



# Climate Works

Work Plan and Monthly Report

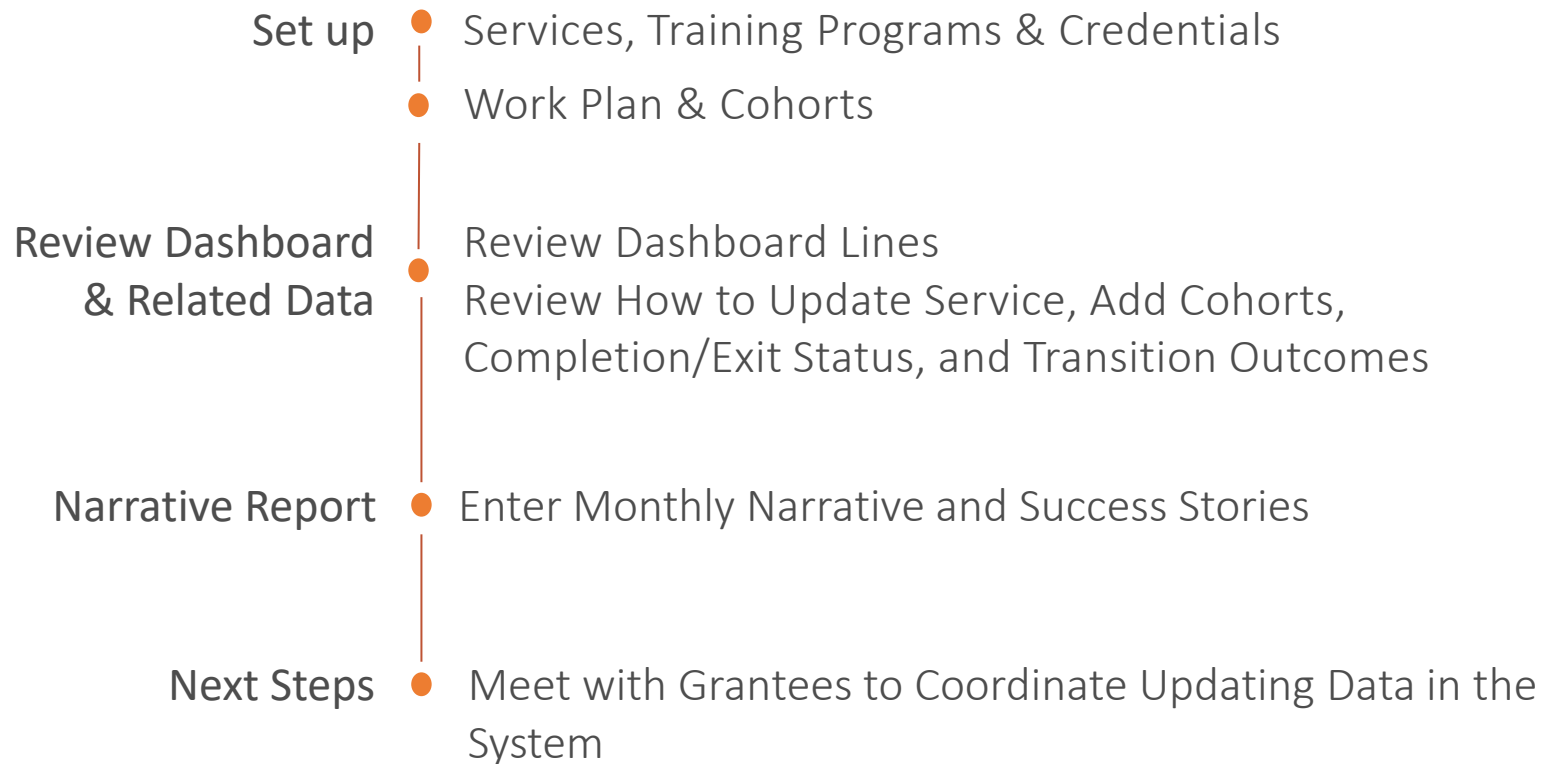
CEJA Reporting System August 27, 2025

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

---

# CLIMATE WORKS REPORTING SYSTEM

## WORK PLAN & MONTHLY REPORT





# 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 | Add 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 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

[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 Shattuc 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

[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](#) [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 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

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

[Add Credential Manually](#)

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**

This screenshot shows the 'Project Work Plan' tab in the CEJA Reporting System. The interface includes a top navigation bar with 'DASHBOARDS', 'GROUPS', and a user profile 'HI, STESTER1'. Below the navigation bar are tabs for 'Customer Information', 'Partner Engagement & Management', 'Work Plan & Reports' (which is active), and 'Planned vs. Actual CEJA'. Under the 'Work Plan & Reports' tab, there are sub-tabs for 'Project Work Plan' and 'Reports'. The 'Project Work Plan' sub-tab is active, showing a form with 'Calendar Year' set to 2025 and 'Grantee' set to 'Community Partnership'. There are 'Submit Project Plan' and 'Reset Filters' buttons. At the bottom, there is a table with columns for 'Project Narrative', 'Grant #', 'Added Date', 'Added By', and 'Status'. The table currently has no data rows.

## Notes:

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

This screenshot shows the 'Project Narrative' form in the CEJA Reporting System. The interface is similar to the previous screenshot, with the 'Work Plan & Reports' tab active. The 'Project Narrative' sub-tab is active, showing a form with several fields: 'Grant Number' (with value 24-456789), 'Grantee Project Manager' (with a red asterisk), 'Grantee Reporting Staff' (with a red asterisk), 'Grantee Fiscal Staff' (with a red asterisk), and 'Other (if needed)'. Each of these fields has a 'Select' button. Below these fields is a 'Project Overview' section with a red asterisk and a large text area for input. At the bottom of the form, there are two blue bars labeled 'Activities and Outcomes' and '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 *	0
Attendees of outreach events *	0
Inquiry Contacts *	0
Engagements with clean energy employers or other industry professionals *	0
<b>Service Delivery</b>	
Climate Works Program Applicants(L) *	0
Climate Works Enrolled Participants(L) *	0
Climate Works Completers(L) *	0
<b>Characteristics</b>	
Residents of EJC and/or R3 community *	0
Persons who are formerly incarcerated *	0
Foster care system members or graduates *	0
<b>Transition Outcomes</b>	
RAP Applicants Applied(L) *	0
RAP Waitlisted(L) *	0
RAP Placements(L) *	0
RAP Retention 12 months(L) *	0
Job placements in construction/building trade/clean energy employment(L) *	0
Job retention, 12 months(L) *	0
Advanced training placements in clean energy *	0
Training program retention, 12 months *	0
Job placements outside of the construction/building trade/clean energy employment *	0

#### Cohorts

# SET UP WORK PLAN COHORTS

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

<<

<

1

>

>>

Submit for Approval

Return to Work Plan List

Cancel

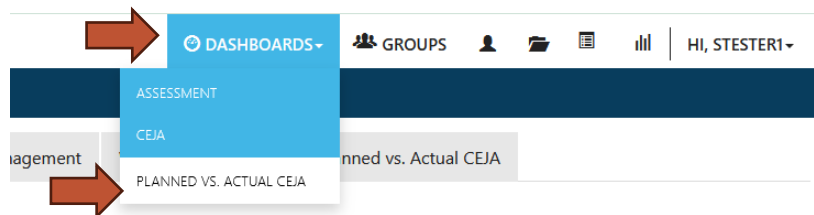
© 2025 - Illinois workNet® - V: 2025.8.22.2 - ENV: TEST

- 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

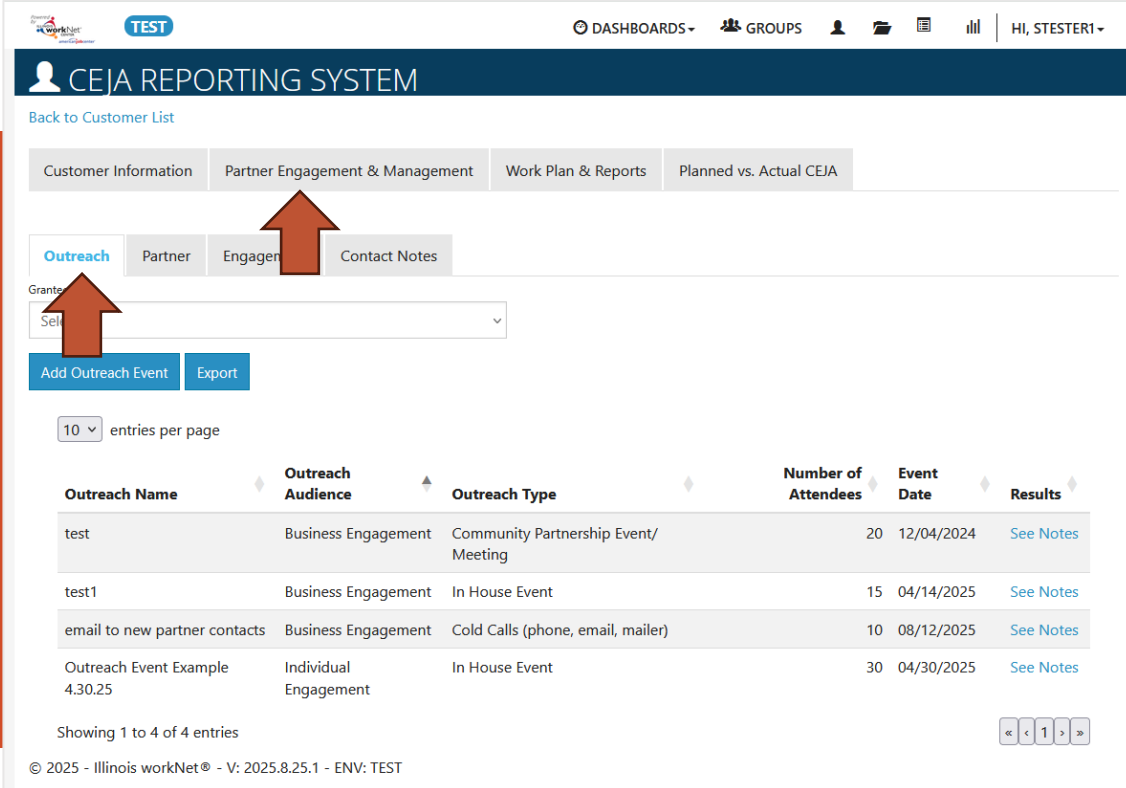
Activities and Outcomes	Last Completed Quarter	# Planned	# Actual
<b>Outreach and Partnerships</b>			
Outreach events delivered ⓘ	2	5	4
Attendees of outreach events ⓘ	45	5	75
Inquiry contacts ⓘ	71	5	157
Engagements with apprenticeship or employer partners ⓘ	1	5	6
<b>Service Delivery</b>			
Climate Works Program Applicants(L) ⓘ	29	5	70
Climate Works Enrolled Participants(L) ⓘ	8	5	19
Climate Works Completers(L) ⓘ <a href="#">Show the number of completers by training program provider</a>	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) ⓘ <a href="#">Show names of apprenticeship programs participants applied to</a>	1	5	1
RAP Waitlisted(L) ⓘ <a href="#">Show names of apprenticeship programs with waitlisted participants</a>	2	5	2
RAP Placements(L) ⓘ <a href="#">Show names of apprenticeship programs that have placed participants</a>	0	5	1
RAP Retention 12 months(L) ⓘ	Unavailable	5	Unavailable
Job placements in construction/building trade/clean energy employment (L) ⓘ <a href="#">Show names of construction/building trades/clean energy employers who have hired Climate Works Grantees</a>	2	5	3
Job retention, 12 months(L) ⓘ	Unavailable	5	Unavailable
Advanced training placements in clean energy ⓘ <a href="#">Show names of advanced training providers</a>	3	5	3
Training program retention, 12 months ⓘ	Unavailable	5	Unavailable
Job placements outside of the construction/building trade/clean energy employment ⓘ <a href="#">Show names of employers outside of the construction/building trades/clean energy industries who have hired participants</a>	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



The screenshot displays the CEJA Reporting System interface. At the top, there's a navigation bar with 'DASHBOARDS', 'GROUPS', and a user profile 'HI, STESTER1'. Below this is a header for 'CEJA REPORTING SYSTEM' with a 'Back to Customer List' link. The main navigation tabs are 'Customer Information', 'Partner Engagement & Management', 'Work Plan & Reports', and 'Planned vs. Actual CEJA'. Under 'Partner Engagement & Management', there are sub-tabs: 'Outreach', 'Partner', 'Engagement', and 'Contact Notes'. The 'Outreach' tab is selected. Below the tabs, there's a 'Grantee' dropdown menu with 'Self' selected. To the right of the dropdown are 'Add Outreach Event' and 'Export' buttons. Below these is a table with 6 columns: 'Outreach Name', 'Outreach Audience', 'Outreach Type', 'Number of Attendees', 'Event Date', and 'Results'. The table contains 4 entries. At the bottom, there's a pagination bar showing 'Showing 1 to 4 of 4 entries' and a set of navigation buttons.

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

© 2025 - Illinois workNet® - V: 2025.8.25.1 - ENV: TEST

# 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

Select

Grantee

Select

Advanced Search

Search

Add Partner

10 entries per page

Partner Name	Provider or Navigator Name	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
Masey Test	Community Partnership	High School		No	123 Test Way Springfield, IL 62711
YWCA Mclean	Community Partnership	Community Based Organization		No	1201 N Hershey Rd Bloomington, IL 61704
Appreniceship Employer Test	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
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?

# 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

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 on 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

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 on 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
Email dilloncapote@noemail.com
DOB 1/1/2000
Last 4 SSN N/A
See All
Update Profile
Reset Password
Send Message

View/Print EP Form

**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

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

CAREER PLAN

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

**Email**  
issacbernard@noemail.com

**DOB** 1/1/2000

**Last 4 SSN** N/A

[See All](#)

**Update Profile**

[Reset Password](#)

[Send Message](#)

**Participant Summary Tools**

[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](#)

- 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

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

Add Program Completion Status

Add Transition Outcomes

Training Completion Status: Complete - 7/23/2025

Program Completion Status: Not Exited Follow-up - 5/16/2025

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 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**

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

 CEJA REPORTING SYSTEM FOLLOW-UP

[Back to Customer List](#)

Progress

Intake

Career Plan

Referral

Program Completion/Follow-Up

FOLLOW-UP

Profile: Issac Bernard

Email

issacbernard@noemail.com

DOB

1/1/2000

Last 4 SSN

N/A

See All

Update Profile

Add Training Completion Status

Add Program Completion Status

Add Transition Outcomes

Training Completion Status: Complete - 7

Program Completion Status: Not Exited F  
5/16/2025

ADD TRANSITION OUTCOMES

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

Program Address 2

City \*

Springfield

State \*

Illinois

Zip Code \*

62704

Status \*

Enrolled

Status Date \*

08/04/2025

Add Another Status

Save

Close

- 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.

# NARRATIVE REPORT:

[Back to Customer List](#)

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:

 **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	<div>View</div>
2025	Quarter Jan 1 - Mar 31	gfd	<div>View</div>
2025	Quarter Jan 1 - Mar 31	ddd	<div>View</div>
2025	Quarter Jan 1 - Mar 31	ggffsd	<div>View</div>
2025	Quarter Apr 1 - Jun 30	this is text is for may.....	<div>View</div>

Showing 1 to 5 of 5 entries

<<

<

1

>

>>

© 2025 - Illinois workNet® - V: 2025.8.25.1 - ENV: TEST

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

Add Program Completion Status

Add Transition Outcomes

Training Completion Status: Complete - 7/23/2025

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

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
-------	--------------	------------------	----------------	--------------	--------



---

# 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).*