****

**LE Form # 3 I-ADAPT Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes | No | Date | N/A |  |
|  |  |  |  | **Prior to I-ADAPT client reporting to DET office:** |
|  |  |  |  |  1. Answer applicable questions in I-ADAPT system |
|  |  |  |  | **Once I-ADAPT client reports to DET office:** |
|  |  |  |  | 1. Open Job Service Enrollment (all services are now entered through this enrollment)  |
|  |  |  |  | 2. Bonding Letter/Brochure |
|  |  |  |  | 3. Applicant Services Brochure/Explanation of services |
|  |  |  |  | 4. Delaware Career Compass/Guide |
|  |  |  |  | 5. Resume Assistance (review registration and work history-10 years if applicable) |
|  |  |  |  | 6. Employment Development Plan |
|  |  |  |  | 7. Job Referral(s) |
|  |  |  |  |  8. Schedule follow-up appointment (s) (Notate in enrollment notes) Give I-ADAPT client schedule of I-ADAPT job clubs. |
|  |  |  |  | 19. Referral(s) to DVR, Supportive Service agencies, Basic Computer Skills Workshop etc. |
|  |  |  |  | 10. Answer applicable questions in I-ADAPT system (ongoing) |
|  |  |  |  | 11. Employment Placement/Outcomes/Retention: Verbal: Day 1, Day 30 |