Post Program Career Plan Changes in IWRS and IWRS Demo

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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.

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Why Does the PPCP Matter?

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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What Does the Grantee Do? What Does CS Do?

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

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Grantee Follow-up Occurs 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.

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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.

IWRS Demo: Understanding the Graduates' Career Pathways & Plan Selection

- Not planning to Enter a DoL RAP
- Planning to Enter a DoL RAP
- Accepted to a DoL RAP



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IWRS Demo

We will now demo how to work in IWRS creating an ATFQ and working in the PPCP.





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Not Planning to Enter a DoL RAP

CAREER PLAN DETAIL ×

Career Plan

Date Submitted	07/02/2026
Follow-Up Date	07/31/2026
Updated By	davidgarvey
Updated	07/02/2026
Profile Status	Post Program Active Tracking
Career Plan Status	Not Started

Apprenticeship

DOL Apprenticeship	Not planning to enter Registered Apprenticeship Program
No-DOL Type	Other
Reason for Other	rwewerwerwerew

Dates & Status

Completion Date	07/02/2026

Close

View Baseline	07/02/2026	08/02/2026		View Plan
View ATFQ	08/17/2026	11/13/2026	Not Started	View Plan
View ATFQ	07/02/2026	07/31/2026	Not Started	Viewing

Showing 1 to 4 of 4 entries « ‹ 1 › »

Post Program - Goals and Services

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

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			Planned/Not Started (Scheduled)

OTHER

+ Add Service

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
Local DOL RAP Connection		Chicago Test Provider 1			Planned/Not Started (Scheduled)

Planning to Enter a DoL RAP

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	Not Started
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 Flat	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

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		Viewing
View ATFQ	08/17/2026	11/13/2026	Not Started	View Plan
View ATFQ	07/02/2026	07/31/2026	Not Started	View Plan

Showing 1 to 4 of 4 entries

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Post Program - Goals and Services

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

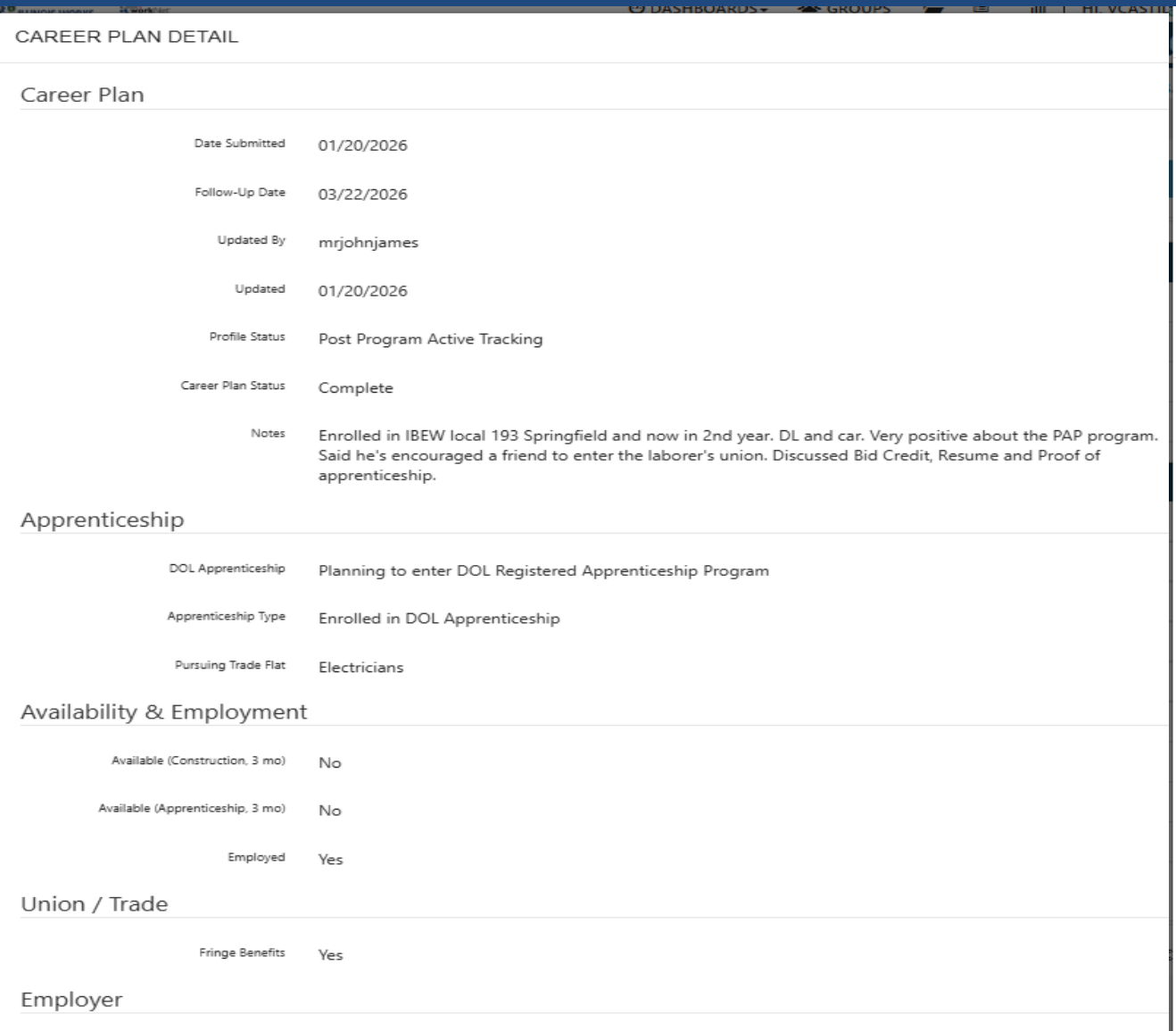
PLANNING TO ENTER DOL RAP + Add Service

Activity/Service	Action Item	Provider	Planned Start Date	Planned Due Date	Status
Local Contractor Connection		Chicago Test Provider 1			Planned/Not Started (Scheduled)

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			Planned/Not Started (Scheduled)

Accepted to a DoL RAP



CAREER PLAN DETAIL

Career Plan

Date Submitted	01/20/2026
Follow-Up Date	03/22/2026
Updated By	mrjohnjames
Updated	01/20/2026
Profile Status	Post Program Active Tracking
Career Plan Status	Complete
Notes	Enrolled in IBEW local 193 Springfield and now in 2nd year. DL and car. Very positive about the PAP program. Said he's encouraged a friend to enter the laborer's union. Discussed Bid Credit, Resume and Proof of apprenticeship.

Apprenticeship

DOL Apprenticeship	Planning to enter DOL Registered Apprenticeship Program
Apprenticeship Type	Enrolled in DOL Apprenticeship
Pursuing Trade Flat	Electricians

Availability & Employment

Available (Construction, 3 mo)	No
Available (Apprenticeship, 3 mo)	No
Employed	Yes

Union / Trade

Fringe Benefits	Yes

Employer

CAREER PLAN DETAIL

Career Plan

Date Submitted	12/09/2025
Follow-Up Date	03/09/2026
Updated By	mrjohnjames
Updated	12/09/2025
Profile Status	Post Program Active Tracking
Notes	Learns really fast. Carpenter local 270. Reports being fast-tracked to his 4th yr. DL and car. Discussed Bid Credit, proof of RAP and coming back to speak to current students.

Apprenticeship

DOL Apprenticeship	Planning to enter DOL Registered Apprenticeship Program
Apprenticeship Type	Enrolled in DOL Apprenticeship
Pursuing Trade Flat	Carpenter

Availability & Employment

Available (Construction, 3 mo)	No
Available (Apprenticeship, 3 mo)	No
Employed	Yes

Union / Trade

Fringe Benefits	Yes

Employer

Employer	Lavedere Construction



Questions?

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Feedback





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Thank You

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