Youth Career Pathways: Creating an Illinois workNet Career Plan

October 2018 v6

Contents

Overview

Purpose:

The Career Plan is a tool case workers and/or career navigators can use with their customers to:

- Review assessment results
- Create goals based on assessment results
- Identify steps/services needed to achieve those goals and,
- Document current status and flags when intervention is needed.

Highlights:

- Customer information submitted during the application process is used to populate the Career Plan.
- The career navigator reviews the information and identifies recommended next steps that include start/end dates, status, notes, associate cost and earned credentials (when applicable upon successful completion of the credential).
- The career navigator adds recommended steps/services by selecting from a list of steps/services.

Who Enters/Maintains Data

Only staff and customers that have been given access to the program can view the Career Plan.

- Statewide User Roles- Statewide staff view/edit Career Plans for all customers.
- Career Planner/Case Worker Role- Staff can view/edit Career Plan s for customers in their region/office.
- Customers- Customers can access their information from their program tools located in My Dashboard. (coming next)

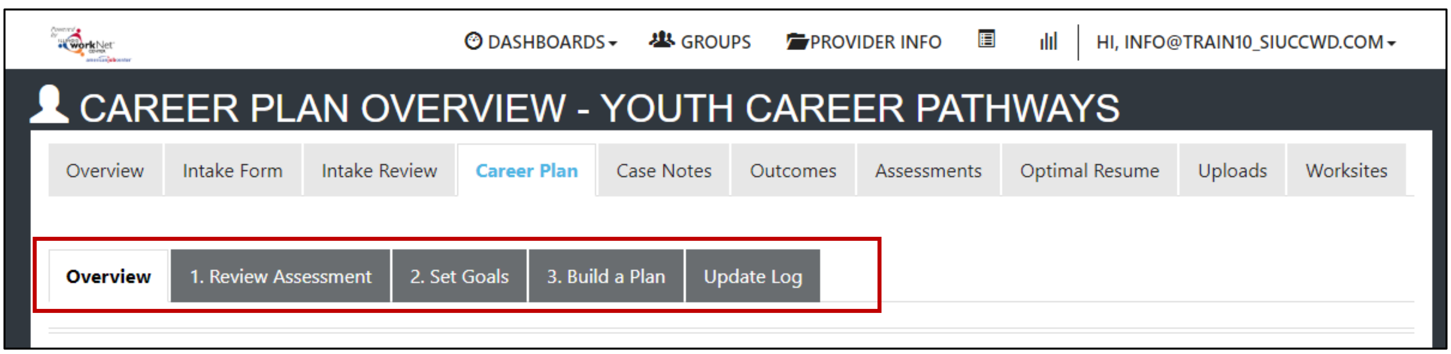
Access Customer Progress Page

1. Log into www.illinoisworknet.com.
2. Select My Dashboard.
3. Select Partner Tools.
4. Select Customer Support Center.
5. Select the Groups in the top menu.
6. Select Youth Career Pathways Partner Tools.
7. Select the customer's name to access their information.
8. Select the Career Plan tab.

> **Shortcut Tip:**
>
> Go to www.illinoisworknet.com/ycppartners.
> Select the link for Youth Career Pathway Partner Tools.

How is the Career Plan organized?

The Main Career Plan Navigation



Overview provides a summary view of assessments, career goals, accomplishments, and the steps to achieve their goals.

1. Complete Assessments provides assessment results that are saved in Illinois workNet and an area to write a summary of the assessment results.
2. Set Goals provides an area to identify goals and categorize them as short/long term, type, and status
3. Build a Plan provides system generated recommended services/steps and can be added to the plan.
4. Update Log - Provides a log of Career Plan updates and upload for customer Career Plan agreements.

Career Plan Sections

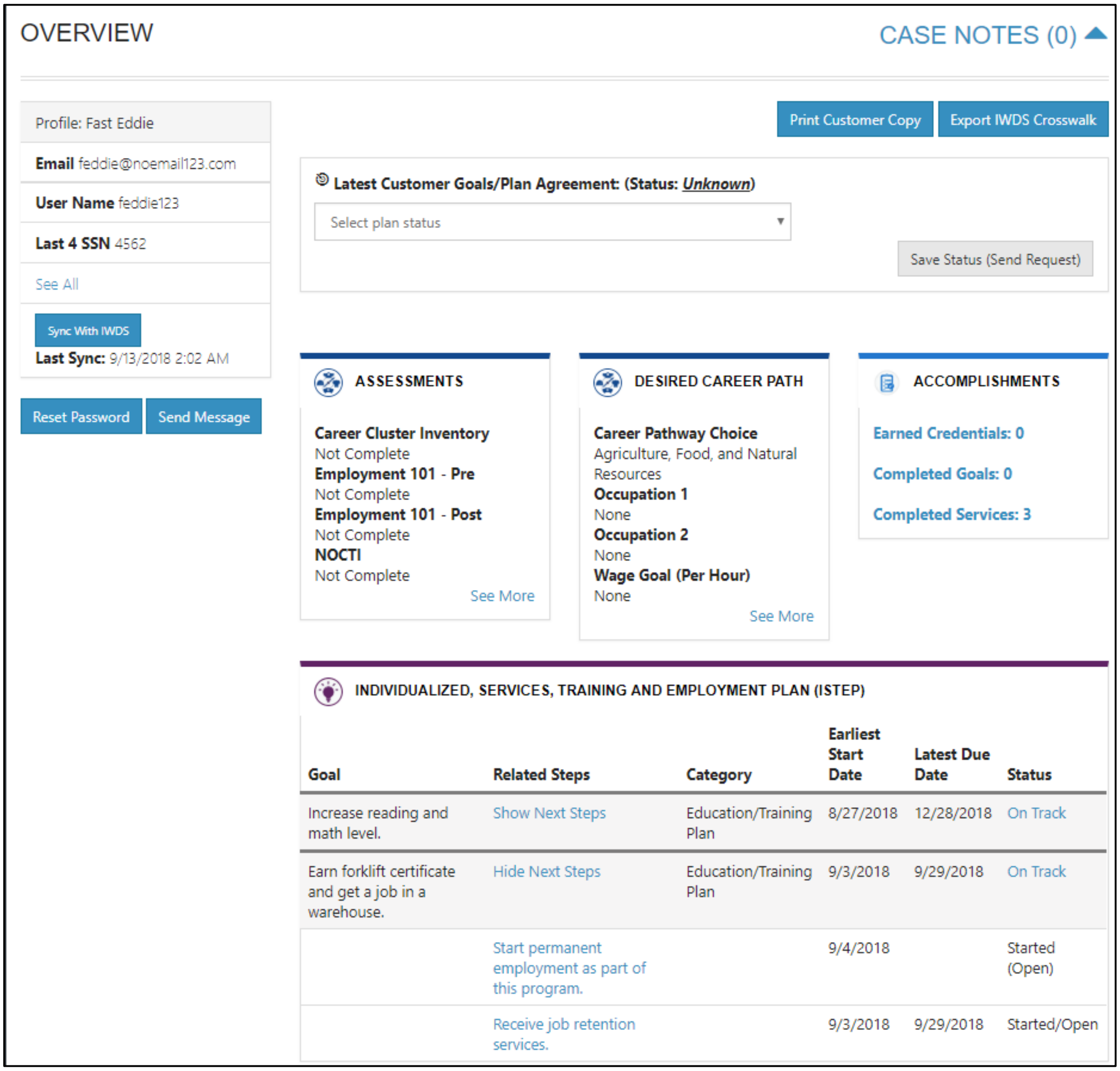
Overview

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

Profile provides a:

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

Customer Goal/Plan Agreement – This section provides the evidence that the customer participated in the development of their Career Plan. At this time, use the print customer copy button and have the customer sign the bottom of the document. Then upload the agreement to the Career Plan.



Assessments view a high level of completed assessments. Select See More to go to the assessment page.

Desired Career Path is part of the Employment Goal assessment. This information can be updated at any time. Select See More to go directly to the Employment Goal assessment section.

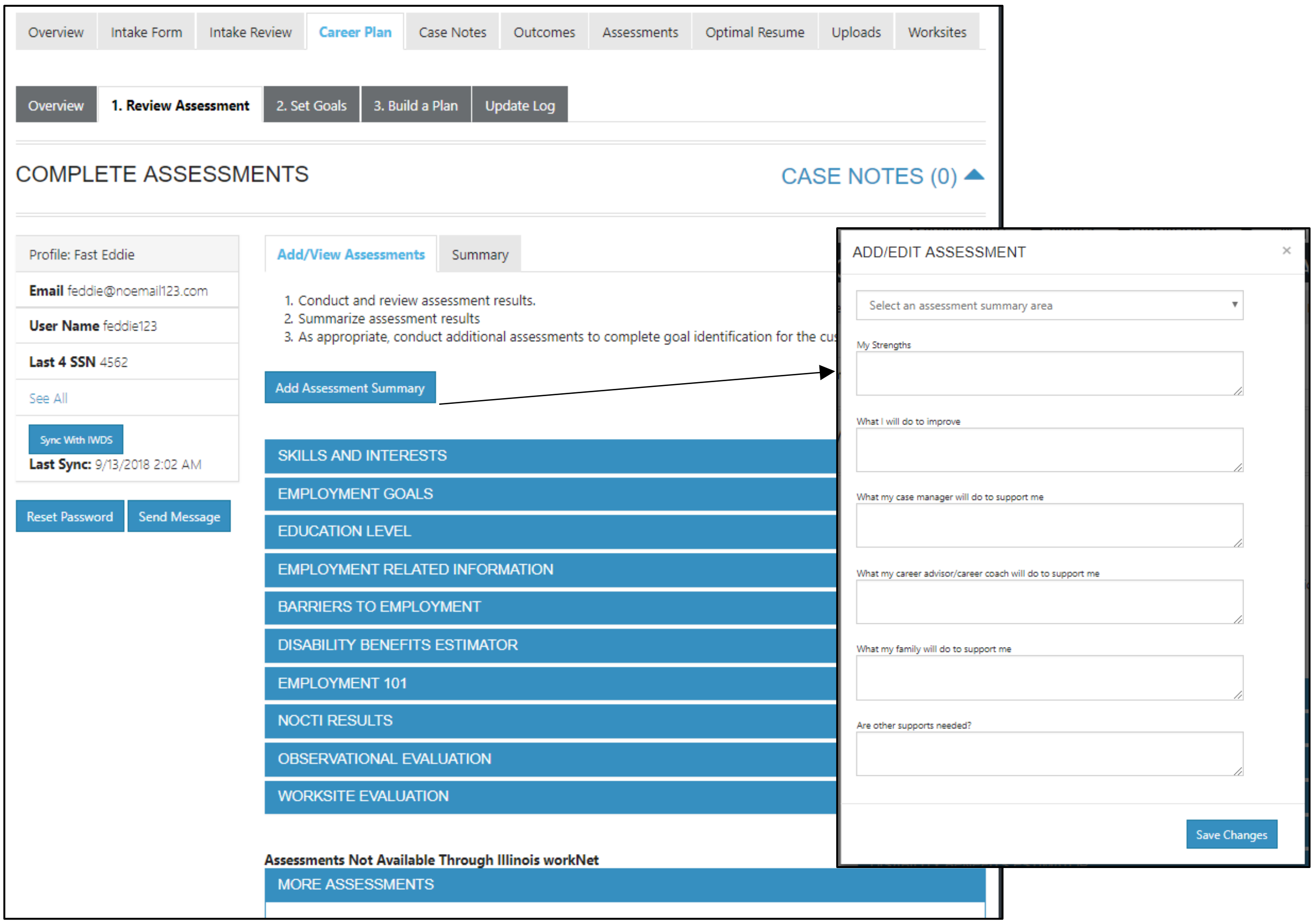
Accomplishment provides a quick count of earned credentials, completed goals, and completed services that link to a list of those items.

The Career Plan section is organized by goals. It includes a list of the steps/services associated with each goal. The start and end dates for the goals are automatically generated by the steps/service for that goal. Goal status is set by the career planner and is used to identify not started, on track, off track, or complete.

Complete Assessments

It is important to complete assessments to identify customer skills, interests, goals and barriers. Some of this information is collected when the customer completes the online application (initial assessment). This information is saved in the Career Plan Complete Assessment & View Results section.

1. Go through each of the assessment sections.
2. Add an Assessment Summary. Saved assessment summaries are available in the Assessment History link



Set Goals

Goals should be written so they address barriers, employment goals, education/training and related stackable credentials that can be earned to advance the customer through their career pathway. Goals should be realistic, measurable and attainable.

Use completed assessments as a resource to discuss and develop goals with your customer. The customer will need to agree to the overall initial plan. If customer goals are added or marked as off track, the customer will need to agree to the update.

1. Select Set Goals tab and add a goal statement.
2. Enter a goal statement that is 144 characters or less.

3. Select a category (Support Services, Career Plan, Education/Training Plan).
4. Identify if the goal is a short term or long term goals.
5. Set goal status.
   - Not Started = This status is the default setting. The career planner should update when the customer has started working towards this goal
   - On Track = The customer is continuing to progress through the steps in this section of the plan at an acceptable rate.
   - Off Track = The customer is not progressing through the steps in this section of the plan at an acceptable rate. *(Coming soon enhancement - A notification is sent to the customer to let them know the plan has been set to off track and the career planner would like to work with them to help them get back on track.)*
   - Complete = The career planner has verified the customer has completed this section of the plan.

Add Goal Statement

Goal Statement	Category	Short/Long Term	Status	Plan Services	
Get support services lined up to help ensure workplace success.	Support Services	Short Term Goal	On Track	Transportation assistance	Edit
Gain permanent employment with an employer in the Health Science industry.	Career Plan	Short Term Goal	Not Started	Get permanent employment as part of this program., Explore jobs, required skill/credentials, and wage information., Prepare your resume.	Edit
Get training/certified as a care giver.	Education/Training Plan	Long Term Goal	Not Started		Edit

Build a Plan

Start adding planned services/steps to for the customer to reach their goals.

1. Select steps to add from a list by clicking on System Generated Service Recommendations to identify the planned services (for step 2). Once a step has been added to the planned services, a checkmark will be show it was added. You can add a service more than one time.

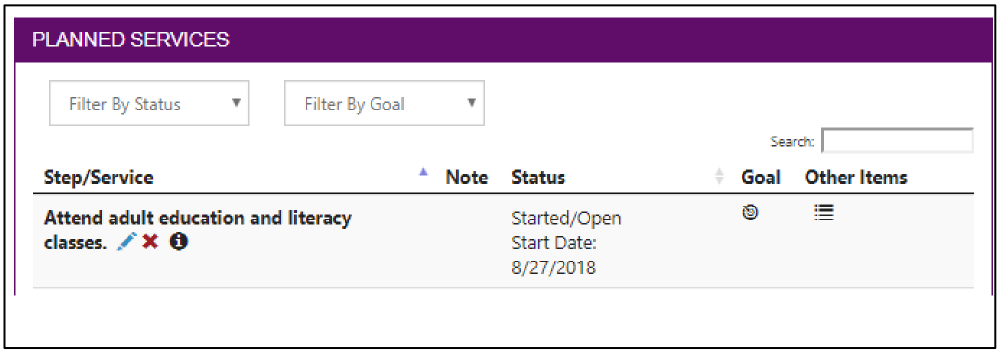
SYSTEM GENERATED SERVICE RECOMMENDATIONS

Filter By Type | Filter By Category

Search:

	Type	Category	Service	Tags	
	Self-Service	Training	**Build your portfolio.**	Building Futures,Youth Career Pathways	Add
	Self-Service	Employment	**Be part of a job club.**	Building Futures,Youth Career Pathways	Add
	Self-Service	Employment	**Build your network of people that can help you find a job.**	Building Futures,Youth Career Pathways	Add
✔	Staff Assisted	Training	**Attend adult education and literacy classes.**	Building Futures,Youth Career Pathways	Add

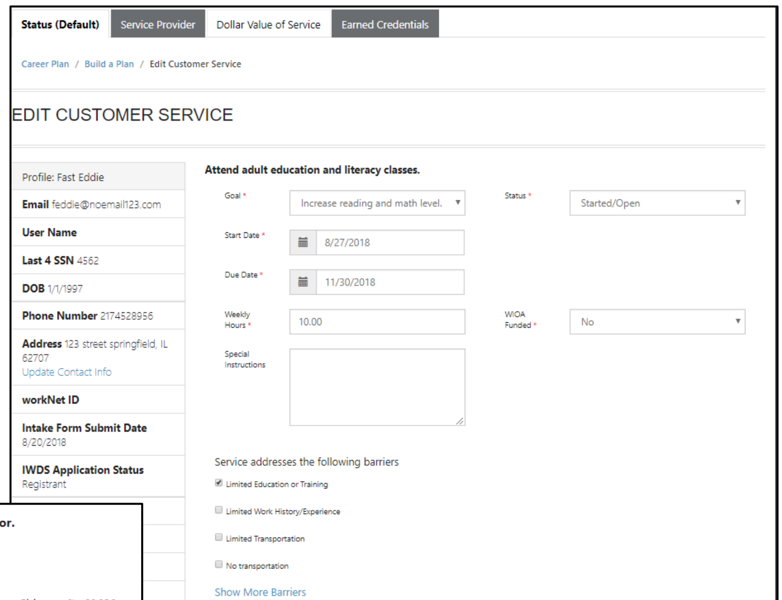
2. Edit the planned services to identify the related goals, barriers the step addresses, step status, the service provider, dollar value of service, and more. Select the edit icon to edit the service.



Service/Step Level Information (Not Worksite Placements)

Status

All services include the related goal, status, start date, weekly hours, WIOA funded (answer no for this project), notes, and related barriers. A completion date is required if the status is complete.

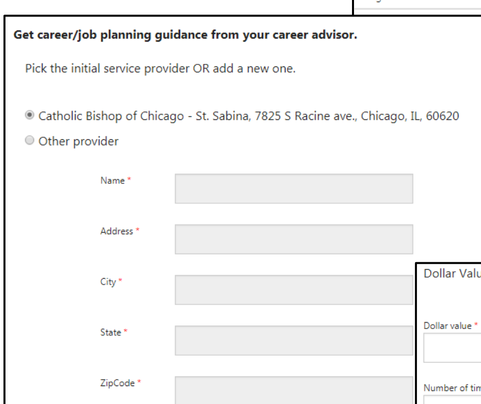


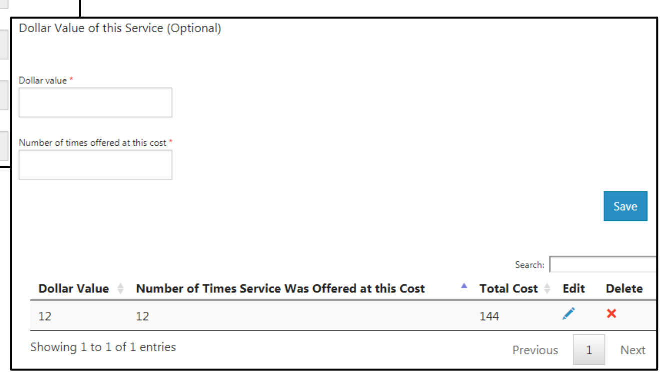
Service Provider

Identify who is providing the service. The grantee will be the default provider. If the grantee is not providing the service, enter the provider information.

Dollar Value (not required)

Enter the dollar amount related to the service. For example, if transportation bus pass or gas card was provided, you can add it to this service.





Service/Step Level Information (Worksite Placements)

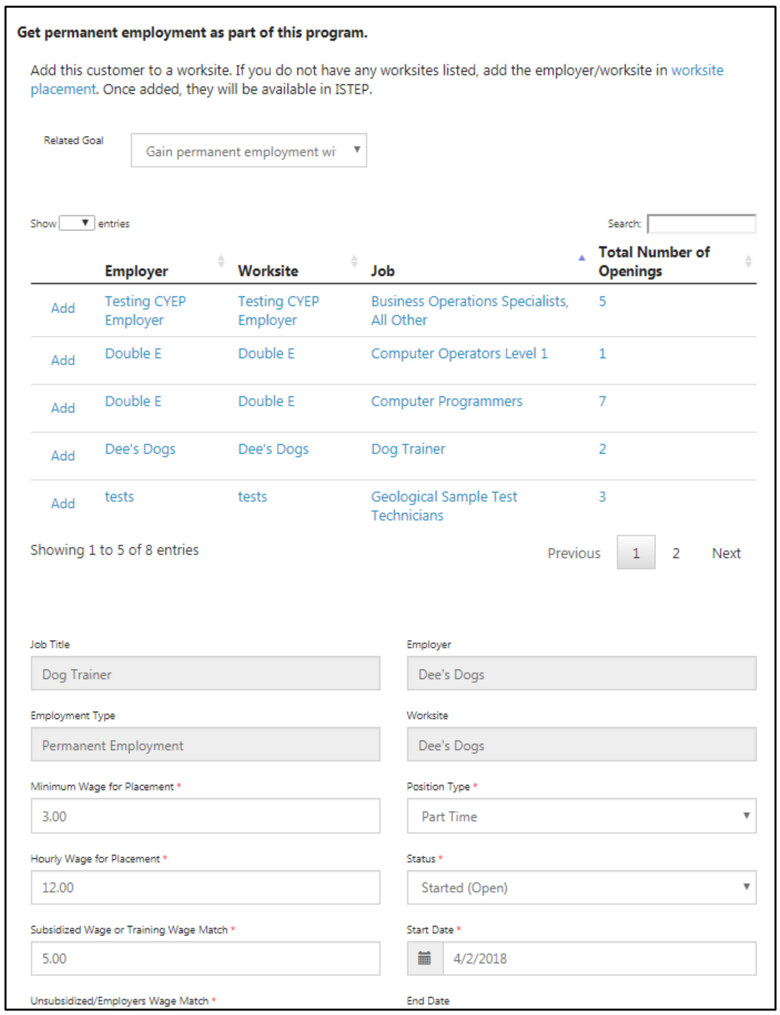
Notes:

- Before you start entering worksite placements into the Career Plan, make sure that all of your employers and worksites have been identified in the worksite placement tool.
- Adding the customer to a worksite using the Career Plan will also populate the worksite placement tool. You do not need to do it in both places.
- Payroll is uploaded in worksite placement so that you can enter the information for the entire group.

Status

All services include the related goal, status, start date, weekly hours, WIOA funded (answer no for this project), notes, and related barriers. This type of service/step also includes worksite placement fields:

- Select Add to add the customer and enter the following information:
  - Minimum wage for placement based on your region and customer age/circumstance.
  - Hourly wage will be prepopulated with the information that was entered with the job. You can change this for each customer. Hourly wage must be equal to or greater than minimum wage.
    - Enter the subsidized wage.
    - Days in subsidized employment is listed with each placement.
    - Unsubsidized wage will automatically calculate by subtracting the subsidized wage from the hourly wage.
  - Select the type of position.
    - Full-time.
    - Part-time.
  - Select a Status.
    - Planned/Not Started
    - Started (Open)
    - On Hold (inactive)
    - Terminated
  - Enter in the Start/End Date.
- Follow-up is required at 30, 60, 90, 180, and 270 days. The follow-up section will be available/activated once each of the timeframes have been met. When the customer reaches each of these milestones, review the information for accuracy, update the subsidized wage as needed, and select that you have verified employment.



Service Provider

The grantee will be the default provider.

Dollar Value (not required)

Enter the dollar amount related to the service. Do <u>not</u> use this as payroll upload. Those cost should be added via payroll upload. A possible future enhancement could be to pull in payroll uploads into this section.