



CHICAGO COOK
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5/2/2024

Individual Employment Plan (IEP)

Technical Check

Good Morning,

Please confirm that you can hear and see the screen by introducing yourself in the chat box.

Your lines are muted. Please enter questions in the chat box and we will answer.

Presenters

Kristi Chevali

Manager of Delegate Agency Technical Assistance & Support

Carlos Valentin

Program Coordinator, Region 1

Nichole Morrison

Program Coordinator, Region 2

Danny Marshall

Program Coordinator, Region 3

Tina Caldwell

Program Coordinator, Region 4

Agenda



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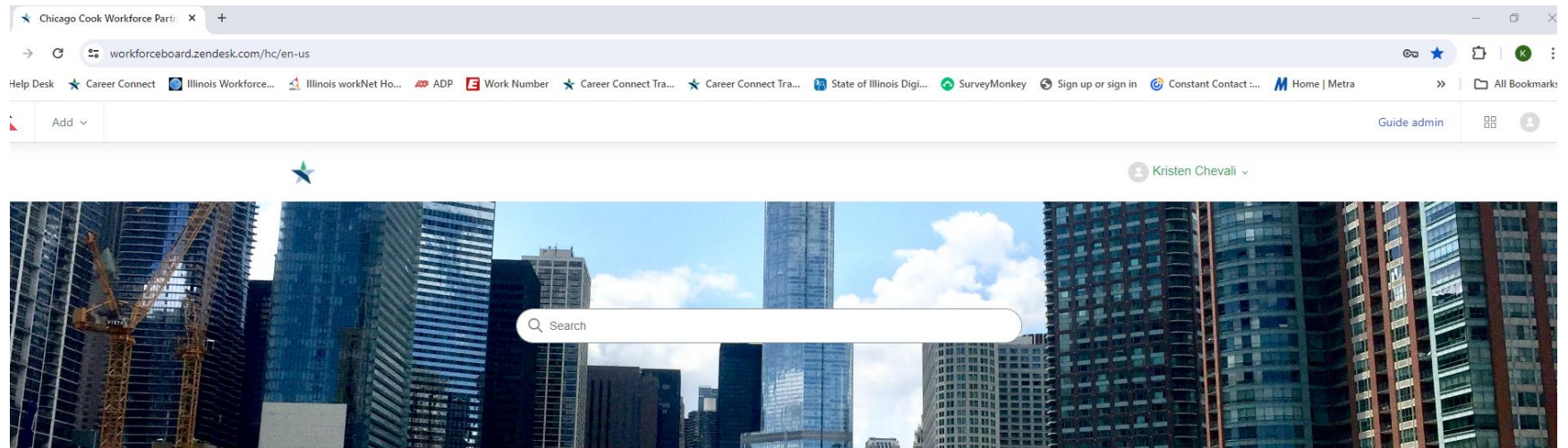
- Welcome
- Moving through the Continuum of Career Coaching
- What is an IEP?
- Review IEP Procedure LINK:
<https://workforceboard.zendesk.com/hc/en-us/articles/360046803691->
- Group Activity
- Q & A

How to use the Help Desk



➤ The Partnership's Help Desk

<https://workforceboard.zendesk.com/hc/en-us>



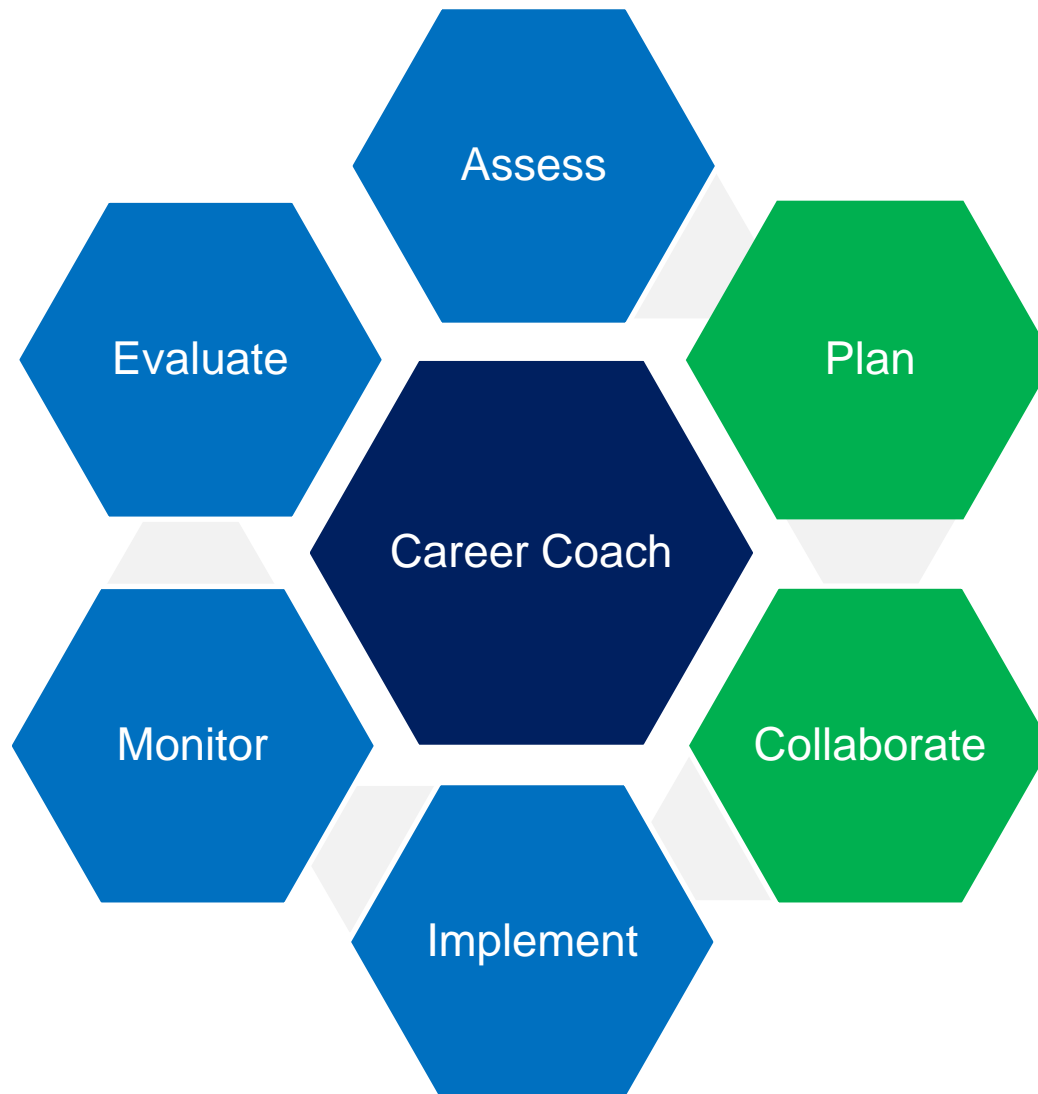
Equal Opportunity Equal Opportunity is the law. This section provides information and material regarding Equal Opportunity and other r...	WIOA Programs	Business Services
Forms & Documents	Chicago COVID-19 Contact Tracing Corps This section of the Career Connect Help Desk includes resources for the agencies implementing the Chicago COVID-19 Co...	ConstructionWorks Powered by the Illinois Tollway
National Dislocated Worker Grant (NDWG): Quest 1 & Quest 2	One-Stop Operator This section contains resources for One-Stop	Opportunity Works

Continuum of Career Coaching



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Customer Flow

- Overview of Career Coaching
 - Eligibility comes first
 - The Help Desk has resources for eligibility
 - ✓ DECO Eligibility webinar recordings
 - ✓ Eligibility Policy Letters (State and Local)
 - ✓ Eligibility Checklists
 - ✓ Remote Eligibility Documents
 - ✓ Income Calculation section
 - WIOA Application ➡ includes Basic Skills Tool
 - TABE/CASAS Goals test
 - Objective Assessment Summary (OAS)
 - Career Exploration
 - Development of the IEP/ISS



What does IEP stand for?



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Individual Employment Plan





- An Individualized Career Service that is jointly developed by the Career Coach and the Participant
- An ongoing service strategy plan to identify employment and/or education goals
- A living document that is reviewed on a regular basis and updated whenever a change is made to the participants plan





- A plan for using program successfully
- Sets expectations
- Builds self-esteem
- A self-sufficiency guide



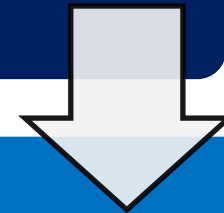
Key Elements



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Assessments



Career Exploration

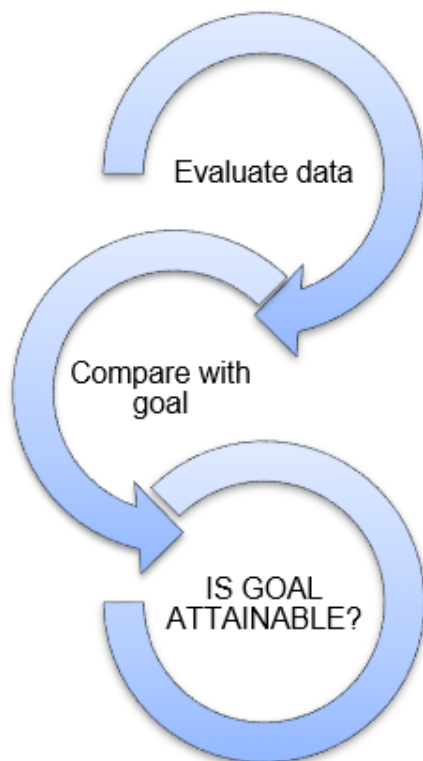


Goal Setting



- Both the Objective Assessment Summary (OAS) and Career Exploration must be completed before the IEP/ISS can be developed.
- Barriers or deficiencies identified in the assessment must be addressed in the IEP/ISS. Examples: Basic Skills Deficient, Child Care

Goal Setting



- Evaluate the participant's assessment information and exploration outcomes and compare to the customer's workforce goal
- What are the requirements in today's market to meet the goal?
- A Career Coach may need to conduct additional research to ensure all requirements are present
- This process leads the Career Coach and Participant to understand what gaps or barriers will need to be faced and whether the goal is attainable



IEP Development



Objectives (Action
Steps)



Program
Activities/Case Notes

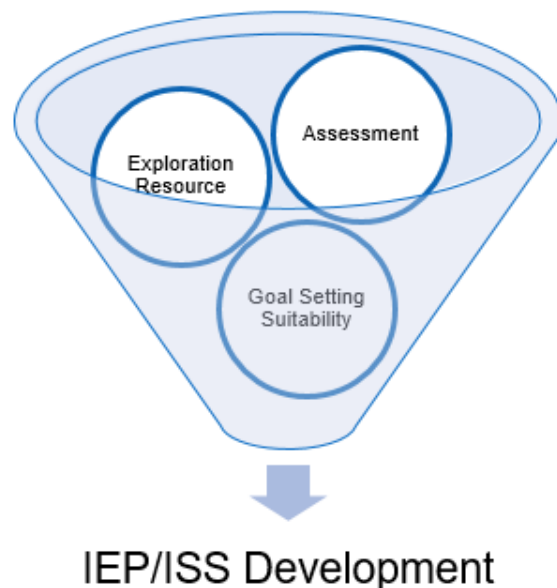
IEP/ISS Development



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- If goal is attainable, the steps or objectives of the IEP/ISS are developed
- **IMPORTANT** – Justify the objective in a narrative directly in the comment box of the IEP/ISS
- Once agreed upon, the IEP/ISS is signed and a copy is given to the participant and placed in the file



Workforce GPS to Next Job or Post-Secondary



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- Goal and actions steps (or objectives)
- Attainable
- Consider optional steps
- Provide a logical order
- Set a deadline date and mode of communication





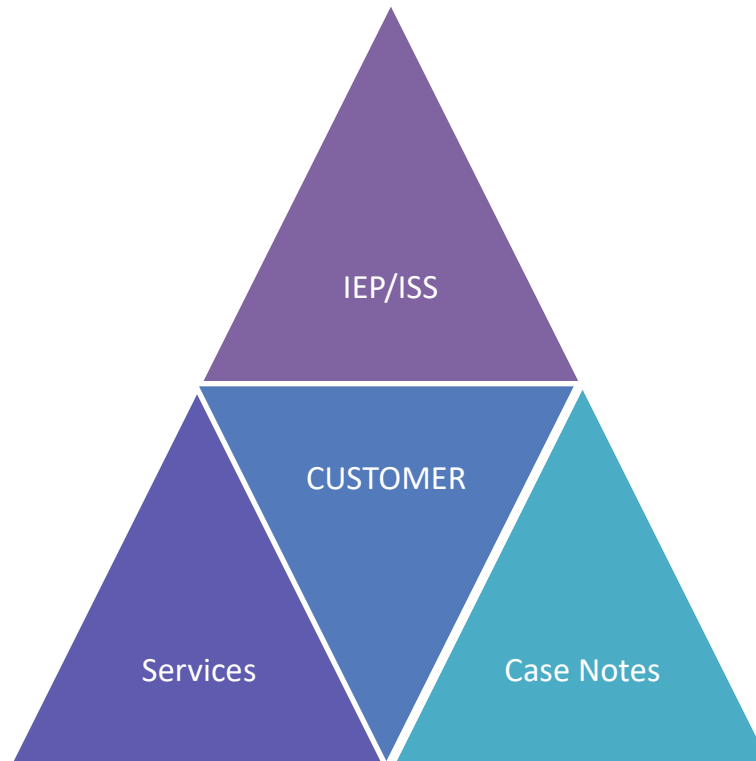
- **Activity 205 Development of IEP (Same Day Service):** *The Individual Employment Plan (IEP) is jointly developed by the participant and career planner. The plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives. The IEP is the basic instrument for the LWIAs to document the appropriateness of the decisions made about the combination of services for the participant, including referrals to other programs for specified activities.*

IEP/ISS and Career Connect



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IEP Procedure can be found here:

<https://workforceboard.zendesk.com/hc/en-us/articles/360046803691->

<https://workforceboard.zendesk.com/hc/en-us/articles/7292948074509->

Case Summary Programs **Plan** Assessments

Objective Assessment Summary

#	LWIA/Region	Office Location	Program	Staff	Date	Action
1366	Chicago Cook Workforce Partnership	Arlington Heights Workforce Center (8100)	Title I - Workforce Development (WIOA)	Chevali, Kristen	04/29/2024	Edit Void Delete Print

Create Objective Assessment Summary

Individual Employment Plan/Service Strategy



There are no Individual Employment Plans/Service Strategies



Create Individual Employment Plan/Service Strategy



Developing a Plan and Data Entry



➤ True or False?

An IEP is an ongoing service strategy plan where the overall goal is employment and is reviewed on a regular basis after being developed jointly with a customer.

➤ True or False?

An IEP is an ongoing service strategy plan where the overall goal is employment and is reviewed on a regular basis after being developed jointly with a customer.

TRUE

Quiz

- An IEP is used with _____ and stands for _____.
- A. Low-income Adults; Individual Employment Plan
 - B. Dislocated Workers; Individual Education Plan
 - C. Low-income Adults or Dislocated Workers or Youth; Individual Employment Plan
 - D. None of the above

Quiz

- An IEP is used with _____ and stands for _____.
- A. Low-income Adults; Individual Employment Plan
 - B. Dislocated Workers; Individual Education Plan
 - C. Low-income Adults or Dislocated Workers or Youth; Individual Employment Plan
 - D. None of the above

Answer: D. None of the above

Quiz

➤ Which statement is True and which is False?

A. The IEP comes before the OAS

B. The IEP service code is called the “Development of IEP”

Quiz

➤ Which statement is True and which is False?

A. The IEP comes before the OAS

B. The IEP service code is called the “Development of IEP”

Answer
A. FALSE
B. TRUE

Quiz



- These words support the idea that an IEP/ISS is a living document. Objectives or action steps:
 - A. must be eventually closed – successfully or unsuccessfully
 - B. can not be changed
 - C. should be reviewed regularly with customer
 - D. can be changed
 - E. A,C, and D

Quiz



- These words support the idea that an IEP/ISS is a living document. Objectives or action steps:
- A. must be eventually closed – successfully or unsuccessfully
 - B. can not be changed
 - C. should be reviewed regularly with customer
 - D. can be changed
 - E. A,C, and D

ANSWER
E. A,C, and D

Quiz



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➤ An IEP or ISS must be signed by the customer?

True or False

Quiz



➤ An IEP or ISS must be signed by the customer?

True or False

**ANSWER
TRUE**

Up Coming Training Sessions

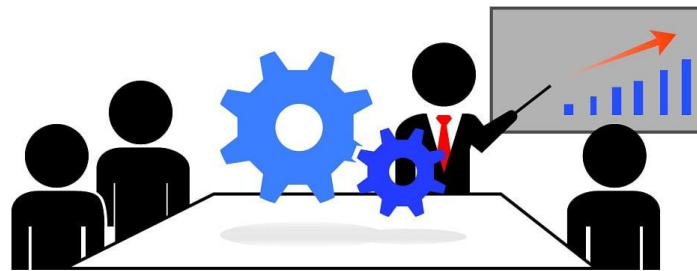


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- ITA Webinar 5/8
- Services & Case Notes In-Person 5/21 (New Date)

Registration LINK: <https://workforceboard.zendesk.com/hc/en-us/sections/360000173031-Upcoming-Trainings>



Questions



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