

7-10 days ahead of orientation day scheduled for \_\_\_\_\_

- Identify participants to invite – enough to fill available computers based on your attendance percentage.
- Invite participants in **EPIC** dashboard.
- Send 1721 form with marketing flyer and note on the 1721 form with the anticipated time required for orientation (up to 3 ½ hours), work history, and education history.
  - Option to include EPIC Orientation worksheet that includes username and password.
- Filter list in **EPIC** dashboard for invitees for the orientation day, export the list, and print.

## Orientation Day

- Prep orientation room.
- Check-in attendees – can use printed list.
- Welcome to orientation and housekeeping items.
- Start videos, ask for questions between. Approximately 25 minutes.
- During videos, staff person can prepare Orientation worksheets with username and password for those who actually attended.
- Question between videos – Do you want to participate?
  - If NO, sign back of form OR complete application to the point of indicating they do not wish to participate.
- Step 2: Career Cluster Inventory Assessment – 5-25 minutes
- Step 3: Career Review time – approximately 20 - 30 minutes.
- Step 4: Begin application. Option to show SlideShare of application screenshots. Approximately 30 minutes.
  - Update profile if needed (i.e. add RIN or DHS Case ID, etc.)
- As people finish, queue them to meet with a case manager.
- DHS case manager meets one-on-one with each participant.
  - Verify person is still SNAP eligible.
  - DHS caseworker reviews recommended training programs with client; makes decisions upon programs to recommend based upon application, distance and industry.
  - DHS caseworker must check [www.familywatchdog.us](http://www.familywatchdog.us) or Illinois State Police Sexual Offender Registry if program does not permit sexual offenders.
  - Answer predictive questions – provider and training model.
- EPIS** – application process begins.
- Read informed consent. *If participant viewed consent recording, review EPIC Informed Consent Document Review Checklist.*
- Give participant copy of consent form.
  - If NO to consent, indicate “Declined to Participate,” give 1721 for regular SNAP E&T or Community Only services.
- Enter participant into EPIS. Copy and paste **DHS Case ID** and **Other Participant ID** from EPIC into EPIS. Complete survey questions with participant.
- Validate the form and correct any errors.
- Submit for randomization.
- EPIC** – return to dashboard, select participant profile – may filter based on orientation date.
- Go to Assignment tab. *If assignment does not sync, verify DHS CASE ID and Other Participant ID are correct.*
  - If assigned to SNAP E&T, the process is over. Go over SNAP script with participant. Give appropriate letter.
- If EPIC E&T, select CBO. Go over EPIC script with participant.
- Schedule intake orientation appointment with CBO with tool Assignment tab. If no appointments, call CBO.
- Complete 2151 form.
- Hand copy to customer, and code in DHS system.
  - If in office with CBO, make introduction to CBO representative.

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