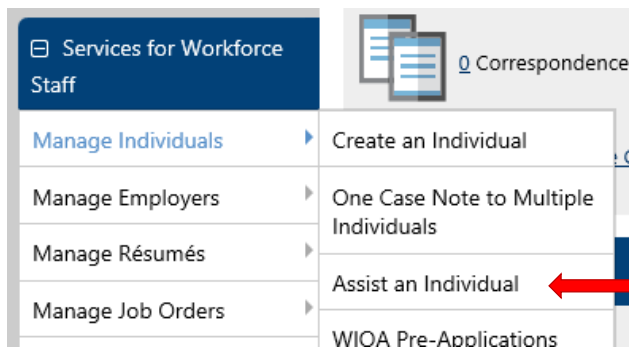


EmployNV Desk Reference

STEP 1: Registration

Search to see if customer exists in system, or completed the registration already.

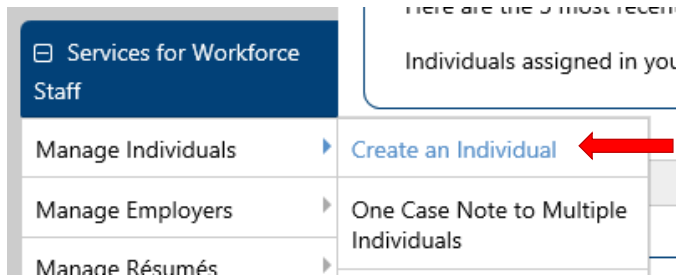


Search at least 3 different ways

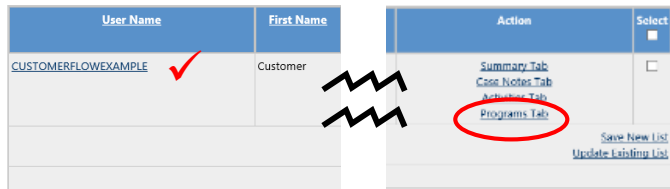
First Name:
 Last Name:
 SSN (last 4 digits):
 SSN (full number): Example: 999999999
 Date of Birth: (mm/dd/yyyy)

Search by name, SSN, DOB, in several combinations to avoid duplicate entries

If the customer is not in the system, then select "Create an Individual"



If customer is in the system, select the Programs tab



Step 2: Application (Enrolling Eligible Client)

Create a WIOA Application



Ensure the result is Eligible in the intended group and print the Full application for signatures

Step 3: Participation (Enrolling Eligible Client)

Expand the WIOA section



Create a Participation



[Create Participation](#)

EmployNV Desk Reference

Step 4: Complete Objective Assessment (Youth Only)

Navigate to “Plan” Section

- [-] Staff Profiles
 - [-] General Profile
 - Summary
 - Case Notes
 - Activities
 - Documents (Staff)
 - [-] Case Management Profile
 - Case Summary
 - Programs
 - Plan ←
 - Assessments
 - [+] Report Profile

Create Objective Assessment

Create Objective Assessment Summary

Print for signatures



Step 5: Enter IEP/ISS Service

[-] Activities / Enrollments / Services

[Create Activity / Enrollment / Service](#) ←

Step 6: Complete IEP/ISS

Navigate to “Plan” Section

- [-] Staff Profiles
 - [-] General Profile
 - Summary
 - Case Notes
 - Activities
 - Documents (Staff)
 - [-] Case Management Profile
 - Case Summary
 - Programs
 - Plan ←
 - Assessments
 - [+] Report Profile

Create IEP/ISS

Create Individual Employment Plan/Service Strategy

Print for signatures

