
TECHNICAL ASSISTANCE MEMO #2

DATE: NOVEMBER 26, 2007
TO: ALL SWWDC SERVICE PROVIDERS
FROM: JORDANA BARCLAY, SWWDC PROGRAM MANAGER
RE: EXITING A PARTICIPANT AFTER AN OJT

Once a participant is completed with their On-The-Job-Training, the case manager should close their OJT service in the Service Plan of SKIES. The case manager will close the service regardless if it was a positive or negative outcome.

If positive outcome (employment), the participant will stay on for the 90 day retention period with no activity in SKIES Service Plan. During this time, the case manager must keep in contact with the participant. If at the 90 day mark the participant is still employed, the case manager will exit the participant to a placement using the completion date of the last service (OJT Activity). The second payment for the OJT will be paid to the employer at this time as well, according to the terms of the OJT Procedures.

If there is a negative outcome and the participant is no longer employed during this 90 day period, the participant will be closed out of their OJT activity in SKIES and enrolled in a new activity.

The 90 day retention period is critical for performance measures. If no contact was made and no service was reported in SKIES during the 90 days after their OJT activity, the system will automatically exit that participant the last day of service regardless of the outcome. The case manager must keep in contact with the participant to know the status of their employment during the 90 day retention period. Therefore, the case manager will know if the participant is in need of further services or if he/she is ready to be exited.

JB/AG