Individual Employment Plan (IEP) – WIOA Adult/DW

WIOA TITLE I TRAINING VIDEO SERIES – MARCH 2020
Individual Employment Plan

Work Experience

Measurable Skill Gains

Individual Service Strategies

Credential Attainment

Exit

Follow-up Services (Youth)
IEP: A Roadmap for Adult/Dislocated Worker Participants

The Individual Employment Plan (IEP) offers an ongoing strategy to identify employment goals and achievement objectives, develop an appropriate combination of services for the participant to achieve employment goals, and document services and achievement of goals.
https://www.nj.gov/labor/wioa/resources/
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Plan Components

IEP Core Elements

- Needs Assessment
- Short- and Long-Term Employment Goals
- Barriers to Employment
- Combination of Services
An IEP is the foundational tool for engaging participants in individualized career services and case management. An IEP should be jointly developed in partnership with the participant. An IEP should reflect the unique goals and needs of an individual participant. An IEP should be used in an ongoing process to monitor and re-evaluate progress towards goals. An IEP should be used to document strategies and activities as they occur, including documentation of referrals. An IEP should ground a connected and seamless experience for customers.
Assessment of Need

- Interview and Ongoing Case Management with Participant
- Individual Assessment Tools:
  - Academic
  - Career Interest
  - Support Needs
- Documentation and Review of Work History:
  - Skills Obtained
  - Skill Gaps
Step 1: All assessment activities should be captured in the Activities tab in Customer Detail.
Step 2: Academic test results should be captured in **Test tab in Customer Details**
Step 3: Occupational and service need assessment results should be captured across the tabs in Comp Assess.
Step 4: Additional documentation of these assessments and their results should be captured in the Comments tab in Comp Assess.
AOSOS Roadmap

Assessment of Need → Customer Detail and Comp Assess

**Step 4:** Additional documentation of these assessments and their results should be captured in the Comments tab in Comp Assess.

**Note:** Confidential information should be captured in Counseling Statements.
Short- and Long-Term Goals

**Achievement Objectives**
What are the specific progress points that will indicate the participant is on-track to meeting goals?
(Note: These achievement objectives should demonstrate progress towards goals)

**Short-Term Goal**
What are short-term goals that the participant hopes to achieve in the near term?
(Note: These short-term goals should align with long-term career goals)

**Long-Term Goal**
What is the long-term career goal that the participant hopes to achieve?
(Note: This goal will take time and planning to achieve)
Short- and Long-Term Goals ➔ Services and Comp Assess

**Step 1:** Document specific details related to goals and achievement objectives:
- Achievement Objectives tab in Services
- Employment and Education tabs in Comp Assess
Step 2: Document any additional details in the Comments tab in Comp Assess.
Barriers to Employment

- **Skills Gaps**: Academic, occupational, and other work readiness skills
- **Personal Life Circumstances**: Life situations that pose barriers to engagement in employment
- **Technology**: Lack of technology; digital literacy needs
Step 1: Barriers should be captured across the tabs in Comp Assess
Step 2: Additional documentation of barriers should be captured in the Comments tab in Comp Assess.
Step 1: Designate and fund specific services that align with education, employment, and supportive services a participant is receiving in the Services tab in Services.
Step 2: Document specific details related to education, employment, and supportive service experiences in the Comments tab in Services.
Plan Components

- **Needs Assessment**
- **Short- and Long-Term Employment Goals**
- **Barriers to Employment**
- **Combination of Services**

**IEP Core Elements**

**Plan Development and Use**

**Additional Requirements**

- An IEP is the foundational tool for engaging participants in individualized career services and case management.
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- An IEP should be used in an ongoing process to monitor and re-evaluate progress towards goals.
- An IEP should be used to document strategies and activities as they occur, including documentation of referrals.
- An IEP should ground a connected and seamless experience for customers.
Plan Development and Use

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Plan Development and Use

Step 1: An IEP activity should be designated every time there is engagement around the IEP in the Activities tab in Customer Detail.
Step 2: Details about IEP points of engagement should be documented in Comments in Services.
Plan Development and Use

Step 3: The paper IEP should be uploaded each time it is updated as an Attachment in the Attachments tab in Comp Assess.
Plan Development and Use

Step 4: Elements of the IEP may also be recorded and documented in the Employment Plan tab in Customer Detail.
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Additional Resources

NJDOL Policy
NJ Workforce Innovation notices including WD-PY19-8 that outlines specific IEP policy can be found here:
https://www.nj.gov/labor/wioa/resources/

AOSOS Training Videos
Specific tutorials about entering Activities and Comments, the tabs in Customer Detail, and the tabs in Comp Assess can be found here:
https://towork.dol.state.nj.us/aosotrainingmaterials/_layouts/15/start.aspx#/  

Contact us at Career Services with any questions at WIOApolicy@dol.nj.gov