



CHICAGO COOK  
WORKFORCE PARTNERSHIP

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February 8, 2022

# OJT Service & Report Training

# Technical Check

*Good Morning,*

*This session is being recorded.*

*Please confirm that you can hear and see screen by introducing yourself in the chat box.*

*Your lines are muted. Please enter questions in the question box and we will answer.*

Dena Al-Khatib

*Career Connect Administrator*

Victor Vizqueta

*Business Relations Specialist*

# Agenda

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1. Welcome & Overview
2. ISTEP & OJT Service Demonstration
3. Quiz
4. OJT Report Demonstration
5. Questions and Answers
6. Resource Links

# Ice Breaker Poll

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How comfortable are you entering OJT services?

# Overview



- Today's webinar is on entering the ISTEP & OJT services for *WIOA enrolled participants*.
- We are eliminating the monthly OJT obligations report effective March (February report)
- The Partnership will pull the report from Career Connect
- This is contingent on agencies:
  - Cleaning up PY 2021 OJT services and
  - Entering OJT services correctly going forward

- Updated ISTEP & OJT Service procedure:
  - Step-by-step instructions to enter services
  - Where to find the required info on the OJT Agreement
  - How to run an OJT report
- Cross-posted:
  - WIOA Services: <https://workforceboard.zendesk.com/hc/en-us/articles/360050548012>
  - On-the-Job Training Materials 2022: <https://workforceboard.zendesk.com/hc/en-us/articles/4424187557261>





*Thank  
You*

## **OJT Report Working Group**

Hugo Avila – SERCO

Grace Garcia - CAIC

Gabe Murcia – National Able  
Network

Ray Quintanilla - CFL



# Live Demonstration

# Quiz Question 1

- Which of the following have to happen before staff can start an OJT?
  - a) Enter the ISTEP service
  - b) Certify the participant for training (Adult or DW)
  - c) Participant starts the OJT
  - d) All of the above

# Quiz Answer 1

- Which of the following have to happen before staff can start an OJT?
  - a) Enter the ISTEP service
  - b) Certify the participant for training (Adult or DW)
  - c) Participant starts the OJT
  - d) **All of the above**

# Quiz Question 2

- What costs should you enter in the “enrollment cost information screen of the OJT service?”
  - a) Planned costs
  - b) Adjusted Planned costs
  - c) Actual costs

# Quiz Answer 2

- What costs should you enter in the “enrollment cost information screen of the OJT service?
  - a) Planned costs
  - b) **Adjusted Planned costs (from the ISTEP as highlighted below)**
  - c) Actual costs

Trainee Name	SSN (last four digits)	OJT Start Date	Planned End Date	Funding Source	Employment Goal	Reimb. %	Hourly Wage	Potential Adj. Hrs. Reimbursement	OJT Wage (Hourly Wage * Rate)
Rene Reprocess	9999	02/02/22	04/15/22	DW	Welder	75%	\$ 19.75	\$2,962.00	\$14.81

**MAXIMUM REIMBURSEMENT NOT TO EXCEED \$10,000 PER ISTEP (OJT WAGE X TOTAL ISTEP HOURS) Rev. 5/13/2021**

Skills to be Acquired	Existing Skills	Planned Hours	Adjusted Hours	Performance Indicator	Assessment Method	Skill Attained? (Y or N)
1 Welding		150	100	ability to weld to set standards	supervisor review	
2 Soddering		150	100	ability to sodder to set standards	supervisor review	
<b>Total Hours</b>		<b>300</b>	<b>200</b>	<b>AFTER training is COMPLETED:</b> For <u>EACH</u> SKILL LISTED - Separately assess the trainee's attainment of <u>THAT</u> skill For <u>EACH</u> PAGE of the ISTEP - Trainer must SIGN & DATE <u>EACH</u> page of the ISTEP		

# Quiz Question 3

- If the participant quits or is terminated early from the OJT, what date should you enter as the OJT service Actual End Date?
  - a) The date the participant dropped, according to the employer
  - b) The original, projected OJT end date
  - c) The date that I go into Career Connect to close the service

# Quiz Answer 3

- If the participant quits or is terminated early from the OJT, what date should you enter as the OJT service Actual End Date?
  - a) The date the participant dropped, according to the employer
  - b) The original, projected OJT end date
  - c) The date that I go into Career Connect to close the service





# Report Demonstration

# Custom Report

- A custom query is available
- Requires cutting & pasting report code into a Career Connect query tool
- Helpful for multi-office agencies that want to run one OJT report across all offices
- If interested, submit a request to the Help Desk:
  - Specify it's an OJT Query request
  - Include which office(s) should be included
  - Names of up to 2 staff who need access to run the query

# OJT Broker Training

Learn the ins and outs of developing and administering an On-The-Job Training program with an Employer. This session will cover agreements, worksite oversight, and more!

**Date:** March 8, 2022 (Virtual)

**Time:** 10am-2pm

Use this link to register. Upon registering, you will receive an email containing information about joining

<https://attendee.gotowebinar.com/register/1597641392935637776>

# Questions and Answers





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