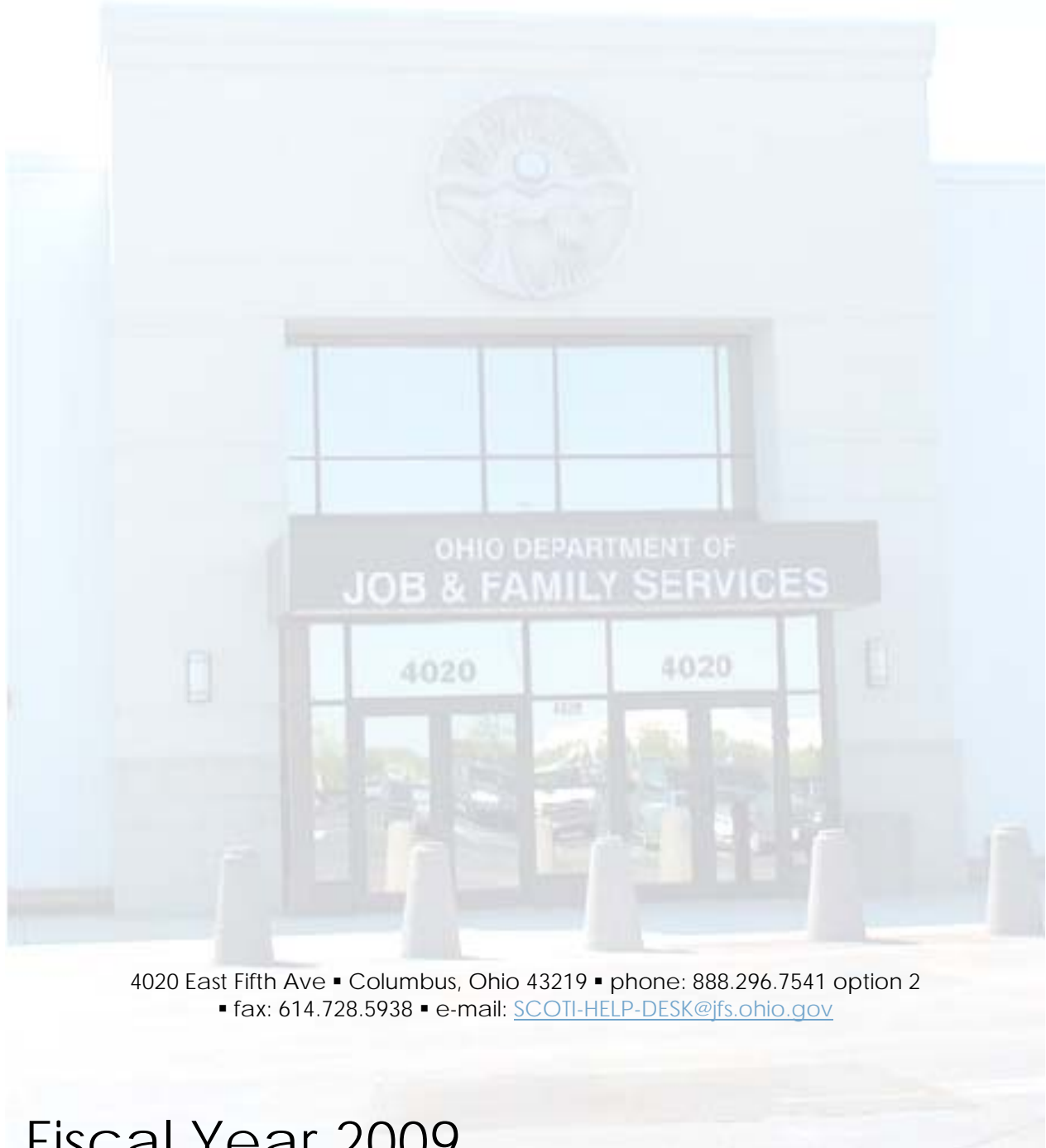


# Ohio Department of Job and Family Services



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Fiscal Year 2009

TRAINING COURSE CATALOG

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## Catalog Overview

This catalog was prepared for the fiscal year 2009 and is for informational purposes only. The workshops and courses are adapted as necessary to stay abreast of changes in technology or policy. ODJFS reserves the right to alter or amend any item contained herein without notice.

The courses contained in this catalog are designed with specific learning outcomes in mind. The different Learning Tracks are linked to specific roles or job functions. The goal of the various programs is to help attendees achieve success in their work environment through the understanding of SCOTI and the various functions in and around SCOTI.

Successful completion of each course will grant specific access levels into the SCOTI system. The level of access is indicated in the red box located on each page of the various course descriptions.

### \*Training Facilities:

ODJFS has several regional training facilities located across Ohio to better serve workshop attendees.

Akron  
Ocasek Building  
161 South High Street  
4<sup>th</sup> Floor, Suite 403  
Akron, OH 44308

Bowling Green  
Woodland Mall  
1234 N. Main St., Suite D  
Bowling Green, OH 43402

Cincinnati  
225 Pictoria Drive, 5<sup>th</sup> Floor  
Springdale, OH 45246-6424

Columbus  
4020 E. Fifth Ave.  
2<sup>nd</sup> Floor, Suite M126  
Columbus, OH 43219

Zanesville  
1540 Coal Run Road  
Zanesville, OH 43701

\* Occasionally, the regional training centers are not available. In those instances, state call centers may be used to conduct training. The location of the training is indicated on the training calendar and will be sent with the registration confirmation. Local training rooms are not adequate for training needs and can not be used.

### Training Calendar and Registration:

To access the training calendar, go to <http://www.scoti.ohio.gov/whatsnew/home.do> and click on "SCOTI Training" link. Scroll down to link to appropriate calendar month.

Registration instructions are located in the [Registration Process](#) section in this catalog.

**General Prerequisites for Registering for any Course**

Attendees must possess 'basic' computer skills.

Definition of "Basic Computer Skills" for SCOTI Training	
To successfully complete SCOTI Web-Based and Instructor-Led Training, attendees must be able to demonstrate proficiency in the following areas:	
<b>Understand the definitions of the following concepts:</b>	<ul style="list-style-type: none"> <li>• Desktop</li> <li>• Desktop Icon</li> <li>• Window</li> <li>• Menu</li> <li>• Button</li> <li>• File</li> <li>• Browser</li> <li>• Favorite</li> <li>• URL</li> <li>• Hyperlink</li> <li>• Checkbox</li> <li>• Radio button</li> <li>• Dropdown list</li> <li>• Popup window</li> </ul>
<b>Use Windows to:</b>	<ul style="list-style-type: none"> <li>• Browse (navigate through) folders to select a specific file</li> <li>• Launch an application by using the Start menu and/or by double-clicking a desktop icon</li> <li>• Save a file</li> <li>• Minimize, maximize, and close a window</li> <li>• Shut down the computer</li> </ul>
<b>Use Internet Explorer to navigate to a website or web page by:</b>	<ul style="list-style-type: none"> <li>• Typing a url into the address field</li> <li>• Using the Favorites menu</li> <li>• Following a hyperlink</li> </ul>
<b>Use the keyboard to:</b>	<ul style="list-style-type: none"> <li>• Log into the network and some applications using a user-name and password</li> <li>• Type text into a selected field in an online form</li> <li>• Tab through fields in an online form, using the Tab key</li> </ul>
<b>Use the mouse to:</b>	<ul style="list-style-type: none"> <li>• Select a field in an online form</li> <li>• Double click to select and open a file in Windows</li> <li>• Single click to press a button or in an online form or window</li> <li>• Click and select an option from a drop-down menu, check box, or radio button</li> <li>• Multiple select files or options in a drop-down menu using ctrl-click</li> <li>• Right click and select an option from the context menu</li> </ul>

Note: Additional prerequisites are contained in the individual course description as they apply to that course.

## Labor Exchange Workshops

The following workshops are designed for staff that work with Labor Exchange (LE) in the various One-Stops. The assorted workshop tracks are available to any One-Stop and/or partner staff providing any pre-requisites have been met. These workshops must be held at a regional training center location.

### LE Learning Tracks

A "Learning Track" is a recommended course of study for a specific user. The track is designated by user role and divided into "required" and "optional" courses. The various LE Learning Tracks are outlined in the grid shown below.

User Role	Learning Track	
	REQUIRED COURSES	OPTIONAL COURSES
One-Stop staff working with both employers and job seekers	LE WBT or Approved Local Training	<ul style="list-style-type: none"> <li>• SCOTI LE Comprehensive (3-Day)</li> <li>• The Self-Service System (Resource Room)</li> <li>• SCOTI LE Reports</li> <li>• LE Common Measures</li> </ul>
One-Stop staff working exclusively with employers	LE WBT or Approved Local Training	<ul style="list-style-type: none"> <li>• SCOTI LE Comprehensive (3-Day)</li> <li>• SCOTI LE Employer Focus (2-Day)</li> <li>• The Self-Service System (Resource Room)</li> <li>• SCOTI LE Reports</li> <li>• LE Common Measures</li> </ul>
One-Stop staff working exclusively with job seekers	LE WBT or Approved Local Training	<ul style="list-style-type: none"> <li>• SCOTI LE Comprehensive (3-Day)</li> <li>• SCOTI LE Seeker Focus (2-Day)</li> <li>• The Self-Service System (Resource Room)</li> <li>• SCOTI LE Reports</li> <li>• LE Common Measures</li> </ul>
State LE call center staff working exclusively with job seekers	LE WBT or Approved Local Training	<ul style="list-style-type: none"> <li>• SCOTI LE Comprehensive (3-Day)</li> <li>• SCOTI LE Seeker Focus (2-Day)</li> <li>• The Self-Service System (Resource Room)</li> <li>• SCOTI LE Reports</li> <li>• LE Common Measures</li> </ul>

## Labor Exchange (LE) Courses

### *SCOTI LE Comprehensive Workshop*

SCOTI ACCESS LEVEL  
FULL IF ACCESS

#### Course Description:

The LE Comprehensive Workshop is an excellent foundation for all staff and One-Stop partners who work with both employers and seekers or those individuals who wish to understand both sides (employer/seeker) of the process.

This course is a hands-on workshop that covers the basics of Wagner Peyser policy, SCOTI navigation, employer services, seeker services, and general reporting functions.

#### Course Time:

The LE Comprehensive Workshop spans **three** full days (**8:30 to 4:30**). Attendees must be able to commit three entire days to the workshop. Attendees who do not complete all three days will not receive a certificate of completion. Attendees should contact their supervisor with any questions or registration requests.

#### Target Audience:

One-Stop staff working with both employers and job seekers. One-Stop staff working exclusively with employers. One-Stop staff working exclusively with seekers. State LE call center staff working exclusively with job seekers.

#### Course Prerequisites:

Attendees **must** successfully complete the **LE** WBT (Web Based Training) curriculum or the approved local training curriculum **prior** to registering. If a name is registered and they have not completed the applicable WBT courses or local training courses, the name can be removed. In addition, attendees should possess basic computer skills to be able to successfully participate in the workshop. For an explanation of "basic" computer skills, see [page 2](#).

#### Course Content/Agenda:

##### Day One:

- One-Stop Overview
- Partner Overview
- SCOTI Navigation
- Working with Employers

##### Day Two:

- Working with Job Seekers
- Taking the Job Order

##### Day Three:

- Working the Job Order
- SCOTI System Reports
- LE Workshop Final Reviews
- Future of SCOTI

**SCOTI LE Comprehensive Course Objectives:**

- Define the purpose of a “One-Stop.”
- Explain the progression that led to the development of “One-Stops.”
- Recognize the different partners, their customer base, and the basic services they provide.
- Understand the importance of all partners working together to achieve seamless service delivery.
- See the links between SCOTI functionality and Common Measures.
- Explain the various components of SCOTI and how they work together.
- Use the base navigation features of the SCOTI staff assisted interface.
- Use the on-line help system to increase self-sufficiency.
- Explain the importance of the employer in the overall One-Stop mix.
- Understand and be able to articulate the customer-focused value proposition that the One-Stop offers to employers.
- Identify and be able to resolve job order-related policy issues including:
  - Minimum requirements.
  - Discriminatory requests.
- Know which job order type to use in different situations.
- Understand and apply basic employer-related interviewing skills to help the employer.
- Run a New Job Order report.
- Use SCOTI staff-assisted to:
  - run job matches.
  - enter notifications and referrals.
  - update referral and placement results from the employer perspective.
- Discuss options for working job orders, such as Labor Exchange Call Center.
- Understand and apply basic interviewing skills to gather additional/missing information from job seekers.
- Demonstrate proficient use of the SCOTI staff-assisted application in working with employers and seekers.
- Demonstrate the ability to help a job seeker to complete the following tasks with Self-Service:
  - Register for a job seeker self-service account.
  - Upload and edit a résumé.
  - Perform simple and advanced job searches.
  - Set up and use a job scout.
- Access, identify, and utilize SCOTI reports.
- Understand how SCOTI reports roll up in Common Measures.

Visit <http://jfs.ohio.gov/workforce/workforceprof/trainingsched.stm> to register.

Labor Exchange (LE) Courses

SCOTI ACCESS LEVEL  
FULL LE ACCESS

*SCOTI LE 2 Day Staff Assisted Workshop*

**Course Description:**

The LE 2 Day Staff Assisted Workshop is an excellent foundation for all staff and One-Stop partners who work with both employers and seekers or those individuals who wish to understand both sides (employer/seeker) of the staff assisted process.

This course is a hands-on workshop that covers the basics of Wagner Peyser policy, SCOTI navigation, employer services, seeker services, and general reporting functions.

**Course Time:**

The LE Comprehensive Workshop spans **two** full days (**8:30 to 4:30**). Attendees must be able to commit two entire days to the workshop. Attendees who do not complete both days will not receive a certificate of completion. Attendees should contact their supervisor with any questions or registration requests.

**Target Audience:**

One-Stop staff working with both employers and job seekers. One-Stop staff working exclusively with employers. One-Stop staff working exclusively with seekers. State LE call center staff working exclusively with job seekers.

**Course Prerequisites:**

Attendees **must** successfully complete the **LE** WBT (Web Based Training) curriculum or the approved local training curriculum **prior** to registering. If a name is registered and they have not completed the applicable WBT courses or local training courses, the name can be removed. In addition, attendees should possess basic computer skills to be able to successfully participate in the workshop. For an explanation of "basic" computer skills, see [page 2](#).

**Course Content/Agenda:**

Day One:

SCOTI Overview  
Working with Employers  
Taking The Job Order  
Working With Seekers

Day Two:

Working With Seekers (Continued)  
Working The Job Order  
Final Reviews And What's Next?

**SCOTI LE Staff Assisted Objectives:**

- See the links between SCOTI functionality and Common Measures.
- Explain the various components of SCOTI and how they work together.
- Use the base navigation features of the SCOTI staff assisted interface.
- Use the on-line help system to increase self-sufficiency.
- Explain the importance of the employer in the overall One-Stop mix.
- Understand and be able to articulate the customer-focused value proposition that the One-Stop offers to employers.
- Identify and be able to resolve job order-related policy issues including:
  - Minimum requirements.
  - Discriminatory requests.
- Know which job order type to use in different situations.
- Understand and apply basic employer-related interviewing skills to help the employer.
- Run a New Job Order report.
- Use SCOTI staff-assisted to:
  - run job matches.
  - enter notifications and referrals.
  - update referral and placement results from the employer perspective.
- Discuss options for working job orders, such as Labor Exchange Call Center.
- Understand and apply basic interviewing skills to gather additional/missing information from job seekers.
- Demonstrate proficient use of the SCOTI staff-assisted application in working with employers and seekers.
  - Register a job seeker in a staff assisted account.
  - Upload and search for a résumé.
  - Perform simple and advanced job searches.
  - Enter appropriate services and notes on seekers.
- Introduction to SCOTI reports.

Visit <http://jfs.ohio.gov/workforce/workforceprof/trainingsched.stm> to register.

## SCOTI LE Employer Focus Workshop

SCOTI ACCESS LEVEL  
FULL LE ACCESS

### Course Description:

The LE Employer Focus Workshop is an excellent foundation for all staff and One-Stop partners who work exclusively with employers.

This course is a hands-on workshop that covers the basics of Wagner Peyser policy, SCOTI navigation, employer services and general reporting functions.

### Course Time:

The LE Employer Focus Workshop spans **two** full days (**8:30 to 4:30**). Attendees must be able to commit two entire days to the workshop. Attendees who do not complete both days will not receive a certificate of completion. Attendees should contact their supervisor with any questions or registration requests.

### Target Audience:

One-Stop staff working exclusively with employers.

### Course Prerequisites:

Attendees **must** successfully complete the **LE** WBT (Web Based Training) curriculum or the approved local training curriculum **prior** to registering. If a name is registered and they have not completed the applicable WBT courses or local training courses, the name can be removed. In addition, attendees should possess basic computer skills to be able to successfully participate in the workshop. For an explanation of "basic" computer skills, see [page 2](#).

### Course Content/Agenda:

#### Day One:

- One-Stop Overview
- Partner Overview
- SCOTI Navigation
- Working with Employers

#### Day Two:

- Taking the Job Order
- Working the Job Order
- SCOTI System Reports
- LE Workshop Final Reviews
- Future of SCOTI

**SCOTI LE Employer Focus Course Objectives:**

- Define the purpose of a “One-Stop.”
- Explain the progression that led to the development of “One-Stops.”
- Recognize the different partners, their customer base, and the basic services they provide.
- Understand the importance of all partners working together to achieve seamless service delivery.
- See the links between SCOTI functionality and Common Measures.
- Explain the various components of SCOTI and how they work together.
- Use the base navigation features of the SCOTI staff assisted interface.
- Use the on-line help system to increase self-sufficiency.
- Explain the importance of the employer in the overall One-Stop mix.
- Understand and be able to articulate the customer-focused value proposition that the One-Stop offers to employers.
- Identify and be able to resolve job order-related policy issues including:
  - Minimum requirements.
  - Discriminatory requests.
- Know which job order type to use in different situations.
- Understand and apply basic employer-related interviewing skills to help the employer.
- Run a New Job Order report.
- Use SCOTI staff-assisted to:
  - run job matches.
  - enter notifications and referrals.
  - update referral and placement results from the employer perspective.
- Discuss options for working job orders, such as Labor Exchange Call Center.
- Demonstrate proficient use of the SCOTI staff-assisted application in working with employers.
- Access, identify, and utilize SCOTI reports.
- Understand how SCOTI reports roll up in Common Measures.

Visit <http://jfs.ohio.gov/workforce/workforceprof/trainingsched.stm> to register.

*SCOTI LE Seeker Focus Workshop*

SCOTI ACCESS LEVEL  
FULL LE ACCESS

**Course Description:**

The LE Seeker Focus Workshop is an excellent foundation for all staff and One-Stop partners who work exclusively with seekers.

This course is a hands-on workshop that covers the basics of Wagner Peyser policy, SCOTI navigation, seeker services and general reporting functions.

**Course Time:**

The LE Seeker Focus Workshop spans **two** full days (**8:30 to 4:30**). Attendees must be able to commit two entire days to the workshop. Attendees who do not complete both days will not receive a certificate of completion. Attendees should contact their supervisor with any questions or registration requests.

**Target Audience:**

One-Stop staff working exclusively with seekers. State LE call center staff working exclusively with job seekers.

**Course Prerequisites:**

Attendees **must** successfully complete the **LE** WBT (Web Based Training) curriculum or the approved local curriculum **prior** to registering. If a name is registered and they have not completed the applicable WBT courses or local training courses, the name can be removed. In addition, attendees should possess basic computer skills to be able to successfully participate in the workshop. For an explanation of "basic" computer skills, see [page 2](#).

**Course Content/Agenda:**

Day One:

- One-Stop Overview
- Partner Overview
- SCOTI Navigation
- Working with Seekers

Day Two:

- Working with Seekers
- SCOTI System Reports
- LE Workshop Final Reviews
- Future of SCOTI

**SCOTI LE Seeker Focus Course Objectives:**

- Define the purpose of a “One-Stop.”
- Explain the progression that led to the development of “One-Stops.”
- Recognize the different partners, their customer base, and the basic services they provide.
- Understand the importance of all partners working together to achieve seamless service delivery.
- See the links between SCOTI functionality and Common Measures.
- Explain the various components of SCOTI and how they work together.
- Use the base navigation features of the SCOTI staff assisted interface.
- Use the on-line help system to increase self-sufficiency.
- Explain the importance of the employer in the overall One-Stop mix.
- Understand and be able to articulate the customer-focused value proposition that the One-Stop offers to seekers.
- Demonstrate proficient use of the SCOTI staff-assisted application in working with seekers.
- Understand and apply basic interviewing skills to gather additional/missing information from job seekers.
- Demonstrate proficient use of the SCOTI staff-assisted application in working with employers and seekers.
- Demonstrate the ability to help a job seeker to complete the following tasks with Self-Service:
  - Register for a job seeker self-service account.
  - Upload and edit a résumé.
  - Perform simple and advanced job searches.
  - Set up and use a job scout.
- Access, identify, and utilize SCOTI reports.
- Understand how SCOTI reports roll up in Common Measures.

Visit <http://jfs.ohio.gov/workforce/workforceprof/trainingsched.stm> to register.

## SCOTI LE Reports Workshop



**SCOTI ACCESS LEVEL**  
SCOTI Administrator (limited)

### Course Description:

The LE Reports Workshop is an excellent reports focused workshop for all staff and One-Stop partners who will be working with reports and have already attended an LE training workshop.

This course is a hands-on workshop that reviews various "canned" system reports and Ad Hoc (Discoverer) reports through various skill drill scenarios.

Note: This course is currently "under construction." Final details will be published upon completion.





SCOTI ACCESS LEVEL  
not applicable

## Course Description:

The LE Common Measures presentation reviews the various Labor Exchange requirements as outlined by the federal government.

This course is available on-line (PowerPoint slides) or can be delivered as a lecture based presentation that explains the various common measures and how they are reported to DOL by using SCOTI reports.

Note: This course is currently "**under construction.**" Final details will be published upon completion.



## SCOTI LE System Refresher Workshop



SCOTI ACCESS LEVEL  
not applicable

### Course Description:

The SCOTI System Refresher Workshop is an excellent skill enhancement workshop for all staff and One-Stop partners who work with LE in the SCOTI System.

This course is a hands-on workshop that spends the morning covering tips, tricks, and shortcuts that can be used within the system by an 'advanced' user. The afternoon is spent with attendees moving through the various services in Self-Service and SCOTI using skill drill scenarios.

### Course Time:

The SCOTI System Refresher Workshop is one full day (**8:30 to 4:30**). Attendees must be able to commit an entire day to the workshop. Attendees who do not complete the full day will not receive a certificate of completion. Attendees should contact their supervisor with any questions or registration requests.

### Target Audience:

Any One-Stop staff who have previously attended one of the LE workshops and desire more practice on the SCOTI system.

### Course Prerequisites:

Attendees **must** have been through a previous LE Workshop. Attendees that have not completed prior training will not be permitted to register for this workshop.

### Course Content/Agenda:

Day One:

- SCOTI LE System Refresher

### SCOTI LE System Refresher Course Objectives:

- Understand various tips, tricks, and shortcuts when using the SCOTI system.
- Accurately complete hands-on scenarios covering Self-Service functionality.
- Accurately complete hands-on scenarios covering Staff-Assisted functionality.

Visit <http://jfs.ohio.gov/workforce/workforceprof/trainingsched.stm> to register.

*The Self-Service System (Resource Room)*SCOTI ACCESS LEVEL  
not applicable**Course Description:**

The Self-Service for Resource Room Staff Workshop is an excellent overview for resource room personnel, LE Call-Center staff, and any One-Stop staff that work with customers who use the self-service system.

This course is a hands-on workshop that explores the Self-Service system as an employer and as a job seeker. The workshop reviews the functionality of Self-Service and the main 'issues' users have in the system.

**Course Time:**

The Self-Service Workshop is one full day (**8:30 to 4:30**). Attendees must be able to commit an entire day to the workshop. Attendees who do not complete the full day will not receive a certificate of completion. Attendees should contact their supervisor with any questions or registration requests.

**Target Audience:**

Any One-Stop staff member, resource room staff member, or partner who would like to gain more experience with the SCOTI Self-Service system.

**Course Prerequisites:**

Attendees must possess basic computer skills to register for this workshop. For an explanation of "basic" computer skills, see [page 2](#).

**Course Content/Agenda:**

Day One:

- SCOTI Self-Service for Resource Room Staff

**Self-Service for Resource Room Staff Course Objectives:**

- Understand and apply basic navigational concept and leverage available tools in Ohio's Statewide Job Matching System (SCOTI Self-Service).
- Demonstrate the ability to assist job seekers with using the resources available to them through SCOTI Self-Service.
- Demonstrate the ability to assist employers with using the resources available to them through SCOTI Self-Service.
- Demonstrate the ability to assist both seekers and employers work with resumes in the SCOTI Self-Service system.

Visit <http://jfs.ohio.gov/workforce/workforceprof/trainingsched.stm> to register.

**Workforce Investment Act (WIA) Workshops**

The following workshops are designed for staff that work with the Workforce Investment Act (WIA) in the various One-Stops. The assorted workshop tracks are available to any One-Stop and/or partner staff providing any pre-requisites have been met.

***WIA Learning Tracks***

A "Learning Track" is a recommended course of study for a specific user. The track is divided into "required" and "optional" courses. The various WIA Learning Tracks are outlined in the grid shown below.

User Role	Learning Track	
	REQUIRED COURSES	OPTIONAL COURSES
One-Stop staff working with Adults and Dislocated Workers	WIA WBT or Approved Local Training	<ul style="list-style-type: none"> <li>• WIA 101</li> <li>• WIA 201</li> <li>• WIA Adult/Dislocated Worker/Youth Comprehensive (3-Day)</li> <li>• WIA Adult/Dislocated Worker (2-Day)</li> <li>• WIA Youth (2-Day)</li> <li>• Any of the WIA Special Request Modules (<a href="#">see page 27</a>)</li> <li>• SCOTI WIA Reports</li> <li>• The Self-Service System (Resource Room)</li> <li>• WIA Adult/Dislocated Worker Common Measures</li> </ul>
One-Stop staff working with Youth Seekers	WIA WBT or Approved Local Training	<ul style="list-style-type: none"> <li>• WIA 101</li> <li>• WIA 201</li> <li>• WIA Adult/Dislocated Worker/Youth Comprehensive (3-Day)</li> <li>• WIA Adult/Dislocated Worker (2-Day)</li> <li>• WIA Youth (2-Day)</li> <li>• Any of the WIA Special Request Modules (<a href="#">see page 27</a>)</li> <li>• SCOTI WIA Reports</li> <li>• The Self-Service System (Resource Room)</li> <li>• WIA Youth Common Measures</li> </ul>

**Workforce Investment Act (WIA) Courses****SCOTI ACCESS LEVEL**  
not applicable**WIA 101****Course Description:**

This seminar is designed to brief workforce development professionals on the Workforce Investment Act and its implications for local One-Stop systems. This one-day program allows attendees to explore the opportunities and challenges today's workforce professional will encounter in carrying out the goals of this legislation.

This course is a lecture based, interactive workshop that gives attendees the opportunities to run through various scenarios that mirror 'real-life' issues.

**Course Time:**

The WIA 101 Seminar spans **one** full day (**9:00 to 9:30** – Registration; **9:30 – 3:30** Seminar). Attendees must be able to commit the entire day to the workshop. Attendees who do not complete the entire day will not receive a certificate of completion. Attendees should contact their supervisor with any questions or registration requests.

**Target Audience:**

This session is designed for individuals new to the workforce development system, including administrators, managers, and frontline, direct service staff. More experienced workforce development professionals may wish to attend as a refresher.

**Course Prerequisites:**

None

**Course Content/Agenda:**

Day One:

- WIA 101

### WIA 101 Course Objectives:

This seminar covers topics such as:

- The basic statutory structure of the Workforce Investment Act
- A system view of the One-Stop environment
- Roles and responsibilities at various levels of the system
- What does a successful One-Stop look like?
- The advantages of partnering to provide coordinated services
- Sharing functions and responsibilities – what does integration really mean?
- A focus on the customer . . . always!
- Engaging and satisfying your One-Stop customers – both businesses and job seekers
- Performance measures – a key driver of the system
- “Raising the bar” – continually improving the local system

[Click here](#) or visit <http://www.mylearningchain.com/src/index.php?page=register.php> to register.

\*Note: Registration must be completed through [www.mylearningchain.com](http://www.mylearningchain.com). A user account must be established prior to registration. Follow directions as outlined on web site.

*WIA 201***SCOTI ACCESS LEVEL**  
not applicable**Course Description:**

This seminar is designed to help workforce development professionals take a more thorough look at some of the features of the Workforce Investment Act and its implications for local One-Stop systems. This one-day program allows attendees to explore information and techniques for building a high-performing One-Stop.

This course is a lecture based, interactive workshop that gives attendees the opportunities to run through various scenarios that mirror 'real-life' issues.

**Course Time:**

The WIA 201 Seminar spans **one** full day (**9:00 to 9:30** – Registration; **9:30 – 3:30** Seminar). Attendees must be able to commit the entire day to the workshop. Attendees who do not complete the entire day will not receive a certificate of completion. Attendees should contact their supervisor with any questions or registration requests.

**Target Audience:**

This session is designed for individuals who want to explore more about the workforce development system, including administrators, managers, and frontline, direct service staff.

**Course Prerequisites:**

Attendees must have completed WIA 101 successfully. Attendees who have not been through WIA 101 previously will not be permitted to register for this workshop.

**Course Content/Agenda:**

Day One:

- WIA 201

**WIA 201 Course Objectives:**

This seminar covers topics such as:

- Understanding partners – exploring what they have to offer, how they can contribute to a local workforce system, and the advantages of partnering to provide coordinated services.
- Moving toward seamless service.
- Another look at Core, Intensive and Training
- Analyzing customer flow to study initial contact, assessment, resource access, orientation, and referral.
- A focus on the business customer.
- Roles and responsibilities of system levels: front-line, management, executive, board.
- What's next for workforce development?

[Click here](#) or visit <http://www.mylearningchain.com/src/index.php?page=register.php> to register.

\*Note: Registration must be completed through [www.mylearningchain.com](http://www.mylearningchain.com). A user account must be established prior to registration. Follow directions as outlined on web site.

### *SCOTI WIA Adult, Dislocated Worker, and Youth Comprehensive*

**SCOTI ACCESS LEVEL**  
FULL WIA ACCESS

#### **Course Description:**

The SCOTI WIA Adult, Dislocated Worker, and Youth Comprehensive Workshop is an in-depth workshop for all staff and One-Stop partners who work with **adults, dislocated workers, and youth**.

This course is a hands-on workshop that covers WIA policy as it relates to the Workforce Investment Act and using SCOTI. The workshop includes in-depth information on eligibility, documentation, WIA services and post-exit tracking.

#### **Course Time:**

The WIA Adult, Dislocated Worker, and Youth Workshop spans **three** full days (**8:30 to 4:30**). Attendees must be able to commit the entire time to the workshop. Attendees who do not complete the entire three days will not receive a certificate of completion. Attendees should contact their supervisor with any questions or registration requests.

#### **Target Audience:**

One-Stop staff and partners who wish to use SCOTI and work with Adults, Dislocated Workers, and Youth.

#### **Course Prerequisites:**

Attendees **must** successfully complete the **WIA WBT** (Web Based Training) curriculum or their state approved local training programs **prior** to registering. If a name is registered and they have not completed the applicable WBT courses or local training courses, the name can be removed. In addition, attendees should possess basic computer skills to be able to successfully participate in the workshop. For an explanation of "basic" computer skills, see [page 2](#).

#### **Course Content/Agenda:**

##### Day 1

- Intro/Housekeeping
- Performance Overview
- Mini-Registration
- Eligibility and Documentation (Adult, Dislocated Worker, and Youth)

##### Day 2

- Eligibility and Documentation (Adult, Dislocated Worker, and Youth)
- Services and Job Placement (Adult, Dislocated Worker, and Youth)

##### Day 3

- Services and Job Placement (Adult, Dislocated Worker, and Youth)
- Post-Exit and Wages

*SCOTI WIA Adult, Dislocated Worker, and Youth Comprehensive Objectives:***Performance Overview**

- Define Participants and Participation Date
- Define Exit Date
- Understand Holds (Planned Gap in Service)
- Understand Adult/Dislocated Worker Common Measures
- Understand Youth Common Measures
- See how SCOTI supports the Common Measures
- Review Global Exclusion Reasons
- Explore SCOTI Performance Reminders

**Mini-Registration**

- Identify when to use Mini-Registration or full Basic Intake.
- Understand the various services available in Mini-Registration.
- Demonstrate the ability to use SCOTI for Mini-Registration in Self-Service.
- Demonstrate the ability to use SCOTI for Mini-Registration in Staff-Assisted.
- Demonstrate how services provided to the Universal Customer are tracked and reported using Mini-Registration.

**Eligibility and Documentation**

- Understand the policy and procedures related to the SCOTI Basic Intake fields.
- Demonstrate the ability to use SCOTI for Basic Intake.
- Understand the various barriers and why it is important to capture such data.
- Recognize the fields that impact Common Measures.
- Gather the appropriate documentation to support various Department of Labor requirements.

- Understand the link between data entry and accurate calculations of eligibility.
- Demonstrate the ability to use SCOTI to calculate eligibility.
- Troubleshoot eligibility issues to correct erroneous data.
- Understand the basic categories that identify dislocated workers.
- Understand the general guidelines for adult eligibility.
- Understand the basic categories that qualify youth for services.
- Understand the general guidelines for youth eligibility.
- Identify local policies that impact eligibility criteria.

**Services**

- WIA Eligibility and Suitability
- Core Services and Non-Registered Services
- Universal Customer Services
- Pre-enrollment services
- Youth services
- Framework activities
- Youth program elements
- Intensive Services
- Training Services
- Adding Local Providers
- Finding Eligible Training Providers
- Using the Literacy/Numeracy screen
- Job Placement
- Holding Services
- Ending Services
- Closing WIA Programs
- Global Exclusions

**Post-Exit & Wages**

- Post-Exit data impact to Common Measures Performance Reporting
- Documentation requirements

Visit <http://jfs.ohio.gov/workforce/workforceprof/trainingsched.stm> to register.

*SCOTI WIA Adult and Dislocated Worker Comprehensive***SCOTI ACCESS LEVEL**  
FULL WIA ACCESS**Course Description:**

The SCOTI WIA Adult and Dislocated Worker Comprehensive Workshop is an in-depth workshop for all staff and One-Stop partners who work with **adults and dislocated workers**.

This course is a hands-on workshop that covers WIA policy as it relates to the Workforce Investment Act and using SCOTI. The workshop includes in-depth information on eligibility, documentation, WIA services and post-exit tracking for Adults and Dislocated Workers.

**Course Time:**

The WIA Adult and Dislocated Worker Workshop spans **two** full days (**8:30 to 4:30**). Attendees must be able to commit the entire time to the workshop. Attendees who do not complete the entire two days will not receive a certificate of completion. Attendees should contact their supervisor with any questions or registration requests.

**Target Audience:**

One-Stop staff and partners who wish to use SCOTI and work primarily with Adults and Dislocated Workers.

**Course Prerequisites:**

Attendees **must** successfully complete the **WIA** WBT (Web Based Training) curriculum or their state approved local training programs **prior** to registering. If a name is registered and they have not completed the applicable WBT courses or local training courses, the name can be removed. In addition, attendees should possess basic computer skills to be able to successfully participate in the workshop. For an explanation of "basic" computer skills, see [page 2](#).

**Course Content/Agenda:**

## Day 1

- Intro/Housekeeping
- Performance Overview
- Mini-Registration
- Eligibility and Documentation (start module)

## Day 2

- Eligibility and Documentation (finish module)
- Services and Job Placement
- Post-Exit and Wages

### *SCOTI WIA Adult and Dislocated Worker Comprehensive Course Objectives:*

#### **Performance Overview**

- Define Participants and Participation Date
- Define Exit Date
- Understand Holds (Planned Gap in Service)
- Understand Adult/Dislocated Worker Common Measures
- See how SCOTI supports the Common Measures
- Review Global Exclusion Reasons
- Explore SCOTI Performance Reminders

#### **Mini-Registration**

- Identify when to use Mini-Registration or full Basic Intake.
- Understand the various services available in Mini-Registration.
- Demonstrate the ability to use SCOTI for Mini-Registration in Self-Service.
- Demonstrate the ability to use SCOTI for Mini-Registration in Staff-Assisted.
- Demonstrate how services provided to the Universal Customer are tracked and reported using Mini-Registration.

#### **Eligibility and Documentation**

- Understand the policy and procedures related to the SCOTI Basic Intake fields.
- Demonstrate the ability to use SCOTI for Basic Intake.
- Understand the various barriers and why it is important to capture such data.
- Recognize the fields that impact Common Measures.
- Gather the appropriate documentation to support various Department of Labor requirements.

- Understand the link between data entry and accurate calculations of eligibility.
- Demonstrate the ability to use SCOTI to calculate eligibility.
- Troubleshoot eligibility issues to correct erroneous data.
- Understand the basic categories that identify dislocated workers.
- Understand the general guidelines for adult eligibility.
- Identify local policies that impact eligibility criteria.

#### **Services**

- WIA Eligibility and Suitability
- Core Services and Non-Registered Services
- Universal Customer Services
- Intensive Services
- Training Services
- Adding Local Providers
- Finding Eligible Training Providers
- Job Placement
- Holding Services
- Ending Services
- Closing WIA Programs
- Global Exclusions

#### **Post-Exit & Wages**

- Post-Exit data impact to Common Measures Performance Reporting
- Post-Exit fields for adults and dislocated workers
- Post-Exit data documentation requirements

Visit <http://jfs.ohio.gov/workforce/workforceprof/trainingsched.stm> to register.

*SCOTI WIA Youth Comprehensive Workshop***SCOTI ACCESS LEVEL**  
FULL WIA ACCESS**Course Description:**

The SCOTI WIA Youth Comprehensive Workshop is an in-depth workshop for all staff and One-Stop partners who work with **youth**.

This course is a hands-on workshop that covers WIA policy as it relates to the Workforce Investment Act and using SCOTI. The workshop includes in-depth information on eligibility, documentation, WIA services and post-exit tracking for Youth participants.

**Course Time:**

The WIA Youth Seeker Workshop spans **two** full days (**8:30 to 4:30**). Attendees must be able to commit the entire two days to the workshop. Attendees who do not complete the entire two days will not receive a certificate of completion. Attendees should contact their supervisor with any questions or registration requests.

**Target Audience:**

One-Stop staff and partners that wish to use SCOTI and work primarily with Youth.

**Course Prerequisites:**

Attendees **must** successfully complete the **WIA** WBT (Web Based Training) curriculum or their state approved local curriculum **prior** to registering. If a name is registered and they have not completed the applicable WBT courses or local training courses, the name can be removed. In addition, attendees should possess basic computer skills to be able to successfully participate in the workshop. For an explanation of "basic" computer skills, see [page 2](#).

**Course Content/Agenda:**

## Day 1

- Intro/Housekeeping
- Performance Overview
- Mini-Registration
- Eligibility and Documentation (start module)

## Day 2

- Eligibility and Documentation (finish module)
- Services, Literacy/Numeracy, and Job Placement
- Post-Exit and Wages

**SCOTI WIA Youth Comprehensive Course Objectives:****Performance Overview**

- Define Participants and Participation Date
- Define Exit Date
- Understand Holds (Planned Gap in Service)
- Understand Youth Common Measures
- See how SCOTI supports the Common Measures
- Review Global Exclusion Reasons
- Explore SCOTI Performance Reminders

**Mini-Registration**

- Identify when to use Mini-Registration or full Basic Intake.
- Understand the various services available in Mini-Registration.
- Demonstrate the ability to use SCOTI for Mini-Registration in Self-Service.
- Demonstrate the ability to use SCOTI for Mini-Registration in Staff-Assisted.
- Demonstrate how services provided to the Universal Customer are tracked and reported using Mini-Registration.

**Eligibility and Documentation**

- Understand the policy and procedures related to the SCOTI Basic Intake fields.
- Demonstrate the ability to use SCOTI for Basic Intake.
- Understand the various barriers and why it is important to capture such data.
- Recognize the fields that impact Common Measures.
- Gather the appropriate documentation to support various Department of Labor requirements.

- Understand the link between data entry and accurate calculations of eligibility.
- Demonstrate the ability to use SCOTI to calculate eligibility.
- Troubleshoot eligibility issues to correct erroneous data.
- Understand the basic categories that qualify youth for services.
- Understand the general guidelines for youth eligibility.
- Identify local policies that impact eligibility criteria.

**Services**

- WIA Eligibility and Suitability
- Pre-enrollment services
- Universal customer services
- Youth services
- Framework activities
- Youth program elements
- Using the Literacy and Numeracy screen
- Job Placement
- Holding Services
- Ending Services
- Closing WIA Programs
- Global Exclusions

**Post-Exit & Wages**

- Post-Exit data impact to Common Measures Performance Reporting
- Post-Exit fields for youth
- Post-Exit data documentation requirements

Visit <http://jfs.ohio.gov/workforce/workforceprof/trainingsched.stm> to register.

*SCOTI WIA Adult, Dislocated Worker, and Youth Eligibility and Services***SCOTI ACCESS LEVEL**  
FULL WIA ACCESS**Course Description:**

The SCOTI WIA Adult, Dislocated Worker, and Youth Eligibility and Services Workshop is an excellent foundation for all staff and One-Stop partners who would like to gain more details on the eligibility and documentation requirements for the main funding streams as well as the way SCOTI can be used to track various services.

This course is a hands-on workshop that covers WIA policy as it relates to the Workforce Investment Act and using SCOTI. The workshop includes in-depth information on eligibility, documentation, and WIA services for Adults, Dislocated Workers and Youth.

**Course Time:**

The WIA Eligibility and Services Workshop spans **one** full day (**8:30 to 4:30**). Attendees must be able to commit the entire day to the workshop. Attendees who do not complete the entire day will not receive a certificate of completion. Attendees should contact their supervisor with any questions or registration requests.

**Target Audience:**

One-Stop staff and partners that use SCOTI and need clarification on Eligibility and documentation requirements as well as using SCOTI to assign and track services.

**Course Prerequisites:**

Attendees **must** successfully complete the **WIA** WBT (Web Based Training) curriculum or their state approved local curriculum **prior** to registering. If a name is registered and they have not completed the applicable WBT courses or local training courses, the name can be removed. In addition, attendees should possess basic computer skills to be able to successfully participate in the workshop. For an explanation of "basic" computer skills, see [page 2](#).

**Course Content/Agenda:**

## Day 1

- Intro/Housekeeping
- Eligibility and Documentation (Adults/Dislocated Workers)
- Eligibility and Documentation (Youth)
- Services and Job Placement (Adults/Dislocated Workers)
- Services, Literacy/Numeracy, and Job Placement (Youth)

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*SCOTI WIA Eligibility and Services (ADW and Youth) Course Objectives:***Eligibility and Documentation**

- Understand the policy and procedures related to the SCOTI Basic Intake fields.
- Demonstrate the ability to use SCOTI for Basic Intake.
- Understand the various barriers and why it is important to capture such data.
- Recognize the fields that impact Common Measures.
- Gather the appropriate documentation to support various Department of Labor requirements.
- Understand the link between data entry and accurate calculations of eligibility.
- Demonstrate the ability to use SCOTI to calculate eligibility.
- Troubleshoot eligibility issues to correct erroneous data.
- Understand the basic categories that identify dislocated workers.
- Understand the general guidelines for adult eligibility.
- Understand the basic categories that qualify youth for services.
- Understand the general guidelines for youth eligibility.
- Identify local policies that impact eligibility criteria.

**Services**

- WIA Eligibility and Suitability
- Core Services and Non-Registered Services
- Universal Customer Services
- Pre-enrollment services
- Youth services
- Framework activities
- Youth program elements
- Intensive Services
- Training Services
- Adding Local Providers
- Finding Eligible Training Providers
- Using the Literacy/Numeracy screen
- Job Placement
- Holding Services
- Ending Services
- Closing WIA Programs
- Global Exclusions

Visit <http://jfs.ohio.gov/workforce/workforceprof/trainingsched.stm> to register.

*SCOTI WIA Special Request Modules*

**Course Description:**

The SCOTI WIA Special Request Modules are designed to be taught as stand-alone modules or in combination with any of the other special request modules. These modules are the same as the modules contained in WIA Comprehensive courses. The modules can be requested by local areas. The ODJFS training staff will work to find available training sites and times to accommodate the special requests. **Note: A minimum of 6 attendees is required for any training session.**

**Course Time:**

The time required for the SCOTI WIA Special request modules varies depending upon the modules requested. See table at the bottom of this page to gauge approximate time allotments.

**Target Audience:**

One-Stop staff and partners that use SCOTI and need clarification on specific areas.

**Course Prerequisites:**

Attendees **must** successfully complete the **WIA** WBT (Web Based Training) curriculum or their state approved local curriculum **prior** to registering. If a name is registered and they have not completed the applicable WBT courses or local training courses, the name can be removed. In addition, attendees should possess basic computer skills to be able to successfully participate in the workshop. For an explanation of "basic" computer skills, see [page 2](#).

**Course Module Time Requirements:**

The table below shows the available modules and the approximate time required for instruction. Please note, the actual instructional time is dependent on system functionality and ability of attendees. Extra time should be allotted to ensure completion of content.

Module Title	Approximate Instructional Time Required
Performance Overview	2 hours
Mini-Registration	1 hour
Adult/Dislocated Worker Eligibility and Documentation	4 hours
Youth Eligibility and Documentation	4 hours
Adult/Dislocated Worker Services	2 hours
Youth Services	2 hours
Post-Exit and Wages	1.5 hours
SCOTI System Reports (does not cover Discoverer reports)	1 hour
SCOTI Administrator (Power-Users Only)	1 hour

\* Detailed descriptions of each module is available on the next page.

### *SCOTI WIA Special Request Module Details:*

All of the modules listed below can be taught separately or combined in any form by special request. **Please note, the modules are the same as the ones organized into the WIA Comprehensive modules. Please review the content of those courses to see if they meet your training needs prior to requesting special combinations.**

Note: If requesting special training (WIA, Veteran, etc.), you **must** contact Charlie Thompson ([charlie.thompson@jfs.ohio.gov](mailto:charlie.thompson@jfs.ohio.gov)) to make arrangements. Delivery of special request training depends upon trainer and training room availability.

### *Available WIA Modules:*

#### **Performance Overview**

The Performance Overview module is designed to give a brief overview of the Common Measures that impact the WIA program. **This module is not a comprehensive Common Measures training.** If in-depth Common Measures training is needed, contact Bob Haas to coordinate an informational session.

#### **Performance Overview Module Objectives:**

- Define Participants and Participation Date
- Define Exit Date
- Understand Holds (Planned Gap in Service)
- Understand Adult/Dislocated Worker Common Measures
- Understand Youth Common Measures
- See how SCOTI supports the Common Measures
- Review Global Exclusion Reasons
- Explore SCOTI Performance Reminders

#### **Mini-Registration**

The Mini-Registration module will give attendees an understanding of the SCOTI Mini-Registration system and its impact on tracking and reporting the Universal Customer.

#### **Mini-Registration Module Objectives:**

- Identify when to use Mini-Registration or full Basic Intake.
- Understand the various services available in Mini-Registration.
- Demonstrate the ability to use SCOTI for Mini-Registration in Self-Service.
- Demonstrate the ability to use SCOTI for Mini-Registration in Staff-Assisted.
- Demonstrate how services provided to the Universal Customer are tracked and reported using Mini-Registration.

#### **Eligibility and Documentation (Adults/Dislocated Workers)**

The Eligibility and Documentation module for Adults and Dislocated Workers explores the connection between WIA Policy and using the SCOTI system. This module discusses the eligibility requirements and how to correctly enter data into SCOTI

so you get accurate results. The module reviews the various documentation requirements as outlined by the Department of Labor.

**Eligibility and Documentation Module Objectives:**

- Understand the policy and procedures related to the SCOTI Basic Intake fields.
- Demonstrate the ability to use SCOTI for Basic Intake.
- Understand the various barriers and why it is important to capture such data.
- Recognize the fields that impact Common Measures.
- Gather the appropriate documentation to support various Department of Labor requirements.
- Understand the link between data entry and accurate calculations of eligibility.
- Demonstrate the ability to use SCOTI to calculate eligibility.
- Troubleshoot eligibility issues to correct erroneous data.
- Understand the basic categories that identify dislocated workers.
- Understand the general guidelines for adult eligibility.
- Identify local policies that impact eligibility criteria.

**Eligibility and Documentation (Youth)**

The Eligibility and Documentation module for Youth explores the connection between WIA Policy and using the SCOTI system. This module discusses the eligibility requirements and how to correctly enter data into SCOTI so you get accurate results. The module reviews the various documentation requirements as outlined by the Department of Labor.

**Eligibility and Documentation Module Objectives:**

- Understand the policy and procedures related to the SCOTI Basic Intake fields.
- Demonstrate the ability to use SCOTI for Basic Intake.
- Understand the various barriers and why it is important to capture such data.
- Recognize the fields that impact Common Measures.
- Gather the appropriate documentation to support various Department of Labor requirements.
- Understand the link between data entry and accurate calculations of eligibility.
- Demonstrate the ability to use SCOTI to calculate eligibility.
- Troubleshoot eligibility issues to correct erroneous data.
- Understand the basic categories that qualify youth for services.
- Understand the general guidelines for youth eligibility.
- Identify local policies that impact eligibility criteria.

**Services (Adults and Dislocated Workers)**

The Services module for Adults and Dislocated Workers discusses the various types of services available to the adult/dislocated worker customer. The distinction between universal customer services, non-registered core, and WIA funded services is clarified. The module includes documentation requirements as applicable.

**Services Module Objectives:**

- WIA Eligibility and Suitability
- Core Services and Non-Registered Services
- Universal Customer Services
- Intensive Services
- Training Services
- Adding Local Providers
- Finding Eligible Training Providers
- Job Placement
- Holding Services
- Ending Services
- Closing WIA Programs
- Global Exclusions

**Services (Youth)**

The Services module for Youth discusses the various types of services available to the youth customer. The distinction between universal customer services, pre-enrollment, and WIA funded services is clarified. The Literacy/Numeracy screen is explained in detail. The module includes documentation requirements as applicable.

**Services Module Objectives:**

- WIA Eligibility and Suitability
- Pre-enrollment services
- Universal customer services
- Youth services
- Framework activities
- Youth program elements
- Using the Literacy and Numeracy screen
- Job Placement
- Holding Services
- Ending Services
- Closing WIA Programs
- Global Exclusions

**Post-Exit & Wages**

The Post-Exit & Wages module emphasizes the importance of the Post-Exit screen. The link to the various Common Measures is explored as well as specifically identifying the fields that impact Common Measures.

**Post-Exit & Wages Module Objectives:**

- Post-Exit data impact to Common Measures Performance Reporting
- Post-Exit fields for adults and dislocated workers
- Post-Exit data documentation requirements

### **SCOTI System Reports (does NOT include Discoverer content)**

The SCOTI System Reports module reviews the Reports Menu that is available on the SCOTI Staff-Assisted system. The module reviews the various reports available through the Reports menu and explains how to request, review, and print reports.

#### **SCOTI System Reports Module Objectives:**

- Order Case Manager Reports
- Request other reports in Report Menu
- View Reports
- Print Reports

### **SCOTI Administration (Power-Users Only)**

The SCOTI Administration module is designed to assist power-users in their various functions within SCOTI. The module includes details on common functions and tips on successfully contacting the SCOTI Help Desk. This module is not intended for general SCOTI users as they do not have any of the capabilities discussed in this module.

#### **SCOTI Administration Module Objectives:**

- Delete a Seeker
- Unexit a Seeker
- Keep Office-Staff Members Up-to-Date
- Perform Staff Maintenance (Role Assignment)
- Add a Local Provider
- Properly submit a 7078
- Use Correct SCOTI Help Desk Protocol
- Capture Screen Shots using Microsoft Word
- Capture Screen Shots using Microsoft Paint
- Register Staff for SCOTI Training

Visit <http://jfs.ohio.gov/workforce/workforceprof/trainingsched.stm> to register.

### *SCOTI WIA Reports Workshop*



**SCOTI ACCESS LEVEL**  
SCOTI Administrator (limited)

#### **Course Description:**

The WIA Reports Workshop is an excellent reports focused workshop for all staff and One-Stop partners who will be working with reports and have already attended a WIA training workshop.

This course is a hands-on workshop that reviews various "canned" system reports and Ad Hoc (Discoverer) reports through various skill drill scenarios.

Note: This course is currently "**under construction.**" Final details will be published upon completion.



### *WIA Adult/Dislocated Worker Common Measures*



**SCOTI ACCESS LEVEL**  
not applicable

#### **Course Description:**

The WIA Adult/Dislocated Worker Common Measures presentation reviews the various Workforce Investment Act requirements for Adults/Dislocated Workers as outlined by the federal government.

This course is available on-line (PowerPoint slides) or can be delivered as a lecture based presentation that explains the various common measures and how they are reported to DOL by using SCOTI reports.

Note: This course is currently "**under construction.**" Final details will be published upon completion.



### *WIA Youth Common Measures*



SCOTI ACCESS LEVEL  
not applicable

#### Course Description:

The WIA Youth Common Measures presentation reviews the various Workforce Investment Act requirements for younger and older youth as outlined by the federal government.

This course is available on-line (PowerPoint slides) or can be delivered as a lecture based presentation that explains the various common measures and how they are reported to DOL by using SCOTI reports.

Note: This course is currently "**under construction.**" Final details will be published upon completion.



## General SCOTI Training and Presentations

The following training and presentations are designed for staff that work with the Workforce Investment Act (WIA) or the Labor Exchange (LE) programs in the various One-Stops.

The assorted courses are available at regional training locations or on-site with special request.

## *General Learning Tracks*

A "Learning Track" is a recommended course of study for a specific user. The general classes are open to all user roles and are "optional" courses for all learning tracks.

User Roles	Learning Track
All User Roles	All Learning Tracks

### *SCOTI On-Site System Overview*



SCOTI ACCESS LEVEL  
not applicable

#### **Course Description:**

The SCOTI On-Site System Overview is an excellent overview for all WIB members, staff and One-Stop partners who desire an overview of the SCOTI system and a demonstration to some of the functionality available in SCOTI.

This course is a lecture based presentation that briefly reviews employer and seeker services in Self-Service and SCOTI as well as WIA functionality.

Note: This course is currently "**under construction.**" Final details will be published upon completion.



### Registration Process

Review the published training calendars for dates and locations of the various classes and the course description for content and prerequisites. The SCOTI Training team will verify that you meet the required prerequisites. Those meeting the prerequisites will receive an **Attendance Confirmation Form**. This confirmation form will include class time and the street address location of the training center for your session. Those not meeting the prerequisites will receive an email identifying the prerequisite we were not able to verify. Classes start **promptly** at the time indicated.

Note: If requesting special training (WIA Modules, Veteran Refresher, On-Site Technical Visits, etc.), you **must** contact Charlie Thompson ([charles.thompson@jfs.ohio.gov](mailto:charles.thompson@jfs.ohio.gov)) to make arrangements. Timeliness of special request training is dependent upon trainer and room availability.

The locations are at the Automated Systems Training Regional Training Centers at the cities indicated on the schedules.

To ensure a smooth registration process please:

1. Complete the request form entirely, including your county & agency, this information is used to locate your training records.
2. Include Contact person's name email address and phone number, in case we need additional information.
3. Note any change of name if you attended training under a different last name.
4. Please email, (**DO NOT FAX**) completed form to [wendy.johnson@jfs.ohio.gov](mailto:wendy.johnson@jfs.ohio.gov)

The following page contains an example of the general registration form. This form can also be accessed by clicking the "Click here to register" link on the course description pages or following the URL path:

<http://jfs.ohio.gov/workforce/workforceprof/trainingsched.stm>

#### *\*Alternate Registration Processes for WIA 101, WIA 201, and Common Measures:*

- Registration for **WIA 101** or **WIA 201** must be completed through the [www.mylearningchain.com](http://www.mylearningchain.com) website. A user account must be created prior to registration. Follow the directions on the website to register. The general registration form can not be used for WIA 101 or WIA 201.
- Registration for a **Common Measures Instructor-Led Training** session **to be determined**.
- Detailed Common Measures training is available by contacting Bob Haas ([robert.haas@jfs.ohio.gov](mailto:robert.haas@jfs.ohio.gov))

**General SCOTI Training Request Form**

Please provide the following required information to have your request(s) successfully processed.  
Please review the Prerequisites to attend each session. Those not meeting the prerequisites will not be confirmed.

Office/County/Agency Name	Contact Name	EMAIL Address	Telephone Number

Trainee Name	SCOTI User Name	Requested Session & Dates	EMAIL Address	Telephone Number
		<ol style="list-style-type: none"> <li>1. SCOTI WIA Adult/Dislocated Worker and Youth (3-Day)</li> <li>2. SCOTI WIA Adult/Dislocated Worker (2-Day)</li> <li>3. SCOTI WIA Youth (2-Day)</li> <li>4. SCOTI WIA Eligibility and Services Only (1-Day)</li> <li>5. SCOTI WIA Special Request Module (Authorization Required)</li> <li>6. SCOTI WIA Discoverer</li> <li>7. SCOTI LE Comprehensive</li> <li>8. SCOTI LE Employer Focus</li> <li>9. SCOTI LE Seeker Focus</li> <li>10. SCOTI LE System Only</li> <li>11. SCOTI LE Discoverer</li> <li>12. The Self-Service System (Resource Room)</li> </ol> <p style="margin-top: 10px; color: white;">PLEASE INDICATE SESSION NUMBER <b>AND</b> THE DATE(S) OF THE SESSION (see calendar)</p>		

**PLEASE COMPLETE AND EMAIL THIS FORM TO:**  
 SCOTI Training Section, Central Office  
[wendy.johnson@jfs.ohio.gov](mailto:wendy.johnson@jfs.ohio.gov)  
 Telephone #: 1-888-2WORK411, Option 2