

Self-Directed Training

Follow these steps to learn how to use the EPIC dashboard and tools. The following instructions apply to all IDHS caseworkers who will refer customers to the EPIC program.

Create an Illinois workNet Account

Read:

Creating an Illinois workNet Account

https://www.illinoisworknet.com/DownloadPrint/SignUpwithILworkNet_FINAL.pdf

Do:

Follow the instructions to create your account

Email epic@illinoisworknet.com so you can be assigned access for the correct location.

Access the outreach flyers for potential customers – select your region

Region 1 - https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC_Flyer-Region%201%20-%20Cook_FINAL.pdf

Region 2 – https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC_Flyer-Region%202.pdf

Region 3 – https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC_Flyer-Region%203.pdf

Region 4 – https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC_Flyer-Region%204.pdf

Region 5 – https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC_Flyer-Region%205.pdf

Access EPIC Partner Resources

Link:

<http://www.illinoisworknet.com/epicpartners>

Watch:

EPIC Partner Resource Tutorials – https://youtu.be/Evzgp1AYrNg?list=PLlkuU1ld_xm_R988-eKbVXsAe10Qtumy0

EPIC Partner Resource Page – https://youtu.be/shtqguc2jBY?list=PLlkuU1ld_xm_R988-eKbVXsAe10Qtumy0

Using the EPIC Dashboard

Read:

Using the EPIC Intake Dashboard

http://illinoisworknet.com/partners/EPIC/Documents/Using_the_EPIC_Intake_Dashboard_FINAL.pdf

Watch:

EPIC Dashboard Log in - https://youtu.be/qEO2WW_oVrY?list=PLlkuU1ld_xm_R988-eKbVXsAe10Qtumy0

Do:

Access the live dashboard after you have received notification of your EPIC access.

In Google Chrome, you can practice in the EPIC test environment by logging in here:

<http://www.illinoisworknet.com/testepic>

Use one of the following Usernames: DHScaseworker-team1, DHScaseworker-team2, DHScaseworker-team3, DHScaseworker-team4, DHScaseworker-team5, DSHcaseworker-team6, DHScaseworker-team7, DHScaseworker-team8

Use password: Password2016

Invite an EPIC Customer to Orientation

Read:

Invite Customers to Orientation –

http://illinoisworknet.com/partners/EPIC/Documents/InviteCustomersToOrientation_FINAL.pdf

Watch:

Add and invite a Customer – https://youtu.be/l6l6xcj2XE8?list=PLlkuU1ld_xm_R988-eKbVXsAe10Qtumy0

Do:

Review the EPIC Orientation Handout –

http://illinoisworknet.com/partners/EPIC/Documents/Customer_Intake_Handout_FINAL.pdf

In Google Chrome, log in to the test environment, create a customer. Follow the directions to complete the invitation.

Complete a copy of the orientation handout for the test customer you created.

Facilitating an Orientation

In addition to the above, the following should be included if you will be an Orientation Facilitator.

Read:

Prepare for the Orientation –

<https://www.illinoisworknet.com/partners/EPIC/Documents/Prepare%20for%20Orientation%20v6.pdf>

During the Orientation –

https://www.illinoisworknet.com/partners/EPIC/Documents/During_the_Orientation_Training_Instructions_FINAL.pdf

Orientation Checklist – Chicago

https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC%20Orientation%20Checklist%20-%20Chicago_FINAL.pdf

Orientation Checklist –

https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC%20Orientation%20Checklist_FINAL.pdf

Updating Customer Information –

https://www.illinoisworknet.com/partners/EPIC/Documents/Updating%20Customer%20information%20v2_FINAL.pdf

Watch:

Orientation Overview – https://youtu.be/HaV6VSj_P-s?list=PLlkuU1Id_xm_R988-eKbVXsAe10Qtumy0

Update Customer Information – https://youtu.be/x0j9cC6Dllo?list=PLlkuU1Id_xm_R988-eKbVXsAe10Qtumy0

Export a Customer List – https://youtu.be/W32N4af_BTs?list=PLlkuU1Id_xm_R988-eKbVXsAe10Qtumy0

Do:

Review EPIC website – <http://ilepic.com>

- Step 1 – review all three videos that customers watch during orientation.
- Step 2 – complete the career interest survey – use your test customer or your own username and password
- Step 3 – review training program options by selecting a variety of options.
- Step 4 application – In **Internet Explorer**, log in to the test application www.illinoisworknet.com/testepicapplication
- Use the information for the customer you invited above to complete the application.

Eligibility Review and Random Assignment

In addition to the above, the following should be included if you will be completing a random assignment with a customer.

Read:

EPIC Eligibility Review –

https://www.illinoisworknet.com/partners/EPIC/Documents/Eligibility_Review_Instructions_Checklist_Final.pdf

Random Assignment Steps –

https://www.illinoisworknet.com/partners/EPIC/Documents/Random_Assignment_Steps_FINAL%20V3.pdf

Assign a Customer to Training Program –

https://www.illinoisworknet.com/partners/EPIC/Documents/Assign%20Customer%20to%20Training%20Program_FINAL.pdf

The Restricted Resources Section of the EPIC Partner Resources contains the binder information and videos from the study group. You must be logged in to your Illinois workNet account to access those resources.

Watch:

Update Customer Application – https://youtu.be/pbljGdyg-TU?list=PLlkuU1Id_xm_R988-eKbVXsAe10Qtumy0

Customer Elects to not Participate – https://youtu.be/aRekdZXDR9k?list=PLlkuU1Id_xm_R988-eKbVXsAe10Qtumy0

Intake and Follow-up Appointment – https://youtu.be/H1umdIMG8oo?list=PLlkuU1Id_xm_R988-eKbVXsAe10Qtumy0

Eligibility Review and Recommendation – https://youtu.be/T_XTGt-OnN8?list=PLlkuU1Id_xm_R988-eKbVXsAe10Qtumy0

Informed Consent and EPIS survey – https://youtu.be/T8zlZfLtsuY?list=PLlkuU1Id_xm_R988-eKbVXsAe10Qtumy0

EPIC Portion of Random Assignment – https://youtu.be/nX07E4RMCKE?list=PLlkuU1Id_xm_R988-eKbVXsAe10Qtumy0

Do:

In test on Google Chrome – use the customer account you created, to check the Intake, Eligibility and Random Assignment tabs by following the directions from the printed materials and video tutorials. Try a number of options on the page before you move to the next tab. Your ultimate goal is to enroll the customer and print/download the appropriate forms.

Progress Page

After the customer has been assigned, you will still be required to manage the case. You will communicate with the CBO by phone, message, and most importantly the dashboard and progress page.

Read:

Enrolled Customer Progress Page –

https://www.illinoisworknet.com/partners/EPIC/Documents/EPIC%20Progress%20page_FINAL.pdf

Watch:

Progress Page – https://youtu.be/h-arp_uM3Tg?list=PLlkuU1Id_xm_R988-eKbVXsAe10Qtumy0

Do:

In test on Google Chrome – use the customer account you created to complete the progress page information.