



Job Seeker Plan – DHSSSP Job Aid

The *Job Seeker Plan* can be found in both Referral and Case for providers who use this Plan. Job Seeker Plans completed in Referral will carry over to the Case record.

Job Seeker Plan

Job Seeker Plan

▼ Service Plan Category and Activity

Household Info

Member Name	Gender	Birth Date	SSN	Relationship to Participant	MCI ID
October November	Female	05/05/2016	651-48-1687	Self	1000608262

First Previous 1 Next Last


☐ Category Date

<input type="checkbox"/>	Attended Orientation	
<input type="checkbox"/>	Long Intake Application - Enrollment	
<input type="checkbox"/>	Barrier Buster	
<input type="checkbox"/>	One-on-One Interview	
<input type="checkbox"/>	Identifying Documentation (Photo ID, SS Card, Access Card and Birth Certification)	

<input type="checkbox"/>	Retention Services - (minimum of 90 days)	
<input type="checkbox"/>	Warning Letter or Program Termination Letter	

Save

Navigation

1. In Referral: Bring the Referral into Focus and navigate to **Job Seeker Plan**. All mandatory Referral screens, screens marked with an , must be completed before navigating to the MOST transcript.
2. In Case: Bring the Case into focus and navigate to **▼ Case Information** → **Job Seeker Plan** ➤.



Completing the Job Seeker Plan

Job Seeker Plan

▼ Service Plan Category and Activity

Household Info

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<input type="checkbox"/> Warning Letter or Program Termination Letter	

4 Save

1. Select an individual by clicking on the desired individual's line in the *Household Info* grid to begin documenting a Job Seeker Plan for that individual.
2. Check the checkbox in the column to the right of each applicable *Category*. To select all of the Categories at once use the checkbox above the *Category* grid.
3. For each *Category* selected enter the *Date* on which that item occurred.
4. Click **Save** to preserve the information entered. If the Plan been has saved successfully a **"Job Plan saved successfully."** message will appear above the *Category* grid.

For more information...

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>