EPIC CBO Webinar Notes 2/15/17

- Intake Projections
    - To show where we stand across the state, covered state-wide intake projections
- Dashboards – The following areas need to be cleaned up by CBOs
    - Enrolled
        - Referral Pending – Appointment has not been scheduled
            - Make sure you have Intake appointments added through the end of April
        - Referral Pending - 2151 Past Due
            - 11 total: Region 1 - 9, Region 3 - 2
        - Referral Accepted & Enrollment Started – Enrollment Required
            - Region 1- 21, Region 3 - 3, Region 5 - 5
        - CBO needs to upload – Past Due
            - 85 total: Region 1 - 53, Region 3 - 32
        - Exited Status – Completion Documentation Needs Uploaded
            - 18 total: Region 1 - 11, Region 2 - 1, Region 3 - 5, Region 5 - 1
    - ISTEP
        - Mark Personal Development Section as Complete if the customer does not need Personal Development steps
        - By MARCH 1 webinar, have the Target Occupation Not Selected down to 50%
        - Career Planning – No Steps Identified
        - Academic/Technical Training – No Steps Identified
- Staffing
    - o CBOs answered poll questions on their staffing experience in Cook County
- 4333 Update – Region 1
    - o You can now download and auto-populated the 4333 form for the customers from each local office
- Local office Search Update – Region 1
    - o You can now search for your customers based on their local office
- Worksite Placement Updates
    - o You are now able to view and edit employers
    - o Walk through of how to add new worksites
    - o Find the instruction guide here: https://www.illinoisworknet.com/partners/EPIC/Documents/Worksite%20Placement%20and%20Payroll%20Upload.pdf
- ISTEP plan
    - o Covered the steps that were counted for performance measures
        - Employment Only
            - *Work Experience Only* PLUS 4 staff assisted steps
        - EPIC Training
            - One of the three Completed EPIC Training Program steps
        - Training
            - Improve your English language skills (General)
            - Attend adult education and literacy classes (General)
            - Raise your Math and Reading skills to 8.0 through a Bridge Program (focused on industry)
            - Improve your English language skills to 8.0 through a Bridge program (focused on industry)