



Illinois SNAP Employment & Training System



System Training Session 3

Employment & Retention

Illinois Department of Human Resources working in conjunction with
Illinois workNet® sponsored by the Department of Commerce and Economic Opportunity
June 2022

ISETS

EMPLOYMENT AND RETENTION

Learning Objectives

- **Add participant employment**
- **Attendance Report**
- **Retention Service**
- **Employment Verification**
- **Customer status on Overview**
- **Dashboard**

ACCESS OPTIONS

Access ISETS from the partner page, partner dashboard or through group search in IWIS.

workNet CENTER americanjobcenter

Search Español User

Messages (177) Bookmarks Resumes Skills & Interests

DASHBOARDS CUSTOMERS

GROUPS - SEARCH

ISETS PARTNER GUIDE

workNet CENTER americanjobcenter

Search Español Users Share

Resumes Skills & Interests

Partner Tools

Customer Support Center/IWIS ISETS Illinois Employment Business System (IEBS)

IWIS Illinois Worker Training System (IWTS) More Tools

ISETS Illinois SNAP Employment & Training System

Group Name: ISETS - Catholic
Show Advanced Search
Search

entries

Name

- ISETS - Catholic Charities
- ISETS - Catholic Charities of the Arch of Chicago

to 2 of 2 entries

Workforce & Education Partner Resources.

led to be used by Workforce Partners participating in the Illinois SNAP Employment & Training System. This site will be updated ongoing as the project progresses and materials are needed. *If you send a request to info@illinoisworknet.com please include a reference to the ISETS program to enable us to help request.*

Partners that have been granted access will see this program listed in their Customer list.

Dashboards and Partner Tools

you need to know about the 2021 Launch

ACCESS ISETS

Illinois SNAP Employment & Training System

- Complete SPCQ
- Submit
- Watch for email with Username and Password
- Log-in to ISETS

MULTIPLE GROUPS

- If you have access to multiple grant programs/groups, you may access the group from the Customer Support Center/IWIS icon as well.

The screenshot shows the top navigation bar with a menu icon, the Illinois WorkNet Center logo, and links for Search, Español, Users, and Share. Below the navigation bar is a blue banner with the text "ISETS PARTNER GUIDE". A left navigation menu contains a home icon and the text "ISETS Dashboards and Partner Tools". The main content area features a back arrow, the URL <https://illinoisworknet.com/isetspartners>, and a paragraph of introductory text. Below the text is a link for an infographic: "Infographic: What you need to know about the 2021 Launch". On the right side of the page, there is a logo for ISETS (Illinois SNAP Employment & Training System).

The screenshot shows the "Personal Tools" and "Partner Tools" sections of the website. The "Personal Tools" section includes icons for Dashboard, Profile, Password, Messages, Bookmarks, Assessments, Interests, Employment 101, Resumes, Disability Estimator, Career Plan Tools, Virtual Job Fair, and Attendance. The "Partner Tools" section includes icons for Customer Support Center/IWIS, ISETS, Illinois Employment Business System (EBS), Incumbent Worker Tracking System (IWTS), and More Tools. A blue arrow points from the "Log-in to ISETS" step in the list to the ISETS icon in the Partner Tools section.

PREVIOUS SESSIONS

Intake & Referral

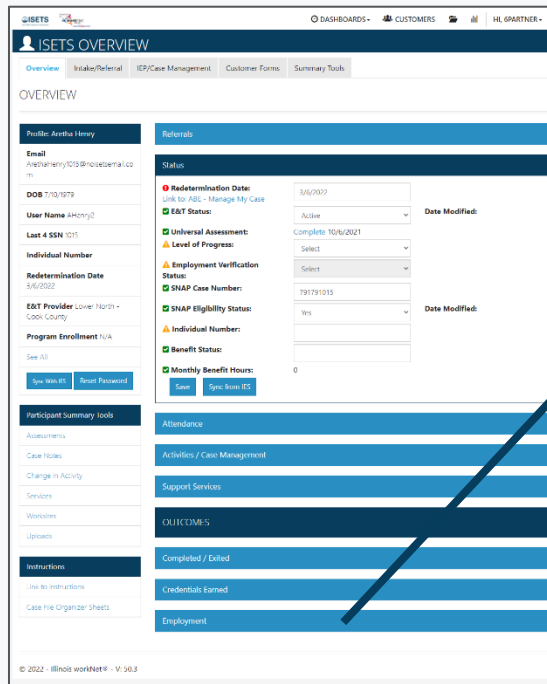
- Search Customers
- Add Customers
- Assess Customers
- Refer Customers
- Enroll Customers ***
- Referral portion of Dashboard for Customers

Enrollment & Case Mgt.

- Enrolling a customer
- Add Activities and Services to a customer profile
- Track Attendance
- Track Supportive Services
- Document progress
- Ending an Activity

ADD EMPLOYMENT

- Overview page
- Employment section
- Add Employment



ISETS OVERVIEW

Overview | Intake/Referral | IEP/Case Management | Customer Forms | Summary Tools

OVERVIEW

Participant: Anetha Henry

Email: AnethaHenry013@holosocialco.com

DOB: 7/10/1979

User Name: ahenny02

Last 4 SSN: 1015

Individual Number:

Redetermination Date: 5/6/2022

E&T Provider: Lower North - Cook County

Program Enrollment: N/A

Participant Summary Tools: Assessments, Case Notes, Change in Activity, Services, Worksheets, Uploads

Instructions: Link to Instructions, Case File Organizer Sheets

Status:

- Redetermination Date: 5/6/2022
- E&T Status: Active
- Universal Assessment: Complete 10/6/2021
- Level of Progress: Select
- Employment Verification Status: Select
- SNAP Case Number: 791791015
- SNAP Eligibility Status: Yes
- Benefit Status:
- Monthly Benefit Hours: 0

Employment Section:

Attendance

Activities / Case Management

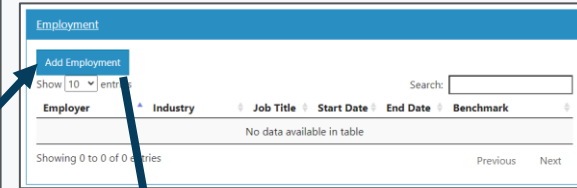
Support Services

OUTCOMES:

Completed / Exited

Credentials Earned

Employment:



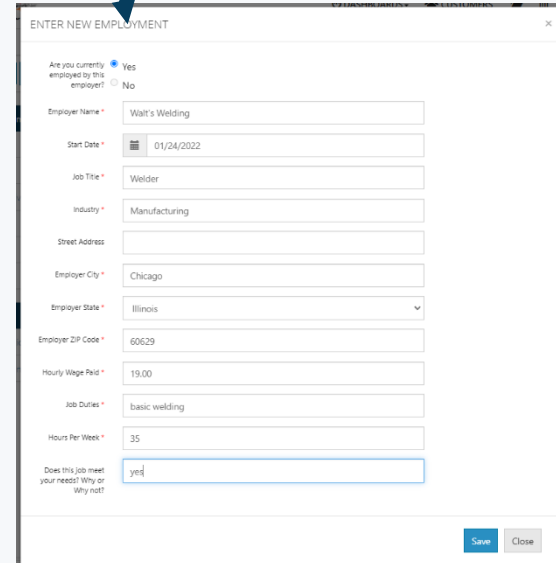
Employment

[Add Employment](#)

Show 10 entries

Employer	Industry	Job Title	Start Date	End Date	Benchmark
No data available in table					

Showing 0 to 0 of 0 entries



ENTER NEW EMPLOYMENT

Are you currently employed by this employer? Yes No

Employer Name * Walt's Welding

Start Date * 01/24/2022

Job Title * Welder

Industry * Manufacturing

Street Address *

Employer City * Chicago

Employer State * Illinois

Employer ZIP Code * 60629

Hourly Wage Paid * 19.00

Job Duties * basic welding

Hours Per Week * 35

Does this job meet your need? Why or why not? * yes

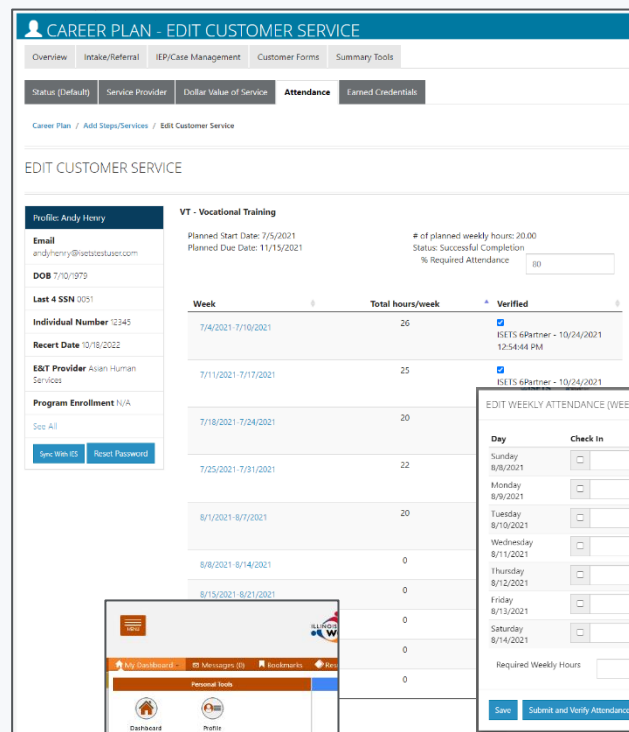
[Save](#) [Close](#)

TIPS

- This is in addition to the service in the customer IEP

TRACK ATTENDANCE

- Provider tracking in IEP
- Customer from profile



CAREER PLAN - EDIT CUSTOMER SERVICE

Overview | Intake/Referral | IEP/Case Management | Customer Forms | Summary Tools

Status (Default) | Service Provider | Dollar Value of Service | **Attendance** | Earned Credentials

Career Plan / Add Steps/Services / Edit Customer Service

EDIT CUSTOMER SERVICE

Profile: Andy Henry

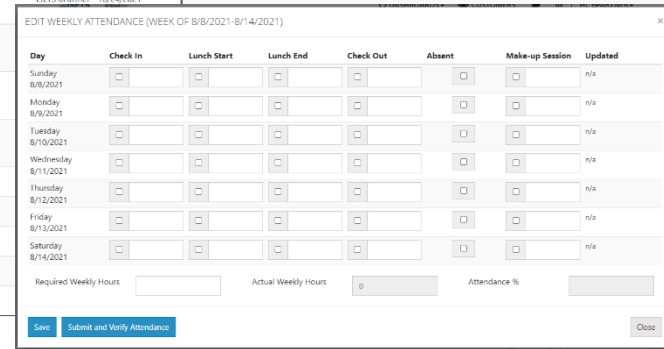
Email: andyhenry@iisbizcustomer.com
 DOB: 7/10/1979
 Last 4 SSN: 0051
 Individual Number: 12345
 Recert Date: 10/18/2022
 E&T Provider: Asian Human Services
 Program Enrollment: N/A

See All | Sync With IIS | Reset Password

VT - Vocational Training

Planned Start Date: 7/5/2021 # of planned weekly hour: 20.00
 Planned Due Date: 11/15/2021 Status: Successful Completion
 % Required Attendance: 80

Week	Total hours/week	Verified
7/4/2021 - 7/10/2021	26	<input checked="" type="checkbox"/> ISETS 6Partner - 10/24/2021 12:54:44 PM
7/11/2021 - 7/17/2021	25	<input checked="" type="checkbox"/> ISETS 6Partner - 10/24/2021
7/18/2021 - 7/24/2021	20	
7/25/2021 - 7/31/2021	22	
8/1/2021 - 8/7/2021	20	
8/8/2021 - 8/14/2021	0	
8/15/2021 - 8/21/2021	0	

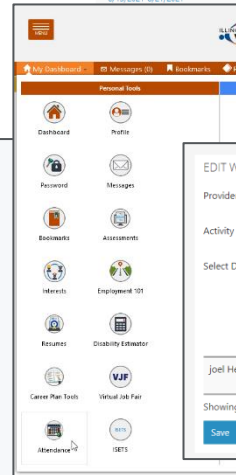


EDIT WEEKLY ATTENDANCE (WEEK OF 8/8/2021-8/14/2021)

Day	Check In	Lunch Start	Lunch End	Check Out	Absent	Make-up Session	Updated
Sunday 8/8/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Monday 8/9/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Tuesday 8/10/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Wednesday 8/11/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Thursday 8/12/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Friday 8/13/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Saturday 8/14/2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a

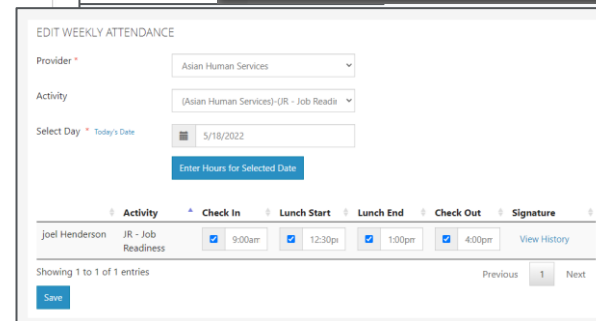
Required Weekly Hour: Actual Weekly Hour: Attendance %:

Save | Submit and Verify Attendance | Close



Personal Tools

- Dashboard
- Profile
- Password
- Messages
- Bookmarks
- Assessments
- Interests
- Employment '01
- Resumes
- Disability Estimator
- Career Plan Tools
- Virtual Job Fair
- Attendance
- ISETS



EDIT WEEKLY ATTENDANCE

Provider: Asian Human Services
 Activity: (Asian Human Services)-(JR - Job Readiness)
 Select Day: Today's Date: 5/18/2022

Enter Hours for Selected Date

Activity	Check In	Lunch Start	Lunch End	Check Out	Signature
joel Henderson JR - Job Readiness	<input checked="" type="checkbox"/> 9:00am	<input checked="" type="checkbox"/> 12:30pm	<input checked="" type="checkbox"/> 1:00pm	<input checked="" type="checkbox"/> 4:00pm	<input type="text"/> View History

Showing 1 to 1 of 1 entries | Previous 1 Next

Save

TIPS

- Enter time daily or weekly
- Use attendance to track hours for 2610

ADD RETENTION SERVICE

- Add Activities & Services for your location
- View recommended providers and add activities
- Edit service in IEP

TIPS

- If a participant has an employment related service, they will also need a Job Retention Service.

SELECT YOUR NEXT STEP

View recommended providers and send Referrals

Complete/Edit Needs Assessment

Send/Reply Referrals

Add Activities & Services for your location

What are the goals of this program?
How is this training offered? Classroom Instruction, Labs, W...
What are the minimum requirements to enter the program?

Enroll in Program & Add Activities

Send Referral

Select activities to add to IEP/Case Management

WE - Work Experience JR - Job Readiness

JRS - Job Retention Services E - Employment (subsidized or unsubsidized)

Add

ADD STEPS/SERVICES

Profile: Andy Henry

Email: andy.henry@isetsuser.com
 DOB: 7/10/1979
 Last 4 SSN: 0001
 Individual Number: 12345
 Recert Date: 10/18/2022
 E&T Provider: Asian Human Services
 Program Enrollment: N/A

See All
See with ID Reset Password

Related Instructions
 Career Plan Overview

Participant Summary Tools
 Assessments
 Case Notes
 Change in Activity
 Services
 Worksheets
 Uploads

STEP 1: Add Step/Service
Add Step/Service

STEP 2: Assign Step/Service(s) to a Goal

Step/Service	Note	Status
Housing/Utilities		Not Set
Referral to Drug/Alcohol Rehabilitation Counseling		Not Set

Showing 1 to 2 of 2 entries

STEP 3: Manage Step/Service(s) in Goal

STEPS FOR COMPLETE PROGRAM (5)

Step/Service	Note	Status	Other Items
JR - Job Readiness		Started/Open Start Date: 8/2/2021	
JRS - Job Retention Services		Started/Open Start Date: 6/1/2021	
Personal Hygiene		Started/Open Start Date: 8/2/2021	S
Transportation		Started/Open Start Date: 6/1/2021	S
VT - Vocational Training		Successful Completion Start Date: 7/5/2021 Completion Date: 11/15/2021	#

Showing 1 to 5 of 5 entries

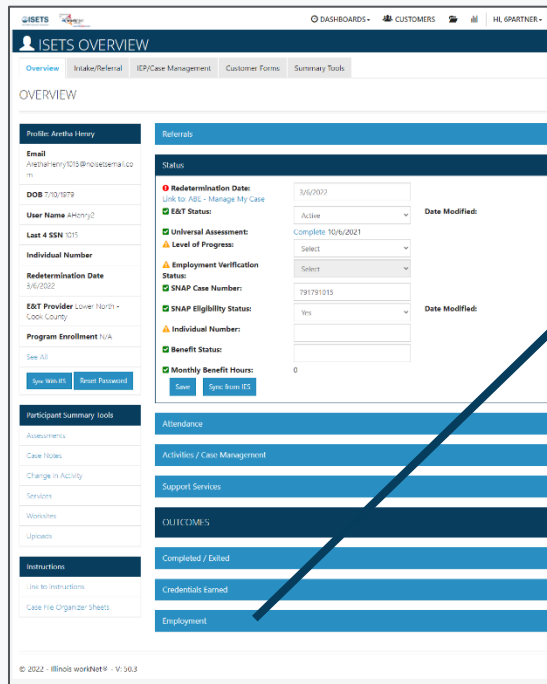
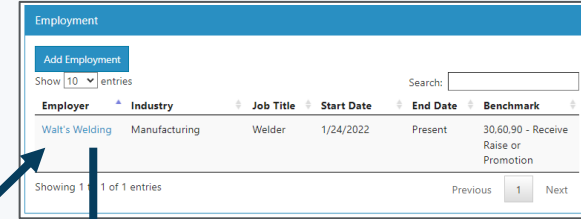
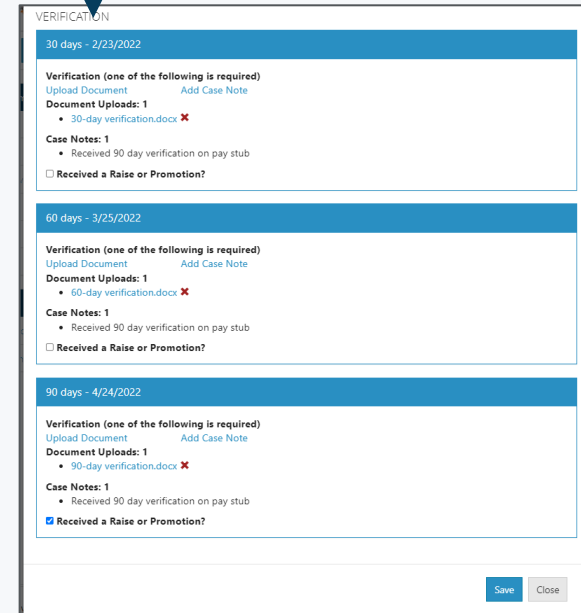
Previous 1 Next

EMPLOYMENT VERIFICATION

- Overview
- Select Employment
- Add verification documents
- Add case note
- Designated DHS will verify uploaded information

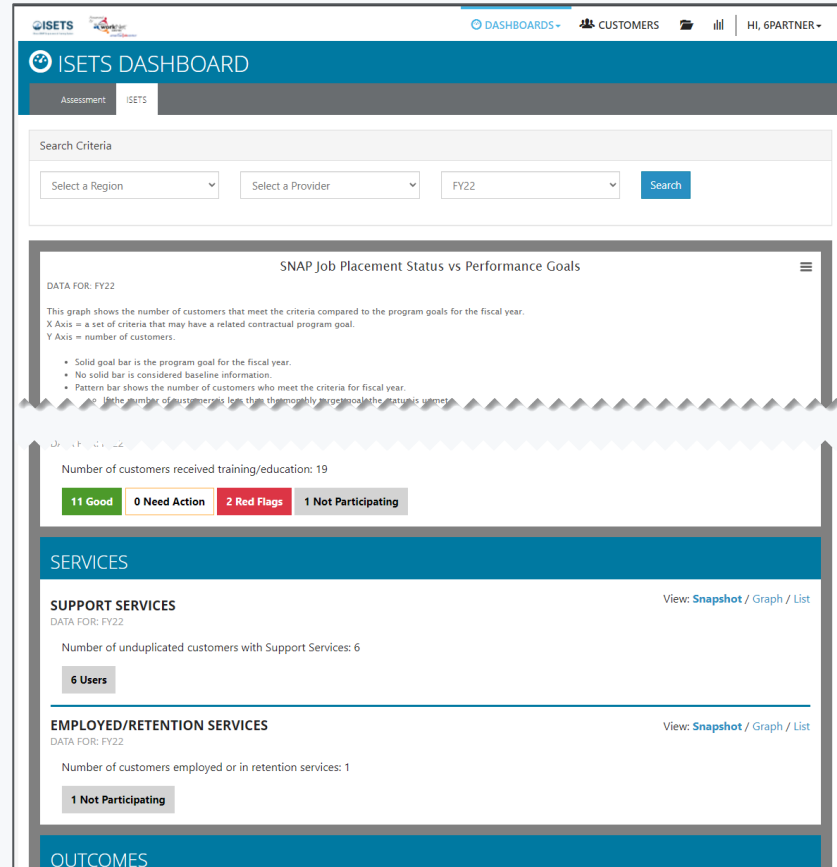
TIPS

- Paystub
- IDHS Employment verification forms
- The Work Number

DASHBOARD

- Services
 - Snapshot or List
 - Employed/Retention Services



TIPS

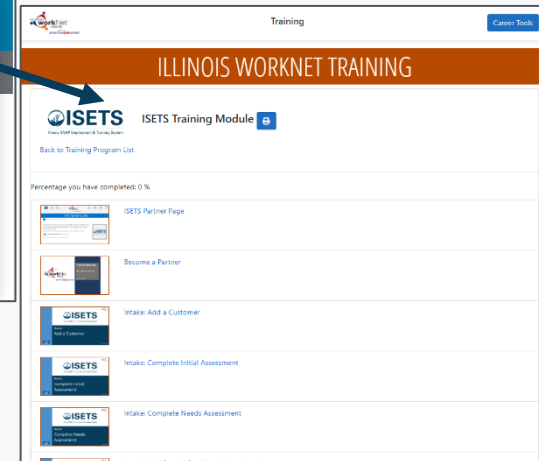
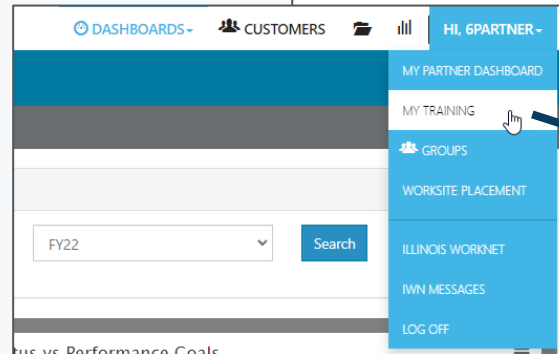
- Use this section of the dashboard to see who needs action right away.

RESOURCES

- Partner Page
 - <https://illinoisworknet.com/isetspartners>
- My Training
 - Access by log-in within ISETS

TIPS

- Partner guide has:
 - Instructions
 - System Updates
 - Recordings of TA sessions



THANKS




Illinois SNAP Employment & Training System



ISETS System Training

Contact us:

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 dreinhardt@illinoisworknet.com

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