

South Central Workforce Council

Objective Assessment & Individual Service Strategy Instruction

Results of the Objective Assessment and the subsequent Individual Service Strategy should be recorded in SKIES by insuring that the following screens (**bolded**) are completed (See the SKIES Manual for further details):

Job Seeker

- Core Services
 - Basic
 - **Additional tab**
 - **Program Data tab**
 - Employment
 - **Employment History tab**
 - **Desired Employment tab**
- Assessment
 - Initial Employment
 - **Employment History tab**
 - **Desired Employment tab**
 - Initial Education
 - **Education History tab**
 - **Education Issues tab**
 - Comprehensive
 - **Family tab**
 - **Housing tab**
 - **Transportation tab**
- Employment Plan
 - Work Readiness Plan
 - **Work Readiness Plan tab**
 - The *Justification Text Box* is the most critical element regarding the OBJ/ISS. The information in this box is essential as it constitutes the key documentation of the Objective Assessment and Individual Service Strategy. In the *Justification text box*, enter **AND DATE** a comprehensive summary of the applicant's assessment; the results or conclusions of the assessments; and the services needed to meet the applicant's needs. Include specific supportive service needs and how those needs

are to be met. Also enter AND DATE a comprehensive narrative that details the applicant's educational and employment objectives; the specific components and activities the applicant will be participating in; the anticipated goals and outcomes of such components and activities; supportive services to be provided; referrals to outside resources; the justification for all services and/or referrals; services needed that are not available in the Local Workforce Area; and any other information that is pertinent to the participant's plan of service.

- **Goals and Objectives tab**
- **Services tab**
- **Plan Summary tab**
 - Print the Work Readiness Plan, have applicant sign, parent or guardian sign (if necessary), and case manager sign.

NOTE: Do not change, revise, delete, or edit entries in this section once the Work Readiness Plan has been printed and signed. Additional entries may be made; however, each entry must be dated, and if the entry indicates a change to the plan that affects the scope of services or the educational or employment objectives, a plan revision is required (see below).

PLAN REVISION:

Job Seeker

- Employment Plan
 - Work Readiness Plan
 - **Work Readiness Plan tab**
 - In the *Justification text box*, enter AND DATE the revision to the plan along with the reason(s) for the revision.
 - **Plan Summary tab**
 - Print the revised Work Readiness Plan, have applicant sign, parent or guardian sign (if necessary), and case manager sign.