CEJA Reporting System
Overview Session
December 16, 2025

REPORTING SYSTEM PARTNER GUIDE

https://www.illinoisworknet.com/partners/Pages/ReturningResidents.aspx

GET SET UP IN THE SYSTEM **GRANTEE DETAILS**

- Grantee Details the Customer Support Center ([PDF](#))

GET SET UP IN THE SYSTEM TRAINING PROGRAMS

- Add Training Programs (PDF)

GET SET UP IN THE SYSTEM TRAINING PROGRAMS

GET SET UP IN THE SYSTEM TRAINING PROGRAMS

GET SET UP IN THE SYSTEM WORK PLAN

REPORTING SYSTEM INTAKE

Add Customers and Complete Prescreening

1. Go to Customer list and select Add Customer
2. Enter the customer information to create an Inquiry record and follow-up date. Identify customers who do not want to be contacted in the future.
3. Complete Prescreening to identify eligible programs and connect the customer with a program that suits their needs
4. Transfer customers to other CEJA programs as needed.
5. If the customer does not have an existing Illinois workNet account, an account will be created

Detail Instructions: Add Customer, Add Customer - Returning Residents, Transfer Customers
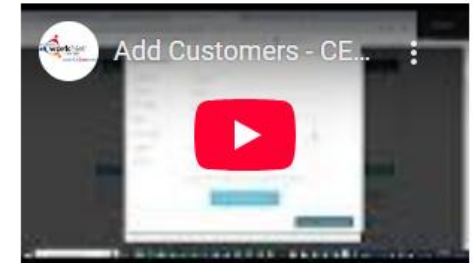
Complete a CEJA Program Application

1. Enter additional demographic and contact information
2. The system will determine eligibility. Enter the customer's interest in participating in the program.
3. Review the application summary

Detail Instructions: Complete CEJA Application, Complete Returning Resident Application
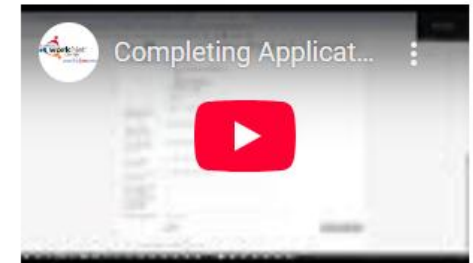
Complete Intake Assessments

1. Document in funds are provided to help the customer complete intake.
2. Complete the Career assessment
3. Complete Service Needs Assessment
4. Provide customer with information on how to access their career plan

Detail Instructions: Complete CEJA Intake, Returning Resident Intake

https://www.illinoisworknet.com/partners/Pages/ReturningResidents.aspx
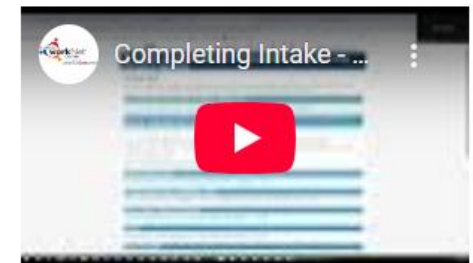
REPORTING SYSTEM ENTER SERVICE INFORMATION

Career Plan and Services

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1. Add/Edit goals
2. Enter or Update Services in the Career Plan
3. Add planned start/end dates and provider information to prepopulated required services.
4. Add other services as needed.
5. Update services status, post-assessments, and credentials.
6. Use the Progress page to easily identify services that need attention.

Detail Instructions: Update Career Plan, Progress Page

Policy: Enrollment & Barrier Reduction Policy, Stipend Policy

Career Plan and Pro...
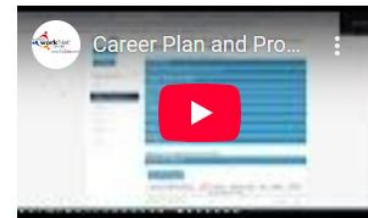
| Plan Overview | 1. Review Assessment | 2. Set Goals | 3. Add Steps/Services | Update Log |

PLAN OVERVIEW   CASE NOTES (3) ▲

Profile: Angus Hawkins   View/Print EP Form

Email
angushawkins@noemail.com

DOB 1/1/2000

Last 4 SSN N/A

See All

Update Profile

Reset Password

Send Message

Related Instructions

Creating a Career Plan Overview

Career Plan Rubric

Services Cost Report

Case Notes Tool

Uploading Files

Participant Summary Tools

Assessments

Case Notes

Credentials

Program History

ⓒ **Latest Customer Goals/Plan Agreement: (Status: _Unknown_)**

Select plan status ⌄

Save Status (Send Request)

ASSESSMENTS	DESIRED CAREER PATH	ACCOMPLISHMENTS
Career Cluster Inventory Not Complete **Employment 101 - Pre** Not Complete **Employment 101 - Post** Not Complete **Employment 101** Not Started	**Career Pathway Choice** None **Occupation 1** None **Occupation 2** None **Wage Goal (Per Hour)** None See More	**Earned Credentials: 0** **Completed Goals: 0** **Completed Services: 0**

⚙ CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Complete training program	Hide Next Steps	Education/ Training Plan	5/1/2025	7/31/2025	Not Started
	Bridge Training		5/1/2025	5/30/2025	Planned/Not Started (Scheduled)
	Follow-up Services		5/30/2025	7/31/2025	Planned/Not Started (Scheduled)
Get a job		Career Plan			Not Started

REPORTING SYSTEM ENTER SERVICE INFORMATION

Training Service Data

- **Status (required)** - All services include the related goal, status, start date, weekly hours, and notes. A completion date is required if the status is complete.

- **Service Provider (required)** - Identify who is providing the service. The grantee is the default provider. If the grantee is not providing the service, enter the provider information

- **Post-assessment (required upon completion)** – The post-assessment section is preset with 70% as the passing score. The grantee will need to enter a post-assessment score of 70% or higher before the service can be marked as successfully completed.

- **Credentials** – There are several credentials listed on this tab. Select the credentials earned with the service. The fields will be prepopulated so that only the credential source and date earned need to be entered. If additional credentials are earned, they can be manually entered

Other Services Data

- **Status (required)** - All services include the related goal, status, start date, weekly hours, and notes. A completion date is required if the status is complete

- **Service Provider (required)** - Identify who is providing the service. The grantee is the default provider. If the grantee is not providing the service, enter the provider information

- **Dollar Value of Service** (optional)
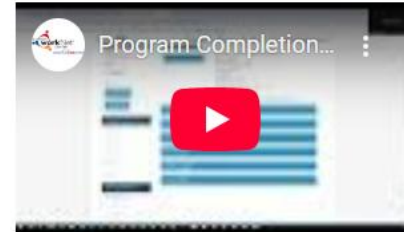
REPORTING SYSTEM ENTER SERVICE INFORMATION

REPORTING SYSTEM COMPLETION/FOLLOW-UP

Enter or Update Completion/Follow-Up Information

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- Enter training completion.
- Enter transition outcomes.
- Enter program completion.
- Enter follow-up case notes.
- Enter success stories.

Detail Instructions: Program Completion/Follow-Up

Program Completion...

Updates to this section of the Quick Start Guide are forthcoming.

CEJA REPORTING SYSTEM FOLLOW-UP

Back to Customer List

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

FOLLOW-UP   CASE NOTES(5)

Profile: Daniela Hartley

Email
danielahartley@noemail123.com

DOB 1/1/2008

Last 4 SSN N/A

See All

Update Profile

Reset Password

Send Message

Participant Summary Tools

Add Training Completion Status — **Training Completion Status:** Released Prior to Completion - 8/1/2025

Add Program Completion Status — **Program Completion Status:** Released Prior to Completion Follow Up Date: 9/1/2025

Add Transition Outcomes — No Transition Outcome entered yet.

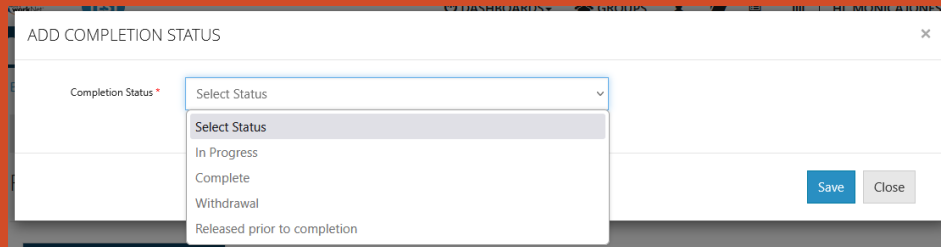Follow-Up Case Notes

Earned Credentials

Success Stories

COMPLETION INFORMATION TERMINATION COMPLETION

COMPLETION INFORMATION TRAINING COMPLETION

COMPLETION INFORMATION TRAINING COMPLETION

COMPLETION INFORMATION TRAINING COMPLETION

COMPLETION INFORMATION TRAINING COMPLETION

COMPLETION INFORMATION PROGRAM COMPLETION
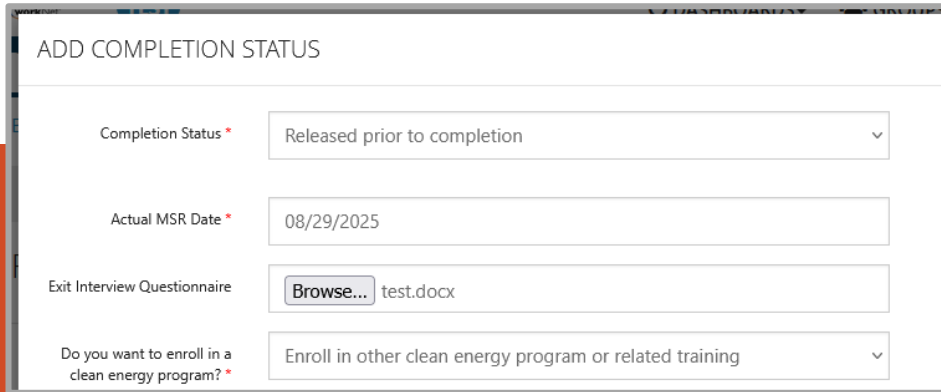
PROGRAM COMPLETION STATUS CO-ENROLLED

ADD COMPLETION STATUS
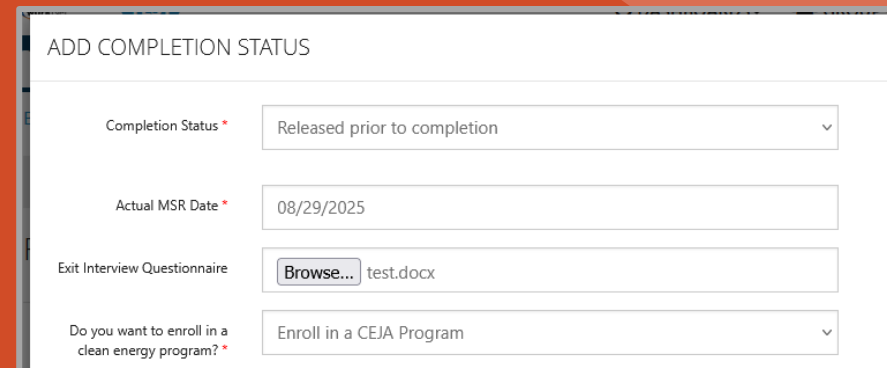
Completion Status *	Released prior to completion
Actual MSR Date *	08/29/2025
Exit Interview Questionnaire	Browse... test.docx
Do you want to enroll in a clean energy program? *	Enroll in other clean energy program or related training

This person's program completion status will be "Co-enrolled" once they enter the transition outcome for other training, and RR still needs to provide wrap-around service. They will remain "Co-enrolled" until they complete the training.

Add Program Completion Status

If the person goes to a nonCEJA program and the RR program does not need to provide wrap-around services, they should have a program completion of Exit (with follow-up).

ADD COMPLETION STATUS

Completion Status *	Released prior to completion
Actual MSR Date *	08/29/2025
Exit Interview Questionnaire	Browse... test.docx
Do you want to enroll in a clean energy program? *	Enroll in a CEJA Program

This person will have a status of "Released prior to completion – Applying to CEJA program" until they start WH/CW services. Then the RR program completion status will change to "Co-enrolled".

TRANSITION OUTCOMES **APPRENTICESHIP**

TRANSITION OUTCOMES JOB SEARCH

TRANSITION OUTCOMES JOB PLACEMENT

TRANSITION OUTCOMES OTHER TRAINING

TRANSITION OUTCOMES OPEN SMALL BUSINESS

Add Transition Outcomes

ADD TRANSITION OUTCOMES   ✕

Outcome	Opened Small Buisness ▾
Is this business in Clean Energy or Construction/ Building Trades? * ⓘ	○ Yes ○ No/Unsure
State of Business *	Select One ▾
Business Name	
Business Address *	
Business Address Line 2	
Business City	
Business State	Select One ▾
Business ZIP Code	
Business URL *	
Number of Employees *	
Year Business Opened *	
What Services does this Business Provide *	
Follow-Up Date *	

Save   **Close**

PROGRAM COMPLETION/FOLLOW-UP
FOLLOW-UP/CREDENTIALS/SUCCESS STORIES

Follow-Up Case Notes

If this customer no longer wishes to receive follow-ups, Add and edit the "Follow-up Services (CM)" service.

- ✗ 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

Earned Credentials

Not applicable when completing/withdrawing from program.

To add a credential go back to your training service and identify the credential earned. Only credentials for which the corresponding service/step is complete will show here.

[10 ▾] entries per page   Search: [_____]

Name	Credential Type	Credential Source	Date Attained ▼	Institution	Source
OSHA 10-Hour Certification	Certification	Copy of Certificate	5/29/2025	Occupational Safety and Health Administration (OSHA)	workNet

Showing 1 to 1 of 1 entry   « ‹ 1 › »

Success Stories

[Add Success Story]

Title	Program Type	Service Provider	Career Pathway	Date Created	Status

THANKS FOR VIEWING!