

Construction Works Exit Policy and Procedure

Overview

For each participant, the ConstructionWorks application should be closed no earlier 6 months following the start of employment. At the close of 6 months you should record the status of the participant (entered employment, other services completed.) 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 (+) Construction 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 CW 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 interface. At the top, there are navigation links: "My Individual Profiles", "My Individual Plans", and "Staff Profiles". Under "Staff Profiles", a dropdown menu is open, listing various options: "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". Below the navigation is a horizontal bar with three tabs: "Programs" (selected), "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 ConstructionWorks Application to expand the section.

[ConstructionWorks Powered by the Illinois Tollway #366668 - Complete](#)   

LWDB:	80 - Tollway	Application Date	12/05/2018
Onestop:	216 - EDDR Corp-The Workforce Connection	Exit Date:	N/A
Open/Total Activities:	1 / 1		

Location and Staff

LWDB: 80 - Tollway Create Staff: N/A Case Manager: N/A	Onestop: 216 - EDDR Corp-The Workforce Connection Edit Staff: N/A Temporary Case Manager: N/A
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Activities / Enrollments / Services	1
Partner Programs	0
Credentials	0
Add Employment	1
Exit / Outcome	N/A

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

Open/Total Activities: 1 / 1

Location and Staff

LWDB: 80 - Tollway Create Staff: N/A Case Manager: N/A	Onestop: 216 - EDDR Corp-The Workforce Connection Edit Staff: N/A Temporary Case Manager: N/A
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Activities / Enrollments / Services	1
Partner Programs	0
Credentials	0
Add Employment	1
Exit / Outcome	N/A

[Create Exit/Outcome](#)

Step 4: In the General Information section:

- Select your Exit date
- Select your location

Login Information

User ID: 245512

Participant Name: Kelley, John

Eligible Date: 12/05/2018

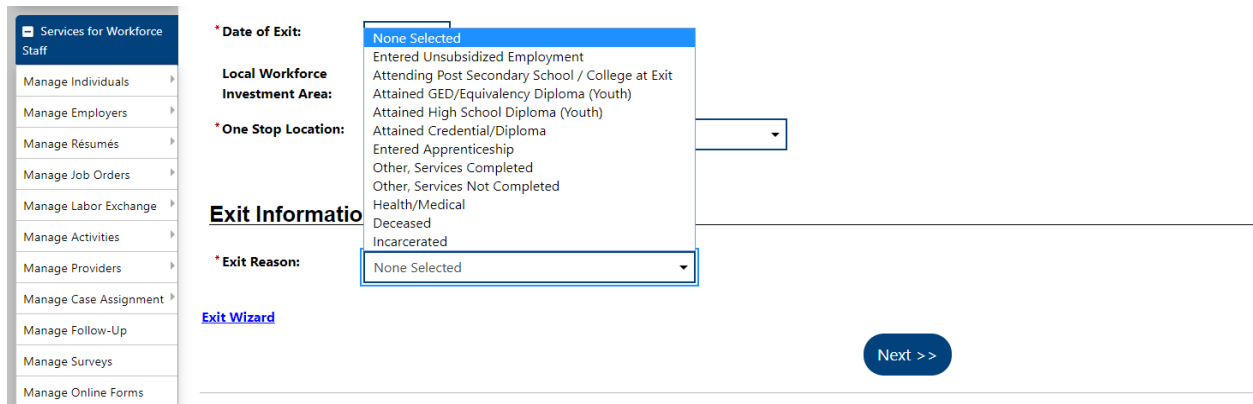
Program: CON -ConstructionWorks Powered by the Illinois Toll

*** Date of Exit:** 12/20/2020  [Today](#)

Local Workforce Investment Area: Tollway

*** One Stop Location:** EDDR Corp-The Workforce Connection ▼

Step 5: Choose the appropriate Exit reason.



Services for Workforce Staff

- Manage Individuals
- Manage Employers
- Manage Résumés
- Manage Job Orders
- Manage Labor Exchange
- Manage Activities
- Manage Providers
- Manage Case Assignment
- Manage Follow-Up
- Manage Surveys
- Manage Online Forms

*** Date of Exit:**

Local Workforce Investment Area:

*** One Stop Location:**

Exit Information

*** Exit Reason:**

[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.

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.

[ConstructionWorks Powered by the Illinois Tollway #366668 - Case Exited](#)  

LWDB:	80 - Tollway	Application Date	12/05/2018
Onestop:	216 - EDDR Corp-The Workforce Connection	Exit Date:	02/20/2020
Open/Total Activities:	0 / 1		

Location and Staff

LWDB: 80 - Tollway Create Staff: N/A Case Manager: N/A	Onestop: 216 - EDDR Corp-The Workforce Connection Edit Staff: N/A Temporary Case Manager: N/A
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Activities / Enrollments / Services	1
Partner Programs	0
Credentials	0
Add Employment	1
Exit / Outcome	02/20/2020

[Edit Exit/Outcome](#)

Exit Date: 02/20/2020 Exit Reason: 01