

Youth Career Pathway Initiative	Staff Who Completes Task			System Used	
	Statewide Staff	Grantee (LWIA or Non-LWIA)	Only LWIA Staff	Illinois workNet System (IwN)	IWDS
Get Started					
<ul style="list-style-type: none"> Enter grantee information 	X			X	X
<ul style="list-style-type: none"> Give staff access to tools. <ul style="list-style-type: none"> Partner access in IwN Career Planner access to LWIA 90 in IWDS (only entering services, assessments, milestones, and credentials) 	X			X	X
<ul style="list-style-type: none"> LWIA Enter appointment schedule the first month of the grant relationship. Schedule appointment out 2 months in advance. 			X	X	
<ul style="list-style-type: none"> Enter Training Program information (IwN). <ul style="list-style-type: none"> Training Program Provider Baseline requirements Credentials Prepared For/Earned Enter provider information into IWDS if: <ul style="list-style-type: none"> The program is not a WIOA approved training program and They provider is not already in the IWDS system. 	X (IWDS)	X (IwN)		X	X
<ul style="list-style-type: none"> Enter Employers into worksite placement tool <ul style="list-style-type: none"> Employers & worksite Information Industry Type of employment/work-based learning Number of openings Job title/Description Wage 		X		X	
Recruit Customers and Employers					
<ul style="list-style-type: none"> Recruit (public page, marketing materials) career pathway customers and employers. 		X		X	
Complete Customer Intake Form					
<ul style="list-style-type: none"> Customers complete intake form. The form is used to help recommend training programs that may be a good match for the customer. 		X		X	
Customers Become WIOA Inquirants/Applicants					
<ul style="list-style-type: none"> Use Dashboards to monitor customer daily progress. 		X		X	
<ul style="list-style-type: none"> Meet with the customer to complete their intake review. <ul style="list-style-type: none"> Discuss the training program options and things to consider when deciding if they want to participate. 		X		X	

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<ul style="list-style-type: none"> ○ Identify the selected training program and update the recommendation status. ○ Verify WIOA eligibility by identifying and collecting the required documentation. <ul style="list-style-type: none"> ▪ Grantee may need to provide or coordinate the TABE assessment if a score is not available for the past 6 months. ○ Update Eligibility Status in IwN. <ul style="list-style-type: none"> ▪ Once the eligibility documentation is collected and the grantee determines they can serve the customer, the intake form is submitted to IWDS. The form populates the customer information into IWDS with an IWDS inquirer application status. ▪ If the grantee is not able to collect eligibility documentation or they are unable to serve the customer, the grantee is prompted to explain why they were unable to serve the customer and what referral or next steps were given. The customer information is NOT sent to IWDS. ○ Grantees update the appointment status to identify if the customer needs an appointment for an IWDS application certification meeting with LWIA staff. <ul style="list-style-type: none"> ▪ Customers are instructed to take appropriate documentation to LWIA staff appointment. 					
<ul style="list-style-type: none"> ● LWIA career planner verifies WIOA eligibility and certifies application in IWDS. These customers have an “applicant” IWDS application status. 			X		X
<ul style="list-style-type: none"> ● Use the Overview page to identify the customer’s Integrated Resource Team Contacts. 					
<ul style="list-style-type: none"> ● Use the Case Notes tool to enter case notes into IWDS/Illinois workNet as well as a communication tool to send emails and Illinois workNet messages. ● View/Filter/Export Customer Case Notes. 		X		X	
Training and Services - Customers Become WIOA Registrants					
<ul style="list-style-type: none"> ● Document Basic Skill Assessment Results 		X			X

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<ul style="list-style-type: none"> Document/View Other Assessment Results – Assessment results entered into IwN will populate IWDS as a case note. 		X		X	
<ul style="list-style-type: none"> Based on the customer’s needs, identify staff to assist in supporting the customer and update Integrated Resource Team Contacts on the Overview page. 		X		X	
<ul style="list-style-type: none"> Create an Illinois workNet Career Plan with the customer. <ul style="list-style-type: none"> Complete assessment summary Identify short and long-term goals Identify planned steps/services to reach the goals. This includes worksite placements and other services. For each service, identify: <ul style="list-style-type: none"> Planned start/due dates and a Not Started Status. Barriers addressed with the step Provider Credential that is earned (once it is earned) Have the customer sign the career plan and retain for you records. Make sure they know they can access their Illinois workNet Career Plan at any time through their Illinois workNet account. Export the career plan crosswalk to IWDS services. 		X		X	
<ul style="list-style-type: none"> Grantees enter services into IWDS. Enter the service for Individualized Services Strategy Enter services into IWDS as they are Started/Complete.). These services will sync with the Illinois workNet Career Plan steps/services if the service and start date are the same for the customer. 		X			X
<ul style="list-style-type: none"> View/sort customer’s saved Optimal Resume items. 		X		X	
<ul style="list-style-type: none"> Upload Worksite Placement Payroll. 		X		X	
<ul style="list-style-type: none"> Grantee staff enter Credentials: Enter the credential into the customer’s Illinois workNet career plan. <ul style="list-style-type: none"> Select the step that was started/completed that resulted in a credential Enter the credential information. 		X		X	X

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<ul style="list-style-type: none"> Enter the credential in IWDS. This will sync with the customer's career plan based on the type of credential, the date attained, and the source. 					
<ul style="list-style-type: none"> View/Filter/Export Customer Services/Outcomes. 		X		X	
Program Completion/Exit					
<ul style="list-style-type: none"> LWIA career planner updates exit status for WIOA applicants/registrants. Sync will update customer IWDS status in Illinois workNet. 			X		X