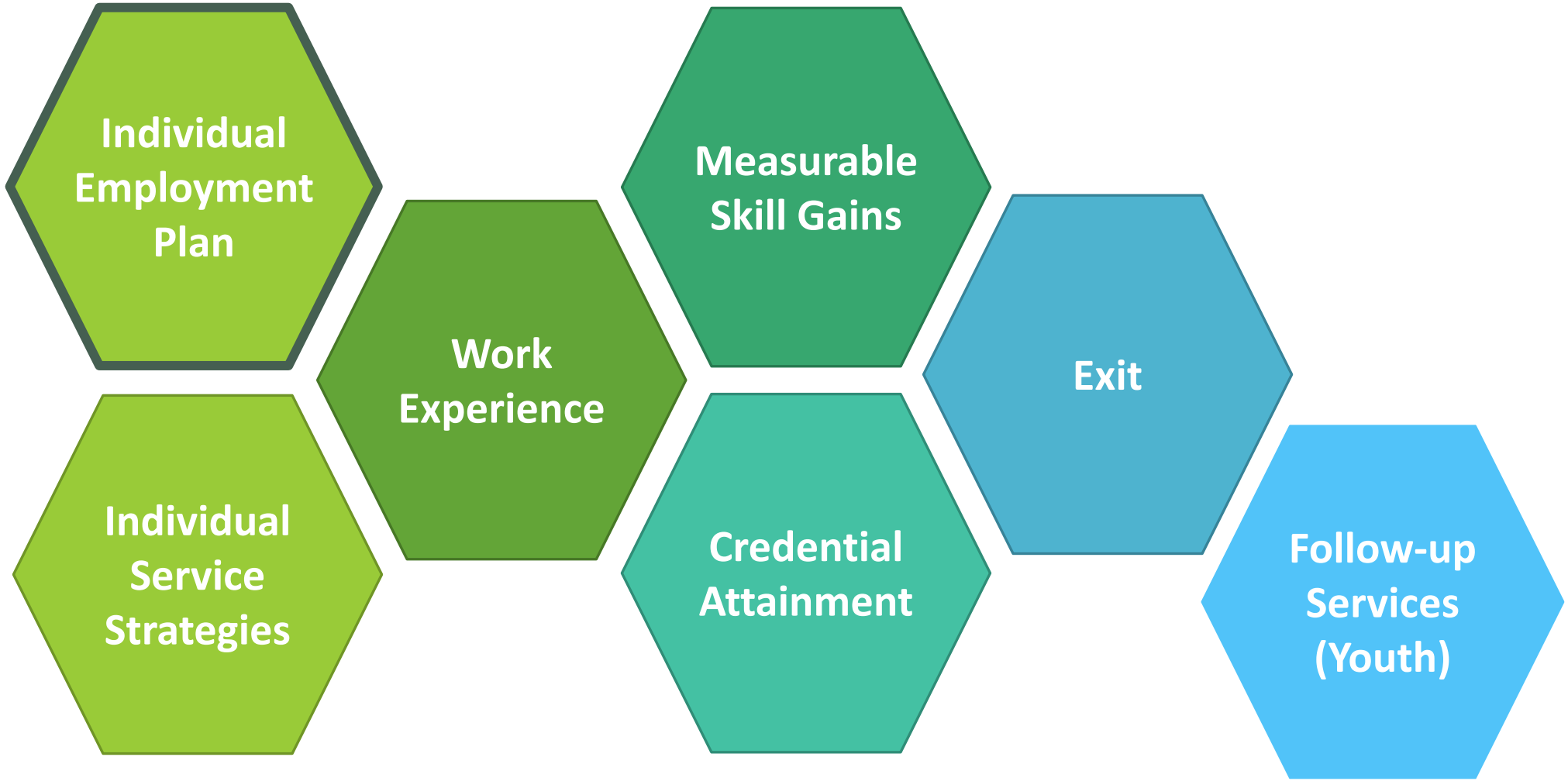
Individual Employment Plan (IEP) – WIOA Adult/DW

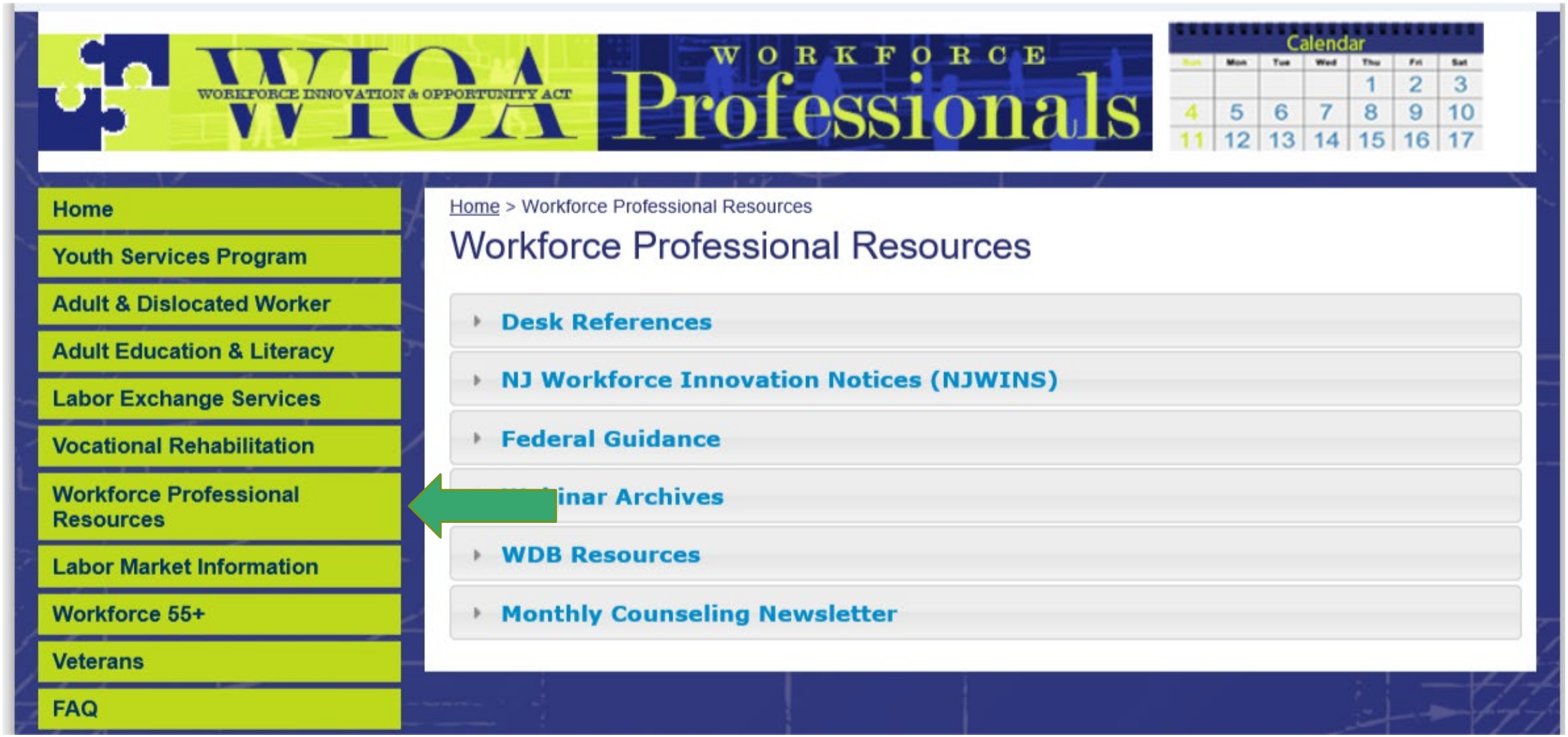
WIOA TITLE I TRAINING VIDEO SERIES – MARCH 2020

WIOA Title I Training Series

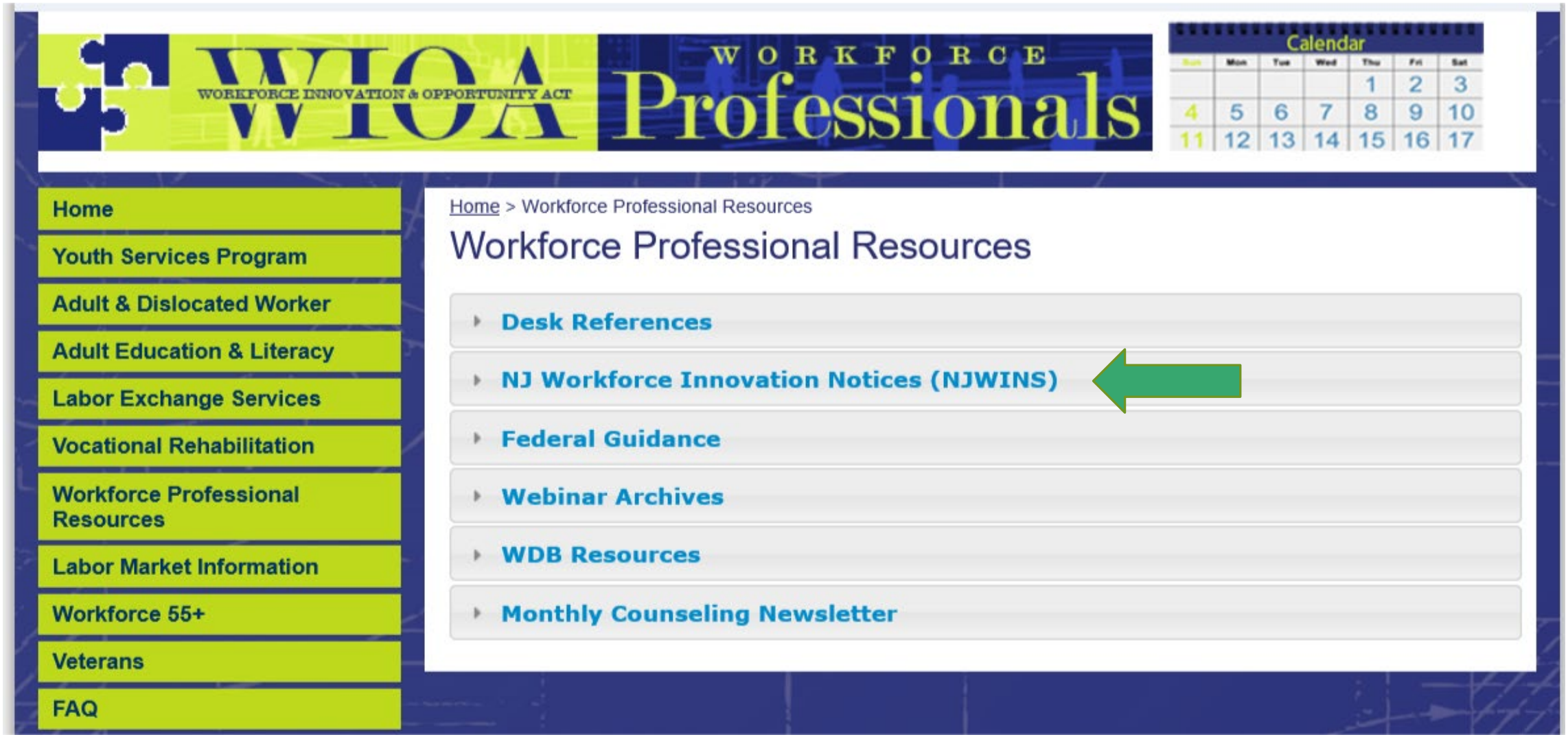


IEP: A Roadmap for Adult/Dislocated Worker Participants

The Individual Employment Plan (IEP) offers an ongoing strategy to identify employment goals and achievement objectives, develop an appropriate combination of services for the participant to achieve employment goals, and document services and achievement of goals .



https://www.nj.gov/labor/wioa/resources/



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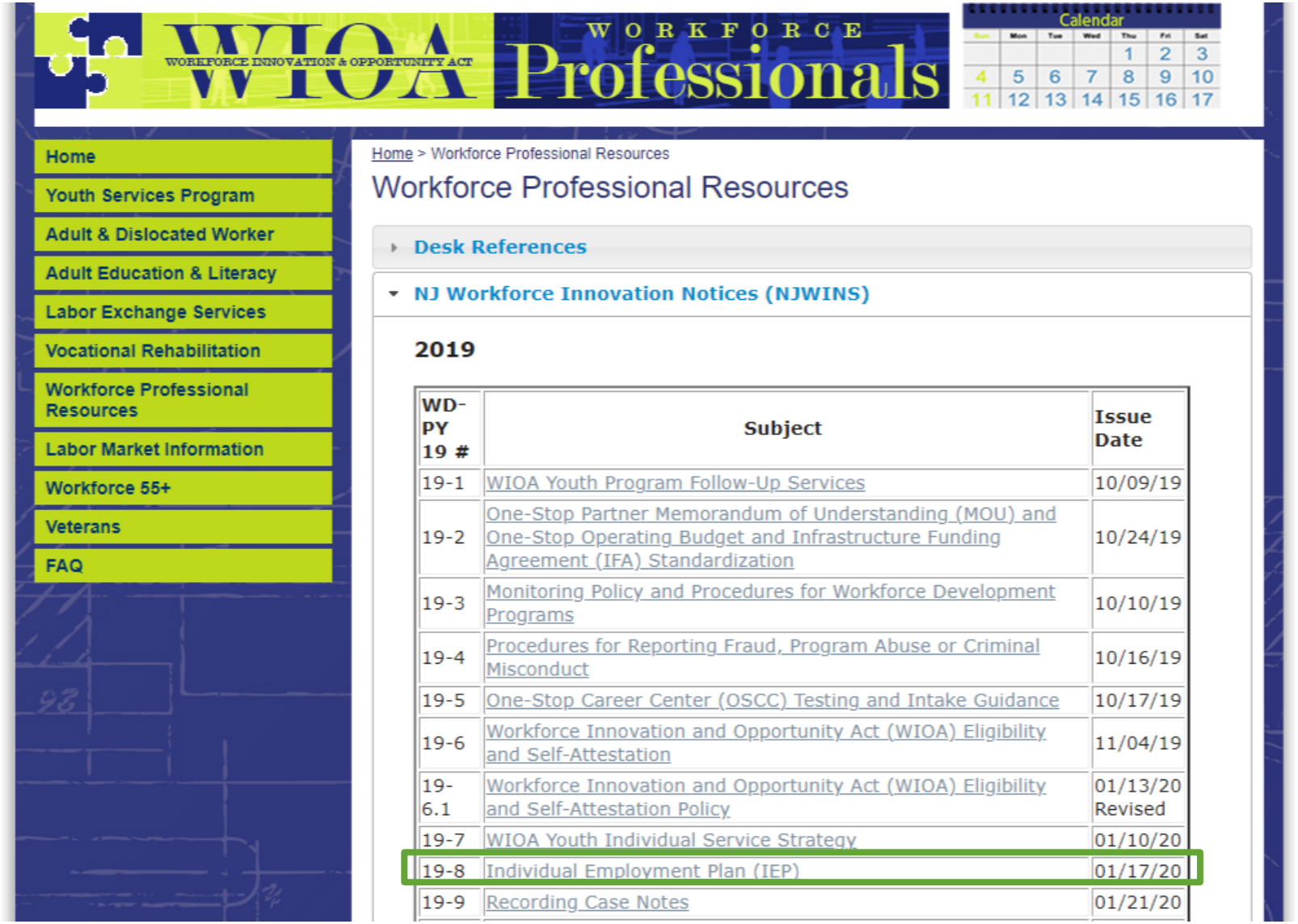

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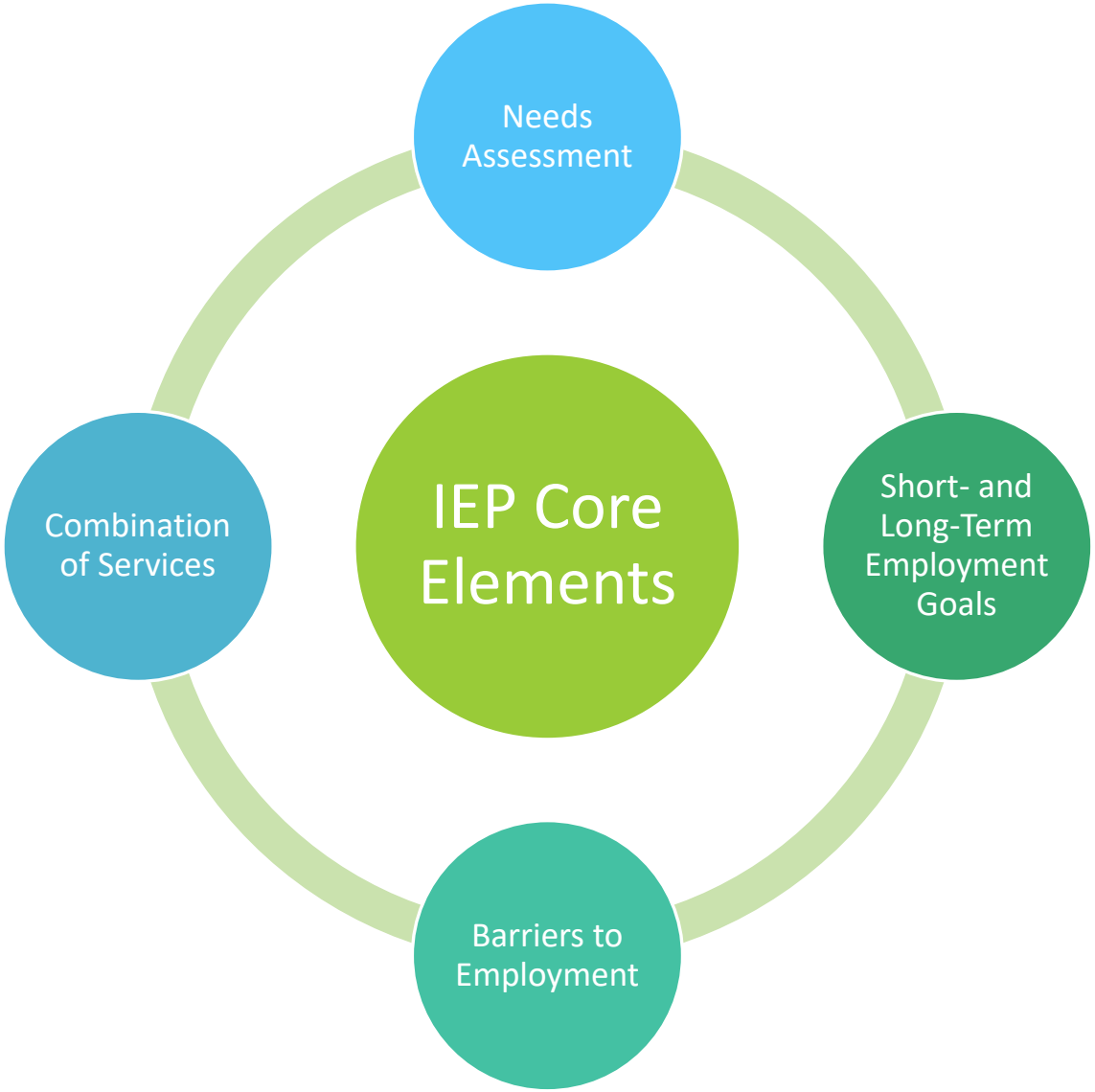
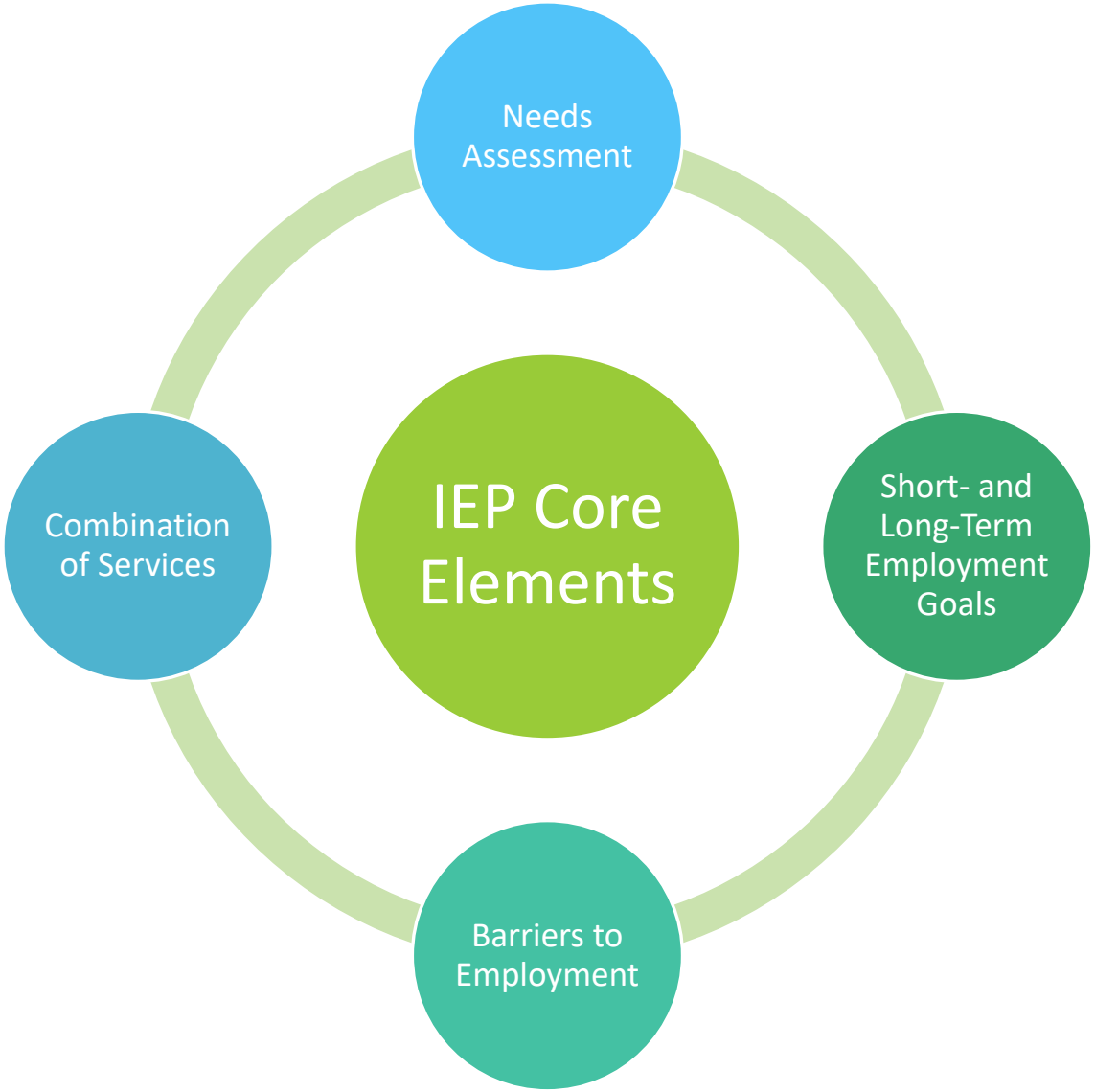
Plan Components



Plan Components



Plan Development and Use

Additional Requirements

- ✓ An IEP is the foundational tool for engaging participants in individualized career services and case management.
- ✓ An IEP should be jointly development in partnership with the participant.
- ✓ An IEP should reflect the unique goals and needs of an individual participant.
- ✓ An IEP should be used in an ongoing process to monitor and re-evaluate progress towards goals.
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- ✓ An IEP should ground a connected and seamless experience for customers.

Assessment of Need

Interview and Ongoing Case Management with Participant

Individual Assessment Tools:

- Academic
- Career Interest
- Support Needs

Documentation and Review of Work History

- Skills Obtained
- Skill Gaps

AOSOS Roadmap

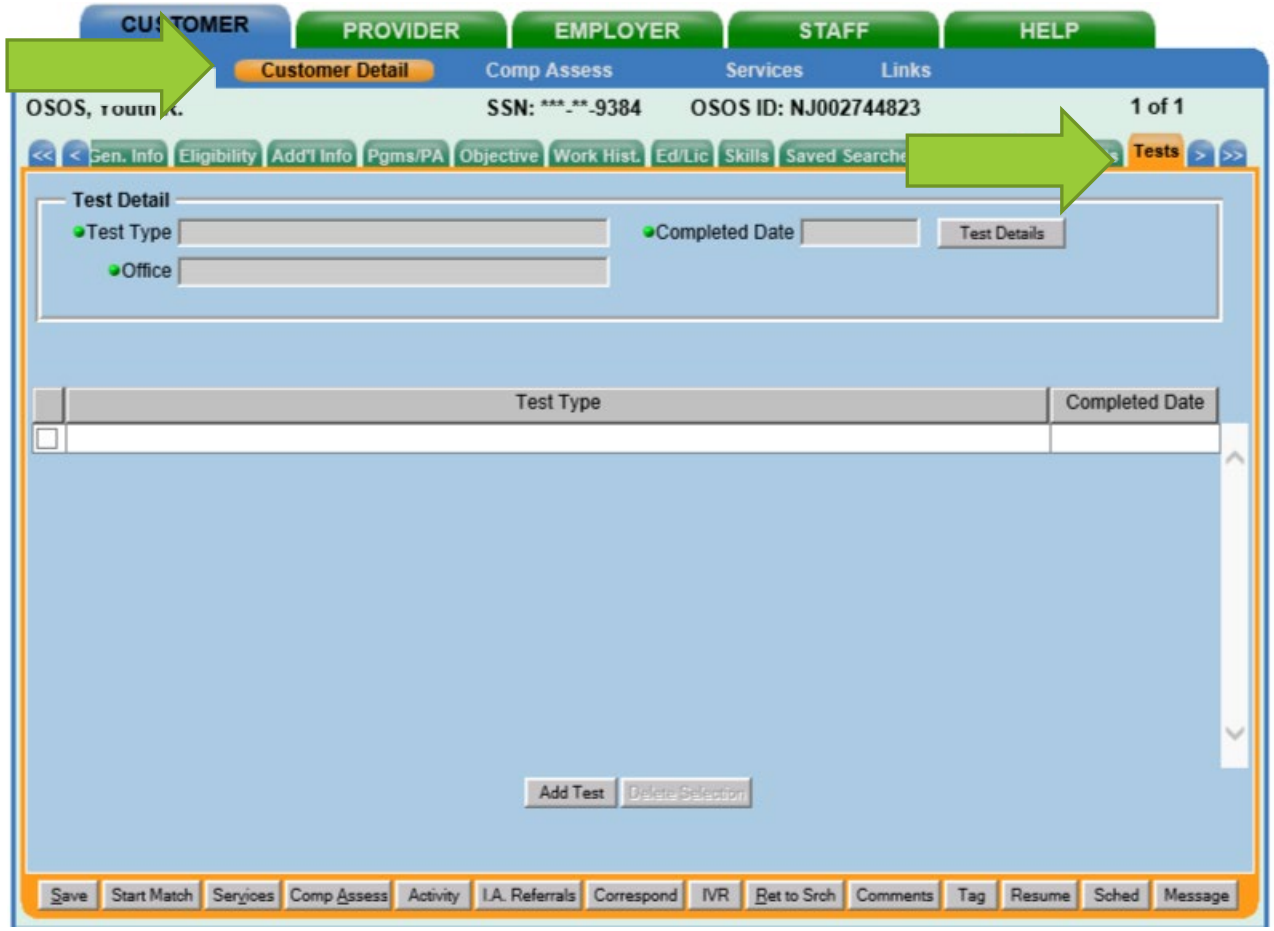
Assessment of Need → Customer Detail and Comp Assess

Step 1: All assessment activities should be captured in the **Activities tab in Customer Detail**

AOSOS Roadmap

Assessment of Need → Customer Detail and Comp Assess

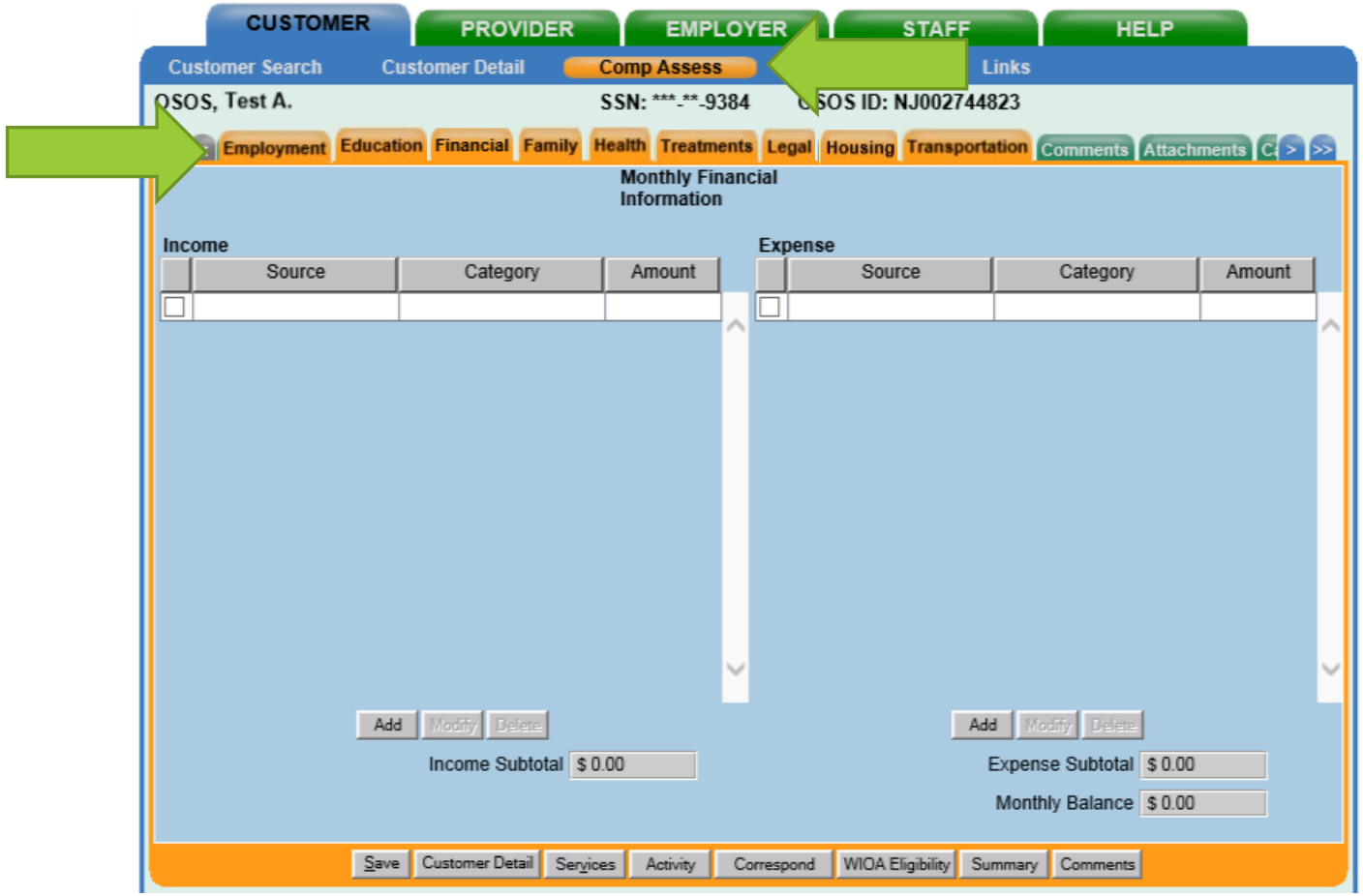
Step 2: Academic test results should be captured in **Test tab in Customer Details**



AOSOS Roadmap

Assessment of Need → Customer Detail and Comp Assess

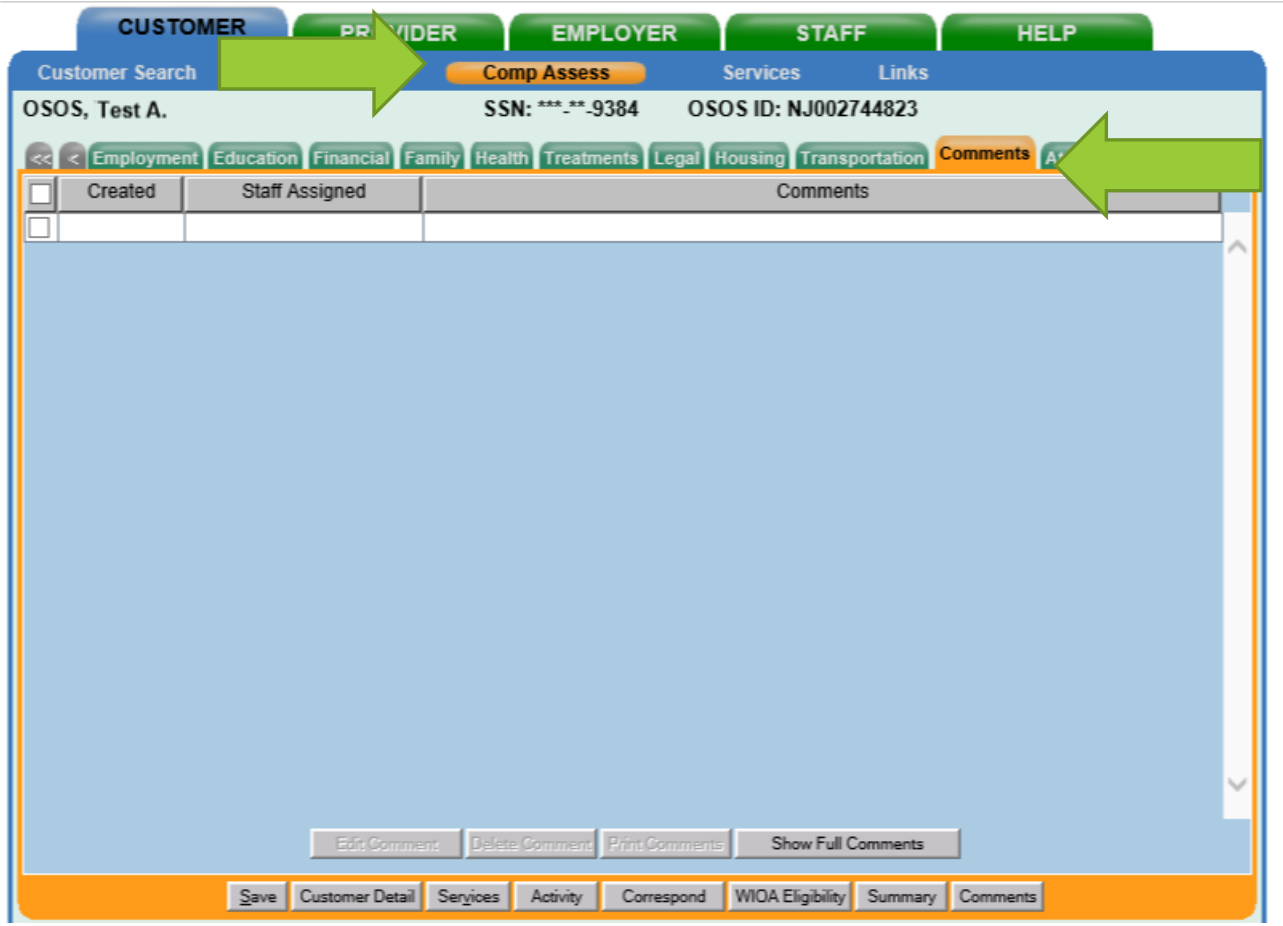
Step 3: Occupational and service need assessment results should be captured across the **tabs in Comp Assess**



AOSOS Roadmap

Assessment of Need → Customer Detail and Comp Assess

Step 4: Additional documentation of these assessments and their results should be captured in the **Comments tab in Comp Assess**



AOSOS Roadmap

Assessment of Need → Customer Detail and Comp Assess

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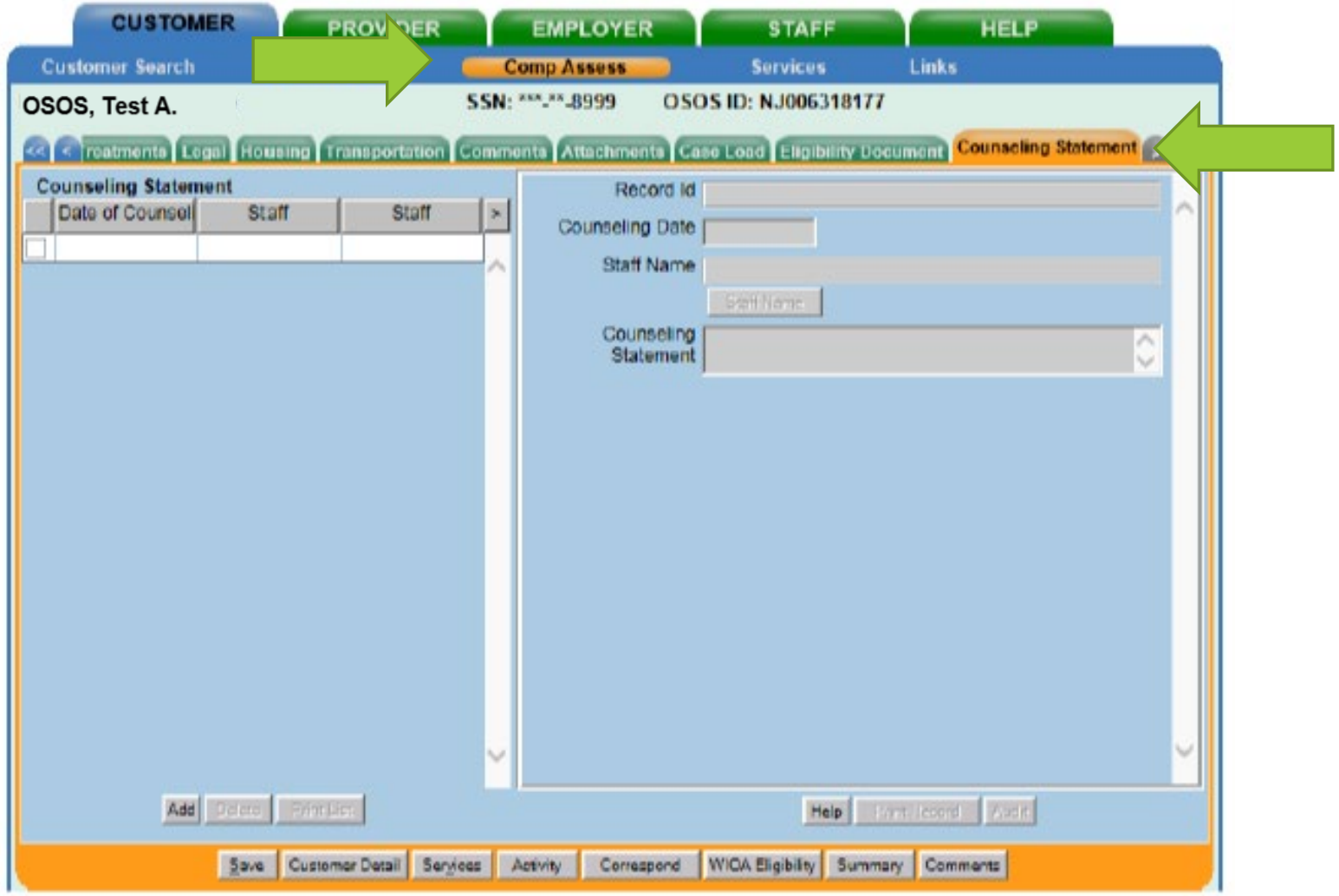
Note: Confidential information should be captured in Counseling Statements.



Short- and Long-Term Goals

Achievement Objectives

What are the specific progress points that will indicate the participant is on-track to meeting goals?

(Note: These achievement objectives should demonstrate progress towards goals)

Short-Term Goal

What are short-term goals that the participant hopes to achieve in the near term?

(Note: These short-term goals should align with long-term career goals)

Long-Term Goal

What is the long-term career goal that the participant hopes to achieve?

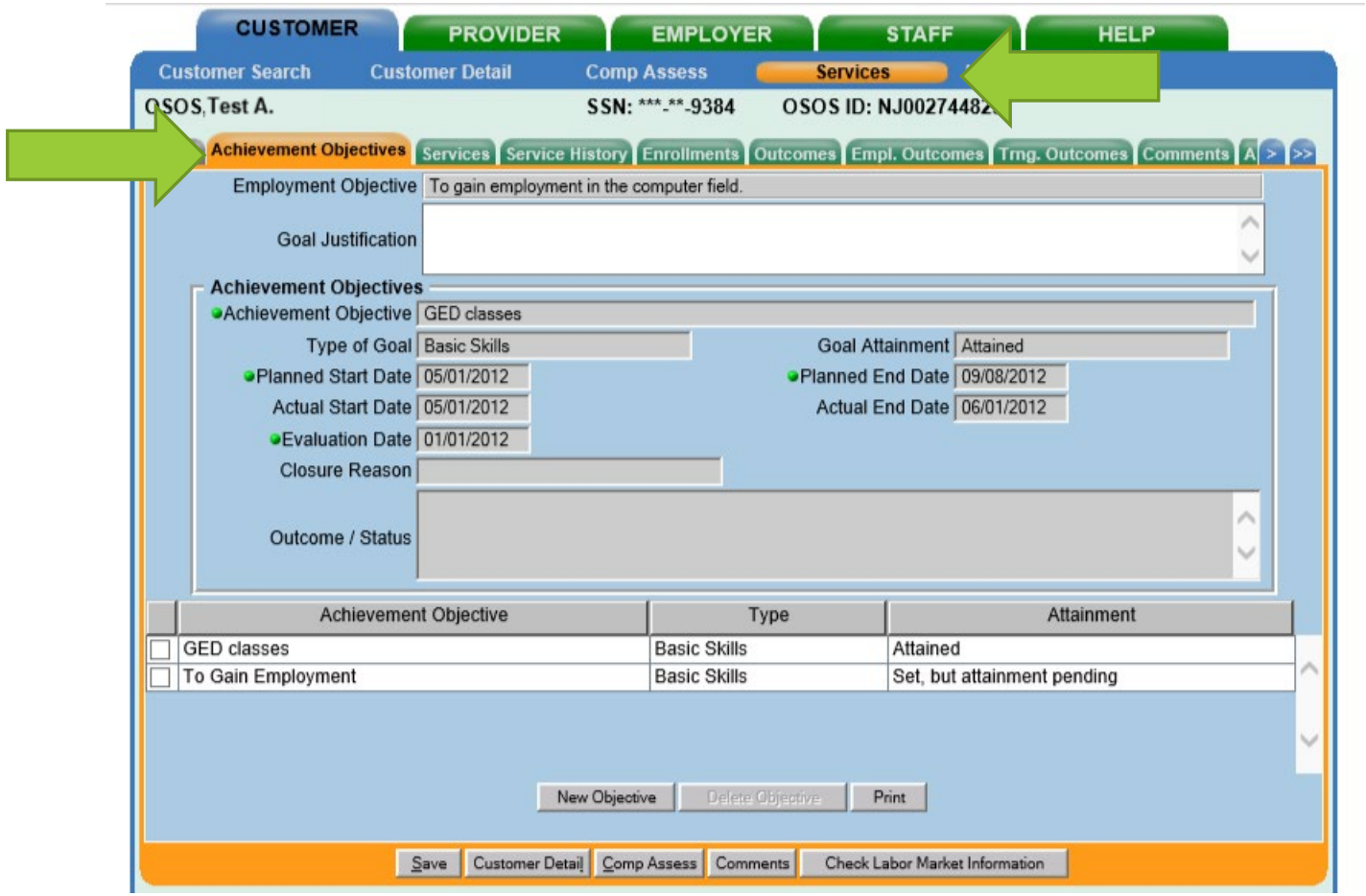
(Note: This goal will take time and planning to achieve)

AOSOS Roadmap

Short- and Long-Term Goals→ Services and Comp Assess

Step 1: Document specific details related to goals and achievement objectives:

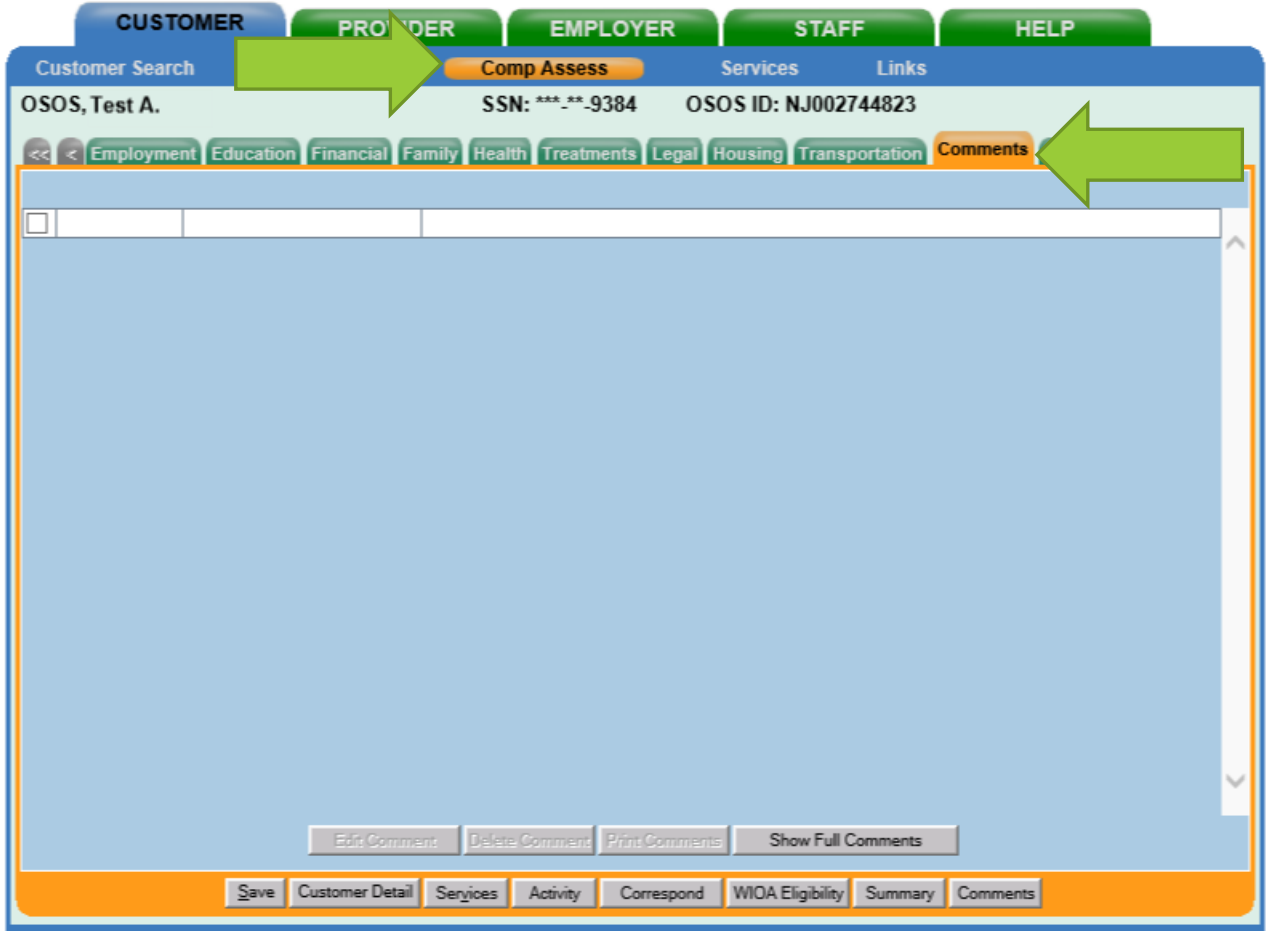
- Achievement Objectives tab in Services
- Employment and Education tabs in Comp Assess



AOSOS Roadmap

Short- and Long-Term Goals→ Services and Comp Assess

Step 2: Document any additional details in the **Comments tab in Comp Assess**.



Barriers to Employment

Skills Gaps: Academic, occupational, and other work readiness skills

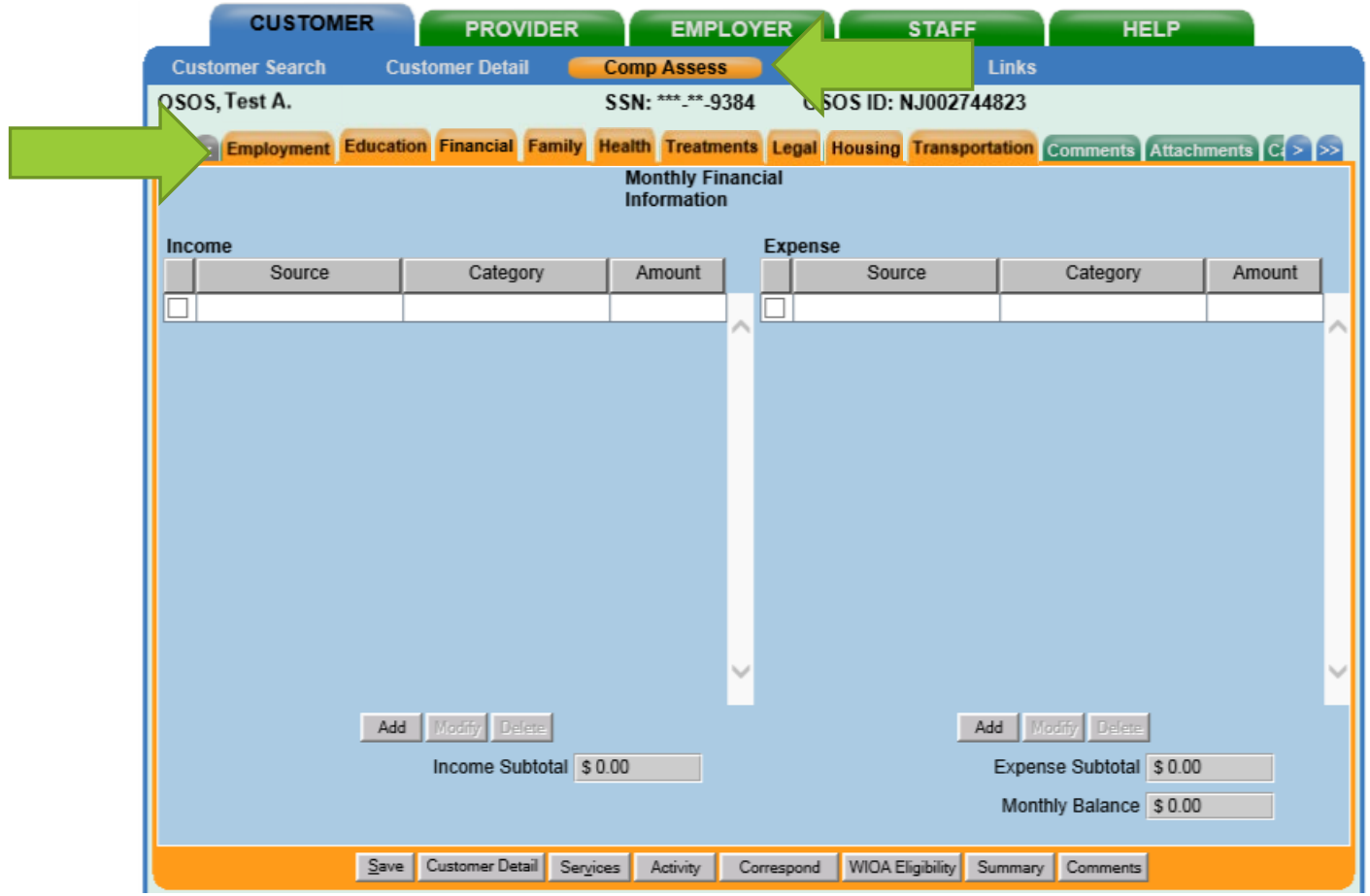
Personal Life Circumstances: Life situations that pose barriers to engagement in employment

Technology: Lack of technology; digital literacy needs

AOSOS Roadmap

Barriers to Employment → Comp Assess

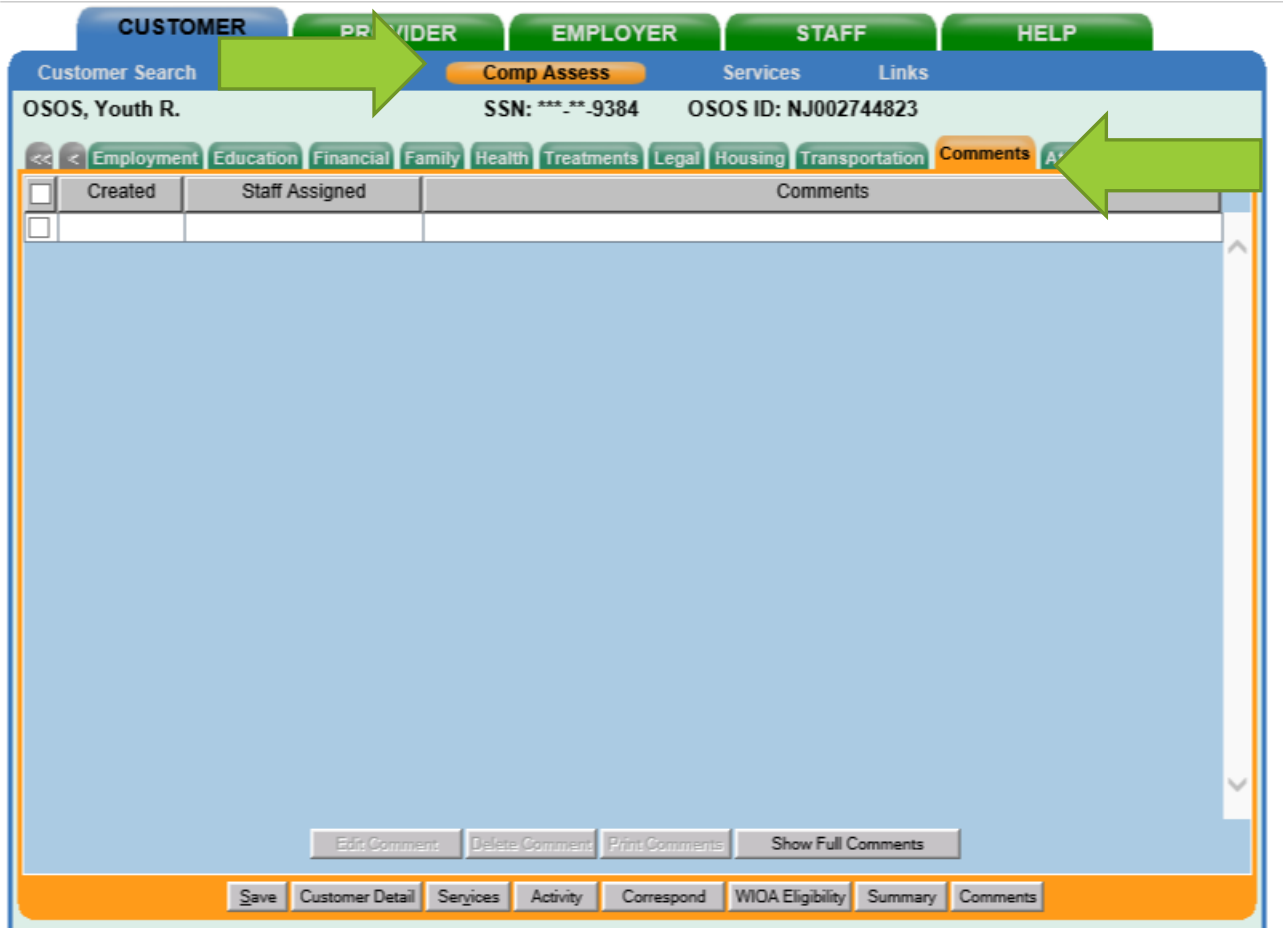
Step 1: Barriers should be captured across the **tabs in Comp Assess**



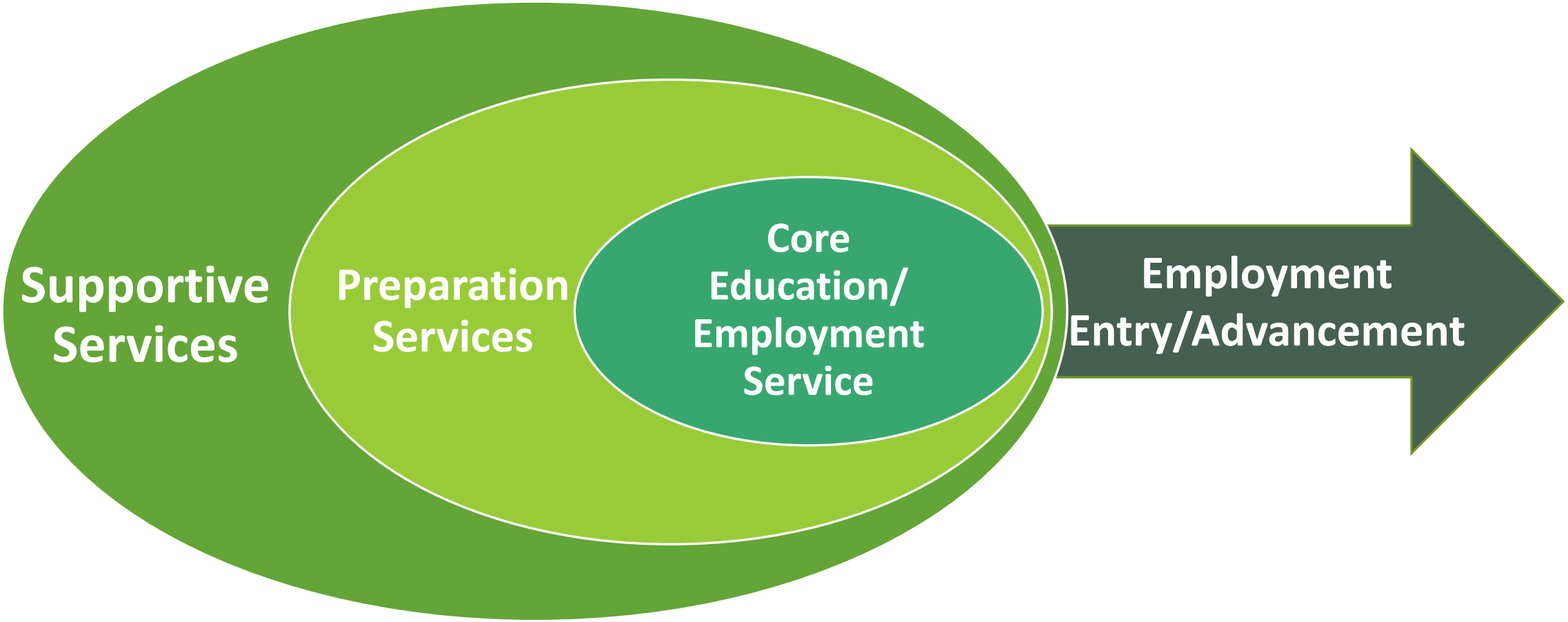
AOSOS Roadmap

Barriers to Employment → Comp Assess

Step 2: Additional documentation of barriers should be captured in the **Comments tab in Comp Assess**



Combination of Services



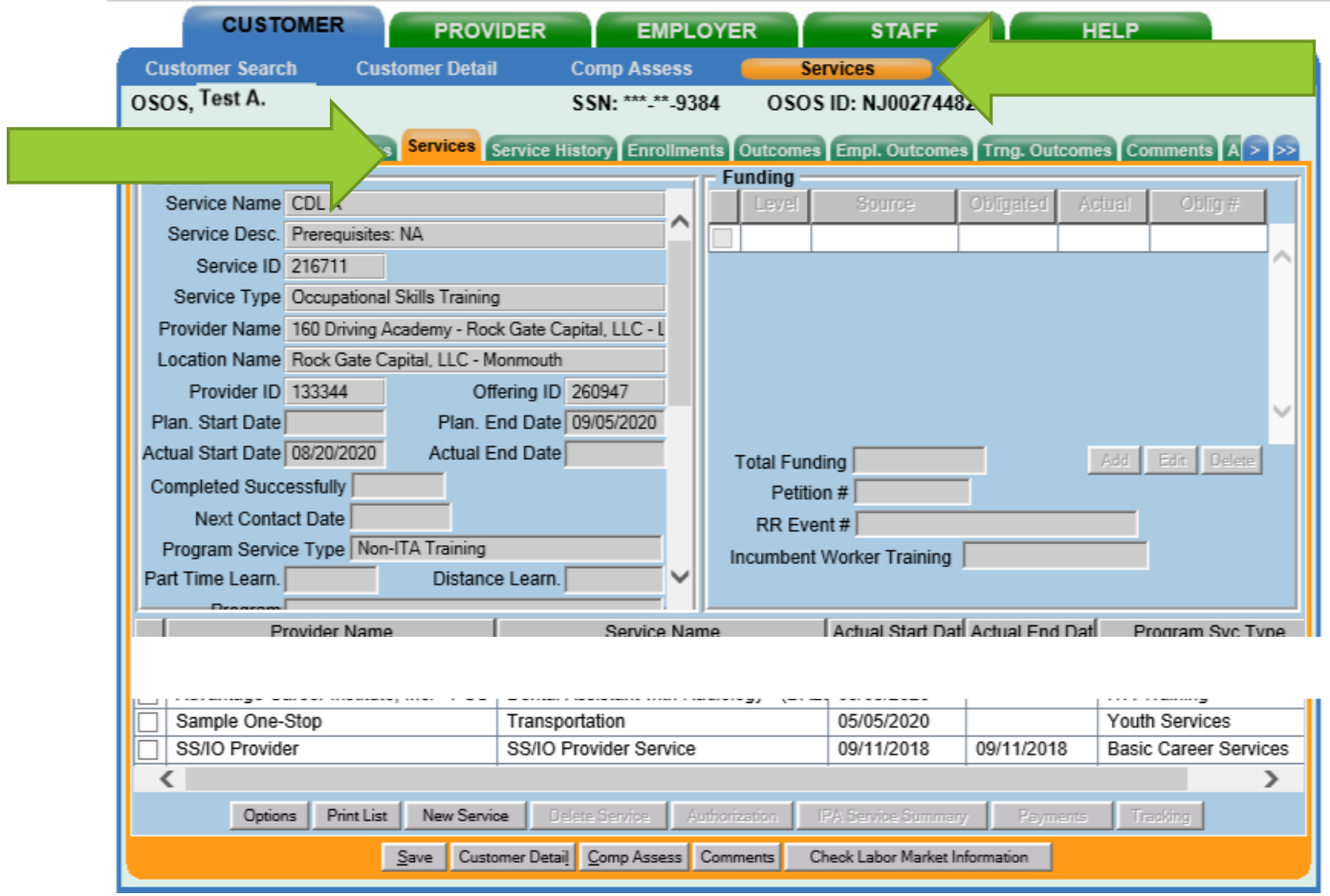
AOSOS Roadmap

Combination of Services→ Services

AOSOS Roadmap

Planned and Actual WIOA Services→ Services

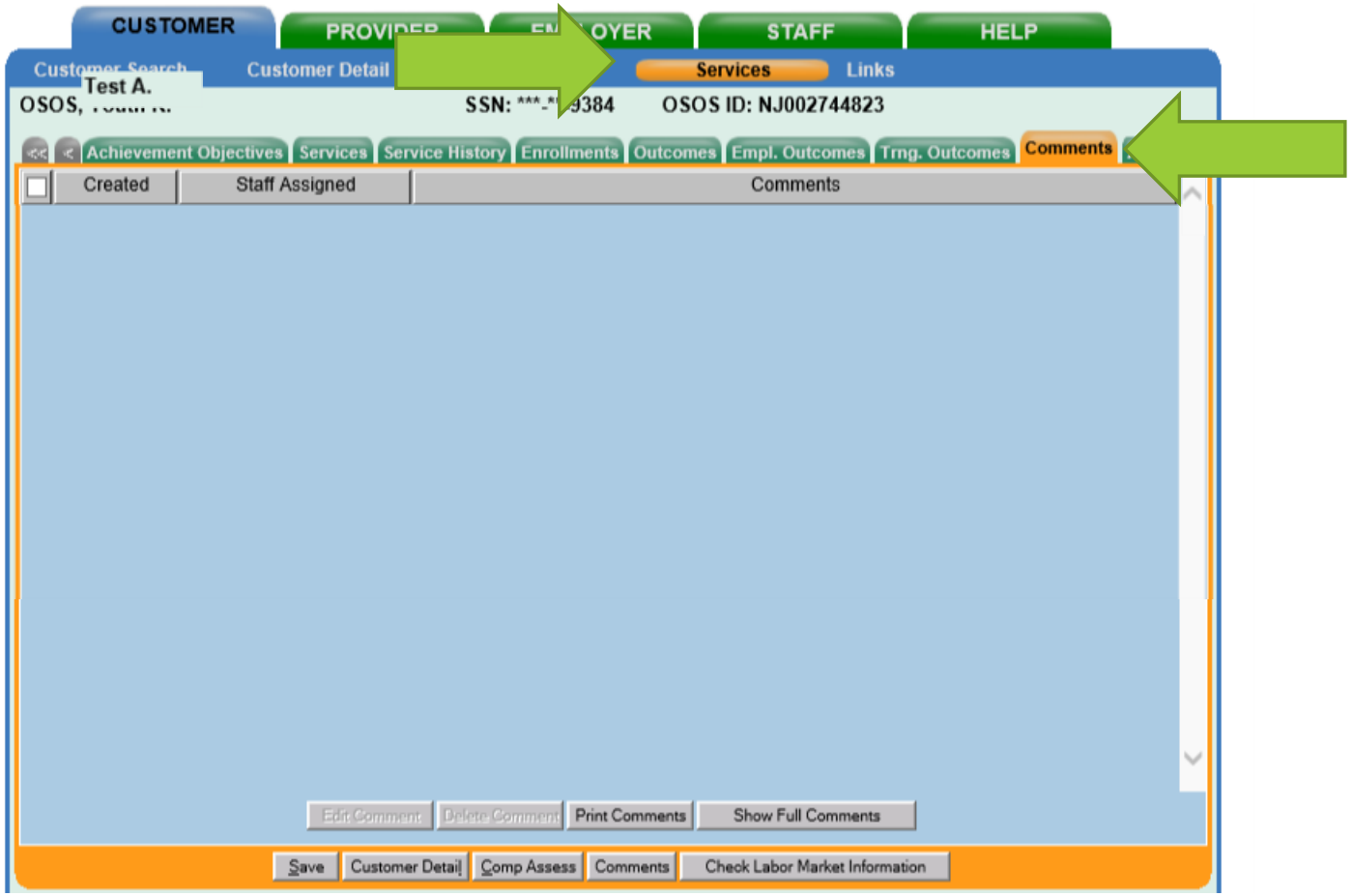
Step 1: Designate and fund specific services that align with education, employment, and supportive services a participant is receiving in the **Services tab in Services.**



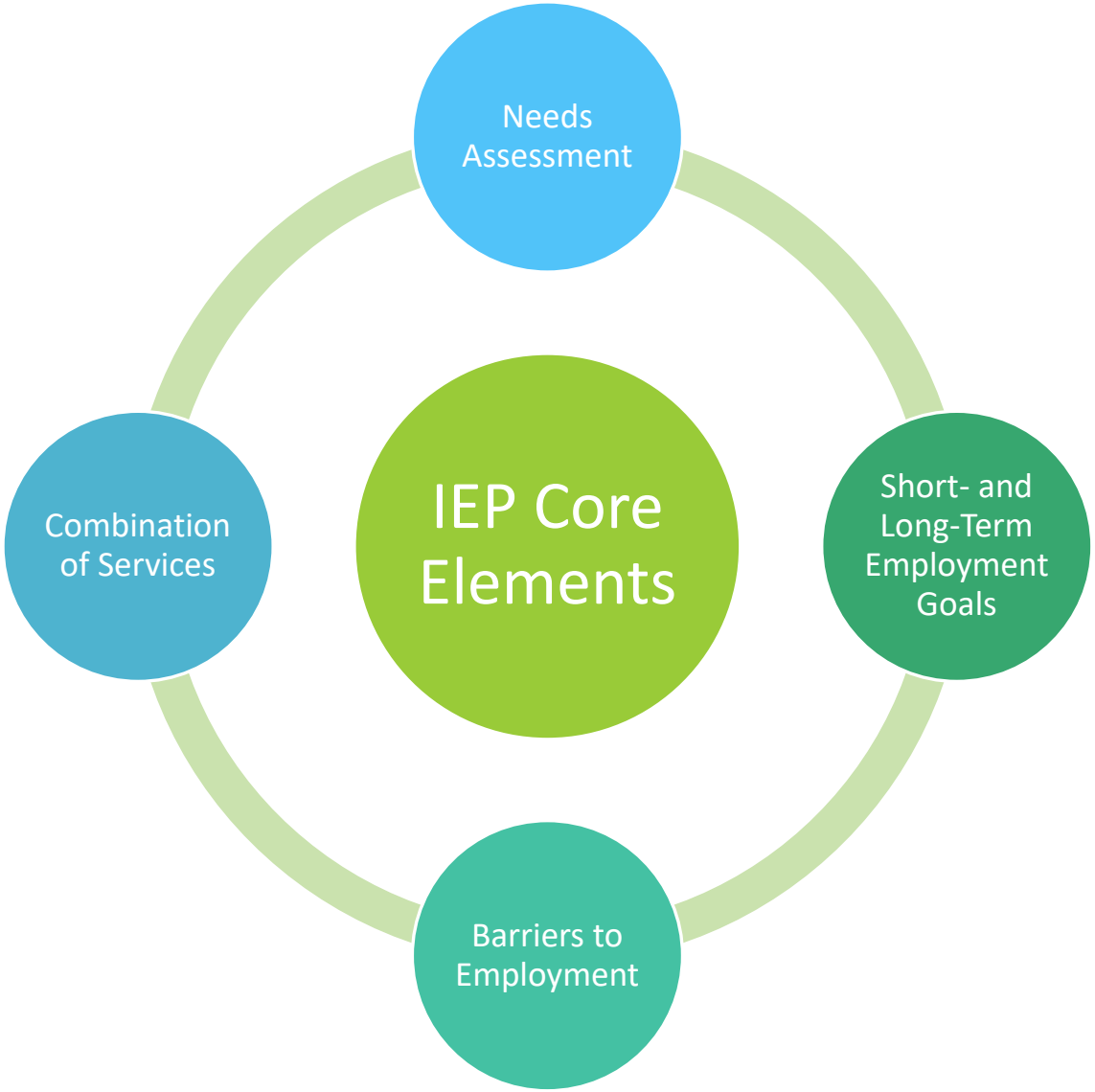
AOSOS Roadmap

Combination of Services → Services

Step 2: Document specific details related to education, employment, and supportive service experiences in the **Comments tab in Services**.



Plan Components



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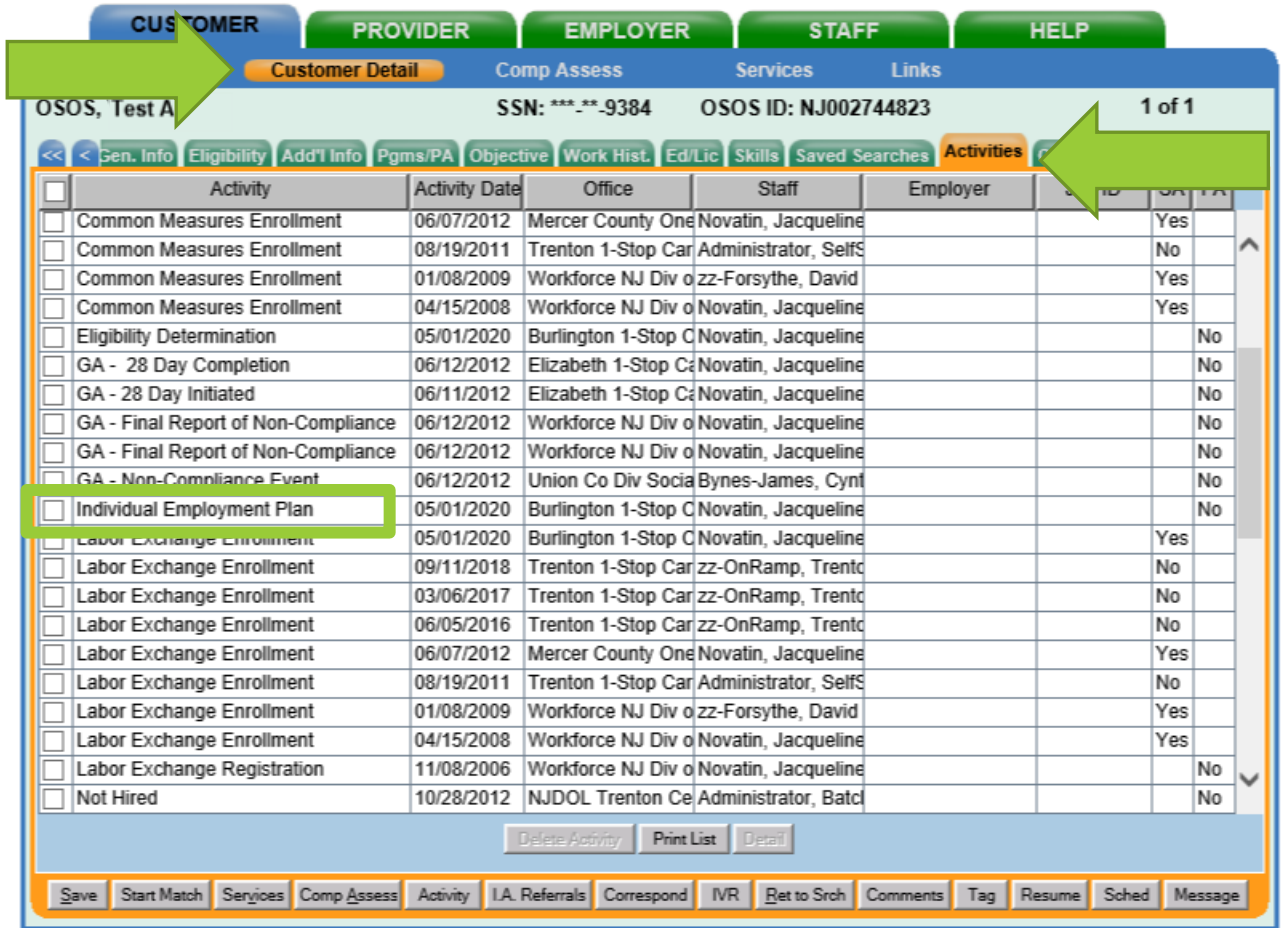
AOSOS Roadmap

Plan Development and Use

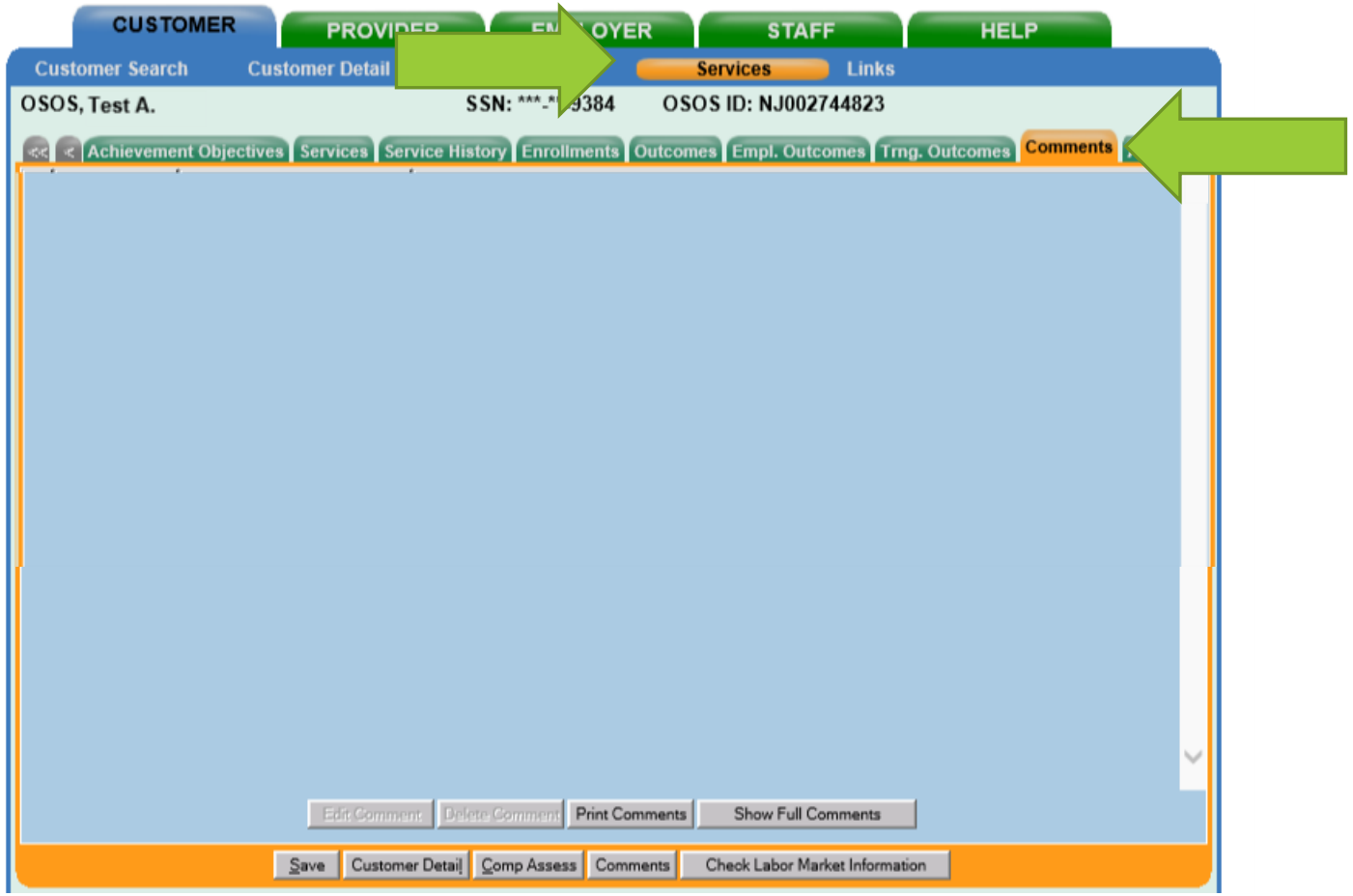
Step 1: An IEP activity should be designated every time there is engagement around the IEP in the **Activities tab in Customer Detail**.



AOSOS Roadmap

Plan Development and Use

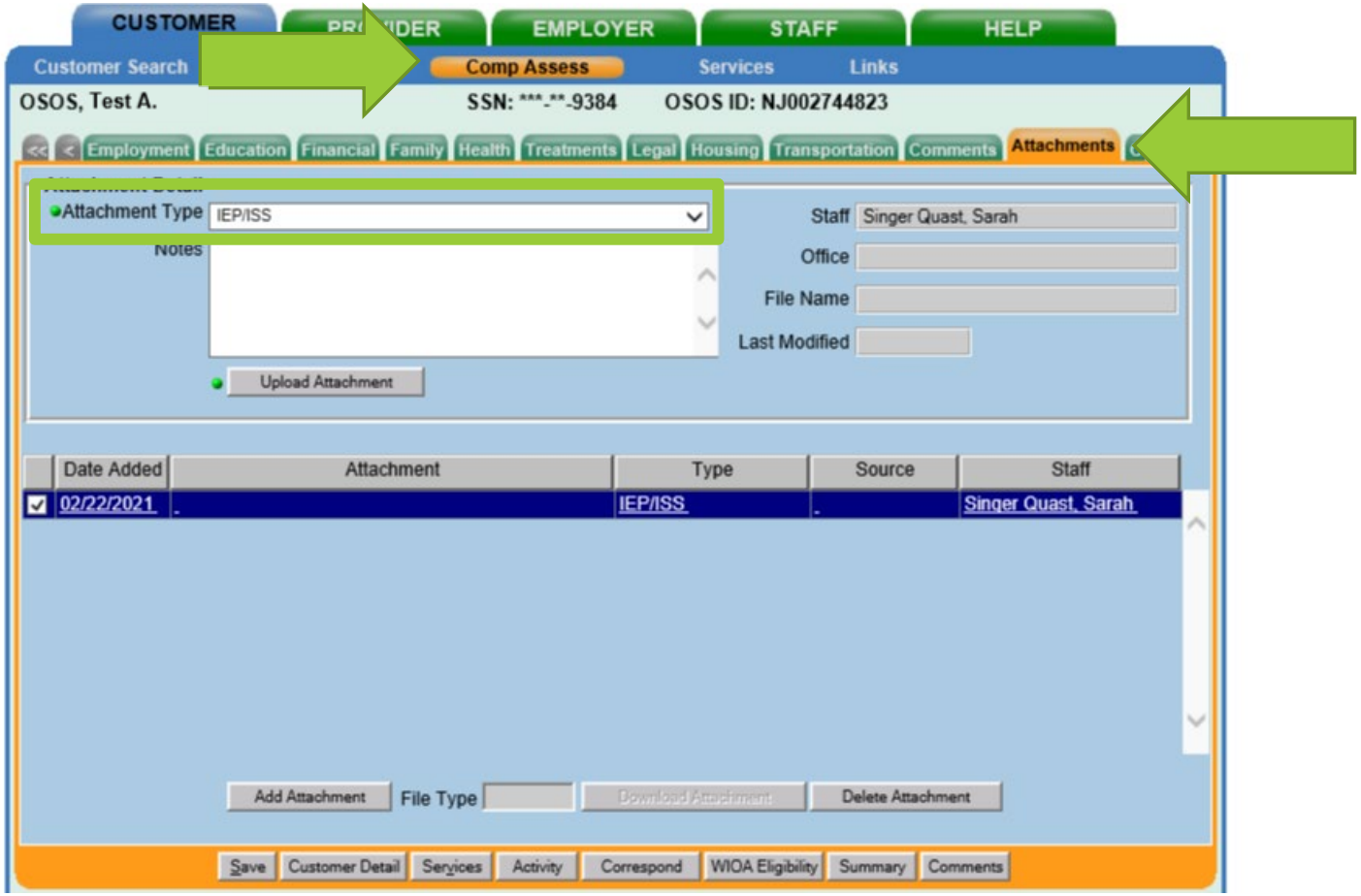
Step 2: Details about IEP points of engagement should be documented in **Comments in Services.**



AOSOS Roadmap

Plan Development and Use

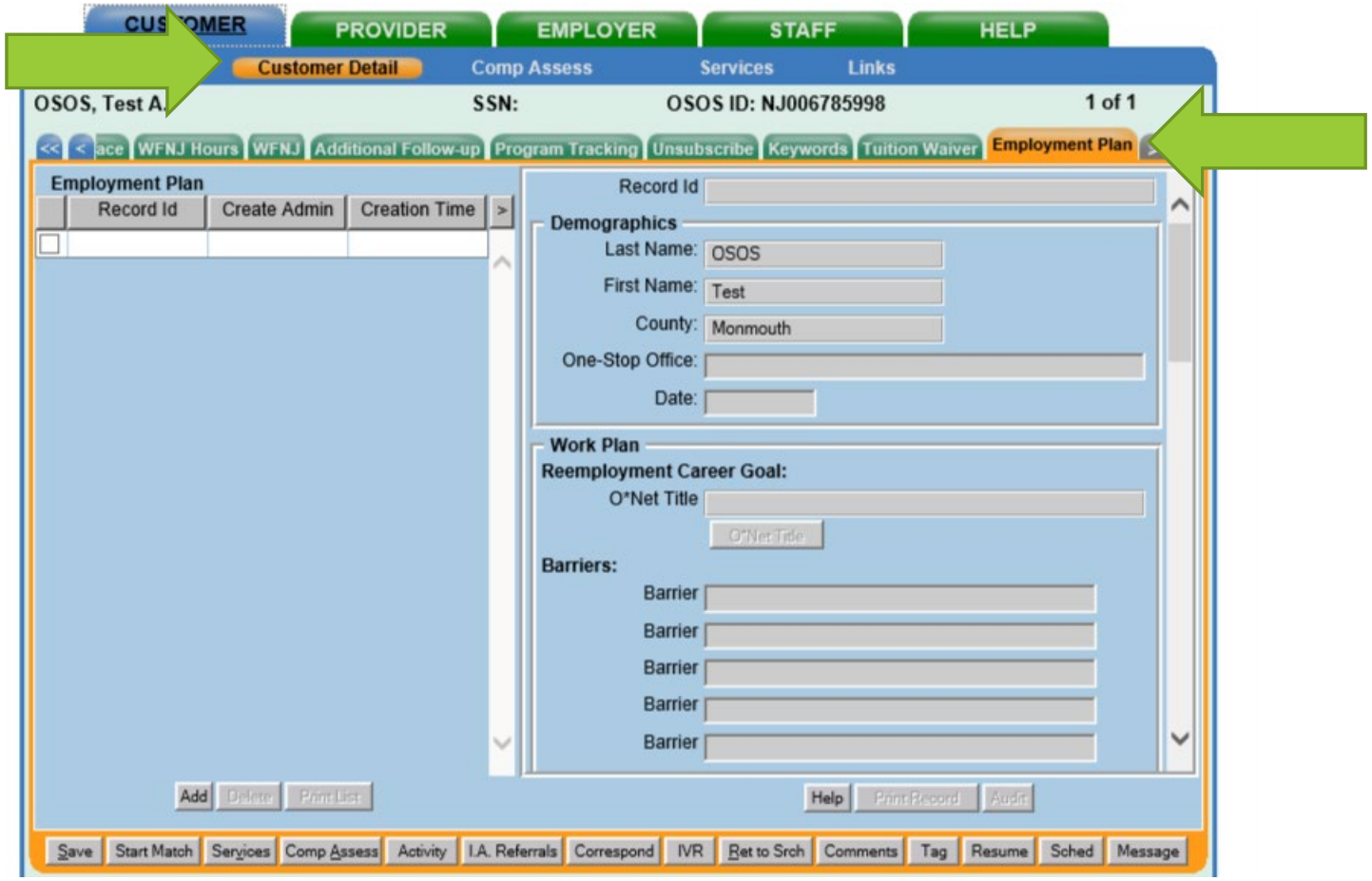
Step 3: The paper IEP should be uploaded each time it is updated as an Attachment in the **Attachments tab in Comp Assess**.



AOSOS Roadmap

Plan Development and Use

Step 4: Elements of the IEP may also be recorded and documented in the **Employment Plan tab in Customer Detail**



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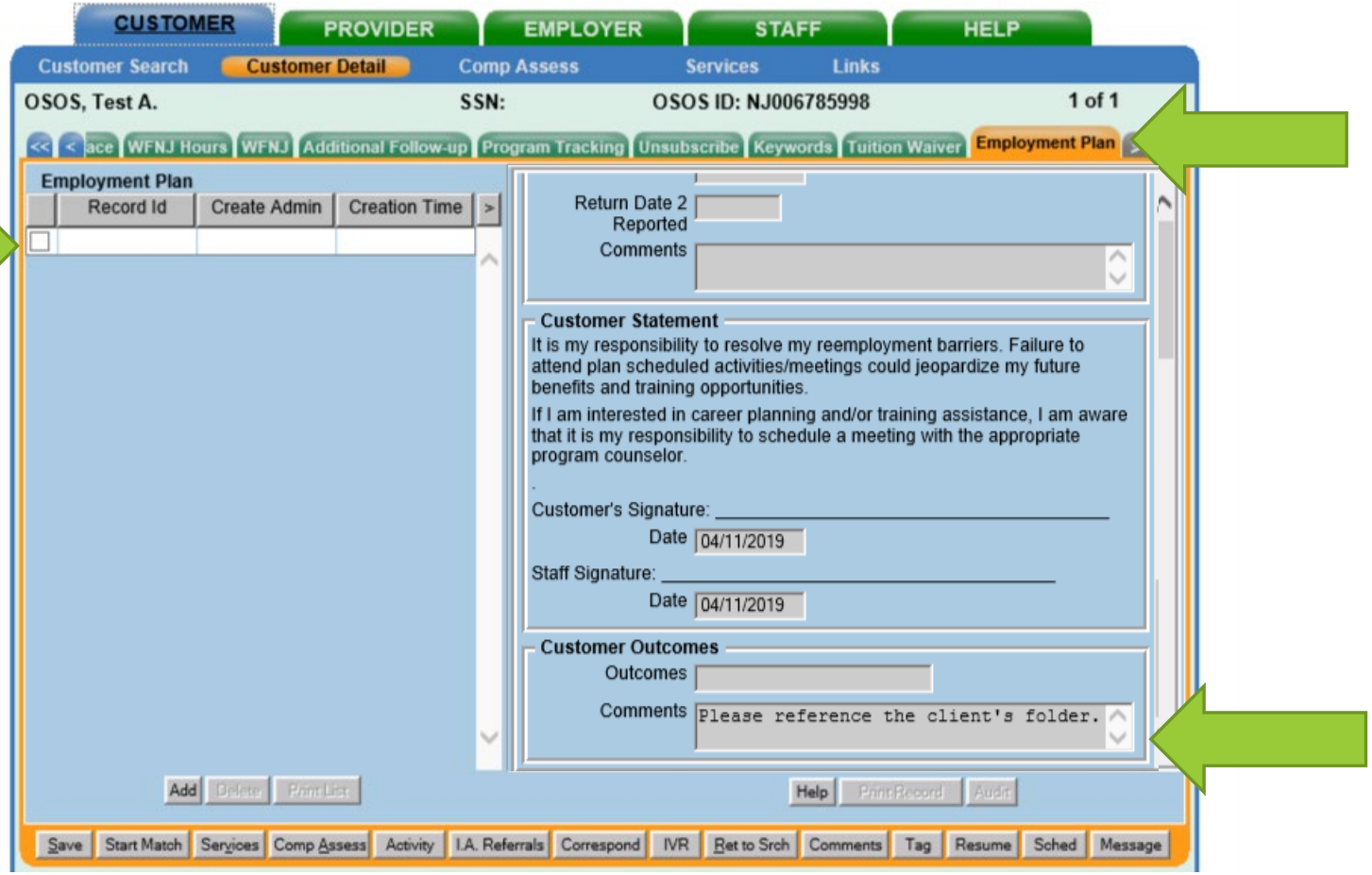

Additional Resources

NJDOL Policy

NJ Workforce Innovation notices including WD-PY19-8 that outlines specific IEP policy can be found here:

https://www.nj.gov/labor/wioa/resources/

AOSOS Training Videos

Specific tutorials about entering Activities and Comments, the tabs in Customer Detail, and the tabs in Comp Assess can be found here:
https://towork.dol.state.nj.us/aosostrainingmaterials/_layouts/15/start.aspx#/