

Term	Definition
Basic Career Services Not Triggering Participation (N)	A type of ES service provided to a job seeker which does not trigger the inclusion of the recipient’s employment outcomes in the calculation of ES program performance measures.
Basic Career Services Triggering Participation (P)	A type of ES service which, when provided to a job seeker, triggers the inclusion of the individual’s employment outcomes in the calculation of the relevant ES program performance measures.
Career services	Universally accessible employment services made available to all individuals.
Employment Service (ES)	Services provided to universal job seekers and businesses which include job search, placement assistance, and career counseling for job seekers, and appropriate recruitment, job posting, and other business services conducted on behalf of employers in the local workforce development area (local area).
Employment Service (ES) staff	Staff who provide ES program services.
Follow-up	Activities to a participant’s success during their transition to employment and to provide assistance as needed for a successful transition.
Job club	A structured job search program designed to prepare individuals for a successful job search by obtaining basic job-seeking skills and individualized assistance. The program includes, at a minimum, instruction on resume writing, application preparation, interviewing skills, job lead development, development of a job search plan, and mock interviews.
Meaningful assistance	Providing assistance using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants or providing assistance by phone or other technology, as long as the assistance is provided by trained and available staff and within a reasonable time. WIOAPL No. 16-09.1 provides further guidance to the role of the Unemployment Insurance Program in the OhioMeansJobs centers and provision of meaningful assistance.
Ohio’s Designated Case Management System	A system used by workforce professionals to gather and report program data and information for the following programs: WIOA, Employment Services, Veteran, Apprenticeship, Migrant and Seasonal Farmworker, Foreign Labor Certification, and Trade.

Participant	An individual who has received an ES participating service.
Personal information and personally identifiable information (PII)	Any information describing anything about a person, indicating actions done by or to a person, or indicating a person's personal characteristics, which can be retrieved from a system by a name, identifying number, symbol, or other identifier assigned to a person. This information can be used to distinguish or trace an individual's identity, either alone or when combined with another person or identifying information that is linked or linkable to a specific individual.
Rapid response (RR)	A series of activities provided by the State to assist impacted dislocated workers in obtaining reemployment as soon as possible.
Reportable individual	An individual who has taken action that demonstrates an intent to use ES program services, who provided identifying information, and who has only received non-participating services.
Self-service	When individuals independently (with little to no staff assistance) access any workforce development system program's information and activities in either a physical location, such as an OhioMeansJobs center resource room or partner agency, or remotely via the use of electronic technologies (e.g., OhioMeansJobs.com). Self-service does not uniformly apply to all virtually accessed services (e.g., virtually accessed services that provide a level of support beyond independent job or information seeking on the part of an individual would not qualify as self-service).
State merit staff	State government employees subject to a merit system of personnel administration as defined in the United States Office of Personnel Management regulations at 5 C.F.R. Part 900, subpart F.
Universal job seeker	Any individual who seeks ES services at an OhioMeansJobs center, who registers on OhioMeansJobs.com, or who is a UI claimant.
Unsubsidized employment	Employment in the private sector or public sector for which the employer does not receive a subsidy from public funds to offset all or a part of the wages and costs of employing an individual.
Veteran	An individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable, which may include National Guard or Reserve personnel.