# EPIC CBO Weekly Webinar 11-30-16

#### Dashboard-

 Overview of the Eligibility Review and ISTEP Dashboard and the areas that have customers who need followed-up.

## Reverse Referrals Region 1 –

 When sending Reverse Referrals, an email must be sent to the primary contact of the individuals' local DHS office informing them.

## CBO Primary Contacts –

- You can find the primary list for DHS on the restricted resources page.
  - Contacts for Reverse Referrals –
     https://www.illinoisworknet.com/partners/EPIC/EPICRestrictedDocuments/DHS
     %20Primary%20Contacts%20for%20Reverse%20Referrals%20with%20CBOs.pdf
  - Contacts for Staffing https://www.illinoisworknet.com/partners/EPIC/EPICRestrictedDocuments/DHS
     %20Primary%20Contacts%20for%20Staffing%20with%20CBOs.pdf
  - Contacts for General Questions https://www.illinoisworknet.com/partners/EPIC/EPICRestrictedDocuments/DHS
     %20CBO%20Key%20Contacts.pdf

#### Social Media -

- We are now posting about EPIC on social media. Please share our EPIC posts to help spread the word. You can find our social media links below:
  - https://twitter.com/ILworkNet
  - https://www.facebook.com/illinois.worknet/
  - https://plus.google.com/+IllinoisworkNet
  - https://www.linkedin.com/company/illinois-worknet

### • Success Stories -

 We really need CBOs to start submitting success stories so we can help get the word out about the benefits of EPIC.

# • Client Incident Report -

- If an incident occurs where a customer becomes violent or makes threats that make you
  or your staff feel as though you are in danger, the appropriate forms need to be filled
  out and submitted.
- You can find the instruction guides for how to fill out the report on the EPIC partner website in the full list of resources.
  - Full List of Resources https://www.illinoisworknet.com/partners/EPIC/Pages/Resources.aspx
  - Customer Incident Reporting -<a href="https://www.illinoisworknet.com/partners/EPIC/Documents/Customer%20Incident%20Reporting.pdf">https://www.illinoisworknet.com/partners/EPIC/Documents/Customer%20Incident%20Reporting.pdf</a>
- o You can download the forms that need filled out on the Restricted Resources Page.
  - 4582 (workplace violence )https://www.illinoisworknet.com/partners/EPIC/EPICRestrictedDocuments/IL44
     4-4582.incident%20report%20Violence%20in%20work%20place.pdf

- 0107 (sexual harassment or other incident) https://www.illinoisworknet.com/partners/EPIC/EPICRestrictedDocuments/IL46
   2-0107.incident%20report.pdf
- Update on Collaborative Training -
  - $\circ$   $\,$  We are going to be working on putting together various training programs for CBOs throughout the state.