

NOTICING UPDATE



This update affects the printed Individualized Plan that clients receive.

→ What Changed

NEW SECTION: What do you need to do?

- This section outlines the type of plan the client is participating in, within Employment First or Workforce Development Program.
- It provides clear guidance on the client's next steps, including:
 - The actions they've agreed to take as part of their plan.
 - The details of their upcoming scheduled appointment.
 - Date and time
 - Additional Case Manager notes for the Client's plan



→ Important Information

- When a client's language preference in CBMS is Spanish, the majority of the text within the noticing letter will automatically translate into Spanish. **HOWEVER...**



Any text added by the Case Manager (identified within brackets, { }) is not automatically translated into Spanish. This content must be manually translated into Spanish to ensure Spanish-speaking clients can understand it.

My Story

{Add story here}

My Life Goals (S.M.A.R.T. Goals)

{Add long-term goals here}

My Short Term Objective

{Add short-term goals here}

My Next Steps

{Add next steps here}

County Commitments

{Add County commitments here}

Referrals and Resources

{Add referrals and resources here}

Future Action Steps

{Add further action steps here}

→ What's Been Removed

- The "What if you need more help?" **FOOTER** has been **REMOVED** from the plan page to reduce paperwork and eliminate repetitive content.
- This change was made to improve the clarity and cohesiveness of the document, ensuring the plan page remains focused and easy to understand.

If you have any additional questions, please reach out to the ICM Training Team at cdhs_dews_icm@state.co.us

