US DEPARTMENT OF LABOR

Employment and Training Administration
Office of Job Corps

OASIS Application Overview and Deployment Schedule

OASIS Deployment

Implementation of the new OASIS began in the Dallas region on **December 3, 2001**. The remaining regions will be brought on-line according to the enclosed schedule during December and January. Also note the "Action List" that summarizes items in this document, which need to be addressed immediately by OA Contractors.

OASIS Application Overview

Much like the old OASIS application, the new OASIS functionality is based on user roles. An additional role of National Call Center has been added. The functions of OA Counselor, Manager, and Regional staff have been modified.

National Call Center

This role has been added to accommodate the contractor who is responsible for gathering and distributing Job Corps prospect data to OA contractors. This role offers a series of reports, which allow the National Call Center contractor to track the application status of prospects after they have been assigned to OA contractors.

Contract Manager

This role is duplicated from the old OASIS as the means through which Quality Control (QC) is performed on an application. In addition to QC, the Contract Manager now has the ability to enter and manage staff user IDs.   This role also allows the OA Manager to manage counselor caseloads, assign applicants to centers in bulk, reassign applicants after they have been assigned to a center, and assign prospects to counselors for follow-up.

OA Counselor

The primary capability of the OA Counselor role is to create application records and determine eligibility for prospective Job Corps students. This capability also includes generating, tracking, and printing all required PRH eligibility documentation. The tracking of documentation is accomplished through the folder inventory and is a major factor in determining eligibility. OA Counselors also have options for managing and recording results of prospect contacts as well as documenting referrals for applicants who are deemed inappropriate for Job Corps. This role now has the capability to save and reuse addresses for courts, institutions and referral agencies. Center assignments may be performed in bulk or individually. Applications may be initiated with a temporary SSN; however, a permanent SSN is required prior to center assignment.

Regional Staff

This role includes the capability to reassign students in bulk from one contract to another when contracts change as well as to reassign a student from one assigned center to another. As with the Contract Manager role, Regional Staff can create user IDs for staff in their regional office.

Forms

The OASIS Forms role allows the user to print any or all of the eligibility forms required by the Job Corps PRH. Forms may be printed blank or with applicant data. This role may be added to any user's profile.

Reports

This role provides report functions that were present in the old OASIS, but includes more flexible application status and readmit information reports. A PRH-required report has been added that provides the number and specifics of applications taken within a given time period. This role may be added to any user's profile.

Data Conversion

The new OASIS application uses a database that has been developed for the entire CDSS Suite of Applications. Having all applications on the same database ensures a seamless flow of student data thoughout the Student Life Cycle. In order to make transition as painless as possible for OASIS users, data has been converted from the old OASIS database. This means that OA Counselors will have access to the same caseloads immediately upon their first login. In order to accomplish a complete data conversion**, it is imperative that the OA Counselors upload all files that they are working with prior to the Deployment Ready Date that is listed in the schedule.** Between the Deployment Ready Date and the Startup Date, OA Counselors will need to keep applicant data in hardcopy to be recorded after Startup.

The conversion will include the entry of all known **OASIS Users** that have been provided to the JCDC by OA contractors. After startup, users can easily be added or inactivated by OA managers through the OASIS application.

The data conversion will include the files uploaded by OA counselors prior to deployment. For these records, the conversion will include Primary Applicant Data, Health, Court/Institution Check, and Alternate Contacts. As part of the Court/Institution data, the conversion will load addresses for these agencies that have been repeatedly used. The new OASIS has the capability to store Court/Institution Addresses so it is not necessary to re-enter them each time they are used.

All OA Managers (only one from each contract) will also be set up as Primary Counselors. When the new OASIS is deployed, any pending applicant records that cannot be linked to an active OA Counselor will be linked to the Primary Counselor. It may be necessary, then, for the OA Manager to reassign these files to the appropriate OA Counselor.

Operating Features

Navigation in OASIS utilizes a custom menu system and navigation buttons that allow user access in and out of student records and specific application functions. Main menu options that are available to a user are specific to the assigned user role.

A user may be set up with both a manager and counselor role, but unlike the old OASIS, a "dual role" user need not log off then log back on to switch roles. Counselors with multiple service areas may be assigned to multiple offices in order to better manage caseloads and track application status. This feature requires the counselor to log off and log on again when changing areas.

It is important that users use the provided navigation buttons to move about the application and **do not use the "Back" and "Forward" buttons** that are located in the Internet Explorer tool bar. Application "time outs" may occur if the workstation is left idle for an extended period. The time out period can be adjusted by the JCDC based on user feedback once the application is deployed.

CIS Integration

OASIS is closely linked with the Center Information System (CIS). Since OASIS and CIS deployment schedules differ slightly, there will be a period of time after OASIS implementation where the host center may still be on the old SPAMIS system. During this period and until the center is "up" on CIS, there will be no electronic link between OA Contractors and centers. The new OASIS does, however, have the capability to print the full range of PRH-required admissions forms. Centers and OA Contractors will have to manually coordinate center assignments and arrival processing. There are several other points that contractors need to keep in mind when transitioning to the new OASIS:

- Student information entered in OASIS will be transferred to CIS.

- CIS will process student arrivals.

- There is no Travel in the new OASIS. The CIS will generate Travel Requests and Track Tickets. There are plans to include Travel Authorizations and Ticket tracking into OASIS as a result of new PRH policies.

In the interim:

• Tickets can not be ordered through OASIS or CIS. Centers and OA contractors will have to coordinate plans and work out arrangements for ordering tickets.

• There is no Transcor "Link" in the new OASIS (or in CIS), therefore that centers can no longer electronically transfer ticket orders and OA contractors will no longer receive electronic itineraries.

• OA Managers now have the capability to manage user IDs for their contract. This includes setting-up users and assigning specific authorizations, such as mandatory Quality Control for 100% of applications.

• OA Counselors will no longer have a "local" database from which they must upload files to the JCDC. All input of data must be in done on-line.

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In the Works

The version of OASIS that will be initially deployed contains the functionality that was dictated in requirements that were provided by an OASIS user group. Enhancements are already being planned and developed based on new policy, and feedback from beta testers. Some of these enhancements include a Travel module, streamlining of the Folder Inventory, an automated Admissions Counselor's Assessment Tool (ACAT), and Case Notes availability to all roles. New version releases for the distribution of enhancements will be scheduled quarterly as the application evolves and to best meet Job Corps needs. Interim releases may also occur, if necessary. Since the application is Web-based, there will be no need to download or install software updates.

OASIS Training

Training for the OASIS application is primarily accomplished through on-line Computer Based Training (CBT) and Help Files, which are both accessed through the help function built into the application. An Internet link to the training applications, which can be run separately from the OASIS application, will be sent to all JC staff when available.

Operating Requirements

OASIS Hardware

Prior to deployment, you will receive your OASIS hardware and should familiarize yourself with the units. Be sure to attempt to connect to the Job Corps Community Web Site through Internet Explorer in order to test your hardware and Internet

connectivity. OASIS may be accessed by any computer with Internet connectivity as long as it meets the following requirements:

- Windows 95, 98, or 2000

- Pentium processor or faster

- 32 MB RAM or more

- At least 32 MB free disk space

- Internet Explorer 5.0 or higher

Internet Services

Sufficient security precautions have been incorporated into OASIS so that it may be accessed through ANY Internet connection. You are not required to use the JCDC as your Internet service provider. The preferred modes of connectivity in order of performance are:

1. Through a Job Corps center network or ETA Wide-Area Network (WAN).

2. Through a high speed Internet line (DSL, cable modem) or through a state or company WAN. It is highly recommended that OA offices that accommodate several staff through dial-up, investigate the purchasing of DSL or cable access.

3. Dial-up modem with JCDC ISP (Internet Service Provider).

4. Dial-up modem with private ISP.

If connecting through a center network (1) or JCDC ISP (3), or your URL (internet address), the OASIS login screen will be at http://oasis.jcdcnet.org.

If connecting through a private DSL/cable modem (2) or dial-up with a private ISP (4), the OASIS login page will be at http://oasis.jobcorps.org.

Once accessed, please bookmark these addresses.

OASIS User Access

All users must have a user ID and password to access the application. The JCDC will initially enter user IDs for managers and counselors based on information gathered prior to implementation and on lists of old OASIS users. Any additional user ID management is performed within the OASIS application by the OA manager. This includes setting up new users, assigning authorizations, changing passwords, and inactivating users. Each regional office will receive one user ID/password. It will be incumbent on the Regional OASIS representative to create user IDs within the application for any additional regional staff, as needed.

User IDs must contain between six and eight characters. Passwords must contain between eight and thirteen characters, two of which must be numbers. Both user IDs

and passwords are case sensitive; therefore, it is recommended that you use all lower-case letters for the sake of simplicity.   Suggestions for user IDs are as follows:

1) First six letters of last name, followed by first initial.

If above is used, then try

2) First six letters of last name, followed by first and middle initial.

If above are used, then try

3) First six letters of last name, followed by first two letters of first name.

If above are used, then try

4) First five letters of last name, followed by first initial.

If name is shorter than 6 characters, just use whole last name (i.e., DunnS).

If user ID is already in use, then keep adding letters of first name until it is unique (i.e., DunnSu).

Feedback & Support

Operation questions and error reporting should be addressed to the JCDC Technical Assistance Center at 1-800-598-5008, option 2. Electronic mail is the preferred mode of communicating this information, at helpdesk@jcdc.jobcorps.org. Questions concerning the Program Instruction, this attachment, or other issues related to OASIS deployment should be sent to Steve Ferrell at Deployment@jcdc.jobcorps.org.

OASIS Deployment Action List

By COB on Deployment Ready Date
- Verify that all pending applicant records have been uploaded from local OA databases to the JCDC.

- Verify receipt of expected equipment.

- Regional offices need to provide a Point of Contact for the region so that the JCDC can set up a user ID. This person will be responsible for setting up other regional staff user IDs.

Week Prior to Start up
- The JCDC will provide user IDs and temporary passwords to OA Managers. User IDs must be distributed to staff prior to the Startup date.

- OA contractors should coordinate with appropriate centers to ensure that alternate procedures are in place for notification of assignments and travel preferences.

Start Up Date

- Verify capability to log on to the new application.

- Check data load for appropriate records and users for all active counselors. Update if necessary.

- Transfer any unlinked files from Primary Counselor to appropriate OA Counselor.

OASIS Regional Deployment Schedule

OASIS deployment is phased by region due to the time needed between regions to load applicant data from the old OASIS. The phased approach also allows the JCDC TAC to better provide quality customer service when addressing startup issues.

Region	Deployment Ready Date	Startup Date
Dallas	November 26	December 3
San Francisco	December 3	December 10
Seattle	January 7	January 14
Boston	January 7	January 14
Denver	January 7	January 14
Kansas City	January 14	January 21
Chicago	January 14	January 21
Philadelphia	January 14	January 21
New York	January 21	January 28
Atlanta	January 21	January 28