



DHS YOUTH Meeting Notes for October 17, 2023

Meeting was one hour and 45 minutes.

1. **Brandon: Paper PPR** (July 1 to September 30)

Starting at the top of the Excel document:

- Identifying information (top box) must be filled out.
- Grant Number: The grant number is the same as the agreement number on the contract. All contracts begin with FCSCP and then five numbers. It can be found on your Statement of Award. Send Brandon an email if you cannot find it.
- Line Number 12: Service Area
 - Do not leave this box blank. This box is important, especially in Cook County to know different areas and service areas.
- Line Number 16: Proposed # of youth to be served under this Category.
 - Do not leave this box blank.
- Line Number 17: Total number of youths referred to the program.
 - Referred can be from a community center, church, walk in, social media.
 - This number should be equal to or higher than your enrolled into the program number.
- Line Number 21: How many customers you are serving.
- Line Number 22: How many customers you discharged.
- Demographics section numbers should match how many you had enrolled. Please do not hurry through this section and leave it blank. Put a zero if there really were not any for that line.
- *Eligibility & Referrals (Risk Factors) section*: Most youth have multiple risk factors. If you enrolled 10 youth then you should have at least 10 risk factors.
- *Assessment and Activities section*:
 - Line 91: Everyone should be assessed for Supportive Services. All youth who enrolled should have an individualized case plan and had the Casey Life Skills Assessment.
 - Lines 112-117 are for Discharged Youth.
- *Employment Placements section*: This placement information is very important.
 - Line 132 (23) is for how many employers during Quarter 1.
 - Line 138 (25) must be at least equal to or more than Line 133
- *Subsidies, Wages, and Incentives section*: *Your fiscal person should already have this information.*
 - Some students are being partially subsidized. Even if it is 50 cents, it should be reported here.

 - If the wages are not being paid from the grant, then they are non-subsidized. If they are being paid from the grant, then they are subsidized. This section is about subsidized wages, stipends, or incentives.
- *Case Closure section*:
 - Line 171 (35) should match line 22.



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- July 1st to September 30th should all be discharged. If they are Category 2, 3, or 4, they may not be discharged and need to be reported.
- *The Placement Summary section:* This section also needs to be completed.

2. Submitting the PPR to Brandon

- Reference Brandon's email if you have any questions.
- Due Date: October 30
- Be sure to title the Report with your Provider / Agency name when you submit it.

Reference Document:

- DHS Youth Partner Page Full List of Resources: <https://www.illinoisworknet.com/dhsyouthpartners>
 - (Reporting Column on the bottom left) PPR Measures Defined (Instruction of how to pull data from digital PPR)
<https://www.illinoisworknet.com/DownloadPrint/Periodic%20Performance%20Report%20Category%20-%20Partners.pdf>

3. A youth that obtained employment, but start date is after September 30 should be discharged and enrolled in Category II for their employment and reported on next quarter.

4. Be sure to complete the customer's information before they have been discharged. Leave the customer open and then discharge the customer as of their actual discharge date.

5. PPR in Illinois workNet:

- Click Reports tab (bar graph icon at the top)
- Project/Category: DHS Youth Programs
- Click **DHS youth PPR Report** or **Career Cluster Report**
 - Start the report by selecting Quarters: Fiscal year 2023 and Quarter: 3.
 - You can also put in the dates for July 1 to September 30.
 - Select your Provider.
 - Select your Program from the Program List.
 - Select Report Section.
 - Select Performance Measure. You can "type ahead" in this box to assist in bringing up a measure. i.e. begin typing word average to see all measures associated with average.
 - The Advanced Search section will provide more detailed information, but must be selected individually for Age, Race, Ethnicity, and Gender.
 - Then click Filter at the bottom and your results will be shown.
 - You may get a data table error. If you get the error, pick a different section and then come back to this section.
 - **PPR Instructions:**
<https://www.illinoisworknet.com/DownloadPrint/Periodic%20Performance%20Report%20Category%20-%20Partners.pdf>

6. Dashboard



There is a new section that tracks customer changes. This is a tool that we can use to see which Agency is requesting changes and how often.

7. Payroll

In Illinois workNet, click the bulleted list icon at the top.

On the Worksite Placement tab:

- Select Project
- Select Grantee/Provider
- Make sure all your placements are showing.
- Make sure all your customers have their placement.
- Then select Payroll tab.
- Project:
- Agency:
- Under Payroll Upload History, make sure you haven't already uploaded your payroll.
- If you have uploaded it, you can click View/Edit Payroll.
- If payroll hasn't been submitted, you can Delete it.
- If payroll has already been submitted, submit a Help Request to have it Rejected so you can submit the new one.

8. Add Payroll (Recording: 1 hr. and 25 min. marker)

1. Enter dates for period you are looking for.
2. Download Payroll template.
3. Open the Payroll template – Excel document - that was just downloaded.
4. Enable Editing.
5. Do not change the name of the report.
6. Enter hours for the people that worked.
7. Delete rows if no one actually worked at a specific worksite.
8. Delete any person that did not have hours during the time period you are submitting.
9. At the end, the payroll report are just the people who have hours worked. (Something showing in the hours worked column.)
10. Save the document to your computer. Do not change the name of it.
11. Click Upload Payroll Template.
12. Once you have uploaded it and it says successfully uploaded, click submit.
13. Check the Payroll Upload History to make sure it looks correct and shows "Not Reviewed".
14. Not Submitted means you have not submitted your payroll. Not Reviewed means it hasn't been reviewed by DHS.

9. Progress tab

Under the Improved Life Skills Outcome section:

- Career Plan should say "Case Plan" on Progress tab. This will be fixed later.



10. Attendance

If a customer started a little later and worked a week or two later:

- Click Career Plan
- Click Services and Activities
- Go to Services/Activities for: Gain Employment section.
- Click on the pencil icon next to Employment.
- Change the start date, planned due date, and subsidized start date to make sure they all match what the customer did.

11. Adding a Stipend (1 hr. and 40 min)

- Stipends are paid to youth who are not working. This is sometimes called seat time. These count as subsidized days. The amount paid is added to the dollar value of service of the activity. The stipends will show on the Worksite Placement tab as days/amounts paid to the youth.
- Incentives are paid to youth who complete certain parameters of their participation. These do not count against subsidized day totals.
- There are activities available that may need to be added to your agency activities if your agency pays Stipend or Incentives. If you don't see either of the activities, go to the Provider Information section in the CSC/IWIS > scroll to the bottom section > search/add the activity. It will then be available on a customer profile.

12. 1:1 Sessions.

- Watch new user trainings on Partner page.
 - <https://www.illinoisworknet.com/partners/CYEPpartners/Pages/TrainingMaterials.aspx>
 - Scroll down to July 19th and July 26th for the Video links to watch.
- Review instructions.
- Review training video tutorials.
- If you still need help, submit a Help Request to Dee. She will attempt to connect 3 or 4 providers into a small group session.

13. Next Meeting: October 31st at 1:30PM.