



TECHNICAL ASSISTANCE MEMO #9

DATE: SEPTEMBER 3, 2008

TO: WIA SERVICE PROVIDERS

FROM: AMY GIMLIN, SWWDC PROGRAM MANAGER

PROGRAM AFFECTED: ALL WIA SERVICE PROGRAMS

RE: DOCUMENTING SELF EMPLOYMENT IN SKIES

If a participant obtains self employment, the case manager must make sure the following is completed in SKIES to ensure all local goals are met as well as the State and Federal Measures.

1. The Employment Goal must reflect their goal of obtaining self employment. (The Employment Goal Description is documented in the first tab of the Service Plan of SKIES in the very top field.)
2. The exit outcome must be "self employment". (The exit outcome is documented on the Program Enrollment page of SKIES.)
3. If a training related placement, document in the comment field of the SKIES Program Enrollment page by entering in "Self – Employed Training Related Placement".
4. In the year following exit, the case manager must complete the follow up service plan for each quarter by choosing "Self-Employed Q1 After Exit", Q2, etc. (Follow up is documented in the Follow Up Service Plan of SKIES.) See example below.
5. A case note should also be entered describing the employment and any other pertinent information.

The screenshot displays the 'Follow Up Plan' tab in the SKIES software. The 'Objectives' section shows 'Follow Up Needs' with a dropdown menu set to 'F FOLLOW-UP SERVICES'. The 'Services/Activities' table lists 'YOUTH FOLLOW-UP SERVICES' assigned to 'BLODGETT, RYAN E.' with 'YWP' as the provider. A 'Follow Up Needed Service' dialog box is open, showing a search bar and a list of service options. The 'ADULT FOLLOW-UP SERVICES' option is selected and highlighted in blue. Other options include 'CERTIFICATE OR CREDENTIAL ATTAINED', 'EMPLOYED Q1 AFTER EXIT', 'EMPLOYED Q2 AFTER EXIT', 'EMPLOYED Q3 AFTER EXIT', 'EXIT EXCLUSION-DECEASED', 'EXIT EXCLUSION-FAMILY CARE', 'EXIT EXCLUSION-HEALTH/MEDICAL', 'EXIT EXCLUSION-INSTITUTIONALIZED', 'EXIT EXCLUSION-INVALID SSN', 'EXIT EXCLUSION-MANDATED TO RESIDENTIAL PROGRAM', 'EXIT EXCLUSION-RETURNED TO ACTIVE DUTY', 'POST-PROGRAM SUPPORT SERVICES', 'POST-SECONDARY ED-Q1 AFTER EXIT', 'POST-SECONDARY ED-Q3 AFTER EXIT', 'SELF-EMPLOYED Q1 AFTER EXIT', 'SELF-EMPLOYED Q2 AFTER EXIT', 'SELF-EMPLOYED Q3 AFTER EXIT', 'WORKFIRST CAREER SERVICES FOLLOW-UP', and 'YOUTH FOLLOW-UP SERVICES'. The dialog box has 'Find', 'OK', and 'Cancel' buttons at the bottom.