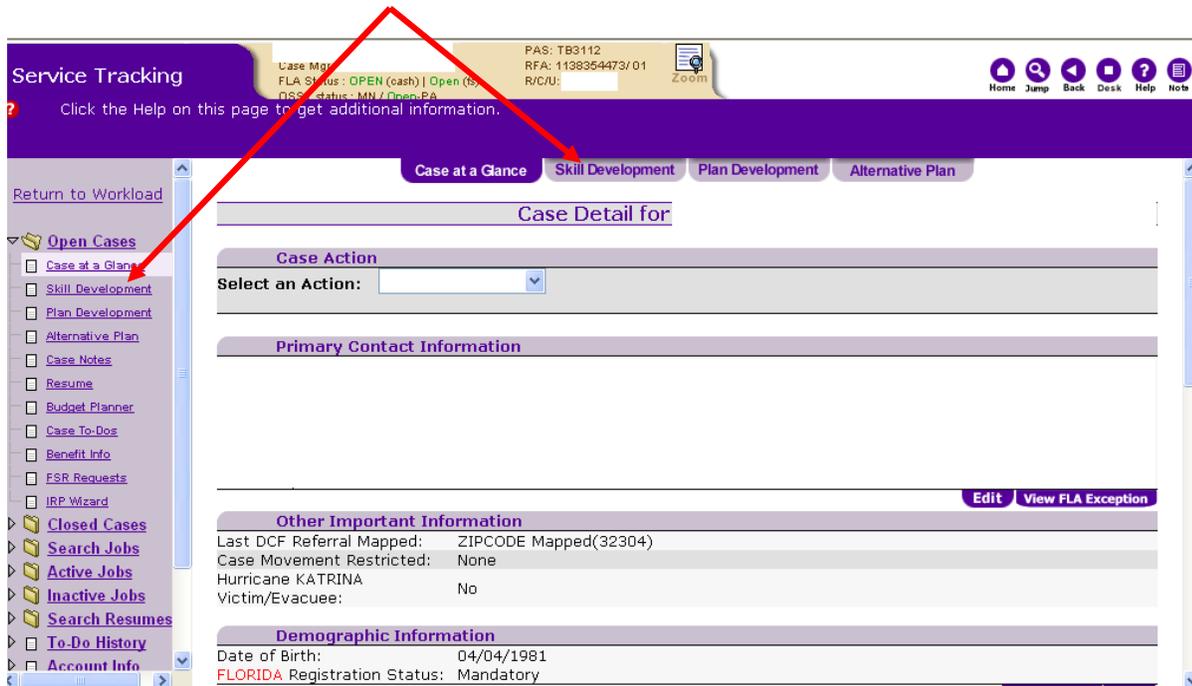


Accessing the new Job Participation Rate (JPR) Screen in the One-Stop Service Tracking (OSST) System

The JPR screen is associated with a participant's case. To view or update hours of participation associated with a program participant, the user must first sign in to the OSST system. Once the user has signed in to OSST, (s)he will select the participant's case. The following is a screen shot of a participant's "Case-at-a-Glance" screen in the OSST system. The Case-at-a-Glance screen displays a summary of the demographic and referral information associated with the program participant. From the Case-at-a-Glance screen, the user should navigate to the "Skill Development" screen. There are two ways to access the Skill Development screen: the Skill Development icon on the top of the screen and the Skill Development hyperlink on the left hand screen menu.



Once the user has selected the "Skill Development" folder from either the navigation bar on the left or the tabbed folder at the top of the screen, (s)he will be taken to the Skill Development page that displays a summary of the activities and services associated with the program participant. In the example below, there are two activities open on the case. This means that two activities have an Actual Start Date and not an Actual End Date. These activities are "active." To enter hours of participation after documentation have been received, the user must select the "Add" icon at the bottom of the Skill Development page under the Job Participation Rate section.

Return to Workload

Open Cases

- Case at a Glance
- Skill Development
- Plan Development
- Alternative Plan
- Case Notes
- Resume
- Budget Planner
- Case To-Dos
- Benefit Info
- FSR Requests
- JRP Wizard

Closed Cases

Search Jobs

Active Jobs

Inactive Jobs

Search Resumes

To-Do History

Sort by: Start Date [Sort](#) ?

Job Title	Employer	Start Date	End Date	Days Worked	Follow-up
Skill Development					
Sort by: Date Sort ?					
Activity	Start Date	End Date	Status	Days Enrolled	Total Cost
Benchmark-2 (852 - TANF Programs)	Unknown		Not Started	0	\$0.00
Job Search and Job Readiness Assistance	Unknown		Not Started	0	\$0.00
Community Service (210)	05/15/2008	Present	In Progress	114	\$0.00
Job Skills Training (310) + 20 hours	05/15/2008	Present	In Progress	114	\$0.00

[Show All](#) ? [Add](#)

Job Participation Rate

Please use the Add button to enter hours on the Job Participation Rate records

[Add](#)

Not Started Training/Activity/Service with 'Not Started' Outcome

* Required Field
? Help

[- Privacy Statement -](#)

Once the “Add” icon has been selected, the “summary page” will display. The Countable Activities & Job Trackings screen displays an overview of **open** activities based on the selected month and year.

Return to Workload

Open Cases

- Case at a Glance
- Skill Development
- Plan Development
- Alternative Plan
- Case Notes
- Resume
- Budget Planner
- Case To-Dos
- Benefit Info

Participation Data For

For Month/Year: AUG 2008 [Submit](#) [Cancel](#) ?

Note: Click [Holiday Hours](#) or [Excused Hours](#) for a 12 Month Detailed Report

Countable Activities & Job Trackings

Activity/Job	Start Date	Schd Hrs/wk	Worksite Calculated by Month	Actual Completed Hours	Holiday Hours	Excused Hours	Total Hrs Completed
Community Service (210)	05/15/2008	15	0	0	0	0	0
Job Skills Training (310) + 20 hours	05/15/2008	15	0	0	0	0	0
TOTAL:		30	0	0	0	0	0

On this summary screen, the following items are hyperlinked:

- [Holiday Hours](#)
- [Excused Hours](#)
- The actual activity-in the example above, [Community Service \(210\)](#) and [Job Skills Training \(310\)](#) are the hyperlinked activities
- The numbers associated with the following hours displayed on the screen
 - Worksite Calculated by Month
 - Actual Completed Hours
 - [Holiday Hours](#)
 - [Excused Hours](#)

If the user selects the hyperlink titled “[Holiday Hours](#)” or “[Excused Hours](#)”, the system will display a detailed report of State holiday hours and excused hours recorded on the JPR screen for a 12-month report period. This is a “rolling” 12-month period.

Return to Workload

Participation Data For

For Month/Year:

[Submit](#) [Cancel ?](#)

Note: Click [Holiday Hours](#) or [Excused Hours](#) for a 12 Month Detailed Report

Countable Activities & Job Trackings

Activity/Job	Start Date	Schd Hrs/wk	Worksite Calculated by Month	Actual Completed Hours	Holiday Hours	Excused Hours	Total Hrs Completed
Community Service (210)	05/15/2008	15	0	0	0	0	0
Job Skills Training (310) + 20 hours	05/15/2008	15	0	0	0	0	0
TOTAL:		30	0	0	0	0	0

Once the user has reviewed the information, (s)he can return to the participant's activity and hours of participation summary page by selecting "Return to Participation Data" either at the top or bottom of the report.

Return to Participation Data

Detail Report: Excused Hours / State Holiday Hours
For 12 Months Ending: August, 2008

Month	Excused Hours	State Holiday Hours
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		
Total Hours:	Excused: 0	Holidays: 0

Return to Participation Data

In this example, the participant is assigned to a work site activity, Community Service. The summary page provides a hyperlinked number titled Worksite Calculated by Month. By clicking on the "0" next to the scheduled hours, the system will display a screen that calculates the maximum number of hours a program participant may be assigned to a worksite activity. If the user is calculating the maximum number of hours a family engaged in the Welfare Transition (WT) program may be assigned to a worksite activity during the month, the user must enter the family's cash assistance and food stamp benefit amounts. The minimum wage is already populated, but the amount may be overwritten by staff. The minimum wage should reflect the higher of the State of federal minimum wage. If the user is calculating the maximum number of hours a family engaged in the Food Stamp Employment and Training (FSET) program may be assigned to a worksite activity during the month, the screen will only require the food stamp amount be entered. Once these values have been entered, the system will provide the maximum number of participation hours the family may be assigned during the month.

For Month/Year:

[Submit](#) [Cancel ?](#)

Note: Click [Holiday Hours](#) or [Excused Hours](#) for a 12 Month Detailed Report

Countable Activities & Job Trackings

Activity/Job	Start Date	Schd Hrs/wk	Worksite Calculated by Month	Actual Completed Hours	Holiday Hours	Excused Hours	Total Hrs Completed
Community Service (210)	05/15/2008	15	0	0	0	0	0
Job Skills Training (310) + 20 hours	05/15/2008	15	0	0	0	0	0
TOTAL:		30	0	0	0	0	0

Participation in: AUGUST, 2008

To calculate the maximum number of hours the participant may engage at a worksite on the JPR screen, case manager should complete the formula below using the most current information.

Community Service (210)

Cash Assistance Amount for the Month

Food Stamp Amount for the Month

Enter the Higher of the Federal/State Minimum Wage (Current State Minimum Wage = \$6.79)

The maximum number of monthly hours the participant may be assigned to a worksite (rounded):

Once the required information has been entered, the user must hit the “Tab” keys on the keyboard, and the system will display the maximum number of hours a participant or family may be assigned to at work site for the month. The user must select the Save icon at the bottom of the screen to ensure the information is retained and displayed on the participant’s summary screen.

Return to Workload

Open Cases

- Case at a Glance
- Skill Development
- Plan Development
- Alternative Plan
- Case Notes
- Resume
- Budget Planner
- Case To-Dos
- Benefit Info
- FSR Requests

Participation Data For

For Month/Year: AUG 2008

Submit Cancel ?

Note: Click Holiday Hours or Excused Hours for a 12 Month Detailed Report

Countable Activities & Job Trackings

Activity/Job	Start Date	Schd Hrs/wk	Worksite Calculated by Month	Actual Completed Hours	Holiday Hours	Excused Hours	Total Hrs Completed
Community Service (210)	05/15/2008	15	59	0	0	0	0
Job Skills Training (310) + 20 hours	05/15/2008	15		0	0	0	0
TOTAL:		30	59	0	0	0	0

Important tip: once the maximum number of hours the family may be assigned to a worksite during the month is calculated and displayed, program staff should develop a schedule with the program participant.

- If the calculated hours are less than the number of core hours the family must meet, the family should be assigned the minimum required hours so (s)he can be “deemed” up to the core.
- If the calculated hours are more than the number of core hours the family must meet, the family may be assigned no more than 40 per week per work-eligible parent. The work-eligible parents should not be assigned less than the core number of hours the parent(s) must complete to be included in the numerator of the participation rates unless (s)he has a limitation (medical limitation, domestic violence issues, etc.).
- If the family consists of two work-eligible parents that are able to participate in work activities (no medical or other limitations), the parents may share the assigned hours (if appropriate).

WT program staff will not be required to deem at this point. The Department of Children and Families (DCF) will compile the number of hours the family completes at a worksite, as well as the “Worksite Calculated by Month” to determine whether or not it is appropriate to deem the number of hours the family completed at a worksite up to the core for the month. WT program staff will only be required to enter “Actual Hours Completed,” “Excused Absence Hours,” and “Holiday Hours” associated with countable work activities.

If the user selects a hyperlinked *number* associated with “Actual Completed Hours”, “Holiday Hours”, or “Excused Hours”, (s)he will be taken to a monthly calendar that will allow the user to enter hours of participation.

For Month/Year:		AUG	2008					Submit	Cancel ?
Note: Click Holiday Hours or Excused Hours for a 12 Month Detailed Report									
Countable Activities & Job Trackings									
Activity/Job	Start Date	Schd Hrs/wk	Worksite Calculated by Month	Actual Completed Hours	Holiday Hours	Excused Hours	Total Hrs Completed		
Community Service (210)	05/15/2008	15	0	0	0	0	0		
Job Skills Training (310) + 20 hours	05/15/2008	15	0	0	0	0	0		
TOTAL:		30	0	0	0	0	0		

On the new data entry screen, the user will enter the number of hours the participant completes in each countable work activity, or Actual Completed Hours (ACH). The user may also enter hours the participant is excused from participation with good cause. Excused Absence Hours (Exc) may be attributed up to 16 hours in a single month and 80 hours in the past 12 months. The user may also enter hours the participant was scheduled to participate in an activity on a State approved holiday if the provider was not open for business, also known as Holiday Hours (Hol).

Case Number: 1138354473												
Participation in: AUGUST, 2008												
Community Service (210)				Start Date: 05/15/2008				End Date:				
MON	TUE	WED	THU	FRI	SAT	SUN	WEEKLY	WEEKLY TOTAL				
ACH	Hol	Exc	ACH	Hol	Exc	ACH	ACH	Hol	Exc	ACH	Hol	Exc
				1	2	3	Week 1					
4	5	6	7	8	9	10	Week 2					
11	12	13	14	15	16	17	Week 3					
18	19	20	21	22	23	24	Week 4					
25	26	27	28	29	30	31	Week 5					
You may enter Actual Completed Hours (ACH) in Daily, Weekly, or in Monthly ACH cells. Holiday & Excused Absence hours are allowed for WT activities only, and in Daily cells. If entered, these should be intergers greater than Zero.								MONTHLY	MONTHLY TOTAL			
								ACH	ACH	Hol	Exc	
									0	0	0	

Hours of participation may be recorded daily, weekly or monthly. A combination of these options **is not** allowed. For example, if the user records daily hours on August 5th and then tries to record weekly hours for the same week, the system will not allow the user to save and retain the data. The user will be prompted to enter only daily hours for that week or enter the total weekly hours for that week. If the user enters weekly hours for at least one week in the month and tries to update the monthly hours section with the total hours for the month, the system will not allow the user to save and retain the data. The user will be prompted to enter either weekly hours or total monthly hours in the appropriate fields. However, the user may alternate between daily and weekly from week to week. For example, the user may enter daily hours for August 4th-8th and then enter a weekly total for the week of August 11th. This is the only circumstance where alternating is allowed.

Participation in: AUGUST, 2008 Daily

Community Service (210) Start Date: 05/15/2008 End Date:

MON			TUE			WED			THU			FRI			SAT			SUN			WEEKLY	WEEKLY TOTAL				
ACH	Hol	Exc	ACH	Hol	Exc	ACH	Hol	Exc	ACH	Hol	Exc	ACH	Hol	Exc	ACH	Hol	Exc	ACH	Hol	Exc	ACH	Hol	Exc	ACH	Hol	Exc
													1			2			3			Week 1				
4			5			6			7			8			9			10			Week 2	0	0	0		
11			12			13			14			15			16			17			Week 3	0	0	0		
18			19			20			21			22			23			24			Week 4	0	0	0		
25			26			27			28			29			30			31			Week 5	0	0	0		
<small>You may enter Actual Completed Hours (ACH) in Daily, Weekly, or in Monthly ACH cells. Holiday & Excused Absence hours are allowed for WT activities only, and in Daily cells. If entered, these should be intergers greater than Zero.</small>																				MONTHLY ACH	MONTHLY TOTAL		ACH	Hol	Exc	
																						0	0	0		

Weekly

Monthly

Cancel ?

In the following example, the hours of participation have been entered weekly in the column titled “ACH,” which stands for Actual Completed Hours. When the user tries to save the data, (s)he will receive a message asking the user to confirm that the file contains documentation to support the data. Remember: the hours entered in the OSST system must be verified by a designated party and documentation must be retained in the case file.

http://sun38.dms.state.fl.us:8500 - Participation Detail - Microsoft Internet Explorer

Participation in: AUGUST, 2008

Community Service (210) Start Date: 05/15/2008 End Date:

MON			TUE			WED			THU			FRI			SAT			SUN			WEEKLY	WEEKLY TOTAL				
ACH	Hol	Exc	ACH	Hol	Exc	ACH	Hol	Exc	ACH	Hol	Exc	ACH	Hol	Exc	ACH	Hol	Exc	ACH	Hol	Exc	ACH	Hol	Exc	ACH	Hol	Exc
													1			2			3			Week 1	0	0	0	
4			5			6			7			8			9			10			Week 2	15	15	0		
11			12			13			14			15			16			17			Week 3	15	15	0		
18			19			20			21			22			23			24			Week 4	15	15	0		
25			26																		Week 5	14	14	0		
<small>Holiday & Excused Absence</small>																				MONTHLY ACH	MONTHLY TOTAL		ACH	Hol	Exc	
																						14	59	0		

Microsoft Internet Explorer

You have entered hours in a countable work activity or job. The hours and weekly/monthly totals must be verified by a designated party, and all documentation supporting these hours must be retained in the case file.

Click 'OK' if you want to save them. Otherwise click 'Cancel'.

OK Cancel

Save ? Cancel ?

* Required Field
? Help

- Privacy Statement -

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

If the hours have not been verified by a designated party and documentation has not been received, the WT program staff should select “Cancel” and not save the data. If the hours have been verified by a designated party and documentation has been received, the WT program staff should select “OK” to save the data.

If the user selects “OK” to save the data, (s)he will be directed back to the participant’s summary page, which will display Scheduled Hours, Holiday Hours, Excused Hours, and Actual Completed Hours. The screen will display Worksite Calculated by Month Hours, when applicable. In the column titled “Total Hrs Completed,” the number of hours associated with participation will be totaled and displayed. This includes a sum of the Actual Hours Completed, Holiday Hours and Excused Hours.

Return to Workload

Participation Data For

For Month/Year: AUG 2008

Submit Cancel ?

Note: Click [Holiday Hours](#) or [Excused Hours](#) for a 12 Month Detailed Report

Countable Activities & Job Trackings

Activity/Job	Start Date	Schd Hrs/wk	Worksite Calculated by Month	Actual Completed Hours	Holiday Hours	Excused Hours	Total Hrs Completed
Community Service (210)	05/15/2008	15	59	59	0	0	59
TOTAL:		15	59	59	0	0	59