General Revenue Funds (GRF)
For
State Supplemental Grants

AGENDA

General Revenue Funds for State Supplemental Grants

- Grant Management Updates
- Bulk Upload
- Duplicate Accounts
- Incumbent Worker System Updates
- Upcoming System Enhancements
- Q & A Session
- Partner Guide

DCEO GRANT MANAGEMENT UPDATES

1. Q4 Narrative Report (April 1 – June 30): Please submit your report in the GRF State Supplemental System under *Work Plan > Reports > Add Narrative Update,* or email it to your Regional Manager using the quarterly narrative form.

Due to a system limitation that allows only one narrative entry, the Illinois workNet team is working on a fix.

2. Final Performance Progress (PPR) – Due July 30, 2025: Please update and include your approved Work Plan Outcomes (Excel) with your final PPR for April 1 – June 30. *Note: A system ticket is in progress to improve the Dashboard so Capacity Building and Project Outcomes display correctly.*

If you need a copy of your approved Work Plan, contact your Regional Manager. DCEO will use the Work Plan final outcomes and reported system activity for FY25 grant closeout and reporting to the General Assembly.

3. Incumbent Worker Training – These projects need to be pulled out of IWTS and put in GRF. (Slides coming to display system changes being made for Incumbent Worker Training in GRF.)

BULK UPLOAD – Profile and Service Level

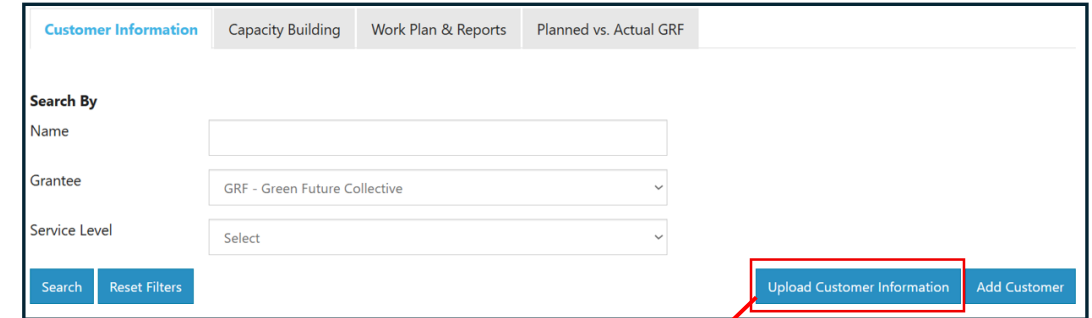There is a bulk upload file for the following customer information:

- Profile
- Service Level
- Services
- Outcomes

Step 1: Complete the Profile file.

Step 2: Complete the Service Level file. After the profile file has been completed, then the Service Level file should be completed.

Upload Tips:

- *Double-check that every required field in the file has been completed before attempting to upload the file.*
- *Do not change the name of the file when you save it to your desktop.*
- *If only part of the file uploads, it could be because there is a duplicate profile already in the workNet system.*

Customer Information | Capacity Building | Work Plan & Reports | Planned vs. Actual GRF
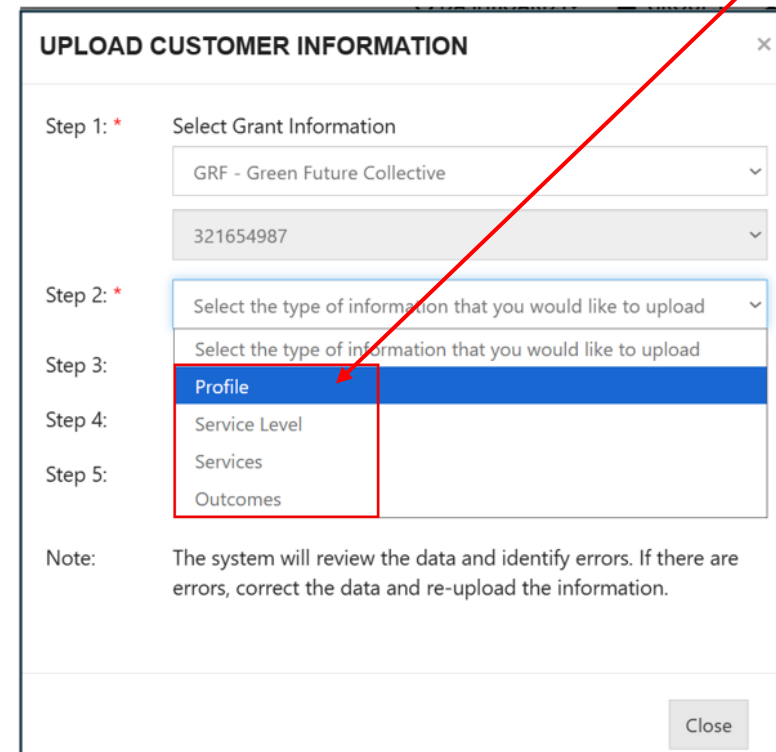
Search By

Name

Grantee — GRF - Green Future Collective

Service Level — Select

Search   Reset Filters   Upload Customer Information   Add Customer

UPLOAD CUSTOMER INFORMATION

Step 1: * Select Grant Information

GRF - Green Future Collective

321654987

Step 2: * Select the type of information that you would like to upload

Select the type of information that you would like to upload
Profile
Service Level
Services
Outcomes

Step 3:
Step 4:
Step 5:

Note: The system will review the data and identify errors. If there are errors, correct the data and re-upload the information.

Close

BULK UPLOAD – Services and Outcomes

The Services and Outcomes files will not upload properly until the Service Level file has been completed for a customer. The customer will not show up on either of these files unless a Service Level of Enrolled or Referred has been selected.

Step 3: Complete the Services file.
After the Service Level file has been completed, then the Services file should be completed.

Step 4: Complete the Outcomes file.
After the Services file has been completed then the Outcomes file should be completed.

View/Edit

Service Level:
Recruited Date: Date Not Entered

Referred Date: Date Not Entered

Enrolled Date: Date Not Entered

Attention

Services:

No Action

Outcomes:
Outcomes Not Entered

No Action

EDIT SERVICES   ×

Select service(s) and enter the Start Date.
☑ Work Based: On the Job Training   *   04/01/2025

The Start Date must be on or after the Enrollment Date.

EDIT CUSTOMER OUTCOMES   ×

End Date *   04/01/2025

The End Date must be on or after the Enrollment Date.

DUPLICATE CUSTOMER PROFILES

**When a new customer is being added to GRF, the system does a profile check in the system based on the following:**

- First Name
- Last Name
- Email Address

Error messages or issues received from the system could include the following:

- Long search times
- "The user could not be verified. The user's last name and birthday do not match. The account name is { }. Please submit a helpdesk ticket with the customer's email address and date of birth if there is an issue."
- "Error Adding Customer"
- "An account already exists for this customer. The username is { }"
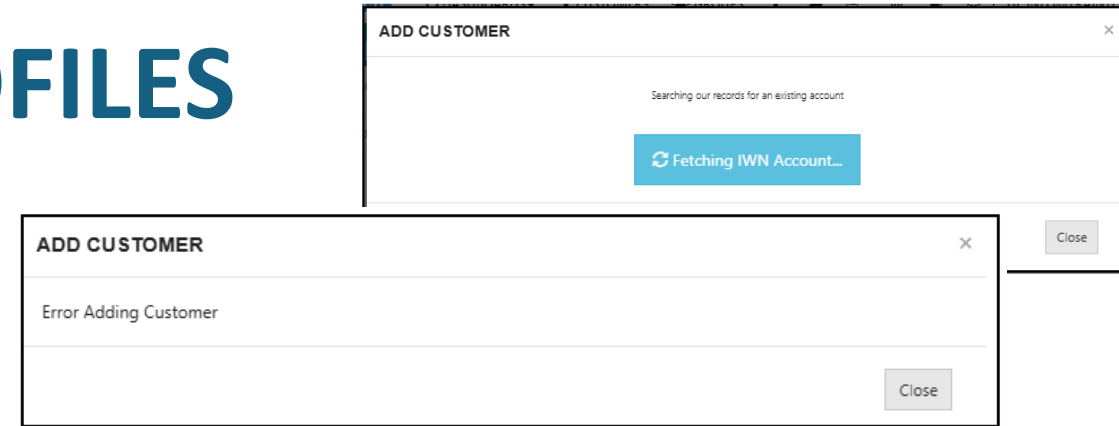
When this error happens, be sure to check a valid ID to ensure the First Name, Last Name, and date of birth being entered are correct. If the error message is still presented, submit a Help Ticket by clicking the Help Request button in the top right dropdown.
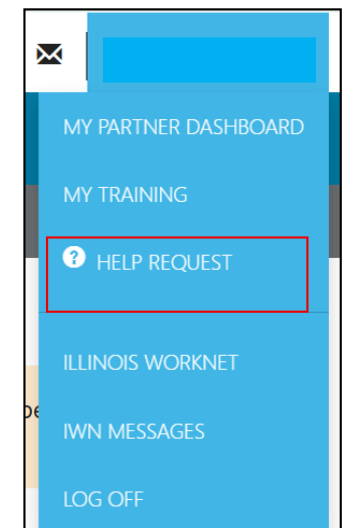
INCUMBENT WORKER SYSTEM UPDATES

The GRF system is being updated to properly track Incumbent Worker Training.

Update 1: On the **Work Plan** > Capacity Building section: "Employee Retention/Upskilling" was changed to "Incumbent Worker".

Update 2: On the **Planned vs Actual Dashboard** > Capacity Building tab: "Employee Retention/Upskilling" was changed to "Incumbent Worker".

Update 3: On the **Organization Information tab:** An Incumbent Worker section has been added between Outreach Events and Capacity Building & Outcomes.

Update 4: Added an Add Incumbent Worker button and modal.

INCUMBENT WORKER SYSTEM UPDATES

Update 5: On the **Add Incumbent Worker Project modal**, there will be an upload file (similar to the uploads on the customer tab).

It will track the Incumbent Workers:
- Name
- Date of Birth
- Outcomes
- Credentials

Employer Outcomes		
Job Placement	0	0
Reduced Training Costs	0	0.00
Productivity Increase	0	0.00
Incumbent Worker	0	0
Received Training		
Completed Training		
Earned a Credential		
Type of Credential		
Retained		
Wage Increase		
Promotion		

Update 6: On the Planned vs Actual dashboard (Capacity Building tab), the Incumbent Worker section will have sub-rows to track the Outcomes and Credentials.

The **Education At Enrollment dropdown** selections will be updated to the following (when manually adding the customer and when doing the bulk upload:

- Attending high school or equivalent program
- Left high school before graduating
- High school diploma
- Technical or vocational certificate
- Currently enrolled in college or post-secondary education
- Some college, no degree
- Associate degree
- Bachelor degree
- Graduate or professional degree (beyond a bachelor's)

UPCOMING SYSTEM ENHANCEMENT

Update filters

The **Customer Information filter**, will be updated to the following:

- Name
- LWIA Number
- Grantee
- Office
- Service Level
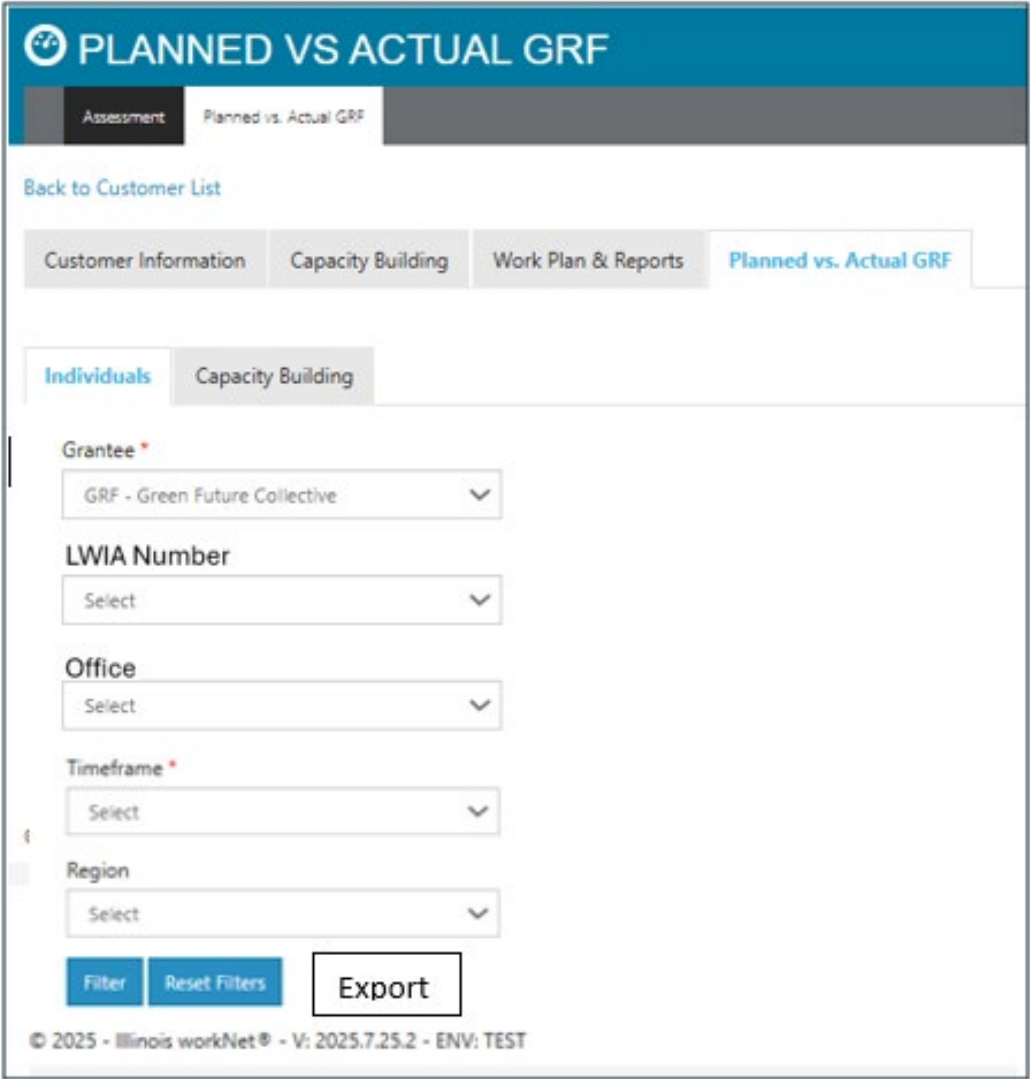
Planned vs Actual dashboard filters
Export button

The **Planned vs Actual dashboard filters** will be updated on both tabs (Individuals and Capacity Building) to the following:
- Grantee
- LWIA Number
- Office
- Timeframe
- Region

An **Export button** will also be added to the dashboard on both tabs.

UPCOMING SYSTEM ENHANCEMENT

Automate Profile Characteristics

When a participant is manually entered or added through the bulk upload feature, and their date of birth qualifies them for either the Youth Program or the Older Worker Program, the corresponding checkbox will be automatically selected.

Additionally, a red message will appear beneath the characteristic stating, 'Participant qualifies for [characteristic].

A **Submit button** will be added to the bottom of the Narrative Report.
- Grantees will be able to edit, add, and save information to the report until it has been submitted.
- When the report has been submitted, the Submit and Save button will be greyed out.
- The monthly option will be removed and will be submitted quarterly.

SECTION SIX: ADDITIONAL INFORMATION

Provide other grant-specific information considered to be important yet not captured in other sections of the report. This may include additional partnerships with employers, social service providers or other entities, important meetings, conferences or other events attended or hosted, etc.

Show January
Show February
March

Save   Submit   Close

UPCOMING SYSTEM ENHANCEMENT

Udate Calendar Year

"Calendar Year" will be changed to "Program Year" with the following selections to choose from:
- 07/01/2024 – 06/30/2025
- 07/01/2025 – 06/30/2026

QUESTION AND ANSWER