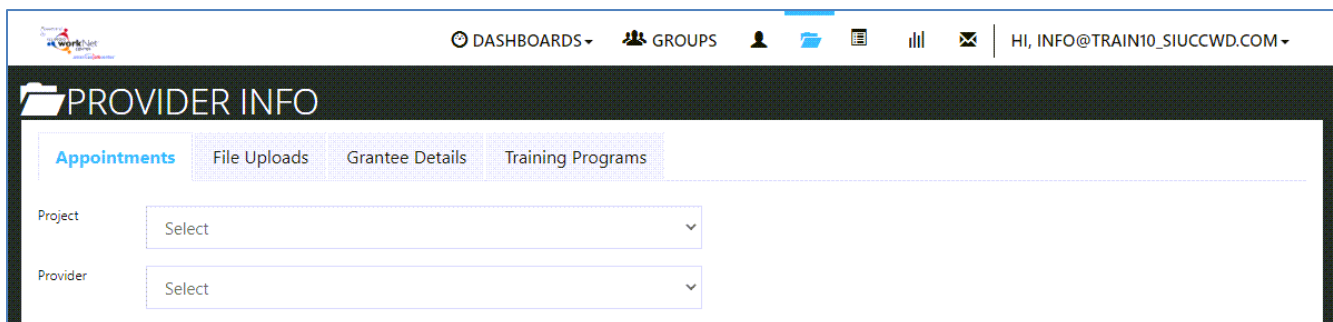# Table of Contents

Purpose:

In Customer Groups, the agency has access to update and maintain Provider Information. The Grantee Details is a place to maintain current grant information, along with Training Program Information and Worksite Placement Information.

Who Enters/Maintains Data

- Grantee/Provider Staff enters local demographic information, training program information, employers, worksite information, placements, and uploads payroll.
- State Level Staff enters initial grant number, start and end date, grant amount, technical assistance contact, and projected enrollment.

Access Provider Info

1. Log into www.illinoisworknet.com.
2. Select My Dashboard and select Customer Support Center.
3. Select Provider Info (hover over the folder icon it says Resources)
4. Select the specific project
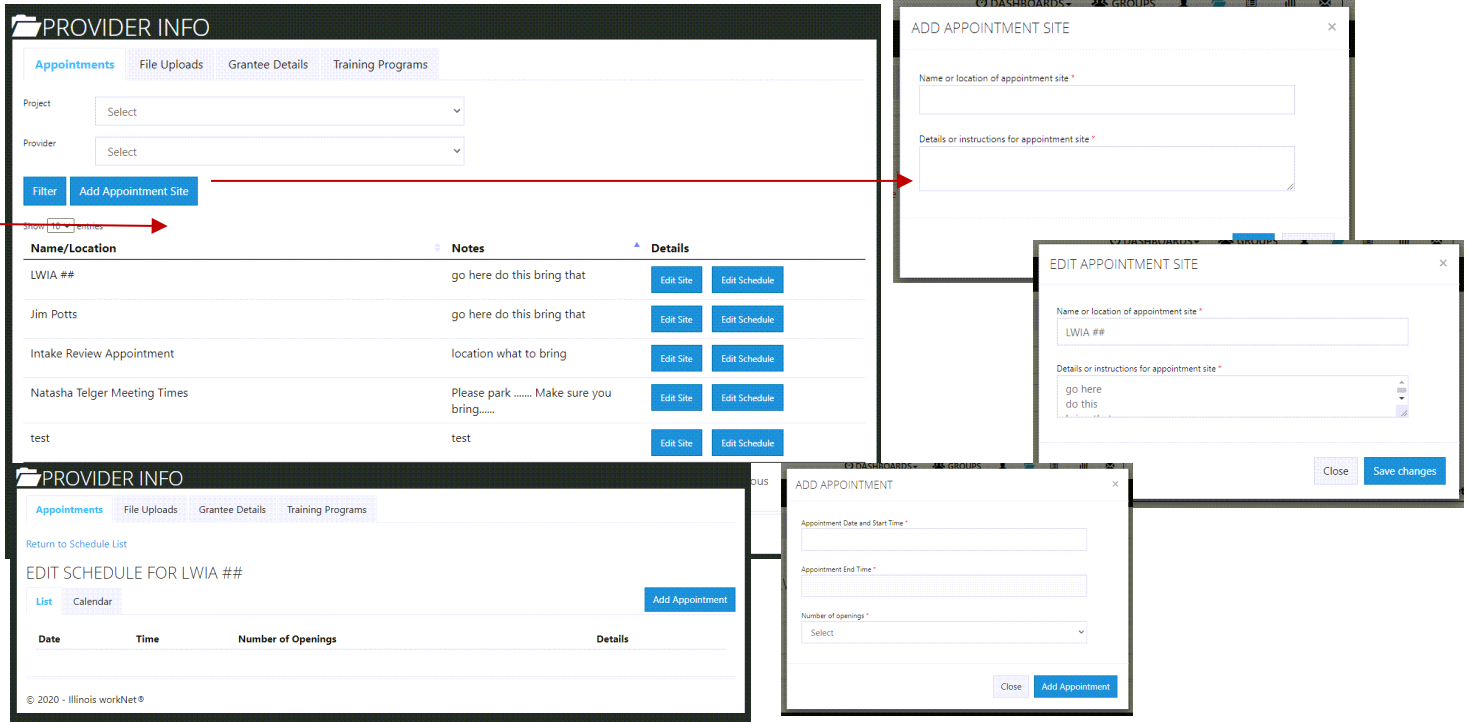5. Select the provider if access is granted to more than one agency.

Appointments

A program may use the Appointments feature to schedule appointments with a partner agency.

Agencies will:

1. Add Appointment Site locations including details required for the appointment.
2. Edit Schedule button - Add Appointment Schedule by selecting the button.
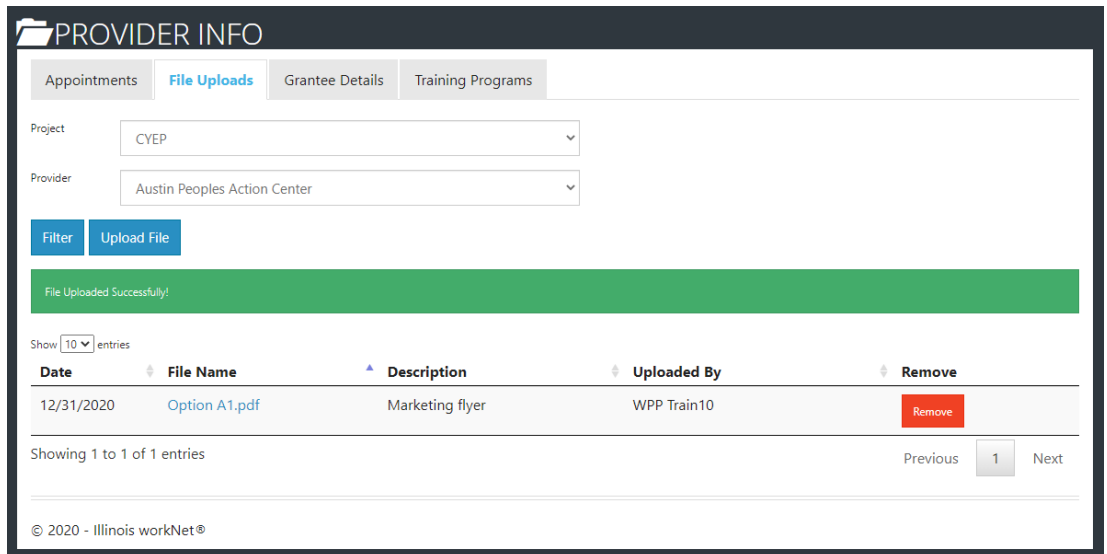3. Edit Site – allows the agency to update information about the appointment location.

File Uploads

A program may require an agency to upload certain documents, examples may include:

- Memorandum of Understanding (MOU) with training providers.
- Worksite Agreements with subsidized wage placement worksites.
- Certificates of Completion for staff training requirements.
- Grant documents

These documents can be uploaded in this section and should be labeled appropriately and include a description for easy access by state users.

2

Grantee Details

Details for each grant tracked within Illinois workNet provide specific information.

- Pick the Project from the dropdown
- Pick the Provider/Grantee from the dropdown
- Click Select
- Print allows you to print everything on that page.

- Click Edit to change Grantee information
  - address,
  - program name,
  - target population,
  - LWIA (Local Workforce Innovation Area) and
  - Scope Overview
- Click Save when finished.

Associated Grants

Agencies or State Level Staff can add grant information to the details page including the number of scheduled participants. The grant information pulls actual participants from the enrollment row on a program dashboard.

ASSOCIATED GRANTS

Show 10 entries

Number	Start Date	End Date	Grant Amount	Scheduled Participants	Actual	
123	12/1/2020	12/7/2020	$1,000.00			Remove
2020-1234	7/1/2020	6/30/2021	$275,000.00	25		Remove

Showing 1 to 2 of 2 entries

ADD NEW GRANT

Grant Number*

Start Date

End Date

Grant Amount

Grant Scheduled Participants

Close | Save

- Click the Add Grant button to add information as seen in the modal window.
- Click Save after information is added.
- Click the grant number to update information.
- Click Remove to remove the grant information.

Staff Completing Required Training –

Agencies or grant administrators may require that a specific training be obtained by agency staff participating in a grant program. Agencies can add users who have completed training in this section.

STAFF THAT COMPLETED THE REQUIRED TRAINING

NOTE: UPLOAD CERTIFICATES OF COMPLETION TO THE "FILE UPLOADS" TAB FOR THE AGENCY.

Add Staff

Show 10 entries

First Name	Middle Name	Last Name	Completed Date	Skill Name	Training Completed	
Myron		Hicks	12/1/2020	Casey Life Skill	Yes	Remove

Showing 1 to 1 of 1 entries

ADD STAFF TRAINING COMPLETED

First Name*

Middle Name

Last Name*

Completed Date

Training Skill*
☐ Casey Life Skills

Close | Save

- Click Add Staff to enter the information in the modal window.
- Click Save when completed.
- Click the first name to edit or update information.
- Click Remove to remove the staff person information.
- As new trainings are required, they will be added to the checklist. *Upload certificates of completion to the File Uploads tab.*

Training Programs –

If the grant with which the agency is working offers specific training programs, add or edit the information. Click Edit Training Program Information button. The screen redirects to the Training Program tab at the top of the Provider Info section.

- To edit information already in the list click Edit – Remove in the Options column.
- Click Add Program to add new program.
- Review the instructions if necessary. Complete the required fields (three total pages), at the end click Finish.

Worksites

Worksite Placement Information is tracked in this section. Edits redirect to the Worksite Placement section of the Customer Support Center. Check instructions on the program's partner resources page for updating worksite placement.

Services

These items are services provided to program participants from your grant. They are added in the participant's Career Plan. Services may be pre-populated based upon the parameters of the grant. Services may be added or deleted based upon whether the agency will use a service or will never provide a service.

- Click Edit Services to Use on Career Plans to view the list of services available from which to select for addition to the agency list.
- Click the red X to remove a service that will never be offered.
- Services can be filtered by type of service i.e., training, career.
- If the agency needs to add a service that is not represented, contact your Illinois workNet grant representative by email with the details.

Case Notes

Send communication to Commerce about grantee updates and requests. This provides a history of the discussion as well as sends a message/email to selected recipients.

- Click Add Case Note
- Complete the fields in the modal window.
- Click Add Case Note
- Completed Case Notes show in a list.