

EPIC DHS Weekly Meeting 8/26/2016

### **Invitation Process**

We have added the ability to select if the customer will be attending the morning or afternoon sections during the invite process

For Region 1 we have added the ability to hover over a date and it will show you how many people are scheduled for the morning and afternoon sessions. If the session has reached the suggested capacity you will see the word **Full**.

When you export the list of customers who are scheduled for orientation it will show you the date and if the customer is in the morning or afternoon session.

### **Work Experience**

The CBO's will be updating their training program descriptions to include when and if work experience is available.

### **Volunteering**

15% of our customers in this program can be non-work registrants.

### **Intake Dashboard**

Check out your intake dashboard and see if you have any customers in **Ready for Review by DHS Case Worker** and **Needs to be scheduled for Consent**. We need to move customers out of these areas into the green. Try to get as many customer in this area cleaned up by next Friday's webinar.

### **Personal Identification Info – Security**

We cannot transmit any personal identifying information through email. When referring to a customer it is best to refer to them with their Other Participant ID #.