| I-ADAPT client flow: | Delaware JobLink DJL Functions: | Area |
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| 1. Receives paper registration from I-ADAPT committee. Determine if client already has an existing account. | Search DJL.  Create **a New Account or** **Update an Existing Account.**  **Do not enter work history until the person reports to our office so that an ONET code will not be assigned to the client at this point.** | DET Data Entry Unit |
| 1. Create an I-ADAPT Enrollment. **See General Rule #1.** | To create I-ADAPT enrollment, you must select ‘Offender’ in the needs and barriers section of the demographics on the Universal Screen. If there is no social security number given, a pseudo will be selected.  **Eligibility and Enrollment Date: Day application is being entered** | DET Data Entry Unit |
| 1. When you first create the IADAPT enrollment you should: | In the I-ADAPT enrollment, S&T plan, add the service “IADAPT referral” and the status as “in-progress”. The estimated start and actual start date will be the date that the application is being entered, and the estimated end will be 30 days after the Projected Release Date (PRD) indicated on the application. At this point, there is no actual end date to enter.  Enter the Training Provider ID – “DOL/DET”  In the program details screen, enter a program note including information such as estimated release date, adjusted release date or possible transfers to another One-Stop office as well as any unique information (i.e. reported as homeless or no ss#).  Reassign the Office to the One Stop Location indicated on the application.  Reassign the Primary Casetracker to the assigned ESS in the specified Office.  Approve the case in the Pending list. The case will be listed under the Primary Casetracker it was assigned to (not the data entry staff).  Using the State Mail system, send the paper application to the one stop office the client is assigned to with the attention to the Office Manager.  **No plus account is created at this point.** | DET Data Entry Unit |
| 1. Once the I-ADAPT client reports to the One-Stop for assistance, search for the client in DJL.   See LE Form #3 for checklist information and LE #13 for guidance on answering DHSS database questions.  Other services are identified and provided. All other services are entered as they are provided to the I-ADAPT client. These services should be provided and entered per LE #4. They should include services such as basic computer training, job search workshop, resume workshop, GED/ABE. | **If the client is not located in DJL** or if the I-ADAPT enrollment is not open, verify the client is I-ADAPT by searching for them on sharepoint and on the I-ADAPT group drive excel document “re-entry database”. Once individual is located, complete step 2&3 to create the I-ADAPT enrollment. (In this scenario these steps would be completed by One Stop I-ADAPT ESS).  **If the client is located in DJL,** make sure to update any information in their registration (**see General Rule #1**);  If there is no social security number given at the time of application, a pseudo was given. This should be updated at time of visit to reflect the correct SSN.  In cases of reported homelessness at the time of application, the client’s address will need to be updated.  Go to the S & T for IADAPT, locate the service “IADAPT referral” and change the status to “completed”. Enter the actual end date as the date the client came in for initial interview. Do not change any other dates in this service.  Go to the S & T for IADAPT, add service “IADAPT Initial Interview”, select “Completed” and enter all dates as the date the I-ADAPT client came in for initial interview.  **You should also create the Job Service enrollment at this time and use the participant group for your office when entering all additional services. See below for participant groups.** When the job service enrollment is created, enter “IADAPT Job Search Assistance” as a service in the Job Service enrollment. | One Stop  I-ADAPT |
| 1. After initial assessment, I-ADAPT clients are required at a minimum to attend two job clubs per month, (every other week). Additional appointments can be made depending on the I-ADAPT clients needs. | Once the Job Service enrollment has been created, all other services will be available and should be entered there. Always remember to enter a program note. To document job club attendance, go to Job Service S&T plan, add a service “Job Club Attendance”, status “completed” and actual start and actual end dates are the day the client attended the job club. Always use the participant group for your office. | One Stop  I-ADAPT |
| 1. I-ADAPT client obtains unsubsidized employment. | Job Service S&T plan enter:   * Follow up service achieved day 1 outcome * Follow up service achieved day 30 outcome   Add the job placement information in the universal screen.  For the I-ADAPT program, both of these are documented verbally always using the participant group for your office. | One Stop  I-ADAPT |
| 1. If at any time in the process, the I-ADAPT client fails to attend their activity, misses an appointment whether internal or a service referred to, they are reported to the I-ADAPT coordinator and listed on the missed appt log, located in the missed appointment folder on the I-ADAPT drive. | The service the client did not attend or complete should be entered in DJL, Job Service S&T; using status “failed to report”; the estimated start and estimated end should be the date of the appointment or scheduled service. | One Stop  I-ADAPT |

**Participant groups:**

**I-ADAPT – Dover**

**I-ADAPT – Fox Valley**

**I-ADAPT – Georgetown**

**I-ADAPT – Pencader**

**General Rule #1:** When creating the I-ADAPT Enrollment, the DET Data Entry unit obtains very minimal information about the client. Many questions in the Demographics in DJL are answered with a default of “No”. For example, the questions about being a dislocated worker or migrant farm worker are automatically indicated to reflect that the client does not fall within these categories. Furthermore, information about family size and income are reflected to indicate a family of 1 and no income. The employment status is will be reflected as unemployed in the past 26 weeks. Therefore, there are many assumptions/defaults made when entering the data in the Demographic screen in order create I-ADAPT Enrollment. ***This makes it very important for the Case Worker to review and update the demographics with the client when they report for the Initial I-ADAPT interview.***

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