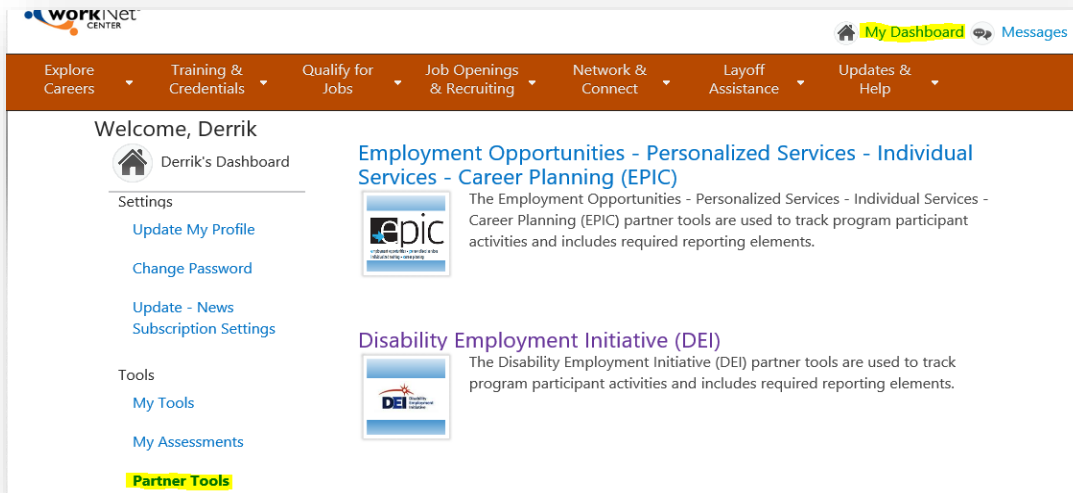


**Purpose:** To document customer progress while participating in the DEI program. This information is used to collect the information required for the DOL Quarterly Round 4 Outcomes Report.

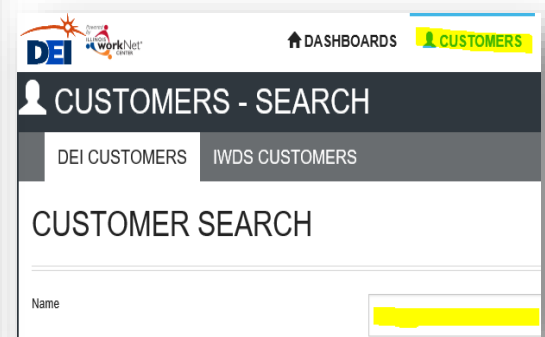
1. Go to your DEI Partner Tools.
  - Go to [www.illinoisworknet.com](http://www.illinoisworknet.com) and sign into your Illinois workNet account.
  - Go to your My Dashboard and select partner tools.
  - Select Disability Employment Initiative (DEI)



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

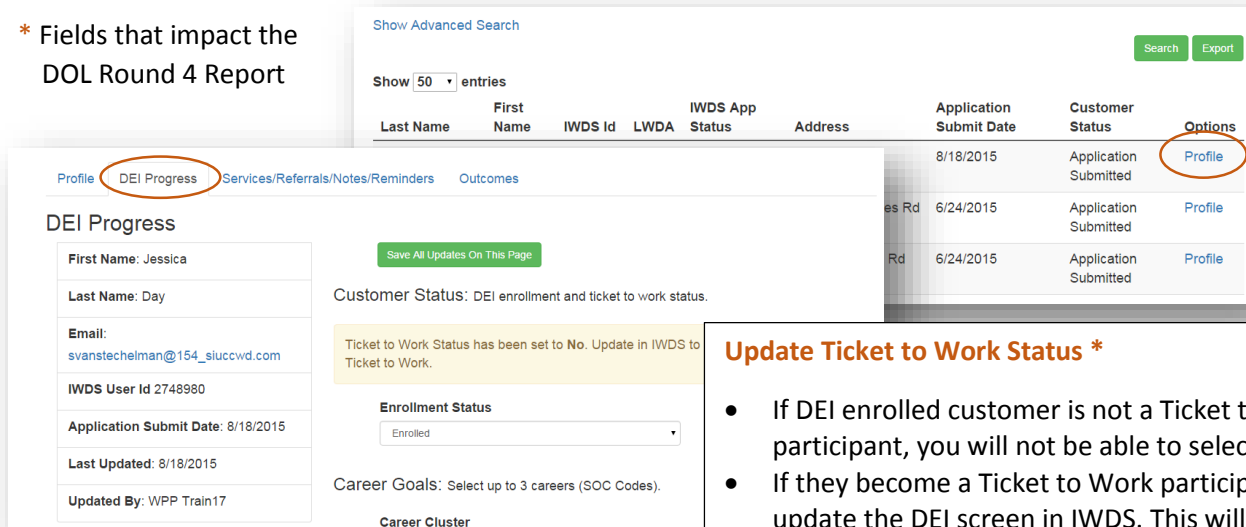
3. LWIA Staff Assisted Services				
Customer That Do Not Have	0	0%		
Career Services ⓘ	0	0%		
Employment Services ⓘ	0	0%		
Financial Asset Development	0	0%		
Training ⓘ	0	0%		
Work and Training Support S	0	0%		
Exited Without Services ⓘ	0	0%		
<b>Total Services ⓘ</b>	<b>0</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>
4. Integrated Partner Services				
Not Set ⓘ	0	0%		
Integrated Resource Team ⓘ	0	0%		
Co-enrolled Partner ⓘ	0	0%		
Exited Without Services ⓘ	0	0%		
<b>Total Partner Services ⓘ</b>	<b>0</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

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



3. Select the Profile link for the customer. Select the DEI Progress tab. Update sections as needed.

\* Fields that impact the DOL Round 4 Report

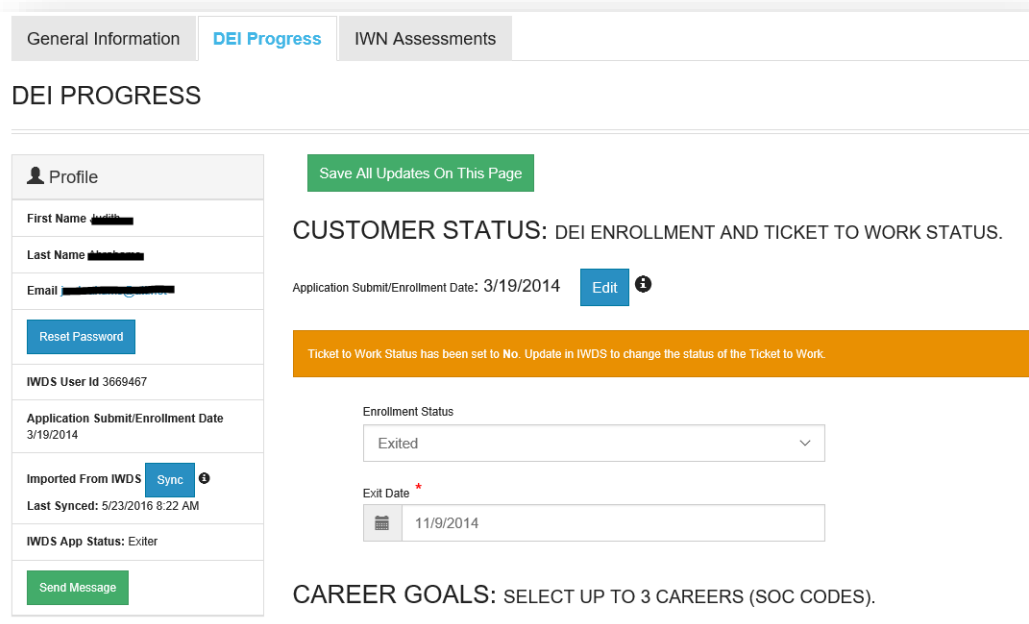


The screenshot shows a table with columns: Last Name, First Name, IWDS Id, LWDA, IWDS App Status, Address, Application Submit Date, Customer Status, and Options. The 'Options' column contains 'Profile' links for each row. Below the table, the 'DEI Progress' tab is selected, showing a profile for Jessica Day with fields for First Name, Last Name, Email, IWDS User Id, Application Submit Date, Last Updated, and Updated By. A 'Save All Updates On This Page' button is visible. A yellow notification box states: 'Ticket to Work Status has been set to No. Update in IWDS to Ticket to Work.' Below this, the 'Enrollment Status' is set to 'Enrolled' and 'Career Goals' are listed as 'Select up to 3 careers (SOC Codes)'.

**Update Ticket to Work Status \***

- If DEI enrolled customer is not a Ticket to Work participant, you will not be able to select a status.
- If they become a Ticket to Work participant, then update the DEI screen in IWDS. This will allow you to chose a different Ticket to Work status in Illinois workNet.

**Update Application Submit/Enrollment Date (as needed)**  
 This feature is only for customers that were enrolled in DEI through IWDS without an Illinois workNet online DEI application. Some of these customers have a previous application/services that were entered into IWDS prior to enrolling into the DEI program. Ensure this date is the accurate DEI enrollment date since it impacts services and employment history that is used for DEI reporting.



The screenshot shows the 'DEI PROGRESS' page with tabs for 'General Information', 'DEI Progress', and 'IWN Assessments'. The 'DEI Progress' tab is active. On the left is a 'Profile' sidebar with fields for First Name, Last Name, Email, IWDS User Id, Application Submit/Enrollment Date, Imported From IWDS, Last Synced, and IWDS App Status. A 'Send Message' button is at the bottom. The main content area shows 'CUSTOMER STATUS: DEI ENROLLMENT AND TICKET TO WORK STATUS.' and 'Application Submit/Enrollment Date: 3/19/2014' with an 'Edit' button. A yellow notification box states: 'Ticket to Work Status has been set to No. Update in IWDS to change the status of the Ticket to Work.' Below this, the 'Enrollment Status' is set to 'Exited' and 'Exit Date' is 11/9/2014. At the bottom, it says 'CAREER GOALS: SELECT UP TO 3 CAREERS (SOC CODES)'.

Career Goals: Select up to 3 careers (SOC Codes).

**Career Cluster**

Marketing

**First Career Choice**

Advertising Managers

**Second Career Choice**

Advertising Agents

**Third Career Choice**

Advertising Salespeople

### Update Career Goals\*

Update the customer's career goals by selecting the career cluster first. The following fields (career choices) are careers within the selected career cluster.

If the customer is unsure which career cluster is a good option for them, Illinois workNet has resources to help them make an informed decision. These include skill and interest surveys, career information, articles, and user guides.

[www.illinoisworknet.com](http://www.illinoisworknet.com) - See resources with the Explore Careers menu.

[www.illinoisworknet.com/disabilityworks](http://www.illinoisworknet.com/disabilityworks) - See the Employment Step Guide.

Services: List services entered through IWDS and/or Illinois workNet while enrolled in DEI.

Service	Status	Status Date	Start Date	End Date	Options
Employment Services	Completed	8/21/2015	8/5/2015	9/2/2015	View/Update
Asset Development	Successful Completion	8/13/2015	8/13/2015	8/13/2015	View/Update

Which of the following topics have been covered in Financial Asset Development?

- Use of beneficial tax provisions
- Individual development accounts
- Work Incentive and Benefits counseling
- Coordinator/CWIC and Work Incentive Navigation
- Managing money and credit
- Self-employment
- Home ownership
- Other

### Update Services\*

**WIOA** If the person is/was a WIOA registrant while enrolled in DEI, their services need to be entered through IWDS. Services entered into IWDS while enrolled in DEI will populate this area. If services are missing, make sure the DEI enrollment date is correct at the top of the DEI Progress page.

- If the customer is not a WIOA registrant, their local services can be entered through IWDS or added through Illinois workNet. If they are entered through Illinois workNet, the service will be entered into IWDS as a case note.
- For all DEI enrolled customers:
  - Once Financial Asset Development Service is identified, details about this service can be identified (check boxes).
  - Co-Enrolled Partner Service is entered through Illinois workNet. This will populate IWDS as case notes.

Training: List employment training completed while enrolled in DEI.

This person is registered in IWDS and requires WIOA training to be entered through IWDS.

Service	Status	Status Date	Start Date	End Date
Customer does not have any training services.				

### Update Training\*

**WIOA** If the person is/was a WIOA registrant while enrolled in DEI, their training needs to be entered through IWDS.

- Training entered into IWDS while enrolled in DEI will populate this area. If training entries are missing, make sure the DEI enrollment date is correct at the top of the DEI Progress page.
- Additional training that is not with a WIOA training provider can be entered through Illinois workNet. These entries will populate IWDS as a case note.
- If the customer is not a WIOA registrant, their training services can be added through Illinois workNet. If they are entered through Illinois workNet, these entries will populate IWDS as a case note.

**CREDENTIALS:** LIST INDUSTRY RECOGNIZED CREDENTIALS EARNED WHILE ENROLLED IN DEI.

Credentials Add Other Credentials

Credential Title	Credential Type	Date Earned	Options
Customer does not have any credentials.			

### Update Enrollment Status\*

- **WIOA** Enrolled – Customer submitted an online DEI application or was entered through IWDS. The customer may/may not be WIOA Registrants while in the DEI program.
- Exited – Customer is no longer participating in the DEI program.
- Excluded – Remove customers that should not be considered enrolled from the list and counts.

**Employment:** List past and current employment, as well as employment since enrolled in DEI.

Employment History From Application Add Entry Before Enrolled In DEI

Employer Name	Start Date	End Date	Wages	Hours	Pay	Options
				Per Week		
Nutrition Headquarters, Inc.	5/12/2002	3/15/2015	16.00	40.00	Hour	<a href="#">View/Update</a>

Current Employer(s)

Employer Name	Start Date	End Date	Wages	Hours Per Week	Pay Unit	Options
Customer is not currently employed.						

Employment Since Enrolled in DEI Add Entry After Enrolled In DEI

Employer Name	Start Date	End Date	Wages	Hours Per Week	Pay Unit	Options
Customer has not been employed since enrollment.						

Save All Updates On This Page

### Update Credentials\*

- **WIOA** If the person is/was a WIOA registrant while enrolled in DEI, their credentials need to be entered through IWDS. Credentials entered into IWDS while enrolled in DEI will populate this area. If credentials are missing, make sure the DEI enrollment date is correct at the top of the DEI Progress page.
- If the customer is not a WIOA registrant, their credentials can be added through Illinois workNet. If they are entered through Illinois workNet, the credential will be entered into IWDS as a case note.

## Things to Know

Question	Answer
Who can access?	<ul style="list-style-type: none"> <li>• Career Planners</li> <li>• Partners</li> </ul>
Populates IWDS?	Yes. Services, Training, Credentials, and Employment History populate IWDS as case notes.
Can these be edited or deleted once submitted?	Yes. If the field that is being edited populates IWDS, a case note populates IWDS each time the item is submitted. These include DEI Progress page Services, Training, Credentials, and Employment History.
Where is this displayed for customers?	The DEI Progress page is not currently displayed for the customer.
Other Information	<b>Reports</b> - This information is used to populate the Round 4 DOL Quarterly Outcomes report. This report is available in the reports section. The report includes definitions for each outcome and results that link to a list of customers. Export the list of customers (csv file) to see who is included in the results. Review the results to ensure accuracy and identify if customers need their information updated in the DEI Progress page.
Future Enhancements	TBD

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