EPIC CBO TA Webinar (12-19-2018)

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

CBO Staff on the Call

A Safe Haven		Inspiration Corporation		North Lawndale Emp. Network	
Albany Park Community Center	1	Instituto for Latino Progress		OAI, Inc.	
Asian Human Services	1	Jane Addams Resource Corp.		Phalanx Family Services	2
Catholic Charities		Lessie Bates DNH		Springfield Urban League	2
Central State SER		Man-Tra-Con Corporation	1	Tri-County Urban League	1
Homework Hangout	1	National Able Network	3	Two Rivers Regional Council	

Agenda

New Platform

Illinois workNet is moving from AdobeConnect to Zoom as the primary webinar platform. New calendar invites were sent out through the end of February for scheduled webinars.

Webinar Link: https://zoom.us/j/175095363
Call-In Number: 1-408-638-0986
Meeting ID: 175 095 363

Dashboard Numbers

CBOs, who have customers in any of the following rows, must have them resolved and out of the row by December 28, 2018.

Agency as of 2 P.M. 12-19-2018	Application Not Started	2151 Past Due	Enrollment Required	2151A Past Due	Completion Status	SNAP Ineligible
A Safe Haven						3
Albany Park Community Center	7	3	30		1	6
Asian Human Services	1			2		2
Catholic Charities	1		1	1		
Central State SER	7		3	1	1	2
Homework Hangout						
Inspiration Corporation						3
Instituto for Latino Progress						1
Jane Addams Resource Corp	3 Austin	1 Austin	1 / 1			1 / 2
Lessie Bates DNH					2	
Man-Tra-Con Corporation						
National Able Network					1	
North Lawndale Emp. Network	11		4		1	3
OAI, Inc.	1			2		3
Phalanx Family Services	1		10	1	2	5
Springfield Urban League	5		5	16	4	6
Tri-County Urban League	1		1			
Two Rivers Regional Council			2			

Application Not Started - Appointment has Passed

If you have customers in this row on the Enrolled dashboard, you will need to upload a new 2151 that reflects one of two things:

- No Contact – if the customer did not show for a rescheduled appointment.

- Referral Rejected – if the customer attended the initial appointment, did not complete the application and never returned. Include this message in the Upload Description area: This customer attended the initial appointment, but never returned to complete the application, therefore we are rejecting this referral.

If the customer has returned, the application must be completed on their next visit to your office. The customer cannot be enrolled or ISTEPS assigned without a completed application.

TABE/Other Assessments

TABE scores should be added under the Assessments/Other Assessments. We will be checking for these during our data review visits. If you have already entered all TABE/Assessment scores in the assessment section, you do not have to do anything else. If you have not entered these scores, please update them before our scheduled data review visit. There is a YouTube video, in the Partner Resources, demonstrating how to complete the process.

Data Review Visits

During our visits, we are checking to see if all the appropriate items are uploaded to a customer profile and that all steps are appropriately marked to give you the proper credit in your benchmark reports; especially for Training Completed, Employment, and Retention. Olivia and Dee are looking for Credentials uploaded (preferably on the Academic Services portion of the ISTEP) if earned and Employment Verifications uploaded to the Progress page.

Credentials

We are most concerned about whether a customer received a stackable/portable credential; i.e. CNC turning, OSHA 30, CNA. We want consistency in the naming of those credentials across your customers and appropriately marked in the step/credential area.

Benchmark Attainment

In our data review visits, Dee and Olivia are using a Benchmark report that Tammy also uses to "score" benchmark attainment. Below are the requirements that must be met:

- Assessed and/or Accepted by CBO – Unduplicated
    - o Must be created before the date the report is being filtered on.
    - o Must be currently marked as Enrolled. (Must have been enrolled at some point or be enrolled)
    - o Must have at least one Next Step Activity with their current Agency.

- Enrolled into Training – Unduplicated
    - o Must qualify for the Assessed and Accepted by CBO row.
    - o Must either:
        - ▪ Have 4 Career Planning/Job Search Customer Service records with their current agency.
        - ▪ Have a Next Step Activity with an Activity Type within the approved collection of Academic Steps with their current agency. This record can have a Started, Unsuccessful Completion, or Successful Completion status. The approved steps are:
            - Attend adult education and literacy classes.
            - Raise your Math and Reading skills to 8.0 through a Bridge Program.
            - Improve your Math and Reading skills.
            - Improve your English language skills to 8.0 through a Bridge program.
            - Improve your English language skills.
            - Complete EPIC Training Program. (Industry-Recognized Certificate Only)

- Complete EPIC Training Program. (CTE/College Credit)
- Complete EPIC Training Program. (Work Experience)
- Work Experience Only.
- Career Foundations.

- Completed Training – Unduplicated
  - Must qualify for the Assessed and Accepted by CBO row.
  - Must have a Next Step Activity with an Activity Type within the approved collection of Academic Steps (listed above) with their current agency. The record must have a Successful Completion status.

- Employed – Unduplicated
  - Must qualify for the Assessed and Accepted by CBO row.
  - Must have Employer records that were created by someone associated with <u>any</u> CBO.
  - These Employer record date ranges must contain a record that totals at least <u>1 day</u>.
    - If the record has an End Date, that is used. Otherwise, the Start Date is compared to the date the report is being filtered on.
    - Records created after the report's filtered date are not considered.

  - Employed 30+ Hours:
    - Must qualify for the Employed row.
    - The Employer's records for the customer must contains a record with 30+ hours per week.

These customers do not count toward benchmark achievement.

  - *Employed 30- Hours:*
    - *Must qualify for the Employed row.*
    - *The Employer's records for the customer must contains a record with less than 30 hours per week.*

- Retained – Unduplicated for customers hired at 30+ hours
  - Must qualify for the Assessed and Accepted by CBO row.
  - Must have Employer records that were created by someone associated with <u>any</u> CBO.
  - These Employer record date ranges must either contain a record that totals at least 90 days, or the sum of the records must be at least 180 days.
    - If the record has an End Date, that is used. Otherwise, the Start Date is compared to the date the report is being filtered on.
    - Records created after the report's filtered date are not considered.

Bonus counts include:
- Credential in training.
- Employed in training area.
- Enrolled in additional training.