

Quarterly Reporting and Work Plan Instructions

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This document provides updated information and instructions regarding the submission of Apprenticeship Illinois quarterly reports. The report covers activities for the grant period being reported. The *beta version* of screens in Illinois workNet provides an input area for the quarterly report narratives. Grantees are asked to use the Illinois workNet Customer Support Center/IWIS to submit the information by the end of the month following the quarter end date. i.e., April 30 for the quarter ending March 31.

Workplan

The workplan is submitted at the beginning of the grant. Actual data will be gathered as it is entered into IWIS. Information on modification requests will be added as it is completed.

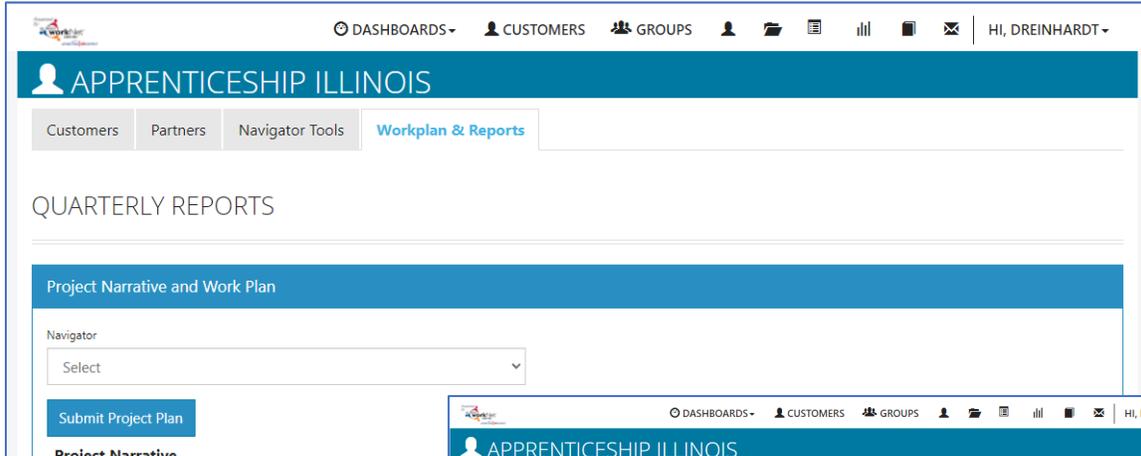
QUARTERLY REPORT NARRATIVE

Provide a narrative in the Illinois workNet *text box screen* describing the activity that occurred over the last quarter. Include a summary of information from all applicable categories:

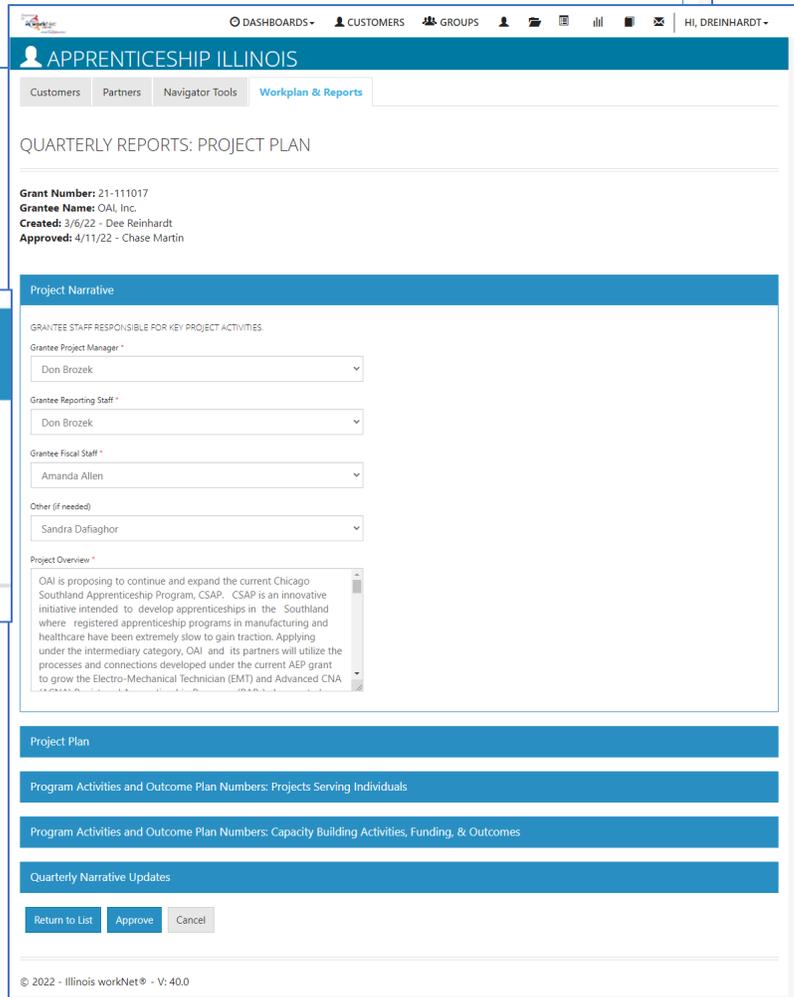
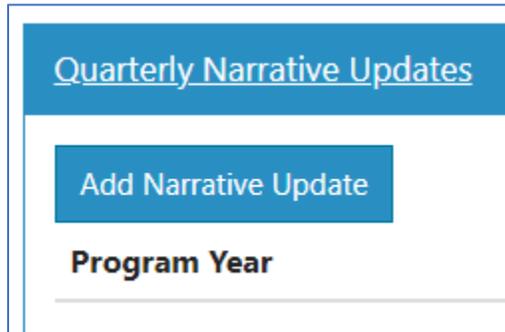
- Summary of Grant Activities
- Progress Toward Grant Goals
- Status Update on Strategic Partnership Activities
- Status Update on Employer Engagement Strategies
- Key Issues and Technical Assistance Needs
- Summarize Significant Accomplishments and Reference Success Stories that were submitted.

Instructions:

1. Go to <https://illinoisworknet.com>.
2. Login to your partner account.
3. Select Customer Support Center/IWIS from the partner tools OR click on “Go to IWIS from the partner page <https://www.illinoisworknet.com/appilpartners>.
4. Select Apprenticeship Illinois from the Groups tab.
5. Select Workplan & Reports tab.



6. Select the project narrative (most grantees only have access to one plan).
7. Scroll to the bottom and click Quarterly Narrative Updates.
8. Click Add Narrative Update.



9. Enter narrative.
 - a. Program year defaults to current year.
 - b. Quarter defaults to most recently completed quarter.
 - c. Text box will expand. (Best practice is to write the narrative in Word, then copy and paste to the narrative modal).
10. Click Save when finished.

ADD QUARTERLY UPDATE

Provide a narrative update regarding the activity that occurred over the last quarter. Include a summary of information from all applicable categories.

- Summary of Grant Activities
- Progress Toward Grant Goals
- Status Update on Strategic Partnership Activities
- Status Update on Employer Engagement Strategies
- Key Issues and Technical Assistance Needs
- Summarize Significant Accomplishments and Reference Success Stories (by name) that have been posted.
- All information for the narrative must be entered in the text box below.

Program Year *
2021

Quarter *
Quarter Ending March 31

Narrative Update *

Save Close

PERIODIC PROGRAM REPORT (standard form)

Grantees must complete and upload the State of Illinois Periodic Program Report (quarterly narrative report) in Illinois workNet. Please save the report as [enter naming convention].

Upload Instructions

1. From the Customer Support Center/IWIS menu, select the Provider Information icon.
2. Select the File Uploads tab.
3. Select a Project – Apprenticeship Illinois.
4. Select a Provider.
5. Select Upload File button.

DASHBOARDS - CUSTOMERS GROUPS HI, DREINHARDT -

PROVIDER INFO

Appointments **File Uploads** Provider Details ISETS E&T Programs Case Notes Grantee Details Training Programs

Project Apprenticeship Illinois

Provider Lincoln Land Community College

Filter Upload File Refresh

Download Forms from ISETS Partner Resources

File Uploads

6. **Select** a category – Performance Report.
7. **Choose** the file needing to be uploaded.
8. **Write** a short description. *Best practice is to write the description to enable someone to know what the document is without having to open it.*
9. **Click** Upload button.

PERIODIC FISCAL REPORT (standard form with supporting documentation)

Grantees must complete and upload the State of Illinois Periodic Fiscal Report (Fiscal Quarterly Report). Supporting documentation (Trial Balance) must also be submitted to support costs reported. Please save the report as [enter naming convention].

Upload Instructions

1. From the Customer Support Center/IWIS menu, **select** the Provider Information icon.
2. **Select** the File Uploads tab.
3. **Select** a Project – Apprenticeship Illinois.
4. **Select** a Provider.
5. **Select** Upload File button.

6. **Select** a category – Fiscal Report.
7. **Choose** the file needing to be uploaded.
8. **Write** a short description. *Best practice is to write the description to enable someone to know what the document is without having to open it.*
9. **Click** Upload button.

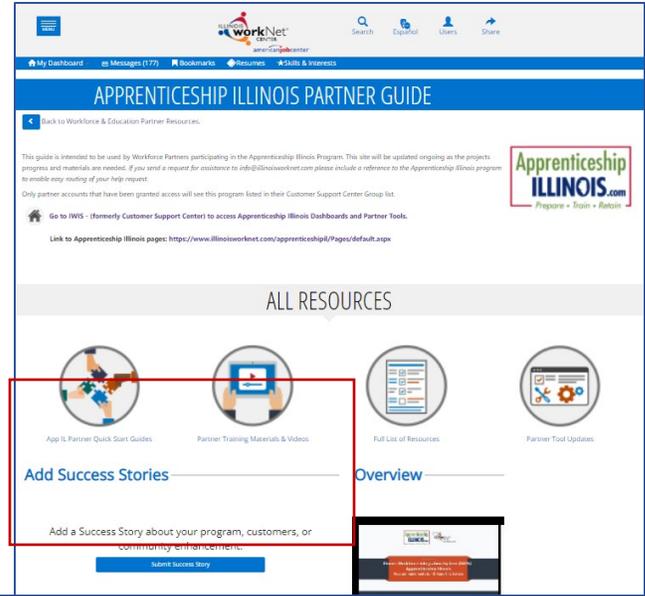
SUCCESS STORY

Grantees are requested to complete and post success stories quarterly that are associated with the apprenticeship expansion program.

Add Success Story Instructions

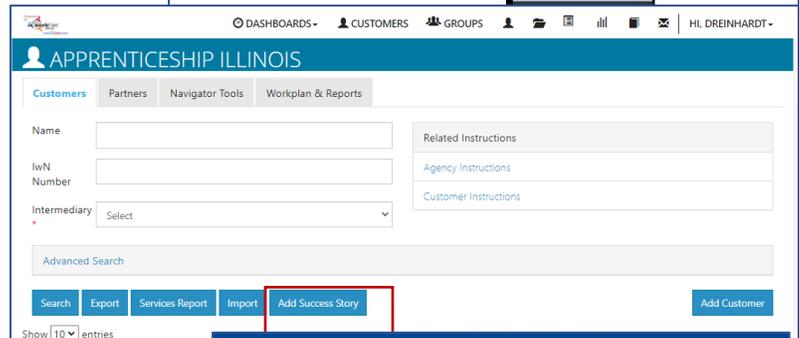
Option 1

1. From the partner page <https://www.illinoisworknet.com/appilpartners>.
 - o **Scroll** to the middle of the main page.
 - o **Select** Submit Success Story.



Option 2

1. From the Customer Support Center/IWIS Apprenticeship Illinois group page, **select** Add Success Story button.



2. **Select** Service Providers.
3. **Log-in** (if not already).
4. **Select** the type of success story being submitted.
5. **Fill in** the required fields.
 - a. Tell the story.
 - b. Add an image (612 pixels by 612 pixels).
6. **Accept** Agreement.
7. **Save** Story.
8. Illinois workNet staff will review and approve the story.

