



Illinois
Department of Commerce
& Economic Opportunity

Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Jobs Program

Meeting Starts In: **10:00**





Illinois
Department of Commerce
& Economic Opportunity

Illinois Works Provider Network

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

Norman Ruano, Deputy Director of Illinois Works





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.



Course Objectives

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

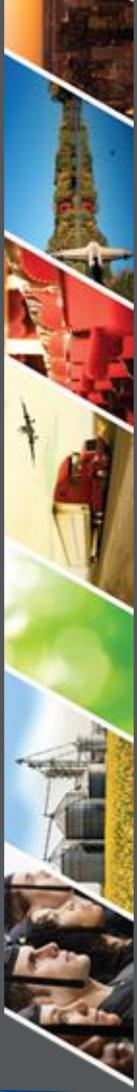
- Identify the four Illinois Works Pre-apprenticeship technologies.
- Describe the role of the Illinois Works Reporting System.
- Explain the relationship between IWRS and the Pre-apprenticeship LifeCycle.
- Navigate the IWRS main page.
- Add/Update provider information.
- Manage users.
- Access the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





This Session is Being Recorded





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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.





Webex Tutorial

The screenshot shows a Webex meeting window with a 2x3 grid of participants. The interface includes a top bar with 'Meeting info' and 'Layout' buttons, a bottom toolbar with 'Mute', 'Stop video', 'Share', 'Record', and 'Apps' buttons, and a chat window on the left. Red arrows highlight the 'Mute', 'Stop video', 'Share', 'Record', and 'Apps' buttons. A blue dashed line connects the 'Meeting info' button to the chat window.

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



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Comments, feedback, or questions?

Email us at:

CEO.ILWGrantManagement@illinois.gov



Illinois
Department of Commerce
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- Your Name
- Organization/Agency
- Role
- Geographic Location

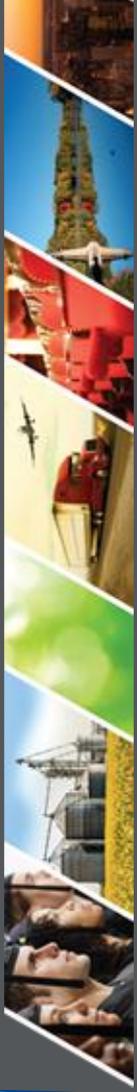


ILLINOIS 

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.



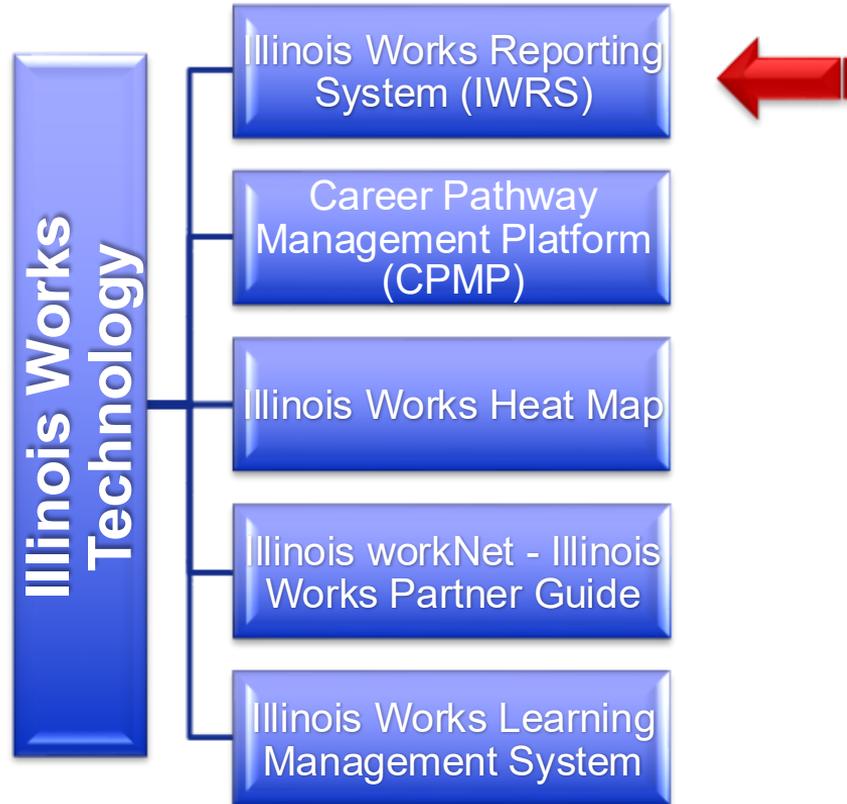


Illinois Works Technology





Illinois Works Technology





Illinois Works Reporting System (IWRS)





Illinois Works Reporting System (IWRS)





Illinois Works Reporting System (Cont.)



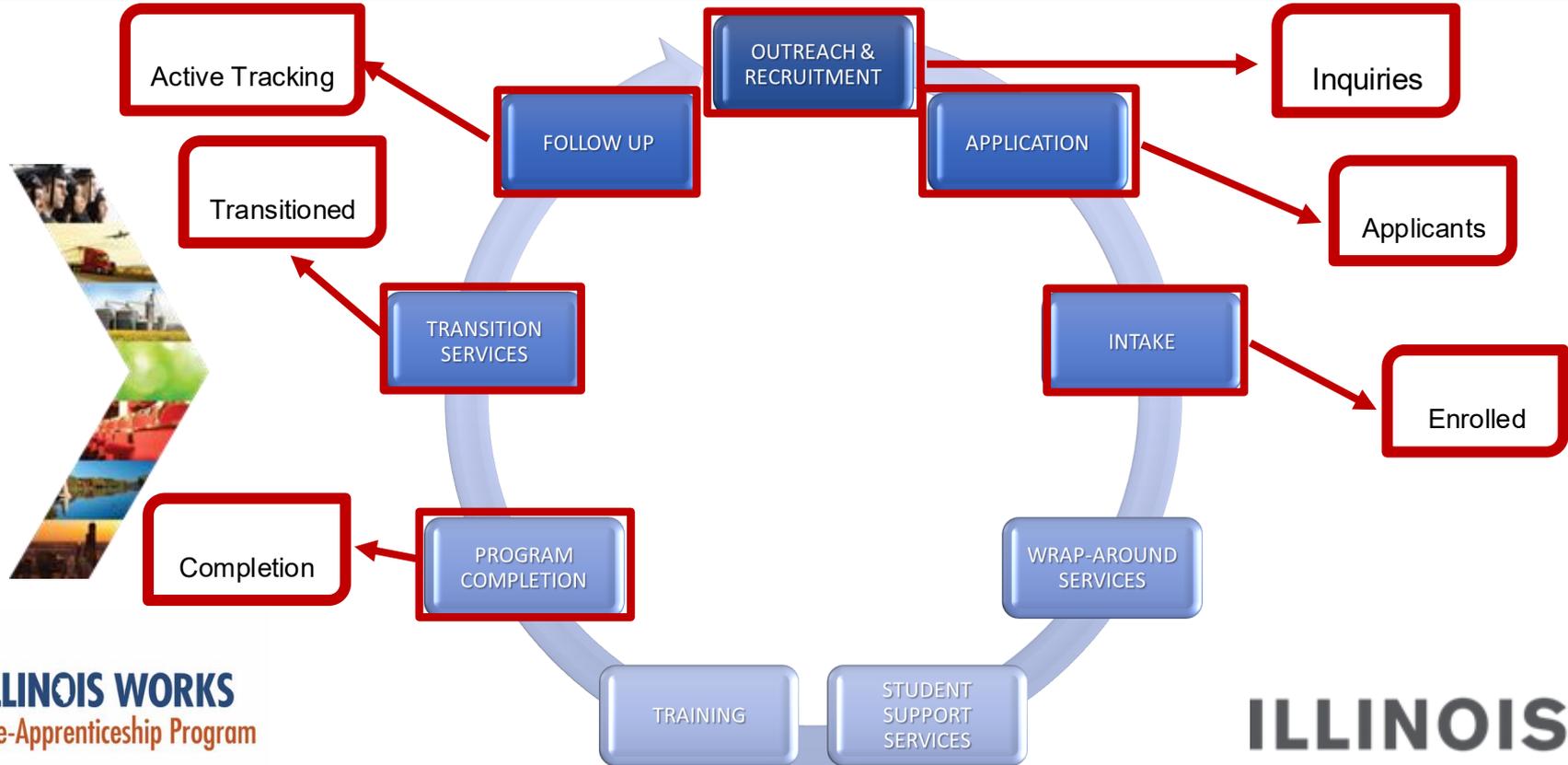


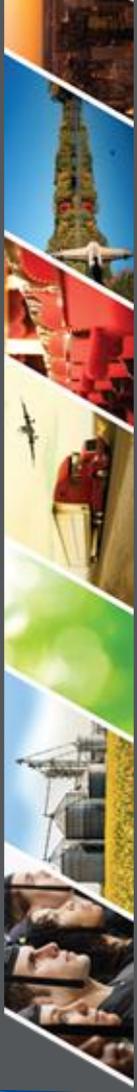
Pre-Apprentice LifeCycle and IWRS





Program Elements and IWRS





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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.



Access to IWRS





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.



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*





Sign In

State Partner Resources

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

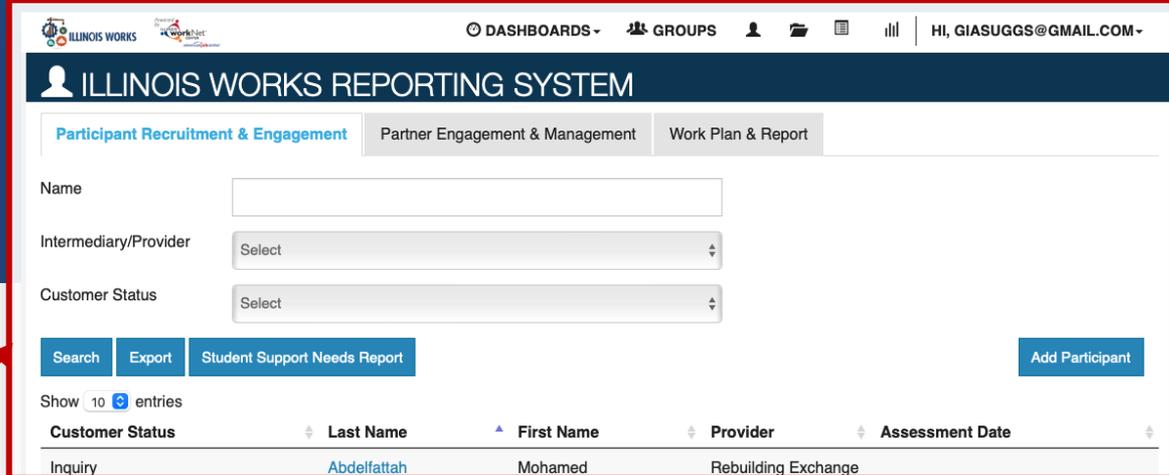
 ILLINOIS WORKFORCE INNOVATION BOARD WIOA WORKS ILLINOIS	 WIOA WORKS ILLINOIS	 WIOA WORKS ePOLICY	 TANF/SNAP/Medical (Apply for Benefits) IDHS Illinois Department of Human Services
IWIB	WIOA Works for Illinois	WIOA ePolicy Manual	IDHS - Application For Services
 ILLINOIS workNet CENTER americanjobcenter Illinois Department of Commerce & Economic Opportunity	 ICCB ILLINOIS COMMUNITY COLLEGE BOARD	 IDES ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY	 Rehabilitation Services IDHS Illinois Department of Human Services
Illinois workNet Center	ICCB	IDES	Rehabilitation Services

[View More](#)





IWRS Access



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

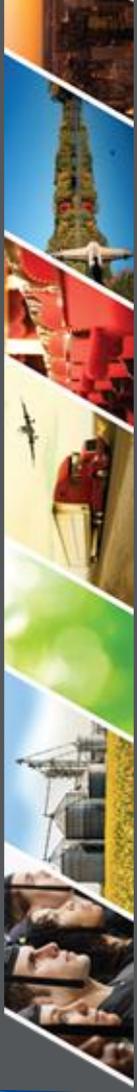
Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	

ALL RESOURCES



- [Access the Illinois Works Reporting System](#)
- [Video Tutorials & Training Materials](#)
- [Full List of Resources](#)
- [Partner Tool Updates](#)

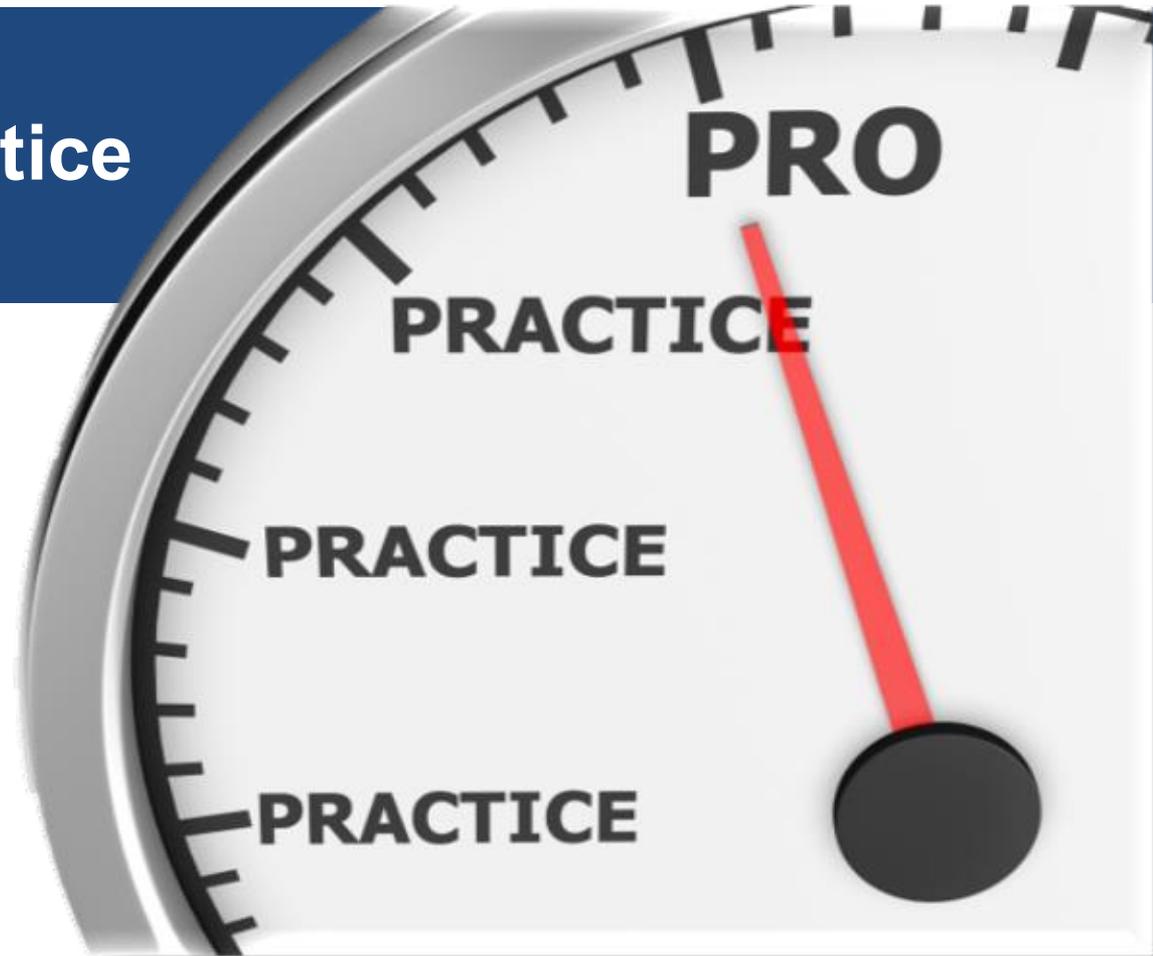


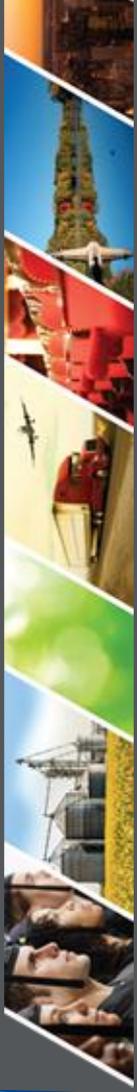


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IWRS Access - Practice





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Navigation Bar



  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

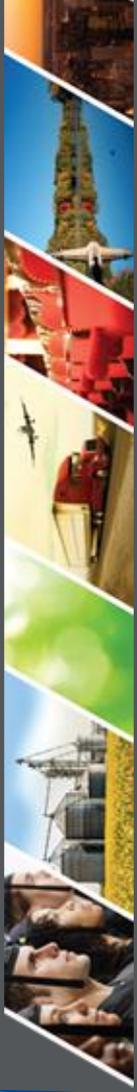
Student Support Needs Report

Add Participant

Show entries

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





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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.





IWRS – Main Page Overview

  DASHBOARDS ▾ GROUPS HI, DMARTINEZ01 ▾

ILLINOIS WORKS REPORTING SYSTEM

[Back to Customer List](#)

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

Name

Intermediary/Provider

Customer Status

FY

Cohort Name

WorkNet Id

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

entries per page





IWRS – Main Page – Participant Recruitment & Engagement



ILLINOIS WORKS REPORTING SYSTEM

[Back to Customer List](#)

Participant Recruitment & Engagement

Partner Engagement & Management

Work Plan & Report

Reports

Name

Intermediary/Provider

Customer Status

FY

Cohort Name

WorkNet Id

Search

Export

Student Support Needs Report

Upload Customers

Add Participant

10 entries per page



IWRS – Main Page – Partner Engagement & Management



ILLINOIS WORKS  DASHBOARDS- GROUPS     HI, DMARTINEZ01-

ILLINOIS WORKS REPORTING SYSTEM

[Back to Customer List](#)

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

Partner Engagement Contact Notes

Name *

Intermediary/Provider

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



IWRS – Main Page – Work Plan & Report



DASHBOARDS ▾ GROUPS     | HI, DMARTINEZ01 ▾

ILLINOIS WORKS REPORTING SYSTEM

[Back to Customer List](#)

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

Name

Intermediary/Provider

Plan



IWRS – Main Page - Reports

  DASHBOARDS ▾ GROUPS Person Icon Folder Icon Document Icon Bar Chart Icon | HI, DMARTINEZ01 ▾

ILLINOIS WORKS REPORTING SYSTEM

[Back to Customer List](#)

[Participant Recruitment & Engagement](#) [Partner Engagement & Management](#) [Work Plan & Report](#) [Reports](#)



 **TEST** DASHBOARDS ▾ GROUPS Person Icon Folder Icon Document Icon Bar Chart Icon | HI, STESTER1 ▾

REPORTS

Project/Category

[Student Support Needs Report](#)



IWRS – Provider Information

 DASHBOARDS ▾ GROUPS  HI, DMARTINEZ01 ▾

PROVIDER INFO

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

Project

Provider

Filter

Appointments		
Name/Location	Notes	Details





IWRS – Provider Information – Tabs



Appointments

File Uploads

Grantee Details

Training Programs

Compliance Reports



IWRS – Provider Information - Appointments



 DASHBOARDS ▾ GROUPS HI, DMARTINEZ01 ▾

PROVIDER INFO

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

Project

Provider

Filter

Appointments

Name/Location	Notes	Details
---------------	-------	---------



IWRS – Provider Information – File Uploads



 DASHBOARDS ▾ GROUPS HI, DMARTINEZ01 ▾

PROVIDER INFO

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

Project

Provider

File Uploads

entries per page

Date	File Name	Description	Category	Uploaded By	Remove / Keep
------	-----------	-------------	----------	-------------	---------------



IWRS – Provider Information – Grantee Details

 DASHBOARDS ▾ GROUPS     | HI, DMARTINEZ01 ▾

PROVIDER INFO

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

Project *

Provider/Grantee *

Select | Print

Grantee Info

CASE NOTES(0) ▲ 

Provider/Grantee Name	Grantee Address
Chicago Test Provider 1	1234 Street Lane Chicago, IL 62626
TA Contact	Grantee Program Name
Johnny Administrator	Program Start Date





IWRS - Provider Information – Grantee Details



ASSOCIATED GRANTS

Show 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 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

Show entries

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 entries

Name Type of Training Delivered Credentials With Organization Since O

Mary Jane	Construction Skills Training	certificate and certification	2/11/2022	AE
Test Instructor	Safety Training	Certification		Th

[Add Grant](#)

WORKSITES

Show 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 Next

[Edit Worksite Placement Information](#)

SERVICES

Show entries

Search:

Category	Name	Description	Active Status	delete
N/A	Alumni Networking	Alumni Networking Service	Yes	Edit X
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 X
N/A	Assistance with completing an apprenticeship program application	Provide assistance with completing a register apprenticeship in the construction industry.	Yes	Edit X
N/A	Broadband Fees	Provide participants with assistance in paying for Broadband fees not covered by existing programs.	Yes	Edit X
N/A	Career Information	Provide career information for those who are currently in the program.	Yes	Edit X

[Add New Training Service](#)

[Edit Services to Use on Career Plans](#)



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



DASHBOARDS ▾ GROUPS 👤 📁 📄 📊 | HI, DMARTINEZ01 ▾

PROVIDER INFO

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

Project

Grantee

Approval Status

Training Programs

Filter | Add Program | Reset Filters

Training Programs

10 ▾ entries per page

Program Name	Location	Approval Status	Projected Participants	Actual Enrollment	Grantee	Options ⚙
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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



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

Add Program | Filter | Reset Filters

Training Programs

10 entries per page

Program Name	Location	Approval Status	Projected Participants	Actual Enrollment	Grantee	Options
--------------	----------	-----------------	------------------------	-------------------	---------	---------



IWRS – Provider Information – Compliance Reports



 DASHBOARDS- GROUPS HI, DMARTINEZ01-

PROVIDER INFO

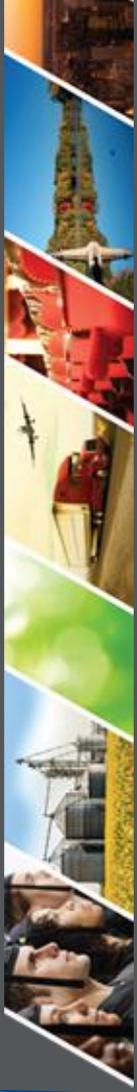
Appointments File Uploads Grantee Details Training Programs **Compliance Reports**

Project *

Provider/Grantee *

Monthly Compliance Reports

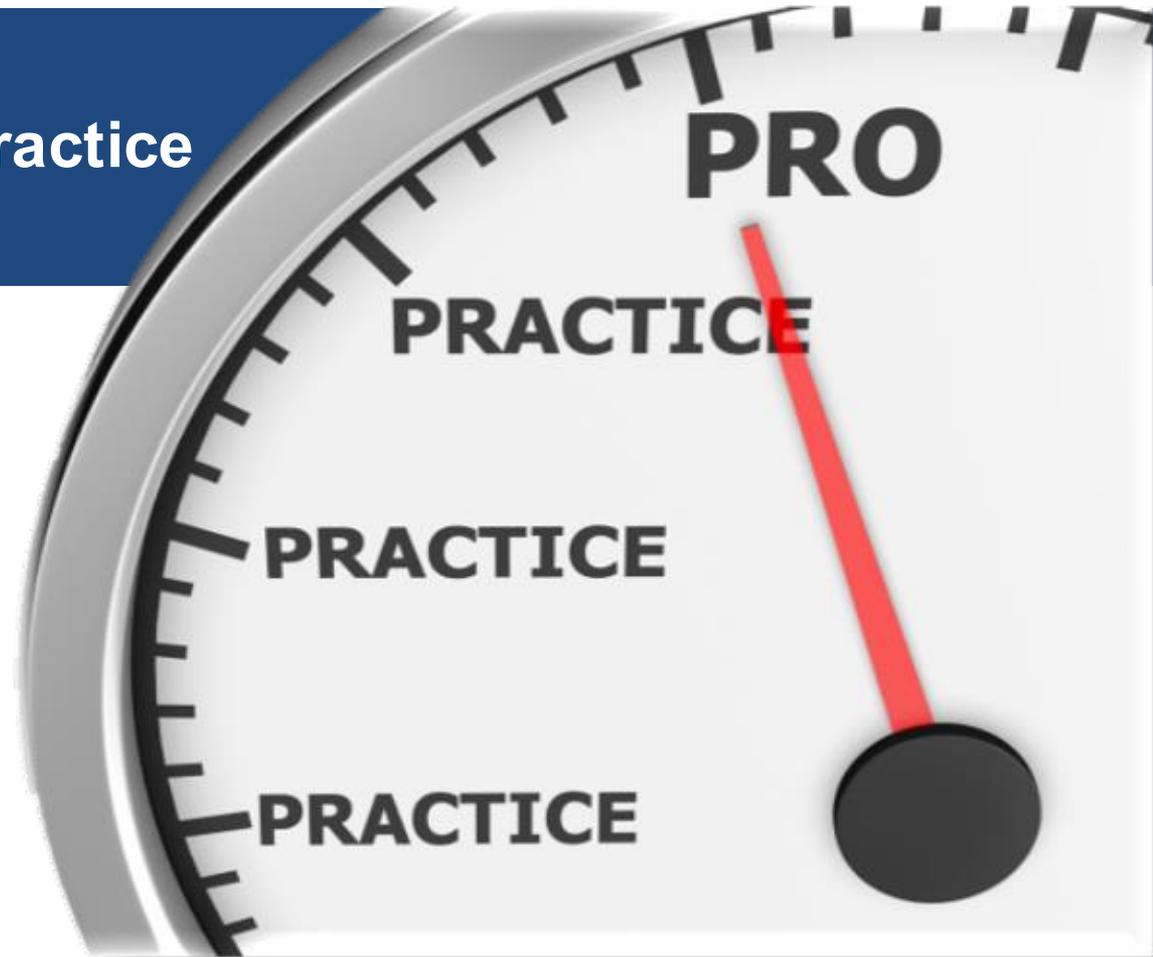
Month	Date Compliance Pulled	Pulled By	Download Report
-------	------------------------	-----------	-----------------

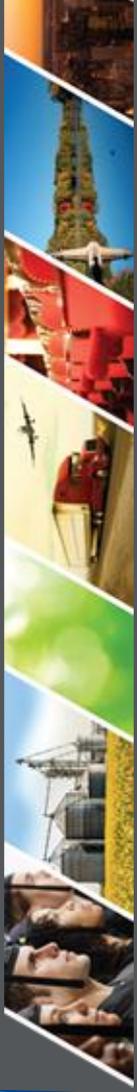


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IWRS - Provider Info - Practice





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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.





IWRS – User Management



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

USER MANAGEMENT

Name Related Instructions

User Management Instructions

[Hide Filters](#)

Group Role

Show entries

Last Name	First Name	Username	Group Processing...	IwN Role	LWIA	Add/Remove Partner
-----------	------------	----------	---------------------	----------	------	--------------------

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IWRS – User Management – Add Partner (Grantee Staff)



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

USER MANAGEMENT

Name

Related Instructions
[User Management Instructions](#)

Add Partner to Group

[Hide Filters](#)

Group Role

Show entries

Last Name	First Name	Username	Group Processing...	IwN P...
-----------	------------	----------	---------------------	----------

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ADD PARTNER

First Name *

Last Name *

Birth Date *

Phone Number *

Email *

ZIP Code *

Organizations or Groups to Add Partner to*





IWRS – User Management – Delete Partner



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

USER MANAGEMENT

Name

Related Instructions

[User Management Instructions](#)

Q Search [Add Partner to Group](#)

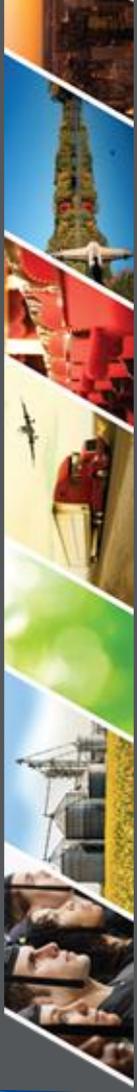
Hide Filters

Group Role

Show entries

Last Name	First Name	Username	Group	Email	IwN Role	LWIA	Add/Remove Partner
Alexander	Anthony	AAlexander1121	IL Works - Sista Girls & Friends, Inc	aaalexander.sgaf@gmail.com	Public Viewer	19	+ x
Allston	Amber	AAAllston	IL Works - Sista Girls & Friends, Inc	aallston.sgaf@gmail.com	Public Viewer	19	+ x

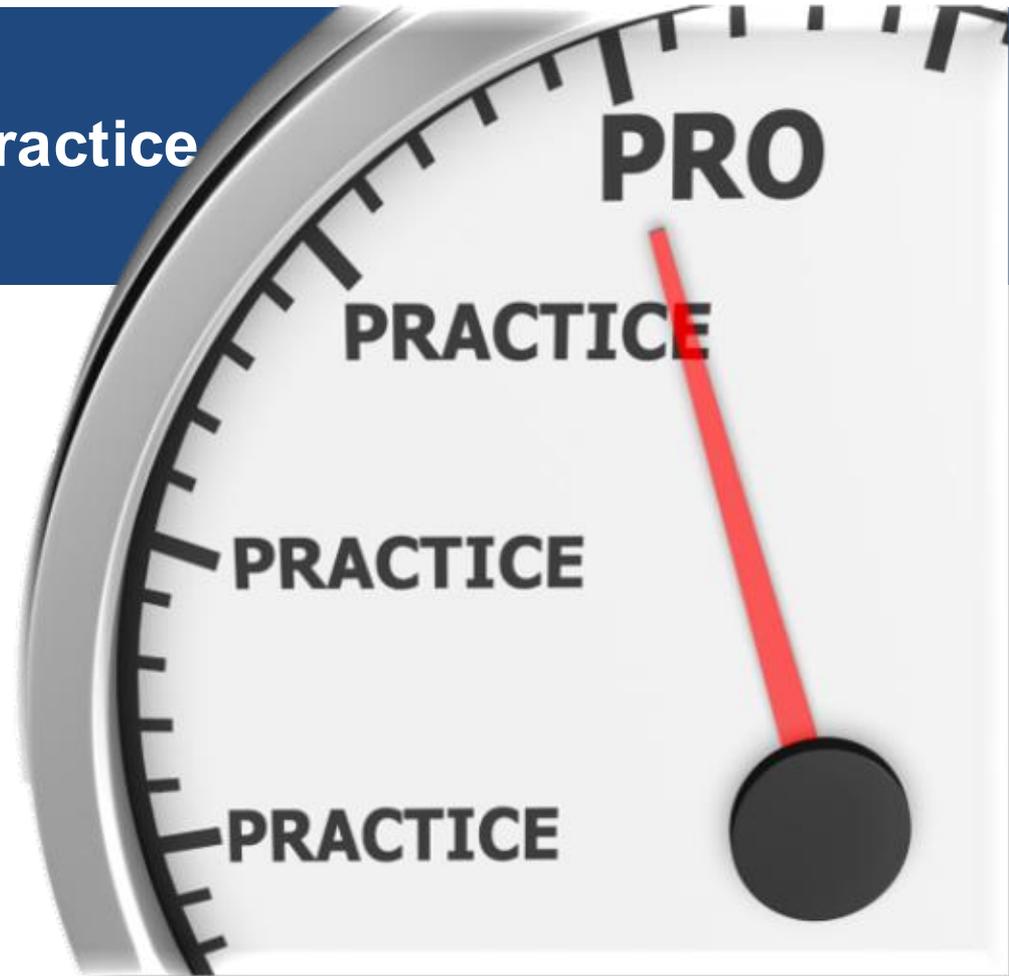


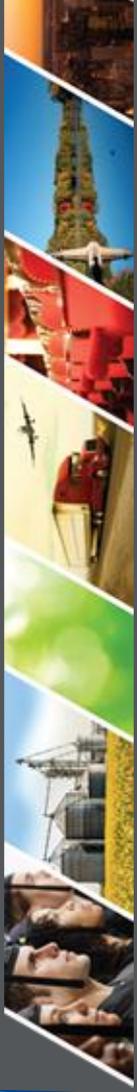


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IWRS – User Management - Practice





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Section 7: Reporting Tools

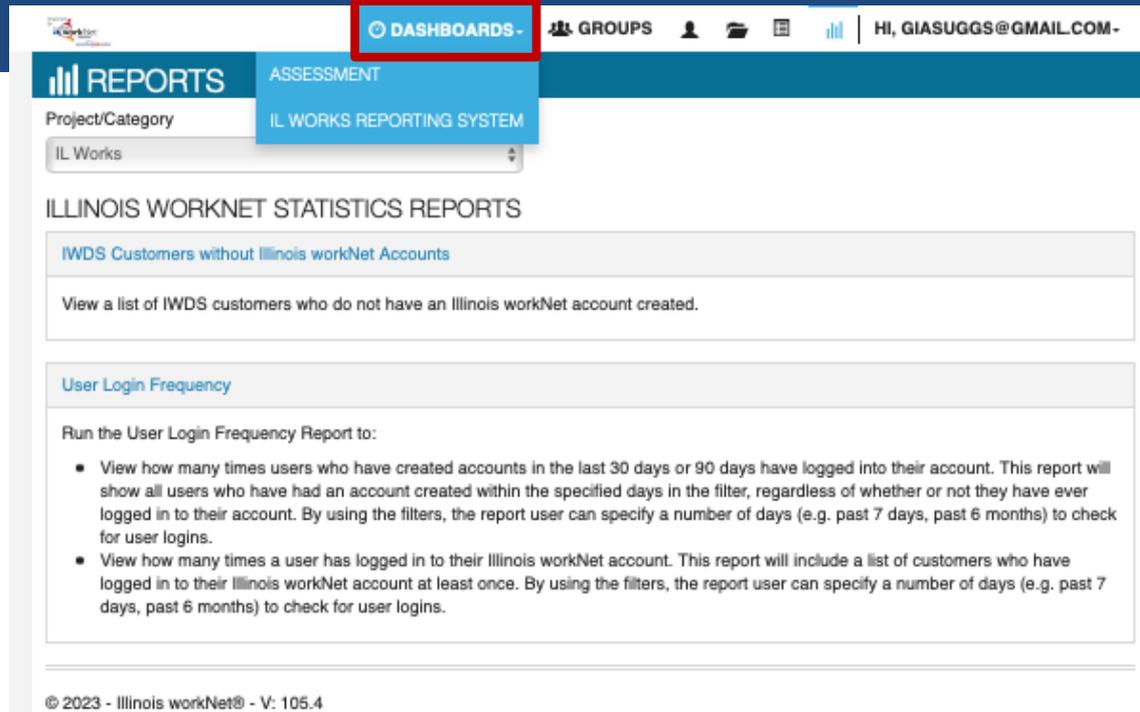


By the end of this section, you will be able to:

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



IWRS - Reporting Tools – Dashboards



The screenshot shows the IWRS dashboard interface. At the top, there is a navigation bar with a red box around the 'DASHBOARDS -' menu item. Other menu items include 'GROUPS', a user profile icon, and the email address 'HI, GIASUGGS@GMAIL.COM'. Below the navigation bar, there are two main sections: 'REPORTS' and 'ASSESSMENT'. The 'REPORTS' section is active, showing a dropdown menu for 'Project/Category' with 'IL Works' selected. Below this, the main content area is titled 'ILLINOIS WORKNET STATISTICS REPORTS'. It contains two report cards: 'IWDS Customers without Illinois workNet Accounts' and 'User Login Frequency'. The 'User Login Frequency' report includes a list of bullet points describing the report's purpose and filters.

DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM

REPORTS ASSESSMENT

Project/Category: IL WORKS REPORTING SYSTEM

IL Works

ILLINOIS WORKNET STATISTICS REPORTS

[IWDS Customers without Illinois workNet Accounts](#)

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

[User Login Frequency](#)

Run the User Login Frequency Report to:

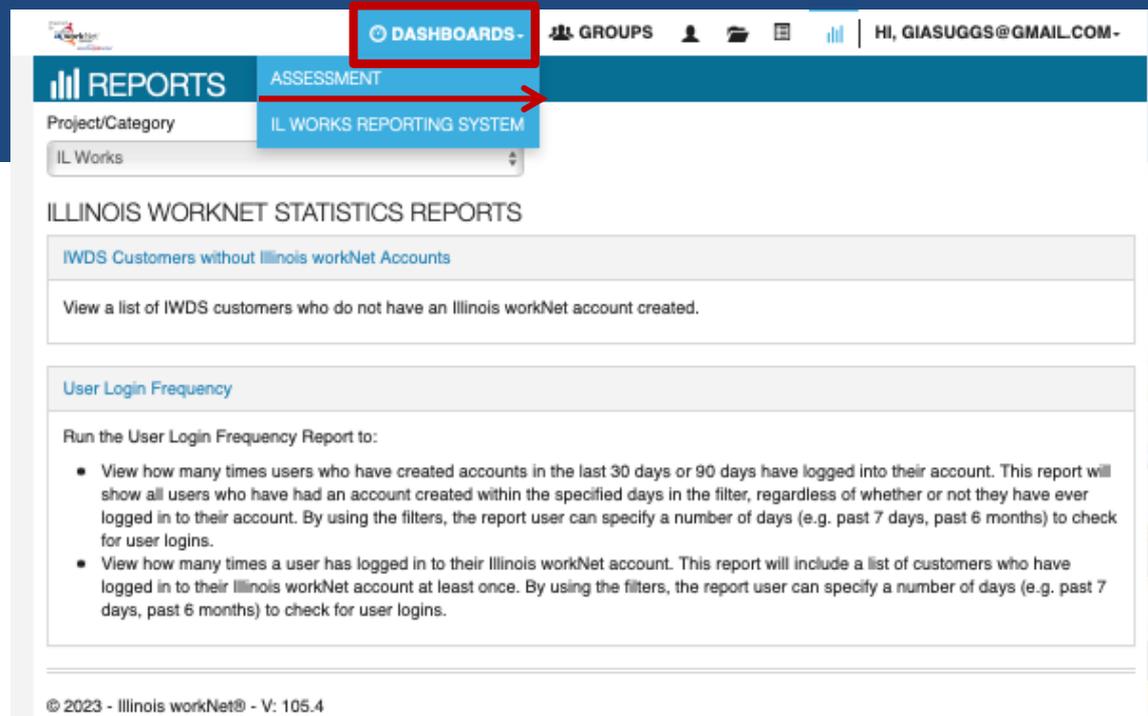
- View how many times users who have created accounts in the last 30 days or 90 days have logged into their account. This report will show all users who have had an account created within the specified days in the filter, regardless of whether or not they have ever logged in to their account. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.
- View how many times a user has logged in to their Illinois workNet account. This report will include a list of customers who have logged in to their Illinois workNet account at least once. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.

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IWRS - Reporting Tools – Dashboards – Assessments



The screenshot shows the IWRS dashboard interface. At the top, there is a navigation bar with a red box around the "DASHBOARDS -" link. Below this, there are tabs for "REPORTS" and "ASSESSMENT". The "ASSESSMENT" tab is active, and a red arrow points to the "IL WORKS REPORTING SYSTEM" link. The main content area displays "ILLINOIS WORKNET STATISTICS REPORTS" with two sections: "IWDS Customers without Illinois workNet Accounts" and "User Login Frequency".

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

REPORTS **ASSESSMENT**

Project/Category **IL WORKS REPORTING SYSTEM**

IL Works

ILLINOIS WORKNET STATISTICS REPORTS

[IWDS Customers without Illinois workNet Accounts](#)

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

[User Login Frequency](#)

Run the User Login Frequency Report to:

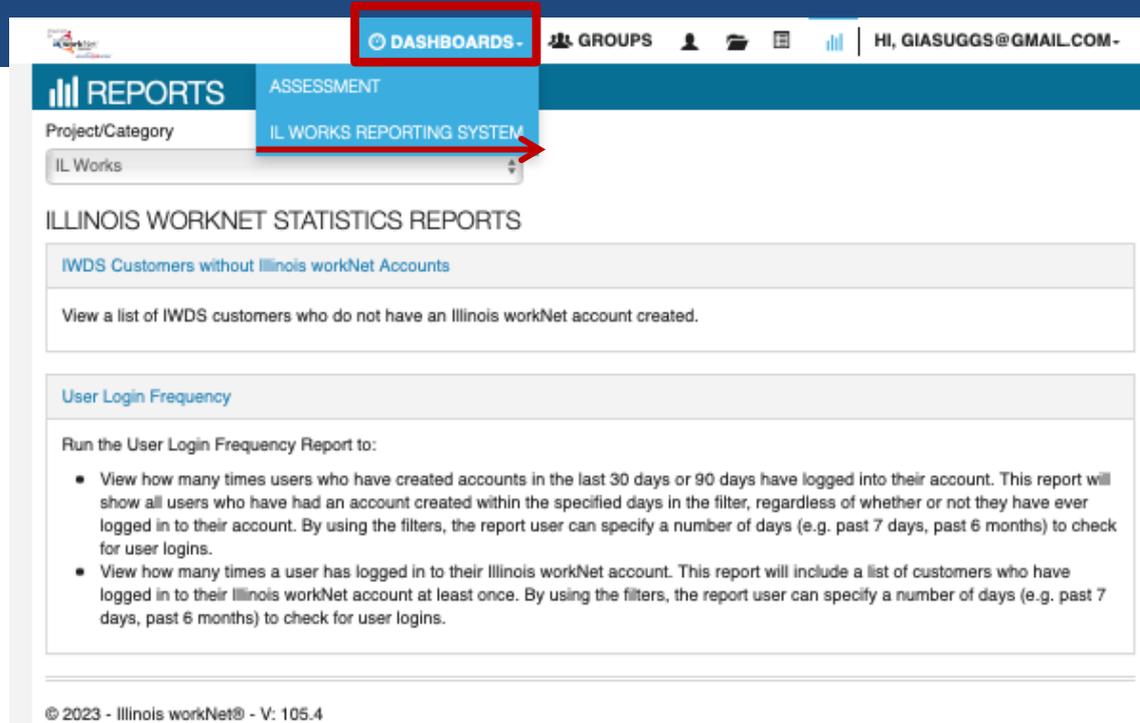
- View how many times users who have created accounts in the last 30 days or 90 days have logged into their account. This report will show all users who have had an account created within the specified days in the filter, regardless of whether or not they have ever logged in to their account. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.
- View how many times a user has logged in to their Illinois workNet account. This report will include a list of customers who have logged in to their Illinois workNet account at least once. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.

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Reporting Tools – Dashboards – IL Works Reporting System



DASHBOARDS- GROUPS HI, GIASUGGS@GMAIL.COM-

REPORTS ASSESSMENT

Project/Category
IL Works

IL WORKS REPORTING SYSTEM

ILLINOIS WORKNET STATISTICS REPORTS

[IWDS Customers without Illinois workNet Accounts](#)

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

[User Login Frequency](#)

Run the User Login Frequency Report to:

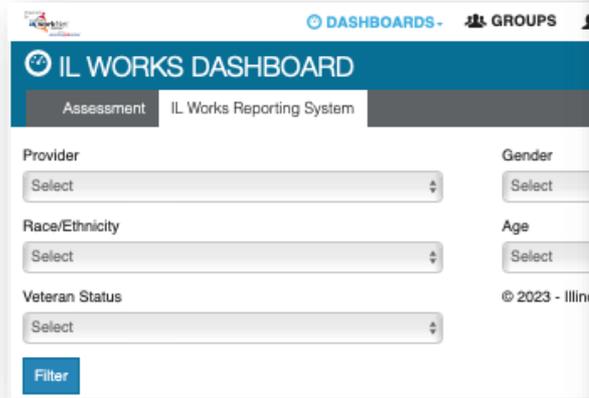
- View how many times users who have created accounts in the last 30 days or 90 days have logged into their account. This report will show all users who have had an account created within the specified days in the filter, regardless of whether or not they have ever logged in to their account. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.
- View how many times a user has logged in to their Illinois workNet account. This report will include a list of customers who have logged in to their Illinois workNet account at least once. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.

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IWRS – Reporting Tools – IL Works Reporting System

IL WORKS DASHBOARD

Assessment | IL Works Reporting System

Provider:

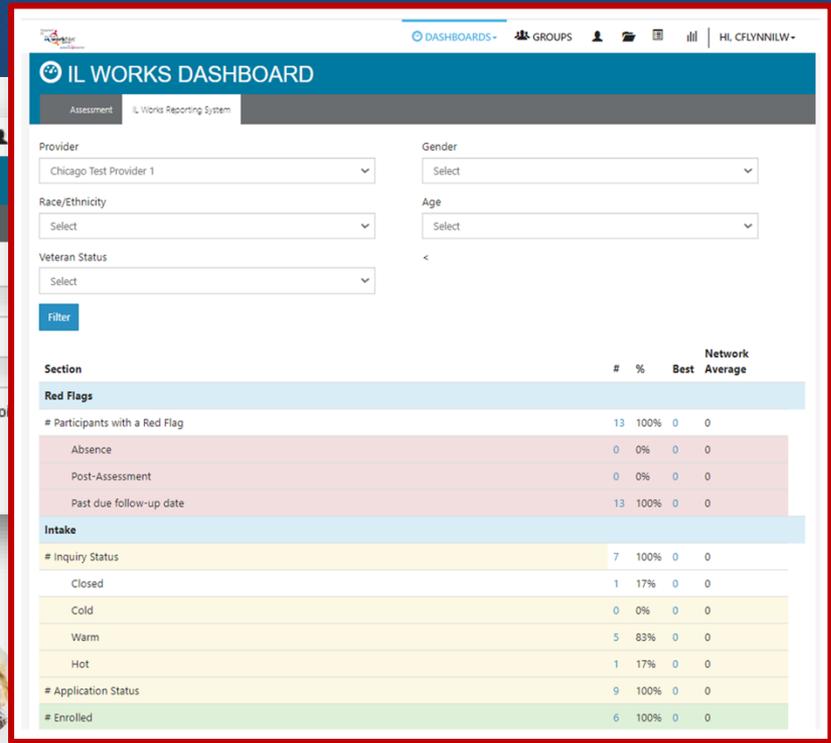
Gender:

Race/Ethnicity:

Age:

Veteran Status:

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IL WORKS DASHBOARD

Assessment | IL Works Reporting System

Provider:

Gender:

Race/Ethnicity:

Age:

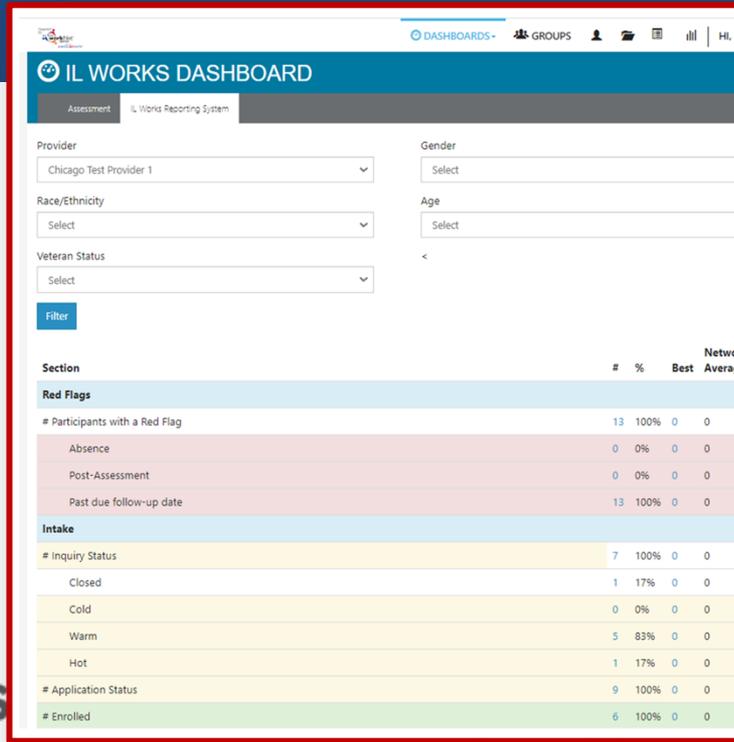
Veteran Status:

Section	#	%	Best	Network Average
Red Flags				
# Participants with a Red Flag				
Absence	13	100%	0	0
Post-Assessment	0	0%	0	0
Past due follow-up date	13	100%	0	0
Intake				
# Inquiry Status				
Closed	1	17%	0	0
Cold	0	0%	0	0
Warm	5	83%	0	0
Hot	1	17%	0	0
# Application Status				
Enrolled	9	100%	0	0
Enrolled	6	100%	0	0





IWRS – Reporting Tools – IL Works Reporting System



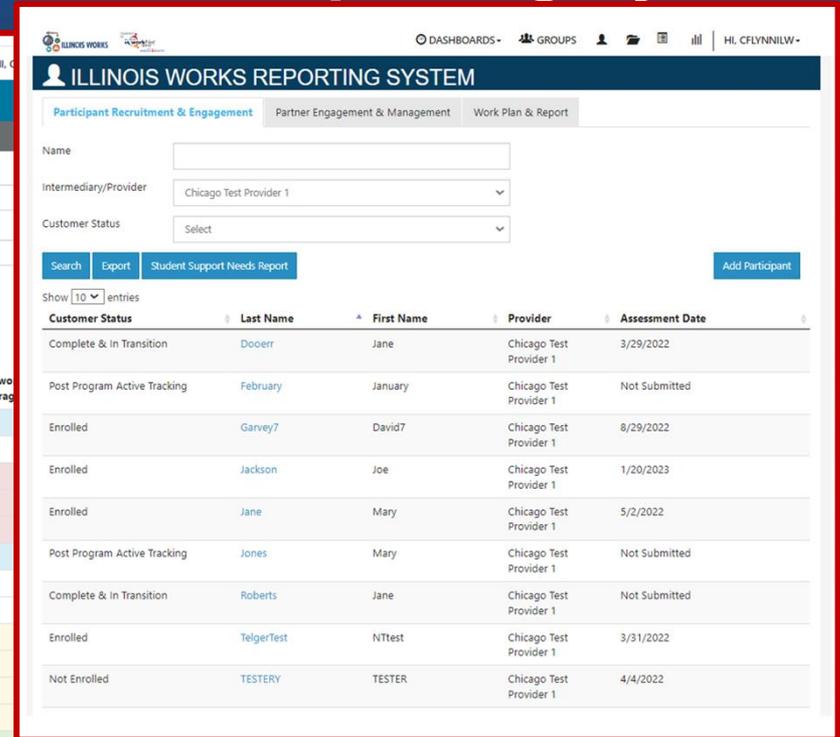
IL WORKS DASHBOARD

Assessment | IL Works Reporting System

Provider: Chicago Test Provider 1
 Race/Ethnicity: Select
 Veteran Status: Select
 Gender: Select
 Age: Select

Filter

Section	#	%	Best	Average
Red Flags				
# Participants with a Red Flag	13	100%	0	0
Absence	0	0%	0	0
Post-Assessment	0	0%	0	0
Past due follow-up date	13	100%	0	0
Intake				
# Inquiry Status	7	100%	0	0
Closed	1	17%	0	0
Cold	0	0%	0	0
Warm	5	83%	0	0
Hot	1	17%	0	0
# Application Status	9	100%	0	0
# Enrolled	6	100%	0	0



ILLINOIS WORKS REPORTING SYSTEM

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

Name:

Intermediary/Provider: Chicago Test Provider 1

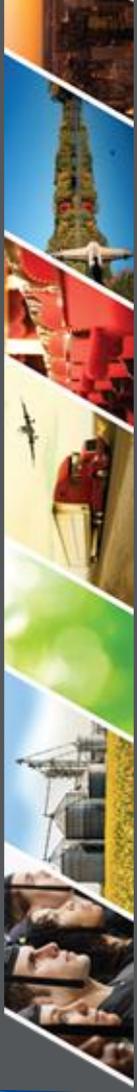
Customer Status: Select

Search | Export | Student Support Needs Report | Add Participant

Show 10 entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Complete & In Transition	Doerr	Jane	Chicago Test Provider 1	3/29/2022
Post Program Active Tracking	February	January	Chicago Test Provider 1	Not Submitted
Enrolled	Garvey7	David7	Chicago Test Provider 1	8/29/2022
Enrolled	Jackson	Joe	Chicago Test Provider 1	1/20/2023
Enrolled	Jane	Mary	Chicago Test Provider 1	5/2/2022
Post Program Active Tracking	Jones	Mary	Chicago Test Provider 1	Not Submitted
Complete & In Transition	Roberts	Jane	Chicago Test Provider 1	Not Submitted
Enrolled	TelgerTest	NTTest	Chicago Test Provider 1	3/31/2022
Not Enrolled	TESTERY	TESTER	Chicago Test Provider 1	4/4/2022

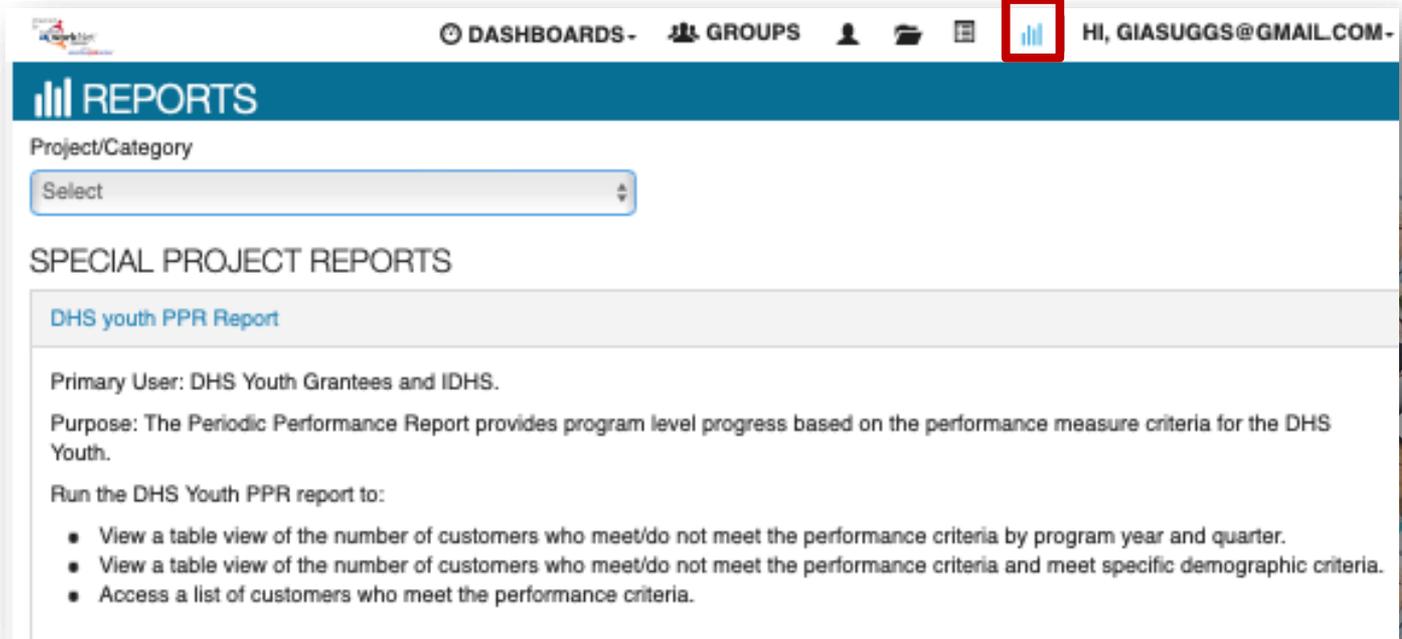




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Reporting Tools



The screenshot shows a web dashboard for reporting tools. At the top, there is a navigation bar with icons for DASHBOARDS, GROUPS, and a user profile icon. The user is identified as HI, GIASUGGS@GMAIL.COM. Below the navigation bar is a blue header with a bar chart icon and the word "REPORTS". Underneath, there is a "Project/Category" dropdown menu with "Select" as the current option. The main content area is titled "SPECIAL PROJECT REPORTS" and features a link for "DHS youth PPR Report". Below this link, there is a description of the report's primary user and purpose, followed by a list of instructions on how to run the report.

ILLINOIS WORKS Pre-Apprenticeship Program

DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM

REPORTS

Project/Category

Select

SPECIAL PROJECT REPORTS

[DHS youth PPR Report](#)

Primary User: DHS Youth Grantees and IDHS.

Purpose: The Periodic Performance Report provides program level progress based on the performance measure criteria for the DHS Youth.

Run the DHS Youth PPR report to:

- View a table view of the number of customers who meet/do not meet the performance criteria by program year and quarter.
- View a table view of the number of customers who meet/do not meet the performance criteria and meet specific demographic criteria.
- Access a list of customers who meet the performance criteria.





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:

Grantee:

Service Provider:

Service Name:

Customer Enrollment Status:

Start Date Begin Range:

Start Date End Range:

Flag Types:

[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


TEST

DASHBOARDS ▾
GROUPS 




HI, STESTER1 ▾

TRAINING SERVICES REPORT

[Back to Reports](#)

Project *

Grantee

Activity

Cohort Name

Start Date Begin Range

Start Date End Range

Filter
Export
Upload Customers

Customer Name	Activity	Status	Start Date	End Date	# Hours Required	Total Attendance Hours	Make-Up Session was Attended	Assessment Name	Assessment Score	Assessment Date
Save										

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IWRS – Reporting Tools – Training Services Report



TRAINING SERVICES

Back to Reports

Project *
IL Works

Activity
Module 103 – Intro to Hand Tools

Start Date Begin Range

Filter Export Upload Custom

50 entries per page

	Customer Name	Activity	Status	Service Start Date	Service End Date	Hours Required	Total Attendance Hours	Make up Session was Attended	Assessment Name	Assessment Score	Assessment Date
Edit	Jerry Apple	Module 103 – Intro to Hand Tools	Planned/Not Started (Scheduled)	03/03/2025	03/04/2025	12.00	0	Select	Enter an Assessment Name	Enter an Assessment Score	Select Assessment Test Date
Edit	02052025 Test	Module 103 – Intro to Hand Tools	Planned/Not Started (Scheduled)	03/03/2025	03/04/2025	12.00	0	Select	Enter an Assessment Name	Enter an Assessment Score	Select Assessment Test Date
Edit	2232025 Test	Module 103 – Intro to Hand Tools	Planned/Not Started (Scheduled)	03/03/2025	03/04/2025	12.00	0	Select	Enter an Assessment Name	Enter an Assessment Score	Select Assessment Test Date

EDIT PARTICIPANTS

Full Name: 2232025 Test

Activity: Module 103 – Intro to Hand Tools

Status: Planned/Not Started (Scheduled)

Service Start Date: 03/03/2025

Service End Date: 03/04/2025

Hours Required: 12.00

Total Attendance Hours: 0

Make up Session was Attended: Select

Assessment Name: Enter an Assessment Name

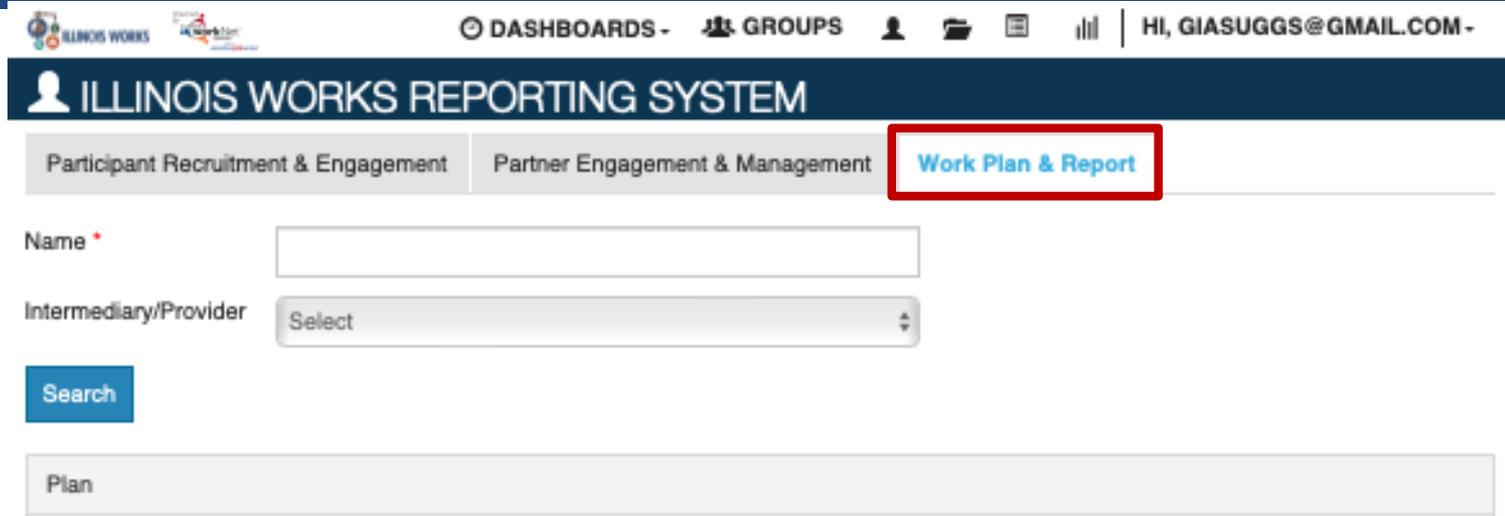
Assessment Score: Enter an Assessment Score

Assessment Date: Select Assessment Test Date

Close Save Changes



IWRS - Reporting Tools – Work Plan and Report



The screenshot shows the Illinois Works Reporting System dashboard. At the top, there are navigation links for "DASHBOARDS -", "GROUPS", and a user profile icon. The user is identified as "HI, GIASUGGS@GMAIL.COM -". Below the navigation is a dark blue header with the text "ILLINOIS WORKS REPORTING SYSTEM" and a user icon. Underneath, there are three tabs: "Participant Recruitment & Engagement", "Partner Engagement & Management", and "Work Plan & Report", which is highlighted with a red border. The main content area contains a "Name" input field with a red asterisk, an "Intermediary/Provider" dropdown menu with "Select" as the current option, and a blue "Search" button. At the bottom, there is a "Plan" input field.





IWRS - Main Page - 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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GROUPS

STEM

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





IWRS - Reporting Tools – Export

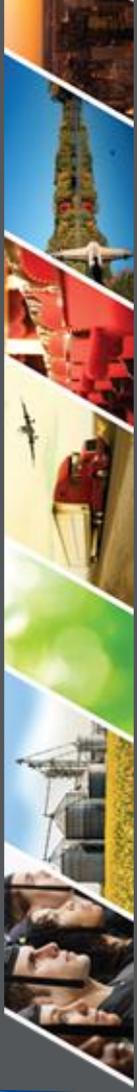


EXPORT

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 Support Service Flag
- Transition Service Flag
- Earned Credential Flag
- Program Completion Flag

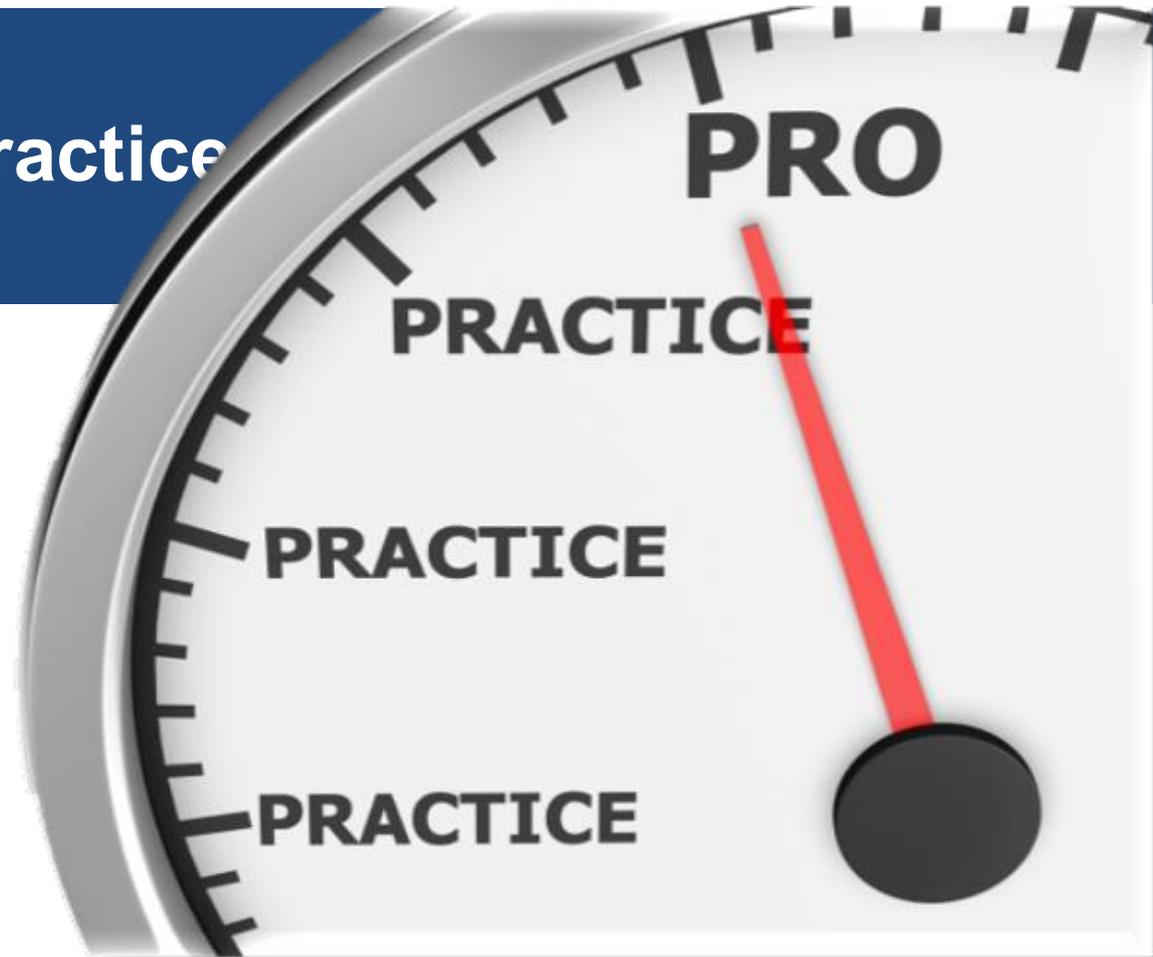


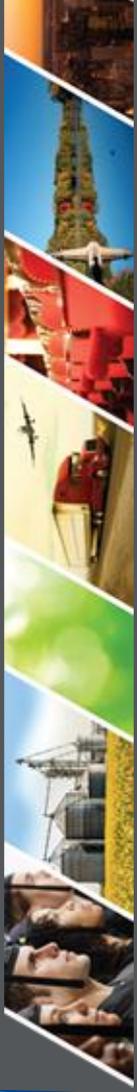


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Reporting Tools - Practice





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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 workNet Help Desk



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	April	March	Chicago Test Provider 1	
Applicant	Cement	Allison	Chicago Test Provider 1	Not Submitted
Inquiry	Doe	Johnny	Chicago Test Provider 1	
Inquiry	Doe	Jane	Chicago Test Provider 1	
Inquiry	Doe	Jane	Chicago Test Provider 1	
Inquiry	Doe	John	Chicago Test Provider 1	
Inquiry	DoeDoe	John	Chicago Test Provider 1	
Withdrew	DoeDoe	John	Chicago Test	6/5/2023

HI, DMARTINEZ01 -

MY PARTNER DASHBOARD

HELP REQUEST

ILLINOIS WORKNET

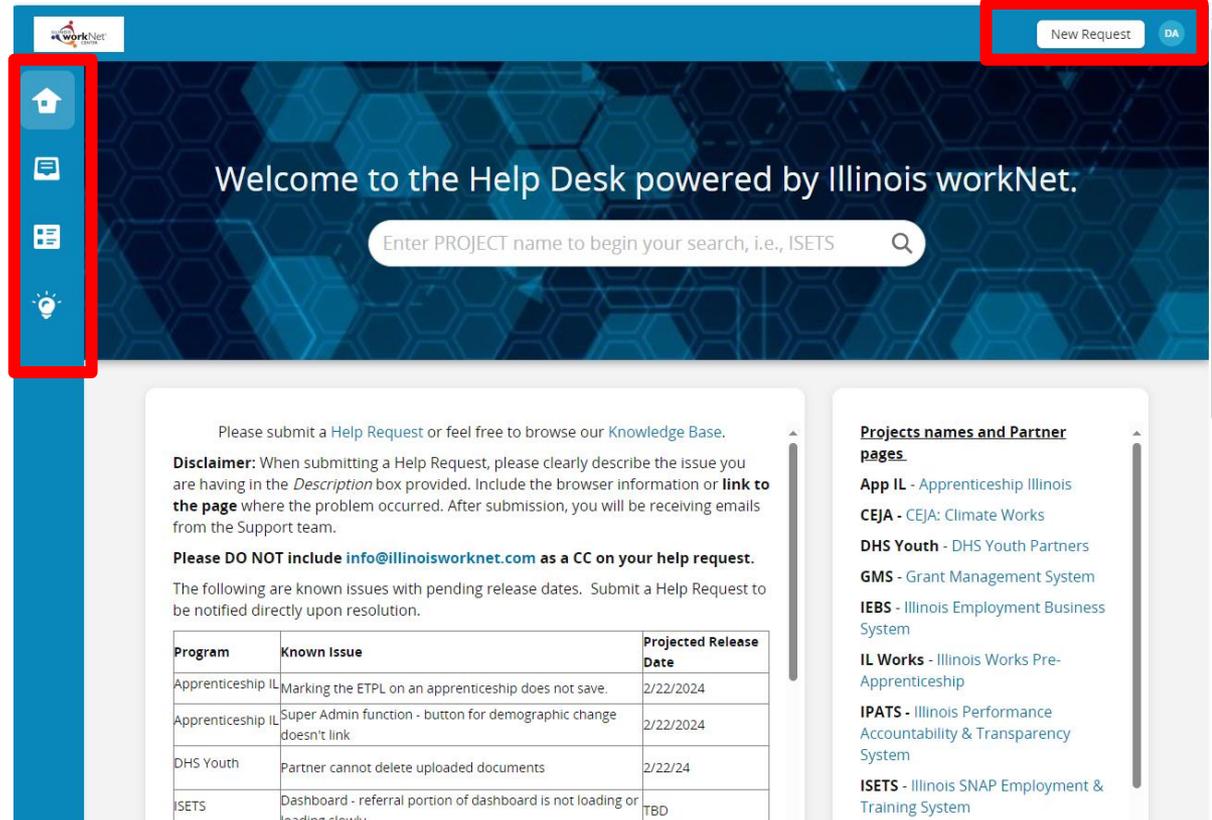
IWN MESSAGES

LOG OFF

HELP REQUEST



Illinois workNet Help Desk

workNet

New Request DA

Welcome to the Help Desk powered by Illinois workNet.

Enter PROJECT name to begin your search, i.e., ISETS

Please submit a [Help Request](#) or feel free to browse our [Knowledge Base](#).

Disclaimer: When submitting a Help Request, please clearly describe the issue you are having in the *Description* box provided. Include the browser information or **link to the page** where the problem occurred. After submission, you will be receiving emails from the Support team.

Please DO NOT include info@illinoisworknet.com as a CC on your help request.

The following are known issues with pending release dates. Submit a Help Request to be notified directly upon resolution.

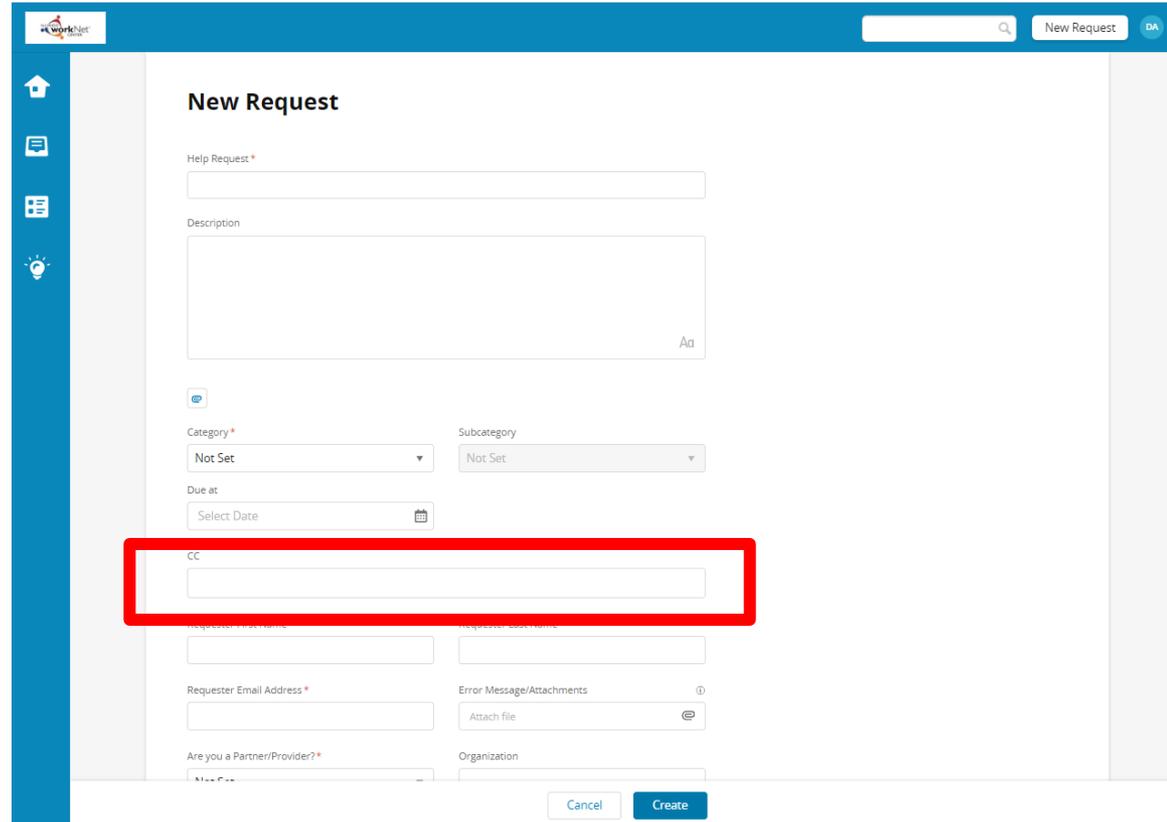
Program	Known Issue	Projected Release Date
Apprenticeship IL	Marking the ETPL on an apprenticeship does not save.	2/22/2024
Apprenticeship IL	Super Admin function - button for demographic change doesn't link	2/22/2024
DHS Youth	Partner cannot delete uploaded documents	2/22/24
ISETS	Dashboard - referral portion of dashboard is not loading or loading slowly	TBD

Projects names and Partner pages

- App IL - Apprenticeship Illinois
- CEJA - CEJA: Climate Works
- DHS Youth - DHS Youth Partners
- GMS - Grant Management System
- IEBS - Illinois Employment Business System
- IL Works - Illinois Works Pre-Apprenticeship
- IPATS - Illinois Performance Accountability & Transparency System
- ISETS - Illinois SNAP Employment & Training System



Help Desk: New Requests



New Request

Help Request *

Description

Category * Subcategory

Not Set Not Set

Due at

Select Date

CC

Requester Last Name Responder Last Name

Requester Email Address * Error Message/Attachments

Are you a Partner/Provider? * Organization

Cancel Create



Help Desk: Existing Requests

workNet							
						New Request DA	
2005	Resolved	Verification radio buttons do not match export report	Illinois Works Pre-Apprenticeship	Program Completion/Follow-Up	DG David Garvey	DA dan.j.martinez@illinois...	
2004	Resolved	Completion Verification not displaying on Export	Illinois Works Pre-Apprenticeship	Program Completion/Follow-Up	DG David Garvey	DA dan.j.martinez@illinois...	
1979	Resolved	Add Active Tracking unavailable unless transition document is uploaded	Illinois Works Pre-Apprenticeship	Program Completion/Follow-Up	DG David Garvey	DA dan.j.martinez@illinois...	
1978	Resolved	Delete first interview entry	Illinois Works Pre-Apprenticeship	Data Correction	DG David Garvey	LI	
1974	Resolved	Verification displaying on report without being triggered	Illinois Works Pre-Apprenticeship	Program Completion/Follow-Up	DG David Garvey	DA 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)	DG David Garvey	DA dan.j.martinez@illinois...	
1945	Resolved		Illinois Works Pre-Apprenticeship	Program Completion/Follow-Up	DG David Garvey	DI	
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)	DG David Garvey	EH christine.flynn@illinois...	
1851	Resolved	Application no longer complete	Illinois Works Pre-Apprenticeship	Intake (Application/Interview Sheets or Scores, Wrap-around assessment, Career Assessment)	DG David Garvey	DA 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)	DG David Garvey	DA dan.j.martinez@illinois...	



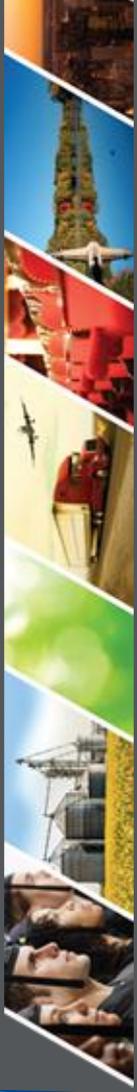


Section 9: Resources



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

- Access additional IWRS resources.



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Resources



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 Works Partner Guide

Program Guides for Partners

These guides provide program related instructions/resources.

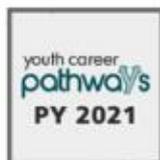
Please note these links are *not* intended as guidance for the general public.



DHS Youth Partner Tools



IWTS Guide



Youth Career Pathways Guide



WIDA Contract Reporting Guide



Illinois Employment Business System (IEBS)



IPATS



ISETS



Apprenticeship Illinois Partner Guide



Funding Opportunities



ILLINOIS WORKS Pre-Apprenticeship Program



JTED



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 Accreditation & 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



IWRS Tutorials



ALL RESOURCES



Access the Illinois Works Reporting System



Video Tutorials & Training Materials



Full List of Resources



Partner Tool Updates

Professional Development

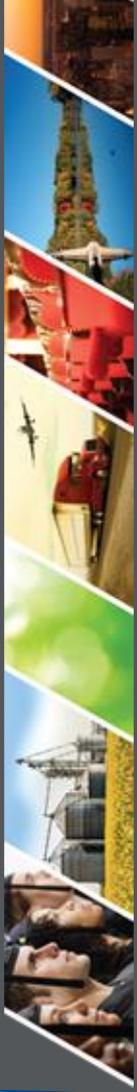
Topic	Date	Time
Administrator Orientation	January 11, 2022	10:00 AM
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Instructor Accreditation & Certification (NCCER, OSHA, First Aid)	January 20, 2021	10:00 AM
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Illinois Works Reporting Systems - 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

IWRS Tutorials

Watch on YouTube

More from this Playlist

- Illinois Works: File Upload
- Illinois Works: Adding Case Notes
- Illinois Works: Grantee Setup
- Illinois Works: Adding a Training Program
- Illinois Works: Adding Services for Customers
- Illinois Works: Partner Engagement and



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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.



▼ **Multimedia Viewer** ×


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Destination site: <https://www.menti.com/hpbig2ye4r>

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Enter a word

Enter another word

Enter another word

You can submit multiple answers

Submit

Powered by Mentimeter Terms

Unmute Start video Share Record



Feedback ~ We want to hear from you



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



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor