Fully Case Managed Customers for JTED

# Log-in

1. Go to <https://www.illinoisworknet.com/JTEDpartners>
2. Click the My Dashboard  Go to IWIS to access JTED PY2021 Partner Tools.
3. Log-in using your Illinois workNet account.
4. Select JTED Project Group.

# Step 1 – Add customers into Illinois workNet

1. While on the Customer Information page, select Add Customer
2. Enter required fields:
   1. Name
   2. Date of Birth
   3. Email
   4. Social Security Number (SSN)
   5. Zip Code
3. This will search for an existing account or create an Illinois workNet account for the participant. If the customer does not have an existing Illinois workNet account, an account will be created. Share the username and password with the customer.

Detail Instructions: [Add Customer](https://www.illinoisworknet.com/partners/Documents/Adding%20Customers%20to%20the%20JTED%20Group.pdf)

# Step 2 – Complete the eligibility check and application with the customer

1. After completing the Demographic & Contact Information section, an eligibility check will be performed to determine if the customer can participate in the JTED program.
2. If the customer is eligible to participate, you may continue the application by completing the remaining sections for Education, Skills & Interests, and Work History (Note: Category 4 grantees are not asked to complete these sections).

Detail Instructions: [Applications for JTED Customers](https://www.illinoisworknet.com/partners/Documents/Adding%20Customers%20to%20the%20JTED%20Group.pdf)

# Step 3 – Complete the intake process with the customer

1. Select the Intake tab for the customer.
2. Click Add Enrollment Status and select the appropriate:
   1. Enrolled Status
   2. Enrollment Category
   3. Enrollment Date
   4. Training Program (Note: Category 4 grantees will not be asked to select this)
3. Select the Service Needs Assessment button and answer the questions for the following prompts:
   1. Housing assistance
   2. Transportation
   3. Dependent Care
   4. Legal Aid
   5. Health Care
   6. Other Supportive Services for Education/Training/Job Placement
   7. Other Services
4. Select the Referrals button if a referral needs to be made.
5. Provide customer with information on how to access their career plan.

Detail Instructions: [Completing Intake for JTED](https://www.illinoisworknet.com/partners/Documents/JTED%20Intake.pdf) & [Referrals](https://www.illinoisworknet.com/DownloadPrint/JTED%20Referral%20Instructions.pdf)

# Step 4 – Complete a Career Plan (Individual Employment Plan – IEP)

1. Add goals
2. Enter services
3. Update as needed
4. Document service information that does not duplicate the WIOA services they are currently receiving.
5. Document outcomes
   1. Program completion status
   2. Employment
   3. Post-secondary
   4. Apprenticeship
   5. Earned Credentials
   6. Success Stories
   7. Follow-up case notes
6. Use Dashboard to view customer progress.

Detail Instructions: [Create Career Plan](https://www.illinoisworknet.com/partners/Documents/Career%20Plan%20Overview%20-%20JTED.pdf) & [Dashboard](https://www.illinoisworknet.com/partners/Documents/JTED%20Dashboard.pdf)