Correcting a Submitted EP for W-2 New Worker Training

Correcting a Submitted EP – First Steps

After you submit an EP, it cannot be edited. In order to make the updates to Ana's, Brittany's, Viktor's, or Chantelle's EP as directed by the trainer, you need to follow the steps in this guide.

How to Use This Guide

Following the steps in this guide creates a new, subsequent EP for the participant. It also allows you to make changes.

1. Create a subsequent EP by completing steps 1 and 2 on the next page.
2. Refer to the feedback email from the trainer about the updates needed as well as the system entry guide as you go through this document.
3. Use the flowcharts on each page to determine if a question applies to you, and follow the information. The page numbers in the flowcharts are clickable and will take you to the appropriate page.
4. Even if you do not have edits needed for the **Employability Plan** overview and **Employments** pages, you must recreate them, as the information does not transfer over to the new EP.
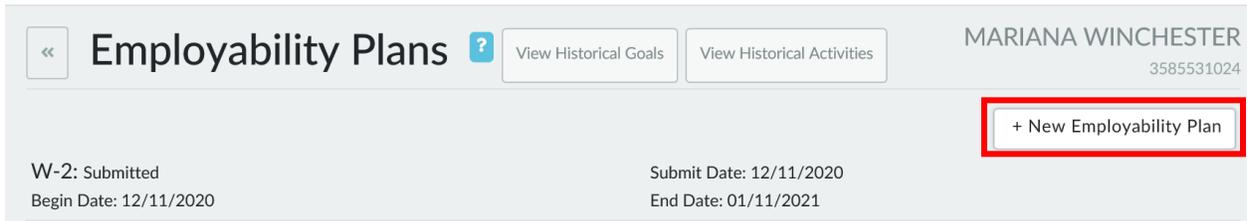
Correct your EP, then stop. Do **not** submit it yet. Your entries will be reviewed, and feedback will be provided before you submit the EP. A trainer will let you know when you can submit.

Starting a New EP

Step 1: Navigate to the **Employability Plans** page via the **Case Management** navigation toolbar.

Step 2: Click + New Employability Plan to start the EP driver flow.
- o Make note of the Submitted EP Begin and End Dates.

NOTE: The following pages provide instruction on how to make the updates in the system. Refer to your email from the trainer to know what you have to update.

Employability Plan Page - Overview

You can backdate an EP up to 10 days.
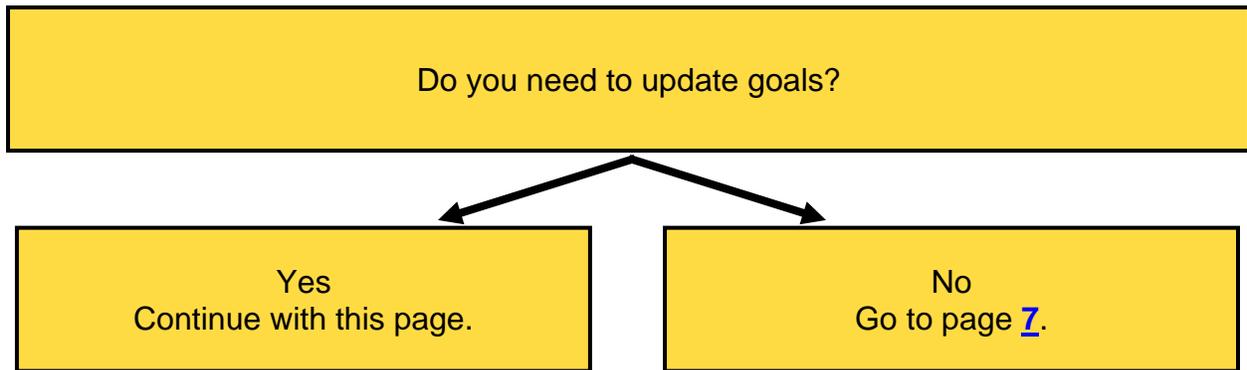Are you able use the original date of the submitted EP as the **EP Begin Date**?

| Yes	No
Enter the original **Begin Date** and **End Date**. Click + Continue. Then, Go to page **5**.	Enter a **Begin Date** of 10 days ago and the original **End Date**. Click + Continue. Then, go to page **6**.

Goals Page – EP with Original Dates

> **Do you need to update goals?**

> **Yes**
> Continue with this page.

> **No**
> Go to page **7**.

☐ **Step 1:** Click on the goal you need to update.

☐ **Step 2:** Review the feedback from the trainer and make the necessary updates.

☐ **Step 3:** Click Save.

☐ **Step 4:** Repeat for each goal you must update. Then go to page **7**.

Goals Page – EP with Begin Date of 10 Days Ago

Do you need to update goals?

Yes Continue with this page.	No Go to page **7**.
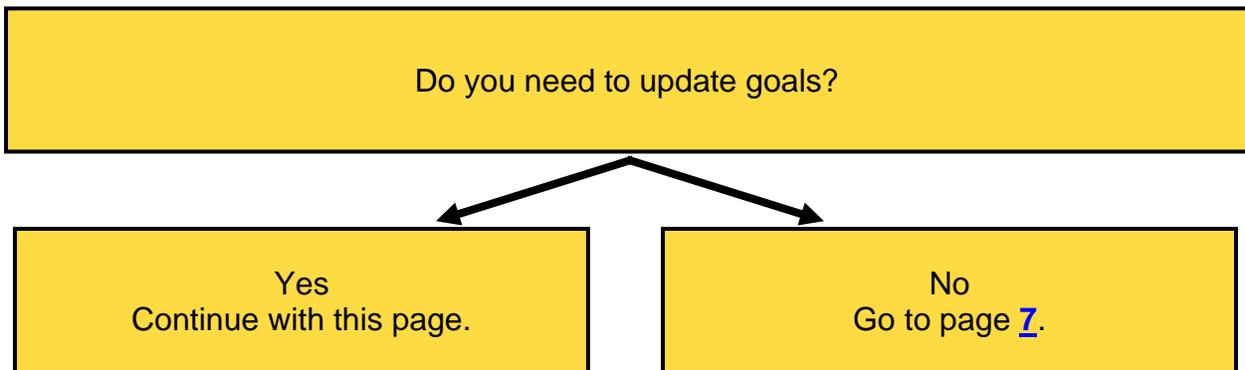
Because you couldn't use the original Begin and End Dates, you must end the goal and re-enter it to make updates.

☐ **Step 1:** Click on the goal you need to update.

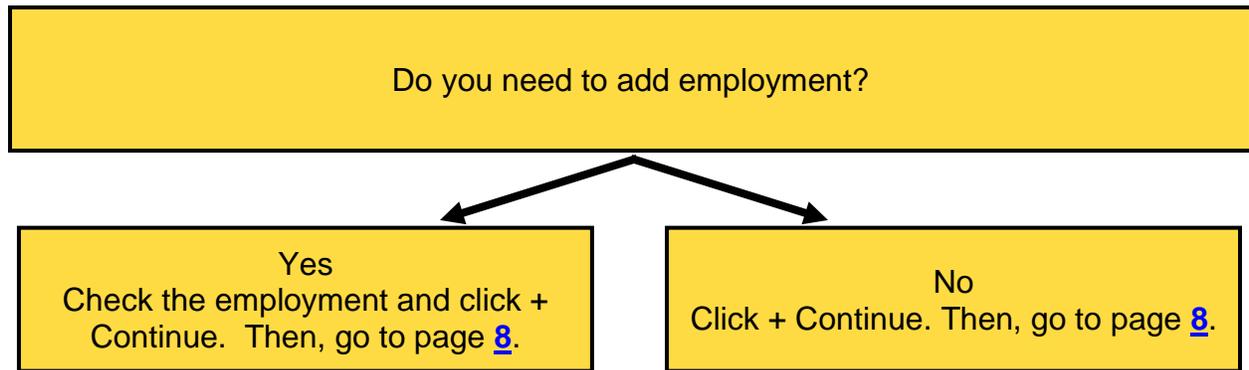| End Goal |
|---|

End Reason	Replaced with New Goal ▼	End Date	12/10/2020

Details [   ]

Cancel Save

☐ **Step 2:** Click End Goal.

☐ **Step 3:** For **End Reason**, select Replaced with New Goal.
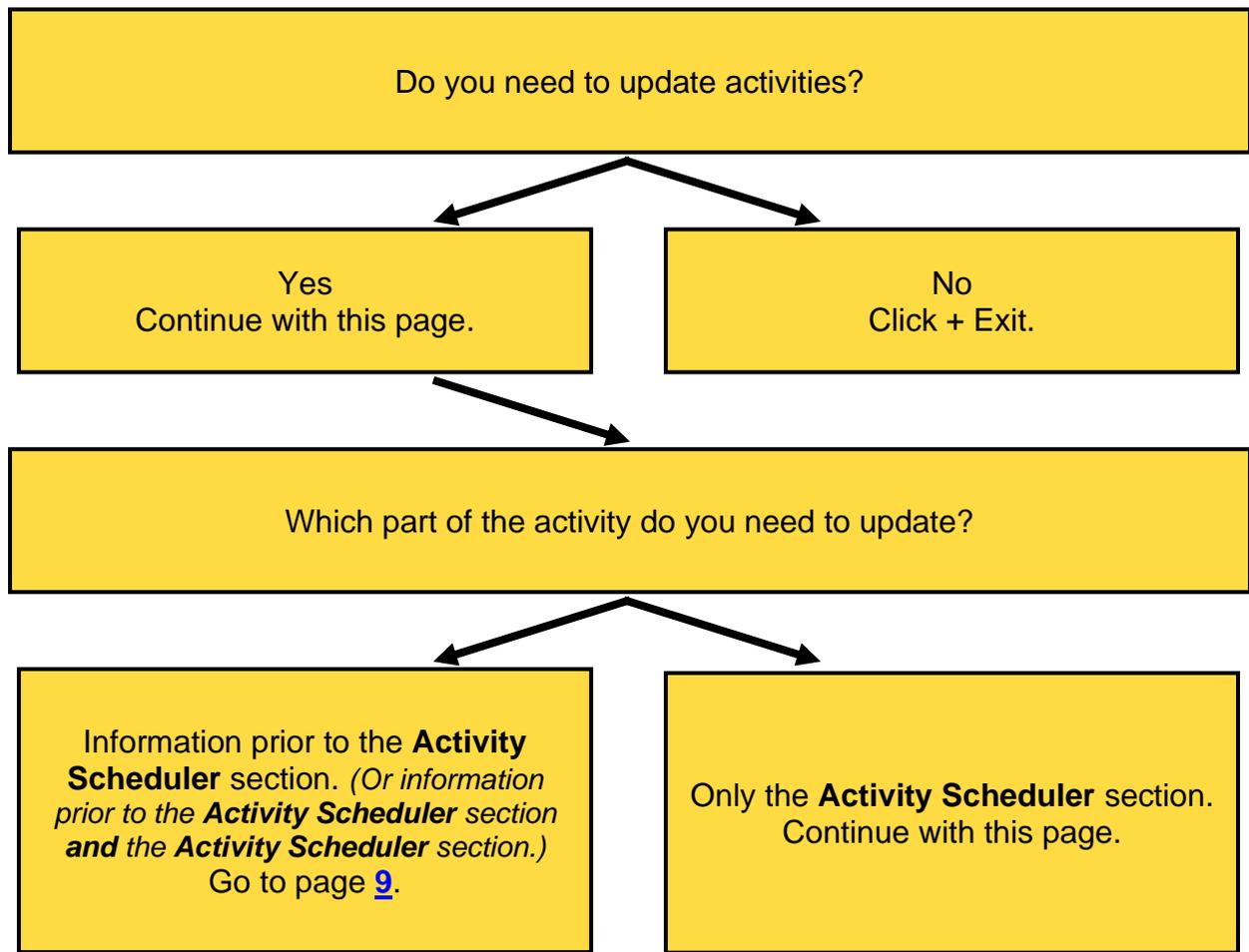
☐ **Step 4:** Click Save.

☐ **Step 5:** Click + Add Goal to re-add the goal. Click Save.

☐ **Step 6:** Repeat for each goal you must update. Then go to page **7**.

Employments Page

Do you need to add employment?

Yes
Check the employment and click + Continue. Then, go to page **8**.

No
Click + Continue. Then, go to page **8**.

Activities Page

Do you need to update activities?

Yes Continue with this page.	No Click + Exit.

Which part of the activity do you need to update?

Information prior to the **Activity Scheduler** section. *(Or information prior to the Activity Scheduler section and the Activity Scheduler section.)* Go to page **9**.	Only the **Activity Scheduler** section. Continue with this page.

☐ **Step 1:** Click on the activity you need to update.

Activity Scheduler

|		
Start Date	12/11/2020	⊡ Recurring?
Frequency	Weekly ▾	Days (Select all that apply.) Monday, Wednesday, Friday ▾
Planned End Date	01/11/2021	
Hours Per Day	1.0	
Begin Time	09 ▾ : 00 ▾	AM PM
End Time	10 ▾ : 00 ▾	AM PM

☐ **Step 2:** Make the necessary updates. Click Save.

☐ **Step 3:** Repeat for each activity you must update. Click + Exit.

Updating Information Prior to Activity Scheduler Section

Because we need to update information that cannot be edited, you must end the activity and re-enter it to make updates.

☐ **Step 1:** Click on the activity you need to update.
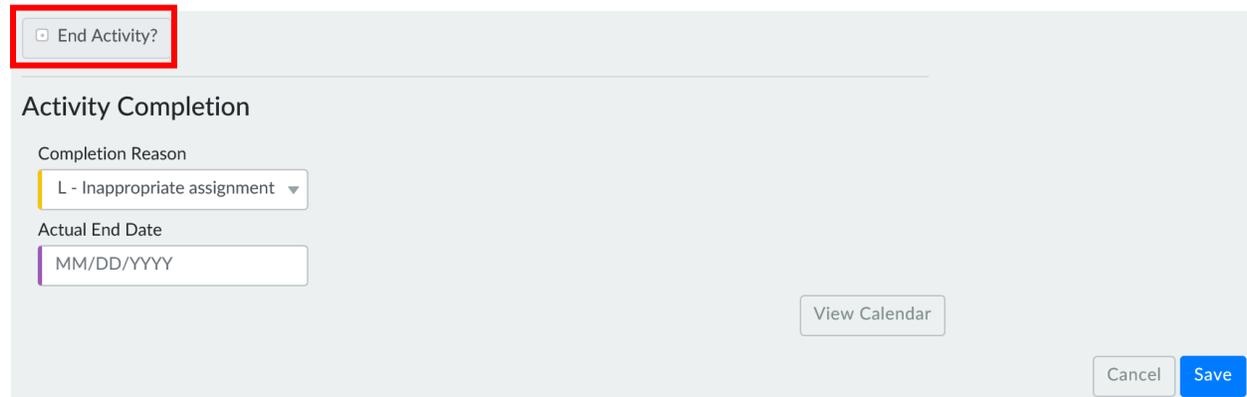
☐ End Activity?

Activity Completion

Completion Reason

L - Inappropriate assignment ▾

Actual End Date

MM/DD/YYYY

View Calendar

Cancel | Save

☐ **Step 2:** Check the End Activity? checkbox.

☐ **Step 3:** Select L – Inappropriate assignment.

☐ **Step 4:** Enter an **Actual End Date** of one day prior to the **Start Date**. Click Save.

☐ **Step 5:** Re-enter the activity with the correct information.

☐ **Step 6:** Repeat for each activity you must update. Click + Exit.

Do **not** submit the EP. Reply to the email from PTTTrainingSupp@wisconsin.gov requesting the trainer to re-check your entries. A trainer will let you know when you can submit the EP in WWP.