

OWCMS Deployment Document

January 31, 2019

The January 31, 2019 deployment includes the following changes to OWCMS:

WIOA and LE Enhancement

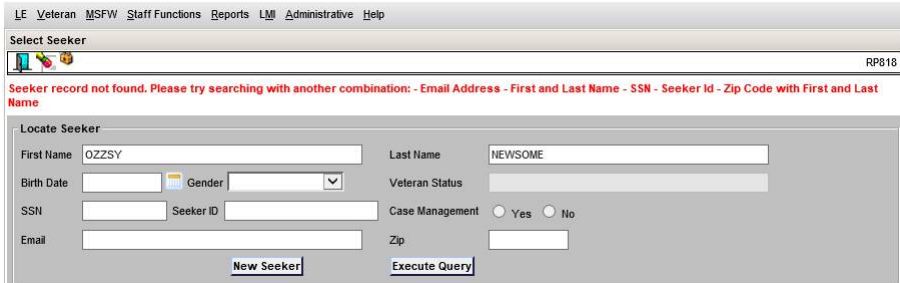
Over the past 12 months, we have been experiencing a large increase in Merging WCMS Cases, due to creation of multiple cases for same person:

1. To reduce the multiple ACTIVE/OPEN seeker cases, we have changed how WCMS functions on when creating a NEW SEEKER record.
2. You will only be permitted to SEARCH first. You must first search for you specific SEEKER, to see if it exists in WCMS (either and ACTIVE/OPEN case or an EXITED case)
3. This new functionality has been added to both WIOA and LE “Locate Seeker” screens

The screenshot shows the 'LE' 'Locate Seeker' form. The form includes fields for First Name, Last Name, Birth Date, Gender, Veteran Status, SSN, Seeker ID, Case Management (Yes/No), Email, and Zip. The 'New Seeker' and 'Execute Query' buttons are highlighted with a red box.

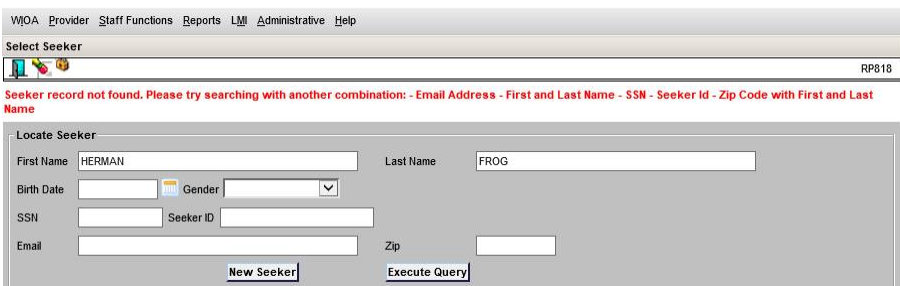
The screenshot shows the 'WIOA' 'Locate Seeker' form. The form includes fields for First Name, Last Name, Birth Date, Gender, SSN, Seeker ID, Email, and Zip. The 'New Seeker' and 'Execute Query' buttons are highlighted with a red box.

4. If after you perform the 'Execute Query' (seeker search) and WCMS doesn't find a match, the WCMS message displays below.



The screenshot shows the 'Select Seeker' interface. At the top, there is a navigation bar with 'LE', 'Veteran', 'MSFW', 'Staff Functions', 'Reports', 'LM', 'Administrative', and 'Help'. Below this is a 'Select Seeker' header with a user icon and 'RP818'. A red error message reads: 'Seeker record not found. Please try searching with another combination: - Email Address - First and Last Name - SSN - Seeker Id - Zip Code with First and Last Name'. The 'Locate Seeker' form contains the following fields: First Name (OZZSY), Last Name (NEWSOME), Birth Date, Gender (dropdown), Veteran Status, SSN, Seeker ID, Case Management (radio buttons for Yes/No), Email, and Zip. At the bottom are 'New Seeker' and 'Execute Query' buttons.

5. After the search produces no match, you will be able to click on the 'New Seeker' button



The screenshot shows the 'Select Seeker' interface. At the top, there is a navigation bar with 'WJOA', 'Provider', 'Staff Functions', 'Reports', 'LM', 'Administrative', and 'Help'. Below this is a 'Select Seeker' header with a user icon and 'RP818'. A red error message reads: 'Seeker record not found. Please try searching with another combination: - Email Address - First and Last Name - SSN - Seeker Id - Zip Code with First and Last Name'. The 'Locate Seeker' form contains the following fields: First Name (HERMAN), Last Name (FROG), Birth Date, Gender (dropdown), SSN, Seeker ID, Email, and Zip. At the bottom are 'New Seeker' and 'Execute Query' buttons.

If you have any questions, please email OWCMS-Help-Desk@jfs.ohio.gov or call us at 888.296.7541, Option #4.

OWCMS & Technical/Program Support

For assistance with program or OWCMS inquiries, please contact the appropriate group.

Technical or Program Assistance including (WIET)

For program questions or issues, please contact WIOAQNA at:

WIOAQNA@jfs.ohio.gov

1.888.296.7541 Option 3

System (OWCMS & CFIS) Assistance

For OWCMS or WIET questions or issues, please contact the OMJ Help Desk at:

OWCMS-HELP-DESK@jfs.ohio.gov

1.888.296.7541 Option 4