



Illinois
Department of Commerce
& Economic Opportunity

Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Jobs Program

Meeting Starts In: **10:00**



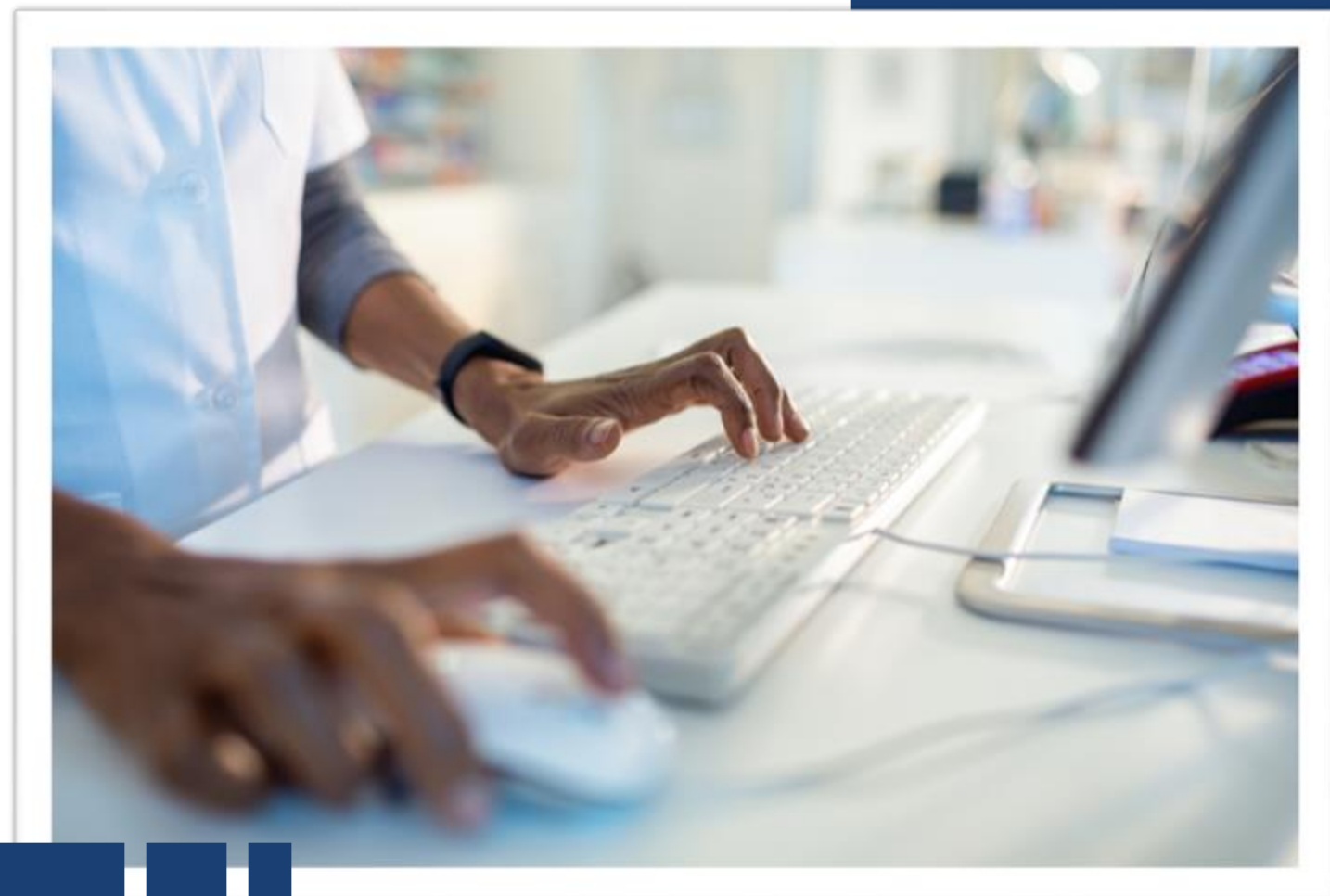
ILLINOIS WORKS

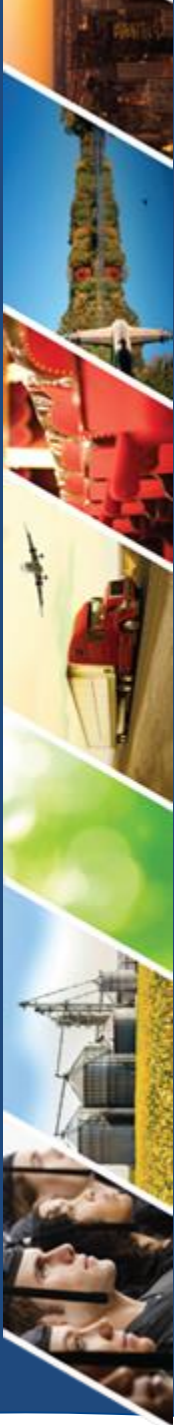




How to Ace Compliance

Tuesday, June 9, 2026
12 PM – 1 PM





Course Overview

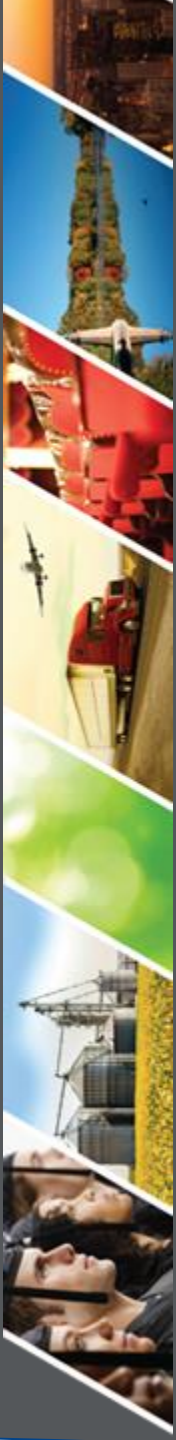
During this course, you will be provided with knowledge to effectively interpret the monthly compliance report and help with verification. You will also be able to mark your calendar regarding important upcoming dates.





This Session is Being Recorded





CEO.ILWorks@Illinois.Gov

Section Objectives

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

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





Webex Tutorial

The screenshot displays a Webex meeting interface. At the top, there's a 'Meeting info' sidebar with options like 'Show menu bar' and 'Layout'. The main area shows a grid of six participants. At the bottom, a control bar contains icons for Mute, Stop video, Share, Record, Raise hand, and Chat. Red arrows point to these icons from below. A 'Feature Planning Meeting' sidebar is also visible on the left, showing the host's name and meeting link.

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



Mentimeter

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


Toolbox Tuesday
How to Ace
Compliance



Code: 7594 7592




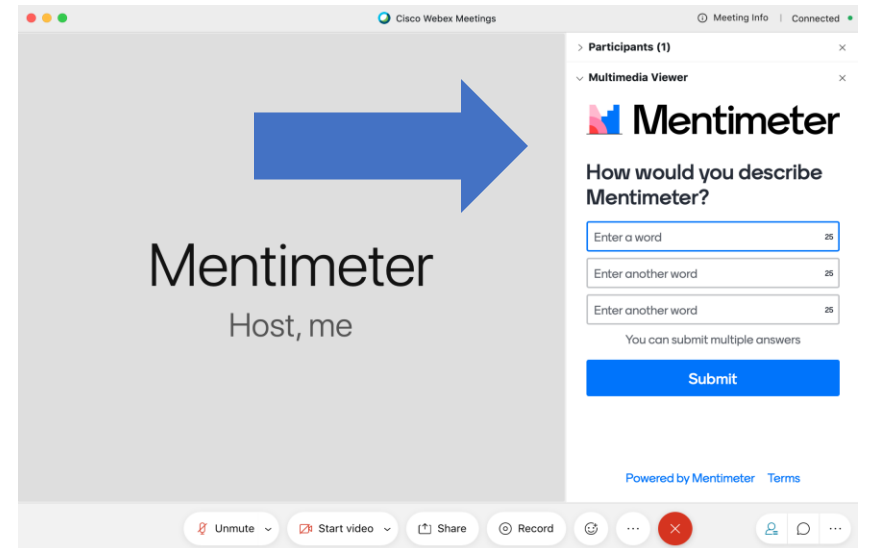
▼ **Multimedia Viewer** ×


External Site

The host or presenter would like Webex Meetings to open a website on your computer. Cisco is not responsible for the content or availability of external sites. We recommend that you make sure this website content is from a trusted source. If you view this page or go to this site, you will be subject to the privacy policy and terms and conditions of the destination site.

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

Continue 



The screenshot shows a Cisco Webex Meetings window with a "Multimedia Viewer" panel open on the right. The viewer displays the Mentimeter poll titled "How would you describe Mentimeter?". The poll has three input fields for "Enter a word" and a "Submit" button. A large blue arrow points from the "Continue" button in the previous image to the "Submit" button in the screenshot.



Illinois
Department of Commerce
& Economic Opportunity

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

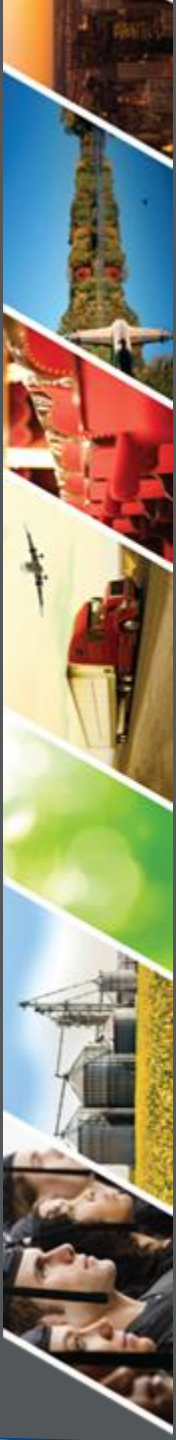


ILLINOIS 

Question:

“What do you hope to learn today?”





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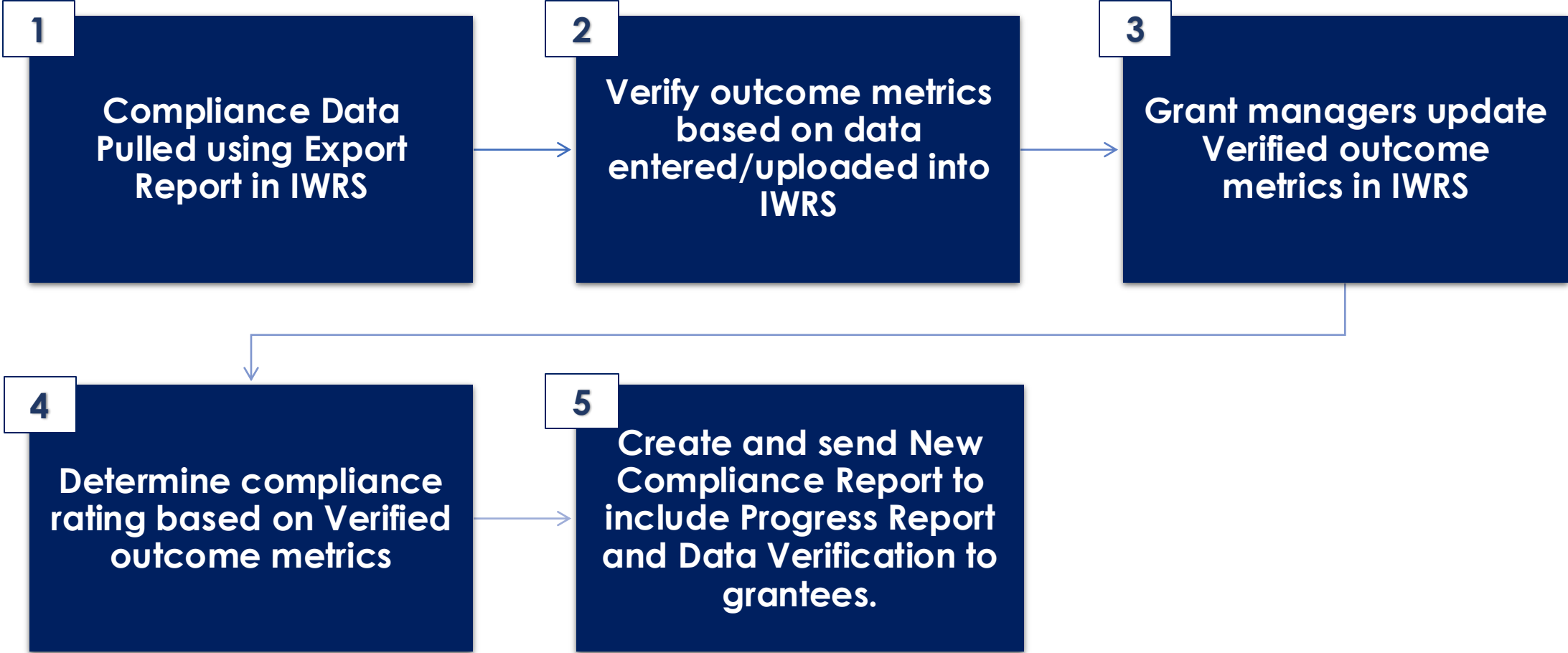
Section Objectives

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

- Explain the Monthly Compliance Report process.
- Utilize tools to help with verification.
- Leverage compliance tips.
- Explain the ILWPP grant renewal process.



Five (5) Stages - Monthly Compliance



Export Report

1 Compliance Data Pulled using Export Report in IWRS & determine the number of new enrollments, completions, and transitions

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.)
- Completion Verification
- Primary Transition Verification
- Secondary Transition Verification
- Enrollment Verification
- 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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Workne	Enrollment Ve	Customer Statu	Cor	Pri	Sec	Enr	Cor	First Name	Last Name	Needed For Verification	Birth Date	State	
2	555001		Enrolled	N/A	N/A	N/A	N/A	N/A	Robert	Apple		04/16/2005	IL	
3	555002		Enrolled	N/A	N/A	N/A	N/A	N/A	John	Banana		12/22/2001	IL	
4	555003		Enrolled	N/A	N/A	N/A	N/A	N/A	Beth	Carrot		01/09/2005	IL	
5	555004		Enrolled	N/A	N/A	N/A	N/A	N/A	Emma	Dates		05/24/2005	IL	
6	555005		Enrolled	N/A	N/A	N/A	N/A	N/A	David	Egg		10/10/1997	IL	
7	555006		Enrolled	N/A	N/A	N/A	N/A	N/A	Sara	Figs		06/08/2001	IL	
8	555007		Enrolled	N/A	N/A	N/A	N/A	N/A	Mike	Grape		02/06/2003	IL	
9	555008		Enrolled	N/A	N/A	N/A	N/A	N/A	Amy	Honeydew		12/28/2001	IL	
10														



Verify Outcome Metrics

2 Verify outcome metrics based on data entered/uploaded into IWRS

ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL

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

INTAKE/REFERRAL CASE NOTES(1)

Profile: Heather Testerson
Email htesterson_test@illinois.gov
DOB 1/1/2005
Last 4 SSN 4567
See All
Sync With IES Reset Password

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 5/8/2024
Upload proof of high school graduation Diploma/GED/HSE:
HIGH SCHOOL DIPLOMA.pdf

2. Complete interview using the interview sheet
Selected for an interview
Add/Edit Interview Information
Interviewer Names Dan Martinez and Monica Pruitt
Interviewer Score 36.5
Upload Interview Sheet
Interview Sheets:
INTERVIEW SHEETS.pdf

3. Enter enrollment status
Add Enrollment Status
Upload Signed Agreement
Signed Agreements:
COMMITMENT AGREEMENT.pdf
Add Case Note

Enrollment Verification

- Prescreen Assessment
- Application – 18+, IL resident, Education, Employment History
- Eligibility (Driver's License, State ID, etc.)
 - Confirm legal name
 - Confirm age
 - Confirm Illinois residency
- High School Diploma/Transcript/GED
- Interviewer **names** and average score
- Two interview sheets, completed by interviewers
- Commitment agreement signed by a staff member and the participant
- Enrollment in Proper Cohort
- Wrap-around Service Assessment -- entered, uploaded, and services added in WAS Goal
- Orientation Career Assessment
- Overall status in IWRS is Enrolled
- ILW Orientation attendance roster uploaded



Completion Verification

2 Verify outcome metrics based on data entered/uploaded into IWRS

The screenshot displays the IWRS system interface for a user named Tiger Woods. The interface includes a navigation menu on the left with options like 'Overview', 'Participant Summary Tools', and 'Worksites'. The main content area shows the user's profile, a 'Latest Customer Goals/Plan Agreement' section, and three summary boxes: 'ASSESSMENTS', 'DESIRED CAREER PATH', and 'ACCOMPLISHMENTS'. The 'ACCOMPLISHMENTS' box shows 'Earned Credentials: 3', 'Completed Goals: 3', and 'Completed Services: 15'. Below these is a 'CAREER PLAN' table with columns for Goal, Related Steps, Category, Earliest Start Date, Latest Planned Due Date, and Status. The table lists four goals: Training Services (On Track), Wrap Around Services (Complete), Transition Services (Complete), and Student Support Services (Complete). Orange arrows point from the 'Participant Summary Tools' menu to the 'Training Services' row, from the 'DESIRED CAREER PATH' box to the 'Earned Credentials' metric, and from the 'ACCOMPLISHMENTS' box to the 'On Track' status.

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	Show Next Steps	Career Plan	6/16/2022	5/5/2023	On Track
Wrap Around Services	Show Next Steps	Career Plan	8/4/2022	12/9/2022	Complete
Transition Services	Show Next Steps	Career Plan	8/11/2022	8/12/2022	Complete
Student Support Services	Show Next Steps	Career Plan	5/1/2023	5/31/2023	Complete

Completion Verification

- Training Modules match approved Curriculum
- Each training service has 80% attendance or above and 70% post-assessment or above
- All training services are in a Successful Completion status (Evaluated/NR exception)
- An earned credential entry for each credential successfully completed
- All services under each goal in an appropriate final status
 - At least one Transition Services is required
 - Wrap-Around Services that were requested have been entered
 - “Other” services have a case note
- All Goals in a final status

Completion Verification Cont.

2 Verify outcome metrics based on data entered/uploaded into IWRS

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: Heather Testerson

Email htesterson_test@illinois.gov

DOB 1/1/2005

Last 4 SSN 4567

See All

Sync With IES | Reset Password

Program Stipend

Add Service Cost

Current Total: \$2208.75

Current Service Costs

Payment Method	Service Description	Dollar Amount/Unit	Stipend Rate	Total Cost	Payment Date	Updated By	Date Updated	Edit	Delete
Check	Stipend	570.00	14.25	570.00	4/5/2024	Dan Martinez	9/9/2024		
Check	Stipend	555.75	14.25	555.75	4/19/2024	Dan Martinez	9/9/2024		
Check	Stipend	570.00	14.25	570.00	5/3/2024	Dan Martinez	9/9/2024		
Check	Stipend	513.00	14.25	513.00	5/17/2024	Dan Martinez	9/9/2024		

Completion Verification

- Satisfaction Survey participation
- Attendance rosters properly uploaded to Cohort Details
- Stipend Payments have been entered
- Alignment of all four:
 - Attendance entered into IWRS
 - Attendance Rosters
 - Stipend payments based on instruction hours
 - PFR – reimbursement request equal IWRS stipend entries



Completion Verification Cont.

2 Verify outcome metrics based on data entered/uploaded into IWRS

5. Career Assessment

[Add Career Assessment](#)

Show entries

Assessment	Recommended Action	Assessment Type
08/08/2023 Career Assessment	Begin outlining an action plan that will ensure the participant can meet the nec...	Pre-Transition Career Assessment
07/15/2023 Career Assessment	Begin outlining an action plan that will ensure the participant can meet the nec...	Orientation Career Assessment

Previous Next

UPLOADED DOCUMENTS

[Upload File](#)

Show entries

Search:

File name	Description	Category	Uploaded By	Upload Date	Remove Upload
TWoods Interview Sheet_APalmer.pdf		Interview Sheet	CflynnILW	8/7/2023	Remove
TWoods Interview Sheet_JNicholas.pdf		Interview Sheet	CflynnILW	8/7/2023	Remove
TWoods Signed Agreement.pdf		Signed Agreement	CflynnILW	8/7/2023	Remove
TWoods_FirstAidCPR.png	First Aid/CPR Card	First Aid/CPR	CFlynnILW	8/9/2022	Remove
TWoods_NCCER.png	NCCER Certification	NCCER Certification	CflynnILW	8/7/2023	Remove
TWoods_OSHA10.png	OSHA 10 Card	OSHA	CFlynnILW	8/9/2022	Remove
TWoods_Primary Transition.docx	Electrician primary transition	Primary Transition Verification	CflynnILW	8/7/2023	Remove

Showing 1 to 7 of 7 entries

Previous Next

Completion Verification

- Pre-Transition Career Assessment Completed (*Intake Tab*)
- Completion documentation uploaded for each required certification
 - Each document must be issued in the participant's legal name
- Proper resume is uploaded including
 - ILW ID # (workNet ID)
 - Confirmation that the individual is:
 - A graduate of the ILWPP
 - ILW Apprenticeship Initiative Compliant
 - ILW Bid Credit Eligible
 - Confirmation that the individual attained:
 - First Aid/CPR certification
 - OSHA 10-Hour Construction Certification
 - NCCER Core, TradesFuture MC3, or ICCB certification
- Overall status must be Complete or Complete & In Transition
- Valid Driver's License Uploaded



Transition Verification

2 Verify outcome metrics based on data entered/uploaded into IWRS

UPLOADED DOCUMENTS

Upload File

Show 10 entries Search:

File name	Description	Category	Uploaded By	Upload Date	Remove Upload
TWoods Interview Sheet_APalmer.pdf		Interview Sheet	CflynnLW	8/7/2023	Remove
TWoods Interview Sheet_Nicholas.pdf		Interview Sheet	CflynnLW	8/7/2023	Remove
TWoods Signed Agreement.pdf		Signed Agreement	CflynnLW	8/7/2023	Remove
TWoods_FirstAidCPR.png	First Aid/CPR Card	First Aid/CPR	CflynnLW	8/9/2022	Remove
TWoods_NCCER.png	NCCER Certification	NCCER Certification	CflynnLW	8/7/2023	Remove
TWoods_OSHA10.png	OSHA 10 Card	OSHA	CflynnLW	8/9/2022	Remove
TWoods_Primary Transition.docx	Electrician primary transition	Primary Transition Verification	CflynnLW	8/7/2023	Remove

Showing 1 to 7 of 7 entries Previous 1 Next

If a Primary transition document is uploaded, the “Assistance with completing an apprenticeship program application” Transition service must be added under the Transition Service goal and marked as “Successful Completion”

Transition Verification

- Preliminary Primary Transition
 - Application for RAP, Waitlist letter for RAP, Receipt of application, confirmation from RAP
 - Must contain the participant's name and the name of the RAP
 - Must be a third-party document
 - Must show completion & submission of application
- Final Primary Transition
 - Acceptance letter for RAP, sponsorship letter for RAP

These examples are not an exhaustive list of all items that will be accepted, only those that are most submitted.



Transition Verification Cont.

2 Verify outcome metrics based on data entered/uploaded into IWRS

UPLOADED DOCUMENTS

Upload File

Show 10 entries Search:

File name	Description	Category	Uploaded By	Upload Date	Remove Upload
TWoods Interview Sheet_APalmer.pdf		Interview Sheet	CflynnLW	8/7/2023	Remove
TWoods Interview Sheet_Nicholas.pdf		Interview Sheet	CflynnLW	8/7/2023	Remove
TWoods Signed Agreement.pdf		Signed Agreement	CflynnLW	8/7/2023	Remove
TWoods_FirstAidCPR.png	First Aid/CPR Card	First Aid/CPR	CFlynnLW	8/9/2022	Remove
TWoods_NCCER.png	NCCER Certification	NCCER Certification	CflynnLW	8/7/2023	Remove
TWoods_OSHA10.png	OSHA 10 Card	OSHA	CFlynnLW	8/9/2022	Remove
TWoods_Primary Transition.docx	Electrician primary transition	Primary Transition Verification	CflynnLW	8/7/2023	Remove

Showing 1 to 7 of 7 entries Previous 1 Next

Transition Verification

- Secondary and Alternative Construction Transition
 - Paystub or offer letter for permanent, full-time employment
 - ILWPP Exhibit 18: Employment Verification Form
 - Acceptance to alternate training program, transcript to alternate training program/schooling



The examples above are not an exhaustive list of all items that will be accepted, only those that are most submitted.

Role of the Grant Managers

3 Grant managers verify outcome metrics in IWRS

SET VERIFICATION STATUS

<input type="radio"/> Completion Final Verification	<input type="radio"/> Primary Transition Preliminary Verification	<input type="radio"/> Secondary Transition Final Verification	<input type="radio"/> Enrollment Verification
<input type="radio"/> Unverify Completion	<input type="radio"/> Primary Transition Final Verification	<input type="radio"/> Unverify Secondary Transition	<input type="radio"/> Unverify Enrollment
	<input type="radio"/> Unverify Primary Transition		

Save Verification Status

Transition documents are only reviewed at the time of Completion Verification. Once Completion has been Verified, grantees must notify Grant Manager of Transition document upload.



Determine Compliance Ratings

4 Determine compliance rating based on verified outcome metrics

To determine which outcome metrics need to be factored into the compliance score, ILWPP Grant Managers look at the grantee’s work plan instruction dates.

- **Enrollment** will be added as an outcome metric if the compliance date is after the program start date.
- **Completion** will be added as an outcome metric, if the compliance date is after a cohort’s instruction end date.
- **Transition** will be added as an outcome metric, if the compliance date is two weeks after a cohort’s instruction end date.

Grantee Work Plan

Table A: Total Outcome Metrics

Total Number of Cohorts	Total Number of Individuals Recruited (all cohorts)
Total Individuals Completed (all cohorts)	Total Individuals Transitioned - Primary Outcome (all cohorts)

**Participant numbers in Table A should align with the Outcome Summary*


- **Recruited:** An individual who is information to be contacted for standardized interview and training.
- **Enrolled Participant:** An individual who completes all required certifications and credentials.
- **Completed Participant:** An individual who completes all required certifications and credentials.
- **Primary Outcome:** An individual who registers as an apprentice with a DOL list for a DOL.
- **Secondary Outcome:** An individual who registers as an apprentice with a DOL.

Per Cohort Instructions
Complete the following tables based on information per cohort. Per cohort outcome numbers should sum to the numbers in Table A.

- **Recruitment** begins with the first planned outreach activity for each cohort and ends the day before the first day of instruction.
- **Enrollment** begins no later than four weeks before program instruction begins.
- **Program Dates** are the first and last day of instruction. This should match the number of program weeks listed in Table B.
- **Participant Transition** begins immediately after the end date of the program and generally lasts for 2-3 months after the program. All transition dates must be within the grant year (1/1/2023 - 12/31/2023).

Table B: Instruction Dates

Cohort 1		Cohort 2		Cohort 3	
Individuals Recruited:	Individuals Completed	Individuals Recruited:	Individuals Completed	Individuals Recruited:	Individuals Completed
Enrolled	Individuals Transitioned -	Enrolled	Individuals Transitioned -	Enrolled	Individuals Transitioned -
Primary Outcome	Start Date	Primary Outcome	Start Date	Primary Outcome	Start Date
Recruitment	End Date	Recruitment	End Date	Recruitment	End Date
Enrollment		Enrollment		Enrollment	
Program Dates		Program Dates		Program Dates	
Participant Transition		Participant Transition		Participant Transition	



Compliance Metrics

4 Determine compliance rating based on verified outcome metrics

Cohort	Enrollment			Completion			Total Percentage
	Goal	Actual	%	Goal	Actual	%	
1	20	18	90%	17	12	71%	161%
2	20	20	100%	n/a	n/a	n/a	100%
						Total	261%
							261%/3 = 87%

Three metrics are taken into consideration:

Cohort 1: Enrollment, Completion

Cohort 2: Enrollment

Overall Rating & Percentage: Good Progress (87%)



Exercise 1

Compliance will be pulled on 7/7/2026.

Based on the program dates below, which metrics will be taken into consideration during this compliance review?

Cohort	Program Start Date	Program End Date
1	3/13/2026	5/15/2026
2	7/17/2026	9/15/2026



Exercise 1

Compliance will be pulled on 7/7/2026.



Answer:

Cohort 1: Enrollment, Completion, Transition



Exercise 2

Compliance will be pulled on 7/7/2026.

Based on the program dates below, which metrics will be taken into consideration during this compliance review?

Cohort	Program Start Date	Program End Date
1	2/9/2026	5/15/2026
2	6/16/2026	9/11/2026



Exercise 2

Compliance will be pulled on 7/7/2026.

Based on the program dates below, which metrics will be taken into consideration during this compliance review?



Answer:

Cohort 1: Enrollment, Completion, Transition

Cohort 2: Enrollment



Creating Monthly Compliance Reports

5

Create and send Progress Report, Payment Worksheet, and Verification Spreadsheet to Grantee



Illinois Works Monthly Compliance Review Progress Report

June 2022

Organization Name:	ABC Pre-Apprenticeship Program
Overall Compliance Rating:	Excellent Progress

The overall compliance rating for June 2022 is based on per cohort outcome metrics and progress toward overall metrics as outlined in the organization’s work plan cohort goals and timeline.


Cohort	Enrollment Goal Total	Enrollment Actual Since Last Review	Per Participant Allotment	Completion Goal Total	Completion Actual Since Last Review	Per Participant Allotment	Primary Transition Goal Total	Primary Transition Actual Since Last Review	Per Participant Allotment	Secondary Transition Actual Since Last Review	Per Participant Allotment	Reimbursement Maximum (Current Review)
1	25	0	\$2,500	22	n/a	\$3,488.37	18	n/a	\$5,000	n/a	\$2,500	\$0
2	25	3	\$2,500	21	n/a	\$3,488.37	17	n/a	\$5,000	n/a	\$2,500	\$7,500
3												
4												
5												

All outcome metrics above are based on information entered in IWRS as of 6/1/2022. The information above has been sent to the Office of Grant Management and will be utilized by OGM to determine the reimbursement amount based on the submitted Periodic Financial Report and expenses. Additional information regarding the overall compliance rating can be found in the 2022 Grantee Manual – Section 13: Programmatic Monitoring.



Payment Worksheet

5 Create and send Progress Report, Payment Worksheet, and Verification Spreadsheet to Grantee



Total Grant Award	\$500,000
--------------------------	------------------

	Funding	Per Participant
Enrollment Funding Cap (25%)	\$125,000.00	\$ 2,500.00
Completion Funding Cap (30%)	\$150,000.00	\$ 3,488.37
Primary Transition Funding Cap (35%)	\$175,000.00	\$ 5,000.00
Secondary Transition Funding Cap	n/a	\$ 2,500.00

Close Out Reports (10%)	\$50,000.00
--------------------------------	--------------------

End of Year Balance	
	-\$347,500.00

Outcome Metric Goals	
Individuals: Enrolled	50
Individuals: Completed	43
Individuals: Primary Transition	35
Individuals: Secondary Transition	0

	Individuals Enrolled	Amount	Individuals Completed	Amount	Primary Transition	Amount	Secondary Transition	Amount	Close Out Reports	Total Funding Available
January	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
February	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
March	12	\$30,000.00	0	\$0.00	0	\$0.00	0	\$0.00		\$30,000.00
April	30	\$75,000.00	0	\$0.00	0	\$0.00	0	\$0.00		\$75,000.00
May	16	\$40,000.00	0	\$0.00	0	\$0.00	0	\$0.00		\$40,000.00
June	3	\$7,500.00	0	\$0.00	0	\$0.00	0	\$0.00		\$7,500.00
July	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
August	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
September	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
October	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
November	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
December	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
	61	\$152,500.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$152,500.00



Verification Spreadsheet

5 Create and send Progress Report, Payment Worksheet, and Verification Spreadsheet to Grantee

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Workne	Enrollment Ve	Customer Statu	Cor	Pri	Sec	Enr	Cor	First Name	Last Name	Needed For Verification	Birth Date	State	
2	555001	July '24	Enrolled		N/A	N/A	N/A	N/A	Robert	Apple		04/16/2005	IL	
3	555002	July '24	Enrolled		N/A	N/A	N/A	N/A	John	Banana		12/22/2001	IL	
4	555003	July '24	Enrolled		N/A	N/A	N/A	N/A	Beth	Carrot		01/09/2005	IL	
5	555004	July '24	Enrolled		N/A	N/A	N/A	N/A	Emma	Dates		05/24/2005	IL	
6	555005		Enrolled		N/A	N/A	N/A	N/A	David	Egg	Interview score is calculated incorrectly. Correct, rescan, and upload. Re-enter Interviewer names and correct average score.	10/10/1997	IL	
7	555006	July '24	Enrolled		N/A	N/A	N/A	N/A	Sara	Figs		06/08/2001	IL	
8	555007	July '24	Enrolled		N/A	N/A	N/A	N/A	Mike	Grape		02/06/2003	IL	
9	555008	July '24	Enrolled		N/A	N/A	N/A	N/A	Amy	Honeydew		12/28/2001	IL	
10														



Tools to Help with Verification – Export Report

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant File Checklist

The screenshot displays the 'ILLINOIS WORKS REPORTING SYSTEM' interface. The main header is dark blue with a white profile icon and the text 'ILLINOIS WORKS REPORTING SYSTEM'. Below the header, there are navigation links for 'DASHBOARDS' and 'GROUPS'. The main content area is titled 'Participant Recruitment & Enrollment' and contains several search filters: 'Name', 'Intermediary/Provider', and 'Customer Status'. Below these filters are buttons for 'Search' and 'Export', with the 'Export' button highlighted by an orange box. A dropdown menu shows '10 entries'. An 'EXPORT' dialog box is open, titled 'EXPORT' with a close button. It contains the instruction: 'Select which fields you would like to export. The fields that are pre-selected are added to every report.' The dialog lists various fields with checkboxes: 'Select/Deselect All' (unchecked), 'Worknet Id' (checked), 'Account Status: Active/Inactive' (unchecked), 'Customer Status (Inquiry, Applicant, Enrolled etc.)' (unchecked), 'Completion Verification' (unchecked), 'Primary Transition Verification' (unchecked), 'Secondary Transition Verification' (unchecked), 'Enrollment Verification' (unchecked), 'First Name' (checked), 'Last Name' (checked), 'User Name' (checked), 'Last 4 SSN' (unchecked), 'Email' (unchecked), 'Birth Date' (unchecked), 'Phone Number' (unchecked), 'Address Line 1' (unchecked), 'Address Line 2' (unchecked), 'City' (unchecked), 'State' (unchecked), 'ZIP Code' (unchecked), 'County' (unchecked), 'Gender' (unchecked), 'Ethnicity' (unchecked), 'Highest Level of Education' (unchecked), and 'Grantee' (unchecked). On the right side of the interface, there is an 'Add Participant' button.



Tools to Help with Verification – Export Report

Overall Status

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant File Checklist

Enrollment

- Highest Level of Education (*Application*)
- Interview Scores (*Interview Scores/Interviewer Info*)
- Wrap-around Service Assessment
- First Career Assessment (*Orientation Career Assessment*)
- Assigned Cohort (*Proper Enrollment*)

➤ Completion

- OSHA 10-Hour Construction, First Aid/CPR, NCCER Core ICCB, TradesFutures MC3 Earned Credential (*Cert Uploads*)
- Attendance Flag
- Post-Assessment Flag
- Last Career Assessment (*Pre-Transition Career Assessment*)
- What is your post-program transition plan?

Tools to Help with Verification – Monthly Verification Spreadsheet

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant File Checklist

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Workne	Enrollment V	Customer Statu	Cor	Pri	Sec	Enr	Cor	First Name	Last Name	Needed For Verification	Birth Date	State	
2	555001	July '24	Enrolled		N/A	N/A	N/A	N/A	Robert	Apple		04/16/2005	IL	
3	555002	July '24	Enrolled		N/A	N/A	N/A	N/A	John	Banana		12/22/2001	IL	
4	555003	July '24	Enrolled		N/A	N/A	N/A	N/A	Beth	Carrot		01/09/2005	IL	
5	555004	July '24	Enrolled		N/A	N/A	N/A	N/A	Emma	Dates		05/24/2005	IL	
6	555005		Enrolled		N/A	N/A	N/A	N/A	David	Egg	Interview score is calculated incorrectly. Correct, rescan, and upload. Re-enter Interviewer names and correct average score.	10/10/1997	IL	
7	555006	July '24	Enrolled		N/A	N/A	N/A	N/A	Sara	Figs		06/08/2001	IL	
8	555007	July '24	Enrolled		N/A	N/A	N/A	N/A	Mike	Grape		02/06/2003	IL	
9	555008	July '24	Enrolled		N/A	N/A	N/A	N/A	Amy	Honeydew		12/28/2001	IL	
10														



Tools to Help with Verification – Data Verification Checklist

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant File Checklist

Exhibit 16: Data Verification Checklist



Data Verification Checklist

Participant Name: _____

Cohort Number: _____

Outreach & Recruitment		
Task	Hard Copy Completed	Uploaded/Entered in IWRS
Participant entered in IWRS & lead category assigned	n/a	
Pre-screen assessment		
Eligibility documents saved to participant file		n/a
Application		
Task	Hard Copy Completed	Uploaded/Entered in IWRS
Program Application		
Standardized Interview Sheet <i>(Two sheets, each completed by a staff member during interview)</i>		
Average interview Score & Interviewer Names added to IWRS	n/a	
Enrollment Status added <i>(On or after first day of instruction)</i>	n/a	
Intake, Wrap Around Services, Stipends		
Task	Hard Copy Completed	Uploaded/Entered in IWRS
Wrap-around Service Assessment		
Orientation Career Assessment		
Stipend Policy & Procedure provided to participant		



Tools to Help with Verification – Participant File Checklist


Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant File Checklist

Exhibit 7: Participant File Checklist



Participant File Checklist

Participant's Name: _____

Application Date: _____ Enrollment Date: (if applicable) _____

Required Documentation for Each Stage of the Participant LifeCycle	Documentation Received (Please Initial)				Document Source/Comments
	Yes	No	N/A	Date & Initial	
Outreach and Recruitment					
Pre-screen Assessment (if completed hard copy)					
Application					
Pre-apprenticeship Program Application					
Pre-apprenticeship Program Interview Questionnaire (with scores and comments)					
Enrollment decision letter (acceptance, conditional acceptance, denial)					
Intake and Wrap-Around Services					
Proof of address/Illinois residency					
Age verification					
Proof of Driver's License					
Proof of HS Diploma/GED/HiSET					
Relevant Wrap-around service documents					
Documentation of stipend payments					
Student Support Services					
Relevant Student Support Services					
Training					
Orientation Career Assessment					
Pre-Apprenticeship Program Commitment Agreement					
Program Completion					
Certificate of Completion and/or other document indicating successful completion (NCCER/TradesFutures MC3, OSHA, First Aid/CPR)					



Compliance Tips

- Ensure work plan dates are always up-to-date
- Prior to compliance pulls, double check participants statuses
- If time is of the essence, go person-by-person not task-by-task
- Develop and follow a data management plan
- Ask your ILWPP Grant Manager!



ILWPP Grant Renewal

ILWPP grantees can earn up to two renewals after their first grant year.

To earn a renewal, grantees must meet specific performance thresholds.

Renewal – organizations that meet or exceed Compliance metrics of at least 76% (Good Progress or Excellent Progress).

Conditional Renewal – organizations that have met a Compliance metrics between 65% and 75%. (High Inadequate Progress)

There will be two rounds of renewals – September & October



Questions?





Feedback ~ We want to hear from you





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Toolbox Tuesday
How to Ace
Compliance



Code: 7594 7592




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