

# Reporting Tools

## Contents

Definition .....	1
Access the Reports.....	1
Participant List .....	2
Community Success Story .....	3
Cumulative Report for Work Plan and Program Activities .....	5
Quarterly Report .....	6
Quarterly Narrative Report.....	7

## Definition

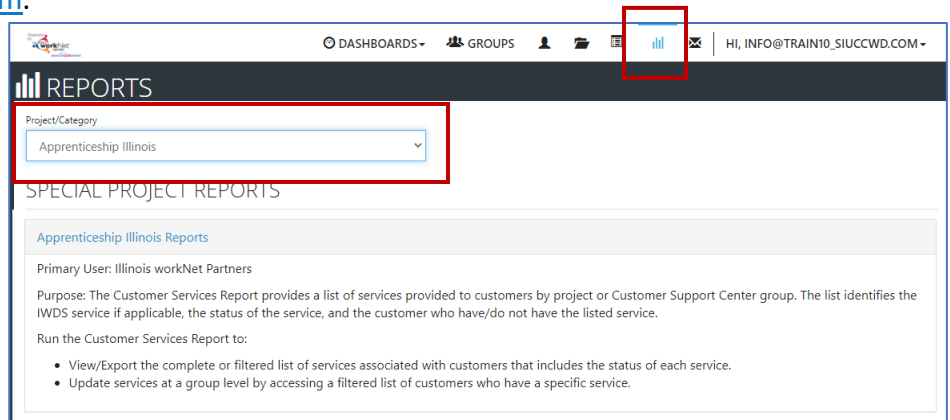
**Reports** allow users to see a number of things based upon the report:

- Participant List – this list is a comprehensive list of all participants in the program.
- Cumulative Report for Work Plan and Program Activities
- Quarterly Performance Reporting
- Quarterly Narrative Reporting – reports number of Other Individuals Impacted entered during a specific time period.
- Success Story Input – add a success story about an individual, employer or community.

Users include navigators, intermediaries and statewide users.

## Access the Reports

1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Select **My Dashboard**.
3. Select **Partner Tools**.
4. Select **Customer Support Center**.
5. Select **Reports** in the top menu.
6. Select **Apprenticeship Illinois Reports**.
7. Select the **TAB** for the report you want to review.



## Participant List

The Participant List is the landing page for the reports for Apprenticeship Illinois Program.

Click Reports to access the other reports described below.

On this page:

- Select Provider if you have access to more than one.
- Select Participant Type:
  - All
  - Case Managed – CM
  - Incumbent Workers – IW
  - Other Individuals Impacted – OII

Provider	Participant Type	Impacted By Grant	Program Start Date	First Name	Last Name	Occupation	Sponsor	Edit
Apprenticeship Illinois - ABC Location	CM	N/A	3/2/2020	Sophia	Adams	N/A	N/A	Edit
LWIA 24 SIUE East St. Louis Center	CM	N/A	N/A	Sidney	Apple	N/A	N/A	Edit
Apprenticeship Illinois - ABC Location	CM	N/A	7/14/2020	Angie	Apprentice	N/A	N/A	Edit
Apprenticeship Illinois - ABC Location	CM	N/A	N/A	Andy	Apprentice	N/A	N/A	Edit
Apprenticeship ...	CM	N/A	N/A	Amy	Apprentice	N/A	N/A	Edit

- Report Filters include:
  - A program year to choose
  - A quarter to choose – Quarters are defined in the information bubble as Quarter 1 = 7-1 to 9-30, Quarter 2 = 10-1 to 12-31, Quarter 3 = 1-1 to 3-31, and Quarter 4 = 4-1 to 6-30
- Each column is filterable by clicking the up or down arrow.
  - Provider
  - Participant Type
  - Grant Impact
  - Program Start Date
  - First Name
  - Last Name
  - Occupation (Apprenticeship)
  - Sponsor (Apprenticeship)
  - Edit – allows you to edit customer information:
    - CM – links to the customer profile in Illinois workNet
    - IW – links to the customer profile in IWTS – Incumbent Worker Tracking System
    - OII – allows you to remove participant. Upload the corrected customer information.
- Upload Other Individuals Impacted (OII) – clicking opens a modal window to download the OII upload spreadsheet and/or select a file to upload the spreadsheet with the required and optional information. IwN does not have a way to filter by customer with this information, so if a duplicate customer is uploaded, delete one of the items. *While there is no specific naming convention for the document, uploads must be made with this form so that data fields are preserved for any downloads of information from the system.*
- Export
- Submit a Community Success Story

## Community Success Story

Success stories can be submitted for participants, employers, or community. The community success story was initiated to allow navigators or intermediaries the ability to show how a program may have impacted an entire community or business.

Agency information with which you are associated will automatically fill in the **Community Info** section

Story Info includes: (info bubbles explain certain items)

- Program Type
  - Select Apprenticeship
- Service Provider Name – may be the organization with which you worked to achieve the success.
- Address information
- Current Pathway/industry – choose from 29 choices or Not Available
- Program Detail Type – Training or Help Getting a Job
- Credentials Earned (if any)
- Impacted Geographic Area includes:
  - City or Zip code
  - County
  - LWIA – Local Workforce Investment Area
  - EDR – Economic Development Region
  - State (Illinois) *project impacted the entire state*
  - State Legislative District (*coming soon*)
- Population Served – multi select check boxes that include:
  - Low-income individuals
  - Individuals with disabilities
  - Returning citizens (previously incarcerated)
  - Homeless individuals
  - Justice Involved Youth
  - Youth who are in or have aged out of the foster care system
  - Single parents (including single pregnant women)
  - Long-term unemployed individuals
  - Schools
  - Unions

### Share Your Experience

**Participant Type\*** If any of the information displaying is not correct please update your Illinois workNet profile in your Dashboard or contact info@illinoisworkNet.com, include the updated information in your email.

Community

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**Community Info**

<b>First Name*</b> <input type="text" value="WPP"/>	<b>Last Name*</b> <input type="text" value="Train10"/>	<b>Address Line 1*</b> <input type="text" value="5555 5th st"/>	<b>Address Line 2</b> <input type="text"/>
<b>City*</b> <input type="text" value="Chicago"/>	<b>State*</b> <input type="text" value="Illinois"/>	<b>Zip Code*</b> <input type="text" value="62702"/>	<b>Zip Code Plus 4*</b> <input type="text"/>

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**Story Info**

<b>Program Type*</b> <input type="text"/>	<b>Service Provider Name*</b> <input type="text" value="Select a Program Type first"/>	<b>Address Line 1*</b> <input type="text"/>	<b>Address Line 2</b> <input type="text"/>
<b>City*</b> <input type="text"/>	<b>State*</b> <input type="text" value="Select"/>	<b>Zip Code*</b> <input type="text"/>	<b>Zip Code Plus 4*</b> <input type="text"/>
<b>Current Pathway/Industry*</b> <input type="text" value="Select"/>	<b>Credentials Earned</b> <input type="text"/>	<b>Impacted Geographic Area</b> <input type="text" value="Select"/>	

**Population Served**

<input type="checkbox"/> Low-income individuals <input type="checkbox"/> Individuals with disabilities <input type="checkbox"/> Returning Citizens (previously incarcerated) <input type="checkbox"/> Homeless individuals <input type="checkbox"/> Justice Involved Youth <input type="checkbox"/> Youth who are in or have aged out of the foster care system <input type="checkbox"/> Single parents (including single pregnant women) <input type="checkbox"/> Long-term unemployed individuals <input type="checkbox"/> Schools <input type="checkbox"/> Unions	<input type="checkbox"/> Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers <input type="checkbox"/> Eligible migrant and seasonal farmworkers <input type="checkbox"/> Underserved and underrepresented populations <input type="checkbox"/> Associations <input type="checkbox"/> Business <input type="checkbox"/> Chamber of Commerce <input type="checkbox"/> Government <input type="checkbox"/> Not-for-Profits <input type="checkbox"/> Other
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**Tips for Writing a Success Story +**

**Success Story Title\***

**Success Story\***

? | Source | A | B | I | U | S | X | Z

(5000 Characters Remaining)

**Upload a Photo of Yourself to Appear with Your Success Story**

You must add an image to your story by clicking the "Browse" button then selecting the file you want to upload. A large image will automatically be resized for display on the site. Image dimensions must be at least 612x612 pixels. Acceptable file formats are .jpg, .png, or .gif. [View the success story infographic.](#)

**Photo\***

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**Terms of Use Agreement**

WIOA Works encourages website users and customers to share testimonials about their positive experience with the Illinois workNet system in receiving training and/or help with getting a job. In some cases, user comments will be displayed on this website, or otherwise used publicly as part of Illinois workNet and/or WIOA Works publications, including those materials authorized by the Illinois Workforce Innovation Board or the Illinois Department of Commerce and Economic Opportunity. Illinois workNet/WIOA Works reserves the right to approve or decline submissions for website placement or other public use.

The submitter, user, or customer is fully responsible for the content and correctness of details submitted. In addition, this release authorizes the U.S. Department of Labor (including any of its officers, employees and agents), within its absolute discretion, to release, disseminate, or use in any manner it sees fit the submitted story and photograph and any information contained therein, as a likeness of me (or my child) for same use. I hereby waive any claim arising out of such release, dissemination or use.

All testimonials are subject to the website Moderation Policy.

**Accept Agreement\***

- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers
- Associations
- Business
- Chamber of Commerce
- Government
- Not-for-Profits
- Other
- Review tips for Writing a Success Story.
- Enter a Title
- Enter the story
- Upload a photo to represent the story
- Check the box to Accept Agreement to the terms of Use
- Click Save Story – Illinois workNet staff will review and approve for public display.



## Quarterly Report

This report is based upon the Employment Training Administration 9173 Quarterly Report and pulls together all the information needed for the administrative team to report to the Department of Labor on a quarterly basis. Numbers will be synced hourly for the current quarter.

- Reports can be sorted by participant type:
  - CM – Case Managed
  - IW – Incumbent Worker
  - CM & IW
  -
- The “Quarter” column designates the quarters within the start and end date selected.
- All other data is pulled from customer information entered in Illinois workNet or in the Incumbent Worker Training System

**APPRENTICESHIP ILLINOIS REPORTS**

Provider: Man-Trn-Con (Display Intermediary Name - If State Level Staff view a dropdown menu to view all or select an individual intermediary)

Participant Type: 

- CM: Case Managed Participants in Illinois workNet
- IW: Incumbent Workers in IWTS
- CM and IW
- OII: Unemployed Other Individuals Impacted

Participant List:  Quarterly Performance Report does not include the OII. OII will not be an active filter option for this report.

Select Report View:

Start Date:  End Date:

		Quarter	Quarter	Quarter	Quarter	Cumulative Total
<b>A. SUMMARY INFORMATION</b>						
1.a. Total Served		0	0	0	0	0
1.b. Total Apprentices		0	0	0	0	0
1.c. Total Registered Apprentice Participants		0	0	0	0	0
2. Total New Registered Apprentices		0	0	0	0	0
3.a Total Exits		0	0	0	0	0
3.b. Completions		0	0	0	0	0
3.c. Exited before completion		0	0	0	0	0
4. Average Wage on Entry						
<b>B. PARTICIPANT SUMMARY INFORMATION</b>						
Sex	1a. Male					
	1b. Female					
	2a. Hispanic/Latino					
	2b. American Indian or Alaskan Native					
	2c. Asian					
Ethnicity/Race	2d. Black or African American					
	2e. Native Hawaiian or Other Pacific Islander					
	2f. White					
Education Level	3a. More Than One Race					
	3a. In Secondary School or Equivalency Program					
	3b. Secondary School Graduate or Equivalent					
	3c. Completed 1 or More Years of Postsecondary Education					
	3d. Postsecondary Certification, License, or Educational Certificate (Non-Degree)					
Other Demographic Data	3e. Associate's Degree					
	3f. Bachelor's Degree or Equivalent					
	3g. Advanced Degree Beyond Bachelor's Degree					
	4a. Youth and Young Adults, Ages 18-24					
	4b. Adults, Ages 25-34					
Reason for Exit	4c. Older Adults, Ages 35+					
	4d. Individuals with a Disability					
	4e. Veterans					
	4f. Other					
Reason for Exit (if applicable)	5a. Unemployed Individuals					
	5b. Long-Term Unemployed (27 or More Consecutive Weeks)					
	5c. Incumbent Workers					
	5d. Incarcerated					
	5f. Employed					
<b>C. OTHER OUTCOMES</b>						
1. Average Wage at exit						\$0.00

Provide ability to resubmit a report until the report is approved.

State Level Staff has access to approve and unapprove report; you may want to be able to unapprove so the intermediary can make updates and then approved the corrected version.

## Quarterly Narrative Report

This report provides a number of all Other Individuals Impacted uploaded into Illinois workNet during the quarter. Submitting Other Individuals Impacted (OII) is done from the Customer List page.

The report lands by default on the current quarter. The quarters roll based upon the quarter and year selected in the filter. Click on the number to yield a customer list for that number. To change customer information, delete that customer and upload the correct information.

**APPRENTICESHIP ILLINOIS REPORTS**

[Back to Reports](#)

Customer List   **Reports**

Provider

Start Date ⓘ

<b>Other Individuals Impacted</b>	PY 2020 Quarter 1	PY 2020 Quarter 2	PY 2020 Quarter 3	PY 2020 Quarter 4	Total
Number of Registered Apprentices who enrolled in a RA program developed with grant funds that are not participants as defined above and not reported by WIPS.	11	0	0	0	11

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