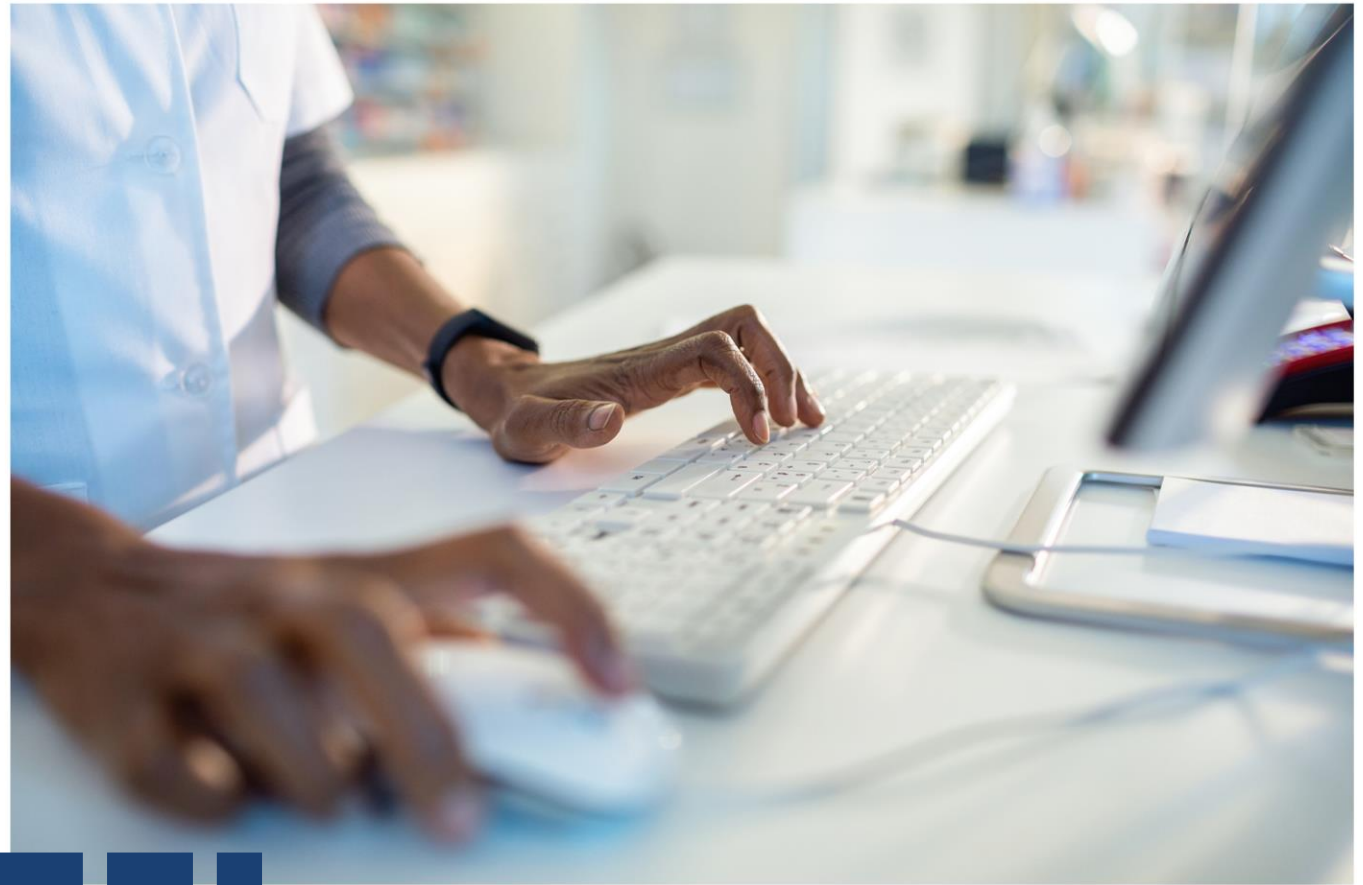




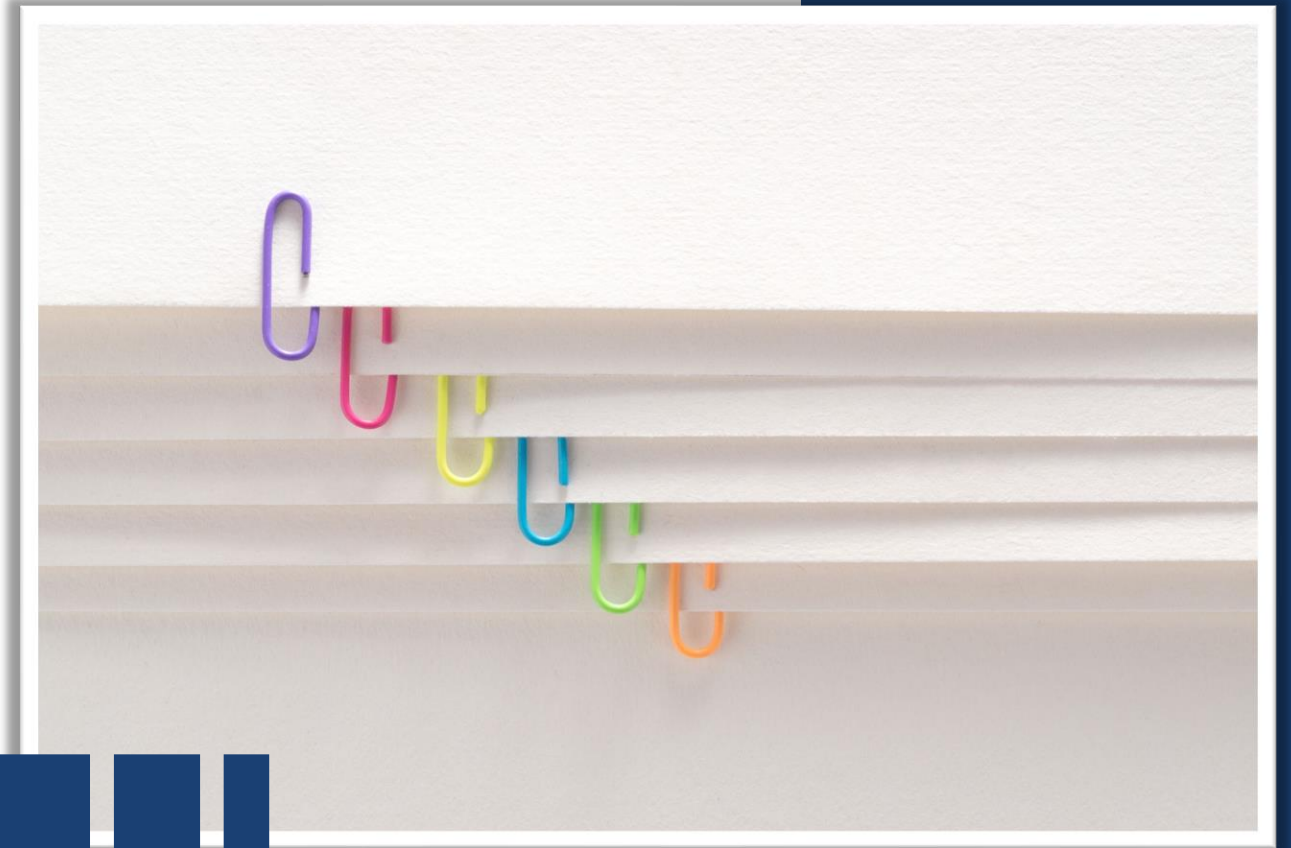
How to Ace Compliance

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

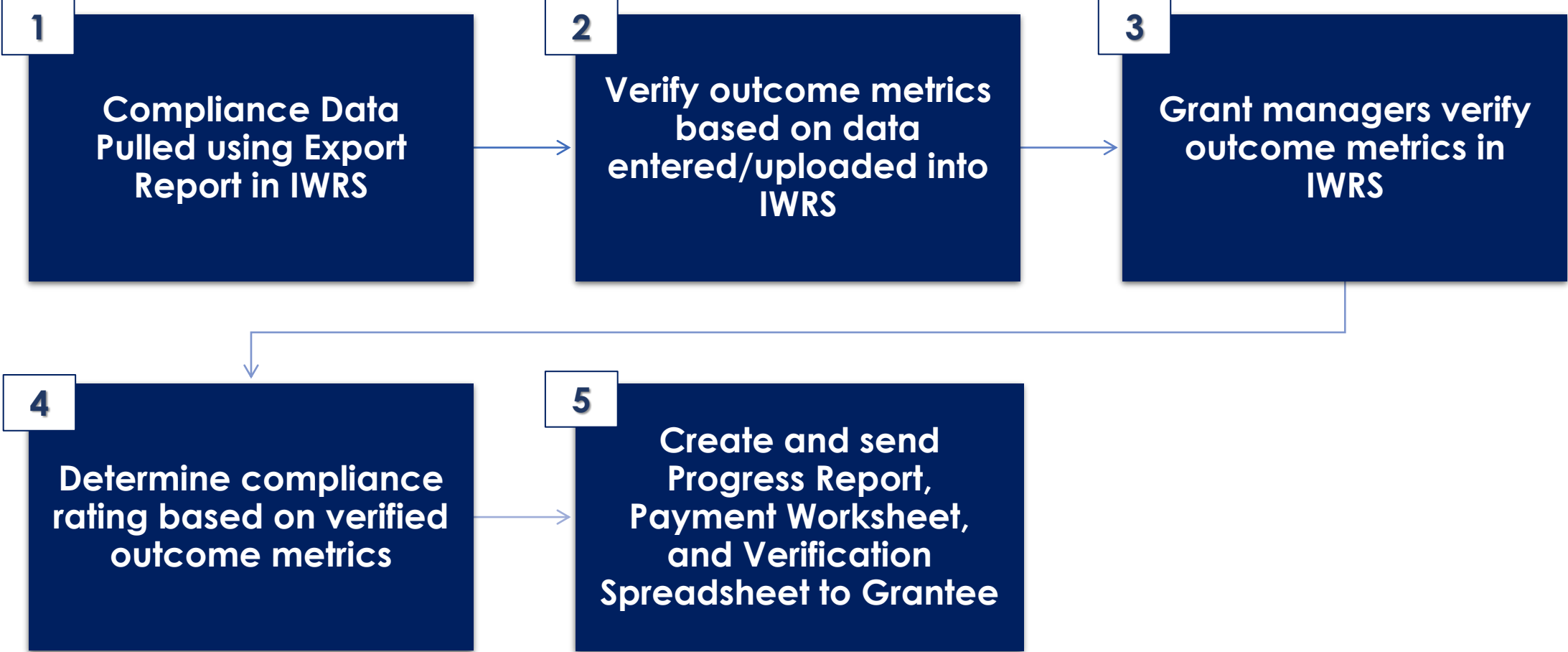


Outline

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



Monthly Compliance Process

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

| | A | B | C | D | E | I | J | K | L |
|----|------------|-----------------------|------------------------------|--------------------|-------------------------|-------------------------|-----------|---------|---|
| 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 | J |
| 3 | 842560 | | | Active | Enrolled | N/A | Joe | Jackson | J |
| 4 | 805046 | | | Active | Enrolled | N/A | Mary | Jane | M |
| 5 | 846794 | | | Active | Enrolled | N/A | Jane | Smith | J |
| 6 | 805280 | | | Active | Enrolled | N/A | Josiah | Wright | J |
| 7 | 809820 | | | Active | Incomplete | N/A | Jane | Dooerr | J |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |



Monthly Compliance Process

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

ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL

Overview **Intake** Training/Services Program Completion/Follow-Up Transcript/Progress Report

INTAKE/REFERRAL CASE NOTES(40)

Profile: Tiger Woods
Email testing@tw.com
DOB 1/1/2000
Last 4 SSN
See All

Participant Summary Tools
Assessments
Attendance
Case Notes
Credentials
Training/Services
Uploads
Worksites

Instructions/Resources
Intake Instructions
Case File Organizer Sheets

1. Complete Application
Prescreening Information
View Application Completed on 8/7/2023

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_APalmer.pdf ✖
TWoods Interview Sheet_JNicholas.pdf ✖

3. Enter enrollment status
[Add Enrollment Status](#)
Upload Signed Agreement
Signed Agreements:
TWoods Signed Agreement.pdf
[Add Case Note](#)

| Date | Enrollment Status | Reason | Remove |
|----------|--|--------|--------|
| 5/9/2023 | Complete & In Transition (Cohort 1 - FY22) | N/A | ✖ |
| 5/4/2023 | Complete (Cohort 1 - FY22) | N/A | ✖ |

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

The screenshot displays the IWRS system interface for a participant named Tiger Woods. The interface includes a navigation menu on the left with options like 'Overview', 'Participant Summary Tools', and 'Worksites'. The main content area shows the participant's profile, 'Latest Customer Goals/Plan Agreement' (Status: Unknown), and three summary boxes: 'ASSESSMENTS', 'DESIRED CAREER PATH', and 'ACCOMPLISHMENTS'. The 'ACCOMPLISHMENTS' box shows 'Earned Credentials: 3', 'Completed Goals: 3', and 'Completed Services: 15'. Below these is a 'CAREER PLAN' table with columns for Goal, Related Steps, Category, Earliest Start Date, Latest Planned Due Date, and Status. The table lists four goals: Training Services (On Track), Wrap Around Services (Complete), Transition Services (Complete), and Student Support Services (Complete). Orange arrows point from the 'Participant Summary Tools' menu to the 'CAREER PLAN' table, and from the 'DESIRED CAREER PATH' box to the 'ACCOMPLISHMENTS' box.

| Goal | Related Steps | Category | Earliest Start Date | Latest Planned Due Date | Status |
|--------------------------|-----------------|-------------|---------------------|-------------------------|----------|
| Training Services | Show Next Steps | Career Plan | 6/16/2022 | 5/5/2023 | On Track |
| Wrap Around Services | Show Next Steps | Career Plan | 8/4/2022 | 12/9/2022 | Complete |
| Transition Services | Show Next Steps | Career Plan | 8/11/2022 | 8/12/2022 | Complete |
| Student Support Services | Show Next Steps | Career Plan | 5/1/2023 | 5/31/2023 | Complete |

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

UPLOADED DOCUMENTS

Upload File

Related Instructions

Uploads

Show 10 entries

Search:

| File name | Description | Category | Uploaded By | Upload Date | Remove Upload |
|--------------------------------------|--------------------------------|---------------------------------|-------------|-------------|---------------|
| TWoods Interview Sheet_APalmer.pdf | | Interview Sheet | CflynnILW | 8/7/2023 | Remove |
| TWoods Interview Sheet_JNicholas.pdf | | Interview Sheet | CflynnILW | 8/7/2023 | Remove |
| TWoods Signed Agreement.pdf | | Signed Agreement | CflynnILW | 8/7/2023 | Remove |
| TWoods_FirstAidCPR.png | First Aid/CPR Card | First Aid/CPR | CFlynnILW | 8/9/2022 | Remove |
| TWoods_NCCER.png | NCCER Certification | NCCER Certification | CflynnILW | 8/7/2023 | Remove |
| TWoods_OSHA10.png | OSHA 10 Card | OSHA | CFlynnILW | 8/9/2022 | Remove |
| TWoods_Primary Transition.docx | Electrician primary transition | Primary Transition Verification | CflynnILW | 8/7/2023 | Remove |

Showing 1 to 7 of 7 entries

Previous 1 Next

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

5. Career Assessment

[Add Career Assessment](#)

Show entries

| Assessment | Recommended Action | Assessment type |
|------------------------------|---|----------------------------------|
| 08/08/2023 Career Assessment | Begin outlining an action plan that will ensure the participant can meet the nec... | Pre-Transition Career Assessment |
| 07/15/2023 Career Assessment | Begin outlining an action plan that will ensure the participant can meet the nec... | Orientation Career Assessment |

Previous Next

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

UPLOADED DOCUMENTS

Upload File

Show 10 entries Search:

| File name | Description | Category | Uploaded By | Upload Date | Remove Upload |
|-------------------------------------|--------------------------------|---------------------------------|-------------|-------------|---------------|
| TWoods Interview Sheet_APalmer.pdf | | Interview Sheet | CflynnLW | 8/7/2023 | Remove |
| TWoods Interview Sheet_Nicholas.pdf | | Interview Sheet | CflynnLW | 8/7/2023 | Remove |
| TWoods Signed Agreement.pdf | | Signed Agreement | CflynnLW | 8/7/2023 | Remove |
| TWoods_FirstAidCPR.png | First Aid/CPR Card | First Aid/CPR | CflynnLW | 8/9/2022 | Remove |
| TWoods_NCCER.png | NCCER Certification | NCCER Certification | CflynnLW | 8/7/2023 | Remove |
| TWoods_OSHA10.png | OSHA 10 Card | OSHA | CflynnLW | 8/9/2022 | Remove |
| TWoods_Primary Transition.docx | Electrician primary transition | Primary Transition Verification | CflynnLW | 8/7/2023 | Remove |

Showing 1 to 7 of 7 entries Previous 1 Next

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

UPLOADED DOCUMENTS

Upload File

Related Instructions

Uploads

Participant Summary Tools

Assessments

Case Notes

Change in Activity

Services

Worksites

Uploads

Show 10 entries

Search:

| File name | Description | Category | Uploaded By | Upload Date | Remove Upload |
|-------------------------------------|--------------------------------|---------------------------------|-------------|-------------|---------------|
| TWoods Interview Sheet_APalmer.pdf | | Interview Sheet | CflynnLW | 8/7/2023 | Remove |
| TWoods Interview Sheet_Nicholas.pdf | | Interview Sheet | CflynnLW | 8/7/2023 | Remove |
| TWoods Signed Agreement.pdf | | Signed Agreement | CflynnLW | 8/7/2023 | Remove |
| TWoods_FirstAidCPR.png | First Aid/CPR Card | First Aid/CPR | CflynnLW | 8/9/2022 | Remove |
| TWoods_NCCER.png | NCCER Certification | NCCER Certification | CflynnLW | 8/7/2023 | Remove |
| TWoods_OSHA10.png | OSHA 10 Card | OSHA | CflynnLW | 8/9/2022 | Remove |
| TWoods_Primary Transition.docx | Electrician primary transition | Primary Transition Verification | CflynnLW | 8/7/2023 | Remove |

Showing 1 to 7 of 7 entries

Previous 1 Next

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

SET VERIFICATION STATUS

| | | | |
|---|---|---|---|
| <input type="radio"/> Completion Final Verification | <input type="radio"/> Primary Transition Preliminary Verification | <input type="radio"/> Secondary Transition Final Verification | <input type="radio"/> Enrollment Verification |
| <input type="radio"/> Unverify Completion | <input type="radio"/> Primary Transition Final Verification | <input type="radio"/> Unverify Secondary Transition | <input type="radio"/> Unverify Enrollment |
| | <input type="radio"/> Unverify Primary Transition | | |

Save Verification Status



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 is 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.

Grantee Work Plan

Table A: Total Outcome Metrics

| Total Number of Cohorts | Total Number of Individuals Recruited (all cohorts) |
|---|--|
| Total Individuals Completed (all cohorts) | Total Individuals Transitioned - Primary Outcome (all cohorts) |

**Participant numbers in Table A should align with the Outcome Summary*

- **Recruited:** An individual who is information to be contacted for standardized interview and training.
- **Enrolled Participant:** An individual who completes all required certifications and credentials.
- **Completed Participant:** An individual who completes all required certifications and credentials.
- **Primary Outcome:** An individual who is registered as an apprentice on the list for a DOL.
- **Secondary Outcome:** An individual who is registered as an apprentice with a...

Table B: Instructions

| Total Curriculum (NABTU, Other, etc.) | Instruction Dates |
|---------------------------------------|-------------------|
| *Total | Start Date |
| End Date | |

Per Cohort Instructions
Complete the following tables based on information per cohort. Per cohort outcome numbers should sum to the numbers in Table A.

- **Recruitment** begins with the first planned outreach activity for each cohort and ends the day before the first day of instruction.
- **Enrollment** begins no later than four weeks before program instruction begins.
- **Enrollment of participants** should take place before instruction begins.
- **Program Dates** are the first and last day of instruction. This should match the number of program weeks listed in Table B.
- **Participant Transition** begins immediately after the end date of the program and generally lasts for 2-3 months after the program. All transition dates must be within the grant year (1/1/2023 - 12/31/2023).

Cohort 1

| Individuals Recruited: | Individuals Completed |
|------------------------|----------------------------|
| Individuals Enrolled | Individuals Transitioned - |
| Primary Outcome | Secondary Outcome |
| Recruitment | Start Date |
| Enrollment | End Date |
| Program Dates | |
| Participant Transition | |

Cohort 2

| Individuals Recruited: | Individuals Completed |
|------------------------|----------------------------|
| Individuals Enrolled | Individuals Transitioned - |
| Primary Outcome | Secondary Outcome |
| Recruitment | Start Date |
| Enrollment | End Date |
| Program Dates | |
| Participant Transition | |

Cohort 3

| Individuals Recruited: | Individuals Completed |
|------------------------|----------------------------|
| Individuals Enrolled | Individuals Transitioned - |
| Primary Outcome | Secondary Outcome |
| Recruitment | Start Date |
| Enrollment | End Date |
| Program Dates | |
| Participant Transition | |

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.

Based on the program dates below, which metrics will be impacted?



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

2

6/15/2023

7/7/2023



Monthly Compliance Process

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



Illinois Works Monthly Compliance Review Progress Report

June 2022

| | |
|-----------------------------------|--------------------------------|
| Organization Name: | ABC Pre-Apprenticeship 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.



Monthly Compliance Process

5

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



| | |
|--------------------------|-----------|
| 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 |

| | |
|----------------------------|---------------|
| End of Year Balance | -\$347,500.00 |
|----------------------------|---------------|

| Outcome Metric Goals | |
|-----------------------------------|----|
| Individuals: Enrolled | 50 |
| Individuals: Completed | 43 |
| Individuals: Primary Transition | 35 |
| Individuals: Secondary Transition | 0 |

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

| | 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 |
| TOTAL | 61 | \$152,500.00 | 0 | \$0.00 | 0 | \$0.00 | 0 | \$0.00 | \$0.00 | \$152,500.00 |



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

The screenshot displays the 'ILLINOIS WORKS REPORTING SYSTEM' interface. The main header is dark blue with a white profile icon and the text 'ILLINOIS WORKS REPORTING SYSTEM'. Below the header, there are navigation tabs for 'DASHBOARDS' and 'GROUPS'. The main content area is titled 'Participant Recruitment & Enrollment' and contains several input fields: 'Name', 'Intermediary/Provider', and 'Customer Status'. Below these fields are buttons for 'Search', 'Export', and 'Add Participant'. The 'Export' button is highlighted with an orange box. An 'EXPORT' dialog box is open, showing a list of fields to be exported. The dialog box has a title bar with 'EXPORT' and a close button. The text inside the dialog box reads: 'Select which fields you would like to export. The fields that are pre-selected are added to every report.' The list of fields includes: 'Select/Deselect All', 'Worknet Id', 'Account Status: Active/Inactive', 'Customer Status (Inquiry, Applicant, Enrolled etc.)', 'Completion Verification', 'Primary Transition Verification', 'Secondary Transition Verification', 'Enrollment Verification', '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', and 'Grantee'. The 'Worknet Id', 'First Name', 'Last Name', and 'User Name' fields are pre-selected with checked checkboxes. The 'Add Participant' button is also visible on the right side of the interface.



Tools to Help with Verification

- Customer Status

Export Report

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*)

Monthly Verification Spreadsheet

Data Verification Checklist

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?

Participant Enrollment Checklist



Tools to Help with Verification

Export Report

Monthly Verification Spreadsheet

| | 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 assessment | 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 | | | | | | | | |

Data Verification Checklist

Participant Enrollment Checklist



Tools to Help with Verification

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant Enrollment Checklist



Participant Data Verification

Participant Name: _____

Cohort Number: _____

| Outreach & Recruitment | | |
|--|---------------------|--------------------------|
| Task | Hard Copy Completed | Uploaded/Entered in IWRS |
| Participant entered in IWRS & lead category assigned | n/a | |
| Pre-screen assessment | | |
| Eligibility documents saved to participant file | | n/a |
| Application | | |
| Task | Hard Copy Completed | Uploaded/Entered in IWRS |
| Program Application | | |
| Standardized Interview Sheet <i>(Two sheets, each completed by a staff member during interview)</i> | | |
| Average interview Score & Interviewer Names added to IWRS | n/a | |
| Enrollment Status added <i>(On or after first day of instruction)</i> | n/a | |
| Intake, Wrap Around Services, Stipends | | |
| Task | Hard Copy Completed | Uploaded/Entered in IWRS |
| Wrap-around Service Assessment | | |
| Orientation Career Assessment | | |
| Stipend Policy & Procedure provided to participant | | |

Training

Career Assessment (IWRS) (E)

Loaded (IWRS)

Job practicum (IWRS)

(IWRS)

Loaded (IWRS)

(if required) (IWRS)

Loaded (IWRS)

Participant cleared (IWRS)

Loaded

(Appropriate credential on final module)

Participant (E)

Transition services in IWRS (IWRS)

Transition Plan (IWRS)

Application confirmation, registration fee receipt, pay
determine if the transition is primary or secondary.

(IWRS)




Tools to Help with Verification

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant Enrollment Checklist



Participant Enrollment Checklist

After completing the initial outreach, recruitment, and application steps it is time to enroll your participants. This welcome checklist helps to ensure that each participant has all the Illinois Works required documents/assessments completed. Maintaining one of these checklists per participant will shorten data entry time long-term and ensure all participants are properly counted toward outcome metrics.

Participant Name: _____

- Completed directly in IWRS
- Completed on paper/alternate system then entered/uploaded in IWRS
- Provide to participant – upload to IWRS not required
- Save in participant paper file – upload to IWRS not required

| Document/Assessment | Date Completed |
|--|----------------|
| <input type="checkbox"/> Pre-screen assessment <input type="checkbox"/> | |
| <input type="checkbox"/> Application <input type="checkbox"/> or <input type="checkbox"/> | |
| <input type="checkbox"/> Standardized Interview (minimum of two (2) interview sheets uploaded to IWRS) <input type="checkbox"/> | |
| <input type="checkbox"/> Add names of interviewers and the average of their score <input type="checkbox"/> | |
| <input type="checkbox"/> Enrollment decision letter <input type="checkbox"/> | |
| <input type="checkbox"/> Commitment Agreement <input type="checkbox"/> | |
| <input type="checkbox"/> Wrap-around service assessment <input type="checkbox"/> | |
| <input type="checkbox"/> Orientation – Career Assessment <input type="checkbox"/> | |
| <input type="checkbox"/> Performance-based Stipend Policy <input type="checkbox"/> | |
| <input type="checkbox"/> Discrimination, Harassment, Bullying Policy <input type="checkbox"/> | |
| <input type="checkbox"/> Extenuating Circumstances Policy for Make-Up Post-assessments and Sessions <input type="checkbox"/> | |
| <input type="checkbox"/> Make-Up Sessions and Post-assessment Policy <input type="checkbox"/> | |
| <input type="checkbox"/> Eligibility documents (i.e. birth certificate, state ID/driver's license, social security card, high school transcripts/diploma, GED/HiSet etc.) <input type="checkbox"/> | |
| <input type="checkbox"/> Participant Referral Form (if applicable) <input type="checkbox"/> | |



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