TOOLBOX TUESDAYS

ILLINOIS WORKS
Pre-Apprenticeship Program

How to Ace Compliance

Tuesday, August 8, 2023
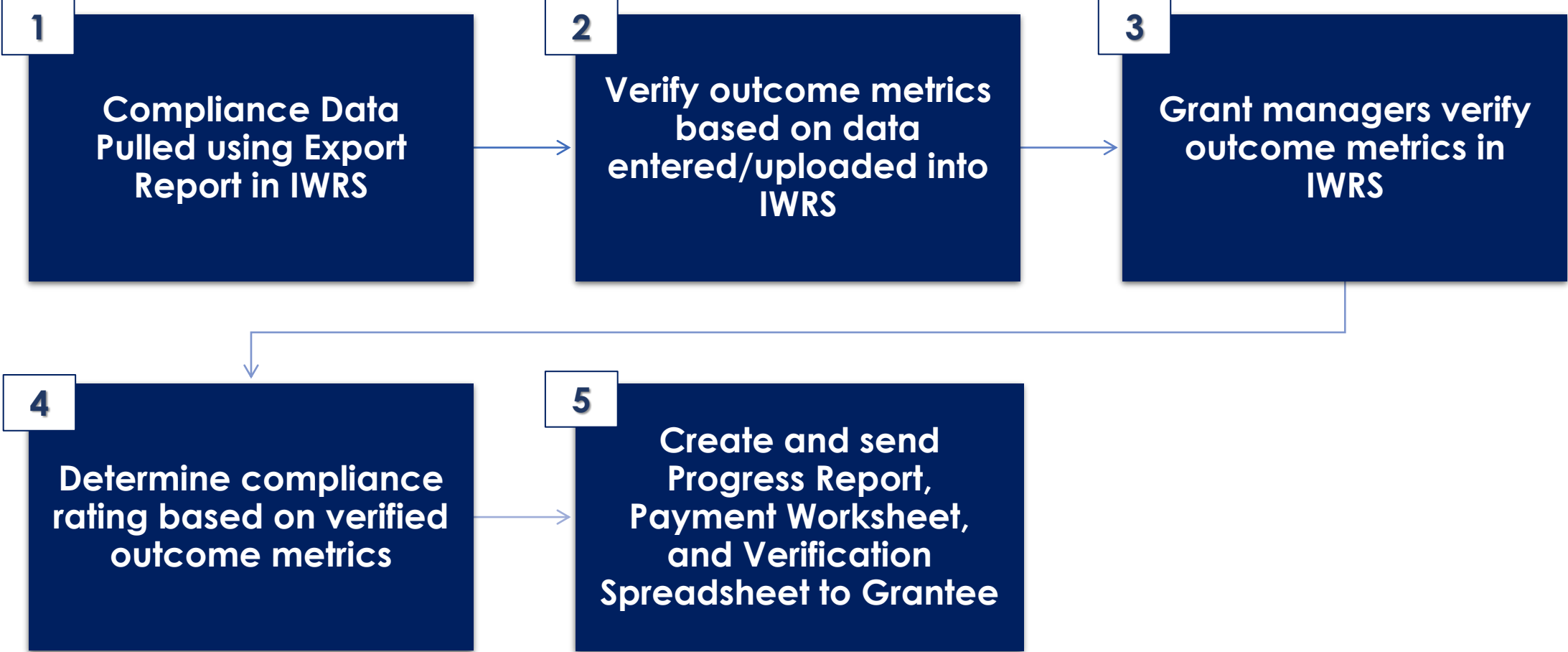**10 AM – 11 AM**
Hosted on Webex

ILLINOIS WORKS
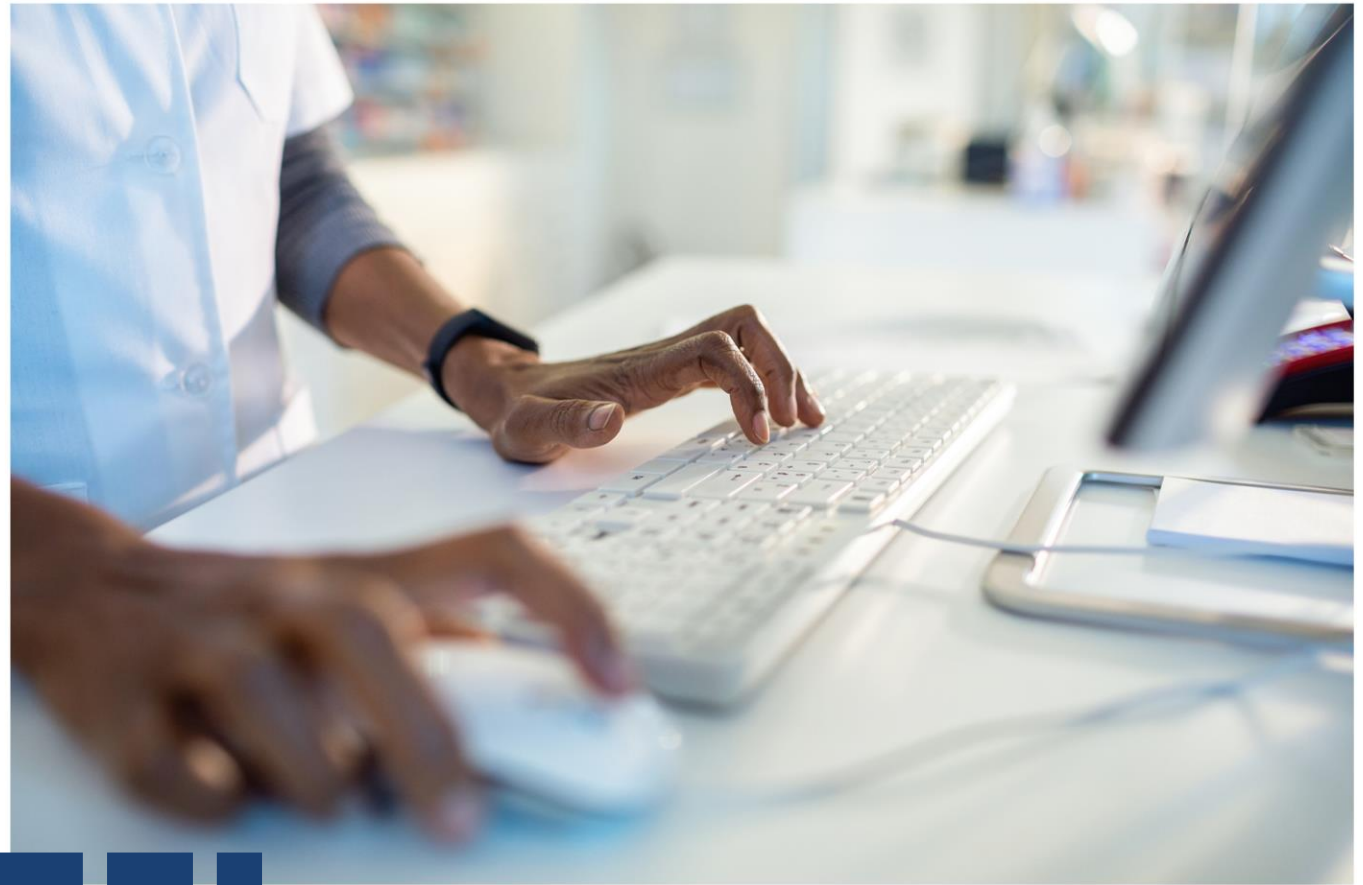
Outline

1. **Monthly Compliance Process**
2. **Verification Demonstration**
3. **Tools to Help with Verification**
4. **Compliance Tips**
5. **ILWPP Grant Renewal**
6. **Important Upcoming Dates**
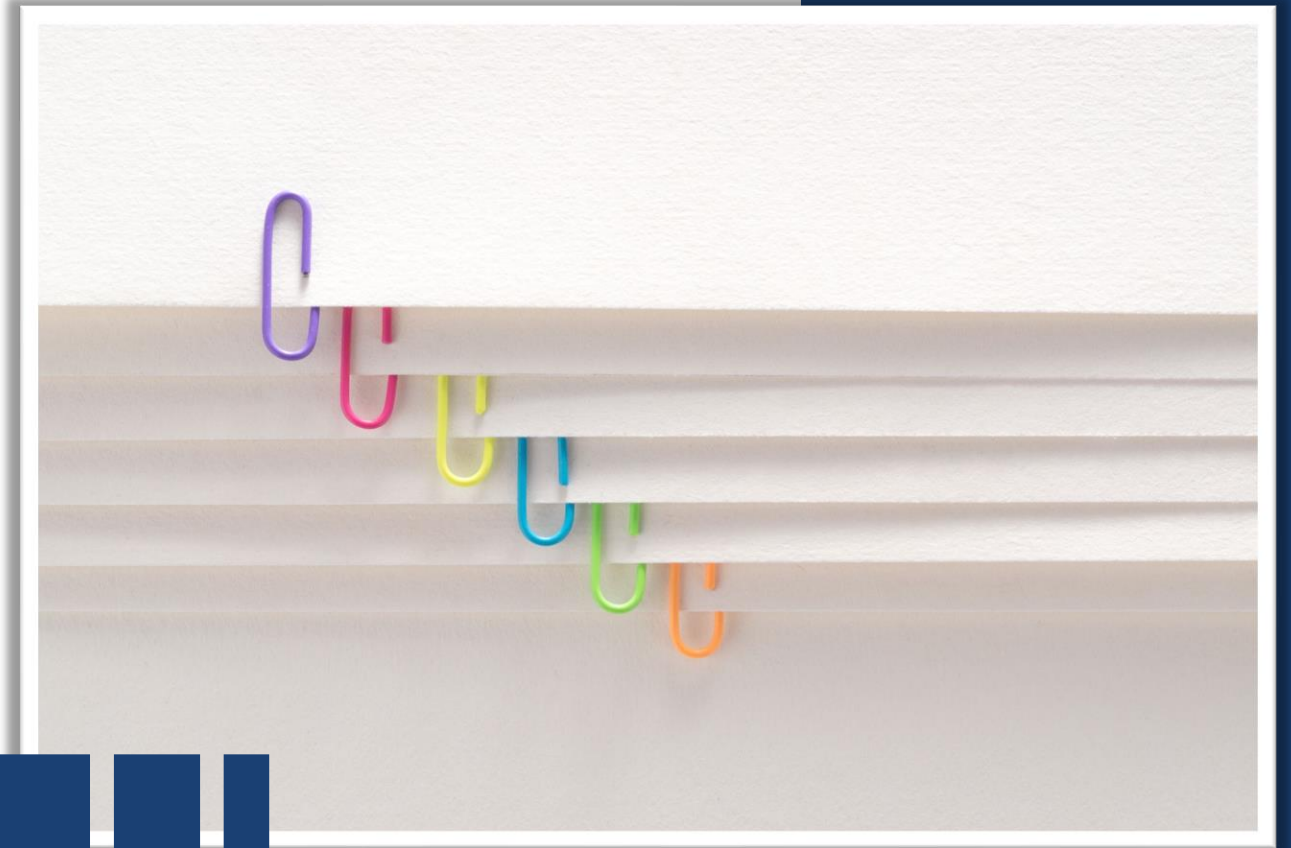
Monthly Compliance Process

1 Compliance Data Pulled using Export Report in IWRS

2 Verify outcome metrics based on data entered/uploaded into IWRS

3 Grant managers verify outcome metrics in IWRS

4 Determine compliance rating based on verified outcome metrics

5 Create and send Progress Report, Payment Worksheet, and Verification Spreadsheet to Grantee

Monthly Compliance Process

1   **Compliance Data Pulled using Export Report in IWRS & determine the number of new enrollments, completions, and transitions**

Monthly Compliance Process

2 **Verify outcome metrics based on data entered/uploaded into IWRS**

Enrollment Verification
- Prescreen
- Application
- Interviewer names & average score
- Two interview sheets, completed by interviewers
- Commitment agreement signed by a staff member and the participant
- Wrap-around Service Assessment
- Orientation Career Assessment

Monthly Compliance Process

2 **Verify outcome metrics based on data entered/uploaded into IWRS**

Completion Verification
- Each training service has 80% attendance or above and 70% post-assessment or above
- All training services are in a successfully complete status
  An earned credential entry for each credential successfully completed
- All support services have appropriate final status
- Goals are updated to their final status
- Certificates/credentials uploaded
- Pre-Transition Career Assessment Completed *(Intake Tab)*

Monthly Compliance Process

2 **Verify outcome metrics based on data entered/uploaded into IWRS**

Completion Verification

- Each training service has 80% attendance or above and 70% post-assessment or above
- All training services are in a successfully complete status

  An earned credential entry for each credential successfully completed
- All support services have appropriate final status
- Goals are updated to their final status
- Certificates/credentials uploaded
- Pre-Transition Career Assessment Completed *(Intake Tab)*

Monthly Compliance Process

2 **Verify outcome metrics based on data entered/uploaded into IWRS**

Completion Verification
- Each training service has 80% attendance or above and 70% post-assessment or above
- All training services are in a successfully complete status
  An earned credential entry for each credential successfully completed
- All support services have appropriate final status
- Goals are updated to their final status
- Certificates/credentials uploaded
- Pre-Transition Career Assessment Completed *(Intake Tab)*

Monthly Compliance Process

2 **Verify outcome metrics based on data entered/uploaded into IWRS**

Transition Verification

- *Preliminary Primary Transition*
  - *Application for RAP, Waitlist letter for RAP, Receipt of application, confirmation from RAP*
  - *Must contain the participant's name and the name of the RAP*
  - *Must be a third-party document*

- *Final Primary Transition*
  - *Acceptance letter for RAP, sponsorship letter for RAP*

The examples above are not an exhaustive list of all items that will be accepted, only those that are most submitted.

Monthly Compliance Process

2 **Verify outcome metrics based on data entered/uploaded into IWRS**

Transition Verification
- *Secondary Transition*
  - *Paystub or offer letter for employment*

  - *Acceptance to alternate training program, transcript to alternate training program/schooling*

The examples above are not an exhaustive list of all items that will be accepted, only those that are most submitted.

Monthly Compliance Process

3 **Grant managers verify outcome metrics in IWRS**

Monthly Compliance Process

4 **Determine compliance rating based on verified outcome metrics**

To determine which outcome metrics need to be factored into the compliance score, ILWPP Grant Managers look at the grantee's work plan instruction dates.

- **Enrollment** will be added as an outcome metric if the compliance date if after the program start date.

- **Completion** will be added as an outcome metric, if the compliance date is after a cohort's instruction end date.

- **Transition** will be added as an outcome metric, if the compliance date is two weeks after a cohort's instruction end date.

Monthly Compliance Process

4 **Determine compliance rating based on verified outcome metrics**

Cohort	Enrollment			Completion			Total Percentage
	Goal	**Actual**	**%**	**Goal**	**Actual**	**%**	
1	20	18	90%	17	12	71%	161%
2	20	20	100%	n/a	n/a	n/a	100%
						Total	**261%**
							261%/3 = 87%

Three metrics are taken into consideration:

Cohort 1: Enrollment, Completion
Cohort 2: Enrollment

Overall Rating & Percentage: Good Progress (87%)

Exercise 1

Compliance will be pulled on 7/7/2023.

Based on the program dates below, which metrics will be taken into consideration during this compliance review?

Cohort	Program Start Date	Program End Date
1	3/15/2023	5/15/2023
2	7/8/2023	9/15/2023

Exercise 1

Compliance will be pulled on 7/7/2023.

Answer:
Cohort 1: Enrollment, Completion, Transition

Exercise 2

Compliance will be pulled on 7/7/2023.

Based on the program dates below, which metrics will be taken into consideration during this compliance review?

Cohort	Program Start Date	Program End Date
1	2/15/2023	5/15/2023
2	6/15/2023	9/15/2023

Exercise 2

Compliance will be pulled on 7/7/2023.

Answer:
Cohort 1: Enrollment, Completion, Transition
Cohort 2: Enrollment

Monthly Compliance Process

5 | **Create and send Progress Report, Payment Worksheet, and Verification Spreadsheet to Grantee**

ILLINOIS WORKS
Pre-Apprenticeship Program

Illinois Works Monthly Compliance Review Progress Report

June 2022

Organization Name:	ABC Pre-Apprenitceship Program
Overall Compliance Rating:	Excellent Progress

The overall compliance rating for June 2022 is based on per cohort outcome metrics and progress toward overall metrics as outlined in the organization's work plan cohort goals and timeline.

Cohort	Enrollment Goal Total	Enrollment Actual Since Last Review	Per Participant Allotment	Completion Goal Total	Completion Actual Since Last Review	Per Participant Allotment	Primary Transition Goal Total	Primary Transition Actual Since Last Review	Per Participant Allotment	Secondary Transition Actual Since Last Review	Per Participant Allotment	Reimbursement Maximum (Current Review)
1	25	0	$2,500	22	n/a	$3,488.37	18	n/a	$5,000	n/a	$2,500	$0
2	25	3	$2,500	21	n/a	$3,488.37	17	n/a	$5,000	n/a	$2,500	$7,500
3												
4												
5												

All outcome metrics above are based on information entered in IWRS as of 6/1/2022 The information above has been sent to the Office of Grant Management and will be utilized by OGM to determine the reimbursement amount based on the submitted Periodic Financial Report and expenses. Additional information regarding the overall compliance rating can be found in the 2022 Grantee Manual – Section 13: Programmatic Monitoring.

TOOLBOX TUESDAYS

Monthly Compliance Process

5 — **Create and send Progress Report, Payment Worksheet, and Verification Spreadsheet to Grantee**

ILLINOIS WORKS Pre-Apprenticeship Program

Total Grant Award	$500,000

	Funding	Per Participant
Enrollment Funding Cap (25%)	$125,000.00	$ 2,500.00
Completion Funding Cap (30%)	$150,000.00	$ 3,488.37
Primary Transition Funding Cap (35%)	$175,000.00	$ 5,000.00
Secondary Transition Funding Cap	n/a	$ 2,500.00

	Funding
Close Out Reports (10%)	$50,000.00

End of Year Balance	-$347,500.00

Outcome Metric Goals

Individuals Enrolled	50
Individuals Completed	43
Individuals Primary Transition	35
Individuals Secondary Transition	0

	Individuals Enrolled	Amount	Individuals Completed	Amount	Primary Transition	Amount	Secondary Transition	Amount	Close Out Reports	Total Funding Available
January	0	$0.00	0	$0.00	0	$0.00	0	$0.00		$0.00
February	0	$0.00	0	$0.00	0	$0.00	0	$0.00		$0.00
March	12	$30,000.00	0	$0.00	0	$0.00	0	$0.00		$30,000.00
April	30	$75,000.00	0	$0.00	0	$0.00	0	$0.00		$75,000.00
May	16	$40,000.00	0	$0.00	0	$0.00	0	$0.00		$40,000.00
June	3	$7,500.00	0	$0.00	0	$0.00	0	$0.00		$7,500.00
July	0	$0.00	0	$0.00	0	$0.00	0	$0.00		$0.00
August	0	$0.00	0	$0.00	0	$0.00	0	$0.00		$0.00
September	0	$0.00	0	$0.00	0	$0.00	0	$0.00		$0.00
October	0	$0.00	0	$0.00	0	$0.00	0	$0.00		$0.00
November	0	$0.00	0	$0.00	0	$0.00	0	$0.00		$0.00
December	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00	$0.00
	61	$152,500.00	0	$0.00	0	$0.00	0	$0.00	$0.00	$152,500.00

TOOLBOX TUESDAYS

Monthly Compliance Process

5 **Create and send Progress Report, Payment Worksheet, and Verification Spreadsheet to Grantee**

	A	B	C	D	E	I	J	K
1	Worknet Id	Enrollment Reimbursed	Address to earn verification	Account S	Customer	Enrollment Verification	First Name	Last Name
2	860824	June '23		Active	Enrolled	Enrollment Verification	John	Doe
3	842560	Not Verified	Add orientation career assessm	Active	Enrolled	N/A	Joe	Jackson
4	805046	June '23		Active	Enrolled	Enrollment Verification	Mary	Jane
5	846794	June '23		Active	Enrolled	Enrollment Verification	Jane	Smith
6	805280	June '23		Active	Enrolled	Enrollment Verification	Josiah	Wright
7	809820	Not Verified	Add interview sheets	Active	Incomplet	N/A	Jane	Dooerr
8								

Verification Demonstration

Tools to Help with Verification

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant Enrollment Checklist

Tools to Help with Verification

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant Enrollment Checklist

- Customer Status

Enrollment
- Highest Level of Education *(Application)*
- Interview Scores *(Interview Scores/Interviewer Info)*
- Wrap-around Service Assessment
- First Career Assessment *(Orientation Career Assessment)*
- Assigned Cohort *(Proper Enrollment)*

Completion
- OSHA, First Aid/CPR, NCCER, ICCER, TradesFutures
  MC3 Earned Credential *(Cert Uploads)*
- Attendance Flag
- Post-Assessment Flag
- Last Career Assessment *(Pre-Transition Career Assessment)*
- What is your post-program transition plan?

Tools to Help with Verification

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant Enrollment Checklist

	A	B	C	D	E	I	J	K
1	Worknet Id	Enrollment Reimbursed	Address to earn verification	Account S	Customer	Enrollment Verification	First Name	Last Name
2	860824	June '23		Active	Enrolled	Enrollment Verification	John	Doe
3	842560	Not Verified	Add orientation career assessm	Active	Enrolled	N/A	Joe	Jackson
4	805046	June '23		Active	Enrolled	Enrollment Verification	Mary	Jane
5	846794	June '23		Active	Enrolled	Enrollment Verification	Jane	Smith
6	805280	June '23		Active	Enrolled	Enrollment Verification	Josiah	Wright
7	809820	Not Verified	Add interview sheets	Active	Incomplete	N/A	Jane	Dooerr
8								

Tools to Help with Verification

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant Enrollment Checklist

Tools to Help with Verification

Export Report

Monthly Verification
Spreadsheet

Data Verification
Checklist

**Participant Enrollment
Checklist**

Compliance Tips

1. Ensure work plan dates are always up-to-date

2. Prior to compliance pulls, double check participants statuses

3. If time of the essence, go person-by-person not task-by-task

4. Develop and follow a data management plan

5. Ask your ILWPP Grant Manager!

ILWPP Grant Renewal

ILWPP grantees can earn up to two renewals after their first grant year.

To earn a renewal, grantees must meet specific performance thresholds. In 2022 that threshold was 60% (High Inadequate Progress)

The 2023 threshold will be released during the ILWPP Grant Renewal Information Session taking place on 8/24/2023.

There will be two rounds of renewals – September & October

Upcoming Compliance Dates

Compliance data will be pulled on the following dates at 11:00 AM CT:

September 8, 2023*

October 13, 2023*

November 3, 2023

December 1, 2023

*These compliance reviews will be used for renewal purposes

IWRS Renewal Office Hours

With renewal offers beginning in September, now is the time to ensure data is updated and ready to move forward.

Join us for open renewal office hours every Wednesday in August beginning August 16, 2023 from 1:00 PM – 2:00 PM

August 16, 2023
August 23, 2023
August 30, 2023

*Links to register for office hours will be sent to you in the follow-up email to today's session

Ready to ace compliance?

Questions?

Feedback Please!
Survey link in the chat now