

EPIC Weekly CBO Webinar 8/30/2016

WorkSite Placement

Worksite placement will be coming out within the week.

To access worksite placement, go to Agencies tab > select WorkSite Placement tab.

You will have the ability to add new or existing employers. There will be an ongoing and growing list of employers that you should check before adding any new employers.

- Fill out the required fields with the employer's information.
- Fill out the worksite information.
- Add the actual job the employer has.

You will begin to type in the position and it will give you a list of SOC codes you can pick from based on what you typed in. The SOC codes may not match up exactly with the job title so the field underneath will allow you to enter in the actual job title.

You will fill out the remaining required fields. **We will be including a field that you can specify if it is full time or part time.

Click on each of the areas on the worksite placement tab and it will allow you to go in and edit/update/add additional information.

When you click **add a customer** next to the employer you wish to add them to you will get a list of all your customers and you will search for and select the customer you want to add. Once you select them it will show you the Job Detail Information so you can ensure it is all correct.

There will be a few more updates with WorkSite Placement early next week.

Calendar Dates

Each agency should have intake appointment dates through the end of December. With the decentralization gearing up on September 6, we want appointments available for the staff to schedule.

Enrolled Dashboard

There are a few areas of the dashboard that need cleaned up. We need to try to get all the customers moved to the green areas. Make sure to keep an eye on the following areas:

- CBO Enrollment Verification Status
 - Referral Pending – 2151 Past Due
 - Referral Accepted & Enrollment Started – Enrollment Required
- Recommended Course of Action (Based on most recent 2151A form) - Upload monthly progress between the 1st and 5th of each month
 - CBO needs to upload - Past Due
- Completion Status
 - Exited Status - Completion Documentation Needs Uploaded

ISTEP Dashboard

By next Wednesday we need all the customer that are enrolled to have a Target Occupation Selected. You can find a list of customer that don't have a Target Occupation Selected on the ISTEP Dashboard in the Career **Planning** Section under **Target Occupation Not Selected**.

The ISTEP dashboard should be a more specific reflection of the customer's 2151A forms. When assigning steps/tasks to a customer the steps should also be added into the ITESP. You can easily plan ahead and create an individualized step by step plan for each of your customers.

Q&A

What makes a good referral will be the discussion for next TA session. Think about the things that DHS may want to consider when making a referral to the CBO's.