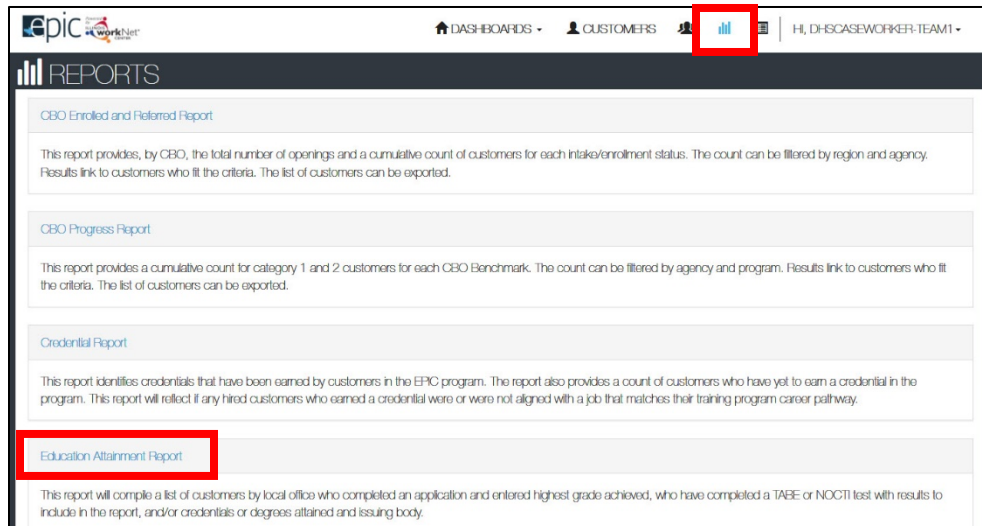


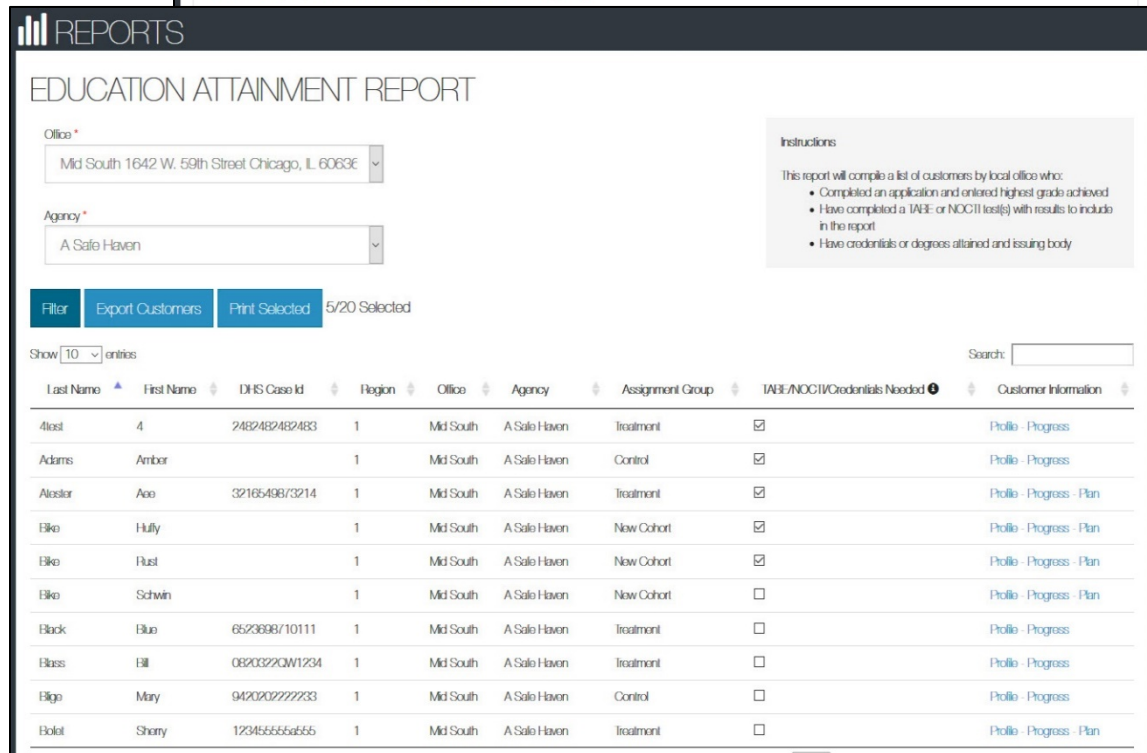
Education Attainment Report

This report was designed for use by the Illinois Department of Human Services (IDHS) to provide an overview of the customer’s initial education level (self-identified), completed assessment results, and any education or vocational credentials earned through participation in the study – control or treatment, and as New Cohort customers.

1. From the EPIC dashboard, go to the Reports tab.
2. Select Education Attainment Report – the report will open in the same tab.
3. Select an IDHS office.
4. Select the Agency.
5. Click Filter.
 - a. If a list of customers by agency is desired, click the Export Customers button. *This may be used as a checklist to ensure you obtain a report for each customer assigned to an agency.*
6. Select up to 20 customers at a time, for which a report is needed.
 - a. A total of how many customers are selected shows at the right of the “Print Selected” button.
7. Click Print Selected.
 - a. The system will generate a PDF document for up to 20 customers selected at one time. *Based upon the print selection chosen in #8, this document may be discarded.*
 - b. An automatic case note is generated for all customers in the case note, which reads: The Education Attainment Report was generated for this customer on xx/xx/xxxx by (Name of Person) followed by (Name of Person), date and time generated.
 - c. The printed individual report will be automatically uploaded to the customer’s Progress page for Treatment and New Cohort customers.



The screenshot shows the EPIC Reports dashboard. At the top, there are navigation links for DASHBOARDS, CUSTOMERS, and a Reports icon (highlighted with a red box). Below the navigation, there are several report options: CBO Enrolled and Referred Report, CBO Progress Report, Credential Report, and Education Attainment Report (highlighted with a red box). Each report has a brief description of its content.



The screenshot shows the Education Attainment Report interface. It includes filters for Office (Mid South 1642 W. 59th Street Chicago, IL 60636) and Agency (A Safe Haven). Below the filters, there are buttons for Filter, Export Customers, and Print Selected (5/20 Selected). A table lists 10 customers with columns for Last Name, First Name, IDHS Case Id, Region, Office, Agency, Assignment Group, TABE/NOCTI/Credentials Needed, and Customer Information.

Last Name	First Name	IDHS Case Id	Region	Office	Agency	Assignment Group	TABE/NOCTI/Credentials Needed	Customer Information
Allest	A	2482482482483	1	Mid South	A Safe Haven	Treatment	<input checked="" type="checkbox"/>	Profile - Progress
Adams	Amber		1	Mid South	A Safe Haven	Control	<input checked="" type="checkbox"/>	Profile - Progress
Alzlar	Aee	32165498/3214	1	Mid South	A Safe Haven	Treatment	<input checked="" type="checkbox"/>	Profile - Progress - Plan
Elke	Hully		1	Mid South	A Safe Haven	New Cohort	<input checked="" type="checkbox"/>	Profile - Progress - Plan
Elke	Hust		1	Mid South	A Safe Haven	New Cohort	<input checked="" type="checkbox"/>	Profile - Progress - Plan
Elke	Schwin		1	Mid South	A Safe Haven	New Cohort	<input type="checkbox"/>	Profile - Progress - Plan
Black	Blue	6523698/10111	1	Mid South	A Safe Haven	Treatment	<input type="checkbox"/>	Profile - Progress
Hass	Bill	0820322QW1234	1	Mid South	A Safe Haven	Treatment	<input type="checkbox"/>	Profile - Progress
Hlga	Mary	9420202222233	1	Mid South	A Safe Haven	Control	<input type="checkbox"/>	Profile - Progress
Holat	Sherry	1234565656555	1	Mid South	A Safe Haven	Treatment	<input type="checkbox"/>	Profile - Progress - Plan

- d. The generated report will look similar to the image on the right. It will tell you the customer's full name, last four numbers of their Social Security Number, Date of Birth, Local Office, Community Based Organization Agency, to which group the customer was assigned, self-identified highest level of education, TABE/NOCTI results, Vocational Credentials Attained – number of credentials attained is noted, and Education Attainment Certificates – number of certificates attained is noted.
8. There are two options to save the file so that it may be uploaded/entered into the IDHS customer file in IES.
- Option 1 (Preferred by DHS admin): Go to the customer's Progress Page in EPIC, open the file by double clicking on the file name. Save as or Print the file as a PDF and save it to the appropriate folder on a DHS computer.
 - Option 2 - Depending upon the software on your computer, you can save as a PDF when printing. Select a specific page in the packet and Print as a PDF by saving the file with the customer's name and any other

EDUCATION ATTAINMENT REPORT

Mary Blige XXX-XX-5656 DOB: 6/24/1975
Local Office: Mid South CBO Agency: A Safe Haven Group: Control
Self-identified highest level of education from application: GED

TABE/NOCTI RESULTS

NOCTI Math: 65 NOCTI Reading: 63 NOCTI Writing: 50 NOCTI Date: 3/8/2016
ASSESSMENT RESULTS FROM CONTROL GROUP CUSTOMERS (1)
Initial Assessment Start Date: 3/15/2018 ReAssessment Date: Not Applicable
Assessment Results: Success

VOCATIONAL CREDENTIAL ATTAINMENT (3)

Name of Credential: Occupational Skills Certificate or Credential Date received: 5/16/2017 Details entered: CNA license Certificate issued by: CBOtestA
Name of Credential: Occupational Skills License Date received: 5/16/2017 Details entered: CNA Certificate issued by: CBOtestA
Credential Type: Occupational Skills License Credential Source: Copy of Certificate Provider Issued Certificate: A Safe Haven Credential Description: asdgaw4ad Date received: 4/25/2017

EDUCATIONAL ATTAINMENT CERTIFICATES (1)

Credential Type: H.S. Diploma/Equivalency/G.E.D. Credential Description: Completion of Course

Change in Activity / Monthly Update - 2151A Upload

- Download the 2151A form and update the document in Adobe Reader. If you need to download Adobe Reader, go to <http://get.adobe.com/reader/>
- Save the updated 2151A form to your computer and then upload the document.
 - The monthly update 2151A form must be uploaded between the 1st-5th of each month.
 - Changes in activity 2151A can be uploaded at anytime.

Upload 2151A Form Upload Other Documents

Download IL444-2151A

Notice	Date	Progress	File Name	Note	Uploaded By	Remove
	12/29/2018 5:09 PM		4.4kcs - Education Attainment Report.pdf	Education Attainment Report	DHScaseworker loarn1	Remove

Print Total: 1 page Save Cancel

Destination Save as PDF Change...

Pages All 1

EDUCATION ATTAINMENT REPORT

4. Blige XXX-XX-5656 DOB: 6/24/1975
Local Office: Mid South CBO Agency: A Safe Haven Group: Treatment
Self-identified highest level of education from application: GED

TABE/NOCTI RESULTS

NOCTI Math: 65 NOCTI Reading: 63 NOCTI Writing: 50 NOCTI Date: Not Completed
ASSESSMENT RESULTS FROM CONTROL GROUP CUSTOMERS (1)
Assessment Type: Basic Skills Assessment Assessment Name: TABE 8/10 Assessment Date: 11/20/2016 Results: 12
ASSESSMENT RESULTS FROM CONTROL GROUP CUSTOMERS (1)
Assessment Type: Basic Skills Assessment Assessment Name: TABE 8/10 Assessment Date: 11/20/2016 Results: 12

VOCATIONAL CREDENTIAL ATTAINMENT (3)

Credential Type: Occupational Skills Certificate or Credential Credential Description: CNA license Date received: 5/16/2017
Credential Source: Copy of Certificate Provider Issued Certificate: A Safe Haven
Credential Type: Occupational Skills License Credential Description: CNA Certificate issued by: CBOtestA
Credential Source: Copy of Certificate Provider Issued Certificate: A Safe Haven
Credential Type: Occupational Skills License Credential Description: asdgaw4ad Date received: 4/25/2017
Credential Source: Copy of Certificate Provider Issued Certificate: A Safe Haven

EDUCATIONAL ATTAINMENT CERTIFICATES (1)

Credential Type: Other Credential Description: Completion of course Date received: 6/20/2018
Credential Source: Copy of Certificate Provider Issued Certificate: A Safe Haven

Save As This PC Desktop

Organize New folder

Save as type: Adobe Acrobat Document

File name: Customer name (AB 12-2918)

Print Printer: Adobe PDF Copies: 1

Pages to Print All Current page Pages 2

Page Sizing & Handling

Size Poster Multiple Booklet

Fit Actual size Shrink oversized pages Custom Scale: 100% Choose paper source by PDF page size

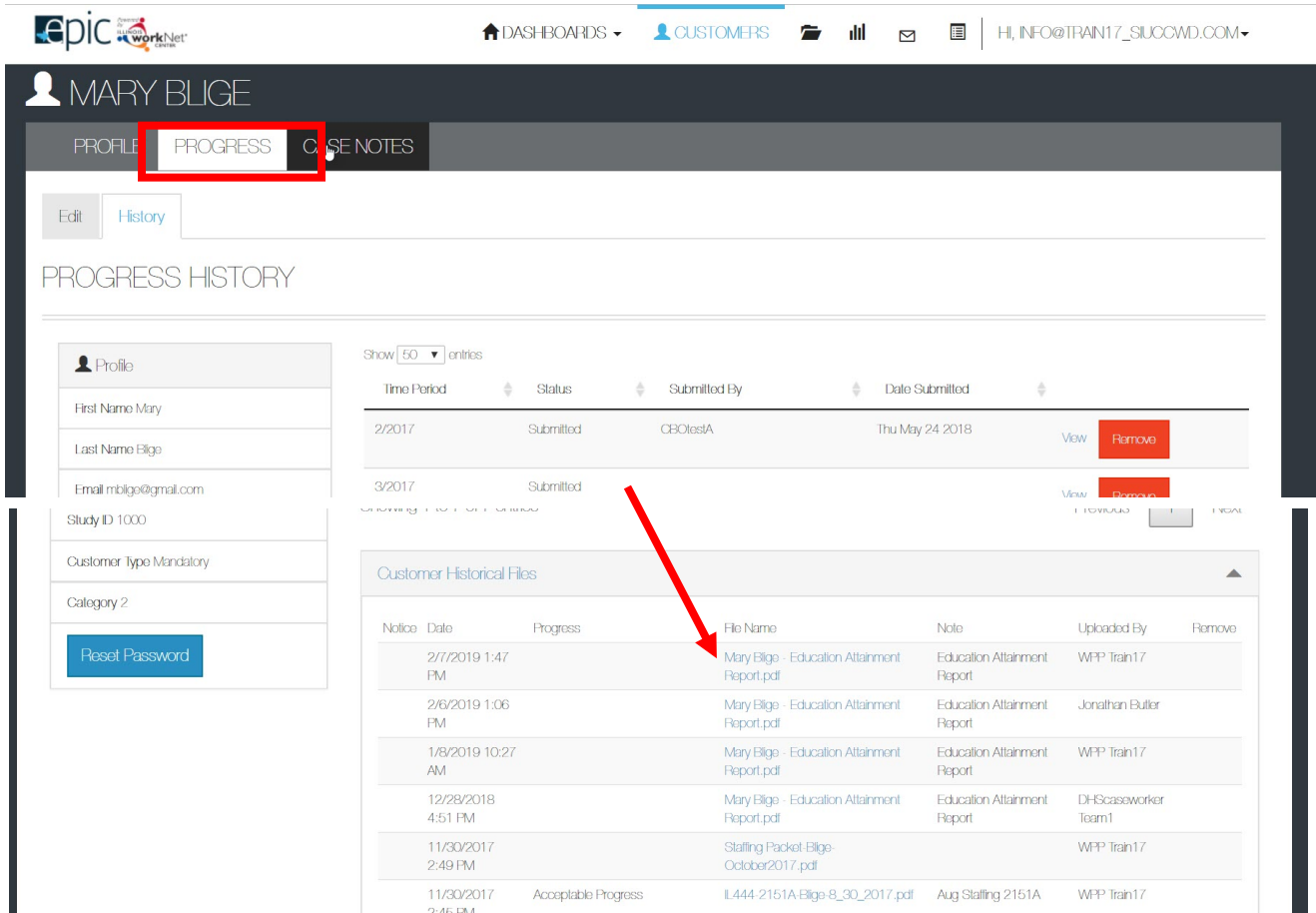
Orientation: Auto portrait/landscape Portrait Landscape

Scale: 94% 8.5 x 11 Inches

Page 1 of 1 (2) Print Cancel

identification needed. If the file opens in a browser window, the file should allow the document to be Saved as a PDF. If Adobe Reader is installed on your computer, then select Adobe PDF as the printer to print the current page.

For Control Group Customers – navigate to the customer profile; click on the Progress Tab; click on the History tab; locate the document in the uploaded documents section; click on it; save it as a pdf. Navigate to the CaseNotes Tab; copy and paste the casenote about the Education Attainment Report to the case notes in IES. There is a link in the case note that can be opened to access the report. You may have to copy the link and paste the link into a browser window if the link is not clickable. (See images below)



MARY BLIGE

PROFILE | **PROGRESS** | CASE NOTES

Edit | History

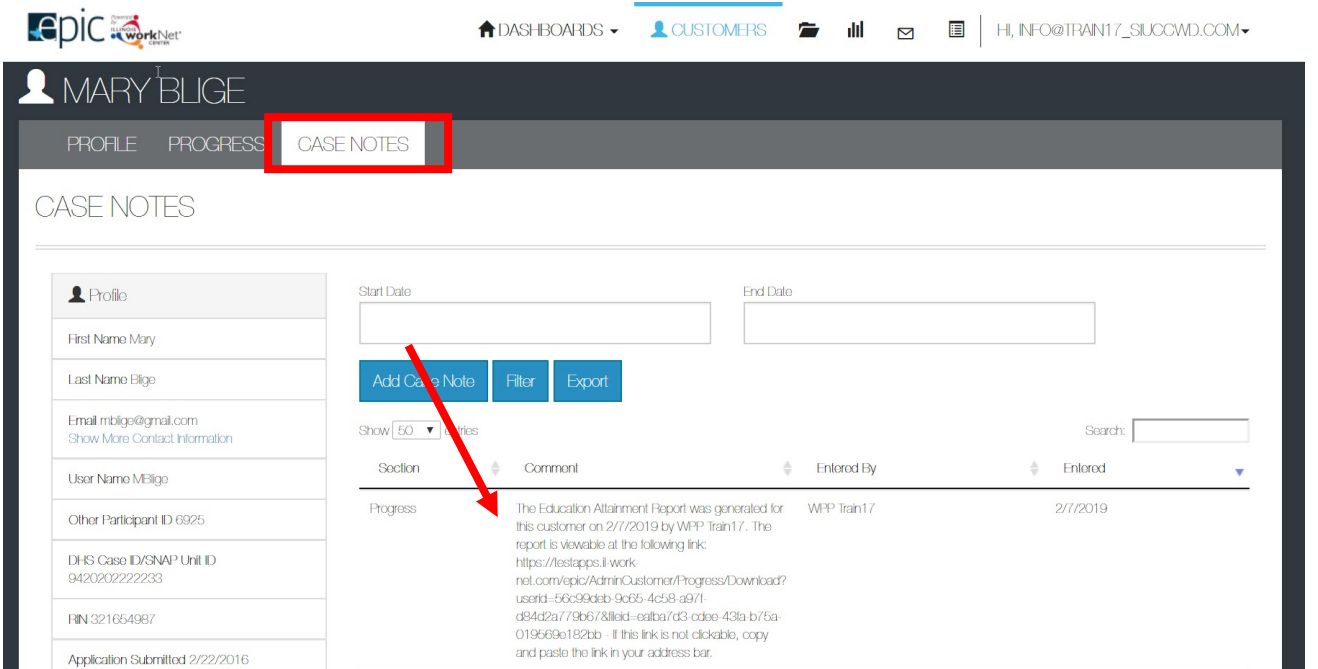
PROGRESS HISTORY

Show 50 entries

Time Period	Status	Submitted By	Date Submitted	View	Remove
2/2017	Submitted	CBOlestA	Thu May 24 2018	View	Remove
3/2017	Submitted			View	Remove

Customer Historical Files

Notice	Date	Progress	File Name	Note	Uploaded By	Remove
	2/7/2019 1:47 PM		Mary Blige - Education Attainment Report.pdf	Education Attainment Report	WFP Train17	
	2/6/2019 1:06 PM		Mary Blige - Education Attainment Report.pdf	Education Attainment Report	Jonathan Butler	
	1/8/2019 10:27 AM		Mary Blige - Education Attainment Report.pdf	Education Attainment Report	WFP Train17	
	12/28/2018 4:51 PM		Mary Blige - Education Attainment Report.pdf	Education Attainment Report	DHS caseworker Team1	
	11/30/2017 2:49 PM		Staffing Packet-Blige-October2017.pdf		WFP Train17	
	11/30/2017 2:46 PM	Acceptable Progress	IL444-2151A-Blige-8_30_2017.pdf	Aug Staffing 2151A	WFP Train17	



MARY BLIGE

PROFILE | PROGRESS | **CASE NOTES**

CASE NOTES

Start Date: End Date:

Add Case Note | Filter | Export

Show 50 entries Search:

Section	Comment	Entered By	Entered
Progress	The Education Attainment Report was generated for this customer on 2/7/2019 by WFP Train17. The report is viewable at the following link: https://testapps.i-work-net.com/epic/AdminCustomer/Progress/Download?userid=56c99dcb-9c65-4c58-a971-d84d2a779b67&fileid=ea1ba7d3-cdee-431a-b75a-019569e182bb - If this link is not clickable, copy and paste the link in your address bar.	WFP Train17	2/7/2019

- c. For either option - DHS requests that the EPIC casenote be copied to the DHS customer file.
- d. In IES - The document should be entered in IES. Follow the images below:

Education credentials /Uploading documents in IES

Upload Documents/Create EDM Tasks

Document/Task level Information

- * Requested Action: **Upload an IES Document - Do NOT Create an Inbox Task**
- * Document Category: **Individual**
- * Document/Task Title: [Empty]
- * Received Date: 02 / 11 / 2019

Document/Task level Information

- * Document Category: **WVS**
- * Document/Task Title: [Empty]
- * Received Date: 02 / 11 / 2019

Document/Task level Information

- * Document Category: **Education**
- * Document/Task Title: **2846 A- Reconciliation Agreement**
- * Received Date: 02 / 11 / 2019

Route to Queue: [Dropdown menu] **No route needed**

Comments: [Text area]

Choose Document: **Browse...** **Select .pdf document to upload**

Add **Then click "Add"**

Results

Individual	Document/Task Title	Received Date	Queue	Comments	Action

persons file will show here >>> then click Submit

Submit

To verify the upload:

State of Illinois Integrated Eligibility System

USER ID: South Suburban FCRC Search By CASE Go 11 February 2019

Case - Search/Summary

Case/EDG Search Criteria

Case # [] EDG # [] [Reset] [Search]

Case Summary Information

Case # 1 Case Name H 3brw

Electronic Case Records - Case/Application # []

PCW All Apps Vitals Non-Fin Med Assets Income Expenses Other Legal OverPay

Redes Manual WVS

Search Results

Document/Task Title	TAN	Document/Task Details	Name	Received Date	Status
Education				01/29/2019	

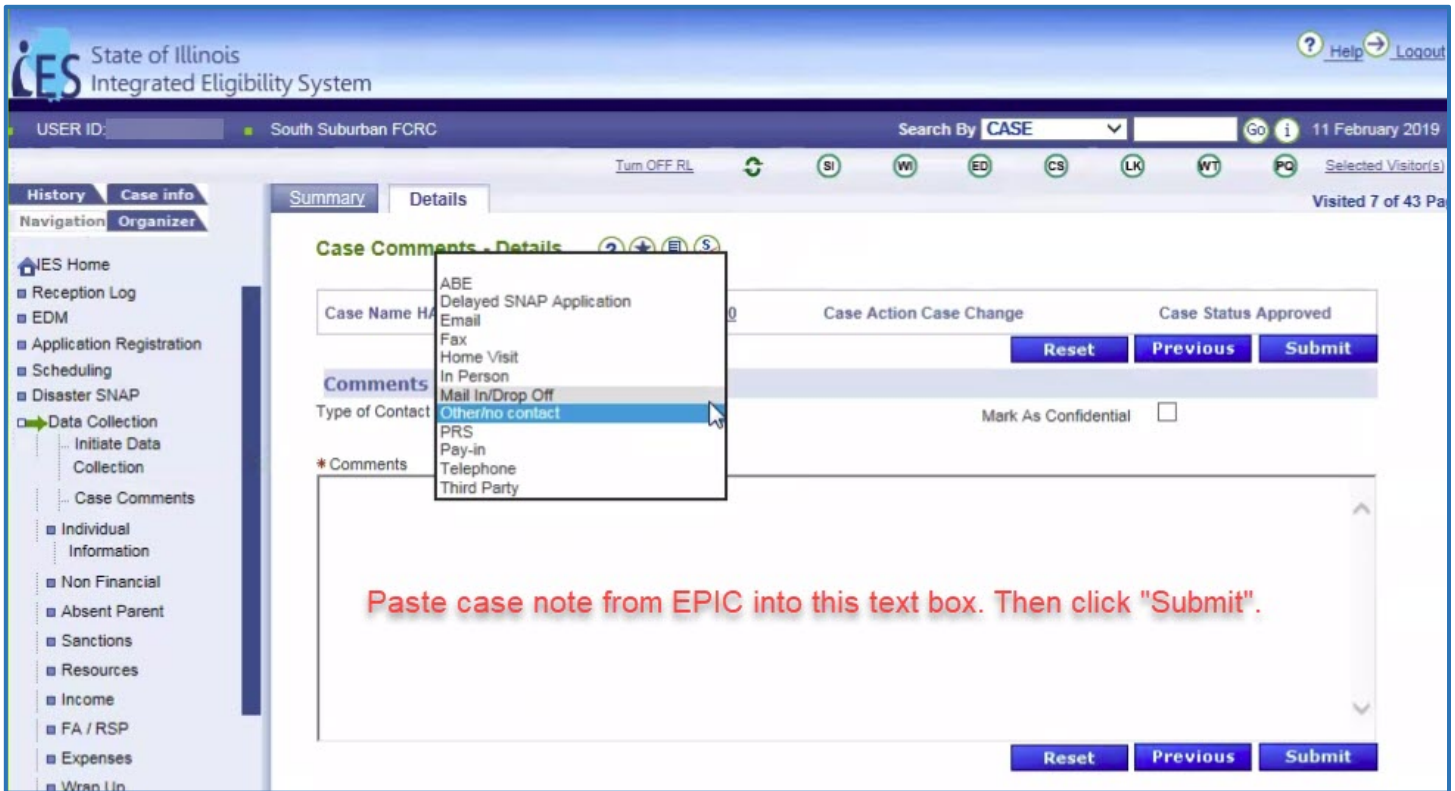
To add case note:

State of Illinois Integrated Eligibility System

USER ID: South Suburban FCRC Search By CASE Go 11 February 2019

Case Comments - Summary

Case Name	Case #	Case Action	Case Change	Case Status	Approved	
[Show Confidential] [Add]						
Comment#	Create Date	Created By	Case Mode	Type of Contact	Comments	Action
12	02/04/2019	elias.salgado	Ongoing	Other/no contact		[Edit] [Delete]
11	10/16/2018	lennette.williams	Ongoing	Telephone		[Edit] [Delete]
10	10/13/2018	angela.d.jones3	Ongoing	Other/no contact		[Edit] [Delete]
9	09/27/2018	lennette.williams	Ongoing	In Person		[Edit] [Delete]
8	09/27/2018	alexis.bedford	Ongoing	In Person		[Edit] [Delete]
7	09/17/2018	carol.hudson	Ongoing	Pay-in		[Edit] [Delete]
6	07/31/2018	carlette.thomas	Ongoing	Mail In/Drop Off		[Edit] [Delete]



State of Illinois Integrated Eligibility System

USER ID: South Suburban FCRC Search By CASE 11 February 2019

History Case info Navigation Organizer

Case Comments - Details

Case Name HA Case Action Case Change Case Status Approved

Reset Previous Submit

Comments

Type of Contact

- ABE
- Delayed SNAP Application
- Email
- Fax
- Home Visit
- In Person
- Mail In/Drop Off
- Other/no contact
- PRS
- Pay-in
- Telephone
- Third Party

Mark As Confidential

Paste case note from EPIC into this text box. Then click "Submit".

Reset Previous Submit