



CEJA Reporting System Instructions and Scenarios *(August 2024 v3)*

1. **Outreach:** The navigator/provider conducts outreach and information sessions/materials.
 - a. Sample Marketing Plan ([Word](#))
 - b. Outreach Materials (See Partner Guide Procedures Manual Chapter 4 Related Resources)
 - c. CEJA Open House Agenda ([Word](#))
 - d. Information Sheet
 - e. Collect contact information
 - f. Upload/enter contact information into the reporting system
 - i. Adding Customers to Climate Works Group ([PDF](#))

2. **Prescreening:** The navigator/provider contacts those who have expressed an interest in the program.
 - a. Email/call to set up a time to discuss reasons why the customer may be interested in the program and to discuss the benefits available through the program.
 - b. Navigator/provider complete prescreening screening within the CEJA Reporting System.
 - i. Listen to the reasons why the customer may be interested in the program
 - ii. Use the prescreening questions to collect basic information to determine program eligibility and the customer's interests and needs.
 - Prescreening and Application Questions ([Word](#))
 - iii. Providers can explain their program and the benefits.
 - iv. Navigators can review providers that are accepting applications and discuss how the various programs may be a good match for the customer.
 - v. Eligibility Scenarios
 - If the address is within an R3 and/or and EJ area they are eligible for either Workforce Hub or Climate Works.
 - If the address is not within an R3 and/or and EJ area they may eligible based on the following scenarios.
 - a. Have you ever been incarcerated for a felony or misdemeanor?
 - i. Yes- gives them priority for Workforce Hub if there is a sufficient applicant pool. Gives them eligibility for workforce hub if there is not a sufficient R3/EJ applicant pool regardless of address.
 - ii. Yes - Eligibility for Climate Works
 - b. Have you had prior involvement in the criminal legal system?*"
 - i. Yes- gives them priority for Workforce Hub if there is a sufficient applicant pool. Gives them eligibility for workforce hub if there is not a sufficient R3/EJ applicant pool regardless of address.
 - ii. Not a factor for climate works unless was formerly incarcerated.
 - c. Are you a graduate of foster care or currently in foster care?*



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- i. Yes- gives them priority for Workforce Hub if there is a sufficient applicant pool. Gives them eligibility for workforce hub if there is not a sufficient R3/EJ applicant pool regardless of address.
 - ii. Yes - Eligibility for Climate Works
 - d. Are you a displaced energy worker?
 - i. Yes- gives them priority for Workforce Hub if there is a sufficient applicant pool. Gives them eligibility for workforce hub if there is not a sufficient R3/EJ applicant pool regardless of address.
 - ii. Not a factor for climate works unless was formerly incarcerated.
 - e. Do you have other barriers to employment?*
 - i. Yes- gives them priority for Workforce Hub if there is a sufficient applicant pool. Gives them eligibility for workforce hub if there is not a sufficient R3/EJ applicant pool regardless of address.
 - ii. Not a factor for climate works unless was formerly incarcerated.
- vi. Four scenarios to consider or use to role play entering data into the system

Scenario 1: Meet John	Scenario 2: Meet Maria	Scenario 3: Meet AJ	Scenario 4: Meet Ahmed
<p>Name: John Age: 34 Address: 1111S Homan Ave, Chicago IL 60624 (EJC/R3)</p> <p>Background: He has faced significant barriers to employment, including a history of incarceration, limited educational attainment, and persistent health issues. Despite these challenges, John is determined to build a better future for himself and his family. He seeks a stable, well-paying job offering long-term security and personal growth.</p>	<p>Name: Maria Age: 29 Address: 306 East Adams, Springfield, IL 62701 (EJC Only)</p> <p>Education: High School Diploma Current Employment: Part-time administrative assistant Family Status: Single mother of one child (6 years old)</p> <p>Background: Maria’s motivation stems from her desire to secure a stable, well-paying job that offers growth opportunities and aligns with her passion for environmental sustainability.</p>	<p>Name: AJ Age: 37 Address: Homeless - shelter address is 5890 Highway Hwy 13 W Harrisburg, IL 62946 (not an EJC/ R3)</p> <p>Background: AJ’s background is marked by significant challenges, but she is motivated to make a better life for herself.</p>	<p>Name: Ahmed Age: 22 Address: 490 Main Street Chatham IL 62629 -term, low-wage jobs. He is unemployed</p>



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Scenario 1: Barrier Description	Scenario 2: Barrier Description	Scenario 3: Barrier Description	Scenario 4: Barrier Description
<p>History of Incarceration: John had spent five years in prison for a non-violent offense related to substance abuse. This experience led to a substantial gap in his employment history and created a stigma that affected his job search.</p> <p>Educational Attainment: John had a high school diploma but no further formal education or vocational training. His limited qualifications made it difficult to compete in a job market that increasingly demanded specialized skills.</p> <p>Health Issues: John had ongoing health concerns, including a chronic condition that required regular management. These health issues occasionally affected his ability to commit to a consistent work schedule.</p> <p>Lack of Network: Having been away from the job market for several years, John lacked a professional network that could provide job leads or references.</p>	<p>Economic Constraints: Working part-time while raising her child, Maria struggles with financial instability. The cost of living in Springfield has made it difficult for her to invest in additional training and education without support.</p> <p>Single Parenthood: Balancing work, parenting, and training poses significant logistical and emotional challenges. Maria often finds herself stretched thin between her responsibilities at home and her career aspirations.</p> <p>Lack of Industry Experience: Although Maria is passionate about clean energy, she lacks prior experience or formal education in this field. This gap in her resume is a significant barrier to entering the industry.</p>	<p>Economic Constraints: She was raised in a low-income neighborhood in Southern Illinois, she faced numerous barriers growing up, including limited access to educational resources and systemic disadvantages.</p> <p>History of Incarceration: At 28, AJ was convicted of a non-violent drug offense and served a five-year sentence in a state correctional facility. While incarcerated, she participated in various rehabilitation programs, including GED preparation and vocational training.</p> <p>Upon her release, AJ encountered difficulties reintegrating into society. The stigma associated with her criminal record, coupled with a lack of job opportunities, left her struggling to find stable employment. The climate of her community, with few job prospects and economic instability, exacerbated her situation.</p>	<p>Lack of Work Experience: Ahmed has had several short-term jobs but has not been able to maintain employment for extended periods. His lack of stable work history affects his employability and his confidence.</p> <p>Limited Skills and Training: Ahmed has limited vocational training or certifications. He has expressed interest in various fields but has not pursued formal training or skill development.</p> <p>Financial Constraints: Ahmed has limited financial resources, making it difficult for him to afford additional training or educational opportunities.</p> <p>Transportation Issues: Ahmed does not own a vehicle and relies on public transportation, which can be unreliable and limit his job opportunities, particularly if he needs to commute long distances or during off-peak hours.</p> <p>Social and Family Support: Ahmed comes from a low-income family and has limited social support. He lives in</p>



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			<p>a challenging neighborhood with high unemployment rates and few job opportunities.</p> <p>Mental Health: Ahmed reports experiencing anxiety and low self-esteem, which affects his motivation and ability to seek out and retain employment.</p>
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3. **Complete intake:** The navigator/provider completes the system application and intake assessments for the program.
 - a. Complete the application and determine if the customer is eligible for the program. If the customer is not eligible, review the questions to determine if they can be eligible on criteria other than R3 or EJC.
 - i. Navigators can complete the application for those programs that are accepting applications.
 - ii. Providers can complete the application for the customers who have been entered into the system or those who have been referred (via the prescreening assessment) by a navigator.
 - Completing Applications ([PDF](#))
 - Completing Intake ([PDF](#))
 - iii. Provide the appropriate letter based on program eligibility and the customer’s level of commitment to the program.
 - Acceptance and Commitment Letter ([Word](#))
 - Denial Letter + Referral ([Word](#))
 - b. Complete the Intake Assessments
 - i. Navigators can also complete the Career Assessment and Service Needs Assessment for programs that are accepting applications.
 - ii. Providers can complete the Career Assessment and Service Needs Assessment for the customers who have entered into the system or those who have been referred (via the prescreening assessment) by a navigator.
 - Completing Intake ([PDF](#))
 - Service Needs Assessment ([Word](#))



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4. **Career Planning & Service Delivery:** The provider reviews the assessment results, discusses the next steps to address potential barriers, discusses the next steps for training, communicates expectations, and documents the services in the career plan within the reporting system.
 - Creating a Career Plan Overview ([PDF](#))
 - Resources to Meet Your Basic Needs ([PDF](#))
 - Career Plan Rubric ([PDF](#))
 - Training Related Resources (See Partner Guide Procedures Manual Chapter 7 Related Resources)

5. **Completion and Transition:** The provider documents completion, transition, and follow-up information within the reporting system.
 - Climate Works Pre-Transition Plan ([Word](#))
 - Exit Interview Questionnaire ([Word](#))
 - Dismissal Sample Letter ([Word](#))
 - Participant Feedback Form ([Word](#))
 - Completion/Follow-Up ([PDF](#))