



Policy as related to Accessing Pre-Vocational and/or Pre-Employment Skills through use of the Metrix On-line Learning System

As approved by the CSS WFNY Board: Structure Committee 3/11/15.

- Customer Suitability for On-line Learning must include:
 - Computer Access (compatibility)
 - Computer Literate (at a level capable of accomplishing on-line learning)
 - Customer has a clear, defined career path.
 - Customer must thoroughly complete the latest revision of the Training Intake Package
- Metrix Procedures:
 - OSOS data entry is completed by a counselor, according to the latest Technical Advisories on OSOS policy but WIA /WIOA Orientation is not required to participate in Metrix Training.
 - Staff must ensure:
 - Objective is defined (O'Net titles must match job search goals)
 - Activities measurements (Initial Assessment, IEP, Comp Assessment, CDS) are recorded in OSOS and must match the date the customer signed the IEP.
 - Following the most recent, accepted Technical Advisories, counselors must designate an appropriate funding stream for each customer.
 - Once WIA/WIOA funding is determined, a "non-ITA" service must be entered into OSOS by the staff member working with the customer.
 - Counselors are expected to email all forms/customer information to the Admin Office. The Admin office is responsible for license management/purchase, master database management, master customer file creation and auditing activities. Counselors are required to enter some activity within 90 days of last service in OSOS to prevent soft exit of the customer from the program.
- License Policies:
 - Customers are allowed one 90 day license at a time.
 - Customers who successfully complete their first Metrix training may request up to three (3) subsequent 90 day licenses for training, which may not overlap, utilizing the one-page Metrix Renewal Form **IF** the customer has demonstrated proficiency using these training modules. No more than four (4) trainings may be allowed annually.
 - With special approval from the CSS WFNY Executive Director, successful customers may be deemed eligible for additional licenses beyond one (1) year.
 - Funds for certification approvals are considered on a case-by-case basis.
- Maintenance & Follow-up Policies:
 - Maintenance Report Forms will be provided to the Counselors to document customer changes/updates and should be provided as needed.
 - Training Completion and/or Outcome Forms are mandatory and must be fully complete. This form has replaced the program-specific completion form and is now utilized for all program completion tracking purposes. The form should document the number of courses and assessments completed. In addition, customer's success or failure should be detailed. It is important to note if the participant is employed or seeking work. This information is tracked to ensure data integrity and that the program is meeting regulated outcomes. Refer to the general policy/procedure of OSOS data entry for more detailed guidance, if needed.