



# Incumbent Worker Training System (IWTS)

Updates Concerning Employee Credentials and  
Training Outcomes

---

# AGENDA

- Introduction
- Purpose
- New Modifications to IWTS
- Upcoming Updates
- Live Demo
- Q&A

---

## PURPOSE

The Illinois Department of Commerce & Economic Opportunity (DCEO) and Southern Illinois University-Carbondale (SIUC) have been working together to enhance the Incumbent Worker Tracking System (IWTS) to update credential options for projects.

Projects created on or after July 1, 2020 will follow the new standard for credentials updates; projects created prior to that date will follow the old rules.

# NEW MODIFICATIONS TO IWTS

Updates to the credential selections have been included in IWTS on the following screens:

- **Project Credentials**
- **Training Courses**
- **Quarterly Reports**
  - Workers Training Status
  - Workers Training Outcomes
- **IWTS Reports**
  - Plan Detail
  - Plan Summary
  - Employee Training

Project Navigator Menu
Grant Information
Project Detail
Layoff Aversion
Project Industries
Grantee Information
Hard-to-Serve Groups
<b>Project Credentials</b>
Project Sectors
Employee Occupations
Occupation Upgrades
Employers
<b>Training Courses</b>
Review Plan
Submit Plan
Add Employees
Course Registration
Reports/Queries
<b>Complete Current Quarterly Report</b>
Project History & Actions

# NEW MODIFICATIONS: PROJECT CREDENTIAL SCREEN

The Project Credential Screen will include the following types of credentials :

- Course Completed, No Credential Expected
- Registered Apprenticeship Certificate
- Pre-Apprenticeship Certificate
- Other Apprenticeship Certificate
- Regional Industry Recognized Credential
- National Industry Recognized Credential
- Associate Degree
- Bachelor's Degree
- Graduate Degree

[Click for instructions on completing the Project Credentials Page](#)

**For projects created prior to 7/1/2020:**

From the list below, identify all credentials that will be earned by incumbent workers who complete training to be offered with this project by clicking the checkbox next to the name and then click on **Save checked items** button. If no credentials are offered, at minimum, "Certificate of Completion" must be selected.

**For projects created on or after 7/1/2020:**

From the list below, identify all credentials that:

1. Will be earned by incumbent workers who complete training to be offered with this project. OR
2. Credit towards the credential will be earned by incumbent workers who complete training to be offered with this project.

Once the credentials have been identified, click the checkbox next to the name and then click on **Save checked items** button. If no credentials are offered, at minimum, "Course Completed, No Credential Expected" must be selected.

**For all projects:**

After reviewing the results, click on the **Next** button to advance to the next page.

If you believe additional credential options are needed, contact your DCEO grant representative.

---

### Existing Project Credentials

Currently there have been no records selected for the project.

Select Additional Codes

**Save Checked Items** Page Size

<input type="checkbox"/>	Code	Title
<input type="checkbox"/>	13	Course Completed, No Credential Expected
<input type="checkbox"/>	7	Registered Apprenticeship Certificate
<input type="checkbox"/>	8	Pre-Apprenticeship Certificate
<input type="checkbox"/>	9	Other Apprenticeship Certificate
<input type="checkbox"/>	11	Regional Industry Recognized Credential
<input type="checkbox"/>	12	National Industry Recognized Credential
<input type="checkbox"/>	10	Associates of Applied Science
<input type="checkbox"/>	1	Associate Degree
<input type="checkbox"/>	2	Bachelor's Degree
<input type="checkbox"/>	4	Graduate Degree

**Save Checked Items**

# NEW MODIFICATIONS: TRAINING COURSES

The Training Courses Screen will include the Course Credential Codes selected in the Project Credential Screen under Step 2: Course Credential.

[Click for instructions on identifying Credential\(s\) for the current Course](#)

Select one or more credentials that apply to this course (whether the credential is earned, or whether credit towards the credential is earned) and then click the **Save Checked Items** button to add selections to the course.

Note if there are no credentials under **Select Additional Codes** to select from, then you must:

- Go back to the Project Credentials step
- Add one or more credentials to your project plan
- Then return to the Training Courses section and select the credentials that apply to the course



Current Courses

Select	Delete	Course Id	Course Title	Provider Name	Page Size
Select	Delete	6942	Introduction to Business Writing (0)	SIUC	25

Introduction to Business Writing

Course Parts

- Step 1 - Course
- Step 2 - Course Credentials**
- Step 3 - Course CIP Details
- Step 4 - Course Sessions

Credentials for this Course

[Click for instructions on identifying Credential\(s\) for the current Course](#)

Existing Course Credential Codes

Currently there have been no records selected for the project.

Select Additional Codes

**Save Checked Items** Page Size: 25

Code	Title
<input type="checkbox"/>	1 Associate Degree
<input type="checkbox"/>	2 Bachelor's Degree
<input type="checkbox"/>	4 Graduate Degree
<input type="checkbox"/>	7 Registered Apprenticeship Certificate
<input type="checkbox"/>	10 Associates of Applied Science
<input type="checkbox"/>	13 Course Completed, No Credential Expected

# QUARTERLY REPORTS

---



## NEW MODIFICATIONS: WORKERS TRAINING STATUS

In the Quarterly Report Screen, the Workers Training Status tab will include the Training Completion Status for each employee with the following options:

- Not Started
- In Progress
- Completed
- Did Not Complete Requirements

The screenshot displays the 'Incumbent Workers Training Status' interface. At the top, there are navigation tabs: Search, Status Report, Workers Training Status (active), Workers Training Outcome, and Review and Submit. Below the tabs, the title 'Incumbent Workers Training Status' is followed by a link 'Click here for Instructions'. A dropdown menu for 'Select a course\*' is set to 'Pescatarian Husbandry (1)'. Below this is a 'Name Filter' input field with an 'Apply Filter' button. The 'Training Completion Status\*' dropdown menu is open, showing four options: 'Not Started' (highlighted in blue), 'In Progress', 'Completed', and 'Did not Complete Requirements'. A red box highlights this dropdown menu. To the right of the dropdown is a red button labeled 'Alter Checked Records' Status'. Below the dropdown is a red button labeled 'Update Workers'. On the right side, there is a 'Page Size' dropdown set to '25'. At the bottom, a table shows a single row for 'Test, Johnny' with a checked checkbox and a 'Completed' status dropdown. A red button labeled 'Update Workers' is positioned below the table.

Name	Training Status
<input checked="" type="checkbox"/> Test, Johnny	Completed



# NEW MODIFICATIONS: TRAINING OUTCOMES

In the Quarterly Report Screen, under the Workers Training Outcome tab, grantees can select the training outcomes for each employee by:

- Retained Employment
- Wage Increase
- Promotion

Search Status Report Workers Training Status Workers Training Outcome Review and Submit

### Incumbent Workers Training Outcome

[Click here for Instructions](#)

Training Outcome\*:  Retained Employment  
 Wage Increase as a Result of Training  
 Promotion as a Result of Training

Primary Training Outcome\*

**Alter Checked Records' Outcome**

Name Filter:

NOTE: Only workers who have completed at least one course will be shown. Page Size:

Found 1 records

**Update Workers**

Name	Employment Training Outcome (Select All That Apply)	Credential Outcome	Additional Credential
<input type="checkbox"/> Test, Johnny	<input checked="" type="checkbox"/> Retained Employment <input checked="" type="checkbox"/> Wage Increase <input checked="" type="checkbox"/> Promotion	<input type="text" value="Credit Towards Credential"/> <input type="text" value="Regional Industry Reco"/> Select One Course(s) Completed, no credential expected Course(s) Completed, expected credential not earned <input checked="" type="text" value="Credit Towards Credential Earned"/> Credential Earned	<input type="checkbox"/>

**Update Workers**

# REPORTS

---



# NEW MODIFICATIONS: TRAINING PLAN REPORT

In the Incumbent Worker Training Plan Report, grantees can generate reports that reflect project credentials by selecting optional fields.

## Optional Fields

### Project Detail

- Project Description
- DCEO Contact
- Plan Accepted Date
- Project Has Upgrades
- Grant Amount
- Project Cost
- Balance (For Formula Only)
- Emergency/Natural Disaster Fields
- Credential/Degree Count Fields

Project Credentials

View

Export

You can select only one option from Plan Industries/Sectors/Occupations, Grantee Contacts, or Employers areas.

### Plan Industries/Sectors/Occupations

- At Risk Factors
- Project Credentials
- Employee Occupations
- Occupation Upgrades
- Industry
- Sector
- Clear

### Grantee Contacts

- Grantee Contacts includes First and Last Name, Email, and Phone if available.
- Primary Only
  - Secondary Only
  - Both
  - Clear

### Employers

- Employer information includes Employer Name/Address, FEIN, Primary Contact Information (Name, Email, Phone if available), Total number of employees, Planned number of employees receiving training, and Total number of employees at this location that received training.
- Include Employer Information
  - Clear

# NEW MODIFICATIONS: TRAINING PLAN SUMMARY REPORT

In the Incumbent Worker Training Plan Summary Report, grantees can generate reports that reflect project credentials under Optional Fields.

## - Optional Fields

### Project Summary Data

**Note:** Choosing an item in this column un-selects anything you may have chosen under "Plan Industries/Sectors/Occupations."

**Total Number of Employers**<sup>1</sup>

**Total Number of Employees**<sup>1</sup>

**Total Number of Employees Who Earned at Least 1 Certificate of Completion**<sup>1</sup>

**Total Number of Certificates of Completion Earned**<sup>1</sup>

**Total # Employees Who Earned Credit Towards a Credential**<sup>\*\*\*</sup>

**Total Number of Employees Who Earned a Credential**<sup>\*\*1</sup>

**Total Number of Credentials Earned**<sup>\*\*1</sup>

**Total # of Employees Who Earned Credit Towards a Degree**<sup>\*\*\*</sup>

**Total # of Employees Who Earned a Degree**<sup>\*\*\*</sup>

**Total Number of Employees Completed Training**<sup>1</sup>

**Total Number of Employees Enrolled**<sup>1</sup>

**Emergency/Natural Disaster Fields**

**Select All**

<sup>1</sup>For projects created prior to 7/1/2020 only.

<sup>\*\*</sup>For projects created prior to 7/1/2020, this includes both credentials and degrees. For projects created on or after 7/1/2020, this includes credentials only; degrees are counted separately.

### Plan Industries/Sectors/Occupations

**Note:** Choosing an item in this column un-selects anything you may have chosen under "Project Summary Data."

**Industry**

**Sector**

**Occupations**

**Clear**

# NEW MODIFICATIONS: EMPLOYEE TRAINING REPORT

In the Incumbent Worker Employee Training Report, grantees can generate reports that reflect project credentials under Optional Fields.

## Optional Fields

### Employee Information

- Last Four SSN
- Employee City
- Zip Code
- Gender
- Date of Birth
- Job Title
- Military Status
- Disability Status/Category
- Ethnicity
- Employee Occupation
- Upgrade Occupation
- Select All

### Employer/Worksite Information

Selecting any worksite information below will automatically include the worksite name.

- Employer City
- Employer ZIP Code
- Worksite City
- Worksite ZIP Code
- Agency Type
- FEIN
- Select All

### Course Enrollment

Selecting any course information below will automatically include the course title.

- Description
- CIP Code
- Session
- Completion Status
- Select All

### Outcomes

When one or more outcomes is selected, there will be an unduplicated count of outcomes provided at appropriate levels.

- Retained Employment
- Wage Increase
- Promotion
- Credential/Degree Fields\*
- Select All

\*For projects created on or after 7/1/2020 only

Credential/Degree Fields\*

View

Export

Page Size: 25

# UPCOMING IWTS UPDATES: DOL WAIVER

---



---

## 6 MONTH EMPLOYMENT REQUIREMENT WAIVER

- Temporarily eliminates the federal requirement that IW trainees must be with an employer for 6 months to establish employer/employee relationship
- DOL approved, effective July 1, 2020 – June 30, 2022.
- Requires DCEO to report on how the waiver is implemented and the outcomes for businesses and workers

---

## 6 MONTH EMPLOYMENT REQUIREMENT WAIVER (CONT.)

- IWTS updates to capture data.
- Projects with state dates on or after June 30, 2020 must track this data. Projects accepted prior to system changes must retroactively address.
- WIOA Policy Incumbent Worker Training 7.2.2.3 updated to incorporate the U.S. DOL approval of the waiver of the six-month employment requirement.



# LIVE DEMO

---



---

## IWTS: CONTACTS

The following contacts are with Illinois Department of Commerce and Economic Opportunity (DCEO) Office of Employment and Training (OET):

Keelin Valenti (through August 14th) - Formula grant questions: [Keelin.Valenti@illinois.gov](mailto:Keelin.Valenti@illinois.gov)

Michael Baker- Formula Grant Questions:  
[michael.baker@illinois.gov](mailto:michael.baker@illinois.gov)

Gary Eicken- Apprenticeship Grant Questions:  
[gary.eicken@illinois.gov](mailto:gary.eicken@illinois.gov)

Lorraine Wareham - Layoff Aversion/Rapid Response Grant Questions:  
[Lorraine.Wareham@illinois.gov](mailto:Lorraine.Wareham@illinois.gov)

For general technical information and access to IWTS tools, send an email to [info@illinoisworknet.com](mailto:info@illinoisworknet.com).

# FOLLOW US!

Subscribe to our Newsfeed or check us out on Social Media



**HOME:** <https://www.illinoisworknet.com/>



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



**MORE INFO:** [https://www.illinoisworknet.com/partners/programs/Pages/IWTS\\_CompletingPlans.aspx](https://www.illinoisworknet.com/partners/programs/Pages/IWTS_CompletingPlans.aspx)



FACEBOOK



TWITTER



YOUTUBE



LINKEDIN



LINKEDIN GROUP



PINTEREST