



## Prepopulated Steps for DHS Youth Programs

July 2021 v5

This is a list of steps and associated goals that are prepopulated on DHS Youth Programs.

To activate one of these steps for a participant:

1. From the Customer Support Center
2. Access the participant profile by clicking on the last name of the participant.
3. Select the **Career Plan** tab.
4. Select the **Goal Section** (expand it)
5. Select the **step** to be edited.
6. Enter a **date** and update the status to **Started/Open**.
  - a. If a step is not applicable to a participant, enter a **date** and select **Evaluated / Not required**.
7. Click **Save**.

If the steps are not available on an existing customer, the agency has to add the steps to the available steps by doing the following:

1. Click **Resources icon** (folder)
2. Click **Grantee Details**
3. Select **Project and Provider**, click Select
4. Scroll to the bottom – find Services
5. Click **Edit Services to Use on Career Plans**
6. Select all the services that need to be added and click **save**. It will save multiple choices at one time.

To update multiple participants at one time with the new steps, use the Services Report. See the instructions here:

Category	Goal	Service
Support Services	Obtain support services (4)	Transportation support
		Childcare support
		Social / Emotional support
		Application for Benefits - IDHS
Career Plan	Gain Employment (8)	Career/job planning guidance with career advisor
		Start Permanent employment as part of this program
		Complete paid work experience
		Complete initial and final worksite evaluation
		Complete an apprenticeship program
		Complete a youth apprenticeship program.
		Complete Employment 101 activities.
		Career Development Experience
Independent Living	Life skills education (3)	Participate in anger management / conflict resolution workshops or activities.



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		Work on case plan with career coach.
		Participate in Life Skills workshop.
Academic / Secondary Education Plan	Complete Career Readiness (2)	Complete Career Education utilizing Illinois Pathways strategies.
	Improved Education Outcomes (8)	Re-enrolled in High School ( <i>this may show under Complete Career Readiness</i> )
		Complete high school equivalency training. - Add credential if GED or diploma is attained
		Re-enrolled in High School
		Promoted a Grade Level
		Increased attendance/decreased truancy.
		Improved homework completion
		Improved grades.
Career / Postsecondary Education Plan		Enroll in post-secondary / career education.
Referral to services	Referral to service (5)	Referral for homeless services
		Referral for pre-natal, WIC, Early Intervention or Family Case Management Services
		Referral to Services Provider for disability services
		Other service case note required
		Obtain ABE services
Assessments	Complete Assessments (1)	Complete Casey Life Skills Assessments
Employment 101 Completion	Get training to enhance your skills (7)	Make a plan to pay for training and to support yourself while you are in training
		*Get Started: Learn about exploring careers.
		*Get Started: Learn about finding and planning or training.
		Learn about credentials you can earn and how to get them
		Join a student/trade association to learn about and get more involved in a career field.
		Use Illinois workNet tools to find training programs.
		Be ready for your next move
	Get support to reach your goals (1)	Find places where staff can help you reach your goals
	Get a job or work experience (12)	Get Started: Learn how to prepare to find a job
		Build your portfolio.
		Prepare your resume
		Organize your information



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		Marketing Yourself
		Go to events to help you prepare for or find a job.
		Use a strategic job search to find a job
		Apply for jobs
		Prepare for an interview
		Prepare to accept a job
		Get skills, experience, and network by being a volunteer
	Living Independently (5)	Learn about filing taxes
		Getting and staying out of debt.
		Make a plan for ways to get to work.
		Stay safe at work
		Use the Money Management Guide to help you reach your financial goals
	Advance in your Career (1)	Learn about career advancement opportunities.
Goal	Step	Description
Casey Life Skills Plan (8) ( <i>this is the goal</i> )	CLS – Daily Living	Casey Life Skills plan may include improvement in Food/Nutrition, Home Cleanliness, Home Safety, Home Repairs, Computer Basics, Permanency
	CLS – Self-Care	Casey Life Skills plan may include improvement in health, personal benefits, personal hygiene, personal safety, sexuality
	CLS-Relationships & Communications	Casey Life Skills plan may include improvement in personal development, developing relationships, communications, cultural competency, domestic violence, legal permanency
	CLS – Housing & Money Management	Casey Life Skills plan may include improvement in budgeting/spending, banking/credit, housing/transportation
	CLS – Work & Study Life	Casey Life Skills plan may include improvement in Personal development, study skills, time management, employment, legal, income tax
	CLS – Careers & Education	Casey Life Skills plan may include improvement in Education plan, career plan
	CLS – permanent Connections	Casey Life Skills plan may include improvement in forming positive permanent relationships
	CLS – Looking Forward	Casey Life Skills plan may include improvement in forming a positive outlook for the future.



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