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## Overview

### Purpose

The Career Plan tool is used by career planners while working with customers to:

- Review Assessment Results
- Create goals based on Assessment Results
- Identify steps/services needed to achieve those goals
- Document the status and flag when intervention is needed

### Highlights:

- The career planner reviews information and identifies recommended next steps that include start/end dates, status, notes, associated costs, and earned credentials (when applicable upon successful completion of the credential).
- The career planner adds recommended steps/services by selecting from a list of steps/services.

### Who Enters/Maintains Data

Only staff and customers with access to the program can view the Career Plan.

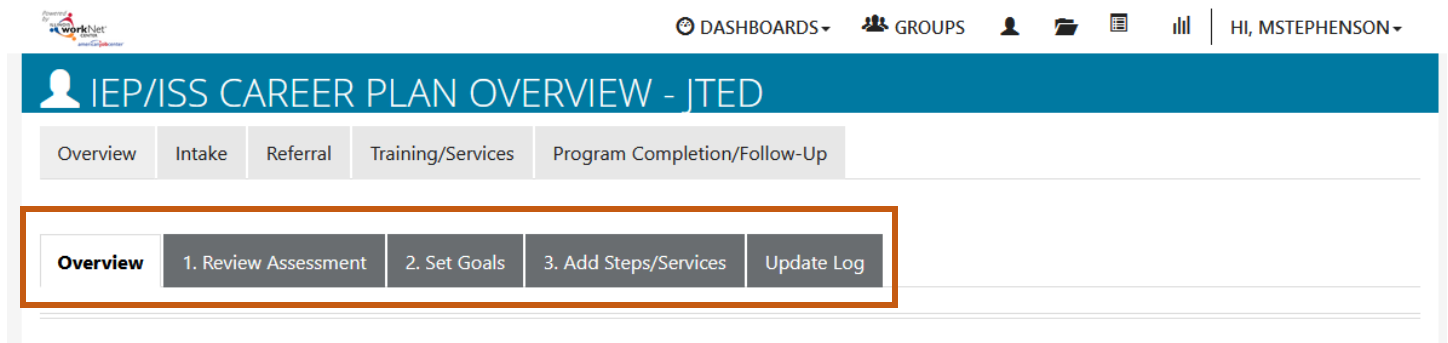
- **Statewide User Roles** – Statewide staff view/edit Career Plans for all customers.
- **Grantees/Career Planners** – Staff view/edit Career Plans for customers in their region/office.
- **Customers** – Customers access their information from program tools located in My Dashboard.

## Access JTED Customer Overview Page

1. Go to [www.IllinoisworkNet.com](http://www.IllinoisworkNet.com) and login to your partner account.
2. Go to **My Dashboard**.
3. Select the Customer Support Center icon in the Partner Tools section.
4. Select **JTED Project Group**.
5. Select a **customer**, then select the **Career Plan** tab.

## How is the Career Plan Organized?

### The Main Career Plan Navigation



**Overview** – provides a summary view of assessments, career goals, accomplishments, and steps related to goals.

**1. Review Assessment** – provides assessment results saved in Illinois workNet and an area to write a summary of the assessment results.

**2. Set Goals** – provides an area to add goals to the Career Plan. Categorize them as short/long-term goals, identify the type of goal, and set the status.

**3. Add Steps/Services** – provides an area to add services related to each goal. All services include the related goal, status, start date, weekly hours, and notes. A completion date is required if the status is complete.

**Update Log** – provides a log of Career Plan updates and uploads for customer Career Plan agreements.

## Career Plan Sections

### Overview

**Case Notes** allow career planners to enter case notes to document changes, updates, and other notes.

**Profile** provides:

- Summary of customer information
- Message button
- Reset Password button

**Instructions** link to the Creating a Career Plan instructions.

**Participant Summary Tools** provide quick access to:

- Assessments
- Case Notes
- Upload Tool
- Worksite Information

**Latest Customer Goal/Plan Agreement** – This section provides evidence that the customer participated in the development of their Career Plan.

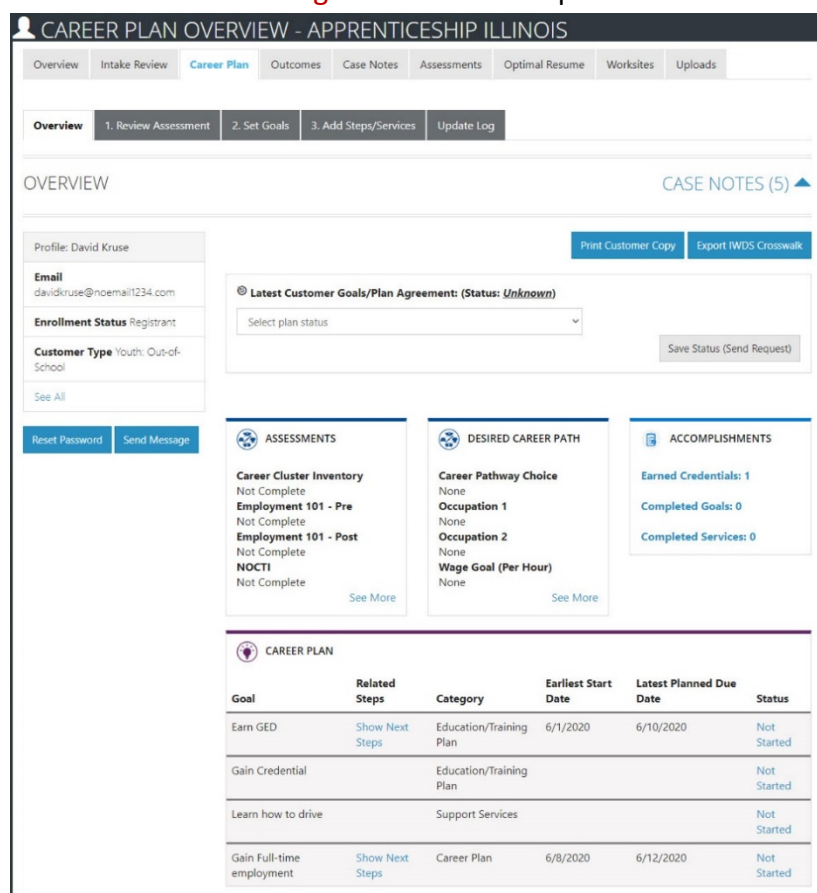
- Physical Signature – Use the **View/Print IEP/ISS Form** button to have the customer and career planner sign the bottom of the document. Then upload the agreement using the Uploads tool. You will finish the physical signature process by selecting the status that reflects a signature was collected, and documentation was uploaded/on file.
- Electronic Signature – Use the **Send Electronic Request for Customer Agreement** option to send a customer the electronic version of their IEP/ISS to digitally sign. The customer will receive an email and an Illinois workNet Dashboard Message with instructions on how to sign the document. Once the document is signed, the customer's account will update to reflect such. You will finish the electronic signature process by updating the Latest Customer Goals/Plan Agreement to the status that reflects a signature was collected and documentation was uploaded/on file.
- Unable to Collect Signature – Use the **Unable to Get Customer Agreement on File** option.

**Assessments** view a high level of completed assessments. Select **See More** to go to the assessment page.

**Desired Career Path** is part of the Employment Goal assessment. This information can be updated any time. Select **See More** to go directly to the Employment Goals assessment section.

**Accomplishments** provide a quick count of earned credentials, completed goals, and completed services that link to a list of those items.

The **Career Plan section** is organized by goals. It includes a list of the steps/services associated with each goal. The start and end dates for goals are automatically generated by the steps/services of that goal. Goal status is set by the career planner and is used to identify not started, on track, off track, or complete.



**CAREER PLAN OVERVIEW - APPRENTICESHIP ILLINOIS**

Overview | Intake Review | **Career Plan** | Outcomes | Case Notes | Assessments | Optimal Resume | Worksites | Uploads

**Overview** | 1. Review Assessment | 2. Set Goals | 3. Add Steps/Services | Update Log

**OVERVIEW** CASE NOTES (5) ▲

Profile: David Kruse Print Customer Copy Export IWD's Crosswalk

Email: davidkruse@noemail1234.com

Enrollment Status: Registrant

Customer Type: Youth, Out-of-School

See All

Reset Password | Send Message

**Latest Customer Goals/Plan Agreement: (Status: Unknown)**

Select plan status:

Save Status (Send Request)

**ASSESSMENTS**

**Career Cluster Inventory**

Not Complete

Employment 101 - Pre

Not Complete

Employment 101 - Post

Not Complete

NOCTI

Not Complete

[See More](#)

**DESIRED CAREER PATH**

**Career Pathway Choice**

None

Occupation 1

None

Occupation 2

None

Wage Goal (Per Hour)

None

[See More](#)

**ACCOMPLISHMENTS**

**Earned Credentials: 1**

**Completed Goals: 0**

**Completed Services: 0**

**CAREER PLAN**

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Earn GED	<a href="#">Show Next Steps</a>	Education/Training Plan	6/1/2020	6/10/2020	Not Started
Gain Credential		Education/Training Plan			Not Started
Learn how to drive		Support Services			Not Started
Gain Full-time employment	<a href="#">Show Next Steps</a>	Career Plan	6/8/2020	6/12/2020	Not Started

## Review Assessment

It is important to complete assessments to identify customer skills, interests, goals, and barriers.

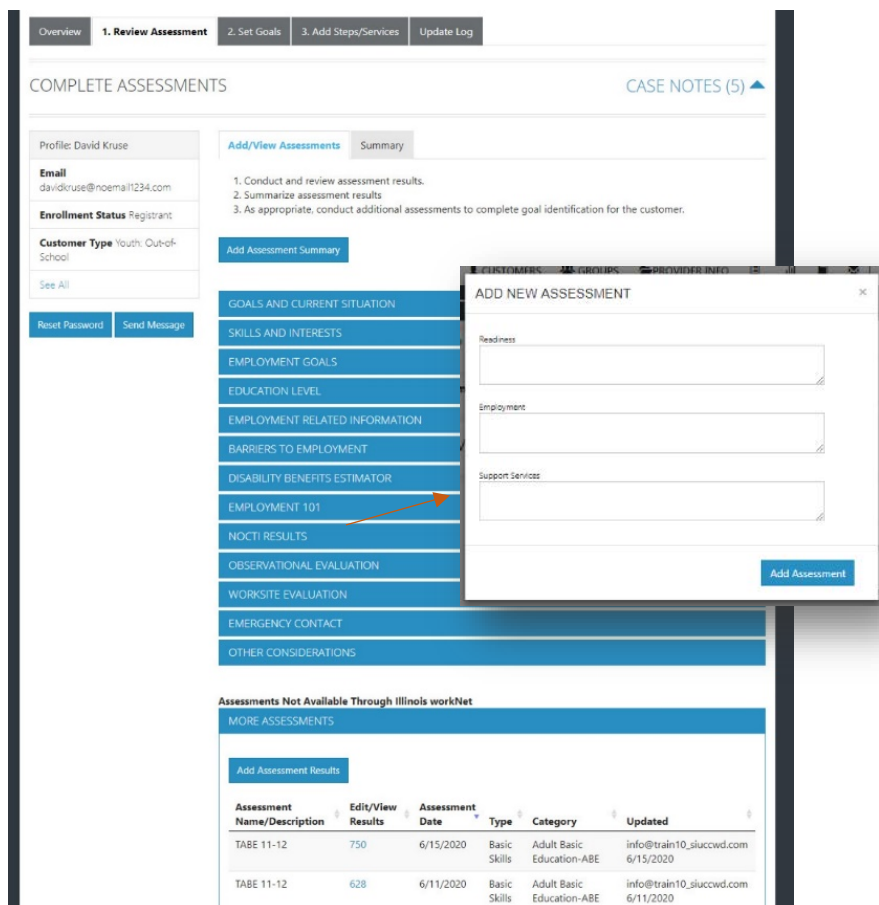
1. Go through each of the assessment sections.
2. Add an **Assessment Summary**. Saved assessment summaries are available in the Assessment Summary tab.

## Set Goals

Goals should be written to address barriers, employment goals, education/training, and related stackable credentials that can be earned to advance the customer through their career pathway. Goals should be realistic, measurable, and attainable.

Use completed assessments as a resource to discuss and develop goals with your customer. The customer needs to agree to the overall initial plan. If customer goals are added or marked as off track, the customer will need to agree to the update.

1. Select the **Set Goals** tab and **Add Goal Statement**.
2. Enter a **Goal Statement** that is 144 characters or less.
3. Select a **Category**.
4. Identify if the goal is **Short-Term or Long-Term**.
5. Set **Goal Status**.



The screenshot displays the 'Review Assessment' tab in the system. The main area shows a list of assessment sections: GOALS AND CURRENT SITUATION, SKILLS AND INTERESTS, EMPLOYMENT GOALS, EDUCATION LEVEL, EMPLOYMENT RELATED INFORMATION, BARRIERS TO EMPLOYMENT, DISABILITY BENEFITS ESTIMATOR, EMPLOYMENT 101, NOCTI RESULTS, OBSERVATIONAL EVALUATION, WORKSITE EVALUATION, EMERGENCY CONTACT, and OTHER CONSIDERATIONS. An orange arrow points to the 'EMPLOYMENT 101' section. To the right, a modal window titled 'ADD NEW ASSESSMENT' is open, showing fields for 'Readiness', 'Employment', and 'Support Services', along with an 'Add Assessment' button. Below the assessment sections, there is a table titled 'Assessments Not Available Through Illinois workNet' with columns for Assessment Name/Description, Edit/View Results, Assessment Date, Type, Category, and Updated.

Assessment Name/Description	Edit/View Results	Assessment Date	Type	Category	Updated
TABE 11-12	750	6/15/2020	Basic Skills	Adult Basic Education-ABE	info@train10_slucwd.com 6/15/2020
TABE 11-12	628	6/11/2020	Basic Skills	Adult Basic Education-ABE	info@train10_slucwd.com 6/11/2020

Add Goal Statement					
Goal Statement	Category	Short/Long Term	Plan Services	Status	
Earn GED	Education/Training Plan	Short Term Goal	<a href="#">View</a>	Not Started	<a href="#">Edit</a>
Gain Credential	Education/Training Plan	Short Term Goal	<a href="#">Add</a>	Not Started	<a href="#">Edit</a>
Learn how to drive	Support Services	Long Term Goal	<a href="#">Add</a>	Not Started	<a href="#">Edit</a>
Gain Full-time employment	Career Plan	Short Term Goal	<a href="#">View</a>	Not Started	<a href="#">Edit</a>

- **Not Started** = This status is the default setting. The career planner should update when the customer started working towards this goal. Goals with a status of “Not Started” automatically update to “Started” when the related service has started.
- **On Track** = The customer is continuing to progress through the steps in this section of the plan at an acceptable rate.
- **Off Track** = The customer is not progressing through the steps in this section of the plan at an acceptable rate. A notification is sent to the customer informing them that their status was set to ‘off-track’, and the career planner would like to work with them to help them get back on track.
- **Complete** = The career planner verified the customer completed this section of the plan.

## Add Steps/Services

Start adding planned Steps/Services for the customer to reach their goals.

1. Select **Add Step/Service**. A modal will open with services to select from. Click **Add** next to each step to add to this customer's Career Plan.
2. **Edit Planned Services** – Click the pencil icon to update the

### ADD STEPS/SERVICES

Profile: Jennifer Philips

Email  
jenniferphilips@noemail1234.com

Enrollment Status Applicant

Customer Type Customer Type is not set

[See All](#)

[Sync With IWDs](#)

Last Sync: N/A

[Reset Password](#) [Send Message](#)

1. Use Add Step/Service button to create a list of planned services.

2. Incorporate the services into the plan by assigning it to a goal.

3. If the customer has services populating from sources like IVLE, add them to the plan.

**Add Step/Service**

ASSIGN STEP/SERVICE TO A GOAL OR SYNC STEPS

Step/Service Note

No data available

Showing 0 to 0 of 0 entries

STEPS FOR: PARTICIPATE IN APPRENTICESHIP ILLINOIS PROGRAM

ADD STEP/SERVICE

Category: All

Search

Category	Service	Description	Action
Career	Development of an IEP	PIRL 1004, 1200, 1201, 1202 The Individual Employment Plan...	<a href="#">Add</a>
Career	English Language Education	PIRL 1004, 1200, 1201, 1207 English-Language Acquisition...	<a href="#">Add</a>
Supportive Services	Needs Related Payments	PIRL 1500 Needs-Related Payments provide financial assistan...	<a href="#">Add</a>
Training	QJT - Private Sector	PIRL 1303-01 QJT is provided under a contract with an emplo...	<a href="#">Add</a>
Supportive Services	Other Supportive Services	PIRL 1409 Other supportive services that are made availabl...	<a href="#">Add</a>
Training	Registered Apprenticeship Program (RAP)	PIRL 1303-02 Registered Apprenticeship Program (RAP): Cody...	<a href="#">Add</a>
Training	Skill Upgrading and Retraining	PIRL 1303-02 A participant who already possesses occupati...	<a href="#">Add</a>
Supportive Services	Support Service - Health Care	PIRL 1409 S	<a href="#">Add</a>
Supportive Services	Support Service -	PIRL 1200 S	<a href="#">Add</a>

**PLANNED SERVICES**

Filter By Status Filter

Step/Service

Get permanent employment as part of this program. [✕](#)

Explore jobs, required skill/credentials, and wage information. [✕](#)

service. **All Services** include the related goal, status, start date, weekly hours, and notes. A completion date is required if the status is complete.

- a. **Work Experience Services** require worksite information to be entered into Worksite Placement. The additional fields are related to worksite placement, attendance, and credentials earned.
- b. **Support & Barrier Reduction Services** include fields that collect support type and related cost information.
- c. **Career & Training Services** include service provider information, attendance, and credentials earned while completing the service.
- d. **Apprenticeship Services** require SOC Code, RAPIDS ID, provider information, attendance, and credentials earned while completing the service.

### Service/Step Level Information (Not Worksite Placements)

#### *Status*

All services include the related goal, status, start date, weekly hours, notes, and related barriers. A completion date is required if the status is complete.

#### *Service Provider*

Identify who is providing the service. The grantee is the default provider. If the grantee is not providing the service, enter the provider information.

#### *Dollar Value (Not Required)*

Enter the dollar amount related to the service. For example, if transportation, bus pass, or gas card was provided, you can add it to this service.

#### *Earned Credentials*

A listing of credentials earned by a customer during their participation in the program will be displayed. You will be able to associate the credential(s) identified with the training program when it was entered into the system. If you do not see the correct credential, check if you associated the correct training program with the service and that the credential was entered into the system and approved for the training program under your provider information.

### Service/Step Level Information (Worksite Placements)

#### Notes:

- Before you begin entering Worksite Placements into the Career Plan, make sure all employers and worksites are identified in the Worksite Placements tool.
- Adding the customer to a worksite using the Career Plan will populate the Worksite Placements tool. You do not need to add the customer in both places.
- Payroll is uploaded in Worksite Placement so that you can enter the information for the entire group.

#### *Status*

All services include the related goal, status, start date, weekly hours, WIOA funded (answer no for this project), notes, and related barriers. This type of service/step also includes Worksite Placement fields:



- Select **Add** to add the customer and enter the following information:
  - **Minimum Wage** for Placement is based on your region and customer's age/circumstance.
  - **Hourly Wage** for Placement will automatically populate with information that was entered with the job. You can change this for each customer. The hourly wage must be equal to or greater than the minimum wage.
    - Enter the Subsidized Wage. The **Subsidized Wage** should be no more than the minimum wage.
    - Days in subsidized employment are listed with each placement.
    - Unsubsidized wage will automatically calculate by subtracting the subsidized wage from the hourly wage.
- Select the **Position Type**:
  - Full-Time
  - Part-Time
- Select a **Status**:
  - Planned/Not Started
  - Started (Open)
  - On Hold (Inactive)
  - Terminated
- Enter the Start/End Date.

## Service Provider

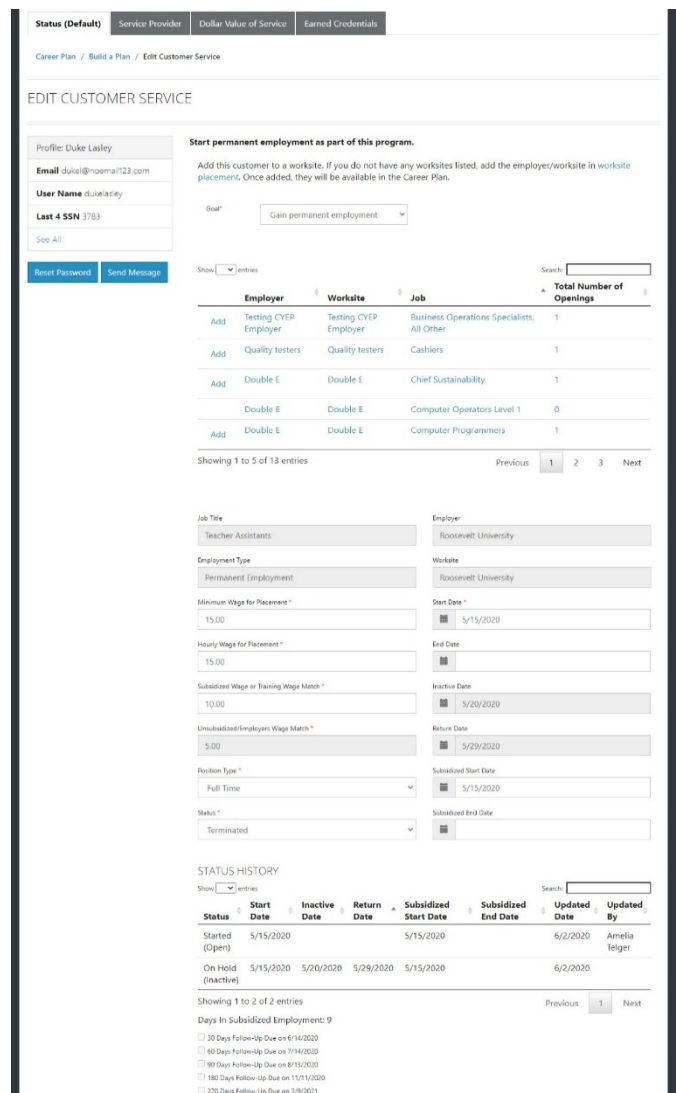
The grantee will be the default provider.

## Dollar Value (Required for Barrier Reduction/Support Services)

Enter the dollar amount related to the service. Do not use this as a payroll upload. Those costs should be added via Payroll Upload. A potential future enhancement could pull in payroll uploads to this section.

## Earned Credentials

Earned Credentials show a listing of the credentials a customer earned during their participation in the program. You will be able to associate the credential(s) identified with the training program when it was entered into the system. If you do not see the correct credential, make sure you associate the correct training program to the service and that the credential was entered in and approved for the training program under your provider information.



**EDIT CUSTOMER SERVICE**

Profile: Duke Lasley  
 Email: duke@noemail23.com  
 User Name: duke@noemail23.com  
 Last 4 SSN: 3783

**Start permanent employment as part of this program.**  
 Add this customer to a workite. If you do not have any workites listed, add the employer/workite in workite placement. Once added, they will be available in the Career Plan.

Gain permanent employment

Employer	Workite	Job	Total Number of Openings
Add Testing CYEP Employer	Testing CYEP Employer	Business Operations Specialists, All Other	1
Add Quality testers	Quality testers	Cashiers	1
Add Double E	Double E	Chief Sustainability	1
Double E	Double E	Computer Operators Level 1	0
Add Double E	Double E	Computer Programmers	1

Showing 1 to 5 of 13 entries

Job Title: Teacher Assistants  
 Employer: Roosevelt University  
 Employment Type: Permanent Employment  
 Workite: Roosevelt University  
 Minimum Wage for Placement: 15.00  
 Start Date: 5/15/2020  
 Hourly Wage for Placement: 15.00  
 End Date: 5/15/2020  
 Subsidized Wage or Training Wage Match: 10.00  
 Inactive Date: 5/29/2020  
 Unsubsidized/Employer's Wage Match: 5.00  
 Return Date: 5/29/2020  
 Position Type: Full Time  
 Subsidized Start Date: 5/15/2020  
 Status: Terminated  
 Subsidized End Date: 5/29/2020

**STATUS HISTORY**

Status	Start Date	Inactive Date	Return Date	Subsidized Start Date	Subsidized End Date	Updated Date	Updated By
Started (Open)	5/15/2020			5/15/2020		6/2/2020	Amelia Telger
On Hold (Inactive)	5/15/2020	5/20/2020	5/29/2020	5/15/2020		6/2/2020	

Showing 1 to 2 of 2 entries

Days In Subsidized Employment: 9

- ☐ 30 Days Follow-Up Due on 6/14/2020
- ☐ 60 Days Follow-Up Due on 7/14/2020
- ☐ 90 Days Follow-Up Due on 8/13/2020
- ☐ 180 Days Follow-Up Due on 11/11/2020
- ☐ 270 Days Follow-Up Due on 3/6/2021