



Training * Connecting * Developing Illinois' Workforce

Illinois Workforce Development System (IWDS)

Co-enrollment under WIOA Title I and Apprenticeship Expansion

Current as of 9-22-2020

Objective

- The primary objective of this PowerPoint is to demonstrate the details for updating the IWDS record for an individual who is a current WIOA Registrant, that is going to be co-enrolled under the Apprenticeship Expansion grant in Illinois workNet (IwN).

Complete the Application in IwN

- When you complete the application in IwN, the client who you are planning to co-enroll should be eligible under the same WIOA eligibility criteria in IwN as the current certification in IWDS record.
- If the current WIOA Registrant was getting services under WIOA title I, that will now be funded under the Apprenticeship Expansion Grant, those same services that are no longer funded under WIOA title I should be closed in IWDS.

Details about this PowerPoint

- A few details about this PowerPoint:
 - This PowerPoint was created in the training platform of IWDS, which is an exact duplicate of production IWDS and reacts the same way.
 - In Training IWDS, the “Mock” grants and Provider/Entity Relationships are primarily housed under LWIA 20, so you will notice that LWIA 20 is being used for this PowerPoint.

First thing you do?

- From the “Staff Menu” you first must find the current WIOA Registrant who has been enrolled in the Registered Apprenticeship Expansion Program in IwN.
- When you bring up that current WIOA Registrant in IWDS, you will go to the “List Enrolled Services” screen of the client.

Current WIOA Registrant

Application Menu

[Otis Wioa](#) [Application Summary](#)

SSN: 9825 App LWA:20 App Date:04/20/2019

Printable Application

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Services

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Current WIOA Registrant

- Since the client is going to be enrolled in the Registered Apprenticeship program with funding by the Apprenticeship Expansion grant, a few things must take place.
 - The clients Individual Employment Plan (IEP) should be updated, to reflect the change in the funding of the Apprenticeship Training, including the details of the effective date.
 - The updated IEP should address any of changes of the overall goal, objectives and the services.

Services Screen

Services

[Otis Wioa](#) [Application Summary](#)

SSN: 9825 App LWA:20 App Date:04/20/2019

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Start Date	End Date	Service Provided	Status	Created By
03/20/2020	03/20/2020	SS - Transportation - 1A	Successful Completion	Jim Potts
01/10/2020		Registered Apprenticeship Program (RAP) - 1A	Open	Jim Potts
08/16/2019	08/16/2019	SS - Other Supportive Services - 1A	Successful Completion	Jim Potts
04/30/2019	12/18/2019	Occupational Skills Training - 1A	Successful Completion	Jim Potts
04/20/2019	01/09/2020	Development of an IEP - 1A ←	Successful Completion	Jim Potts
04/20/2019	06/30/2020	Case Management - 1A	Successful Completion	Jim Potts

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Update the IEP

- When the original “Development of an IEP” service is brought up, click on “Add Additional Episode” towards the bottom of the service.
- These steps are demonstrated in the next few slides.

Update the IEP

Edit Required Activity Information

[Otis Wioa](#) [Application Summary](#)

SSN: 9825 App LWA:20 App Date:04/20/2019

Created By: Jim Potts
Date Created: 01/13/2020
Last Updated By: Jim Potts
Last Updated: 06/15/2020
Title: 1A
Service Level: Career Services
Activity: Development of an IEP **Same Day Service**
***Grant:** ▾
Provider: [2109-00 Land of Lincoln Workforce Alliance](#)
Start Date: 04/20/2019
End Date: 01/09/2020
Current Status: Successful Completion
***Weekly Hours:**
Comments:

Additional Info

Add Additional Episode ←

Save

Cancel

Same Day Service Case Note

- Record updated information about the IEP.

Informational Message:

A Case Note needs to be completed when an Additional Episode is added to a Same Day Service on this application. Please enter the required fields, then click on Save and Return to complete this Case Note record. When you click on Save and Return, a Case Note will be added for this Same Day Service and the Same Day Service End Date will be updated with the Case Note Contact Date you enter on this screen.

Add Case Note

[Otis Wioa](#) [Application Summary](#)

Staff Name: [Jim Potts](#)

*Contact Date:

Program:

*Note Category:

*Confidential:

*Note Subject:

*Case Note:



Notice the end date of the Development of an IEP service has changed to reflect the service end date of 8-17-20.

Services

[Otis Wioa](#) [Application Summary](#)

SSN: 9825 App LWA:20 App Date:04/20/2019

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Start Date	End Date	Service Provided	Status	Created By
03/20/2020	03/20/2020	SS - Transportation - 1A	Successful Completion	Jim Potts
01/10/2020		Registered Apprenticeship Program (RAP) - 1A	Open	Jim Potts
08/16/2019	08/16/2019	SS - Other Supportive Services - 1A	Successful Completion	Jim Potts
04/30/2019	12/18/2019	Occupational Skills Training - 1A	Successful Completion	Jim Potts
04/20/2019	08/17/2020	Development of an IEP - 1A	Successful Completion	Jim Potts
04/20/2019	06/30/2020	Case Management - 1A	Successful Completion	Jim Potts

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Close Out WIOA Funded Service

- Now since the funding for the service of the Registered Apprenticeship Program is no longer going to be funded by a WIOA title I grant, that service should be closed in the IWDS record.

Registered Apprentice Program

- Click into the RAP service.

Services

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01/10/2020		Registered Apprenticeship Program (RAP) - 1A	Open	Jim Potts
08/16/2019	08/16/2019	SS - Other Supportive Services - 1A	Successful Completion	Jim Potts
04/30/2019	12/18/2019	Occupational Skills Training - 1A	Successful Completion	Jim Potts
04/20/2019	08/17/2020	Development of an IEP - 1A	Successful Completion	Jim Potts
04/20/2019	08/10/2020	Case Management - 1A	Successful Completion	Jim Potts

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Closing RAP Service

- The next two slides will demonstrate closing out the service.
 - As mentioned earlier, the WIOA title I funding for the service of “Registered Apprentice Program” will end on 8/17/2020.
 - As long as the client is successfully going through the program, and in this case he is, the correct status of that service would be “Successful”.



Edit Required Activity Information

[Otis Wioa](#) [Application Summary](#)

SSN: 9825 App LWA:20 App Date:04/20/2019

Created By: Jim Potts
Date Created: 08/18/2020
Last Updated By: Jim Potts
Last Updated: 08/19/2020
Title: 1A
Service Level: Training Services
Activity: Registered Apprenticeship Program (RAP)
RAP is Public OJT: No ▾
RAP is Private OJT: No ▾
RAP is Skill Upgrading: Yes ▾
***Grant:** 19681020-Land of Lincoln Workforce Alliance ▾
ITA Funded Training: No
Contract Funded Training: Yes
***Green Related:** No ▾
Provider: [NECA-LWIA 20-00 Danville NECA](#)
Certified Program: Apprenticeship Electrician
CIP Code: 460302
CIP Description: Electrician
*** *O*Net Code:** 472111
Start Date: 01/10/2020
End Date: ←
***Current Status:** Open ▾ ←
***Weekly Hours:** 40.0
***Bridge Program Activity?** No ▾



Edit Required Activity Information

[Otis Wioa](#) [Application Summary](#)

SSN: 9825 App LWA:20 App Date:04/20/2019

Created By: Jim Potts
Date Created: 08/18/2020
Last Updated By: Jim Potts
Last Updated: 08/19/2020
Title: 1A
Service Level: Training Services
Activity: Registered Apprenticeship Program (RAP)

RAP is Public OJT:
RAP is Private OJT:
RAP is Skill Upgrading:
***Grant:**

ITA Funded Training: No
Contract Funded Training: Yes
***Green Related:**
Provider: [NECA-LWIA 20-00 Danville NECA](#)

Certified Program: Apprenticeship Electrician

CIP Code: 460302
CIP Description: Electrician

*** *O*Net Code:**
Requires O*Net

Start Date: 01/10/2020
End Date:

***Current Status:**
***Weekly Hours:**
***Bridge Program Activity?**

List Services Screen

Informational Message:

Update Successful

Services

[Otis Wioa](#) [Application Summary](#)

SSN: 9825 App LWA:20 App Date:04/20/2019

Add Enrolled Service

Printable Services

Return

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Start Date	End Date	Service Provided	Status	Created By
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01/10/2020	08/17/2020	Registered Apprenticeship Program (RAP) - 1A	Successful Completion	Jim Potts
08/16/2019	08/16/2019	SS - Other Supportive Services - 1A	Successful Completion	Jim Potts
04/30/2019	12/18/2019	Occupational Skills Training - 1A	Successful Completion	Jim Potts
04/20/2019	08/17/2020	Development of an IEP - 1A	Successful Completion	Jim Potts
04/20/2019	08/10/2020	Case Management - 1A	Successful Completion	Jim Potts

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Add Enrolled Service

Printable Services

Return

Training Paid by Non-WIOA

- Since the client is still going to be a WIOA Registrant, but the Apprenticeship Expansion grant that is maintained in IwN will take over funding the Registered Apprenticeship Program service, we still would like our IWDS Services screen to reflect what is going on with the client.
- Under Career Services, there is a service called “Training Paid by Non-WIOA Title I Funds”.
- The next few slides will demonstrate recording that service.



Training Paid by Non-WIOA Title I Funds

Add Required Activity Information

[Otis Wioa](#) [Application Summary](#)

SSN: 9825 App LWA:20 App Date:04/20/2019

Created By: Jim Potts

Title: 1A

Service Level: Career Services

Activity: Training Paid by Non-WIOA TITLE I Funds

*Non-Title I Funding Source for Training:

Other Funding Source for Training:

*Grant: 19681020-Land of Lincoln Workforce Alliance

Provider:

Start Date: 08/18/2020

End Date:

*Current Status: Open

*Weekly Hours:

Comments:

Additional Info

< Back

Save

Cancel

Training Paid by Non-WIOA Title I Funds

- Under Non-WIOA Funding Source for Training, there is a drop down box with various choices of other possible funding streams. Select “Apprenticeship Expansion”.

Add Required Activity Information

[Otis Wioa](#) [Application Summary](#)

SSN: 9825 App LWA:20 App Date:04/20/2019

Created By: Jim Potts

Title: 1A

Service Level: Career Services

Activity: Training Paid by Non-WIOA TITLE I Funds

*Non-Title I Funding Source for Training:

Other Funding Source for Training:

*Grant:

Provider:

Start Date:

Apprenticeship Expansion ←

Other (Specify)

Other Public Sector Training

WIOA Title II

WIOA Title III

WIOA Title IV

Force Alliance ▾



Training Paid by Non-WIOA Title I Funds

Add Required Activity Information

[Otis Wioa](#) [Application Summary](#)

SSN: 9825 App LWA:20 App Date:04/20/2019

Created By: Jim Potts

Title: 1A

Service Level: Career Services

Activity: Training Paid by Non-WIOA TITLE I Funds

*Non-Title I Funding Source for Training: Apprenticeship Expansion

Other Funding Source for Training:

*Grant: 19681020-Land of Lincoln Workforce Alliance

[2109-00 Land of Lincoln Workforce Alliance](#)

Provider: Search Providers

Start Date: 08/18/2020

End Date:

*Current Status: Open

*Weekly Hours: 40

Comments: Enrolled in Technology Apprenticeship.

Additional Info

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Save

Cancel



Services

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SSN: 9825 App LWA:20 App Date:04/20/2019

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Start Date	End Date	Service Provided	Status	Created By
08/18/2020		Training Paid by Non-WIOA TITLE I Funds - 1A	Open	Jim Potts
08/17/2020	08/17/2020	Career Planning (Case Management) - 1A	Successful Completion	Jim Potts
03/20/2020	03/20/2020	SS - Transportation - 1A	Successful Completion	Jim Potts
01/10/2020	08/17/2020	Registered Apprenticeship Program (RAP) - 1A	Successful Completion	Jim Potts
08/16/2019	08/16/2019	SS - Other Supportive Services - 1A	Successful Completion	Jim Potts
04/30/2019	12/18/2019	Occupational Skills Training - 1A	Successful Completion	Jim Potts
04/20/2019	08/17/2020	Development of an IEP - 1A	Successful Completion	Jim Potts
04/20/2019	08/18/2020	Case Management - 1A	Successful Completion	Jim Potts

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WIOA Registrant

- To remain a WIOA Registrant, a client must continue to receive at least one WIOA funded service every 90 days.
- For this example client, based on the updated Individual Employment Plan, the service of Career Planning (Case Management) and any Supportive Services the client will need while enrolled in the Apprenticeship Expansion grant, will be funded under WIOA title I.
- A co-enrolled client is not required to have their supportive services funded under WIOA title I; if the supportive services are funded under the Apprenticeship Expansion grant, close out any open supportive services under WIOA.

Career Planning (Case Management)

- Career Planning (Case Management) is a same day service that replaced Case Management in a recent deployment of IWDS service changes.
- If the Career Planning (Case Management) service had been recorded before on a client, each subsequent time that service is provided, just click into the original service, towards the bottom of the service screen is a button, “Add Additional Episode”, when that is clicked it brings up the same day service case note.
- Once the same day service case note is completed and saved, the end date of the original service is updated.
- **See next few slides demonstrating these steps.**

Recording Same Day Service

Edit Required Activity Information

[Otis Wioa](#) [Application Summary](#)

SSN: 9825 App LWA:20 App Date:04/20/2019

Created By: Jim Potts
Date Created: 09/22/2020
Last Updated By: Jim Potts
Last Updated: 09/22/2020
Title: 1A
Service Level: Career Services
Activity: Career Planning (Case Management) **Same Day Service**
***Grant:** 
Provider: [Testing20-20 Illinois workNet Center](#)
Start Date: 08/17/2020
End Date: 08/17/2020
Current Status: Successful Completion
Comments:



Same Day Service Case Note

- Record two-way communication in an episode of Career Planning.

Informational Message:

A Case Note needs to be completed when an Additional Episode is added to a Same Day Service on this application. Please enter the required fields, then click on Save and Return to complete this Case Note record. When you click on Save and Return, a Case Note will be added for this Same Day Service and the Same Day Service End Date will be updated with the Case Note Contact Date you enter on this screen.

Add Case Note

[Otis Wioa](#) [Application Summary](#)

Staff Name: [Jim Potts](#)

*Contact Date: ←

Program: ▼

*Note Category: ▼

*Confidential: ▼

*Note Subject:

*Case Note:

Services Screen

- Notice the end date of the Career Planning service has changed to reflect the service end date of 8-18-20.

Services
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 SSN: 9825 App LWA:20 App Date:04/20/2019

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Start Date	End Date	Service Provided	Status	Created By
08/18/2020		Training Paid by Non-WIOA TITLE I Funds - 1A	Open	Jim Potts
08/17/2020	08/18/2020	Career Planning (Case Management) - 1A	Successful Completion	Jim Potts
03/20/2020	03/20/2020	SS - Transportation - 1A	Successful Completion	Jim Potts
01/10/2020	08/17/2020	Registered Apprenticeship Program (RAP) - 1A	Successful Completion	Jim Potts
08/16/2019	08/16/2019	SS - Other Supportive Services - 1A	Successful Completion	Jim Potts
04/30/2019	12/18/2019	Occupational Skills Training - 1A	Successful Completion	Jim Potts
04/20/2019	08/17/2020	Development of an IEP - 1A	Successful Completion	Jim Potts
04/20/2019	08/18/2020	Case Management - 1A	Successful Completion	Jim Potts

Now you have seen:

- Demonstration of a current WIOA Registrant having the service of Development of an IEP updated.
- Demonstration of closing the original WIOA Title I funded Registered Apprenticeship Program service.
- Demonstration of recording the service of “Training Paid by Non-WIOA Title I Funds”.
- Demonstration of an additional episode of Career Planning (Case Management) being recorded.

Questions ?

- If you have questions about anything in this PowerPoint, please reach out to James (Jim) Potts at james.potts@Illinois.gov or call him at (217) 416-7097.