PROCEDURE DOC: OPIOID #3 - Special Grant into WCMS

1. To begin, you must be granted access (Special Grant Role and Special Grant office) for the OPIOID #3 Special Grant by the WCMS Help Desk staff.

2. When you log into WCMS, you must select the specific Special Grant and Office that you will be updating the data for.
   a. Typical Grant Office - OPIOID #3-DWG Adams County
   b. Example below displays: OPIOID2–Central Office

3. After successful log into WCMS, you will need to click on the menu option titled ‘Select Job Seeker’.

4. (1) perform search (EXECUTE QUERY) for the Special Grant participant first to see if an existing record exists. (2) If no existing record exists, you can click the NEW SEEKER button to begin creating a new case for the Special Grant recipient.
(3) If existing case is found, you can use the case if he case is OPEN

if the case is EXITED, then you need to create a new case.

5. Create the case by updating the first (#1 & #2) tabs (General, Additional). All of
the fields that are BOLD font are required. Then you will need to click on the
Special Grant (#5) tab to complete the basic setup.
6. On the Special Grant (tab #5), the correct Special Grant should be displayed (due to you logging in with this specific grant), and you just need to enter the date the Grant participate started in this grant.

After the Grant data is SAVED to the case

7. From the WIOA menu, you can enter data any of the other menu options (depending on what data you want to collect – Employment, Education, OMJ, etc). To enter services, select the menu option titled “Services & IOP”
8. When the blue screens display, from the left side menu options, select the 1st button titled: “Services”

9. On the services screen, to enter a service you will need to enter:
   a. Click on the green “ADD” button,
   b. then select the OPIOID #3 grant under the Program Affiliation field,
   c. Then under the column titled “Service Type”, select Career
d. Click on the drop down arrow under the column titled “Service/Activity”, and select the Specific service (services from A – Z).

e. You will also need to input the Actual Start date and Planned End date.

![Select Service/Activity]

- ADULT EDUCATION AND LITERACY ACTIVITIES IN COMBINATION WITH OTHER JOB SKILLS
- APPRENTICESHIP
- APPRENTICESHIP ON-THE-JOB TRAINING
- ASSESSMENTS-SPECIALIZED
- CAREER COUNSELING
- CAREER PLANNING
- COMPREHENSIVE GUIDANCE AND COUNSELING
- CUSTOMIZED TRAINING
- RELOCATION ASSISTANCE
- SHORT TERM PRE-VOCATIONAL SERVICES
- SKILLS UPGRADING AND RETRAINING
- SUPPORTIVE SERVICES
- TRANSITIONAL JOBS
- WORK EXPERIENCE (PAID AND UNPAID)
- WORKFORCE PREPARATION ACTIVITIES
- WORKPLACE TRAINING WITH RELATED INSTRUCTION

f. You will also need to input the Actual Start date and Planned End date.

e. If this individual is employed with the Disaster Grant, then select the service titled ‘Work Experience’.
g. To add Training service to the individual, select the specific Training Service.

h. The system will prompt you to complete these related fields: after service is selected, you will need to add ONET Code/Title/Description, Provider from list, Start Date, Planned End date.

- You will be prompted to select ONET details. When you enter a title, you can use a (wild card = %), to assist you in your search for correct title:
- Then click on the 'FIND' button
- Then click on the 'Select' button for your selection, this will be added in the ONET fields on the screen.
You will also be able to input a Provider (if needed), from the WIET – State Provider List / The Local Provider List).

- Click on the drop down arrow, under Provider column
- List of Providers is displayed
- Select your Provider
- Click on the 'Submit' button located at the bottom of the list. This will be displayed in the field on the screen.

h. You will also need to input the Actual Start date and Planned End date.

LAST: SAVE all your INPUT

DON’T FORGET: Enter Actual End date when the service/activity is completed.