CBO Weekly Webinar 8-10-16

Emily from Mathematica answered questions about filling out the "Workbook". If you did not receive your workbook, email tammy.stone@illinois.gov, she will forward your copy to you.

Filling out the Workbook

Estimate various aspect of how people spend their time.

Indicate how many hours each person works per week.

Indicate the Percentage of time spent on the pilot. (In a typical week how many hours are they spending on the pilot)

Indicate the percent of the pilot time spent on evaluation activities.

The last tab in the workbook – overhead and operating cost

First section requires an estimate of the overhead. Traveling to training or client visits would be included in this section of the workbook. Then enter the percent of the cost paid for by pilot funds.

Show the total cost and how much the grant paid for of the cost, indicate it in percentages.

The Facilities table

Choose the type of facility from the drop down.

Choose your relationship to the facility from the drop down.

Indicate the total facility cost for that reporting period. (select weekly, monthly, or annually)

Percentage of cost paid for by pilot funds.

Estimate the percentage of the facility used for the pilot.

Estimate the utility cost of the facility. If utility cost is included in rent/lease, note "utilities included in lease".

Indirect cost area - With the EPIC grant, most of the costs are direct cost for the CBO's so the indirect cost will be primarily admin.

The workbooks should be returned by September 2. If you would like to have Emily review a draft copy, forward that to her by the 25th. To reach Emily select "Reply All" on the email containing the workbook. If the initial workbook is correct, you will just have to update numbers for future workbooks.

Exited Information

Updated Exit Status instructions have been added to the list of resources.

https://www.illinoisworknet.com/partners/EPIC/Documents/Exit%20Information%20document.pdf

Dashboard

The Enrolled Dashboard now has a Completion Status area to show where the customers are after exiting the program.

Progress Page

An Exit Information area has been added to allow the CBO to input the information required when the customer exits the program either successfully or unsuccessfully.

If a customer misses their appointment do not got in and delete the appointment date UNTIL you are ready to schedule a new appointment.

ISTEP

Update the customer ISTEP to include any interim credentials they receive during the training program.

For permanent Job Placement the customer will need to provide proof of work along with a copy of a paycheck stub. These can be uploaded in the ISTEP Career Planning portion of EPIC. We are working on a way to allow customers to upload an image of a pay stub.