



Training checklist – DHS Youth Programs

September 2021 v3

Use this Training Checklist to document / track training materials you have reviewed for your program.

Bookmark the associated Partner Page for future reference where all resources can be found:

<https://www.illinoisworknet.com/DHSYouthPartners>

Task	Watch	Read
Agency added to Service finder	https://youtu.be/PVJNLa1NFXc	Request Access - pdf
		Add Agency to Service Finder - pdf
		Become a Partner - Webpage
Partners added to User Management	https://youtu.be/-8rb67b9PNA	User Management - pdf
Provider Information	https://youtu.be/FeZXF-JHwHw	Provider Information - pdf
Dashboards and Customer Access	https://youtu.be/bM6UXW6ytGU	Using the Dashboards - pdf
Customer Application	https://youtu.be/uiJLG7UVm8I	Application Instructions for Partners (PDF)
	https://youtu.be/ibk6i1XQJV4	Application Instructions for Customers (PDF)
		PowerPoint for Customer Application (PDF)
Eligibility	https://youtu.be/FFDo--NZMn4	Document Customer Eligibility, Enrollment, and Completion (PDF)
		Cook County Township Map (link)
		Chicago Community Map (link)
Career Plan	https://youtu.be/5jNHAc9Dp0	Document Customer Plans and Progress in their Career Plan (PDF) Prepopulated Steps (PDF)
Case notes	https://youtu.be/IK_nIK2TTC8	Case Notes - pdf
Uploads	https://youtu.be/-9e4-9heee0	Uploads - pdf
Worksite Placement and Payroll Upload	Payroll https://youtu.be/PBfrnixkVQ	Worksite Placement and Payroll Upload (PDF)
	Worksite https://youtu.be/3RMYNEHYOwQ	