

Before Exiting

- Close any open services in IWDS or you will receive an error message.
- Make sure to record any credentials earned while in services & have documentation in the file to support those credentials that are loaded.
- Record any measurable skill gains earned and have the appropriate documentation in the file to support the claim of the measurable skill gain.
- All youth must have follow-up for twelve months after exit, that plan should be discussed and understood by the individual who is being exited. If this plan is discussed and the client and the Career Planner are on the same page for the follow-up it makes it much smoother than if the client really doesn't understand any of the steps after they exit the program.

When Exiting

- If the client is working at exit, record employment and have the documentation that supports the employment.
- If the client is attending post-secondary education at exit, record that and then to have documentation to support that.

After Exiting

- Follow-up with all youth for twelve months after exit. Document follow-up in case notes.
- Any other outcomes like employment, education, credentials need to be recorded in the POST QUARTER 1-4 Sections on the Exit Control Panel in IWDS.

Related Resources:

- WIOA Youth Performance Presentation ([PDF](#))
- Measurable Skills Gain (MSG) in IWDS Hand Out 9-20-2018 ([PDF](#))
- WIOA Performance Indicator Definitions PY 18 19 ([PDF](#))
- Youth Exit Reasons ([PDF](#))
- Archived Webinar Link: <https://youtu.be/Q3M6m6Tp1rk>