

Ohio TechNet Data Sharing Brief

The Challenge

More than 3,900 Ohioans in FY 2017 were covered by a certified Trade Adjustment Assistance (TAA) petition. Further, \$12,829,450 was allocated to Ohio to support training for TAA-affected workers in FY 2017.¹ However, the State of Ohio has faced challenges in tracking the use of funding for TAA-affected workers.

Proposed Solution

To address the challenge outlined above and meet reporting requirements for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program, Lorain County Community College (LCCC) – on behalf of Ohio TechNet (OTN) – sought to secure data sharing agreements (DSAs) with the Ohio Department of Job and Family Services (ODJFS) and partnering institutions to leverage the Ohio Workforce Case Management System (OWCMS).

OWCMS is a statewide data management system used to track individuals that utilize workforce services offered through the State. As a result, all individuals that utilize OhioMeansJobs Centers to receive employment and training services are included in the OWCMS system. With the agreements noted above, LCCC aimed to accomplish the following:

- Enter OTN participant data into OWCMS securely, and in adherence with The Family Educational Rights and Privacy Act (FERPA) and TAACCCT policy.
- Share program data of OTN participants with State of Ohio, in efforts to improve state reporting of TAA, veteran, and employment/wage metrics.
- Export OTN participant data from OWCMS for TAACCCT reporting and continuous improvement purposes.

Steps to Implementation

The following steps were taken to meet the goals stated above.

- Executed DSA with Ohio State University (lead for Ohio TechNet Impact evaluation) and partnering higher education institutions, which established data sharing guidelines necessary for research and evaluation of the TAACCCT grant.
- Executed DSA amendments with partnering higher education institutions, which clarified: roles, definitions, data transmission schedule, use of data, and description of requested data. Most prominently, clarifications allowed LCCC to enter participant data into OWCMS.

¹ Trade Activity Participant Report Data for FY 2017 for Ohio
https://www.doleta.gov/tradeact/TAPR_2016.cfm?state=OH

- Executed DSA with ODJFS, with a goal of access and use of OWCMS data. DSA ultimately allowed ODJFS to provide LCCC with participant data that was entered by LCCC into OWCMS.
- Worked with ODJFS to determine methodology of data exports.
- Established Special Grant Office within OWCMS system.
- Identified users of Special Grant Office, and participated in training with Lorain County Workforce Development Agency to become familiarized with OWCMS.
- Drafted entry guide to assist users in entering Ohio TechNet data into OWCMS system.

Barriers to Full Implementation

Despite the efforts outlined above, LCCC (on behalf of OTN) was unable to utilize OWCMS as intended. The following were primary barriers to implementation.

- Execution of DSA with ODJFS was substantially delayed, occurring in 2017. An alternative data reporting procedure had been developed at this point in the OTN project, which launched in 2014.
- Executed DSA with ODJFS limited use of data. DSA limited data available to be extracted to solely data that was input by LCCC. Therefore, LCCC was unable to use information that would be acquired from OWCMS for TAACCT reporting purposes. Further, ODJFS' interest in utilizing OTN data to assist in reporting of TAA, veteran, and employment/wage metrics waned.
- Technical issues in system use arose. Special grant users were unable to add services to records of individuals within the system. This step is integral to record retention. The Lorain County Workforce Development Agency Director advised that OWCMS purges records that do not have a service entered 90 days after creation. Despite numerous attempts to correct, this technical issue was not resolved.

Next Steps

The Ohio Department of Higher Education has recognized Ohio TechNet's data for students in manufacturing training programs as quality compared to other available data, primarily due to its inclusion of students in noncredit programs. To improve and expand upon this data set, LCCC (on behalf of OTN) has consulted with experts and researched best practices demonstrated in performance reporting. As a result, OTN hopes to modify existing DSAs with partnering institutions and develop DSAs with new higher education partners. Further, application of best practices will be pursued as new opportunities are sought and use of National Student Clearinghouse will be considered.

Appendix A: DRAFT OWCMS Entry Guide

DRAFT Ohio Workforce Case Management System (OWCMS) Entry Guide

Table of Contents

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Overview

OWCMS is a statewide data management system used to track individuals that utilize workforce services offered through the State. As a result, all individuals that utilize OhioMeansJobs Centers to receive employment and training services are included in the OWCMS system. Through OTN, we hope to leverage this system to compare data gathered by partner colleges to data entered in the system.

This document is intended to provide guidance to OTN Data Specialist(s) entering data from Participant Intake Forms or Data Templates onto OWCMS.

Note:

- *Italicized text* represents an entry field or button.
- **Bold text** represents fields where responses are required.
- Underlined text indicates that a field should be checked to note any differences in data. Differences in data will be captured on Data Inconsistency Notification Form. This is included as an appendix.
If a field is pre-filled, leave as is. Capture any differences indicated from data template, on Data Inconsistency Notification Form.

Logging In

1. Go to the following URL: <https://owcms.ohio.gov/wcms/logon.xhtml>
2. Enter *User Name* and *Password*. Recall that User Name will be “Last_NameXXXX”, with X’s representing the last four digits of your Social Security Number (SSN).
3. A pop up box will appear after you log in. Highlight *OTN-TAA-Lorain* and Select *OK*.

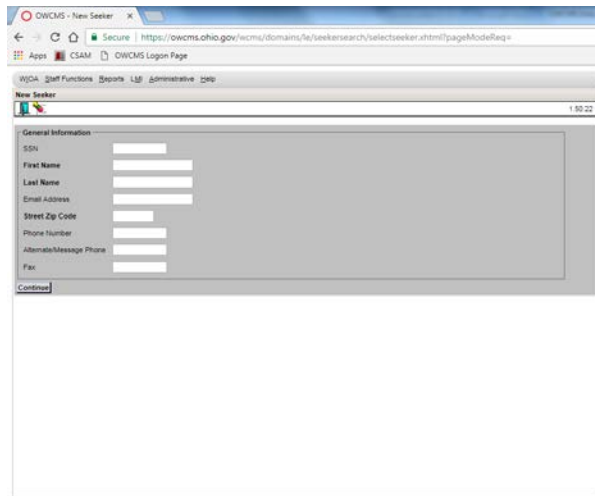


Entering a Participant into the Special Grant Office

1. Go to the *WIOA* dropdown in the top left corner, and select *Select Job Seeker*.

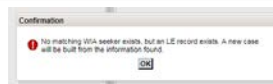
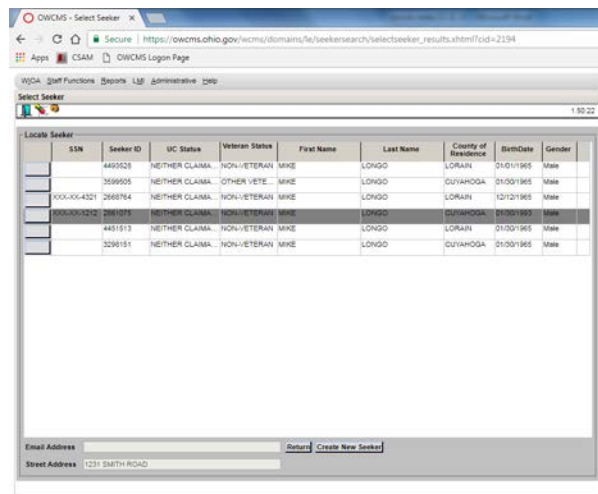
2. Enter *First Name* and *Last Name* for participant, and press *Execute Query*.

3. After you execute the query, there are two scenarios: a) the participant is already entered in OWCMS system OR b) the participant is not in the OWCMS system and a new record will have to be created. Guidance on each option is listed below.
 - a) If a new record will have to be created, no results will appear. Select *Create New Seeker* and enter *First Name*, *Last Name*, and *Street Zip Code*.



b) If a participant is in the system, results will appear. Compare *SSN, Veteran Status, Birth Date, Email Address, and Street Address* displayed with information on Intake Form template. If consistency is significant, select this record by pressing the rectangle on the far left side of the row.

A pop up message may appear that states that you will have to create a new record – click *OK*.



Basic Intake: General

After participant is selected OR new record is created, you will be brought to the *Basic Intake* page in the *General* tab.

Basic Intake 1.50.22
 1 Notes Found
 Name: LONGO, MIKE

General Additional WJOA Data CCMER/TANF Data Special Grant

Seeker Data

3 Seeker Status: OPEN Seeker Status Date: 12/21/2017 Delete Case

4 Intake Date: Street Address: 1231 SMITH ROAD Mailing Address: 1231 SMITH ROAD

5 SSN:

6 First Name: MIKE City: PARMA City: PARMA Invalid

7 Middle Initial: County: CUYAHOGA

8 Last Name: LONGO State: OH Zip: 44130 State: OH Zip: 44130

18 Date of Birth: 01/30/1993 Email Address: Invalid

20 Gender: MALE 24 Phone: (216) 111-2345 Ext: Invalid

21 Ethnicity: NOT HISPANIC OR LATINC 25 Alternate/Message Phone: Ext: Invalid

22 Citizenship: US Citizen Fax:

23 Race

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

27 Emergency Contact: none listed 27 Relationship Disclosure

28 Phone:

WJOA Office: Special Grant Office: OTN-TAA - Lorain Trade Office:

WJOA Staff: Special Grant Staff: MATTHEWS, MELIKA Trade Staff:

Created By: WCMS

Program Involvement

Program Type	Status	Status Date	Start Date	Close Date	History Data

Basic Intake: General – Entry Directions

OWCMS		
FIELD LABEL	OWCMS FIELD	ENTRY DIRECTIONS
1.	Seeker Status	This field is automated, and should show as <i>OPEN</i> .
2.	Seeker Status Date	This field is automated, and should reflect date that participant is entered into OWCMS.
3.	Intake Date	Enter <i>Date</i> listed on Participant Intake Form (PIF).
4.	SSN	Enter <i>Social Security #</i> listed on PIF.
5.	First Name	Enter <i>First Name</i> listed on PIF.
6.	Middle Initial	Enter <i>Middle Initial</i> listed on PIF.
7.	Last Name	Enter <i>Last Name</i> listed on PIF.
8.	Street Address	Enter <i>Address</i> listed on PIF.
9.	City	Enter <i>City</i> listed on PIF.
10.	County	This field is automated.
11.	State	Enter <i>State</i> listed on PIF
12.	Zip	Enter <i>Zip Code</i> listed on PIF.
13.	Mailing Address	This field should be left blank.
14.	City	This field should be left blank.
15.	State	This field should be left blank.
16.	Zip	This field should be left blank.
17.	Email Address	Enter <i>Email Address</i> listed on PIF.
18.	Date of Birth	Enter <i>Date of Birth</i> listed on PIF.
19.	Age	This field is automated.
20.	Gender	Select <i>Gender</i> listed on PIF.
21.	Ethnicity	Select <i>Ethnicity</i> listed on PIF
22.	Native or Primary Language	Select <i>English</i> .
23.	Race	Select every <i>Race</i> checked on PIF.
24.	Phone	Enter <i>Cell Phone</i> listed on PIF.
25.	Alternative/Message Phone	Enter <i>Home Phone</i> listed on PIF.
26.	Fax	This field should be left blank.
27.	Emergency Contact	Enter <i>Alternate Contact Name/Relation</i> listed on PIF, separated by a dash. (e.g. Enter <i>Sue Smith – mother</i>)
28.	Phone (of Emergency Contact)	Enter <i>Alt. Contact Phone</i> listed on PIF.
29.	WIA Office	This field is automated.
30.	WIA Staff	This field is automated.
31.	Created By	This field is automated.
32.	Special Grant Office	This field is automated.
33.	Special Grant Staff	This field is automated.
34.	Trade Office	This field is automated.
35.	Trade Staff	This field is automated.
36.	Program Involvement	This field is automated.

Basic Intake: Additional – Screen Print

General Additional WIOA Data CCMEP/TANF Data Special Grant

37 Current Claimant Status

38 UI Status at Intake

39 Education Level

40 Migrant Seasonal/Farmworker? Yes No Are you returning to Farmwork Employment? Yes No [MSFW Details](#)

41 Education Status

42 Have you served in US Military? Yes No [Vet Details](#)

43 Are you a Spouse of Veteran? Yes No [Vet Spouse Details](#)

44 Homeless Veteran? Yes No [Homeless Details](#)

Military Service

45 Veteran Status

Special Disabled Veteran Yes No

Campaign Veteran Yes No

Disabled Veteran Yes No

Other Veteran Yes No

Eligible Person Yes No

Non-Veteran Yes No

Chapter 31 Veteran Yes No

Transitional Service Member Yes No

Recently Separated Veteran Yes No

Active Duty Dates

Start Date End Date

TAP Workshop? Yes No

TAP Workshop Date

Valid Driver's License

State

Class

[Add](#)

Endorsement Code

[Remove](#)

Basic Intake: Additional – Entry Directions

OWCMS		
FIELD LABEL	OWCMS FIELD	ENTRY DIRECTIONS
37.	Current Claimant Status	This field is automated.
38.	UI Status at Intake	Select <i>Not Current Claimant and Not Exhaustee</i> .
39.	Education Level	Select <i>Highest Level of Educational Attainment</i> checked on PIF. <ul style="list-style-type: none"> • If <i>Some College</i> is selected on PIF, select <i>1 year of College</i>. • When nothing was select <i>High School Graduate</i> was selected.
40.	Migrant Seasonal/Farmworker?	Select <i>No</i> .
41.	Education Status	Select <i>In School, Post HS</i> .
42.	Have you served in US Military?	Select <i>No</i> . <ul style="list-style-type: none"> • This is a default response, even if Veteran eligibility is indicated on PIF.
43.	Are you a Spouse of a Veteran?	Select <i>No</i> . <ul style="list-style-type: none"> • This is a default response, even if Veteran eligibility is indicated on PIF.
44.	Are you Homeless?	Select <i>No</i> .
45.	Veteran Status	Select <i>NON-VETERAN</i> . <ul style="list-style-type: none"> • This is a default response, even if Veteran eligibility is indicated on PIF.
46.	Special Disabled Veteran	This field is automated, and will show a response of <i>No</i> .
47.	Campaign Veteran	This field is automated, and will show a response of <i>No</i> .
48.	Disabled Veteran	This field is automated, and will show a response of <i>No</i> .
49.	Other Veteran	This field is automated, and will show a response of <i>No</i> .
50.	Eligible Person	This field is automated, and will show a response of <i>No</i> .
51.	Non-Veteran	This field is automated, and will show a response of <i>No</i> .
52.	Chapter 31 Veteran	This field is automated, and will show a response of <i>No</i> .
53.	Transitional Service Member	This field is automated, and will show a response of <i>No</i> .
54.	Recently Separated Veteran	This field is automated, and will show a response of <i>No</i> .
55.	Active Duty Dates – Start Date	This field should be left blank. <ul style="list-style-type: none"> • This is a default response, even if Veteran eligibility is indicated on PIF.
56.	Active Duty Dates – End Date	This field should be left blank. <ul style="list-style-type: none"> • This is a default response, even if Veteran eligibility is indicated on PIF.
57.	Valid Driver’s License - State	Do not make a selection. This field will remain as-is. OR Select <i>None</i> .
58.	Valid Driver’s License - Class	Do not make a selection. This field will remain as-is.
59.	Endorsement Code	This field should be left blank.

Basic Intake: Program Data – Screen Print

OWCMS - Basic Intake

https://owcms.ohio.gov/wcms/domains/le/coreservice/coreservice.xhtml

WJA Provider Staff Functions Reports LMI Administrative Help

Basic Intake

1 Notes Found 1.18.1

Name: LONGO, MIKE

General Additional **Program Data**

Registration Data

60 Citizenship Alien Expiration Date

62 Documented Reason for Youth Eligibility 65 Family Size

63 Youth Barriers Documentation Family 6 Month Income

64 Registered for Selective Service? Yes No Exempt Individual 6 Month Income

Public Assistance Recipient? Yes No [View Details](#)

Adult Low Income? Yes No Interested in Oil & Gas Industry? Yes No

Pell Grant Recipient? Yes No Dislocated Worker? Yes No [View Details](#)

Youth 5% Window? Yes No Trade Eligible? Yes No [View Details](#)

71 Local Use One

Local Use Two

Mini Use One

DEI? Yes No

Locked Out OH Worker? Yes No [View Details](#)

Barriers Data

Disabled?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Homeless?	<input type="radio"/> Yes <input checked="" type="radio"/> No
SingleParent?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Offender?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Runaway?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Foster Child?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Limited English Proficiency?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Pregnant/Parenting Youth?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Behind Grade Level?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Youth Requires Additional Assistance?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Basic Skills Deficient?	<input type="radio"/> Yes <input checked="" type="radio"/> No View Details	School Dropout?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Substance Abuse?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Face Serious Barriers?	<input type="radio"/> Yes <input checked="" type="radio"/> No
		Lacks Transportation?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Basic Intake: Program Data – Entry Directions

OWCMS		
FIELD LABEL	OWCMS FIELD	ENTRY DIRECTIONS
60.	Citizenship	Select <i>US Citizen</i> if US Citizenship is indicated on PIF.
61.	Alien Expiration Date	This field should be left blank.
62.	Documented Reason for Youth Eligibility <ul style="list-style-type: none"> This field is only required for participants 24 years old, and under. 	Select <i>None</i> .
63.	Youth Barriers Documentation <ul style="list-style-type: none"> This field is only required for participants 24 years old, and under. 	Select <i>None</i> .
64.	Registered for Selective Service	Select <i>Exempt</i> .
65.	Family Size	Enter <i>1</i> .
66.	Family 6 Month Income	This field should be left blank.
67.	Individual 6 Month Income	This field should be left blank.
68.	Adult Low Income?	Do not make a selection. This field will remain as-is.
69.	<u>Pell Grant Recipient?</u>	Do not make a selection. This field will remain as-is.
70.	Youth 5% Window?	Do not make a selection. This field will remain as-is.
71.	Local Use One <ul style="list-style-type: none"> Field entries for local use fields should be separated by commas: [Student ID #], [Veteran Status], [Disability Status], [Pell Grant Eligibility], [TAA Benefit Eligibility] <i>Example entry: 123456, NonVet, NonDis, Pell, TAA</i> If field is already in use, enter data into Local Use Two. 	<p>a) Enter <i>Student ID #</i> listed on PIF</p> <p>b) Enter Eligibility for Veteran Status listed on PIF. <ul style="list-style-type: none"> If this field was checked on PIF, enter <i>Vet</i>. If this field was not checked on PIF, enter <i>NonVet</i>. </p> <p>c) Enter Disability Status listed on PIF. <ul style="list-style-type: none"> If this field was checked on PIF, enter <i>Dis</i>. If this field was not checked on PIF, enter <i>NonDis</i>. </p> <p>d) Enter Pell Grant Eligibility listed on PIF. <ul style="list-style-type: none"> If this field was checked on PIF, enter <i>Pell</i>. If this field was not checked on PIF, enter <i>NoPell</i>. </p> <p>e) Enter TAA Benefit Eligibility listed on PIF. <ul style="list-style-type: none"> If this field was checked on PIF, enter <i>TAA</i>. If this field was not checked on PIF, </p>

enter *NonTAA*.

f) Enter OTN ID listed on PIF template.

g) Enter School, using codes listed on PIF template.

72.	Local Use Two	This field should be left blank
73.	Mini Use One	This field should be left blank
74.	Public Assistance Recipient?	Do not make a selection. This field will remain as-is.
75.	Interested in Oil & Gas Industry?	Do not make a selection. This field will remain as-is.
76.	Dislocated Worker?	No selection should be made. This field will remain as-is.
77.	<u>Trade Eligible?</u>	Do not make a selection. This field will remain as-is. <ul style="list-style-type: none">• If PIF indicates TAA eligibility, but Yes is not selected, local WIB should be informed.
78.	DEI?	Do not make a selection. This field will remain as-is.
79.	Locked Out OH Worker?	Do not make a selection. This field will remain as-is.
80.	<u>Disabled?</u>	Do not make a selection. This field will remain as-is. <ul style="list-style-type: none">• If PIF indicates that participant is disabled, but Yes is not selected, local WIB should be informed.
81.	SingleParent?	Do not make a selection. This field will remain as-is.
82.	Runaway?	Do not make a selection. This field will remain as-is.
83.	Limited English Proficiency?	Do not make a selection. This field will remain as-is.
84.	Behind Grade Level?	Do not make a selection. This field will remain as-is.
85.	Basic Skills Deficient?	Do not make a selection. This field will remain as-is.
86.	Substance Abuse?	Do not make a selection. This field will remain as-is.
87.	Homeless?	Do not make a selection. This field will remain as-is.
88.	Offender?	Do not make a selection. This field will remain as-is.
89.	Foster Child?	Do not make a selection. This field will remain as-is.
90.	Pregnant/Parenting Youth?	Do not make a selection. This field will remain as-is.
91.	Youth Requires Additional Assistance?	Do not make a selection. This field will remain as-is.
92.	School Dropout?	Do not make a selection. This field will remain as-is.
93.	Face Serious Barriers?	Do not make a selection. This field will remain as-is.
94.	Lacks Transportation?	Do not make a selection. This field will remain as-is.

Services – Screen Prints

OWCMS - Services

https://owcms.ohio.gov/wcms/domains/wia/workreadinessplan/work_readiness_plan.xhtml?menuType=WIA

WIA Provider Staff Functions Reports LMI Administrative Help

Services 1.18.1

Name: LONGO, MIKE

Services Youth Goals Exit Summary

Services

Staff Assigned: LONGO, MICHAEL Program Affiliation: Ohio TechNet

Add

Service Type	Service/Activity	Provider	Program	TAA Funde...	Delete

ONET Code ONET Description

ONET Title

Actual Start Date Planned End Date Actual End Date

ITA Training Start Date Planned Cost Details

Instruction Actual Cost Non-Registered Services

Credential/Outcome Credential Date

Service/Activity Outcome Create New Provider

WIA Provider Staff Functions Reports LMI Administrative Help

Services 1.28.3

Name: LONGO, MIKE

Services Youth Goals Exit Summary

Services

Staff Assigned: LONGO, MICHAEL Program Affiliation: Ohio TechNet

Add

Service Type	Service/Activity	Provider
Statewide Regular	ADULT EDUCATION AND LITERACY ACTIVITIES IN COMBINATION WITH OTHER JOB SKILLS	
	CAREER COUNSELING	
	CASE MANAGEMENT	
	COUNSELING OR CAREER PLANNING (INDIVIDUAL OR GROUP)	
	CUSTOMIZED TRAINING	
	DEVELOPMENT OF INDIVIDUAL EMPLOYMENT PLAN	
	ENTREPRENEURIAL TRAINING	
	INTERNSHIPS	
	JOB DEVELOPMENT	
	JOB READINESS TRAINING	
	JOB REFERRALS	
	JOB SEARCH ASSISTANCE	
	LITERACY ACTIVITIES RELATED TO BASIC WORKFORCE READINESS	
	OCCUPATIONAL SKILLS TRAINING	
	ON-THE-JOB TRAINING	
	OTHER	
	OUT-OF-AREA JOB SEARCH	
	OUTREACH, INTAKE AND ORIENTATION	
	PARTNER ADULT EDUCATION AND LITERACY ACTIVITIES IN COMBINATION WITH OTHER JOB SKILLS	

ONET Code ONET Description

ONET Title

Actual Start Date Planned End Date Actual End Date

ITA Training Start Date Planned Cost Details

Instruction Actual Cost Non-Registered Services

WIA Credential, Diploma, or Certificate Date Attained

Service/Activity Outcome Create New Provider

Services – Entry Directions

OWCMS FIELD LABEL	OWCMS FIELD	ENTRY DIRECTIONS
95.	Staff Assigned	This field is automated.
96.	Program Affiliation	This field is automated. <i>Ohio TechNet</i> should be selected.
97.	Service Type	Select <i>Statewide Regular</i>
98.	Service/Activity	Select <i>CC Skills Training</i> .
99.	Provider	Select College Name listed on PIF.
100.	Program	This field should be left blank.
101.	TAA Funded? Yes/No	Do not make any selections in this field.
102.	Delete	Do not make any selections in this field.
103.	ONET Code	Enter ONET Code associated with Grant-Affected Program listed on PIF.
104.	ONET Title	This field is automated.
105.	ONET Description	This field is automated.
106.	Actual Start Date	Enter <i>First Semester as Participant</i> listed on PIF. <ul style="list-style-type: none"> For Fall 2015, enter 8/1/2015
107.	Planned End Date	Enter date based upon program length. <ul style="list-style-type: none"> For Fall 2015, enter 8/1/2015
108.	Actual End Date	Enter date participant completes program.
109.	ITA	This field should be left blank.
110.	Training Start Date	This field should be left blank.
111.	Instruction	Enter program information.
112.	Planned Cost	This field should be left blank.
113.	Actual Cost	This field should be left blank.
114.	Credential/Outcome	This field should be left blank.
115.	Credential Date	This field should be left blank.
116.	Non-Registered Services	This field should be left blank.
117.	Service/Activity Outcome	This field should be left blank.

Job Placement: New Job – Screen Print

OWCMS - Job Placement x +

https://owcms.ohio.gov/wcms/domains/le/placement/placement.xhtml?menuType=WIA&pageMode=WIA

WJA Provider Staff Functions Reports LMI Administrative Help

Job Placement

0 Notes Found 1.18.1

Name: LONGO, MIKE Participant

New Job Summary

Job Seeker

Name MIKE LONGO Status OPEN

Employer Data

Name Search Employer Name

Address

City County State Zip Phone Fax

Employment Data

Hire Date 05/29/2015 Employment Start Date 05/29/2015 Starting Wages Salary Interval

Employment Type Hours Per Week Wage Details

Job Obtained by What Means?

Job Title

Non Traditional Employment Training Related Recalled by Layoff Employer

Benefits

Add	Delete

Job Placement: New Job – Entry Directions

This screen is used to record new employment of participants.

Additional guidance is needed to complete Entry Directions.

OWCMS Field Label	OWCMS Field	Entry Directions
118.	Job Seeker – Name	This field is automated.
119.	Job Seeker – Status	This field is automated.
120.	Name	
121.	Employer Name	
122.	Address	
123.	City	
124.	County	
125.	State	
126.	Zip	
127.	Phone	This field should be left blank.
128.	Fax	This field should be left blank.
129.	Hire Date	
130.	Employment Start Date	
131.	Starting Wages	
132.	Salary Interval	
133.	Employment Type	
134.	Hours Per Week	
135.	Job Obtained by What Means?	
136.	Job Title	
137.	Benefits	This field should be left blank.
138.	Non Traditional Employment	
139.	Training Related	
140.	Recalled by Layoff Employer	


Appendix A: Data Inconsistency Notification Form

DATA INCONSISTENCY NOTIFICATION FORM

Ohio TechNet Participant Name		
Information Listed on Ohio TechNet Participant Intake Form (PIF)		
Address		
City	State	Zip Code
Home Phone		Cell Phone
Email Address		
Highest Level of Educational Attainment		Eligible for Veteran's Benefits
Individual with a Disability		Eligible for Pell Grant
Eligible for TAA Benefits		Currently Employed?
Hourly Wage		Hours/Week
Information Listed in Ohio Workforce Case Management System (OWCMS)		
Address		
City	State	Zip Code
Home Phone		Cell Phone
Email Address:		
Highest Level of Educational Attainment		Eligible for Veteran's Benefits
Individual with a Disability		Eligible for Pell Grant

Eligible for TAA Benefits	Currently Employed?
Hourly Wage	Hours/Week
Notes	
Signature	Date

This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

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