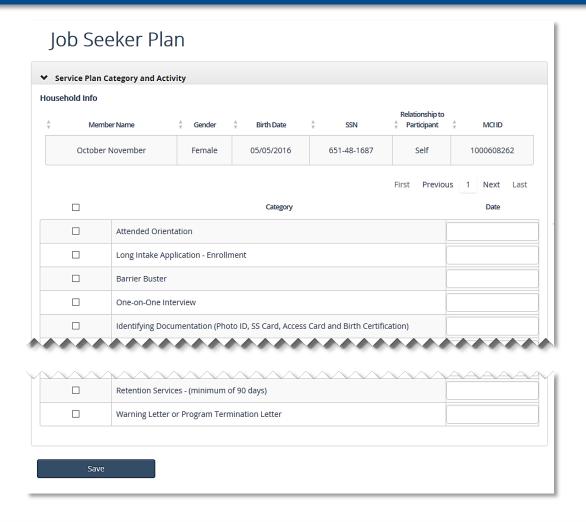


Job Seeker Plan - DHSSSP Job Aid

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



Navigation

- 1. In Referral: Bring the Referral into Focus and navigate to Job Seeker Plan

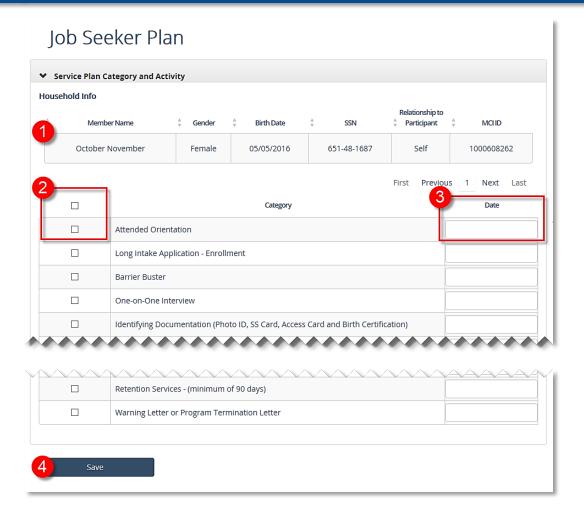
 Referral screens, screens marked with an , must be completed before navigating to the MOST transcript.
- 2. In Case: Bring the Case into focus and navigate to

 ✓ Case Information

 → Job Seeker Plan

 → Job Seeker Plan

Completing the Job Seeker Plan



- 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 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 <u>ServiceDesk@AlleghenyCounty.US</u> 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