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Overview

Purpose

In the Illinois Works Reporting System, the Career Plan is a tool that Student Support Services Representatives can use with their Participants to:

- Review assessment results
- Create goals based on assessment results
- Identify steps/services needed to achieve those goals and,
- Document current status and flags when intervention is needed.

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Highlights:

- Participant information submitted during the application process is used to populate the Career Plan.
- The career planner reviews the information and identifies recommended next steps that include start/end dates, status, notes, associated costs, and earned credentials (when applicable upon successful completion of the credential).
- The career planner adds recommended steps/services by selecting from a listof steps/services.

Who Enters/Maintains Data

Only staff and Participants that have been given access to the program can view the Career Plan.

- Grantee/Service Providers Staff can view/edit Career Plans for Participants in their organization.
- Program Managers Regional level staff have access to view/edit Career Plans for tor all Participants.
- Super Administrators Illinois Works Staff can view/edit Career Plans for all participants.
- Participants Participants can access their information from their program tools located in My Dashboard.

Access Participant Progress Page

- 1. Log into <u>www.illinoisworknet.com</u>.
- 2. Select My Dashboard and select Customer Support Center under Partner Tools.
- 3. Select the Groups in the top menu.
- 4. Select IL Works.
- 5. Search for the Participant by name
- 6. Select the Participant's name to access their information.
- 7. Select the Training/Services tab.

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C	OVERVIEW													CASE NOTES (0)	

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Overview - provides a summary view of assessments, career goals, accomplishments, and the steps related to goals.

- 1. Review Assessment provides assessment results that are saved in Illinois workNet and an area to write a summary of the assessment results. Note: These assessments are not requirements of ILW, but may be utilized by Grantee/Service Providers if they choose.
- 2. Set Goals provides an area to identify goals and categorize them as short/long term, and status.
- 3. Add Steps/Services provides system-generated recommended services/steps thatcan be added to the plan.

CAREER PLAN OVERVIEW - ILLINOIS WORKS REPORTING SYSTEM

🕑 DASHBOARDS - 😕 GROUPS 🖀 🗉 📊 HI, MTELGERS

ASE NOTES (2) 📥

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4. Update Log - provides a log of Career Plan updates and uploads for the participant Career Plan agreements.

Career	Plan	Sections
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Overview

Case Notes allows career planners to enter case notes to document changes, updates, and other notes.

Profile provides a:

Summary of participant information

Related Instructions link to the Creating a Career Plan instructions

OVERVIEW

Participant Summary Tools link to the participant's record of assessments, attendance, case notes, credentials, training/services, uploads, and worksites.

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Profile: Charley Crockett

DOB 2/20/2000

Related Instructions

Career Plan Overview

Assessments

Attendance

Case Notes

Credentials

Training/Services
Uploads
Worksites

Participant Summary Tools

Last 4 SSN

See All

Email ccrockett@noemail.com



Note: Profile, Related Instructions, and Participant Summary Tools are located on the left-hand side bar of all participant career plan pages.

Latest Customer Goal/Plan Agreement – This section allows staff to enter whether or not there is confirmation of a Customer Agreement for the participant that they participated in the development of their Career Plan. **Note**: This is not a requirement for ILW.

- Physical Signature Use the View/Print IEP/ISS Form button and have the participant and career planner sign the bottom of the document. Then upload the agreement to the Uploads tool. You will finish the physical signature process by selecting the status that reflects a signature was collected and documentation was uploaded/on file.
- Electronic Signature Use the Send Electronic Request for Customer Agreement option to send a participant an electronic version of their IEP/ISS to digitally sign. The participant will receive an email and an Illinois workNet message with instructions on how to sign the document. Once the document has been signed, the participant's account will be updated to reflect as such. You will finish the electronic signature process by updating the Latest Customer Goals/Plan Agreement to the status that reflects a signature was collected and documentation was uploaded/on file.
- Unable to Collect Signature Use the Unable to Get Customer Agreement On File option.

Assessments provides a high-level view of completed assessments within Illinois workNet. These assessments are not the required ILW assessments. Select See More to go to the assessment page.

Desired Career Path is part of the Employment Goal assessment. This information can be updated at any time. Select See More to go directly to the Employment Goal assessment section.

Accomplishments provides a quick count of earned credentials, completed goals, and completed services that link to a list of those items.

The Career Plan section is organized by goals. It includes a list of the steps/services associated with each goal. The start and end dates for the goals are automatically generated by the steps/services for that goal. Goal status is set by the career planner and is used to identify goals that are not started, on track, off track, or completed.



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Illinois Works Reporting System

Creating a Career Plan



1. Review Assessment

It is important to complete assessments to identify participant skills, interests, goals, and barriers. Some of this information is collected when the participant completes the online application (initial assessment). This information is saved in the Career Plan Complete Assessment & View Results section (Note: Not required for ILW).

- Go through each of the assessment sections. Information populates in the appropriate sections from the intake assessment.
- 2. Add an Assessment Summary. Saved assessment summaries are available in the Assessment Summary tab.

2. Set Goals

Goals should be written to address: barriers, employment goals, education/training, and related stackable credentials that can be earned to advance the participant through their career pathway. Goals should be realistic, measurable, and attainable.

Note: Goals for wrap-around services, student support services, training services, and transition services will be set, but others can be added if needed through the process outlined.

Use completed assessments as a resource to discuss and develop goals with your participant. The participant will need to agree to the overall initial plan. If participant goals are added or marked as off track, the participant will need to agree to the update.





- 1. Select the Set Goals tab and Add Goal Statement.
- 2. Enter a Goal Statement that is 144 characters or less.
- 3. Select a Category.
- 4. Identify if the goal is a Short-Term or Long-Term goal.
- 5. Set goal Status as follows:
- Not Started = This status is the default setting. The career planner should update when the participant has started working toward this goal.
- On Track = The participant is continuing to progress through the steps in this section of the plan at an acceptable rate.
- Off Track = The participant is not progressing through the steps in this section of the plan at an acceptable rate. A notification is sent to the participant to let them know the status of their plan has been set to Off Track, and that the career planner would like to work with them to help get them back on track.
- Complete = The career planner has verified the participant has completed this section of the plan.
 Illinois Works Paparting

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	N SET GOALS - IL WORKS	5			
Overview 1. Review Assessme	ent 2. Set Goals 3. Add Steps/Services	Update Log			
SET GOALS				CASE I	NOTES (0) 🗸
Profile: Icecream Cup	Goals should be written so they address ba	arriers, employment go	als, education/training	g and related	stackable
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Email Icecreamcup@noemail.com DOB 10/2/1992 User Name ICup Last 4 SSN See All Related Instructions Career Plan Overview	credentials that can be earned to advance in measurable and attainable. Use completed assessment information to overall initial plan. If additional changes are Add Goal Statement Goal Statement Find an employment in the construction. Receive my associates in business administration.	the customer through t develop goals with you e made to the custome Category Career Plan Education/Training Plan	their career pathway. ur customer. The customer r's goal, the customer Short/Long Term Short Term Goal Long Term Goal	They should b omer will need to a will need to a Plan Services Add Add	d to agree to the agree to the updat Status On Track Edi Complete Edi
Email Icecreamcup@noemail.com DOB 10/2/1992 User Name ICup Last 4 SSN See All Related Instructions Career Plan Overview Participant Summary Tools	credentials that can be earned to advance in measurable and attainable. Use completed assessment information to overall initial plan. If additional changes are Add Goal Statement Goal Statement Find an employment in the construction. Receive my associates in business administration.	the customer through t develop goals with you e made to the custome Category Career Plan Education/Training Plan	their career pathway. ur customer. The custo r's goal, the customer Short/Long Term Short Term Goal Long Term Goal	They should b omer will need will need to a Plan Services Add Add	d to agree to the agree to the updat Status On Track Edi Complete Edi



3. Add Steps/Services

Start adding planned steps/services for the participant to reach their goals.

- 1. Select Add Step/Service. A modal will open with the services you can select from. Click Add next to each step you would like to add to this participant's careerplan.
- 2. Under "Assign Step/Service(s) to a Goal you can edit the services you added. To edit Planned Services (click the pencil icon) and identify the planned start and due dates, how many hours a week the participant plans on working on this goal, step status, and other notes. Then select the Update Customer Service button.
- 3. The service is added to the goal section under the appropriate goal selected for the service.

👤 CAREER PLAN	ADD STEPS/SERVICES - IL W	ORKS	
Overview 1. Review Assessmen	t 2. Set Goals 3. Add Steps/Services Update Lo	g	
ADD STEPS/SERVICES			CASE NOTES (6) 📥
Profile: Jasmine Brown Email jasminebrown@noemail.com DOB 1/4/1965 User Name JBrown8 Last 4 SSN See All	STEP 1: Add Step/Service Add Step/Service STEP 2: Assign Step/Service(s) to a Goal Step/Service Case Management / Career Planning	Cese Management / Career Planning Total Subsidized days for all Remic 0 Goal* Select a goal Planned Sant Date* Planned Date* Ramed Date* Mony Mounts a working ownohing on hit3**	v Sollor* Planed(Net Sated (Schedules) v
Related Instructions Career Plan Overview	Case Management / Career Planning X Childcare X Financial Literacy Services X	Service addresses the following situations Steve More Structures	
Participant Summary Tools Assessments	Other Supportive Services 🖍 🗙 Technology Rental 🖍 🗙	Not Set	
Case Notes	Showing 1 to 8 of 8 entries		Previous 1 Next

4. You will then be prompted to add a case note.



Manage Step/Services in Goal

To add details to the step/services that have been added for the participant select the appropriate row and then select the pencil icon next to the step/service.

J J J F P J J F K V I F J				CAC		
				CAS		E2 (3
Profile: Charley Crockett	STEP 1: Add Step/Service					
mail ccrockett@noemail.com	Add Step/Service					
DOB 2/20/2000	STEP 2: Assign Step/Service(s) to a	a Goal				
ast 4 SSN				Search:		
see All	Step/Service	No data availabl	Status	Ŷ	Other Iter	ns
		No data avallable	e în table			
Related Instructions	Showing 0 to 0 of 0 entries				Previous	N
Career Plan Overview						
	STEP 3: Manage Step/Service(s) ir	n Goal				
Participant Summary Tools	STEPS FOR: WRAP AROUND SERVIC	<u>CES (1)</u>				
Assessments	-		Se	arch:		
Case Notes	Step/Service	Note	Status	\$ 0	ther Item	s
Change in Activity	Job Practicum 🖍		Started/Open			
Services			4/6/2022			



Creating a Career Plan

You will then be taken to a page that looks like the screenshot below:

Status (Default) Service Provider Dollar Value of Service Attendance

Career Plan / Add Steps/Services / Edit Customer Service

EDIT CUSTOMER SERVICE

Profile: Charley Crockett	Alumni Networ	king				
Email ccrockett@noemail.com	Total Subsidize	ed days for all items: 0				
User Name CCrockett	Goal*	Support Services	~	Status*	Successful Completion	~
Last 4 SSN	Planned	₩ 4/18/2022				
See All	Start Date*					
Reset Password Send Message	Planned Due Date*	4/30/2022		Planned Completion Date*	=	
	How many hours a week are you planning on working on this?*	1.00				
	Other Notes		1			

Status (Default)

All services and/or training include the related goal, status, start date, due date, weekly hours, and additional notes. A completion date is required if the status is complete.

Service Provider/Instructor

Identify who is providing the service or training. The Service Provider will be the default provider. If the Service Provider is not providing the service, enter the appropriate provider information.



Dollar Value of Service/Training

Enter the dollar amount related to the service or training. For example, if transportation costs were covered with a bus pass or gas card, the dollar amount can be noted in this step.

Attendance

Enter and verify the attendance of each participant in the program. For example, if a participant is absent, select the absent or make-up session.

- 1. Select the Attendance tab.
- 2. Under the Week column, select the week to enter the participant's attendance.
- 3. Enter the attendance for each date.
 - a. If the participant was absent, click on the Absent box for each day.
 - b. If the participant made up the session,

Day	Check In	Lunch Start	Lunch End	Check Out	Absent	Make-up Session	Updated
Sunday 1/2/2022							n/a
Monday 1/3/2022	S 00:e	12:00	I:00 ₽	☑ 5:00p			Latoya McRae 1/27/2022 11:10:26 AM
uesday /4/2022							n/a
Vednesday /5/2022							n/a
hursday /6/2022							n/a
riday /7/2022							n/a
aturday /8/2022							n/a

enter the time on the Make-up Session.

4. Select the Submit and Verify Attendance button at the end of each training session.

Post-Assessment

Service Providers can enter post-assessment by scores (%) for participants to assess their understanding of training modules covered in the program.

Earned Credentials

Note: All ILW programs should enter at minimum a credential for OSHA-10 First-Aid CPR, and their chosen curriculum (NCCER/NABTU).

You will see a listing of the credentials a participant has earned during their participation in the program. You will be able to associate the credential(s) that were identified with the training program when it was entered into the system. If you do not see the correct credential, make sure you have associated the correct training program to the service and that the credential was entered into the system and approved for the training program under your provider information.