



CHICAGO COOK  
WORKFORCE PARTNERSHIP

A proud partner of the  network

*March 4, 2021*

# Career Exploration Webinar

# Technical Check

*Good Afternoon,*

*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.*

## **Patti Prado**

### **Regional Manager, Region 2**

For more information about The Partnership, visit [www.chicookworks.org](http://www.chicookworks.org) call 312.603.0200, follow us on social media @ChiCookWorks, or Subscribe to In the Works, The Partnership's monthly eNewsletter.

# Agenda

- Welcome
- Quick Re-Cap from last session
  - Objective Assessment Summary (OAS)
  - Basic Skills
- *New!* Career Exploration Procedure
- Career Connect demo navigation
- Q & A

# Re-Cap of Last Session

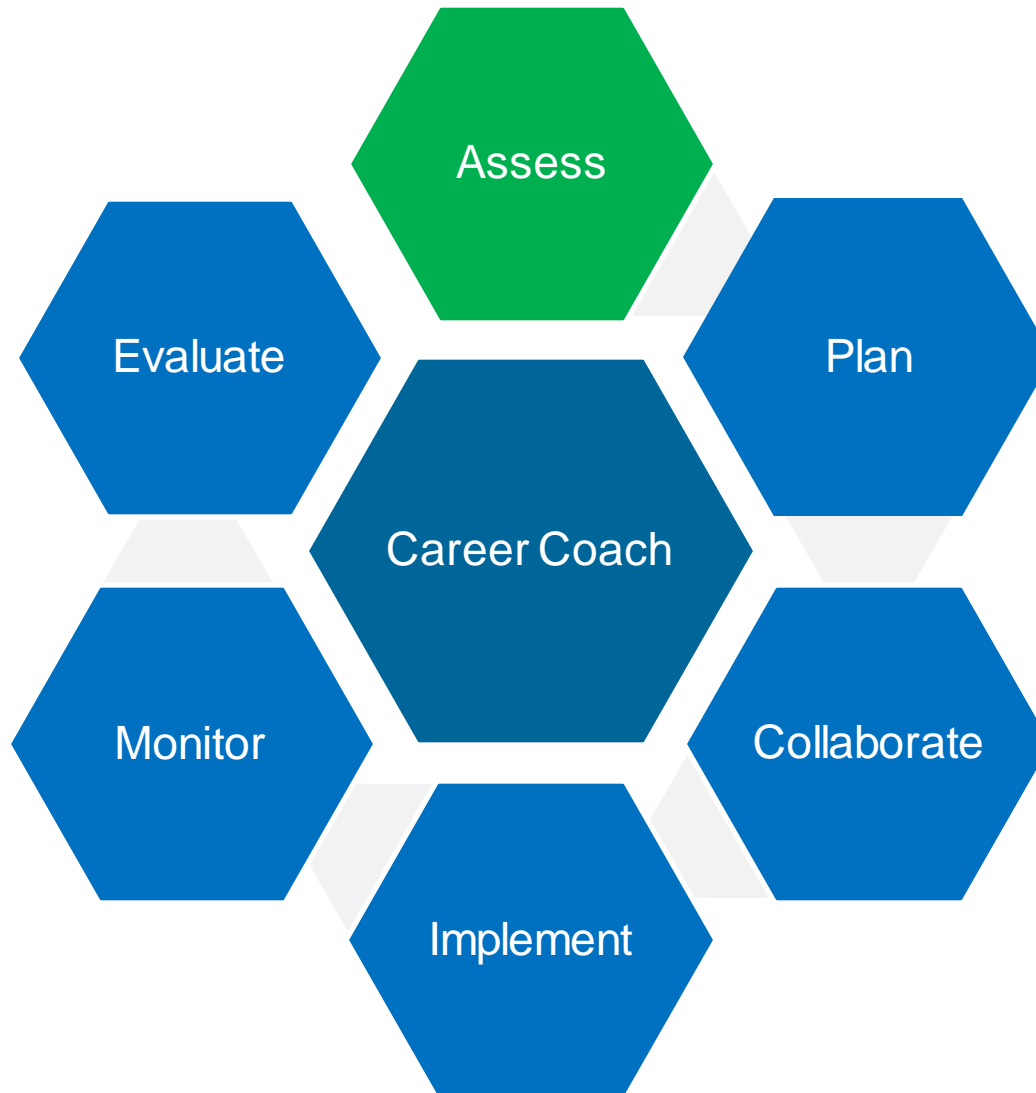
## ➤ Objective Assessment (OAS) and Basic Skills

- A series of interview questions that collect current data that include, work history, skills, employment barriers, educational background, possible support services and interests.  
*This is required before you do the IEP.*
- The Basic Skills Tool is required for everyone, regardless of the availability of the TABE, CASAS Goals, or ELL test scores.
- The only exceptions are those who
  - ✓ Have an Associate Degree or higher at the time of WIOA enrollment,
  - ✓ Has taken a Post-Secondary Entrance/Placement Exam
  - ✓ Has a disability that prevents them from completing the form

## ➤ Follow Up from Q & A

- Does information from the Background transfer to the OAS?
  - ✓ Yes, if entered in the background it will transfer to the OAS
- Can we enter a Reading for CASAS Goals and a Math for TABE for the same customer?
  - ✓ Yes, it can be done in Career Connect.

# Re-Cap: Continuum of Career Coaching



# Purpose: To Help The Client Self-Assess Their Interests

- Career Exploration is a self-assessment tool to learn about various occupations. There are links that a participant can explore. All assessments sections are not required to explore.
  - ✓ Match Your Skills
  - ✓ Match Your Interest
  - ✓ Match Your Work Values
  - ✓ Match Your Knowledge of Tools and Technology
  - ✓ Match Your Occupation
  - ✓ Career Ladder
- The self-assessment identifies skills required for occupations, participant interests, educational requirements for a specific occupation and pay scale.
- The self-assessment will help the participant better understand their interest and knowledge of occupations of their interest.
- The results will help the career coach form a better assessment of the participants interest and goals. This tool along with the OAS can provide both the customer and the career coach a path to the customer's goal.
- The self-assessments must be completed before the IEP is created.

# Career Exploration Demo





# Reminders

- A participant profile must be completed to access the self-assessments in Career Connect.
- If your customer does not have a Profile, you can instruct them to use the LINK below.

LINK: <https://workforceboard.zendesk.com/hc/en-us/articles/360052806712-Remote-Eligibility-Job-Seeker-Instructions-and-Resources>

- If they do have a Profile, you can provide their User Name and if necessary, you are able to re-set their password. Instructions can be found here.

LINK: <https://workforceboard.zendesk.com/hc/en-us/articles/360042420211-Remote-Eligibility-WIOA-Staff-Resources>

# 1A & 1D: Service Codes for Career Exploration

- The career exploration can be done before WIOA enrollment.
  - ✓ If completed before enrollment, no service necessary
  - ✓ If completed after enrollment a service should be entered
- Adult/Dislocated Service code 224: **Workforce Info / LMI / Targeted Occupational Profiles (STAFF ASSISTED)- Same Day Service** *Workforce Information includes providing The Partnership's Targeted Occupational Profiles (TOPS) as well as providing information on state and local labor market conditions; industries, occupations, and characteristics of the workforce; area business identified skills needs; employer wage and the benefit trends; short- and long term industry and occupational projections; dynamics information such as workforce availability; business turnover rates; job creation; and job identification of high growth and high demand industries. Labor market information publications just given to job seekers in person or by mail should not be counted in this category.*

# 1Y: Service Codes for Career Exploration



CHICAGO COOK  
WORKFORCE PARTNERSHIP

A proud partner of the American Job Center network

- The career exploration can be done before WIOA enrollment.
  - ✓ If completed before enrollment, no service necessary
  - ✓ If completed after enrollment a service should be entered.
- Youth Service code 433: **Workforce Info/LMI/Targeted Occupational Profiles - Same Day Service** *Under 20 CFR § 681.460 (a)(13), this element includes “services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.” This element is not further described in the Youth section of the final rule; however, the Wagner-Peyser regulation at 20 CFR § 651.10 provides additional information about this element under the definition of workforce and labor market information. That section defines workforce and labor market information as “the body of knowledge that describes the relationship between labor demand and supply”. Workforce GPS Youth Connections - This element includes: Labor Market Information, Career Awareness, Career Exploration, Career Counseling and Guidance, Career Planning, and Other Career Exploration Resources and Tools*

# Next Steps

- Enter Case Note after the OAS and Career Exploration have been completed in order to form a **complete** Assessment.
- The Career Exploration is required for all participants in conjunction with the Objective Assessment Summary (OAS) before completing the IEP/ISS.
- Create IEP/ISS *Coming Soon...*



# Reminders

## ➤ New requirements effective April 1, 2021

- ✓ Career Exploration
- ✓ OAS Service Code 207 – Comprehensive and Specialized Assessments (Tests)-Same Day Service: *This only applies to Adult and Dislocated Workers right now.*
- ✓ BSD Case Note Template



# Help Desk Resources

- Everything covered today and previous sessions will be posted to the Help Desk by Friday. This will include a recording of the sessions, procedures covered and presentations.
- There was a lot of information covered in the last 2 sessions, please review the procedures and recordings.
- If you still have questions, use the resources available on the help desk first otherwise reach out to your Program Coordinator.

# Questions and Answers



# Up Next....

- IEP / ISS Training on March 9, 2021
- Case Note Guide Training on March 11, 2021



***Please Note: All Webinars are from 2:00 to 3:30 pm***



Registration links are available on  
the Helpdesk: <https://workforceboard.zendesk.com/hc/en-us/articles/360056398132-WIOA-Case-Management-Training-Series-Registrations>



