

# Navigator

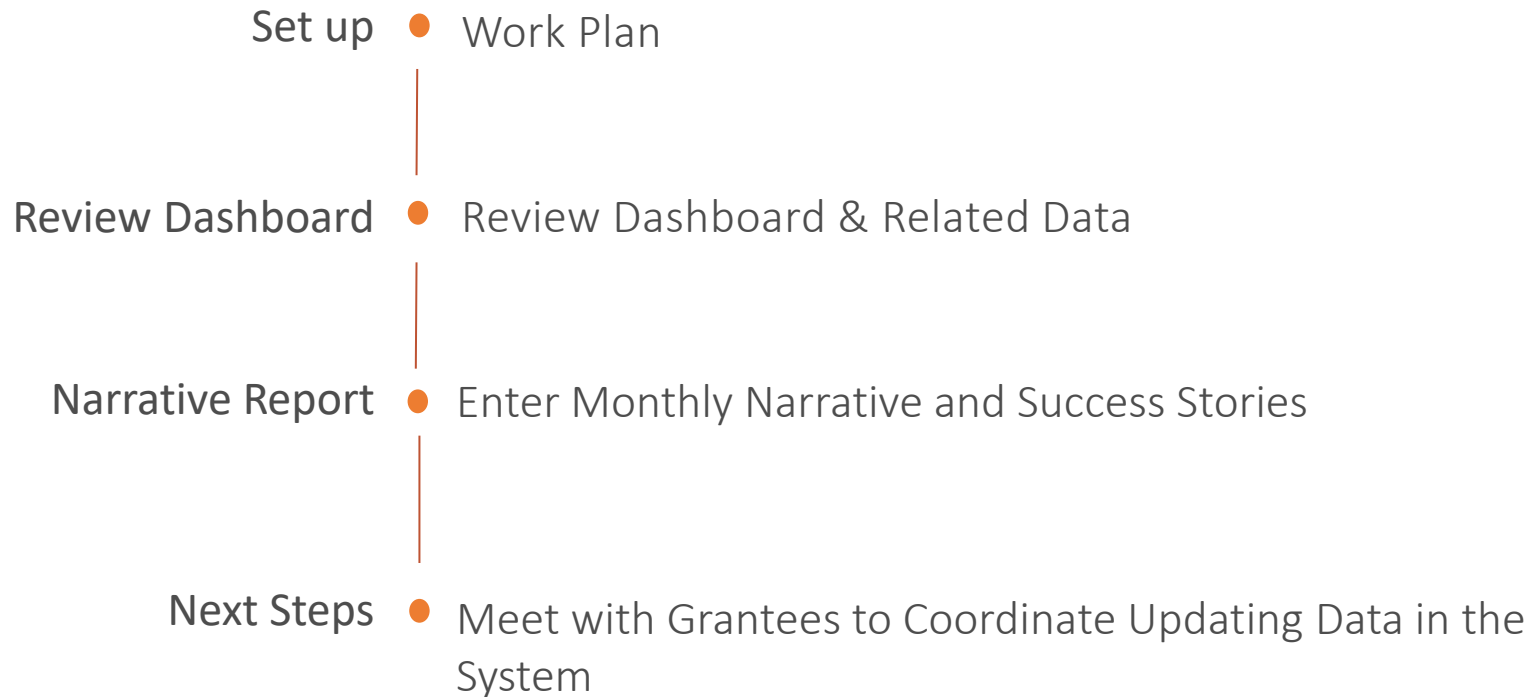
**Work Plan and Monthly Report**  
**CEJA Reporting System August 27, 2025**

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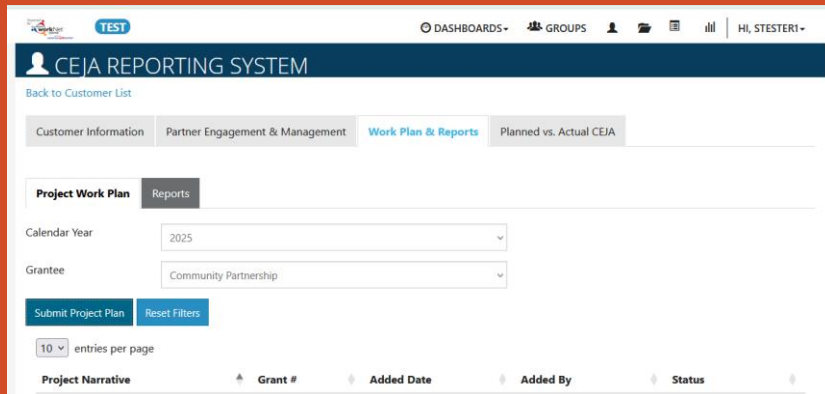
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# NAVIGATORS REPORTING SYSTEM

## WORK PLAN & MONTHLY REPORT



# 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

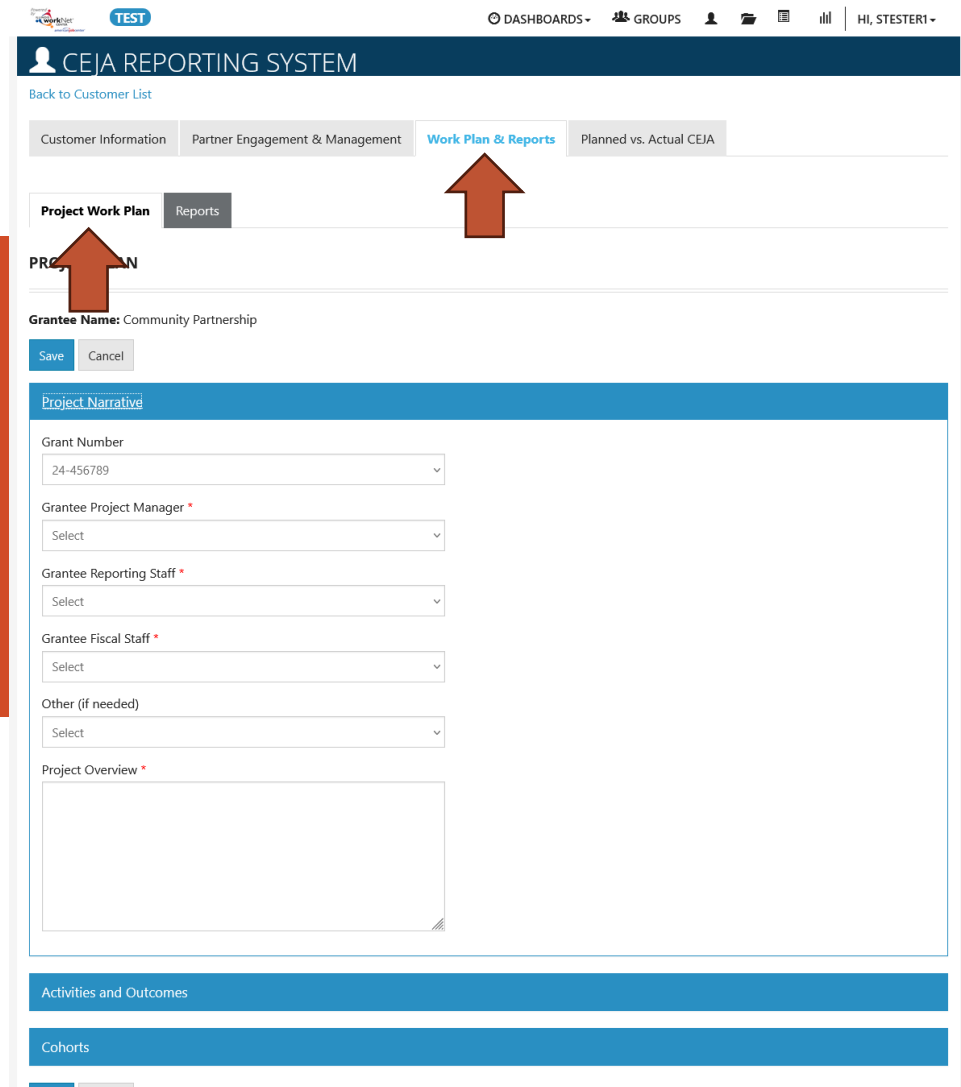
[Submit Project Plan](#) [Reset Filters](#)

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, STESTERS

## CEJA REPORTING SYSTEM

[Back to Customer List](#)

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

**Project Work Plan** Reports

PP PLAN

Grant Line: Advantage Revolution  
Created By: 04/16/2025 - Nicole Brechbuhl  
Approved By: Not Yet Approved  
Closed By: Not Yet Closed

Save Cancel

### Project Narrative

#### Activities and Outcomes

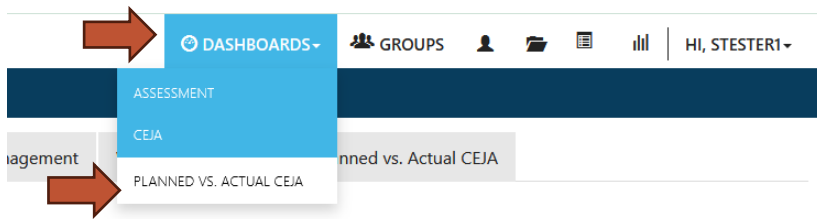
Projection Title	# Planned
<b>Outreach &amp; Partnerships</b>	
Outreach events delivered *	0
Attendees of outreach events *	0
Inquiry Contacts *	0
Engagements with employers/apprenticeships/industry to support CEJA workforce programs *	0
<b>Service Delivery</b>	
Climate Works Program Applicants(L) *	5
Climate Works Enrolled Participants(L) *	6
Workforce Hub Program Applicants(L) *	7
Workforce Hub Enrolled Participants(L) *	8
Referrals for other CEJA Programs (such as Contractor Incubator Program) *	25
Referrals for other workforce programs not listed above *	30
<b>Characteristics</b>	
Resident of EITHER EJ or R3 community(L) *	9
Residents of BOTH an environmental justice community AND an R3 community(L) *	10
Persons who are formerly incarcerated or have prior involvement with the criminal legal system *	11
Foster care system members or graduates *	12
Persons with other barriers to employment, such as language barriers or low educational attainment *	13
Displaced energy workers *	14

Save Cancel

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# MONTHLY REPORT / PLANNED vs ACTUAL

- Filter by Grantee, Subgrantee, and Timeframe
- Planned numbers are populated by the most recent work plan
- The numbers link to a filter list of results
- Show/Hide links to see employer and program names related to the reporting line



TEST

DASHBOARDS - GROUPS HI, STESTER1 -

## PLANNED VS. ACTUAL CEJA

Assessment IL Works Reporting System CEJA Planned vs. Actual CEJA

Back to Customer List

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

Individuals

Navigator \*  
Advantage Revolution

Timeframe \*  
All

Filter Reset Filters

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

## REPORT SECTION: OUTREACH & PARTNERSHIPS

ACTIVITY AND OUTCOMES	DEFINITIONS	data in the system
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 CEJA programs.	Data from the Partner and Engagement & Management: Outreach tab. Total number of outreach events with an event date on or between the filter dates
Attendees of outreach events	Attendees are the people who attend outreach events.	Data from the Partner and Engagement & Management: Outreach tab. Total number of attendees for all outreach events with an event date on or between the filter dates
Inquiry contacts	Inquiry contacts are those who express an interest in the Program and agree to share their contact information with the Program for recruitment purposes.	Total number of people entered into the system with an add/inquiry date on or between the filter dates.
Engagements with employers/apprenticeships/ industry to support CEJA workforce programs	Engagements may include but are not limited to activities that engage employers or other industry professionals for a) conducting outreach or recruiting participants for the CEJA Workforce Hubs, b) offering job site training (work-based learning) or other instruction for program participants, or c) helping participants transition into clean energy jobs or apprenticeship programs (job placement, shadowing, coaching, job fair, etc.).	Data from the Partner and Engagement & Management: Engagement tab. Total number of engagements with a date on or between the filter dates.
Show names of employers/apprenticeships/industries to support CEJA workforce programs		List of employer/apprenticeship/ industry names from data in the Partner and Engagement & Management: Engagement tab.

# 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 columns: 'Outreach Name', 'Outreach Audience', 'Outreach Type', 'Number of Attendees', 'Event Date', and 'Results'. The table contains four 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

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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

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
  - List of employer/apprenticeship/industry names from data in the Partner and Engagement & Management: Engagement tab.

The screenshot shows the 'Partner Engagement & Management' section with the 'Engagements' tab selected. The interface includes a top navigation bar with 'Customer Information', 'Partner Engagement & Management' (active), 'Work Plan & Reports', and 'Planned vs. Actual CEJA'. Below this is a sub-navigation bar with 'Outreach', 'Partner', 'Engagement' (active), 'Comments', and 'Notes'. The main form area contains fields for 'Name' (with a red arrow pointing to it), 'Program' (dropdown), and 'Grantee' (dropdown). Below the form are 'Search' and 'Add Engagement' buttons. A table below shows a list of engagements with columns for 'Provider or Navigator Name', 'Partner Name', 'Type', and 'Date'. The table has a '10 entries per page' indicator.

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

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
Workforce Hub Program Applicants (L)	Program applicants who have applied to participate in the Workforce Hub Program.	# of participants who have/have had a status of Applicant for grantee(s) on/between the filter start/end dates
Workforce Hub Enrolled Participants(L)	Enrolled participants are individuals who have applied and been accepted into the Workforce Hub Program, have completed the intake procedures, and attended at least one day of training.	# of participants who have/have had a status of Enrolled for grantee(s) on/between the filter start/end dates
Referrals for other CEJA Programs (such as Contractor Incubator Program	Inquiry contacts referred to other CEJA programs (such as Contractor Incubator Program or Contractor Accelerator Program)	# of participants who have/have had a status of inquiry on/between the filter start/end dates and is associated with the Contractor Incubator/Accelerator Program.
Referrals for other workforce programs not listed above	Inquiry contact referrer to other workforce programs not listed above such as WIOA, JTED, and Illinois Works.	# of participants who have/have had a status of inquiry on/between the filter start/end dates and is associated with Referred to nonCEJA Program
Show list of other programs that received referrals		List of programs when the customers have been referred to a nonCEJA program. These programs include Illinois Works, JTED, Other Community College Programs, Other Private Training Providers, WIOA Training Programs, Workforce Equity Initiative

# 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
  - # of participants who have/have had a status of inquiry on/between the filter start/end dates and is associated with the Contractor Incubator/Accelerator Program.
  - # of participants who have/have had a status of inquiry on/between the filter start/end dates and is associated with Referred to nonCEJA Program
  - List of programs when the customers have been referred to a nonCEJA program. These programs include Illinois Works, JTED, Other Community College Programs, Other Private Training Providers, WIOA Training Programs, Workforce Equity Initiative
- Application information
  - # of participants who have/have had a status of Applicant for grantee(s) on/between the filter start/end dates

The screenshot displays the 'CEJA REPORTING SYSTEM INTAKE' interface. At the top, there are navigation links for 'DASHBOARDS', 'GROUPS', and a user profile 'HI, STESTERS'. Below the header, there's a 'Back to Customer List' link and two tabs: 'Progress' and 'Intake', with an arrow pointing to the 'Intake' tab. The main content area is titled 'INTAKE' and includes a 'CASE NOTES(16)' link. On the left, a customer profile for 'Brigit Bierlei' is shown with fields for Email, DOB, and Last 4 SSN, along with buttons for 'See All', 'Update Profile', 'Reset Password', and 'Send Message'. Below this is a 'Participant Summary Tools' section with a 'Case Notes' link. The main area lists four steps: 1. Complete Application (with a 'View Application Completed on 8/7/2024' link), 2. Career Assessment (with an 'Add Career Assessment' button and a table showing 'Career Assessment Completed on 08/26/2024'), 3. Complete screening for Service Needs Assessment (with a 'Services Needs Assessment' button and a table showing 'Service Needs Assessment Completed on 08/26/2024'), and 4. Customer Status: Complete (with a note about transferring customers and a 'View a Program Assessment Summary for steps 1, 2, and 3.' link). At the bottom, there's a section for 'Upload Signed Agreement' with a table for 'Signed Agreements' and buttons for 'Add Case Note' and 'Add Cohort'.

TEST

DASHBOARDS - GROUPS HI, STESTERS -

CEJA REPORTING SYSTEM INTAKE

Back to Customer List

Progress Intake

INTAKE CASE NOTES(16)

Profile: Brigit Bierlei

Email bberlein@noemail776.at

DOB 1/1/2000

Last 4 SSN N/A

See All

Update Profile

Reset Password

Send Message

Participant Summary Tools

Case Notes

Instructions/Resources

Completing Applications

Completing Intake

Service Needs Assessment

Case Notes Tool

Uploading Files

1. Complete Application

Prescreening Information

View Application Completed on 8/7/2024

☐ Requires Funds for Completing Intake

2. Career Assessment

Add Career Assessment

10 entries per page

Assessment

Career Assessment Completed on 08/26/2024

3. Complete screening for Service Needs Assessment

Services Needs Assessment

10 entries per page

Assessment

Service Needs Assessment Completed on 08/26/2024

08/26/2024

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

# SERVICE DELIVERY SECTION: INTAKE TAB

Data points that impact the report:

- Customer status
  - # of participants who have/have had a status of Enrolled for the Climate Works Program on/between the filter start/end dates
  - # of participants who have/have had a status of Enrolled for the Workforce Hub Program on/between the filter start/end dates

**CEJA REPORTING SYSTEM INTAKE**

Back to Customer List

Progress **Intake**

**INTAKE** CASE NOTES(16)

**Profile: Brigit Bierlei**

Email: bberlein@noemail776.at

DOB: 1/1/2000

Last 4 SSN: N/A

[See All](#)

[Update Profile](#)

[Reset Password](#)

[Send Message](#)

**Participant Summary Tools**

[Case Notes](#)

**Instructions/Resources**

[Completing Applications](#)

[Completing Intake](#)

[Service Needs Assessment](#)

[Case Notes Tool](#)

[Uploading Files](#)

**1. Complete Application**

Prescreening Information

[View Application Completed on 8/7/2024](#)

☐ Requires Funds for Completing Intake

**2. Career Assessment**

[Add Career Assessment](#)

10 entries per page

**Assessment**

Career Assessment Completed on 08/26/2024

[View a Program Assessment Summary for steps 1, 2, and 3.](#)

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

[Services Needs Assessment](#)

10 entries per page

**Assessment**

Service Needs Assessment Completed on 08/26/2024

**Last Updated**

08/26/2024

**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](#)

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# REPORT SECTION: CHARACTERISTICS

Characteristics		
Resident of EITHER EJ or R3 community(L)	Any person who resides in an environmental justice community (defined as a community where residents have historically been subject to disproportionate burdens of pollution, including pollution from the energy sector). Any person who resides in an R3 community is defined as an Illinois community that has been harmed by violence, excessive incarceration, and economic disinvestment.	# of applicants/enrolled participants/completed/Exited who were identified as a resident of EITHER an EJC or R3 at the time of application.
Residents of BOTH an environmental justice community AND an R3 community(L)	Any person who resides in a community that is BOTH an environmental justice community AND an R3 community.	# of applicants/enrolled/completed/Exited customer who were identified as a resident of BOTH an EJC or R3 at the time of application.
Persons who are formerly incarcerated or have prior involvement with the criminal legal system.	A person who either a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act or b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.	# of applicants/enrolled/completed/Exited customers who answered yes in either of the following application questions: Have you ever been incarcerated for a felony or misdemeanor? Have you had prior involvement in the criminal legal system?
Foster care system members or graduates	Any person who a) is currently in the foster care system, b) has aged out of the foster care system, c) has attained age 18 and left foster care for kinship guardianship or adoption, or d) is in an out-of-home placement.	# of applicants/enrolled/completed/Exited customers who answered yes to the following application question: Are you a graduate of foster care or currently in foster care?
Persons with other barriers to employment, such as language barriers or low educational attainment	A person with a barrier that is presumed to affect placement in employment, such as a language barrier or low educational attainment. A person with a language barrier is defined as an adult who is an English language learner or who has low literacy skills, meaning a person who computes or solves problems, reads, writes, or speaks at or below the 8th-grade level or is unable to compute or solve problems, read, write, or speak at a level necessary to function on the job. A person with low educational attainment is an adult who does not have a high school diploma or equivalent. Other barriers to employment may be considered for prioritization as well.	# of applicants/enrolled/completed/Exited customers who answered yes to the following application question: Do you have other barriers to employment?
Displaced energy workers	An energy worker who has lost employment or is anticipated by the Department to lose employment within the next 5 years, due to the reduced operation or closure of a fossil fuel power plant, nuclear power plant, or coal mine.	# of applicants/enrolled/completed/Exited customers who answered yes to the following application question: Are you a displaced energy worker?

# CHARACTERISTICS SECTION: INTAKE TAB

Data points that impact the report:

- Application information
  - # of applicants or enrolled participants who were identified as a resident of an EJC and/or R3 at the time of application
  - # of applicants or enrolled participants who were identified as a resident of BOTH an EJC or R3 at the time of application
  - # of applicants or enrolled participants who answered yes in either of the following application questions: Have you ever been incarcerated for a felony or misdemeanor? Have you had prior involvement in the criminal legal system?
  - # of applicants or enrolled participants who answered yes to the following application question: Are you a graduate of foster care or currently in foster care?
  - # of applicants or enrolled participants who answered yes to the following application question: Do you have other barriers to employment?
  - # of applicants or enrolled participants who answered yes to the following application question: Are you a displaced energy worker?

**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**

	Last Updated
<a href="#">Service Needs Assessment Completed on 07/30/2025</a>	07/30/2025
<a href="#">Service Needs Assessment Completed on 03/19/2025</a>	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 are on board with the

# 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

<<

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1

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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).

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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).

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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.

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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.

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SECTION SIX: ADDITIONAL INFORMATION

Provide other grant-specific information considered to be important yet not captured in other sections of the report.

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# 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.

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## SECTION FIVE: EXPECTED ACCOMPLISHMENTS FOR THE NEXT MONTH/QUARTER



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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).*