



June Lunch & Learn: Completions & Transitions in IWRS

Friday, June 17, 2022



Illinois
Department of Commerce
& Economic Opportunity



Agenda

- I. Completion & Follow-Up IWRS Statuses**
- II. ILW verification of completions & transitions**
- III. Helpful tools to verify IWRS data**
- IV. Q & A**





Completion & Follow-Up IWRS Statues

Program Completion, Transition & Follow Up Statuses

ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP

Overview Intake Training/Services **Program Completion/Follow-Up**

FOLLOW-UP

Profile: Mary Jane

Email maryj@noemail.com

DOB 10/6/1985

Last 4 SSN

Enter Program Completion Status

Add Completion Status

Add Case Note

Current Completion Status: Complete [View Baseline](#)

At the conclusion of a pre-apprenticeship program, participants will begin to move from “Enrolled” to “Complete” or “Complete & in Transition”

This is done on the participant’s profile in the “Program Completion/Follow-Up” tab.

ADD STATUS

Completion Status *

- Select Status
- Select Status
- Complete
- Complete & In Transition
- Incomplete
- Post Program Active Tracking
- Long Term Tracking
- Administrative Withdrawal

Save Close

Profile: Mary Jane

Email maryj@noemail.com

Add Completion Status

Program Completion, Transition & Follow Up Statuses

Complete



Complete & in Transition

Post Program Active Tracking

Long-term Active Tracking

Incomplete

Administrative Withdrawal

When a participant has met all program requirements including **earning all required and program-specific certifications/credentials** and **meeting or exceeding attendance and post-assessment score requirements.**

This status is for a participant who has completed successfully the program but who is still working to determine their transition plan (DOL RAP or Not DOL RAP).

Program Completion & Follow Up Statues

Complete


Complete & in Transition

Post Program Active Tracking

Long-term Active Tracking

Incomplete

Administrative Withdrawal

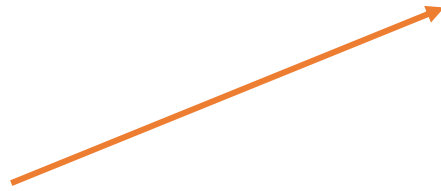


When a participant has met all program requirements including **earning all required and program-specific certification/credentials** and **meeting or exceeding attendance and post-assessment score requirements.**

This status is for a participant who has completed successfully and who has chosen a transition plan (DOL RAP or Not DOL RAP)

Program Completion & Follow Up Statues

Complete
Complete & in Transition
Post Program Active Tracking
Long-term Active Tracking
Incomplete
Administrative Withdrawal

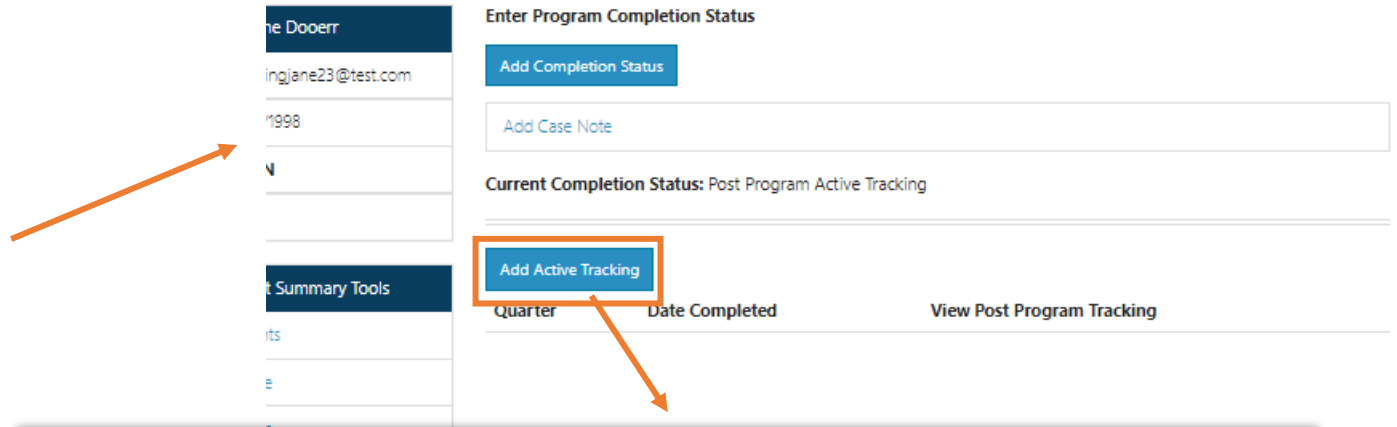


When a participant had been Complete & in Transition and begins their first year of tracking past their program completion.

This is changed when the first follow-up questionnaire is completed.

Program Completion & Follow Up Statues

- Complete
- Complete & in Transition
- Post Program Active Tracking**
- Long-term Active Tracking
- Incomplete
- Administrative Withdrawal



Enter Program Completion Status

Add Completion Status

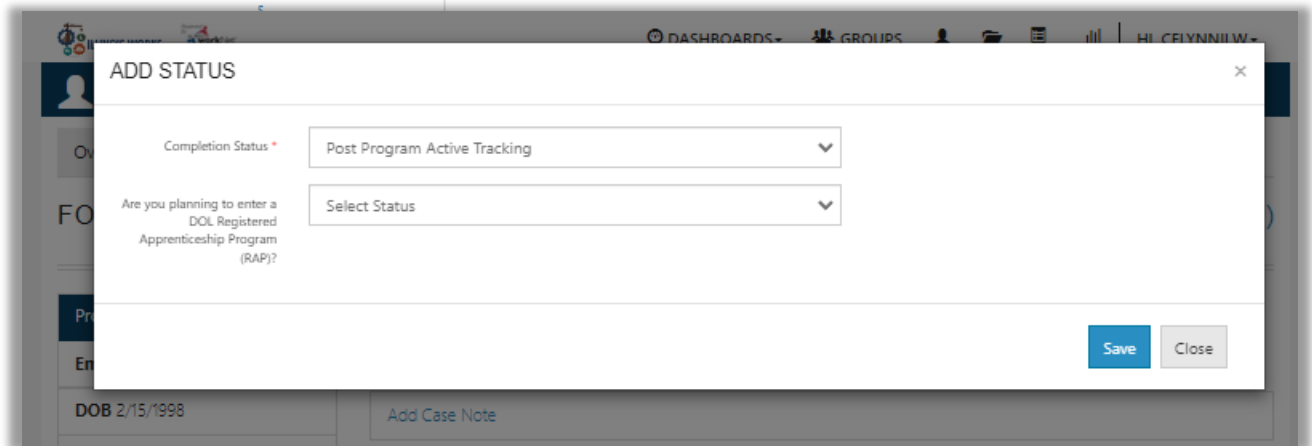
Add Case Note

Current Completion Status: Post Program Active Tracking

Add Active Tracking

Quarter	Date Completed
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View Post Program Tracking



ADD STATUS

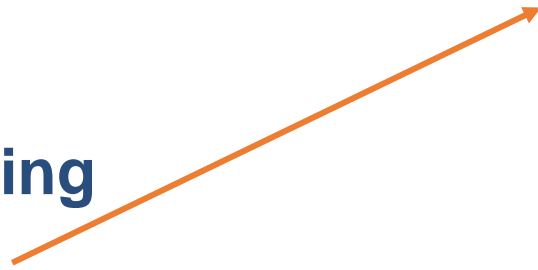
Completion Status * Post Program Active Tracking

Are you planning to enter a DOL Registered Apprenticeship Program (RAP)? Select Status

Save Close

Program Completion & Follow Up Statues

Complete
Complete & in Transition
Post Program Active Tracking
Long-term Active Tracking
Incomplete
Administrative Withdrawal



When a participant has moved beyond their one year of active tracking and all four follow-up questionnaires have been completed each 3 months apart.

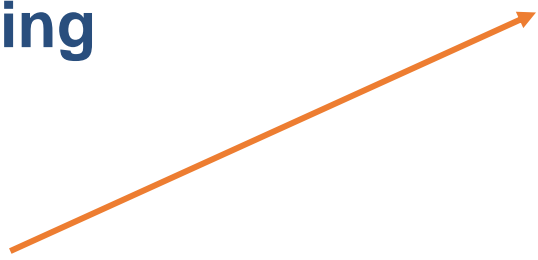
Program Completion & Follow Up Statues

Complete
Complete & in Transition
Post Program Active Tracking
Long-term Active Tracking
Incomplete 
Administrative Withdrawal

When a participant has met all eligibility, offered enrollment into the program, accepted that offer, and then attends instruction but then either withdrawals or is dismissed.

Program Completion & Follow Up Statues

Complete
Complete & in Transition
Post Program Active Tracking
Long-term Active Tracking
Incomplete
Administrative Withdrawal



When a participant has met all eligibility, offered enrollment into the program and accepted that offer but then never shows up to instruction

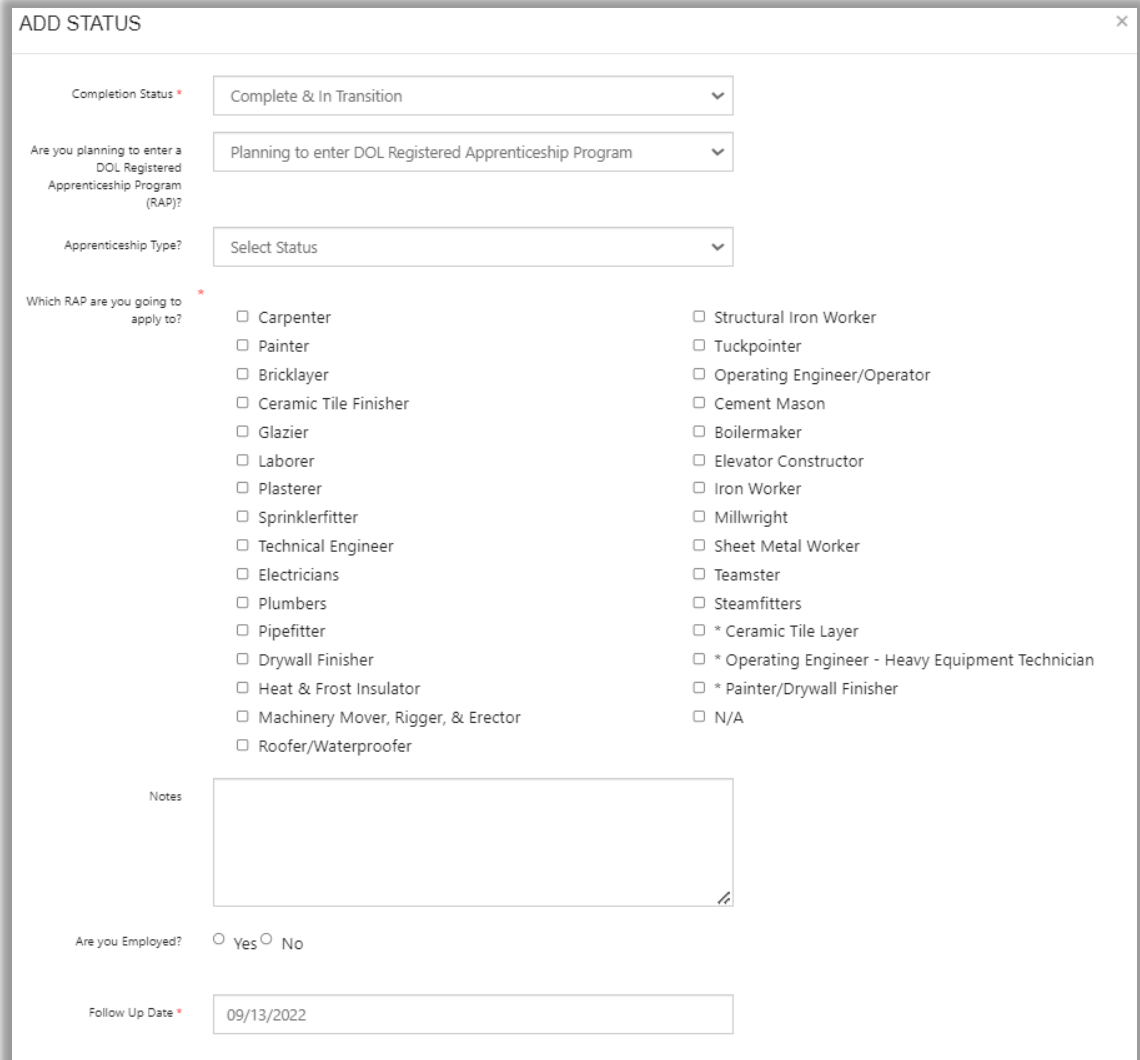
***Note:** Administrative Withdrawal is also not the same as “Not Enrolled”. “Not Enrolled” means someone went through the application process and either withdrew from the process prior to being offered enrollment declined enrollment, or was not offered enrollment in the program.*



ILW verification of completions & transitions

Program Completion/Follow Up

- Participants should be updated to mark the appropriate status
- If a participant is marked as “Complete & In Transition” the baseline questionnaire needs to be completed
- If marking a participant as “Incomplete” IWRS will prompt you to report why the participant is incomplete.



The screenshot shows a web form titled "ADD STATUS" with the following fields and options:

- Completion Status ***: A dropdown menu with the selected option "Complete & In Transition".
- Are you planning to enter a DOL Registered Apprenticeship Program (RAP)?**: A dropdown menu with the selected option "Planning to enter DOL Registered Apprenticeship Program".
- Apprenticeship Type?**: A dropdown menu with the selected option "Select Status".
- Which RAP are you going to apply to? ***: A list of radio button options for various trades, including:
 - Carpenter
 - Painter
 - Bricklayer
 - Ceramic Tile Finisher
 - Glazier
 - Laborer
 - Plasterer
 - Sprinklerfitter
 - Technical Engineer
 - Electricians
 - Plumbers
 - Pipefitter
 - Drywall Finisher
 - Heat & Frost Insulator
 - Machinery Mover, Rigger, & Erector
 - Roofer/Waterproofing
 - Structural Iron Worker
 - Tuckpointer
 - Operating Engineer/Operator
 - Cement Mason
 - Boilermaker
 - Elevator Constructor
 - Iron Worker
 - Millwright
 - Sheet Metal Worker
 - Teamster
 - Steamfitters
 - * Ceramic Tile Layer
 - * Operating Engineer - Heavy Equipment Technician
 - * Painter/Drywall Finisher
 - N/A
- Notes**: A large text area for entering additional information.
- Are you Employed?**: Radio button options for "Yes" and "No".
- Follow Up Date ***: A text field containing the date "09/13/2022".

Intake

- Pre-screen assessment
- Application
- Interview scores & sheets uploaded
- Commitment Agreement uploaded
- Wrap-around service assessment completed in IWRS
- Orientation & transition career assessment completed

*These should be completed at the beginning of the program

Profile: Mickey Mouse

Email: mouse@noemail.com

DOB: 10/3/1986

Last 4 SSN: 6789

See All

[Sync With IES](#)

[Reset Password](#)

Participant Summary Tools

- Assessments
- Attendance
- Case Notes
- Credentials
- Training/Services
- Uploads
- Worksites

Instructions/Resources

- Intake Instructions
- Case File Organizer Sheets

1. Complete Application
 Prescreening Information
 View Application Completed on 2/22/2022

2. Complete interview using the interview sheet

Selected for an interview

[Add/Edit Interview Information](#)

Interviewer Names Goofy & Donald
 Interviewer Score 38.00 %

Upload Interview Sheet
 Interview Sheets:
 M. Mouse Interview Sheet.pdf ✖

3. Enter enrollment status

[Add Enrollment Status](#)

Upload Signed Agreement

Signed Agreements:
 M. Mouse Commitment Agreement.pdf

[Add Case Note](#)

Date	Enrollment Status	Reason
6/13/2022	Enrolled in program - Eligible and signed document	Enrollment Date: 6/13/2022
3/17/2022	Enrolled in program - Eligible and signed document	Enrollment Date: 3/17/2022

4. Complete screening for wrap around support services
 View Wrap Around Support Services Screening 6/13/2022

5. Career Assessment

[Add Career Assessment](#)

Show 10 entries

Assessment	Recommended Action
06/13/2022 Career Assessment	Begin outlining an action plan that will ensure the participant can meet the nec...

Previous 1 Next

Training/Instruction

- Ensure credentials are added to the appropriate modules & verification uploaded
- Ensure all services and goals have been successfully completed
- Ensure all attendance and post-assessments for each module are completed

80% + for attendance/module
70% + for post-assessments

ASSESSMENTS

Career Cluster Inventory
Not Complete

Employment 101 - Pre
Not Complete

Employment 101 - Post
Not Complete

NOCTI
Not Complete

[See More](#)

DESIRED CAREER PATH

Career Pathway Choice
None

Occupation 1
None

Occupation 2
None

Wage Goal (Per Hour)
None

[See More](#)

ACCOMPLISHMENTS

Earned Credentials: 3

Completed Goals: 1

Completed Services: 3

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	Hide Next Steps	Career Plan	4/5/2022	4/22/2022	Complete
	Module 1 - Illinois Works Pre-apprenticeship Program Orientation		4/5/2022	4/8/2022	Successful Completion
	Module 2 - Basic Safety		4/11/2022	4/15/2022	Successful Completion
	Module 3 - Introduction to Construction Math		4/18/2022	4/22/2022	Successful Completion

Uploads

Upload credentials including:

- First Aid/CPR
- OSHA-10
- NCCER/NABTU
- Other program-specific credentials

Upload primary or secondary transition verification documentation

UPLOADED DOCUMENTS

Related Instructions

Uploads

Participant Summary Tools

Assessments

Case Notes

Change in Activity

Services

Worksites

Uploads

Upload File

Show entries Search:

File name	Description	Category	Uploaded By	Upload Date	Remove
M. Mouse Commitment Agreement.pdf		Signed Agreement	CFlynnILW	6/13/2022	✖
M. Mouse First Aid_CPR.pdf	First Aid CPR	Employment Documents	CFlynnILW	6/13/2022	✖
M. Mouse IBEW Application Confirmation.pdf	IBEW Application	Employment Documents	CFlynnILW	6/13/2022	✖
M. Mouse Interview Sheet.pdf		Interview Sheet	CFlynnILW	6/13/2022	✖
M. Mouse NCCER.pdf	NCCER Certificate	Educational Documentation	CFlynnILW	6/13/2022	✖
M. Mouse OSHA .pdf	OSHA Certificate	Employment Documents	CFlynnILW	6/13/2022	✖

Showing 1 to 6 of 6 entries Previous Next

Primary Transition – Verification Docs

Primary Transition

A graduate of an Illinois Works Pre-apprenticeship training program who has applied and has been accepted to a DOL registered apprenticeship program OR who has applied and has been placed on a waiting list for a DOL registered apprenticeship program.



Example Verification Documents

RAP application confirmation, a receipt for application fee from RAP/union, RAP enrollment letter etc.



Secondary Transition – Verification Docs

Secondary Transition

A graduate of an Illinois Works Pre-apprenticeship training program who chooses not to apply for a DOL registered apprenticeship program and instead is actively participating in an alternate outcome (i.e. registered in a college program or other education/training program, accepted position with employer etc.)

Example Verification Documents

Pay stub, other education/training program acceptance letter or transcripts, employment offer letter etc.



Helpful tools to verify IWRS data



Verifying Data

Export Feature

Student Support Needs Report

Participant Data Verification Worksheet

Exhibit 7: Participant File Checklist

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement | Partner Engagement & Management | Work Plan & Report

Name:

Intermediary/Provider:

Customer Status:

Search **Export** Student Support Needs Report

Show 10 entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Post Program Active Tracking	Dooerr	Jane	Chicago Test Provider 1	3/29/2022
Post Program Active Tracking	February	January	Chicago Test Provider 1	Not Submitted
Post Program Active Tracking	Jane	Mary	Chicago Test Provider 1	5/2/2022

EXPORT

Select which fields you would like to export. The fields that are pre-selected are added to every report.

- Select/Deselect All
- Worknet Id
- Account Status: Active/Inactive
- Customer Status (Inquiry, Applicant, Enrolled etc.)
- First Name
- Last Name
- User Name
- Last 4 SSN
- Email
- Birth Date
- Phone Number
- Address Line 1
- Address Line 2
- City
- State
- ZIP Code
- County
- Gender
- Ethnicity
- Highest Level of Education
- Grantee
- Training Program
- Date Assigned (Inquiry Date)
- Date Assigned (Applicant Date)
- Follow Up Flag
- Enrollment Status Flag
- Absences Flag
- Post-Assessment Flag

Verifying Data

Export Feature Student Support Needs Report Participant Data Verification Worksheet Exhibit 7: Participant File Checklist

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement | Partner Engagement & Management | Work Plan & Report

Name:

Intermediary/Provider:

Customer Status:

Show entries

Customer Status	Last Name	First Name	Provider
Post Program Active Tracking	Dooerr	Jane	Chicago Test Provider 1
Post Program Active Tracking	February	January	Chicago Test Provider 1
Post Program Active Tracking	Jane	Mary	Chicago Test Provider 1

STUDENT SUPPORT SERVICES REPORT

Project:

Customer Enrollment Status:

Grantee:

Service Provider:

Service Name:

Start Date Begin Range:

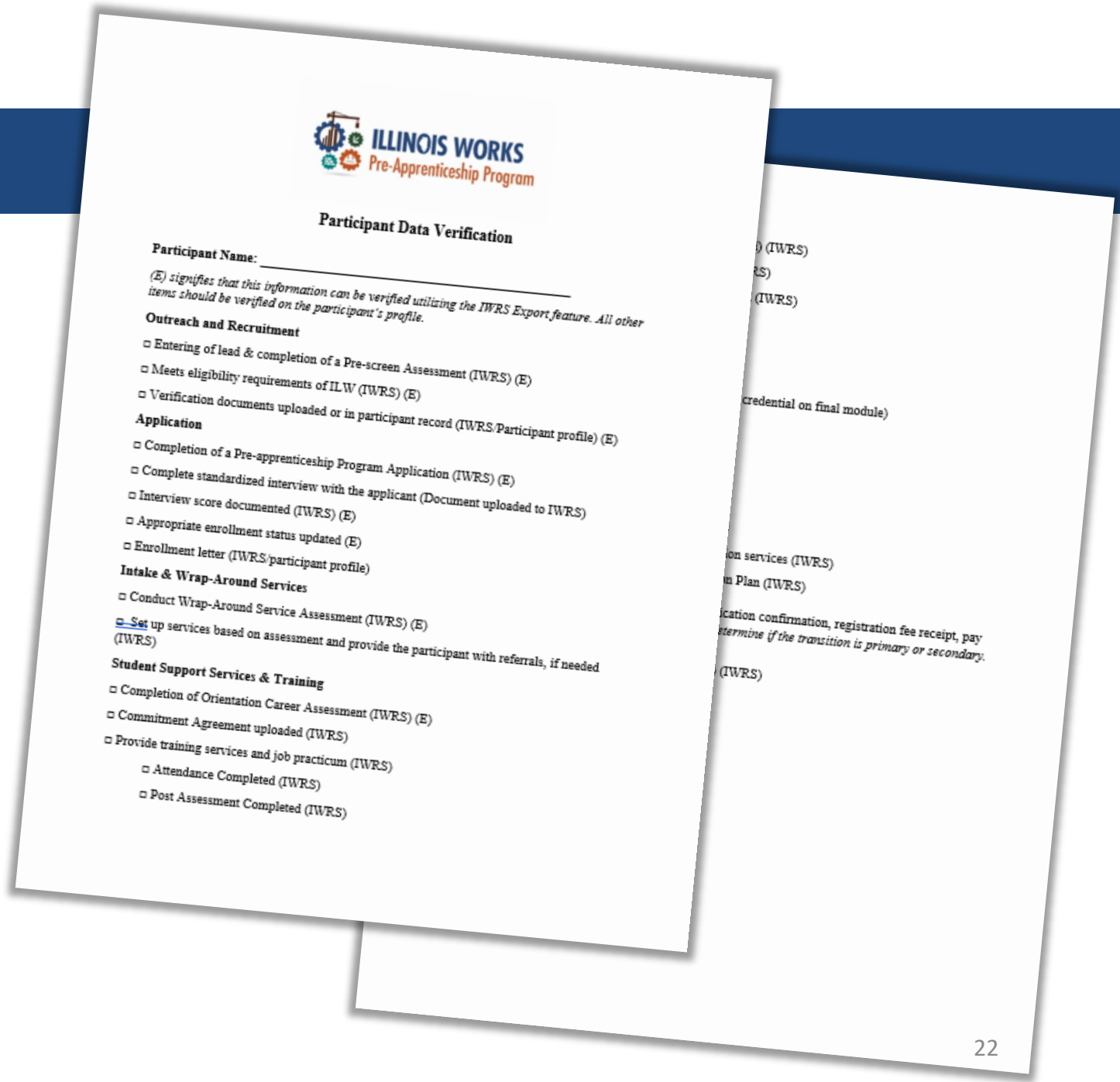
Start Date End Range:

Flag Types:

Last Name	First Name	Training Service Name	Training Category	Absent Flags	Post-Assessment Flags
Jasmine	Wright	Assistance with completing an apprenticeship program application	Transition Service	N/A	N/A
Jasmine	Wright	Assistance with completing an apprenticeship program application	Transition Service	N/A	N/A
Mary	Jones	Assistance with completing an apprenticeship program application	Transition Service	N/A	N/A

Verifying Data


Export Feature
Student Support Needs Report
Participant Data Verification Worksheet
Exhibit 7: Participant File Checklist



Verifying Data

Export Feature
 Student Support Needs Report
 Participant Data Verification Worksheet
Exhibit 7: Participant File Checklist

Exhibit 7 – Participant File Checklist



Participant File Checklist

Participant's Name: _____

Application Date: _____ Enrollment Date: (if applicable) _____

Required Documentation for Each Stage of the Participant LifeCycle	Documentation Received (Please Initial)				Document Source/Comments
	Yes	No	N/A	Date & Initial	
Outreach and Recruitment					
Pre-screen Assessment (if completed hard copy)					
Application					
Pre-apprenticeship Program Application					
Pre-apprenticeship Program Interview Questionnaire (with scores)					
Enrollment decision letter (acceptance, conditional acceptance, denial)					
Intake and Wrap-Around Services					
Proof of address/ Illinois residency					
Age verification					
Proof of Driver's License					
Proof of GED/HiSET or H.S. Diploma					
Relevant Wrap-around service documents					
Student Support Services					
Relevant Student Support Services					
Training					
Career Assessment -Orientation					
Pre-Apprenticeship Training Program Commitment Agreement					
Program Completion					
Certificate of Completion and/or other document indicating successful completion (NCCER/NABTU, OSHA, First Aid/CPR)					

This document was developed by the Office of Illinois Works for the use by Illinois Works Pre-apprenticeship Program grantees.

Questions?





July Lunch & Learn:

Building Transition Relationships

Featuring: Maurice King, VP of IBEW Local 134

July 20, 2022 | 12 PM – 1 PM