

ISS, VOS and Case Note Reconciliation

Individual Service Strategy (ISS)	Virtual One Stop (VOS)	Case Notes (VOS & HC File)
Basic Client Information Section	Common Intake & Youth Application	Must reference client situation and reason for being in the WIA Program
Assessment Information Section <ul style="list-style-type: none"> - TABE scores - Interests/aptitudes - Skills/abilities 	TABE scores in Assessment section (translate into Basic Skills Deficiency if appropriate)	Summarize results of assessments as reasoning for planned goals/activities
Barrier Information Section <ul style="list-style-type: none"> - Education/employment barriers - Personal/family barriers 	Eligibility Barrier reflected in Application	Summarize as reasoning for planned goals/activities and need for support services
Support Services <ul style="list-style-type: none"> - Services provided through partner programs - Potential WIA support services 	Reflected as provided in WIA Activities	Describe support services provided, using barriers/assessment as justification
Goals Section (may include proposed strategies) <ul style="list-style-type: none"> - Education/employment goals (<i>including skill attainment if applicable</i>) - Goals for overcoming personal/family barriers 	Only Skill Attainment Goals entered as they become attainment within one year (Younger Youth only)	Referenced as appropriate (i.e. as progress is made, activities are planned, goals are achieved, etc.)
Justification for Plan/Case manager comments		Restated as reason for participation in WIA
Service Strategy Summary <ul style="list-style-type: none"> - References goals - Activities/strategies - Provider - Timeframe (Actual begin/end) 	Reflected in WIA Activities	Referenced as new activities begin, progress is made, or activities are completed/dropped out, etc.