

Initial Employability Plan Entry Guide – Part One

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W-2 Contact Information

Questions regarding this training material should be directed via your local agency process to the Partner Training Team,

Email: PTTTrainingSupp@wisconsin.gov

A contact person is available to answer e-mailed questions related to this training material, assist you in completing any activity that you are having difficulty with, and/or provide explanation of anything else about this training material.

Questions regarding W-2 production cases and systems should be directed via your local agency process to the BWF Work Programs Help Desk at:

Email: bwfworkprogramshd@wisconsin.gov

Telephone: (608) 422-7900.

W-2 Policy questions should be directed to your Regional Office staff.

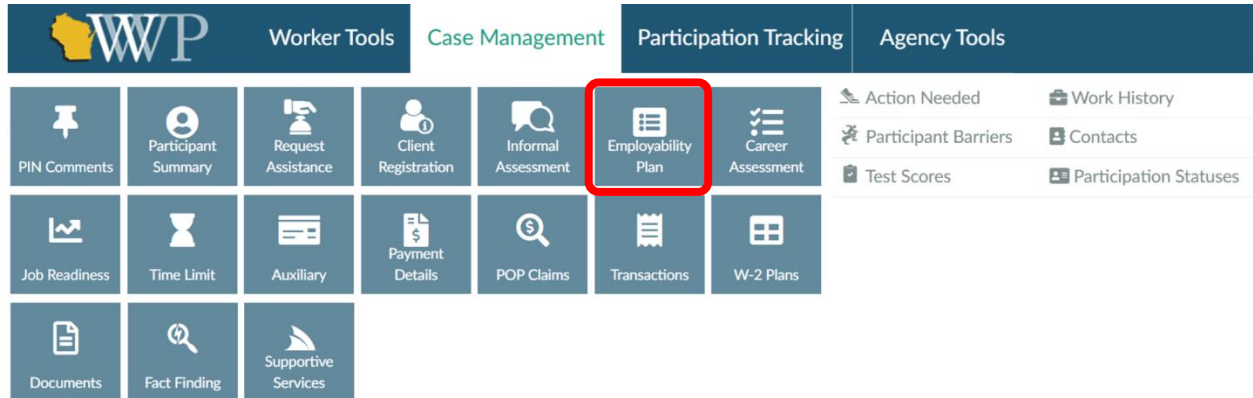
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For civil rights questions call (608) 422-6889 or the Wisconsin Relay Service (WRS) – 711.

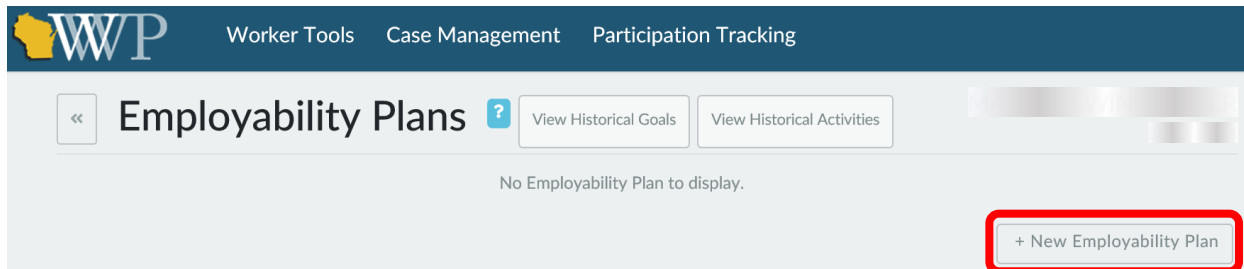
Ana

Ana shows a willingness to work and has some work history. Her mother has agreed to help with child care for now, and Ana agreed that she needs to look into back up child care. She has her own vehicle and would benefit from gas assistance. Based on the local labor market, Ana has a good chance of finding employment.

Employability Plan Overview



- ☐ **Step 1:** Click on Case Management to open the toolbar.
- ☐ **Step 2:** Click on the Employability Plan button.



- ☐ **Step 3:** Click on the + New Employability Plan button.

Employability Plan ?

Program
W-2

EP Begin Date
11/02/2020

EP End Date
11/16/2020

Create EP without activities? Yes **No**

Notes

380 characters remaining

Save + Continue

- ☐ **Step 4:** For **EP Begin Date**, enter today's date.
- ☐ **Step 5:** For **EP End Date**, enter a date two weeks from today.
- ☐ **Step 6:** Leave "Create EP without activities?" as No.
- ☐ **Step 7:** Click + Continue to go to the next page.

Goals

Ana liked her past retail jobs but wants a more consistent first shift schedule than retail work usually offers. This also makes it easier to find child care for Elena. She liked the customer service side of her previous jobs and considers herself an extrovert. Moving forward, Ana wants to use her skills in an office setting and thinks a receptionist-type job would be a good fit. Besides getting her HSED, Ana thinks she might need to brush up on her typing and Microsoft Office skills to better prepare for receptionist work. You and Ana decide that even though she has an idea of jobs she's interested in, completing a career assessment would be helpful for long range career planning. It would also be useful in determining educational and training activities later on. Based on her Educational Needs Assessment, you and Ana agree that taking the TABE will help identify Ana's skill levels in reading and math prior to enrolling in HSED classes.

Ana mentions she wants to make sure she continues to find ways to spend time with Elena and keep Elena a priority as she moves forward. The two of you agree on a personal goal of reading to Elena a few nights per week

☐ **Step 1:** Click + Add Goal.

- ☐ **Step 2:** Select PRIMARY EMPLOYMENT GOAL from the **Goal Type** dropdown.
- ☐ **Step 3:** For **Goal Name**, enter RECEPTIONIST.
- ☐ **Step 4:** For **Goal Description**, enter ANA LIKES WORKING WITH PEOPLE AND CONSIDERS HERSELF A GOOD COMMUNICATOR. SHE WANTS FULL-TIME WORK WITH A CONSISTENT 9-5 SCHEDULE AND BELIEVES WORKING AS A RECEPTIONIST WOULD BE A GOOD FIT.

Goal Steps


 + Add Goal Step

- ☐ **Step 5:** Click + Add Goal Step.

Goal Steps

Step

Complete Career Cruising Career Assessment by next appointment.

☐ Completed?

+ Add Goal Step

- ☐ **Step 6:** Enter COMPLETE CAREER LOCKER CAREER ASSESSMENT BY NEXT APPOINTMENT in the **Step** field. Do not check the COMPLETED? checkbox.
- ☐ **Step 7:** Click + Add Goal Step.
- ☐ **Step 8:** Enter INCREASE TYPING SPEED TO 70 WPM WITHIN 3 MONTHS in the **Step** field. Do not check the COMPLETED? checkbox.
- ☐ **Step 9:** Click + Add Goal Step.
- ☐ **Step 10:** Enter WITHIN THE NEXT MONTH, IDENTIFY 10 EMPLOYERS THAT ARE HIRING RECEPTIONISTS in the **Step** field. Do not check the COMPLETED? checkbox.
- ☐ **Step 11:** Click + Add Goal Step.

- ☐ **Step 12:** Enter COMPLETE GCF GLOBAL COURSE ON MICROSOFT OFFICE WITHIN THE NEXT TWO MONTHS in the **Step** field. Do not check the COMPLETED? checkbox.
- ☐ **Step 13:** Click Save.
- ☐ **Step 14:** You have entered one goal for Ana. Now, enter her additional goals. Click + Add Goal.
- ☐ **Step 15:** Select SECONDARY EMPLOYMENT GOAL from the **Goal Type** dropdown.
- ☐ **Step 16:** For **Goal Name**, enter CUSTOMER SERVICE REPRESENTATIVE.
- ☐ **Step 17:** For **Goal Description**, enter ANA LIKED THE CUSTOMER SERVICE SIDE OF HER PREVIOUS JOBS AND CONSIDERS HERSELF AN EXTROVERT. SHE HAS GOOD COMMUNICATION SKILLS, WHICH WOULD BE AN ASSET AS A CUSTOMER SERVICE REPRESENTATIVE. SHE WOULD LIKE TO WORK FULL-TIME AND WORK CONSISTENT 9-5 HOURS.
- ☐ **Step 18:** Click + Add Goal Step.
- ☐ **Step 19:** Enter WITHIN THE NEXT MONTH, IDENTIFY 10 EMPLOYERS THAT ARE HIRING CUSTOMER SERVICE REPRESENTATIVES in the **Step** field. Do not check the COMPLETED? checkbox.
- ☐ **Step 20:** Click Save.
- ☐ **Step 21:** Click + Add Goal.
- ☐ **Step 22:** Select OTHER PROGRAM GOAL from the **Goal Type** dropdown.
- ☐ **Step 23:** For **Goal Name**, enter OBTAIN HSED.
- ☐ **Step 24:** For **Goal Description**, enter ANA DOES NOT HAVE HER DIPLOMA AND BELIEVES OBTAINING AN HSED WILL HELP HER OBTAIN FULL-TIME EMPLOYMENT WITH CONSISTENT HOURS. SHE WOULD LIKE TO GET HER HSED WITHIN SIX MONTHS.
- ☐ **Step 25:** Click + Add Goal Step.

- ☐ **Step 26:** Enter TAKE THE TEST FOR ADULT BASIC EDUCATION (TABE) AND REVIEW RESULTS WITH FEP AT NEXT APPOINTMENT in the **Step** field. Do not check the COMPLETED? checkbox.
- ☐ **Step 27:** Click + Add Goal Step.
- ☐ **Step 28:** Enter REGISTER FOR HSED CLASSES AT THE LOCAL TECH SCHOOL WITHIN ONE MONTH in the **Step** field. Do not check the COMPLETED? checkbox.
- ☐ **Step 29:** Click + Add Goal Step.
- ☐ **Step 30:** Enter PASS LANGUAGE AND MATHEMATICS TESTS WITHIN TWO MONTHS in the **Step** field. Do not check the COMPLETED? checkbox.
- ☐ **Step 31:** Click + Add Goal Step.
- ☐ **Step 32:** Enter PASS SOCIAL STUDIES, SCIENCE, CIVICS, AND HEALTH TESTS WITHIN SIX MONTHS in the **Step** field. Do not check the COMPLETED? checkbox.
- ☐ **Step 33:** Click Save.
- ☐ **Step 34:** Click + Add Goal.
- ☐ **Step 35:** Select LONG TERM CAREER GOAL from the **Goal Type** dropdown.
- ☐ **Step 36:** For **Goal Name**, enter BECOME AN OFFICE MANAGER.
- ☐ **Step 37:** For **Goal Description**, enter ANA BELIEVES WORKING FULL-TIME AS AN OFFICE MANAGER WOULD PROVIDE HER WITH STABLE EMPLOYMENT AND CONSISTENT HOURS. SHE BELIEVES HER ATTENTION TO DETAIL, POSITIVE ATTITUDE, AND LOYALTY WOULD MAKE HER A GOOD FIT FOR THIS TYPE OF POSITION. SHE WOULD LIKE TO MOVE UP INTO AN OFFICE MANAGER POSITION WITHIN THE NEXT TWO YEARS.
- ☐ **Step 38:** Click + Add Goal Step.
- ☐ **Step 39:** Enter OBTAIN HSED WITHIN 6 MONTHS in the **Step** field. Do not check the COMPLETED? checkbox.

- ☐ **Step 40:** Click + Add Goal Step.
- ☐ **Step 41:** Enter RESEARCH OFFICE MANAGER JOB DUTIES AND DISCUSS WITH FEP WITHIN ONE MONTH in the **Step** field. Do not check the COMPLETED? checkbox.
- ☐ **Step 42:** Click + Add Goal Step.
- ☐ **Step 43:** Enter IDENTIFY 5 LOCAL EMPLOYERS WITH OFFICE MANAGERS WITHIN TWO MONTHS in the **Step** field. Do not check the COMPLETED? checkbox.
- ☐ **Step 44:** Click + Add Goal Step.
- ☐ **Step 45:** Enter COMPLETE 2 INFORMATIONAL INTERVIEWS WITH LOCAL OFFICE MANAGERS WITHIN THREE MONTHS in the **Step** field. Do not check the COMPLETED? checkbox.
- ☐ **Step 46:** Click + Add Goal Step.
- ☐ **Step 47:** Enter COMPLETE OFFICE MANAGEMENT CERTIFICATION AT LOCAL TECH SCHOOL WITHIN ONE YEAR in the **Step** field. Do not check the COMPLETED? checkbox.
- ☐ **Step 48:** Click Save.
- ☐ **Step 49:** Click + Add Goal.
- ☐ **Step 50:** Select PERSONAL GOAL from the **Goal Type** dropdown.
- ☐ **Step 51:** For **Goal Name**, enter SPEND MORE TIME WITH ELENA.
- ☐ **Step 52:** For **Goal Description**, enter READ TO ELENA FOR AT LEAST 20 MINUTES, THREE NIGHTS A WEEK.
- ☐ **Step 53:** Click Save.
- ☐ **Step 54:** Click + Continue.

Employments

The screenshot shows a web application interface for an 'Employability Plan'. At the top, there's a header with a back arrow, the title 'Employability Plan', and a help icon. Below this is a sidebar with a menu icon and five items: 'Employability Plan', 'Goals', 'Employments', 'Elapsed Activities', and 'Activities'. The main content area is titled 'Employments' and contains the text 'Participant does not have any Employments.' In the bottom right corner of the main area, there are two buttons: 'Save' and '+ Continue'.



Step 1: Ana is not working. Click + Continue.

Elapsed Activities

The screenshot shows a web interface for an 'Employability Plan'. At the top, there's a header with a back arrow, the title 'Employability Plan', and a help icon. Below this is a sidebar menu with options: 'Employability Plan', 'Goals', 'Employments', 'Elapsed Activities' (which is highlighted), and 'Activities'. The main content area is titled 'Elapsed Activities' and contains the text 'Participant does not have any Elapsed Activities.' In the bottom right corner of the main area, there are two buttons: 'Save' and '+ Continue'.

**Step 1:**

This is Ana's initial EP; she does not have any Elapsed Activities. Click + Continue.

Activities

Using her assessment results and newly created goals, you and Ana discuss activities that would be appropriate for her. Ana will start on her goal steps by completing a TABE Test and Career Assessment. Ana will complete some independent employment search. Ana said she wanted help identifying potential employers, so she'll meet with the Job Developer to get some one-on-one assistance in locating employers, navigating the local labor market, and following up with potential employers to increase the chances of call backs. You cover all available workshops at the W-2 Agency and Ana was interested in Job Club and Job Readiness Essentials. Job Club is a facilitated workshop where parents share job seeking experiences, obtain job contacts, work on effective job seeking and interviewing skills, and enhance communication skills. Ana liked the idea of interacting with other job seekers. Job Readiness Essentials cover topics including time management, assertive communication, and conflict resolution. Even though Ana feels she has most of these skills, she'd like to see if any of the topics could help her adjust her skills for office work. After she completes her TABE test, Ana is interested in being placed at a work experience site and would like to attend an orientation if a worksite is available.



Step 1: Click + Add Activity.

- ☐ **Step 2:** Select CE – CAREER PLANNING & COUNSELING from the **Activity** dropdown.
- ☐ **Step 3:** For **Activity Description**, enter COMPLETE CAREER LOCKER CAREER ASSESSMENTS.

Activity Location

☒ On-site ☐ Off-site

Business Name

Location

Street Address

Zip

Phone Number

- ☐ **Step 4:** Select On-site.
- ☐ **Step 5:** Enter your agency's information for the **Business Name**, **Location**, **Street Address**, **Zip**, and **Phone Number**.
- ☐ **Step 6:** There is no **Activity Contact** or **Additional Information** for this activity. Scroll down to the **Activity Scheduler** section.

Activity Scheduler

Start Date

☒ Recurring?

Frequency

Days (Select all that apply.)

Planned End Date

Hours Per Day

Begin Time
 :

End Time
 :

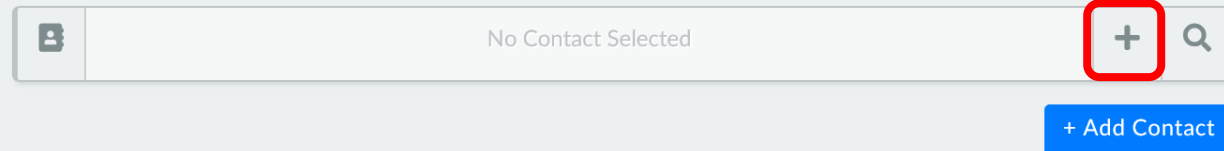
+ Add Activity Schedule

- ☐ **Step 7:** Enter today's date as the **Start Date**.
- ☐ **Step 8:** Check the RECURRING? checkbox.
- ☐ **Step 9:** For **Frequency**, select WEEKLY. For **Days (Select all that apply.)**, select FRIDAY.
- ☐ **Step 10:** Enter a **Planned End Date** of two weeks from today.
- ☐ **Step 11:** For **Hours Per Day**, enter 2.0.
- ☐ **Step 12:** Enter a **Begin Time** of 1:00 PM and an **End Time** of 3:00 PM.
- ☐ **Step 13:** Click Save.

The screenshot shows the 'Employability Plan' interface. On the left is a sidebar with a menu containing 'Employability Plan', 'Goals', 'Employments', 'Elapsed Activities', and 'Activities'. The main area is titled 'Activities' and contains a form for an activity. The form has two columns: the left column contains 'Activity:' (with the value 'Career Planning & Counseling') and 'Start Date:' (with the value '11/02/2020'); the right column contains 'Planned End Date:' (with the value '11/16/2020') and 'Activity Description:' (with the value 'Complete Career Cruising career assessments.'). There is a trash icon to the right of the description. At the bottom right of the form is a red-bordered button labeled '+ Add Activity'. Below the form are two green buttons: 'Save' and '+ Continue'. A 'View Calendar' link is also visible next to the '+ Add Activity' button.

- ☐ **Step 14:** You entered one activity for Ana. Now, you must add additional activities for her. Click + Add Activity.
- ☐ **Step 15:** Select CE – CAREER PLANNING & COUNSELING from the **Activity** dropdown.
- ☐ **Step 16:** For **Activity Description**, enter COMPLETE THE TEST OF ADULT BASIC EDUCATION (TABE).
- ☐ **Step 17:** Select On-site.
- ☐ **Step 18:** Enter your agency's information for the **Business Name**, **Location**, **Street Address**, **Zip**, and **Phone Number**.

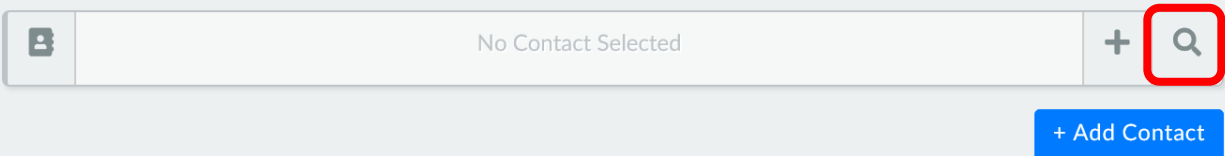
Activity Contact



- ☐ **Step 19:** The Education Navigator is the **Activity Contact**. Click the + button to add her as a contact.
- ☐ **Step 20:** Select OTHER from the **Contact Title** dropdown and enter EDUCATION NAVIGATOR as the **Title**.
- ☐ **Step 21:** Enter EDNA NAVIGATOR as the **Name**, EDNAN@W2AGENCY.COM as the **Email**, and 920-555-0055 as the **Phone**.
- ☐ **Step 22:** Click Save.
- ☐ **Step 23:** There is no **Additional Information** for this activity. Scroll down to the **Activity Scheduler** section.
- ☐ **Step 23:** This activity will occur only once. Enter Friday's date as the **Start Date**. Do not check the RECURRING? checkbox.
- ☐ **Step 24:** For **Hours Per Day**, enter 2.0.
- ☐ **Step 25:** Enter a **Begin Time** of 10:00 AM and an **End Time** of 12:00 PM.
- ☐ **Step 26:** Click Save.
- ☐ **Step 27:** Click + Add Activity.
- ☐ **Step 28:** Select ES – EMPLOYMENT SEARCH FOR W-2/CF from the **Activity** dropdown.
- ☐ **Step 29:** For **Activity Description**, enter MEET WITH JOB DEVELOPER TO GET ASSISTANCE NAVIGATING THE LOCAL LABOR MARKET AND FOLLOWING UP WITH POTENTIAL EMPLOYERS.
- ☐ **Step 30:** Select On-site.
- ☐ **Step 31:** Enter your agency's information for the **Business Name**, **Location**, **Street Address**, **Zip**, and **Phone Number**.
- ☐ **Step 32:** The Job Developer is the **Activity Contact**. Click the + button to add her as a contact.

- ☐ **Step 33:** Select JOB DEVELOPER from the **Contact Title** dropdown.
- ☐ **Step 34:** Enter DONNA DEVELOPER as the **Name**, DONNAD@W2AGENCY.COM as the **Email**, and 920-555-5555 as the **Phone**.
- ☐ **Step 35:** Click Save.
- ☐ **Step 36:** There is no **Additional Information** for this activity. Scroll down to the **Activity Scheduler** section.
- ☐ **Step 37:** Enter today's date for the **Start Date**. Check the RECURRING? checkbox.
- ☐ **Step 38:** Select WEEKLY for the **Frequency** and MONDAY and WEDNESDAY as the **Days (Select all that apply.)**.
- ☐ **Step 39:** Enter a **Planned End Date** of two weeks from today.
- ☐ **Step 40:** Enter 1.5 for **Hours Per Day**, 8:00 AM for **Begin Time**, and 9:30 AM for **End Time**.
- ☐ **Step 41:** Click Save.
- ☐ **Step 42:** Click + Add Activity.
- ☐ **Step 43:** Select MO – JOB READINESS/MOTIVATION from the **Activity** dropdown.
- ☐ **Step 44:** For **Activity Description**, enter ATTEND JOB CLUB TO OBTAIN JOB SEARCH ASSISTANCE, PRACTICE INTERVIEW SKILLS, AND LEARN ABOUT THE LABOR MARKET.
- ☐ **Step 45:** Select On-site.
- ☐ **Step 46:** Enter your agency's information for the **Business Name**, **Location**, **Street Address**, **Zip**, and **Phone Number**.

Activity Contact



- ☐ **Step 47:** The Job Developer is the **Activity Contact** for this activity as well. Click the Search button.

Select Contact
×

Phone

Email

Donna Developer Job Developer	(920) 555-5555	donnad@w2agency.com
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- ☐ **Step 48:** Select Donna Developer from the list.

Activity Contact

Donna Developer
Job Developer

(920) 555-5555
 donnad@w2agency.com

+ Add Contact

Additional Information

Bring updated resume with you to Job Club. Remember to dress professionally as employers do attend.

280 characters remaining

- ☐ **Step 49:** For Additional Information, enter BRING UPDATED RESUME WITH YOU TO JOB CLUB. REMEMBER TO DRESS PROFESSIONALLY, AS EMPLOYERS ATTEND.
- ☐ **Step 50:** Enter today's date as the **Start Date**. Check the RECURRING? checkbox.
- ☐ **Step 51:** Select WEEKLY as the **Frequency** and TUESDAY as the **Days (Select all that apply.)**.
- ☐ **Step 52:** Enter two weeks from today as the **Planned End Date**.
- ☐ **Step 53:** Enter 3.0 as **Hours Per Day**, 8:00 AM as the **Begin Time**, and 11:00 AM as the **End Time**.
- ☐ **Step 54:** Click Save.
- ☐ **Step 55:** Click + Add Activity.
- ☐ **Step 56:** Select ES – EMPLOYMENT SEARCH FOR W-2/CF from the **Activity** dropdown.
- ☐ **Step 57:** For **Activity Description**, enter COMPLETE INDEPENDENT JOB SEARCH. FOCUS SEARCH ON POSITIONS IN AN OFFICE SETTING WITHIN A 10 MILE RADIUS.

Activity Location

On-site

Off-site

Self-directed

- ☐ **Step 58:** Select Self-directed as the **Activity Location**.
- ☐ **Step 59:** There is no **Activity Contact** or **Additional Information** for this activity. Scroll down to the **Activity Scheduler** section.
- ☐ **Step 60:** Enter today's date as the **Start Date**. Check the RECURRING? checkbox.
- ☐ **Step 61:** Select DAILY – EVERY WEEKDAY for the **Frequency**.
- ☐ **Step 62:** Enter two weeks from today as the **Planned End Date**.
- ☐ **Step 63:** Enter 4.0 for **Hours Per Day**.
- ☐ **Step 64:** Click Save.
- ☐ **Step 65:** Click + Add Activity.
- ☐ **Step 66:** Select MO – JOB READINESS/MOTIVATION from the **Activity** dropdown.
- ☐ **Step 67:** For **Activity Description**, enter COMPLETE ONLINE TYPING LESSONS TO WORK ON INCREASING OVERALL TYPING SPEED.
- ☐ **Step 68:** The **Location** is Off-site. Enter PUBLIC LIBRARY for the **Business Name**. Make up a **Location**, **Street Address**, **Zip**, and **Phone Number**.
- ☐ **Step 69:** There is no **Activity Contact** for this activity.
- ☐ **Step 70:** For **Additional Information**, enter CREATE AN ACCOUNT ON TYPING.COM AND SIGN IN TO COMPLETE AND TRACK YOUR TYPING LESSONS.
- ☐ **Step 71:** Enter today's date as the **Start Date**. Check the RECURRING? checkbox.
- ☐ **Step 72:** Select WEEKLY as the **Frequency** and MONDAY and WEDNESDAY as the **Days (Select all that apply.)**.
- ☐ **Step 73:** Enter two weeks from today as the **Planned End Date**.
- ☐ **Step 74:** Enter 2.5 as **Hours Per Day**, 9:30 AM as the **Begin Time**, and 12:00 PM as the **End Time**.

- ☐ **Step 75:** Click Save.
- ☐ **Step 76:** Click + Add Activity.
- ☐ **Step 77:** Select LF – LIFE SKILLS from the **Activity** dropdown.
- ☐ **Step 78:** For **Activity Description**, enter RESEARCH OPTIONS FOR BACK UP CHILD CARE VIA THE YOUNGSTAR WEBSITE, VISIT LOCAL PROVIDERS, AND MAKE PHONE CALLS.
- ☐ **Step 79:** The **Location** is Off-site. Enter VARIES for the **Business Name**.
- ☐ **Step 80:** There is no **Activity Contact** or **Additional Information** for this activity. Scroll down to the **Activity Scheduler** section.
- ☐ **Step 81:** Enter today's date as the **Start Date**. Check the RECURRING? checkbox.
- ☐ **Step 82:** Select WEEKLY as the **Frequency** and TUESDAY and THURSDAY as the **Days (Select all that apply.)**.
- ☐ **Step 83:** Enter two weeks from today as the **Planned End Date**.
- ☐ **Step 84:** Enter 1.0 as **Hours Per Day**, 1:00 PM as the **Begin Time**, and 2:00 PM as the **End Time**.
- ☐ **Step 85:** Click Save.
- ☐ **Step 86:** Click + Add Activity.
- ☐ **Step 87:** Select MO – JOB READINESS/MOTIVATION from the **Activity** dropdown.
- ☐ **Step 88:** For **Activity Description**, enter ATTEND JOB READINESS ESSENTIALS WORKSHOPS FOCUSED ON COMMUNICATION, TIME MANAGEMENT, AND CONFLICT RESOLUTION SKILLS.
- ☐ **Step 89:** The **Location** is On-site. Enter your agency's information for the **Business Name, Location, Street Address, Zip, and Phone Number**.
- ☐ **Step 90:** There is no **Activity Contact** or **Additional Information** for this activity. Scroll down to the **Activity Scheduler** section.
- ☐ **Step 91:** Enter today's date as the **Start Date**. Check the RECURRING? checkbox.
- ☐ **Step 92:** Select WEEKLY as the **Frequency** and THURSDAY as the **Days (Select all that apply.)**.
- ☐ **Step 93:** Enter two weeks from today as the **Planned End Date**.

- ☐ **Step 94:** Enter 3.0 as **Hours Per Day**, 9:00 AM as the **Begin Time**, and 12:00 PM as the **End Time**.
- ☐ **Step 95:** Click Save.
- ☐ **Step 96:** Click + Add Activity.
- ☐ **Step 97:** Select WE – WORK EXPERIENCE from the **Activity** dropdown.
- ☐ **Step 98:** For **Activity Description**, enter ATTEND WORK EXPERIENCE ORIENTATION TO PREPARE FOR AN OFFICE-RELATED WORKSITE.
- ☐ **Step 99:** The **Location** is On-site. Enter your agency's information for the **Business Name**, **Location**, **Street Address**, **Zip**, and **Phone Number**.
- ☐ **Step 100:** The Job Developer is the **Activity Contact** for this activity as well. Click the Search button and select DONNA DEVELOPER from the list.
- ☐ **Step 101:** There is no **Activity Additional Information** for this activity. Scroll down to the **Activity Scheduler** section.
- ☐ **Step 102:** This activity will occur only once. Enter next week Friday's date as the **Start Date**. Do not check the RECURRING? checkbox.
- ☐ **Step 103:** Enter 2.0 as **Hours Per Day**, 10:00 AM as the **Begin Time**, and 12:00 PM as the **End Time**.
- ☐ **Step 104:** Click Save.
- ☐ **Step 105:** Review the list of Ana's activities. She should have nine listed. Then, click + Exit.

Employability Plan Summary

«

Employability Plan ?

Edit Employability Plan

Employability Plan

Goals

Employments

Activities

View Calendar

Delete

Submit

Employability Plan

Program: W-2

EP Begin Date: 11/02/2020

EP End Date: 11/16/2020

Create EP without activities? No

- ☐ **Step 1:** Click the View Calendar button to review a calendar of Ana's assigned activities.

November-2020							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Hours
31	1 ES - 4.0 Hrs ES - 08:00 AM-09:30 AM MO - 09:30 AM-12:00 PM	2 ES - 4.0 Hrs MO - 08:00 AM-11:00 AM LF - 01:00 PM-02:00 PM	3 ES - 4.0 Hrs ES - 08:00 AM-09:30 AM MO - 09:30 AM-12:00 PM	4 ES - 4.0 Hrs MO - 09:00 AM-12:00 PM LF - 01:00 PM-02:00 PM	5 ES - 4.0 Hrs CE - 10:00 AM-12:00 PM CE - 01:00 PM-03:00 PM	6	Activity Hours 40.0 Hrs
7	8 ES - 4.0 Hrs ES - 08:00 AM-09:30 AM MO - 09:30 AM-12:00 PM	9 ES - 4.0 Hrs MO - 08:00 AM-11:00 AM LF - 01:00 PM-02:00 PM	10 ES - 4.0 Hrs ES - 08:00 AM-09:30 AM MO - 09:30 AM-12:00 PM	11 ES - 4.0 Hrs MO - 09:00 AM-12:00 PM LF - 01:00 PM-02:00 PM	12 ES - 4.0 Hrs WE - 10:00 AM-12:00 PM CE - 01:00 PM-03:00 PM	13	Activity Hours 40.0 Hrs

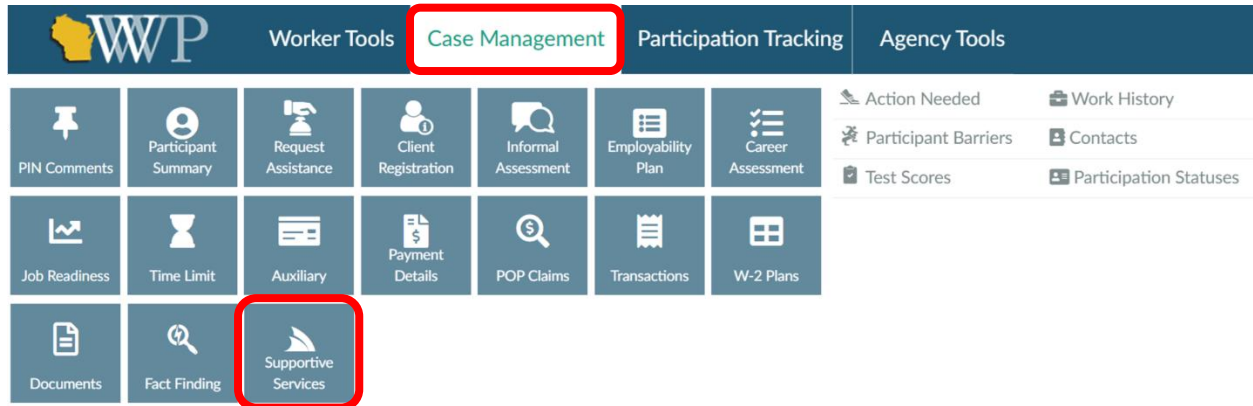
- ☐ **Step 2:** Click the X to navigate back to the **Employability Plan Summary** page.



Do **not** submit Ana's EP. Please continue to the next section (Supportive Services). A trainer will tell you when to submit the EP.

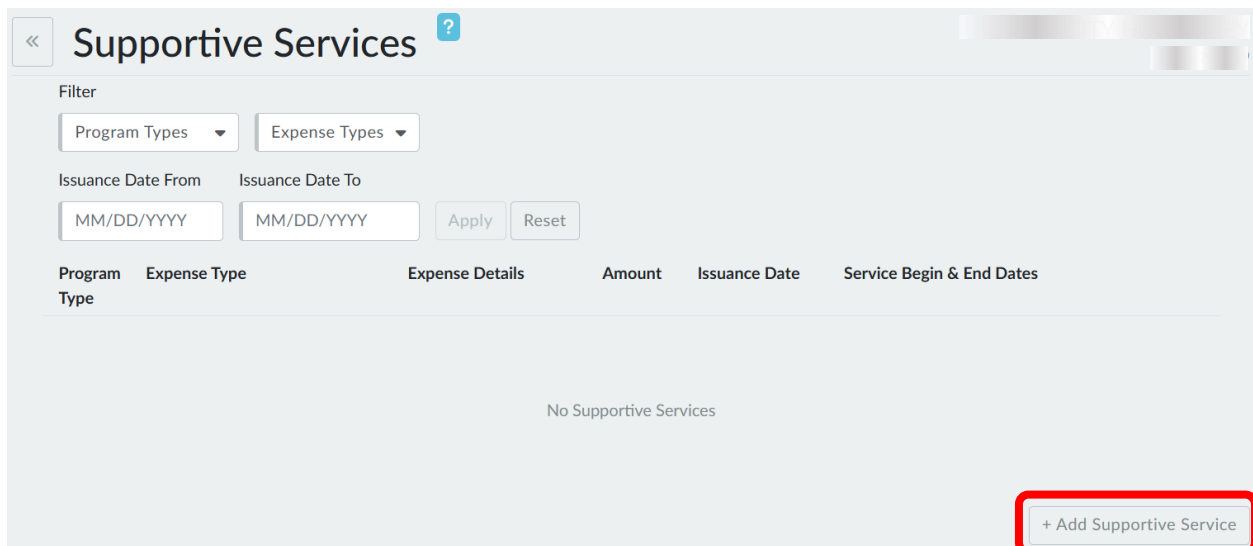
Supportive Services

Based on the activities you and Ana have agreed on, she will be needing transportation assistance to complete her W-2 activities.



☐ **Step 1:** Click on Case Management to open the toolbar.

☐ **Step 2:** Click on the Supportive Services button.



☐ **Step 3:** Click + Add Supportive Service.

× Add Supportive Service ?

Program Type

Expense Type

Expense Details

Details

100 characters remaining

Amount

\$

Issuance Date

MM/DD/YYYY

Service Begin Date

MM/DD/YYYY

Service End Date

MM/DD/YYYY

Explanation

Details

1000 characters remaining

Cancel

Save

- ☐ **Step 4:** Select W-2 from the **Program Type** dropdown. WWP enters the **Region** for you.
- ☐ **Step 5:** Select TRANSPORTATION from the **Expense Type** dropdown.
- ☐ **Step 6:** Enter GAS VOUCHERS PROVIDED TO COMPLETE ASSIGNED ACTIVITIES in the **Expense Details** field.
- ☐ **Step 7:** Enter \$25.00 in the **Amount** field.
- ☐ **Step 8:** Enter today's date for **Issuance Date**.
- ☐ **Step 9:** Click Save.

PIN Comments



Step 1: Click PIN Comments from the **Case Management** navigation toolbar. Enter PIN comments summarizing Ana's Employability Plan, including her goals, activities, and supportive services.

- Use EMPLOYABILITY PLAN/ACTIVITY ASSIGNMENT and SUPPORTIVE SERVICES as the **Comment Type**. Select Successful for **Participant Contact** and IN-PERSON for **Contact Method**
- Explain why you and Ana decided on the specific activities, and how they help Ana reach her goals.
- Example: *Ana and I developed her first EP at today's appointment. Ana has a Primary Employment Goal of receptionist and a Secondary Employment Goal of customer service representative. Her Other Program Goal is to obtain her HSED, and her Long Term Career Goal is to become an office manager. She has a Personal Goal of spending more time with Elena by reading to her at least 3 times a week. We discussed the benefits of completing a career assessment to help with her career planning. Ana agreed to this and is assigned 2 hours a week of completing Career Locker career assessments. She is assigned 2 hours of taking the TABE on Friday. This is Ana's first step toward her Other Program Goal, and it will help determine if 6 months to complete her HSED is realistic. Next Friday, Ana is assigned 2 hours of Work Experience Orientation. Ana is interested in Work Experience to get experience in an office setting, as she has none. She will work with the Job Developer 3 hours a week to get help navigating the local labor market and following up with employers. She also will attend Job Club 3 hours a week to practice her interview skills and get job search assistance. Both of these activities will increase her chances of finding employment. Ana identified she needs to increase her typing speed to get a job as a receptionist. She is assigned 5 hours a week of typing practice. Additionally, she wants help adjusting her time management, communication, and conflict resolution skills to an office setting. She is assigned 3 hours a week of Job Readiness Essentials workshops to work on this. Ana has informal child care set up for Elena but needs to have a back-up plan. She is assigned 2 hours a week to do this. Lastly, she is assigned 20 hours a week of job search to look for and apply to positions in an office setting. All of these activities move her in the direction of her goal of finding first shift employment in the customer service field. I provided gas vouchers to Ana so she can complete her activities.*

You are at the end of Ana's entries for Employability Plans.



- Send an email to PTTTrainingSupp@wisconsin.gov.
- Subject Line: ***Initial Employability Plan Ana*** and Ana's PIN.

A trainer will review your entries and provide feedback.