



Andrew M. Cuomo, Governor

Peter L. Rivera, Commissioner

NEW YORK STATE WORKFORCE DEVELOPMENT SYSTEM TECHNICAL ADVISORY

Workforce Development System Technical Advisory #06-16.4

TO: Workforce Development Community

DATE: March 21, 2014

SUBJECT: Revised Level 1 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, WDS TA#06-10, effective July 1, 2006 and TA 06-16.2.

To transmit **revised** Level 1 Service Definitions and Data Entry Procedures. This revised document replaces Attachment A-2 to WDS TA #06-16.2, dated March 12, 2009.

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.

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.

WDSTA # 06-16.2 dated March 12, 2009 supplied a revised L1 services list; revised L1 service definitions and data entry procedures; a revised Level 2 services list and the existing L2 service definitions and data entry procedures.

WDSTA # 06-16.3 dated October 29, 2013 transmitted **revised** Level 1 Service Definitions and Data Entry Procedures.

Action

The Level 1 Services Definitions and Data Entry Procedures that were issued with TA # 06-16.3 are hereby rescinded. The other OSOS guidance contained in WDS Technical Advisory #06-16.2, however, remains the same.

All OSOS Users should continue to follow the guidelines issued in WDS TA #06-16 and 06-16.2, but should now use the revised Level 1 Services Definitions and Data Entry Procedures (Attachment 2).

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

Attachments

[A-2 Revised Level 1 Service Definitions and Data Entry Procedures](#)