Below is a summary of the CBO webinar. You can watch the full recording of any CBO weekly TA webinar here: [https://www.illinoisworknet.com/partners/EPIC/Pages/ArchivedTraining.aspx](https://www.illinoisworknet.com/partners/EPIC/Pages/ArchivedTraining.aspx)

**Agenda**

- **Enrolled Dashboard**
  - The following row needs resolved before next Wednesday, June 7, 2017.
    - Referral Pending - 2151 Past Due (7)
      - CAPs Roseland (5)
      - North Lawndale (1)
      - Try-County Bloomington (1)
    - Referral Accepted & Enrollment Started - Enrollment Required (29)
      - A Safe Have (5)
      - Albany Park (2)
      - Inspiration Corp (3)
      - JARC (4)
      - Lessie Bates (6)
      - National Able (6)
      - Phalanx (1)
    - CBO needs to upload – Past Due (28)
      - Safe Haven (4)
      - Albany Park (2)
      - Catholic Charities (1)
      - CAPs Cottage (1)
      - CAPs Roseland (9)
      - Phalanx (1)
      - Springfield Urban (1)
      - Tri County Peoria (8)
      - Two rivers (1)
    - Completion Status - Completion Documentation Needs Uploaded (11)
      - CAPs Cottage (1)
      - CAPs Roseland (2)
      - JARC (1)
      - Man-Tra-Con (1)
      - Rock River (4)
      - Springfield Urban League (1)
      - Tri County (1)
    - DHS Indicated SNAP Ineligible - CBO Action Required (173)
      - Safe Haven (12)
      - Asian Human Services (1)
      - Catholic Charities (11)
      - SER (5)
• CAPs Cottage (32)
• CAPs Roseland (33)
• Inspiration Corp (1)
• Instituto for Latino Progress (1)
• JARC (2)
• Man-Tra-Con (5)
• National Able (14)
• North Lawndale (13)
• OAI (2)
• Phalanx (7)
• Rock River (29)
• Two Rivers (5)

• **ISTEP**
  o covered necessity of adding target pathway and occupation to open ISTEP for each enrolled customer

• **Staffing Tool Walk through**
  o The staffing tool is live and able to be used for monthly staffings effective May 8, 2017. The directions are here:
  o An instruction YouTube video on using the Staffing Report can be found here:
    https://youtu.be/xNNhhOYDcxc

• **ISTEP Walk Through**
  o Break down of each tab and the sections found on the tabs.
  o CBOs need to be utilizing the ISTEP and keeping it current with the customer’s activities.

• **Upcoming CBO Training**
  o Contact Dee Reinhardt at dreinhardt@illinoisworknet.com to confirm your attendance.