

GENERATING THE INDIVIDUAL RESPONSIBILITY PLAN: MODULE OVERVIEW

Module Overview:

Generating the Individual Responsibility Plan (IRP) focuses on:

- Viewing a customer's Individual Responsibility Plan
- Editing portions of a customer's Individual Responsibility Plan
- Previewing and printing a customer's Individual Responsibility Plan

NOTE: The estimated time to complete this module is as follows:

Presentation: 20 minutes

Demonstration: 20 minutes

Activity: 20 minutes

Key Speaking Points:

1. **Viewing a customer's Individual Responsibility Plan:** The Individual Responsibility Plan is populated with information from many other sections of OSST. Prior to the plan being generated, you are prompted with a "Select" page, which allows you to choose the specific sections of the Individual Responsibility Plan that you wish to see. You may choose to view one or all of the following:
 - Short Term Employment Goals
 - Long Term Employment Goals
 - Barriers
 - Deferrals
 - Countable Work Activities
 - Other Activities
 - Supportive Services
 - Steps to Self Sufficiency

Click the check box to the right of the text to select the information you wish to view. After selecting the information you wish to view, click the 'Continue' button at the bottom of the page to go to preview the resulting plan.

2. **Editing portions of a customer's Individual Responsibility Plan:** Clicking on the hyperlinks under each of the sections will take you back to the specific pages where the detail is kept for those goals, activities, services, etc. After clicking the hyperlink, you can edit the associated detail and then click the 'Save' button to return to the Individual Responsibility Plan. These changes will be saved, and the Individual Responsibility Plan view page will automatically show your updated information.

- 3. Previewing and printing a customer's Individual Responsibility Plan:** Clicking the 'View to Print' button will present you with a printable version of the Individual Responsibility Plan. From here, you can click the 'Print' button on your browser tool bar or select 'File' then 'Print' from your menu options in your browser. The customer's plan will be printed out, complete with the required acknowledgements and the signature areas for the case manager and the customer.