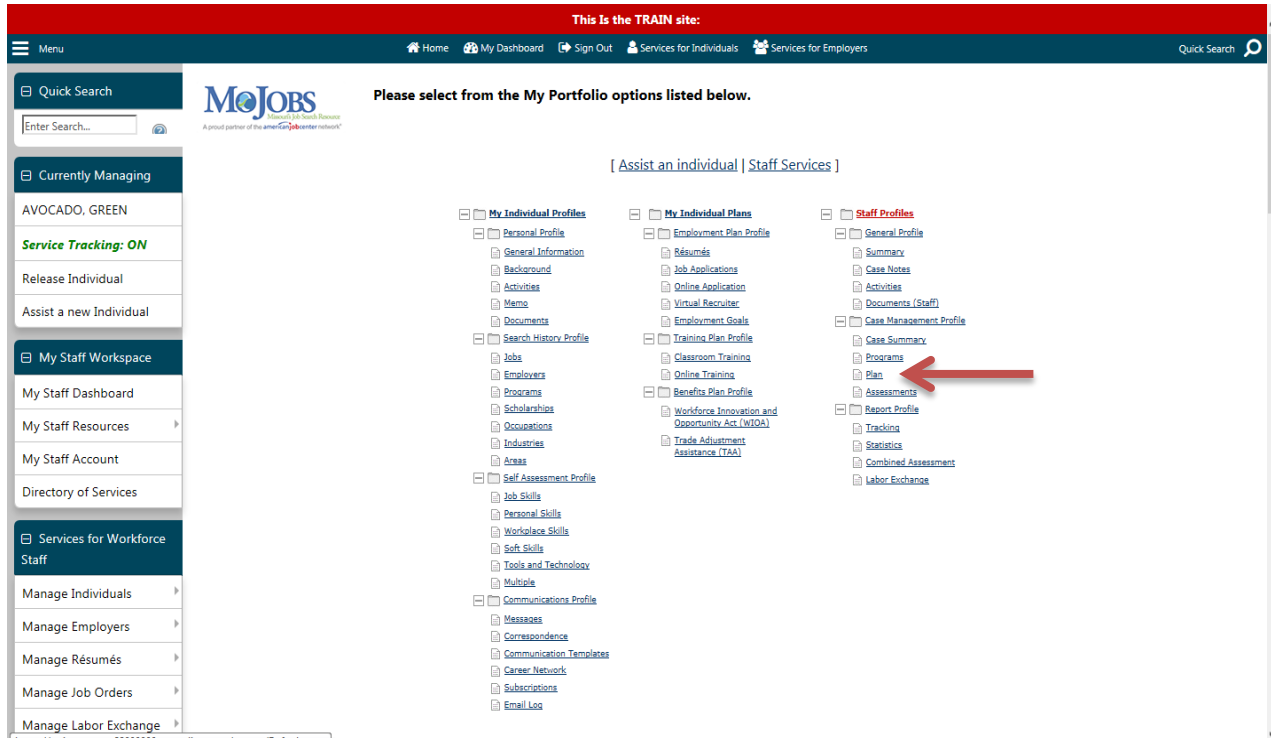## Steps to Create an IEP (Individual Employment Plan) in MOJobs

1. Locate or create the client's profile (see SNAP App User Guide for instructions.)

2. Once profile is created or located, click on client's name in top left corner to open the three columns used to manage the client's case.

3. Make sure all "+" signs have been clicked so that all columns are open.

4. Under STAFF PROFILES, CASE MANAGEMENT PROFILE, click PLAN.

5. Scroll down to bottom of screen and click the blue CREATE INDIVIDUAL EMPLOYMENT PLAN/SERVICE STRATEGY button.

6. Review the Identifying Information
7. Under Plan Information, Today is the start date
8. Region and Office should be pre-populated (will be correct in the live region.)
9. NO close date
10. Click NEXT

11. Review General Information to make sure it's correct
12. You will need to add IEP/ISS Goals (minimum of one Long term and one Short term)
13. Click Add New Goal

*See the SkillUP Provider Handbook for guidance on establishing S.M.A.R.T. goals (pgs. 14, 15)

14. Scroll past General Information
15. LWBD/Region and Office will be pre-populated (should be correct in the live region)
16. Program Affiliation box should be checked for SNAP E & T
17. Type of Goal: employment, training or schooling
18. Term of Goal: long, intermediate or short
19. Description of Goal: what will client be doing?
20. Date Established: Today
21. Estimated Completion Date:
    a. short term should be 90 days or less
    b. long term should be 12 mos or less
    Both can be adjusted later if more time is needed
22. Completion Status: OPEN
23. Reason Closed: NONE SELECTED
24. Add comments
25. Click SAVE

Goal Information

*LWDB/Region	St. Louis County
*Office	FSD Community College Partner St
*Program Affiliation	☑ SNAP Employment and Training
*Type of Goal	Training
*Term of Goal	Short Term
*Description of Goal	computer basics
*Date Established	10/22/2018 (mm/dd/yyyy) 📅 Today
*Estimated Completion Date	01/15/2019 (mm/dd/yyyy) 📅 Today
Actual Completion Date	(mm/dd/yyyy) 📅 Today
*Completion Status	Open
Reason Closed	None Selected

Goal Details(Comments)

Some HTML tags such as embedded videos are not a

Green has enrolled into a pc basics training class.

body

[Spell Check | Clear Text | Remove All Formatting]

Created By

Last Edited By

Save   Cancel

26. Once all Goals are entered, you will need to add Objectives.
27. Click Objectives tab at top of screen

MoJobs
Missouri's Job Search Resource
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Step 2 of 4. Enter your information below. When you are finished click the *Next>>* button.

Plan	Goals	Objectives	Services

For help click the question m

General Information

User Name	AVOCADO
User ID	5551
Name	Avocado, Green

IEP/ISS Goals

Plan	Goals	Objectives	Services

For help click the question mark icon.

General Information

User Name	AVOCADO
User ID	5551
Name	Avocado, Green

Objective Information

Goal Description	Objective	Date Established	Review Date	Program(s)	Staff	Status	action
Acquire f/t employment with local manufacturing company.	Become a foreman in a warehouse/manufacturing company	09/18/2018	06/28/2019	SNAP	FSDTrainer6, FSDTrainer6	Closed	Edit Delete
Refresher course for forklift driver	Enroll in upcoming course in forklift technology	09/18/2018	10/15/2018	SNAP	FSDTrainer6, FSDTrainer6	Closed	Edit Delete
Refresher course for forklift driver	Search for online courses	09/18/2018	11/02/2018	SNAP	FSDTrainer6, FSDTrainer6	Closed	Edit Delete

Add new objective

Select pre-defined objectives

28. Click <u>Add new objective</u>
Objectives should address any barriers clients may have (childcare, GED, etc.)

29. Under Objective Information:
a. Goal- select which goal you are creating the objective for

b. Goal Date Established- will be populated when goal is selected

c. LWDB/Region and Office Location will be populated

d. Program Affiliation- choose SNAP E&T

e. Objective- type the objective name in the box

f. Date Established- Today

g. Review Date- may populate, but can be changed

h. Actual Completion Date- leave blank until objective completed

i. Completion Status- Open

j. Reason Closed- None selected

k. Click SAVE

Objective Information

* Goal computer basics ▾

Goal Date Established 10/22/2018

* LWDB/Region St. Louis County ▾

* Office Location FSD Community College Partner St ▾

* Program Affiliation SNAP Employment and Training ▾

* Objective Enroll in computer basics course at pul

* Date Established 10/23/2018 (mm/dd/yyyy) 📅 Today

* Review Date 11/30/2018 (mm/dd/yyyy) 📅 Today

Actual Completion Date _____ (mm/dd/yyyy) 📅 Today

Completion Status Open ▾

Reason Closed None Selected ▾

Created By

Last Edited By

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[Spell Check | Clear Text | Remove All Formatting]

Save   Cancel

30. Click <u>Add new objective</u> for each goal established
31. Click Next when all objectives are entered
32. All Services needed/requested for client will be displayed
33. Click Finish

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Step 4 of 4. Enter your information below. To save your changes and continue, click the *Finish>>* button.

Plan	Goals	Objectives	**Services**

For help click the question mark icon.

General Information

User Name	AVOCADO
User ID	5551
Name	Avocado, Green

IEP/ISS Services

App # - program	Service/Activity	Begin Date	End Date	Provider	Staff
2335 - SNAP	213 - Comprehensive Assessment	A - 09/18/2018	A - 09/18/2018	Training Provider	4409
2335 - SNAP	205 - Develop Service Strategies (IEP/ISS/EDP)	A - 09/18/2018	A - 09/18/2018	Training Provider	4409
2335 - SNAP	101 - Orientation	A - 09/18/2018	A - 09/18/2018	Training Provider	4409
2335 - SNAP	107 - Provision Of Labor Market Research	A - 09/18/2018	A - 09/18/2018	Training Provider	4409
2335 - SNAP	361 - SkillUp Training	A - 09/18/2018	P - 12/17/2018	Training Provider	4409
2335 - SNAP	141 - SkillUp Supportive Service (TRE)	A - 09/18/2018	A - 09/18/2018	Training Provider	4409
2335 - SNAP	101 - Orientation	A - 09/28/2018	A - 09/28/2018	Training Provider	4409
2335 - SNAP	107 - Provision Of Labor Market Research	A - 09/28/2018	A - 09/28/2018	Training Provider	4409
2335 - SNAP	205 - Develop Service Strategies (IEP/ISS/EDP)	A - 09/28/2018	A - 09/28/2018	Training Provider	4409

Exit Wizard

(<< Back) (Finish) (Delete)

34. MOJobs will return you to the management dashboard.

35. Scroll down to see all Objective Assessments and IEP's for the client. You can edit or delete them on this page.

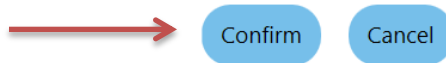**36. Release the individual once you are done with their case.**
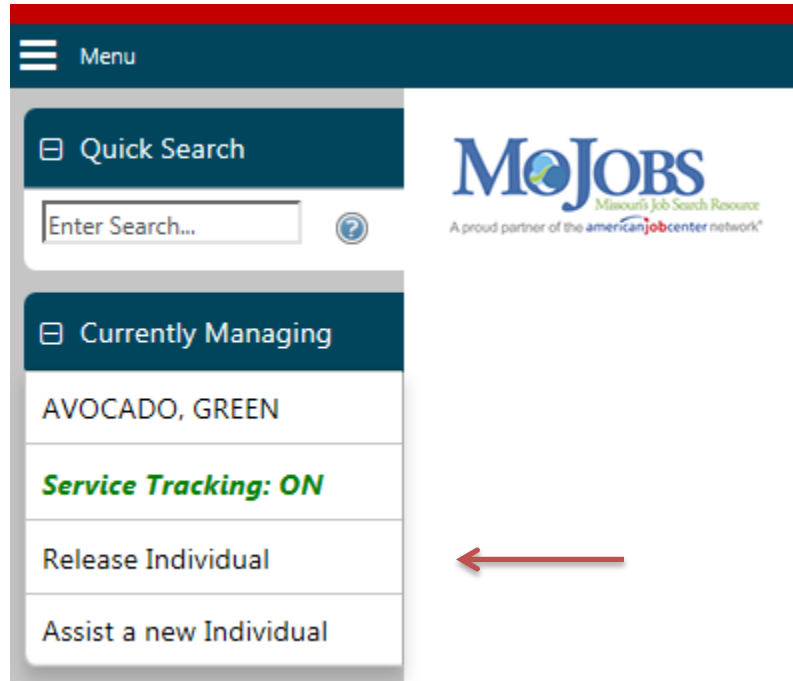
37. Click CONFIRM

38. You will be returned to the initial dashboard, ready to assist a new client.