Navigator

Work Plan and Monthly Report

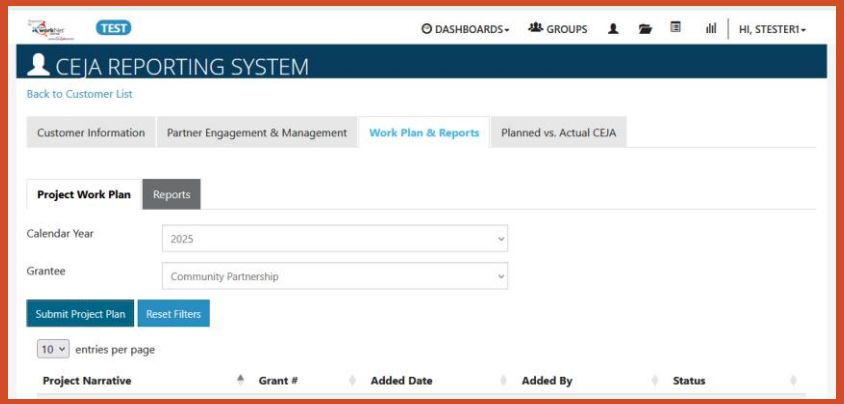
CEJA Reporting System August 27, 2025

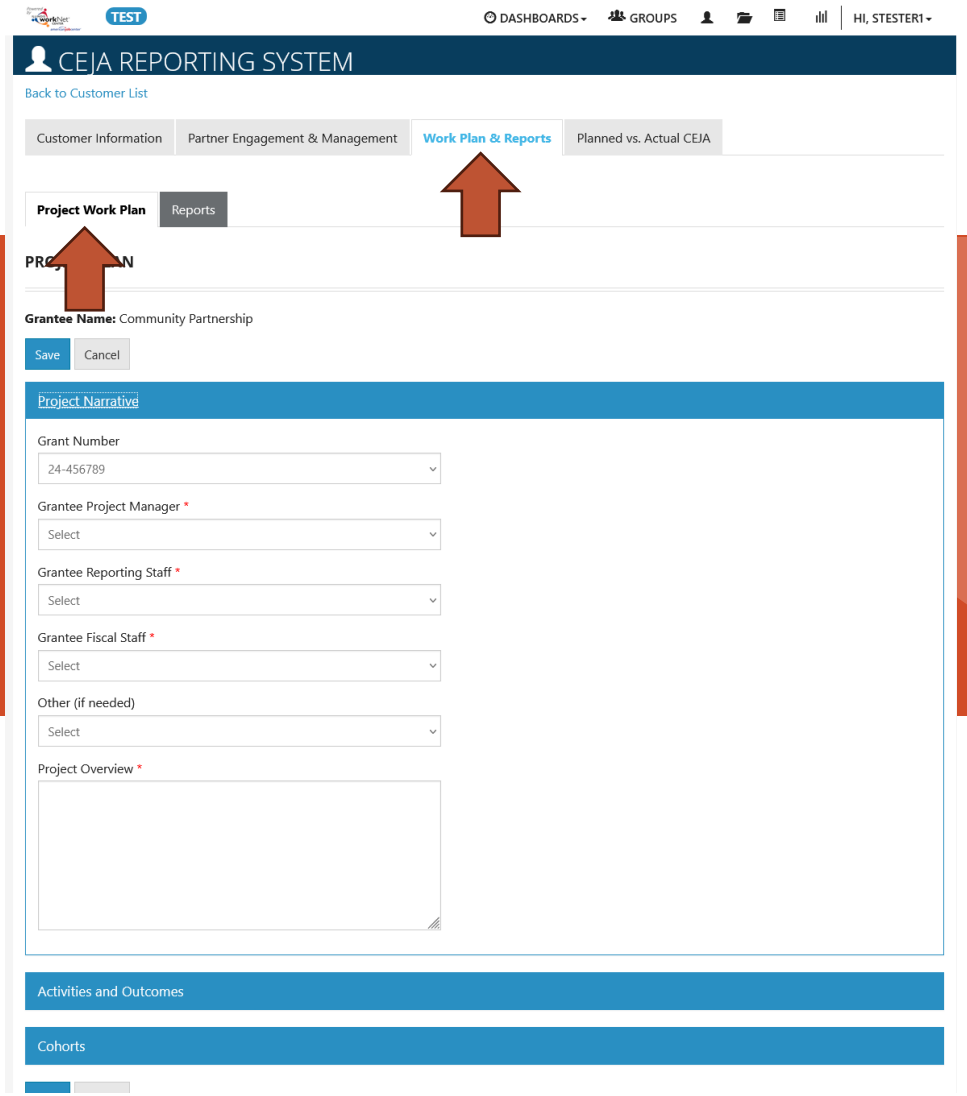
Illinois workNet® is sponsored by the Department of Commerce and Economic Opportunity.

NAVIGATORS REPORTING SYSTEM
WORK PLAN & MONTHLY REPORT

Set up	Work Plan
Review Dashboard	Review Dashboard & Related Data
Narrative Report	Enter Monthly Narrative and Success Stories
Next Steps	Meet with Grantees to Coordinate Updating Data in the System

SET UP WORK PLAN PROJECT NARRATIVE



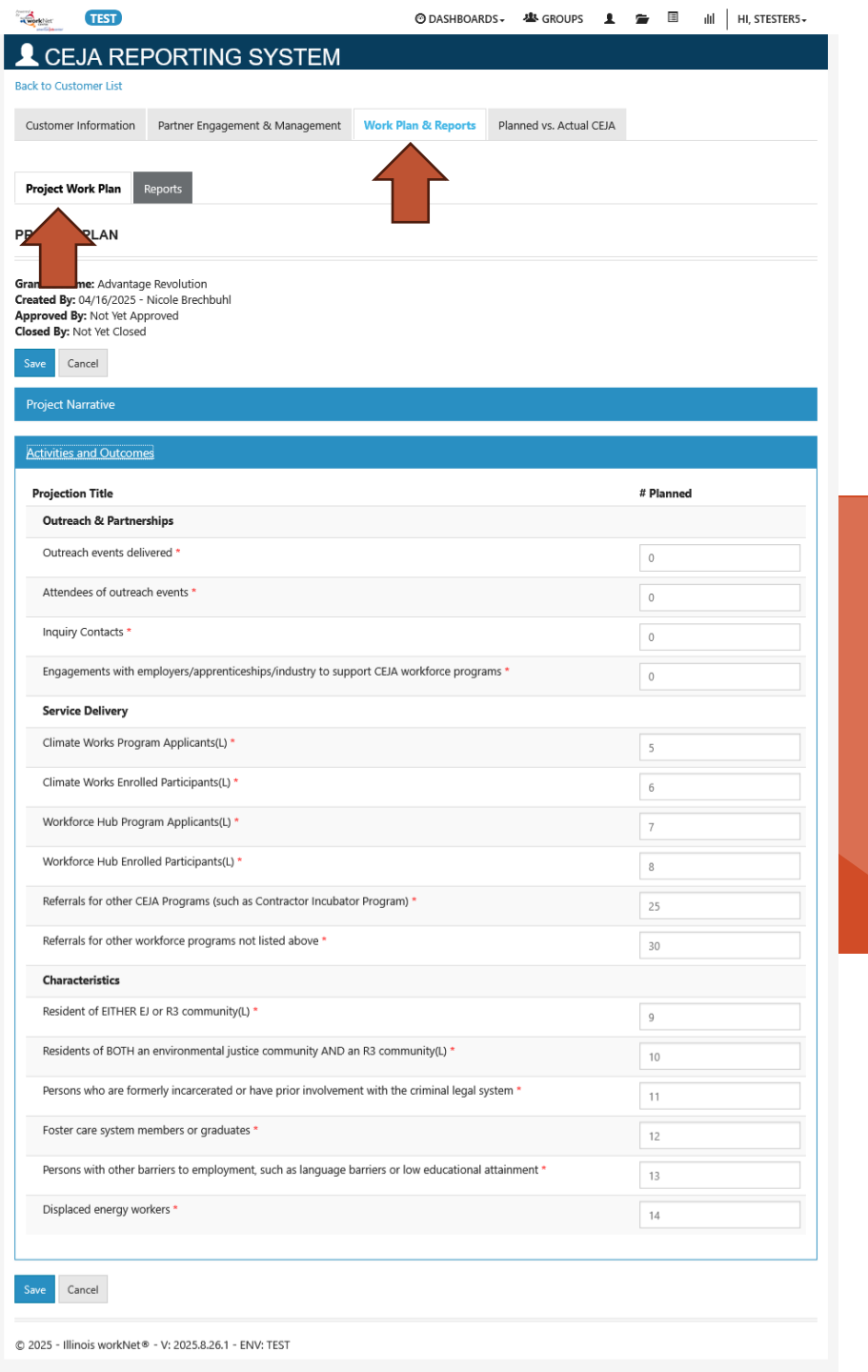


Notes:

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

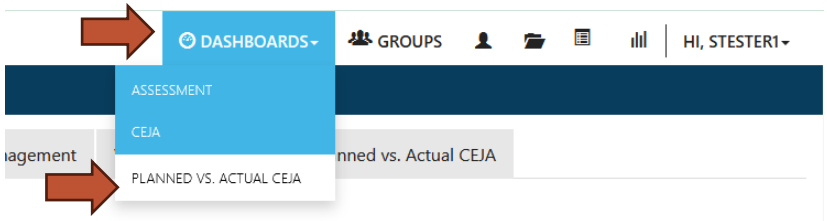
SET UP WORK PLAN
ACTIVITIES & OUTCOMES

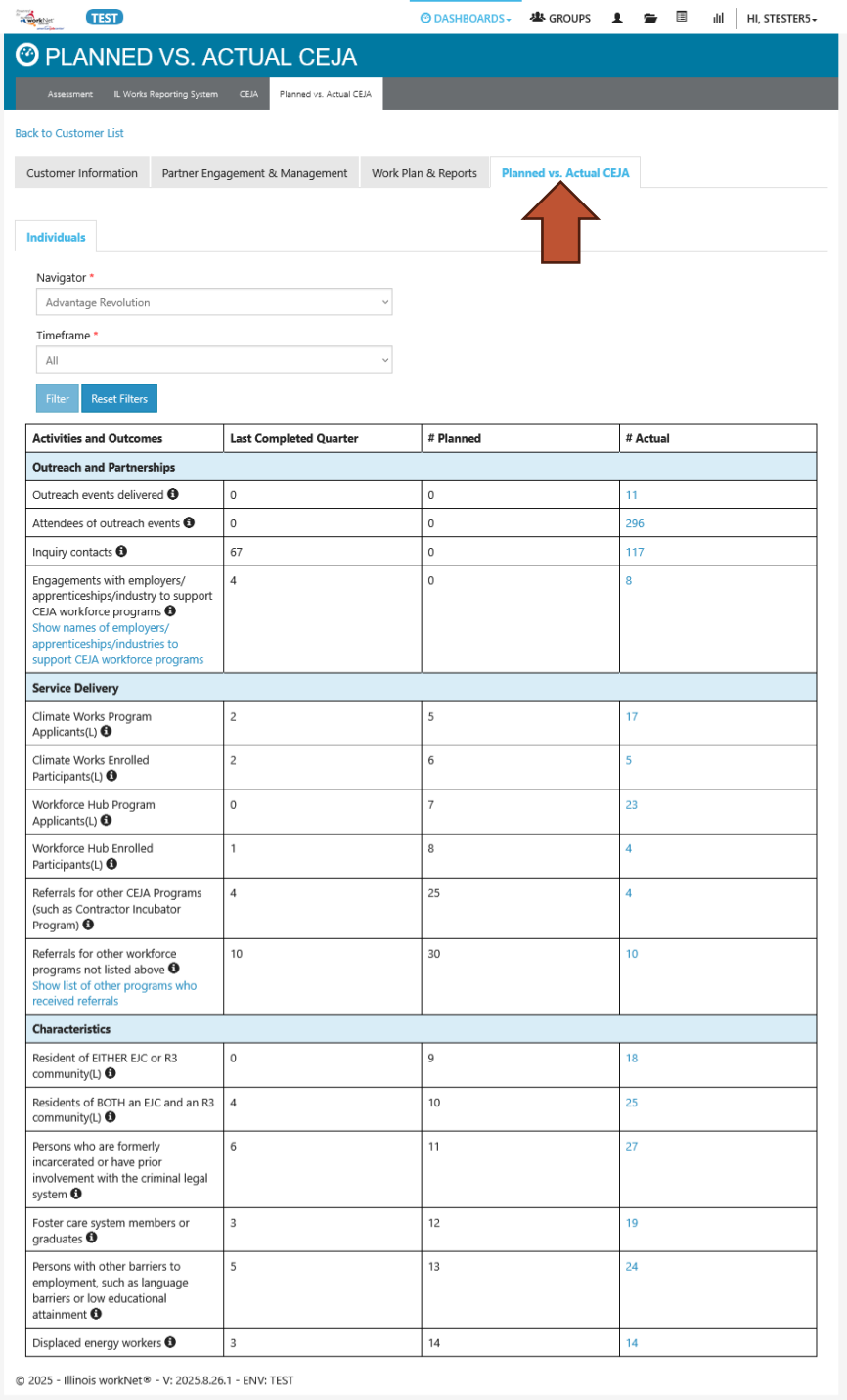
- Year two work plan planned numbers should be cumulative for years one and two.
- Data points that impact the report:
  - Planned numbers populate the Dashboard



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





Activities and Outcomes	Last Completed Quarter	# Planned	# Actual
Outreach and Partnerships			
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 Show names of employers/ apprenticeships/industries to support CEJA workforce programs	4	0	8
Service Delivery			
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 Show list of other programs who received referrals	10	30	10
Characteristics			
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

© 2025 - Illinois workNet® - V: 2025.8.26.1 - ENV: TEST

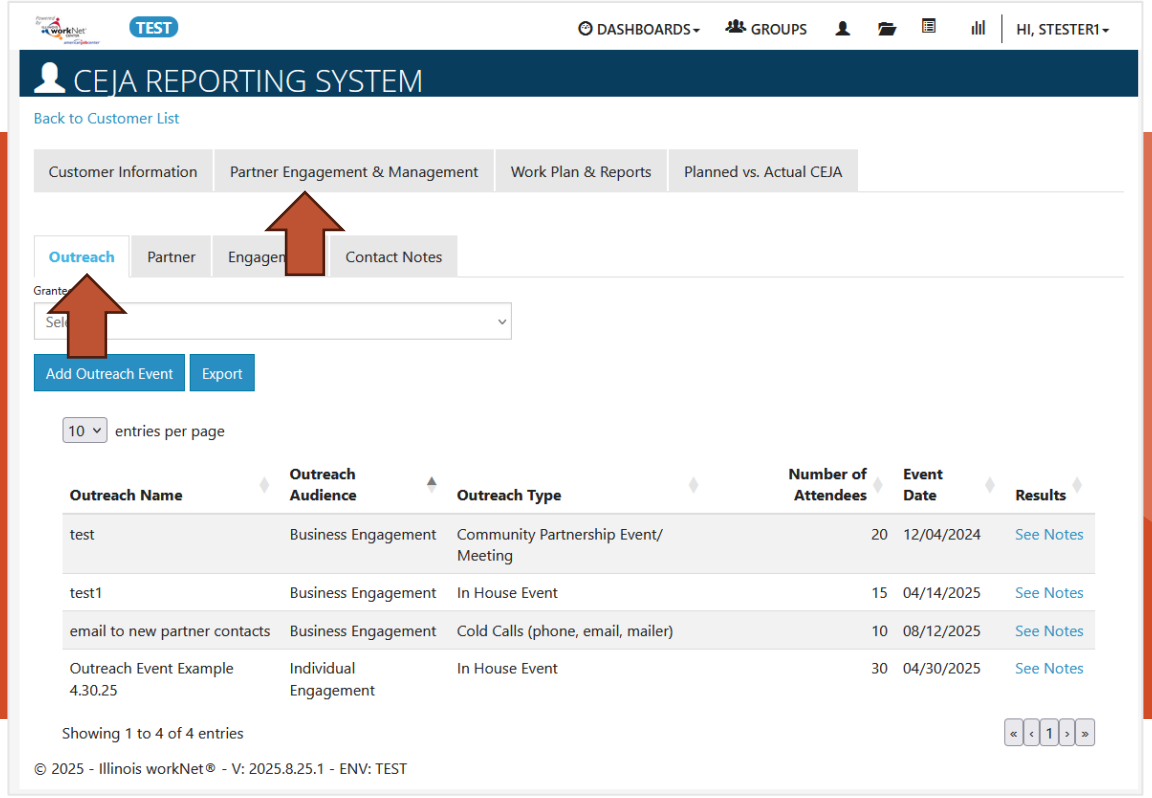
REPORT SECTION: OUTREACH & PARTNERSHIPS

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.

CEJA ET Navigator: Work Plan & Monthly Report/Planned vs Actual Dashboard (PDF)

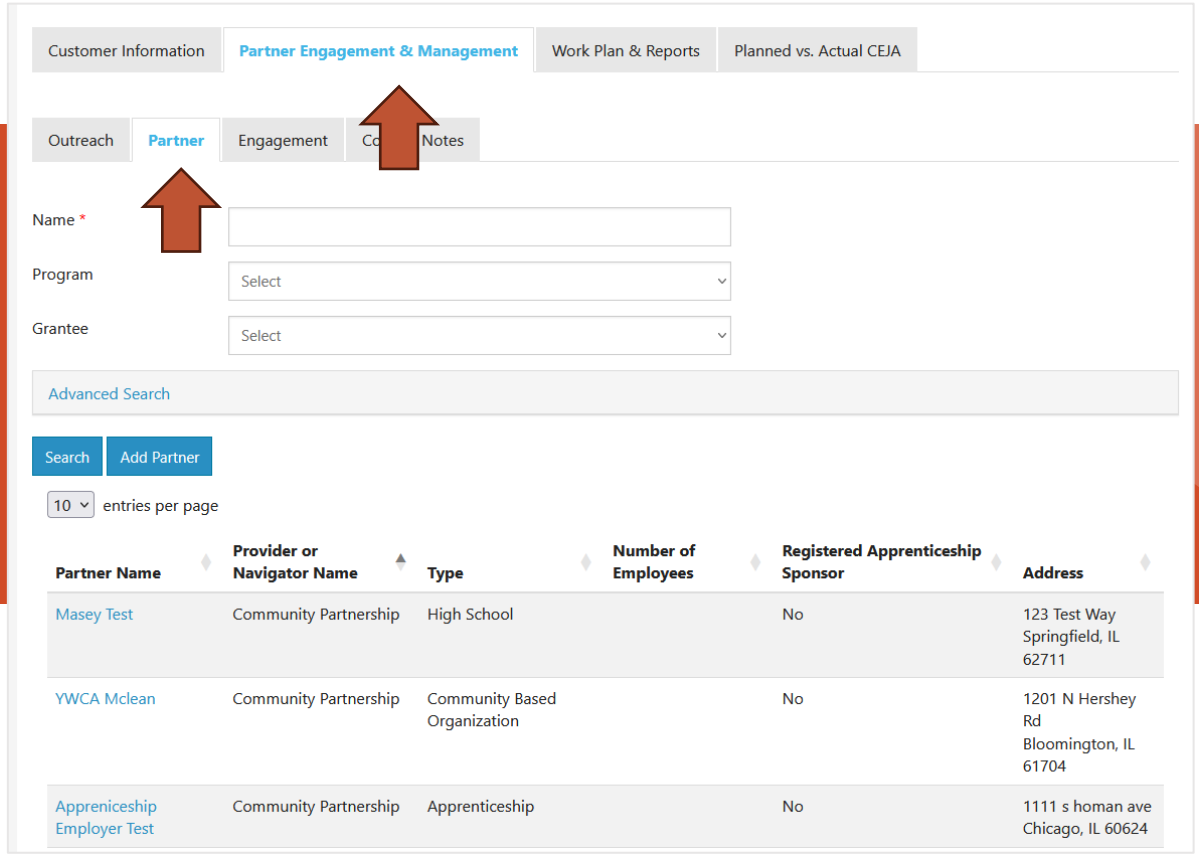
OUTREACH & PARTNERSHIPS SECTION:
PARTNER ENGAGEMENT & MANAGEMENT
OUTREACH TAB

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



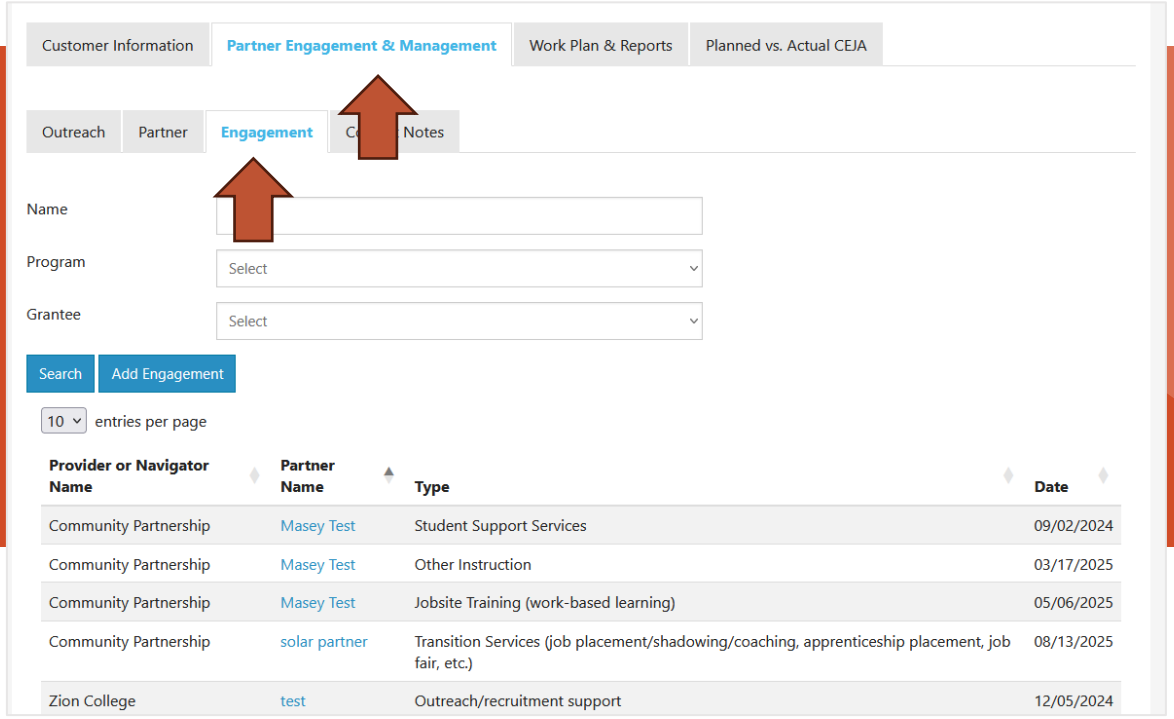
OUTREACH & PARTNERSHIPS SECTION:
PARTNER ENGAGEMENT & MANAGEMENT
PARTNERS TAB

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



OUTREACH & PARTNERSHIPS SECTION: PARTNER ENGAGEMENT & MANAGEMENT ENGAGEMENTS TAB

- Engagements refer to engagements related to working with a partner
- Data points that impact the report:
  - Total number of engagements with a date on or between the filter dates
  - List of employer/apprenticeship/ industry names from data in the Partner and Engagement & Management: Engagement tab.



REPORT SECTION: SERVICE DELIVERY

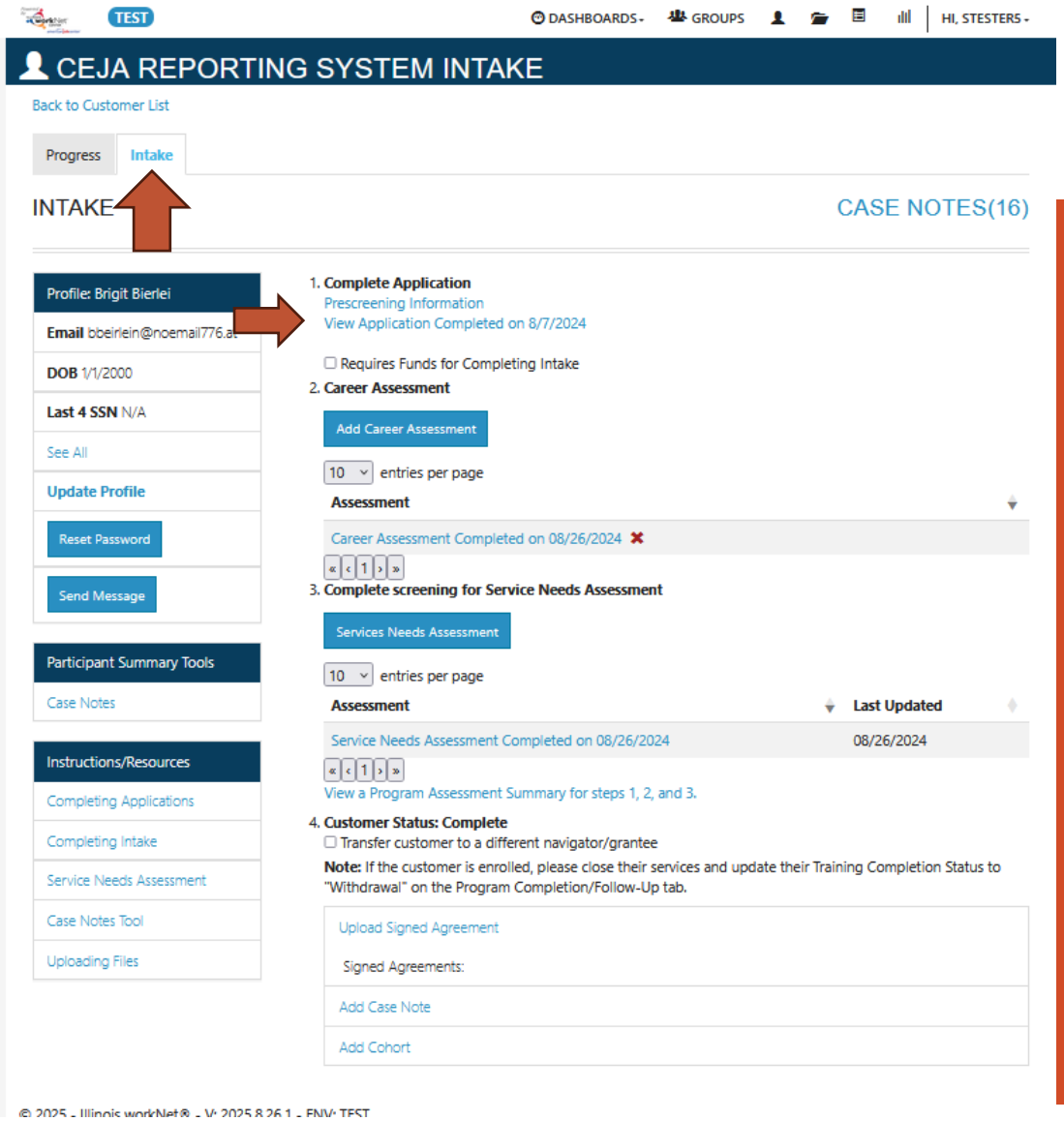
Service Delivery		
Climate Works Program Applicants (L)	Program applicants who have applied to participate in the Climate Works Program.	# of participants who have/have had a status of Applicant for grantee(s) on/between the filter start/end dates
Climate Works Enrolled Participants(L)	Enrolled participants 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

CEJA ET Navigator: Work Plan & Monthly Report/Planned vs Actual Dashboard (PDF)

SERVICE DELIVERY SECTION: INTAKE TAB

Data points that impact the report:

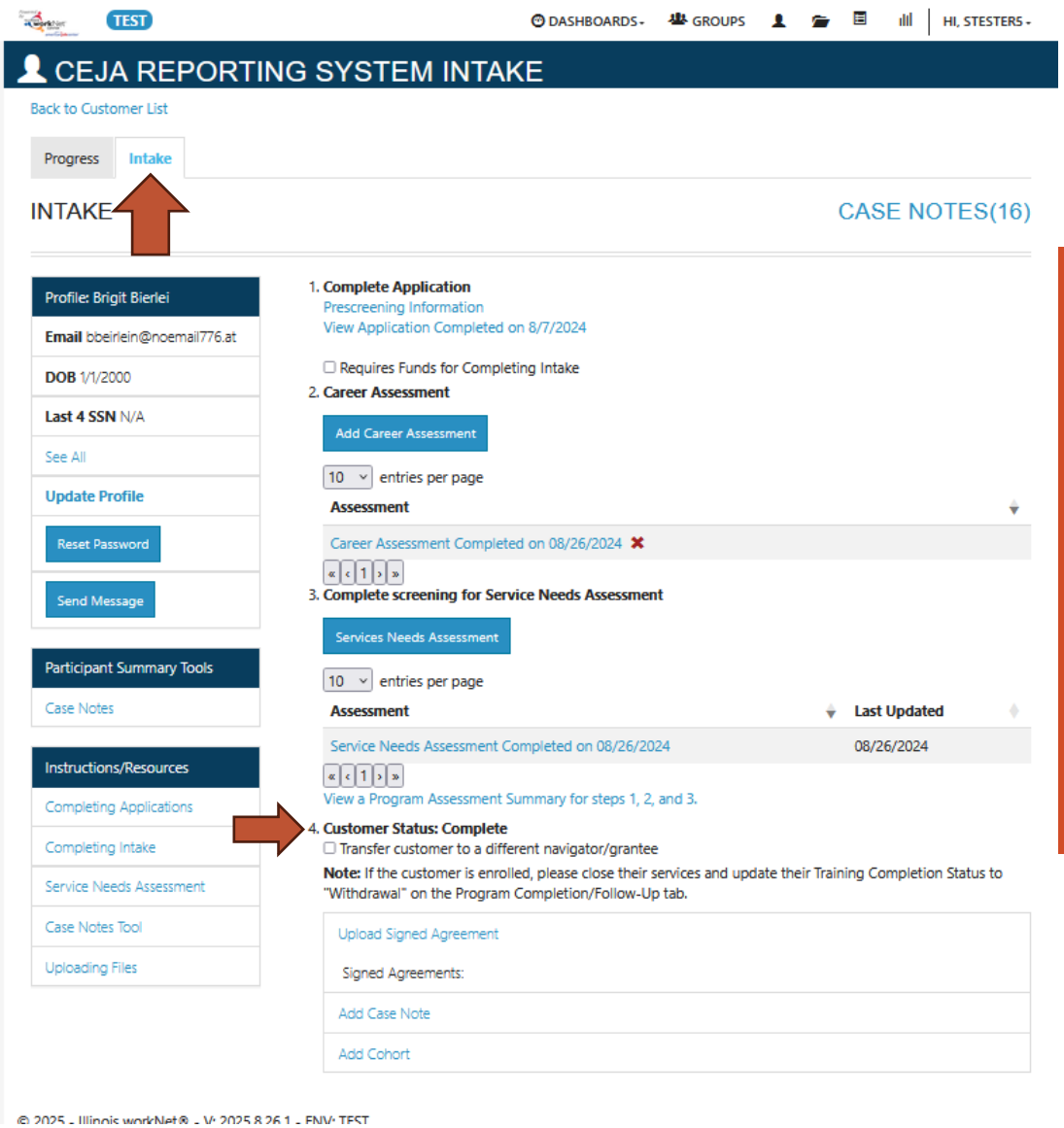
- Inquiry/Prescreening
  - Total number of people entered in the system with an add/inquiry date on or between the filter dates
  - # of participants who have/have had a status of inquiry on/between the filter start/end dates and is associated with the Contractor Incubator/Accelerator Program.
  - # 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



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



REPORT SECTION: CHARACTERISTICS

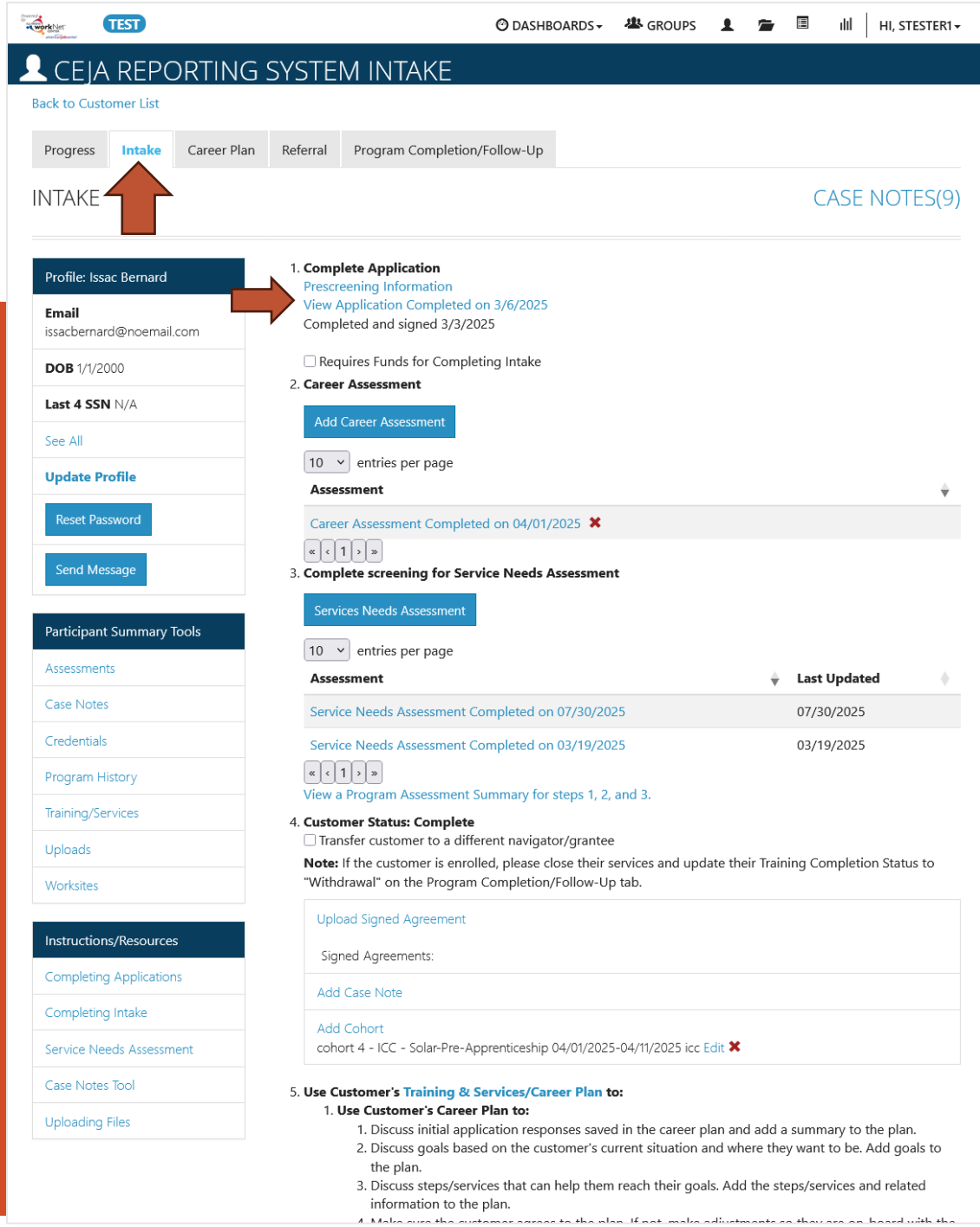
Characteristics		
Resident of EITHER EJ or R3 community(L)	Any person who resides in an environmental justice community (defined as a community where residents have historically been subject to disproportionate burdens of pollution, including pollution from the energy sector). Any person who resides 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?

CEJA ET Navigator: Work Plan & Monthly Report/Planned vs Actual Dashboard (PDF)

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?



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:

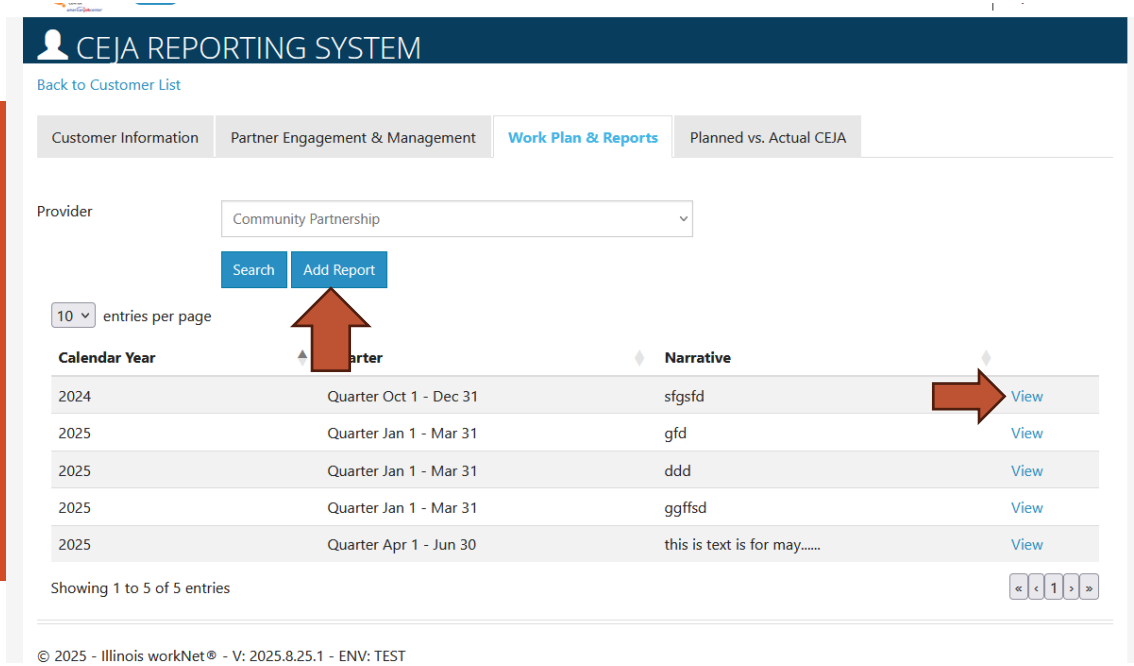
- View/Export the complete or filtered list of services associated with customers that include the status of each service.
- Update services at a group level by accessing a filtered list of customers who have a specific service.

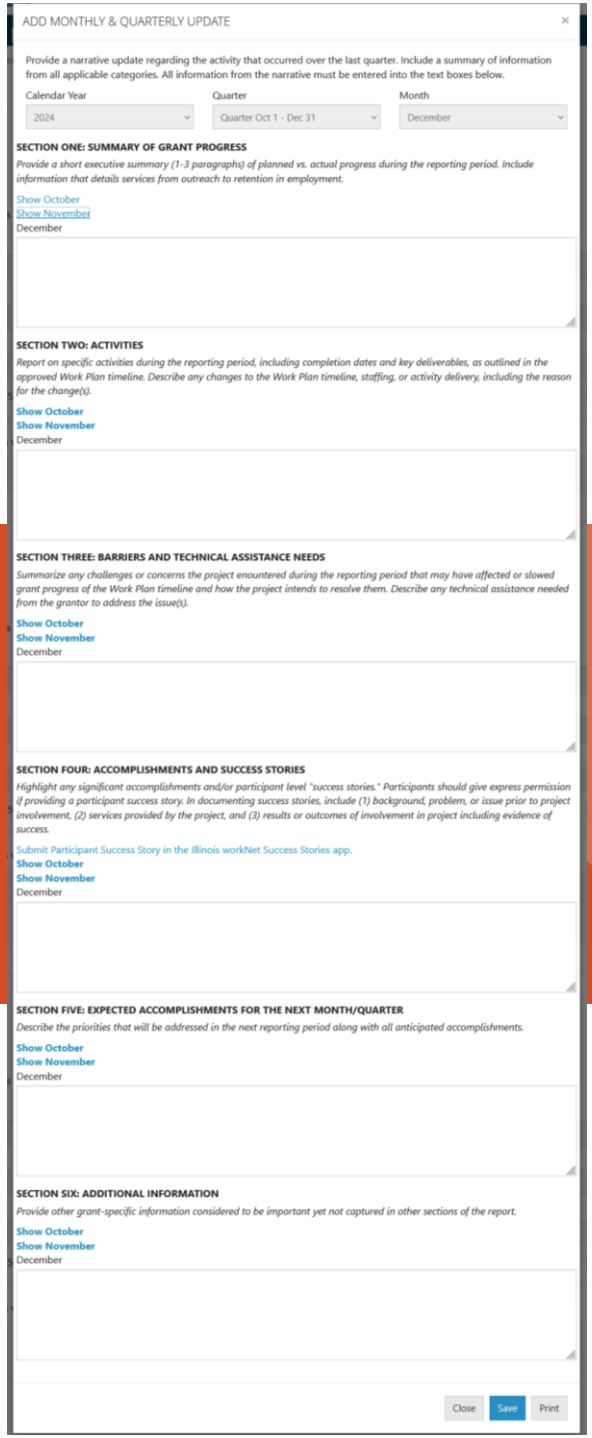
Narrative Report

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

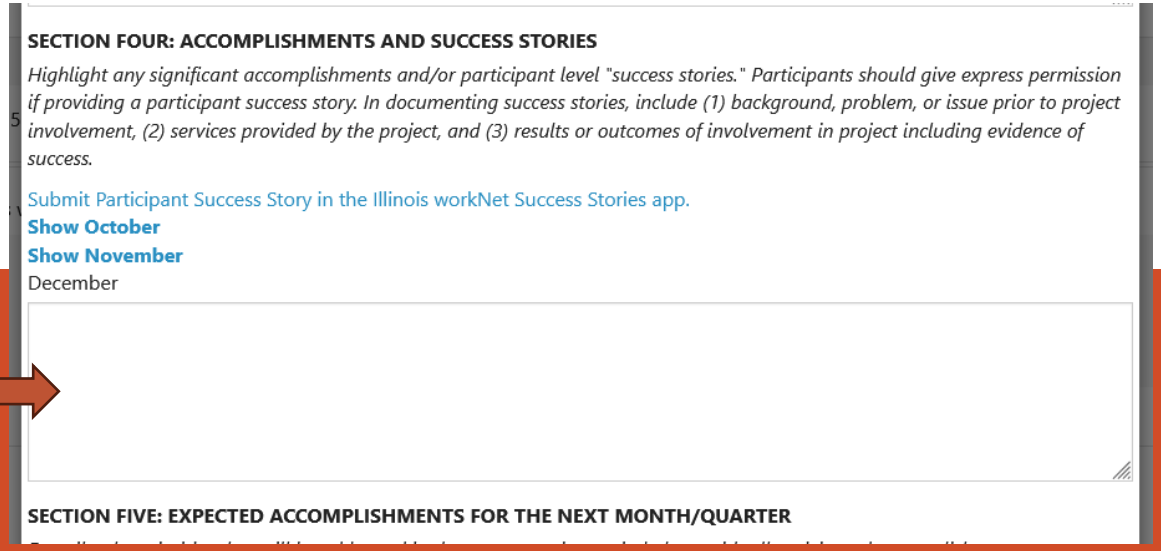
- Summary of Grant Progress
- Activities
- Barriers and Technical Assistance Needs
- Accomplishments and Success Stories
- Expected Accomplishments for Next Quarter

NARRATIVE REPORT:





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

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.