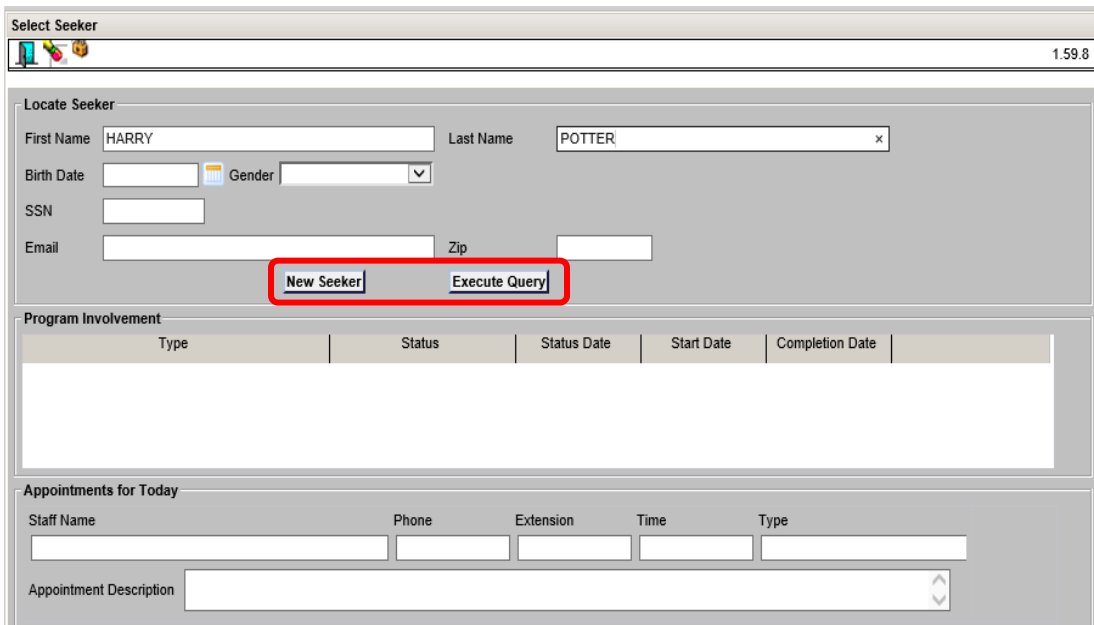


PROCEDURE DOC: OPIOID #3 - Special Grant into WCMS

- 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.

A screenshot of the 'Select Seeker' form in WCMS. The form has a title bar with 'Select Seeker' and a version number '1.59.8'. The main section is titled 'Locate Seeker' and contains several input fields: 'First Name' (HARRY), 'Last Name' (POTTER), 'Birth Date', 'Gender' (dropdown), 'SSN', 'Email', and 'Zip'. Below these fields are two buttons: 'New Seeker' and 'Execute Query', both of which are highlighted with a red box. Below the 'Locate Seeker' section is a table titled 'Program Involvement' with columns for 'Type', 'Status', 'Status Date', 'Start Date', and 'Completion Date'. At the bottom is a section titled 'Appointments for Today' with columns for 'Staff Name', 'Phone', 'Extension', 'Time', and 'Type', and a text area for 'Appointment Description'.

(3) If existing case is found, you can use the case if the case is OPEN

WJOA Provider Staff Functions Reports LMI Administrative Help

Select Seeker 1.59.8

Locate Seeker	SSN	Seeker ID	UC Status	Veteran Status	First Name	Last Name	County of Residence	BirthDate	Gender
		3089124	NEITHER CLAIMA...	NON-VETERAN	HARRY	POTTER	FRANKLIN	05/25/1970	Male

Email Address _____ Return **Create New Seeker**

Street Address 111 Test

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

WJOA Provider Staff Functions Reports LMI Administrative Help

Basic Intake 1.58.3

Name: MCBRIAR, KATHY

General Additional WIOA Data CCMEP/TANF Data Special Grant

Seeker Data

Seeker Status **OPEN** Seeker Status Date 08/07/2018 **Delete Case**

Intake Date 05/31/2016 **Street Address** 315 Elm St. Mailing Address 315 Elm St.

SSN XXX-XX-9999 **View SSN**

First Name **KATHY** City CHILLICOTHE City CHILLICOTHE Invalid

Middle Initial _____ County ROSS

Last Name **MCBRIAR** State OH Zip 45601 - _____ State OH Zip - 45601

Date of Birth 10/31/1999 Email Address _____ Invalid **Email History**

Gender **FEMALE** Phone _____ Ext _____ Invalid

Ethnicity **NOT HISPANIC OR LATIN** Alternate/Message Phone _____ Ext _____ Invalid

Citizenship **US Citizen** Fax _____

Race

Race	Delete
WHITE	<input type="checkbox"/>

Emergency Contact _____

Phone _____ **Relationship Disclosure**

WIOA Office **WIA CENTRAL OFFICE** Special Grant Office **OH30 - Central Office** Trade Office _____

WIOA Staff **MCKAY, JULIE** Special Grant Staff **MCKAY, JULIE** Trade Staff _____

Created By **WCMS** **Youth turned 18 yrs**

Program Involvement

Program Type	Status	Status Date	Start Date	Close Date	History Data
WJOA ADULT	CURRENTLY ENROLLED	5/31/2016	5/31/2016		
CCMEP TANF YOUTH	CURRENTLY ENROLLED	3/30/2017	6/23/2016		

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 participant started in this grant.

Grant Type	Grant Name	Grant Number	Grant Start Date	Grant End Date
STATEWIDE DISLOC	OPIOID2 DWG	OP02	10/1/2018	3/30/2020

Grant Eligibility Reason
WIOA Dislocated Worker Definition(s)

Grant Eligibility Date: 08/27/2019

OK Cancel

After the Grant data is SAVED to the case



WIOA Provider Staff Functions Reports LM Administrative Help

Basic Intake

Name: EMPLOYMENT, ELI

General Additional WIOA Data CCMEP/TANF Data Special Grant

Special Grant Details

Grant Eligibility Date	Grant Type	Grant Name	Grant Number	Grant Start Date	Grant End Date
8/27/2019	STATEWIDE DISLOC	OPIOID2 DWG	OP02	10/1/2018	3/30/2020

Grant Eligibility Reason
WIOA Dislocated Worker Definition(s)

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”

WIOA Provider Staff Functions Reports

Performance Reminder

Case Load View

Select Job Seeker

Mini Registration

Mini Incumbent Worker

Basic Intake

Assess Employment

Assess Education

Seeker Assessment

OMJ Details

OMJ Employment Opportunities

Services & IOP

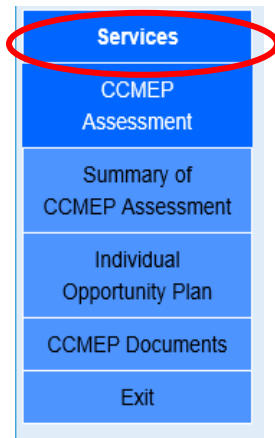
Non-Registered Services

Job Placement

Post Exit & Wages

Program Follow-up

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:
- Click on the green “ADD” button,
 - then select the OPIOID #3 grant under the Program Affiliation field

Service Type	Service/Activity	CFIS Status	Provider	Program	TAA Funde...
Career	CAREER COUNSELING				

- 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

Find % Find

Service/Activity

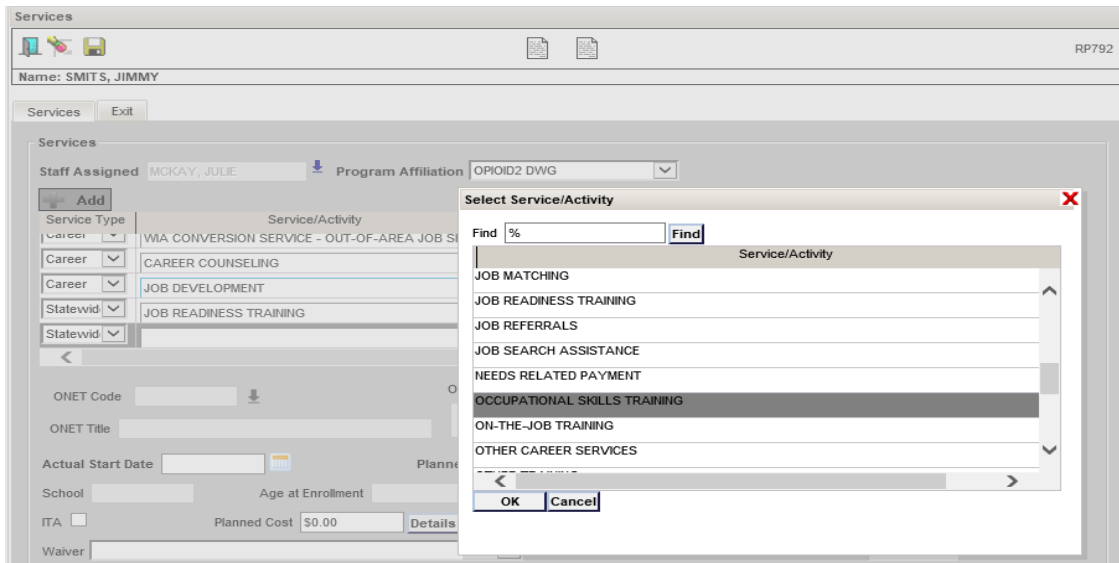
- ADULT EDUCATION AND LITERACY ACTIVITIES IN COMBINATION WITH OTHER JOB SKILLS
- APPRENTICESHIP
- APPRENTICESHIP ON-THE-JOB TRAINING
- ASSESSMENTS-SPECIALIZED
- CAREER COUNSELING
- CAREER PLANNING
- COMPREHENSIVE GUIDANCE AND COUNSELING
- CUSTOMIZED TRAINING
- RELOCATION ASSISTANCE
- SHORT TERM PRE-VOCATIONAL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

OK Cancel

e. If this individual is employed with the Disaster Grant, then select the service titled ‘Work Experience’.

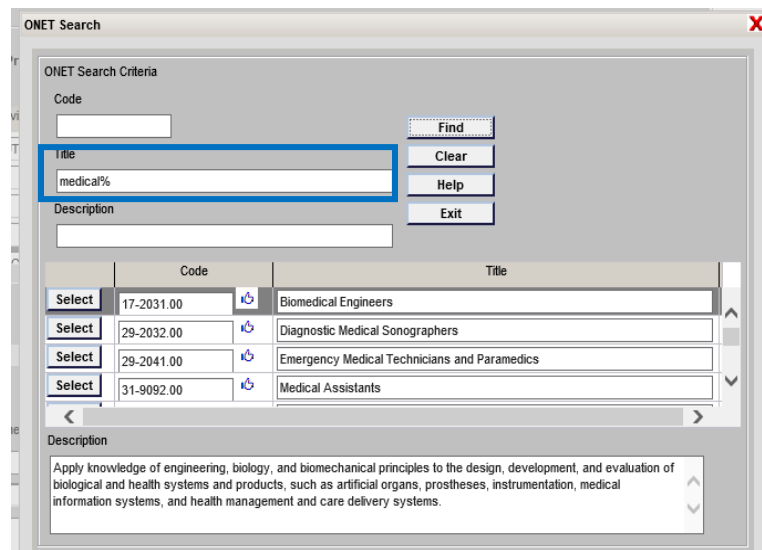
f. You will also need to input the Actual Start date and Planned End date.

g. To add Training service to the individual . select the specific Training Service

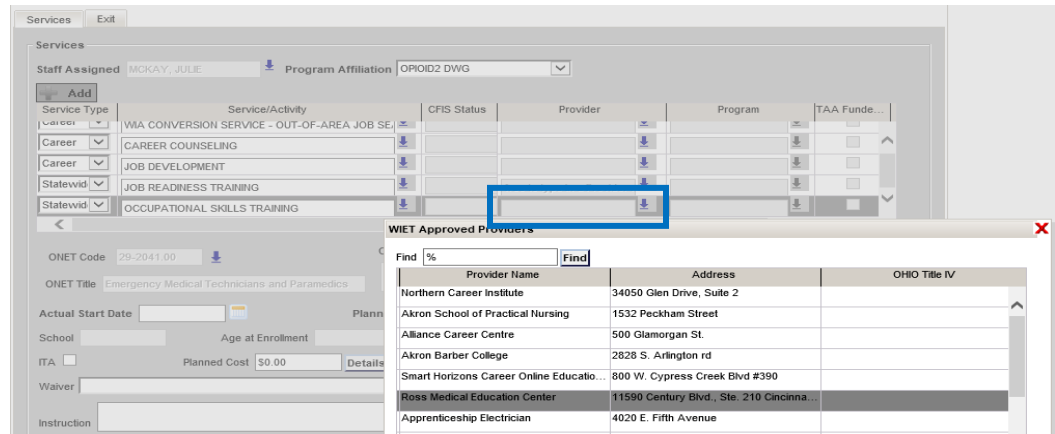


h. They system will prompt you to complete these related fields: after service is selected, you will need to add ONET Code/Title/Description, Provider from list, Start Date, Planned End date.

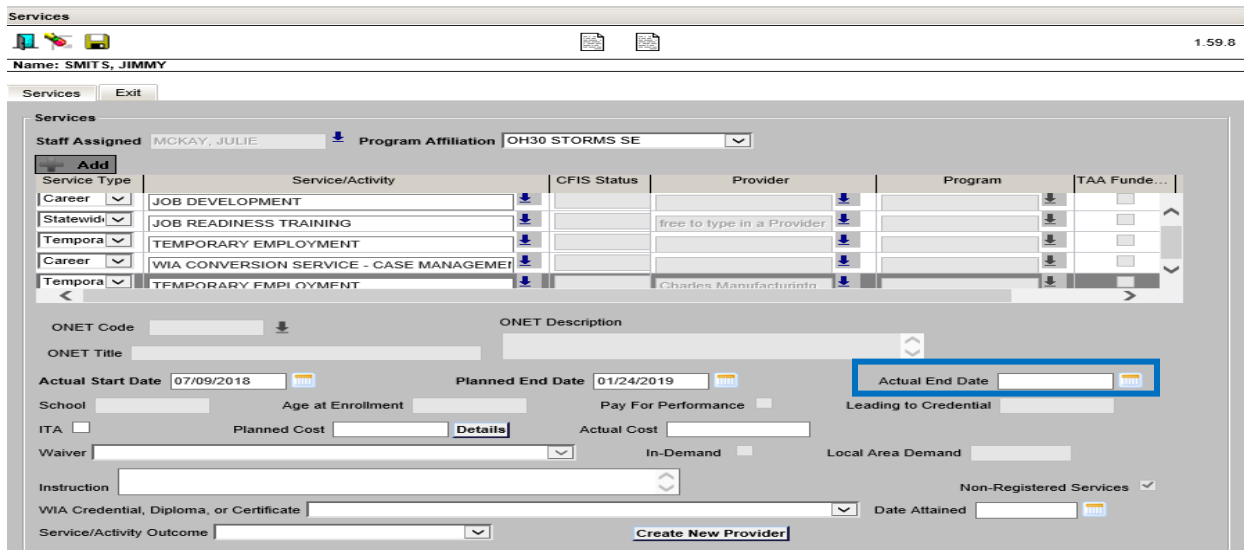
- You will be prompted to select ONET details. When you enter a title, you can use a (wild card = %), to assist you in your search for correct title:
- Then click on the 'FIND' button
- Then click on the 'Select' button for your selection, this will be added in the ONET fields on the screen



- 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.