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### Purpose:

To enter work plans into the reporting system so that grantees can view their planned number compared to the data within the reporting system.

### Who Enters/Maintains Data

- **Grantee/Provider Staff for Parent Organizations** enter work plan information 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 the view planned vs actual dashboard.

### Enter the Work Plan

1. Log in to [www.illinoisworknet.com](http://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

Select

Grantee Project Manager \*

scenario tester10

Grantee Reporting Staff \*

scenario tester5

Grantee Fiscal Staff \*

scenario tester9

Other (if needed)

Select

Project Overview

This is the project description.

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

Activities and Outcomes	
Projection Title	# Planned
<b>Outreach &amp; Partnerships</b>	
Outreach events delivered *	<input type="text" value="0"/>
Attendees of outreach events *	<input type="text" value="0"/>
Inquiry Contacts *	<input type="text" value="0"/>
Engagements with employers/apprenticeships/industry to support CEJA workforce programs *	<input type="text" value="0"/>
<b>Service Delivery</b>	
Climate Works Program Applicants(L) *	<input type="text" value="0"/>
Climate Works Enrolled Participants(L) *	<input type="text" value="0"/>
Workforce Hub Program Applicants(L) *	<input type="text" value="0"/>
Workforce Hub Enrolled Participants(L) *	<input type="text" value="0"/>
Referrals for other CEJA Programs (such as Contractor Incubator Program) *	<input type="text" value="0"/>
Referrals for other workforce programs not listed above *	<input type="text" value="0"/>
<b>Characteristics</b>	
Resident of EITHER EJ or R3 community(L) *	<input type="text" value="0"/>
Residents of BOTH an environmental justice community AND an R3 community(L) *	<input type="text" value="0"/>
Persons who are formerly incarcerated or have prior involvement with the criminal legal system *	<input type="text" value="0"/>
Foster care system members or graduates *	<input type="text" value="0"/>

c. Save the plan.

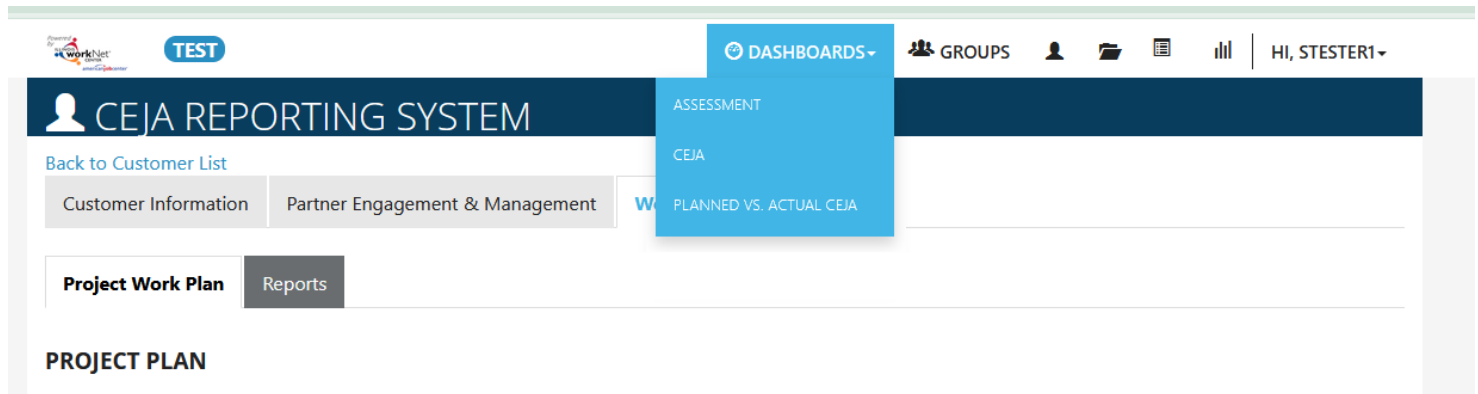
## Monthly Report / Planned vs Actual Dashboard

### 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


### 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.

## Example of Planned vs Actual Dashboard


TEST

DASHBOARDS +
GROUPS
HI, STESTERS

### PLANNED VS. ACTUAL CEJA

Assessment
IL Works Reporting System
CEJA
Planned vs. Actual CEJA

[Back to Customer List](#)

Individuals

Navigator \*  
Advantage Revolution

Timeframe \*  
All

Filter
Reset Filters

Activities and Outcomes	Last Completed Quarter	# Planned	# Actual
<b>Outreach and Partnerships</b>			
Outreach events delivered ⓘ	0	0	11
Attendees of outreach events ⓘ	0	0	296
Inquiry contacts ⓘ	67	0	117
Engagements with employers/ apprenticeships/industry to support CEJA workforce programs ⓘ <a href="#">Show names of employers/ apprenticeships/industries to support CEJA workforce programs</a>	4	0	8
<b>Service Delivery</b>			
Climate Works Program Applicants(L) ⓘ	2	5	17
Climate Works Enrolled Participants(L) ⓘ	2	6	5
Workforce Hub Program Applicants(L) ⓘ	0	7	23
Workforce Hub Enrolled Participants(L) ⓘ	1	8	4
Referrals for other CEJA Programs (such as Contractor Incubator Program) ⓘ	4	25	4
Referrals for other workforce programs not listed above ⓘ <a href="#">Show list of other programs who received referrals</a>	10	30	10
<b>Characteristics</b>			
Resident of EITHER EJC or R3 community(L) ⓘ	0	9	18
Residents of BOTH an EJC and an R3 community(L) ⓘ	4	10	25
Persons who are formerly incarcerated or have prior involvement with the criminal legal system ⓘ	6	11	27
Foster care system members or graduates ⓘ	3	12	19
Persons with other barriers to employment, such as language barriers or low educational attainment ⓘ	5	13	24
Displaced energy workers ⓘ	3	14	14

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## ET Navigator Work Plan & Monthly Report/Planned vs. Actual Dashboard

August 2025 v3

Table with info bubble and data source information

ACTIVITY AND OUTCOMES	DEFINITIONS	data in the system
<b>Outreach and Partnerships</b>		
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 CEJA programs.	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 employers/apprenticeships/ industry to support CEJA workforce programs	Engagements may include but are not limited to activities that engage employers 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 clean energy jobs or apprenticeship programs (job placement, shadowing, coaching, job fair, etc.).	Data from the Partner and Engagement & Management: Engagement tab. Total number of engagements with a date on or between the filter dates.
Show names of employers/apprenticeships/industries to support CEJA workforce programs		List of employer/apprenticeship/ industry names from data in the Partner and Engagement & Management: Engagement tab.
<b>Service Delivery</b>		
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
Workforce Hub Program Applicants (L)	Program applicants who have applied to participate in the Workforce Hub Program.	# of participants who have/have had a status of Applicant for grantee(s) on/between the filter start/end dates
Workforce Hub Enrolled Participants(L)	Enrolled participants are individuals who have applied and been accepted into the Workforce Hub 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
Referrals for other CEJA Programs (such as Contractor Incubator Program)	Inquiry contacts referred to other CEJA programs (such as Contractor Incubator Program or Contractor Accelerator Program)	# of participants who have/have had a status of inquiry on/between the filter start/end dates and is associated with the Contractor Incubator/Accelerator Program.
Referrals for other workforce	Inquiry contact referrer to other workforce programs	# of participants who have/have had a

## ET Navigator Work Plan & Monthly Report/Planned vs. Actual Dashboard

August 2025 v3

ACTIVITY AND OUTCOMES	DEFINITIONS	data in the system
programs not listed above	not listed above such as WIOA, JTED, and Illinois Works.	status of inquiry on/between the filter start/end dates and is associated with Referred to nonCEJA Program
Show list of other programs that received referrals		List of programs when the customers have been referred to a nonCEJA program. These programs include Illinois Works, JTED, Other Community College Programs, Other Private Training Providers, WIOA Training Programs, Workforce Equity Initiative (WEI)
<b>Characteristics</b>		
Resident of EITHER EJ or R3 community(L)	Any person who resides in an environmental justice community (defined as a community where residents have historically been subject to disproportionate burdens of pollution, including pollution from the energy sector). Any person who resides in an R3 community is defined as an Illinois community that has been harmed by violence, excessive incarceration, and economic disinvestment.	# of applicants/enrolled participants/completed/Exited who were identified as a resident of EITHER an EJC or R3 at the time of application.
Residents of BOTH an environmental justice community AND an R3 community(L)	Any person who resides in a community that is BOTH an environmental justice community AND an R3 community.	# of applicants/enrolled/completed/Exited customer who were identified as a resident of BOTH an EJC or R3 at the time of application.
Persons who are formerly incarcerated or have prior involvement with the criminal legal system.	A person who either a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act or b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.	# 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? Have you had prior involvement in the criminal legal system?
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?
Persons with other barriers to employment, such as language barriers or low educational attainment	A person with a barrier that is presumed to affect placement in employment, such as a language barrier or low educational attainment. A person with a language barrier is defined as an adult who is an English language learner or who has low literacy skills, meaning a person who computes or solves problems, reads, writes, or speaks at or below the 8th-grade level or is unable to compute or solve problems, read, write, or speak at a level necessary to function on the job. A person with low educational attainment is an adult who does not have a high school diploma or equivalent. Other barriers to employment may be considered for prioritization as well.	# of applicants/enrolled/completed/Exited customers who answered yes to the following application question: Do you have other barriers to employment?

ACTIVITY AND OUTCOMES	DEFINITIONS	data in the system
Displaced energy workers	An energy worker who has lost employment or is anticipated by the Department to lose employment within the next 5 years, due to the reduced operation or closure of a fossil fuel power plant, nuclear power plant, or coal mine.	# of applicants/enrolled/completed/Exited customers who answered yes to the following application question: Are you a displaced energy worker?