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& Economic Opportunity

Illinois Works Provider Network

2023 IWRS Updates

Norman Ruano, Deputy Director of Illinois Works

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Course Description

The **Illinois Works Reporting System (IWRS)** was designed by SIU's Center for Workforce Development for the specific purpose of tracking participant, organizational, and compliance data for the Illinois Works Pre-apprenticeship Program.

This database was initially launched in February 2022. Leveraging the feedback received during the 2022 grant year, several updates have made, or are planned for 2023. During this session, you will be introduced to the **IWRS updates**. In addition, you will be provided with an overview of the additional planned updates for 2023.

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Course Objectives

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

- Utilize new features, tools, and reports in the Illinois Works Reporting System (IWRS).
- Report IWRS glitches or submit a support request through the Illinois workNet ticketing system.
- Articulate upcoming IWRS changes planned for 2023.

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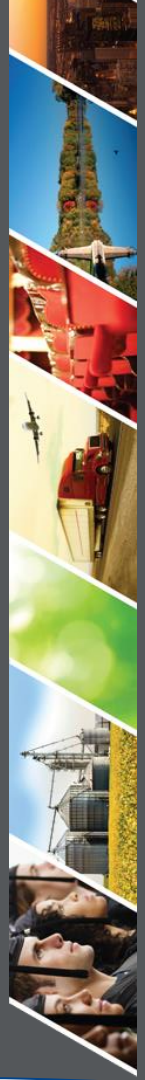

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Module 2: Welcome and Introduction

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

- Introduce themselves to the session participants.
- Identify their comfort level with IWRS.

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Comments, feedback, or questions?

Email us at:

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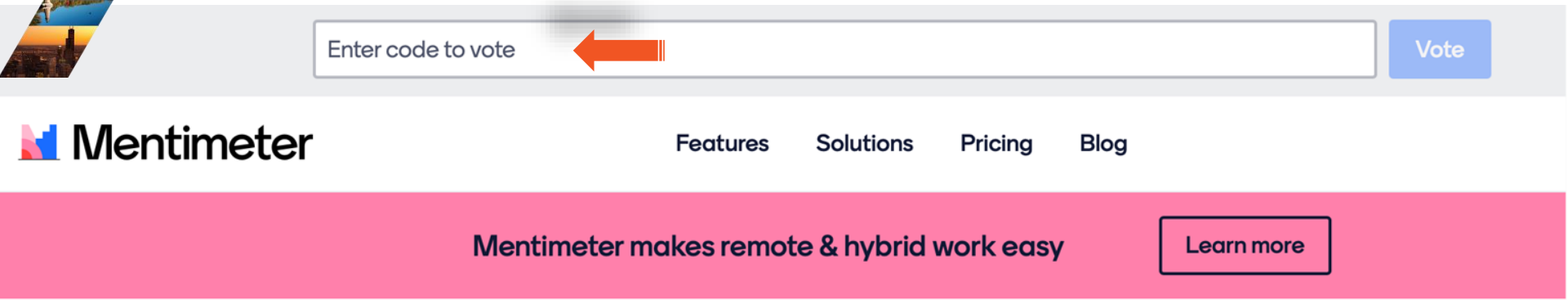

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- Your Name
- Organization/Agency
- Role
- Geographic Location

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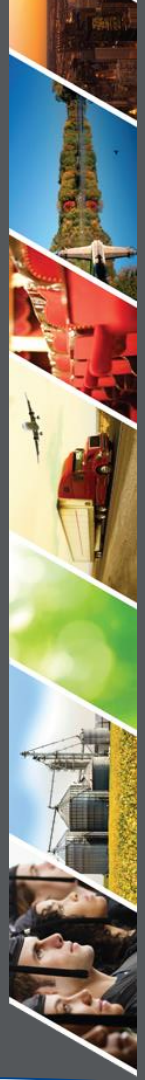
Question:

"How would you rate your comfort with IWRS?



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Module 3: New IWRS Features

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

- Utilize new features, tools, and reports in the Illinois Works Reporting System (IWRS) including Cohort Information, the Bulk Attendance tool, and the Attendance and Post Assessment Report.
- Describe changes to participant statuses related to Performance-based Participants Appeals.

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IWRS - Provider Information – Grantee Details

COHORT INFORMATION

FY	Name
22	Cohort 1 - FY22
22	Cohort 2 - FY22
22	Cohort 3 - FY22
22	Cohort 4 - FY22
22	Cohort 5 - FY22
22	Cohort 6 - FY22
23	Cohort 1 - FY23
23	Cohort 2 - FY23
23	Cohort 3 - FY23
23	Cohort 4 - FY23
23	Cohort 5 - FY23
23	Cohort 6 - FY23

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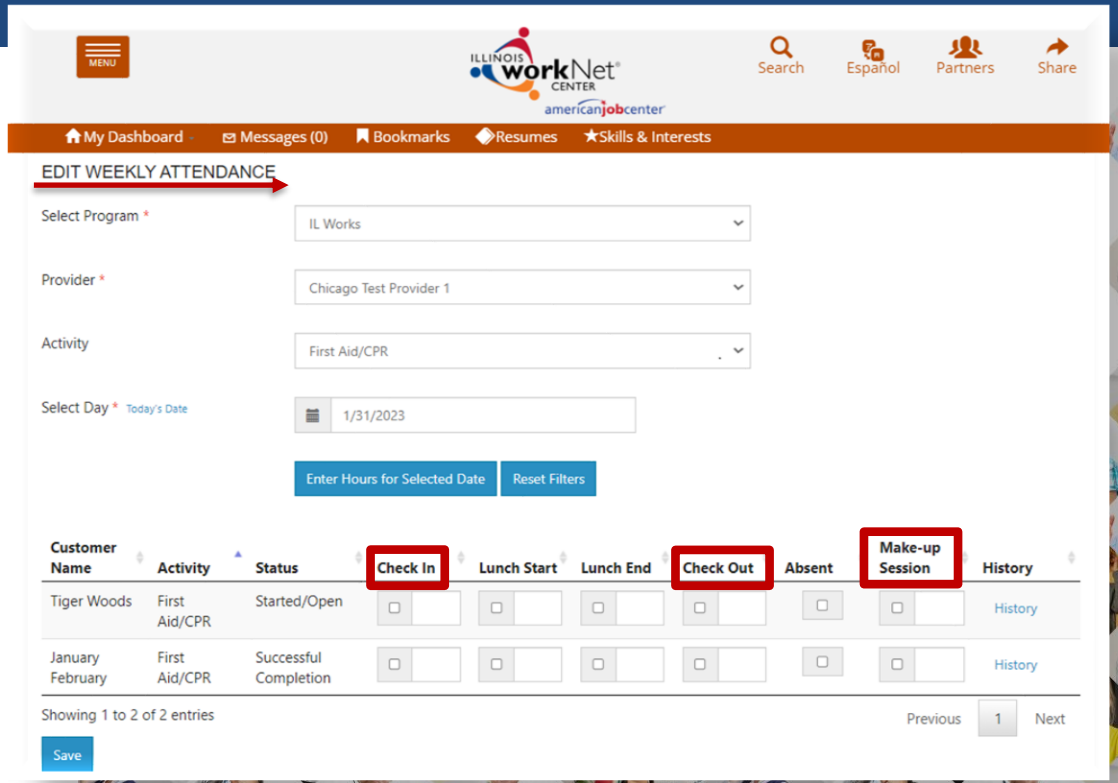
Bulk Attendance Tool – Absent & Make Up Sessions



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Bulk Attendance Tool – Attendance History

Customer Name	Activity	Status	Check In	Lunch Start	Lunch End	Check Out	Absent	Make-up Session	History
Tiger Woods	First Aid/CPR	Started/Open	☐	☐	☐	☐	☐	☐	History
January February	First Aid/CPR	Successful Completion	☐	☐	☐	☐	☐	☐	History

Showing 1 to 2 of 2 entries

Previous 1 Next

Save

SERVICE ATTENDANCE HISTORY FOR CUSTOMER: TIGER

Week	Total hours/week	Verified
6/19/2022-6/25/2022	10	☑ Christine Flynn - 8/11/2022 12:02:36 PM
6/26/2022-7/2/2022	0	☐ Not Verified
7/3/2022-7/9/2022	0	☐ Not Verified
7/10/2022-7/16/2022	0	☐ Not Verified
7/17/2022-7/23/2022	0	☐ Not Verified

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Bulk Attendance Tool – Attendance History

EDIT WEEKLY ATTENDANCE (WEEK OF 6/19/2022-6/25/2022)

Day	Check In	Lunch Start	Lunch End	Check Out	Absent	Make-up Session	Updated
Sunday 6/19/2022	☐	☐	☐	☐	☐	☐	n/a
Monday 6/20/2022	☑ 10:00am	☐	☐	☑ 3:00pm	☐	☐	Christine Flynn - 8/11/2022 12:02:36 PM
Tuesday 6/21/2022	☐	☐	☐	☐	☐	☐	n/a
Wednesday 6/22/2022	☑ 10:00am	☐	☐	☑ 3:00pm	☐	☐	Christine Flynn - 8/11/2022 12:02:36 PM
Thursday 6/23/2022	☐	☐	☐	☐	☐	☐	n/a
Friday 6/24/2022	☐	☐	☐	☐	☐	☐	Christine Flynn - 8/11/2022 12:00:56 PM
Saturday 6/25/2022	☐	☐	☐	☐	☐	☐	n/a

Required Weekly Hours | Actual Weekly Hours: 10 | Attendance %

Save | Submit and Verify Attendance | Close

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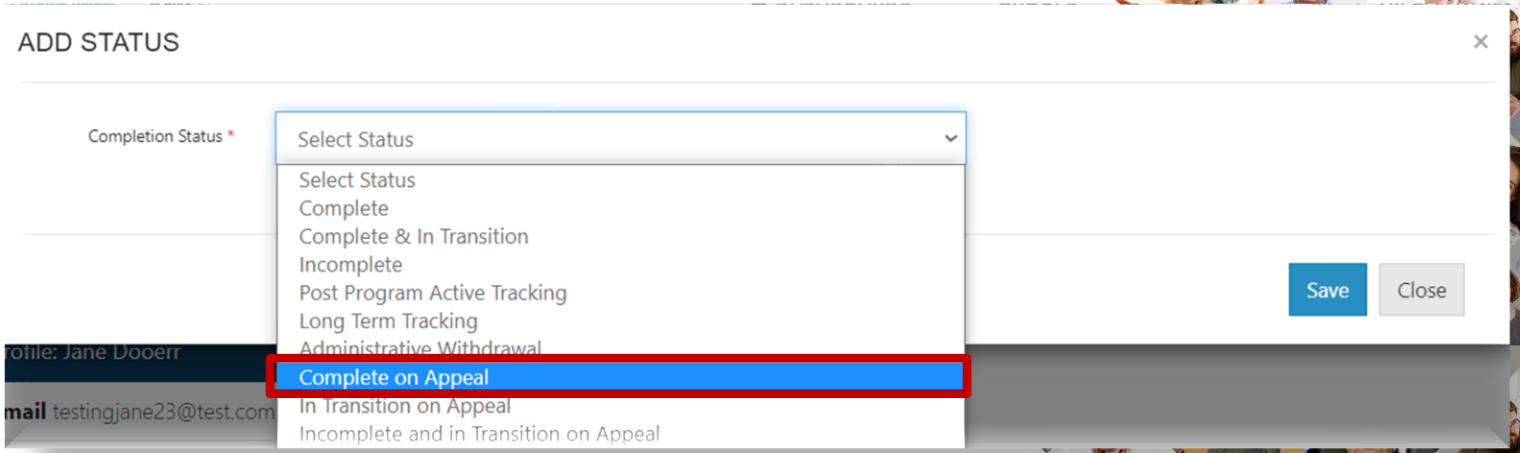
Performance-Based Participant Appeal Statuses



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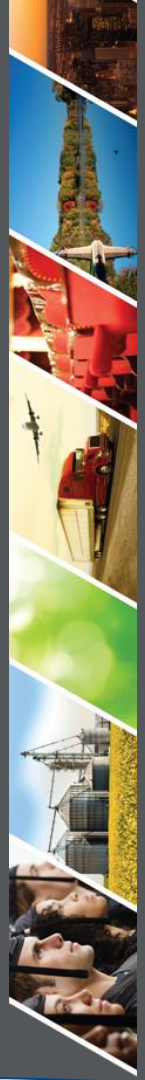

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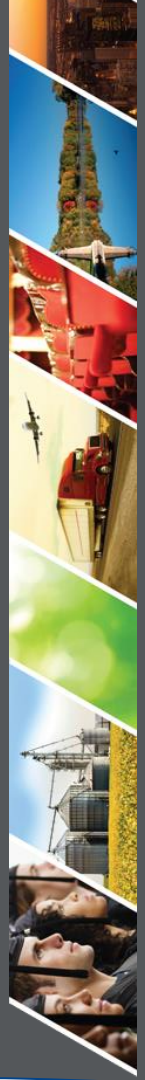

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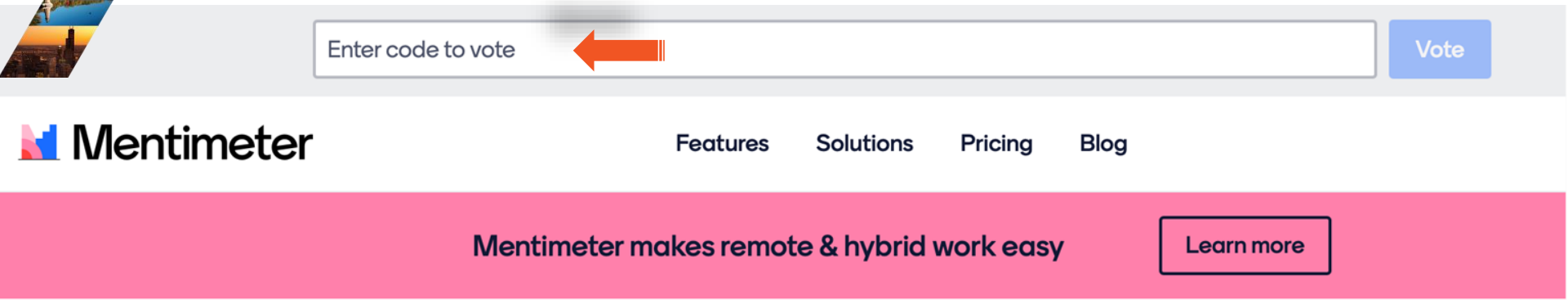

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Module 4: IWRS Updated Tools and Features

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

- Navigate key Program Administrator tools including the User Management tool and tabs on the Provider Info page.
- Track partner engagement through the Partner Engagement & Management tab.
- Articulate when to update a participant status to enrolled, complete, or complete and in transition.

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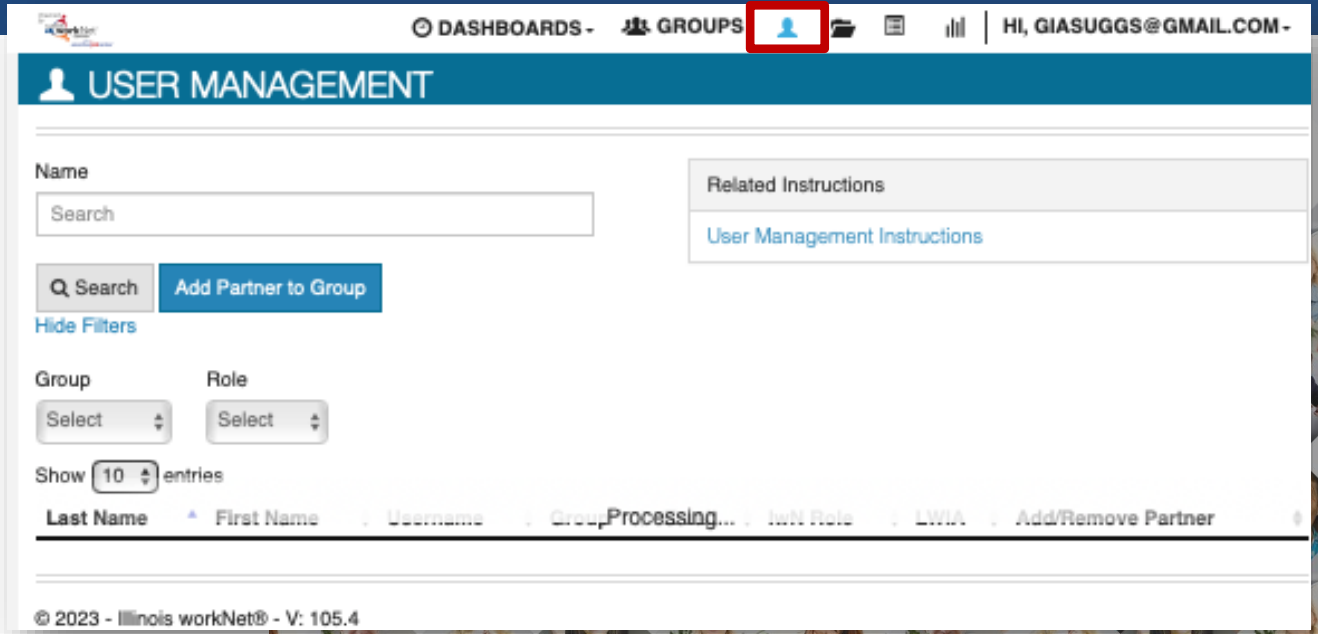
IWRS – User Management



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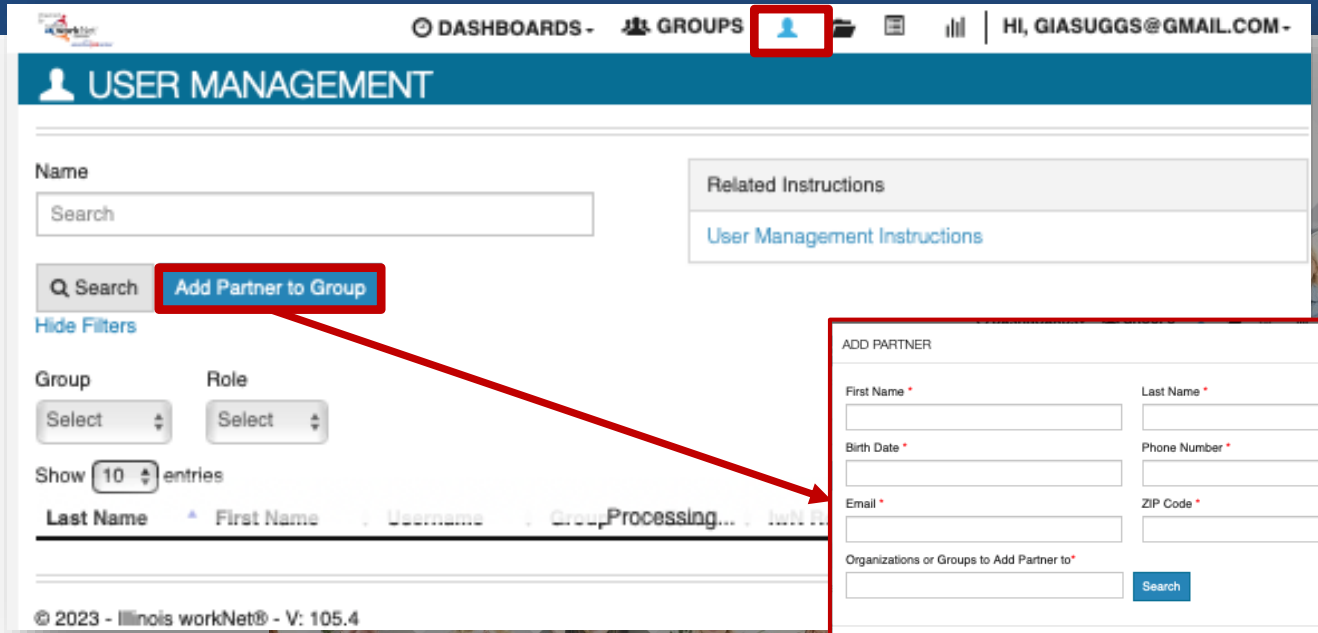
IWRS – User Management – Add Partner



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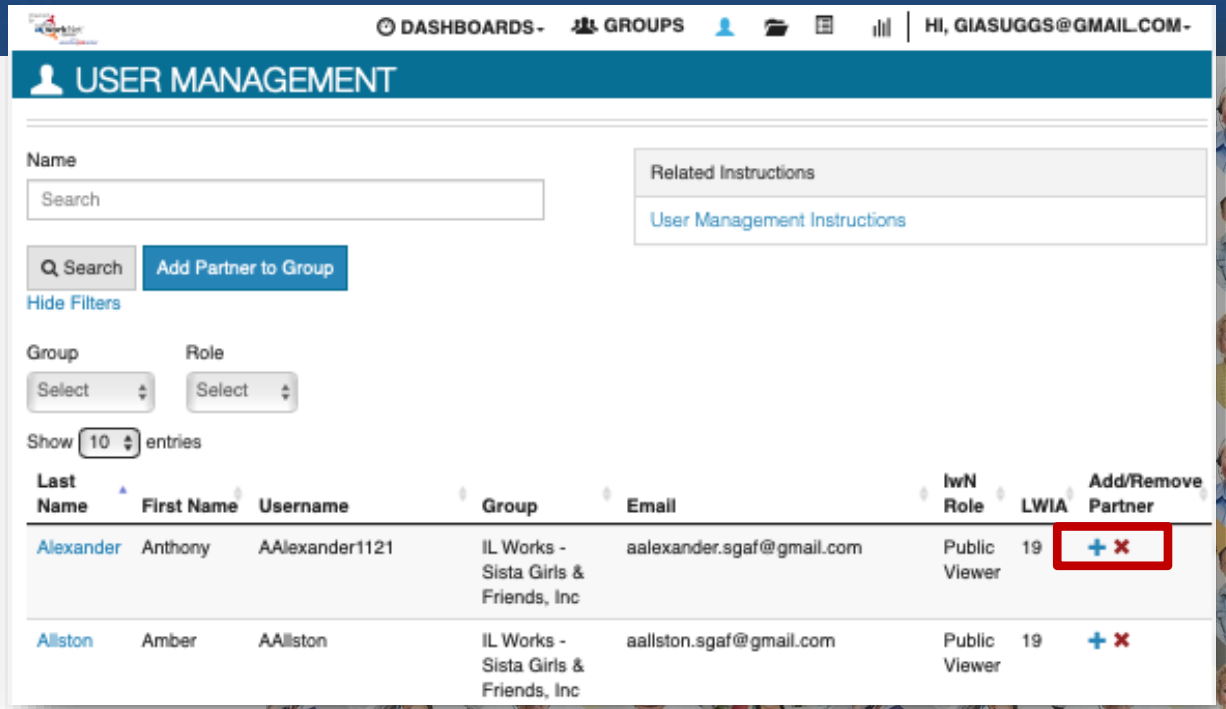
IWRS – User Management – Delete Partner



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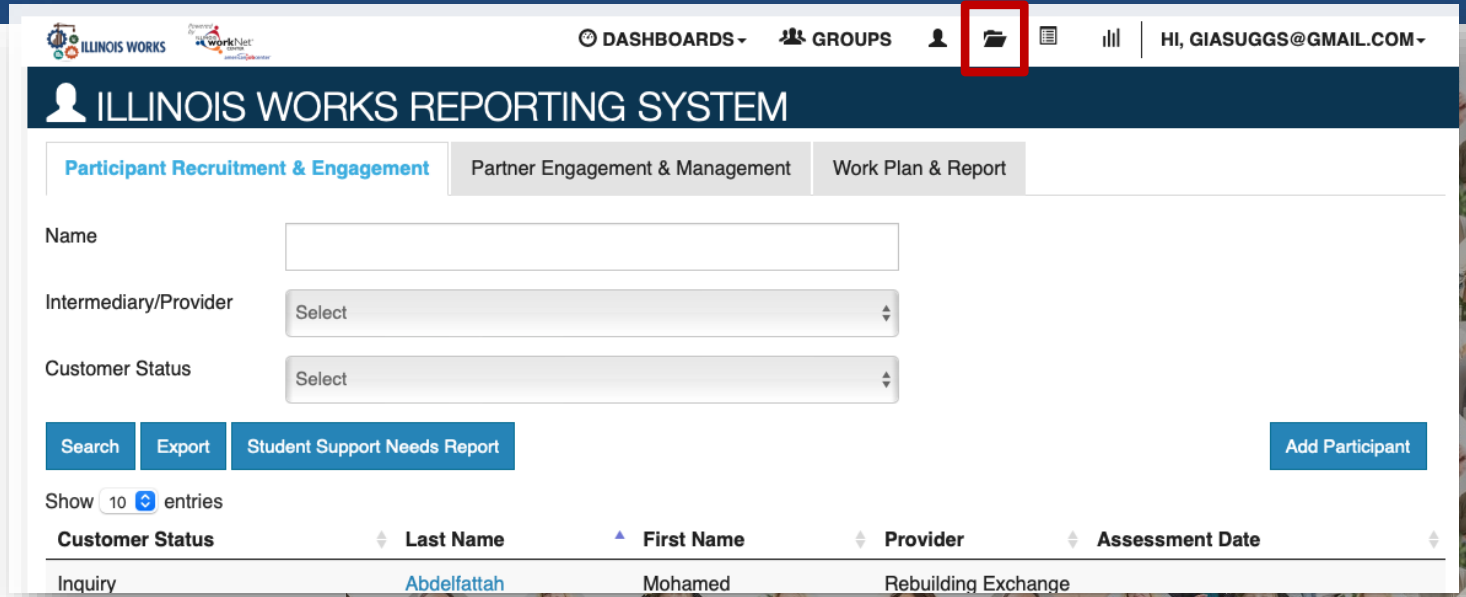
IWRS - Provider Information



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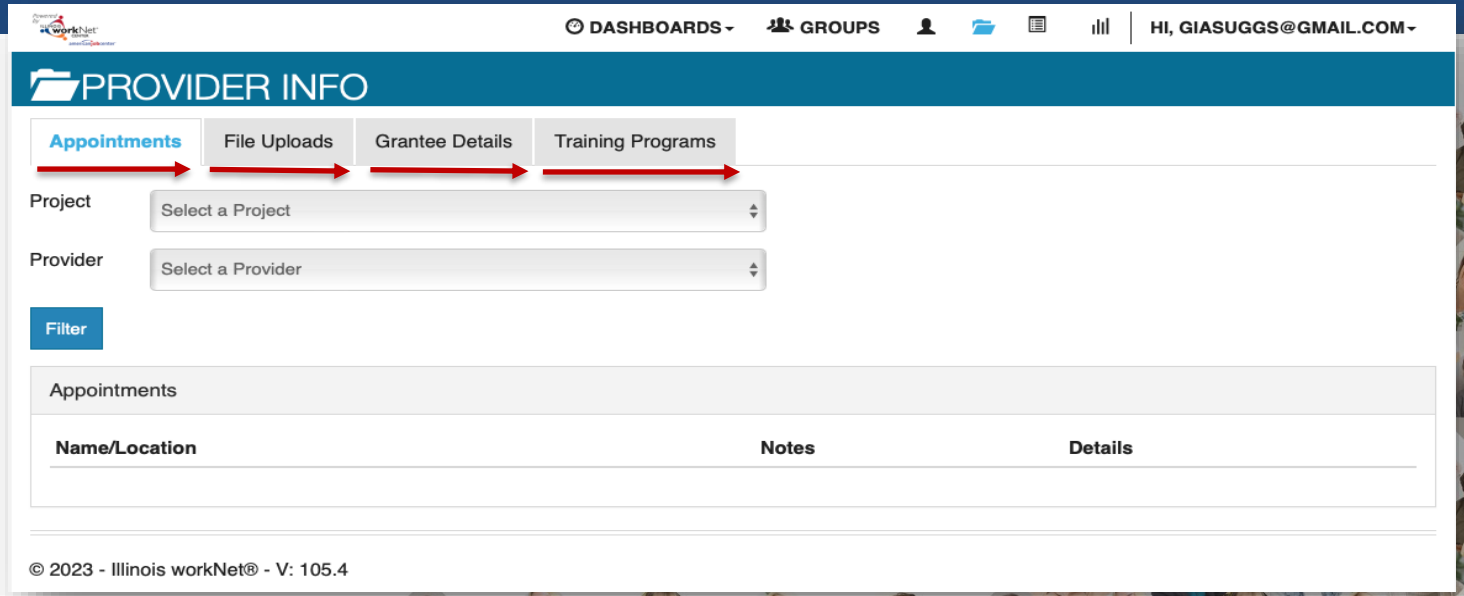
IWRS - Provider Information



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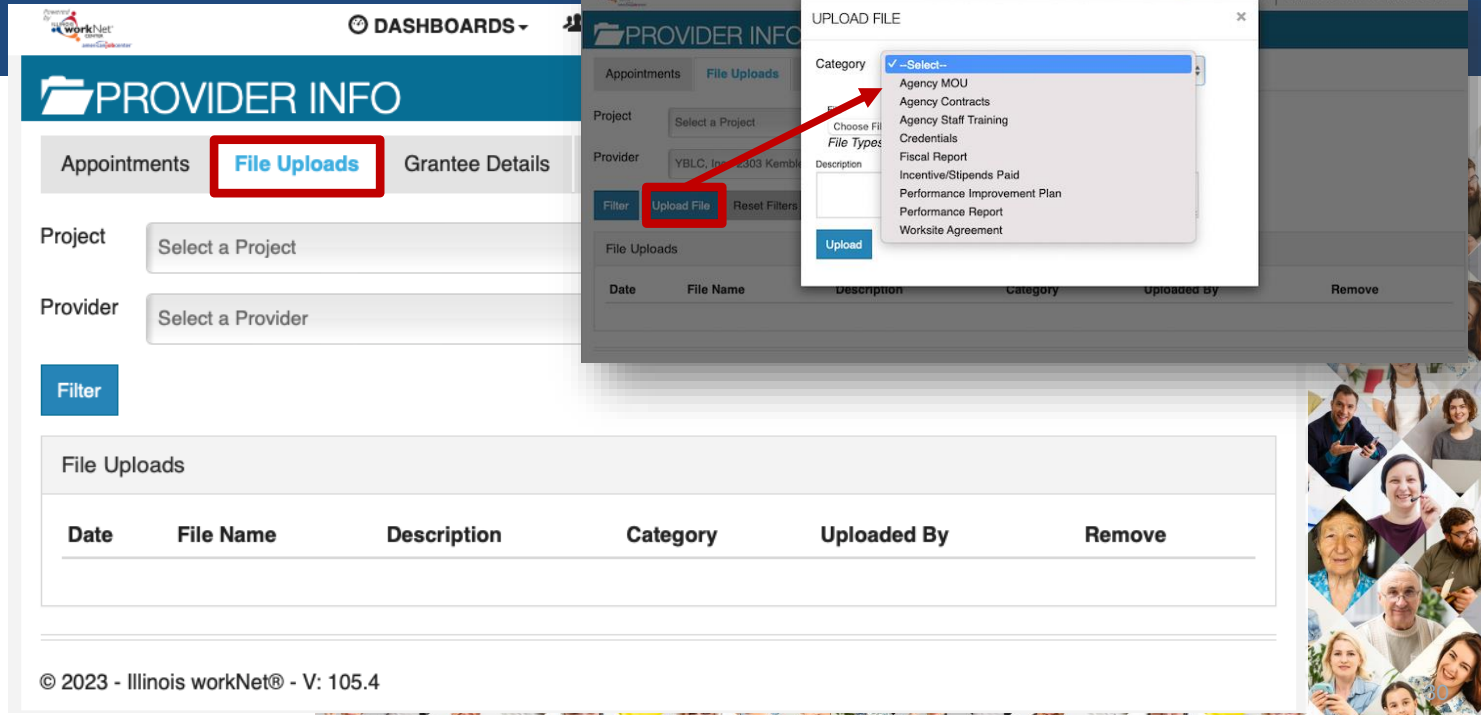
IWRS - Provider Information - File Uploads



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IWRS - Provider Information – Grantee Details

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ASSOCIATED GRANTS

Add Grant

Show 10 entries

Number	Start Date	End Date	Grant Amount	Scheduled Participants	Actual En
No Grants Have Been Added					

Showing 0 to 0 of 0 entries

STAFF COMPLETING REQUIRED TRAINING

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

Show 10 entries

First Name	Middle Name	Last Name	Completed Date	Skill Name	Training Co
No Staff Have Been Added					

Showing 0 to 0 of 0 entries

TRAINING PROGRAMS

Edit Train

Show 10 entries Search:

Program Name	Provider Name	Length of Training	Type	Location	Credentials	Crede
No data available in table						

Showing 0 to 0 of 0 entries

INSTRUCTORS

Show 10 entries Search:

Name	Type of Training Delivered	Credentials	With Organization Since	Or
Mary Jane	Construction Skills Training	certificate and certification	2/1/2022	AB
Test Instructor	Safety Training	Certification		Th

WORKSITES

Edit Worksite Placement Information

Show 10 entries Search:

Employer	Worksite	Job Title	Job Type	Wages	Total Openings	Full Time Positions Filled	Part Time Positions Filled	Length
ABC Practicum	ABC Practicum	Construction Carpenters	Permanent Employment	$11.00	10	0	0	2 weeks
XYZ Provider	XYZ Provider	Computer Programmer	Permanent Employment	$25.00	25	0	0	25 weeks

Showing 1 to 2 of 2 entries Previous 1 Next

SERVICES

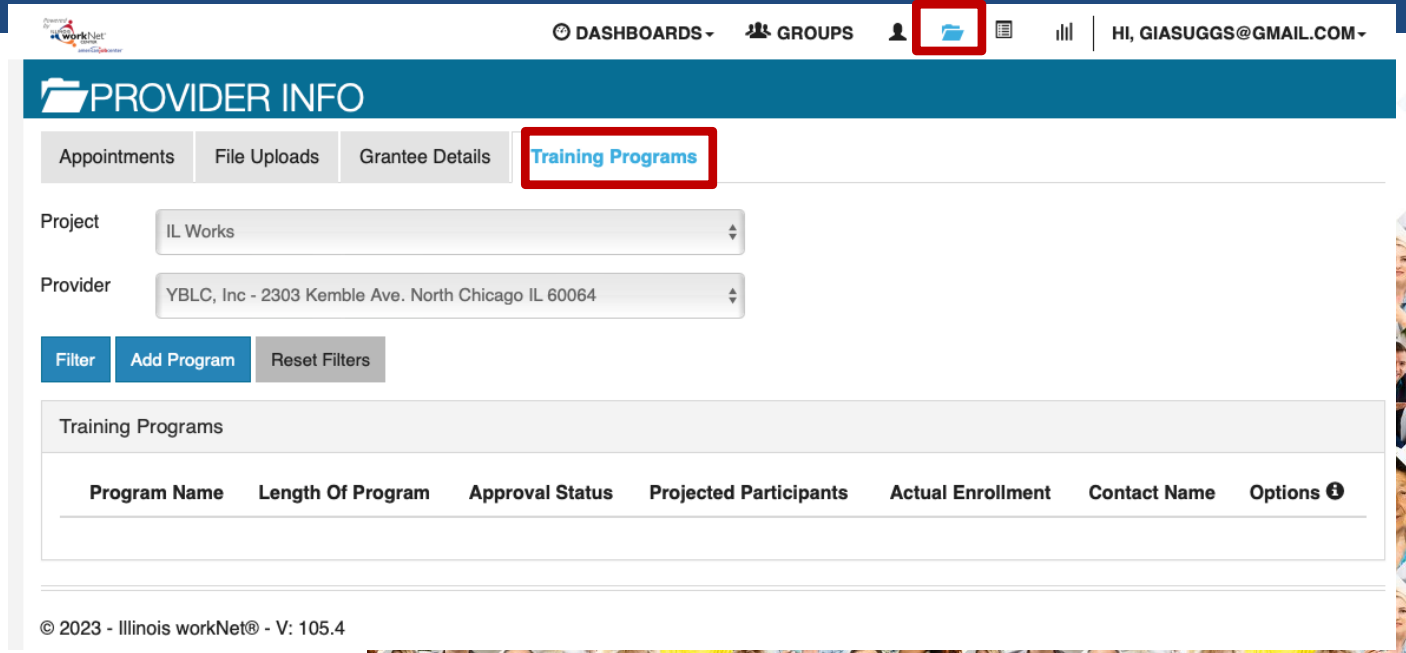
Add New Training Service

Edit Services to Use on Career Plans

Show 10 entries Search:

Category	Name	Description	Active Status		delete
N/A	Alumni Networking	Alumni Networking Service	Yes	Edit	✖
N/A	Apprenticeship Application Fee	Provide participants with assistance in paying fees related to joining a DOL-registered apprenticeship program, including application fees.	Yes	Edit	✖
N/A	Assistance with completing an apprenticeship program application	**Provide assistance with completing a register apprenticeship in the construction industry.**	Yes	Edit	✖
N/A	Broadband Fees	**Provide participants with assistance in paying for Broadband fees not covered by existing programs.**	Yes	Edit	✖
N/A	Career Information	Provide career information for those who are currently in the program.	Yes	Edit	✖

IWRS - Provider Information – Training Program



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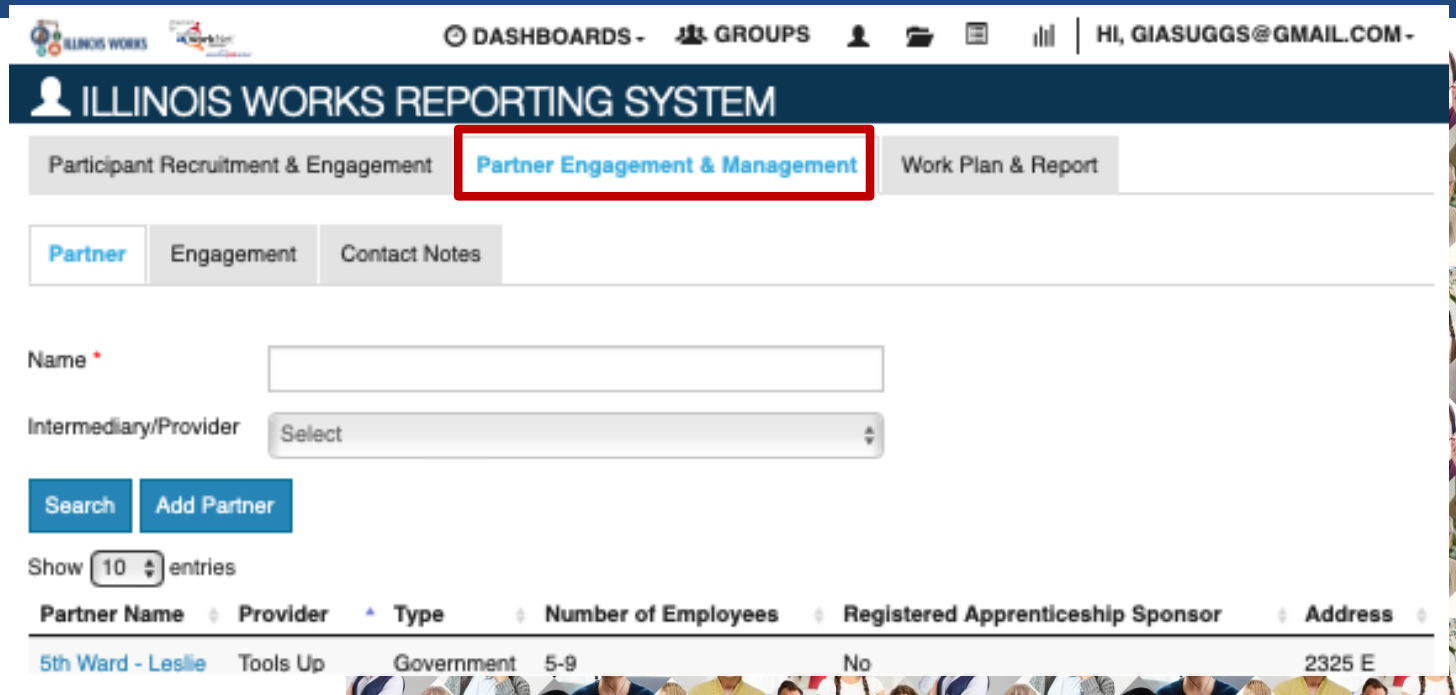
IWRS - Main Page Overview



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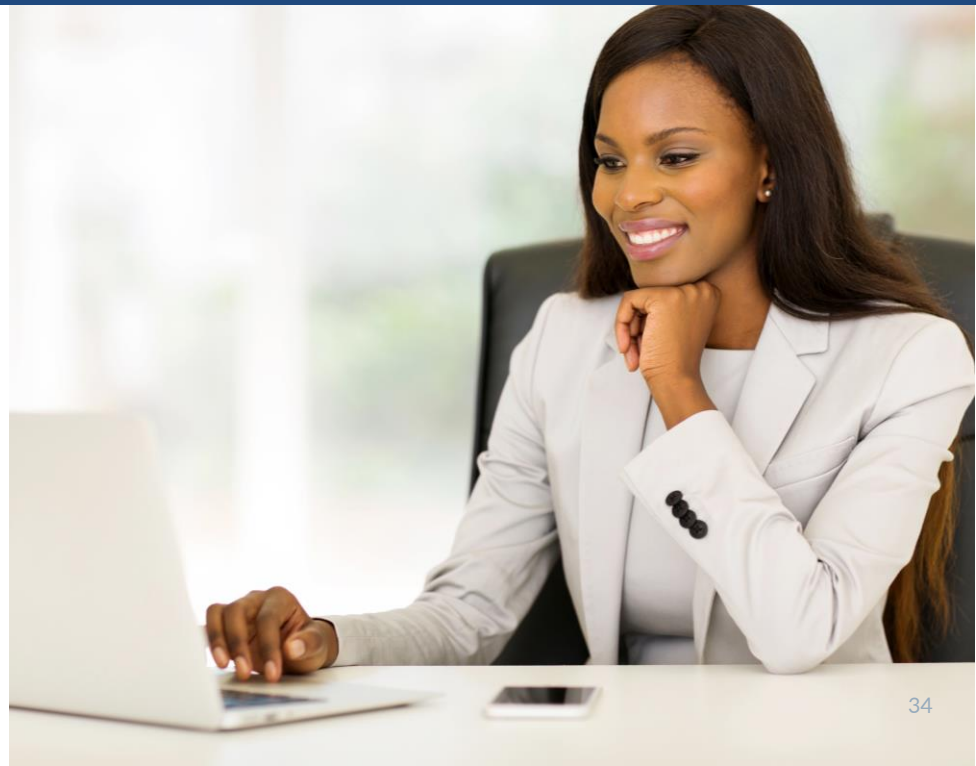
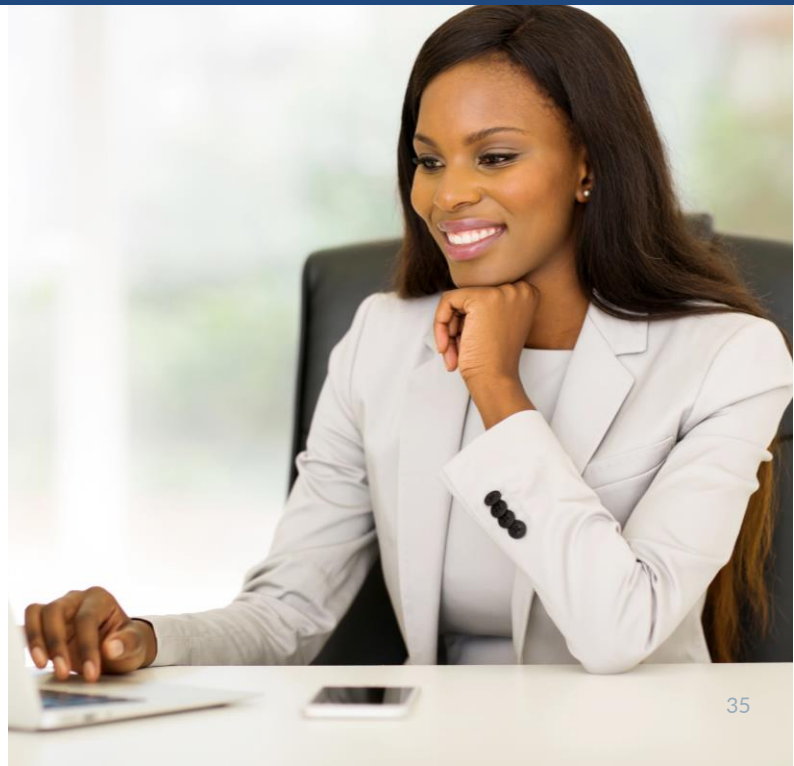
Participant Statuses - Enrollment and Administrative Withdrawal

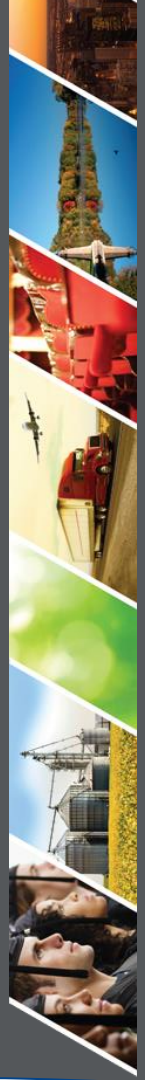
Participant should *not* be marked as **Enrolled** until they appear for their first day of instruction.



Participant Statuses – Complete or Complete & In Transition

- 80% of higher attendance for each training module
- 70% or higher score on each post-assessment
- Earned credentials for NCCER/NABTU/ICCB, First Aid & CPR, and OSHA-10 are entered on the corresponding training service
- NCCER/NABTU/ICCB, First Aid & CPR, and OSHA-10 certificates are uploaded to the participant profile
- All training services are marked Successfully Complete





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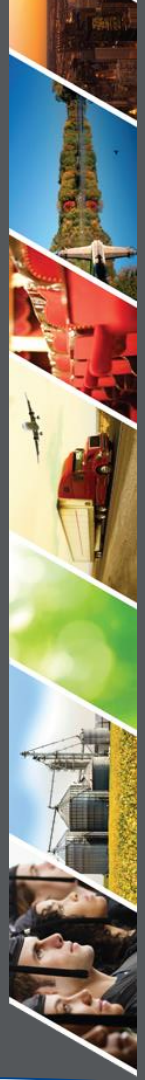

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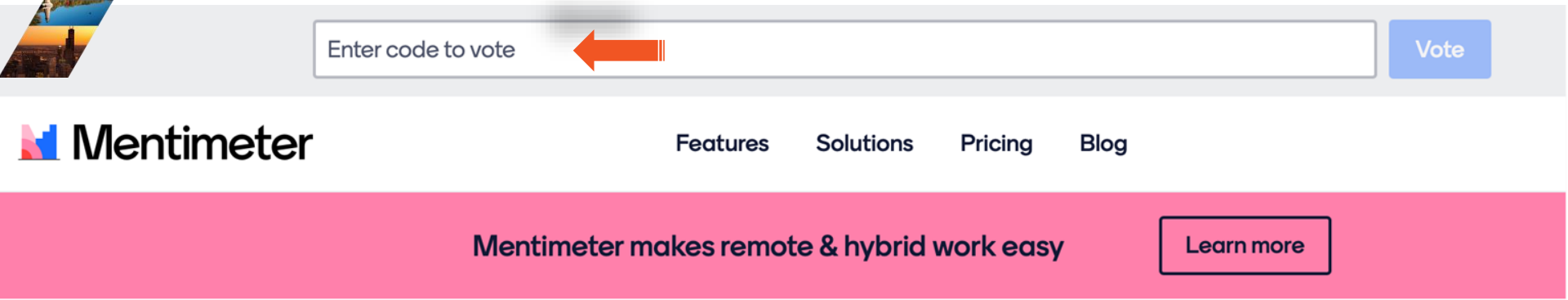

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Module 5: IWRS Reports

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

- Identify participant red flags and academic information through the Student Support Services Needs Report and Attendance and Post-Assessment Scores Report.
- Describe how the Work Plan & Report can help guide program performance.
- Utilize the Export report for compliance verification and participant information.

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IWRS – Reporting Tools

Student Support Services Needs Report

Attendance and Post-Assessment Scores

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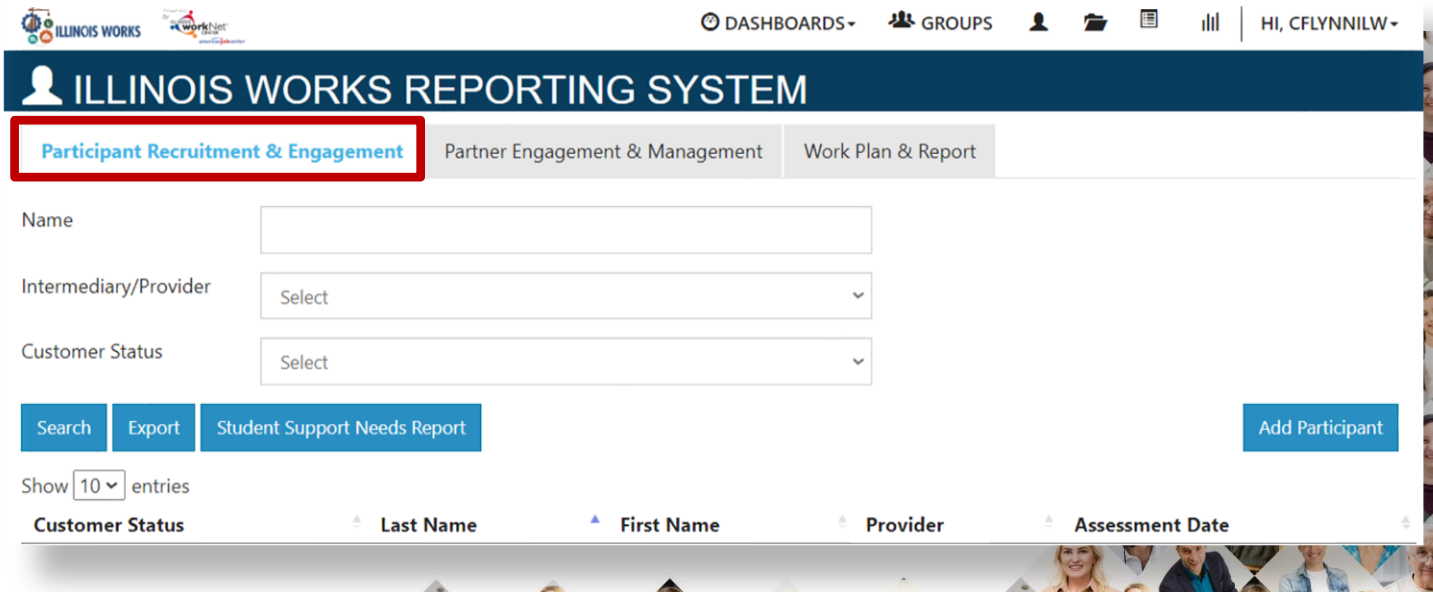
Reporting Tools - Student Support Services Needs Report



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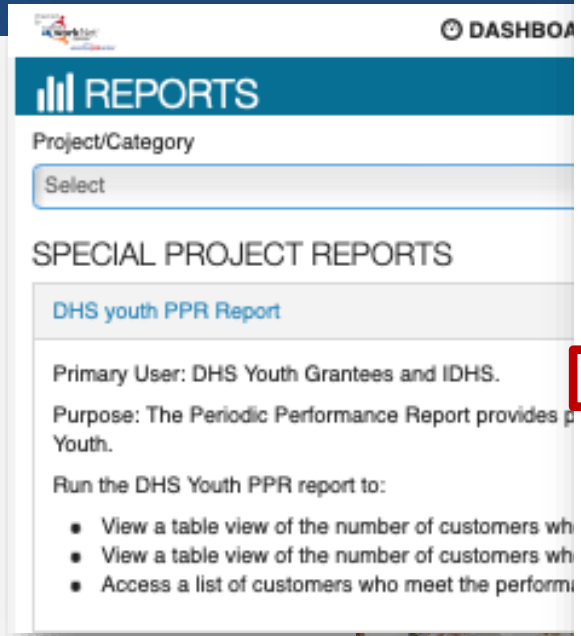
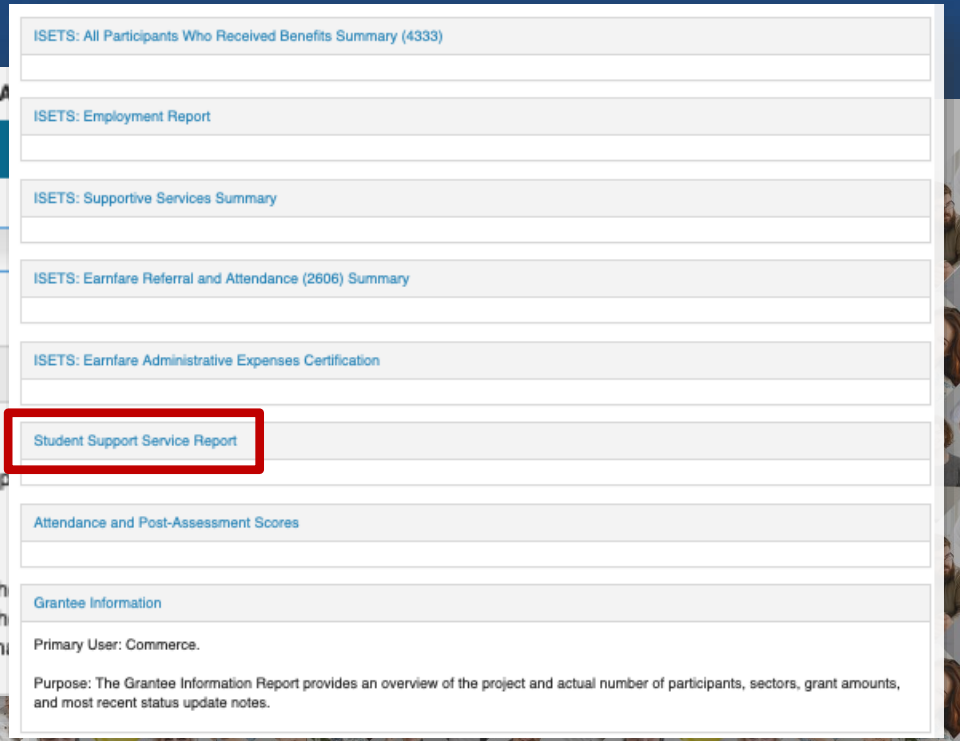
IWRS – Reporting Tools – Student Support Services





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IWRS – Reporting Tools – Attendance/Post Assessment

ISETS: All Participants Who Received Benefits Summary (4333)

ISETS: Employment Report

ISETS: Supportive Services Summary

ISETS: Earnfare Referral and Attendance (2606) Summary

ISETS: Earnfare Administrative Expenses Certification

Student Support Service Report

Attendance and Post-Assessment Scores

Grantee Information

Primary User: Commerce.

Purpose: The Grantee Information Report provides an overview of the project and actual number of participants, sectors, grant amounts, and most recent status update notes.

DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM -

ATTENDANCE POST ASSESSMENT SCORES

Project: IL Works

Grantee: YBLC, Inc

Filter

Provider Name	Last Name	First Name	Email	Post Assessment Name	Score	Service Name	Date Range	Required Hours	Total Hours

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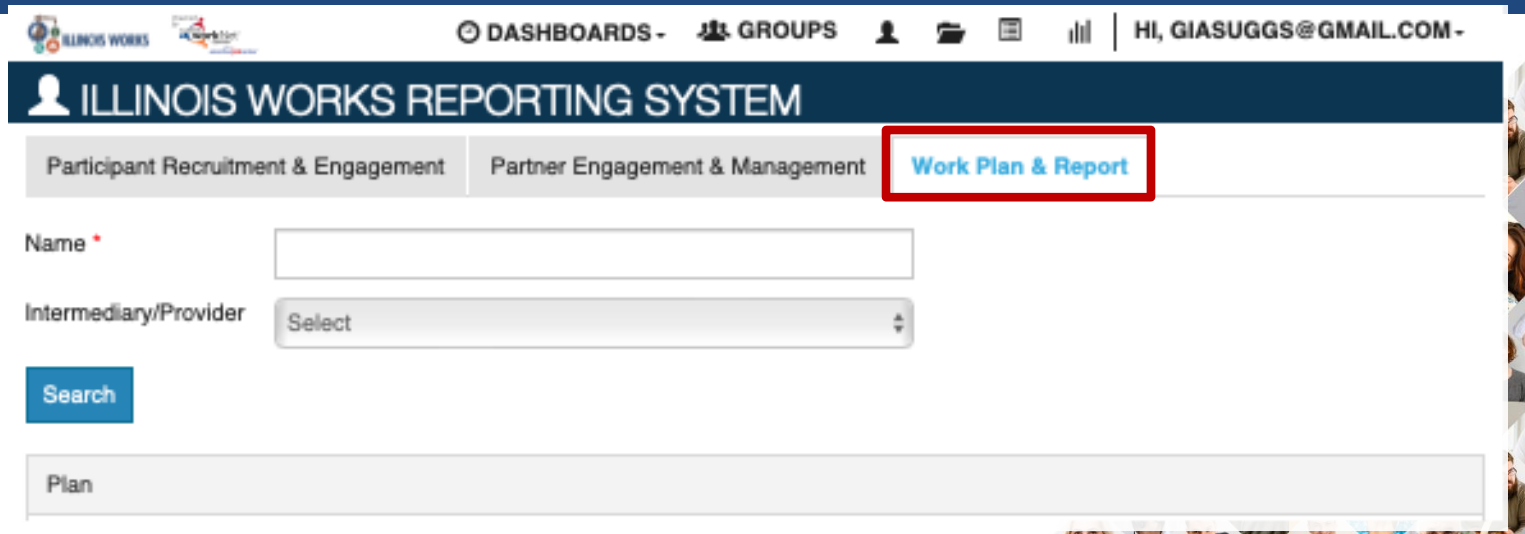
IWRS - Main Page Overview - Work Plan and Report



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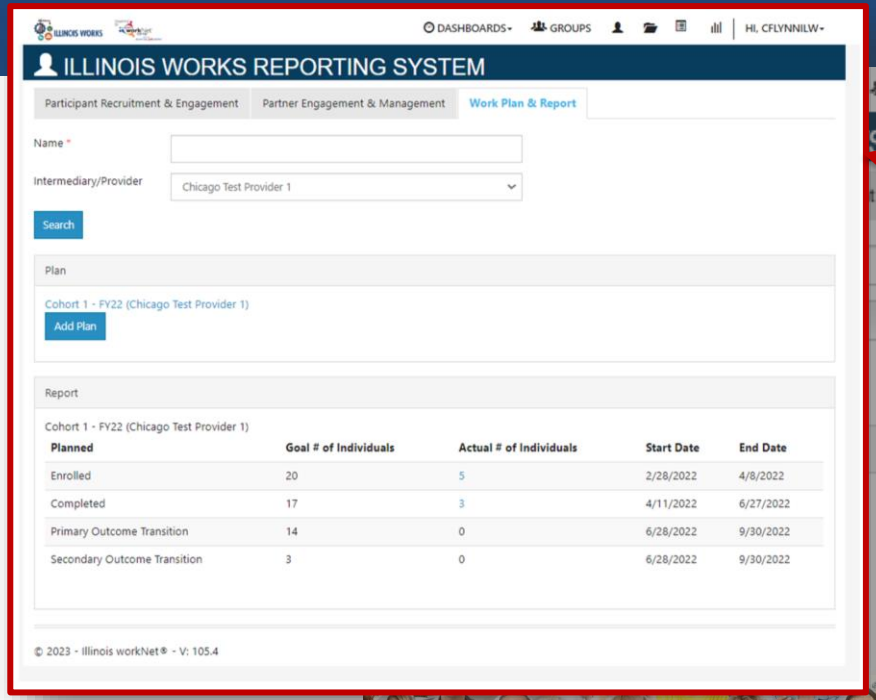
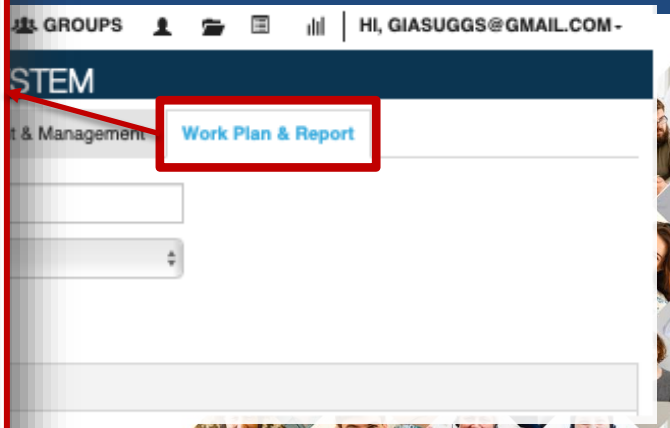
IWRS - Main Page Overview - Work Plan and Report





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IWRS - Main Page Overview - Export

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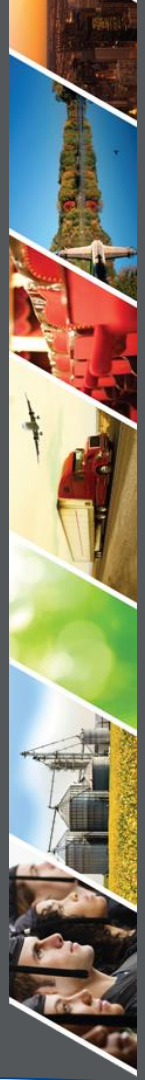
EXPORT

Select which fields you would like to export. The fields that are pre-selected are added to every report.

- [ ] Select/Deselect All
- [x] Worknet Id
- [ ] Account Status: Active/Inactive
- [ ] Customer Status (Inquiry, Applicant, Enrolled etc.)
- [x] First Name
- [x] Last Name
- [x] User Name
- [ ] Last 4 SSN
- [ ] Email
- [ ] Birth Date
- [ ] Phone Number
- [ ] Address Line 1
- [ ] Address Line 2
- [ ] City
- [ ] State
- [ ] ZIP Code
- [ ] County
- [ ] Gender
- [ ] Ethnicity
- [ ] Highest Level of Education
- [ ] Grantee
- [ ] Training Program
- [ ] Date Assigned (Inquiry Date)
- [ ] Date Assigned (Applicant Date)
- [ ] Follow Up Flag
- [ ] Enrollment Status Flag
- [ ] Attendance Flag
- [ ] Post-Assessment Flag
- [ ] Training Status Flag
- [ ] Wrap Around Service Flag
- [ ] Student Suport Service Flag
- [ ] Transition Service Flag
- [ ] Earned Credential Flag



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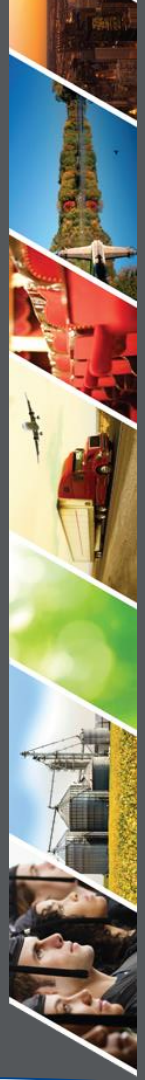

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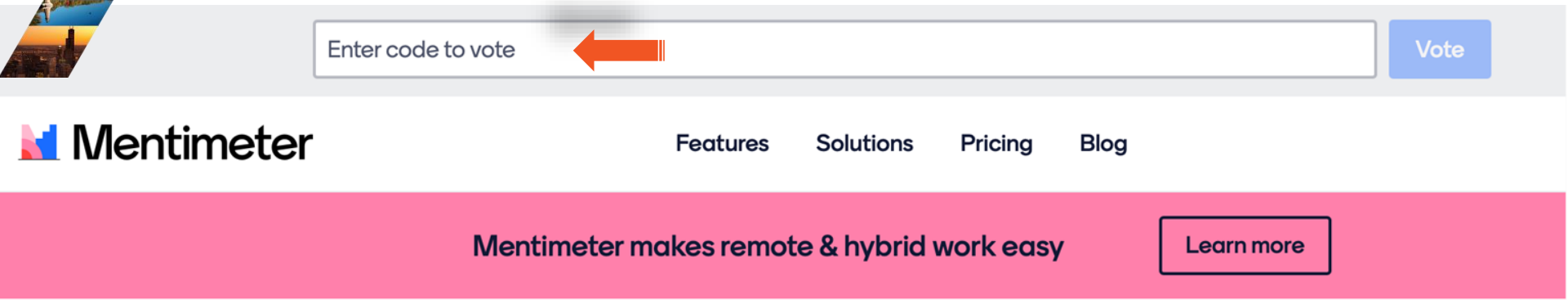

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Module 6: workNet Ticketing System

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

- Report IWRS glitches using the new workNet ticketing system.

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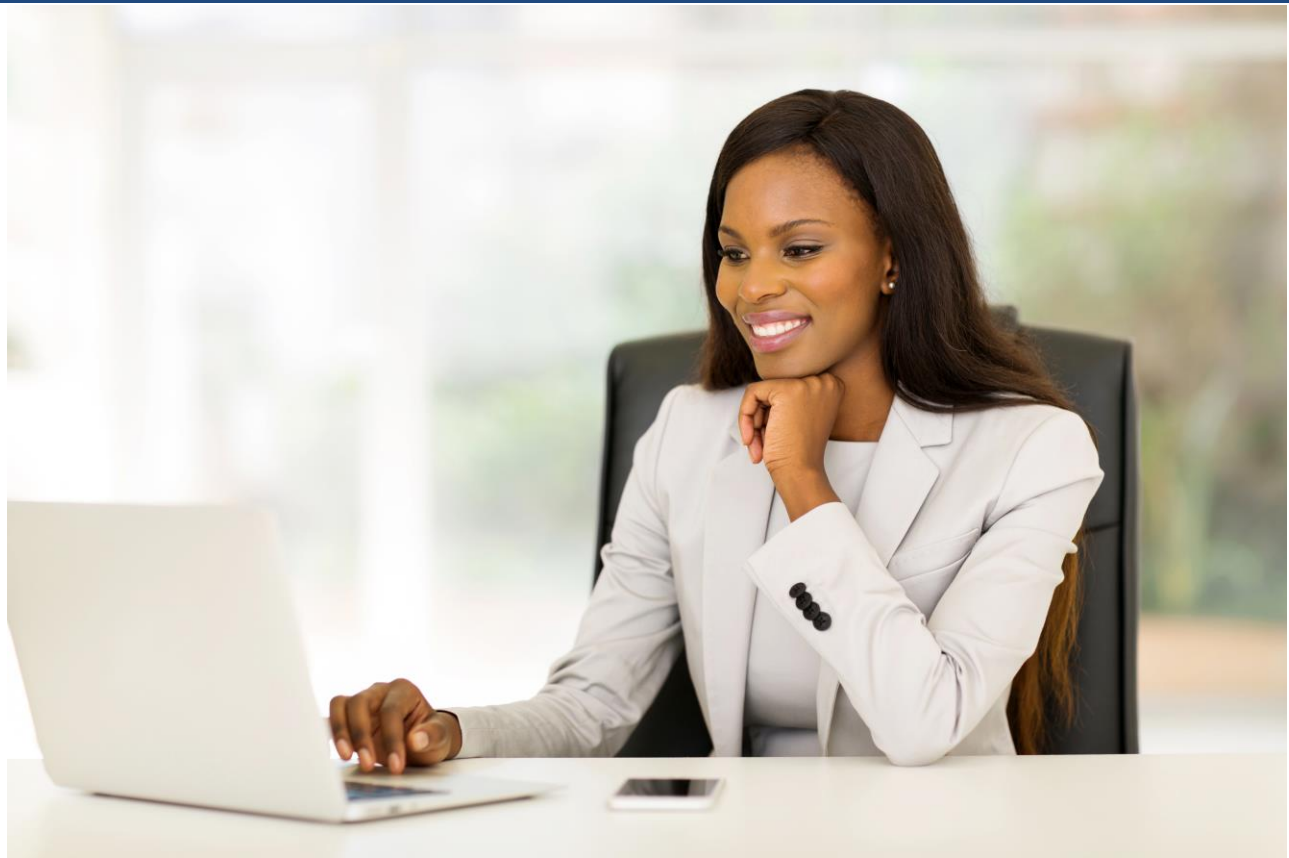
IWRS Access



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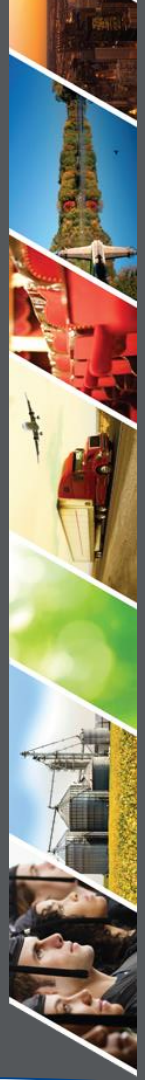

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Module 7: 2023 Pending IWRS Updates

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

- Articulate upcoming IWRS changes planned for 2023.

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Credentials and Certificate Uploads

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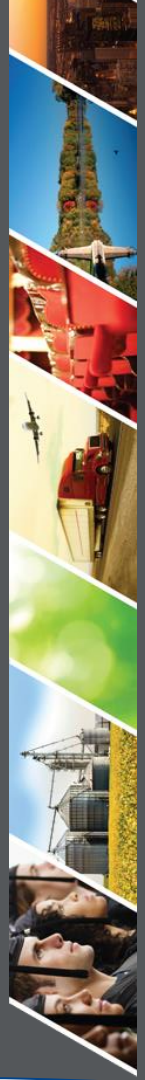
New Reporting Tools

- Student Support Services Utilization Report
- Transcript Report



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Demonstration

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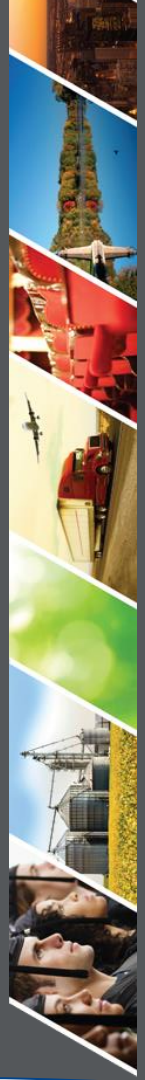

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Feedback ~ We want to hear from you

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

Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor