



# CAREER PLAN ADD ACTIVITY/SERVICES - DHS YOUTH PROGRAMS

Plan Overview | Intake Review | Pro **2** | Career Plan | Worksite Placement | Outcomes

Did you already add worksites?

Plan Overview | 1. Review Assessment | 2. Set G **3** | **3. Add Steps/Services** | Update Log

## ADD ACTIVITY/SERVICES

CASE NOTES (4) ▲

**1** Yazmin Al-Hamed  
Update Demographic Information

Pronouns she/her

See All

Reset Password | Send Message

Related Instructions

Career Plan Overview

### Participant Summary Tools

Assessments

Case Notes

Resumes

Services

Worksites

Uploads

Most Recent Update to a Service: 07/30/2024 (1 day(s) ago)

STEP 1: Add Services / Activities

Add Services / Activities

STEP 2: Assign Activity/Service(s) to a Goal

Search:

Activity/Service	Note	Status	Last Updated	Other Items
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

STEP 3: Manage Activity/Service(s) in Goal

SERVICES/ACTIVITIES FOR: GET A JOB OR WORK EXPERIENCE. (12)

SERVICES/ACTIVITIES FOR: GET TRAINING TO ENHANCE YOUR SKILLS. (10)

SERVICES/ACTIVITIES FOR: GET SUPPORT TO REACH YOUR GOALS. (1)

SERVICES/ACTIVITIES FOR: LIVING INDEPENDENTLY. (7)

SERVICES/ACTIVITIES FOR: ADVANCE IN YOUR CAREER (1)

SERVICES/ACTIVITIES FOR: ENROLL IN POST-SECONDARY OR CAREER TRAINING (0)

SERVICES/ACTIVITIES FOR: OBTAIN SUPPORT SERVICES (4)




SERVICES/ACTIVITIES FOR: GAIN EMPLOYMENT (9)

Search:

Activity/Service	Note	Status	Last Updated	Other Items
Complete an apprenticeship program.		Planned/Not Started (Scheduled)	06/24/2024	
Career/job planning guidance with career advisor		Planned/Not Started (Scheduled)	06/24/2024	
Start permanent employment as part of this program		Planned/Not Started (Scheduled)	06/24/2024	

Did you already add worksites in the Worksite Placement section of the Customer Support Center

1. Select a participant
2. Select Career Plan Tab
3. Select 3. Add Steps/Services
4. Find "Complete paid work experience"
5. click the pencil
6. Check goal
7. Select "Add" by the job the person is working
8. Enter the wage information and if it is a subsidized wage
9. Select PT or FT
10. Select Started/Open
11. Enter the start date
12. Enter the planned due date
13. Enter the date that the subsidized wage begins
14. Enter how many hours per week on average
15. Click the Service Provider tab at the top and ensure your agency is checked
16. Click Update Customer Service and add the case note.

<b>4</b> Complete paid work experience 	<b>5</b>	Planned/Not Started (Scheduled)	06/24/2024
Complete initial and final worksite evaluation  		Planned/Not Started (Scheduled)	06/24/2024



## CAREER PLAN - EDIT CUSTOMER SERVICE

Overview Application Progress Career Plan Worksite Placement Outcomes

Status (Def. **15**) Service Provider Dollar Value of Service Attendance Earned Credentials

Career Plan / Add Activities/Services / Edit Customer Service

### EDIT CUSTOMER SERVICE

**Yazmin Al-Hamed**  
Update Demographic Information

Pronouns she/her


See All

Reset Password Send Message

#### Complete paid work experience

Add this customer to a worksite. If you do not have any worksites listed, add the employer/worksite in [worksite placement](#). Once added, they will be available in the Career Plan.

Total Subsidized days for all items: 0

Goal\* Gain employment  **6**

Show  entries

Search:

	Employer	Worksite	Job	Total Number of Openings
<b>7</b> Add	City of East St. Louis	City of East St. Louis	Office and Administrative Support Workers, All Other	40

Showing 1 to 1 of 1 entries

Previous  Next

Job Title  Employer

Employment Type  Worksite

Minimum Wage for Placement \*  **11** Start Date \*

Hourly Wage for Placement \*  **8** **12** Planned Due Date \*

Subsidized Wage or Training Wage Match \*  End Date

Unsubsidized/Employers Wage Match \*  Inactive Date

Position Type \*

9

Return Date

Status \*

10

Subsidized Start Date

13

Subsidized End Date

Average weekly hours? \*

14

Other Notes

Service addresses the following situations

[Show More Situations](#)

[Add Case Note](#)

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[Update Customer Service](#)