

# Hennepin-Carver Workforce Development Area Technical Assistance

April 27, 2021  
Hennepin County

Individual Employment Plans





# Follow up to questions from last session:

- What to do when a participant refuses to sign the Consent to Share Wage & Employment Information form?



# Individual Employment Plans





# Definition:

An Individual Employment Plan (IEP) is a document that is completed jointly between the participant and the employment counselor to assist an individual with their job search.

The plan identifies the participant's strengths, career goals, as well as action steps needed to help the individual achieve their re-employment goal.





# The purpose:

An IEP is an individualized career service available in our Adult/DW programs and is an ongoing strategy to identify employment goals, achievement objectives and an appropriate combination of services.





# Required Elements:

An IEP must contain the following elements:

1. Full legal name (including the middle name)
2. **Documentation of “unlikely to return” – DW only**
3. **Objective Assessment**
4. **Employment Goal**
5. **Planned Objectives**
6. Projected completion dates for each objective and goal
7. Participant & Employment Counselor’s signature



# Documentation of “Unlikely to Return”



- ✓ Labor Market Information & Data
- ✓ Local job availability
- ✓ Skills Gap Analysis
- ✓ Current skills & abilities of the individual
- ✓ Layoffs within the industry





# Objective Assessment

- Work History
- Education Level
- Basic Skills
- Occupational Skills
- Interests
- Obsolete Skills
- Family Needs
- Needs for Accommodations
- Support Service Needs
- Legal Assistance



# Objective Assessment (continued)

Structured Interviews

Performance Tests

Observational Assessments

Interests and/or Attitude Inventories

Career Guidance Instruments

Aptitude Tests

Basic Skill Assessments





# Employment Goal

An employment goal is a well-defined statement that explains the profession that an individual intends to pursue. It is important that this is defined clearly so that it helps in identifying effective action plans/steps.





# SMART Goals:

**S**pecific

**M**easurable

**A**ttainable

**R**elevant

**T**imely



# Planned Objectives

The process of planning includes short-term objectives that specify what immediate results are expected from the actions outlined in the IEP

The objectives focus on day-to-day tasks

Objectives are documented by Action Steps within each Plan Section in WF1





# Entering all components in the WF1 Online IEP

- At-A-Glance
- Contact
- Tickler
- Demographics
- Work Preferences
- MN Works Resume
- Case Note**
- Add Case Note
- Case Note Quick
- Case Note Search
- Cases**
- Program/New App
- Eligibility/Enrollment
- Activity
- TAA
- Plan**
- Credential
- Measurable Skills Ga
- Reporting Collection
- Youth Performance
- Participation Hours
- Exit
- Follow-Up
- Case Assignment
- Service Model
- EDS**

## Plan Summary



▼ Hide DW Seq 1 - Enrolled

No plans found.

Add Plan



Program Seq

1

Agency: Location

Entered by

Anna Mullikin

Staff Assigned

**\*Plan Mode**

None Selected

Online

Paper

Save and Continue

Cancel

## Next Step:

Select "Online" or "Paper" from the dropdown menu

# "Online" vs. "Paper" Selections

## Paper

### Dislocated Worker Employment Plan



Program Seq 1  
Agency: Location [Redacted]  
Entered by Anna Mullikin  
Staff Assigned [Redacted]

Plan Mode Paper

Hide Case Note

Spell Check

Plan Status Pending

\*Start Date 04/16/2021 [Calendar Icon]

Review Date 04/16/2022 [Calendar Icon]

\*Confirmation Date [Calendar Icon]

Save and Activate Save as Pending Delete Pending Plan

## Online

### Dislocated Worker Employment Plan



Program Seq 1  
Agency: Location [Redacted]  
Entered by Anna Mullikin  
Staff Assigned [Redacted]

Plan Mode Online

\*Full Legal Name [Redacted]

Hide Goals

\*Goals

Spell Check

Hide Plan Sections

No plan sections added.

\*Add Section [None Selected] Add Section

Hide Case Note

Spell Check

Plan Status Pending

\*Start Date 04/16/2021 [Calendar Icon]

Review Date 04/16/2022 [Calendar Icon]

\*Confirmation Date [Calendar Icon]

Save and Activate Save as Pending View/Print Delete Pending Plan

# IEP Plan Sections

▼ Hide **Plan Sections**

No plan sections added.

**\*Add Section**

**Add Section**

▼ Hide **Case Note**

I understand that or agree to:

Other

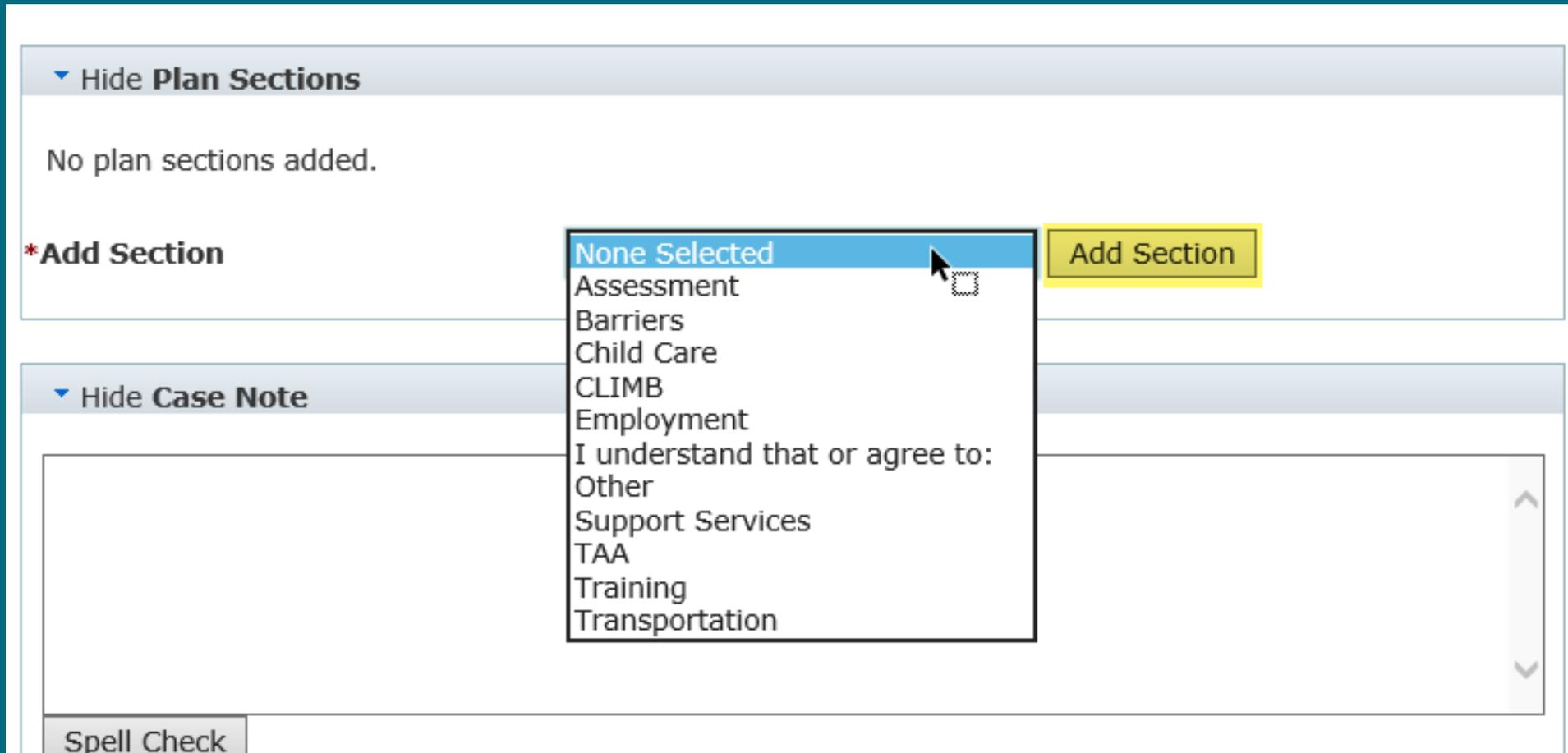
Support Services

TAA

Training

Transportation

Spell Check





# Assessment Section

## Assessment Section Edit

**Hide Action Steps**

**Start By**

**Expected Completion By**

**Hide Comments for Printed Plan**

**Show Referral**

### Action Steps

Select All

Displaying 1 to 44 of 44

Select	Action Steps
<input type="checkbox"/>	ABLE: {Results}
<input type="checkbox"/>	BEST Literacy: {Results}
<input type="checkbox"/>	BEST Plus: {Results}
<input type="checkbox"/>	MN Employment Projections: {Provide specifics}.
<input type="checkbox"/>	mn.gov/deed: Current demand indicator: {Number of stars} Median wage \${Wage}/year Planning area total (Job) Openings {Number of openings} Planning area growth rate: {Average range}
<input type="checkbox"/>	NCRC: {Results}
<input type="checkbox"/>	Non-transferable skills: {Provide specifics}.
<input type="checkbox"/>	Obsolete skills: {Provide specifics}.
<input type="checkbox"/>	Occupational Outlook Handbook: {Provide specifics}.
<input type="checkbox"/>	ONET Interest Profiler: {Results}
<input type="checkbox"/>	Outdated skills: {Provide specifics}.
<input type="checkbox"/>	Previous credential earned: {Credential/Degree} School name: {School} Year(s) attended: {Year(s)}
<input type="checkbox"/>	Previous job title: {Description} Employer name: {Employer name} Ending wage: {Wage} Years employed: {Start Year} to {End Year}
<input type="checkbox"/>	Salary requirement: {Provide specifics}.
<input type="checkbox"/>	School data related to occupations and industries where their graduates work: {Provide specifics}.
<input type="checkbox"/>	SelectAble: {Results}
<input type="checkbox"/>	Self Direct Search Assessment (SDS): {Results}
<input type="checkbox"/>	SPL: {Results}
<input type="checkbox"/>	Strength Finder: {Results}
<input type="checkbox"/>	Strong Interest Inventory: {Results}
<input type="checkbox"/>	TABE (7-8, 9-10): {Results}

# Customizing the Action Steps:

**Assessment Section Edit**

Hide **Action Steps**

- mn.gov/deed: Current demand indicator: **Number of stars** Median wage \$ **Wage** /year Planning area total (Job) Openings **Number of openings** Planning area growth rate: **Average range** Delete
- Obsolete skills: **Provide specifics** Move up Delete
- ONET Interest Profiler: **Results** Move up Delete
- Previous job title: **Description** Employer name: **Employer name** Ending wage: **Wage** Years employed: **Start Year** to **End Year** Move up Delete
- TABE (7-8, 9-10): **Results** Move up Delete

<b>Start By</b>	04/16/2021
<b>Expected Completion By</b>	04/30/2021





Setting completion dates within the Action Steps:

## Assessment Section Edit

Yenny Bundt  
Birth Date 08/11/1991

Record ID 202014692

### Hide Action Steps

- mn.gov/deed: Current demand indicator: 5 Median wage \$ 60,000 /year Planning area total (Job) Openings 1,980 Planning area growth rate: 9.8% Delete
- Obsolete skills: Does not possess Scrum Master certification to be competitive in the labor market . Move up Delete
- ONET Interest Profiler: To be completed by 4/28/2021: <https://www.mvnextmove.org/explore/ip> Move up Delete
- Previous job title: I.T. Desk Support Employer name: ABC Company Ending wage: \$45,000/Year Years employed: 2015 to 2021 Move up Delete
- TABE (7-8, 9-10): N/A: Participant holds an Associate Degree in Computer Information Systems Move up Delete

Add Action Step

Add Custom Step

Start By   
Expected Completion By

### Hide Comments for Printed Plan

### Show Referral

Spell Check

Save Section

Cancel





Completed Section:

### Dislocated Worker Employment Plan

**Program Seq** 1  
**Agency: Location** [Redacted]  
**Entered by** Anna Mullikin **Last Updated by** Anna Mullikin  
**Staff Assigned** [Redacted]  
**Plan Mode** Online  
**Full Legal Name** [Redacted]

**Hide Goals**

**Goals**

To complete a Certified Scrum Master Training by August 2021  
 To secure employment as a Scrum Master before 2022

Spell Check

**Hide Plan Sections**

Plan Section	Review	Include in Printed Plan	Action
Assessment	Complete	Yes	Edit Delete

**Add Section** None Selected Add Section

**Hide Case Note**

[Empty text area]

Spell Check

**Plan Status** Pending

**Start Date** 04/16/2021  
**Review Date** 04/16/2022  
**Confirmation Date** 04/16/2021

Save and Activate Save as Pending View/Print Cancel Delete Pending Plan



## Dislocated Worker Employment Plan

Full Legal Name [REDACTED] Record ID [REDACTED]  
Start Date [REDACTED] Review Date [REDACTED]

### ACTIVITY **Assessment**

Start By 04/16/2021 Expected Completion By 04/30/2021

#### Yenny Bundt's Action Steps

- mn.gov/deed: Current demand indicator: 5 Median wage \$60,000/year Planning area total (Job) Openings 1,980 Planning area growth rate: 9.8% **Date Achieved**
- Obsolete skills: Does not possess Scrum Master certification to be competitive in the labor market. **Date Achieved**
- ONET Interest Profiler: To be completed by 4/28/2021: <https://www.mynextmove.org/explore/ip> **Date Achieved**
- Previous job title: I.T. Desk Support Employer name: ABC Company Ending wage: \$45,000/Year Years employed: 2015 to 2021 **Date Achieved**
- TABE (7-8, 9-10): N/A: Participant holds an Associate Degree in Computer Information Systems **Date Achieved**

Job Counselor/ Case Manager [REDACTED] Service Location [REDACTED]

Program: Seq DW: 1 Plan Mode Online  
Plan Type Employment Plan Plan Confirmation Date  
**Plan Status** Pending Last Updated By Anna Mullikin  
Entered by Anna Mullikin

Name: [REDACTED] Page 1 of 1 Run Time: 4/20/2021 10:58:25 AM

Record ID: [REDACTED]



[Back to Employment and Training Employment Plan](#)

View/Print – PDF  
Version





# Barriers Section

## Barriers Section Edit

Barriers Section Edit

▼ Hide Action Steps

Add Action Step Add Custom Step

Start By

Expected Completion By

▼ Hide Comments for Printed Plan

▼ Show Referral

Spell Check

Save Section Cancel

## Barriers Section Edit

Displaying 1 to 22 of 22

Select	Action Steps
<input type="checkbox"/>	Age: {Provide specifics}.
<input type="checkbox"/>	Attitude toward work: {Provide specifics}.
<input type="checkbox"/>	Basic skills deficient: {Provide specifics}.
<input type="checkbox"/>	Behavior patterns affecting employment potential: {Provide specifics}.
<input type="checkbox"/>	Computer skills: {Provide specifics}.
<input type="checkbox"/>	Criminal background: {Provide specifics}.
<input type="checkbox"/>	Disability status: {Provide specifics}.
<input type="checkbox"/>	Family issues: {Provide specifics}.
<input type="checkbox"/>	Financial resources and needs: {Provide specifics}.
<input type="checkbox"/>	Health: {Provide specifics}.
<input type="checkbox"/>	Housing: {Provide specifics}.
<input type="checkbox"/>	Identification documents (state ID, social security card, birth certificate, etc): {Provide specifics}.
<input type="checkbox"/>	Internet access at home: {Provide specifics}.
<input type="checkbox"/>	Language barrier: {Provide specifics}.
<input type="checkbox"/>	Limited English: {Provide specifics}.
<input type="checkbox"/>	Motivation: {Provide specifics}.
<input type="checkbox"/>	No telephone: {Provide specifics}.
<input type="checkbox"/>	Other: {Provide specifics}.
<input type="checkbox"/>	Personal: {Provide specifics}.

# Customizing the Action Steps:

Barriers Section Edit

Hide **Action Steps**

- Computer skills: **Lacking basic Microsoft Office experience - will seek out training opportunities** Delete
- Financial resources and needs: **UI is only income at this time - will end in 5 months** Move up Delete
- Housing: **When UI ends, concerns of how rent will be paid for** Move up Delete
- Internet access at home: **Currently utilizing a hot spot for internet access at home** Move up Delete

Start By   
Expected Completion By

Hide **Comments for Printed Plan**

Show **Referral**



# Employment Section

BY NUMBER RECORD ID: 212014092

## Action Steps

Select All

Displaying 1 to 30 of 30

Select	Action Steps
<input type="checkbox"/>	{Action} one-page marketing plan (see packet).
<input type="checkbox"/>	Attend {workshop/class} on {day(s), time, location}.
<input type="checkbox"/>	Attend local networking groups {where and when}.
<input type="checkbox"/>	Choose {number} people to use as references. Ask each person if they would mind being a professional reference for you and give them an updated copy of your resume.
<input type="checkbox"/>	Complete and submit cover letter to job counselor/case manager.
<input type="checkbox"/>	Complete and submit resume to job counselor/case manager.
<input type="checkbox"/>	Conduct job search, including {your tasks}, until employed.
<input type="checkbox"/>	Cooperate with post-placement follow-up.
<input type="checkbox"/>	Create your brand.
<input type="checkbox"/>	Give resume to {whom} within {timeframe}.
<input type="checkbox"/>	If accepting a part-time job, submit a letter from my employer stating that you have been hired on a part-time basis and the average number of hours work per week.
<input type="checkbox"/>	If accepting temporary employment (including temporary recall to my former employer), submit a letter from my employer stating





# Support Services

### Action Steps

Select All

Displaying 1 to 29 of 29

Select	Action Steps
<input type="checkbox"/>	Books and supplies: {Provide specifics}.
<input type="checkbox"/>	Car repair, insurance, payment, fuel: {Provide specifics}.
<input type="checkbox"/>	Child/family care: {Provide specifics}.
<input type="checkbox"/>	Clothing/uniforms: {Provide specifics}.
<input type="checkbox"/>	Complete a budget form.
<input type="checkbox"/>	Disaster Event - Safety Training Tools: {Provide specifics}.
<input type="checkbox"/>	Disaster Event - Work-Related Physical: {Provide specifics}.
<input type="checkbox"/>	Disaster supplies: {Provide specifics}.
<input type="checkbox"/>	Driver's training: {Provide specifics}.
<input type="checkbox"/>	Drug and alcohol counseling: {Provide specifics}.
<input type="checkbox"/>	Emergency financial assistance: {Provide specifics}.
<input type="checkbox"/>	Emergency health insurance: {Provide specifics}.



# Customized Action Step for Support Services Plan Section:

**Support Services Section Edit**

**Hide Action Steps**

- Car repair, insurance, payment, fuel: Has an old car and my require some repairs to conduct job search and interviews . Delete
- Complete a budget form. Move up Delete
- Housing or rental assistance: UI is only source of income paying rent at this time . Move up Delete
- Transportation: Due to limited income, may need assistance with gas to conduct job search and interviews . Move up Delete
- For information on community support service resources visit: <http://www.211unitedway.org> or call 2-1-1 hotline Move up Delete

**Start By**

**Expected Completion By**



# Training Section

<input type="checkbox"/>	Attendance required {timeframe}.
<input type="checkbox"/>	Call my job counselor/case manager within {number} days and meet to write a new employment plan if my training ends.
<input type="checkbox"/>	Complete an occupational research packet and return by {timeframe}.
<input type="checkbox"/>	Complete appropriate certification within the duration of the On-the-Job Training (OJT) program.
<input type="checkbox"/>	Complete the Training Proposal form and return to job counselor/case manager {timeframe}.
<input type="checkbox"/>	Discuss any changes in my education plan with my job counselor/case manager BEFORE changing plans.
<input type="checkbox"/>	Maintain at least a {1.0 - 4.0} GPA.
<input type="checkbox"/>	Maintain regular contact with my job counselor/case manager.
<input type="checkbox"/>	Make satisfactory progress toward completion and remain in good standing with the institution.
<input type="checkbox"/>	Market On-the-Job Training (OJT) to employers.
<input type="checkbox"/>	Must maintain satisfactory progress.
<input type="checkbox"/>	Notify job counselor/case manager immediately if training will not be completed within the expected timeline.
<input type="checkbox"/>	Obtain a signature from an authorized representative from the institution (instructor, advisor, attendance office, etc.) to verify attendance.
<input type="checkbox"/>	Provide a copy of certificate/diploma/degree at completion and meet with job counselor/case manager to update my plan.
<input type="checkbox"/>	Provide a copy of certificate/diploma/degree at completion.
<input type="checkbox"/>	Research and submit training proposal {timeframe}.
<input type="checkbox"/>	Research training ideas (contact schools, employers, conduct informational interviews).
<input type="checkbox"/>	Schedule my work hours so they will not interfere with my class schedule.
<input type="checkbox"/>	Search for a full-time job at the end of my training.





I understand that or agree to: Section

## Action Steps

Select All

Displaying 1 to 12 of 12

Select	Action Steps
<input type="checkbox"/>	Demand for services and budget changes may affect funding availability.
<input type="checkbox"/>	Failure to comply with the above plan may be grounds for termination of services.
<input type="checkbox"/>	I will maintain {frequency} contact with my job counselor/case manager, either through telephone or e-mail.
<input type="checkbox"/>	Mileage rates are subject to change without notice.
<input type="checkbox"/>	My employment plan will be revised when my job counselor/case manager and I agree to the change.
<input type="checkbox"/>	Notify job counselor/case manager of changes in address, phone, or situation.
<input type="checkbox"/>	Provide an emergency contact that does not live with me whom we may contact in the event that you are unreachable or unresponsive to our request to reach you.
<input type="checkbox"/>	Respond promptly to e-mails, calls, or letters from my job counselor/case manager.
<input type="checkbox"/>	Stay actively enrolled in program.
<input type="checkbox"/>	To cooperate with post-placement follow-up.
<input type="checkbox"/>	To let my counselor know when I start working including: employer name, address, job title, starting date and wages, number of hours a week and whether I am eligible for health benefits.
<input type="checkbox"/>	Work toward successfully completing my goals.

# Saving & Activating the IEP

## Dislocated Worker Employment Plan

**Program Seq** 1

**Agency: Location** [Redacted]

**Entered by** Anna Mullikin **Last Updated by** Anna Mullikin

**Staff Assigned** [Redacted]

**Plan Mode** Online

**\*Full Legal Name** [Redacted]

Hide Goals

\*Goals

[Redacted]

Spell Check

Hide Plan Sections

Plan Section	Review	Include in Printed Plan	Action
Assessment	Complete	Yes ▾	Edit Delete
Barriers	Complete	Yes ▾	Edit Move up Delete
Employment	Complete	Yes ▾	Edit Move up Delete
Support Services	Complete	Yes ▾	Edit Move up Delete
Training	Complete	Yes ▾	Edit Move up Delete
I understand that or agree to:	Complete	Yes ▾	Edit Move up Delete

\*Add Section None Selected ▾ Add Section

Hide Plan Sections

Plan Section	Review	Include in Printed Plan	Action
Assessment	Complete	Yes ▾	Edit Delete
Barriers	Complete	Yes ▾	Edit Move up Delete
Employment	Complete	Yes ▾	Edit Move up Delete
Support Services	Complete	Yes ▾	Edit Move up Delete
Training	Complete	Yes ▾	Edit Move up Delete
I understand that or agree to:	Complete	Yes ▾	Edit Move up Delete

\*Add Section None Selected ▾ Add Section

Hide Case Note

[Redacted]

Spell Check

**Plan Status** Pending

\*Start Date 04/16/2021

Review Date 04/16/2022

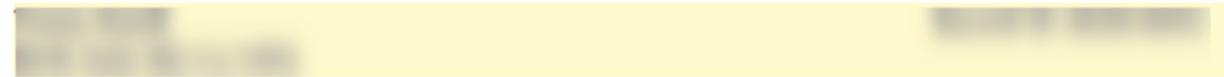
\*Confirmation Date 04/16/2021

Save and Activate Save as Pending View/Print Cancel Delete Pending Plan



# Active Online IEP

## Plan Summary



▼ Hide DW Seq 1 - Enrolled

Plan Type: Mode	Plan Status	Start Date: End Date	Staff: Agency	Action
Employment Plan Online	Active	04/16/2021		Edit Copy Delete Achievements

Add Plan

All Goals View/Print

1 of 2

### Dislocated Worker Employment Plan

<b>Full Legal Name</b>		<b>Record ID</b>	
<b>Start Date</b>	04/16/2021	<b>Review Date</b>	04/16/2022
<b>Goal</b>	To complete a Certified Scrum Master Training by August 2021 To secure employment as a Scrum Master before 2022		

ACTIVITY	Assessment	Expected Completion By
<b>Start By</b>	04/16/2021	04/30/2021
<b>Yenny Bundt's Action Steps</b>		
• mn.gov/deed: Current demand indicator: 5 Median wage \$60,000/year Planning area total (Job) Openings 1,980 Planning area growth rate: 9.8%		<b>Date Achieved</b>
• Obsolete skills: Does not possess Scrum Master certification to be competitive in the labor market.		<b>Date Achieved</b>
• ONET Interest Profiler: To be completed by 4/28/2021: <a href="https://www.mynextmove.org/explore/ip">https://www.mynextmove.org/explore/ip</a>		<b>Date Achieved</b>
• Previous job title: I.T. Desk Support Employer name: ABC Company Ending wage: \$45,000/Year Years employed: 2015 to 2021		<b>Date Achieved</b>
• TABE (7-8, 9-10): N/A: Participant holds an Associate Degree in Computer Information Systems		<b>Date Achieved</b>

ACTIVITY	Barriers	Expected Completion By
<b>Start By</b>	04/16/2021	10/16/2021
<b>Yenny Bundt's Action Steps</b>		
• Computer skills: Lacking basic Microsoft Office experience - will seek out training opportunities.		<b>Date Achieved</b>
• Financial resources and needs: UI is only income at this time - will end in 5 months.		<b>Date Achieved</b>
• Housing: When UI ends, concerns of how rent will be paid for.		<b>Date Achieved</b>
• Internet access at home: Currently utilizing a hot spot for internet access at home.		<b>Date Achieved</b>

ACTIVITY	Employment	Expected Completion By
<b>Start By</b>	04/16/2021	10/31/2021
<b>Yenny Bundt's Action Steps</b>		
• Attend local networking groups Bloomington Mon & Wed 10am-11am.		<b>Date Achieved</b>
• Conduct job search, including labor market research, searching indeed.com and staying active on LinkedIn, until employed.		<b>Date Achieved</b>
• Regularly search MinnesotaWorks.net for job leads.		<b>Date Achieved</b>
• When hired for a job, tell job counselor/case manager the employer name, job title, and hours per week within 10 days of your start date.		<b>Date Achieved</b>
• Write, revise, and send resumes and cover letters.		<b>Date Achieved</b>

ACTIVITY	Support Services	Expected Completion By
<b>Start By</b>	04/16/2021	10/16/2021
<b>Yenny Bundt's Action Steps</b>		
• Car repair, insurance, payment, fuel: Has an old car and my require some repairs to conduct job search and interviews.		<b>Date Achieved</b>
• Complete a budget form.		<b>Date Achieved</b>
• Housing or rental assistance: UI is only source of income paying rent at this time.		<b>Date Achieved</b>
• Transportation: Due to limited income, may need assistance with gas to conduct job search and interviews.		<b>Date Achieved</b>
• For information on community support service resources visit: <a href="http://www.211unitedway.org">http://www.211unitedway.org</a> or call 2-1-1 hotline		<b>Date Achieved</b>





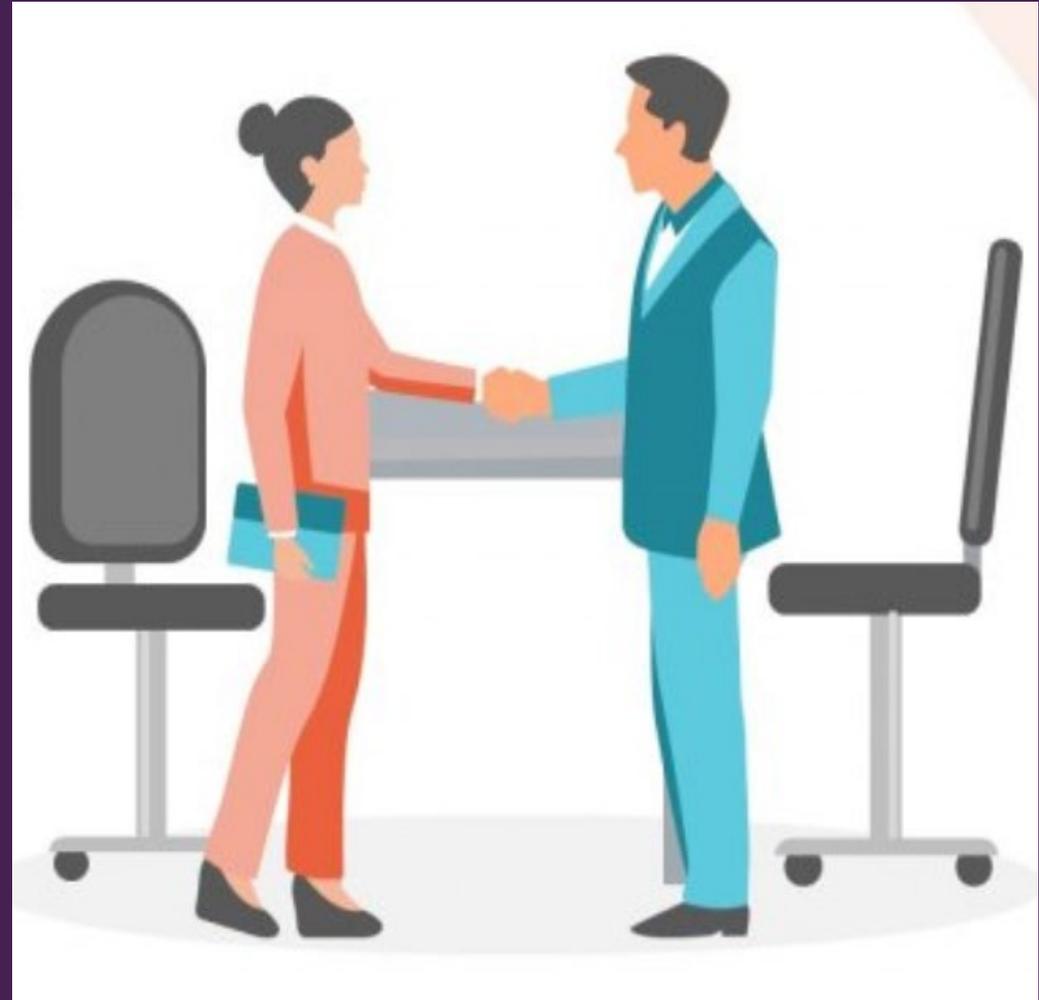
# IEP Update Requirements:

<b>Signature Required:</b>	<b>Signature Not Required</b>
<i>Participant's information, situation, or career goal changes</i>	<i>When entering achievement dates when action steps and objectives have been completed/obtained</i>
<i>When adding/changing a training vendor or program</i>	
<i>When projected objective completion dates have changed</i>	
<i>When an annual review is conducted</i>	



## In Conclusion:

- \*Implement the plan
- \*Outlines the responsibilities of all parties
- \*Use as a guiding tool





# QUESTIONS?

Or share your best practices when developing IEPs!

