



Illinois
Department of Commerce
& Economic Opportunity

Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Pre-Apprenticeship Program

Transition Service Coordinator Community of Practice—Post Program Career Plans





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& Economic Opportunity

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Illinois Works Pre-Apprenticeship Program

September 3, 2026
Transition Service Coordinator Meeting





This Session is Being Recorded





Illinois
Department of Commerce
& Economic Opportunity



Victor Castillo

- Professional Development Lead /
Sr. Program Consultant
- Northern Illinois University

Sarah Graham

- Sr. Manager - Career Services - Downstate
- Illinois Works Career Services

Enisa Jakupovic

- Sr. Manager - Career Services - Chicago
- Illinois Works Career Services



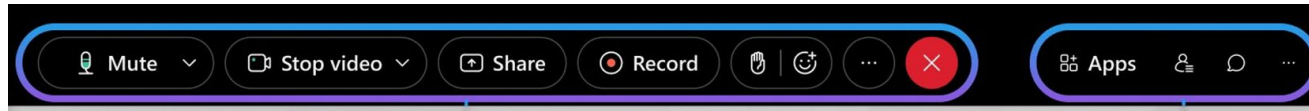
Meeting Reminders

- We will stop and take questions throughout the presentation and at the end of the presentation.
- Please use the chat to ask your questions.
- When asking a question in the chat, please add your name and grant program before your question so we can address you appropriately.



Illinois
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Introduce yourself using Webex chat:



- Your Name
- Organization/Agency
- Title



Some Acronyms

- Illinois Works (IW)
- Illinois Works Reporting System (IWRS)
- Active Tracking Follow-up Questionnaire (ATFQ)
- Post Program Career Plan (PPCP)
- Career Services (CS)
- Career Services Specialist (CSS)
- Transition Services Coordinator (TSC)

What's New?

- IWRS now supports documenting graduate progress after program completion through the PPCP.
- Grantee/TSC staff enter graduate follow-up information in the ATFQ during the first year after completion.
- The ATFQ captures the graduate's current status, career direction, barriers, and support needs.
- ATFQ information informs the graduate's Post-Program Career Plan (PPCP).



Objectives

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

- Explain the ATFQ-to-PPCP process and distinguish the responsibilities of the TSC/grantee and Illinois Works Career Services.
- Identify the information captured in the ATFQ and explain how it informs the graduate's Post-Program Career Plan.
- Review PPCP goals and add appropriate services that support the graduate's identified career goals.
- Document services, progress, barriers, and follow-up using case notes and other IWRS communication tools.
- Explain how the TSC and Career Services communicate and coordinate throughout the post-program follow-up process.
- Apply the PPCP process to a graduate scenario and determine the appropriate next steps.





Why the Post-Program Career Plan Matters

The PPCP provides a roadmap for supporting graduates after program completion by connecting:

- **GOALS** – What the graduate is working toward
- **SERVICES** – Support provided to help achieve those goals
- **BARRIERS** – Challenges that may affect progress
- **DOCUMENTATION** – Services, progress, and interactions recorded in IWRS
- **FOLLOW-UP** – Ongoing contact and next steps to support progress

The PPCP helps the TSC and Illinois Works Career Services coordinate support and maintain continuity as the graduate progresses toward career goals.



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ILLINOIS 

Who Does What?

GRANTEE/TSC:

- Conducts first-year follow-up
- Reviews goals
- Adds/delivers services
- Documents progress
- Communicates updates

TSCs may add services; they DO NOT add goals.

ILW CAREER SERVICES/CSS:

- Creates PPCP
- Establishes goals and adds services
- Sends plan to graduates and TSC
- Reviews and tracks progress (by proactively communicating with TSC)
- Maintains communication with graduate

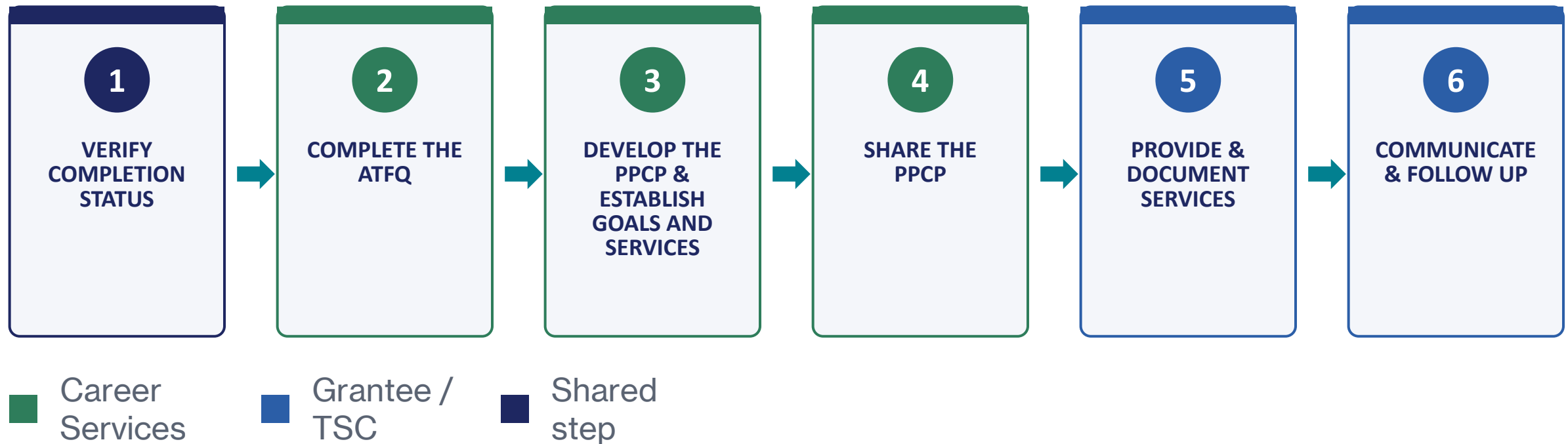
Grantee Follow-up – First Year Post Transition

- **Maintain active contact** with graduates through interactive communication, including in-person or telephone contact.
- **Complete the ATFQ every 90 days** to capture the graduate's current employment, RAP, career, and support needs.
- **Identify changes, barriers, and service needs** that may affect the graduate's progress.
- **Provide appropriate transition services** based on the graduate's needs and career goals after the PPCP is created by the Career Services Specialist.
- **Document follow-up and updates in IWRS** so graduate progress and services are accurately reflected.

Follow-up is an Active Service - not simply a documentation requirement.

End-to-End Post Program Career Plan Process

A structured pathway from program completion to ongoing career support





Who Completes the ATFQ & When?

ATFQ RESPONSIBILITY & TIMING

GRANTEE / TSC

FIRST YEAR AFTER COMPLETION

- Contacts graduate
- Completes ATFQ every 90 days
- Provides transition services
- Documents info in IWRS

■ Grantee / TSC responsibility

AFTER YEAR 1

ATFQ FOLLOW-UP RESPONSIBILITY TRANSITIONS



ILW / CAREER SERVICES

ONGOING ATFQ FOLLOW-UP

- Contacts graduate
- Continues ATFQ every 90 days
- Gathers current status and creates PPCP
- Identifies barriers & needs

■ ILW Career Services responsibility

Post Program Career Plan Critical Rules

- PPCPs are for active graduates
- Goals and services have different owners
- Do not assume services are unnecessary
- Share the PPCP promptly
- Include TSC and CSS contact information
- Document the work

After reviewing the PPCP, the TSC should contact the graduate within the required timeframe – 48 to 72 business hours.



Step 1: Review Program Completion & Follow-Up

Navigate to the Program Completion and Follow-up Tab

ILLINOIS WORKS

workNet

DASHBOARDS

GROUPS

HI, VCASTILLO20

ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP

Back to Customer List

Overview

Intake

Training/Services

Program Completion/Follow-Up

Post Program Career Plan

Transcript/Progress Report

FOLLOW-UP

CASE NOTES(0)

Profile: David 722026

Email
testdavid7226@noemail.com

DOB 1/1/2006

Last 4 SSN

See All

Participant Summary Tools

Assessments

Attendance

Case Notes

Compliance

Close Out

Credentials

Training/Services

Enter Program Completion Status

Add Completion Status

Upload Participant Resume

Resume on file:

Current Completion Status: Post Program Active Tracking

View Complete and in Transition Baseline

Follow Up Date: 11/13/2026

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

Step 2: Confirm Completion Status



- ☐ Enrollment Verification
- ☐ Conditional Enrollment Verification
- ☐ NGC - Enrollment Verification
- ☐ Unverify Enrollment

Verification Date

mm/dd/yyyy



Save Enrollment Status

Completion Status

- ☒ Completion Verification
- ☐ Conditional Completion Verification
- ☐ NGC - Completion Verification
- ☐ Unverify Completion Verification

Verification Date

08/14/2026



Save Completion Status

Secondary Transition Status

- ☐ Not Enrolled Verification
- ☐ Administrative Withdrawal Verification
- ☐ Incomplete Verification
- ☐ Unverify Other Status

Verification Date

mm/dd/yyyy



Save Other Status

Primary Transition Preliminary Status

- ☒ Primary Transition Preliminary Verification
- ☐ Unverify Primary Transition Preliminary Verification

Verification Date

08/14/2026



Save Preliminary Status

Primary Transition Final Status

- ☐ Primary Transition Final Verification
- ☐ Unverify Primary Transition Final

Verification Date

mm/dd/yyyy



Save Primary Status

Alternative Construction Transition Status

The completion status must be checked.

Step 3: Start and Complete the ATFQ

Secondary Transition Status

- ☐ Secondary Transition Final Verification
☐ Unverify Secondary Transition

Verification Date

mm/dd/yyyy

Save Secondary Status

☒ Primary Transition Final Verification

☐ Unverify Primary Transition Final

Verification Date

03/01/2025

Save Primary Status

Alternative Construction Transition Status

- ☐ Alternative Construction Transition Final Verification
☐ Unverify Alternative Construction Transition Final Verification

Verification Date

mm/dd/yyyy

Save Construction Status

ACTIVE TRACKING

Add Active Tracking

Quarter

Date Completed

View Post Program Tracking

1

4/23/2025 1:59:27 PM

[View](#)

1

2/18/2026 4:48:47 PM

[View](#)

At the bottom of the Post-Program Completion tab is where the ATFQ information is gathered. Click the Add Active Tracking box to add the graduate information.

The ATFQ is what builds the PPCP.

Step 4: Add status Information

Select the completion status

ADD STATUS

Completion Status *

Select

Final Status Date *

Save

Close

Once you click the add active tracking this box pops up.

From previous page:
Add Post-Program
Transition Plans

Once you click the completion status you will choose
planning to enter a DOL RAP or not planning to enter
a DOL RAP in the post program transition plan.

The screenshot shows a web application interface with a top navigation bar containing 'DASHBOARDS', 'GROUPS', and a user profile 'HL VCASTILLOZU'. Below the navigation bar is a modal window titled 'ADD STATUS' with a close button (X) in the top right corner. The form contains three fields: 'Completion Status *' with a dropdown menu showing 'Post Program Active Tracking'; 'What is your post-program transition plan? *' with a dropdown menu that is open, showing 'Select Status' (highlighted in blue), 'Planning to enter DOL Registered Apprenticeship Program', and 'Not planning to enter Registered Apprenticeship Program'; and 'Final Status Date *' which is currently empty. At the bottom right of the form are two buttons: 'Save' (blue) and 'Close' (grey). A red arrow points from the text box above to the 'Select Status' option in the dropdown menu.

Completion Status *	Post Program Active Tracking
What is your post-program transition plan? *	Select Status
Final Status Date *	

Save Close

Continue to add info to the ATFQ

ADD STATUS

Completion Status * Post Program Active Tracking

What is your post-program transition plan? * Planning to enter DOL Registered Apprenticeship Program

Transition Plan Status? *

Which RAP are you going to apply to? *

Select Status

Planning to apply for a DOL apprenticeship

Applied to DOL apprenticeship(s)

On wait list for DOL apprenticeship

Enrolled in DOL Apprenticeship

Completed a RAP

☐ Electricians

☐ Plumbers

☐ Pipefitter

☐ Drywall Finisher

☐ Heat & Frost Insulator

☐ Machinery Mover, Rigger, & Erector

☐ Roofer/Waterproofing

☐ Teamster

☐ Steamfitters

☐ * Ceramic Tile Layer

☐ * Operating Engineer - Heavy Equipment Technician

☐ * Painter/Drywall Finisher

☐ N/A

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

Final Status Date *

Follow Up Date *

Interviewer Name *

Interviewer Email Address *

Interviewer Phone Number *

Interviewer Notes

Save Close

Select the trade based on the graduate career choice.

Gather all notes, details of your conversation with the graduate.

Record the graduate's availability for the next 3 months.

Enter final status date, follow up date, your contact info and notes.

Do not forget to Click here to save your ATFQ

What information is gathered during the completion of the ATFQ?

VIEW STATUS

Completion Status *

Post Program Active Tracking

What is your post-program transition plan? *

Planning to enter DOL Registered Apprenticeship Program

Transition Plan Status? *

Planning to apply for a DOL apprenticeship

Which RAP are you going to apply to? *

☐ 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/Waterproofer

☐ 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

Notes

I spoke with graudate, he is currently not employed, but he is in search of FT employment. He was advised to update his resume. His main goal is to join IBEW local 134 Electrical Union in Chicago. A Post Program Career Plan has been created for the Grantee to follow up and provide services accordingly.

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

Are you looking for PT or FT employment? *

☐ Part-time ☒ Full-time

Final Status Date *

08/14/2026

Follow Up Date *

11/13/2026

Interviewer Name *

Victor Castillo (TEST)

Interviewer Email Address *

victor.castillo2@illinois.gov

Interviewer Phone Number *

3126367586

Interviewer Notes

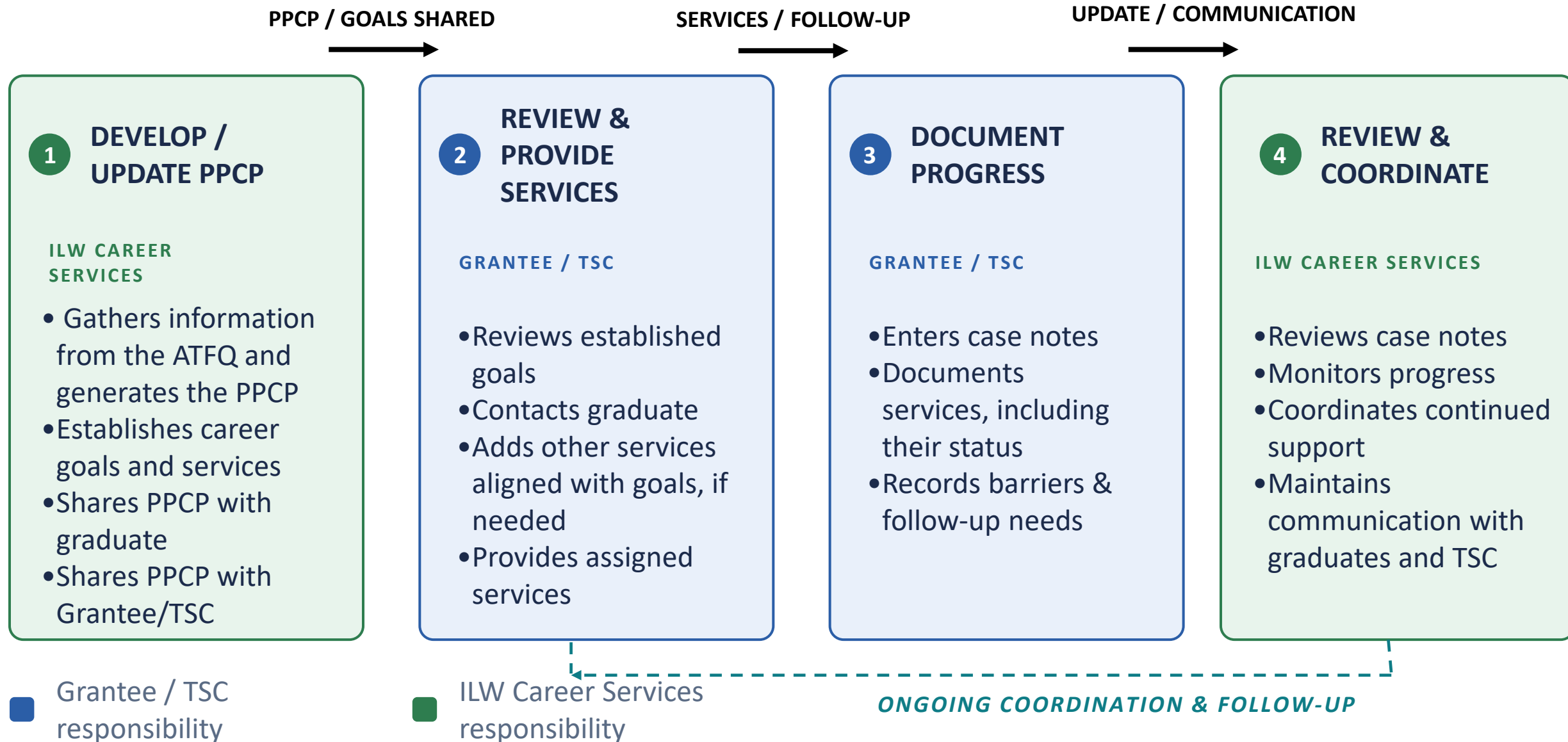
I spoke with graudate, he is currently not employed, but he is in search of FT employment. He was advised to update his resume. His main goal is to join IBEW local 134 Electrical Union in Chicago. A Post Program Career Plan has been created for the Grantee to follow up and provide services accordingly.

Close



From PPCP Goals to Ongoing Support

PPCP SERVICE & COORDINATION CYCLE



Step 5: Go to the Post-Program Career Plan Tab

ILLINOIS WORKS REPORTING SYSTEM POST PROGRAM CAREER PLAN

Back to Customer List

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

Plan Overview Set Goals Update Log Case Notes Case Notes (2)

Profile: David 722026

Email
testdavid7226@noemail.com

DOB 1/1/2006

Last 4 SSN

See All

Participant Summary Tools

Assessments

Attendance

Case Notes

Compliance

Close Out

Credentialed

Career Plans

Email Export

10 entries per page

Career Plan	Date Submitted	Follow-Up Date	Status	Plan Goals
View Baseline	07/02/2026	09/05/2026		View Plan
View Baseline	07/02/2026	08/02/2026		View Plan
View ATFQ	08/17/2026	11/13/2026	On Track	View Plan
View ATFQ	07/02/2026	07/31/2026		View Plan

Showing 1 to 4 of 4 entries

« < 1 > »

Navigate to the Post Program Career Plan Tab.

ILLINOIS WORKS REPORTING SYSTEM POST PROGRAM CAREER PLAN

[Back to Customer List](#)

- Overview
- Intake
- Training/Services
- Program Completion/Follow-Up
- Post Program Career Plan
- Transcript/Progress Report

- Plan Overview
- Set Goals
- Update Log
- Case Notes
- Case Notes (2)

Profile: David 722026

Email
testdavid7226@noemail.com

DOB 1/1/2006

Last 4 SSN
[See All](#)

Participant Summary Tools

[Assessments](#)

[Attendance](#)

[Case Notes](#)

[Compliance](#)

Career Plans

EmailExport

10 ▾ entries per page

Career Plan ▾	Date Submitted ▾	Follow-Up Date ▾	Status ▾	Plan Goals
View Baseline	07/02/2026	09/05/2026		View Plan
View Baseline	07/02/2026	08/02/2026		View Plan
View ATFQ	08/17/2026	11/13/2026	On Track	View Plan
View ATFQ	07/02/2026	07/31/2026		View Plan

Showing 1 to 4 of 4 entries

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Click here to View Result of each ATFQ, which is what develops the PPCP.

Click here to View Goals connected to the PPCP.

Staying on the PPCP Tab: Review Latest ATFQ Results

What the ATFQ Results tell you about the Post Program Career Plan

- 1- Graduate interest in RAPs
- 2- Employment availability.

CAREER PLAN DETAIL

Career Plan

Date Submitted

08/17/2026

Follow-Up Date

11/13/2026

Updated By

Vcastillo20

Updated

08/17/2026

Profile Status

Post Program Active Tracking

Career Plan Status

On Track

Notes

I spoke with graudate, he is currently not employed, but he is in search of FT employment. He was advised to update his resume. His main goal is to join IBEW local 134 Electrical Union in Chicago. A Post Program Career Plan has been created for the Grantee to follow up and provide services accordingly.

Apprenticeship

DOL Apprenticeship

Planning to enter DOL Registered Apprenticeship Program

Apprenticeship Type

Planning to apply for a DOL apprenticeship

Pursuing Trade /at

Electricians

Availability & Employment

Available (Construction, 3 mo)

Yes

Available (Apprenticeship, 3 mo)

Yes

Employed

No

Are you looking for PT or FT employment?

Full-time

Dates & Status

Completion Date

08/14/2026

Interview

Interviewer

Victor Castillo (TEST)

Interviewer Email

victor.castillo2@illinois.gov

Interviewer Phone

3126367586

Interviewer Notes

I spoke with graudate, he is currently not employed, but he is in search of FT employment. He was advised to update his resume. His main goal is to join IBEW local 134 Electrical Union in Chicago. A Post Program Career Plan has been created for the Grantee to follow up and provide services accordingly.

Close



Profile: David 722026

Email

testdavid7226@noemail.com

DOB 1/1/2006

Last 4 SSN

See All

Participant Summary Tools

Assessments

Attendance

Case Notes

Compliance

Close Out

Credentials

Training/Services

Uploads

Worksites

Career Plans

Email

Export

10 entries per page

Career Plan	Date Submitted	Follow-Up Date	Status	Plan Goals
View Baseline	07/02/2026	09/05/2026		View Plan
View Baseline	07/02/2026	08/02/2026		View Plan
View ATFQ	08/17/2026	11/13/2026	On Track	Viewing
View ATFQ	07/02/2026	07/31/2026		View Plan

Showing 1 to 4 of 4 entries

« < 1 > »

Post Program - Goals and Services

Date Submitted: 08/17/2026 - Follow Up Date: 11/13/2026

PLANNING TO ENTER DOL RAP - ELECTRICAL UNION LOCAL 134

+ Add Service

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
Local Contractor Connection	 	Chicago Test Provider 1			Started/Open

OBTAIN FULLTIME EMPLOYMENT IN CONSTRUCTION

+ Add Service

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
Local Union Hall Connection	 	Chicago Test Provider 1			Started/Open

OTHER

+ Add Service

Step 6 : Review the Participant Goals

Click here to view the latest PPCP Goals .

ILLINOIS WORKS REPORTING SYSTEM POST PROGRAM CAREER PLAN

[Back to Customer List](#)

- Overview
- Intake
- Training/Services
- Program Completion/Follow-Up
- Post Program Career Plan
- Transcript/Progress Report

- Plan Overview
- Set Goals
- Update Log
- Case Notes
- Case Notes (2)

Profile: David 722026

Email

testdavid7226@noemail.com

DOB 1/1/2006

Last 4 SSN

See All

- Participant Summary Tools
- Assessments
- Attendance
- Case Notes
- Compliance
- Close Out
- Credentials
- Training/Services
- Uploads
- Worksites

Career Plans

Email

Export

10 entries per page

Career Plan	Date Submitted	Follow-Up Date	Status	Plan Goals
View Baseline	07/02/2026	09/05/2026		View Plan
View Baseline	07/02/2026	08/02/2026		View Plan
View ATFQ	08/17/2026	11/13/2026	On Track	Viewing
View ATFQ	07/02/2026	07/31/2026		View Plan

Showing 1 to 4 of 4 entries

<< < 1 > >>

Post Program - Goals and Services

Date Submitted: 08/17/2026 - Follow Up Date: 11/13/2026

PLANNING TO ENTER DOL RAP - ELECTRICAL UNION LOCAL 134

+ Add Service

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
Local Contractor Connection	 	Chicago Test Provider 1			Started/Open

OBTAIN FULLTIME EMPLOYMENT IN CONSTRUCTION

+ Add Service

Step 7 : Add Services That Support the Goal

During the ATFQ process, the questions asked to the graduate develop these goals.

For Goal #1:
Click here to add a service to the PPCP.

For Goal #2:
Click here to add a service to the PPCP.

ADD SERVICE

Activity Name *

Assisted Graduate with RAP Application

Type of Activity

Transistion to a RAP

Planned Start Date

08/14/2026

Planned Completion Date

08/14/2026

Status

Unsuccessful Completion

Program Name *

Chicago Test Provider

Cancel

Add Service

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
Local Union Hall Connection	 	Chicago Test Provider 1			Started/Open

OTHER

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
No services found for this goal.					

Step 8 : Document the Service in IWRS

Viewing Goal 1

Enter the service being provided to the graduate and complete each dropdown.

Click here to add and save the new service.



Participant Summary Tools

Assessments

Attendance

Case Notes

Compliance

Close Out

Credentials

Training/Services

Uploads

Worksites

DASHBOARDS

GROUPS

HI, VCASTILLO20

View Baseline	07/02/2026	08/02/2026		View Plan
View ATFQ	08/17/2026	11/13/2026	On Track	Viewing
View ATFQ	07/02/2026	07/31/2026		View Plan

Showing 1 to 4 of 4 entries

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Post Program - Goals and Services

Date Submitted: 08/17/2026 - Follow Up Date: 11/13/2026

PLANNING TO ENTER DOL RAP - ELECTRICAL UNION LOCAL 134

+ Add Service

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
Local Contractor Connection	 	Chicago Test Provider 1			Started/Open

OBTAIN FULLTIME EMPLOYMENT IN CONSTRUCTION

+ Add Service

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
Local Union Hall Connection	 	Chicago Test Provider 1			Started/Open

OTHER

+ Add Service

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
No services found for this goal.					

Supporting Multiple Participant Goals

For Goal #2:
Click here to add a service to the PPCP.

ILLINOIS WORKS

WorkNet

DASHBOARDS

GROUPS

HI, VCASTILLO20

Participant Summary Tools

Assessments

Attendance

Case Notes

Compliance

Close Out

Credentials

Training/Services

Uploads

Worksites

ADD SERVICE

Activity Name *
Indiduvul employment plan

Type of Activity
Resume update

Planned Start Date
08/17/2026

Planned Completion Date
08/17/2026

Status
Successful Completion

Program Name *
Chicago Test Provider 1

CancelAdd Service

View Plan

Viewing

View Plan

« < 1 > »

3/2026

+ Add Service

Planned Due Date

Status

Started/Open

+ Add Service

Planned Due Date

Status

Started/Open

OTHER

+ Add Service

Activity/Service

Action Item

Provider

Planned Start Date

Planned Due Date

Status

No services found for this goal.

Step 9: Add Services for Each Goal

Enter the service being provided to the graduate and complete each dropdown.

Click here to add and save the new service.



Participant Summary Tools

Assessments

Attendance

Case Notes

Compliance

Close Out

Credentials

Training/Services

Uploads

Worksites

DASHBOARDS

GROUPS

HI, VCASTILLO20

View Baseline	07/02/2026	08/02/2026		View Plan
View ATFQ	08/17/2026	11/13/2026	On Track	Viewing
View ATFQ	07/02/2026	07/31/2026		View Plan

Showing 1 to 4 of 4 entries

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Post Program - Goals and Services

Date Submitted: 08/17/2026 - Follow Up Date: 11/13/2026

PLANNING TO ENTER DOL RAP - ELECTRICAL UNION LOCAL 134

Add Service

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
Local Contractor Connection	 	Chicago Test Provider 1			Started/Open

OBTAIN FULLTIME EMPLOYMENT IN CONSTRUCTION

Add Service

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
Local Union Hall Connection	 	Chicago Test Provider 1			Started/Open

OTHER

Add Service

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
No services found for this goal.					

Other Option

For Other, look at case notes and add service if it is applicable.

Step 10: Document Progress in Case Notes

Email
testdavid7226@noemail.com

DOB 1/1/2006

Last 4 SSN

[See All](#)

Participant Summary Tools

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

ADD CASE NOTE

Individual Employment Plan

Contact Date *

8/17/2026

Resume update,

I assisted graudate with hi Resume today.

Send Case Note As:

- ☐ As Illinois workNet Message
- ☐ As Illinois workNet Message and Email
- ☐ Save as case note without sending a message/email

Send Message/Email to:

- ☐ David Garvey
- ☐ David Garvey
- ☐ Illinois Works
- ☐ NatashaTelger tester
- ☐ Natashatelger2 Tester2

Add Case Note

Click here to view and add case notes.

Enter new case notes as needed.

This is where you choose who receives the case note updates through email.

Click here to add and save case notes to log.

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
Local Contractor Connection	 	Chicago Test Provider 1			Started/Open

OBTAIN FULLTIME EMPLOYMENT IN CONSTRUCTION

+ Add Service

ILLINOIS WORKS REPORTING SYSTEM POST PROGRAM CAREER PLAN

[Back to Customer List](#)[Overview](#)[Intake](#)[Training/Services](#)[Program Completion/Follow-Up](#)[Post Program Career Plan](#)[Transcript/Progress Report](#)[Plan Overview](#)[Set Goals](#)[Update Log](#)[Case Notes](#)

Case Notes (2)

Profile: David 722026

Email

testdavid7226@noemail.com

DOB 1/1/2006

Last 4 SSN

[See All](#)

Participant Summary Tools

[Assessments](#)[Attendance](#)[Case Notes](#)[Compliance](#)[Close Out](#)[Credentials](#)[Training/Services](#)[Uploads](#)[Worksites](#)

Career Plans

[Email](#)[Export](#)

10 entries per page

Career Plan	Date Submitted	Follow-Up Date	Status	Plan Goals
View Baseline	07/02/2026	09/05/2026		View Plan
View Baseline	07/02/2026	08/02/2026		View Plan
View ATFQ	08/17/2026	11/13/2026	On Track	Viewing
View ATFQ	07/02/2026	07/31/2026		View Plan

Showing 1 to 4 of 4 entries

[«](#) [<](#) [1](#) [>](#) [»](#)

Post Program - Goals and Services

Date Submitted: 08/17/2026 - Follow Up Date: 11/13/2026

PLANNING TO ENTER DOL RAP - ELECTRICAL UNION LOCAL 134

[+ Add Service](#)

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
Local Contractor Connection	✎ ✖	Chicago Test Provider 1			Started/Open

OBTAIN FULLTIME EMPLOYMENT IN CONSTRUCTION

[+ Add Service](#)

Step 11: Review the Export Post Program Career Plan

Click here to export and view the PPCP on file to ensure that services to be provided are aligned with original goals listed on the Plan.

12. Export the Current Career Plan

Click to select to export the PPCP based on the date that was submitted.

EXPORT CAREER PLAN

Select Career Plan

Date Submitted: 08/17/2026 - Follow Up Date: 11/13/2026

-- Select --

Date Submitted: 08/17/2026 - Follow Up Date: 11/13/2026

Date Submitted: 07/02/2026 - Follow Up Date: 07/31/2026

Date Submitted: 07/02/2026 - Follow Up Date: 09/05/2026

Date Submitted: 07/02/2026 - Follow Up Date: 08/02/2026

Export

10 entries per page

Career Plan	Date Submitted	Follow-Up Date	Status	Plan Goals
View Baseline	07/02/2026	09/05/2026		View Plan
View Baseline	07/02/2026	08/02/2026		View Plan
View ATFQ	08/17/2026	11/13/2026	On Track	Viewing
View ATFQ	07/02/2026	07/31/2026		View Plan

Showing 1 to 4 of 4 entries

<< < 1 > >>

Post Program - Goals and Services

Date Submitted: 08/17/2026 - Follow Up Date: 11/13/2026

PLANNING TO ENTER DOL RAP - ELECTRICAL UNION LOCAL 134

+ Add Service

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
Local Contractor Connection	 	Chicago Test Provider 1			Started/Open

OBTAIN FULLTIME EMPLOYMENT IN CONSTRUCTION

+ Add Service

13. Confirm Goals, Services & Documentation Align

Grantee Name

Need to be added:
Grantee (TSC) Name,
email and Phone
Number

Case Notes

Illinois Works Pre-Apprenticeship Program
Career Plan Export

GRADUATE: David 722026
WORKNET ID: 1024396
ILWORKS STATUS: Post Program Active Tracking
CAREER PLAN STATUS: On Track
DATE SUBMITTED: 08/17/2026
FOLLOW-UP DATE: 11/13/2026
QUARTER: 1

Career Plan Details

Apprenticeship
DOL Apprenticeship: Planning to enter DOL Registered Apprenticeship Program
DOL Apprenticeship Type: Planning to apply for a DOL apprenticeship

Program / Training Provider
Providing Trade: Electricians

Availability / Employment
Available for Construction (3 Months): Yes
Available for Apprenticeship (3 Months): Yes
Employed: No
Are you looking for PT or FT employment?: Full-time

Dates & Status
Completion Date: 08/14/2026

Interview
Interviewer Name: Victor Castillo (TEST)
Interviewer Email: victor.castillo2@illinois.gov
Interviewer Phone: 3126367586
Interviewer Notes: I spoke with graduate, he is currently not employed, but he is in search of FT employment. He was advised to update his resume. His main goal is to join IBEW/local 134 Electrical Union in Chicago. A Post Program Career Plan has been created for the Grantee to follow up and provide services accordingly.

Notes
I spoke with graduate, he is currently not employed, but he is in search of FT employment. He was advised to update his resume. His main goal is to join IBEW/local 134 Electrical Union in Chicago. A Post Program Career Plan has been created for the Grantee to follow up and provide services accordingly.

Goals & Services

Planning to enter DOL RAP - Electrical Union Local 134
Category: Career Plan | Term: Long Term Goal | Status: Not Started

Activity / Service	Status	Provider	Start Date	Due Date
Local Contractor Connection	Started/Open	Chicago Test Provider 1		

Obtain Fulltime Employment in Construction
Category: Career Plan | Term: Long Term Goal | Status: Not Started

Activity / Service	Status	Provider	Start Date	Due Date
Local Union Hall Connection	Started/Open	Chicago Test Provider 1		

Other
Category: Career Plan | Term: Long Term Goal | Status: Not Started

No services for this goal.

Case Notes

Resume update, attend Career and Job Fair events
Type: Individual Employment Plan | Entered By: Victor Castillo | Entered: 08/17/2026 5:48 AM
Please assist graduate with updating his resume and ensure graduate participates in Career and Job Fair events.

Career Plan Status

Graduate Name

Grantee can view the PPCP on file to ensure that services to be provided are aligned with original goals listed on the Plan.

ILLINOIS WORKS REPORTING SYSTEM POST PROGRAM CAREER PLAN

[Back to Customer List](#)[Overview](#)[Intake](#)[Training/Services](#)[Program Completion/Follow-Up](#)[Post Program Career Plan](#)[Transcript/Progress Report](#)[Plan Overview](#)[Set Goals](#)[Update Log](#)[Case Notes](#)

Case Notes (2)

Profile: David 722026

Email

testdavid7226@noemail.com

DOB 1/1/2006**Last 4 SSN**[See All](#)**Participant Summary Tools**[Assessments](#)[Attendance](#)[Case Notes](#)[Compliance](#)[Close Out](#)[Credentials](#)[Training/Services](#)[Uploads](#)[Worksites](#)**Career Plans**[Email](#)[Export](#)

10 entries per page

Career Plan	Date Submitted	Follow-Up Date	Status	Plan Goals
View Baseline	07/02/2026	09/05/2026		View Plan
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View ATFQ	07/02/2026	07/31/2026		View Plan

Showing 1 to 4 of 4 entries

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Post Program - Goals and Services

Date Submitted: 08/17/2026 - Follow Up Date: 11/13/2026

PLANNING TO ENTER DOL RAP - ELECTRICAL UNION LOCAL 134[+ Add Service](#)

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
Local Contractor Connection	 	Chicago Test Provider 1			Started/Open

OBTAIN FULLTIME EMPLOYMENT IN CONSTRUCTION[+ Add Service](#)

Step 14: Email the PPCP to the Graduate

Click here to email the PPCP

EMAIL CAREER PLAN

Select Career Plan

-- Select --

-- Select --

Date Submitted: 08/17/2026 - Follow Up Date: 11/13/2026

Date Submitted: 07/02/2026 - Follow Up Date: 07/31/2026

Date Submitted: 07/02/2026 - Follow Up Date: 09/05/2026

Date Submitted: 07/02/2026 - Follow Up Date: 08/02/2026

- ☒ David Garvey (dpg3991@gmail.com)
- ☒ Illinois Works (CEO.ILWGrantManagement@illinois.gov)
- ☒ NatashaTelger tester (natashatelger@tester.com)
- ☒ Natashatelger2 Tester2 (ntelger2@tester.com)
- ☒ Victor Test Castillo Test (vitelbocastillo310@gmail.com)

Subject

Post Program Career Plan

Message

Hello,

Attached is the post-program career plan for David 722026.

Thank you.

The selected career plan will be attached as a PDF. Replies will go to your email address.

Close

Send Email

Click here to select the PPCP

ILLINOIS WORKS

ILLINOIS WORKS

Back to Customer List

Overview

Intake

Training/Services

Plan Overview

Set Goals

Update

Profile: David 722026

Email

testdavid7226@noemail.com

DOB

1/1/2006

Last 4 SSN

See All

Participant Summary Tools

Assessments

Attendance

Case Notes

Compliance

Close Out

Credentials

Training/Services

DASHBOARDS

GROUPS

HI, VCASTILLO20

EMAIL CAREER PLAN

Select Career Plan

Date Submitted: 08/17/2026 - Follow Up Date: 11/13/2026

To

Add another email address

Add additional addresses here, separated by a semicolon (;).

Grantee contacts

☒

David Garvey (david.garvey@siu.edu)

☒

David Garvey (dpg3991@gmail.com)

☒

Illinois Works (CEO.ILWGrantManagement@illinois.gov)☒☒☒

Subject

Post Program Career Plan

Message

Hello,

Attached is the post-program career plan for David 722026.

Thank you.

The selected career plan will be attached as a PDF. Replies will go to your email address.

Close

Send Email

Script/Progress Report

Case Notes (2)

Email

Export

Status

Plan Goals

View Plan

Viewing

«

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1

>

»

3/2026

+ Add Service

Activity/Service

Action Item

Provider

Planned Start Date

Planned Due Date

Status

- Click here to add another email to send the PPCP
- Select here the name of the Grantee/TSC
- Type the subject of the email here: Post-Program Career Plan..
- Type a message to the graduate inside this box.

ILLINOIS WORKS

ILLINOIS WORKS

Back to Customer List

OverviewIntakeTraining/Services

Plan OverviewSet GoalsUpdate

Profile: David 722026

Email

testdavid7226@noemail.com

DOB

1/1/2006

Last 4 SSN

See All

Participant Summary Tools

AssessmentsAttendanceCase NotesComplianceClose OutCredentialsTraining/Services

DASHBOARDSGROUPS

HI, VCASTILLO20

EMAIL CAREER PLAN

Select Career Plan

Date Submitted: 08/17/2026 - Follow Up Date: 11/13/2026

To

Add another email address

Add additional addresses here, separated by a semicolon (;).

Grantee contacts

☒

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☒

David Garvey (dpg3991@gmail.com)

☒

Illinois Works (CEO.ILWGrantManagement@illinois.gov)

☒

NatashaTelger tester (natashatelger@tester.com)☒☒

Subject

Post Program Career Plan

Message

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Close

Send Email

ipt/Progress Report

Case Notes (2)

EmailExport

Status

Plan Goals

View Plan

View Plan

Viewing

View Plan

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3/2026

+ Add Service

Activity/Service

Action

Item

Provider

Planned

Planned Due

Status

Start Date

Date

Click here to email the plan

When and How do You Communicate with the ILW CSS?

- Consistent communication between the CSS and the TSC occurs through case notes, update logs, phone calls and emails.
- Communication is interactive open between these two parties, so everyone is up to date with the graduate's progress.
- Making the best use of IWRS as communication tool is critical to the success of this process but sending an email or making quick call are also welcomed.

Meet Jordan

Jordan completed the pre-apprenticeship program two weeks ago. The latest ATFQ indicates:

- **Goal:** Full-time construction employment
- **Status:** Available for work
- **Applications:** Two submitted
- **Interviews:** None
- **Barrier:** Transportation
- **Interest:** Apprenticeship
- **Resume:** Complete

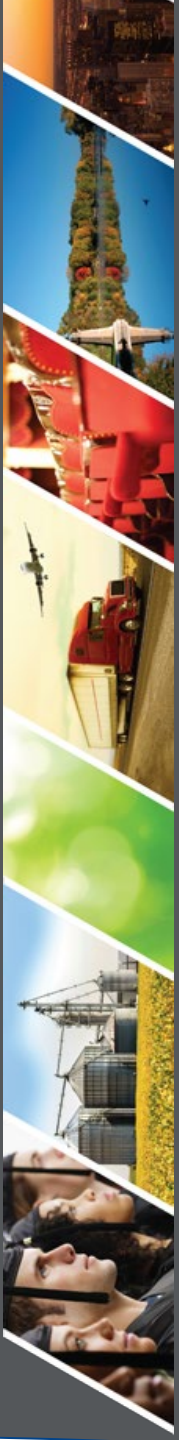
• **You're Jordan's TSC. What would you do next?**

Checking Your Understanding of the Processes?

- You open a participant's Post-Program Career Plan and see two goals, and one service for each of them. However, when you speak to the graduate, you find out they also need another services, above and beyond, the services already listed on the PPCP.
 - What should you do first?

TSC Community Discussion

- What has been or do you anticipate being the most challenging part of delivering services based on the Post-Program Career Plan?
- When you look at Post-Program Career Plan, where do you need clarification?
- What is one practice that has helped you successfully maintain contact with participants after program completion?
- What makes a PPCP genuinely for the graduate and TSC?
- What should you do if you are working with a student who is not responding?



CEO.ILWorks@Illinois.Gov

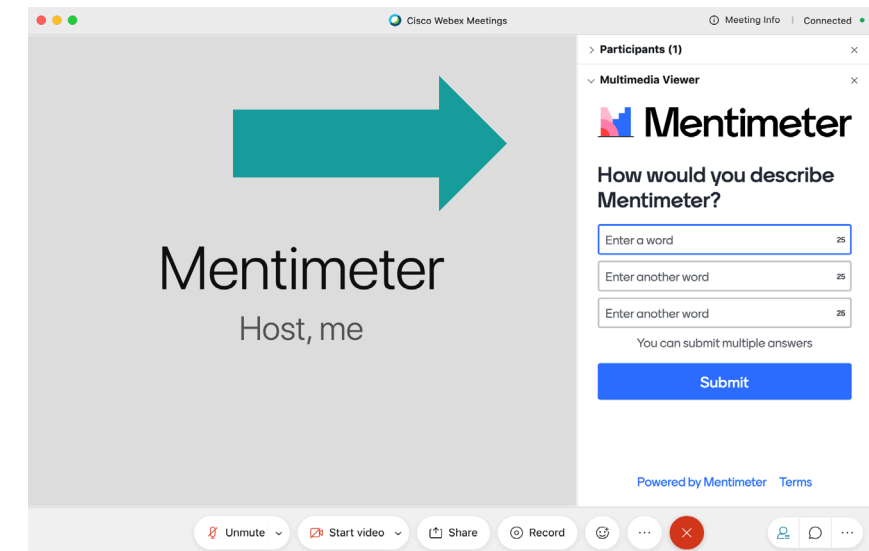
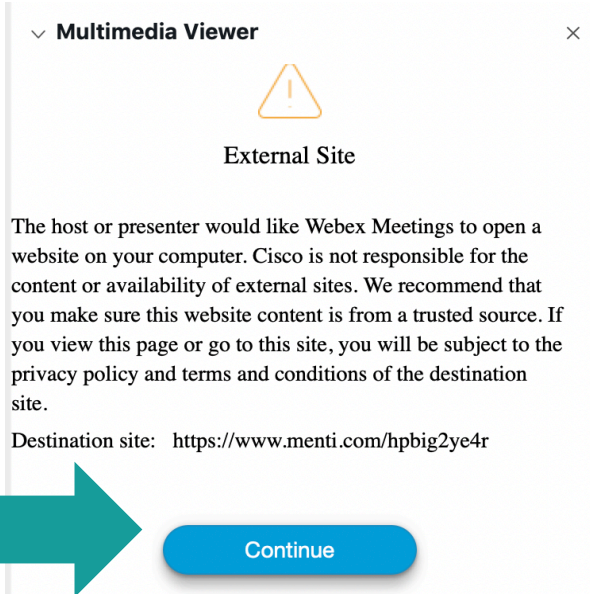


- On the right-hand of your Webex screen click the blue **Continue** button.
- Once you click the button the Mentimeter app will show in the Multimedia viewer.



Code: 7766 4260

Link: <https://www.menti.com/al5so6whz7wr>



Thank You!



Illinois
Department of Commerce
& Economic Opportunity

JB Pritzker, Governor