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### 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 <u>www.illinoisworknet.com</u>.
- 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.

Survey of the su		🕲 DASHBOARDS - 🛛 😃	GROUPS	dd	HI, INFO@TRAIN10_SIUCCWD.COM -
PRO	/IDER INFO				
Appointme	ents File Uploads Grantee De	etails Training Programs			
Project	Select		~		
Provider	Select		~		



#### December 2020 v4

#### 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.

PROVIDER INFO			ADD APPOINTMENT SITE	×
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ovider Select	~		Details or instructions for appointment site *	
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Date Time Number of Openings	Details	s Select	~	
0 2020 - Illinois workNet®			Close Add Appointment	

## **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 uploaded in this

	/PRO\	/IDER INFO	)				
ese documents can be	Appointme	nts File Uploads	Grantee Details	Training Programs			
uploaded in this section and should be	Project	СҮЕР			~		
labeled appropriately	Provider	Austin Peoples Action	n Center		~		
and include a	Filter Upl	load File					
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	Show 10 🗸 entri	es 🕴 File Name	<b>^</b> D	escription	Uploaded By	Remove	
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	Showing 1 to	1 of 1 entries				Previous 1 Nex	t
	© 2020 - Illino	ois workNet®					



### **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.

PROVIDER INFO		
Appointments File Uploads Grantee Details	Training Programs	
Project * Apprenticeship Illinois	~	
Provider/Grantee Apprenticeship Illinois - ABC Location	~	
Select Print		
Grantee Info		
	CASE NOTES(0)	
	Edit	
TA Contact	Grantee Address	
TA Contact Info	123 Test Lane Testville, IL 62704	
Total Projected Enrollment 🕄	Grantee Program Name	
0	Program Start Date	
Total Actual Enrollment 🚯	Cancel Sa	ave
0 Scope Overview	TA Contact Grantee Address Address *	
Scope Overview	TA Contact Info 123 Test Lane	
	City * Total Projected Enrollment   Testville	
Click Edit to change Grantee information	0 ZIP Code * Total Actual Enrollment	
○ address,	0 62704	
· · · · · · · · · · · · · · · · · · ·	Scope Overview Grantee Program Name	
• •	Program Start Date	
• target population,	Target Population	
<ul> <li>LWIA (Local Workforce Innovation Area</li> </ul>	Select ~	
and	LWMA	
<ul> <li>Scope Overview</li> </ul>		

• 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.

- 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. ٠

### 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.

Click Add Staff to enter the information •

- 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.

ASSOCIATE	D GRANTS				Add Grant
Show 10 v 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

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Grant Amo

Grant Scheduled Participar

					Close	
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Last Name" Completed Date	
Completed Date	
Training Skill*	
Casey Life Skills	

# **Provider Information**

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#### 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 Ce program's partner resources page for updating

NORKSITE	ES					Edit	Worksite Placemer	t Information
	•	¢ 6		¢ (	Total 🕴	Full Time Positions	Search: Part Time Positions	\$
Employer	Worksite	Job Title	Job Type	Wages	Openings	Filled	Filled	Length
Dee's Dogs	Dee's Dogs	Dog Trainer	Permanent Employment	\$12.00	10	2	5	N/A
Do Art Differently	Do Art Differently	Light Truck or Delivery Services Drivers	Permanent Employment	\$12.50	10	2	5	N/A
Double E	Double E	Computer Programmers	Permanent Employment	\$15.00	10	5	4	N/A

organ me       Provider Name       Length of Training       Type       Location       Credentials       Credentials       Credential Institution         nstruction       Test       3 weeks       N/A       360 Wyle Drive, Suite 305       - Earns LEED Green Associate       - Earns LEED Green Associate       - Credentials	Credential Institution  D Green  D Green  Certification Inc.  D Green  Certification Inc.  Green Business Certification Inc.  Certification Inc. Certification Inc. Certification Inc. Certification Inc. Certification Inc. Certification Inc. Certification Inc. Certification Inc. Certification Inc. Certification Inc. Certification Inc. Certification Inc. Certification Inc. Certificatio	10 V entries						Search:	
Provider Normal, IL 61761 Acsociate Certification Inc. Certification I	Enrollment Contact Name Options WPP Train10 Edit WPP Tr	gram 🔒	Provider		e Location		e Credentials	ê	tution
Add Program         Project       Youth Apprenticeship         Provider       Youth Augmenticeship         Show []] entries       Project         Program Name * Length Of Program       Approval Status       Projected Participants       Actual Enrollment       Contact Name * Opti         Show []] entries       Projected Participants       Actual Enrollment       Contact Name * Opti         & Construction       3 weeks       Pending       45       2       WPP Train10       Edit         & Healthcare       5 weeks       Pending       20       Internet i	WPP Train10         Edit           WPP Train10         Edit           And Reading Straggers         And Reading Straggers           HBULD MCLAW COUNTY PROCESS         And Reading Straggers           Straggers         And Reading Straggers           Internet Straggers         And Reading Straggers           Straggers         And Reading Straggers           Internet Straggers         And Reading Straggers			3 weeks N/A			Associate • Earns LEED G	Certificatio ireen • Green Bus	on Inc. iness
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#### 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.

December 2020 v4 SERVICES Edit Services to Use on Career Plans Show 10 🗸 entries Description Category Name Remove N/A Attend a pre-training Pre-training assessment programs help providers identify your current skills so they can start you in the right place × assessment. within a training program Adult Education programs can help you get the basic skills you need to be a more productive worker or to obtain your GED. These programs focus on basic skills such as reading, writing, N/A Attend adult education × and literacy classes. (ABE) math, learning English, and problem-solving. These programs are there to help you succeed. They may offer programs such as: Help with homework Field trips N/A Attend an afterschool × program. Foreign language or computer classes Organized group activities · Community service

ADD S	ERVICE			×
Service Ty All	/pe	~		
Show 10	♥ entries			Search:
Add	Category	Service	<b>^</b>	Description 🕴
	Youth Service Element Academic / Training / Career	Anger management / conflict resolution		Participate in anger management / conflict resolution worksh See More
	N/A	Attend a pre-training assessment.		Pre-training assessment programs help providers identify you See More
0	N/A	Attend adult education and literacy classes. (ABE)		Adult Education programs can help you get the basic skills y See More
	N/A	Attend an afterschool progran	ı.	These programs are there to help you succeed. They may offe See More



# **Provider Information**