

Service Code	SERVICE TYPE	Service Title In TrackOne	Common Measures Performance Calculations	Ser. Prevents Exit?	WIA / TAA	
					Part. Count	Perf. Calc.

CATEGORY in TrackOne: Significant Staff Involved/Intensive

Counseling and Career Planning

317	1-on-1 Counseling and Career Planning Description: Individual receives counseling and career planning services. An activity record (enter/exit) is required for each day this service is provided and the enter/exit date must match the day the service was provided to the participant unless the service is provided over multiple days in close proximity, in which case the first day of service will be the enter activity date and the last day of this service will be the exit activity date. Funded by: WIA Location ID: Available at all centers Old Code: N4 WIASRD: 334	Yes	Yes	Yes	Yes
	1-on-1 Counseling - Customer Crisis/Issue Description: Office visit (or phone call) between the customer and the primary case manager. The customer reports a crisis or issue which will impede their progress. Crisis/issue is defined by both the customer and case manger and appropriate steps and arrangements are made. Funded by: WIA Location ID: Available at all centers Old Code: N4 WIASRD: 334	Yes	Yes	Yes	Yes

Relocation Expenses

342	Relocation Expenses - Generic Item/Vendor Description: Relocation expenses. An activity record (enter/exit) is required for each day this service is provided and the enter/exit date must match the day the service was provided to the participant. Funded by: WIA Location ID: Available at all centers Old Code: NR WIASRD: 334	Yes	Yes	Yes	Yes
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Out of Area Job Search

343	Out of Area Job Search Expenses - Generic Item/Vendor Description: Out of area job search expenses. An activity record (enter/exit) is required for each day this service is provided and the enter/exit date must match the day the service was provided to the participant. Funded by: WIA Location ID: Available at all centers Old Code: NS WIASRD: 334	Yes	Yes	Yes	Yes
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Other Case Management Services

337	Work w/ client to customize LMI research	Yes	Yes	Yes	Yes
	Description: Funded by: WIA Location ID: Available at all centers	Old Code: N1 WIASRD: 334			
337	Budget Counseling - General	Yes	Yes	Yes	Yes
	Description: Funded by: WIA Location ID: Available at all centers	Old Code: N1 WIASRD: 334			
337	Budget Counseling for training	Yes	Yes	Yes	Yes
	Description: Funded by: WIA Location ID: Available at all centers	Old Code: N1 WIASRD: 334			

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Comprehensive Assessment

318	<p>1-on-1 Counseling - Assessment results reviewed/interpreted</p> <p>Description: This service is used for the sit-down appointment with staff to review the assessment results. Each score is explained to the customer. This includes Basic Skills Assessment, WorkKeys, KeyTrain etc Next steps are established by staff and entered into ClientTrack. A copy of the results is given to customer along with a copy placed in the case management folder. Staff also insure the individual scores are entered into TrackOne.</p> <p>Funded by: WIA Location ID: Available at all centers Old Code: NA WIASRD: 334</p>	Yes	Yes	Yes	Yes
	<p>Group Counseling - Assessment results reviewed/interpreted</p> <p>Description: This service is used for a formal review with a small to large group on how to read and interpret the assessment scores. The overview maybe given in a group setting, but each customer must be given next steps. A copy of the results is given to customer along with a copy placed in the case management folder. Staff also insure the individual scores are entered into TrackOne.</p> <p>Funded by: WIA Location ID: Available at all centers Old Code: NA WIASRD: 334</p>	Yes	Yes	Yes	Yes
318	<p>1-on-1 Counseling - In-depth assessment session</p> <p>Description: Comprehensive and specialized assessments of the skill levels and service needs <i>via an in-depth interview</i> to identify employment barriers and appropriate employment goals. (This is used for sessions which do not include formal assessment results/scores, but rather in-depth interviewing of the customer.) This is any activity which includes a staff member's assessment of a participant's skill, education, or career objectives in order to achieve any of the following: 1. Assist participants in deciding on appropriate next steps in the search for employment, training, and related services, including job referral; 2. Assist participants in assessing their personal barriers to employment; or 3. Assist participants in accessing other related services necessary to enhance their employability and individual An activity record (enter/exit) is required for each day this service is provided and the enter/exit date must match the day the service was provided to the participant unless the service is provided over multiple days in close proximity, in which case the first day of service will be the enter activity date and the last day of this service will be the exit activity date.</p> <p>Funded by: WIA Location ID: Available at all centers Old Code: NA WIASRD: 334</p>	Yes	Yes	Yes	Yes

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Employment Plan

338	Initial ISS/IEP Development Session	Yes	Yes	Yes	Yes
	<p>Description: This service is the initial meeting where the customer and case manager jointly develop an Individual Service Strategy (ISS) or Individual Employment Plan (IEP) to identify employment barriers and appropriate employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.</p> <p>The following topics and tasks are required for this initial meeting: 1. employment interest defined, 2. review of educational and employment history with customer, 3. immediate barriers are identified, 4. at least one goal is set, and 5. an appropriate referral or placement into a service to address the initial goal. Documentation of meeting with the client, the client's agreement with the individual employment plan or significant revision, and documentation that the client received a copy of the individual employment plan is required in the case file (this can be documented with case notes). This particular activity record is required for the first time this service is provided to the participant.</p> <p>Funded by: WIA Location ID: Old Code: N2 WIASRD: 334</p>				
338	ISS/IEP Review & Update Session	Yes	Yes	Yes	Yes
	<p>Description: This service is for any office visits where the customer and case manager jointly update and review the Individual Service Strategy (ISS) or Individual Employment Plan (IEP) to identify new employment barriers and appropriate employment goals, set up new achievement objectives, and address appropriate combination of services for the participant to achieve the employment goals. This is used if any items are updated or added which require the customer to sign another copy of the ISS. A copy of the new updated and signed ISS is placed in the customer's folder.</p> <p>Funded by: WIA Location ID: Available at all centers Old Code: N2 WIASRD: 334</p>				
338	Work w/ client to develop job search plan	Yes	Yes	Yes	Yes
	<p>Description: Core service which requires significant staff assistance, where the individual gets one-on-one assistance in devising a job search plan based on their own needs.</p> <p>Funded by: WIA Location ID: Available at all centers Old Code: N2 WIASRD: 334</p>				

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Work Experience (Adult)

335	Work Experience - Generic	Yes	Yes	Yes	Yes
	<p>Description: Paid or unpaid work experience which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity.</p> <p>Funded by: WIA Location ID: Available at all centers Old Code: 01 WIASRD: 334</p>				

Internship/Cooperative Experience (Adult)

336	Internship/Cooperative Experience (Adult) - Generic	Yes	Yes	Yes	Yes
	<p>Description: Participation in an internship or cooperative experience. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity.</p> <p>Funded by: WIA Location ID: Available at all centers Old Code: 14 WIASRD: 334</p>				

Short-term Prevocational Services

341	Short-term Prevocational Services - Generic	Yes	Yes	Yes	Yes
	<p>Description: Generic -- Short term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. This service title will be monitored closely by DWD for appropriate use. Established curriculum based prevocational services should be setup by their title in TrackOne. This is used for individual 1-on-1 work with a customer on the above mentioned topics.</p> <p>Funded by: WIA Location ID: Available at all centers Old Code: NP WIASRD: 339</p>				

Short-term Prevocational Training

339	Short-term Prevocational Training - Generic	Yes	Yes	Yes	Yes
	<p>Description: Generic short-term prevocational training. Short term prevocational training including short-term, end-user computer courses. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. The "generic" service should be used on a limited basis. If a course is offered more than once then the specific title should be setup in TrackOne.</p> <p>Funded by: WIA Location ID: Available at all centers Old Code: N6 WIASRD: 339</p>				