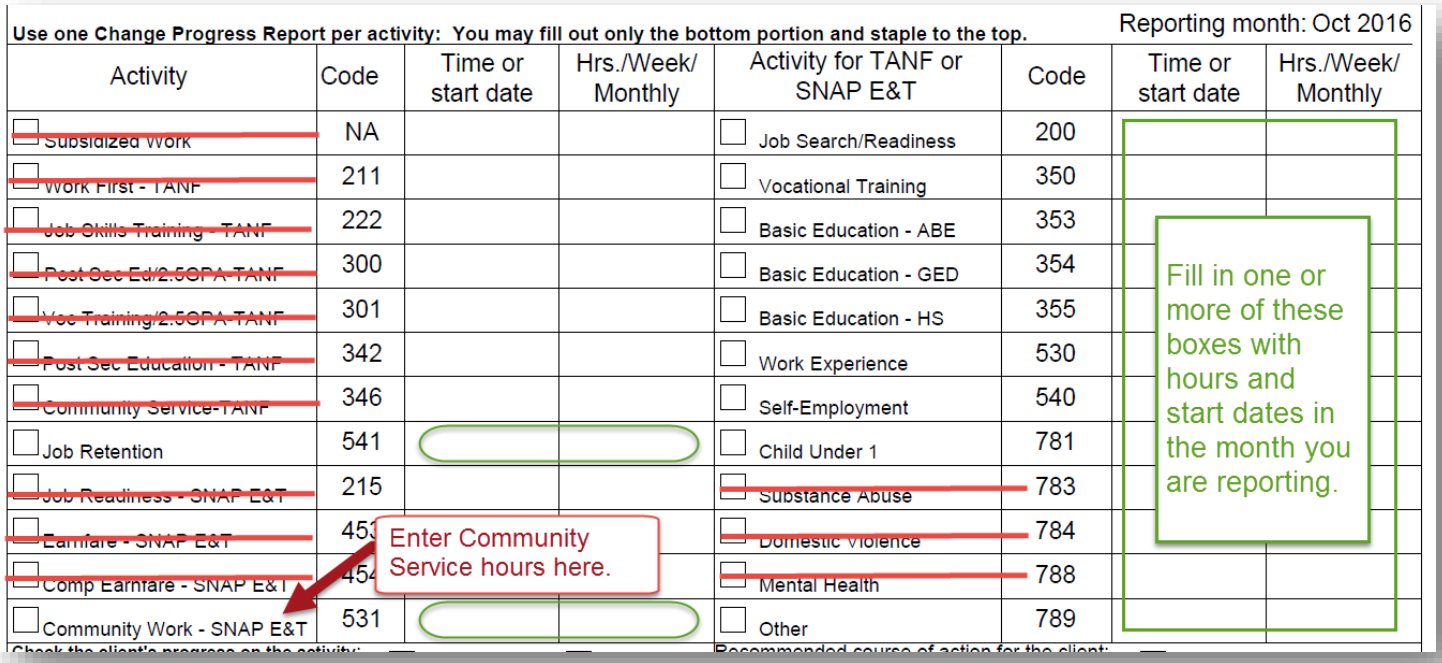
Completing a 2151A to submit on the EPIC Progress Page for a Customer

1. Login to your EPIC Dashboard for partners* (only) http://www.illinoisworknet.com/EpicDashboard.
2. Main Menu > Select Customers.
3. Find the customer for whom you want to submit a 2151A.
4. Go to Progress Page.
5. Download a 2151A.
6. Open form in Adobe Reader or Adobe Acrobat.
7. Customer information and CBO information should automatically fill the form.
8. Complete the following sections:
    a. Check a box for Activity in which the customer was engaged.
    b. Enter start date for the activity – the start date will always be the initial date.
    c. Enter hours completed for the month you are reporting. Mandatory customers are required to complete 20 hours per week of an activity – approximately 80 per month. There is no maximum number of hours. We encourage voluntary participants to complete 80 hours as well.
        i. If the customer is working while participating in EPIC their work hours can count towards their 80 hours of engagement for the month. This can be noted by checking the other box and including the hours and start date. The Client went to work section will also need completed. *Employment during training does not count as an employment benchmark for the EPIC program. The customer must be placed in a job that aligns with the services the customer received from the CBO to meet the employment benchmark.*

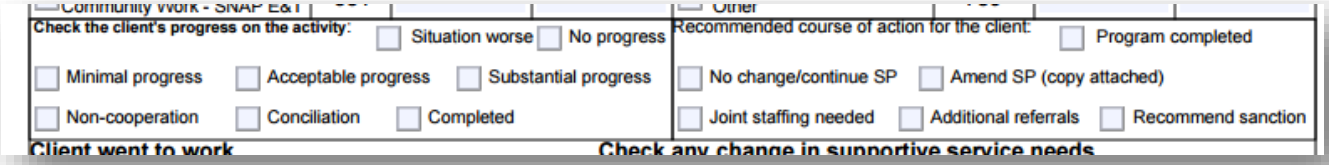


Use one Change Progress Report per activity: You may fill out only the bottom portion and staple to the top. Reporting month: Oct 2016

Activity	Code	Time or start date	Hrs./Week/ Monthly	Activity for TANF or SNAP E&T	Code	Time or start date	Hrs./Week/ Monthly
☐ Subsidized Work	NA			☐ Job Search/Readiness	200		
☐ Work First - TANF	211			☐ Vocational Training	350		
☐ Job Skills Training - TANF	222			☐ Basic Education - ABE	353		
☐ Post Sec Ed/2.5OPA-TANF	300			☐ Basic Education - GED	354		
☐ Voc Training/2.5OPA-TANF	301			☐ Basic Education - HS	355		
☐ Post Sec Education - TANF	342			☐ Work Experience	530		
☐ Community Service-TANF	346			☐ Self-Employment	540		
☐ Job Retention	541			☐ Child Under 1	781		
☐ Job Readiness - SNAP E&T	215			☐ Substance Abuse	783		
☐ Earnfare - SNAP E&T	453			☐ Domestic Violence	784		
☐ Comp Earnfare - SNAP E&T	454			☐ Mental Health	788		
☐ Community Work - SNAP E&T	531			☐ Other	789		

9. Complete the next two sections:
    a. *Progress* - Check a box that represents a customer progress level. For example, if a customer is not attending scheduled appointments after enrollment, mark non-cooperation and/or conciliation. If a customer is doing great, mark Acceptable or Substantial Progress.

b. *Course of Action* – mark a box that reflects what action you need to take with DHS support. If a customer is not cooperating, you may need to request a joint staffing and/or recommend sanction. You cannot recommend a customer for Sanction until a customer did not attend a scheduled conciliation appointment, or does not abide by the agreement noted in the 3392 form.


Community Work - SNAP E&T | Other
Check the client's progress on the activity: ☐ Situation worse ☐ No progress
☐ Minimal progress ☐ Acceptable progress ☐ Substantial progress
☐ Non-cooperation ☐ Conciliation ☐ Completed
Recommended course of action for the client: ☐ Program completed
☐ No change/continue SP ☐ Amend SP (copy attached)
☐ Joint staffing needed ☐ Additional referrals ☐ Recommend sanction
Client went to work
Check any change in supportive service needs

10. The "Client Went to Work" Section is only completed once a client report work. DHS will need this information for the budgeting process for the customer.
11. The supportive services section is not completed by the CBO on the DHS form. It is reported in the EPIC system.
12. Save the document.
13. Return to Customer Progress Page.
14. Upload 2151A. Automatic case note is added.

Completing a 2151A

Initial submission of a 2151A PLAN – is done when you enroll a customer and the PLANNED activities for the upcoming training are to be included. This must be uploaded around the same time as the 2151 and before you can mark the customer as Enrolled on the Progress Page.

PLANNED activities means that if you plan for the customer to complete their Basic Education – GED, Job Search/Readiness, Vocational Training and Work Experience, check each of those boxes. If you want to add the number of hours you anticipate the customer will be doing those activities you can, but it is not required. Everything you enter on the 2151A also needs to be documented on the ISTEP for the customer. If you are unsure of whether an activity will be used, do not mark it. You can amend the initial 2151A.

You will need to mark a box in the client's progress. Since the customer has not engaged in any activities, mark the "No progress" option.

Monthly submission of a 2151A ACTIVITIES – is done between the 1st and the 5th of each month in which you were working with the customer. You will report the actual activities in which the customer was engaged.

Changes in Activity or Engagement submission of 2151A – is done if there is a significant change in the level of activity or area of engagement which was planned for the customer. This would be reflected in the Progress Section and notated in the Comments section on the third page of the form. You should also submit a case note in EPIC notifying the Primary DHS contact of the circumstances. For example, you begin working with a customer and discover that English as a Second Language skills are not as proficient as needed to complete a GED. You may shift the focus to the ESL rather than the GED.

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