

# SCOTI

September 2004

- 1) *I have a question about Displaced Homemakers. Is there a place in SCOTI they can be identified as a Displaced Homemaker?*

It is in the eligibility drop down box for eligibility for Dislocated Worker on the Program Data page of Basic Intake. When you click on Dislocated Worker, it brings you to the Dislocated Worker Eligibility page. The eligibility drop down box has a list of eligibility reasons for dislocated workers which includes "displaced homemakers".

- 2) *The county would like for us to enter their job openings in SCOTI; however, they do not like to enter a minimum/maximum wage. I know this serves as a "hit" when matching the job seeker with the employer. My question is, can the county place DOQ rather than a minimum wage somewhere? We have addressed entering a low minimum, and in the description, state Dependent On Qualifications (DOQ). Is this the only way it can be done?*

You have to have a minimum and maximum wage to do matches. You can enter a low minimum and in the description state, the salary is Dependent on Qualifications as you have proposed.

- 3) *Here's another example of a Veteran becoming a Non-Veteran. Under seeker services, there is NO mention of internet activity. Any update on why this is happening?*

*I registered a Veteran on 03/08/04. At that time, I put him in as a Veteran with dates of military service, 07/01/1961 to 07/01/1965. He is now showing up as a NONVET. Why?*

This seeker has had an update from the UC Bridge. The intake information displays UC Bridge in the "Staff" field on the Basic Intake screen, General Tab.

As we well know, it is a training issue for the staff who take claims information over the phone. They cannot open the vet wizard without fully completing the questions or the established vet status will be changed to non-vet.

- 4) *I have a question that was proposed to me by our youth vendor. How careful do they have to be, due to Health Insurance Portability and Accountability Act (HIPPA) regulations, when entering SCOTI case notes with regard to medical information concerning the youth in the program? For example, if a customer has AIDS?*

***How would we get training on HIPPA? I know only what it is...not what regulations we must follow. Would we be better off not listing sensitive medical information in the case file? Or, do we need some sort of release which would authorize us to keep medical information in the file?***

If we are gathering medical information regarding WIA eligibility, that information is confidential. That is the reason we sign all the confidentiality agreements we do. Before anyone could actually view any of the records in SCOTI, they would have to get a court order to do so. When we get requests for such records, we must require a court order due to the sensitivity and nature of our records. Someone wanting to view such records would have to have a good reason to view them before a judge would allow it.

I know of no HIPPA training that is available. I am sure there are consultants that provide such training, but I don't know of any specifically.

- 5) ***On the "Performance Reminder - Case Manager Supervisor View," I am only seeing the Youth reminders and not the Adult and Dislocated Worker ones. I have all of the performance category boxes checked at the bottom of the screen. My staff is seeing their Adult and DW reminders as well as the youth. What do I need to do to see their Adult and DW reminders?***

You will only see the credential reminders for Adults and DW who go to zero. The other reminders deal with supplementary earnings and are optional entries, so they go away when the reminders become zero.