

***Workforce Investment Act Adult/DW Program
Review
Program Year 2013***

Issued to:

**Pittsylvania County Community Action
Virginia Workforce Center-Danville Comprehensive**

July 23 , 2014

Prepared by:

**Kathy Barton, Regional Program Manager
West Piedmont Workforce Investment Board**

OVERVIEW

Danville City is a moderate size geographic area that is surrounded by Pittsylvania County that includes the towns of Chatham, Gretna, and Hurt in addition to many small communities. Employment opportunities encompass a wide range of skill sets with many well known national companies in Manufacturing and Retail which provide sufficient job opportunities to meet the demands of the area. Training opportunities are also numerous with the area having a community college, 4 year university, and many private vendors in the health care field in addition to on-the-job training opportunities with many of the employers. The community receives workforce development services through the Virginia Workforce Center-Danville location that is operated by Pittsylvania County Community Action. The Danville Virginia Workforce Center contains the representatives for the Workforce Investment Act Adult and Dislocated Worker program services, in addition to the Out of School Youth Program and the In-School Youth Program which serves Youth from the ages of 14 to 21. The community also receives personalized Business Services for area employers from representatives within the comprehensive workforce center from the Workforce Investment Act program in addition to the Danville Pittsylvania County Chamber of Commerce. The Virginia Workforce Center-Danville location averages between 1,750 and 1,800 visitors monthly.

Purpose of the Review

On June 2 through June 5, 2014 the Programming Team of the West Piedmont Workforce Investment Board (WPWIB) conducted the required annual compliance review of the Danville Adult and Dislocated Worker WIA program operated by Pittsylvania County Community Action for Program Year 2013. The purpose of the review was to determine whether procedures are in place to ensure compliance with the Workforce Investment Act, and to identify areas in which technical assistance is needed to ensure continuous improvement.

As part of the review, the team covered three major areas: eligibility, provided services, and outcomes. Good practices are included to highlight activities the review team commends the local area for providing.

The following pages include detailed information on the findings in the three major areas from the annual compliance review. For each area, the report may include findings, concerns, and considerations. If the review team identified a finding or concern, then a detailed description and required action/recommendation is provided. For the purpose of this report the following describes the difference between findings that require action and concerns with recommendations.

- **Finding:** Findings indicate that the area is out of compliance with current federal laws/regulations or state and local policies. To ensure compliance, each finding has a required action. Local areas must provide a corrective action plan for all findings.
- **Concern:** Concerns identify a potential risk to the local area and may result in a future finding if the issue is not addressed. Although this does not indicate that the local area is out of compliance, recommendations are provided to improve services to the local area.
- **Consideration:** Considerations indicate an area identified that would be a benefit to the local area.

Summary of Review

Adult

General Eligibility	Income Eligibility	Case Management	Assessments	Individual Employment Plan	VaWC	Supportive Services
100%	100%	74.65%	97.06%	92.59%	80.56%	86.67%

Pass Rate by Review Category

Occupational Skills Training	Work Experience/ Internship/ OJT	Closure/ Exit
85.71%	90.91%	

Pass Rate by Review Category

Dislocated Worker

General Eligibility	DW Eligibility	Case Management	Assessments	Individual Employment Plan	VaWC	Supportive Services
100%	67%	71%	100%	100%	83%	100%

Pass Rate by Review Category

Occupational Skills Training	Work Experience/ Internship/ OJT	Closure/ Exit
		100%

Pass Rate by Review Category

1. Good Practices

- 1.1 WPWIB commends the Pittsylvania County Community Action Danville Case Managers for working diligently to present well documented case file management and for serving the citizens of Danville and the surrounding communities.

2. Programmatic

2.1 Explanation of Area of Review

VCCS recommends that local area monitors attempt to review twelve files from each funding stream in order to recognize any patterns and possible issues. Twelve adult participant files and twelve dislocated worker files were reviewed to ensure compliance with provisions of the WIA and other applicable laws and regulations.

Case Managers were given the flexibility to select the participant files that were reviewed for each program.

2.2 Findings

2.2.1 Eligibility

Four participant files reviewed were found with insufficient documentation to verify required income and/or general eligibility items.

- 4 files used unemployment benefit printouts to indicate "Unlikely to return status" and the printouts need to indicate that the participant has been drawing between 12 and 26 weeks in order to be valid documentation.

(See Attachment B: Explanation of Findings and Concerns for specifics on these findings.)

WIA and 20 CFR Part 652 establish general and specific eligibility criteria for participants. Local workforce investment areas are required to verify and document the eligibility of all participants served with WIA funds. In instances where inconsistency in documentation is eligibility related, the local workforce investment area is subject to the increased potential of

questioned and/or disallowed costs. It is imperative for case managers to adhere to LWIA policy or guidance on eligibility and adequately document all determinations with LWIA accepted documentation. Acceptable documentation relating to income eligibility can be found on the VCCS Workforce Services website under "Virginia WIA Eligibility Guidelines" (http://www.vccs.edu/Portals/0/ContentAreas/Workforce/VWN/Eligibility_verify%20documentation.pdf).

Required Action:

The PCCA Danville Adult/DW Program must obtain the necessary documentation to support the identified eligibility requirements. Eligibility documentation must be submitted to the WPWIB by Friday **August 22, 2014**.

If the documentation cannot be obtained and the participant is found to be in-eligible, the local area must notify the VCCS and take the necessary steps to reimburse the WIA program for any funds incurred on the participant.

2.2.2 Missing and/or Incomplete Documentation

Examples of missing and/or incomplete documentation noted during the participant file review were:

- Unlikely to return to previous occupation for DW clients, information relating to Occupational Skills Training, and IEP updates.

(See Attachment B: Explanation of Findings and Concerns for specifics on this finding.)

Required Action:

Ensuring that the participant files contain the necessary completed documents is essential towards maximum case management and positive performance outcomes. Case managers and management must take care to ensure that all program documentation is completed and signed as required prior to eligibility determination and any dispensation of services.

2.2.3 VaWC Discrepancies

Ten participant files revealed VaWC discrepancies and failure to appropriately align the VaWC client record with program delivery. Examples of this are as follows:

- Activities extending beyond the limitations noted in VWL 11-02. Service codes need to reflect VWL limitations. If services are still being provided beyond activity time limit, the activity dates may be extended but the extensions to projected end dates need to be documented through VOS case notes.
- Missing service activity codes in VaWC (ex., Supportive Service, Work Experience, Assessments). VOS activities must align with program services provided.
- Placement of participants into VaWC activities that are not supported by documentation in the file.
- System closed activities due to lack of case manager activity in VaWC and timely management of the file.

(See Attachment B: Explanation of Findings and Concerns, for specifics on these findings.)

As stated in **VWL 10-02**, "it is important that service providers are held accountable for aligning program delivery with program results, i.e. common measures. Data entry and tracking in VaWC related to participant's services and reports must be timely, relevant, accurate and consistent. Entering participant data in VaWC is critical to ensure that performance is reported accurately."

Required Action:

PCCA Danville Adult/DW Program must review the application of VWL #11-02, WIA Service Code Definitions and Limitations with service provider management and case managers to ensure that service codes are appropriately entered into the system and accurately reflect participant activities and services received. PCCA must review these participant cases and make or delegate to WPWIB the appropriate corrections to be updated in VaWC by Friday **August 22, 2014**.

2.2.4 Assessments

Two participant files reviewed demonstrated an inconsistency in the administration of assessments and the supporting documentation in both the file and the VaWC system.

- Dates that assessments were given do not match the dates of the activities in the VaWC system.

(See Attachment B: Explanation of Findings and Concerns, for specifics on these findings)

As stated in **VWL 10-02**, "it is important that service providers are held accountable for aligning program delivery with program results, i.e. common measures. Data entry and tracking in VaWC related to participant's services and reports must be timely, relevant, accurate and consistent. Entering participant data in VaWC is critical to ensure that performance is reported accurately."

Required Action:

PCCA Danville Adult/DW Program must review the application of VWL #11-02, WIA Service Code Definitions and Limitations with service provider management and case managers to ensure that service codes are appropriately entered into the system and accurately reflect participant activities and services received.

PCCA Danville Adult/DW Program must review these participant cases and make or delegate to WPWIB the appropriate corrections to be updated in VaWC by Friday, **August 22, 2014**.

3.3 Concerns

3.3.1 IEP Goals

Five participant files reviewed demonstrated Individual Service Strategy goals and objectives that did not always align with the participant's needs or the services they actually received. In some cases, the goal descriptions entered into VaWC ISS read more like an objective assessment of the client's situation and not a description of the client's goals and steps for achieving those goals. *(See Attachment B: Explanation of Findings and Concerns for specifics on these findings.)*

The IEP should serve to document participants' needs and goals, as well as the services provided to help them to attain their goals and allow an individual to be more employable. For those participants who have been identified as basic skills deficient, the Individual Service Strategies should include a goal and outline specific activities to help them improve those skills.

Recommendation:

Case managers should clearly identify goals with objectives and related activities in the IEP/ISS and align them with activities and services to improve outcomes for the individual.

3.3.2 Case Notes

Nineteen of the adult/dw files reviewed were found to have concerns with case notes.

- Participant contact and notes were not always monthly, per local policy.

- Notes did not provide sufficient information to follow participant activities and progress.
- Case notes showed a delay in entry of notes into VaWC with more than 14 days between the Contact date and Create date.

(See Attachment B: Explanation of Findings and Concerns for specifics on these findings.)

Recommendation:

Keeping well documented case notes is an essential part of case management. This demonstrates that participants are receiving adequate contact and assistance in successfully achieving their goals. In addition, it provides a written record of services and work with an individual should the case manager change or if the individual returns to the program at another time.

3. Next Steps

Complete as directed information listed in Findings and Concerns in the previously written documentation.

Attachment A: Sample Corrective Action Plan

The corrective action plan must be submitted within 30 days of receipt of the findings report provided by VCCS. The plan must be signed and dated by the local area Executive Director.

Required Actions	Corrective Action	Expected Completion Date
Programmatic		
2.2.1 Eligibility	Eligibility will be checked closely by supervisor at time of enrollment to catch any errors.	Immediately
2.2.2 Missing and/or Incomplete Documentation	Documents will be checked closely by supervisor at time of enrollment to catch anything missing or incomplete.	Immediately
2.2.3 VaWC Discrepancies	Supervisors will address quality of work at monthly meetings.	August meetings
2.2.4 Assessments	Supervisors will address quality of work at monthly meetings.	August meetings

Concerns	Corrective Action	Expected Completion Date
Programmatic		
3.3.1 ISS goals	Supervisors will address quality of work at monthly meetings.	August meetings
3.3.2 Case Notes	Supervisors will address quality of work at monthly meetings.	August meetings

Name of Contracted Provider Representative (print):

Everlena Ross

Signature of Contracted Provider Representative:

Everlena Ross gal

Date:

8/19/14

ATTACHMENT B:

DANVILLE Adult/DW

DANVILLE Adult

USER NAME	NAME	PERFORMANCE OUTCOME REVIEW	CORRECTED ?
1784232	Raven Thompson	Case Notes entered outside the timely data entry (14 days) Case note titled " Core Services" has a contact date of 05/06/2014 and a creation date of 05/23/2014	Going forward case notes will be entered within the 14 day time limit.
1797073	Lisa Haymes	Activity Service Code #153 Job Search/ Placement cannot exceed 30 days unless a case note has been entered to extend the service. Missing Activity Service code for TABE test. IEP does not reference the assessments	Going forward activity code 153 extensions will be documented in case notes. Documented with Case Note in VaWc. Customer completed the Tab Test with Adult Education prior to enrollment with WIA. Assessment activity will be added in VaWc as 212. A VOS Correction will be requested to change the date. Updated IEP in VaWc to reference assessments.
1578082	Antonie Mayo	Activity Service Code #153 Job Search/ Placement cannot exceed 30 days unless a case note has been entered to extend the service.	Going forward activity code 153 extensions will be documented in case notes.
960684	Lorita Hood	Case notes are not used when extending services VWL 11-02 Case Notes entered outside the timely data entry rule (14 days) Activity Service Code #153 Job Search/ Placement cannot exceed 30 days unless a case note has been entered to extend the service.	Going forward activity code 153 extensions will be documented in case notes. Going forward case notes will be entered within the 14 day time limit.

746260	Dequantrin Logan	<p>Case Notes entered outside the timely data entry rule (14 days)</p> <p>Activity code entered for Careerscope does not match the dates of the copy that is in file.</p>	<p>Going forward case notes will be entered within the 14 day time limit.</p> <p>Activity code for CareerScope and dates for assessment in file match.</p>
643161	Jakeem Burton	<p>Case Note entered outside the timely data entry rule (14 days)</p> <p>Activity Service Code #153 Job Search/ Placement cannot exceed 30 days unless a case note has been entered to extend the service.</p> <p>Participant did not gain employment from the OJT service activity provided</p>	<p>Going forward case notes will be entered within the 14 day time limit.</p> <p>Going forward activity code 153 extensions will be documented in case notes.</p> <p>Activity code was closed as unsuccessful due to not gaining employment.</p>

DANVILLE DLW

USER NAME	NAME	PERFORMANCE OUTCOME REVIEW	CORRECTED ?
1747328	Jacqueline Moore	Case Notes entered outside the timely data entry rule (14 days)	Going forward case notes will be entered within the 14 day time limit.
632017	Donald A. Roach	Service Code 153 has been extended but no case notes reflect the extension.	Going forward activity code 153 extensions will be documented in case notes.
142416	Natasha M. Hairston	<p>Case Notes entered outside the timely data entry rule (14 days)</p> <p>Case notes missing for the extension of activity 153.</p>	<p>Going forward case notes will be entered within the 14 day time limit.</p> <p>Going forward activity code 153 extensions will be documented in case notes.</p>
1542368	Pamula Kelly	<p>30 day lapse case note for the month of 2/2014.</p> <p>Case notes are not used for all extension of service code 153.</p>	<p>Going forward case notes will be documented within a 30-day period.</p> <p>Going forward activity code 153 extensions will be documented in case notes.</p>
1687353	Mark Price	<p>30 day lapse case notes.</p> <p>There are no case notes noting service</p>	Going forward case notes will be documented within a 30-day period and note service code

		<p><i>code extension.</i></p> <p><i>TABE Test was administered to participant on 7/11/2013. There is no service code in the VaWC to reflect this service being provided.</i></p>	<p><i>extensions when needed.</i></p> <p><i>The TabE Test service was unable to be added due to being in follow up status, but was documented under basic skills assessments in VaWc. Activity codes will be added in VaWc to reflect service being provided going forward.</i></p>
1586440	Allen Hudgins	<p><i>30 day lapse for the month of April 2014.</i></p> <p><i>Case Notes entered outside the timely data entry rule (14 days)</i></p> <p><i>TABE Test was administered to participant on 7/1/2013. There is no service code in the VaWC to reflect this service being provided.</i></p>	<p><i>Going forward case notes will be documented within a 30-day period.</i></p> <p><i>Going forward case notes will be entered within the 14 day time limit.</i></p> <p><i>The TabE Test service was unable to be added due to being in follow up status, but was documented under basic skills assessments in VaWc. Activity codes will be added in VaWc to reflect service being provided going forward.</i></p>

STATEMENT OF WORK/SPECIFIC SKILL RATING SHEET

PARTICIPANT: Tony Sadler OCCUPATION: Production
 SOC. SEC. NO.: _____ DOT/SVP CODE: _____
 CONTRACTOR: Virginia Wire Processing PROGRAM ACTIVITY: Internship
 CONTRACT NO.: _____ NUMBER OF SLOTS: 1

JOB DESCRIPTION

Provide an outline of this occupation as performed in your company: Provide high-level administrative support by conducting research, preparing statistical, reports, handling information requests, and performing clerical functions such as preparing Also train lower level associates. Sort products, Cut and bind materials, package and ship merchandise.

Provide an outline of training, skills to be learned, hours of training required to master each skill area, and Shade in the circles where an occupational skill attainment has been set		Outstanding Proficiency	Satisfactory Proficiency	Partial Proficiency	No Proficiency
SKILL TO BE LEARNED	Training Hours Assigned				
Sort materials, such as metals, wires, plastics, into appropriate containers for recycling	45		✓		
Clean recycling yard by sweeping, raking, picking up debris, or moving barrels and bins	45		✓		
Operate forklifts, pallet jacks, power lifts, or other heavy items onto trucks for shipping to smelters or other recycled materials processing facilities	45		✓		
Extract chemicals from discarded appliances, such as air conditioners or refrigerators, using specialized machinery, such as refrigerant recovery equipment. Green Task Statement	45		✓		
Deposit recoverable materials into chutes or place materials on conveyor belts	45		✓		
Operate balers to compress recyclable materials into bundles or bales	45		✓		
Ability to complete all required paperwork	45		✓		
Clean materials, such as metals, according to recycling requirements.	45		✓		
TOTAL HOURS					

Comments: Participant proficiency levels will be determined by: Training Representative

- a. Observation of employer
- b. Completion of on-hands experience of task indicating satisfactory performance

Brian Meeks
 TRAINING REPRESENTATIVE SIGNATURE

[Signature]
 STAFF SIGNATURE

2-5-12
 DATE

Monica Beard

From: Lisa Frick <lisa@wpwib.org>
Sent: Tuesday, June 3, 2014 11:58 AM
To: 'Monica Beard'
Subject: RE:

Monica
Corrections complete. Have a great day.
Lisa

Lisa Frick

West Piedmont Workforce Investment Board
Region XVII
300 Franklin Street Suite 241
Martinsville, Va. 24115
Off: 276-656-6190
Cell: 276-732-2418
Fax: 276-656-6092
lisa@wpwib.org
www.vaworkforcecenters.com

From: Monica Beard [mailto:mbeard@pccainc.org]
Sent: Monday, June 2, 2014 3:13 PM
To: 'Lisa Frick'
Subject:

Hi Lisa,

Lisa Haymes(State ID 1797073)Service #212(Other Intensive Services) dates need to be change to 04/02/14 on both services and Antoine Mayo(State ID 1578082) Service code #212 dates need to be changed to 03/26/14 on both services

I will send a form for Dequantrin Logan tomorrow, getting ready to go to the doctor. Tell Ms Kathy because she has that file for the training added in the plan

Thank you,

Monica Beard

Case Manager
211 Nor Dan Dr.
Suite 1055
Danville, VA 24540
Phone: (434)549-8220
Fax: (434)836-8461

Basic Skills Assessments

Date	Test Type	Test Name	Results	WIA ID	Action
07/01/2013	Reading	Test of Adult Basic Education (TABE)	12.9	0	Edit Delete Print
	Math	Test of Adult Basic Education (TABE)	12.9	0	
	Language		0	0	

Allen Hudgins

[Services](#) [Portfolio](#) [Site Map](#) [Site Search](#) [Preferences](#) [Assistance](#)

[Privacy Statement](#) | [Disclaimer](#) | [Terms of Use](#) | [Accessibility](#) | [Recommended Settings](#) | [EEO](#) | [Protect Yourself](#) | [About this Site](#) | [Contact Us](#)

[Home](#) [Sign Out](#)

Copyright © 1998-2014 Geographic Solutions. All rights reserved.
For more information contact Geographic Solutions at 800-828-8888.

14.0

Dannelle

Basic Skills Assessments

Date	Test Type	Test Name	Results	WIA ID	Action
07/12/2013	Reading	Test of Adult Basic Education (TABE)	12.9	0	Edit Delete Print
	Math	Test of Adult Basic Education (TABE)	12.9	0	
	Language		0	0	

Viewing page 1 of 1

[Services](#) [Portfolio](#) [Site Map](#) [Site Search](#) [Preferences](#) [Assistance](#)

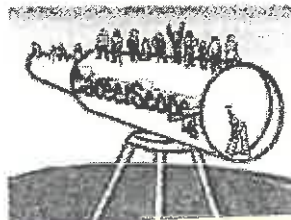
[Privacy Statement](#) | [Disclaimer](#) | [Terms of Use](#) | [Accessibility](#) | [Recommended Settings](#) | [EEO](#) | [Protect Yourself](#) | [About this Site](#) | [Contact Us](#)

Mark Price

Copyright © 19
For more

rights reserved.
actions.

CareerScope®



Sun Dequantrin
Logan

~~Date of Report: 12/10/2012~~

DEQUANTRIN LOGAN

231576926

Date of Interest Administration: 12/10/2012
Date of Aptitude Administration: 12/10/2012

- Governor

[[Assist an individual](#) | [Staff Services](#) | [My Portfolio](#)]

My Individual Profiles

- Personal Profile**
 - General Information
 - Background
 - Activities
 - Memo
 - Documents
- Search History Profile
- Jobs
- Employers
- Programs
- Occupations
- Industries
- Areas
- Self Assessment Profile
 - Job Skills
 - Personal Skills
 - Work Interests
 - Work Values
 - Tools and Technology
 - Multiple
- Communications Profile
 - Messages
 - Correspondence
 - Templates
 - Subscriptions
 - Email Log

My Individual Plans

- Employment Plan Profile**
 - Resumés
 - Job Applications
 - Online Application
 - Virtual Recruiter
 - Employment Goals
- Training Plan Profile
 - Classroom Training
 - Online Training
- Benefits Plan Profile
 - Workforce Investment Act (WIA)
 - Trade Adjustment Assistance (TAA)
 - Other Benefits
- Financial Plan Profile
 - Financial Literacy
 - Overall Budget
 - Training Budget
 - Transition Budget

Staff's Profile

- General Profile
 - Summary
 - Case Notes
 - Activities
 - Documents (Staff)
- Case Management Profile
 - Case Summary
 - Programs
 - Plan
 - Assessments
- Report Profile
 - Tracking
 - Statistics
 - Combined Assessment
 - Labor Exchange

[Case Summary](#)

[Programs](#)

[Plan](#)

[Assessments](#)




[Show Filter Criteria](#)

+ [Wagner-Peyser - 6 Applications](#)

+ [Trade Adjustment Assistance \(TAA\) Program - 0 Applications](#)

Workforce Investment Act Program - 1 Application




Create Workforce Investment Act Program

-    Workforce Investment Act Program #255852, App Date 12/10/2012, Eligibility Date 12/10/2012, Intensive Date 12/10/2012, LWIA 17 (Complete) - Youth
 Case Manager: Satterfield, Brian
 Temp Assigned: None Assigned

Create Participation

Edit Participation for WIA #255852 Participation Date 12/10/2012

Create Activity

Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	<u>185 - Support Service -Other WIA OneStop Provider</u>		Adult	05/14/14	05/14/14	05/14/14	05/14/14 Successful Completion
	<u>185 - Support Service -Other WIA OneStop Provider</u>		Adult	04/30/14	04/30/14	04/30/14	04/30/14 Successful Completion
 Fundable Activity	<u>300 - Occupational Skills Training - Approved Provider (ITA) Medical Solutions Academy</u>		Adult	04/30/14	04/30/14	05/27/14	05/27/14 Successful Completion
	<u>153 - Job Search/Placement Assistance, including Career Coaching WIA OneStop Provider</u>		Adult	04/24/14	04/24/14	07/25/14	06/30/14 Successful Completion
	<u>153 - Job Search/Placement Assistance, including Career Coaching WIA OneStop Provider</u>		Adult	06/20/13	06/20/13	04/20/14	04/23/14 Successful Completion
	<u>185 - Support Service -Other WIA OneStop</u>		Adult	02/25/13	02/25/13	02/25/13	02/25/13 Successful Completion

	Provider						
	<u>131 - Testing/ background check as required by employer</u> WIA OneStop Provider		Adult	02/25/13	02/25/13	02/25/13	02/25/13 Successful Completion
	<u>300 - Occupational Skills Training - Approved Provider (ITA)</u> WIA OneStop Training Provider		Adult	02/11/13	02/11/13	03/08/13	03/08/13 Successful Completion
	<u>185 - Support Service -Other</u> WIA OneStop Provider		Adult	12/20/12	12/20/12	12/20/12	12/20/12 Successful Completion
	<u>242 - Career Readiness Certificate - CRC Bronze</u> WIA OneStop Provider		Adult	12/17/12	12/17/12	12/17/12	12/17/12 Successful Completion
	<u>226 - Reading and/or Math Testing</u> WIA OneStop Provider		Adult	12/12/12	12/12/12	12/12/12	12/12/12 Successful Completion
	<u>204 - Interest And Aptitude Testing</u> WIA OneStop Provider		Adult	12/10/12	12/10/12	12/10/12	12/10/12 Successful Completion
	<u>205 - Develop Service Strategies (IEP/ISS/EDP)</u> WIA OneStop Provider		Adult	12/10/12	12/10/12	06/30/13	06/20/13 Successful Completion
	<u>153 - Job Search/Placement Assistance, including Career Coaching</u> WIA OneStop Provider		Adult	12/10/12	12/10/12	12/10/12	12/10/12 Successful Completion
	<u>101 - Orientation</u> WIA OneStop Provider		Adult	12/10/12	12/10/12	12/10/12	12/10/12 Successful Completion
	<u>102 - Initial Assessment</u> WIA OneStop		Adult	12/10/12	12/10/12	12/10/12	12/10/12 Successful Completion

Provider							
----------	--	--	--	--	--	--	--

Create Closure

Edit WIA Case Closure for WIA Program #255852 Closure on 6/30/2014

Create Outcome

+ Generic Programs - 0 Applications

Activity Status: = Open, = Closed, = System Closed, = Voided

[ Print All]

[[Assist an individual](#) | [Staff Services](#) | [My Portfolio](#)]

[My Individual Profiles](#)

[My Individual Plans](#)

[Staff's Profile](#)

[Case Summary](#)

[Programs](#)

[Plan](#)

[Assessments](#)

[Show Filter Criteria](#)

+ [Wagner-Peyser - 1 Application](#)

+ [Trade Adjustment Assistance \(TAA\) Program - 0 Applicati](#)

- [Workforce Investment Act Program - 1 Application](#)

Lisa Haymes

[Create Workforce Investment Act Program](#)











- [Workforce Investment Act Program #264557, App Date 4/2/2014, Eligibility Date 4/2/2014, Intensive Date 4/2/2014, LWIA 17 \(Complete\) - Adult](#)
Case Manager: Beard, Monica
Temp Assigned: None Assigned

[Create Participation](#)

[Edit Participation for WIA #264557 Participation Date 4/2/2014](#)

[Create Activity](#)





Status	Activity / Provider	WZ	Funding / Grant	Projected Begin Date	Actual Begin Date	Projected End Date	Actual End Date
	101 - Orientation WIA OneStop Provider		Adult	04/02/14	04/02/14	04/02/14	04/02/14 Successful Completion
	102 - Initial Assessment WIA OneStop Provider		Adult	04/02/14	04/02/14	04/02/14	04/02/14 Successful Completion
	153 - Job		Adult	04/02/14	04/02/14	08/08/14	08/08/14

	<u>Search/Placement Assistance, including Career Coaching</u> WIA OneStop Provider						Successful Completion
	<u>204 - Interest And Aptitude Testing</u> WIA OneStop Provider		Adult	04/02/14	04/02/14	04/02/14	04/02/14 Successful Completion
	<u>204 - Interest And Aptitude Testing</u> WIA OneStop Provider		Adult	04/02/14	04/02/14	04/02/14	04/02/14 Successful Completion
	<u>205 - Develop Service Strategies (IEP/ISS/EDP)</u> WIA OneStop Provider		Adult	04/02/14	04/02/14	04/02/14	04/02/14 Successful Completion
	<u>212 - Other Intensive Services Not Otherwise Classified</u> WIA OneStop Provider		Adult	04/02/14	04/02/14	04/02/14	04/02/14 Successful Completion
	<u>212 - Other Intensive Services Not Otherwise Classified</u> WIA OneStop Provider		Adult	04/02/14	04/02/14	04/02/14	04/02/14 Successful Completion

[Create Closure](#)

[Create Outcome](#)

+ [Generic Programs - 0 Applications](#)

Activity Status:  = Open,  = Closed,  = System Closed,  = Voided

[ Print All]

Individual Employment Plan

Name: Lisa Haymes
Plan ID: 21073
Plan was started on: 04/02/2014
Plan started in office location: Danville - Virginia Workforce Center

User ID: PRINCESS47

Plan closed on:

Goals and Objectives Established

<u>ID</u>	<u>#</u>	<u>Goal</u>	<u>Term</u>	<u>Established</u>	<u>Completion</u>	<u>Program</u>	<u>Staff</u>	<u>Status</u>
373971		To Complete a GED Program (Schooling)	Intermediate Term	4/2/2014	10/2/2014	WIA	VASNXX/II128	Open

Goal Description: To Complete a GED Program (Schooling) - The participant has received our standard battery of assessments, and it was discovered that they did not have a high school diploma. We are sending this participant to Adult Basic Education classes. Our hope is that once they complete their classes and pass their GED, we can start their occupational skills training.

Prior to enrollment with WIA, Ms. Haymes completed the CareerScope and Tabc assessments. The participant highest levels of interest on the CareerScope were Leading / Influencing, Business Detail, Protective, Humanitarian, Selling, and Scientific. Her Tabc scores were 9.1 Reading version 9D and Math 6.2 version 10D.

Adult education will assist the participant with completing her GED.
 Objective(s) to Goal #: 1

<u>#</u>	<u>Objective</u>	<u>Established</u>	<u>Review Date</u>	<u>Program</u>	<u>Staff</u>	<u>Status</u>
39785	To complete GED training	4/2/2014	5/17/2014	WIA	VASNXX/II128	Open

Comments: To successfully complete GED training and gain full-time employment

Services Provided Against Plan:

 Print Services Provided Against Plan

Lisa Haymes _____

Date: _____

Brian Satterfield _____

Date: _____

 (For Minors: Parent/Guardian)

Date: _____