Apprenticeship IllinoisStatewide StaffGrantee (UWA or Non-LWA)Only LWIA StaffIllinois workNetIWDSGet Started <td< th=""><th></th><th colspan="3">Staff Who Completes Task</th><th colspan="2">System Used</th></td<>		Staff Who Completes Task			System Used	
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Get StartedNon-LW(A)StaffSystem (IwN)Get StartedXXXXEnter grantee information.XXXXGive partner staff access to tools.XXXXEnter Apprenticeship Program information (ETPL).XInterm.XXEnter Employers into worksite placement tool.Interm.XXXIndustryType of employment/work-based learningInterm.XXNumber of openingsJob title/DescriptionInterm.XXRecruit Customers and EmployersInterm.XXAdd link to application on ApprenticeshipInterm.XXCustomers complete intake form.The form is used to help recommend training programs that may be a good match for the customer.Customers on the program is used to help recommend to the program is used to help recommend to the program is used to help recommend to the program is that may be a good match for the customer.Interm.X	Apprenticeship illinois	Staff	(LWIA or	LWIA	workNet	
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Customers complete intake form. The form is used to help recommend training programs that may be a good match for the customer. Customers go through Eligibility Review	Complete Customer Intake Form		Calanda			
used to help recommend training programs that may be a good match for the customer. Image: Customer is a straining programs is a straining program is a strainin	• Customers complete intake form. The form is		Customer		X	
that may be a good match for the customer. Image: Customer sign through Eligibility Review	used to help recommend training programs					
customer. Image: Customers go through Eligibility Review	that may be a good match for the					
Customers go through Eligibility Review	customer.					
Ites Dashboards to monitor sustamor	Customers go through Eligibility Review					
• Ose Dasinboards to monitor customer	 Use Dashboards to monitor customer 		Interm.		Х	
daily progress.	daily progress.					
Meet with customer to complete intake Interm. X	 Meet with customer to complete intake 		Interm.		Х	
review, collect enrollment information,	review, collect enrollment information,					
establish program selection, verify WIOA	establish program selection, verify WIOA					
eligibility.	eligibility.					
Identify the selected training program and	 Identify the selected training program and 					
update the recommendation status.	update the recommendation status.					
Verify WIOA eligibility by identifying and	 Verify WIOA eligibility by identifying and 					
collecting the required documentation.	collecting the required documentation.					
Update Eligibility Status in IwN.	Update Eligibility Status in IwN.					
 If the grantee is not able to collect 	 If the grantee is not able to collect 					
eligibility documentation or they are	eligibility documentation or they are					
unable to serve the customer, the	unable to serve the customer the					
grantee is prompted to explain why	grantee is prompted to evolution why					
they were unable to serve the	they were unable to serve the					
customer and what referral or peyt	customer and what referral or next					
steps were given.	steps were given.					

		Staff Who Completes Task			System Used	
	Annrenticeshin Illinois	Statewide	Grantee	Only	Illinois	IWDS
		Staff	(LWIA or	LWIA	workNet	
			Non-LWIA)	Staff	System (IwN)	
•	Use Case Notes tool to enter case notes		Interm.			
	into IwN as well as a communication tool					
	to send emails and IwN messages.					
•	View/Filter/Export Case Notes.					
•	LWIA career planner verifies WIOA eligibility			Х		Х
	and certifies application in IWDS. These					
	customers have an "applicant" IWDS					
	application status.					
•	Use the Overview page to identify the		Interm.		Х	
	customer's Integrated Resource Team					
	Contacts.					
•	Use the Case Notes tool to enter case notes		Interm.		Х	
	into Illinois workNet as well as a					
	communication tool to send emails and Illinois					
	workNet messages.					
•	View/Filter/Export Customer Case Notes.					
Trai	ning and Services - Customers Become WIOA Registran	nts				
•	Document Basic Skill Assessment Results.		Interm.		Х	
•	Document/View Other Assessment Results.		Interm.		Х	
•	Identify staff to assist in supporting the		Interm.		Х	
	customer and update Integrated Resource Team					
	Contacts on the Overview page.					
٠	Create an Illinois workNet Career Plan with the		Interm.		Х	
	customer to customize the preliminary pre-					
	populated career plan (services).					
	 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,					
	Identity:					
	 Plaimed start/due dates and a Not Started Status 					
	 Barriors addressed with the stop 					
	 Darners addressed with the step Provider 					
	 Credential that is earned 					
	(once it is earned)					
•	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.					
•	Update the date for the 1 st Career Plan					
	Agreement.					
•	Update the career plan as needed.					

	Staff Who Completes Task			System Used	
Apprenticeship Illinois	Statewide Staff	Grantee (LWIA or Non-LWIA)	Only LWIA Staff	Illinois workNet System (IwN)	IWDS
 View/sort customer's saved Optimal Resume items. 		Interm. Navigator		x	
 Upload Worksite Placement Payroll. 		Interm.		Х	
 Grantee staff enter Credentials: Enter the credential into the customer's Illinois workNet career plan. Select the step that was started/completed that resulted in a credential. Enter the credential information. Verify credential tracks to the Outcomes – Credentials. 		Interm.		X	
View/Filter/Export Customer Services/Outcomes.		Interm.		Х	
Program Completion/Exit/Follow-up					
• Update exit status for participants on Outcomes Tab.		Interm.		Х	
Follow-up with customers at prescribed times.		Interm.		Х	