

System Entry Guide: Employability Plans

Purpose:

This guide provides hands-on learning of system entries for Employability Plans in WWP.

Learning Objective:

- Develop an initial Employability Plan (EP) in WWP.
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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.

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.

Introduction

You completed a Request for Assistance, determined eligibility for W-2, conducted an initial informal assessment, and made placement decisions for your cases. All of those steps lead you to develop the initial Employability Plan (EP).

For Carmen's case, specific detailed case entry instructions are provided. These instructions are intended to provide foundational knowledge of W-2 policy, process, and systems.

For Haylee's case, instructions are less detailed, allowing you to apply the knowledge, information, and instruction you receive.

Instructions for Using this Entry Guide

1. Print a copy of this System Entry Guide: Employability Plans.
2. Log on to the WWP Training environment: <https://wwptrn.wisconsin.gov/>
3. Follow the instructions in this System Entry Guide: Employability Plans step-by-step, entering the initial EP and accessing additional resources. Enter Carmen's EP information first, then Haylee's EP information.
 - a. Most of the needed information is provided in this Guide.
 - b. If any information is not provided in the scenario, make it up.
4. Use WWP Help any time you have a question about a page. Click Worker Tools from the top of the page and select Help Center.

Contact PTTrainingSupp@wisconsin.gov immediately with any problems or if something does not work on your case as shown in the instructions.

****When making Employability Plan entries, DO NOT click Submit on the EP until a trainer has reviewed your entries and informed you to submit the EP. This will save you time and work when making any needed corrections. This rule applies only to the training environment. When working on real cases in the production environment, you do not wait to submit the EP.****

Icons

System Icons



CARES Worker Web (CWW)



Wisconsin Work Programs (WWP)

Training Icons



Access the **CWW Help** resources for specific questions. On any CWW page, clicking the **Help** button will open **System Help** for that page in a new window.



Contact PTT with any questions or concerns at PTTTrainingSupp@wisconsin.gov



PAUSE your current entries by not submitting the EP. Continue to the next section of the entry guide and send an email to PTT when instructed.



STOP the system entry process to review other materials, or to submit activities to PTT.

Carmen's Story

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

Carmen liked her past retail jobs, but wants a more consistent 9-5 schedule than retail work usually offers. This is more conducive for finding childcare. She likes the customer service side of her previous jobs and considers herself an extrovert. Moving forward, Carmen wants to use her skills in an office setting and thinks a receptionist-type job would be a good fit. Besides getting her HSED, Carmen thinks she might need to brush up on her typing and Microsoft Office skills to better prepare for receptionist work.

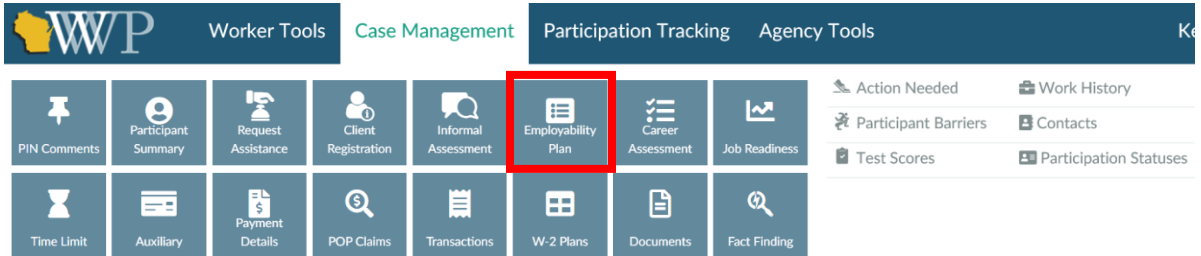
You and Carmen decide that even though she has an idea of jobs she's interested in, completing a career assessment would be helpful for long range career planning. It would also be useful in determining educational and training activities later on. You and Carmen agree that taking the TABE will help identify Carmen's skill levels in reading, math, and English prior to enrolling in HSED classes. Carmen will complete some independent employment search and attend Job Club. Job Club is a facilitated workshop where participants share job seeking experiences, obtain job contacts, work on effective job seeking and interviewing skills, and enhance communication skills. She'll also 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. Finally, she'll attend a Job Readiness Essentials workshop that focuses on soft skills. These workshops cover topics including time management, assertive communication, and conflict resolution. After she completes her TABE test, Carmen is interested in being placed at a work experience site and would like to attend an orientation if worksite is available. All these activities will help support her goals.

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

Carmen's Entries

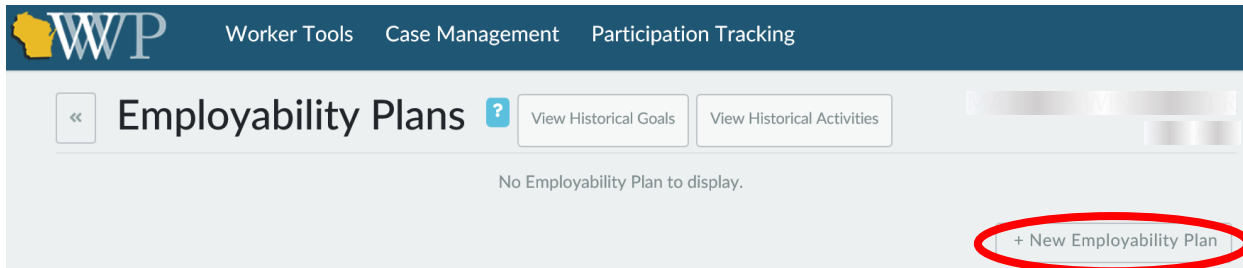
Employability Plan (EP)

Creating the Initial EP



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 Overview

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 1:** For **EP Begin Date**, enter today's date.
- Step 2:** For **EP End Date**, enter a date two weeks from today.
- Step 3:** Leave "Create EP without activities?" as No.
- Step 4:** Click + Continue to go to the next page.

Goals

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 CARMEN 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

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 in the **Step** field. Do not check the COMPLETED? checkbox.
- Step 9:** Click + Add Goal Step.
- Step 10:** Enter IDENTIFY 10 EMPLOYERS THAT ARE HIRING RECEPTIONISTS WITHIN THE NEXT MONTH 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 2019 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 Carmen. 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 CARMEN 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 IDENTIFY 10 EMPLOYERS THAT ARE HIRING CUSTOMER SERVICE REPRESENTATIVES WITHIN THE NEXT MONTH 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 CARMEN 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 CARMEN 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 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 LUCIA.
- Step 52:** For **Goal Description**, enter READ TO LUCIA FOR AT LEAST 20 MINUTES, THREE NIGHTS A WEEK.
- Step 53:** Click Save.
- Step 54:** Click + Continue.

Employments

- Step 1:** Carmen is not working. Click + Continue.

Elapsed Activities

- Step 1:** This is Carmen's initial EP; she does not have any Elapsed Activities. Click + Continue.

Activities

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.

- 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	11/02/2020	<input type="checkbox"/> Recurring?	
Frequency	Weekly	Days (Select all that apply.)	Friday
Planned End Date	11/16/2020		
Hours Per Day	2.0		
Begin Time	01	:	00 AM PM
End Time	03	:	00 AM PM

+ 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 navigation menu with options: Employability Plan, Goals, Employments, Elapsed Activities, Activities, and Supportive Services. The main area is titled 'Activities' and contains a card for an activity: 'Career Planning & Counseling'. The card displays 'Planned End Date: 11/16/2020' and 'Start Date: 11/02/2020'. The 'Activity Description' is 'Complete Career Cruising career assessments.' Below the card are two buttons: '+ Add Activity' (circled in red) and 'View Calendar'. At the bottom right are 'Save' and '+ Continue' buttons.

- Step 14:** You entered one activity for Carmen. 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.**

The screenshot shows the 'Activity Contact' interface. It features a search bar with a person icon on the left, the text 'No Contact Selected' in the center, and a red box around a '+' button on the right. Below the search bar is a blue button labeled '+ Add Contact'.

- Step 19:** The Education Navigator is the **Activity Contact**. Click the 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

- Step 48:** Select Donna Developer from the list.

Activity Contact

 Donna Developer Job Developer	 (920) 555-5555  donnad@w2agency.com			
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[+ 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 DO 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
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- 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 CHILDCARE VIA THE YOUNGSTAR WEBSITE, VISITING LOCAL PROVIDERS, AND MAKING 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 Carmen's activities. She should have nine listed. Then, click + Continue.

Supportive Services

Employability Plan

Supportive Services

Participant does not have any Supportive Services.

+ Add Supportive Service

Save + Exit

- Step 1:** Click + Add Supportive Service.

Employability Plan

Supportive Services

Service: Transportation Funding

Details: Gas vouchers provided to complete assigned activities.

Service: Onsite Child Care

Details: Details

+ Add Supportive Service

Save + Exit

- Step 2:** Select TRANSPORTATION FUNDING from the **Service** dropdown.
- Step 3:** Enter GAS VOUCHERS PROVIDED TO COMPLETE ASSIGNED ACTIVITIES in the **Details** field.
- Step 4:** Click + Add Supportive Service.
- Step 5:** Select ONSITE CHILD CARE from the **Service** dropdown.
- Step 6:** Click + Exit to go to the **Employability Plan** page summary.

Employability Plan Summary

Step 1: Click the View Calendar button to review a calendar of Carmen’s assigned activities.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Hours
31 ES - 4.0 Hrs ES - 08:00 AM-09:30 AM MO - 09:30 AM-12:00 PM	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 1: Click the X to navigate back to the **Employability Plan Summary** page.



Do **not** submit Carmen’s EP. Please continue to the next section (PIN Comments). A trainer will tell you when to submit the EP.

PIN Comments

- Step 1:** Click PIN Comments from the **Case Management** navigation toolbar. Enter PIN comments summarizing Carmen’s Employability Plan, including her goals, activities, and supportive services.
- Explain why you and Carmen decided on the specific activities, and how they help Carmen reach her goals.
 - Use EMPLOYABILITY PLAN/ACTIVITY ASSIGNMENT as the **Comment Type**.
 - Example: *Carmen and I developed her first EP at today's appointment. Carmen 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 Lucia by reading to her at least 3 times a week. We discussed the benefits of completing a career assessment to help wither career planning. Carmen 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 Carmen's first step toward her Other Program Goal, and it will help determine if 6 months to complete her HSED is realistic. Next Friday, Carmen is assigned 2 hours of Work Experience Orientation. Carmen 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. Carmen identified she needs to increase her typing speed to get a job as a receptionist. She is assigned 5 hours a week of practicing typing. Additionally, she mentioned she needs to work on time management, communication, and conflict resolution. She is assigned 3 hours a week of Job Readiness Essentials workshops to work on this. Carmen has informal childcare set up for Lucia, but needs to have a back-up plan. She is assigned 1 hour a week to do this. Lastly, she is assigned 20 hours a week of job search to look for and apply to positions in her preferred fields of interest. 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 Carmen so she can complete her activities. She also is authorized to use the on-site childcare facility for the activities she completes at the W-2 agency when Lucia is not in school.*



You have completed Employability Plans for Carmen. **Do not continue processing this case.** Further entries are made in a later course.

Send an email to PTTTrainingSupp@wisconsin.gov with:

- the subject line “**EP Carmen,**” and
- Carmen’s PIN.

Haylee's Story

Haylee is the caretaker of an infant, Sophia, but 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 could use a break from the kids. However, she wants to participate only part-time, maybe 20 hours per week.

Parker, her 9-year old son, is diagnosed with Autism. Haylee is working with medical professionals to manage his needs, but it is an ongoing process. Haylee and Parker continue to see a professional about once a week. During her initial informal assessment, Haylee 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 Haylee concerning that assessment. She states that she has an appointment to get it completed today.

Haylee 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. Haylee 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.

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

Haylee's Entries

Employability Plan (EP)

Participation Status

The screenshot shows the WWP Worker Tools interface. The top navigation bar includes 'Worker Tools', 'Case Management', and 'Participation Tracking'. Below this, there are several icons for different tools: PIN Comments, Participant Summary, Request Assistance, Client Registration, Informal Assessment, Employability Plan, Career Assessment, Job Readiness, Time Limit, Auxiliary, and Payment Details. On the right side, there is a sidebar with links for 'Action Needed', 'Work History', 'Participant Barriers', 'Contacts', 'Test Scores', and 'Participation Statuses'. The 'Participation Statuses' link is highlighted with a red box.

Step 1: Haylee 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.

The screenshot shows the 'Participation Status' form. The form has the following fields:

- Program:** W-2
- Status:** FA - Formal Assessment Pending
- Begin Date:** 01/06/2021
- End Date:** Current (checkbox checked)
- Details:** reported a personal barrier. Referred her to get a formal assessment completed. See Participant Barriers page for more information.

At the bottom right, there are 'Cancel' and 'Save' buttons.

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 HAYLEE REPORTED A PERSONAL BARRIER. REFERRED HER TO GET A FORMAL ASSESSMENT COMPLETED. SEE PARTICIPANT BARRIERS PAGE FOR MORE INFORMATION.

Step 7: Click Save.

Initial EP

- Step 1:** Navigate to **Employability Plans** 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.
- Step 3:** Enter appropriate goals for Haylee.
 - There should be at least one goal for each Goal Type.
 - Primary Employment Goal – Haylee’s primary field of interest and is attainable while in W-2.
 - Secondary Employment Goal – Haylee’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 – Haylee’s longer-term career plan and achievable beyond W-2 participation.
 - Personal Goals – Aimed at strengthening their families and bettering themselves.
 - Include an appropriate **Goal Description** and **Goal Steps**.
- 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
 - Occurs weekly at her doctor’s office.
 - Complete the Mental Health Report form
 - This activity is happening today only. Do not check the Recurring? checkbox.
 - Other activities you feel would be beneficial
- Step 5:** Include needed supportive services on her EP.




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

PIN Comments

- Step 1:** Navigate to **PIN Comments** from the **Case Management** navigation toolbar.

- Step 2:** Enter comments that summarize Haylee’s Employability Plan and Participation Status.
- Be sure to include your rationale behind Haylee’s activities.
 - Remember, we can not enter any confidential information, such as a diagnosis, in PIN Comments.
 - Use EMPLOYABILITY PLAN/ACTIVITY ASSIGNMENT as the **Comment Type**.



 You have completed Employability Plans for Haylee. **Do not continue processing this case.** Further entries are made in a later course.

Send an email to PTTTrainingSupp@wisconsin.gov with:

- the subject line “**EP Haylee,**” and
- Haylee’s PIN.