Intensive/Training Policy 09 – Job Search and Placement Assistance

When an individual leaves training the case manager will go into the existing Occupational Skills Training Service and insert an Actual End Date and change Status to Completed. The case manager will then add the service – Job Search and Placement Assistance in the S&T Plan. The Actual Start Date will be the completion date of training, and the Estimated End Date will be the same date. This period is known as Intensive Job Search.

**Training portion of DJL – Intensive Job Search**

When a case manager confirms the individual achieved a Day 1 Outcome, the case manager will enter the job placement details under the Job Placement Link in Universal Information in Case Details. The case manager will also add the service: Follow-up Services - Achieved Day 1 Outcome in the S&T Plan. The Day 1 Outcome “actual start, estimated start, estimated end and actual end” should be the same date. Follow-up Services for 30 Day, 60 Day, and 90 Day must be done as well.

For data entry purposes - case managers should only be entering one Day 1, Day 30, Day 60, and Day 90. Therefore, if a client obtains a Day 1 then achieves a Day 30 and loses his/her employment, the next outcome entered into DJL would be the Day 60 when it is achieved.

For documentation purposes – All placements must be documented in accordance with Intensive Policy 10 – Documentation for Training, Employment and Participation/Performance

**Labor Exchange portion of DJL– LE Services.**

As services are provided during and following the completion of training, the services will be entered in DJL. **This is a required step**. Without this step, the system will generate an exit after 90 days without a service entry. The listing of possible services is found in LE Policy 4 – Core services **(found on the Statewide drive in a subfolder of the “one stop Q & A” folder named “Employment Services Policy”).** The entry of services will extend exit dates each time that a service is entered. When entering activities in DJL, the actual start date, the estimated end date, and actual end date should all be the same date.

Nothing is this policy limits the amount of time that clients can receive services.

**Case notes are required during the entire period an individual is active in Occupational Skills Training and** **Intensive Job Search. Case notes are also required during the 90 day outcome period. Case notes will be placed in “WIA Program Detail Program Notes” in DJL and notes will at a minimum be consistent with the planned contact found in the client’s Individual Service Strategy (ISS).**

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