Purpose

This document is intended to explain how to complete a prescreen in IWDS 2.0.

Audience

This document is designed to guide both trainers and end users through the process of completing a prescreen in the IWDS 2.0 System.

Completing WIOA Title I Prescreen

After launching the Customer Prescreen, the **Introduction** Page will display.

- The prescreen flow is broken down into multiple pages.
    - Introduction
    - Getting to Know You Better
    - Skills Screening
    - General Eligibility
    - Program Eligibility
    - Profile Information (self-service only)
    - Review
    - Next Steps

Note: The prescreening uses a dynamic approach the adjusts the pages and questions based on how the customer responds. This allows the prescreening to tailor the experience specific to the customer's situation and potential eligibility.
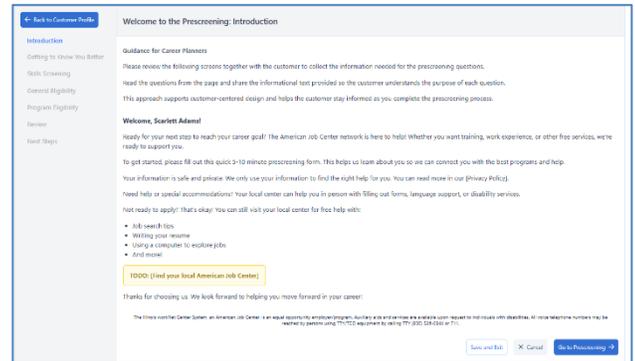
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Introduction Page

The Introduction page outlines the details of the prescreening process. Select **Go to Prescreening**

Getting to Know You Better

The Getting to Know You Better page has 2 sections,

1. The quick section will help to obtain the customer goals, interests and background

2. The Getting to Know You Better section collects essential information about the customer to support program eligibility assessment.
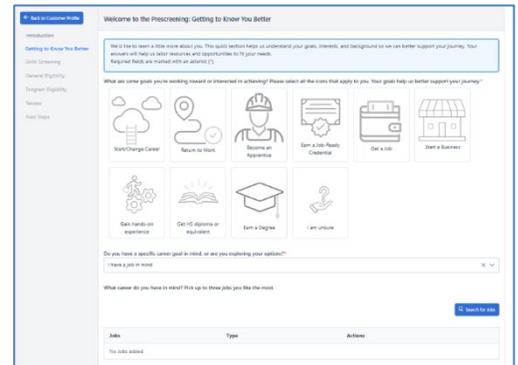
    This section is divided into several subsections,
    - Job Preferences
    - Work Experience
    - Health Needs
    - Transportation
    - Childcare & Dependent Care
    - Housing Needs
    - Legal Needs
    - Money Needs

    Select the answer and select **Next Page**
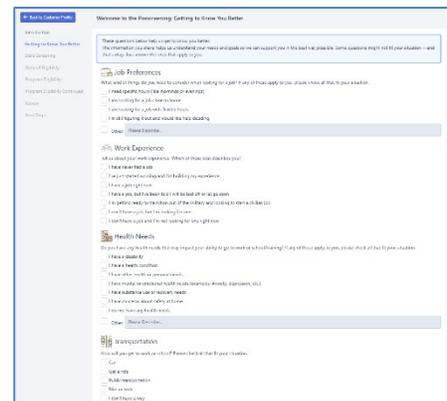
Skills Screening Page

The **Skills Screening** page will help the system to understand the customer's current abilities in areas that are important for work, school, or training. This includes skills like reading, writing, math, using a computer, following instructions, speaking English, and filling out forms.

Note: Questions are presented to the user one at a time. Upon selecting an answer, the subsequent question is displayed automatically, ensuring a structured and guided progression through the questionnaire in the Skills Screening page

Select the answer and select **Next Page**

General Eligibility

The **General Eligibility** page collects basic information to help find the correct program for the customer. Required fields are marked with an asterisk (*).

Note: Questions are presented based on eligibility options and designed to only present the right questions to the right customers. Example is that a female customer would not be asked if they meet the Selective Service requirements.

Program Eligibility

The **Program Eligibility** page pages dynamically, based on the participant's age and responses to previous questions. Not all participants will see the same screens.

- **Youth Eligibility** – Shown if the participant is within the Youth age range. This page assesses their situation to determine Youth program eligibility.

- **Dislocated Worker** - Shown if the participant is not within the Youth age range or does not qualify for Youth based on their responses. This page assesses their situation to determine Youth program eligibility.

Note: Questions appear one at a time and have conditional logic functionality.

Review Page

The **Review Page** will summarize the customer's answers to the prescreen questions. At the bottom of the review page the customer will need to check the boxes indicating they understand the agreements before selecting **Next Page**.

Next Steps

The Final tab is Next Steps. This page will

provide guidance depending on if the system flagged the user as potentially eligible or not. This page has two views, depending on whether it is accessed by a Career Planner (through the IWDS 2 customer profile) or by a customer (self-service).

Career Planner View – Potentially Eligible

From this page, Career Planners can review potentially eligible programs and adjust as needed and resources, such as the preparation packet or orientation video. This information is also emailed to the customer for easy reference.
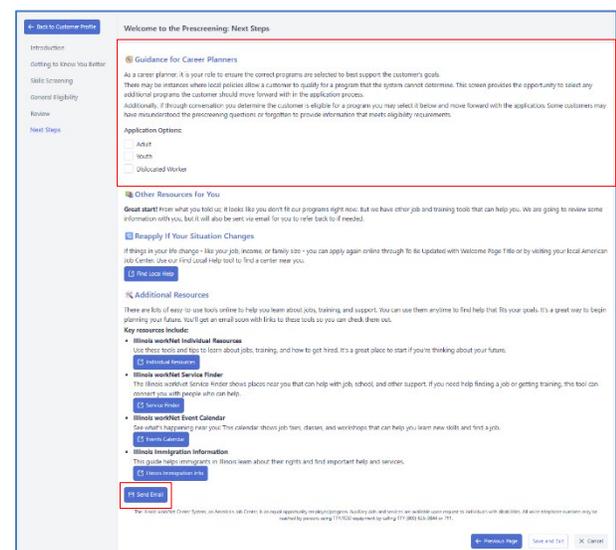
- If the customer is ready to apply, the Career Planner can complete the application with them or send a link by selecting **Start Application**.

- If the customer is not ready to apply, the Career Planner can select **Save and Exit** to retain progress for later.
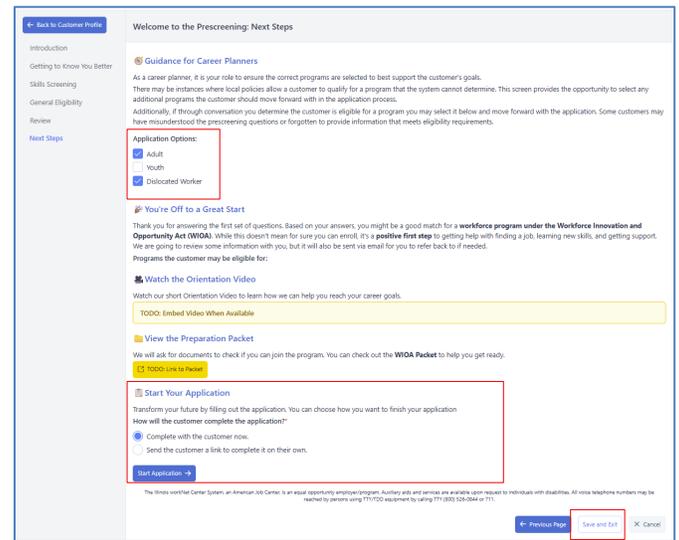
Career Planner View – Unable to Determine Eligible

From this page, Career Planners adjust program eligibility tracks as needed. If the customer is not eligible, then information on other resources is provided and career planners can send this info to the customer via email by selecting the **Send Email** button. After reviewing with the customer click **Save and Exit.**

Note – If the career planner selects a track then the page will update to use the potentially eligible next step page text. trigger can review potentially eligible

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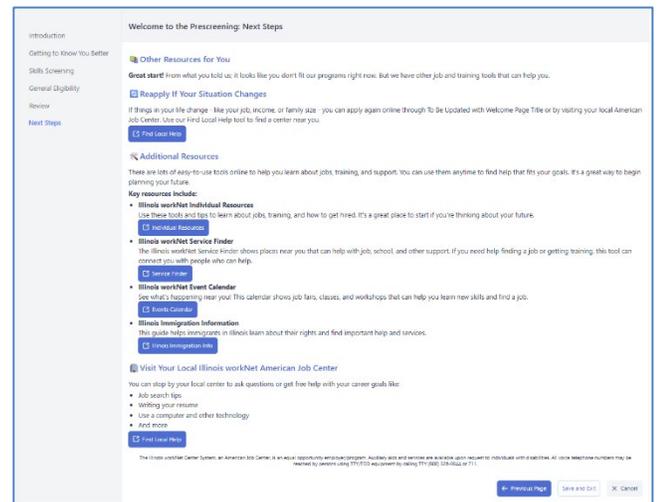
Self-Service View – Potentially Eligible

From this page, the customer is notified they might be a good fit for WIOA and resources such as the orientation video and preparation packet.

- The customer can move into the application by clicking **Start Application**.

- If the customer needs in person help to move forward, they can click **Find Local Help**.
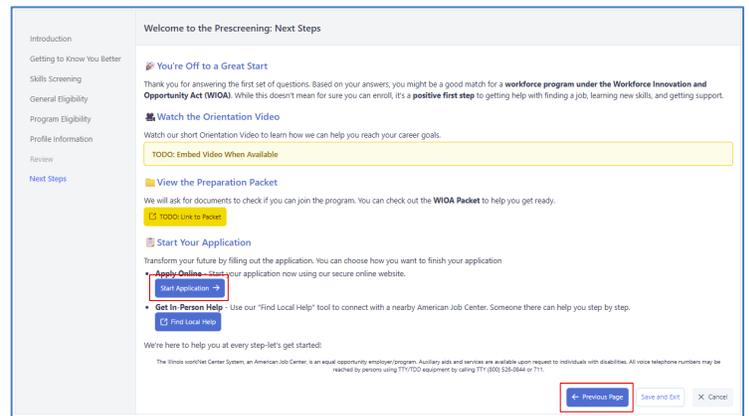
Self-Service View – Unable to Determine Eligible

From this page, the customer is informed they don't fit the program right now and is provided guidance on how to reapply if their situation changes, access additional resources, and locate a local office for further assistance.

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