

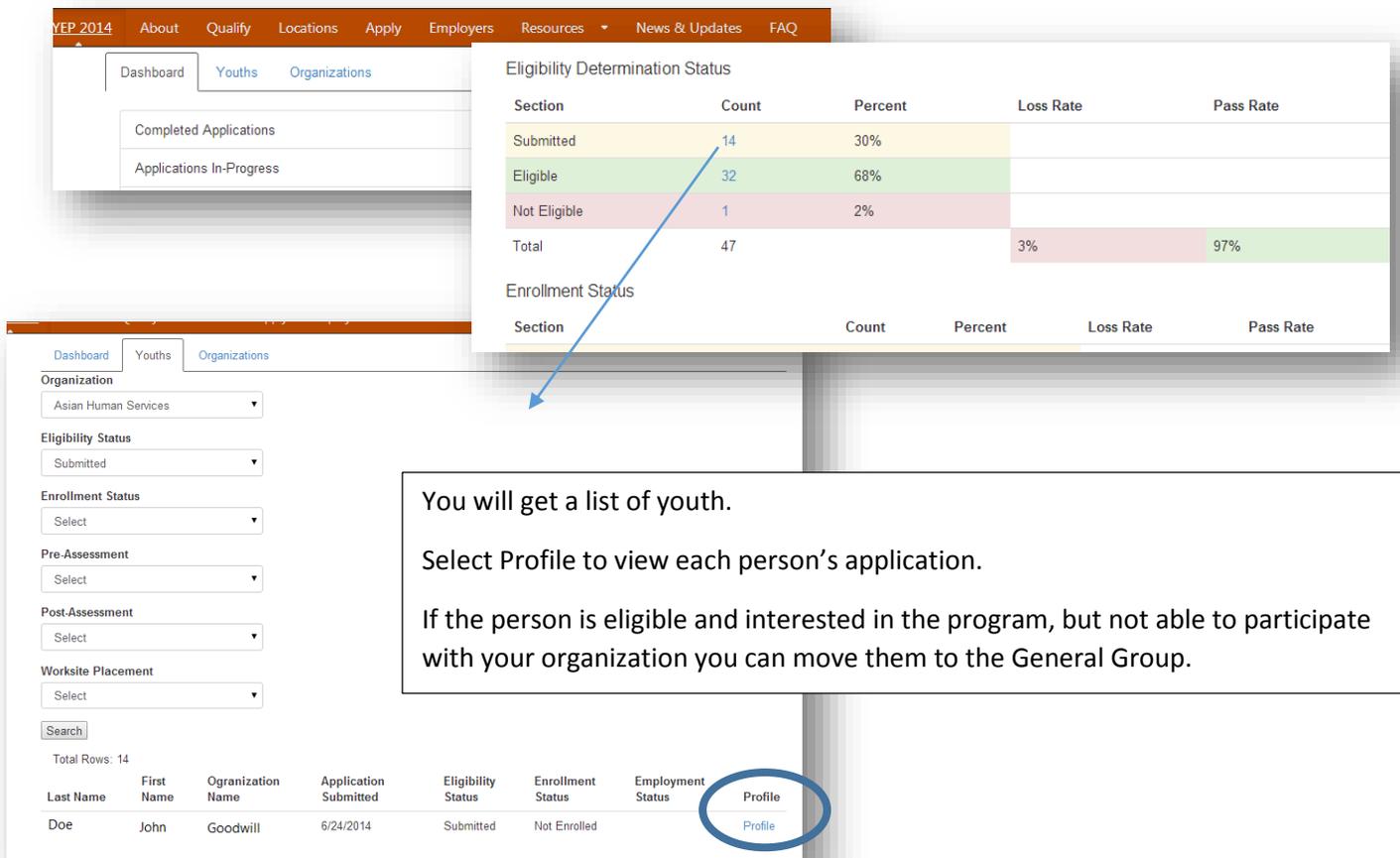
When To Move Youth To A Different Organization Group

As you review youth applications, you may find instances where your organization is not the right match for the applicant. In those instances the youth can be moved to the **General Group**, so that that other organizations can “pick them up” for their program.

Reasons to move an applicant to the General Group	NOT reasons to move an applicant to the General Group
<ul style="list-style-type: none"> The youth accidentally selected the wrong organization. Your organization already has reached its enrollment goal. <p>The General Group IS intended for those who are eligible for and interested in participating in the program.</p>	<ul style="list-style-type: none"> The youth is not eligible for the program. The youth declined the offer to participate in the program. <p>It IS NOT necessary to move them to the general group since you can use your dashboard to easily access a filtered list of enrolled youth.</p>

How To Move Youth To The General Group

Go to www.illinoisworknet.com/syep2014guide and sign into your SYEP Partner Tools. From your dashboard, select the number link for the **submitted applications** since these applications still need to be reviewed.



The screenshot shows the SYEP 2014 dashboard with the following components:

- Navigation:** Dashboard, Youths, Organizations
- Application Status Summary:**

Section	Count	Percent	Loss Rate	Pass Rate
Submitted	14	30%		
Eligible	32	68%		
Not Eligible	1	2%		
Total	47		3%	97%
- Enrollment Status Summary:**

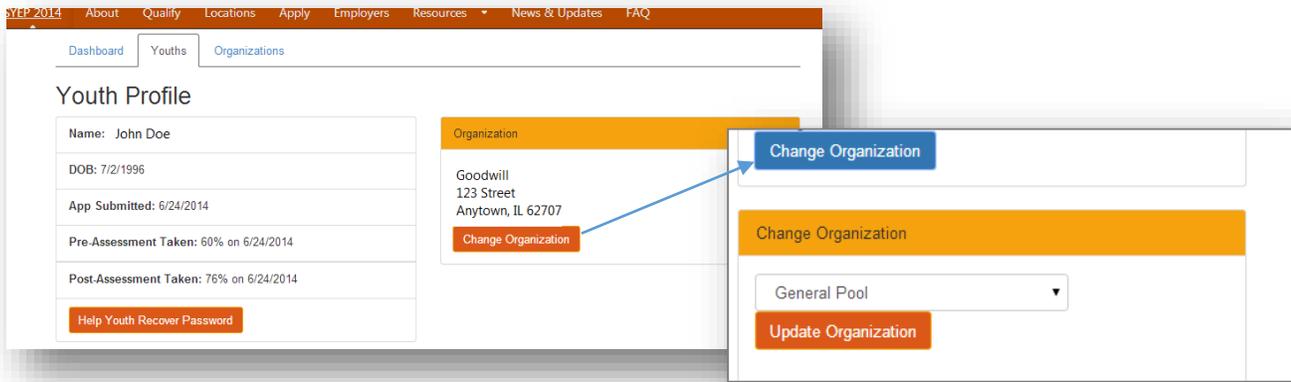
Section	Count	Percent	Loss Rate	Pass Rate
Submitted	14	30%		
Eligible	32	68%		
Not Eligible	1	2%		
Total	47		3%	97%
- Filters:** Organization (Asian Human Services), Eligibility Status (Submitted), Enrollment Status (Select), Pre-Assessment (Select), Post-Assessment (Select), Worksite Placement (Select), Search.
- Table:** Total Rows: 14. Columns: Last Name, First Name, Organization Name, Application Submitted, Eligibility Status, Enrollment Status, Employment Status, Profile. Row 1: Doe, John, Goodwill, 6/24/2014, Submitted, Not Enrolled, Profile.

You will get a list of youth.

Select Profile to view each person’s application.

If the person is eligible and interested in the program, but not able to participate with your organization you can move them to the General Group.

Select the Change Organization Button.

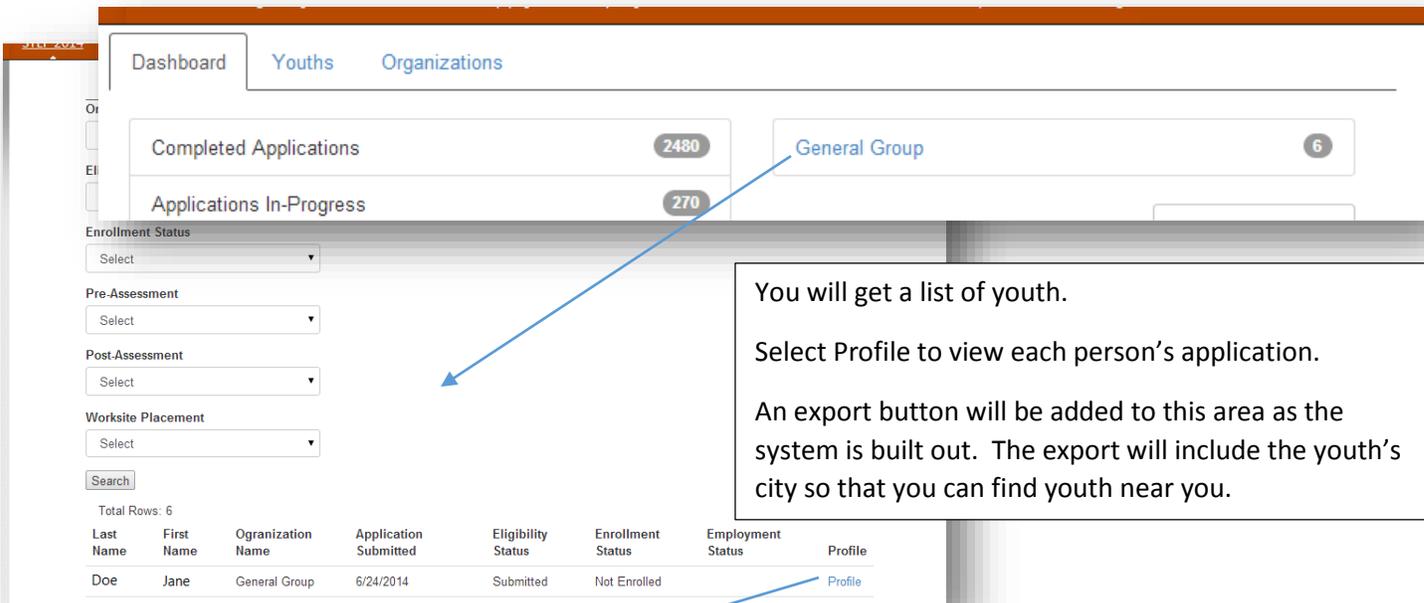


Select General Pool and update organization button.

How To Pull Youth From The General Group

- You can recruit youth from the General Group.
- If you have a youth that needs to be moved because they selected the wrong organization in their application. They have two options:
 1. Have the youth contact the organization they selected in their application and let the provider know they selected the wrong organization.
 2. Contact syep2014@illinoisworknet.com to have the youth moved to the appropriate organization.

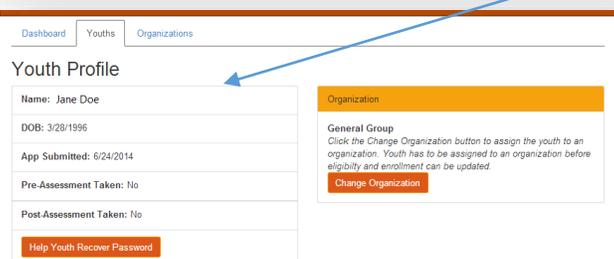
Go to your dashboard and select the link to the **General Group**.



You will get a list of youth.

Select Profile to view each person's application.

An export button will be added to this area as the system is built out. The export will include the youth's city so that you can find youth near you.



- Select Change Organization.
- Select Your Organization.
- Select Update Organization.