ICM ENROLLMENT TO EXIT

SFY 2019 WIOA Youth Regional Training

ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

INDIVIDUAL CASE MANAGEMENT SYSTEM (ICM)

The ICM is the state WIOA Youth tracking system and houses:

- Confidential participant information;
- services delivered to participants;
- service costs; and
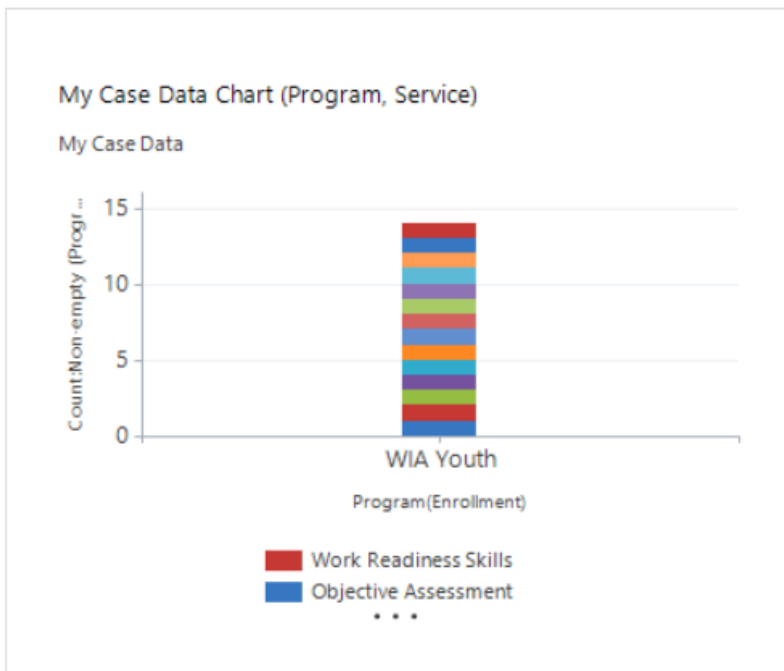- Serves as federal reporting database

DATA → KNOWLEDGE → ACTION

INTAKE

- Enter participant information from application
- Create participant case

ICM

🕐 ⊕ | Search CRM data 🔍 | 📄 | **Shane Bannarbie** ICMPROD | 👤 | ⚙ | ?

My Work

📊	Dashboards	📋	Announcements
📝	Activities	🔧	Technical Assistance
📅	Calendar		
📊	Reports		
📑	Queues		
🔒	Access Requests		

Management

👫	Participants
📘	Cases
📇	Enrollments

Select participant from menu
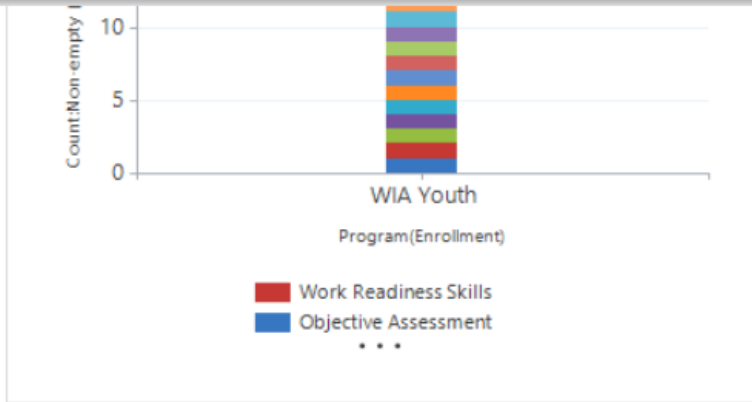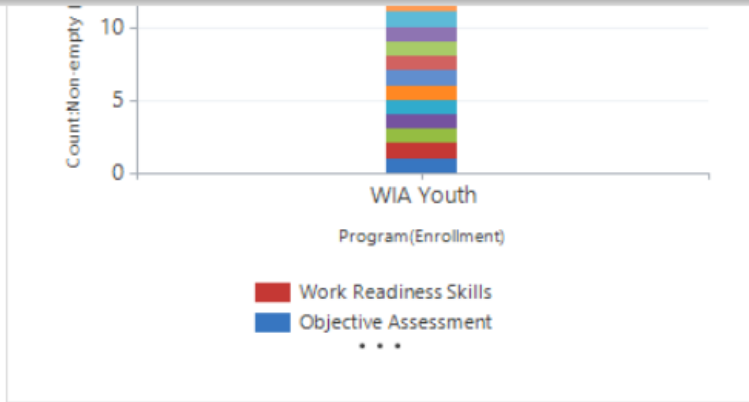
STEP	Alison Foley	Closed	Test, WIAYouth	Test - 8/5/2015	WIA Youth	Draft
STEP	Alaska Laborers' Training...	Closed	Test, WIAYouth	Test - 8/5/2015	WIA Youth	Draft
STEP	Alaska Laborers' Training...	Closed	Youth, Test	Test Youh	WIA Youth	Draft
STEP	Alaska Laborers' Training...	Closed	Test, WIAYouth	Test - 8/5/2015	WIA Youth	Draft
WIA-DW	Pascale Dilley - DISABLED	Draft	Youth, Test	Test Youh	WIA Youth	Draft
STEP	Na Diep - DISABLED	Closed	Test, WIAYouth	Test - 8/5/2015	WIA Youth	Draft

1 - 8 of 5000+   ⏮ ◀ Page 1 ▶   1 - 8 of 14   ⏮ ◀ Page 1 ▶

Chart: Count:Non-empty — WIA Youth — Program(Enrollment)
- 🟥 Work Readiness Skills
- 🟦 Objective Assessment

Tab

Active Cases ⌄   ➕ 📇

Search for records 🔍

Case Name ↑	Participant

Exited Cases ⌄   ➕ 📇

Search for records 🔍

Case Name ↑	Participant

My Active Enrollments ⌄   📇

Search for records 🔍

Name ↑	Participant	Status Rea

ICM

☰ My Workplace | ⌄ Participants | ⌄

🕐 ⊕ *Search CRM data* 🔍

Shane Bannarbie
ICMPROD

⚙ ?

Participant ✕

Participant Details

Type*	Individual	Participant Number 🔒	--
First Name*	Timmy	🔑 Date of Birth**	9/1/1998
Middle Name⁺	--	🔑 Social Security Number 🔒	--
Last Name*	Test	SSN Not Provided	☑

Save information once entered

Save   Cancel

Test, Timmy ≡

Status
🔒 Active

Participant Contact Details

Main Phone +   --   Mailing Address ▼
Alternate Phone   --   *Add or View History...*
Email Address +   --

Race

Unknown/Not Provided	☑
American Indian or Alaska Native	☐
Asian	☐
Black or African American	☐
Native Hawaiian/other Pacific Islander	☐
White	☐

Complete basic participant demographic information
* Click the add or view History to enter address

Ethnicity

Hispanic / Latino   --

Other Demographics

Veteran   --
Alaskan Resident   --
Individual with a Disability   --

Last Modified
🔒 11/21/2017 10:25 AM

Active

ICM

My Workplace ⌄ | Cases ⌄ | New Case

🕐 ⊕ | Search CRM data 🔍 | **Shane Bannarbie** ICMPROD | 👤 | ⚙ | ?

💾 SAVE 📇 SAVE & CLOSE ➕ NEW ❓ HELP 📗 ICM INTRO ↑ ↓ 🔲 ✕

CASE : INFORMATION
New Case ☰

Status 🔒 Draft

Participant* 🔒 --

Must click "Save" first to activate new case contents

▲ **General**

General

Case Name   --
Participant * ❌ --

ONLY check this box if this Case is being used for DEI Youth entry. *
☐

Case Managers

Full Name	Main Phone

▲ **Enrollments**

Name ↑	Participant	Owner	Status Reason...	Enrollment Da...	Exit Date	

To enable this content, create the record.

▸ **Services**

▸ **Partner Services**

💾 SAVE   📁 SAVE & CLOSE   ➕ NEW   🔄 SHARING ⌄   🔄 SHARE   📄 COPY A LINK   🔗 EMAIL A LINK   📝 WORD TEMPLATES ⌄   ▶ RUN REPORT ⌄   •••   ↑ ↓ ⬈ ✕

CASE : INFORMATION

Test - 11/21/2017 ≣

Case created

Status	Participant
🔒 Draft	🔒 Test, Timmy

◢ **General**

General

Case Name   Test - 11/21/2017   (Auto populated case name)

ONLY check this box if this Case is being used for DEI Youth entry. *
🔒

Case Managers

Full Name	Main Phone
Shane Bannarbie	

Must select (+) to add enrollment to case

◢ **Enrollments**

➕

Name ↑	Participant	Owner	Status Reason...	Enrollment Da...	Exit Date

No Enrollment records found.

◢ **Services**

Total Service Cost   🔒 --

PROGRAM ENROLLMENT

- Applicant Eligibility information

- Entering Services and Service Costs

- Entering Goals

- Advancement Plan/ Case Notes

💾 SAVE   📄 SAVE & CLOSE   ➕ NEW   🔄 DEACTIVATE   🗑 DELETE   👥 ASSIGN   🔄 SHARING ⌄   📄 COPY A LINK   🔗 EMAIL A LINK   •••

ENROLLMENT : WIA YOUTH ▼
WIA Youth ⍗

❌ **-INELIGIBLE-** Selective Service must be 'Yes' or 'Exempt'.
❌ **-INELIGIBLE-** Participant must have a Circumstance/Barriers (Other than Low Income) set to 'Yes' to be eligible.
❌ **-INCOMPLETE-** Farmworker Status is a required field.

Errors will populate; once enrollment information is completed errors will be removed. Youth application is used to complete enrollment information

◢ Participant Details

Type	🔒 Individual	Participant Number	🔒 800054716

First Name *	Timmy	🔑 Date of Birth* *	9/1/1998
Middle Name	--	Gender	--
Last Name *	Test	🔑 Social Security Number * 🔒	--	SSN Not Provided ☑

Contact

Main Phone	--	Alternate Phone	--
Email Address	--		

Address

Address Type *	Physical
Attention	--
Line 1	--
Line 2	--
ZIP	-- +4 --
City	🔒 --	State 🔒 --

Owner	Last Modified By	🔒 11/21/2017 10:44 AM
🔒 🟢 **Shane Bannarbie**	🔒 🟢 **Shane Bannarbie**	

Active   💾

Note: when completing the education employment section, do not select last grade completed as "12" for high school graduates

Select "attained high school diploma for high school graduates

💾 SAVE   📋 SAVE & CLOSE   ➕ NEW   🗑 DEACTIVATE   🗑 DELETE   👥 ASSIGN   🔄 SHARING ⌄   📄 COPY A LINK   🔗 EMAIL A LINK   •••

ENROLLMENT : WIA YOUTH ▾

WIA Youth ⋮≡

Status
🔒 Draft

❌ **-INELIGIBLE-** Selective Service must be 'Yes' or 'Exempt'.
❌ **-INELIGIBLE-** Participant must have a Circumstance/Barriers (Other than Low Income) set to 'Yes' to be eligible.
❌ **-INCOMPLETE-** Farmworker Status is a required field.

~~Education, Employment~~

School Status at Participation
Not attending school; High School Graduate

Highest School Grade Completed
Attained High School Diploma

Complete all eligibility information and ensure enrollment date is entered.

Employment Status at Enrollment
Not Employed

Pre-Program Occupation
--

Annual Family Income   Family Size
$0   2

Farmworker Status
No

participants over income but meets one or more youth barriers can be enrolled with an approved income waiver. Waivers are limited and requires state approval

Other

5% Window Waiver   ☐

ENROLLMENT : WIA YOUTH ▾

WIA Youth

Status	Participant*
🔒 Draft	🔒 Test, WIA

◂ Enrollment

Enrollment Date   8/5/2015

Additional Participant Information

Citizen Status	US Citizen
Selective Service	Exempt
Eligible Veteran Status	No

Single Parent	No
Incarcerated Parent	No

Circumstance/Barriers

Deficient in Basic Literacy Skills	No
Foster Care	No
Has Limited English Language	No
Homeless	Yes
Low Income	Yes
Needs Additional Assistance	Yes
Pregnant or Parenting Youth	No
Offender	Yes
Runaway	Yes

Other Assistance

UC (Unemployment Compensation) Eligible Status
Neither Claimant nor Exhaustee
Temporary Assistance to Needy Families (TANF)
No
Other Public Assistance Recipient
No
SSI/SSDI
No

Education/Employment

School Status at Participation
Not attending school; High School Dropout
Highest School Grade Completed
01 - 12 Number of elementary/secondary school grades completed
Last Grade Completed (1 - 12)

Once all enrollment information is entered participant is ready to be enrolled. Enroll participant by selecting enroll from the toolbar

ICM

My Workplace ⌄ | Cases ⌄ | Test - 11/21/2017 | ⌄

Search CRM data

Shane Bannarbie
ICMPROD

🖫 SAVE   🖫 SAVE & CLOSE   ✚ NEW   🔁 SHARING ⌄   🔁 SHARE   🗋 COPY A LINK   🔗 EMAIL A LINK   📄 WORD TEMPLATES ⌄   ▶ RUN REPORT ⌄   •••

CASE : INFORMATION

Test - 11/21/2017 ☰

Participant is enrolled

Status
🔒 Enrolled

Participant
🔒 Test, Timmy

◢ General

General

Case Name   Test - 11/21/2017

ONLY check this box if this Case is being used for DEI Youth entry. *
🔒

Case Managers

Full Name	Main Phone
Shane Bannarbie	

◢ Enrollments

✚

Name ↑	Participant	Owner	Status Reason...	Enrollment Da...	Exit Date
WIA Youth	Test, Timmy	Roger Hamacher	Enrolled	11/21/2017	

INDIVIDUAL SERVICE STRATEGY (ISS)

ISS must contain the following in the ICM:

- Objective assessment

- ISS development service

- One or more of the 15 WIOA service elements based on advancement plan

- Services tied to a goal

🖫 SAVE   🖫 SAVE & CLOSE   ✚ NEW   📄 DEACTIVATE   🗑 DELETE   👥 ASSIGN   ⟳ SHARING ▾   📄 COPY A LINK   🔗 EMAIL A LINK   •••

ENROLLMENT : WIA YOUTH ▾

WIA Youth ≔

Status	Participant*
🔒 Draft	🔒 Test, Timmy

Exit Date
🔒 --

Date Enrollment Exited
🔒 --

Case*
🔒 Test - 11/21/2017

▸ Participant Details

▸ Enrollment

▴ Services

Select (+) symbol to add new services

Total Service Cost   🔒 --

✚

Start Date ↑	End Date	Service Type	Program Service	Goal	Status (Servic...	Total Cost	

No Service (ICM) records found.

Shane Bannarbie
ICMPROD

Service (ICM)

Complete service details and ensure service status is selected. Notice development of an individual service services strategy is an actual service as well as a function.

Enrollment	WIA Youth	Service Type	I	Status (Service)

Planned
Scheduled
Completed
Failed

Start Date*	11/21/2017	Program Service*	Development of An Individual Service Str	Total Cost

End Date	11/21/2017	Goal	--	

Save   Cancel

▸ Enrollment

Service (ICM)

Enrollment	WIA Youth	Service Type	T	Status (Service)	
Start Date *	11/21/2017	Program Service *	On the Job Training	Total Cost	
End Date	--	Goal			

No records found. Create a new record.

Look Up More Records

+ New

───

~~Enrollment~~

Goals 101:
Goals should not be set for specific services only, but should be the overall projected outcome of successful delivery of a set of services. Multiple goals can be entered in cases where participants have both an employment and an academic benchmarks.

Goals are added from service screen by searching or adding a new goal (+ New) if no goal created. Each service does not need a new goal; one goal can be tied to all services entered.

ICM

New Goal (ICM)

Shane Bannarbie
ICMPROD

SAVE   SAVE & CLOSE   + NEW   ? HELP   ICM INTRO

GOAL (ICM) : INFORMATION

New Goal (ICM)

From the New Goal screen identify participant goal via the search option. The goal name an description is

Status
🔒 Pending

◢ General

Case *	🔒 🔵 Test - 11/21/2017		Status	Pending
Goal Name	Employment			
Goal *	❌	Emp		🔍

⚒ Obtain/Maintain Employment Code

Look Up More Records

You must provide a value for

1 result

Description

Type in your search criteria- select " look up more records" to access all goal types

Owner	Last Modified By	🔒 --
🔒 🟢 **Shane Bannarbie**	🔒 --	
Active		

New Goal (ICM)

Status
🔒 Pending

▲ General

Case *	🔒 🟠 Test - 11/21/2017	Status	Pending
Goal Name	Employment		
Goal *	Obtain/Maintain Employment		

O*Net Code *

weld   🔍

51-4121.00 - Welders, Cutters, Solderers, and Brazers

51-4121.06 - Welders, Cutters, and Welder Fitters

51-4122.00 - Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

Look Up More Records

3 results

Description

Select O*NET occupation code most closely associated with employment goal.

WIA Youth ▾☰

Status
🔒 Enrolled

Participant *
🔒 Test, Timmy

Exit Date
🔒 --

Date Enrollment Exited
🔒 --

Case *
🔒 Test - 11/21/2017

▸ Participant Details

▸ Enrollment

◂ Services

Total Service Cost   🔒 $2,000.00

➕

Start Date ↑	End Date	Service Type	Program Service	Goal	Status (Servic...	Total Cost
11/21/2017	11/21/2017 I		Development of An Individual Service Strategy (ISS)		Completed	
11/21/2017	T		On the Job Training	Employment	Planned	
11/21/2017	11/21/2017 I		Objective Assessment	Employment	Completed	
11/21/2017	11/21/2017 B		Determination of Eligibility		Completed	

1 - 4 of 6

|◂ ◂ Page 1 ▸

➕

Start Date ↑	End Date	Service Type	Program Service	Goal	Status (Servic...	Total Cost
1/15/2018	6/29/2018 T		Youth Occupational Skills Training	Employment	Scheduled	$1,500.00
1/15/2018	1/15/2018 I		Training Related Materials & Supplies & Books/Softw...	Employment	Scheduled	$500.00

5 - 6 of 6

|◂ ◂ Page 2 ▸ ▸|

▸ Participant Details

▸ Enrollment

▾ Services

Total Service Cost 🔒 $2,000.00

➕

Start Date ↑	End Date	Service Type	Program Service	Goal	Status (Servic...	Total Cost
11/21/2017	11/21/2018	T	Youth Occupational Skills Training	Employment	Completed	$1,500.00
11/21/2017	11/21/2017	I	Training Related Materials & Supplies & Books/Softw...	Employment	Scheduled	$500.00

Search CRM data

SAVE   SAVE & CLOSE   + NEW   DEACTIVATE   DELETE   TO PLANNED   COMPLETE SERVICE   FAIL SERVICE   ASSIGN   ...

SERVICE (ICM) : INFORMATION ▾

Training Related Materials & Suppli... ⋮≡

Status	Participant
🔒 Scheduled	🔒 Test, Timmy

◢ Service

Enrollment	🔒 WIA Youth	Goal	Employment
Category	--	Service Type	🔒 I
Program Service *	🔒 Training Related Materials & Supplies & Books/Software		
Description	--		

Schedule

| Start Date * | 11/21/2017 | End Date | |
| Vendor | -- | Vendor Location + | -- |

◢ Cost Information

Cost

| Total Cost * | $500.00 |
| Accrue Over Time | ☐ |

Funding Sources

Service Cost	Grant	Grantee Account Code...	Amount ↑
default	Workforce Innovation an...		$500.00

| Obligation Date * | 11/21/2017 |

Search CRM data   **Shane Bannarbie**   ICMPROD   ⚙   ?

💾 SAVE   💾 SAVE & CLOSE   + NEW   🗋 DEACTIVATE   🗑 DELETE   🔑 TO SCHEDULED   👥 ASSIGN   🔄 SHARING ▾   🔄 SHARE   •••   ↑   ↓   ↗   ✕

SERVICE (ICM) : INFORMATION ▾

Training Related Materials & Suppli...   ≡

Status	Participant
🔒 Completed	🔒 Test, Timmy

▲ Service

Enrollment	🔒 WIA Youth		Goal	Employment
Category	--		Service Type	🔒 I
Program Service *	🔒 Training Related Materials & Supplies & Books/Software			
Description	--			

Schedule

Start Date *	11/21/2017		End Date *	11/27/2017
Vendor	--		Vendor Location +	--

▲ Cost Information

Cost

Total Cost *	$500.00
Accrue Over Time	☐

Funding Sources   +

Service Cost	Grant	Grantee Account Code...	Amount ↑
default	Workforce Innovation an...		$500.00

Obligation Date *	11/21/2017

Advancement Plan/ Case notes

Create the advancement plan via "Case Notes".

From the navigation tool bar use the case name drop down to view the menu options and select Case Note

ICM

My Workplace ˅ | Cases | ˅ | Test - 11/21/2017 | ˅

Search CRM data

Shane Bannarbie
ICMPROD

CASE : INFORMATION

Test - 11/21/2017 ≡

Add Case Note

Status
🔒 Enrolled

Participant
🔒 Test, Timmy

Case Note Associated View ˅

Search for records

+ ADD NEW CASE NOTE **▼ FILTER** **📊 CHART PANE ˅** **▶ RUN REPORT ˅** **📑 EXPORT CASE NOTES** | ˅ **❔ HELP** **📗 ICM INTRO**

Note	Note Dat...	Subject		Note Typ...	Written By	Conf...		▼	⟳

No Case Note records found.

Example

Shane Bannarbie
ICMPROD

💾 SAVE   SAVE & CLOSE   ➕ NEW   DEACTIVATE   ASSIGN   SHARING ▾   SHARE   COPY A LINK   EMAIL A LINK   •••

CASE NOTE : INFORMATION

Advancement Plan ˅

Status*	Case Manag*
Active	🔒 👤 Shane Bar

▴ General

Subject*	Advancement Plan		
Note Type*	Advancement Plan	Confidentiality*	Public
Note Date	11/21/2017	Enrollment	WIA Youth
Case Manager*	Shane Bannarbie	Written By	Shane Bannarbie

Note

Timmy is an 18 year old male in need of skills to find and maintain employment. He is a single parent of a 2 year old boy, currently on public assistance, and residing with his mother. Timmy is currently unemployed and lacks employment history and skills. He recently graduated high school but has no plans for college or career. He does not have a car and relies on public transportation or friends and family. He has a drivers license.

Timmy wants to work on the slopes as a welder and hopefully turn it into a career by joining a union

Our program will provide Occupational skills training through AVTEC's Welding Program. We will also provide bus passes as transportation support services for travel to training as needed, as well as clothing, tools and study materials required for training. Additionally employment search services will be provided once he successfully completes the welding training program. Timmy seems to be eager to take this positive step in his life and good candidate for the program.

EXITING AND FOLLOW UP

- Steps to exiting a participant

- Entering the follow up service

- What type of services are provided during follow up

- Entering follow up case notes

WIA Youth ⋮≡

Status	Participant*
🔒 Enrolled	🔒 Test, Timmy

Exit Date
🔒 --

Date Enrollment Exited
🔒 --

Case*
🔒 Test - 11/21/2017

▸ Participant Details

▸ Enrollment

▸ Services

◂ Reporting

ISS Attached ☐

Pell Grant Recipient   --

Exiting occurs in the enrollment view and involves the following steps:
1. Closing services
2. Completing Reporting section
3. Completing Out section

▸ Outcome

◂ Conflicts Tab

Conflicts Section

ENROLLMENT : WIA YOUTH ▾

WIA Youth ᴛ≡

Complete outcome section questions

Status	Participant*
🔒 Enrolled	🔒 Test, Timmy

Pell Grant Recipient   No

◂ Outcome

General

Entered Training Related Employment	--
Youth Placement Information	--
Youth Retention Information	--
Other Reasons For Exit	--

Education

Enrolled in Education	--
School Status at Exit	--

Participants enrolled in high school completion services or recognized credential bearing services must be marked as enrolled in education

Goals

+

Name	Status	Date Attained
Employment	Pending	

Goals must be updated from pending to attained or not attained

ENROLLMENT : WIA YOUTH ▼

WIA Youth ≡

Status
🔒 Enrolled

Participant*
🔒 🟠 Test, Timm

Pell Grant Recipient   No

Example

▴ Outcome

General

Entered Training Related Employment	Yes
Youth Placement Information	Did not enter listed activities
Youth Retention Information	Did not enter listed activities
Other Reasons For Exit	Exited for reason other than one of the conditions listed above

Education

Enrolled in Education	Yes
School Status at Exit	Not attending school; High School Graduate

Goals

➕

Name	Status	Date Attained
Employment	Pending	

Update goal by clicking here

GOAL (ICM) : INFORMATION

Employment ⊟

Status
🔒 Pending

◢ General

Case*	🟠 Test - 11/21/2017	Status	**Pending**
Goal Name	Employment		Attained
Goal*	🔒 🟠 Obtain/Maintain Employment		Not Attained

O*Net Code*   🟠 51-4121.00 - Welders, Cutters, Solderers, and Brazers

Description   Obtain employment at entry level welder

Example

OSE   + NEW   DEACTIVATE   DELETE   ASSIGN   SHARING ▾   SHARE   COPY A LINK   •••

GOAL (ICM) : INFORMATION

Employment ▾≡

Status
🔒 Attained

◢ General

Case *	🟠 Test - 11/21/2017	Status	Attained
Goal Name	Employment		
Goal *	🔒 🟠 Obtain/Maintain Employment		
O*Net Code *	🟠 51-4121.00 - Welders, Cutters, Solderers, and Brazers		
Description	Obtain employment at entry level welder		

Outcome

Date Attained *   11/28/2017   [📅] ▾

Service (ICM)   ✕

Enrollment	🟠 WIA Youth	Service Type	F	Status (Service)	Planned
Start Date *	11/28/2017	Program Service *	Case Maintenance/Review	Total Cost	🔒 --
End Date	--	Goal	--		

Add Case Maintenance / Review service (type F)- mark status as scheduled not planned. Only "F" Type services can be provided during follow up

Save   Cancel

▸ Enrollment

▾ Services

Total Service Cost   🔒 $2,000.00

                                                                                              ＋

Start Date ↑	End Date	Service Type	Program Service	Goal	Status (Servic...	Total Cost
11/21/2017	11/21/2017	I	Development of An Individual Service Strategy (ISS)		Completed	
11/21/2017	11/21/2017	T	On the Job Training	Employment	Completed	$0.00
11/21/2017	11/21/2017	I	Objective Assessment	Employment	Completed	
11/21/2017	11/21/2017	B	Determination of Eligibility		Completed	

1 - 4 of 6   ⏮ ◀ Page 1 ▶

🕐 ⊕ Search CRM data 🔍

Shane Bannarbie
ICMPROD ⚙ ?

💾 SAVE   📑 SAVE & CLOSE   ➕ NEW   🔲 DEACTIVATE   🔄 SHARING ▾   📄 COPY A LINK   🔗 EMAIL A LINK   📰 EXIT ENROLLMENT   📝 WORD TEMPLATES ▾   •••   ⬆ ⬇ ⤢

ENROLLMENT : WIA YOUTH ▾

WIA Youth ☰

Status
🔒 Enrolled

Participant *
🔒 Test, Timmy

> Once all exit information is entered and updated, select "Exit Enrollment" from the navigation bar

Exit Date
🔒 --

Date Enrollment Exited
🔒 --

Case *
🔒 Test - 11/21/2017

> All service status should be marked "completed" except for the follow up service

▸ Participant Details

▸ Enrollment

◢ Services

Total Service Cost   🔒 $2,000.00

➕

Start Date ↑	End Date	Service Type	Program Service	Goal	Status (Servic...	Total Cost
11/21/2017	11/27/2018	T	Youth Occupational Skills Training	Employment	Completed	$1,500.00
11/21/2017	11/27/2017	I	Training Related Materials & Supplies & Books/Softw...	Employment	Completed	$500.00
11/28/2017		F	Case Maintenance/Review		Planned	

🖫 SAVE   🖫 SAVE & CLOSE   ➕ NEW   🗓 DEACTIVATE   🗘 SHARING ▾   🗋 COPY A LINK   ∞ EMAIL A LINK   🗐 EXIT ENROLLMENT   🗒 WORD TEMPLATES ▾   •••   ↑ ↓ ↗ ✕

ENROLLMENT : WIA YOUTH ▾

WIA Youth ⋮≡

Status	Participant*
🔒 Enrolled	🔒 Test, Timmy

> ❌ **-INVALID-** Enrollment cannot Exit within 90 days of the last Service or Referral.
> ℹ️ **-FAILED-** Unable to move to the next state. See error messages.

Exit Date
🔒 --

Date Enrollment Exited
🔒 --

Case *
🔒 Test - 11/21/2017

Allow 90 days to pass before the exit can be executed. Ensure exit date is equal to last service end date

▸ Participant Details

▸ Enrollment

▸ Services

▸ Reporting

▸ Outcome

◂ Conflicts Tab

Conflicts Section

🖫 SAVE   🖫 SAVE & CLOSE   ➕ NEW   ❓ HELP   📱 ICM INTRO

CASE NOTE : INFORMATION

New Case Note ⬝☰

Track follow up activities in case not section. Enter Follow up case notes detailing participant progress.

Status*   Case Manag*
Active   🔒 🟢 Shane Ban :

◢ General

Subject*	Quarter 1 follow up		
Note Type*	Follow-Up	Confidentiality*	Public
Note Date	11/28/2017	Enrollment	🟠 WIA Youth
Case Manager*	Shane Bannarbie	Written By	Shane Bannarbie
Note	Timmy is currently still employed at Ace Welding. He is enjoying his job and received a positive performance review.		

💾 SAVE 📇 SAVE & CLOSE ➕ NEW 🔄 SHARING ▾ 🔄 SHARE 📄 COPY A LINK 🔗 EMAIL A LINK 📝 WORD TEMPLATES ▾ ▶ RUN REPORT ▾ •••

CASE : INFORMATION

testing tester ≔

Status
🔒 Draft

◢ General

General

Case Name testing tester

                    Main Phone

ONLY check this box if this Case is being used fo
🔒

◢ Enrollments

Name ↑	Participant

No Enrollment records found.

Share case   ✕

Choose the users or team you want to share the case with, and give them specific permissions.

Common Tasks
👤 Add User/Team
❌ Remove Selected Items
✔ Toggle All Permissions
 of the Selected Items
🔄 Reset

☐	Name	Read	Write	Delete	Append	Assign	Share

This record is not shared.

[Share] [Cancel]