Illinois Department of Commerce & Economic Opportunity

Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Pre-Apprenticeship Program

Data Entry Community of Practice November Meeting

Meeting Starts In: 10:00



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Illinois Works Pre-Apprenticeship Program

November 2026 Data Entry Coordinator Meeting

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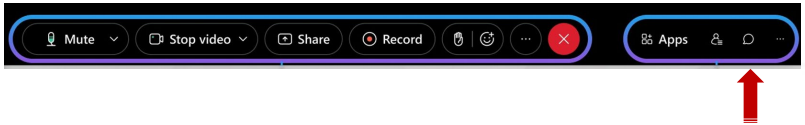
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Introduce yourself using Webex chat:



- Your Name
- Organization/Agency
- Title

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Objectives

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



- Explain their responsibility for ensuring data quality before the monthly compliance review.
- Identify potential gaps in their organization's data collection, entry, verification, correction, and reporting processes.
- Describe how the Data Quality Management (DQM) Plan can be used as an ongoing operational tool for maintaining accurate, complete, and timely data.
- Compare data-quality practices used by other Illinois Works grantees.
- Identify practices that could strengthen their organization's approach.
- Identify one action their organization can implement before the next compliance cycle to improve data quality and closeout readiness.

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Today's Community Conversation



01 How do we know our data are right before monthly compliance?

02 How can the DQM Plan become a working process rather than a document on a shelf?

03 What should we be doing now to prepare for closeout?

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Why Is This Important?



01 Accurate data collection enables you to gain insights through analysis.

02 Accurate data entry enables you to identify performance gaps

03 Accurate and complete data reduce data flags and ensure a smooth closeout process and release of closeout funds (up to 10% of overall grant funds).

04 Properly addressing all data flags improves chances for grant renewal.

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Opening Poll



How confident are you that your organization's data are accurate BEFORE DCEO reviews them?

1 — Not confident

2 — Somewhat confident

3 — Mostly confident

4 — Very confident

5 — We have a consistent process that verifies it



You Wouldn't Expect the Customer to Inspect the Product

1 Your organization

Build quality in

2 Internal quality check

Inspect and correct

3 DCEO

Confirm quality

Monthly compliance should **CONFIRM** quality—not **CREATE** it.



Producing Quality Data Is Part of the Work

PROGRAM WORK + DOCUMENTATION = THE WORK

1 Old mindset

Serve participant →document later

2 Working mindset

Serve → document → verify → correct

3 Operational shift

Build documentation and verification into the workflow

Documentation is the evidence of the work.



The Data Management Cycle

1 COLLECT

Gather required participant, grantee, and financial information.

2 ENTER

Enter information into IWRS.

3 CHECK

Verify accuracy, completeness, reliability, relevance, and timeliness.

4 REPORT

Use verified data for compliance and outcomes.

DQM PLAN • Defines who does what, when, and how across the entire cycle

Five Questions Before Data Are Ready



1 Accuracy

Is it correct?

2 Completeness

Is everything required there?

3 Reliability

Does it match the source?

4 Relevance

Does it belong here?

5 Timeliness

Is it current?

Ready means all five answers are “yes.”

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Where Does Your Process Break Down?

Where is your greatest data-quality risk?



- Collection
- Entry
- Verification
- Correction
- Handoffs between people
- Timeliness
- Staff capacity
- Something else



Peer Practice Exchange

What is ONE practice your organization uses to prevent data errors?

1 PEOPLE
Roles and accountability

2 PROCESS
Routines and checklists

3 TOOLS
Tracking and verification

4 TIMING
When checks occur

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Your DQM Plan Is Your Internal Inspection System



COLLECTION

Who collects what — and how?

ENTRY

Who enters it — and when?

QUALITY CONTROL

Who verifies it — and when?

REPORTING

How do we know it is ready?

If your DQM Plan doesn't describe what actually happens, it isn't managing quality.

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Move Quality Control Upstream



Participant Activity → Data Entry → Internal Check #1 → Correction → Internal Check #2 → Monthly Compliance

Catch and correct errors HERE — before monthly compliance.



The Friday Check

EVERY FRIDAY

✓

A repeatable checkpoint before the monthly data pull.

1 Correct early

Fix errors before the Monthly Compliance Report data pull.

2 Assign ownership

Recommended owner: Program Manager.

3 Use one checklist

Apply a consistent checklist and follow through on corrections.

DISCUSS: What would prevent your organization from doing this every Friday?

Closeout Starts Before Closeout





Closeout Readiness Conversation

If closeout started tomorrow, what data or documentation issue would concern you most?

NAME THE RISK

What is incomplete, inconsistent, or difficult to verify?

START NOW

What can you begin checking today?

Your One Change

Before the next compliance cycle, what ONE change will you make?



- Clarify ownership
- Add a second review
- Begin Friday checks
- Use the verification checklist consistently
- Update the DQM Plan
- Resolve a recurring data issue
- Begin closeout review



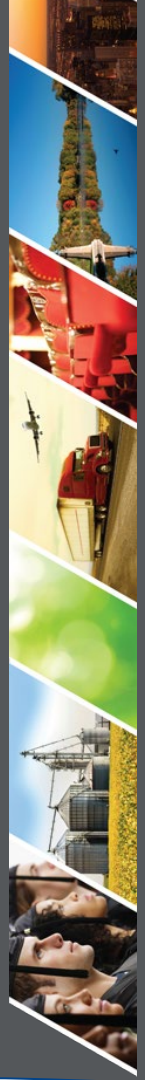
Don’t Ship Before You Inspect

COLLECT › ENTER › CHECK › CORRECT › REPORT

Own the quality BEFORE the data leave your organization.

Resources

1. Data Verification Checklist — Grantee Manual Exhibit 16
2. DQM Plan — Grantee Manual Template 23
3. IWRS Help Desk
4. Training Webinars







CEO.ILWorks@Illinois.Gov

Feedback ~ Discussion





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Thank You!

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JB Pritzker, Governor