

EPIC CBO Weekly Webinar Notes 3/1/17

Please watch the webinar for more information on the areas below:

Agenda

- Dashboard
 - The following areas in the Intake Dashboard need to be cleaned up and monitored by DHS:
 - Referral Pending – 2151 Past Due: 13
 - Region 1 – 13
 - Referral Accepted & Enrollment Started - Enrollment Required – 34
 - Region 1 – 22
 - Region 3 – 3
 - Region 5 – 9
 - Exited Status - Completion Documentation Needs Uploaded – 14
 - Region 1 – 9
 - Region 2 – 4
 - Region 5 - 1
- 2846G – Conciliation
 - When doing a conciliation for a customer, the 2846G needs to be uploaded with the 2151A. DHS cannot sanction customers if this form has not been utilized and the conciliation process will have to start over if the 30 days have passed.
 - 2846G:
<https://www.illinoisworknet.com/partners/EPIC/EPICRestrictedDocuments/IL444-2846g.pdf>
- CCR & R
 - DHS helps provide child care for customers who qualify.
 - You can find the form on the DHS website here:
<http://www.dhs.state.il.us/page.aspx?item=68333>
- Supportive Services Reminder
 - There is a \$500 Supportive Service limit per customer.
- Tentative Staffing Schedule:
 - <https://www.illinoisworknet.com/partners/EPIC/Documents/MARCH%20STAFFING%20SCHEDULE.pdf>

- Accessing Staffing Documentation - Instructions Guide:
<https://www.illinoisworknet.com/partners/EPIC/Documents/Staffing%20Reports%20and%20Documents.pdf>
- Customer Intake
 - Fillable Customer Intake Worksheet available for any CBO who would like to use it. It is not required, but if you do not have access to a computer when you are doing the intake with your customers this form can be very handy.
 - <https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC%20Initial%20Customer%20Intake%20Worksheet%20fillable.pdf>
- ISTEP Plan
 - 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)
- Upcoming Training
 - A training will be taking place at Jane Addams on 3/7/17 from 9-12:30. If you have a new employee that is going to be working in EPIC you can have them attend this. We only have seven spots open for this training so please email Dee Reinhardt if you have an employee you would like to attend.
 - Dee Reinhardt - dee@time2mrkt.com