

EPIC CBO Weekly Webinar 10-5-16

Reverse Referral

We need to track the customers that are being referred to the DHS offices by CBOs. We are putting together a process for this and it will be discussed in the future.

Enrolled Dashboard

We need all the customers to display in the green or red they should not be sitting in yellow areas for long periods of times. Make sure to keep an eye on the following areas:

Referral Pending – Appointment has not been scheduled

Referral Pending – 2151 Past Due

Referral Accepted & Enrollment Started – Enrollment Required

CBO needs to upload – Past Due

ISTEP Dashboard

Site visits have started and ISTEP is something that must be completed for all customers before the site visit. Customers should have steps in Career Planning and Academic/Technical Skills, they may also need personal development steps as well.

Target Pathway and Target Occupation needs completed for all customers.

The customer's initial 2151A with the plan outline should also be reflected in the ISTEP dashboard by adding the steps you would like for the customer to accomplish throughout their training.

2151A

Sarah Peebles from DHS covered the 2151A Form with Dee.