Accessing the Local Workforce Area Contacts System (LWACS)

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Purpose

The Local Workforce Area Contact System (LWACS) is an online database on Illinois workNet that allows Primary Data Entry Person (Title I Administrators) and/or LWIB staff to enter individual or Local Workforce Innovation Board (LWIB) members' contact information to process nominations, appointments, and recertification.

Users/Roles

- <u>LWIB Staff</u>: Local Workforce Innovation Board staff can view, edit and approve Local Workforce Innovation Board (LWIB) member information for nominations, appointments and recertification for their specific Local Workforce Innovation Area (LWIA).
- <u>Primary Data Entry Person</u>- LWIB staff have ultimate responsibility for timely and accurate updates. LWIB staff may designate other local staff to assist with data entry as the Primary Data Entry Person.
- <u>State Approver</u>- Commerce staff can view, edit and approve individual and Local Workforce Innovation Board (LWIB) member information for nominations, appointments and recertification.
- <u>State View</u>- Statewide staff can see statewide information and reports

Accessing the Local Workforce Area Contact System (LWCAS)

To enter, manage or view individual or Local Workforce Innovation Board (LWIB) member contact information, follow the steps below to access the system.

1. Go to http://illinoisworknet.com
2. Select Login and log into your Illinois workNet account.
3. Select My Dashboard on the Illinois workNet homepage.
4. Under Partner Tools select the Local Workforce Area Contacts System (LWCAS) icon.
5. Alternative Option: Go to https://apps.illinoisworknet.com/lwacs/ and use your Illinois workNet account to access the database.
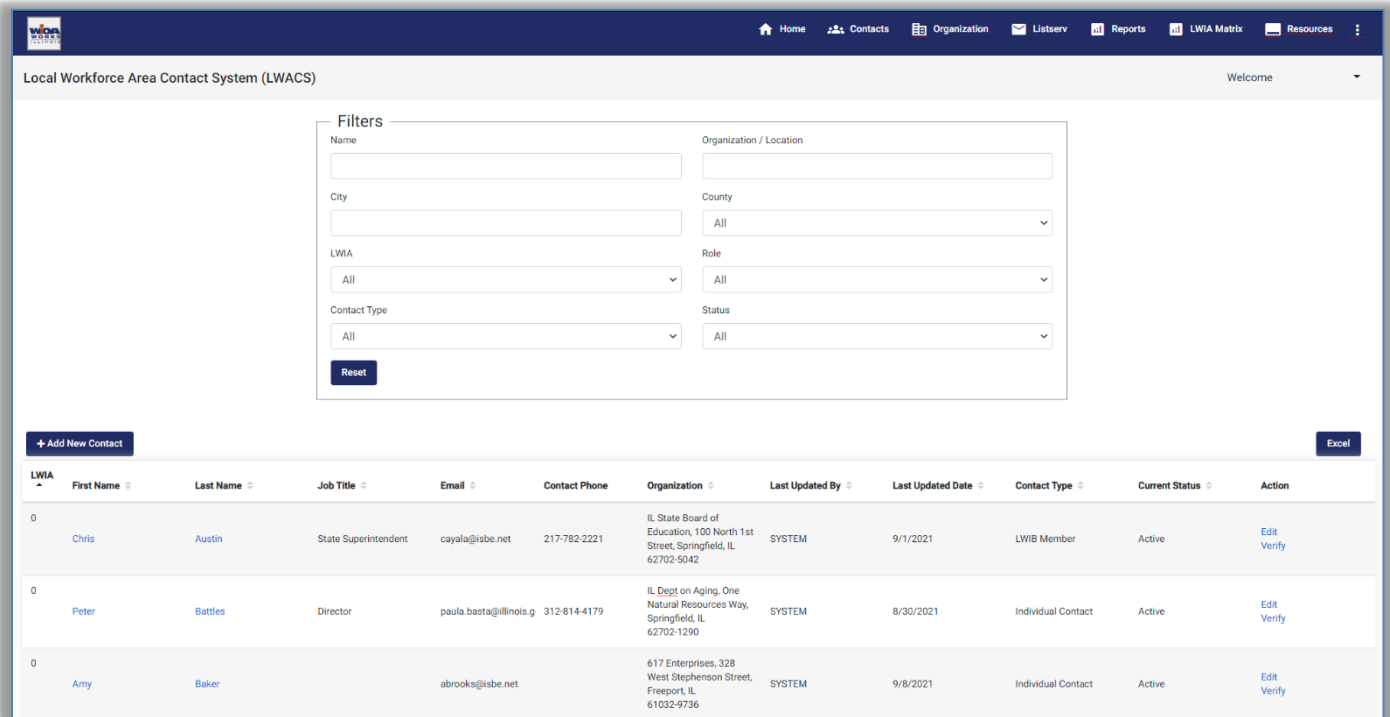
Homepage

On the Homepage, users can access Contacts, Reports, and Listserv.
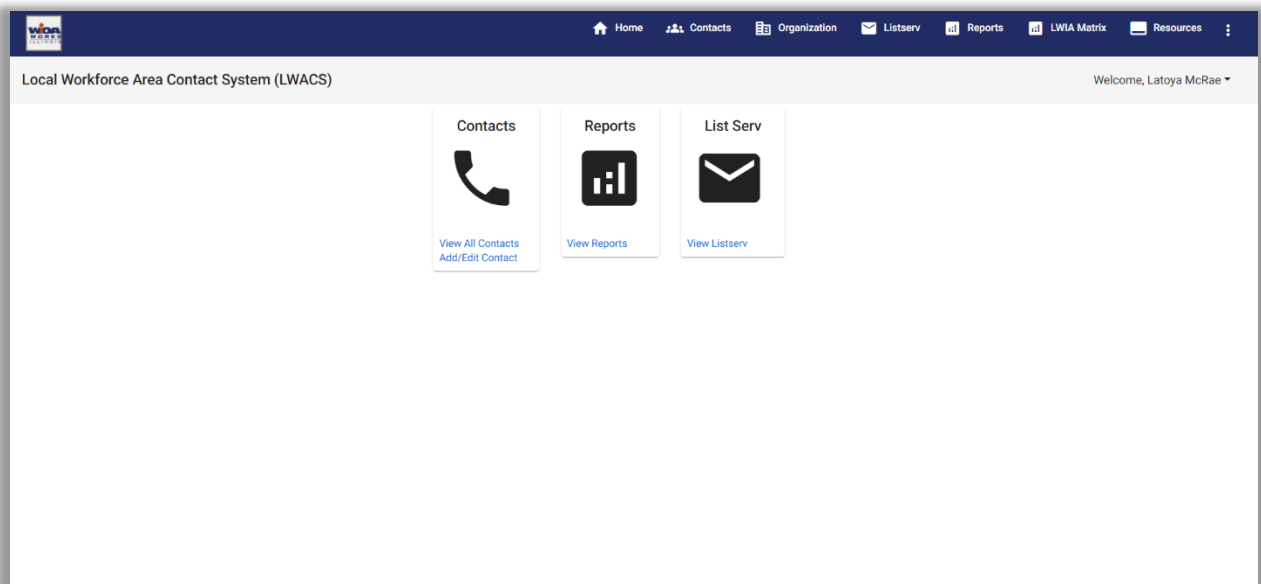
Contacts

On the Contact screen, users can add, manage, or view contact information for individuals and Local Workforce Innovation Board (LWIB) members. Depending on the access role, users may see all contacts listed in their individual LWIA, or for State level access, users will see the full list of contacts in the system.
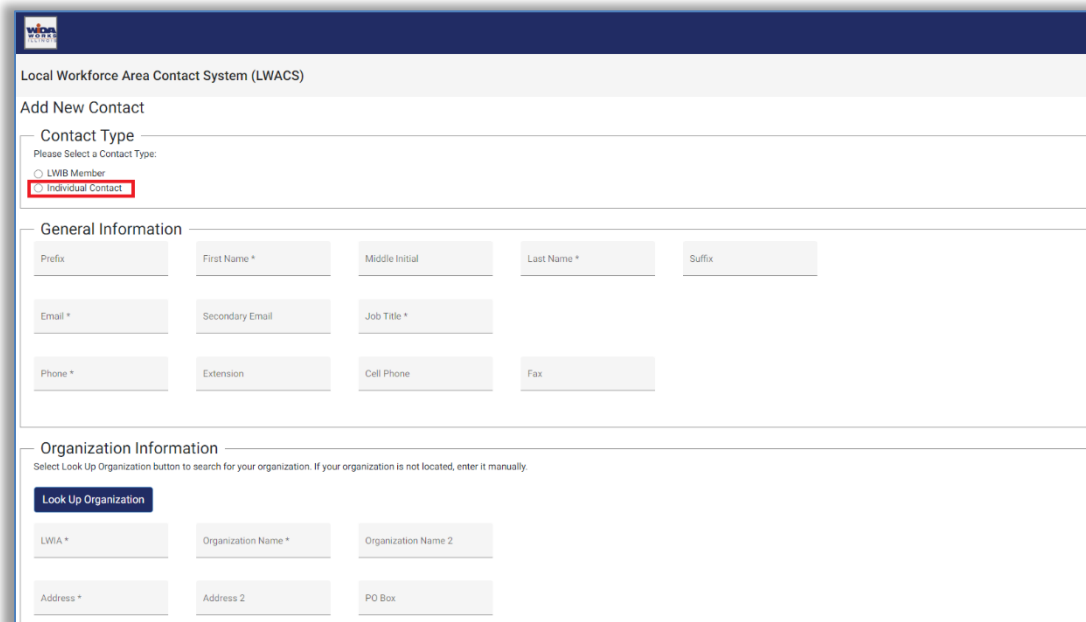

Users can filter contacts to list just the information they would like to see by using the Filters section. Filters include:

1. Name – Search contacts by First and/or Last Name
2. Organization/Location – Search contacts associated to a particular Organization or Location
3. City – Search contacts located in a particular city.
4. County – Search contacts located in a particular county.
5. LWIA – Search contacts located in a particular LWIA (Date Entry/LWIB roles are restricted to their LWIA)
6. Role – Search contacts by their associated roles.
7. Contact Type – Search contacts by their type (Individual Contact or LWIB Contact)
8. Status -Search contacts by their current Status
    a. *Active* – Contact is currently Active
    b. *Departed* – Contact is an LWIB Member who has reached their Term Expiration
    c. *Pending LWIB* – Contact has been entered by a Data Entry role member and is awaiting LWIB approval to submit to the State for Approval
    d. *Pending State* – Contact has been submitted by the LWIB and is awaiting approval by the State
    e. *Rejected by State* – Contact has been rejected by the State. LWIB role members must make the changes needed by the State and re-submit the contact for approval.

Users can use the Export button to export a list of contacts (based on the current filters) to an excel sheet.

Adding an Individual Contact
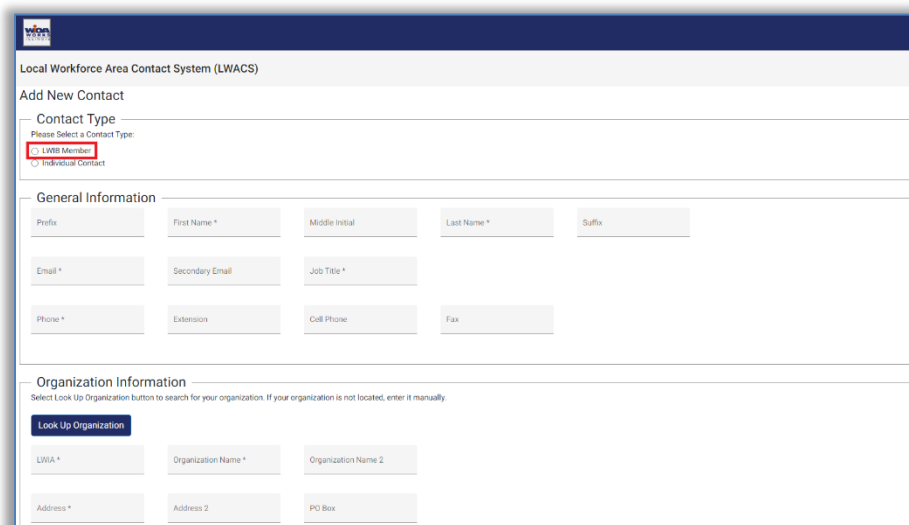**Before adding a new contact, users should look to see if the person is already in the database.**

1. On the Contacts screen, select Add New Contact
   a. Under the Contact Type section, select the contact type Individual Contact
2. Enter the individual's General Information
   a. Prefix (if applicable)
   b. First Name
   c. Middle Initial
   d. Last Name
   e. Suffix (if applicable)
   f. Email
   g. Job Title
   h. Phone
   i. Extension
   j. Cell Phone
   k. Fax
3. Under the Organization Information, select the Look Up Organization button to search for the Organization the contact is associated with. You can search by:
   a. Organization Name
   b. City
   c. LWIA
   d. Address
4. If you find the location, click the Select button for the designated Organization Name. It will pre-populate the Organization Information.
5. If you cannot find the location already in the database, enter the following information:
   a. LWIA
   b. Organization Name
   c. Address
   d. PO Box (if Mailing Address is different than the locations address)
   e. City
   f. State
   g. Zip Code
   h. Phone

    i.   Contact Fax
6. Under the Roles section, select the role of the Individual
    a.   Chief Elected Official- Primary
    b.   Chief Elected Official- Primary cc
    c.   Chief Elected Official- Other
    d.   Equal Opportunity Officers
    e.   Fiscal
    f.   Fiscal cc
    g.   Grant Recipient
    h.   Grant Recipient cc
    i.   Grant Quarterly Reporting
    j.   Local Workforce Innovation Board Chair
    k.   Local Workforce Innovation Board Chair cc
    l.   Local Workforce Innovation Board Member
    m.   Local Workforce Innovation Board Staff
    n.   Local Workforce Innovation Board Staff cc
    o.   One-Stop Operator
    p.   One-Stop Operator cc
    q.   Trade Adjustment Act
    r.   1B Director
    s.   1B Director cc
    t.   *Additional Roles only for State Approver Group*
            i.   Other Interested Persons
            ii. WIOA State Agency Partners
7. Once all contact information has been added, select the Submit button.
    a.   An alert message will pop up stating *"The contact record has been entered. Are you sure you want to submit?"*
            i.   Select Yes if you are ready to submit. Select No to cancel.

Adding an LWIB Member Contact
Before adding a new contact, users should look to see if the person is already in the database.

1. On the Contacts screen, select Add New Contact
    a.   Under the Contact Type section, select the contact type LWIB Member

2. Enter the individual's General Information
    a. Prefix (if applicable)
    b. First Name
    c. Middle Initial
    d. Last Name
    e. Suffix (if applicable)
    f. Email
    g. Job Title
    h. Phone
    i. Extension
    j. Cell Phone
    k. Fax
3. Attention To (If the contact has a staff member that should be included on correspondences)
4. Characteristic Waived (Is the contact waived from entering demographic information?)
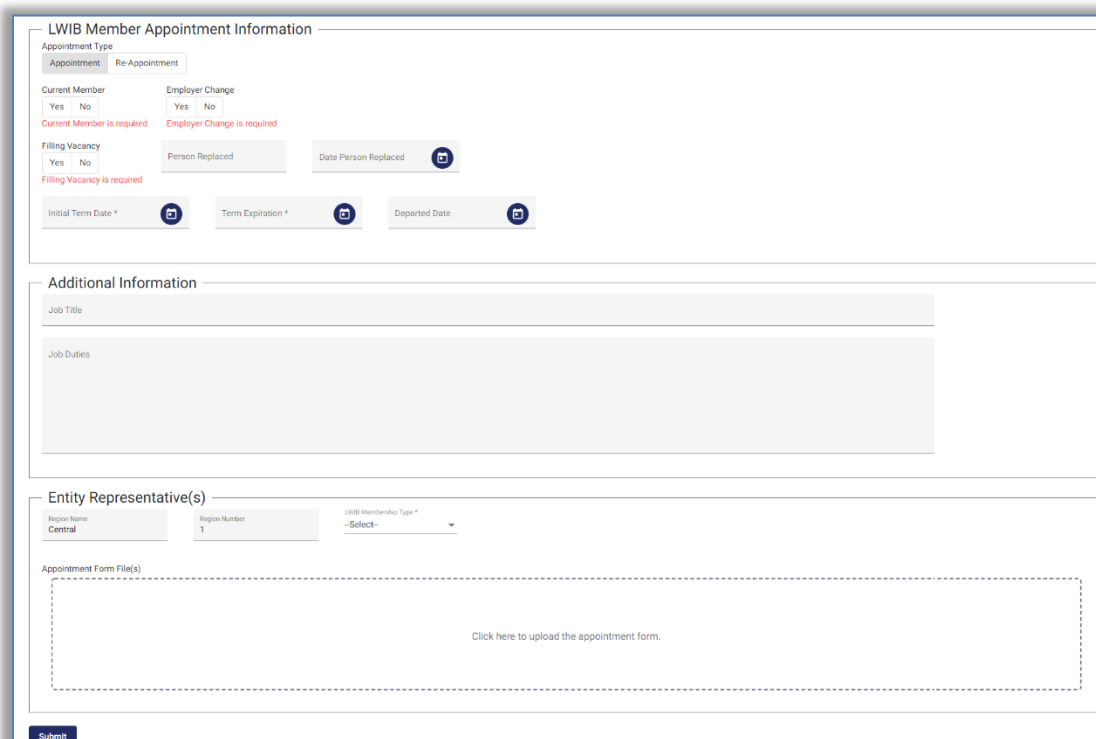   i. Yes
        ii. No
    If Characteristic Waived is *No*:
    b. Gender
        i. Male
        ii. Female
        iii. Prefer Not to Answer
    c. Race
        i. American Indian/Alaska Native
        ii. Asia
        iii. Black/African American
        iv. Hawaiian Native/Pacific Islander
        v. White
        vi. Other
        vii. Two or More Races
        viii. Prefer Not to Answer
    d. Ethnicity
        i. Hispanic or Latino
        ii. Non-Hispanic or Latino
        iii. Prefer Not to Answer
5. Under the Organization Information, select the Look Up Organization button and enter the Organization the contact is associated with. You can search by:
    a. Organization Name
    b. City
    c. LWIA
    b. Address
6. If you find the location, click the Select button for the designated Organization Name. It will pre-populate the Organization Information.
7. If you cannot find the location already in the database, enter the following information:
    a. LWIA
    b. Organization Name
    c. Address
    d. PO Box
    e. City
    f. State
    g. Zip Code

       h.   Phone

       i.   Contact Fax

8. Under the Roles section, select the role of the Individual

       c.   Primary Chief Elected Official

       d.   Primary Chief Elected Official cc

       e.   Chief Elected Official- Other

       f.   Equal Opportunity Officers

       g.   Fiscal

       h.   Fiscal cc

       i.   Grant Recipient

       j.   Grant Recipient cc

       k.   Grant Quarterly Reporting

       l.   Local Workforce Innovation Area Contact

       m.   Local Workforce Innovation Board Chair

       n.   Local Workforce Innovation Board Chair cc

       o.   Local Workforce Innovation Board Member

       p.   Local Workforce Innovation Board Staff

       q.   Local Workforce Innovation Board Staff cc

       r.   One-Stop Operator

       s.   One-Stop Operator cc

       t.   Trade Adjustment Act

       u.   1B Director

       v.   1B Director cc

       w.   Additional Roles only for State Approver Group

           i.   Other Interested Persons

           ii.   WIOA State Agency Partners

9. Once all contact information has been added, select the Submit button.

       a.   An alert message will pop up stating "*The Local Workforce Innovation Board contact information has been entered. Select 'Next' to continue to the Appointment Screen*"

           i.   Select Next if you are ready to continue to the Appointment Form. Select Cancel to make changes or stop the entry.

LWIB Member Appointment Information

On the LWIB Member Appointment Information screen, LWIB Staff, Primary Data Entry Persons, and State Approvers can enter appointment information for a Local Workforce Innovation Board (LWIB) Member.

LWIB Member Appointment Information Screen

1. On the LWIB Member Appointment Information section, complete the following information:
   a. Select whether this is an Appointment or Reappointment
   b. Current Member (Yes/No)
   c. Employer Change (Yes/No)
   d. Filling Vacancy (Yes/No)
      i. If Yes: Enter the Person Replaced and Date Replaced
   e. Initial Term Date
   f. Term Expiration Date
   g. Departed Date
2. Additional Information
   a. Job Duties (Description of the job duties of the contact)
3. Entity Representative(s)
   a. Region Name (Pre-filled)
   b. Region Number (Pre-filled)
   c. LWIB Membership Type
      Based on the Membership Type selected, the following fields will need to be entered
      i. *Business*
         1. Total Employees (Count is of the employees that are in your LWIA)
         2. Sector
         3. NAICS
         4. Small Business Indicator (Yes/No)
         5. Business Nomination Form Included (Yes/No)
            a. If Yes, upload the Form into the system in the area below.
      ii. *Workforce*
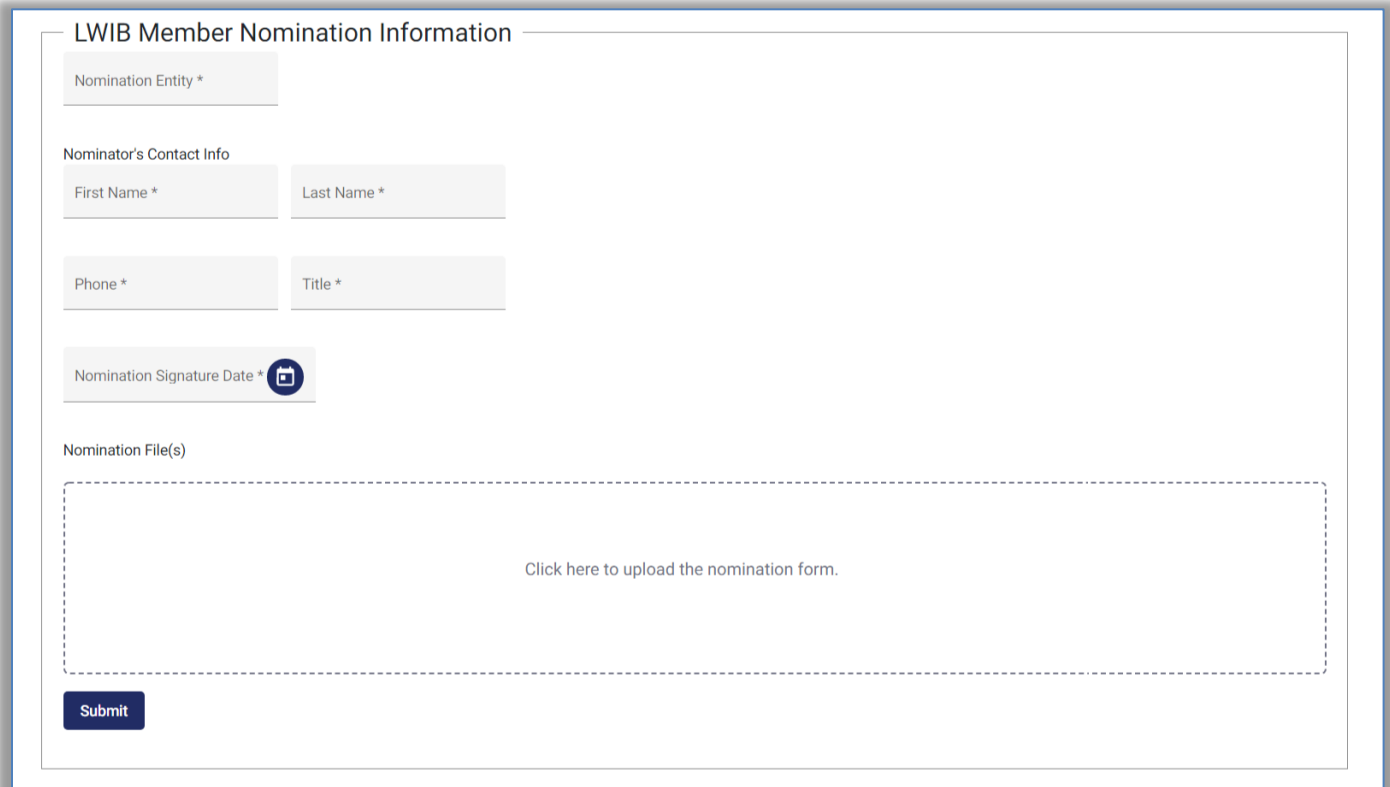
1. Workforce Type
     a. CBO
     b. Labor
     c. Labor Apprenticeship
     d. Youth
2. Enter the Services Provided (if Workforce Type is CBO or Youth)
3. Workforce Labor Nomination Form (Yes/No)
     a. If Yes, upload the Form into the system in the area below.

iii. *Education and Training*
1. Education and Training Type
     a. Adult Ed and Literacy
     b. CBO
     c. Higher Education
     d. Local Education
2. Enter the Services Provided (if Education and Training Type is CBO)
3. Education Nomination Form (Yes/No)
     a. If Yes, upload the Form into the system in the area below.

iv. *Government and Economic/Community Development*
1. Government and Economic/Community Development Type
     a. Economic and Community Development
     b. Wagner-Peyser Act (Employment Service)
     c. Vocation Rehabilitation
     d. Transportation, Housing, and Public Assistance
     e. Philanthropic Organization
2. Government and Economic/Community Development Nomination Form (Yes/No)
     a. If Yes, upload the Form into the system in the area below.

v. *Other*
4. Once all the information has been completed, upload the paper copy the Appointment Form for the LWIB member.
5. Click the Submit button
     a. An alert message will pop up stating, *"The Local Workforce Innovation Board contact information has been entered. Click 'Next' to continue to the Nomination Screen."*
6. Select Next to continue to the Nomination Form. Select Cancel to make changes or stop the entry.

LWIB Member Nomination Information

On the LWIB Member nomination Information screen, Local Workforce Innovation Board (LWIB) Staff, Primary Data Entry Persons and State Approvers can nominate a Local Workforce Innovation Board (LWIB) member.

LWIB Member Nomination Information

Nomination Entity *

Nominator's Contact Info

First Name *   Last Name *

Phone *   Title *

Nomination Signature Date * 📷

Nomination File(s)

Click here to upload the nomination form.

Submit

LWIB Member Nomination Information Screen

1. On the LWIB Member Nominee Information section, enter the following information:
   a. Nomination Entity
   b. Nominator's Contact Info
      i. First Name
      ii. Last Name
      iii. Phone
      iv. Title
   c. Nomination Signature Date
2. Upload the paper version of the Nomination Form.
3. Once all nomination information has been completed, select the Submit button.
   a. An Alert message will pop up stating *"The Local Workforce Innovation Board contact information has been entered. Click "Yes" to complete the Nomination Form"*
   b. Select Yes to complete to LWIB contact application and submit for Approval. Select No to make changes or cancel the application.

Edit Contacts

On the Contacts screen, information for entered contacts can be edited and updated in the system. Depending on your role, some information will not be available to update. To update a contact:

1. Search for the contact using the Filters section.
2. Select the Edit button located under the Action column in the row associated with the contact that is being updated.
3. Make the necessary revisions to the General Information, Organization Information or Roles.
4. Select the Submit button. Select Yes if you are ready to submit the contact. Select No to make changes or cancel the update.
    a. If the contact is a LWIB member, you will also have to click through the Appointment Form and Nomination Form. Do not make any changes unless you would like to resubmit them to the State for Approval (Contact will be removed from Active status until information is approved)
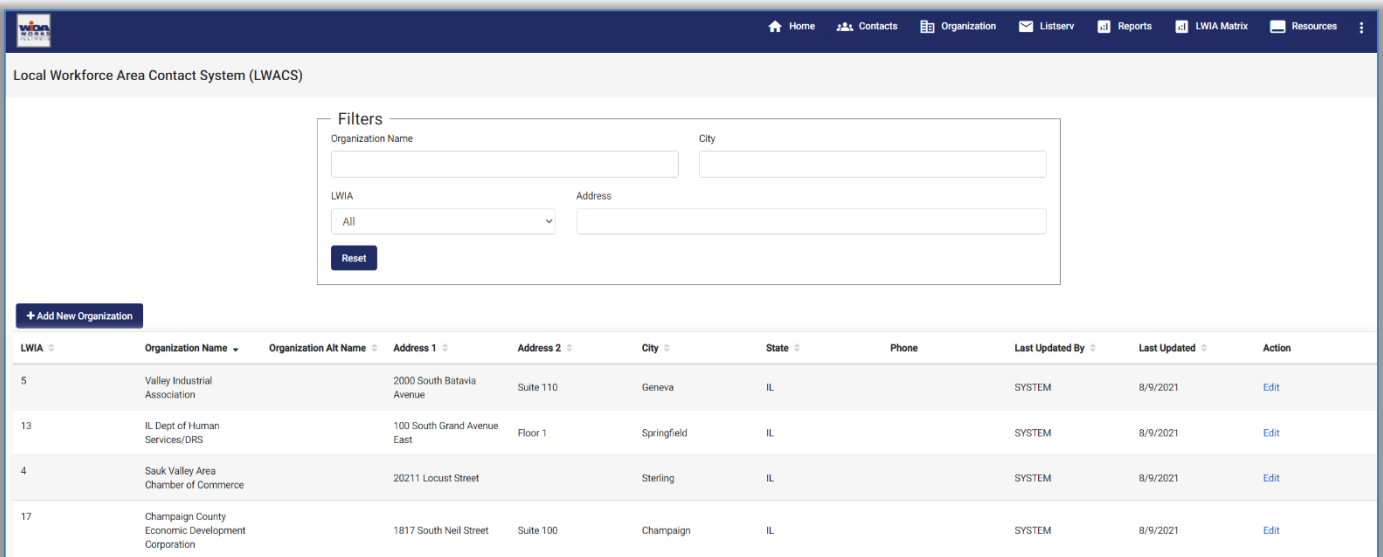
Verifying or Rejecting Local Workforce Innovation Board (LWIB) Members Contacts

Local Workforce Innovation Board (LWIB) members or State approvers have access to verify and approve nominations, appointments, and recertification forms.

1. On the Homepage select View All Contacts on the Contacts icon, or click on the Contacts tab on the top of the page.
2. On the Filters section under Status, selected Pending LWIB or Pending State (depending on your role and what approval step the contact is on).
3. Under the Action column on the row with the contact, click Verify.
4. On the Contact Information section, review all information provided for the LWIB member in the following tabs:
    a. Contact
    b. Appointment
    c. Nomination
5. Review the information entered for the contact. Once review, go to the Approve/Reject Appointment section at the top of the screen and select the proper status. All options below are not available to all user roles.
    a. Pending LWIB (Default status for contacts entered by a Data Entry role)
    b. Pending State (Default status for contacts entered by a LWIB role) – Contact is ready for State review.
    c. Approved by State (State Approval role only) – Contact will be approved and made Active
    d. Rejected by State (State Approval role only) – Contact will be rejected. Notify the LWIB of any issues for resubmission.
    e. Departed (State Approval role only)
6. Once the status has been selected, click the Update Status button. A status stamp will be applied to the contact.
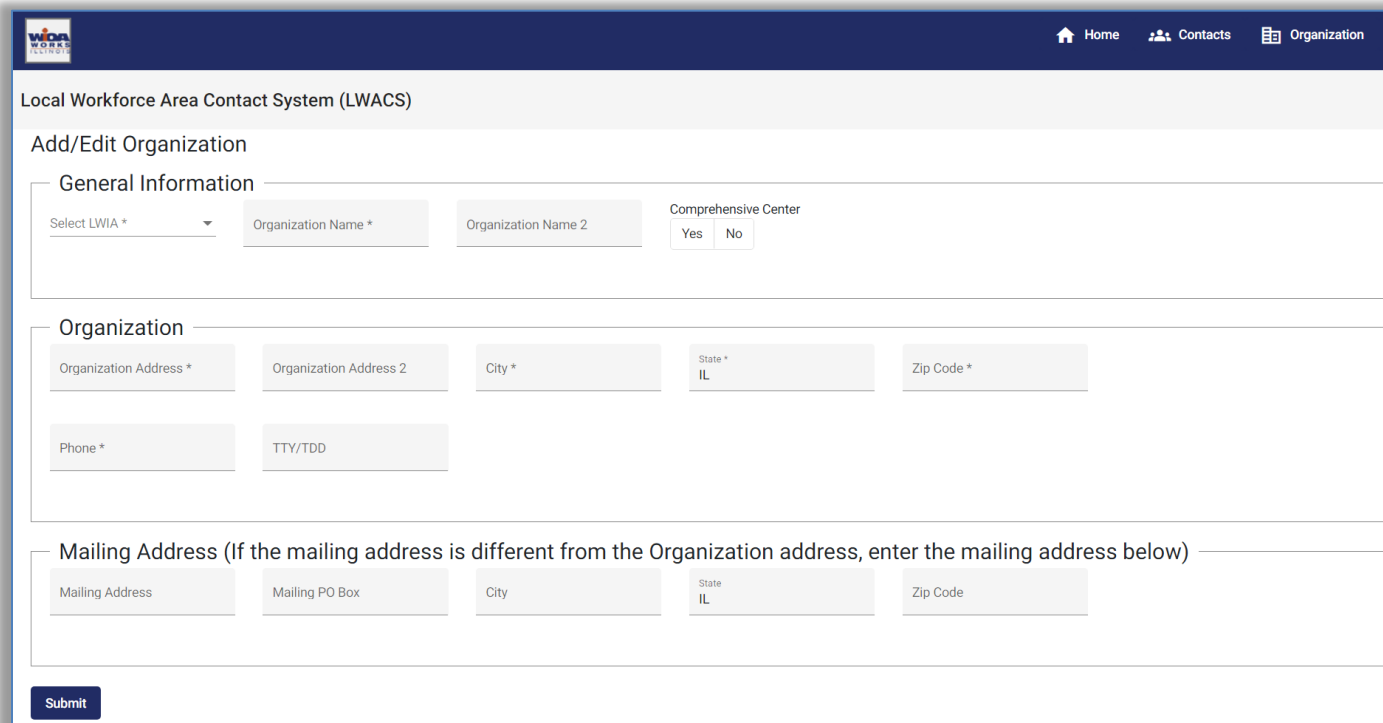
Organizations

The Organization tab provides users a list of the organizations within the Local Workforce Area Contacts Systems (LWACS). LWIB Staff, Primary Data Entry Persons, and State Approvers have access to add and manage organization contact information within the system.
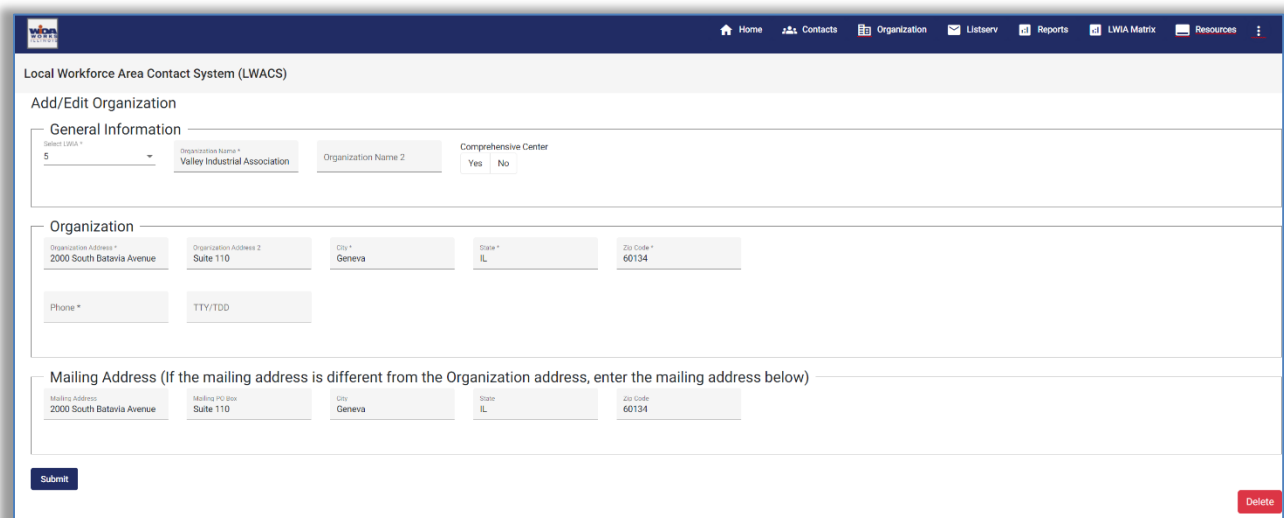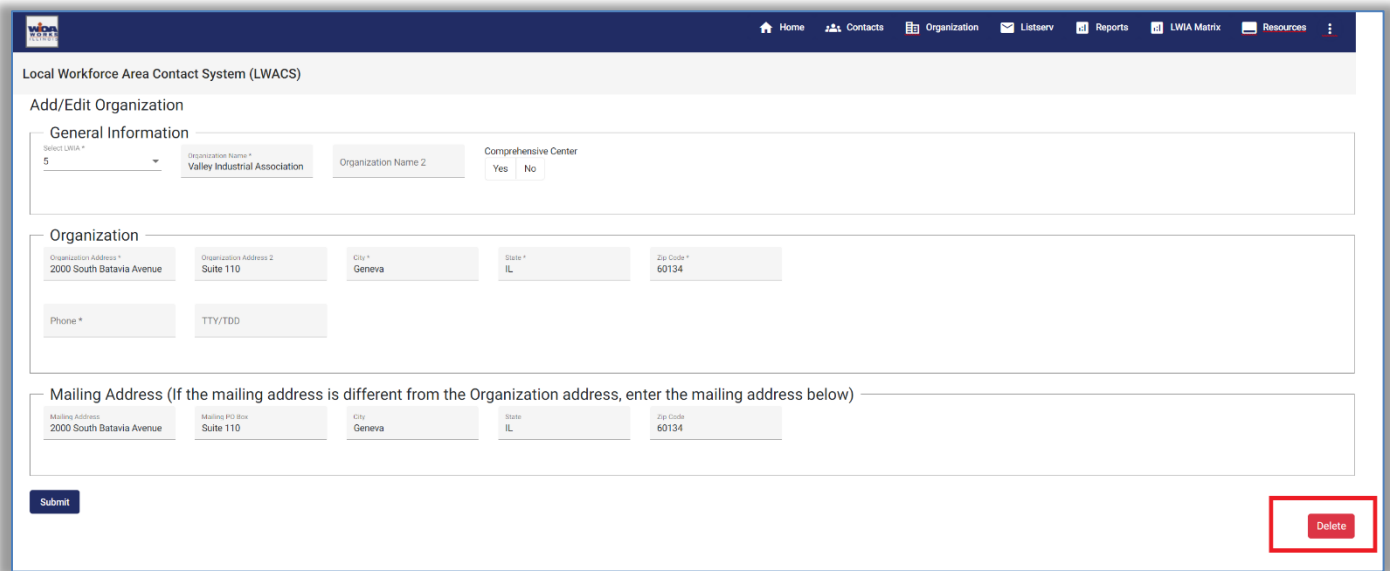

Adding an Organization

1. To add an organization in the LWACS, select the Organization tab at the top of the page.
2. Select the blue Add New Organization button
3. On the General Information screen, enter in the following information for the organization
    a. LWIA
    b. Organizational Name

    c. Comprehensive Center (Yes/No) – Indicate whether the location is a Comprehensive Illinois workNet Center.

4. Enter information for the Organization:
   a. Address
   b. City
   c. State
   d. Zip Code
   e. Phone

5. If the Organization has a separate mailing address, enter the following information:
   a. Mailing Address
   b. City
   c. State
   d. Zip Code

6. Once all information has been entered, click the Submit button
   a. An alert message will pop up stating *"The Organization record has been created, are you sure you want to submit. Click 'Yes' to submit the entry."*
      i. Select Yes add the Organization. Select No to make changes or stop the entry.

Editing an Organization

1. To edit an organization in the LWACS, select the Organization tab at the top of the page.
2. Use the Filters to find the Organization that needs updating. Under the Action column in the row of the Organization, click Edit.
3. On the General Information screen, enter in the following information for the organization:
   a. LWIA
   b. Organizational Name
   c. Comprehensive Center (Yes/No) – Indicate whether the location is a Comprehensive Illinois workNet Center.
4. Enter information for the Organization:
   a. Address
   b. City
   c. State
   d. Zip Code
   e. Phone
5. If the Organization has a separate mailing address, enter the following information:
   a. Mailing Address
   b. City

       c.   State

       d.   Zip Code

6. Once all information has been entered, click the Submit button

       a.   An alert message will pop up stating *"The Organization record has been created, are you sure you want to submit. Click 'Yes' to submit the entry."*

            i.   Select Yes add the Organization. Select No to make changes or stop the entry.

Deleting an Organization

If an Organization needs to be removed for any reason (such as duplicate entry):

1. Use the Filters to find the Organization that needs updating. Under the Action column in the row of the Organization, click Edit.

2. On the bottom right, click the Delete button.

       a.   If the Organization has contacts tied to it, those contacts must be moved to the proper Organization before the deletion will be accepted.

Listserv

The Local Workforce Area Contacts System (LWACS) Listserv is an email distribution list of all of the individual and LWIB Contacts associated by role.

1. On the Homepage select the Listserv icon or the Listserv tab on the top of the page.
2. Select the Add button next to the role for the users you would like to generate the email addresses for.
3. Select the Generate Emails button. A modal will pop up displaying the email addresses for the selected role(s).
4. Select the Copy Emails button to copy the email list to your clipboard
5. Then paste the list into an email in your Outlook or designated email application.
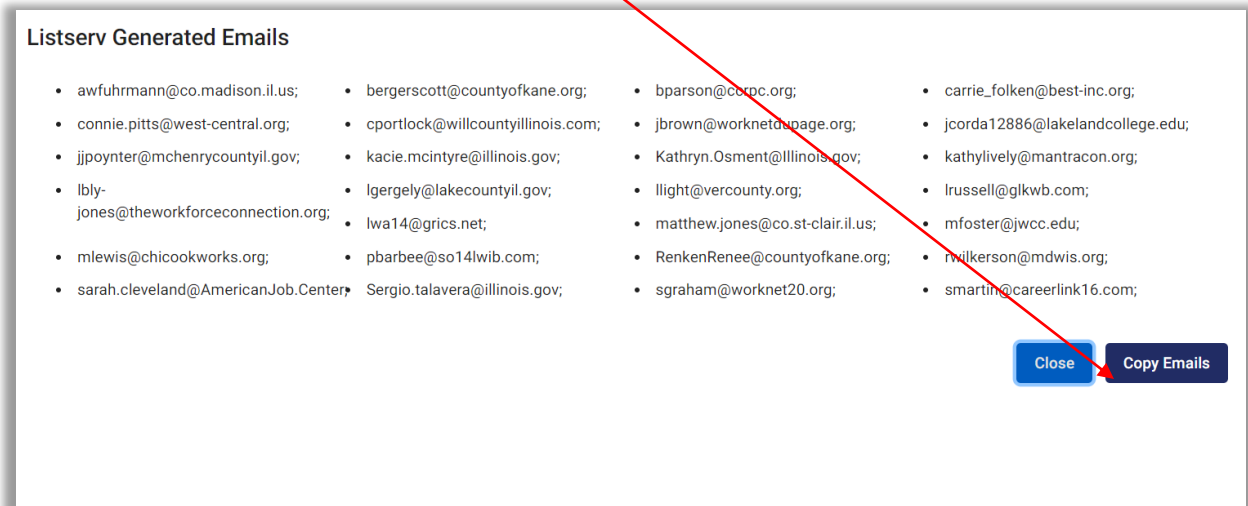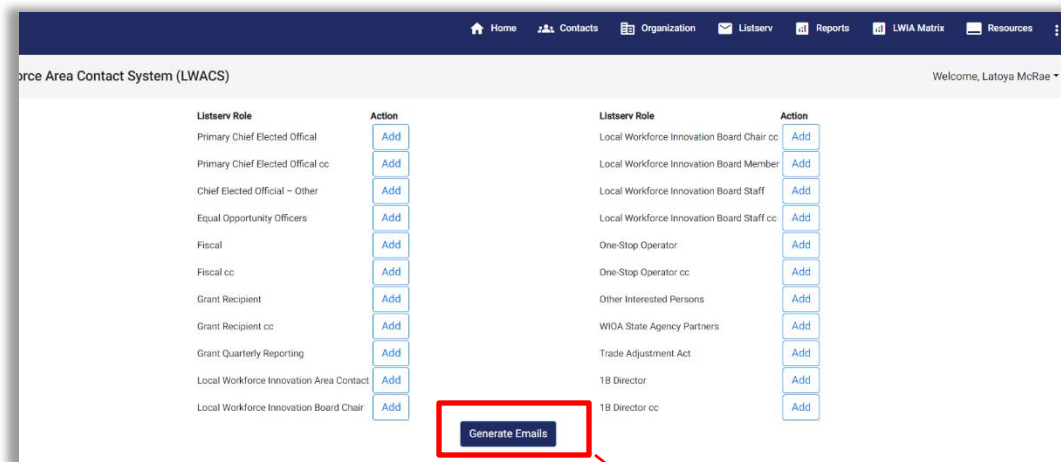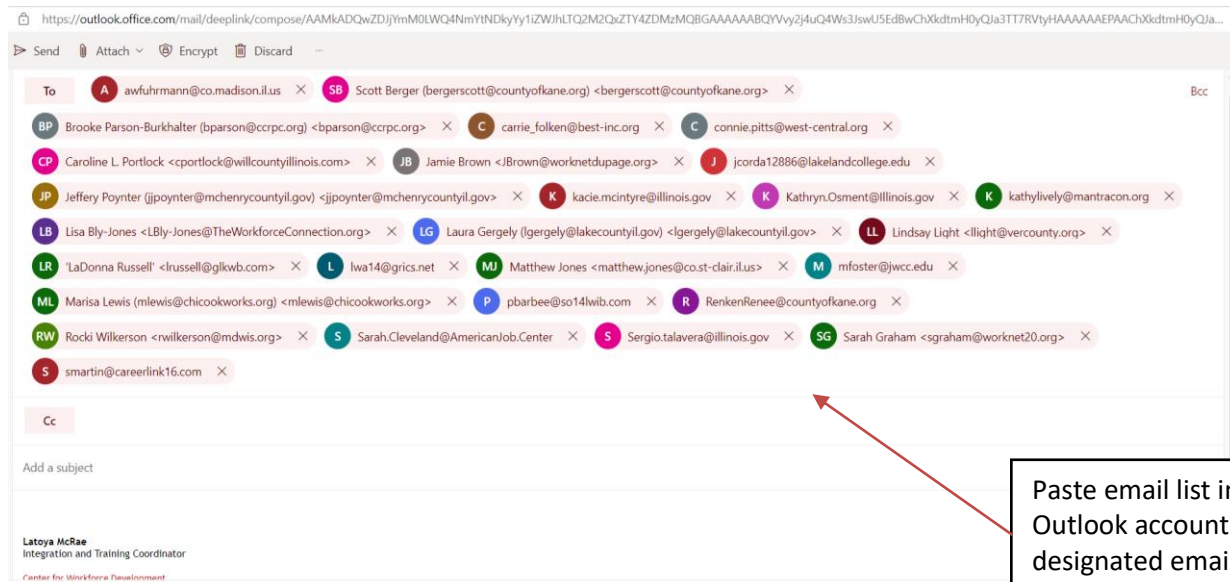
Paste email list into your Outlook account or your designated email application.

Reports

On the Reports screen of the Local Workforce Area Contact System (LWACS), users can generate reports designated to their specific LWIA for membership, appointment recertification list and more. Below are the descriptions for each report.
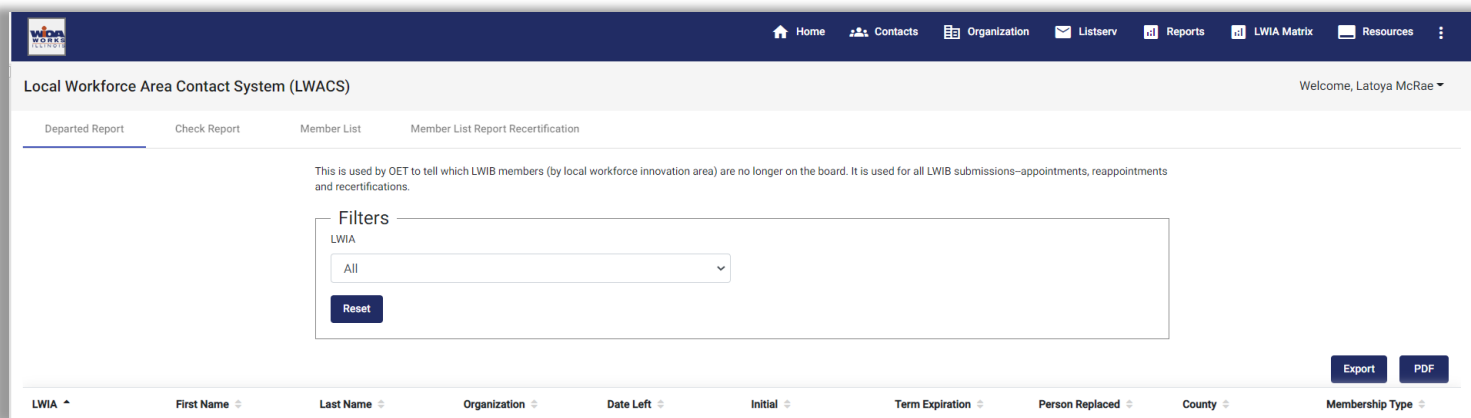
1. On the Homepage select the View Reports icon or click on the Reports tab on the top of the page.
   a. On the banner, select the report that you would like to view. *(Statewide and State Approvers have access to search each report by LWIA)*
2. All reports can be exported to an Excel Sheet or a PDF. Select the Excel button to generate the report in an CSV file or click on the PDF button to generate the report in a PDF file.

Report Types

Check Report – This is used by OET to tell which LWIB members (by local workforce innovation area) were approved with the last submission. This is used to compare the approved LWIB members with a new submission. It is used for all LWIB submissions--appointments, reappointments and recertifications.

Departed Report – This is used by OET to tell which LWIB members (by local workforce innovation area) are no longer on the board. It is used for all LWIB submissions--appointments, reappointments and recertifications.
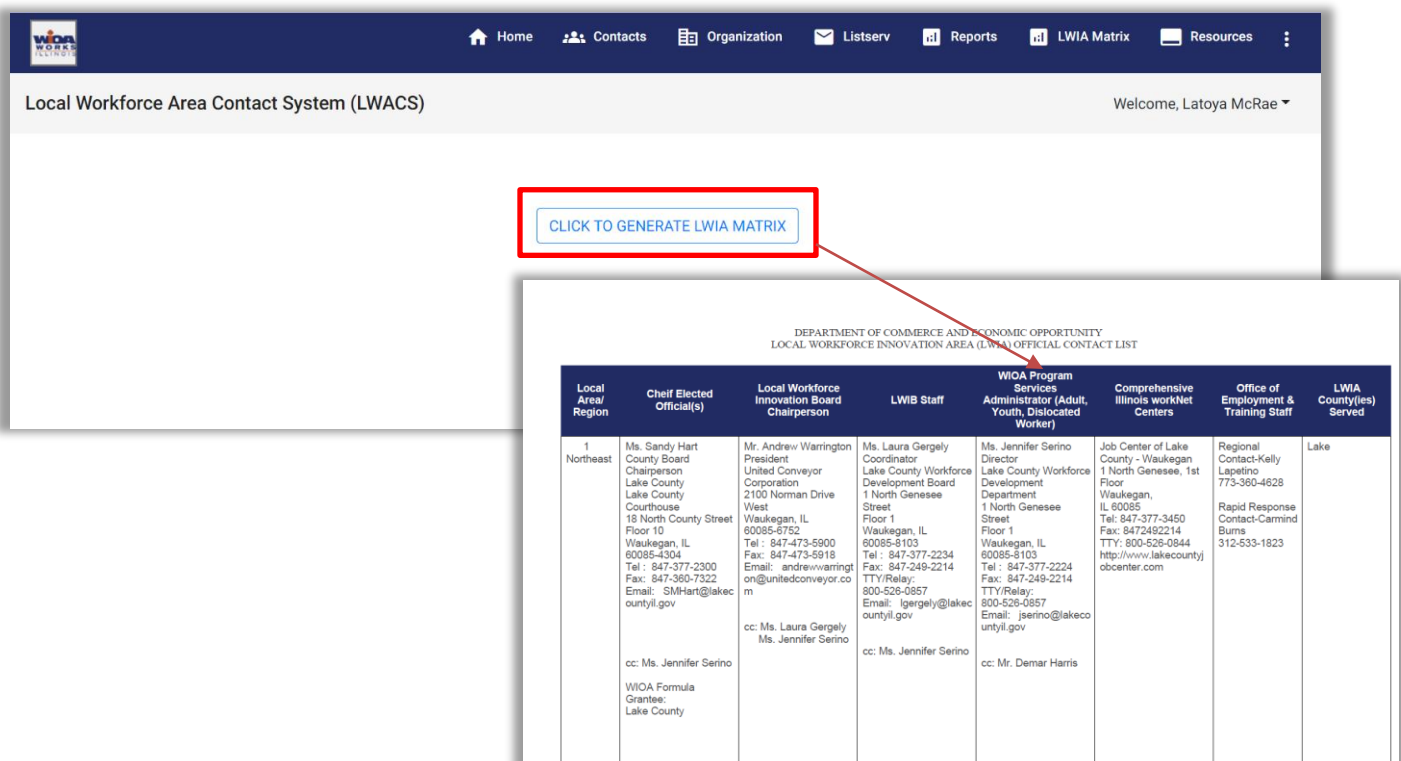
Member List – This is used by OET and is a list of the approved LWIB members (by local workforce innovation area).   It is used for appointments and reappointments and is attached to the approval letter.

Member List Report Recertification – This is used by OET and is a list of the approved LWIB members (by local workforce innovation area) that have been recertified. It is used only for recertification and is attached to the Director-signed approval letter.

LWIA Matrix

In the Local Workforce Area Contact System (LWACS), the LWIA Matrix lists the contacts for each local workforce innovation area's Chief Elected Official(s), LWIB Chair, LWIB Staff, WIOA 1B Director and the Office of Employment & Training Staff contacts.

1. On the Homepage select the LWIA Matrix tab on the top of the page.
2. Select the Generate LWIA Matrix button, then a PDF file of the LWIA Matrix will be downloadable.

Resources

In the Local Workforce Area Contact System (LWCAS), users can download the Local Workforce Innovation Board (LWIB) membership requirements, certification and recertification requirements form.

1. On the Homepage select the Resources tab on the top of the page.
2. Click on the link for the following forms:
   a. Membership Requirements
   b. Certification and Recertification Requirements
   c. LWACS Instructional Guide