

Adding Cost to Steps

- After adding supportive service steps for your customers you can begin to track the amount of money spent on that service for each customers. Using the “Dollar Value of this Service” section in the step add in the:
 - Dollar Amount
 - Number of Times Service was Offered
- Updates were pushed out on 1/18/2018 to make the Schedule field not required.

Documenting TABE Results: Assessment Tab

- All TABE scores for any EPIC customers need to be added to the customers Assessment Tab under the “Enter More Assessments” section. Please have this completed for all customers who have taken a TABE by January 31, 2018.
 - Click Add Assessment Results and complete each field:
 - Assessment Type – Basic Skills Assessment
 - Assessment Category – Adult Basic Education ABE
 - Functional Area – Language, Math, Reading (Select one)
 - If the customer tested in multiple functional areas, you will have to enter an assessment for each.
 - Assessment Name – TABE 9-10
 - Assessment Description – This will auto populate for you
 - Assessment Date – Date Assessment was taken
 - Grade Level Equivalency – Select in the GLE of the TABE test
 - Educational Functional Level – This will auto populate based on the Grade Level Equivalency
 - Scale Score – TABE Test Scale score for this functional area
 - Results – Additional results/scores
 - How was this Assessment Delivered – Computer Base, Interview, Scenario, Self-Guided, Proctored, or Written (Select one)
- Updates were pushed out on 1/18/2018 to make the Grade Level Equivalency scores ranges.

ISTEP Report

- This report will show you the number of customers you have with and without steps. For those who have steps, you will be able to see how many customers you have in each status of a step (Not Started, Opened, Open & Past Due, Successful Completion, or Unsuccessful Completion).
- This report can be found in the Reporting section of the online EPIC system.

TA Follow-up

- If you have not already, you will be receiving your EPIC TA Summary Letter within the next week. We will then be reaching out to CBOs to schedule follow-up visits. We will come to review corrective actions made to ensure the customer ISTEPs are accurately reflecting the Benchmarks each customer has reached.

Grant Modification and Actual Service Numbers

- All grants will be expiring at the end of this month, we will modify all grants this week. We will be looking at changing the following:
 - Terms of grant end date will be June 30, 2018. If there are customers who are in training that will go past June 30th, we will discuss the terms with the grantee to determine if we need to extend the date further.
 - Adding Assessed as a Performance Measure.
 - Adding an option for additional training programs without having to do a modification.
 - Budget modifications will be negotiated in February to allow time for planning what funds are needed to close out the grant taking into consideration performance.
 - Focus needs to be placed on the customers in Progress and finishing up their training, getting them employed, and working toward retention.
 - Re-engaged customers should only be placed in short-term training, or work with them on work readiness, employability, and employment.
 - Expenditures need to be monitored as there will not be a flow of customers for performance earnings.
- Link to OET Reporting Presentation -
<https://www.illinoisworknet.com/partners/EPIC/Documents/DRAFT%20OET%20Reporting%20Presentation.pptx>
- Link to PPR Supportive Cover (Fillable) -
<https://www.illinoisworknet.com/partners/EPIC/Documents/PPR%20Support%20Cover%20fillable.pdf>
- Link to PFR Trial Balance Cover (Fillable) -
<https://www.illinoisworknet.com/partners/EPIC/Documents/PFR%20Trial%20Balance%20Cover%20fillable.pdf>