Managing services in IdahoWorks Service & Training (S & T) plans is an ongoing case management task that records each enrolled WIOA participant's program activity. In addition, the S & T plan demonstrates the support career planners have provided to assist participants in achieving the goals in their individual service strategy.

Reminder: All participants are to receive at least one case management interaction/meeting a month.

1. Documenting Services
   - Effective 04/01/22, each participant must have the following services documented in IdahoWorks when initially enrolled.
     - WIOA Orientation
     - Eligibility Determination
     - LMI
     - Intensive Assessment (DW/AD) or Assessment (Youth)
     - Individual Service Strategy **
       - Must remain open and in progress throughout the participant's active enrollment
       - Must be in the S & T plan before entering any training services.

2. Services Quick Entry in IdahoWorks
   - Effective 04/01/22, WIOA enrollments will have a Services Quick Entry option (Quick Pick) for monthly case management interactions/meetings.
     - Quick Entry Services Options
       - Career Guidance
       - Career Planning
       - Employment Guidance
       - Individual Counseling
       - Job Search Planning
       - Other Services Requiring Significant Staff Time
       - Referred to Other Partner Programs

If you have any questions regarding this process, please contact the WIOA/TAAP mailbox