



Training checklist – DHS Youth Programs

October 2025 – v6

Use this Training Checklist to document / track training materials you have reviewed for your program.

Use this link to practice - <https://testapps.illinoisworknet.com/SiteAdministrationUAT/CYEP/Admin/Index/> Whatever you enter on the practice site is erased at 6PM daily. Each agency has one test account assigned with which to practice. Multiple users may be in the system with the test account simultaneously.

Bookmark the associated Partner Page for future reference where all resources can be found:

<https://www.illinoisworknet.com/DHSYouthPartners>

Task	Watch	Read
Agency added to Service finder	https://youtu.be/RAc25t3ieL8?si=anNycKpaXa-QDJnF	Request Access - pdf
		Add Agency to Service Finder - pdf
		Become a Partner - Webpage
Partners added to User Management	User Management	User Management - pdf
Provider Information	Provider Information Tab	Provider Information - pdf
Dashboards and Customer Access	Dashboard and PPR	Using the Dashboards - pdf PPR Measures defined - PPR FY25-27 Customer Services Report (PDF)
Customer Application	Add & Intake Customers	Application Instructions for Partners (PDF)
		Paper Application (PDF)
		(PDF Fillable Form)
Eligibility	Verify and Enroll Customers	Document Customer Progress (PDF)
		Cook County Township Map (link)
		Chicago Community Map (link)
Access Customers	Access Customers, Overview Tab, & Progress Tab Left Menu, Assessments, Uploads	Case Management - Document Customer Progress (PDF) Assessments - PDF Uploads - PDF Services Report - PDF
Career Plan	Case Notes, Services How to write good case notes	Case Management - Document Customer Progress (PDF) Prepopulated Steps (PDF)
Worksite Placement and Payroll Upload	Add a Worksite Place a Customer at a Worksite Upload Subsidized Payroll	Worksite Placement and Payroll Upload (PDF)
Outcomes	Outcomes & Discharge	Document Customer Progress (PDF)