

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>

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**
 - covered necessity of adding target pathway and occupation to open ISTEP for each enrolled customer
- **Staffing Tool Walk through**
 - The staffing tool is live and able to be used for monthly staffings effective May 8, 2017. The directions are here:
<https://www.illinoisworknet.com/partners/EPIC/Documents/Staffing%20Reports%20and%20Documents.pdf>
 - An instruction YouTube video on using the Staffing Report can be found here:
<https://youtu.be/xNNhhOYDcxc>
- **ISTEP Walk Through**
 - Break down of each tab and the sections found on the tabs.
 - CBOs need to be utilizing the ISTEP and keeping it current with the customer's activities.
- **Upcoming CBO Training**
 - Springfield in-person for Region 2-5 CBO's May 31 9:30-3:30 – Illinois workNet computer lab.
 - Contact Dee Reinhardt at dreinhardt@illinoisworknet.com to confirm your attendance.