

Initial Employability Plan Entry Guide – Part Two

Table of Contents

Brittany	3
Participation Status	3
Initial Employability Plan	4
Supportive Services	5
PIN Comments.....	6
Chantelle	7

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.

DCF is an equal opportunity employer and service provider. If you have a disability and need information in an alternate format, or need it translated to another language, please contact (608) 535-3665 or the Wisconsin Relay Service (WRS) – 711.

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

Brittany

Brittany is the caretaker of an infant, Ella. She wants to volunteer to participate in W-2 because she knows that in just a few weeks, she will be required to participate, and she states she could use a break from the kids. However, she prefers to participate part-time, maybe 20 hours per week.

Participation Status

During her initial Informal Assessment, Brittany reported mental health issues. At that time, you discussed the benefits of a Formal Assessment with her, and she agreed to complete it. You follow-up with Brittany regarding that assessment. She states that she has an appointment to get it completed today.



- ☐ **Step 1:** Brittany is getting a Formal Assessment completed, so we must assign her a Participation Status. Navigate to the Participation Statuses app via the **Case Management** navigation toolbar.
- ☐ **Step 2:** Click + Add Status.

×

Participation Status

Program

W-2

Status

FA - Formal Assessment Pending

Begin Date

01/06/2021

End Date

Current

reported a personal barrier. Referred her to get a formal assessment completed. See Participant Barriers page for more information.

Cancel

Save

- ☐ **Step 3:** Select FA – FORMAL ASSESSMENT PENDING from the **Status** dropdown.

- ☐ **Step 4:** For **Begin Date**, enter TODAY'S DATE.
- ☐ **Step 5:** Check the Current checkbox.
- ☐ **Step 6:** For **Details**, enter BRITTANY REPORTED A PERSONAL BARRIER. REFERRED HER FOR A FORMAL ASSESSMENT. SEE PARTICIPANT BARRIERS PAGE FOR MORE INFORMATION.
- ☐ **Step 7:** Click Save.
- ☐ **Step 8:** Enter a **PIN Comment** about the participation status.

Initial Employability Plan

- ☐ **Step 1:** Navigate to **Employability Plan** from the **Case Management** navigation toolbar. Click on the + New Employability Plan button.
- ☐ **Step 2:** Complete the **Employability Plan** page overview. Leave "Create EP without activities?" as No.

Brittany enjoyed her manufacturing job and is interested in pursuing jobs in that field. She would also be interested in looking at jobs that deal with numbers or money. She thinks a job as an accounts payable/receivable clerk may be a good fit because she has manufacturing experience and could also work with numbers. She prefers something part-time. Brittany is interested in continuing with her accounting education. By finishing her degree, she believes that will help her toward obtaining her long-term goal of becoming an Accountant. However, she would like to further explore potential career goals. Brittany also mentions that she'd like to focus on her mental health.

- ☐ **Step 3:** Enter appropriate goals for Brittany.
 - There should be at least one goal for each Goal Type.
 - Primary Employment Goal – Brittany's primary field of interest and is attainable while in W-2.
 - Secondary Employment Goal – Brittany's back-up field of interest and is attainable while in W-2.
 - Other Program Goal – Something education or training related, or involve overcoming a barrier.
 - Long Term Career Goal – Brittany's longer-term career plan and achievable beyond W-2 participation.
 - Personal Goals – Aimed at strengthening her family and bettering herself.

- Include an appropriate **Goal Description** and **Goal Steps** for each goal.

With Ella being so young, you and Brittany discuss appropriate activities. Together, you decide on a Baby and Me class offered at the local YMCA. You hope this provides Brittany some social support as her family continues through life changes. Brittany also has agreed to complete a career assessment. The results will provide Brittany, and you, necessary information for career planning. Finally, you encourage Brittany to continue working with her treatment provider.

Mason, her 9-year-old son, is diagnosed with autism. Brittany is working with medical professionals to manage his needs, but it is an ongoing process. Brittany sees a professional about once a week.

- ☐ **Step 4:** Add activities her EP. Be sure to include:
- Baby and Me Group
 - Occurs weekly at the YMCA.
 - Career Assessment
 - Occurs weekly at your agency.
 - Counseling sessions
 - Occur weekly at her doctor's office.
 - Complete the Mental Health Report form. Activity code: AM.
 - Brittany is meeting with her mental health provider today to complete this. Do not check the Recurring? checkbox.
 - Other activities you feel would be beneficial. Remember, Brittany doesn't have childcare for Ella.



Do **not** submit Brittany's EP. Please continue to the next section. A trainer will tell you when to submit the EP.

Supportive Services

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

- ☐ **Step 1:** Navigate to the **Supportive Services** page.
- ☐ **Step 2:** Add the \$25.00 bus pass you provide.
- ☐ **Step 3:** Click Save.

PIN Comments

- ☐ **Step 1:** Navigate to the **PIN Comments** page.
- ☐ **Step 2:** Enter comments that summarize Brittany's Employability Plan and Participation Status.
 - Be sure to include your reasoning behind Brittany's activities.
 - Remember, we cannot enter any confidential information, such as a diagnosis, in PIN Comments.
 - Use EMPLOYABILITY PLAN/ACTIVITY ASSIGNMENT and SUPPORTIVE SERVICES as the **Comment Type**. Select Successful for **Participant Contact** and In Person for **Contact Method**

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



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

A trainer will review your entries and provide feedback. **Do not** start making entries for Chantelle until a trainer has confirmed Brittany's entries are complete.

Chantelle

Key reminders for Chantelle entries:

- If you need more details for certain questions, you can make it up based on her scenario.
- Complete Chantelle's EP.
 - Enter at least one goal for each goal type.
 - Assign activities based on her current situation, assessment information, and goals.
- Document any supportive services you provide to Chantelle.
- Enter PIN Comments.
 - If you did not engage Chantelle in 40 hours a week of activities, include your reasoning.

After entering her placement, you and Chantelle start to develop her EP. You start by reviewing Chantelle's assessment information. You recall that she has experience as a cashier and a receptionist but would like to work in an office setting. She's also open to additional education for office work since she only has a high school diploma. She uses the bus for transportation and is recovering from injuries to both of her wrists. Right now, she can do light keyboarding.

Chantelle is eager to participate within the limitations of her wrist injuries. When discussing goals, Chantelle confirms that she would like to work in an office setting, however she has experience in customer service and would be okay doing that type of work.

Chantelle has always wanted to go to school to be an administrative manager or an office administrator. She has briefly looked into the local tech college for degrees and/or certificate programs and wants to get a degree or certificate in human resources.

She shared some personal goals that include becoming more learning to read and write in Spanish.

Chantelle is interested in completing a career assessment, and you determine from her Educational Needs Assessment results that she would benefit from taking the TABE.

You asked Chantelle about her weekly schedule. Next week, her casts will come off, and she will start physical therapy sessions to improve her wrist strength and range of motion. Those sessions are scheduled Mondays and Wednesdays from 8:00 to 9:30 AM. Her physical therapy sessions are scheduled for the next four months.

When you mentioned services at your agency that could help her, Chantelle seemed interested in meeting with the Job Developer to refresh her resume and interview skills.

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



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

A trainer will review your entries and provide feedback.