

ONESOURCE YOUTH PROGRAM MANUAL
CHAPTER 4 FREQUENTLY ASKED QUESTIONS

1. *How do you input information from the IEP into the Assessment tab in ISIS?*

Any information presented in the IEP that is relevant to the questions asked in the Assessment tab should be input into the ISIS system. If you are unsure whether the IEP covers the information requested in the assessment, you should also ask the assessment questions directly of the client. Although some IEPs may already answer a good portion of the questions that are contained in the ISIS Assessment tab, some may not. Just having an IEP on file does not replace the need to ask all Assessment questions.

The exception to this is under the Educational Assessment portion of the Assessment tab. You need not administer the CASAS ECS appraisal and CASAS pre-tests to a youth with a specified learning disability if the read and math level information is available in the IEP of the client in question. In situations like this, you will need to indicate that the tests have not been administered in the ISIS Assessment fields related to the CASAS pre-test. Under "Level Reading Test" and "Level Math Test" select "Other." WDD staff is working to make the fields relevant to "ECS Read Score," "Level Read Score," "ECS Math Score," and "Level Math Score" optional. In the meantime, since a 3-digit numeric value is still required, enter "111" as a placeholder value and be sure to click "YES" under the field that requests if the client has an IEP.

2. *If the information utilized to determine family size and income is based upon the information of a client's temporary guardian and the temporary guardian changes within the course of that client's enrollment into WIA, does the case manager need to update the eligibility information in the file?*

The family size information that is gathered for eligibility is used to determine whether the client is income-eligible for the WIA youth program, since low-income determination is based upon family size. Income information is only required for the six months prior to a youth's enrollment into WIA. The information regarding the client's income during this historic period does not change when their temporary guardian changes.

3. *Is a youth with a disability who is a parent considered a family of one or a family of two?*

The disability, in this situation, overrides the family status as a parent. You would report this youth as a family of one by marking the "Number in Family" field with a "1." You would then complete the "Number of Dependents" field with a "0" and click "Yes" under "Pregnant/Parenting Youth."

4. *Does the income of a non-legal guardian count towards income eligibility? I have a youth who lives with her mother, her mother's boyfriend, and two half siblings. The mother's boyfriend supports the entire family, even though the client is not his legal or blood offspring. Is this considered a family of four or a family of five?*

This is considered a family of four, since the mother's boyfriend is neither blood relation nor legal guardian to the potential client.

5. *In the ISIS Application field for "Disabled," when you are entering information about a youth with a disability, does it matter if the disability is reported as "Yes, Major" or "Yes, Substantial?" If so, how does that information effect utilizing the disability as a barrier?*

This is a procedural issue for individual agencies and is not program related. Currently, both options "Yes, Major" or "Yes, Substantial" are treated as a barrier in the ISIS program.

6. *Are multiple assessments/ISS necessary? Can you change the original assessment/ISS as changes in the youth's life occur?*

Since the assessment is meant to be a snapshot of a youth at the time that youth was first enrolled into the WIA program, it is advisable to create new assessments as the needs of the youth change. A new ISS should also be completed if the service plan changes dramatically.

7. *Can you add fields to various portions of ISIS if we find that the questions asked or the options available don't sufficiently address our needs?*

The question of adding buttons or fields into the ISIS system is handled on a case-by-case basis. Whenever possible, we strive to make the system meet the needs of contractors. However, since our resources are limited, we are not always able to address the specific requests submitted. If a given field does not allow you to enter the information you need to record, you can utilize the Case Notes feature to capture the information by referencing the specific field that you are addressing.