***BEFORE INTAKE APPOINTMENT***

* First Contact Form-scan from inquiry specialist
* DCN Verification Form or email verification from Reston Allen
* **Find in MoJOBS**-STOP if unable to find & Contact DWD Tech Support
  + 1. [dwdsupport@ded.mo.gov](mailto:dwdsupport@ded.mo.gov)
* SNAP APP completed in MoJOBS. Don’t exit the SNAP app, click “next,” & Activity S-20 FNS (Participation Date is created)

***AT INTAKE APPOINTMENT-Paper Forms***

**Found at R:\Institute for Workforce Innovation\SkillUP Grant\Registration Packet\Registration Packet**

* Student file checklist on left side of folder
* SkillUP Registration Form
* MCC Assessment/Success/Employment Plan
* MCC Video Release Form
* MCCA Video Release Form
* FERPA (see photo ID and initial)
* Give Labor Statistics flyer -MERIC, O\*Net
* FS-5: complete top front, top back, back bottom initialed, SIGNED, email to ABAWD1@ip.sp.mo.gov

***AT INTAKE APPOINTMENT-in MoJOBS***

Click “Plan” & complete with student present

* Objective Assessment Summary

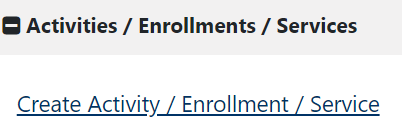
***With student/immediately after appointment***

* Initial Case Note (label “Initial Case Note”)

Specific wording required found on document “13SkillUP Processes & Intake order” at R:\Institute for Workforce Innovation\SkillUP Grant\Registration Packet\Registration Packet

* Individual Employment Plan (IEP):1 short term training goal, 1 long term employment goal and an objective for each
* *Survey:* Complete 3 question survey at <https://riskanalysisunit.wufoo.com/forms/et-engagement-effectiveness-survey/>

Add Activities-click +, “Activities/Enrollment/Services”, “Create Activity/Enrollment/Service”



* Activity 101 Orientation & case note
* Activity 107 Provision of Labor Market Research & case note
* Activity 205 Develop Service Strategies & case note
* Activity 213 Comprehensive Assessment & case note

***BEFORE CLASS BEGINS-call and confirm attendance at Prep for Success for students who have complete intake. Send manager student names and program attending.***

***IMPORTANT—If in new month, send email to Reston Allen to reverify before first day of PfS or training class.***

***WHEN CLASS BEGINS***

* Activity 361, leave open for 90 days
* For ABAWD’s email FS-5 to ABAWD1@ip.sp.mo.gov

***As you monitor student progress add in MoJOBS***

* Add Progress Case Note (s) in MoJOBS for each contact and each instructor progress report
* Contact student weekly by email, phone, or in-person

***Add to paper file***

* Copies of Instructor Progress Reports
* ABAWD, send FS-5 with class schedule
* NCRC-WorkKeys scores, if available
* Handwritten Case Notes-date, initial

**POST PROGRAM**

***Add to paper file:***

* Certificate of Completion (email program specialist for electronic copy)

***Post program in MoJOBS in SNAP app***

* Add Credential (s): (Certificate of Completion, any license obtained); click Create Credential
* Close Activity 361 if Active SNAP app; add case note of completion, credential, and grade of S or U

If NO ACTIVE SNAP app: send change request to [skillup.missouri@dss.mo.gov](mailto:skillup.missouri@dss.mo.gov) with actual end date of training and completion code of successful or unsuccessful.

* Close IEP training objectives and goals

**EMPLOYMENT FOLLOWUPs-Employability Coach:**

Post program employment check-in, contact at

* 30 days contact & case note
* 60 days contact & case note
* 90 days contact & case note

**UPON OBTAINING EMPLOYMENT-Navigator:**

* Send *NEW* FS-5, complete employment section, send to [ABAWD1@ip.sp.mo.gov](mailto:ABAWD1@ip.sp.mo.gov)
* Add Activity 122 SkillUP Employment & case note, if Active SNAP app,

If NO ACTIVE SNAP app: send change request to add new Activity 122 to SNAP app

* Add Employment in SNAP app
* Close IEP Employment objectives and goals
* Close entire IEP
* If Active SNAP app & Volunteer: Exit the SNAP Record. *Never exit the SNAP record for ABAWD’s.*

**Manager will add to paper file:**

* Peoplesoft final grades
* Peoplesoft enrollment and billing