



# Illinois Workforce Integration System (IWIS) - Apprenticeship Illinois Program Implementation & Reporting System

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# AGENDA

State Apprenticeship Expansion (SAE)  
Grants PY 2019

● **Initial Implementation Timeline**

● **Illinois Workforce Integration System (IWIS) -  
Apprenticeship Illinois System**

SAE Grants PY 2021

● **IWIS – Agile Development and User Centered Integration  
and Innovation System**

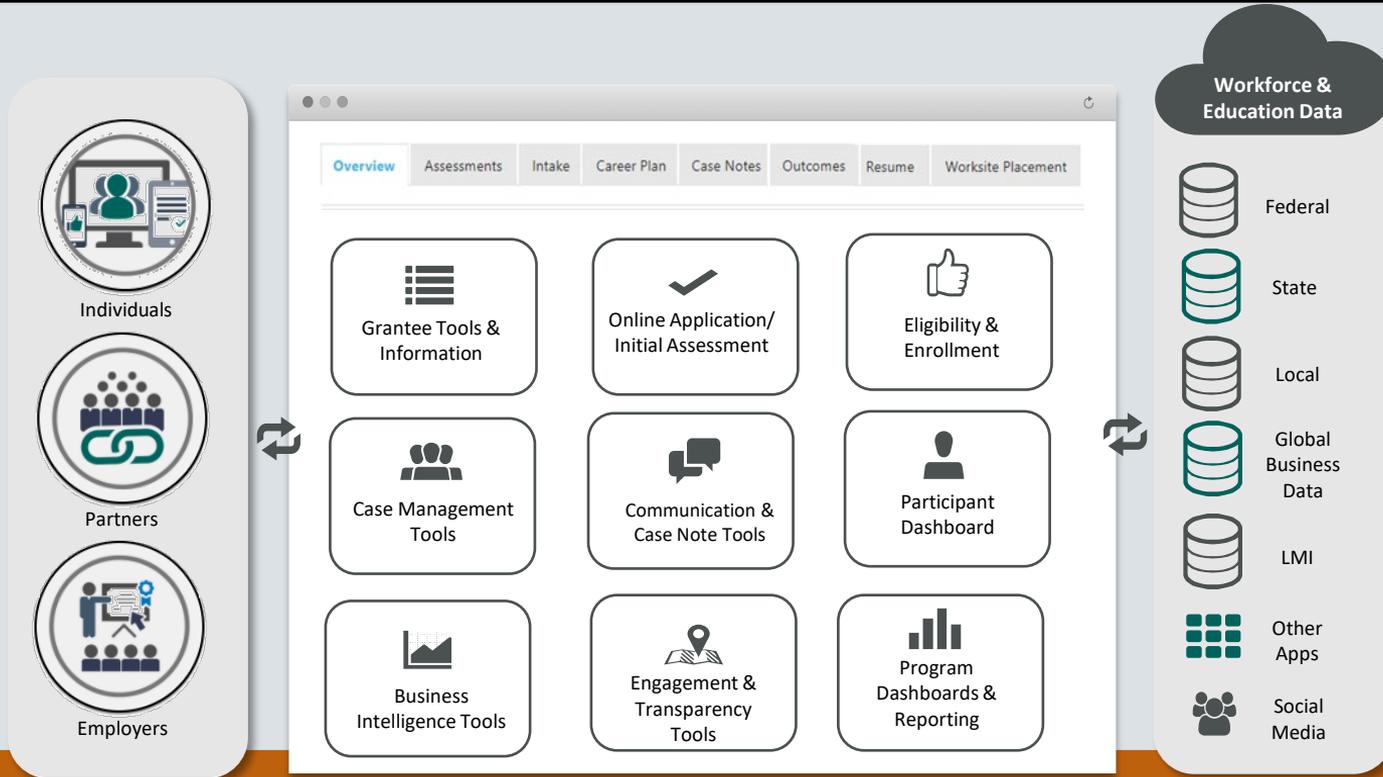
● **Demonstration**

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# INITIAL IMPLEMENTATION TIMELINE

- **Early 2020** - Grantees began programs using their own individual manual or electronic tracking process/systems. Program data was submitted using excel spreadsheets.
- **August 2020** – Released IWIS - Apprenticeship Illinois System Program Implementation, Facilitation, and Report Tools for Intermediaries.
- **February 2021** – Submitted First DOL WIPS Report From data in the Apprenticeship Illinois System.
- **February 2022** – Implement the new work plan, quarterly reports, and Navigator tools with the SAE PY21 grantees.

# Illinois Workforce Integration System (IWIS) Apprenticeship Illinois System



## Illinois Workforce Integration System (IWIS)

- Role-Based Access
- APIs
- Cloud DB
- Notifications & Alerts
- Event, Log Monitoring
- Responsive Design
- Identity
- Email Services
- Search
- Workflow

# PUBLIC PAGE

Provide Illinois residents with information about Apprenticeships in Illinois:

- **Apprentices** – Information for individuals who are interested in pursuing an apprenticeship for their career path choices.
- **Businesses** – information for Businesses in Illinois that may want to create or expand by using an apprenticeship.

The image displays three screenshots of the Apprenticeship Illinois website. The leftmost screenshot shows the 'Apprenticeship Success Stories' page, featuring a title, a brief introduction, filter options for Participant Type, Program Type, and Program Detail Type, and a grid of success story cards. The middle screenshot shows the main homepage, which includes a navigation bar with 'Login', 'Sign Up', 'Search', 'Español', 'Partners', and 'Share' options. A large banner reads 'Apprenticeship ILLINOIS.com Prepare • Train • Retain' and 'Discover more about apprenticeship'. Below the banner are three main sections: 'BECOME AN APPRENTICE', 'INFORMATION CENTER', and 'EMPLOYER INFORMATION'. The rightmost screenshot shows the 'BECOME AN APPRENTICE' page, which has a search bar and a section titled 'What's on this Page?' with various links and program listings.

# INTAKE

Provide Intermediaries with tools to:

- **Assess needs** in order to reach training and employment goals using the online application/initial assessment.
- **Determine eligibility** for youth, adults, dislocated workers, and non-WIOA participants.
- **Enroll in training and support services.**
- **Refer for partner support services.**

The image displays three overlapping screenshots of a web application interface, likely used for intake review and service coordination. The central screenshot shows the 'OVERVIEW' page for a user named Baily Kruse. It includes a profile section with contact information and enrollment status, a 'SERVICE INTEGRATION RESOURCE TEAM' table, and sections for 'INTAKE REVIEW' and 'CAREER PLAN & DOCUMENTED SERVICES'. The 'SERVICE INTEGRATION RESOURCE TEAM' table is as follows:

| Action Item                | Result                        | Status   |
|----------------------------|-------------------------------|----------|
| Add Resource Team Contacts | <a href="#">View Partners</a> | Complete |

The 'INTAKE REVIEW' section contains the following table:

| Action Item   | Result   | Status   |
|---|----------|----------|
| 1. Customer submits initial online application.   | Complete | Complete |
| 2. Verify eligibility and enroll customer.  | Enrolled | Complete |
| 3. The customer was provided information that describes the features and how to access their career plan. | Complete | Complete |

The 'CAREER PLAN & DOCUMENTED SERVICES' section contains the following table:

| Action Item                                 | Result        | Status       |
|---|---------------|--------------|
| 1. Set goals and at least one step/service. | Not Completed | Not Complete |

The rightmost screenshot shows a 'Send Message' dialog box with a message body that includes a link to 'View Eligibility Verification Saved' and a note about the customer's eligibility for the Apprenticeship Illinois Program. The message body text is: 'View Eligibility Verification Saved 9/11/2020 5:43 PM Refresh page to show most recent Eligibility results. This customer has been found eligible for the Apprenticeship Illinois Program and may also be eligible for these other WIOA title options: WIOA Title I Adult WIOA Title I Out of School Youth Enrollment Status: Enrolled Updated 7/15/2020 3:18 PM by irfb@train10\_kusowd.com I verify that I have an Apprenticeship Illinois eligibility form signed and dated by the participant and career planner. The signed document is in the customer file for monitoring purposes.'

# CASE MANAGEMENT

Provide Intermediaries with tools to:

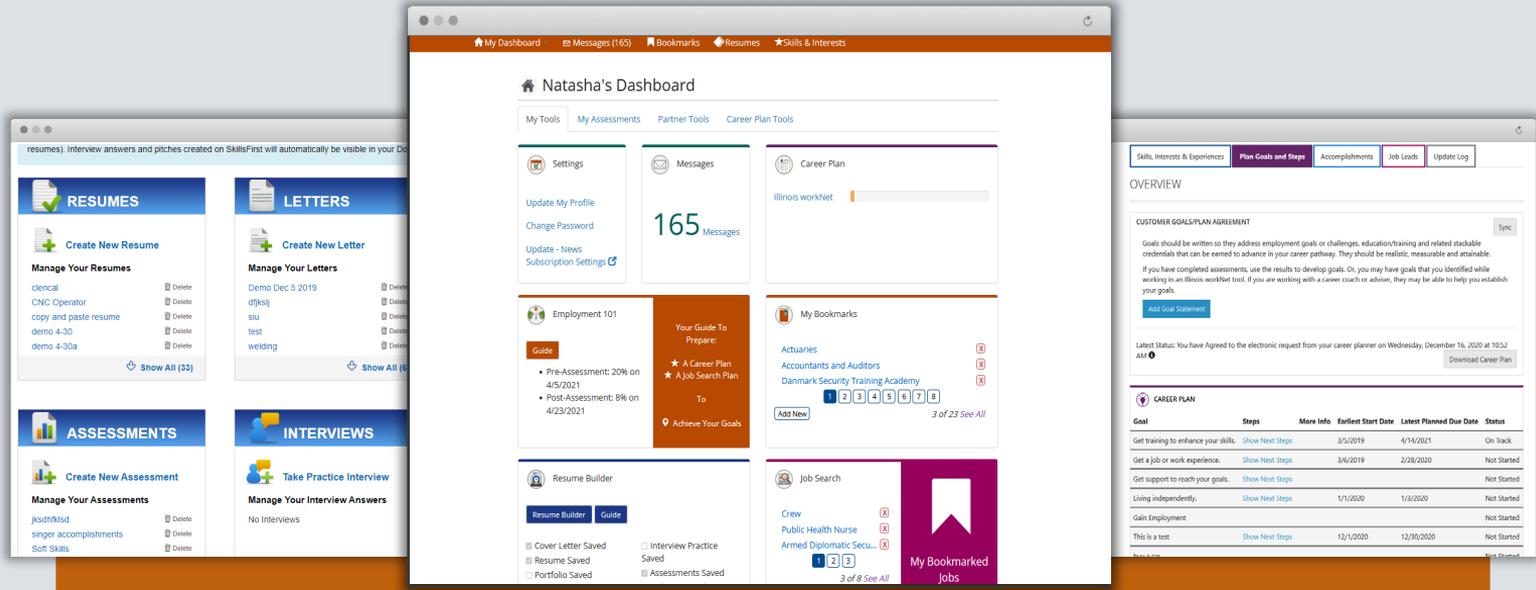
- **Develop** a plan to reach training and employment goals.
- **Assign/update** services, providers, and related information using the career plan builder.
- **Communicate** using case note & message app.
- **Monitor** progress, performance and outcome data.

The screenshots illustrate the software's capabilities in three main areas:

- Case Notes:** A central hub for communication, showing a list of notes with columns for Task, Contact Date, Subject, Comment, and Delivery Method. It includes options to add notes, filter, export, and sync with other systems.
- Customer Overview:** A comprehensive view of a customer's profile, including contact details, a dropdown for the latest customer goals/plan agreement, and sections for assessments, career path goals, and completed services.
- Exit/Outcomes:** A summary table tracking the completion of various services and goals, with columns for Item, Result, and Status (e.g., Not Completed, Complete).

# OTHER PARTICIPANT TOOLS

- **Participant Dashboard** - Participants can access their personalized account information including career plan, messages, bookmarks, etc.
- **Resume Builder & Writing Guide** - Includes resumes, letters, portfolios, and more.
- **Career Plan (participant view)** - Includes resources building skills employers desire and is aligned to the Illinois Essential Employability Skills.
- **Employment 101** - Includes interactive tools and resources for exploring careers, exploring training, finding a job, and more.



# OTHER INDIVIDUALS IMPACTED

- **Other Individuals Impacted** – These are typically apprentices that you assist in some way but not financially.

**APPRENTICESHIP ILLINOIS REPORTS**

Back to Reports

Customer List Reports

Provider: Apprenticeship Illinois - ABC Location

Participant Type: OI - Other Individuals Impacted

Report Filters: Filter, Upload Other Individuals Impacted, Add Success Story, Report

| Provider                               | Participant Type | Grant Impact               | Program Start Date | First Name | Last Name |
|--|------------------|----------------------------|--------------------|------------|-----------|
| Apprenticeship Illinois - ABC Location | OI               | Recruited sponsor/employer | 9/1/2020           | Blue       | Elliott   |
| Apprenticeship Illinois - ABC Location | OI               | Recruited sponsor/employer | 9/2/2020           | Red        | Elliott   |
| Apprenticeship Illinois - ABC Location | OI               | Recruited sponsor/employer | 9/3/2020           | Orange     | Elliott   |
| Apprenticeship Illinois - ABC Location | OI               | Recruited sponsor/employer | 9/4/2020           | Purple     | Elliott   |

**SPECIAL PROJECT REPORTS**

Apprenticeship Illinois Reports

Apprenticeship Illinois Reports

Primary User: Apprenticeship Illinois Grantees and DCEO

Purpose: The reports give a snapshot in time of the number of customers in any category.

Run the Apprenticeship Illinois Report to:

- Participant View - the landing page with all participants entered for the agency. Access the other reports from tabs on this page.
- Cumulative Report - information compiled from customer data entered.
- Quarterly Report - information compiled from customer data entered.
- Narrative Report - to see the number of Other Individuals Impacted entered during the specified time period.

**Customer Services Report**

Primary User: Illinois workNet Partners

Purpose: The Customer Services Report provides a list of services provided to customers by project or Customer Support Center group. The list identifies the IWDS service if applicable, the status of the service, and the customer who have/do not have the listed service.

Run the Customer Services Report to:

- View/Export the complete or filtered list of services associated with customers that includes the status of each service.
- Update services at a group level by accessing a filtered list of customers who have a specific service.

**Credentials Report**

Run the Credentials Report to:

**APPRENTICESHIP ILLINOIS REPORTS**

Back to Reports

Customer List Reports

Provider: Apprenticeship Illinois - ABC Location

Start Date: 2020 Quarter 1

Filter Add Success Story

| Other Individuals Impacted   | FY 2020 Quarter 1 | FY 2020 Quarter 2 | FY 2020 Quarter 3 | FY 2020 Quarter 4 | Total |
|--|-------------------|-------------------|-------------------|-------------------|-------|
| Number of Registered Apprentices who enrolled in a RA program developed with grant funds that are not participants as defined above and not reported by WPS. | 11                | 0                 | 0                 | 1                 | 12    |

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# GRANTEE SET UP TOOLS

Provide program staff with grantee program management tools:

- **Grant information** - Grant number start/end dates, grant amount, scheduled participants, actual enrollment, services offered.
- **Services** – Customize service list based on the grant.
- **Track Staff Training** - name of staff required to complete training, complete date, training completed.
- **Worksites** - Employer, worksite, job title, wages, openings, full/part time positions filled, and more.

**File Uploads**

| Date      | File Name   | Description                       | Uploaded By      |
|-----------|---|-----------------------------------|------------------|
| 4/25/2019 | 2nd Chance Resale Shop.pdf                            | 2nd Chance Resale Shop MOU        | Alaynna McDaniel |
| 3/13/2020 | Accurate Performing - 11-11-2019.pdf                  |                                   | Eddie Peretz     |
| 3/9/2020  | Agreement No. 17-635001.pdf                           | Agreement No. 17-635001           | Damira Jakupovic |
| 4/24/2019 | Alps.pdf  | Alps More for Less MOU            | Alaynna McDaniel |
| 4/25/2019 | Associated General Contractor.pdf                     | Associated General Contractor MOU | Alaynna McDaniel |
| 4/24/2019 | Axcess Staffing.pdf                                   | Axcess Staffing MOU               | Alaynna McDaniel |
| 4/24/2019 | Ball Hogg Academy.pdf                                 | Ball Hogg Academy MOU             | Alaynna McDaniel |
| 4/24/2019 | Balloons R Us.pdf                                     | Balloons R Us MOU                 | Alaynna McDaniel |
| 1/22/2021 | Barboza - Casey Life Skills - 09_15_2020.pdf copy.pdf | MBarboza Casey Life Skills        | Fannielaeh Brown |
| 4/24/2019 | Barnes Jewish Hospital.pdf                            | Barnes Jewish Hospital MOU        | Alaynna McDaniel |

**ASSOCIATED GRANTS**

Number | Start Date | End Date | Grant Amount | Scheduled Participants | Actual Enrollment

Showing 1 to 1 of 1 entries

**STAFF COMPLETING REQUIRED TRAINING**

NOTE: IT IS RECOMMENDED TO UPLOAD CERTIFICATES OF COMPLETION TO THE 'FILE UPLOADS' TAB FOR THE AGENCY.

First Name | Middle Name | Last Name | Completed Date | Skill Name | Training Completed

Showing 0 to 0 of 0 entries

**TRAINING PROGRAMS**

Program Name | Provider Name | Length of Training | Type | Location | Credentials | Credential Institution

Showing 0 to 0 of 0 entries

**WORKSITES**

Employer | Worksite | Job Title | Job Type | Wages | Total Openings | Full Time Positions Filled | Part Time Positions Filled | Length

Showing 0 to 0 of 0 entries

**SERVICES**

Showing 1 to 10 of 230 entries

**WORKSITE PLACEMENT**

Project: Apprenticeship Illinois

Grantee/Provider: Select

Employment Type: Select

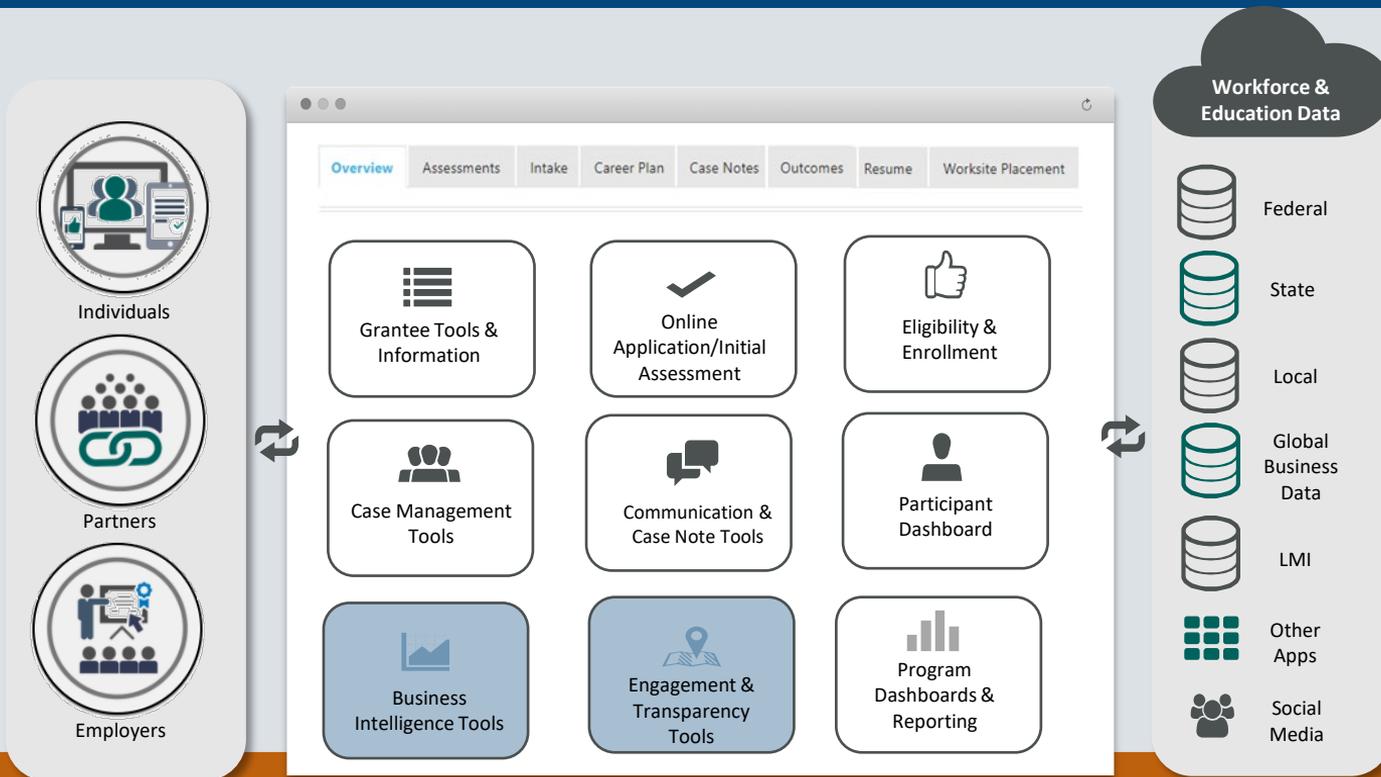
| Add Customers | Project                 | Agency                                 | Employer         | Worksite         | Job                                  | Total Num of Openings |
|---------------|-------------------------|--|------------------|------------------|--------------------------------------|-----------------------|
| Add Customers | Apprenticeship Illinois | Apprenticeship Illinois - ABC Location | Woody's Welder's | Woody's Welder's | Non-Destructive Testing Specialists  | 25                    |
| Add Customers | Apprenticeship Illinois | Apprenticeship Illinois - ABC Location | Test             | Test             | General and Operations Managers      | 10                    |
| Add Customers | Apprenticeship Illinois | LWA 34 SHUE East St. Louis Center      | Pepsi MidAmerica | Pepsi MidAmerica | Manufacturing Production Technicians | 5                     |

# TRAINING TOOLS

Provide program staff with training resources and tools:

- **Partner Page** – Resources, meeting recordings, system updates, calendar of meetings, and quick start guides are all available for reference.
- **Learning Management System** – Series of modules to help users understand about Apprenticeships, the system, TPM and more.

# User Centered Design & Developing for Total Integration



## ILLINOIS WORKNET PLATFORM TOOLS

- Role-Based Access
- APIs
- Cloud DB
- Notifications & Alerts
- Event, Log Monitoring
- Responsive Design
- Identity
- Email Services
- Search
- Workflow

# ENGAGEMENT & TRANSPARENCY

## Provide Navigators with tools to:

- **Document** business and individual outreach events and related information.
- **Provide communication transparency.** Use the system to send emails and document communication content at the same time. Navigators can see the history of contact as well as contact notes.
- **Identify** employer services with engaged organizations, partnerships and related information.
- **Create** an engaged organization apprenticeship opportunities “bank” that can be used to share opportunities with intermediaries.

The central screenshot displays the 'APPRENTICESHIP ILLINOIS' interface. The 'Engagement' tab is active, showing a table of apprenticeship entries. The table has columns for Occupation Title, Type of Apprenticeship, New or Expanded, Planned # of Apprenticeships, Start Date, and Current # of Apprenticeships. The data is as follows:

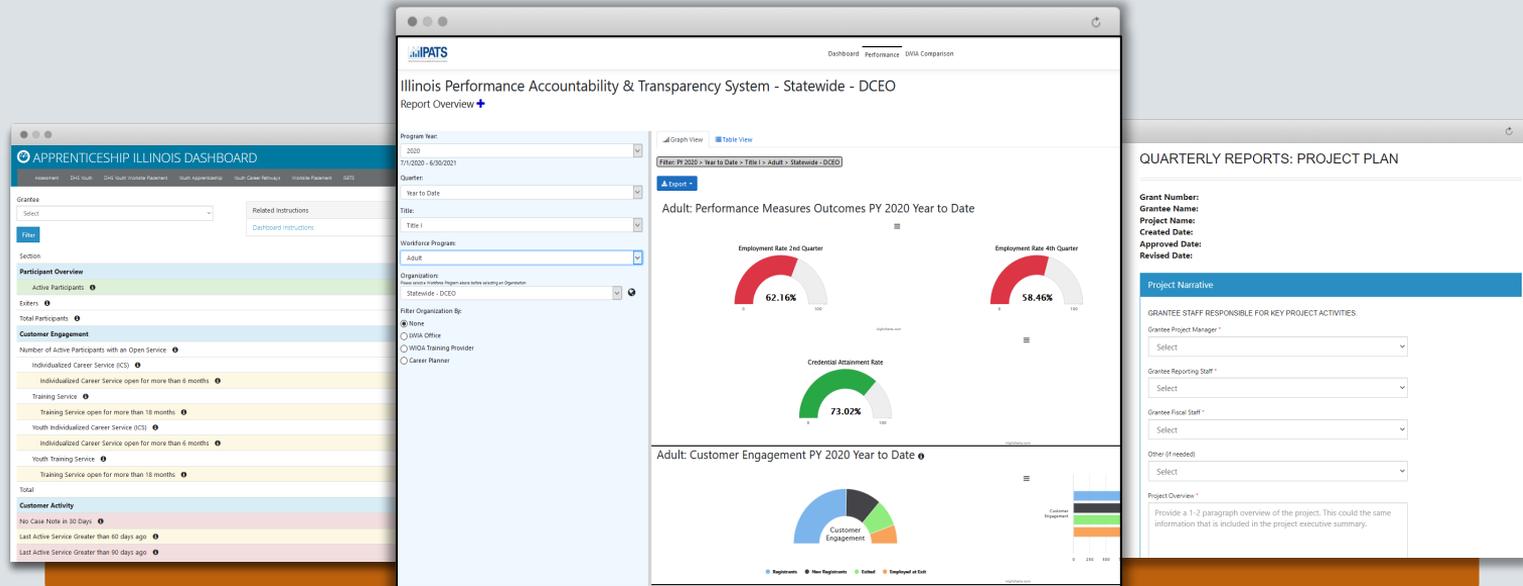
| Occupation Title                                  | Type of Apprenticeship | New or Expanded | Planned # of Apprenticeships | Start Date | Current # of Apprenticeships |
|---|------------------------|-----------------|------------------------------|------------|------------------------------|
| Electrical and Electronic Engineering Technicians | Apprenticeship         | New             | 10                           | N/A        | 0                            |
| Elevator Installers and Repairers                 | Apprenticeship         | Expanded        | 2                            | N/A        | 0                            |
| Industrial Machinery Mechanics                    | Apprenticeship         | New             | 6                            | N/A        | 0                            |
| Industrial Truck Mechanic-Diesel Engine Mechanic  | Apprenticeship         | Expanded        | 4                            | N/A        | 0                            |
| Nursing Assistants                                | Apprenticeship         | New             | 15                           | N/A        | 0                            |

Below the table, it indicates 'Showing 1 to 5 of 5 entries' and includes navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'. The footer of the application shows '© 2022 - Illinois workNet® - V: 6.6.1'.

# PROGRAM DASHBOARDS & REPORTING

Provide Intermediaries & Navigators with tools to:

- **Dashboards & Tables** to filter performance information by timeframe, title, program, geocode, and organization.
- **Federal Reporting** to upload reporting data to DOL.
- **Program Performance** to view aggregate participant completion and employment outcomes.
- **Program Work Plans & Quarterly Reports** to compare grantee workplans to data in the system and document quarterly narrative reports.



# Demonstration

## How to Access Apprenticeship Illinois Tools

1. Create or log into your Illinois workNet account.
2. If you do not have access to the tools, request access by sending an email to [info@illinoisworknet.com](mailto:info@illinoisworknet.com)
3. Go to Customer Support Center (CSC) to access Apprenticeship Illinois workNet tools.

Select a quick start guide to get started.



**App IL Case Management Customer**  
Enter customers who will receive  
Apprenticeship Illinois Case  
Management Services.



**Other Individuals Impacted**  
Enter Other Individuals Impacted  
data in to Illinois workNet reports.



## Navigating System Tools to View Customer Information

January 2022 v1

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| Access Customer IEP and Service Information .....                | 3 |
| Access Customer Outcome Information .....                        | 5 |
| Access Customer Case Notes .....                                 | 5 |
| Access Customer Uploaded Files .....                             | 5 |

### Log into Illinois workNet

1. Go to [www.illinoisworknet.com](http://www.illinoisworknet.com) and select **Login** (in the header).
2. Enter the username **AMonitor**.

Navigating System Tools to View Customer Information

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**EMAIL:** [info@illinoisworknet.com](mailto:info@illinoisworknet.com)



**MORE INFO:** <https://www.illinoisworknet.com/partners/Pages/Apprenticeship.aspx>



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PINTEREST

