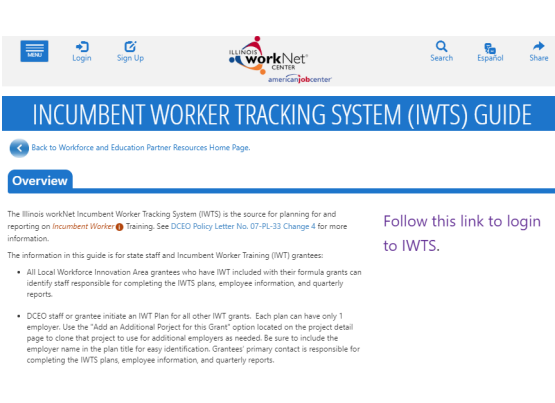


# Incumbent Worker Training System (IWTS)

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## IWTS: RESOURCES



**INCUMBENT WORKER TRACKING SYSTEM (IWTS) GUIDE**

Overview

The Illinois workNet Incumbent Worker Tracking System (IWTS) is the source for planning for and reporting on Incumbent Worker Training. See DCEO Policy Letter No. 01-99-33 Change 4 for more information.

The information in this guide is for state staff and Incumbent Worker Training (IWT) grantees:

- All Local Workforce Innovation Area grantees who have IWT included with their formula grants can identify staff responsible for completing the IWTS plans, employee information, and quarterly reports.
- DCEO staff or grantee initiate an IWT Plan for all other IWT grants. Each plan can have only 1 employer. Use the "Add an Additional Project for this Grant" option located on the project detail page to do that project to use for additional employers as needed. Be sure to include the employer name in the plan title for easy identification. Grantees' primary contact is responsible for completing the IWTS plans, employee information, and quarterly reports.

Follow this link to login to IWTS.

**Resources**

- IWTS Updates
- Frequently Asked Questions
- Archived Training Videos

**Guidance**

Get Started with IWTS

- DCEO Contact Information
- Steps for Using IWTS Plan & Reporting Tools
- IWTS Quick Start Guide for Grant Recipients
- IWTS Get Started PPT
- IWTS Training Plan, Employee and Course Registration Fields and Instructions
- Adding an Employer
- Adding Employees
- Adding Training Course Sessions
- Submitting Quarterly Reports
- Additional Information
- IWTS Quick Start Guide for DCEO Staff

Illinois Talent Pipeline Partner Guide

- Find information about the Illinois Talent Pipeline Grant, Archived Webinars, Materials, FAQs, Updates and more.

**Archived Webinars**

**Incumbent Worker Track System Videos**

This webinar covered using Illinois workNet for the IWTS system.

**More from this Playlist**

- Incumbent Worker Tracking System Training July 16, 2015
- Incumbent Worker System Training

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## IWTS: RESOURCES

Incumbent Worker Training System (IWTS) Guide:

<https://www.illinoisworknet.com/partners/programs/pages/Incumbent-Worker-Tracking.aspx/>

From the IWTS Guide you can access:

- IWTS Updates
- FAQs
- Archived Training Videos
- Getting Started with IWTS:  
[https://www.illinoisworknet.com/partners/programs/Pages/IWTS\\_CompletingPlans.aspx](https://www.illinoisworknet.com/partners/programs/Pages/IWTS_CompletingPlans.aspx)
- Link to Access the Incumbent worker Training System: <https://apps.il-worknet.com/wnTools/IWTS/>

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## IWTS: PROJECT PLAN STATUS

Type of Grant/ Action that Changes Status	Initiated	In Process	Submitted	Reviewed with Request for Clarification	Accepted	Request to Modify	Completed	Cancelled	Access Reports
Non-Formula Grants	DCEO	Grantee	Grantee	DCEO	DCEO	Grantee or DCEO	IWTS	DCEO	Grantee and DCEO
Formula Grants	Grantee	Grantee	Grantee	DCEO	DCEO	Grantee or DCEO	IWTS	DCEO	Grantee and DCEO

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Definitions
<b>Initiated</b> – DCEO staff person completed the required fields (i.e. IWDS grant selected, grantee organization selected or added and grantee contact with email address) and clicked to notify the grantee to submit the training project plan. Any LWIAs with incumbent worker training funds included with their formula grants can initiate training project plans.
<b>In Process</b> – Non-formula funds grantee is responding to a DCEO initiated request to complete a project plan. They have entered some information and saved it but have not submitted it to DCEO for review. For formula-funds grantees, the LWIA/LWIB is in process of setting up a project plan; they saved it but have not submitted it to DCEO for review.
<b>Submitted</b> – Grantees (both formula and non-formula) have submitted a training project plan for DCEO to review. Grantees await a DCEO response at this point before proceeding with the project.
<b>Reviewed with Request for Clarification</b> – DCEO staff reviewed a submitted project plan and need further information or correction made prior to the grantee proceeding with the project.
<b>Accepted</b> – DCEO staff reviewed and accepted a project plan, including plans that were resubmitted after a request for clarification. Once accepted, the project plan fields are locked down so grantees cannot modify the plan. The grantees may continue to add employers, training programs, and other information, but they cannot alter a previously submitted plan. However, DCEO can change any plan after it is approved.
<b>Request to Modify</b> – If a change to a locked down training plan needs to be made by a grantee, they will submit a Request to Modify. DCEO will approve or deny the request. If approved, the grantee can make modification, if not, the training plan remains locked down.
<b>Completed</b> – The “final” quarterly report has been submitted.
<b>Cancelled</b> – The training plan cannot proceed, it is cancelled. Once a plan is submitted, only DCEO may delete cancelled plans.

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## IWTS: PROJECT NAVIGATOR MENU

Each project plan has a “Project Navigator Menu” at the top left corner of the plan. Use this menu to access all information available about a plan.

This menu is only for the selected plan.

The menu has four sections:

1. Project Plan Screens
2. Review and Submit Project Plan
3. Add Employees and Course Registration
4. Plan Reports, Current Quarterly Report, and Project History & Actions

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

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## IWTS: SUBMIT YOUR INCUMBENT WORKER TRAINING PROJECT PLAN




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### IWTS: GETTING STARTED

Users must have an Illinois workNet account that has been granted access to the IWTS system.


- To gain access to the IWTS system email [info@illinoisworknet.com](mailto:info@illinoisworknet.com)



**STEP ONE**

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Go to [www.illinoisworknet.com](http://www.illinoisworknet.com) and log into your Illinois workNet account.



**STEP TWO**

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Go to My Dashboard and select Partner Tools.



**STEP THREE**

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Locate and select Incumbent Worker Training System (IWTS).

<https://www.illinoisworknet.com/partners/Pages/Customer-Support-Center.aspx>

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## IWTS: HOW TO COMPLETE AN IWTS PLAN

- Plans are completed following the order of the “Project Navigator Menu.”
- To submit a plan for review by DCEO, a grantee must complete everything up to and including “Submit Plan.”

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

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## IWTS: BUILDING A PLAN

With every screen you will always do one of these to save your work:

If there is a **“Save”** button at the bottom of the screen, always click it.

**“Add,”** will add the items you selected to the plan.

**“Select Checked Items,”** will add all items you check to the plan.

- As you Save, you’ll know your work saved if you see a green message indicating success. If you see a red message, make the corrections listed and save your corrections.
- As you Add or Select, you’ll see the items listed at the top of the page.
- You can select “Review Plan” as you go if you want reassurance.
- To move on to the next screen, you can click “Next” or use the “Project Navigator Menu”.
- In the top right corner of the plan, you will always see the most current status for the plan.

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## IWTS: PROJECT PLAN

- LWIAs using Formula Grant funds, select “Add New Project Plan.”
- All other grant recipients see the plan template already provided to them by DCEO. Click “Select.”
  - When the plan is initiated DCEO will identify at least one primary contact to complete the project plan. The primary contact will be sent an email by the IWTS with instructions to get started with the plan.
- You will either:
  - Select your plan from the list OR
  - Click **Add New Project Plan**

Incumbent Training Projects Search

[Initiate an Incumbent Worker Training Project](#)  
[Add New Project Plan](#)

Project Number

---

select a status

select a Grantee

select a Sector

select a Grantee LWIA

select a Grant LWIA

Project Type  Formula  Non-Formula  Both

Is Green Initiative  No  Yes  Both

Keyword filter

---

Page 1 of 42    1 2 3 4 5 6 7 8 9 10 20 40 Next Last Page Go To    Page Size 25

Select	Delete	Grant #	Grantee #	Grant #	Project #	Project Title/Grantee	Status	Is Green Initiative	Start Date	End Date	
<a href="#">Select</a>		Review	15	0	15081015	34	***TEST Project for workNet testing *** => SQL04	Submitted	No	2015-07-01	2018-06-30
<a href="#">History</a>		AE	TC		Formula	SIUC-Lincoln Land College					
		CR									

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## IWTS: PROJECT PLAN

### Additional Actions:

- Click **“Select”** to go to a plan’s entry screens.
- Click **“History”** to see the plan’s timeline.
- Click **“Review”** to see all of the plan.

### Access:

- Grantees only see their plan(s).
- DCEO staff see all plans.

Incumbent Training Projects Search

[Initiate an Incumbent Worker Training Project](#)  
[Add New Project Plan](#)

Project Number

---

select a status

select a Grantee

select a Sector

select a Grantee LWIA

select a Grant LWIA

Project Type  Formula  Non-Formula  Both

Is Green Initiative  No  Yes  Both

Keyword filter

---

Page 1 of 42    1 2 3 4 5 6 7 8 9 10 20 40 Next Last Page Go To    Page Size 25

Select	Delete	Grant #	Grantee #	Grant #	Project #	Project Title/Grantee	Status	Is Green Initiative	Start Date	End Date	
<a href="#">Select</a>		Review	15	0	15081015	34	***TEST Project for workNet testing *** => SQL04	Submitted	No	2015-07-01	2018-06-30
<a href="#">History</a>		AE	TC		Formula	SIUC-Lincoln Land College					
		CR									

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## IWTS: GRANT INFORMATION

This is pre-filled for all grants except LWIA Formula Grants.

- For LWIA Formula Grants:

- Grant Number
- Grant Type
- Search and Select

Searches grants in IWDS and fills in information exactly as in IWDS.

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## IWTS: PROJECT DETAILS

- Project Number – Assigned by IWTS.
- Title
- Project Grant – From first screen.
- Description
- DCEO Project Contact
- Status – Automatically changes.
- Accepted Date – fills automatically when DCEO accepts the project.
- Project Start Date
- Project End Date
- Is Green Initiative
- Does this project have occupation upgrades?

### Project Details

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## IWTS: PROJECT DETAILS CONTINUED

- Is this project affected by an Emergency or Natural Disaster?

- What was the cause of the Emergency or Natural Disaster?
  - COVID-19
  - Facility Damage or Destruction
- What is the primary impact on the project?
  - Layoffs
  - Illness
  - Death
  - Social Distancing
  - Other
- What is the nature of the modification?
  - Change Mode of Delivery
  - Change Training Dates
  - Change Project Costs
  - Change Training Provider
- When was the project impacted?

- Additional Emergency or Natural Disaster Info.

Is this project affected by an Emergency or Natural Disaster?:  Yes  No

What was the cause of the Emergency or Natural Disaster?:

What is the primary impact on the project?:

What is the nature of the modification?:

When was the project impacted?:

Additional Emergency or Natural Disaster Info:

B I U

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## IWTS: PROJECT DETAILS CONTINUED

- Incumbent Worker Grant Amount
- Project Cost
- Costs on other projects – IWTS fills this in.
- Balance – IWTS calculates this.
- Funds Use
- Needs and Benefits
  - Click “Save”
  - Click “Next”

Incumbent Worker Grant Amount:

Project Cost:

Costs on other projects: \$15,975.00

[View Related Projects](#)

Balance: \$83,025.00

Funds Use

B I U

Needs And Benefits

B I U

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## IWTS: LAYOFF AVERSION

Select from pre-defined at risk indicators and enter an additional description in the text box.

- Click "Add."
- Click "Next."

Project Navigator Menu Required.

Previous Next

Layoff Aversion

[Click here for instructions on completing the Layoff Aversion page](#)

Actions	ID	At Risk Indicator	Indicator Information
Add	1	Declining Sales	
Add	2	Supply Chain Issues	
Add	3	Adverse Industry Market Trends	
Add	4	Changes in Management Philosophy or Ownership	
Add	5	Worker Does Not Have In-Demand Skills	
Edit	6	Strong Possibility of a Job if Worker Attains New Skills	adding a risk in IER
Delete			
Edit	7	Other "At-Risk" Indicators	Describe the risk. At risk indicators with descriptions can be added after a project has been accepted.
Delete			

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## IWTS: PROJECT INDUSTRIES

Select from NAICS categories to select all codes that apply.

- Click "Select Checked Items."
- Click "Next."

Search and Select Additional Codes

select a Naics Category **Select a Naics Category**

Keyword filter

- 11 - Agriculture, Forestry, Fishing & Hunting
- 21 - Mining
- 22 - Utilities
- 23 - Construction
- 31 - Manufacturing
- 32 - Manufacturing 32
- 33 - Manufacturing 33
- 42 - Wholesale Trade
- 44 - Retail Trade
- 45 - Retail Trade 45
- 48 - Transportation and Warehousing
- 49 - Transportation and Warehousing 49
- 51 - Information
- 52 - Finance and Insurance
- 53 - Real Estate and Rental and Leasing
- 54 - Professional and Technical Services

Search and Select Additional Codes

select a Naics Category **42 - Wholesale Trade**

Keyword filter

Search Reset

**Save Checked Items** Page Size 25

	Code	Title
<input type="checkbox"/>	423	Merchant Wholesalers, Durable Goods
<input type="checkbox"/>	424	Merchant Wholesalers, Nondurable Goods
<input type="checkbox"/>	425	Electronic Markets and Agents/Brokers

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## IWTS: GRANTEE INFORMATION

Identify grantee organization information:

- Is this Organization an employer
- Name
- Street Address
- City
- State
- Zip Code
- Phone
- Fax
- Agency Type
- Employer Industry
- FEIN
- UI Account Number
- Is this location a worksite

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## IWTS: GRANTEE INFORMATION

- Owner's Ethnicity
- Dollar amount contributed by employer
- How the employer match will be provided
- Enter the Total Number of employees at this location
- Enter the total number of employees at this location that will receive training
- Provide a meaningful description of the impact of this training at this job site.
- Click "Save."

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## IWTS: GRANTEE INFORMATION

Identify the primary and secondary grantee contacts. Primary contacts receive emails from the system.

The screenshot displays the 'Add/Edit Contact' form and the 'Contact List' table. The 'Add/Edit Contact' form includes fields for ID, First (given) name, Last (family) name, contact type (with a dropdown menu), and E-mail address. Below the form is a 'Search for Contact' section with a search input field and 'Search' and 'Close Search' buttons. The 'Contact List' table shows one record for 'Parsons, Michael' with a primary contact type and email 'mparsons@suuowv.com'. A 'Save Checked Items' button is visible at the bottom of the table.

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## IWTS: HARD-TO-SERVE GROUPS

Select all applicable hard-to-serve groups for employees who will get training from this project.

- Click "Save Checked Items."
- Click "Next."

Required if any of these groups are applicable.

The screenshot shows the 'Existing Project Hard-to-Serve Groups' section with a message: 'Currently there have been no records selected for the project.' Below this is the 'Select Additional Codes' section, which includes a 'Save Checked Items' button and a table with the following data:

Code	Title
1	Disabilities
2	Ex-Offenders
3	Low Income
4	Minorities
5	Veterans
6	Youth

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## IWTS: PROJECT SECTORS

Select Sectors.

- Click "Save Checked Items."
- Click "Next."

Project Navigator Menu Previous Next

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

Existing Project Sectors  
Currently there have been no records selected for the project.

Select Additional Codes Page Size 25

Code	Title
<input type="checkbox"/>	1 Agriculture, Food and Natural Resources
<input type="checkbox"/>	2 Architecture and Construction
<input type="checkbox"/>	3 Arts, AV, Technology and Communications
<input type="checkbox"/>	4 Business, Management and Administration
<input type="checkbox"/>	5 Education and Training
<input type="checkbox"/>	6 Finance
<input type="checkbox"/>	7 Government and Public Administration
<input type="checkbox"/>	8 Health Science
<input type="checkbox"/>	9 Hospitality and Tourism
<input type="checkbox"/>	10 Human Services
<input type="checkbox"/>	11 Information Technology
<input type="checkbox"/>	12 Law, Public Safety and Security
<input type="checkbox"/>	13 Manufacturing
<input type="checkbox"/>	14 Marketing, Sales and Service
<input type="checkbox"/>	15 Science, Technology, Engineering, Energy, and Mathematics
<input type="checkbox"/>	16 Transportation, Distribution and Logistics

**Save Checked Items** Previous Next

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## IWTS: EMPLOYEE OCCUPATIONS

Select all employee occupations for all employees to get training.

- Click "Select Checked Items."
- Click "Next."

Search and Select Additional Codes

Select an occupation category **Business and Financial Operations Occupations (13-3000)**

Keyword filter  Search Reset

**Save Checked Items** Page Size 25

Code	Title
<input type="checkbox"/>	13-0000 Business and Financial Operations Occupations
<input type="checkbox"/>	13-1011 Agents and Business Managers of Artists, Performers, and Athletes
<input type="checkbox"/>	13-1021 Buyers and Purchasing Agents, Farm Products
<input type="checkbox"/>	13-1022 Wholesale and Retail Buyers, Except Farm Products
<input type="checkbox"/>	13-1023 Purchasing Agents, Except Wholesale, Retail, and Farm Products
<input type="checkbox"/>	13-1031 Claims Adjusters, Examiners, and Investigators
<input type="checkbox"/>	13-1032 Insurance Appraisers, Auto Damage
<input type="checkbox"/>	13-1041 Compliance Officers
<input type="checkbox"/>	13-1051 Cost Estimators
<input type="checkbox"/>	13-1071 Human Resources Specialists
<input type="checkbox"/>	13-1074 Farm Labor Contractors
<input type="checkbox"/>	13-1075 Labor Relations Specialists
<input type="checkbox"/>	13-1078 Human Resources, Labor Relations, And Training Specialists, All Other
<input type="checkbox"/>	13-1081 Logisticians
<input type="checkbox"/>	13-1111 Management Analysts
<input type="checkbox"/>	13-1121 Meeting, Convention, and Event Planners
<input type="checkbox"/>	13-1131 Fundraisers
<input type="checkbox"/>	13-1141 Compensation, Benefits, and Job Analysis Specialists
<input type="checkbox"/>	13-1151 Training and Development Specialists

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## IWTS: OCCUPATION UPGRADES

In the Project Detail section, if the answer to the question “Does this project have occupation upgrades?” is yes, select all applicable occupations.

- Click “Save Checked Items.”
- Click “Next.”

Search and Select Additional Codes

Select an Occupation Category

Select an Occupation Category

Architecture and Engineering Occupations (17-0000)

Arts, Design, Entertainment, Sports, and Media Occupations (27-0000)

Building and Grounds Cleaning and Maintenance Occupations (37-0000)

Business and Financial Operations Occupations (13-0000)

Community and Social Service Occupations (21-0000)

Computer and Mathematical Occupations (15-0000)

Construction and Extraction Occupations (47-0000)

Education, Training, and Library Occupations (25-0000)

Farming, Fishing, and Forestry Occupations (45-0000)

Food Preparation and Serving Related Occupations (35-0000)

Healthcare Practitioners and Technical Occupations (29-0000)

Healthcare Support Occupations (31-0000)

Installation, Maintenance, and Repair Occupations (49-0000)

Legal Occupations (23-0000)

Search and Select Additional Codes

Select an Occupation Category: Business and Financial Operations Occupations 13-0000

Keyword filter:

Search

**Save Checked Items** Page Size 25

Code	Title
<input type="checkbox"/>	13-0000 Business and Financial Operations Occupations
<input type="checkbox"/>	13-1011 Agents and Business Managers of Artists, Performers, and Athletes
<input type="checkbox"/>	13-1021 Buyers and Purchasing Agents, Farm Products
<input type="checkbox"/>	13-1022 Wholesale and Retail Buyers, Except Farm Products
<input type="checkbox"/>	13-1023 Purchasing Agents, Except Wholesale, Retail, and Farm Products
<input type="checkbox"/>	13-1024 Claims Adjusters, Examiners, and Investigators
<input type="checkbox"/>	13-1025 Insurance Adjusters, Auto Damage
<input type="checkbox"/>	13-1041 Compliance Officers
<input type="checkbox"/>	13-1061 Cost Estimators
<input type="checkbox"/>	13-1071 Human Resources Specialists
<input type="checkbox"/>	13-1074 Farm Labor Contractors
<input type="checkbox"/>	13-1075 Labor Relations Specialists
<input type="checkbox"/>	13-1078 Human Resources, Labor Relations, and Training Specialists, All Other
<input type="checkbox"/>	13-1081 Logisticians
<input type="checkbox"/>	13-1111 Management Analysts
<input type="checkbox"/>	13-1121 Meeting, Convention, and Event Planners

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## IWTS: EMPLOYERS

Enter information about each employer:

- Name
- Street Address
- City
- State
- Zip Code
- Phone
- Fax
- Agency Type
- Employer Industry
- FEIN
- UI Account Number
- Is this location a worksite

Organization List | Organization | Contacts | Work Site(s)

### Add/Edit Employers

[Why can't I edit locked fields?](#)  
Complete all required fields below, and then click Save.

Record id: 2

Name: SIUC-Lincoln Land College

Street Address: 6250 Shepard Rd

Street Address 2:

City: Springfield

State: IL

ZIP Code: 62703 5454

Phone: 217-111-2222 Ext:

Fax:

Agency Type: Illinois workNet Center

Employer industry (select all that apply):

- Beverage & Tobacco Product Manufacturing
- Food Manufacturing
- Rail Transportation
- Textile Mills
- Textile Product Mills

Federal Employer ID Number (FEIN): 11-2222222

UI Account Number: UI 033378-1

Is this location a Work Site?  Yes  No

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## IWTS: EMPLOYERS

- Owner's Ethnicity
- Dollar amount contributed by employer
- How the employer match will be provided
- Enter the Total Number of employees at this location
- Enter the total number of employees at this location that will receive training
- Provide a meaningful description of the impact of this training at this job site
- Click "Save."

Owner's Ethnicity  White  Black  
 (Check all that apply)  Hispanic  American Indian or Alaskan Native  
 Asian  Prefer not to answer  
 Hawaiian or Pacific Islander  Female Owned

Enter the match as a dollar amount contributed by the employer (or leave as 0.00 if there is no match amount):  
 \$0.00

How the employer match will be provided:  
 [Rich text editor]

Enter the total number of employees at this location:  
 [Text input]

Enter the total number of employees at this location that will receive training:  
 [Text input]

Provide a meaningful description of the impact of this training at this job site:  
 [Rich text editor]

History Created: 3/31/2010 - Michael Parsons  
 Last Updated: 01/3/2019 - Michael Parsons

Save Cancel

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## IWTS: EMPLOYER

Identify the primary and secondary employer contacts.

Project Navigator Menu

Review the grantee organization and Contacts

Current Organization: SIUC-Lincoln Land College

Organization Contacts Work Site(s)

Contact List

Add a New Contact

Found 1 records

Select	Remove	Name	Type	Email
Select	Remove	Parsons, Michael	primary	mparsons@siucowd.com

Add/Edit Contact

ID: 0

First (given) Name: [Text input]

Last (family) Name: [Text input]

Contact Type: [Dropdown menu]

E-mail address: [Text input]

Save Cancel Add New Person

Search for Contact

Search for: [Text input]

Search Close Search

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## IWTS: EMPLOYER

Enter all work sites for each employer:

- Name
- Street Address
- City
- State
- Zip Code
- Phone
- Fax
- Agency Type
- Enter the total number of employees at this location
- Enter the total number of employees at this location that will receive training
- Provide a meaningful description of the impact of the training at this job site
- **Click “Save.”**
- **Click “Next.”**

The screenshot shows the 'Add/Edit Work Site' form. At the top, there are tabs for 'Organization List', 'Organization', and 'Work Steps'. Below the tabs, there's a dropdown menu for 'select a work site' with 'SIUC\_worksite - Springfield' selected. The form contains several input fields: 'Name' (SIUC\_worksite), 'Street Address' (5250 Shepard Rd), 'City' (Springfield), 'State' (IL), 'Zip Code' (62703), 'Phone' (217-353-5555), and 'Fax'. There are also dropdown menus for 'Agency Type' (Community Based Organization) and 'Enter the total number of employees at this location' (2). A text area for 'Provide a meaningful description of the impact of the training at this job site' contains the text 'did some day'. At the bottom, there are 'Save' and 'Cancel' buttons, and 'Previous' and 'Next' buttons.

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## IWTS: EMPLOYERS

All employers will save to the Organization List

Organization List

### Project Employers

Select	Remove	ID	Name/Address	Type
Select	Remove	146	Bloomington Housing Authority 104 E. Wood Bloomington, IL 61701-6791	Employer
Select	Remove	945	Illinois Manufacturers' Association 220 East Adams St. Springfield, IL 62701-8401	Employer
Select		2	SIUC-Lincoln Land College 5250 Shepard Rd Springfield, IL 62703-5464	Both

Reminder: Additional employers must be added to a new project, not to an existing project. See help at the top of the page.

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## IWTS: TRAINING COURSES

Enter training course information:

- Title, Description, Provider Name
- Course Credentials
- Classification of Instructional Programs (CIP)

- Click "Save."
- Click "Save Checked Items."

**Current Courses**

Select	Course	Course ID	Course Title	Course Provider
Select	Course	148	A second course for this project (1)	
Select	Course	1123	new course title (1)	LIACC
Select	Course	1124	Specialized Equipment Training (1)	LIACC
Select	Course	11	the main course (1)	isd

A second course for this project

**Course Parts**

Step 1 - Course:  **Save**

Step 2 - Course Credentials:  **Save**

Step 3 - Course CIP Details:  **Save**

Step 4 - Course Sessions:  **Save**

**Course Description**

Industry Channel: 97-2010 - Visual/Paper and Electronic Data Entry Processing

**Save** **Cancel** **Refresh** **New Course**

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## IWTS: TRAINING COURSES

Classification of Instructional Programs (CIP)

- Click "Save Checked Items."

Search and Select Additional Codes

Select a CIP Family:

Keyword filter:

**Search** **Reset**

**Save Checked Items** Page Size: 25

Code	Title
<input type="checkbox"/> 01.0102	<b>Agribusiness/Agricultural Business Operations.</b> A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.
<input type="checkbox"/> 01.0599	<b>Agricultural and Domestic Animal Services, Other.</b> Any instructional program in agricultural and domestic animal services not listed above.
<input type="checkbox"/> 01.0801	<b>Agricultural and Extension Education Services.</b> A program that prepares individuals to provide referral, consulting, technical assistance, and educational services to gardeners, farmers, ranchers, agribusinesses, and other organizations. Includes instruction in basic agricultural sciences, agricultural business operations, pest control, adult education methods, public relations, applicable state laws and regulations, and communication skills.
<input type="checkbox"/> 01.0401	<b>Agricultural and Food Products Processing.</b> A program that prepares individuals to receive, inspect, store, process, and package agricultural products in the form of human food consumables, animal or plant food, or other industrial products. Includes instruction in the nutrient and industrial properties of various agricultural products; logistics and storage procedures; chemical and mechanical processing operations; packaging; safety and health requirements; and related technical and business principles.
<input type="checkbox"/> 01.1104	<b>Agricultural and Horticultural Plant Breeding.</b> A program that focuses on the application of genetics and genetic engineering to the improvement of agricultural plant health, the development of new plant varieties, and the selective improvement of agricultural plant populations. Includes instruction in genetics, genetic engineering, population genetics, agronomy, plant protection, and biotechnology.

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## IWTS: TRAINING COURSES

For every training course, identify every session's:

- Start Date
- End Date
- Session Title
- Instructor Information
- Location Information

EXAMPLE – If a session is offered over three separate time frames, enter each session's information.

- Click "Save."
- Click "Next."

### Course Parts

Step 1 - Course
Step 2 - Course Credentials
Step 3 - Course CIP Details
<b>Step 4 - Course Sessions</b>

### Course Sessions

Session	Session Title	Start Date	Instructor	Location/Address
Session 1	Workshop Session	2015-07-01	Bob Instructor	2450 Foundation Dr Springfield, IL 62704
Session 2	Morning Session	2015-07-01	Bob Instructor	2450 Foundation Dr Springfield, IL 62704

### Session Information

**Session Start Date:** 7/1/2015  
**Session End Date:** 7/30/2015  
**Session Type:** Afternoon Session  
**Instructor:** [Text Area]  
 Be prompt, be ready to contribute

### Instructor

**First Name:** Bob  
**Last Name:** Instructor  
**Title:**  
**Phone:** 618-666-2127-3010 **Extension:**  
**Fax:** 618-666-2127  
**Instructor Email:** bob@instructor.com

### Location

**Location Name:** Workshop  
**Address:** 2450 Foundation Dr  
**City:** Springfield  
**State:** IL  
**Zip Code:** 62704  
**History:** Created: 5/15/2012 - Michael Parsons  
 Last Updated: 7/13/2015 - Jerome Grimmer

Save Disable Add New Session Clone Session

Previous Next

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## IWTS: REVIEW PLAN

Generate the entire plan and print it.

- Scroll down to see if there are any errors.
- You can print it on paper or print it to a PDF file.

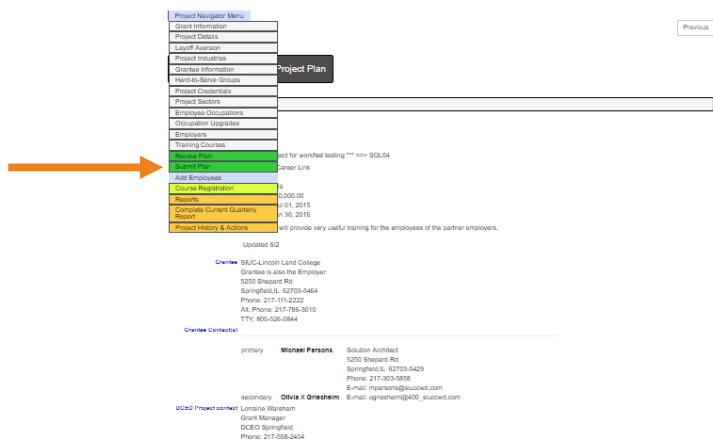
The screenshot displays a comprehensive review plan for a project. It is organized into several sections:

- Project Details:** Includes project name, dates, and contact information.
- Project Sectors:** Lists relevant industry sectors.
- Project Industries:** Lists specific industries.
- Employee Occupations:** Lists job titles and occupations.
- Upgrade Occupations:** Lists occupations for skill upgrading.
- Project Employers:** Lists participating employers, including the Broomfield Housing Authority.
- Project Courses:** Lists training courses, including a second course for the project.
- Project Hard to Serve Groups:** Lists groups that may have difficulty accessing training.
- Project Credentials:** Lists the credentials to be earned.

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## IWTS: SUBMIT PLAN TO DCEO

Grantee clicks “Submit Plan” and is presented with a confirmation screen. On submit, DCEO contact is emailed and status changes to “Submitted.”



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## IWTS: ADD EMPLOYEES



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### IWTS: ADD EMPLOYEES WHO ARE RECEIVING TRAINING

Add employees after your plan is "Accepted." There are two options for how you add employees:

#### Option 1

- Enter each employee one at a time.

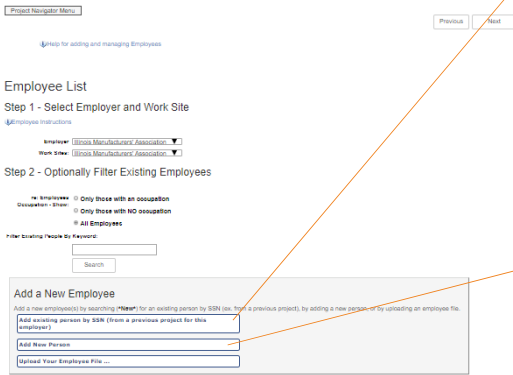
#### Option 2

- Bulk upload multiple employees.

Either way, add all of the employees at one time or continuously add employees who will receive training as those employees are identified.

### IWTS: OPTION 1 MANUAL ENTRY

1. Select the employer and worksite.
2. Search for existing employees or add new.



Employer: Illinois Manufacturers' Association  
Worksite: Illinois Manufacturers' Association

Search for SSN:

Date of birth:

Get Person by SSN | Close Search | Add New Person

Select Add next to individual that displays in list. Click "Save"

#### Add/Edit Employee

ID:

First (given) Name\*:

Last (family) Name\*:

Business address\*:

Social Security Number\*:

SSN Check\*:  Include dashes, ex: 888-23-4567

Gender\*:  Prefer not to answer

Date of birth\*: MONTH DAY YEAR

Job title\*:

Military Status\*:  CC Select SP

Disability Status\*:  CC Select SP

Disability Category\*:

Ethnicity\*:  White  Black  Hispanic  American Indian or Alaskan Native  Asian  Hawaiian or Pacific Island  Prefer not to answer

Employee Occupation:  Select an Employee Occupation

Will Training Update Occupation:  No  Yes

Upgrade Occupation:  Select an Upgrade Occupation

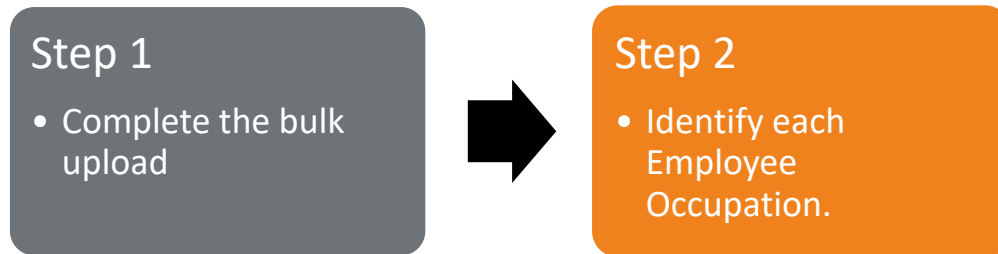
- Check box if adding multiple employees.
- Click "Save."
- Click "Add New Person."

Check this box if you are going to add multiple employees (or add a new employee after saving the current employee)

Save | Cancel | Add New Person

## IWTS: OPTION 2 BULK UPLOAD

If you bulk upload employees there will be two steps:



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## IWTS: OPTION 2 BULK UPLOAD

Step 1: Complete the bulk upload; get sample files from the IWTS Guide.

1. Create an xml, excel, or csv file of your employee records.
2. Each record **MUST** include the following fields:  
(for csv & excel files use field name headers)
  - ssn
  - firstName
  - lastName
  - zipCode
  - birthDate
  - ethnicity
  - militaryStatus
  - disabilityStatus
  - disabilityCategory
  - gender
3. Click "Upload Excel, CSV or XML File" button.
4. Browse computer and select file for upload and click "Open".
5. Click "Upload File" button.
6. Click "View Data" button to verify data is correct.
7. Click "Import Data" button.
8. Take note of system status. It will alert you to any errors and number of records imported.
9. Close window.
10. Click "Refresh" button on Employee screen.

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## IWTS: OPTION 2 BULK UPLOAD

Step 2: Identify each Employee Occupation.

- Click "Update Checked Items."

Mass Updates of Employee Occupation

Employee Occupation\*: **Boilermakers (47-2011)**

Will Training Update Occupation:  No  Yes

Upgrade Occupation: Select an Upgrade Occupation

[Close Panel](#)

**Update Checked Items**

Page Size: 15

Select	Remove	Name	Employee Occupation	Will Training Update Occ.	Completed Training Occupation	
<input type="checkbox"/>	<a href="#">Select</a>	<a href="#">Remove</a>	customer0814, worknet			
<input type="checkbox"/>	<a href="#">Select</a>	<a href="#">Remove</a>	military0428a, test	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers (51-2011)	Yes	First-Line Supervisors of Construction Trades and Extraction Workers (47-1011)
<input type="checkbox"/>	<a href="#">Select</a>	<a href="#">Remove</a>	Pesci, Joe	Actors (27-2011)	Yes	Boilermakers (47-2011)

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## IWTS: ADD EMPLOYEES TO COURSE AND SESSIONS



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## IWTS: COURSE REGISTRATION

This is where you will:

- Add employees to Course Sessions.
- Make corrections to remove employees from Course Sessions.

Only remove employees from courses that were mistakenly added, not because they quit their job or because they did not complete the training.

If an employee does not successfully complete the training, you'll indicate this with the quarterly reports.

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## IWTS: COURSE REGISTRATION

Employees are added to courses. This information should be added ongoing as it occurs.

- Course and Session.
- Select Employer.
- Select Worksite.
- Select those NOT in course.
- Select all employees to add to the course.
- Alternatively, if you've mistakenly added an employee to the wrong course, select:
  - Only those in the course.
  - Select "Remove" adjacent to the person.

The screenshot shows the 'Course Registration Status' page. It includes a table with columns for 'Work Site', 'Employee', 'Session Status', and 'Registration Date'. The table lists various employees and their current status in the course.

Work Site	Employee	Session Status	Registration Date
BK1 Job 1	Eric, Eric	Not Registered	
BUCLEIGH Land College	Corinne, Linda	Not Registered	
BUCLEIGH Land College	Corinne, Linda	Not Registered	
Ironworkers' Association	Andersson, Andrew	Not Registered	
BK1 Job 1	Fran, Jane	Not Registered	
BK1 Job 1	Joe, Mark	Not Registered	
Remove	Ironworkers' Association	Joe, Mark	Main Session
			2019-02-19
Remove	Ironworkers' Association	Andersson, Andrew	Main Session
			2019-09-28
BK1 Job 1	Parsons, Steve	Not Registered	
BUCLEIGH Land College	Parsons, Michael	Main Session	2019-05-15
BUCLEIGH Land College	Parsons, Taylor	Main Session	2019-05-05
Ironworkers' Association	Phelan, Joe	Main Session	2019-05-15
BK1 Job 1	Phelan, Lester	Not Registered	
Lanterns Adult Center	Tait, John	Main Session	2019-05-07
BK1 Job 1	Williams, Mike	Not Registered	
Ironworkers' Association	Williams, Mike	Not Registered	

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# IWTS: SUBMIT QUARTERLY REPORTS

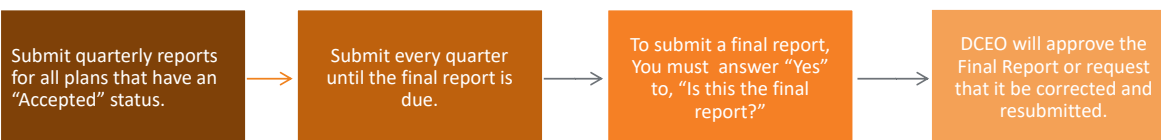


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## IWTS: **SUBMIT QUARTERLY REPORT**

Quarterly Reports are automatically generated for all "Accepted" projects.

- Access your current Quarterly Report any time from your "Project Navigator Menu" or select "IWTS Quarterly Reports" from the left navigation menu.
- An email will be sent to the grant recipient's primary contact when it's due.
- The schedule is available from the Quarterly Report and the IWTS Guide.



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## IWTS: SUBMIT QUARTERLY REPORT

Each quarterly report has four sections that need to be completed as seen with the tabs below:

1. Status Report
2. Workers Training Status
3. Workers Training Outcome
4. Review and Submit

6/30/2013 (Submitted)

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

**Search for Report**  
[Click here for Instructions](#)

Select a Grantee:  
 Select a Grantee  ▼  
 Select an LWIA:  Select an LWIA ▼

Select a Project\*:  
 Select a Project

Select a Report\*:  
 ▼

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## IWTS: SUBMIT QUARTERLY REPORT

Complete all required information with “Status Report.”

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

**Status Report**  
[Click here for Instructions](#)

ProjectId: 308  
 Report Period: 6/30/2013  
 Ending: 6/30/2013  
 Report Status: Submitted  
 IWTS Grant #: 12681007  
 Preparer Name: Amy Santacaterina  
 Company Name: The Chicago Cook workforce Partnership  
 Training Name: 7 Mile Solutions-Integrated Management Systems  
 Is this the final report?  Yes  No  
 Actual Cost of Project\*:   
 Project Status\*:

**Project Overview\***

Training Plus inc. completed the Integrated Management System training for 7 Mile solutions. The training featured course work in ISO 9001, AS9100, ISO 13485 and FDA 21 CFR320 and ITAS.

Work: 20 October: 283

**Outcomes Achieved\***

The training was completed and 14 people attended and successfully completed.

**Quarter Progress\***

All completed.

Work: 21 October: 13

**Obstacles Description\***

The only obstacle was learning the reporting and tracking function in Illinois Work2Net for incumbent training. We had some technical difficulty delaying some reporting.

Work: 21 October: 168

**Benefits Description\***

7 mile solutions anticipates greater efficiency and productivity will result from the training.

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## IWTS: SUBMIT QUARTERLY REPORT

Complete all required information with "Status Report."

**Is this the final report?\***  Yes  No

**Actual Cost of Project\*:**

**Do NOT enter a dollar sign**

**Is this project affected by an Emergency or Natural Disaster?\***  Yes  No

**Project Status\*:**

**Project Overview\*:**

**Outcomes Achieved\*:**

**Quarter Progress\*:**

All completed.

**Obstacles Description\*:**

The only obstacle was learning the reporting and tracking function in Illinois WorkNet for incumbent working. We had some technical difficulty delaying some reporting.

**Benefits Description\*:**

7 mile solutions anticipates greater efficiency and productivity will result from the training.

If this is the final quarterly report, specify if the project has been affected by an Emergency or Natural Disaster.

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## IWTS: SUBMIT QUARTERLY REPORT

For each course, select each "Workers Training Status":

- Not Started
- In Progress
- Completed and [credentials added to the plan] Earned
- Did not complete requirements
- **Click "Update Workers."**

6/30/2011 (In Progress)

Search | Status Report | Workers Training Status | Workers Training Outcomes | Review and Submit

**Incumbent Workers Training Status**

[Click here for Instructions](#)

Select a course\*:

Name Filter:

Training Completion Status\*:

Page Size:

<input type="checkbox"/>	Name	Training Status
<input type="checkbox"/>	customer0814, worknet	<input type="text" value="Not Started"/>
<input type="checkbox"/>	military0428a, test	<input type="text" value="In Progress"/>
<input type="checkbox"/>	Parsons, Dane	<input type="text" value="Completed and Certificate of Completion Earned"/>
<input type="checkbox"/>	Parsons, Michael	<input type="text" value="Did not Complete Requirements"/>
<input type="checkbox"/>	Parsons, Taylor	<input type="text" value="Not Started"/>
<input type="checkbox"/>	Pesci, Joe	<input type="text" value="In Progress"/>
<input type="checkbox"/>	Test, John	<input type="text" value="Not Started"/>
<input type="checkbox"/>		<input type="text" value="Did not Complete Requirements"/>

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## IWTS: SUBMIT QUARTERLY REPORT

For all employees who have completed the training, update all “Workers Training Outcomes” with all that apply:

- Retained Earnings
- Wage Increase
- Promotion

• Click “Update Workers.”

7 Mile Solutions-Integrated Management Systems  
6/30/2013 (Submitted)

[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  Promotion **Alter Checked Records' Outcomes**

Name Filter:  **Apply Filter** Page Size: 25

Name	Training Outcome
<input type="checkbox"/> Alvarez, Dacnisa	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Ambrose, John	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Brown, Veronica	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Cabrale, Jose	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Carrillo, Maria	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Chagolla, Ella	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Guzman, Nest	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Hanlon, Thomas	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Juarez, Carlos	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Losh, Glen	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> McCracken, Shawn	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Michels, Paul	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input checked="" type="checkbox"/> Promotion
<input type="checkbox"/> Pineda, Urbano	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Wilhelm, Richard	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion

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## IWTS: SUBMIT QUARTERLY REPORT

The grantee reviews the quarterly report and then submits:

- Scroll all the way down and correct errors before submitting.
- Once you submit, your DCEO contact is automatically notified.

• Click “Submit.”

7 Mile Solutions-Integrated Management Systems  
6/30/2013 (Submitted)

[Search](#) [Status Report](#) [Workers Training Status](#) [Workers Training Outcome](#) [Review and Submit](#)

**Project Status**

Project Id: 308  
Report Period: 6/30/2013  
Ending: 859  
Report Status: Submitted  
IWDS Grant #: 12681007  
Preparer Name: Amy Santacabarina  
Company Name: The Chicago Cook workforce Partnership  
Training Name: 7 Mile Solutions-Integrated Management Systems  
Project Status: On Schedule

**Overview:** Training Plus inc. completed the Integrated Management System training for 7 Mile solutions. the training featured course work in ISO 9001, AS9100, ISO 13485 and FDA 21 CFR820 and ITAR/

**Outcomes Achieved:** The training was completed and 14 people attended and successfully completed.

**Quarter Progress:** All completed.

**Obstacles:** The only obstacle was learning the reporting and tracking function in Illinois

**Description:** WorkNet for incumbent working. We had some technical difficulty delaying some reporting.

**Benefits Description:** 7 mile solutions anticipates greater efficiency and productivity will result from the training.

**Incumbent Worker Status Summary**

Course: Integrated Management System

Training Status	Count
Completed and Certificate of Completion Earned	14

**Incumbent Worker Outcome Summary**

Outcome	Count
<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion	13
<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input checked="" type="checkbox"/> Promotion	1

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# IWTS: PROJECT ACTIONS AND HISTORY



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## IWTS: PROJECT ACTIONS AND HISTORY

Project Actions and History allows grantees to review the projects' history timeline and communicate with their DCEO contact.

- Send emails to:
  - DCEO contact for the plan.
  - Grant recipients' primary contact for the plan.
- Prior to a project closing, grantees can request to change their plan.
  - If a grantee request to cancel a project, they must specify if the project was affected by an Emergency or Natural Disaster.

Project History

Created	Action / Details
4/22/2019 9:13:42 AM Kevin Valenti (217) 557-5544 Kevin.Valenti@illinois.gov	Approved Employer Show Details... >>
4/22/2019 4:05:21 PM Jennifer Serino Stasch (847) 377-2224 jserino@stateaccountyil.gov	Email sent to DCEO to Approve Employer Show Details... >>
4/22/2019 4:44:00 PM Jennifer Serino Stasch (847) 377-2224 jserino@stateaccountyil.gov	Created New Project Show Details... >>

Instructions for action changes

Action Type: [Request to Cancel Project](#)

Is this project affected by an Emergency or Natural Disaster?  Yes  No

Action Notes

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## IWTS: CONTACTS

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

Gary Eicken - WIA/WIOA discretionary funds: [Gary.Eicken@illinois.gov](mailto:Gary.Eicken@illinois.gov)

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

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FACEBOOK



TWITTER



YOUTUBE



LINKEDIN



LINKEDIN GROUP



PINTEREST

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's Employment and Training Administration. For more information please refer to the footer at the bottom of [www.illinoisworknet.com](http://www.illinoisworknet.com).

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