

Purpose:


The Completion/Follow-Up tab tracks completion status, completion/exit reasons, and follow-up information.

Access Customer Completion/Follow-Up Page

1. Log into www.illinoisworknet.com.
2. Select **My Dashboard** and then **Customer Support Center/IWIS** under Partner Tools.
3. Select **Groups** in the top menu and then the group **Climate Works**.
4. Select a **customer name** and then select the **Program Completion/Follow-up tab**.

Enter Completion Status

1. To update the customer's status, click the **Add Completion Status** button
2. Select Complete, Withdrawal, or Exited
3. Click the **Save** button
4. Enter a Case Note


CEJA REPORTING SYSTEM FOLLOW-UP

Progress

Intake

Career Plan

Referral

Program Completion/Follow-Up

FOLLOW-UP

CASE NOTES(2)

Profile: Marcus Aurelius

Email aurelius@noemail.com

DOB 1/1/2000

Last 4 SSN N/A

See All

Reset Password

Send Message

Participant Summary Tools

Assessments

Attendance

Case Notes

Add Completion Status

Add Transition Outcomes

Follow-Up Case Notes

Employer

Post-Secondary

Apprenticeship

Earned Credentials


Success Stories

Program Completion Status: Application - 11/29/2023

No Transition Outcome entered yet.

Enter Transition Outcomes

1. To enter a transition outcome, click the button **Add Transition Outcome**
2. Select either Apprenticeship, Job Placement, Other Training, or Opened Small Business and complete the information that follows.
3. Click the button to **Save and Add a Case Note**.


CEJA REPORTING SYSTEM FOLLOW-UP

Progress Intake Career Plan Referral **Program Completion/Follow-Up**

FOLLOW-UP
CASE NOTES(2)

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Participant Summary Tools
Assessments
Attendance
Case Notes

Add Completion Status
Add Transition Outcomes

Program Completion Status: Application - 11/29/2023
No Transition Outcome entered yet.

Follow-Up Case Notes
Employer
Post-Secondary
Apprenticeship
Earned Credentials
Success Stories

Follow-Up Case Notes

This section tracks the follow-up communications Providers should have with the customer at any time.

- Click to Open the Follow-Up Case Note window.
- **Select** Add Follow-Up Case Note
- **Complete** the parts of the case note.
- **Select** how it will be saved and to whom it will be sent.

Follow-Up Case Notes

- ✓ 1 Month - [Add follow-up Case Note](#)
- ✓ 2 Months - [Add follow-up Case Note](#)
- ✓ 3 Months - [Add follow-up Case Note](#)
- ✓ 6 Months - [Add follow-up Case Note](#)
- ✓ 9 Months - [Add follow-up Case Note](#)
- ✓ 1 Year - [Add follow-up Case Note](#)
- ✗ 2 Years - [Add follow-up Case Note](#)
- ✗ 3 Years - [Add follow-up Case Note](#)

ADD CASE NOTE

Select A Task

Contact Date *

12/11/2023

Subject

Add your message

Send Case Note As:

☐ As Illinois workNet Message
 ☐ As Illinois workNet Message and Email
 ☐ Save as case note without sending a message/email

Send Message/Email to:

☐ Illinois workNet Team

Add Case Note


Enter Follow-Up

Employment

This section tracks customer employment after exiting the program. Positions added will appear in the list and can be sorted by ordering the column headers.

- Click **Add Employment**
- Select if **position is current**
- Enter **Employment Name**
- Enter **Start Date**
- Enter **Address Details**

- Enter **Hourly Wage**
- Enter **Job Duties**
- Enter **Hours per week**
- Answer **Yes or No** questions
- Click **Save**


CEJA REPORTING SYSTEM FOLLOW-UP

Progress
Intake
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FOLLOW-UP
CASE NOTES(2)

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[See All](#)
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Add Completion Status
Add Transition Outcomes
Follow-Up Case Notes
Employer
For customers who enter employment, collect a copy of their pay stub to verify employment. A paper copy should be kept in the customer's paper file, and a digital copy should be uploaded via the customer's Uploads Tool.
Number of Active Employments: 0
Add Employer Follow-Up
Show 10 entries

| Employer | Job Title | Start Date | End Date |
|----------------------------|-----------|------------|----------|
| No data available in table | | | |

Showing 0 to 0 of 0 entries
Previous
Next

Participant Summary Tools
Assessments
Attendance
Case Notes
Credentials
Training/Services

Program Completion Status: Application - 11/29/2023
No Transition Outcome entered yet.

Post-Secondary

This section tracks customer enrollment in a post-secondary program after exiting Climate Works.

- Enter **Status**
- Enter **Date**
- Enter **Paid work experience during time at post-secondary institution**

CEJA REPORTING SYSTEM FOLLOW-UP

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FOLLOW-UP

[CASE NOTES\(2\)](#)

Profile: Marcus Aurelius

Email aurelius@noemail.com

DOB 1/1/2000

Last 4 SSN N/A

[See All](#)

[Reset Password](#)

[Send Message](#)

Participant Summary Tools

[Assessments](#)

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[Case Notes](#)

[Credentials](#)

[Training/Services](#)

[Add Completion Status](#)

[Add Transition Outcomes](#)

Follow-Up Case Notes

Employer

Post-Secondary

[Add Post-Secondary](#)

Show entries
 Search:

| Status | Date | Withdrawn Date | Withdrawn Reason | Complete Date | Entry Date |
|----------------------------|------|----------------|------------------|---------------|------------|
| No data available in table | | | | | |

Showing 0 to 0 of 0 entries
 Previous Next


Program Completion Status: Application - 11/29/2023

No Transition Outcome entered yet.

Apprenticeship

This section tracks customer enrollment in a registered apprenticeship program after exiting Climate Works. Enter:

- **Apprenticeship Status**
- **Journeyperson Status**
- **Date**
- **Hourly Wage Paid**
- **Job Duties**
- **Hours per week**
- **Received a raise or promotion**
- **Receive fringe benefits**


CEJA REPORTING SYSTEM FOLLOW-UP

Progress Intake Career Plan Referral **Program Completion/Follow-Up**

FOLLOW-UP
CASE NOTES(2)

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See All
Reset Password
Send Message

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

Add Completion Status
Add Transition Outcomes
Follow-Up Case Notes
Employer
Post-Secondary
Apprenticeship
Add Apprenticeship

Program Completion Status: Application - 11/29/2023
No Transition Outcome entered yet.

Show 10 entries
Search:

| Status | Journey person Status | Date | Withdrawn Date | Withdrawn Reason | Complete Date | Entry Date |
|----------------------------|-----------------------|------|----------------|------------------|---------------|------------|
| No data available in table | | | | | | |

Showing 0 to 0 of 0 entries
Previous
Next

Earned Credentials

This section tracks credentials earned while in the Climate Works program. To add a credential go to the training service in the customer's career plan and identify the credential earned. Only credentials for which the corresponding service/step is complete will show in this section.

Success Stories

This section displays success stories that have been entered for the customer. Select the Add Success Story button to add a success. This section uses the Success Story tool available in Illinois workNet and populates the success story public listing. [Learn more](#).