

Apprenticeship Illinois	Staff Who Completes Task			System Used	
	Statewide Staff	Grantee (LWIA or Non-LWIA)	Only LWIA Staff	Illinois workNet System (IwN)	IWDS
<b>Get Started</b>					
<ul style="list-style-type: none"> <li>Enter grantee information.</li> </ul>	X			X	
<ul style="list-style-type: none"> <li>Give partner staff access to tools.</li> </ul>	X			X	
<ul style="list-style-type: none"> <li>Enter Apprenticeship Program information (ETPL).</li> </ul>	X				X
<ul style="list-style-type: none"> <li>Enter Employers into worksite placement tool. <ul style="list-style-type: none"> <li>Employers &amp; worksite information</li> <li>Industry</li> <li>Type of employment/work-based learning</li> <li>Number of openings</li> <li>Job title/Description</li> <li>Wage</li> </ul> </li> </ul>		Interm. Navigator		X	
<b>Recruit Customers and Employers</b>					
<ul style="list-style-type: none"> <li>Recruit (public page, marketing materials) career pathway customers and employers.</li> <li>Add link to application on Apprenticeship Illinois page. (IwN Admin)</li> </ul>		Interm. Navigator		X	
<b>Complete Customer Intake Form</b>					
<ul style="list-style-type: none"> <li>Customers complete intake form. The form is used to help recommend training programs that may be a good match for the customer.</li> </ul>		Customer		X	
<b>Customers go through Eligibility Review</b>					
<ul style="list-style-type: none"> <li>Use Dashboards to monitor customer daily progress.</li> </ul>		Interm.		X	
<ul style="list-style-type: none"> <li>Meet with customer to complete intake review, collect enrollment information, establish program selection, verify WIOA eligibility.</li> <li>Identify the selected training program and update the recommendation status.</li> <li>Verify WIOA eligibility by identifying and collecting the required documentation.</li> <li>Update Eligibility Status in IwN. <ul style="list-style-type: none"> <li>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.</li> </ul> </li> </ul>		Interm.		X	

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<ul style="list-style-type: none"> <li>Use Case Notes tool to enter case notes into IwN as well as a communication tool to send emails and IwN messages.</li> <li>View/Filter/Export Case Notes.</li> </ul>		Interm.			
<ul style="list-style-type: none"> <li>LWIA career planner verifies WIOA eligibility and certifies application in IWDS. These customers have an “applicant” IWDS application status.</li> </ul>			X		X
<ul style="list-style-type: none"> <li>Use the Overview page to identify the customer’s Integrated Resource Team Contacts.</li> </ul>		Interm.		X	
<ul style="list-style-type: none"> <li>Use the Case Notes tool to enter case notes into Illinois workNet as well as a communication tool to send emails and Illinois workNet messages.</li> <li>View/Filter/Export Customer Case Notes.</li> </ul>		Interm.		X	
<b>Training and Services - Customers Become WIOA Registrants</b>					
<ul style="list-style-type: none"> <li>Document Basic Skill Assessment Results.</li> </ul>		Interm.		X	
<ul style="list-style-type: none"> <li>Document/View Other Assessment Results.</li> </ul>		Interm.		X	
<ul style="list-style-type: none"> <li>Identify staff to assist in supporting the customer and update Integrated Resource Team Contacts on the Overview page.</li> </ul>		Interm.		X	
<ul style="list-style-type: none"> <li>Create an Illinois workNet Career Plan with the customer to customize the preliminary pre-populated career plan (services). <ul style="list-style-type: none"> <li>Complete assessment summary</li> <li>Identify short and long-term goals</li> <li>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"> <li>Planned start/due dates and a Not Started Status.</li> <li>Barriers addressed with the step</li> <li>Provider</li> <li>Credential that is earned (once it is earned)</li> </ul> </li> </ul> </li> <li>Have the customer sign the career plan and retain for your records. Make sure they know they can access their Illinois workNet Career Plan at any time through their Illinois workNet account.</li> <li>Update the date for the 1<sup>st</sup> Career Plan Agreement.</li> <li>Update the career plan as needed.</li> </ul>		Interm.		X	

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<ul style="list-style-type: none"> <li>View/sort customer's saved Optimal Resume items.</li> </ul>		Interm. Navigator		X	
<ul style="list-style-type: none"> <li>Upload Worksite Placement Payroll.</li> </ul>		Interm.		X	
<ul style="list-style-type: none"> <li>Grantee staff enter Credentials:</li> <li>Enter the credential into the customer's Illinois workNet career plan. <ul style="list-style-type: none"> <li>Select the step that was started/completed that resulted in a credential.</li> <li>Enter the credential information.</li> <li>Verify credential tracks to the Outcomes – Credentials.</li> </ul> </li> </ul>		Interm.		X	
<ul style="list-style-type: none"> <li>View/Filter/Export Customer Services/Outcomes.</li> </ul>		Interm.		X	
<b>Program Completion/Exit/Follow-up</b>					
<ul style="list-style-type: none"> <li>Update exit status for participants on Outcomes Tab.</li> </ul>		Interm.		X	
<ul style="list-style-type: none"> <li>Follow-up with customers at prescribed times.</li> </ul>		Interm.		X	