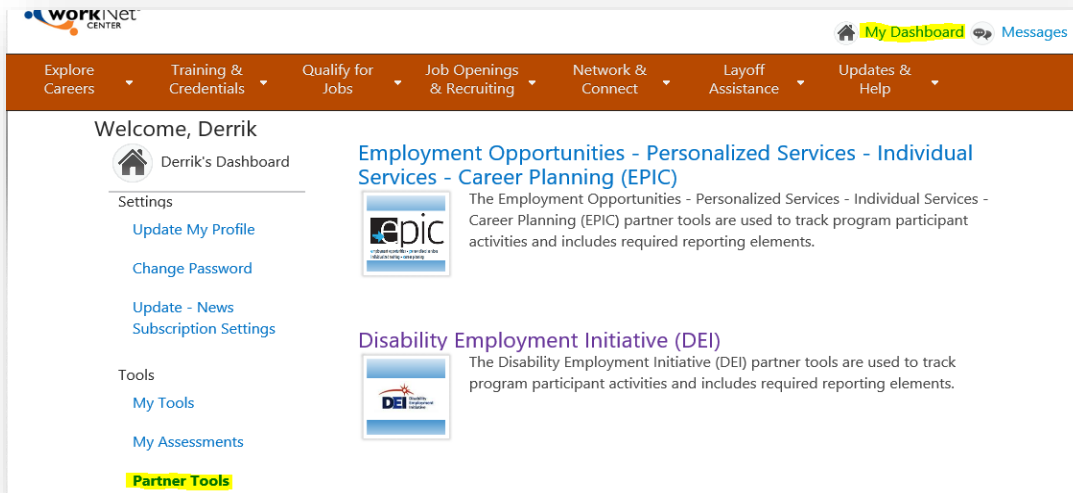**Purpose:** To document customer progress while participating in the DEI program. This information is used to collect the information required for the DOL Quarterly Round 4 Outcomes Report.
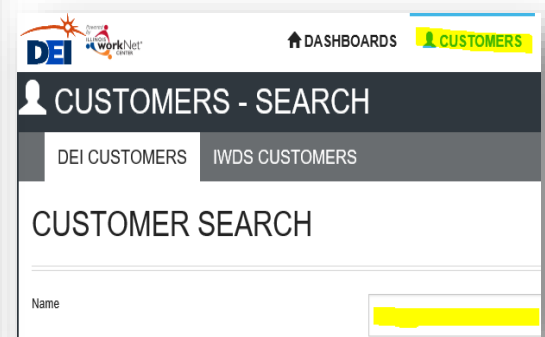
1. Go to your DEI Partner Tools.

   - Go to www.illinoisworknet.com and sign into your Illinois workNet account.

   - Go to your My Dashboard and select partner tools.

   - Select Disability Employment Initiative (DEI)

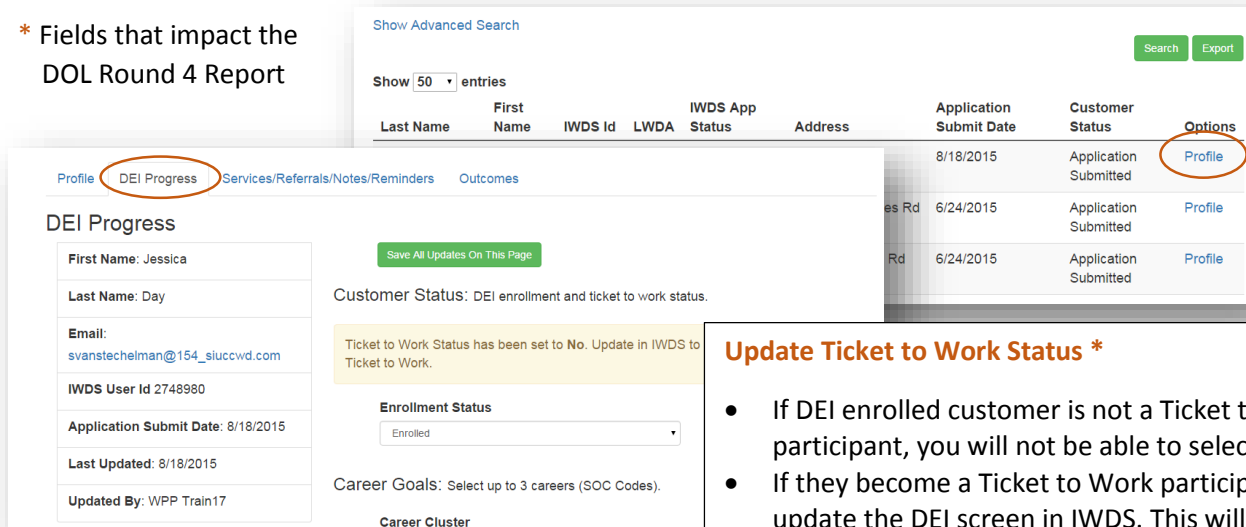2. Access a filtered list of customers from your DEI program dashboard or search using your customers list.

3. Select the Profile link for the customer. Select the DEI Progress tab. Update sections as needed.
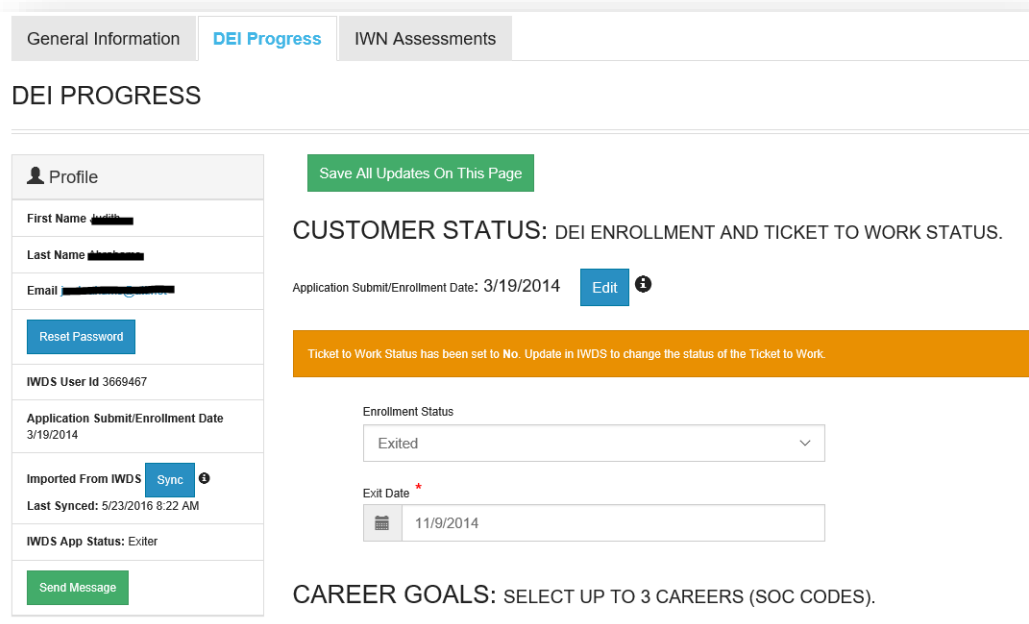
* Fields that impact the DOL Round 4 Report

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.

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 - See resources with the Explore Careers menu.

www.illinoisworknet.com/disabilityworks - See the Employment Step Guide.

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 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 <u>not</u> 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.

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 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 <u>not</u> 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.

Training: List employment training completed while enrolled in DEI.

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

Training Services   Add Other Employment Train

Service	Status	Status Date	Start Date	End Date

Customer does not have any training services.

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 Per Week	Pay Unit	Options
Nutrition Headquarters, Inc.	5/12/2002	3/15/2015	16.00	40.00	Hour	View/Update

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?	• Career Planners • Partners
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	**Reports** - 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