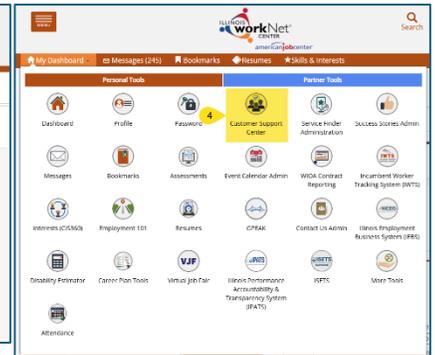
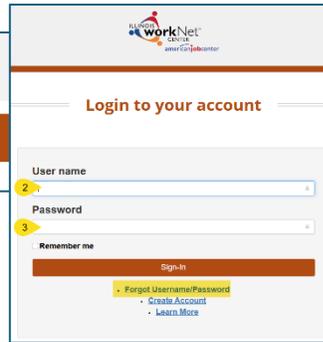




Quick Start Guide – DHS Youth Employment & Education Programs May 2025 v1

Step 1 – Log In



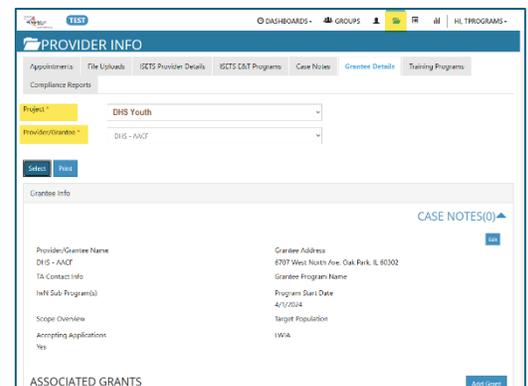
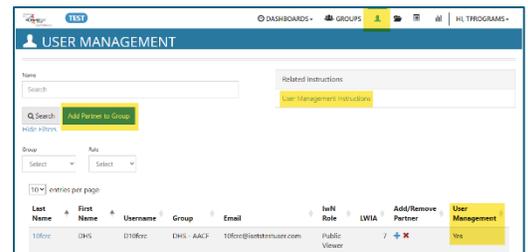
All partners will login to the system.

Access the Customer Support Center from the partner menu or bookmark this link:

<https://apps.illinoisworknet.com/SiteAdministration/CYEP/Admin/Index/>

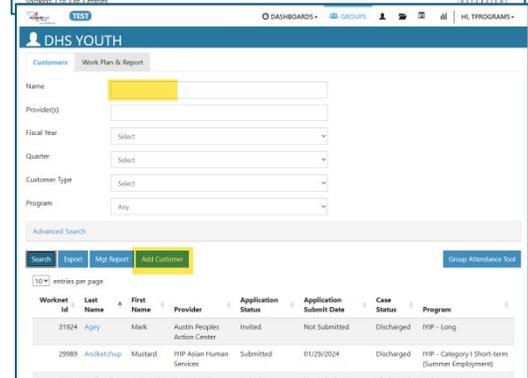
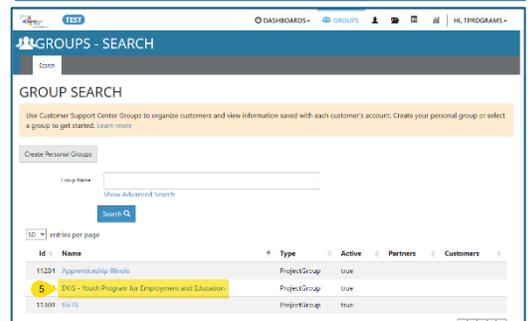
Step 2 - Set-up Agency & Partners

1. After grant award notification, the program director is added to the Customer Support Center (CSC) and provided User Management Access
2. Director adds additional agency staff members
3. Review information in Provider Information section of CSC



Step 3 – Add Customers

1. **Access the Customer list** – from groups or the bookmark
 - a. Click Search to view existing customers
 - b. Type a name to search a specific existing customer



2. Add Customer

- a. Write down the username and password

3. Complete the application – if the application is not completed right away, access the application from the customer profile.

4. Verify Eligibility – verify all of the eligibility items and the items that are marked by the customer for the characteristics.

5. Enroll the customer – enter the date of enrollment – can be backdated to the first of the month. Select correct program if a mistake was made on the addition of the customer.

Step 4 – Complete Assessments

1. Open the customer Career Plan by clicking into it. Then update / add activities.

2. Casey Life Skills (CLS)

- a. Assess
- b. Add assessment basics
- c. Upload full assessment
- d. Upload CLS plan

3. Employment 101 (E101) – ensure customer is using the username from the profile

- a. Pre-assessment
- b. Modules
- c. Post-assessment – must have 70% score to gain completion certificate
- d. Other items are included within E101

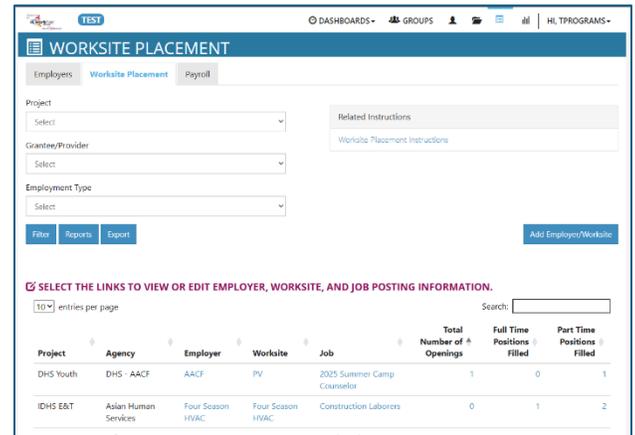
Step 5 - Worksite Placement and Payroll

1. Add worksites to the system

- For Subsidized – Agency is the employer of record
- Worksite is where the customer is employed
- Job is what the customer is doing – add a year in front of the job for ease of selection.
- For Permanent Employment – the employer and worksite are the same.

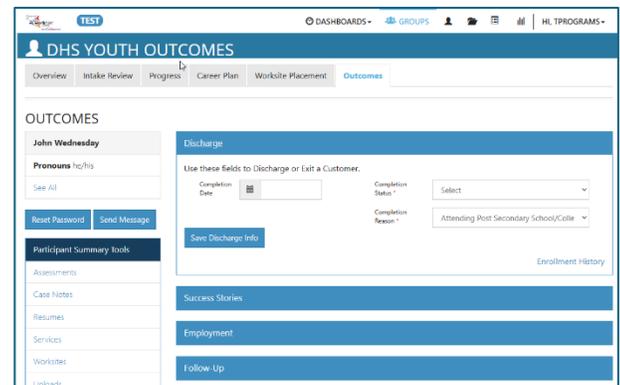
2. Add customer to worksite in Career Plan under the Goal – Gain Employment

3. Upload Payroll – return to the worksite placement section to download a payroll template, add hours, and then upload.



Step 6 – Discharge Youth

- Customers are automatically discharged after 90 days of no activity in the career plan, no case notes, or no addition of assessments.
- Discharge youth when they have completed requirements.
- Success stories make the funders happy. Add one when possible.
- Employment on the outcomes is for post program employment about which you find out.
- Follow-up is to add post program communications



Step 7 – Resources

1. DHS Youth Partner Page -

<https://www.illinoisworknet.com/dhsyouthpartners> - bookmark this link

- Tutorials
- Instructions
- Notes from Technical Assistance (TA) sessions
- Updates to system
- Dates and links for TA sessions and Open Office hours

2. Help Request – CSC drop-down menu by login name

3. Tutorial Instruction Crosswalk -

<https://www.illinoisworknet.com/DownloadPrint/DHS%20Youth%20Training%20checklist.pdf>

