

EPIC CBO TA Webinar (02-27-2019)

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	2	Inspiration Corporation	0	North Lawndale Emp. Network	1
Albany Park Community Center	2	Instituto for Latino Progress	0	OAI, Inc.	1
Asian Human Services	1	Jane Addams Resource Corp.	0	Phalanx Family Services	3
Catholic Charities	1	Lessie Bates DNH	2	Springfield Urban League	2
Central State SER	1	Man-Tra-Con Corporation	1	Tri-County Urban League	0
Homework Hangout	1	National Able Network	3	Two Rivers Regional Council	0

Dashboard Numbers

CBOs, whom have customers in any of the following rows, must have them resolved and out of the row by March 8, 2019.

Agency as of 2:00 P.M. on 02-27-2019	Needs 2151a w/ conciliation	Enrollment Required	2151A Past Due	Completion Status	SNAP Ineligible
A Safe Haven				1	
Albany Park Community Center	1				
Asian Human Services	1			3	3
Catholic Charities	2				5
Central State SER					
Homework Hangout					
Inspiration Corporation					1
Instituto for Latino Progress					
Jane Addams Resource Corp		1	3		
Lessie Bates DNH	1			3	2
Man-Tra-Con Corporation			1	1	
National Able Network					
North Lawndale Emp. Network	4			1	
OAI, Inc.					
Phalanx Family Services				1	1
Springfield Urban League					3
Tri-County Urban League					
Two Rivers Regional Council					

Yellow Rows – We need to have all yellow rows, which the CBO's are responsible for, cleared by the end of February 28, 2019. Rows that may still have activity include the:

- CBO needs to upload 2151a
- Completion Status – Completion Documentation Needs Uploaded
- DHS Changed Eligibility Status – CBO Action required

Conciliations – Upload 2846g and 3392 agreements if customers are not fulfilling their activity. All customers who have a Situation Worse Status, No Progress or Minimal Progress Status require a 2151a with Conciliation marked and a 2846g letter sent. Mark Exempt Customer as NO LONGER Appropriate on the 2151A to get IDHS attention.

Performance and Benchmark Attainment

Tammy sent a Performance Report, along with a list of customers who are reflected, in a Benchmark Report. You also were sent a reminder email today if you have not responded to Dee and Tammy about any customers who are not

accurately reflected in the spreadsheet. This impacts your performance dollars. If you have any discrepancies, contact Dee immediately to help rectify any inconsistencies. If you do add or revise any customers, that would make a change to the spread sheet you receive, designate the changes in another color on the spreadsheet and return to Dee and Tammy. Dee or Tammy will review the customers based upon the same criteria used during the data review sessions.

Customers, that have 2 simultaneous 30- jobs that add up to 30+, can possibly be counted in the Employed Benchmark. You must check with Tammy if you have a customer with this situation.

Support Services – because of a recent request from the study team, you are required to upload an accounting of supportive services provided to customers through the EPIC grant. It may be done in one lump sum by adding the amount to an added “Other Services” step in the ISTEP under the Academic Steps. Tammy will forward a copy of the excel report she has on who already has supportive services entered on their profile. At minimum, you MUST return the spreadsheet to Tammy with the amounts listed in it. ALL of this is required only if you have not already entered support services dollars while you tracked customers progress on the steps during the program.

Grant Program Ended – this reason has been added to the Completion Information Section on a customers’ progress page in the DID NOT COMPLETE section. This is only to be used if there is no other reason that is applicable. For example, use this reason if a customer is still eligible but is not being co-enrolled into additional education and has not obtained a job. You have until **April 25, 2019** to complete customers for employment and a reason may be changed if another reason was previously entered. i.e. originally entered as Did Not Complete, you may change it to Employed 30+.

This reason is also an option on all ISTEP steps. Use Grant Program Ended on any steps if a step was started but not completed prior to grant ending on February 28, 2019 with the exception of Education Attainment and Job Retention steps that can be attained and documented through April 25, 2019.

Cost Data Workbook – is due to Tammy by **March 28, 2019**. Questions about this workbook should be directed to Tammy Stone. These are related to treatment group customers only and no close-out costs.

Tammy will be extending agency grants for through March 29, 2019 to allow agencies to complete final staffing appointments and grant close-out paperwork only. NO CUSTOMER COSTS can be incurred after February 28, 2019.

If another webinar is needed, it would be scheduled on March 13, 2019.