

JOBS UPDATES

Job Opportunities and Basic Skills Program

WORK VERIFICATION POINTS UPDATES

SEPTEMBER 2019

PE (Program Entry) Step

The PE step can be used to capture scheduled meetings such as a JOBS appointment, meet and greet or home visit, when the purpose of the meeting is to:

- Write a personal development plan,
- Adjust a personal development plan, or
- Assess needs, strengths and barriers (this includes working through the Family Assessment)

When a participant no shows to a scheduled meeting, the Family Coach would 'no show' the step in TRACS. This TRACS record demonstrates attempts to engage the family and is important if the case progresses to re-engagement.

Case Scenario

Basia met with an eligibility worker and has been approved TANF on 9/19/19. She is now meeting with a Family Coach to complete a 'Warm Handoff'. The Family Coach addresses the four principals of a 'Warm Handoff':

1. Assess the participant's safety
2. Asses the participant's transportation needs and issue appropriate services
3. Assess the participant's child care needs and issue appropriate services
4. Assess the participant's motivation to participate in the JOBS program (what's in it for me?)

Basia has no safety concerns, she has a running vehicle and her children are in school during the day. The Family Coach explains what the JOBS program can offer, provides a quick overview of the Family Assessment and offers a follow up meeting to start to

identify goals and build a plan to work towards those goals. Basia requests a meeting in the office while her children are in school. Basia is scheduled an appointment for 9/23/19 at 11:00 am.

The Family Coach creates a PE step in TRACS to capture the scheduled JOBS appointment on 9/23/19.

Detail	Location	Schedule	Attendance
<div>Step Type: <input type="text" value="Program Entry - PE"/> Status: <input type="text" value="Planned"/></div> <div>Description: <input type="text" value="JOBS Appointment"/></div> <div>Planned Start: <input type="text" value="9/23/2019"/> Actual Start: <input type="text" value=""/> Completion Reason: <input type="text" value=""/></div> <div>Planned End: <input type="text" value="9/23/2019"/> Actual End: <input type="text" value=""/></div> <div>Scheduled Hours: <input type="text" value=".0"/> per week One Stop Client: <input type="text" value="No"/></div> <div>Additional Hours: <input type="text" value="1"/> per week Attendance Status: <input type="text" value=""/></div> <div>Total Hours: <input type="text" value="1"/> per week Employer Contacts: <input type="text" value=""/></div> <div>Contractor Managed?: <input type="text" value="No"/> Load Code: <input type="text" value=""/></div> <div>Created: 9/25/2019 Last Updated: <input type="text" value=""/></div> <div>Created By: <input type="text" value=""/> Last Updated By: <input type="text" value=""/></div>			

If you have any questions, please contact: TANF.Policy@dhsosha.state.or.us

TANF Analyst Hour Information and Q&A can be located at the following link:
http://www.dhs.state.or.us/caf/ss/tanf/analyst_hour.html