

Ohio's Workforce System

Instructional Documentation

Subject: WIA Oil & Gas Programs

Date: October 29, 2011

The natural gas industry in Ohio is growing. There is an increased demand for a trained workforce to replace the aging workforce of the existing industry. As a priority, the State must be able to demonstrate the support it has shown to the industry via participant tracking and reporting. The Workforce System has been enhanced with three new WIA programs in support of the "Oil & Gas" industry. These new programs are identified as Adult Oil & Gas, Dislocated Worker Oil & Gas, and Youth Oil & Gas.

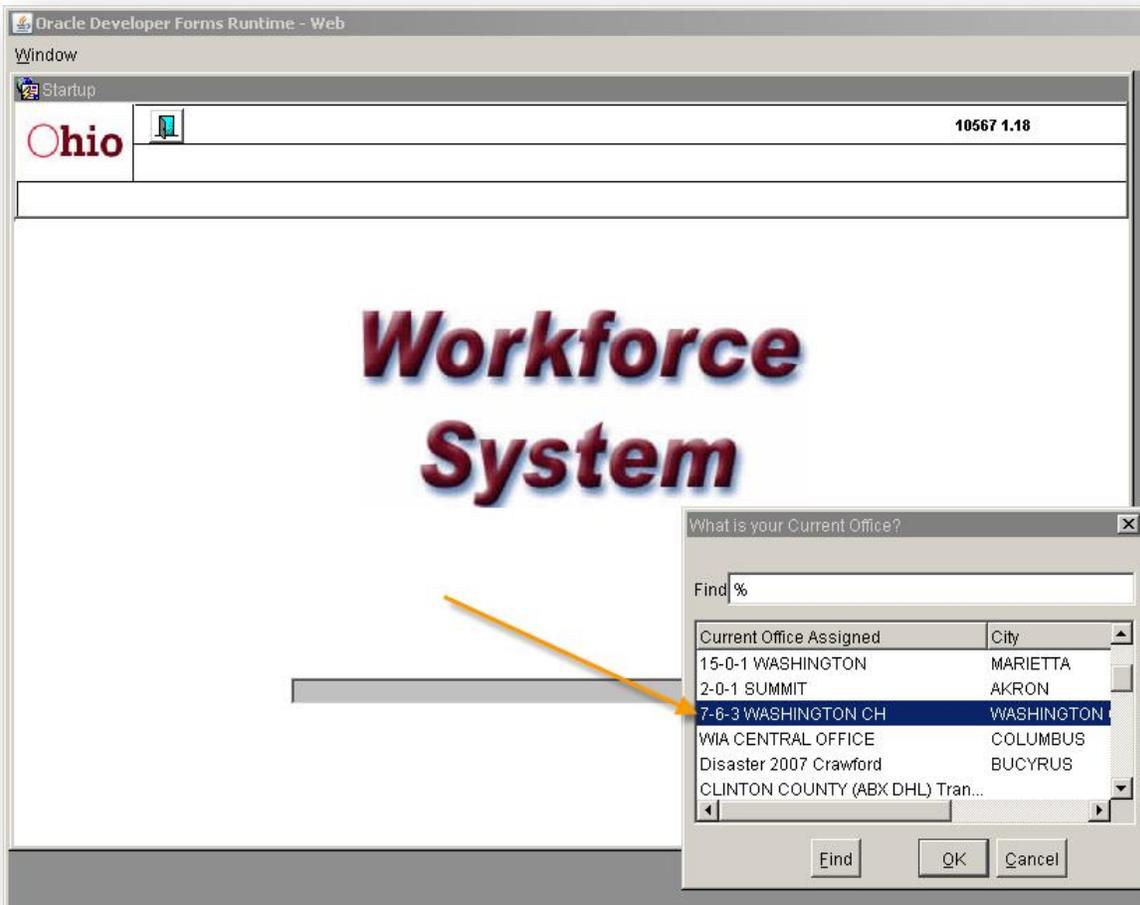
Procedure: Adding a customer to WIA Oil & Gas Programs

When to Use this procedure: When a customer is interested in receiving training in the "Oil & Gas" industry.

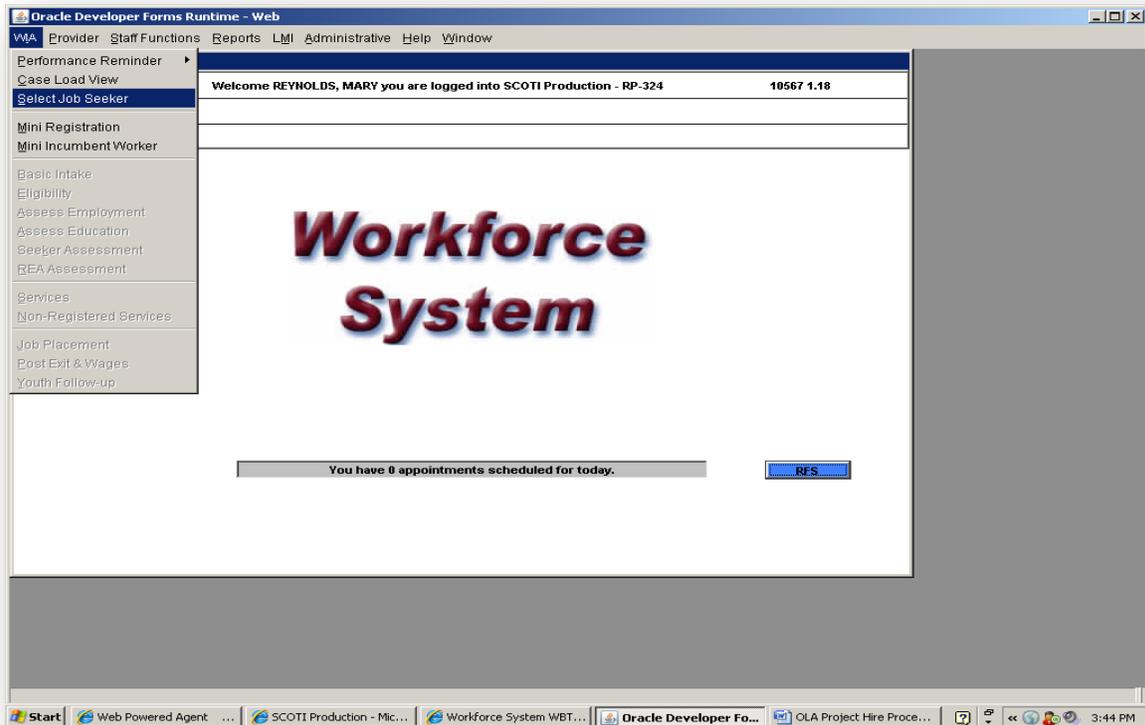
Before You Begin Procedure #1

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 WIA office. WIA offices are assigned by OWD.

Once you have signed in, SCOTI will display a “pop up” box showing all offices that are assigned to you. Select the WIA office that you need to enter clients into.



Go to the WIA menu and choose “Select Job Seeker”



First, Execute a Query (enter Name of seeker) to see if the client is already in SCOTI. If the seeker is not in SCOTI, click the new seeker button.

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

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

Basic Intake - General 10764 1.225

Ohio Name: FUNNY, BUNNY

General **Additional** Program Data

Seeker Data

Seeker Status OPEN Seeker Status Date 02/11/2010

Intake Date 02/11/2010 **Street Address** 4020 5th ave **Mailing Address** 4020 5th ave

SSN XXX-XX-3663 **City** GAHANNA **City** GAHANNA Invalid

First Name EUNNY **County** FRANKLIN

Last Name FUNNY **State** OH **Zip** 43230 - **State** OH **Zip** 43230 - Invalid

Date Of Birth 10/28/1969 **Age Today** 41 **Email Address**

Gender FEMALE **Phone** Ext.

Ethnicity HISPANIC OR LATINO **Alternative/Message Phone** Ext.

Native or Primary Language ENGLISH **Fax**

Race BLACK/AFRICAN AMERICAN **Emergency Contact**

WIA Office ODJFS **Special Grant Office** **Trade Office**

WIA Staff NABORS, MICHELLE **Special Grant Staff** **Trade Staff**

Created By SCOTI **Program Involvement**

Program Type	Status	Status Date	Start Date	Close Date
ADULT OIL & GAS	ELIGIBLE	10/24/2011		
WIA DISLOCATED WORKER	ELIGIBLE	10/24/2011		

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

The screenshot shows a web-based form titled "Basic Intake - Additional" within an Oracle Developer Forms Runtime environment. The interface includes a menu bar with options like "VMA", "Provider", "Staff Functions", "Reports", "LMI", "Administrative", "Help", and "Window". The main content area is divided into three tabs: "General", "Additional" (which is currently selected), and "Program Data".

At the top left, there is an "Ohio" logo and a toolbar with icons for navigation and actions. The user's name is displayed as "Name: FUNNY, BUNNY" and a reference number "10764 1.225" is shown in the top right corner.

The form contains several sections of data entry:

- Current Claimant Status:** A dropdown menu set to "NEITHER CLAIMANT NOR EXHAUSTEE".
- UI Status at Intake:** A dropdown menu set to "ELIGIBLE CLAIMANT REFERRED BY WPRS".
- Education Level:** A dropdown menu set to "ASSOCIATE'S DEGREE".
- Migrant Seasonal / Farmworker?** Radio buttons for "Yes" and "No" (selected), with a "MSPW Details" button.
- Education Status:** A dropdown menu set to "NOT ATTENDING SCHOOL; H.S. GRADUATE".
- Have you served in US Military?** Radio buttons for "Yes" and "No" (selected), with a "Vet Details" button.
- Are you a Spouse of a Veteran?** Radio buttons for "Yes" and "No" (selected), with a "Vet Spouse Details" button.
- Are you Homeless?** Radio buttons for "Yes" and "No" (selected), with a "Homeless Details" button.

There are two main panels at the bottom:

- Military Service:** A section for "Veteran Status" with a dropdown set to "NON-VETERAN". It lists various categories 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 Veteran
 An "Active Duty Dates" section includes "Start Date" and "End Date" input fields.
- Valid Driver's License:** A section for license information. It includes a "State" dropdown set to "OH" and a "Class" dropdown set to "NON-COMMERCIAL". Below these are several rows for "Endorsement Code" with dropdown menus and a "Remove" button at the bottom.

When finished, the user can go to the third tab of “Basic Intake” by clicking the “Program Data” tab. ****Note: A new field named “Interested in Oil & Gas Industry?” has been added on the WIA ‘Basic Intake – Program Data’ screen.****

The screenshot displays the 'Basic Intake - Program Data' form. The 'Registration Data' section contains the following fields:

- Citizenship: US Citizen
- Documented Reason for Youth Eligibility: [Empty]
- Youth Barriers Documentation: [Empty]
- Registered for Selective Service?: Yes No Exempt
- Adult Low Income?: Yes No
- Pell Grant Recipient?: Yes No
- Youth 5% Window?: Yes No
- Local Use One: [Empty]
- Local Use Two: [Empty]
- Mini Use One: [Empty]
- Alien Expiration Date: [Empty]
- Family Size: 6
- Family 6 Month Income: [Empty]
- Individual 6 Month Income: [Empty]
- Public Assistance Recipient?: Yes No
- Interested in Oil & Gas Industry?: Yes No
- Dislocated Worker?: Yes No
- Trade Eligible?: Yes No
- CAA?: Yes No
- Locked Out OH Worker?: Yes No

The 'Barriers Data' section contains the following fields:

- Disabled?: Yes No
- Single Parent?: Yes No
- Runaway?: Yes No
- Limited English Proficiency?: Yes No
- Behind Grade Level?: Yes No
- Basic Skills Deficient?: Yes No
- Substance Abuse?: Yes No
- Homeless?: Yes No
- Offender?: Yes No
- Foster Child?: Yes No
- Pregnant/Parenting Youth?: Yes No
- Youth Requires Additional Assistance?: Yes No
- School Dropout?: Yes No
- Face Serious Barriers?: Yes No
- Lacks Transportation?: Yes No

In order to calculate eligibility for any of the three Oil & Gas programs (**Adult Oil & Gas** , **Dislocated Worker Oil & Gas**, and **Youth Oil & Gas**), the ‘YES’ radio button must be selected on the ‘Interested in Oil & Gas Industry?’ question . Once this tab is completed, the user can **SAVE** the record by pushing the save icon.

To begin to add Oil & Gas Eligibility to a seeker, from the WIA menu, the user must select “Eligibility”.

Oracle Developer Forms Runtime - Web

WIA Provider Staff Functions Reports LMI Administrative Help Window

Performance Reminder
Case Load View
Select Job Seeker

1 Note Found 10764 1.225

MICK

Program Data

Seeker Data

Seeker Status Date 09/13/2007 Delete Case

Street Address 490 Buckley Drive Mailing Address 490 Buckley Drive Invalid

City CIRCLEVILLE City CIRCLEVILLE Invalid

County PICKAWAY

State OH Zip 43113 State OH Zip 43113 Invalid

KEYS Details Today 23 Email Address scoti_test@odjfs.state.oh.us Invalid

Phone (740) 474-7448 Ext Invalid

Alternative/Message Phone Ext Invalid

Fax

Emergency Contact

Phone

WIA Office ODJFS Special Grant Office Trade Office

WIA Staff NABORS, MICHELLE Special Grant Staff Trade Staff

Created By SCOTI

Program Type	Program Involvement	Status	Status Date	Start Date	Close Date
The last ormat		ELIGIBLE	08/05/2009		
WIA DISLOCATED WORKER		ELIGIBLE	05/05/2008		

Once “Eligibility” is selected, the eligibility screen is displayed. The user will then select the “Calculate Eligibility” button.

The screenshot shows the 'Eligibility Calculation' screen for user 'DAVIS, MICK'. The interface includes a menu bar, a toolbar, and a main content area. The main content area is divided into several sections:

- Eligibility and Status:** A table listing programs and their eligibility details.
- Seeker Exit Date:** A text input field.
- Employment Status at Participation:** A dropdown menu set to 'Not Employed'.
- Youth:** Radio buttons for 'In School' and 'Out Of School'.
- CAA Declined Reason:** A dropdown menu.
- Staff assigned to program:** Fields for Staff Name (NABORS, MICHELLE), Staff Office (NEG Dual Enrollment (TAA) Office 1a), and a Comments text area.
- Special Grant Details:** Fields for Grant Number (NEGCOLS), Start Date (04/15/2009), and End Date (12/31/2012).
- Buttons:** 'Calculate Eligibility' (highlighted with an orange arrow), 'Add Special Grant', and 'Print a completed copy'.

Program Name	Eligibility Date	Age at Eligibility	Program Status	Activities Earliest Start Date	Close Date	Eligibility History Data
The last ormat	07/01/2009	20	ELIGIBLE CLIENT			
WMA ADULT	12/01/2007	19	CURRENTLY ENROLLED	12/12/2008		
WMA OLDER YOUTH	12/01/2007	19	CURRENTLY ENROLLED	01/01/2008		
WMA DISLOCATED WORKER	12/01/2007	19	ELIGIBLE CLIENT			

Click on the “Calculate Eligibility” button. A pop-up box will display. The first item that is entered is the eligibility date for this individual. Once that is entered, the user should click the ‘OK’ button.

Oracle Developer Forms Runtime - Web

WIA Provider Staff Functions Reports LMI Administrative Help Window

Eligibility - Eligibility Calculation

Ohio

Name: DAVIS, MICK

1 Note Found

10228 1.2

10764 1.50

Intake Date 09/13/2007

Eligibility Date

Ok Cancel

Eligibility and Status

WIA and Special Grant Programs

Program Name	Eligibility Date	Age at Eligibility	Program Status	Earliest Start Date	Close Date	Eligibility History Data
The tast ormat	07/01/2009	20	ELIGIBLE CLIENT			
WIA ADULT	12/01/2007	19	CURRENTLY ENROLLED	12/12/2008		
WIA OLDER YOUTH	12/01/2007	19	CURRENTLY ENROLLED	01/01/2008		
WIA DISLOCATED WORKER	12/01/2007	19	ELIGIBLE CLIENT			

Seeker Exit Date

Employment Status at Participation Not Employed

Youth In School Out Of School

CAA Declined Reason

Staff assigned to program

Staff Name NABORS, MICHELLE

Staff Office NEG Dual Enrollment (TAA) Office 1a

Comments

any

Calculate Eligibility

Special Grant Details

Grant Number NEGCOLS

Start Date 04/15/2009

End Date 12/31/2012

Add Special Grant

Print a completed copy

The system will then calculate the seekers eligibility and display the Oil & Gas programs that they are eligible for. ***Note an individual can be eligible for all three new programs, as long as he/she meets the program eligibility conditions.***

Eligibility Conditions:

- “Adult Oil & Gas”. All the same conditions as the WIA Adult program
- “Dislocated Worker Oil & Gas” All the same conditions as the WIA Dislocated Worker program
- “Youth Oil & Gas”. All the same conditions as the WIA Younger Youth *or* WIA Older Youth program

Oracle Developer Forms Runtime - Web

WIA Provider Staff Functions Reports LMI Administrative Help Window

Eligibility - Eligibility Calculation 10764 1.50

Ohio 1 Note Found

Name: DAVIS, MICK

Eligibility Calculation | Program Participation

Eligibility and Status

WIA and Special Grant Programs

Program Name	Eligibility Date	Age at Eligibility	Program Status	Activities Earliest Start Date	Close Date	Eligibility History Data
TRADE	10/01/2011	23	ELIGIBLE CLIENT			
ADULT OIL & GAS	10/01/2011	23	ELIGIBLE CLIENT			
YOUTH OIL & GAS	10/01/2011	23	ELIGIBLE CLIENT			
DISLOCATED WORKER OIL & GAS	10/01/2011	23	ELIGIBLE CLIENT			

Seeker Exit Date Employment Status at Participation

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

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

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The WIA menu is open, and the 'Services' option is highlighted. The main form displays 'Seeker Data' for a case with ID 10764 1.225. The form includes fields for Street Address (490 Buckley Drive), City (CIRCLEVILLE), State (OH), and Zip (43113). It also shows a table of Program Involvement with columns for Program Type, Status, Status Date, Start Date, and Close Date.

Program Type	Status	Status Date	Start Date	Close Date
ADULT OIL & GAS	ELIGIBLE	10/25/2011		
DISLOCATED WORKER OIL & GAS	ELIGIBLE	10/25/2011		

1. The “Services” screen will appear.
2. Click the green + sign to add a service.
3. To select services for the Oil & Gas program, you must first select “Oil & Gas” as the Program Affiliation. From the drop down menu.

Oracle Developer Forms Runtime - Web

WIA Provider Staff Functions Reports LMI Administrative Help Window

Services - Services

Ohio

1 Note Found

10764 1.109

Name: DAVIS, MICK

Services Youth Goals Exit Summary

Services

Staff Assigned NABORS, MICHELLE Program Affiliation

Service Type Service/Activity Provider Program TWA Funded? Yes/No

Service Type	Service/Activity	Provider	Program	TWA Funded? Yes/No
Y	TUTORING, STUDY SKILLS TRAINING	CYCLING FANATICS		
C	CAREER COUNSELING	CYCLING FANATICS		

ONET Code ONET Description

ONET Title

Actual Start Date Planned End Date

ITA Training Start Date

Instructions

Credential/Outcome

Service/Activity Outcome

Program Affiliation

Find %

Program_Type

- ADULT OIL & GAS
- DISLOCATED WORKER OIL & GAS
- TRADE
- The last ormat
- WIA DISLOCATED WORKER
- YOUTH OIL & GAS
- WIA ADULT
- WIA DISLOCATED WORKER

Find End OK Cancel

Create New Provider

4. The user can then proceed in filling out this form.
5. Enter in Actual Start Date and Planned End Date and Save the record.

Oracle Developer Forms Runtime - Web

WMA Provider Staff Functions Reports LMI Administrative Help Window

Services - Services

Ohio Active Work Readiness Plan 10764 1.109

Name: FUNNY, BUNNY

Services Youth Goals Exit Summary

Services

Staff Assigned: NABORS, MICHELLE Program Affiliation: ADULT OIL & GAS

Service Type	Service/Activity	Provider	Program	TAA Funded? Yes/No
C	JOB REFERRALS	CYCLING FANATICS		
C	JOB DEVELOPMENT	OWD OIL	Drilling 101	

ONET Code: ONET Description:
 ONET Title:

Actual Start Date: 10/22/2011 Planned End Date: 10/20/2012 Actual End Date:
 ITA: Training Start Date: Planned Cost:
 Instructions:
 Non-Registered Services:
 Credential/Outcome: Credential Date:
 Service/Activity Outcome: