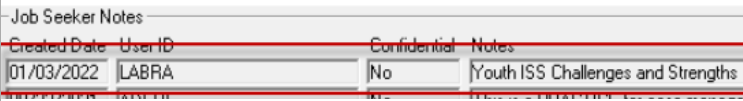**Attachment B**

Instructions for Documenting Youth ISS Sections in MOSES

Youth ISS Sections	Data Entry Location in MOSES
Participant identifying information, including name, and contact information	Enter on the Basic tab.
Participant assessments administered, including assessment dates and results	Enter on the Services/Testing tab. Click Add
Educational and work experience background	Enter on the Education tab and on the Work Experience tab.
Identification of immediate participant needs with documented recommendations for solution	Enter on the Barriers tab
Participant education goals	On the Career Plan/Youth ISS tab click Add Goal and select Common Goal and choose Education
Identification of an initial career goal, as well as employment goals, as applicable	On the Career Plan/Youth ISS tab click Add Goal and select Common Goal and choose Employment
Strengths and Challenges	Add a description of Strengths and Challenges in the Notes section Staff will use the first line of the note to indicate Youth ISS Challenges and Strengths. See example below:
Participant supportive service needs *(Support services identified on the ISS should only be entered in MOSES when they have been approved.)*	Enter on the Services/General tab. Click Add, choose Support Services from the Category dropdown, then select the appropriate Support Service from the Service Detail dropdown.
Participant personal goals	On the Career Plan/Youth ISS tab click Add Goal and select Individually Designed Goal and choose Priority level and add a description
Case Notes	Enter in the Notes section