



David A. Paterson, Governor

M. Patricia Smith, Commissioner

## NEW YORK STATE WORKFORCE DEVELOPMENT SYSTEM TECHNICAL ADVISORY

### Workforce Development System Technical Advisory #06-16.2

**TO:** Workforce Development Community

**DATE:** March 12, 2009

**SUBJECT:**

Revised Level 1 Services List

Revised Level 1 Service Definitions and Data Entry Procedures

Revised Level 2 Services List

L2 Service Definitions and Data Entry Procedures

#### ***Purpose***

To communicate New York State Department of Labor (NYSDOL) guidance on data entry procedures to support implementation of common measures and State functional alignment outlined in NYS Workforce Development System Technical Advisory (WDS-TA) #06-4 and WDS TA#06-10, effective July 1, 2006

To transmit a revised Level 1 Services List, and revised Level 1 Service Definitions and Data Entry Procedures which include UI 599 activities for One-Stop Center and Special Programs Unit Staff, as well as services for veterans. These revised documents replace Attachment A-1 to WDS TA #06-16, dated September 26, 2006, and Attachment A-2 to WDS TA #06-16.1, dated June 15, 2007

To transmit a revised Level 2 Services List, which replaces Attachment A-3 to WDS TA #06-16, and to provide Level 2 Service Definitions and Data Entry Procedures

#### ***Background***

WDS TA #06-16 supplied information on OSOS modifications and provided a List of Level 1 Services (Attachment A-1) and Level 1 Service Definitions and Data Entry Procedures (Attachment A-2). Attachment A-3 to WDS TA #06-16 provided the Level 2 Services List.

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WDS TA #06-16.1, dated June 15, 2007, replaced Attachment A-2 of TA #06-16, the Level 1 Service Definitions and Data Entry Procedures.

## **Action**

The Level 1 Services List issued with WDS Technical Advisory #06-16, and the Level 1 Service Definitions and Data Entry Procedures that were made available through WDS Technical Advisory #06-16.1 are hereby rescinded. The final OSOS guidance contained in WDS Technical Advisory #06-16, however, remains the same. Only the attachments have been updated.

Similarly, the Level 2 Services List that was issued with WDT Technical Advisory #06-16 (Attachment A-3) is also rescinded.

All OSOS Users should continue to follow the guidelines issued in WDS TA #06-16, but should now use the revised Level 1 Services List (Attachment 1), the revised L1 Service Definitions and Data Entry Procedures (Attachment 2), the revised L2 Services List (Attachment 3) and the L2 Service Definitions and Data Entry Procedures (Attachment 4) which accompany this advisory.

Local area OSOS key staff and training teams must become familiar with the guidelines in this advisory and provide technical assistance to local staff, who should immediately begin implementing these procedures and definitions for recording services in OSOS. Local OSOS key staff and training teams who have questions should contact:

[oshelp@labor.state.ny.us](mailto:oshelp@labor.state.ny.us)

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## **Attachments**

- A-1 **Revised** [Level 1 Services List](#)
- A-2 **Revised** [Level 1 Service Definitions and Data Entry Procedures](#)
- A-3 **Revised** [Level 2 Services List](#)
- A-4 [Level 2 Service Definitions and Data Entry Procedures](#)