Employment Services (Labor Exchange)

Service Delivery Process Policy

LE Policy 13- Entering Information into the I-ADAPT database-3/3/2011

Once an I-ADAPT referral has been made to the Department of Labor, the identified I-ADAPT team member from the Local One-Stop office will be responsible for answering and updating questions in the I-ADAPT database.

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| I-ADAPT ESS Function: | I-ADAPT System Functions: |
| Upon receiving DOL referral for I-ADAPT participant you should: | Log-in to the system with assigned Log-in name and passwordEnter SBI number in the Offender Code box, click search.Verify offender by reviewing “Offender Demographics” to confirm name and SBI # are correct.Click on the briefcase for the Dept of LaborAnswer questions. Click save and continue. **Note:** You should select “no” for any questions that cannot be answered until participant reports to the One-Stop office. |
| Answering employment questions if participant obtains employment prior to reporting to the One-Stop | Click “yes” for question one.Confirm employment with Probation Officer or Dept. of Corrections I-ADAPT Coordinator.Once confirmed click “yes” additional fields will open allowing you to enter employer information. |
| When I-ADAPT participant reports to the office you should: | Provide information and services on the I-ADAPT checklist. Update answers in the I-ADAPT database. **Note:** You should also make sure the Job Service enrollment is created. *See LE Policy-11* |
| Once the participant obtains employment while being case managed you should: | Click yes for question one in the I-ADAPT database.Confirm employment by completing Day 1 Employment Verification form. Answer question 2 in the I-ADAPT database. |