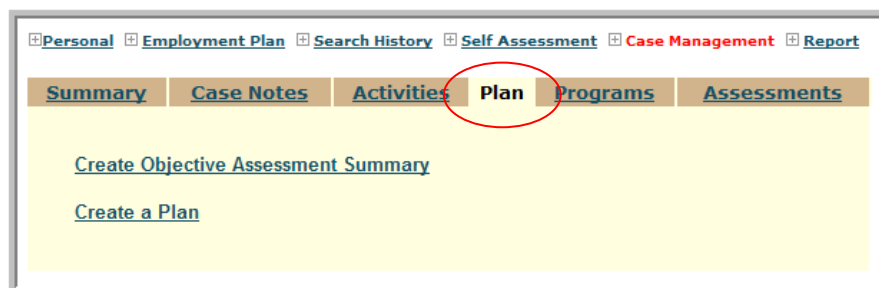


**Guide
For
Developing
Objective Assessment
And
Career Plan in EFM
2010**

COMPLETING AN OBJECTIVE ASSESSMENT and CAREER PLAN

1. Go to the individual's Summary or Case Management Tab. **NOTE:** The attendees on the Manage Attendees list display the username, which links staff to the individual record.



2. There is a link to complete an Objective Assessment Summary of the individual's needs to prepare for employment. A Wizard makes facilitates completion of this form. The following information is taken from the Staff User Guide.

Objective Assessment

Objective Assessment Summary (OAS)

The primary purpose of this form is to satisfy programmatic needs for recording results of Vocational Skill Assessments or Objective Assessment activities. The information collected in the assessment process for Employment and Training programs is commonly used to assess vocational skills and aptitudes as related to employability, job seeking and job keeping skills, and may be used in the analysis and development of Employment Plans/Service Strategies. EFM will associate an OAS record to an open Employment Plan (IEP/ISS) by allowing the Plan # to be saved into and printed on the OAS record. However, there is no built-in logic to associate the OAS results to Goals and Objectives set in the IEP/ISS record. (NOTE: staff must have WP privileges of Full or Local Admin to create an OAS and the open WP application must be in the logged-in staff's region. STAFF CANNOT CREATE AN OAS FOR AN INDIVIDUAL WHEN THE CASE IS IN ANOTHER REGION. STATE ADMIN WILL HAVE TO TRANSFER THE CASE TO THE NEW REGION FOR THIS STEP TO BE COMPLETED)

This form is provided as a data collection interface for purposes of storing information for retrieval in print documents and or customer reporting (not EFM standard reports). Each program (WP, WIA, etc) will create its own assessment record and can be associated to particular applications (if an application is "active" (this means complete with no case closure or case outcome) and present in EFM for the program.)

Due to the length of the OAS interface, the design incorporates a wizard that presents several screens to the user. Within this design, staff must click the **Next** and **Finish** buttons to save data to the database. The “jump” links at the top of each screen allow staff to skip data entry screens they do not wish to complete. They are only available once the required data entry fields have been saved.

When staff click Create Objective Assessment Summary from the Plan Tab of the Case Management Profile, the system displays the first of X screens, as shown in the following sample figure.

Screen 1 – OAS: General

OAS, Screen 1

Staff perform the following to complete screen 1 of the Objective Assessment Summary:

In the General Information section...

- Select program for which you're creating the OAS. If the individual is not currently enrolled in the selected program, the system will display a pop-up alert (see sample figure above).
- Select your LWIA and office affiliation.
- Enter the “create date” for the OAS.
- Select whether to attach an active Individual Employment Plan (IEP) to the OAS. If yes, enter the plan ID. **Note:** *When you attach the IEP to the OAS, you may print plan details when you print the OAS.*

In the Residence Address section...

- Confirm address/contact details.

In the Alternate Contact section and Staff section...

- Click the [Click Here](#) link to manage contact information for persons known to the individual. For details, see “Alternate Contacts” on page **Error! Bookmark not defined..**
- Record a date of completion.
- Compose a note (if desired).
- Click:
 - ◆ **Cancel** to escape without saving your changes.
 - ◆ **Finish** to save your edits and return to the Plan tab.
 - ◆ **Print** to access the print dialogue box. **Note:** The system will only print saved information.
 - ◆ **Next** to save your edits and continue.

Screen 2 – OAS: Expectation

The screenshot shows the 'OAS: Expectation' screen. At the top, there are tabs: [General], [Expectation], [Education], [Degree], [Certificate], [Employment], [Work Readiness], [Barriers], and [Tests]. The 'Expectation' tab is selected. Below the tabs, there are two main sections: 'Program Expectations' and 'Employment Expectations'.

Program Expectations:

- * Are you Seeking Immediate Employment: ☒ Yes ☐ No
- * What Services are you Seeking: Training and Jobseeking
- [Spellcheck]

Employment Expectations:

- Occupation 1: Select Occupation, 13201101, Accountants
- Occupation 2: Select Occupation, [Empty]
- Occupation 3: Select Occupation, [Empty]
- Type of Job Seeking: None Selected
- Shift Preferences: ☐ 1st ☐ 2nd ☐ 3rd ☐ Rotating
- Minimum Desired Wage: 6.80 (ex: 999999.99)
- Maximum Desired Wage: 9.80 (ex: 999999.99)
- Wage Definition: Hour
- Benefits Needed: ☒ Health Insurance ☐ Paid Vacation Time

Other Assistance Expected:

- ☒ Paid Sick Leave ☐ Retirement/Pension
- Longest Commute Distance (in miles): 20
- Job Search Assistance Requested: ☐ Help Getting Started in Job Search ☐ Resume Assistance ☐ Completing Job Applications ☐ Interviewing Skills ☐ Job Openings ☐ Referrals to Employers
- * Desires Help in Career Planning: ☒ Yes ☐ No
- * Seeking Training Services: ☒ Yes ☐ No
- Training Preferences: [Empty]
- [Spellcheck]
- Other Assistance Expected: [Empty]
- [Spellcheck]

At the bottom, there are buttons: <<Back, Cancel, Finish, Print, and Next>>. A yellow callout box in the top right corner states: 'As you complete and save each page/screen, the system displays jump links for easy navigation.'

OAS, Screen 2

Staff members perform the following to complete screen 2 of the Objective Assessment Summary:

In the Program Expectations section...

- Indicate whether the individual seeks immediate employment.
- Record desired services (for example, career counseling, work readiness, etc).

In the Employment Expectations section...

- Identify up to three desired occupations. For details, see the topic “Selecting an Occupation” in “Appendix A.”
- Identify desired job attributes, such as FT/PT, shift preference, salary information
- Identify required benefits, required job search assistance, work commute limit,

- Click:
 - ◆ **Cancel** to escape without saving your changes.
 - ◆ **Finish** to save your edits and return to the Plan tab.
 - ◆ **Print** to access the print dialogue box.

Note: *The system will only print saved information.*

 - ◆ **Next** to save your edits and continue.

Screen 3 – OAS: Education

Staff members perform the following to complete screen 3 of the Objective Assessment Summary:

In the Education History section...

- Record the individual's highest grade completed, current school status
- Type comments to summarize their education history.

In the Basic Skills/Education Factors section...

- Identify dropout status, areas of basic skills deficiency, and other factors, if applicable
- Type comments to summarize their education history.
- Click:
 - ◆ **Cancel** to escape without saving your changes.
 - ◆ **Finish** to save your edits and return to the Plan tab.
 - ◆ **Print** to access the print dialogue box. **Note:** The system will only print saved information.
 - ◆ **Next** to save your edits and continue

[General] [Expectation] [Education] [Degree] [Certificate] [Employment] [Work Readiness] [Barriers] [Tests]

Education History

Highest Grade Completed:

Currently Enrolled in School:

Education History Assessment Summary:

[Spell Check]

Basic Skills / Education Factors

High School Dropout: ☐

Basic Skills Deficient: ☐

☐ Reading below 9th Grade

☐ Math below 9th Grade

☐ Language Below 9th Grade

☐ Literacy

☐ Non-Reader

Lacks Computer Skills: ☐

Limited English Proficiency: ☐

Currently Enrolled in ABE/Literacy or ESOL: ☐

Behind Grade Level for Age (Youth Only): ☐

Basic Skills/Education Factors Assessment Summary:

[Spell Check]

<<Back Cancel Finish Print Next>>

OAS, Screen 3

Screen 4 – OAS: Degree

The screenshot shows the 'OAS: Degree' screen. On the left, there is a table with columns 'Degree', 'Issuing Institution', and 'Completion Date'. The first row shows 'High School Diploma', 'Warren Peabody High School', and '06/19'. Below the table is a link '[Add a New Degree]' with a blue arrow pointing to the right-hand form. The form is titled 'Degrees' and contains several required fields marked with an asterisk (*). The fields are: 'Enter the type of education qualification/degree:' (dropdown menu with 'None Selected'), 'Enter the actual title of the education program:' (text input), 'Select the standard title that best describes this program:' (dropdown menu with 'None Selected'), 'Issuing School or Institution:' (text input), 'State(of Institution):' (dropdown menu with 'South Carolina'), 'Country(of Institution):' (dropdown menu with 'United States'), and 'Completion Date (mm/yyyy):' (text input). There is also a 'Comments (750 characters max.):' text area. At the bottom of the form are links for '[SpellCheck]', '[Insert Sample Text]', and '[Clear Text]', followed by 'Save' and 'Cancel' buttons. The top of the screen has a navigation bar with tabs: [General], [Expectation], [Education], [Degree], [Certificate], [Employment], [Work Readiness], [Barriers], [Tests].

OAS, Screen 4

Staff members perform the following to complete screen 4 of the Objective Assessment Summary:

In the Degrees section...

- Complete details of the individual's educational background.
Note: *The system will display this information if the Background Wizard and/or Resume Builder already includes this information.*
- Click **Save** to keep your edits, or **Cancel** to escape without saving.
- To record additional education details, click Add a New Degree and repeat the process.
- Click:
 - ◆ **Cancel** to escape without saving your changes.
 - ◆ **Finish** to save your edits and return to the Plan tab.
 - ◆ **Print** to access the print dialogue box. **Note:** The system will only print saved information.
 - ◆ **Next** to save your edits and continue.

Screen 5 – OAS: Certificate

The screenshot shows the 'Certificates' section of the OAS system. At the top, there are tabs for [General], [Expectation], [Education], [Degree], [Certificate], [Employment], [Work Readiness], [Barriers], and [Tests]. The 'Certificates' tab is active. Below the tabs is a table with the following data:

Certificate License	Organization	Completion Date	Action
MCSE	Microsoft Corporation	3/2005	Edit Delete

Below the table is a link: [\[Add a New Certificate \]](#). At the bottom of the table area are buttons: <<Back, Cancel, Finish, Print, and Next. To the right, a modal form titled 'Certificates' is open. It contains the following fields:

- * Certificate License:
- * Issue Organization:
- * Completion Date: (mm/yyyy)
- Expiration Date: (mm/yyyy)
- * State:
- * Country:

At the bottom of the modal are 'Save' and 'Cancel' buttons. A note at the top of the modal says: '(*) indicates required fields. For help click the question mark.'

OAS, Screen 5

Staff members perform the following to complete screen 5 of the Objective Assessment Summary:

In the Certificates section...

- Complete details of the individual's occupational licenses and/or certificates, if applicable.
Note: The system will display this information if the Background Wizard and/or Resume Builder already includes this information.
- Click **Save** to keep your edits, or **Cancel** to escape without saving.
- To record additional education details, click [Add a New Certificate](#) and repeat the process.
- Click:
 - ◆ **Cancel** to escape without saving your changes.
 - ◆ **Finish** to save your edits and return to the Plan tab.
 - ◆ **Print** to access the print dialogue box. **Note:** The system will only print saved information.
 - ◆ **Next** to save your edits and continue.

Screen 6 – OAS: Employment

[General] [Expectation] [Education] [Degree] [Certificate] [Employment] [Work Readiness] [Barriers] [Tests]

Occupational Transferable Skills

Summary of Skill Assessment

[Spellcheck]

Employment History

Employer	Start/End Dates
Geekbusters Inc.	5/2004 - 11/2007
Digital Revolution	9/2002 - 4/2004

[Add a New Employment]

<<Back Cancel Finish

Click [Add a New Employment](#) to record work experience. For details, see the "Step 3: Employment History" topic in Background Wizard or Resume Builder, for more details.

(*) indicates required fields. For help click the question mark.

Employment History

Please provide information for the following fields and click the Save button when you are finished. If you do not want to add any employment history at this time, click the Cancel button to return to a list of employment histories.

* Company Name:

* Job Title:

* Occupation Code: Select Occupation

* State: South Carolina

* City:

* Country: United States

* Full or Part time: None Selected

* Salary: \$ 0.00

* Salary Unit: None Selected

* Start Date: ☐ Currently Employed

End Date:

Duration:

* Reason for Leaving: None Selected

* Job Duties:

[Insert Job Description] | [Clear Text]

Save Cancel

OAS, Screen 6

Staff members perform the following to complete screen 6 of the Objective Assessment Summary:

In the Degrees section...

- Complete details of the individual's employment background.
Note: The system will display this information if the Background Wizard and/or Resume Builder already includes this information.
- Click **Save** to keep your edits, or **Cancel** to escape without saving.
- To record additional work details, click [Add a New Employment History](#) and repeat the process.
- Click:
 - ◆ **Cancel** to escape without saving your changes.
 - ◆ **Finish** to save your edits and return to the Plan tab.
 - ◆ **Print** to access the print dialogue box. **Note:** The system will only print saved information.
 - ◆ **Next** to save your edits and continue.

Screen 7 – OAS: Work Readiness

The screenshot shows the 'OAS: Work Readiness' screen. It features two main panels: 'Work Readiness' and 'Workplace Behavior'. The 'Work Readiness' panel includes sections for Dependent Care, Transportation, Contacts, Work Attire, and Emergency Food/Nutritional Needs. Each section has a list of checkboxes and a text area for comments. The 'Workplace Behavior' panel includes sections for Motivational Factors, Career Decision Making, Interviewing Skills, Resume, Application Completion, Appearance/Hygiene, and Needs to Learn how to use Labor Market Information. Each section has a list of checkboxes and a text area for comments. At the bottom, there are buttons for '<<Back', 'Cancel', 'Finish', 'Print', and 'Next>>'. A 'Spell Check' button is also present next to the text areas.

OAS, Screen 7

Staff members perform the following to complete screen 7 of the Objective Assessment Summary:

In the Work Readiness section...

- Complete details of the individual's dependent care needs.
- Type comments to summarize their dependent care needs.
- Complete details of the individual's transportation, contact, work attire, and food information.
- Type comments to summarize their work readiness needs.

In the Workplace Behavior section...

- Complete details of the individual's motivational factors, career goals, interviewing skills, resume, completed work application, and other behavioral information.

- Type comments to summarize their workplace behavior analysis.
- Click:
 - ◆ **Cancel** to escape without saving your changes.
 - ◆ **Finish** to save your edits and return to the Plan tab.
 - ◆ **Print** to access the print dialogue box. **Note:** The system will only print saved information.
 - ◆ **Next** to save your edits and continue.

Screen 8 – OAS: Barriers

The screenshot displays the 'OAS: Barriers' screen with several overlapping panels. The top panel is 'Health & Behavioral Observations', followed by 'Living Environment', 'Economic Factors / Financial Situation', 'Other Assistance Received', and 'Barriers To Employment'.

Health & Behavioral Observations panel includes:

- Health: ☐
- Behavior: ☐
- Substance Abuse: ☐
- Health & Behavior Observations Assessment Summary:
- [Spell Check]

Living Environment panel includes:

- Housing: ☐
- Home Life: ☐
- Living Environment Assessment Summary:
- [Failed Drug]
- [Not at this time]
- [Spell Check]

Economic Factors / Financial Situation panel includes:

- Credit/Financial: ☐
- Economic Factors/Financial Situation Assessment:
- Vocational / Occupational Factors Assessment:

Other Assistance Received panel includes:

- Public Assistance: ☐
- Partner Services: ☐
- Other Assistance Received Assessment:

Barriers To Employment panel includes:

- Lacks Significant Work History: ☐
- Sporadic or Limited Work History: ☐
- Restricted Commuting Distance: ☐
- Restricted Work Schedule: ☐
- Unrealistic Wage: ☐
- Requirements/Expectations: ☐
- Legal Issues: ☐
- Ex-Offender: ☐
- Currently on Probation: ☐
- Existing/Pending Workers Compensation Claims: ☐
- Pending Court Appearances: ☐
- Court Ordered to Pay Child Support: ☐
- Wage Garnishment: ☐
- Single Parent: ☐
- Displaced Homemaker: ☐
- Pregnant or Parenting Youth: ☐
- Runaway Youth: ☐
- LWIA Designated Barrier: ☐
- Other: ☐
- No Barriers to Employment/Work Readiness Issues: ☐
- Employment Barriers Assessment Summary:
- [Spell Check]

Navigation buttons at the bottom: <<Back, Cancel, Finish, Print, Next>>

OAS, Screen 8

Staff members perform the following to complete this screen of the Objective Assessment Summary:

In the Health & Behavioral Observations section...

- Select statements that correctly characterize the individual's health, behavior, and substance abuse information.

- Type comments to summarize these needs.

In the Living Environment section...

- Select statements that correctly characterize the individual's housing/home life information.
- Type comments to summarize these needs.

In the Economic Factors/Financial Institution section...

- Select statements that correctly characterize the individual's financial information.
- Type comments to summarize these needs.

In the Vocational/Occupational Factors section...

- Select statements that correctly characterize the individual's financial information.
- Type comments to summarize these needs.

In the Other Assistance Received section...

- Select statements that correctly characterize the individual's assistance information.
- Type comments to summarize these needs.

In the Barriers to Employment section...

- Select statements that correctly characterize the individual's employment obstacles.
- Type comments to summarize these needs.
- Click:
 - ◆ **Cancel** to escape without saving your changes.
 - ◆ **Finish** to save your edits and return to the Plan tab.
 - ◆ **Print** to access the print dialogue box. **Note:** The system will only print saved information.
 - ◆ **Next** to save your edits and continue.

Screen 9 – OAS: Tests

- Click the desired [Click Here](#) link to view Basic Skills or Other assessment skills results, as maintained in the Assessments Tab of the individual's Case Management Profile.
- Indicate additional assessments recorded, if applicable.
- Type comments to summarize these test results.

To secure your edits, click **Finish**.

To produce a hard copy of the Objective Assessment Summary, click **Print**. Preview the document in the print preview window displayed. Click **Print Window** to proceed. Use the print dialogue box to execute the print command.

Note: *The system will only print saved information.*

Career Plan

IEP/ISS

The IEP/ISS record is used to list an individual's goals, objectives, and services provided in relation to employment programs such as Wagner-Peyser and WIA. When staff click the Create a Plan link from the Plan tab of the Case Management Profile, the system displays the following screen:

Note: *An individual may have only one plan open at any given time. The Create a Plan link does not display again once an IEP is created for the individual.*

A screen similar to the following will display:

This page will help you gather IEP Plan information on the selected individual. Please fill in the required fields and then click the Save Button.

General Information:

Plan ID:	0
User ID:	JDOE1
Name:	John M. Doe
* Plan was started on:	11/03/2008
* Plan started in office location:	021001 - Bismarck-Mandan Job Service

Save **Cancel**

Return to Plan Folder

New Plan Record Screen

From this screen, enter or select information as follows:

- Enter information in the required fields marked with a red asterisk.
- Enter the **Plan was started on** date using the MM/DD/YYYY format or by clicking the calendar icon to select the date.
- Click the **Save** button to save and continue with this IEP record. Click **Cancel** if you do not want to save the information.

Once you have saved this record, the screen will refresh so you may enter additional IEP information relating to the individual's goals and objectives. It is similar to the following example:

General Information:

Plan ID: 70
 User ID: JDOE1
 Name: John M. Doe
 * Plan was started on: 11/03/2008
 * Plan started in office location: 021001 - Bismarck-Mandan Job Service
 Plan closed on:

Goal Information:

ID	#	Goal	Term	Date Established	Est. Date for Completion	Program	Staff	Status
No objectives exist for this individual.								

[Add a new goal](#)

Services Provided Against Plan:

Service/Activity	App # - Program	Begin Date	End Date	Provider	Staff
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Save Cancel Delete Print

Return to Plan Folder

Plan Record Screen with Goals Link

If services or activities have been provided, they will display in the Services Provided Against Plan section, which cannot be modified. The information is “view” only.

Goals

Click the [Add a new goal](#) link (as shown above) to enter the individual's desired goal for this individual employment plan. Goals must be added before objectives. The New Goal screen is similar to the following example:

General Information: ?

Username: JDOE1

Name: DOE, JOHN M

Goal Information: ?

* LWIA: CSA 2

* Program Affiliation: ☒ Workforce Investment Act
☐ Wagner-Peyser Act

* Type of Goal: Employment

* Term of Goal: Long Term

* Description of Goal: Job

* Date Established: 11/03/2008

* Estimated Completion Date: 11/03/2009

* Completion Status: Open

Comments:

[Spell Check]

* Created at Office Location: Bismarck-Mandan Job Service

Created By: GSIKTHOMAS(Thomas ,Kim)

Last Edited By: GSIKTHOMAS(Thomas ,Kim)

Objective Information: ?

Objective	Date Established	Review Date	Program	Staff	Status
No objectives exist for this individual.					

Save

Cancel

New Goals Screen

From this screen, enter or select information as follows:

- Complete required fields marked with a red asterisk *.
- Select options from the drop-down lists or check boxes.
- Type a Description of the Goal.
- Type the Date Established using the MM/DD/YYYY format. You may also click the calendar icon to select the date.
- Type the Estimated Completion Date using the MM/DD/YYYY format. You may also click the calendar icon and select the date. This date must be equal to or greater than the Date Established field entry. For example, if the date established is 2/11/2005, the estimated completion date must be 2/11/2005 or a later date such as 03/30/2005.

Once you save the goal, the Plan Record screen will refresh with the added goal as Goals link (as shown below). Clicking on the added goal will refresh the Goal screen with options to add objectives. The Add New Objective or Select predefined objectives links appear at the lower section of the page. These objectives will be associated with the goal above.

General Information:

Plan ID: 71
 User ID: JDOE1
 Name: John M. Doe
 * Plan was started on: 11/03/2008
 * Plan started in office location: 021001 - Bismarck-Mandan
 Plan closed on:

Goal Information:

ID	#	Goal	Term	Date Established	Est. Date Complete
103	1	job	Long Term	11/3/2008	11/3/2009

Goal Information:

LWIA: CSA 2
 * Program Affiliation: ☐ Workforce Investment Act ☒ Wagner-Peyser Act
 Type of Goal: Employment
 Term of Goal: Long Term
 * Description of Goal: job
 Date Established: 11/03/2008
 * Estimated Completion Date: 11/03/2009
 Actual Completion Date:
 * Completion Status: Open
 Closed Reason: None Selected
 Comments:
 [Spell Check]
 Location: Bismarck-Mandan Job Service
 Created By: GSIKTHOMAS (Thomas ,Kim)
 Last Edited By: GSIKTHOMAS (Thomas ,Kim)

Objective Information:

Objective	Date Established	Review Date	Program	Staff	Status
No objectives exist for this individual.					

[Add new objective](#)
[Select predefined objectives](#)

[Save] [Cancel] [Delete] [Print]

Objective Links on IEP/Goals Screen

Objectives

Click the [Add new objective](#) link to enter a related objective for the individual. The Add Objective screen is similar to the following:

Objective Information

Goal Id: 103
 Goal Date Established: 11/03/2008
 Goal Estimated Completion Date: 11/03/2009
 Username: JDOE1
 Name: DOE, JOHN M
 * LWIA/Region: CSA 2
 * Program Affiliation: Workforce Investment Act
 * Objective: Employment
 * Date Established: 11/03/2008
 * Review Date: 11/03/2009
 Actual Date Completed:
 * Completion Status: Open
 Closed Reason: None Selected
 Comments:
 [Spell Check]
 * Office Location: None Selected
 Created by: GSIKTHOMAS(Thomas ,Kim)
 Last Edited by: GSIKTHOMAS(Thomas ,Kim)

[Save] [Cancel]

Add New Objective Screen

From this screen, enter or select information as follows:

- Complete required fields marked with a red asterisk *.
- Type the Objective.
- Type the Date Established using the MM/DD/YYYY format. You may also click the calendar icon to select the date.
- Type the Review Date using the MM/DD/YYYY format. You may also click the calendar icon to select the date. This date must be equal to or greater than the Date Established field entry, as described earlier for goals.
- Click **Save** when you are finished. Click **Cancel** to exit without saving.

Predefined Objectives

When a goal is saved in the system, the user may add predefined objectives to the record. The predefined objectives for your system are set up using the Virtual OneStop Administration system.

Click the Select predefined objectives link as shown on the previous page. The screen is similar to the following example:

This page will help you gather IEP Goal information on the selected individual. Please fill in the required fields and then click the Save Button.

(*) Indicates required fields. For help click the question mark next to each section.

[Back](#)

General Information:

Username: 182
 Name: SMITH-JONES, ZOEY
 Goal Number: 36
 * LWIA: Region 1
 Program Affiliation: None Selected
 * Office Location: TOC/IOWA - Columbia
 Created By: GSISA0

Check	Select each objective you wish to add to the above program goal.	Date Established	Review Date
<input type="checkbox"/>	Resume Writing		
<input type="checkbox"/>	Counseling		
<input type="checkbox"/>	Mentoring		
<input type="checkbox"/>	Skill Assessment		

Save **Cancel**

Plan Predefined Objectives Screen

From this screen, enter or select information as follows:

- Complete required fields marked with a red asterisk *.
- Click the check box for each objective you want to add to this individual's program goal. You can select more than one check box, if applicable.
- Type the Date Established using the MM/DD/YYYY format.
- Type the Review Date using the MM/DD/YYYY format. This date must be equal to or greater than the Date Established field entry, as described earlier for goals.
- Click **Save** when you are finished. Click **Cancel** to exit without saving.