Climate Works

Work Plan and Monthly Report
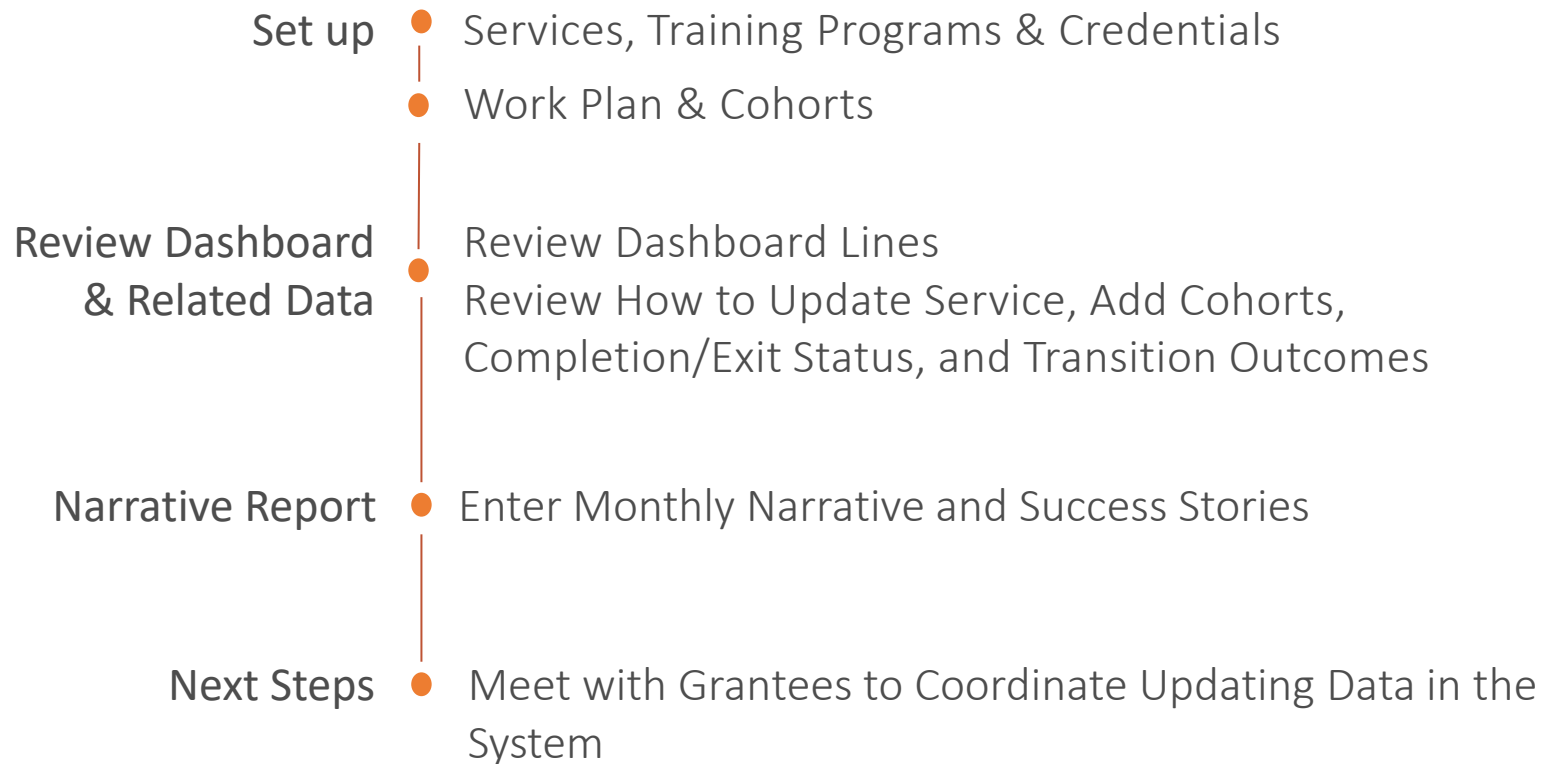
CEJA Reporting System August 27, 2025

CLIMATE WORKS REPORTING SYSTEM
WORK PLAN & MONTHLY REPORT

Set up
- Services, Training Programs & Credentials
- Work Plan & Cohorts

Review Dashboard & Related Data
- Review Dashboard Lines
- Review How to Update Service, Add Cohorts, Completion/Exit Status, and Transition Outcomes

Narrative Report
- Enter Monthly Narrative and Success Stories

Next Steps
- Meet with Grantees to Coordinate Updating Data in the System

SET UP GRANTEE DETAILS TAB: SERVICES

SET UP TRAINING PROGRAMS TAB: TRAINING PROGRAM

SET UP TRAINING PROGRAMS TAB: CREDENTIALS

Do not enter these into Training Programs

SET UP WORK PLAN PROJECT NARRATIVE

Notes:
- Project Overview is the Project Summary (The name will be updated in the system.)
- The grant number is not required.

SET UP WORK PLAN
ACTIVITIES & OUTCOMES

- Year two work plan planned numbers should be cumulative for years one and two.
- Data points that impact the report:
  - Planned numbers populate the Dashboard

SET UP WORK PLAN COHORTS

- Once a work plan is saved, the "Add Cohort" button appears.
- Previous cohorts are visible in the cohort section.
- 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
- Data points that impact the report:
  - Cohort Information (Pre-Apprenticeship)

MONTHLY REPORT / PLANNED vs ACTUAL

- Filters by Grantee, Subgrantee, Timeframe
- The line items align with the current monthly report (Excel file)
- Planned numbers are populated by the most recent work plan in the CEJA reporting system
- The info bubbles describe the data collected.
- Numbers link to a filter list of results
- Select the show/hide links to see additional information related to the reporting line (i.e., related cohorts, credentials, program names, etc.)
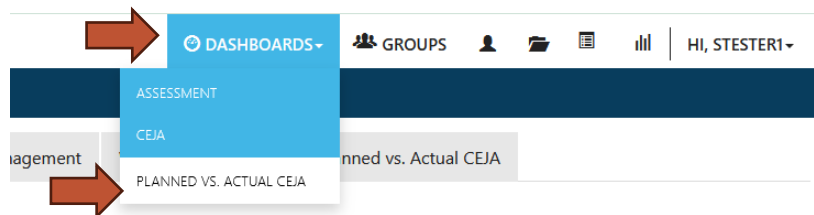
Customer Information | Partner Engagement & Management | Work Plan & Reports | **Planned vs. Actual CEJA**

Individuals

Grantee *
Community Partnership

Timeframe *
All

[Filter] [Reset Filters]
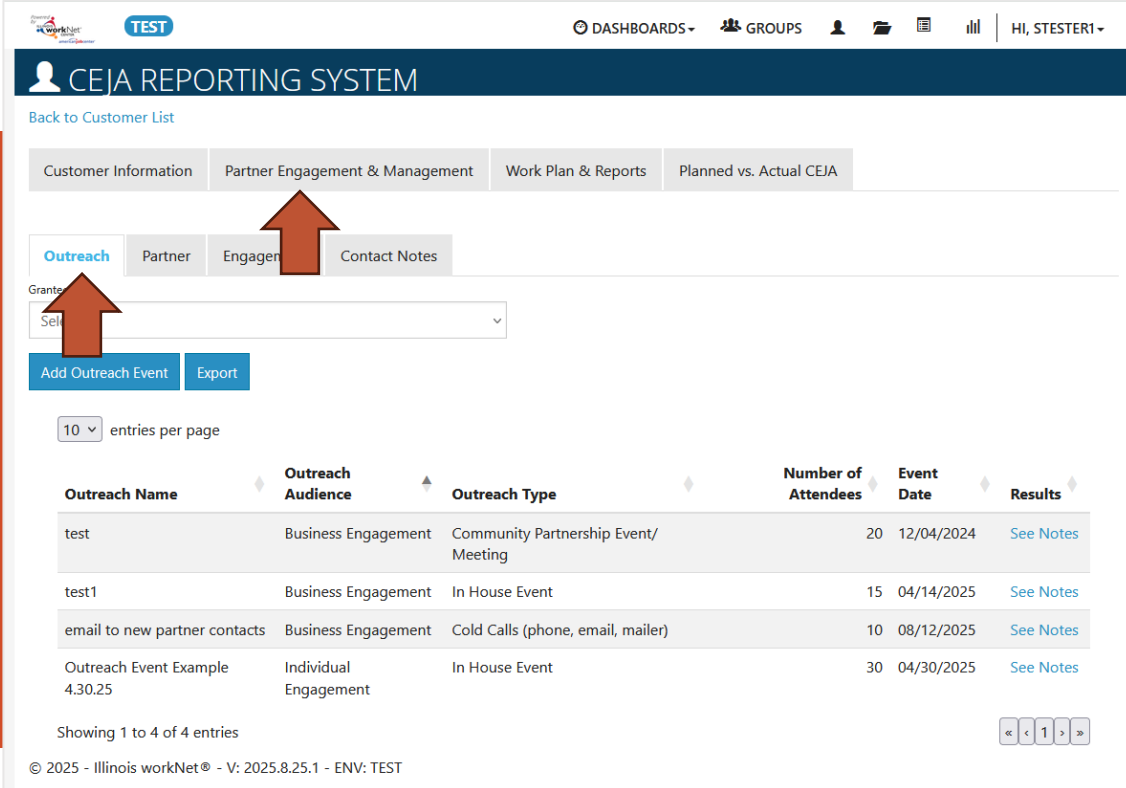
Activities and Outcomes	Last Completed Quarter	# Planned	# Actual
Outreach and Partnerships			
Outreach events delivered ⓘ	2	5	4
Attendees of outreach events ⓘ	45	5	75
Inquiry contacts ⓘ	71	5	157
Engagements with apprenticeship or employer partners ⓘ	1	5	6
Service Delivery			
Climate Works Program Applicants(L) ⓘ	29	5	70
Climate Works Enrolled Participants(L) ⓘ	8	5	19
Climate Works Completers(L) ⓘ Show the number of completers by training program provider	2	5	6
Characteristics			
Resident of EJC and/or R3 community ⓘ	27	5	65
Persons who are formerly incarcerated ⓘ	11	5	28
Foster care system members or graduates ⓘ	13	5	31
Transition Outcomes			
RAP Applicants Applied(L) ⓘ Show names of apprenticeship programs participants applied to	1	5	1
RAP Waitlisted(L) ⓘ Show names of apprenticeship programs with waitlisted participants	2	5	2
RAP Placements(L) ⓘ Show names of apprenticeship programs that have placed participants	0	5	1
RAP Retention 12 months(L) ⓘ	Unavailable	5	Unavailable
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	2	5	3
Job retention, 12 months(L) ⓘ	Unavailable	5	Unavailable
Advanced training placements in clean energy ⓘ Show names of advanced training providers	3	5	3
Training program retention, 12 months ⓘ	Unavailable	5	Unavailable
Job placements outside of the construction/building trade/clean energy employment ⓘ Show names of employers outside of the construction/building trades/ clean energy industries who have hired participants	2	5	2

⊙ DASHBOARDS ▾ | 👥 GROUPS | 👤 | 📁 | 🗒 | 📊 | HI, STESTER1 ▾

ASSESSMENT

CEJA

PLANNED VS. ACTUAL CEJA

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REPORT SECTION: OUTREACH & PARTNERSHIPS

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	Data from the Partner and Engagement & Management: Engagement tab. Total number of engagements with a date on or between the filter dates

Climate Works Work Plan & Monthly Report Instructions ([PDF](PDF))

OUTREACH & PARTNERSHIPS SECTION:
PARTNER ENGAGEMENT & MANAGEMENT OUTREACH TAB

- Outreach refers to recruitment.
- Subgrantees use this tab and NOT the engagement tab to enter outreach events
- When entering cold calls, add one outreach event and continue to update the attendee number and add a note.
- Data points that impact the report:
  - Total number of outreach events with an event date on or between the filter dates
  - Total number of attendees for all outreach events with an event date on or between the filter dates

OUTREACH & PARTNERSHIPS SECTION:
PARTNER ENGAGEMENT & MANAGEMENT PARTNERS TAB

- Data points that impact the report:
  - Partners need to be added to the system to enter engagements.

OUTREACH & PARTNERSHIPS SECTION:
PARTNER ENGAGEMENT & MANAGEMENT ENGAGEMENTS TAB

- Engagements refer to engagements related to working with a partner
- Data points that impact the report:
  - Total number of engagements with a date on or between the filter dates

REPORT SECTION:
SERVICE DELIVERY & CHARACTERISTICS

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
Climate Works Program Completers (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 have met the 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
Show the number of completers by training program provider		List of cohorts associated with the number of customers who have completed the Climate Works Program. The link provides a list of customers who are in the cohort.
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 the following application question: 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?

Climate Works Work Plan & Monthly Report Instructions (PDF)

SERVICE DELIVERY SECTION: INTAKE TAB

Data points that impact the report:
- Inquiry/Prescreening
  - Total number of people entered in the system with an add/inquiry date on or between the filter dates
- Application information
  - # of participants who have/have had a status of Applicant for grantee(s) on/between the filter start/end dates
- Customer status
  - # of participants who have/have had a status of Enrolled for grantee(s) on/between the filter start/end dates
  - # 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
- Cohort: List of cohorts associated with the number of customers who have completed the Climate Works Program. The link provides a list of customers who are in the cohort.
  - Pre-apprenticeship
  - Job Specific

CHARACTERISTICS SECTION: INTAKE TAB

Data points that impact the report:
- Application information
  - # of applicants/enrolled participants/completed/Exited who were identified as a resident of an EJC and/or R3 at the time of application
  - # of applicants/enrolled/completed/Exited customers who answered yes in the following application question: Have you ever been incarcerated for a felony or misdemeanor?
  - # 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?

SERVICE DELIVERY SECTION:
CAREER PLAN TAB

- Each person should have Pre-Apprenticeship Service & Related Credentials entered into the Career Plan.

SERVICE DELIVERY SECTION:
COMPLETION/FOLLOW-UP TAB

- Data points that impact the report:
  - # 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

REPORT SECTION:
TRANSITION OUTCOMES

Climate Works Work Plan & Monthly Report Instructions ([PDF](#))

Transition Outcomes		
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
Show names of the apprenticeship programs participants applied to		List of apprenticeship program names from the apprenticeship transition outcomes.
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.
Show names of apprenticeship programs with waitlisted participants		List of apprenticeship program names from the apprenticeship transition outcomes.
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.
Show names of apprenticeship programs that have placed participants		List of apprenticeship program names from the apprenticeship transition outcomes.
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 "Unavailable"
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 AND answered "yes" to Is this in the construction/building trades question.
Show names of construction/building trades/clean energy employers who have hired Climate Works Grantees		List of employer names from the job placement transition outcomes.
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 "Unavailable"
Advanced training placements in clean energy	A program graduate who enrolls in an advanced training program in clean energy/construction/building trades.	Participants who have an Other Training transition outcome AND answered "yes" to Is this a is in the construction/building trades question.
Show names of advanced training providers		List of program provider names from the other training transition outcomes.
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 months.	Populate with "Unavailable"
Job placements outside of the 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 AND answered "no" to Is this in the construction/building trades question.
List of employer names from the job placement transition outcomes.		List of employer names from the job placement transition outcomes.

TRANSITION OUTCOMES BUTTON: APPRENTICESHIP

- Data points that impact the report:
  - # of participants who have an apprenticeship transition outcome Apprenticeship status = applied/denied/ placed/waitlisted AND answered "yes" to "Is this a is apprenticeship in construction/building trades" question AND answered "yes" to "Is this a DOL registered apprenticeship program" question.
  - List of apprenticeship program names from the apprenticeship transition outcomes.

TRANSITION OUTCOMES BUTTON: JOB PLACEMENTS

- Data points that impact the report:
  - # of participants who have a Job Placement transition outcome AND answered "yes" to Is this in the construction/building trades question.
  - # of participants who have a Job Placement transition outcome AND answered "no" to Is this in the construction/building trades question.
  - List of employer names from the job placement transition outcomes.

TRANSITION OUTCOMES BUTTON: OTHER TRAINING

- Data points that impact the report:
  - # of participants who have an Other Training transition outcome AND answered "yes" to Is this a is in the construction/building trades question.
  - List of program provider names from other training transition outcomes.

NARRATIVE REPORT:

Customer Information	Partner Engagement & Management	**Work Plan & Reports**	Planned vs. Actual CEJA

Project Work Plan | **Reports**

Plan

Climate Works Report

Purpose: Climate Works grantees utilize this report to access and review data submitted to fulfill annual reporting requirements. Regularly reviewing this data ensures the accuracy of the information entered into the system. Users can filter totals and demographic data by date and the following categories:

- Enrollment
- Training Completion
- Apprenticeship Placement

Workforce Hubs Report

Purpose: Workforce Hubs grantees utilize this report to access and review data submitted to fulfill annual reporting requirements. Regularly reviewing this data ensures the accuracy of the information entered into the system. Users can filter totals and demographic data by date and the following categories:

- Enrollment
- Training Completion
- Apprenticeship Placement

Navigator Report

Purpose: Navigators utilize this report to access and review data submitted to fulfill annual reporting requirements. Regularly reviewing this data ensures the accuracy of the information entered into the system. Users can filter totals and demographic data by date and the following categories:

- Enrollment
- Training Completion
- Apprenticeship Placement

Customer Service Report

Purpose: The Customer Service Report provides a list of services provided to customers. The list includes service status options that link to a list of customers with that status. The filtered list can be used to update service information for multiple customers on one screen.

Run the customer services report to:

- View/Export the complete or filtered list of services associated with customers that include the status of each service.
- Update services at a group level by accessing a filtered list of customers who have a specific service.

Narrative Report

Purpose: CEJA grantees use the Narrative Report to submit the narrative that includes:

- Summary of Grant Progress
- Activities
- Barriers and Technical Assistance Needs
- Accomplishments and Success Stories
- Expected Accomplishments for Next Quarter

NARRATIVE REPORT:

NARRATIVE REPORT: SUCCESS STORIES

SECTION FOUR: ACCOMPLISHMENTS AND SUCCESS STORIES

Highlight any significant accomplishments and/or participant level "success stories." Participants should give express permission if providing a participant success story. In documenting success stories, include (1) background, problem, or issue prior to project involvement, (2) services provided by the project, and (3) results or outcomes of involvement in project including evidence of success.

Submit Participant Success Story in the Illinois workNet Success Stories app.
Show October
Show November
December

SECTION FIVE: EXPECTED ACCOMPLISHMENTS FOR THE NEXT MONTH/QUARTER

👤 CEJA REPORTING SYSTEM FOLLOW-UP

Back to Customer List

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

FOLLOW-UP   CASE NOTES(9)

Profile: Issac Bernard

Email
issacbernard@noemail.com

DOB 1/1/2000

Last 4 SSN N/A

See All

Update Profile

Reset Password

Send Message

Add Training Completion Status   **Training Completion Status:** Complete - 7/23/2025

Add Program Completion Status   **Program Completion Status:** Not Exited Follow Up Date: 5/16/2025

Add Transition Outcomes   No Transition Outcome entered yet.

Follow-Up Case Notes

Earned Credentials

Success Stories

Add Success Story

| Title | Program Type | Service Provider | Career Pathway | Date Created | Status |

Participant Summary Tools

Assessments

Case Notes

Credentials

Program History

THANKS FOR PARTICIPATING!

Next Step –
We will provide a sign-up sheet so grantees can set up a time to work with the team. The purpose of the session is to review data in the system, identify areas to update, provide instruction/demonstrations for making updates, and identify next steps to update the information.