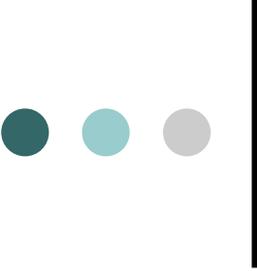


# Welcome to the NWLB MIS Changes Webinar

- Press **MUTE** or \*6 to mute your telephone.
- Please **don't** put your phone on **HOLD**.
- In the 'chat' box please enter and send us your name, email address, work location, and the names of everyone participating at your location.
- Thanks!! We'll get started soon!

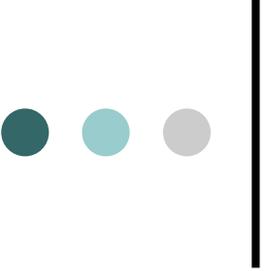
# NWLB MIS Changes





# NWLB Orientation

- This is the initial meeting, either in an individual or a group setting, where a potential participant first receives information concerning the services available under NWLB.
- Orientations may take place either in person or over the phone.



# NWLB Orientation

- Waiting for Orientation: An individual is “waiting for orientation” if their scheduled orientation date is greater than two weeks from the date they signed up for orientation.
- All individuals who receive an orientation should be entered into the OSMIS, regardless of whether or not the person had to wait to receive their orientation.

# NWLB Orientation



A screenshot of the One Stop MIS Development System navigation menu. The menu consists of several buttons: "Applicant Search", "Case Management", "Help/Info", "Special Functions", and "OSMIS". The "Special Functions" button is highlighted, and a dropdown menu is open below it, showing "Staff Admin", "NWLB", and "Michigan Talent Bank". A mouse cursor is pointing at the "NWLB" option. To the right of the dropdown menu, there are two buttons: "Enter NWLB Orientation" and "Update NWLB Orientation".

WIA

Welcome to the One Stop MIS Development System!

# NWLB Orientation



Applicant Search

Case Management

Help/Info

Special Functions

OSMIS

WIA

## Enter NWLB Orientation

### Customer Search Criteria

If you know the Customer ID, enter it below and click on Submit.

⇒ Customer ID:

Submit

If you do not know the Customer ID, enter the Last Name and click on Search.

⇒ Last Name:

Providing more information will narrow the search:

First Name:

Date of Birth  
(mm/dd/yyyy):

Submit

# NWLB Orientation



Applicant Search

Case Management

Help/Info

Special Functions

OSMIS

Welfare  
Reform

## NWLB Orientation

### Customer Search Results

Click on the **Name** column to view existing Participation History (if one exists) or to create a new NWLB record.

If the individual you are searching for does not appear, click on **"New Applicant/NWLB Orientation"** to enter the initial Applicant/NWLB Orientation record or click on **"New Search"** to conduct a new search.

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

Name	Birth Date	Customer ID	Address	Phone	NWLB Orientation Exists?
<a href="#">ORIENTATION, NWLB</a>	01/01/1980	ORINW0101	123 Test Grand Rapids, MI 49501	-	Yes

**Only click on 'New Applicant/NWLB Orientation',  
if your Participant **DOES NOT APPEAR**  
on the Customer Search Results List.**

New Applicant/NWLB Orientation

New Search

---

# NWLB Orientation

[Applicant Search](#)[Case Management](#)[Help/Info](#)[Special Functions](#)[OSMIS](#)

## NWLB Orientation

### Participant History

**NAME:** NWLB ORIENTATION

**Current Staff:** CENTRAL STAFF DCD

**Customer ID:** ORINW0101

**Current Staff Location:** Albion Service Center

Click on the **Program** to update the Participation

Program	Registration Date	Orientation Schedule Date	Orientation Attended Date	Orientation Missed Date	MWA	Region Code	Orientation Site
---------	-------------------	---------------------------	---------------------------	-------------------------	-----	-------------	------------------

New NWLB Orientation

View All Participations Across Programs

New Search

[View Participant History](#)

[View Activities](#)

[View Support Services](#)

[View Status History](#)

[View Outcome History](#)

[Enter Ticker](#)

# NWLB Orientation



Applicant Search

Case Management

Help/Info

Special Functions

OSMIS



## NWLB Orientation

### Contact Information:

⇒ Last Name:

⇒ First Name:

MI:

⇒ Address:

⇒ City:

⇒ State:

⇒ Zip:

Phone:

Email:

County:

### Personal Characteristics

⇒ Date of Birth:  -  -  (mm/dd/yyyy)

⇒ Orientation Scheduled Date:  -  -

Orientation Attended Date:  -  -

Orientation Missed Date:  -  -

Orientation Missed Reason: None

Region Code:

Orientation Site:

Notes:

---

# NWLB Orientation



Applicant Search

Case Management

Help/Info

Special Functions

OSMIS



## NWLB Orientation

- A open NWLB Orientation already exists within this MWA; Are you sure you want to create a new NWLB Orientation for this applicant?
- If the information you entered is correct, please 'Confirm' to submit the Orientation

### Contact Information:

⇒ Last Name:	<input type="text" value="ORIENTATION"/>	⇒ First Name:	<input type="text" value="NWLB"/>	MI:	<input type="text"/>		
⇒ Address:	<input type="text" value="123 TEST"/>	⇒ City:	<input type="text" value="GRAND RAPIDS"/>	⇒ State:	<input type="text" value="MI"/>	⇒ Zip:	<input type="text" value="49501"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>	County:	KENT		

### Personal Characteristics

⇒ Date of Birth:	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="1980"/>	(mm/dd/yyyy)
⇒ Orientation Scheduled Date:	<input type="text" value="4"/>	<input type="text" value="14"/>	<input type="text" value="2008"/>	
Orientation Attended Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Orientation Missed Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Orientation Missed Reason:	None			

# NWLB Orientation



Applicant Search

Case Management

Help/Info

Special Functions

OSMIS



## NWLB Orientation

**• A NWLB Orientation already exists with the same Orientation Scheduled Date.**

### Contact Information:

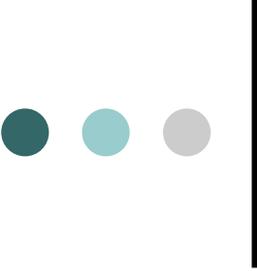
⇒ Last Name:	<input type="text" value="ORIENTATION"/>	⇒ First Name:	<input type="text" value="NWLB"/>	MI:	<input type="text"/>		
⇒ Address:	<input type="text" value="123 TEST"/>	⇒ City:	<input type="text" value="GRAND RAPIDS"/>	⇒ State:	<input type="text" value="MI"/>	⇒ Zip:	<input type="text" value="49501"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>	County:	KENT		

### Personal Characteristics

⇒ Date of Birth:	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="1980"/>	(mm/dd/yyyy)
⇒ Orientation Scheduled Date:	<input type="text" value="4"/>	<input type="text" value="14"/>	<input type="text" value="2008"/>	
Orientation Attended Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Orientation Missed Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Orientation Missed Reason:	None			
Region Code:	<input type="text"/>			
Orientation Site:	<input type="text"/>			

● ● ● | Questions?





# NWLB Orientation - Enter

- May not have more than ONE orientation with the same Scheduled Date in same MWA.
- Date registered for orientation may not be in the future.
- Orientation Scheduled Date must be  $\geq$  Date Registered, and  $\leq$  365 days in future.

# NWLB Orientation



Applicant Search

Case Management

Help/Info

Special Functions

OSMIS

WIA

Staff Admin

NWLB

Michigan Talent Bank

Enter NWLB Orientation

Update NWLB Orientation

Welcome to the One Stop MIS Development System!

# NWLB Orientation



Applicant Search

Case Management

Help/Info

Special Functions

OSMIS

WIA

## Update NWLB Registration

### Customer Search Criteria

If you know the Customer ID, enter it below and click on Submit.

⇒ Customer ID:

Submit

If you do not know the Customer ID, enter the Last Name and click on Search.

⇒ Last Name:

Providing more information will narrow the search:

First Name:

Date of Birth  
(mm/dd/yyyy):

Submit

# NWLB Orientation

[Applicant Search](#)[Case Management](#)[Help/Info](#)[Special Functions](#)[OSMIS](#)

## NWLB Orientation

### Customer Search Results

Click on the **Name** column to view existing Participation History (if one exists) or to create a new NWLB record.

If the individual you are searching for does not appear, click on **"New Applicant/NWLB Orientation"** to enter the initial Applicant/NWLB Orientation record or click on **"New Search"** to conduct a new search.

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

Name	Birth Date	Customer ID	Address	Phone	NWLB Orientation Exists?
<a href="#">ORIENTATION, NWLB</a>	01/01/1980	ORINW0101	123 Test Grand Rapids, MI 49501	-	Yes

**Only click on 'New Applicant/NWLB Orientation',  
if your Participant **DOES NOT APPEAR**  
on the Customer Search Results List.**

[New Applicant/NWLB Orientation](#)[New Search](#)

# NWLB Orientation



Applicant Search

Case Management

Help/Info

Special Functions

OSMIS



## NWLB Orientation

### Participant History

**NAME:** NWLB ORIENTATION

**Current Staff:** CENTRAL STAFF DCD

**Customer ID:** ORINW0101

**Current Staff Location:** Albion Service Center

Click on the **Program** to update the Participation

Program	Registration Date	Orientation Schedule Date	Orientation Attended Date	Orientation Missed Date	MWA	Region Code	Orientation Site
<a href="#">NWLB</a>	04/14/2008	05/01/2008	-	-	03		None
<a href="#">NWLB</a>	04/14/2008	04/20/2008	-	-	03		None
<a href="#">NWLB</a>	04/14/2008	04/15/2008	-	-	03		None
<a href="#">NWLB</a>	04/09/2008	04/14/2008	-	-	03		None
<a href="#">NWLB</a>	04/01/2008	04/01/2008	-	-	03		None

New NWLB Orientation

View All Participations Across Programs

# NWLB Orientation



Applicant Search

Case Management

Help/Info

Special Functions

OSMIS



## Update NWLB Orientation

### Contact Information:

⇒ Last Name:	<input type="text" value="ORIENTATION"/>	⇒ First Name:	<input type="text" value="NWLB"/>	MI:	<input type="text"/>		
⇒ Address:	<input type="text" value="123 TEST"/>	⇒ City:	<input type="text" value="GRAND RAPIDS"/>	⇒ State:	<input type="text" value="MI"/>	⇒ Zip:	<input type="text" value="49501"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>	County:	<input type="text" value="KENT"/>		

### Personal Characteristics

⇒ Date of Birth:	<input type="text" value="01"/>	-	<input type="text" value="01"/>	-	<input type="text" value="1980"/>	(mm/dd/yyyy)
⇒ Orientation Scheduled Date:	<input type="text" value="4"/>	-	<input type="text" value="20"/>	-	<input type="text" value="2008"/>	
Orientation Attended Date:	<input type="text" value="4"/>	-	<input type="text" value="15"/>	-	<input type="text" value="2008"/>	
Orientation Missed Date:	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	
Orientation Missed Reason:	<input type="text" value="None"/>					
Region Code:	<input type="text"/>					
Orientation Site:	<input type="text"/>					

Notes:

# NWLB Orientation



Applicant Search

Case Management

Help/Info

Special Functions

OSMIS

WIA

## Update NWLB Orientation

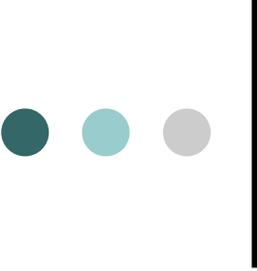
- The Orientation Attended Date can not be a future date.
- Current transaction can not be completed. Please correct above errors and re-submit request

### Contact Information:

⇒ Last Name:	<input type="text" value="ORIENTATION"/>	⇒ First Name:	<input type="text" value="NWLB"/>	MI:	<input type="text"/>		
⇒ Address:	<input type="text" value="123 TEST"/>	⇒ City:	<input type="text" value="GRAND RAPIDS"/>	⇒ State:	<input type="text" value="MI"/>	⇒ Zip:	<input type="text" value="49501"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>	County:	KENT		

### Personal Characteristics

⇒ Date of Birth:	<input type="text" value="01"/>	-	<input type="text" value="01"/>	-	<input type="text" value="1980"/>	(mm/dd/yyyy)
⇒ Orientation Scheduled Date:	<input type="text" value="4"/>	-	<input type="text" value="20"/>	-	<input type="text" value="2008"/>	
Orientation Attended Date:	<input type="text" value="4"/>	-	<input type="text" value="15"/>	-	<input type="text" value="2008"/>	
Orientation Missed Date:	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	
Orientation Missed Reason:	None					
Region Code:	<input type="text"/>					



# NWLB Orientation - Update

- Orientation Attended Date can not be future date, and must be  $\geq$  Date Registered.
- Orientation Missed Date can not be future date, and must be  $\geq$  Date Registered.
- If Orientation Attended Date is entered, may not also enter Orientation Missed Date.

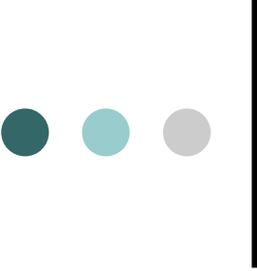
# NWLB Orientation

- Reports and sorts



● ● ● | Questions?





# NWLB – Waiting for Training

- An individual is waiting for training (WFT) if the decision has been made to pay for their training, but they cannot enter into training within the next two weeks due to a lack of available funding, a lack of program capacity at their chosen training provider, or timing issues.
- Someone who is waiting for training may or may not already be a fully registered participant in the OSMIS.

# NWLB – Waiting for Training



Applicant Search

Case Management

Help/Info

Special Functions

OSMIS



## Enter Activities

### Adult

**NAME:**

**Current Staff:** ↓

**Customer ID:**

**Current Staff Location:** Eaton Service Center

**Program:** Adult

**Status:** Active

**Weekly Target Wage:** NA

**Converted?** No

Select the Activities in which you are enrolling the participant and click on the '**Continue**' button at the bottom of the screen.

#### NWLB Training Wait List

NWLB Waiting for Training

Program Information/Basic Assessment

General Information

Group Activities

Job Search

#### Core Self-Service Activities

# NWLB – Waiting for Training



Applicant Search

Case Management

Help/Info

Special Functions

OSMIS



## Enter Activities

### NWLB Waiting for Training

NAME:

Current Staff:

Customer ID:

Current Staff Location: Eaton Service Center

Program: Adult

Status: Active

Weekly Target Wage: NA

Converted? No

### WAITING FOR TRAINING INFORMATION

⇒ (Waiting for Training) Start Date: 4 - 16 - 2008

⇒ Training Scheduled Start Date: - - -

⇒ Reason(s) individual must wait for training (choose at least one):

Lack of Funding:  No  Yes

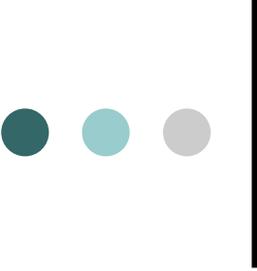
Lack of Capacity:  No  Yes

Timing Issues:  No  Yes

Training Estimated End Date: 4 - 16 - 2009

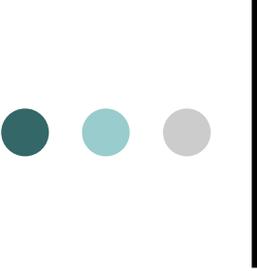
Training End Date: - - -

### MISCELLANEOUS



## NWLB – Waiting for Training

- To enter a WFT service, individual can not be active in training.
- WFT Start Date: Must be greater than Service Date and can not be greater than today.
- Training Scheduled Start Date: Must be greater than WFT Start Date and up to 1 year in future.



## NWLB – Waiting for Training

- Training End Date: Set manually or by system if person goes into training.
- WIA and TAA: WFT will act like a Future Service.
- The system will put the Start Date of a training activity into the End Date of WFT.

● ● ● | Questions?



# NWLB – Waiting for Training



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

Welfare Reform

## Enter Activities

### Work First & Non-Custodial Parent

[Access DHS-FSSP](#)

**NAME:** MWA Referral Type: Work First Referral - 1 **Current Staff:** ACSET Admin-Grand Rapids  
**Customer ID:** **Client/Recipient ID#:** **Case Number:** X1 222222A  
**FIP Family Status:** (1) Single Parent Family **FIP Previous Family Status:** None **EFIP Status:** -  
**WF Participant Count:** 1

Select the Activities in which you are enrolling the participant and click on the 'Continue' button at the bottom of the screen.

<b>Employment</b>	<input type="checkbox"/> Unsub. Private Sector Emp.
	<input type="checkbox"/> Unsub. Private Sector Emp.-Part-time
	<input type="checkbox"/> Unsub. Private Sector Emp.-Prior to 1st Act.
	<input type="checkbox"/> Sub. Private Sector Emp.
	<input type="checkbox"/> Subsidized Public Sector Emp.
<b>NWLB Training Wait List</b>	<input type="checkbox"/> NWLB Waiting for Training
	<input type="checkbox"/> On-the-Job Training

•Only for WF/JET and Food Stamps

•Must have attended orientation

# NWLB – Waiting for Training



Applicant Search

Case Management

Help/Info

Special Functions

OSMIS



## Enter Activities

Nbr WP Reg.: 1

Latest Activity: 03/13/2008

Anticipated Exit: 06/12/2008

Nbr WIA Reg.: 1

Latest Registration: 06/02/2007

Nbr TAA Reg.: 1

Latest Future Svc: -

Nbr Open Activities: 0

Latest Planned Gap: -

[Common Measures Participation](#)

NAME:

Current Staff: CENTRAL STAFF DCD

Customer ID:

Current Staff Location: Albion Service Center

Certification Type: TAA-ATAA

Status: Active

Select the Activities in which you are enrolling the participant and click on the '**Continue**' button at the bottom of the screen.

NWLB Training Wait List

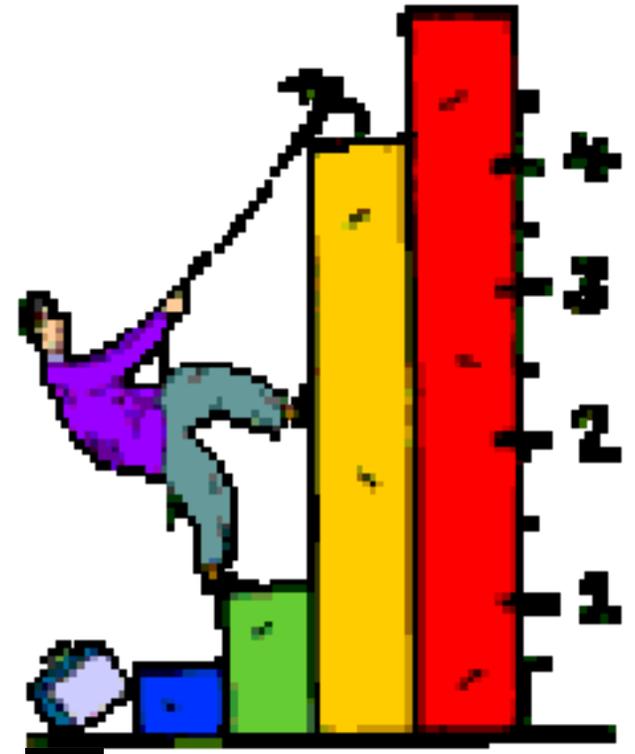
Trade Act Services

- NWLB Waiting for Training
- Training (Classroom)
- Training (Remedial)
- Training Waiver
- Reemployment Services
- Out-of-Area Job Search

•Can be given to  
“Pre-TAA” registrant.

# NWLB – Waiting for Training

- New Reports for WIA, TAA and Welfare
- WFT Scheduled Start Date will now be included on the Anticipated Exiters Report



# NWLB – 2 Year and 4 Year Institution Names



Applicant Search Case Management Help/Info Special Functions OSMIS

Training Location:

Hours per Week:

Start Date: 4 - 17 - 2008

Estimated End Date: 2 - 11 - 2009

Contract Number:

Amount Obligated:

Funding Source: TAA

Training Contract Date:  -  -

Training Justified:

## No Worker Left Behind

No Worker Left Behind Participant? Unknown



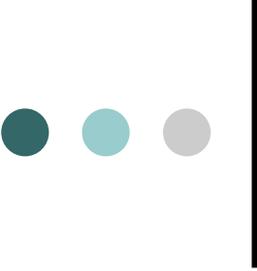
Training Institution:

2 Year Institution Name:

4 Year Institution Name:

Field of Study:

Credential Received:



# Mandatory NWLB Activities

- Work First/JET
  - On-the-Job Training
  - Vocational/Occupational Training
  - Condensed Vocational Programs
  - Internship, Practicum & Clinical
- Food Stamps
  - Vocational/Occupational Training

# Mandatory NWLB Activities



Applicant Search

Case Management

Help/Info

Special Functions

OSMIS

Welfare Reform

Advent House

Customer ID: HENF01102

Client/Recipient ID#: 21438098

Case Number: X1522478A

FIP Family Status: None

FIP Previous Family Status: None

EPIP Status: -

Hours: 20 per week

Start Date: 4 - 21 - 2008

Estimated End Date: - - -

End Date: - - -

Funding Source: Food Stamps (ABAWD)

Training Provider:

Training Program:

[NO WORKER LEFT BEHIND INFORMATION](#)

No Worker Left Behind Participant? Yes

Training Institution: 2 Year Institution

2 Year Institution Name: Alpena Community College

4 Year Institution Name:

Field of Study: Management Occupations

Completed Activity?

Credential Received:

Participant is mandatory NWLB. Must complete Training Institution, Name (if appropriate) and Field of Study at entry.

Completed Activity and Credential Received completed at End Date.

# Mandatory NWLB Activities

## Termination Status

(MWA) Termination Date:  -  -

Entered On: -

Reason:

Employed at Termination:

Occupation at Termination:

Industry at Termination:

Hourly Wage:

Termination Sub Code:

At termination, must complete Employed at Termination. If Yes, must complete Occupation at Termination, Industry at Termination and Hourly Wage.

● ● ● | Questions?

