

New Beginnings Outreach Report

ES – Intake/Individual Service Plan

Participant Employment Services Intake Report

Participant Name: Jane Doe

Report Date: 2/7/2026

Report Prepared By: Intake Specialist

Overview of Intake Process

Participant Jane Doe successfully completed the Employment Services Intake on 2/7/2026. The intake process was designed to assess their current employment situation, review relevant documentation, and develop an Individual Service Plan (ISP) tailored to their job search needs and employment goals.

Summary of Completed Intake Services

1. Intake Completion Date:

- Date: 2/7/2026
- The intake process was initiated and completed, during which the participant's background, employment history, and current needs were thoroughly reviewed.

2. Employment Goal (30-Day Focus)

Jane Doe would like to obtain employment within 30 days.

3. Desired Job Titles:

CNA, Caregiver, Home Health Aide.

4. Industry Preference:

Healthcare and Patient Care.

5. Target Pay Range:

Jane Doe would like to make a minimum of \$20.00 per hour (or prevailing wage).

6. Skills & Experience:

Compassion, Patience, 5 years informal caregiving experience

7. Trainings/School:

Certified Nursing Assistant (CNA)

8. Transferrable Skills:

Customer Service, Leadership, Time Management, Communication, Problem Solving and Safety Awareness.

9. Barriers to Employment:

Transportation (Car broke down), Childcare (Need after-school). (See Conclusion for mitigation plan).

10. 30 Day Action Plan:

Jane Doe will take part in the Intake, Job Preparation Classes, and Job Search and have access to the NBO Job Developer.

11. Support Services Needed:

- Jane Doe states they need the following services:
- Transportation Assistance (gas/pass)
- Childcare Assistance
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12. Weekly Job Search Commitment:

- Jane Doe will:
- Apply to up to 25 jobs per week
- Attend the job preparation classes
- Meet with job developer weekly or as many times as needed

13. Preferred Contact Method:

Jane Doe requests to be contacted via: Phone, Email, and Text.

14. Participant Strengths & Motivation:

Jane Doe's reported strengths include: Compassion, Patience, 5 years informal caregiving experience.

15. What helps you stay motivated:

Family and financial stability.

16. Readiness to Work:

Jane Doe states that on a scale from 1-10 they are work ready at a 9!!

Conclusion

Ms. Doe presents as a highly motivated candidate for the CNA track. She has significant informal experience and a clear career trajectory. Her barriers are logistical rather than behavioral.

Client was on time and professional. Recommended for immediate placement in the CNA training cohort pending childcare voucher approval.

Intake Specialist

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