

Comprehensive Case Management and Employment Program Compilation of Technical Assistance Q&As Forms

The Office of Workforce Development (OWD) in conjunction with the Offices of Family Assistance (OFA) and Fiscal and Monitoring Services (OFMS), have answered a variety of questions that have been asked through the CCMEPQNA email account. In an effort to share the most recent information and direction given, OWD is making available a transcript of all the questions that have been answered through the CCMEPQNA email account. This will help inform local officials and administrators and better assist in the delivery of Comprehensive Case Management and Employment Program (CCMEP) during the implementation phase.

Q: On July 1, 2016, I was told to start using Form 03002. This is the new CCMEP/WIOA application. The federal guidelines on page 3 are still for 2015. Will this form be updated to reflect 2016 guidelines?

A: We are aware that the form still has the 2015 guidelines and we plan to update them. Meanwhile, you can still use the form, but use the current, 2016 guidelines when working with customers.

Q: As long as have the required information on the eligibility application, can we reconfigure the form to meet our local needs?

A: Per the Ohio Administrative Code, you must use the prescribed form.

Q: On the assessment form, why are questions about like to draw, like to read, like to play a musical instrument asked? Based on a reply of yes or no, what do we do with the information in formulating the IOP? What is the relevance of asking these questions?

A: These questions are used to determine interests and aptitudes.

Q: Since this program is called CCMEP, why does it say WIOA Youth Application at the top of the eligibility application? Shouldn't it say CCMEP application? Please explain.

A: CCMEP begins when a WIOA eligible individual, an OWF work eligible individual, or a voluntary individual is referred to the program. Therefore, one must determine eligibility for the WIOA program by completion of the WIOA Youth Application before the referral to CCMEP is made. The application is also used by OWF work eligible and voluntary participants after referral to CCMEP to explore alternative funding sources for that individual.

Q: Are any of the CCMEP forms available in Spanish?

A: No. Please use your established, local agency translation services to assist these customers.

Q: I noticed the IOP for CCMEP doesn't have a planned end date for services. This is a required field for OWCMS. Please advise how we should handle this.

A: Just enter the planned end date on to service page in OWCMS for now. When OWCMS is fully ready for CCMEP, the IOP will be completed in OWCMS and will include planned end dates as well.

Q: I wanted to clarify barcoding information from yesterday's webinar. Counties are not required to utilize the barcoded assessment or IOP forms, but can if they choose. What is the benefit of using the barcoding form at this time versus the non-barcoded form? If OWCMS isn't ready yet, would there be an advantage to using the barcoded forms? Thank you.

A: There is no advantage to using the barcoded forms. Counties may use either version of the forms as they are both JFS approved.

Q: Can there be further explanation of the barcoding? I didn't get the process. Are we supposed to use the bar coded forms until OWCMS is updated? And then do we complete the barcoded forms and scan and email to this FileNet? A flowchart would be helpful.

A: Barcoded Forms are no longer being uploaded to Filenet, scan and save the documents using your normal local operating procedures.

Q: Barcodes: will there be a problem if the scanner is connected to Northwoods?

A: Barcoded Forms are no longer being uploaded to Filenet, scan and save the documents using your normal local operating procedures.

Q: What is the responsibility of the lead agency when it comes to speakers of other languages and their CCMEP assessments and assignments? Are there versions of the JFS 3003 and 3004 in Spanish? We currently have 2 Spanish speaking clients in our CCMEP program. Do we assess and assign them as we would the traditional OWF clients?

A: All federally-funded programs must be accessible to customer's regardless of their proficiency to read, speak and/or understand English. Subsequently, all agencies should already have a plan in place to serve non-English speaking customers. This usually involves interpretive services. Your office should use the interpretative services already in place to enroll these individuals into CCMEP. We currently do not have forms in Spanish, but are working to get that completed as soon as possible.

Q: In the training that was attended in Greene County, there was discussion about an Adverse Action form that was to be sent to individuals within 30 days of exiting the CCMEP (WIOA) program. Is this form available now and where would we locate it?

A: We are working on the new form. In the meantime, continue to use the current form available through ODJFS.

Q: Just to make sure we are to use the Barcoded Coded Forms. And just keep them or do we have to upload it somewhere.

A: An OWCMS based CCMEP Assessment and CCMEP Individual Opportunity Plan are now scheduled for late October. With that early implementation, changes have been made with the barcoding project and forms will no longer be uploaded to Filenet. There is no advantage to using the barcoded forms at this time. Counties may use either version of the forms as they are both JFS approved. Scan and save the documents using your normal local operating procedures.

Q: Has the State created a termination letter for CCMEP for the lead agency to use? If not, will a template be provided soon?

A: We are working on the new form. In the meantime, continue to use the current form available through ODJFS.

Q: The JFS-0300(2)(3)(4) that must be completed with every CCMEP youth in looking at the design on forms central they appear to be online forms with dropdowns. Are those in OWCMS?

A: The mandated CCMEP forms are currently available at Forms Central at <http://www.odjfs.state.oh.us/forms/inter.asp> . They can be downloaded in either PDF or Word format.

Q: Is there a CCMEP Individual Opportunity Plan Amendment (IOP Amendment form) that does not have the bar code on it? I see form JFS 03055 but I was looking for a form JFS 03005.

A: The IOP amendment was only developed for barcoding because of the storage issues with File Net. CCMEP did not originally intend for IOP Amendments and the rules do not reference such. Amendments can be added on the original JFS 03004 IOP document and there is not a need for an amendment form.

Q: What is the purpose of having the ISS ... a WIOA term ... in CCMEP ... when IOP is the required plan in CCMEP...and not the "WIOA ISS" term as used in the WIOA law. Using the term ISS just "muddies the water" ... I do not see its relevance. The term IOP will be used in implementing CCMEP ... and not ISS.

Please clarify, explain. etc.

A: The ISS by rule is a concept of building a plan for the customer. That remains in CCMEP. The only difference is the form on which you document this is now called an IOP.

Q: Does the IOP cover all questions that are required to be asked to make sure to catch all possible modifications that are needed to comply with the ADA?

A: This is just beyond asking the right questions. You must ensure that you, as an agency, will also comply with all requirements of ADA.

Q: There is duplication on the IOP and assessment ...both address barriers, strengths, employment history, education, military. Why are these areas addressed on both form? They should just be on the assessment. Please explain.

A: These factors should be carried over from the assessment to the IOP to set the stage for service delivery.

Q: Will there be both the ISS and IOP or will all ISS's be converted over to IOP's?

A: All ISS's will be converted to an IOP.

Q: When we are transitioning a current WIOA eligible youth with a current ISS, do we need to complete a comprehensive assessment with them or do we use the objective assessment that was completed with the OMJ prior to 7/1/16?

A: WIOA youth participants, ages 16-24, who were enrolled in WIOA and receiving services, are now transitioned to CCMEP and the lead agency. The lead agency does not have to complete a comprehensive assessment with this individual as the objective assessment was complete previously.

Q: When we are transitioning a current WIOA eligible youth with a current ISS, do we base the IOP on the original ISS (if we are using the objective assessment) or do we need to reassess and make changes for the IOP?

A: The lead agency will review the transitioned participant's WIOA individual service strategy and the progress of service delivery. If the ISS needs to be updated, the lead agency will complete the CCMEP individual opportunity plan with the changes to the services. If no changes to the ISS are needed, the participant will continue to receive services via the ISS. However, by December 31, 2016, if the WIOA transitioned participant is still enrolled in services, an IOP will be developed and signed by the participant. If the lead agency wishes to explore TANF funding for a WIOA transitioned youth, the youth will complete the TANF eligibility portion of the WIOA youth program eligibility form. If the WIOA transitioned youth is also TANF eligible, the lead agency and youth must complete and sign an IOP.

Q: It was suggested at the OFA video conference on 6/15/2016 that the counties update their Self Sufficiency Contracts to include verbiage regarding CCMEP.

Do you have any sample SSC's that can be used as a reference?

A: OAC 5101:1-3-11 (J)(2), states, "Complete a self-sufficiency contract with the work eligible individual that requires the individual to undergo an assessment for CCMEP and to cooperate with development of an individual opportunity plan." OFA suggests including a provision in the SSC that requires the WEI to "undergo an assessment for CCMEP and to cooperate with development of an individual opportunity plan."

Q: Should OWF case managers refer a OWF applicant that is CCMEP required to CCMEP to meet with the youth specialist to sign an IOP at the time they sign a SSC (and are a job readiness assigned OWF applicant) or do we wait to refer to CCMEP once OWF is authorized?

A: It is recommended that the OWF applicant complete an SSC during the OWF appraisal and, in addition to the applicant assignment, include a provision in the SSC that the individual undergo

an assessment for CCMEP and cooperate with development of an individual opportunity plan. Once OWF is authorized (based on eligibility and successfully completing the applicant assignment), the CDJFS must refer the individual for CCMEP services with 7-days calendar days from the date OWF is authorized. The CDJFS may refer the individual for CCMEP services prior to OWF authorization so long as it does not interfere or delay OWF authorization.

Q: What happens if an In School youth, goes away to college and the case manager is not able to get the IOP signed?

A: The IOP must be signed should any CCMEP funds be used for post-secondary education.