

Purpose:

To enter work plans into the reporting system so that grantees can view their planned numbers compared to the actual data in the reporting system.

Who Enters/Maintains Data

- **Grantee/Provider Staff for Parent Organizations** enter grant information, work plan information, cohorts, and view the planned vs actual dashboard.
- **Grantee/Provider Staff for Subgrantee Organizations** view the planned vs actual dashboard.
- **State Level Staff** review and approve the work plans and view the planned vs actual dashboard.

Enter the Work Plan

1. Log in to www.illinoisworknet.com.
2. Select My Dashboard and select Customer Support Center.
3. Select CEJA/FEJA Programs.
4. Select the Work Plan & Reports tab.
5. **(Parent Organizations Only)** To create a new work plan, select the calendar year and parent organization grantee using the filters at the top of the page. Select the button to submit the Project Plan. Select a work plan listed in the table to view an existing work plan.
6. When submitting a new work plan, complete the required fields for the following sections:
 - a. Project Narrative: Staff need to be provided with access to the reporting system to select them from the project manager, reporting staff, fiscal staff, or other staff dropdown menu.

Project Narrative

Grant Number

24-456789

Grantee Project Manager *

scenario tester1

Grantee Reporting Staff *

scenario tester6

Grantee Fiscal Staff *

scenario tester1

Other (if needed)

scenario tester1

Project Overview

This is the project description.

- b. Activities and Outcomes: Enter planned numbers for the required Outreach & Partnerships, Service Delivery, Characteristics, and Transition Outcome sections. Zero is allowed in the # Planned text boxes.

Climate Works Work Plan & Monthly Report Planned vs. Actual Dashboard

May 2025 v3

Activities and Outcomes	
Projection Title	# Planned
Outreach & Partnerships	
Outreach events delivered *	<input type="text" value="5"/>
Attendees of outreach events *	<input type="text" value="5"/>
Inquiry Contacts *	<input type="text" value="5"/>
Engagements with clean energy employers or other industry professionals *	<input type="text" value="5"/>
Service Delivery	
Climate Works Program Applicants(L) *	<input type="text" value="5"/>
Climate Works Enrolled Participants(L) *	<input type="text" value="5"/>
Climate Works Graduates(L) *	<input type="text" value="5"/>
Characteristics	
Residents of EJC and/or R3 community *	<input type="text" value="5"/>
Persons who are formerly incarcerated *	<input type="text" value="5"/>
Foster care system members or graduates *	<input type="text" value="5"/>
Transition Outcomes	
RAP Applicants Applied(L) *	<input type="text" value="5"/>
RAP Wait Listed(L) *	<input type="text" value="5"/>
RAP placements(L) *	<input type="text" value="5"/>

c. Save the plan.

Add cohorts to the work plan.

Things to know:

- The Climate Works program uses the Pre-apprenticeship cohort.
- Regional administrators use this information to view current and projected cohorts to help communicate a schedule of when graduates will be ready to hire. This will allow them to respond quickly to requests from employers, legislators, the governor's office, the media, and the public about cohort graduation dates.
- Cohorts are selected on the intake page when a participant is enrolled in a program. The cohort must be listed in the work plan for it to be selected on the participant's intake page. Subgrantees can select from the cohorts listed in the parent organization's work plan.

1. Go to the current work plan and select the cohort section.
2. Select Add Cohort and enter the following information.
 - a. Cohort name: Enter a name using the following format [Grantee/Subgrantee_Training Location_Cohort#] so that it is easily recognizable for selection on the participant's intake page.
 - b. Cohort Type: Pre-apprenticeship
 - c. Start Date
 - d. End Date
 - e. Provider
 - f. Note (optional)

Project Work Plan

Reports

PROJECT PLAN

Grantee Name: Community Partnership

Created By: 04/01/2025 - scenario tester1

Approved By: Not Yet Approved

Closed By: Not Yet Closed

Save

Cancel

Project Narrative

Activities and Outcomes

Cohorts

COHORTS

Add Cohort

10 entries per page

Name	Type	Job Specific Training	Start Date	End Date	Provider
cohort 1 - Solar - LLCC	Job Specific	Solar Photovoltaic Training	10/01/2024	10/31/2025	Lincoln Land Community College
Cohort 2 - Bridge - LLCC	Bridge		02/03/2025	02/28/2025	LLCC

Showing 1 to 2 of 2 entries

ADD COHORT

Cohort Name *

cohort 3 - EV - LLCC

Cohort Type *

Job Specific

Type of Job Specific Training *

Hybrid/EV Technical Training

Start Date *

04/30/2025

End Date *

06/30/2025

Provider *

LLCC


Notes

This is a description of or notes about the cohort.


Close

Save

Example of Cohort on the Participant Intake Page


TEST

DASHBOARDS -
GROUPS
HI, STESTER1


CEJA REPORTING SYSTEM INTAKE

Progress
Intake
Career Plan
Referral
Program Completion/Follow-Up

Profile: Issac Bernard

Email
issacbernard@noemail.com

DOB 1/1/2000

Last 4 SSN N/A

See All

Update Profile

Reset Password

Send Message

Participant Summary Tools

Assessments

Case Notes

Credentials

Training/Services

Uploads

Worksites

Instructions/Resources

Completing Applications

Completing Intake

Service Needs Assessment

Case Notes Tool

Uploading Files

1. Complete Application
Prescreening Information
View Application Completed on 3/6/2025
Completed and signed 3/3/2025

☐ Requires Funds for Completing Intake

2. Career Assessment
Add Career Assessment
10 entries per page
Assessment
Career Assessment Completed on 04/01/2025
View a Program Assessment Summary for steps 1, 2, and 3.

3. Complete screening for Service Needs Assessment
Services Needs Assessment
10 entries per page
Assessment
Service Needs Assessment Completed on 03/19/2025
View a Program Assessment Summary for steps 1, 2, and 3.

4. Customer Status: Enrolled
☐ Transfer customer to a different navigator/grantee
Upload Signed Agreement
Signed Agreements:
Add Case Note
Add Cohort
cohort 1 - Solar - LLCC-Solar Photovoltaic Training 03/03/2025-03/28/2025 Lincoln Land Community College Edit
Cohort 2 - Bridge - LLCC-Bridge 02/03/2025-02/28/2025 LLCC Edit

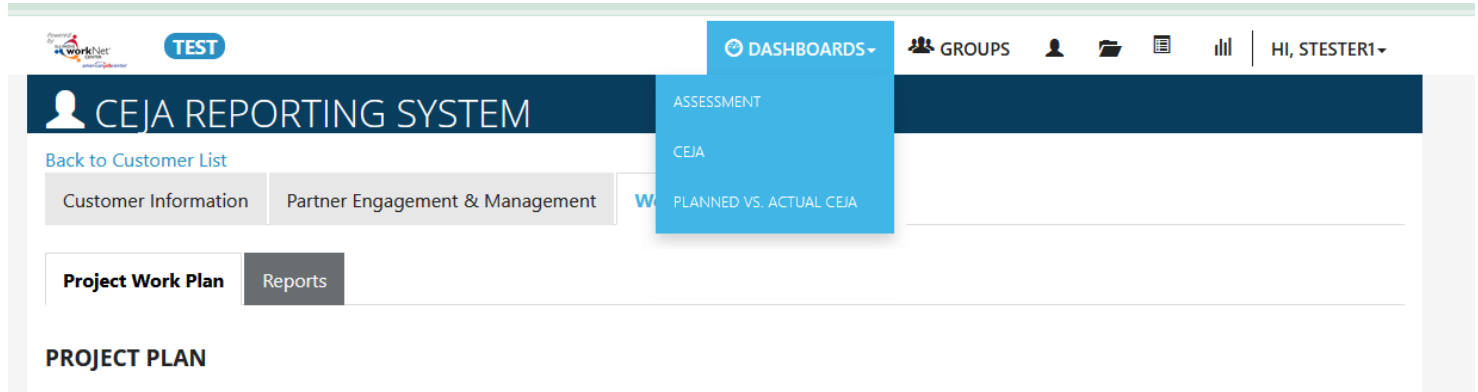
5. Use Customer's Training & Services/Career Plan to:
1. Use Customer's Career Plan to:
1. Discuss initial application responses saved in the career plan and add a summary to the plan.
2. Discuss goals based on the customer's current situation and where they want to be. Add goals to the plan.
3. Discuss steps/services that can help them reach their goals. Add the steps/services and related information to the plan.
4. Make sure the customer agrees to the plan. If not, make adjustments so they are on-board with the plan.
5. Have the customer sign the plan either electronically (paper copy is not needed) or physically (paper copy is needed).
2. Make sure the customer knows how to view their plan online through their Illinois workNet account.
1. They should know the plan is a communication tool and they should review and ask for any adjustments to the plan.
2. Let them know they may be asked to electronically sign the career plan if changes are made.
3. Let them know they can see a history of updates to their plan
4. Let them know there are other resources in the plan that can help them update their resume and find a job.
3. Update the plan as needed
1. Add case notes.
2. Update steps/services as they are started, updated, and completed.
3. Have the customer electronically sign their career plan as needed.
☒ I have provided the customer with features and how to access their career plan.
4/1/2025 11:54 AM by stester1

Go to the Customer's Training & Services/Career Plan

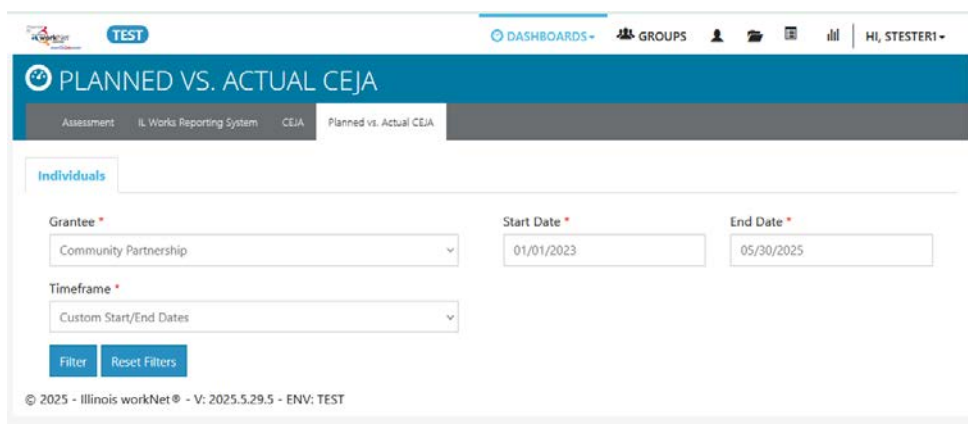
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Planned vs Actual Dashboard

1. Select the dashboard menu at the top of the screen.
2. Planned vs Actual Dashboard CEJA



3. Filter the dashboard by grantee and timeframe.
 - a. Grantees will only see the organizations they have access to view. If the parent organization is selected, the sub-grantees' information will be included in the results. Parent organizations can filter the results to display the subgrantee-only results.
 - b. Timeframe options include:
 - i. All
 - ii. Calendar Year and Quarter
 1. Select Calendar Year
 2. Select Quarter
 - a. All
 - b. Quarter January-March
 - c. Quarter April – June
 - d. Quarter July -September
 - e. Quarter October - December
 - iii. Custom Start/End Dates
 1. Enter start date mm/dd/yyyy
 2. Enter end date mm/dd/yyyy



4. Select Filter to see the results. To change the filter settings, select reset filters to clear the results and select different filter options.

Results Example Image

DASHBOARDS • GROUPS • HI, STESTER1 •

Assessment • IL Works Reporting System • CEJA • Planned vs. Actual CEJA

Individuals

Grantee *
Community Partnership

Start Date *
01/01/2023

End Date *
05/30/2025

Timeframe *
Custom Start/End Dates

Filter Reset Filters

Activities and Outcomes	Last Completed Quarter	# Planned	# Actual
Outreach and Partnerships			
Outreach events delivered ⓘ	0	5	3
Attendees of outreach events ⓘ	0	5	65
Inquiry contacts ⓘ	54	5	126
Engagements with apprenticeship or employer partners ⓘ	2	5	5
Service Delivery			
Climate Works Program Applicants(L) ⓘ	15	5	55
Climate Works Enrolled Participants(L) ⓘ	6	5	15
Climate Works Graduates(L) ⓘ Show the number of graduates by training program provider	1	5	6
Characteristics			
Resident of EJC and/or R3 community ⓘ	15	5	50
Persons who are formerly incarcerated ⓘ	3	5	20
Foster care system members or graduates ⓘ	3	5	19
Transition Outcomes			
RAP Applicants Applied(L) ⓘ Show names of apprenticeship programs participants applied to	0	5	1
RAP Waitlisted(L) ⓘ Show names of apprenticeship programs with waitlisted participants	0	5	2
RAP Placements(L) ⓘ Show names of apprenticeship programs that have placed participants	0	5	1
RAP Retention 12 months(L) ⓘ	Not Available	5	Not Available
Job placements in construction/building trade/clean energy employment (L) ⓘ Show names of construction/building trades/clean energy employers who have hired Climate Works Grantees	0	5	3
Job retention, 12 months(L) ⓘ	Not Available	5	Not Available
Advanced training placements in clean energy ⓘ Show names of advanced training providers	0	5	3
Training program retention, 12 months ⓘ	Not Available	5	Not Available
Job placements outside of construction/building trade/clean energy employment ⓘ Show names of employers outside of the construction/building trades/clean energy industries who have hired participants	0	5	2

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Climate Works Work Plan & Monthly Report Planned vs. Actual Dashboard

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Things to Know

- The first column lists the Activities and Outcomes that are aligned to the work plan. This column includes definition info bubbles for the row. This column also includes show/hide links to additional data related to the row. Select the link to display the data. Select it again to hide the data.
- The second column includes the data from the previous quarter.
- The third column included the planned numbers from the most recent work plan.
- The fourth column includes the results calculated from the data in the reporting system. It includes a link to a filtered list of customers/results.

Activity & Outcomes	Info bubble DEFINITIONS	Data source
Outreach and Partnerships		
Outreach events delivered	Outreach events include, but are not limited to, presentations, class visits, career fairs, open houses, or other activities hosted by the grantee or in partnership with another organization to raise awareness of clean energy careers and provide information about participating in Climate Works.	Data from the Partner and Engagement & Management: Outreach tab. Total number of outreach events with an event date on or between the filter dates
Attendees of outreach events	Attendees are the people who attend outreach events.	Data from the Partner and Engagement & Management: Outreach tab. Total number of attendees for all outreach events with an event date on or between the filter dates
Inquiry contacts	Inquiry contacts are those who express an interest in the Program and agree to share their contact information with the Program for recruitment purposes.	Total number of people entered into the system with an add/inquiry date on or between the filter dates.
Engagements with apprenticeship or employer partners	Engagements may include but are not limited to activities that engage employers, registered apprenticeship programs, or other industry professionals for a) conducting outreach or recruiting participants for the CEJA Workforce Hubs, b) offering job site training (work-based learning) or other instruction for program participants, or c) helping participants transition into apprenticeship programs or jobs (job placement, shadowing, coaching, job fair, etc.).	Data from the Partner and Engagement & Management: Engagement tab. (engagements use the same logic for all programs, but the text needs to be specific for each program planned vs actual dashboard)

Climate Works Work Plan & Monthly Report Planned vs. Actual Dashboard

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Service Delivery		
Climate Works Program Applicants (L)	Program applicants who have applied to participate in the Climate Works Program.	# of participants who have/have had a status of Applicant for grantee(s) on/between the filter start/end dates
Climate Works Enrolled participants(L)	Enrolled participants are individuals who have applied and been accepted into the Climate Works Program, have completed the intake procedures, and attended at least one day of training.	# of participants who have/have had a status of Enrolled for grantee(s) on/between the filter start/end dates
Graduates of Climate Works Program(L)	Graduates are those who have completed the pre-apprenticeship training program by completing all modules (80% attendance, 70% or higher test scores on all modules) and met requirements associated with required credentials and certifications.	# of participants who have/have had a status of complete or exited for grantee(s) with the status date on/between the filter start/end dates
Characteristics		
Resident of EJC and/or R3 community	Any person who resides in a community that is in an environmental justice community and/or an R3 community.	# of applicants/enrolled participants/completed/Exited who were identified as a resident of an EJC and/or R3 at the time of application.
Persons who are formerly incarcerated	Any individual who was confined in a correctional institution who was charged with or convicted of any criminal offense. "Correctional institution" means any—(a) prison; (b) jail; (c) reformatory; (d) work farm; (e) detention center; or (f) halfway house, community-based rehabilitation center, or any other similar institution designed for the confinement or rehabilitation of justice-involved individuals.	# of applicants/enrolled/completed/Exited customers who answered yes in either of the following application questions: Have you ever been incarcerated for a felony or misdemeanor?
Foster care system members or graduates	Any person who a) is currently in the foster care system, b) has aged out of the foster care system, c) has attained age 18 and left foster care for kinship guardianship or adoption, or d) is in an out-of-home placement.	# of applicants/enrolled/completed/Exited customers who answered yes to the following application question: Are you a graduate of foster care or currently in foster care?
Transition Outcomes		

Climate Works Work Plan & Monthly Report Planned vs. Actual Dashboard

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RAP Applicants Applied (L)	*A program graduate who has applied to a US Department of Labor Registered Apprenticeship Program in the construction and building trades.	Participants who have an apprenticeship transition outcome Apprenticeship status = applied/denied/placed/waitlisted - Answered "yes" to is this a is the apprenticeship in construction/building trades question. Answered "yes" to is this a DOL registered apprenticeship program question.
RAP Wait Listed (L)	*A program graduate who has been wait-listed in a US Department of Labor Registered Apprenticeship Program in the construction and building trades.	Participants who have an apprenticeship transition outcome Apprenticeship status = waitlisted Answered "yes" to is this a is the apprenticeship in construction/building trades question. Answered "yes" to is this a DOL registered apprenticeship program question.
RAP placements (L)	A program graduate who has been accepted and placed into a US Department of Labor Registered Apprenticeship Program in the construction and building trades.	Participants who have an apprenticeship transition outcome Apprenticeship status Placed Answered "yes" to is this a is the apprenticeship in construction/building trades question. Answered "yes" to is this a DOL registered apprenticeship program question.
RAP retention 12 months: (L)	A program graduate who is still enrolled in the apprenticeship program 12 months after start date and is working toward journey person status.	Populate with "Not Available"
Job placements in construction/building trade/clean energy employment (L)	A program graduate who is hired on a full-or part-time basis in the clean energy industry or the construction and building trades.	Participants who have a Job Placement transition outcome Answered "yes" to is this in construction/building trades question.
Job retention, 12 months(L)	A program graduate who is still employed on a full or part-time basis in the clean energy industry or the construction and building trades 12 months after hire date.	. Populate with "Not Available"
Advanced training placements	A program graduate who enrolls in an advanced training program in clean energy/construction/building trades.	Participants who have an Other Training transition outcome Answered "yes" to is this a is the apprenticeship in construction/building trades question.
Training program retention, 12 months	A program graduate who is still enrolled in an advanced training program in clean energy/construction/building trades after 12	Populate with "Not Available"

	months.	
Job placements outside of construction/building trade/clean energy employment	*Number of participants who found employment outside their sponsor or other apprenticeship partner but within the trades/clean energy industries.	Participants who have an Other Training transition outcome Answered “no” to is this a is the apprenticeship in construction/building trades question.