

SKILL UP

Technical Assistance
Partner Convening
January 2019



Employment Plans

What is an Employment Plan?

- Individualized plan developed by the participant and Job Coach

What is the purpose?

- **Short Term Goal(s)** – typically 1 year of less. Objectives must be linked to the goal(s)
- **Long Term Goal(s)** – documents career pathway
- **Objectives** – steps the participant must take to achieve their goals.



Employment Plans

What is missing?

- **Goals** – Goals are not being identified in MoJobs
- **Objectives** – Objectives to meet goals are not being entered
- **Assessments** – Objective Assessments/Summaries are missing
- **Case Notes** – Case notes do not support Employment plan or are not entered at all.

Employment Plan

What does a good Employment Plan contain?

- Detailed description of employment type
- Expected salary or hourly wage
- Training/Education required for the position
- Steps to remove employment barriers
- Timeframes for completion
- Services/components must be connected to expected outcomes



Employment Plan

Remember

***Gainful employment is the final
outcome***



Employment Plan

When should EP be updated?

- Completion of objectives/goals
- Outdated objectives/goals
- New objectives/goals
- Information can be added, but should never be deleted



Setting Goals

Specific

Measurable

Achievable

Relevant

Time Based



Case Notes

What purpose do Case Notes Serve?

- Thorough description of a participant's interaction with the Job Coach.
- Inform other staff/providers of the participants status, etc.
- Documents specific requirements of services, activities, timeframes, training costs, etc.



Case Notes

What purpose do Case Notes Serve?

- Permanent record of discussions with participants
- Provides monitors with an overall picture of the participant's progress and how well the Job Coach is assisting the participant.



Case Notes

What is missing?

- Documentation of activities a participant may be enrolled in
- Documentation supporting Employment Plan goals and objectives
- Documentation of participant contact
- Documentation of training costs, TRE/WRE



Case Notes

When should a Case Note be entered?

- Outreach efforts
- Initial enrollment
- Completion of Assessment
- Employment Plan/Employment Plan Update
- Participant Contact
- Referrals to other services/agencies



Case Notes

When should a Case Note be entered?

- Case Record Corrections
- Progress Evaluations
- Activities/services begin and end dates



Case Notes

What should a Case Note contain?

- Specific dates
- All necessary/pertinent information
- Details so someone else can understand
- Justifications for supportive services
- Training begin and end date
- Funding sources



Case Notes

What should NOT be in a Case Note?

- Irrelevant details
- Medical information
- Discussions with others.
- Legal issues
- Information regarding others
- Judgements/opinions



Case Notes

Remember -

**If there is not a case note
in the system, it never
happened!**



Supportive Services

Transportation Related Expenses (TRE)

- Must be enrolled and participating in an allowable activity
- Must submit a Weekly Claim form
- Must have verification of training/work
- \$15 maximum per day.



Supportive Services

Work Related Expenses (WRE)

- Must be enrolled and participating in an allowable activity
- Based on participant need
- Different expenses are allowed based on TANF funding or FNS funding.



Reporting

- Weekly report outs on Partner Call
 - YTD Outreach Attempts
 - YTD Actual Contacts
 - YTD Total Enrollments
 - YTD Total in Trainings
 - YTD Number Employed
 - Average Wages per Hour



Reporting

- Monthly Reports
 - Participant Name
 - Services enrolled
 - Supportive Services provided



Invoicing

Submit timely

Contact from SkillUP Staff

Point of Contact

TANF Fund

Standardized Budget/Narrative



Miscellaneous

- DCNs are not being entered on the SNAP application in MoJobs
- No documentation that SNAP/SkillUP eligibility is being verified prior services being provided
- Employment is not being entered in MoJobs
- No verification prior to wavier or resolution of sanction
- Assign your agency to case in MoJobs



SkillUP Provider Portal

- <https://dss.mo.gov/skillup-provider-portal/>
 - Provider Handbook and Forms
 - Training Library
 - Training Dates
 - Weekly Meeting Minutes



FSD Emails

- Training requests, Marketing Materials, Reactivations & MoJobs Change Requests
 - SkillUp.Missouri@dss.mo.gov
- Questions for MWA/SkillUP
 - FSD.E&TInquiry@dss.mo.gov
- Monitoring Unit
 - FSD.E&TMonitoring@dss.mo.gov
- Invoices
 - FSD.E&TInvoices@dss.mo.gov
- DCN verifications
 - DSS.FSD.Agreements@dss.mo.gov



QUESTIONS?