



CEJA/FEJA Reporting System

Session 4 Part B

February 24, 2026

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

AGENDA

Part A Covered:

- Chapter 9: Professional Development
- Chapter 10: Data Management
- Chapter 11: Finances, Records, and Reports
- Chapter 12: Programmatic Monitoring and Audit Requirements

Part B Agenda:

- Dashboard
- Cohort Report
- Cost Report
- Customer Service Report
- Demographic Reports
- Narrative Report
- Success Stories
- Planned vs Actual
- Full Export

REPORTING SYSTEM PARTNER GUIDE

FEJA SOLAR PARTNER GUIDE

[← Back to Workforce & Education Partner Resources.](#)

This guide is intended to be used by grantees participating in the FEJA Solar program. This site will be updated ongoing as the projects progress and materials are needed.

Only partner accounts that have been granted access will see this program listed in their Customer Support Center Group list.

View the CEJA Quick Start Guide and Quick Start Instructions.

 [Access the FEJA Solar Reporting System.](#)

[Access FEJA Policy Documents](#)



ALL RESOURCES



FEJA Solar Dashboard
Access the FEJA Solar guide and features.



Policies and Procedures
Find the full list of resources, instructions, and related policies for FEJA Solar.



Technical Assistance, Tutorials, & Videos
Find technical assistance documents, tutorials, training videos, and more.



Partner Tool Updates
View this page to see the latest partner tool updates to the FEJA Solar Dashboard tool.

FEJA SOLAR REPORTING SYSTEM GUIDE



1 Add Outreach Events, Partners, and Engagements

1. Go to the Partner Engagement and Management tab
2. Add Outreach and enter required fields
3. Add Partner and enter required fields
4. Add Engagement and enter required fields
5. Edit Engagement and add Contact Notes

Detailed Instructions: [Partner Engagement and Management](#)



Add Customers and Complete Prescreening

CEJA DASHBOARD

CEJA DASHBOARD

Assessment CEJA Planned vs Actual CEJA CEJA PLANNED VS ACTUAL CEJA

Back to Customer List

Customer Information Outreach & Partners Work Plan & Reports Planned vs. Actual CEJA

Program: CEJA - Workforce Hubs | Race/Ethnicity: Select

Navigator: Select | Age: Select

Provider: Select | Veteran Status: Select

Gender: Select

Filter Refresh Data

Section	#	%
Outreach		
Respond to Transfer Request: 1	0	0%
Customers with Inquiry Status: 1	23	10%
Prescreening Complete and results indicate Eligible and Interested in participating: 1	177	79%
Follow-up is past due: 1	12	5%
Prescreening has not been completed within 30 days: 1 Next Steps	23	10%
Do Not Contact: 1	5	2%
Prescreening Results indicate Not Eligible or Not Interested: 1	14	6%
Prescreening Results indicate referred to a Contractor Incubator	2	0%
Intake		
Application		
Applicants on Waitlist	1	0%
Complete and Eligible: 1	111	67%
Complete and does not want to participate: 1	2	1%
Application is not complete: 1	19	11%
Application has not been completed within 10 days: 1 Next Steps	23	13%
Career Assessments		
Complete: 1	58	52%
Not complete: 1	0	0%
Not complete within 10 days of application completed: 1 Next Steps	53	47%
Customer Needs Assessments		
Complete: 1	61	54%
Not complete: 1	0	0%
Not complete within 10 days of application completed: 1	50	45%
Referrals		
Customers that do not require a referral: 1	7	6%
Customers Current Referral Status		
Referral(s) was sent and has not received a response, or has a pending response: 1	0	0%
A referral is required based on the Service Needs Assessment, but one has not been sent: 1	18	16%
Open Referral(s) was sent; no response from service provider after 10 days: 1	12	10%
Referral(s) was sent, service provider responded, but customer has not responded to the service provider: 1	0	0%
Referral(s) was sent and received a response as accepted, rejected, or closed: 1	2	1%
Total Referrals Made (Show)	22	

Service Status		
Service Needs Assessment Items & Other Wrap-Around Services (Use Service Cost Report for details)		
Customers who have one or more services identified in the Service Needs Assessment that still need to be addressed.	25	48%
Customers who have all services identified in the Service Needs Assessment have been addressed.	4	7%
Customers who have an estimated cost	0	0%
Customers with completed wrap-around service	0	0%
Career Plan Services (Use Services Report for details)		
Customers who have at least one service where start/completion status does not meet deadlines set with the start/end dates	28	53%
Customers who do not have training/career services	0	0%
Customers who have all their services start/completion statuses meet the deadlines set with the start/end dates	24	46%
Customers who are not meeting attendance requirements	0	0%
Customers who need to have a post-assessment added to their training service.	0	0%
Customers who have one or more training services that do not meet the post-assessment criteria.	52	100%
# of Active Customers with an Open Service (unduplicated)	24	46%
Earned Credential		
Customers who have not earned a credential: 1	95	85%
Earned OSHA 10-Hour Certification: 1	8	7%
Earned First Aid/CPR Certification: 1	5	4%
Earned NCCER Core Certification: 1	6	5%
Earned TradesFutures MC3 Certification: 1	3	2%
Earned Other Certification/Certificate: 1	1	0%
Total customers who have earned any certificate (unduplicated): 1	12	10%
Completion Information		
In Progress: 1	91	81%
Completed: 1	13	56%
Exited and Follow-up is required: 1	9	56%
Exited with No Follow-up: 1	10	43%
Withdrawn: 1	3	13%
Transition Outcomes: 1		
Apprenticeship: 1		
Applied	2	8%
Waitlisted	0	0%
Denied	1	4%
Placed	3	13%
Job Placement: 1		
In Clean Energy	11	47%
Transition Job	6	26%
Not a Transition Job	5	21%
Not in Clean Energy	0	0%
Transition Job	0	0%
Not a Transition Job	0	0%
Other Training: 1		
Training is in Clean Energy or Construction/Building Trades	3	13%
Training is not in Clean Energy or Construction/Building Trades	1	4%
Opened Small Business: 1		
Employed in Construction	2	8%
Employed in an industry that is not Construction	0	0%
Job Search: 1		
Job Search for Clean Energy or Construction/Building Trades jobs	0	0%
Job Search for neither Clean Energy nor Construction/Building Trades jobs	1	4%
Program Follow-up		
Exited/Withdrawn and Follow-Up is Current: 1	12	52%
Past due for follow-up: 1 Next Steps	11	47%
1 month follow-up	11	47%
2 month follow-up	10	43%
3 month follow-up	10	43%
6 month follow-up	4	17%
9 month follow-up	3	13%
12 month follow-up	3	13%
24 month follow-up	0	0%
36 month follow-up	0	0%

REPORTS COHORT REPORT

TEST

DASHBOARDS - GROUPS HI, STESTER3 -

CEJA REPORTING SYSTEM

[Back to Customer List](#)

Customer Information Outreach & Partners **Work Plan & Reports** Planned vs. Actual CEJA

Project Workflows **Reports**

COHORT REPORT

Program *

Program Year

Grantee

Cohort Type

Job Specific Training Type

Date Range ⓘ

[Filter](#) [Export](#) [Reset Filters](#)

50 entries per page

Grantee	Cohort Name	Cohort Type	Job Specific Training	Planned Start Date	Planned End Date	Cohort Capacity ⓘ	Actual # Enrolled
Richland Council	Cohort - Solar Photovoltaic Training	Job Specific	Solar Photovoltaic Training	06/01/2024	06/30/2025	30	2

REPORTS COST REPORT

TEST

DASHBOARDS - GROUPS HI, STESTER3 -

CEJA REPORTING SYSTEM

[Back to Customer List](#)

Customer Information Outreach & Partners **Work Plan & Reports** Planned vs. Actual CEJA

Project Work **Reports**

TEST

DASHBOARDS - GROUPS HI, STESTER3 -

COST SERVICE

Project *
CEJA/FEJA Programs

Provider
Select

Customer Name

Service
Select

Filter Export Reset Filters

10 entries per page

Provider	Customer	Service	Payment Method	Service Description	Dollar Amount Per Unit	Qty.	Est.	Total Cost	Payment Date	Payment Split	Invoice	Paid By	Updated By	Updated	Action
Richland Council	Winter, Damon	Barrier Reduction Service Itemized List	Direct Payment	Broadband Fees	\$123.00	1	Actual	\$123.00	09/16/2024	No		Leveraged Resource	scenario tester3	09/16/2024	✓ ✗
Richland Council	Rogue, Ana	Barrier Reduction Service Itemized List	Direct Payment	Other	\$200.00	1	Actual	\$200.00	11/07/2024	No		Grant	scenario tester3	11/07/2024	✓ ✗
Richland Council	Rosales, Yusuf	Wrap Around Support Services – Itemized List	Bus Pass	Public transit fare/cards	\$20.00	10	Actual	\$200.00	09/20/2024	Yes		Grant	scenario tester3	09/20/2024	✓ ✗
Richland Council	Rosales, Yusuf	Wrap Around Support Services – Itemized List	Direct Payment	Application Fees	\$30.00	1	Actual	\$30.00	09/20/2024	No		Grant	scenario tester3	09/20/2024	✓ ✗

REPORTS CUSTOMER SERVICE REPORT (Part 1)

TEST

DASHBOARDS - GROUPS HI, STESTER3 -

CEJA REPORTING SYSTEM

Back to Customer List

Customer Information Outreach & Partners **Work Plan & Reports** Planned vs. Actual CEJA

Project Work **Reports**

CUSTOMER SERVICES

Back to Reports

Project *
CEJA/FEJA Programs

Customer Enrollment Status
All

Sub-Project
Select

Start Date Begin Range

Grantee
Richland Council

Start Date End Range

Service Provider
Select

Filter Export Reset Filters

100 entries per page

Search:

Step/Service	Service Level	Not Started	Started	Successful Completion	Unsuccessful Completion	Evaluated/ Not Required	Total Customers with Step/ Service	Total Customers without Step/Service
Adult Mentoring	N/A	1	0	0	0	0	1	105
Assistance with completing an apprenticeship program application	N/A	0	1	1	0	0	2	104
Barrier Reduction Service Itemized List	N/A	1	1	1	0	0	3	103
Basic computer	N/A	0	1	1	0	0	2	104

REPORTS CUSTOMER SERVICE REPORT (Part 2)

TEST

DASHBOARDS - GROUPS HI, STESTER3 -

CEJA REPORTING SYSTEM

Back to Customer List

Customer Information Outreach & Partners **Work Plan & Reports** Planned vs. Actual CEJA

Project Work **Reports**

CUSTOMER SERVICES

Back to Reports

Project *
CEJA/FEJA Programs

Sub-Project
Select

Grantee
Richland Council

Service Provider
Select

Service Type
Select

Customer Enrollment Status
All

Step/Service Name
Bridge Training

IWDS Activity Name
Select

Service Status
Successful Completion

Start Date Begin Range

Start Date End Range

Filter Save Export Import

Last Name	First Name	Edit Step	Status *	Start Date *	End Date	Planned Due Date *	Weekly Hours *
Benton	teddy	Bridge Training	Successful Completir	4/7/2025	5/23/2025	5/23/2025	10.00
Alexander	Maddy	Bridge Training	Successful Completir	10/7/2025	12/18/2025	10/31/2025	10.00
Ayers	Kate	Bridge Training	Successful Completir	6/9/2025	6/20/2025	6/20/2025	10.00
Ballegos	Chelsea	Bridge Training	Successful Completir	8/13/2025	9/26/2025	9/26/2025	10.00

REPORTS DEMOGRAPHIC REPORT

TEST

DASHBOARDS -
GROUPS
👤
📁
📅
📊
HI, STESTER3 -

👤 CEJA REPORTING SYSTEM

[Back to Customer List](#)

Customer Information

Outreach & Partners

Work Plan & Reports

PI

Project Work

➔

Reports

WORKFORCE HUBS REPORT

Grantee:

Timeframe:

Section:

Search Export

Demographic	Number of individuals who have applied	Number of enrolled participants
Total	143	52
Race		
American Indian or Alaskan Native	10 (6%)	4 (7%)
Asian	9 (6%)	4 (7%)
Black/African American	34 (23%)	13 (25%)
Hawaiian or Pacific Islander	5 (3%)	1 (1%)
Hispanic or Latino	10 (6%)	4 (7%)
White	23 (16%)	3 (5%)
Prefer not to answer	22 (15%)	11 (21%)
More than one race	18 (12%)	10 (19%)
Gender		
Female	55 (38%)	22 (42%)
Male	70 (48%)	27 (51%)
Transgender	3 (2%)	1 (1%)
I use a different term	0 (0%)	0 (0%)
Prefer not to answer	3 (2%)	0 (0%)
Age		
15 - 17	0 (0%)	0 (0%)
18 - 24	53 (37%)	13 (25%)
25 - 54	84 (58%)	36 (69%)
55 +	4 (2%)	2 (3%)
Veteran Status		
None	126 (88%)	47 (90%)
Discharged	5 (3%)	2 (3%)
Active	6 (4%)	2 (3%)
Veteran	4 (2%)	1 (1%)
Equity Eligible Community Status		
Residency in EJC only	7 (4%)	3 (5%)
Residency in R3 Only	29 (20%)	8 (15%)
Residency in EJC and R3	73 (51%)	26 (50%)
Not in EJC and R3	34 (23%)	15 (28%)

REPORTS NARRATIVE REPORT

TEST

DASHBOARDS - GROUPS HI, STESTER3 -

CEJA REPORTING SYSTEM

[Back to Customer List](#)

Customer Information Outreach & Partners **Work Plan & Reports** Planned vs. Actual CEJA

Project Work **Reports**

TEST

DASHBOARDS - GROUPS HI, STESTER3 -

CEJA

[Back to Customer List](#)

Customer Information

Project Work

NARRATIVE REPORT

Provider

10 entries

Calendar Year 2025

Showing 1 to 10 of 10 entries

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ADD MONTHLY & QUARTERLY UPDATE

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

Calendar Year: 2025 Quarter: Quarter Apr 1 - Jun 30 Month: June

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 April](#)
[Show May](#)
[June](#)

view

« 1 »

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 April](#)
[Show May](#)
[June](#)

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 April](#)
[Show May](#)

REPORTS SUCCESS STORY TOOL

TEST

DASHBOARDS - GROUPS HI, STESTER3 -

CEJA REPORTING SYSTEM

[Back to Customer List](#)

Customer Information Outreach & Partners **Work Plan & Reports** Planned vs. Actual CEJA

Project Work **Reports**

MENU

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Search Español Partners

My Dashboard Messages (249) Bookmarks Resumes Skills & Interests

SUBMIT A CUSTOMER SUCCESS STORY

Customer Story

I am submitting a success story for a customer.

Search

Employer Story

I am submitting a success story for an employer.

Get Started

Community Story

I am submitting a success story for a community project.

Get Started

REPORTS SUCCESS STORY TOOL

TEST

DASHBOARDS - GROUPS HI, STESTER3 -

CEJA REPORTING SYSTEM

[Back to Customer List](#)

Customer Information Outreach & Partners **Work Plan & Reports** Planned vs. Actual CEJA

Project Work **Reports**

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REPORTS

PLANNED VS ACTUAL

TEST

DASHBOARDS - GROUPS HI, STESTERS -

PLANNED VS. ACTUAL CEJA

Assessment CEJA Planned vs. Actual CEJA

Back to Customer List

Customer Information Outreach & Partners Work **Planned vs. Actual CEJA**

Navigator *

Grantee *

Timeframe *

Filter Export Reset Filters

Activities and Outcomes	Last Completed Quarter	# Planned	# Actual
Outreach and Partnerships			
Outreach events delivered ¹ Show Outreach Event Types	2	0	8
Inquiry contacts ¹	48	0	211
Partners ¹ Show Partner Types	3	10	5
Service Delivery			
Workforce Hub Program Applicants(L) ¹	4	10	143
Workforce Hub Enrolled Participants(L) ¹	11	10	52
Bridge Training Completers ¹ Show the show credentials/certifications received associated with the bridge training Show the number of completers by training program provider	7	10	18
Job-Specific Training Completers - Construction and Building Inspectors Training ¹ Show the show credentials/certifications received associated with the job-specific training Show the number of completers by training program provider	0	2	4
Job-Specific Training Completers - Energy Auditor Training ¹ Show the show credentials/certifications received associated with the job-specific training Show the number of completers by training program provider	0	2	2
Job-Specific Training Completers - HVAC Installer & Technician Training ¹ Show the show credentials/certifications received associated with the job-specific training Show the number of completers by training program provider	1	2	4
Job-Specific Training Completers - Hybrid/EV Technical Training ¹ Show the show credentials/certifications received associated with the job-specific training Show the number of completers by training program provider	0	2	5
Job-Specific Training Completers - Solar Photovoltaic Training ¹ Show the show credentials/certifications received associated with the job-specific training Show the number of completers by training program provider	0	2	5
Job-Specific Training Completers - Weatherization Training ¹ Show the show credentials/certifications received associated with the job-specific training Show the number of completers by training program provider	0	0	3
Job-Specific Training Completers - Wind Turbines Construction and Maintenance ¹ Show the show credentials/certifications received associated with the job-specific training Show the number of completers by training program provider	0	0	3
Characteristics			
Resident of EITHER EJC or R3 community(L) ¹	1	8	38
Residents of BOTH an EJC and an R3 community(L) ¹	2	2	94
Persons with prior involvement with the criminal legal system(L) ¹	0	0	56
Persons with other barriers to employment, such as language barriers or low educational attainment(L) ¹	0	0	73
Foster care system members or graduates ¹	0	0	36
Displaced energy workers ¹	0	0	32
Transition Outcomes			
Primary Outcome: Job placements in clean energy employment(L) ¹ Show names of clean energy employers who have hired participants	10	0	14
Secondary Outcome: Job placements outside of clean energy industry ¹ Show names of employers outside of the clean energy industry who have hired participants	0	0	0
Job retention in clean energy, 12 months(L) ¹	Unavailable	0	Unavailable
Job retention outside clean energy industry, 12 months(L) ¹	Unavailable	0	Unavailable
Primary Outcome: RAP Placements ¹ Show Program Sponsors who have accepted participants for RAP Placement	1	0	3
RAP Retention 12 months ¹	Unavailable	0	Unavailable
Primary outcome: Advanced training placements in clean energy ¹ Show names of advanced training providers	2	0	4
Advanced training retention, 12 months ¹	1	0	2
Program Completion Scenarios			
Started Bridge, but hired before bridge completion ¹	1	10	1
Completed Bridge program but Hired before Job-specific Training(L) ¹	1	20	1
Completed Bridge program, Started Job-specific Training but Hired before completion(L) ¹	1	30	1
Completed Both Bridge and Job-specific Training ¹	1	40	4

REPORTS

FULL EXPORT

Customer Information | Outreach & Partners | Work Plan & Reports | Planned vs. Actual CEJA

Search by:

Name

Program *

Navigator

Grantee

Customer Status

Advanced Search

[Export](#) [Reset Filters](#) [Add Customer](#) [Upload Customers](#)

10 entries per page

IwN ID	Last Name	First Name	Navigator	Provider	Customer Status	Training Program	Program Completion Status	Transition Outcome	Last Updated
36592	Accommodation	Need		Workforce Foundation	Enrolled	CEJA - Workforce Hubs	Not Exited	N/A	02/17/2026
33336	Benton	teddy		Richland Council	Exited	CEJA - Workforce Hubs	Exited	Apprenticeship, Job Placement, Opened Small Business, Other Training	02/16/2026

EXPORT

Select which fields you would like to export. The fields that are pre-selected are added to every report.

- Select/Deselect All
- Program
- Grantee
- Navigator
- Worknet Id
- Account Status: Active/Inactive
- Customer Status (Inquiry, Applicant, Enrolled etc.)
- First Name
- Last Name
- User Name
- Phone Number
- Email
- Inquiry/Prescreening - Address Line 1
- Inquiry/Prescreening - Address Line 2
- Inquiry/Prescreening - City
- Inquiry/Prescreening - State
- Inquiry/Prescreening - ZIP Code
- Inquiry/Prescreening - EJC/R3/Both/Neither
- Application Address Line 1
- Application Address Line 2
- Application City
- Application State
- Application ZIP Code
- Applicant + Status - EJC/R3/Both/Neither
- Birth Date
- Prescreening Date
- Application Date
- Enrollment Date
- Completion Date



THANKS FOR VIEWING!

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