

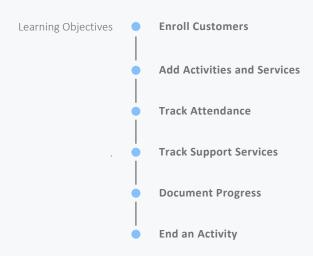
Illinois SNAP Employment & Training System



System Training Session 2

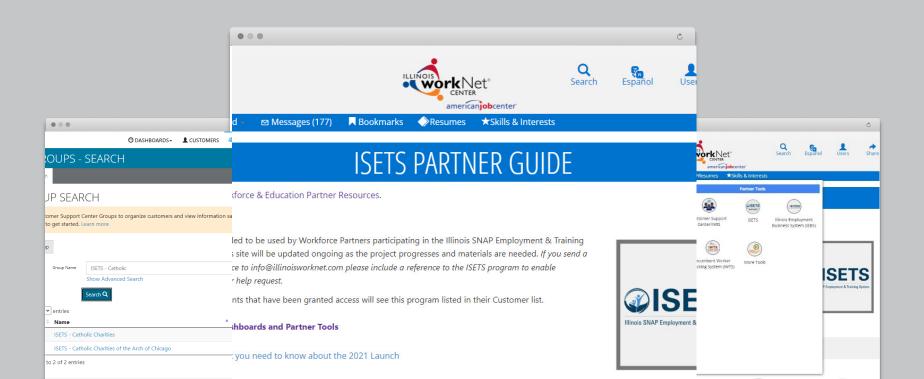
Enrollment and Case Management

ISETS ENROLLMENT & CASE MANAGEMENT



ACCESS OPTIONS

Access ISETS from the partner page, partner dashboard or through group search in IWIS.





- Complete SPCQ
- Submit
- Watch for email with Username and Password
- Log-in to ISETS

MULTIPLE GROUPS

• If you have access to multiple grant programs/groups, you may access the group from the Customer Support Center/IWIS icon as well.













n My Dashboard -

Messages (177)

→ Bookmarks

◆ Resumes ★ Skills & Interests

ISETS PARTNER GUIDE

Back to Workforce & Education Partner Resources.

https://illinoisworknet.com/isetspartners

This quide is intended to be used by Workforce Partners participating in the Illinois SNAP Employment & Training System (ISETS). This site will be updated ongoing as the project progresses and materials are needed. If you send a request for assistance to info@illinoisworknet.com please include a reference to the ISETS program to enable easy routing of your help request.

Only partner accounts that have been granted access will see this program listed in their Customer list.



ISETS Dashboards and Partner Tools

Infographic: What you need to know about the 2021 Launch





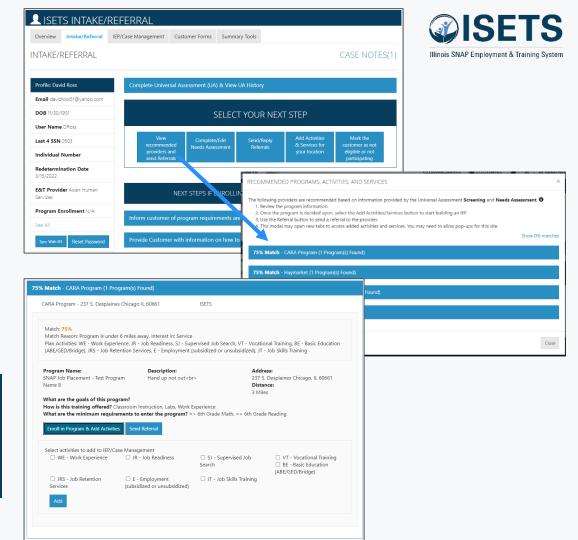
PREVIOUS SESSION

- Search Customers
- Add Customers
- Assess Customers
- Refer Customers
- Enroll Customers ***
- Referral portion of Dashboard for Customers

ENROLL CUSTOMER

- Review recommendations
- Open matches to see details
- Enroll participants based on program by selecting activities.

- Matches are based upon information added during assessments.
- Only support services and a few other items can be assigned by more than one provider.





ADD ACTIVITIES & SERVICES

- Add Activities & Services for your location
- View recommended providers and send Referrals

- Support services may be added from the IEP.
- · Return to this screen to add other services.

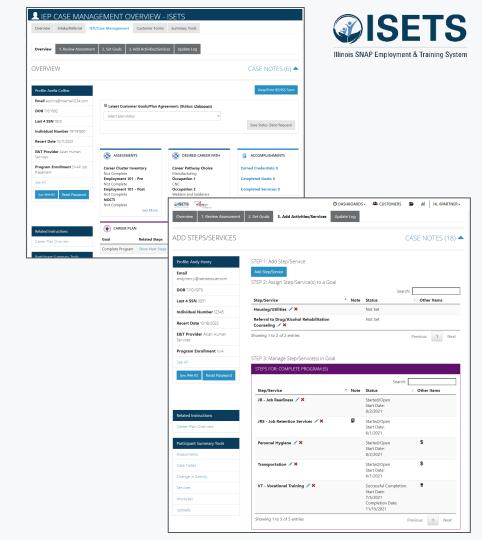


CARA Program - 237 S. Desplaines (Chicago IL 60661	ISETS		
Match: 75% Match Reason: Program is under 6 Plan Activities: WE - Work Experier (ABE/GED/Bridge), JRS - Job Reten	nce, JR - Job Readiness, SJ - Supe		cational Training, BE - Basic Educatio , JT - Job Skills Training	
Program Name: SNAP Job Placement - Test Progran	Description: n Hand up not out <br< th=""><th>> 2</th><th colspan="2">Address: 237 S. Desplaines Chicago, IL 60661 Distance:</th></br<>	> 2	Address: 237 S. Desplaines Chicago, IL 60661 Distance:	
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ADD ACTIVITIES & SERVICES

- IEP/Case Management
 - Add goals
 - Add support activities
 - Manage activities and services

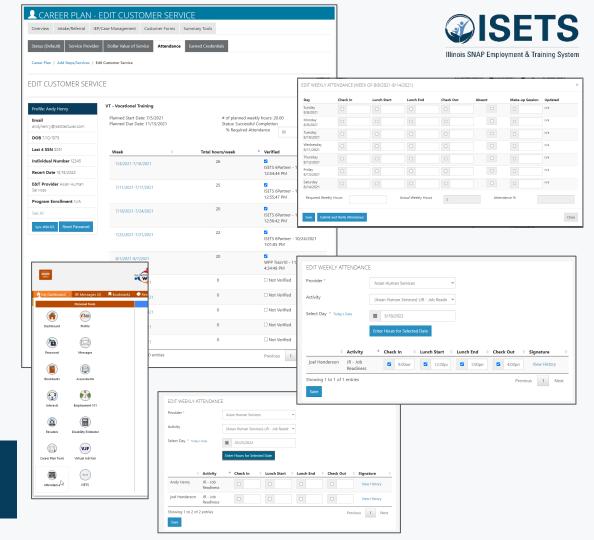
- Services added from the recommendation next steps will show in the activity list.
- Add support services from this screen.



TRACK ATTENDANCE

- Provider tracking in IEP
- Customer from profile
- Group check-in

- Enter time daily or weekly
- Use attendance to track hours for 2610

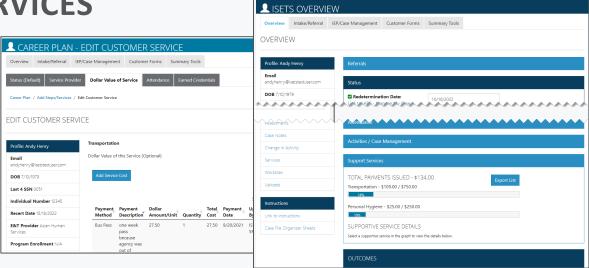




② DASHBOARDS→ A CUSTOMERS = III HI, 6PARTNER→

TRACK SUPPORT SERVICES

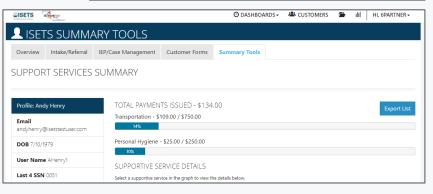
- Add from service in IEP
- Review on Overview
- Review on Summary Tools
- All partners can access



©ISETS Sign

TIPS

 If more than one provider is serving a participant, each of them can see what support services have added and money spent and when. This helps keep limits in check.

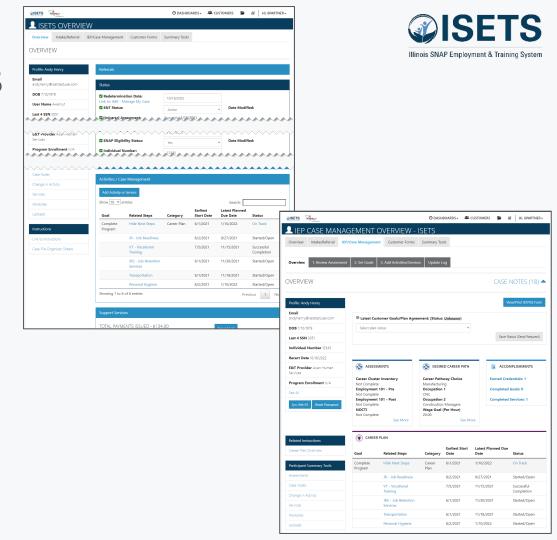


DOCUMENT PROGRESS

- Check on profile Overview
- IEP/Case Management Overview
- Update each service

TIPS

• Track progress of participants for monthly reporting of activities.

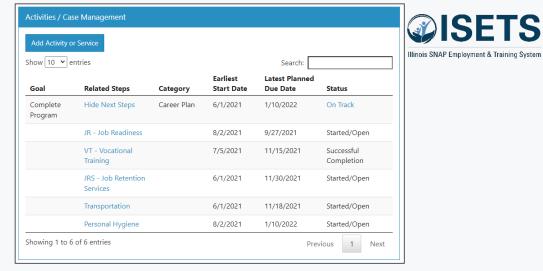


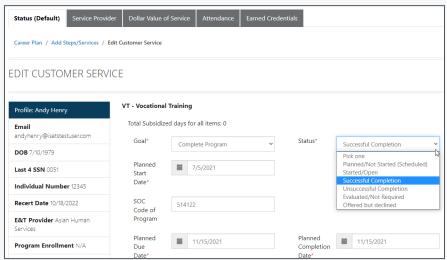
ENDING ACTIVITIES

- Profile Overview
- IEP Overview
 - Select Service
 - Update Status

TIPS

 Some services may be added that are not actually provided to the participant. They may not need them after evaluation, or they may decline.



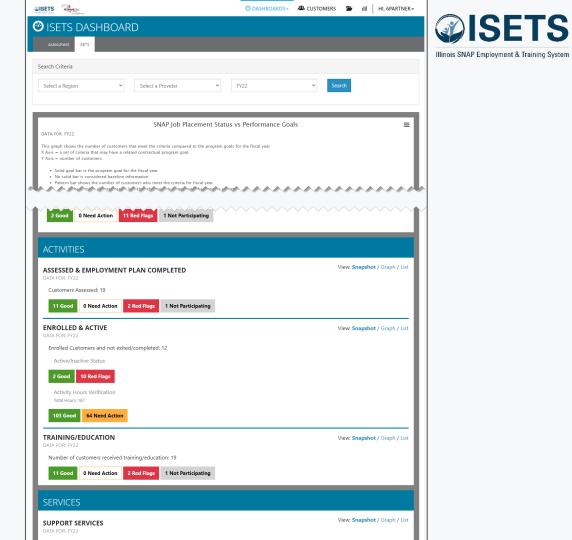


DASHBOARD

- Activities
 - Snapshot
 - List

TIPS

 Use this section of the dashboard to see who needs action right away.

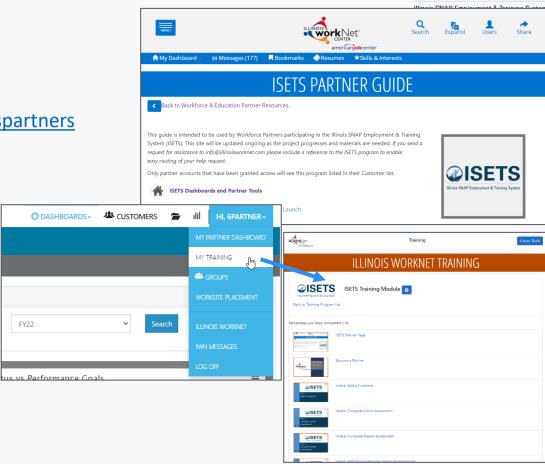




RESOURCES

- Partner Page
 - https://illinoisworknet.com/isetspartners
- My Training
 - Access by log-in within ISETS

- Partner guide has:
 - Instructions
 - System Updates
 - Recordings of TA sessions





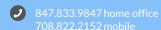


THANKS

ISETS System Training

Contact us:

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The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information, please refer to the footer at the bottom of www.illinoisworknet.com.