



Department of
Job and Family Services

John R. Kasich, Governor
Michael B. Colbert, Director

February 3, 2011

To: Local Workforce Investment Act Boards (WIBs), WIA Administrative Entities, Fiscal Agents, One-Stop Operators and ODJFS Regional Rapid Response Coordinators

From: Kathy Maybriar, Bureau Chief, Workforce Investment Act Programs

Subject: Change to Intake Date in Ohio's Workforce Case Management System (SCOTI)

During the November WIB Directors' meeting, I discussed an issue that was brought to our attention about the intake date in the Workforce System. Because the initial intake date was locked once the seeker file was saved, if another program had provided services prior to that date but had not entered the data, the system would prohibit the services from being entered. The program staff that raised these concerns were from WIA and Trade, but it could also have impacted Labor Exchange and Veterans programs.

On Thursday, February 3, 2011, an enhancement was made to the system that allows the initial intake date to be changed. Effective immediately, users can modify the intake date for up to 6 months prior to the initial intake date on the seeker file.

This enhancement affects all programs using the Workforce System (SCOTI) including Labor Exchange, WIA, Trade and Veterans programs. The change will assist in the coordination and co-enrollment between programs when working with mutual customers.

This enhancement does not lessen the importance of timely data entry into the system for each of the program areas listed above. It should be the exception, rather than the rule, to modify the intake date in order to permit the data entry of previously provided services through another program. Your commitment to ensuring the integrity of your program data is appreciated.

If you have questions regarding this change, please send an e-mail to: omj-help-desk@jfs.ohio.gov or call: 1-888-296-7541 (select Option #3).