WWP Enrollment and Informal Assessment Processes for W-2

**Purpose**
To introduce the W-2 enrollment and informal assessment processes in the Wisconsin Work Programs (WWP) system.

**Objectives**
Upon completion of this course, you will be able to:
- Interpret elements of WWP’s enrollment and informal assessment pages, e.g., referential data, field coloring indicators, buttons;
- Identify the flow of WWP’s enrollment and informal assessment pages;
- Explain the importance of using the informal assessment data in your case management practices;
- Perform enrollment, informal assessment, and disenrollment functions in WWP.
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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 W-2 Help Desk at:

Email: DCFW2CARESHD@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) 266-3400 or the Wisconsin Relay Service (WRS) – 711.

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

WWP Phase One Implementation Training:

Online Prerequisite

Classroom Training

Practice Scenarios

Today & Tomorrow

After class, back at your office

DONE!
Class Overview

For the next day and a half, we you will:

- Review what you have learned so far about WWP.
- See how to make W-2 referrals to WWP and how to enroll W-2 participants in WWP.
- See a walkthrough of the informal assessment pages in WWP.
- Complete enrollment and informal assessment in WWP together.
- Complete enrollment and informal assessment on your own.
- Learn about:
  - subsequent assessments,
  - updating information,
  - viewing WWP history,
  - transferring participants to other FEPs or other offices,
  - disenrolling participants,
  - co-enrolled participants, and
  - the migration of information from CARES mainframe to WWP.
- Leave prepared for the after-class W-2 informal assessment practice scenarios.
What do you know about WWP?

1. Based on what you have already learned, list three things you know for sure about WWP:
   •
   •
   •

2. What are you most excited about with WWP?

3. What do you think will be the biggest challenge with WWP?

4. What is one key advantage of the new system?

5. What question(s) about WWP do you want answered?
## WWP Walkthrough

### Purpose:
This is the default page shown when you log in to WWP. It provides a list of recently accessed participants, a list of participants assigned to the worker, and a list of participants referred or transferred to all Work Program (WP) offices in the contract agency. There is also a PIN search function to look up participants by PIN.

### Notes:
Participant Summary – prior to enrollment

Purpose: For a participant who has not yet been enrolled in WWP, this page displays referral information, along with information from CWW related to W-2 and other programs. It includes demographic information, contact information, W-2 eligibility and participation, other programs of assistance the participant is open for, and his/her FSET enrollment status. You enroll a participant from this page.
Participant Summary – after enrollment

Purpose: From this page, workers disenroll a participant from the W-2 program, transfer the participant to a different office within their contract agency (for BOS agencies) or to another Milwaukee agency (for Milwaukee agencies only), or reassign the participant to another worker.

Notes:
Case Management Navigation Toolbar

Purpose: The Case Management navigation toolbar provides links to additional pages, such as the Participant Summary and Informal Assessment pages.

Notes:
Informal Assessment

**Purpose:** For a participant who has not had an informal assessment completed, this page begins the driver flow in WWP.

If a participant already has had assessment data entered in WWP, that information displays on this page.

**Notes:**
Languages

The following questions are about the language or languages that you read, write and speak.

Language

What language do you use at home?

List any other languages you know:

Notes:

Save  Continue
**Purpose:** This page collects information on languages the participant reads, writes, and speaks.

**Case Management Benefits:** Depending on the participant's primary language, there may be a need for translators or other language services. Participants who are bilingual possess a marketable employment skill.

**Additional Resources:**
- Adult Basic Education/English as a Second Language Directory
  [https://dcf.wisconsin.gov/refugee/abe-esl](https://dcf.wisconsin.gov/refugee/abe-esl)

**Notes:**
Work History

The following questions will address your previous and current employments, as well as any volunteer work. Additionally, we will discuss if there are any factors preventing you from working full-time.

What is your employment status?
[Full-Time, Part-Time, Unemployed]

What is keeping you from working full-time?
[Looking for work / no work available]

Dishwasher
Belmont Family Restaurant
Belmont MA
20 hr/week
$7.50/Hour

Notes

[1000 characters remaining]
**Purpose:** This page collects information on the participant’s current and past employment, subsidized employment, and volunteer work.

**Case Management Benefits:** Employment history is a critical part of informal assessment. Employment history helps build a resume, discover transferrable skills, and identify future opportunities in the same field or a similar one. Patterns of employment may indicate strengths or the potential for barriers that **must** be addressed. Current employment is a foundation for skill building and advancement.

**Additional Resources:**
- Job Center of Wisconsin (Resume Tool, Labor Market Information)  
- O*NET (Career Exploration, Occupation Search)  
  [https://www.onetonline.org/](https://www.onetonline.org/)

**Notes:**
Work History – Details

Add Work Record

Job Type

Begin Date: MM/DD/YYYY
End Date: MM/DD/YYYY
Currently Employed

Basic Information

Position

Company/Organization Name

Location
City, State

Street Address

Zp

No Contact Selected

Job Duties

Additional Resources:
- Job Center of Wisconsin (Resume Tool, Labor Market Information)
- O*NET (Career Exploration, Occupation Search)
  https://www.onetonline.org/

Notes:
Work Programs
**Purpose:** This page collects information on other work programs (e.g., FSET, DVR, WIOA, etc.) that the participant is currently involved in, has participated in previously, or will be working with in the future.

**Case Management Benefits:** Past participation in other work programs may have helped the participant develop skills or gain experience he or she can build on now. Current participation in other work programs is an opportunity for collaboration. You can help the participant prepare for future participation by incorporating it in current employability planning.

**Additional Resources:**
- FoodShare Employment and Training (FSET)  
  [https://www.dhs.wisconsin.gov/foodshare/fset.htm](https://www.dhs.wisconsin.gov/foodshare/fset.htm)
- Division of Vocational Rehabilitation (DVR)  
  [https://dwd.wisconsin.gov/dvr/](https://dwd.wisconsin.gov/dvr/)
- Workforce Innovation and Opportunity Act (WIOA) Programs  
  [https://dwd.wisconsin.gov/wioa](https://dwd.wisconsin.gov/wioa)
- DCF Fatherhood Programs  
  [https://DCF.wisconsin.gov/fatherhood/homepage](https://DCF.wisconsin.gov/fatherhood/homepage)
- Unemployment Insurance  
  [https://dwd.wisconsin.gov/ui/](https://dwd.wisconsin.gov/ui/)
- DCF Refugee Services  
  [https://DCF.wisconsin.gov/refugee](https://DCF.wisconsin.gov/refugee)
- Wisconsin Department of Veterans Affairs  
  [https://DVA.wi.gov/](https://DVA.wi.gov/)

**Notes:**
Education History

- Post-Secondary Education
- Last School Attended (K-12)
- Are you working towards a GED or HSED?
Purpose: This page collects information about the participant’s high school graduation status, or about test scores if the participant is working toward a GED/HSED.

Case Management Benefits: Data captured on this page is critical for the educational needs assessment required by W-2 Policy (W-2 Manual 5.3.1). Information about education history and test levels drives assignment of education activities, and impacts employment and training opportunities.

Additional Resources:
- Wisconsin’s GED/HSED Program
  https://dpi.wi.gov/ged

Notes:
Post-Secondary Education

The following questions are about your post-secondary education, degrees, licenses and certifications.

Have you attended, or are you currently attending a college or university? [Yes] [No]

Colleges & Universities

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Graduated</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, State</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Last Year Attended | Semesters | Credits | Details |
| YYYY | | | |

Do you have any degrees? [Yes] [No]

Do you have or are you working towards any licenses or certificates? [Yes] [No]

Licenses & Certificates

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Valid in WI</th>
<th>Issuer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date Attained | Expiration Date |
| YYYY | MM/YYYY |
| in progress | no expiration |

[Add Item]

Notes
**Purpose:** This page collects information about post-secondary education, licenses, and certifications that the participant has or is working on.

**Case Management Benefits:** Post-secondary education makes a participant more employable and significantly increases lifetime earnings potential. If a participant is in the process of getting a degree or certification, completion may become part of the employability plan. Licenses and certifications are important assets when marketing a participant to an employer.

**Additional Resources:**
- Wisconsin Technical College System
  [http://www.wtcsystem.edu/](http://www.wtcsystem.edu/)
- The University of Wisconsin System
  [https://www.wisconsin.edu/](https://www.wisconsin.edu/)

**Notes:**
Military Service

The following questions are about your military history.

Do you have any military training?

Military History

Branch

Rank

Rate or MOS

Enlistment Date

Discharge Date

Discharge Type

Are you eligible for any benefits from your military service? Examples include medical benefits, education programs, employment services and financial benefits.

Skills & Training

Details

Notes

1000 interactions remaining

Save + Continue
**Purpose:** This page collects information on the participant’s military service and training.

**Case Management Benefits:** There are special programs that can assist veterans with employment. Skills learned while in military service are transferrable to work or work activities. The skills make a participant marketable to potential employers and set the foundation for additional education and training activities.

**Additional Resources:**
- O*NET Military Crosswalk Search [https://www.onetonline.org/crosswalk/MOC/](https://www.onetonline.org/crosswalk/MOC/)
- Military Ranks and Discharge Types [https://www.military.com/](https://www.military.com/)
- DWD Veterans Services [http://wisconsinjobcenter.org/veterans/](http://wisconsinjobcenter.org/veterans/)
- Wisconsin Department of Veterans Affairs [https://dva.wi.gov/](https://dva.wi.gov/)

**Notes:**
Housing

The following questions are about your current housing situation.

**Current Housing**

<table>
<thead>
<tr>
<th>Housing Situation</th>
<th>Begin Date</th>
<th>Monthly Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Are you at risk of being evicted or forced to move?

Yes | No

**Housing History**

The following questions are about your previous housing situations over the past 2 years, including the begin and end month, if you were ever evicted or forced to move, and the amount of rent you were responsible for paying.

**Action Needed**

No Action Needed

---

**Languages**
**Work History**
**Work Programs**
**Education History**
**Post-Secondary Education**
**Military Service**
**Housing**
**Transportation**
**Legal Issues**
**Participant Barriers**
**Child and Youth Supports**
**Family Barriers**
**Non-Custodial Parents**
**NCP Referral**
**Purpose:** This page collects information on the participant’s current and past housing situations.

**Case Management Benefits:** For parents to participate in work or work activities, stable housing is essential. Patterns of housing difficulties in the past may be an indicator of larger needs that could impact employability and participation. This is an opportunity to connect participants with available housing resources if needed.

**Additional Resources:**
- Wisconsin Home Energy Assistance Program (WHEAP)  
- Rental Help in Wisconsin  
  [https://www.hud.gov/states/wisconsin/renting](https://www.hud.gov/states/wisconsin/renting)

**Notes:**
Transportation

If you don’t have reliable transportation, it can be more difficult to find or keep a job. The following questions are about the methods of transportation that are currently available to you, including your driver’s license status.

Which transportation methods can you use to participate in work or work activities?

- Public Transit, Bike/Walk

*Wisconsin DMV Lookup*

- Driver’s License Status
- Reinstatement Eligibility
- Occupational License Eligibility

Do you have a valid driver’s license?

Yes
No

Have you ever had a commercial driver’s license (CDL)?

Yes
No

Action Needed

- Assist with Driver’s License
- Assist with Transportation Arrangements
- Provide Transportation Funding
- Assist with Job Access Loan
- Assist with Vehicle Registration
- Refer to External Agency
- Other
**Purpose:** This page collects information about transportation methods the participant may be able to access, as well as the status of his or her driver’s license.

**Case Management Benefits:** Reliable transportation is key to participating in work or work activities. Some jobs require a valid driver’s license. The type of license a participant holds (e.g., Regular, Occupational, Commercial, etc.) also impacts employability. You can document referrals to assist a participant with his or her transportation needs.

**Additional Resources:**
- Driver License Types  
  [http://wisconsindot.gov/Pages/safety/enforcement/agencies/dl-types.aspx](http://wisconsindot.gov/Pages/safety/enforcement/agencies/dl-types.aspx)
- Public Transit  

**Notes:**
Legal Issues

Sometimes having legal issues can affect someone's ability to find and keep a job. The following questions are about legal issues that you may have.

- Have you ever been convicted of a misdemeanor or felony?  
  - Yes  
  - No

- Do you have any pending charges?  
  - Yes  
  - No

- Are there any restraining orders against you?  
  - Yes  
  - No

- Do you currently have a restraining order against anyone to prevent that person from contacting you?  
  - Yes  
  - No

- Do you have any immediate family members with legal issues?  
  - Yes  
  - No

- Have you been ordered to appear for any upcoming court dates?  
  - Yes  
  - No

---

Action Needed

- Coordinate with Community Corrections Agent
- Refer for Legal Assistance
- Refer to External Agency
- Other

---

Notes
**Purpose:** This page collects information about legal issues and required court appearances for the participant and members of the household. If Yes is answered for any question, additional information **must** be entered (such as dates of convictions, or upcoming court dates).

**Case Management Benefits:** Legal issues may affect the participant’s ability to participate in work or work activities. A Community Corrections Agent is a potential collaborating partner in case management. You may be able to include some required supervision activities in the Employability Plan. Referrals to outside resources may assist the participant with resolving or managing these issues.

**Additional Resources:**
- Ex-Offender Toolkit
  [http://wisconsinjobcenter.org/exo/default.htm](http://wisconsinjobcenter.org/exo/default.htm)
- The National Reentry Resource Center
  [https://csgjusticecenter.org/nrrc](https://csgjusticecenter.org/nrrc)

**Notes:**
# Participant Barriers

The following questions are about problems that you may be experiencing with your health or in your personal life that could make it more difficult for you to find and keep a job.

## Physical Health

Do you have any health problems that make it hard to manage your daily life?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
<th>Details</th>
</tr>
</thead>
</table>

Do you have concerns that problems with your health will make it hard to participate in work activities?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
<th>Details</th>
</tr>
</thead>
</table>

## Mental Health

Have you ever been diagnosed with a mental health condition?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
<th>Details</th>
</tr>
</thead>
</table>

Do you have any mental health conditions that make it hard for you to manage your daily life?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
<th>Details</th>
</tr>
</thead>
</table>

Do you have concerns that a mental health condition will make it hard for you to participate in work activities?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
<th>Details</th>
</tr>
</thead>
</table>

## AODA

Does alcohol or drug use make it hard for you to manage your daily life?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
<th>Details</th>
</tr>
</thead>
</table>
Purpose: This page collects information on the participant’s health or personal life experiences that may impact his or her ability to get and keep employment. If Yes is answered for any question, additional information must be entered.

Case Management Benefits: The responses to these questions assist you in determining if the participant may benefit from a formal assessment provided by a certified professional. Formal assessment results enable you to make important decisions such as appropriate placement, short and long-term goals, education and training activities, and other services or work site accommodations that may be needed.

Additional Resource:
- Job Accommodation Network (JAN)
  https://askjan.org/

Notes:
- Access to this page is restricted to only the FEP assigned to the participant and that FEP’s Supervisor.
# Participant Barriers – Domestic Violence

<table>
<thead>
<tr>
<th>Languages</th>
<th>Work History</th>
<th>Work Programs</th>
<th>Education History</th>
<th>Post-Secondary Education</th>
<th>Military Service</th>
<th>Housing</th>
<th>Transportation</th>
<th>Legal Issues</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Participant Barriers**

**Child and Youth Support**

**Family Barriers**

**Non-Custodial Parents**

**NCF Referral**

---

**Notes:**

We are speaking with all families about safety and relationships because we want to address any potential challenges that may prevent you from being able to work. This information will be kept confidential. If you are uncomfortable with answering any of the questions, just let me know and we will move on to the next question.

Is someone hurting you, your children, your other family or friends, or your pets?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
<th>Details</th>
</tr>
</thead>
</table>

Have you ever been in a relationship in which your partner has harmed you either physically or sexually? (examples: punching, grabbing, pushing, choking, restraining)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
<th>Details</th>
</tr>
</thead>
</table>

Has your partner ever refused to let you have money, made you ask for money, or took money from you against your will?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
<th>Details</th>
</tr>
</thead>
</table>

Have you ever received services or lived in a shelter for victims of domestic abuse or sexual assault?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
<th>Details</th>
</tr>
</thead>
</table>

Is someone emotionally or verbally abusing you or your children?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
<th>Details</th>
</tr>
</thead>
</table>

Does your current or former partner call, harass, or stalk you at work or training classes?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
<th>Details</th>
</tr>
</thead>
</table>

Is your partner doing anything to make it difficult for you to work or do other activities in your daily life?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Refused</th>
<th>Details</th>
</tr>
</thead>
</table>
Participant Barrier – Details
Additional Resources:
- Links to four important forms
- Ability to add Contacts
- Job Accommodation Network (JAN)
  https://askjan.org/

Notes:
- Access to this page is restricted to only the FEP assigned to the participant and that FEP’s Supervisor.
Child and Youth Supports

The following questions are about your children whether you need assistance in setting up childcare arrangements, and what other services might be available to help you and your children.

Do you have any children age 12 years old or under?

Do you have any children age 13 to 16 with special needs in need of child care?

Questions about WIC and Head Start are only displayed for participants with children under the age of 5 years old.

Questions about after school programs and mentoring programs are only displayed for participants with children the age of 5 to 18 years old:

Did any of your children currently have a child welfare worker? This includes any children who live with another person most of the time.

Did you or will you age out of foster care?

Will there be any changes with your child care in the near future?

Action Needed

- Coordinate with Child Welfare Worker
- Refer to Child Care Provider Resources
**Purpose:** This page collects information about children who may need services and support, especially child care. There are also questions related to WIC, Head Start, and other community programs for youth.

**Case Management Benefits:** Child care is often essential for a parent to participate in work or work activities. A Child Welfare Worker involved with the family is a potential collaborating partner in case management. You can enter contact information for a Child Welfare Worker in the Contacts section on this page. You may include some court-ordered or planned child welfare activities in the employability plan. You can also use this page to identify other resources that can benefit the children and may improve the life of the family.

**Additional Resources:**
- Wisconsin Child Care Information [https://dcf.wisconsin.gov/childcare](https://dcf.wisconsin.gov/childcare)

**Notes:**
- Access to this page is not restricted. Any worker in your agency can see the data entered here. Be sure not to enter confidential data.
**Family Barriers**

The following questions are about issues that your family is currently facing, including whether you or anyone in your family has applied for or received SSI/SSDI.

### SSI/SSDI

- **Have you ever applied for SSI or SSDI?**
  - [ ] Yes
  - [ ] No

- **Are you interested in learning more about the SSI/SSDI application process?**
  - [ ] Yes
  - [ ] No

- **Has anyone in your family ever applied for SSI or SSDI?**
  - [ ] Yes
  - [ ] No

### Family Needs

- **Do you have caretaking responsibilities for any family members in your household due to health problems or other special needs?**
  - [ ] Yes
  - [ ] No

- **Do any family members in your household engage in risky activities such as excessive use of drugs or alcohol, illegal activity, or gang involvement?**
  - [ ] Yes
  - [ ] No

- **Do any of the children in your household have other behavior problems that will affect your ability to participate in work activities?**
  - [ ] Yes
  - [ ] No

- **Are any of the children in your household at risk of suspension or expulsion from school?**
  - [ ] Yes
  - [ ] No

- **Are there any other issues with your family that may affect your ability to participate in work activities?**
  - [ ] Yes
  - [ ] No
**Purpose:** This page collects information about SSI/SSDI applications for the participant and other household members as well as information about other family issues that may impact a participant’s ability to participate in work or work activities.

**Case Management Benefits:** If the participant has applied for or is interested in information about SSI/SSDI, have a conversation about the process and referrals for assessment. Connect the participant to an SSI/SSDI advocate if appropriate. Family members’ issues can impact a participant’s employability. Make referrals for support to address other family needs as well.

**Additional Resources:**
- Services for Children with Delays or Disabilities [https://www.dhs.wisconsin.gov/children/index.htm](https://www.dhs.wisconsin.gov/children/index.htm)

**Notes:**
- Access to this page is restricted to only the FEP assigned to the participant and that FEP’s Supervisor.
## Non-Custodial Parents

If you are a non-custodial parent, the following questions will help us learn more about the child or children that don't live with you most of the time.

**Do you have any children 18 or under who live with another individual most of the time?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### Primary Caretaker

**First Name:**

**Last Name:**

**Relationship to Child:**

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
</table>

**How often do you have contact with this person?**

| Details |

**Is there anything you would like to change about your relationship with this person?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Details</th>
</tr>
</thead>
</table>

### Children

**First Name:**

**Last Name:**

**DOB:**

<table>
<thead>
<tr>
<th>MM/DD/YYYY</th>
</tr>
</thead>
</table>

**Child support order?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Details</th>
</tr>
</thead>
</table>

**How often do you have contact with this child?**

| Details |

**Are there other adults caring for this child?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Details</th>
</tr>
</thead>
</table>

**Is there anything you would like to change about your relationship with this child?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Details</th>
</tr>
</thead>
</table>

**Is the child in need of any services?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Details</th>
</tr>
</thead>
</table>

**Add Child**
Purpose: This page collects information about the participant’s role as a non-custodial parent (NCP), including information about the primary caretaker and the child.

Case Management Benefits: Stressful family situations may impact the participant's ability to secure and maintain employment. For example, a non-custodial parent who struggles with making child support payments, payments on arrears (back monies owed on child support), visitation conflicts, and/or other issues related to co-parenting may create barriers. There may be an opportunity for connecting the other parent with services that could benefit the child. These services may include assistance with order adjustments or placement/visitation information.

Additional Resources:
- Wisconsin Child Support Program
  https://dcf.wisconsin.gov/cs/home
- DCF Fatherhood Programs
  https://dcf.wisconsin.gov/fatherhood/homepage

Notes:
NCP Referral

The following questions are intended to help us determine whether our agency could offer services to help the non-custodial parent or your child/children.

Do you have any children age 18 or under whose other parent isn’t living with you?

Yes  No  Skip

This following information must be provided to participate:

1. The services available at your agency for Non-Custodial Parents (NCP), e.g., case management, TEC, stipends;
2. The following are benefits to having the NCP participate in employment services:
   a. Benefits to the child:
      i. Parents who provide for their children financially are more likely to spend time with their children.
      ii. Children who have the support of both parents have less involvement with the criminal justice system and do better in school.
      iii. When parents work, they demonstrate the value of work to their children.
      iv. The NCP may be willing to share medical history if a child has health issues. This information could be helpful for medical professionals.
   b. Children may have inheritance rights, as well as rights to dependent benefits from Veterans Affairs and the Social Security Administration.
      i. Benefits to the family:
         i. When both parents work and contribute financially towards the needs of their child, they increase household income and reduce poverty.
         ii. When the NCP is working, the family is more likely to receive monthly child support payments.
         iii. The relationship between the NCP and the rest of the family may improve;
         iv. Connecting with the NCP provides an opportunity to involve children with grandparents, aunts, and uncles.
      c. Benefits to the NCP:
         i. Contributing to the child’s financial well-being can increase the bond between the parent and the child.
         ii. The NCP may learn new skills which can lead to an increase in income.
         iii. Having stable income allows the NCP to remain in good standing with Child Support.
         iv. Remaining in good standing with Child Support can result in the removal of liens from personal property.

Other Parent

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
</table>

Children

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
</table>

NCP Referral
**Purpose:** This page collects information about the Non-Custodial Parent(s) (NCPs) of the participant’s children to determine if the agency can offer NCP services.

**Case Management Benefits:** Services provided to NCPs may strengthen family relationships and enhance the economic well-being of the children. You can make a referral for NCP services. (Services offered by W-2 agencies vary.)

**Additional Resource:**
- Noncustodial Parent Services
  [https://dcf.wisconsin.gov/w2/parents/ncp](https://dcf.wisconsin.gov/w2/parents/ncp)

**Notes:**
Informal Assessment Summary

Languages

<table>
<thead>
<tr>
<th>HOME LANGUAGE</th>
<th>READ</th>
<th>WRITE</th>
<th>SPEAK</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Other Languages

<table>
<thead>
<tr>
<th>OTHER LANGUAGE</th>
<th>READ</th>
<th>WRITE</th>
<th>SPEAK</th>
</tr>
</thead>
</table>

Work History

Employment Status: Unemployed

What is preventing full-time work? Looking for work / no work available

Details

Dishwasher
Belmont Family Restaurant
Belmont WI
01/01/2016 - 04/12/2017
20 hr/week
$7.50/ Hour

NOTES
**Purpose:** This page shows a summary of the information entered on all pages in the informal assessment. Submit the completed informal assessment from this page. You can access informal assessment entries from this page to edit a current entry or view the history of previous entries. Information from confidential pages (Participant Barriers, Family Barriers) display only for the assigned FEP and his or her supervisor.

**Case Management Benefits:** You can view the informal assessment information in one place. Sections can be expanded or collapsed to show details. This allows you to notice any patterns as you work with the participant to plan goals and activities. You also can see outstanding questions that were not answered, see any sections with errors, and access and edit any incorrect entries before submitting the completed assessment.

**Notes:**
Informal Assessment Summary
Review Brenda’s summary to ensure all your entries match the scenario information. When the trainer tells you, click the Submit button to submit the completed assessment.

The Informal Assessment has been submitted successfully.

Continue
Tasks to complete after submitting the informal assessment:

- Review the **Action Needed** list and print a copy of the Participant Tasks for the participant to take with him or her.
- Enter the W-2 placement/placement change on the **W-2 Placement** page in CWW, if applicable. Document placement decisions in **Case Comments**.
- Enter PIN comments on CARES Screen CMCC to summarize the outcome of the assessment and a decision regarding the participant’s readiness for employment.
- Continue in CARES to complete the employability plan if assigning activities at this time.
- Enter the codes for any assigned activities on WPCS.
- Document the reasons for assigning activities and next steps in PIN comments on CMCC.
Informal Assessment Summary (after submitting assessment)
**Purpose:** This page shows a summary of all information entered in the informal assessment. You can begin a new assessment, update assessment information, or view the history of previous entries.

**Case Management Benefits:** Current assessment entries can be reviewed on a single page, allowing you to see the information gathered as a whole. Individual pages can be edited, or the entire assessment can be updated. A view of the history of updates to informal assessment pages can be accessed.

**W-2 Policy References:**
- W-2 Manual Chapter 5.2.1 Informal Assessment
- W-2 Manual Chapter 5.2.2 Informal Assessment Inventory

**Notes:**
Guided Entry - Brenda

Directions: Follow along with the trainer in the CWW and WWP Training Environments to complete this scenario. To do an informal assessment in WWP, an individual must be referred to WWP from CWW.

CWW Entries

CWW Training Environment: [https://trn.cares.wisconsin.gov/](https://trn.cares.wisconsin.gov/)

Client Registration

Brenda is requesting W-2 services. Following the Trainer’s entries in CWW Training, register Brenda ____________ (make up a last name). Make up her SSN. She was born in 1991.

Brenda lives with her mother at 234 Maple St., Pewaukee, WI 53072. Her cell phone number is 262-983-5555. Brenda has a four-year-old son, Quinn.

Application Entry

After Client Registration is complete, begin Application Entry and continue through the W-2 Request page. Refer Brenda to Work Programs from that page.

After you complete the referral, record Brenda’s PIN:

PIN: ________________________________

For the purposes of this class, there is no further action needed in CWW for Brenda.

You are now ready to log in to the WWP Training Environment to enroll Brenda and complete her informal assessment.
WWP Entries

**WWP Training Environment:** [https://wwptrn.wisconsin.gov/](https://wwptrn.wisconsin.gov/)

Find Brenda's PIN and select it to go to the **Participant Summary** page. On that page, click the Enroll Participant button. After Brenda is enrolled, click the **Case Management** navigation toolbar in the header and select the **Informal Assessment** icon. Click the New Assessment button to create a new informal assessment.

Brenda’s assessment information is presented in the order it is entered in WWP.

**Languages**
Brenda reads, writes, and speaks English.

**Work History**
Brenda is unemployed. She says she is not working because her current issues with depression and anxiety make it hard for her to balance a job with all her other struggles.

She worked as a Personal Care Attendant with Park Care CBRF in Pewaukee from April 24, 2015 through June 9, 2018. The CBRF is located at 1109 Cecelia Drive. Her duties included bedside personal hygiene, maintaining records, cleaning and disinfecting equipment, laundry, administering medications, and helping with meals. The job did offer paid time off and medical insurance.

She left due to concerns with her health and stress from the job. She made $9.90 per hour for 40 hours per week when she started. When she left, she made $11.90 per hour for the overnight shift.

Brenda says she liked working one-on-one with residents. As time went on, staffing became an issue and she couldn’t spend as much time with residents. The pressure of taking on additional duties to cover for staff shortages affected her anxiety. She does not want to return to a health care occupation as she feels the stress is too much for her.

**Work Programs**
Brenda has no past or current involvement with any other work programs.

**Education History**
Brenda has a HS Diploma. She graduated from Jefferson High School, located in Jefferson, WI, in 2010.
Post-Secondary Education
Brenda never attended college. She obtained a certification as a Personal Care Worker in April 2015 through a program sponsored by Waukesha County Technical College (WCTC).

Military Service
After graduation from High School, Brenda enlisted in the Navy (July 2010). She was honorably discharged in July 2014 with a rank of E3 and a rating of LS (Logistics Specialist). She worked with mail at a large base in California. She does not know if she is eligible for any benefits as a result of her military service, but she has an appointment next Tuesday with someone at the Waukesha County Veterans Service Office.

Brenda enjoyed sorting the various kinds of mail and packages. She felt it was a job that was important to the people who lived and worked at the base.

Housing
Brenda is staying with her mother since she lost her apartment in September 2018 and she is not paying any rent. After she lost her job, she could no longer afford the rent. This violates her mom’s lease agreement, and the landlord has given Brenda six weeks to move out. (She is being forced to move.)

Brenda had rented an unsubsidized apartment from July 2016-September 2018. She was not evicted from this apartment. Her rent was $500 per month.

Brenda’s housing situation is uncertain and makes it hard to work or participate in work activities. She is interested in a referral for housing assistance.

Transportation
Brenda has a regular Wisconsin driver’s license that expires 09/18/2021. She owns her own vehicle. It is currently registered and insured. She has never had a CDL.

Legal Issues
Brenda has no misdemeanor or felony convictions, no pending charges, no restraining orders, no family members with legal issues; and does not have any upcoming court dates.
Participant Barriers
Brenda does not have any issues with physical health.

She has been seeing a therapist since January 2018 for depression and anxiety concerns. She believes it makes it hard for her to work or participate in W-2 activities. She left her job at Park Care due to stress and anxiety. She sees her therapist weekly and is taking medications.

Brenda reports no AODA issues, cognitive or learning needs, and says she is not dealing with any domestic abuse situations.

Barrier Details
Brenda has a mental health barrier with depressive and general anxiety disorders. The onset date is January 2018.

Her most recent assessment report was 10/07/2018 by Maria Mendez, Ph.D. The report states Brenda is in ongoing weekly therapy for anxiety and depression disorders. She takes medications daily. The treatment is expected to continue for more than a year. Brenda is due for reassessment on 03/07/2019.

The e-mail address for Dr. Mendez is maria@communitytherapyassociates.com. Her phone number is 262-455-5151. Brenda signs a release of information (ROI) form while she is meeting with you.

Based on the assessment, Brenda needs an accommodation of flexible scheduling for work activities.

Child and Youth Supports
Brenda's 4-year-old son, Quinn Carmichael, is in an informal child care arrangement. He does not have any special needs. He stays with his Grandmother when Brenda needs him to. Brenda intends to continue using this arrangement.

The family receives WIC but does not participate in Head Start. The family is not involved with child welfare.

Brenda wants to apply for Wisconsin Shares.

Family Barriers
Neither Brenda nor anyone in her family has applied for SSI/SSDI, and she is not interested in learning more about it.

Brenda has no caretaking responsibilities for a family member with special needs. No one in the household engages in risky activities, has behavior problems, or is facing suspension or expulsion from school. There are no other issues with the family.
Non-Custodial Parents

Brenda is not an NCP.

NCP Referral

Quinn’s father, Addison Carmichael, does not live with Brenda. Addison works and pays child support. Brenda is sure he does not want to participate in a work program and chooses not to provide his contact information.

Addison sees Quinn 1-2 times per week in the evening. He is ordered to pay $300 per month in support.
Informal Assessment Summary

Review Brenda’s summary to ensure all your entries match the scenario information. When the trainer tells you, click the Submit button to submit the completed assessment.

Remember, there still are things you need to do after submitting a completed informal assessment:

- Review the **Action Needed** list and print a copy of the Participant Tasks for the participant to take with him or her.
- Enter the W-2 placement/placement change on the **W-2 Placement** page in CWW, if applicable. Document placement decisions in **Case Comments**.
- Enter PIN comments on CARES Screen CMCC to summarize the outcome of the assessment and a decision regarding the participant’s readiness for employment.
- Continue in CARES to complete the Employability Plan if assigning activities at this time.
- Enter the codes for any assigned activities on WPCS.
- Document the reasons for assigning activities and the next steps in PIN comments on CMCC.
Day 1 Wrap Up

Three important points:

Points that square with you:

Anything still circling around:
**WWP Apps**

## Action Needed

**Purpose:** This app displays all Action Needed items recorded on any page of the Informal Assessment. It allows you to update previously entered items and to enter additional worker or participant items.

**Case Management Benefits:** A printable task list is available for the participant to see the actions they need to take, allowing for increased accountability. You can “check off” tasks when completed.

**Notes:**
Participant Barriers List

Purpose: This app displays a list of all barriers entered for a participant. Barriers can be edited, deleted, or added without going to the Participant Barriers page in the informal assessment.

Case Management Benefits: Barriers of all types are viewable in one list. You can display both open and closed barriers. A barrier can be updated based on formal assessment results or new accommodations needed.

Notes:
- Access to this app is restricted to only the FEP assigned to the participant and that FEP’s Supervisor.
Test Scores

Purpose: This app displays scores from any GED/HSED test entered on the Education History page or entered here. This page also displays TABE/TABE CLAS-E/BEST scores, which are entered only in this app.

Case Management Benefits: A participant’s education progress and/or English proficiency levels can be reviewed on one page. New test scores can be added quickly.

Notes:
**Work History List**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Location</th>
<th>Start Date</th>
<th>End Date</th>
<th>Reason</th>
<th>Hours/Week</th>
<th>Rate/Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cashier</td>
<td>Belmont, WI</td>
<td>05/01/2017</td>
<td>06/02/2018</td>
<td>Quit</td>
<td>35 hr/week</td>
<td>$9.00</td>
</tr>
<tr>
<td>Dishwasher</td>
<td>Belmont, WI</td>
<td>05/01/2016</td>
<td>04/03/2017</td>
<td>Fired</td>
<td>20 hr/week</td>
<td>$7.50</td>
</tr>
</tbody>
</table>

**Purpose:** This app lists all the participant’s jobs entered on the Work History page or entered previously in CARES. Jobs can be edited, deleted, or added in this app.

**Case Management Benefits:** The listing of jobs is viewable in one place, making it easy to recognize patterns. Edit or add jobs quickly without going to the Work History page in the informal assessment. Use the participant’s work history listing to build a resume or complete an employment application.

**Notes:**
Contacts

Purpose: This app lists all contacts entered in WWP for a participant. Contacts can be edited, deleted, or added in this app.

Case Management Benefits: Numerous informal assessment pages link to the Contacts app. All contacts for a participant are organized in one place. Contacts are easily searchable and updateable.

Notes:
- Only Treatment/Assessment provider contact types are confidential.
- Do not enter any confidential information when creating other types of contacts.
Independent Entry - Janae

Directions: Complete the entries for this scenario in the training environments for CWW and WWP. Note that there are places to stop your entries and have a trainer check your work before you continue. If you have questions about any entries, ask a trainer to assist you.

Participant/Family information:
You are working with Janae who has two children, Martin (D.O.B. 9/18/2002) and Maya (D.O.B. 7/15/2015).

CWW Entries

CWW Training Environment: [https://trn.cares.wisconsin.gov/](https://trn.cares.wisconsin.gov/)

Client Registration
In CWW Training, start at the Basic Information page to complete a request for assistance for today’s date for Janae ____________ (make up a last name). Make up her SSN. She was born in 1984.

Remember that this request is for W-2 only and should be assigned to the 5518 eligibility office with your ID as the assigned worker.

Janae lives at 730 N. 29th St., Apt. 207, Milwaukee, WI 53208. Her cell phone number is 414-998-1318.

Application Entry
After Client Registration is complete, click the Begin Intake Interview button to begin application entry and continue through the W-2 Request page. Remember that you need to enter Janae only in CWW for the purposes of this training.

Enter your worker ID in the FEP ID field and refer Janae to Work Programs from that page.
After you complete the referral, record Janae’s PIN:

PIN: __________________________________________

Before continuing to WWP to enroll Janae, have a trainer check your work.
After referring Janae, there is no further action needed in CWW. Log in to the WWP Training Environment and enroll her.

**WWP Entries**

**WWP Training Environment:** [https://wwptrn.wisconsin.gov/](https://wwptrn.wisconsin.gov/)

Navigate to the PIN Search tab of the WWP homepage and find Janae. Click on Janae to access her Participant Summary page. On that page, click the Enroll Participant button. After Janae is enrolled, click the Case Management navigation toolbar in the header and select Informal Assessment. Click the New Assessment button to create a new informal assessment.

Janae’s assessment information is presented in the order it is entered in WWP.

**Languages**

Janae reads, writes, and speaks English. She says she took some Spanish classes in high school, but doesn’t feel fluent reading, writing, or speaking the language.

**Work History**

Janae is employed part-time at Walgreens, 3522 W. Wisconsin Ave., Milwaukee, WI 53208. She is a Customer Service Associate working primarily as a cashier and works 15 hours per week. She has been there since November 2018 and earns $9.00 per hour, the same as her starting wage. She does not receive paid time off nor health insurance. She states that she found the Walgreens job on her own. It was the first one she could find after the coffee shop closed, but it’s not something she sees as a career path. She was working more hours when she started the job (35 per week), but they cut her back to 15 hours per week as of January 3. Now she typically is scheduled to work on Tuesdays, Thursdays, and Fridays from 12:00 pm – 5:00 pm. She would really like to work full time but needs to have something close to her home.

She worked previously as a waitress at the Northwest Coffee Shop (2308 W. Wisconsin Ave., Milwaukee, WI 53233) from March 2017 until the shop closed in September 2018. New owners took over, remodeled it to a high-end café, and brought in a whole new staff. She worked full-time, 40 hours per week, at Northwest Coffee and made $3.00 per hour plus tips the entire time she worked there. She received paid time off and health insurance. She said hotel guests were quite generous and she averaged $400 per week in tips. She really liked working with the owners of Northwest Coffee. They were giving her more responsibilities like training new staff and helping with food ordering. She was very sad when the shop was sold, and the new owners did not keep any of the old staff.

(Remember – when entering more than one wage type, select each type in the Pay Types field, then calculate a total weekly amount for the Begin Rate and End Rate fields. You must list the breakout of the wages in the Notes field.)
Before continuing to the Work Programs page, have a trainer check your work.

**Work Programs**

In December 2018, Janae applied for help from the WIOA Adult program to get training in hospitality management, but currently is on a wait-list. Employ Milwaukee (the WIOA program operator) referred her to the W-2 agency for possible assistance while she is waiting.

Her WIOA Case Manager is Elizabeth Carter, 2342 N. 27th St., Milwaukee, WI 53210, (414) 270-1700.

**Education History**

Janae earned her HSED from Milwaukee Area Technical College in January 2005. She last attended Bay View high school in Milwaukee in 2001 and had completed her junior year. When asked, Janae comments that she was a good student, but felt she couldn’t focus on school when she got pregnant with Martin.

**Post-Secondary Education**

Janae attended Milwaukee Area Technical College after getting her HSED. She completed two semesters of an Associate Degree in Culinary Arts (25 credits), but didn’t go back after the spring semester of 2006. She says she had some relationship issues and wound up leaving town for a while. Now, she is more interested in the management of restaurants than in cooking. She did not complete any degrees or certifications.

**Military Service**

Janae never enlisted in the military.

**Housing**

Janae has lived in her current apartment for 3 years. Her rent is $127 per month, as she receives Housing Assistance (Section 8).

She is not at risk of eviction or of having utilities disconnected, and her housing situation does not impact her ability to work or participate in work activities.

(Remember – on pages with an Action Needed list, you **must** check the No Action Needed box when no actions are needed, or WWP considers the page incomplete.)
Transportation
Janae has a regular Wisconsin driver’s license that expires 05/18/2022. She does not have a car, uses public transportation, and is able to get to all the places she needs to go. She has never held a CDL.

Legal Issues
Janae has never been convicted of a misdemeanor or felony, has no pending charges and no restraining orders. Her son Martin has had some problems with minor offenses and has been involved in the juvenile justice system. He currently is involved with a Youth Offender program and is complying with the requirements. If he keeps complying for another three months, his record will be expunged. He has no upcoming court dates.

Before continuing to the Participant Barriers page, have a trainer check your work.

Participant Barriers
Janae does not have any issues with physical health, mental health, AODA, or cognitive or learning needs, and is not dealing with any domestic abuse situations. (She is meeting with you with no children or other adults present and it is safe to ask her the domestic abuse screening questions.)

Child and Youth Supports
Janae’s daughter Maya (D.O.B. 7/15/2015) is under 12 years old. She attends a licensed child care facility. She does not have any special needs.

Her son Martin is over 12 and does not have special needs.

The family receives WIC, and Maya is enrolled in Head Start. Neither of the children has a child welfare worker.

Janae receives Wisconsin Shares. She does not anticipate any changes in her child care in the near future.

Family Barriers
Neither Janae nor anyone in her family has ever applied for SSI/SSDI, and she is not interested in learning more about it.

Janae has no caretaking responsibilities for a family member with special needs. No one in the household engages in risky activities, has behavior problems, or is facing suspension or expulsion from school. There are no other issues with the family.
**Non-Custodial Parents**

Janae has a child who does not live with her most of the time.

The other parent of the child is Greg Jones. She has contact with him 1-3 times per month and does not want to change anything about her relationship with him.

The child’s name is Marcus Jones. His date of birth is 1/1/2012. There is a child support order in place. She has contact with Marcus 1-2 times per week. He comes over after school on Wednesdays and stays overnight every other weekend.

There are no other adults caring for Marcus. Janae does not want to change anything about her relationship with Marcus and he is not in need of any services.

The monthly child support ordered is $100 and she does not owe any back child support. Janae is not interested in any child support nor visitation services.

**NCP Referral**

Martin’s father, Jerome Jackson, currently is incarcerated and not paying Child Support. He is court ordered to pay $55/week. He has no contact with Martin or Janae.

Maya generally visits her father, Harmon Warner, every other weekend. Per the court order, he was paying $65 per week regularly for child support until two weeks ago. He lost his job, and Janae gives his contact information as she thinks he might appreciate some assistance in finding new employment.

He lives at 3805 N. 76th St., Apt. 4, Milwaukee, WI 53222. His cell phone number is 414-355-5454.

Before submitting your informal assessment, have a trainer check your **Informal Assessment Summary**.
Other WWP Notes

Reassigning a Participant to Another Worker

You can access the Reassign Worker button on the Participant Summary page.

Notes:
Office Transfer

You can access the Office Transfer button on the Participant Summary page. You must complete the transfer process in CWW prior to initiating the transfer in WWP.

W-2 Policy References:
- W-2 Manual Chapter 4.6.1.1 Relocation within a BOS W-2 Agency’s Boundaries
- W-2 Manual Chapter 4.6.2 Transfers Between W-2 Agencies in Milwaukee County

Notes:
Viewing History

Informal Assessment

**Purpose:** WWP creates a history entry for assessment pages each time a page is saved. The history view shows a “snapshot” of each informal assessment page at the point in time it was saved. If a page has multiple saved updates, you can scroll through them chronologically or select a specific date to view.

**Case Management Benefits:** You can see how information on an assessment page has changed over time. There is a record of each time a page is updated and who made the updates.

**Notes:**

---

The current application information is displayed. Please visit the app to view historical information.

No Action Needed

Sandra purchased her own vehicle.
Apps

Purpose: WWP also creates historical information in the Work History and Participant Barriers apps. You can view all updates to a job or barrier as well as deleted jobs and barriers from the app history.

Notes:
Disenrollment

You can access the Disenrollment button on the Participant Summary page. You must end the participant’s activities in CARES and placement in CWW prior to disenrollment.

Notes:
Co-enrollment

WWP Home Page

Participant Summary

You can view if a participant is co-enrolled in W-2 and Children First at the same time. The co-enrollment information displays Children First information on the WWP Home Page and the Participant Summary page.

Notes:
**WWP Implementation Notes**

**Data Migration:**
At the time of implementation, some informal assessment information will transfer to WWP for current participants enrolled in CARES Mainframe in the last seven years. The following pages will contain some data transferred from CARES: **Languages, Work History, Education History, Post-Secondary Education, Military Service, Transportation,** and **Participant Barriers**.

All jobs for a participant enrolled at least one day in the last seven years will be transferred to WWP on the **Work History** page. These jobs will be editable, however, once you start editing it you will need to complete all the required fields for the entry to be complete. Workers may need to use discretion as to whether the edit is needed.

**Transitioning Current Participants:**
Current participants enrolled in CARES **must** have a new WWP informal assessment completed within six months.

**Communication between WWP and CARES:**
Some information from entries in WWP result in data being sent to CARES.

- When submitting an informal assessment, the transaction “Informal Assessment Completed” is recorded on CARES screen WPTN.

- When entering a job on the **Work History** page, the dates, wages and other necessary information are all recorded on CARES screen WPEH for the purpose of processing POP claims.
What do you know **NOW** about WWP?

1. What are you most excited about with WWP?

2. What do you think is your biggest challenge with WWP?

3. What is one key way you feel WWP will help your case management?

4. After this class, what will you need more practice on in the WWP system?
What’s Next?

WWP Phase One Implementation Training Continues:

Online Prerequisite

Classroom Training

Practice Scenarios

DONE!

DONE!

After class, back at your office

Additional Practice Scenarios

Within a few days, expect an email from the Learning Center Registration staff with information about how to access the practice scenarios. The scenarios contain changes to Brenda’s information and two new scenarios. If you have questions along the way, work with your ATL or Supervisor, or email the Partner Training Team.
Enjoy WWP!
Appendix

Additional Resources

Languages
• Adult Basic Education/English as a Second Language Directory
  https://dcf.wisconsin.gov/refugee/abe-esl

Work History
• Job Center of Wisconsin (Resume Tool, Labor Market Information)
• O*NET (Career Exploration, Occupation Search)
  https://www.onetonline.org/

Work Programs
• FoodShare Employment and Training (FSET)
  https://www.dhs.wisconsin.gov/foodshare/fset.htm
• Division of Vocational Rehabilitation (DVR)
  https://dwd.wisconsin.gov/dvr/
• Workforce Innovation and Opportunity Act (WIOA) Programs
  https://dwd.wisconsin.gov/wioa
• DCF Fatherhood Programs
  https://dcf.wisconsin.gov/fatherhood/homepage
• Unemployment Insurance
  https://dwd.wisconsin.gov/ui/
• DCF Refugee Services
  https://dcf.wisconsin.gov/refugee
• Wisconsin Department of Veterans Affairs
  https://dva.wi.gov/

Education History
• Wisconsin’s GED/HSED Program
  https://dpi.wi.gov/ged

Post-Secondary Education
• Wisconsin Technical College System
  http://www.wtcsystem.edu/
• The University of Wisconsin System
  https://www.wisconsin.edu/
Military Service
- O*NET Military Crosswalk Search
  https://www.onetonline.org/crosswalk/MOC/
- Military Ranks and Discharge Types
  https://www.military.com/
- DWD Veterans Services
  http://wisconsinjobcenter.org/veterans/
- Wisconsin Department of Veterans Affairs
  https://dva.wi.gov/

Housing
- Wisconsin Home Energy Assistance Program (WHEAP)
  http://homeenergyplus.wi.gov/category.asp?linkcatid=239
- Rental Help in Wisconsin
  https://www.hud.gov/states/wisconsin/renting

Transportation
- Driver License Types
  http://wisconsindot.gov/Pages/safety/enforcement/agencies/dl-types.aspx
- Public Transit
  http://wisconsindot.gov/Pages/travel/pub-transit/default.aspx

Legal Issues
- Ex-Offender Toolkit
  http://wisconsinjobcenter.org/exo/default.htm
- The National Reentry Resource Center
  https://csgjusticecenter.org/nrrc

Participant Barriers
- Job Accommodation Network (JAN)
  https://askjan.org/

Child and Youth Supports
- Wisconsin Child Care Information
  https://dfc.wisconsin.gov/childcare
- Women, Infants, and Children (WIC) Program
  https://www.dhs.wisconsin.gov/wic/index.htm
- Wisconsin Head Start Association
  http://whsaaonline.org/
- Wisconsin Afterschool Network
  http://wiafterschoolnetwork.org/
Family Barriers
- Supplemental Security Income (SSI) Benefits
  https://www.ssa.gov/benefits/ssi/
- Social Security Disability (SSDI) Benefits
  https://www.ssa.gov/planners/disability/
- Services for Children with Delays or Disabilities
  https://www.dhs.wisconsin.gov/children/index.htm

Non-Custodial Parents
- Wisconsin Child Support Program
  https://dcf.wisconsin.gov/cs/home
- DCF Fatherhood Programs
  https://dcf.wisconsin.gov/fatherhood/homepage

NCP Referral
- Noncustodial Parent Services
  https://dcf.wisconsin.gov/w2/parents/ncp