

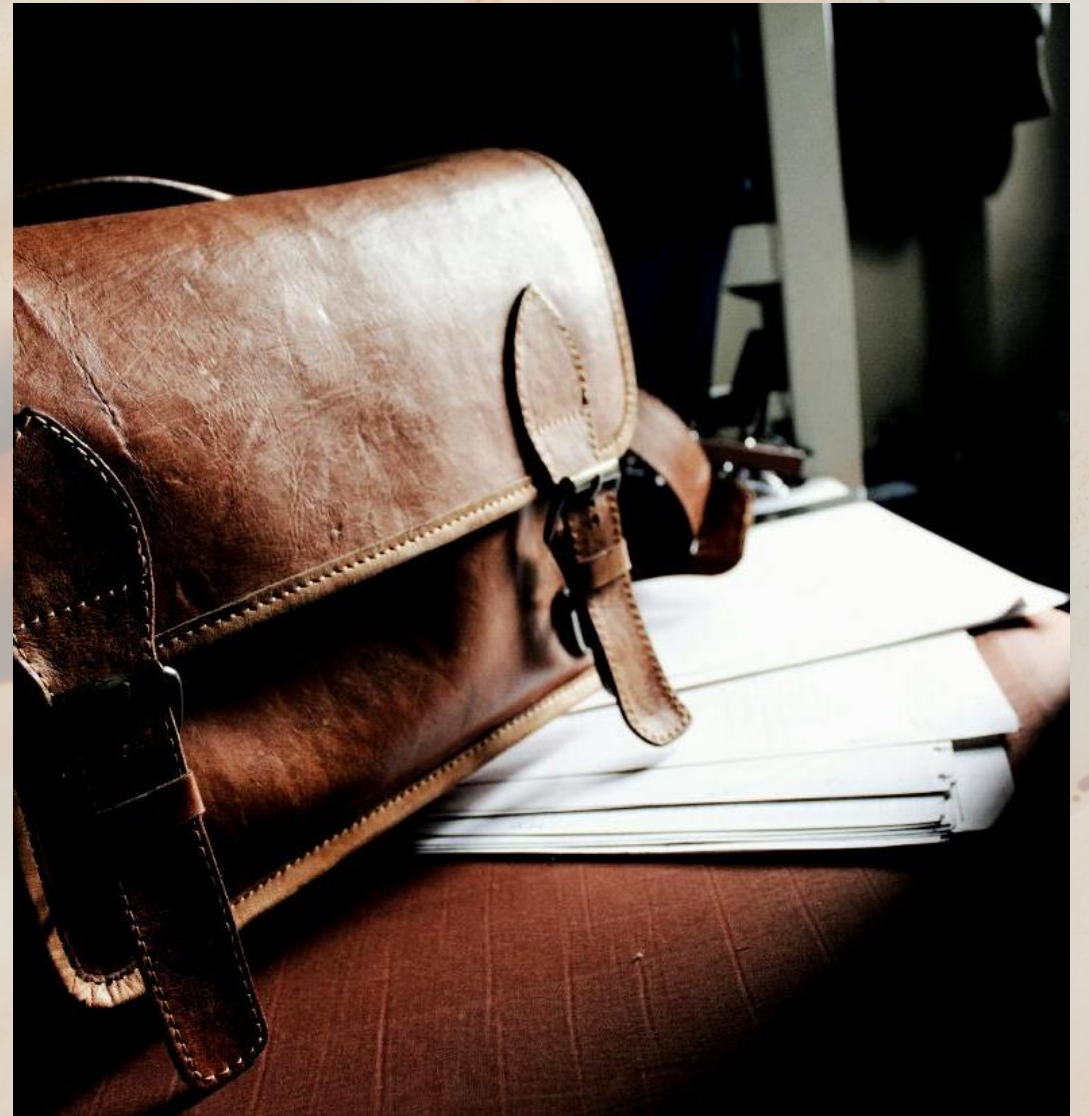


WIOA Individualized Employment and Individualized Service Plans

AGENDA



- Plan Fundamentals
- Assessments
- Plans in ASSET
- Common Plan Mistakes
- Services
- WIOA Youth Program Enrollment – Key points





Plan Fundamentals

Plan Fundamentals

An Individualized Employment Plan (IEP) or Individual Service Strategy (ISS) is:

- An ongoing strategy
- Identifies long and short-term employment goals
- Documents an appropriate combination of services for the participant to achieve employment goals
- Documents achievement of goals



Plan Fundamentals

An IEP/ISS is:

- A tool for engaging participants in individualized career services and case management.
- Jointly developed in partnership between the Career Planner and the participant.
- Reflection of the unique goals and needs of an individual participant.
- Used in an ongoing process to monitor and re-evaluate progress towards goals.
- Used to document strategies and activities as they occur, including documentation of referrals.
- Part of a seamless experience for customers.



Knowledge Check



True or False?

The Plan is developed by the Career Planner for the participant



Knowledge Check



False!

The Plan is **jointly** developed in **partnership** between the Career Planner **and** the participant.



ASSESSMENT





Assessment



	Interview and ongoing case management with participant
	Individual Assessment Tools - academic, career interests, personality traits
	Documentation and review of work history, skills obtained, skill gaps

Assessment



- Customer
- Case Team
- Documents
- Job Seeker
- Employment
- Assessments
- Employability Plan
- Programs
- Services
- Exits
- Follow-ups
- Customer Notes
- Job Matching
- Customer Reports ▾
- Financials
- CEPT ▾
- Staff Requests
- Referrals
- RES Re-Employment Plan



Assessment Summary

Assessments

0 row(s) found.

Add Assessment

Add copy of most recent Assessment

Assessment - The Occupational/Educational Assessment Overview



Occupational/Educational Assessment Overview

Supportive Service Needs

Occupational/Educational Assessment Overview

Occupational:

Employment/Career Goals:

Goals:

O*NET Code:

[Find O*NET](#)



Long Term/Primary:



Short Term/Secondary:



Career Goal/Alternate:



= Displays on Employment Plan

Goal:



caution 1000 character limit

Assessment - The Occupational/Educational Assessment Overview



Interested in Non-Traditional Employment:

☐ Yes ☒ No

Job Seeking Skills Assistance:

☐ Yes ☒ No

Education Information:

☐ Yes ☒ No

Area Labor Market Information:

☐ Yes ☒ No

Career Options Exploration:

☐ Yes ☒ No

Select the radio button that matches what was identified during your assessment

Comments and Needs Summary:

Document additional needs and changes in career path here

caution 2000 character limit

Assessment - The Occupational/Educational Assessment Overview



Educational:

Comments and Needs Summary:



caution 2000 character limit

Disability:



☐ CDB ☐ CDS ☐ DD ☐ EBD ☐ LD

School Grade:

English as Second Language:



☐ Yes ☒ No

Certificates of Training Completed:



caution 500 character limit

Training Programs not Completed:



caution 500 character limit

Assessment Date:

03/14/2025

Knowledge Check



True or False?

When typing in the Goal section of the Occupational/Educational Assessment Overview simply make broad, generic statements. The long- and short- term goals make it obvious how the goals will relate to services.



Knowledge Check



False!

When typing in the Goal section of the Occupational/Educational Assessment Overview be **very clear** and explain it in such a way that someone who has never met the participant will understand exactly what the participants wants to achieve and what steps are needed to achieve their goal.



Assessment – Supportive Service Needs



Occupational/Educational Assessment Overview

Supportive Service Needs

Supportive Service Needs

Comments and Needs Summary:



caution 2000 character limit

Child Care

Needs Child Care:



☐ Yes ☒ No

Child Care Arrangements:

caution 500 character limit

Transportation

Needs Transportation:



☐ Yes ☒ No

Owns Vehicle:

☐ Yes ☒ No

Has Car Insurance:

☐ Yes ☒ No

Has Access to Transportation:

☐ Yes ☒ No

Assessment – Supportive Service Needs



Housing

Needs Housing:



☐ Yes ☒ No

Current Housing/Shelter Situation:



caution 500 character limit

Housing Assistance:



☐ Yes ☒ No

Expected Changes:



caution 2000 character limit

Support from Family and Friends:



☐ Yes ☒ No

Assessment – Supportive Service Needs



Medical



Has Health Insurance:

☐ Yes ☒ No

Has Dental Insurance:

☐ Yes ☒ No

Disability



Co-enrolled with DVR Programs:

☐ Yes ☒ No

Describe the disability oriented need:



caution 500 character limit

Legal



Offender Status:

Current Status:

Probation/Parole Officer:

P.O. Phone Number:

 [(###) ###-####] Ext:

Social Worker/Counselor:

S. W. Phone Number:

 [(###) ###-####] Ext:

List Financial Resources and Needs:

caution 500 character limit

Assessment – Supportive Service Needs



Other Services

Current Issues:



caution 500 character limit

Program Contact:

Contact Phone Number:

 [(###) ### -####] Ext:

Comments:



caution 1000 character limit

Assessment – Supportive Service Needs

Save

**Don't forget to scroll all
the way to the end and
save your work!**



Knowledge Check



True or False?

When prompted to record medical information, document the diagnosis, specific treatment, etc. as it relates to their employment goals



Knowledge Check



False!

When prompted to record medical information, document how a medical condition may impact their ability to function in job settings but **NOT** the diagnosis, specific treatment, etc.





Individualized Employability Plan in ASSET



IEP/ISS in ASSET

Each Employability Plan will auto fill the following information:

- Participant's name
- ASSET PIN
- Employment Plan Date
- Career Planners name
- Goals
 - Long Term
 - Short Term
 - Career Goal

Employment Plan

Print Report

For:

Redacted

Asset PIN:

Redacted

Employment Plan Date:

7/10/2024

Career Planner(s)

Career Planner	Phone Number	Program	Office
Redacted	Redacted	Adult	Milw. Job Center Central

Goals

Long Term: obtain CNA Training

Career
Planner:

Redacted

Short Term: Complete CNA training

Career Goal: Obtain Employment in Healthcare



IEP/ISS in ASSET

Skills to Develop:

- Skill type (drop down)
- Skill
- Skill Attainment Status (drop down)
- Skill Set Date
- Planned Date of Attainment
- Comments

Customer
Case Team
Documents
Job Seeker
Employment
Assessments
Employability Plan
Programs
Services
Exits
Follow-ups
Customer Notes
Job Matching
Customer Reports ▾
Financials
CEPT ▾
Staff Requests
Referrals
RES Re-Employment Plan



Skills to Develop

Skill	Type	Set Date	Status	Create Date	Created By
Understand the...	Occupational	01/16/2024	Attainment Pending	01/16/2024	Redacted
Handle emergen...	Occupational	01/16/2024	Attainment Pending	01/16/2024	
Follow Proper ...	Occupational	01/16/2024	Attainment Pending	01/16/2024	
Encourage, pro...	Occupational	01/16/2024	Attainment Pending	01/16/2024	
Page 1					

4 row(s) found.

Add Skill



IEP/ISS in ASSET

Skills to Develop:

- Skill type (drop down)
- Skill
- Skill Attainment Status (drop down)
- Skill Set Date
- Planned Date of Attainment
- Comments

Skills to Develop Details

Save

Event History

Skills to Develop

* Skill Type:



* Skill:



Caution: 200 character limit

* Skill Attainment Status:



* Skill Set Date:



[mm/dd/yyyy]

Set As Today

* Planned Date of Attainment:



[mm/dd/yyyy]

Set As Today

Comments:



Caution: 200 character limit



IEP/ISS in ASSET

Skills to Develop Cont.:

- Career Planner – auto populates based on log in
- Staff Type
- Office Code – auto populates
- Don't forget to Save!
- Repeat this process for each skill

* Career Planner:  Redacted Change Staff Email:

Staff Type: 

* Office Code: 

WDA:

Created: By:

Last Updated: By:

 Save



Job Readiness Steps

Step	Set Date	Planned Attainment Date	Create Date	Created By
Maintain month...	01/16/2024	10/16/2024	01/16/2024	Redacted
Supportive Ser...	01/16/2024	10/16/2024	01/16/2024	
Seek entry lev...	01/16/2024	10/16/2024	01/16/2024	
Update/Upload ...	01/16/2024	10/16/2024	01/16/2024	
Page 1				

4 row(s) found.

Add Readiness Step

IEP/ISS in ASSET

Readiness Step Details

Job Readiness Steps:

- Steps
- Step Set Date
- Planned Date of Attainment

Save

Event History

Readiness Step

* Step:

★

Caution: 100 character limit

* Step Set Date:

★

[mm/dd/yyyy]

Set As Today

* Planned Date of Attainment:

★

[mm/dd/yyyy]


Set As Today




IEP/ISS in ASSET

Job Readiness Steps Cont.:

- Career Planner – auto populates based on log in
- Staff Type
- Office Code – auto populates
- Don't forget to Save!
- Repeat this process for each skill
- Print & sign

* Career Planner:   Email:


Staff Type:  

* Office Code:  1832-Employ Milwaukee

WDA: 002-Milwaukee County


Created: By:

Last Updated: By:

I participated in the development of this plan and agree to do the activities listed. I agree to notify the appropriate career planner if I am unable to attend scheduled appointments or activities. I consent to the disclosure of this information to organizations assisting with my training and/or employment search.


Participant
Signature:



Date: 07/10/2024

I provided an explanation of the conditions and requirements for the activities listed and an opportunity to answer participant questions.


Staff Signature:



Date: 07/10/2024

A background image showing three people in a professional setting. A woman with long dark hair stands and holds a large white sheet of paper, looking down at it. A man with a beard and a woman with short dark hair are seated at a table, looking at the paper. There are coffee cups and papers on the table. Large windows in the background let in bright light.

Common IEP/ISS Mistakes

- Services are being provided without being identified on the signed IEP/ISS.
 - Participant and staff signatures/dates are dated prior to the Employment Plan Date.
 -  Unsigned IEP/ISS's uploaded to ASSET Documents.
 - IEP/ISS service dates don't align with actual IEP/ISS document and/or case notes e.g.: IEP/ISS service close date is different than IEP/ISS signature date.
-

Knowledge Check



True or False?

Once the IEP/ISS is saved in ASSET, the IEP/ISS is valid, and services can begin.



Knowledge Check



False!

Once the IEP/ISS is saved in ASSET, the IEP/ISS must be signed and dated by the Career Planner and Participant is valid, and services can begin.



A group of professionals are gathered around a large conference table in a modern office setting. In the foreground, a woman with dark, curly hair is seen from the side, wearing a dark blazer and a small earring. She is pointing her right hand towards a screen or document. Behind her, several other people are seated at the table, some looking towards the camera and others looking away. The table is covered with papers, a water bottle, and other items. The background is slightly blurred, showing large windows and office furniture. The overall atmosphere is professional and collaborative.

Individualized Career Services

Individualized Career Services



- Customer
- Case Team
- Documents
- Job Seeker
- Employment
- Assessments
- Employability Plan
- Programs
- Services
- Exits
- Follow-ups
- Customer Notes
- Job Matching
- Customer Reports
- Financials
- CEPT
- Staff Requests
- Referrals
- RES Re-Employment Plan



Service Eligibility

Program Information - Title 1

Program Area:

Youth ▾

Service Category:

Youth Program Elements ▾

Individualized Career Services

Service Eligibility

Program Information - Title 1

Program Area: Youth ▼

Service Category: Youth Program Elements ▼

Service Name	Service Description	
Adult Mentoring	A formal relationship between the participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the participant. It must last at least 12 months.	
Alternative Secondary School or Dropout Recovery Services	<ul style="list-style-type: none">Alternative secondary school includes secondary education programs other than traditional high school that are: 1) approved by the local school board and; 2) designed to serve at-risk, vulnerable, and disengaged students. This does not include private school or home-based educational programs.Dropout recovery services include: 1) services aimed at getting youth who have dropped out of secondary education back into a	
Career Awareness, Exploration, and Counseling	Individual Service Strategy (ISS) Review	Reviewing and updating the plan that identifies the participant's education and employment goals, including the identification of an appropriate career pathway for the participant, and the services that are needed based on the results of the objective assessment and goals.
	Leadership Development	Opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors. Services include: exposure to postsecondary educational opportunities; community and service learning projects; citizenship training, including training on life skills, parenting and work behavior; civic engagement activities; and other activities that place youth in a leadership role such as serving on youth leadership committees.
	Occupational Skills Training	An organized program of study that provides specific vocational skills for a certain occupation or occupational field. The training must: 1) be outcome-oriented and focused on an occupational goal specified in the participant's individual service strategy; 2) be of sufficient duration to impart the skills needed to meet the occupational goal; and 3) lead to the attainment of a recognized postsecondary credential. This includes Registered Apprenticeship, which are programs registered with the U.S. DOL Office of Apprenticeship or a recognized state apprenticeship agency. Registered Apprenticeship incorporates both on-the-job-training and classroom training with the goal of participants learning a trade.
Comprehensive Guidance and Counseling	Individual Service Strategy (ISS) Review	Reviewing and updating the plan that identifies the participant's education and employment goals, including the identification of an appropriate career pathway for the participant, and the services that are needed based on the results of the objective assessment and goals.
Education Offered Concurrently with Workforce Preparation Activities for a Specific Occupation	Individual Service Strategy (ISS) Review	Reviewing and updating the plan that identifies the participant's education and employment goals, including the identification of an appropriate career pathway for the participant, and the services that are needed based on the results of the objective assessment and goals.
Entrepreneurial Skills Training	Individual Service Strategy (ISS) Review	Reviewing and updating the plan that identifies the participant's education and employment goals, including the identification of an appropriate career pathway for the participant, and the services that are needed based on the results of the objective assessment and goals.
Financial Literacy Education	Individual Service Strategy (ISS) Review	Reviewing and updating the plan that identifies the participant's education and employment goals, including the identification of an appropriate career pathway for the participant, and the services that are needed based on the results of the objective assessment and goals.
Incentives	Individual Service Strategy (ISS) Review	Reviewing and updating the plan that identifies the participant's education and employment goals, including the identification of an appropriate career pathway for the participant, and the services that are needed based on the results of the objective assessment and goals.



Knowledge Check



True or False?

Services that are identified in the assessment process should be entered into ASSET under Services.



Knowledge Check



True!

Services that are identified in the assessment process should be entered into ASSET under Services.



WIOA Youth Program Enrollment – Key points



- **Eligibility First:** Youth must be determined eligible before anything else.
- **Assessment & ISS:** Complete an objective assessment and develop an Individual Service Strategy (ISS).
- **Start a Service:** Youth must begin at least one of the 14 WIOA Youth Program elements listed in their ISS.



WIOA Youth Program Enrollment – Key points



- **90-Day Rule:** A service must begin within 90 days of the eligibility determination end date in ASSET.
 - **Exit if Inactive:** If no service starts within 90 days, the youth must be exited from the program.
 - **Use of Existing ISS:** A recent ISS (within 6 months) from another program may be reused if appropriate.
 - **Capturing Incentives:** Incentives are mentioned during ISS
-
-



Thank you!



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