



## Prepopulated Steps for DHS Youth Programs

July 2023 v6

This is a list of steps and associated goals that are prepopulated on DHS Youth Programs.

To activate one of these steps for a participant:

1. From the Customer Support Center/IWIS
2. Access the participant profile by clicking on the last name of the participant.
3. Select the **Career Plan** tab.
4. Select the **3. Add Steps/Services**
5. Select the **Activity/Service** to be edited.
6. Enter a **date** and update the status to **Started/Open**.
  - a. If an activity/service is not applicable to a participant, enter a **date** and select **Evaluated / Not required**.
7. Click **Save**.

If the activities are not in the list of customers activities and are not available to ADD on an existing customer, the agency has to add the activity to the available steps by doing the following:

1. Click **Partner Information icon** (folder)
2. Click **Grantee Details**
3. Select **Project and Provider**, click Select
4. Scroll to the bottom – find Services
5. Click **Edit Services to Use on Career Plans**
6. Select all the services that need to be added and click **save**. It will save multiple choices at one time.

To update multiple participants at one time with the new activities, use the Customer Services Report. All items in the table below are required for IYIP, AICI, AIYIP, IYIP-S and those with a **\*\*\*** are required for the HYES and RPSA programs. E101 goals **\*\*\***.

Category	Goal	Service
Support Services	Obtain support services (4)	Transportation support
		Childcare / Medical support
		Social / Emotional support
		Application for Benefits - IDHS
Career Plan	Gain Employment (8)	<b>***</b> Career/job planning guidance with career advisor
		<b>***</b> Start Permanent employment as part of this program
		<b>***</b> Complete paid work experience
		<b>***</b> Complete initial and final worksite evaluation
		Complete an apprenticeship program
		Complete a youth apprenticeship program.
		<b>***</b> Complete Employment 101 activities.
Independent Living	Life skills education (3)	Career Development Experience
		<b>***</b> Participate in anger management / conflict resolution workshops or activities.
		<b>***</b> Work on case plan with career coach.
Academic / Secondary Education Plan	Complete Career Readiness (2)	<b>***</b> Participate in Life Skills workshop.
		Complete Career Education utilizing Illinois Pathways strategies.
		Improved Education Outcomes (8)
		Re-enrolled in High School <i>(this may show under Complete Career Readiness)</i>
		Complete high school equivalency training. – <i>add credential</i>



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		Re-enrolled in High School
		Promoted a Grade Level
		Increased attendance/decreased truancy.
		Improved homework completion
		Improved grades.
Career / Postsecondary Education Plan		Enroll in post-secondary / career education.
Referral to services	Referral to service (5)	Referral for homeless services
		Referral for pre-natal, WIC, Early Intervention or Family Case Management Services
		Referral to Services Provider for disability services
		Other service case note required
		Obtain Adult Basic Education services
Assessments	Complete Assessments (1)	*** Complete Casey Life Skills Assessments
Employment 101 Completion	Get training to enhance your skills (7)	*** Make a plan to pay for training and to support yourself while you are in training
		*** *Get Started: Learn about exploring careers.
		*** *Get Started: Learn about finding and planning or training.
		*** Learn about credentials you can earn and how to get them
		*** Learn about comparing training programs.
		*** Explore jobs, required skill/credentials, and wage information.
		*** Join a student/trade association to learn about and get more involved in a career field.
		*** Use Illinois workNet tools to find training programs.
		*** Be part of a job club.
		*** Be ready for your next move
	Get support to reach your goals (1)	*** Find places where staff can help you reach your goals
	Get a job or work experience (12)	*** Get Started: Learn how to prepare to find a job
		*** Build your portfolio.
		*** Prepare your resume
		*** Organize your information
		*** Marketing Yourself
		*** Go to events to help you prepare for or find a job.
		*** Use a strategic job search to find a job
		*** Apply for jobs
		*** Prepare for an interview
		*** Prepare to accept a job
		*** Get skills, experience, and network by being a volunteer
	Living Independently (5)	*** Learn about filing taxes
		*** Getting and staying out of debt.
		*** Make a plan for ways to get to work.
		*** Stay safe at work
		*** Use the Money Management Guide to help you reach your financial goals
	Advance in your Career (1)	*** Learn about career advancement opportunities.

Category	Goal	Service
Goal	Step	Description
Casey Life Skills Plan (8) <i>(this is the goal)</i>	CLS – Daily Living	***Casey Life Skills plan may include improvement in Food/Nutrition, Home Cleanliness, Home Safety, Home Repairs, Computer Basics, Permanency
	CLS – Self-Care	***Casey Life Skills plan may include improvement in health, personal benefits, personal hygiene, personal safety, sexuality
	CLS-Relationships & Communications	***Casey Life Skills plan may include improvement in personal development, developing relationships, communications, cultural competency, domestic violence, legal permanency
	CLS – Housing & Money Management	***Casey Life Skills plan may include improvement in budgeting/spending, banking/credit, housing/transportation
	CLS – Work & Study Life	***Casey Life Skills plan may include improvement in Personal development, study skills, time management, employment, legal, income tax
	CLS – Careers & Education	***Casey Life Skills plan may include improvement in Education plan, career plan
	CLS – Civic Engagement	***Casey Life Skills plan may include improvement in forming positive permanent relationships
	CLS – Looking Forward	***Casey Life Skills plan may include improvement in forming a positive outlook for the future.

**Activities that are NOT prepopulated – available for use on a customer profile**

- Attainment of HS Diploma or GED
- Attend a pre-training assessment
- Attend High School Classes
- Attend High School Equivalency classes
- Be part of a job club
- Build your network of people that can help you find a job
- Clifton Strength Assessment
- Complete a job shadow experience – paid
- Complete a job shadow experience - unpaid
- Complete a training program where you can earn college credit in a Career and Technical Education (CTE) program.
- Complete a training program where you earn an industry recognized credential.
- Complete work based learning experience – unpaid
- Enroll in GED classes
- Enroll in post-secondary / career education
- Get a job as part of this program
- Get assistance with your State ID or drivers licenses.
- Get career/job planning guidance from your career advisor.
- Housing / Utilities – support service
- Incentive based experience
- Learn and implement a job specific skill
- Learn entrepreneurial skills.
- Non-registered apprenticeship program
- Pre-apprentice program
- Receive child/dependent care assistance.
- Receive disability assistance.
- Receive job retention services.
- Receive personal counseling.
- Registered Apprenticeship Program
- Search for openings and work with your career advisor to get help.
- Stipend based experience
- Use your skills and interest to explore careers.
- Work with a mentor
- Work with your career planner to prepare for an interview.