
Adult DET Contract Policy 2 – Individual Service Strategy

This policy establishes the standard Individual Service Strategy (ISS) format (attached) and guidance for completion that will be used for all Adult participants.

ISS Purpose:

The ISS serves as a document to assess participant interest and service needs. It serves as a framework to drive one on one dialogue between the participant and contractor staff about the program and participant goals and expectations.

ISS Guidelines:

1. ISS's are to be jointly developed by the participant and contractor. All participants must have a complete (see 2) ISS prior to enrollment approval in DJL (see General DET Policy 5).
2. ISS's are considered complete when the document is signed by both staff and participant and all sections, except the Post Participation Plan, contain information to address every section and every sub section. If there are no supportive service needs identified during the initial development of the ISS, a note should state "None at this time".
3. While there is a standard for the initial completion (see 1 and 2 above), the ISS is a living document. The ISS document must be reviewed with the participant throughout the program as needed to update the Supportive Service Needs and Solutions and Career Goals sections as participant achieves and sets new goals. All updates shall be documented right on the initial ISS document. Additional lines may be inserted or the updates may be handwritten on document. Updates must include staff and participant initials and dates.
4. The first three sub-sections in the Labor Market Information Review should be prepopulated or consistent for all participants in the same program.
5. The ISS must be updated to include a Post Participation Plan no later than two weeks prior to completing the classroom portion of the Occupational Skills Training.
6. The ISS should be maintained in the Participant File (see General DET Policy 1) unless approval is granted otherwise.
7. A copy of the ISS should be provided to the Participant as completed and updated.

Modification

A modification of this policy including ISS changes may be requested via email to your Contract Specialist. Approval will be accomplished consistent with the modification policy and clause found in the contract. Modifications must be requested every new contract period.

Revised Dates: June 13, 2019

Revised Date: November 19, 2018

Effective Date: July 1, 2018

Adult Blue Collar INDIVIDUAL SERVICE STRATEGY

SIGNATURES (at ISS Development)		
<i>Both parties agree that this ISS is a jointly developed plan to achieve educational and employment goals.</i>		
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
Participant		
Staff Person		
Assessment Tool(s) Used and Results		Date Completed

Labor Market Information Review	
Job Title(s) upon completion <i>(Provider to explain all the job titles completers could obtain):</i>	Anticipated Wage(s):
Types of employers or industry who hire:	Where do you want to work?

Participation Plan/Program Expectations (Includes Job Search)

Supportive Service Needs & Solutions	
<small>(Indicate Services Provided and/or Partnerships Established for assistance)</small>	
<i>Identified Barriers</i>	<i>Supportive Service Need and referral/linkage</i>

Career Goal

Overall Career Goal:

Activities to obtain overall employment goal (to include continuous educational/credential goals to pursue after training completion, if applicable).	Expected Start Date	Expected Completion Date	Date Achieved
1			
2			
3			
4			
5			
6			

POST PARTICIPATION PLAN – (Describe the plan for Follow-up services; include activities, types & frequency of services and long term goals previously established).

Start Date: _____ **End Date:** _____

<i>Plan of contact / Updates</i>