Intensive/Training Policy No 15 – Requirements for Entering OST in DJL

**Case manager needs to enter an OST for every ITA funding authorization that is completed. For example, an individual enrolled in an associate degree program at Del Tech would have a minimum of 4 OST’s (possible more if individual attended summer and winter sessions). At the completion of each semester, the case manager should be obtaining documentation to support successful completion before enrolling the individual into the next semester.**

In order for a case manager to enter an OST activity in DJL, the following sequential steps must occur prior to the data entry.

1. Case Manager must either confirm with the client, or with the institute’s registrar/billing office, that the individual did start (individual has exceeded the withdrawal date and DOL is being charged all or part of the cost for the training) the training program two full weeks after the start date of the training.
2. Case Manager must enter a case note in the Program Detail Notes stating that they spoke with the client to confirm that he/she started training, or a note that states who they spoke with at the training institute to confirm the individual started the training, and send an e-mail to the Supervisor with confirmation.
3. Case Manager must ensure that they complete steps in Intensive Training Policy 1 – Client Flow to complete the Assessment and Planning Activity and creating the OST (Occupational Skills Training) activity.
4. Case Manager needs to ensure a copy of the Funding Authorization form is included in the Participant’s File in the Fiscal Information tab.
5. **For programs that include one or more cycle/one or more semesters, case managers need to ensure the data entry of OST’s for those programs are completed on a cycle or semester basis. OST data entry for completing the initial semester would include an actual start and an actual end date. The subsequent OST’s would initially have an estimated start date followed by the actual start after completion of step one of this policy. While working with actual start dates and ends dates create gaps there should never be a gap in service larger than (90) ninety days.**

**The only acceptable gap in service of greater than (90) ninety days is in one of the following circumstances:**

* **Delay before the beginning of training;**
* **Health/medical condition or providing care for a family member with a health/medical condition; and**
* **Temporary move from the area that prevents the individual from participating in services, including National Guard or other related military services.**

**In all cases, this allowed gap in service must be documented and must not exceed 180 days.**

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