

SCSEP Sector- Based Demo Project - GPMS Training-20260813_140345-Meeting Recording

August 13, 2026, 6:03PM

52m 7s

B

Barcley, Joyce M1 - ETA CTR 0:08

If you have unmuted your mic, we kindly ask that you re mute your mic now. Also, please keep your microphones muted throughout the session to ensure seamless experience for everyone should you have any questions, please don't hesitate to type your question in the chat back to you, Michi.

M

Mcneace, Meche A - ETA CTR 0:27

Thank you, Joyce, and once again, welcome everybody to today's sector-based training for the older workers demonstration grant.

My name is Michi McNeace, and before we get started, I would just like to quickly introduce my team here.

I will be the back end Navigator, the person that's going to be with the little mouse pointing in the system for our presenters and our two presenters today is Joyce Barcley and Chanel Davis.

And then we also have two other members of our team, Orlis Sierra Sanchez and Adrienne Freeland.

So if everybody could just wave, say hello.

Thank you much.

So today's live system based training is going to demonstrate how to accurately enter and manage all required sector based training pilot data into GPMS.

We will follow the participants journey from enrollment through service delivery also including case note documentation, program completion, employment placement, paid hours reporting and all the way to exit.

Along the way, we will highlight several systems updates made since the previous training, which includes updated OST and OJT service fills, new assignment detail requirements.

The addition of case notes, corrected service and date functionalities and changes to the managed paid hours screen. So, by the end of today's session, you will know where and how to enter each.

Required GPMS data elements for participants in the sector-based training.

Pilot. So, today's training will be divided into two sections. In the first section, we'll cover adding a participant to the pilot program, creating the required organizations, adding pilot program services to assignments, completing assignment details, and at that time, we will pause for any questions that after this section.

And then the second section we will cover entering case notes.

It's entering and reviewing paid hours, adding an appointment placement and ending a participants pilot program participation and then of course, we will conclude the training with our final Q&A session.

So at any point in time, if you have any questions during the presentations, please place them in the chat and we will address the questions submitted in the chat during each Q&A session.

So is quickly the purpose before we begin the systems demonstration. Let's review a few important participation requirements, and these are for the participants. So, you might have the question who can participate? So, both currently enrolled in newly enrolled participants may be eligible for the sector-based training PIL.

So for those new participants begin by completing the standard intake.

So new participants need to go through the standard SCSEP intake.

Do the eligibility determination.

Then an assignment process in GPMS so they do have to be assigned to a host agency the CSA before the participant can even begin the sector based training. They must complete a minimum of two weeks in Community service assignment.

And the random assignment tool, as most of you will probably already know, but you will also need the participants GPMS PID to enter into that assignment tool. Now that I kind of cover that.

Now let's go live into GPMS and walk through the process together.

But before I hand the presentation over, are there any questions at this time?

Joyce, any questions?

B

Barcley, Joyce M1 - ETA CTR 4:27

Nope, there's nothing in the chat.

And no hands are raised.

I spoke too soon. Go ahead, Jamescha.

JJ

Jamescha Johnson 4:36

Just to mess you guys up.

Sorry. Hello, happy afternoon.
We will get a copy of this presentation.

M **Mcneace, Meche A - ETA CTR** 4:44
Excuse me. Are you wanting extras, ma'am?

D **Davis, Chanel T1 - ETA CTR** 4:45
Yes.

JJ **Jamescha Johnson** 4:48
Absolutely.
With the cherry on top, if you don't mind.
Thank you.

D **Davis, Chanel T1 - ETA CTR** 4:53
OK.

M **Mcneace, Meche A - ETA CTR** 4:54
Of course.
And anything for you.
We will have this presentation, the recording and the transcripts, posted on the COP, but unfortunately, we won't have them posted as quickly as we normally do in the past.
But it will be posted as soon as we can get it up on the COP. But if need be, what we can do is at least e-mail out the transcripts once we kind of clean it up and get that out to you guys.
But they will be posted on the COP for y'all's access.
Yes.
Cool beans.
Anything else?

B **Barcley, Joyce M1 - ETA CTR** 5:30
That's it.

M **Mcneace, Meche A - ETA CTR** 5:31

One. OK, we got a thumbs up. Alrighty. So, I'm gonna go ahead and pass it on to Chanel.

So she's gonna get us started and everybody sees my screen.

B **Barcley, Joyce M1 - ETA CTR** 5:42
Yes, ma'am.

D **Davis, Chanel T1 - ETA CTR** 5:42
Yep, we can see it.

M **Mcneace, Meche A - ETA CTR** 5:44
All right, I'm gonna go and mute myself now.

D **Davis, Chanel T1 - ETA CTR** 5:44
Well, good afternoon, everyone.
All right, let's go ahead and hop over into the system. Once a participant has been randomly selected, and you're ready to get them started in the sector-based program, your first step will be to find them in GPMS.
So let's go ahead and start from the cases page.
Go to show filters and then we're gonna click reset.
Next, I'm going to go up to the search bar and that's where we're going to type the participant's name.
Let's type in Jacqueline Cooper.
Once we have that in, we're gonna click search.
OK.
Now let's Scroll down and the participant should be displayed below.
Let's click on her name and this should take us to the summary page.
Alright, we're on the summary page.
Let's click on the intake link right next to summary.
On the intake page, we're going to scroll down to pilot program enrollment section.
Also remember when entering the initial program intake, this field was automatically defaulted to no.
So now that we have a participant who's been selected for the pilot program, we're going to change this to yes.
So let's go through those steps on how to change that so to the right of that section,

we're going to click edit.

So now we're gonna change that no to yes.

Once you've changed the pilot program enrollment to yes, there are two options that will appear.

They are treatment and control.

First, let's select control.

Once control is selected, there are no other action steps needed, so we're going to click save.

And give that a second.

Alright, once saved you will see the participant pilot enrollment now shows yes and that they are in the control group.

Now let's go back, and we're gonna change this to treatment.

So we're gonna click edit again.

And once that opens up, we're gonna choose treatment.

All right, now that we have treatment selected, there are gonna be some additional fields to be completed.

So the first is the start date.

This date should be the same as the random assessment date, and we're gonna enter 8/11.

Next, we're going to enter the Career Navigator's name. This field is mandatory.

We're going to put me in, so we're going to put Chanel Davis.

And of course, the end date is not entered at this time and will be entered when the pilot program ends.

Now let's go ahead and click save.

Give that a second again.

And now you can see that the pilot enrollment section now says the participant is in the treatment group.

So for those participants who are in the treatment group, they will be engaged in occupational skills training OST and on the job training, which is OJT.

Since these activities require using a service provider and an employer, we highly recommend adding a new organization information for the sector-based program in advance.

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

So with that being said, we're going to walk through how to do that.

We're going to add a new organization in GPMS.

So also, we're gonna give you a really good tip here.

So we're gonna share you a tip to save you some time.

So in instances when you plan to enter multiple services for a participant to make things easier, you can open the admin console in a separate tab and leave the case open.

So let's go to the top and right click on admin console.

Now click open a new tab.

And now that you have done that, there's a separate tab where you have your admin console and your participant tab is still open as well.

All right, so now we're in the admin console, and we're gonna add our organization.

Let's go ahead and click Manage Organization and Contacts.

So now that we're here, we're gonna first see if the organization we're looking to add is already in the system.

So to do that, we're gonna put in our state, which is Maryland.

For city, we're gonna say Baltimore.

And then we're gonna type in the first few letters of our organization's name.

So we're gonna type in MAR.

Now click search.

A list will appear below.

Let's give it a second.

All right.

And if the organization we're looking for is not there, that's when we will add it.

So ours is not here.

So we're gonna add it, and we're gonna click the blue Add button.

Give it a second.

Here we go. On this page, we're gonna put in our organization's name.

Ours is gonna be Maryland center.

And then we're gonna click the blue Add button.

And then we're gonna see some additional fields you want to enter all of the required information. For the sake of this training, we're just going to do the mandatory fields.

So let's go ahead and put in the oh, actually the organization name is first. That's already there.

So next we're going to go to organization type and we're going to choose for profit.

Then we're gonna enter the address.

We're gonna put 123 Ravens Lane.

We're gonna put in our city and state, which is Baltimore, MD.

We're gonna put ZIP code 21264.

OK, moving on is the next section which is contact information.

We're gonna enter our contacts first and last name.

Our contacts name is Leon Evans.

Since we know it's title, we're gonna put that in.

He's the director.

Next, it asks if he's the primary POC we're going to keep that at Yes.

We're also going to enter the phone and e-mail information 'cause that's very important. We have that. So we're going to do 555-212-6457.

And this is a cell number, so we're gonna click that box right before Cell.

We also have the e-mail address, so we're gonna put in l.evans@email.com.

All right, that's done.

So we're gonna scroll up and we're gonna see a yellow note box under there.

We're gonna put in our grantee and sub grantee.

Our grantee is Maryland.

Sub grantee is Baltimore City.

And by doing this, this links the organization to our grantee and sub grantee.

Now let's click the search button.

Once we do that, we're going to see some additional information boxes.

This is where we're going to select the Organization Function.

So to do so, we're going to click Add New.

Using the drop down, select the Organization Function, we're going to choose Service Provider.

Also, we're going to say that this is going to be their employer as well.

So let's click Add New again and we're going to select employer.

Let's mark them both as Available.

And then moving down, if the Contact Address is different than the organization address you want to be sure to check that box under contact address.

So let's go ahead and check that.

When this box is checked, a field will appear to enter the other address like you see here.

But we're going to go ahead and uncheck that.

Then we're going to scroll to the bottom of the page and click Add and this will

return you to the Manage Organizations screen.

Alright, here, we're gonna verify that our organization has been added.

So to do so, we're gonna enter our state, which is Maryland.

City is Baltimore.

And we're gonna type in our organization name, which is Maryland Center.

And go ahead and click Search once that's in.

And below you should see the organization that you've added and there it is and that is the end of the Add Organization section.

So let's go ahead and hop back over to our participants case that we had open in that other tab. Perfect.

So we are currently back in the participant's Summary page.

So we're gonna go ahead and click on Assignment, which is next to Summary, and this is where we're going to add in their OST and OJT services.

Once that opens up, OK, great. Go to the top right corner and click Add Assignment Service.

So this participant will be starting an OST first.

So we're gonna add that in.

So let's walk through that.

So here in the general details section there are some required fields.

Let's complete those.

The Assignments section is required.

The drop down will display the assignments for this participant. You want to be sure to select the open assignment. In this case that assignment is the August date assignment.

Next is Category.

We're gonna select Education and Training.

For Type, we're gonna have a drop down and you'll have two options here for sector based program. They are Demo Occupational Skills Training, OST, and Demo On-the-Job Training, OJT. Let's select OST.

Once OST is selected, you'll see the service details.

Start Date is required, so we're going to enter the start date of the skills training.

Let's choose August 11th.

And of course, the end date is entered when the training is completed, so we're gonna skip that.

Moving on next, Scroll down to the additional fields section and this is where we're

gonna enter our service provider.

Remember, earlier on we suggested that the provider be entered beforehand and this is why.

So let's go ahead and enter the state of Maryland.

City is Baltimore.

And then our Organization Name, which is Maryland Center.

Once that's in, we're gonna click Search.

The organization we entered earlier will be in the grid below like you see here. Once you found your organization, you want to click that box and it will turn blue.

Then select or then click Select Organization.

The organization will appear in a small gray box under Provider.

Now let's complete the required fields.

As you can see, there's only one required field in this section, which is Occupation of Demonstration Training. For this one, we're going to choose Computer and Mathematics.

And that's all we're gonna answer for this participant.

So we're gonna click Save and Close.

And this should bring us back to the Assignment screen.

Great. So here you can check that the OST was added.

First, let's click on our open assignment, which was that one for August.

Next, click on Training and Services link under Assignments.

Yep, and you'll see the OST in the table.

Perfect.

Now let's say the participant is ready to go into their OJT.

Let's go enter that.

So we're still on the Assignments page, so we can actually just scroll on up and we're gonna hit Add Assignment Service again.

Let's complete the required fields.

Open the assignment again.

Open assignment field to the drop down and we're going to ensure we select the correct assignment, which is the one for August.

Next field is Category and we're going to select Education and Training.

And for Type, we're going to select Demo On-the-Job Training.

And next enter the Start Date for the OJT.

And we're going to do August 11th.

We're gonna go ahead and skip the end date and Scroll down to additional fields. Under Additional Fields, we're going to search for our employer organization. So to search, we're going to put in our state, Maryland. City is Baltimore.

An organization name is Maryland Center.

Let's go ahead and click Search once that's in.

So if the organization is added as an employee in the system, it will show up in the grid. But I also want to point out that if it was not added as an employer, you can add it here by clicking on Add New Service Provider, but we've already done that. That's why we went ahead and chose employer when we added the organization. So let's go ahead and click on our organization and it'll turn blue and then we're going to click select organization.

And then you'll see the employer is added under additional field under provider next.

Let's go ahead and complete the additional required fields.

The first is Ending Wage per Hour and that is the starting OJT wage.

Let's go ahead and enter \$20.

This wage section can be edited throughout the OJT if their wage should change, the next is the Actual Hours section that's entered when the training has concluded.

So we're going to skip that. And then for the OJT Occupation, we're going to enter Help Desk Specialist.

Once that's in we're gonna hit Save and Close.

And that should bring us back to the Assignments screen.

Perfect. We're gonna select the open assignment.

This is how we're gonna check everything is there.

So we're gonna hit that assignment.

We're gonna click on Training and Services under Assignments.

And as you can see there they are, our OST and OJT are right there.

And that concludes the first half of this training.

And we're gonna go into Q&A.

M **Mcneace, Meche A - ETA CTR** 21:50

Alright. Does anybody have any questions so far?

B **Barcley, Joyce M1 - ETA CTR** 21:55

We do have a question asking is the start date the date when they are entered into the random assignment tool?

D Davis, Chanel T1 - ETA CTR 22:04

Yes, those should be the same date.

B Barclay, Joyce M1 - ETA CTR 22:08

And that is the only question that I see. But we do have a hand raised from Emanuel.

D Davis, Chanel T1 - ETA CTR 22:08

That is true.

B Barclay, Joyce M1 - ETA CTR 22:13

Would you like to unmute yourself?

Emmanuel.

EM Emmanuel Miller 22:26

Sorry, can you hear me now?

B Barclay, Joyce M1 - ETA CTR 22:27

Yes.

D Davis, Chanel T1 - ETA CTR 22:28

Yes.

EM Emmanuel Miller 22:29

Alright, thank you.

As a follow up to that question, does this mean that a person's year in the demonstration, granite starts when they are randomly assigned to the treatment group and not when they would have, for instance, started training either in occupational skills training or the job training?

D Davis, Chanel T1 - ETA CTR 22:54

That's a good question.

I'm not sure. Michi.

M **Mcneace, Meche A - ETA CTR** 22:58

I was thinking if I heard correctly, I would believe it would be when they start the whichever the first activity is, whether it's OST or OJT.

So that would be the start date for that.

Is that what you're asking, Emmanuel?

EM **Emmanuel Miller** 23:16

I think so. So I'm trying to figure out is because the grant says nobody could be in this program for more than a year.

I know our timeline got messed up, but when does that clock start?

Does it start when they were randomly assigned?

'Cause that's what I would assume from what we were just showing.

Or does it start when they actually begin training?

I know might not really matter much given the life of the grant now, but I was just curious.

 **Wilson, Toni K - SCSEP** 23:48

Hello everyone, this is Toni Wilson, the SCSEP unit chief and the answer to that is. When they are randomly assigned.

EM **Emmanuel Miller** 24:01

Thank you, Toni.

 **Wilson, Toni K - SCSEP** 24:02

You're welcome.

M **Mcneace, Meche A - ETA CTR** 24:04

Thank you, Toni.

D **Davis, Chanel T1 - ETA CTR** 24:05

OK.

B **Barcley, Joyce M1 - ETA CTR** 24:08

And with that, I don't see any other hands raised up.

I there is another question.

How do we query or filter GPMS to show participants that are in the study?

M **Mcneace, Meche A - ETA CTR** 24:23

I do not believe there's any reports for that. To query that I do know in the past they asked about where they're going to have some specific reports just for the sector base and at the current time there is not. However, that question has been passed through, and I believe they are still working on seeing what kind of reports or queries or filters that you're talking about can be developed into GPMS.

So currently no.

Will it be coming? Hopefully soon.

B **Barcley, Joyce M1 - ETA CTR** 25:02

And that was the last question that I see.

M **Mcneace, Meche A - ETA CTR** 25:06

OK, if that's what we have for now, then we are going to go ahead and pass it on to Joyce who will take us through the second-half of our training session.

So there you go, Joyce.

B **Barcley, Joyce M1 - ETA CTR** 25:20

Thanks, Michi.

OK.

So we're going to start off talking about case notes. And as you know, the ability to enter case notes is now available in GPMS and we hope that everyone's had the opportunity to try out the case note functionality.

We'll quickly review using Case Note feature, because a sector-based program could warrant the need to document activities and case notes.

So let's begin on the participant Summary page where you are, which is great.

And over to the right, let's click on the Case Notes tab.

Super. OK.

Now we're going to, in the case notes section, before we add a case note, let's review the content of the case notes table itself.

So when you have case notes already entered, they're automatically displayed as like you're seeing on the screen. And as you can imagine, when participants had a lot of

program activity like this participant has had, there could be pages and pages of case notes.

So how do you access what you want to find?

So to help you do that more quickly and efficiently, you can use several options, and we're going to go across the first bar right below the blue ad case notes, just to check out the functionality that's there.

So the first area for searching is by Subject and the subject would be whatever you named the case. Note, just enter a word in the subject.

So let's put in laptop and then we click Search.

And this search method produces all notes that contain that word which appears either in the subject or in the case note itself.

Now all the case notes that have that search word and the subject or in the note are displayed.

In this example, we don't see any word laptop in the subject. In the notes column. If you click on the three dots after, yep, there, you'll see the full case note displayed and you see the word laptop is in there.

So again that search method will find your search word either in the subject or the content of the case note.

OK, let's clear that search by clicking the X and move on to the next method which is Category and you would click the category down arrow to display options and you can pick one or more categories at the same time.

So let's select participant required actions and supportive services.

OK, now the case notes that have those selected categories are automatically displayed.

So if you want to clear that search now by clicking the X, we can also search case notes by a date range.

So let's enter the dates 7/1/2026 through 7/31/2026.

And only the notes created during that date range are displayed.

There weren't any case notes that month, so that's why none are displayed.

You can also combine multiple search options.

For instance, you can use a date range along with a subject or category.

So lots of different ways to help you get to where you need to go more quickly. Now moving to the right, yes, let's clear that date range.

Moving over to the right, now that we have this wonderful case note history, let's see how we can export it into Excel and there we go. We would click the down Arrow

icon and that would open up the download box at the top of the page.

And then we would click the open.

And there you go.

We're not going to go through the Excel spreadsheet, but all of the case notes are then displayed.

You can just do a little formatting to help yourself out there. But let's go ahead and close that Excel spreadsheet and return back to the case note table.

So to the right of that filter to the right of that download is the filters icon and filters can also be applied and saved if there's a particular set of data elements that you are looking for regularly. You can do that by using the filters.

You can also use the refresh button which is that little last one to update the table without losing any filters that you have applied.

Now let's review the case notes table below, which provides great information at a glance.

This is really cool.

The table headings across the top are category, subject or the title that you named your case note, the actual case note who entered the case note, the date the note was created and modified.

There's also a Tag feature which allows you to tag another user, which will be covered in just a few minutes.

You can print an individual case note by clicking the blue hyperlink to open it.

And then when it's open, you just right click anywhere and you would click on the print and you would follow through with that print to get that one case note.

So let's cancel that.

Oops.

Went too far.

M **Mcneace, Meche A - ETA CTR** 30:56

Oops, I did it again.

Hold on. I'm coming back.

B **Barcley, Joyce M1 - ETA CTR** 31:00

Isn't that a song?

Oops, I did it again.

M **Mcneace, Meche A - ETA CTR** 31:07

And let me find our participant.
Jacqueline, right?

B **Barcley, Joyce M1 - ETA CTR** 31:17

Yeah.
JAQ yeah.

M **Mcneace, Meche A - ETA CTR** 31:21

Cooper.

D **Davis, Chanel T1 - ETA CTR** 31:30

You wanna do. I mean one P two Os.

M **Mcneace, Meche A - ETA CTR** 31:34

Got it.
Spell her name right.
Alright.

B **Barcley, Joyce M1 - ETA CTR** 31:45

Oh great.
So now we go back into the case notes.

M **Mcneace, Meche A - ETA CTR** 31:48

Here we are.

B **Barcley, Joyce M1 - ETA CTR** 31:49

And we, yeah. And we got through taking a look at the search options and we took a look at the table itself.
So now that we've reviewed all those, let's start adding a new case note and you would do that by clicking the add.
Yep, add case note, and right now we're going to enter a case note about a participant's recent progress assessment.
So for the category, let's click on the category for the drop down and we're going to

select participant required actions and for the subject, how about OJT progress check?

OK.

And then you would just type in the body of the note.

OK, once you've completed your note, you have the option to share this case note with another user who has access to the participant case within your grant or sub grantee by using the tag feature. So, in that tag field begin typing a person's name we're going to type Chanel.

And available options are displayed. So, you select the name and tag them and click save.

Now this user who was just tagged will receive a notification in their tasks and notifications that a new case note was entered or a note was modified.

Speaking of modified, you can edit your case notes by clicking a case note's blue hyperlink to open it up.

This one demonstration.

At the very beginning. Let's enter the date.

08-11-2026 which is basically the date.

And that was the date the activity was conducted. Once the edit is complete, you would just click update to save and return to the case note table.

OK.

Now something to be aware of when you're working with the case notes is that the case note created and modified dates that are displayed in the system are the dates that the notes were created or modified in GPMS.

That may not be the same as the actual date of the activity being noted, if you would like to document the actual activity date, we recommend entering the information in the case note itself as Meche just did when she edited the case note.

OK.

So we've covered all the functionality of the case notes.

So now let's see what needs to be done if a participant decides they no longer want to continue in sector based in the sector based project.

So let's go back to the summary page.

It's pretty much where we start with everybody when we find a case.

And so this participant doesn't want to continue in the sector based project, which means their enrollment in the pilot program needs to be ended.

So click on the intake tab which is right below where you are.

There you go.

And then we're going to Scroll down to the pilot program section and then click edit.
OK.

So now we're going to end.

We're going to enter the end date.

We'll enter 8/12/26.

And once the date is entered, the reason for exit will be opened up and that has a drop down. And just to note if you select #7 which is other.

Select that.

Another field opens up and you would have to enter a reason, but for this purpose let's go back to the drop down and select #2 which is that they remain in SCSEP.

They just didn't like this particular occupation.

And we're going to click save.

And we go back and we'll see that the pilot enrollment now shows an end date and the exit reason.

Super.

So just something to keep in mind when the participant continues on the regular SCSEP program. Remember, they remained assigned to their last community service assignment.

So you need to check whether they can resume that assignment, or if they're going to begin a new assignment just because they left the pilot doesn't mean we want to exit them from the program or put them on approved break.

We want to get them back into a CSA.

Now that this participant's no longer in the sector based pilot, we need to end all of their sector based services.

So let's scroll up to the top of the page and click on assignment.

Yep.

There you go.

And we're going to pick the active assignment ID and click on that to open it up.

And we're going to go over to the edit button on the right.

To edit the assignment details.

Oops, so sorry.

Yes, we want to get into training and services.

You got me, Meche. Thank you.

We want to click on training and services. That's what we're going to click on.

Alrighty.

And then the category link. We're going to select OST.

And then we're going to Scroll down and click edit.

For the details, we're going to enter.

Yep.

Now we're going to enter the end date of 8/12.

And while not all fields are required for sector based, we do recommend that all.

As much training. As much information be completed in this case training status should be completed.

And that would be no because the participant is dropping out.

A comment can also be added here, just so all the information is together on one page.

And then we're going to scroll down to the additional fields where we'll actually we'll enter the actual training hours and in this case, let's say 28.

OK, the other required field is the occupation of demonstration training. That hasn't changed.

So we leave that and the certification hasn't changed. We leave that. So, we'll now click save.

And we will return to the training and services page and it shows us that the OST has been ended.

So let's do the same thing now for the OJT by clicking that blue hyperlink.

And they'll Scroll down to the.

Yep, we'll Scroll down to click on that blue hyperlink. Yep.

Now we're going to edit.

It's not taking the edit.

Oh, there we go and scroll down.

OK.

We're going to enter the end date of 8/12 again.

And completed here is also not a required field. But please do try to remember to complete it.

So click no since the participant dropped out.

And then enter a relevant comment.

OK, now OK and scroll down.

And now here the ending wage. If it has changed, remember at the beginning you did put their beginning wage in there.

And if it hasn't changed, we're just going to leave that.

But let's enter additional hours and let's put in 70.

And the occupation has not changed, so we'll leave that as well and click on save.

Now we see that both of the sector based trainings have been closed.

Let's now look at an example of a participant who has successfully completed OST and OJT.

And they're also going to be hired by their OJT employer, so they're exiting for employment, and that's what this program is all about.

For demonstration purposes, we'll just remain on the same case and let's go back up to the summary page again, just like we're coming back to it for the first time.

When we get ready to exit a participant, remember, we need to ensure that all the services have been ended and we just did that we saw there were no open services, but now the community service assignment must also be ended before exiting the participant.

So we're going to click on the assignments tab up at top.

And then we'll click on the open assignment.

OK.

Now we go over to the right and click on the edit button.

OK. And for the end date, we're going to enter 8/12.

They also recommend completing as much information here as possible, so for the job code, let's select computer and mathematical.

Nope, you already did that.

Good for you.

And we're going to enter all the other relevant fields.

So Meche was going to go ahead and enter as much information as she can.

OK, when she's completed the information.

She'll click save.

And there you see we have the assignment has been concluded.

Now we're ready to exit the participant.

So at the top of the screen, we're gonna click the related actions link and once that opens, we're going to select add exit.

OK.

Now we're going to enter the exit information. Since this is an employment exit, a termination letter isn't needed.

And for the exit category, it's unsubsidized employment from the drop down list.

Below that, we're going to select.

The employment type, which is regular employment.

And there is no.

The exit date, we're going to make 8/12.

And you can enter a relevant comment if needed.

And then we scroll down and click the applicable waiver certification.

Going to enter the date to 8/12.

And we're going to click submit.

OK.

Now we're back to the related action page.

And now we're going to add a placement.

And this is where you would enter all the relevant information for employment.

So let's begin by entering the information and the first column and the start date will be 8/13.

And next we need to select are they self-employed?

Yes or no? We're gonna say no.

And we have to select the employer.

So our state is Maryland.

City is Baltimore.

And Maryland Center is the organization.

And we click search.

And we see the employer is there and in the table click on the employer.

Remember we added them as an employer at the beginning, so we didn't have to add them now and we select this organization.

Now we're going to go back to the first column on the left.

And then we're going to enter as much information as we can. Now, if the site name and location is different from the employer that was entered originally, you could add additional information here, but it's the same.

So we're going to leave it.

It's very important to add the survey contact information, and the supervisor information.

And then we scroll down and we say the results of substantial services provided and the answer would be yes, they received an OJT.

Then was this an OJE? And it's no because it was an OJT, not an OJE.

Was this a training related placement?

Would be yes.

And then the high growth drop down, you would pick information technology?
OK.

Now we go back up again to the center column and now we put in the job title.

Which would be help desk specialist.

And for the job code, we're going to select computer mathematical.

If you'd like to enter a comment, you would enter it there.

Now back up to the next column on top for the host agency. It would be no, it's not.
It's not the host agency as an employer.

And the wage per hour, let's put in 25.

And this is a full-time position.

And where it comes with benefits. So let's give him some health insurance, some sick
leave some vacation.

All the benefits of full time employment.

Now we're going to scroll past the follow up information because that information
will be done as a follow-ups are done in the future and we would click on submit
placement.

OK.

Let's go back to the summary now.

We will see the participant status now shows exited in follow up and all of the sector
based activity has been ended. So, this was a very successful sector based exit.

OK.

We're winding down, but before we conclude, let's go over the managed paid hours.

We know that there are several areas in GPMS where you can enter paid hours. Since
we're still in the participant's case, let's go over to related actions at the top.

And select manage paid hours.

OK, all of the hours spent in sector-based OST and OJT need to be recorded in one
category and that's paid training. So in 2026 which is already showing for the
program year in Q1, let's enter 98 hours which would be the combination of
OST and OJT.

And then we would scroll down to the bottom.

And click submit.

OK, now up on top.

Let's just verify information that the placement has been done by going into
placements and follow up.

And there we see that the placement has been added.

And this participant is good to go.

So that concludes all the sector based data entry and GPMS back to you, Meche.

M **Mcneace, Meche A - ETA CTR** 48:37

Well, that was awesome.

Thank you, Joyce, and thank you, Chanel.

So I'm glad we have now concluded before we kind of do our final conclusion, we're going to go ahead and open this up for any questions and answers at this point in time.

Does anybody have any questions?

D **Davis, Chanel T1 - ETA CTR** 49:04

None in the chat.

M **Mcneace, Meche A - ETA CTR** 49:09

Is 'cause you guys did such a fabulous job that there's no questions.

B **Barcley, Joyce M1 - ETA CTR** 49:16

It's a good crowd.

D **Davis, Chanel T1 - ETA CTR** 49:17

Mm-hmm.

M **Mcneace, Meche A - ETA CTR** 49:18

I love our crowd.

Love you guys.

Alright, well in conclusion, so we do hope that you guys will walk away knowing precisely where to find the sector-based training functionalities within GPMS and this will also enable efficient access and data management for the sector-based training. Also please know that being diligent and entering accurate data and GPMS is just not procedural of course is fundamental component of ensuring that your sector based training project is successful and so it'll also show and contribute directly to achieving you guys' sector based goals.

So your commitment to data accuracy ensures the integrity and usefulness of the

information within GPMS, which ultimately leads to a more effective and impactful project.

So the training session like I mentioned earlier will be posted on the COP.

We'll have the recording and then of course the transcripts available for you to for future references.

Also know that we do continue to conduct our GPMS virtual office hours, called G Live the second and fourth Wednesday of each month.

Please feel free to join us even if you have questions about the sector based GPMS entries or functionalities, things of that nature.

If you do not have an invite to those virtual office hours, please e-mail us at SCSEP technical assistance at DOL.gov.

And we'll ensure that you guys get a invite as well.

So with that being said, we'll see if there are any more questions, nothing.

If we have no questions whatsoever then we are officially concluding our sector based GPMS training for today and we wanna say thank you all again for taking the time out of your busy schedule and joining us.

And again, if you have any questions about today's trainings, please e-mail us at SCSEPTechnicalassistance@DOL.gov.

And I'm going to go ahead and do this, and I normally don't, but I want to say if Toni's still on, if you can come on and we want to thank Toni for all her support as well.

So thank you, Toni. And with that being said, we'll just say have a great afternoon everyone.

And enjoy the rest of your week and the upcoming weekend.

Thank you.

MS **Miriam Suen** 51:53

Thank you so much.

M **Mcneace, Meche A - ETA CTR** 51:54

We can stop there.

You're very welcome.

MS **Miriam Suen** 51:58

Thank you.



Wilson, Toni K - SCSEP 51:59

Great job.

Great job, team. You guys did a great job. Thanks everyone for participating.



Harris Lee 52:01

Thank you.



Miriam Suen 52:03

Thank you.



Mcneace, Meche A - ETA CTR stopped transcription