

Office of Workforce & Community Initiatives

Individual Employment Plan (IEP) Navigation Guide

OWCI Guide for navigating the Individual Employment Plan/Service Strategy

IEP Navigation Guide (3.2025)

Introduction

This document was created to help case managers navigate the Individual Employment Plan within the MoJobs system. This is NOT an instruction manual on how to complete or what to include in the plan for a specific program. Please refer to program and local provider policy guidelines for specific information that is required for completion.

Where to go and how to get there

Start by selecting "Plan" under the Case Management Profile Tab



Next, scroll towards the bottom of the screen under "Individual Employment Plan/Service Strategy." Here select "*Edit*" on the IEP with the status of <u>OPEN</u>. If there is no <u>OPEN</u> status IEP, you will select "*Create Individual Employment Plan/Service Strategy*".

Individual Employment Plan/Service Strategy

#	LWIA/Region	Office Location	Status	# of Goals	Staff	Date	Action
425287	Central Region	COLUMBIA JOB CENTER	OPEN	2	BOWLES, Jerri	11/08/2024	Edit Delete Display/Print
Create Individual Employment Plan/Service Strategy							

OR

Individual Employment Plan/Service Strategy

#	LWIA/Region	Office Location	Status	# of Goals	Staff	Date	Action
425287	Central Region	Columbia Job Center	CLOSED	2	BOWLES, Jerri	11/08/2024	<u>Edit</u> <u>Delete</u> <u>Display/Print</u>
		Create Individual	Employment Pla	n/Service Strategy	,		

The next screen will take you to the "Plan" tab.

Plan

Here you will enter the plan start date, the region, and the office location. Please refer to program and local provider policy guidelines for specific information that is required.

A send server and the send of		Dashboard Acce	ssibility Mail Calendar Profil	Home Sign Out		Assistance Q Search
F	Dlan	Currently Mana	ging: JOBSEEKER, JOHNNY - S	ervice Tracking: OFF		
Quick Search Pin Enter Search	Step 1 of 4. Enter your info	ormation below. When you are finished cli	ck the <i>Next>></i> button.			
i	Plan	Goals		<u>Objectives</u>	Services	
Other Staff Services *	Indicates required fields.					
Plan Informati	ion					
* Plan Start Date	02/25	/2025 (mm/dd/yyyy) 📷 <u>Today</u> (1	MM/DD/YYYY)			
* LWDB/Region	Centr	al Region 🔻				
* Plan started in office lo	FSD F	Partner Central 🔹				
Plan closed on		(mm/dd/yyyy) 👿 <u>Today</u> (f	MM/DD/YYYY)			

The next screen will take you to the "Goal" tab.

Goals

Enter the goals you and the participant have discussed and defined. There are options for short term, intermediate, and long term. Please refer to program and local provider policy guidelines for specific information that is required.

<u>Plan</u>	Goals	Objectives	Services
General Infor	mation		
User Name	JJOBSEEKER616		
User ID	1064567		
Name	JOBSEEKER, JOHNNY		

IEP/ISS Goals

# Goal Date Established	Est. date for Completion	Actual Completion Date	Last Edit Date	Program	Staff	Status	Action
	No H	istory Records					
Add New Goal Exit Wizard							
		<< Back Next >>					
Click Add New Goal							

Goal Information

*LWDB/Region	Central Region 👻
*Office	FSD Partner Central
* Program Affiliation	 2019 Summer Jobs League 2021 Jobs League 2022 Jobs League Career Skills Program SNAP Employment and Training
*Type of Goal	Training
* Term of Goal	Short Term 🔹
* Description of Goal	Short Term Goal: Complete OJT with Bonnie Plants
*Date Established	02/25/2025 (mm/dd/yyyy) 📷 <u>Today</u> (MM/DD/YYY)

- 1. LWBD/Region and Office will be pre-populated
- 2. Program Affiliation: Select the program in which these goals and objectives are being tied to
- 3. Type of Goal: employment, training, or schooling
- 4. Term of Goal: long, intermediate, or short
- 5. Description of Goal: What will client be doing?
- 6. Date Established: Today

*Estimated Completion Date	08/25/2025 (mm/dd/yyyy) 📧 Today. (MM/DD/YYYY)
Actual Completion Date	(mm/dd/yyyy) 📷 Today (MM/DD/YYYY)
*Completion Status	Open -
Reason Closed	None Selected 🕶
Goal Details(Comments)	
	Some HTML tags such as embedded videos are not allowed in this text box and will not be saved. Keyboard shortcut F10, toggles between editor toolbar and edit field.
	$\equiv \equiv \Omega \star \equiv \star \square \star \boxed{\text{Normal }} \underbrace{\text{Segoe}}_{1*} \land \star \boxtimes \land \star \not \Rightarrow \forall \textcircled{0}$

Job availability in the local area linked to this pathway: Sherwin Williams Utilities Service, LLC & PEPSICO Wage needed for self-sufficiency:\$30.00 per hour.

Short-Term Training Goal:Complete on the Job Training with Bonnie Plants

- 7. Estimated Completion Date:
 - a. short term should be 6 months or less
 - b. long term should be 12 months or more

*Both can be adjusted later if more time is needed

- 8. Completion Status: Open
- 9. Reason Closed: None Selected
- 10. Add your Goal Details (Comments) per the program guidelines and local provider policy
- 11. Click SAVE

Objectives

On the objectives tab, enter the objectives for each goal that have been established. Think of the objectives as the steps that are necessary for the participants to reach their goals. Please refer to program and local provider policy guidelines for specific information that is required for the goal and objective setting.

<u>Plan</u>	Goals	Objectives	Services
General Informatio	n		
User Name	JJOBSEEKER616		
User ID	1064567		
Name	JOBSEEKER, JOHNNY		

Objective Information

	Goal Description	Objective	Date Established	Actual Completion Date	Last Edit Date	Review Date	Program(s)	Staff	Status
				No Objective Records					
\subseteq	Add new objective	95							
E.	it Wizard	<u>.</u>							
EX	<u>it Wizard</u>								

Much like the "Goal" screen, enter the following information, including the details of the objective. These can be 1-2 sentences, short and concise.

General Information

Username	JJOBSEEKER616
State ID	0
User ID	1064567
Name	JOBSEEKER, JOHNNY

Objective Information

*Goal	Short Term Goal: Complete OJT with Bonnie Plants 🔹
Goal Date Established	2/25/2025
*LWDB/Region	Central Region 👻
*Office Location	FSD Partner Central 👻
* Program Affiliation	SNAP Employment and Training 🔻
*Objective	Maintain attendance and training

*Review Date	08/26/2025 (mm/dd/yyyy) 📷 <u>Today</u> (MM/DD/YYYY)
Actual Completion Date	(mm/dd/yyyy) 📧 <u>Today</u> (MM/DD/YYYY)
Completion Status	Open •
Reason Closed	None Selected 🕶
Created By	
Create Date	12:00:00 AM
Last Edited By	
Last Edited Date	12:00:00 AM
Objective Details (Comments)	
	Some HTML tags such as embedded videos are not allowed in this text box and will not be saved. Keyboard shortcut F10, toggles between editor toolbar and edit field.
	$\Xi \equiv \Omega \star \blacksquare \star \square \star \square$
Client will maintain regular attendance with	minimal absences and tardies. He will follow directions from his supervisor and actively participate in the advanced learning and training process.

After saving, you will return to the previous screen.

Repeat these steps by selecting "Add New Objective" until all the necessary objectives for your participant are entered.

Objective Information

	Goal Description	Objective	Date Established	Actual Completion Date	Last Edit Date	Review Date	Program(s)	Staff	Status	action
	Short Term Goal: Complete OJT with Bonnie Plants	Maintain attendance and training requirements	02/26/2025		02/26/2025	08/26/2025	SNAP	Cooper, Bailey	Open	<u>Edit</u> <u>Delete</u>
\langle	Add new objective Select pre-defined objectives									
E	kit Wizard									
				Back Nev						

After finishing the objectives, the final screen will be "Services".

Services

On this tab, services will automatically appear as they are entered in the programs tab.

Finally, select "Finish" to save and complete the IEP.