

Opportunity Works Exit Policy and Procedure

Overview

For each participant, the OPW application should be closed 6 months following the start of service. At the close of 6 months you should record the status of the participant (entered employment, post-secondary education etc.) Once you Exit a participant, you may still provide “Follow Up” services which include transportation, re-employment, resume/interview support.

Navigation

The “Closure” bar can be found under “staff profiles > case management > programs > click on the (+) Opportunity Works Application > Closure”.

Procedures

Please make sure the following, if applicable, have been completed **BEFORE** Creating a Closure in Career Connect:

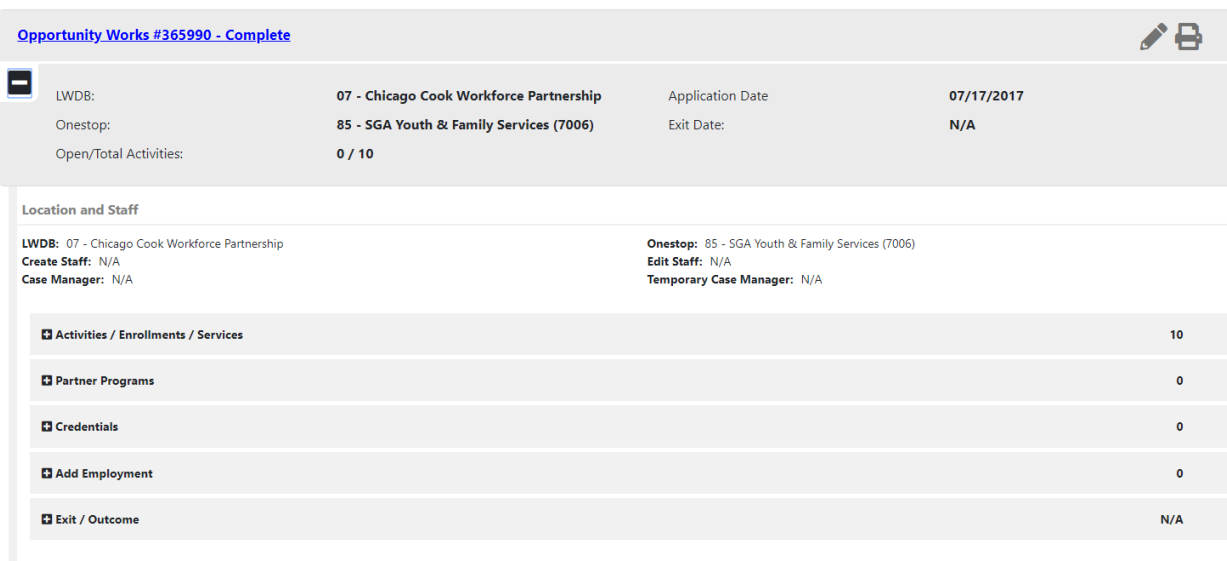
1. Make sure the ISS Plan has been closed.
2. Make sure all services have been closed.
3. Add any credential earned during the program Credential to the OPW Credential bar.
4. Make sure any Measurable Skills Gains attained during the program have been added.

Once items above have been completed then you can create the Closure for the participant.

Step 1: Once you are “Assisting” the customer, click on the Programs Link.

The screenshot displays the Career Connect user interface. At the top, there are navigation links: "My Individual Profiles", "My Individual Plans", and "Staff Profiles". The "Staff Profiles" menu is expanded, showing sub-items: "General Profile", "Summary", "Case Notes", "Activities", "Documents (Staff)", "Case Management Profile", "Case Summary", "Programs", "Plan", "Assessments", "Report Profile", "Tracking", "Statistics", "Combined Assessment", and "Labor Exchange". A blue arrow points to the "Programs" link. Below the navigation is a horizontal bar with three tabs: "Programs" (highlighted in dark blue), "Plan", and "Assessments". To the right of this bar, the name "Lewis, Jasmine" is displayed. At the bottom, there is a "Filter Activities:" section with a search input field and three checkboxes: "Open" (checked), "Closed" (checked), and "Voiced" (checked).

Step 2: Then click on the (+) next to the Opportunity Works Application to expand the section.



Opportunity Works #365990 - Complete

LWDB:	07 - Chicago Cook Workforce Partnership	Application Date	07/17/2017
Onestop:	85 - SGA Youth & Family Services (7006)	Exit Date:	N/A
Open/Total Activities:	0 / 10		

Location and Staff

LWDB: 07 - Chicago Cook Workforce Partnership Create Staff: N/A Case Manager: N/A	Onestop: 85 - SGA Youth & Family Services (7006) Edit Staff: N/A Temporary Case Manager: N/A
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Activities / Enrollments / Services	10
Partner Programs	0
Credentials	0
Add Employment	0
Exit / Outcome	N/A

Step 3: Click on the Exit/Outcome (+) to expand the section and click on "Create Exit/Outcome".



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Activities / Enrollments / Services	
Partner Programs	
Credentials	
Add Employment	
Exit / Outcome	

[Create Exit/Outcome](#)

Step 4: In the General Information section:

- Select your Exit date-this should be 6 months from the Application Date
- Select your location

Login Information

User ID: 79223

Participant Name: Lewis, Jasmine

Eligible Date: 07/17/2017

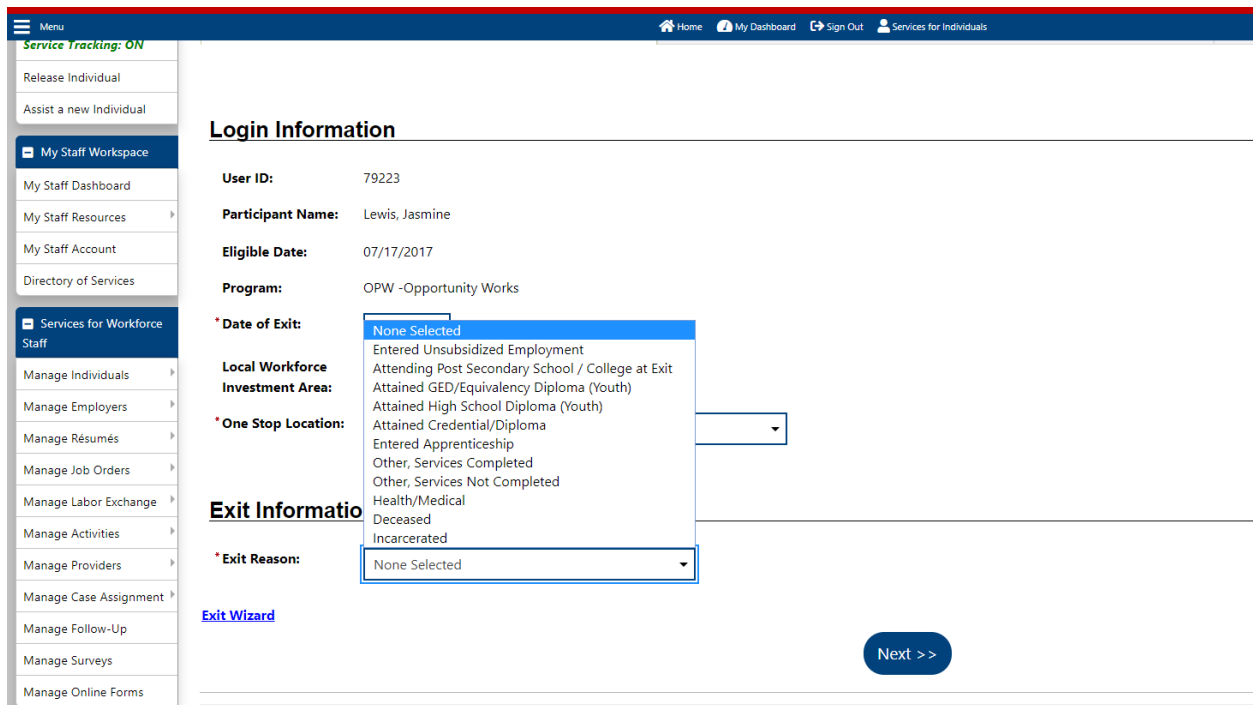
Program: OPW -Opportunity Works

*** Date of Exit:**  [Today](#)

Local Workforce Investment Area: Chicago Cook Workforce Partnership

*** One Stop Location:**

Step 5: Choose the appropriate Exit reason.




Login Information

User ID: 79223

Participant Name: Lewis, Jasmine

Eligible Date: 07/17/2017

Program: OPW -Opportunity Works

*** Date of Exit:**  [Today](#)

Local Workforce Investment Area: Chicago Cook Workforce Partnership

*** One Stop Location:**

*** Exit Reason:**

Exit Information

[Exit Wizard](#)

[Next >>](#)

Step 6: Enter Employer information if applicable. The question “Entered Employment” must be answered regardless of the exit reason for the participant. Enter Post-Secondary or training information in the “Activities” section.

Add/Edit Employer

Employer Information

[Search Individual Employment History](#) [Select from Internal Job Order/Placement](#)

* Employer Name:

Verify Employer Name: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Employer FEIN:

Address Line 1:

Address Line 2:

City:

State/Province:

County/Parish:

In order to select a job that has already been added to the Add Employment bar, click on the Search Individual Employment History and you can select the employment at Closure. You can also add a new job here as well. This screen works just like any other screen that allows you to add employment. This information must also be Verified.

Use this form to create or edit a new Employer.

Add/Edit Employer

Employer Information

[Search Individual Employment History](#) [Select from Internal Job Order/Placement](#)

* Employer Name:

Verify Employer Name: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

Employer FEIN:

Address Line 1:

Address Line 2:

City:

State/Province:

County/Parish:

Zipcode:

Find Zip Code: [[USPS](#)]

Country:

Industry Code (NAICS): [Search for NAICS Code](#)

Action

Edit |

Placement Information

Employer Name	Job Title	Start Date	End Date	Non-Traditional	Training Related	Action
Walmart	Stocker	01/10/2018		No	No	Edit Delete

[[Add Employer](#)]

Step 8: Click on “Add a new Case Note” to case note the Exit. The case note should include:

- Exit reason
- Exit Date
- A summary of the customer’s outcomes (for example, completed training, certifications earned, employment, or other goals achieved).
- If the outcome is negative the note should explain why the customer did not complete services.

Step 9: Once the job has been entered, and the case note has been saved, the participant has been Exited. An Exit Date will appear on the application and in the Exit section.

[Opportunity Works #365990 - Case Exited](#)

LWDB:	07 - Chicago Cook Workforce Partnership	Application Date	07/17/2017
Onestop:	85 - SGA Youth & Family Services (7006)	Exit Date:	01/17/2017
Open/Total Activities:	0 / 10		

Location and Staff

LWDB: 07 - Chicago Cook Workforce Partnership	Onestop: 85 - SGA Youth & Family Services (7006)
Create Staff: N/A	Edit Staff: N/A
Case Manager: N/A	Temporary Case Manager: N/A

- Activities / Enrollments / Services
- Partner Programs
- Credentials
- Add Employment
- Exit / Outcome

[Edit Exit/Outcome](#)

Exit Date: 01/17/2017 Exit Reason: 03