

CCMEP Assessment



October 18, 2016

Services & IOP



WIOA Provider Staff Functions Reports Administrative Help

Performance Reminder
Case Load View
Select Job Seeker

1.35.55

CCMER/TANF Data Special Grant

Seeker Status Date: 09/27/2016 [Delete Case](#)

Street Address: 258 Uxbridge Ave Mailing Address: 258 Uxbridge Ave

[View SSI](#)

City: GARLANDA City: GARLANDA Invalid

County: FRANKLIN

State: OH Zip: 43230 State: OH Zip: 43230

Email Address: susan.jones@gmail.com Invalid [Email History](#)

Phone: (614) 466-4664 Ext: Invalid

Alternate/Message Phone: Ext: Invalid

Fax:

Gender: FEMALE

Ethnicity: DID NOT DECLARE

Race

[Add](#)

Race	Delete
DID NOT DECLARE	<input type="checkbox"/>

Emergency Contact: Melinda Jones

Phone: (614) 777-7777 [Relationship Disclosure](#)

WIOA Office: WIA CENTRAL OFFICE Special Grant Office Trade Office

WIOA Staff: LONG, JEFF Special Grant Staff Trade Staff

Created By: WCMS [Youth turned 18 yrs](#)

Program Type	Status	Status Date	Start Date	Close Date	History Data
CCMER/TANF YOUTH	CURRENTLY ENROLLED	9/30/2016	9/30/2016		
CCMER WIOA YOUTH	CURRENTLY ENROLLED	9/28/2016	9/28/2016		

CCMEP Comprehensive Assessment

WJOA Provider Staff Functions Reports LMI Administrative Help

CCMEP Assessment 1.35.05

Name: JONES, SUSAN A. Monster Seeker ID: Not registered

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

Education Employment Military Legal Challenges Personal Well-Being Interest and Aptitudes

Secondary Education Post-Secondary Education

OhioMeansJobs.com username or email? Yes No

Do you have a high school diploma or GED? Yes No

Are you currently in high school? Yes No

Have you ever been tested for a learning disability/challenge? Yes No Do Not Know

Did you have an Individualized Education Plan (IEP) while in school? Yes No

Is English your primary language? Yes No

Two rows of tabs
-Main Category
---Sub-Category

CCMEP Assessment: Education

WJOA Provider Staff Functions Reports LMI Administrative Help

CCMEP Assessment

Name: JONES, SUSAN A. 1.35.55
Monster Seeker ID: Not registered

Services

CCMEP Assessment

Summary of CCMEP Assessment

Individual Opportunity Plan

Documents

Exit

Education Employment Military Legal Challenges Personal Well-Being Interest and Aptitudes

Secondary Education **Post-Secondary Education**

Are you enrolled in post-secondary education or other occupational skills training? Yes No

What career opportunities are you interested in exploring?

Have you participated in other job readiness/support programs in the past? Yes No

Have you completed basic skills testing or career assessments? Yes No

Notes

The sub-category is highlighted in white when selected

CCMEP Assessment: Employment

WIOA Provider Staff Functions Reports LMI Administrative Help

CCMEP Assessment 1.36.66

Name: JONES, SUSAN A. Monster Seeker ID: Not registered

Services

Education Employment Military Legal Challenges Personal Well-Being Interest and Aptitudes

CCMEP Assessment

Summary of CCMEP Assessment

Individual Opportunity Plan

Documents

Exit

Work Experience Volunteer Experience Employability

Current Work Experience

Are you currently working? Yes No

Previous Work Experience

Do you have work experience? Yes No

CCMEP Assessment: Employment

The screenshot shows a web-based assessment form for 'Current Work Experience'. The form is part of a larger assessment titled 'CCMEP Assessment'. The navigation tabs include Education, Employment, Military, Legal Challenges, Personal Well-Being, and Interest and Aptitudes. The 'Employment' tab is selected, and the 'Work Experience' sub-tab is active. The form contains the following fields:

- Are you currently working? (Radio buttons for Yes and No)
- Start Date (Text input with a calendar icon)
- Hours per week (Text input)
- Hourly Wage (Text input)
- If Yes, current employer (Text input)
- Current Position Title (Text input)
- Job Description (Text input)
- Job Duties (Text input)

A yellow arrow points to the 'Yes' radio button, and a red box highlights the 'Job Duties' field. A yellow box on the left side of the form contains the text: 'Section expands when "Yes" is selected'.

CCMEP Assessment: Employment

Services

- CCMEP Assessment
- Summary of CCMEP Assessment
- Individual Opportunity Plan
- Documents
- Edit

Education Employment Military Legal Challenges Personal Well-Being Interest and Aptitudes

Work Experience Volunteer Experience **Employability**

Have you created a resume? Yes No

Have you had a job interview in the past 90 days? Yes No

Is there anything that is preventing you from working?

What careers are you interested in?

Do you have valid state-issued identification or driver's license? Yes No

Type State-Issued ID Drivers License

Do you have reliable transportation? Yes No

Do you know how to use a computer? Yes No

Notes

Another example of a section expanding

CCMEP Assessment: Military

The screenshot shows a web-based assessment form with several tabs: Education, Employment, Military, Legal Challenge, Personal Well-Being, and Interest and Aptitudes. The 'Military' tab is active. On the left, a vertical navigation menu includes: Services, CCMEP Assessment, Summary of CCMEP Assessment, Individual Opportunity Plan, Documents, and Exit. The main form area contains the following fields:

- Are you currently? (Dropdown menu with options: Please Select, Active, Discharged, Reserved, Retired)
- Veteran Status (Text input field)
- Military Branch (Dropdown menu with 'Please Select')
- Discharge Character (Dropdown menu with 'Please Select')
- Years in Military (Text input field)
- Military M.O.S. (Job Description) (Text input field)
- Applied for Disability (Radio buttons for Yes and No, with 'No' selected)
- Chapter 31 Referral (Dropdown menu with 'Please Select')
- Notes (Text input field)

A yellow callout box on the left side of the form contains the text: "Section expands when the question is answered". A red line highlights the dropdown menu and the 'Are you currently?' label.

CCMEP Assessment: Legal Challenges

Services

CCMEP Assessment

Summary of CCMEP Assessment

Individual Opportunity Plan

Documents

Exit

Education Employment Military **Legal Challenges** Personal Well-Being Interest and Aptitudes

Have you been involved in a juvenile court system? Yes No

If Yes, tell me about it.

Has a court determined you an unruly or delinquent youth? Yes No

Did you successfully complete your terms? (Probation, community service, etc.) Yes No

Have you been involved in an adult court system? Yes No

Do you currently have any restrictions based on your court involvement/criminal record? Yes No

Have you been convicted of a felony or misdemeanor? Yes No

Are you on probation? Yes No

Have you been turned down for a job based on your legal record? Yes No

Notes

CCMEP Assessment: Personal Well-Being

The screenshot displays the CCMEP Assessment interface. On the left is a navigation menu with options: Services, CCMEP Assessment, Summary of CCMEP Assessment, Individual Opportunity Plan, Documents, and Edit. The main content area has tabs for Education, Employment, Military, Legal Challenges, Personal Well-Being (selected), and Interest and Aptitudes. Under the 'Personal Well-Being' tab, there are sub-tabs: Personal, Challenges, Mental Health, Substance Abuse, Safety, and Housing. The 'Personal' sub-tab is active, showing a list of questions with radio button options for Yes, No, and N/A. A printer icon is located in the top right corner of the main content area, with a yellow arrow pointing to it.

Question	Yes	No	N/A
Do you and your family have health insurance?	<input type="radio"/>	<input type="radio"/>	
Do you have regular doctor or wellness clinic that you visit for routine checkups?	<input type="radio"/>	<input type="radio"/>	
Are you pregnant?	<input type="radio"/>	<input type="radio"/>	
Do you have any minor children (under 18)?	<input type="radio"/>	<input type="radio"/>	
Is there a court order for you to receive child support?	<input type="radio"/>	<input type="radio"/>	
Is there a court order for you to pay child support?	<input type="radio"/>	<input type="radio"/>	
Are your children attending school regularly, if applicable?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you or any of your children receive services that require you to frequently miss work?	<input type="radio"/>	<input type="radio"/>	
Do you currently have an open case with Child Protective Services?	<input type="radio"/>	<input type="radio"/>	

CCMEP Assessment: Interests and Aptitudes

Services

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

Education Employment Military Legal Challenges Personal Well-Being Interest and Aptitudes

Do you prefer being alone or with other people?

What are your hobbies or interests?

What groups/organizations/clubs are you involved in?

What are your strengths?

What are your weaknesses?

Do you consider yourself to be a leader? Yes No

Do you have a goal in life? Yes No

Print Button for Comprehensive Assessment

CCMEP Assessment: Print Preview

Scroll to view the complete document

Ohio Department of Job and Family Services COMPREHENSIVE CASE MANAGEMENT EMPLOYMENT PROGRAM (CCMEP) COMPREHENSIVE ASSESSMENT			
Applicant First Name	MI	Applicant Last Name	Applicant SSN
SUSAN		JONES	XXXXXX5656
Case Manager First Name	MI	Case Manager Last Name	Assessment Date
JEFF		LONG	09/27/2016
Case Manager Office	Case Number		
WIA CENTRAL OFFICE			
<p>Please take a minute to introduce yourself and explain your role with the agency. Today we are here to talk about your employment goals and how we can work together to create a plan to achieve those goals. First, we need to talk about your situation. All of the information obtained is confidential, but it can be used for the purposes of program administration, which include sharing information as needed for service or treatment referrals, or as otherwise required by law.</p>			
CONTACT INFORMATION			
Mailing Address	City	State	Zip Code
258 Uxbridge Ave	GAHANNA	OH	43230
E-mail	Phone Number	Ext	
susangones@gmail.com	(614) 466-4664		
Education			
Tell me about your education background			
Secondary Education			
OhioMeansJobs.com username or email?	[X] Yes	[] No	
Do you have a high school diploma or GED?	[X] Yes	[] No	
If yes, date of attainment	06/09/2016		
Close			

Employment	
Tell me about your work experience.	
Current Work Experience	
Are you currently working?	[X] Yes [] No
Start Date	06/05/2016
Hours per week	20
Hourly Wages	8.50
If yes, current employer	Olive Garden
Current Position Title	Waiter
Job Description	Waiter
Job Duties	Wait tables, serve customers
Skills	Customer service oriented, Dependability, Detail oriented, Integrity, Sales experience / ability, Self-starting / Self-motivated, Team-oriented
What did you like most?	Working with People
What do you like least?	The heavy trays
Previous Work Experience	
Do you have work experience?	[X] Yes [] No
No Data Available	
Tell me about your volunteer experience	
Current Volunteer Experience	
Are you currently volunteering?	[X] Yes [] No
If yes, Organization	Wiflin Presbyterian Church
What do you like most?	Working with people
What do you like least?	nothing
Previous Volunteer Experience	
Close	

Printed CCMEP Assessment

Ohio Department of Job and Family Services
COMPREHENSIVE CASE MANAGEMENT EMPLOYMENT PROGRAM (CCMEP)
 COMPREHENSIVE ASSESSMENT

Applicant First Name SUSAN	MI	Applicant Last Name JONES	Applicant SSN XXX-XX-6656
Case Manager First Name JEFF	MI	Case Manager Last Name LONG	Assessment Date 09/27/2016

Case Manager Office
 WSA CENTRAL OFFICE
 Case Number

Please take a minute to introduce yourself and explain your role with the agency. Today we are here to talk about your employment goals and how we can work together to create a plan to achieve those goals. First, we need to talk about your current situation. All of the information obtained is confidential, but it can be used for the purposes of program administration, which would include sharing information as needed for service or treatment referrals, or as otherwise required by law.

CONTACT INFORMATION

Mailing Address 258 Linton Ave	City GAHANNA	State OH	Zip Code 43230
E-mail susanjones@gmail.com	Phone Number (614) 406-4064	Ext	

Education

Tell me about your education background

Secondary Education

CheckMeetsJobs.com username or email? Yes No

Do you have a high school diploma or GED? Yes No

If yes, date of attainment 06/02/2016

Are you currently in high school? Yes No

If no, what is the highest grade you completed? HS

Have you ever been tested for a learning disability/challenge? Yes No Do Not Know

Do you have an Individualized Education Plan (IEP) while in school? Yes No

If yes, for what? Math

Is English your primary language? Yes No

Post Secondary Education

Are you enrolled in post-secondary education or other occupational skills training? Yes No

If no, would you like to obtain additional education, training or credentials? Yes No

If yes, what would you like to obtain? Bachelor's Degree

What career opportunities are you interested in exploring? Nursing, Health Care

Have you participated in other job readiness/support programs in the past? Yes No

Have you completed basic skills testing or career assessments? Yes No

Notes

JFS 03023 (3/2016) Page 1 of 6 Print Date: 10/11/2016 02:43 PM

Interest and Aptitudes

Tell me about you.

Do you prefer being alone or with other people? With other people

What are your hobbies or interests? Walking, my kids.

What groups/organizations/clubs are you involved in? Church

What are your strengths? Hard worker

What are your weaknesses? Not a good enter

Do you consider yourself to be a leader? Yes No

If no, why not? I don't like to take in front of large groups.

Do you have a goal in life? Yes No

If yes, what is it? Get my degree.

How do you plan to meet this life goal? Its starting right now.

What is your career goal? Become a nurse

How do you plan to meet this career goal? one case at a time.

Explain why you want that career. good pay, secure.

Is there anything in your life right now preventing you from achieving your goal? Yes No

Notes

CLIENT RELEASE

I affirm that the information stated above is true and accurate, and I understand that the above information, if misrepresented, or inaccurate, may be grounds for immediate termination of services and/or penalties as specified by law.

I give my approval for JFS staff, OhioMeetsJobs Center staff, and partner agencies, to exchange and disclose necessary information about me for services to be provided to me by all programs administered via the JFS, OhioMeetsJobs Center and/or partner agencies.

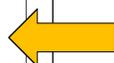
Participant Signature _____ Date _____

Parent or Guardian Signature (if applicable) _____ Date _____

As part of the new CCMEP program(s) in which you are participating, CCMEP is working with an independent evaluator (Ohio State University) to study the effectiveness of the program(s) and services being offered and to learn more about employment outcomes, including job placement. Ohio State University may contact you to gather information about your occupation, wages, working hours, and other feedback. The purpose of this contact will be to help CCMEP improve its program(s) and services. Your participation in the evaluation will be voluntary and any personal, identifying information about you that is obtained or shared by Ohio State University will be kept confidential.

JFS 03023 (3/2016) Page 8 of 6 Print Date: 10/11/2016 02:43 PM

Participant or Parent/Guardian must sign and date



Summary of CCMEP Assessment



October 18, 2016

Summary of CCMEP Assessment

❖ **Content** (Positive language)

- Strengths (Important)
- Challenges
- Supportive Services

❖ **Location**

- OWCMS
- OMJ Backpack (Client can read all content including supportive svcs)

❖ **Purpose**

- Reference
 - Case Manager
 - Client
- Local Providers assisting your client

Services & IOP



WIOA Provider Staff Functions Reports Administrative Help

Performance Reminder
Case Load View
Select Job Seeker

1.35.55

CCMER/TANF Data Special Grant

Seeker Status Date: 09/27/2016 [Delete Case](#)

Street Address: 258 Uxbridge Ave Mailing Address: 258 Uxbridge Ave

[View SSI](#)

City: GARLANDA City: GARLANDA Invalid

County: FRANKLIN

State: OH Zip: 43230 State: OH Zip: 43230

Email Address: susan.jones@gmail.com Invalid [Email History](#)

Phone: (614) 466-4664 Ext: Invalid

Alternate/Message Phone: Invalid

Fax: Invalid

Gender: FEMALE

Ethnicity: DID NOT DECLARE

Race

Race	Delete
DD NOT DECLARE	<input type="checkbox"/>

Emergency Contact: Melinda Jones
Phone: (614) 777-7777 [Relationship Disclosure](#)

WIOA Office: WIA CENTRAL OFFICE Special Grant Office Trade Office

WIOA Staff: LONG, JEFF Special Grant Staff Trade Staff

Created By: WCMS [Youth turned 18 yrs](#)

Program Type	Status	Status Date	Start Date	Close Date	History Data
CCMER/TANF YOUTH	CURRENTLY ENROLLED	9/30/2016	9/30/2016		
CCMER WIOA YOUTH	CURRENTLY ENROLLED	9/28/2016	9/28/2016		

Summary of CCMEP Assessment

WIOA Provider Staff Functions Reports LMI Administrative Help

CCMEP Assessment 1.35.55

Name: JONES, SUSAN A. Monster Seeker ID: Not registered

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

Education Employment Military Legal Challenges Personal Well-Being Interest and Aptitudes

Secondary Education Post-Secondary Education

OhioMeansJobs.com username or email? Yes No

Do you have a high school diploma or GED? Yes No

Are you currently in high school? Yes No

Have you ever been tested for a learning disability/challenge? Yes No Do Not Know

Did you have an Individualized Education Plan (IEP) while in school? Yes No

Is English your primary language? Yes No

CCMEP Assessment Summary Screen

Services	Assessment Summary of Strengths and Challenges for THUMB, TOM 
CCMEP Assessment	
Summary of CCMEP Assessment	
Individual Opportunity Plan	
Documents	
Exit	
	<p>Date: (Creation Date) 10/7/2016</p> <p>CCMEP Case Manager Name: LONG, JEFF</p> <p>CCMEP Case Manager Office: VIA CENTRAL OFFICE</p> <p>CCMEP Case Manager Phone Number: (333) 333-3333</p> <p>CCMEP Case Manager Email Address: Jeff.Long@ts.ohio.gov</p> <p>Client Age: 20</p> <p>Highest Grade Completed: HIGH SCHOOL GRADUATE</p> <p>Career Interest: Computer Programming</p> <p>Client Phone: (614) 466-6644</p> <p>Client Email: tom.thumb@gmail.com</p> <p>Participant Strengths:</p> <p>Educational Strengths: <input type="text"/></p> <p>Employability Strengths: <input type="text"/></p> <p>Military Strengths: <input type="text"/></p> <p>Personal Well-Being Strengths: <input type="text"/></p> <p>Additional Strengths: <input type="text"/></p> <p>Participant Challenges:</p> <p>Educational Challenges: <input type="text"/></p> <p>Employability Challenges: <input type="text"/></p> <p>Personal Well-Being Challenges: <input type="text"/></p> <p>Additional Challenges: <input type="text"/></p> <p>Overall Summary:</p> <p><input type="text"/></p>

CCMEP Assessment Summary Screen

Sections expand to list related strengths and challenges



Services	Assessment Summary of Strengths and Challenges for THUMB, TOM
CCMEP Assessment	
Summary of CCMEP Assessment	Date: (Creation Date) 10/7/2016
Individual Opportunity Plan	CCMEP Case Manager Name: LONG, JEFF
Documents	CCMEP Case Manager Office: WIA CENTRAL OFFICE
Exit	CCMEP Case Manager Phone Number: (333) 333-3333
	CCMEP Case Manager Email Address: Jeff.Long@fa.ohio.gov
	Client Age: 20
	Highest Grade Completed: HIGH SCHOOL GRADUATE
	Career Interest: Computer Programming
	Client Phone: (614) 466-6644
	Client Email: tom.thumb@gmail.com
	Participant Strengths:
	Educational Strengths:
	Employability Strengths:
	<ul style="list-style-type: none">• Work Experience• Job Search Experience• Driver's License• Desire to Work• Computer Skills: COBOL• Reliable Dependent Care
	Military Strengths:
	Personal Well-Being Strengths:
	Additional Strengths:
	Participant Challenges:
	Educational Challenges:
	Employability Challenges:
	Personal Well-Being Challenges:

Assessment Summary

Case Manager can identify additional strengths or challenges from a list by checking boxes



Participant Strengths:

Educational Strengths: _____

Employability Strengths: _____

Military Strengths: _____

Personal Well-Being Strengths: _____

Additional Strengths: _____

Strengths: Select all that apply

- Leadership
- Goal-Oriented
- Career Goal
- Resilient
- Resourceful
- Smart
- Energetic
- Artistic

Participant Challenges:

Educational Challenges: _____

Employability Challenges: _____

Personal Well-Being Challenges: _____

Additional Challenges: _____

Challenges: Select all that apply

- Behind Grade Level
- Basic Skills Deficient
- Single Parent
- Foster Care

Overall Summary:

Add information directly in this text box

Assessment Summary: Print Preview

CCMEP Assessment Summary

Assessment Summary of Strengths and Challenges for THUMB, TOM

Date: (Creation Date)	10/7/16
CCMEP Case Manager Name:	LONG, JEFF
CCMEP Case Manager Office/Phone Number:	WIA CENTRAL OFFICE / (333) 333-3333
CCMEP Case Manager Email Address:	Jeff.Long@js.ohio.gov
Client Age:	20
Highest Grade Completed:	HIGH SCHOOL GRADUATE
Career Interest:	Computer Programming
Client Phone:	(614) 466-6644
Client Email:	tom.thumb@gmail.com

PARTICIPANT STRENGTHS

Educational Strengths:

High School Degree/GED and Date Attained (Month/Year):	06/2014
Training Interest:	Computer Programming
Career Interest:	Computer Programming

Employability Strengths:

Close

Scroll to view complete document

Printed CCMEP Assessment Summary

CCMEP Assessment Summary

Assessment Summary of Strengths and Challenges for THUMB, TOM

Date (Creation Date): 10/11/16
 CCMEP Case Manager Name: LONG, JEFF
 CCMEP Case Manager Office/Phone Number: VIA CENTRAL OFFICE (333) 333-3333
 CCMEP Case Manager Email Address: jeff.Long@ts.ohio.gov
 Client Age: 23
 Highest Grade Completed: HIGH SCHOOL GRADUATE
 Career Interest: Computer Programming
 Client Phone: (614) 405-8564
 Client Email: tom.thumb@gmail.com

PARTICIPANT STRENGTHS

Educational Strengths:
 High School Diploma/GED and Date Attained: 06/2014 (Month/Year)
 Training Interest: Computer Programming
 Career Interest: Computer Programming

Employability Strengths:
 Work Experience
 Job Search Experience
 Driver's License
 Desire to Work
 Computer Skills: COBOL
 Reliable/Dependent Care

Military Strengths:
 Military Experience
 Honorable Discharge

Personal Well-Being Strengths:
 Stable Housing
 Support Network

Additional Strengths:
 Goal Oriented
 Career Goal
 Resilient
 Smart
 Energetic

Print Date: 10/11/2016 3:00:07 PM Page 1 of 2

CCMEP Assessment Summary

PARTICIPANT CHALLENGES

Educational Challenges:
 English Language Learner

Employability Challenges:
 Job Stability
 Transition
 Child Care Needs

Personal Well-Being Challenges:
 Health Insurance
 Parenting Youth
 Child Care Needs
 Family Stability Concerns

Additional Challenges:
 Single Parent

Print Date: 10/11/2016 3:00:07 PM Page 2 of 2

- Case Manager can print the Assessment Summary for the Participant
- No Signature Required
- Note, only two pages

Basic Skills Assessment

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes the following items:

- Provider
- Staff
- Functions
- Reports
- UMI
- Administrative
- Help

The main content area displays a form with the following fields and buttons:

- Case Load View
- Select Job Seeker
- Mini Registration
- Mini Incumbent Worker
- Special Grant
- Basic Intake
- Assess Employment
- Assess Education
- Seeker Assessment
- BEA Assessment
- OMJ Details
- OMJ Employment Opportunities
- Services
- Non-Registered Services
- Job Placement
- Post Exit & Wages
- Program Follow-up
- Ethnicity: NOT HISPANIC OR LATINC
- Race

The main content area also includes the following fields and buttons:

- Seeker Status Date: 02/01/2014
- Delete Case
- Street Address: 1 main st
- Mailing Address: 1 main st
- View SSN
- City: COLUMBUS
- County: FRANKLIN
- State: OH
- Zip: 43268
- City: COLUMBUS
- Invalid
- Email Address
- Email History
- Phone
- Ext
- Invalid
- Alternate/Message Phone
- Ext
- Invalid
- Fax

A red arrow points to the 'Assess Education' menu item.

Basic Skills Assessment

- Assess Education Screen.
- Literacy Numeracy Tab.
- Participant takes test (Math, English and/or Language).
- Case Manager records type of test taken (TABE, CASAS, etcetera) and score achieved.
- Score determines whether Participant is Basic Skills Deficient.
- Score lower than 'Low Adult Secondary' is Basic Skills Deficient.
- OWCMS auto-calculates EFL score.

Basic Skills Assessment

↓

Education History Literacy and Numeracy Skills Gain

Filter By: All Assessment Year: All

Test Record

Test Name	Functional Area	Test Score	Educational Functioning Level	Grade Level	Test Date	Delete
TABE 9 M Complete Batter	Total Math	581	Low Adult/ Secondary Educ	10	11/13/2014	<input type="checkbox"/>
TABE 9 M Complete Batter	Total Math	455	Low Intermediate Basic Edu	4.4	09/15/2014	<input type="checkbox"/>

Correlation

Assessment Year: All

Test Type	Functional Area	Test Date	Pre-Test/Baseline			Post Test			Gains		Assessment Year	
			Test Score	Educational Functioning Level	Grade Level	Test Score Goal	Test Score	Educational Functioning Level	Grade Level	Test Date		Gain
TABE M	Total Math	09/15/2014	455	Low Intermediate B	4.4	506	581	Low Adult/ Secondary	10	11/13/2014	Y	F

Basic Skills Assessment

NRS
National Reporting System for Adult Education
 A Project of the U.S. Department of Education

Educational Functioning Level	Test Benchmarks
Beginning ABE Literacy (Basic Skills Deficient)	TABE (9-10) scale scores (grade level 0-1.9): Reading: 367 and below Total Math: 313 and below Language: 309 and below CASAS scale scores: Reading: 200 and below Math: 200 and below Wonderlic GAIN scale scores: English: 200-400 Math: 200-314
Beginning Basic Education (Basic Skills Deficient)	TABE (9-10) scale scores (grade level 2-3.9): Reading: 368-400 Total Math: 314-441 Language: 310-493 CASAS scale scores: Reading: 201-210 Math: 201-210 Wonderlic GAIN scale scores: English: 407-525 Math: 315-522 MAPT scale scores: All tests: 200-259

Basic Skills Assessment

NRS
National Reporting System for Adult Education
 A Project of the U.S. Department of Education

Educational Functioning Level	Test Benchmarks
Low Intermediate Basic Education (Basic Skills Deficient)	TADE [9-10] scale scores (grade level 4-5,9): Reading: 461-517 Total Math: 442-505 Language: 424-523 CASAS scale scores: Reading: 213-220 Math: 211-220 Wonderlic GAIN scale scores: English: 526-661 Math: 525-669 MAPT scale scores: All tests: 300-399
High Intermediate Education (Basic Skills Deficient)	TARF [9-10] scale scores (grade level 6-8,9): Reading: 518-566 Total Math: 500-566 Language: 526-659 CASAS scale scores: Reading: 224-235 Math: 221-235 Wonderlic GAIN scale scores: English: 662-746 Math: 670-772 MAPT scale scores: All tests: 400-499

Basic Skills Assessment

NRS
National Reporting System for Adult Education
 A Project of the U.S. Department of Education

Educational Functioning Level	Test Benchmarks
Low Adult Secondary Education	TABE (9–10), scale scores (grade level 9–10.9): Reading: 567–595 Total Math: 566–594 Language: 560–582 CASAS scale scores: Reading: 236–245 Math: 236–245 Wonderlic GAIN scale scores: English: 747–870 Math: 776–864 MAPT scale scores: All tests: 500–599
High Adult Secondary Education	TABE (9–10), scale scores (grade level 11–12): Reading: 596 and above Total Math: 595 and above Language: 586 and above CASAS scale scores: Reading: 246 and above Math: 246 and above Wonderlic GAIN scale scores: English: 871–1000 Math: 855–1000 MAPT scale scores: All tests: 600–700

Ohio | Department of
Job and Family Services

Ohio | Office of Human
Services Innovation



Individual Opportunity Plan (IOP)

Individual Opportunity Plan (IOP)

- The IOP documents is the roadmap to what services and activities the participant receives
- Rule 5101:14-1-05
- JFS 03004
- A “living” document

Form 03004



Ohio Department of Job and Family Services
COMPREHENSIVE CASE MANAGEMENT AND EMPLOYMENT PROGRAM (CCMEP)
INDIVIDUAL OPPORTUNITY PLAN

CCMEP provides employment, training and supportive services to mandatory and voluntary program participants based on a comprehensive assessment of each individual's employment and training needs using the CCMEP Comprehensive Assessment tool (JFS 03003). Participants will be provided services in accordance with goals outlined in their individual opportunity plans, which may include support to obtain a high school diploma, job placement, job retention support, and other supportive services necessary to achieving the plan's goals.

Name	SSN or Case Number
Case Manager Name	Date
Summary of employment, education and military experience	
Employment <ul style="list-style-type: none"> (Current) <"None" or current employer name and hours per week> 	
Work Experience <ul style="list-style-type: none"> <"None" or all job titles and experience/skills in years> <"None" or all job titles and experience/skills in years> 	
Education <ul style="list-style-type: none"> (Current) <"None" or name of current school/educational program and expected graduation date> Degrees and Certifications <"None" or Type, Description and Receive Date> <"None" or Type, Description and Receive Date> 	
Military <ul style="list-style-type: none"> <"None" or Free-Form Text> 	

What is included on an IOP?

- The individual service strategy is documented on the IOP and includes:
 - Identification of the program participant's career pathway that includes employment and educational goals;
 - Development of short term goals;

Individual Service Strategy

- Identification of services necessary for the program participant to achieve goals; and
- Assignment to activities based on the service(s) needed.

IOP: Required Information

- ❑ The dates or timeframes the individual opportunity plan will be reviewed and/or revised;
- ❑ The barriers to employment identified through the comprehensive assessment;

Barriers

Name		SSN or Case Number
Case Manager Name		Date
Summary of employment, education and military experience		
Employment <ul style="list-style-type: none"> (Current) <None> or current employer name and hours per week 		
Work Experience <ul style="list-style-type: none"> <None> or all job titles and experience/skills in years <None> or all job titles and experience/skills in years 		
Education <ul style="list-style-type: none"> (Current) <None> or name of current school/educational program and expected graduation date 		
Degrees and Certifications <ul style="list-style-type: none"> <None> or Type, Description and Receive Date <None> or Type, Description and Receive Date 		
Military <ul style="list-style-type: none"> <None> or Free-Form Text 		
Participant strengths and barriers		
Strengths <ul style="list-style-type: none"> <Free-Form Text> <Free-Form Text> <Free-Form Text> 	Barriers <ul style="list-style-type: none"> <Free-Form Text> <Free-Form Text> <Free-Form Text> 	
What are my long-term goals for self-sufficiency?		Link to a CCMEP performance goal (check at least one)
Career Goal (Career Pathway) <ul style="list-style-type: none"> <Add employment goals> <Add employment goal> 		<input type="checkbox"/> Obtain employment (full or part-time) <input type="checkbox"/> Obtain a recognized post-secondary credential <input type="checkbox"/> Obtain a secondary school diploma or its recognized equivalent

IOP: Required Information

- The program participant's plan to overcome barriers and achieve the goal of self-sufficiency and employment;

Long Term Goals

Participant strengths and barriers	
Strengths <ul style="list-style-type: none"> • <Free-Form Text> • <Free-Form Text> • <Free-Form Text> 	Barriers <ul style="list-style-type: none"> • <Free-Form Text> • <Free-Form Text> • <Free-Form Text>
What are my long-term goals for self-sufficiency?	Link to a CCMEP performance goal (check at least one)
Career Goal (Career Pathway) <ul style="list-style-type: none"> • <Add employment goal> • <Add employment goal> Training and/or Education Goal <ul style="list-style-type: none"> • <Add training/education goal> • <Add training/education goal> 	<input type="checkbox"/> Obtain employment (full or part-time) <input type="checkbox"/> Obtain a recognized post-secondary credential <input type="checkbox"/> Obtain a secondary school diploma or its recognized equivalent <input type="checkbox"/> Complete training or certification <input type="checkbox"/> Increase earnings

IOP: Required Information

- Short term and long term education and employment goals, including identification of a career pathway;
- Appropriate achievement objectives;
- Appropriate services necessary to overcome barriers and to achieve self-sufficiency;

Short Term Goals

Goal 1		Goal 2	
Short-Term Goal: <Description of Goal>		Short-Term Goal: <Description of Goal>	
Type <Employment, Education or Training>		Type <Employment, Education or Training>	
In-Demand Jobs Is the employment or training goal in an occupational field identified as in-demand? <input type="checkbox"/> Yes <input type="checkbox"/> No		In-Demand Jobs Is the employment or training goal in an occupational field identified as in-demand? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Service <Select services>		Service <Select services>	
Activity/Action Step(s) <Activity/Action Step>		Activity/Action Step(s) <Activity/Action Step>	
Location <Free-Form Text>		Location <Free-Form Text>	
Schedule/Frequency <Free-Form Text>		Schedule/Frequency <Free-Form Text>	
Schedule/Frequency <Free-Form Text>		Schedule/Frequency <Free-Form Text>	
Begin Date <Free-Form Text>	End Date <Free-Form Text>	Begin Date <Free-Form Text>	End Date <Free-Form Text>
Supportive Services <Select service category>		Supportive Services <Select service category>	
<Free-Form Text>		<Free-Form Text>	
Follow-Up Services <Select service category>		Follow-Up Services <Select service category>	
<Free-Form Text>		<Free-Form Text>	
Additional Instructions <Free-Form Text>		Additional Instructions <Free-Form Text>	

IOP: Required Information

- Support for the individual to obtain a high school diploma or the equivalent of a high school diploma;
- Job placement;
- Job retention support;
- Other services that aid the individual in achieving the plan's goals;

IOP: Required Information

- A requirement that the program participant register with the OhioMeansJobs website (www.ohiomeansjobs.com);
- The services (including supportive services) the participant will receive; and

IOP: Required Information

- Based on the services provided, one or more activities in which the program participant will engage. If the program participant discloses, has, or appears to have a physical or mental condition that substantially limits one or more major life activities, the individual opportunity plan shall include a description of each reasonable modification requested and made for the participant (if any) and the necessary referrals made to assist in obtaining additional services.

Pages 4-6

- Sets expectations
- How the case manager will assist the customer
- The customer's rights and responsibilities

Page 4-6

- OWF customers' responsibilities

- Signatures
 - Participant
 - Guardian
 - Caseworker

CCMEP

IOP (Individual Opportunity Plan) in WCMS



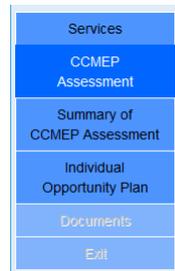
WCMS – July thru present . . .

- You have been maintaining or creating
 - WIOA Youth cases only
 - From WIA to WIOA
 - New WIOA Youth since July 1st
 - CCMEP TANF services enrolled under WIOA Youth program
 - Using Barcoded CCMEP Assessment and IOP forms
 - Add services on WCMS services screen

Office of Workforce Development



WCMS – Renamed Menu Option



WCMS – Services button

The screenshot shows the 'Services' screen in the WCMS application. The interface includes a navigation menu at the top with options like 'WIOA', 'Provider', 'Staff Functions', 'Reports', 'LMI', 'Administrative', and 'Help'. Below the menu, there's a header area with 'Name: YOUTH, BRENDA' and a timestamp '1:35:00'. The main content area is titled 'Services' and contains a table with columns for 'Service Type', 'Service/Activity', 'CFIS Status', 'Provider', 'Program', and 'TAA Funde...'. The table has one row with 'ADULT MENTORING' and 'WORK EXPERIENCE/ON THE JOB TRAINING'. Below the table, there are various input fields and checkboxes for 'ONET Code', 'ONET Description', 'ONET Title', 'Actual Start Date', 'Planned End Date', 'Actual End Date', 'School', 'Age at Enrollment', 'Pay For Performance', 'Leading to Credential', 'ITA', 'Planned Cost', 'Actual Cost', 'Waiver', 'In-Demand', 'Local Area Demand', 'Instruction', 'WIA Credential, Diploma, or Certificate', 'Date Attained', and 'Non-Registered Services'. A 'Create New Provider' button is located at the bottom right of the form.

All existing WIOA Youth cases have services on the current Services screen. These services will remain there, until the CCMEP conversion in March 2017.

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WCMS - Services button

Name: CCMEP_CALCJ

General Additional WIOA Data CCMERTANF Data Special Grant

Seeker Data
 Seeker Status: OPEN Seeker Status Date: 10/13/2016 [Delete Case](#)
 Intake Date: 09/15/2016 Street Address: 123 Main Street Mailing Address: 123 Main Street
 SSN: 999-999-4141 [View SSN](#)
 First Name: CALCJ City: GROVE CITY State: OH Zip: 43123 City: GROVE CITY Invalid
 Middle Initial: County: FRANKLIN
 Last Name: CCMEP State: OH Zip: 43123 State: OH Zip: 43123
 Date of Birth: 03/09/1998 Email Address: Invalid [Email History](#)
 Gender: DID NOT DECLARE Phone: Ext: Invalid
 Ethnicity: DID NOT DECLARE Alternate/message Phone: Ext: Invalid
 Fax:

Race
 Add Race Delete
 DID NOT DECLARE

Emergency Contact
 Name: Phone:
 Relationship Disclosure:

WIOA Office: WIOA CENTRAL OFFICE Special Grant Office: Trade Office:
 WIOA Staff: MCKAY, JULIE Special Grant Staff: Trade Staff:
 Created By: WCMS Youth turned 18 yrs

Program Involvement		Status	Status Date	Start Date	Close Date	History Data
WIOA ADULT		POTENTIALLY ELIGIBLE	10/13/2016			
CCMEP-TANF YOUTH		POTENTIALLY ELIGIBLE	10/13/2016			

Another example of using the existing services screen: You may have a Youth and created an IOP, but the Youth is 18 yrs old or older. The WIOA Adult, DW, Special Grants, Trade programs will still use the existing Services screen to enter and track services.

WCMS – CCMEP Assessment button

The screenshot shows the CCMEP Assessment web application. The browser title is "CCMEP Assessment". The user's name is "Name: YOUTH, BRENDA" and the Monster Seeker ID is "Monster Seeker ID: Not registered". The time is "1:35:00". A green message says "Record(s) saved." The interface has a sidebar menu with the following items: Services, CCMEP Assessment (highlighted), Summary of CCMEP Assessment, Individual Opportunity Plan, Documents, and Exit. The main content area has tabs for Education, Employment, Military, Legal Challenges, Personal Well-Being, and Interest and Aptitudes (highlighted). The assessment questions are:

- Do you prefer being alone or with other people? [Text input field]
- What are your hobbies or interests? [Text input field]
- What groups/organizations/clubs are you involved in? [Text input field]
- What are your strengths? [Text input field]
- What are your weaknesses? [Text input field]
- Do you consider yourself to be a leader? Yes No
- Do you have a goal in life? Yes No

WCMS – CCMEP assessment button

The screenshot displays the WCMS CCMEP Assessment interface. The user is logged in as YOUTH, BRENDA. The interface includes a navigation menu on the left with options: Services, CCMEP Assessment, Summary of CCMEP Assessment, Individual Opportunity Plan, Documents, and Exit. The main content area is divided into tabs: Education, Employment, Military, Legal Challenges, Personal Well-Being, and Interest and Aptitudes. The 'Interest and Aptitudes' tab is active, showing questions such as 'Do you prefer being alone or with other people?', 'What are your hobbies or interests?', 'What groups/organizations do you belong to?', 'What are your strengths?', 'What are your weaknesses?', 'Do you consider yourself to be a leader?', and 'Do you have a goal in life?'. A modal dialog titled 'Incomplete Assessment' is overlaid on the form, containing a warning icon and the text: 'Select 'Yes' to save partial data and complete later. Select 'No' to complete the assessment now.' The dialog has 'Yes' and 'No' buttons.

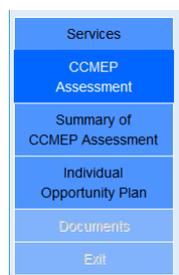
You have the option to complete the Assessment from beginning to end - OR - you can complete a few sections and SAVE (save a partial assessment) and complete it later. You will just not be able to get into the IOP, until the assessment is fully completed.

WCMS - IOP button

WCMS - Individual Opportunity Plan (IOP) form for YOUTH, BRENDA. The form includes a navigation menu on the left and five tabs at the top: Experience Summary, Performance Goals, Long Term Goals, Short Term Goals, and Services. The Experience Summary tab is active, showing fields for IOP Date (10/14/2016), Employment (Current Employer Name, Hours Per Week), Work Experience, Education (Current School/Education Program Name, Expected Graduation Date), and Degrees and Certifications.

IOP - there are 5 tabs for the IOP

WCMS – Documents & Exit



These 2 buttons will not be OPERATING on October 20th. These will not be available until early 2017.

- You will need to retain your barcoded forms
- You will need to retain the hard copy Assessment and IOP that you print out and get signed by the Youth/Parent or Guardian
- To upload these to the WCMS CCMEP Youth case

WCMS – RECAP

- IOP enhancements
 - will take effect on Friday, Oct 21st
 - Services menu option – renamed to Services & IOP (this also contains the CCMEP assessment)
- Existing Youth cases
 - WIA to WIOA
 - Any new WIOA Youth case you created since July 1st
 - You will be able to SKIP the CCMEP assessment and get right into the IOP
 - This functionality not available until Friday, November 11th (Holiday – Monday, November 14th)
- If you create a new CCMEP Youth case (either WIOA or TANF or both programs), on or after Friday, October 21st, you will be able to access the IOP after you complete the CCMEP Assessment

Office of Workforce Development



Questions?



CCMEPQNA@jfs.ohio.gov

Contact Information

1.888.296.7541, Option #4

OR

email us at: OMJ-Help-Desk@jfs.ohio.gov