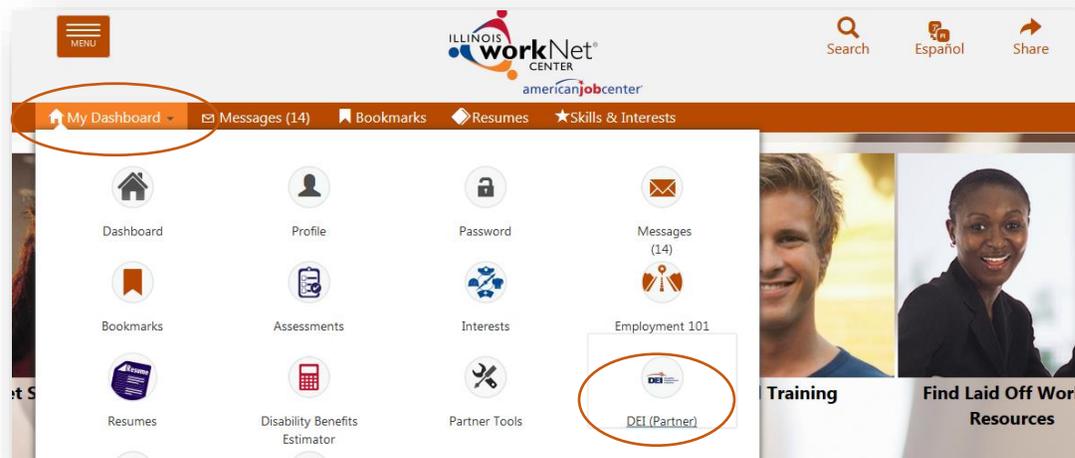


1. Go to your DEI Partner Tools.

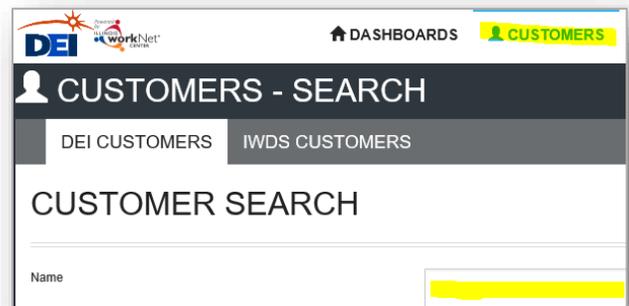
- Go to www.illinoisworknet.com and login to your Illinois workNet account.
- Go to My Dashboard and select partner tools.
- Select Disability Employment Initiative (DEI).



2. Access a filtered list of customers from your [DEI program dashboard](#) or search using your **customers list**.

5. LWIA Staff Assisted Services	
Customers That Do Not Have WIOA Services ⓘ	12
Customers With Career S ⓘ	16
Customers With Employm ⓘ	5
Customers With Financial ⓘ	0
Customers With Training ⓘ	3
Customers With Work and ⓘ	3
Customers Exited Without WIOA Services ⓘ	0
Total Customers With Services ⓘ	17
6. Integrated Partner Services	
Integrated Partner Services Not Identified ⓘ	29
Customers With An Integrated Resource Team Service ⓘ	0

Easily access a list of customers who need to have services documented.



3. Select the Profile link for the customer. Select the Services/Notes/Referrals tab. Select an option.

Note: Services, referrals, and notes can be entered through the customer's Individualized Services, Training and Employment Plan (ISTEP). Those services, referrals, and notes will populate this page.

***NOTE:** This section pulls in services from IWDS and the ISTEP. If you add a service, then you must enter the service/step into the customer's ISTEP. Referrals will redirect you to the customer's ISTEP.

Associated Step	Service Type	Status	Start Date	End Date	Service Text	Entered By
View Step	Career Service	Successful Completion	5/30/2017	5/30/2017	Prepare your resume.	WPP Train17

Add a Note

Date:

Select a Note

- Select a Note
- Assessment
- Background
- Exit
- General
- Individual Employment Plan
- Individual Service Strategy
- Monthly Contact
- Placement
- Post-Exit Follow-up
- Training
- Two Way Communication

Message Only
 Email Only
 Both a Message and Email
 Do Not Show Customer