



Table of Contents

Purpose:1

Who Enters/Maintains Data2

Access Provider Info.....2

Adding a Project for Apprenticeship Illinois2

Project Navigator Menu.....3

 Save as You Go3

 Adding a New Site.....3

 Adding a Primary Contact4

Project Plan.....4

 Rolling Participants into a new grant.....4

 Grant Information.....4

 Project Details.....5

 Layoff Aversion6

 Project Industries.....6

 Grantee Information.....6

 Hard-to-Serve Groups.....7

 Project Sectors.....7

 Employee Occupations7

 Occupation Upgrades7

 Employers8

 Training Courses9

 Review Plan.....11

Submit Plan to DCEO.....11

Add Employees Who are Receiving Training11

 Manual Entry.....12

 Bulk Upload.....12

Add Employees to Course and Sessions13

 Course Registration.....13

Quarterly Reports13

 Submit Quarterly Report.....13

Project Actions and History15

Purpose:

To track incumbent workers with the Apprenticeship Illinois Expansion Project.

Who Enters/Maintains Data

- **Grantee/Provider Staff** enters project information into the Incumbent Worker Tracking System - IWTS. Users must be given access to IWTS. To gain access, email info@illinoisworknet.com
- **State Level Staff** enters initial grant numbers into the IWTS from which to select and enter projects.

Access Provider Info

1. Log into www.illinoisworknet.com.
2. Select **My Dashboard > Partner Tools > IWTS**.

Apprenticeship Illinois grants are added through IWTS by selecting IWIS.

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
- Link to Access the Incumbent worker Training System:
<https://apps.ilworknet.com/wnTools/IWTS/>

Adding a Project for Apprenticeship Illinois

Select **Initiate an Incumbent Worker Training Project**

Click **“Next”** on the screen that opens.

Grant Source – **Select IWIS**

Enter the grant number (do not include hyphens or spaces) or a Keyword for the Grantee.

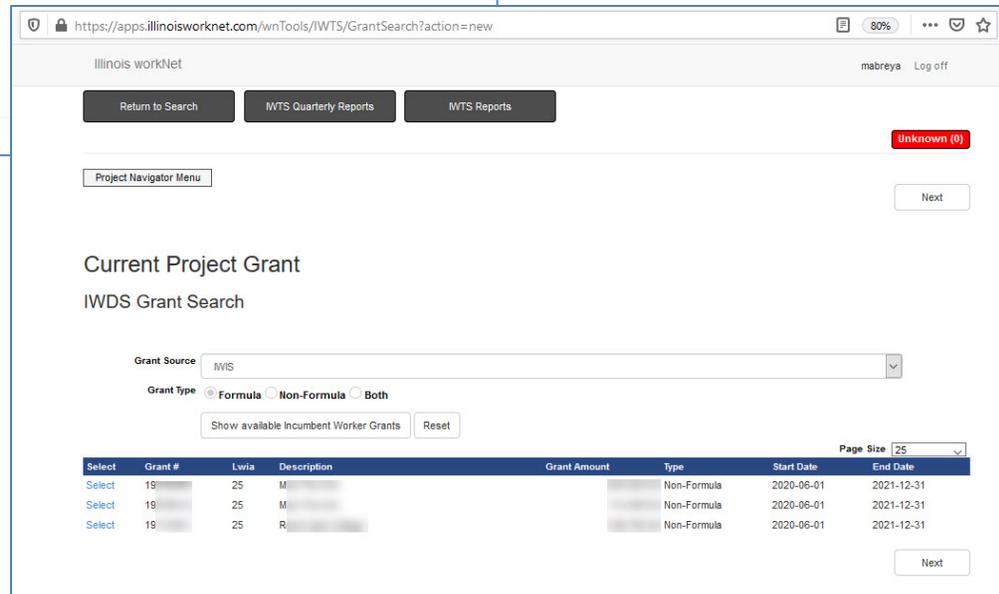
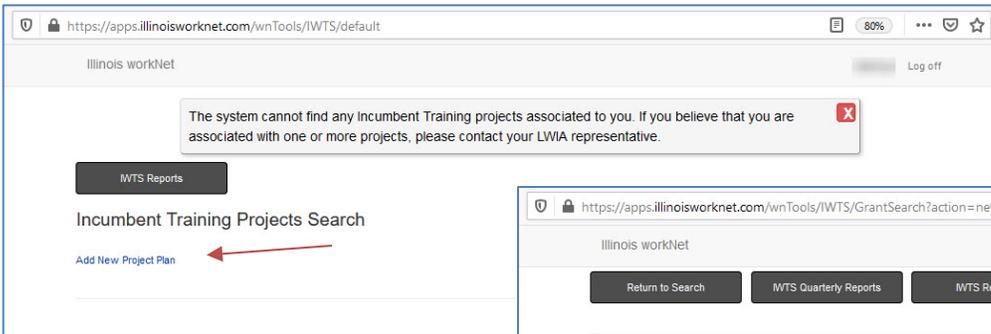
Click **“Search”**

Click **“Select”** to add a new project. The rest of the IWTS instructions are the same.

Pick up in the instructions below at **Adding a New Site**

Select	Grant #	Lwia	Description
Select	196	7	

If you already have other projects in IWTS and are trying to add a new project for Apprenticeship Illinois, look for the following:



1. Log into www.illinoisworknet.com.
2. Select **My Dashboard > Partner Tools > IWTS**.
3. Select **Add New Project Plan**
4. Select **IWIS** as the Grant Source
5. Click **Show available Incumbent Worker Grants**.
6. Select the appropriate grant number for your organization.
7. Continue with the following steps.

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

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.”



Save as You Go

“SAVE” button at the bottom of the screen will save what you entered.

“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.

Adding a New Site

- If you cannot find the grantee organization in the list, click on the **Create New Site** button at the bottom of the page.
- The Add/Edit Grantee page will be displayed. All fields with red colored labels and marked with an asterisk are required so an appropriate value must be supplied.



- After entering all appropriate data, click on the **Save** button. The system will save the site information and add it to this project.

Adding a Primary Contact

Each grantee must have a primary contact designated. To select/add the primary contact:

If you are stuck – USE the Info Bubbles!!

- First click on the **Contacts** tab
- Now click on the **Search/Add Person** button
- Additional instruction should be available on this page.
- If, after doing a search, you cannot find the person who will be the primary contact, click on the **Add New Person** button at the bottom of the page.
- Enter the required first name, last name, email and contact type - this should be Primary and click on the **Save** button.

Project Plan

After you have initiated a project with your grant, you would then Select **“Add New Project Plan.”** After the initial plan.

Agencies using Apprenticeship Illinois Expansion Grants, select **IWIS** from the Grant Source. All others select **IWDS**. Click the **“Search”** button to see the list of grants, and then click **“Select”** next to the grant you want to use.

- 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 IWTS with instructions to get started with the plan.
- You will either:
 1. **Select** your plan from the list OR
 2. Click **Add New 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 the entire plan.

Select	Date	Grant Lwa	Grantee Lwa	Grant #	Project #	Project Title/Grantee	Status	In Green Initiative	Start Date	End Date
Select	Review	15	0	18551019	34	***TEST Project for workNet testing *** ==> SQL04	Submitted	No	2015-	2016-
History						SIUC-Lincoln Land College	7/10/2018		07-01	08-30
AE-TC							8:25:31 PM			
CR										

Rolling Participants into a new grant

The rule for IWTS is that the project may NEVER EVER go past the end of the grant. Grantee will start another project under the new grant number.

1. Clone the existing, project, and do the following in the new project:
 1. Remove the old grant number,
 2. Pick the new grant number.
 3. Add employer, worksite, and employees to new grant (these are the only things not cloned) and enroll in courses.

Grant Information

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

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?
- 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.

- 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”**

Project Details

Project Number 34

Title: ""TEST Project for workNet:testing "" => SQL04

Project Grant: Career Link

Description: This project will provide very useful training for the employees of the partner employers. Updated 6/2

Grantee: SIUC-Lincoln Land College

DCEO Project Contact: Lorraine Wareham

Status: Submitted

Accepted Date: Mar 05, 2015

Project Start Date: 7/1/2016

Project End Date: 6/30/2016

Is Green Initiative: Yes No

Project Type: Formula

Does this project have occupation upgrades? Yes No

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

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

What is the primary impact on the project?: Select One

What is the nature of the modification?: Select One

When was the project impacted?: 03/21/2020

Additional Emergency or Natural Disaster Info:

Incumbent Worker Grant Amount: [Field]

Project Cost: [Field] Update Costs

Costs on other projects: \$15,975.00

View Related Projects

Balance: \$83,025.00

Funds Use: [Field]

Needs And Benefits: [Field]

Layoff Aversion

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

REQUIRED

Click **Add**

Click **Next**

Fill in indicator reason text box.

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 IE9
Delete			
Edit	7	Other "At-Risk" Indicators	
Delete			

Describe the risk. At risk indicators with descriptions can be added after a project has been accepted.

Project Industries

Select from NAICS categories to select all codes that apply.

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

Grantee Information

Identify grantee organization information:

- Is this Organization an employer? *(for the project)*
- Name
- Street Address
- City
- State
- Zip Code
- Phone
- Fax
- Agency Type
- These items needed if the grantee is the employer:
 - Employer Industry
 - FEIN
 - UI Account Number
 - Is this location a worksite?
 - 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."**
- Identify the primary and secondary grantee contacts. Primary contacts receive emails from the system.

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.”**

Project Sectors

Select Sectors.

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

Employee Occupations

Select all employee occupations for all employees to get training. (What is their current occupation code)

- Click **“Select Checked Items.”**
- Click **“Next.”**

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.”**

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?
- 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."

Identify the primary and secondary employer contacts.

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.”**

All employers will save to the Organization List

Select	Remove	ID	Name/Address	Type
Select	Remove	148	Bloomington Housing Authority 104 E. Wood Bloomington, IL 61701-8791	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 62703-5484	Both

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

Training Courses

Enter training course information: *(each class needs to be entered for the course)*

- Title, Description, Provider Name
- Course Credentials
- Classification of Instructional Programs (CIP)
- Click **“Save.”**
- Click **“Save Checked Items.”**

Current Courses

Select	Delete	Course ID	Course Title	Provider Name
Select	Delete	145	A second course for this project (5)	Course provider
Select	Delete	1133	new course title (1)	LLCC
Select	Delete	1134	Specialized Equipment Training (0)	LLCC
Select	Delete	11	the main course (8)	td

A second course for this project

Course Parts

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

Course

Course ID: 145

Course Title: A second course for this project

Provider Name: Course provider

Course Description: A short description for this course

History: Created: 5/7/2010 - Michael Parsons
Last Updated: 2/24/2015 - Michael Parsons

Buttons: Save, Delete, Refresh, New Course

Course Parts

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

Credentials for this Course

Existing Course Credential Codes

Remove	Code	Title
Remove	0	Certificate of Completion

Select Additional Codes

Save Checked Items

Code	Title
3	Industry Recognized Credential

Course Parts

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

CIP Codes for this Course

Existing Course CIP Codes

Remove	Code	Title
Remove	11-0102	Artificial Intelligence: A program that focuses on the symbolic inference, representation, and simulation by computers and software of human learning and reasoning processes and capabilities, and the computer modeling of human motor control and motor. Includes instruction in computing theory, cybernetics, human factors, natural language processing, and applicable aspects of engineering, technology, and specific end-use applications.
Remove	11-9999	Computer and Information Sciences and Support Services, Other: Any instructional program in computer and information sciences and support services not listed above.

Search and Select Additional Codes

Select a CIP Family: [Dropdown]
Keyword filter: [Text Box]
Buttons: Search, Reset



Classification of Instructional Programs (CIP)

- Click **“Save Checked Items.”**

For every training course, identify each session:

- 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. (Session can be cloned.)

- Click **“Save.”**
- Click **“Next.”**

Search and Select Additional Codes

Select a CIP Family: Agriculture, Agriculture Operations, and Related Sciences

Keyword filter:

Search Reset

Page Size: 25

Save Checked Items

Code	Title
01.0102	Agribusiness/Agricultural Business Operations. A program that prepares individuals to agriculturally related operations within in agriculture, agricultural specialization in agriculture, agricultural specialization in finance, marketing, planning, human resources, and managerial responsibilities.
01.0599	Agricultural and Domestic Animal Science. Any instructional program in agriculture above.
01.0801	Agricultural and Extension Education. A program that prepares individuals to assist, and educational services to agribusinesses, and other organizations.

Course Sessions

Session	Details	Start Date	Session Title	Instructor	Location/Address
Select	Details	2015-07-01	Afternoon Session	Bob Instructor	2450 Foundation Dr Springfield, IL 62704
Select	Details	2015-07-01	Morning Session	Bob Instructor	2450 Foundation Dr Springfield, IL 62704

Session Information

Session Start Date: 7/1/2015
 Session End Date: 8/30/2015
 Session Type: Afternoon Session

Instructor:
 Be prompt, be ready to contribute

Instructor

First Name: Bob
 Last Name: Instructor
 ID#:
 Phone: 217-796-3010 Extension:
 Fax:
 Instructor Email: bob@instructor.com

Location

Location Name: Center
 Address: 2450 Foundation Dr
 Address:
 City: Springfield
 State: IL
 Zip: 62704

History: Created: 5/15/2012 - Michael Parsons
 Last Modified: 7/13/2015 - Janine Gorman

Save Delete Add New Session Clone Session

Previous Next



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 the 'Project Details' page with several expandable sections:

- Project Sectors:** Lists Manufacturing, Marketing, Sales and Service.
- Project Industries:** Lists Food Manufacturing, Beverage & Tobacco Product Manufacturing, Textile Mills, and Rail Transportation.
- Employee Occupations:** Lists Physical Therapists, Application Therapists, Respiratory Therapists, and others.
- Upgrade Occupations:** Lists Administrative Services Occupations.
- Project Employers:** Lists Bloomington Housing Authority, Ida B. Wood, and others.
- Project Courses:** Lists 'A second course for this project' and 'new course title'.
- Project Credentials:** Lists Industry Recognized Credential and Certificate of Completion.

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."

The screenshot shows the 'Project Navigator Menu' with the following items:

- Grant Information
- Project Details
- Project Courses
- Project Industries
- Grantee Information
- Project Plan
- Project Sectors
- Project Credentials
- Employee Occupations
- Upgrade Occupations
- Employers
- Training Courses
- Submit Plan
- Add Employees
- Current Registration
- Reports
- Compendium Current Quarterly Report
- Project History & Actions

An orange arrow points to the 'Submit Plan' option.

Add Employees Who are Receiving Training

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

- Enter each employee one at a time as those employees are identified.
- Bulk upload multiple employees.

Manual Entry

- Select the employer and worksite.
- Search for existing employees or add new.
- Select Add next to individual that displays in list.
- Click **“Save.”**
- Check box if adding multiple employees.
- Click **“Save.”**
- Click **“Add New Person.”**

Bulk Upload

- 1) Complete the bulk upload - Get a sample file from the IWTS guide.
 - a) Create an xml, excel, or csv file of your employee records.
 - b) Each record **MUST** include the following fields: (for csv & excel files use field name headers)
 - i) ssn
 - ii) firstName
 - iii) lastName
 - iv) zipCode
 - v) birthDate
 - vi) ethnicity
 - vii) militaryStatus
 - viii) disabilityStatus
 - ix) disabilityCategory
 - x) gender
 - c) Click "Upload Excel, CSV or XML File" button.
 - d) Browse computer and select file for upload and click "Open."
 - e) Click "Upload File" button.
 - f) Click "View Data" button to verify data is correct.
 - g) Click "Import Data" button.
 - h) Take note of system status. It will alert you to any errors and number of records imported.
 - i) Close window.
 - j) Click "Refresh" button on Employee screen.
- 2) Identify each Employee Occupation.
 - a) Click **“Update Checked Items.”**

For Apprenticeship Illinois Grants:
Incumbent workers only count after they have been enrolled into a training session.

Select	Remove	Name	Employee Occupation	Will Training Update Occ.	Completed Training Occupation
<input type="checkbox"/>	Select	customer0814, worknet			
<input type="checkbox"/>	Select	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"/>	Select	Pesci, Joe	Actors (27-2011)	Yes	Boilermakers (47-2011)

Add Employees to Course and Sessions

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.*
- 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.

Course Registration Status
 Course: the main course
 Session: Main Session

ID	Work Site	Student	Session Status	Date	
<input type="checkbox"/>	BMA site 1	Bob, Jim	Not Registered		
<input type="checkbox"/>	SIUC Lincoln Land College	Corbala, Linda	Not Registered		
<input type="checkbox"/>	SIUC Lincoln Land College	Corbala2, Linda	Not Registered		
<input type="checkbox"/>	Illinois Manufacturers' Association	customer0814, worknet	Main Session	2015-02-16	
<input type="checkbox"/>	BMA site 1	Franz, Jane	Not Registered		
<input type="checkbox"/>	BMA site 1	Jin, Hank	Not Registered		
<input type="checkbox"/>	Remove	Illinois Manufacturers' Association	Joe, Hank	Main Session	2015-02-19
<input type="checkbox"/>	Remove	Illinois Manufacturers' Association	military0426a, list	Main Session	2012-05-08
<input type="checkbox"/>	Remove	SIUC Lincoln Land College	Parsons, Diane	Main Session	2012-05-10
<input type="checkbox"/>	BMA site 1	Parsons, Johanna	Not Registered		
<input type="checkbox"/>	SIUC worknet	Parsons, Michael	Main Session	2015-02-15	
<input type="checkbox"/>	SIUC Lincoln Land College	Parsons, Taylor	Main Session	2012-05-05	
<input type="checkbox"/>	Remove	Illinois Manufacturers' Association	Pasci, Joe	Main Session	2015-02-15
<input type="checkbox"/>	BMA site 1	Pollock, Lacey	Not Registered		
<input type="checkbox"/>	Lawrence Adult Center	Tait, John	Main Session	2010-05-07	
<input type="checkbox"/>	BMA site 1	Williams, Mike	Not Registered		
<input type="checkbox"/>	Remove	Illinois Manufacturers' Association	Williams, Mike	Not Registered	

Quarterly Reports

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.
- **For Apprenticeship Illinois**, IWTS and Illinois workNet will sync nightly. Verify that all the counts are correct.

5/30/2013 (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 [v]
 Select an LWIA: Select an LWIA [v]
 Search

Select a Project*:
 Select a Project [v]
 Select a Report*:
 [v]

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

Complete all required information with "Status Report." If this is the final quarterly report, specify if the project has been affected by an Emergency or Natural Disaster.

Status Report
[Click here for Instructions](#)

ProjectId: 308
 Report Period: 6/30/2013
 Ending: 6/30/2013
 Id: 859
 Report Status: Submitted
 IWTS Grant #: 12681007
 Frapare Name: Amy Santacaterina
 Company Name: The Chicago Cook workforce Partnership
 Training Name: 7 Mile Solutions-Integrated Management Systems

Actual Cost of Project: \$19,760.00
 Project Status: On Schedule

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 ITAR.

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

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.

Is this the final report? Yes No

Actual Cost of Project: \$19,760.00
 Do NOT enter a dollar sign

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

Project Status: Select a Project Status type

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.

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)

Incumbent Workers Training Status
[Click here for Instructions](#)

Select a course*: the main course (7)

Name Filter: **Apply Filter**

Training Completion Status*: Not Started **Alter Checked Records' Status**

Page Size: 25

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

Update Workers

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)

Incumbent Workers Training Outcome
[Click here for Instructions](#)

Training Outcome*: Retained Employment Wage Increase Promotion

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, Elia	<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



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: 6/30/2013
 Id: 659
 Report Status: Submitted
 IWDS Grant #: 12681007
 Preparer Name: Amy Santacaterina
 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, A59100, 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 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

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
4/23/2019 8:13:42 AM Kevin Valenti (217) 557-5544 Kevin.Valenti@illinois.gov	Approved Employer Show Details... >>
4/23/2019 4:51:28 PM Jennifer Serino Stasch (847) 377-2224 jserino@lakecountyl.gov	Email sent to DCEO to Approve Employer Show Details... >>
4/23/2019 4:44:00 PM Jennifer Serino Stasch (847) 377-2224 jserino@lakecountyl.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