# Employ Kentucky Operating System (EKOS)
## *Reportable Participant Activities*

**Labor Exchange Reportable Activities:**
There are specific ***activities that must be reported*** for your participants to ensure they are registered with Employment Services and are enrolled in Labor Exchange federal performance measures and Common Measures. These activities are all those identified as Common Measures Enrollment.

**Labor Exchange Non Common Measures Enrollment Reportable Activities:**
Another category of activities listed in the Labor Exchange Category that do not generate a Labor Exchange enrollment for your participant are the Self-Service activities and others identified in this category. However, these activities do allow for reporting and tracking that can be used for state and local reporting and should be reported for your participants.

**Employment and Training Reportable Activities:**
There are some Common Measures Enrollment activities included in the Employment and Training Category. However not all activities listed in this category will generate a Labor Exchange Enrollment for your participant.

**State Specific Activities:**
Activities included in the State Specific Category allow for reporting and tracking of One-Stop activity and/or for specific Program related activities. Reporting these activities will not generate a Labor Exchange enrollment for your participant.

If you have any questions or problems relating to reporting activities for participants please contact the EKOS Support Team at EKOS.Project@ky.gov.

## Definitions of EKOS Labor Exchange Activities for Participants

### LABOR EXCHANGE CATEGORY:

#### *ASSESSMENT*

**Assessment Interview, Initial Assessment:** *(Common Measures Enrollment)*
The participant had an initial analysis of educational level, work history, vocational skills strengths and weaknesses, or identification of employment barriers and development of an action plan using their strengths and reducing weaknesses.

**Assessment Services - Career Assessment:** *(Common Measures Enrollment)*
Assessment services are designed, usually through interviewing, to determine each participant's employability, aptitudes, abilities, and interests and to develop a plan to achieve the participant's employment and related goals. Testing, counseling and employability planning may also be used during the assessment process.

#### *CASE MANAGEMENT*

**Assigned Case Manager (Vets Only Service):** *(Common Measures Enrollment)*
For those veterans to whom a local office staff member, i.e., DVOP, LVER, is assigned to provide ongoing one-on-one personal assistance and regular follow-up using a case management approach to services. This includes, but is not limited to, providing advice pertaining to vocational choice, assistance to obtaining training to reach employability, and follow-up services over the time required to obtain employment.

**Received Case Management Services (Vets Only Service):** *(Common Measures Enrollment)*
A veteran assigned a case manager who receives career guidance, referral to supportive services, job development contacts, referral to jobs, referral to training, or any combination of those services.

#### *COUNSELING*

**Counseling - Group Sessions:** *(Common Measures Enrollment)*
The process whereby a trained counselor, using the principles of group dynamics in group discussion, assists selected participants with similar employment problems (such as inability to find or hold a job), through peer interaction, group members are aided in achieving a better understanding of their problems and in clarifying or modifying feelings, attitudes, and behavior which are barriers to successful employment. Group counseling is an extension of the overall counseling process but does not replace the individual counseling interview.

**Counseling Individual & Career Planning:** *(Common Measures Enrollment)*
A meeting in which an employment counselor or counselor trainee provides ongoing or one-time assistance to help a participant gain a better understanding of themselves so they can more realistically choose or change an occupation, or make a suitable job adjustment.

## ***INDIVIDUAL EMPLOYMENT PLAN***

**Individual Employment Plan:** *(Common Measures Enrollment)*
The development of a plan for a participant that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area.

## ***INFORMATIONAL/SELF-SERVICE***

**Utilizing Resource Rooms:** *(Common Measures Enrollment)*
The Participant was provided access to the services and materials of a One-Stop Resource Room/Center.

**Workforce Information Services Self-Service (LMI):**
Participant conducts self-directed search for Workforce Information Services Self-Service (LMI). Information concerning occupational staffing patterns, hiring patterns, high growth industries, working conditions, benefits, and pay of firms or industries. This activity does not create an enrolled in Labor Exchange. However, it is reported on the 9002 as self-service. This activity is created automatically when a participant completes a registration and select they will be conducting a search for Workforce Information Services Self-Service (LMI). For LMI information: http://www.WorkforceKentucky.ky.gov

**Self-Service Job Matching:**
Participant conducts self-directed job search. This activity does not create an enrolled in Labor Exchange. However it is reported on the 9002 as self-service. This activity is created automatically when a participant completes a self-registration and selects the job search option. Register and conduct job search: https://selfreg.state.ky.us/ekos/index.jsp

## ***JOB FAIR***

**Job Fair:**
Participant attended a Job Fair at which the One-Stop participated by having a booth at the Job Fair and/or the Job Fair was held by the One-Stop.

## ***JOB SEARCH ASSISTANCE***

**Exempted From UI Profiling Mandatory Participation:**
Profiled Claimants who have been exempted from having to participate in the federally mandated Re-employment/Profiling Program. A Claimant can be exempted based on such criteria as already receiving Re-employment services, or was an inappropriate selection.

**Job Development Contact:** *(Common Measures Enrollment)*
The act of soliciting a public or private employer to obtain a job interview for a specific individual for whom an ETA program sponsor has no suitable opening currently on file. Is considered a Job Search activity for federal reporting.

**Job Finding Club:** *(Common Measures Enrollment)*
An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development. Includes a period of structured application where participants attempt to obtain jobs. Job Finding Club encompasses all elements of the Job Search Workshop, plus a one to two week period of structured, supervised application where participants attempt to obtain jobs.

**Job Search Planning:** *(Common Measures Enrollment)*
Development of a plan (not necessarily a written plan) that identifies employment goals and includes the necessary steps and timetables to achieve employment in "specific" occupational, industry, or geographic areas.

**Job Search Workshop:** *(Common Measures Enrollment)*
An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development. A seminar designed to provide the participants with knowledge that will enable them to find jobs. Subjects are not limited to but should include labor market information, application/resume writing, interviewing techniques, and finding job openings.

**Resume Preparation Assistance:** *(Common Measures Enrollment)*
Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same. For additional information: http://www.des.ky.gov/des/vws/virtual_workshop.asp and http://www.acinet.org/acinet/resume/resume_intro.asp

**TAP:** *(Common Measures Enrollment)*
Workshops to provide service members in the process of leaving the military necessary information so they may make informed career decisions as they transition to civilian life.

**Workforce Information Services, Staff Assisted (LMI):** *(Common Measures Enrollment)*
Information concerning occupational staffing patterns, hiring patterns, high growth industries, working conditions, benefits, and pay of firms or industries. For LMI information: www.WorkforceKentucky.ky.gov.

***NEGATIVE REFERRAL RESULT***

**FTR Call In:** (Failed To Respond/Report to Call In)
Participant failed to follow up with agency after receiving a telephone call, an automated call and/or a request of any kind asking the participant to contact/follow up with agency staff.

**Refused Referral:**
Participant refused to accept an appropriate referral to a job opening.

***OBTAINED EMPLOYMENT***

***Obtained Employment:*** *Reporting this activity will not generate a re-registration or renewal for the participant. Obtained Employment Activities are not Common Measures Enrollment activities.*

**Obtained Employment - Bonding Assistance:**
The participant obtained employment within 90 calendar days of provision of bonding assistance.

**Obtained Employment - Following Counseling:**
The participant obtained employment within 90 calendar days of receiving employment counseling.

**Obtained Employment - Following Job Search Planning:**
The participant obtained employment within 90 calendars days of provision of Job Search Planning.

**Obtained Employment - Following Resume Preparation Assistance:**
The participant obtained employment within 90 calendar days of receiving resume preparation assistance.

**Obtained Employment - Following Testing:**
The participant obtained employment within 90 calendar days following testing.

**Obtained Employment – From Workforce Information Services, Staff Assisted:**
The participant obtained employment within 90 calendars days following provision of Workforce Information Services such as occupational staffing patterns, hiring patterns, working conditions, and pay of firms or industries.

**Obtained Employment – Individual Employment Plan:**
The participant obtained employment within 90 calendar days following the development of an individual employment plan.

**Obtained Employment - Job Finding Club:**
The participant obtained employment within 90 calendars days of participation in a Job Finding Club.

**Obtained Employment - Job Search Workshop:**
The participant obtained employment within 90 calendars days of participation in Job Search activity.

**Obtained Employment - Tax Credit Eligibility Determination:**
The applicant obtained employment following receipt of, but before expiration of a Tax Credit Eligibility Determination voucher.

***ORIENTATION***

**FTR Profiling Orientation:**
Claimant 'failed to report' to a scheduled Re-Employment Profiling Program Orientation.

**Orientation (Other):** *(Common Measures Enrollment)*
Participant was provided and/or participated in an Orientation. Can be used for any type of Orientation not elsewhere specified.

**Orientation (Rapid Response):** *(Common Measures Enrollment)*
Participant is participating in the Rapid Response Program. Employees are made aware of the different services available to workers after a layoff. Received services intended to assist with the loss of a job. For additional information: http://dtr.ky.gov/rapidresponse.htm

**Orientation (UI Reemployment Service):** *(Common Measures Enrollment)*
Participant Orientation provides a formalized effort to offer the UI Program Claimant with an overview of the program and services available, the criteria and requirements for program participation and receipt of services, and an understanding of what is required and what is optional. Orientation may be individual or in-group sessions. It could provide information on the services available, including other community services, and completing forms.

## ***OTHER REPORTABLE SERVICE***

**Other Reportable Service-Follow Up (Vet):** *(Common Measures Enrollment)*
For follow up to veteran participants after provision of these types of activities that are not specifically accountable in other activities:
Some examples of services covered under this activity:
- Handling Participant Complaints
- Providing Information about Training and Apprenticeship
- Providing state and federal civil service information and applications
- Providing information about the interstate job bank
- Activity that is not specifically defined elsewhere

**Other Reportable Services (ES, DVOP, LVER):** *(Common Measures Enrollment)*
This activity can be reported on all participants, not just to veteran participants and can be reported by all staff. It is used to report activities that are not specifically accountable elsewhere. Some examples of activities covered under this selection is:
- Handling Participant Complaints
- Providing Information about Training and Apprenticeship
- Providing state and federal civil service information and applications
- Providing information about the interstate job bank
- Activity that is not specifically defined elsewhere

**NOTE:** Other Reportable Services is not an activity for which you can report an Obtained Employment.

## ***SUMMER-RELATED EMPLOYMENT OPPORTUNITIES***

**Summer-Related Employment Opportunities:**
This is a WIA Youth activity.

## ***SUPPORTIVE SERVICES***

**Referred to Supportive Services - Non-Partner:** *(Common Measures Enrollment)*
Referral of the participant to an organization or entity that is not a One Stop partner for services designed to assist participant to achieve physical, mental, social or economic well-being and reduce or eliminate barriers to employment. These include health and medical services, childcare, emergency financial services, relocation assistance, residential support, nutritional and legal services. *When reporting this activity you should also report the appropriate State Specific activity to reflect the Non-Partner agency to which the participant was referred.*

**Referred to Supportive Services – Partner:** *(Common Measures Enrollment)*
Referral of the participant to a One Stop partner for services designed to assist participant to achieve physical, mental, social or economic well-being and reduce or eliminate barriers to employment. These include health and medical services, childcare, emergency financial services, relocation assistance, residential support, nutritional and legal services. *When reporting this activity you should also report the appropriate State Specific activity to reflect the Partner agency to which the participant was referred.*

## ***TAX CREDIT ELIGIBILITY DETERMINATION***

**Tax Credit Eligibility Determination:** *(Common Measures Enrollment)*
A determination process which culminates in the issuance of a tax credit voucher for an employer who has agreed to provide employment to an individual who falls within a defined group of hard to employ applicants.

The participant meets tax credit eligibility requirements and a voucher has been issued. If an employer has sent a written request postmarked prior to the first day of work, the activity is reportable even if the voucher was not issued before the individual started work. For additional information regarding Tax Credits: http://www.doleta.gov/programs/wotcdata.cfm

### ***TESTING***

**BEAG Test:** *(Common Measures Enrollment)*
The Spanish language version of the General Aptitude Test Battery (GATB). This is a test that measures a broad range of general abilities that are found in all jobs.

**GATB Test:** General Aptitude Test Battery (GATB) *(Common Measures Enrollment)*
Participant was given the GATB. The GATB measures a broad range of general abilities, which are found in all jobs. It is a battery of 12 tests which measure aptitude in nine different skills: General Learning Ability, Verbal Aptitude, Numerical Aptitude, Spatial Aptitude, Form Perception, Clerical Perception, Motor Coordination, Finger Dexterity and Manual Dexterity.

**GATB/VG:** *(Common Measures Enrollment)*
GATB/VG is the method of validating the test to the job or work to be performed. GATB/Validity Generalization allows the testing of virtually all jobs in the economy and the ability to report more precise information to employers based on percentile rank.

**Interest Inventory:** *(Common Measures Enrollment)*
An inventory of occupational activities, occupational titles and occupationally related life experience activities used in vocational counseling. Measures interests in a wide range of occupations, occupational activities, hobbies, leisure activities and types of people. Based on the idea that individuals are more satisfied and productive when they work in jobs or at tasks that they find interesting and when they work with people whose interests are similar to their own.

**Literacy Test:** *(Common Measures Enrollment)*
A test provided to determine the literacy level of the participant. This could include the Tests of Adult Basic Education (TABE) test. Literacy includes, reading, writing, and the creative and analytical acts involved in producing and comprehending text.

**Math Test:** *(Common Measures Enrollment)*
A test given to evaluate levels of math competency.

**NATB Test:** *(Common Measures Enrollment)*
A non-reading version of the GATB for use with educationally deficient participants who do not have the literacy skills to take the GATB.

**Other Test** *(Common Measures Enrollment)*
A test that is not elsewhere identified such as the State Merit test or an employer test that is administered by staff. *When reporting this activity you should also check in the State Specific Activities and if the test is listed you should also report it.*

**Proficiency Test:** *(Common Measures Enrollment)*
A test that is used to measure the skill or knowledge that a participant has acquired. Example: Typing Test, Data Entry, Ten-Key

**SATB Test:** *(Common Measures Enrollment)*
An aptitude test battery developed to determine the participant's potential for acquiring the skill involved in a particular occupation.

## ***TRAINING***

**Referred to Basic Skills Training:** *(Common Measures Enrollment)*
Referral to a program or course designed to develop competency in basic educational skills such as; reading, comprehension, mathematics, writing, speaking and reasoning and/or programs leading to educational credentials such as GED or high school diploma or college degree.

**Referred to Job Corps:** *(Common Measures Enrollment)*
Participant was referred to Job Corps for assessment for services and training programs. Job Corps is a residential, education and job training program for at-risk youth, ages 16 through 24. Students are provided integrated academic, vocational, and social skills training needed to gain independence and get quality, long-term jobs or further their education. For additional information: http://www.jobcorpsregion2.com/Trades/Center-Whitney.html

**Referred to Other Federal:** *(Common Measures Enrollment)*
For participants referred to any intensive service or training program supported or funded by the Federal Government.

**Referred to WIA:** *(Common Measures Enrollment)*
For participants referred to a service delivery component funded under Title I of the Workforce Investment Act of 1998. This would be reported for all participants referred to WIA staff. http://dtr.ky.gov/

## ***VOCATIONAL GUIDANCE***

**Vocational Guidance (Other):** *(Common Measures Enrollment)*
Participant was provided a wide range of information, materials, suggestions and advice that is intended to assist in a vocational decision regarding employment and training opportunities. This term is used to cover reporting activities that are not already covered in a specific countable service such as counseling or testing.

**Vocational Guidance (VET):** *(Common Measures Enrollment)*
All veterans who receive services provided by trained staff, which involve providing a wide range of information, materials, suggestions and advice to veterans which are intended to assist in a vocational decision by the veteran regarding employment and training opportunities. *(Veteran applicants only).*

### ***VOCATIONAL REHABILITATION***

**Vocational Rehab from Other:** *(Common Measures Enrollment)*
Services provided through other state or local training programs to participants with serious disadvantages in the job market.

**Vocational Rehab from Vet Admin:** *(Common Measures Enrollment)*
Services provided by DVOP specialists through the Federally-funded Department of Veterans Affairs' Vocational Rehabilitation job training program to veterans with serious disadvantages in the job market. DVOP specialists are available to those veterans and their employers to help ensure that necessary follow up services are provided to promote job retention.

## Definitions of EKOS Employment & Training Activities for Participants

## EMPLOYMENT & TRAINING CATEGORY:

### ***CASE MANAGEMENT***

**Assigned Case Management (Dislocated worker, Profiled Claimant, TANF, Food Stamps:** *(Common Measures Enrollment)*
A case manager is assigned to provide ongoing one-on-one personal assistance and regular follow-up using a case management approach to services. This includes, but is not limited to, providing advice pertaining to vocational choice, assistance to obtaining training to reach employability, and follow-up services over the time required to obtain employment.

**Case Management:** *(Common Measures Enrollment)*
Client-centered approach in the delivery of services, designed to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to the necessary training and supportive services, using, where feasible, computer based technologies and provide job and career counseling during program participation and after job placement.

**Received Case Mgmt. Services (Dislocated worker, Profiled Claimant, TANF, Food Stamps):** *(Common Measures Enrollment)*
A participant assigned a case manager who receives career guidance, referral to supportive services, job development contacts, referral to jobs, referral to training, or any combination of those services.

### ***INFORMATIONAL/SELF SERVICE***

**Eligibility Determination:**
The participant was assessed to determine program and service eligibility.

### ***JOB COACHING***

**Job Coaching:** *(Common Measures Enrollment)*
On-site job training for those participants needing assistance in adjusting to employment, and instruction in learning the skills necessary to perform job competently.

## ***OBTAINED EMPLOYMENT***

**Obtained Employment - Termination from Training - Successful – Other:**
Found in the Employment and Training Category of Activities. The participant obtained employment within 90 calendar days of termination from a state or local training program.

**Obtained Employment - Termination from Training - Successful – Secondary:**
Found in the Employment and Training Category of Activities. The participant obtained employment within 90 calendar days following the successful completion of a secondary (high school) program recognized by the State to attain a High School Diploma or a High School equivalency diploma (GED).

**Obtained Employment - Termination from Training-Successful- Post Secondary:**
Found in the Employment and Training Category of Activities. The participant obtained employment within 90 calendar days following the successful completion of a Post Secondary Education program at an accredited degree-granting institution that lead to an academic degree (e.g., AA, AS, BA, BS).

## ***OTHER SERVICES***

**Follow Up:**
A follow up contact was made with the participant following the provision of services, training and/or job search assistance.

**Other Service:**
Participant was provided services not specifically identified elsewhere.

## ***TRAINING***

**Entrepreneurial Training:** *(Common Measures Enrollment)*
Classroom training designed to prepare and assist participant in starting their own business and to provide them with the on-going management skills necessary to operate their own business. Participant may be taught how to develop business plans for marketing. *Found in the Employment and Training Category of Activities under Training.*

**In Training – Other:** *(Common Measures Enrollment)*
Participant enrolled in other State or Local Training. *Found in the Employment and Training Category of Activities under Training.*

**In Training - Post Secondary:** *(Common Measures Enrollment)*
Participant is enrolled in a Post Secondary Education program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). *Found in the Employment and Training Category of Activities under Training.*

**In Training – Secondary:** *(Common Measures Enrollment)*
Participant is enrolled in a secondary (high school) program recognized by the State with the intent to attain a High School Diploma or a High School equivalency diploma (GED). *Found in the Employment and Training Category of Activities under Training.*

**Placed in Training (Job Corps):** *(Common Measures Enrollment)*
Participant is placed in a Job Corps Training Program. Job Corps is a residential, education and job training program for at-risk youth, ages 16 through 24. Students are provided integrated academic, vocational, and social skills training needed to gain independence and get quality, long-term jobs or further their education. *Found in the Employment and Training Category of Activities under Training.* For additional information: http://www.jobcorpsregion2.com/Trades/Center-Whitney.html

**Placed in Training (Other Federal):** *(Common Measures Enrollment)*
Participant who has been verified to have entered any job-training program supported by the Federal government such as WIA funded projects, TAA, NAFTA, and Job Corps. *Found in the Employment and Training Category of Activities under Training.*

**Placed in Training (WIA):** *(Common Measures Enrollment)*
Participant is enrolled in WIA Institutional training. *Found in the Employment and Training Category of Activities under Training.* http://dtr.ky.gov/

**Termination from Training - Successful – Other:** *(Common Measures Enrollment)*
Participant successfully completed other State or Local Training. *Found in the Employment and Training Category of Activities under Training.*

**Termination from Training - Successful - Post Secondary:** *(Common Measures Enrollment)*
Participant successfully completed a Post Secondary Education program at an accredited degree-granting institution that led to an academic degree (e.g., AA, AS, BA, BS). *Found in the Employment and Training Category of Activities under Training.*

**Termination from Training - Successful – Secondary:** *(Common Measures Enrollment)*
Participant successfully completed a secondary (high school) program recognized by the State and earned a High School Diploma or a High School equivalency diploma (GED). *Found in the Employment and Training Category of Activities under Training.*

## Definitions of EKOS State Specific Activities for Participants

***STATE SPECIFIC CATEGORY*:**
*State Specific Activities are not Common Measures Enrollment activities and will not create a Labor Exchange Enrollment:*

**Assessment ASSET (A Support System Entrance Test)**:
The ASSET is a testing and advising program for placing students into postsecondary institutions. Paper-pencil format is available to test reading, math and writing skills.

**Assessment CAB (Comprehensive Ability Battery):**
A comprehensive assessment where a wide range of factors and ability levels can be measured. *When reporting this activity you should also report 'Other Test' found under the Labor Exchange Category for Testing. 'Other Test' is a Common Measures Enrollment activity.*

**Assessment COMPASS (COMputer-adaptive Placement Assessment and Support System):**

The COMPASS is a placement test that includes reading, writing and math sections for placement into an appropriate starting level.

**Assessment Discover:**
Internet based computer software designed to assess an individual's interests, values and abilities to help pinpoint specific occupations and career areas. Provides information on which colleges and other postsecondary institutions offer training needed for careers identified in the assessment process.

**Assessment Educational Basic Skill Level:**
Participant was provided basic academic assessment designed to determine literacy levels, listening and speaking skills.

**Assessment Employment Work History:**
Participant's employment work history was reviewed to determine weaknesses and strengths identify any problem patterns with obtaining and maintaining employment, and to assist with planning the participant's future job search.

**Assessment JobFit:**
Participant receives JobFit assessment and services. JobFit provides an array of services and assessment. JobFit allows for soft skills assessment, career exploration, job-match, etc. JobFit is provided in the EKCEP WIA.

**Assessment KMSS:**
Participant was assessed using *Kentucky Manufacturing Skills Standards*. Skill Standards are an indicator of an individual's understanding of the "culture" of the manufacturing industry, an indicator of what workers need to know to be successful on the job and performance specifications that identify the knowledge, skills and abilities to be productive. *When reporting this activity you should also report 'Other Test' found under the Labor Exchange Category for Testing. 'Other Test' is a Common Measures Enrollment activity.* For additional information: http://adulted.state.ky.us/KMSS.doc and http://www.kctcs.net/workforcenetwork/kmss/kmssfaq.htm and http://www.aik.org/kmss.html.

**Assessment Pre-GED (General Educational Development test):**
The Pre-GED test is given to indicate whether the student is prepared to participate in the official GED test. The test covers five sections: reading, writing, social studies, science and math.

**Assessment SAGE:**
Participant was assessed using the System for Assessment and Group Evaluation (SAGE). The SAGE measures interests, strengths, aptitudes and cognitive abilities. There are four categories, Vocational Interest Inventory, Cognitive and Conceptual Abilities and Vocational Aptitude Battery.

**Assessment SDS – (Self-Directed Search):**
Participant will conduct Self Directed Job Searches while receiving services and assistance to enable them to become self-sufficient through employment. *When reporting this activity you should also report 'Self-Service Job Matching' found under the Labor Exchange Category for Informational/Self-Service. 'Self-Service Job Matching' is a Common Measures Enrollment activity.* https://selfreg.state.ky.us/ekos/index.jsp

**Assessment TABE:**
Participant was given the Test for Adult Basic Education (TABE), an assessment instrument

for adult basic and secondary education. The **TABE** is a norm-referenced test designed to measure achievement in reading, mathematics, language, and spelling. *When reporting this activity you should also report 'Other Test' found under the Labor Exchange Category for Testing. 'Other Test' is a Common Measures Enrollment activity.*

**Assessment TABE-WF:**
Test for Adult Basic Education (TABE) WorkForce tests basic skills within a workforce context. *When reporting this activity you should also report 'Other Test' found under the Labor Exchange Category for Testing. 'Other Test' is a Common Measures Enrollment activity.*

**Assessment Toyota:**
Participant was given Toyota assessment to determine employment eligibility.

**Assessment Typing/Clerical:**
A proficiency test for typing/clerical skills was administered to the participant. *When reporting this activity you should also report the 'Proficiency' Test found under the Labor Exchange Category for Testing. 'Proficiency' Test is a Common Measures Enrollment activity.*

**Assessment Work Keys:**
Participant was given the Work Keys assessment. WorkKeys tests skills in problem solving, communication, and teamwork. It also identifies the skill levels needed to do specific jobs. WorkKeys assessments give students and workers reliable information about their workplace skill levels and stresses skills development important for *every* type of employment.

To earn a Kentucky Employability Certificate, individuals are tested in reading, applied math and locating information through the Work Keys assessment tool, which is widely used in the private sector to analyze jobs and assess employee skill levels. Work Keys is a product of ACT Inc., a nonprofit organization best known for the ACT college entrance exam. As a result of the testing, individuals earn an employability certificate or identify areas in which they need further instruction. For additional information:
http://adulted.state.ky.us/WorkKeys_KEC.doc or http://www.act.org/workkeys/index.html or http://www.act.org/workkeys/centers.html

**Basic Computer Training Tutorials:**
Participant is provided access to basic computer training tutorials to increase their knowledge and ability to use computers.

**Budgeting Salary:**
Participant was given assistance on how to establish and maintain a budget based on their income and resources.

**Case Management Other:**
Client-centered approach designed to prepare and coordinate comprehensive employment plans, to ensure access to the necessary training and supportive services, and provide job and career counseling during program participation. Can be used to report case management for any program.

**Computer Skills Training**
Participant is receiving or has completed training to increase their skills in using a computer. *When reporting this activity you should also report 'In Training – Other' found under the Employment and Training Category 'Training'. 'In Training – Other' is a Common Measures Enrollment activity.*

**DTE Participant Registration:**
A Department for Technical Education (DTE) participant was registered in EKOS. For additional information about DTE: http://kytech.ky.gov/

**DTE Participant Services Provided:**
Activities were provided to a Department for Technical Education (DTE) participant. For additional information about DTE: http://kytech.ky.gov/

**Eligibility Determination ATAA (Alternative Trade Adjustment Assistance):**
A review was conducted to determine eligibility of Trade participant to receive ATAA assistance.

**Eligibility Determination Childcare Assistance:**
A review was conducted to determine eligibility of participant to receive childcare assistance and/or participant was determined to be eligible for childcare assistance.

**Eligibility Determination HCTC (Health Care Tax Credit):**
A review was conducted to determine eligibility of Trade participant to receive HCTC assistance.

**Eligibility Determination Medical Assistance:**
A review was conducted to determine if participant was eligible to receive medical assistance.

**Eligibility Determination Program Services:**
Participant was evaluated to determine eligibility for program services provided by agency and other partners.

**Eligibility Determination TAA (Trade Adjustment Assistment):**
A review was conducted to determine eligibility of participant to receive TAA assistance through the Trade Program.

**Eligibility Review ERP:**
An ERP was conducted to determine whether or not the participant is following the work registration, job search requirements, etc., and is still eligible for receiving UI benefits. An Eligibility Review (ERP or ERI) is a federal requirement, conducted every six weeks, to ensure that claimants continue to meet the eligibility requirements for receiving Unemployment Insurance Benefits.

**Employability Skills:**
The participant is provided services to assist with developing employability skills in their field of choice; assistance to overcome any barriers they may have in obtaining a full-time, stable job; exposure to specific jobs and skills and prepares participant for regular full-time employment.

**Employment Follow Up:**
Follow up was conducted to determine employment status.

**Follow Up Adult and Dislocated Worker:**
Follow-up service must be made available, for a minimum of 12 months following the first day of employment, to registered participants who are placed in unsubsidized employment.

**Follow Up TRADE:**
Follow up was conducted for a participant that is a participant in TRADE and/or has exited from the TRADE Program.

**Follow Up Youth:**
Follow-up services for youth may include: leadership development and supportive service activities listed in 664.420 and 664.440; regular contact with a youth participant's employer, including assistance in addressing work-related problems; assistance in securing better paying jobs, career development and further education; work-related peer support groups; adult mentoring; and tracking the progress of the youth. All youth participants must receive some form of follow-up services for a minimum duration of 12 months.

**Help Writing Resume:**
Participant was provided assistance with preparing a resume. For additional information on resume writing: http://www.des.ky.gov/des/vws/virtual_workshop.asp and http://www.acinet.org/acinet/resume/resume_intro.asp

**Interviewing Skills:**
Participant is provided services that teach and prepare them for interviews for employment, importance of listening, appropriate dress, types of questions to expect, importance of researching a company prior to interview, follow-up with employer, etc. Can also include mock interviews.

**ITA Approved Occupational Skills Training:**
Individual Training Account (ITA) Training that has been approved in a specific occupation or specific program of study.

**Job Relocation Assistance:**
Participant receives services that assist in relocating to an area outside of their current residence location for purposes of employment.

**Job Retention Services:**
Services provided to assist participant in keeping and maintaining employment. These services can include but are not necessarily limited to pre-and post employment services, case management, job readiness, employment follow-up after job placement, supportive counseling, child care and transportation help and referrals, advice on workplace behavior, and referrals to other services in the community.

**Job Search:**
Participant conducted job search either through the Internet, job development, with or without the assistance of agency staff.

**Job Shadowing:**
Career awareness opportunities for students to observe individuals in the workplace.

**Kentucky Employ Network:**
An intense approach to case-management for UI Claimant Participants. Orientation and Job Search Workshop is conducted followed by structured job search, referral and follow-up. Also involves working closely with employers. For additional information: http://www.des.ky.gov/des/employer/ken.asp

**OJT- On the Job Training Contract:**
A job seeker customer is working under a contract which has been written for a specific employer. The training is provided by the employer for a specific occupational title. The Employer is reimbursed by a state agency for providing the training.

**Orientation One-stop:**
Customer was provided and/or participated in an Orientation about the One-Stop Center and all services that are available through its partners.

**Other Service:**
Any supportive service provided that does not have a specific activity listed and is not elsewhere identified.

**Placed in ATAA (Alternative Trade Adjustment Assistance):**
The eligible Trade Program participant was placed in ATAA in order to receive assistance.

**Placed in HCTC (Health Coverage Tax Credit):**
The eligible Trade Program participant was placed in HCTC in order to receive assistance.

**Placed in TAA:**
The participant was placed in the Trade Program under a TAA petition number in order to receive assistance.

**Post Employment Services:**
Follow up services provided to participant after being placed in a job. These services can be any that will assist the participant in continuing employment and self-sufficiency.

**Profiled Case Managed:**
This activity is to be reported when the UI Claimant Participant has been assigned to receive ES Case Management activities.

**Referral to ATAA (Alternative Trade Adjustment Assistance):**
Participant is referred to Alternative Trade Adjustment Assistance (ATAA) for assistance. This program provides benefits as an alternative to the benefits offered under the regular TAA Program. Participation in ATAA allows older workers, for whom retraining may not be appropriate, to accept reemployment at a lower wage and receive a wage subsidy. Eligible workers age 50 or older who obtain new, full-time employment at wages of less than $50,000 within 26 weeks of their separation may receive a wage subsidy of 50% of the difference between the old and new wages, up to $10,000 paid over a period of up to two years. A worker receiving a wage subsidy under the ATAA program may not receive benefits under the TAA Program. To qualify for ATAA a worker must obtain qualifying reemployment within 26 weeks of layoff. This remains true even if the certification is not issued until after the 26 weeks have passed.

**Referral to Adult Daycare:**
Customer was referred to Adult Daycare, which provides traditional nursing services to clients of need during daytime hours, enabling family members to fulfill their daily responsibility.

**Referral to Adult Ed:**
Participant is referred to Adult Education for purposes of raising educational or literacy level. For information about Kentucky Adult Education: http://adulted.state.ky.us/

**Referral to Assessment Center**:
Customer was referred to Assessment center for assessment or testing services.

**Referral to Career Resource Center:**
Customer was referred to Career Resource Center for self-service or assistance with self-registration for EKOS or KEWES, job search, resume preparation, use of resource materials, telephone or fax use to contact employers.

**Referral to Certificate of Financial Need:**
Customer was referred to Certificate of Financial Need, which provides assistance for reconnection of electric and gas utility services during the winter months of November through March in hardship situations after financial need and other circumstances of the customer have been documented.

**Referral to Commonwealth Educational Opportunity Center:**
Customer was referred to Commonwealth Educational Opportunity Center (CEOC) for assistance with financial aid information or scholarship information relating to post secondary educational institutions.

**Referral to Community Service Block Grant (CSBG):**
Customer was referred to CSBG, which provides supportive services that directly and indirectly address the needs of low-income families and the elderly through many community based funded programs.

**Referral to Compassion Capital:**
Customer was referred to Compassion Capital, which assists faith-based and community based organizations by increasing and building capacity in their communities.

**Referral to Early Headstart:**
Customer was referred to Early Headstart for child education, family services, healthcare, health education, disability therapies and parent involvement for children who are zero to three years old.

**Referral to Eastern Kentucky Child Care Coalition:**
Customer was referred to Eastern Kentucky Child Care Coalition (EKCCC), which provides quality developmental childcare through a childcare provider network, which allows opportunities for parents to pursue employment and self-development courses.

**Referral to ESG Rental/Utilities Assistance:**
Customer was referred to Emergency Shelter Grant, which provides funding for rental and utilities assistance for prevention services due to eviction, utilities shut off, etc.

**Referral to FEMA Emergency Food & Shelter:**
Customer was referred to Federal Emergency Management Agency (FEMA), which provides assistance to families in emergency situations due to delayed K-TAP or food stamp assistance, loss of home through fire or other disaster and assistance to local food pantries.

**Referral to Headstart:**
Customer was referred to Headstart for child education, family services, healthcare, health education, disability therapies and parent involvement for children who are three to four years old.

**Referral to HCTC (Health Coverage Tax Credit):**
A Trade impacted participant is referred for (Health Coverage Tax Credit) HCTC for assistance. Workers who are receiving the wage subsidy under the ATAA Program may be eligible to receive tax credits for 65% of the monthly health insurance premium they pay. Qualifying insurance coverage includes COBRA, state COBRA, continuing individual coverage or other state-qualified plans. For detailed information on HCTC, and a list of state-qualified health plans, visit the Internal Revenue Service website.

**Referral to Homeless Program:**
Customer was referred to a homeless program, which provides emergency shelter for homeless families along with extended services that assist in transitioning the homeless into permanent housing and self-sufficiency.

**Referral to Kentucky Vision Assistance:**
Customer was referred to Kentucky Vision Assistance, which provides eye exam and eyeglasses to eligible recipients in exchange for a twenty dollar donation to the project.

**Referral to Job Corps:**
Participant is referred to the Job Corps Program for training. Job Corps is a residential, education and job training program for at-risk youth, ages 16 through 24. Students are provided integrated academic, vocational, and social skills training needed to gain independence and get quality, long-term jobs or further their education. For additional information: http://www.jobcorpsregion2.com/Trades/Center-Whitney.html

**Referral to JobFit Services:**
Participant is referred to JobFit assessment and services. JobFit provides an array of services and assessment and allows for soft skills assessment, career exploration, job-match, etc. JobFit is provided in the EKCEP WIA.

**Referral to KTAP:**
Participant is referred to the Kentucky Temporary Assistance Program. For additional information: http://cfc.state.ky.us/help/KTAP.asp

**Referral to LIHEAP:**
Customer was referred to Low Income Home Energy Assistance Program (LIHEAP), which provides assistance with energy costs directly to approved vendors on behalf of low-income individuals and families who are eligible.

**Referral to Migrant and Seasonal Farmworkers:**
A participant that is deemed to meet the definition of a Migrant or Seasonal Farmworker is referred to that program for assistance and services. The National Farmworker Jobs Program (NFJP) under section 167 of the Workforce Investment Act assists migrant and other seasonally employed farmworkers and their families achieve economic self-sufficiency through job training and other related services that address their employment related needs. For additional information: http://www.doleta.gov/msfw/

**Referral to Office for the Blind (OFB):**
Customer was referred to the Office for the Blind, which provides services to individuals who are blind or have impaired vision, in order to assist with barriers that could interfere with work. The Office for the Blind can also assist with training that will provide needed skills for the customer to be self-sufficient and get a job.

**Referral to Native American Programs:**
Participant is referred to the Native American Program for additional services and assistance. Public Law 102-477 is the Indian Employment, Training, and Related Services Demonstration Act of 1992, as amended by Public Law 106-568, the Omnibus Indian Advancement Act of 2000. Public Law 102-477 is unique among Federal legislation, in that it allows Federally recognized tribes and Alaska Native entities to combine formula-funded Federal grants funds that are employment and training-related into a single plan with a single budget and a single reporting system. For additional information:
http://www.doleta.gov/dinap/cfml/477glnc1.cfm

**Referral to Self-Help Parenting:**
Customer was referred to Self-Help Parenting to improve parenting skills.

**Referral to Senior Citizen Nutrition:**
Customer was referred to Senior Citizen Nutrition program, which provides nutritionally balanced meals to senior citizens through group meals provided at a senior citizen center and home delivery meal services.

**Referral to Summer Feeding:**
Customer was referred to Summer Feeding program, which provides nutritious meals to children during long school vacations.

**Referral to TAA (Trade Adjustment Assistance):**
A participant that is dislocated 'due to foreign trade' is referred to TAA for assessment and training opportunities. The TAA program provides assistance in the form of reemployment services, training and job readjustment allowances to individuals whose unemployment is linked to increased imports of foreign-made products and relocation of business establishments from the United States to other countries. For additional information regarding NAFTA-TAA and TAA: http://www.doleta.gov/tradeact/pdf/QuickRefGuide.pdf.

**Referral to Technical Education:**
Participant is referred for technical education and skills training.

**Referral to Transportation:**
Provides public non-emergency medical transportation for a nominal fee. Basic public transportation is also available in some areas at a minimal charge. Passengers must call in advance to schedule service. Lift-equipped vehicles are available for individuals with disabilities.

**Referral to Veteran Program:**
A Veteran or Other Eligible Participant is referred to the Veteran's Program for priority services that include job search assistance, counseling, case management, referral to supportive services, etc. http://www.des.ky.gov/des/veteran/veteran.asp

**Referral to Vocational Rehabilitation:**
Participant is referred to Department for Vocational Rehabilitation (DVR) for assessment and/or services. For information about DVR: http://dvr.ky.gov/

**Referral to Wagner Peyser:**
Participant is referred to Wagner Peyser Labor Exchange for job search assistance.
http://www.des.ky.gov

**Referral to WIA Adult:**
Participant is referred to WIA to determine eligibility for training under the WIA Adult Program. http://dtr.ky.gov/

**Referral to WIA Dislocated Worker:**
Participant who has lost their job due to mass layoff is referred to WIA to determine eligibility for training and other assistance. http://dtr.ky.gov/

**Referral to WIA Youth:**
Participant age 14 through 18 is referred to WIA Youth Program to determine eligibility for further services. http://dtr.ky.gov/

**Referral to Workshop Money Smart:**
Customer is referred to Money Smart workshop, which provides financial education information such as budgeting, opening a bank account, credit cards, car loans, home ownership and other related topics.

**Referral to Workshop Other:**
Customer is referred to a workshop not listed under any other category.

**Referral to Workshop Success N Sight:**
Customer is referred to Success N Sight workshop for out-of-school, at-risk youth ages 17 to 21. The workshop, which is three weeks long, connects each participant with counselors who can help chart an individualized course to employment based on skills, education, and interest. Counselors continue the relationship after the workshop is over as each participant implement their individual plan to become employed.

**Referral to Workshop Work Wise:**
Customer is referred to a workshop designed for those who need to know the essentials of finding and keeping a job in the changing workforce by offering strategies and hints that job seekers need to be able to succeed in a highly competitive work environment.

**Referral to Workshop Yes You Can Own a Home:**
Customer is referred to "Yes You Can Own A Home" workshop that assists with information on buying a home.

**Referrals From Partners:**
Participant was referred from a partner agency or organization

**Referred to Basic Skills Training:**
Referral to a program or course designed to develop competency in basic educational skills such as; reading, comprehension, mathematics, writing, speaking and reasoning and/or programs leading to educational credentials such as GED or high school diploma or college degree

**Termination From Training – Un-Successful:**
Participant did not successfully complete training.

**Trade Purchase/Pennyrile:**
Identifies eligible Trade participant's in the Purchase Pennyrile WIB.

**Training Inappropriate:**
Selected training was not appropriate for the participant's needs or eligibility.

**Translation Service:**
Staff serve as translators for participant's doing business with their agency.

**UI Benefits Right Interview:**
Interview given to customer's receiving unemployment insurance benefits. During the interview staff explain the unemployment insurance eligibility requirements, appeal rights, amount of weekly benefit amount (if determined eligible), how long a disqualification will last, and job search requirements (if appropriate).

**West KY Energy**
Governor's Statewide Reserve funding activity that is only to be used by Western KY and Green River staff.

**Workshop Career Basics Computer ABCs:**
Career Basics Computer ABCs workshop assists beginning level users with basic computer knowledge and skills.

**Workshop Career Basics Career Exploration:**
Career Basics Career Exploration workshop helps to explore interests, values and abilities as well as to identify behavioral traits in order to begin planning the career that is right for each individual.

**Workshop Career Basics Interviewing Skills:**
Career Basics Interviewing Skills workshop assists customers in preparing for a successful job interview.

**Workshop Career Basics Resumes and More:**
Career Basics Resumes & More workshop provides information for individuals wanting to get a job or a better job. Topics include networking to find the right job, job search, resume preparation, job applications, preparing for an interview and much more.

**Workshop Career Choices:**
A guide for teens and young adults to help them discover who they are, what do they want and how to achieve it. This course walks them through developing a personal profile, deciding a goal, problem solving and attitude.

**Workshop Discover:**
Discover workshop, which provides career planning information such as tools to find out interests, values and abilities to help pinpoint specific occupations and career areas that line up with each individual's results. Provides information on which colleges and other institutions offer training needed for careers of interest.

**Workshop Getting the Job You Really Want:**
This is a step-by-step guide to finding a good job in less time. Teaches them to identify their skills, explore career options, develop a career objective, write a superior resume, improve interviewing skills, and get ahead on their job.

**Workshop Guide to Getting and Keeping a Good Job:**
Basically developed for High School Juniors and Seniors to help them with career planning, job search methods, resume writing and job survival skills.

**Workshop Identify Your Skills:**
Assists the participant in identifying their skills and how to better know themselves. Also, it teaches the participant to use those discovered skills to get a job and a better life.

**Workshop Job Savvy:**
Designed to help people improve their basic job skills by teaching them critical job-survival skills, how to increase their productivity and improve job satisfaction and success.

**Workshop KY Paraeducator Assessment Review:**
Covers the areas of reading, writing, math and responsibilities needed to prepare for and pass the Kentucky Paraeducator Assessment. Approximately three hours long.

**Workshop Learning for Earning:**
A thirty-one-chapter course designed to introduce participants to the skills they will need to succeed in school, on the job and on their own. It will help prepare them for the career of their choice and to become a productive member of society.

**Workshop Life Skills for the World of Work:**
Teaches basic career exploration and how to find the right job. Teaches basic application completion, interview techniques, first day on the job preparation and success on the job.

**Workshop Money Smart:**
Money Smart workshop provides financial education information such as budgeting, opening a bank account, credit cards, car loans, home ownership and other related topics.

**Workshop Work Wise:**
Designed for those who need to know the essentials of finding and keeping a job in the changing workforce by offering strategies and hints that job seekers need to be able to succeed in a highly competitive work environment.

**Workshop Workers in Transition:**
Participant participated in a Workshop designed to assist workers challenged with having to make choices about changing jobs, decisions on seeking additional education or training that help with their transition from one occupation to another.

**Workshop Yes You Can Own A Home:**
"Yes You Can Own A Home" workshop assists customers with information on buying a home.