

**Ohio**

Department of  
Job and Family Services

# *Comprehensive Case Management and Employment Program (CCMEP)*



a new way to work

## **CCMEP Monthly Webinar**

CCMEP Team: Gerrie Cotter, Angie Newland, Bill Finn,  
Melissa Watkins, & Jessie Cunningham

February 8, 2018



## ***Agenda***

- Case Management
- Placing services on hold
- Closing programs / Exiting cases
- Follow Up Services
- BIC/Cognos Reports
- Q & A's



## ***Case Management***

- Entering Participants into OWCMS
  - Rule 5101:14-1-05
- Engagement
  - Rule 5101:14-1-04 of the OAC
- Caseload view in OWCMS



## ***Case Management***

- How do I prevent my cases from soft-exiting?
  - Meet engagement requirements;
  - Utilize Caseload view; and
  - Run reports
  
- Can cases be Un-Exited?
  - Yes. Contact the OMJ Help Desk



# OWCMS – Case Load View

1

WIOA Provider Staff Functions Reports  
Performance Reminder  
**Case Load View**  
Select Job Seeker

Mini Registration  
Mini Incumbent Worker

Basic Intake  
Assess Employment  
Assess Education  
Seeker Assessment  
REA Assessment  
OMJ Details  
OMJ Employment Opportunities

Services & JOP  
Non-Registered Services

Job Placement  
Post Exit & Wages  
Program Follow-up

2

WIOA Case Load View NAME: MENDOZA, JAY OFFICE: WIA CENTRAL OFFICE

Select	Remove from View	Case Status	Participant Name	Last Four of SSN	Last Updated On	Activity Sent to OMJ	Assessment	CFIS Update	View Programs	Pending Soft Exit
<input type="checkbox"/>		OPEN	JOBS,OWEN	1456	2017-02-27 ...		Y	<input type="checkbox"/>		N

The Case Load View lists the participants that you are currently working with. Click the **Select** button to choose the case you want to open.

Filter By CFIS Update  
 CFIS Update Past 30 days  
 CFIS Update Past 90 days

Filter By Case Status  
 Open  Pending Soft Exit  
 Exit  Incomplete

Filter by OMJ Activity  
 Activity Not Sent

Filter By Special Grant  
Grant Name  
Grant Desc  
Grant Number  
Grant Type

The Case Load View can be filtered by CFIS update date, case status or special grant.

**Note: If you can not see your cases, try toggling the CFIS Update filter boxes.**



*Hold*s



## ***Holds***

- How do I determine if someone should be placed on hold or exited from the program?
  - Determine if the issue will last beyond the 90 day requirement.
- How do I place a participants services on hold?
  - Add a standalone HOLD service on the IOP screen



# Hold

**Services**

Staff Name: COTTER, GERRIE    Program Affiliation: CCMEP TANF YOUT    Age at Enrollment: 18    Add Service

Service Type	Long Term Goal	Short Term Goal	CFIS Status	Service	Add Activit
Hold					
Youth	Get GED	Get GED		EDUCATION	
Youth	Get GED	Get GED		WORK	
Youth	Get GED	Get GED		ALTERNATIVE	

Actual Start Date:    Planned End Date:    Actual End Date:    Service Outcome:   

Planned Cost: \$0.00    Actual Cost:





## ***Global Exclusions***

### ***5101:14-1-07***

- Incarceration or Institutionalization
  - 90 days or more
- Death
- Awarded SSDI/SSI and referred to OOD
- Foster participant who has been placed out of the workforce area
- Military enlistment that calls the participant or their spouse to active duty.
  - 90 days or more



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WIOA Provider Staff Functions Reports LMI Administrative Help

Exit

3 Notes Found 1.52.3

Name: HUMAN, IMA Monster Seeker ID: 244784570

Youth School Status at Exit is required.

Services  
CCMEP Assessment  
Summary of CCMEP Assessment  
Individual Opportunity Plan  
CCMEP Documents  
Exit

Employment Status at Participation: Not Employed

Long-Term Unemployed: [Field] Enrollment Date: 8/4/2015

Youth School Status at Exit: [Dropdown] Seeker Exit Date: [Field]

Seeker Exit Reason: [Dropdown]

Close Program

Program Summary

Program Name	Program Status	Enrollment Date	Close Date
JOB PLACEMENT	ENROLLED	9/14/2017	9/14/2017
CCMEP TANF YOUTH	ENROLLED	11/2/2016	
CCMEP WIOA YOUTH	ENROLLED	11/2/2016	

Enrolled in Education?  
 Yes  No

Exit Notice Summary

Notice Type	Close Reason	Notice Date	Send/Print Date	Status	Resend/Reprint
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Deceased  
Family Care  
Health/Medical  
Institutionalized  
Relocated to Mandated Residential Program  
Reservists Called to Active Duty



## *Holds vs. Global Exclusions*

- How do holds effect our performance?
  - They don't – everything just stops
- How do global exclusions effect our performance?
  - They don't – the participant is removed from all performance measures.



*Exiting*



## *Exit Reasons*

- Post-secondary education, military enlistment/deployment, and/or **unsubsidized employment**
- SSDI or SSI and applied with OOD
- Failure to utilize services
- Ineligibility for WIOA and TANF funding



## *Exit Process*

- Must ensure no other services are needed or ensure reasonable attempts have been made to engage youth
- No later than 30 days from services ending, issue adverse action notice (OWCMS)
- Eligibility for CCMEP will end in 90 days
- Continue to attempt to engage



## ***REMINDER:***

- Programs get closed, services are ended and cases get exited



## ***Closing Process***

- Closing process
  - Actual End date services
  - Select Outcome
  - CCMEP Exit Screen – close program(s)
  
- Cases Exit in OWCMS after 90 days



# Ending services in OWCMS



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Enter an **Actual End Date** and **Service Outcome** on all your services

Staff Name: MENDOZA, JAY    Program Affiliation: CCMEP TANF YOUT    Age at Enrollment: 18    Add Service

Service Type	Long Term Goal	Short Term Goal	CFIS Status	Service	Add Activity
Youth	Earn a ...	Earn ...		OCCUPATIONAL SKILLS	+
Youth	Earn a ...	Earn ...		OCCUPATIONAL SKILLS	+
Youth	Obtain ...	Obtain ...		LABOR MARKET AND EM	+

Actual Start Date: 03/30/2017    Planned End Date: 07/28/2017    Actual End Date: 04/05/2017    Service Outcome: COMPLETED SUCI

Planned Cost: \$0.00    Actual Cost:

Provider: Akron Testing Laboratory &    Program: Welding Technology    ONET Code: 51-4122.00



# CCMEP Exit Screen allows you to close the program

Exit

Name: JOBS, OWEN 1.41.13  
Monster Seeker ID: Not registered

Services  
CCMEP Assessment  
Summary of CCMEP Assessment  
Individual Opportunity Plan  
CCMEP Documents  
**Exit**

Employment Status at Participation:   
Long-Term Unemployed:   
Youth School Status at Exit:   
Seeker Exit Reason:

Enrollment Date:   
Seeker Exit Date:

**Close Program** **Re-open Program**

**Program Summary**

Program Name	Program Status	Enrollment Date	Close Date
CCMEP TANF YOUTH	ENROLLED	2/27/2017	

Enrolled in Education?  
 Yes  No

**Exit Notice Summary**

Notice Type	Close Reason	Notice Date	Sent/Print Date	Status	Resend/Reprint
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# Select School Status at Exit

WJOA Provider Staff Functions Reports LMI Administrative Help

Exit

3 Notes Found 1.82.3

Name: HUMAN, IMA Monster Seeker ID: 244784570

Youth School Status at Exit is required.

Services

CCMEP Assessment

Summary of CCMEP Assessment

Individual Opportunity Plan

CCMEP Documents

Exit

Employment Status at Participation: Not Employed

Long-Term Unemployed

Youth School Status at Exit: **IN-SCHOOL: ALTERNATIVE SCHOOL** Exit Date: 9/14/2015

Seeker Exit Reason

Close Program

Program Summary

Program Name	Program Status	Enrollment Date	Close Date
JOB PLACEMENT	ENROLLED	9/14/2017	9/14/2017
CCMEP TANF YOUTH	ENROLLED	11/2/2016	
CCMEP WIOA YOUTH	ENROLLED	11/2/2016	

Enrolled in Education?  
 Yes  No

Exit Notice Summary

Notice Type	Close Reason	Notice Date	Sent/Print Date	Status	Resend/Reprint
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# The 90 day exit process begins

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# Follow Up Services

- Monthly engagement for career advancement
- Services available
  - Case Management (Career Advancement)
  - Supportive Services
  - Mentoring
  - Financial Literacy
- Minimum duration of 12 months
- All exited participants

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**BIC/ COGNOS**



# BIC/COGNOS

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Job & Family Services Office of Information Services

<p>Information Services Home BIC Home What is BIC? Need Access? BIC User Guides BIC Update Schedule BIC Customer Service</p> <p><b>ODJFS Site Tools</b> Employee Activity Association (EAA) Feedback OIS Operations Events Site Index Acronyms Help/FAQ's InnerWeb Home Internet Home</p>	 <p><b>BIC LOGIN</b></p> <p><u>BIC Reports For:</u></p> <ul style="list-style-type: none"><li>▪ Child Care</li><li>▪ Child Support</li><li>▪ Child Welfare/SACWIS</li><li>▪ CRIS-E</li><li>▪ ERIC</li><li>▪ Foster Care Licensing</li><li>▪ Medicaid</li><li>▪ OWCMS</li><li>▪ Office of Legislation</li><li>▪ WOTC</li></ul> <p><b>BIC NEWS AND ANNOUNCEMENTS</b></p> <p>November 3, 2016 <a href="#">OWCMS BIC Announcement</a></p> <p>June 20, 2016 <a href="#">BIC Upgrade Announcement</a></p> <p>February 15, 2016 <a href="#">CRIS-E BIC Upgrade Announcement</a></p> <p>August 19, 2015 <a href="#">Child Care Utilization Reports Release Announcement</a></p>	<p>Application Development Sections Children Services Employment Services Family Services Internal Support Services System Validation Services</p> <p>Application Development Home <i>More supported application information:</i> BIC CCIDS CFIS Web CRIS-E ERIC OJI OMJ RC Express SACWIS SCOTI (OWCMS) SETS WOTC</p>
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Access BIC Cognos: <http://bic-prd.odjfs.state.oh.us>

Intro to BIC Cognos Training: <https://ohiomeanstraining.com/wcmshelp/>

- Click on Reports option, then click on BIC Cognos.



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## ● CCMEP Folders

- Activity Details
- Basic Skills Assessment
- CCMEP Summer Employment
- Eligible and Enrolled with contact information
- Enrollment report w/ Barriers
- In-School / Out-of-School
- Lapse planned end date report – CCMEP
- Ohio Youth Works
- Participants with demographics
- Selective Services
- Services report
- Training Services report
- Youth 5% Exception





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- WIOA Folder: WIOA Youth
  - Case Management
  - Literacy & Numeracy
  - Youth Certificate, Diploma, or Degree
  - Youth Goals
  - Youth placement in employment or education

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## **Monthly Q & A's**



## ***Q & A Review***

How should work allowances for OWF recipients participating in CCMEP be issued?

Work allowances for CCMEP program participants receiving OWF can still be entered in CRISE as has been done in the past.

How should work allowances for CCMEP program participants not receiving OWF be issued?

Work allowances for CCMEP participants not receiving OWF should be entered as a supportive service in OWCMS and paid as a voucher in CFIS by “add line” as opposed to “add service.”

Is an individual attending a credit recovery, non-traditional educational program considered an in-school youth or an out-of school youth?

An individual attending a “Drop Out Reengagement Program” funded by the School District is considered an In-School Youth while an individual attending a program not funded by K-12 School System is considered an Out of School Youth.



## ***Q & A Review***

How many credentials need to be earned by a program participant to be successful in the credential attainment measure?

Only one credential per enrollment period is necessary to be successful in the credential attainment measure. OAC rule [5101:14-1-07](#).

What screens need to be updated in OWCMS, when completing the semi-annual process for a CCMEP program participant?

The CCMEP TANF tab should be updated with current household members and income. A detailed note should be entered in the case notes after the semi-annual process is complete, regarding approval or denial of eligibility.

Can a foster care program participant be excluded from performance measures when they cannot be located?

No. The foster care program participant can't be excluded unless they have been moved to another county by their PCSA. OAC rule [5101:14-1-07](#).

Can participants be excluded during the follow-up period?

Participants who have completed the program should not be removed as a global exclusion. Global exclusions for foster youth are only allowed during enrollment not during follow-up.



## Questions & Answers

[CFIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:CFIS_HELP_DESK@jfs.ohio.gov) - supports CFIS Main, CFIS General Ledger, and CFIS Web WIOA *fiscal* modules. Forms requesting access to these modules can be sent to this mailbox as well.

<http://jfs.ohio.gov/owd/CFIS/FAQ.stm>

[CHILD\\_CARE\\_COUNTY\\_TECHNICAL\\_ASSISTANCE@jfs.ohio.gov](mailto:CHILD_CARE_COUNTY_TECHNICAL_ASSISTANCE@jfs.ohio.gov)

[Medicaid\\_eligibility\\_ta@medicaid.ohio.gov](mailto:Medicaid_eligibility_ta@medicaid.ohio.gov)

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[CFIS\\_CIT\\_HELP@jfs.ohio.gov](mailto:CFIS_CIT_HELP@jfs.ohio.gov) - setting up user accounts and troubleshooting system access.