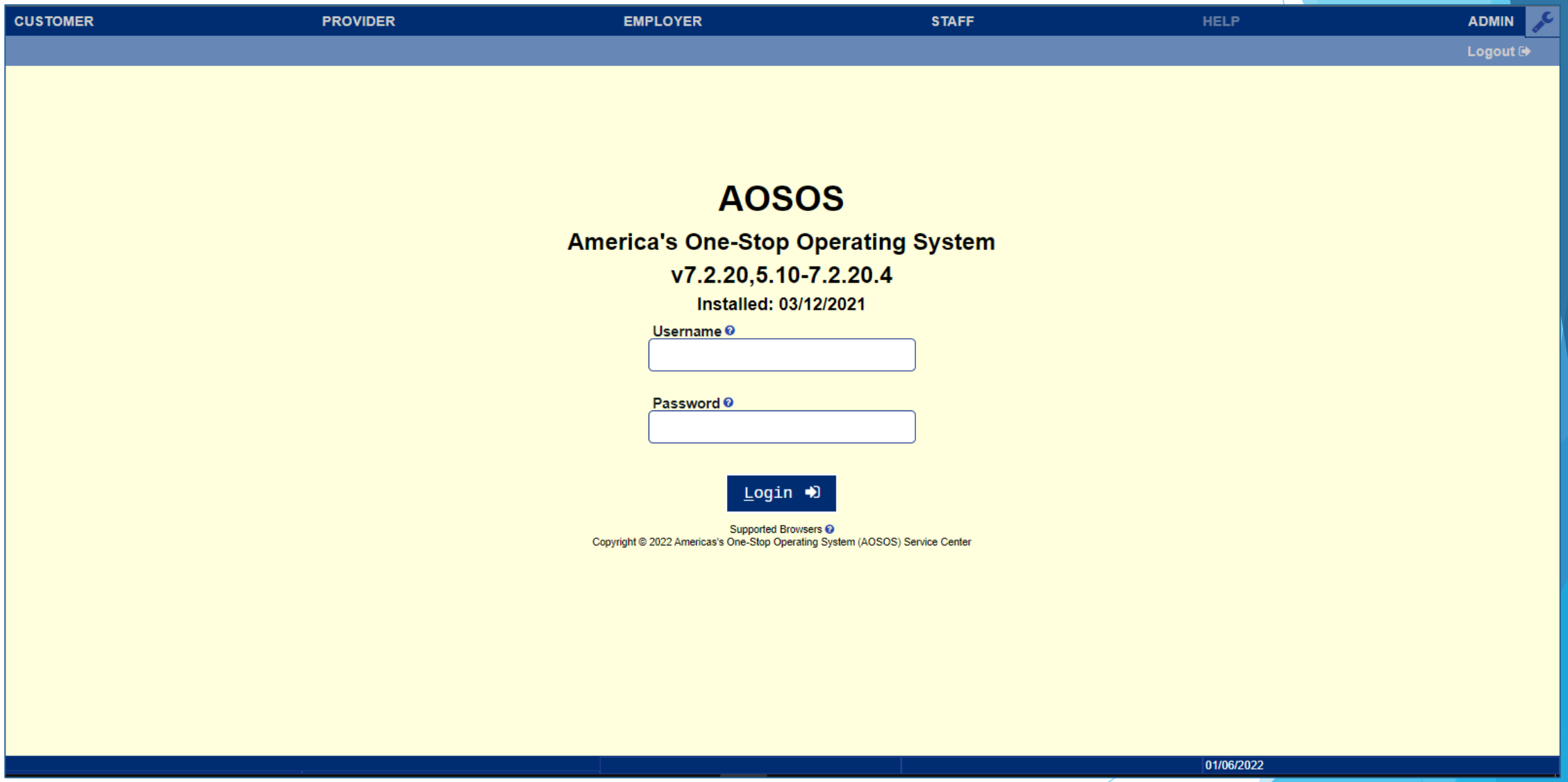
NextGen-Activities & Comments

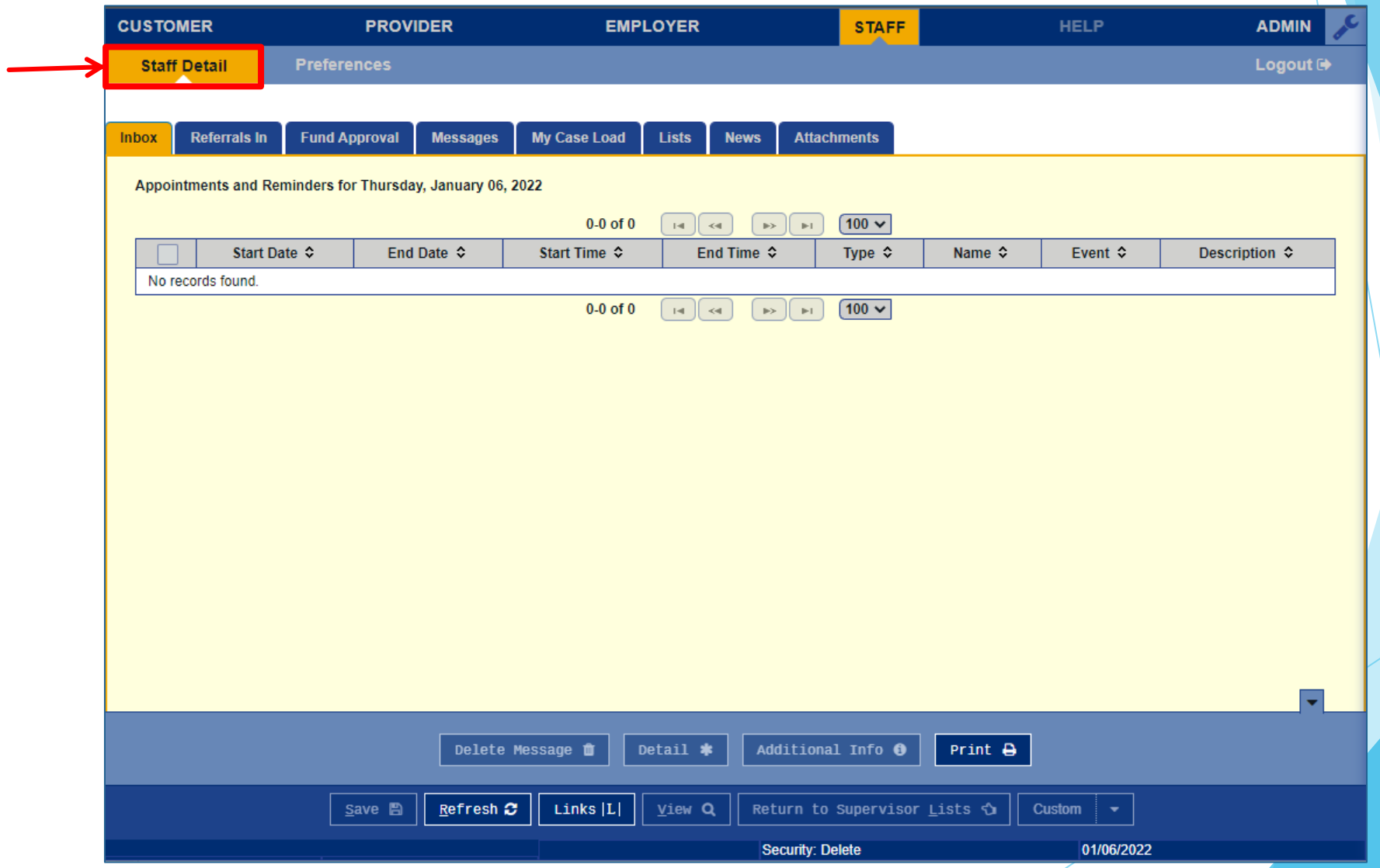
Created by Workforce Information Systems and Evaluation Support Team

May, 2022

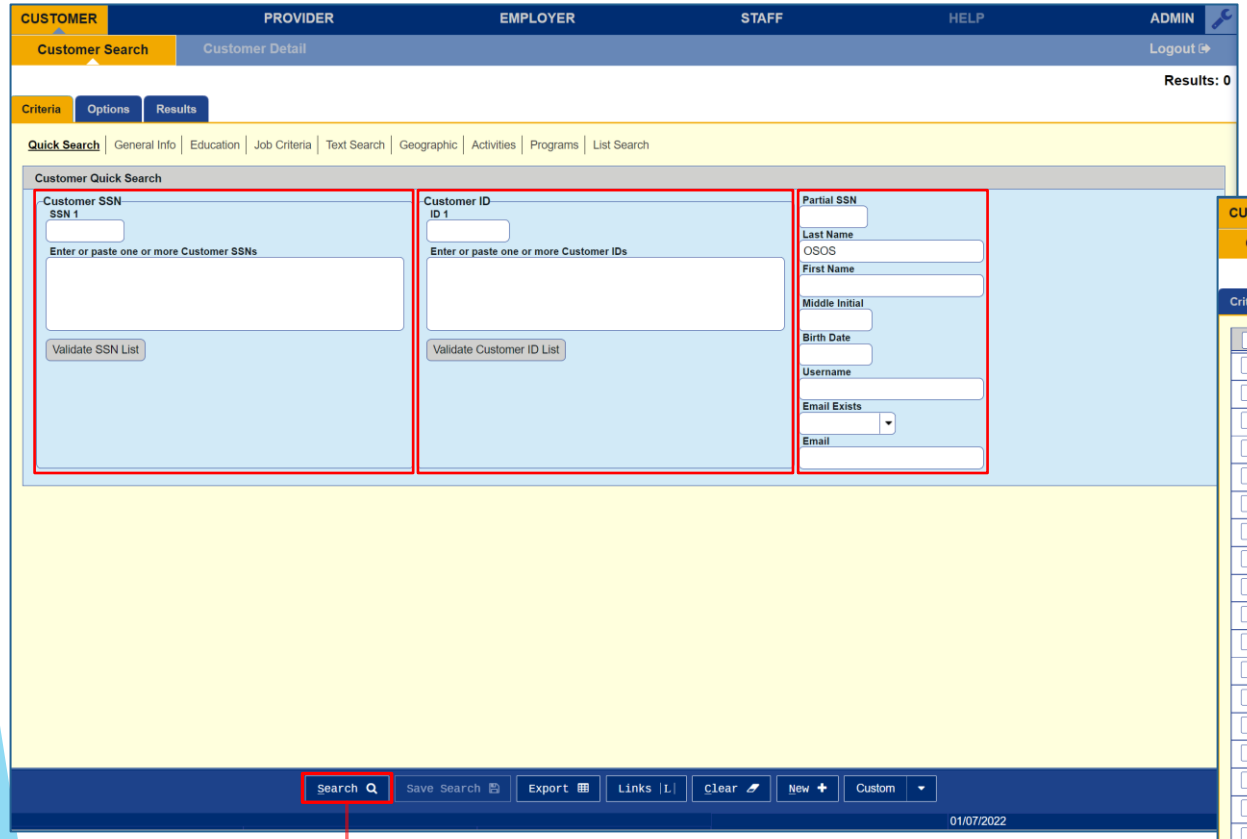
Login to the Application

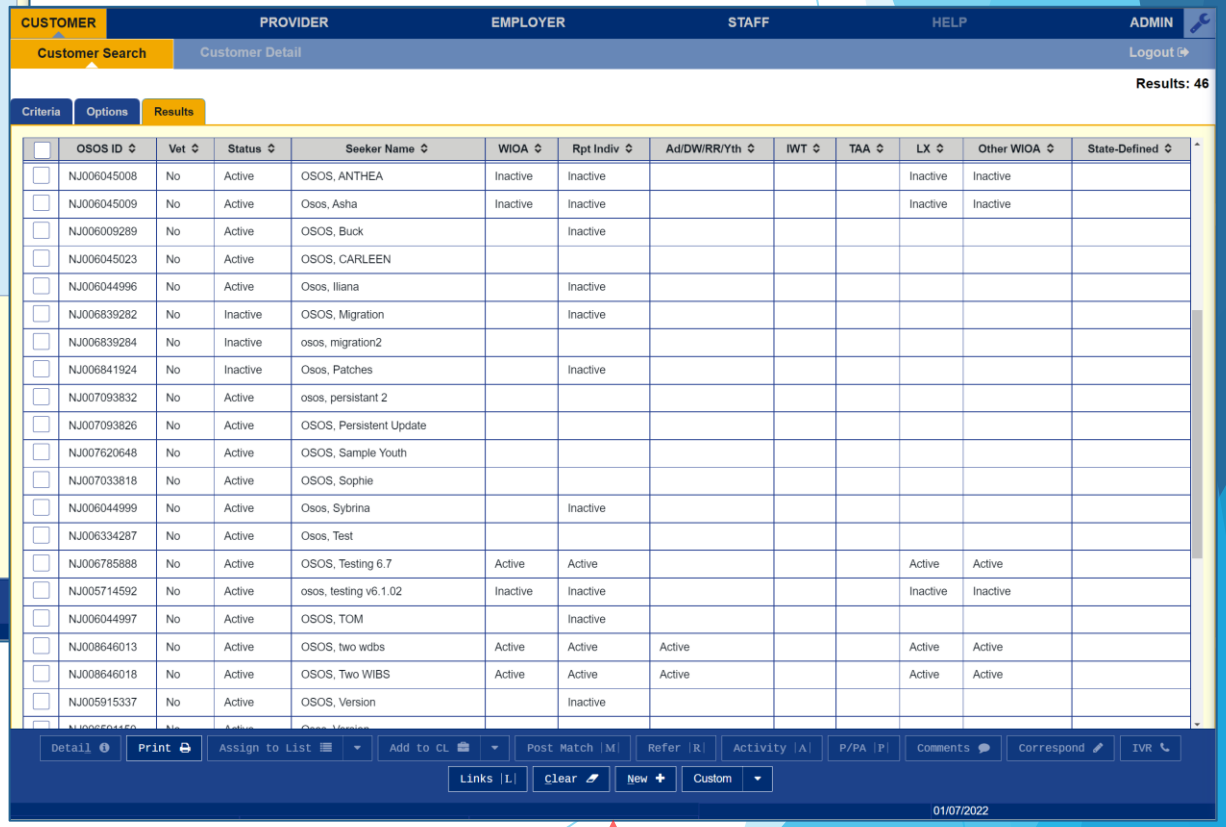


Navigate to the Customer Module

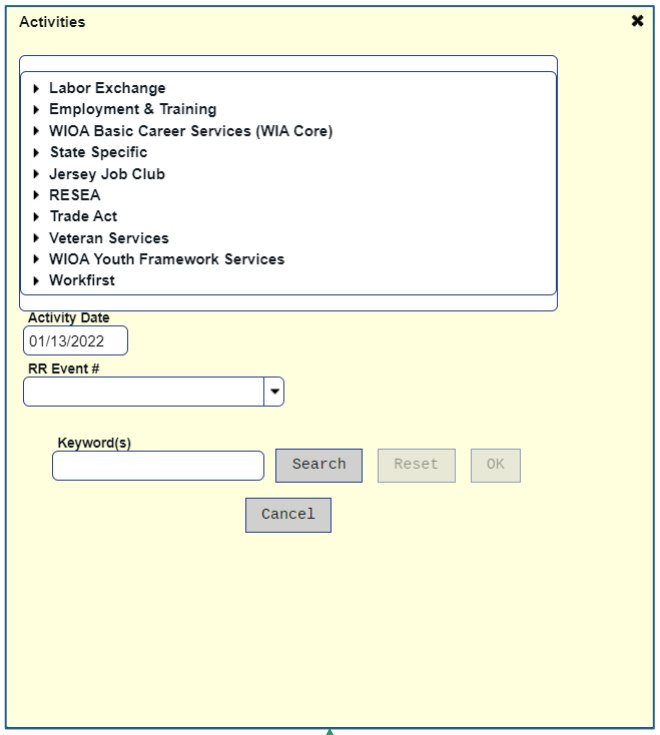


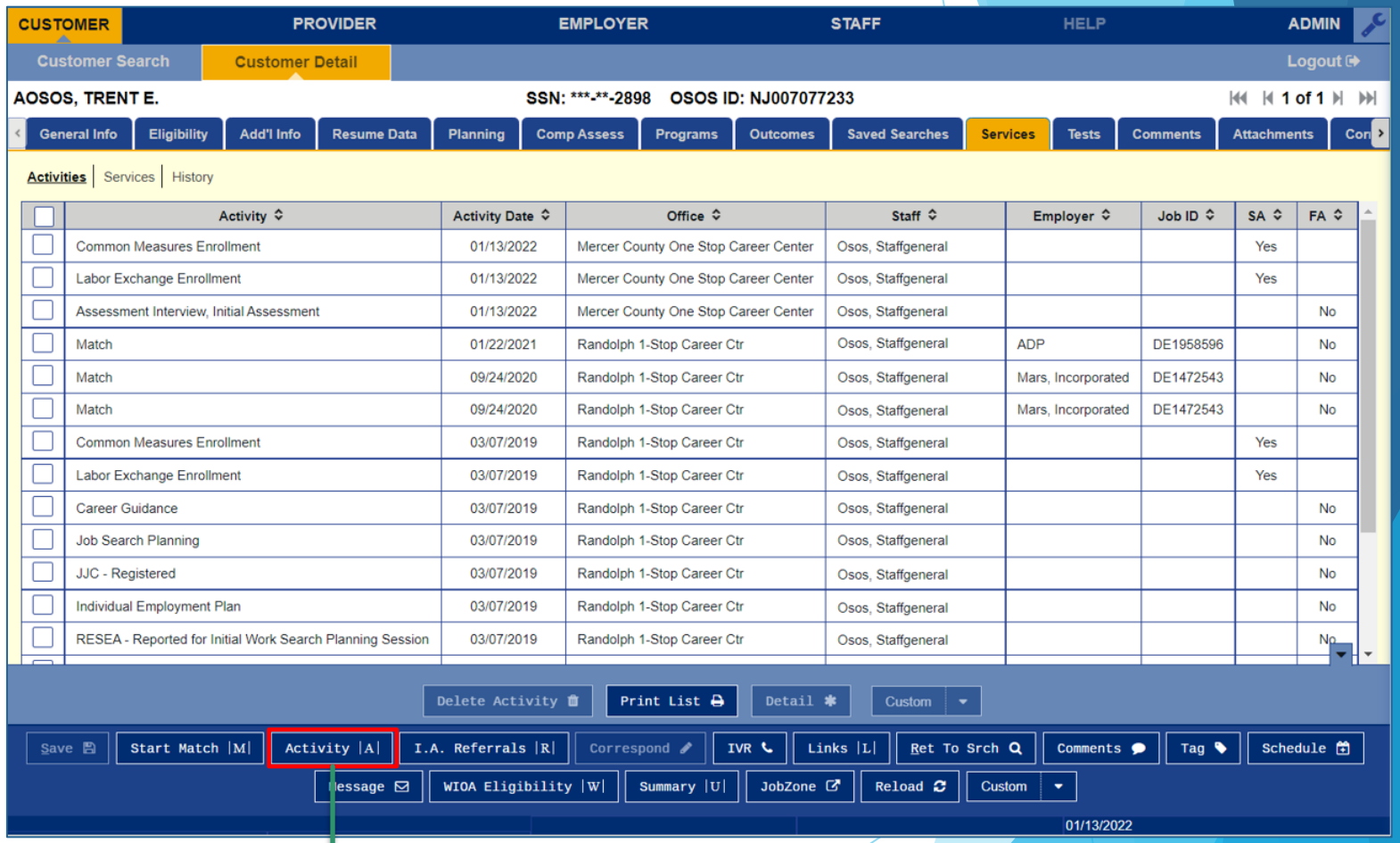
Search for and Open an Existing Record



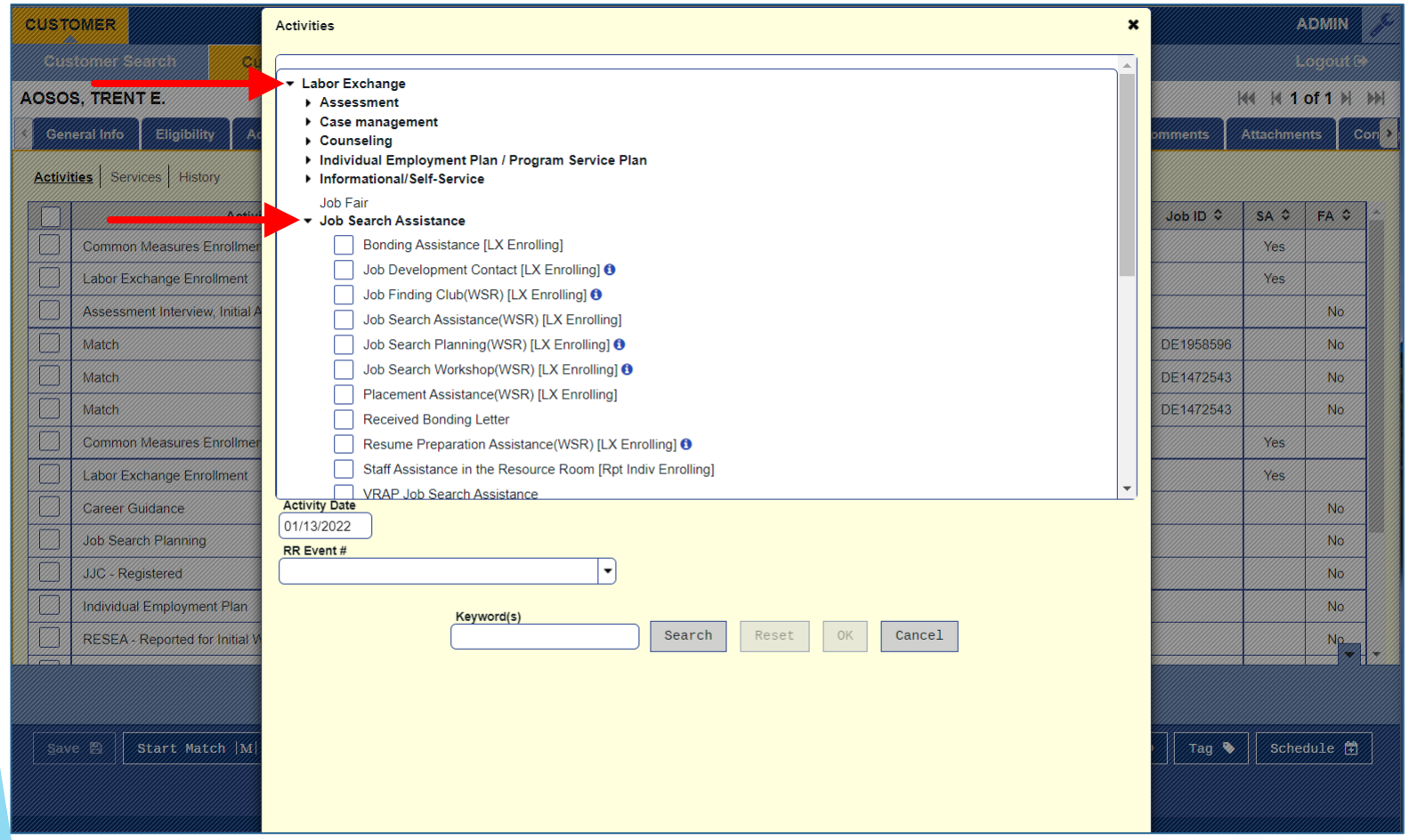


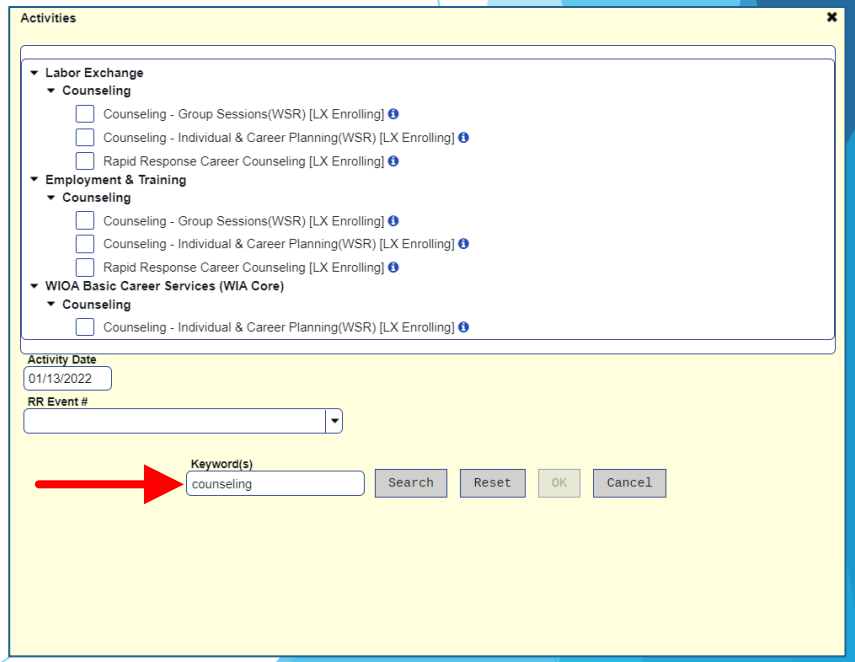
Navigate to the Customer Detail - Services Tab



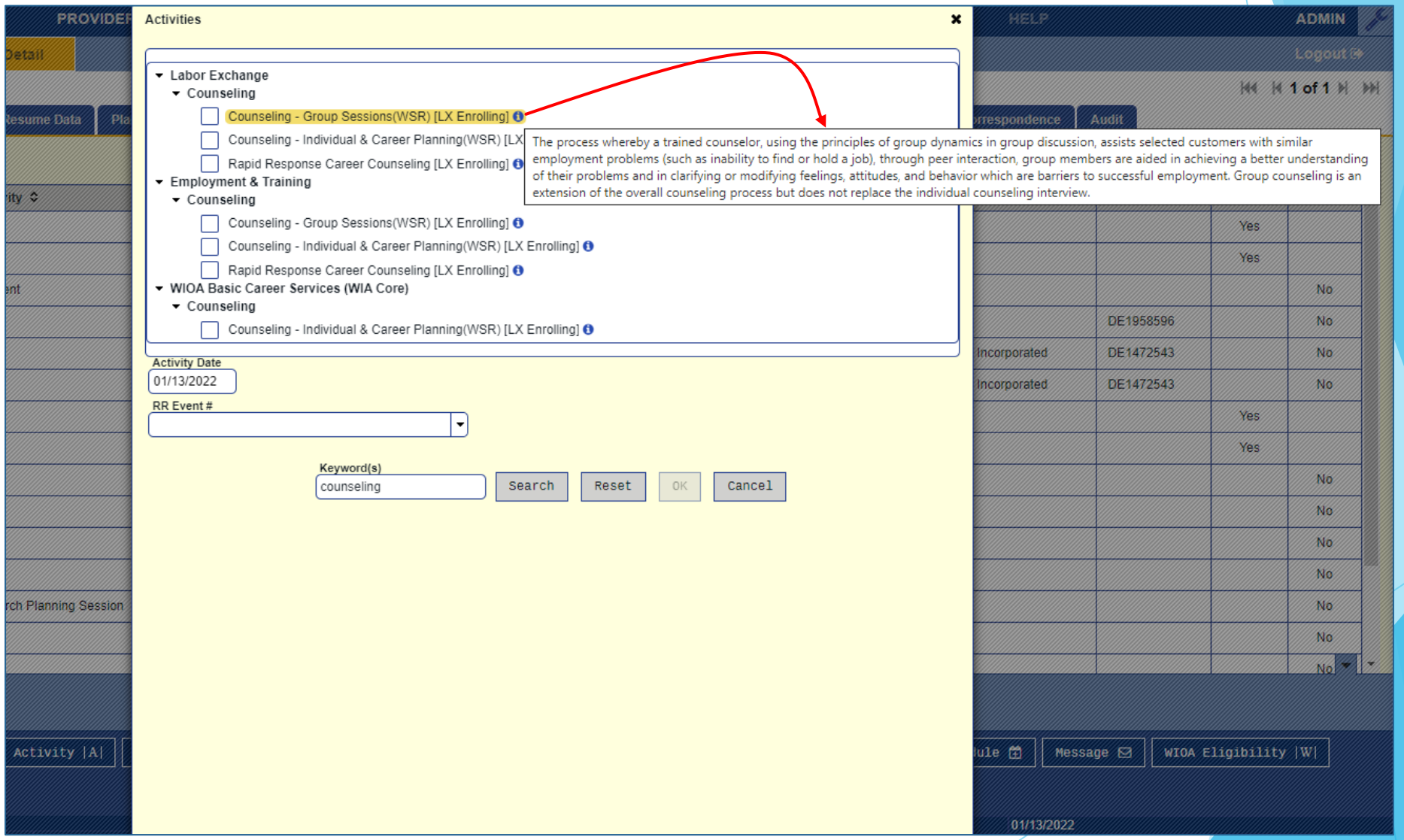


Activity - Folder/Subfolder

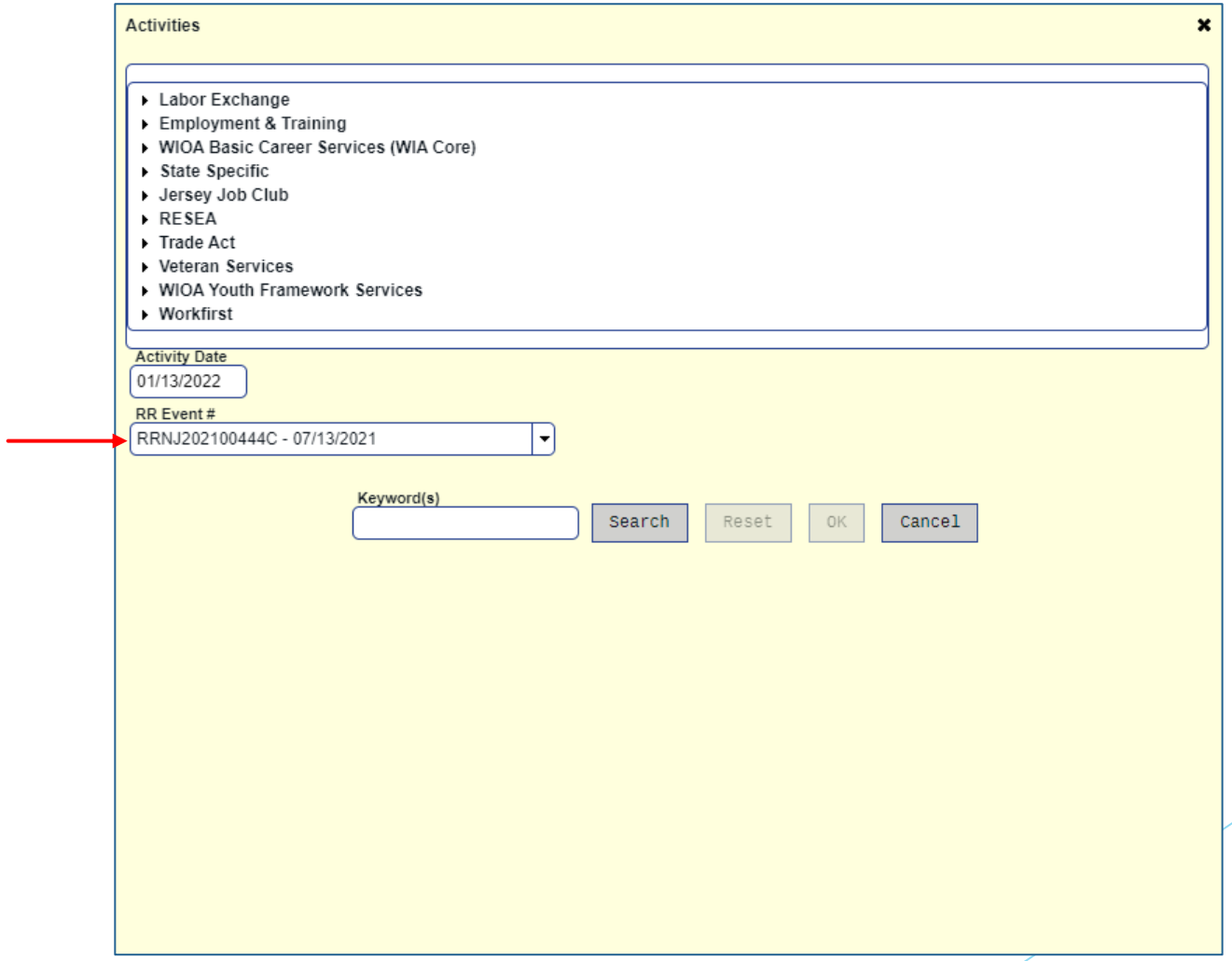




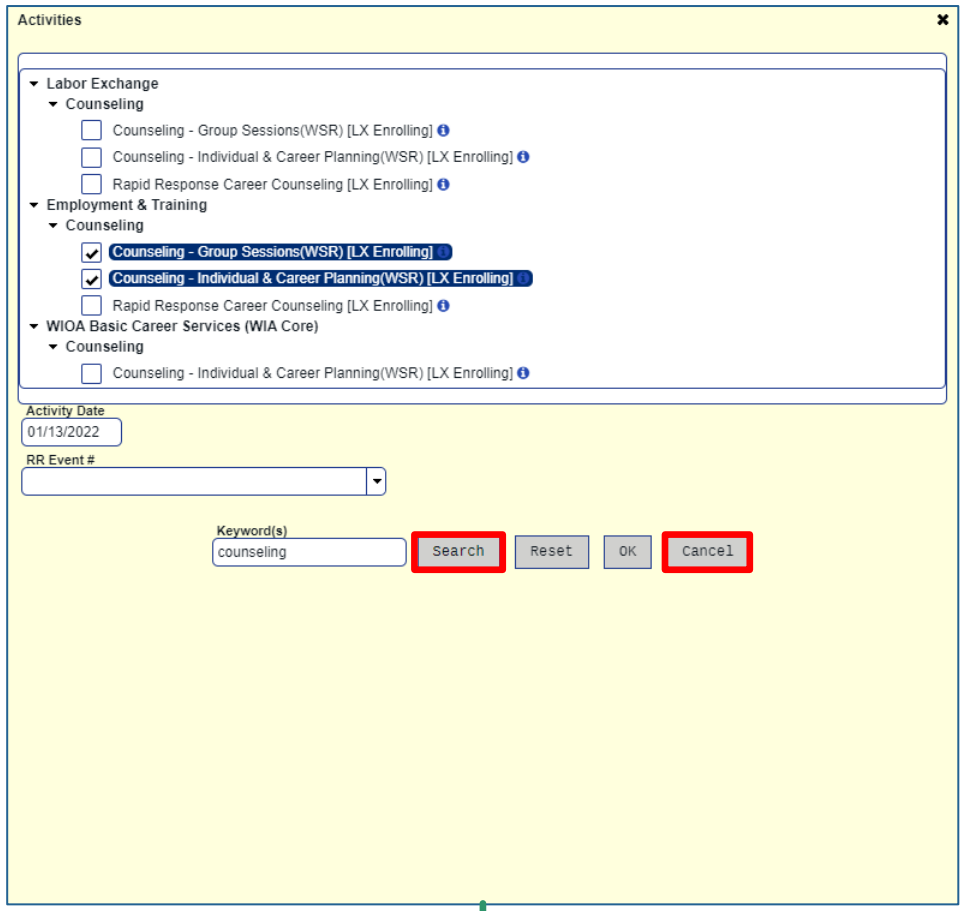
Activity Definitions

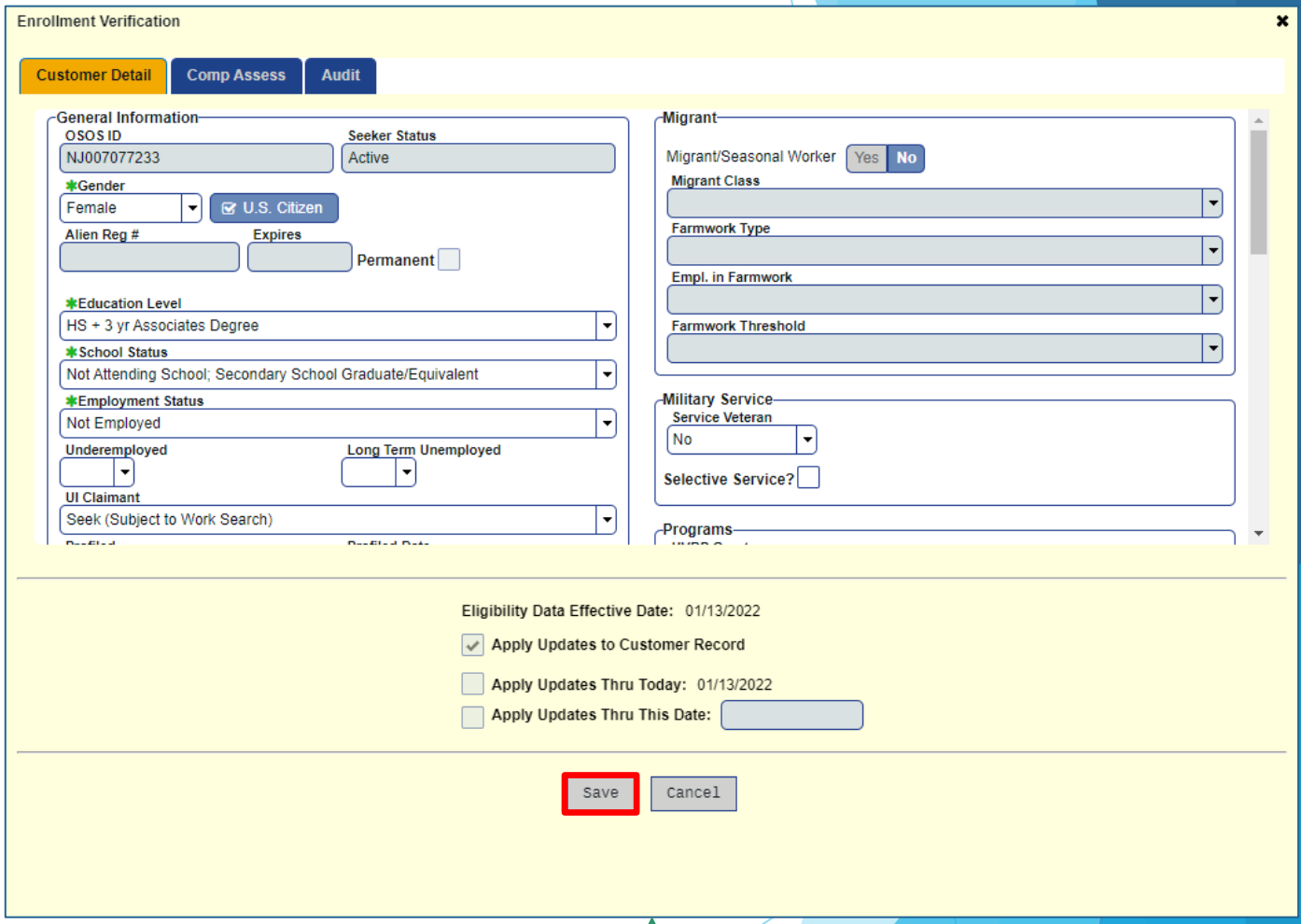


Rapid Response Association

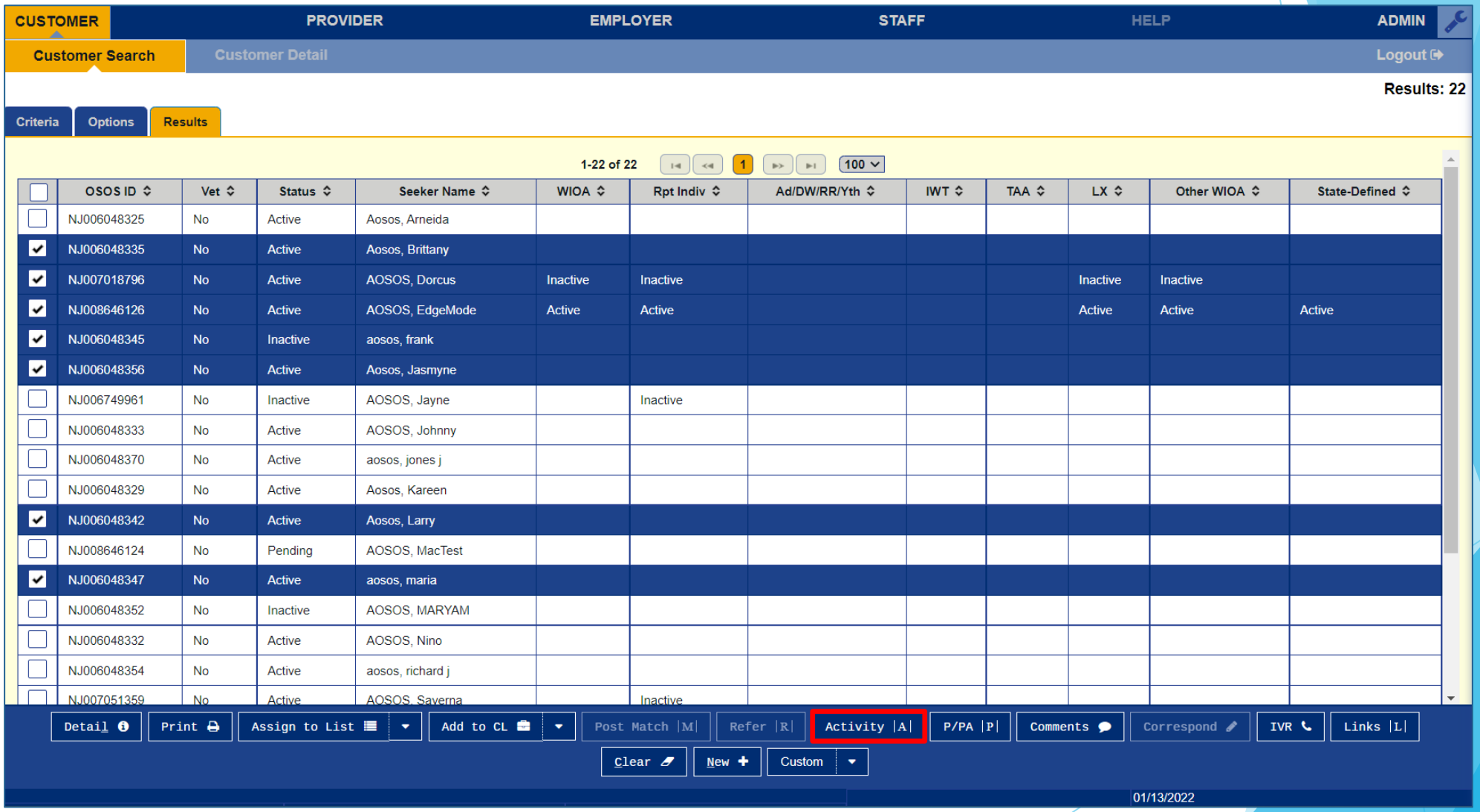


Add/Save Activity(s)

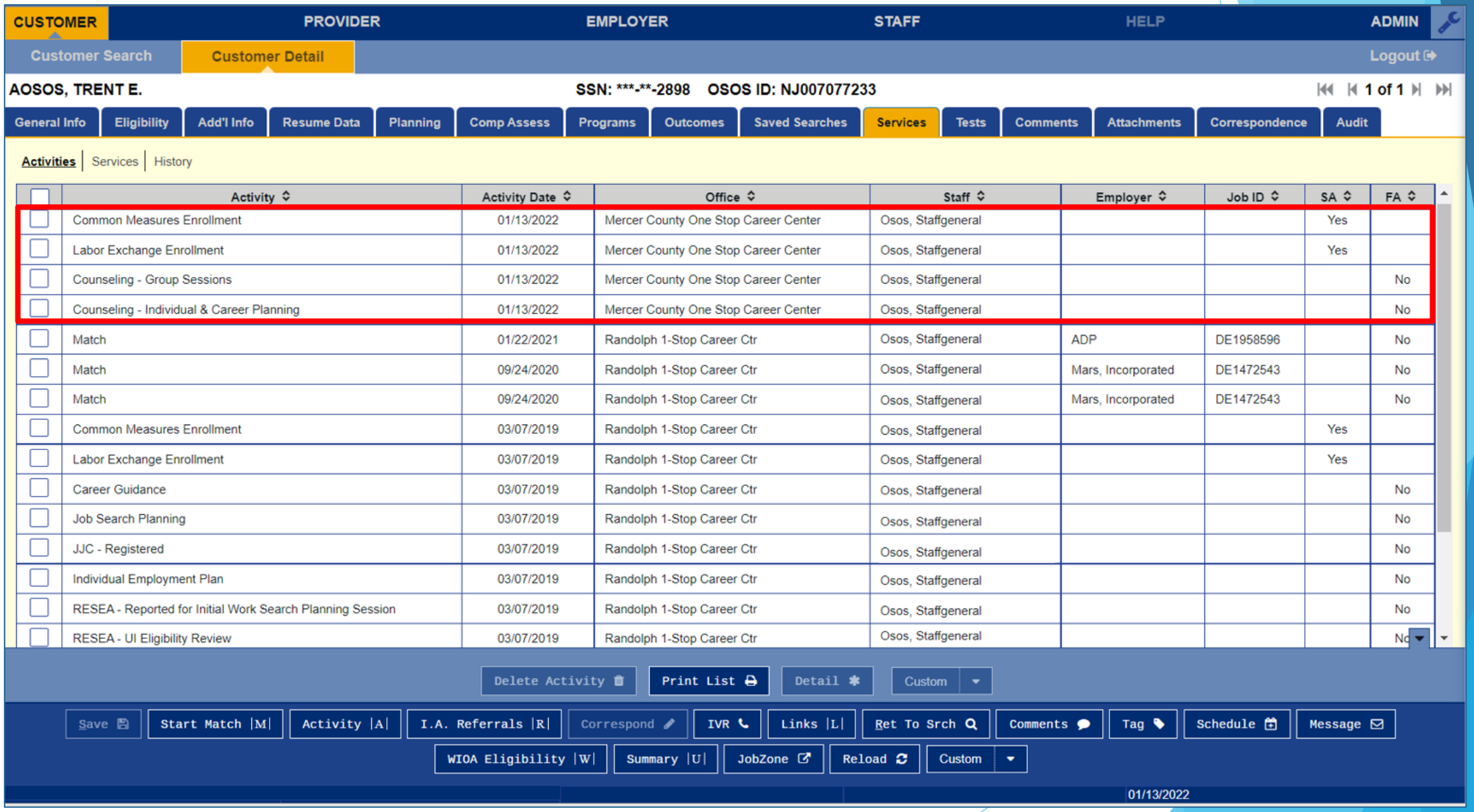




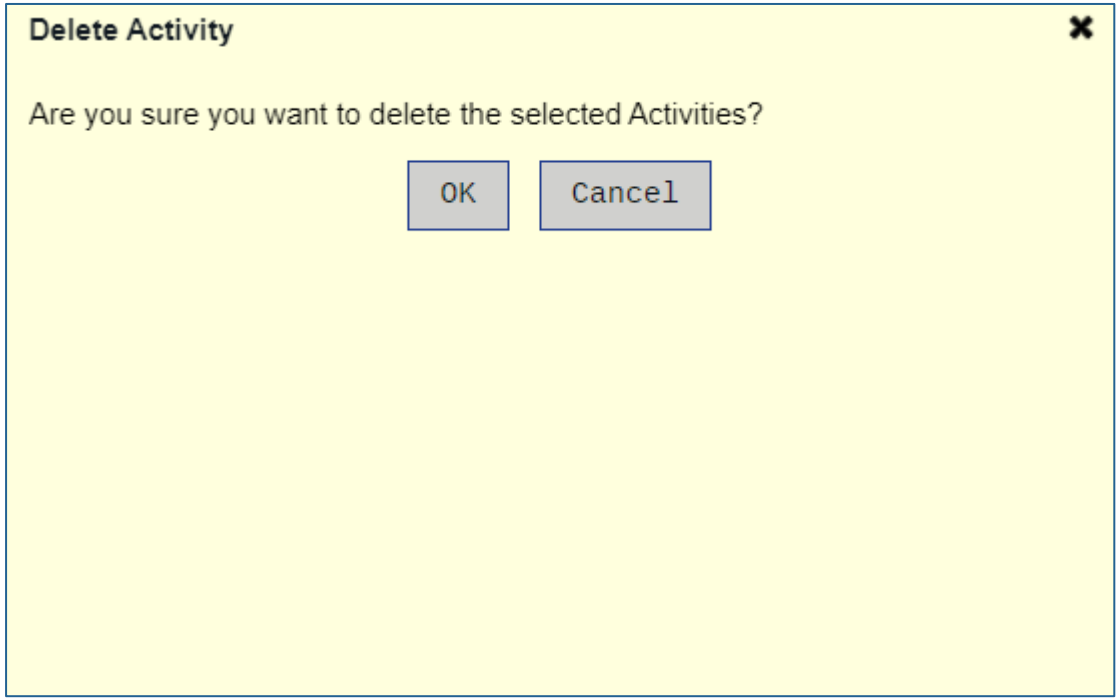
Adding Activities to a Group



Saved Activities



Activity Buttons



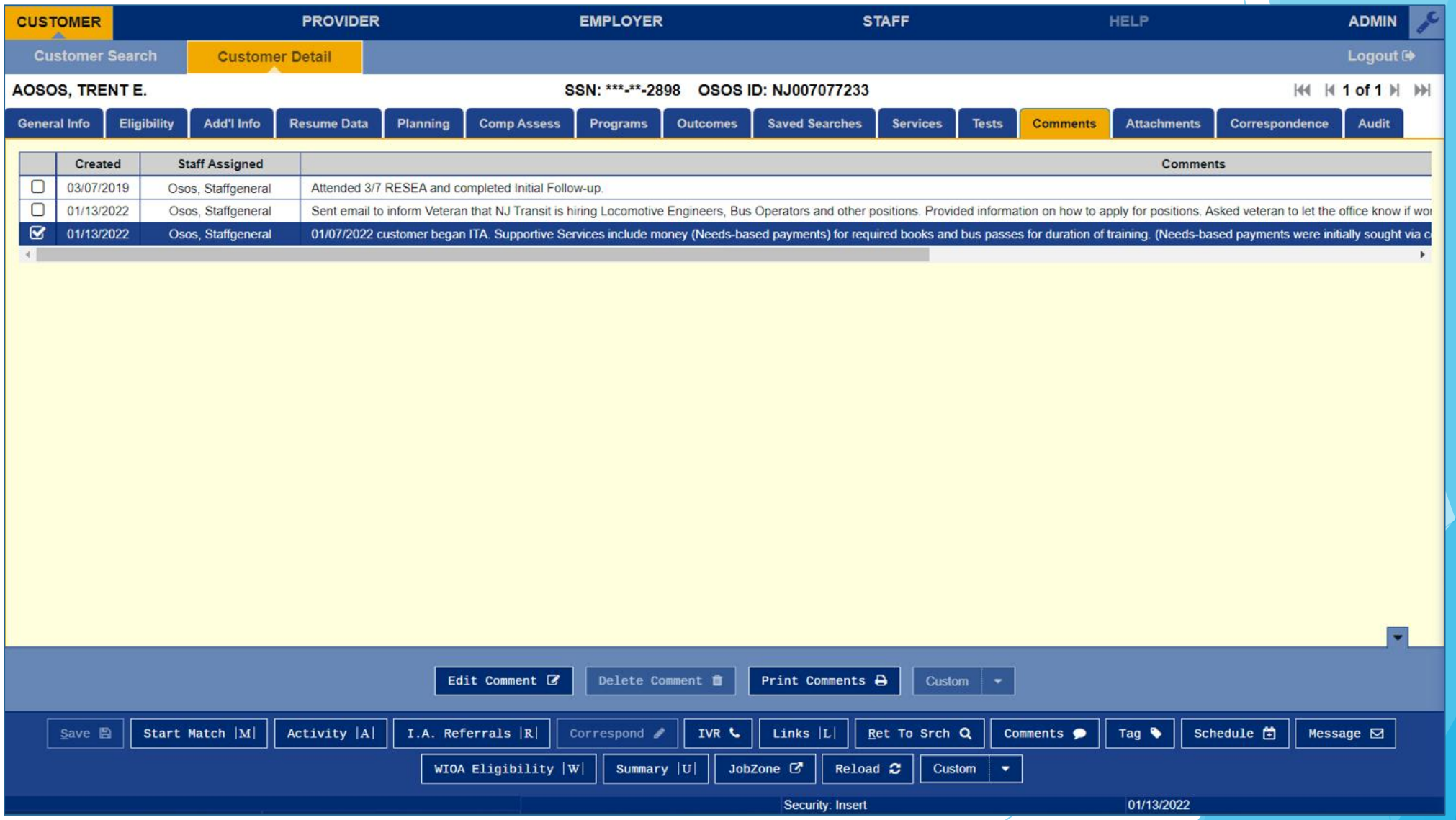
Print Customer Activity List

TRENT AOSOS
16 Park Lane
Wellington, NJ 07885

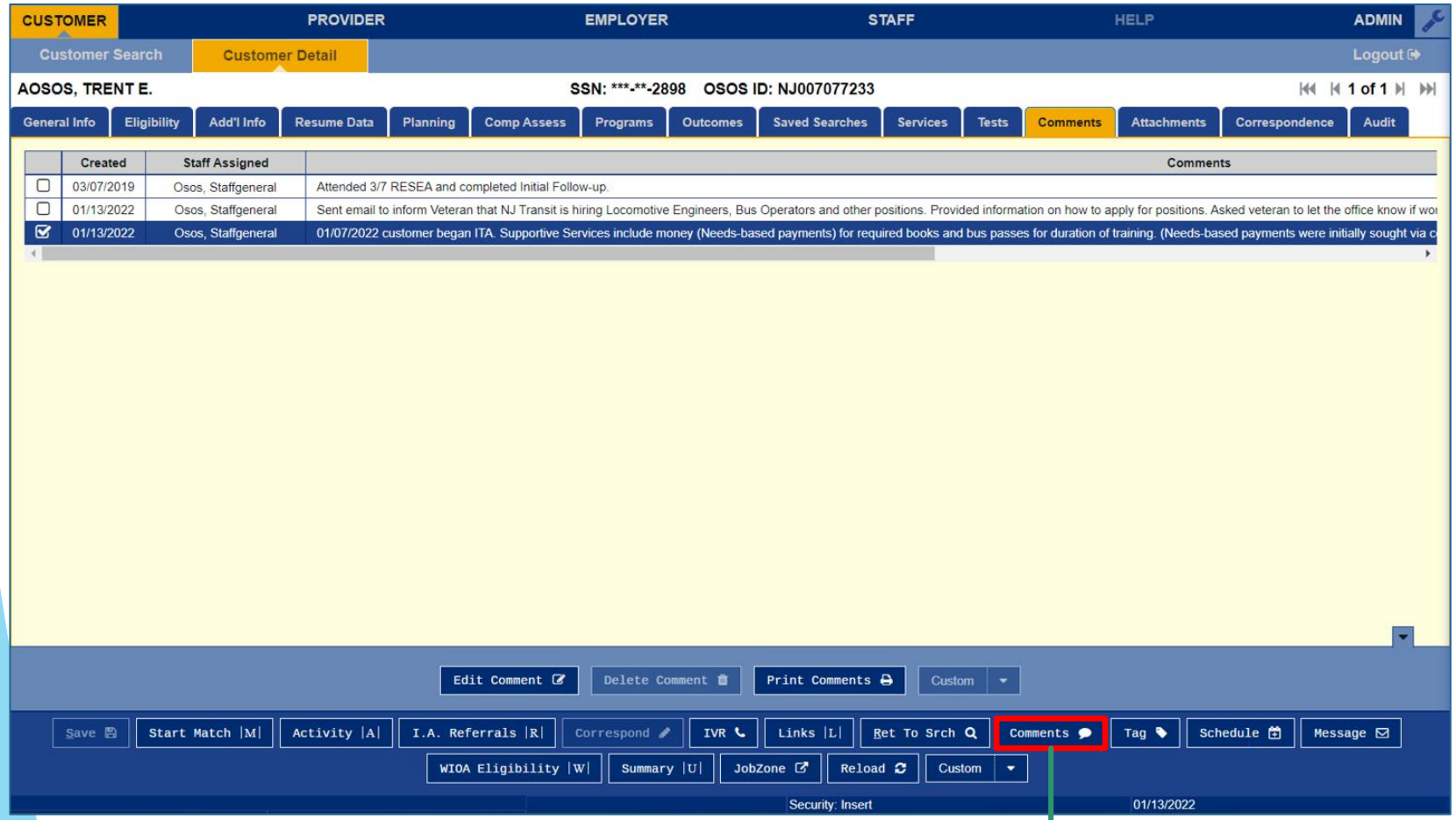
Activity	Activity Date	Office	Staff	Employer	Job ID	SA
Common Measures Enrollment	01/13/2022	Mercer County One Stop Career Center	Osos, Staffgeneral			Yes
Labor Exchange Enrollment	01/13/2022	Mercer County One Stop Career Center	Osos, Staffgeneral			Yes
Counseling - Group Sessions	01/13/2022	Mercer County One Stop Career Center	Osos, Staffgeneral			
Counseling - Individual & Career Planning	01/13/2022	Mercer County One Stop Career Center	Osos, Staffgeneral			
Match	01/22/2021	Mercer County One Stop Career Center	Osos, Staffgeneral	ADP	DE1958596	
Match	09/24/2020	Mercer County One Stop Career Center	Osos, Staffgeneral	Mars, Incorporated	DE1472543	
Match	09/24/2020	Mercer County One Stop Career Center	Osos, Staffgeneral	Mars, Incorporated	DE1472543	
Common Measures Enrollment	03/07/2019	Mercer County One Stop Career Center	Osos, Staffgeneral			Yes
Labor Exchange Enrollment	03/07/2019	Mercer County One Stop Career Center	Osos, Staffgeneral			Yes
Career Guidance	03/07/2019	Mercer County One Stop Career Center	Osos, Staffgeneral			
Job Search Planning	03/07/2019	Mercer County One Stop Career Center	Osos, Staffgeneral			
JJC - Registered	03/07/2019	Mercer County One Stop Career Center	Osos, Staffgeneral			
Individual Employment Plan	03/07/2019	Mercer County One Stop Career Center	Osos, Staffgeneral			
RESEA - Reported for Initial Work Search Planning Session	03/07/2019	Mercer County One Stop Career Center	Osos, Staffgeneral			

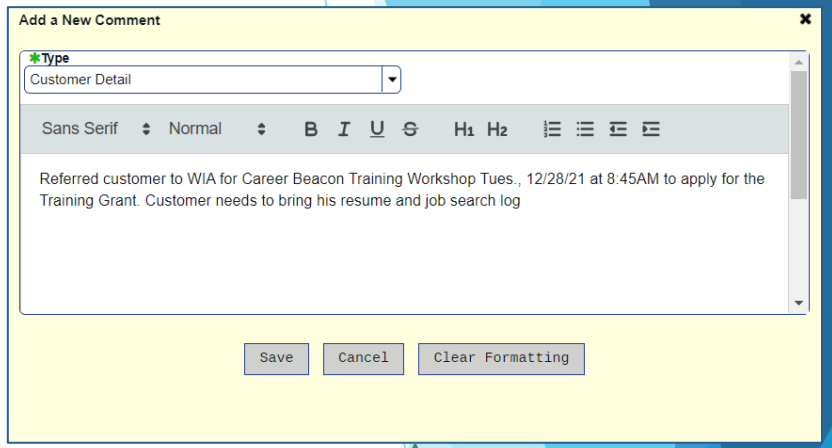
Print Close Export

Comments

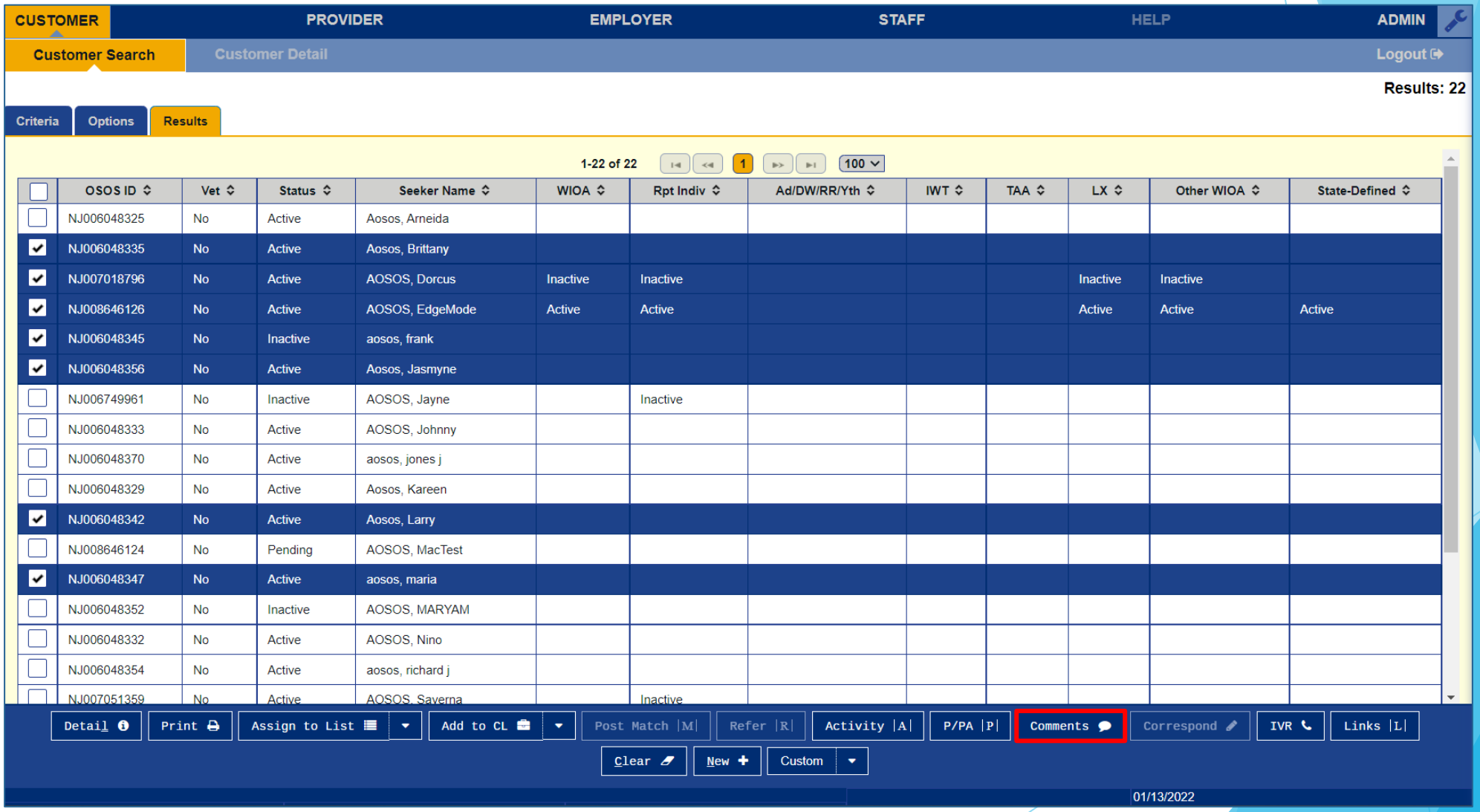

CUSTOMER
PROVIDER
EMPLOYER
STAFF
HELP
ADMIN
Customer Search
Customer Detail
Logout
AOSOS, TRENT E.
SSN: ***-**-2898 OSOS ID: NJ007077233
1 of 1
General Info
Eligibility
Add'l Info
Resume Data
Planning
Comp Assess
Programs
Outcomes
Saved Searches
Services
Tests
Comments
Attachments
Correspondence
Audit
Created
Staff Assigned
Comments
03/07/2019
Osos, Staffgeneral
Attended 3/7 RESEA and completed Initial Follow-up.
01/13/2022
Osos, Staffgeneral
Sent email to inform Veteran that NJ Transit is hiring Locomotive Engineers, Bus Operators and other positions. Provided information on how to apply for positions. Asked veteran to let the office know if wo
01/13/2022
Osos, Staffgeneral
01/07/2022 customer began ITA. Supportive Services include money (Needs-based payments) for required books and bus passes for duration of training. (Needs-based payments were initially sought via c
Edit Comment
Delete Comment
Print Comments
Custom
Save
Start Match |M|
Activity |A|
I.A. Referrals |R|
Correspond
IVR
Links |L|
Ret To Srch
Comments
Tag
Schedule
Message
WIOA Eligibility |W|
Summary |U|
JobZone
Reload
Custom
Security: Insert
01/13/2022

Adding Comments





Adding Comments to a Group



Additional Buttons

FAQs

How often should I be posting activities?

Activities should be posted every time you have provided the service. If the customer and you discuss LMI multiple times, post the activity each time. If the customer takes the CASAS math test multiple times, post the match test activity each time. The reason is that the federal government wants to know the first time and the most recent time you have provided the service for many of the activities and they are looking within select time frames.

Does it matter which person in our office takes the activity if we both provided it on the same day?

Most reports roll all the services up to a WDB area or sometimes an office so that is not a concern regarding the staff member. Do understand, however, you are only documenting what **you** have provided, not what someone else has done. If you both have provided it, you can both take the credit though it doesn't add any extra credit for your area.

What is the major change between the original version and the NextGen version?

The only real difference for this topic is that there is now a Services tab within Customer Detail and this tab has both the activities and the services information in the same area. This allows for streamlined entry and the ability to see the two pieces of information quickly.

NextGen training topics available:

- Customer Search
- Programs/Public Assist
- Customer Module
- Comp Assess
- Customer Services
- Programs/Public Assist
- Activities & Comments
- Customer Outcomes
- Providers/Offerings
- Employers/Job Orders
- Matching from Customer
- Matching from Job Order
- Options and exporting
- List function
- Correspondence function
- Links
- I.A. Referrals
- Secure Counseling Tab
- Staff Module
- Follow up Best Practices
- Reporting

Questions regarding the training you just viewed can be sent to:
WorkforceInformationSystems@dol.nj.gov