



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

Illinois Works Provider Network

# 2023 Illinois Works Reporting System (IWRS): Session I

Norman Ruano, Deputy Director of Illinois Works







# Course Description



Illinois Works was created as a result of Governor Pritzker's commitment to expanding equity in the Illinois' construction workforce. The Office of Illinois Works, in partnership with Southern Illinois University's Center for Workforce Development, developed the **Illinois Works Reporting System**, also known as **IWRS**.

This system allows grantees to track key information about participants' progress throughout their engagement with the Pre-apprenticeship program.

During this course, you will be provided with information about the **Illinois Works Reporting System (IWRS)**, navigation instructions, and practice opportunities.



# Course Objectives

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

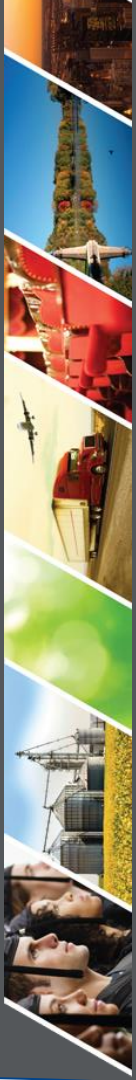
- Identify the four Illinois Works Pre-apprenticeship technologies.
- Describe the role of the Illinois Works Reporting System.
- Explain the relationship between IWRS and the Pre-apprenticeship LifeCycle.
- Navigate the IWRS main page.
- Add/Update provider information.
- Manage users.
- Access the IWRS reporting tools.





*This Session is Being Recorded*





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## Section 2: Welcome and Introduction

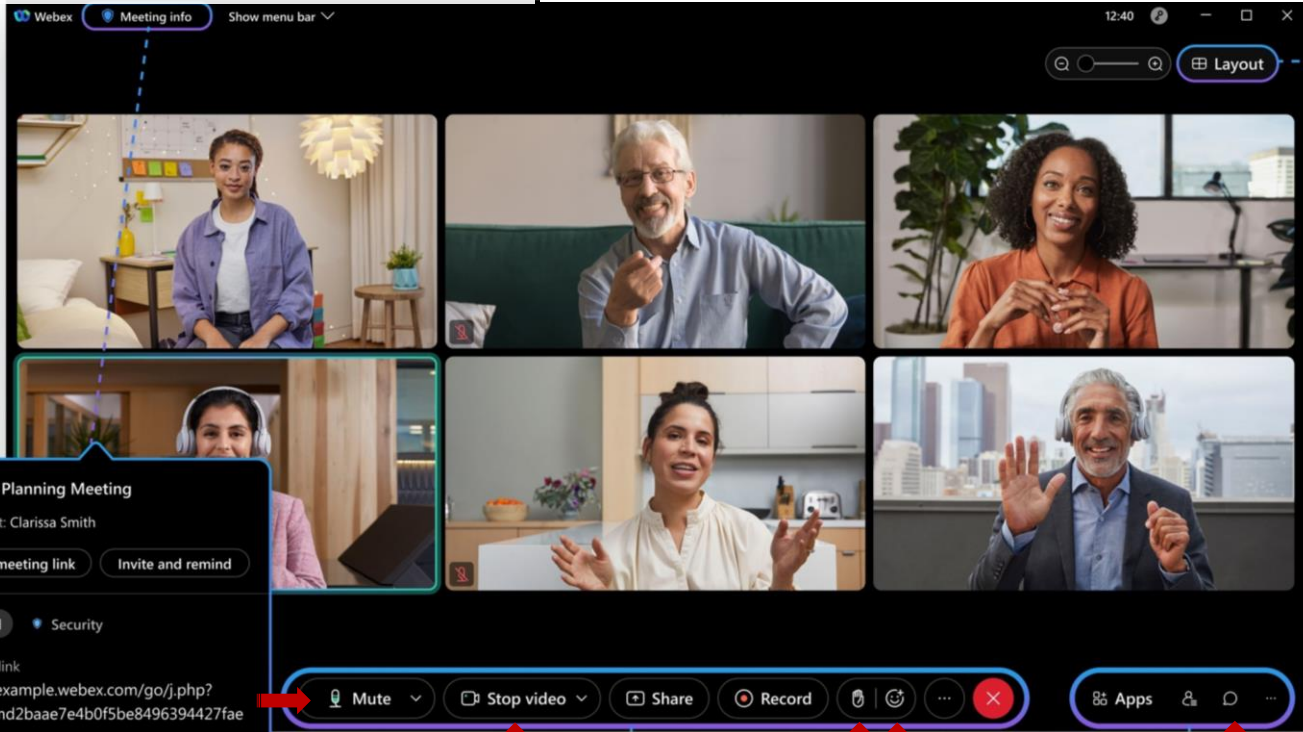
By the end of this section, you will be able to:

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





# Webex Tutorial



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





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Comments, feedback, or questions?

Email us at:

[CEO.IllinoisWorks@Illinois.Gov](mailto:CEO.IllinoisWorks@Illinois.Gov)



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& Economic Opportunity

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

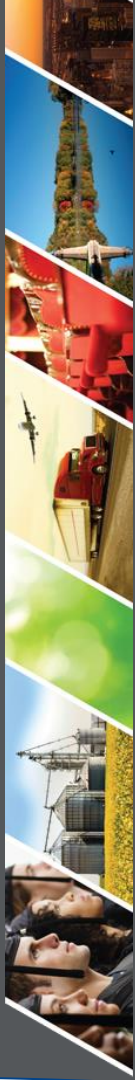


**ILLINOIS** 

# Question:

*“On a scale from 1-5, what is your experience/comfort-level with data management systems?”*





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## Section 3: Introduction to IWRS



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

- List the key Illinois Works technologies.
- Describe the purpose of the Illinois Works Reporting System.
- Explain the relationship between IWRS and Pre-apprentice LifeCycle.



# Illinois Works Technology



## Illinois Works Technology

Illinois Works Reporting  
System (IWRS)

Applicant Tracking  
System (ATS)

Illinois Works Heat Map

Illinois workNet - Illinois  
Works Partner Guide



# Illinois Works Technology



## Illinois Works Technology

Illinois Works Reporting  
System (IWRS)

Applicant Tracking  
System (ATS)

Illinois Works Heat Map

Illinois workNet - Illinois  
Works Partner Guide





# Illinois Works Reporting System (IWRS)







# IWRS



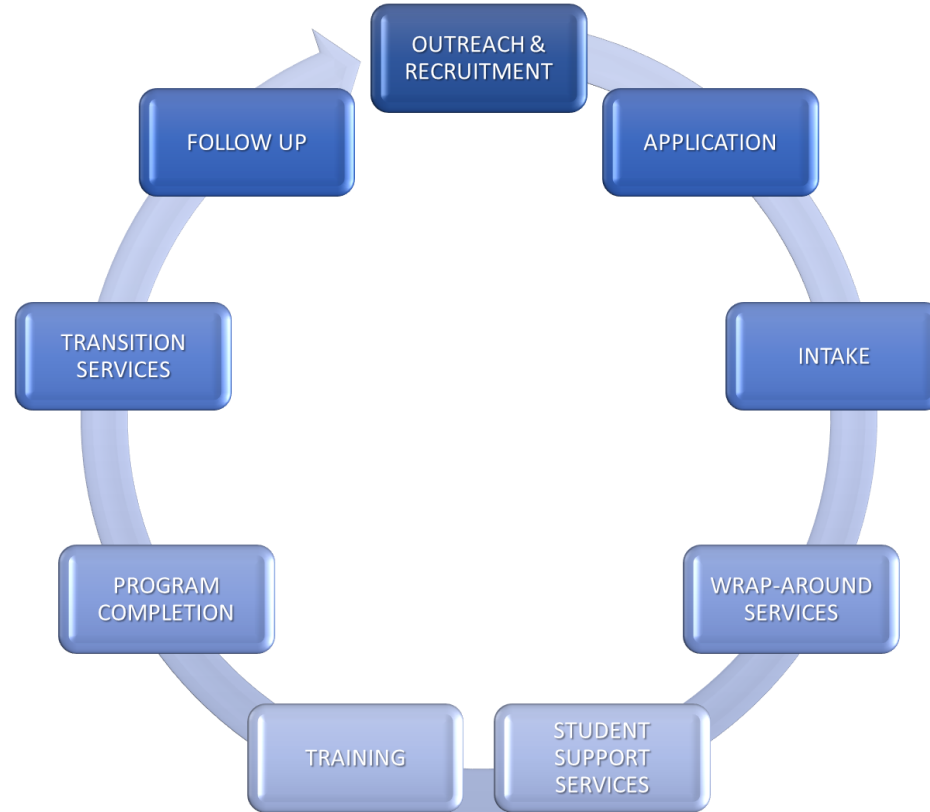


# IWRS



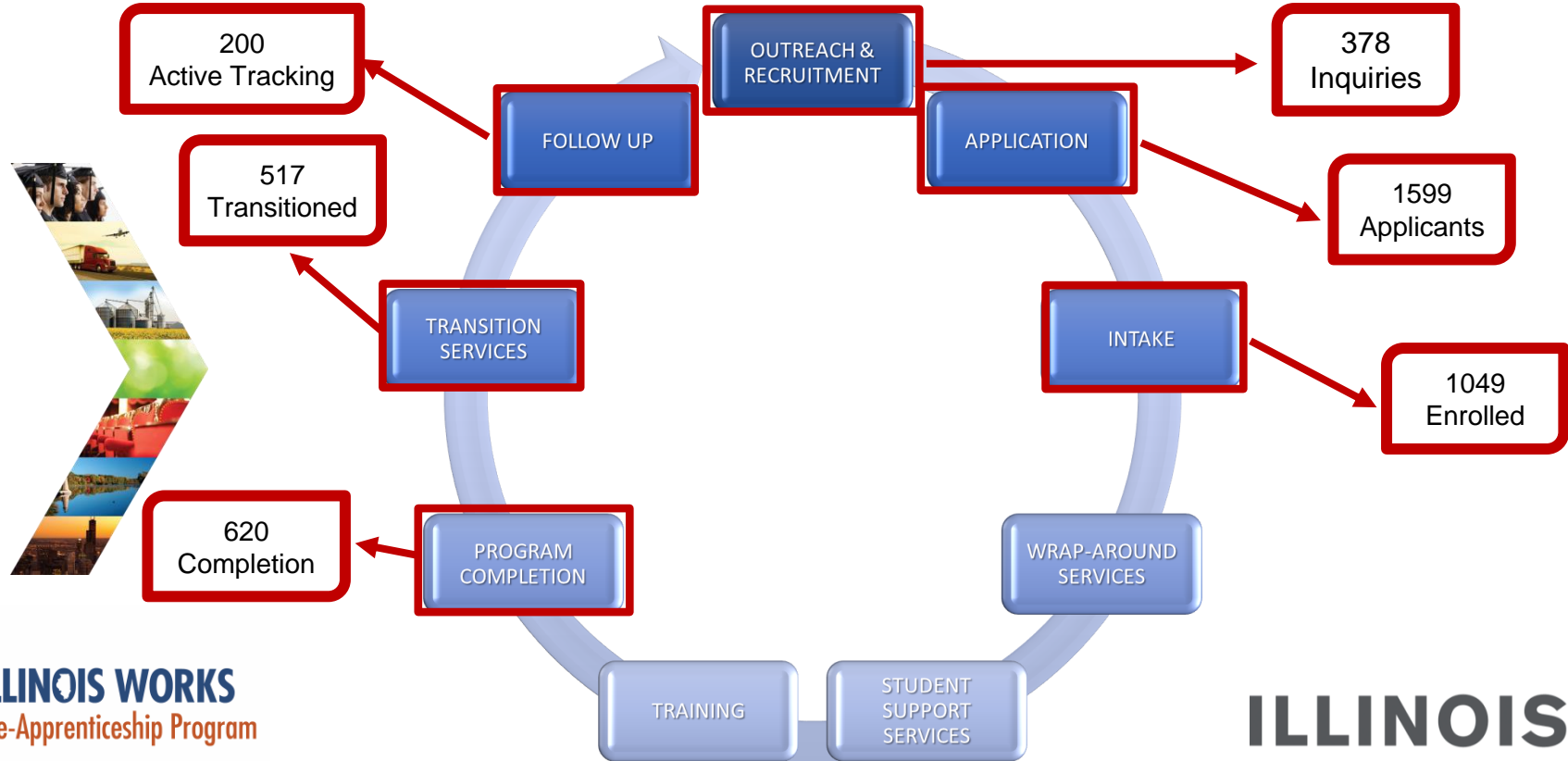


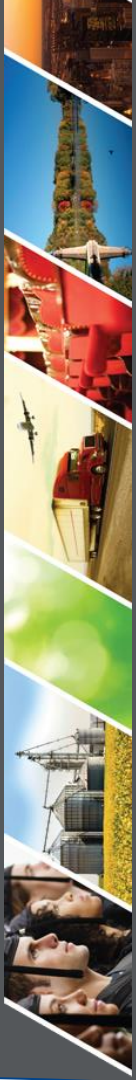
# Pre-Apprentice LifeCycle





# Program Elements and IWRS





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# Section 4: Introduction to IWRS



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

- Sign into IL workNet.
- Access the Illinois Works Reporting System.
- Identify each of the graphics/icons on the navigation bar.



# IWRS Access





# Roles



- **Service Provider:**  
Access to grantee participant information and dashboards.
- **Service Provider Program Administrators:**  
Access to designated participants, grantee information and specific reports.
- **Program Managers:**  
Regional level access to grantee and customer information, and reports.
- **Super Administrators:**  
Access to all Illinois Works Reporting System program tools.





# IWRS Access



The screenshot shows the homepage of the Illinois workNet Center. At the top, there is a navigation bar with a 'Sign Up' button highlighted by a red box and a red arrow pointing towards the registration form on the right. Below the navigation bar is a banner with the text 'STATE OF ILLINOIS WORKFORCE PORTAL' and a row of six images showing diverse workers. At the bottom, there are four main service categories: Employer, Job Seeker, Virtual Job Fair, and Training & Services, each with a brief description and a 'Learn More' button.

### Illinois workNet Registration

Click here to learn about Illinois workNet account benefits.  
Fields with an asterisk (\*) are required for registration. Enter your information below to begin using your Illinois workNet account.

First Name\*

Last Name\*

Date Of Birth\*

Email Address\*

Confirm Email Address\*

Main Number  Ext

Alternate Number  Ext

ZIP Code\*

Secret Question\*

Secret Answer\*

User Name\*

Password\*

Confirm Password\*

You are required to read and indicate that you agree to the updated Terms and Conditions of this site. Click the following link to read the terms and conditions. Then indicate that you agree with the terms by checking the box below. [View Terms and Conditions](#)

Accept Agreement\*





# IWRS Access

## State Partner Resources

 <p>ILLINOIS Pathways Science, Technology, Engineering &amp; Math</p>	 <p><b>ILLINOIS WORKS</b> Pre-Apprenticeship Program</p>	 <p><b>JOB TRAINING</b> &amp; Economic Development</p>	 <p>youth career pathways <b>PY 2018</b></p>
Illinois Pathways	Illinois Works	JTED	Youth Career Pathways

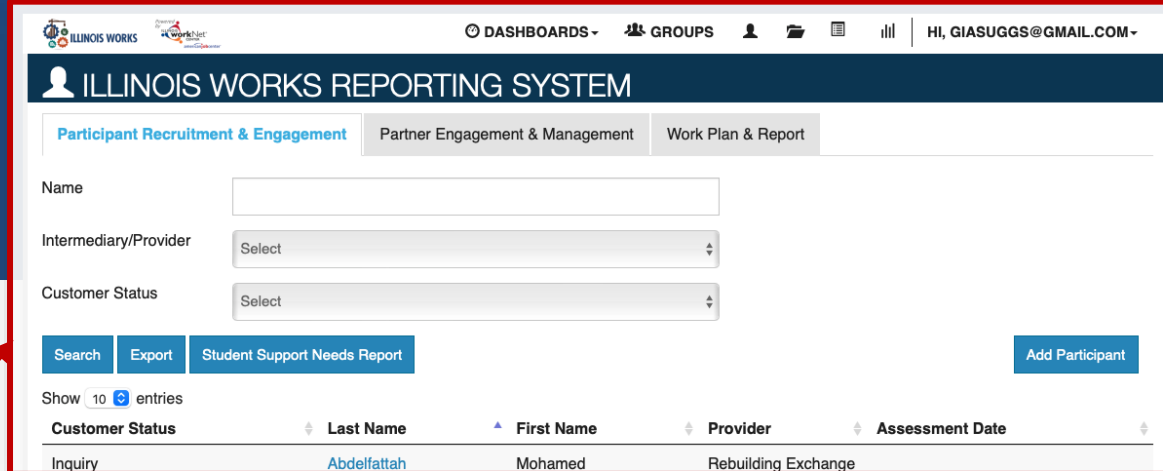
 <p>ILLINOIS WORKFORCE INNOVATION BOARD</p>	 <p><b>WIOA WORKS</b> ILLINOIS</p>	 <p><b>WIOA WORKS</b> ePOLICY</p>	 <p>TANF/SNAP/Medical (Apply for Benefits)</p>
IWIB	WIOA Works for Illinois	WIOA ePolicy Manual	IDHS - Application For Services
 <p>ILLINOIS workNet CENTER americanjobcenter</p>	 <p><b>ICCB</b> ILLINOIS COMMUNITY COLLEGE BOARD</p>	 <p><b>IDES</b> ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY</p>	 <p>Rehabilitation Services</p>
Illinois workNet Center	ICCB	IDES	Rehabilitation Services



[View More](#)



# IWRS Access



**ILLINOIS WORKS REPORTING SYSTEM**

**Participant Recruitment & Engagement** | Partner Engagement & Management | Work Plan & Report

Name:

Intermediary/Provider:


Customer Status:





[Search](#) | [Export](#) | [Student Support Needs Report](#) | [Add Participant](#)

Show 10 entries

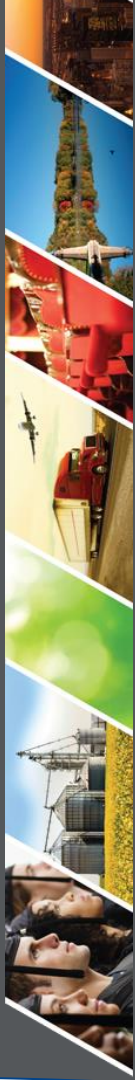
Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	

## ALL RESOURCES



-  Access the Illinois Works Reporting System
-  Video Tutorials & Training Materials
-  Full List of Resources
-  Partner Tool Updates

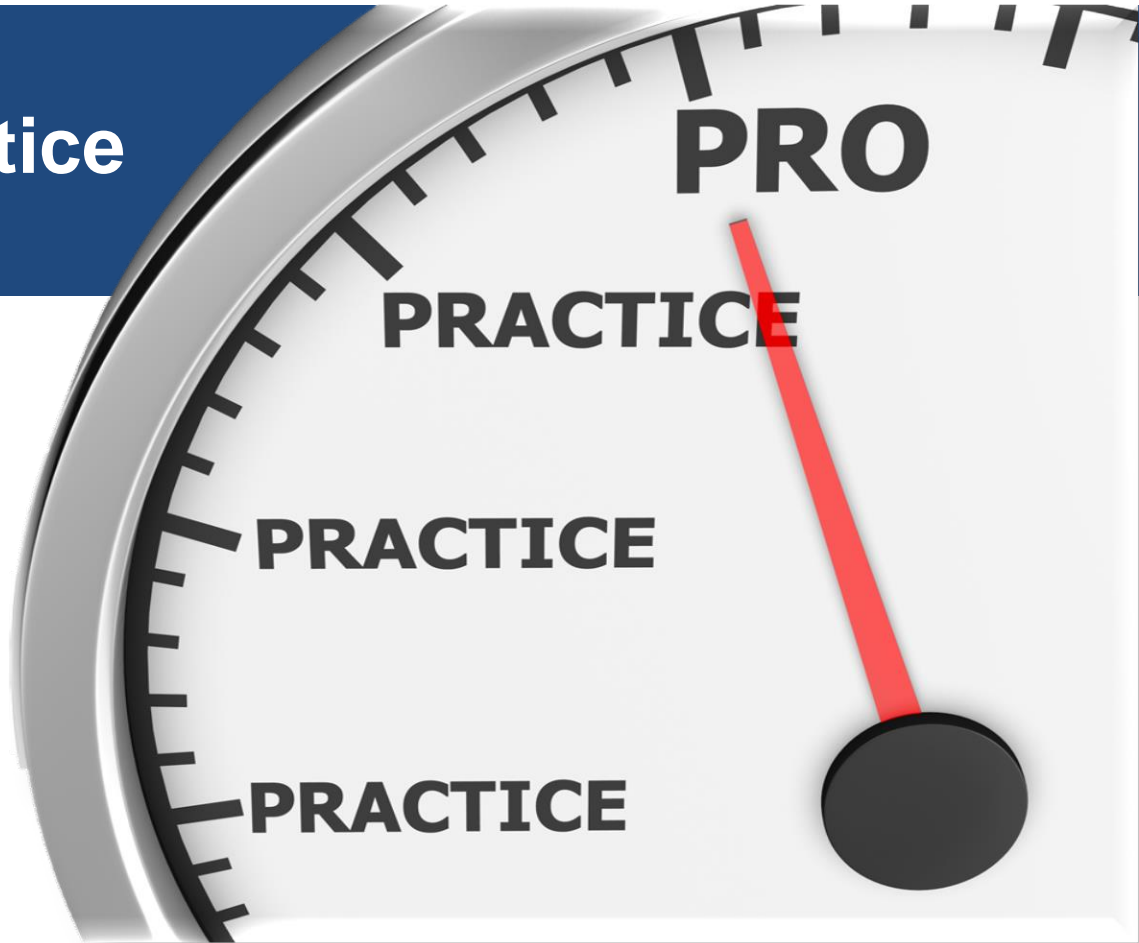


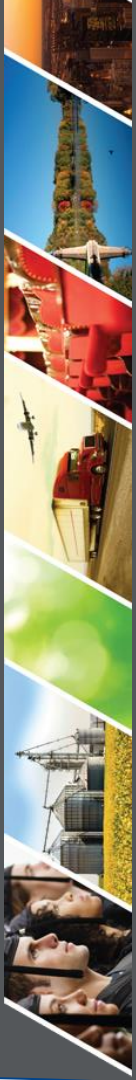


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# IWRS Access - Practice











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# Navigation Bar



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## ILLINOIS WORKS REPORTING SYSTEM

**Participant Recruitment & Engagement**

Partner Engagement & Management

Work Plan & Report

Name

Intermediary/Provider

Customer Status

Search

Export

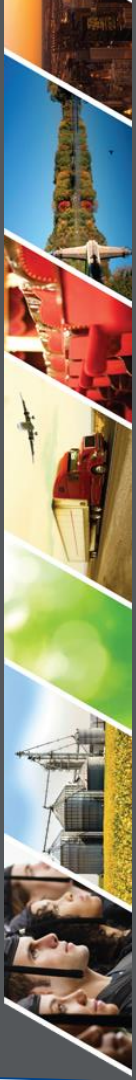
Student Support Needs Report

Add Participant

Show  entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	





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# Section 5: Provider Information

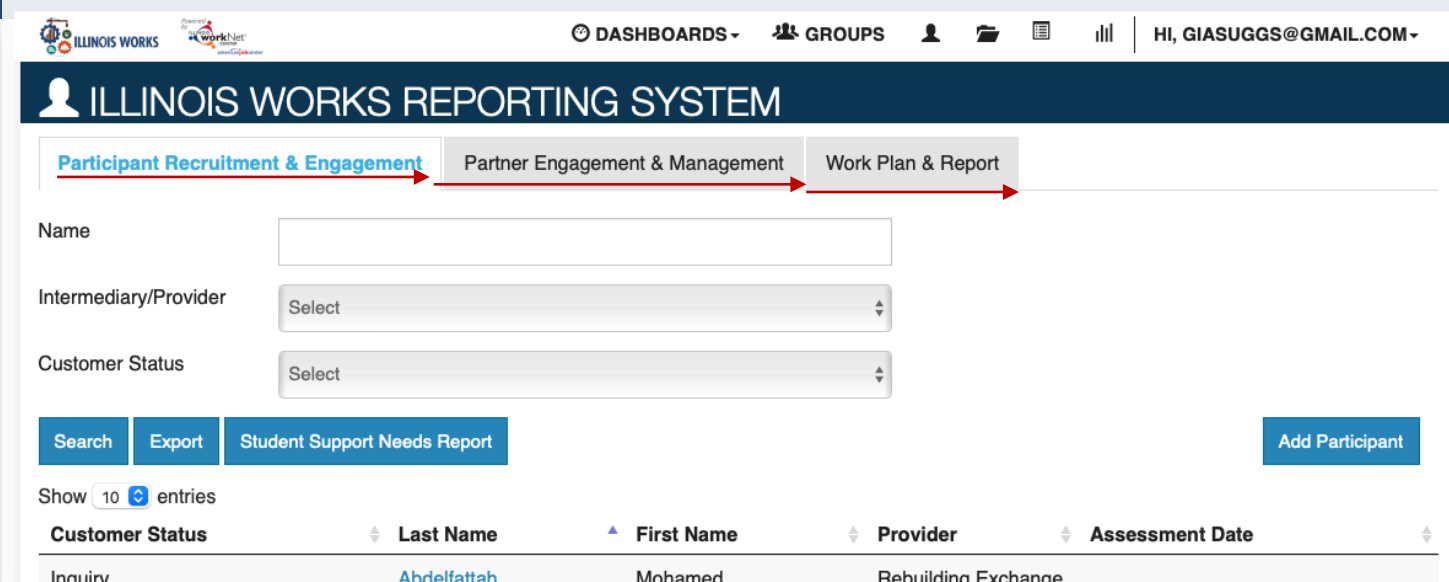


By the end of this section, you will be able to:

- Navigate the main page.
- Add/Update provider information.



# IWRS - Main Page Overview



**ILLINOIS WORKS** Account by worklet powered by **worklet**

DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM -

## ILLINOIS WORKS REPORTING SYSTEM

[Participant Recruitment & Engagement](#) → [Partner Engagement & Management](#) → [Work Plan & Report](#)

Name

Intermediary/Provider

Customer Status

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

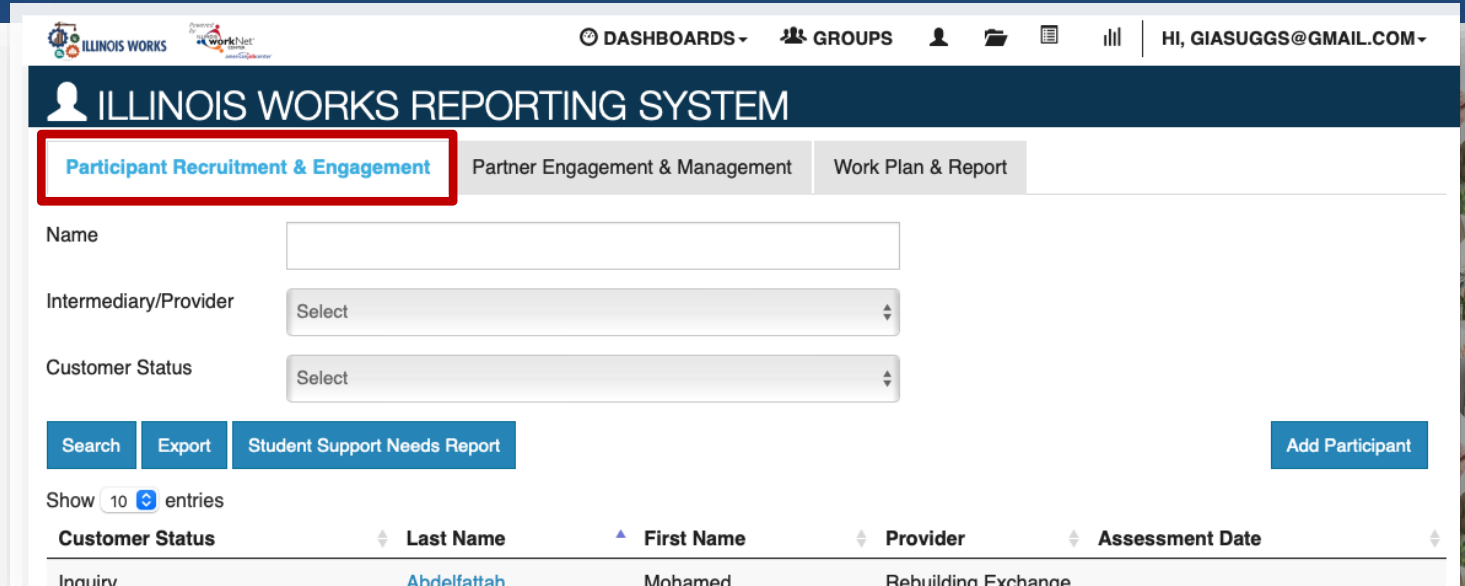
Show 10 entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	





# IWRS - Main Page Overview



**ILLINOIS WORKS** Agency of Workforce Development **worklet** powered by **worklet** powered by **worklet**

DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM -

## ILLINOIS WORKS REPORTING SYSTEM

**Participant Recruitment & Engagement** Partner Engagement & Management Work Plan & Report

Name

Intermediary/Provider

Customer Status

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

Show 10 entries



Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	





# IWRS - Main Page Overview



  DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM

## ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement **Partner Engagement & Management** Work Plan & Report

**Partner** Engagement Contact Notes

Name \*

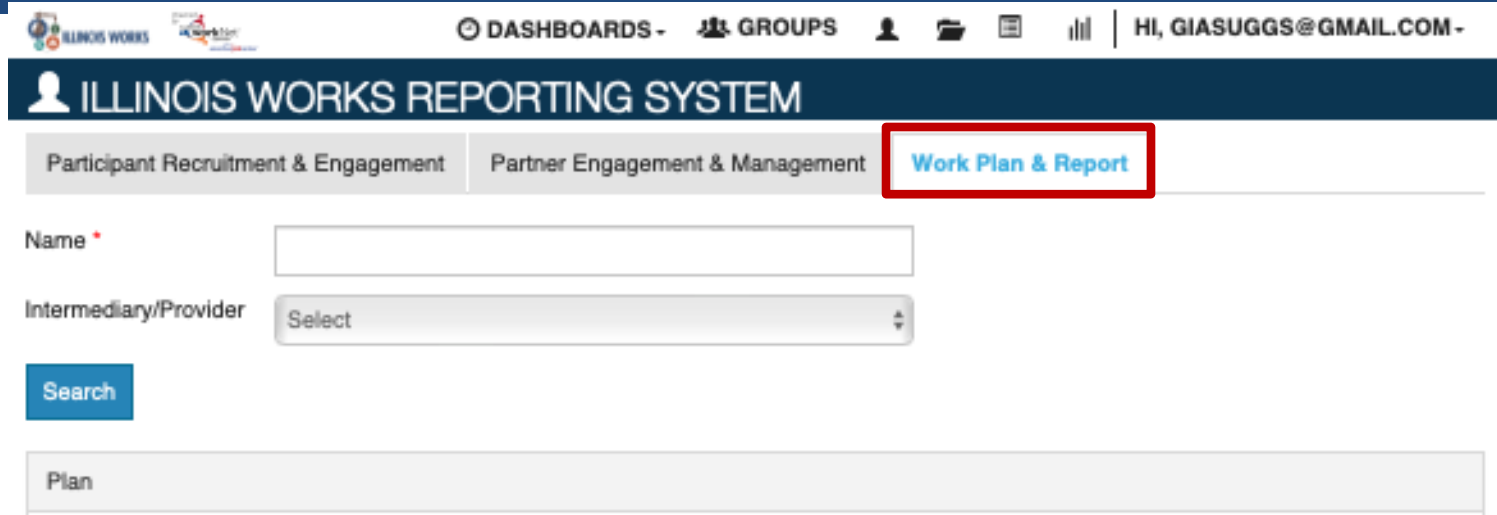
Intermediary/Provider







Show  entries

Partner Name	Provider	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
5th Ward - Leslie	Tools Up	Government	5-9	No	2325 E



# IWRS - Main Page Overview



  **DASHBOARDS -** **GROUPS**     | HI, GIASUGGS@GMAIL.COM -

## ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement | Partner Engagement & Management | **Work Plan & Report**

Name \*

Intermediary/Provider

**Search**




Plan





# IWRS - Provider Information



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## ILLINOIS WORKS REPORTING SYSTEM

[Participant Recruitment & Engagement](#) | Partner Engagement & Management | Work Plan & Report

Name

Intermediary/Provider

Customer Status

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

Show  entries


Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	





# IWRS - Provider Information



 DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM -

## PROVIDER INFO

**Appointments** | File Uploads | Grantee Details | Training Programs

Project:

Provider:

**Filter**

Appointments

Name/Location	Notes	Details
---------------	-------	---------

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# Provider Information - Tabs



Appointments



File Uploads



Grantee Details




Training Programs





# IWRS - Provider Information - Appointment



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## PROVIDER INFO

**Appointments** | File Uploads | Grantee Details | Training Programs

Project:

Provider:

**Filter**

Appointments

Name/Location	Notes	Details
---------------	-------	---------

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# IWRS - Provider Information - File Uploads



**workNet** DASHBOARDS - PROVIDER INFO

Appointments **File Uploads** Grantee Details

Project:

Provider:

**UPLOAD FILE**

Category: 

- ✓ -Select-
- Agency MOU
- Agency Contracts
- Agency Staff Training
- Credentials
- Fiscal Report
- Incentive/Stipends Paid
- Performance Improvement Plan
- Performance Report
- Worksite Agreement

**File Uploads**

Date	File Name	Description	Category	Uploaded By	Remove
------	-----------	-------------	----------	-------------	--------

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# IWRS - Provider Information – Grantee Details



Assisted by workNet  
ILLINOIS  
Pre-Apprenticeship Program

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## PROVIDER INFO

Appointments | File Uploads | **Grantee Details** | Training Programs

Project \*

Provider/Grantee \*

**Grantee Info**

Please select a provider to update provider information.


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# IWRS - Provider Information – Grantee Details



Assisted by workNet  
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## PROVIDER INFO

Appointments File Uploads **Grantee Details** Training Programs

Project \* IL Works

Provider/Grantee \* Select

Select Print

Grantee Info

Please select a provider to update provider information.

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Appointments File Uploads **Grantee Details** Training Programs

Project \* IL Works


Provider/Gran \* Chicago Provider 2

Select Print

Grantee Info

CASE NOTES(0) 

TA Contact Grantee Address  
TA Contact Info 102 Innovation Drive Chicago, IL 60607  
Scope Overview Grantee Program Name  
Program Start Date  
Target Population  
LWIA

ASSOCIATED GRANTS 

Show 10 entries

Number	Start Date	End Date	Grant Amount	Scheduled Participants	Actual Enrollment
No Grants Have Been Added					

Showing 0 to 0 of 0 entries Previous Next





# IWRS - Provider Information – Grantee Details



### ASSOCIATED GRANTS

Show  entries

**Number** **Start Date** **End Date** **Grant Amount** **Scheduled Participants** **Actual En**

No Grants Have Been Added

Showing 0 to 0 of 0 entries

### STAFF COMPLETING REQUIRED TRAINING

NOTE: IT IS RECOMMENDED TO UPLOAD CERTIFICATES OF COMPLETION TO THE "FILE UPLOADS" TAB FOR THE AGENCY.

Show  entries

**First Name** **Middle Name** **Last Name** **Completed Date** **Skill Name** **Training Co**

No Staff Have Been Added

Showing 0 to 0 of 0 entries

### TRAINING PROGRAMS

Show  entries

**Program Name** **Provider Name** **Length of Training** **Type** **Location** **Credentials** **Cred**

No data available in table

Showing 0 to 0 of 0 entries

### INSTRUCTORS

Show  entries

**Name** **Type of Training Delivered** **Credentials** **With Organization Since** **Or**

Mary Jane	Construction Skills Training	certificate and certification	2/1/2022	AB
Test Instructor	Safety Training	Certification		Th

[Add Grant](#)

### WORKSITES

Show  entries

Search:

**Employer** **Worksite** **Job Title** **Job Type** **Wages** **Total Openings** **Full Time Positions Filled** **Part Time Positions Filled** **Length**

ABC Practicum	ABC Practicum	Construction Carpenters	Permanent Employment	\$11.00	10	0	0	2 weeks
XYZ Provider	XYZ Provider	Computer Programmer	Permanent Employment	\$25.00	25	0	0	25 weeks

Showing 1 to 2 of 2 entries

Previous  Next

[Edit Worksite Placement Information](#)

### SERVICES

Show  entries

Search:

**Category** **Name** **Description** **Active Status** **delete**

N/A	Alumni Networking	Alumni Networking Service	Yes	<a href="#">Edit</a> <a href="#">X</a>
N/A	Apprenticeship Application Fee	Provide participants with assistance in paying fees related to joining a DOL-registered apprenticeship program, including application fees.	Yes	<a href="#">Edit</a> <a href="#">X</a>
N/A	Assistance with completing an apprenticeship program application	Provide assistance with completing a register apprenticeship in the construction industry.	Yes	<a href="#">Edit</a> <a href="#">X</a>
N/A	Broadband Fees	Provide participants with assistance in paying for Broadband fees not covered by existing programs.	Yes	<a href="#">Edit</a> <a href="#">X</a>
N/A	Career Information	Provide career information for those who are currently in the program.	Yes	<a href="#">Edit</a> <a href="#">X</a>

[Add New Training Service](#)

[Edit Services to Use on Career Plans](#)



# IWRS - Provider Information – Grantee Details



## COHORT INFORMATION






FY	Name
22	Cohort 1 - FY22
22	Cohort 2 - FY22
22	Cohort 3 - FY22
22	Cohort 4 - FY22
22	Cohort 5 - FY22
22	Cohort 6 - FY22
23	Cohort 1 - FY23
23	Cohort 2 - FY23
23	Cohort 3 - FY23
23	Cohort 4 - FY23
23	Cohort 5 - FY23
23	Cohort 6 - FY23





# IWRS - Provider Information – Training Program



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## PROVIDER INFO

Appointments | File Uploads | Grantee Details | **Training Programs**

Project:

Provider:

[Filter](#) [Add Program](#) [Reset Filters](#)

### Training Programs

Program Name	Length Of Program	Approval Status	Projected Participants	Actual Enrollment	Contact Name	Options ⚙
--------------	-------------------	-----------------	------------------------	-------------------	--------------	-----------







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# IWRS - Provider Information – Training Program



 **DASHBOARDS** **GROUPS**      | HI, GIASUGGS@GMAIL.COM

## PROVIDER INFO

Appointments | File Uploads | Grantee Details | **Training Programs**

Project:

Provider:

**Filter** | **Add Program** | **Reset Filters**

### Training Programs

Program Name	Length Of Program	Approval Status	Projected Participants	Actual Enrollment	Contact Name	Options
--------------	-------------------	-----------------	------------------------	-------------------	--------------	---------

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PROVIDER INFO

Appointments | File Uploads | Grantee Details | Training Programs

Add Program Information | Add Baseline Requirements | Add Associated Credentials

VIEW INSTRUCTIONS HERE

ADD TRAINING PROGRAM FOR YBLC, INC  
VIEW AVAILABLE TRAINING PROGRAMS AND PROVIDERS

What type of program do you offer?

- Registered apprenticeship
- Pre-apprenticeship
- Career pathway
- Youth apprenticeship
- Illinois apprenticeship
- Illinois pre-apprenticeship

APPROVED TRAINING PROGRAM INFORMATION

Submit training program for approval.

PROGRAM INFORMATION

Program Name \*

Program Description \*

Provider Name \* YBLC, Inc

Street Address 1 \*

Street Address 2 \*

City \*

State \* Illinois

ZIP Code \*

Training program CIP Code \* [Lookup CIP Codes](#)

Time to Complete in Weeks \*

Training Program Career Pathway \*

SOC Code for the occupation of this program \* [Lookup SOC Codes and Occupations](#)

Target Occupation \*

NAICS code to identify an industry for this business \* [Lookup NAICS Codes](#)

CIS Url Link [Link directly to the URL from Career, Wages, and Trends](#)

ENROLLMENT INFORMATION

What is your projected number of participants to serve? \*

Program Contact \*

Minimum Age for this Occupation \*

Cancel | Next Page

# IWRS - Provider Information – Training



workNet

DASHBOARDS | GROUPS

PROVIDER INFO

Appointments | File Uploads | Grantee Details | Training Programs

Project: IL Works

Provider: YBLC, Inc - 2303 Kemble Ave. North Chicago IL 60064

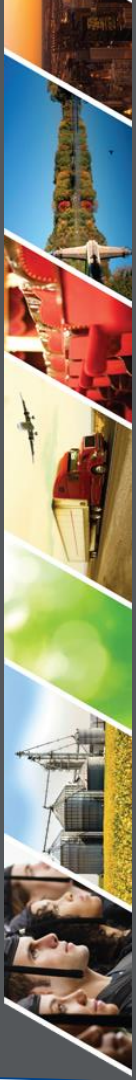
Filter | **Add Program** | Reset Filters

Training Programs

Program Name	Length Of Program	Approval Status	Projected Participants	Actual Enr
--------------	-------------------	-----------------	------------------------	------------

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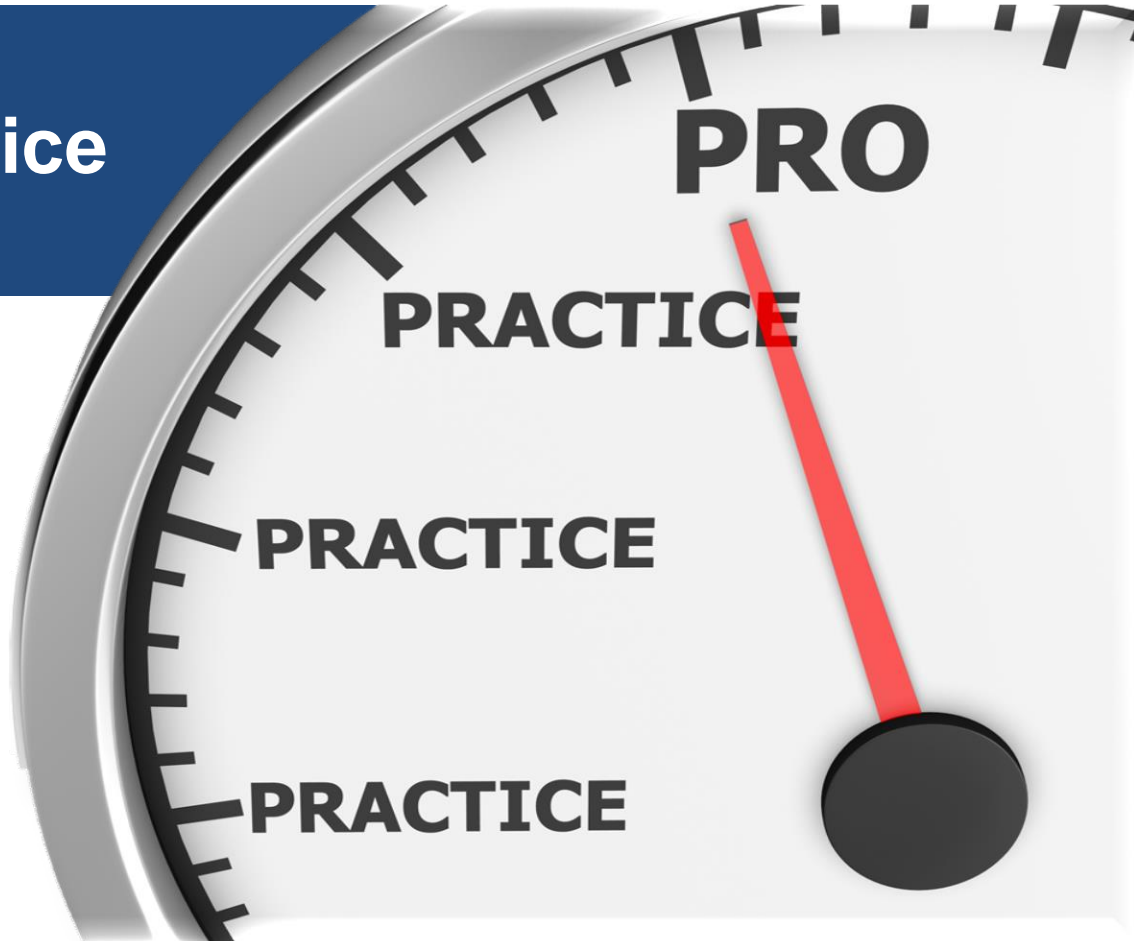


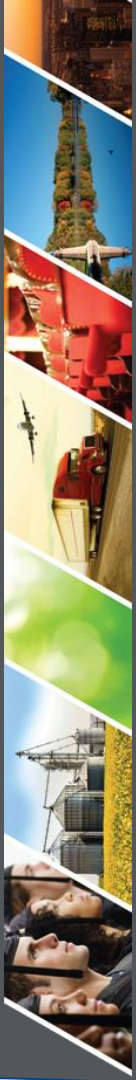


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# Provider Info - Practice





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# Section 6: User Management And Worksite Placement

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






- Add/Update a partner.
- Add/Update Worksite Placement.





# IWRS – User Management



 **DASHBOARDS -** **GROUPS**     | HI, GIASUGGS@GMAIL.COM -

## USER MANAGEMENT

Name Related Instructions

User Management Instructions

[Hide Filters](#)

Group Role

Show  entries

Last Name	First Name	Username	Group Processing...	IwN Role	LWIA	Add/Remove Partner
-----------	------------	----------	---------------------	----------	------	--------------------

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# IWRS – User Management – Add Partner



DASHBOARDS - GROUPS **USER** | HI, GIASUGGS@GMAIL.COM -

## USER MANAGEMENT

Name

Related Instructions  
[User Management Instructions](#)

Q Search **Add Partner to Group**

Hide Filters

Group  Role

Show  entries

Last Name	First Name	Username	Group	Processing...	iwN P...
-----------	------------	----------	-------	---------------	----------

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ADD PARTNER

First Name \*

Last Name \*

Birth Date \*

Phone Number \*

Email \*

ZIP Code \*

Organizations or Groups to Add Partner to\*





# IWRS – User Management – Delete Partner



DASHBOARDS - GROUPS | HI, GIASUGGS@GMAIL.COM-

## USER MANAGEMENT

Name

Related Instructions  
User Management Instructions

Q Search Add Partner to Group

Hide Filters

Group Role

Select Select

Show 10 entries

Last Name	First Name	Username	Group	Email	IwN Role	LWIA	Add/Remove Partner
Alexander	Anthony	AAlexander1121	IL Works - Sista Girls & Friends, Inc	aaalexander.sgaf@gmail.com	Public Viewer	19	<span style="border: 2px solid red; padding: 2px;">+ x</span>
Allston	Amber	AAAllston	IL Works - Sista Girls & Friends, Inc	aallston.sgaf@gmail.com	Public Viewer	19	+ x







# IWRS - Provider Information – Worksite Placement



DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM -

## WORKSITE PLACEMENT

Employers **Worksite Placement** Payroll Payroll Management

Project: IL Works

Grantee/Provider: Select

Employment Type: Select

Filter Reports

Add Employer/Worksite

SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.

Show 10 entries Search:

Add Customers	Project	Agency	Employer	Worksite	Job	Total Number of Openings	Full Time Positions Filled	Part Time Positions Filled
<a href="#">Add Customers</a>	IL Works	Southwestern Illinois College	Lansdowne UP	Lansdowne UP	Construction and Related Workers, All Other	11	0	0





# IWRS - Provider Information – Worksite Placement

**WORKSITE PLACEMENT**

**Employers** Worksite Placement Payroll Payroll Management

Project: IL Works

Agency: Select

Payroll Status: Select

Subsidized/Unsubsidized Customer Placement Status: Select

**Filter**

show 10 entries

Employer Name	Worksites	Contacts	Has Placements
METC/Apprenticeship	1	1	Yes
ABC Practicum	1	1	Yes
Aramark	1	1	No
Arrow Glass	1	1	Yes
Booth Construction & Remodeling	1	1	No
Carpenters Union	1	1	Yes
Chicago Public Schools	0	1	No
D. Jones Construction	1	1	Yes
Decatur Building Trades Council	2	1	Yes
Electricians	1	1	No

Showing 1 to 10 of 46 entries

Previous 1 2 3 4 5 Next

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**WORKSITE PLACEMENT**

Employers **Worksite Placement** Payroll Payroll Management

Project: IL Works

Grantee/Provider: Select

Employment Type: Select

**Filter** **Reports**

**SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORK**

show 10 entries

Add Customers	Project	Agency	Employer	Worksite
<a href="#">Add Customers</a>	IL Works	Southwestern Illinois College	Lansdowne UP	Lansdowne UP

DASHBOARDS - GROUPS | HI, GIASUGGS@GMAIL.COM

**WORKSITE PLACEMENT**

Employers Worksite Placement **Payroll** Payroll Management

Project: IL Works

Agency: Select

**Filter**

**Add Payroll**

**Payroll Upload History**

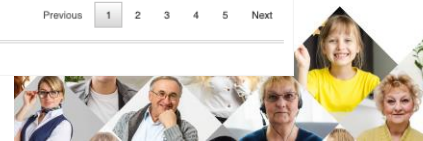
show 10 entries

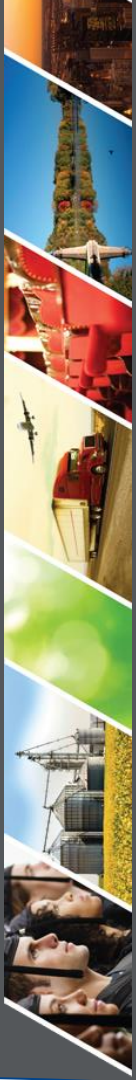
Options	Start	End	Number of Customers	Total Wages	Created	Updated	Status
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

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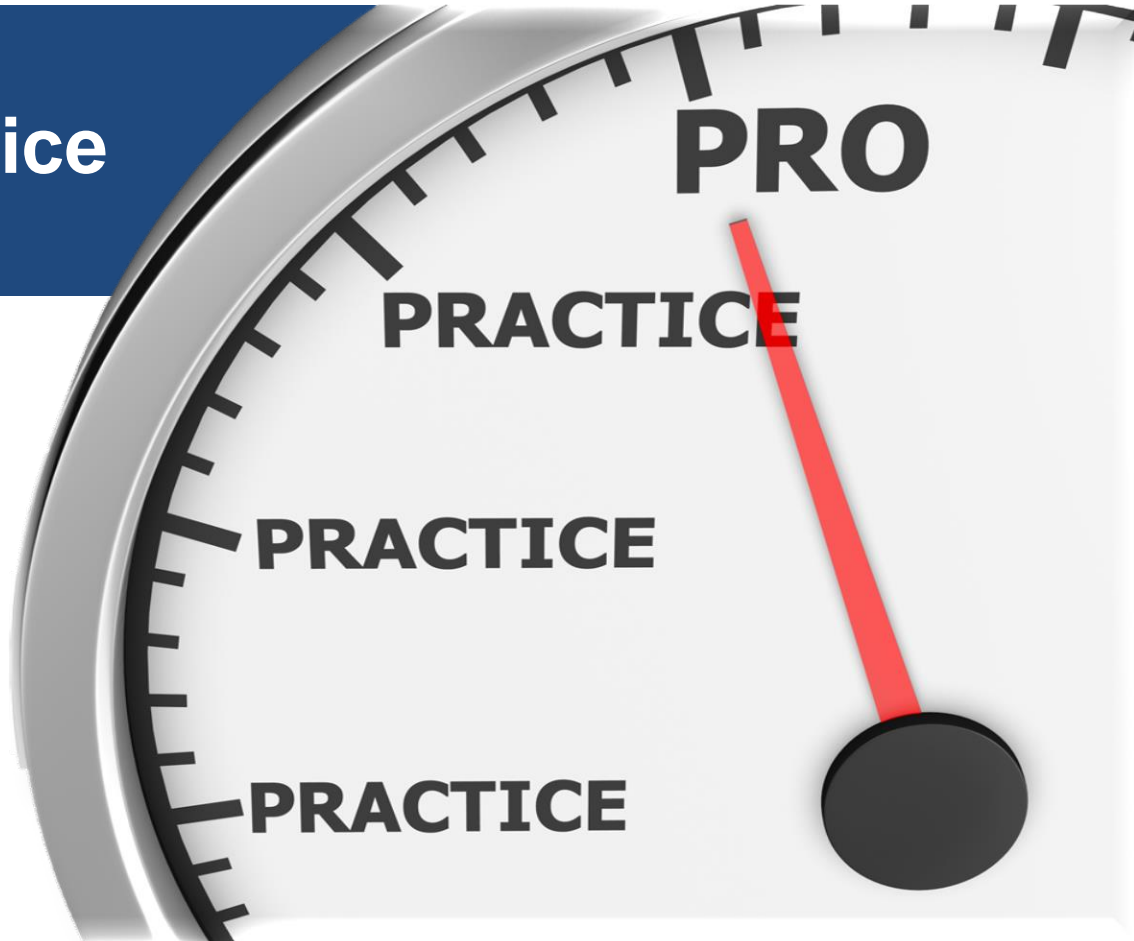


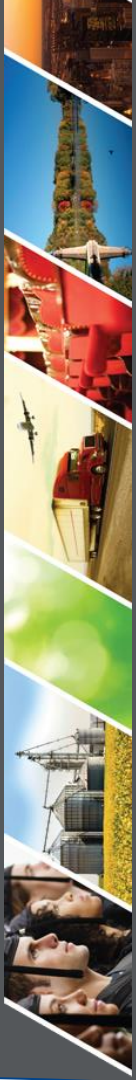


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# Provider Info - Practice





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## Section 7: Reporting Tools

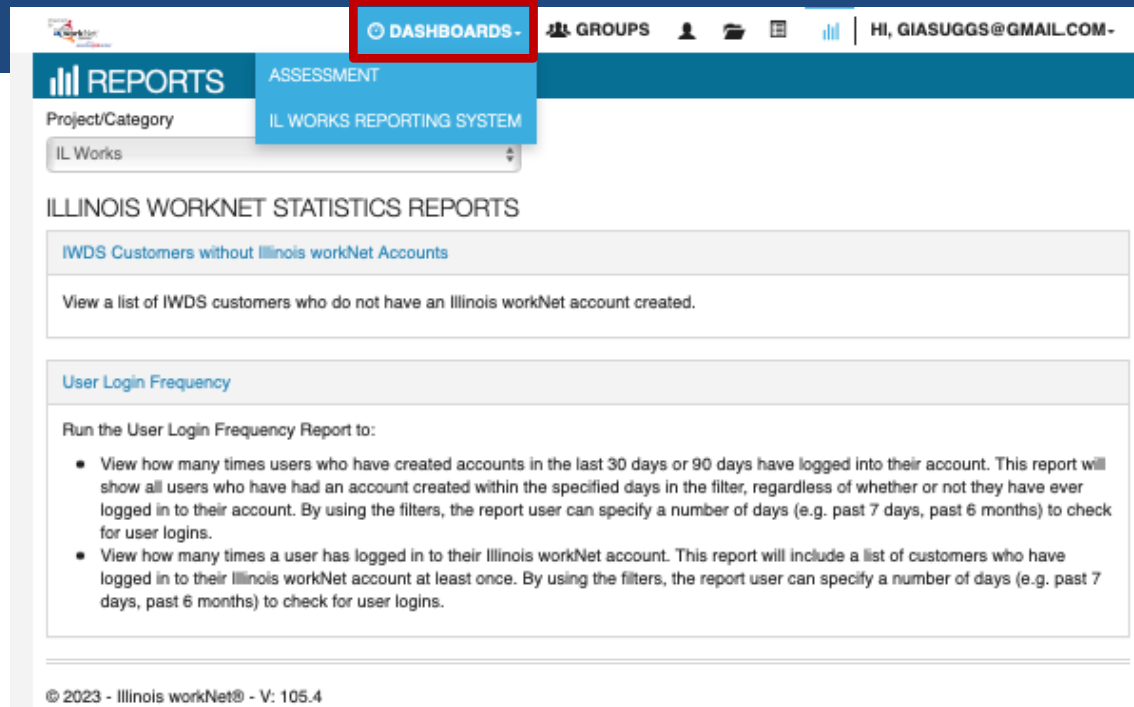


By the end of this section, you will be able to:

- Access the reporting tools and including the dashboards, workplan, student support services, attendance, and post assessment scores.



# IWRS – Reporting Tools



**DASHBOARDS -** **GROUPS** **HI, GIASUGGS@GMAIL.COM -**

**REPORTS** **ASSESSMENT**

Project/Category: **IL WORKS REPORTING SYSTEM**

IL Works

### ILLINOIS WORKNET STATISTICS REPORTS

[IWDS Customers without Illinois workNet Accounts](#)

View a list of IWDS customers who do not have an Illinois workNet account created.

[User Login Frequency](#)

Run the User Login Frequency Report to:

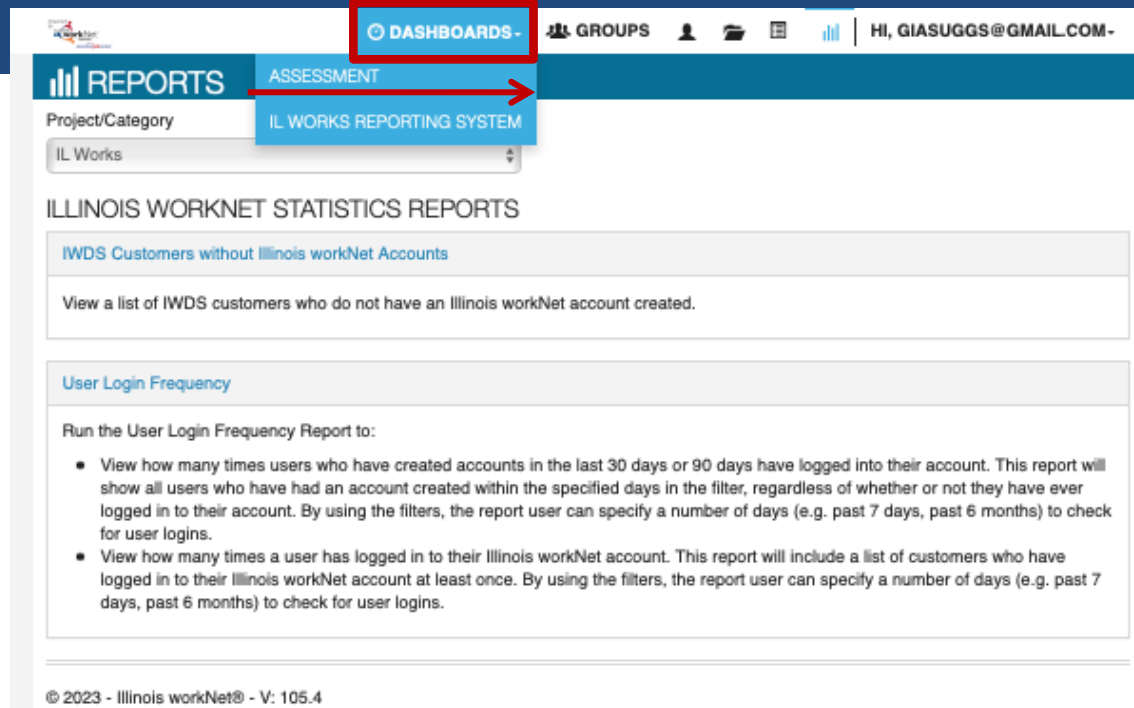
- View how many times users who have created accounts in the last 30 days or 90 days have logged into their account. This report will show all users who have had an account created within the specified days in the filter, regardless of whether or not they have ever logged in to their account. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.
- View how many times a user has logged in to their Illinois workNet account. This report will include a list of customers who have logged in to their Illinois workNet account at least once. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.

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# IWRS – Reporting Tools - Assessment



**DASHBOARDS -** GROUPS | HI, GIASUGGS@GMAIL.COM-

**REPORTS** ASSESSMENT

Project/Category: IL WORKS REPORTING SYSTEM

IL Works

### ILLINOIS WORKNET STATISTICS REPORTS

[IWDS Customers without Illinois workNet Accounts](#)

View a list of IWDS customers who do not have an Illinois workNet account created.

[User Login Frequency](#)

Run the User Login Frequency Report to:

- View how many times users who have created accounts in the last 30 days or 90 days have logged into their account. This report will show all users who have had an account created within the specified days in the filter, regardless of whether or not they have ever logged in to their account. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.
- View how many times a user has logged in to their Illinois workNet account. This report will include a list of customers who have logged in to their Illinois workNet account at least once. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.

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# IWRS – Reporting Tools - Assessment

**CIS ASSESSMENTS**

Assessment | IL Works Reporting System

CIS | Employment 101 | Employment 101 - Gen2 | NOCT1 | Observational Evaluations | Worksite Evaluations

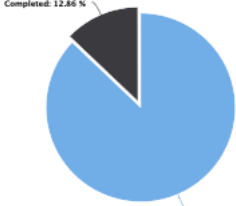
Use this dashboard to:

- View counts of customers that have completed/not completed the Career Interest Survey.
- Identify customers that have completed/not completed the Career Interest Survey and view their information.

Active: All

[Filter](#)

**CIS Assessments**



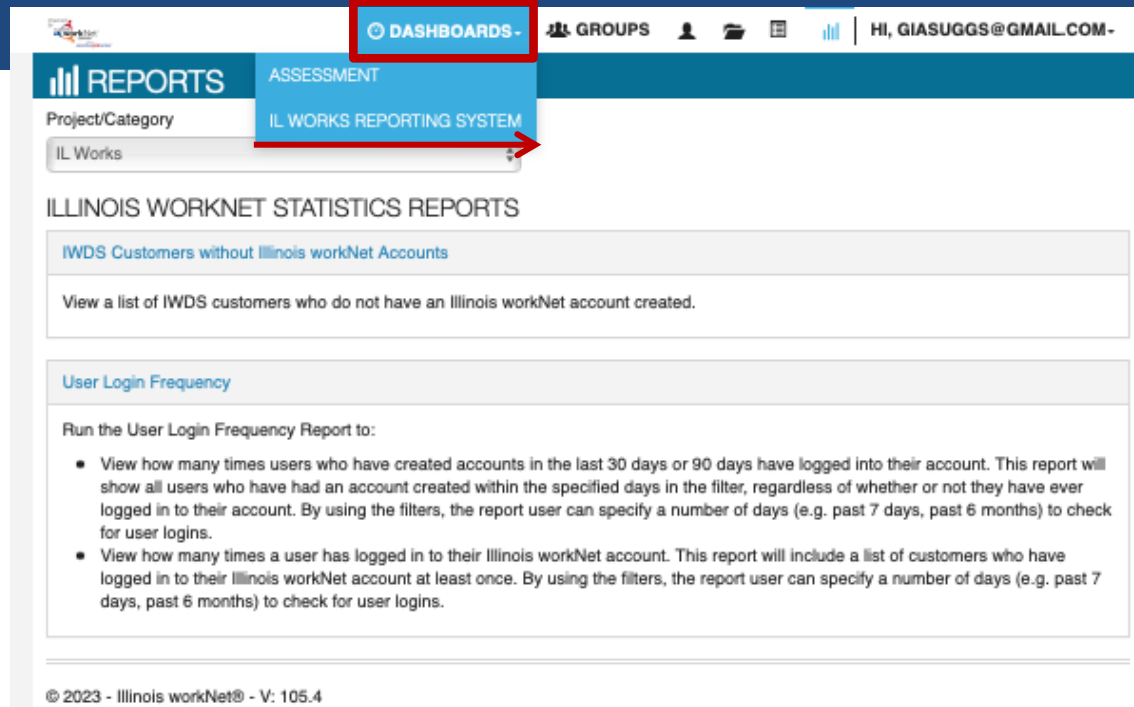
Completion Status	Count	Percent
Not Complete	1172	87.14%
Complete	173	12.86%
Total	1345	100%

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# IWRS – Reporting Tools – IL Works Reporting System



**DASHBOARDS -** | **GROUPS** | **HI, GIASUGGS@GMAIL.COM**

**REPORTS** | **ASSESSMENT**

Project/Category: **IL WORKS REPORTING SYSTEM**

IL Works

### ILLINOIS WORKNET STATISTICS REPORTS

[IWDS Customers without Illinois workNet Accounts](#)

View a list of IWDS customers who do not have an Illinois workNet account created.

[User Login Frequency](#)

Run the User Login Frequency Report to:

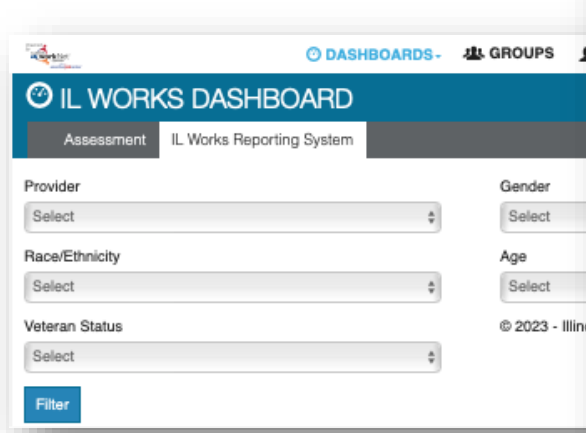
- View how many times users who have created accounts in the last 30 days or 90 days have logged into their account. This report will show all users who have had an account created within the specified days in the filter, regardless of whether or not they have ever logged in to their account. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.
- View how many times a user has logged in to their Illinois workNet account. This report will include a list of customers who have logged in to their Illinois workNet account at least once. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.

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# IWRS – Reporting Tools – IL Works Reporting System

**IL WORKS DASHBOARD**

Assessment | IL Works Reporting System

Provider: Select

Race/Ethnicity: Select

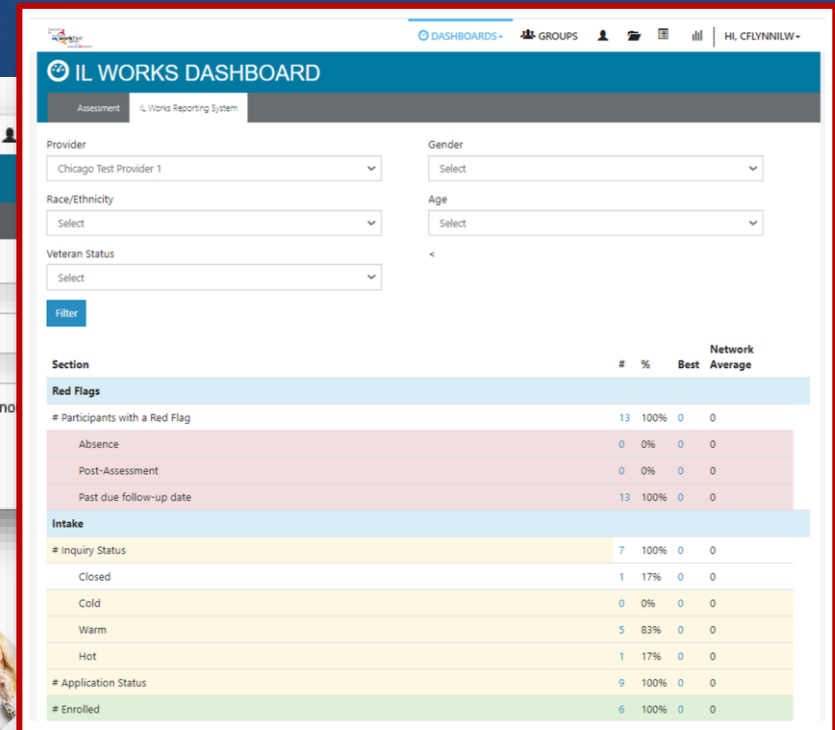
Veteran Status: Select

Gender: Select

Age: Select

Filter

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**IL WORKS DASHBOARD**

Assessment | IL Works Reporting System

Provider: Chicago Test Provider 1

Race/Ethnicity: Select

Veteran Status: Select

Gender: Select

Age: Select

Filter

Section	#	%	Best	Network Average
<b>Red Flags</b>				
# Participants with a Red Flag				
Absence	0	0%	0	0
Post-Assessment	0	0%	0	0
Past due follow-up date	13	100%	0	0
<b>Intake</b>				
# Inquiry Status				
Closed	1	17%	0	0
Cold	0	0%	0	0
Warm	5	83%	0	0
Hot	1	17%	0	0
# Application Status				
Enrolled	6	100%	0	0





# IWRS – Reporting Tools – IL W



**IL WORKS DASHBOARD**

Assessment | IL Works Reporting System

Provider: Chicago Test Provider 1  
 Race/Ethnicity: Select  
 Veteran Status: Select  
 Gender: Select  
 Age: Select

**Filter**

Section	#	%	Be
<b>Red Flags</b>			
# Participants with a Red Flag			
Absence	0	0%	0
Post-Assessment	0	0%	0
Past due follow-up date	13	100%	0
<b>Intake</b>			
# Inquiry Status			
Closed	1	17%	0
Cold	0	0%	0
Warm	5	83%	0
Hot	1	17%	0
# Application Status			
Enrolled	6	100%	0

**ILLINOIS WORKS REPORTING SYSTEM**

Participant Recruitment & Engagement | Partner Engagement & Management | Work Plan & Report

Name:

Intermediary/Provider: Chicago Test Provider 1

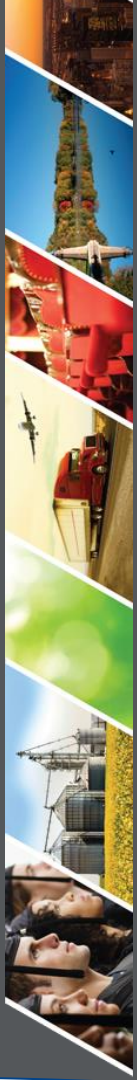
Customer Status: Select

Search | Export | Student Support Needs Report | Add Participant

Show 10 entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Complete & In Transition	Dooerr	Jane	Chicago Test Provider 1	3/29/2022
Post Program Active Tracking	February	January	Chicago Test Provider 1	Not Submitted
Enrolled	Garvey7	David7	Chicago Test Provider 1	8/29/2022
Enrolled	Jackson	Joe	Chicago Test Provider 1	1/20/2023
Enrolled	Jane	Mary	Chicago Test Provider 1	5/2/2022
Post Program Active Tracking	Jones	Mary	Chicago Test Provider 1	Not Submitted
Complete & In Transition	Roberts	Jane	Chicago Test Provider 1	Not Submitted
Enrolled	TelgerTest	NTest	Chicago Test Provider 1	3/31/2022
Not Enrolled	TESTERY	TESTER	Chicago Test Provider 1	4/4/2022

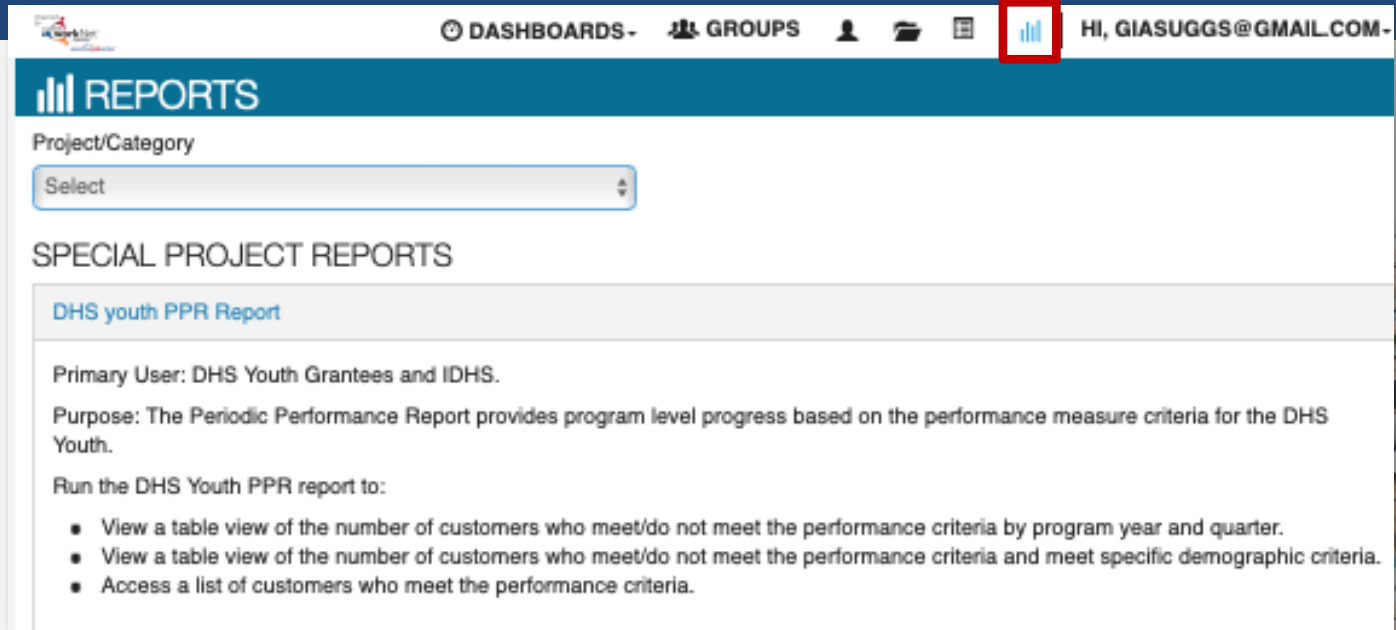










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# IWRS – Reporting Tools



 DASHBOARDS-  GROUPS     HI, GIASUGGS@GMAIL.COM-

## REPORTS

Project/Category

Select

### SPECIAL PROJECT REPORTS

[DHS youth PPR Report](#)

Primary User: DHS Youth Grantees and IDHS.

Purpose: The Periodic Performance Report provides program level progress based on the performance measure criteria for the DHS Youth.

Run the DHS Youth PPR report to:

- View a table view of the number of customers who meet/do not meet the performance criteria by program year and quarter.
- View a table view of the number of customers who meet/do not meet the performance criteria and meet specific demographic criteria.
- Access a list of customers who meet the performance criteria.





# IWRS – Reporting Tools



Student Support  
Services Report




Attendance and  
Post-Assessment  
Scores



# IWRS – Reporting Tools – Student Support Services



 **DASHBOA**

## REPORTS

Project/Category

Select

### SPECIAL PROJECT REPORTS

[DHS youth PPR Report](#)

Primary User: DHS Youth Grantees and IDHS.

Purpose: The Periodic Performance Report provides p Youth.

Run the DHS Youth PPR report to:

- View a table view of the number of customers wh
- View a table view of the number of customers wh
- Access a list of customers who meet the perform

[ISETS: All Participants Who Received Benefits Summary \(4333\)](#)

[ISETS: Employment Report](#)

[ISETS: Supportive Services Summary](#)

[ISETS: Earnfare Referral and Attendance \(2606\) Summary](#)

[ISETS: Earnfare Administrative Expenses Certification](#)

[Student Support Service Report](#)

[Attendance and Post-Assessment Scores](#)

[Grantee Information](#)

Primary User: Commerce.

Purpose: The Grantee Information Report provides an overview of the project and actual number of participants, sectors, grant amounts, and most recent status update notes.







# IWRS – Reporting Tools – Student Support Services

ISETS: All Participants Who Received Benefits Summary (4333)

ISETS: Employment Report

ISETS: Supportive Services Summary

ISETS: Earnfare Referral and Attendance (2606) Summary

ISETS: Earnfare Administrative Expenses Certification

**Student Support Service Report**

Attendance and Post-Assessment Scores

Grantee Information

Primary User: Commerce.

Purpose: The Grantee Information Report provides an overview of the project and actual number of participants, sectors, grant amounts, and most recent status update notes.

### STUDENT SUPPORT SERVICES REPORT

Project: IL Works

Start Date Begin Range: xx/xx/xxxx

Start Date End Range: xx/xx/xxxx

Flag Types: Select

Filter

Customer Enrollment Status: Select

Grantee: Select

Service Provider: Select

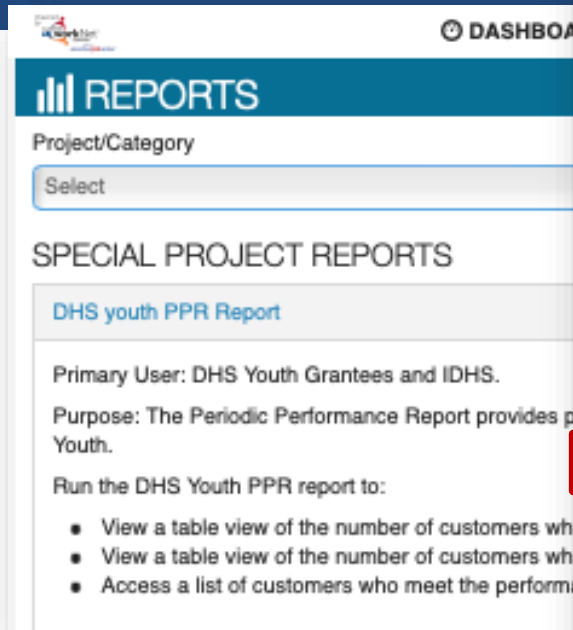
Service Name: [Text Field]

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# IWRS – Reporting Tools – Attendance/Post Assessment



**DASHBOARD**

## REPORTS

Project/Category

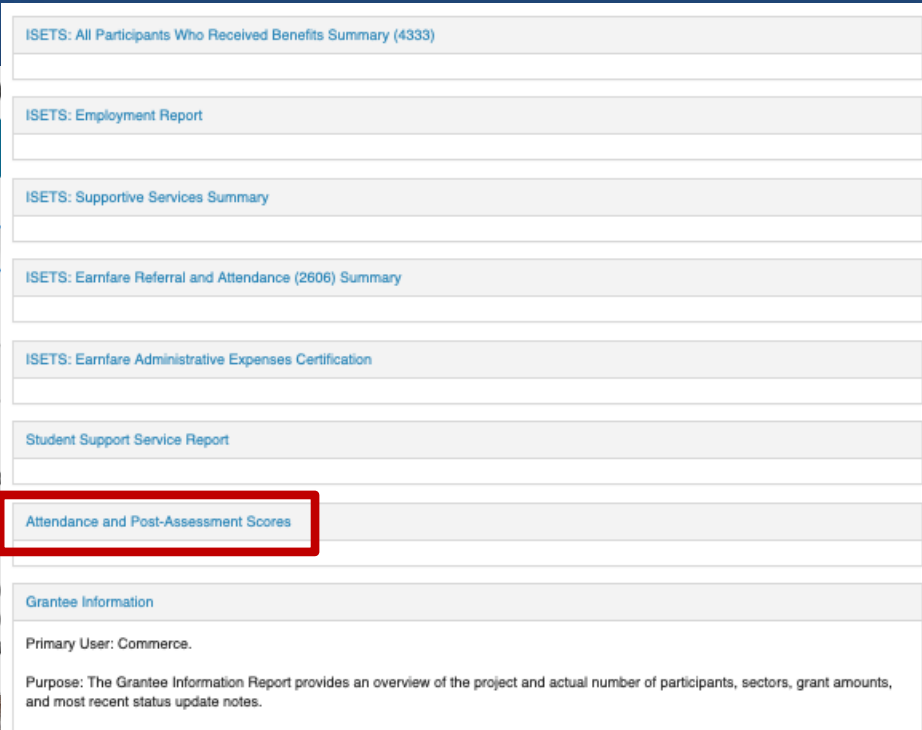
Select

### SPECIAL PROJECT REPORTS

[DHS youth PPR Report](#)

Primary User: DHS Youth Grantees and IDHS.  
Purpose: The Periodic Performance Report provides a snapshot of Youth.  
Run the DHS Youth PPR report to:

- View a table view of the number of customers who...
- View a table view of the number of customers who...
- Access a list of customers who meet the perform...



- [ISETS: All Participants Who Received Benefits Summary \(4333\)](#)
- [ISETS: Employment Report](#)
- [ISETS: Supportive Services Summary](#)
- [ISETS: Earnfare Referral and Attendance \(2606\) Summary](#)
- [ISETS: Earnfare Administrative Expenses Certification](#)
- [Student Support Service Report](#)
- [Attendance and Post-Assessment Scores](#)
- [Grantee Information](#)

Primary User: Commerce.  
Purpose: The Grantee Information Report provides an overview of the project and actual number of participants, sectors, grant amounts, and most recent status update notes.






# IWRS – Reporting Tools – Attendance/Post Assessment

[ISETS: All Participants Who Received Benefits Summary \(4333\)](#)  
[ISETS: Employment Report](#)  
[ISETS: Supportive Services Summary](#)  
[ISETS: Earnfare Referral and Attendance \(2606\) Summary](#)  
[ISETS: Earnfare Administrative Expenses Certification](#)  
[Student Support Service Report](#)  
[Attendance and Post-Assessment Scores](#)  
[Grantee Information](#)

Primary User: Commerce.

Purpose: The Grantee Information Report provides an overview of the project and actual number of participants, sectors, grant amounts, and most recent status update notes.


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## ATTENDANCE POST ASSESSMENT SCORES

Project:  Grantee:

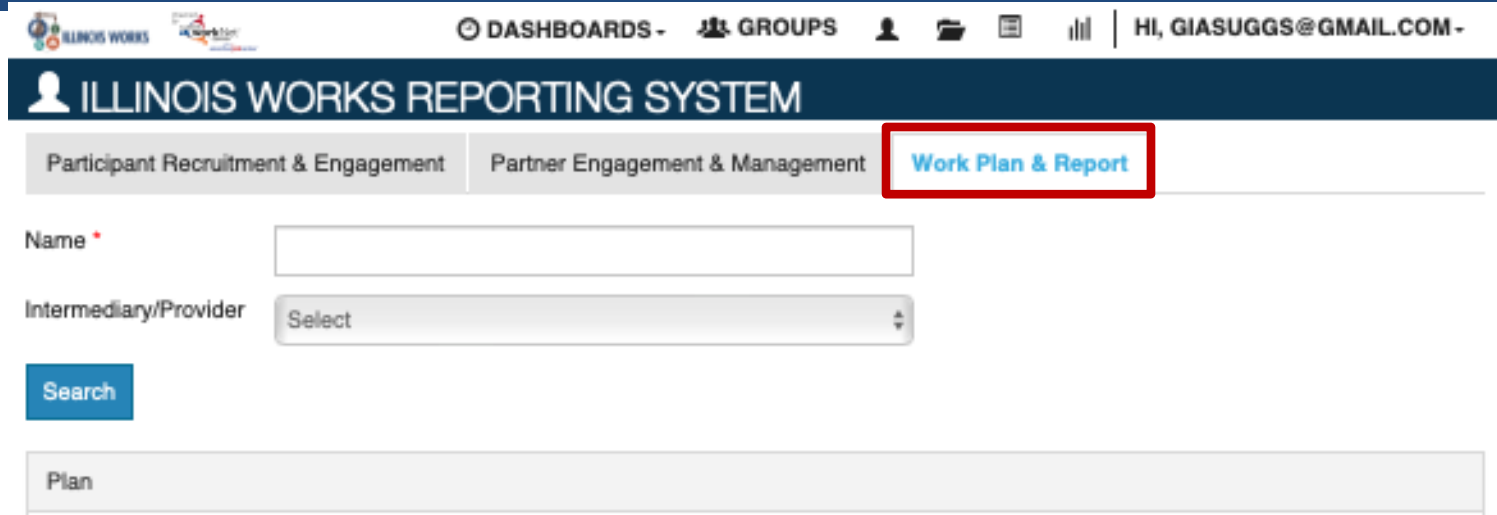
[Filter](#)








Provider Name	Last Name	First Name	Post Assessment Email	Service Name	Date Range	Required Hours	Total Hours
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# IWRS - Main Page Overview - Work Plan and Report



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## ILLINOIS WORKS REPORTING SYSTEM

[Participant Recruitment & Engagement](#) | [Partner Engagement & Management](#) | **[Work Plan & Report](#)**

Name \*

Intermediary/Provider

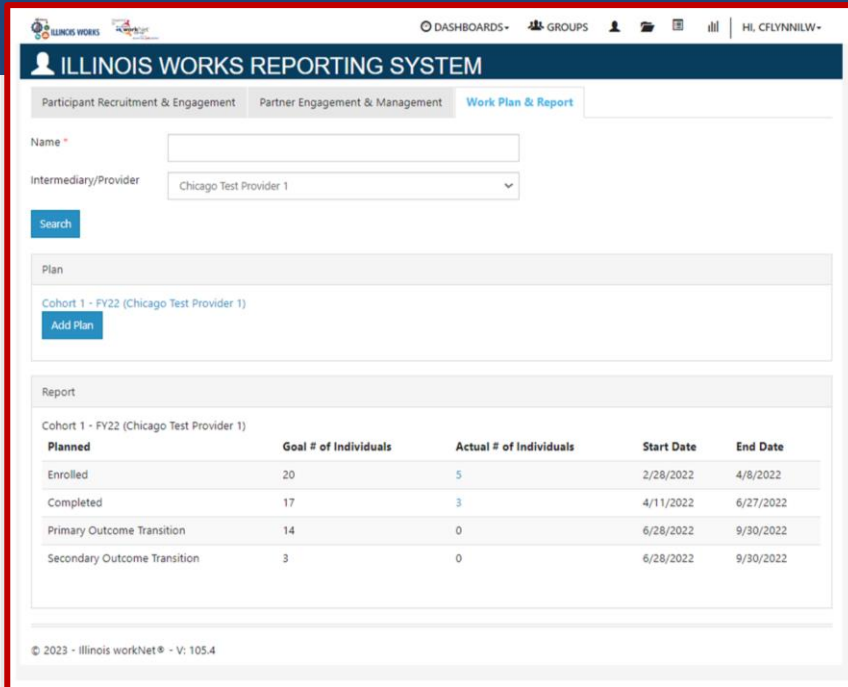
[Search](#)

[Plan](#)





# IWRS - Main Page Overview - Work Plan and Report

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement Partner Engagement & Management **Work Plan & Report**

Name

Intermediary/Provider

[Search](#)

Plan

Cohort 1 - FY22 (Chicago Test Provider 1)

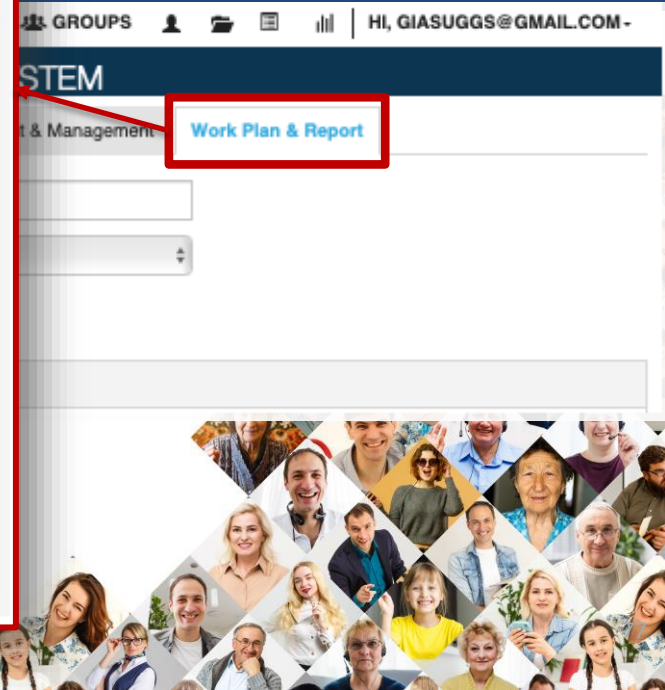
[Add Plan](#)

Report

Cohort 1 - FY22 (Chicago Test Provider 1)

Planned	Goal # of Individuals	Actual # of Individuals	Start Date	End Date
Enrolled	20	5	2/28/2022	4/8/2022
Completed	17	3	4/11/2022	6/27/2022
Primary Outcome Transition	14	0	6/28/2022	9/30/2022
Secondary Outcome Transition	3	0	6/28/2022	9/30/2022

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ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement Partner Engagement & Management **Work Plan & Report**



# IWRS - Main Page Overview - Export

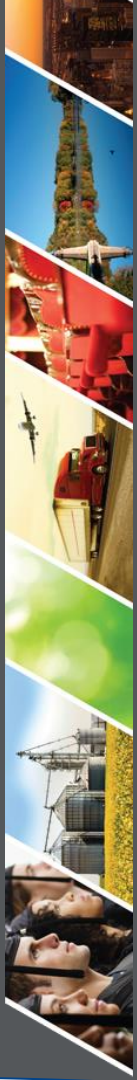


EXPORT

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.)
- 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
- Training Program
- Date Assigned (Inquiry Date)
- Date Assigned (Applicant Date)
- Follow Up Flag
- Enrollment Status Flag
- Attendance Flag
- Post-Assessment Flag
- Training Status Flag
- Wrap Around Service Flag
- Student Support Service Flag
- Transition Service Flag
- Earned Credential Flag
- Program Completion Flag





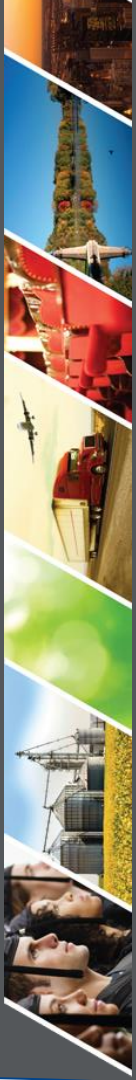
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# Reporting Tools - Practice







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## Section 8: Ticketing System



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

- Report system glitches using the new ticketing system.



# IWRS Access



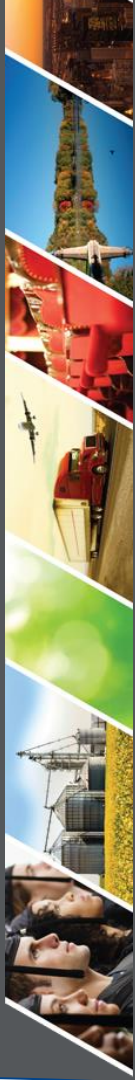


## Section 9: Resources



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

- Access additional IWRS resources.



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# Illinois Works Partner Guide



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[Sign Up](#)

[Search](#)
[Español](#)
[Partners](#)
[Share](#)

## STATE OF ILLINOIS WORKFORCE PORTAL



### Employer

Explore resources, connect to job seekers, & register to receive personalized services to help your business recover, expand, & grow.

[Explore Resources >](#)

[Set Up Virtual Job Fair >](#)

### Job Seeker

Explore virtual job fairs, resources, available services, & register to receive alerts to the latest info on finding a job.

[Explore Resources >](#)

[Layoff Assistance >](#)

### Virtual Job Fair

Explore virtual job fair resources and opportunities or get access to assistance to easily set up your own virtual job fair.

[Set Up Virtual Job Fair >](#)

[Search Virtual Job Fairs >](#)

### Training & Services

Find training programs as well as local work support services to develop skills for high demand roles.

[Find Training >](#)

[Find Local Services >](#)



# Illinois Works Partner Guide

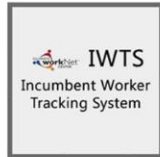
## Program Guides for Partners

These guides provide program related instructions/resources.

Please note these links are *not* intended as guidance for the general public.



DHS Youth Partner Tools



IWTS Guide



Youth Career Pathways Guide



WIOA Contract Reporting Guide



Illinois Employment Business System (IEBS)



IPATS



ISETS



Apprenticeship Illinois Partner Guide



Funding Opportunities



JTED



LWACS

## ALL RESOURCES



Access the Illinois Works Reporting System



Video Tutorials & Training Materials



Full List of Resources



Partner Tool Updates

## Professional Development

Topic	Date	Time
Administrator Orientation	January 11, 2022	10:00 AM
Grantee Manual I & Illinois Works Reporting System I	January 18, 2022	10:00 AM
Instructor Accreditation & Certification (NCCER, OSHA, First Aid)	January 20, 2021	10:00 AM
Grantee Manual II	February 1, 2022	9:00 AM
Illinois Works Reporting Systems I Session II & III	February 3, 2022	9:00 AM
Grantee Manual III	February 15, 2022	9:00 AM
Illinois Works Reporting Systems - Session IV - VI	February 17, 2022	9:00 AM
Developing & Implementing a Pre-Apprenticeship Curriculum & Instruction.	March 3, 2022	10:00 AM
Providing Impactful Wrap-Around Services & Student Support Services	March 15, 2022	10:00 AM
Providing Effective Transition Services & Working with DOL Registered Apprenticeship Programs	April 7, 2022	10:00 AM
Lunch & Learn	April 20, 2022	10:00 AM
Lunch & Learn: IWRS Discussion Forum	May 18, 2022	10:00 AM



# IWRS Tutorials



## ALL RESOURCES

Access the Illinois Works Reporting System

Video Tutorials & Training Materials

Full List of Resources

Partner Tool Updates

### Professional Development

Topic	Date	Time
Administrator Orientation	January 11, 2022	10:00 AM
Grantee Manual I & Illinois Works Reporting System I	January 18, 2022	10:00 AM
Instructor Accreditation & Certification (NCCER, OSHA, First Aid)	January 20, 2021	10:00 AM
Grantee Manual II	February 1, 2022	9:00 AM
Illinois Works Reporting Systems I Session II & III	February 3, 2022	9:00 AM
Grantee Manual III	February 15, 2022	9:00 AM
Illinois Works Reporting Systems - Session IV - VI	February 17, 2022	9:00 AM
Developing & Implementing a Pre-Apprenticeship Curriculum & Instruction.	March 3, 2022	10:00 AM
Providing Impactful Wrap-Around Services & Student Support Services	March 15, 2022	10:00 AM
Providing Effective Transition Services & Working with DOL Registered Apprenticeship Programs	April 7, 2022	10:00 AM
Lunch & Learn	April 20, 2022	10:00 AM
Lunch & Learn: IWRS Discussion Forum	May 18, 2022	10:00 AM

## IWRS Tutorials

Watch on YouTube

More from this Playlist

Illinois Works: File Upload

Illinois Works: Adding Case Notes

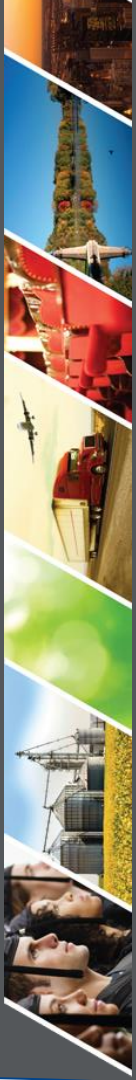
Illinois Works: Grantee Details

Illinois Works: Adding a Training Program

Illinois Works: Adding Services for Customers

Illinois Works: Partner Engagement and





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Illinois  
Department of Commerce  
& Economic Opportunity



## Program Engagement ~ Mentimeter

Access the website: [www.menti.com](http://www.menti.com)  
Enter: 5890 7983

Enter code to vote



Vote

 **Mentimeter**

[Features](#)

[Solutions](#)

[Pricing](#)

[Blog](#)

Mentimeter makes remote & hybrid work easy

[Learn more](#)



# Feedback ~ We want to hear from you



Thank you, and we are glad  
to have you as part of our  
provider network!



**Illinois**  
**Department of Commerce**  
& Economic Opportunity  
JB Pritzker, Governor