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

Table of Contents

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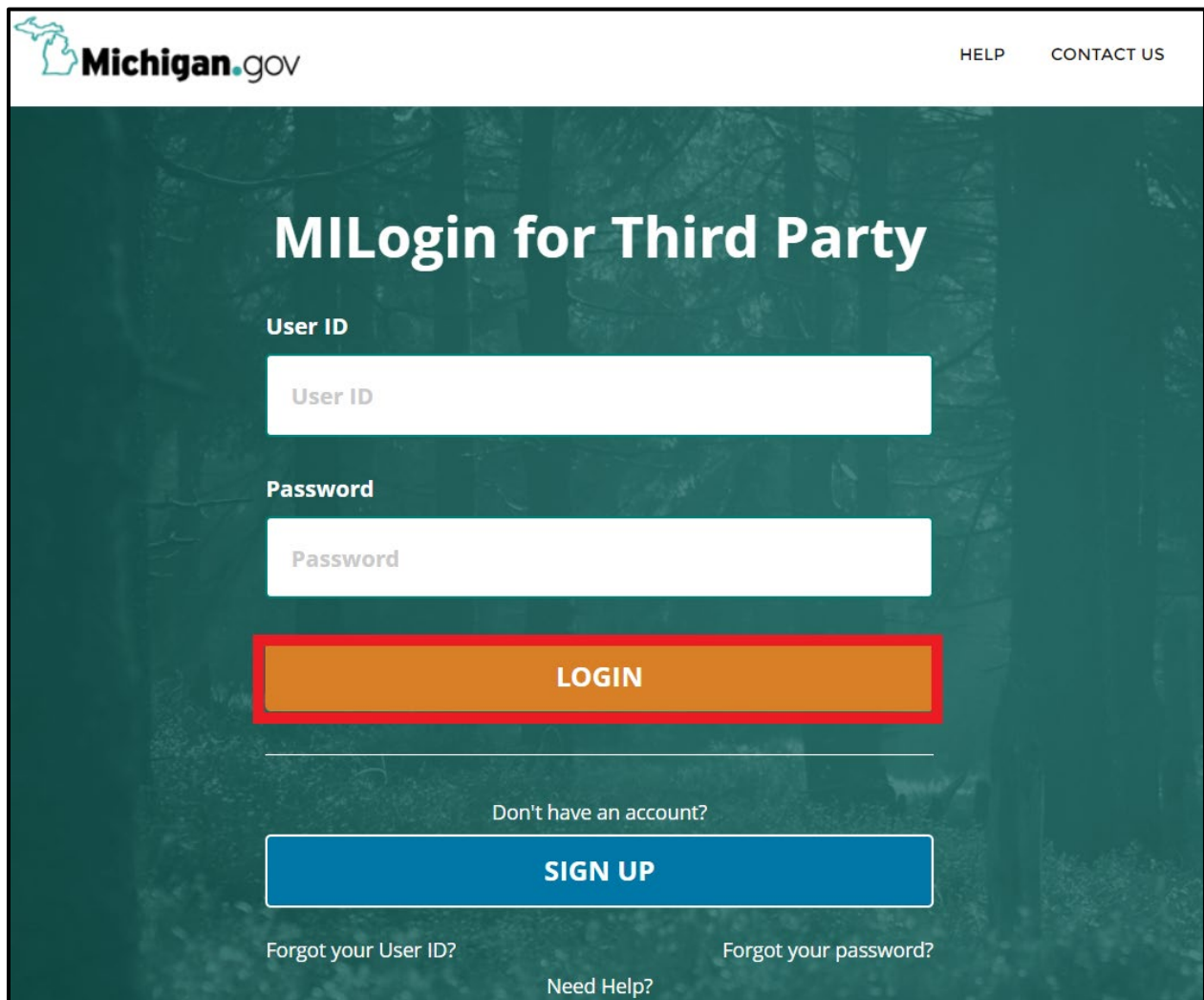
Important note All screenshots are for training purposes only and should not be used as literal guidance on what to enter into in AP in OSMIS data fields. All data fields should be filled in with the appropriate participant information on a case-by-case basis.

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."

Chapter 2: OSMIS Login for State Employees

Please follow this link: https://miloginworker.michigan.gov to access OSMIS.

Step 1: Please left-click "One-Stop Management Information System (OSMIS)."

Chapter 3: Navigating from OSMIS Dashboard to OSMIS Participant Entry

Step 1: Towards the top right corner of the screen left-click "OSMIS" which will generate a dropdown menu. Please select "WIOA Title I" and this will take you to the "OSMIS Participant Entry" program.

Chapter 4: Entering a new Participant into OSMIS

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

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

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."

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."

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.

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

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:		* 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	-	-	-	-

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.

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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.

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

<mark>Helpful hint:</mark> You must select "Participant did not self-identify" or select one of the options stated below if the participant provided the information:

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.

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.

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

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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.

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

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.

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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:

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.

			Pre-Apprenticeship			Performance Inclusion	Participation Date
Participant Name	Customer ID	Program	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

Apprenticeship WIOA Registration

| 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

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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."

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.

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
* 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

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
* 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:

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	

Enrolled
Cancelled or Withdrew
Completed

USDOL Regist _____ tion

RAPIDS Number

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.

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.

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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.

==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."

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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.

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.

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.

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Helpful hint: It is <u>vital</u> 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.

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.

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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).

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."

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

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	* Service Location
	10/01/2020 📅	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)

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

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.

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.

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

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	-	-

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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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

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

* Occupational Skills Training Code (ONET):

* 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: 10/14/2021

Training Estimated End Date:

Training End Date:

Service Information	* Service Date	* Service Location
	10/14/2021	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:

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."

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.

<mark>Helpful hint:</mark> 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.

<mark>Helpful hint:</mark> 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 <u>one</u> of the options. Choose multiple options if applicable.

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.

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.

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

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	-	-

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	

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.

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:

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)

Chapter 13: How to Enter Supportive Services

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

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

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.

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

			Quality Pre-Apprenticeship			Performance Inclusion	Participation Date
Participant Name	Customer ID	Program	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

Enter "Child Care" Activity

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	-	-

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	

Chapter 14: How to Enter Administrative Services

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

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

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.

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.

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.

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

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.

Helpful hint: RAPTOR Unique identifier is 9-charcacters (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.

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

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

<mark>*Important note*</mark> 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.

<mark>Helpful hint:</mark> Skip to section 15.3 if already viewing a participant's "Participant History."

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

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."

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.

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

Section 15.4 Program Eligibility: After left-clicking "New WIOA Registration," below screen, appears. Select a program, your participant <u>may be</u> eligible for.

<mark>Helpful hint:</mark> "Adult Enrollment," "In-School Youth Enrollment," "Out of School Youth Enrollment," and "Dislocated Worker Enrollment," are various WIOA funding streams.

<mark>*Important note*</mark> 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.

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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 (+)

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

Contact Information

* Last Name: TEST MATRIX FULL ELIGIBILITY   * First Name: ERIC APPR   MI:

* Address: 1234 LASNING

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

County: EATON   Phone:

Alt. Name: Alt. Phone:

E-mail:

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

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 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			ADMIN			Quality Pre-Apprenticeship			ADMIN		
		OJT	RTI	SUPPORT SERVICES	Helmets to Hardhats	Intermediary	RAPTOR	OJT	RTI	SUPPORT SERVICES	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	-	-	-
2020 MiYARN SAE 2020 Grant Program (YARG)	YARG	E	E	E	-	-	-	E	E	E	-	-	-
2021 MiSTAIRS 2021 Grant Program (SAEEI)	SAE	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

| 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:** 06/15/2022   * **Location:** FIA - GRAND HAVEN

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.

<div style="text-align:center">**Enter Activities**</div>

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

<div style="text-align:center">**Hide Braiding Eligibility Matrix (-)**</div>

Grant Name	Fund - Type	USDOL Registered Apprenticeship						Quality Pre-Apprenticeship					
				SUPPORT SERVICES	ADMIN					SUPPORT SERVICES	ADMIN		
		OJT	RTI		Helmets to Hardhats	Intermediary	RAPTOR	OJT	RTI		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:** 06/14/2022   * **Location:** Virtual MWA 33 Location ▼

Chapter 17: Participant Report Generation Co-Enrollment Report

<mark>*Important note*:</mark> 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."

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.

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)

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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.

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)

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."

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 <u>steps 3-5</u> for both RTI and OJT to successfully "Exit" a participant. Select the activity not yet closed out by left clicking it.

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."

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.

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.michgain.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.