

Nevada One Stop Operating System

Reportable Activities for Labor Exchange

Labor Exchange 9002 Reportable Activities:

There are specific **activities that must be reported** for your customers to ensure they are registered with Employment Services and **are counted in Labor Exchange federal performance measures**. These activities are all those listed as 9002 Reportable Activities.

Labor Exchange Non-9002 Activities:

Another category of activities listed in the Labor Exchange Category that do not generate a Labor Exchange registration for your customer, or appear on federal performance measures. These are customer Self-Service activities and others identified in this category. However, these activities **do allow for reporting and tracking that can be used for state and local reporting**.

Employment & Training 9002 Reportable Activities:

There are **some** 9002 activities that generate a labor exchange registration, and fall under the Employment and Training Category. The 9002 activities will be marked as a 9002 reportable next to the definition of the activity.

State Specific Activities Non-9002 Activities:

For selected "targeted" groups and/or special programs, additional activities have been added in the State Specific Category to allow for reporting and tracking of specific Program related activities. Reporting these activities will not generate a Labor Exchange registration for your customer or appear on federal performance measures.

Once you select a category click on the specific activity to be linked to the activity definition.

Labor Exchange Category: **9002 Reportable Activities**

Assessment

[Assessment Interview, Initial Assessment](#)

Case Management

[Assigned Case Manager \(Vets Only Service\)](#)
[Received Case Management Services \(Vets Only Service\)](#)

Counseling

[Counseling - Individual & Career Planning](#)
[Counseling - Group Sessions](#)

Employment Plan

[Individual Employment Plan](#)

Job Search Assistance

[Job Search Workshop](#)
[Job Finding Club](#)
[Job Search Planning](#)
[Resume Preparation Assistance](#)
[Specific Labor Market Information](#)

[Job Development Contact](#)
[Bonding Assistance](#)

Labor Exchange 9002 Reportable Activities

Orientation

[Orientation \(UI Profiling\)](#)

Other Reportable Services

[Other Reportable Services \(ES, DVOP, and LVER\)](#)
[Other Reportable Service-follow up \(vet\)](#)

Referred to Supportive Services

[Referred to Supportive Services- Non-Partner](#)
[Referred to Supportive Services - Partner](#)

Tax Credit

[Tax Credit Eligibility Determination](#)

Testing

[GATB Test](#)
[GATB/VG](#)
[Proficiency Test](#)
[SATB Test](#)
[NATB Test](#)
[Literacy Test](#)
[BEAG Test](#)
[Interest Inventory](#)
[Math Test](#)
[Other Test](#)

Training

[Referred to WIA](#)
[Referred to Job Corps](#)
[Referred to Other Federal](#)
[Referred to Basic Skills Training](#)

Vocational Guidance

[Vocational Guidance \(VET\)](#)
[Vocational Guidance \(Other\)](#)

Vocational Rehabilitation

[Vocational Rehab from Vet Admin](#)
[Vocational Rehab from Other](#)

Employment and Training Category

Assessment

[Assessment Services - Career Assessment](#)

Training

[Entrepreneurial Training](#)
[Placed in Training \(WIA\)](#)
[Placed in Training \(Job Corps\)](#)
[Placed in Training \(Other Federal\)](#)

[In Training - Other](#)
[In Training - Secondary](#)
[In Training - Post Secondary](#)

[Termination from Training - Successful - Secondary](#)
[Termination from Training - Successful - Post Secondary](#)
[Termination from Training - Successful - Other](#)

Job Search Assistance
[Resume Writing Workshop](#)

Obtained Employment
[Obtained Employment - Termination from Training - Successful - Secondary](#)
[Obtained Employment - Termination from Training - Successful - Other](#)
[Obtained Employment - Termination from Training-Successful- Post Secondary](#)

Obtained Employment
[Obtained Employment - Following Job Search Assistance](#)
[Obtained Employment - Following Resume Preparation Assistance](#)
[Obtained Employment - From Specific Labor Market Information](#)
[Obtained Employment - Job Search](#)
[Obtained Employment - Job Finding Club](#)
[Obtained Employment - Following Counseling](#)
[Obtained Employment - Following Testing](#)
[Obtained Employment - Employment Development Plan](#)
[Obtained Employment - Tax Credit Eligibility Determination](#)
[Obtained Employment - Bonding Assistance](#)

Labor Exchange Category: Non-9002 Activities

Negative Referral Result
[FTR Call In](#)
[FTR to Interview](#)
[Refused Job Offer](#)
[Refused Referral](#)

Orientation
[Orientation \(Rapid Response\)](#)
[Orientation \(Self-Employment Program\)](#)
[Orientation \(Other\)](#)

Informational/Self-Service
[Access to Resource Rooms](#)
[Assistance Accessing Internet](#)
[Availability of Supportive Services](#)
[Help Using Self-Service Systems](#)
[Info on Filing UI Claims, Eligibility for WtW, Financial Aid, Education Programs](#)
[Self-Service Job Matching](#)

Job Fair
[Job Fair](#)

Obtained Employment

[Obtained Employment - Use of Self-Service Job Matching](#)

Summer Employment

[Summer-Related Employment Opportunities](#)

State Specific Category:***Employment Services*****Non-9002 Activities**

[CEP Termination](#)

[WPRS -Found own job before initial appointment](#)

[WPRS-No Call/No Show](#)

[WPRS Exempt-Incorrectly Profiled](#)

[WPRS Exempt-Other](#)

[WPRS Exempt received good cause exemption](#)

[WPRS Exempt-Received Similar Services](#)

[WPRS Termination](#)

System Generated:

[Active Job Seeker Beginning of Period](#)

[Applicant Transferred to LOFF of this Transaction](#)

[New Job Seeker – Staff Assisted](#)

[Renewal](#)

[Suspended – Job Seeker](#)

Nevada One Stop Operating System Definitions of Reportable Activities

Access to Resource Rooms *(Non 9002 Activity)*

The Customer was provided access to the services and materials of a One-Stop Resource Room/Center. *'Self-Service activity'*.

Active Job Seeker Beginning of Period Customer has a Labor Exchange registration and an 'Active' Status record at the beginning of the reporting period. *'System generated activity'*. *(Not reportable by staff)*

Applicant Transferred to LOFF of this Transaction

This activity will be generated by the system when a customer who originally registered in another office is now being registered in another office as a New Customer. This basically acts as a subsequent registration and will be captured based on the User Logon Id. *This is not a reportable activity, it is system generated.*

Assessment Interview, Initial Assessment *(9002 Activity)*

The applicant had an initial analysis of educational level, work history, vocational skills strengths and weaknesses, or identification of employment barriers and development of an action plan using their strengths and reducing weaknesses.

Assessment Services - Career Assessment *(9002 Activity)*

Assessment services are designed, usually through interviewing, to determine each participant's employability, aptitudes, abilities, and interests and to develop a plan to achieve the participant's employment and related goals. Testing, counseling and employability planning may also be used during the assessment process.

Assigned Case Manager (Vets Only Service) *(9002 Activity)*

For those Veterans to whom a local office staff member, i.e., DVOP, LVER, is assigned to provide ongoing one-on-one personal assistance and regular follow-up using a case management approach to services. This includes, but is not limited to, providing advice pertaining to vocational choice, assistance to obtaining training to reach employability, and follow-up services over the time required to obtain employment.

Assistance Accessing Internet: *(Non 9002 Activity)*

The Customer was provided staff-assistance in accessing the Internet for Job Search and/or other job search related information.

Availability of Supportive Services: *(Non 9002 Activity)*

Informational services. The Customer was able to access information regarding supportive services available to them.

BEAG Test *(9002 Activity)*

The Spanish language version of the General Aptitude Test Battery (GATB). A test that measures a broad range of general abilities, which are found in all jobs.

Bonding Assistance *(9002 Activity)*

Fidelity bonding coverage offered to qualified job applicants who could not otherwise obtain it.

Counseling - Group Sessions *(9002 Activity)*

The process whereby a trained counselor, using the principles of group dynamics in group discussion, assists selected applicants with similar employment problems (such as inability to find or hold a job), through peer interaction, group members are

aided in achieving a better understanding of their problems and in clarifying or modifying feelings, attitudes, and behavior which are barriers to successful employment. Group counseling is an extension of the overall counseling process but does not replace the individual counseling interview.

Counseling Individual & Career Planning (9002 Activity)

A meeting in which an employment counselor or counselor trainee provides ongoing or one-time assistance to help an applicant gain a better understanding of themselves so they can more realistically choose or change an occupation, or make a suitable job adjustment.

Entrepreneurial Training (9002 Activity)

Classroom training designed to prepare and assist participants in starting their own business and to provide them with the on-going management skills necessary to operate their own business. Participants may be taught how to develop business plans for marketing.

FTR Call In (Failed To Respond to Call In)

Customer failed to follow up with Employment Services staff after receiving an automated call. *Could result in denial of Unemployment Insurance Benefits.*

FTR to Interview (Failed To Respond to Call in)

Customer failed to meet with prospective employer regarding a job opening. *Could result in denial of Unemployment Insurance Benefits.*

GATB Test General Aptitude Test Battery (GATB) (9002 Activity)

The GATB measures a broad range of general abilities which are found in all jobs. It is a battery of 12 tests which measure aptitude in nine different skills: General Learning Ability, Verbal Aptitude, Numerical Aptitude, Spatial Aptitude, Form Perception, Clerical Perception, Motor Coordination, Finger Dexterity and Manual Dexterity.

GATB/VG General Aptitude Test Battery

GATB/VG is the method of validating the test to the job or work to be performed. GATB/Validity Generalization allows the testing of virtually all jobs in the economy and the ability to report more precise information to employers based on percentile rank.

WPRS Exempt-Incorrectly Profiled (ETA 9048 Activity)

Claimant should have been recorded as a "TLO" (temporary lay-off) or Union Hiring hall member at the time of filing an Unemployment Insurance claim. These claimants are exempt from profiling and have been selected due to coding error.

State Specific Activity.

Help Using Self-Service Systems (Non 9002 Activity)

Customer received assistance accessing and using self-service job matching systems and/or other informational systems.

In Training – Other (9002 Activity)

Applicants enrolled in other State or Local Training

In Training - Post Secondary (9002 Activity)

Found in the Employment and Training Category of Activities under Training.

Is enrolled in a Post Secondary Education program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS).

In Training – Secondary (9002 Activity)

Found in the Employment and Training Category of Activities under Training. Is enrolled in a secondary (high school) June 23, 2002 program recognized by the State with the intent to attain a High School Diploma or a High School equivalency diploma (GED).

Individual Employment Plan (9002 Activity)

The development of a plan for an applicant that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area. This is basically the same as the former Employability Development Plan.

Info on Filing Unemployment Insurance Claims, Eligibility for Welfare to Work, Financial Aid, Education Programs (Non 9002 Activity)

Customer is provided information regarding filing their UI Claim, how and where to access financial aid and educational programs and information relating to eligibility criteria for Welfare to Work.

Interest Inventory (9002 Activity)

An inventory of occupational activities, occupational titles and occupationally related life experience activities used in vocational counseling. A counselee is asked to respond to the "Inventory" items by indicating their likes and dislikes. Responses are scored for occupational interests in 12 areas of work.

Interstate Job Referral (9002 Activity)

A referral made for a registered customer to a job listing from another state.

Interstate Placement (9002 Activity)

A registered Job Seeker was referred and hired on a job opening listed in another state.

Job Development Contact (9002 Activity)

The act of soliciting a public or private employer's job interview for a specific individual for whom the local office has no suitable opening currently on file. Is considered a Job Search activity for federal reporting.

Job Fair (Non 9002 Activity)

Customer participated in a Job Fair at which Employment Services participated by having a booth at the Job Fair and/or Employment Services held the Job Fair.

Job Finding Club (9002 Activity)

An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development. Includes a period of structured application where participants attempt to obtain jobs.

Encompasses all elements of the Job Search Workshop, plus a one to two week period of structured, supervised application where participants attempt to obtain jobs.

Job Search Planning (9002 Activity)

Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in "specific" occupational, industry, or geographic areas.

Job Search Workshop (9002 Activity)

An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development.

A seminar designed to provide the participants with knowledge that will enable them to find jobs. Subjects are not limited to but should include labor market information.

application/resume writing, interviewing techniques, and finding job openings. The workshop must have at least six hours of active classroom time.

CEP Termination *(Non 9002 Activity)*

The date the participant no longer requires services and is no longer enrolled in the Career Enhancement Program. *State specific activity*

WPRS Termination *(ETA 9048 Activity)*

Claimant is no longer receiving Worker Profiling Reemployment Services or has exhausted or ended the benefit year of unemployment insurance benefits
State specific activity

Literacy Test *(9002 Activity)*

A test provided to determine the literacy level of the customer. This could include the Tests of Adult Basic Education (TABE) test.

Math Test *(9002 Activity)*

Labor Exchange WIA Core/Intensive Service. A test given to evaluate levels of math competency.

NATB Test *(9002 Activity)*

A nonreader version of the GATB for use with educationally deficient individuals who do not have the literacy skills to take the GATB.

New Job Seeker – Staff Assisted

Customer who received a staff assisted 9002 activity and has a new Labor Exchange registration created will be counted in the four quarters (the quarter the activity was received and the following three quarters). *(Not Reportable)*

Obtained Employment - Bonding Assistance

The applicant obtained employment within 90 calendar days of provision of bonding assistance.

Obtained Employment - Employment Development Plan

The applicant obtained employment within 90 calendar days following the development of an individual employment plan.

Obtained Employment - Following Counseling

The applicant obtained employment within 90 calendar days of receiving employment counseling.

Obtained Employment - Following Job Search Assistance)

The applicant obtained employment within 90 calendars days of provision of Job Search Assistance. (See definition of what is considered in Job Search Assistance)

Obtained Employment - Following Resume Preparation Assistance

The applicant obtained employment within 90 calendar days of receiving resume preparation assistance.

Obtained Employment - Following Testing The applicant obtained employment within 90 calendar days following testing.

Obtained Employment - From Specific Labor Market Information The applicant obtained employment within 90 calendars days following provision of specific labor market information such as occupational staffing patterns, hiring patterns, working conditions, and pay of firms or industries.

Obtained Employment - Job Finding Club

The applicant obtained employment within 90 calendar days of participation in an ES Job Finding Club.

Obtained Employment - Job Search

The applicant obtained employment within 90 calendar days of participation in ES Job Search activity.

Obtained Employment - Tax Credit Eligibility Determination The applicant obtained employment following receipt of, but before expiration of a Tax Credit Eligibility Determination voucher.

Obtained Employment - Termination from Training - Successful - Other

Found in the Employment and Training Category of Activities under Training. The applicant obtained employment within 90 calendar days of termination from a state or local training program.

Obtained Employment - Termination from Training - Successful - Secondary)

Found in the Employment and Training Category of Activities under Training. The applicant obtained employment within 90 calendar days following the successful completion of a secondary (high school) program recognized by the State to attain a High School Diploma or a High School equivalency diploma (GED).

Obtained Employment - Termination from Training-Successful- Post Secondary

Found in the Employment and Training Category of Activities under Training. The applicant obtained employment within 90 calendar days following the successful completion of a Post Secondary Education program at an accredited degree-granting institution that lead to an academic degree (e.g., AA, AS, BA, BS).

Obtained Employment - Use of Self-Service Job Matching

The applicant obtained employment within 90 calendar days of utilizing the self-service job match system.

Orientation (UI Profiling) (9002 Activity)

Applicant orientation provides a formalized effort to offer the Unemployment Insurance Program Claimant with an overview of the program and services available, the criteria and requirements for program participation and receipt of services, and an understanding of what is required and what is optional. Orientation may be individual or in-group sessions. It could provide information on the services available, including other community services, and completing forms.

Orientation (Rapid Response) (Non 9002 Activity)

Customer is participating in the Rapid Response Program. Received services intended to assist with the loss of a job.

Orientation (Self-Employment Program)

Nevada does not have a Self-Employment Program. Do not use. (Non-9002 Activity).

Orientation (Other) (Non 9002 Activity)

Customer received an Orientation service.

Other Reportable Service-Follow Up (Vet) (9002 Activity)

This activity is found under the "Reporting" Category: For follow up to veteran customers only after provision of these types of activities (see below)

Activity not specifically accountable in other activities:
Some examples of services covered under this activity:

- Contacts at Job Fairs
- Handling Applicant Complaints
- Providing Information about Training and Apprenticeship
- Providing state and federal civil service information and applications
- Providing information about the interstate job bank

Other Reportable Services (ES, DVOP, LVER) (9002 Activity)

This activity can be reported on all customers, not just to veteran customers. And all ES staff can report it.

This activity is used to report services, which are not specifically accountable in other activities. Some examples of services covered under this activity:

- Contacts at Job Fairs
- Handling Applicant Complaints
- Providing Information about Training and Apprenticeship
- Providing state and federal civil service information and applications
- Providing information about the interstate job bank

NOTE: Other Reportable Services is not an activity for which you can report an Obtained Employment.

Other Test (9002 Activity)

A test that is not elsewhere identified such as the State Merit test, any of the ES suite of tests, or an employer test that is administered by ES staff.

Placed in Training (Job Corps) (9002 Activity)

Found in the Employment and Training Category of Activities under Training. WIA Training Service for applicants enrolled in Job Corps.

Placed in Training (Other Federal) (9002 Activity)

Found in the Employment and Training Category of Activities under Training. Customer who has been verified to have entered any job-training program supported by the Federal government such as WIA funded projects, TAA, NAFTA, and Job Corps. (This does not include placements in DVR-OJT for Veterans).

Placed in Training (WIA) (9002 Activity)

Found in the Employment and Training Category of Activities under Training. WIA Training Service, for applicants enrolled in WIA institutional training.

Proficiency Test (9002 Activity)

A test that is used to measure the skill or knowledge that a person has acquired. Example: Typing Test, Data Entry, Ten-Key

Profiled Case Managed: (Non 9002 Activity)

This activity is to be reported when the UI Claimant Customer has been assigned to receive ES Case Management activities. This is a State Specific activity that is used for tracking purposes.

Received Case Management Services (Vets Only Service) (9002 Activity)

A veteran assigned a case manager who receives career guidance, referral to supportive services, job development contacts, referral to jobs, referral to training, or any combination of those services.

Referred to Basic Skills Training (9002 Activity)

Referral to a program or course designed to develop competency in basic educational skills such as; reading, comprehension, mathematics, writing, speaking and reasoning and/or programs leading to educational credentials such as GED or high school diploma or college degree.

Referred to Job Corps (9002 Activity)

Labor Exchange & WIA Intensive Service. For applicants referred to Job Corps training programs.

Referred to Other Federal (9002 Activity)

For applicants referred to any intensive service or training program supported by the Federal Government, such as WIA funded projects, TAA, NAFTA.

Referred to Supportive Services - Non-Partner (9002 Activity)

Refer to services designed to assist an individual to achieve physical, mental, social or economic well-being and reduce or eliminate barriers to employment. These include health and medical services, childcare, emergency financial services, relocation assistance, residential support, nutritional and legal services.

Referred to Supportive Services – Partner (9002 Activity)

Refer to services designed to assist an individual to achieve physical, mental, social or economic well-being and reduce or eliminate barriers to employment. These include health and medical services, childcare, emergency financial services, relocation assistance, residential support, nutritional and legal services.

Referred to WIA (9002 Activity)

For applicants referred to a service delivery component funded under Title I of the Workforce Investment Act of 1998. Labor Exchange & WIA Core/Intensive Service. This would be reported for all customers referred to the LWIA staff.

Refused Job Offer (Non 9002 Activity)

Customer refused to accept a job after the employer made an offer to start work on a certain date. This indicates the failure by an eligible claimant to accept suitable work. *Could result in denial of Unemployment Insurance Benefits*

Refused Referral (Non 9002 Activity)

Customer refused to accept an appropriate referral to a job opening. This indicates the failure by an eligible claimant to accept a referral to a job offered by an Employment Service interviewer. *Could result in denial of Unemployment Insurance Benefits.*

Renewal (Automated system generated)

A Customer's registration record goes from inactive to active.

Resume Preparation Assistance (9002 Activity)

Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same.

Resume Writing Workshop (9002 Activity)

An organized activity that provides instructions on resume writing, on the content and format of resumes and cover letters and providing assistance in the development and production of the same. Found in the Employment and Training Category of Activities under Job Search Assistance.

SATB Test (9002 Activity)

An aptitude test battery developed to determine the individual's potential for acquiring the skill involved in a particular occupation.

Self-Service Job Matching *(Non 9002 Activity)*

Customer uses the Self-Service Job Matching system to search for job openings.

Specific Labor Market Information *(9002 Activity)*

Information concerning occupational staffing patterns, hiring patterns, working conditions, and pay of firms or industries. Information arising from the measurement and evaluation of the socioeconomic forces influencing the employment process in specific labor market areas. The factors that affect labor demand-supply relationships define the content of LMI and include population and growth and characteristics, trends in industrial and occupational structure, technological developments, shifts in consumer demands, unionization and trade disputes, recruitment practices, wage levels, conditions of employment, and training opportunities.

Summer-Related Employment Opportunities *(non 9002 Activity)*

This is a WIA Youth activity.

Suspended – Job Seeker *(Automated system generate)*

Staff generated when the customer is manually 'inactivated'.

Tax Credit Eligibility Determination *(9002 Activity)*

A determination process, which culminates in the issuance of a tax credit voucher for an employer who has agreed to provide employment to an individual who falls within a defined group of hard to employ applicants.

The applicant meets tax credit eligibility requirements and a voucher has been issued. If an employer has sent a written request postmarked prior to the first day of work, the activity is reportable even if the voucher was not issued before the individual started work.

Termination from Training - Successful – Other *(9002 Activity)*

Successfully completed other State or Local Training. Found in the Employment and Training Category of Activities under Training.

Termination from Training - Successful - Post Secondary *(9002 Activity)*

Found in the Employment and Training Category of Activities under Training. Successfully completed a Post Secondary Education program at an accredited degree-granting institution that led to an academic degree (e.g., AA, AS, BA, BS).

Termination from Training - Successful – Secondary *(9002 Activity)*

Found in the Employment and Training Category of Activities under Training. Successfully completed a secondary (high school) program recognized by the State and earned a High School Diploma or a High School equivalency diploma (GED).

Vocational Guidance (Other) *(9002 Activity)*

An ES staff provided service which involves providing a wide range of information, materials, suggestions and advice which is intended to assist in a vocational decision regarding employment and training opportunities. This term is used to cover reporting activity, which is not already covered in a specific countable service such as counseling or testing.

Vocational Guidance (VET) *(9002 Activity)*

All veterans who receive services provided by trained ES staff, which involve providing a wide range of information, materials, suggestions and advice to veterans which are intended to assist in a vocational decision by the veteran regarding employment and training opportunities. (Veteran applicants only).

Vocational Rehab from Other (9002 Activity)

Services provided through other state or local training programs to customers with serious disadvantages in the job market.

Vocational Rehab from Vet Admin (9002 Activity)

Services provided by DVOP specialists through the Federally-funded Department of Veterans Affairs' Vocational Rehabilitation job training program to veterans with serious disadvantages in the job market. DVOP specialists are available to those veterans and their employers to help ensure that necessary follow up services are provided to promote job retention.

WPRS Exempt-Other (State Specific Activity)

Used for cases when the claimant cannot attend Worker Profiling Reemployment Services Orientation due to relocation out of state. This may also be used for claimant situations where the WISS Worker Profiling staff has made a decision granting prior approval not to attend.
State Specific Activity.

WPRS Exempt-received good cause exemption (ETA 9048 Activity)

Claimant has received a written non-monetary unemployment insurance decision, finding that they have good cause for not attending Worker Profiling Reemployment Services Orientation.

WPRS-Found own job before initial appointment

Claimant found and began employment prior to the Worker Profiling Reemployment Services Orientation. The claimant also must no longer be receiving Unemployment Insurance Benefits. *State Specific Activity.*

WPRS-No Call and No Show

The claimant did not call in and did not show up the Worker Profiling Reemployment Services Orientation Appointment. *State Specific Activity.*

WPRS-Exempt-Received Similar Services (ETA 9048 Activity)

Claimant has received a recent service similar to Worker Profiling Reemployment Services.