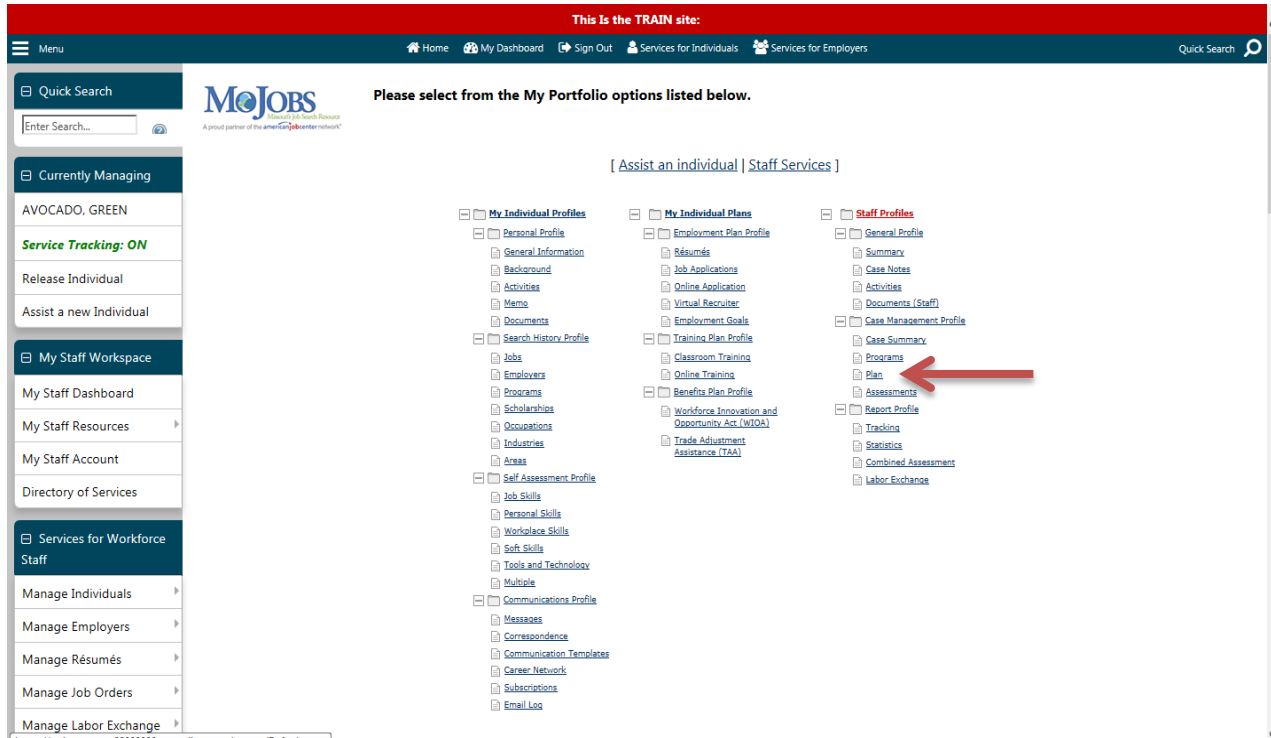


## Steps to Create an IEP (Individual Employment Plan) in MOJobs

- 1. Locate or create the client's profile (see SNAP App User Guide for instructions.)**
- 2. Once profile is created or located, click on client's name in top left corner to open the three columns used to manage the client's case.**



- 3. Make sure all “+” signs have been clicked so that all columns are open.**
- 4. Under STAFF PROFILES, CASE MANAGEMENT PROFILE, click PLAN.**
- 5. Scroll down to bottom of screen and click the blue CREATE INDIVIDUAL EMPLOYMENT PLAN/SERVICE STRATEGY button.**

Individual Employment Plan/Service Strategy

#	LWIA/Region	Office Location	Status	# of Goals	Staff	Date	Action
843	St. Louis County	FSD Community College Partner St. Louis County	OPEN	2	FSDTrainer6, FSDTrainer6	09/18/2018	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Display/Print</a>

Create Individual Employment Plan/Service Strategy

6. Review the Identifying Information
7. Under Plan Information, Today is the start date
8. Region and Office should be pre-populated (will be correct in the live region.)
9. NO close date
10. Click NEXT

Plan Information

**\* Plan Start Date**

**LWDB/Region** St. Louis County

**Plan started in office location** FSD Community College Partner St. Louis County

**Plan closed on**  (mm/dd/yyyy) [Today](#)

**When printing plan do you want to print services?**

[Exit Wizard](#)

- Next >>

Delete

Print

11. Review General Information to make sure it's correct
12. You will need to add IEP/ISS Goals (minimum of one Long term and one Short term)
13. Click Add New Goal

IEP/ISS Goals

#	Goal	Date Established	Est. date for Completion	Program	Staff	Status	Action
1129	Employment - Acquire f/t employment with local manufacturing company.	09/18/2018	09/30/2019	SNAP	FSDTrainer6, FSDTrainer6	Open	<a href="#">Edit</a> <a href="#">Delete</a>
1130	Training - Refresher course for forklift driver	09/18/2018	12/18/2018	SNAP	FSDTrainer6, FSDTrainer6	Open	<a href="#">Edit</a> <a href="#">Delete</a>

[Add New Goal](#)

***\*See the SkillUP Provider Handbook for guidance on establishing S.M.A.R.T. goals (pgs. 14, 15)***

14. Scroll past General Information
15. LWBD/Region and Office will be pre-populated (should be correct in the live region)
16. Program Affiliation box should be checked for SNAP E & T
17. Type of Goal: employment, training or schooling
18. Term of Goal: long, intermediate or short
19. Description of Goal: what will client be doing?
20. Date Established: Today
21. Estimated Completion Date:
  - a. short term should be 90 days or less
  - b. long term should be 12 mos or less

*\*Both can be adjusted later if more time is needed*
22. Completion Status: OPEN
23. Reason Closed: NONE SELECTED
24. Add comments
25. Click SAVE

Goal Information

<b>* LWDB/Region</b>	<input type="text" value="St. Louis County"/>
<b>* Office</b>	<input type="text" value="FSD Community College Partner St"/>
<b>* Program Affiliation</b>	<input checked="" type="checkbox"/> SNAP Employment and Training
<b>* Type of Goal</b>	<input type="text" value="Training"/>
<b>* Term of Goal</b>	<input type="text" value="Short Term"/>
<b>* Description of Goal</b>	<input type="text" value="computer basics"/>
<b>* Date Established</b>	<input type="text" value="10/22/2018"/> (mm/dd/yyyy) <a href="#">Today</a>
<b>* Estimated Completion Date</b>	<input type="text" value="01/15/2019"/> (mm/dd/yyyy) <a href="#">Today</a>
<b>Actual Completion Date</b>	<input type="text"/> (mm/dd/yyyy) <a href="#">Today</a>
<b>* Completion Status</b>	<input type="text" value="Open"/>
<b>Reason Closed</b>	<input type="text" value="None Selected"/>

## Goal Details(Comments)

Some HTML tags such as embedded videos are not i

**B I U I<sub>x</sub>** | | | | |

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Green has enrolled into a pc basics training class.

body

[ [Spell Check](#) | [Clear Text](#) | [Remove All Formatting](#) ]

**Created By**

**Last Edited By**

Save Cancel

- 26. Once all Goals are entered, you will need to add Objectives.
- 27. Click Objectives tab at top of screen

**MOJOBS**  
A proud partner of the [ameriQUEST](#) network

Step 2 of 4. Enter your information below. When you are finished click the **Next >>** button.

Plan Goals **Objectives** Services

For help click the question mark icon

**General Information**

<b>User Name</b>	AVOCADO
<b>User ID</b>	5551
<b>Name</b>	Avocado, Green

**IEP/ISS Goals**

For help click the question mark icon.

**General Information**

**User Name** AVOCADO

**User ID** 5551

**Name** Avocado, Green

**Objective Information**

Goal Description	Objective	Date Established	Review Date	Program(s)	Staff	Status	action
Acquire f/t employment with local manufacturing company.	Become a foreman in a warehouse/manufacturing company	09/18/2018	06/28/2019	SNAP	FSDTrainer6, FSDTrainer6	Closed	<a href="#">Edit</a> <a href="#">Delete</a>
Refresher course for forklift driver	Enroll in upcoming course in forklift technology	09/18/2018	10/15/2018	SNAP	FSDTrainer6, FSDTrainer6	Closed	<a href="#">Edit</a> <a href="#">Delete</a>
Refresher course for forklift driver	Search for online courses	09/18/2018	11/02/2018	SNAP	FSDTrainer6, FSDTrainer6	Closed	<a href="#">Edit</a> <a href="#">Delete</a>

[Add new objective](#) ←

[Select pre-defined objectives](#)

**28. Click Add new objective**

*\*Objectives should address any barriers clients may have (childcare, GED, etc.)*

**29. Under Objective Information:**

- a. Goal- select which goal you are creating the objective for**
- b. Goal Date Established- will be populated when goal is selected**
- c. LWDB/Region and Office Location will be populated**
- d. Program Affiliation- choose SNAP E&T**
- e. Objective- type the objective name in the box**
- f. Date Established- Today**
- g. Review Date- may populate, but can be changed**
- h. Actual Completion Date- leave blank until objective completed**
- i. Completion Status- Open**
- j. Reason Closed- None selected**
- k. Click SAVE**

## Objective Information

* Goal	<input type="text" value="computer basics"/>
Goal Date Established	<input type="text" value="10/22/2018"/>
* LWDB/Region	<input type="text" value="St. Louis County"/>
* Office Location	<input type="text" value="FSD Community College Partner Si"/>
* Program Affiliation	<input type="text" value="SNAP Employment and Training"/>
* Objective	<input type="text" value="Enroll in computer basics course at pul"/>
* Date Established	<input type="text" value="10/23/2018"/> (mm/dd/yyyy) <input type="button" value="Today"/>
* Review Date	<input type="text" value="11/30/2018"/> (mm/dd/yyyy) <input type="button" value="Today"/>
Actual Completion Date	<input type="text"/> (mm/dd/yyyy) <input type="button" value="Today"/>
Completion Status	<input type="text" value="Open"/>
Reason Closed	<input type="text" value="None Selected"/>
Created By	
Last Edited By	

B I U T |

Format | Font | Size |

[ Spell Check | Clear Text | Remove All Formatting ]

Save

Cancel

30. Click **Add new objective** for each goal established
31. Click **Next** when all objectives are entered
32. All Services needed/requested for client will be displayed
33. Click **Finish**



Step 4 of 4. Enter your information below. To save your changes and continue, click the **Finish**>> button.

Plan      Goals      Objectives      Services

For help click the question mark icon.

**General Information**

**User Name** AVOCADO  
**User ID** 5551  
**Name** Avocado, Green

**IEP/ISS Services**

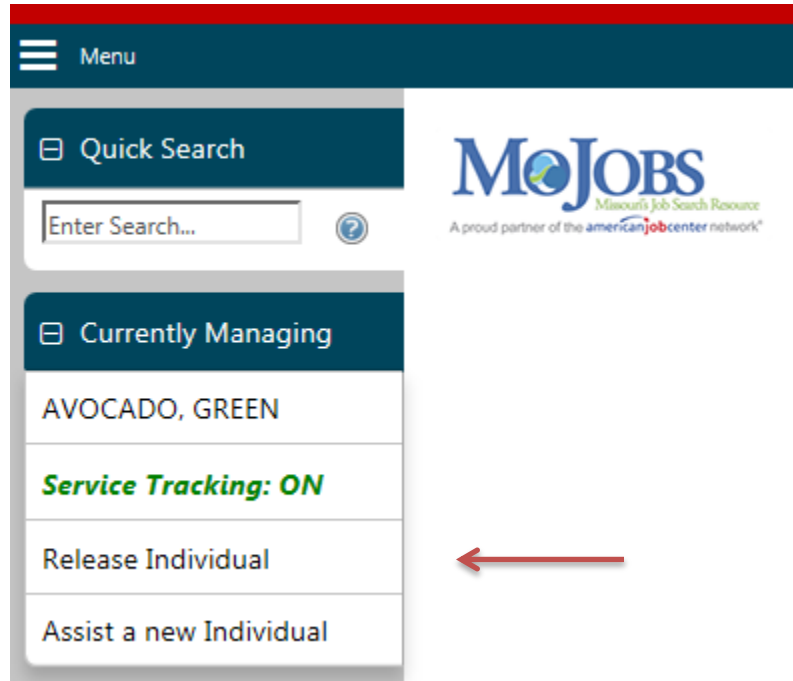
App # - program	Service/Activity	Begin Date	End Date	Provider	Staff
2335 - SNAP	213 - Comprehensive Assessment	A - 09/18/2018	A - 09/18/2018	Training Provider	4409
2335 - SNAP	205 - Develop Service Strategies (IEP/ISS/EDP)	A - 09/18/2018	A - 09/18/2018	Training Provider	4409
2335 - SNAP	101 - Orientation	A - 09/18/2018	A - 09/18/2018	Training Provider	4409
2335 - SNAP	107 - Provision Of Labor Market Research	A - 09/18/2018	A - 09/18/2018	Training Provider	4409
2335 - SNAP	361 - SkillUp Training	A - 09/18/2018	P - 12/17/2018	Training Provider	4409
2335 - SNAP	141 - SkillUp Supportive Service (TRE)	A - 09/18/2018	A - 09/18/2018	Training Provider	4409
2335 - SNAP	101 - Orientation	A - 09/28/2018	A - 09/28/2018	Training Provider	4409
2335 - SNAP	107 - Provision Of Labor Market Research	A - 09/28/2018	A - 09/28/2018	Training Provider	4409
2335 - SNAP	205 - Develop Service Strategies (IEP/ISS/EDP)	A - 09/28/2018	A - 09/28/2018	Training Provider	4409

[Exit Wizard](#)

<< Back      Finish      Delete

34. MOJobs will return you to the management dashboard.
35. Scroll down to see all Objective Assessments and IEP's for the client. You can edit or delete them on this page.

**36. Release the individual once you are done with their case.**

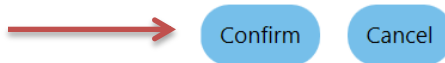


**37. Click CONFIRM**



Please confirm you want to stop assisting the current user.

Please confirm that you would like to stop assisting the current user, else press cancel to return



**38. You will be returned to the initial dashboard, ready to assist a new client.**