

4 Enroll ne

RA Group Search for R/

What to do When Meeting with a Customer for Random Assignment

Meet with the customer after they complete their application.

This meeting establishes Random Assignment.

- 1. Log In to your Illinois workNet Account https://illinoisworknet.com.
- 2. Go to the EPIC dashboard.
- 3. Main Menu > Select Customers tab (default tab).
- 4. Select Intake tab (default tab).
- 5. Search for participant Name.
- 6. Click Profile on right side of person in search results.
- 7. Leave this window open to be able to copy and paste information.

EPIS Survey

- 1. Log in to EPIS https://www.snapetepis.com.
- 2. Enter your EPIS username and password.
- 3. Click Participants tab from the Menu.
- 4. Click Enroll new participant button in the upper right corner.
- 5. Enter the participants name, social security number, date of birth, and intake location (associated with the local workforce area).
- 6. SNAP Unit Id is the DHS case ID. Enter the entire number. Copy and paste from the EPIC profile for accuracy.
- 7. Other Participant Identifier is the Other Participant ID above the DHS case ID in the box on the left side of the person's profile. Copy and paste from the EPIC profile for accuracy.
- 8. Select County and identify whether the participant is a mandatory SNAP E&T participant.
- 9. Continue. Review the list to see if there is an existing participant in the system. If not, continue.
- 10. Proceed with the Informed Consent (or checklist if mandatory participants heard the recorded informed consent). Print Consent form for participant, Save and Continue.
 - a. If participant does not give consent, you are finished. Return to EPIC and check appropriate items.
- 11. Complete the survey questions if the participant consents.
- 12. Validate Form to see any errors in the survey and make any corrections.
- 13. Complete and Randomly Assign.
- By selecting this option, I agree that I have read this consent form (or it has study toll-free number at 1-844-762-7381. Date of consent 3/30/2016 By selecting this option, I am indicating that I do NOT agree to be part of the Save Draft and Exit Save and Continue **Print Consent** Validate Form Complete and Randomly Assign
- 14. Based upon the assignment. Read the appropriate letter to the participant. Found in EPIS binder on pages 133-137. If participant has questions about why they were assigned a certain way, visit the FAQ in the EPIS binder on page 47.

Select Intake Location

Continue

nce Select County

15. Return to EPIC.



Random Assignment Steps July 2016 v5

EPIC Profile Assignment Tab

- 1. Back in the participant's profile in EPIC, go to the Assignment tab.
- 2. You should see the assignment from EPIS. If you don't click into another tab then return to the Assignment tab.
 - a. If assigned to SNAP E+T you are done with the participant.
 Download and Print the SNAP or Community Only Services Notification Letter.
 - b. If assigned to EPIC, continue with the remaining steps.
- 3. EPIC assignment, requires a few more steps.
- 4. Select a program.
- 5. Designate the DHS primary contact.
- 6. Save.
- 7. Schedule appointment with CBO.
- 8. Download Referral Form, and then print a copy to give participant.
- Download EPIC- Snap Notification Letter, and then print a copy to give to the participant.

1 1TEST		
PROFILE PROGRESS PAGE IS	TEP SERMOES OUTCOMES CASE NOTES ASSESSMENTS RE	PORTS
olie Details Application Information In	ako Activilios Eligibility Box 2 Assignment	
SIGNMENT		CASE NOTES(0)
L Polio	Bindam Assignment Date:5272016 Bindam Assignment Goup: 11-PC SPWP E&I Schwass	Edit Random Assignmont
First Namo 1	Program Assignment *	
Last Namo 1lost	4 The Cara Program Main Campus Catering Test Program •	
Email Show More Contact Information	D+6 Context *	
User Name 11Iest	5 DHScasoworkar Team1 T	
Other Participant ID 8152	6 Savo	
DHS Case D/SNIP Unit D 2632632632631	7 Schedule an appointment with CBO	
FIN 258582825	Assignment Forms	
Application Submitted 4/29/2016	8 Download Potenti Form	
Eligibility Review Recommended	9 Download FPC SNP Notification Letter	
Assignment EPC SNIP E&I Services on 5/2/2016	10 Wav Program Information	
Study ID 1000		
CBO Agency Assignment The Cara		

10. Select View Program Information, and then Print Page and give a copy to the participant.

Choose Not to Participate

There are a number of reasons why a participant may choose not to participate after the eligibility process has been completed:

- They do not like the choices of training opportunities;
- They didn't realize there was training before they got a job;
- Their situation changed between the application appointment and follow-up appointment.

Follow the EPIS survey section steps (above) to capture the data for the individual.

- 1. Enter the participant information.
- 2. On the informed consent page, check the box that indicates the person is not giving consent.
- Return to EPIC, go to Profile Details tab, mark person as Decline to Participate under Update Customer Status section.
- 4. If they are mandatory, refer them through the local job placement program procedures.

	By selecting this option, study toll-free number at 1	is consent form (or it has			
	Date of consent 3/30/2016				
0	by selecting this option,	IOT agree to be part of th			
	Save Draft and Exit	Save and Continue	Print Consent		

*If you are with an EPIC partner organization but cannot access the dashboard, you need to request access. Please email <u>info@illinoisworknet.com</u>.

