



# Community Youth Employment Program (CYEP) Program Tools

November 15, 2017

CYEP Program Tools

## Agenda



- Program Information Entered In Illinois workNet
- Program Tools Overview
- Application and Customer Information Demonstration
- Next Steps

# Enter Program Information Into Illinois workNet



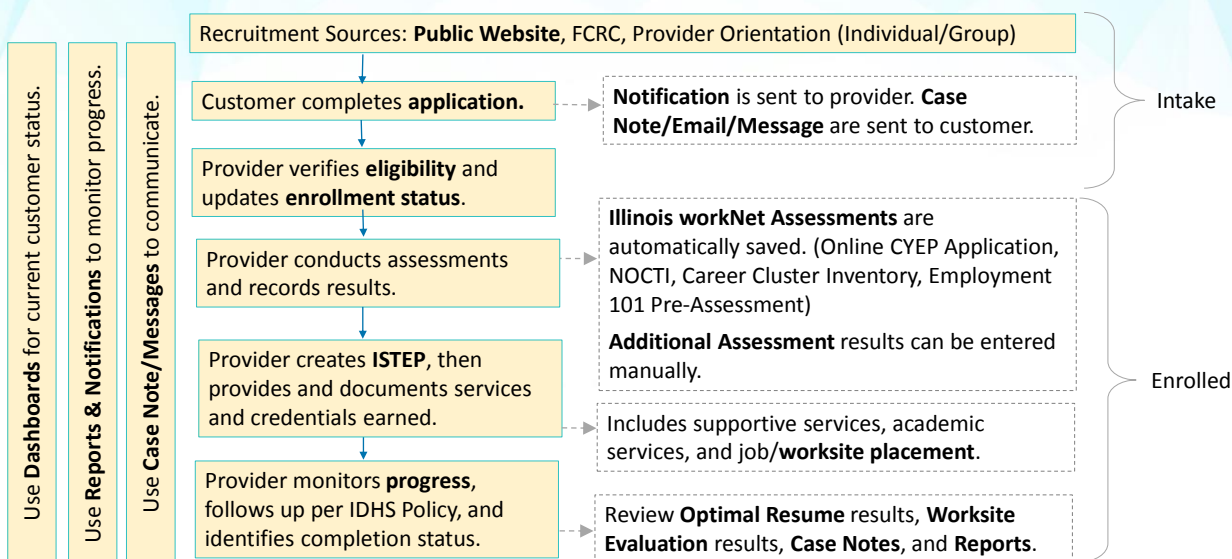
**Why?** Easy access to all program information in one place.

**What to include:**

- Planned/Actual Services
  - Supporting documentation such as a syllabus
- Worksite Placement
  - Supporting documentation such as worksite agreements
- Credentials Earned
  - Supporting documentation such as a copy of a credential

**What not to include:** Documentation that includes information such as a full Social Security number.

# Program Tools Overview

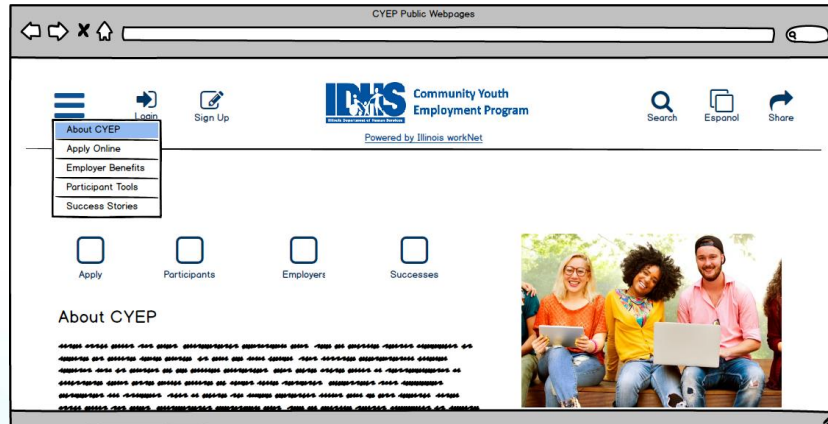


## Recruitment Tools

## Public Website

(*SHORT URL TBD*) is used to “package” Community Youth Employment Program information to provide a consistent message across the state. It includes:

- Overview of the program
- Eligibility requirement information
- Access to the application
- Benefits for participating employers and how to participate
- Overview of tools available to program participants
- Success stories



## Customer View

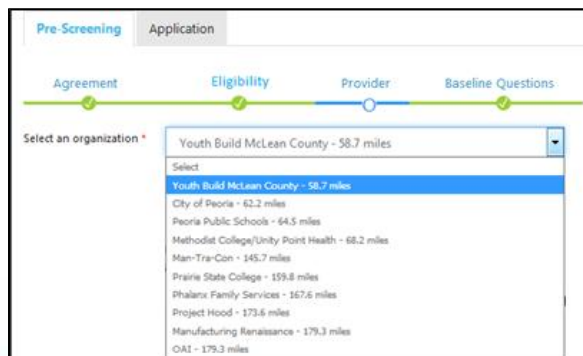
## Application

Customers complete the online application which:

- Collects initial assessment information
- Connects customers with providers via Illinois workNet CYEP partner tools.

It includes basic information such as:

- Contact Information
- Employment Goals
- Demographic Information
- Education Level/History
- Employment History
- Potential Barriers to Employment



## Partner Tools

## Initial Service Delivery Tools

Initial customer information that will be available includes:

- Profile
- Application
- Assessments
- Optimal Resume

The left screenshot shows the 'ASSESSMENTS' page for a user named Katie Samson. The navigation bar at the top has tabs for PROFILE, PROGRESS PAGE, ISTEP, SERVICES/OUTCOMES, CASE NOTES, ASSESSMENTS (highlighted in red), and OPTIMAL RESUME. The main content area is titled 'ASSESSMENTS' and includes a profile section on the left with fields for First Name (Katie), Last Name (Samson), Email, User Name (KSamson), Other Participant ID (10245), DHS Case ID (SNAP Unit ID 20000000000000000000), RIN (450125458), Application Submitted (7/3/2017), Eligibility Review Recommended, Assignment EPIC SNAP E&T Services on 7/3/2017, Study ID (1000), CSD Agency Assignment (The Care Program - Main Campus), and Enrollment Status (Enrolled). The main area lists assessment categories: Disability Benefits Estimator | Employment 101 | NOCTI | Observational Evaluation | Worksite Evaluation | No Skills and Interest Results. Below this are buttons for 'DISABILITY BENEFITS ESTIMATOR', 'EMPLOYMENT 101', 'NOCTI RESULTS', 'OBSERVATIONAL EVALUATION', and 'WORKSITE EVALUATION'. There is also a section for 'Assessments Not Available To Enter More Assessments' with an 'Add Assessment Results' button and a table with columns for Assessment Name/Description, Eligibility, and a value of 5/3. The bottom of the page shows 'Showing 1 to 1 of 1 entries' and 'Category 2'.

The right screenshot shows the 'OPTIMAL RESUME' page for the same user. The navigation bar has tabs for PROFILE, PROGRESS PAGE, ISTEP, SERVICES/OUTCOMES, CASE NOTES, ASSESSMENTS, and OPTIMAL RESUME (highlighted in red). The main content area is titled 'OPTIMAL RESUME' and includes the same profile section on the left. The main area shows a table of resume entries with columns for Name, Type, Date Created, Date Last Updated, and View Options. The table contains the following entries:

Name	Type	Date Created	Date Last Updated	View Options
Basic Skills Assessment	Assessment	10/25/2016	10/25/2016	Web
Professional Portfolio	Portfolio	10/25/2016	10/25/2016	Web
Professional Resume	Resume	10/25/2016	10/25/2016	Web - RTF - PDF
ProjectWebsite	Website	10/25/2016	10/25/2016	Web
Resume Letter	Letter	10/25/2016	10/25/2016	Web - RTF - PDF

The bottom of the page shows 'Showing 1 to 5 of 5 entries' and navigation buttons for Previous, 1, and Next.

## CYEP Providers

## Next Steps



- Use the partner guide: [www.illinoisworknet.com/CYEPpartners](http://www.illinoisworknet.com/CYEPpartners)
- Gain access to the Illinois workNet tools
- Become an Illinois workNet NOCTI site
- Prepare to have customers complete the online application
- Mark your calendar for weekly CYEP TA webinars