



Illinois
Department of Commerce
& Economic Opportunity



ILLINOIS WORKS

Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Pre-Apprenticeship Program

Data Entry Coordinator Community of Practice
June 4, 2026



This Session is Being Recorded



● REC

This session is being recorded and will be provided as a resource for your reference.

Agenda



- 1 Welcome & Introductions
- 2 DEC Role & Impact
- 3 How Data Flows Across Systems
- 4 Common Challenges
- 5 Q&A + Takeaways

Community of Practice



Learn from each other



Solve real challenges



Share best practices



Build consistency across grantees

Learning Objectives

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

- ✓ Describe the DEC role in performance & compliance
- ✓ Identify key Illinois Works systems
- ✓ Explain the data lifecycle
- ✓ Navigate workflows
- ✓ Avoid common errors



Who's in the Room?



INTERACTIVE

Please share:

- Your name
- Your organization
- Your experience level with IWRS



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The Role of the DEC

Data Accuracy

Ensuring all entries in IWRS are correct and complete

System Entry & Validation

Entering and verifying participant data in the Illinois Works Reporting System

Reporting Support

Supporting compliance reviews and performance-based payment reporting

Compliance Alignment

Maintaining alignment with grant agreement and Work Plan requirements

Supportive Services Tracking

Tracking wrap-around and student support services in IWRS



"The DEC role is the bridge between operations and outcomes."

Why the DEC Role Matters



Drives Funding

Reimbursement tied to accurate data



Impacts Compliance

Compliance ratings depend on data quality



Participant Tracking

Ensures proper tracking of all participants

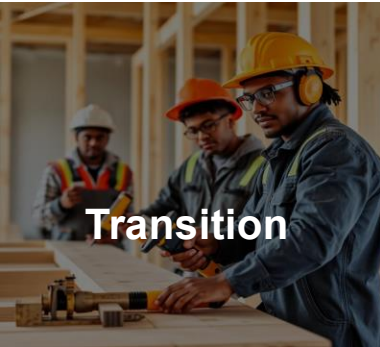
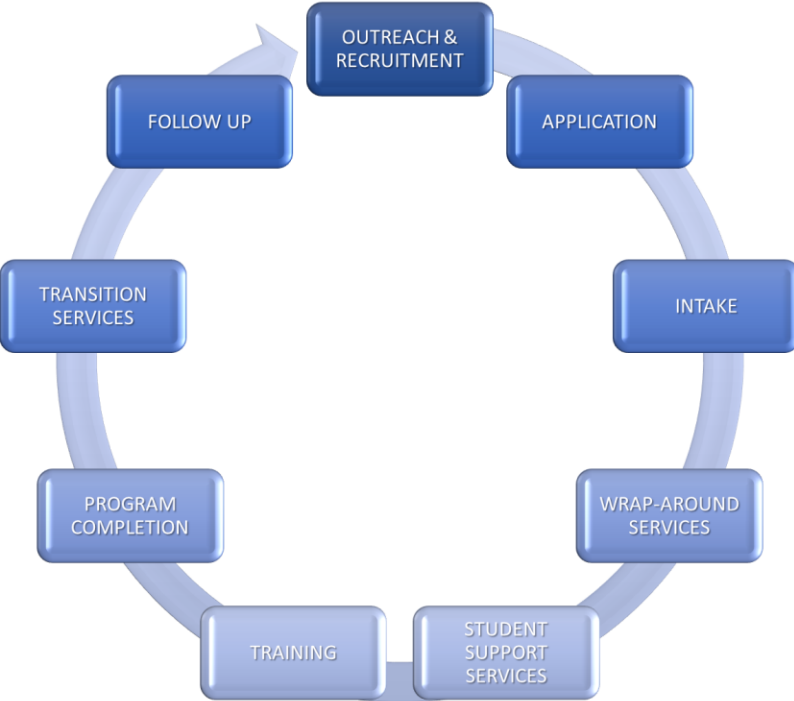
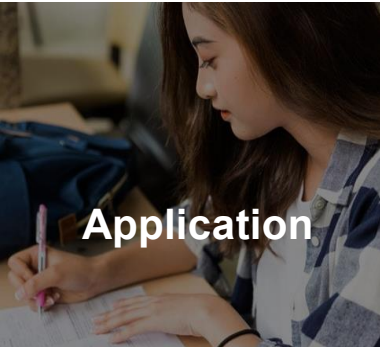


Decision-Making

Enables data-driven program decisions

Data Lifecycle Overview

Each stage generates data that must be accurately captured in IWRS



"Think of your role as owning the integrity of this entire lifecycle."

Systems Overview

IWRS

Illinois Works
Reporting System

CPMP

Career Pathway
Management Platform

LMS

Learning Management
System (Absorb)

"These systems are not separate—they are connected parts of one ecosystem."

IWRS is the primary system of record, developed in partnership with the Center for Workforce Development at Southern Illinois University. **CPMP** tracks career pathways and post-graduation outcomes. **LMS (Absorb)** houses training, certifications, and professional development resources.

IWRS Deep Dive

IWRS — Illinois Works Reporting System

Primary System of Record

Custom database developed with Center for Workforce Development at Southern Illinois University. The single source of truth for all participant data.

Participant Tracking

Track participant leads, pre-screen assessments, applications, enrollment, attendance, progress, certifications, and outcomes through the Pre-apprentice LifeCycle.

Compliance Verification

Supports Monthly Compliance Review by ILWPP Grant Managers. Data entered here directly impacts the Monthly Compliance Progress Report and Payment Worksheet.

Supportive Services

Track wrap-around services and student support services provided to participants.



"If it's not in IWRS—it didn't happen from a compliance standpoint."

CPMP

Career Pathway Management Platform

- Tracks post-graduation career pathways and transition outcomes
- Updated via Active Tracking Questionnaire completed quarterly after graduation
- Integral tool for the ILWPP longitudinal study
- Used by ILW Career Services for follow-up

"This tool help leadership interpret the data you enter."

LMS (Absorb)

- Training access for grantee staff professional development
- Supports collaboration across grantees
- Certification tracking and compliance
- Resource hub for webinars, Toolbox Tuesdays, and CoP recordings
- Supports onboarding, regional meetings, and annual conference content



How Systems Connect



Staff train via LMS → Data is entered into IWRS → Career outcomes tracked in CPMP

"Together, these systems tell the full story of program success."

Data Management Process

1

Data Collection

Gather participant information from forms, attendance records, and documentation



2

Data Entry

Enter collected data accurately into IWRS in a timely manner



3

Quality Control

Validate entries for accuracy, completeness, and consistency



4

Accurate Reporting

Generate reliable reports for compliance reviews and performance metrics



"Consistency in this data management process prevents downstream issues."

Common Early Errors

X

Missing attendance data — attendance documentation must meet program requirements

X

Incorrect participant names or demographic information

X

Delayed data entry — failing to enter data before Monthly Compliance Review

X

Incomplete documentation — missing required forms in participant files

X

Incorrect IWRS Participant Status designations



"These are the most common—and most preventable—issues."

Real Impact of Errors

Delayed Reimbursement

Performance-Based Payment Model means inaccurate data directly delays funding disbursement

Compliance Flags

Monthly Compliance Review produces findings that require corrective action

Audit Risks

Inaccurate records increase exposure during GATA audits and programmatic monitoring

Program Performance

Poor data undermines CPMP tracking, and Program Improvement Plans

Best Practices for Success



Enter data daily



Validate before submission



Communicate with instructors



Track deadlines

"High-performing programs treat data entry as a daily discipline."

Key Takeaways

- 1 DEC role = mission critical
- 2 Systems are interconnected
- 3 Accuracy drives outcomes
- 4 Consistency prevents issues





Questions & Answers

*"Where do you still feel unclear
or need support?"*

Share your questions in the chat
or unmute to speak.



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Data Entry Coordinator Community of Practice
Session 1: Foundations of the DEC Role & Systems Overview

