

KCC Training Curriculum Descriptions 2014

KCC Basic Systems Training (Formerly EKOS Basic):

2 day training – Required for new staff who have never attended Basic training provided by KCC Support trainers. Once staff have completed this training session, they will have the knowledge to create job seekers, job referrals, add activities and perform basic functions and navigation in the EKOS and Focus systems. The security level of the staff person will determine what they can do in the system. The security contact for OET offices and/or WIA office will need to send an email to the KCC Support Mailbox at KentuckyCareerCenterSupport@ky.gov

The comprehensive course covers Focus Career/Assist, and EKOS Mediated which includes: customer modules, tabs, data fields, and data relationships to performance standards, Comp Assessment, Service history tab, Enrollments tab, and outcomes tab in the Service Module, employer record, approval queues (how to make an appropriate job referral), and activity definitions and their impact on Common Measures. The session also includes overview of Focus Talent, AJE, and Job Central.

KCC Systems Refresher – (Prerequisite: Basic KCC Systems)

1 day training – Training will review Focus Career, Focus Assist (approval queues), EKOS, and Activities as well as their impact on Common Measures.

Common Help Desk concerns are also discussed.

Assist-Talent (Formerly Job Order Writing)

1 day training – Training is required for any staff that is to approve and enter job posts into Focus Assist and for all staff reviewing and approving job postings and employer account registrations in Focus Talent. Completing this training will allow privileges to approval queues. Training material includes details of Employer Module in EKOS, legal aspects of writing a job posting, EEO and ADA issues, approving job referrals, job posting maintenance, employer activities, AJE, Job Central, and other business rules.

Services Module – (Prerequisite: Basic KCC Systems)

1 day training – Training covers the process of placing Services on

customer records through the Service Module in EKOS for recording of WIA Services, Trade Services and other Program Services. The entire life cycle of WIA and Trade curriculum.

Reports – (Prerequisite: Basic KCC Systems)

1 day training - Training is required for staff that needs understanding of WIA, State and Federal reports and their effect on Performance and Common Measures. Training curriculum includes: Crystal - State Reports, Local Office Management Reports, Performance Breakdown Reports; Federal-Data Validation, Trade and WIA.