

#### Illinois Works Provider Network

## 2024 IWRS Session III

### Norman Ruano, Deputy Director of Illinois Works





www.illinois.gov/dceo



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## **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**



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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 Preapprenticeship LifeCycle.

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- $\succ$  Utilize the icons on the navigation bar.
- > Navigate the IWRS main page.
- Navigate the Participant Recruitment & Engagement tabs and subtabs.
- Add/Update partner engagements.





## **ILLINOIS** 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.











### Illinois

## Department of Commerce 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.







# Comments, feedback, or questions? Email us at:

CEO.IllinoisWorks@Illinois.Gov

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- 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

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- Raise Hand
- Emojis
- Chat





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## Department of Commerce & Economic Opportunity 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)



















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## **Pre-Apprentice LifeCycle and IWRS**







### **Program Elements and IWRS**







## **2024 Grantee Manual**









#### Illinois Department of Commerce & Economic Opportunity 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).









#### 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**





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Partners

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Share

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#### 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*	mm/dd/yyyy		
Email Address*			
Confirm Email Address*			
Main Number		Ext	
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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\*

Submit











## **IWRS Access**



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## **IWRS Access**



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## **IWRS Access - Practice**





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## Department of Commerce & Economic Opportunity 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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## Main Page – Participant Recruitment & Engagement

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## Main Page - Partner Engagement & Management

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## Partner Engagement and Management - Subtabs

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# Add an Engagement



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**Subtab – Contact Notes** 

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### Main Page – Work Plan and Report

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#### **IWRS Access - Practice**





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Illinois Department of Commerce & Economic Opportunity



# 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**





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#### **Update Enrolled Status**

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ILLINOIS	Attendance					





#### **Pre-Apprentice LifeCycle**















#### Training and Services





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SERVICES/ACTIVITIES FOR: TRANSITION SERVICES (0)

Worksites

Uploads





#### **Training and Services - Overview**



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#### **Training and Services – Sidebar**



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#### **Training and Services – Case Notes**





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#### **Training and Services – Case Notes**



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#### **Training and Services - Uploads**



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#### **Training and Services - Uploads**



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Profile: Tiger Woods					L - UPLOADS								
Email testing@tw.com		Latest Customer Goals/Plan Agreement: (Status: <u>Unknown</u> Select plan status			Overview Intake/Referral	Training/Services	Program Com	pletion/Follow-Up					
DOB 1/1/2000	© Latest Customer												
Last 4 SSN	Select plan status				UPLOADED DOCUMENTS								
See All													
Related Instructions					Related Instructions	Upload F	ile						
Career Plan Overview		TS	😵 DESI	RED CAREE	Uploads	Show 10	✓ entries				Search:		
Participant Summary Tools	Career Cluster Inve Not Complete	entory	Career Pati None	hway Choice	Dasticipant Cumman, Taola	File nam	e	Description	Category	Uploaded By	♦ Upload Date ♦	Remove Upload	
Assessments	Employment 101 - Not Complete Employment 101 -	Employment 101 - Pre Not Complete		11	Assessments	TWoods	Interview Sheet.pd	f	Interview Sheet	CFlynnILW	8/9/2022	Remove	
Attendance Case Notes	Not Complete		Wage Goal (Per Hou		Case Notes	TWoods Agreeme	TWoods Signed Agreement.pdf		Signed CFlynnlL Agreement		V 8/9/2022	Remove	
Credentials			None		Change in Activity	TWoods	FirstAidCPR.png	First Aid/CPR	First Aid/CPR	CFlynnILW	8/9/2022	Remove	
Training/Services	CAREER PLA	N			Services	TWoods	NCCER.png	NCCER	NCCER	CFlynniLW	8/9/2022	Demons	
Uploads	, i i i i i i i i i i i i i i i i i i i			Earliest S	Worksites			Certificate	Certification	, , , , , , , , , , , , , , , , , , ,		Remove	
Worksites	Goal	Related Steps	Category	Date	Uploads	TWoods_	OSHA10.png	OSHA 10 Card	OSHA	CFlynnILW	8/9/2022	Remove	
	Training Services	Show Next Steps	Career Plan	6/14/202		Showing 1	to 5 of 5 entries				Previous	a 1 Nex	
	Wrap Around Services	Show Next Steps	Career Plan	8/4/2022							713/22		
	Transition Services	Show Next Steps	Career Plan	8/11/2022	8/12/2022	Complete	Sol a					63	
	Support Services		Career			Not Started		The second second		C C		A PAR	



#### **Training and Services – Career Plan**



ILLINOIS	
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		01	ASHBOARDS -	GROUPS			
Profile: Tiger Woods					View/Print C	areer Plan Form	
Email testing@tw.com	<b>Q</b>	-010-227-01					
DOB 1/1/2000	© Latest Custome	r Goals/Plan Agree	ement: (Status	: <u>Unknown</u> )			
Last 4 SSN	Select plan status			~	Save Status (S	Sand Request)	
See All					Save Status (	Jena Neguesij	
Related Instructions							
Career Plan Overview		TS	DE SIF	RED CAREER PATH	ACCOMPLIS	SHMENTS	
Participant Summary Tools	Career Cluster Inve Not Complete	entory	Career Path None	way Choice	Earned Credentials: 3		
Assessments	Employment 101 - Not Complete	Pre	Occupation None	1	Completed Goals	: 1	
Attendance	Employment 101 Not Complete	Post	Occupation None	2	Completed Servi	ces: 14	
Case Notes			Wage Goal None	(Per Hour)			
Credentials				See More			
Training/Services		N					
Uploads	CAREER PLA	414					
Worksites	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

Support Services

Show Next

Steps

Career

Career

Plan

Plan

8/11/2022

8/12/2022

Complete

Not





#### **Training and Services – Career Plan**



ILLINOIS	
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		O D	ASHBOARDS -	A GROUPS	L 2 III   +			
Profile: Tiger Woods					View/Print C	areer Plan Form		
Email testing@tw.com								
OB 1/1/2000	© Latest Customer	Goals/Plan Agree	ment: (Status	: <u>Unknown</u> )				
ast 4 SSN	Select plan status			~				
iee All					Save Status (	Send Request)		
elated Instructions								
lareer Plan Overview	ASSESSMEN	rs	DE SIF	RED CAREER PATH	G ACCOMPLI	ACCOMPLISHMENTS		
tarticipant Summary Tools	Career Cluster Inve Not Complete Employment 101 -	entory Pre	Career Path None Occupation	nway Choice n 1	Earned Credentia Completed Goals			
ttendance	Employment 101 - Not Complete	Post	Occupation None	2	Completed Servi	ces: 14		
Tase Notes			Wage Goal	(Per Hour)				
Iredentials				See Mon	e			
raining/Services		N						
Jploads		>						
Vorksites	Goal	Related Steps	Category	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	Career	8/11/2022	8/12/2022	Complete		

Plan

Career

Support Services





# **Training and Services**

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Worksites



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		O DASHBOARDS- 😃 GROUPS	💄 🖀 🗄 ılıl Hi, CFLV 🛛 Al
CAREER PLA	N ADD ACTIVITY/SE	ERVICES - ILLINOIS	WORKS REPOF
Overview Intake/Referral	Training/Services Program Completion	on/Follow-Up	
Overview 1. Review Assessm	nent 2. Set Goals 3. Add Steps/See	rvices Update Log	
ADD ACTIVITY/SER	VICES		CASE NOTES
Profile: Tiger Woods	STEP 1: Add Services / Act	tivities	
Email testing@tw.com	Add Services / Activities		
DOB 1/1/2000	STEP 2: Assign Activity/Set	rvice(s) to a Goal	
Last 4 SSN	Activity/Service	Note Status	Search: Other Items
See All	,	No data available in table	
Related Instructions	Showing 0 to 0 of 0 entries		Previous
Career Plan Overview			
	STEP 3: Manage Activity/S	ervice(s) in Goal	
Participant Summary Tools	SERVICES/ACTIVITIES FO	R: WRAP AROUND SERVICES (2)	
Assessments			
Case Notes	SERVICES/ACTIVITIES FO	IR: TRAINING SERVICES (12)	
Change in Activity	SERVICES/ACTIVITIES FO	R: SUPPORT SERVICES (0)	
Services			
Worksites	SERVICES/ACTIVITIES FO	R: TRANSITION SERVICES (1)	

D SERVIC	ES / ACTIVITIES	S	
Category			
All		~	
OS Service Level			
All		~	
		Search:	
Category	Service 🔺	Description	\$
Wrap- around Support	Alumni Networking	Alumni Networking Service  See More	Ad
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	Ad
Transition Service	Assistance with completing an apprenticeship program application	Provide assistance with completing a register apprenticeship in the construction industry. See More	Ad
Wrap- around Support	Broadband Fees	Provide participants with assistance in paying for Broadband fees not covered by existing programs. See More	Ad
Transition Service	Career Information	Provide career information for those who are currently in the program. See More	Ad
Wrap- around Support	Childcare/Family Member Care	Provide participants with assistance in paying for childcare/babysitting costs and home aide costs.	Ad
Wrap-	Cost of Drivers	Provide participants with assistance in paying for a driver's license.	Ad















#### **Training and Services – Case Note**



#### L - CASE NOTES Overview Intake/Referral Training/Services Program Completion/Follow-Up CASE NOTES Start Date End Date Related Instructions Telling the Story in Case Notes Add Case Note Filter Case Note Tool (PDF) Show 50 ¥ entries Search Case Note Writing Rubric Delivery Contact Entered Source Options Task Subject Comment Method B١ Entered Participant Summary Tools General 12/15/2022 Added in Save as case Christine 12/15/2022 IwN Tiger broke transportation his leg note without Flynn 2:28 PM Assessments sending a because he message/email was driving Case Notes too fast from the Change in Activity hotel and now he Services needs a bus pass Worksites Individua 8/10/2022 Successfull Christine 8/10/2022 IwN Successfully Save as case Uploads Employment Completed Completed note without Flynn 9:13 AM Plan sending a message/email





### **Training and Services – Update Log**

1. Review Assessment

Overview

2. Set Goals

3. Add Steps/Services



ILLINOIS

IPDATE LOG				CASE NC	OTES (26) 4
Profile: Tiger Woods				Search:	
Em sil tastia a @tu sam	Section 🔶	Action	0	Date	- User
Email testing@tw.com	Build a plan	Alumni Networking		2/7/2023 18:14	Christine Flynn
DOB 1/1/2000	Build a plan	Updated Step Credential Tab - Instructional Service		1/17/2023 18:6	Christine Flynn
Last 4 SSN	Build a plan	Updated Step Status Tab - Transportation		12/15/2022 14:28	Christine Flynn
See All	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
Related Instructions	Build a plan	Updated Step Post-Assessment Tab - Instructional Service		8/11/2022 12:1	Christine Flynn
Career Plan Overview	Build a plan	Updated Step Status Tab - Instructional Service		8/10/2022 9:17	Christine Flynn
Participant Summary Tools	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

Update Log





# **IWRS - Practice**





# PRACTICE

PRO

#### - PRACTICE

# PRACTICE







# Setting Up Training Dates

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a production

meriti januar			Ø	DASHBOARDS -	🐣 GROUPS	1 👳	3	ilil 🕴 HI, DM	ARTINEZ01+
<b>PROVI</b>	DER IN	-o							
Appointments	File Uploads	Grantee Details	Training Programs						
Project *	IL Work	G			~				
Provider/Grantee *	Chicag	o Test Provider 1			~				
C-L-+ Di-+									
Select Print									
Grantee Info									
							CAS	SE NOTE	ES(0)▲
									Edit
TA Contact				1234 Street L	iress Lane Chicago, IL	62626			
Scope Overview				Grantee Prog	gram Name				
Scope Overview	v			Program Sta	rt Date				
				Target Popul	ation				
				LWIA					









COHORT INFORMATION				
r	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			
22	Cabat 6 D/22			
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**

Appointments File Uploads Grantee Details Training Programs				
COHORT DETAILS - CHICAGO TEST PROVIDER 1 Name Cohort 1 - FY24 Fiscal Year 24				
Service Name	Start Date	End Date	Required Total Hours	
Instructional Service	i	<b>m</b>		
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 AN	10	
Module 3 - Introduction to Construction Math	2/5/2024 12:00:00 AM	2/16/2024 12:00:00 Alv	20	





#### **Add Attendance**

- Bulk Attendance
- Individual Attendance








#### **Recording Attendance in IWRS - individually**



A Contraction of the Contraction		O DASHBOARDS	- 🛎 GROUPS 💄	<b>*</b> I	III HI, DMARTINEZ01+
		STOMER SERV	ICE		
Overview Intake/Referral Tra	aining/Service Prog	ram Completion/Follow-Up			
Status (Default) Service Provid	er Post-Assessments	Earned Credentials			
Career Plan / Add Activities/Services	/ Edit Customer Service				
EDIT COSTOMER SEP	<b>VICE</b>				
Profile: Bill Testerson	First Aid/CPR				
Email btesterson@illinois.gov	Total Subsidized d	ays for all items: 0			
DOB 1/1/2005	Goal*	Training Services	✓ Status*	Started/Open	~
Last 4 SSN	Planned	01/15/2024	Attendance	8	
See All	Start Date*		Hours Required*		
	Planned	01/16/2024	Total		
	Date*		Attendance Hours*		
	This participant	attended a make up session			
	Other Notes				
	Guidi Notes				



Service addresses the following situations

Show More Situations





#### **Bulk Attendance**





#### Back to Reports

			Step/Sen	vice Name			
IL Works		~	Instr	uctional Service	2		~
ervice Provider			Cohort N	lame			
Chicago Test P	rovider 1 123 Street Lane Chicago, IL 6	52626 <b>v</b>	Coho	ort 1 - FY24			~
tart Date Begin Rang	je		Start Date	e End Range			
Filter Save	Export Import						
	_					Total	Make-Up
Customer Name	Activity	Status	Start Date	End Date	# Hours Required	Attendance Hours	Session was Attended
Customer Name Jane Dooerr	Activity Module 1 - Illinois Works Pre- apprenticeship Program Orientation	Status Unsucces: 🗸	<b>Start Date</b> 4/4/2023	End Date 4/21/202	# Hours Required	Attendance Hours	Session was Attended
Customer Name Jane Dooerr January February	Activity       Module 1 - Illinois Works Pre- apprenticeship Program Orientation       Module 1 - Illinois Works Pre- apprenticeship Program Orientation	Status Unsucces V Started/O V	Start Date           4/4/2023           4/7/2022	End Date 4/21/202 4/8/2022	# Hours Required       0       0	Attendance Hours	Session was Attended
Customer Name Jane Dooerr January February January February	Activity       Module 1 - Illinois Works Pre- apprenticeship Program Orientation       Module 1 - Illinois Works Pre- apprenticeship Program Orientation       First Aid/CPR	Status Unsucces V Started/O V Successfu V	Start Date           4/4/2023           4/7/2022           9/5/2022	End Date 4/21/202 4/8/2022 9/9/2022	# Hours       Required       0       0       0	Attendance Hours	Session was Attended











Sub-Project					Start Date Begi	n Range		
IL Works				~				
irantee					Start Date End	Range		
Chicago Test Pro	ovider 1			~				
ohort Name *					Service Provide	r		
Cohort 1 - FY24				~	Select			~
Filter Export								
1								
Step/Service	Service Level	Not Started	Started	Successful Completion	Unsuccessful Completion	Evaluated/Not Required	Total Customers with Step/Service	Total Custome without Step/Service
	NI/A	1	0	0	0	0	1	6

Step/Service	Level	Started	Started	Completion	Completion	Required	with Step/Service	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
				0	0	0	26	-10
Service				U	0	0	20	-15
Instructional	N/A	40	27	1	0	0	68	-61





# **Bulk Entry using Services Report Attendances**



	O DASHBOARDS -	😃 GROUPS	1	1	ill	HI, DMARTINEZ01 <del>-</del>
III 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 acceptible reas	ons.					

#### 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 Module 1 - Illinois Works Pre-apprenticeship Program Orientation Profile: Tiger Woods Email testing@tw.com Add Post-Assessment User Name TWoods5 Last 4 SSN Passing % ADD/EDIT POST-ASSESSMENT See All Post-Asse Name \* Orientation Orientatio Reset Password Send Message Showing 1 Score <sup>1</sup> 85 Date <sup>1</sup> 02/02/2023 \*\*This Custo ILLINOIS Cancel Save









CAREER PLAN I SYSTEM	PLAN OVER	/IEW - II	LINOIS	S WORKS	REPORTIN	3
Overview Intake/Referral Train	ing/Services Program	Completion/Follo	w-Up			
Plan Overview 1. Review Assessm	ient 2. Set Goals 3.	Add Steps/Servi	ces Update	Log		
PLAN OVERVIEW					CASE NC	OTES (4) 📥
Profile: Bill Testerson					View/Print 0	Career Plan Form
Email btesterson@illinois.gov	© Latest Customer G	oals/Plan Agree	ment: (Status:	Unknown)		
DOB 1/1/2005	Select plan status			~		
Last 4 SSN					Save Status	(Send Request)
See All						
Related Instructions						
Career Plan Overview	ASSESSMENTS		😵 DESIR	ED CAREER PATH	G ACCOMPL	ISHMENTS
Participant Summary Tools Assessments	Career Cluster Invento Not Complete Employment 101 - Pro Not Complete	ory e	Career Path None Occupation None	way Choice 1	Earned Credenti	ials: 0 ls: 0
Attendance	Employment 101 - Po Not Complete	st	Occupation None	2	Completed Serv	ices: 0
Case Notes	Employment 101 Not Started		Wage Goal None	(Per Hour)		
Credentials				See More		
Training/Services						
Uploads	CAREER PLAN					
Worksites	Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
	Wrap Around Services	Show Next Steps	Career Plan			Not Started
1	Teleine Contese	Steps	Plan	1/0/2024	2/16/2024	Not Started
	Program Stipend	Hide Next Steps	Career Plan	1/9/2024	1/12/2024	Not Started
		Program Stipend		1/9/2024	1/12/2024	Started/Open





## Stipend Entry









# Access Cohort Details – Upload Attendance

#### **Rosters**



Succession of the second secon		Θc	ASHBOARDS -	垎 GROUPS	1	III HI, DMARTINEZ01
	ER INFO					
Appointments File	e Uploads Grantee Details	Training Programs				
Project *	IL Works			*		
Provider/Grantee *	Chicago Test Provider 1			~		
Select Drint						
Grantee Info						
Grantee inio						
TA Contact			Grantee Add	ress	26	COR
TA Contact Info			Grantee Prog	gram Name	20	
scope Overview			Program Star	rt Date		
			Target Popula	ation		
			LWIA			







## **Uploading Attendance Rosters**

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	UPLOAD ATTENDANCE ROSTE	R	×
Appointments File Uploads Grantee Details Tr	Service * Module 1 - Illinois Works Pre-apprenti	ceship Program Orientation (2 🗸	
COHORT DETAILS - CHICAGO TES	File Choose File C1 - FY24_ILn Roster.p File Types Accepted: .xls,xlsx,.pdf,.doc,.d Description Attendance Roster for ILW Orientation	df ocx - Cohort 1 FY24	
Fiscal Year 24 Upload Attendance Roster Export	Upload	*	Close
Service Name	Start Date	End Date	Required Total Hours
Instructional Service	<b></b>	i	
Module 1 - Illinois Works Pre-apprenticeship Program Orientation (2 hours)	1/8/2024 12:00:00 AN	1 1/9/2024 12:00:00 AM	2
Module 2 - Basic Safety	1/9/2024 12:00:00 AN	1 1/12/2024 12:00:00 AN	10
Module 3 - Introduction to Construction Math	2/5/2024 12:00:00 AN	1 2/16/2024 12:00:00 AN	20 8





### **Uploading Attendance Roster**

#### PROVIDER INFO

- Internet

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Appointments	File Uploads	Grantee Details	Training Programs			
COHORT D	ETAILS - C	HICAGO TI	EST PROVIDE	R 1		
Name						
Cohort 1 - FY24						
Fiscal Year						
24						
Upload Attendance	e Roster Export					
Service Name			Start Date	En	d Date	Required Total Hours
Instructional Servi	ce		<b></b>	i i		
Module 1 - Illinois Orientation (2 hou Attendance Boster	Works Pre-apprer Irs) r	nticeship Program	1/8/	2024 12:00:00 AM	1/9/2024 12:00:00 AM	2
Module 1 - Illinois Orientation (2 hou Attendance Roster C1 - FY24_ILW Or	Works Pre-apprer Irs) r rientation Roster.p	nticeship Program df	1/8/	2024 12:00:00 AM	1/9/2024 12:00:00 AM	2
Module 1 - Illinois Orientation (2 hou Attendance Roster C1 - FY24_ILW Or Module 2 - Basic S	Works Pre-apprer irs) r rientation Roster.p Safety	nticeship Program df	<ul><li>         ■ 1/8/     </li><li>         ■ 1/9/     </li></ul>	2024 12:00:00 AM	<ul> <li>1/9/2024 12:00:00 AM</li> <li>1/12/2024 12:00:00 AN</li> </ul>	2
Module 1 - Illinois Orientation (2 hou Attendance Roster C1 - FY24_ILW Or Module 2 - Basic S Module 3 - Introd	Works Pre-apprer irs) r fientation Roster.p Safety uction to Construc	nticeship Program df tion Math	<ul> <li>1/8/</li> <li>1/9/</li> <li>2/5/</li> </ul>	2024 12:00:00 AM	<ul> <li>1/9/2024 12:00:00 AM</li> <li>1/12/2024 12:00:00 AN</li> <li>2/16/2024 12:00:00 AN</li> </ul>	2





# **IWRS - Practice**





# PRACTICE

PRO

# - PRACTICE

# PRACTICE





Illinois Department of Commerce & Economic Opportunity

# 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.
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# **IWRS – Reporting Tools**







# **Reporting Tools - Student Support Needs Report**

			O DASH	BOARDS - 🛎 GROUPS	5 <b>1 🖆 🗏</b> I	III HI, CFLYNNILW▼
R.F. P.		WORKS REF	ORTING SYSTE	M		
	Participant Recruitmer	nt & Engagement Part	ner Engagement & Management	Work Plan & Report		
THE REAL PROPERTY AND ADDRESS OF	Name					
	Intermediary/Provider	Select		~		
	Customer Status	Select		~		
	Search Export Stud	dent Support Needs Report				Add Participant
	Show 10 - entries					
	Customer Status	Last Name	First Name	Provider	Assessment Da	te 🔶





## **IWRS – Reporting Tools – Student Support Services**



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		ion i antipana mia necorea conona canana (4000)				
Teles and the second se	O DASHBOA	INCOME Frank work Depart				
III REPORTS		ISETS: Employment Report				
Project/Category		ISETS: Supportive Services Summary				
Select		ISETS: Earnfare Referral and Attendance (2606) Summary				
SPECIAL PROJECT	REPORTS					
DHS youth PPR Report		ISETS: Earnfare Administrative Expenses Certification				
Primary User: DHS Youth C	arantees and IDHS.	Student Support Service Report				
Purpose: The Periodic Peri Youth.	ormance Report provides p					
Run the DHS Youth PPR report to:		Attendance and Post-Assessment Scores				
<ul> <li>View a table view of the View a table view of the View at table view of the V</li></ul>	e number of customers when	Grantee Information				
<ul> <li>Access a list of customers who meet the performs</li> </ul>		Primary User: Commerce.				

ISETS: All Participants Who Received Repetite Summary (4999)

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**

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ETS: All Participants Who Received Benefits Summary (4333)	The second se	O DASHBOARDS-	盘 GROUPS 👤 🚖	🗉 📊 HI, GIASUG	GS@GMAILCOM-	
		OST ASSESSMEN	NT SCORES			
ETS: Employment Report	Project	oor nooloomler	Grantee			
	IL Works	Å.	YBLC, Inc		\$	6
ETS: Supportive Services Summary	Filter					
	Provider Last Firs	t Post Assessr	ment Service	Date Require Bange Hours	ed Total Hours	
TC- Fornfara Referral and Attendance (2006) Summary				nange nouro	lineare	35
215. Earmare Neternal and Adendance (2006) Summary	© 2023 - Illinois workNet® - V: 105	.4				
				C C	Vale:	1.1
ETS: Earnfare Administrative Expenses Certification		_			and the second	20
			A CAR		100	
udent Support Service Report						
			100		2 GN	16.
tendance and Post-Assessment Scores						E
				60	CONTRACTOR	M
antee Information			à	Sta AV	POP	
man I least Commerce						125
mary oser. commerce.			A AA	A SAR		TH
rpose: The Grantee Information Report provides an overview of the project d most recent status undate notes	and actual number of participants, sectors,	grant amounts,	2 25	SA VA		1.1





# **IWRS - Main Page Overview - Work Plan and Report**

		O DASHBOARDS -	忠 GROUPS 👤 🚊	🖌 🗐 📲 🔤 🗄	SUGGS@GMAIL.COM-
	L ILLINOIS WO	RKS REPORTING S	YSTEM		
	Participant Recruitment &	Engagement Partner Engagem	ent & Management Wor	k Plan & Report	
or a second s	Name *				
	Intermediary/Provider Se	lect	\$		
Construction of the second secon	Search				
	Plan				
					XAY BAY





#### **IWRS - Main Page Overview - Work Plan and Report**



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ILLINOIS WORKS REPORTING SYSTEM     Participant Recruitment & Engagement & Management Work Plan & Report     Name*    Intermediary/Provider   Chicago Test Provider 1     Plan   Cohort 1 - Fy22 (Chicago Test Provider 1)   Add Plan     Report   Cohort 1 - Fy22 (Chicago Test Provider 1)   Panned   Goal # of Individuals   Actual # of Individuals   Start Date   Enrolled   20   5   2/28/2022   4/8/2022   Pinney Outcome Transition   14   0   6/28/2022   9/10/2022		RKS Sector	O DA	SHBOARDS+ 🖉 GROUPS	1 🖀 🗉 🗉	HI, CFLYNNILW+
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#### **IWRS - Main Page Overview - Export**



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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 Suport Service Flag
- Transition Service Flag
  - Earned Credential Flag







# **IWRS - Practice**





# PRACTICE

PRO

# - PRACTICE

# PRACTICE







#### Program Engagement ~ Mentimeter

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#### Feedback ~ We want to hear from you





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



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