



**Office of Workforce &
Community Initiatives**

Individual Employment Plan (IEP) Navigation Guide

OWCI Guide for navigating
the Individual Employment Plan/Service Strategy

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



Case Management - IEP/ISS

Use this folder to manage Plan information for the selected Individual.

[[Assist an individual](#) | [Staff Services](#) | [Individual Portfolio](#)]

The screenshot shows a navigation menu with three main categories: My Individual Profiles, My Individual Plans, and Staff Profiles. The Staff Profiles section is expanded, showing a list of sub-items. The 'Plan' item under the Case Management Profile is circled in red, with a red arrow pointing to it from the right.

Next, scroll towards the bottom of the screen under “Individual Employment Plan/Service Strategy.” Here select “Edit” on the IEP with the status of OPEN. If there is no OPEN 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	Edit Delete Display/Print

[Create Individual Employment Plan/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.

MoJOBS
Dashboard Accessibility Mail Calendar Profile Home Sign Out
Assistance Search
Currently Managing: JOBSEEKER, JOHNNY - Service Tracking: OFF

Plan
Step 1 of 4. Enter your information below. When you are finished click the Next >> button.

Plan Goals Objectives Services

* Indicates required fields.

* Plan Start Date: 02/25/2025 (mm/dd/yyyy) Today (MM/DD/YYYY)
* LWDB/Region: Central Region
* Plan started in office location: FSD Partner Central
Plan closed on: (mm/dd/yyyy) Today (MM/DD/YYYY)

Plan Information

* Plan Start Date: (mm/dd/yyyy) Today (MM/DD/YYYY)

* LWDB/Region:

* Plan started in office location:

Plan closed on: (mm/dd/yyyy) Today (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.

Plan Goals Objectives Services

General Information

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 History Records									

[Add New Goal](#)
[Exit Wizard](#)

<< Back Next >>

Click Add New Goal

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.

Plan Goals Objectives Services

General Information

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								

[Add new objective](#)
[Select pre-defined objectives](#)

[Exit Wizard](#)

<< Back

Next >>

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

