Purpose

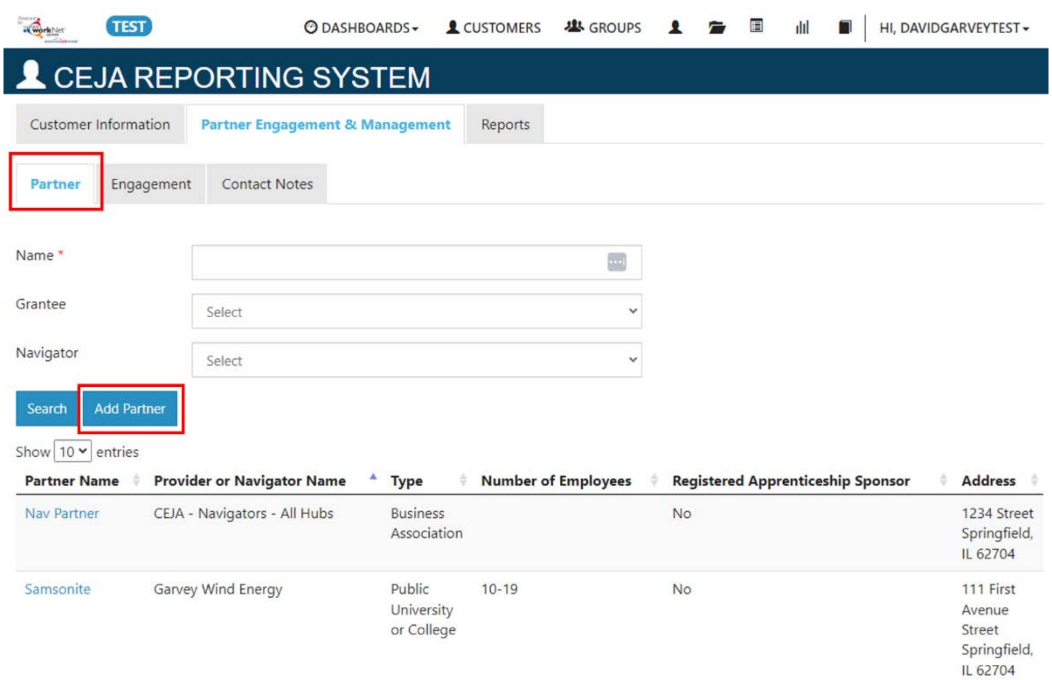
In Partner Engagement & Management, Grantees have access to a tool that allows them to add and maintain partner sites and their engagements with partnering organizations.

Who Enters/Maintains Data

- Grantee/Service Provider enters Partner sites, Engagements, and Contact Notes for organizations they have partnered with.

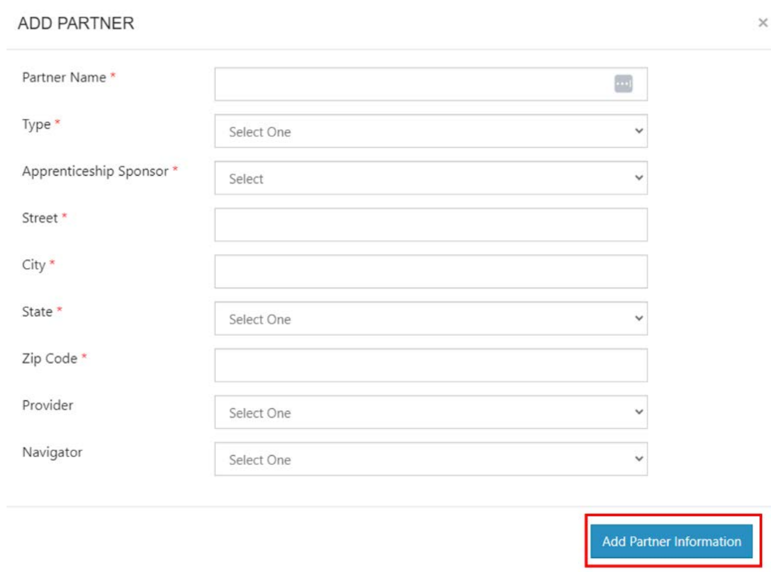
Access Partner Details

1. Log in to www.illinoisworknet.com
2. Select My Dashboard and select Customer Support Center.
3. Select CEJA/FEJA Programs.
4. Select Partner Engagement & Management
5. If you are associated with multiple providers/locations for the program, theywill display as a list. Select the Grantee or Navigator.
6. Click the Search button.



Add a Partner

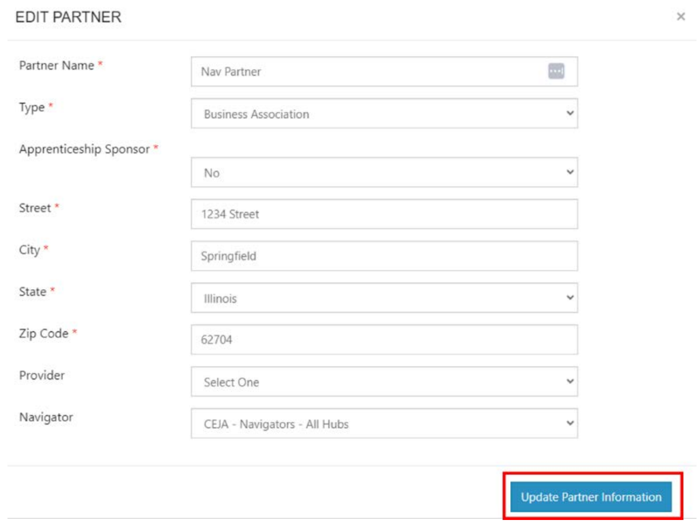
1. On the Participant Recruitment & Engagement Management screen, select the Add Partner button.
2. Enter the following information for each partner engagement:
    a. Partner Name
    b. Type
        i. Business Association
        ii. Industry Association
        iii. Employer
        iv. Number of Employees
        v. Clean Energy Industry
        vi. Are you an Equitable Eligible Contractor (EEC)?
        vii. Government Organization (state or municipal)
        viii. Community Based Organization
        ix. Public University or College
        x. Community College
        xi. Vocational
        xii. Technical School
        xiii. Private for-Profit Training
        xiv. High School
        xv. Union
    c. Apprenticeship Sponsor
    d. Street
    e. City
    f. State
    g. Zip Code
    h. Provider
    i. Memorandum of Understanding (MOU) Status + file upload if status of "Complete" is selected
3. Click the Add Partner Information button.



On the Partner tab of Participant Engagement & Management, Service Provider Managers can search and update partner information.

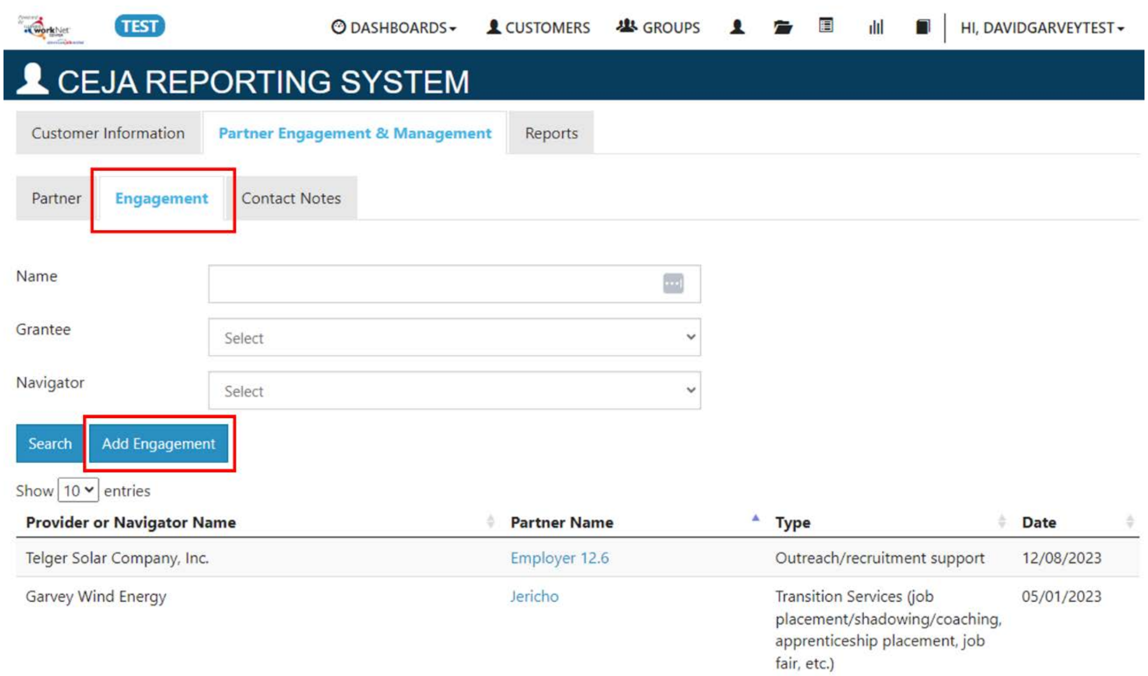
Edit Partner Information

1. Enter the partner name in the Name field.
2. Click Intermediary/Provider and select the provider.
3. Click the Search button.
4. Click the Partner Name and update the partner information.
5. Then, click the Update Partner Information button.

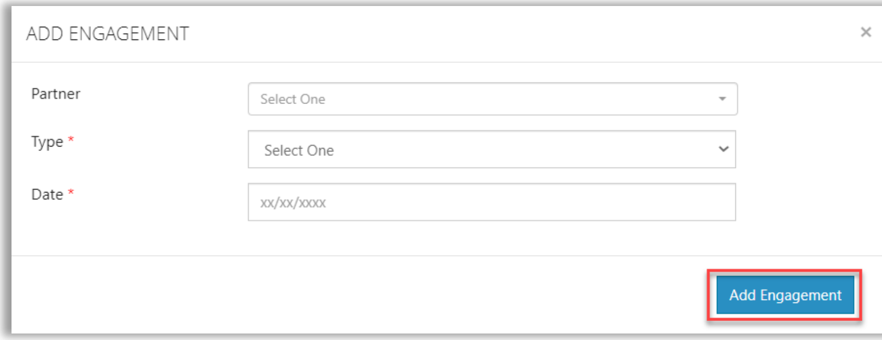


Add Engagement

1. On the Participant Recruitment & Engagement Management screen, on the Engagement tab, select the Add Engagement button.

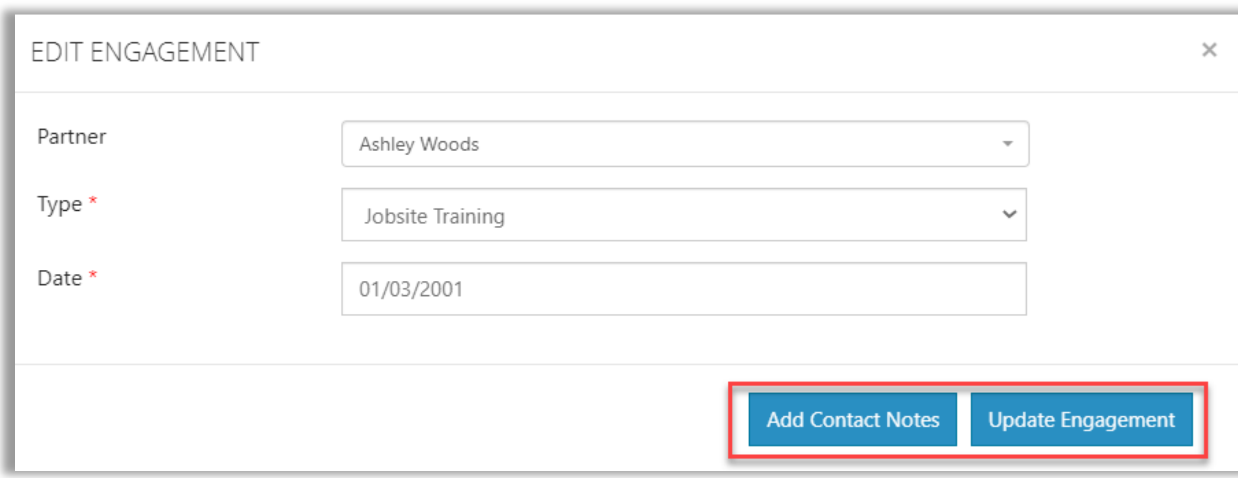


1. Enter the following information for each engagement:
    a. Partner
    b. Type
    c. Date
    d. Click the Add Engagement button.



Edit Engagement Information

6. Enter the partner's name in the Name field.
7. Click Intermediary/Provider and select the provider.
8. Click the Search button.
9. Click the Partner Name and update engagement information.
10. Then, click the Add Contact Note or Update Engagement button.



Note: When editing an engagement, Service Providers can add a contact note to provide additional information regarding that engagement.

Adding Contact Notes

1. Enter the following information:
    - Subject
    - Comment
2. Click on Add Contact Note button.
    - A message box will appear stating Contact Note Added.

      Click on the OK button to return to the Partner Engagement & Management screen.