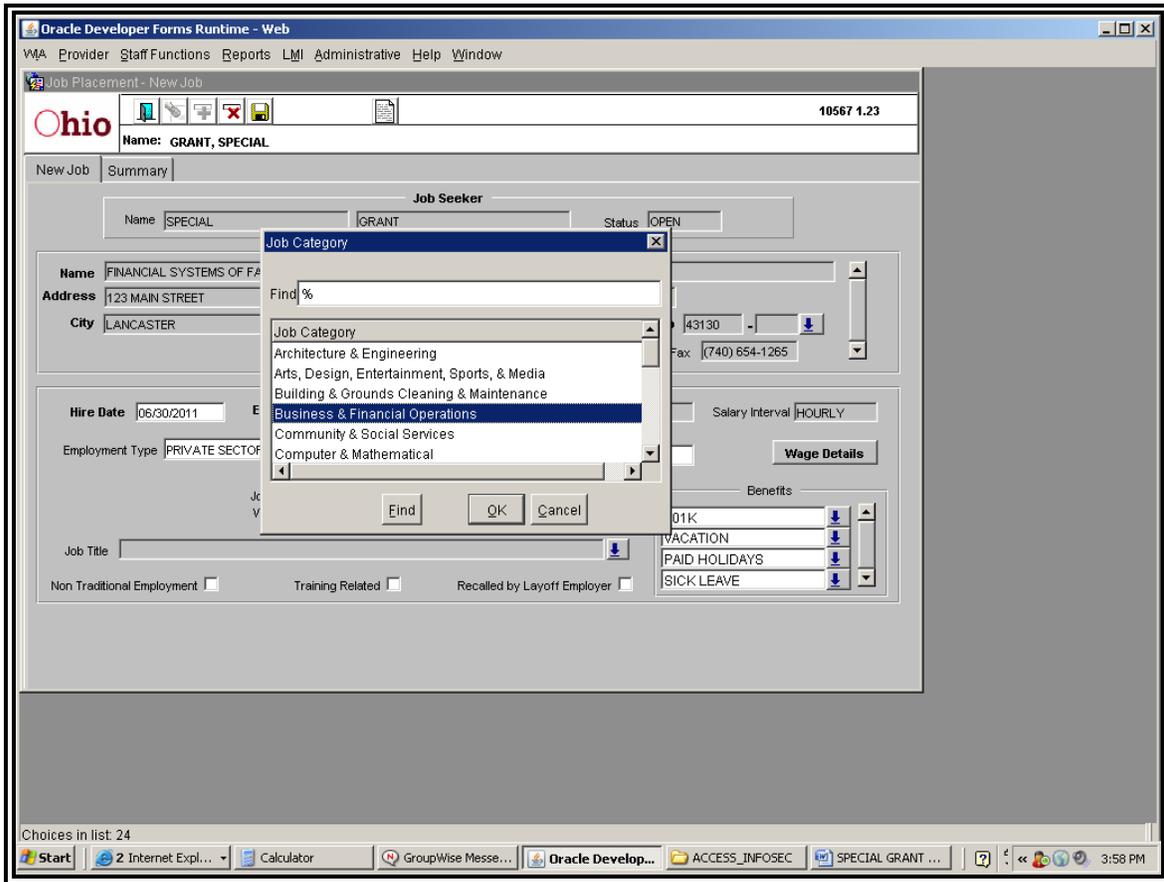
When SCOTI returns to the “New Job” screen after “Wage Details” was entered, the wage information is filled in. The next field is “Job Obtained by What Means?”, and is optional. In this example, “Worksource Center Services” is selected.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the 'Job Placement - New Job' form. The form is titled 'Ohio' and '10567 1.23'. The 'Name' field is 'GRANT, SPECIAL'. The 'Job Seeker' section includes 'Name' (SPECIAL), 'GRANT', and 'Status' (OPEN). The 'Employer Data' section includes 'Name' (FINANCIAL SYSTEMS OF FAIRFIELD COUNTY), 'Address' (123 MAIN STREET), 'City' (LANCASTER), 'County' (FAIRFIELD), 'State' (OH), 'Zip' (43130), 'Phone' ((740) 654-1265), and 'Fax' ((740) 654-1265). The 'Employment Data' section includes 'Hire Date' (06/30/2011), 'Employment Start Date' (06/30/2011), 'Starting Wages' (\$32.57), 'Salary Interval' (HOURLY), 'Employment Type' (PRIVATE SECTOR EMPLOYMENT - FO...), and 'Hours Per Week' (40). The 'Job Obtained by What Means?' dropdown is open, showing 'WORKSOURCE CENTER SERVICES' selected. A yellow highlight is on the text 'Display/Select from list for this item.' in the dropdown list. The 'Benefits' section is empty. The 'Job Title' field is empty. The 'Non Traditional Employment' checkbox is unchecked. The 'Training' checkbox is unchecked. The 'Wage Details' button is visible. The status bar at the bottom shows 'Display/Select from list for this item.' and the system tray includes 'Start', 'Internet Expl...', 'Calculator', 'GroupWise Messe...', 'Oracle Develop...', 'ACCESS\_INFOSEC', and 'SPECIAL GRANT ...'.

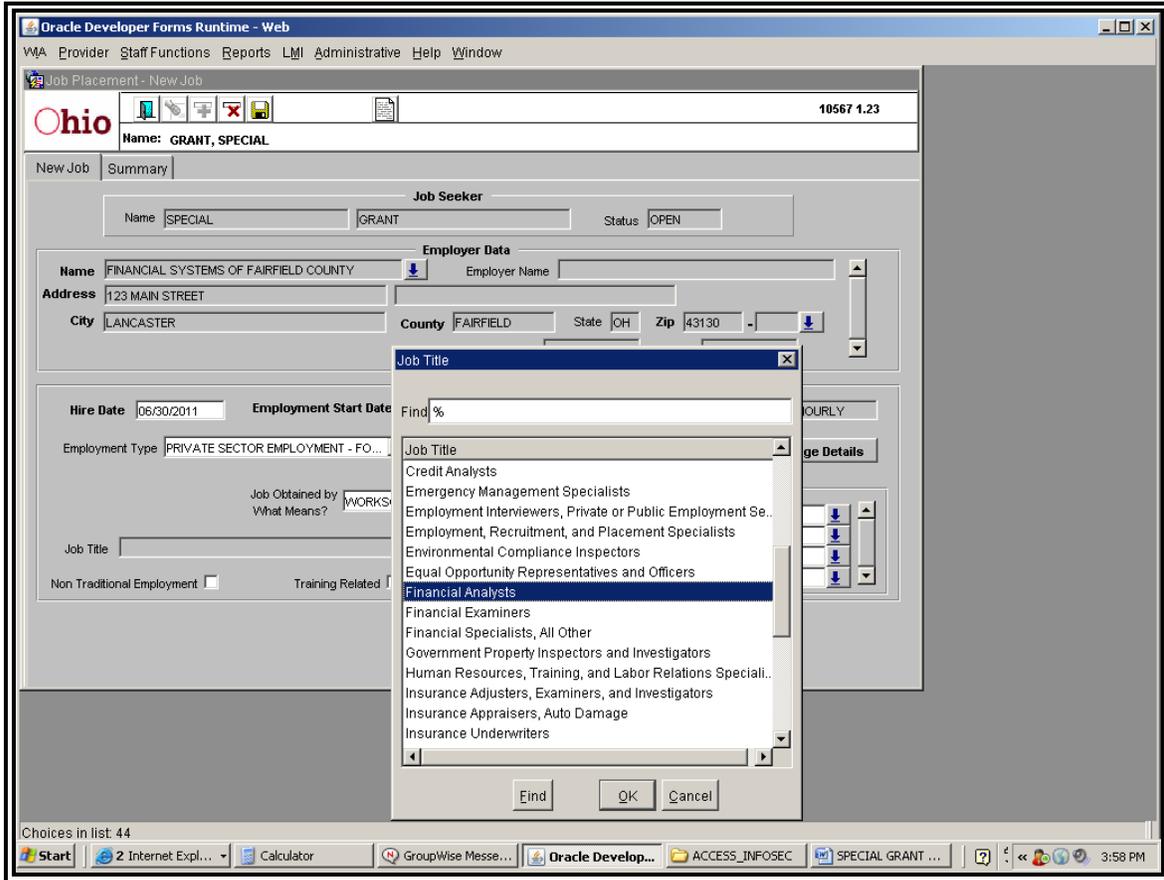
Although it contains good information, the next field, titled “Benefits”, is optional. The user can choose from a drop down list of benefits, one at a time. After entering each benefit, select “OK” and the benefit is displayed. The user can click on the next open benefit field to enter another.



The four benefits are displayed. The user then selects the drop down arrow for the next field, which is the “Job Title” field. The job categories are generic and relate to ONET codes. A selection must be made. In this example, “Business and Financial Operations” has been selected. The user would then push the “OK” button.



SCOTI then displays a second list of values – these are the job titles (also based on ONET codes) that are related to the job category. Select the appropriate choice and choose the “OK” button. SCOTI will return you to the “New Job” screen and display the chosen selection.



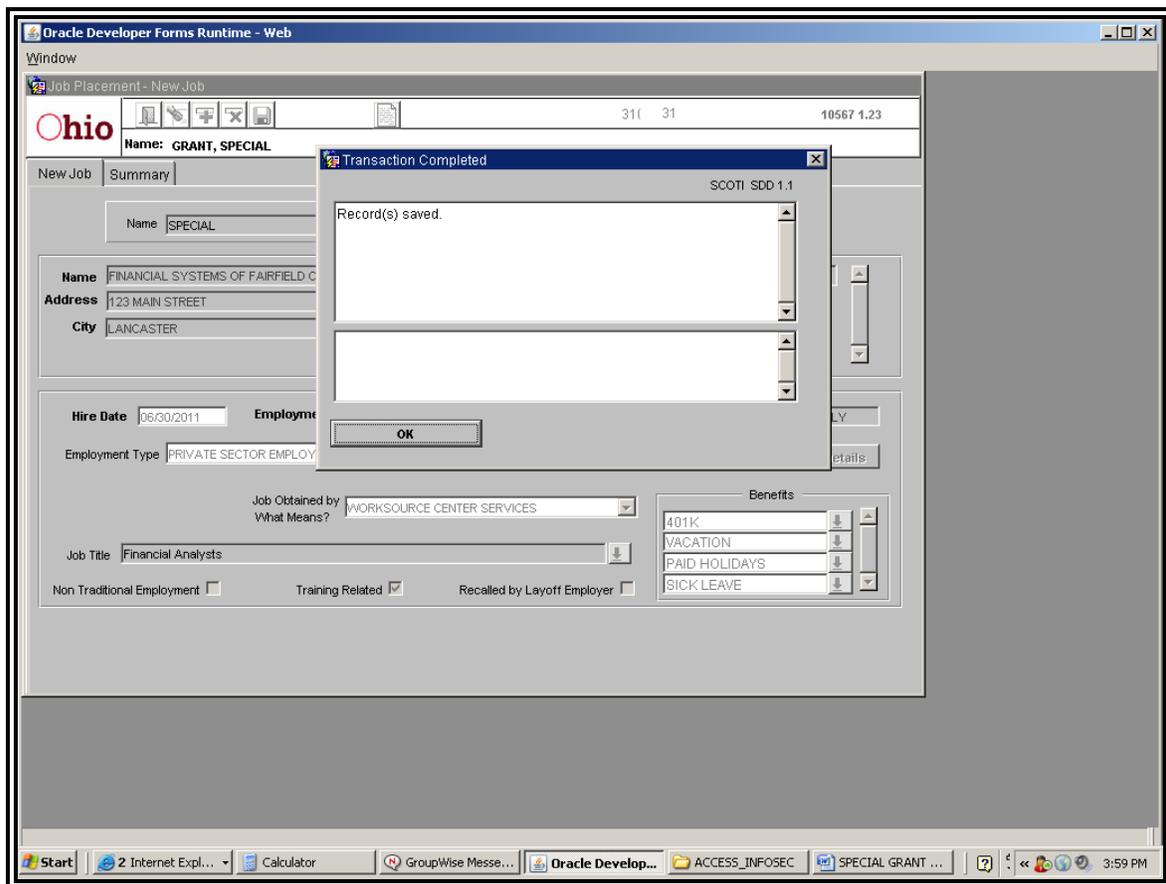
There are three check boxes at the bottom of the screen. These are optional, but if the information is known, the proper selection can be checked. The selections are: “Non Traditional Employment”, “Training Related”, and “Recalled by Layoff Employer”. In this example, the “Training Related” box was checked.

The screenshot displays the Oracle Developer Forms Runtime - Web interface for a job placement form. The form is titled "Job Placement - New Job" and includes the following sections:

- Job Seeker:** Name: SPECIAL, GRANT; Status: OPEN.
- Employer Data:** Name: FINANCIAL SYSTEMS OF FAIRFIELD COUNTY; Address: 123 MAIN STREET; City: LANCASTER; County: FAIRFIELD; State: OH; Zip: 43130; Phone: (740) 654-1265; Fax: (740) 654-1265.
- Employment Data:** Hire Date: 06/30/2011; Employment Start Date: 06/30/2011; Starting Wages: \$32.57; Salary Interval: HOURLY; Employment Type: PRIVATE SECTOR EMPLOYMENT - FO...; Hours Per Week: 40.
- Job Details:** Job Obtained by What Means?: WORKSOURCE CENTER SERVICES; Job Title: Financial Analysts.
- Benefits:** 401K, VACATION, PAID HOLIDAYS, SICK LEAVE.
- Optional Checkboxes:** Non Traditional Employment (unchecked), Training Related (checked), Recalled by Layoff Employer (unchecked).

The Windows taskbar at the bottom shows the Start button, Internet Explorer, Calculator, GroupWise Messenger, Oracle Developer, ACCESS\_INFOSEC, and SPECIAL GRANT. The system clock indicates 3:59 PM.

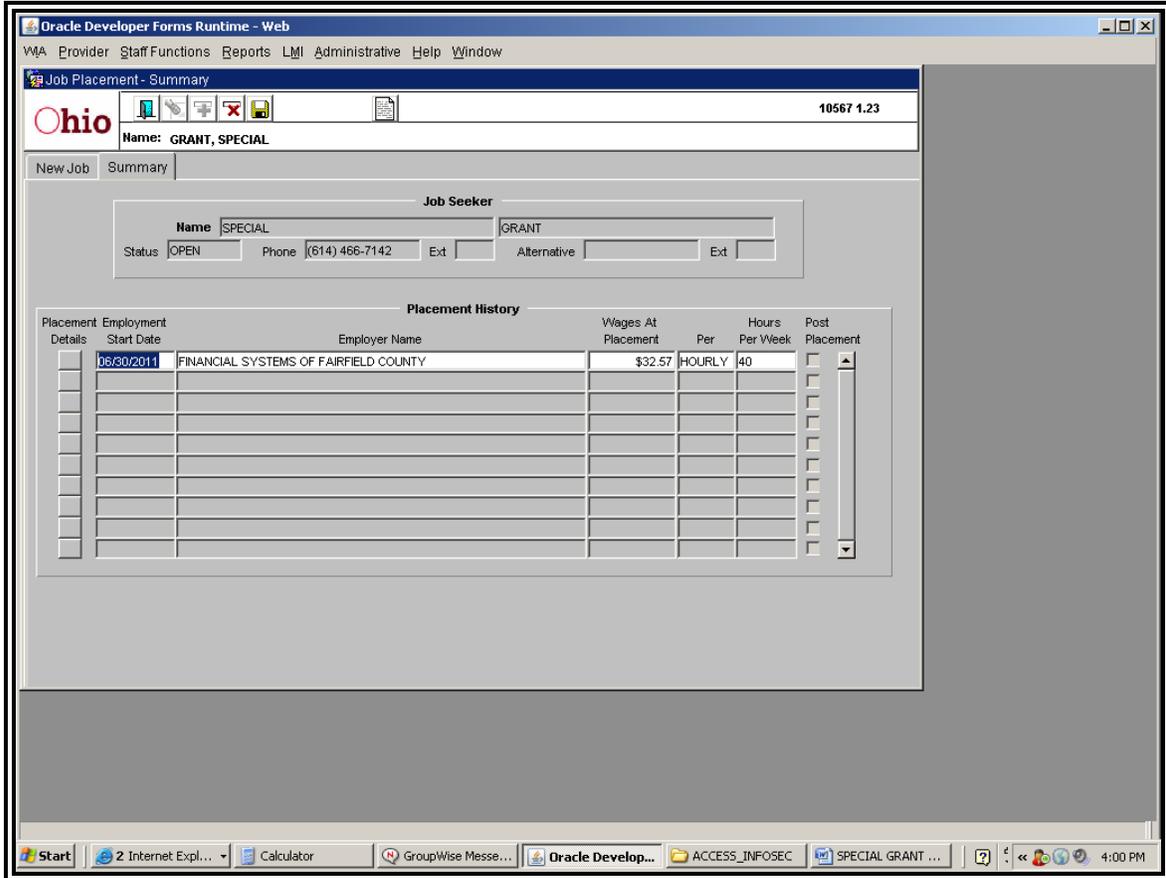
After all the information has been entered on the “New Job” tab, the user should push the “Save Record” icon and then answer “OK” to the pop-up box.



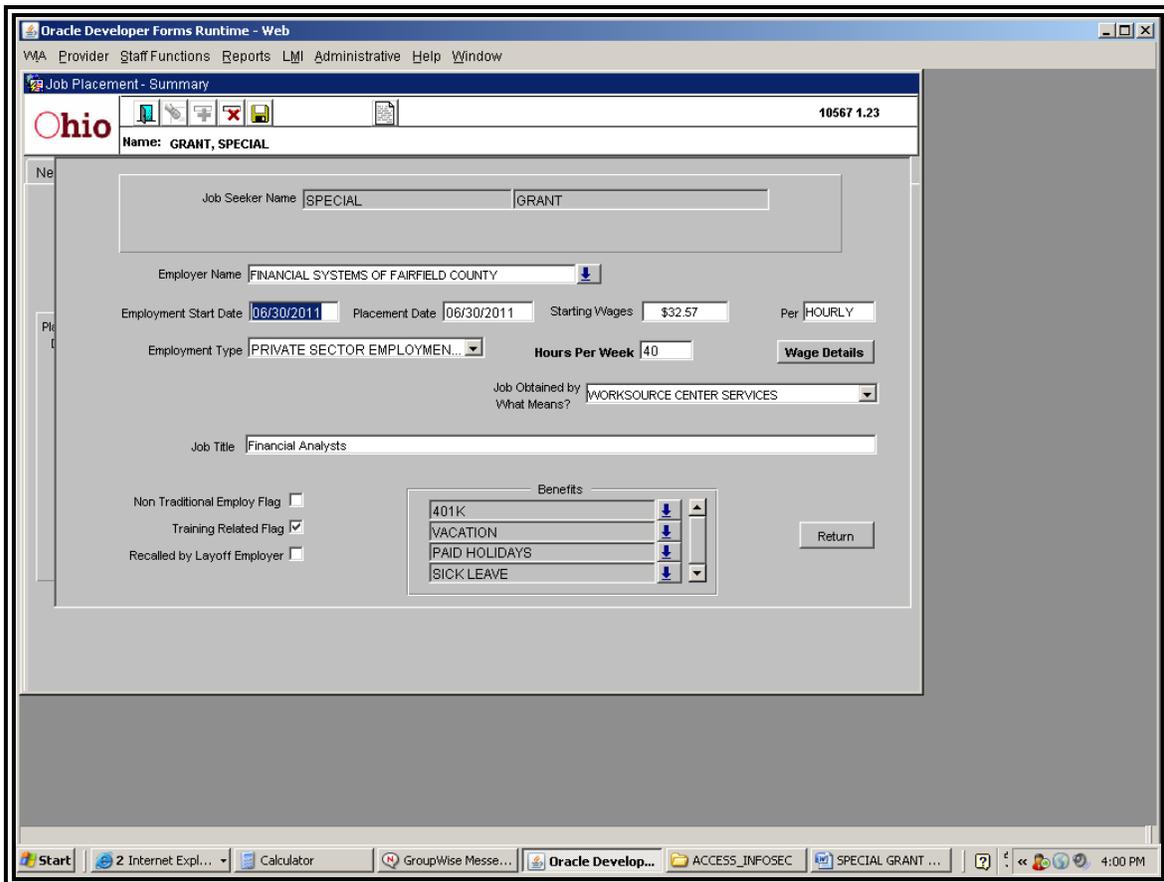
SCOTI will return to the “New Job” tab. (Another new job for this person could be entered at this time.)

The screenshot displays the Oracle Developer Forms Runtime - Web interface for a 'New Job' entry. The window title is 'Oracle Developer Forms Runtime - Web' and the page title is 'Job Placement - New Job'. The user is logged in as '10567 1.23'. The form is for a job seeker named 'GRANT, SPECIAL' with a status of 'OPEN'. The form is divided into several sections: 'Job Seeker' (Name: SPECIAL, GRANT; Status: OPEN), 'Employer Data' (Name, Address, City, County, State, Zip, Phone, Fax), 'Employment Data' (Hire Date: 07/21/2011, Employment Start Date: 07/21/2011, Starting Wages, Salary Interval, Employment Type, Hours Per Week, Wage Details), 'Job Obtained by What Means?' (dropdown), 'Job Title' (dropdown), and 'Benefits' (list). There are also checkboxes for 'Non Traditional Employment', 'Training Related', and 'Recalled by Layoff Employer'. The Windows taskbar at the bottom shows the Start button, Internet Explorer, Calculator, GroupWise Messenger, Oracle Developer, ACCESS\_INFOSEC, and SPECIAL GRANT. The system clock shows 3:59 PM.

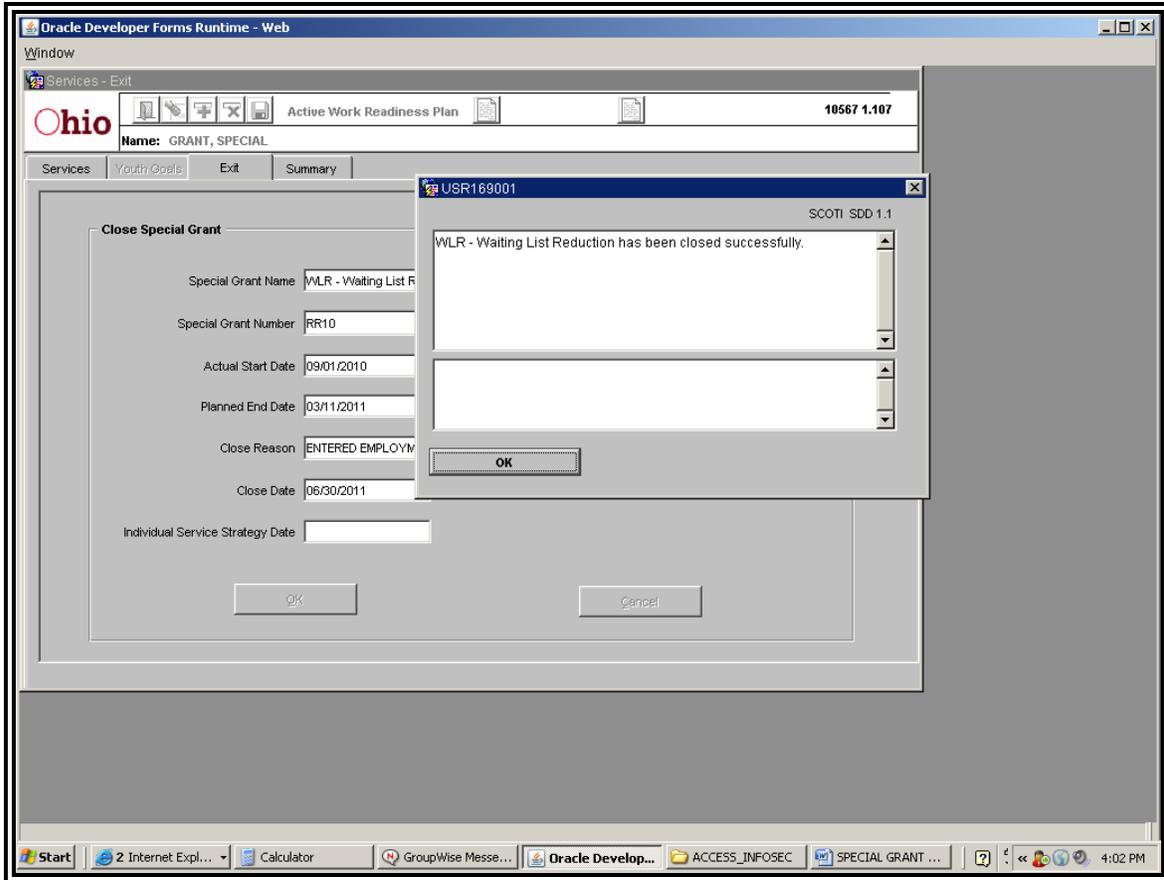
If the user would like to view the information that was entered, the user should select the “Summary” tab. This screen is displayed along with some information that should help the user select a new job (if there is more than one). The user should click the button under the “Placement Details” column.



This is the screen that appears when the “Placement Details” button is pushed. Pushing the “Return” button will return the user to the “Placement Details” screen.



Pushing the Save Record icon will return a message “WLR – Waiting List Reduction has been closed successfully”. At this time you can choose another menu item from the WIA menu or use the blue door to exit.



This is the end of the procedure.