



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

**WORKFORCE
DEVELOPMENT**

Manual

for the Apprenticeship Program (AP)

in the One-Stop Management Information System (OSMIS) Version 2.0

Industry Engagement Division

State Apprenticeship Expansion

August 9, 2022

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Introduction

Welcome to the Apprenticeship Program in the One-Stop Information Management System (AP in OSMIS). Participants served in all Michigan Department of Labor and Economic Opportunity-Workforce Development (LEO-WD), State Apprenticeship Expansion (SAE) projects must be enrolled and reported from within AP in OSMIS. These projects include:

- 2019 Going Pro Apprenticeship (GPA)
- 2020 Michigan Registered Apprenticeship Innovation Network (MiRAIN)
- 2020 Michigan Youth Apprenticeship Readiness Network (MiYARN)
- 2021 Michigan's Statewide Targeted Apprenticeship Inclusion & Readiness System (MiSTAIRS)
- 2022 Michigan Statewide Pre- Apprenticeship "Ready for Construction" (MiSPARC)
- 2022 Michigan Construction Apprenticeship post-Military Opportunity! (MiCAMO!)

This manual presents participant reporting requirements for entering information into AP in OSMIS. In addition, the manual provides a general overview and an in-depth analysis of the necessary steps to successfully report SAE participants. The manual is to be used by Grantees, Michigan Works Agency! (MWA) Apprenticeship Success Coordinators, intake workers, and counselors; and LEO-WD staff and other relevant AP in OSMIS users.

Having the required data entered and maintained in AP in OSMIS is necessary for federal reports, participant eligibility determination, and for program management purposes. Users must enroll participants into appropriate activities associated with each funding source/grant to ensure participants are reported in the correct project. Multiple funding streams may be braided together to support a participant (co-enrolled) when co-enrollment meets USDOL guidelines.

Pages are numbered sequentially within each chapter. In addition, each chapter is broken down into sections. "Helpful hints" and "Important Notes" are included in each section to assist in AP in OSMIS participant data entry. Additional assistance with AP in OSMIS participant entry should be requested as needed.

Please contact us if you have questions or have concerns.

Michigan Department of Labor and Economic Opportunity
Office of Employment and Training - Workforce Development
State Apprenticeship Expansion
517-335-5858
LEO-Apprenticeship@michigan.gov

The AP in OSMIS Manual will be revised and/or additional content will be issued as needed.

Acronyms

AP	Apprenticeship Program
GPA	Going Pro Apprenticeship
LEO-WD	Labor and Economic Opportunity-Workforce Development
MiCAMO	Michigan Construction Apprenticeship post-Military Opportunity!
MiRAIN	Michigan Registered Apprenticeship Innovation Network
MiSPARC	Michigan Statewide Pre- Apprenticeship "Ready for Construction"
MiSTAIRS	Michigan's Statewide Targeted Apprenticeship Inclusion & Readiness System
MiYARN	Michigan Youth Apprenticeship Readiness Network
MWA	Michigan Works! Agency
OJT	On-The-Job Training
O*NET	Occupational Skills Training Code
OSMIS	One-Stop Management Information System
RAPTOR	Registered Apprenticeship Progress Tracking w/ Online Reporting
RTI	Related Technical Instruction
SSN	Social Security Number
SAE	State Apprenticeship Expansion
WIOA	Workforce Innovation and Opportunity Act

Preface

Current Policy Issuance: Please follow this link [here](#) for current policy issuance (including WIOA) and to view recent policy changes.

OSMIS Apprenticeship Program Guide: This Manual is meant to complement the steps/guidance within the OSMIS Apprenticeship Program Guide located here: [OSMIS Apprenticeship Program Guide](#). The OSMIS Apprenticeship Program Guide should be used in addition to this manual when managing and inputting participants in the AP in OSMIS.

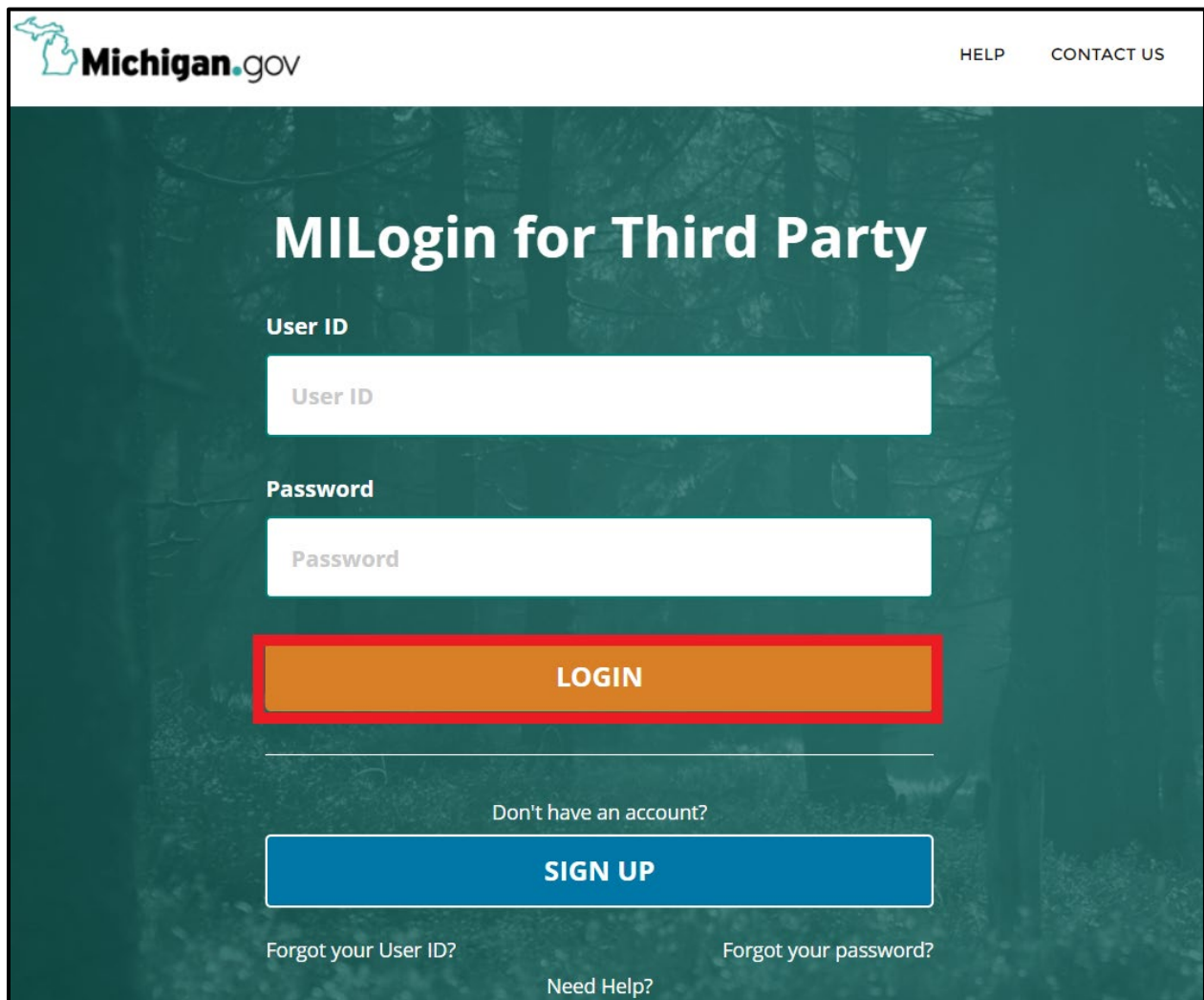
Important note All screenshots are for training purposes only and should not be used as literal guidance on what to enter into in AP in OSMIS data fields. All data fields should be filled in with the appropriate participant information on a case-by-case basis.

Important note All screenshots will have a red box to indicate where to navigate/click. Revised and/or additional chapters, sections, and pages will be issued, as necessary. Pages are numbered sequentially within each chapter.

Chapter 1: OSMIS Login for Third Party

Please follow this link: <https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/> to access One-Stop Management Information System (OSMIS).

Step 1: Enter in your appropriate “User ID” and “Password” and left-click “Login.”



The screenshot shows the MILogin for Third Party login page. At the top, there is a header with the Michigan.gov logo on the left and 'HELP' and 'CONTACT US' links on the right. The main heading is 'MILogin for Third Party'. Below this, there are two input fields: 'User ID' and 'Password'. The 'User ID' field has a placeholder text 'User ID'. The 'Password' field has a placeholder text 'Password'. Below these fields is a large orange button labeled 'LOGIN', which is highlighted with a red border. Below the 'LOGIN' button is a link 'Don't have an account?' and a blue button labeled 'SIGN UP'. At the bottom, there are three links: 'Forgot your User ID?', 'Need Help?', and 'Forgot your password?'.

Michigan.gov

HELP CONTACT US

MILogin for Third Party

User ID

User ID

Password

Password

LOGIN

Don't have an account?

SIGN UP

Forgot your User ID? Need Help? Forgot your password?

Chapter 4: Entering a new Participant into OSMIS

Step 1: Your screen should now look like the screenshot below:

MILogin ID: EVERTSE [Logout](#)

[Applicant Search](#)
[Case Management](#)
[Help/Info](#)
[On Demand Reports](#)
[Special Functions](#)
[Dashboard](#)
[Go To](#)

Welcome to the One Stop MIS System!

Latest OSMIS Notices

Showing 1 to 5 of 5 entries

[First](#)
[Previous](#)
1
[Next](#)
[Last](#)

Search:

Notice Date	Expiration Date	Attention	SR Number	Description	Additional Info
10/13/2021		ES MWA ST. POLICY		Pre-Release Notice: This notice informs users of scheduled modifications to the system. Any changes will be reflected in the final SUN issued on October 18, 2021. Wagner-Peyser <ul style="list-style-type: none"> Modification to 'Referred to Veterans Career Advisor' Activity Welfare Reform <ul style="list-style-type: none"> New Support Service - 'Transitional Support' Modification to Support Services Cap Modification to Participant Report WIOA Title I <ul style="list-style-type: none"> Modification to 'Training' and 'Pending Training' Activities OSMIS User Dashboard <ul style="list-style-type: none"> New Feature - Widget Filters 	More Info
09/27/2021		ES MWA ST. POLICY		Updates have been made to the OSMIS. Please see the attached document for details.	More Info
09/20/2021		ES MWA ST. POLICY		Changes were made to the OSMIS, please see the attached document for details. No updates listed in the Pre-SUN posted 09/14/2021 have been removed.	More Info
08/30/2021		ES MWA ST. POLICY		Changes have been made to the OSMIS, please see the attached document for details.	More Info
08/23/2021		ES MWA ST. POLICY		Changes have been made to the OSMIS, please see the attached document for details.	More Info

[First](#)
[Previous](#)
1
[Next](#)
[Last](#)

[WIOA E-P-MIG](#)
[WIOA APPRENTICESHIP E-P-MIG](#)
[WIOA H-1B E-P-MIG](#)
[WIOA YOUTH E-P-MIG](#)
[WIA E-P-MIG](#)
[WIA YOUTH E-P-MIG](#)
[WIOA 9169-9173 Reporting Period Tool](#)

Step 2: Towards the top of the screen, place the mouse cursor over "Applicant Search" and then left click "Enter Participation."

You are logged in as EVERTSE - Your last login was on Sep 27, 2021 @ 10:59:08 AM [Logout](#)

Applicant Search Case Management Help/Info On Demand Reports Special Functions Go To

Enter Participation

Update Participation

Enter Activities

Update Activities

Enter Support Services

Update Support Services

Update Status

Update Outcome

Enter Ticker

Welcome to the One Stop MIS Training System!

Latest OSMIS Notices

Showing 1

First Previous 1 Next Last Search:

Notice Date	Expiration Date	Description
07/24/2020		<p>Attn: MWA Staff</p> <p>The OSMIS "Training" environment will be down for system maintenance on Tuesday, July 28, 2020. Please note this will not impact the OSMIS Production environment.</p>
11/08/2017		<p>testing in TRN for oracle, insertion path at 3:57 pm</p> <p>update path at 3:58 pm, included add'l info</p>
01/23/2014		<p>MDHHS MWA 11077 mwa, dhs, doc, chrome</p>
01/23/2014		<p>MDHHS MWA 11077 mwa, dhs, ppt, chrome</p>
01/23/2014		<p>MDHHS MWA 11077 mwa, dhs, ppt, chrome</p>

Step 3: Search the OSMIS system for an existing participant profile. In most cases, you can search by using a combination of the following "Last Name," "First Name," and "Date of Birth."

You are logged in as EVERTSE - Your last login was on Sep 14, 2021 @ 03:03:06 PM [Logout](#)

Applicant Search Case Management Help/Info On Demand Reports Special Functions Go To

WIOA Registration: Customer Search Criteria

Search by Customer ID:

Customer ID:

Submit Reset

Search by Last Name first:

Last Name:

First Name:

Date of Birth:

Submit Reset

Step 4: Once you have entered the appropriate search criteria, you will left-click "Submit." If there are no results, you will left-click "New Applicant/WIOA Registration."

WIOA Registration: Customer Search Results

Alert Message

- No applicant matches your search criteria in the database.

Click on the **Name** column to view existing Participation History (if one exists) or to create a new WIOA record.
If the individual you are searching for does not appear, click on **"New Applicant/WIOA Registration"** to enter the initial Applicant/WIOA Registration record or click on **"New Search"** to conduct a new search.

You searched for customer:

Customer Name	Birth Date	Customer ID	Address	Phone	WIOA Exists?	WIA Exists?	MWA
No data available in table							

[New Search](#)

Only click on 'New Applicant/WIOA Registration', if the customer **DOES NOT APPEAR** in the above Customer Search Results table.

[New Applicant/WIOA Registration](#)

Helpful hint: If the participant you are looking for does appear in your search and is enrolled in another OSMIS program you will select the participants name and that will advance you to the "Participant History" screen.

Step 5: From the "Participant History" screen please left click "New WIOA Registration" to advance to the WIOA Pre-Registration.

WIOA Registration: Customer Search Results

Customer Name	Customer ID	Current Staff	Current Staff Location
EVERTS, ERIC B.	EVEER1019	ERCI EVERTS - MWA_ADM	ACSET Administrative Office

Click on the **Program** to update the Participation

Showing 1 to 4 of 4 entries

System	Program	Registration Date	System Exit Date	Manual Exit Date	Exit Reason	Case Manager	MWA
WIOA	Adult	12/15/2021	-	-	-	None	33
WIOA	Apprenticeship	11/01/2020	-	-	-	EVERTS, ERIC (33 - MWAADMIN)	33
WIOA	Pre-Registration	01/04/2022	-	-	-	None	33
WIOA	Pre-Registration	01/29/2019	01/29/2019	-	Common Measures System Exit	None	17



[Column visibility](#) [Print](#) [Excel](#) [PDF](#)

[New WIOA Registration](#)

[View All Participations Across Programs](#)

[New Search](#)

Step 6: You arrive at the "WIOA Pre-Registration" page; please follow the instructions in the next section to continue entering a new participant into the OSMIS Apprenticeship Program.


Applicant Search
Case Management
Help/Info
On Demand Reports
Special Functions
Go To


WIOA Pre-Registration

Participant Name	Customer ID	Program	Registration Date	Status	Performance Inclusion	Participation Date
		Pre-Registration		-	-	-

Contact
Personal
Disability
Econ. Status
Education
Comments

Contact Information

* Last Name:

* Address:

* City:

County:

Alt. Name:

E-mail:

* First Name: MI:

* State: * Zip:

Phone:

Alt. Phone:

Service Information	* Date	Staff	* Location
Pre-Registration	09/27/2021	ERIC EVERTS	VICTOR BLD ▼

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Pending	98	-	-	-	-

Submit
Reset Form
Cancel

Chapter 5: Enrolling a new participant in the AP in OSMIS

Important Note All data fields noted with a **red asterisk (*)** designate a required OSMIS data field and are needed to successfully register a participant. Some fields that do not have a **red asterisk (*)** may also be required, depending on the participant. These fields will be outlined and explained in greater detail when those steps appear in this guide. In these cases, additional data fields need to be completed to ensure successful participant enrollment.

Chapter 6: WIOA Pre-Registration

Section 6.1 Contact Tab: In the “Contact” tab, enter all appropriate participant information into the corresponding data field. Remember that data fields with a **red asterisk (*)** are required OSMIS data fields needed to successfully register a participant.

WORKS! One Stop MIS | Applicant Search | Case Management | Help/Info | On Demand Reports | Special Functions | Go To | **WIOA**

WIOA Pre-Registration

Participant Name	Customer ID	Program	Registration Date	Status	Performance Inclusion	Part
		Pre-Registration		-	-	

Contact | Personal | Disability | Econ. Status | Education | Comments

Contact Information

* Last Name: * First Name: MI:
* Address:
* City: * State: * Zip:
County: Phone:
Alt. Name: Alt. Phone:
E-mail:

Service Information	* Date	Staff	* Location
Pre-Registration	09/27/2021	ERIC EVERTS	VICTOR BLD

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Pending	98	-	-	-	-

Section 6.2 Personal Tab: In the “Personal” tab, enter appropriate participant information into corresponding data fields. Remember that data fields with a **red asterisk (*)** are required OSMIS data fields needed to successfully register a participant.

Helpful hint: If the participant refuses to provide a Social Security Number (SSN), please consult with your MIS User specialist for guidance.

The screenshot shows the 'WIOA Pre-Registration' form with the 'Personal' tab selected. The form includes fields for Date of Birth, Age as of Pre-Registration Date, SSN, Sex, Hispanic/Latino, Race, Preferred Language, Citizenship, and Selective Service. A red box highlights the 'Personal' tab. Below the form is a table with columns: Status, MWA, Record Created By, Timestamp, Record Last Updated By, and Timestamp. The table shows a single row with 'Pending' status and '98' MWA. At the bottom are 'Submit', 'Reset Form', and 'Cancel' buttons.

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Pending	98	-	-	-	-

Helpful hint: You must select “Participant did not self-identify” or select one of the options stated below if the participant provided the information:

This close-up shows the 'Race' section of the form. It includes a checkbox for 'Participant did not self identify:' and five dropdown menus for 'Black or African American:', 'American Indian/Alaskan:', 'Asian:', 'Hawaiian or Pacific Islander:', and 'White:'. A red box highlights these options. Below are the 'Citizenship:' and 'Selective Service:' dropdown menus.

Helpful hint: OSMIS requires you to choose an option under “Selective Service,” please select the option applicable to the participant you are entering data for.

Selective Service:		
Status	MWA	Record Cr
Pending	98	

Registered
Not Registered
NOT APPLICABLE

Section 6.3 Disability Tab: In the “Disability” tab, enter appropriate participant information into the corresponding data fields. Remember that data fields with a **red asterisk (*)** are required OSMIS data fields needed to successfully register a participant.

WIOA Pre-Registration						
Participant Name	Customer ID	Program	Registration Date	Status	Performance Inclusion	Participation Date
		Pre-Registration		-	-	-

[Contact](#)
[Personal](#)
[Disability](#)
[Econ. Status](#)
[Education](#)
[Comments](#)

Disability

* Disability:

Category of Disability:

Physical/Chronic Health Condition: ☐

Physical/Mobility Impairment: ☐

Mental or Psychiatric Disability: ☐

Vision-Related Disability: ☐

Hearing-Related Disability: ☐

Learning Disability: ☐

Cognitive/Intellectual Disability: ☐

Participant Did Not Disclose Type of Disability: ☐

State Development Services Agency Funded?

Local or State Mental Health Agency Funded?

State Medicaid HCBS Waiver?

Work Setting Type?

Customized Employment Services Received Type?

Financial Capability?

Individualized Education Program Participant?

Section 504 Plan?

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Pending	98	-	-	-	-

Helpful hint: If the participant has a disability, you will need to select an option under “Category of Disability.”

Disability

*** Disability:** Has a Disability ▼

Category of Disability:

Physical/Chronic Health Condition: ☐

Physical/Mobility Impairment: ☐

Mental or Psychiatric Disability: ☐

Vision-Related Disability: ☐

Hearing-Related Disability: ☐

Learning Disability: ☐

Cognitive/Intellectual Disability: ☐

Participant Did Not Disclose Type of Disability: ☐

Section 6.4 Econ Status Tab: In the “Econ Status” tab, enter the appropriate participant information into the corresponding data fields. Remember that data fields with a **red asterisk (*)** are required OSMIS data fields needed to successfully register a participant.

WIOA Pre-Registration

Participant Name	Customer ID	Program	Registration Date	Status	Performance Inclusion	Participation Date
		Pre-Registration		-	-	-

Contact

Personal

Disability

Econ. Status

Education

Comments

Employment/Economic Status

*** Employed at Registration:** ▼

Unemployment Compensation Programs: ▼

*** Migrant and Seasonal Farmworker Designation:** ▼

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Pending	98	-	-	-	-

Submit
Reset Form
Cancel

Section 6.5 Education Tab: In the “Education” tab, enter appropriate participant information into the corresponding data fields. Remember that data fields with a **red asterisk (*)** are required OSMIS data fields needed to successfully register a participant.

WIOA Pre-Registration

Participant Name	Customer ID	Program	Registration Date	Status	Performance Inclusion	Participation Date
		Pre-Registration		-	-	-

Contact
Personal
Disability
Econ. Status
Education
Comments

Education

* Highest Educational Level Completed at Program Entry:

* School Status at Program Entry:

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Pending	98	-	-	-	-

In-School Youth Enrollment
Out-of-School Youth Enrollment
Apprenticeship Enrollment

Submit
Reset Form
Cancel

Section 6.6 Program Selection: Select the program you would like to enroll the participant in. The focus of this guide is participant enrollment into the Apprenticeship Program (AP) in OSMIS, and to proceed with apprenticeship enrollment, please left click “Apprenticeship Enrollment.”

WIOA Pre-Registration

Participant Name	Customer ID	Program	Registration Date	Status	Performance Inclusion	Participation Date
		Pre-Registration		-	-	-

Contact
Personal
Disability
Econ. Status
Education
Comments

Education

* Highest Educational Level Completed at Program Entry:

* School Status at Program Entry:

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Pending	98	-	-	-	-

In-School Youth Enrollment
Out-of-School Youth Enrollment
Apprenticeship Enrollment

Submit
Reset Form
Cancel

Section 6.7: Please proceed to the “Apprenticeship WIOA Registration” section that immediately follows this step to continue enrolling your participant into the AP in OSMIS.

Chapter 7: Apprenticeship WIOA Registration

Important Note All data fields noted with a **red asterisk (*)** designate a required OSMIS data field and are needed to successfully register a participant. Some fields that do not have a **red asterisk (*)** may also be required, depending on the participant. These fields will be outlined and explained in greater detail when those steps appear in this guide. In these cases, additional data fields need to be completed to ensure successful participant enrollment.

Now that you have completed the “WIOA Pre-Registration,” Your screen (If you haven’t clicked on anything) should look like the picture below:

The screenshot shows the WIOA Registration interface. At the top, there's a navigation bar with links like 'Applicant Search', 'Case Management', 'Help/Info', 'On Demand Reports', 'Special Functions', 'Dashboard', and 'Go To'. The main title is 'Apprenticeship WIOA Registration'. Below this is a table with columns for Participant Name, Customer ID, Program, Quality Pre-Apprenticeship (Enrolled, Status, Completed/Withdrew), Performance Inclusion, and Participation Date. A 'Case Manager' section shows Manual Exit Date, Exit Reason, and a table for USDOL Registered Apprenticeship (Enrolled, Status, Completed/Withdrew). A '# Open Act.' field shows '0'. A 'Non-Common Measures' link is also present. A 'Show Braiding Eligibility Matrix (+)' link is below the table. A 'Contact' tab is selected, showing a 'Contact Information' section with fields for Last Name, First Name, MI, Address, City, State, Zip, County, Phone, Alt. Phone, and E-mail. Below this is a 'Service Information' table with columns for Date, Staff, and Location. The table shows two rows: 'Pre-Registration' and 'Registration', both dated 06/09/2022, with staff 'ERIC EVERTS' and location 'FIA - GRAND HAVEN'. A 'Virtual MWA 33 Location' dropdown is also visible. At the bottom, there's a table with columns for Status, MWA, Record Created By, Timestamp, Record Last Updated By, and Timestamp. The table shows a 'Pending' status for MWA 33, created by ERIC EVERTS on 06/09/2022 @ 10:29:09 AM. Below the table are 'Submit', 'Reset Form', and 'Cancel' buttons. A 'Funding Sources' link is also present. At the very bottom, there's a navigation bar with links for Participant History, Registration, Funding Sources, Enter Activities, Update Activities, View WIOA, Enter Support Services, Update Support Services, Status, Outcome, BRES Part. History, BRN Part. History, Case Notes, ISS Client Characteristics, TAA Part. History, Wagner-Peyser Participation, and Welfare Part. History.

Helpful hint: You’ll notice more information here than on the “WIOA Pre-Registration” page. Information input on the “Contact” tab during “WIOA Pre-Registration” will still be there. For the purposes of this guide, the fields have been left blank.

Section 7.1 Veteran Tab: On the “Veteran” tab, enter appropriate participant information into the appropriate corresponding data fields. Remember that data fields with a **red asterisk (*)** are required OSMIS data fields needed to successfully register a participant.

Apprenticeship WIOA Registration							
Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
		Apprenticeship	-	-	-	-	-
Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	-	-	-	0	Performance Summary

Contact	Personal	Disability	Econ. Status	Veteran	Apprenticeship	Assistance	Barriers	Education	Special	Comments
---------	----------	------------	--------------	----------------	----------------	------------	----------	-----------	---------	----------

* Eligible Veteran Status:

Active Duty Military Spouse:

Dates of Military Service

First Entry Date:

Last Exit Date:

Campaign Veteran:

Homeless Veteran:

Homeless Veteran Reintegration?:

Homeless Veteran Reintegration Grant #:

Disabled Status:

Recently Separated Veteran:

Transitioning Service Member:

TAP Workshop Within Last 3 Years:

Referred to Jobs for Veterans State Grants(JVSG) Services:

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Pending	98	ERIC EVERTS	09/28/2021 @ 03:39:26 PM	ERIC EVERTS	09/28/2021 @ 03:39:26 PM

Helpful hint: If you check “Yes, Eligible Veteran” or “Yes, Equal to Less than 180 Days,” you will need to answer the following information within the **red box** (directly below). Additionally, if the participant’s “Eligible Veteran Status” is “Yes, Equal to Less than 180 Days,” then the “Transitioning Service Member” data field will need to be labeled “Yes.”

Contact Personal Disability Econ. Status **Veteran** Apprenticeship Assistance Barriers Education Special Comments

* Eligible Veteran Status:
 Active Duty Military Spouse:

Dates of Military Service

First Entry Date:
 Last Exit Date:

Campaign Veteran:
 Homeless Veteran:
 Homeless Veteran Reintegration?:
 Homeless Veteran Reintegration Grant #:
 Disabled Status:
 Recently Separated Veteran:
 Transitioning Service Member:
 TAP Workshop Within Last 3 Years:
 Referred to Jobs for Veterans State Grants(JVSG) Services:

Helpful hint: If the data field “Eligible Veteran Status” is “Yes, Other Eligible Person,” you will not be required to fill in any further data fields under the “Veteran” tab.

Important note For veterans to receive GI benefits, they will need to be co-enrolled into “Wagner Peyser.” If they do not use GI bill benefits, they only need to be enrolled into the Apprenticeship Program (AP) in OSMIS.

Additionally, the location to indicate in AP in OSMIS “GI Benefits Used” please select “Yes” in under the “Special” tab. Please select who used the GI Benefits.

Contact Personal Disability Econ. Status Veteran Apprenticeship Assistance Barriers Education **Special** Comments

Special Initiatives

Skilled Trades Training Fund Participant:
 Jobs for America's Graduates (JAG):
 Talent Tour(s):
 Earn and Learn Participant:
 Business Resource Network Participant:
 Navigator Referred:
 SEP Family Member:
 Industry Cluster:
 DESC Demo Grant 2015:
 Adult Education, Integrated Education and Training:
 Summer Young Professional:
 Young Professionals 2021:
 Young Professionals 2022:
 Futures For Frontliners:
 MiReconnect:
 GI Bill Benefit Used: Yes
 GI Bill Benefit Used By:

Status	MWA	Record Created By	Veteran	Record Last Updated By	Timestamp
Active	33	ERIC EVERTS	Veteran Spouse of a Veteran Child of a Veteran Guard Reservist	ERIC EVERTS	07/14/2022 @ 10:28:15 AM

Reset Form Cancel

Important note If a participant is “Yes, Eligible Veteran” or “Yes, Equal to Less than 180 Days,” “Case Notes” require documentation validating the participant is a Veteran.

Important note If a Veteran would like to receive additional services, please follow regional or local processes for referring the participant to Veteran Employment Services.

Section 7.2 Apprenticeship Tab: Now, click on the “Apprenticeship” tab and enter appropriate participant information into the corresponding data fields. Remember that data fields with a **red asterisk (*)** are required OSMIS data fields needed to successfully register a participant.

Participant Name	Customer ID	Program	Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
EVERTS TEST, ERIC B.	EVEER0331	Apprenticeship	-	-	-	-	-
Case Manager	Manual Exit Date	Exit Reason	USDOL Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	-	-	-	0	Performance Summary

Contact
Personal
Disability
Econ. Status
Veteran
Apprenticeship
Assistance
Barriers
Education
Special
Comments

* Determination Date

* Grant Number

* Subrecipient

Quality Pre-Apprenticeship Section

Date Enrolled in Quality Pre-Apprenticeship

Expected Completion Date of Pre-Apprenticeship

In Pre-Apprenticeship with an Articulated Agreement?

Pre-Apprenticeship Program Status

Completion/Withdrawal Date of Pre-Apprenticeship

USDOL Registered Apprenticeship Section

RAPIDS Number

Date Enrolled in USDOL Registered Apprenticeship

Hourly Wage upon Entry into Registered Apprenticeship:

Expected Completion Date of Registered Apprenticeship

Type of Registered Apprenticeship

Registered Apprenticeship Program Status

Completion/Withdrawal Date of Registered Apprenticeship

Hourly Wage at Exit:

Important note The “Determination Date” data field is acceptable for data validation of the OSMIS registration date for auditing purposes.

Helpful hint: The “Determination Date” data field can be used as the OSMIS Registration Date” or paperwork date. This will suffice for auditing/monitoring purposes.

Contact
Personal
Disability
Econ. Status
Veteran
Apprenticeship
Assistance
Barriers
Education
Special
Comments

* Determination Date

* Grant Number

* Subrecipient

Helpful hint: Grants available in the Apprenticeship Program (AP) in OSMIS. (Corresponding screenshot on next page)

* Determination Date: 06/09/2022

* Grant Number: 2022 MICAMO Program - State Grant [AP-20222]

2019 Going PRO Apprenticeship PI 20-04 [AP-33493-19-60-A-26]
 2020 MIRAIN SAE 2020 Grant Program (BSCEAI) [AP-35117-20-60-A-26]
 2020 MIYARN SAE 2020 Grant Program (YARG) [AP-35083-20-60-A-26]
 2021 MISTAIRS 2021 Grant Program (SAEEI) [AP-36516-21-60-A-26]
 2022 MICAMO Program - State Grant [AP-20222]
 2022 MISPARC Program - State Grant [AP-20221]

Important note If you are inputting participants for a subrecipient, please select the appropriate subrecipient.

View PIRL Record Status

Contact Personal Disability Econ. Status Veteran **Apprenticeship** Assistance Barriers Education Special Comments

* Determination Date: [Date Picker]
 * Grant Number: [Dropdown]
 * Subrecipient: [Dropdown]

Quality Pre-Apprenticeship Section

Date Enrolled in Quality Pre-Apprenticeship: [Date Picker]
 Expected Completion Date of Pre-Apprenticeship: [Date Picker]
 In Pre-Apprenticeship with an Articulated Agreement?: [Dropdown]
 Pre-Apprenticeship Program Status: [Dropdown]
 Completion/Withdrawal Date of Pre-Apprenticeship: [Date Picker]

Helpful hint: If your participant is enrolled or has completed a “Quality Pre-Apprenticeship”, you will need to fill in the following information within the red box. The “Date enrolled in Quality Pre-Apprenticeship” is asking for the date in which the participant started a Quality Pre-Apprenticeship Program.

Contact Personal Disability Econ. Status Veteran **Apprenticeship** Assistance Barriers Education Special Comments

* Determination Date: [Date Picker]
 * Grant Number: [Dropdown]
 * Subrecipient: [Dropdown]

Quality Pre-Apprenticeship Section

Date Enrolled in Quality Pre-Apprenticeship: [Date Picker]
 Expected Completion Date of Pre-Apprenticeship: [Date Picker]
 In Pre-Apprenticeship with an Articulated Agreement?: [Dropdown]
 Pre-Apprenticeship Program Status: [Dropdown]
 Completion/Withdrawal Date of Pre-Apprenticeship: [Date Picker]

USDOL Registered Apprenticeship Section

RAPIDS Number: [Text Field]
 Date Enrolled in USDOL Registered Apprenticeship: [Date Picker]
 Hourly Wage upon Entry into Registered Apprenticeship: [Text Field]
 Expected Completion Date of Registered Apprenticeship: [Date Picker]
 Type of Registered Apprenticeship: [Dropdown]
 Registered Apprenticeship Program Status: [Dropdown]
 Completion/Withdrawal Date of Registered Apprenticeship: [Date Picker]
 Hourly Wage at Exit: [Text Field]

Helpful hint: If your participant is transitioning from a Quality Pre-Apprenticeship program to an USDOL Registered Apprenticeship, you will need to change the “Quality Pre-Apprenticeship Program Status” data field to “Completed” or “Cancelled or Withdraw.”
If the participant participated in a Quality Pre-Apprenticeship program a “Completion/Withdrawal Date of a Pre- Apprenticeship” will also need to be entered. (Corresponding screenshot on next page)

Quality Pre-Apprenticeship Section

Date Enrolled in Quality Pre-Apprenticeship

Expected Completion Date of Pre-Apprenticeship

In Pre-Apprenticeship with an Articulated Agreement?

Pre-Apprenticeship Program Status

Completion/Withdrawal Date of Pre-Apprenticeship

USDOL Registered Apprenticeship Section

RAPIDS Number

Enrolled

Cancelled or Withdraw

Completed

Helpful hint: If your participant is in or has completed an USDOL Registered Apprenticeship you will need to fill in the following information within the red box. The “Date enrolled in a USDOL Registered Apprenticeship” is asking for the “Date Registered” located on an apprentice’s 671 form or can be found in RAPIDS as the registration date.

USDOL Registered Apprenticeship Section

RAPIDS Number

Date Enrolled in USDOL Registered Apprenticeship

Hourly Wage upon Entry into Registered Apprenticeship:

Expected Completion Date of Registered Apprenticeship

Type of Registered Apprenticeship

Registered Apprenticeship Program Status

Completion/Withdrawal Date of Registered Apprenticeship

Hourly Wage at Exit:

Section 7.3 Assistance Tab: On the “Assistance” tab, enter appropriate participant information into the corresponding data fields. Remember that data fields with a red asterisk (*) are required OSMIS data fields needed to successfully register a participant.

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Apprenticeship WIOA Registration

Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
		Apprenticeship	-	-	-	-	-

Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	-	-	-	0	Performance Summary

[Contact](#) [Personal](#) [Disability](#) [Econ. Status](#) [Veteran](#) [Apprenticeship](#) **[Assistance](#)** [Barriers](#) [Education](#) [Special](#) [Comments](#)

Assistance Information

* Annual Income:

* Family Size:

* TANF:

* Exhausting TANF within 2 years:

* SSI/SSDI Recipient:

* General Asst, Refugee Cash Asst:

* Food Assistance (SNAP):

* Pell Grant:

High Poverty Area:

Free/Reduced Lunch:

Low Income:

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Pending	98	ERIC EVERTS	09/28/2021 @ 03:39:26 PM	ERIC EVERTS	10/05/2021 @ 10:02:06 AM

[Submit](#) [Reset Form](#) [Cancel](#)

[Funding Sources](#)

Important note The following data fields can be validated by “Self-Attestation”: Annual Income, Family Size, SSI/SSDI, SNAP, TANF, Other Public Assistance, and Pell Grant.

Helpful hint:

Annual Income: This is required for Low Income calculations and would be needed for co-enrollment in WIOA. If “Annual Income” is not provided, please calculate by using the hourly wages of the participant. If no income is reported, record that in the “Case notes.”

Family Size: This is required for Low Income calculations and would be needed for co-enrollment in WIOA. Put “1” if participant does not provide information.

SSI/SSDI: Participants should answer “Yes” if they know they are receiving these benefits, or “No” if they are not or do not know.

SNAP: Participants should answer “Yes” if they know they are receiving these benefits, or “No” if they are not or do not know.

TANF: Participants should answer “Yes” if they know they are receiving these benefits, or “No” if they are not or do not know.

Other Public Assistance: Participants should answer “Yes” if they know they are receiving these benefits, or “No” if they are not or do not know.

Pell Grant: Participants should answer “Yes” if they know they are receiving these benefits, or “No” if they are not or do not know.

Section 7.4 Barriers Tab: In the “Barriers” tab, enter the appropriate information for the participant into corresponding data fields. Remember that data fields with a red asterisk (*) are required OSMIS data fields needed to successfully register a participant.

Important note The following required data fields can be validated by “Self-Attestation”: Long Term Unemployed, English Language Learner, Single Parent, Homeless Participant, and Offender.

Apprenticeship WIOA Registration

Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
		Apprenticeship	-	-	-	-	-
Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew	0	Performance Summary

Barriers to Employment

- * Long Term Unemployed:
- Older Individual:
- * English Language Learner:
- Cultural Barriers:
- * Single Parent:
- Displaced Homemaker:
- Current/Prior Foster Child:
- * Homeless Participant, Homeless Children and Youths, or Runaway Youth at Program Entry:
- * Offender:

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Pending	98	ERIC EVERTS	09/28/2021 @ 03:39:26 PM	ERIC EVERTS	10/05/2021 @ 03:25:00 PM

[Submit](#) [Reset Form](#) [Cancel](#)

[Funding Sources](#)

Helpful hint: The “Long Term Unemployed” data field must be filled in for both youth and adult participants. Select “No” if participant does not know or does not respond.

Helpful hint: If the data entered in the data field “Homeless Veteran” is “Yes,” the “Homeless Participant, Homeless Children and Youths, or Runaway Youth at Program Entry,” data field will also need to be marked as “Yes.”

Barriers to Employment

- * Long Term Unemployed:
- Older Individual:
- * English Language Learner:
- Cultural Barriers:
- * Single Parent:
- Displaced Homemaker:
- Current/Prior Foster Child:
- * Homeless Participant, Homeless Children and Youths, or Runaway Youth at Program Entry: **Yes**
- * Offender:

Section 7.5 Education Tab: In the “Education” tab, enter the appropriate information of the participant into the corresponding data fields. Remember that data fields with a **red asterisk (*)** are required OSMIS data fields needed to successfully register a participant.

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Apprenticeship WIOA Registration

Informational Message

- Enter the Case Manager on the WIOA Registration Comments Tab if applicable.
- The WIOA Pre-Registration was successfully updated in the database.

Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
		Apprenticeship	-	-	-	-	-
Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	-	-	-	0	Performance Summary

[Contact](#)
[Personal](#)
[Disability](#)
[Econ. Status](#)
[Veteran](#)
[Apprenticeship](#)
[Assistance](#)
[Barriers](#)
[Education](#)
[Special](#)
[Comments](#)

Education

* Highest Educational Level Completed at Program Entry:

* School Status at Program Entry:

Important Note: A "Yes, at or above 9th Grade Level" and/or a "Yes" to any of the next two fields respectively will include "Participants" in 1 or more Performance Measures

Participated in Secondary Education (including HS equivalent) at Program Entry:

Participated in Post Secondary Education at Program Entry:

Basic Skills Deficient:

Reading/Language Grade Level:

Math Grade Level:

Reading/Language Test Form:

Version No.:

Reading/Language Score:

If Other (Reading/Language Form):

Math Test Form:

Version No.:

Math Score:

If Other (Math Form):

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Pending	98	ERIC EVERTS	09/28/2021 @ 03:39:26 PM	ERIC EVERTS	10/06/2021 @ 04:33:52 PM

Helpful hint: The 'Participated in Secondary Education (including HS equivalent) at Program Entry' cannot be 'No' or empty if School Status at Program Entry' is either 'In-school, secondary school or less' OR 'In-school, Alternative School.'

Section 7.6 Special Tab: In the “Special” tab, enter the appropriate information of the participant into the corresponding data fields. Remember that data fields with a red asterisk (*) are required OSMIS data fields needed to successfully register a participant.

MICHIGAN WORKS! One Stop MIS

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Update WIOA Registration

Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
		Apprenticeship	10/01/2020	Enrolled	-	-	-
Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew	0	Performance Summary

[Contact](#) [Personal](#) [Disability](#) [Econ. Status](#) [Veteran](#) [Apprenticeship](#) [Assistance](#) [Barriers](#) [Education](#) **Special** [Comments](#)

Special Initiatives

Skilled Trades Training Fund Participant:

Jobs for America's Graduates (JAG):

Talent Tour(s): Date:

Earn and Learn Participant:

Business Resource Network Participant:

Navigator Referred:

SEP Family Member:

Industry Cluster:

DESC Demo Grant 2015:

Adult Education, Integrated Education and Training:

Summer Young Professional:

Young Professionals:

Futures For Frontliners:

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Active	98	ERIC EVERTS	09/28/2021 @ 03:39:26 PM	ERIC EVERTS	10/06/2021 @ 04:43:48 PM

Helpful hint: “Skills Trade Training Fund Participant” is referring to the Going PRO Talent Fund

Section 7.7 Comments Tab: In the “Comments” tab, enter the appropriate information of the participant into the corresponding data fields. Remember that data fields with a red asterisk (*) are required OSMIS data fields needed to successfully register a participant.

MICHIGAN WORKS! One Stop MIS

MLLogin ID: EVERTSE [Logout](#)

[Applicant Search](#) [Case Management](#) [Help/Info](#) [On Demand Reports](#) [Special Functions](#) [Dashboard](#) [Go To](#) **WIOA**

Update WIOA Registration

Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
EVERTS, BOB	EVEBO1019	Apprenticeship	04/15/2021	Enrolled	-	-	-
Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
EVERTS, ERIC	-	-	Enrolled	Status	Completed/Withdrew	0	Performance Summary

[Contact](#) [Personal](#) [Disability](#) [Econ. Status](#) [Veteran](#) [Apprenticeship](#) [Assistance](#) [Barriers](#) [Education](#) [Special](#) **Comments**

Comments:

Region Code:

Optional Data A:

Optional Data B:

Optional Data C:

Optional Data D:

Case Manager:

Relative Information

* Relative to WIOA Adm.:

Relative Name:

Relative Relationship:

Relative Agency:

Relative County:

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Active	33	ERIC EVERTS	10/06/2021 @ 10:15:53 AM	ERIC EVERTS	10/06/2021 @ 10:18:55 AM

Helpful hint: It is vital to select a “Case Manager.” In most cases, this will be the name of the person, or the Michigan Works! Agency completing enrollment for the participant.

MICHIGAN WORKS! One Stop MIS MILogin ID: EVERTSE [Logout](#)

[Applicant Search](#) [Case Management](#) [Help/Info](#) [On Demand Reports](#) [Special Functions](#) [Dashboard](#) [Go To](#) **WIOA**

Update WIOA Registration

Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
EVERTS, BOB	EVEBO1019	Apprenticeship	04/15/2021	Enrolled	-	-	-
Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
EVERTS, ERIC	-	-	-	-	-	0	Performance Summary

[Contact](#) [Personal](#) [Disability](#) [Econ. Status](#) [Veteran](#) [Apprenticeship](#) [Assistance](#) [Barriers](#) [Education](#) [Special](#) **[Comments](#)**

Comments:

Region Code:

Optional Data A:

Optional Data B:

Optional Data C:

Optional Data D:

Case Manager: [Relative Information](#)

* Relative to WIOA Adm.: ☐

Relative Name:

Relative Relationship:

Relative Agency:

Relative County:

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Active	33	ERIC EVERTS	10/06/2021 @ 10:15:53 AM	ERIC EVERTS	10/06/2021 @ 10:18:55 AM

Helpful hint: If the data field “Relative to WIOA Adm” is marked yes, you will need to enter the Relative’s Name, Relationship, Agency, and County.

Relative Information

* Relative to WIOA Adm.: Yes

Relative Name:

Relative Relationship:

Relative Agency:

Relative County:

Section 7.8: If you have entered all information and followed this guide step by step (including the helpful hints when applicable), click “Submit” (bottom of the screen).

MICHIGAN WORKS! One Stop MIS 10/10/21 You are logged in as EVERTSE - Your last login was on Oct 06, 2021 @ 09:03:44 AM [Logout](#)

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Apprenticeship WIOA Registration

Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
		Apprenticeship	-	-	-	-	-
Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	-	-	-	0	Performance Summary

[Contact](#) [Personal](#) [Disability](#) [Econ. Status](#) [Veteran](#) [Apprenticeship](#) [Assistance](#) [Barriers](#) [Education](#) [Special](#) [Comments](#)

Comments:

Region Code:

Optional Data A:

Optional Data B:

Optional Data C:

Optional Data D:

Case Manager:

[Relative Information](#)

* Relative to WIOA Adm.:

Relative Name:

Relative Relationship:

Relative Agency:

Relative County:

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Pending	98	ERIC EVERTS	10/06/2021 @ 04:57:11 PM	ERIC EVERTS	10/06/2021 @ 04:57:11 PM

[Submit](#) [Reset Form](#) [Cancel](#)

Congratulations!

You have successfully entered an Apprentice into the OSMIS Apprenticeship Program.

Chapter 8: Entering Activities for Registered Apprenticeship Participants

Section 8.1 Enter Activities: Entering participant activities by left-clicking on “Enter Activities.”

Update WIOA Registration

Participant Name	Customer ID	Program	Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
		Apprenticeship	-	-	-	Reportable (No)	
Case Manager	Manual Exit Date	Exit Reason	USDOL Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	06/09/2020	Enrolled	-	0	Performance Summary

[Show Braiding Eligibility Matrix \(+\)](#)

Contact Personal Disability Econ. Status Veteran Apprenticeship Assistance Barriers Education Special Comments

Contact Information

* Last Name: * First Name: MI:

* Address:

* City: * State: * Zip:

County: Phone:

Alt. Name: Alt. Phone:

E-mail:

Service Information	Date	Staff	Location
Pre-Registration	06/09/2020	ERIC EVERTS	FIA - GRAND HAVEN
Registration	06/09/2020	ERIC EVERTS	Virtual MWA 33 Location

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Active	33	ERIC EVERTS	06/09/2022 @ 10:27:09 AM	ERIC EVERTS	06/09/2022 @ 10:53:13 AM

Update Reset Form Cancel

Funding Sources

Participant History Registration Funding Sources **Enter Activities** Update Activities View WIOA MSG Status Outcome

BRES Part. History BRN Part. History Case Notes ISS Client Characteristics TAA Part. History Wagner-Peyser Participation Welfare Part. History

Section 8.2 Select Service: Once you left-click “Enter Activities,” enter an appropriate participant activity. For Registered Apprentices, the staff assisted activities are: Support Services, Administrative, and Training

Enter Activities

Participant Name	Customer ID	Program	Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
NORRIS, CHUCK JR	NORCH0609	Apprenticeship	-	-	-	Reportable (No)	
Case Manager	Manual Exit Date	Exit Reason	USDOL Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	06/09/2020	Enrolled	-	0	Performance Summary

[Show Braiding Eligibility Matrix \(+\)](#)

Supportive Services Administrative **Training**

Training

☐ Training (OJT)

☐ Training (RTI)

* Service Date: * Location:

Continue Cancel

Participant History Registration Funding Sources **Enter Activities** Update Activities View WIOA MSG Status Outcome

BRES Part. History BRN Part. History Case Notes ISS Client Characteristics TAA Part. History Wagner-Peyser Participation Welfare Part. History

Helpful hint: When choosing “Location,” please select the Michigan Works! Agency enrolling the participant.

Helpful hint: Enter “Service Date” as the date the service was received.

Chapter 9: How to Enter On-the-Job Training Activities

Section 9.1 Training Information Tab: After selecting a training activity, the “Training Information” tab appears. On the “Training Information” tab, enter appropriate information into corresponding data fields. Remember all data fields with a red asterisk (*) are a required OSMIS data field.

Training Information | Expenditure | Funding Sources | Training Results | Comments

* Type of Training: On-the-Job (OJT)

* Occupational Skills Training Code (ONET): Enter O*Net Code

* Training Provider:

Training Program:

Training Location:

School Code:

CIP Code:

CIP Code Extra:

Degree Level:

Pay for Performance:

* Field of Study:

* Program of study leading to:

an Industry-recognized certificate or certification: ☐

a certificate of completion of an apprenticeship: ☐

an associate degree: ☐

a baccalaureate degree: ☐

a community college certificate of completion: ☐

a secondary school diploma or its equivalent: ☐

a license recognized by the State involved or the Federal Government: ☐

employment: ☐

a measurable skills gain leading to a credential: ☐

a measurable skills gain leading to employment: ☐

* Is any of this Training Distance Learning?:

Federal Training:

* Training Start Date: 10/01/2020

Training Estimated End Date:

Training End Date:

Service Information

* Service Date: 10/01/2020

* Service Location: VICTOR BLD

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
98	ERIC EVERTS	10/11/2021 @ 02:49:47 PM	-	-

Submit Reset Form Cancel

Helpful hint: Having trouble locating your “ONET” code? Type “Occupational Skills Training Code (ONET):” in the data field to search for your participant’s occupation.

Helpful hint: The “Training Provider” for OJT will typically be the employer of the apprenticeship participant.

Helpful hint: The “Training Program” and “Training Location” data fields cannot be left blank. (Correspond screenshot on next page)

Training Information	Expenditure	Funding Sources	Training Results	Comments
----------------------	-------------	-----------------	------------------	----------

* Type of Training: On-the-Job (OJT)

* Occupational Skills Training Code (ONET):

* Training Provider:

Training Program:

Training Location:

Helpful hint: In the data field “Program of study leading to:” select at least one of the options. Choose multiple options when applicable.

* Program of study leading to:

an industry-recognized certificate or certification:	<input type="checkbox"/>
a certificate of completion of an apprenticeship:	<input type="checkbox"/>
an associate degree:	<input type="checkbox"/>
a baccalaureate degree:	<input type="checkbox"/>
a community college certificate of completion:	<input type="checkbox"/>
a secondary school diploma or its equivalent:	<input type="checkbox"/>
a license recognized by the State involved or the Federal Government:	<input type="checkbox"/>
employment:	<input type="checkbox"/>
a measurable skills gain leading to a credential:	<input type="checkbox"/>
a measurable skills gain leading to employment:	<input type="checkbox"/>

Section 9.2 Expenditure Tab: When entering the OJT “Budgeted Amount for Training,” indicate the amount designated in the organization’s grant agreement.

Important note If an ETP is used, DPR is required to report to DOL – expenditure tab should be filled in especially for tuition, books, supplies, and fees.

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[Applicant Search](#) [Case Management](#) [Help/Info](#) [On Demand Reports](#) [Special Functions](#) [Go To](#) **WIOA**

Enter "Registered Apprenticeship Training - On-the-Job (OJT)" Activity

Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
EVERTS TEST, ERIC B.	EVEER1212	Apprenticeship	-	-	-	-	-
Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	10/01/2020	Enrolled	-	0	Performance Summary

Training Information	Expenditure	Funding Sources	Training Results	Comments
----------------------	-------------	-----------------	------------------	----------

Budgeted Amount for Training:

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
98	ERIC EVERTS	10/08/2021 @ 10:51:39 AM	-	-

[Submit](#) [Reset Form](#) [Cancel](#)

Helpful hint: Once the steps of entering a new OJT activity are completed, you can revisit the “Expenditure” tab to “Enter new Payment.” Remember that data fields with a red asterisk (*) are required OSMIS data fields needed to successfully register a participant.

Training Information
Expenditures
Funding Sources
Training Results
Comments

Budgeted Amount for Training: 1,500.00
Enter new Payment

Payment Summary		
Grant Name	Type of Payment	Total Amount Paid

Payment History							
Voucher Date	Paid Date	Paid To	Payment Source	Check Number	Paid Amount	Type of Payment	Grant Name
MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp			
33	ERIC EVERTS	06/09/2022 @ 10:24:16 AM	ERIC EVERTS	06/09/2022 @ 10:24:16 AM			

Update
Reset Form
Cancel

Delete

Enter Payment

Voucher Date:
Paid Date:
Paid To:
Payment Source:
Check Number:
Paid Amount:
Type of Payment:
Grant Number:

Last Changed Date:
Last Changed By User:
MWA:

Submit
Cancel

Helpful hint: Select the appropriate funding source used for the payment by selecting the grant number.

Enter Payment

Voucher Date:
Paid Date:
Paid To:
Payment Source:
Check Number:
Paid Amount:
Type of Payment:
Grant Number:

Last Changed Date:
Last Changed By User:
MWA:

Submit
Cancel

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08.09.2022

Section 9.3 Funding Sources Tab: Please select the appropriate funding source underneath the “Funding Sources” tab.

Enter "Training - On-the-Job (OJT)" Activity

Participant Name	Customer ID	Program	Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
		Apprenticeship	-	-	-	Reportable (No)	
Case Manager	Manual Exit Date	Exit Reason	USDOL Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	06/09/2020	Enrolled	-	0	Performance Summary

[Show Braiding Eligibility Matrix \(+\)](#)

Training Information
Expenditures
Funding Sources
Training Results
Comments

Federal Grants (select exactly one)

☐ 2019 Going PRO Apprenticeship PI 20-04 [AP-33493-19-60-A-26]

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
33	ERIC EVERTS	06/09/2022 @ 11:21:34 AM	-	-

Participant History
Registration
Funding Sources
Enter Activities
Update Activities
View WIOA
MSG
Status
Outcome

BRES Part. History
BRN Part. History
Case Notes
ISS Client Characteristics
TAA Part. History
Wagner-Peyser Participation
Welfare Part. History

Chapter 10: Closing an On-the-Job Training Activity

Section 10.1 Training Information Tab: On the “Training Information” tab, enter the date your participant finished their OJT.

Training Information	Expenditure	Funding Sources	Training Results	Comments																										
<p>* Type of Training: On-the-Job (OJT)</p> <p>* Occupational Skills Training Code (ONET): <input type="text"/></p> <p>* Training Provider: <input type="text"/></p> <p>Training Program: <input type="text"/></p> <p>Training Location: <input type="text"/></p> <p>School Code: <input type="text"/></p> <p>CIP Code: <input type="text"/></p> <p>CIP Code Extra: <input type="text"/></p> <p>Degree Level: <input type="text"/></p> <p>Pay for Performance: <input type="text"/></p> <p>* Field of Study: <input type="text"/></p> <p>* Program of study leading to:</p> <table border="1"><tbody><tr><td>an industry-recognized certificate or certification:</td><td><input type="checkbox"/></td></tr><tr><td>a certificate of completion of an apprenticeship:</td><td><input type="checkbox"/></td></tr><tr><td>an associate degree:</td><td><input type="checkbox"/></td></tr><tr><td>a baccalaureate degree:</td><td><input type="checkbox"/></td></tr><tr><td>a community college certificate of completion:</td><td><input type="checkbox"/></td></tr><tr><td>a secondary school diploma or its equivalent:</td><td><input type="checkbox"/></td></tr><tr><td>a license recognized by the State involved or the Federal Government:</td><td><input type="checkbox"/></td></tr><tr><td>employment:</td><td><input type="checkbox"/></td></tr><tr><td>a measurable skills gain leading to a credential:</td><td><input type="checkbox"/></td></tr><tr><td>a measurable skills gain leading to employment:</td><td><input type="checkbox"/></td></tr></tbody></table> <p>* Is any of this Training Distance Learning?: <input type="text"/></p> <p>Federal Training <input type="text"/></p> <p>* Training Start Date: <input type="text" value="10/14/2021"/></p> <p>Training Estimated End Date: <input type="text"/></p> <p>Training End Date: <input type="text"/></p> <table border="1"><thead><tr><th>Service Information</th><th>* Service Date</th><th>* Service Location</th></tr></thead><tbody><tr><td></td><td><input type="text" value="10/14/2021"/></td><td><input type="text" value="ACSET Administrative Office"/></td></tr></tbody></table>					an industry-recognized certificate or certification:	<input type="checkbox"/>	a certificate of completion of an apprenticeship:	<input type="checkbox"/>	an associate degree:	<input type="checkbox"/>	a baccalaureate degree:	<input type="checkbox"/>	a community college certificate of completion:	<input type="checkbox"/>	a secondary school diploma or its equivalent:	<input type="checkbox"/>	a license recognized by the State involved or the Federal Government:	<input type="checkbox"/>	employment:	<input type="checkbox"/>	a measurable skills gain leading to a credential:	<input type="checkbox"/>	a measurable skills gain leading to employment:	<input type="checkbox"/>	Service Information	* Service Date	* Service Location		<input type="text" value="10/14/2021"/>	<input type="text" value="ACSET Administrative Office"/>
an industry-recognized certificate or certification:	<input type="checkbox"/>																													
a certificate of completion of an apprenticeship:	<input type="checkbox"/>																													
an associate degree:	<input type="checkbox"/>																													
a baccalaureate degree:	<input type="checkbox"/>																													
a community college certificate of completion:	<input type="checkbox"/>																													
a secondary school diploma or its equivalent:	<input type="checkbox"/>																													
a license recognized by the State involved or the Federal Government:	<input type="checkbox"/>																													
employment:	<input type="checkbox"/>																													
a measurable skills gain leading to a credential:	<input type="checkbox"/>																													
a measurable skills gain leading to employment:	<input type="checkbox"/>																													
Service Information	* Service Date	* Service Location																												
	<input type="text" value="10/14/2021"/>	<input type="text" value="ACSET Administrative Office"/>																												

Section 10.2 Training Results Tab: Once the “Training End Date” is entered, navigate to the “Training Results” tab, and complete the below data fields:

Training Information	Expenditure	Funding Sources	Training Results	Comments
<p>Completed Training: <input type="button" value="v"/></p> <p>If no, Reason not Completed: <input type="text"/></p> <p>Other: <input type="text"/></p> <p>Credential Received: <input type="button" value="v"/></p> <p>Credential Attained on: <input type="text"/></p> <p>Employment Resulting from Training: <input type="button" value="v"/></p> <p>Employer Name: <input type="text"/></p> <p>Employer Address: <input type="text"/></p> <p>Employer City: <input type="text"/></p> <p>Employer State: <input type="text"/></p> <p>Employer Zipcode: <input type="text"/></p> <p>Employer Contact Person: <input type="text"/></p> <p>Employer Phone: <input type="text"/></p> <p>Contractor Name: <input type="text"/></p>				
MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
33	ERIC EVERTS	10/13/2021 @ 11:43:23 AM	ERIC EVERTS	10/13/2021 @ 11:43:23 AM
<p><input type="button" value="Update"/> <input type="button" value="Reset Form"/> <input type="button" value="Cancel"/></p> <p><input type="button" value="Delete"/></p>				

Helpful hint: If the participant did not complete the training, enter data into the field “If no, Reason not Completed”

Once all required data fields are completed, left-click “Update.”

Training Information	Expenditure	Funding Sources	Training Results	Comments
<p>Completed Training: <input type="button" value="v"/></p> <p>If no, Reason not Completed: <input type="text"/></p> <p>Other: <input type="text"/></p> <p>Credential Received: <input type="button" value="v"/></p> <p>Credential Attained on: <input type="text"/></p> <p>Employment Resulting from Training: <input type="button" value="v"/></p> <p>Employer Name: <input type="text"/></p> <p>Employer Address: <input type="text"/></p> <p>Employer City: <input type="text"/></p> <p>Employer State: <input type="text"/></p> <p>Employer Zipcode: <input type="text"/></p> <p>Employer Contact Person: <input type="text"/></p> <p>Employer Phone: <input type="text"/></p> <p>Contractor Name: <input type="text"/></p>				
MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
33	ERIC EVERTS	10/13/2021 @ 11:43:23 AM	ERIC EVERTS	10/13/2021 @ 04:16:14 PM
<p><input type="button" value="Update"/> <input type="button" value="Reset Form"/> <input type="button" value="Cancel"/></p> <p><input type="button" value="Delete"/></p>				

Chapter 11: How to Enter Related Technical Instruction Activities

Section 11.1 Training Information Tab: Once a training activity is selected, the “Training Information” tab appears. In the “Training Information” tab, enter the appropriate information pertaining to the training into the corresponding data fields. Remember that data fields with a **red asterisk (*)** are required OSMIS data fields needed to successfully register a participant.

Helpful hint: If the training provider is not found, left-click the box next to “Override and force non-ETPL,” and enter a training provider that is not found on the list.

WIOA One Stop MIS | You are logged in as EVERETT | Your last login was on Oct 07, 2021 @ 07:49:00 PM | [Logout](#)

[Applicant Search](#) | [Case Management](#) | [Help/Info](#) | [On Demand Reports](#) | [Special Functions](#) | [Go To](#)

Enter "Registered Apprenticeship Training - Registered Training Instruction (RTI)" Activity

Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
EVERTS TEST, ERIC B.	EVEER1212	Apprenticeship	-	-	-	-	-
Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	10/01/2020	Enrolled	-	0	Performance Summary

Training Information | Expenditure | Funding Sources | Training Results | Comments

* Type of Training: Registered Training Instruction (RTI)

* Type of RTI Provider:

Override and force non-ETPL: ☐

* Training Provider:

* Training Program: Please Select a Provider First

* Training Location: Please Select a Program First

* Occupational Skills Training Code (ONET): Enter O*Nat Code

Degree Level:

Pay for Performance:

* Field of Study (ETPL):

* Program of study leading to:

- ☐ an industry-recognized certificate or certification:
- ☐ a certificate of completion of an apprenticeship:
- ☐ an associate degree:
- ☐ a baccalaureate degree:
- ☐ a community college certificate of completion:
- ☐ a secondary school diploma or its equivalent:
- ☐ a license recognized by the State involved or the Federal Government:
- ☐ employment:
- ☐ a measurable skills gain leading to a credential:
- ☐ a measurable skills gain leading to employment:

* Is any of this Training Distance Learning?:

Federal Training:

* Training Start Date: 10/01/2020

Training Estimated End Date:

Training End Date:

Service Information

* Service Date: 10/01/2020

* Service Location: VICTOR BLD

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
98	ERIC EVERTS	10/08/2021 @ 11:57:49 AM	-	-

[Submit](#) | [Reset Form](#) | [Cancel](#)

Helpful hint: To locate an “ONET” code, type “Occupational Skills Training Code (ONET):” in the data field to search for your participant’s occupation.

Helpful hint: Below the data field “Program of study leading to:”, select at least one of the options. Choose multiple options if applicable.

* Program of study leading to:

an Industry-recognized certificate or certification:	<input type="checkbox"/>
a certificate of completion of an apprenticeship:	<input type="checkbox"/>
an associate degree:	<input type="checkbox"/>
a baccalaureate degree:	<input type="checkbox"/>
a community college certificate of completion:	<input type="checkbox"/>
a secondary school diploma or its equivalent:	<input type="checkbox"/>
a license recognized by the State involved or the Federal Government:	<input type="checkbox"/>
employment:	<input type="checkbox"/>
a measurable skills gain leading to a credential:	<input type="checkbox"/>
a measurable skills gain leading to employment:	<input type="checkbox"/>

Section 11.3 Expenditure Tab: When entering the RTI “Budgeted Amount for Training,” indicate the amount designated in the organization’s grant agreement.

Important note If an ETP is used, DPR is required to report to DOL – expenditure tab should be filled in especially for tuition, books, supplies, and fees.

MICHIGAN WORKS! One Stop MIS

You are logged in as EVERTSE - Your last login was on Oct 07, 2021 @ 01:43:08 PM [Logout](#)

[Applicant Search](#) [Case Management](#) [Help/Info](#) [On Demand Reports](#) [Special Functions](#) [Go To](#) **WIOA**

Enter "Registered Apprenticeship Training - On-the-Job (OJT)" Activity

Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
EVERTS TEST, ERIC B.	EVEER1212	Apprenticeship	-	-	-	-	-
Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	10/01/2020	Enrolled	-	0	Performance Summary

Training Information **Expenditure** Funding Sources Training Results Comments

Budgeted Amount for Training:

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
98	ERIC EVERTS	10/08/2021 @ 10:51:39 AM	-	-

[Submit](#) [Reset Form](#) [Cancel](#)

Helpful hint: Once the steps of entering a new RTI activity are completed, you can revisit the “Expenditure” tab to “Enter new Payment.” Remember that data fields with a **red asterisk (*)** are required OSMIS data fields needed to successfully register a participant.

Training Information
Expenditures
Funding Sources
Training Results
Comments

Budgeted Amount for Training: 1,500.00
Enter new Payment

Payment Summary		
Grant Name	Type of Payment	Total Amount Paid

Payment History							
Voucher Date	Paid Date	Paid To	Payment Source	Check Number	Paid Amount	Type of Payment	Grant Name
MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp			
33	ERIC EVERTS	06/09/2022 @ 10:24:16 AM	ERIC EVERTS	06/09/2022 @ 10:24:16 AM			

Update
Reset Form
Cancel

Delete

Enter Payment

Voucher Date:
Paid Date:
Paid To:
Payment Source:
Check Number:
Paid Amount:
Type of Payment:
Grant Number:

Last Changed Date:
Last Changed By User:
MWA:

Submit
Cancel

Helpful hint: Select the appropriate funding source used for the payment by selecting the grant number.

Enter Payment

Voucher Date:
Paid Date:
Paid To:
Payment Source:
Check Number:
Paid Amount:
Type of Payment:
Grant Number:

Last Changed Date:
Last Changed By User:
MWA:

Submit
Cancel

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Section 11.3 Funding Sources Tab: Please select the appropriate funding source underneath the “Funding Sources” tab.

Enter "Training - On-the-Job (OJT)" Activity

Participant Name	Customer ID	Program	Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
		Apprenticeship	-	-	-	Reportable (No)	
Case Manager	Manual Exit Date	Exit Reason	USDOL Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	06/09/2020	Enrolled	-	0	Performance Summary

[Show Braiding Eligibility Matrix \(+\)](#)

Training Information
Expenditures
Funding Sources
Training Results
Comments

Federal Grants (select exactly one)

☐ 2019 Going PRO Apprenticeship PI 20-04 [AP-33493-19-60-A-26]

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
33	ERIC EVERTS	06/09/2022 @ 11:21:34 AM	-	-

Participant History
Registration
Funding Sources
Enter Activities
Update Activities
View WIOA
MSG
Status
Outcome

BRES Part. History
BRN Part. History
Case Notes
ISS Client Characteristics
TAA Part. History
Wagner-Peyser Participation
Welfare Part. History

Chapter 12: Closing a Related Technical Instruction Activity

Section 12.1 Training Information Tab: On the “Training Information” tab, enter the date the participant completed RTI.

Enter "Registered Apprenticeship Training - Registered Training Instruction (RTI)" Activity

Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
EVERTS TEST, BOB JR	EVEBO1019	Apprenticeship	-	-	-	-	-
Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
EVERTS, ERIC	-	-	10/14/2021	Enrolled	-	0	Performance Summary

Training Information | Expenditure | Funding Sources | Training Results | Comments

* Type of Training: Registered Training Instruction (RTI)

* Type of RTI Provider:

Override and force non-ETPL: ☐

* Training Provider:

* Training Program:

* Training Location:

* Occupational Skills Training Code (ONET):

Degree Level:

Pay for Performance:

* Field of Study (ETPL):

* Program of study leading to:

- ☐ an Industry-recognized certificate or certification:
- ☐ a certificate of completion of an apprenticeship:
- ☐ an associate degree:
- ☐ a baccalaureate degree:
- ☐ a community college certificate of completion:
- ☐ a secondary school diploma or its equivalent:
- ☐ a license recognized by the State involved or the Federal Government:
- ☐ employment:
- ☐ a measurable skills gain leading to a credential:
- ☐ a measurable skills gain leading to employment:

* Is any of this Training Distance Learning?:

Federal Training:

* Training Start Date:

Training Estimated End Date:

Training End Date:

Service Information

* Service Date:

* Service Location:

Section 12.2 Training Results Tab: Once the “Training End Date” has been entered, navigate to the “Training Results” tab, and complete the below data fields:

Enter "Registered Apprenticeship Training - Registered Training Instruction (RTI)" Activity

Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
EVERTS TEST, BOB JR	EVEBO1019	Apprenticeship	-	-	-	-	-
Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
Enrolled	Status	Completed/Withdrew					
EVERTS, ERIC	-	-	10/14/2021	Enrolled	-	0	Performance Summary

Training Information | Expenditure | Funding Sources | **Training Results** | Comments

Completed Training:

If no, Reason not Completed:

Other:

Credential Received:

Credential Attained on:

Employment Resulting from Training:

Employer Name:

Employer Address:

Employer City:

Employer State:

Employer Zipcode:

Employer Contact Person:

Employer Phone:

Contractor Name:

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
33	ERIC EVERTS	10/18/2021 @ 03:33:33 PM	-	-

Submit Reset Form Cancel

Helpful hint: If the participant did not complete the training, fill in the data field “If no, Reason not Completed.”

Once you have completed all the required data fields, left-click “Update.”

(Corresponding screenshot is on next page)

Update "Registered Apprenticeship Training - Registered Training Instruction (RTI)" Activity

Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
EVERTS TEST, BOB JR	EVEBO1019	Apprenticeship	-	-	-	Participant (Yes)	10/14/2021
Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
EVERTS, ERIC	-	-	10/14/2021	Enrolled	-	1	Performance Summary

[View PIRL Record Status](#)

Training Information	Expenditure	Funding Sources	Training Results	Comments
----------------------	-------------	-----------------	------------------	----------

Completed Training:

If no, Reason not Completed:

Other:

Credential Received:

Credential Attained on:

Employment Resulting from Training:

Employer Name:

Employer Address:

Employer City:

Employer State:

Employer Zipcode:

Employer Contact Person:

Employer Phone:

Contractor Name:

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
33	ERIC EVERTS	10/19/2021 @ 03:32:04 PM	ERIC EVERTS	10/19/2021 @ 03:32:04 PM

Chapter 13: How to Enter Supportive Services

Section 13.1 Enter Supportive Services: Enter supportive services by left-clicking on "Enter Activities."

Update WIOA Registration

Participant Name	Customer ID	Program	Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
-	-	Apprenticeship	-	-	-	Reportable (No)	-
Case Manager	Manual Exit Date	Exit Reason	USDOL Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	06/09/2020	Enrolled	-	0	Performance Summary

[Show Braiding Eligibility Matrix \(+\)](#)

Contact	Personal	Disability	Econ. Status	Veteran	Apprenticeship	Assistance	Barriers	Education	Special	Comments
---------	----------	------------	--------------	---------	----------------	------------	----------	-----------	---------	----------

Contact Information

* Last Name: * First Name: MI:

* Address: * State: * Zip:

* City:

County: Phone:

Alt. Name: Alt. Phone:

E-mail:

Service Information	Date	Staff	Location
Pre-Registration	06/09/2020	ERIC EVERTS	FIA - GRAND HAVEN
Registration	06/09/2020	ERIC EVERTS	Virtual MWA 33 Location

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Active	33	ERIC EVERTS	06/09/2022 @ 10:53:13 AM	ERIC EVERTS	06/09/2022 @ 10:53:13 AM

[Funding Sources](#)

Participant History	Registration	Funding Sources	Enter Activities	Update Activities	View WIOA	MSG	Status	Outcome
BRES Part. History	BRN Part. History	Case Notes	ISS Client Characteristics	TAA Part. History	Wagner-Peyser Participation	Welfare Part. History		

Section 13.2 Select Support Service: Select all services that apply to the participant.

Enter Activities

Participant Name	Customer ID	Program	Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
NORRIS, CHUCK JR	NORCH0609	Apprenticeship	-	-	-	Reportable (No)	
Case Manager	Manual Exit Date	Exit Reason	USDOL Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	06/09/2020	Enrolled	-	0	Performance Summary

[Show Braiding Eligibility Matrix \(+\)](#)

Supportive Services

Administrative

Training

Supportive Services

☐ Child Care
 ☐ Tools/Equipment
 ☐ Transportation
 ☐ Uniform
 ☐ Other

*** Service Date:** 06/09/2022

*** Location:** FIA - GRAND HAVEN

Continue
Cancel

Participant History	Registration	Funding Sources	Enter Activities	Update Activities	View WIOA	MSG	Status	Outcome
BRES Part. History	BRN Part. History	Case Notes	ISS Client Characteristics	TAA Part. History	Wagner-Peyser Participation	Welfare Part. History		

Helpful hint: The “Service date” is the date participant received a staff assisted activity.

Helpful hint: When entering multiple support services that occurred on different days, please select all the support services that apply to a specific date and then go back and select the support services that happened on a different date and enter them in. The service date can be back-dated to the appropriate date for the support services. Repeat the above steps until all support services have been entered for the participant.

Section 13.3 Details Tab: On the “Details” tab, fill in data fields within the red boxes below then proceed to the “Funding Sources” tab.

Detail

Funding Sources

Comments

*** Date Received:** 06/09/2022

*** Amount:**

*** Mode of Activity:**

▼

Service Information

*** Service Date**
06/09/2022

*** Service Location**
FIA - GRAND HAVEN

MWA

Record Created By

Timestamp

Record Last Updated By

Timestamp

33

ERIC EVERTS

06/09/2022 @ 02:14:02 PM

-

-

Submit
Reset Form
Cancel

Participant History	Registration	Funding Sources	Enter Activities	Update Activities	View WIOA	MSG	Status	Outcome
BRES Part. History	BRN Part. History	Case Notes	ISS Client Characteristics	TAA Part. History	Wagner-Peyser Participation	Welfare Part. History		

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Section 13.4 Funding Source Tab: Please select the appropriate funding source underneath the "Funding Sources" tab.

Enter "Child Care" Activity

Participant Name	Customer ID	Program	Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
NORRIS, CHUCK JR	NORCH0609	Apprenticeship	-	-	-	Reportable (No)	
Case Manager	Manual Exit Date	Exit Reason	USDOL Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	06/09/2020	Enrolled	-	0	Performance Summary

Show Braiding Eligibility Matrix (+)

Detail

Funding Sources

Comments

Federal Grants (select exactly one)

☐

2019 Going PRO Apprenticeship PI 20-04 [AP-33493-19-60-A-26]

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
33	ERIC EVERTS	06/09/2022 @ 02:14:02 PM	-	-

Participant History

Registration

Funding Sources

Enter Activities

Update Activities

View WIOA

MSG

Status

Outcome

BRES Part. History

BRN Part. History

Case Notes

ISS Client Characteristics

TAA Part. History

Wagner-Peyser Participation

Welfare Part. History

Chapter 14: How to Enter Administrative Services

Section 14.1 Enter Administrative Services: Enter participant supportive services by left-clicking on “Enter Activities.”

Update WIOA Registration

Participant Name	Customer ID	Program	Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
		Apprenticeship	-	-	-	Reportable (No)	
Case Manager	Manual Exit Date	Exit Reason	USDOL Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
			06/09/2020	Enrolled	-	0	Performance Summary

[Show Braiding Eligibility Matrix \(+\)](#)

Contact
Personal
Disability
Econ. Status
Veteran
Apprenticeship
Assistance
Barriers
Education
Special
Comments

Contact Information

* Last Name: * First Name: MI:

* Address:

* City: * State: * Zip:

County: Phone:

Alt. Name: Alt. Phone:

E-mail:

Service Information	Date	Staff	Location
Pre-Registration	06/09/2020	ERIC EVERTS	FIA - GRAND HAVEN
Registration	06/09/2020	ERIC EVERTS	Virtual MWA 33 Location

Status	MWA	Record Created By	Times	Record Last Updated By	Timestamp
Active	33	ERIC EVERTS	06/09/2022 @ 10:53:13 AM	ERIC EVERTS	06/09/2022 @ 10:53:13 AM

[Update](#) [Reset Form](#) [Cancel](#) [Funding Sources](#)

Participant History
Registration
Funding Sources
Enter Activities
Update Activities
View WIOA
MSG
Status
Outcome

BRES Part. History
BRN Part. History
Case Notes
ISS Client Characteristics
TAA Part. History
Wagner-Peyser Participation
Welfare Part. History

Section 14.2 Select Administrative Services: Select all services that apply to the participant.

Enter Activities

Participant Name	Customer ID	Program	Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
TEST APPR AS AND SS, ERIC	TESER0613	Apprenticeship	-	-	-	Reportable (No)	
Case Manager	Manual Exit Date	Exit Reason	USDOL Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
EVERTS, ERIC	-	-	06/01/2022	Enrolled	-	0	Performance Summary

[Show Braiding Eligibility Matrix \(+\)](#)

Supportive Services
Administrative
Training

Administrative Services

☐ Helmets to Hardhats

☐ Intermediary

☐ RAPTOR

* Service Date: 06/13/2022 * Location: ACSET Admin Office

[Continue](#) [Cancel](#)

Participant History
Registration
Funding Sources
Enter Activities
Update Activities
View WIOA
MSG
Status
Outcome

BRES Part. History
BRN Part. History
Case Notes
ISS Client Characteristics
TAA Part. History
Wagner-Peyser Participation
Welfare Part. History

Helpful hint: The “Service date” is the date participant received a staff assisted activity.

Section 14.3 Helmets to Hardhats Details Tab: On the “Details” tab, fill in data fields within the red boxes below, then proceed to the “Funding Sources” tab.

[Show Braiding Eligibility Matrix \(+\)](#)

Detail

Funding Sources

Comments

* Date Received:

* Helmets to Hardhats Unique Identifier:

* Helmets to Hardhats Registration Date:

* Amount:

* Mode of Activity: Mix of In-person and Virtual/Online

Service Information

* Service Date:

* Service Location: Virtual MWA 33 Location

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
33	ERIC EVERTS	06/13/2022 @ 11:14:23 AM	-	-

[Submit](#)
[Reset Form](#)
[Cancel](#)

Participant History

Registration

Funding Sources

Enter Activities

Update Activities

View WIOA

MSG

Status

Outcome

BRES Part. History

BRN Part. History

Case Notes

ISS Client Characteristics

TAA Part. History

Wagner-Peyser Participation

Welfare Part. History

Helpful hint: Helmets to Hardhats Unique identifier is a 6-digit number assigned to all Helmets to Hardhats employees.

Helpful hint: Helmets to Hardhats Registration Date must be on or after April 1, 2022.

Section 14.4 Helmets to Hardhats Funding Sources Tab: Please select the appropriate funding source underneath the “Funding Sources” tab.

[Show Braiding Eligibility Matrix \(+\)](#)

Detail

Funding Sources

Comments

State Grants (select as many as you wish)

☐ 2022 MICAMO Program - State Grant [AP-20222]

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
33	ERIC EVERTS	06/13/2022 @ 11:14:23 AM	-	-

[Submit](#)
[Reset Form](#)
[Cancel](#)

Participant History

Registration

Funding Sources

Enter Activities

Update Activities

View WIOA

MSG

Status

Outcome

BRES Part. History

BRN Part. History

Case Notes

ISS Client Characteristics

TAA Part. History

Wagner-Peyser Participation

Welfare Part. History

Helpful hint: MiCAMO is the only grant available to fund Helmets to Hardhats Administrative services.

Section 14.5 Intermediary Details Tab: On the “Details” tab, fill in data fields within the red boxes below, then proceed to the “Funding Sources” tab.

[Show Braiding Eligibility Matrix \(+\)](#)

Detail

Funding Sources

Comments

* Date Received:

* Intermediary Program Number:

* Amount:

* Mode of Activity:

Service Information

* Service Date

* Service Location

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
33	ERIC EVERTS	06/13/2022 @ 11:30:35 AM	-	-

Participant History

Registration

Funding Sources

Enter Activities

Update Activities

View WIOA

MSG

Status

Outcome

BRES Part. History

BRN Part. History

Case Notes

ISS Client Characteristics

TAA Part. History

Wagner-Peyser Participation

Welfare Part. History

Section 14.6 Intermediary Funding Sources Tab: Please select the appropriate funding source underneath the “Funding Sources” tab.

[Show Braiding Eligibility Matrix \(+\)](#)

Detail

Funding Sources

Comments

Federal Grants (select exactly one)

☒ 2020 MIRAIN SAE 2020 Grant Program (BSCEAI) [AP-35117-20-60-A-26]

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
33	ERIC EVERTS	06/13/2022 @ 11:30:35 AM	-	-

Participant History

Registration

Funding Sources

Enter Activities

Update Activities

View WIOA

MSG

Status

Outcome

BRES Part. History

BRN Part. History

Case Notes

ISS Client Characteristics

TAA Part. History

Wagner-Peyser Participation

Welfare Part. History

Section 14.7 RAPTOR Details Tab: On the “Details” tab, fill in data fields within the red boxes below, then proceed to the “Funding Sources” tab.

[Show Braiding Eligibility Matrix \(+\)](#)

Detail		Funding Sources		Comments	
<div style="border: 2px solid red; padding: 5px;"> <p>* Date Received: <input type="text"/></p> <p>* RAPTOR Unique Identifier: <input type="text"/></p> <p>* RAPTOR Registration Date: <input type="text"/></p> <p>* Mode of Activity: Mix of In-person and Virtual/Online</p> </div>					
Service Information		<p>* Service Date: <input type="text" value="06/13/2022"/></p>		<p>* Service Location: Virtual MWA 33 Location</p>	
MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp	
33	ERIC EVERTS	06/13/2022 @ 11:49:51 AM	-	-	
<input type="button" value="Submit"/> <input type="button" value="Reset Form"/> <input type="button" value="Cancel"/>					
Participant History		Registration	Funding Sources	Enter Activities	Update Activities
BRES Part. History	BRN Part. History	Case Notes	ISS Client Characteristics	TAA Part. History	Wagner-Peyser Participation
				Welfare Part. History	

Helpful hint: RAPTOR Unique identifier is 9-characters (starting with MI and followed by 7 numeric characters) assigned to all RAPTOR Participants.

Helpful hint: RAPTOR Registration Date is the date the participant was registered into the Registered Apprenticeship Progress Tracking w/ Online Reporting System.

Section 14.8 RAPTOR Funding Sources Tab: Please select the appropriate funding source underneath the “Funding Sources” tab.

[Show Braiding Eligibility Matrix \(+\)](#)

Detail		Funding Sources		Comments	
Federal Grants (select at most one)					
<div style="border: 2px solid red; padding: 5px;"> <input type="checkbox"/> 2020 MIRAIN SAE 2020 Grant Program (BSCEAI) [AP-35117-20-60-A-26] </div>					
State Grants (select as many as you wish)					
<div style="border: 2px solid red; padding: 5px;"> <input type="checkbox"/> 2022 MISPARC Program - State Grant [AP-20221] </div>					
MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp	
33	ERIC EVERTS	06/13/2022 @ 11:49:51 AM	-	-	
<input type="button" value="Submit"/> <input type="button" value="Reset Form"/> <input type="button" value="Cancel"/>					
Participant History		Registration	Funding Sources	Enter Activities	Update Activities
BRES Part. History	BRN Part. History	Case Notes	ISS Client Characteristics	TAA Part. History	Wagner-Peyser Participation
				Welfare Part. History	

Chapter 15: Co-Enrolling Participants into Multiple Programs in OSMIS

Important note Please reference the [Michigan RAP Braided Funding and Co-Enrollment Matrix](#) to help facilitate a productive co-enrollment eligibility discussion with grant Program Administrators.

Important note This manual outlines steps for AP in OSMIS Co-Enrollment. It does not detail steps for all available OSMIS funding streams. For other program “enrollment” assistance, please navigate to the “Help/Info” tab to find the appropriate guide.

The screenshot displays the Michigan RAP Braided Funding and Co-Enrollment Matrix interface. The top navigation bar includes tabs for Applicant Search, Case Management, Help/Info (selected), and On Demand. The Help/Info dropdown menu is open, showing a list of guides. The main content area displays the participant's profile for Bob Jr. Everts, with tabs for Contact, Personal, Disability, Econ. Status, Veteran, and DW Section. The Contact Information tab is active, showing fields for Last Name, Address, City, County, Alt. Name, and E-mail. Below this, there is a table for Service Information with columns for Date and Staff. The bottom section shows a table for Participant History with columns for Registration, Funding Sources, Enter Activities, and Update Activities. The right side of the interface shows a table for WIOA with columns for Conclusion, Participation Date, Co-Enrolled?, Common Measures, and Performance Summary.

Helpful hint: Skip to section 15.3 if already viewing a participant’s “Participant History.”

Section 15.1 Enter Participation Tab: Select "Applicant Search", "Enter Participation."

The screenshot shows the One Stop MIS system interface. At the top, there is a navigation bar with tabs: Applicant Search, Case Management, Help/Info, On Demand Reports, Special Functions, and Go To. The 'Applicant Search' tab is selected. Below the navigation bar, there is a dropdown menu for 'Enter Participation' which is highlighted with a red box. The dropdown menu contains the following options: Enter Participation, Update Participation, Enter Activities, Update Activities, Enter Support Services, Update Support Services, Update Status, Update Outcome, and Enter Ticker. The main content area displays a table of notices. The first notice is dated 07/24/2020 and is titled 'Attn: MWA Staff'. The table has columns for Notice Date, Expiration Date, and Description. The table shows several rows of notices, including one dated 11/08/2017 and another dated 01/23/2014.

Notice Date	Expiration Date	Description
07/24/2020		Attn: MWA Staff The OSMIS "Training" environment will be down for system maintenance on Tuesday, July 28, 2020. Please note this will not impact the OSMIS Pro environment.
11/08/2017		testing in TRN for oracle, insertion path at 3:57 pm update path at 3:58 pm, included add'l info
01/23/2014		MDHHS MWA 11077 mwa, dhs, doc, chrome
01/23/2014		MDHHS MWA 11077 mwa, dhs, ppt, chrome
01/23/2014		MDHHS MWA 11077 mwa, dhs, ppt, chrome

Section 15.2 Search Tab: Search the system for an existing participant profile by entering information into appropriate fields. In most cases, a productive search uses a combination of the following fields "Last Name," "First Name," and "Date of Birth."

The screenshot shows the WIOA Registration: Customer Search Criteria form. The form has two main sections: 'Search by Customer ID' and 'Search by Last Name first'. The 'Search by Last Name first' section is highlighted with a red box. It contains three input fields: Last Name, First Name, and Date of Birth. The 'Last Name' field is highlighted with a red box. Below the input fields are 'Submit' and 'Reset' buttons. The form also includes a 'Search by Customer ID' section with a 'Customer ID' input field and 'Submit' and 'Reset' buttons.

Helpful hint: Search may result in no participants listed. If so, please follow the steps found in the "Enrolling a New Participant in the Apprenticeship Program (AP) in OSMIS" in Chapter 5 of this manual, or an appropriate guide under the "Help/Info" tab to assist in entering your participant.

Section 15.3 New WIOA Registration: After selecting a participant to Co-Enroll, please left-click “New WIOA Registration.”

MICHIGAN WORKS! One Stop MIS

MLLogin ID: EVERTSE Logout

Applicant Search Case Management Help/Info On Demand Reports Special Functions Dashboard Go To WIOA

WIOA Registration: Customer Search Results

Customer Name	Customer ID	Current Staff	Current Staff Location
EVERTS TEST, BOB JR	EVEBO1019	ERIC EVERTS - MWA_CMG	ACSET Administrative Office

Click on the **Program** to update the Participation

Showing 1 to 1 of 1 entries

Search:

System	Program	Registration Date	System Exit Date	Manual Exit Date	Exit Reason	Case Manager	MWA
WIOA	Apprenticeship	10/14/2021	-	-	-	EVERTS, ERIC (33 - MWA CASE MGR)	33

Column visibility Print Excel PDF

New WIOA Registration

View All Participations Across Programs

New Search

View Participant History View Activities View Support Services View Status History View Outcome History Enter Tickler

BRES Part. History BRN Part. History Case Notes ISS Client Characteristics TAA Part. History Wagner-Peyser Participation Welfare Part. History

Section 15.4 Program Eligibility: After left-clicking “New WIOA Registration,” below screen, appears. Select a program, your participant may be eligible for.

WIOA Pre-Registration

Informational Message

- Informational message: the application pre-populated fields for a new WIOA Pre - registration from the most recently updated WIOA Apprenticeship participant record (last updated 10/14/2021 03:39:02 PM)

Participant Name	Customer ID	Program	Registration Date	Status	Performance Inclusion	Participation Date
EVERTS TEST, BOB JR	EVEBO1019	Pre-Registration		-	-	-

Contact Personal Disability Econ. Status Education Comments

Contact Information

* Last Name: EVERTS TEST * First Name: BOB JR MI:

* Address: 123456 LANSING ST

* City: LANSING * State: MI * Zip: 48917

County: Phone:

Alt. Name: Alt. Phone:

E-mail:

Service Information	* Date	Staff	* Location
Pre-Registration	10/19/2021	ERIC EVERTS	ACSET Administrative Office

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Pending	33	-	-	-	-

Adult Enrollment Dislocated Worker Enrollment In-School Youth Enrollment Apprenticeship Enrollment MiLEAP Enrollment

Submit Reset Form Cancel

View Participant History View Activities View Support Services View Status History View Outcome History Enter Tickler

BRES Part. History BRN Part. History Case Notes ISS Client Characteristics TAA Part. History Wagner-Peyser Participation Welfare Part. History

Helpful hint: “Adult Enrollment,” “In-School Youth Enrollment,” “Out of School Youth Enrollment,” and “Dislocated Worker Enrollment,” are various WIOA funding streams.

Important note Remember, any time a participant uses, or is going to be using WIOA funds, they must be Co-Enrolled into the appropriate WIOA funding stream.

Chapter 16: Apprenticeship Grants Braiding Eligibility Matrix

AP in OMSIS offers the Braiding Eligibility Matrix as a visual aid for braiding opportunities across federal and state apprenticeship grants. Both pre-apprenticeship and registered apprenticeship are represented within the visual aid. The Braiding Eligibility Matrix determines eligibility by looking at the following:

- Date enrolled in US DOL Registered Apprenticeship Program
- Date enrolled in Quality Pre-apprenticeship
- Date services are received
- Activity Category (Support Service, Administrative Services, Training)
- Type of Federal Grant (SAE and YARG)
- State Grants available

***Important note*:** The “co-enrollment/braiding” Matrix can be accessed [here](#) to provide additional guidance about “co-enrollment/braiding” opportunities. Multiple funding streams may be braided together to support a participant (co-enrolled) if co-enrollment meets USDOL guidelines.

Section 16.1 Display Braiding Eligibility Matrix: Please expand the matrix by clicking “Show Braiding Eligibility Matrix.”

Update WIOA Registration

Participant Name	Customer ID	Program	Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
TEST MATRIX FULL ELIGIBILITY, ERIC APPR	TESER1012	Apprenticeship	04/01/2022	Completed	04/02/2022	Reportable (No)	
Case Manager	Manual Exit Date	Exit Reason	USDOL Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
EVERTS, ERIC		-	04/03/2022	Enrolled	-	0	Performance Summary

Show Braiding Eligibility Matrix (+)

ContactPersonalDisabilityEcon. StatusVeteranApprenticeshipAssistanceBarriersEducationSpecialComments

Contact Information

* Last Name:TEST MATRIX FULL ELIGIBILITY

* Address:1234 LASNING

* City:LANSING

County:EATON

Alt. Name:

E-mail:

* First Name:ERIC APPR

MI:

* State:MI

Phone:

* Zip:48917

Alt. Phone:

Service Information	Date	Staff	Location
Pre-Registration	04/01/2022	ERIC EVERTS	FIA - GRAND HAVEN
Registration	04/03/2022	ERIC EVERTS	FIA - GRAND HAVEN

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Active	33	ERIC EVERTS	06/10/2022 @ 09:45:18 AM	ERIC EVERTS	06/10/2022 @ 09:49:57 AM

UpdateReset FormCancel

Funding Sources

Participant HistoryRegistrationFunding SourcesEnter ActivitiesUpdate ActivitiesView WIOAMSGStatusOutcome

BRES Part. HistoryBRN Part. HistoryCase NotesISS Client CharacteristicsTAA Part. HistoryWagner-Peyser ParticipationWelfare Part. History

Section 16.2 Braiding Eligibility Matrix: The screenshots being used are meant for training purposes, and braiding eligibility will vary participant by participant.

Update WIOA Registration

Participant Name	Customer ID	Program	Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
TEST MATRIX FULL ELIGIBILITY, ERIC APPR	TESER1012	Apprenticeship	04/01/2022	Completed	04/02/2022	Reportable (No)	
Case Manager	Manual Exit Date	Exit Reason	USDOL Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
EVERTS, ERIC	-	-	04/03/2022	Enrolled	-	0	Performance Summary

Hide Braiding Eligibility Matrix (-)

Grant Name	Fund Type	USDOL Registered Apprenticeship						Quality Pre-Apprenticeship						
		OJT	RTI	SUPPORT SERVICES	ADMIN			OJT	RTI	SUPPORT SERVICES	ADMIN			
					Helmets to Hardhats	Intermediary	RAPTOR				Helmets to Hardhats	Intermediary	RAPTOR	
2019 Going PRO Apprenticeship PI 20-04	SAE	E	E	E	-	-	-	-	-	-	-	-	-	-
2020 MIRAIN SAE 2020 Grant Program (BSCEAI)	SAE	E	E	E	-	E	E	E	E	E	E	-	-	-
2020 MIYARIN SAE 2020 Grant Program (YARG)	YARG	E	E	E	-	-	-	E	E	E	E	-	-	-
2021 MISTAIRS 2021 Grant Program (SAEEI)	SAE	E	E	E	-	-	E	E	E	E	E	-	-	E
2022 MICAMO Program - State Grant	GFGP	-	-	-	E	-	-	-	-	-	-	-	-	-
2022 MISPARC Program - State Grant	GFGP	E	E	E	-	-	E	E	E	E	E	-	-	E

Contact
Personal
Disability
Econ. Status
Veteran
Apprenticeship
Assistance
Barriers
Education
Special
Comments

Helpful hint: A yellow cell with an 'E' shows what braiding opportunities are eligible for a participant. A green cell with an 'F' shows what activities are being funded and by what grant that activity is funded. A white cell with a '-' in it indicates no eligibility.

Section 16.3 Enter Activities: You can display the braiding eligibility matrix from the "Enter Activities" screen to assist you with braiding opportunities.

Enter Activities

Participant Name	Customer ID	Program	Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
TEST MATRIX FULL ELIGIBILITY, ERIC APPR	TESER1012	Apprenticeship	04/01/2022	Completed	04/02/2022	Participant (Yes)	06/02/2022
Case Manager	Manual Exit Date	Exit Reason	USDOL Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
EVERTS, ERIC	-	-	04/03/2022	Enrolled	-	1	Performance Summary

Show Braiding Eligibility Matrix (+)

Supportive Services
Administrative
Training

Supportive Services

☐ Child Care

☐ Tools/Equipment

☐ Transportation

☐ Uniform

☐ Other

* Service Date:

* Location:

Section 16.4 Dynamic Eligibility: The braiding eligibility matrix is dynamic, and as activities are entered for a participant, what they are eligible for changes.

Enter Activities

Participant Name	Customer ID	Program	Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
TEST MATRIX FULL ELIGIBILITY, ERIC APPR	TESER1012	Apprenticeship	04/01/2022	Completed	04/02/2022	Participant (Yes)	06/02/2022
Case Manager	Manual Exit Date	Exit Reason	USDOL Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
EVERTS, ERIC	-	-	04/03/2022	Enrolled	-	1	Performance Summary

Hide Braiding Eligibility Matrix (-)

Grant Name	Fund Type	USDOL Registered Apprenticeship							Quality Pre-Apprenticeship						
		OJT	RTI	SUPPORT SERVICES	ADMIN			OJT	RTI	SUPPORT SERVICES	ADMIN				
					Helmets to Hardhats	Intermediary	RAPTOR				Helmets to Hardhats	Intermediary	RAPTOR		
2019 Going PRO Apprenticeship PI 20-04	SAE	F	E	-	-	-	-	-	-	-	-	-	-	-	
2020 MIRAIN SAE 2020 Grant Program (BSCEAI)	SAE	-	-	-	-	-	-	-	-	-	-	-	-	-	
2020 MIYARN SAE 2020 Grant Program (YARG)	YARG	-	E	F	-	-	-	-	E	E	-	-	-	-	
2021 MISTAIRS 2021 Grant Program (SAEEI)	SAE	-	-	-	-	-	-	-	-	-	-	-	-	-	
2022 MICAMO Program - State Grant	GFGP	-	-	-	E	-	-	-	-	-	-	-	-	-	
2022 MISPARC Program - State Grant	GFGP	E	E	E	-	-	E	E	E	E	-	-	E		

Supportive Services

Administrative

Training

Supportive Services

☐ Child Care

☐ Tools/Equipment

☐ Transportation

☐ Uniform

☐ Other

* Service Date:

* Location:

Virtual MWA 33 Location

Chapter 17: Participant Report Generation Co-Enrollment Report

***Important note*:** The “co-enrollment” Matrix can be accessed [here](#) to provide additional guidance about “co-enrollment” opportunities. Multiple funding streams may be braided together to support a participant (co-enrolled) if co-enrollment meets USDOL guidelines.

Section 17.1 On-Demand Reports: Place your cursor over “On Demand Reports” and navigate to “Participant Reports” and left-click on “WIOA.”

The screenshot displays the Michigan Works! One Stop MIS system interface. At the top, the user is logged in as 'EVERTSE' with a 'Logout' link. The navigation bar includes 'Applicant Search', 'Case Management', 'Help/Info', 'On Demand Reports', 'Special Functions', 'Dashboard', and 'Go To'. The 'On Demand Reports' menu is open, showing options like 'Participant Reports', 'Wagner-Peyser', 'ETA-9173 Apprenticeship', 'WIOA' (highlighted with a red box), 'TAA', 'ETA-9173 H-1B Report', 'QRA Report', 'TAADI Report', 'Query Statistics', and 'LEO Strategic Plan Report'. Below the menu, a table shows a list of notices with columns for 'Notice Date', 'Expiration Date', 'Attention', 'SR Number', and 'Additional Info'. The table contains five entries, with the first one showing a notice dated 04/15/2021 regarding changes to OSMIS.

Showing 1 to 5 of 5 entries

Notice Date	Expiration Date	Attention	SR Number	Additional Info
04/15/2021		ES MWA ST. POLICY		Changes have been made to OSMIS. More Info
04/01/2021		MWA ST. POLICY		Changes have been made to OSMIS, please see the attached document for details. More Info
04/01/2021		ES MWA ST. POLICY		Attention: OSMIS Users On Wednesday, March 31, 2021, modifications were made to the Wagner-Peyser Registration screen. The field options for "Collecting Unemployment Benefits" were modified to remove "Claimant Referred by RESEA" and "Claimant Not Referred by RESEA" and were replaced with the option "Claimant". Both RESEA and non-RESEA customers collecting (or eligible to collect) Unemployment benefits can be classified as a "Claimant". If you have any questions regarding this modification, please contact lao-mis@michigan.gov
03/29/2021		ES MWA ST. POLICY		Changes have been made to OSMIS. Please see the attached document for details. More Info
03/15/2021		MWA ST. POLICY		Changes have been made to OSMIS. Please see the attached document for details. More Info

Section 17.2 Co-Enrollment Report: Select “Participations” enter the “Participation Begin Date” and “Participation End Date” based on the Grant performance period to be covered. Select “Apprenticeship” under programs. Choose the Grant you would like to view and you can select multiple.

Chapter 18: Exiting a Participant from the AP in OSMIS

Important note Apprenticeship participants are not subject to Common Measures but may either system exit (following the existing 90-day rule functionality) or be manually exited. Exit information is recorded in OSMIS for each individual participating in the Apprenticeship Program. (Applies to both youth and adult participants)

Important note Exiting participants during a grant’s period of performance requires tracking WIOA Performance indicators and Measurable Skill Gains (Federal Guidance [link](#)). However, it is not required to track WIOA Performance indicators and Measurable Skill Gains of participants that “Exit” or complete their Registered Apprenticeship Program after a grant’s period of performance (Federal Guidance [link](#)).

Section 18.1 Participant Program Selection: After searching for and selecting a participant to “Exit,” the screen below lists all OSMIS programs they are enrolled in. Left-click “Apprenticeship” under “Program,” to review the “Apprenticeship WIOA Registration” screen.

The screenshot displays the 'WIOA Registration: Customer Search Results' interface. At the top, it indicates the user is logged in as 'EVERTSE' and provides a 'Logout' link. Navigation tabs include 'Applicant Search', 'Case Management', 'Help/Info', 'On Demand Reports', and 'Special Functions'. A 'Go To' button is also present. The main content area shows a table with the following data:

Customer Name	Customer ID	Current Staff	Current Staff Location
EVERTS TEST, ERIC B.	EVEER1212	ERIC EVERTS - MWA_CMG	VICTOR BLD

Below the table, there is a section titled 'Click on the Program to update the Participation' with a 'Search:' input field. A table shows 'Showing 1 to 3 of 3 entries' with columns for System, Program, Registration Date, System Exit Date, Manual Exit Date, Exit Reason, Case Manager, and MWA. The data rows are:

System	Program	Registration Date	System Exit Date	Manual Exit Date	Exit Reason	Case Manager	MWA
WIOA	Apprenticeship	10/01/2020	-	-	-	None	98
WIOA	Pre-Registration	10/28/2021	-	-	-	None	98
WIOA	Pre-Registration	05/03/2021	05/03/2021	-	Common Measures System Exit	None	98

Below the table are buttons for 'Column visibility', 'Print', 'Excel', and 'PDF'. Further down are buttons for 'New WIOA Registration', 'View All Participations Across Programs', and 'New Search'. At the bottom, there is a row of buttons for 'View Participant History', 'View Activities', 'View Support Services', 'View Status History', 'View Outcome History', and 'Enter Tickler'. A final row contains buttons for 'BRES Part. History', 'BRN Part. History', 'Case Notes', 'ISS Client Characteristics', 'TAA Part. History', 'Wagner-Peyser Participation', and 'Welfare Part. History'.

Section 18.2 Select Update Activities: From the “Apprenticeship WIOA Registration” screen, left-click “Update Activities.” RTI and OJT information for the participant must be completed to successfully “Exit” a participant. (Corresponding screenshot on the next page)

Michigan WORKS! One Stop MIS | You are logged in as EVERTSE - Your last login was on Oct 28, 2021 @ 11:34:03 AM | Logout | WIOA

Applicant Search | Case Management | Help/Info | On Demand Reports | Special Functions | Go To

Update WIOA Registration

Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
EVERTS TEST, ERIC B.	EVEER1212	Apprenticeship	-	-	-	-	-
Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	10/01/2020	Enrolled	-	2	Performance Summary

Contact | Personal | Disability | Econ. Status | Veteran | Apprenticeship | Assistance | Barriers | Education | Special | Comments

Contact Information

* Last Name: EVERTS TEST | * First Name: ERIC | MI: B
 * Address: 1234 S STREET | * State: MI | * Zip: 48917
 * City: LANSING | Phone: (516) 111-2345
 County: EATON | Alt. Phone:
 Alt. Name:
 E-mail:

Service Information	Date	Staff	Location
Pre-Registration	10/01/2020	ERIC EVERTS	VICTOR BLD
Registration	10/01/2020	ERIC EVERTS	VICTOR BLD

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Active	98	ERIC EVERTS	10/07/2021 @ 01:46:25 PM	ERIC EVERTS	10/07/2021 @ 01:48:22 PM

Update | Reset Form | Cancel

Funding Sources

Participant History | Registration | Funding Sources | Enter Activities | **Update Activities** | View WIOA | Enter Support Services | Update Support Services | MSG | Status | Outcome

BRES Part. History | BRN Part. History | Case Notes | ISS Client Characteristics | TAA Part. History | Wagner-Peyser Participation | Welfare Part. History

Helpful hint: Complete Steps 7-9 for both RTI and OJT to successfully “Exit” a participant.

Section 18.3 Select Activity: Select the RTI or OJT training activity.

Michigan WORKS! One Stop MIS | You are logged in as EVERTSE - Your last login was on Oct 28, 2021 @ 11:34:03 AM | Logout | WIOA

Applicant Search | Case Management | Help/Info | On Demand Reports | Special Functions | Go To

Update/View Participant Activities

Participant Name	Customer ID	Program	Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
EVERTS TEST, ERIC B.	EVEER1212	Apprenticeship	-	-	-	-	-
Case Manager	Manual Exit Date	Exit Reason	Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		
-	-	-	10/01/2020	Enrolled	-	2	Performance Summary

Showing 1 to 2 of 2 entries

Activity	Staff Assisted?	Start Date	End Date	Service Location
Registered Apprenticeship Training - Registered Training Instruction (RTI)	Yes	10/01/2020		VICTOR BLD
Registered Apprenticeship Training - On-the-Job (OJT)	Yes	10/01/2020		VICTOR BLD

Column visibility | Print | Excel | PDF

View All Activities

View All Activities across Programs

Participant History	Registration	Funding Sources	Enter Activities	Update Activities	View WIOA	Enter Support Services	Update Support Services	MSG	Status	Outcome
BRES Part. History	BRN Part. History	Case Notes	ISS Client Characteristics	TAA Part. History	Wagner-Peyser Participation	Welfare Part. History				

Section 18.4 Training Information Tab: In the “Training Information” tab enter the “Training End Date,” located at towards the bottom of the page. (Corresponding screenshot on next page)

* Program of study leading to:

an industry-recognized certificate or certification:	<input type="checkbox"/>
a certificate of completion of an apprenticeship:	<input checked="" type="checkbox"/>
an associate degree:	<input type="checkbox"/>
a baccalaureate degree:	<input checked="" type="checkbox"/>
a community college certificate of completion:	<input type="checkbox"/>
a secondary school diploma or its equivalent:	<input type="checkbox"/>
a license recognized by the State involved or the Federal Government:	<input type="checkbox"/>
employment:	<input type="checkbox"/>
a measurable skills gain leading to a credential:	<input type="checkbox"/>
a measurable skills gain leading to employment:	<input type="checkbox"/>

* Mode of Training:

Federal Training:

* Training Start Date:

Training Estimated End Date:

Training End Date:

Service Information

Service Date	Service Location
10/01/2020	VICTOR BLD

Section 18.5 Training Results Tab: Navigate to the “Training Results” tab. Complete the following data fields: “Completed Training,” “Credential Received on,” “Employment Resulting from Training.” Left-click “Update.”

Training Information | Expenditure | Funding Sources | **Training Results** | Comments

Completed Training:

If no, Reason not Completed:

Other:

Credential Received:

Credential Attained on:

Employment Resulting from Training:

Employer Name:

Employer Address:

Employer City:

Employer State:

Employer Zipcode:

Employer Contact Person:

Employer Phone:

Contractor Name:

MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
98	ERIC EVERTS	10/28/2021 @ 02:46:40 PM	ERIC EVERTS	10/28/2021 @ 02:46:40 PM

Helpful hint: If “Completed Training” is marked as “No”, the data field “If no, Reason not Completed” must be completed.

Helpful hint: If “Employment Resulting from Training” is marked as “Yes,” the data field “Employer Name” must be completed.

Section 18.6 Repeat Sections 15.3-15.5: Please repeat steps 3-5 for both RTI and OJT to successfully “Exit” a participant. Select the activity not yet closed out by left clicking it.

Participant Name	Customer ID	Program	Enrolled	Status	Completed/Withdrawn	Performance Inclusion	Participation Date
EVERTS, ERIC B.	EVEER1019	Apprenticeship	-	-	-	Participant (Yes)	11/03/2020
Case Manager	Manual Exit Date	Exit Reason	Enrolled	Status	Completed/Withdrawn	# Open Act.	Non-Common Measures
EVERTS, ERIC	-	-	11/03/2020	Enrolled	-	0	Performance Summary

Participant Name	Customer ID	Program	Enrolled	Status	Completed/Withdrawn	Performance Inclusion	Participation Date
EVERTS, ERIC C.	-	Registered Apprenticeship	-	-	-	Participant (Yes)	11/03/2020
Case Manager	Manual Exit Date	Exit Reason	Enrolled	Status	Completed/Withdrawn	# Open Act.	Non-Common Measures
EVERTS, ERIC C.	-	-	11/03/2020	Enrolled	-	0	Performance Summary

Section 18.7 Apprenticeship Tab: Return to the “Apprenticeship WIOA Registration,” screen by left-clicking “Registration” located in the footer/bottom of the screen.

Section 18.8: From the “Apprenticeship WIOA Registration,” screen navigate to and left-click the “Apprenticeship” tab. Enter the “Completion/Withdrawal Date of Registered Apprenticeship” date and the “Hourly Wage at Exit.” After filling these data fields, left-click “Update.”

Participant Name	Customer ID	Program	Enrolled	Status	Completed/Withdrawn	Performance Inclusion	Participation Date
EVERTS, ERIC B.	EVEER1212	Apprenticeship	-	-	-	-	-
Case Manager	Manual Exit Date	Exit Reason	Enrolled	Status	Completed/Withdrawn	# Open Act.	Non-Common Measures
-	-	-	10/01/2020	Enrolled	-	1	Performance Summary

Section 18.9 Status and Outcome: Please use the Apprenticeship Program Guide located [here](#) for additional guidance on the "Status" and "Outcome" tabs located at the page's footer.

Participant Name	Customer ID	Program	Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
			Enrolled	Status	Completed/Withdrew		
		Apprenticeship	01/01/2021	Completed	01/01/2022	Participant (Yes)	01/02/2022
Case Manager	Manual Exit Date	Exit Reason	USDOL Registered Apprenticeship			# Open Act.	Non-Common Measures
			Enrolled	Status	Completed/Withdrew		Performance Summary
	-	-	01/02/2022	Completed	01/04/2022	0	

Contact

Personal

Disability

Econ. Status

Veteran

Apprenticeship

Assistance

Barriers

Education

Special

Comments

Contact Information

Last Name: First Name: MI:

Address:

City: State: Zip:

County: Phone:

Alt. Name: Alt. Phone:

E-mail:

Service Information	Date	Staff	Location
Pre-Registration	01/01/2021	ERIC EVERTS	ACSET Administrative Office
Registration	01/02/2022	ERIC EVERTS	ACSET Administrative Office

Status	MWA	Record Created By	Timestamp	Record Last Updated By	Timestamp
Active	33		03/21/2022 @ 08:50:03 AM		05/25/2022 @ 09:34:45 AM

[Funding Sources](#)

Participant History	Registration	Funding Sources	Enter Activities	Update Activities	View WIOA	Enter Support Services	Update Support Services	MSG	Status	Outcome
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BRES Part. History	BRN Part. History	Case Notes	ISS Client Characteristics	TAA Part. History	Wagner-Peyser Participation	Welfare Part. History
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Frequently Asked Questions (FAQ)

1. How do I enter Registered Apprentices/Quality Pre-Apprentices into AP in OSMIS?

Answer: If assistance is needed in entering Registered Apprentices/ Quality Pre-Apprentices into AP in OSMIS please follow the guidance beginning at “Chapter 4 Entering a New Participant into OSMIS” within the “Manual for The AP in OSMIS.”

2. What do I do if my participant’s Social Security Number (SSN) has already been entered in OSMIS?

Answer: OSMIS has business rules implemented so if a duplicate SSN is entered, you will receive a warning/error message. If you receive such warning and you have proof that the customer has the correct SSN, please contact leo-mis.michigan.gov and send the last 4 of the SSN so they can fix it via a daily data fix.

3. What date should I enter for the “Determination Date” data field located under the “Apprenticeship tab?” Additionally, does the Determination Date data field satisfy data validation of the OSMIS registration date for auditing purposes?

Answer: The “Determination Date” is the date in which the participant completed their intake paperwork and or OSMIS registration date. Yes, the “Determination Date” data field does satisfy data validation of the OSMIS registration date for auditing purposes.

4. Do Quality Pre-Apprentices count towards participant count if they received staff assisted services?

Answer: The following federal (MiRAIN, MiYARN, MiSTAIRS) and state (MiSPARC) grants allow for funding to be used towards support services, administrative services, and training (OJT and RTI).

5. What date should I enter for the “Date enrolled in USDOL Registered Apprenticeship?”

Answer: The “Date enrolled in a USDOL Registered Apprenticeship” is asking for the date in which the participant started a DOL approved Registered Apprenticeship Program.

6. Do training expenditures (real and “budgeted”) need to be entered into OSMIS, or is this optional?

Answer: Yes, please enter the amount budgeted and “real” for each staff assisted activities including RTI, OJT, and Support Services.

7. Will updating the apprenticeship tab on the AP reg with completion information automatically close the OSMIS registration, or will an additional manual exit and/or system exit need to take place?

Answer: Please follow the steps outlined in Chapter 15 of the AP in OSMIS manual and the OSMIS Apprenticeship Program Guide for additional “Exiting” assistance. The “Exiting” of participant should occur whenever a participant completes/withdrawals from their Registered Apprenticeship Program.

8. Are there expectations that the “Status” and/or “outcomes” pages will be used to track post program metrics? If so, will guidance be coming on that?

Answer: Please consult the OSMIS Apprenticeship Program Guide located [here](#) for further guidance on the “Status” and “Outcomes” pages. Performance indicators (WIOA) are only required to be submitted and tracked for participants that “exit” during the grants period of performance.

9. Recently “Support Services” changed to a new location under “Enter Activities.” What happened to the Support Services entered before the change?

Answer: All “Support Services” previously entered have been converted into “Activities.” Support Services received qualify as a staff-assisted activity and are included in a grant’s participant count.

10. How does the “Braiding Eligibility Matrix” determine eligibility?

Answer: The Braiding Eligibility Matrix considers eligibility by doing the following:

- Date enrolled into US DOL Registered Apprenticeship Program
- Date services received of a staff assisted activity
- Activity Category (Support Service, Administrative Services, Training)
- Type of Federal Grant (SAE and YARG)
- State Grants available

11. For auditing/monitoring purposes the registration date in OSMIS needs to be the same as the OSMIS paperwork?

Answer: The “Determination Date” data field located under the “Apprenticeship” tab can be used as the OSMIS Registration Date” or paperwork date. This will suffice for auditing/monitoring purposes.

12. Is it okay to enter Registered Apprenticeship Program participants outside of my Michigan Works Agency! region? (Entering participants statewide)?

Answer: Subrecipients can serve participants statewide. State Apprenticeship Expansion Programs (grants) do not negatively impact other funding opportunities for the participant or other Michigan Works Agency! regions. AP in OSMIS is not a “Common Measures Program” and participants are reported independently from WIOA reporting procedures.

13. I am “Exiting” a participant from a grant in the AP in OSMIS during the period of performance of the grant what is required?

Answer: Exiting participants during a grant's period of performance requires tracking WIOA Performance indicators and Measurable Skill Gains. However, it is not required to track WIOA Performance indicators and Measurable Skill Gains of participants that "Exit" or complete their Registered Apprenticeship Program after a grant's period of performance (Federal Guidance [link](#)).

14. Does closing out one or all activities for a participant result in a 90-day system close out?

Answer: No. Closing out one or all activities does not result in a system exit after 90 days for a participant in AP in OSMIS.