

Sector-Based Training Project GPMS Training 5.2.2025

Mauro, Kevin M - ETA CTR 0:03

Your cameras are off and you're currently muted. If you agree to being recorded at this time, you may turn on your camera and unmute yourself, at which time the agreement prompt will pop up on your screen where you can accept.

I'll give you all a moment to do that, and I also ask that if you've unmuted yourself to agree to being recorded, please remote yourself.

As always, thank you for your cooperation.

And now I will hand it back over to Michi to begin the event.

McNeace, Meche - ETA CTR 0:33

Thank you, Kevin. Thank you.

I want to say good afternoon everyone and happy Friday.

Thank you for joining us on this beautiful Friday afternoon.

I do know that we have this training slated for about 90 minutes.

I don't anticipate us going a full 90 minutes, so we might be giving you all back a few minutes of your afternoon.

But I just want to cover that, you know, going through this training today.

The purpose for this training is that we hope that we will guide you through the exact steps to record sector based project information and GPMS. So, by the end of this training, you'll know how and where to complete every required field.

So let's break that down.

So I just want you all to know that both current and newly enrolled participants are eligible for this project. And if I misspeak, Allie's online and she can jump in and correct me.

Your first steps for any new enrollment is that you need to follow the regular standard intake process, so you go through the intake, the eligibility and the assignment within GPMS.

So before engaging in the sector based training, ensure that the participants have completed a minimum of two weeks of their community service assignment.

So a quick note on the intake page. When you're doing your intake and you're putting in the data, you'll see that the pilot project section of the intake page has automatically defaulted that section to no.

Please do not change that.

Leave it as no and we'll address the pilot section process in detail in a few minutes.

So also know for the random assignment tool you will need the participant ID to do that.

So with that being said, let's go ahead and go into GPMS live and we're going to walk

through this together.

Joyce.

Thank you.

So once the participant has been randomly selected and you're ready to get them started in the sector based project, it's time to go find them in GPMS. Starting from the cases page where we are now first. First I got to put in my plug first go to show filters and click reset.

Then go to the search and search for the participant case.

Joyce has this all set up.

And once you found your participant in the grid, click on the name link.

All right, so now we're in the summary of our participant Rodney Austin.

So from here, we're going to go to the intake.

Now actually, if you were going to go to the intake link.

Scroll down until you get to the pilot program enrollment section, as you can see it currently says no.

So we're going to change this to a yes, because we have found out or you know that Rodney has been selected through the random assignment tool and he is now interested and wants to go into the sector based training.

So we're now going to go ahead and change him to a yes.

So we would click on the edit button.

Change them to yes.

And once you change them to yes, you'll see that there are two fields that have popped up, so that will be treatment and control.

So what we're going to do here is that we're going to go ahead and select control first.

And then we click on save.

And once saved, you'll see that the participant case shows yes for the pilot program and that they are in the control category. Once you select control, there are no other action steps that need to be taken.

And this is only for control.

So now let's go back and let's go back and change him to treatment.

So Joyce is going to go through that and do the edit.

And then she's going to select treatment.

And you'll see additional fills that need to be filled in.

So we're going to enter the start date.

This date should be the same as the random assignment date, so the date that the random assignment was done is the date that you put here.

And the next required field is name of the career navigator.

And of course, the end date isn't entered until the time when the participant in the ends

the their participation in the pilot project.

So now we're just going to click on save.

And if we go down and we'll see that the participant is in the treatment category.

So for those participants who are in the treatment category, those are the ones that will be engaged in the occupational skills training OST and on the job training OJT.

Since these activities require you to associate those activities with the service provider and an employer, we highly recommend that you enter any new organization information that you will be using as a service provider and or the employer for the sector based project in advance.

This will save time when you're ready to enter the OST and the OJT data.

With that said, let's just quickly go over adding a new organization in GPMS and let's go to the Admin Console.

Now we know that there are other areas where you can add and edit organization, but for this demonstration we're going to use the Admin Console.

So let's click on manage organization and contacts.

So from here, we're going to have to enter the required fields which is first we have to put in the state , the city.

And since we're talking about adding a new organization, you can always check by just putting in the organization name.

But you could check by either putting in an initial the 1st letter or the 1st two letters or the full organization name and then click on search.

If the organization did exist by chance, then it would show up here. But since the organization does not exist, then we're going to click on the add button.

And from here we would enter the organization name and click on add.

Now you see all of the organization fields that are available to be completed. So, enter all the required information and we also suggest that even if the data is not required that you might want to go ahead and enter that information if you have it. So Joyce is going to go ahead and enter all of the information.

She's going to do. She's a fast typer.

It's just, yeah.

Going to enter an e-mail address.

All right.

And then she's going to go back to the top and under the yellow bar where you see notes, she is now going to enter the grantee name.

And the subgrantee name.

Doing this linked the organization to the grantee and the sub grantee and so now she's going to click on the search button.

And when she clicks on the search button, this is where you are able to go ahead and

add in the organization function.

So you would click on add new.

And then from the drop down, we're gonna select the organization function.

So let's select employer.

And then let's just say we know that this organization is gonna be the employer and the service provider.

So let's click on add new again.

And then select service provider.

And then we advise that you just make them both available.

And then go all the way down to the bottom of the page.

And click on add.

So we're going to be using this organization as our service provider and employer. So now we're back at the manage organization screen.

And from here you can verify that the organization has been added by conducting the search, entering the state, city, organization name.

Click on search.

Just a little technical difficulty.

Barcley, Joyce M - ETA CTR 11:49

That's what happens when you do things on the fly.

Now what?

OK.

McNeace, Meche - ETA CTR 12:16

All right. Let's just say let's type in one that's already there, so we can show that where? If.

So if your organization that you just added, you'll see it there and you just click on the box with the name of the organization and you see that it's there.

You're right. We'll figure out where that organization is, Joyce.

It went on a little walk. It'll be back in a few minutes. So, we're gonna go now. What we're gonna do since we have the organization and we're going to go add assignment services to that treatment participant.

So let's go back to that participant.

So we're here at the summary page.

And we have the treatment participant up now.

Click on the assignment link.

Next to summary.

Is your mouse moving?

Are you freezing up, Joyce?
I think we may have lost Joyce.

Barcley, Joyce M - ETA CTR 13:23

Am I back?

McNeace, Meche - ETA CTR 13:24

Oh, you're back.

All right, you clicked on assignment.

And from the assignment page.

Let's click on add assignment service at the top.

All right, so now complete the required field under the general details.

So you have the assignment date, then you need to pick the category.

Education and training.

Then we're going to pick the type.

So for the sector based training, there are two types that you can select from.

It shows demo occupational skills, training OST or demo on the job training OJT. For this we're going to pick OST first.

OST should be the first activity that the treatment participant engages in.

So once OST is selected, you'll see the service detail.

Enter the start date.

So the start date when the OST begins, of course, leaving the end date blank and next under additional field.

We're going to enter the service provider.

Remember earlier we suggested that we add in the service provider beforehand, so enter the state city.

Maybe when you go to organization name, if an organization pops up, there you go.

And click on the name and you see that it turns blue when it turns blue. Click on select organization.

And so you'll see that the organization appears in that small little Gray box.

So let's complete the required fields.

The remaining required fields, so the hours per week and planned hours fields are currently required.

These fields will be removed soon, so actually the once those are removed, the actual hours field will be will remain and will be required.

So, Kevin, can you mute the?

Lamont Spence 16:01

Young.

McNeace, Meche - ETA CTR 16:03

All right. So in order to get around this requirement, what we would suggest that you do, if you're going to be using it now and you're going to enter data now is just put in zero hours and hours per week and planned hours.

And of course, leave the actual hours blank.

And next put in the OST occupation from the drop down.

In this case, let's use computer. That's good.

All right, so this field here is not required, but it's the any third party certification received include name, which means if you know that during this occupational skills training, if that participant is going to be receiving some sort of service certification, let's just say network certification or help desk certification.

You could enter that there, but you also need to include what the name of the certification is, but for now we're going to leave it blank and then from there we just hit save and close.

All right.

And now we were sent back to the assignment page.

And you can check that the OST was added.

No, we go to the training and services. My bad and we will now see that the OST was added there.

Great. Now for this demonstration.

Let's go in and also add an OJT.

So we're still at the assignment page, so we will go to the top and hit click on add assignment services.

And we'll go through the same process, the category, education and training.

The type will now pick OJT and then go down to additional fields.

Put in the start date.

Complete training.

We're going to say no, we don't put in an end date.

And then we go further down and we're going to go through the same process now for the OJT. We're going to be looking for the employer.

So we're going to put the state city employer name.

ABC test company.

All right.

And once you click on that name, it's blue.

Select organization.

And now the employer is under their providers, and then we're going to have to go ahead and enter the required field.

So here we put in the ending wage per hour.

So this is the wage that is paid to the treatment participant while in OJT. So we were also told that at some chance that during their OJT experience that they happened to get an increase in their wages, we would put that increase amount there.

For now, let's put in a wage.

20 something.

There we go.

As I noted before, planned hours will be removed, so we're just going to put in 0 here.

Actual hours will be put in later and also another field that will be removed shortly is the total hours OJT per quarter.

So for that purpose, we're just going to put in zero.

Then you would type in your OJT occupation.

In this case, what is that occupation? Let's say help desk specialist.

Will that work for you, Joyce?

And then hit save and close.

And now we're back at the assignment page.

You can check your entries for by going to training and services again.

And there you go. You can see you have your OJT and an OST.

All right, so now let's see what needs to be done. If a participant has decided that they no longer want to continue in the sector-based project.

And so they tell you.

You know what? It's not working for me.

I don't know.

I don't want to participate anymore, but I do want to stay in the SCSEP program.

So you would need to go and enter an end date on that pilot program enrollment section.

So we would go back to this participant to the top.

And go to the intake.

Go to summary.

Click on intake.

Go down to the pilot program section, click edit.

Enter the end date and once you enter the end date, you're going to see.

Another pop up reason for exiting demo.

So then you go to the drop down.

There's several drop downs and please know that if you select exit demonstration

remains and SCSEP other reasons.

If you click that it will require you to put in what those other reasons are.

So in this case, we're going to select another one.

They're going to stay in SCSEP.

Whichever one you want to select, Joyce.

And then we would just click on save.

And you can see that the pilot program enrollment has now ended and there's an end date. And the reason for exiting shows.

So also keep in mind that for this participant, who will continue in the SCSEP program in the regular SCSEP program, and remember initially, all participants have to be assigned to a community service assignment while engaging in any type of training and services. So this participant was still connected to a community service assignment. So now you would need to check and see since.

Will the Host Agency that they are were initially assigned?

Has a place for them to come back and do their training.

If not, then we hope that you have identified a new host agency so that they can continue doing their community service assignment training.

We hope that because they decided that they no longer want to be in this sector based training that does not warrant that they be exit for the program, nor should it warrant that they be put on approved break.

So to order to avoid that, we hope that you have the you know either the existing community service assignment available for them to go back to, or a new one.

So now let's go and end all the sector based services.

So ending services go to the participant assignment page and then go to training and services.

And then click on the active demo services, you can start with your first one. There you go.

Then click on edit.

And we would go down and end that service, put an end date there.

And so here you could click on complete training yes or no for the demonstration project. We always, as previously said, recommend that you fill out as much of the fields as possible.

So in this case, let's say the completed training was no because they elected to bow out.

All right. Then we go down here and then hours per week we leave that.

So the week now you see where actual hours.

Are now required.

So we're going to put in the total amount of hours that participant trained. Alright 72

alright. And then once we put that in then we would just hit save.

And as you can see that OST in order to see the end date.

What we realized is that what you need to do is go back to the summary page.

Then go back to the assignment.

And then go to training and services and there you go.

The end date is there, so let's also go in and the OJT.

Same process. Edit and then end day.

You'll put no.

In the comment box would probably be a good suggestion to say that participant elected not to continue.

And then of course, we have the ending wage at the ending wages still the same.

We would leave it there again plan hours are will be removed, but this is where we would put again the actual hours they spent in OJT. So let's say 30.

And then we would click save.

Summary again, assignment.

I guess this just helps refreshes it.

So this training and services.

And there is the end date.

All right, so the OJT was.

That service was ended.

The OST was ended.

The participant should now go back to doing their regular SCSEP services.

So from this patients were here.

What we want to go to next is to talk about if, when the treatment participant.

Is now going to exit to employment their OST.

Their OJT was a success.

So now let's go to the exit employment. But before exiting a participant, just remember all assignments is services must be ended at and the end date entered.

So.

To do so, let's go.

We are at the summary page correct?

Click on the let's end the let's go to the assignment.

Unless end the assignment.

Assignment detail.

Add it.

Alignment date. Yes, ma'am.

So you can see there under assignment that the assignment has ended.

So now we want to go and add in a placement. So, we click on to the top to related

actions.

Then we would select add exit.

And here we go. Since this is an exit to employment, the termination letter data is not necessary.

But next, we'll click on the category of exit go down to category of exits, select unsubsidized employment, and it's regular employment.

Enter the exit date.

If there's any exit comment, but if not, then we select the appropriate waiver of confidentiality.

And Joyce will put in the date.

And then submit and add placement.

And here is where you would put in all that fabulous placement information.

So let's go through the start date of employment.

The self-employed is no.

And then for this is where we're going to connect them to the employer. Again, we put in the state the city, search.

There you go. Click that.

Click in that box.

Select organization the employer.

And so you see the employer information, the employer name is there, and then we're going to fill in the rest.

So let's go over to the far left where it says site name and location.

This is only entered if you know that the participant will be working at a different site that is different from the employer information, address and information we already have in the system.

So we're going to assume it's going to be at the same place.

So we won't need to add that there then we're going to go over to job title. Job title is very important even though it is not required. But for this sector-based training.

Please put the job title in. So, in this case what is he help desk specialist?

And then the wage per hour is not required. But again, for this project please put the wage per hour in and that was let's say he's getting started at \$25.00 an hour.

Yes. Then go back up.

Is it a host agency? Employer? No.

And then let's go down to survey contact.

We should just go ahead and fill that in.

I don't know why, but we'll fill it in and then supervisor fill in the supervisor James. Then we go to the next required field, which is job code.

We'll just select that from the drop down, which is computer.

Is this type of placement we're gonna say full time?

And then let's give them some benefits. Health stick and vacation.

Then let's go all the way back over to the left.

So in this section was placement result of a substantial service provided to employer by subgrantee.

In this section we say click yes because you did provide substantial services to the employer because of the OJT and OST.

And then beneath that, did the employer provide an OJE training site?

This is not an OJE.

So it is an OJT.

So you will select no.

And so is this training related placement the next one under it is yes.

And then of course, select the high growth placement. Which information technology?

Yay. And then we go, and all of that information is put down. And of course you see the follow up fills below and then go all the way down and hit submit placement.

Action completed.

So if you want to see that the where the participant in and that the placement was put in there, we can go either to the summary, right, Joyce.

And as you can see, they are now exited in follow up.

So those are the primary fields for the sector based training in GPMS. But we're getting ready to conclude. I think we moved a little bit faster than anticipated. But before we do conclude, I want to go in and covered one thing as well.

Let's cover how all of those sector based hours should be entered.

We know that there are several areas in GPMS where you can enter paid hours.

Since we're still on the participant summary, let's just go to our participant and go to the related actions.

Click on the related actions link.

Click on manage paid hours down there.

And for this participant, so we want to make sure that you know that all of the activities for OST and OJT should be paid and entered as paid training. They are not community service hours.

They're not sick. Leave or they're not PRA activity.

So all of those hours should be logged in on the paid training, whether it could be remote or in person.

So you would put in those hours and then, of course, Joyce can put in hours in person for we're in quarter 4.

Let's just put it in hours and quarter 4.

And hit submit.

Alrighty, so now we're now we can just go back to the summary page.

Of that treatment participant, that successful treatment participant who now has a job as a help desk specialist.

So I could say that is a win and basically it's cool beans.

We actually concluded we are concluding our training session.

So with that being said, I just want to say that.

Some of the key takeaways, you know, we hope that you walk away knowing that precisely where to find the sector based training functionalities within GPMS and that will help enable efficiency, access and data management for you guys.

Also, please know that being diligent and entering accurate data in GPMS is just not a procedural task, that it is fundamental.

It's a fundamental component of ensuring that the success for your sector based training project and it also contributes directly to achieving your goals.

So your commitment to data accuracy ensures the integrity, and of course the youthfulness of the information within GPMS, so ultimately leading to a more leading to a more effective and more impactful project.

This training will be posted on the COP.

You'll have the recording and the transcript, so we hope that it'll be posted by.

Early next week.

So with that being said, I want to just say thank you all.

And now we can open up for any questions. If anybody has any.

And you can put your questions in the chat and ally you're here.

Slaughter, Alison S - ETA 37:15

Yes, hi, Michi.

We have a couple of questions in the chat.

I'll read out loud to you. I think you addressed this in your last little bit of training.

But do we enter OST and OJT hours here?

I think referring to the OST service or.

Here instead of the manage paid hours.

And the answer is go ahead.

McNeace, Meche - ETA CTR 37:37

No, go ahead.

Slaughter, Alison S - ETA 37:39

So yes, you're gonna be putting them in both.

It's not an either or. The OST OJT capture is just an additional field.

McNeace, Meche - ETA CTR 37:41

Mm hmm.

Slaughter, Alison S - ETA 37:45

Because in the training part of the paid hours' module, we can't differentiate between what's in OST and what's in OJT.

McNeace, Meche - ETA CTR 37:51

Excuse me.

Slaughter, Alison S - ETA 37:52

So we wanna make sure the research team knows exactly how many hours the participant completed in those two services and that's why we're asking for that like actual end hours. You use the paid hours module to capture the wages and the hours that you're paying for that participant.

McNeace, Meche - ETA CTR 38:08

Perfect.

Slaughter, Alison S - ETA 38:10

We have another question about what reports are available to view sector grant related data in progress. We talked about this one a little bit yesterday.

There's not a report available in GPMS at the moment.

We are exploring ways that we can provide you with that information, but as part of the random assignment tool, that is something that your researchers will be training you on and the next coming weeks there is.

An enrollment tracker so you'll be able to tell how many people are in the study at your site.

And how many of those are treatment?

How many of those are control?

So that will help you track the enrollment parts and then we're working to find some other ways to capture the data and GPMS and give you a snapshot of that.

McNeace, Meche - ETA CTR 38:52

Perfect.

Slaughter, Alison S - ETA 38:54

We have another one.

This is a little bit more programmatic, so I'm not gonna touch on it too much.

It was a question about can we use OJE to give the participants some experience before the OJTs. We talked about that a little bit yesterday and that's going to be coming out in the FAQ.

McNeace, Meche - ETA CTR 39:02

Reviewing it.

Slaughter, Alison S - ETA 39:10

Because all participants, even though in the treatment are their SCSEP participants, they can receive any services, and that includes an OJE. We don't see a lot of OJEs across the program so.

If that's something that you're regularly planning to provide with all of your participants, that's something that you want to mention to your research team.

But if that participant requires an OJE before an OJT, it might be worth considering if that participant is a good fit for the demonstration study.

And again, those are conversations you can have with your research advisor.

But if you were to provide an OJE, Michi, how would you put that into the system?

McNeace, Meche - ETA CTR 39:52

There's a filled in there that you do go into the system and GPMS for OJE activities.

So Joyce is clicking now.

There she goes.

Is she's going to add assignment services.

Education and training again, and then you see OJE. There it is.

You would it click on OJE and then of course you'll fill out all the OJE information, wages paid by whether if the OJE reimbursement, the percentage of rate, the total OJE wages paid to participant, you know so on and so forth.

So there's additional fills that need to be filled in for OJE, and then once that's completed, then you select the OJE employer.

And then, of course, hours per week and hours, training wages for OJE.

Are we going to keep the hours per week and hours training?

I believe so, right?

That doesn't change this section.

Slaughter, Alison S - ETA 40:54

Yep, no changes to this section.

McNeace, Meche - ETA CTR 40:55

So OK.

So this these this field will still be required and once you.

Control that you would save and close and then that participant will be in OJE.

So the question would be is if they're in OJE, are they going to be in OST?

And then eventually OJE to go into OJT. Did you like that?

Slaughter, Alison S - ETA 41:20

So many acronyms.

McNeace, Meche - ETA CTR 41:21

I know, right?

Slaughter, Alison S - ETA 41:23

That's a grantee design question, right?

So you'll have to figure out within your demo if that's already something that you're providing other SCSEP participants.

McNeace, Meche - ETA CTR 41:26

Yeah.

Slaughter, Alison S - ETA 41:33

And if it's available. But again, we'd have to evaluate if that person's a good fit and we don't want to be providing just the treatment participants with an OJE because that's a service that all SCSEP participants should be have access to.

McNeace, Meche - ETA CTR 41:45

Exactly. Exactly.

Slaughter, Alison S - ETA 41:46

And so if that's part of your regular SCSEP program, it's a little different.

But we don't wanna be just providing that to our treatment participants because they have access to OST and OJT, which is OJE on steroids, right?

So they have those additional opportunities and that's what the treatment group, that's what the demo is all about, those two services.

McNeace, Meche - ETA CTR 42:06

Yeah, so eventually you would wanna end an OJE if they're gonna go into an OJT and document the OJT especially for this project, correct?

Slaughter, Alison S - ETA 42:16

Exactly. Yep.

McNeace, Meche - ETA CTR 42:16

OK. All right.

Slaughter, Alison S - ETA 42:19

Have a few more.

McNeace, Meche - ETA CTR 42:19

Let's go to next question.

Slaughter, Alison S - ETA 42:23

I know another question about the paid training, the paid training module, or sorry the paid hours module in that training section.

Joyce, do you mind navigating to the paid hours module?

I think it'll help if we can talk through it while it's on the screen.

McNeace, Meche - ETA CTR 42:45

Related actions.

Slaughter, Alison S - ETA 42:53

Great, so here are two sections.

CSA is only CSA hours PRA only those participant required actions orientation, physical IEP all that. So, OST and OJT are both considered to be training services. So, you'll enter them there, but there's no differentiation.

You can't say I in this in this module.

You can't say I provided 160 hours in OST and 160 hours in OJT.

McNeace, Meche - ETA CTR 43:20

Mm hmm.

Slaughter, Alison S - ETA 43:21

It would just be the sum of those two numbers.

That's why we have the field in in the actual OST service to capture the total so that we

were able to differentiate how many hours were provided each. And I think that I think that corresponds a bit to your question, Anne, about total OST plus OJT in this area should equal the total training hours and the manage paid hours area.

Yes, except for you could be like, let's say, you know, you provide all your participants with.

McNeace, Meche - ETA CTR 43:49

Yes.

Slaughter, Alison S - ETA 43:54

The digital like learning training right then that could be that would also get put in the paid training module paid hours module.

So you could potentially have more than just those OST and OJT services.

But if you're only providing OST and OJT, we would expect the sum of the hours in this paid hours module would match what your what you're calculating in both of those services.

McNeace, Meche - ETA CTR 44:22

Exactly.

So the next one I guess is, is Kammie.

Slaughter, Alison S - ETA 44:27

Yes.

If a person says they are interested, they go.

They then go into the random assignment tool. If they get a yes, they are treatment. If it is no control correct, so it tracks who said yes in the outcomes.

I don't want to speak specifically on the RA tool itself, because that's something that you all will be trained on by the Urban Institute team, but you'll take whatever information you get from that RA tool and that's what you'll be populating into the intake page.

In GPMS, whether the RA tool spit out yes.

Treatment or no control with that participant, and remember the link between these two systems is the participant ID.

So the RA tool will need the PID and then that links back to saying control or treatment and you continue to track your data in GPMS.

But again, that's something that, that that Irvin will provide more information on some training for that system.

McNeace, Meche - ETA CTR 45:22

Right.

OK so.

Ann was commenting on another statement about the OST and OJT hours.

Slaughter, Alison S - ETA 45:35

Yes. And I think we addressed that one already.

McNeace, Meche - ETA CTR 45:37

Yes, yes.

Slaughter, Alison S - ETA 45:40

Next one from Rose.

Could you please confirm that the total number of enrollments in sector demonstration includes both treatment and control groups?

Yes, I believe that is correct.

Urban, please correct me if I'm wrong, but when we're talking about total enrollments into the demonstration, we're talking about everyone that goes into the RA tool.

So that would include some control folks in some treatment folks.

Rose Sorfa 46:03

Great. Thank you.

McNeace, Meche - ETA CTR 46:04

Great.

All right, Rose is next.

Butrica, Barbara 46:09

That's correct.

Rose Sorfa 46:12

No, she already got my question.

McNeace, Meche - ETA CTR 46:12

I'm not.

That's not. She's already got. So, Emmanuel.

Rose Sorfa 46:13

Thank you.

Slaughter, Alison S - ETA 46:18

Well, the hours being entered into paid training impact the QPR.

Will these numbers still be calculated in the community service goal?

Great question, Emmanuel.

So that's one of the reasons that we have you put the hours into the paid hours module besides the fact that we want to be capturing all of those hours so that you can get credit for them. Remember that trained paid training is removed from the denominator of the community service measure, so you won't be negatively impacted that these participants are not receiving CSA hours.

It's kind of like we're excluding them from the CSA measure.

So we're, we're still working through the complete protocol with how that fits into the grantee performance evaluation, but the design of how we're gonna be doing this is that your grant won't be negatively impacted because you're part of this demonstration for those measures.

That are specifically looking at like community service for how many hours that the participants complete in that you won't be negatively impacted on that.

We have abilities that the QPR and GPMS right now.

Will count all these participants because we there's still a set of participants.

We want you to get credit for enrolling these participants, even if they're in the treatment and receiving different types of services, but we will have ways to be able to pull out those participants completely from like the CSA measure so that you're not.

You're negatively impacted by that. So long answer to say yes, it will impact the QPR but no, you won't be negatively impacted.

McNeace, Meche - ETA CTR 47:46

But good information, Ali.

Slaughter, Alison S - ETA 47:50

Right. Last one.

McNeace, Meche - ETA CTR 47:51

Yes, Kammie.

Slaughter, Alison S - ETA 47:54

Did I hear correctly that we use paid training?

Not remote, even if it's remote training.

McNeace, Meche - ETA CTR 47:59

No, it's just no, no, we said that.

Slaughter, Alison S - ETA 48:00

Go ahead, Michi.

McNeace, Meche - ETA CTR 48:02

You know you can use in person or remote depending on whether that participant was in a remote situation or in person.

So either way.

Oh, I think that ends all of the questions in the chat, does it?

Slaughter, Alison S - ETA 48:20

Wait.

I think that's all we have. If you have anything else, please add in the chat or raise your hand.

McNeace, Meche - ETA CTR 48:23

Mm hmm.

S

Slaughter, Alison S - ETA 48:27

I just have a couple other things quickly, Michi.

The OST and the OJT services are only available for those that are listed as treatment, so that will ensure that those aren't reported accidentally by either a grant that's not in the demo or by a participant that's control or not part of the demonstration service, even if your grant is. So, if you can't find them in the system, there's a good chance that you have to go to that intake page and update that they are a treatment participant.

So that's one important thing to remember.

The other thing I wanted to highlight that that the training team did a great job talking about is that we want all your data in regards to the demo.

So any of these fields that you don't see as required, especially in that placement field, please document as much data as you can so that our research team has as much data as possible to be able to hopefully draw some conclusions from this evaluation. And then the last.

One I was gonna mention is that we're working on some sort of desk guide as well to

accompany this training.

So you have this recording.

Which will be great, especially if you have case managers or case career navigators who weren't able to make today's call or are still being hired.

But we'll have some sort of like cheat sheet that you can have on ready as well to be able to make sure you're completing the fields as intended.

I see.

One more question in the chat, does the 10 year clock keep going during OJT and Kammie? Can you clarify what you mean by 10-year clock?

Do you mean their participation?

In the demo that like when your ideal timeline.

McNeace, Meche - ETA CTR 50:03

Durational limit.

Slaughter, Alison S - ETA 50:04

Durational limit.

Reile, Kammie 50:04

Yeah, I'm sorry, should have said duration limit, sorry.

McNeace, Meche - ETA CTR 50:07

Yes, we got it, Kenny, don't worry.

Slaughter, Alison S - ETA 50:10

But he's on top of it. So yes, that that would count towards our durational limit, Yep.

Reile, Kammie 50:10

Thank you.

McNeace, Meche - ETA CTR 50:13

Yes.

Slaughter, Alison S - ETA 50:16

And we mentioned this yesterday, but you can still add, you know, an approved break for the participant if that's required.

You just wanna because some of these services are. You can't.

It's harder to take a break.

You just wanna coordinate with that participant to make sure.
Their participation still makes sense, and that they can still complete those services.

McNeace, Meche - ETA CTR 50:36

All right.

Slaughter, Alison S - ETA 50:37

All right.

Rose Sorfa 50:37

I'm.

Slaughter, Alison S - ETA 50:38

Anything else?

Hi, rose.

Rose Sorfa 50:44

Hi I had one more question about leave of absence.

Slaughter, Alison S - ETA 50:45

Yeah.

Rose Sorfa 50:48

Our leave of absences, OK, for people participating in the sector treatment group and if we cannot get somebody back into a CSA.

And we have to put them on a leave of absence.

I heard something earlier that that wasn't something that we should be doing, but what other opportunities or options do we have if we don't have something available for them?

Slaughter, Alison S - ETA 51:09

I think that's a avoid as much as possible type scenario.

If they if you don't have something for them right away, we wanna make sure that their duration limit isn't their clock isn't ticking.

So we'd wanna put them on an approved break, but hopefully they can use that CSA as sort of like a home base if they're in between services so that they could go back to a CSA assignment and, you know, complete another 2-4 weeks, whatever your timeline, but we understand that that coordination isn't always.

As easy as it sounds.

So if there is an approved break needed then you can go ahead and put them on that.

We wanna just gonna say we wanna be mindful that we're not putting folks on large approved breaks because that is sort of.

McNeace, Meche - ETA CTR 51:40

Yes.

Yep, and there's. I'm sorry, Ali. Go ahead. Go ahead.

Slaughter, Alison S - ETA 51:56

The one-year timeline that we want participants in the receiving treatment services isn't like a hard and fast rule, right?

They're not gonna be kicked out of the program. The as a treatment participant after 365 days, but we in general want to make sure that.

Folks are within that one year, so if you're putting them on multiple month approved breaks that that's sort of an issue within that timeline, so.

I think of that that occurs within your site.

You can talk with your site liaisons and they can sort of help walk you through that.

McNeace, Meche - ETA CTR 52:23

That'll be great.

And you know, we were saying if those participants that says I no longer want to participate in the sector-based training, you know where we said we hope they go back to their initial community service assignment, or you find a new one. And in the case that if there isn't one right away.

There are other options.

Maybe there's another training that they can go into that they can engage in another set of training, put them in that level of training while you search for another host agency.

That way they're not losing any hours.

Any things of that nature, and if that's not possible, and of course the approved break.

Rose Sorfa 52:59

OK.

So we could have them do some remote training on their own to level up some computer skills or something like that.

McNeace, Meche - ETA CTR 53:00

So.

Slaughter, Alison S - ETA 53:05

Right, yep. All allowed SCSEP services so that that applies for treatment participants as well.

McNeace, Meche - ETA CTR 53:05

Yes.

Rose Sorfa 53:09

And.

McNeace, Meche - ETA CTR 53:10

Yes.

Rose Sorfa 53:11

Would those hours be counted as occupational skills training even though they're doing them remotely on their own?

McNeace, Meche - ETA CTR 53:16

No, that'll just be regular training, SCSEP training. Now have exited out of the sector-based training.

We've closed that out and they're now back to regular SCSEP services. So, if you put them into some sort of additional computer training until you find them a new host agency and a new assignment, then that would be considered as just your regular pay training as well.

Remote or in person, however that works.

Rose Sorfa 53:43

OK. If a participant in a treatment group is doing some independent remote training, that can still count as occupational skills training as long as they're still in the treatment group.

Slaughter, Alison S - ETA 53:54

No, an occupational skills training would only be like an approved OST.

So that has the like guidelines required in the FOA. So, but you could still provide an enter just as a regular training service if they were doing remote training or digital literacy type training.

So it still counts as in the training category in GPMS and in SCSEP.

But it's not an official OST.

So it would get logged under the regular training services.

Is it helpful to see that difference in GPMS?

Rose Sorfa 54:26

So.

If yes, because.

Slaughter, Alison S - ETA 54:30

Joyce, are you?

Rose Sorfa 54:32

It might be helpful.

Slaughter, Alison S - ETA 54:37

Could you show where to put like regular non-OST training hours please?

McNeace, Meche - ETA CTR 54:41

Yes.

Don't pick general training, Joyce.

There you go.

Slaughter, Alison S - ETA 55:02

And can you open that the drop down just again Joyce. So, we can see where the where all of them are located. So, we have we have OST there we have OJT, but this would correspond to a general training.

McNeace, Meche - ETA CTR 55:02

So.

Slaughter, Alison S - ETA 55:13

Let's say it's some remote training.

Does that help clarify Rose?

Rose Sorfa 55:23

Yes, thank you.

I guess I'm trying to understand the possibility for the training that participants would do

if we aren't necessarily doing a training provider that has a particular curriculum, but if we want to put together our own curriculum using IBM skills build and things like that.

Slaughter, Alison S - ETA 55:43

I'm going to defer to your site liaisons for now with that question, and we can do some research as well, but we want to make sure that whatever you're calling as OST fits within the requirements of what's in the FOA.

Rose Sorfa 55:44

But it's.

Gotcha. OK.

That helps.

Thanks for the clarification.

Slaughter, Alison S - ETA 56:03

Yep.

McNeace, Meche - ETA CTR 56:08

Alright.

Slaughter, Alison S - ETA 56:09

Hi Emmanuel.

I was wondering when we were getting a question from you.

Emmanuel Miller 56:14

I was going to kind of interject here just because I included some trainings like that in my FOA and to my knowledge there hasn't been a comment made about that type of training.

So I was just gonna add that you know, I included something like that in my file that we would use a free digital learning platforms to kind of supplement.

Occupational skills training.

So if that is an issue.

I definitely would love to see that as well in the FHA.

Slaughter, Alison S - ETA 56:48

Great. Yeah, not saying it's an issue. I just want to make sure that that is something is that's discussed with your site liaison. So they understand what your OST is

encompasses and if the training that you're discussing is separate from that or part of it, I think that.

Emmanuel Miller 56:53

Good morning.

Slaughter, Alison S - ETA 57:02

Would be better on a case-by-case basis with your FPO.

Emmanuel Miller 57:06

Also, and this kind of comes back to my question yesterday about ATSS.

Slaughter, Alison S - ETA 57:11

Yeah.

Emmanuel Miller 57:14

You know, one of the standard services is digital literacy training.

That we do, but we use the licenses we bought and were approved by the licenses through ATSS. So, we would not be able to, as I understood it yesterday, we might not be able to provide that normal service to treatment group participants.

Slaughter, Alison S - ETA 57:18

Yep.

You can still provide that.

That's because there's still regular session participant, I think.

What's in question is here that, that wouldn't count as an occupational skills training, which is a treatment specific service.

Emmanuel Miller 57:43

Now I would like to seek clarification because yesterday.

Slaughter, Alison S - ETA 57:47

So let Emanuel. I'm gonna pause this here.

Let's have that be an individual conversation.

I don't wanna get too, too individual right now, so reach out to your FPO and they can.

Emmanuel Miller 57:53

That's perfect.

Slaughter, Alison S - ETA 57:56

They can loop us in on the training team and we'll get this one figured out, but I think we'll work in the FAQ at least to provide some clarifying language on OST and what sort of the parameters are on that.

Emmanuel Miller 58:07

Thank you so much.

Also, happy birthday, Michi.

McNeace, Meche - ETA CTR 58:11

Thank you.

Appreciate it.

Slaughter, Alison S - ETA 58:14

Thanks Emmanuel.

Anything else?

Well, if there's nothing else, I want to give a big thank you to Michi and Joyce for walking us through that. And for Kevin, for helping out with our recording today.

And thank you all for attending.

We'll get you some more materials.

We have that FAQ coming and have a wonderful weekend.

McNeace, Meche - ETA CTR 58:48

Yes, have a great weekend everyone.

Susan Tovar 58:49

Yeah, listen, I am.

Allison, I'm so sorry.

I was trying to unmute myself and I, you know, couldn't do it anyway.

So my question is so now that everything is in place, we can enter and select participants. How soon can we start the process so I can participate?

Slaughter, Alison S - ETA 59:07

Yeah. So, coordinate with your site liaisons, you'll need training on the random assignment tool before you can begin assigning folks, and then that would be your green light now that you had your GPMS training to start enrolling folks at your site.

Susan Tovar 59:21

Got it. Thanks.

Slaughter, Alison S - ETA 59:23

Yeah, great question.

Thanks everyone.

McNeace, Meche - ETA CTR 59:30

Thanks everyone.

We're going to stop the recording.

Mauro, Kevin M - ETA CTR stopped transcription