

Individual Employment Plan/Service Strategy Summary - CalJOBS
 WIOA Adult/Dislocated Worker & Youth

*Indicates System Required Fields

Indicates Unchangeable Field

IEP/ISS SUMMARY		
PLAN		
SECTION	FIELD	DESCRIPTION
Identifying Information	Plan ID Number	Unchangeable field
	State ID	Unchangeable field
	User Name	Unchangeable field
	User ID	Unchangeable field
	Name	Unchangeable field
	Created By	Unchangeable field
	Create On	Unchangeable field
	Last Edited By	Unchangeable field
	Edited On	Unchangeable field
Currently Participating In	Currently Participating in the following programs: Workforce Innovation and Opportunity Act	Unchangeable field. Application Date Participation Date
Plan Information	*Plan Start Date	Enter the Participation Date
	*LWDB/Region	Select San Diego Workforce Partnership, Inc.
	*Plan started in office location	Select YSP Office Location
	Plan closed on	Enter the planned Closure Date
	When printing plan do you want to print services?	No, leave unchecked
GOALS		
SECTION	FIELD	DESCRIPTION
General Information	User Name	Unchangeable field
	User ID	Unchangeable field
	Name	Unchangeable field
IEP Goals	#	The system will list all goals entered for the participant on this page, including dates and the status of each goal. All goals must be closed prior to the closure form being completed.
	Goal	
	Date Established	
	Est. date for completion	
	Actual Completion Date	
	Last Edit Date	
	Program	
	Staff	
	Status	
Action		

ADD NEW GOAL		
SECTION	FIELD	DESCRIPTION
General Information	User Name	Unchangeable field
	State ID	Unchangeable field
	User ID	Unchangeable field
	Name	Unchangeable field
	Plan Start Date	Unchangeable field
Goal Information	*LWBD/Region	Select San Diego Workforce Partnership, Inc.
	*Office	Select YSP Office Location
	*Program Affiliation	Check box - Title I - Workforce Development
	*Type of Goal	Employment - The goal is related to successful placement in employment Training - The goal is related to successful credential attainment Schooling - The goal is related to successful placement in post-secondary and/or credential attainment.
	*Term of Goal	Short Term - The time-frame for the goal is 1-3 months Long Term - The time frame for the goal is more than 6 months Intermediate Term - The time frame for the goal is 3-6 months
	*Description of Goal	This will name the goal in the list of goals (includes "Type of Goal" from above) Examples: Employment - Find a job ASAP, Schooling - Get GED/HS Diploma
	*Date Established	Enter the date the goal was established
	*Estimated Completion Date	Enter the estimated completion date based on the plan discussed with the participant.
	Actual Completion Date	If a goal was met, enter the completion date
	*Completion Status	Open - If the participant is working towards the goal Closed - If the participant has met that goal
	Reason Closed	Successful - The goal was met successfully Unsuccessful - The goal was not met prior to closure
Goal Details (Comments)	Enter goal details, as applicable. Describe how the goal will be accomplished. Include any ties to supportive services, incentives, stipends or work experience.	
OBJECTIVES		
SECTION	FIELD	DESCRIPTION
General Information	User Name	Unchangeable field
	User ID	Unchangeable field
	Name	Unchangeable field
Objective Information	Goal Description	The system will list all objectives entered for the participant on this page, including dates and the status of each objective.
	Objective	
	Date Established	
	Actual Completion Date	

	Last Edit Date	All objectives must be closed prior to the closure form being completed.
	Review Date	
	Program(s)	
	Staff	
	Status	
ADD NEW OBJECTIVE		
SECTION	FIELD	DESCRIPTION
General Information	User Name	Unchangeable field
	State ID	Unchangeable field
	User ID	Unchangeable field
	Name	Unchangeable field
Objective Information	*Goal	Select the goal that corresponds to the new objective
	Goal Date Established	Enter the date the goal was established
	*LWBD/Region	Select San Diego Workforce Partnership, Inc.
	*Office Location	Select YSP Office Location
	*Program Affiliation	Select "Title I - Workforce Development"
	*Objective	This will name the objective in the list of objectives. Examples: Create resume and cover letter, complete prerequisites for training
	*Date Established	Enter the date the goal was established
	*Review Date	Enter the date the objective was reviewed with the participant by the case manager (every 3-6 months)
	Actual Completion Date	If an objective was met, enter the completion date
	Completion Status	Open - If the participant is working towards the goal Closed - If the participant has met that goal
	Reason Closed	Successful - The objective was met successfully Unsuccessful - The objective was not met prior to closure
	Created By	Unchangeable field
	Last Edited By	Unchangeable field
	Last Edited Date	Unchangeable field
Objective Details (Comments)	Enter objective details, as applicable. Describe how the objective will be accomplished. Include any ties to supportive services, incentives, stipends or work experience.	