

Customer Employment Plan Elements for OSOS

as of 06/13/2000

Please Note: Required Elements are BOLDED

Elements needed for completion of Employment Plan are *Italicized and Bolded*

these items are needed for Staff to create the dynamic links in OSOS related tables

TAB (Entry Screen)	Data Element Name	Special Notes	Description/Definition
General Information	Employment Goal		employment goal for this customer
	Goal Justification		narrative justification of employment goal
	Plan Evaluation Date		date the counselor wants to revisit the employment plan with the customer
	Plan Status	display only / system generated	status of plan (open or closed)
	Planned Start Date		expected start date of the employment plan
	Actual Start Date		actual start date of the employment plan
	Planned End Date		expected end date of the employment plan
	Actual End Date		actual end date of the employment plan
Achievement Objectives	Objective	may have more than 1 *	name of achievement objective(s) for this customer
	Type of goal (if YOUTH, required)	drop down menu	type of goal
	Planned Start Date		planned start date of the achievement objective
	Actual Start Date		actual start date of the achievement objective
	Goal Attainment (if YOUTH, required)	drop down menu	has the goal been obtained/achieved?
	Planned End Date		planned end date of the achievement objective
	Actual End Date		actual end date of the achievement objective
	Outcome Status		status of the achievement objective
Service/Activities	Achievement Objective	drop down menu of all objectives * entered for customer in Achievement Objectives Tab, Objective element	list of customer's achievement objective(s)
	Service/Activity	list generated by system	name of the service/activity
Services/Activities - Details (DATA ELEMENTS IN BOLD ITALICS ARE REQUIRED ENTRIES IN THE PROVIDER MODULE -- THIS DATA MUST BE KEPT TO LINK CUSTOMERS WITH APPROPRIATE SERVICES AND PROVIDERS)	Service ID	display only - system generated	identification number for specific service
	Provider ID (Name of Provider)	display only - system generated	identification number for specific provider
	Obligated Cost		\$ amount obligated for this service
	Actual Cost		actual \$ amount of this service
	Planned Start Date		planned start date of the service
	Planned End Date		planned end date of the service
	Actual Start Date		actual start date of the service
	Actual End Date		actual end date of the service
	Next Contact Date		next date scheduled to contact the customer
	Minimum Hours		minimum hours per week customer agrees to spend on this service
	Service Type	drop down menu	type of service
	Minimum Progress Agreed		minimum progress measurement for this service as determined between counselor and customer

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TAB (Entry Screen)	Data Element Name	Special Notes	Description/Definition
Services/Activities - Tracking (Add & Edit)	Staff Assigned	display only - system default	name of staff person logged on to system
	Local Office	display only - system default	name of local office of staff person logged on to system
	Month	drop down menu -- multiple entries allowed	month in which a customer takes part in a service/activity
	Year	drop down menu -- multiple entries allowed	year in which a customer takes part in a service/ activity
	Week #1		number of hours a customer spends on a service/activity during the 1st week of the selected month and year
	Week #2		number of hours a customer spends on a service/activity during the 2nd week of the selected month and year
	Week #3		number of hours a customer spends on a service/activity during the 3rd week of the selected month and year
	Week #4		number of hours a customer spends on a service/activity during the 4th week of the selected month and year
	Week #5		number of hours a customer spends on a service/activity during the 5th week of the selected month and year
	Total Hours	display only -- system calculated	total number of hours a customer spends on a service/activity during the selected month and year
Services/Activities - Funding (Add)	Funding Source	drop down menu -- generated by system	funding sources eligible for this customer
	Program Year	drop down menu	the year which the monies are being allocated from a fund to a dol office
	Obligated Amount		\$ amount being obligated from this fund
Services/Activities - Funding (Edit)	Obligated Percentage	one or the other, but not both	percent of the total being obligated from this fund
	Fund Name		funding sources eligible for this customer
	Program Year	drop down menu	the year which the monies are being allocated from a fund to a dol office
	Obligated Amount		\$ amount being obligated from this fund
	Obligated Percentage	one or the other, but not both	percent of the total being obligated from this fund
	Actual Amount		actual amount of money already spent from the fund to pay the employment plan service
	Actual Percentage	one or the other, but not both	actual %a of money already spent from the fund to pay the employment plan service

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TAB (Entry Screen)	Data Element Name	Special Notes	Description/Definition
Comments	Created		date the note/comment was created/recorded
	Staff Assigned		staff person who entered the note/comment
	Comments		note/comments about the seeker created in any Employment Plan Tab
Follow-Up		Currently not available -- Under development	expected to collect outcome information for performance measures
Audit	Area Office		name of area office
	Staff		name of staff assigned
	Date/Time		date and time that the field change was committed to the database
	Field name		name of field (from list of fields that are tracked) that was changed
	Old Value	system generated -- produces a list of changes	previous value of the field
	New Value		new value of the field
Custom		Currently not available	

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