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Purpose

The Outcomes tab tracks items that an apprentice has scheduled to do or has accomplished. The specialists and/or intermediaries can use the Outcomes tab to:

- Check the status of items for the apprentice.
- Review and/or add:
 - Services
 - Goals
 - Measurable Skill Gains
 - Earned Credentials
 - Success Stories
 - Employment
 - Exit
 - Follow-up

Who Enters/Maintains Data

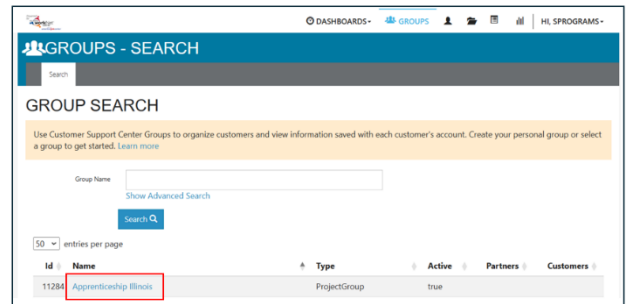
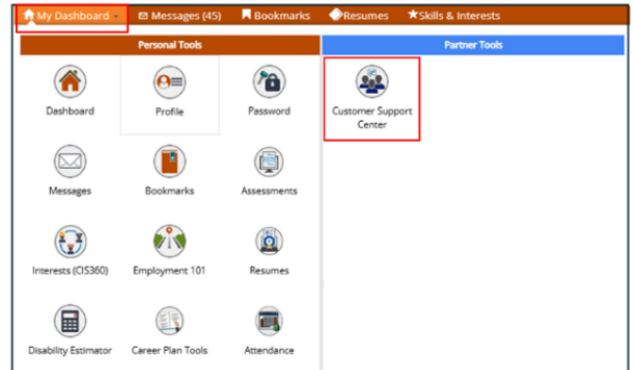
All Illinois workNet partners with access to Apprenticeship Illinois can view data dependent upon the level of access.

- **Partner Role** - Staff can view/edit the items on the tab.

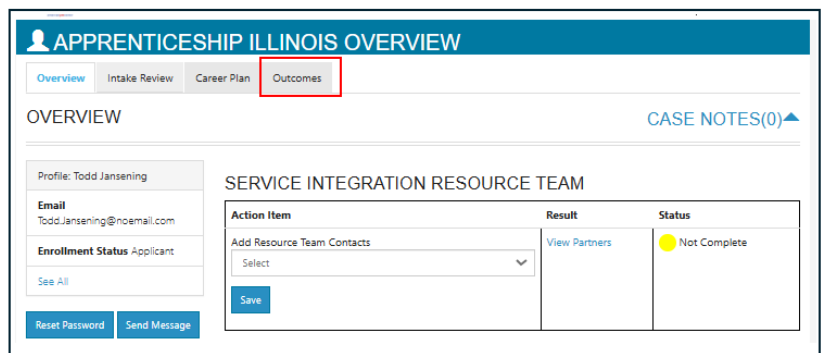
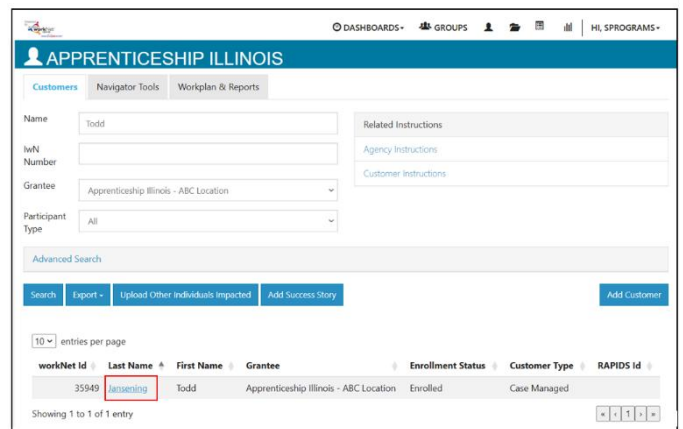
- **Apprentices** - Apprentices can access their information about their Outcomes from My Dashboard.

Access Apprentice Progress Page

1. Log into <https://www.illinoisworknet.com>
2. Select **My Dashboard**.
3. Select **Customer Support Center** from the Partner Tools.
4. On the Group Search page, select **Apprenticeship Illinois**.



5. Select the **apprentice's last name** to access their information.
6. Select the **Outcomes** tab.



Outcomes Sections

Summary

The **summary** provides a graphic depiction of where the apprentice stands on each of the performance measures. The results column tracks if items have been entered or achieved. The status column tracks whether the item has been completed.

Action Item	Result	Status
1. All services marked as complete (successfully/unsuccessfully).	Not Completed	Not Complete
2. Measureable Skill Gains (MSG) have been entered.	Not Completed	Not Complete
3. Industry recognized credentials have been entered.	Not Completed	Not Complete
4. Customer is exited.	Not Completed	Not Complete
5. Follow-up is complete.	Not Completed	Not Complete

Services

This section tracks the **services** entered for the apprentice. Services can be added to the career plan or in this section. Services should be assigned to goals.

To add a service from the Outcomes tab:

- Select **Add Step/Service**.
- Click **Add** by the desired service.
- Click **the pencil icon** to edit the step.
- Complete the information for the service in the Career Plan. (Check Career Plan directions for more information).

Goals

Goals are items that the apprentice would like to achieve. They can be added from the Goals section of the Career Plan or in this section.

To add a goal from this section:

- **Click** Add Goal Statement.
- Complete the information on the goal window that opens.
 - **Add** a simple goal statement.
 - **Select** a goal category:
 - Support Services
 - Career Plan
 - Education/Training Plan
 - Independent Living
 - **Select** Short-Term or Long-Term Goal.
 - **Select** Status:

- Not Started – Preferred
- On Track
- Off Track
- Complete
- Click Add Goal.

Goals are added to the list of goals. Services may be added by clicking **Add**. The goal may be amended by clicking **Edit**.

Measurable Skill Gains

This section tracks skill gain with specific **measurements**.

Select one of five types of skills gain:

- Educational Functional Level (EFL)
- Secondary Transcript/Report Card
- Postsecondary Transcript/Report Card
- Training Milestone
- Skills Progression/Diploma/Certificate/Degree

Educational Functional Level (EFL)

- Based upon documented test scores added in the Assessments section of the customer profile, i.e. TABE 11/12 with one full grade level increase.
- An additional measure would be those customers who enter Post-Secondary education or training after exit in the same program year whose school status was “Not attending school; H.S. Graduate”.

Secondary Transcript/Report Card

- Applies to apprentices without a high school diploma or equivalency at program entry.
- Apprentices’ transcript or report card for secondary education for one semester showing that the apprentice is demonstrating satisfactory achievement in all classes. The semester must be within the program year (PY).
- The report card/transcript must not show that the apprentice dropped out of school, was removed from the institution, or any other condition that indicated removal on academic or conduct grounds.
- Any reasonable verification of a transcript or report card will meet the requirement for documentation such as an unofficial transcript or online report card.
 - **Answer** the questions.
 - **Upload** the associated document.
 - **Enter** Date Attained.
 - **Add** a Comment.
 - **Click** Save.

Postsecondary Transcript/Report Card

- Applies to participants enrolled in post-secondary education.
- Full-time Students must achieve minimum of 12 credits within one semester.
- Part-time students must achieve a minimum of 12 credits completed (in accordance with the institution’s standards) in two consecutive semesters within the same 12-month period. If the first semester begins in one PY and the second semester ends in the next PY, the MSG would be achieved in the PY in which the second semester ends.
- Documentation: Transcript or Report Card that shows a participant is meeting the State unit’s academic standards. The documentation must include whether the participant is enrolled full-or part-time.
- The report card/transcript must not show that the participant dropped out of school, was removed from the institution, or any other condition that indicated removal on academic or conduct grounds.
- Any reasonable verification of a transcript or report card will meet the requirement for documentation such as an unofficial transcript or online report card.
 - Answer the questions.
 - Upload the associated document.
 - Enter Date Attained.
 - Add a Comment.
 - Click Save.

The screenshot shows a web form titled "ADD MEASURABLE SKILL GAIN". Under "Select Skill Type", the radio button for "Postsecondary Transcript/Report Card" is selected and highlighted with a red box. Below this, there are three numbered questions: 1. "This customer is pursuing their GED/Diploma/certificate and enrolled in post-secondary education?" with options for full-time or part-time; 2. "This customer is in the system with the following Highest Level of Education?" with a dropdown menu showing "Col. Freshman"; 3. "Upload Transcript or Report Card that shows a participant is meeting the State unit's academic standards." Below the questions are fields for "Date Attained" and "Comment", and "Save" and "Close" buttons at the bottom right.

Training Milestone

- “Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training.” (e.g., training reports showing completed milestones, increases in pay resulting from new skills or increased performance.)
- There are various types of achievements that count towards a Training Milestone gain. Programs should determine appropriate documentation and methods that count towards training milestones.
 - Upload the associated document.
 - Enter Date Attained.
 - Add a Comment.
 - Click Save.

The screenshot shows the same "ADD MEASURABLE SKILL GAIN" form, but with the radio button for "Training Milestone" selected and highlighted with a red box. The first question is now: "1. Upload document for 'Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training, (e.g., worksite evaluation or observational evaluation in Illinois workNet, training reports showing completed milestones, increases in pay resulting from new skills or increased performance)'". The rest of the form structure, including the "Date Attained" and "Comment" fields and "Save/Close" buttons, remains the same.

Skills Progression/Diploma/Certificate/Degree

- “Successful passage of an exam that is required for an occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams.”
- Documentation for this gain may include, for example, passage of an exam in a Registered Apprenticeship program, employer-required knowledge-based exam, satisfactory attainment of an element on an industry or occupational competency-based assessment, or other completion test necessary to obtain a credential.
- Skills Progression/Diploma is selected for achievement of a high-school diploma or GED, an industry recognized credential or certificate or an Associate or Bachelor’s Degree.
 - **Answer** the questions.
 - **Upload** the associated document.
 - **Enter** Date Attained.
 - **Add** a Comment.
 - **Click** Save.

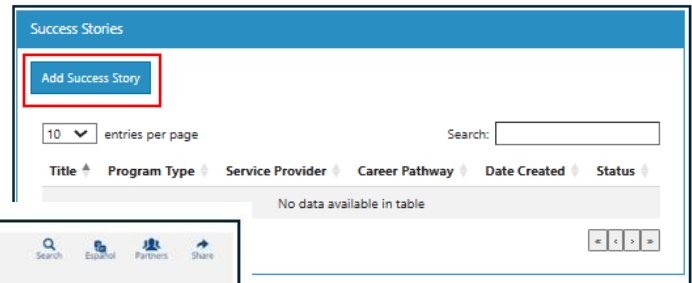
Earned Credentials

This section tracks the achievements, qualifications or credentials earned by the apprentice. They can be added in the career plan on the associated step/service or in this section. To add a credential from this section:

- **Click** Add Credential. User is redirected to the customer career plan.
- **Select** the activity for which the credential was earned.
- **Enter** the title of the credential.
- **Enter** the institution where the credential was earned.
- **Enter** date the credential was earned.
- **Select** the credential type.
- **Select** the credential source.
- **Select** Yes or No if the customer has experience in the credential field.
- **Click** Save.
- The credential is automatically added to the Outcomes section for credentials.

Success Stories

This section displays the Success stories submitted by or about the apprentice. When the link to add a Success Story is clicked, the user is directed to the WIOA Success Story Guide. Success stories added will appear in the list and can be sorted by ordering the column headers.



Exit

This section tracks the pieces required to exit an apprentice. All boxes must be checked before the apprentice may be exited. They will automatically check items included in the apprentice's profile.

- All services should have complete status.
- Measurable Skill Gains have been entered.
- All Industry Recognized Credentials are entered into the system.
- Further Exit information is coming.

To exit an apprentice who leaves the program early.

- **Check** the box.
- **Enter** the date when they left.
- **Select** an Exit Reason from the dropdown.
- **Click** Save Exit Status.
- **Complete** a case note about why they left the program without completing it.

Exit

To exit a customer all services must have a complete status (successful/unsuccessful). To ensure you are exiting a customer with positive performance outcomes all boxes must be checked.

All services to have a complete status.

Measurable Skill Gains have been entered.

All Industry Recognized Credentials are entered into the system.
Credentials must be the Industry Recognized Credential to count for Performance.
Make sure you have all your supporting documentation in the customer's file.

Once you save the "Save Exit Status" you will not be able to add services.

School Status *

Select an education level

Exit Reason * **Exit Date ***

Employment

This section tracks apprentice employment after exiting the program. Or, it tracks employment of an incumbent worker who retains employment during training. (This is added from information on the application.) It is entered in the Outcomes tab. Positions added will appear in the list and can be sorted by ordering the column headers.

- **Click** Add Employment
- Select if position is current.
- **Enter** Employer name.
- **Enter** start date.
- **Enter** address details.
- **Enter** job duties.
- **Enter** hours per week.
- **Answer** Yes or No if the apprentice has experience in the credential field.
- **Click** Save.

Follow-up

This section tracks the follow-up communications the Intermediary should have with the apprentice at any time.

- **Select** Add Follow-Up Case Note
- **Complete** the parts of the Case Note
- **Select** how it will be saved and to whom it will be sent.