



Provider Relationship Management – View, Edit, & Add Relationships



Purpose

This document is intended to explain how to view or edit an Training Provider relationships in IWDS 2.0.



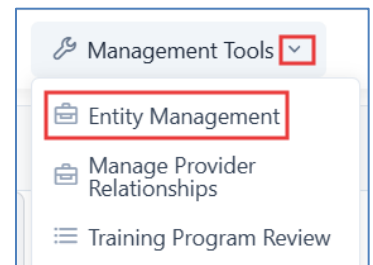
Audience

This document is designed to guide both trainers and end users through the process of viewing and editing and entity or provider relationship in the IWDS 2.0 system.



Navigate to Entity Management

- Log into IWDS 2.0. ([Link](#))
- With full access, Select **Management Tools > Entity Management**.
- Use the search to search for the entity (provider) using key word search.
- Select **Entity Name** to view an entity's details.
- On the Entity Details tab, Scroll down to find the Location for the relationship needed.
- Select the Location
- Scroll down to the bottom of the page or use the relationship link at the left of



Name	Address	Hours of Operation	Phone	Type	Active
160 Driving Academy	718 A W. Irving Park Road Bensenville, IL 60106	Operating Hours	(555) 555-0330		☒
160 driving Academy- Belleville	5720 North Belt West #28 Belleville, IL 62226	Operating Hours	(555) 555-0884		☒

Relationship ID	Local Relationship ID	LWIA	Funding Sources	Period Start	Period End
102004007	STD100 - 00	10	Adult (1A) Dislocated Worker (1D)	07-01-2005	06-30-2028
072004038	40000012 - 00	07	Adult (1A) Dislocated Worker (1D)	07-01-1997	06-30-2030

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the page.

- Look for existing relationships and select the relationship
- Select the buttons at the right of the funding sources and services to determine if the relationship is configured for the program and services.
- **Note** – Pay close attention to service start and end dates for active relationships.
- In the service level pop-up, showing all the services, does not have the service checked for the service needed then you will have to edit the relationship. Select the **Edit** button at the top right of the page.
- Go to the next page twice.

Programs							Show All
Program	SubProgram	Service Level	Start Date	End Date	Selected	Services	
WIOA	Adult (1A)	Training Services	07/01/2005	06/30/2028	☒	View (1)	
WIOA	Dislocated Worker (1D)	Training Services	07/01/2005	06/30/2028	☒	View (1)	
Trade	Trade Adjustment Assistance (TAA)	Training Services	07/01/2005	06/30/2020	☐	View (3)	

Configure Services

- ☐ Customized Training
- ☐ Entrepreneurial Skills Training
- ☒ Occupational Skills Training
- ☐ OJT - Private Sector
- ☐ OJT - Public Sector
- ☐ Prerequisite Training
- ☐ Registered Apprenticeship Program (RAP)
- ☐ Skill Upgrading and Retraining
- ☐ Training Paid by Non-WIOA Title I Funds

X Close

Manage Relationship

Entity: 160 Driving Academy
Relationship ID: 102004007
Relationship Type: ITA Vendor

Locations: 160 Driving Academy
Local Relationship ID: STD100 - 00
LWIA: Workforce Investment Board of Will County

[Back to Location](#) [Edit](#)

Edit Relationship - Id & Type

☐	160 Driving Academy - Waukegan	320 S Green Bay Rd Waukegan, IL 60085
☐	160 Driving Academy -Kaskaskia College	2005 McCord St Room 135 Centralia, IL 62801
☐	160 Driving Academy at Ivy Tech	3101 S. Creasy Ln. Lafayette, IN 49705
☐	160 Driving AcademySouth Suburban College	15800 State Street Ste 1362 South Holland, IL 60473

[Save & Exit](#) [X Cancel](#) [Next →](#)

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- Click the **Select** button next to the program and service level
- Select the appropriate services.
- **Save** and then **Save and Exit**
- **Note** - If following these steps and still needing to add a new relationship – see the following page for step by step.

WIOA	Dislocated Worker (1D)	Training Services	07/01/2005	06/30/2028	☒	 Select (1)
WIOA	Dislocated Worker (1D)	Training Services	07/01/1997	06/30/2020	☒	 Select (1)
Trade	Trade Adjustment Assistance (TAA)	Training Services	07/01/2005	06/30/2020	☐	 Select (0)

 Previous  Save & Exit X Cancel

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Adding a New Relationship

If there are no relationships found, then I would suggest first looking at a different location. It would be hard to justify adding a new relationship because the active relationships, and some inactive relationships, all migrated from Legacy IWDS. If you still do not see any relationship for the Provider Location then you will need to add a relationship.

- Select the Add Relationship button on the Provider Location where this relationship needs to exist.
- Complete page 1. This is the identification of the relationship along with the associated LWIA and all the locations for this Provider that will fall under this relationship.
- Click on the Next button at the bottom of the page.

← Back to Entity 160 Driving Academy 15 Career Link/LWIA 15 Edit

General Information Relationships Contacts Entity Functions Social Services Training Programs Relationships

All Active Only + Add Relationship

Rows are grouped by funding period (start and end dates). The same relationship can appear more than once when it has more than one period. Funding tags list only active sources for that period.

Relationship ID	Local Relationship ID	LWIA	Funding Sources	Period Start	Period End
102004007	STD100 - 00	10	Adult (1A) Dislocated Worker (1D)	07-01-2005	06-30-2028
072004038	4000012 - 00	07	Adult (1A) Dislocated Worker (1D)	07-01-1997	06-30-2030

Add Relationship - Id & Type

1 Id & Type 2 Funding 3 Services

Entity Name 160 Driving Academy Locations* 160 Driving Academy

Local Relationship ID 0010060009 0 Relationship Type* ITA Vendor

LWIA* 00 - DCEO

Locations

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- Page 2 is where the funding source (Programs) are selected and set, along with the appropriate funding dates.
- Click on the Add Funding button.
- Select the Funding Source(s)
- Select the Start Date
- Select an End Date (optional).
- Click on the Save button.
- Click on the Next button.
- On Page 3, For Each Subprogram (funding source) and Service Level, select the Selected checkbox and a modal will popup to select all the services.
- Select the desired services and click on the Save button
- When finished with configuring services, click on the Save & Exit button at the bottom of page 3

Funding Sources

Program	SubProgram	Start Date	End Date	Actions
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Buttons: Previous, Save & Exit, X Cancel, Next

Add Funding Source

Funding Source: Select Item

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

Buttons: Save, Cancel

Service Levels

Program	SubProgram	Service Level	Start Date	End Date	Selected	Services
WIOA	Adult (1A)	Basic Career Services (Self Services)	07/01/2026		☐	Select (0)
WIOA	Adult (1A)	Basic Career Services (Staff Assisted)	07/01/2026		☐	Select (0)

Show All

Configure Services

- ☐ Job Search Assistance (self-directed) incl. Job Clubs/Group Workshops
- ☐ Job Skills Necessary to Fill Vacancies
- ☒ Job Vacancies
- ☒ Local Job Trends and Data (LMI)
- ☐ Local Performance
- ☐ Outreach, Intake, Orientation
- ☐ Resource Room

Buttons: Save, Cancel

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The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.

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