

Purpose:

To provide a tool case workers/career navigators can use to develop Individualized Services, Training and Employment Plan that:

- Documents achievements and goals.
- Identifies steps needed to achieve those goals.
- Documents current status and flags when intervention is needed.

Highlights:

- Custom er information submitted during the EPIC application process is used to populate the ISTEP.
- The career navigator reviews the information and identifies recommended next steps that include: start/end dates, status, notes, and earned credentials (when applicable upon successful completion of the item).
- The career navigator adds recommended steps by selecting from a list of steps/services that are aligned to IWDS services. Co-enrolled EPIC/WIOA customers that have ISTEP services identified will automatically populate IWDS.
- Customers will be able to view through their Illinois workNet account. Recommended steps will be displayed using customer-friendly text with links to related resources in Illinois workNet.
- The ISTEP was developed based on feedback from Commerce and Career Planners. This is the initial release and development is ongoing. Career navigators and program partners will continue to be involved in the coengineering process to develop a useful, universal tool for all Illinois workNet partners.

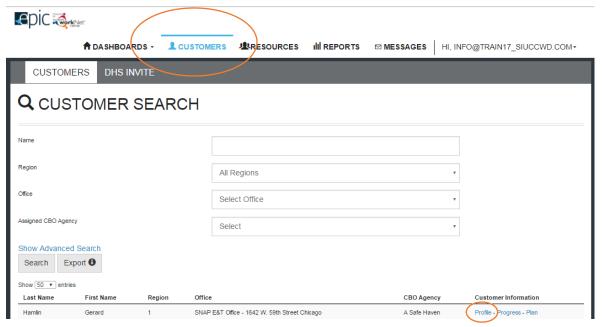
Who can use the ISTEP? Only staff and customers, that have been given access to the program, can view the ISTEP.

- Statewide User Roles Statewide staff view/edit ISTEPs for all customers who have submitted an EPIC application.
- Career Planner/Case Worker Role Staff can view/edit ISTEPs for customers in their region/office who have submitted an EPIC application.
- **CBO Role** Staff can view/edit ISTEPs for customers in their region/office who have submitted an EPIC application.
- **Partner Roles** Staff can view/edit ISTEPs for customers, in their team, who have submitted an EPIC application. Some personal identifiable information is hidden from this role (i.e., email, address, phone, etc.).
- **Customers** Customer's, who have submitted an EPIC application, will be able to view their ISTEP through their EPIC program tools located in My Dashboard (coming soon).

How do you access the ISTEP?

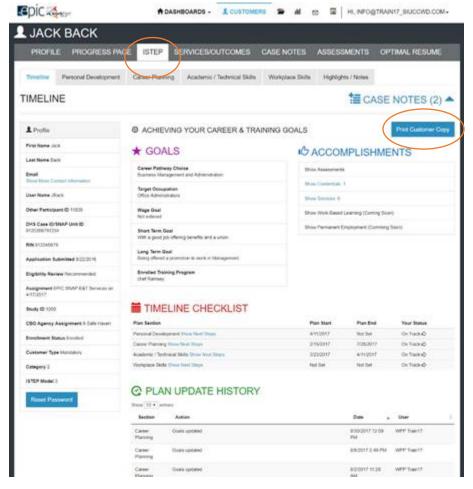
- 1. Go to www.illinoisworknet.com and log in to your account.
- 2. Go to My Dashboard and select Partner Tools.
- 3. Select EPIC Partner Tools.
- 4. Access the list of customers and select the customer's Profile link.
- 5. Once in the custom er's profile, select the ISTEP tab.





Once on the customer's profile, select ISTEP.

Add steps based upon the plan established for the training program selected for the customer. When finished adding steps, print a copy for the customer, obtain a signature, and retain a signed paper copy in the customer file. Give a copy to the customer. A copy of the signed version can be uploaded to the customer progress page, but is not required.





How is the ISTEP organized?

The Main ISTEP Navigation

PROFILE	PROGRESS PAGE	ISTEP S	SERVICES/OUTCOMES	CASE NOTES	ASSESSMENTS	OPTIMAL RESUME
Timeline I	Personal Development	Career Planning	Academic / Technical Skills	Workplace Skills	Highlights / Notes	

Timeline includes:

- Custom er goals.
- Easy access to customer accomplishments documented in Illinois workNet.
- ISTEP timeline and status overview.
- History of ISTEP updates.

Personal Development – Includes a checklist and notes area to identify potential employment barriers. A referral area provides a tool to communicate local resources and services that can help the customer manage or overcome their barriers.

Career Planning – Includes a summary of academic achievements documented in the system. It also includes an area for career navigators to identify the steps needed to gain the academic, technical, and work place skills to earn the credentials to make them a competitive job candidate.

Academic/Technical Skills – Includes an area to identify training and career goals. It also includes an area for career planners to identify the steps needed to make informed decisions in developing a career plan.

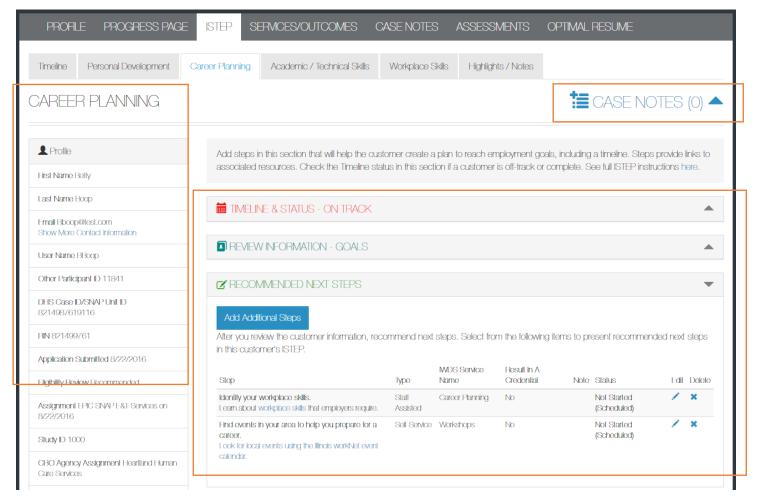
Find a Job (coming soon) — Will include an area to review the customer's employment history. It will also include an area for career navigators to identify the steps for developing a job search plan and preparing for the application and interviewing process.

Work Experience – Includes an area to review the customer's work experience (i.e., job shadowing, internship, work site placement, etc.). It also includes an area for career navigators to identify steps for preparing and completing a training work experience, as well as adding them to a work experience site. Additionally, a customer's payroll can be reviewed in this area.

Highlights/Notes – Is a summary of the files and case notes that were entered for each section of the ISTEP.



Main Page Sections -



Case Notes – Allows career planners/partner to enter case notes to document changes, updates, and other notes.

Profile provides:

- Summary of customer information.
- Message button.
- Upload file tool.

Brief Introduction – Is visible to both career planners and customers.

Timeline and Status – Includes start and end dates for the section. The start and end dates are automatically generated by the recommended next steps for the section. Also it includes a section status tool to identify:

- On Track = customer <u>is</u> continuing to progress through the steps in this section of the plan at an acceptable rate. This status is the default setting.
- Off Track = customer <u>is not</u> progressing through the steps in this section of the plan at an acceptable rate. This status has to be set by a career planner or partner.
- Complete = career navigator or partner has verified the customer has completed this section of the plan. This status has to be set by a career planner or partner.



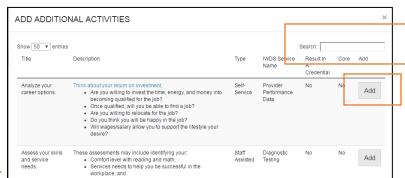
Review Information – Includes customer information that will be helpful in recommending next steps for the section. When possible the customer's information, which has been entered into the system via the customer's application and achievements, will populate this area. The career navigator/partner can update this section manually by selecting the edit button within the section, make changes, and then save the updates.

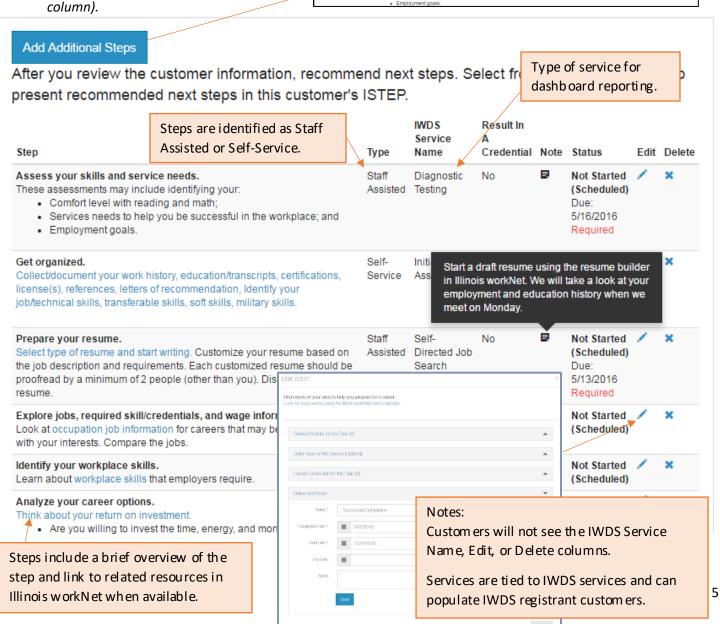
Recommended Next Steps – Are selected by the career navigator/partner.

The default display does not include steps.

Add steps by selecting the Add Additional Steps button.

- Search using a keyword to narrow your results.
- Steps will populate in the order they were entered (Future enhancement = add a default order and sort functions in each column).







Establishing Target Pathway and Occupation - Each customer who is enrolled should have Target Pathway and Target Occupation selected.

Access the custom er ISTEP.

Select Career Planning tab.

Select "Review Information – Goals"

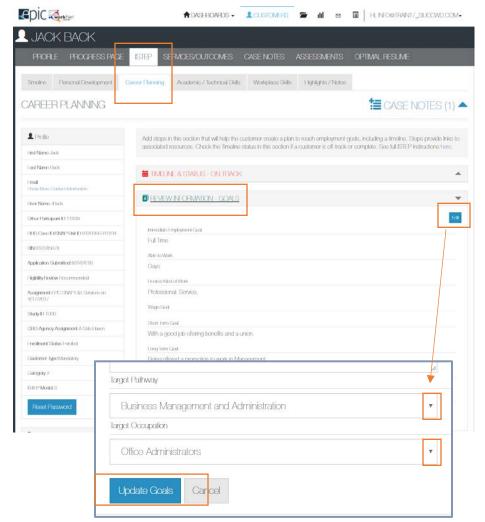
Select Edit.

Scroll down.

Click the drop-down arrow in the Target Pathway Section to select the customer's targeted career pathway based on training program selected.

Click the drop-down arrow in the Target Occupation Section to select the custom er's targeted occupation based on the Target Pathway just selected in the step ab ove.

Click "Update" to save the selections.





Entering/Editing Steps

Notes:

- Once a (co-enrolled) customer is in IWDS and their application has been certified, services that are identified with a start date (on or after the IWDS application certification date) with a status that is open/completed, will automatically populate IWDS.
- Steps can be entered in more than once. For example, you work with a customer to complete a resume during training and then work with them to update their resume after training.

Service Provider for This Step – Enter or edit information for the school or organization that will be providing the services. This will include the schedule and associated hours.

Dollar Value of This Service (Optional) – Add the amount/value of the service provided.

Earned Credentials for this Step – Added when indicating a Successful Completion, Earned a Credential, and the information is completed.

Status and Notes – Includes the following information:

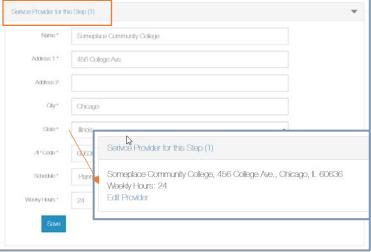
Set the Status – Not Started (Scheduled), Open, Successful Completion, Unsuccessful Completion, or Deleted.

Start Date – Earliest start date, from the steps in this section, will populate the timeline area.

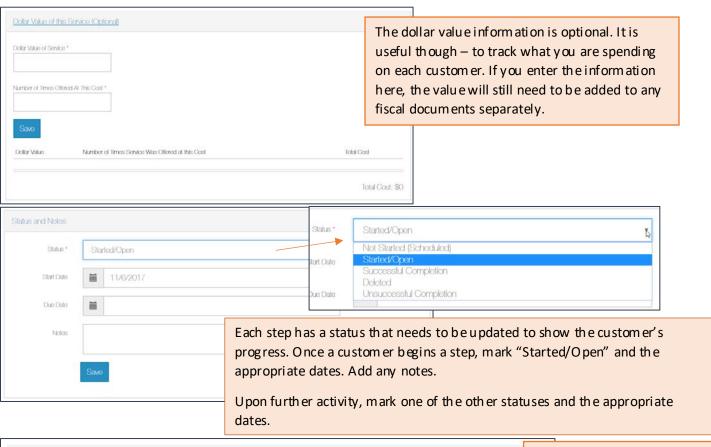
Due Date – Latest due date, from the steps in this section, will populate the timeline area.

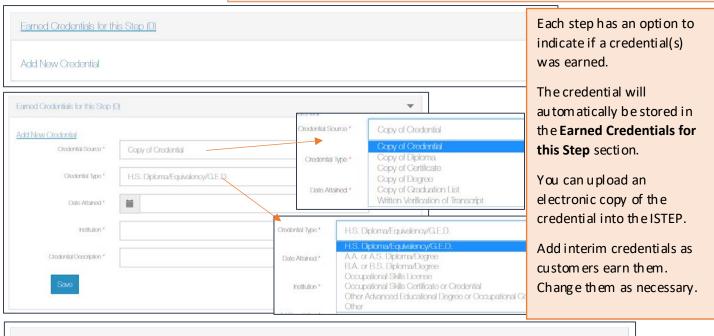
Notes – Visible to the customer when they hover over the icon.











Earned Credentials for this Step (1)

Occupational Skills Certificate or Credential View/Update

Add New Credential



Establish Training Plans by Model

These models are approved to use for the EPIC program. The full document may be found in the EPIC Partner Resource Guide – EPIC Training Models and How to Document the Models.

Enter and add steps to a customer's Academic/Training plan based upon these parameters:

Model I: Bridge program to help individuals with reading and math levels below 8th grade and/or needs English as a Second Language (ESL) training. This prepares them for Model II or III.

- English Language Acquisition (EAL/ESL).
- Reading remediation.
- Math remediation.

Model II: Adult education for individuals that need to earn their high school equivalency certification, upgrade their basic skills, earn a community college basic certificate and/or obtain an industry-recognized credential.

- Adult Education only.
- Adult Education plus Career & Technical Education (CTE).
- Adult Education plus Industry Recognized Credential.

Model III: Lacking industry related skills or credentials or SNAP participants who have successfully completed Models I and II. Community-based organizations will offer enhanced short-term training opportunities to SNAP recipients in key growth industry areas.

- College Credit (must be a community college or credit-bearing postsecondary that is working with the CBO).
- Industry-Recognized Credential Only (must be an actual industry recognized credential, i.e. AWS American Welding Society).
- Work Experience Only.

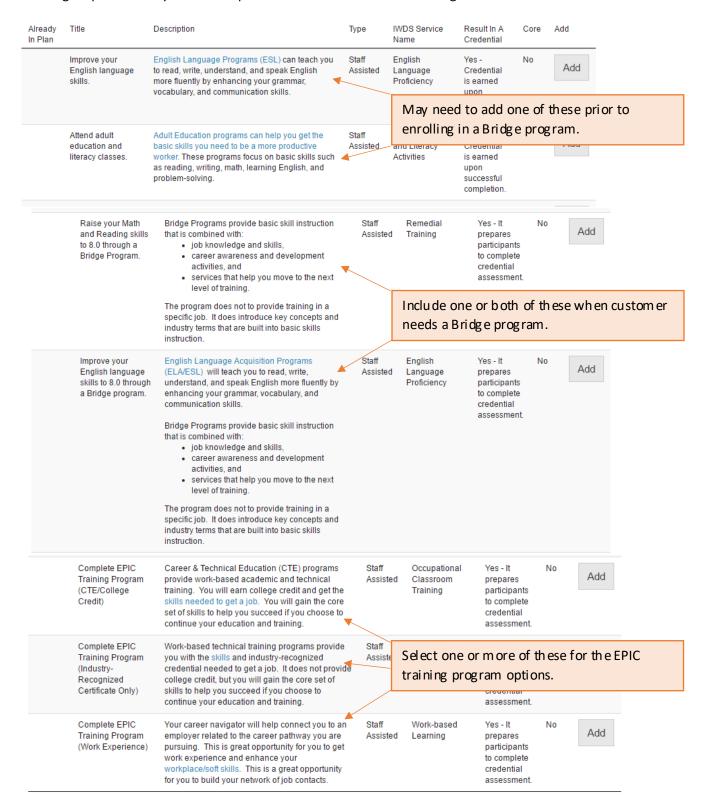


CBOs will use the Individualized Services, Training and Employment Plan (ISTEP) to document the models. CBOs will enter the components as steps in ISTEP and the system will use the combination of data points to determine the EPIC model. The following steps determine the EPIC Model.

Step Title	Step Description				
Raise your Math and Reading	Bridge Programs provide basic skill instruction that is combined with:				
skills to 8.0 through a Bridge	Job knowledge and skills.				
program.	 Career aw areness and development activities. 				
	 Services that help you move to the next level of training. 				
	The program does not provide training in a specific job. It does introduce key				
	concepts and industry terms that are built into basic skills instruction.				
Improve your English	English Language Acquisition Programs (ELA/ESL) will teach you to read, write,				
language skills to 8.0 through	understand, and speak English more fluently by enhancing your grammar,				
a Bridge program.	vocabulary, and communication skills.				
	Bridge Programs provide basic skill instruction that is combined with:				
	Job knowledge and skills.				
	Career awareness and development activities.				
	Services that help you move to the next level of training.				
	Services arachies you move to are necessarial araning.				
	The program does not provide training in a specific job. It does introduce key				
	concepts and industry terms that are built into basic skills instruction.				
Attend adult education and	Adult Education programs will help you get the basic skills you need to be				
literacy classes.	more productive.				
Complete EPIC Training	Career & Technical Education (CTE) programs provide work-based academic				
Program (CTE/College	and technical training. You will earn college credit and get the skills needed to				
Credit).	get a job. You will gain the core set of skills to help you succeed if you choose				
	to continueyour education and training.				
Complete EPIC Training	Work-based technical training programs provide you with the skills and				
Program (Industry-	industry-recognized credentials needed to get a job. It does not provide				
Recognized Certificate Only).	college credit, but you will gain the core set of skills to helpyou succeed if you				
	choose to continueyour education and training.				
Complete EPIC Training	Your career navigator will help connect you to an employer related to the				
Program (Work Experience).	career pathway you are pursuing. This is a great opportunity for you to get				
	ex perience and enhance your <u>work place/soft skills</u> , and to build your network				
	of job contacts.				



Use the following steps to identify which components a custom er will be following:

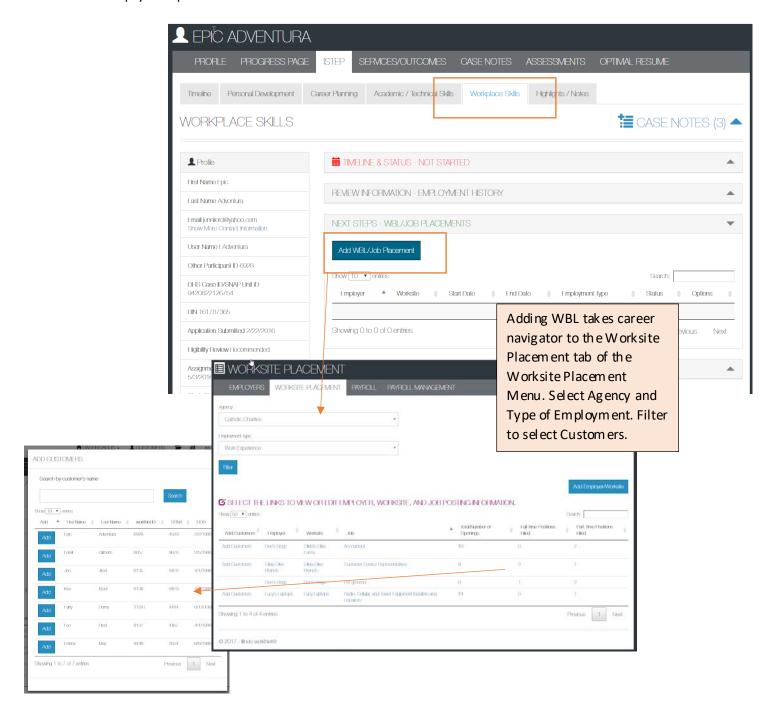




Add Workplace Skills for Customers

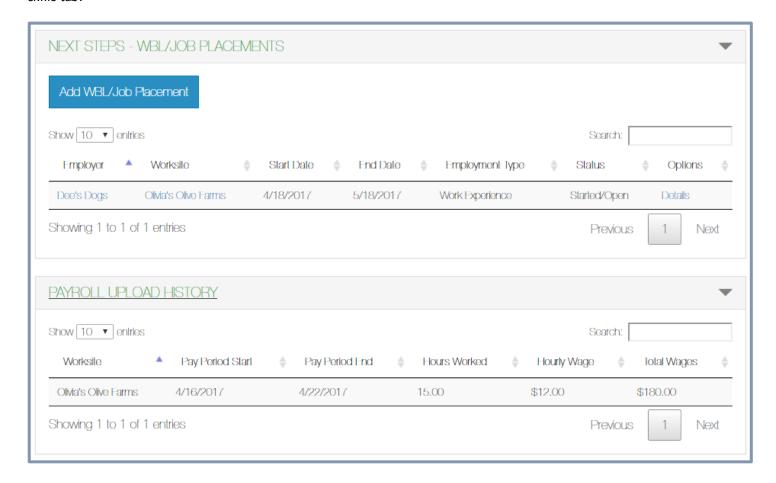
This section allows career navigators to provide the following for customers who participate in work experience:

- Check the timeline and status for Work place Skills.
- Review and edit the customer's Employment History.
- Add and edit work-based learning and worksite placement activity.
- Review payroll uploaded for the customer.





After adding work place skills learning items and/or payroll for a customer, you can view the items on the work place skills tab.



Tracking Customers Progress

The Timeline page for each customer tells an overall story. Some of the information is gathered after the Career Navigator marks a customer as On Track (the default setting), Off Track, Completed, or Not Required. The Personal

Development, Career Planning, Academic / Technical Skills, and Work place Skills sections all have a Timeline section in which to mark the customer progress.

If a custom er is progressing as planned, the setting would remain as "On Track". If a custom er falls behind on the activities scheduled, the Career



Navigator would mark the customer as "Off Track". Once a customer is completed with all assigned steps, the Career Navigator would mark the customer as "Complete". If no steps are needed within a section, the "Not Required" option would be marked.



These items are reflected in the ISTEP dashboard in the following ways:

- Custom er are tracked by each section of the ISTEP with the status and by which steps have been added. The customers who did not need any of the steps for that section would be reflected in two lines - Not Required and No Steps Identified. Those two numbers should match.
- Steps added to the customer's ISTEP are reflected in the appropriate section of the ISTEP dashboard.
- Career Planning steps which are staff assisted can be revealed by clicking the Show/Hide button in that section. They include:
 - o Diagnostic Testing
 - Career Planning
 - o Paid Work Experience
 - Self-Directed Job Search
 - o Follow-up Services
- Academic / Technical Skills steps can be revealed by clicking the Show/Hide button in that section. They include:
 - o Remedial Training
 - o Adult Education & Literacy
 - o English Language Proficiency
 - W ork-b ased Learning
 - o Occupational Classroom Training
- Work Experience/Training status and steps are all listed on the ISTEP dashboard.

Steps completed by customers which are marked appropriately impact the benchmark report for an agency.

Description

Explore jobs,

skill/credentials, and wage information.

required

The category in which a step falls on the ISTEP dashboard is determined by the IWDS Service Name associated with a step.

Look at occupation job information for careers that may be a

good match with your interests. Compare the jobs.

Type

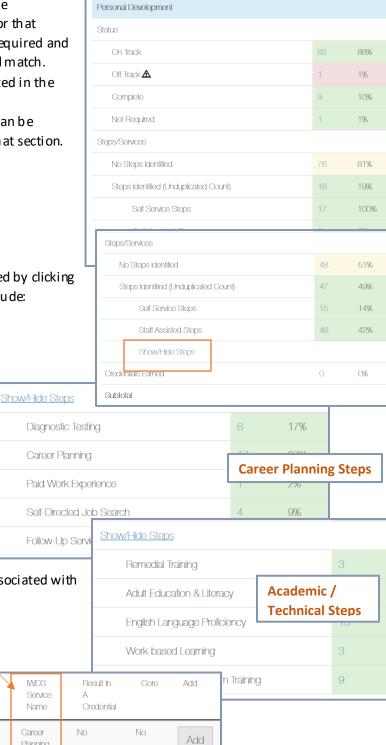
Staff

Assisted

WDS

Career

Service Name





Services and Credentials that are entered through the ISTEP or IWDS are recorded in the Services/Notes/Reminders section.

