



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH

KEITH W. COOLEY
DIRECTOR

Memorandum

DATE: April 25, 2007

TO: MWA Directors, Field Services Division Director, Regional Managers, and all Field Services Division Staff

FROM: Brenda C. Njiwaji, Director, Bureau of Workforce Programs 

SUBJECT: Mediated Services Enhancements – Special Instructions for Obtained Employment Outcomes (OE) and Placements

Beginning April 25, 2007, the One-Stop Management Information System (OSMIS) will be modified to allow entering OE data after a Wagner-Peyser registration is exited. Currently, the OSMIS treats OE's as services. Under Common Measures, services cannot be entered if the Wagner-Peyser registration is exited. The system will be modified to treat OE's as Follow-up Activities, which can be entered even after the registration is exited.

The attached instructions will cover the main areas for OE's and Placements. A copy of these instructions, with relevant screen shots, will be available for reference from the front page of the OSMIS.

Please retain this memo and instructions for future reference. Questions can be directed to the Mediated Service, OMIS and Common Measures Help Desk at 313-456-3030.

Obtained Employment Outcomes (OE) & Placements

Outcomes and required entries for OE's, referrals and/or placements

Outcomes (placements and OE's) and referrals follow the same process as the services other than the required information that is needed. The reporting of and credit for an OE or placement must meet specific time constraints which are explained later in this document. Below is the list of required entries for Referrals, OE's, and Placements.

Taking an Obtained Employment Outcome and/or a Placement

In order to enter an OE, Placement, and/or Referral to a Job, an appropriate qualifying service must first be given.

For an obtained employment outcome these qualifying services are:

- Vocational Guidance Service
- Proficiency Testing
- Other Testing
- Bonding Assistance
- Terminated from Training
- Resume Assistance/Preparation
- Workforce Information
- Job Search Planning
- Job Searched Workshop

The qualifying services for a referral is:

- Referral to Job

Having met the above criteria, the taking of an OE is as follows:

1. Log into the system.
2. Select the Applicant Search Tab-then-from the dropdown dialog box-Select-Update Wagner-Peyser Services.
3. The "View Service History -- Customer Search Criteria" page opens.
4. Enter your customer search criteria – Click on Search. You are sent to the "Customer Search Results page."
5. From the "View Service History, Customer Search Results page," click on your participant's name to view services which have been provided. If your customer is not listed, click on "New Search."

View Service History

Customer Search Results

Select your applicant (participant)

column (if a link exists) to [view the service history for the customer](#); Customer ID link to view the Wagner-Peyser Registration record, if one exists; the Customer's Talent Bank resume, if one exists;

You searched for customer: **TEST**, with a Date of Birth of:

Applicant Name	Birth Date	Customer ID	Address	Phone	Email	Wagner-Peyser Participation	Resume Status
TEST_ABBY	05/12/1975	TESAB0512	2585 Mark Twain Detroit, MI 48235	(313) 456-8585	-	Active	Active Resume Exists
TEST_ADDITIONAL	04/01/1985	TESAD0401	1212 Front Street Detroit, MI 48202	(444) 444-4444	-	Active	Active Resume Exists

- When the “Service History List” page opens, click on “View All Wagner-Peyser Activities for this Applicant.”

Service Name	Begin Date	End Date	Employer Name	Referral Result	Staff Username
View All Wagner-Peyser Activities					

- From the “View All Wagner-Peyser Activities for this Applicant,” select the qualifying OE service you are going to update. The Update __ Activity service page will open.

View All Wagner-Peyser Activities for this Applicant

Service Name	Begin Date	End Date	Employer Name	Referral Result	Staff Username
Vocational Guidance	06/16/2006	06/16/2006	JACK'S PLACE	-	DAUFFENJ

[View All Activities across Programs](#)

Select Qualifying Service to update.

Confirm that you have provided the service.

- In the middle of the Update __ Activity page you will see the “Obtained Employment” Outcome section, provided that you have selected one of the qualifying OE services to update.

Update Vocational Guidance Activity

Nbr WP Reg.: 1	Nbr WIA Reg.: 1	Nbr TAA Reg.: 0	Nbr Open Activities:
Latest Activity: 03/08/2007	Latest Registration: 02/05/2007	Latest Future Svc: -	Latest Planned Gap:
Anticipated Exit: 06/07/2007	Common Measures Participa		
Name: TEST, DEB	Vet. Status: Not A Veteran	Current Staff: TEST DEVMTB - ES_ADM	
Username: TESDE0505	Resume: Active	Detroit - Fort Service Center	

Notes:

Obtained Employment

Employer Name:

Verification Source:

Job Title:

Employment Date: --

Audit Data

Service Date: 03/08/2007

Serviced By: TEST DEVMTB - ES_ADM

- For an Obtained Employment to be entered, the following fields are required: Employer Name, Verification Source, Job Title and Employment Date.
- After completing the fill-ins click on Update.
- You will be returned to the “Service History List” page or the “View All Wagner-Peyser Activities” page for this Applicant. You will now see that the employer’s name has been added to the “Employer Name” column of the service name you have updated.

View All Wagner-Peyser Activities for th

The service has been successfully updated in the data!

The entry of the Employer’s Name confirms that an OE has been attached to this Service Name.

Service Name	Begin Date	End Date	Employer Name	Referral Result	Staff Username
Vocational Guidance	06/16/2006	06/16/2006	JACK'S PLACE	-	DAUFFENJ

Deleting an Obtained Employment Outcome

Selecting the qualifying service link from the Service Name column, you are returned to the Update __ Activity page.

View All Wagner-Peyser Activities for this Applicant

• The service has been successfully updated in the database.

Service Name	Begin Date	End Date	Employer Name	Referral Result	Staff Username
Vocational Guidance	06/16/2006	06/16/2006	JACK'S PLACE	-	DAUFFENJ

Service link

The following information is posted on the service page after the OE Outcome has been entered and updated. **“Warning: To delete the Obtained Employment information, blank out the Employer Name and click on 'Update'. Do not click on the 'Delete' button at the end of the form.”**

Update Vocational Guidance Activity

Nbr WP Reg.: 1	Nbr WIA Reg.: 1	Nbr TAA Reg.: 0	Nbr Open Activitie:
Latest Activity: 03/25/2007	Latest Registration: 11/13/2006	Latest Future Srvc: -	Latest Planned Ga:
Anticipated Exit: 06/24/2007	Common Measures Participi		
Name: TEST, ABBY	Vet. Status: Not A Veteran	Current Staff: JACK DAUFFENBACH - ES_ADM	
Username: TESAB0512	Resume: Active	Detroit - Fort Service Center	

Notes:

Obtained Employment

Warning: To delete the Obtained Employment information, blank out the Employer Name and click on 'Update'. Do not click on the 'Delete' button at the end of the form.

Employer Name:

Verification Source:

Job Title:

Employment Date:

To delete the OE, delete the employer's name and click on **UPDATE.**

Referral to Job

First, select Enter Wager-Peyser Services for the Applicant Search tab, next, enter the Customer Search Criteria and click on the Search button.

After selecting “Referral to Job” from the dropdown dialog box and clicking on Continue, you are sent to the “Insert Referral to Job Activity” page. Additional information will be required from you including a Job Order Number.

Enter Wagner-Peyser Services

Name: TEST, JACK **Vet. Status:** Not A Veteran **Current Staff:** JACK DAUFFENBACH - ES_ADM
Username: TESJA0401 **Resume:** Active Detroit - Milwaukee Service Center

Assistance
 Vocational Guidance
 Job Development
 Referred to WIA Services
 Assigned to Case Management
 Proficiency Testing
 Other Testing
 Bonding Assistance
 Profiling-Mandatory

Training
 Referred to Training
 Enrolled in Training
 Terminated from Training

Job Search
 Resume Assistance/Preparation
 Workforce Information
 Job Search Planning
 Job Search Workshop

Referral

Service Date
 4 - 18 - 2007

Serviced By
 JACK DAUFFENBACH - ES_ADM

Location
 Detroit - Milwaukee Service Ce

Continue

Referral dropdown dialog box; select referral type

Location dropdown dialog box

Select

Changing Locations

Keep in mind that when you change the location of a registration or a service, you are changing it only for the one record. If you want to change locations for the entire session, you will need to use the blue Special Functions box at the top of the screen. In the dropdown menu select Staff Admin and in the next dropdown dialog box select “Change Location.” (See below)

MICHIGAN 12/10/09
WORKS!
 One Stop MIS

Applicant Search Case Management Help/Info **Special Functions** OSMIS

Wagner-Peyser

Staff Admin
 Michigan Talent Bank
 Online Reports

Change Password
 Change Location
 Change Staff
 Staff Account Admin

Changing Location

Welcome to the One Stop MIS Development System!

Insert Referral to Job Activity and Placement

On the “Insert Referral to Job Activity” continue entering the required information. You can also enter the “Referral Results” (placement) information at the same time you enter the service activity information or the placement information can be entered at a later time if the service is not resulted. Click on Insert to enter the Referral to Job and the Referral Results (Placement).

WORKS! One Stop MIS | Applicant Search | Case Management | Help/Info | Special Functions | OSMIS | **Wagner-Peyser**

Insert Referral to Job Activity

Nbr WP Reg.: 1	Nbr WIA Reg.: 1	Nbr TAA Reg.: 0	Nbr Open Activities
Latest Activity: 03/05/2007	Latest Registration: 02/05/2007	Latest Future Srvc: -	Latest Planned Gap
Anticipated Exit: 06/04/2007			Common Measures Participate

Name: TEST, JACK Vet. Status: Eligible Veteran Current Staff: TEST DEVMTB - ES_ADM
 Username: TESJA0401 Resume: Active Detroit - Fort Service Center

Service: Job Referral #1

Job Order State and Number: A Job Order Number is required to continue.

Referred From:

FCJL?:

Employer Name:

Job Title: This information will auto-fill from the Job Order.

Employer Phone#:

Job Order Wage: - per -

Job Order Type: -

Appointment Date: - - Enter the appointment date.

Notes:

Referral Results

Referral Result: Select your referral results from the dropdown dialog box, fill-in the required information and click on Insert.

Verification Source:

Verifier User ID:

Referral Result Entered Date:

Audit Data

Service Date: - -

Serviced By: TEST DEVMTB - ES_ADM

Location:

Referral Results Required Information – Taking a Placement Later

In order for you to take a placement, you are required to complete the Referral Results on the “Update Referral to Job Activity” page. First, locate your participant record. Then, go to the Service History List page. Next, Click on the service link (Referred to Job) and lastly, completely fill-in the Referral Results information.

After you have completed all required entries in the Referral Results section, clicked on Update, you will be returned to the Service History List. The Service History List will display, showing that you have successfully entered the Referral Result “Accepted Job.”

In the below example, the Referral Results would change from Not resulted to Accepted Job in the Referral Result column.

Service Name	Begin Date	End Date	Employer Name	Referral Result	Staff Username
Referral to Job	03/14/2007	03/14/2007	JACK'S PLACE	Accepted Job	DEVMTB

Service Name

Result – Accepted Job is listed

Job Order Number

A job order must be active in the Talent Bank in order for you to take a placement. The job order can be entered by either the employer or by a staff member that has been given authority to enter job orders. A job order number is required in order for you to enter the service and get credit for the placement. Remember you have to provide the service in order to get credit for the placement.

Locating the Job Order Number

- Select the Employer Menu located under the Special Function tab.

Welcome to the One Stop MIS Development System!

- Next, select the “Main Employer Account” from the Staff Employer Main Menu.
- Now, enter the Company Name.

- Click on the Company Name provided they have a Michigan Talent Bank Employer Account. If they do not have an account you will not see them on the list.
- Select “Modify Job Orders (Including Activating/Inactivating a Job Order).” Take a moment and familiarize yourself with the services available to you in the “Main Menu (Staff).”

Modify Job Order List

- Locate the job order number you are going to use for your placement information. If you cannot find the job order or job order number, then a job order will have to be entered into the Talent Bank by the employer or you. It is recommended that the employers enter their own registration and job orders. If a job order is listed, then clicking on the Job Status (Active or Inactive) takes you to the job order where you can update it and get a new job order number.
- If you try to use a job order number that has been given to another participant, you will get the below message.

The screenshot shows the Michigan Works! MIS system interface. At the top, there are navigation tabs: Applicant Search, Case Management, Help/Info, Special Functions, and OSMIS. The Wagner-Peyser logo is visible on the right. Below the navigation is a section titled "Insert Referral to Job Activity" with a light blue background. This section contains registration statistics: Nbr WP Reg.: 1, Latest Activity: 03/27/2007, Anticipated Exit: 06/26/2007; Nbr WIA Reg.: 1, Latest Registration: 02/05/2007; Nbr TAA Reg.: 0, Latest Future Srvc: -; and Nbr Open Activities: 0, Latest Planned Gap: -. A link for "Common Measures Participation" is also present. Below this, a red error message states: "The Job Development order you entered has already been referred to another individual and can not be reused. Current transaction can not be completed. Please correct above errors and re-submit request". At the bottom of the error message, participant details are listed: Name: TEST, JACK; Username: TESJA0401; Vet. Status: Eligible Veteran; Resume: Active; Current Staff: JACK DAUFFENBACH - ES_ADM; and Detroit - Fort Service Center.

Service: Job Referral #1

Job Order State and Number: MI -

Limited Query -- Confirm Services

To confirm that you have given a service to this participant, go to the Special Function tab and select Online Reports—then—select Limited Query and enter your search criteria.

Note: The taking of an OE or Job Placement is attached to the qualifying service date. To confirm that your service was updated, you will have to query the entry by using the date range

of the service. Remember that the outcome or placement is attached to the qualifying services and the services perform between dates you selected.

Time constraints and restrictions

1. For any customer who was provided a referral and/or an appropriate qualifying service and then gets a job or is placed and has not completed the resume requirement, the system will not allow you to enter additional services or results after the 10-day limit.
2. OE's can only be taken if the customer obtains the job within 90 days of receiving the qualifying service. The OE must be reported in a timely fashion. The proper reporting time limit - is any OE must be reported within 365 days of the qualifying service date to receive credit.