

IWTS Reports - Overview

- All of the Incumbent Worker Tracking System Reports are available to everyone with access to at least one project.
- Users will only see the projects they have access to. State level staff have access to all projects.
- The information is cumulative and includes all projects since the system was created.
- The information is updated each day, meaning that when changes to project status, employee or course information is made, the reports will reflect the new data the next day.
- All of the reports can be viewed on the screen or results can be exported into an excel file to allow for further filtering and manipulation by the user.
- All reports will default to all available values unless filters are selected.
- State level users have the ability to pull any report by a specific project or grant number to limit the number of results.
- **Using a date range is recommended** to speed up reporting time and to decrease the number of additional data you get.

Ways to Access IWTS Reports:

1. Visit the IWTS Guide Page (<https://www.illinoisworknet.com/partners/programs/Pages/Incumbent-Worker-Tracking.aspx>)
 - Select “Follow this link to login to IWTS”
 - Select the IWTS Reports Button at the top of the page
2. Login to <http://www.IllinoisworkNet.com>
 - Go to your My Dashboard via the link in the header
 - Select Incumbent Worker Tracking System under the Partner Tools (option via left menu)
 - Select the IWTS Reports Button at the top of the page

Report Name	Report Information		
Plan Detail Report	<p>Use this report to get detailed information about each IWTS project. This report is helpful to find specific project information, such as employee occupations or to find all projects that meet a specific filter or status, such as project credentials. This report includes most of the fields that are required when entering a project.</p> <table border="0" data-bbox="467 1339 1356 1932"> <tr> <td style="vertical-align: top;"> <p>Default fields shown include:</p> <ul style="list-style-type: none"> • DCEO Grant Number • Grantee • IWTS Project Number • IWTS Project Title • Project Start Date • Project End Date • Project Status • Project Type • LWIA Number • Total # of Employees (not included if Employer info is included) • Total # of Employees Receiving Training (not included if Employer info is included) • Total # of Employers </td> <td style="vertical-align: top;"> <p>Optional fields available to fit your specific needs include:</p> <ul style="list-style-type: none"> • Project Description • DCEO Contact • Project Has Upgrades • Grant Amount • Project Cost • Balance (For Formula Only) • At Risk Factors • Project Credentials • Employee Occupations • Grantee Contacts (primary only, secondary only, or both) • Employer Info (Employer Name/Address, Primary Contact info (Name, Email), Total # Employees, Total # Employees receiving training) </td> </tr> </table>	<p>Default fields shown include:</p> <ul style="list-style-type: none"> • DCEO Grant Number • Grantee • IWTS Project Number • IWTS Project Title • Project Start Date • Project End Date • Project Status • Project Type • LWIA Number • Total # of Employees (not included if Employer info is included) • Total # of Employees Receiving Training (not included if Employer info is included) • Total # of Employers 	<p>Optional fields available to fit your specific needs include:</p> <ul style="list-style-type: none"> • Project Description • DCEO Contact • Project Has Upgrades • Grant Amount • Project Cost • Balance (For Formula Only) • At Risk Factors • Project Credentials • Employee Occupations • Grantee Contacts (primary only, secondary only, or both) • Employer Info (Employer Name/Address, Primary Contact info (Name, Email), Total # Employees, Total # Employees receiving training)
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<p>Plan Summary Report</p>	<p>Use this report to get an overview of the most basic project information. This report will allow you to see all projects and see the basic information without too much extra information. You can add more fields as needed using the optional fields. The purpose of this report is to provide a high level overview of all projects.</p> <table border="0"> <tr> <td data-bbox="467 352 885 829"> <p>Default fields shown include:</p> <ul style="list-style-type: none"> • DCEO Grant Number • Grantee • IWTS Project Number • IWTS Project Title • Project Cost • Project Start Date • Project End Date • Project Status • Project Type • Employer Name/City (if Total # of Employers is not included) • LWIA </td> <td data-bbox="930 352 1356 693"> <p>Optional fields available to fit your specific needs include:</p> <ul style="list-style-type: none"> • Total # Employers • Total # Employees • Total # Employees who Earned at Least 1 Certificate • Total # Employees Completed Training • Total # Employees Enrolled • Plan Occupations </td> </tr> </table>	<p>Default fields shown include:</p> <ul style="list-style-type: none"> • DCEO Grant Number • Grantee • IWTS Project Number • IWTS Project Title • Project Cost • Project Start Date • Project End Date • Project Status • Project Type • Employer Name/City (if Total # of Employers is not included) • LWIA 	<p>Optional fields available to fit your specific needs include:</p> <ul style="list-style-type: none"> • Total # Employers • Total # Employees • Total # Employees who Earned at Least 1 Certificate • Total # Employees Completed Training • Total # Employees Enrolled • Plan Occupations
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<p>Employer Training Report</p>	<p>Use this report to get basic employer information in addition to general project information. This report will provide the employer name and FEIN number as well as training outcomes for that employer. You can add additional employer specific information using the optional fields.</p> <table border="0"> <tr> <td data-bbox="467 1113 885 1690"> <p>Default fields shown include:</p> <ul style="list-style-type: none"> • DCEO Grant Number • Grantee • Project Number • Project Title • Project Start Date • Project End Date • Project Status • Project Type • Project Cost • Employer FEIN • LWIA • # Employees who Retained Employment** • # Employees with Wage Increase** • # Employees with Promotion** </td> <td data-bbox="930 1113 1356 1885"> <p>Optional fields available to fit your specific needs include:</p> <ul style="list-style-type: none"> • Employer and/or Worksite Address • Employer and/or Worksite City • Employer and/or Worksite Zip and +4 • Employer Phone • Employer Agency Type • Employer Owner Ethnicity • Employer and/or Worksite # Employees • Employer and/or Worksite # Employees Receiving Training • Employer and/or Worksite Impact Statement • Worksite Match • Employer Contacts • Congressional District • State Legislative and Senate Districts • EDR • County </td> </tr> </table> <p>**Excluded when Contact Information is included</p>	<p>Default fields shown include:</p> <ul style="list-style-type: none"> • DCEO Grant Number • Grantee • Project Number • Project Title • Project Start Date • Project End Date • Project Status • Project Type • Project Cost • Employer FEIN • LWIA • # Employees who Retained Employment** • # Employees with Wage Increase** • # Employees with Promotion** 	<p>Optional fields available to fit your specific needs include:</p> <ul style="list-style-type: none"> • Employer and/or Worksite Address • Employer and/or Worksite City • Employer and/or Worksite Zip and +4 • Employer Phone • Employer Agency Type • Employer Owner Ethnicity • Employer and/or Worksite # Employees • Employer and/or Worksite # Employees Receiving Training • Employer and/or Worksite Impact Statement • Worksite Match • Employer Contacts • Congressional District • State Legislative and Senate Districts • EDR • County
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<p>Employer Project Summary Report</p>	<p>Use the filter to design an employer project summary report. Each row in this report represents an employer. The report will default to all available values unless filters are selected. This report will give you total information about a specific employer/FEIN. You will be able to see all of the projects an employer has been added to, project costs, total employees served, etc. This is the summary that will help see resources going to specific employers.</p> <p>Default fields shown include:</p> <ul style="list-style-type: none"> • Employer Name • Employer FEIN • Number of Projects an Employer Has • Project Numbers List • Employer UI Account Number • LWIA • EDR • Employer Congressional District • Employer State House District • Employer State Senate District • Total Project Cost • Project Sector • Contact Name • Contact Email • Contact Type • Employer Address <ul style="list-style-type: none"> • Employer City • Employer ZIP Code • Total Number of Employees Who Earned at Least 1 Certificate • Total Number of Employees Enrolled • Total Number of Employees Completed Training • Total Number of Employees Who Earned at Least 1 Certificate • Total Number of Certificates Completed • Number of Employees who earned a Credential • Number of Credentials Earned • Number of Employees who Retained Employment • Number of Employees with Wage Increase • Number of Employees with Promotion
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<p>Employee Training Report</p>	<p>Use this report to get employee level information for projects. Each line will be a single employee. This means each project or grant will have as many lines in the spreadsheet as there are employees served. This report can provide specific employee information including military status and last 4 of SSN. This report can provide you with a listing of employees for any project or grant, which is great for monitoring or checking employee information.</p> <p>Default fields shown include:</p> <ul style="list-style-type: none"> • DCEO Grant Number • Grantee • Project Number • Project Title • Project Start Date • Project End Date • Project Status • Project Type • Project Cost • Employer Name • Employer FEIN • LWIA <p>Optional fields available to fit your specific needs include:</p> <ul style="list-style-type: none"> • Last Four of Employee SSN • Zip Code • Gender • Date of Birth • Job Title • Military Status • Disability Status/Category • Ethnicity • Employee Occupation • Upgrade Occupation • Employer City • Agency Type • FEIN • Course Title • Course Description • Course CIP Code(s) • Session • Completion Status • Retained Employment • Wage Increase • Promotion
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<p>Course/Session Training Report</p>	<p>Use this report to get course level information for projects along with basic project data. Use this report to see all course for a given project. Use the optional fields to get even more course information including session data, start and end dates, and location information. This will provide you with an overview of the specific courses that are serving each project.</p> <table border="0" data-bbox="454 378 1380 865"> <tr> <td data-bbox="454 378 893 865"> <p>Default fields shown include:</p> <ul style="list-style-type: none"> • DCEO Grant Number • Grantee • Project Number • Project Title • Project Start Date • Project End Date • Project Status • Project Type • LWIA Number • Employer Name • Course Title </td> <td data-bbox="893 378 1380 865"> <p>Optional fields available to fit your specific needs include:</p> <ul style="list-style-type: none"> • Course Description • Course CIP Codes • Session Start/End Date • Session Title • Instructor Contact Information • Location Information • Employee Occupation • Occupation Upgrades • Total Enrollments • Total Completions • Total Employers Served • Course Credentials </td> </tr> </table>	<p>Default fields shown include:</p> <ul style="list-style-type: none"> • DCEO Grant Number • Grantee • Project Number • Project Title • Project Start Date • Project End Date • Project Status • Project Type • LWIA Number • Employer Name • Course Title 	<p>Optional fields available to fit your specific needs include:</p> <ul style="list-style-type: none"> • Course Description • Course CIP Codes • Session Start/End Date • Session Title • Instructor Contact Information • Location Information • Employee Occupation • Occupation Upgrades • Total Enrollments • Total Completions • Total Employers Served • Course Credentials
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