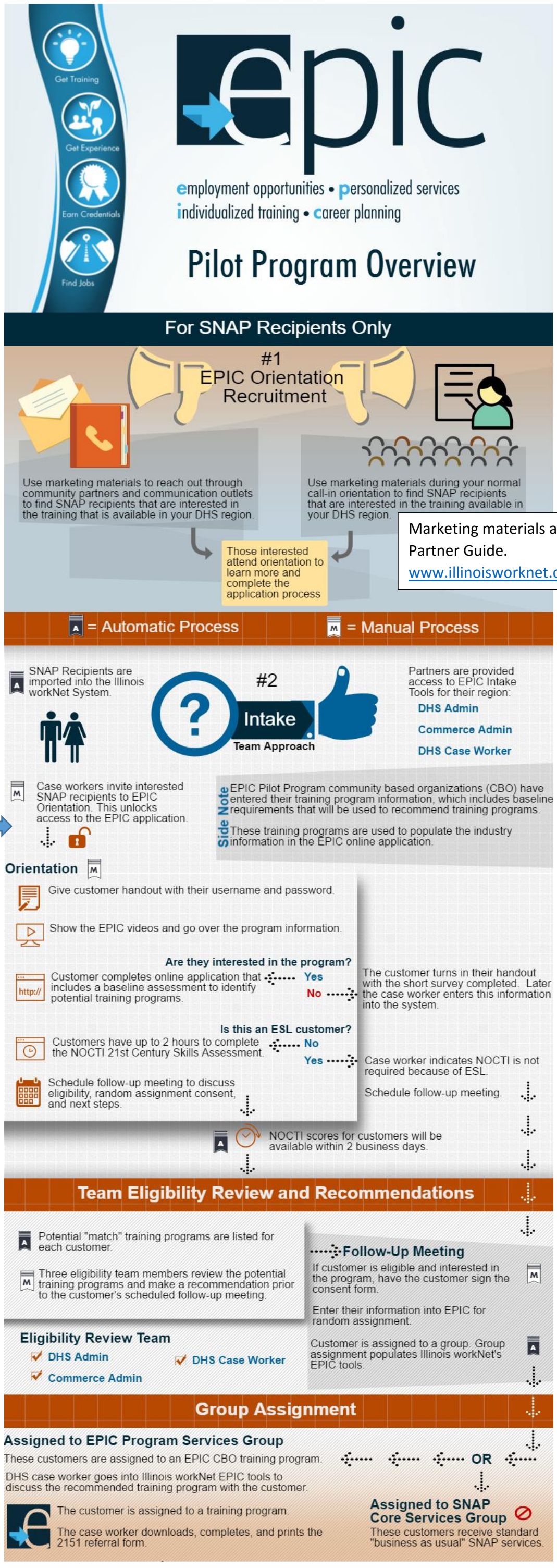

Marketing materials available on the EPIC Partner Guide.
www.illinoisworknet.com/epicpartners

https://test.illinoisworknet.com
Username: CommerceAdmin-Team
Password: Password2016

Write down the customer username and password.

Open a new browser window and go to:
www.ilepic.com
Go to the Chicago regional page.

Username:
Your customer's username
Password:
Your customer's password

Open a new browser window and go to:
https://test.illinoisworknet.com

Username: CommerceAdmin – Team
Password: Password2016

Enter NOCTI scores for your customer (Eligibility tab). In production this will happen automatically.

Complete the review, recommendation, and assignment.

#3
Training

Create Individualized Services, Training, & Employment Plans (ISTEP) For Enrolled Customers

An ISTEP is initiated for a customer once they are enrolled and have been assigned to a CBO. CBO Staff can view the ISTEP.

Partners are set up as teams so they can create, view, and update customers' ISTEPs.

- DHS Admin
- Commerce Admin
- DHS Case Worker
- CBO Staff
- Training Partners
- Employers

Team reviews ...

...the customers'
Assessment results
Skills
Interests
Experience

... the employers'
Projected & actual work-based learning
and job requirements

...training options and progress

...to determine the best training to meet both the employer's and customer's employment goals.

CBO updates ISTEP dates and details.

ISTEP Sections:

Career Planing:
Initial information is pulled from the application. Update as needed.

Activities are listed to help customer explore the career pathways and begin their resume.

Academic & Technical Skills:
Identify next step activities and planned due dates required for the customer to gain necessary academic and technical skills.

Work Based Learning and Work Placement
Select and update ongoing work-based learning (WBL) and job openings for the target occupational area.

Find A Job:
Identify activities and resources to help the customer prepare for their job search and to apply for jobs.

Notes & Highlights:
Access a summary of case notes and uploaded documents for each section.

Partners Use ISTEP Daily

Partners use dashboards to see an overview of progress for intake, enrollment, and work experience placement. Administrative staff, case workers, and CBO staff use the links within the dashboards to access reports and customer lists.

CBOs idenitify activities, due dates, and work experience placement.

CBOs and partners indicate when a service/activity is complete for each section of the ISTEP. Completed services are recorded and can be used for reporting.

Partners indicate when a customer is off track so that intervention can take place to get the customer back on track.

CBO and partners provide comments related to the ISTEP.

Customers can see their ISTEP in their Illinois workNet Account.
Customers receive automatic notices when the ISTEP is updated.
Customers can indicate when a service/activity is complete.

#4
Ongoing
Engage & Facilitate

Services Providers

Staff, partners, and customers are engaged with the ISTEPs.

Are the employers satisfied with the trained customers that come out of the training programs?
If not, do the competencies or requirements need to be modified?

Are there any trends that need to be considered and incorporated into training programs?

SNAP Putting Healthy Food Within Reach
USDA Supplemental Nutrition Assistance Program
USDA
IDHS Illinois Department of Human Services
Illinois Department of Commerce & Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
Bruce Rauner, Governor
ILLINOIS workNet CENTER

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