



# Climate Works

## Work Plan and Monthly Report

### CEJA Reporting System August 27, 2025

Illinois workNet® is sponsored by the Department of Commerce and Economic Opportunity.

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# 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

TEST DASHBOARDS - GROUPS HI, MONICA JONES -

**PROVIDER INFO**

Appointments File Uploads **Grantee Details** Training Programs Compliance Reports

Project \* CEJA

Provider/Grantee \* Centralia Correctional Center

Select Print

Grantee Info

Provider/Grantee Name: Centralia Correctional Center  
 Grantee Address: 9330 Shattuc Rd Centralia, IL 62801  
 TA Contact Info: InN Sub Program(s)  
 Scope Overview: Accepting Applications: Yes

Grantee Program Name: Program Start Date: Target Population: LWIA

CASE NOTES(0)

ASSOCIATED GRANTS

10 entries per page

Number	Start Date	End Date	Grant Amount	Scheduled Participants	Actual Enrollment	Sub-Program(s) /Categories	Action
No Grants Have Been Added							

Showing 0 to 0 of 0 entries

STAFF COMPLETING REQUIRED TRAINING

NOTE: IT IS RECOMMENDED TO UPLOAD CERTIFICATES OF COMPLETION TO THE "FILE UPLOADS" TAB FOR THE AGENCY.

10 entries per page

First Name	Middle Name	Last Name	Completed Date	Skill Name	Training Completed
No Staff Have Been Added					

Showing 0 to 0 of 0 entries

TRAINING PROGRAMS

10 entries per page

Program Name	Provider Name	Length of Training	Type	Location	Credentials	Credential Institution
Wind Energy Technician	Danville Area Community College	104 weeks	Career Pathway	2000 East Main Street Martin Luther Memorial Way Danville, IL 61832	Earns Wind Test Credential	Danville

Showing 1 to 1 of 1 entries

**SERVICES** Edit Services to Use on Career Plans

10 entries per page Search:

Category	Name	Description	Active Status	delete
Career	WBL - Unpaid Work Experience	PIRL 1205-07 This is an activity designed to promote the development of good work habits and basic work skills for youth who have never worked or who have been out of the labor force for an extended period of time. It is a planned, structured learning experience that takes place in a workplace for a limited period and for which the participant is unpaid. Work experience sites may be in the private for-profit, non-profit or public sectors. Labor standards apply in any work experience where the employee/employer relationship, as defined by the Fair Labor Standards Act, exists. Types of work experiences are Summer Youth Employment, Pre-Apprenticeship, Internships and Job Shadowing, and On-the-Job Training.	Yes	X
N/A	Assistance with completing an apprenticeship program application	Provide assistance with completing a registered apprenticeship application in the construction industry. For program graduates who want to apply for apprenticeship. CEJA:	Yes	X
N/A	Adult Mentoring	Mentoring must last at least 12 months and may take place both during the program and following exit from the program and be a formal relationship between a participant and a mentor that includes structured activities where the mentor offers guidance, support and encouragement to develop the competence and character of the mentee. Group mentoring activities and mentoring through electronic means are allowable. Mentoring may include workplace mentoring where the local program matches a participant with an employer or employee of a company. Local programs should ensure appropriate processes are in place to adequately screen and select mentors. CEJA:	Yes	X
N/A	Alumni Networking	Alumni Networking Service CEJA:	Yes	X
N/A	Assistance with educational testing; Retesting and Make-up Sessions	This is in combination with the instructional template. CEJA:	Yes	X
N/A	Basic computer classes - Short-term Prevocational Services	Basic computer classes Complete: 80% attendance, 70% post assessment CEJA:	Yes	X
N/A	Career advancement services	Services that provide individuals with information about additional education or employment opportunities to advance in career and secure better paying jobs. Services may provide labor market and employment information about in-demand industry sectors or occupations available in local area. May include such as career awareness, career counseling, and career exploration	Yes	X

# SET UP TRAINING PROGRAMS TAB: TRAINING PROGRAM

TEST DASHBOARDS - GROUPS HI, MONICA JONES -

## PROVIDER INFO

Appointments File Uploads Grantee Details **Training Programs** Compliance Reports

Add Program Information Baseline Requirements Add Associated Credentials

VIEW INSTRUCTIONS HERE

ADD TRAINING PROGRAM FOR CENTRALIA CORRECTIONAL CENTER

VIEW AVAILABLE TRAINING PROGRAMS AND PROVIDERS

What type of program do you offer?

- Registered apprenticeship
- Pre-apprenticeship
- Career pathway
- Youth apprenticeship
- Illinois apprenticeship
- Illinois pre-apprenticeship

**APPROVED TRAINING PROGRAM SOURCE**

- Private Business Vocational Schools Search
- Use a WIOA Approved Training Program Search
- Submit training program for approval. This program is not required to be included in the WIOA approved training program search.

**PROGRAM INFORMATION**

Program Name \* Wind Energy Technician

Program Description \* This program prepares individuals to work in the emerging wind power energy industry. Students will complete an industry-derived curriculum as they learn about the electrical power generation industry, safety at the worksite, mechanical devices, as well as hydraulic and electrical systems. Graduates enter the workforce

Grantee Name Centralia Correctional Center

Provider Name \* Danville Area Community College

Street Address 1 \* 2000 East Main Street

Street Address 2 Martin Luther Memorial Way

Clear Fields

TEST DASHBOARDS - GROUPS HI, MONICA JONES -

## CAREER PLAN - EDIT CUSTOMER SERVICE

Progress Intake Career Plan Referral Program Completion/Follow-Up

Status (Default) Service Provider Post-Assessments Earned Credentials

Career Plan / Add Activities/Services / Edit Customer Service

### EDIT CUSTOMER SERVICE

Profile: Angus Hawkins

Email angushawkins@noemail.com

DOB 1/1/2000

Last 4 SSN N/A

See All

Update Profile

Reset Password

Send Message

**Bridge Training**

Pick the initial service provider OR add a new one.

- No Provider
- Centralia Correctional Center - 9330 Shattuck Rd Centralia IL 62801 Clear Program Selection
- Wind Energy Technician - Danville Area Community College - 2000 East Main Street Danville, IL 61832
- Search WIOA Provider
- Search Other Provider

Name \*

Address \*

City \*

State \* Illinois

ZipCode \*

Instructor Select

Add Case Note

Update Customer Service

\*\*This Customer Service was updated by Monica Jones on 5/12/2025 at 4:57 PM\*\*

# SET UP TRAINING PROGRAMS TAB: CREDENTIALS

TEST DASHBOARDS - GROUPS HI, MONICA JONES -

## PROVIDER INFO

Appointments File Uploads Grantee Details **Training Programs** Compliance Reports

Add Program Information Add Associated Credentials

VIEW INSTRUCTIONS HERE

ADD TRAINING PROGRAM FOR CENTRALIA CORRECTIONAL CENTER  
VIEW AVAILABLE TRAINING PROGRAMS AND PROVIDERS

What type of program do you offer?

- Registered apprenticeship
- Pre-apprenticeship
- Career pathway
- Youth apprenticeship
- Illinois apprenticeship
- Illinois pre-apprenticeship

**APPROVED TRAINING PROGRAM SOURCE**

- Private Business Vocational Schools Search
- Use a WIOA Approved Training Program Search
- Submit training program for approval. This program is not required to be included in the WIOA approved training program search.

**PROGRAM INFORMATION**

Program Name \* Wind Energy Technician

Program Description \* This program prepares individuals to work in the emerging wind power energy industry. Students will complete an industry-derived curriculum as the learn about the electrical power generation industry, safety at the worksite, mechanical devices, as well as hydraulic and electrical systems. Graduates enter the workforce

Grantee Name Centralia Correctional Center

Provider Name \* Danville Area Community College

Street Address 1 \* 2000 East Main Street

Street Address 2 Martin Luther Memorial Way

TEST DASHBOARDS - GROUPS HI, MONICA JONES -

## CAREER PLAN - EDIT CUSTOMER SERVICE

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

Status (Default) Service Provider Post-Assessments **Earned Credentials**

Career Plan / Add Activities/Services / Edit Customer Service

### EDIT CUSTOMER SERVICE

Profile: Angus Hawkins

**Email**  
angushawkins@noemail.com

**DOB** 1/1/2000

**Last 4 SSN** N/A

See All

**Update Profile**

Reset Password

Send Message

**Bridge Training**

**CEJA Credentials**

- OSHA 10-Hour Certification
- First Aid/CPR Certification
- NCCER Core Certification
- TradesFutures MC3 Certification

Do not enter these into Training Programs

Credential **Wind Test Credential** associated with grantee's **Wind Energy Technician** training program.

Add Credential Manually

Clear

Search:

Name	Type	Source	Institution	Data Source
No data available in table				

Showing 0 to 0 of 0 entries

# SET UP WORK PLAN **PROJECT NARRATIVE**

TEST

DASHBOARDS - GROUPS HI, STESTER1 -

## CEJA REPORTING SYSTEM

Back to Customer List

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

**Project Work Plan** Reports

Calendar Year: 2025

Grantee: Community Partnership

Submit Project Plan Reset Filters

10 entries per page

Project Narrative	Grant #	Added Date	Added By	Status
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## Notes:

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

TEST

DASHBOARDS - GROUPS HI, STESTER1 -

## CEJA REPORTING SYSTEM

Back to Customer List

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

**Project Work Plan** Reports

**PROJECT NARRATIVE**

Grantee Name: Community Partnership

Save Cancel

### Project Narrative

Grant Number: 24-456789

Grantee Project Manager \*  
Select

Grantee Reporting Staff \*  
Select

Grantee Fiscal Staff \*  
Select

Other (if needed)  
Select

Project Overview \*

Activities and Outcomes

Cohorts

# 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

TEST

DASHBOARDS GROUPS HI, STESTER

## CEJA REPORTING SYSTEM

[Back to Customer List](#)

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

**Project Work Plan** Reports

Project Name: Community Partnership

Save Cancel

### Project Narrative

#### 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 clean energy employers or other industry professionals *	<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"/>
Climate Works Completers(L) *	<input type="text" value="0"/>
<b>Characteristics</b>	
Residents of EJC and/or R3 community *	<input type="text" value="0"/>
Persons who are formerly incarcerated *	<input type="text" value="0"/>
Foster care system members or graduates *	<input type="text" value="0"/>
<b>Transition Outcomes</b>	
RAP Applicants Applied(L) *	<input type="text" value="0"/>
RAP Waitlisted(L) *	<input type="text" value="0"/>
RAP Placements(L) *	<input type="text" value="0"/>
RAP Retention 12 months(L) *	<input type="text" value="0"/>
Job placements in construction/building trade/clean energy employment(L) *	<input type="text" value="0"/>
Job retention, 12 months(L) *	<input type="text" value="0"/>
Advanced training placements in clean energy *	<input type="text" value="0"/>
Training program retention, 12 months *	<input type="text" value="0"/>
Job placements outside of the construction/building trade/clean energy employment *	<input type="text" value="0"/>

Cohorts

# 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)

TEST

DASHBOARDS - GROUPS HI, STESTER1 -

## CEJA REPORTING SYSTEM

Back to Customer List

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

Project Work Plan Reports

**PROJECT PLAN**

**Grantee Name:** Community Partnership  
**Created By:** 05/30/2025 - scenario tester1  
**Approved By:** 05/30/2025 - DCEO user1  
**Closed By:** Not Yet Closed

Submit for Approval Return to Work Plan List Cancel

Project Narrative

Activities and Outcomes

Cohorts

COHORTS

Add Cohort

10 entries per page

Name	Type	Job Specific Training	Start Date	End Date	Provider	Actual # Enrolled
Cohort 1 - Pre-apprenticeship	Pre-Apprenticeship	Pre-Apprenticeship	04/01/2025	06/30/2025	ICC	8
Cohort 2 - EV Tech - LLCC	Job Specific	Hybrid/EV Technical Training	04/01/2025	06/30/2025	LLCC	0
cohort 4 - ICC - Solar	Pre-Apprenticeship	Pre-Apprenticeship	05/08/2025	05/30/2025	icc	1
Cohort 3 - Pre-apprenticeship - LLCC	Pre-Apprenticeship	Pre-Apprenticeship	03/03/2025	03/31/2025	LLCC	0

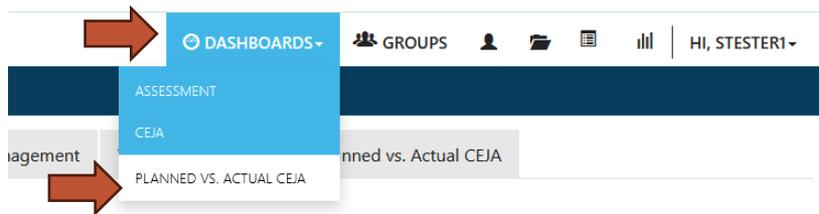
Showing 1 to 4 of 4 entries

Submit for Approval Return to Work Plan List Cancel

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# 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
<b>Outreach and Partnerships</b>			
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
<b>Service Delivery</b>			
Climate Works Program Applicants(L) ⓘ	29	5	70
Climate Works Enrolled Participants(L) ⓘ	8	5	19
Climate Works Completers(L) ⓘ <small>Show the number of completers by training program provider</small>	2	5	6
<b>Characteristics</b>			
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
<b>Transition Outcomes</b>			
RAP Applicants Applied(L) ⓘ <small>Show names of apprenticeship programs participants applied to</small>	1	5	1
RAP Waitlisted(L) ⓘ <small>Show names of apprenticeship programs with waitlisted participants</small>	2	5	2
RAP Placements(L) ⓘ <small>Show names of apprenticeship programs that have placed participants</small>	0	5	1
RAP Retention 12 months(L) ⓘ	Unavailable	5	Unavailable
Job placements in construction/building trade/clean energy employment (L) ⓘ <small>Show names of construction/building trades/clean energy employers who have hired Climate Works Grantees</small>	2	5	3
Job retention, 12 months(L) ⓘ	Unavailable	5	Unavailable
Advanced training placements in clean energy ⓘ <small>Show names of advanced training providers</small>	3	5	3
Training program retention, 12 months ⓘ	Unavailable	5	Unavailable
Job placements outside of the construction/building trade/clean energy employment ⓘ <small>Show names of employers outside of the construction/building trades/clean energy industries who have hired participants</small>	2	5	2

# 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

# 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

TEST

DASHBOARDS - GROUPS HI, STESTER1 -

## CEJA REPORTING SYSTEM

[Back to Customer List](#)

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

Outreach Partner Engagement Contact Notes

Grants  
Self

Add Outreach Event Export

10 entries per page

Outreach Name	Outreach Audience	Outreach Type	Number of Attendees	Event Date	Results
test	Business Engagement	Community Partnership Event/ Meeting	20	12/04/2024	<a href="#">See Notes</a>
test1	Business Engagement	In House Event	15	04/14/2025	<a href="#">See Notes</a>
email to new partner contacts	Business Engagement	Cold Calls (phone, email, mailer)	10	08/12/2025	<a href="#">See Notes</a>
Outreach Event Example 4.30.25	Individual Engagement	In House Event	30	04/30/2025	<a href="#">See Notes</a>

Showing 1 to 4 of 4 entries

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# 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.

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

Outreach **Partner** Engagement Co Notes

Name \*

Program

Grantee

Advanced Search

10 entries per page

Partner Name	Provider or Navigator Name	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
<a href="#">Masey Test</a>	Community Partnership	High School		No	123 Test Way Springfield, IL 62711
<a href="#">YWCA Mclean</a>	Community Partnership	Community Based Organization		No	1201 N Hershey Rd Bloomington, IL 61704
<a href="#">Appreniceship Employer Test</a>	Community Partnership	Apprenticeship		No	1111 s homan ave Chicago, IL 60624

# 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

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

Outreach Partner **Engagement** Notes

Name

Program

Grantee

10 entries per page

Provider or Navigator Name	Partner Name	Type	Date
Community Partnership	Masey Test	Student Support Services	09/02/2024
Community Partnership	Masey Test	Other Instruction	03/17/2025
Community Partnership	Masey Test	Jobsite Training (work-based learning)	05/06/2025
Community Partnership	solar partner	Transition Services (job placement/shadowing/coaching, apprenticeship placement, job fair, etc.)	08/13/2025
Zion College	test	Outreach/recruitment support	12/05/2024

# 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
<a href="#">Show the number of completers by training program provider</a>		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?

# 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

TEST

DASHBOARDS GROUPS HI, STESTER1

## CEJA REPORTING SYSTEM INTAKE

Back to Customer List

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

INTAKE 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

Participant Summary Tools

- Assessments
- Case Notes
- Credentials
- Program History
- 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
- 3. Complete screening for Service Needs Assessment**
  - Services Needs Assessment
  - 10 entries per page
  - Assessment
  - Service Needs Assessment Completed on 07/30/2025
  - Service Needs Assessment Completed on 03/19/2025
  - View a Program Assessment Summary for steps 1, 2, and 3.
- 4. Customer Status: Complete**
  - Transfer customer to a different navigator/grantee
  - Note:** If the customer is enrolled, please close their services and update their Training Completion Status to "Withdrawal" on the Program Completion/Follow-Up tab.
  - Upload Signed Agreement
  - Signed Agreements:
  - Add Case Note
  - Add Cohort
  - cohort 4 - ICC - Solar-Pre-Apprenticeship 04/01/2025-04/11/2025 icc 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 as they agree based with the

# 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?

TEST

DASHBOARDS GROUPS HI, STESTER1

## CEJA REPORTING SYSTEM INTAKE

Back to Customer List

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

INTAKE 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

Participant Summary Tools

- Assessments
- Case Notes
- Credentials
- Program History
- 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

« < 1 > »

**3. Complete screening for Service Needs Assessment**

Services Needs Assessment

10 entries per page

Assessment

Assessment	Last Updated
Service Needs Assessment Completed on 07/30/2025	07/30/2025
Service Needs Assessment Completed on 03/19/2025	03/19/2025

« < 1 > »

View a Program Assessment Summary for steps 1, 2, and 3.

**4. Customer Status: Complete**

Transfer customer to a different navigator/grantee

**Note:** If the customer is enrolled, please close their services and update their Training Completion Status to "Withdrawal" on the Program Completion/Follow-Up tab.

Upload Signed Agreement

Signed Agreements:

Add Case Note

Add Cohort

cohort 4 - ICC - Solar-Pre-Apprenticeship 04/01/2025-04/11/2025 icc 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 as they agree based with the

# SERVICE DELIVERY SECTION: CAREER PLAN TAB

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

TEST

DASHBOARDS - GROUPS HI, STESTER1 -

## CAREER PLAN OVERVIEW - CEJA

[Back to Customer List](#)

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

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

### PLAN OVERVIEW

[CASE NOTES \(7\)](#)

Profile: Dillon Capote [View/Print EP Form](#)

Email [dilloncapote@noemail.com](mailto:dilloncapote@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](#)
- [Training/Services](#)

**Latest Customer Goals/Plan Agreement: (Status: *Unknown*)**

Select plan status

[Save Status \(Send Request\)](#)

I have provided the customer with features and how to access their career plan.

**ASSESSMENTS**

**Career Cluster Inventory**  
Not Complete  
**Employment 101 - Pre**  
Not Complete  
**Employment 101 - Post**  
Not Complete  
**Employment 101**  
Not Started

**DESIRED CAREER PATH**

**Career Pathway Choice**  
None  
**Occupation 1**  
None  
**Occupation 2**  
None  
**Wage Goal (Per Hour)**  
None

[See More](#)

**ACCOMPLISHMENTS**

**Earned Credentials: 0**

**Completed Goals: 0**

**Completed Services: 2**

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Complete Training	<a href="#">Hide Next Steps</a>	Career Plan	8/18/2025	8/31/2025	On Track
	<a href="#">Pre-apprenticeship Training</a>		8/18/2025	8/31/2025	Successful Completion
	<a href="#">Follow-up Services</a>		8/18/2025	8/31/2025	Successful Completion

# SERVICE DELIVERY SECTION: COMPLETION/FOLLOW-UP TAB

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 [Add Training Completion Status](#) **Training Completion Status:** Complete - 7/23/2025

**Email**  
issacbernard@noemail.com [Add Program Completion Status](#) **Program Completion Status:** Not Exited Follow Up Date: 5/16/2025

**DOB** 1/1/2000

**Last 4 SSN** N/A [Add Transition Outcomes](#) No Transition Outcome entered yet.

[See All](#)

**Update Profile**

[Reset Password](#)

[Send Message](#)

**Participant Summary Tools**

[Follow-Up Case Notes](#)

[Earned Credentials](#)

[Success Stories](#)

- 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

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.

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

# TRANSITION OUTCOMES BUTTON: APPRENTICESHIP

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](#)

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

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

**Add Transition Outcomes**



### ADD TRANSITION OUTCOMES

Outcome: Apprenticeship

Apprenticeship Status \*  
Applied

Is this Apprenticeship in Clean Energy or Construction/Building Trades \*  
 Yes  No/Unsure

Is the apprenticeship Union or Non-Union? \*  
 Union  Non-Union

Is this a DOL Registered Apprenticeship program? \*  
 Yes  No

RAPIDS ID: 123456

RAPIDS ID is unknown \*

Apprenticeship Program \*  
Construction

[Save](#) [Close](#)

- 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 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

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](#)

**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**

**ADD TRANSITION OUTCOMES**

Outcome: Job Placement

Is this job in Clean Energy or Construction/Building Trades? \*  Yes  No/Unsure

Is this job a temporary or transition job? \*  Yes  No/Unsure

Do They Receive Fringe Benefits? \*  Yes  No/Unsure

**Employer Information**

Name \* SB Construction Company

Address 1 \* 123 Street

Address 2

## 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

The screenshot displays the 'CEJA REPORTING SYSTEM FOLLOW-UP' interface. At the top, there is a navigation bar with a 'Back to Customer List' link and a series of tabs: 'Progress', 'Intake', 'Career Plan', 'Referral', and 'Program Completion/Follow-Up'. The 'Program Completion/Follow-Up' tab is active, and an arrow points to it. Below the tabs, the 'FOLLOW-UP' section shows a profile for 'Issac Bernard' with fields for 'Email', 'DOB', and 'Last 4 SSN'. To the right of the profile, there are three buttons: 'Add Training Completion Status', 'Add Program Completion Status', and 'Add Transition Outcomes'. An arrow points from the 'Add Transition Outcomes' button to a modal form titled 'ADD TRANSITION OUTCOMES'. The modal form contains the following fields:

- Outcome:** Other Training
- Is this training in Clean Energy or Construction/Building Trades? \***:  Yes  No/Unsure
- Type of Training \***: Community College
- Training Program Information:**
  - Program Name \***: Solar Training Program
  - Provider Name \***: Lincoln Land Community College
  - Program Address 1**: [Empty]
  - Program Address 2**: [Empty]
  - City \***: Springfield
  - State \***: Illinois
  - Zip Code \***: 62704
- Status \***: Enrolled
- Status Date \***: 08/04/2025

At the bottom of the modal, there is an 'Add Another Status' link and 'Save' and 'Close' buttons.

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

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:

**CEJA REPORTING SYSTEM**

[Back to Customer List](#)

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

Provider: Community Partnership

[Search](#) [Add Report](#)

10 entries per page

Calendar Year	Quarter	Narrative	
2024	Quarter Oct 1 - Dec 31	sfgsfd	<a href="#">View</a>
2025	Quarter Jan 1 - Mar 31	gfd	<a href="#">View</a>
2025	Quarter Jan 1 - Mar 31	ddd	<a href="#">View</a>
2025	Quarter Jan 1 - Mar 31	ggffsd	<a href="#">View</a>
2025	Quarter Apr 1 - Jun 30	this is text is for may.....	<a href="#">View</a>

Showing 1 to 5 of 5 entries

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ADD MONTHLY & QUARTERLY UPDATE

Provide a narrative update regarding the activity that occurred over the last quarter. Include a summary of information from all applicable categories. All information from the narrative must be entered into the text boxes below.

Calendar Year: 2024 | Quarter: Quarter Oct 1 - Dec 31 | Month: December

**SECTION ONE: SUMMARY OF GRANT PROGRESS**  
Provide a short executive summary (1-3 paragraphs) of planned vs. actual progress during the reporting period. Include information that details services from outreach to retention in employment.  
[Show October](#)  
[Show November](#)  
December

**SECTION TWO: ACTIVITIES**  
Report on specific activities during the reporting period, including completion dates and key deliverables, as outlined in the approved Work Plan timeline. Describe any changes to the Work Plan timeline, staffing, or activity delivery, including the reason for the change(s).  
[Show October](#)  
[Show November](#)  
December

**SECTION THREE: BARRIERS AND TECHNICAL ASSISTANCE NEEDS**  
Summarize any challenges or concerns the project encountered during the reporting period that may have affected or slowed grant progress of the Work Plan timeline and how the project intends to resolve them. Describe any technical assistance needed from the grantor to address the issue(s).  
[Show October](#)  
[Show November](#)  
December

**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**  
Describe the priorities that will be addressed in the next reporting period along with all anticipated accomplishments.  
[Show October](#)  
[Show November](#)  
December

**SECTION SIX: ADDITIONAL INFORMATION**  
Provide other grant-specific information considered to be important yet not captured in other sections of the report.  
[Show October](#)  
[Show November](#)  
December

[Close](#) [Save](#) [Print](#)

# 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](#)

**Participant Summary Tools**

[Assessments](#)

[Case Notes](#)

[Credentials](#)

[Program History](#)

[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
-------	--------------	------------------	----------------	--------------	--------



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# 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.

*The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information please refer to the footer at the bottom of [www.illinoisworknet.com](http://www.illinoisworknet.com).*