



**Illinois**  
Department of Commerce  
& Economic Opportunity

Illinois Works Provider Network

# 2026 IWRS Session II, III, IV

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
- Ms. Monica Pruitt, Programmatic Grant Manager
- Mr. Edwin Sanchez, Programmatic Grant Manager
- Ms. Sharhianna Fulce, Programmatic Grant Manager
- Mr. Robyn Hovey, Financial Grant Manager
- Ms. Sue Ridings, Monitoring Grant Manager
- Dr. Jeff Doolittle, ID and Professional Coach
- Dr. Carleta L. Alston, ID and Professional Coach
- Ms. Olivia Meisenbach, Technical Writer
- Mr. Shiva Sai Jammula, Virtual Producer
- Dr. Gia Suggs, Professional Development Lead, ID, and Professional Coach





# Course Description



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

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



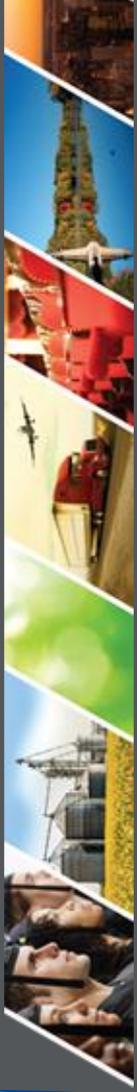
# Course Objectives

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

- Describe the role of the Illinois Works Reporting System.
- Explain the relationship between IWRS and the Pre-apprenticeship LifeCycle.
- Navigate the IWRS main page.
- Enter data throughout the participant LifeCycle.
- Submit a ticket to SIU to report system glitches.







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## Section 2: Welcome and Introduction

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

- Identify their fellow session participants.





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- ▶ 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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Participants (1)

▼ Multimedia Viewer ×

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Enter another word

Enter another word

You can submit multiple answers

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Powered by Mentimeter Terms

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→



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





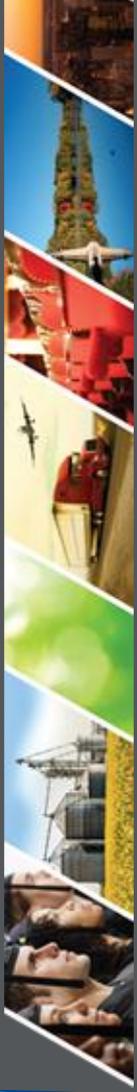
**Illinois**  
**Department of Commerce**  
& Economic Opportunity



Comments, feedback, or questions?

Email us at:

[CEO.ILWGrantManagement@Illinois.Gov](mailto:CEO.ILWGrantManagement@Illinois.Gov)



[CEO.ILWorks@Illinois.Gov](mailto:CEO.ILWorks@Illinois.Gov)



## Section 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 the Pre-apprentice LifeCycle.



# Illinois Works Reporting System (IWRS)





# Introduction to IWRS



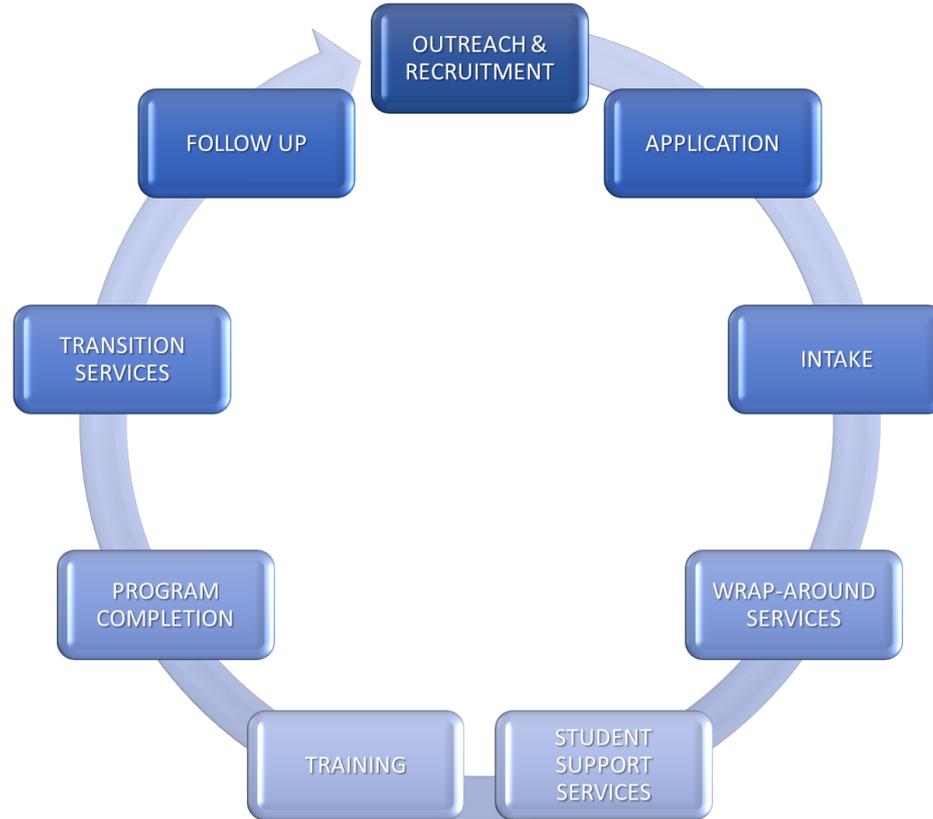


# Illinois Works Reporting System



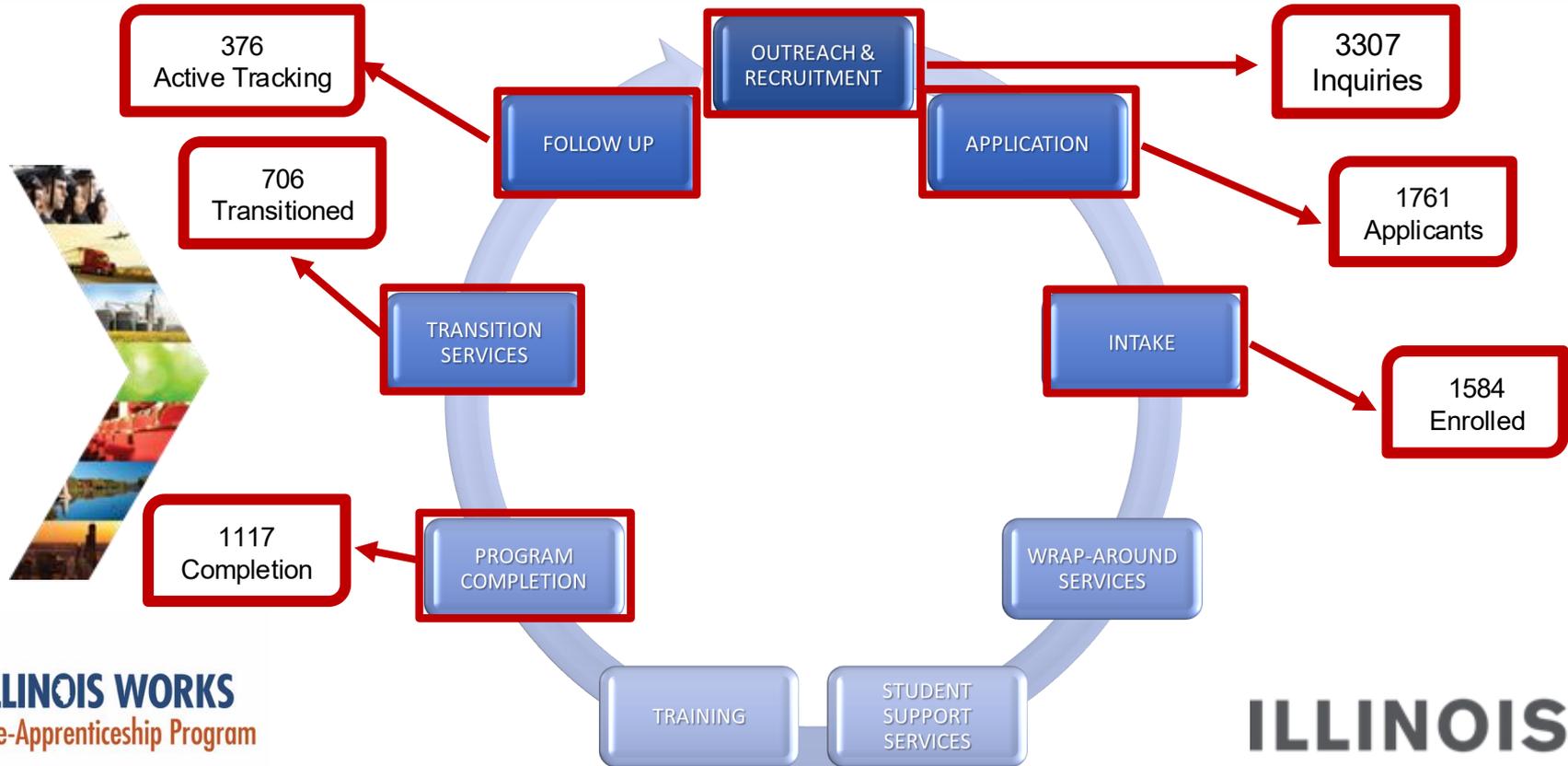


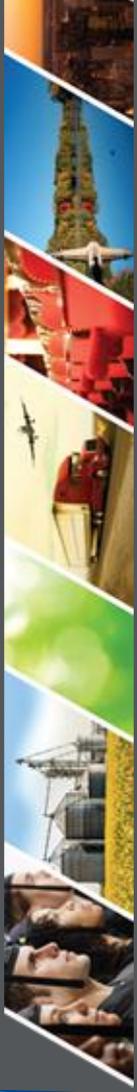
# Pre-Apprentice LifeCycle and IWRS





# Program Elements and IWRS





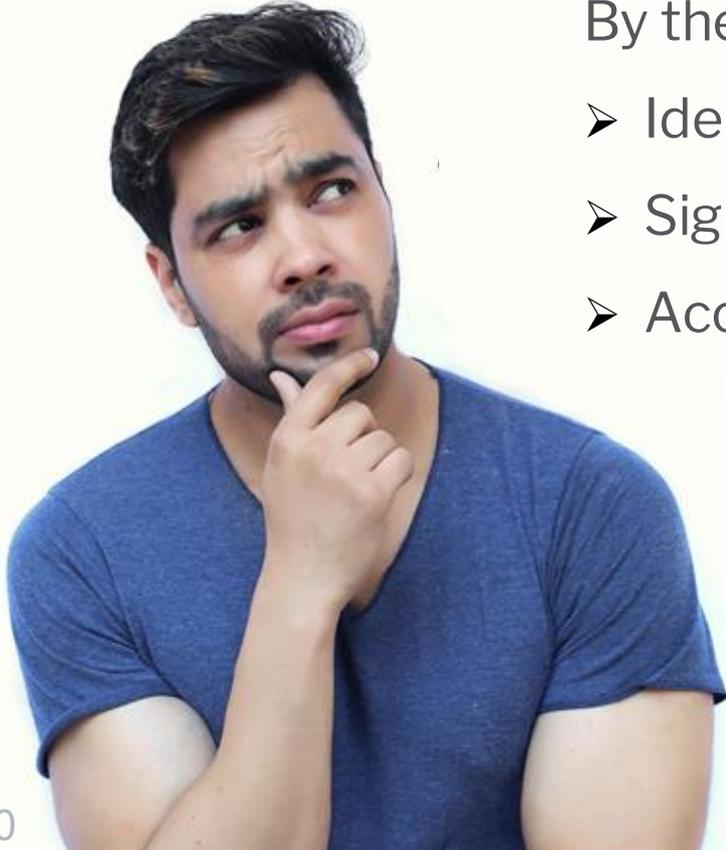
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## Section 4: Sign into IWRS

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

- Identify IWRS roles.
- Sign into IL workNet.
- Access the Illinois Work reporting system.





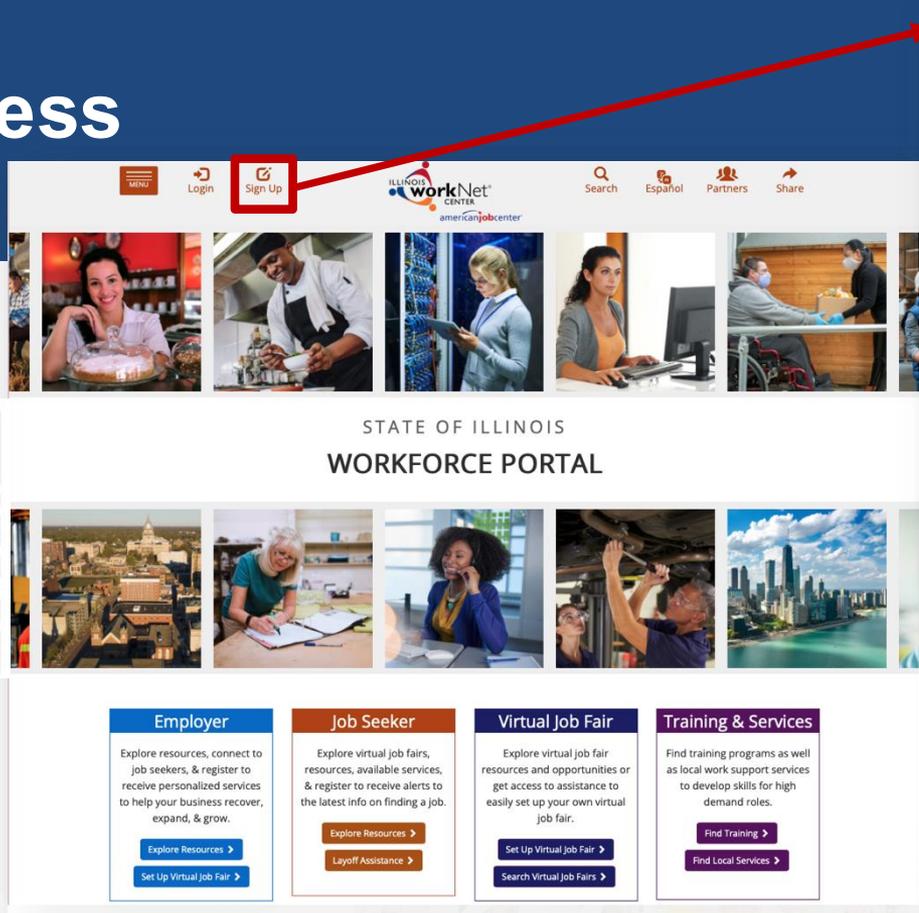
# Roles



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



# IWRS Access

[Menu](#)
[Login](#)
[Sign Up](#)

[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\*

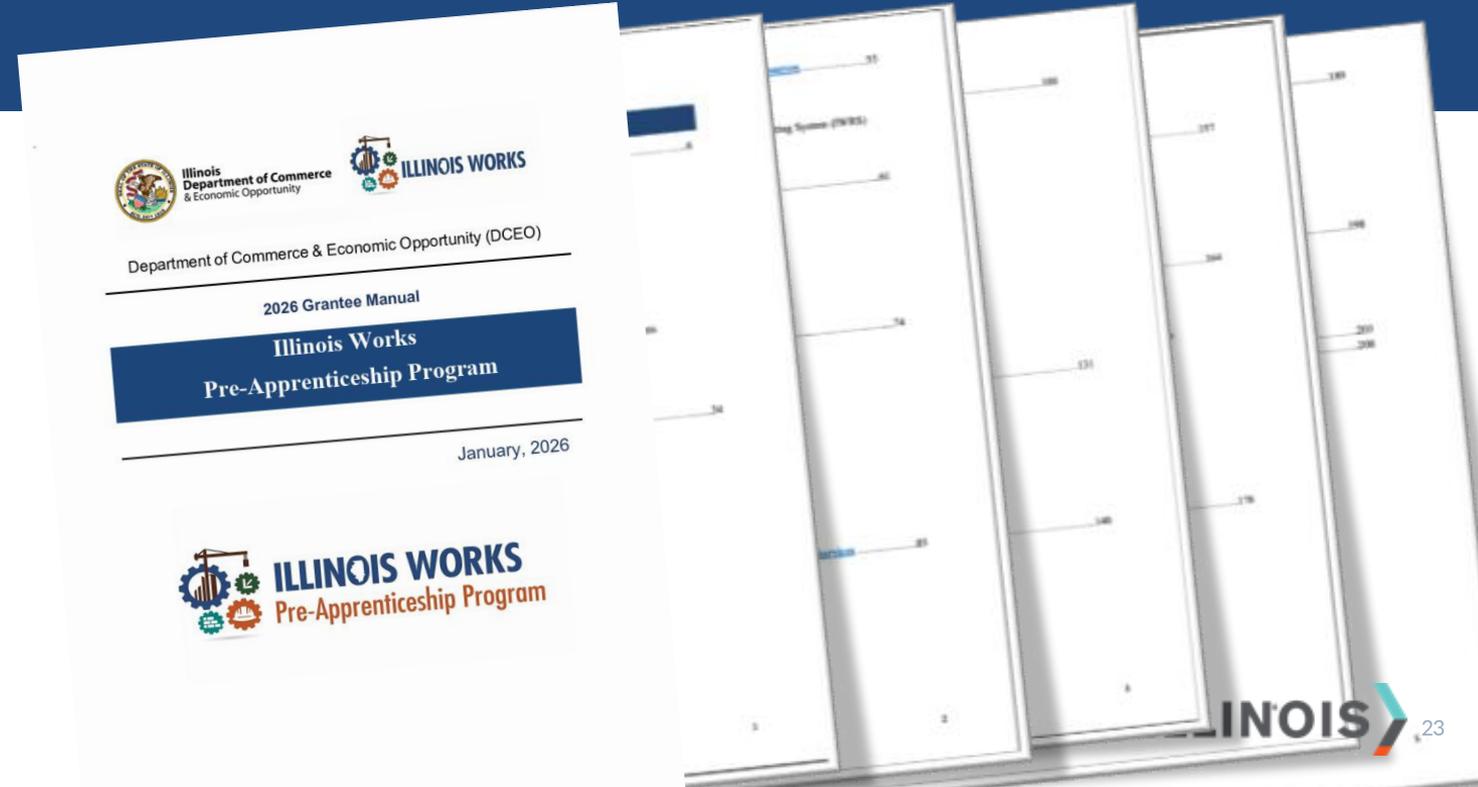
You are required to read and indicate that you agree to the updated Terms and Conditions of this site. Click the following link to read the terms and conditions. Then indicate that you agree with the terms by checking the box below. [View Terms and Conditions](#)

Accept Agreement\*





# 2026 Grantee Manual





# IWRS Access (Cont.)



MENU  
 Login  
 Sign Up

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\*



# Log In

## State Partner Resources

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

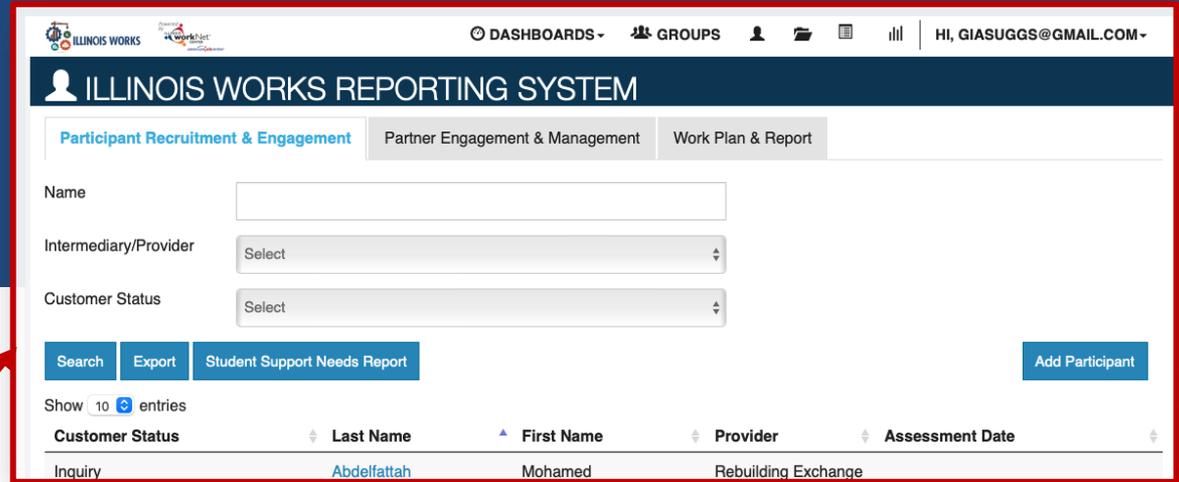
 <p>ILLINOIS WORKFORCE INNOVATION BOARD</p>	 <p><b>WIOA WORKS</b> ILLINOIS</p>	 <p><b>WIOA WORKS</b> ePOLICY</p>	 <p>TANF/SNAP/Medical (Apply for Benefits)</p>
IWIB	WIOA Works for Illinois	WIOA ePolicy Manual	IDHS - Application For Services
 <p>ILLINOIS workNet CENTER americanjobcenter</p>	 <p><b>ICCB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

[View More](#)





# IWRS Access



**ILLINOIS WORKS REPORTING SYSTEM**

DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM

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

Name

Intermediary/Provider

Customer Status

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

Show 10 entries

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

## ALL RESOURCES

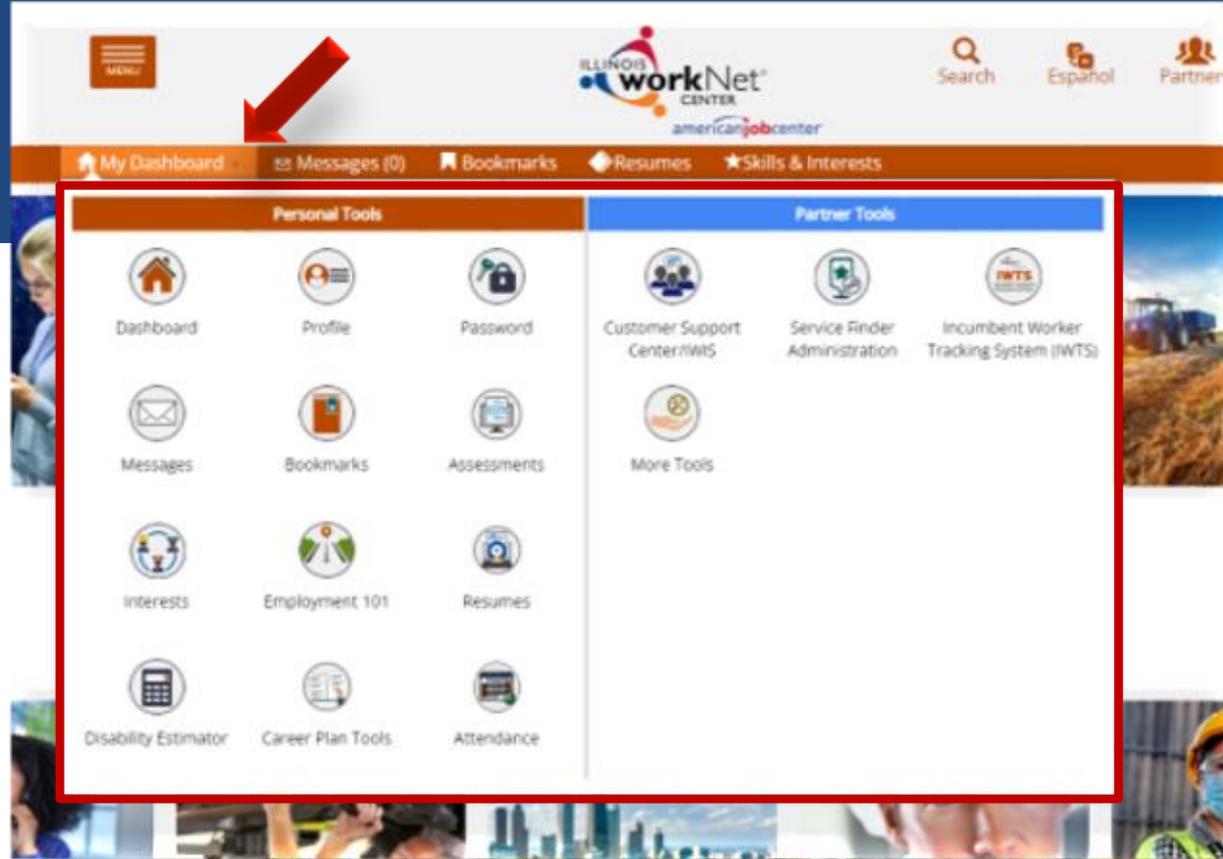


-   
Access the Illinois Works Reporting System
-   
Video Tutorials & Training Materials
-   
Full List of Resources
-   
Partner Tool Updates





# IWRS Access



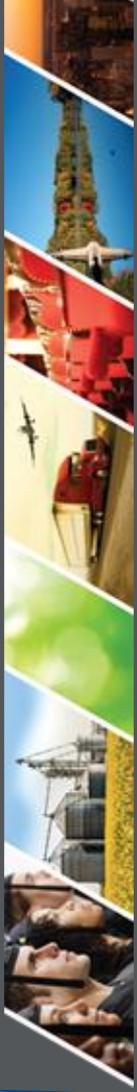
**ILLINOIS workNet<sup>®</sup> CENTER**  
americanjobcenter

Search Español Partner

My Dashboard Messages (0) Bookmarks Resumes Skills & Interests

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

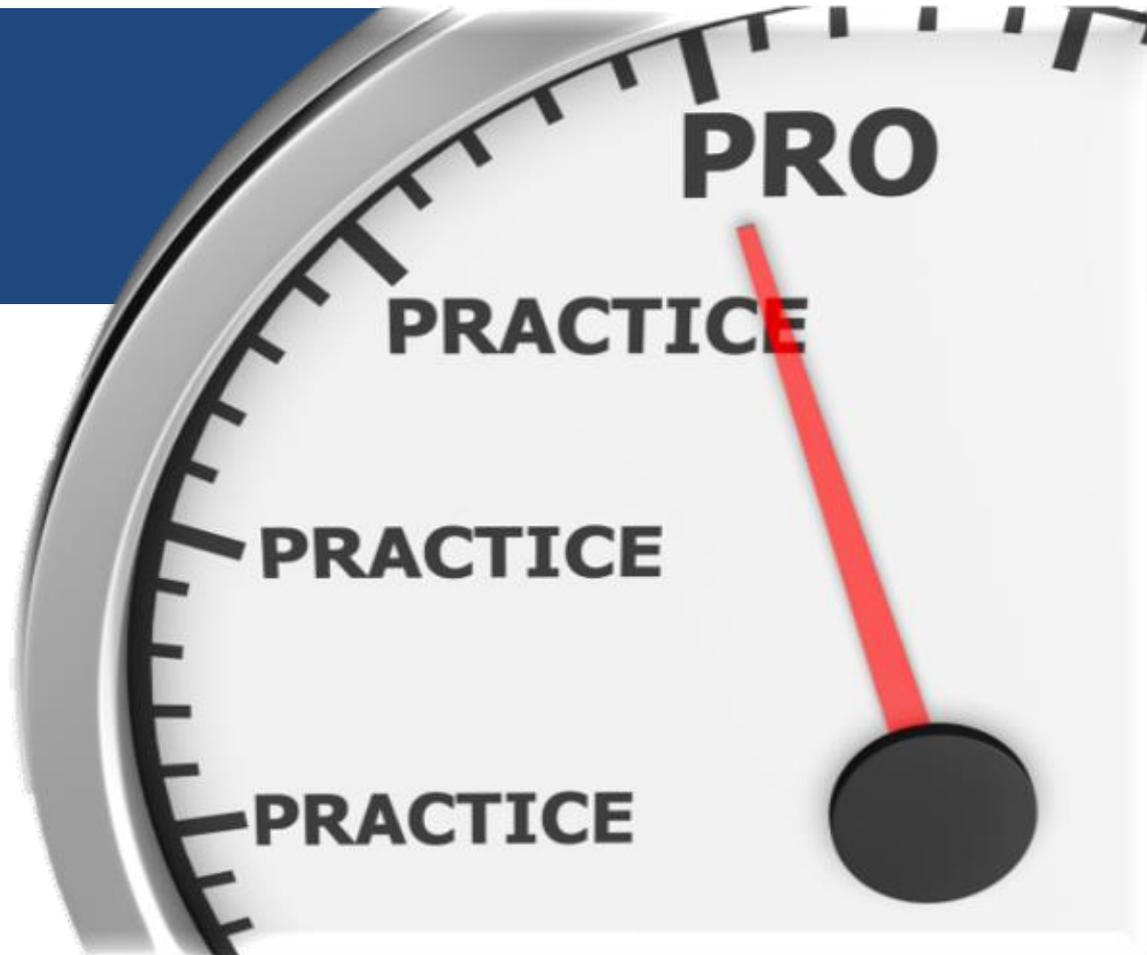


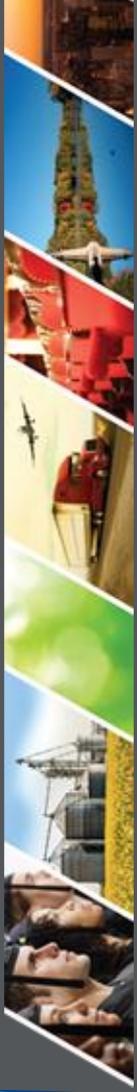


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# IWRS - Practice





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## Section 5: IWRS Main Page



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

- Navigate the IWRS main page.



# Illinois workNet Test Environment



<https://testapps.illinoisworknet.com/siteadministration/ILWorks/admin>

Username: stester1

Password: Tester1010100





# 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	





# 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

Select



Customer Status

Select



FY

Select a FY

Cohort Name

Select a Cohort Name

WorkNet Id

Search

Export

Student Support Needs Report

Upload Customers

Add Participant

entries per page





# IWRS – Participant Recruitment & Engagement



ILLINOIS WORKS REPORTING SYSTEM

DASHBOARDS - GROUPS HI, DMARTINEZ01

**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 – 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

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





# Subtab - Partner



**ILLINOIS WORKS REPORTING SYSTEM**

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

Partner Engagement | Contact Notes

**Partner** | Engagement | Contact Notes

Name \*

Intermediary/Provider

Show 10 entries

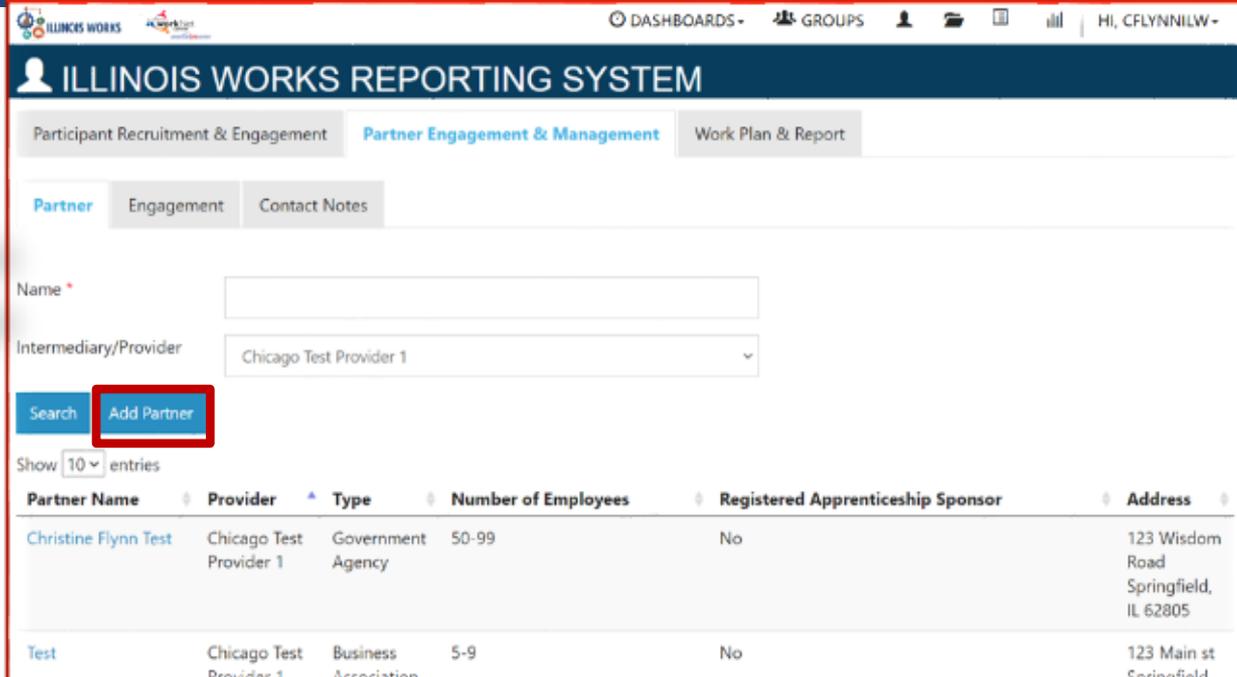
Partner Name	Provider	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
Christine Flynn Test	Chicago Test Provider 1	Government Agency	50-99	No	123 Wisdom Road Springfield, IL 62805
Test	Chicago Test Provider 1	Business Association	5-9	No	123 Main st Springfield

Show 10 entries

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



# Add a Partner



**ILLINOIS WORKS REPORTING SYSTEM**

DASHBOARDS - GROUPS - HI, CFYNNILW -

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

Partner Engagement Contact Notes

Name \*

Intermediary/Provider

Search **Add Partner**

Show 10 entries

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





# Subtab - Engagement



**ILLINOIS WORKS REPORTING SYSTEM**

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

Partner | **Engagement** | Contact Notes

Name

Intermediary/Provider

[Search](#) [Add Engagement](#)

Show 10 entries

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

Name

Intermediary/Provider

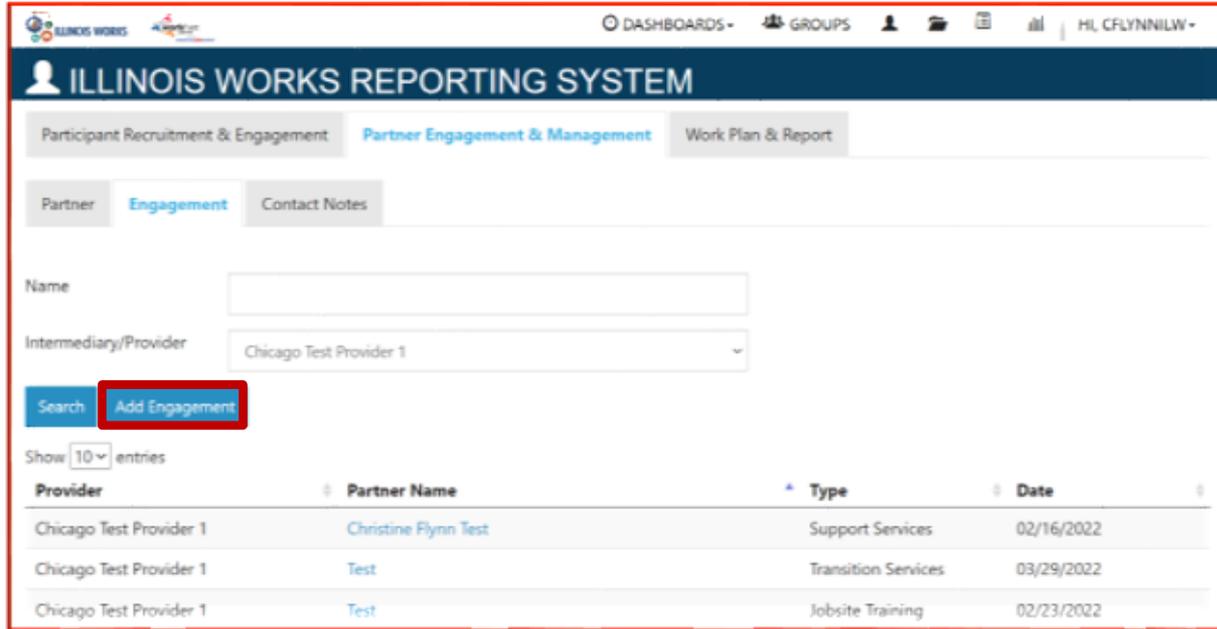
[Search](#) [Add Partner](#)

Show 10 entries

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



# Add an Engagement



The screenshot shows the 'ILLINOIS WORKS REPORTING SYSTEM' interface. The user is logged in as 'HI, CFLYNNILW'. The main navigation tabs are 'Participant Recruitment & Engagement', 'Partner Engagement & Management' (selected), and 'Work Plan & Report'. Under 'Partner Engagement & Management', there are sub-tabs for 'Partner', 'Engagement' (selected), and 'Contact Notes'. The 'Engagement' section has a 'Name' input field and an 'Intermediary/Provider' dropdown menu set to 'Chicago Test Provider 1'. Below these are a 'Search' button and a red-bordered 'Add Engagement' button. A table below shows a list of engagements:

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





# Subtab – Contact Notes




DASHBOARD

## ILLINOIS WORKS REPORTING SYSTEM

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

Partner
Engagement
Contact Notes

Name \*

Intermediary/Provider

Show  entries

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

Showing 1 to 2 of 2 entries

Intermediary/Provider

Show  entries

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





# IWRS – Work Plan & Report

## ILLINOIS WORKS REPORTING SYSTEM

[Back to Customer List](#)

Participant Recruitment & Engagement

Partner Engagement & Management

**Work Plan & Report**

Reports

Name

Intermediary/Provider

Chicago Test Provider 1



Search

Plan





# IWRS – Work Plan & Report (Cont.)



ILLINOIS WORKS REPORTING SYSTEM

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

Name:

Intermediary/Provider: YBLC, Inc

[Search](#)

Plan

Cohort 1 - FY22 (YBLC, Inc)  
Cohort 2 - FY22 (YBLC, Inc)

[Add Plan](#)

Report

Cohort 1 - FY22 (YBLC, Inc)				
Planned	Goal # of Individuals	Actual # of Individuals	Start Date	End Date
Enrolled	10	0	2/7/2022	4/30/2022
Completed	9	0	5/2/2022	7/22/2022
Primary Outcome Transition	7	0	7/25/2022	10/14/2022
Secondary Outcome Transition	2	0	7/25/2022	10/14/2022
Cohort 2 - FY22 (YBLC, Inc)				
Planned	Goal # of Individuals	Actual # of Individuals	Start Date	End Date
Enrolled	15	2	5/2/2022	8/5/2022
Completed	13	1	8/9/2022	10/28/2022
Primary Outcome Transition	11	0	10/31/2022	12/31/2022
Secondary Outcome Transition	1	0	10/31/2022	12/31/2022

GROUPS | HI, GIASUGGS@GMAIL.COM -

STEM

Management | **Work Plan & Report**





# 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](#)

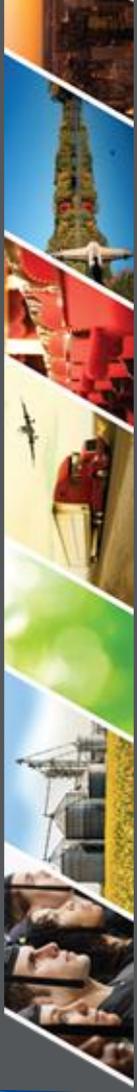


 **TEST** DASHBOARDS ▾ GROUPS Person Icon Folder Icon Document Icon Bar Chart Icon | HI, STESTER1 ▾

## REPORTS

Project/Category

[Student Support Needs Report](#)



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# Illinois workNet Test Environment



  
**Login to your account**

You are logging into a TEST environment

**User name** No items to show

**Password**

Remember me

**Sign-In**

- [Forgot Username/Password](#)
- [Create Account](#)
- [Learn More](#)



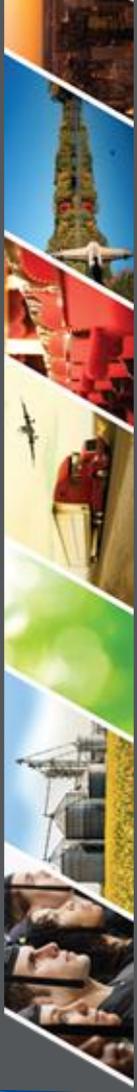
# IWRS - Practice



[https://testapps.illinoisworknet.com/  
siteadministration/ILWorks/admin](https://testapps.illinoisworknet.com/siteadministration/ILWorks/admin)

Username: stester1

Password: Tester1010100



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# 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 – Grantee Details



DASHBOARDS - GROUPS HI, DMARTINEZ01

## PROVIDER INFO

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

Project \* IL Works

Provider/Grantee \* Chicago Test Provider 1

Select Print

### Grantee Info

CASE NOTES(0)▲

Edit

Provider/Grantee Name  
Chicago Test Provider 1  
TA Contact  
Johnny Administrator

Grantee Address  
1234 Street Lane Chicago, IL 62626  
Grantee Program Name  
Program Start Date





# Cohort Details

## PROVIDER INFO

- Appointments
- File Uploads
- Grantee Details
- Training Programs

### COHORT DETAILS - CHICAGO TEST PROVIDER 1

Name

Cohort 1 - FY24

Fiscal Year

24

Upload Attendance Roster

Export

#### Service Name

Instructional Service

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

Module 2 - Basic Safety

Module 3 - Introduction to Construction Math

#### Start Date

#### End Date

#### Required Total Hours








1/8/2024 12:00:00 AM



1/9/2024 12:00:00 AM

2



1/9/2024 12:00:00 AM



1/12/2024 12:00:00 AM

10



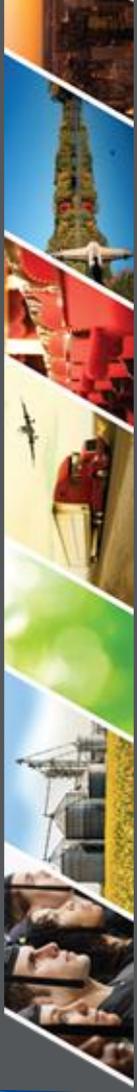
2/5/2024 12:00:00 AM



2/16/2024 12:00:00 AM

20





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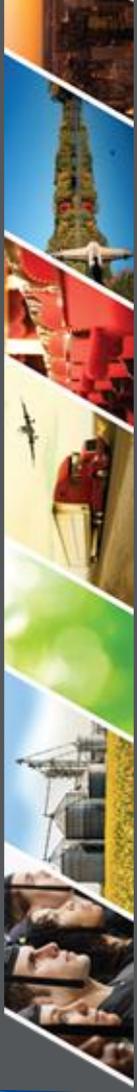
# IWRS - Practice



[https://testapps.illinoisworknet.com/  
siteadministration/ILWorks/admin](https://testapps.illinoisworknet.com/siteadministration/ILWorks/admin)

Username: stester1

Password: Tester1010100



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# Section 6: Adding a Participant and Intake

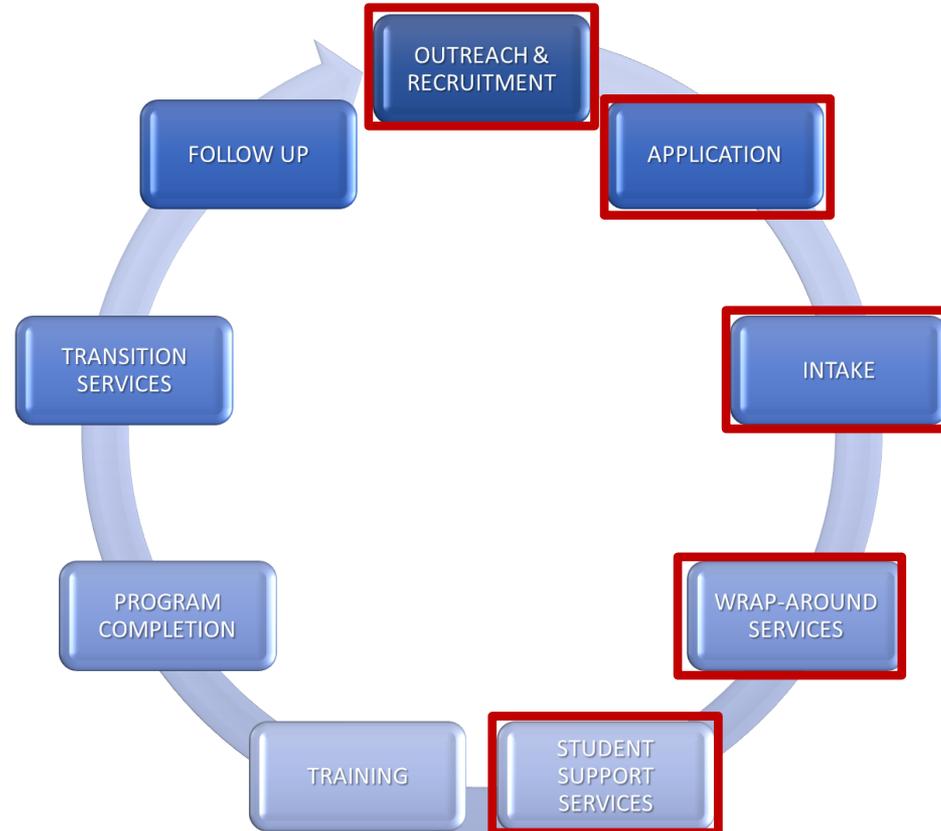


By the end of this section, you will be able to:

- Add/Update a participant.
- Complete a pre-screen assessment.
- Complete an application.
- Complete a career assessment during orientation.
- Complete a wrap-around services assessment.

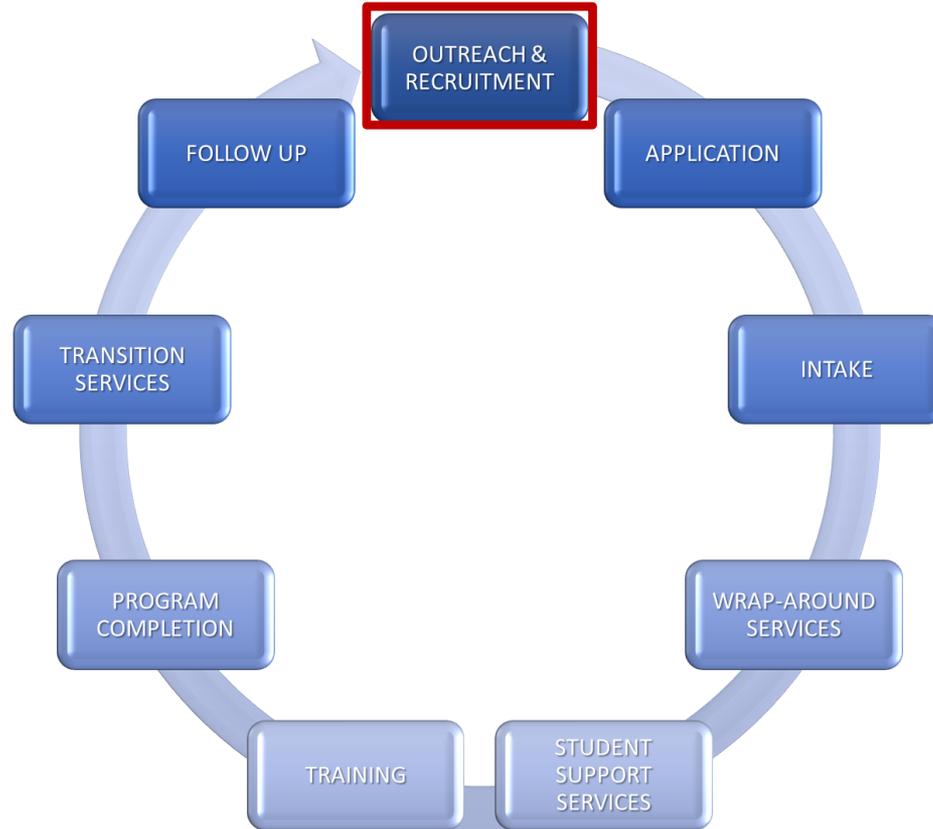


# Pre-Apprentice LifeCycle – Data Entry



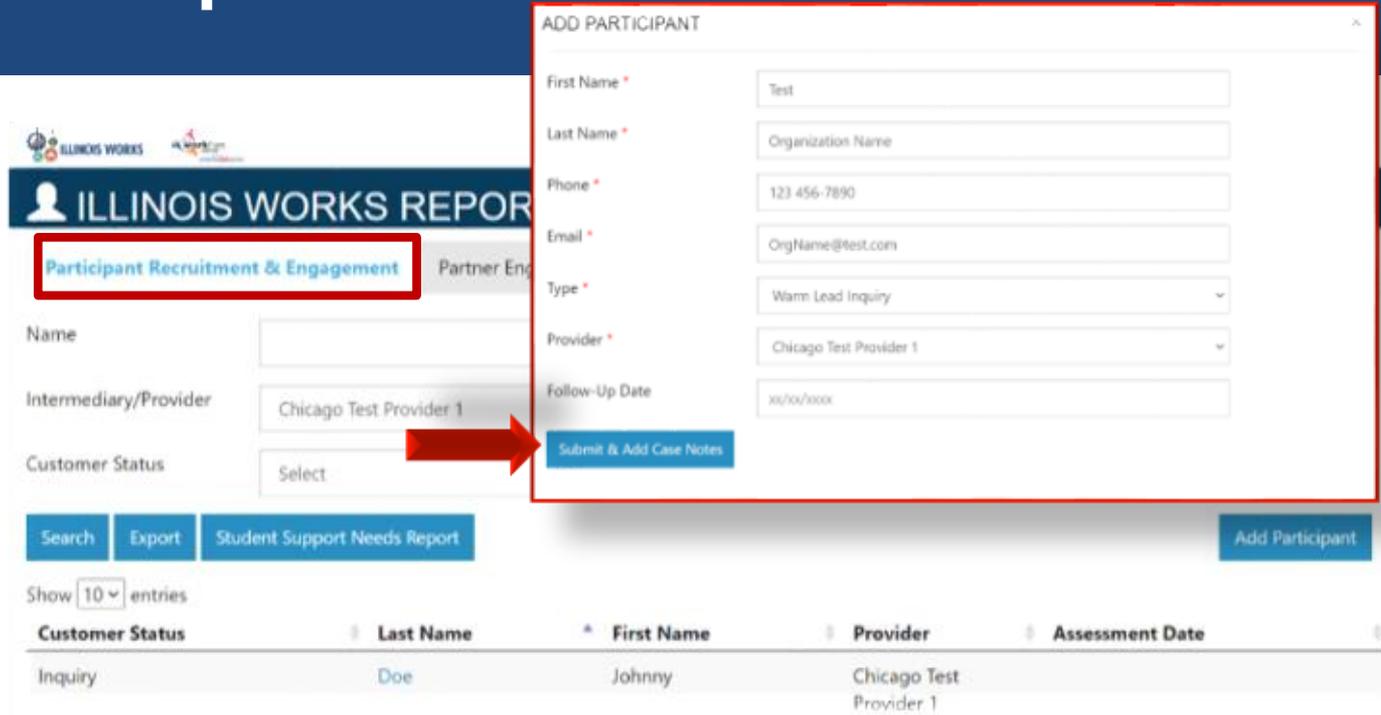


# Pre-Apprentice LifeCycle – Outreach and Recruitment





# Adding a Participant Lead



The screenshot shows the 'ILLINOIS WORKS REPORT' interface. The 'Participant Recruitment & Engagement' tab is selected and highlighted with a red box. A red arrow points from this tab to the 'ADD PARTICIPANT' modal form. The form contains the following fields:

- First Name \* (Text input: Test)
- Last Name \* (Text input: Organization Name)
- Phone \* (Text input: 123 456-7890)
- Email \* (Text input: OrgName@test.com)
- Type \* (Dropdown menu: Warm Lead Inquiry)
- Provider \* (Dropdown menu: Chicago Test Provider 1)
- Follow-Up Date (Text input: xx/xx/xxxx)
- Submit & Add Case Notes (Blue button)

Below the form, there are buttons for 'Search', 'Export', and 'Student Support Needs Report'. A table below shows a list of participants:

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Doe	Johnny	Chicago Test Provider 1	





# Pre-Screen Assessment

ADD PARTICIPANT PRE SCREENING

First Name \* Johnny

Last Name \* Doe

Phone \* 123 456-7890

Email \* johnny@test.com

Provider \* Chicago Test Provider 1

Type \* Hot Lead Inquiry

Do you have an interest in making a career in the construction industry? \*  
Yes  No

Do you have the availability to attend the program? \*  
Yes  No

Do you have a High School diploma or GED/HISET? \*  
Yes  No

Are you at least 18 years of age? \*  
Yes  No

Are you an Illinois resident? \*  
Yes  No

How did you hear about this program? \*

Email  
 Social Media  
 Family or Friends  
 American Job Center

Organization Website  
 Nonprofit/Faith-based organization referral  
 Mailings  
 Newspaper or Magazine

Radio  
 TV  
 Other

Pre-Screening Result Meets pre-screening requirements. Interested in participating.

Pre-Screening Date \* 08/01/2022

Follow-Up Date xx/xx/xxxx

Sex \* Male

Races \*

Select all that apply:

American Indian or Alaskan Native  
 Asian  
 Black/African American  
 Hawaiian or Pacific Islander  
 Hispanic  
 Prefer not to answer  
 White

Submit & Add Case Notes





# Inquiry Vs. Applicant



apps.illinoisworknet.com says  
Recruit Updated. Please fill out to add as applicant.

**ADD APPLICANT**

First Name \*

Last Name \*

Date of Birth \*  
xx/xx/xxxx

Email \*

Confirm Email \*

Intermediary \*

Zip Code \*

**OK**

Search For Existing Applicants





# Application



  DASHBOARDS - GROUPS     HE, CFLYNNILW -

## ILLINOIS WORKS REPORTING SYSTEM APPLICATION FOR TIGER WOODS

Demographic & Contact Information    Education    Other Considerations    Work History

First Name \*

Last Name \*

Email \*

Confirm Email \*

Street Address 1 \*

Street Address 2

City \*

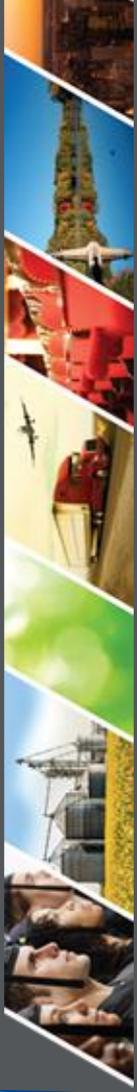
State \*

ZIP Code \*

Primary Phone \*

Primary Phone Type \*





[CEO.ILWorks@Illinois.Gov](mailto:CEO.ILWorks@Illinois.Gov)



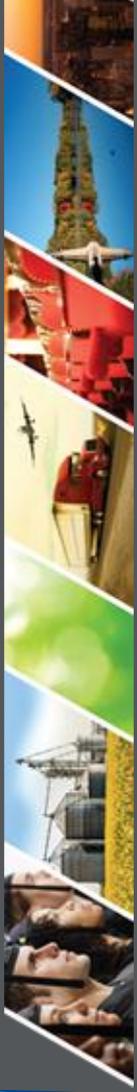
# IWRS - Practice



[https://testapps.illinoisworknet.com/  
siteadministration/ILWorks/admin](https://testapps.illinoisworknet.com/siteadministration/ILWorks/admin)

Username: stester1

Password: Tester1010100



[CEO.ILWorks@Illinois.Gov](mailto:CEO.ILWorks@Illinois.Gov)



# Bulk Upload Inquiries From Grantee CRM System



ILLINOIS WORKS REPORTING SYSTEM

DASHBOARDS ▾ GROUPS HI, DMARTINEZ01 ▾

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

Name

Intermediary/Provider

Customer Status

FY

Cohort Name

WorkNet Id

Search Export Student Support Needs Report **Upload Customers** Add Participant

10 ▾ entries per page

Customer Status	WorkNet Id	Last Name	First Name	Provider	Cohort
Use the filters above to load a list of participants.					
No entries to show					

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# Bulk Upload Inquiries Continued

## ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement

Partner Engagement & Management

Work Plan & Report

Example Add Participants spreadsheets can be found here: [Excel](#)

1. Enter the information in the spreadsheet. All fields are required except for StreetAddress2; all field names and state abbreviations are case sensitive,
2. To upload, click "Choose File," select the saved file from your computer, choose a provider, then click upload.
3. Review the listing for correctness then click "Submit"; if errors are found, correct and re-upload.

File to Upload

No file chosen

Provider \*

Select

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# Participant Profile



ILLINOIS WORKS REPORTING SYSTEM OVERVIEW

Overview Intake Training/Services Program Completion/Follow-Up

OVERVIEW CASE NOTES(0)

Profile: Tiger Woods	Refresh Status	Last updated: 02/09/2023 06:14	
Email: tacing@iw.com	View/Edit	Follow-Up Date: N/A	Good
DOB: 1/1/2000	View/Edit	Enrollment Status: Enrolled	Good
Last 4 SSN: See All	View/Edit	Attendance Flag: Edit in Student Support Services Needs Report	Red Flag
Participant Summary Tools	View/Edit	Post-Assessments Flag:	Attention
Assessments	View/Edit	Training Status: Module 1 - Illinois Works Pre-apprenticeship Program Orientation - Successful Completion Start: 06/14/2022 End: 06/15/2022	Good
Attendance		Module 2 - Basic Safety - Successful Completion Start: 06/16/2022 End: 06/22/2022	Good
Case Notes		Module 3 - Introduction to Construction Math - Successful Completion Start: 06/23/2022 End: 06/24/2022	Good
Credentials		Module 4 - Introduction to Hand Tools - Successful Completion Start: 06/27/2022 End: 06/30/2022	Good
Training/Services		Module 5 - Introduction to Power Tools - Successful Completion Start: 07/05/2022 End: 07/08/2022	Good
Uploads		Job Practicum - Successful Completion Start: 07/25/2022 End: 08/05/2022	Good
Worksites			
Instructions/Resources			
Intake Instructions			





# High School Diploma / GED / HiSet



**ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL**

Overview **Intake** Training/Services Program Completion/Follow-Up Transcript/Progress Report

INTAKE/REFERRAL CASE NOTES(12)

---

**Profile:** Sam Testerson

**Email:** samtesterson@illinois.gov

**DOB:** 1/1/2024

**Last 4 SSN:**

[See All](#)

**Participant Summary Tools**

- Assessments
- Attendance
- Case Notes
- Credentials
- Training/Services
- Uploads
- Worksites

**1. Complete Application**  
Prescreening Information

[Complete Application With Customer](#)

Upload proof of high school graduation  
Diploma/GED/HSE:  
HIGH SCHOOL DIPLOMA.pdf ✖

**2. Complete interview using the interview sheet**

Select Interview Status

[Add/Edit Interview Information](#)

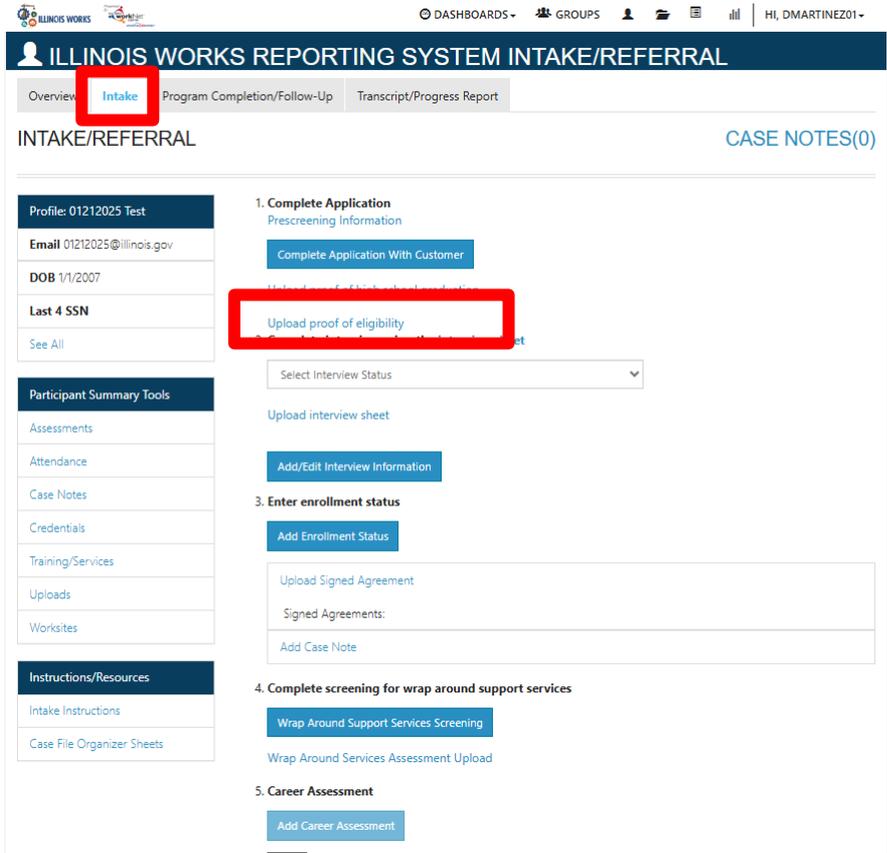
Upload Interview Sheet  
Interview Sheets:  
INTERVIEW SHEETS.pdf ✖

**3. Enter enrollment status**

[Add Enrollment Status](#)



# Proof of Eligibility



The screenshot shows the 'ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL' interface. The 'Intake' tab is selected and highlighted with a red box. The main content area is titled 'INTAKE/REFERRAL' and includes a 'CASE NOTES(0)' link. A profile summary for '01212025 Test' is shown on the left, with the 'Last 4 SSN' field highlighted in red. The main area contains several sections: '1. Complete Application' with a 'Complete Application With Customer' button and an 'Upload proof of eligibility' button (highlighted in red); '3. Enter enrollment status' with an 'Add Enrollment Status' button; and '4. Complete screening for wrap around support services' with a 'Wrap Around Support Services Screening' button. A '5. Career Assessment' section with an 'Add Career Assessment' button is also visible.

ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL

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

INTAKE/REFERRAL CASE NOTES(0)

Profile: 01212025 Test

Email 01212025@illinois.gov

DOB 1/1/2007

Last 4 SSN

See All

Participant Summary Tools

- Assessments
- Attendance
- Case Notes
- Credentials
- Training/Services
- Uploads
- Worksites

Instructions/Resources

- Intake Instructions
- Case File Organizer Sheets

1. Complete Application

Prescreening Information

Complete Application With Customer

Upload proof of eligibility

Select Interview Status

Upload interview sheet

Add/Edit Interview Information

3. Enter enrollment status

Add Enrollment Status

Upload Signed Agreement

Signed Agreements:

Add Case Note

4. Complete screening for wrap around support services

Wrap Around Support Services Screening

Wrap Around Services Assessment Upload

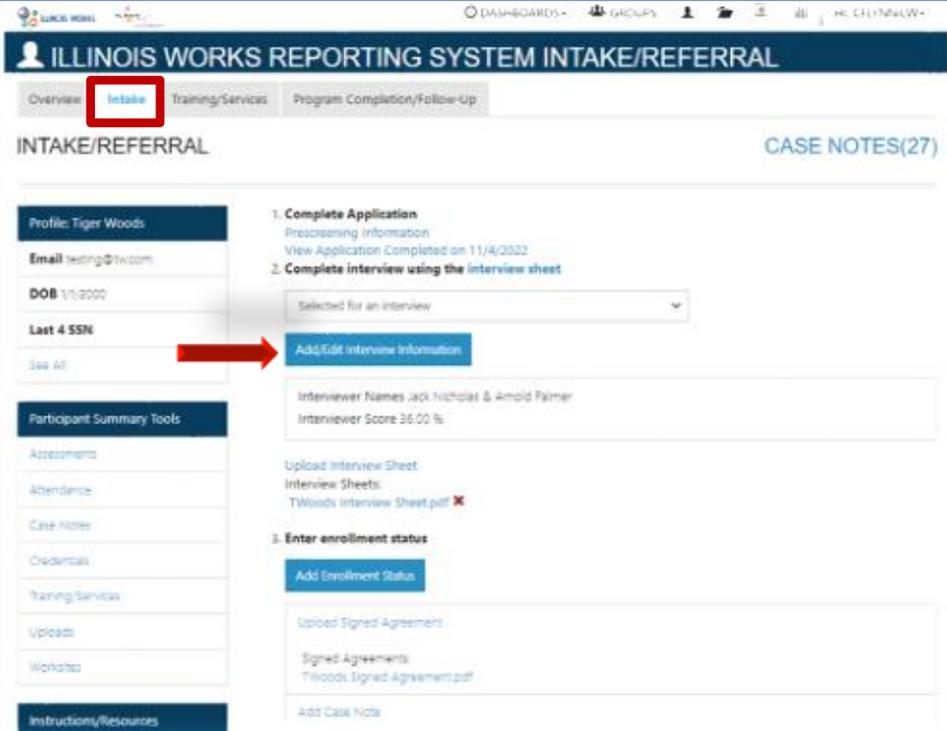
5. Career Assessment

Add Career Assessment





# Standardized Interview



**ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL**

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

**INTAKE/REFERRAL** CASE NOTES(27)

Profile: Tiger Woods

Email: tedng@tw.com

DOB: 1/1/2000

Last 4 SSN: [Redacted]

See All

Participant Summary Tools

- Assessments
- Attendance
- Case Notes
- Credentials
- Training/Services
- Uploads
- Workshops

Instructions/Resources

- 1. Complete Application**  
Prescreening Information  
View Application Completed on 11/4/2022
- 2. Complete interview using the interview sheet**  
Selected for an interview  
**Add/Edit interview information**  
Interviewer Names: Jack Nicholas & Arnold Palmer  
Interviewer Score: 26.00 %  
Upload Interview Sheet:  
Interview Sheets:  
TWoods Interview Sheet.pdf ✖
- 3. Enter enrollment status**  
**Add Enrollment Status**  
Upload Signed Agreement  
Signed Agreements:  
TWoods Signed Agreement.pdf  
Add Case Note





# Enrollment

**ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL**

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

### INTAKE/REFERRAL

**Profile:** Tiger Woods

**Email:** tedng@tw.com

**DOB:** 1/1/2000

**Last 4 SSN:** [REDACTED]

See All

**Participant Summary Tools**

- Assessment
- Attendance
- Case Notes
- Credentials
- Training/Services
- Uploads
- Workshops

**Instructions/Resources**

- 1. Complete Application**  
Preprocessing Information  
View Application Completed on 11/4/2022
- 2. Complete interview using the interview sheet**  
Selected for an interview  
[Add/Edit interview information](#)  
Interviewer Names: Jack Nicholas, Arnold Palmer  
Interviewer Score: 36.00 %  
Upload Interview Sheet  
Interview Sheets:  
TWoods Interview Sheet.pdf
- 3. Enter enrollment status**  
[Add Enrollment Status](#)  
Upload Signed Agreement  
Signed Agreements:  
TWoods Signed Agreement.pdf  
Add Case Note

**ADD ENROLLMENT STATUS**

Enrollment Status:

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

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

CohortID:

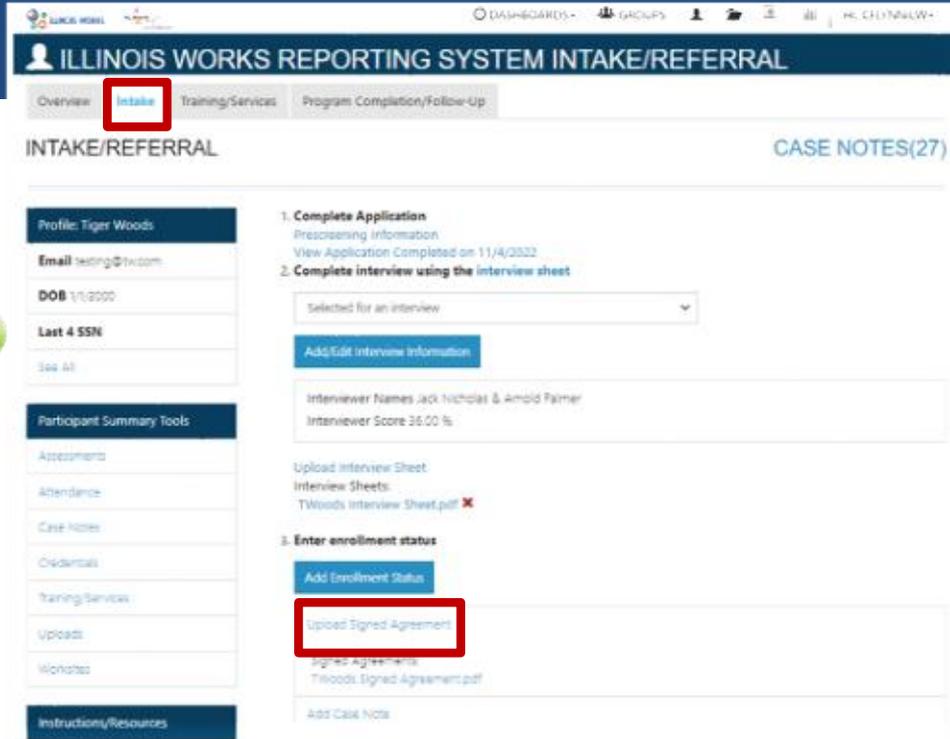
Enrollment Date:

[Save](#) [Close](#)





# Signed Agreement



**ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL**

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

**INTAKE/REFERRAL** CASE NOTES(27)

Profile: Tiger Woods

Email: tedng@tw.com

DOB: 1/1/2000

Last 4 SSN: [REDACTED]

See All

Participant Summary Tools

Assessments

Attendance

Case Notes

Credentials

Training/Services

Uploads

Workshops

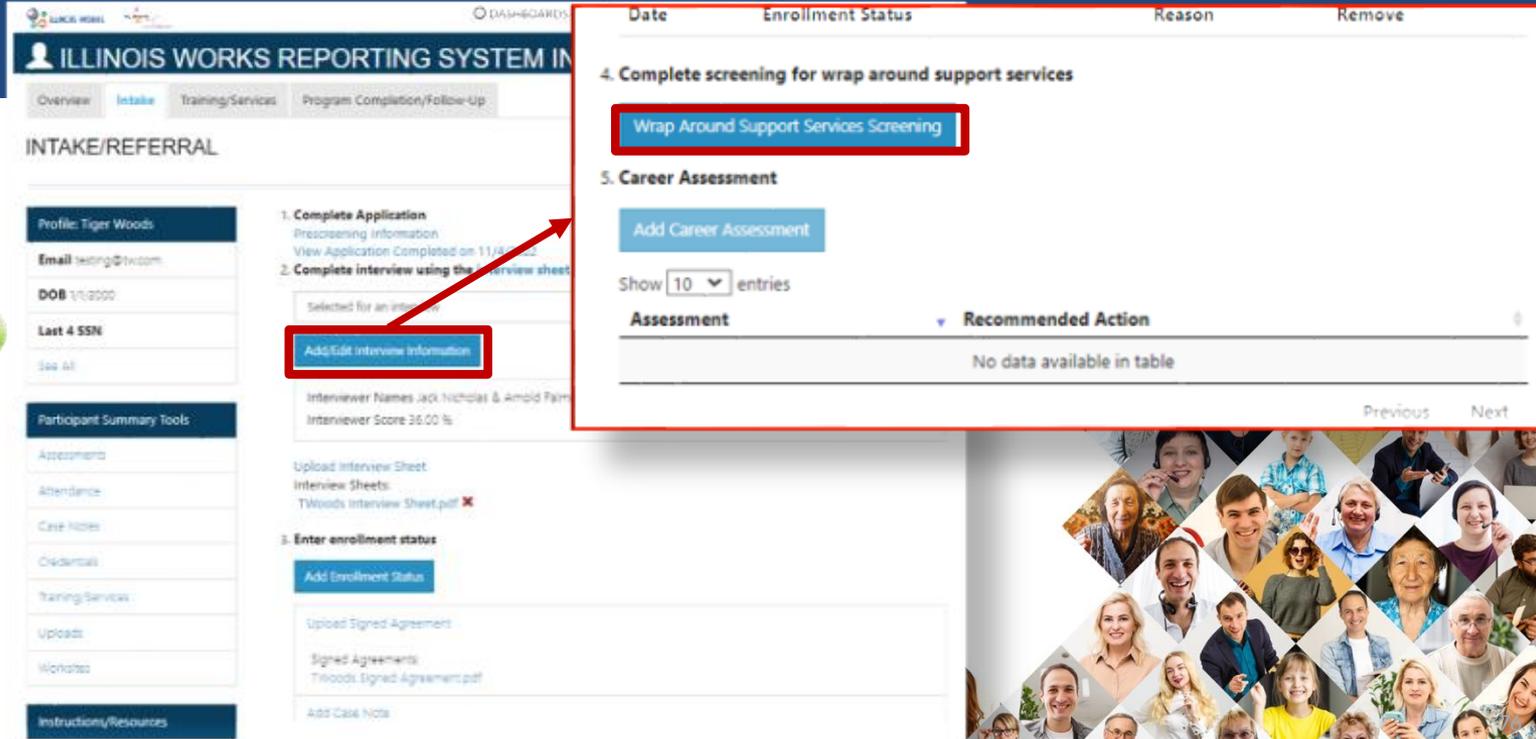
Instructions/Resources

- 1. Complete Application**  
Prescreening Information  
View Application Completed on 11/4/2022
- 2. Complete interview using the interview sheet**  
Selected for an interview  
Add/Edit interview information  
Interviewer Names: Jack Nicholas & Arnold Palmer  
Interviewer Score: 36.00 %  
Upload Interview Sheet:  
Interview Sheets:  
TWoods Interview Sheet.pdf
- 3. Enter enrollment status**  
Add Enrollment Status  
**Upload Signed Agreement**  
Signed Agreements:  
TWoods Signed Agreement.pdf  
Add Case Note





# Wrap Around Service Assessment



**ILLINOIS WORKS REPORTING SYSTEM IN**

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

### INTAKE/REFERRAL

Profile: Tiger Woods  
Email: tedng@twcom  
DOB: 1/1/2000  
Last 4 SSN: [Redacted]  
See All

Participant Summary Tools  
Assessment  
Attendance  
Case Notes  
Credentials  
Training/Services  
Uploads  
Workstats  
Instructions/Resources

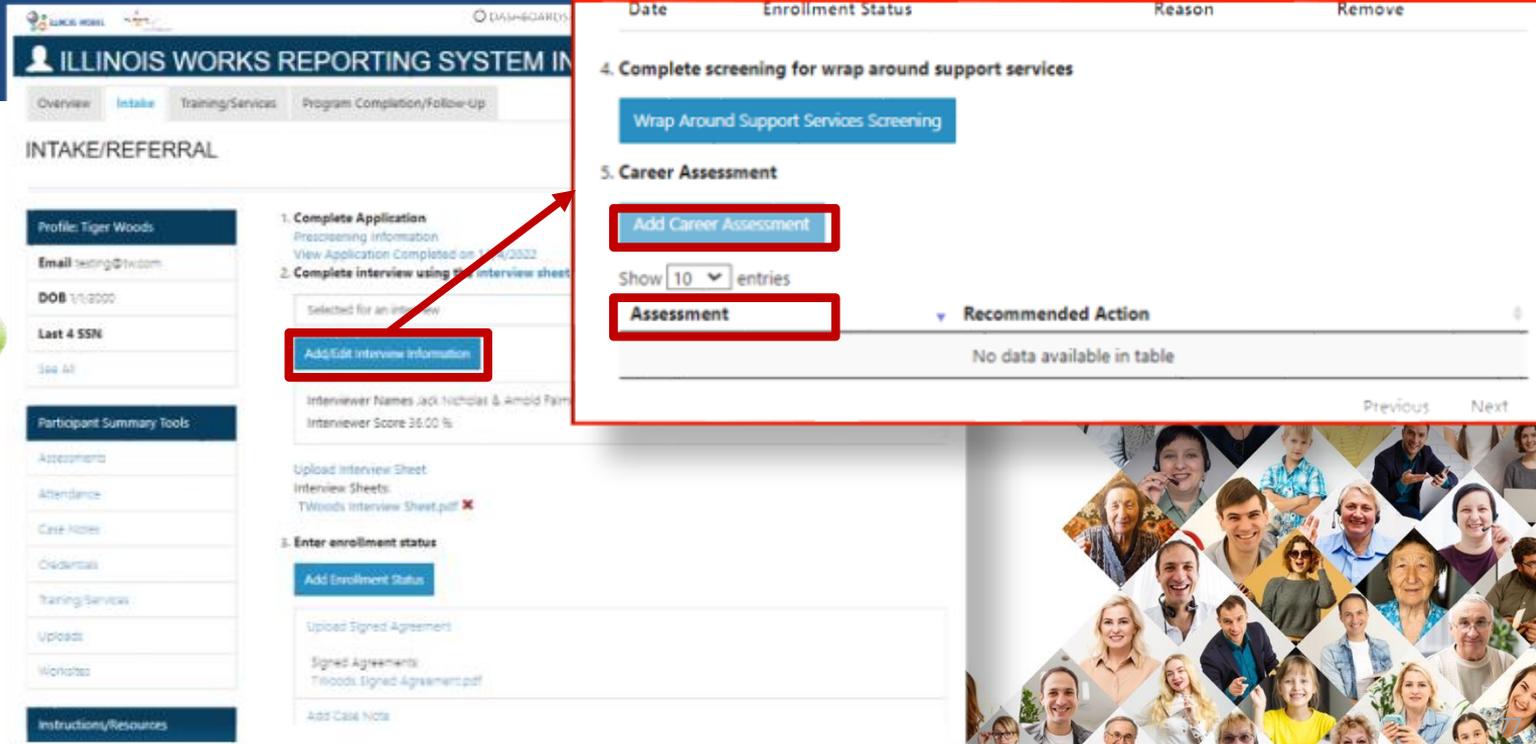
- 1. Complete Application**  
Prescreening Information  
View Application Completed on 11/18/2022
- 2. Complete interview using the Interview sheet**  
Selected for an interview  
**Add/Edit interview information**  
Interviewer Names: Jack Nicholas & Arnold Palm  
Interviewer Score: 26.00 %  
Upload Interview Sheet:  
Interview Sheets:  
TWoods Interview Sheet.pdf
- 3. Enter enrollment status**  
**Add Enrollment Status**  
Upload Signed Agreement:  
Signed Agreements:  
TWoods Signed Agreement.pdf  
Add Case Note
- 4. Complete screening for wrap around support services**  
**Wrap Around Support Services Screening**
- 5. Career Assessment**  
**Add Career Assessment**  
Show 10 entries  
**Assessment** **Recommended Action**  
No data available in table

Date	Enrollment Status	Reason	Remove
No data available in table			





# Career Assessment (Orientation)



**ILLINOIS WORKS REPORTING SYSTEM IN**

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

### INTAKE/REFERRAL

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

**Participant Summary Tools**

- Assessment
- Attendance
- Care Notes
- Credentials
- Training/Services
- Uploads
- Worksets

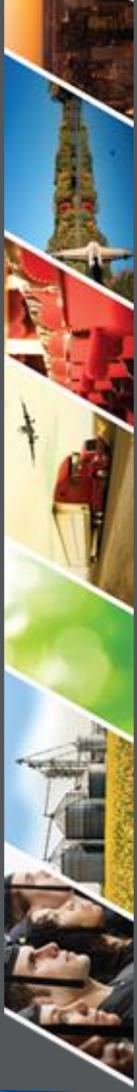
**Instructions/Resources**

- 1. Complete Application**  
Prescreening Information  
View Application Completed on 1/1/2022
- 2. Complete interview using the interview sheet**  
Selected for an interview  
**Add/Edit interview information**  
Interviewer Names: Jack Nicholas & Arnold Palm  
Interviewer Score: 36.00 %  
Upload Interview Sheet:  
Interview Sheets:  
TWoods Interview Sheet.pdf
- 3. Enter enrollment status**  
**Add Enrollment Status**  
Upload Signed Agreement  
Signed Agreements:  
TWoods Signed Agreement.pdf  
Add Case Note

Date	Enrollment Status	Reason	Remove
<b>4. Complete screening for wrap around support services</b>			
<b>Wrap Around Support Services Screening</b>			
<b>5. Career Assessment</b>			
<b>Add Career Assessment</b>			
Show 10 entries			
<b>Assessment</b>			
<b>Recommended Action</b>			
No data available in table			

Previous Next





[CEO.ILWorks@Illinois.Gov](mailto:CEO.ILWorks@Illinois.Gov)



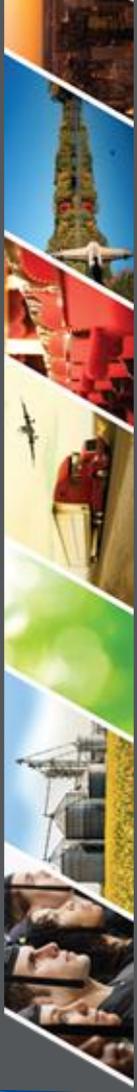
# IWRS - Practice



[https://testapps.illinoisworknet.com/  
siteadministration/ILWorks/admin](https://testapps.illinoisworknet.com/siteadministration/ILWorks/admin)

Username: stester1

Password: Tester1010100



[CEO.ILWorks@Illinois.Gov](mailto:CEO.ILWorks@Illinois.Gov)



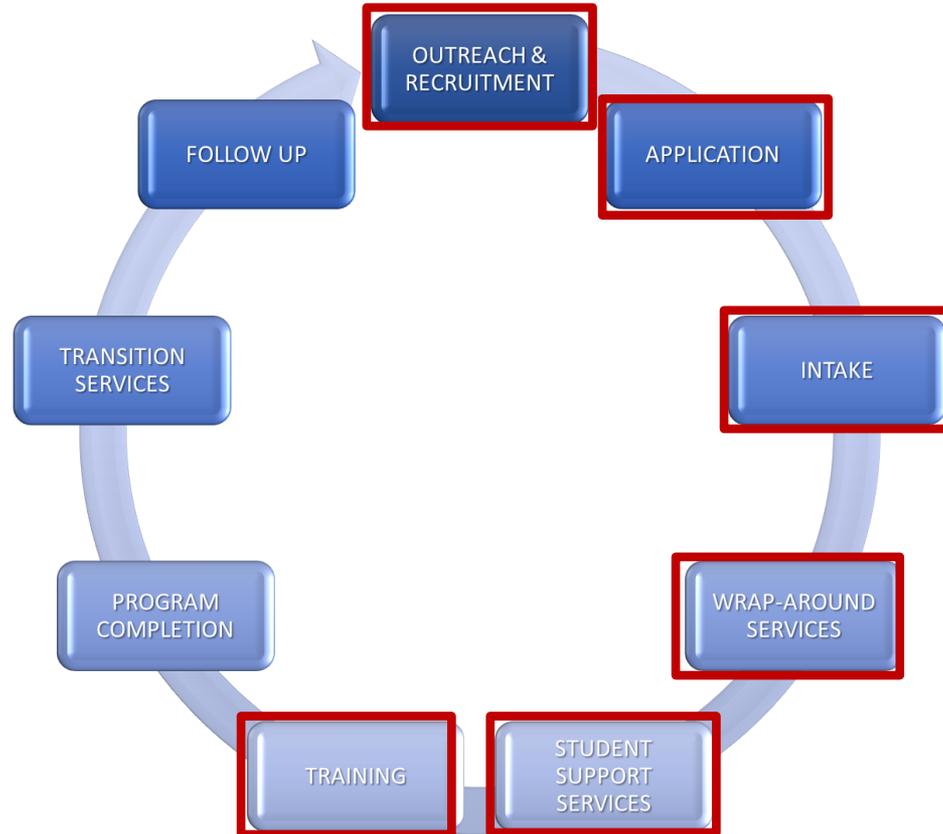
## Section 7: Training and Services



- 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 – Training





# Training and Services



DASHBOARDS - GROUPS | HL\_GIASUGGS@GMAIL.COM

## CAREER PLAN ADD ACTIVITY/SERVICES - ILLINOIS WORKS REPORTING SYSTEM

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

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

ADD ACTIVITY/SERVICES CASE NOTES (0) ▲

**Profile: Janeted Doreast**

Email Janedost@gmail.com

DOB 1/1/1970

Last 4 SSN

[See All](#)

---

Related Instructions

[Career Plan Overview](#)

---

**Participant Summary Tools**

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

STEP 1: Add Services / Activities

[Add Services / Activities](#)

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

Activity/Service	Note	Status	Search:	Other Items
Alumni Networking	✗	Not Set		
Alumni Networking	✗	Not Set		

Showing 1 to 2 of 2 entries Previous 1 Next

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

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





# Training and Services – Overview Subtab



Profile: Tiger Woods View/Print Career Plan Form

Email: [tasting@iw.com](mailto:tasting@iw.com)

DOB: 1/1/2000

Last 4 SSN: [REDACTED]

See All

---

Related instructions

[Career Plan Overview](#)

---

Participant Summary Tools

- Assessments
- Attendance
- Case Notes
- Credentials
- Training Services
- Uploads
- Workites

---

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

Select plan status: [Dropdown]

Save Status (Send Request)

---

**ASSESSMENTS**

Career Cluster Inventory  
Not Complete

Employment 101 - Pre  
Not Complete

Employment 101 - Post  
Not Complete

**DESIRED CAREER PATH**

Career Pathway Choice  
None

Occupation 1  
None

Occupation 2  
None

Wage Goal (Per Hour)  
None

[See More](#)

**ACCOMPLISHMENTS**

Earned Credentials: 3

Completed Goals: 1

Completed Services: 14

---

**CAREER PLAN**

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





# Training and Services – Overview Subtab – Sidebar



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

Email: [tasting@iw.com](mailto:tasting@iw.com)

DOB: 1/1/2000

Last 4 SSN: [REDACTED]

[See All](#)

Related instructions  
[Career Plan Overview](#)

Participant Summary Tools

- Assessments
- Attendance
- Case Notes
- Credentials
- Training/Services
- Uploads
- Workites

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

Select plan status: [Dropdown]

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

**ASSESSMENTS**

Career Cluster Inventory  
Not Complete

Employment 101 - Pre  
Not Complete

Employment 101 - Post  
Not Complete

**DESIRED CAREER PATH**

Career Pathway Choice  
None

Occupation 1  
None

Occupation 2  
None

Wage Goal (Per Hour)  
None

[See More](#)

**ACCOMPLISHMENTS**

Earned Credentials: 3

Completed Goals: 1

Completed Services: 14

**CAREER PLAN**

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





# Training and Services – Overview Subtab – Side Bar - Case Notes



Profile: Tiger Woods View/Print Career Plan Form

Email: testing@iw.com

DOB: 1/1/2000

Last 4 SSN: [REDACTED]

See All

Related instructions

[Career Plan Overview](#)

Participant Summary Tools

- Assessments
- Attendance
- Case Notes**
- Credentials
- Training/Services
- Uploads
- Workites

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

Select plan status: [Dropdown]

Save Status (Send Request)

**ASSESSMENTS**

Career Cluster Inventory  
Not Complete

Employment 101 - Pre  
Not Complete

Employment 101 - Post  
Not Complete

**DESIRED CAREER PATH**

Career Pathway Choice  
None

Occupation 1  
None

Occupation 2  
None

Wage Goal (Per Hour)  
None

[See More](#)

**ACCOMPLISHMENTS**

Earned Credentials: 3

Completed Goals: 1

Completed Services: 14

**CAREER PLAN**

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





# Training and Services – Case Notes



**Profile:** Tiger Woods

**Email:** tating@du.com

**DOB:** 1/1/2000

**Last 4 SSN:**

See All

Related Instructions

Career Plan Overview

**Participant Summary Tools**

- Assessments
- Attendance
- Case Notes**
- Credentials
- Training/Services
- Uploads
- Workshops

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

Select plan status

**ASSESSMENTS**

Career Cluster Inventory  
Not Complete

Employment 101 - Pre  
Not Complete

Employment 101 - Post  
Not Complete

**DESIGN CAREER PATH**

Career Pathway Choice  
None

Occupation 1  
None

Occupation 2  
None

Wage Goal (Per Hour)  
None

See More

**CAREER PLAN**

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

**CASE NOTES**

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

**CASE NOTES**

Related Instructions

Tying the story in Case Notes

Case Note Tool (PDF)

Case Note Writing Rubric

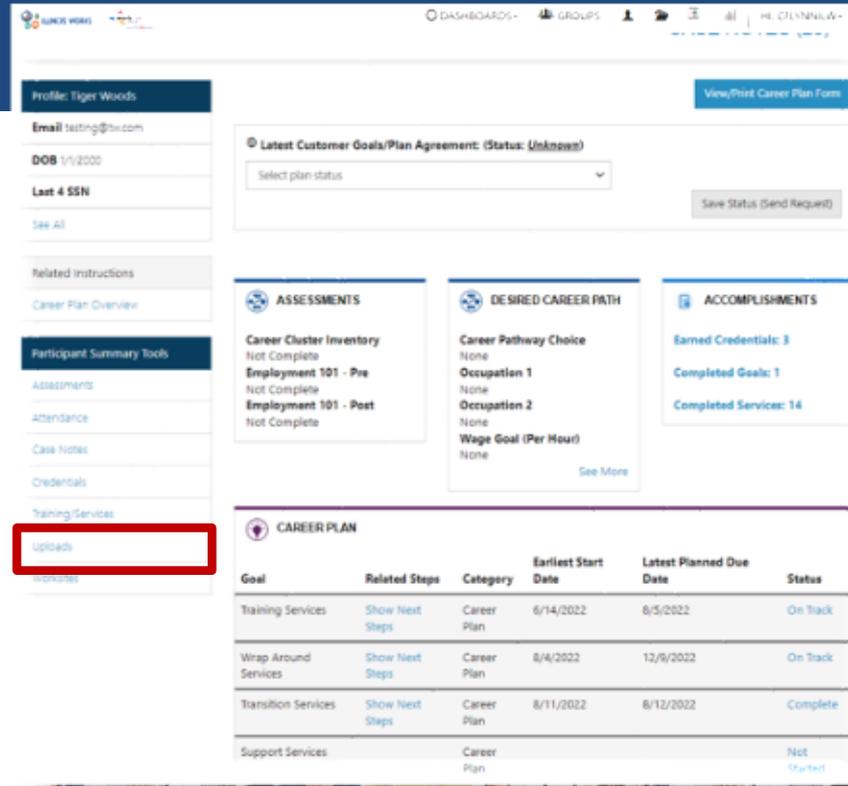
**Participant Summary Table**

Task	Contact Date	Subject	Comment	Delivery Method	Entered By	Entered	Source	Options
General	12/15/2022	Added in transportation	Tiger broke his leg because he was driving too fast from the hotel and now he needs a bus pass	Save as case note without sending a message/email	Christine Flynn	12/15/2022 2:08 PM	left	
Individual Employment Plan	8/10/2022	Successfully Completed	Successfully Completed	Save as case note without sending a message/email	Christine Flynn	8/10/2022 8:13 AM	left	





# Training & Services – Overview Subtab – Side Bar - Uploads



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

Email: [tasting@iw.com](mailto:tasting@iw.com)

DOB: 1/1/2000

Last 4 SSN: [REDACTED]

[See All](#)

Related instructions

[Career Plan Overview](#)

Participant Summary Tools

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

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

Select plan status: [Dropdown]

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

ASSESSMENTS

Career Cluster Inventory: Not Complete

Employment 101 - Pre: Not Complete

Employment 101 - Post: Not Complete

DESIRED CAREER PATH

Career Pathway Choice: None

Occupation 1: None

Occupation 2: None

Wage Goal (Per Hour): None

[See More](#)

ACCOMPLISHMENTS

Earned Credentials: 3

Completed Goals: 1

Completed Services: 14

CAREER PLAN

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





# Training and Services - Uploads



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

Related Instructions  
 Career Plan Overview

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

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

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

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

CAREER PLAN

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

**UPLOADED DOCUMENTS**

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

Upload File

Show 10 entries

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

Showing 1 to 5 of 5 entries

Previous 5 Next





# Training & Services – Overview Subtab – Side Bar - Compliance



**Profile:** Alice Testway

**Email:** alice@yahoo.com

**DOB:** 12/1/2006

**Last 4 SSN:** 9962

[See All](#)

[Sync With IES](#)

[Reset Password](#)

---

**Related Instructions**

[Career Plan Overview](#)

---

**Participant Summary Tools**

[Assessments](#)

[Attendance](#)

[Case Notes](#)

**[Compliance](#)**

[Close Out](#)

[Credentials](#)

[Training/Services](#)

[Uploads](#)

[Worksites](#)

[View/Print Career Plan Form](#)

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

Select plan status ▼

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

I have provided the customer with features and how to access their career plan.

**ASSESSMENTS**

**Career Cluster Inventory**  
Not Complete  
**Employment 101 - Pre**  
Not Complete  
**Employment 101 - Post**  
Not Complete  
**Employment 101**  
Not Started

**DESIRED CAREER PATH**

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

[See More](#)

**ACCOMPLISHMENTS**

**Earned Credentials: 0**

**Completed Goals: 0**

**Completed Services: 0**

**CAREER PLAN**

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Program Stipend	<a href="#">Show Next Steps</a>	Career Plan			Not Started
Wrap Around Services		Career Plan			Not Started



# Training & Services – Overview Subtab – Side Bar - Compliance



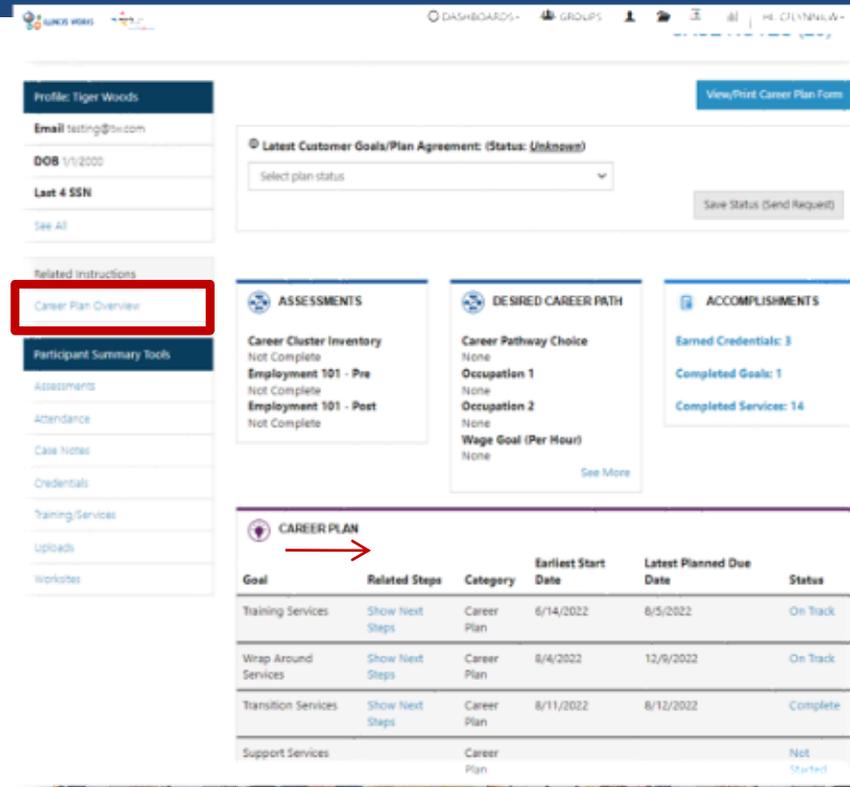
Enrollment				
Section	Comment	Date	Entered By	Reply
Proof Of Graduation	Uploaded document is not legible.	2/18/2026	dmartinez01	<a href="#">Reply</a>
Interview Information	Interview scores are not calculated correctly.	2/18/2026	dmartinez01	<a href="#">Reply</a>

Completion

Transition



# Training & Services – Overview Subtab – Career Plan

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

Email: testing@iw.com

DOB: 1/1/2000

Last 4 SSN: [REDACTED]

See All

Related Instructions

**Career Plan Overview**

Participant Summary Tools

- Assessments
- Attendance
- Case Notes
- Credentials
- Training/Services
- Uploads
- Workites

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

Select plan status: [Dropdown]

Save Status (Send Request)

**ASSESSMENTS**

Career Cluster Inventory: Not Complete

Employment 101 - Pre: Not Complete

Employment 101 - Post: Not Complete

**DESIRED CAREER PATH**

Career Pathway Choice: None

Occupation 1: None

Occupation 2: None

Wage Goal (Per Hour): None

See More

**ACCOMPLISHMENTS**

Earned Credentials: 3

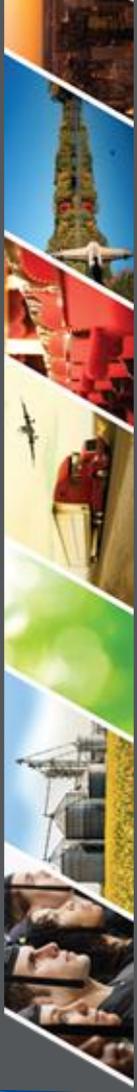
Completed Goals: 1

Completed Services: 14

**CAREER PLAN**

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





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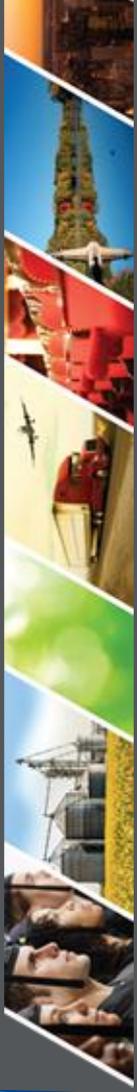
# IWRS - Practice



[https://testapps.illinoisworknet.com/  
siteadministration/ILWorks/admin](https://testapps.illinoisworknet.com/siteadministration/ILWorks/admin)

Username: stester1

Password: Tester1010100



[CEO.ILWorks@Illinois.Gov](mailto:CEO.ILWorks@Illinois.Gov)



# Add Attendance and Post Assessments



- Individual Attendance
- Bulk Attendance





# Attendance Entry - Individually

DASHBOARDS - GROUPS HI, DMARTINEZ01 -

CAREER PLAN EDIT CUSTOMER SERVICE

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

Status (Default) Service Provider Post-Assessments Earned Credentials

Career Plan / Add Activities/Services / Edit Customer Service

### EDIT CUSTOMER SERVICE

**Profile:** Bill Testerson

**Email:** bttesterson@illinois.gov

**DOB:** 1/1/2005

**Last 4 SSN:**

[See All](#)

**First Aid/CPR**

Total Subsidized days for all items: 0

**Goal\*** Training Services **Status\*** Started/Open

**Planned Start Date\*** 01/15/2024

**Planned Completion Date\*** 01/16/2024

This participant attended a make up session

**Other Notes**

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

**Attendance Hours Required\*** 8

**Total Attendance Hours\***





# Adding Post Assessments - Individually

Career Plan / Add Activities/Services / Edit Customer Service

## EDIT CUSTOMER SERVICE

Profile: Tiger Woods

Email testing@tw.com

User Name TWoods5

Last 4 SSN

See All

Reset Password

Send Message

### Module 1 - Illinois Works Pre-apprenticeship Program Orientation

Add Post-Assessment

Passing % 70

#### Post-Asse

Orientation

Showing 1 t

\*\*This Custo

### ADD/EDIT POST-ASSESSMENT

Name \* Orientation

Score \* 85

Date \* 02/02/2023

Cancel

Save





# Bulk Attendance





 DASHBOARDS ▾ | GROUPS  |  |  |  | HI, DMARTINEZ01 ▾

## TRAINING SERVICES REPORT

[Back to Reports](#)

Project \*

Grantee

Activity

Cohort Name

Start Date Begin Range

Start Date End Range

Filter
Export
Upload Customers

entries per page

	Customer Name	Activity	Status	Start Date	End Date	# Hours Required	Total Attendance Hours	Make-Up Session was Attended	Assessment Name	Assessment Score
<a href="#">Edit</a>	02052025 Test	First Aid/CPR	Planned/Not Started	03/10/2025	03/11/2025	5.00				
<a href="#">Edit</a>	02052025 Test	Module 101 – Basic Safety	Planned/Not Started	03/05/2025	03/08/2025	4.00				
<a href="#">Edit</a>	02052025 Test	NCCER Applied Construction Math	Planned/Not Started	03/05/2025	03/08/2025	20.00				
<a href="#">Edit</a>	02052025 Test	OSHA 10	Planned/Not Started	03/05/2025	03/10/2025	12.00				
<a href="#">Edit</a>	02052025 Test	Employability Skills - Part 2	Planned/Not Started	03/05/2025	03/10/2025	16.00				



# Bulk Attendance (Cont.)



**EDIT PARTICIPANTS** [X]

Full Name: 02052025 Test

Activity: Module 101 – Basic Safety

Status: Planned/Not Started (Scheduled) [v]

Service Start Date: 03/05/2025

Service End Date: 03/08/2025

Hours Required: 4,00

Total Attendance Hours: 0

Make up Session was Attended: Select [v]

Assessment Name: Enter an Assessment Name

Assessment Score: Enter an Assessment Score

Assessment Date: Select Assessment Date

[Close] [Save Changes]

02025	est	OSHA 10	Planned/Not Started	03/05/2025	03/10/2025	12.00
02025	est	Employability	Planned/Not			



# Credentials



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

Status (Default) | Service Provider | Dollar Value of Service | Post-Assessments | **Earned Credentials**

[Career Plan](#) / [Add Activities/Services](#) / [Edit Customer Service](#)

---

## EDIT CUSTOMER SERVICE

---

**Profile:** Alice Testway

**Email:** alice@yahoo.com

**DOB:** 12/1/2006

**Last 4 SSN:** 9962

[See All](#)

[Sync With IES](#)

[Reset Password](#)

### First Aid/CPR

[Add Credential Manually](#)

Search:

Name	Type	Source	Institution	Data Source
No data available in table				

Showing 0 to 0 of 0 entries [«](#) [<](#) [>](#) [»](#)



# Credentials



## ADD/EDIT CREDENTIAL ×

Name \*

Credential Source \*

Date Attained \*

Credential Type \*

Institution \*

Upload Credential  No file chosen

Description \*



# Stipend Tracking



## CAREER PLAN OVERVIEW - ILLINOIS WORKS REPORTING SYSTEM

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

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

### PLAN OVERVIEW

[View/Print Career Plan Form](#)

Profile: Bill Testerson  
 Email: btesterson@illinois.gov  
 DOB: 1/1/2005  
 Last 4 SSN: [REDACTED]  
[See All](#)

Related Instructions  
[Career Plan Overview](#)

Participant Summary Tools  
[Assessments](#)  
[Attendance](#)  
[Case Notes](#)  
[Credentials](#)  
[Training/Services](#)  
[Uploads](#)  
[Worksites](#)

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

#### ASSESSMENTS

**Career Cluster Inventory**  
Not Complete

**Employment 101 - Pre**  
Not Complete

**Employment 101 - Post**  
Not Complete

**Employment 101**  
Not Started

#### DESIRED CAREER PATH

**Career Pathway Choice**  
None

**Occupation 1**  
None

**Occupation 2**  
None

**Wage Goal (Per Hour)**  
None

[See More](#)

#### ACCOMPLISHMENTS

**Earned Credentials:** 0

**Completed Goals:** 0

**Completed Services:** 0

#### CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Wrap Around Services	<a href="#">Show Next Steps</a>	Career Plan			Not Started
Training Services	<a href="#">Show Next Steps</a>	Career Plan	1/8/2024	1/16/2024	Not Started
Program Stipend	<a href="#">Hide Next Steps</a>	Career Plan	1/9/2024	1/12/2024	Not Started
	<a href="#">Program Stipend</a>		1/9/2024	1/12/2024	Started/Open



# Stipend Entry



**CAREER PLAN - EDIT CUSTOMER SERVICE**

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

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

Career Plan / Add Activities/Services / Edit Customer Service

### EDIT CUSTOMER SERVICE

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

**Program Stipend**

**Add Service Cost**

**ADD/EDIT DOLLAR VALUE OF SERVICE**

Payment Method \*

Final Payment \*

Total Stipend Amount \*

Stipend Rate (per instruction hour) \*

**Current Service Costs**

Search:

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

Showing 1 to 2 of 2 entries

Previous  Next



# Access Cohort Details – Upload Attendance Rosters



 DASHBOARDS ▾  GROUPS  | HI, DMARTINEZ01 ▾

## PROVIDER INFO

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

Project \*

Provider/Grantee \*

### Grantee Info

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

CASE NOTES(0) ▲



# Uploading Attendance Rosters



**PROVIDER INFO**

Appointments | File Uploads | Grantee Details | Tra

## COHORT DETAILS - CHICAGO TES

Name  
Cohort 1 - FY24

Fiscal Year  
24

**Upload Attendance Roster** | Export

**UPLOAD ATTENDANCE ROSTER**

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

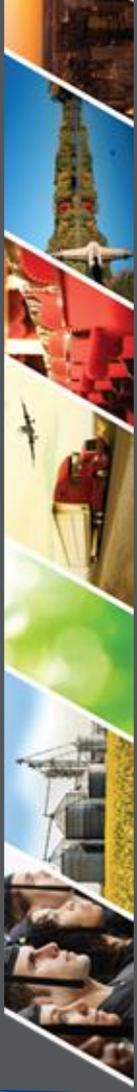
File  
**Choose File** C1 - FY24\_IL..n Roster.pdf  
File Types Accepted: .xls,.xlsx,.pdf,.doc,.docx

Description  
Attendance Roster for ILW Orientation - Cohort 1 FY24

**Upload**

Close

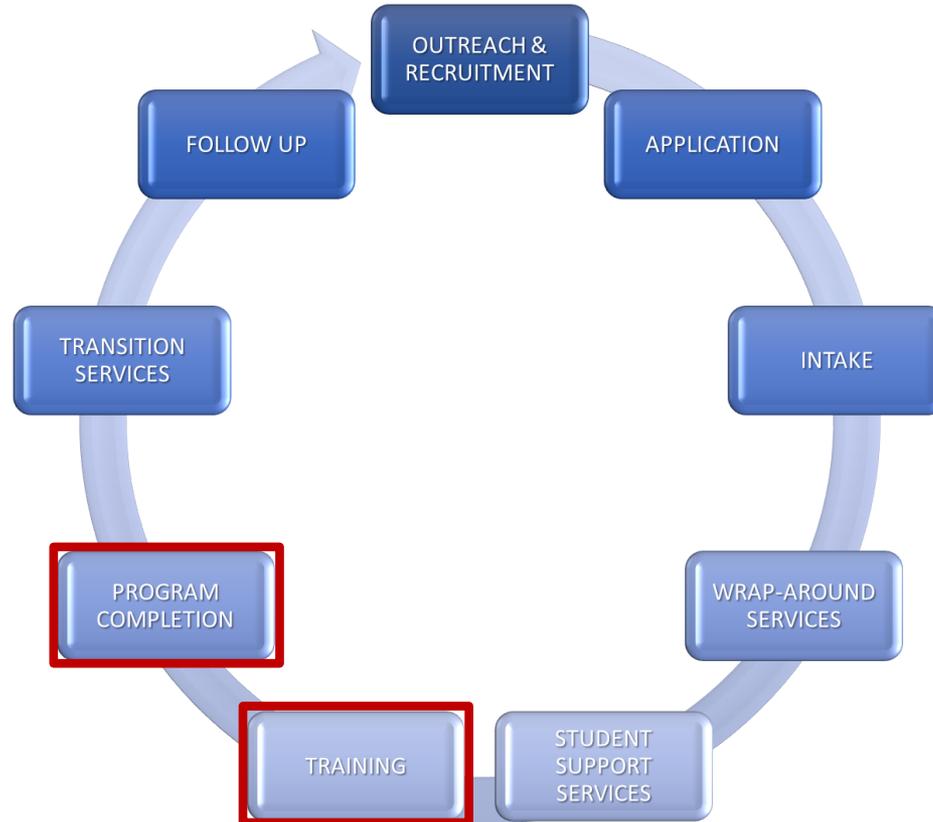
Service Name	Start Date	End Date	Required Total Hours
Instructional Service			
Module 1 - Illinois Works Pre-apprenticeship Program Orientation (2 hours)	1/8/2024 12:00:00 AM	1/9/2024 12:00:00 AM	2
Module 2 - Basic Safety	1/9/2024 12:00:00 AM	1/12/2024 12:00:00 AM	10
Module 3 - Introduction to Construction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



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# Pre-Apprentice LifeCycle – Training and Services





# Service and Goal Statuses





# Service Completion Status



 <b>CAREER PLAN</b>					
Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	<a href="#">Hide Next Steps</a> 	Career Plan	6/14/2022	8/5/2022	Not Started
	Module 1 - Illinois Works Pre-apprenticeship Program Orientation		6/14/2022	6/15/2022	Planned/Not Started (Scheduled)





# Edit Customer Service



### EDIT CUSTOMER SERVICE

---

Profile: Tiger Woods

**Email** testing@tw.com

**User Name** TWoods5

**Last 4 SSN**

**Grantee** Chicago Test Provider 1

[See All](#)

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

#### Module 1 - Illinois Works Pre-apprenticeship Program Orientation

Total Subsidized days for all items: 0

**Goal\*** Training Services **Status\*** Planned/Not Started (Schedule)

**Planned Start Date\*** 02/01/2023

**Planned Completion Date\*** 02/02/2023

How many hours a week are you planning on working on this? \*

4.00

Other Notes

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

[Update Customer Service](#)

\*\*This Customer Service was updated by Christine Flynn on 4/10/2023 at 8:32 AM\*\*





# Status Options



## EDIT CUSTOMER SERVICE

Profile: Tiger Woods

**Email** testing@tw.com

**User Name** TWoods5

**Last 4 SSN**

**Grantee** Chicago Test Provider 1

[See All](#)

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

### Module 1 - Illinois Works Pre-apprenticeship Program Orientation

Total Subsidized days for all items: 0

**Goal\***

**Status\***

- Pick one
- Planned/Not Started (Scheduled)**
- Started/Open
- Successful Completion
- Unsuccessful Completion
- Evaluated/Not Required

**Planned Start Date\***

**Planned Completion Date\***

How many hours a week are you planning on working on this? \*





# Completion Required Documents



Sample documents:

- TradesFutures (formerly NABTU)
- OSHA
- NCCER Transcripts
- CPR





# Sample Documents



- SAMPLE

NCCER Card #: 1234567

Trainee Name: Tiger Woods

Sponsor: ABC Construction

Address: 123 Main Street  
Anytown, IL 60000



Module	Description	Instructor	Training Location	Completed
00106-EN6	Introduction to Basic Rigging	Mr. Construction	ABC Construction	9/17/2022
00107-EN6	Basic Communication Skills	Mr. Construction	ABC Construction	9/17/2022
00109-EN6	Introduction to Materials Handling	Mr. Construction	ABC Construction	9/17/2022
00102-EN6	Introduction to Construction Math	Mr. Construction	ABC Construction	9/16/2022
00105-EN6	Introduction to Construction Drawings	Mr. Construction	ABC Construction	9/16/2022
00108-EN6	Basic Employability Skills	Mr. Construction	ABC Construction	7/25/2022
00104-EN6	Introduction to Power Tools	Mr. Construction	ABC Construction	7/22/2022
00103-EN6	Introduction to Hand Tools	Mr. Construction	ABC Construction	6/27/2022
00101-EN6	Basic Safety (Construction Site Safety Orientation)	Mr. Construction	ABC Construction	6/23/2022

**Incomplete Modules:**

Module	Description	Instructor	Training Location	Written or Performance



## BASIC LIFE SUPPORT

**BLS Provider**



### Tiger Woods

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

**Issue Date**  
1/1/2023

**Training Center Name**  
ABC Construction

**Training Center ID**  
1234567

**Training Center City, State**  
123 Main Street, Anytown, IL

**Training Center Phone Number**  
555-555-5555

**Renew By**  
1/1/2028

**Instructor Name**  
Ms. Construction

**Instructor ID**  
12345678

**eCard Code**  
12345678

**QR Code**





# Completion Statuses on Goals

[See More](#)

## CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
...	...	...	...	...	Not Started
...	...	...	...	...	Not Started
...	...	...	...	...	Not Started
...	...	...	...	...	Not Started

EDIT GOAL ✕

Goal Statement

Category

Short/Long Term

Status

- Select One
- Not Started
- On Track
- Off Track
- Complete





# Per-Transition Career Assessment



ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL

Overview
Intake
Training/Services
Program Completion/Follow-Up

## INTAKE/REFERRAL

CASE NOTES(28)

Profile: Tiger Woods

**Email** testing@tw.com

**DOB** 1/1/2000

**Last 4 SSN**

See All

Participant Summary Tools

Assessments

Attendance

Case Notes

Credentials

Training/Services

Uploads

Worksites

Instructions/Resources

Intake Instructions

1. **Complete Application**  
 Prescreening Information  
 View Application Completed on 11/4/2022
2. **Complete interview using the interview sheet**  

Selected for an interview

Add/Edit Interview Information

Interviewer Names Jack Nicholas & Arnold Palmer  
 Interviewer Score 36.00

Upload Interview Sheet  
 Interview Sheets:  
 TWoods Interview Sheet.pdf ✖
3. **Enter enrollment status**  

Add Enrollment Status

Upload Signed Agreement  
 Signed Agreements:  
 TWoods Signed Agreement.pdf

Add Case Note





# Career Assessment



- Complete screening for wrap around support services  
View Wrap Around Support Services Screening 8/9/2022
- Career Assessment**

Add Career Assessment

Show 10 entries

Assessment	Recommended Action
07/23/2022 Career Assessment	Begin outlining an action plan that will ensure the participant can meet the nec...
06/14/2022 Career Assessment	Begin outlining an action plan that will ensure the participant can meet the nec...
06/14/2022 Career Assessment	Begin outlining an action plan that will ensure the participant can meet the nec...

Previous 1

- Use Customer's Training & Services/Career Plan to:
  - Use Customer's Career Plan to:

1. Discuss initial application responses saved in the career plan and add a summary to the plan.

### ADD CAREER ASSESSMENT

Assessment Date

Do you have an up-to-date resume?

Do you have experience taking part in job interviews?

Will you be readily available to transition to a DOL-registered apprenticeship program immediately after program completion?

Primary Goal

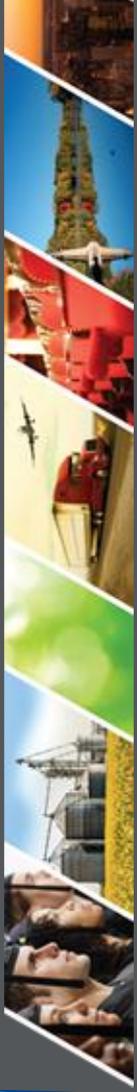
Secondary Goal

If career goals are related to construction is there a specific trade(s) you're interested in pursuing? (Select at least one) \*

- Carpenter
- Painter
- Bricklayer
- Ceramic Tile Finisher
- Glazier
- Laborer
- Plasterer
- Sprinklerfitter
- Technical Engineer
- Electricians
- Plumbers
- Pipefitter
- Drywall Finisher
- Heat & Frost Insulator
- Machinery Mover, Rigger, & Erector
- Roofer/Waterproofing

- Structural Iron Worker
- Tuckpointer
- Operating Engineer/Operator
- Cement Mason
- Boilermaker
- Elevator Constructor
- Iron Worker
- Millwright
- Sheet Metal Worker
- Teamster
- Steamfitters
- \* Ceramic Tile Layer
- \* Operating Engineer - Heavy Equipment Technician
- \* Painter/Drywall Finisher
- N/A

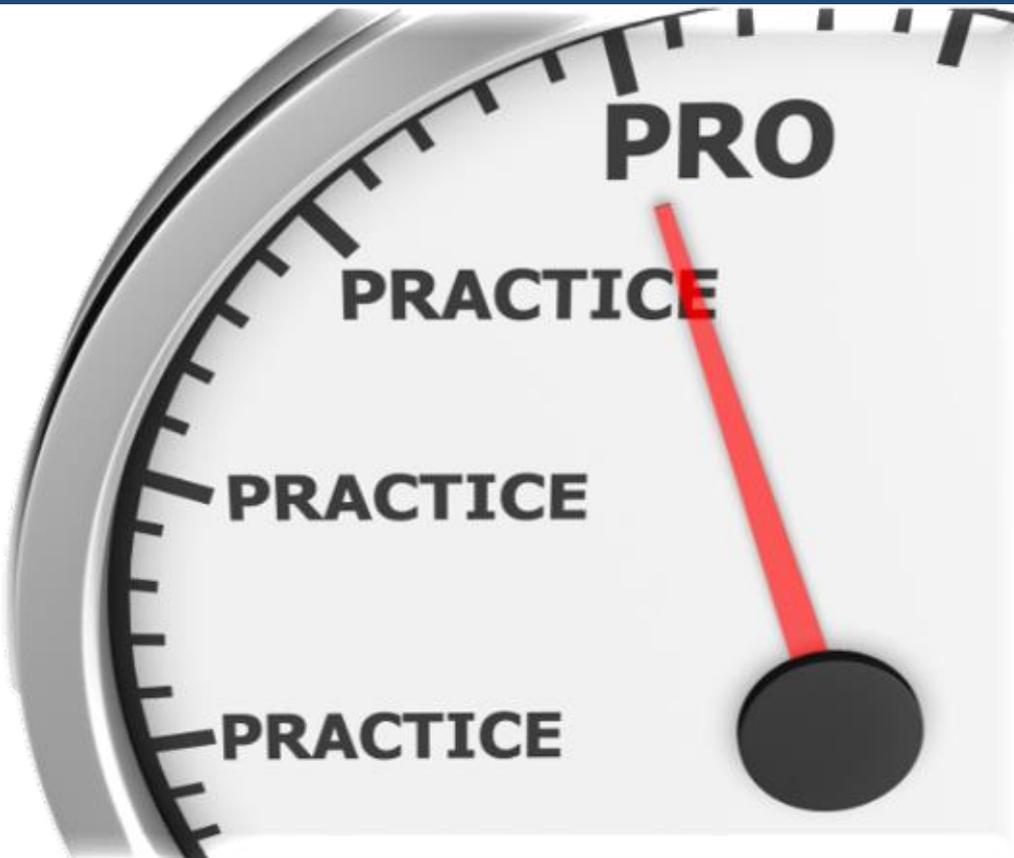




[CEO.ILWorks@Illinois.Gov](mailto:CEO.ILWorks@Illinois.Gov)



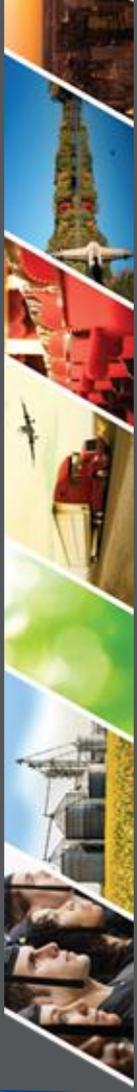
# IWRS - Practice



[https://testapps.illinoisworknet.com/  
siteadministration/ILWorks/admin](https://testapps.illinoisworknet.com/siteadministration/ILWorks/admin)

Username: stester1

Password: Tester1010100



[CEO.ILWorks@Illinois.Gov](mailto:CEO.ILWorks@Illinois.Gov)



# Section 8: IWRS Updated Tools and Features

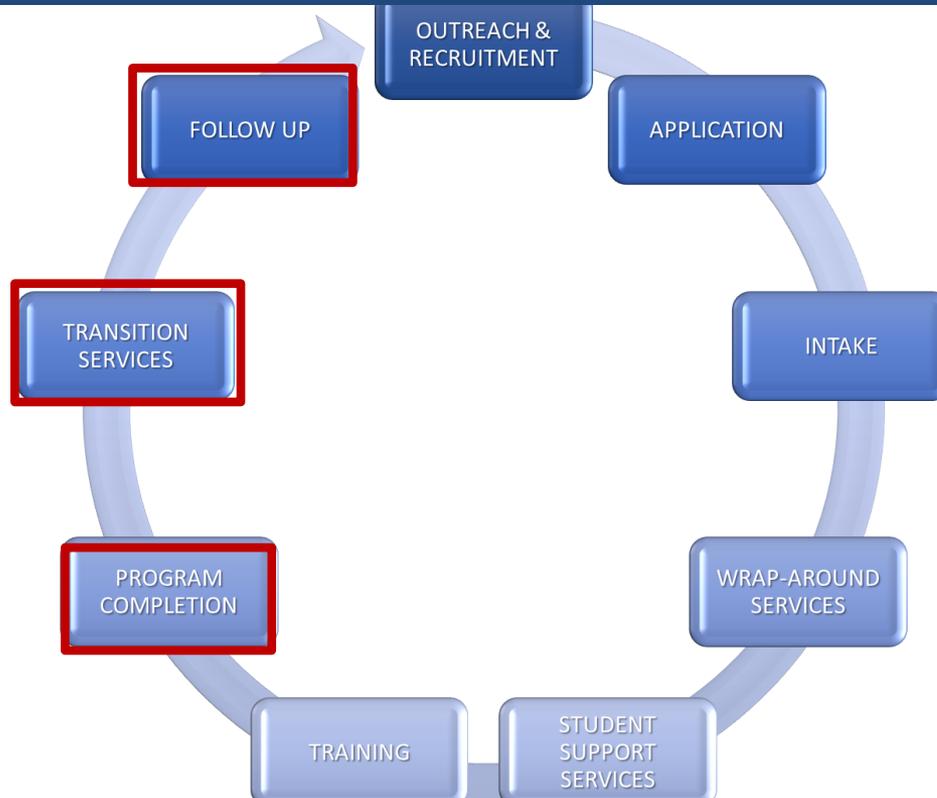


By the end of this section, you will be able to:

- Update the status to program completion /follow-up status.
- Fulfill the active tracking follow up requirements.
- Add/update to completion and in transition status.
- Upload appropriate transition verification documentation (primary, alternative, and secondary).
- Add an Active Tracking Questionnaire.
- Support the longitudinal study.



# Pre-Apprentice LifeCycle – Program Completion/Follow-up Statuses





# Program Completion/Follow-Up Statuses





# Participant Completion Status



  DASHBOARDS GROUPS HI, CFlynnilw

## ILLINOIS WORKS REPORTING SYSTEM

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

Name

Intermediary/Provider

Customer Status

Show  entries

Customer Status	Last Name	First Name	Provider	Assessment Date
-----------------	-----------	------------	----------	-----------------





# Participant Completion Status

ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP

Overview
Intake
Training/Services
Program Completion/Follow-Up

FOLLOW-UP
CASE NOTES(28)

Profile: Tiger Woods

**Email** testing@tw.com

**DOB** 1/1/2000

**Last 4 SSN**

[See All](#)

Participant Summary Tools

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

Instructions/Resources

- [Intake Instructions](#)

**Enter Program Completion Status**

Add Completion Status
Add Case Note

**Current Completion Status:** Post Program Active Tracking [View Baseline](#)  
Follow Up Date: 11/10/2022

**PRIMARY TRANSITION**

- Complete & In Transition
- ✓ Planning to Enter a DOL Registered Apprenticeship Program
  - Applied to DOL Registered Apprenticeship Program
  - On the waitlist for DOL Registered Apprenticeship Program
  - ✓ Enrolled in DOL Registered Apprenticeship Program

**SECONDARY TRANSITION**

- Complete & In Transition
- Not Planning to Enter a DOL Registered Apprenticeship Program
  - Opened a small business
  - Pursuing employment only
  - Other

**SECONDARY TRANSITION**

- Complete & In Transition
- Planning to Enter a DOL Registered Apprenticeship Program
  - Planning to apply for a DOL apprenticeship









# Program Completion – Resume Upload

ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP

Overview Intake Training/Services **Program Completion/Follow-Up** Transcript/Progress Report

FOLLOW-UP CASE NOTES(0)

Profile: 02052025 Test

Email 02052025@illinois.gov

DOB 1/1/2000

Last 4 SSN

See All

**Participant Summary Tools**

Assessments

Attendance

Case Notes

Credentials

Training/Services

Uploads

Worksites

**Enter Program Completion Status**

Add Completion Status

**Upload Participant Resume**

Resume on file:

Add Case Note

**Current Completion Status:** Enrolled

PRIMARY TRANSITION	SECONDARY TRANSITION	SECONDARY TRANSITION
<ul style="list-style-type: none"> <li>Complete &amp; In Transition</li> <li>Planning to Enter a DOL Registered Apprenticeship Program                             <ul style="list-style-type: none"> <li>Applied to DOL Registered Apprenticeship Program</li> <li>On the waitlist for DOL Registered</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Complete &amp; In Transition</li> <li>Not Planning to Enter a DOL Registered Apprenticeship Program                             <ul style="list-style-type: none"> <li>Opened a small business</li> <li>Pursuing employment only</li> <li>Other</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Complete &amp; In Transition</li> <li>Planning to Enter a DOL Registered Apprenticeship Program                             <ul style="list-style-type: none"> <li>Planning to apply for a DOL apprenticeship</li> </ul> </li> </ul>





# Add Completion Status

**ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP**

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

FOLLOW-UP CASE NOTES(28)

**Profile:** Tiger Woods

**Email:** testing@tw.com

**DOB:** 1/1/2000

**Last 4 SSN:**

[See All](#)

**Enter Program Completion Status**

[Add Completion Status](#)

**Current Completion Status:** Post Program Active Tracking [View Baseline](#)  
Follow Up Date: 11/10/2022

**Participant Summary Tools**

- Assessments
- Attendance
- Case Notes
- Credentials
- Training/Services
- Uploads
- Worksites

**Instructions/Resources**

[Intake Instructions](#)

**PRIMARY TRANSITION**

- Complete & In Transition
- ✓ Planning to Enter a DOL Registered Apprenticeship Program
  - Applied to DOL Registered Apprenticeship Program
  - On the waitlist for DOL Registered Apprenticeship Program
  - ✓ Enrolled in DOL Registered Apprenticeship Program

**SECONDARY TRANSITION**

- Complete & In Transition
- Not Planning to Enter a DOL Registered Apprenticeship Program
  - Opened a small business
  - Pursuing employment only
  - Other

**SECONDARY TRANSITION**

- Complete & In Transition
- Planning to Enter a DOL Registered Apprenticeship Program
  - Planning to apply for a DOL apprenticeship





# Add Completion Status



### ADD STATUS ×

Completion Status \*

Final Status Date \*

- Complete
- Complete & In Transition
- Incomplete
- Administrative Withdrawal



# Add Completion Status – Case Note



**Profile:** Tiger Woods

**Email:** testing@tw.com

**DOB:** 1/1/2000

**Last 4 SSN:**

[See All](#)

**Participant Summary Tools**

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

**Instructions/Resources**

- [Intake Instructions](#)
- [Case File Organizer Sheets](#)

### Enter Program Completion Status

[Add Completion Status](#)

[Add Case Note](#)

**Current Completion Status:** Complete & In Transition [View Baseline](#)  
Follow Up Date: 7/10/2023

**PRIMARY TRANSITION**

- ✔ Complete & In Transition
- ✔ Planning to Enter a DOL Registered Apprenticeship Program
  - ✔ Applied to DOL Registered Apprenticeship Program
  - On the waitlist for DOL Registered Apprenticeship Program
  - Enrolled in DOL Registered Apprenticeship Program

**SECONDARY TRANSITION**

- ✔ Complete & In Transition
- Not Planning to Enter a DOL Registered Apprenticeship Program
  - Opened a small business
  - Pursuing employment only
  - Other

**SECONDARY TRANSITION**

- ✔ Complete & In Transition
- ✔ Planning to Enter a DOL Registered Apprenticeship Program
  - Planning to apply for a DOL apprenticeship

Upload Primary Transition Document

No file chosen





# Completion and Transitions



**Profile:** Tiger Woods

**Email:** testing@tw.com

**DOB:** 1/1/2000

**Last 4 SSN:**

[See All](#)

---

**Participant Summary Tools**

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

---

**Instructions/Resources**

- [Intake Instructions](#)
- [Case File Organizer Sheets](#)

**Enter Program Completion Status**

[Add Completion Status](#)

Add Case Note

---

**Current Completion Status:** Complete & In Transition [View Baseline](#)  
Follow Up Date: 7/10/2023

---

**PRIMARY TRANSITION**

- ✔ Complete & In Transition
- ✔ Planning to Enter a DOL Registered Apprenticeship Program
  - ✔ Applied to DOL Registered Apprenticeship Program
  - On the waitlist for DOL Registered Apprenticeship Program
  - Enrolled in DOL Registered Apprenticeship Program

Upload Primary Transition Document  
[Choose File](#) No file chosen

[Upload](#)

**SECONDARY TRANSITION**

- ✔ Complete & In Transition
- Not Planning to Enter a DOL Registered Apprenticeship Program
  - Opened a small business
  - Pursuing employment only
  - Other

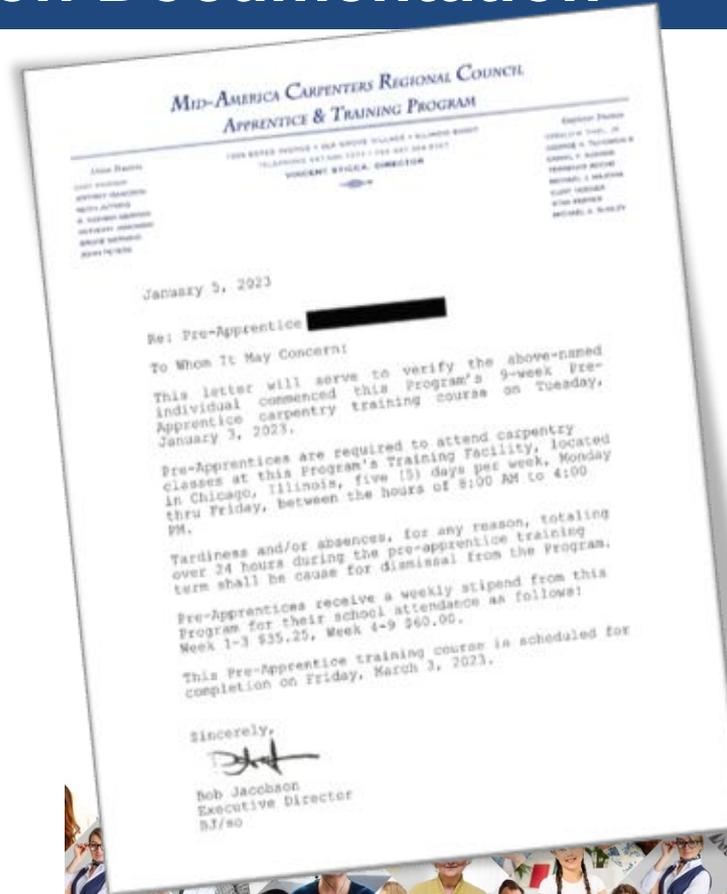
**SECONDARY TRANSITION**

- ✔ Complete & In Transition
- ✔ Planning to Enter a DOL Registered Apprenticeship Program
  - Planning to apply for a DOL apprenticeship





# Transition Verification Documentation





# Transition Verification Documentation





American Allied Workers Laborers Union Local #101  
AAWLU.COM  
TEL: 311-841-7248

**TO:**  
American Allied Workers Laborers  
Union Local #101  
AAWLU.COM  
TEL: 311-841-7248

**FROM:**  
Member Name:  
Member Phone:  
Member#  
Member Address:

**PROMISSORY NOTE**

September 18, 2022

FOR VALUE RECEIVED, the undersigned jointly and severally promise to pay to the order of American Allied Worker Laborers Union Local #101, the sum of 300.00 Dollars, together with interest thereon at the rate of 1.5% per annum on any unpaid balance.

Said sum, inclusive of interest, shall be paid in [monthly/weekly] installments of \$20 each, with a first payment due May 31, 2023, and a like amount on the same day of each [Month] thereafter until the full amount of this note and accrued interest shall be fully paid. All payments shall be first applied to accrued interest and the balance to the Principal. The undersigned reserves the right to

This note shall be fully payable upon demand of any holder in the event the undersigned shall default in making any payments due under this note within 10 days of its due date.

In the event of any default, the undersigned agreed to pay all reasonable attorney fees and costs of collection to the extent permitted by law. This note shall take effect as a sealed instrument and be enforced in accordance with the laws of the payee's state.

This Legal Notice to Principal is a Legal Notice to Agent; and this Legal Notice to Agent is a Legal Notice to Principal.

New Member Consent Signature  






# Transition Verification Documentation



APPLICANT TESTING

You are scheduled for an Apprenticeship Aptitude Test  
on September 14, 2022 at 8:00 a.m.  
at  
Sheet Metal Workers' Local #73  
4550 Roosevelt Rd.  
Hillside, IL 60162  
\*\*Parking and entrance in rear of building only\*\*

Registration will begin at 7:15 a.m. and end at 7:50 a.m.  
Testing will begin promptly at 8:00 a.m.  
Anyone who is not registered by 7:50 a.m. will not be tested.

- You must bring photo identification (i.e. Driver's License, State ID).
- Know your Social Security Number.
- There is no alternate test date.
- Failure to take the Aptitude Test on your scheduled day at your scheduled time will result in the automatic disqualification of your application.
- The Aptitude Test is given in English.
- Calculators are not allowed.

\_\_\_\_\_ 8-17-22  
Applicant Signature Date

Christian Anderson  
Print Name





# Transition Verification Documentation



APPLICANT TESTING

You are scheduled for an Apprenticeship Aptitude Test  
on September 14, 2022 at 8:00 a.m.  
at  
Sheet Metal Workers' Local #73  
4550 Roosevelt Rd.  
Hillside, IL 60162  
\*\*Parking and entrance in rear of building only\*\*

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- You must bring photo identification (i.e. Driver's License, State ID).
- Know your Social Security Number.
- There is no alternate test date.
- Failure to take the Aptitude Test on your scheduled day at your scheduled time will result in the automatic disqualification of your application.
- The Aptitude Test is given in English.
- Calculators are not allowed.

\_\_\_\_\_  
Applicant Signature

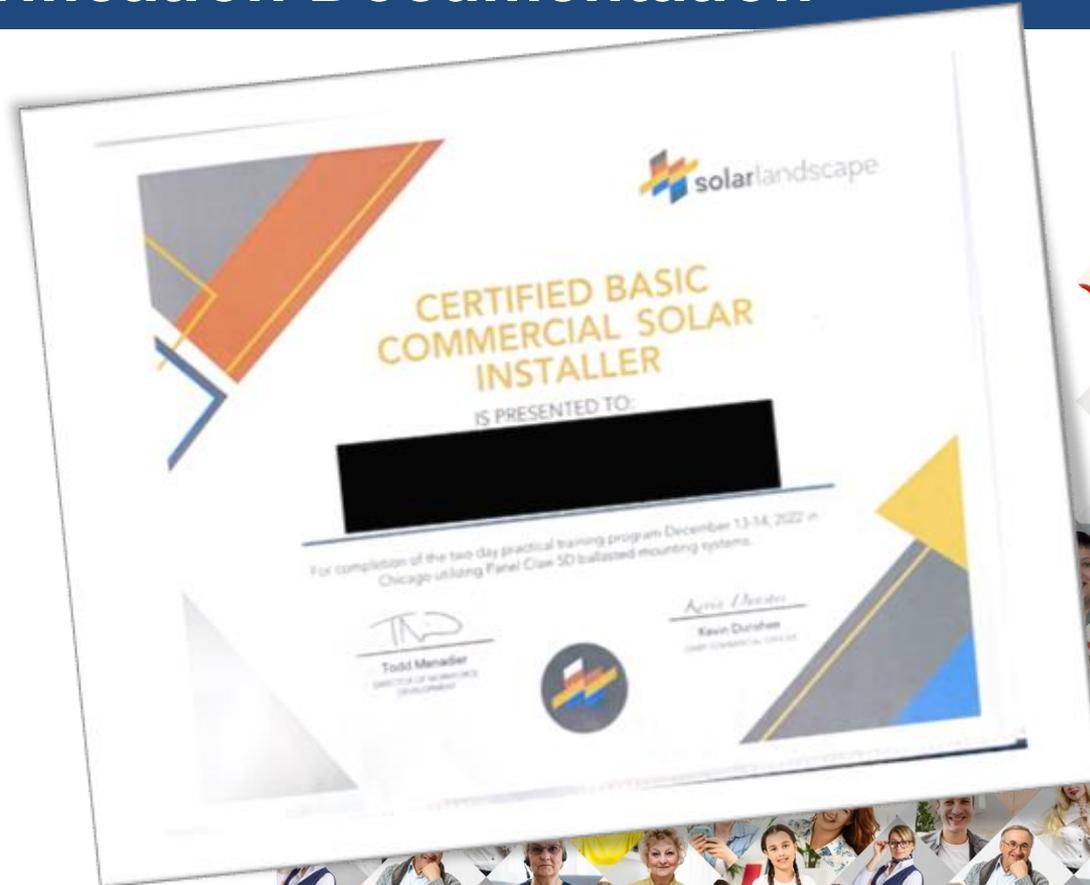
\_\_\_\_\_  
Print Name

8-17-22  
Date





# Transition Verification Documentation





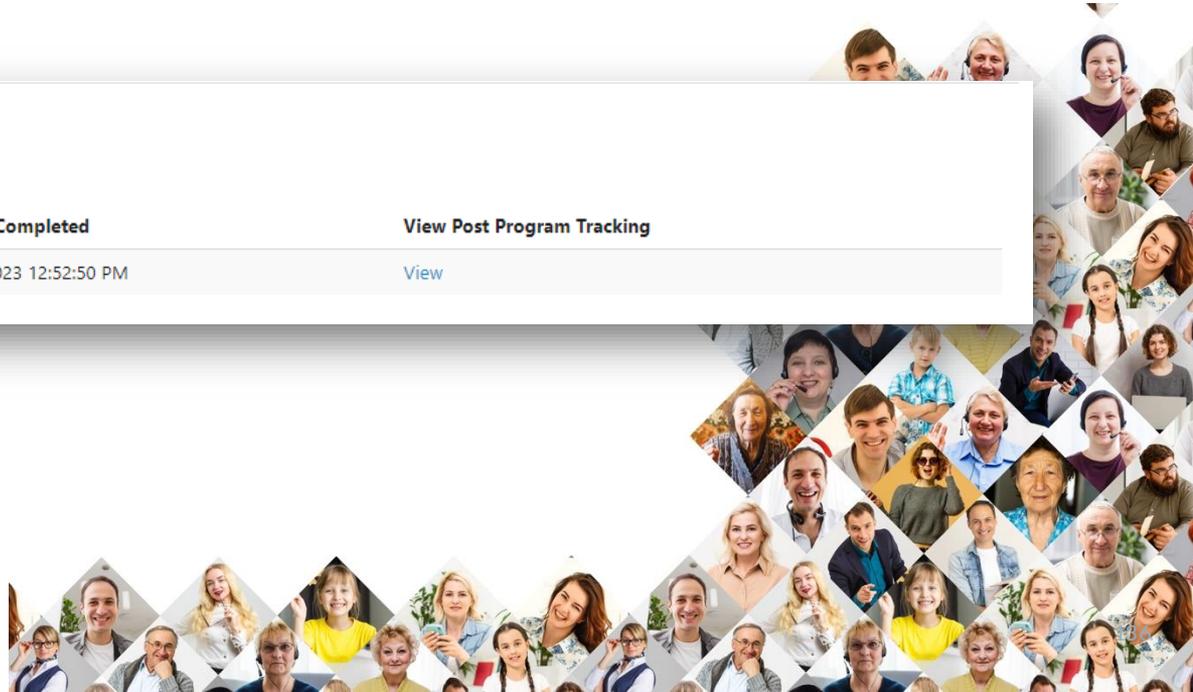
# Tracking Questionnaire/Follow-Up



## ACTIVE TRACKING

[Add Active Tracking](#)

Quarter	Date Completed	<a href="#">View Post Program Tracking</a>
1	4/7/2023 12:52:50 PM	<a href="#">View</a>





# Tracking Questionnaire



ADD STATUS

Completion Status \*  

What is your post-program transition plan? \*  

Transition Plan Status? \*  

Which RAP are you enrolled in? \*

<input checked="" type="checkbox"/> Carpenter	<input type="checkbox"/> Structural Iron Worker
<input type="checkbox"/> Painter	<input type="checkbox"/> Tuckpointer
<input type="checkbox"/> Bricklayer	<input type="checkbox"/> Operating Engineer/Operator
<input type="checkbox"/> Ceramic Tile Finisher	<input type="checkbox"/> Cement Mason
<input type="checkbox"/> Glazier	<input type="checkbox"/> Boilermaker
<input type="checkbox"/> Laborer	<input type="checkbox"/> Elevator Constructor
<input type="checkbox"/> Plasterer	<input type="checkbox"/> Iron Worker
<input type="checkbox"/> Sprinklerfitter	<input type="checkbox"/> Millwright
<input type="checkbox"/> Technical Engineer	<input type="checkbox"/> Sheet Metal Worker
<input type="checkbox"/> Electricians	<input type="checkbox"/> Teamster
<input type="checkbox"/> Plumbers	<input type="checkbox"/> Steamfitters
<input type="checkbox"/> Pipefitter	<input type="checkbox"/> * Ceramic Tile Layer
<input type="checkbox"/> Drywall Finisher	<input type="checkbox"/> * Operating Engineer - Heavy Equipment Technician
<input type="checkbox"/> Heat & Frost Insulator	<input type="checkbox"/> * Painter/Drywall Finisher
<input type="checkbox"/> Machinery Mover, Rigger, & Erector	<input type="checkbox"/> N/A
<input type="checkbox"/> Roofer/Waterproofer	

Notes

Are you Employed? \*  Yes (Construction Only)  No

RAPIDS ID (if available)

Was this employer sponsored? \*  Yes  No

Follow Up Date \*





# Tracking Questionnaire

## ADD STATUS

×

Completion Status \*

What is your post-program transition plan? \*

Transition Plan Status? \*

Which RAP are you going to apply to? \*\*

- |   |  |
|---|--|
| <input type="checkbox"/> Carpenter                          | <input type="checkbox"/> Structural Iron Worker                            |
| <input type="checkbox"/> Painter                            | <input type="checkbox"/> Tuckpointer                                       |
| <input type="checkbox"/> Bricklayer                         | <input type="checkbox"/> Operating Engineer/Operator                       |
| <input type="checkbox"/> Ceramic Tile Finisher              | <input type="checkbox"/> Cement Mason                                      |
| <input type="checkbox"/> Glazier                            | <input type="checkbox"/> Boilermaker                                       |
| <input type="checkbox"/> Laborer                            | <input type="checkbox"/> Elevator Constructor                              |
| <input type="checkbox"/> Plasterer                          | <input type="checkbox"/> Iron Worker                                       |
| <input type="checkbox"/> Sprinklerfitter                    | <input type="checkbox"/> Millwright  |
| <input type="checkbox"/> Technical Engineer                 | <input type="checkbox"/> Sheet Metal Worker                                |
| <input type="checkbox"/> Electricians                       | <input type="checkbox"/> Teamster  |
| <input type="checkbox"/> Plumbers                           | <input type="checkbox"/> Steamfitters                                      |
| <input type="checkbox"/> Pipefitter                         | <input type="checkbox"/> * Ceramic Tile Layer                              |
| <input type="checkbox"/> Drywall Finisher                   | <input type="checkbox"/> * Operating Engineer - Heavy Equipment Technician |
| <input type="checkbox"/> Heat & Frost Insulator             | <input type="checkbox"/> * Painter/Drywall Finisher                        |
| <input type="checkbox"/> Machinery Mover, Rigger, & Erector | <input type="checkbox"/> N/A   |
| <input type="checkbox"/> Roofer/Waterproofing               |  |

Notes

Are you available right now and for the next 3 months to enter a construction related job? \*

Yes  No

Are you available right now and for the next 3 months to enter a DOL Registered Apprenticeship Program? \*

Yes  No

Are you Employed? \*

Yes  No





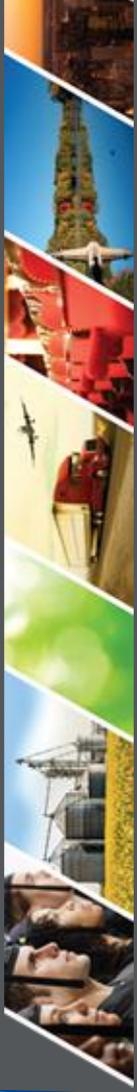
# Long-term Active Tracking





# Longitudinal Study





[CEO.ILWorks@Illinois.Gov](mailto:CEO.ILWorks@Illinois.Gov)



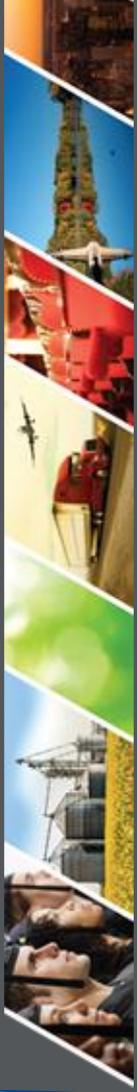
# IWRS - Practice



[https://testapps.illinoisworknet.com/  
siteadministration/ILWorks/admin](https://testapps.illinoisworknet.com/siteadministration/ILWorks/admin)

Username: stester1

Password: Tester1010100



[CEO.ILWorks@Illinois.Gov](mailto:CEO.ILWorks@Illinois.Gov)



# Section 9: Verifying Closeout – Compliance & IWRS Reports



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

- Complete ILW closeout.
- Leverage the ILW compliance reports to track and improve performance.
- Run IWRS Transcript/Progress reports.



# ILWPP Closeout



## Illinois Works Pre-apprenticeship Program Grant Close Out Checklist

Organization name	Form completed by:
Date completed	

Grantees must submit this form via email to Chrissie Flynn at [chrissie.flynn@illinois.gov](mailto:chrissie.flynn@illinois.gov) or granters who finish instruction 11/30/2022 or before must complete and submit this form by SPM-CT on December 21, 2022. Grantees who finish instruction 11/1/2022 or after must complete and submit this form by SPM-CT January 12, 2023.

Grantees must verify that all the following items are completed in IWPS for all participants.

Intake/Referral	Number of profiles this task was completed for
<input checked="" type="checkbox"/> Completed application in IWPS	
<input checked="" type="checkbox"/> Interview sheets uploaded (One per interview)	
<input checked="" type="checkbox"/> Interview score and interviewer names entered	
<input checked="" type="checkbox"/> Verify that participant is in the correct cohort	
<input checked="" type="checkbox"/> Signed commitment agreement uploaded	
<input checked="" type="checkbox"/> Wrap-around support service assessment completed	
<input checked="" type="checkbox"/> Orientation Career Assessment completed	
<input checked="" type="checkbox"/> Transition Career Assessment completed	
Training/Services	Number of profiles this task was completed for
<input checked="" type="checkbox"/> All training services added (upload match approved curriculum)	
<input checked="" type="checkbox"/> All training services have accurate completion status listed	
<input checked="" type="checkbox"/> All training services have accurate attendance	
<input checked="" type="checkbox"/> All training services have accurate post-assessment scores	
<input checked="" type="checkbox"/> All training services have accurate (NCCER/NAABU, First Aid/CPR, OSHA-10) to appropriate training services	
<input checked="" type="checkbox"/> Certifications/credential documents have been uploaded to Uploads folder (NCCER/NAABU, First Aid/CPR, OSHA-10)	
<input checked="" type="checkbox"/> All wrap-around services are appropriately added and completed	
<input checked="" type="checkbox"/> All student support services are appropriately added and completed	
<input checked="" type="checkbox"/> All transition services are appropriately added and completed	
Program Completion/Follow-Up	Number of profiles this task was completed for
<input checked="" type="checkbox"/> Appropriate program completion status has been added	
<input checked="" type="checkbox"/> Transition documentation uploaded for all participants listed as Complete & in Transition or Post-Program Active Tracking	
<input checked="" type="checkbox"/> At least one active tracking follow-up questionnaire is documented for each participant	

I verify that all the items above have been accurately entered and/or updated in the Illinois Works Reporting System. I understand that if any of the tasks above are not completed for any or all participants, the Office of Illinois Works will not approve the close out of the 2022 Illinois Works Pre-apprenticeship Program grant until those tasks are successfully completed.

I understand that the grant close-out allocation will not be released until all the information above is verified by the Office of Illinois Works and any other reporting requirements are completed as outlined by the Office of Grants Management.

Program Administrator Name \_\_\_\_\_ Date \_\_\_\_\_

Program Administrator Signature \_\_\_\_\_

For ILW Office Use Only

Intake/Referral verified by: \_\_\_\_\_

Training/Services verified by: \_\_\_\_\_

Program Completion/Follow Up verified by: \_\_\_\_\_

Notes \_\_\_\_\_

Close out verified and approved by Deputy Director: \_\_\_\_\_

Date close out report is released to the Office of Grants Management: \_\_\_\_\_





# Monthly Compliance Reports





# Transcript/Progress Reports

## ILLINOIS WORKS REPORTING SYSTEM TRANSCRIPT/PROGRESS REPORT

Overview

Intake

Training/Services

Program Completion/Follow-Up

**Transcript/Progress Report**

### TRANSCRIPT/PROGRESS REPORT

Profile: Tiger Woods

Email testing@tw.com

DOB 1/1/2000

Last 4 SSN

[See All](#)

#### Participant Summary Tools

[Assessments](#)

[Attendance](#)

[Case Notes](#)

[Credentials](#)

Please select one: \*

Transcript

Progress Report

Reason

Select

Program Year

Select

[Generate Transcript Report \(PDF\)](#)





# Participant Progress Reports

## ILLINOIS WORKS REPORTING SYSTEM TRANSCRIPT/PROGRESS REPORT

Overview

Intake

Training/Services

Program Completion/Follow-Up

**Transcript/Progress Report**

### TRANSCRIPT/PROGRESS REPORT

Profile: Tiger Woods

Email testing@tw.com

DOB 1/1/2000

Last 4 SSN

[See All](#)

#### Participant Summary Tools

[Assessments](#)

[Attendance](#)

[Case Notes](#)

[Credentials](#)

Please select one: \*

Transcript

Progress Report

Program Year

2023

Program Quarter

Q2

[Generate Progress Report \(PDF\)](#)

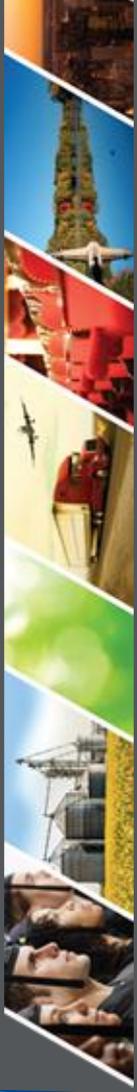
Program Start

xx/xx/xxxx

Program End

xx/xx/xxxx





[CEO.ILWorks@Illinois.Gov](mailto:CEO.ILWorks@Illinois.Gov)



# Section 10: IWRS Reports



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

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



# IWRS – Reporting Tools



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

## REPORTS

Project/Category  
IL Works ▾

- Student Support Needs Report**
- Supportive Service Utilization Report
- Attendance and Post-Assessment Scores

### ILLINOIS WORKNET STATISTICS REPORTS

- IWRS: Training Services Report**
- Verification Management Report



# IWRS – Reporting Tools – Student Support Needs Report



### STUDENT SUPPORT NEEDS REPORT

Project:

Grantee:

Service Provider:

Service Name:

Customer Enrollment Status:

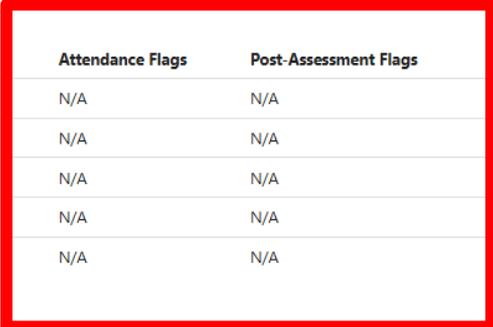
Start Date Begin Range:

Start Date End Range:

Flag Types:

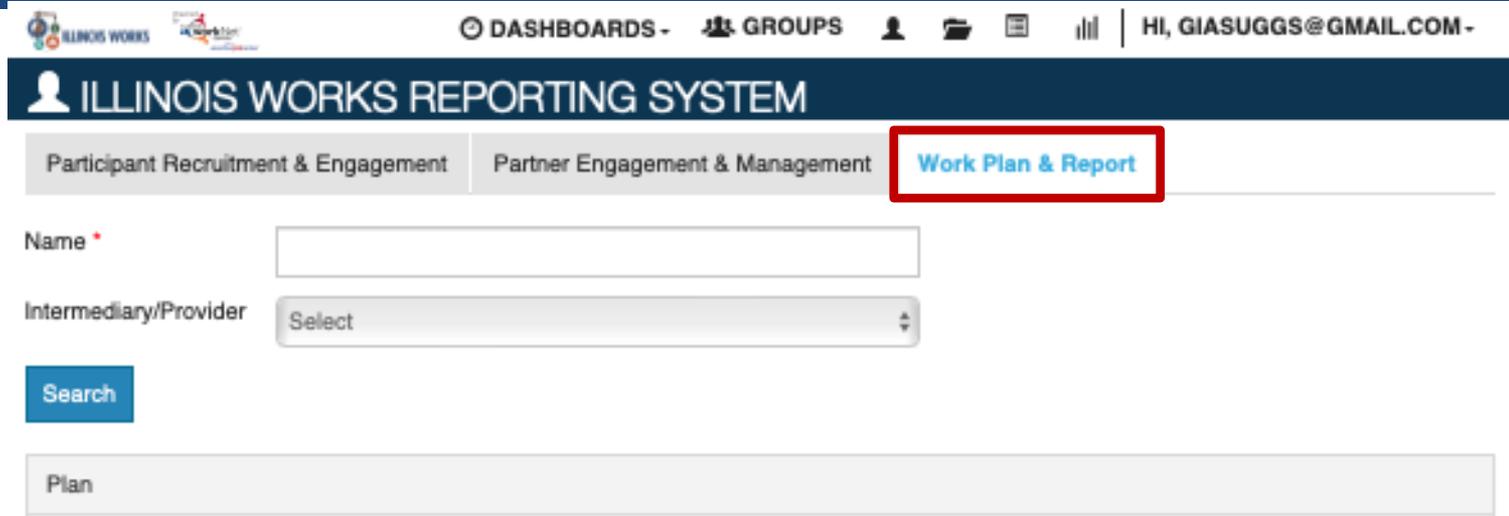
[Filter](#)

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





# Reporting Tools -- Work Plan & Report

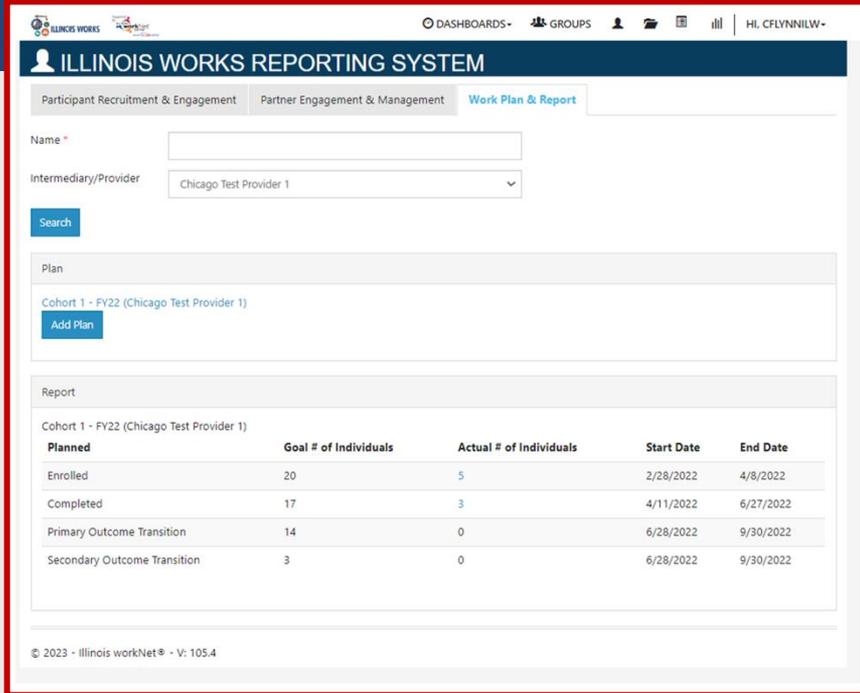


The screenshot shows the Illinois Works Reporting System dashboard. At the top, there are navigation links for "DASHBOARDS -", "GROUPS", and a user profile icon. The user is identified as "HI, GIASUGGS@GMAIL.COM -". Below the navigation is a dark blue header with the text "ILLINOIS WORKS REPORTING SYSTEM" 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 form with a "Name" field, an "Intermediary/Provider" dropdown menu, and a "Search" button. At the bottom of the form, there is a "Plan" field.





# Reporting Tools – Work Plan & Report (Cont.)



**ILLINOIS WORKS REPORTING SYSTEM**

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

Name

Intermediary/Provider: Chicago Test Provider 1

[Search](#)

Plan

Cohort 1 - FY22 (Chicago Test Provider 1)

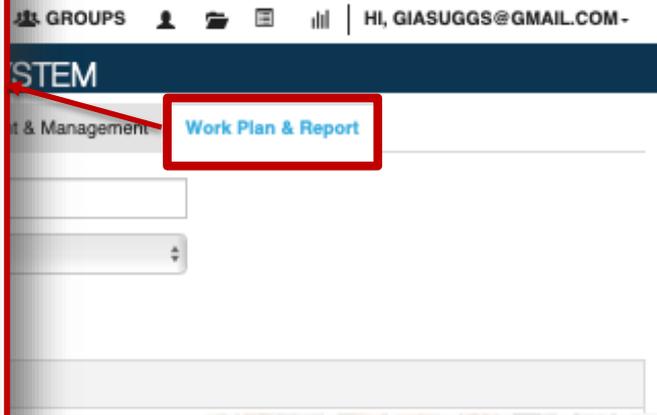
[Add Plan](#)

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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**ILLINOIS WORKS REPORTING SYSTEM**

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





# 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
<span style="background-color: #0070C0; color: white; padding: 5px 15px; border-radius: 3px;">Save</span>										

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# IWRS – Reporting Tools – Training Services Report



**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

Buttons: Close, Save Changes

Customer Name	Activity	Status	Service Start Date	Service End Date	Hours Required	Total Attendance Hours
Jerry Apple	Module 103 – Intro to Hand Tools	Planned/Not Started	03/03/2025	03/04/2025	12.00	0
02052025 Test	Module 103 – Intro to Hand Tools	Planned/Not Started	03/03/2025	03/04/2025	12.00	0
2232025 Test	Module 103 – Intro to Hand Tools	Planned/Not Started	03/03/2025	03/04/2025	12.00	0



# Reporting Tools – Export

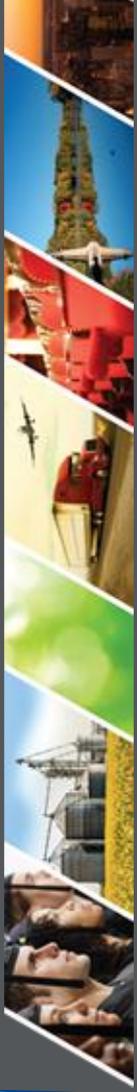


EXPORT ✕

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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# Section 11: workNet Ticketing System



- By the end of this section, you will be able to:
- Report IWRS glitches using the new workNet 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 10 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 Provider 1	6/5/2023

HI, DMARTINEZ01 -

MY PARTNER DASHBOARD

HELP REQUEST

ILLINOIS WORKNET

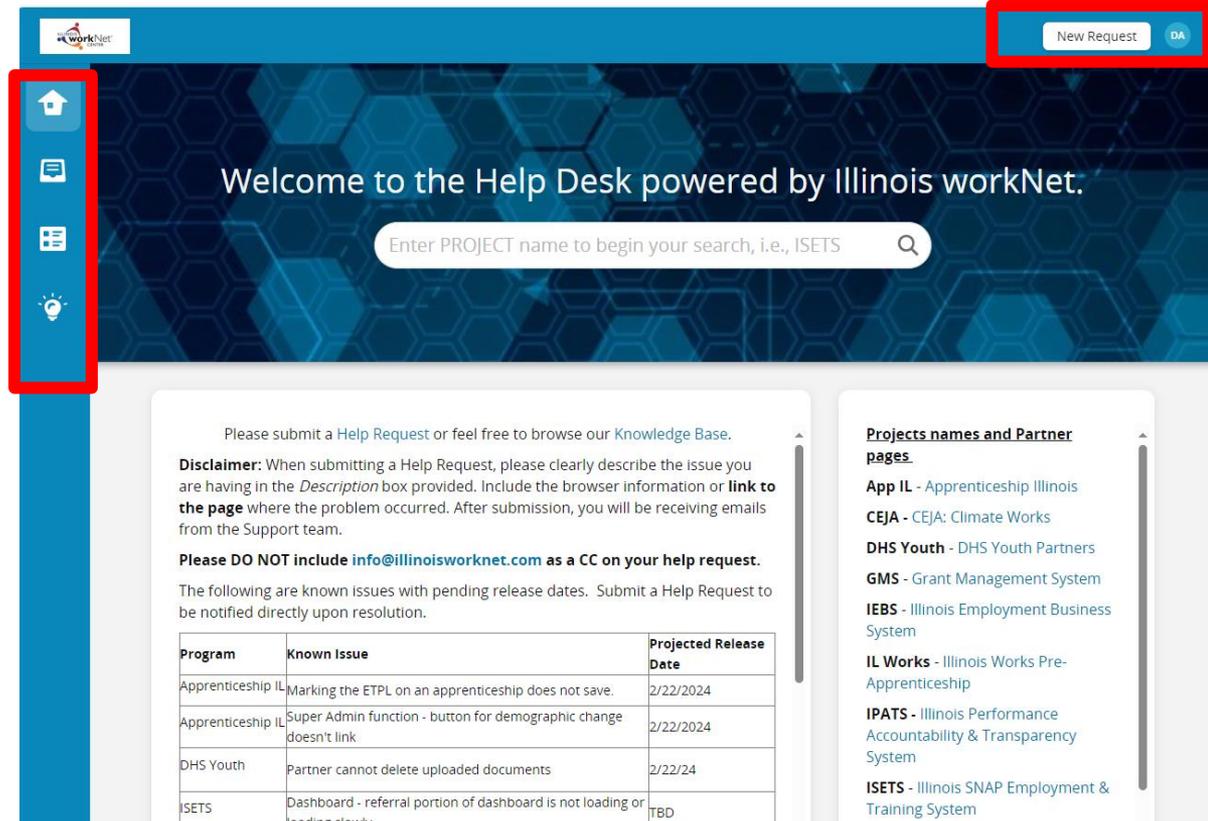
IWN MESSAGES

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](mailto: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.

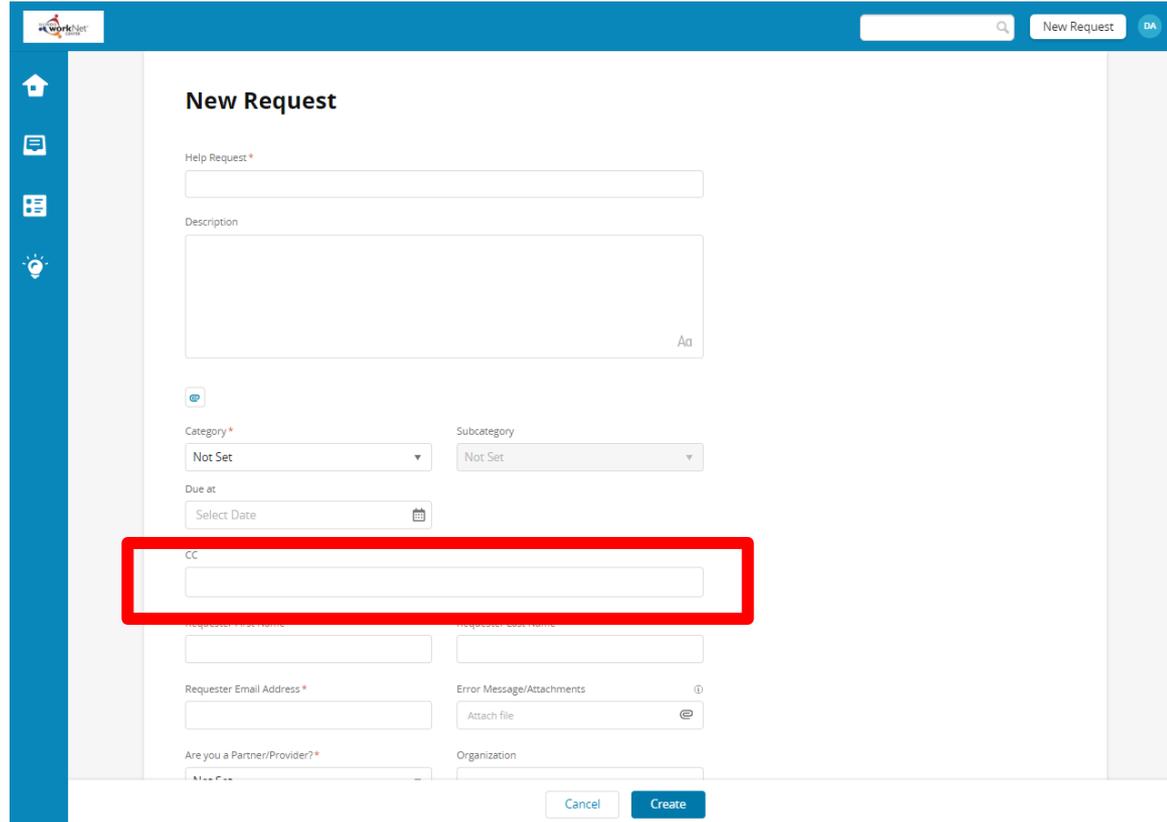
Program	Known Issue	Projected Release Date
Apprenticeship IL	Marking the ETPL on an apprenticeship does not save.	2/22/2024
Apprenticeship IL	Super Admin function - button for demographic change doesn't link	2/22/2024
DHS Youth	Partner cannot delete uploaded documents	2/22/24
ISETS	Dashboard - referral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

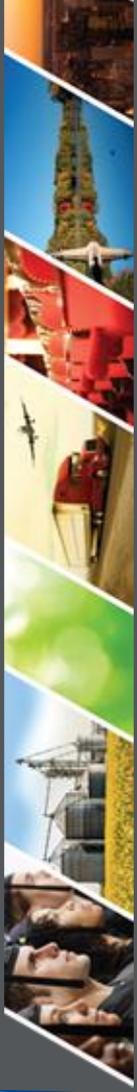


# Help Desk: Existing Requests



workNet				Search	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...





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- ▷ Once you click the button the Mentimeter app will show in the Multimedia viewer.



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

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Participants (1)

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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!**



**Illinois**  
**Department of Commerce**  
& Economic Opportunity  
JB Pritzker, Governor