Ohio Works
Incentive Program (OWIP)

OWCMS Data Entry Webinar
8/9/2013

Ohio Works Case Management System (OWCMS)

- This webinar will illustrate how to enter data in OWCMS for the Ohio Works Incentive Program (OWIP) so a local area can receive their incentives.
  - This includes entering WIA Special Grant office information (All information for the grant will entered into the WIA portion of OWCMS).
  - Completing the Job Placement screen for this grant.
  - Completing Eligibility and Services in OWCMS (if necessary).

Ohio Works Case Management System (OWCMS)

Before You Begin Procedure:
- Before you perform this procedure, you must be assigned to the OWIP special grant office in your county.
  - Send names of staff needing access to OWIP Special Grant Office to: WIAQNA@jfs.ohio.gov

- Once access has been granted log into OWCMS at URL:
  http://owcms.ohio.gov/
Log into your OWIP Special Grant Office.

Go to the WIA menu and choose Select Job Seeker.

Select Execute Query if the person already exists or you are not sure if the individual exists in OWCMS. If this is a new individual for OWCMS select the New Seeker button.

Select your Special Grant Office and your name in the Special Grant Staff fields in Basic Intake.

Complete the remaining fields and save Basic Intake.
Complete the required fields in Basic Intake.

In addition, the Public Assistance Recipient button on the Program Data tab must changed to "Yes".

The "Retrieve CRIS-E data" button should return the TANF details. If for some reasons the button doesn't return any details you can still manually select the "Yes" button. Select the Done/Exit button and Save Basic Intake.

Your local area is still going to have to provide the CRIS-E screens regarding OWF outlined in the Fiscal Webinar because OWF has to be documented at time of Placement – not when Basic Intake is completed.

Select Job Placement from the WIA Menu.
Select the New Job tab on the Job Placement Screen.

Complete the Employer Name and FEIN fields, then select the Query Existing button. If the Employer exists, the employer information will fill in on the next screen.

If the Employer is not found select the Change and Re-query button and re-enter the Employer Name and FEIN fields (if not complete) and select the New Employer button.
Complete the Name, Employer Name, Address, and Zip Code fields. The City, County, and State fields will be completed from the address and zip code information.

Complete the Enter the Hire Date and the Employment Start Date fields. The system will fill in these dates with the current date but they can be changed (cannot be a future date).

The Employer, Employment Start Date, and Hours Per Week information must be accurate and must be able to be documented by the sources provided in the OWIP Fiscal webinar.

Complete the Hours Per Week field (which must be at least 20 hours per week).

Select the Wage Details button and complete the Wage Details information and select OK.
The Employment Type, Job Obtained by What Means, Job Title, Non-Traditional Employment, Training Related, Recalled by Layoff Employer, and Benefits fields are optional and can be filled out at the local area’s discretion.

After completing the required fields, then select the Save button to save the Job Placement information.

The Job Placement Details can be accessed from the Summary tab of the Job Placement screen and selecting the button next to the Job Placement Details you want to see.

Adding New Job Placements

- New Job Placements can be added by selecting Job Placement from the WIA menu and following the same procedure.
Eligibility and Services

- This is all that is required in OWCMS to receive an incentive payment unless an OJT is involved.
- Eligibility and Services only need to be added to OWCMS if you need to record an OJT placement, want to record other OWIP services, or you want to co-enroll these individuals in the WIA Program.
- Individuals will not count toward performance unless they are co-enrolled in other WIA programs.

To calculate Eligibility for the Ohio Works First Incentive Program (OWIP) select Eligibility from the WIA menu. To calculate eligibility for this program select the Add Special Grant button.

Fill in the Eligibility Date field for the individual. Select each of the drop down arrows to complete the information for Special Grant Type, Special Grant Name, Special Grant Number, and Eligibility Reason fields. You will only be given one choice for each selection. Select the OK button.
After selecting OK you will be prompted to complete the individual’s Employment Status at Participation. Select the appropriate value and then select OK.

Select the Save button and the individual will be eligible for the OWIP program.

To enroll an individual in an OJT without co-enrolling the individual in your local WIA program – Go to the Services page from the WIA menu and select the Program Affiliation button.

Select Ohio’s Works Incentive program and select OK.
Select the Service Type Drop down arrow, select Statewide Regular, and select OK.

Select the Service/Activity drop down, select On-The-Job Training, and select OK.

Complete the Provider, ONET code, Actual Start Date, and Planned End Date fields. Then select the Save button to save the record.
If you want to add other OWIP services you would follow a similar process, just selecting a different service with the same Program Affiliation and Service Type.
Remember, when the OJT or any other service ends you will need to complete the Actual End Date, Credential Outcome, and Service Activity, Outcome fields.

If you want to co-enroll the individual you should complete the Local WIA office information on Basic Intake. This information does not self-populate (if you initially started from the Special Grant Office) and we will not be able to attach this individual to your local WIA office without it.

You will then go to the Eligibility page and select the Calculate Eligibility button and follow the normal process to make an individual eligible for the WIA program(s) (the appropriate program eligibility information will have to be completed in Basic Intake).
If you want to co-enroll an individual into your local WIA program you will add a service on the Services page with a Program Affiliation of WIA Adult, WIA Dislocated Worker, WIA Older Youth, or WIA Younger Youth and complete the other required fields.

Reporting

- Individuals who are not enrolled in WIA services or are only enrolled with a Program Affiliation of Ohio's Work First Program will not be included in performance measures.

- Information regarding the OWIP program can be pulled from the Discoverer reporting system of OWCMS.

Questions?

E-mail: OWIP@jfs.ohio.gov