Illinois Performance & Transparency System (IPATS) Training

AGENDA

- Housekeeping
- IPATS Usage Survey
- IPATS Access
- IPATS Tools
- Best Practices
- Dashboard Demonstration
- IPATS Partner Guide
- Question & Answer

Housekeeping

IPATS system navigation and updates are presented by:

- Heather Lawrence – Business Analyst, Illinois workNet
- Olivia Miller – Information Technology Manager, Illinois workNet
- Heather Baseler – Programmer, Illinois workNet
- Mark Burgess – WIOA Title I Performance Manager, Office of Employment & Training
- Paula Barry – Performance Specialist, Office of Employment & Training

Mute/Raise Hand

- When you joined the webinar today, you joined muted. Please stay muted until the Q&A session. During that session, you may unmute yourself and ask questions.
- This webinar is being recorded and will be posted to the Past Events section at the bottom of the IPATS partner page.
- Questions can be put in the chat during the training, and we will be sure to answer them.

IPATS Usage Survey

How often do you use IPATS as part of your work?

- I've never used IPATS and need access
- I have access but don't use it
- Daily
- Weekly
- Monthly
- Other (explain in chat)

Sign Up for an Illinois workNet Account

To Access IPATS, users must first have an:

- Active Illinois workNet account
- Active Illinois Workforce Development System (IWDS) account
    - The level of access granted will match your access level in IPATS.
    - LWIA 7 does not need an IWDS account.
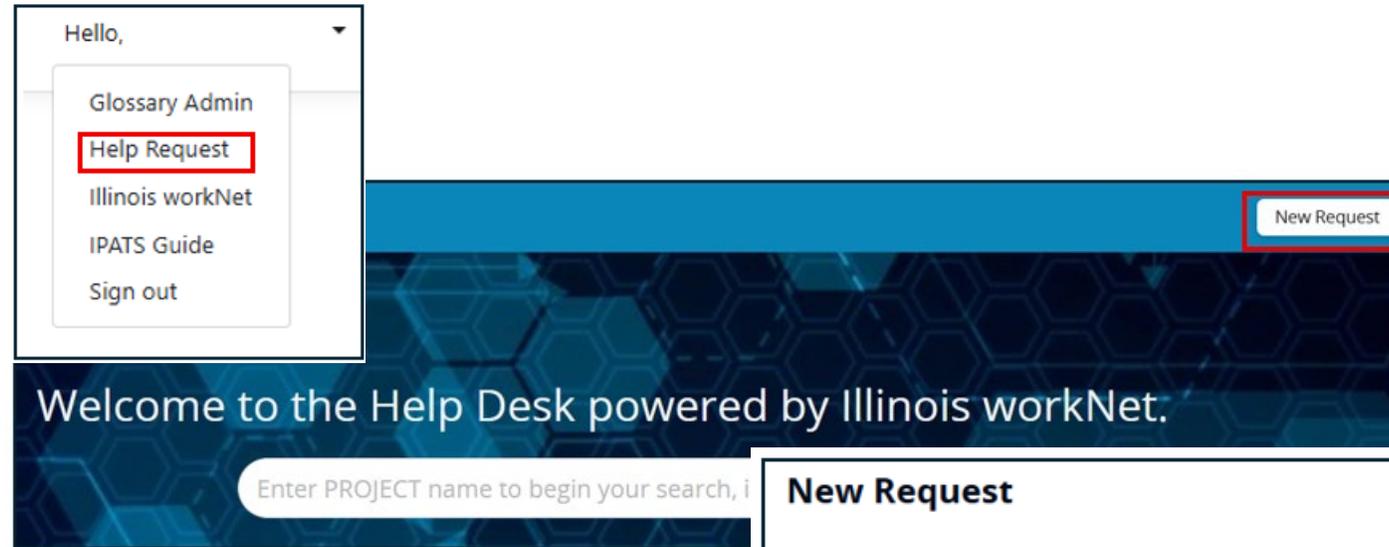
To sign up for an Illinois workNet account:

1. Navigate to www.illinoisworknet.com
2. Click **Sign Up**
3. Complete the *****required fields**
4. Once all the required fields are completed, click **Submit**.
5. Check your email for the link you need to **verify your account**.
6. Log in to Illinois workNet.

Requesting Access to IPATS

When both accounts have been created, submit a Help Request to gain access to IPATS.

- A Help Request can be submitted if you have a partner level workNet account. You can access the Help Request link through the IPATS Guide.

- If you do not have access to a partner level workNet account, the Local System Administrator must submit a Help Request on behalf of the user.

Hello, ▼

Glossary Admin
Help Request
Illinois workNet
IPATS Guide
Sign out

New Request

Welcome to the Help Desk powered by Illinois workNet.

Enter PROJECT name to begin your search, i

Access to IPATS is granted within 1 to 5 business days.

New Request

Help Request *

Request for IPATS Access

Description

I am requesting IPATS Access for:

First Name

Last Name

Email Address

Aa

Category *

IPATS - Illinois Performance Accountability & Transparency System▼

Subcategory *

Access Request ▼

Accessing IPATS

After gaining access to IPATS:

1. Go to www.illinoisworknet.com
2. Log in to your Illinois workNet account
3. Select **My Dashboard**
4. Under *Partner Tools*, select **Illinois Performance Accountability & Transparency System (IPATS)**
5. You will then be directed to IPATS
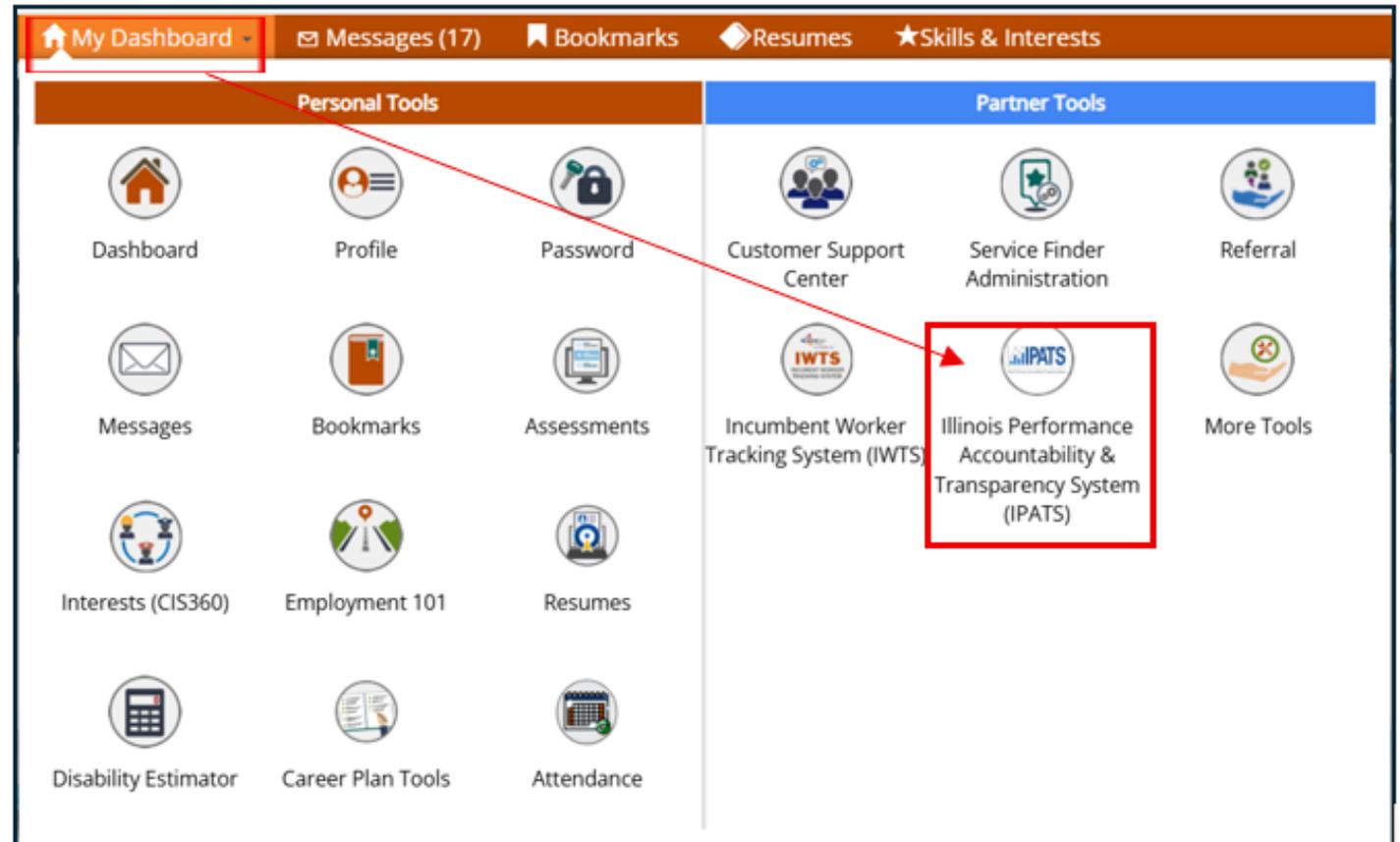
Accessing IPATS – Users

User Role Permissions

- **State Level Admin** – Statewide staff see statewide information and use the dropdown menu to see specific LWIA information.

- **LWIA Administrators (LWIA System Administrators in IWDS)**
  - Staff can access performance numbers and dashboard counts for customers for their LWIA.

- **Career Planners (Career Planner role granted by LWIA System Administrators in IWDS)**
  - Staff can access performance numbers and dashboard counts for customers for their LWIA.

IPATS in IWDS 2.0

IPATS is going to be integrated and enhanced into IWDS 2.0 with expanded dashboard rows, graphs, and user access.

Accessing the Dashboard

Dashboard Filters:

- **Program Year & Quarter**
  - Filter data down to look at specific program years and quarters.

- **Title** – Title I is only hooked up to pull data.

- **Workforce Program**
  - All
  - Adult (LWIAs)
  - Dislocated Worker (LWIAs)
  - Youth (LWIAs)
  - Other (LWIA 90)

- **Organization –** Users can only access the LWIA's to which they have access to in IWDS.

- **Offices/Career Planner –** Once an LWIA is selected, filter down to view data for specific Offices or Career Planners.

Program Year: ⓘ

All

Quarter:

All

Title:

Title I

Workforce Program:

All

Organization:

Statewide - DCEO

PRO TIP
All is the default time frame that will pull data from past years.

Dashboard   Data Graphs ▾

Hello,

ncy System - Dashboard

Filter: Title I > Statewide - DCEO

Section	#
Participant Overview	
✓ Active Participants ⓘ	10,994
Exiters ⓘ	36,011
Total Participants ⓘ	47,117

The **Dashboard** syncs nightly with the Illinois Workforce Development System (IWDS) data to pull in customer information to help track the flow of customers through the life of the program.

Accessing the Dashboard

The Dashboard is made up of primary (blue) categories:

- Participant Overview
- Customer Engagement
- Customer Activity
- Exit Information
- Performance "Training" Indicators: Measurable Skill Gains & Credential Attainment Rate
- Exiters Qualifying for Performance

Customer Activity	
⚠ No Case Note in 30 Days ⓘ	99
✴ Last Active Service 60 days or greater ⓘ	52
⚠ Last Active Service 90 days or greater ⓘ	20
⚠ Last Active Service 110 days or greater ⓘ	12
✴ Participants with Open Services 60 days or greater ⓘ	262
✴ Participants with Open Services 6 months or greater ⓘ	74
⚠ Participants with Open Services 18 months or greater ⓘ	8
Enrolled in Both LWIA & Statewide LWIA 90 ⓘ	0
Total ⓘ	265
Exit Information	
Exiters ⓘ	1,354
⊘ Employed at Exit ⓘ	593

The rows in each Category are color coded:

- **White** – FYI Only. No action is needed.
- **Yellow** – Action might be needed
- **Red –** Immediate action is needed to meet policy requirements.
- **Green –** This step is complete or meets a program requirement.

Selecting a blue number will display the customer list.

Accessing the Dashboard – Customer List

- The customer list shows all participants who fall within that specific measure.

- **Default data points that display are:**
  - Last Name
  - First Name
  - Organization (LWIA)
  - Participation Date
  - Exit Date
  - workNet Center
  - Program Type

PRO TIP
Export the customer list to create custom sorts and filters on the data set.

Clicking the **Columns** button provides a list of additional data points that can be applied to the customer list.

| ← Return to Dashboard | ⬇ Export | ↻ Refresh | ☐ Columns ▾ |

For WIOA Title I Dislocated Worker (ID)/Trade co-enrolled individuals only: last active service date shown in the IPATS dashboard list is ONLY reflecting their last ID service end date. For those appearing on the list who are being actively served under Trade, please disregard the result. A resolution to include Trade services look up is forthcoming.

Last Name ^	First Name ⇅	Organization ⇅	Participation Date ⇅	Exit Date ⇅	workNet C
Smith-Rollins	Alexandria	9	2021/10/14	2022/09/19	Job Center Waukegan

NEW ENHANCEMENT
The hamburger icon has been replaced with the columns feature. It functions just like the other feature.

☐ Columns ▾

Select All   Deselect All   Reset

- ☑ Last Name
- ☑ First Name
- ☐ DOB
- ☐ Last 4 SSN
- ☑ Organization
- ☐ Application Date
- ☐ Certification Date
- ☑ Participation Date
- ☐ Participation Created Date
- ☐ Last Contact Date

Accessing Data Graphs - Performance

- The **Performance** tool is used to track individual customer performance data in the IWDS system focused on the WIOA Reporting Key Indicator with additional customer engagement measures included.

- **Performance Indicators** to select include:
  - Employment Rate Q2
  - Employment Rate Q4
  - Median Earnings Rate Q2
  - Credential Attainment Rate
  - Measurable Skill Gains
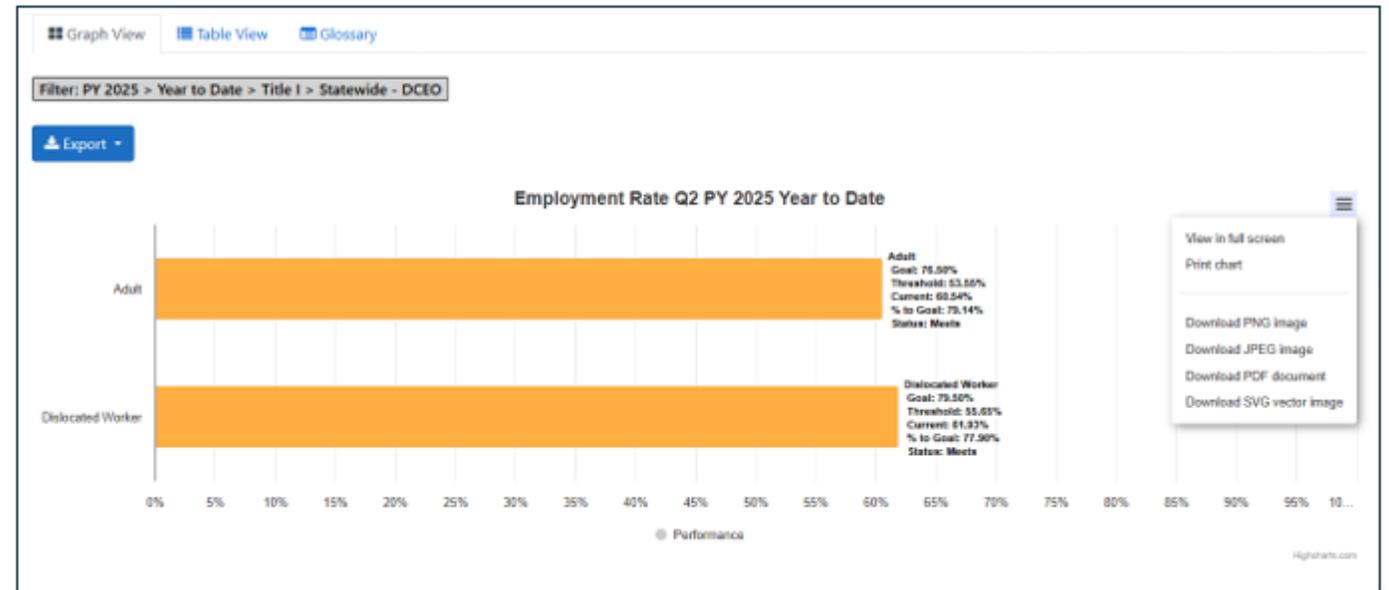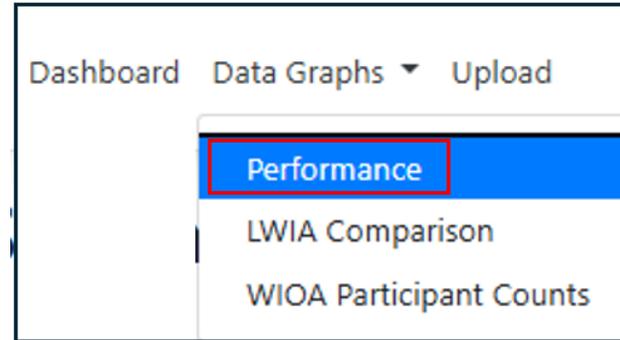
# Accessing Data Graphs – LWIA Comparison

- The **LWIA Comparison** tool serves as a transparency tool that allows LWIAs to see where they are in relation to the statewide numbers and other similar LWIA's around them.

- **Performance Measures** to select include:
  - Employment Rate Q2
  - Employment Rate Q4
  - Median Earnings Rate Q2
  - Credential Attainment Rate
  - Measurable Skill Gains
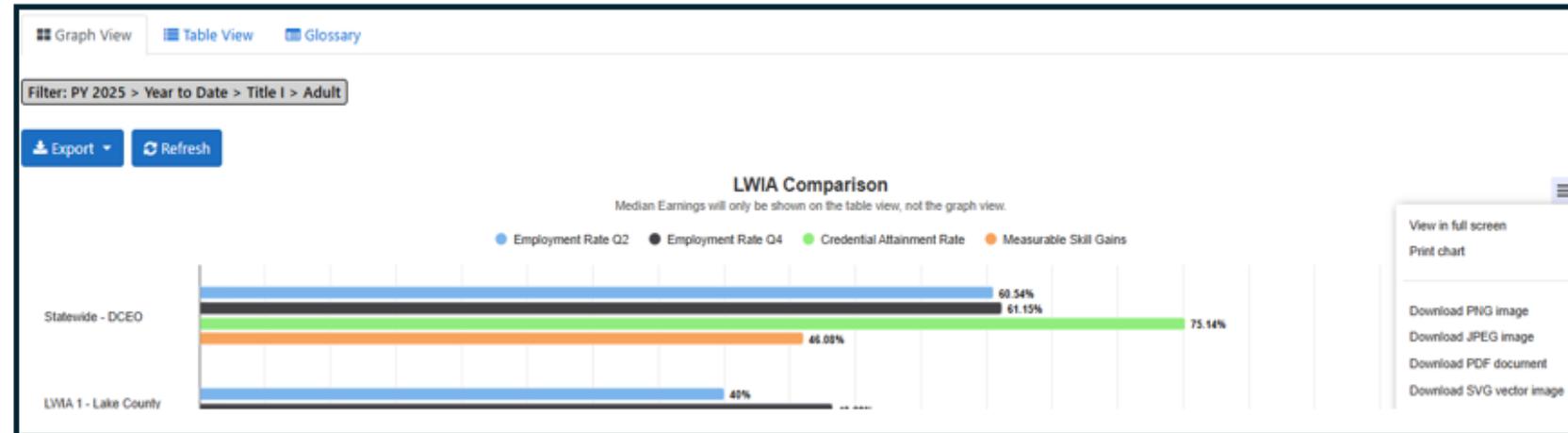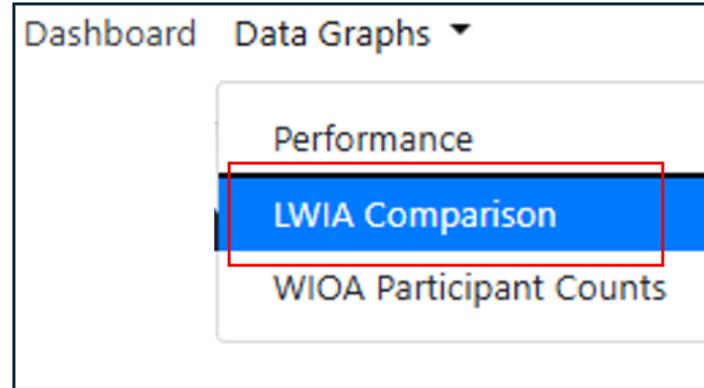
Accessing Data Graphs – WIOA Participant Counts

- The **WIOA Participant Counts** tool provides an overview of new and total WIOA participants at the statewide and local levels, with the ability to view week by week counts of new and total participants going back several years.

- **Performance Indicators** to select include:
  - Statewide Total Participants by Week
  - Statewide New Participants by Week
  - Statewide Exiters by Week
  - New Participants by Area
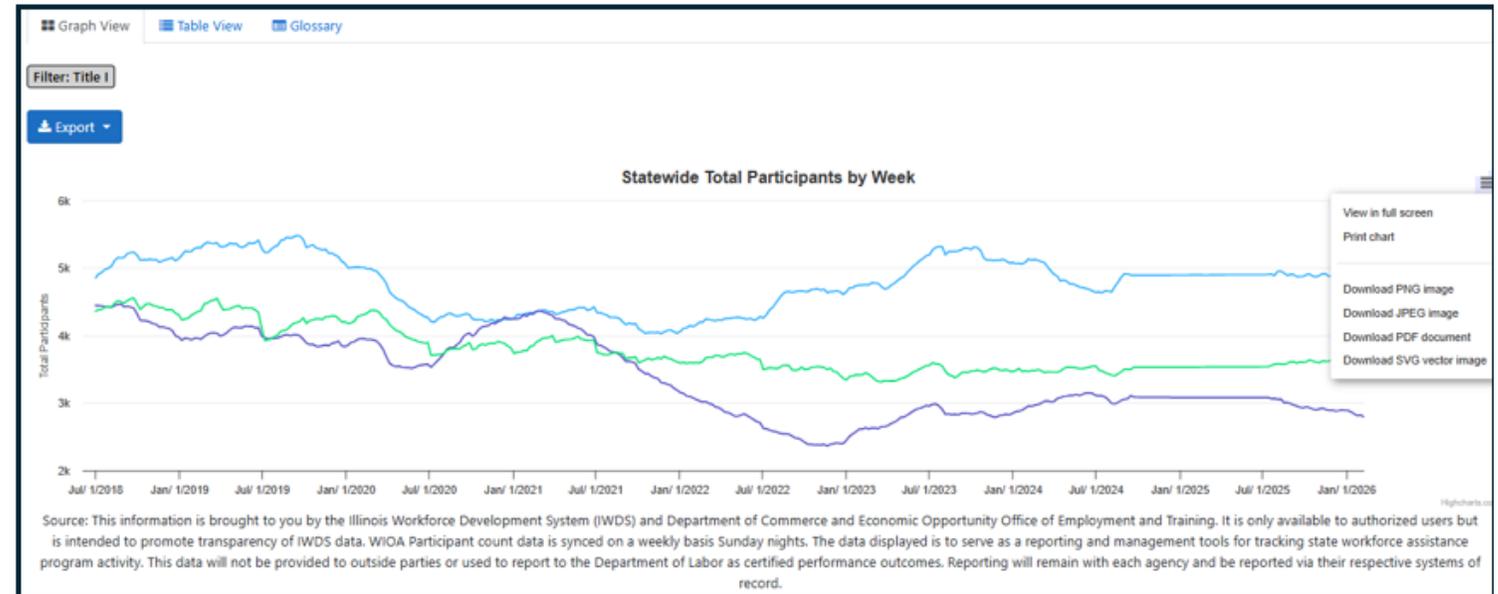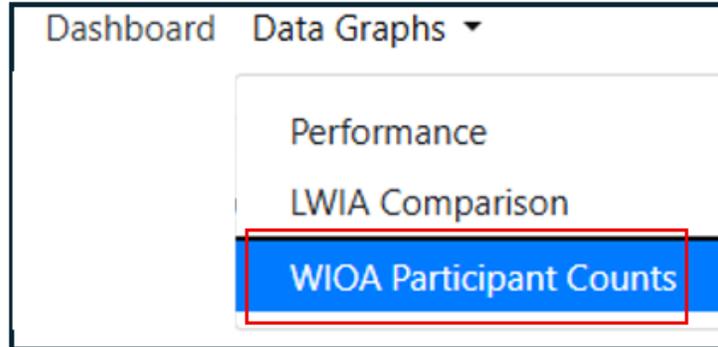
Header & Footer Information

Header Information

- Each tool has the **title** at the top.
- Under the title, there is a **Report Overview** section. The blue plus sign opens/closes the information.
- It includes the **Tool Purpose and instructions.**

Illinois Performance Accountability & Transparency System - WIOA Performance Counts

Report Overview ➕

Report Overview ➖

Illinois is committed to using a clear set of metrics in ensuring a customer-centered, transparent data-driven workforce system that meets the diverse needs of businesses and job seekers. The Illinois Performance and Accountability System (IPATS) is the foundation for informing aligned and integrated service delivery approaches that focus on continuous improvement and innovation. Data is input, managed, and maintained in IWDS, and it remains the system of record. IPATS will update based on data input into IWDS using the syncing timeframes identified in the footer.

Tool Purpose – Provide users with an overview of New and Total WIOA participants at statewide and local levels. Users can see week by week counts of new and total participants ranging back several years.

Footer Information

- Each tool has **footer** information displayed at the bottom.
- It includes when the information is **synced** with the IPATS system.

Source: This information is brought to you by the Illinois Workforce Development System (IWDS) and Department of Commerce and Economic Opportunity Office of Employment and Training. It is only available to authorized users but is intended to promote transparency of IWDS data. WIOA Participant count data is synced on a weekly basis Sunday nights. The data displayed is to serve as a reporting and management tools for tracking state workforce assistance program activity. This data will not be provided to outside parties or used to report to the Department of Labor as certified performance outcomes. Reporting will remain with each agency and be reported via their respective systems of record.

Best Practices

Best Practice - Dashboard Reports

The dashboard reports listed below are recommended to be exported each month:

- No Case Note in 30 Days
- Last Active Service 90 days or greater
- Participants with Open Services 18 months or greater

These reports ensure:

- Compliance with WIOA standards and regulations
- Prompts activity and engagement with customers/participants
- (LWIA 7 Only) Indicator to inform if customers did not transfer from Career Connect to the IWDS system

Customer Activity	
⚠ No Case Note in 30 Days ❶	1,583
✳ Last Active Service 60 days or greater ❶	1,541
⚠ Last Active Service 90 days or greater ❶	630
⚠ Last Active Service 110 days or greater ❶	450
✳ Participants with Open Services 60 days or greater ❶	5,312
✳ Participants with Open Services 6 months or greater ❶	2,428
⚠ Participants with Open Services 18 months or greater ❶	515

Selecting a blue number will display the customer list.

The reports should be exported on the first Monday or during the first week of each month by Program Compliance Specialists or sub-grantee staff.

Best Practice – Dashboard Reports

- **Export** your list for review of customers.

- The Export is customizable based on the data points selected from the **Columns** button.

- These reports can be used to review performance as well as track customers for programmatic compliance across data entry, services, career planning, etc.

- The system is designed with WIOA programs in mind, current IWDS does not provide transparency in this manner.

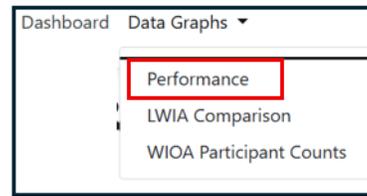Click the **Export** button to open the customer list to an Excel document.

Filter: Title I > Statewide - DCEO > No Case Note in 30 Days

← Return to Dashboard   ⬇ Export   ⟳ Refresh   ⬚ Columns ▾

Decisions, Actions, and Follow-up
- Each office/location has time and opportunity to address and/or enter outstanding information and data.
- Continued or unaddressed issue(s) may result in a Performance Improvement Plan (PIP)
- If office/location is currently on a PIP:
    - Resolving issue(s) could lead to a positive outcome and/or removal of PIP
    - Not address issue(s) may have negative implications and could affect funding levels

*Note: This is an LWIA 7 Best Practice

Best Practice: Identifying Participants in the Performance Measures

Step 1: Navigate to the **Performance** section

Dashboard | Data Graphs ▼

Performance
LWIA Comparison
WIOA Participant Counts

Step 2: Select your filters on the left, then click the **Table View** tab.

Step 3: Select any of the blue **Denominator** numbers.

📊 Graph View | ☰ Table View | 🖼 Glossary

Filter: PY 2025 > Year to Date > Title I > Adult > LWIA 5 - Kane County Department of Employment & Education

⬇ Export ▼

Adult: Performance Measures Outcomes PY 2025 Year to Date

Indicator	Goal	Status	Current Total	% to Goal	Threshold	Numerator	Denominator
Employment Rate Q2	76.5%	Meets	54.89%	71.75%	53.55%	101	184
Employment Rate Q4	75.5%	Meets	61.96%	82.07%	52.85%	114	184

Step 4: Click **Export** to create an Excel file. (This makes it easier to sort and see who is included in the measure.)

Filter: PY 2025 > Year to Date > Title I > Adult > LWIA 5 > Employment Rate Q2 > Denominator (includes customers who exited between 7/1/2024 and 6/30/2025 exited after quarter end)

← Return to Performance | ⬇ Export | ⟳ Refresh | ▥ Columns ▼

Last Name ▲	First Name ⇕	Organization ⇕	Participation Date ⇕	Exit Date ⇕	workNet Center ⇕
Smith	Sam	5	1/15/25	6/2/25	workNet Batavia

Best Practice: Identifying Participants in the Performance Measures

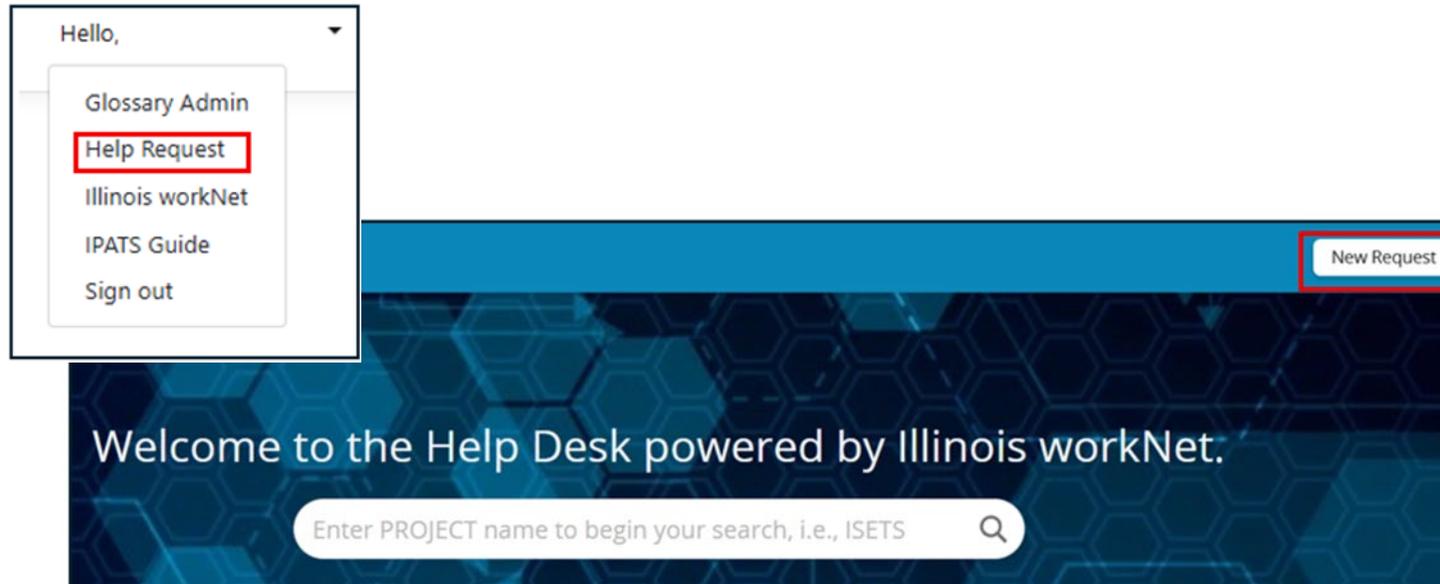**Step 5:** Sort the Excel document by the **"In Numerator"** column.

All the No's in this example mean that they are not meeting the performance measure.

IPATS Dashboard Demonstration

We're Here to Help

Hello, ▼

Glossary Admin

Help Request

Illinois workNet

IPATS Guide

Sign out

New Request

Welcome to the Help Desk powered by Illinois workNet.

Enter PROJECT name to begin your search, i.e., ISETS 🔍

If you experience any system issues or have questions, please don't hesitate to submit a **New Request** through the Help Desk.

When submitting your request, include as much detail as you can – such as screenshots, error messages, or the steps you were taking – so we can resolve the issue efficiently.

Projects names and Partner pages

App IL - Apprenticeship Illinois

CEJA - CEJA: Climate Works

DHS Youth - DHS Youth Partners

GMS - Grant Management System

GRF - General Revenue Funds

IEBS - Illinois Employment Business System

IL Works - Illinois Works Pre-Apprenticeship

IPATS - Illinois Performance Accountability & Transparency System

ISETS - Illinois SNAP Employment & Training System

IWTS - Incumbent Worker Tracking

Scroll down to the bottom of the Help Desk to click on the link for the **IPATS Partner Guide**.

Check out the IPATS Partner Guide

I-PATS QUICK START GUIDES

SCROLL TO YOUR ROLE & SELECT A QUICK START GUIDE TO GET STARTED

State Level Staff

Requesting Access to the I-PATS Platform - State Staff
Request access to the I-PATS Platform.

Performance Tool - State Staff
Learn how to access and use the Performance tools in IPATS.

LWIA Comparison - State Staff
Learn how to access and use the LWIA Comparison tools in IPATS.

Dashboard - State Staff
Learn how to access and use the Dashboard tools in IPATS.

IPATS PARTNER GUIDE

Illinois Performance Accountability and Transparency System (IPATS) is the latest software application brought to you from the Department of Commerce and Economic Opportunity– Office of Employment and Training in collaboration with the Illinois worknet technology specialists. One of the primary sources of data utilized for the visuals in IPATS is the Illinois Workforce Development System (IWDS) which is the state's system of record for intake, tracking, and reporting the Workforce Innovation and Opportunity Act (WIOA) Title I, Adult, Dislocated Workers, and Youth programs.

Why IPATS?

- Showing results in innovative and new ways sheds light on and provides a strong incentive to keep pushing forward. Ultimately, data transparency not only helps improve key metrics and overall performance but also helps with the willingness and ability of those charged with improving it.
- Having access to key metrics to see what works and what doesn't, in as real-time as possible, enables everyone to be informed and make better, quicker decisions.
- Dashboards display key metrics and data in ways that stakeholders can see where they are performing well and where they can make improvements. Increased visualization and availability of succinct and relatable data helps build trust among the data consumers, inspires new ideas and opportunities for growth, increases understanding of the purpose behind the data, attracts and empowers better engagement in the efforts to continuously improve upon performance and outcomes.

As you navigate through the screens please stop and take a moment to provide any feedback or suggestions no matter how big or small to the Help Desk.

Only partner accounts granted access will have access to this tool.

🏠 **Click here to enter the IPATS platform.**

IPATS
Illinois Performance Accountability & Transparency System

ALL RESOURCES

IPATS Partner Quick Start Guides

Practice Training Materials & Videos

Full List of Resources

Partner Tool Updates

IPATS TRAINING MATERIALS & VIDEOS

Webinars

More from this Playlist

Webinar Materials

Presentation Title	Presentation Description
Title: Illinois Performance Accountability & Transparency System (IPATS) - Dashboard Enhancements & Best Practices	Webinar details • Dashboard Enhancements • Best Practices • Submitting a Help Request • IPATS Partner Guide
Date: June 13, 2024	
Materials: • PowerPoint (PDF) • Recording	

IPATS FULL LIST OF RESOURCES

This page provides IPATS users with a variety of instructions, informational documents/webpages, and resource conjunction with IPATS. If you would like to request additional information regarding IPATS please reach out to

This page is updated on a continuous basis as additional resources and instructions are made available.

INSTRUCTIONS BY USER TYPE

State Users
- Gaining Access to IPATS (PDF)
- Dashboard (PDF)
- Performance Tool (PDF)
- LWIA Comparison Tool (PDF)
- WIOA Performance Counts (PDF)
- Glossary Admin (PDF)

LWIA Admin
- Gaining Access to IPATS (PDF)
- Dashboard (PDF)
- Performance Tool (PDF)
- LWIA Comparison Tool (PDF)
- WIOA Performance Counts (PDF)

Career Planner
- Gaining Access to IPATS (PDF)
- Dashboard (PDF)
- Performance Tool (PDF)
- LWIA Comparison Tool (PDF)
- WIOA Performance Counts (PDF)

I-PATS PARTNER TOOL UPDATES

Guide.

January 29, 2026
- Deleted Title III Q2 Data from the WIOA Performance & Transparency page.

January 15, 2026
- Resolved the issue with the filter for Last Completed Service End Date missing a date.
- Resolved the issue with the customer list just saying, "Loading".
- Resolved the issue with the dashboard number not matching the number on the export.

Feedback or Questions?

- As you use IPATS, if you have any feedback, please pass it forward so we can work on including it in the enhancements of IWDS 2.0.

- Please email your IPATS feedback to Heather.Lawrence@siu.edu