



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 SKIES software interface. The main window is titled 'Follow Up Plan' and has several tabs: 'Follow Up Plan', 'Contact Log', 'Services', and 'Plan Summary'. The 'Services' tab is active, showing a form for 'Follow Up Needs'. The 'Service Type' dropdown is set to 'F FOLLOW-UP SERVICES'. The 'Planned' date is 03/10/2008 and the 'End Date' is 03/10/2009. Below this, there is a table for 'Services/Activities' with columns for 'Followup Needed Services', 'Assigned Staff', 'Training Provider', and 'Provider'. The first row shows 'YOUTH FOLLOW-UP SERVICES' assigned to 'BLODGETT, RYAN E.' with 'YWP' as the provider. A search window titled 'Follow Up Needed Service' is open in the foreground, showing a list of service options. The first option, 'ADULT FOLLOW-UP SERVICES', is 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 search window has 'Find%' in the search bar and 'Find', 'OK', and 'Cancel' buttons at the bottom.