

# Partner-Provided Services

Use Partner-Provided Services to document services provided to a job seeker by a partner program that does not use ServiceLink for case management; that is, for those partners for whom a program registration and enrollment is either not available, or not used. See Non-ServiceLink Services for more information.

## Navigation

Bring the Job Seeker into context by conducting a Job Seeker Search or selecting the Job Seeker from My Cases. Click **Partner-Provided Service** on the Case Details page.

The screenshot displays the Case Details page for a job seeker. At the top, a header bar shows the case name "KANSASWORKS (WIA Services)" and its status "Ended" with dates "Mar 16, 2004 — Nov 02, 2004". Below this, the page is divided into three main sections: "Job Seeker Notes", "Job Referrals", and a right-hand sidebar.

**Job Seeker Notes:** This section shows a list of notes. The most recent note is dated "Sep 10, 2024" and titled "CLOSURE OF SERVICES" by Wendy Rios. Other notes include "SCSEP Durational Limit Exit" dated "Aug 13, 2024" by Sara Harrington, and "Recert and IEP Approval" dated "Jul 30, 2024". A "View All" button is present.

**Job Referrals:** This section shows a single referral dated "Oct 21, 2013" for "Maintenance Worker-Part Time" by Arrowhead West, Inc. It includes an "Edit" button and a status "Failed to Apply". A "View All" button is also present.

**Right-hand Sidebar:** This sidebar lists various services and activities. The items are: "Participant Self-Service" (742), "Partner-Provided Service" (12), "Co-Registrations" (0), "Testing Information" (3), and "GEP General Employment Plan" (0). The "Partner-Provided Service" item is highlighted with a red rectangular box.

At the bottom of the page, there are links for "Assigned Staff Users", "Printable Version", "Printable Job Seeker Release", and "Online Job Seeker Release". An "EEO" link is also visible.

## View/Edit Partner-Provided Services

1. Navigate to Partner-Provided Service. The Partner-Provided Services page displays.

Partner-Provided Services for Steven Smith

### Partner-Provided Services

List of Partner-Provided Services

Actions	Service	Funding Source	Status	Start	End
<a href="#">Edit</a>	On-the-Job Training (OJT)	Adult	In Progress	Mar 15, 2004	Sep 17, 2004
<a href="#">Edit</a>	General Core Services	Adult	Completed	Aug 24, 2004	Aug 24, 2004
<a href="#">Edit</a>	Case Management	Adult	Completed	Feb 06, 2004	Sep 27, 2012
<a href="#">Edit</a>	Follow-Up Services	Adult	Completed	Oct 01, 2004	Oct 01, 2004
<a href="#">Edit</a>	Case Management	Adult	Completed	Jun 11, 2004	Sep 27, 2012
<a href="#">Edit</a>	Follow-Up Services	Adult	Completed	Jul 30, 2004	Jul 30, 2004
<a href="#">Edit</a>	Follow-Up Services	Adult	Completed	Aug 16, 2004	Aug 16, 2004

[Add](#) [Return to Case Details](#)

2. To view or edit the details of a service, click the **Edit** button in the Actions column. The Edit Partner-Provided Service page displays, with the current partner (Funding Source/ Enrollment) displayed.

**Edit Partner-Provided Service**

Funding Source / Enrollment      Adult (Local Formula)

**Services** (required)

**Status** (required)

☐ Scheduled

☒ In Progress

☐ Completed

☐ Exit w/o Completing

☐ Proposed

☐ Unsuccessful Completion

☐ Waived

☐ Failed to Report

☐ Rescheduled

**Estimated Start Date** (required)

Today

**Estimated End Date** (required)

Today

**Start Date**

Mar 15, 2004 Today

**End Date**

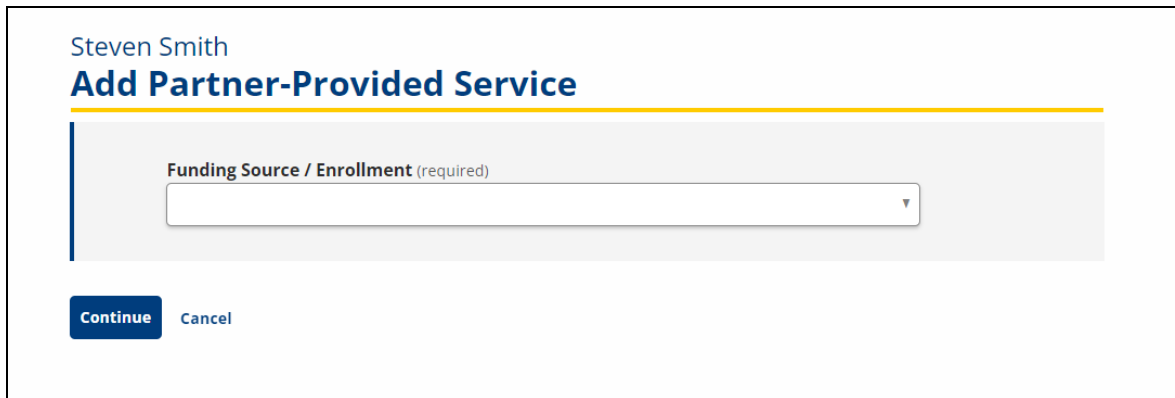
Sep 17, 2004 Today

**Save**    **Cancel**

3. Make updates as needed, and click **Save** to save the information and return. The updates are saved and the Partner-Provided Service page displays.
4. Click **Cancel** to return without saving the information.

## Add Partner-Provided Services

1. Navigate to Partner-Provided Service. The Partner-Provided Services page displays.
2. Click the **Add** button. The first Add Partner-Provided Service page displays, with a drop-down to select a partner (**Funding Source/Enrollment**). Select a partner and click **Continue**.



Steven Smith

### Add Partner-Provided Service

Funding Source / Enrollment (required)

Continue Cancel

3. The second Partner-Provided Services page displays, with fields to enter the details of the service.

Steven Smith

Add Partner-Provided Service

Funding Source / Enrollment

National Farmworker Jobs Program

Services (required)

Status (required)

☐ Scheduled

☐ In Progress

☐ Completed

☐ Exit w/o Completing

☐ Proposed

☐ Unsuccessful Completion

☐ Waived

☐ Failed to Report

☐ Rescheduled

Estimated Start Date (required)

Today

Estimated End Date (required)

Today

Start Date

Today

End Date

Today

Save

Back

Cancel

1. Type the details of the service according to the instructions.

- **Services:** Select the service from the drop-down.
- **Status:** Select the status from the following options:
  - **Scheduled:** The service is scheduled for a specific date.
  - **In-Progress:** The service has started and the job seeker is actively participating.
  - **Completed:** The purpose of the service is done, or the objective has been reached. This may be a service that is completed at the time it is entered into AJL, or an In Progress service. An example is a job seeker who took a typing test, or who received assistance in completing a resume. Another example is a job seeker who attended training, completed all coursework, and attained the objective of the training: a certificate, diploma, or license.
  - **Exit w/o Completing:** The job seeker participated in the service but exited without successfully completing it.
  - **Proposed:** The service is proposed. A proposed service may be a service discussed with the job seeker during the development of his/her employment plan, but specific dates and times have not yet been identified.
  - **Unsuccessful Completion:** The job seeker participated in the service throughout the planned period, but did not successfully complete.
  - **Waived:** Typically used for WPRS. Mandatory scheduled services can be waived.
  - **Failed to Report:** The service was scheduled, but the job seeker did not report to participate in the service and did not reschedule the service prior to the time it was scheduled.
  - **Rescheduled:** The service was scheduled, but the scheduled dates needed to be changed.

- **Estimated Start Date:** The date the service is estimated to begin.
  - **Estimated End Date:** The date the service is estimated to end. The estimated date can be modified while the service is still in progress.
  - **Actual Start Date:** The first day the job seeker participated in the service, as documented by the case manager. An Actual Start Date is required if the service is in Completed or In Progress status.
  - **Actual End Date:** The last day the job seeker participated in the service, as documented by the case manager. The Actual End Date can be before the Estimated End Date if the job seeker does not continue to participate. An Actual End Date is required if the service is in Completed or Exited without Completing status.
2. Click **Save** to save the information and return. The information is saved and the Partner-Provided Services page displays.