



Illinois
Department of Commerce
& Economic Opportunity

Illinois Works Provider Network

2024 IWRS Session III

Norman Ruano, Deputy Director of Illinois Works







ILW Pre-Apprenticeship Team



- Dr. Norman Ruano, Deputy Director of Illinois Works
- Mr. Dan Martinez, Grant Manager
- Ms. Monica Pruitt, Grant Manager
- Dr. Ana Bedard, Training Analyst and Program Coach
- Dr. Vera Lee Robinson, Training Analyst and Program Coach
- Dr. Jeff Doolittle, Virtual Production Coordinator
- Dr. Gia Suggs, Professional Development Lead, Training Analyst and Program Coach





Course Description



Illinois Works was created as a result of Governor Pritzker's commitment to expanding equity in the Illinois' construction workforce. The Office of Illinois Works, in partnership with Southern Illinois University's Center for Workforce Development, developed the **Illinois Works Reporting System**, also known as **IWRS**.

This system allows grantees to track key information about participants' progress throughout their engagement with the ILW Pre-apprenticeship program. During this course, you will be provided with information about the **Illinois Works Reporting System (IWRS)**, navigation instructions, intake, and additional system tools.



Course Objectives

By the end of this training, learners will be able to:

- Describe the role of the Illinois Works Reporting System.
- Explain the relationship between IWRS and the Pre-apprenticeship LifeCycle.
- Utilize the icons on the navigation bar.
- Navigate the IWRS main page.
- Navigate the Participant Recruitment & Engagement tabs and subtabs.
- Add/Update partner engagements.





Course Objectives cont.

By the end of this training, learners will be able to:

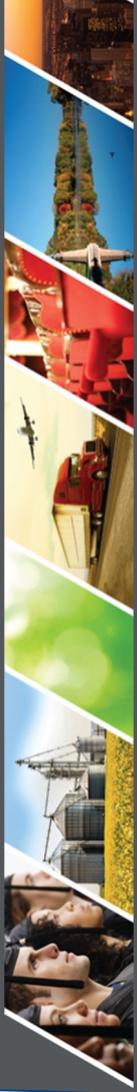
- Enroll participants into a cohort.
- Update/Add training services.
- Set up training dates for cohorts.
- Add attendance.
- Add post-assessments.
- Add stipends.
- Run IWRS Reports.





This Session is Being Recorded





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Module 2: Welcome and Introduction

By the end of this section, you will be able to:

- Identify your fellow session participants.
- Use the Webex features and functions to fully participate in the training.
- Identify what they hope to learn.





Illinois
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& Economic Opportunity



Comments, feedback, or questions?

Email us at:

CEO.IllinoisWorks@Illinois.Gov

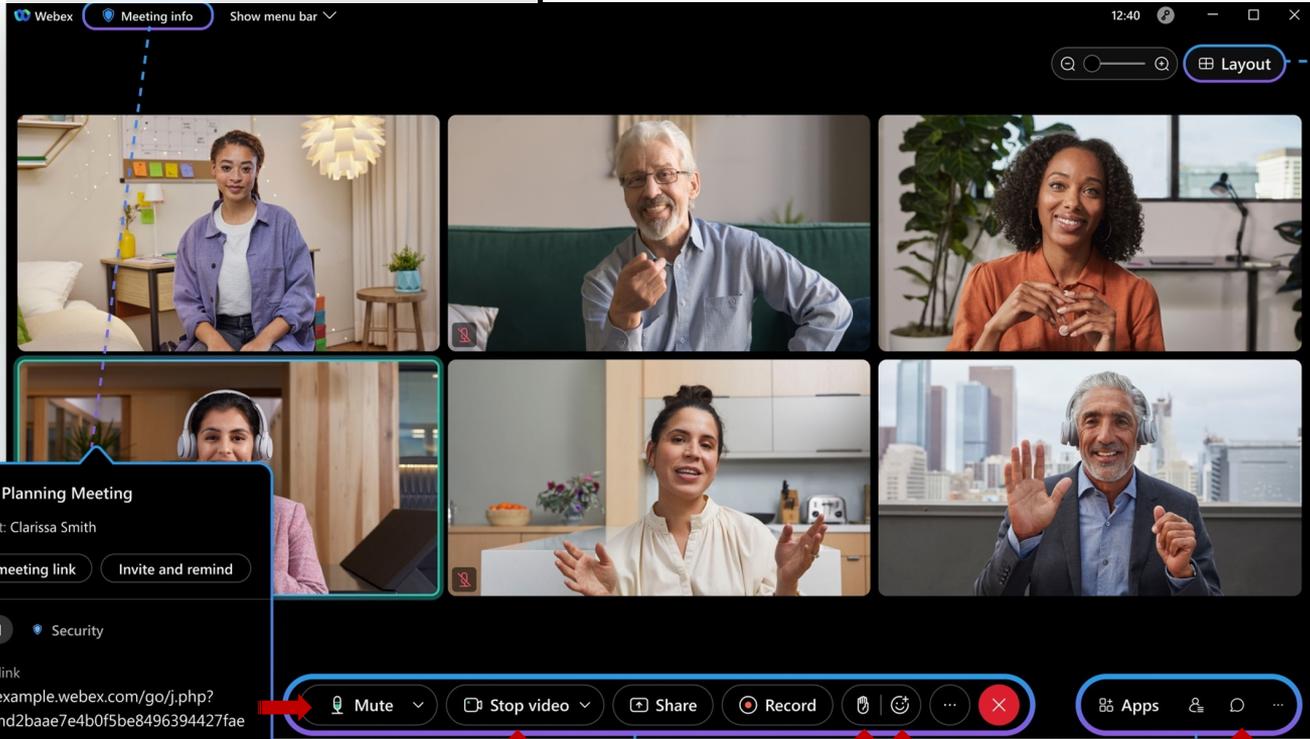


- Your Name
- Organization/Agency
- Role
- Geographic Location
- Add an asterisk (*) next to your name if you attended IWRS: Session I. Add (**) if you attended I & II.

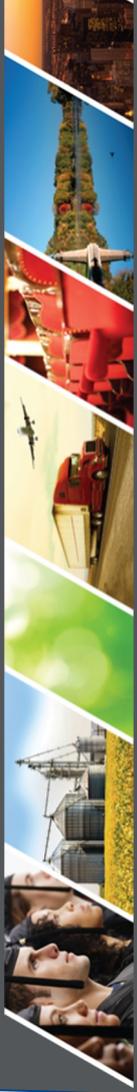




WebEx Tutorial



- Mute/Unmute
- Stop/Start Video
- Raise Hand
- Emojis
- Chat



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Module 3: Introduction to IWRS



By the end of this section, you will be able to:

- Describe the purpose of the Illinois Works Reporting System (IWRS).
- Explain the relationship between IWRS and Pre-apprentice LifeCycle.



Illinois Works Reporting System (IWRS)





IWRS



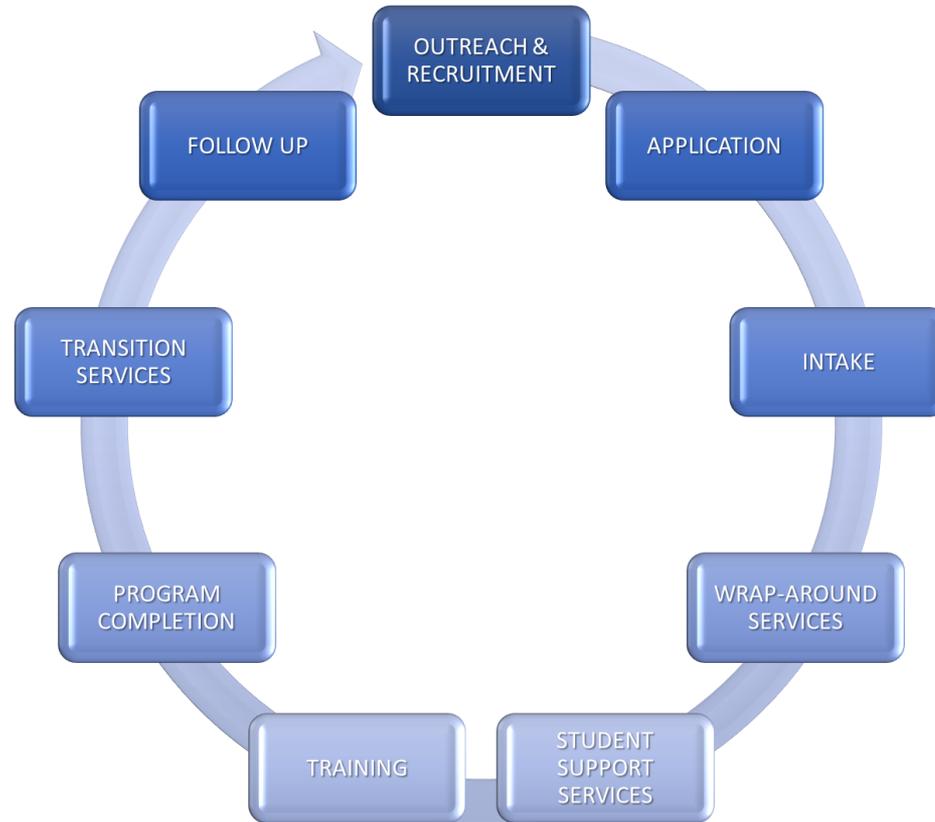


IWRS



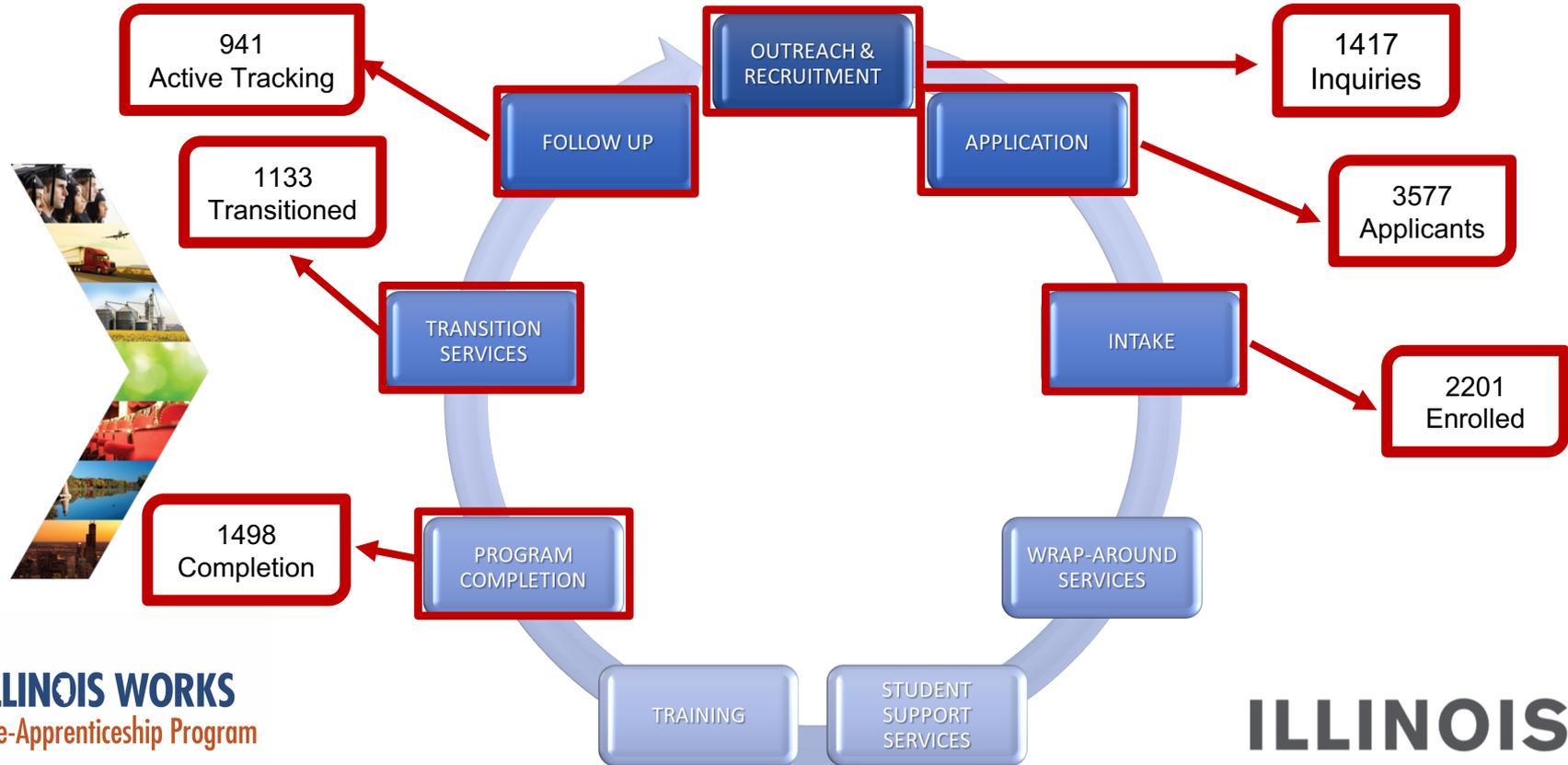


Pre-Apprentice LifeCycle and IWRS



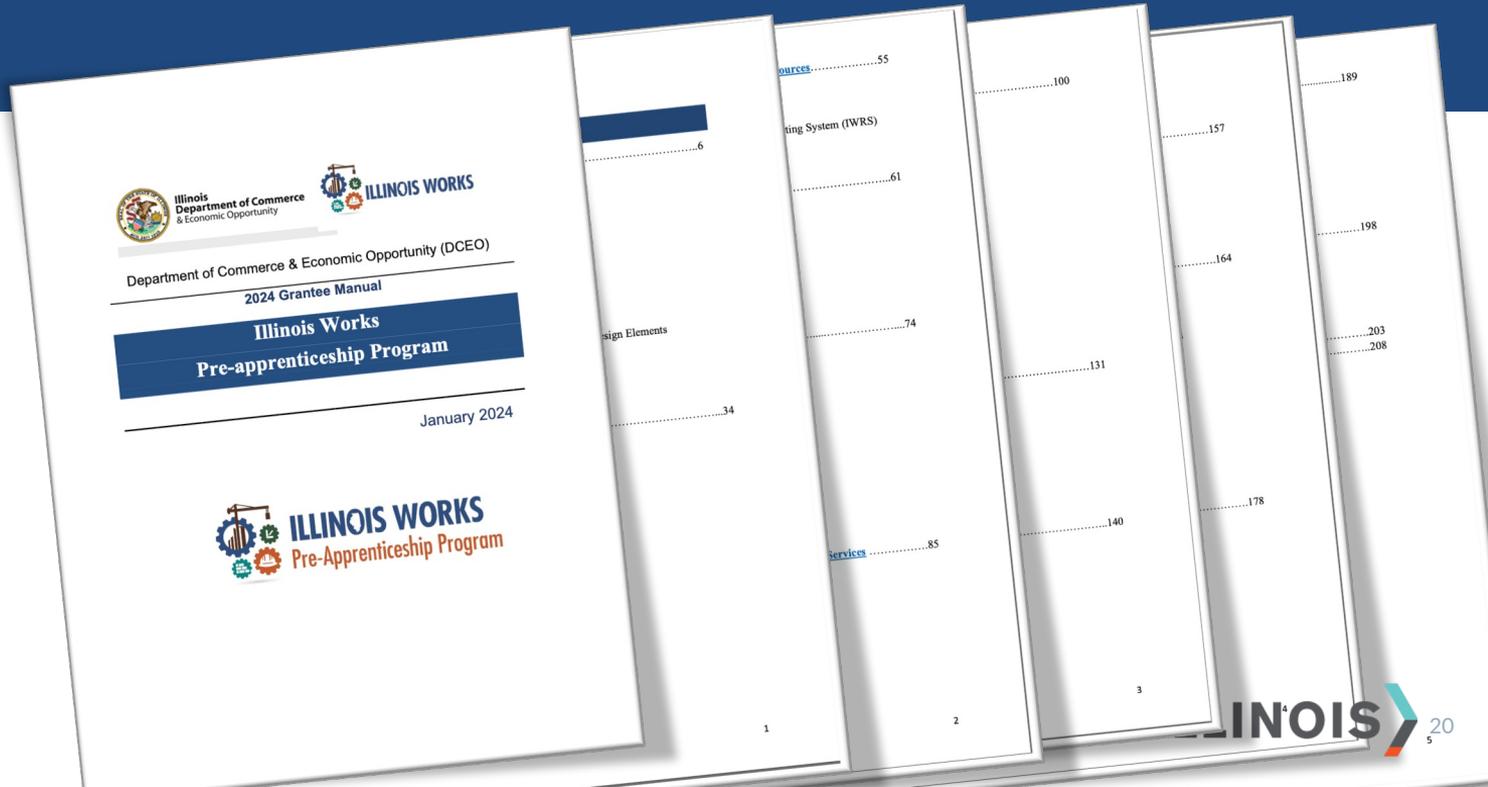


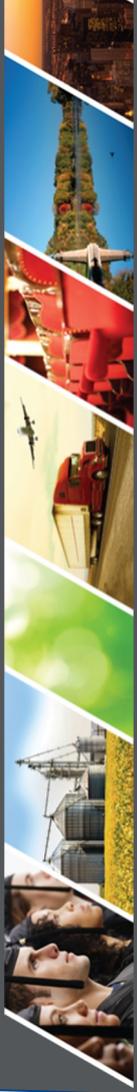
Program Elements and IWRS





2024 Grantee Manual





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Module 4: Sign into IWRS



By the end of this section, you will be able to:

- Identify IWRS roles.
- Sign into IL workNet.
- Access the Illinois Work Reporting System (IWRS).



Roles



- **Service Provider:**
Access to grantee participant information and dashboards.
- **Service Provider Program Administrators:**
Access to designated participants, grantee information, and specific reports.
- **Super Administrators (ILW Staff Role):**
Access to all Illinois Works Reporting System program tools.



IWRS Access



MENU

Login

Sign Up

ILLINOIS
workNet
CENTER
americanjobcenter

Search

Español

Partners

Share

STATE OF ILLINOIS WORKFORCE PORTAL

Employer

Explore resources, connect to job seekers, & register to receive personalized services to help your business recover, expand, & grow.

[Explore Resources >](#)
[Set Up Virtual Job Fair >](#)

Job Seeker

Explore virtual job fairs, resources, available services, & register to receive alerts to the latest info on finding a job.

[Explore Resources >](#)
[Layoff Assistance >](#)

Virtual Job Fair

Explore virtual job fair resources and opportunities or get access to assistance to easily set up your own virtual job fair.

[Set Up Virtual Job Fair >](#)
[Search Virtual Job Fairs >](#)

Training & Services

Find training programs as well as local work support services to develop skills for high demand roles.

[Find Training >](#)
[Find Local Services >](#)

Illinois workNet Registration

Click here to learn about Illinois workNet account benefits.
Fields with an asterisk (*) are required for registration. Enter your information below to begin using your Illinois workNet account.

First Name*

Last Name*

Date Of Birth*

Email Address*

Confirm Email Address*

Main Number Ext

Alternate Number Ext

ZIP Code*

Secret Question*

Secret Answer*

User Name*

Password*

Confirm Password*

You are required to read and indicate that you agree to the updated Terms and Conditions of this site. Click the following link to read the terms and conditions. Then indicate that you agree with the terms by checking the box below. [View Terms and Conditions](#)

Accept Agreement*

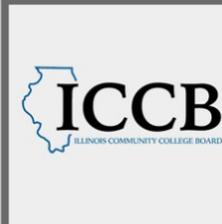




IWRS Access

State Partner Resources

 <p>ILLINOIS Pathways Science, Technology, Engineering & Math</p>	 <p>ILLINOIS WORKS Pre-Apprenticeship Program</p>	 <p>JOB TRAINING & Economic Development</p>	 <p>youth career pathways PY 2018</p>
Illinois Pathways	Illinois Works	JTED	Youth Career Pathways

 <p>ILLINOIS WORKFORCE INNOVATION BOARD</p>	 <p>WIOA WORKS ILLINOIS</p>	 <p>WIOA WORKS ePOLICY</p>	 <p>TANF/SNAP/Medical (Apply for Benefits)</p>
IWIB	WIOA Works for Illinois	WIOA ePolicy Manual	IDHS - Application For Services
 <p>ILLINOIS workNet CENTER americanjobcenter</p>	 <p>ICCB ILLINOIS COMMUNITY COLLEGE BOARD</p>	 <p>IDES ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY</p>	 <p>Rehabilitation Services</p>
Illinois workNet Center	ICCB	IDES	Rehabilitation Services

[View More](#)





IWRS Access



ILLINOIS WORKS REPORTING SYSTEM

DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM -

Participant Recruitment & Engagement Partner Engagement & Management Work Plan & Report

Name

Intermediary/Provider

Customer Status

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

Show 10 entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	

ALL RESOURCES

[Access the Illinois Works Reporting System](#)

[Video Tutorials & Training Materials](#)

[Full List of Resources](#)

[Partner Tool Updates](#)





IWRS Access



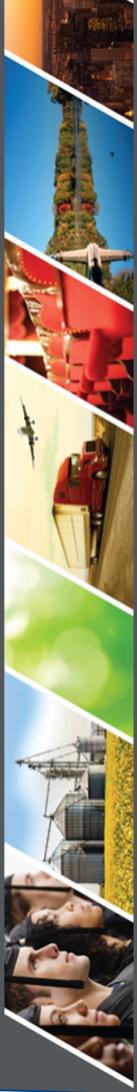
MENU

ILLINOIS workNet CENTER
americanjobcenter

Search Español Partners

My Dashboard Messages (0) Bookmarks Resumes Skills & Interests

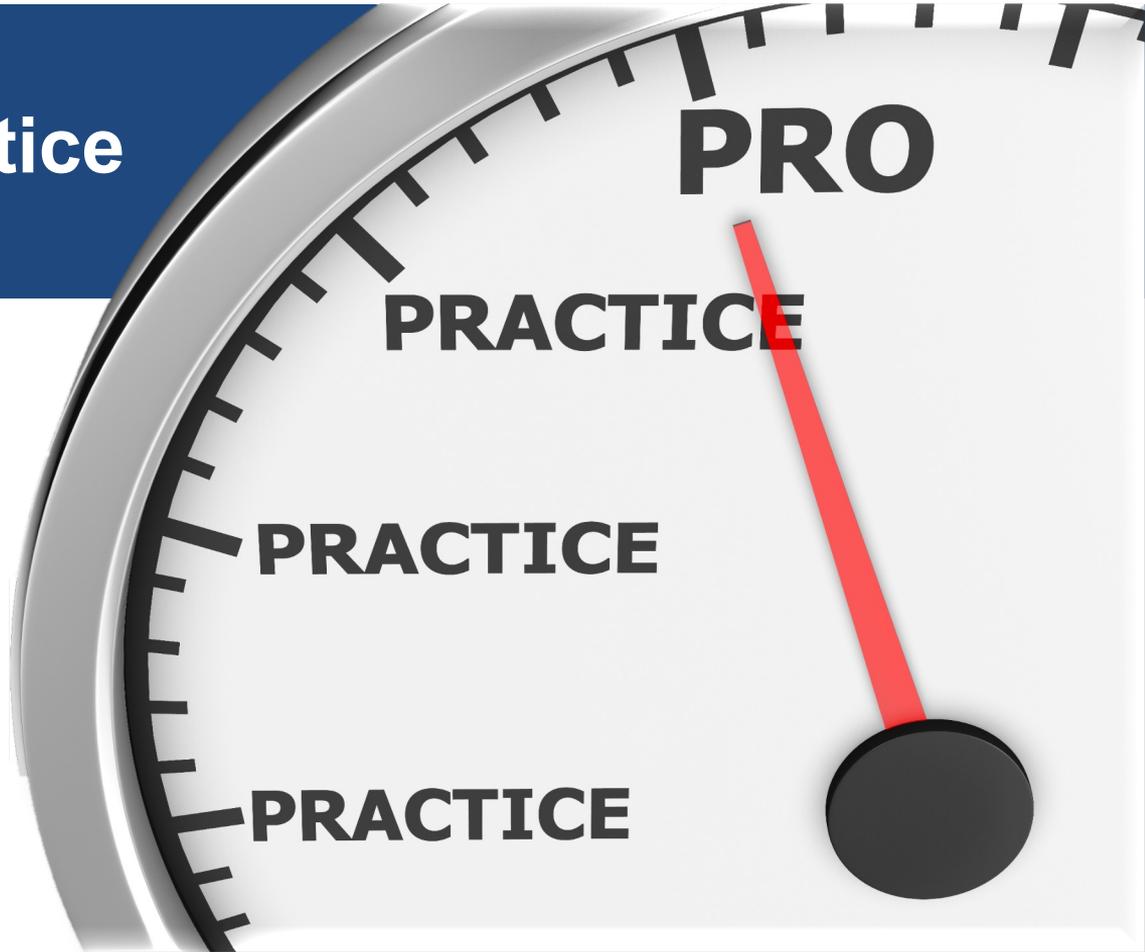
Personal Tools			Partner Tools		
 Dashboard	 Profile	 Password	 Customer Support Center/IWIS	 Service Finder Administration	 Incumbent Worker Tracking System (IWTS)
 Messages	 Bookmarks	 Assessments	 More Tools		
 Interests	 Employment 101	 Resumes			
 Disability Estimator	 Career Plan Tools	 Attendance			

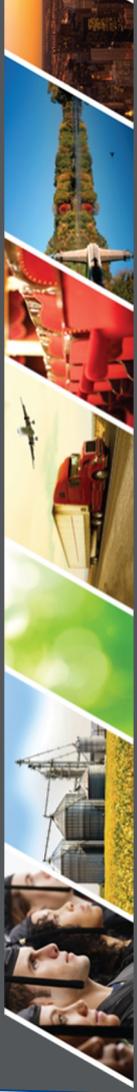


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IWRS Access - Practice





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Module 5: IWRS Main Page



By the end of this section, you will be able to:

- Navigate the main page.
- Add/Update provider information.



Navigation Bar



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ILLINOIS WORKS REPORTING SYSTEM

- Participant Recruitment & Engagement**
- Partner Engagement & Management
- Work Plan & Report

Name

Intermediary/Provider

Customer Status

- [Search](#)
- [Export](#)
- [Student Support Needs Report](#)
- [Add Participant](#)

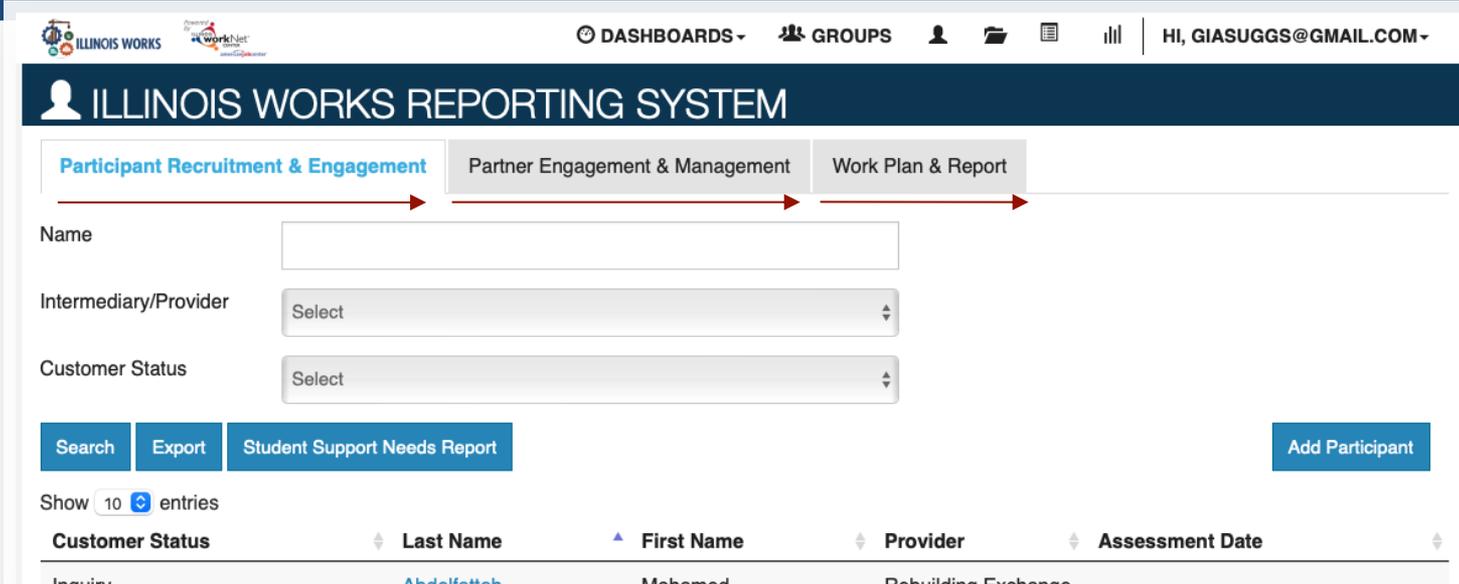
Show entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	





Main Page Overview



The screenshot shows the main interface of the Illinois Works Reporting System. At the top, there are navigation links for 'DASHBOARDS', 'GROUPS', and a user profile icon. The user is logged in as 'HI, GIASUGGS@GMAIL.COM'. Below the navigation is a dark blue header with the text 'ILLINOIS WORKS REPORTING SYSTEM'. Three tabs are visible: 'Participant Recruitment & Engagement' (active), 'Partner Engagement & Management', and 'Work Plan & Report'. Below the tabs are three input fields: 'Name', 'Intermediary/Provider' (with a 'Select' dropdown), and 'Customer Status' (with a 'Select' dropdown). There are three buttons: 'Search', 'Export', and 'Student Support Needs Report'. An 'Add Participant' button is located on the right. Below the buttons, it says 'Show 10 entries'. At the bottom, a table is partially visible with columns for 'Customer Status', 'Last Name', 'First Name', 'Provider', and 'Assessment Date'. The first row shows 'Inquiry', 'Abdelfattah', 'Mohamed', 'Rebuilding Exchange', and an empty date field.

ILLINOIS WORKS Agency of Workforce Solutions **worklet** ILLINOIS WORKS

DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM -

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement Partner Engagement & Management Work Plan & Report

Name

Intermediary/Provider

Customer Status

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

Show 10 entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	





Main Page – Participant Recruitment & Engagement



  DASHBOARDS ▾ GROUPS 👤 📁 📄 📊 | HI, GIASUGGS@GMAIL.COM ▾

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement Partner Engagement & Management Work Plan & Report

Name

Intermediary/Provider

Customer Status

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

Show entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	





Main Page - Partner Engagement & Management



  DASHBOARDS - GROUPS     | HI, GIASUGGS@GMAIL.COM -

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement **Partner Engagement & Management** Work Plan & Report

Partner Engagement Contact Notes

Name *

Intermediary/Provider

Show entries

Partner Name	Provider	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
5th Ward - Leslie	Tools Up	Government	5-9	No	2325 E





Partner Engagement and Management - Subtabs



  DASHBOARDS -  GROUPS     | HI, GIASUGGS@GMAIL.COM -

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement **Partner Engagement & Management** Work Plan & Report

Partner Engagement Contact Notes

Name *

Intermediary/Provider

Show entries

Partner Name	Provider	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
5th Ward - Leslie	Tools Up	Government	5-9	No	2325 E



Subtab - Partner



ILLINOIS WORKS REPORTING SYSTEM

DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM

Participant Recruitment & Engagement **Partner Engagement & Management** Work Plan & Report

Partner Engagement Contact Notes

Name *

Intermediary/Provider

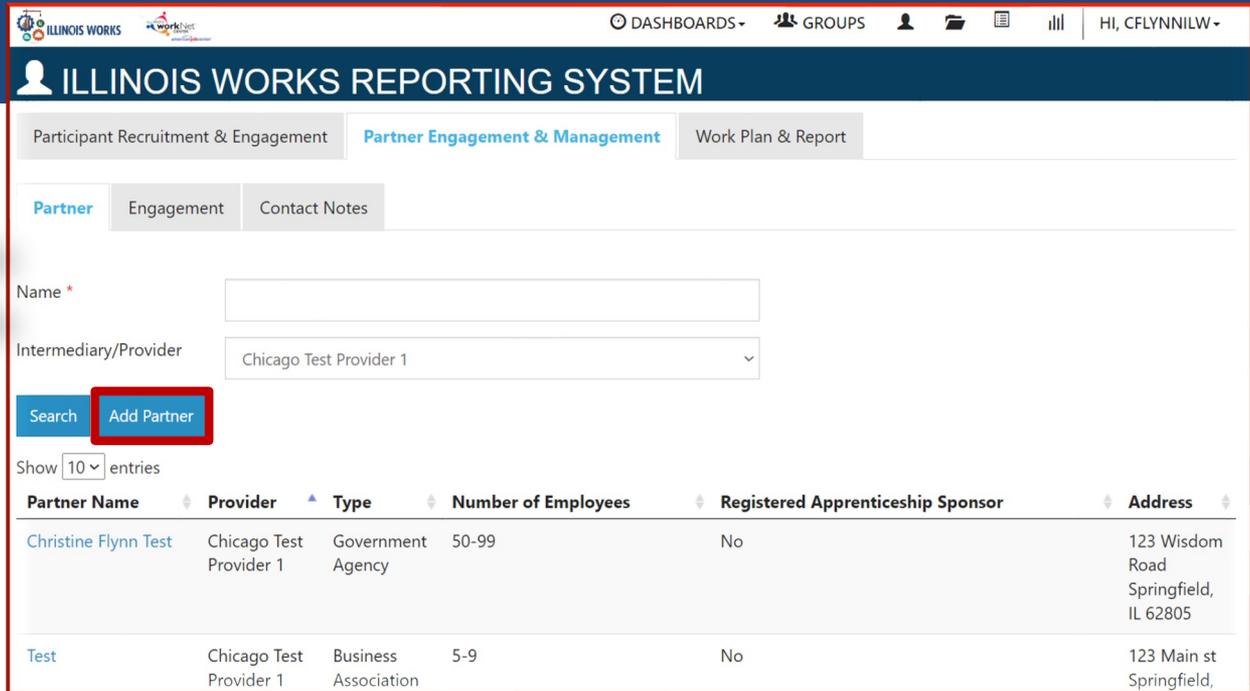
Show entries

Partner Name	Provider	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
Christine Flynn Test	Chicago Test Provider 1	Government Agency	50-99	No	123 Wisdom Road Springfield, IL 62805
Test	Chicago Test Provider 1	Business Association	5-9	No	123 Main st Springfield,

ILLINOIS



Add a Partner

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement | **Partner Engagement & Management** | Work Plan & Report

Partner | Engagement | Contact Notes

Name *

Intermediary/Provider

Search **Add Partner**

Show 10 entries

Partner Name	Provider	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
Christine Flynn Test	Chicago Test Provider 1	Government Agency	50-99	No	123 Wisdom Road Springfield, IL 62805
Test	Chicago Test Provider 1	Business Association	5-9	No	123 Main st Springfield,





Subtab - Engagement



ILLINOIS WORKS REPORTING SYSTEM

DASHBOARDS - GROUPS | HI, GIASUGGS@GMAIL.COM

Participant Recruitment & Engagement **Partner Engagement & Management** Work Plan & Report

Partner **Engagement** Contact Notes

Name *

Intermediary/Provider

Show entries

Partner Name	Provider	Type	Number
5th Ward - Leslie	Tools Up	Government	5-9

ILLINOIS WORKS REPORTING SYSTEM

DASHBOARDS - GROUPS | HI, CFLYNNILW

Participant Recruitment & Engagement **Partner Engagement & Management** Work Plan & Report

Partner **Engagement** Contact Notes

Name

Intermediary/Provider

Show entries

Provider	Partner Name	Type	Date
Chicago Test Provider 1	Christine Flynn Test	Support Services	02/16/2022
Chicago Test Provider 1	Test	Transition Services	03/29/2022
Chicago Test Provider 1	Test	Jobsite Training	02/23/2022



Add an Engagement



  DASHBOARDS ▾ GROUPS 👤 📁 📄 📊 | HI, CFLYNNILW ▾

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement **Partner Engagement & Management** Work Plan & Report

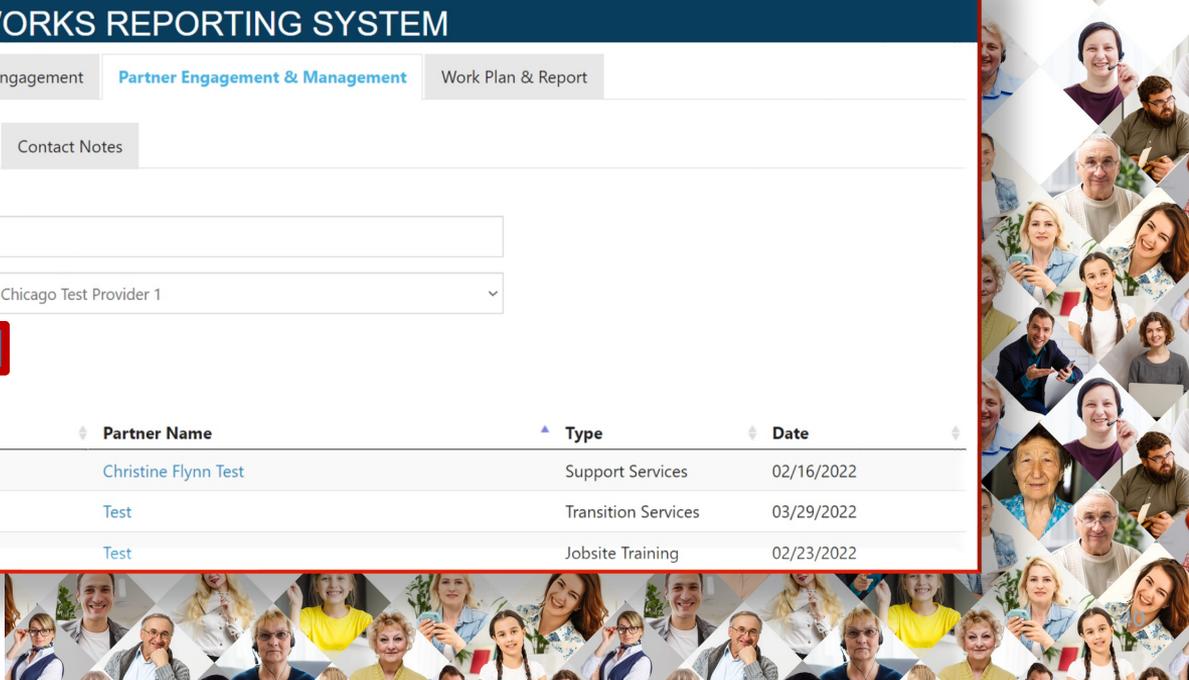
Partner **Engagement** Contact Notes

Name

Intermediary/Provider

Show entries

Provider	Partner Name	Type	Date
Chicago Test Provider 1	Christine Flynn Test	Support Services	02/16/2022
Chicago Test Provider 1	Test	Transition Services	03/29/2022
Chicago Test Provider 1	Test	Jobsite Training	02/23/2022





Subtab – Contact Notes



ILLINOIS WORKS DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM -

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement **Partner Engagement & Management** Work Plan & Report

Partner Engagement **Contact Notes**

Name *

Intermediary/Provider

Show entries

Partner Name	Provider	Type	Number
5th Ward - Leslie	Tools Up	Government	5-9

ILLINOIS WORKS DASHBOARDS - GROUPS HI, CFLYNNILW -

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement Partner Engagement & Management Work Plan & Report

Partner Engagement **Contact Notes**

Name

Intermediary/Provider

Show entries

Provider Name	Partner Name	Subject	Comment	Entered By	Date Entered
Chicago Test Provider 1	Test	test	test	ILWorks_SuperAdmin	2/2/2022
Chicago Test Provider 1	Test	new note	testing note submission	e_delcomyn	2/16/2022

Showing 1 to 2 of 2 entries Previous 1 Next



Main Page –Work Plan and Report



  DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM -

ILLINOIS WORKS REPORTING SYSTEM

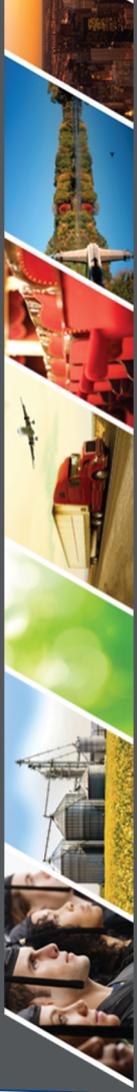
Participant Recruitment & Engagement | Partner Engagement & Management | **Work Plan & Report**

Name *

Intermediary/Provider

Plan

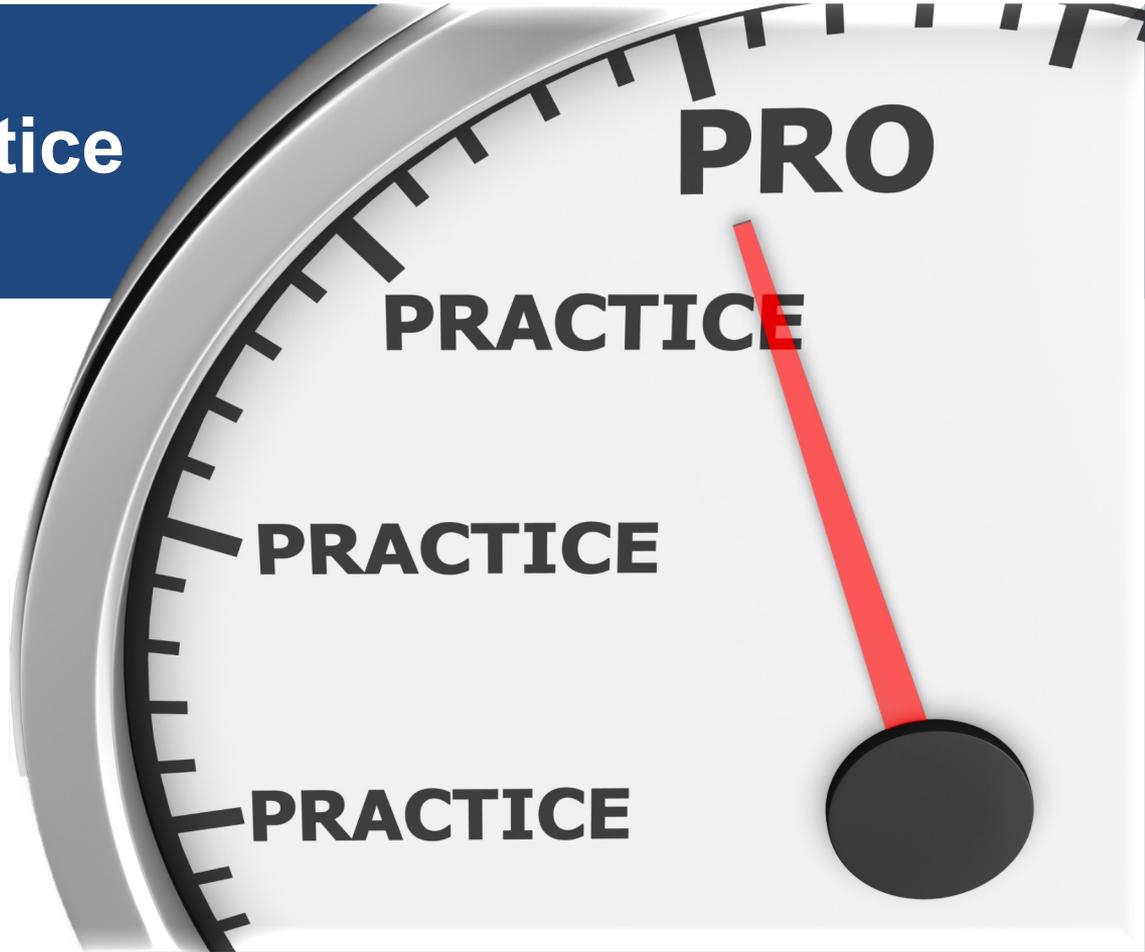


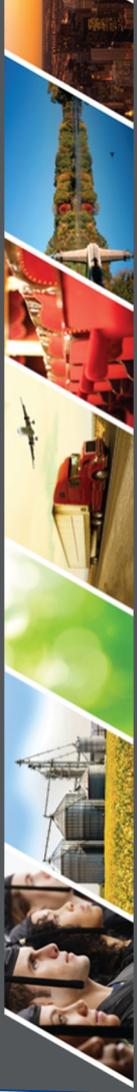


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IWRS Access - Practice





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Module 6: Training and Services

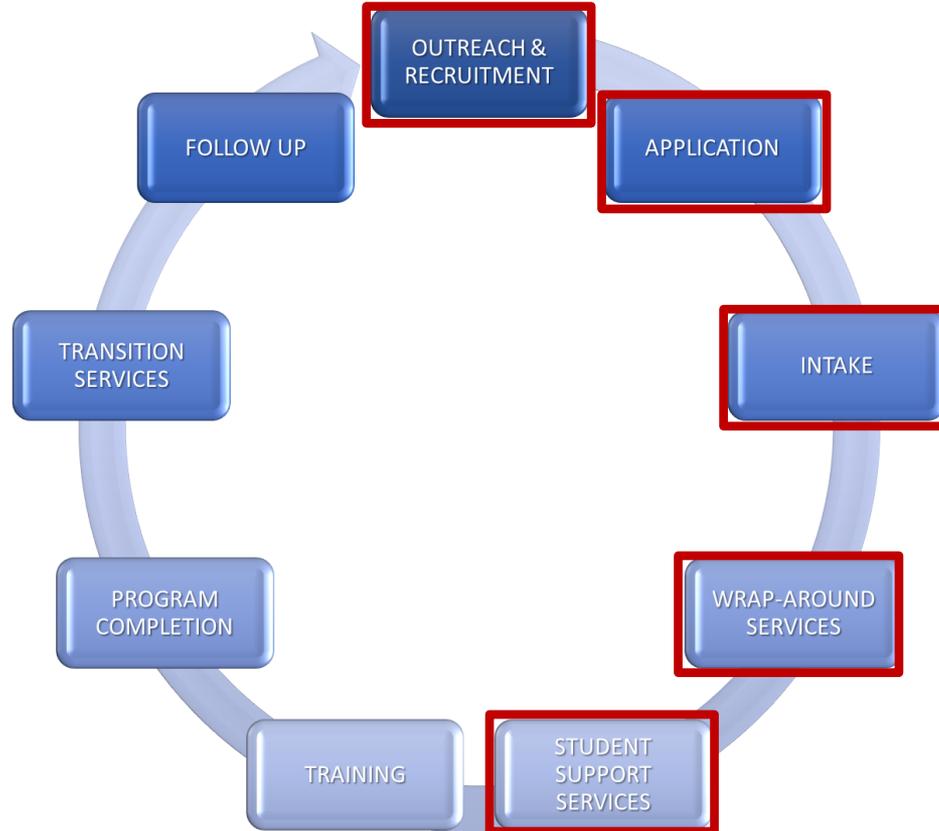


By the end of this section, you will be able to:

- Identify where this IWRS content is located on the Pre-apprenticeship LifeCycle.
- Add/Update training services information.
- Add attendance records.
- Complete a career assessment and create a career plan.
- Update the action log.



Pre-Apprentice LifeCycle





Enroll Participants Into a Cohort



ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL

Overview
Intake
Program Completion/Follow-Up
Transcript/Progress Report

INTAKE/REFERRAL
CASE NOTES(0)

Profile: March1 Test

Email march1test@illinois.gov

DOB 1/4/2005

Last 4 SSN

[See All](#)

Participant Summary Tools

[Assessments](#)

[Attendance](#)

[Case Notes](#)

[Credentials](#)

[Training/Services](#)

[Uploads](#)

[Worksites](#)

Instructions/Resources

[Intake Instructions](#)

[Case File Organizer Sheets](#)

1. Complete Application
 Prescreening Information

Complete Application With Customer

 Upload proof of high school graduation
 Diploma/GED/HSE:

2. Complete interview using the [interview sheet](#)

Select Interview Status ▼

Add/Edit Interview Information

 Upload Interview Sheet
 Interview Sheets:

3. Enter enrollment status

Add Enrollment Status

Upload signed Agreement
 Signed Agreements:

Add Case Note

Date	Enrollment Status	Reason	Remove



Update Enrolled Status



ADD ENROLLMENT STATUS [X]

Enrollment Status *

Social Security Number (Format: XXX-XX-XXXX)

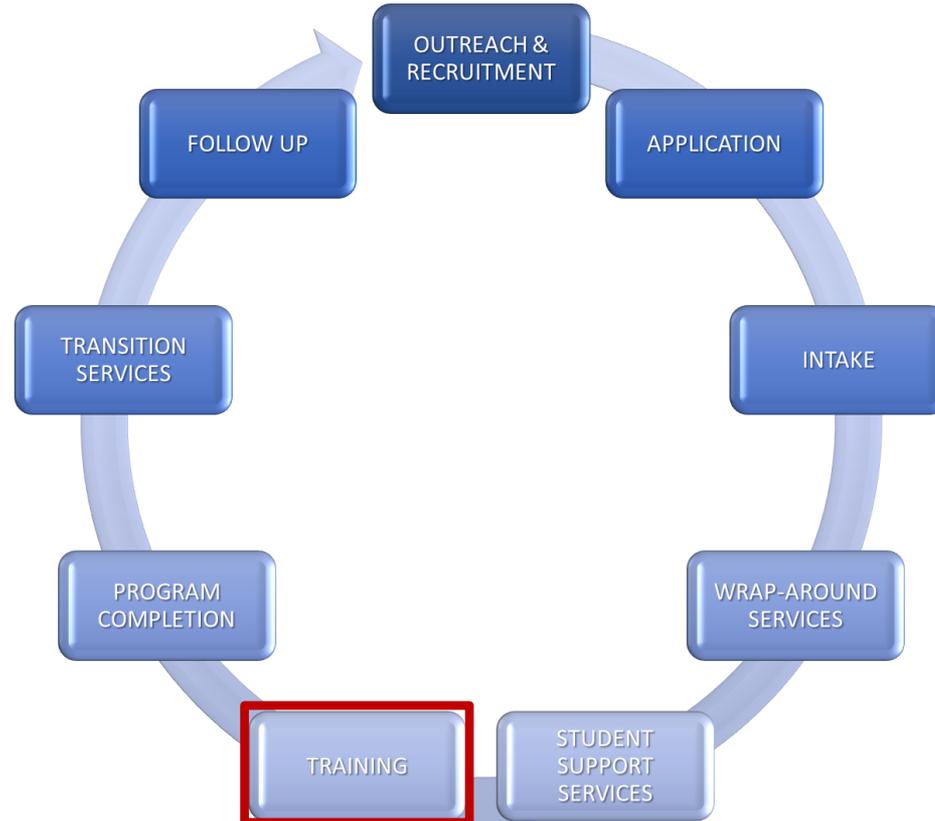
Confirm Social Security Number (Format: XXX-XX-XXXX)

CohortId

Enrollment Date



Pre-Apprentice LifeCycle





Instruction





Training and Services



DASHBOARDS - GROUPS | HI, GIASUGGS@GMAIL.COM -

CAREER PLAN ADD ACTIVITY/SERVICES - ILLINOIS WORKS REPORTING SYSTEM

Overview Intake/Referral Training/Services Program Completion/Follow-Up

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

ADD ACTIVITY/SERVICES CASE NOTES (0) ▲

Profile: Janetest Doetest

Email Janedoet@gmail.com

DOB 1/1/1970

Last 4 SSN

[See All](#)

Related Instructions

[Career Plan Overview](#)

Participant Summary Tools

- [Assessments](#)
- [Case Notes](#)
- [Change in Activity](#)
- [Services](#)
- [Worksites](#)
- [Uploads](#)

STEP 1: Add Services / Activities

[Add Services / Activities](#)

STEP 2: Assign Activity/Service(s) to a Goal

Search:

Activity/Service	Note	Status	Other Items
Alumni Networking	✎	✖	Not Set
Alumni Networking	✎	✖	Not Set

Showing 1 to 2 of 2 entries Previous 1 Next

STEP 3: Manage Activity/Service(s) in Goal

- SERVICES/ACTIVITIES FOR: WRAP AROUND SERVICES (0)
- SERVICES/ACTIVITIES FOR: TRAINING SERVICES (0)
- SERVICES/ACTIVITIES FOR: SUPPORT SERVICES (0)
- SERVICES/ACTIVITIES FOR: TRANSITION SERVICES (0)





Training and Services - Overview



ILLINOIS WORKS
DASHBOARDS - GROUPS
HI_CFLYNILW

Profile: Tiger Woods

Email: testing@tw.com

DOB: 1/1/2000

Last 4 SSN:

[See All](#)

Related Instructions

[Career Plan Overview](#)

Participant Summary Tools

[Assessments](#)

[Attendance](#)

[Case Notes](#)

[Credentials](#)

[Training/Services](#)

[Uploads](#)

[Worksites](#)

[View/Print Career Plan Form](#)

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

Select plan status

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

ASSESSMENTS

Career Cluster Inventory
Not Complete

Employment 101 - Pre
Not Complete

Employment 101 - Post
Not Complete

DESIRED CAREER PATH

Career Pathway Choice
None

Occupation 1
None

Occupation 2
None

Wage Goal (Per Hour)
None

[See More](#)

ACCOMPLISHMENTS

Earned Credentials: 3

Completed Goals: 1

Completed Services: 14

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	Show Next Steps	Career Plan	6/14/2022	8/5/2022	On Track
Wrap Around Services	Show Next Steps	Career Plan	8/4/2022	12/9/2022	On Track
Transition Services	Show Next Steps	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Not Started





Training and Services – Sidebar



ILLINOIS WORKS
DASHBOARDS - GROUPS
HI_CFLYNILW

Profile: Tiger Woods [View/Print Career Plan Form](#)

Email: testing@tw.com

DOB: 1/1/2000

Last 4 SSN:

[See All](#)

Related Instructions

[Career Plan Overview](#)

Participant Summary Tools

[Assessments](#)

[Attendance](#)

[Case Notes](#)

[Credentials](#)

[Training/Services](#)

[Uploads](#)

[Worksites](#)

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

Select plan status [Save Status \(Send Request\)](#)

ASSESSMENTS

Career Cluster Inventory
None
Not Complete

Employment 101 - Pre
None
Not Complete

Employment 101 - Post
None
Not Complete

DESIRED CAREER PATH

Career Pathway Choice
None

Occupation 1
None

Occupation 2
None

Wage Goal (Per Hour)
None

[See More](#)

ACCOMPLISHMENTS

Earned Credentials: 3

Completed Goals: 1

Completed Services: 14

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	Show Next Steps	Career Plan	6/14/2022	8/5/2022	On Track
Wrap Around Services	Show Next Steps	Career Plan	8/4/2022	12/9/2022	On Track
Transition Services	Show Next Steps	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Not Started





Training and Services – Case Notes



ILLINOIS WORKS
DASHBOARDS - GROUPS
HI_CFLYNILW

Profile: Tiger Woods [View/Print Career Plan Form](#)

Email: testing@tw.com

DOB: 1/1/2000

Last 4 SSN:

[See All](#)

Related Instructions

[Career Plan Overview](#)

Participant Summary Tools

- [Assessments](#)
- [Desired Career Path](#)
- [Case Notes](#)
- [Credentialed](#)
- [Training/Services](#)
- [Uploads](#)
- [Worksites](#)

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

Select plan status [Save Status \(Send Request\)](#)

ASSESSMENTS

Career Cluster Inventory
Not Complete

Employment 101 - Pre
Not Complete

Employment 101 - Post
Not Complete

DESIRED CAREER PATH

Career Pathway Choice
None

Occupation 1
None

Occupation 2
None

Wage Goal (Per Hour)
None

[See More](#)

ACCOMPLISHMENTS

Earned Credentials: 3

Completed Goals: 1

Completed Services: 14

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
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Wrap Around Services	Show Next Steps	Career Plan	8/4/2022	12/9/2022	On Track
Transition Services	Show Next Steps	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Not Started





Training and Services – Case Notes



ILLINOIS WORKS
DASHBOARDS - GROUPS

Profile: Tiger Woods

Email: testing@tw.com

DOB: 1/1/2000

Last 4 SSN:

See All

Related Instructions

Career Plan Overview

Participant Summary Tools

- Assessments
- Attendances
- Case Notes**
- Credentials
- Training/Services
- Uploads
- Worksites

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

Select plan status

ASSESSMENTS

Career Cluster Inventory Not Complete

Employment 101 - Pre Not Complete

Employment 101 - Post Not Complete

DESIRED CAREER PATH

Career Pathway Choice None

Occupation 1 None

Occupation 2 None

Wage Goal (Per Hour) None

See More

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Date	Status
Training Services	Show Next Steps	Career Plan	6/14/2022	8/5/2022	On Track
Wrap Around Services	Show Next Steps	Career Plan	8/4/2022	12/9/2022	On Track
Transition Services	Show Next Steps	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Not Started

- CASE NOTES

Overview Intake/Referral Training/Services Program Completion/Follow-Up

CASE NOTES

Related Instructions

Telling the Story in Case Notes

Case Note Tool (PDF)

Case Note Writing Rubric

Participant Summary Tools

- Assessments
- Case Notes
- Change in Activity
- Services
- Worksites
- Uploads

Start Date: End Date:

Add Case Note Filter Export

Show 50 entries Search:

Task	Contact Date	Subject	Comment	Delivery Method	Entered By	Entered	Source	Options
General	12/15/2022	Added in transportation	Tiger broke his leg because he was driving too fast from the hotel and now he needs a bus pass	Save as case note without sending a message/email	Christine Flynn	12/15/2022 2:28 PM	IwN	
Individual Employment Plan	8/10/2022	Successfully Completed	Successfully Completed	Save as case note without sending a message/email	Christine Flynn	8/10/2022 9:13 AM	IwN	





Training and Services - Uploads



ILLINOIS WORKS | DASHBOARDS - GROUPS | HI_CFLYNILW-

Profile: Tiger Woods [View/Print Career Plan Form](#)

Email: testing@tw.com
 DOB: 1/1/2000
 Last 4 SSN:
[See All](#)

Related Instructions
[Career Plan Overview](#)

Participant Summary Tools
[Assessments](#)
[Attendance](#)
[Case Notes](#)
[Credentiaals](#)
[Training/Services](#)
[Uploads](#) (highlighted with a red box)
[Worksites](#)

Latest Customer Goals/Plan Agreement (Status: *Unknown*)
 Select plan status [Save Status \(Send Request\)](#)

ASSESSMENTS
 Career Cluster Inventory: Not Complete
 Employment 101 - Pre: Not Complete
 Employment 101 - Post: Not Complete

DESIRED CAREER PATH
 Career Pathway Choice: None
 Occupation 1: None
 Occupation 2: None
 Wage Goal (Per Hour): None
[See More](#)

ACCOMPLISHMENTS
 Earned Credentials: 3
 Completed Goals: 1
 Completed Services: 14

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	Show Next Steps	Career Plan	6/14/2022	8/5/2022	On Track
Wrap Around Services	Show Next Steps	Career Plan	8/4/2022	12/9/2022	On Track
Transition Services	Show Next Steps	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Not Started





Training and Services - Uploads



ILLINOIS WORKS | DASHBOARDS | GROUPS | HI, CFYNNILW

Profile: Tiger Woods
 Email: testing@tw.com
 DOB: 1/1/2000
 Last 4 SSN: [Redacted]
 See All

Related Instructions
 Career Plan Overview

Participant Summary Tools
 Assessments
 Attendance
 Case Notes
 Credentials
 Training/Services
 Uploads
 Worksites

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

ASSESSMENTS
 Career Cluster Inventory
 Not Complete
 Employment 101 - Pre
 Not Complete
 Employment 101 - Post
 Not Complete

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

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Completion Date	Status
Training Services	Show Next Steps	Career Plan	6/14/2022		
Wrap Around Services	Show Next Steps	Career Plan	8/4/2022		
Transition Services	Show Next Steps	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Not Started

UPLOADS

Overview | Intake/Referral | Training/Services | Program Completion/Follow-Up

UPLOADED DOCUMENTS

Upload File

Show 10 entries

Search: []

File name	Description	Category	Uploaded By	Upload Date	Remove Upload
TWoods Interview Sheet.pdf		Interview Sheet	CFlynnILW	8/9/2022	Remove
TWoods Signed Agreement.pdf		Signed Agreement	CFlynnILW	8/9/2022	Remove
TWoods_FirstAidCPR.png	First Aid/CPR Card	First Aid/CPR	CFlynnILW	8/9/2022	Remove
TWoods_NCCER.png	NCCER Certificate	NCCER Certification	CFlynnILW	8/9/2022	Remove
TWoods_OSHA10.png	OSHA 10 Card	OSHA	CFlynnILW	8/9/2022	Remove

Showing 1 to 5 of 5 entries

Previous 1 Next





Training and Services – Career Plan



ILLINOIS WORKS
DASHBOARDS - GROUPS
HI_CFLYNILW

Profile: Tiger Woods

Email: testing@tw.com

DOB: 1/1/2000

Last 4 SSN:

[See All](#)

Related Instructions

[Career Plan Overview](#)

Participant Summary Tools

- [Assessments](#)
- [Attendance](#)
- [Case Notes](#)
- [Credentials](#)
- [Training/Services](#)
- [Uploads](#)
- [Worksites](#)

[View/Print Career Plan Form](#)

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

Select plan status

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

ASSESSMENTS

Career Cluster Inventory
Not Complete

Employment 101 - Pre
Not Complete

Employment 101 - Post
Not Complete

DESIRED CAREER PATH

Career Pathway Choice
None

Occupation 1
None

Occupation 2
None

Wage Goal (Per Hour)
None

[See More](#)

ACCOMPLISHMENTS

Earned Credentials: 3

Completed Goals: 1

Completed Services: 14

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	Show Next Steps	Career Plan	6/14/2022	8/5/2022	On Track
Wrap Around Services	Show Next Steps	Career Plan	8/4/2022	12/9/2022	On Track
Transition Services	Show Next Steps	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Not Started





Training and Services – Career Plan



ILLINOIS WORKS
DASHBOARDS - GROUPS
HI_CFLYNILW

Profile: Tiger Woods

Email: testing@tw.com

DOB: 1/1/2000

Last 4 SSN:

[See All](#)

Related Instructions

[Career Plan Overview](#)

Participant Summary Tools

- [Assessments](#)
- [Attendance](#)
- [Case Notes](#)
- [Credentials](#)
- [Training/Services](#)
- [Uploads](#)
- [Worksites](#)

[View/Print Career Plan Form](#)

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

Select plan status

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

ASSESSMENTS

Career Cluster Inventory
Not Complete

Employment 101 - Pre
Not Complete

Employment 101 - Post
Not Complete

DESIRED CAREER PATH

Career Pathway Choice
None

Occupation 1
None

Occupation 2
None

Wage Goal (Per Hour)
None

[See More](#)

ACCOMPLISHMENTS

Earned Credentials: 3

Completed Goals: 1

Completed Services: 14

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	Show Next Steps	Career Plan	6/14/2022	8/5/2022	On Track
Wrap Around Services	Show Next Steps	Career Plan	8/4/2022	12/9/2022	On Track
Transition Services	Show Next Steps	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Not Started





Training and Services



CAREER PLAN ADD ACTIVITY/SERVICES - ILLINOIS WORKS REPORTING SYSTEM

Overview Intake/Referral Training/Services Program Completion/Follow-Up

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

ADD ACTIVITY/SERVICES [CASE NOTES](#)

Profile: Tiger Woods
 Email: testing@tw.com
 DOB: 1/1/2000
 Last 4 SSN: [Redacted]
[See All](#)

Related Instructions
[Career Plan Overview](#)

Participant Summary Tools
[Assessments](#)
[Case Notes](#)
[Change In Activity](#)
[Services](#)
[Worksites](#)
[Upload](#)

STEP 1: Add Services / Activities
[Add Services / Activities](#)

STEP 2: Assign Activity/Service(s) to a Goal

Activity/Service	Note	Status	Other Items
No data available in table			

Showing 0 to 0 of 0 entries

STEP 3: Manage Activity/Service(s) in Goal

- SERVICES/ACTIVITIES FOR: WRAP AROUND SERVICES (2)
- SERVICES/ACTIVITIES FOR: TRAINING SERVICES (12)
- SERVICES/ACTIVITIES FOR: SUPPORT SERVICES (0)
- SERVICES/ACTIVITIES FOR: TRANSITION SERVICES (1)

ADD SERVICES / ACTIVITIES

IwN Category: All
 IWDS Service Level: All

Search:

Category	Service	Description	
Wrap-around Support	Alumni Networking	Alumni Networking Service ... See More	Add
Wrap-around Support	Apprenticeship Application Fee	Provide participants with assistance in paying fees related to joining a DOL-registered apprenticeship program, including application fees. See More	Add
Transition Service	Assistance with completing an apprenticeship program application	Provide assistance with completing a register apprenticeship in the construction industry. See More	Add
Wrap-around Support	Broadband Fees	Provide participants with assistance in paying for Broadband fees not covered by existing programs. See More	Add
Transition Service	Career Information	Provide career information for those who are currently in the program. See More	Add
Wrap-around Support	Childcare/Family Member Care	Provide participants with assistance in paying for childcare/babysitting costs and home aide costs. See More	Add
Wrap-around Support	Cost of Drivers License	Provide participants with assistance in paying for a driver's license. See More	Add





Training and Services – Add Steps/Services

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

ADD ACTIVITY/SERVICES

CASE NOTES (26) ▲

Profile: Tiger Woods

Email: testing@tw.com

DOB: 1/1/2000

Last 4 SSN:

[See All](#)

Related Instructions

[Career Plan Overview](#)

STEP 1: Add Services / Activities

[Add Services / Activities](#)

STEP 2: Assign Activity/Service(s) to a Goal

Search:

Activity/Service	Note	Status	Other Items
Alumni Networking ✍ ✕		Not Set	

Showing 1 to 1 of 1 entries

Previous
1
Next





Training and Services – Add Steps/Services

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

ADD ACTIVITY/SERVICES CASE NOTES (26) ▲

Profile: Tiger Woods

Email: testing@tw.com

DOB: 1/1/2000

Last 4 SSN:

[See All](#)

Related Instructions

[Career Plan Overview](#)

STEP 1: Add Services / Activities

Add Services / Activities

STEP 2: Assign Activity/Service(s) to a Goal

Search:

Activity/Service	Note	Status	Other Items
Alumni Networking  		Not Set	

Showing 1 to 1 of 1 entries

Previous | 1 | Next





Training and Services – Case Note



👤 - CASE NOTES

Overview | Intake/Referral | **Training/Services** | Program Completion/Follow-Up

CASE NOTES

Related Instructions

- Telling the Story in Case Notes
- Case Note Tool (PDF)
- Case Note Writing Rubric

Participant Summary Tools

- Assessments
- Case Notes
- Change in Activity
- Services
- Worksites
- Uploads

Start Date
End Date

Add Case Note
Filter
Export

Show 50 entries
Search:

Task	Contact Date	Subject	Comment	Delivery Method	Entered By	Entered	Source	Options
General	12/15/2022	Added in transportation	Tiger broke his leg because he was driving too fast from the hotel and now he needs a bus pass	Save as case note without sending a message/email	Christine Flynn	12/15/2022 2:28 PM	lwN	
Individual Employment Plan	8/10/2022	Successfully Completed	Successfully Completed	Save as case note without sending a message/email	Christine Flynn	8/10/2022 9:13 AM	lwN	





Training and Services – Update Log

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

UPDATE LOG

Profile: Tiger Woods

Email testing@tw.com

DOB 1/1/2000

Last 4 SSN

See All

Related Instructions

Career Plan Overview

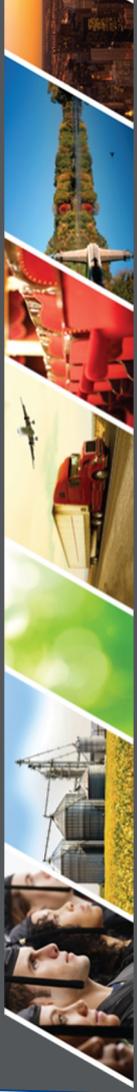
Participant Summary Tools

CASE NOTES (26) ▲

Search:

Section	Action	Date	User
Build a plan	Alumni Networking	2/7/2023 18:14	Christine Flynn
Build a plan	Updated Step Credential Tab - Instructional Service	1/17/2023 18:6	Christine Flynn
Build a plan	Updated Step Status Tab - Transportation	12/15/2022 14:28	Christine Flynn
Build a plan	Transportation	12/15/2022 14:23	Christine Flynn
Build a plan	Updated Step Credential Tab - Instructional Service	8/11/2022 12:4	Christine Flynn
Build a plan	Updated Step Post-Assessment Tab - Instructional Service	8/11/2022 12:1	Christine Flynn
Build a plan	Updated Step Status Tab - Instructional Service	8/10/2022 9:17	Christine Flynn
Build a plan	Updated Step Provider Tab - Instructional Service	8/10/2022 9:17	Christine Flynn
Build a plan	Updated Step Status Tab - Instructional Service	8/10/2022 9:17	Christine Flynn



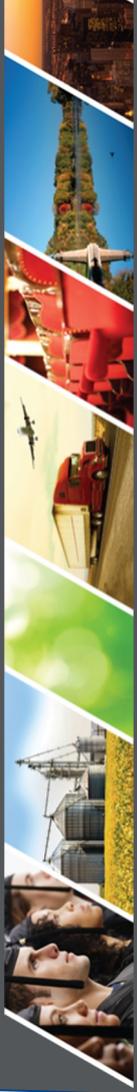


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IWRS - Practice





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Setting Up Training Dates



DASHBOARDS ▾ GROUPS  HI, DMARTINEZ01-

PROVIDER INFO

Appointments | File Uploads | **Grantee Details** | Training Programs

Project *

Provider/Grantee *

Select Print

Grantee Info

TA Contact	Grantee Address
TA Contact Info	1234 Street Lane Chicago, IL 62626
Scope Overview	Grantee Program Name
	Program Start Date
	Target Population
	LWIA

CASE NOTES(0)  [Edit](#)



Training Set-up and Completion – Cohort Information



COHORT INFORMATION

FY	Name
22	Cohort 1 - FY22
22	Cohort 2 - FY22
22	Cohort 3 - FY22
22	Cohort 4 - FY22
22	Cohort 5 - FY22
22	Cohort 6 - FY22
23	Cohort 1 - FY23
23	Cohort 2 - FY23
23	Cohort 3 - FY23
23	Cohort 4 - FY23
23	Cohort 5 - FY23
23	Cohort 6 - FY23
24	Cohort 1 - FY24
24	Cohort 2 - FY24
24	Cohort 3 - FY24
24	Cohort 4 - FY24
24	Cohort 5 - FY24
24	Cohort 6 - FY24



Cohort Details

PROVIDER INFO

[Appointments](#) |
 [File Uploads](#) |
 [Grantee Details](#) |
 [Training Programs](#)

COHORT DETAILS - CHICAGO TEST PROVIDER 1

Name

Cohort 1 - FY24

Fiscal Year

24

[Upload Attendance Roster](#)

[Export](#)

Service Name

Instructional Service

Module 1 - Illinois Works Pre-apprenticeship Program Orientation (2 hours)

Module 2 - Basic Safety

Module 3 - Introduction to Construction Math

Start Date

End Date

Required Total Hours







1/8/2024 12:00:00 AM



1/9/2024 12:00:00 AM

2



1/9/2024 12:00:00 AM



1/12/2024 12:00:00 AM

10



2/5/2024 12:00:00 AM



2/16/2024 12:00:00 AM

20





Add Attendance



- Bulk Attendance
- Individual Attendance





Recording Attendance in IWRS - individually



DASHBOARDS - GROUPS HI, DMARTINEZ01 -

CAREER PLAN EDIT CUSTOMER SERVICE

Overview Intake/Referral Training/Service Program Completion/Follow-Up

Status (Default) Service Provider Post-Assessments Earned Credentials

Career Plan / Add Activities/Services / Edit Customer Service

EDIT CUSTOMER SERVICE

Profile: Bill Testerson

Email bttesterson@illinois.gov

DOB 1/1/2005

Last 4 SSN

See All

First Aid/CPR

Total Subsidized days for all items: 0

Goal* Training Services Status* Started/Open

Planned Start Date* 01/15/2024

Planned Completion Date* 01/16/2024

Attendance Hours Required* 8

Total Attendance Hours*

This participant attended a make up session

Other Notes

Service addresses the following situations
[Show More Situations](#)



Bulk Attendance

SERVICES REPORT: ATTENDANCE

Back to Reports

Project: IL Works

Step/Service Name: Instructional Service

Service Provider: Chicago Test Provider 1 123 Street Lane Chicago, IL 62626

Cohort Name: Cohort 1 - FY24

Start Date Begin Range:

Start Date End Range:

Filter Save Export Import

Customer Name	Activity	Status	Start Date	End Date	# Hours Required	Total Attendance Hours	Make-Up Session was Attended
Jane Doerr	Module 1 - Illinois Works Pre-apprenticeship Program Orientation	Unsucces	4/4/2023	4/21/2022	0		<input type="checkbox"/>
January February	Module 1 - Illinois Works Pre-apprenticeship Program Orientation	Started/O	4/7/2022	4/8/2022	0		<input type="checkbox"/>
January February	First Aid/CPR	Successfu	9/5/2022	9/9/2022	0		<input type="checkbox"/>
January February	Module 1 - Illinois Works Pre-apprenticeship Program Orientation	Successfu	9/6/2022	9/16/2022	0		<input type="checkbox"/>





Access Attendance through Customer Services



CUSTOMER SERVICES

Back to Reports

Project *

Sub-Project

Grantee

Cohort Name *

Customer Enrollment Status

Start Date Begin Range

Start Date End Range

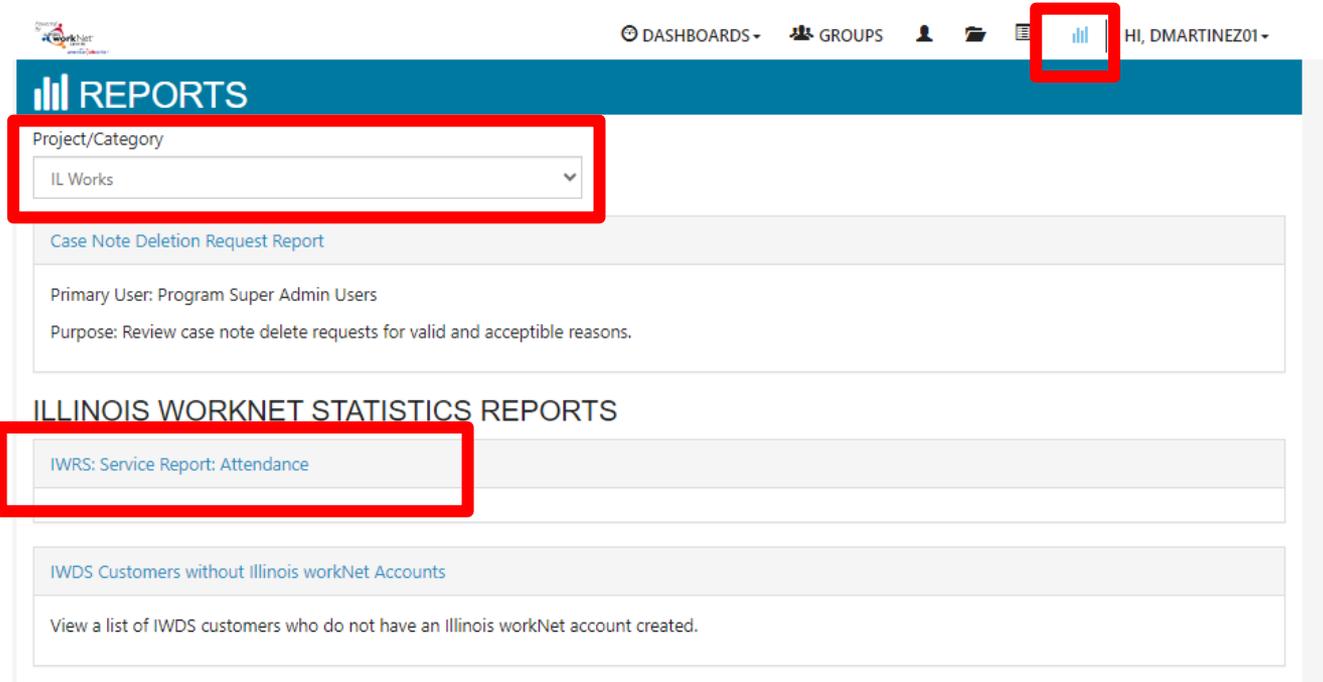
Service Provider

[Filter](#) [Export](#)

Step/Service	Service Level	Not Started	Started	Successful Completion	Unsuccessful Completion	Evaluated/Not Required	Total Customers with Step/Service	Total Customers without Step/Service
Alumni Networking	N/A	1	0	0	0	0	1	6
Broadband Fees	N/A	2	0	0	0	0	2	5
Childcare/Family Member Care	N/A	2	0	0	0	1	3	4
Cost of Drivers License	N/A	3	0	0	0	0	3	4
Digital Literacy	N/A	2	0	0	0	0	2	5
Driver's Education Lessons	N/A	2	0	0	0	0	2	5
Financial Literacy	N/A	2	0	0	0	0	2	5
Service				0	0	0	26	-19
Instructional Service	N/A	40	27	1	0	0	68	-61



Bulk Entry using Services Report Attendances



 **DASHBOARDS** **GROUPS** **HI, DMARTINEZ01**

REPORTS

Project/Category
IL Works

[Case Note Deletion Request Report](#)

Primary User: Program Super Admin Users
Purpose: Review case note delete requests for valid and acceptable reasons.

ILLINOIS WORKNET STATISTICS REPORTS

[IWRs: Service Report: Attendance](#)

[IWDS Customers without Illinois workNet Accounts](#)

View a list of IWDS customers who do not have an Illinois workNet account created.



Adding Post Assessments



Career Plan / Add Activities/Services / Edit Customer Service

EDIT CUSTOMER SERVICE

Profile: Tiger Woods

Email testing@tw.com

User Name TWoods5

Last 4 SSN

[See All](#)

[Reset Password](#) [Send Message](#)

Module 1 - Illinois Works Pre-apprenticeship Program Orientation

[Add Post-Assessment](#)

Passing %

Post-Asse
Orientation

Showing 1 t

**This Custo

ADD/EDIT POST-ASSESSMENT

Name *

Score *

Date *

[Cancel](#) [Save](#)





Stipends – The 5th Goal in the “Career Plan”



CAREER PLAN PLAN OVERVIEW - ILLINOIS WORKS REPORTING SYSTEM

Overview Intake/Referrals **Training/Services** Program Completion/Follow-Up

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

PLAN OVERVIEW CASE NOTES (4) ▲

Profile: Bill Testerson

Email: btesterson@illinois.gov

DOB: 1/1/2005

Last 4 SSN

[See All](#)

Related Instructions

[Career Plan Overview](#)

Participant Summary Tools

[Assessments](#)

[Attendance](#)

[Case Notes](#)

[Credentials](#)

[Training/Services](#)

[Uploads](#)

[Worksites](#)

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

Select plan status

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

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: 0

CAREER PLAN					
Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Wrap Around Services	Show Next Steps	Career Plan			Not Started
Training Services	Show Next Steps	Career Plan	1/8/2024	2/16/2024	Not Started
Program Stipend	Hide Next Steps	Career Plan	1/9/2024	1/12/2024	Not Started
Program Stipend	Program Stipend		1/9/2024	1/12/2024	Started/Open



Stipend Entry



CAREER PLAN - EDIT CUSTOMER SERVICE

Overview | Intake/Referral | Training/Services | Program Completion/Follow-Up

Status (Default) | Service Provider | **Dollar Value of Service**

Career Plan / Add Activities/Services / Edit Customer Service

EDIT CUSTOMER SERVICE

Profile: Bill Testerson
 Email: bttesterson@illinois.gov
 DOB: 1/1/2005
 Last 4 SSN
 See All

Program Stipend

Add Service Cost

ADD/EDIT DOLLAR VALUE OF SERVICE

Payment Method *

Final Payment *

Total Stipend Amount *

Stipend Rate (per instruction hour) *

Current Service Costs

Search:

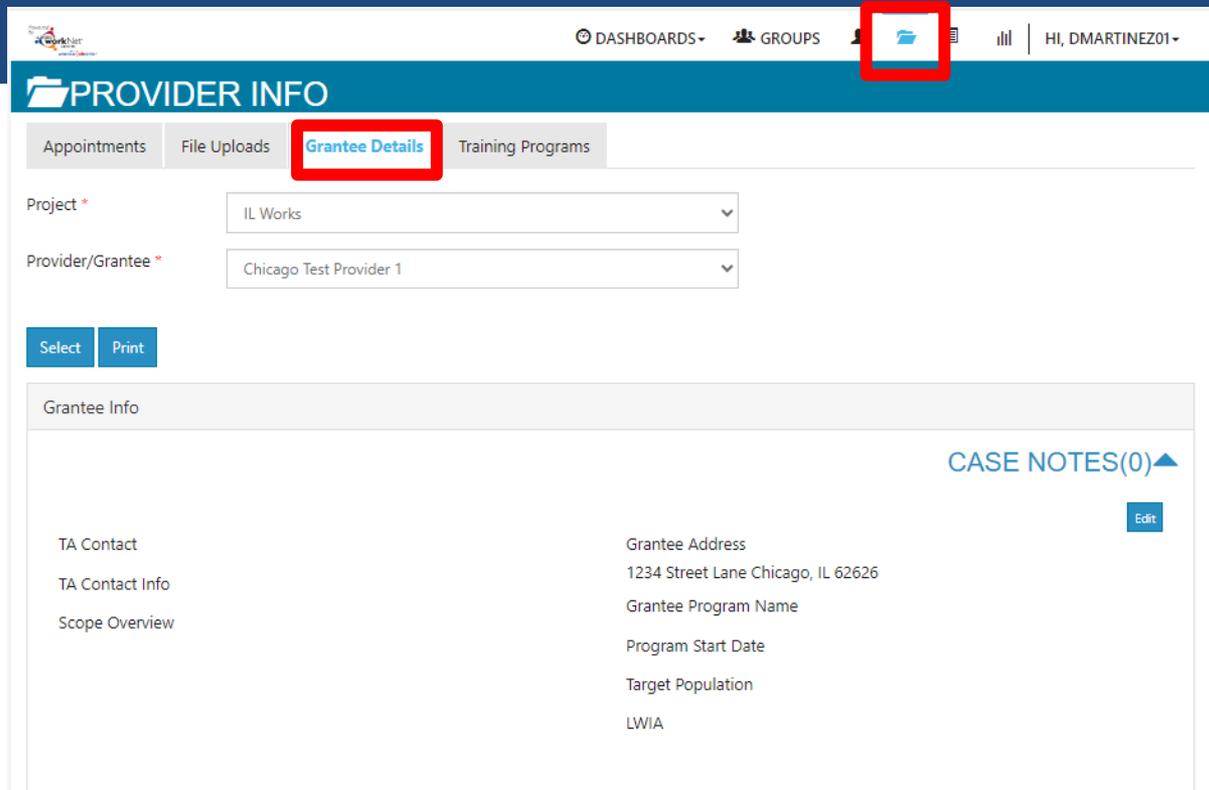
Payment Method	Service Description	Dollar Amount/Unit	Stipend Rate	Total Cost	Payment Date	Updated By	Date Updated	Edit	Delete
Check	Stipend	240.00	14.25	240.00	2/9/2024	Dan Martinez	2/28/2024		
Check	Stipend	142.50	14.25	142.50	2/16/2024	Dan Martinez	2/28/2024		

Showing 1 to 2 of 2 entries

Previous Next



Access Cohort Details – Upload Attendance Rosters



PROVIDER INFO

DASHBOARDS - GROUPS  HI, DMARTINEZ01-

Appointments File Uploads **Grantee Details** Training Programs

Project * IL Works

Provider/Grantee * Chicago Test Provider 1

Select Print

Grantee Info

CASE NOTES(0) 

TA Contact Grantee Address

TA Contact Info 1234 Street Lane Chicago, IL 62626

Scope Overview Grantee Program Name

Program Start Date

Target Population

LWIA

Edit



Uploading Attendance Rosters



PROVIDER INFO

Appointments | File Uploads | Grantee Details | Tra

COHORT DETAILS - CHICAGO TES

Name
Cohort 1 - FY24

Fiscal Year
24

Upload Attendance Roster | Export

UPLOAD ATTENDANCE ROSTER

Service *
Module 1 - Illinois Works Pre-apprenticeship Program Orientation (2

File
Choose File C1 - FY24_IL..n Roster.pdf
File Types Accepted: .xls,.xlsx,.pdf,.doc,.docx

Description
Attendance Roster for ILW Orientation - Cohort 1 FY24

Upload

Close

Service Name	Start Date	End Date	Required Total Hours
Instructional Service			
Module 1 - Illinois Works Pre-apprenticeship Program Orientation (2 hours)	1/8/2024 12:00:00 AM	1/9/2024 12:00:00 AM	2
Module 2 - Basic Safety	1/9/2024 12:00:00 AM	1/12/2024 12:00:00 AM	10
Module 3 - Introduction to Construction Math	2/5/2024 12:00:00 AM	2/16/2024 12:00:00 AM	20



Uploading Attendance Roster



PROVIDER INFO

Appointments
File Uploads
Grantee Details
Training Programs

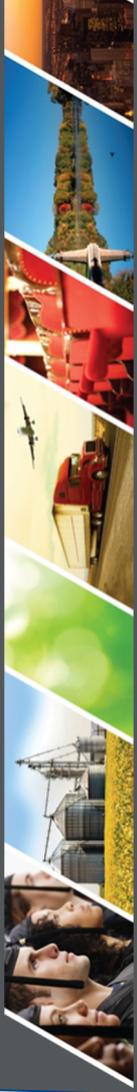
COHORT DETAILS - CHICAGO TEST PROVIDER 1

Name
Cohort 1 - FY24

Fiscal Year
24

Upload Attendance Roster
Export

Service Name	Start Date	End Date	Required Total Hours
Instructional Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
Module 1 - Illinois Works Pre-apprenticeship Program Orientation (2 hours) Attendance Roster	1/8/2024 12:00:00 AM	1/9/2024 12:00:00 AM	2
<div style="border: 2px solid red; padding: 2px; display: inline-block;">C1 - FY24_ILW Orientation Roster.pdf</div>			
Module 2 - Basic Safety	1/9/2024 12:00:00 AM	1/12/2024 12:00:00 AM	10
Module 3 - Introduction to Construction Math	2/5/2024 12:00:00 AM	2/16/2024 12:00:00 AM	20

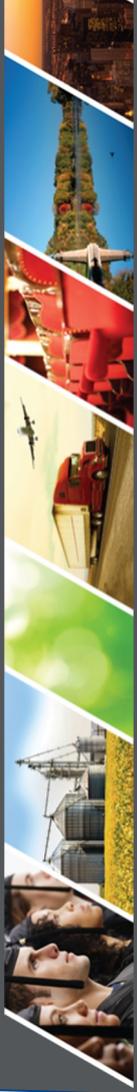


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IWRS - Practice





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Module 7: IWRS Updated Tools and Features



By the end of this section, you will be able to:

- Identify participant red flags and academic information through the Student Support Needs Report and Attendance and Post-Assessment Report.
- Describe how the Work Plan & Report can help guide program performance.
- Utilize the Export report for compliance verification and participant information.



IWRS – Reporting Tools



Student Support Needs Report



Attendance and Post-
Assessment Score Report



Reporting Tools - Student Support Needs Report



  DASHBOARDS ▾ GROUPS 👤 📁 📄 📊 | HI, CFLYNNILW ▾

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement Partner Engagement & Management Work Plan & Report

Name

Intermediary/Provider

Customer Status

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

Show entries

Customer Status	Last Name	First Name	Provider	Assessment Date
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IWRS – Reporting Tools – Student Support Services



 **DASHBOA**

REPORTS

Project/Category

SPECIAL PROJECT REPORTS

[DHS youth PPR Report](#)

Primary User: DHS Youth Grantees and IDHS.
Purpose: The Periodic Performance Report provides a
Youth.
Run the DHS Youth PPR report to:

- View a table view of the number of customers who
- View a table view of the number of customers who
- Access a list of customers who meet the perform

[ISETS: All Participants Who Received Benefits Summary \(4333\)](#)

[ISETS: Employment Report](#)

[ISETS: Supportive Services Summary](#)

[ISETS: Earnfare Referral and Attendance \(2606\) Summary](#)

[ISETS: Earnfare Administrative Expenses Certification](#)

[Student Support Service Report](#)

[Attendance and Post-Assessment Scores](#)

[Grantee Information](#)

Primary User: Commerce.
Purpose: The Grantee Information Report provides an overview of the project and actual number of participants, sectors, grant amounts, and most recent status update notes.





IWRS – Reporting Tools – Attendance/Post Assessment

ISETS: All Participants Who Received Benefits Summary (4333)

ISETS: Employment Report

ISETS: Supportive Services Summary

ISETS: Earnfare Referral and Attendance (2606) Summary

ISETS: Earnfare Administrative Expenses Certification

Student Support Service Report

Attendance and Post-Assessment Scores

Grantee Information

Primary User: Commerce.

Purpose: The Grantee Information Report provides an overview of the project and actual number of participants, sectors, grant amounts, and most recent status update notes.

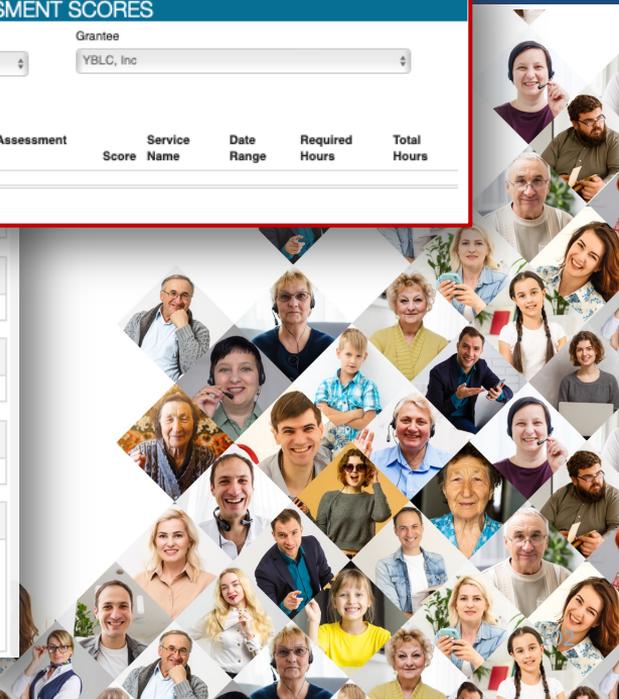
DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM

ATTENDANCE POST ASSESSMENT SCORES

Project: IL Works Grantee: YBLC, Inc

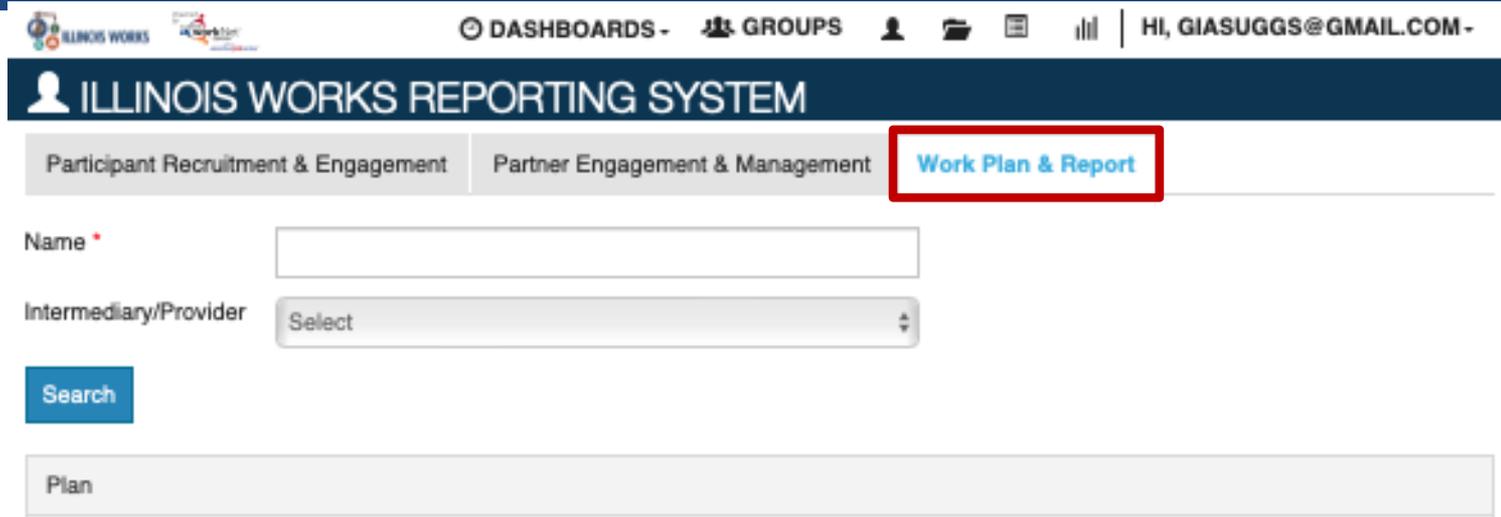
Filter

Provider Name	Last Name	First Name	Post Assessment Email	Post Assessment Name	Service Score	Date Range	Required Hours	Total Hours
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IWRS - Main Page Overview - Work Plan and Report



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ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement Partner Engagement & Management **Work Plan & Report**

Name *

Intermediary/Provider

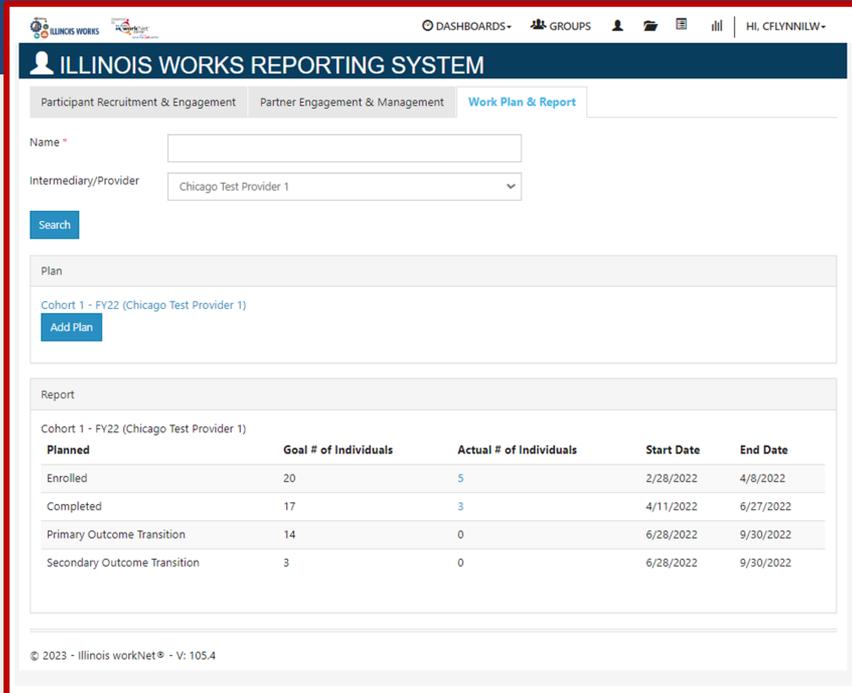
Search

Plan





IWRS - Main Page Overview - Work Plan and Report

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement | Partner Engagement & Management | **Work Plan & Report**

Name *

Intermediary/Provider

[Search](#)

Plan

Cohort 1 - FY22 (Chicago Test Provider 1)

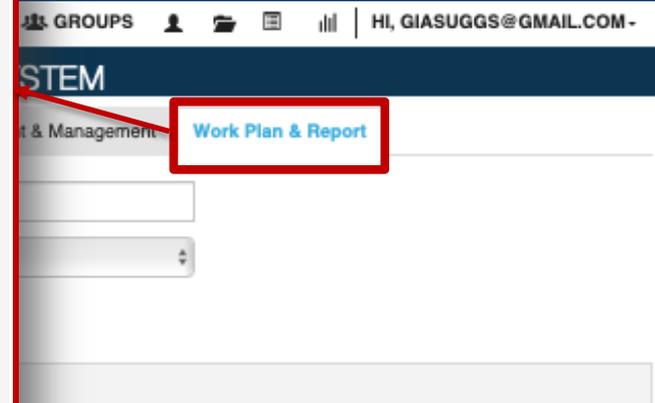
[Add Plan](#)

Report

Cohort 1 - FY22 (Chicago Test Provider 1)

Planned	Goal # of Individuals	Actual # of Individuals	Start Date	End Date
Enrolled	20	5	2/28/2022	4/8/2022
Completed	17	3	4/11/2022	6/27/2022
Primary Outcome Transition	14	0	6/28/2022	9/30/2022
Secondary Outcome Transition	3	0	6/28/2022	9/30/2022

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STEM

Participant Recruitment & Management | **Work Plan & Report**





IWRS - Main Page Overview - Export

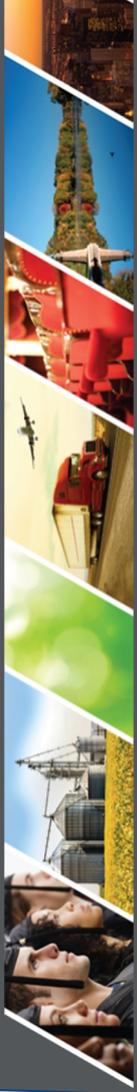


EXPORT ✕

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

- Select/Deselect All
- Worknet Id
- Account Status: Active/inactive
- Customer Status (Inquiry, Applicant, Enrolled etc.)
- First Name
- Last Name
- User Name
- Last 4 SSN
- Email
- Birth Date
- Phone Number
- Address Line 1
- Address Line 2
- City
- State
- ZIP Code
- County
- Gender
- Ethnicity
- Highest Level of Education
- Grantee
- Training Program
- Date Assigned (Inquiry Date)
- Date Assigned (Applicant Date)
- Follow Up Flag
- Enrollment Status Flag
- Attendance Flag
- Post-Assessment Flag
- Training Status Flag
- Wrap Around Service Flag
- Student Support Service Flag
- Transition Service Flag
- Earned Credential Flag
- Program Completion Flag



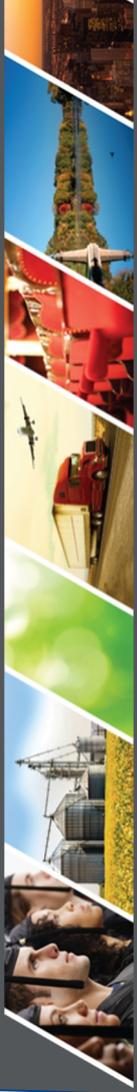


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IWRS - Practice





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Illinois
Department of Commerce
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Program Engagement ~ Mentimeter

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**Thank you, and we are glad
to have you as part of our
provider network!**



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