



Illinois
Department of Commerce
& Economic Opportunity

Illinois Works Provider Network

2023 Grantee Manual Updates

Norman Ruano, Deputy Director of Illinois Works







ILW Pre-Apprenticeship Team



- Dr. Norman Ruano, Deputy Director of Illinois Works
- Ms. Christine Flynn, Grant Management Analyst
- Mr. Dan Martinez, Grant Management Analyst
- Dr. Gia Suggs, NIU Training Analyst
- Dr. Vera Lee Robinson, Program Coach





Course Description



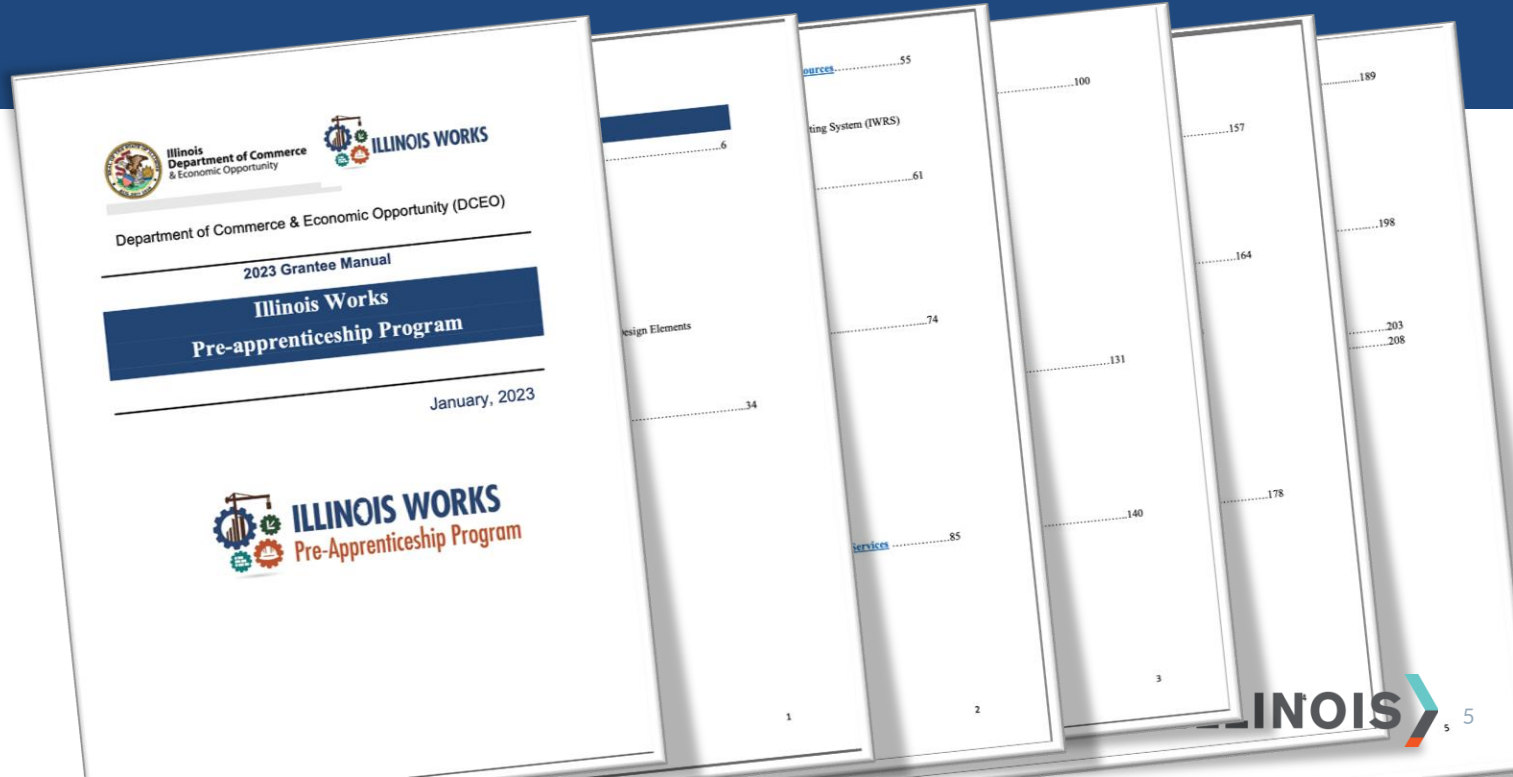
The Illinois Works Grantee Manual provides grantees with guidance on how to successfully implement their Illinois Works Pre-apprenticeship program in compliance with Illinois Works and the Illinois Works Job Program Act .

The original Grantee Manual was released early 2022. The 2023 Grantee Manual has been enhanced with additional program guidance, the application of new or updated data management systems, and additional tools including exhibits and templates.

This webinar is designed specifically for 2022 grantees who were offered and will receive Illinois Works Pre-apprenticeship renewal grants for the 2023 program year which started on January 1, 2023.



Course Overview

Illinois Department of Commerce & Economic Opportunity (DCEO)
ILLINOIS WORKS
2023 Grantee Manual
Illinois Works Pre-apprenticeship Program
January, 2023

ILLINOIS WORKS Pre-Apprenticeship Program

Resources	55
Reporting System (IWRIS)	61
Design Elements	74
Services	85
	100
	131
	140
	157
	164
	178
	189
	198
	203
	208



Illinois
Department of Commerce
& Economic Opportunity

ILLINOIS

Course Objectives

By the end of this training, learners will be able to:

- Access the 2023 Grantee Manual.
- Apply additional guidance provided in the 2023 Grantee Manual.
- Utilize the additional tools ; including exhibits and templates, provided in the 2023 grantee manual.





This Session is Being Recorded





Section 2: Welcome and Introduction

By the end of this section, you will be able to:

- Identify your expectations for the 2023 program year.





Illinois
Department of Commerce
& Economic Opportunity



Comments, feedback, or questions?

Email us at:

CEO.IllinoisWorks@Illinois.Gov





Illinois
Department of Commerce
& Economic Opportunity

- Your Name
- Organization/Agency
- Role
- Geographic Location



ILLINOIS 

Question:

“What aspect(s) of the program are you looking forward to for the 2023 program year”





Section 3: Section Updates



- By the end of this section, you will be able to:
- Identify specific updates to each section of the grantee manual.
 - Apply new guidance.
 - Utilize new or updated tools.



Section 1: Introduction to Illinois Works

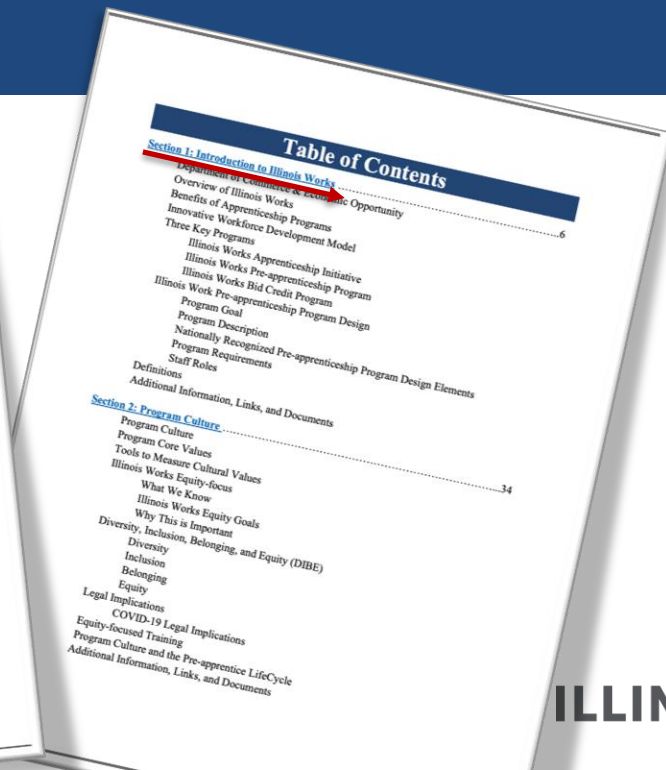
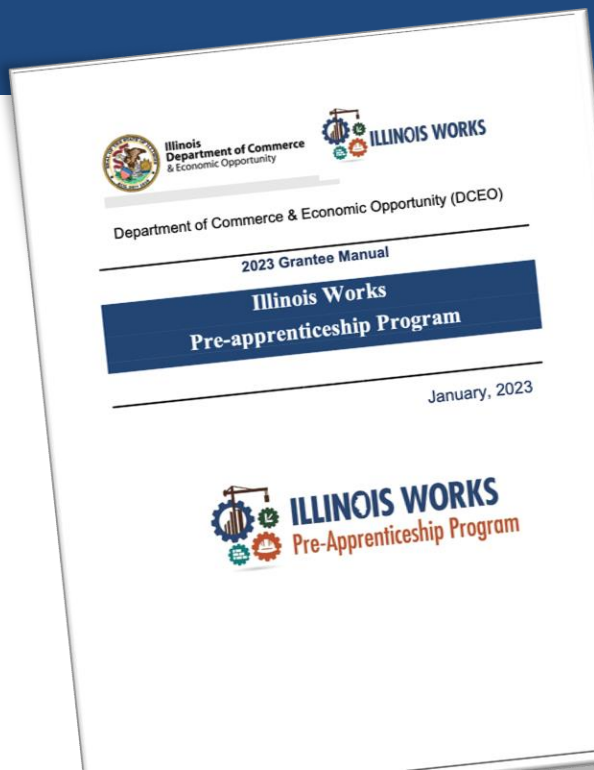




Table 1: Construction and Building Trade Occupations, Job Summary and 2021 Median Pay

Occupation	Job Summary	2021 Median Pay
Boilermakers	Boilermakers assemble, install, maintain, and repair boilers, closed vats, and other large vessels or containers that hold liquids and gases.	\$64,290
Carpenters	Carpenters construct, repair, and install building frameworks and structures made from wood and other materials.	\$48,260
Construction Equipment Operators	Construction equipment operators drive, maneuver, or control the heavy machinery used to construct roads, buildings, and other structures.	\$48,290
Construction Laborers and Helpers	Construction laborers and helpers perform many tasks that require physical labor on construction sites.	\$37,520
Construction and Building Inspectors	Construction and building inspectors ensure that construction meets building codes and ordinances, zoning regulations, and contract specifications.	\$61,640
Construction Equipment Operators	Construction equipment operators drive, maneuver, or control the heavy machinery used to construct roads, buildings, and other structures.	\$48,290
Drywall Installers, Ceiling Tile Installers, and Tapers	Drywall and ceiling tile installers hang wallboard and install ceiling tile inside buildings. Tapers prepare the wallboard for painting.	\$48,350
Electricians	Electricians install, maintain, and repair electrical power, communications, lighting, and control systems.	\$60,040
Elevator and Escalator Installer and Repairers	Elevator and escalator installers and repairers install, maintain, and fix elevators, escalators, moving walkways, and other lifts.	\$97,860
Flooring Installers and Tile and Stone Setters	Flooring installers and tile and stone setters lay and finish carpet, wood, vinyl, tile, and other materials.	\$47,310
Glaziers	Glaziers install glass in windows, skylights, and other fixtures in buildings.	\$47,180
Ironworkers	Ironworkers install structural and reinforcing iron and steel to form and support buildings, bridges, and roads.	\$57,160
Masonry Workers	Masonry workers use bricks, concrete and concrete blocks, and natural and manmade stones to build structures.	\$48,040



Training - Curricula and Instruction

- NABTU
- NCCER
- ICCB
- Other approved construction curriculum





Definitions





Section 2: Program Culture

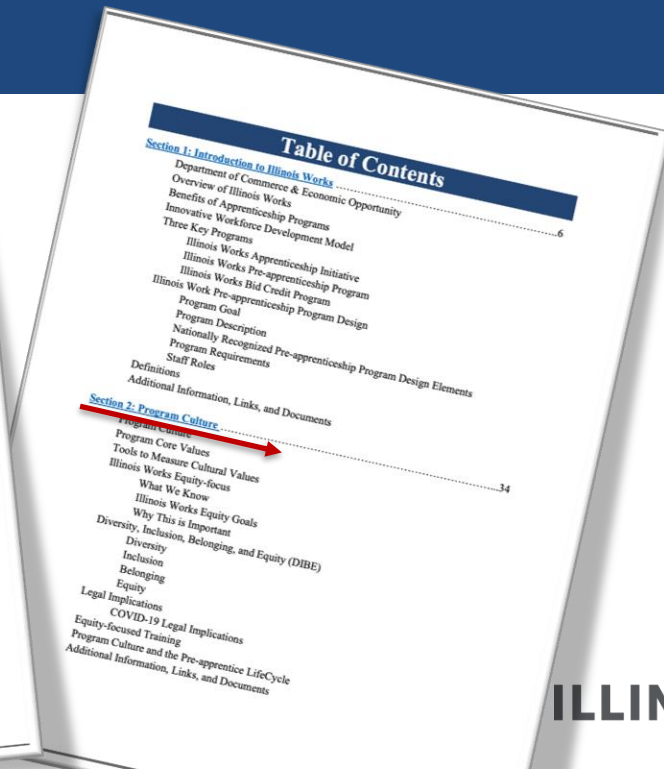
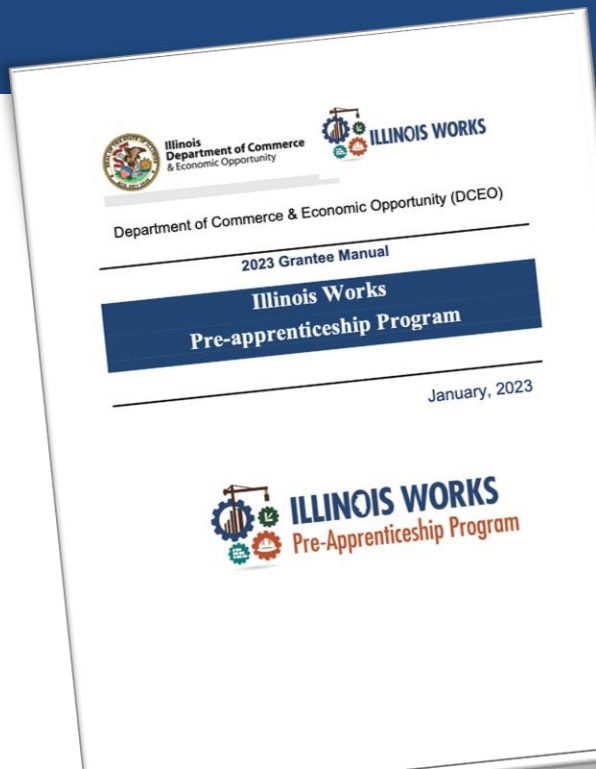




Table 3

Table 3: Demographics and the Illinois Construction Workforce

State Population	Illinois Construction and Trades	Illinois Population	U.S Population
Women	11%	49.0%	50.5%
African American	6.3%	14.7%	13.6%
Hispanic/Latino	21.2%	18.0%	18.9%
American Indian/Native Alaskan	<1%	0.6%	1.3%
Asians	2.1%	6.1%	6.1%
Veterans	7%	4.3%	5.4%

(U.S. Bureau of Labor Statistics, 2021; U.S. Department of Veteran Affairs, 2021; U.S. Census Bureau Population Estimates, July 2021)



Table 3 and Table 4

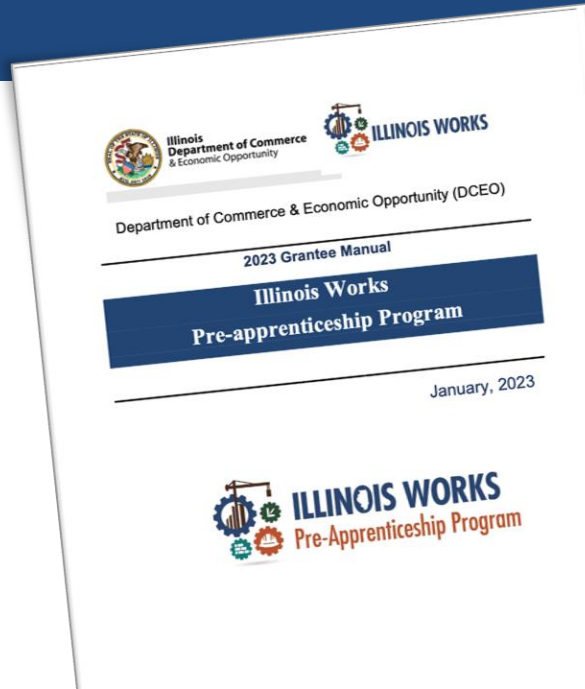
Table 4: Percent of Women in Illinois Construction and Building Trades

Construction Trade	Number of Jobs	Median Hourly Earnings	Percent Female
Construction Laborers	42,456	\$22.66	3.8%
Construction Laborers	42,456	\$22.66	3.8%
Carpenters	35,784	\$28.16	2.0%
Electricians	25,725	\$39.38	2.5%
Plumbers, Pipefitters, and Steamfitters	18,608	\$43.17	1.5%
First-Line Supervisors of Construction Trades	14,208	\$37.97	3.9%
Painters, Construction, & Maintenance	12,614	\$22.02	7.4%
Operating Engineers & Other Construction Equipment Operators	11,214	\$38.22	2.8%

(Source: Lightcast™, 2021)



Section 3: Partnerships, Provider Relationships, and Leveraged Resources



Section 1: Introduction	55
Section 2: Program Culture	61
Section 3: Partnerships, Provider Relationships, and Leveraged Resources	74
Section 4: Outreach and Recruitment	85
Section 5: Program Application and Intake	
Section 6: Participant Wrap-Around Services and Student Support Services	



Tracking Partner Engagement in Illinois Works Reporting System (IWRS)

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement **Partner Engagement & Management** Work Plan & Report

Partner Engagement Contact Notes

Name

Intermediary/Provider

[Search](#) [Add Partner](#)

Show entries

Partner Name	Provider	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
Christine Flynn Test	Chicago Test Provider 1	Government Agency	50-99	No	123 Wisdom Road Springfield, IL 62805
Test	Chicago Test Provider 1	Business Association	5-9	No	123 Main st Springfield, IL 62711

Showing 1 to 2 of 2 entries

Previous Next

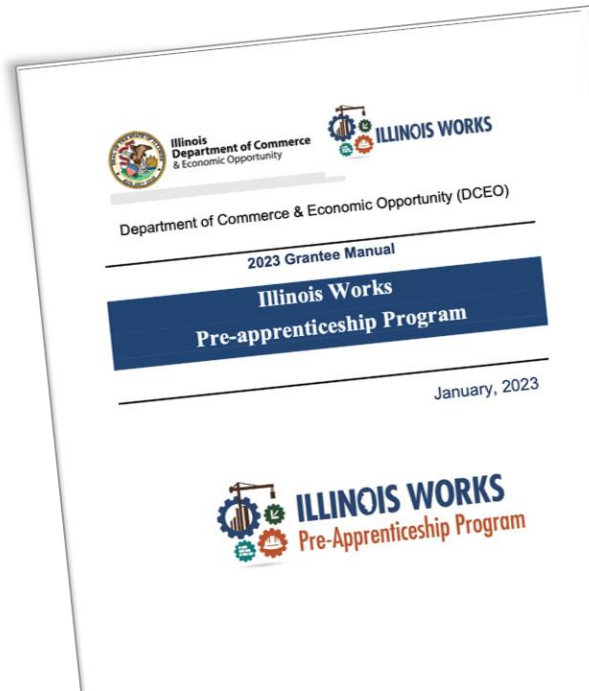




CEO.ILWorks@Illinois.Gov



Section 4: Outreach and Recruitment





Tracking Participant Outreach and Recruitment



ADD PARTICIPANT ✕

First Name *

Last Name *

Phone *

Email *

Type *

Provider *

Follow-Up Date



Pre-Screen Assessment

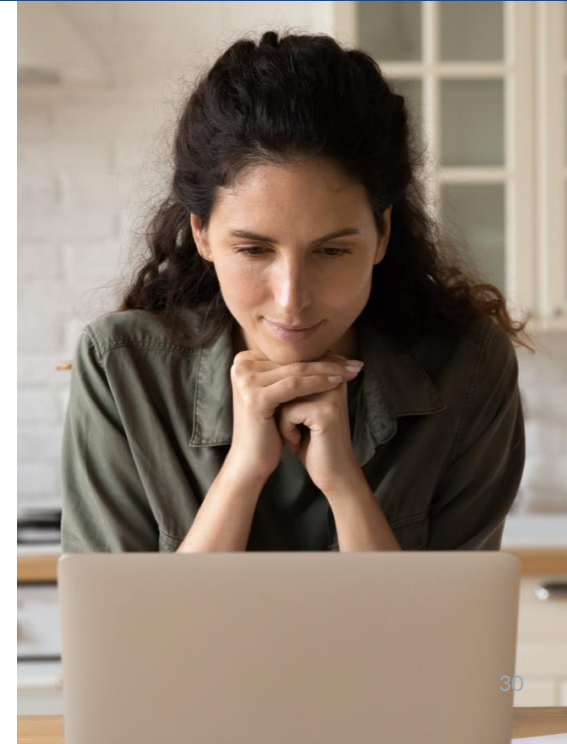


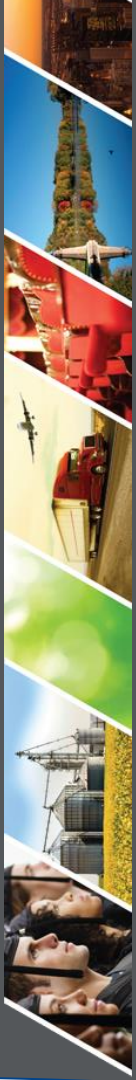


Create a Landing Page on Organization Website

There should be a dedicated landing page for the Illinois Works Pre-apprenticeship Program that clearly outlines;

- program goals
- Requirements
- application process
- downloadable information sheets
- other key information

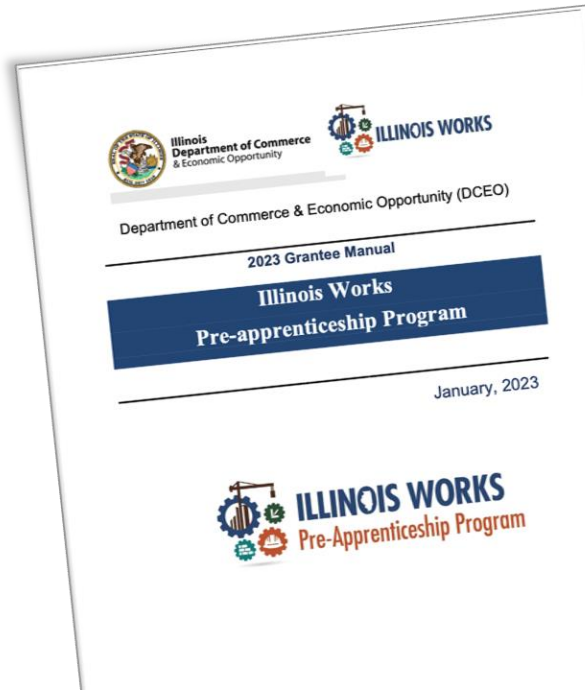




CEO.ILWorks@Illinois.Gov



Section 5: Program Application and Intake





Section Outcome

Section 5: Program Application and Intake

Section Overview

By the end of Section 5, you will be able to:

- Leverage **standardized tools and templates** including the program application, interview questionnaire, acceptance letter, conditional acceptance letter, and denial letter.
- Reference the **eligibility requirements** for program participation.
- Complete application and intake requirements including the **Pre-Screen Assessment, Application, and Standardized Interview** in the Illinois Works Reporting System (IWRS).
- Use the **ILW drug test policy** to keep participants safe and to better prepare them to transition to RAPs and employment.
- Describe the importance and tasks related to the **intake process** including the **Wrap-around Service Assessment**.
- Integrate **DIBE and the six core values** into all elements of your program's application and intake processes.





Eligibility Requirements: Social Security Numbers

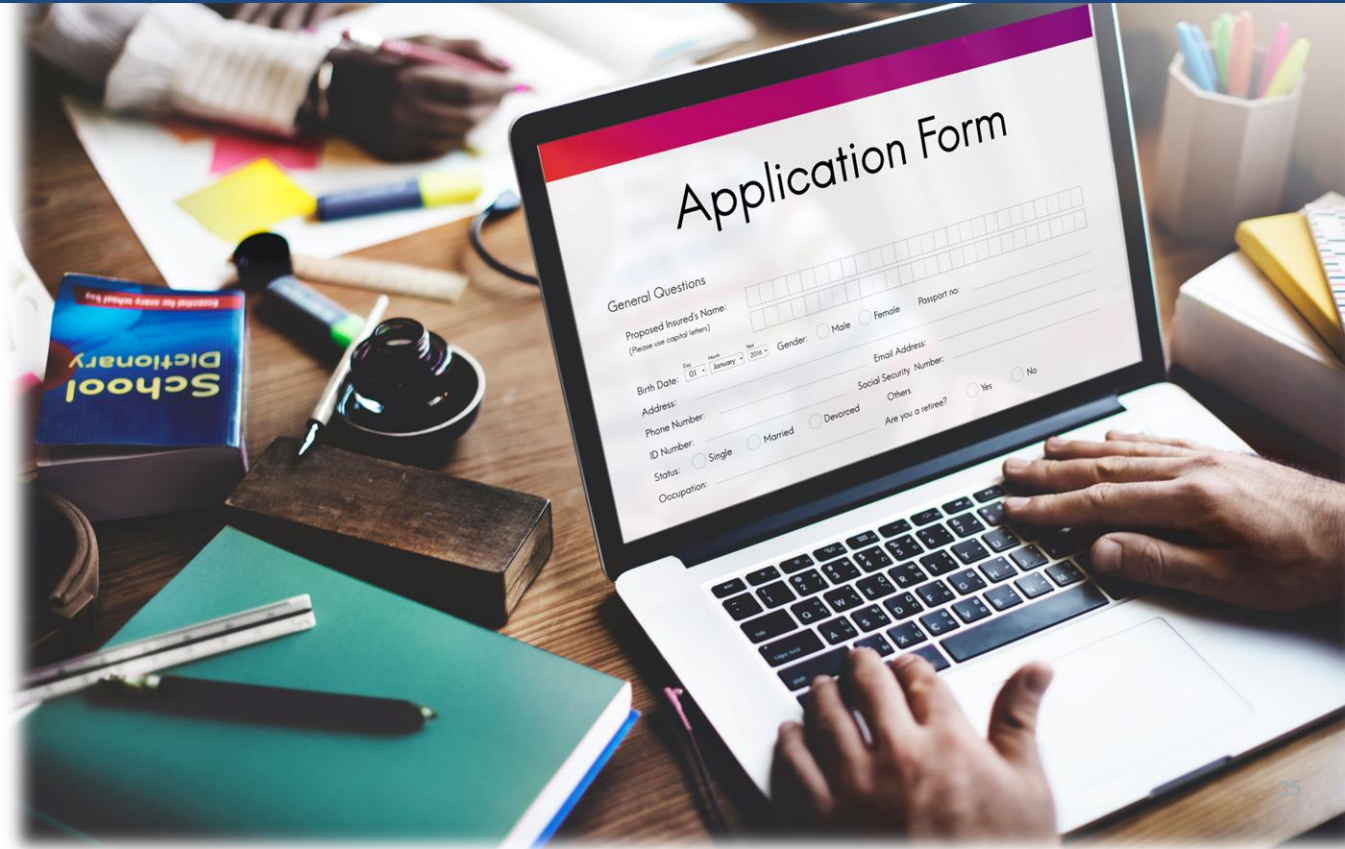


Social Security Number (SSN) –

Illinois Works requests applicants to provide a social security number. If a participant does not provide a SSN, this does not disqualify them from participating in the program. However, a lack of an SSN will bar them from admittance into certain RAPs. This factor should be addressed in discussing career plans with the participant.



Program Application - workNet





IWRS – Program Application

INTAKE/REFERRAL



Profile: Tiger Woods

Email testing@tw.com

DOB 1/1/2000

Last 4 SSN

[See All](#)

Participant Summary Tools

[Assessments](#)

[Attendance](#)

1. Complete Application

[Prescreening Information](#)

[View Application Completed on 11/4/2022](#)

2. Complete interview using the [interview sheet](#)

Selected for an interview

[Add/Edit Interview Information](#)

Interviewer Names Jack Nicholas & Arnold Palmer

Interviewer Score 36.00

[Upload Interview Sheet](#)

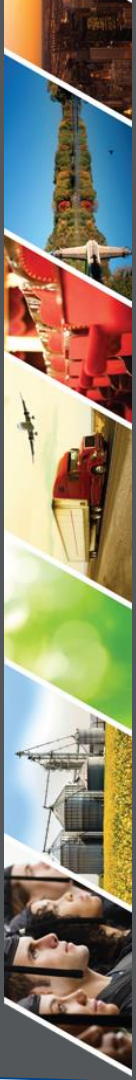
Interview Sheets:

TWoods Interview Sheet.pdf 



Administrative Withdrawal

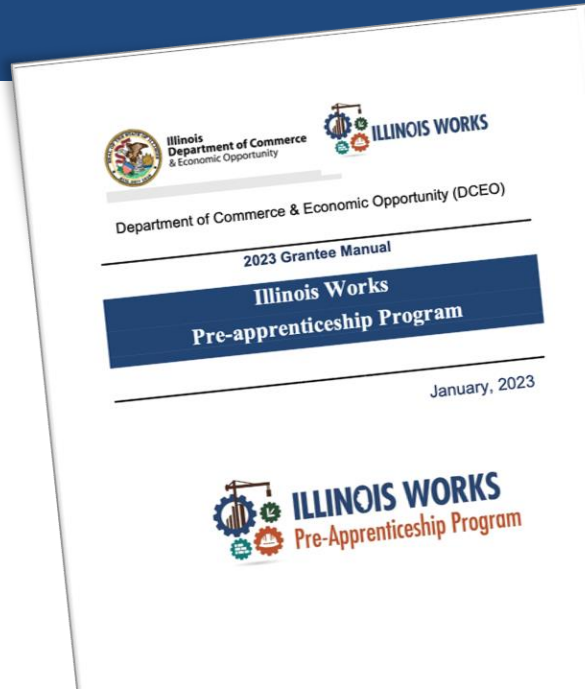




CEO.ILWorks@Illinois.Gov



Section 6: Participant Wrap-Around Services and Student Support Services



Section 1: Introduction I
Department of Commerce & Economic Opportunity (DCEO)
Overview of Illinois Works
Benefits of Apprenticeship
Innovative Workforce
Three Key Program Goals
Illinois Works Pre-Apprenticeship Program
Illinois Works Pre-Apprenticeship Program I
Illinois Works Pre-Apprenticeship Program II
Nationally Recognized Apprenticeship Program (NRAP)
Staff Roles
Definitions
Additional Information

Section 2: Program Culture
Program Culture
Program Core Values
Tools to Measure Program Culture
Illinois Works Equity
What We Measure
Illinois Works Equity
Why This Matters
Diversity, Inclusion & Belonging
Equity
Legal Implications
COVID-19
Equity-focused Training
Program Culture
Additional Information

Section 3: Partnerships, Provider Relationships, and Leveraged Resources 55
Program Partnerships and Provider Relationships
Role Definitions
Partner and Provider Requirements
Tracking Partner Engagement in the Illinois Works Reporting System (IWRS)
Leveraged Resources
Additional Information, Links, and Documents

Section 4: Outreach and Recruitment 61
Outreach and Recruitment
Effective Outreach and Recruitment
Tracking Participant Outreach and Recruitment
Participant Leads
Pre-screen Assessment
Outreach and Recruitment Tools
Outreach and Recruitment Methods
Additional Information, Links, and Documents

Section 5: Program Application and Intake 74
Application Process
Eligibility Requirements
Program Application
Referral Sheet
Standardized Interview
Enrollment Decisions
Administrative Withdrawal
Participant Skimming
Drug Testing
Intake
Building Rapport with Participants
Assessing Participant Need for Wrap-Around Services
Additional Information, Links, and Documents

Section 6: Participant Wrap-Around Services and Student Support Services 85
Wrap-Around Services
Wrap-Around Service Assessment
Tracking Wrap-around Services
Performance-Based Supports
Additional Considerations for ILW Stipends
Student Support Services
Student Support Alerts & Tracking
ADA Requirements



Wrap-Around Service Assessment





Stipends



Grantees must provide stipends up to **\$13 per instructional hour.**





Attendance/Attendance Rosters





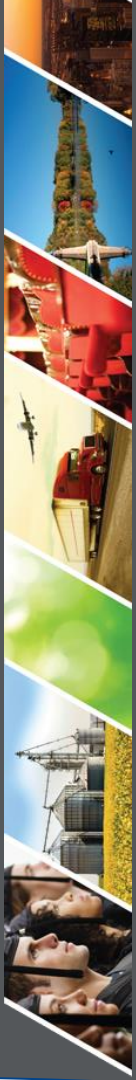
Participant Evaluation (Post-Assessment Scores)





Excessive Absences or Poor Academic Performance

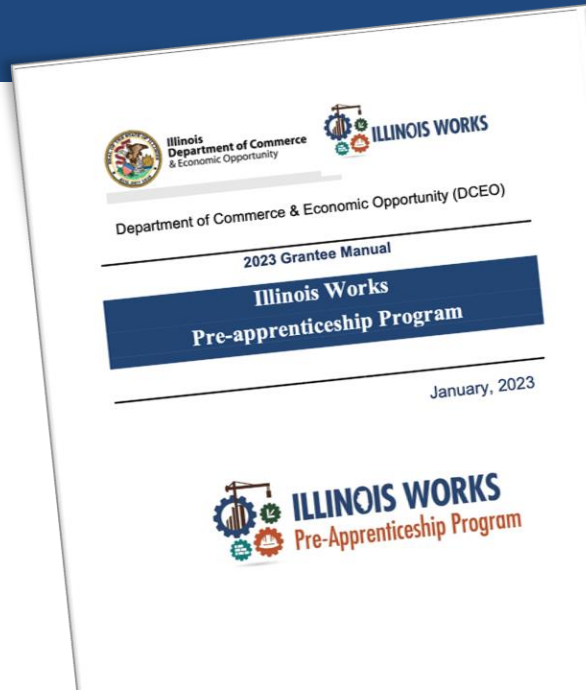




CEO.ILWorks@Illinois.Gov



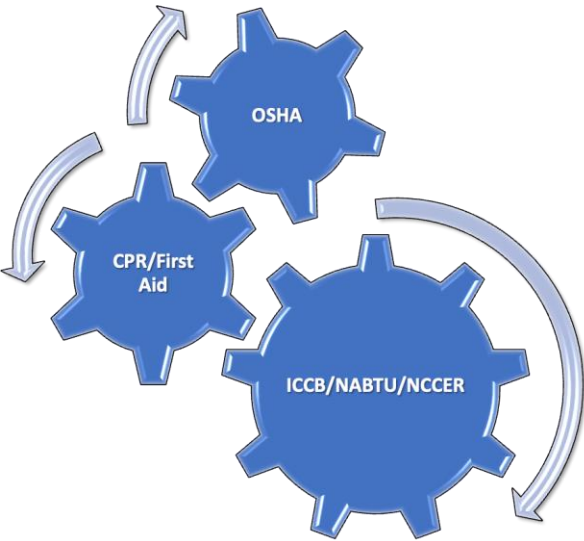
Section 7: Participant Wrap-Around Services and Student Support Services



Additional Information, Links, and Documents	
Section 7: Training, Instruction, and Certifications	
Staying in Scope	
Orientation	
Orientation Agenda	
Career Assessment	
Commitment Agreement	
Illinois Works Pre-apprenticeship Curriculum	
Requirements	
Additional Certifications and Training Considerations	
Employability Skills	
Additional Content	
Training Modalities	
Instructional Planning	
Curriculum Approval	
Alternate Curriculum	
Evaluating Instruction	
Kirkpatrick Model for Training Evaluation	
Additional Information, Links, and Documents	100
Section 8: Program Completion, Transition Services, and Follow Up	
Program Completion	
Participant Satisfaction Survey	
Transition Services	
Pre-transition Career Assessment	
Transition Plan	
Transition Staff	
Expected Outcomes and Deliverables	
Follow Up	
Additional Information, Links, and Documents	131
Section 9: Professional Development/Technical Assistance	
Grantee Training and Professional Development Expectations	
Illinois Works Professional Development Offerings	
Webinar Sessions	
Program Coaching	
Technical Assistance	
Toolbox Tuesdays	
Regional Meetings	
ILW Annual Conference	
Additional Information, Links, and Documents	140
Section 6:	
Supp	
Tran	
Perf	
Stud	
ADA Requirements	



Certifications





Orientation Agenda

- Introductions
- Organizational culture/purpose
- Program requirements
- Attendance requirements
- Performance expectations
- Student support services offered
- Wrap-around services available
- Stipend policy
- Career Assessment
- Career Guidance
- Educational schedule
- Commitment Letter
- Success Criteria





Career/Pre-Transition Assessment

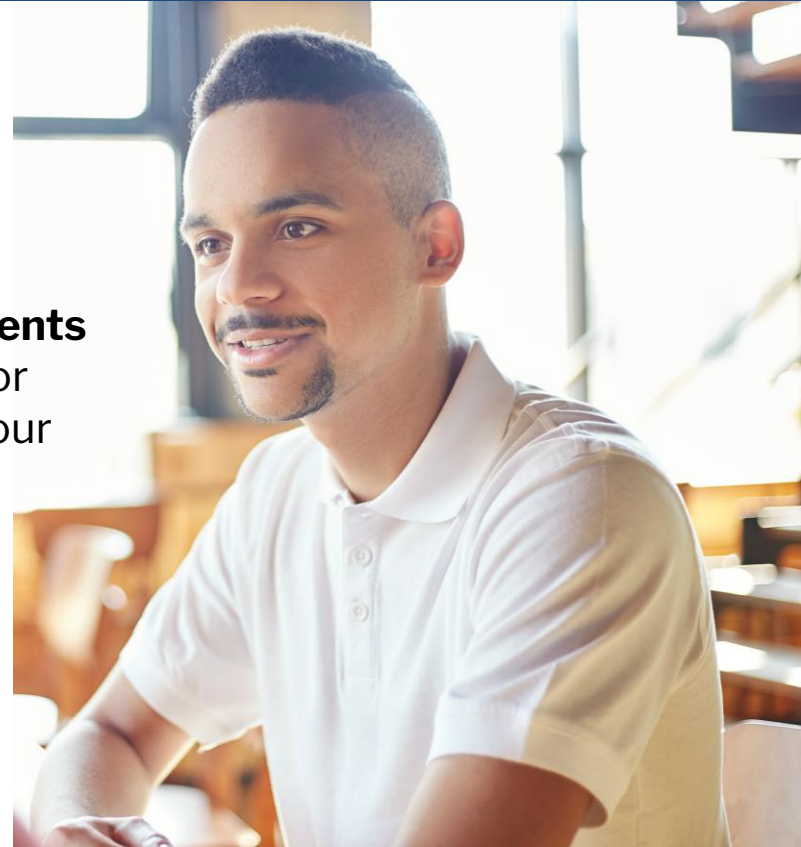




Commitment Agreement



Signed Commitment Agreements must be uploaded into IWRS for each of the participants in in your cohort.





Employability Skills





Curriculum Approval





Table 17 and Table 18



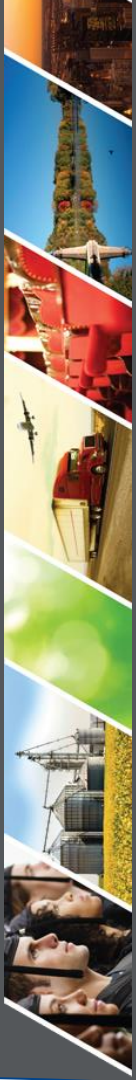
Table 17: Instructional Content Evaluations

Instructional Content	Built-in Evaluation	Evaluation Creation Required
NABTU	X (Level 2)	
NCCER*	X (Level 1 & 2)	
ICCB**	X (Level 1)	
OSHA 10-hours	X (Level 2)	
First Aid/CPR	X (Level 2)	
Illinois Works Grantee Orientation		X
Illinois Essential Employability Skills Framework		X
Construction and Building Trades Math		X
Test-Taking Skills		X
Diversity, Inclusion, Belong, and Equity (DIBE)		X
Discrimination within Workplaces		X
Sexism in the Workplaces		X
Bullying and Harassment in the Workplace		X
Construction and Trades from a Gender Lens		X
Construction and Trades Through the Lens of People of Color (specific ethnic groups)		X

Note: It is advised that ILW Grantees Accredited by the following organizations, follow the guidelines for Level 1 and 2 Evaluations as outlined below:

Table 18: Kirkpatrick Model for Training Evaluation

	Definition	Summary	Tool	ILW
Did they <i>like</i> it?			Smiley Sheets	Highly Recommended (If not required by the used curriculum)
Did they <i>learn</i> something?			Post Assessments	Required
Can they <i>do (task or skill)</i> it?			Task/Job Checklist	Not Applicable
Did it <i>impact</i> performance outcomes?			Illinois Works Longitudinal Evaluation	Required



CEO.ILWorks@Illinois.Gov



Illinois
Department of Commerce
& Economic Opportunity



Program Engagement ~ Mentimeter

Access the website: www.menti.com
Enter: 3166 5430

Enter code to vote



Vote

 **Mentimeter**

[Features](#)

[Solutions](#)

[Pricing](#)

[Blog](#)

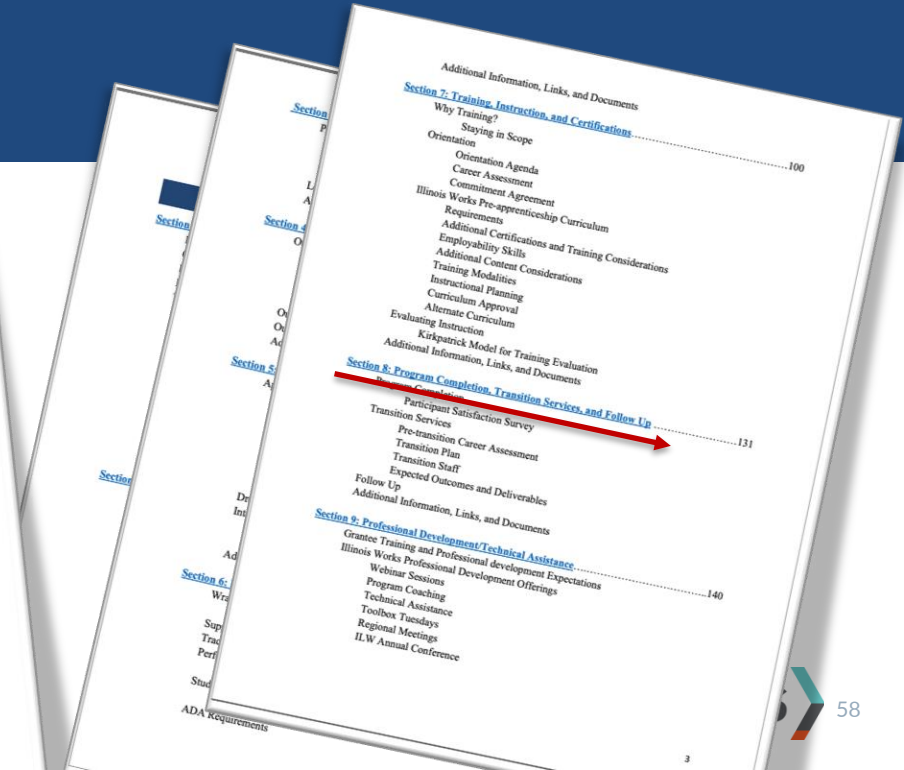
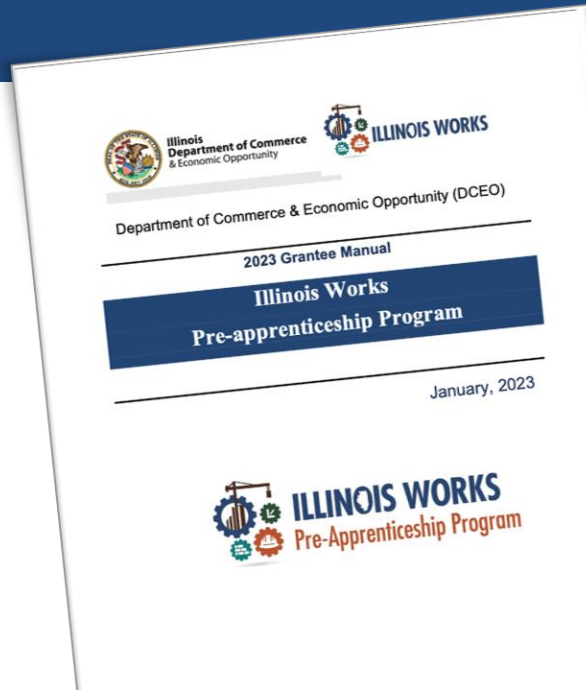
Mentimeter makes remote & hybrid work easy

[Learn more](#)





Section 8: Program Completion, Transition Services, and Follow Up





Section Outcome

Section 8: Program Completion, Transition Services, and Follow Up

Section Overview

By the end of Section 8, you will be able to:

- Reference **program completion** definitions.
- Complete the required **Pre-Transition - Career Assessment**.
- Describe **transition staff** responsibilities.
- Articulate **expected outcomes and deliverables**.
- Provide **transition and follow-up** services.
- Identify **active follow-up vs. long-term** follow up
- Integrate **DIBE and the six core values** into all elements of your program's transition services and follow up activities.





Successful Completion





Participant Satisfaction Survey



All pre-apprenticeship participants who remain engaged in the program through the end of instruction will be asked to provide feedback on their program experience through a Participant Satisfaction Survey.

This is a mandatory step for all participants and programs are required to ensure the surveys are completed.





Transition Plan



Once the career assessment is completed, the Transition Services Coordinator (TSC) should create a transition plan.

This plan is set up in IWRS by adding appropriate services to the participant's profile under their Transition Services goal.



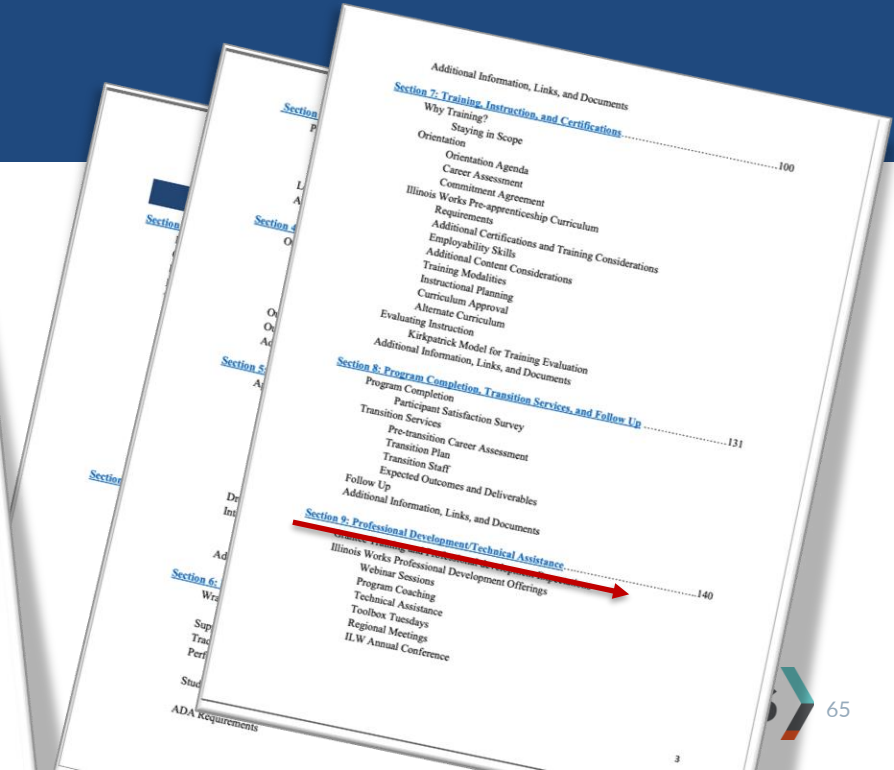
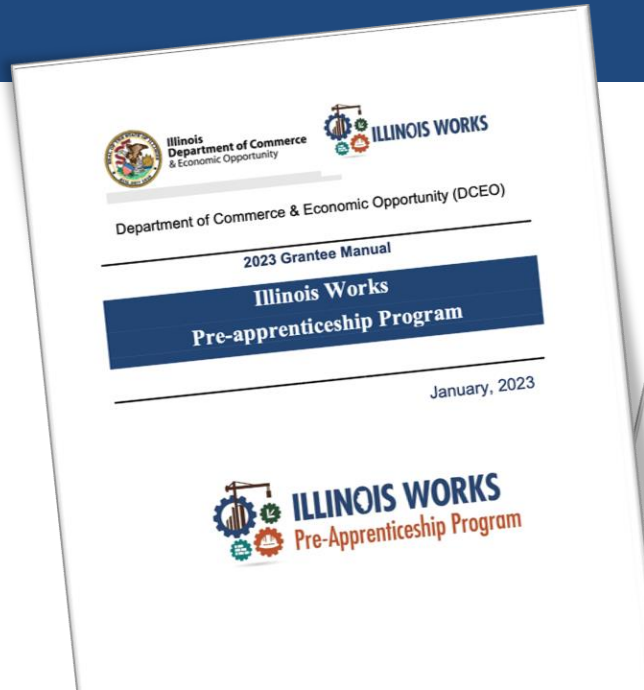
Applicant Tracking System (ATS)

1. Pre-apprentice's contact information
2. Employment status (employed, available inactive)
3. Trade interests
4. Graduation date
5. Mode of transportation
6. Distance the pre-apprentice is willing to travel
7. Pre-apprentice resume





Section 9: Professional Development and Technical Assistance





Professional Development





Table 19, Table 20, and Table 21



Table 19: 2023 Illinois Works New Grantee Onboarding Sessions

Session Title	Description
Administrator Orientation	This program introduces grantees relevant aspects of the Illinois Works steps post the orientation, and the timeline.
Grantee Manual: Session I	This program is the first installment reviews sections 1-3 of the 2023 grantee manual and how grantees can effectively implement the program.
Grantee Manual: Session II	This program is the second installment reviews sections 4-8 of the 2023 grantee manual and how grantees can effectively implement the program.
Grantee Manual: Session III	This program is the final installment reviews sections 6-14 of the 2023 grantee manual and how grantees can effectively implement the program.
IWRS: Session I	This program is the first of a three-part program for program administrators with an emphasis on managing Grantee Details, Partner Information, and reports.
IWRS: Session II	This program is the second of a three-part program for program administrators with an emphasis on practice adding/updating Participant Engagement, and Training Information and Partner Engagement Information.
Illinois Works Coaching Needs Assessment	This session was designed to assess the coaching needs of Illinois Works grantees.

Table 20: 2023 Illinois Works Renewal Grantee Onboarding Sessions

Program Title	Description
Applicant Tracking System	This program provides information on the Applicant Tracking System, how to use it, and how to enter, search and track applicants.
2023 Grantee Manual Updates	The Illinois Works Grantee Manual updates provide grantees with the latest information on how to effectively implement the program in compliance with the rules and best practices.
	This training is designed for program administrators who have completed the 2022 Grantee Manual training and are participating in the ongoing evolution of Illinois Works. This training will provide an update on the program in January 2023.
	This program will provide an update on the programmatic changes in the 2023 Grantee Manual.
2023 IWRS Updates	The Illinois Works Reporting System (IWRS) is a database developed by Illinois Works. The IWRS acts as the programmatic tracking and monitoring system for the Illinois Works Pre-apprenticeship Program.
	This training is designed for program administrators who have completed the 2022 IWRS I, II, and III training. As the program evolves, this program will provide an update on the programmatic changes in the IWRS.

Table 21: 2023 Illinois Works Professional Development Sessions

Program Title	Description
Instructor Accreditation & Certification (NCCER, NABTU, OSHA, First Aid)	This program provides an overview of the required certifications for instructors in the ILW Pre-apprenticeship Program.
Developing & Implementing a Pre-Apprenticeship Curriculum & Instruction	This program provides the knowledge, skills, and best practices necessary to develop and facilitate instructional content that leverages classroom management techniques and aligns with instructional design and assessment best practices for the Illinois Works Pre-apprenticeship Program.
Providing Impactful Wrap-Around Services & Student Support Services	This program provides knowledge, skills, and techniques necessary to deliver effective wrap-around services and student support services in alignment with Illinois Works Pre-apprenticeship Program best practices. Program staff providing wrap-around services and student support services will be able to leverage the experience of other pre-apprenticeship providers and incorporate evidence-informed as well as evidence-based practices.
Providing Effective Transition Services & Working with DOL Registered Apprenticeship Programs	This program provides knowledge, skills, and techniques necessary to deliver effective transition services in alignment with Illinois Works Pre-apprenticeship Program best practices. Program staff providing transition services will be able to leverage the experience of other pre-apprenticeship providers and incorporate evidence-informed, as well as evidence-based practices.
Developing Relationships & Partnerships	Partnerships are formal arrangements by two or more parties. This program provides information, resources, and support to successfully develop partnerships that provide an array of programmatic services to pre-apprentices, to meet the Illinois Works NOFO criteria and create a strong program proposal.
Using Data for Continuous Program Improvement (CPI)	This program provides the knowledge, skills, and techniques necessary to leverage program data with the goal of developing and implementing a continuous program improvement process and model with a focus on improving program performance in key areas.

*These may not be listed in order of delivery.



Program Coaching





Track Designations

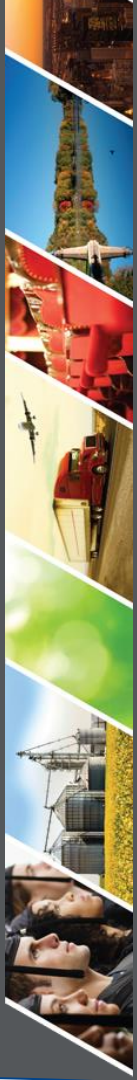




Program Coaching Versus Technical Assistance

- Program Coaching is prevention and mitigation, while Technical Assistance aids with course correction.
- Program Coaching is scheduled regularly, while grantees will be alerted when Technical Assistance is necessary.
- Program Coaching is primarily proactive, while Technical Assistance is reactive.
- Program Coaching is delivered by independent consultants and Technical Assistance is delivered by ILW Grant Managers, or other ILW staff.

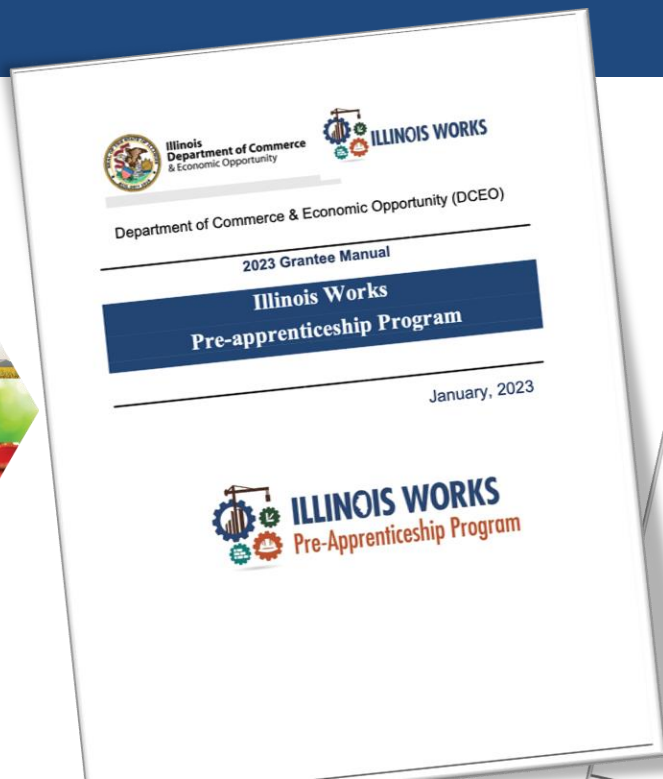




CEO.ILWorks@Illinois.Gov



Section 10: Grantee Data Management





Illinois workNet Profile

[MENU](#)
[Login](#)
[Sign Up](#)

[Search](#)
[Español](#)
[Partners](#)
[Share](#)

STATE OF ILLINOIS WORKFORCE PORTAL



Employer

Explore resources, connect to job seekers, & register to receive personalized services to help your business recover, expand, & grow.

[Explore Resources >](#)

[Set Up Virtual Job Fair >](#)

Job Seeker

Explore virtual job fairs, resources, available services, & register to receive alerts to the latest info on finding a job.

[Explore Resources >](#)

[Layoff Assistance >](#)

Virtual Job Fair

Explore virtual job fair resources and opportunities or get access to assistance to easily set up your own virtual job fair.

[Set Up Virtual Job Fair >](#)

[Search Virtual Job Fairs >](#)

Training & Services

Find training programs as well as local work support services to develop skills for high demand roles.

[Find Training >](#)

[Find Local Services >](#)



Section Outcome

Section 11: Finances, Records, and Reports

Section Overview

By the end of Section 11, you will be able to:

- Differentiate between **reporting and recordkeeping**.
- Reference tips for file organization and maintenance.
- Utilize the **Participant File Checklist** to collect and maintain required documents.
- Comply with **Grant Accountability and Transparency Act (GATA)** requirements.
- Accurately and timely submit required standardized GATA reports tied to grant agreement.
- Utilize the **Periodic Financial Report (PFR)** to submit monthly expenses.
- Understand how the **ILW performance-based payment model** was designed and is applied to grant reimbursement.
- Submit a **Performance-based Payment Appeal Form**
- Determine the appropriate use of funds, how to request an **advance or budget modification**, and how to **establish a procurement policy**.





PPR



STATE OF ILLINOIS PERIODIC PERFORMANCE REPORT

Periodic Performance Report (PPR) Instructions

The Periodic Performance Report (PPR) is a standard, uniform statewide performance progress reporting format used by all state agencies to collect performance information from recipients of state grant awards. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the Grant Agreement (UGA), all grant awards are subject to periodic performance reporting.

General instructions for completing the PPR are contained below. **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE PPR.** Please contact the state agency's points of contact specified in the "State Agency Contacts" section of your UGA if additional support is needed completing the PPR.

If the UGA specifies an alternative file or external database for grant performance reporting, the grantee should mark the shaded box in the PPR accordingly. In the *File Name or Database Source* field, enter the name of the alternative file or database utilized. The grantee is not required to complete Sections 14 - 22 if the information is provided in an alternative format specified in the UGA.

Report Submission

1. The grantee must submit the PPR cover page and any forms required by the awarding state agency as specified in the UGA.



Budget Modification

1. Submit an updated budget template to the assigned ILW Grant Manager via email with all budget changes highlighted.
2. ILW Grant Manager and Deputy Director of ILW will review the submission. Additional information or documentation may be requested to complete this review.
3. Once additional information or documentation is reviewed and can be approved by ILW the grantee and the grantee's Office of Grant Management (OGM) Grant Manager will be notified of the ILW approval via email.
4. OGM will then begin their review of the modification request. OGM may need additional information from the grantee prior to entering the modification into the state grant system.





Monthly Reimbursements





Performance-based Payment Appeal

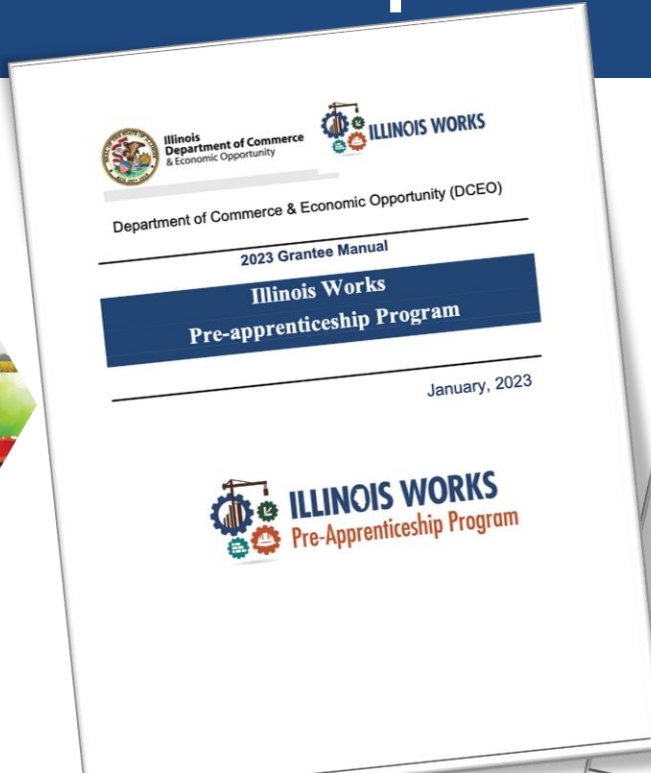
ILW allows grantees to request an advance on a portion of their grant award. These advances can be up to 10% of the overall grant award.

To request a grant advance, the grantee must email a formal letter on organization letterhead to their assigned ILW Grant Manager no later than the second Friday of January. This letter must outline the advance request and the amount being requested.





Section 12: Using Data for Program Management and Continuous Improvement





Section Outcome

Section 12: Using Data for Program Management and Continuous Improvement

Section Overview

By the end of Section 12, you will be able to:

- Understand Illinois the Works **Continuous Program Improvement Model**.
- Utilize the **Program Improvement Plan** template to execute continuous improvement for your program.
- Apply each step in the **performance management process**.
- Identify different approaches for **pre-apprenticeship program evaluation**.
- Ensure all participants take the **Participant Satisfaction Survey** and learn how to utilize the results of the survey to strengthen your program.





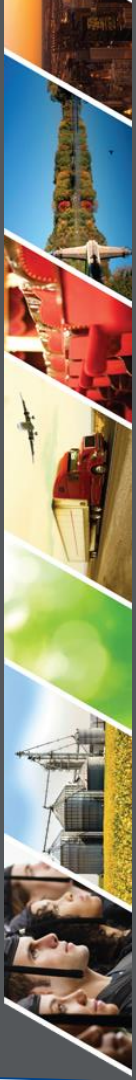
Program Improvement Plan





Participation Satisfaction Survey

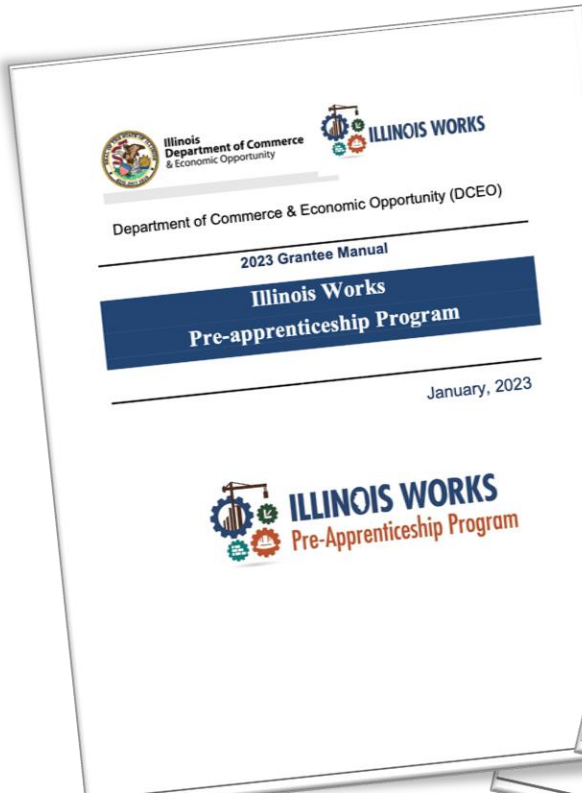




CEO.ILWorks@Illinois.Gov



Section 13: Programmatic Monitoring



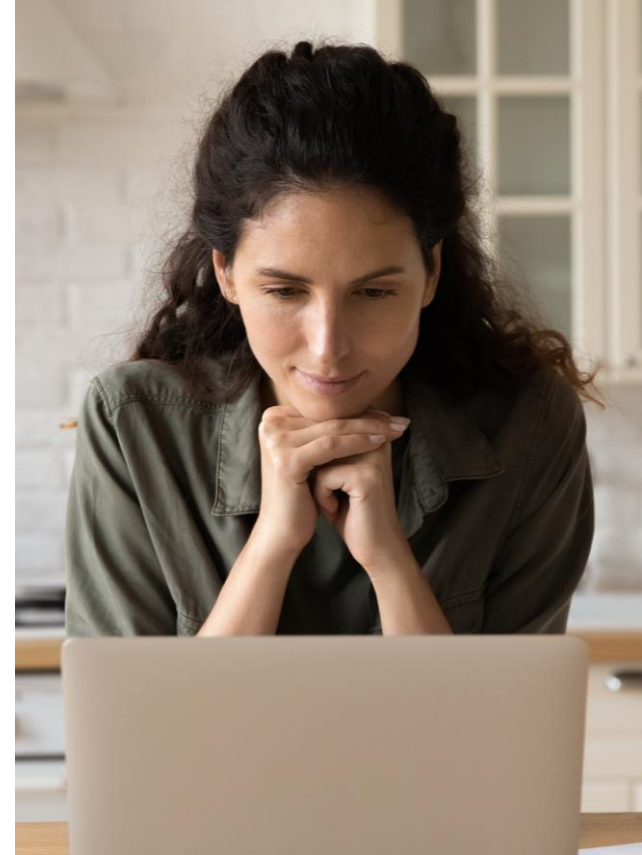
Section 13: Programmatic Monitoring	189
Program Monitoring	
Compliance Review	
Monthly Compliance Review	
Grantee Renewal Process	
Carryover Credit	
Progressive Corrective Action	
Quarterly Administrator Meetings	
Additional Information, Links, and Documents	
Section 14: Audit Requirements	198
Audit Requirements	
Audit Types	
Audit Reporting Documentation	
Audit Submission	
Additional Information, Links, and Documents	
References & Appendixes	203
	208



Completion and Transition Verification



- Preliminary Verification
- Final Verification





Third Party Documentation





Grantee Renewal Process





Carryover Credit



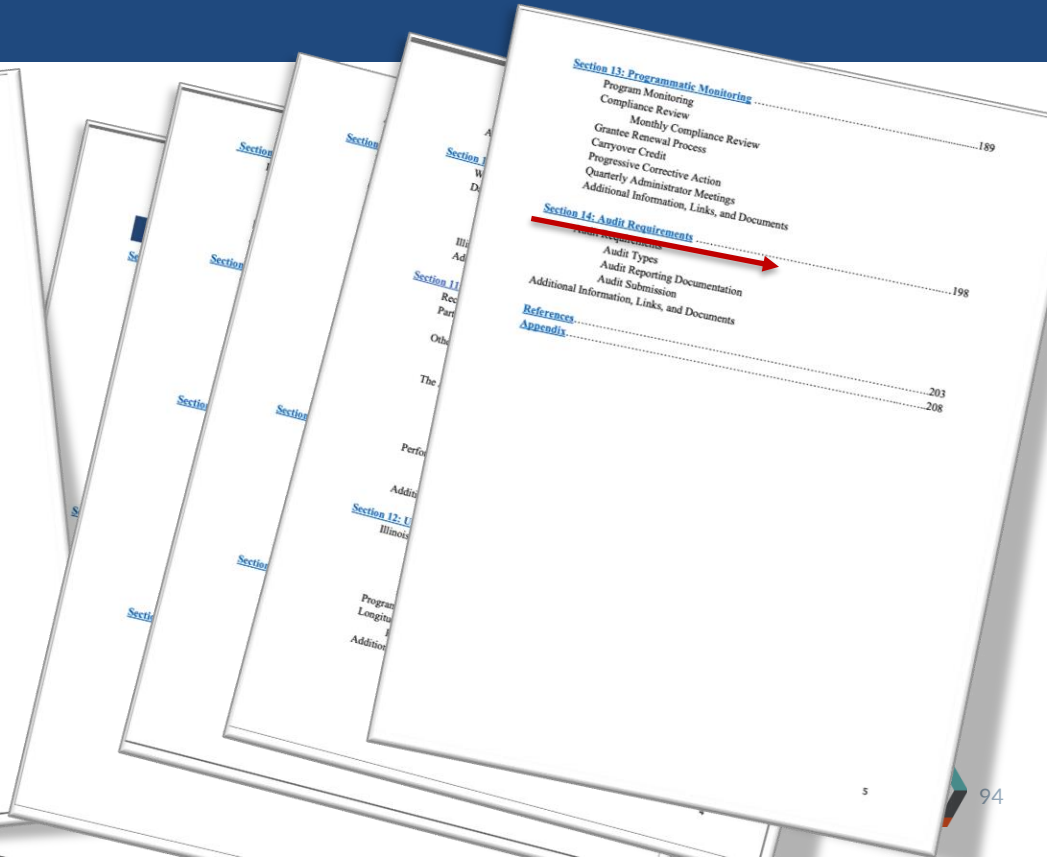
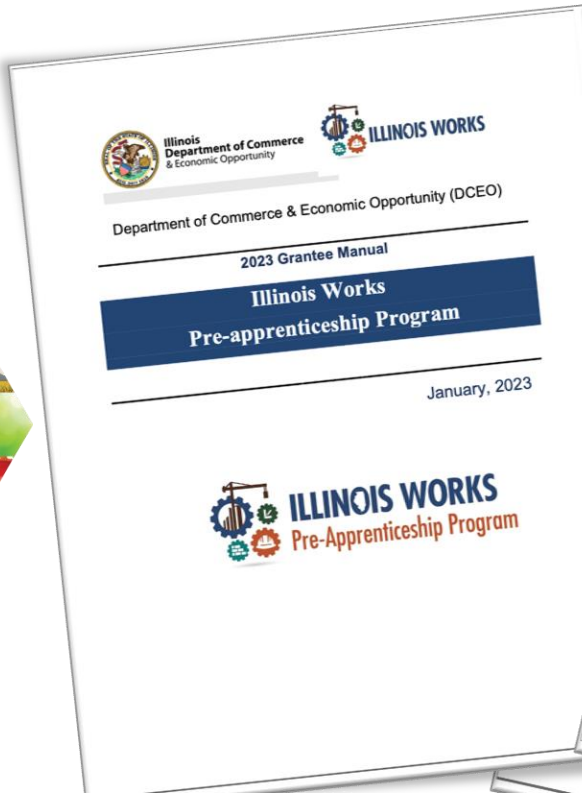


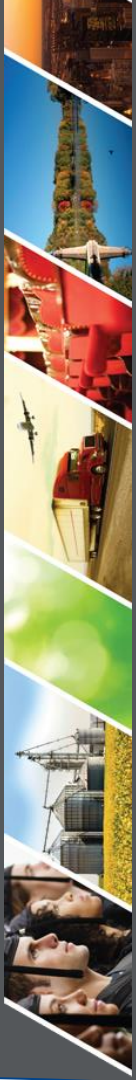
Quarterly Administrator Meetings





Section 14: Audit Requirements





CEO.ILWorks@Illinois.Gov



Illinois
Department of Commerce
& Economic Opportunity



Program Engagement ~ Mentimeter

Access the website: www.menti.com
Enter: 3166 5430

Enter code to vote



Vote

 **Mentimeter**

[Features](#)

[Solutions](#)

[Pricing](#)

[Blog](#)

Mentimeter makes remote & hybrid work easy

[Learn more](#)





Feedback ~ We want to hear from you



Thank you, and we are glad
to have you as part of our
provider network!



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor