

2019 Welcome Packet



youth career
pathways

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Meet the Youth Career Pathways Team



Tammy Stone - Grant Manager

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Tammy provides oversight of program implementation, grant management, and technical assistance.



Terah Scott - Grant Manager

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Terah provides administrative assistance, reporting, and program implementation for youth grant projects. She oversees the deliverables outlined in the grant agreement and provides technical assistance.



Kathy Tosh – Career Pathways

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Kathy provides technical assistance related to career pathways.



Natasha Telger – Illinois workNet

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Natasha provides technical assistance and training for the Youth Career Pathways Program tools in Illinois workNet.



James (Jim) Potts - IWDS Manager

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Jim provides technical assistance and training for certifying WIOA eligibility and documenting services/outcomes in IWDS.

Agenda

Date: October 16 – 17, 2018

2019 Youth Career Pathways Grants In-Person Training

Location: 15800 S. State Street, South Holland, IL. 60473
The lab is at the main campus on the 3rd floor (room #3349)

Audience: Program Managers and Case Managers

October 16: Program Implementation- 10:00 a.m.- 4:00 p.m.

10:00 – 12:00

- Introduction
- Grantee Introduction
- Career Pathways
- Outreach and Recruitment

12:00-1:00 Working Lunch

- Partnerships (LWIA & Employer)

1:00 – 4:00 –

- Procedures Manual
 - Service Delivery
 - Training & Career Planning
 - Sustainability
 - Program Requirements
 - Technical Assistance & Monitoring
- Fiscal & GRS Training
- Fiscal & Programmatic Reporting

October 17: Illinois workNet Tools- 9:00 a.m. - 3:00 p.m.

9:00-12:00

- Welcome and Introductions
- Program Overview & Partner Guide
- Getting set up in Production:
 - Add Your Training Programs
 - Enter Worksite Information
- Outreach Materials & Partner Guide
- Intake Form
- Dashboard
- Intake Review and Case Notes

12:00-1:00 Working Lunch

- Review Entered Training Program for Commerce to Approve
- Q&A

1:00-3:00

- Create an Illinois workNet Career Plan and Document Services
- Outcomes
- Next Steps

Agenda

Date: October 23-24, 2018

2019 Youth Career Pathways Grants In-Person Training

Location: 15800 S. State Street, South Holland, IL. 60473
The lab is at the main campus on the 3rd floor (room #3349)

Audience: Case Managers/Career Navigators

October 23: WIOA Eligibility and IWDS Training - 9:00 a.m. - 4:00 p.m.

- Welcome and Introductions
- Eligibility Resources (Handouts)
- Protection of Personnel Identifying Information (PII) – Training and Guidance Letter (TEGL) 39-11
- Overview and discussion of WIOA General Eligibility – WIOA Policy Chapter 5 Section 1
- Overview and discussion on Selective Service – WIOA Policy Chapter 5 Sections 1.1.1 – 1.1.4
- Overview and discussion of Serving Veterans – WIOA Policy Chapter 5 Section 7
- Power Point and discussion of WIOA Low Income Power Point - WIOA Policy Chapter 5 Section 5
- Low Income Case Studies
- Power Point and discussion of WIOA Youth Eligibility - WIOA Policy Chapter 5 Sections 4, 4.1, 4.2 & TEGL 21-16
- Youth Case Studies
- Power Point and discussion on WIOA New Client Assessment – WIOA Legislative Requirements
- Discussion on Components of Individual Service Strategy for Every Youth Client
- Overview and discussion of Illinois Workforce Development System (IWDS)
- Overview of the first day of training/Q & A Session

October 24: WIOA Eligibility and IWDS Training- 9:00 a.m. - 4:00 p.m.

- Hands on IWDS Training – We will work in Training IWDS at URL:
<https://iwds.dceo.illinois.gov/mhdsm05x/staffhome.html>
- Demonstration of Communication Tools within IwN & IWDS
- Understanding Working with Youth Career Pathways Clients in IwN and under LWIA 90 in IWDS
- Power Point of picking up the Youth from IwN and completing the Youth Application in IWDS
- Hands-on exercise on picking up the Youth from IwN and “Completing the Youth Application from start-to-finish” in IWDS
- Power Point and discussion on Determining Eligibility, Certifying WIOA Youth Eligibility
- Hands-on exercise on “Determining Eligibility and Certifying WIOA Youth Client” in IWDS
- Power Point of Determining Eligibility and Enrolling WIOA Youth Services
- Overview – Discussion of the Various Youth Services Available including understanding recording Same Day Services
- Hands-on exercise on “Enrolling Applicant in WIOA Services” in IWDS
- Hands-on creating a second Youth client from start-to-finish in IWDS
- Demonstration and discussion on IWDS changes including the performance changes in recent past
- Understanding and recording Measurable Skills Gains within IWDS
- Understanding and discussion on Recording Supplemental Wages on IWDS
- Hands-on exercise on “Recording Measurable Skill Gains” in IWDS
- Discussion and demonstration on “Recording Credentials” in IWDS
- Discussions and Demonstration of Various IWDS Reports that Every Career Planner Should Know and Run
- Discussion on Exiting Registrants and requirements and details of conducting “Follow-up” Services on WIOA Youth Exiters
- Discussion and demonstration on “Recording Supplemental Wages in IWDS
- Overview of Training/Q & A Session
- Post Training Evaluation of training

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