

## 24. Procedure for Achieving Day 1, Day 30, and Day 90 Outcomes in a “No Gap in Service” Environment

**(Youth & Adults)** All programs operate on a “no gap in services” policy. **Stated simply, individuals must either be active in an activity or exited.** If the individual is not involved in activity for up to a ninety-day period the system will automatically “soft” exit this individual. Hard exits no longer exist. In situations where a soft exit is applied by the system, the exit date will be the last day of activity.

### **Procedure (Adults):**

1. When an individual leaves training the contractor will either complete an “Enrollment Exit/Placement” form, if a day 1 outcome has been achieved, or submit an “Enrollment/Leave Enrollment” form.

When an “Enrollment/Leave Enrollment form is submitted, the contractor must in addition to the Leave Enrollment portion of the form also complete the Activity/Goal Enrollment portion enrolling the individual into Activity Code (IJS – Intensive Job Search). There will be no break in service. The actual date of enrollment into IJS will be the day after the actual end date from training. The estimated end date in this situation will be 89 days after the actual enrollment date. **No Leave Enrollment will be accepted without the Activity/Goal Enrollment portion completed.**

2. When an individual during IJS or at its end achieves an Outcome Day 1, an “Enrollment/Leave Enrollment” form is completed along with an “Enrollment Exit/Placement” form indicating that an Outcome Day 1 has been completed by the estimated end date for the IJS service. The actual end date from IJS and the Exit date will be the same date.
3. At the end of the ninety-day IJS period, when an outcome has not been achieved, either one of two things can occur:
  - The contractor submits a Leave Enrollment leaving the individual from the IJS activity along with the Enrollment Exit/Placement form. The leave date from IJS and the Exit date must be the same date, or
  - The contractor notifies their contract manager of their need to use an additional ninety-day period in order to obtain employment. This is accomplished by submitting another Activity/Goal Enrollment enrolling the individual into another IJS activity with an Estimated End Date that captures an additional ninety-day period. During this period the contractor will work with the client intensively ten (10) or more hours per week. All hours will be documented in accordance with DET policy.

During the second 90 day period, documentation of hours of activity will be provided to the contract manager monthly.

At the completion of this second ninety-day period or at any point during the period when an outcome is achieved, the contractor must submit a final Leave Enrollment leaving the individual from IJS along with the Enrollment Exit/Placement form.

During the period of the 2<sup>nd</sup> 90 day period in IJS, contractors may request from DET a waiver of the requirement to work with the client 10 or more hours in cases where it is not possible (such a incarceration, hospitalization etc.). Waivers may be granted at the sole discretion of DET.

**Tracking unsubsidized employment is an allowable IJS activity.**

In no case may the IJS activity be greater than 180 days in total.

**Procedure - Youth**

Youth Services follow the flow specified in the Individual Service Strategy (ISS). No time limits for any activities are established. Time periods are dependent on the ISS. When an individual leaves their last activity, the contractor submits a Leave Enrollment leaving the individual from the last activity along with the Enrollment Exit/Placement form exiting the youth. The final leave and the Exit date will be the same date.

**Youth & Adult**

The last date that a day 30 or day 90 outcome can be achieved and credited to contract performance will be February 15<sup>th</sup> following the end of the contract period.

ETO Procedure 24 – revised October 7, 2008