

December 13, 2023



## Local System Administrator Training

### Entities, Locations, and Relationships

## Acronyms used in this presentation

DCEO – Department of Commerce and Economic Opportunity

OET – DCEO Office of Employment and Training

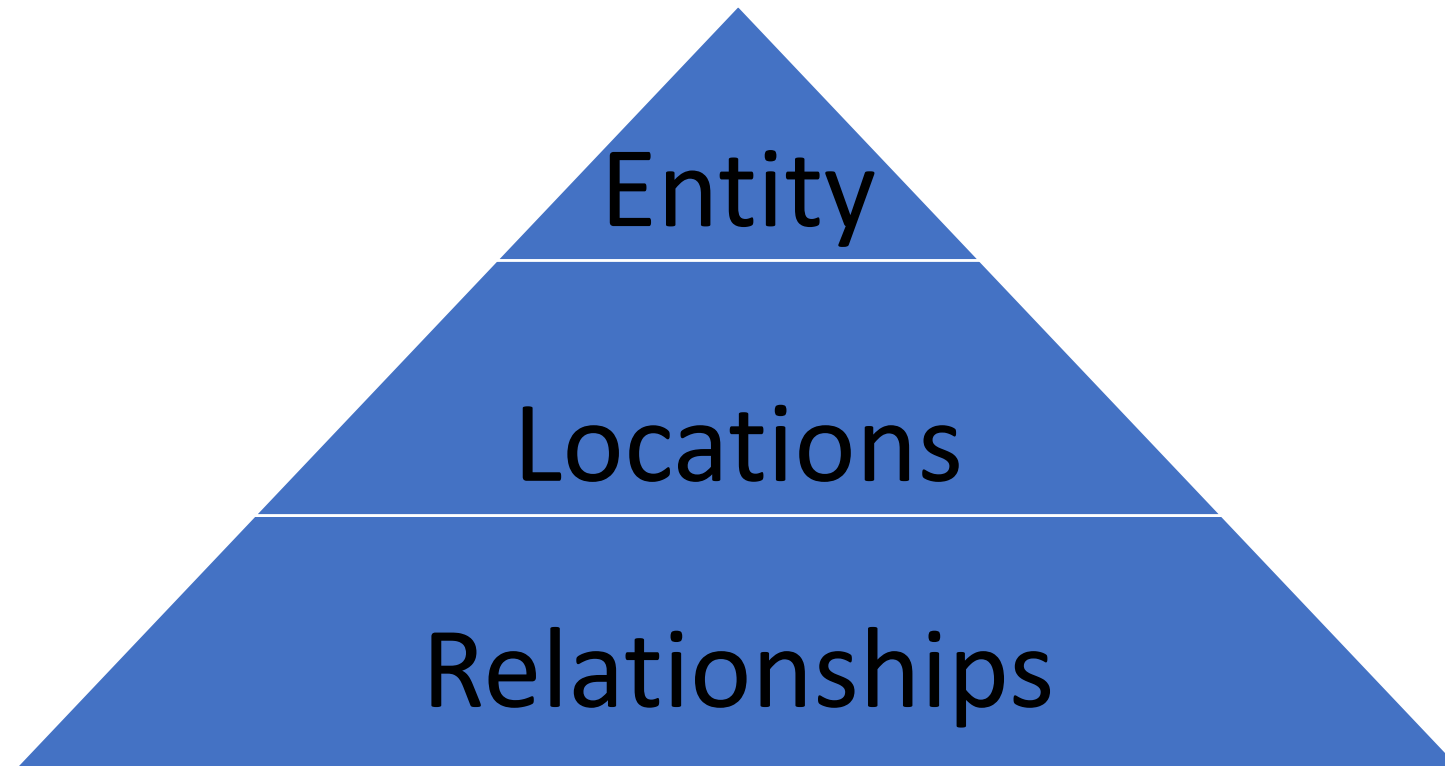
IWDS – Illinois Workforce Development System

LWIA – Local Workforce Innovation Area

LSA – Local System Administrator

FEIN – Federal Employer Identification Number

## IWDS Entity Infrastructure



## Overview

### What is an Entity in IWDS?

An Entity is a business or organization unit, each with its own unique FEIN. FEIN stands for Federal Employer Identification Number and is a unique 9 digit number issued by the IRS to business entities operating in the United States for purposes of identification.

Two or more entities can all have the same business name, but they will have different FEINs.

Every unique FEIN should have a separate Entity record in IWDS

- *for example: most Walgreens or McDonald's will have individual FEINs for each physical building and/or franchisee.*

## Overview

### What is a Location in IWDS?

A Location is a physical (geographical) address from which an Entity provides goods and/or services to the public.

An Entity may have multiple Locations that are all using the same FEIN.

## Overview

### What is a Relationship in IWDS?

A Relationship is entered into IWDS for a Location to be a service provider for an LWIA. One Relationship can cover multiple titles (1A, 1D, 1Y, TAA, etc.).

A Location can have multiple Relationships with the same LWIA and/or with multiple LWIAs.

The Relationship number is a unique identifier that is selected by the Local System Administrator when they create the Relationship in IWDS.

## Overview

### IWDS User Roles Needed

- **Entity Maintenance**

*Add/Edit Entity, Location, Contact, Relationships*

- **Entity Maintenance (Assign Training Function Included)**

*Add/Edit Entity, Location, Contact, Relationships*

*Ability to Assign Training Function to Location*

- **LWA Relationship Manager**

*Add/Edit Relationships*

Entity Maintenance

Entity Maintenance (Assign Training Function Included)

LWA Relationship Manager

## Entering a Company into IWDS

- 1. Create Entity**
- 2. Add Location**
- 3. Add Contact**
- 4. Add Relationship**



## Creating an Entity in IWDS

Before entering the Entity in IWDS, search for the Company from the Staff Menu page.

Click on “Search Entity”.

### Entity Information

- [Add Entity](#)
- [Search Entity](#)
- [Add Location](#)
- [Search Locations](#)
- [Add Contact](#)
- [Search Contacts](#)
- [Add Relationship](#)
- [Search Relationships](#)

## Creating an Entity in IWDS


There are 4 ways to search for an Entity.

- Name
- FEIN of the Business
- SSN (if the business uses the owner's SSN instead of a FEIN)
- Agency Type (from the dropdown menu)

**Search Entity**

Entity Name:

FEIN:  or SSN:

Agency Type:  

Adult Education Center  
Association  
Business  
Community Based Organization  
Community College  
Faith Based Organization  
Foundation  
Government Entity  
Hospital/Nursing Home  
Illinois workNet Center  
JATC  
Labor Union  
Other  
Other School  
Proprietary School  
Public Secondary School  
Public/Private University/College  
Registered Apprenticeship  
Voc/Tech

## Creating an Entity in IWDS


A FEIN search would be the easiest way to narrow your search as it is a unique identifier.

No two entities in IWDS will have the same FEIN.

**Search Entity**

Entity Name:

FEIN:  or SSN:

Agency Type:  

- Adult Education Center
- Association
- Business
- Community Based Organization
- Community College
- Faith Based Organization
- Foundation
- Government Entity
- Hospital/Nursing Home
- Illinois workNet Center
- JATC
- Labor Union
- Other
- Other School
- Proprietary School
- Public Secondary School
- Public/Private University/College
- Registered Apprenticeship
- Voc/Tech


## Creating an Entity in IWDS

When searching by the Entity Name it is suggested to use a partial name search if you don't have the FEIN.

IWDS will search for a match of everything that begins with the letters that are entered.

So “Ti” would return “Tim”, “Time”, “Tire”, and “Timberline”, but “Timely” will return “Timely” or “Timely's” or “Timely Watch Company”.

### Search Entity



The screenshot shows a search form with the following fields and buttons:

- Entity Name:** A text input field containing "timely" and a clear button (X).
- FEIN:** A text input field.
- or SSN:** A text input field.
- Agency Type:** A dropdown menu with a downward arrow.
- Buttons:** "Search", "Add Entity", and "Return".

## Creating an Entity in IWDS

When no match is found with your search, the Entity will need to be created in IWDS.

Click “Add Entity”.

**Informational Message:**  
No data meets your criteria.

### Search Entity

Entity Name:

FEIN:  or SSN:

Agency Type:

## Creating an Entity in IWDS

Any fields marked with the red \* are required in order to save the record.

OET recommends entering as much information as you can, as it may help other IWDS users to differentiate between Entities that have the same business names.

**Add Entity**

\*Entity Name:

Doing Business As Name:

\*FEIN:  or SSN:

\*Agency Type:

LWA: 15 - United Workforce Development Board aka Career Link

Web Site:

UI Account #:

NAICS Code:

Description:

Audit/Accreditation Date:

Audit/Accreditation Body:

In Business Since:

Add To Favorites:

## Creating an Entity in IWDS

Enter the Entity Name, FEIN, Agency Type and any additional information provided.

Click “Next” to save the Entity and IWDS will take the user to the Add Location screen.

**Add Entity**

\*Entity Name:

Doing Business As Name:

\*FEIN:  or SSN:

\*Agency Type:  ▼

LWA: 15 - United Workforce Development Board aka Career Link

Web Site:

UI Account #:

NAICS Code:

Description:

Audit/Accreditation Date:

Audit/Accreditation Body:

In Business Since:  ▼

Add To Favorites:  ▼

# Local System Administrator Training - Entities, Locations, and Relationships



## QUESTIONS?

The Illinois workNet® Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor Employment and Training Administration. For more information please refer to the footer at the bottom of any webpage

at [illinoisworknet.com](http://illinoisworknet.com). – December 2019, v3



## Creating a Location in IWDS

The Informational Message at the top of the screen will state “The record has been added”. The Entity is now saved.

At least one Location where the Entity is doing business is required.

**Informational Message:**  
The record has been added.

**Add Location**  
[Timely Business Company - FEIN 771133500](#)

\*Location Name:  Corporate Office:

\*Address Line 1:

Address Line 2:

\*City:  \*State:

\*Zip:  Zip +4:  [Find Zip Code](#)

\*County:

\*Phone:  Fax:

TTD/TTY:

NOTE: The Notes/Comments field will be viewable by the General Public, use accordingly

Notes/Comments:

Is location accessible to persons with disabilities?

**Business Function:**

<input type="checkbox"/> Career Services	<input type="checkbox"/> DETS
<input type="checkbox"/> Job Placement /Retention Services	<input type="checkbox"/> Other
<input type="checkbox"/> Outreach	<input type="checkbox"/> OJT / Work Experience
<input type="checkbox"/> Pay-For-Performance	<input type="checkbox"/> Supportive Services
<input type="checkbox"/> Training	<input type="checkbox"/> Youth

**Human Services:**  (Ex: Clothing, Food, Housing)

# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Location in IWDS

The Location information includes:

- Location Name (which may be different from the Entity Name –for example entity Niemann Foods with location County Market).
- Geographical address and phone number.
- ADA accessibility
- Types of Business Functions and Human Services the Location provides.

Fields with the \* are required to save the record.

**Informational Message:**  
The record has been added.

**Add Location**  
[Timely Business Company - FEIN 771133500](#)

\*Location Name:  Corporate Office:

\*Address Line 1:

Address Line 2:

\*City:  \*State:

\*Zip:  Zip +4:  [Find Zip Code](#)

\*County:

\*Phone:  Fax:

TTD/TTY:

NOTE: The Notes/Comments field will be viewable by the General Public, use accordingly

Notes/Comments:

Is location accessible to persons with disabilities?

**Business Function:**

<input type="checkbox"/> Career Services	<input type="checkbox"/> DETS
<input type="checkbox"/> Job Placement /Retention Services	<input type="checkbox"/> Other
<input type="checkbox"/> Outreach	<input type="checkbox"/> OJT / Work Experience
<input type="checkbox"/> Pay-For-Performance	<input type="checkbox"/> Supportive Services
<input type="checkbox"/> Training	<input type="checkbox"/> Youth

**Human Services:**  (Ex: Clothing, Food, Housing)

# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Location in IWDS

The LSA will need to select the Business Functions for the various types of services this Location will be offering to the LWIAs.

Click “Select/View Human Services” for the Provider Management – Select Human Services screen.

**Add Location**  
[Timely Business Company - FEIN 771133500](#)

\*Location Name:  Corporate Office:

\*Address Line 1:   
Address Line 2:

\*City:  \*State:

\*Zip:  Zip +4:  [Find Zip Code](#)

\*County:

\*Phone:  Fax:

TTD/TTY:

NOTE: The Notes/Comments field will be viewable by the General Public, use accordingly

Notes/Comments:

Is location accessible to persons with disabilities?

**Business Function:**

<input checked="" type="checkbox"/> Career Services	<input type="checkbox"/> DETS
<input checked="" type="checkbox"/> Job Placement /Retention Services	<input type="checkbox"/> Other
<input type="checkbox"/> Outreach	<input checked="" type="checkbox"/> OJT / Work Experience
<input type="checkbox"/> Pay-For-Performance	<input type="checkbox"/> Supportive Services
<input checked="" type="checkbox"/> Training	<input checked="" type="checkbox"/> Youth

**Human Services:**  (Ex: Clothing, Food, Housing)

# Local System Administrator Training - Entities, Locations, and Relationships

## Creating a Location in IWDS

Provider Management –  
Select Human Services

Select all services that  
apply to the Location.

Then click “View List”

**Provider Management - Select Human Services**  
[Timely Business Company - FEIN 771133500](#)

Please select Human Services and click the 'View List' Button below.

**Business Development**  
 Business Development

**Child Care and Day Care**  
 Child Care Resource and Referral  
 Day Care Services

**Clothing and Household Goods**  
 Clothing and Grooming  
 Household Goods  
 Thrift Shops

**Educational Programs and Services**  
 Adult Education, including Literacy Instruction  
 Alternative Education  
 Dropout Programs  
 Early Childhood Education  
 Free and Low-cost Supplies for School  
 Guidance and Counseling  
 K-12 and College Education  
 Literacy Testing  
 Migrant Education  
 Student Financial Aid  
 Tutoring

**Employment**  
 Career Development, Pre-job Guidance, Apprenticeships and Internships  
 Job Development  
 Job Search Information and Services  
 Public Employment and Training Programs, WIOA

**Food**  
 Emergency Food  
 Food Banks and Food Co-ops  
 Meals, School Meal Programs, Soup Kitchens

**General Relief, WIC, TANF and other Income Maintenance**  
 Child Care Subsidies  
 General Assistance & TANF  
 Medical Benefits for Uninsured  
 WIC and Food Stamps

**Health Care, including Substance Abuse**  
 Community Clinics  
 Dental Care  
 Family Planning Services  
 Hospitals  
 Public Health Departments  
 Substance Abuse

**Housing and Shelters**  
 Emergency Shelter, including Crisis Shelters  
 Home Improvement, Housing Counseling and Information  
 Public Housing and Low-cost Rental Programs  
 Shared Housing and Sleeping Rooms

**Information and Referral Services**  
 Information and Referral Services

**Legal Assistance**  
 Advocacy  
 Certificate and Form Assistance  
 Court Referred Programs, Alternative Sentencing Programs  
 Crime and Delinquency Prevention  
 Legal Counseling  
 Legal Representation

**Mental Health Crisis and Counseling**  
 Crisis Intervention and Telephone Hotlines  
 Mental Health Evaluation  
 Personal and Family Counseling  
 Therapist Referrals

**Money Management, Licensing, and Public Records**  
 Military Records, Selective Service and Social Security  
 Money Management  
 Registration and Licensing

**Temporary and Emergency Financial Assistance, LIHEAP**  
 Housing Payment Assistance  
 Medical Expense Assistance  
 Utility Assistance, including LIHEAP

**Transportation**  
 Bus Passes  
 Local Transportation, including Bus, Mass Transit, Senior and Disabled Transit

**Unemployment Insurance and other Social Insurance Programs**  
 Medicare  
 Social Security  
 Unemployment Insurance  
 Veterans Bonus Payment

**Youth Development**  
 Youth Development

## Creating a Location in IWDS

All Services selected will be listed.

Click “View List”

**Provider Management - Select Human Services**  
[Timely Business Company - FEIN 771133500](#)

Please select Human Services and click the 'View List' Button below.

**Business Development**

Business Development

**Child Care and Day Care**

Child Care Resource and Referral

Day Care Services

**Clothing and Household Goods**

Clothing and Grooming

Household Goods

Thrift Shops

**Youth Development**

Youth Development

## Creating a Location in IWDS

### Provider Management - Select Human Services

[Timely Business Company - FEIN 771133500](#)

Please click on the Accept List Button to confirm your changes.

Accept List

Edit List

If changes are needed to add or remove items from the list, click “Edit List”.

When finished, click “Accept List”.

#### Employment

- Public Employment and Training Programs, WIOA
- Job Development
- Job Search Information and Services

#### Information and Referral Services

- Information and Referral Services

#### Business Development

- Business Development

#### Educational Programs and Services

- Alternative Education

#### Youth Development

- Youth Development

## Creating a Location in IWDS

The LSA should review all of the entered information on the screen. Then click “Next” to save the Location and IWDS will take the user to the Add Contacts screen.

**Add Location**  
[Timely Business Company - FEIN 771133500](#)

**\*Location Name:**  **Corporate Office:**

**\*Address Line 1:**

**Address Line 2:**

**\*City:**  **\*State:**

**\*Zip:**  **Zip +4:**  [Find Zip Code](#)

**\*County:**

**\*Phone:**  **Fax:**

**TTD/TTY:**

**Notes/Comments:** NOTE: The Notes/Comments field will be viewable by the General Public, use accordingly

**Is location accessible to persons with disabilities?**

**Business Function:**

<input checked="" type="checkbox"/> Career Services	<input type="checkbox"/> DETS
<input checked="" type="checkbox"/> Job Placement /Retention Services	<input type="checkbox"/> Other
<input type="checkbox"/> Outreach	<input checked="" type="checkbox"/> OJT / Work Experience
<input type="checkbox"/> Pay-For-Performance	<input type="checkbox"/> Supportive Services
<input checked="" type="checkbox"/> Training	<input checked="" type="checkbox"/> Youth

**Human Services:** Youth Development , Job Search Information and Services , Job Development  
**[MORE...]**

---

# Local System Administrator Training - Entities, Locations, and Relationships



## QUESTIONS?

The Illinois workNet® Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor Employment and Training Administration. For more information please refer to the footer at the bottom of any webpage

at [illinoisworknet.com](http://illinoisworknet.com). – December 2019, v3



# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Contact in IWDS

The Informational Message at the top of the screen will state, “the record has been added”. The Location is now saved.

It is recommended by OET that the user should enter at least one Contact for the Location.

The Entity should identify their Location contacts to the LWIA LSA, including the contact who will enter the Training Programs for the Location if needed.

**Informational Message:**  
The record has been added.

**List Contacts**

---

0 found Page 1 of 1

	Name	Location Name Contact Address	Contact Phone	Status	Primary
<b>There is nothing to display.</b>					

Page 1 of 1

## Creating a Contact in IWDS

To add a Contact, click “Add Contact” and IWDS will take the user to the Search Contact screen.

NOTE: IWDS does not require a contact for the Location. If there is no contact information recorded, the Local System Administrator will be responsible to enter any Training Programs for the Location. The user may skip this step by selecting “Return”.

**Informational Message:**  
The record has been added.

**List Contacts**

---

0 found Page 1 of 1

	Name	Location Name Contact Address	Contact Phone	Status	Primary
<b>There is nothing to display.</b>					

Page 1 of 1

## Creating a Contact in IWDS

To search for existing contacts, the user can enter information in any of the fields and click “Search”. In the case of multiple Locations for one Entity, you may have the same Contact for some or all of the Locations.

If the contact you are looking for is already in IWDS and you find them with the search, you can add them to the new Location.

### Search Contact

[Timely Business Company - FEIN 771133500](#)  
[500 E Monroe St Springfield, IL 62701](#)

Entity Name:

First Name:

Last Name:

Email:

Address:

City:

State:

Zip Code:

County:

Primary Phone:

Search

Add Contact

Return

## Creating a Contact in IWDS

Since this Entity/Location was just created, its very likely the Contact will need to added.

Click “Add Contact”.

**Search Contact**  
[Timely Business Company - FEIN 771133500](#)  
[500 E Monroe St Springfield, IL 62701](#)

Entity Name:

First Name:

Last Name:

Email:

Address:

City:

State:

Zip Code:

County:

Primary Phone:

## Creating a Contact in IWDS

Fields marked with the \* are required in order to save the record.

The “Primary Contact” is the main contact for this Location, not the overall Entity.

If more than one contact is provided for the location, click “Save, Add Another”.

When finished click “Save and Return”.

**Add Contact**  
Timely Business Company - FEIN 771133500  
500 E Monroe St Springfield, IL 62701

Salutation:

\*First Name:  MI:

\*Last Name:

Suffix:

Title:

Email:

\*Address Line 1:

Address Line 2:

\*City:

\*State:

\*Zip Code:

\*County:

Primary Phone:  Extension:

Mobile Phone:

Fax Number:

\*Primary Contact:

\*Status:

---

User Name:

Human Service Provider  ITA Training Provider

# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Contact in IWDS

The Informational Message at the top of the screen will state “The record has been added”. The Contact is now saved on this Location.

Once the contact is “Saved”, an IWDS User Name (login ID) will be assigned to the Contact for the IWDS Public Side login.

Click “View” to review Contact Information and to see the User ID assigned.

**Informational Message:**  
The record has been added.

**List Contacts**

[Add Contact](#) [Return](#)

1 found Page 1 of 1

	Name	Location Name Contact Address	Contact Phone	Status	Primary
<a href="#">View</a>	Jetson, Jane	Timely Business Company 500 E Monroe St Springfield, IL 62701	(217)557-5559	Active	Yes

Page 1 of 1

[Add Contact](#) [Return](#)

## Creating a Contact in IWDS

At the bottom of the View Contact page, the screen shows “User Name: jjetson”.

If your Contact will be entering Training Programs into IWDS for the LWIA to approve/deny, this is the login ID that they will use on the IWDS Public Side page.

**View Contact**  
[Timely Business Company - FEIN 771133500](#)  
[500 E Monroe St Springfield, IL 62701](#)

Salutation:

\*First Name:  MI:

\*Last Name:

Suffix:

Title:

Email:

\*Address Line 1:

Address Line 2:

\*City:

\*State:

\*Zip Code:

\*County:

Primary Phone:  Extension:

Mobile Phone:

Fax Number:

\*Primary Contact:

\*Status:

**User Name: jjetson**

Human Service Provider  ITA Training Provider

## Creating a Contact in IWDS

At the bottom of the View Contact page, the screen shows “User Name: jjetson”

### View Contact

[Timely Business Company - FEIN 771133500](#)  
[500 E Monroe St Springfield, IL 62701](#)

Salutation:

\*First Name:  MI:

\*Last Name:

Suffix:

Title:

Email:

\*Address Line 1:

Address Line 2:

\*City:

\*State:

\*Zip Code:

\*County:

Primary Phone:  Extension:

Mobile Phone:

Fax Number:

\*Primary Contact:

\*Status:

User Name: jjetson

Human Service Provider  ITA Training Provider

User Name: jjetson

Human Service Provider  ITA Training Provider



## Creating a Contact in IWDS

To reset the password for the contact, click “Reset Password” at the bottom of the page.

The password reset will appear at the top of the screen. You can either use copy/paste or a screenshot to capture this information to send to the user via email.

**User Name:** jjetson

Human Service Provider  ITA Training Provider

---

**Informational Message:**  
The NEW user password is 8475634. The user will be forced to change the password at the next login.

**View Contact**  
[Timely Business Company - FEIN 771133500](#)  
[500 E Monroe St Springfield, IL 62701](#)

**Salutation:**

\***First Name:**  **MI:**

\***Last Name:**

# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Contact in IWDS

The Location Contact will need their user name, a password, and the URL for the IWDS Public Side login in order to enter training program information for their Location.

**IWDS PUBLIC SIDE URL:**

<https://iwds.dceo.illinois.gov/iwds/iwdshome.html>

**User Name:** jjetson

Human Service Provider  ITA Training Provider

Save

Cancel

Reset Password

### Informational Message:

The NEW user password is 8475634. The user will be forced to change the password at the next login.

### View Contact

[Timely Business Company - FEIN 771133500](#)  
[500 E Monroe St Springfield, IL 62701](#)

Salutation:  ▼

\*First Name:

MI:

\*Last Name:

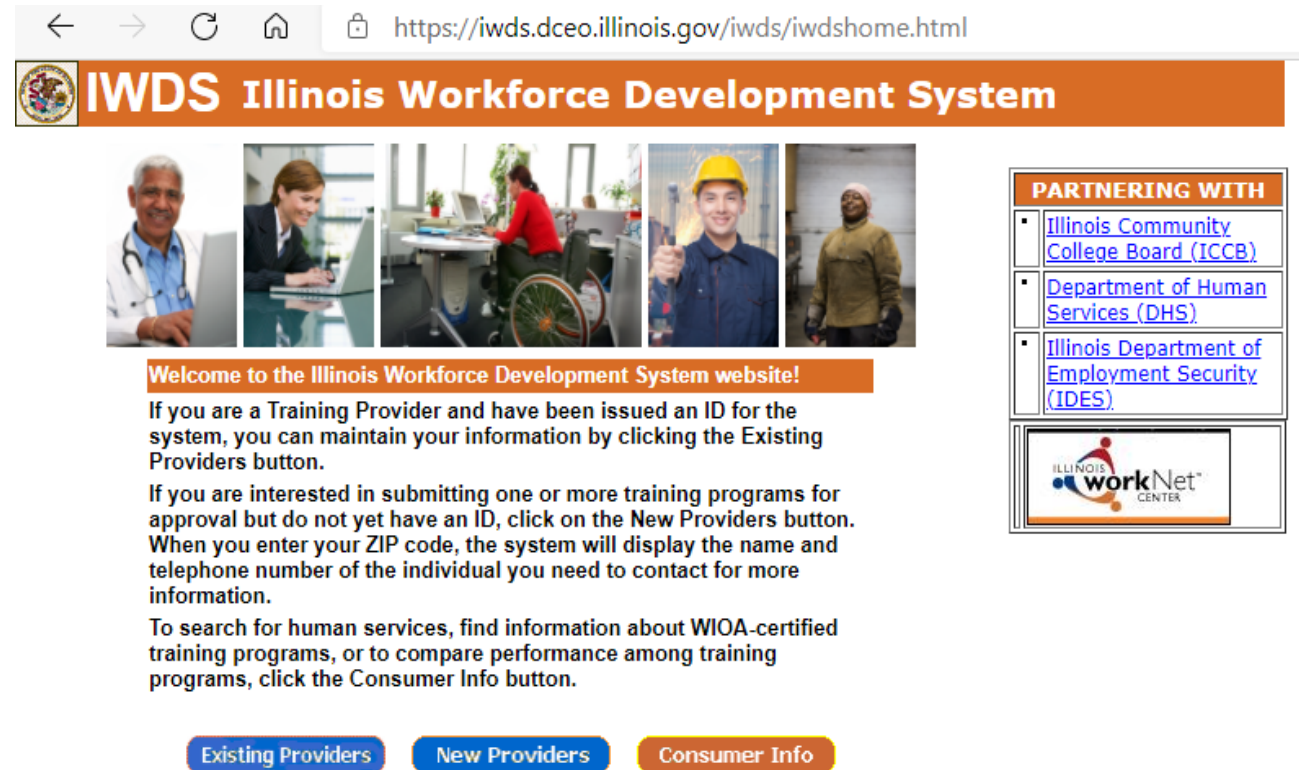
# Local System Administrator Training - Entities, Locations, and Relationships

## Creating a Contact in IWDS

IWDS PUBLIC SIDE URL:

<https://iwds.dceo.illinois.gov/iwds/iwdshome.html>

The IWDS login page for the Training Providers appears different from the IWDS Staff login page. It is **orange** and **blue** instead of red and blue.

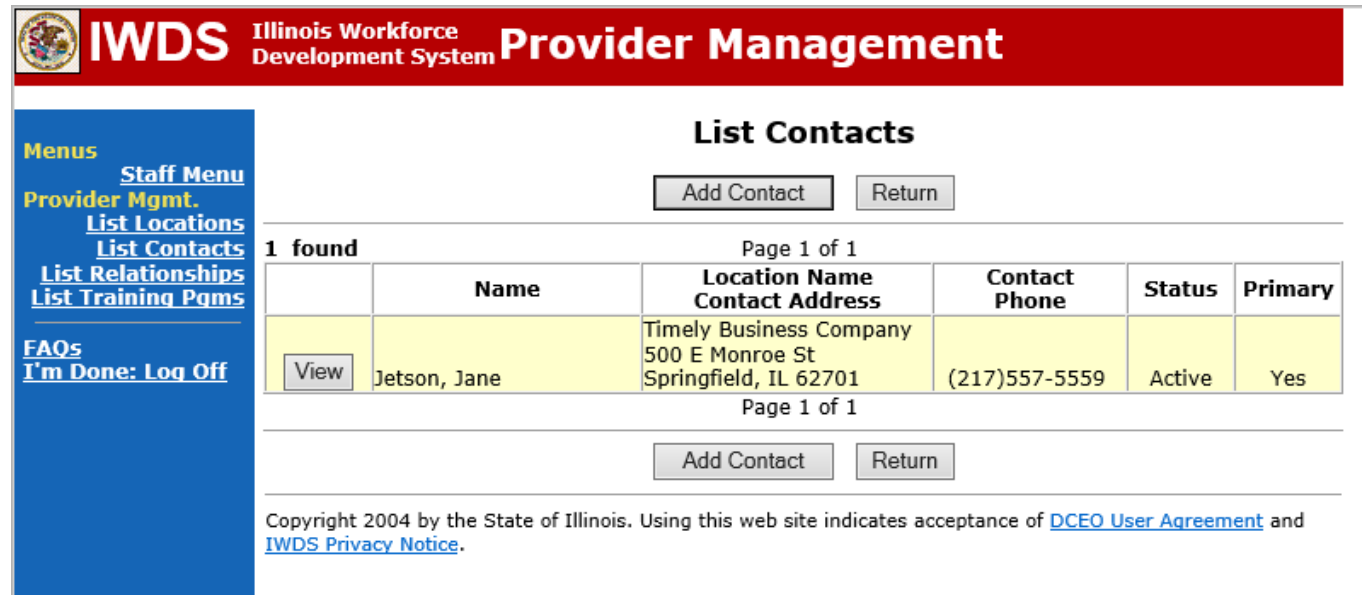


The screenshot shows a web browser window with the URL <https://iwds.dceo.illinois.gov/iwds/iwdshome.html>. The page header is orange and contains the text "IWDS Illinois Workforce Development System" next to the state seal. Below the header is a row of five images: a doctor, a woman at a computer, a person in a wheelchair, a man in a hard hat, and a man in a jacket. To the right of these images is a box titled "PARTNERING WITH" containing three links: "Illinois Community College Board (ICCB)", "Department of Human Services (DHS)", and "Illinois Department of Employment Security (IDES)". Below the images and links is a white box with orange text that reads: "Welcome to the Illinois Workforce Development System website! If you are a Training Provider and have been issued an ID for the system, you can maintain your information by clicking the Existing Providers button. If you are interested in submitting one or more training programs for approval but do not yet have an ID, click on the New Providers button. When you enter your ZIP code, the system will display the name and telephone number of the individual you need to contact for more information. To search for human services, find information about WIOA-certified training programs, or to compare performance among training programs, click the Consumer Info button." At the bottom of the page are three buttons: "Existing Providers" (blue), "New Providers" (blue), and "Consumer Info" (orange).

# Local System Administrator Training - Entities, Locations, and Relationships

## Creating a Contact in IWDS

If you need to add more contacts to the Location, click “Add Contact” to add an additional contact.



**IWDS** Illinois Workforce Development System **Provider Management**

**List Contacts**

[Add Contact](#) [Return](#)

1 found Page 1 of 1

	Name	Location Name Contact Address	Contact Phone	Status	Primary
<a href="#">View</a>	Jetson, Jane	Timely Business Company 500 E Monroe St Springfield, IL 62701	(217)557-5559	Active	Yes

Page 1 of 1

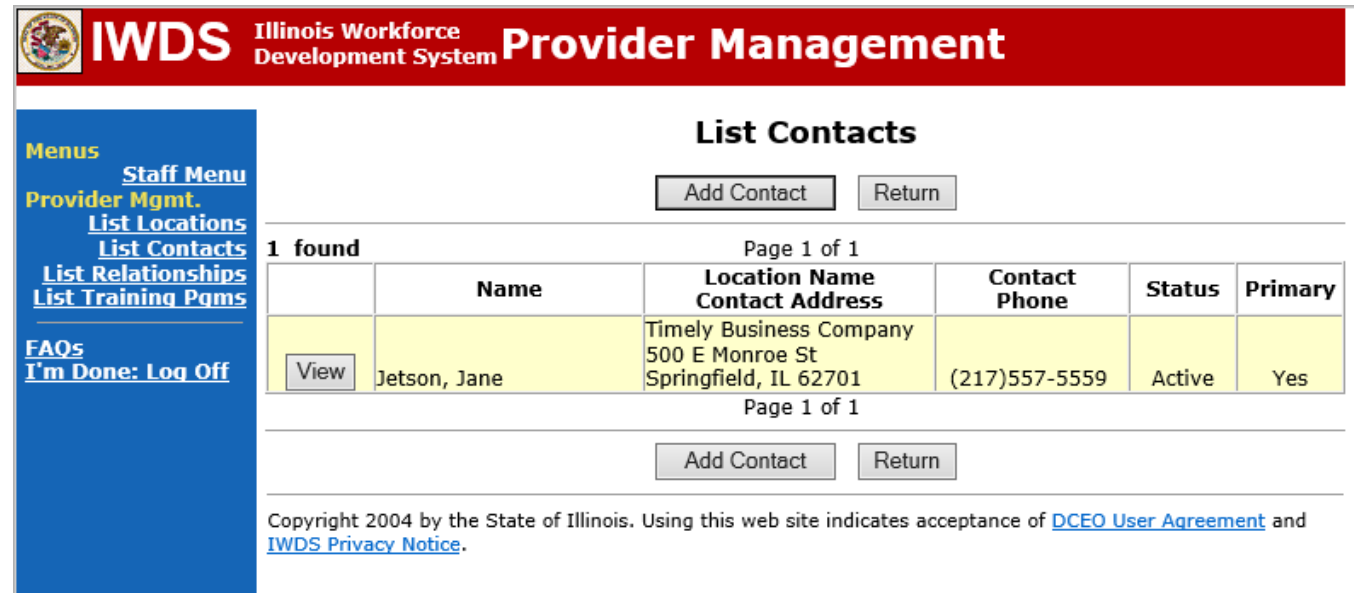
[Add Contact](#) [Return](#)

Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [DCEO User Agreement](#) and [IWDS Privacy Notice](#).

## Creating a Contact in IWDS

When you have finished adding Contacts, you can click on the link for “List Relationships” in the blue navigation panel on the left side of the screen.

From there the user may review Relationships the Entity and Location already have set up and/or enter new Relationships with the Location.



**IWDS** Illinois Workforce Development System **Provider Management**

**List Contacts**

1 found Page 1 of 1

	Name	Location Name Contact Address	Contact Phone	Status	Primary
<input type="button" value="View"/>	Jetson, Jane	Timely Business Company 500 E Monroe St Springfield, IL 62701	(217)557-5559	Active	Yes

Page 1 of 1

Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [DCEO User Agreement](#) and [IWDS Privacy Notice](#).

# Local System Administrator Training - Entities, Locations, and Relationships



## QUESTIONS?

The Illinois workNet® Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor Employment and Training Administration. For more information please refer to the footer at the bottom of any webpage

at [illinoisworknet.com](http://illinoisworknet.com). – December 2019, v3

## Creating a Relationship in IWDS

Newly created Entities and Locations will not have any existing Relationships between them and the LWIAs.

The LWIA LSAs will only be able to see Relationships between the Location and your LWIA. The user will not be able to see other LWIAs' relationships.

Clicking “Add Relationship” will take you to the “Search Location” screen to begin adding a new Relationship.

**List Relationships**

---

0 found Page 1 of 1

LWA	Relationship # (Suffix)	Location Name/Address	Fund Source	Status
<b>There is nothing to display.</b>				

Page 1 of 1

---

# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Relationship in IWDS

Search for the Location to be used to set up the Relationship.

If you have multiple Locations for the same Entity providing service to your LWIA, you will need multiple Relationships.

Each Location will need to have their own Relationship set up with the LWIA.

**Search Locations**

Entity Name:

Address:

City:

State:

Zip Code:

County:

LWA:

Corporate Office:

Locations Approx Business Function:  from Zip Code  [Find Zip Code](#)

Career Services  DETS  
 Job Placement /Retention Services  Other  
 Outreach  OJT / Work Experience  
 Pay-For-Performance  Supportive Services  
 Training  Youth

Human Services:  (Ex: Clothing, Food, Housing)



# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Relationship in IWDS

A partial Name can be used for the search on the Entity Name.

Address/City/Zip Code/County information could be included to narrow the search when you know there is more than one Location for the Entity.

Click “Search”

**Search Locations**

Entity Name:  ×

Address:

City:

State:

Zip Code:

County:

LWA:

Corporate Office:

Locations Approx Business Function:  from Zip Code  [Find Zip Code](#)

Career Services  DETS  
 Job Placement /Retention Services  Other  
 Outreach  OJT / Work Experience  
 Pay-For-Performance  Supportive Services  
 Training  Youth

Human Services:  (Ex: Clothing, Food, Housing)

## Creating a Relationship in IWDS

Select your location in the results by clicking “Pick” next to the Location Name.

If the Location you are looking for isn't here, click “Return” and try your search again.

### List Locations

[Return](#)

1 found

Page 1 of 1

	Location Name Entity Name	Location Address	Phone	Contacts
<a href="#">Pick</a>	Timely Business Company	500 E Monroe St Springfield, IL 62701	(217)557-5559	1

Page 1 of 1

[Return](#)

# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Relationship in IWDS

The first step in creating the Relationship is the Provider Management – Update Basic Information screen.

### Provider Management - Update Basic Information

[Timely Business Company - FEIN 771133500](#)

[500 E Monroe St Springfield, IL 62701](#)

Next >

\*Relationship #:  00

\*Relationship Type:

Notes/Comments:

*Fund Source(s)	*Start Date	*End Date(s)	Contract Amount
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Creating a Relationship in IWDS

When creating the “Relationship #” it should be a unique identifier using alpha/numeric characters.

The LSA entering the Relationships can choose whatever naming convention they are comfortable with. OET recommends that you use something that makes it easy for you to identify the Relationship.

In this case, I’m choosing a date based “08032022” and “00”.

### Provider Management - Update Basic Information

[Timely Business Company - FEIN 771133500](#)  
[500 E Monroe St Springfield, IL 62701](#)

\*Relationship #:

\*Relationship Type:

Notes/Comments:

## Creating a Relationship in IWDS

Select the “Relationship Type” from the drop-down menu.

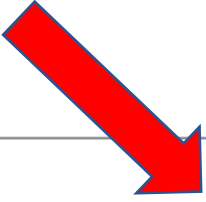
Next, scroll down the Provider Management – Update Basic Information page to enter the Fund Source/Grant Information section.

**Provider Management - Update Basic Information**  
[Timely Business Company - FEIN 771133500](#)  
[500 E Monroe St Springfield, IL 62701](#)

\*Relationship #:

\*Relationship Type:

Notes/Comments:



## Creating a Relationship in IWDS

Enter Location Grant information in the required fields:

- Fund Source
- Start Date
- End Date

*Fund Source(s)	*Start Date	*End Date(s)	Contract Amount
1A (WIOA) ▼	01/01/2022	06/30/2023	
▼			
▼			

The Fund Source is the Title (1A, 1D, 1E, 1N, TAA, 1DC, 1EC, etc.).

## Creating a Relationship in IWDS

It is recommended by OET to leave the Contract Amount blank.

It is not a required field and entering a dollar amount here could trigger other programming edits in IWDS that may cause issues.

*Fund Source(s)	*Start Date	*End Date(s)	Contract Amount
1A (WIOA) ▼	01/01/2022	06/30/2023	
▼			
▼			

## Creating a Relationship in IWDS

When entering a Fund Source, the start date can be in the past, the present date, or in the future.

The date range entered for the Fund Source will affect what services are available with this provider on dates before, during, and after the date range.

*Fund Source(s)	*Start Date	*End Date(s)	Contract Amount
1A (WIOA) ▼	01/01/2022	06/30/2023	
1D (WIOA) ▼	01/01/2022	06/30/2023	
▼			



## Creating a Relationship in IWDS

Once saved, the Start Date **cannot** be changed.

*Fund Source(s)	*Start Date	*End Date(s)	Contract Amount
1A (WIOA) ▼	01/01/2022	06/30/2023	
1D (WIOA) ▼	01/01/2022	06/30/2023	
▼			

## Creating a Relationship in IWDS

Once saved, the End Date can be changed to be greater than the current End Date (future), but never less than the current End Date (past).

If the grant is extended, the LSA can change the end date to extend the relationship with this Entity/Location for the selected Fund Source.

*Fund Source(s)	*Start Date	*End Date(s)	Contract Amount
1A (WIOA) ▼	01/01/2022	06/30/2023	
1D (WIOA) ▼	01/01/2022	06/30/2023	
▼			

## Creating a Relationship in IWDS

In this case, the 1Y grant will start in the future (greater than today's date) July 2023.

Even though they are entering the Fund Source with a future Start Date, this part of the relationship won't affect the 1Y client services unless those services are within the date range of 7/1/2023 to 6/30/2024 for this provider.

*Fund Source(s)	*Start Date	*End Date(s)	Contract Amount
1A (WIOA) ▼	01/01/2022	06/30/2023	
1D (WIOA) ▼	01/01/2022	06/30/2023	
1Y (WIOA) ▼	07/01/2023	06/30/2024	
▼			

# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Relationship in IWDS

### Provider Management - Update Basic Information

[Timely Business Company - FEIN 771133500](#)  
[500 E Monroe St Springfield, IL 62701](#)

Next >

\*Relationship #:

\*Relationship Type:

Notes/Comments:

Click “Next” to save the fund source information and go to Add Program Activities.

*Fund Source(s)	*Start Date	*End Date(s)	Contract Amount
1A (WIOA) ▼	<input type="text" value="01/01/2022"/>	<input type="text" value="06/30/2023"/>	<input type="text"/>
1D (WIOA) ▼	<input type="text" value="01/01/2022"/>	<input type="text" value="06/30/2023"/>	<input type="text"/>
1Y (WIOA) ▼	<input type="text" value="07/01/2023"/>	<input type="text" value="06/30/2024"/>	<input type="text"/>
▼	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Creating a Relationship in IWDS

### List Programs/Activities

LWA 15 - Relationship 08032022(00)  
[Timely Business Company - FEIN 771133500](#)  
[500 E Monroe St Springfield, IL 62701](#)

< Back

Next >

Click “Add Programs/Activities” to choose Titles (1A, 1D, TAA, etc.) to add services to the Relationship.

You have **not** selected any Programs/Activities

Add Program/Activities

< Back

Next >

# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Relationship in IWDS

Select each Title/Service type needed for the Relationship.

Make sure you are selecting **“Career Services”** and **“Training Services”** for 1A/1D/1E/1N/1DC/1EC and **not** “Registration Required Core Services” or “Intensive Services” as those Program Types no longer apply to WIOA.

### Provider Management - Select Programs

LWA 15 - Relationship 08032022(00)

[Timely Business Company - FEIN 771133500](#)

[500 E Monroe St Springfield, IL 62701](#)

Next >

Please check the boxes for **all** the Programs you **might** like to add Activities for.

	Fund Source (Date)	Program	Program Name
<input type="checkbox"/>	1A (WIOA ) (01/01/2022 - 06/30/2023)	210	Registration Required Core Services
<input type="checkbox"/>	1A (WIOA ) (01/01/2022 - 06/30/2023)	220	Intensive Services
<input type="checkbox"/>	1A (WIOA ) (01/01/2022 - 06/30/2023)	225	Career Services
<input type="checkbox"/>	1A (WIOA ) (01/01/2022 - 06/30/2023)	230	Training Services
<input type="checkbox"/>	1D (WIOA ) (01/01/2022 - 06/30/2023)	210	Registration Required Core Services
<input type="checkbox"/>	1D (WIOA ) (01/01/2022 - 06/30/2023)	220	Intensive Services
<input type="checkbox"/>	1D (WIOA ) (01/01/2022 - 06/30/2023)	225	Career Services
<input type="checkbox"/>	1D (WIOA ) (01/01/2022 - 06/30/2023)	230	Training Services
<input type="checkbox"/>	1D (WIOA ) (01/01/2022 - 06/30/2023)	260	Disaster Recovery Services
<input type="checkbox"/>	1Y (WIOA ) (07/01/2023 - 06/30/2024)	270	Youth Service Elements: Education/Training/Career

Next >

# Local System Administrator Training - Entities, Locations, and Relationships

## Creating a Relationship in IWDS

### Provider Management - Select Programs

LWA 15 - Relationship 08032022(00)

[Timely Business Company - FEIN 771133500](#)

[500 E Monroe St Springfield, IL 62701](#)

Check all Programs you might want to add Activities for.

You will need to select Career and Training levels separately for each Fund Source.

Click “Next” to view list.

Next >

Please check the boxes for **all** the Programs you **might** like to add Activities for.

	Fund Source (Date)	Program	Program Name
<input type="checkbox"/>	1A (WIOA ) (01/01/2022 - 06/30/2023)	210	Registration Required Core Services
<input type="checkbox"/>	1A (WIOA ) (01/01/2022 - 06/30/2023)	220	Intensive Services
<input checked="" type="checkbox"/>	1A (WIOA ) (01/01/2022 - 06/30/2023)	225	Career Services
<input checked="" type="checkbox"/>	1A (WIOA ) (01/01/2022 - 06/30/2023)	230	Training Services
<input type="checkbox"/>	1D (WIOA ) (01/01/2022 - 06/30/2023)	210	Registration Required Core Services
<input type="checkbox"/>	1D (WIOA ) (01/01/2022 - 06/30/2023)	220	Intensive Services
<input checked="" type="checkbox"/>	1D (WIOA ) (01/01/2022 - 06/30/2023)	225	Career Services
<input checked="" type="checkbox"/>	1D (WIOA ) (01/01/2022 - 06/30/2023)	230	Training Services
<input type="checkbox"/>	1D (WIOA ) (01/01/2022 - 06/30/2023)	260	Disaster Recovery Services
<input checked="" type="checkbox"/>	1Y (WIOA ) (07/01/2023 - 06/30/2024)	270	Youth Service Elements: Education/Training/Career

Next >



## Creating a Relationship in IWDS

Review your selections, click “Save” to select services per Funding Source.

**Please fix the following before continuing:**

Please verify the following updates based on what was entered:

**These programs will be ADDED:**

- 225 - Career Services for 1A (WIOA ) with dates (01/01/2022-06/30/2023)
- 230 - Training Services for 1A (WIOA ) with dates (01/01/2022-06/30/2023)
- 225 - Career Services for 1D (WIOA ) with dates (01/01/2022-06/30/2023)
- 230 - Training Services for 1D (WIOA ) with dates (01/01/2022-06/30/2023)
- 270 - Youth Service Elements

**These programs will be DELETED:**

None

Save Cancel



# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Relationship in IWDS

Select the specific services for each Title/Service Level allowed by the grant.

This example is starting with 1A Career level services.

Fund Source 1A (01/01/2022 - 06/30/2023) - Program 225 Career Services Select All

	Activity	Activity Name
<input checked="" type="checkbox"/>	11	Career Planning (Case Management)
<input type="checkbox"/>	194	WBL - Job Shadowing
<input type="checkbox"/>	21	WBL - Pre-Apprenticeship Program
<input type="checkbox"/>	23	Short Term Prevocational Services (Job Readiness)
<input type="checkbox"/>	45	WBL - Unpaid WEX/Internship (Not limited to Summer Months)
<input type="checkbox"/>	46	WBL - Paid WEX/Internship (Not Limited to Summer Months)
<input type="checkbox"/>	66	Job Search Activities & Assistance (STAFF)
<input type="checkbox"/>	67	Referred to Employment/Placement Assistance (STAFF ASSISTED)
<input type="checkbox"/>	71	Out-of-Area Job Search/Relocation Assistance
<input type="checkbox"/>	81	X - Holding
<input type="checkbox"/>	812	WBL - Transitional Jobs
<input type="checkbox"/>	813	Adult Basic Education (ABE) (Developmental Education)
<input type="checkbox"/>	817	Comprehensive and Specialized Assessment
<input type="checkbox"/>	818	Development of an IEP
<input type="checkbox"/>	819	Group Workforce Research/Workshops/Job Club
<input type="checkbox"/>	820	Workforce Preparation Activities
<input type="checkbox"/>	821	English Language Education
<input type="checkbox"/>	826	Federal Job Referral and Placement Services
<input type="checkbox"/>	836	UI Filing Information (staff-assisted)
<input type="checkbox"/>	837	Assistance Establishing Eligibility for Financial Aid/FAFSA(staff-assisted)
<input type="checkbox"/>	84	Training Paid by Non-WIOA TITLE I Funds
<input type="checkbox"/>	859	SS - Tools/Equipment
<input type="checkbox"/>	860	SS - Uniforms
<input type="checkbox"/>	863	SS - Legal Aid
<input type="checkbox"/>	90	Follow-up Services

< Back Next >

# Local System Administrator Training - Entities, Locations, and Relationships

## Creating a Relationship in IWDS

The services chosen on the “Select Activities” screens will be the WIOA services that will appear as a provider choice during the time period entered on the relationship for the Entity.

Click “Next” to move to the next Title/Service Level.

Fund Source 1A (01/01/2022 - 06/30/2023) - Program 225 Career Services Select All

Activity	Activity Name
<input type="checkbox"/>	11 Career Planning (Case Management)
<input type="checkbox"/>	194 WBL - Job Shadowing
<input type="checkbox"/>	21 WBL - Pre-Apprenticeship Program
<input type="checkbox"/>	23 Short Term Prevocational Services (Job Readiness)
<input type="checkbox"/>	45 WBL - Unpaid WEX/Internship (Not limited to Summer Months)
<input type="checkbox"/>	46 WBL - Paid WEX/Internship (Not Limited to Summer Months)
<input checked="" type="checkbox"/>	66 Job Search Activities & Assistance (STAFF)
<input checked="" type="checkbox"/>	67 Referred to Employment/Placement Assistance (STAFF ASSISTED)
<input checked="" type="checkbox"/>	71 Out-of-Area Job Search/Relocation Assistance
<input type="checkbox"/>	81 X - Holding
<input type="checkbox"/>	812 WBL - Transitional Jobs
<input checked="" type="checkbox"/>	813 Adult Basic Education (ABE) (Developmental Education)
<input type="checkbox"/>	817 Comprehensive and Specialized Assessment
<input type="checkbox"/>	818 Development of an IEP
<input checked="" type="checkbox"/>	819 Group Workforce Research/Workshops/Job Club
<input checked="" type="checkbox"/>	820 Workforce Preparation Activities
<input type="checkbox"/>	821 English Language Education
<input type="checkbox"/>	826 Federal Job Referral and Placement Services
<input type="checkbox"/>	836 UI Filing Information (staff-assisted)
<input type="checkbox"/>	837 Assistance Establishing Eligibility for Financial Aid/FAFSA(staff-assisted)
<input type="checkbox"/>	84 Training Paid by Non-WIOA TITLE I Funds
<input checked="" type="checkbox"/>	859 SS - Tools/Equipment
<input checked="" type="checkbox"/>	860 SS - Uniforms
<input type="checkbox"/>	863 SS - Legal Aid
<input type="checkbox"/>	90 Follow-up Services

< Back

Next >

# Local System Administrator Training - Entities, Locations, and Relationships

## Creating a Relationship in IWDS

The next Title/Service Level is 1A Training Services.

Fund Source 1A (01/01/2022 - 06/30/2023) - Program 230 Training Services

Select All

	Activity	Activity Name
<input checked="" type="checkbox"/>	21A	Registered Apprenticeship Program (RAP)
<input type="checkbox"/>	24	Occupational Skills Training
<input type="checkbox"/>	28	Entrepreneurial Skills Training
<input type="checkbox"/>	35	Other Non Occupational Skills Training
<input type="checkbox"/>	37	Prerequisite Training Courses
<input type="checkbox"/>	40	OJT - Public Sector
<input type="checkbox"/>	41	OJT - Private Sector
<input type="checkbox"/>	42	Customized Training
<input type="checkbox"/>	81	X - Holding
<input type="checkbox"/>	814	Skill upgrade and retraining
<input type="checkbox"/>	838	Non-Registered Apprenticeship Program
<input type="checkbox"/>	84	Training Paid by Non-WIOA TITLE I Funds
<input type="checkbox"/>	859	SS - Tools/Equipment
<input type="checkbox"/>	86A	Industry Recognized Apprenticeship Program (IRAP)
<input type="checkbox"/>	860	SS - Uniforms
<input type="checkbox"/>	863	SS - Legal Aid
<input type="checkbox"/>	88	SS - Needs Related Payments
<input type="checkbox"/>	90	Follow-up Services

< Back

Next >

# Local System Administrator Training - Entities, Locations, and Relationships

## Creating a Relationship in IWDS

Select the 1A Training Services and click “Next” to move to the next Title/Service Level.

Fund Source 1A (01/01/2022 - 06/30/2023) - Program 230 Training Services

Select All

Activity	Activity Name
<input type="checkbox"/> 21A	Registered Apprenticeship Program (RAP)
<input checked="" type="checkbox"/> 24	Occupational Skills Training
<input type="checkbox"/> 28	Entrepreneurial Skills Training
<input checked="" type="checkbox"/> 35	Other Non Occupational Skills Training
<input type="checkbox"/> 37	Prerequisite Training Courses
<input type="checkbox"/> 40	OJT - Public Sector
<input checked="" type="checkbox"/> 41	OJT - Private Sector
<input type="checkbox"/> 42	Customized Training
<input type="checkbox"/> 81	X - Holding
<input checked="" type="checkbox"/> 814	Skill upgrade and retraining
<input type="checkbox"/> 838	Non-Registered Apprenticeship Program
<input type="checkbox"/> 84	Training Paid by Non-WIOA TITLE I Funds
<input checked="" type="checkbox"/> 859	SS - Tools/Equipment
<input type="checkbox"/> 86A	Industry Recognized Apprenticeship Program (IRAP)
<input checked="" type="checkbox"/> 860	SS - Uniforms
<input type="checkbox"/> 863	SS - Legal Aid
<input type="checkbox"/> 88	SS - Needs Related Payments
<input type="checkbox"/> 90	Follow-up Services

< Back

Next >

# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Relationship in IWDS

Select the 1D Career Services and then click “Next” to move to the next Title/Service Level.

Fund Source 1D (01/01/2022 - 06/30/2023) - Program 225 Career Services Select All

Activity	Activity Name
<input type="checkbox"/> 11	Career Planning (Case Management)
<input type="checkbox"/> 194	WBL - Job Shadowing
<input type="checkbox"/> 21	WBL - Pre-Apprenticeship Program
<input type="checkbox"/> 23	Short Term Prevocational Services (Job Readiness)
<input type="checkbox"/> 45	WBL - Unpaid WEX/Internship (Not limited to Summer Months)
<input type="checkbox"/> 46	WBL - Paid WEX/Internship (Not Limited to Summer Months)
<input checked="" type="checkbox"/> 66	Job Search Activities & Assistance (STAFF)
<input checked="" type="checkbox"/> 67	Referred to Employment/Placement Assistance (STAFF ASSISTED)
<input type="checkbox"/> 70	Pre-Layoff Services
<input type="checkbox"/> 71	Out-of-Area Job Search/Relocation Assistance
<input type="checkbox"/> 81	X - Holding
<input type="checkbox"/> 812	WBL - Transitional Jobs
<input checked="" type="checkbox"/> 813	Adult Basic Education (ABE) (Developmental Education)
<input type="checkbox"/> 817	Comprehensive and Specialized Assessment
<input type="checkbox"/> 818	Development of an IEP
<input checked="" type="checkbox"/> 819	Group Workforce Research/Workshops/Job Club
<input checked="" type="checkbox"/> 820	Workforce Preparation Activities
<input type="checkbox"/> 821	English Language Education
<input type="checkbox"/> 826	Federal Job Referral and Placement Services
<input type="checkbox"/> 836	UI Filing Information (staff-assisted)
<input type="checkbox"/> 837	Assistance Establishing Eligibility for Financial Aid/FAFSA(staff-assisted)
<input type="checkbox"/> 84	Training Paid by Non-WIOA TITLE I Funds
<input checked="" type="checkbox"/> 859	SS - Tools/Equipment
<input checked="" type="checkbox"/> 860	SS - Uniforms
<input type="checkbox"/> 863	SS - Legal Aid
<input type="checkbox"/> 90	Follow-up Services

< Back

Next >

# Local System Administrator Training - Entities, Locations, and Relationships

## Creating a Relationship in IWDS

Select 1D Training Services and click “Next” to move to the next Title/Service Level.

Fund Source 1D (01/01/2022 - 06/30/2023) - Program 230 Training Services

Select All

	Activity	Activity Name
<input type="checkbox"/>	21A	Registered Apprenticeship Program (RAP)
<input checked="" type="checkbox"/>	24	Occupational Skills Training
<input type="checkbox"/>	28	Entrepreneurial Skills Training
<input checked="" type="checkbox"/>	35	Other Non Occupational Skills Training
<input type="checkbox"/>	37	Prerequisite Training Courses
<input type="checkbox"/>	40	OJT - Public Sector
<input checked="" type="checkbox"/>	41	OJT - Private Sector
<input type="checkbox"/>	42	Customized Training
<input type="checkbox"/>	81	X - Holding
<input type="checkbox"/>	814	Skill upgrade and retraining
<input type="checkbox"/>	838	Non-Registered Apprenticeship Program
<input type="checkbox"/>	84	Training Paid by Non-WIOA TITLE I Funds
<input checked="" type="checkbox"/>	859	SS - Tools/Equipment
<input type="checkbox"/>	86A	Industry Recognized Apprenticeship Program (IRAP)
<input type="checkbox"/>	860	SS - Uniforms
<input type="checkbox"/>	863	SS - Legal Aid
<input type="checkbox"/>	88	SS - Needs Related Payments
<input type="checkbox"/>	90	Follow-up Services

< Back

Next >

# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Relationship in IWDS

Select 1Y Youth Service Elements: Education/ Training/ Career.

Click “Next” to complete the service selections.

Fund Source 1Y (07/01/2023 - 06/30/2024) - Program 270 Youth Service  
Elements: Education/Training/Career

Select All

Activity	Activity Name
<input checked="" type="checkbox"/>	Labor Market Information (LMI)
<input type="checkbox"/>	194 WBL - Job Shadowing
<input type="checkbox"/>	20 Occupational Skills Training
<input type="checkbox"/>	21 WBL - Pre-Apprenticeship Program
<input type="checkbox"/>	21A Registered Apprenticeship Program (RAP)
<input type="checkbox"/>	22 Vocational Exploration
<input type="checkbox"/>	23 Short Term Prevocational Services (Job Readiness)
<input type="checkbox"/>	25 Skill Upgrading and Retraining
<input type="checkbox"/>	35 Other Non Occupational Skills Training
<input type="checkbox"/>	37 Prerequisite Training Courses
<input type="checkbox"/>	39 Tutoring/Study Skills Instruction/Dropout Prevention
<input type="checkbox"/>	42 Customized Training
<input type="checkbox"/>	45 WBL - Unpaid WEX/Internship (Not limited to Summer Months)
<input type="checkbox"/>	46 WBL - Paid WEX/Internship (Not Limited to Summer Months)
<input type="checkbox"/>	67 Referred to Employment/Placement Assistance (STAFF ASSISTED)
<input type="checkbox"/>	75 Leadership Development
<input type="checkbox"/>	77 Comprehensive Guidance and Counseling
<input type="checkbox"/>	78 Adult Mentoring
<input type="checkbox"/>	806 Alternative School/Dropout Recovery Services
<input type="checkbox"/>	807 Concurrent Conceptual Training
<input type="checkbox"/>	81 X - Holding
<input type="checkbox"/>	812 WBL - Transitional Jobs
<input type="checkbox"/>	819 Group Workforce Research/Workshops/Job Club

<input type="checkbox"/>	82	Cash Incentives (Youth)
<input type="checkbox"/>	824	Post-secondary Prep & Transition Activities
<input type="checkbox"/>	825	Development of an Integrated Service Strategy (ISS)
<input type="checkbox"/>	838	Non-Registered Apprenticeship Program
<input type="checkbox"/>	839	WBL - OJT - Public Sector (Youth)
<input type="checkbox"/>	84	Training Paid by Non-WIOA TITLE I Funds
<input type="checkbox"/>	840	WBL - OJT - Private Sector (Youth)
<input type="checkbox"/>	841	WBL - Paid WEX/Internship (Youth Limited to Summer Months)
<input type="checkbox"/>	843	Youth Entrepreneurial Skills Training
<input type="checkbox"/>	858	Youth Employability Skills (Job Readiness) (WEX 20%)
<input type="checkbox"/>	859	SS - Tools/Equipment
<input type="checkbox"/>	86A	Industry Recognized Apprenticeship Program (IRAP)
<input type="checkbox"/>	860	SS - Uniforms
<input type="checkbox"/>	862	WBL - Unpaid WEX/Internship (Youth Limited to Summer Months)
<input type="checkbox"/>	863	SS - Legal Aid
<input type="checkbox"/>	864	YOUTH Career Planning (Case Management)
<input type="checkbox"/>	865	YOUTH Comprehensive and Specialized Assessments
<input type="checkbox"/>	88	SS - Needs Related Payments
<input type="checkbox"/>	90	Follow-up Services

< Back

Next >



# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Relationship in IWDS

### List Programs/Activities

LWA 15 - Relationship 08032022(00)  
[Timely Business Company - FEIN 771133500](#)  
[500 E Monroe St Springfield, IL 62701](#)

Review the services selected in each Title/Service.

<b>Fund Source 1A (01/01/2022 - 06/30/2023) Program 225 Career Services</b>	<input type="button" value="Update"/>
66 - Job Search Activities & Assistance (STAFF)	
67 - Referred to Employment/Placement Assistance (STAFF ASSISTED)	
71 - Out-of-Area Job Search/Relocation Assistance	
813 - Adult Basic Education (ABE) (Developmental Education)	
819 - Group Workforce Research/Workshops/Job Club	
820 - Workforce Preparation Activities	
859 - SS - Tools/Equipment	
860 - SS - Uniforms	
<b>Fund Source 1D (01/01/2022 - 06/30/2023) Program 225 Career Services</b>	<input type="button" value="Update"/>
66 - Job Search Activities & Assistance (STAFF)	
67 - Referred to Employment/Placement Assistance (STAFF ASSISTED)	
813 - Adult Basic Education (ABE) (Developmental Education)	
819 - Group Workforce Research/Workshops/Job Club	
820 - Workforce Preparation Activities	
859 - SS - Tools/Equipment	
860 - SS - Uniforms	
<b>Fund Source 1A (01/01/2022 - 06/30/2023) Program 230 Training Services</b>	<input type="button" value="Update"/>
24 - Occupational Skills Training	
35 - Other Non Occupational Skills Training	
41 - OJT - Private Sector	
814 - Skill upgrade and retraining	
859 - SS - Tools/Equipment	
860 - SS - Uniforms	



# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Relationship in IWDS

Click “Update” in any section to edit the service choices.

When finished, click “Next” to save your choices.

**Fund Source 1D (01/01/2022 - 06/30/2023) Program 230 Training Services**

[Update](#)

- 24 - Occupational Skills Training
- 35 - Other Non Occupational Skills Training
- 41 - OJT - Private Sector
- 859 - SS - Tools/Equipment

**Fund Source 1Y (07/01/2023 - 06/30/2024) Program 270 Youth Service**

[Update](#)

**Elements: Education/Training/Career**

- 20 - Occupational Skills Training
- 35 - Other Non Occupational Skills Training
- 37 - Prerequisite Training Courses
- 824 - Post-secondary Prep & Transition Activities
- 840 - WBL - OJT - Private Sector (Youth)
- 858 - Youth Employability Skills (Job Readiness) (WEX 20%)
- 859 - SS - Tools/Equipment
- 860 - SS - Uniforms

[Add Program/Activities](#)

[Return](#)

## Creating a Relationship in IWDS

Provider Management – Update CIP Codes screen.

OET **does not recommend** adding any CIP Codes to the Relationship. This can cause issues that limit the services that are available.

Click “Next”.

*CIP Codes - Classification of Instructional Program Codes.*

< Back

< Back

### Provider Management - Update CIP Codes

LWA 15 - Relationship 01012021(00)

[Timely Business Company - FEIN 771133500](#)

[500 E Monroe St Springfield, IL 62701](#)

You have **not** selected any CIP Codes

Add CIP Codes

Next >

Next >

# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Relationship in IWDS

### Provider Management - Relationship Summary

LWA 15 - Relationship 08032022(00)

[Timely Business Company - FEIN 771133500](#)

[500 E Monroe St Springfield, IL 62701](#)

[Return](#)

Review the Relationship Summary.

- Status
- Basic Information
- Program Activities
- CIP Codes

Click “Activate” to accept and turn on the Relationship.

<b>Status</b> <b>Pending</b>	<a href="#">Activate</a>	<b>Type</b> Contract	<b>Date Created</b> 07/29/2022	<b>Created By</b>
<b>BASIC INFORMATION</b>				<a href="#">Update</a>
<b>Fund Source</b>	<b>Start Date</b>	<b>End Date</b>	<b>Amount</b>	
TAA (TAA/NAFTA)	01/01/2022	06/30/2023	\$0.00	
1A (WIOA )	01/01/2022	06/30/2023	\$0.00	
1D (WIOA )	01/01/2022	06/30/2023	\$0.00	
1Y (WIOA )	07/01/2023	06/30/2024	\$0.00	
<b>PROGRAMS/ACTIVITIES</b>				<a href="#">Update</a>
You currently have 5 programs and 33 activities selected.				
<b>CIP CODES</b>				<a href="#">Update</a>
You currently have 0 CIP Codes selected.				

[Return](#)

# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Relationship in IWDS

### Provider Management - Relationship Summary

LWA 15 - Relationship 08032022(00)  
[Timely Business Company - FEIN 771133500](#)  
[500 E Monroe St Springfield, IL 62701](#)

[Return](#)


“Active” Status indicates that the Entity/Location will be available as a provider choice in the selected services in the selected titles during the selected date periods.

Status	Type	Date Created	Created By
<b>Active</b> <a href="#">Inactivate</a>	Contract	07/29/2022	
<b>BASIC INFORMATION</b>			<a href="#">Update</a>
<b>Fund Source</b>	<b>Start Date</b>	<b>End Date</b>	<b>Amount</b>
TAA (TAA/NAFTA)	01/01/2022	06/30/2023	\$0.00
1A (WIOA )	01/01/2022	06/30/2023	\$0.00
1D (WIOA )	01/01/2022	06/30/2023	\$0.00
1Y (WIOA )	07/01/2023	06/30/2024	\$0.00
<b>PROGRAMS/ACTIVITIES</b>			<a href="#">Update</a>
You currently have 5 programs and 33 activities selected.			
<b>CIP CODES</b>			<a href="#">Update</a>
You currently have 0 CIP Codes selected.			

[Return](#)

## Creating a Relationship in IWDS

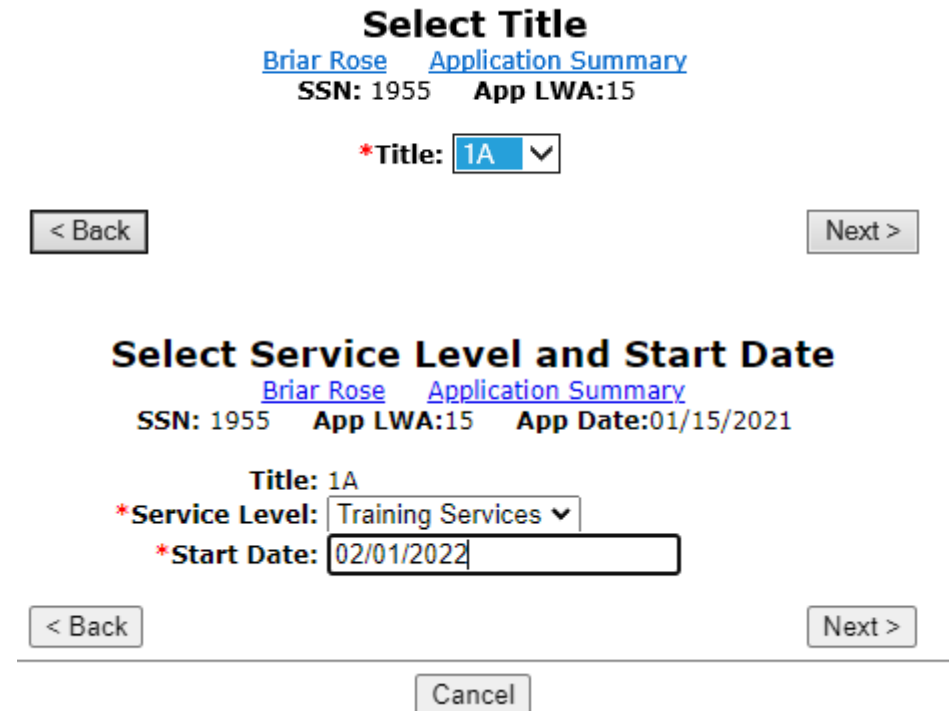
To show an example of how the provider should appear in the client services, we will open a service in our test client

**Select Title**  
[Briar Rose](#) [Application Summary](#)  
SSN: 1955 App LWA:15  
\*Title:  

## Creating a Relationship in IWDS

This is an example of how the provider should appear in the service if your service is within the date range and your title and service is selected in the relationship.

In the Client Record, add a service. In this case, we are choosing Title 1A, and a Training Service starting on 2/1/2022.



The screenshot shows two sequential screens from the IWDS system. The first screen, titled "Select Title", displays the user "Briar Rose" and "Application Summary" with SSN: 1955 and App LWA:15. A dropdown menu for "Title" is set to "1A". Navigation buttons for "< Back" and "Next >" are visible. The second screen, titled "Select Service Level and Start Date", shows the same user information and adds "App Date:01/15/2021". The "Title" is confirmed as "1A". The "Service Level" dropdown is set to "Training Services" and the "Start Date" is entered as "02/01/2022". Navigation buttons for "< Back", "Next >", and "Cancel" are present.

# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Relationship in IWDS

Select an Activity and Training Type, ITA Funded = Yes/No  
Contract Funded = Yes/No.

Then click “Next”.

**Select Activity**  
[Briar Rose](#) [Application Summary](#)  
SSN: 1955 App LWA:15 App Date:01/15/2021

Title: 1A  
Service Level: Training Services  
\* Activity:   
Start Date: 02/01/2022

**Select Training Type**  
[Briar Rose](#) [Application Summary](#)  
SSN: 1955 App LWA:15 App Date:01/15/2021

Title: 1A  
Service Level: Training Services  
Activity: Occupational Skills Training  
\* ITA Funded Training:   
\* Contract Funded Training:   
Start Date: 02/01/2022

# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Relationship in IWDS

### Add Required Activity Information

[Briar Rose](#) [Application Summary](#)

SSN: 1955 App LWA:15 App Date:01/15/2021

Created By: Chris Daniels

Title: 1A

Service Level: Training Services

Activity: Occupational Skills Training

\*Grant: 19681015-United Workforce Development Board aka Career Link

ITA Funded Training: Yes

Contract Funded Training: No

\*Green Related: No

Provider: \* \* Search Providers

\*CIP Code: 520301 Search

CIP Description: Accounting

\* O\*Net Code: 132011 Search Requires O\*Net

Start Date: 02/01/2022

End Date:

\*Current Status: Open

\*Weekly Hours: 5

\*Bridge Program Activity? No

Comments:

Additional Info

< Back

Save

Cancel

Click "Search Providers"



## Creating a Relationship in IWDS

Click “Show All” or add the Provider Relationship Name and/or the Relationship Number and click “Search”.

### Search Provider Relationships

Show All

Provider Relationship Name:

Relationship Number:  -

Statutory Program: WIOA  
Title: 1A  
Service Level: Training Services  
Activity: Occupational Skills Training  
Start Date: 02/01/2022

Search Return

# Local System Administrator Training - Entities, Locations, and Relationships



## Creating a Relationship in IWDS

### List Provider Relationships

“Show All” lists Providers in alphabetical order. If a Location has multiple active Relationships with the LWIA, there could be multiple results with the same Location name.

Click “Next Page” to scroll through pages to find the desired Provider/Relationship ID.

Click “Pick” to select the correct Provider/Relationship ID for the service.

[Return To Search](#)

11 found

Page 1 of 4

[Next Page >](#)

	Provider Name	Relationship ID	Relationship Type
<a href="#">Pick</a>	American Academy Of Professional Coders	<a href="#">1556-00</a>	Vendor
<a href="#">Pick</a>	AAAAA Beauty Academy	<a href="#">1586-00</a>	Vendor
<a href="#">Pick</a>	Bradley University	<a href="#">1537-00</a>	Vendor

Page 1 of 4

[Next Page >](#)

[Return To Search](#)

11 found

Page 4 of 4

[< Prev Page](#)

	Provider Name	Relationship ID	Relationship Type
<a href="#">Pick</a>	Timely Business Company	<a href="#">08032022-00</a>	Contract
<a href="#">Pick</a>	WIOA Case Management	<a href="#">WIOA-15</a>	Contract

Page 4 of 4

[< Prev Page](#)

[Return To Search](#)

## Creating a Relationship in IWDS

This is how the Relationship works.

The service was:

- In the Relationship
- In the right Title
- Inside the active Date Range

If your Provider is not showing up in a service, these are the first 3 things to troubleshoot.

**Add Required Activity Information**  
[Briar Rose](#) [Application Summary](#)  
SSN: 1955 App LWA:15 App Date:01/15/2021

Created By: Chris Daniels  
Title: 1A  
Service Level: Training Services  
Activity: Occupational Skills Training  
\*Grant: 19681015-United Workforce Development Board aka Career Link

ITA Funded Training: Yes  
Contract Funded Training: No  
\*Green Related: No

**Provider: \*08032022-00 Timely Business Company** \* Search Providers

Certified Program: Search Services Programs

\*CIP Code: Search  
\*O\*Net Code: Search Requires O\*Net

Start Date: 02/01/2022  
End Date:

\*Current Status: Open  
\*Weekly Hours: 5

\*Bridge Program Activity? No

Comments:

## Maintaining LWIA Relationships in IWDS

Each LWIA across the State should have at least one Local System Administrator that has the responsibility of maintaining the Provider/Entity Relationships.

Those Local System Administrators should establish and maintain a schedule for updating the Relationship end dates.

## Maintaining LWIA Relationships in IWDS

Different ways to schedule the review of your Relationships:

### **End of program year**

Schedule towards the latter part of June every year and make sure all of their relationships that are scheduled to end in the next 12 months are updated.

### **End of calendar year**

Schedule towards the latter part of December every year and make sure all of their relationships that are scheduled to end in the next 12 months are updated.

### **Twice a year**

Schedule every 6 months and update/review half of your relationships in December and half in June.

### **Quarterly**

Schedule quarterly and update/review a portion of your relationships every 3 months.

## Maintaining LWIA Relationships in IWDS

There is no required direction from OET for maintaining those Relationship end dates to ensure the Relationships stays current, but this is something each Local System Administrator who is assigned the responsibility for the Provider/Entity Relationships at the LWIA **must** keep the information up to date.

If the LWIA does not maintain their Relationships, they run the risk that they will expire and that will restrict their various Career Planner staff from recording services on client records in IWDS.

# Local System Administrator Training - Entities, Locations, and Relationships

## LWIA Point of Contact for Training Providers

It is very important for the LWIA to keep the contact information on the Public Side of IWDS up to date.

If the Local System Administrator who was the main contact for the LWIA has left, this information must be updated ASAP.

To see who is listed in your LWIA, click “new providers”

### IWDS Illinois Workforce Development System



#### Welcome to the Illinois Workforce Development System website!

If you are a Training Provider and have been issued an ID for the system, you can maintain your information by clicking the Existing Providers button.

If you are interested in submitting one or more training programs for approval but do not yet have an ID, click on the New Providers button. When you enter your ZIP code, the system will display the name and telephone number of the individual you need to contact for more information.

To search for human services, find information about WIOA-certified training programs, or to compare performance among training programs, click the Consumer Info button.

Existing Providers

New Providers

Consumer Info

PARTNERING WITH	
▪	<a href="#">Illinois Community College Board (ICCB)</a>
▪	<a href="#">Department of Human Services (DHS)</a>
▪	<a href="#">Illinois Department of Employment Security (IDES)</a>
	



## LWIA Point of Contact for Training Providers

Enter a zip code in your LWIA and click “Return”

### Find My Local Workforce Investment Board

Please type the five-digit Zip code of the location where your training program is offered. If your program is offered at more than one location, type the Zip code of your headquarters or main location. Then click the "Find" button.

Zip Code:

To view a printable version of a blank training provider application, please click the button below.



## LWIA Point of Contact for Training Providers

This will display who the main LWIA point of contact is for training providers.

If any of this information has changed, email the IWDS Performance Measures staff and cc: the IWDS System Administrators to have the information updated.

### Find My Local Workforce Investment Board

**Land of Lincoln Workforce Alliance**  
1300 South 9th Street  
P.O. Box 19493  
Springfield, Illinois 62794

**For more information please contact:**  
John Doe  
(217)557-5559  
John.doe@abc.org

To view a printable version of a blank training provider application, please click the button below.

[Training Provider Application](#)

[Return](#)

## DCEO Contacts

### **IWDS SYSTEM ADMINISTRATORS**

Jim Potts: (217) 299-4532, [james.potts@illinois.gov](mailto:james.potts@illinois.gov)

Kris Theilen: (217) 299-2161, [kristofer.theilen@illinois.gov](mailto:kristofer.theilen@illinois.gov)

### **WIOA PERFORMANCE MEASURES STAFF**

Mark Burgess: (217) 970-0061, [mark.a.burgess@illinois.gov](mailto:mark.a.burgess@illinois.gov)

Paula Barry: (217) 299-7006, [paula.barry@illinois.gov](mailto:paula.barry@illinois.gov)

# Local System Administrator Training - Entities, Locations, and Relationships



## QUESTIONS?

The Illinois workNet® Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor Employment and Training Administration. For more information please refer to the footer at the bottom of any webpage

at [illinoisworknet.com](http://illinoisworknet.com). – December 2019, v3