

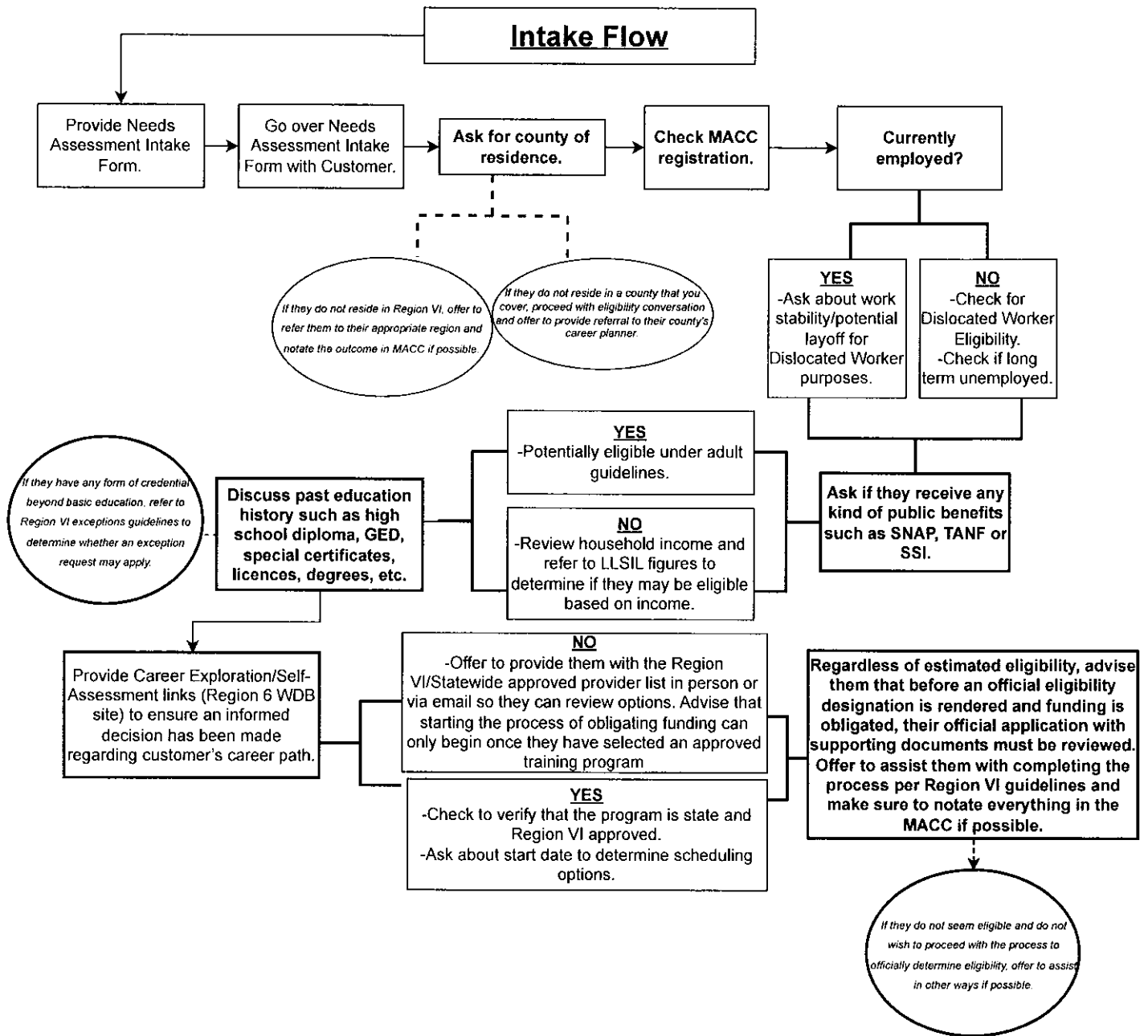
Attachment FF

Intake Flow

Processing Registration

Follow Up and Closeout Process

Intake Flow



Processing Registration

Review Needs Assessment Intake Form with customer to help gauge their needs.

Start by verifying that you have a complete application in front of you for processing. All forms required for registration as well as all required validation documents proving the individual's eligibility should be present.

Open the participant's profile in the MACC and ensure that the education, work history, as well as skills/licenses folders are up to date.

Under the "My Profile" tab, ensure that the participant's contact information details are reflective of what is on the physical application.

Update the "Job Preferences" tab with the occupation that the participant will be training for. Remember to set the minimum salary to WV minimum wage of \$8.75/hour.

In the Development Plan Folder, create the IEP with the participant. Make sure to list a long term goal, provide a detailed description, and answer all barrier questions/provide details on how any barriers are being addressed.

Enter all services as outlined in the MACC Case Notes sheet.

When filling out the application for the relevant program, ensure that all questions are accurately answered in accordance with what has been listed on the physical application. Do not enter data that conflicts with other answers.

Under the "Case Management" tab, start by opening the Program Eligibility folder, and adding the participant to the correct program.

In the "Images" folder, upload the release of information, publicity disclaimer, as well a complete Needs/Intake assessment. Be sure to change it's type to other and give it a title.

Assign yourself as the participant's primary staff member under the "Assigned Staff" folder.

Be sure to look at the MACC Application Common Errors sheet!

Follow Up and Closeout Process

