Illinois
Department of Commerce
& Economic Opportunity

Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Jobs Program

Meeting Starts In: 10:00

ILLINOIS WORKS
Pre-Apprenticeship Program

www.illinois.gov/dceo

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Illinois Works Provider Network

2026 Illinois Works Reporting System (IWRS): Session I – For Administrators

Norman Ruano, Deputy Director of Illinois Works

ILLINOIS

TRAINING
coaching
knowledge
learn
development
Illinois DCEO
Stay Connected
Select Language
Illinois Works
COVID-19 Resources
Assistance for Businesses
Assistance for Individuals
Assistance for Communities
About Us
Energy Assistance
Learn More
Low-Interest Loans
Apply Now
Apply Now

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ILW Pre-Apprenticeship Team

- Dr. Norman Ruano, Deputy Director of Illinois Works
- Mr. Dan Martinez, Senior Pre-Apprenticeship Program Manager
- Mr. Edwin Sanchez Molina, Grant Manager
- Dr. Carleta L. Alston, ID and Professional Coach
- Mr. Shiva Sai Jammul, Virtual Producer

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 Pre-apprenticeship program.

During this course, you will be provided with information about the **Illinois Works Reporting System** (IWRS), navigation instructions, and practice opportunities.

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Course Objectives

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

- Identify the four Illinois Works Pre-apprenticeship technologies.
- Describe the role of the Illinois Works Reporting System.
- Explain the relationship between IWRS and the Pre-apprenticeship LifeCycle.
- Navigate the IWRS main page.
- Add/Update provider information.
- Manage users.
- Access the IWRS reporting tools.

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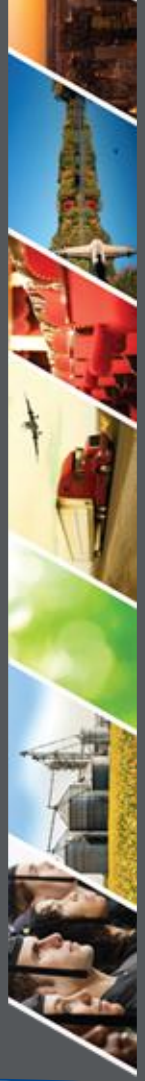

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Section 2: Welcome and Introduction

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

- Use the Webex features and functions to fully participate in the training.
- Identify what you hope to learn from this training.

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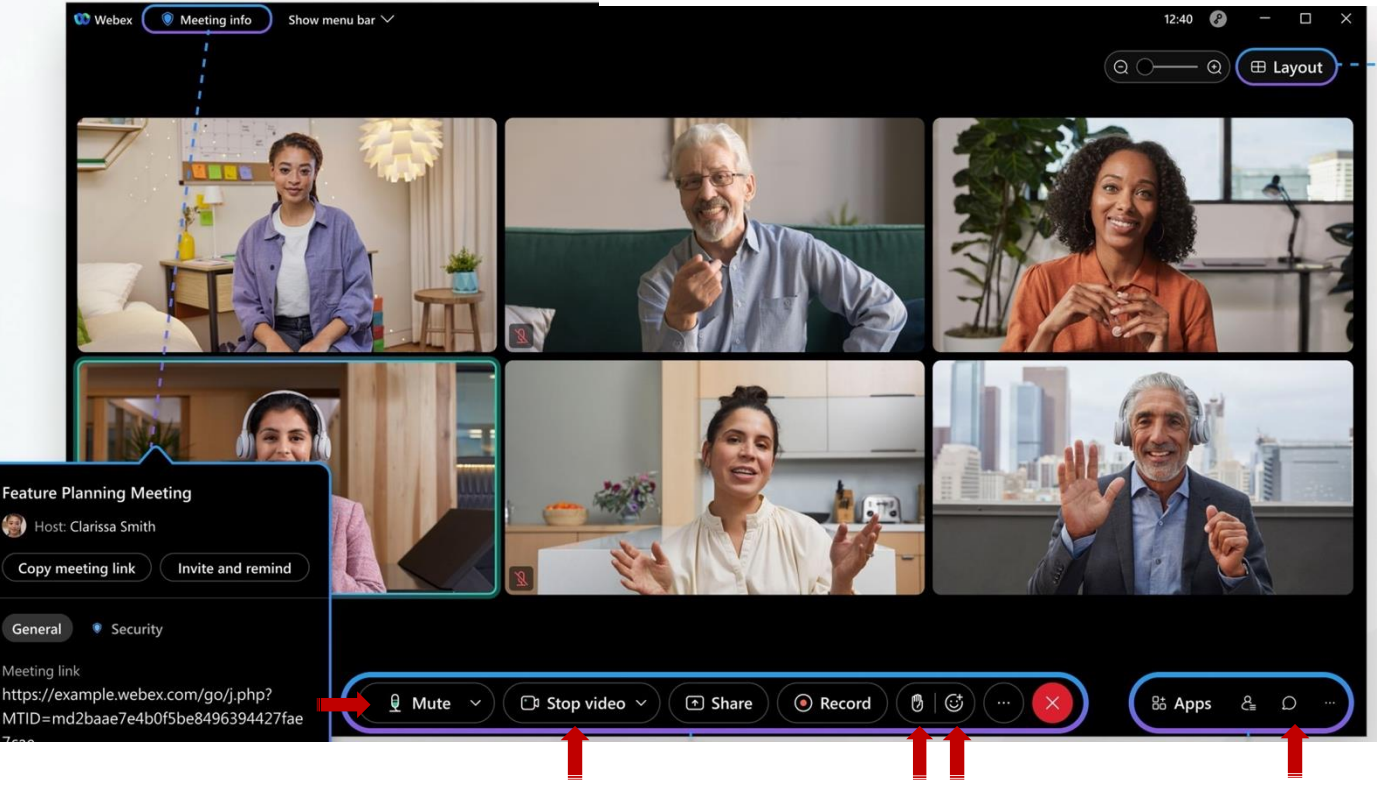
Webex Tutorial



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

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Comments, feedback, or questions?

Email us at:

CEO.ILWGrantManagement@illinois.gov

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- Your Name
- Organization/Agency
- Role
- Geographic Location

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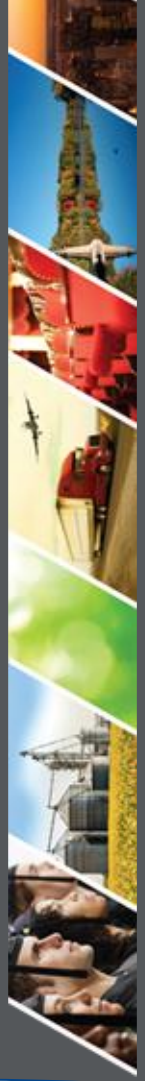
Question:

"On a scale from 1-5, what is your experience/comfort-level with data management systems?"



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Section 3: Introduction to IWRS

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

- List the key Illinois Works technologies.
- Describe the purpose of the Illinois Works Reporting System.
- Explain the relationship between IWRS and Pre-apprentice LifeCycle.

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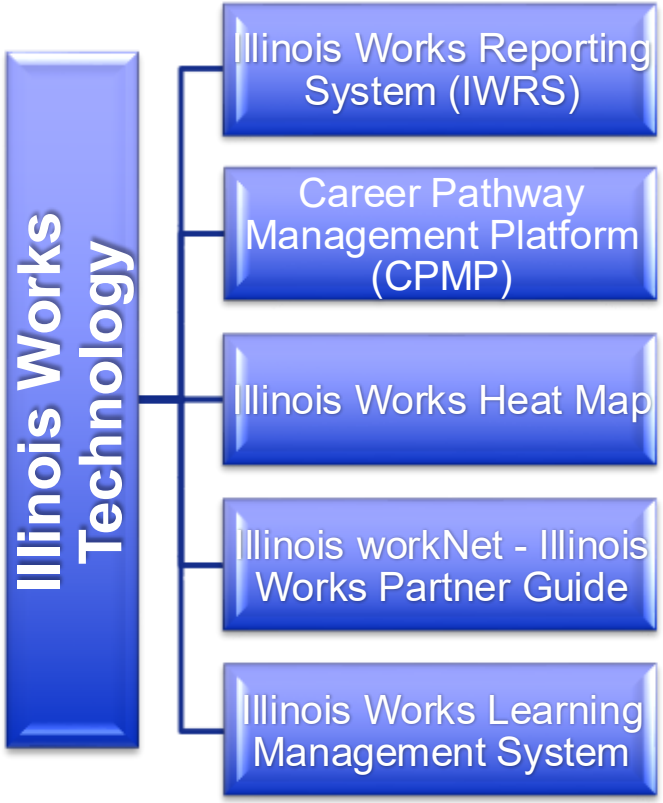
Illinois Works Technology



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Illinois Works Technology

- Illinois Works Technology
  - Illinois Works Reporting System (IWRS)
  - Career Pathway Management Platform (CPMP)
  - Illinois Works Heat Map
  - Illinois workNet - Illinois Works Partner Guide
  - Illinois Works Learning Management System

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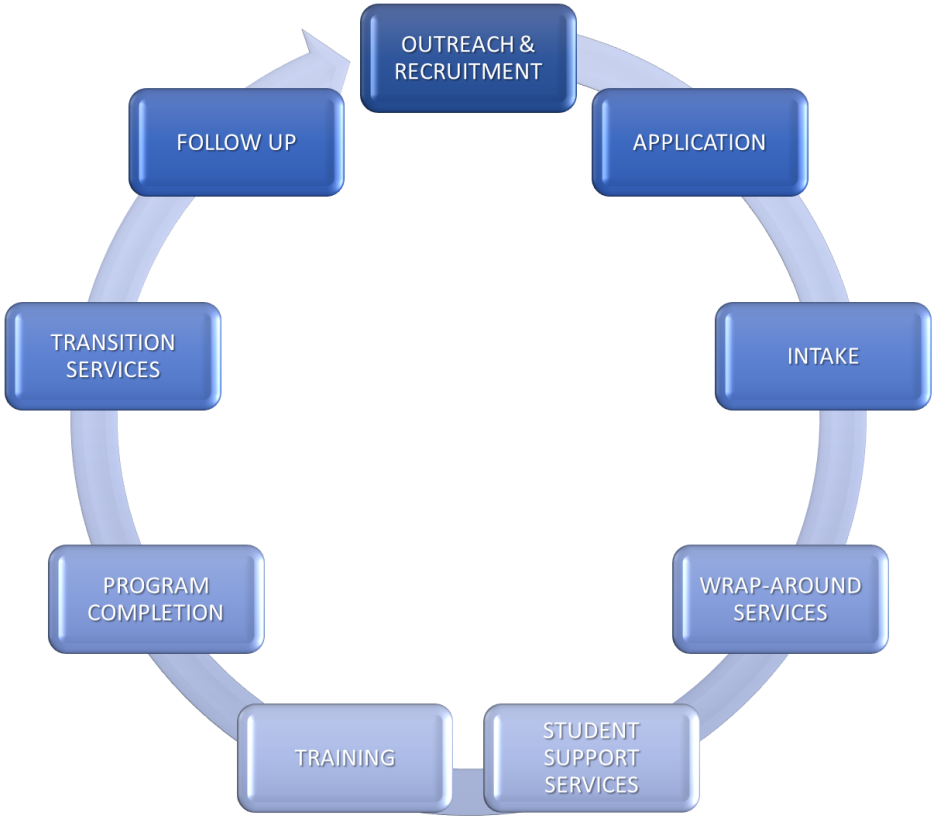
Illinois Works Reporting System (IWRS)

Illinois Works Reporting System (IWRS)

Illinois Works Reporting System (Cont.)

Pre-Apprentice LifeCycle and IWRS



Program Elements and IWRS

OUTREACH & RECRUITMENT

Inquiries

APPLICATION

Applicants

INTAKE

Enrolled

WRAP-AROUND SERVICES

STUDENT SUPPORT SERVICES

TRAINING

PROGRAM COMPLETION

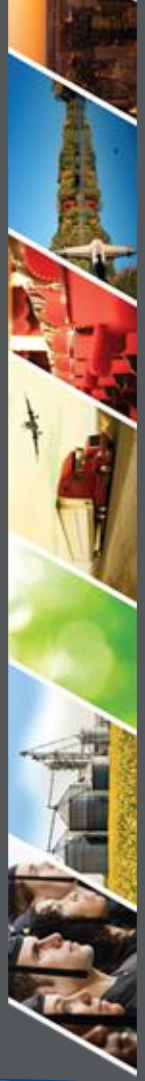
Completion

TRANSITION SERVICES

Transitioned

FOLLOW UP

Active Tracking



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Section 4: Introduction to IWRS

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

- Sign into Illinois workNet.
- Access the Illinois Works Reporting System.
- Identify each of the graphics/icons on the navigation bar.

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Access to IWRS

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Roles

Service Provider:
Access to grantee participant information and dashboards.

Service Provider Program Administrators:
Access to designated participants, grantee information and specific reports. As well as the ability to add staff members to the IWRS system.

Super Administrators (Illinois Works and SIU staff only):
Access to all Illinois Works Reporting System program tools.

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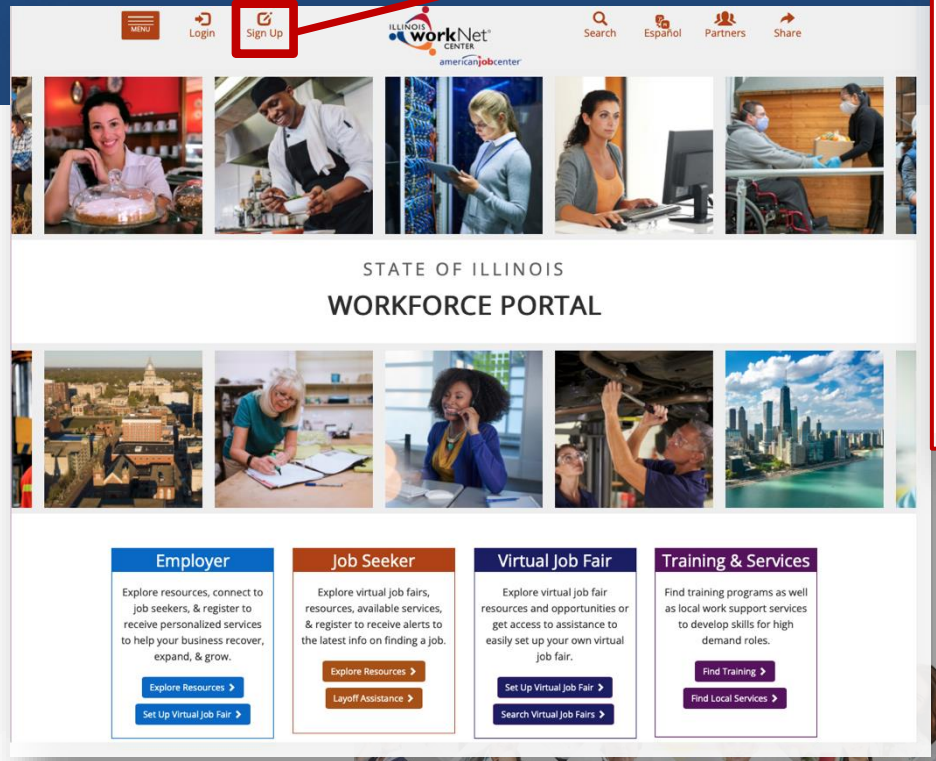
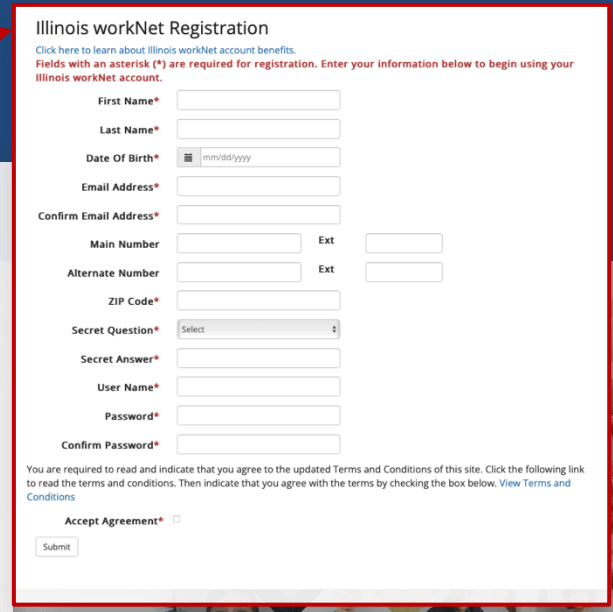
IWRS Access





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Sign In

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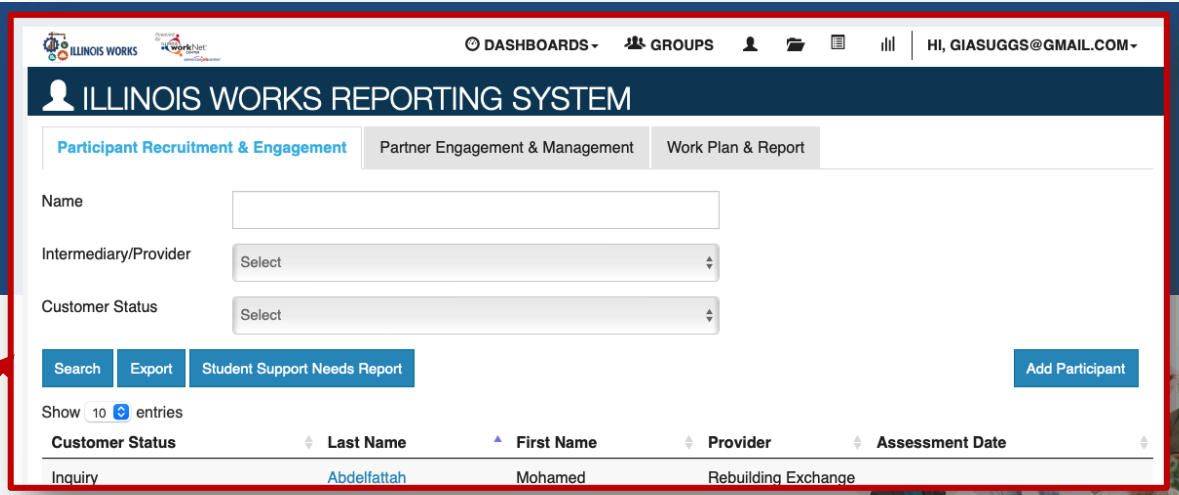
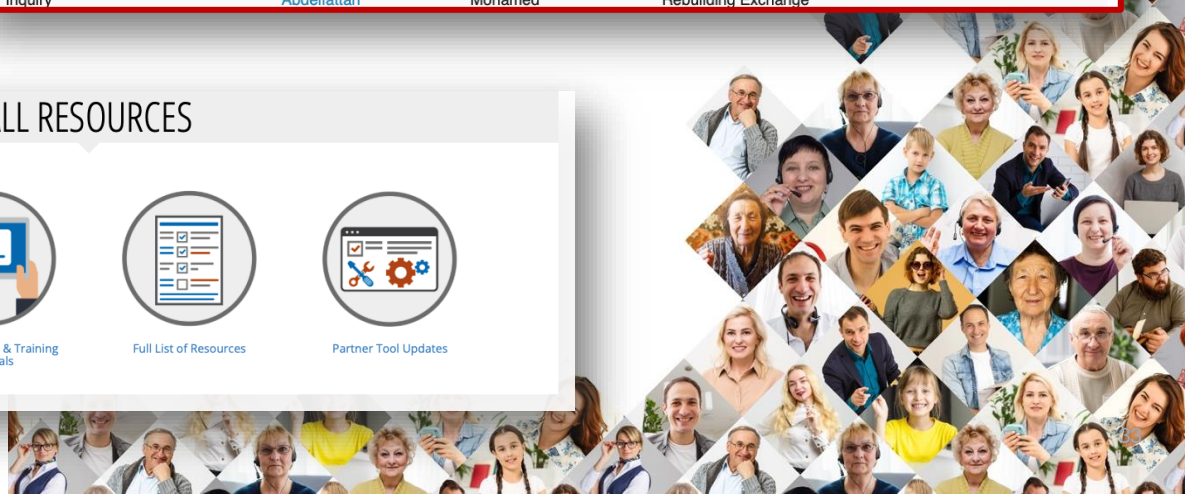
IWRS Access





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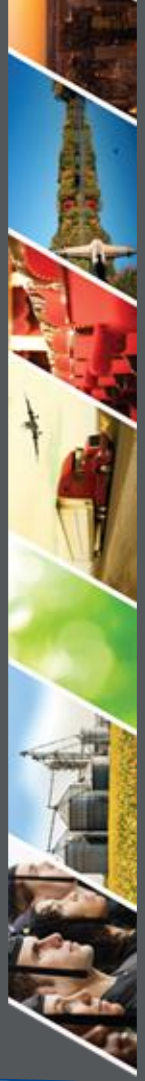

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IWRS Access - Practice

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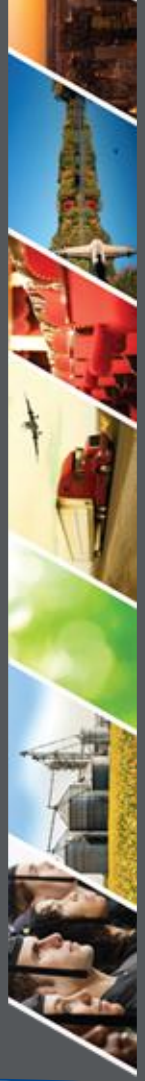

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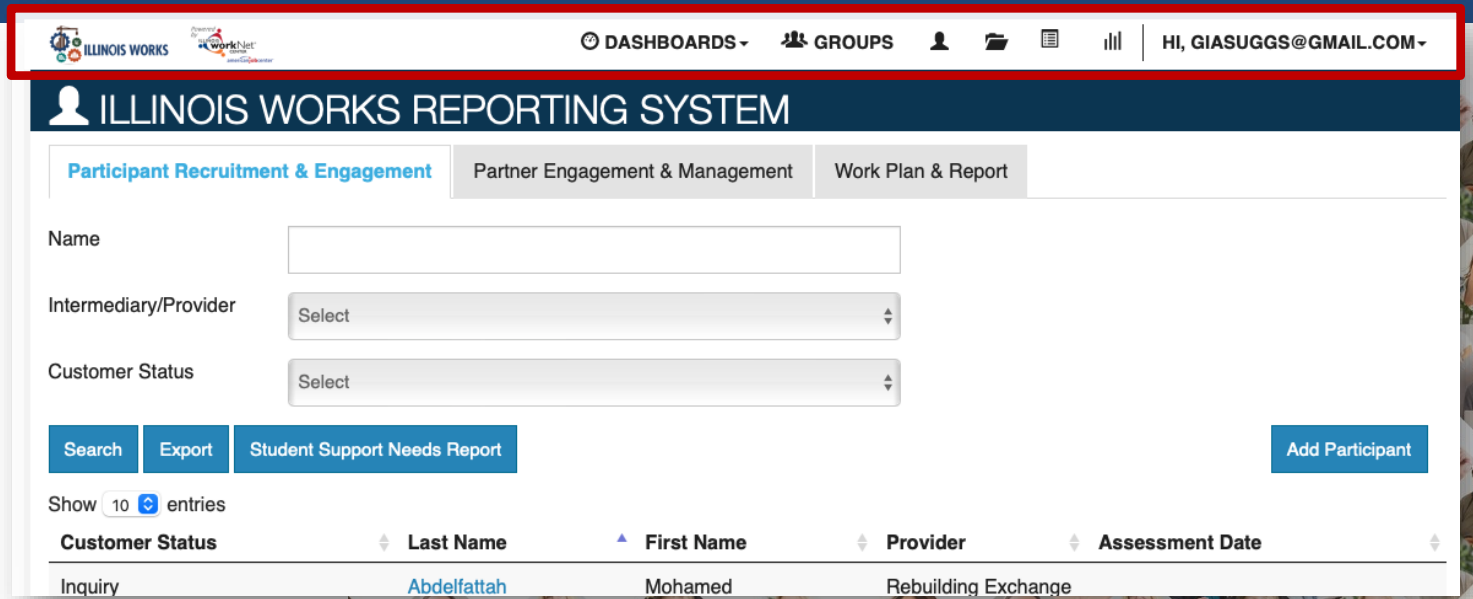
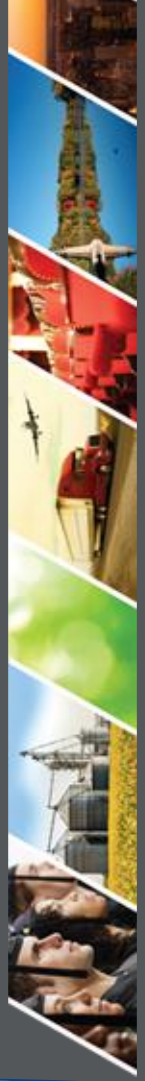
Navigation Bar





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Section 5: Provider Information

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

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

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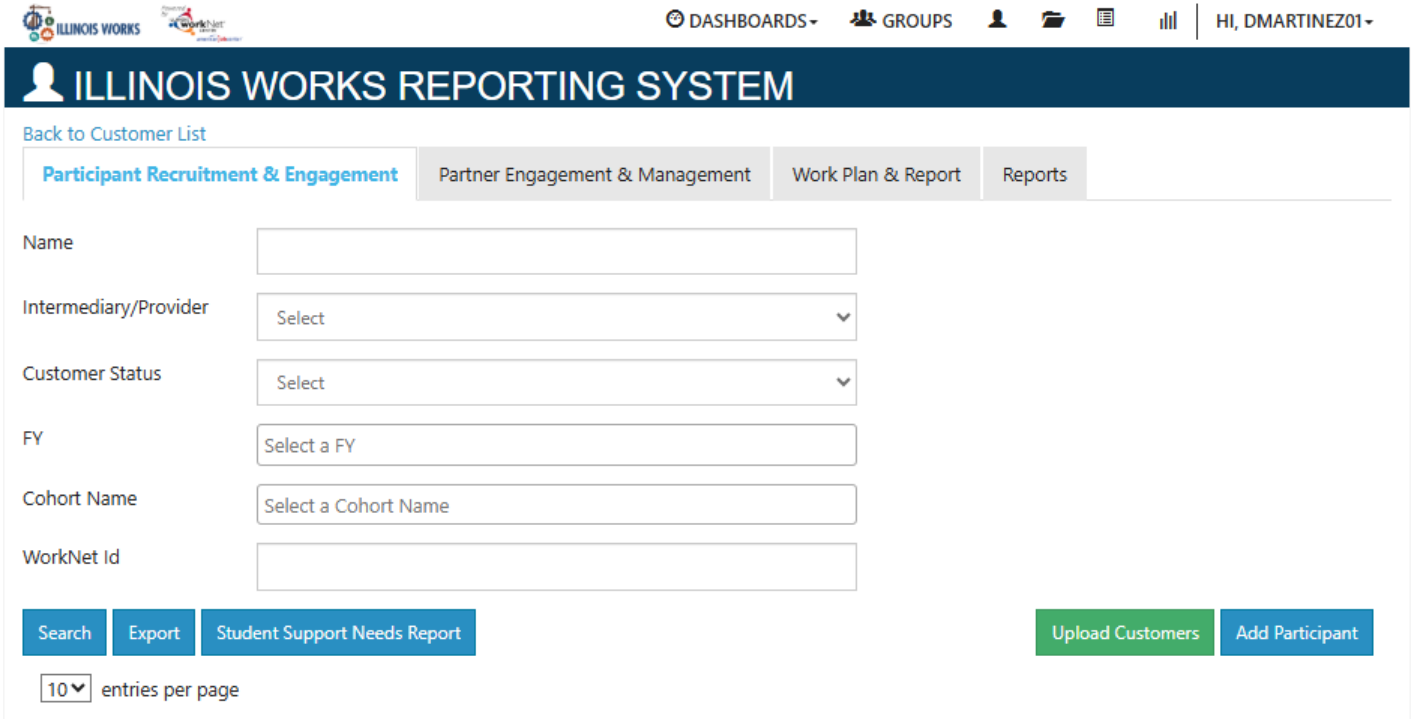
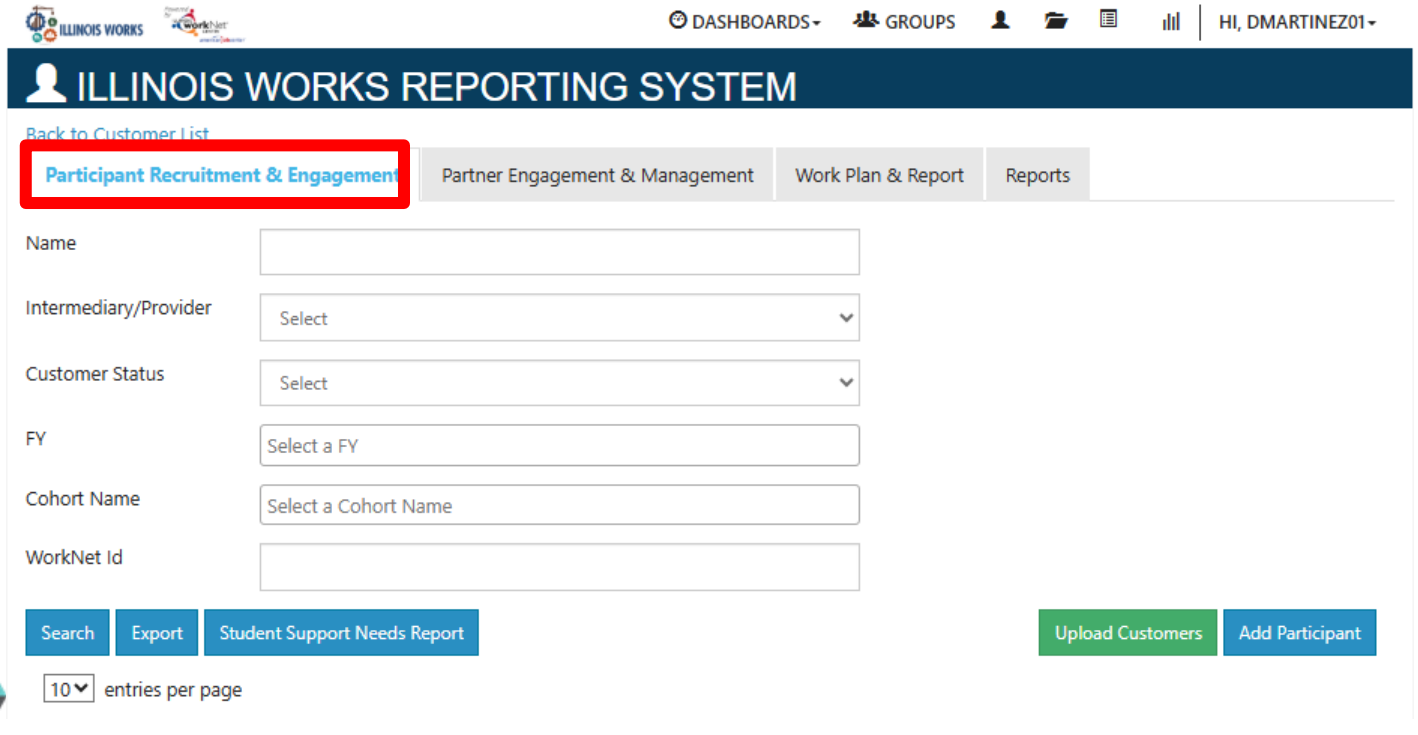
IWRS – Main Page Overview



IWRS – Main Page – Participant Recruitment & Engagement



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IWRS – Main Page – Partner Engagement & Management

ILLINOIS WORKS REPORTING SYSTEM

DASHBOARDS GROUPS HI, DMARTINEZ01

Back to Customer List

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

Partner | Engagement | Contact Notes

Name *

Intermediary/Provider: Chicago Test Provider 1

Search | Add Partner

10 entries per page

Partner Name	Provider	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
Old Course Construction	Chicago Test Provider 1	Employer	5-9	No	555 Main Street Chicago, IL 60660

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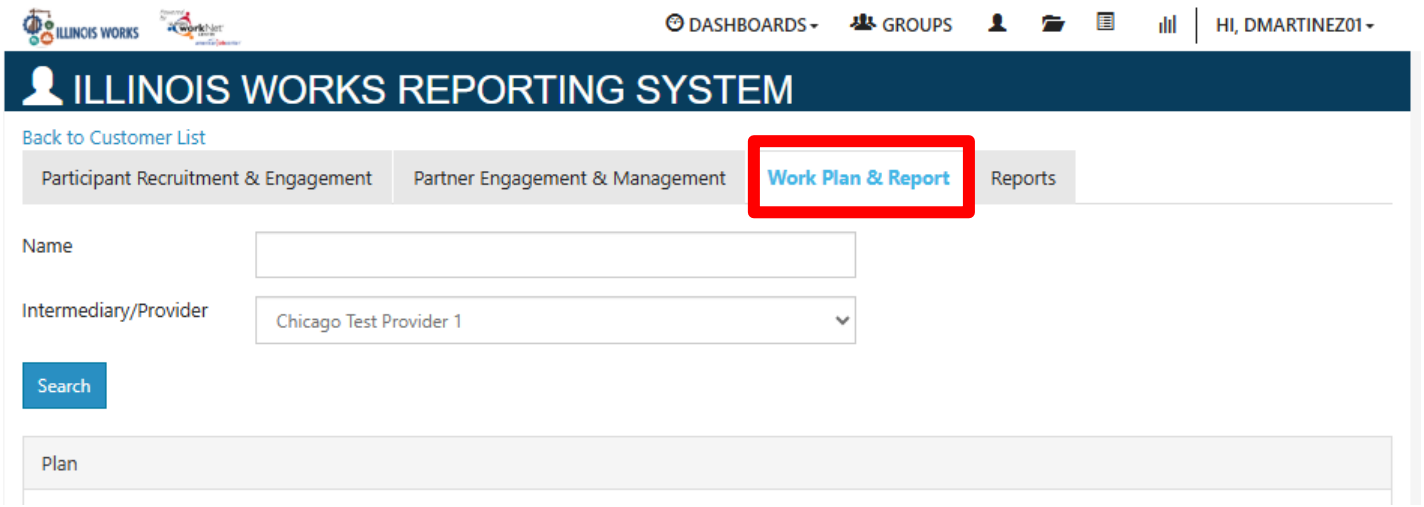
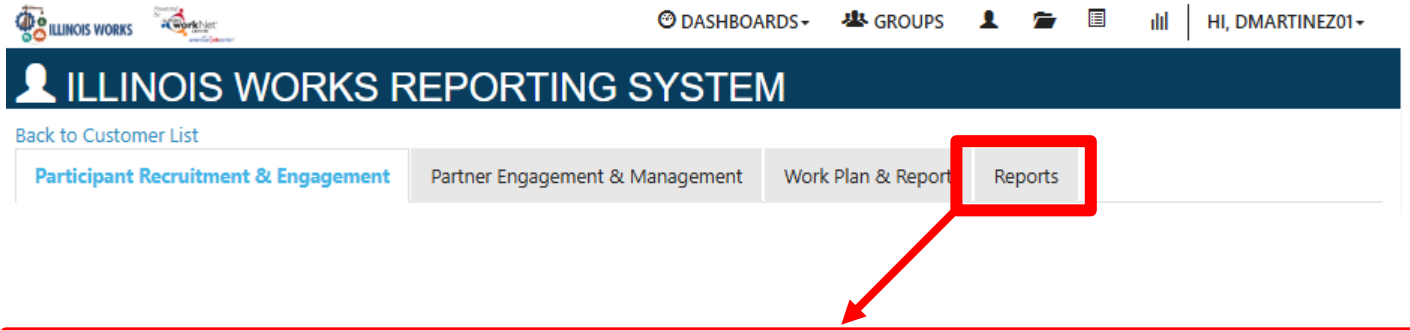
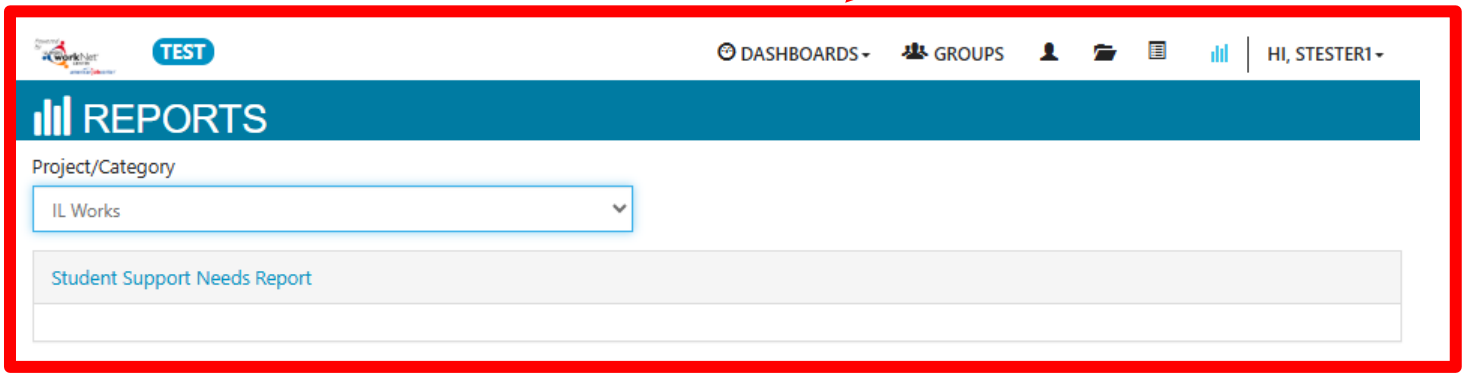
IWRS – Main Page – Work Plan & Report

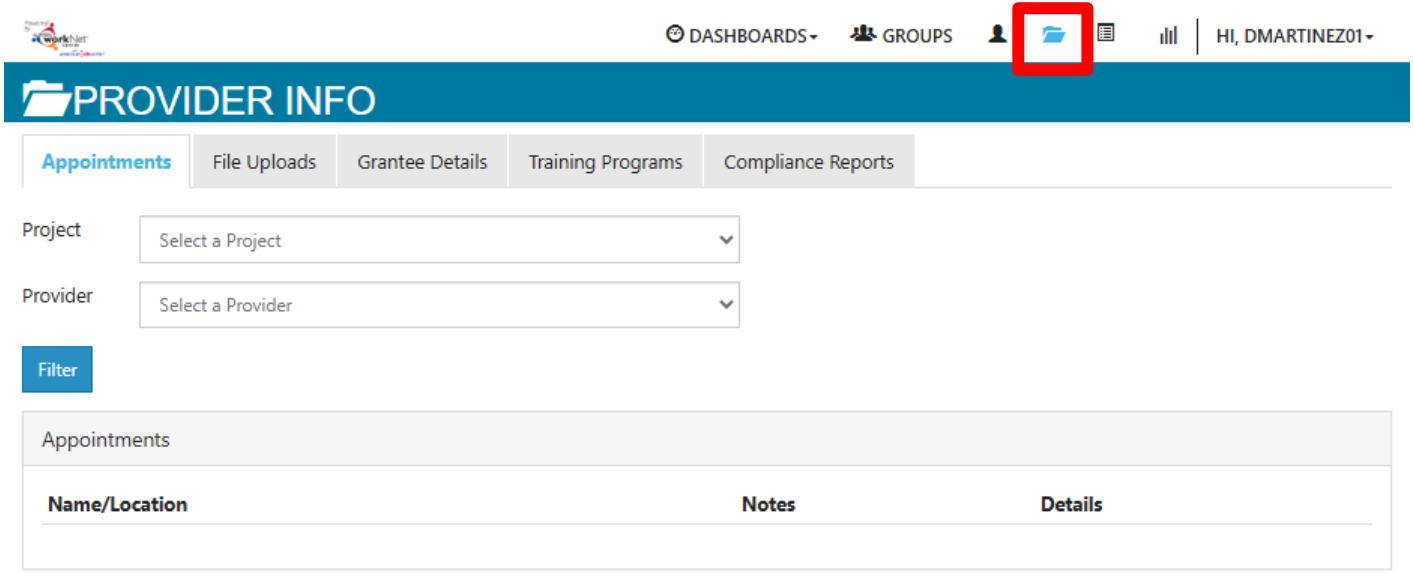


IWRS – Main Page - Reports





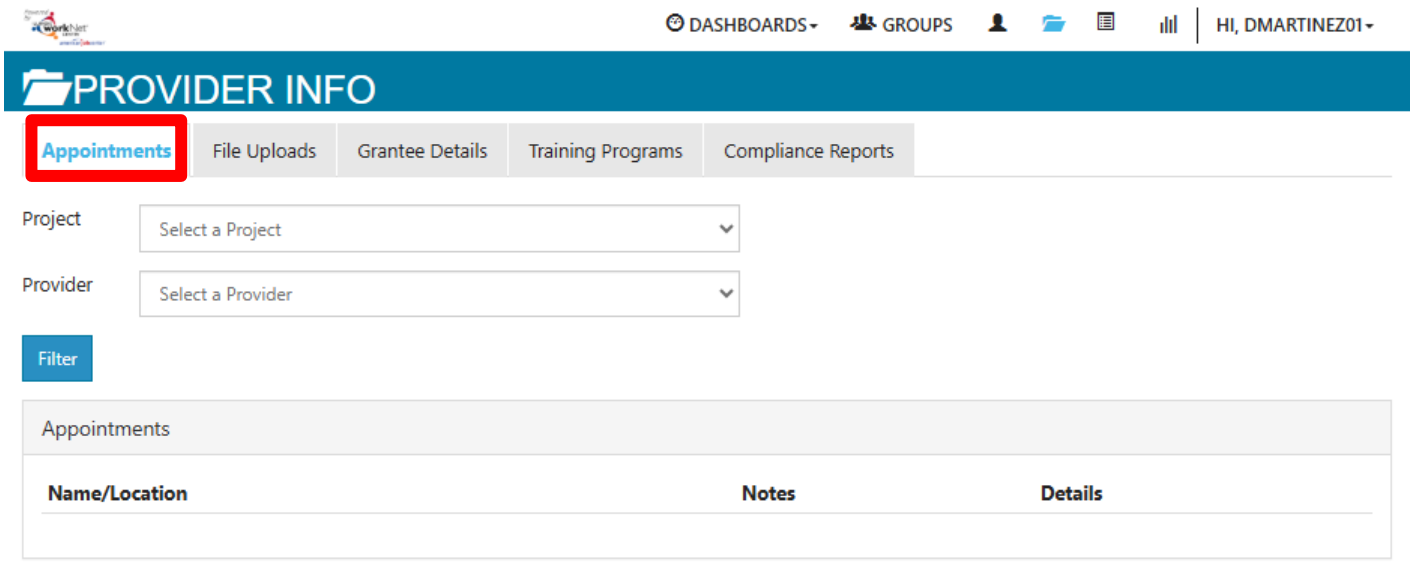
IWRS – Provider Information



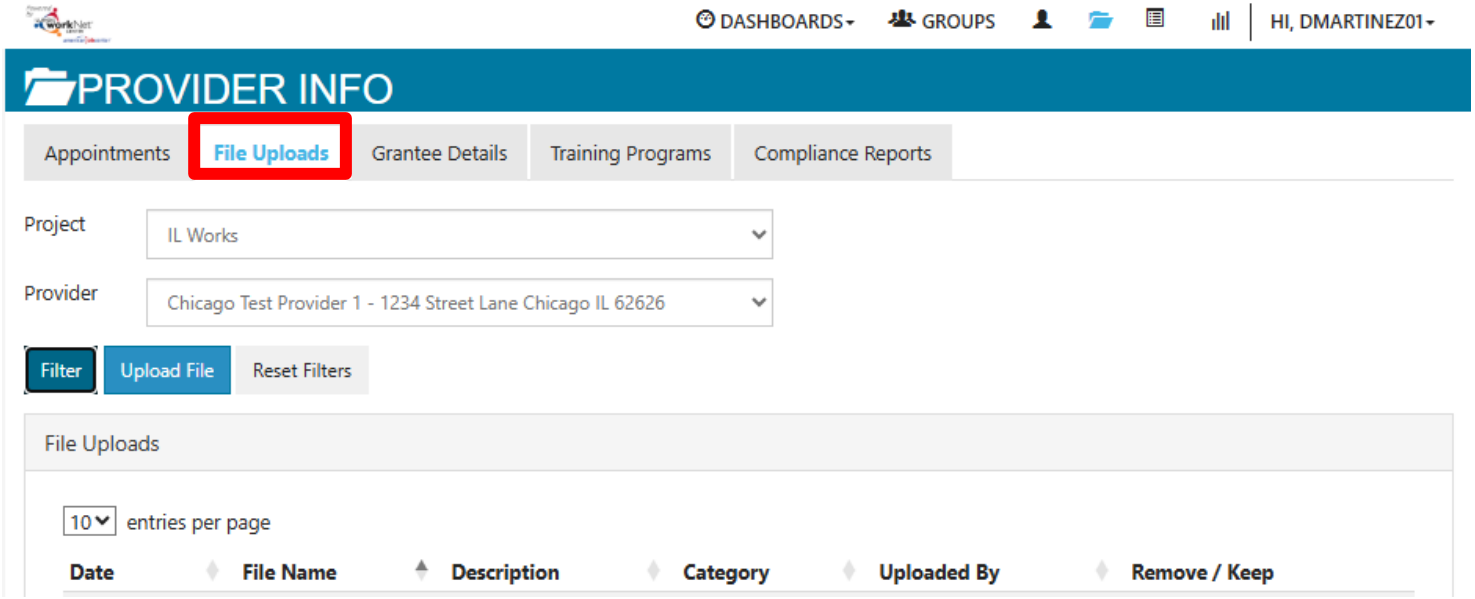
IWRS – Provider Information – Tabs

- Appointments
- File Uploads
- Grantee Details
- Training Programs
- Compliance Reports

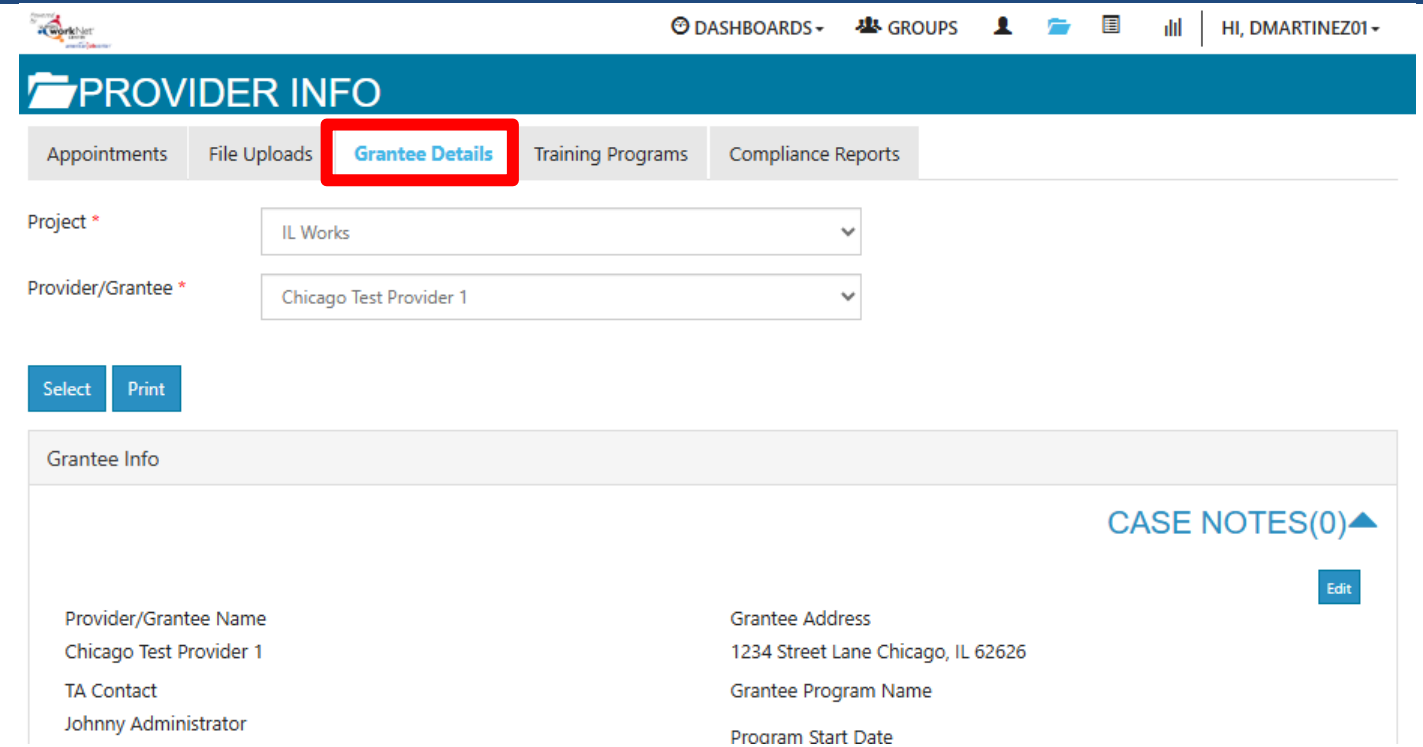
IWRS – Provider Information - Appointments



IWRS – Provider Information – File Uploads



IWRS – Provider Information – Grantee Details



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IWRS - Provider Information – Grantee Details

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ASSOCIATED GRANTS

Add Grant

Show 10 entries

Number	Start Date	End Date	Grant Amount	Scheduled Participants	Actual En
No Grants Have Been Added					

Showing 0 to 0 of 0 entries

STAFF COMPLETING REQUIRED TRAINING

NOTE: IT IS RECOMMENDED TO UPLOAD CERTIFICATES OF COMPLETION TO THE "FILE UPLOADS" TAB FOR THE AGENCY.

Show 10 entries

First Name	Middle Name	Last Name	Completed Date	Skill Name	Training C
No Staff Have Been Added					

Showing 0 to 0 of 0 entries

TRAINING PROGRAMS

Edit Trai

Show 10 entries Search:

Program Name	Provider Name	Length of Training	Type	Location	Credentials	Cred
No data available in table						

Showing 0 to 0 of 0 entries

INSTRUCTORS

Show 10 entries Search:

Name	Type of Training Delivered	Credentials	With Organization Since	Or
Mary Jane	Construction Skills Training	certificate and certification	2/1/2022	AE
Test Instructor	Safety Training	Certification		Th

WORKSITES

Edit Worksite Placement Information

Show 10 entries Search:

Employer	Worksite	Job Title	Job Type	Wages	Total Openings	Full Time Positions Filled	Part Time Positions Filled	Length
ABC Practicum	ABC Practicum	Construction Carpenters	Permanent Employment	$11.00	10	0	0	2 weeks
XYZ Provider	XYZ Provider	Computer Programmer	Permanent Employment	$25.00	25	0	0	25 weeks

Showing 1 to 2 of 2 entries Previous 1 Next

SERVICES

Add New Training Service

Edit Services to Use on Career Plans

Show 10 entries Search:

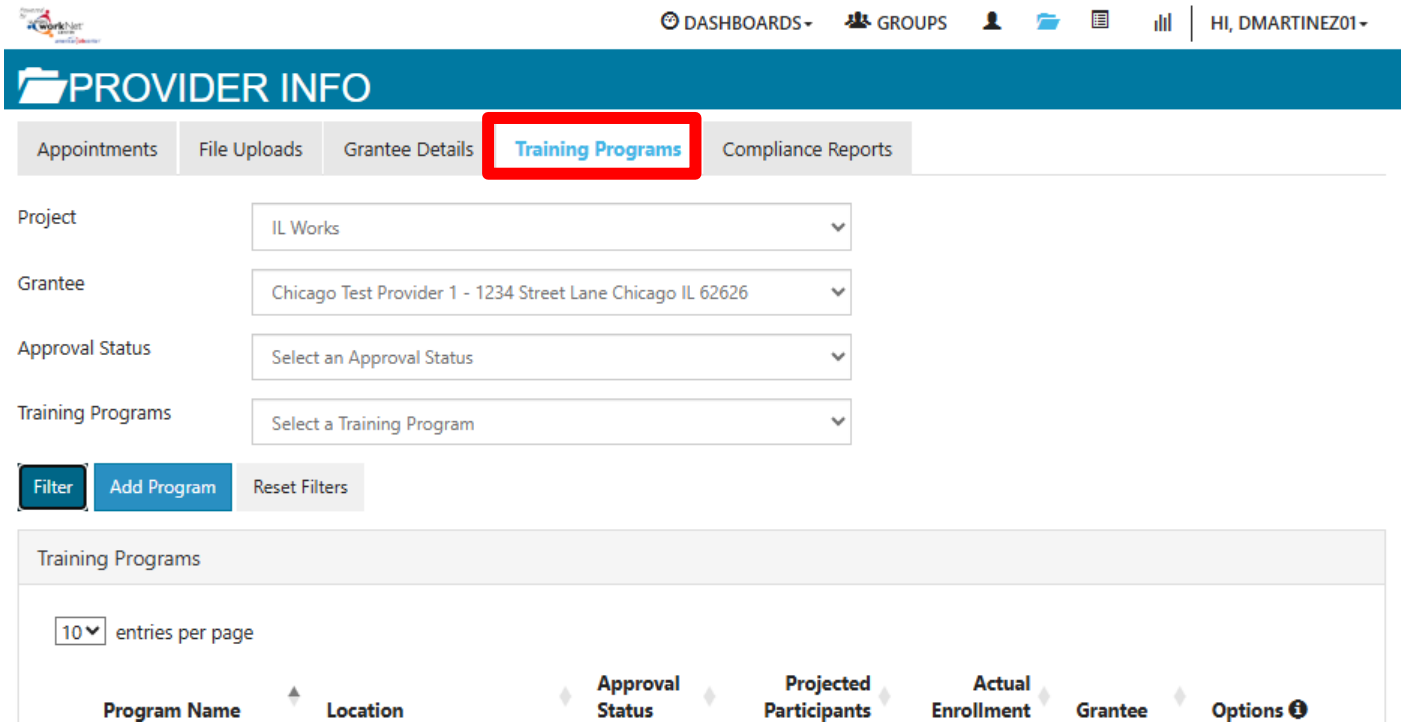
Category	Name	Description	Active Status	delete
N/A	Alumni Networking	Alumni Networking Service	Yes	Edit ✖
N/A	Apprenticeship Application Fee	Provide participants with assistance in paying fees related to joining a DOL-registered apprenticeship program, including application fees.	Yes	Edit ✖
N/A	Assistance with completing an apprenticeship program application	**Provide assistance with completing a register apprenticeship in the construction industry.**	Yes	Edit ✖
N/A	Broadband Fees	**Provide participants with assistance in paying for Broadband fees not covered by existing programs.**	Yes	Edit ✖
N/A	Career Information	Provide career information for those who are currently in the program.	Yes	Edit ✖

IWRS - Provider Information – Grantee Details

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

IWRS – Provider Information – Training Programs



IWRS - Provider Information – Training Programs Staff Training Information

DASHBOARDS GROUPS HI, DMARTINEZ01

PROVIDER INFO

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

Project: IL Works

Grantee: Chicago Test Provider 1 - 1234 Street Lane Chicago IL 62626

Approval Status: Select an Approval Status

Training Programs: Select a Training Program

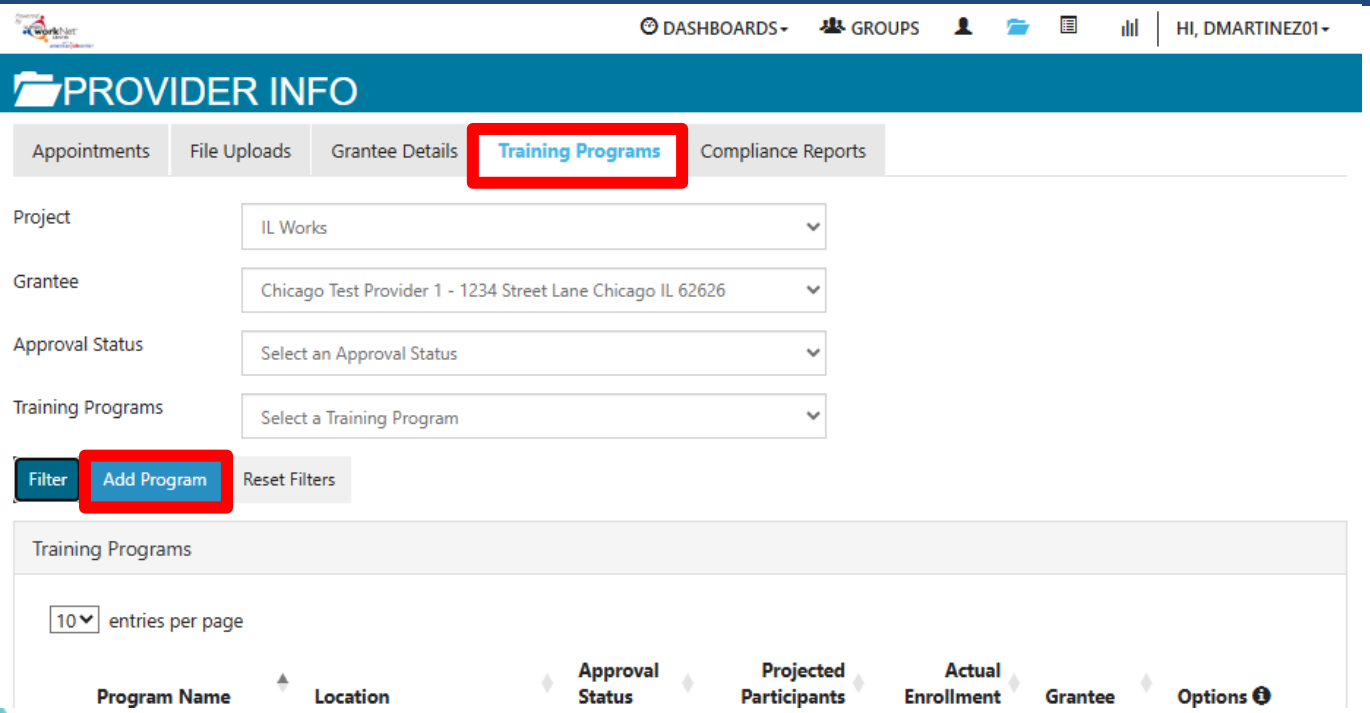
Filter | Add Program | Reset Filters

Training Programs

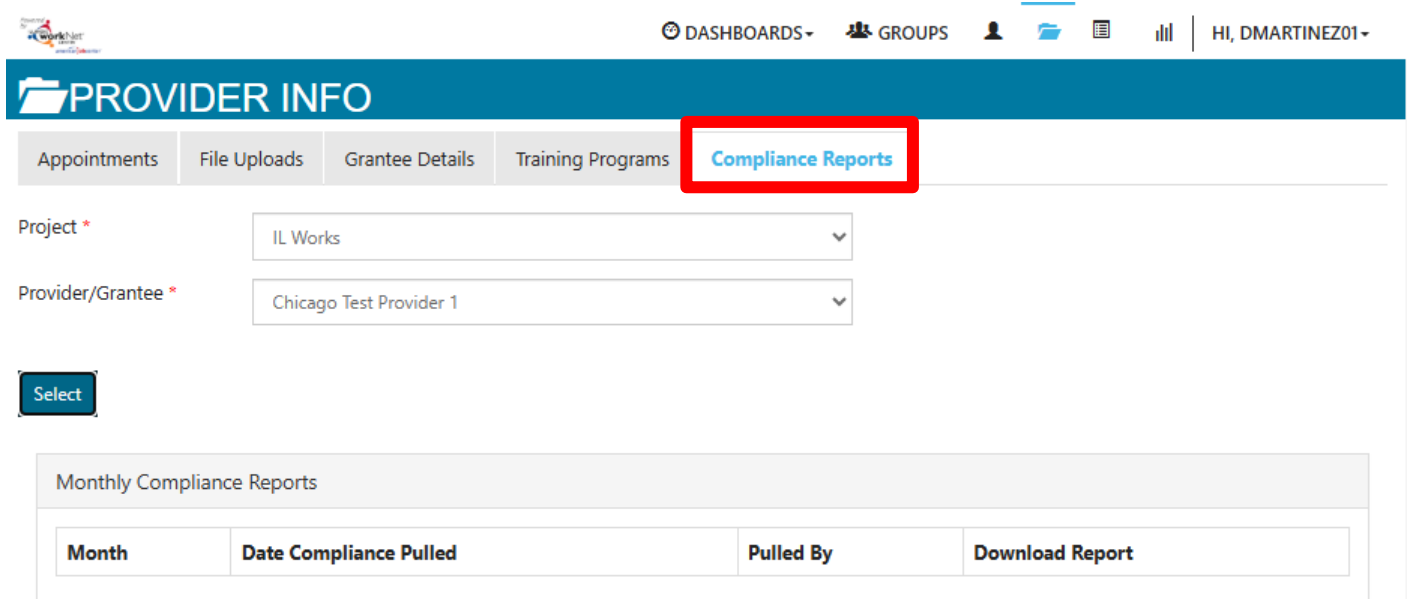
10 entries per page

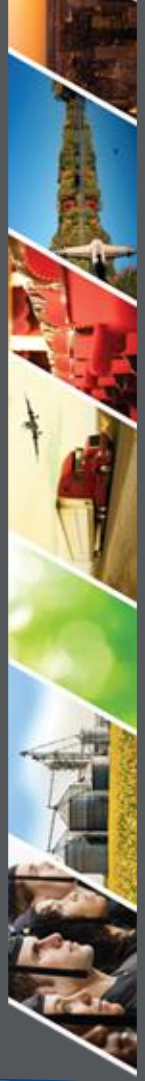
Program Name	Location	Approval Status	Projected Participants	Actual Enrollment	Grantee	Options

IWRS - Provider Information – Training Programs-Training Program Information



IWRS – Provider Information – Compliance Reports





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IWRS - Provider Info - Practice

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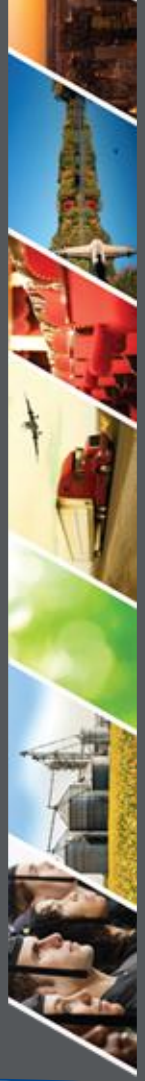

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Section 6: User Management And Worksite Placement

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

- Add/Update a partner.
- Add/Update Worksite Placement.

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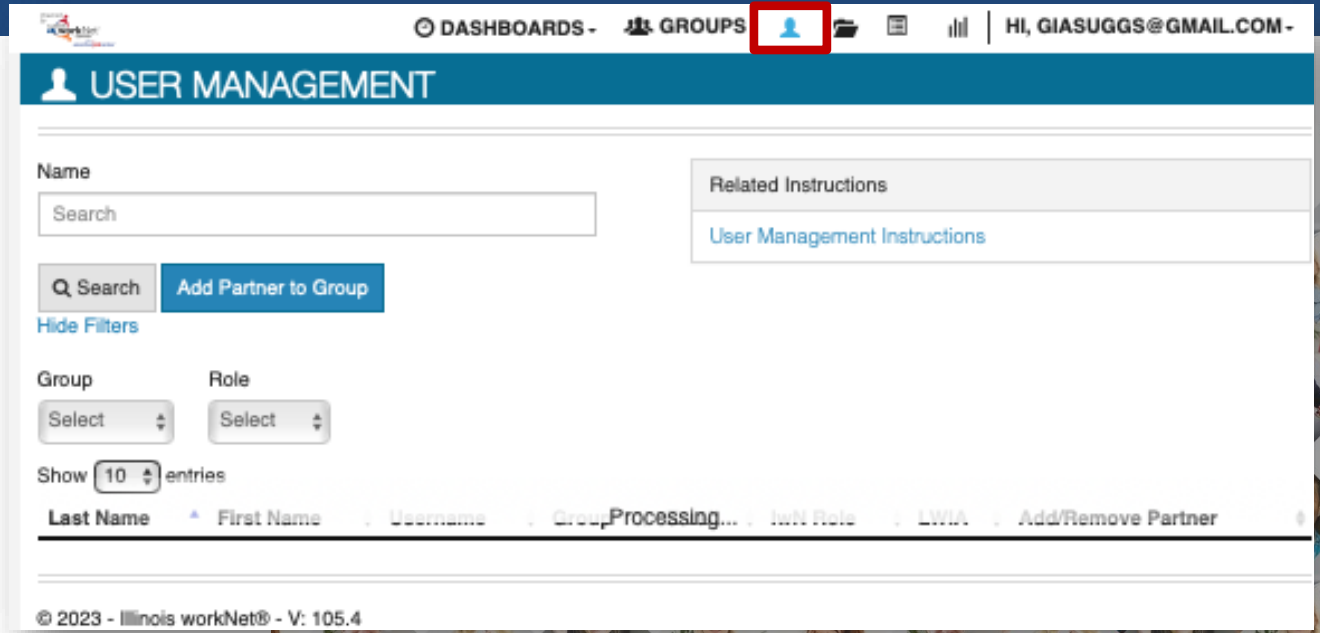
IWRS – User Management



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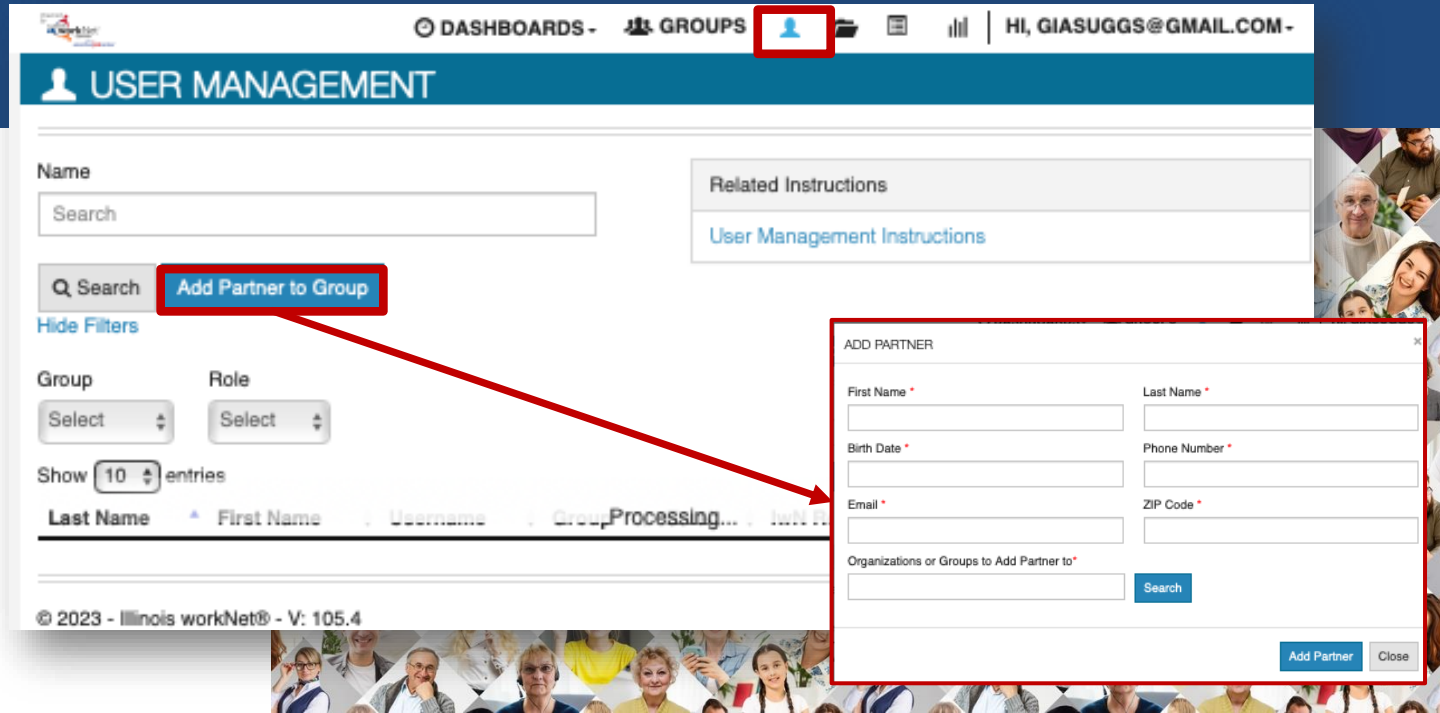
IWRS – User Management – Add Partner (Grantee Staff)



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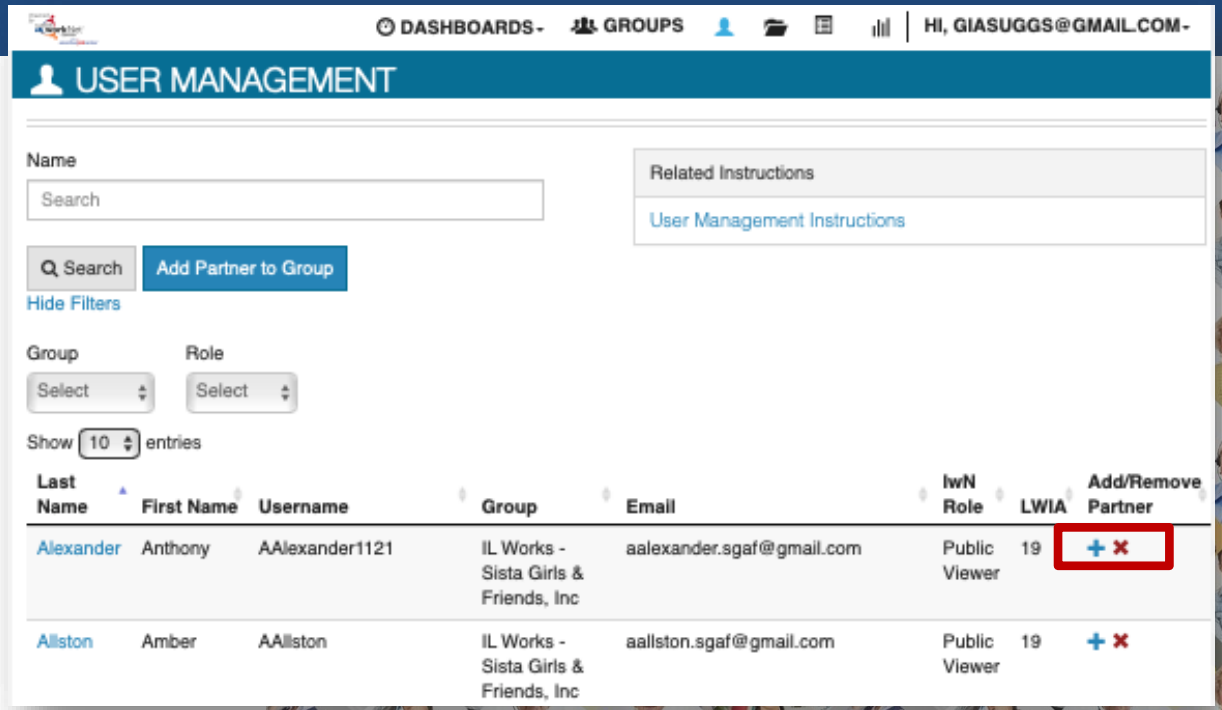
IWRS – User Management – Delete Partner



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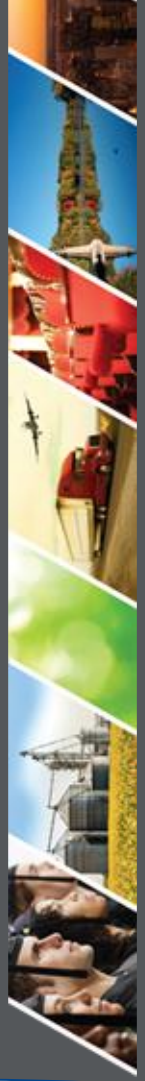

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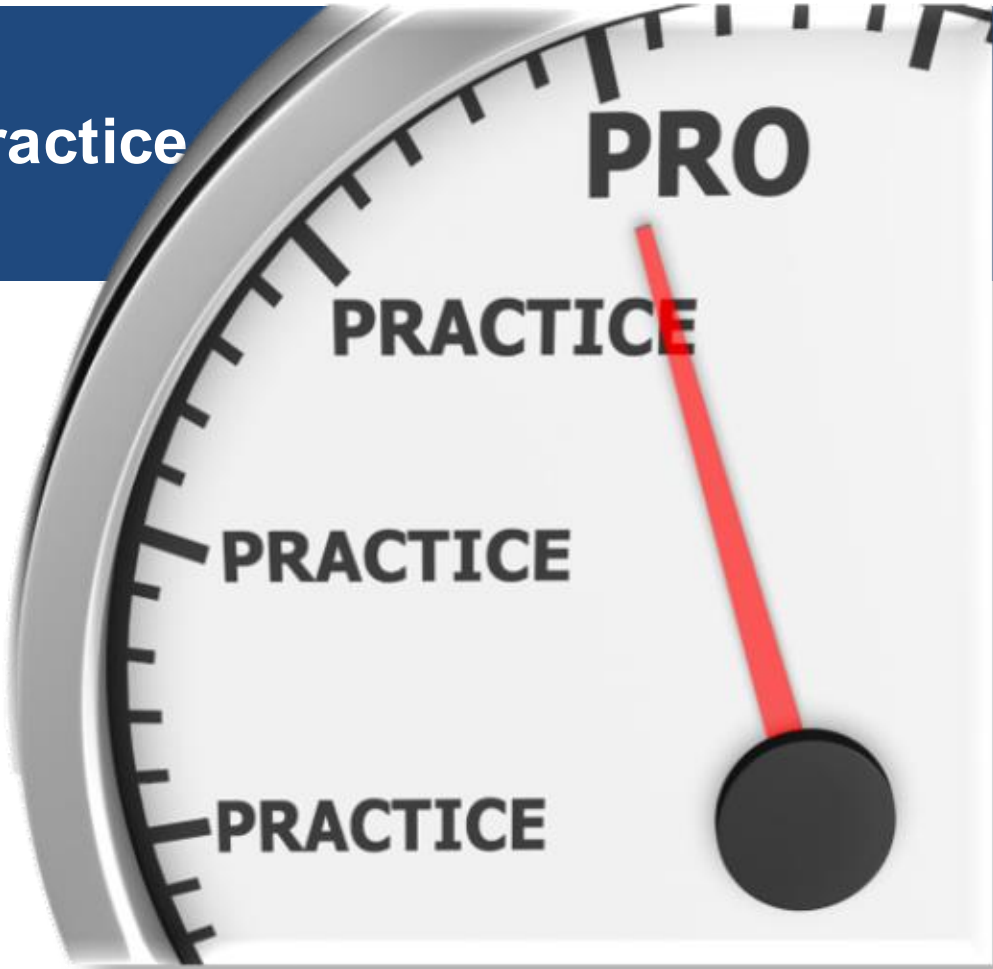
ILLINOIS WORKS
Pre-Apprenticeship Program

IWRS – User Management - Practice



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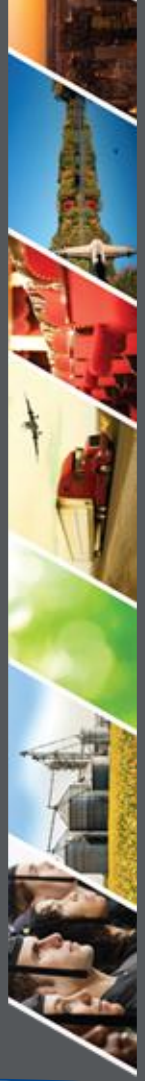

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Section 7: Reporting Tools

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

- Access the reporting tools and including the dashboards, workplan, training service support, and export support.

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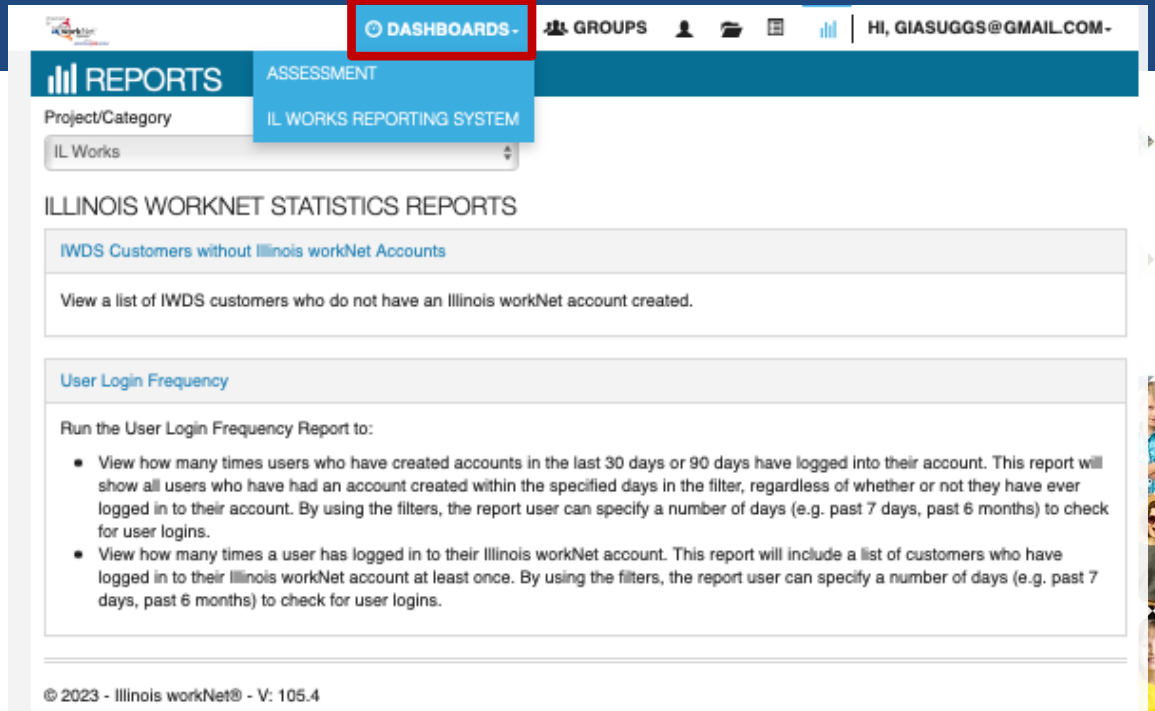
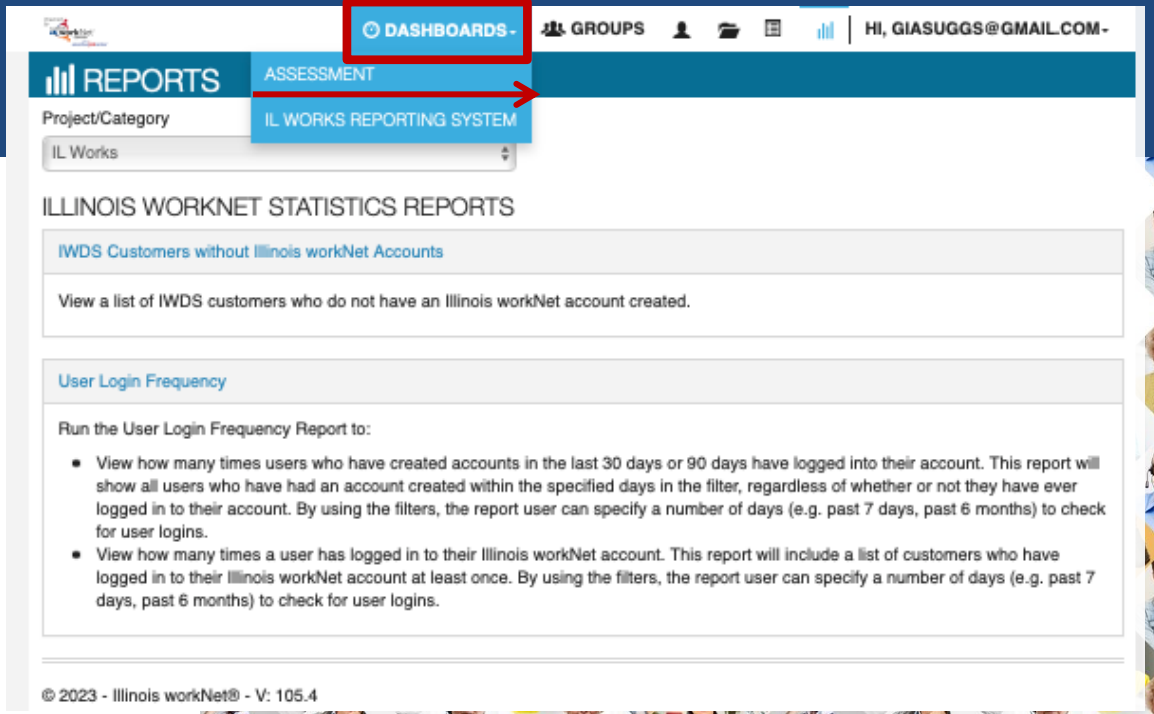
IWRS - Reporting Tools – Dashboards



IWRS - Reporting Tools – Dashboards – Assessments



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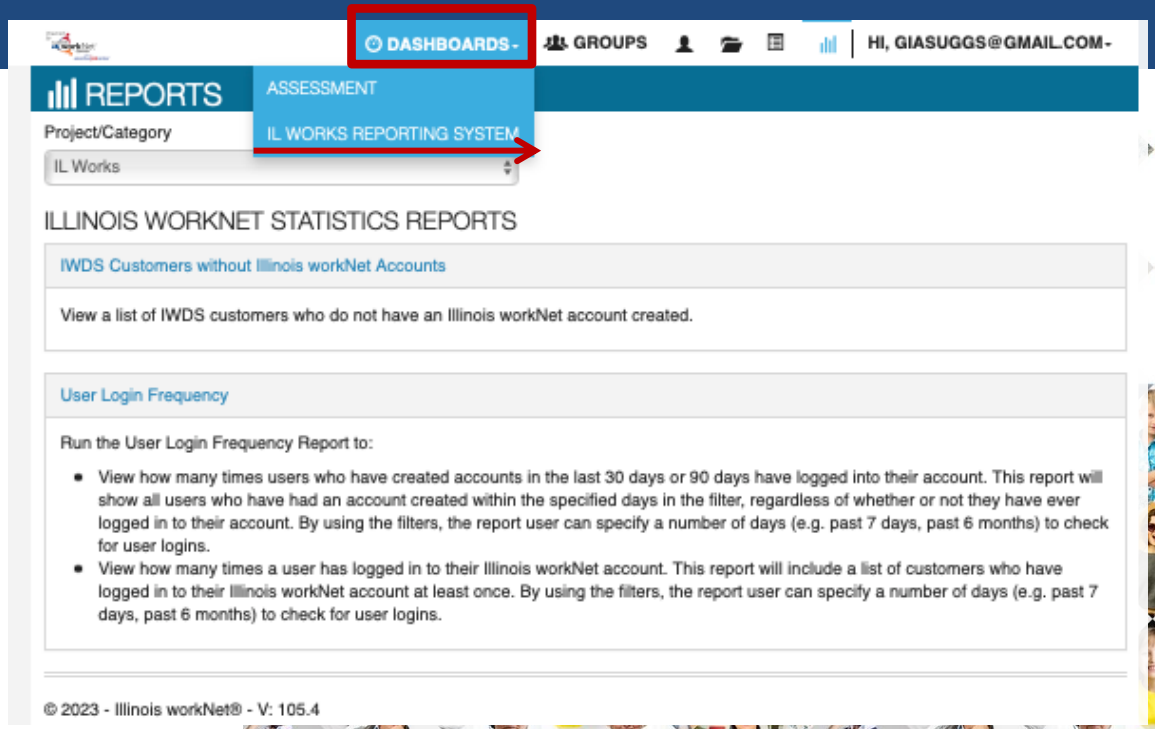
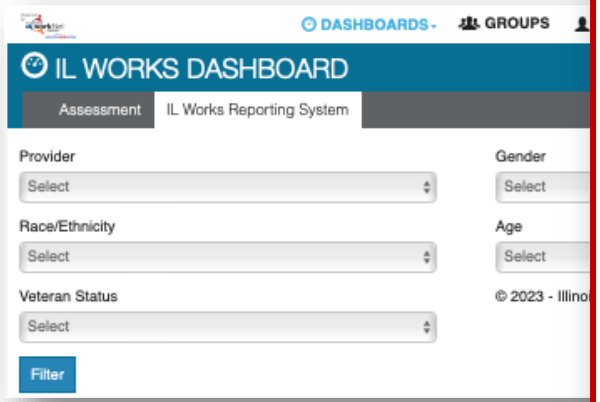
Reporting Tools – Dashboards – IL Works Reporting System

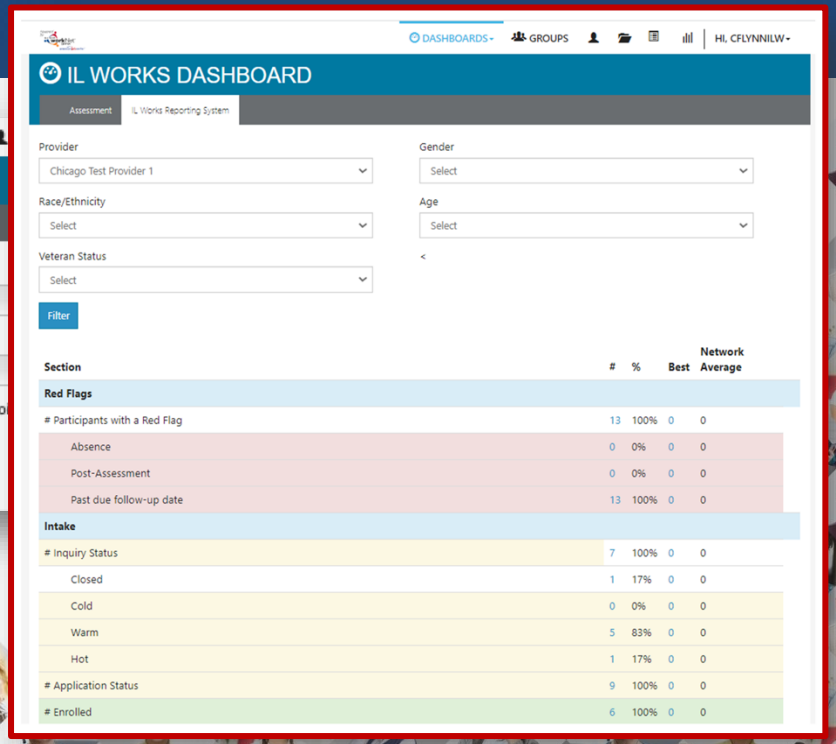


ILLINOIS

ILLINOIS WORKS
Pre-Apprenticeship Program

IWRS – Reporting Tools – IL Works Reporting System





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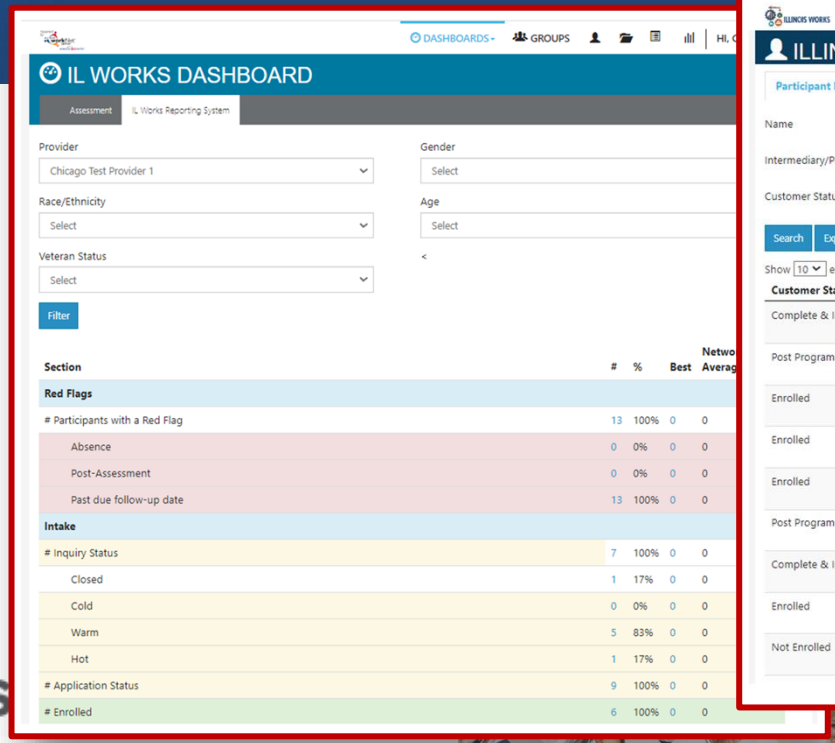
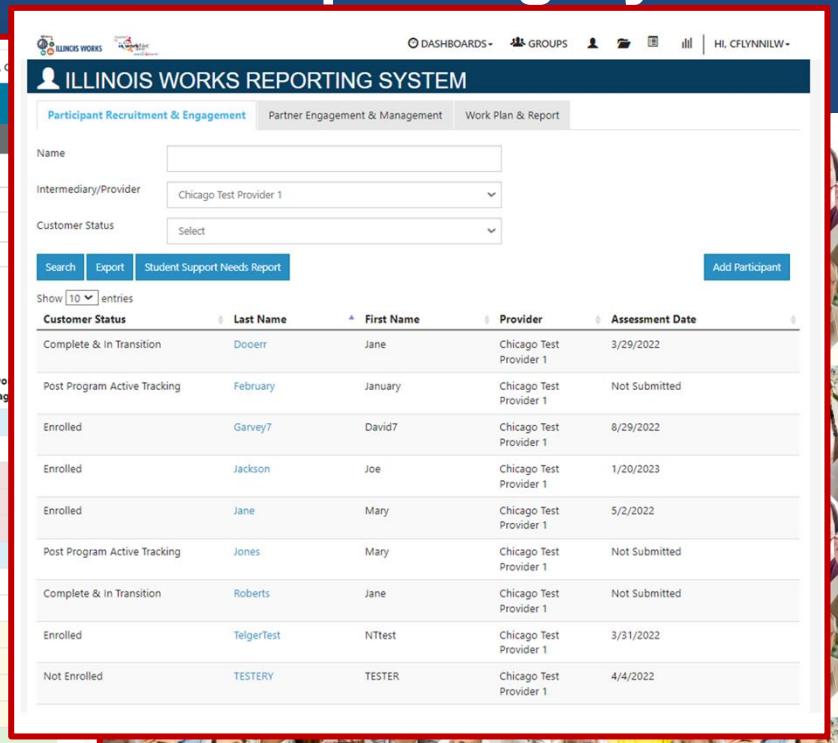
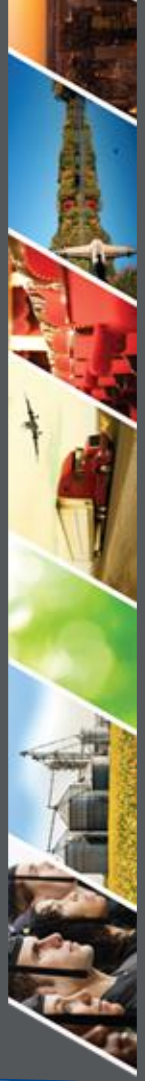
IWRS – Reporting Tools – IL Works Reporting System







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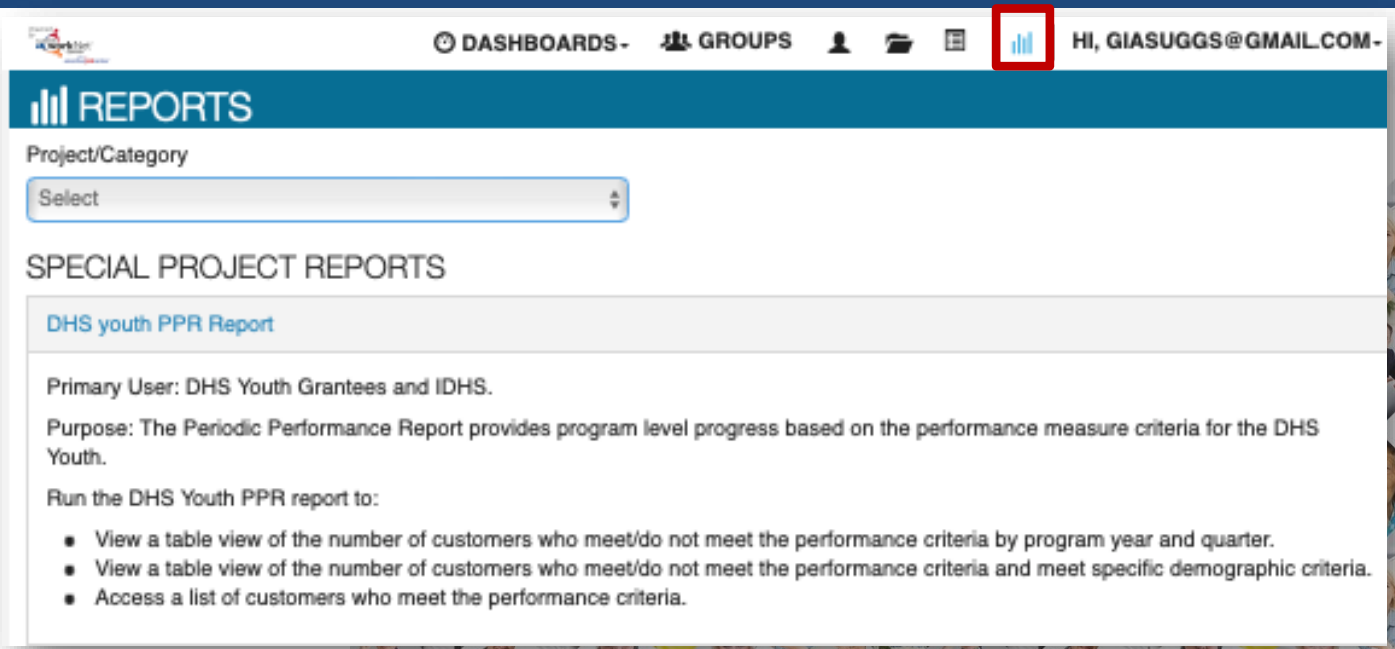
Reporting Tools



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IWRS – Reporting Tools

Grantees have multiple reports available for use, and the two key reports that are particularly relevant include:

- Student Support Needs Report
- Training Services Report

IWRS – Reporting Tools – Student Support Needs Report

STUDENT SUPPORT NEEDS REPORT

Project: IL Works

Customer Enrollment Status: Select

Grantee: IL Works - Test Provider

Start Date Begin Range: xx/xx/xxxx

Service Provider:

Start Date End Range: xx/xx/xxxx

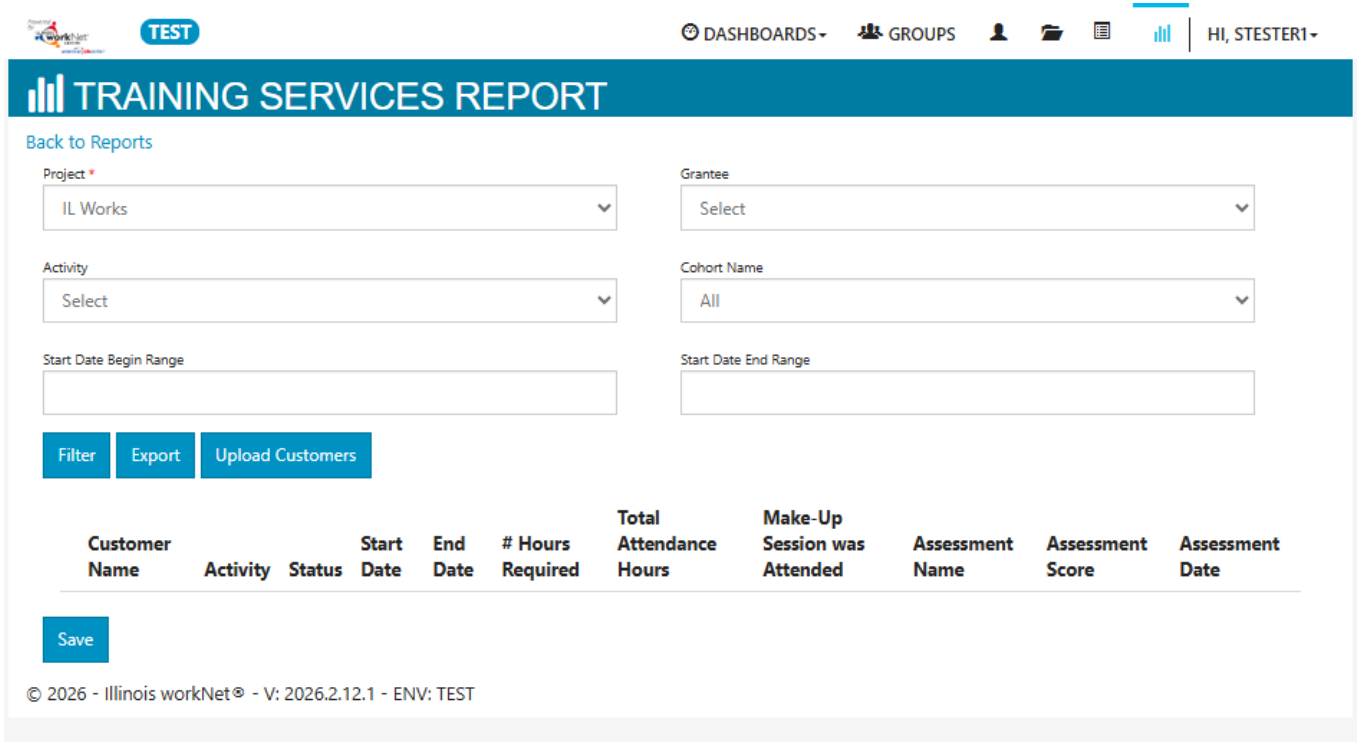
Service Name:

Flag Types: Select

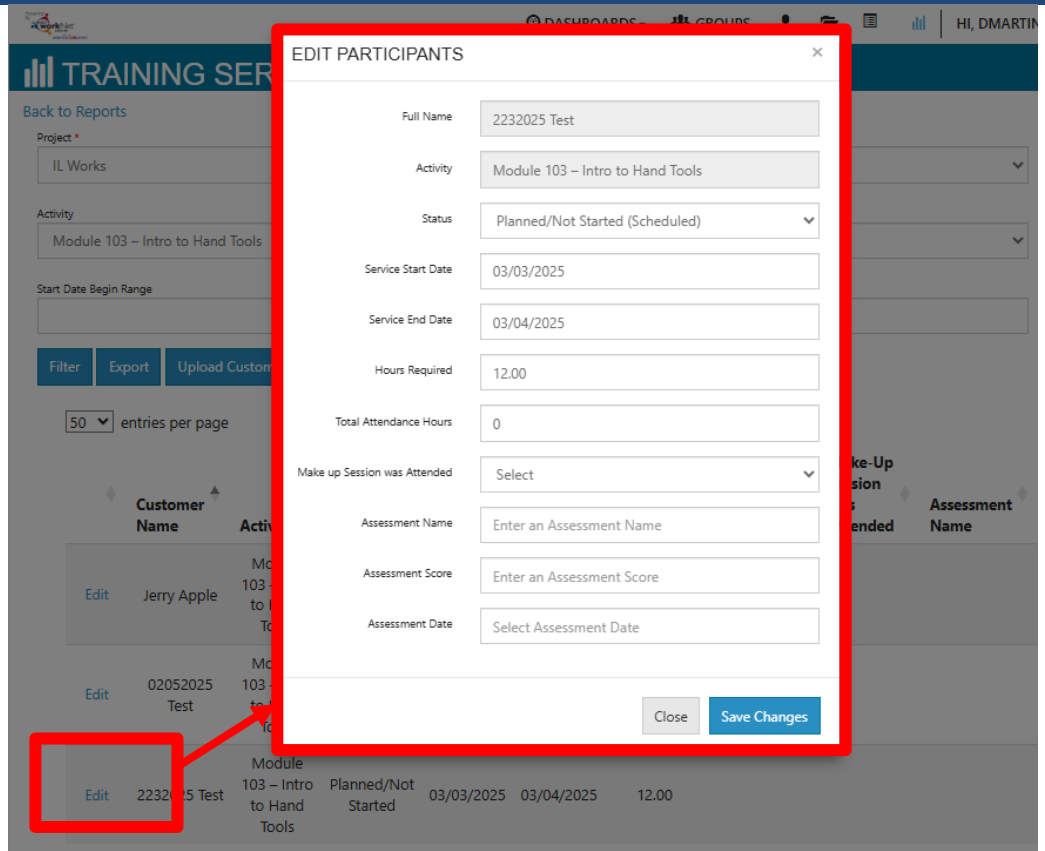
Filter

Last Name	First Name	Training Service Name	Training Category	Attendance Flags	Post-Assessment Flags
Test11	Adam	Module 101	Support	N/A	N/A
Test11	Adam	Module 102	Support	N/A	N/A
Test11	Adam	Module 103	Support	N/A	N/A
Awning	David	Module 101	Support	N/A	N/A
Awning	David	Module 102	Support	N/A	N/A

IWRS – Reporting Tools – Training Services Report



IWRS – Reporting Tools – Training Services Report



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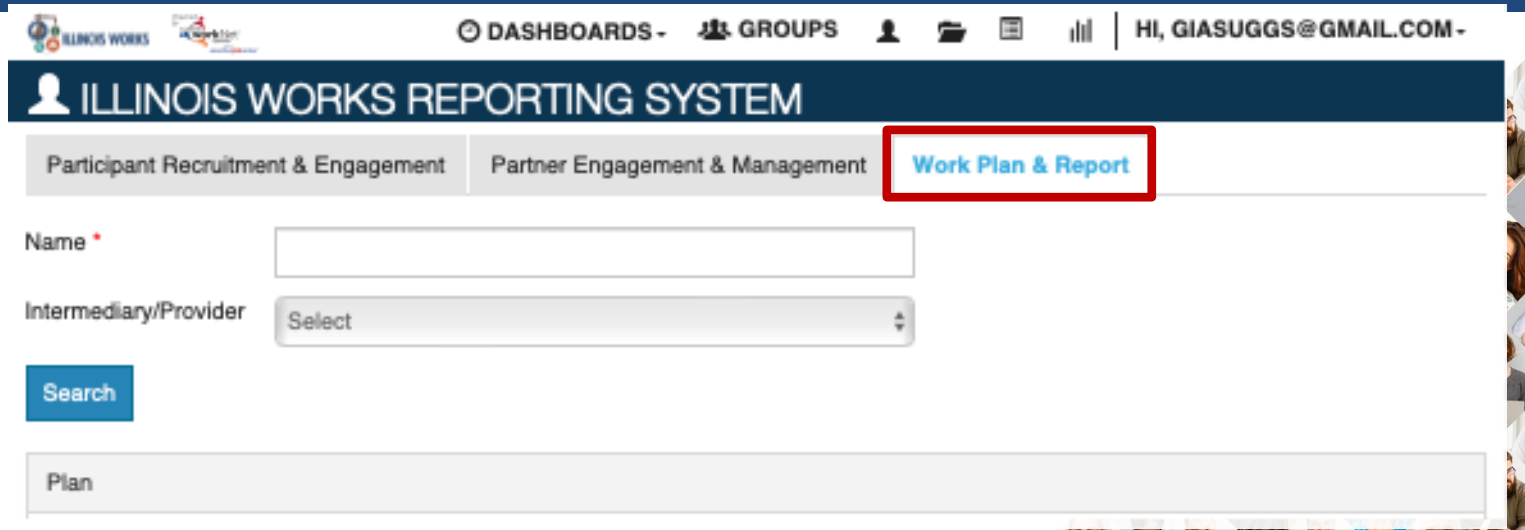
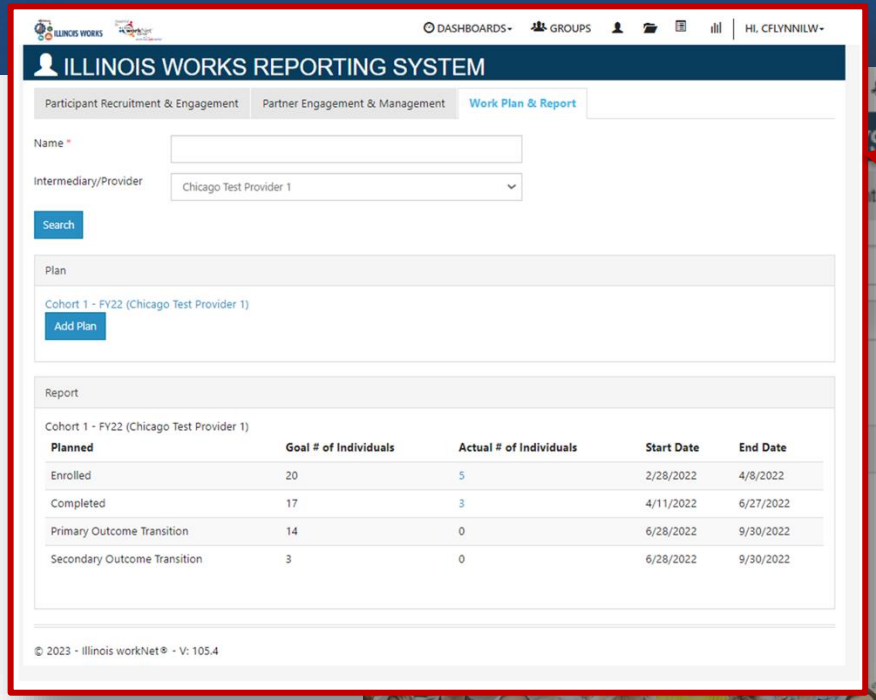
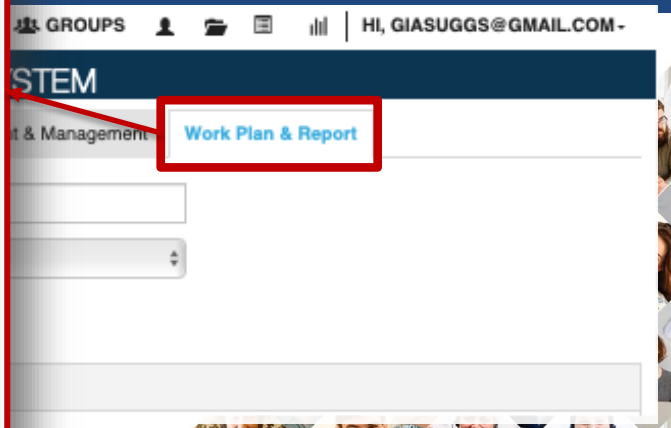
IWRS - Reporting Tools – Work Plan and Report



IWRS - Main Page - Work Plan and Report





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IWRS - Reporting Tools – 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 Suport Service Flag
- ☐ Transition Service Flag
- ☐ Earned Credential Flag

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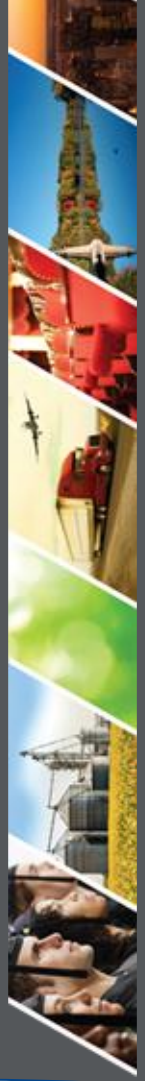

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Reporting Tools - Practice

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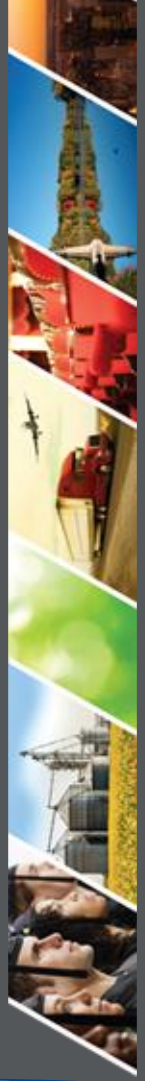

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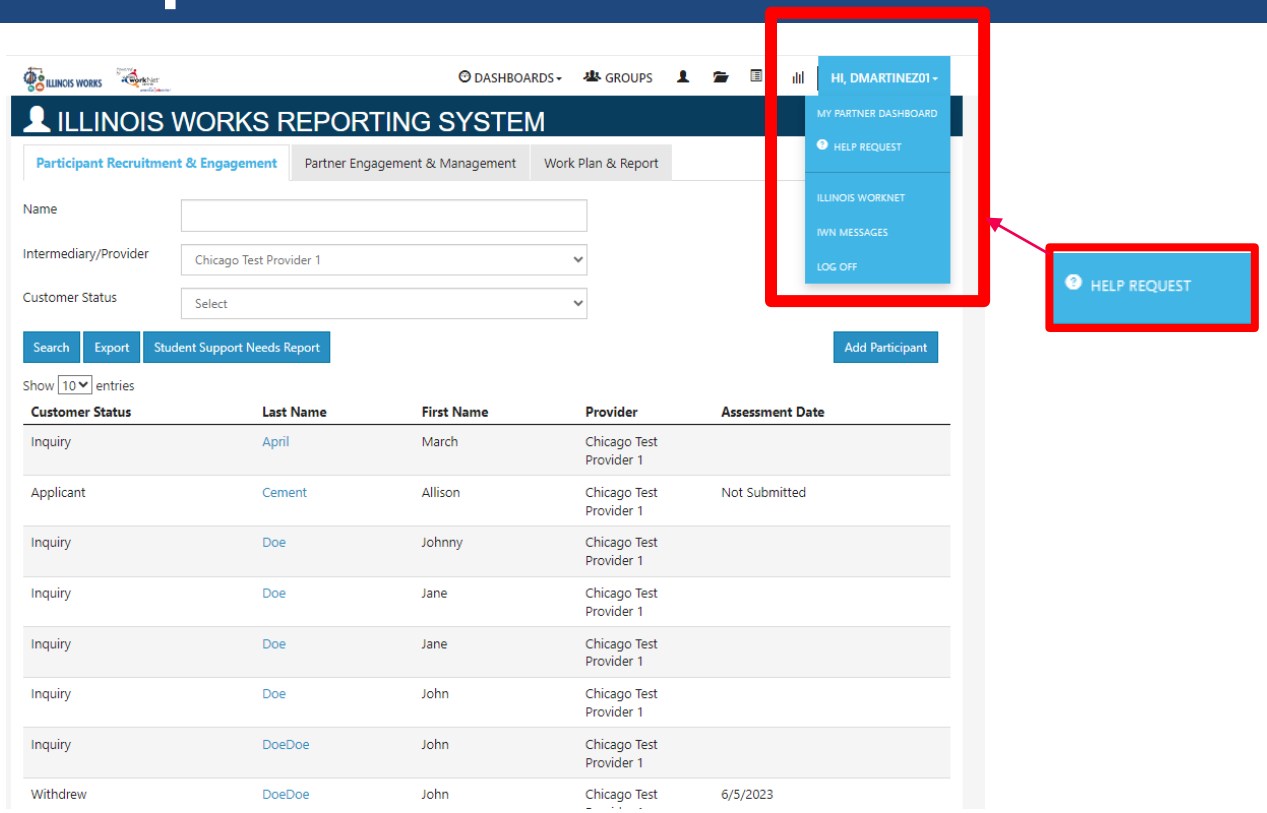
Section 8: Ticketing System

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

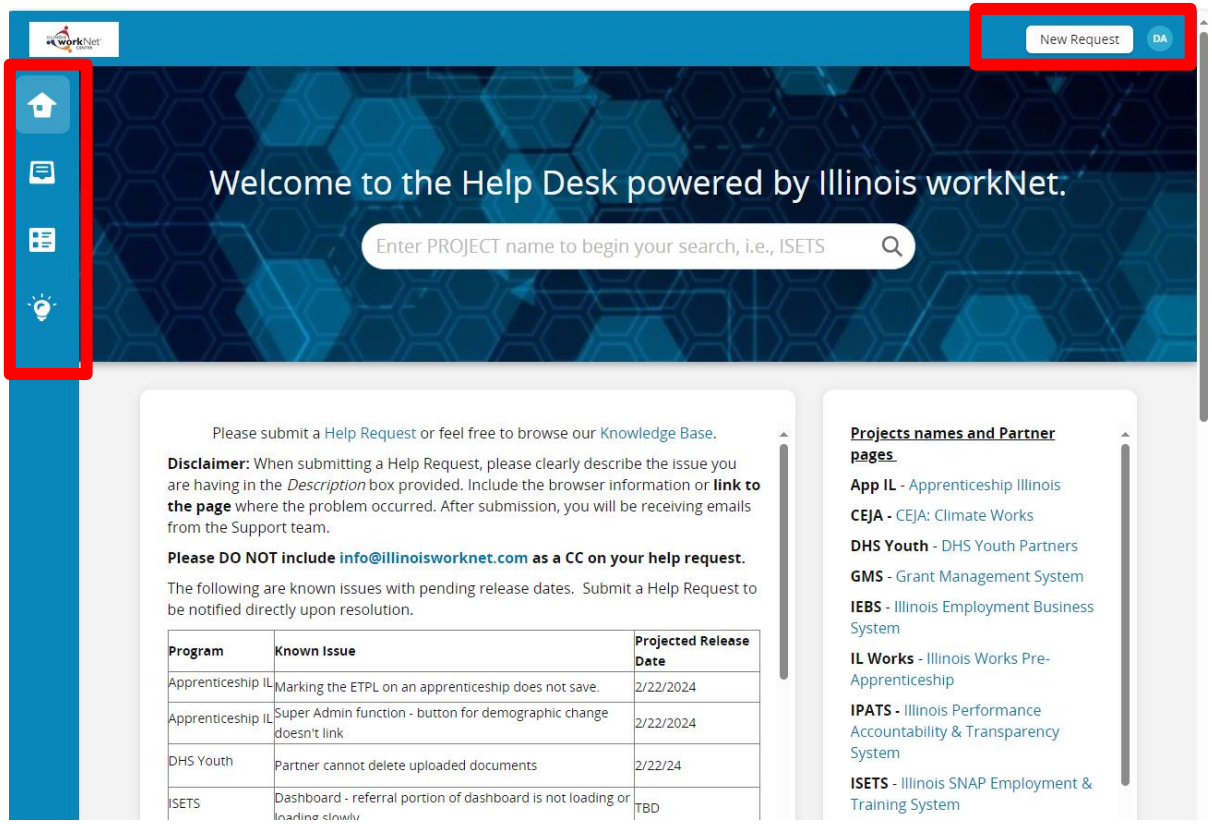
- Report system glitches using the new ticketing system.

ILLINOIS

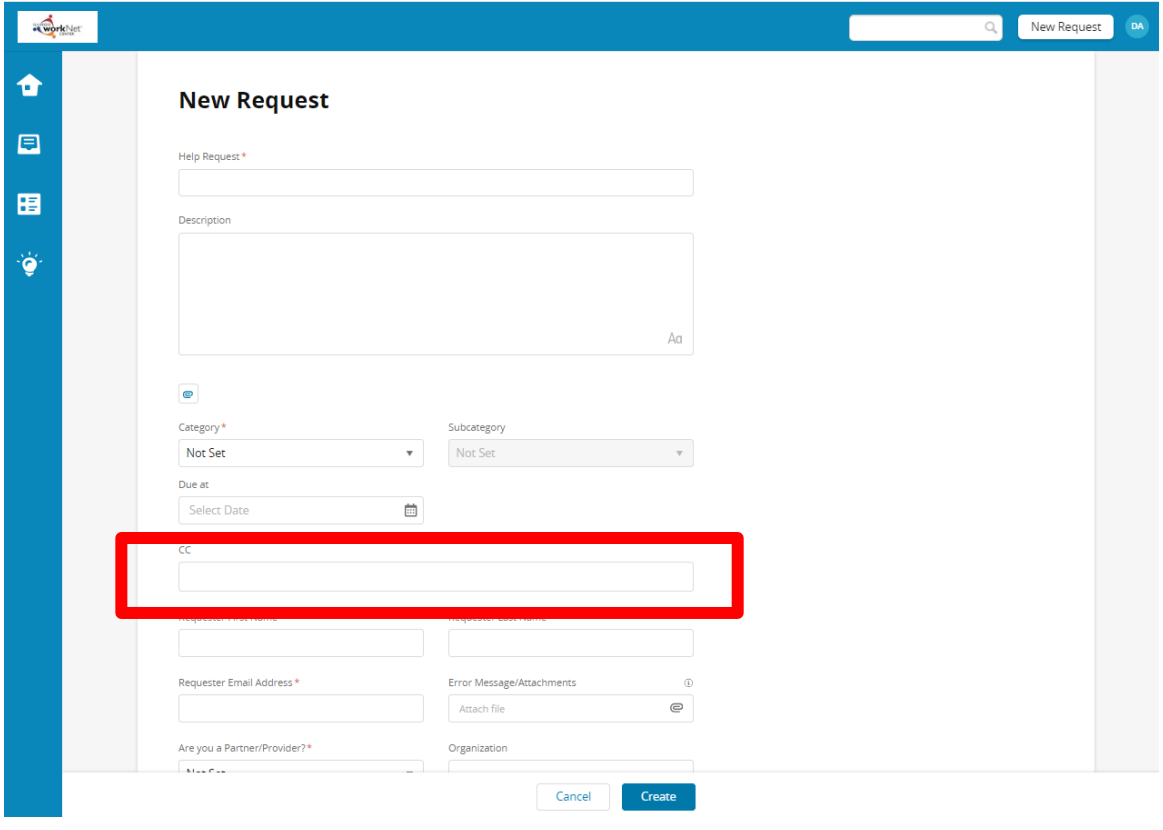
Illinois workNet Help Desk



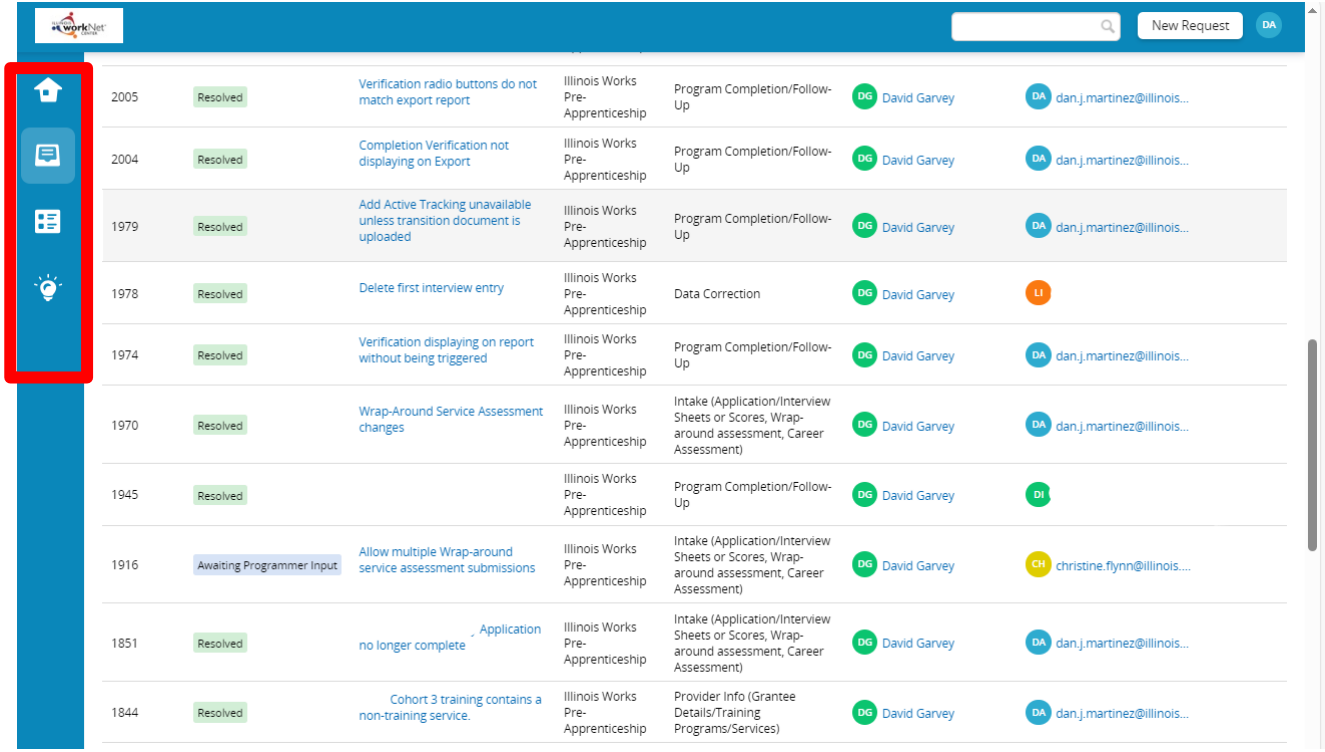
Illinois workNet Help Desk



Help Desk: New Requests



Help Desk: Existing Requests



2005	Resolved	Verification radio buttons do not match export report	Illinois Works Pre-Apprenticeship	Program Completion/Follow-Up	David Garvey	dan.j.martinez@illinois...
2004	Resolved	Completion Verification not displaying on Export	Illinois Works Pre-Apprenticeship	Program Completion/Follow-Up	David Garvey	dan.j.martinez@illinois...
1979	Resolved	Add Active Tracking unavailable unless transition document is uploaded	Illinois Works Pre-Apprenticeship	Program Completion/Follow-Up	David Garvey	dan.j.martinez@illinois...
1978	Resolved	Delete first interview entry	Illinois Works Pre-Apprenticeship	Data Correction	David Garvey	
1974	Resolved	Verification displaying on report without being triggered	Illinois Works Pre-Apprenticeship	Program Completion/Follow-Up	David Garvey	dan.j.martinez@illinois...
1970	Resolved	Wrap-Around Service Assessment changes	Illinois Works Pre-Apprenticeship	Intake (Application/Interview Sheets or Scores, Wrap-around assessment, Career Assessment)	David Garvey	dan.j.martinez@illinois...
1945	Resolved		Illinois Works Pre-Apprenticeship	Program Completion/Follow-Up	David Garvey	
1916	Awaiting Programmer Input	Allow multiple Wrap-around service assessment submissions	Illinois Works Pre-Apprenticeship	Intake (Application/Interview Sheets or Scores, Wrap-around assessment, Career Assessment)	David Garvey	christine.flynn@illinois....
1851	Resolved	Application no longer complete	Illinois Works Pre-Apprenticeship	Intake (Application/Interview Sheets or Scores, Wrap-around assessment, Career Assessment)	David Garvey	dan.j.martinez@illinois...
1844	Resolved	Cohort 3 training contains a non-training service.	Illinois Works Pre-Apprenticeship	Provider Info (Grantee Details/Training Programs/Services)	David Garvey	dan.j.martinez@illinois...

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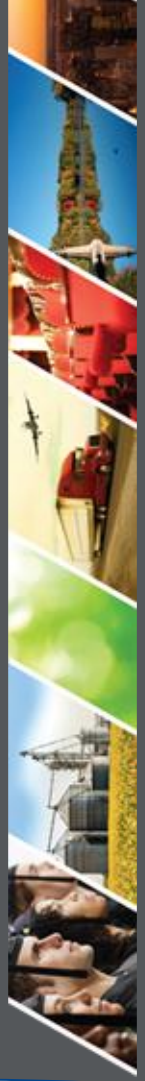
Section 9: Resources

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

- Access additional IWRS resources.

ILLINOIS



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ILLINOIS WORKS
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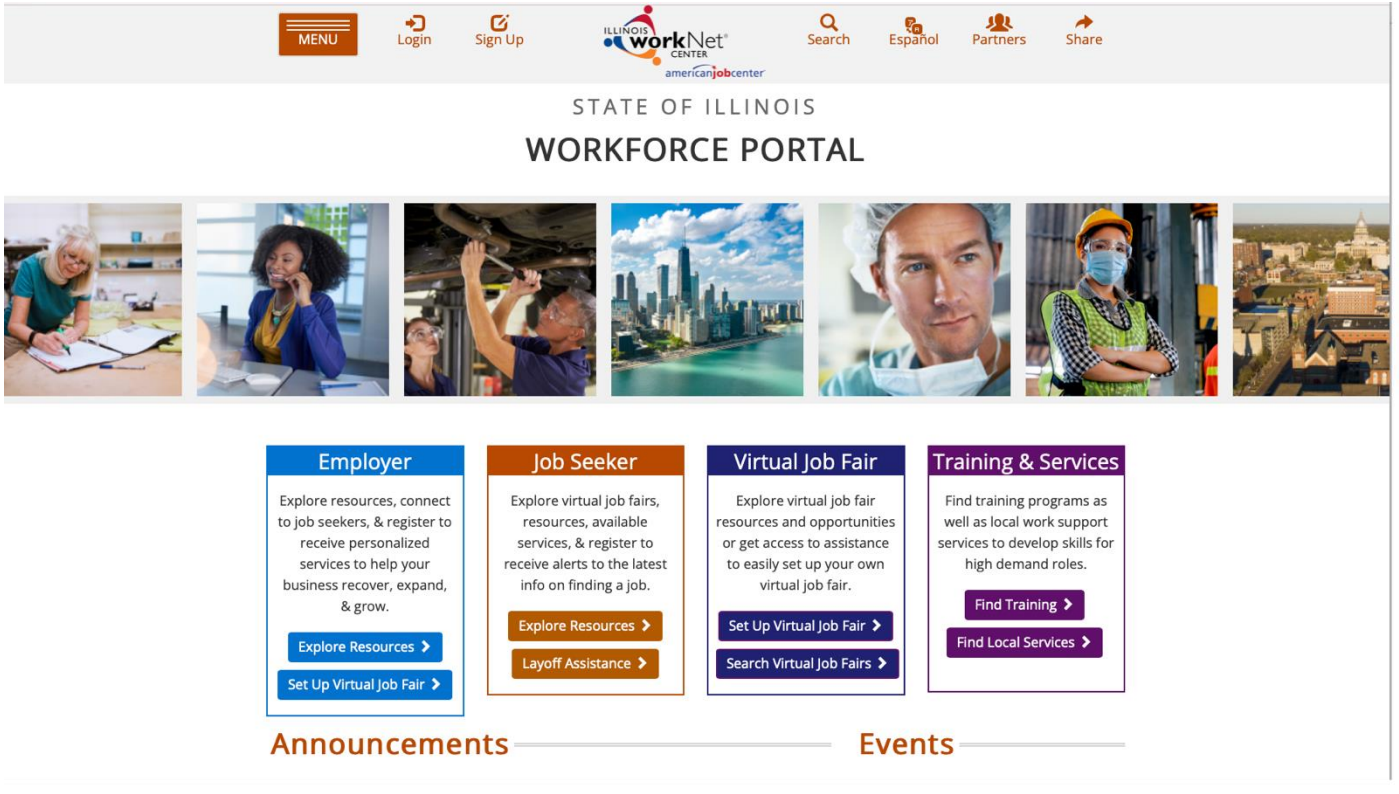
Resources



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Pre-Apprenticeship Program

Illinois Works Partner Guide

Program Guides for Partners

These guides provide program related instructions/resources.

*Please note these links are **not** intended as guidance for the general public.*

DHS Youth Programs — DHS Youth Partner Tools

IWTS Incumbent Worker Tracking System — IWTS Guide

youth career pathways PY 2021 — Youth Career Pathways Guide

WIOA Works Illinois — WIOA Contract Reporting Guide

IEBS — Illinois Employment Business System (IEBS)

IPATS — IPATS

ISETS — ISETS

Apprenticeship Illinois — Apprenticeship Illinois Partner Guide

Notice of Funding Opportunities / WIOA Works Illinois — Funding Opportunities

Illinois Works Pre-Apprenticeship Program

JOB TRAINING & Economic Development — JTED

LWACS — LWACS

ALL RESOURCES

Access the Illinois Works Reporting System

Video Tutorials & Training Materials

Full List of Resources

Partner Tool Updates

Professional Development

Topic	Date	Time
Administrator Orientation	January 11, 2022	10:00 AM
Grantee Manual I & Illinois Works Reporting System I	January 18, 2022	10:00 AM
Instructor Accrediation & Certification (NCCER, OSHA, First Aid)	January 20, 2021	10:00 AM
Grantee Manual II	February 1, 2022	9:00 AM
Illinois Works Reporting Systems I Session II & III	February 3, 2022	9:00 AM
Grantee Manual III	February 15, 2022	9:00 AM
Illinois Works Reporting Systems - Session IV - VI	February 17, 2022	9:00 AM
Developing & Implementing a Pre-Apprenticeship Curriculum & Instruction.	March 3, 2022	10:00 AM
Providing Impactful Wrap-Around Services & Student Support Services	March 15, 2022	10:00 AM
Providing Effective Transition Services & Working with DOL Registered Apprenticeship Programs	April 7, 2022	10:00 AM
Lunch & Learn	April 20, 2022	10:00 AM
Lunch & Learn: IWRS Discussion Forum	May 18, 2022	10:00 AM

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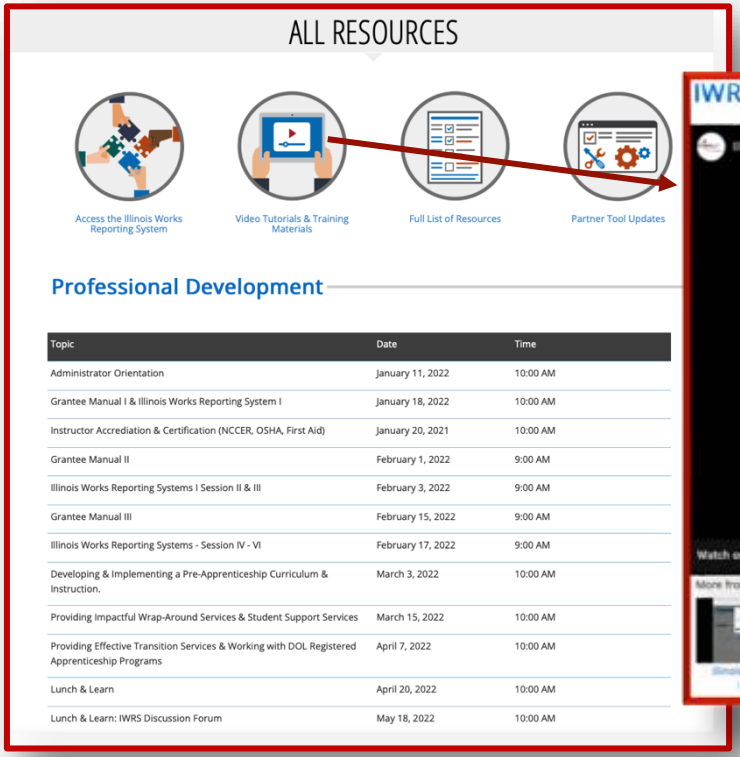
IWRS Tutorials



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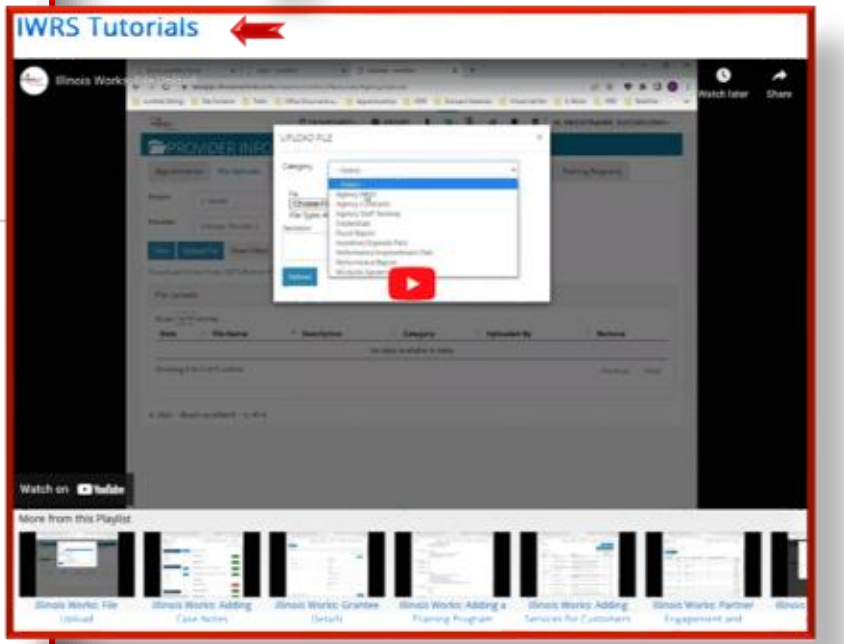

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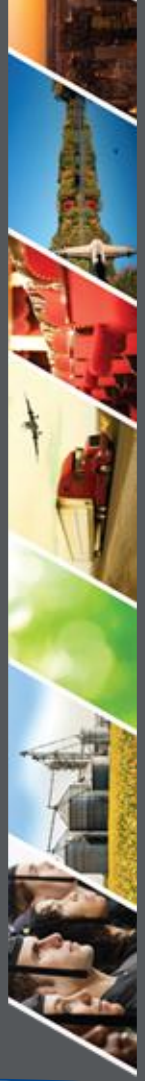

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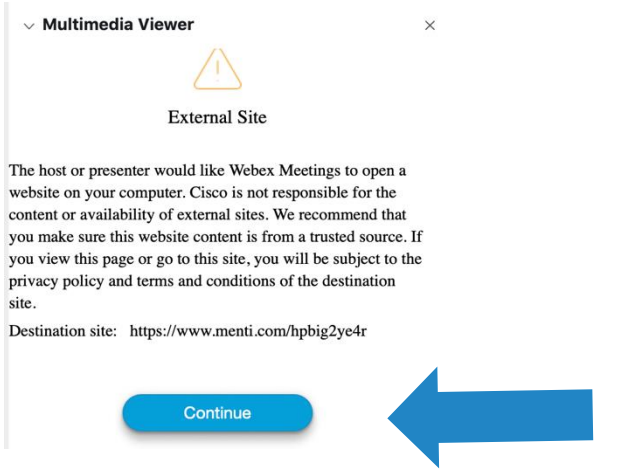
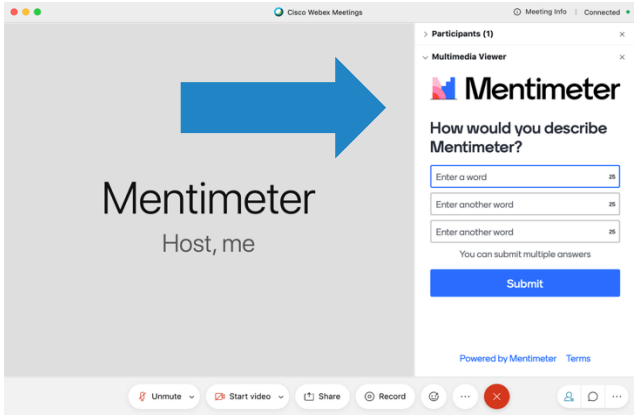
Mentimeter

- On the right-hand of your Webex screen click the blue **Continue** button.
- Once you click the button the Mentimeter app will show in the Multimedia viewer.





ILLINOIS WORKS
Pre-Apprenticeship Program

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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Department of Commerce
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JB Pritzker, Governor