



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

Illinois Works Provider Network

# 2023 IWRS Updates

Norman Ruano, Deputy Director of Illinois Works







# 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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**ILLINOIS**

# Course Objectives

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

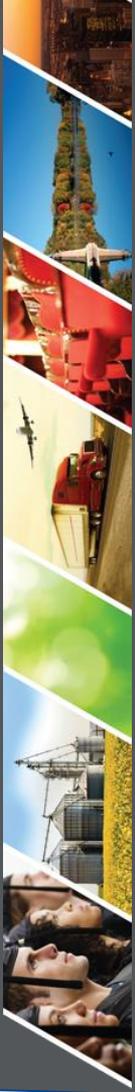
- Utilize new features, tools, and reports in the Illinois Works Reporting System (IWRS).
- Report IWRS glitches or submit a support request through the Illinois workNet ticketing system.
- Articulate upcoming IWRS changes planned for 2023.





*This Session is Being Recorded*





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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:

[CEO.IllinoisWorks@Illinois.Gov](mailto:CEO.IllinoisWorks@Illinois.Gov)



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



**ILLINOIS** 

Question:

*“How would you rate your comfort with IWRS?”*







# 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.



# 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





# Bulk Attendance Tool – Absent & Make Up Sessions





MENU



americanjobcenter



Search



Español



Partners



Share

My Dashboard · Messages (0) · Bookmarks · Resumes · Skills & Interests

**EDIT WEEKLY ATTENDANCE** ➔

Select Program \*

Provider \*

Activity

Select Day \* Today's Date

Enter Hours for Selected Date
Reset Filters

Customer Name	Activity	Status	Check In	Lunch Start	Lunch End	Check Out	Absent	Make-up Session	History
Tiger Woods	First Aid/CPR	Started/Open	<input type="checkbox"/>	<a href="#">History</a>					
January	First Aid/CPR	Successful Completion	<input type="checkbox"/>	<a href="#">History</a>					
February									

Showing 1 to 2 of 2 entries
Previous  Next

Save





# 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	<input type="checkbox"/>	<a href="#">History</a>					
January February	First Aid/CPR	Successful Completion	<input type="checkbox"/>	<a href="#">History</a>					

Showing 1 to 2 of 2 entries Previous 1 Next

[Save](#)

## SERVICE ATTENDANCE HISTORY FOR CUSTOMER: TIGER

Week	Total hours/week	Verified
<a href="#">6/19/2022-6/25/2022</a>	10	<input checked="" type="checkbox"/> Christine Flynn - 8/11/2022 12:02:36 PM
<a href="#">6/26/2022-7/2/2022</a>	0	<input type="checkbox"/> Not Verified
<a href="#">7/3/2022-7/9/2022</a>	0	<input type="checkbox"/> Not Verified
<a href="#">7/10/2022-7/16/2022</a>	0	<input type="checkbox"/> Not Verified
<a href="#">7/17/2022-7/23/2022</a>	0	<input type="checkbox"/> Not Verified





# 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Monday 6/20/2022	<input checked="" type="checkbox"/> 10:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3:00pm	<input type="checkbox"/>	<input type="checkbox"/>	Christine Flynn - 8/11/2022 12:02:36 PM
Tuesday 6/21/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Wednesday 6/22/2022	<input checked="" type="checkbox"/> 10:00am	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3:00pm	<input type="checkbox"/>	<input type="checkbox"/>	Christine Flynn - 8/11/2022 12:02:36 PM
Thursday 6/23/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Friday 6/24/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Christine Flynn - 8/11/2022 12:00:56 PM
Saturday 6/25/2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a

Required Weekly Hours

Actual Weekly Hours

Attendance %

Save

Submit and Verify Attendance

Close





# Performance-Based Participant Appeal Statuses



**ADD STATUS** ✕

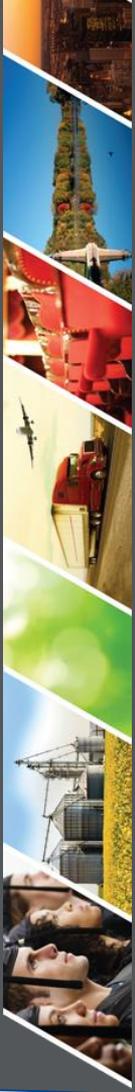
Completion Status \*

- Select Status
- Select Status
- Complete
- Complete & In Transition
- Incomplete
- Post Program Active Tracking
- Long Term Tracking
- Administrative Withdrawal
- Complete on Appeal**
- In Transition on Appeal
- Incomplete and in Transition on Appeal

Save Close

Profile: Jane Dooerr  
Email: testingjane23@test.com



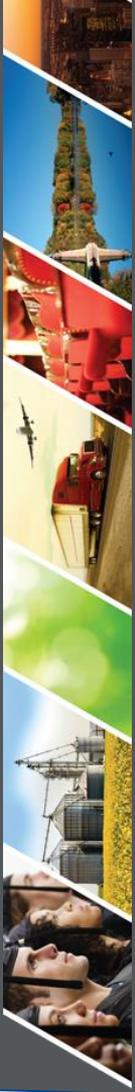


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# Module 4: IWRS Updated Tools and Features



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.



# IWRS – User Management



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## USER MANAGEMENT

Name Related Instructions

User Management Instructions

[Hide Filters](#)

Group Role

Show  entries

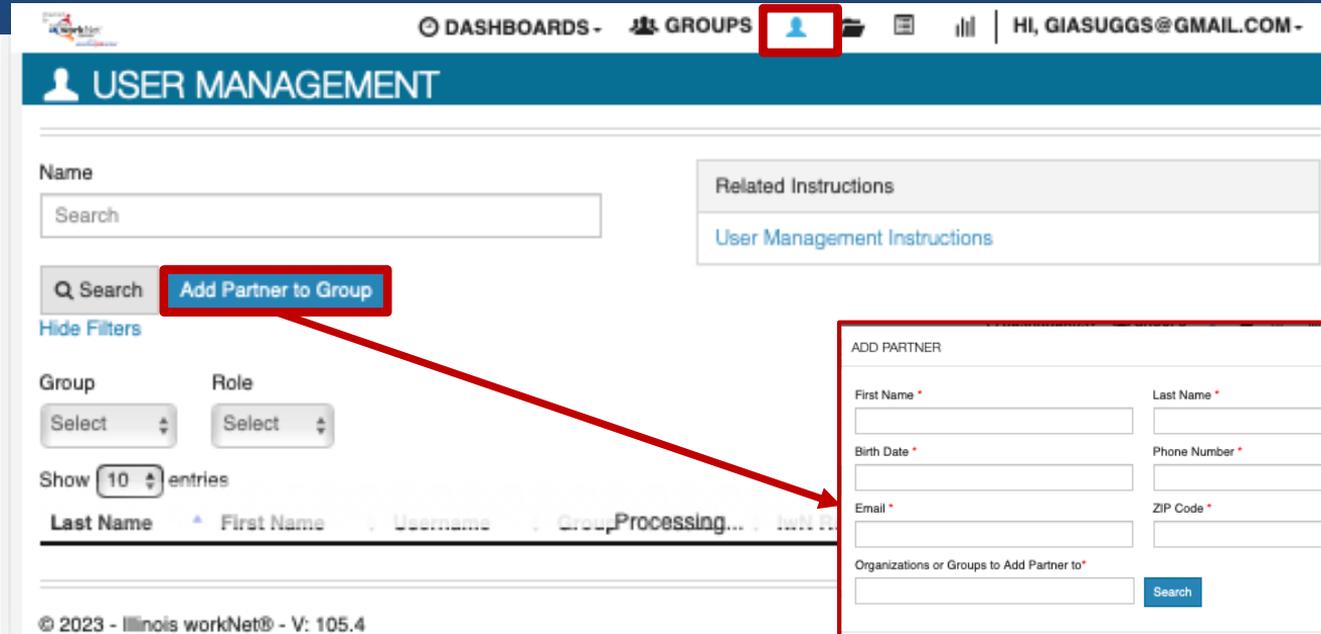
Last Name	First Name	Username	Group Processing...	IwN Role	LWIA	Add/Remove Partner
-----------	------------	----------	---------------------	----------	------	--------------------

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# IWRS – User Management – Add Partner



DASHBOARDS - GROUPS  HI, GIASUGGS@GMAIL.COM -

## USER MANAGEMENT

Name

Related Instructions  
[User Management Instructions](#)

**Add Partner to Group**

Hide Filters

Group  Role

Show  entries

Last Name	First Name	Username	Group	Processing...	iwN P...
-----------	------------	----------	-------	---------------	----------

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# IWRS – User Management – Delete Partner



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## USER MANAGEMENT

Name:

Q Search [Add Partner to Group](#)

Hide Filters

Group:  Role:

Show  entries

Last Name	First Name	Username	Group	Email	IwN Role	LWIA	Add/Remove Partner
Alexander	Anthony	AAlexander1121	IL Works - Sista Girls & Friends, Inc	aaalexander.sgaf@gmail.com	Public Viewer	19	<a href="#">+</a> <a href="#">x</a>
Allston	Amber	AAAllston	IL Works - Sista Girls & Friends, Inc	aallston.sgaf@gmail.com	Public Viewer	19	<a href="#">+</a> <a href="#">x</a>

Related Instructions  
[User Management Instructions](#)





# IWRS - Provider Information



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## ILLINOIS WORKS REPORTING SYSTEM

[Participant Recruitment & Engagement](#) | Partner Engagement & Management | Work Plan & Report

Name

Intermediary/Provider

Customer Status

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

Show  entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	





# IWRS - Provider Information



 **DASHBOARDS** - **GROUPS**     | **HI, GIASUGGS@GMAIL.COM** -

## PROVIDER INFO

**Appointments** | File Uploads | Grantee Details | Training Programs

Project:

Provider:

**Filter**

Appointments

Name/Location	Notes	Details
---------------	-------	---------

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# IWRS - Provider Information - File Uploads



**workNet** DASHBOARDS - PROVIDER INFO

Appointments **File Uploads** Grantee Details

Project:

Provider:

**UPLOAD FILE**

Category: 

- ✓ -Select-
- Agency MOU
- Agency Contracts
- Agency Staff Training
- Credentials
- Fiscal Report
- Incentive/Stipends Paid
- Performance Improvement Plan
- Performance Report
- Worksite Agreement

**File Uploads**

Date	File Name	Description	Category	Uploaded By	Remove
------	-----------	-------------	----------	-------------	--------

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# IWRS - Provider Information – Grantee Details



### ASSOCIATED GRANTS

Show  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  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

Show  entries

Program Name Provider Name Length of Training Type Location Credentials Cred

No data available in table

Showing 0 to 0 of 0 entries

### INSTRUCTORS

Show  entries

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

Show  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  Next

### SERVICES

Show  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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## PROVIDER INFO

Appointments | File Uploads | Grantee Details | **Training Programs**

Project: IL Works

Provider: YBLC, Inc - 2303 Kemble Ave. North Chicago IL 60064

[Filter](#) [Add Program](#) [Reset Filters](#)

### Training Programs

Program Name	Length Of Program	Approval Status	Projected Participants	Actual Enrollment	Contact Name	Options 
--------------	-------------------	-----------------	------------------------	-------------------	--------------	---

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# IWRS - Main Page Overview



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## ILLINOIS WORKS REPORTING SYSTEM

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

**Partner** Engagement Contact Notes

Name \*

Intermediary/Provider

Show  entries

Partner Name	Provider	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
5th Ward - Leslie	Tools Up	Government	5-9	No	2325 E



# Participant Statuses - Enrollment and Administrative Withdrawal



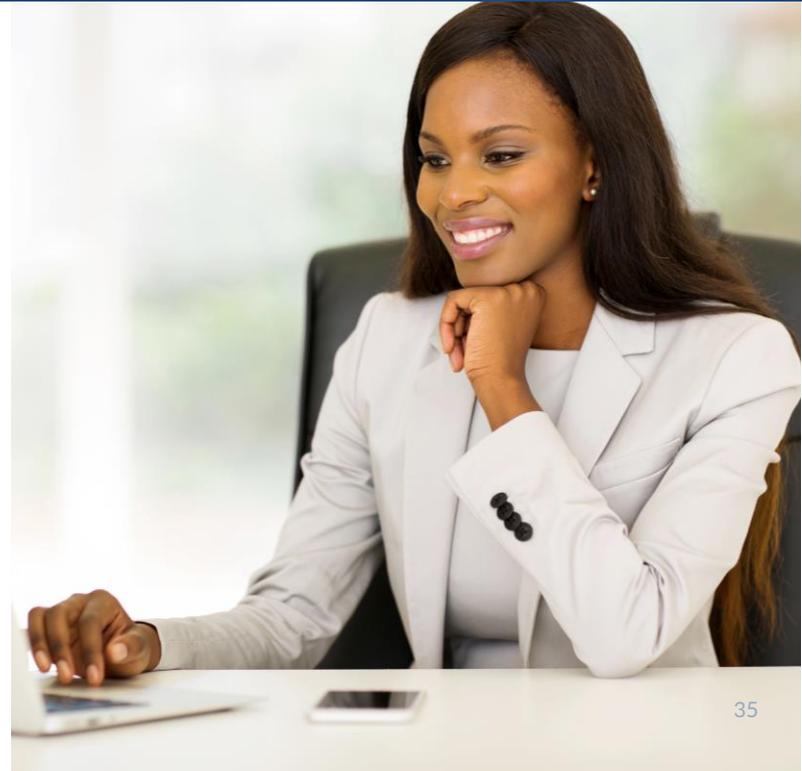
Participant should *not* be marked as **Enrolled** until they appear for their first day of instruction.

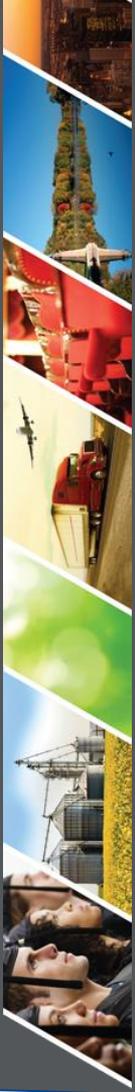




# Participant Statuses – Complete or Complete & In Transition

- 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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# 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.



# IWRS – Reporting Tools



Student Support  
Services Needs  
Report



Attendance and  
Post-Assessment  
Scores



# Reporting Tools - Student Support Services Needs Report



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## ILLINOIS WORKS REPORTING SYSTEM

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

Name

Intermediary/Provider

Customer Status

Search Export Student Support Needs Report Add Participant

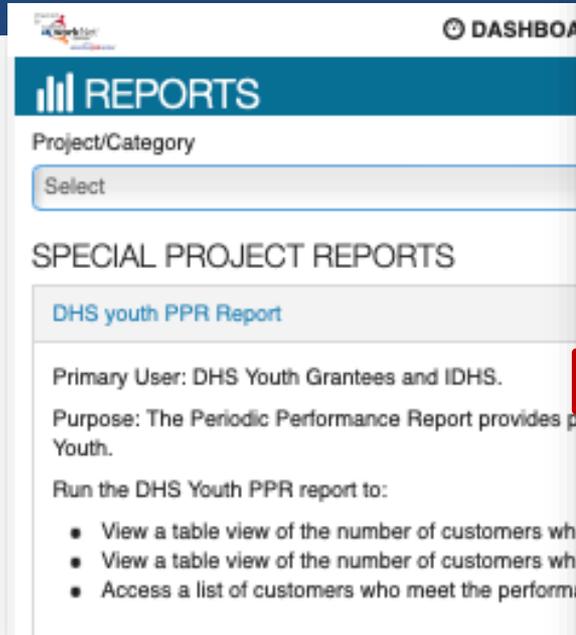
Show  entries

Customer Status	Last Name	First Name	Provider	Assessment Date
-----------------	-----------	------------	----------	-----------------





# IWRS – Reporting Tools – Student Support Services



**DASHBOARD**

## REPORTS

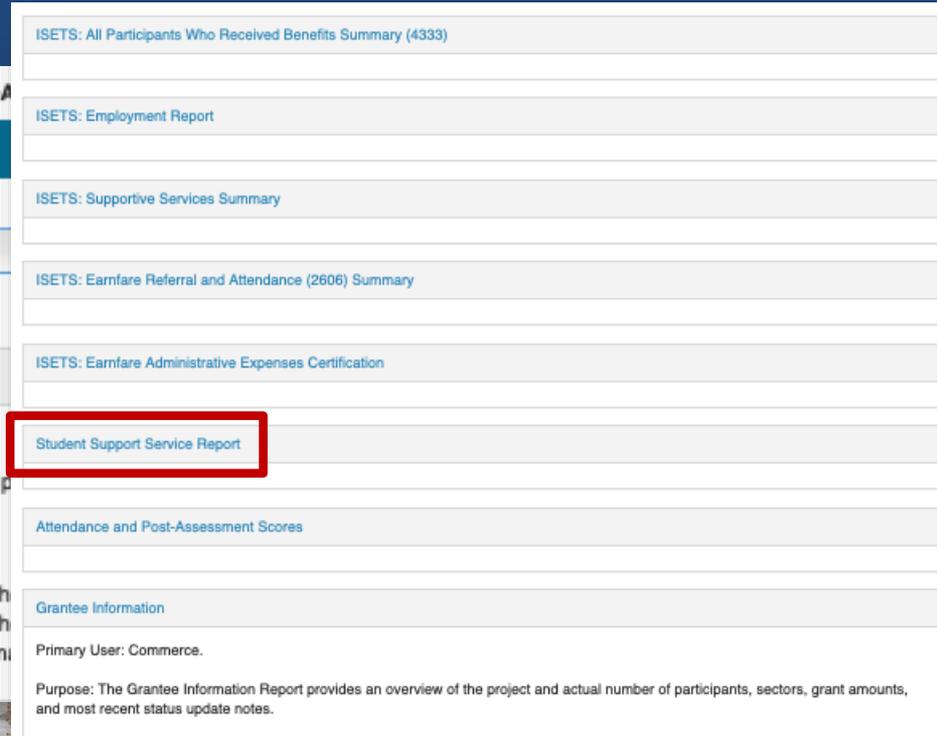
Project/Category  
Select

### SPECIAL PROJECT REPORTS

[DHS youth PPR Report](#)

Primary User: DHS Youth Grantees and IDHS.  
Purpose: The Periodic Performance Report provides a summary of the performance of Youth.  
Run the DHS Youth PPR report to:

- View a table view of the number of customers who meet the performance criteria.
- View a table view of the number of customers who do not meet the performance criteria.
- Access a list of customers who meet the performance criteria.



- [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.





# 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.

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## ATTENDANCE POST ASSESSMENT SCORES

Project: IL Works Grantee: YBLC, Inc

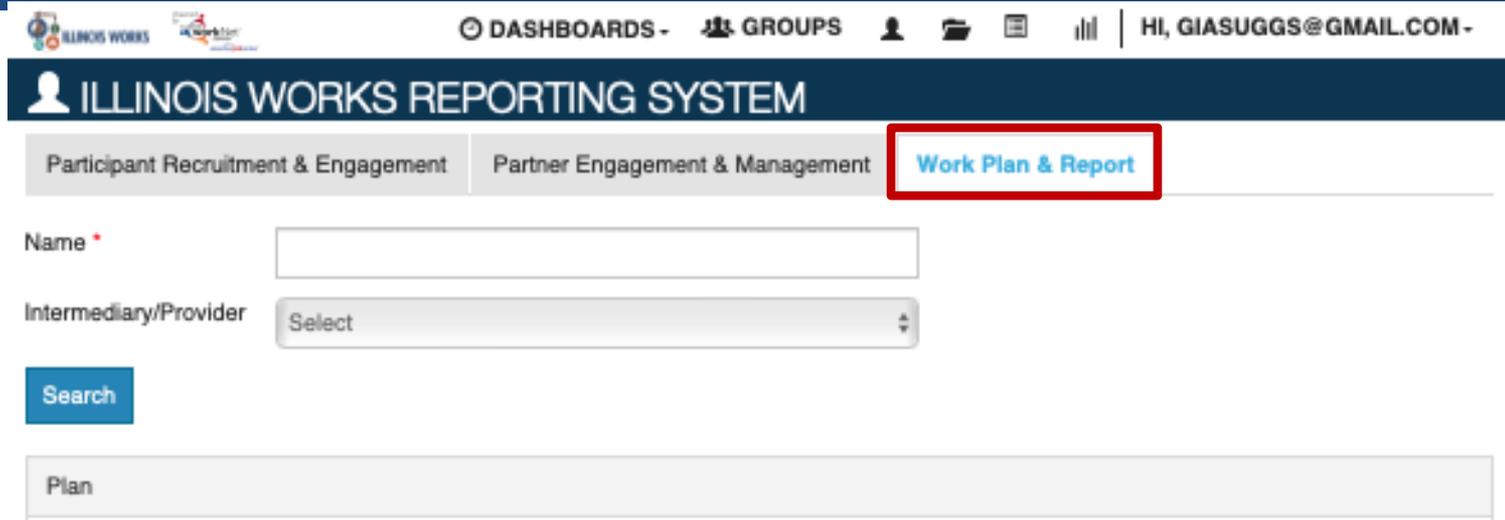
Filter

Provider Name	Last Name	First Name	Post Assessment Email	Post Assessment Name	Service Score	Date Range	Required Hours	Total Hours
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# IWRS - Main Page Overview - Work Plan and Report



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## ILLINOIS WORKS REPORTING SYSTEM

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

Name \*

Intermediary/Provider

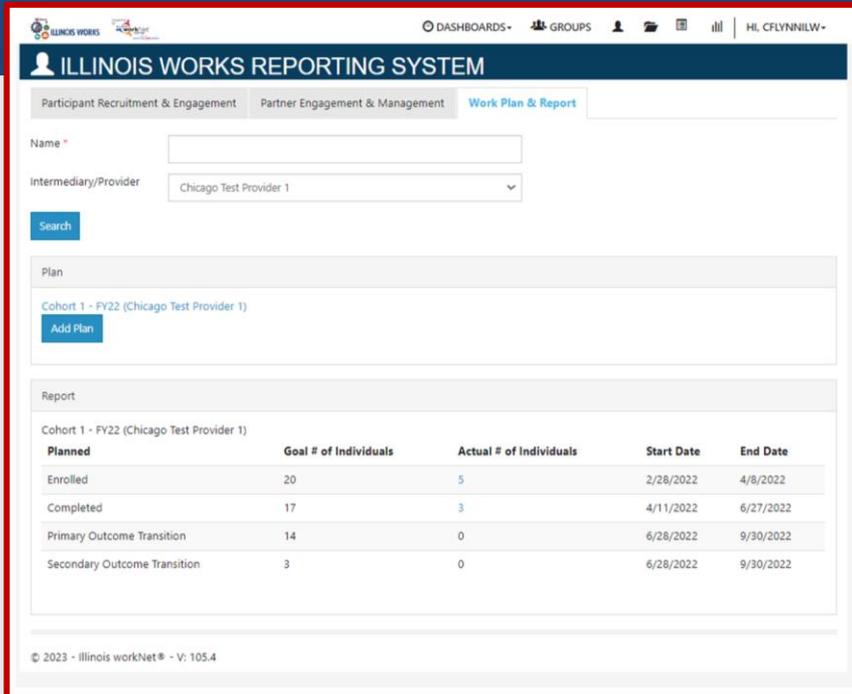
**Search**

Plan





# IWRS - Main Page Overview - Work Plan and Report

**ILLINOIS WORKS REPORTING SYSTEM**

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

Name

Intermediary/Provider

[Search](#)

**Plan**

Cohort 1 - FY22 (Chicago Test Provider 1)

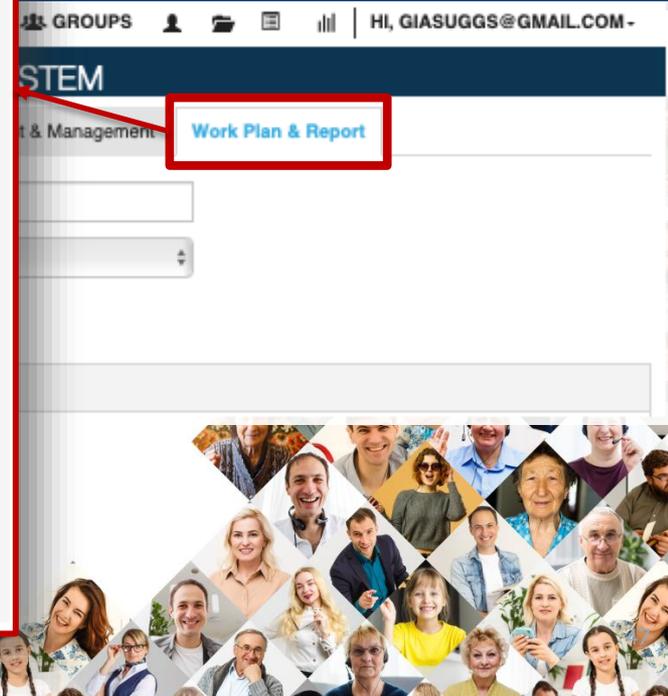
[Add Plan](#)

**Report**

Cohort 1 - FY22 (Chicago Test Provider 1)

Planned	Goal # of Individuals	Actual # of Individuals	Start Date	End Date
Enrolled	20	5	2/28/2022	4/8/2022
Completed	17	3	4/11/2022	6/27/2022
Primary Outcome Transition	14	0	6/28/2022	9/30/2022
Secondary Outcome Transition	3	0	6/28/2022	9/30/2022

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**ILLINOIS WORKS REPORTING SYSTEM**

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

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# IWRS - Main Page Overview - Export

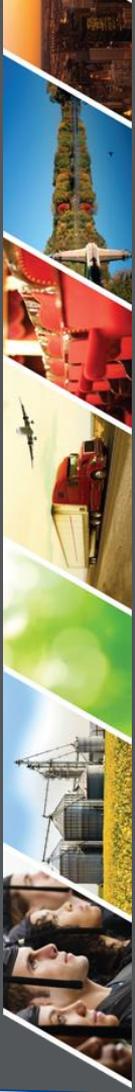


EXPORT ✕

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

- Select/Deselect All
- Worknet Id
- Account Status: Active/inactive
- Customer Status (Inquiry, Applicant, Enrolled etc.)
- First Name
- Last Name
- 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 Support Service Flag
- Transition Service Flag
- Earned Credential Flag
- Program Completion Flag





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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.



# IWRS Access







# Module 7: 2023 Pending IWRS Updates



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

- Articulate upcoming IWRS changes planned for 2023.



# Credentials and Certificate Uploads





# New Reporting Tools

- Student Support Services Utilization Report
- Transcript Report







# Demonstration







# Feedback ~ We want to hear from you



Thank you, and we are glad  
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