
Summer Youth Work Experience- 2022

Module 2 – SY Site Collection Tool

Presented by the Provider & Contract Management Unit

Purpose

An Excel document that serves two purposes

- 1) Provider submits its sites and schedules for approval
- 2) Provider uses it to communicate with VR Staff about available slots and important details

Location

- Site Collection Tool will be located on OOD's website under the Provider page in the Provider Training folder
- Any changes to the service (work site, schedule, etc.) must be approved through pcmu@ood.ohio.gov
- For VR Staff and Contractors- the master list will be in a SharePoint document this year. They will not have to wait for a Friday email as in past years.

Flyers

- Providers can submit flyers to pcmu@ood.ohio.gov for approval. Approved flyers will be made available to VR Staff; the OOD logo cannot be utilized for service flyers
 - Please submit flyers only once
 - Please email as a PDF
 - Have someone else from your organization look it over before emailing it to OOD.

Submission Dates

- Completed site lists and SY Pre-ETS availability can be submitted on Monday, January 31 going forward
- The first SY site and information lists will be available to OOD staff and contractors starting February 14th

Emailing Updates

- Email updates to pcmu@ood.ohio.gov
 - Updates include any changes to the worksite location, schedule, job tasks, requirements, transportation
- Send email updates as frequently as needed but for the purposes of accuracy and efficiency, please do not send more than one update in a day. If more than one is received, only the latest submission will be used to update the master list.

SY Site Collection Tool



Provider Contact

Provide Transportation (drop-down options)

- Provider will transport
- Provider will arrange for public transportation
- Provider will arrange 3rd party private transportation
- None

Transportation radius from worksite



Demonstration

Summer Youth Support



Specific case questions: Contact the referring counselor or coordinator



Questions regarding billings:
Contact the AE2



Programmatic or service questions: Contact the Provider and Contract Management Unit (PCMU)

Provider and Contract Management Unit

- **PCMU@ood.ohio.gov**
- Northeast: Ronna Woods, 216.310.4017, ronna.woods@ood.ohio.gov
- East Central: Melanie Seckler, 330.203.3670, melanie.seckler@ood.ohio.gov
- Southeast: Jennifer Pollard, 740.517.3635, jennifer.pollard@ood.ohio.gov
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