

# NextGen - Comp Assess

Created by Workforce Information  
Systems and Evaluation Support Team

May, 2022

# Login to the Application

[CUSTOMER](#)[PROVIDER](#)[EMPLOYER](#)[STAFF](#)[HELP](#)[ADMIN](#)

Logout

## AOSOS

America's One-Stop Operating System  
v7.2.20,5.10-7.2.20.4  
Installed: 03/12/2021

Username

Password

Login

[Supported Browsers](#)

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01/06/2022

# Navigate to the Customer Module

The screenshot displays a web application interface with a navigation menu at the top. The 'CUSTOMER' tab is highlighted with a red box and a red arrow. Below the navigation menu, there are tabs for 'Staff Detail' and 'Preferences'. The main content area shows a list of appointments for Thursday, January 06, 2022. The list is currently empty, displaying 'No records found.' The interface includes various controls such as pagination (0-0 of 0), search filters (Start Date, End Date, Start Time, End Time, Type, Name, Event, Description), and action buttons (Delete Message, Detail, Additional Info, Print, Save, Refresh, Links, View, Return to Supervisor Lists, Custom). The bottom status bar shows 'Security: Delete' and the date '01/06/2022'.

**Navigation Menu:**

- CUSTOMER (Highlighted)
- PROVIDER
- EMPLOYER
- STAFF
- HELP
- ADMIN

**Sub-Menu:**

- Staff Detail (Highlighted)
- Preferences

**Content Area:**

Appointments and Reminders for Thursday, January 06, 2022

0-0 of 0 | [Navigation Buttons] | 100 ▼

<input type="checkbox"/>	Start Date ▾	End Date ▾	Start Time ▾	End Time ▾	Type ▾	Name ▾	Event ▾	Description ▾
No records found.								

0-0 of 0 | [Navigation Buttons] | 100 ▼

**Action Buttons:**

- Delete Message
- Detail
- Additional Info
- Print
- Save
- Refresh
- Links |L|
- View
- Return to Supervisor Lists
- Custom

**Status Bar:**

Security: Delete | 01/06/2022

# Search for and Open an Existing Record

**CUSTOMER** PROVIDER EMPLOYER STAFF HELP ADMIN

Customer Search Customer Detail Logout

Results: 0

Criteria Options Results

Quick Search General Info Education Job Criteria Text Search Geographic Activities Programs List Search

Customer Quick Search

Customer SSN  
SSN 1

Enter or paste one or more Customer SSNs

Validate SSN List

Customer ID  
ID 1

Enter or paste one or more Customer IDs

Validate Customer ID List

Partial SSN

Last Name

OSOS

First Name

Middle Initial

Birth Date

Username

Email Exists

Email

Search Save Search Export Links | L | Clear New + Custom

01/07/2022

**CUSTOMER** PROVIDER EMPLOYER STAFF HELP ADMIN

Customer Search Customer Detail Logout

Results: 46

Criteria Options Results

<input type="checkbox"/>	OSOS ID	Vet	Status	Seeker Name	WIOA	Rpt Indiv	Ad/DW/RR/Yth	IWT	TAA	LX	Other WIOA	State-Defined
<input type="checkbox"/>	NJ006045008	No	Active	OSOS, ANTHEA	Inactive	Inactive				Inactive	Inactive	
<input type="checkbox"/>	NJ006045009	No	Active	Osos, Asha	Inactive	Inactive				Inactive	Inactive	
<input type="checkbox"/>	NJ006009289	No	Active	OSOS, Buck		Inactive						
<input type="checkbox"/>	NJ006045023	No	Active	OSOS, CARLEEN								
<input type="checkbox"/>	NJ006044996	No	Active	Osos, Iliana		Inactive						
<input type="checkbox"/>	NJ006839282	No	Inactive	OSOS, Migration		Inactive						
<input type="checkbox"/>	NJ006839284	No	Inactive	osos, migration2								
<input type="checkbox"/>	NJ006841924	No	Inactive	Osos, Patches		Inactive						
<input type="checkbox"/>	NJ007093832	No	Active	osos, persistant 2								
<input type="checkbox"/>	NJ007093826	No	Active	OSOS, Persistent Update								
<input type="checkbox"/>	NJ007620648	No	Active	OSOS, Sample Youth								
<input type="checkbox"/>	NJ007033818	No	Active	OSOS, Sophie								
<input type="checkbox"/>	NJ006044999	No	Active	Osos, Sybrina		Inactive						
<input type="checkbox"/>	NJ006334287	No	Active	Osos, Test								
<input type="checkbox"/>	NJ006785888	No	Active	OSOS, Testing 6.7	Active	Active				Active	Active	
<input type="checkbox"/>	NJ005714592	No	Active	osos, testing v6.1.02	Inactive	Inactive				Inactive	Inactive	
<input type="checkbox"/>	NJ006044997	No	Active	OSOS, TOM		Inactive						
<input type="checkbox"/>	NJ008646013	No	Active	OSOS, two wdbs	Active	Active	Active			Active	Active	
<input type="checkbox"/>	NJ008646018	No	Active	OSOS, Two WIBS	Active	Active	Active			Active	Active	
<input type="checkbox"/>	NJ005915337	No	Active	OSOS, Version		Inactive						
<input type="checkbox"/>	NJ005950450	No	Active	Osos, Version								

Detail Print Assign to List Add to CL Post Match Refer Activity P/PA Comments Correspond IVR

Links | L | Clear New + Custom

01/07/2022

# Access the Comp Assess Tab

**CUSTOMER** PROVIDER EMPLOYER STAFF HELP ADMIN

Customer Search Customer Detail Logout

OSOS, Buck SSN: OSOS ID: NJ006009289 1 of 1

General Info Eligibility Add'l Info Resume Data Planning **Comp Assess** Programs Outcomes Saved Searches Services Tests Comments

**Customer Info**

**Customer Data**

\*Status: Active \*Job Seeker: Active \*SSN: \*Ethnic Heritage and Race

\*Username: febprob@test.com \*Password: testing123 Merge

\*Last Name: OSOS \*First Name: Buck MI

\*Date of Birth: 06/06/1995 \*Gender: Female \*Portfolio Level: Job Source User

\*Address 1: Testing

\*Address 2: Oh Yeah

\*City: Trenton \*State: New Jersey \*ZIP Code: 08625

County: Middlesex Country: United States Metro:

Phone: 609-777-3204 Ext. Alt. Phone Ext. Fax

Email: gg@yahoo.com URL Alt. URL

Enrollments JZ/CZ Manager: No Add to Case Load

**Citizenship**

\* U.S. Citizen

**Education & Employment**

\*Education Level: 11 Grade

\*School Status: Not Attending School or Secondary School Dropout

\*Employment Status: Not Employed Underemployed Long Term Unemployed

**Contact Preferences**

☐ Use Postal ☐ Pri. Phone ☐ Alt. Phone ☐ Fax

☒ Email

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: Delete 01/06/2022

# Employment

CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

ADMIN

Customer SearchCustomer DetailLogout

Bridge, StamfordSSN: \*\*\*-\*\*-6640OSOS ID: NJ0071842241 of 1

General InfoEligibilityAdd'l InfoResume DataPlanningComp AssessProgramsOutcomesSaved SearchesServicesTestsCommentsAttachmentsCorrespondenceAudit

EmploymentEducationFinancialFamilyHealthTreatmentsLegalHousingTransportation

Employment

Origination Date  
03/25/2022

Last Update  
03/25/2022

Staff Assigned  
Osos, Staffgeneral

Employment Objective  
Job Title  
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific

Wage Desired  
35.00

Per  
Other

Geographical Location  
Within 25 miles of 07020

Is the customer interested in non-traditional Employment?  
Yes No

Current Employment Status  
Not Employed

Poor Work History?

Youth Needing Additional Assistance?  
Yes

Serious Barriers to Employment?

Cultural Barriers to Employment?  
Not Disclosed

Other Barriers to Employment?  
Yes

Other Barriers

Job Behavior and Skills  
Employment Behavior

Job Seeking Skills

Job Keeping Skills

Summary of Occupational Strengths and Weaknesses

View Employment History

SaveStart Match |M|Activity |A|I.A. Referrals |R|CorrespondIVR |L|Links |L|Get To Srch |Q|Comments |Tag |Schedule |Message |WIOA Eligibility |W|Summary |U|Job Source |Reload |Custom |

# Education

CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

ADMIN

Customer SearchCustomer DetailLogout

Bridge, StamfordSSN: \*\*\*-\*\*-6640 OSOS ID: NJ0071842241 of 1

General InfoEligibilityAdd'l InfoResume DataPlanningComp AssessProgramsOutcomesSaved SearchesServicesTestsCommentsAttachmentsCorrespondenceAudit

EmploymentEducationFinancialFamilyHealthTreatmentsLegalHousingTransportation

Education

Math and Reading

\*Basic Skills Deficient/Low Levels of Literacy

No

\*English Language Learner

Yes

Education Completed

Education

Bachelor's or equivalent

Current School Status

Not Attending School; Secondary School Graduate/Equivalent

☐ Customer below appropriate grade level?

Pell Grant Recipient?

Award Amount

☐ Any indication of learning disabilities?

Training Information

Training Completed

Training in Progress

Job-Related Interests

Job-Related Aptitudes

Training Needs

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|

Job Source

Reload

Custom

# Financial

CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

ADMIN

Customer SearchCustomer DetailLogout

Bridge, StamfordSSN: \*\*\*-\*\*-6640 OSOS ID: NJ0071842241 of 1

General InfoEligibilityAdd'l InfoResume DataPlanningComp AssessProgramsOutcomesSaved SearchesServicesTestsCommentsAttachmentsCorrespondenceAudit

Employment | Education | **Financial** | Family | Health | Treatments | Legal | Housing | Transportation

Monthly Financial Information

Summary

Income Subtotal\$0.00

Expenses Subtotal\$0.00

Monthly Balance\$0.00

Income

Source Name	Category	Amount
no income data		

AddModifyDeleteCustom

Expenses

Source Name	Category	Amount
no expenses data		

AddModifyDeleteCustom

Add/Edit an Income

\*Source Name

\*Category

\*Amount

\*Per

SubmitCancel

Add/Edit an Expense

\*Source Name

\*Category

\*Amount

\*Per

SubmitCancel

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|

Job Source

Reload

Custom

# Family

CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

ADMIN

Customer SearchCustomer DetailLogout

Bridge, StamfordSSN: \*\*\*-\*\*-6640 OSOS ID: NJ0071842241 of 1

General InfoEligibilityAdd'l InfoResume DataPlanningComp AssessProgramsOutcomesSaved SearchesServicesTestsCommentsAttachmentsCorrespondenceAudit

EmploymentEducationFinancialFamilyHealthTreatmentsLegalHousingTransportation

Family

Personal Information

\*Marital Status

Not Disclosed

☐ Victim of Domestic Violence?

\*Family Status

Not Disclosed

Members of Household

	Name	Relationship	Birth Date	Dep.
No records found.				

Add a Member

Edit Member

Delete Selection

Custom

\*Is Customer Parenting Youth?

No

Is customer pregnant?

Delivery Date

Family Needs

Special Needs of Household Members

Child Care Arrangements

Support from Family and Friends

☐ Has Child Protective Services ever contacted customer regarding his/her child or children?

If yes, specify nature of contact

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|

Job Source

Reload

Custom

# Health

CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

ADMIN

Customer SearchCustomer DetailLogout

Bridge, StamfordSSN: \*\*\*-\*\*-6640 OSOS ID: NJ0071842241 of 1

General InfoEligibilityAdd'l InfoResume DataPlanningComp AssessProgramsOutcomesSaved SearchesServicesTestsCommentsAttachmentsCorrespondenceAudit

EmploymentEducationFinancialFamilyHealthTreatmentsLegalHousingTransportation

Health

Health Information

General Health

Disability Status

Not Disabled

Substance Abuse

Health Details

Medications in use by household members

Physical Issues/Special Needs

Emotional issues that may affect participation

Drug, alcohol use by self, friends and family

Insurance Providers

Insurance Type	Provider Name
No records found.	

Add ProviderDelete SelectionCustom

Save

Start Match |M|

Activity |A|

I.A. Referrals |R|

Correspond

IVR

Links |L|

Ret To Srch Q

Comments

Tag

Schedule

Message

WIOA Eligibility |W|

Summary |U|

Job Source

Reload

Custom

# Treatments

CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

ADMIN

Customer Search

Customer Detail

Logout

Bridge, Stamford

SSN: \*\*\*-\*\*-6640 OSOS ID: NJ007184224

1 of 1

General Info

Eligibility

Add'l Info

Resume Data

Planning

Comp Assess

Programs

Outcomes

Saved Searches

Services

Tests

Comments

Attachments

Correspondence

Audit

Employment | Education | Financial | Family | Health | Treatments | Legal | Housing | Transportation

Health Treatment Information

\*Treatment Type

Start Date

End Date

Location

Counselor

Phone

Ext.

Info. Release

Release Date

Description

	Treatment Type	Start	End	Description
No records found.				

Add Treatment

Delete Treatment

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|

Job Source

Reload

Custom

# Legal

CUSTOMER	PROVIDER	EMPLOYER	STAFF	HELP	ADMIN
----------	----------	----------	-------	------	-------

Customer Search

Customer Detail

Logout

Bridge, Stamford

SSN: \*\*\*-\*\*-6640 OSOS ID: NJ007184224

1 of 1

General Info

Eligibility

Add'l Info

Resume Data

Planning

Comp Assess

Programs

Outcomes

Saved Searches

Services

Tests

Comments

Attachments

Correspondence

Audit

Employment | Education | Financial | Family | Health | Treatments | Legal | Housing | Transportation

Legal Information

Offender Status

Probation Officer

Phone

Ext

Current Legal Issues

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|

Job Source

Reload

Custom

# Housing

CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

ADMIN

Customer Search

Customer Detail

Logout

Bridge, Stamford

SSN: \*\*\*-\*\*-6640

OSOS ID: NJ007184224

1 of 1

General Info

Eligibility

Add'l Info

Resume Data

Planning

Comp Assess

Programs

Outcomes

Saved Searches

Services

Tests

Comments

Attachments

Correspondence

Audit

Employment

Education

Financial

Family

Health

Treatments

Legal

Housing

Transportation

Housing

\*Current Housing

Current Housing (2)

Rent

Housing Assistance

Housing Assistance

None

Contact Person

Phone

Ext.

Expected Changes

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|

Job Source

Reload

Custom

# Transportation

CUSTOMER

PROVIDER

EMPLOYER

STAFF

HELP

ADMIN

Customer Search

Customer Detail

Logout

Bridge, Stamford

SSN: \*\*\*-\*\*-6640 OSOS ID: NJ007184224

1 of 1

General Info

Eligibility

Add'l Info

Resume Data

Planning

Comp Assess

Programs

Outcomes

Saved Searches

Services

Tests

Comments

Attachments

Correspondence

Audit

Employment | Education | Financial | Family | Health | Treatments | Legal | Housing | Transportation

Transportation

License Information

Has License

Yes

Class

Automobile

State

New Jersey

Endorsements

☒ Passenger Transport

☐ Hazardous Materials

☐ Tank Vehicle

☐ Motorcycle

☐ School Bus

☐ Doubles/Triples

☐ Tank Hazard

☐ Air Brakes

☐ Tow Truck

Transportation Information

☒ Does customer own a vehicle?

Vehicle License #

Vehicle Type

☐ Does customer have auto insurance?

Transportation available to customer:

☐ Own vehicle

☐ Motorcycle

☐ Bus/Rail

☐ None

☐ Other

Other Transportation

Save

Start Match |M|

Activity |A|

I.A. Referrals |R|

Correspond

IVR

Links |L|

Ret To Srch Q

Comments

Tag

Schedule

Message

WIOA Eligibility |W|

Summary |U|

Job Source

Reload

Custom

# Custom Tabs

**Case Load**

**Eligibility Document**

**Counseling Statement**

# Custom Tabs Continued

**CUSTOMER** PROVIDER EMPLOYER STAFF HELP ADMIN

Customer Search Customer Detail Logout

Record, Testino SSN: \*\*\*-\*\*-0021 OSOS ID: NJ006585602 1 of 1

General Info Eligibility Add'l Info Resume Data Planning **Comp Assess** Programs Outcomes Saved Searches Services Tests Comments Attachments Correspondence Audit

**Employment** Education Financial Family Health Treatments Legal Housing Transportation

**Employment**

Origination Date 11/04/2016 Last Update 08/16/2021

Staff Assigned zz-OnRamp, Somerville 1 Stop

Employment Objective  
Job Title Software Developers, Applications  
Wage Desired 40.00 Per Hourly

Geographical Location  
Within 50 miles of 08876

Is the customer interested in non-traditional Employment? Yes No

Current Employment Status  
Employed - Rcvd Notice of Termination

☐ Poor Work History?

Job Behavior and Skills  
Employment Behavior

Job Seeking Skills

Job Keeping Skills

Summary of Occupation

View Employment History

Case Load  
Eligibility Document  
Counseling Statement

Cancel

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| Job Source Reload Custom

# Case Load Custom Tab

Case Load

Record Id

Last Name

Record

First Name

Testino

WFNJ Case #

WFNJ Counselor

Change

WIOA Counselor

Change

WIOA Case Manager

Change

BSS Case Manager

In/Out School

Youth

Employed at Reg.

Veteran

Barriers for Youth Eligibility

Additional Barriers

Save

Cancel

Help

# Eligibility Document Custom Tab

Eligibility Document

Record Id

Eligibility Documents

Birth Certificate

Passport

DD 214

SSN Card

Driver's License

Government ID Card

Public Assistance ID Card/Printout

Income Determination Worksheet

Self Attestation Letter

Alien Registration Card

Permanent Registration Card

Pay Stubs

Income Tax Return

Selective Service Printout

Youth Eligibility Barrier

Source

Eligibility Date

Additional Comments

	Record Id	Create Admin	Creation Date
No records found.			

Add

Delete

Print List

Print Record

Print Record/w Audit

Audit

Save

Cancel

Help

# Counseling Statement Custom Tab

Counseling Statement

Record Id

91349

Counseling Date

03/02/2022

Staff Name

Local Office, Staff

Change

Counseling Statement

Discussed employment related options with customer

	Date of Counseling	Staff	Staff
<input checked="" type="checkbox"/>	03022022	Local Office, Staff	Local Office, Staff

Add

Delete

Print List

Print Record

Print Record/w Audit

Audit

Save

Cancel

Help

# FAQs

Can the offender status ever be removed from the Legal subtab?

The unfortunate truth is having a criminal record follows the person for the rest of their life. The only way it is no longer a barrier is if they receive a pardon or their record was expunged.

In the past we did not need to fill out Comp Assess for a basic record with activities. Why do we need to do that now?

The federal government has changed the data collection required with the advent of WIOA. Items that were previously for our information are now required along with additional items. The items you find when editing an enrollment in the Programs/Public Assistance section on the Comp Assess subtab indicates those we must report, at a minimum.

# 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](mailto:WorkforceInformationSystems@dol.nj.gov)