

# CRW Pre-Employment Module



**Pre-Employment Support Program (PESP) and Reporting Module aims to simplify the Case management process by working with the CRW Income Assistance program.**



The system uses Microsoft SQL and is intended to save time and improve communications with ISC. The Pre-Employment module shares the same database as the Income Assistance program

Application forms are available for client information, with case management notes, as well as screens on eligibility barriers ranging from work skills to medical. Monthly changes can tracked with colour coded progress reports

It has the ability to record applicants accurately, ensure required documents are collected, and to be prepared for file reviews. Forms include client action plan maps and ESD assessments

**Application Form 1**

☐ On Pre-Employment

**Applicant**

Birth Date: 11/8/1965 First Name: Last Name: Treaty No.: S.I.N.:

**Spouse**

Birth Date: First Name: Last Name: Treaty No.: S.I.N.:

**Dependent Children**

| Last Name | First Name | Treaty Number | Date of Birth | SIN |
|-----------|------------|---------------|---------------|-----|
|           |            |               |               |     |

**Other Dependent Children**

| Last Name | First Name | Treaty Number | Date of Birth | SIN |
|-----------|------------|---------------|---------------|-----|
|           |            |               |               |     |

**Application Info**

App #: 60897 Created: 12/14/2015

**Composite Rate Code**

1000

Case Management Notes  
Work History  
Work Skills  
Education  
Language, Literacy and Essential Skills  
Job Search

**Work Skills**

| FACTORS                    | LOW / NO BARRIERS  | MEDIUM BARRIERS  | HIGH BARRIERS   |
|----------------------------|--|--|---|
| <b>On the Job Training</b> | <input type="checkbox"/> Recent skilled practical experience (on the job training) within the past 2 years | <input type="checkbox"/> No recent on the job training or volunteer experience | <input type="checkbox"/> No on the job training or volunteer experience |

Additional Information:

**Job Search**

**Job Search Blunt Indicators**

- Individual requires an updated resume and cover letter that meets hiring standards and may require assistance with interview preparation - referral to Employment Assistance Service.
- Individual identifies less than 3 self-marketing techniques - referral to Employment Assistance Service

| FACTORS | LOW / NO BARRIERS   | MEDIUM BARRIERS  | HIGH BARRIERS                                      |
|---------|---|--|--|
|         | <input type="checkbox"/> Has a range of job search skills (Land has successfully secured) | <input type="checkbox"/> Has limited job search skills and | <input type="checkbox"/> Has never looked for work |

**PESP Work Barriers Monthly Progress Report**

| Name | February |        |      | March |        |      | Difference |
|------|----------|--------|------|-------|--------|------|------------|
|      | Low      | Medium | High | Low   | Medium | High |            |
|      | 0        | 20     | 0    | 0     | 0      | 20   | Increased  |
|      | 0        | 20     | 0    | 20    | 0      | 0    | Upgraded   |
|      | 8        | 6      | 6    | 8     | 6      | 6    | No Change  |

**CLIENT MAP (Action Plan)**

Provide a copy of the MAP to the client and bring forward for follow-up based on target dates.

Client Name: \_\_\_\_\_

Goal: \_\_\_\_\_

MAP Date: \_\_\_\_\_ Time: \_\_\_\_\_

| Step to be taken | Signed agreed | Target Date | Complete |
|------------------|---------------|-------------|----------|
|                  |               |             |          |
|                  |               |             |          |
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**EAST RESOURCE CENTRE SUPPORTS**

(See Employment Assessment Summary for information)

Identification: ☐ Social Insurance Number

Check the ones you have: ☐ Manitoba Medical Card

☐ Birth Certificate

☐ Manitoba Enhanced Identification Card

☐ Secure Certificate of Indian Status (Gov. Issued)

☐ Status Card (Band Office Issued)

☐ Driver's License

☐ Marriage Certificate