

5101:14-1-04

**Comprehensive case management and employment program:
assessment and individual service strategy.**

(A) What is the comprehensive assessment?

The comprehensive assessment is the process for determining the job readiness of program participants; to identify barriers to self-sufficiency; and identify the services necessary to overcome the identified barriers through the comprehensive case management and employment program (CCMEP).

(B) How is the comprehensive assessment administered?

The lead agency shall schedule the individual referred to CCMEP for a comprehensive assessment on a date that is no later than ten days from the date the individual was referred to CCMEP. The comprehensive assessment shall include:

(1) The "Comprehensive Case Management and Employment Program (CCMEP) Comprehensive Assessment Tool" JFS 03003 (3/2016), administered by a case manager. The JFS 03003 includes but is not limited to a review of the following:

(a) Occupational skills;

(b) Prior work experience;

(c) Employability;

(d) Interests;

(e) Aptitudes;

(f) Supportive service needs; and

(g) Developmental needs.

(2) A basic skills assessment chosen by the lead agency, in collaboration with the local workforce development board, that utilizes a valid and appropriate tool for determining basic skills deficiencies.

(C) What is an individual service strategy?

The services a program participant will receive in CCMEP are based on the results of the participant's comprehensive assessment and the development of an individual service strategy by the lead agency. An individual service strategy includes:

(1) Identification of the program participant's career pathway that includes employment and educational goals;

- (2) Development of short term goals;
- (3) Identification of services necessary for the program participant to achieve goals;
- (4) Assignment to activities based on the service(s) needed; and
- (5) Development of an individual opportunity plan in accordance with rule 5101:14-1-05 of the Administrative Code.

Effective: 03/24/2016

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CERTIFIED ELECTRONICALLY

Certification

03/14/2016

Date

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