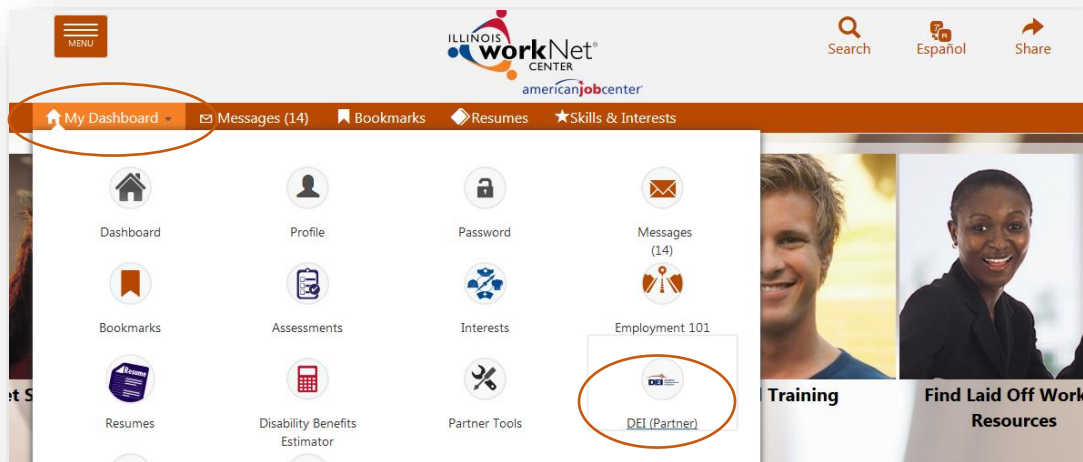


Purpose: To document customer progress while participating in the DEI program. This information is used to collect the information required for the DOL Round 5 Cumulative Outcomes Report.

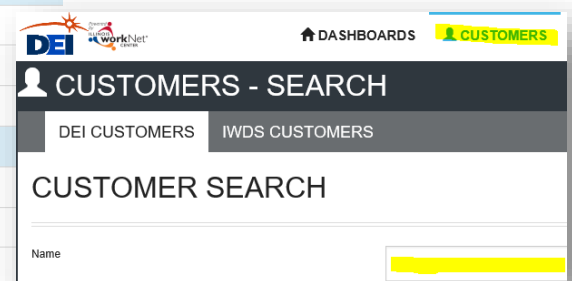
- Go to your DEI Partner Tools.
 - Go to www.illinoisworknet.com and login to your Illinois workNet account.
 - Go to My Dashboard and select partner tools.
 - Select Disability Employment Initiative (DEI).



- Access a filtered list of customers from your [DEI program dashboard](#) or search using your [customers list](#).

DEI Enrolled Customers Who Are Not WIOA Registrants	350	65%
2. Customer Progress Update		
Progress Update Due	334	62%
Progress Is Current	147	27%
Progress Update Not Required	56	10%
3. Enrolled DEI Customer		
Customer Does Not Have A	400	75%
Status Is Not Set	28	5%
Not Assigned	65	12%
Assigned To LWIA	22	
Assigned to Other Organization	21	4%

Easily access a list of customers who need to have services documented.



3. Select the Profile link for the customer. Select the DEI Progress tab. Update sections as needed.

Show Advanced Search
Hidden Search Filters: DEI Status: 'Enrolled or Exited'; Customer Pool: 'Completed Full Application'

Search Export

Show 50 entries

Last Name	First Name	IWDS Id	LWIA	IWDS App Status	DEI Status	Application Submit Date	Last Updated Date	Customer Status	Options
Rae	ariel	0	6	Not Set	Enrolled	2/15/2017	2/15/2017	Application Submitted	Profile - Plan
							2/15/2017	Application Submitted	Profile - Plan
							2/15/2017	Application Submitted	Profile - Plan
							2/15/2017	Application Submitted	Profile - Plan
							2/9/2017	Application Submitted	Profile - Plan
							2/9/2017	Application Submitted	Profile - Plan
							2/9/2017	Application Submitted	Profile - Plan
							1/17/2017	Application Submitted	Profile - Plan

ARIEL RAE

PROFILE ISTEP SERVICE/NOTES/REMINDERS OPTIMAL RESUME

General Information **DEI Progress** IWN Assessments

DEI PROGRESS

Profile

Save All Updates On This Page

CUSTOMER STATUS: DEI ENROLLMENT AND TICKET TO WORK STATUS.

Ticket To Work Status
Customer Has Not Assigned Ticket

Update Ticket to Work Status *

Update SSN

Update Application Submit/Enrollment Date (as needed)

This feature is only for customers that were enrolled in DEI through IWDS without an Illinois workNet online DEI application. Some of these customers have a previous application/services that were entered into IWDS prior to enrolling into the DEI program. Ensure this date is the accurate DEI enrollment date since it impacts services and employment history that is used for DEI reporting.

MOM API6 MASTEN

PROFILE ISTEP SERVICE/NOTES/REMINDERS OPTIMAL RESUME

General Information **DEI Progress** IWN Assessments

DEI PROGRESS

Profile

Save All Updates On This Page

CUSTOMER STATUS: DEI ENROLLMENT AND TICKET TO WORK STATUS.

Application Submit/Enrollment Date: 12/1/2015 [Edit](#)

Ticket To Work Status
Assigned To LWIA

Enrollment Status
Enrolled

Reset Password

IWDS User Id 2749180

Application Submit/Enrollment Date 12/1/2015

Imported From IWDS Sync

Update Enrollment Status*

- Enrolled – Customer submitted an online DEI application or was entered through IWDS. The customer may/may not be WIOA Registrants while in the DEI program.
- Exited – Customer is no longer participating in the DEI program.

Profile

First Name ariel

Last Name Rae

Email rraera@noemail.com

Update SSN

Reset Password

Sync with IWDS

Save All Updates On This Page

CUSTOMER STATUS: DEI ENROLLMENT AND TICKET TO WORK STATUS.

Ticket To Work Status

Enrollment Status

Provider Level
Select all that apply

Secondary Provider
 Postsecondary Provider
 LWIA Provider

Which DEI service delivery strategies did/will they receive:
This must be answered in IWDS.

Integrated Resource Team
 Guideposts for Success
 Career Pathways
 Individualized Learning Plan

Update SSN

- Customers under 18 are not required to enter a SSN.
- The system only syncs customers with IWDS if they have a SSN.
- Update the SSN in the customer profile.

Provider Level

- Provider Level is updated in Illinois workNet.

Service Delivery Strategies

- Service Delivery Strategies are entered through IWDS on the DEI page.

CAREER GOALS: SELECT UP TO 3 CAREERS (SOC CODES).

Career Cluster

First Career Choice

Second Career Choice

Third Career Choice

Update Career Goals

Update the customer's career goals by selecting the career cluster first. Then the following fields (career choices) are careers within the selected career cluster.

If the customer is unsure which career cluster is a good option for them, Illinois workNet has resources to help them make an informed decision. These include skill and interest surveys, career information, articles, and user guides.

www.illinoisworknet.com - See resources with the Explore Careers menu.

www.illinoisworknet.com/disabilityworks - See the Employment Step Guide.

Services: List services entered through IWDS and/or Illinois workNet while enrolled in DEI.

Service	Status	Status Date	Start Date	End Date	Options
Employment Services	Completed	8/21/2015	8/5/2015	9/2/2015	View/Up
Asset Development	Successful Completion	8/13/2015	8/13/2015	8/13/2015	View/Up

Which of the following topics have been covered in Financial Asset Development?

- Use of beneficial tax provisions
- Individual development accounts
- Work Incentive and Benefits counseling
- Coordinator/CWIC and Work Incentive Navigation
- Managing money and credit
- Self-employment
- Home ownership
- Other

Update Services*

- Enter services through ISTEP. Services entered into IWDS/ISTEP while enrolled in DEI will populate this area. If services are missing, make sure the DEI enrollment date is correct at the top of the DEI Progress page. Do not duplicate services that were already entered into IWDS.
- For all DEI enrolled customers:
 - Once Financial Asset Development Service is identified, details about this service can be identified (check boxes).

Training: List employment training completed while enrolled in DEI.

This person is registered in IWDS and requires WIOA training to be entered through ISTEP.

Service	Status	Status Date	Start Date	End Date
Customer does not have any training services.				

Update Training

- Enter training services through ISTEP. Services entered into IWDS/ISTEP while enrolled in DEI will populate this area. If services are missing, make sure the DEI enrollment date is correct at the top of the DEI Progress page. Do not duplicate services that were already entered into IWDS.

CREDENTIALS: LIST INDUSTRY RECOGNIZED CREDENTIALS ENTERED INTO IWDS/ISTEP WHILE ENROLLED IN DEI.

Credential Title	Credential Type	Date Earned
Customer does not have any credentials.		

Update Credentials

- Enter credentials through ISTEP. Credentials entered into IWDS/ISTEP while enrolled in DEI will populate this area. If credentials are missing, make sure the DEI enrollment date is correct at the top of the DEI Progress page. Do not duplicate credentials that were already entered into IWDS.

Employment: List past and current employment, as well as employment since enrolled in DEI.

Employment History From Application Add Entry Before Enrolled In DEI

Employer Name	Start Date	End Date	Wages	Hours	Pay	Options
				Per Week		
Nutrition Headquarters, Inc.	5/12/2002	3/15/2015	16.00	40.00	Hour	View/Update

Current Employer(s)

Employer Name	Start Date	End Date	Wages	Hours Per Week	Pay Unit	Options
Customer is not currently employed.						

Employment Since Enrolled in DEI Add Entry After Enrolled In DEI

Employer Name	Start Date	End Date	Wages	Hours Per Week	Pay Unit	Options
Customer has not been employed since enrollment.						

[Save All Updates On This Page](#)

Update Employment

- If the person is/was a WIOA registrant while enrolled in DEI, their employment needs to be entered through IWDS. Services entered into IWDS while enrolled in DEI will populate this area. If employment entries are displayed in the incorrect areas make sure the DEI enrollment date is correct at the top of the DEI Progress page.
- If the customer is not a WIOA registrant, their employment status and history can be added through Illinois workNet. If they are entered through Illinois workNet, the employment entry will be entered into IWDS as a case note.

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