

## Self-Directed Training

Follow these steps to learn how to use the EPIC dashboard and tools. The following instructions apply to all IDHS caseworkers who will refer customers to the EPIC program.

### Create an Illinois workNet Account

**Read:**

Creating an Illinois workNet Account

[https://www.illinoisworknet.com/DownloadPrint/SignUpwithILworkNet\\_FINAL.pdf](https://www.illinoisworknet.com/DownloadPrint/SignUpwithILworkNet_FINAL.pdf)

**Do:**

Follow the instructions to create your account

Email [epic@illinoisworknet.com](mailto:epic@illinoisworknet.com) so you can be assigned access for the correct location.

Access the outreach flyers for potential customers – select your region

Region 1 - [https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC\\_Flyer-Region%201%20-%20Cook\\_FINAL.pdf](https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC_Flyer-Region%201%20-%20Cook_FINAL.pdf)

Region 2 – [https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC\\_Flyer-Region%202.pdf](https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC_Flyer-Region%202.pdf)

Region 3 – [https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC\\_Flyer-Region%203.pdf](https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC_Flyer-Region%203.pdf)

Region 4 – [https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC\\_Flyer-Region%204.pdf](https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC_Flyer-Region%204.pdf)

Region 5 – [https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC\\_Flyer-Region%205.pdf](https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC_Flyer-Region%205.pdf)

### Access EPIC Partner Resources

**Link:**

<http://www.illinoisworknet.com/epicpartners>

**Watch:**

EPIC Partner Resource Tutorials – [https://youtu.be/Evzgp1AYrNg?list=PLlkuU1ld\\_xm\\_R988-eKbVXsAe10Qtumy0](https://youtu.be/Evzgp1AYrNg?list=PLlkuU1ld_xm_R988-eKbVXsAe10Qtumy0)

EPIC Partner Resource Page – [https://youtu.be/shtqguc2jBY?list=PLlkuU1ld\\_xm\\_R988-eKbVXsAe10Qtumy0](https://youtu.be/shtqguc2jBY?list=PLlkuU1ld_xm_R988-eKbVXsAe10Qtumy0)

## Using the EPIC Dashboard

### **Read:**

Using the EPIC Intake Dashboard

[http://illinoisworknet.com/partners/EPIC/Documents/Using\\_the\\_EPIC\\_Intake\\_Dashboard\\_FINAL.pdf](http://illinoisworknet.com/partners/EPIC/Documents/Using_the_EPIC_Intake_Dashboard_FINAL.pdf)

### **Watch:**

EPIC Dashboard Log in - [https://youtu.be/qEO2WW\\_oVrY?list=PLlkuU1ld\\_xm\\_R988-eKbVXsAe10Qtumy0](https://youtu.be/qEO2WW_oVrY?list=PLlkuU1ld_xm_R988-eKbVXsAe10Qtumy0)

### **Do:**

Access the live dashboard after you have received notification of your EPIC access.

In Google Chrome, you can practice in the EPIC test environment by logging in here:

<http://www.illinoisworknet.com/testepic>

Use one of the following Usernames: DHScaseworker-team1, DHScaseworker-team2, DHScaseworker-team3, DHScaseworker-team4, DHScaseworker-team5, DSHcaseworker-team6, DHScaseworker-team7, DHScaseworker-team8

Use password: Password2016

## Invite an EPIC Customer to Orientation

### **Read:**

Invite Customers to Orientation –

[http://illinoisworknet.com/partners/EPIC/Documents/InviteCustomersToOrientation\\_FINAL.pdf](http://illinoisworknet.com/partners/EPIC/Documents/InviteCustomersToOrientation_FINAL.pdf)

### **Watch:**

Add and invite a Customer – [https://youtu.be/l6l6xcj2XE8?list=PLlkuU1ld\\_xm\\_R988-eKbVXsAe10Qtumy0](https://youtu.be/l6l6xcj2XE8?list=PLlkuU1ld_xm_R988-eKbVXsAe10Qtumy0)

### **Do:**

Review the EPIC Orientation Handout –

[http://illinoisworknet.com/partners/EPIC/Documents/Customer\\_Intake\\_Handout\\_FINAL.pdf](http://illinoisworknet.com/partners/EPIC/Documents/Customer_Intake_Handout_FINAL.pdf)

In Google Chrome, log in to the test environment, create a customer. Follow the directions to complete the invitation.

Complete a copy of the orientation handout for the test customer you created.