Steps to Create an Objective Assessment Summary 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 OBJECTIVE ASSESSMENT SUMMARY button.
6. All options with a red asterisk * have to be answered.

7. Program: SNAP

8. Application ID: will populate automatically

9. LWIA: choose your office’s state region

10. Office: your office

11. Assessment Create Date: always TODAY’s (current) date

12. Verify Contact Information is correct. Edit if necessary.
13. If/when you click the Edit Contact Info link, you can update the information on the current screen; spaces are no longer gray and become fillable.
14. Update Alternate Contact if necessary
15. STAFF information will be pre-filled
16. Case managers can add a NOTE if needed
17. Click NEXT

**Alternate Contact**

Alternate Contact

[Click Here]

**Staff**

Staff User ID 4409 (FSDTrainer6,FSDTrainer6)
Date Completed 10/22/2018
Overall Note

[Spell Check]

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**NOTE: in the training region, the system may prompt you to choose an office, again, after clicking NEXT. Please select any office on the list and then click NEXT again.**

18. Answer “Are you seeking immediate employment?”  Y or N
19. You must fill the box next to “What services are you seeking?” If no services at this time, enter NONE.
20. Select one or more occupations for the client. You must click the link(s) “Select Occupation” in order to choose the field where the client would like to work.

21. A pop-up box will open and you will type the keyword(s) for the job you’re looking for (i.e. forklift driver, office manager, etc.); click SEARCH

22. The occupations matching those keywords will populate in the pop-up box. Choose the correct or closest job by clicking on the name.
23. Employment Expectations will update with the job number and name.

24. Answer the remaining questions regarding the type of employment the client is seeking (full or p/t, desired shift, salary, commute, etc.)
25. Be sure to answer *Desires Help in Career Planning, *Seeking Training Services and *Training Preferences (must type something in the box.)

- Employment Type: On the Job Training
- Full or Part Time: Part Time (Less than 30 Hours)
- Shift Preferences:
  - [ ] 1st
  - [ ] 2nd
  - [ ] 3rd
  - [ ] Rotating
  - [ ] Split Shift
  - [x] Any
- Desired Salary: $12.00 hourly ($25,000 annually) or more
- Benefits Needed:
  - [ ] Health Insurance
  - [ ] Paid Vacation Time
  - [x] Paid Sick Leave
  - [ ] Retirement/Pension
- Longest Commute Distance (mi):
- Job Search Assistance Requested:
  - [x] Help Getting Started in Job Search
  - [x] Completing Job Applications
  - [x] Job Openings
  - [x] Interviewing Skills
  - [x] Referrals to Employers
- Desires Help in Career Planning: [ ] Yes [ ] No
- *Seeking Training Services: [ ] Yes [ ] No
- Training Preferences: On the job training

26. Complete the rest of the form and click NEXT
27. Update the Education History and Basic Skills/Education Factors
28. Click NEXT
29. Add any relevant degrees or update an existing one, if necessary
30. Click NEXT
31. Add or update any certificates; click NEXT
32. Complete Occupational Transferable Skills, if needed
33. Add/update Employment History, if needed
34. Click NEXT
35. Complete Work Readiness and Workplace Behavior sections. **Check all that apply.**

- Work Readiness
  - Number of Children under 18: 0
  - Child Care: [x]
    - Special Needs Child
    - Adult Care
    - Not at This Time
  - Dependent Care Comments: participant needs before and after school care for 1 child only. participant must complete childcare application prior to entering training or employment activity.
*Be sure to enter the number of children (if applicable), if dependent care is needed and add a comment*

36. Click NEXT

37. Complete Health & Behavioral Observations, Living Environment, Economic Factors, Vocational/Occupational Factors, Other Assistance Received, Barriers to Employment and Access Assessment. Check all that apply.
**Economic Factors / Financial Situation**

- Credit/Financial

- Economic Factors/Financial Situation Assessment:

  - Bankruptcy
  - Poor Credit History/Bad Debts
  - Needs Money Management Services
  - Needs Consumer Credit Counseling Services
  - Inability to be Bonded
  - Defaulted Student Loan
  - Not at this time

**Vocational / Occupational Factors**

- Obsolete Work Skills
- License Expired/Revoked
- Union Dues in Arrears

Vocational/Occupational Factors Assessment

**Spell Check**
Other Assistance Received

Public Assistance

- Temporary Aid to Needy Families (TANF)
- Supplemental Nutritional Assistance Program (SNAP)
- Housing
- SSI
- Foster Care
- Medicaid
- Not at this time

Partner Services

- Adult Education
- Job Corps
- MSPW
- Native American
- Veterans
- TAA
- NAFTA/TAAN
- Vocational Education
- Vocational Rehabilitation
- Wagner-Peyser
- Community Services Block Grant
- HUD
- Older Workers
- Food Stamp Employment and Training Activities
- Other

Barriers To Employment

- Lacks Significant Work History
- Sporadic or Limited Work History:
- Restricted Commuting Distance:
- Restricted Work Schedule
- Unrealistic Wage
- Legal Issues

- Ex-Offender
- Currently on Probation
- Existing/Pending Workers Compensation Claims
- Pending Court Appearances
- Court Ordered to Pay Child Support
- Wage Garnishment

- Single Parent
- Displaced Homemaker
- Pregnant or Parenting Youth:
- Runaway Youth
- LWIA Designated Barrier
- Other (Specify in Comments)
- No Barriers to Employment/Work Readiness Issues:
To better assist the individual, which of the following tasks are difficult to perform independently in daily life. (Must be voluntarily offered).

- [ ] Chose not to Answer
- [ ] None
- [ ] Seeing
- [ ] Hearing
- [ ] Talking
- [ ] Using hands
- [ ] Getting around
- [ ] Interacting with others
- [ ] Learning or thinking
- [ ] Other (specify)

Individual needs the following assistance for program participation or employment (select all that apply)

- [ ] Chose not to Answer
- [ ] None
- [ ] Wheelchair accessible facilities
- [ ] Other (specify)
- [ ] Assistance with writing
- [ ] Audiotaped materials
- [ ] Flexibility (e.g. in hours)
- [ ] Materials in Braille
- [ ] Materials in electronic format
- [ ] Materials in large print
- [ ] Meeting reminders
- [ ] Notetakers for regular meetings
- [ ] Personal coaching
- [ ] Scent free environment
- [ ] Screen magnifier
- [ ] Screen reader
- [ ] Interpretation (including sign language)
- [ ] Considerations for medication
- [ ] Alternative seating arrangements
- [ ] TTY/Text Display Device
- [ ] Videophone
38. Click NEXT

39. Enter test scores, if additional tests given.

40. If not, click NEXT

41. Add a Referral if client is being referred to another agency for services.

42. Click FINISH

43. You will be returned to the Management Dashboard.

44. Scroll down to see the completed assessment.
*If you would like to print the assessment, select print in the Action Column. The assessment will come up in a separate pop-up box. It may take a little while to load the PDF. Scroll to the bottom and select the print icon.*