



# EPIC Intake and Orientation Training

For Illinois Department of Human Services Staff

On \_\_\_\_\_, 2016 in \_\_\_\_\_

Session 1	Agenda	Lead Presenter
10:00	<ul style="list-style-type: none"> <li>Welcome</li> <li>Agenda and handouts</li> <li>SNAP Pilot Evaluation Overview</li> </ul>	DHS
10:30	<ul style="list-style-type: none"> <li>Illinois workNet Overview</li> <li>Overview of Roles for Intake</li> <li>Partner Resources Page</li> <li>Recruitment Resources</li> </ul>	Illinoi workNet/ Commerce
10:45	<ul style="list-style-type: none"> <li>Invite Customers to Orientation (Staff Role)</li> <li>Orientation Resources (Staff Role)</li> <li>Complete application (Customer Role)</li> <li>Schedule Follow-up (Staff Role)</li> </ul>	Illinoi workNet/ Commerce
11:45	Break	
12:45	<ul style="list-style-type: none"> <li>Review/Update Customer Application (Staff Role)</li> <li>Review Recommended Training Programs (Staff Role)</li> <li>Discuss Training Programs with Team (Staff Role)</li> <li>Make recommendation/Complete Predicting Questions (Staff Role)</li> </ul>	Illinoi workNet/ Commerce
1:45	<ul style="list-style-type: none"> <li>Follow-up Meeting</li> <li>Assign to a group</li> <li>Select a training program</li> <li>Download 2151 form</li> </ul>	Illinoi workNet/ Commerce
2:30	<ul style="list-style-type: none"> <li>Next Step &amp; Closing Comments</li> </ul>	DHS/ Dee Reinhardt