

ENTERING MEASURABLE SKILL GAINS (MSGs) INSTRUCTIONS

NOTE: MSGs must be entered on both the TAA Application and the WIOA Application for co-enrolled participants. The system does not transfer the data entered from one application to the other.

To enter a MSG:

Click on **Measurable Skill Gains** on the **Application Menu** for the participant.

The screenshot shows the IWDS Case Management interface. At the top, there is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below the header, the "Application Menu" is displayed for "Steve Perry" with an "Application Summary" link. The user's SSN is 0503, the application LWA is 15, and the application date is 02/13/2019. A "Printable Application" button is visible. The main content area is divided into three columns: "Application", "Profile", and "Services". The "Application" column lists various application-related options, with "Measurable Skill Gains" highlighted with a red box. The "Profile" column lists personal information options. The "Services" column lists service-related options. A left-hand navigation menu contains sections for "Menus", "Case Notes", "Universal Services", and "FAQs".

Case Management

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Steve Perry [Application Summary](#)
SSN: 0503 **App LWA:**15 **App Date:**02/13/2019
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Click **Add Skill Gain**.

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Steve Perry Application Summary
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List Measurable Skill Gains

Add Skill Gain **Return**

Skill Type	Date Skill Attained	PY	Comment
There is nothing to display.			

Category	Functional Area	Test	Level	Test Date	PY	EFL	GLE	SS	Gain
Adult Basic Education-ABE	Reading	TABE 9-10		02/13/2019	18	6	12.90	778.00	
Adult Basic Education-ABE	Math	TABE 9-10		02/13/2019	18	6	12.90	636.00	

Add Skill Gain **Return**

Complete the information required on the screen.

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Steve Perry Application Summary
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Maintain Measurable Skill Gain

* Skill Type:

* Date Skill Attained:

Comment:

Verification: I have verified that this customer has met the requirements listed below for the Skill Type selected.

Save **Cancel**

Skill Type	Requirement
Postsecondary Transcript/Report Card	Participant's transcript or report card for postsecondary education who complete a minimum of 12 hours per semester, or for part time students a total of at least 12 credit hours over the course of two completed consecutive semesters during the program year, that shows a participant is meeting the State unit's academic standards.
Secondary Transcript/Report Card	Participant's transcript or report card for secondary education for one semester showing that the participant is meeting the State unit's academic standards.
Skills Progression/Diploma	Participant successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams and/or diploma.
Training Milestone	Participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.).
Educational Functioning Level (EFL)	Will be automatically generated by the system.

Information must be entered in four (4) fields on the **Maintain Measurable Skill Gain Screen**.

Skill Type: Select the type of skill that the participant attained. The dropdown includes four skill types:

Postsecondary Transcript/Report Card
Secondary Transcript/Report Card
Skills Progression/Diploma
Training Milestone

NOTE: Educational Functioning Level (EFL) will not be included in the drop-down for Skill Type because it is calculated by the system.

Date Skill Attained: Enter the date the skill was attained. The date entered must be a valid date today or earlier. The date must reflect the date of the documentation in the file.

- For a participant who is participating in the program in any given program year (PY), his/her measurable skill gain(s) must have a date that falls within the PY in which they participated, regardless of their exit date. The system will not allow a skill gain attainment date that falls into any PY after the year in which the client exited and the user will receive an error message and the date/skill gain will not be saved.

Comment: Use this space to note the type of documentation that will be in the file and the participant's achievements or progress related to the skill type chosen.

Verification: Check the box to certify that the participant meets the requirements of the skill gain and at least one type of documentation is in the file to verify the skill gain. At the bottom of the screen is a list of the different types of documentation that is required to verify each type of skill gain. **TEGL 10-16 Change 1, Page 19** lists the different skill types and documentation needed in the file.

Click **Save** to save the record.

- After clicking **Save**, the system will redirect the user back to the List Measurable Skill Gains Screen. Additional skill gains may be entered at that time.



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Maintain Measurable Skill Gain

[Steve Perry](#) [Application Summary](#)

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* Skill Type: Postsecondary Transcript/Report Card

* Date Skill Attained: 12/15/2021

Comment: Earned bachelors degree. Copy of degree in file.

Verification: I have verified that this customer has met the requirements listed below for the Skill Type selected.

Skill Type	Requirement
Postsecondary Transcript/Report Card	Participant's transcript or report card for postsecondary education who complete a minimum of 12 hours per semester, or for part time students a total of at least 12 credit hours over the course of two completed consecutive semesters during the program year, that shows a participant is meeting the State unit's academic standards.
Secondary Transcript/Report Card	Participant's transcript or report card for secondary education for one semester showing that the participant is meeting the State unit's academic standards.
Skills Progression/Diploma	Participant successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams and/or diploma.
Training Milestone	Participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of one year of a registered apprenticeship program, etc.).
Educational Functioning Level (EFL)	Will be automatically generated by the system.

The screen shows the skill gain entered.



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List Measurable Skill Gains

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	Skill Type	Date Skill Attained	PY	Comment
<input type="button" value="View"/>	Postsecondary Transcript/Report Card	12/15/2021	21	Earned Bachelor Degree. Copy of de

Category	Functional Area	Test	Level	Test Date	PY	EFL	GLE	SS	Gain
Adult Basic Education-ABE	Reading	TABE 9-10		02/13/2019	18	6	12.90	778.00	
Adult Basic Education-ABE	Math	TABE 9-10		02/13/2019	18	6	12.90	636.00	

Add **Case Management Services** in IWDS on the WIOA and Trade applications based on the following:

For participants covered by certifications numbered up to 97,999:

Trade Application:

Trade Application Entry (Add Additional Episode to Trade Case Management Service Record)

Click **List Enrolled Services** on the **Application Menu** on the **TAA Application** for the participant.

IWDS Illinois Workforce Development System **Case Management**

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Click on Trade Case Management – TAA.

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Services

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Start Date	End Date	Service Provided	Status	Created By
10/25/2020	10/25/2020	Trade Case Management - TAA	Successful Completion	Sheila Sloan
02/13/2019		Individual Employment Plan - TAA	Open	Sheila Sloan
02/13/2019	04/14/2019	Issued Waiver - TAA	Successful Completion	Sheila Sloan

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Click **Add Additional Episode**.

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Edit Required Activity Information

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SSN: 0503 App LWA:15 App Date:02/13/2019

Created By: Sheila Sloan
Date Created: 10/29/2020
Last Updated By: Sheila Sloan
Last Updated: 10/29/2021
Approved/Denied By:
Approved/Denied Date:
Title: TAA
Service Level: Employment and Case Management
Activity: Trade Case Management **Same Day Service**
***Grant:** 17661015-United Workforce Development Board aka Career Link
Provider: *1502-00 Carl Sandburg College
Start Date: 10/25/2020
End Date: 10/25/2020
Current Status: Successful Completion
***Weekly Hours:** 10.0
*** Bridge Program Activity?:** No
Comments:
TAA Services Completed: Click Confirm when all TAA Services have been completed

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **TAA/NAFTA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

The screenshot displays the IWDS (Illinois Workforce Development System) Case Management interface. At the top, a red banner contains the IWDS logo and the text "Illinois Workforce Development System Case Management". On the left, a blue sidebar menu lists various options: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), "FAQs", and "I'm Done: Log Off". The main content area features a yellow "Informational Message" box stating: "A Case Note needs to be completed when an Additional Episode is added to a Same Day Service on this application. Please enter the required fields, then click on Save and Return to complete this Case Note record. When you click on Save and Return, a Case Note will be added for this Same Day Service and the Same Day Service End Date will be updated with the Case Note Contact Date you enter on this screen." Below this message is the "Add Case Note" form. The form includes the following fields: "Staff Name" (Sheila Sloan), "*Contact Date" (11/01/2021), "Program" (TAA/NAFTA), "*Note Category" (Case Note Supporting Same Day Service), "*Confidential" (No), "*Note Subject" (Case Management Services), and "*Case Note" (Provided Case Management Service to participant.). A "Save and Return" button is located at the bottom of the form.

NOTE: The End Date for the Trade Case Management – TAA Service Record has updated with the current date of the entry that was just made.

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Start Date	End Date	Service Provided	Status	Created By
10/25/2020	11/01/2021	Trade Case Management - TAA	Successful Completion	Sheila Sloan
02/13/2019		Individual Employment Plan - TAA	Open	Sheila Sloan
02/13/2019	04/14/2019	Issued Waiver - TAA	Successful Completion	Sheila Sloan

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WIOA Application: No Entry.

For those participants covered by certifications numbered 98,000+ (2021R):

Trade Application: No entry.

WIOA Application:

WIOA Application Entry (Add a New Episode to the Career Planning (Case Management) Service Record).

Click **List Enrolled Services** on the **Application Menu** on the **WIOA Application** for the participant.

The screenshot shows the IWDS Case Management interface. At the top, there is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below the header is a blue sidebar menu with sections: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), and "FAQs" (I'm Done: Log Off). The main content area is titled "Application Menu" and displays user information: "Steve Perry Application Summary", "SSN: 0503", "App LWA:15", and "App Date:02/13/2019". There is a "Printable Application" button. Below this, there are three columns of links: "Application" (Guided Application, Application Definition, Assessment Summary, Concurrent Programs, Characteristics and Barriers, Employment Characteristics, Education Status, Tests, Public Assistance, Family Characteristics, Income Calculation, Dislocated Worker Characteristics, LWA Specific Data, WIOA Training Criteria, Eligibility Determination), "Profile" (Contact Information, Additional Contacts, Private Information, Veterans Information, Employment History, Credentials, Education Status - In Program Update, Measurable Skill Gains, List All Documents), and "Services" (List Enrolled Services, ITA Characteristics, List Part Time/Distance Learning). The "Services" section is highlighted with a red box. At the bottom right, there is an "Exit" section with links for Exit Summary, View Wages, and Performance Impact.

Click on **Career Planning (Case Management) – 1DC**.



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Start Date	End Date	Service Provided	Status	Created By
11/01/2021	11/01/2021	Career Planning (Case Management) - IDC	Successful Completion	Sheila Sloan

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Click **Add Additional Episode**.



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SSN: 0503 App LWA:15 App Date:02/13/2019

Created By: Sheila Sloan
Date Created: 11/01/2021
Last Updated By: Sheila Sloan
Last Updated: 11/01/2021
Title: IDC
Service Level: Career Services
Activity: Career Planning (Case Management) *Same Day Service*
***Grant:**
Provider: *1537-00 [Bradley University](#)
Start Date: 11/01/2021
End Date: 11/01/2021
Current Status: Successful Completion
Comments:

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **WIOA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

The screenshot shows the IWDS (Illinois Workforce Development System) Case Management interface. The header is red with the IWDS logo and text. A blue sidebar on the left contains navigation menus. The main content area has a yellow informational message and a form titled 'Add Case Note'. The form includes fields for Contact Date, Program, Note Category, Confidential status, Note Subject, and Case Note, along with a 'Save and Return' button.

Informational Message:
A Case Note needs to be completed when an Additional Episode is added to a Same Day Service on this application. Please enter the required fields, then click on Save and Return to complete this Case Note record. When you click on Save and Return, a Case Note will be added for this Same Day Service and the Same Day Service End Date will be updated with the Case Note Contact Date you enter on this screen.

Add Case Note
[Steve Perry](#) [Application Summary](#)
Staff Name: [Sheila Sloan](#)

*Contact Date: 11/01/2021
Program: WIOA
*Note Category: Case Note Supporting Same Day Service
*Confidential: No
*Note Subject: Case Management
*Case Note: 11/1/21 Case Management for participant

Save and Return

If an incorrect entry has been made that needs to be deleted, here are the steps to follow to delete the incorrect entry.

NOTE: If the incorrect entry is on both the TAA Application and the WIOA Application, it will need to be deleted on both applications separately. The system will not transfer the data from one application to the other.

Click **Measurable Skill Gains** on the **Application Menu** for the participant.

The screenshot shows the IWDS Case Management interface. At the top is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below the header is a blue sidebar menu on the left with sections: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), and "FAQs" (I'm Done: Log Off). The main content area is titled "Application Menu" and displays user information: "Steve Perry Application Summary", "SSN: 0503", "App LWA:15", and "App Date:02/13/2019". There is a "Printable Application" button. Below this are three columns of links: "Application" (Guided Application, Application Definition, Assessment Summary, TAA Training Criteria, TAA Additional Info, Concurrent Programs, Characteristics and Barriers, Employment, Characteristics, Education Status, Tests, Public Assistance, Family Characteristics, Income Calculation, Dislocated Worker Characteristics, LWA Specific Data, Eligibility Determination, List TAA Status, List IDES View), "Profile" (Contact Information, Additional Contacts, Private Information, Veterans Information, Employment History, Credentials, Education Status - In Program Update, Measurable Skill Gains, List All Documents, Create TAA Template), and "Services" (List Enrolled Services, List Part Time/Distance Learning). An "Exit" section contains links for Exit Summary, View Wages, and View TAA Costs. The "Measurable Skill Gains" link in the Profile column is highlighted with a red box.

On the **List Measurable Skill Gains Screen**, click **View** for the incorrect entry.

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	Skill Type	Date Skill Attained	PY	Comment
<input type="button" value="View"/>	Postsecondary Transcript/Report Card	12/15/2021	21	Earned Bachelor Degree. Copy of de
<input style="border: 2px solid red;" type="button" value="View"/>	Training Milestone	12/15/2021	21	Earned a training milestone

Category	Functional Area	Test	Level	Test Date	PY	EFL	GLE	SS	Gain
Adult Basic Education-ABE	Reading	TABE 9-10		02/13/2019	18	6	12.90	778.00	
Adult Basic Education-ABE	Math	TABE 9-10		02/13/2019	18	6	12.90	636.00	

Click **Delete**.

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Maintain Measurable Skill Gain

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*** Skill Type:** Training Milestone
*** Date Skill Attained:** 12/15/2021
Comment: Earned a training milestone
Verification: I have verified that this customer has met the requirements listed below for the Skill Type selected.

The system will ask you to confirm the deletion by clicking on **Delete**. Click Cancel if you do not want to confirm the deletion.

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Please fix the following before continuing:
 Click delete again to confirm, any other action cancels.

The **List Measurable Skill Gains Screen** shows confirmation the Deletion was successful and the entry has been removed.

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Informational Message:
 Delete Successful

List Measurable Skill Gains
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	Skill Type	Date Skill Attained	PY	Comment
<input type="button" value="View"/>	Postsecondary Transcript/Report Card	12/15/2021	21	Earned Bachelor Degree. Copy of de

Category	Functional Area	Test	Level	Test Date	PY	EFL	GLE	SS	Gain
Adult Basic Education-ABE	Reading	TABE 9-10		02/13/2019	18	6	12.90	778.00	
Adult Basic Education-ABE	Math	TABE 9-10		02/13/2019	18	6	12.90	636.00	

Add **Case Management Services** in IWDS on the WIOA and Trade applications based on the following:

For participants covered by certifications numbered up to 97,999:

Trade Application:

Trade Application Entry (Add Additional Episode to Trade Case Management Service Record)

Click **List Enrolled Services** on the **Application Menu** on the **TAA Application** for the participant.



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Click on Trade Case Management – TAA.

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02/13/2019		Individual Employment Plan - TAA	Open	Sheila Sloan
02/13/2019	04/14/2019	Issued Waiver - TAA	Successful Completion	Sheila Sloan

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Click **Add Additional Episode**.

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Edit Required Activity Information

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Created By: Sheila Sloan
Date Created: 10/29/2020
Last Updated By: Sheila Sloan
Last Updated: 10/29/2021
Approved/Denied By:
Approved/Denied
Date:
Title: TAA
Service Level: Employment and Case Management
Activity: Trade Case Management **Same Day Service**
***Grant:** 17661015-United Workforce Development Board aka Career Link
Provider: *1502-00 Carl Sandburg College
Start Date: 10/25/2020
End Date: 10/25/2020
Current Status: Successful Completion
***Weekly Hours:** 10.0
*** Bridge Program Activity?:** No
Comments:
TAA Services Completed: Click Confirm when all TAA Services have been completed

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **TAA/NAFTA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

The screenshot displays the IWDS (Illinois Workforce Development System) Case Management interface. At the top, a red banner contains the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left, a blue sidebar menu lists various options: 'Menus' (Staff Menu, Customer Menu, Application Menu), 'Case Notes' (Add Case Notes, List Case Notes), 'Universal Services' (Add Local Service, List All Services), 'FAQs', and 'I'm Done: Log Off'. The main content area features a yellow 'Informational Message' box stating that a Case Note must be completed when adding an Additional Episode to a Same Day Service. Below this is the 'Add Case Note' form, which includes fields for Staff Name (Sheila Sloan), Contact Date (11/01/2021), Program (TAA/NAFTA), Note Category (Case Note Supporting Same Day Service), Confidential status (No), Note Subject (Case Management Services), and a text area for the Case Note (Provided Case Management Service to participant.). A 'Save and Return' button is located at the bottom of the form.

NOTE: The End Date for the Trade Case Management – TAA Service Record has updated with the current date of the entry that was just made.

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IWDS
Illinois Workforce Development System
Case Management

Menu

[Staff Menu](#)

[Customer Menu](#)

[Application Menu](#)

Case Notes

[Add Case Notes](#)

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Universal Services

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AQs

[Log Off](#)

Services

[Steve Perry](#) [Application Summary](#)
SSN: 0503 **App LWA:** 15 **App Date:** 02/13/2019

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Start Date	End Date	Service Provided	Status	Created By
10/25/2020	11/01/2021	Trade Case Management - TAA	Successful Completion	Sheila Sloan
02/13/2019		Individual Employment Plan - TAA	Open	Sheila Sloan
02/13/2019	04/14/2019	Issued Waiver - TAA	Successful Completion	Sheila Sloan

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WIOA Application: No Entry.

For those participants covered by certifications numbered 98,000+ (2021R):

Trade Application: No entry.

WIOA Application:

WIOA Application Entry (Add a New Episode to the Career Planning (Case Management) Service Record).

Click **List Enrolled Services** on the **Application Menu** on the **WIOA Application** for the participant.

The screenshot shows the IWDS Case Management interface. At the top, there is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below the header is a blue sidebar menu with sections: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), and "FAQs" (I'm Done: Log Off). The main content area is titled "Application Menu" and displays user information: "Steve Perry Application Summary", "SSN: 0503", "App LWA:15", and "App Date:02/13/2019". There is a "Printable Application" button. Below this, there are three columns of links: "Application" (Guided Application, Application Definition, Assessment Summary, Concurrent Programs, Characteristics and Barriers, Employment Characteristics, Education Status, Tests, Public Assistance, Family Characteristics, Income Calculation, Dislocated Worker Characteristics, LWA Specific Data, WIOA Training Criteria, Eligibility Determination), "Profile" (Contact Information, Additional Contacts, Private Information, Veterans Information, Employment History, Credentials, Education Status - In Program Update, Measurable Skill Gains, List All Documents), and "Services" (List Enrolled Services, ITA Characteristics, List Part Time/Distance Learning). The "Services" section is highlighted with a red box. At the bottom right, there is an "Exit" section with links for Exit Summary, View Wages, and Performance Impact.

Click on **Career Planning (Case Management) – 1DC**.



Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)

Case Notes
[Add Case Notes](#)
[List Case Notes](#)

Universal Services
[Add Local Service](#)
[List All Services](#)

FAQs
[I'm Done: Log Off](#)

Services

[Steve Perry](#) [Application Summary](#)

SSN: 0503 App LWA:15 App Date:02/13/2019

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Start Date	End Date	Service Provided	Status	Created By
11/01/2021	11/01/2021	Career Planning (Case Management) - IDC	Successful Completion	Sheila Sloan

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Click **Add Additional Episode**.



Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)

Case Notes
[Add Case Notes](#)
[List Case Notes](#)

Universal Services
[Add Local Service](#)
[List All Services](#)

FAQs
[I'm Done: Log Off](#)

Edit Required Activity Information

[Steve Perry](#) [Application Summary](#)

SSN: 0503 App LWA:15 App Date:02/13/2019

Created By: Sheila Sloan
Date Created: 11/01/2021
Last Updated By: Sheila Sloan
Last Updated: 11/01/2021
Title: IDC
Service Level: Career Services
Activity: Career Planning (Case Management) *Same Day Service*
***Grant:**
Provider: *1537-00 [Bradley University](#)
Start Date: 11/01/2021
End Date: 11/01/2021
Current Status: Successful Completion
Comments:

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **WIOA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

The screenshot shows the IWDS (Illinois Workforce Development System) Case Management interface. The header is red with the IWDS logo and text. A blue sidebar on the left contains navigation menus. The main content area has a yellow informational message and a form titled 'Add Case Note'. The form includes fields for Contact Date, Program, Note Category, Confidential status, Note Subject, and Case Note, along with a 'Save and Return' button.

Informational Message:
A Case Note needs to be completed when an Additional Episode is added to a Same Day Service on this application. Please enter the required fields, then click on Save and Return to complete this Case Note record. When you click on Save and Return, a Case Note will be added for this Same Day Service and the Same Day Service End Date will be updated with the Case Note Contact Date you enter on this screen.

Add Case Note
[Steve Perry](#) [Application Summary](#)
Staff Name: [Sheila Sloan](#)

*Contact Date: 11/01/2021
Program: WIOA
*Note Category: Case Note Supporting Same Day Service
*Confidential: No
*Note Subject: Case Management
*Case Note: 11/1/21 Case Management for participant

Save and Return