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

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TRAINING

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.

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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.

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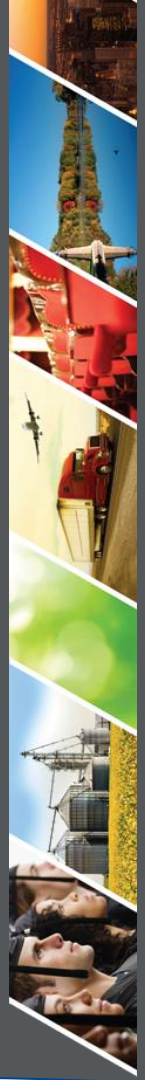

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Section 2: Welcome and Introduction

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.

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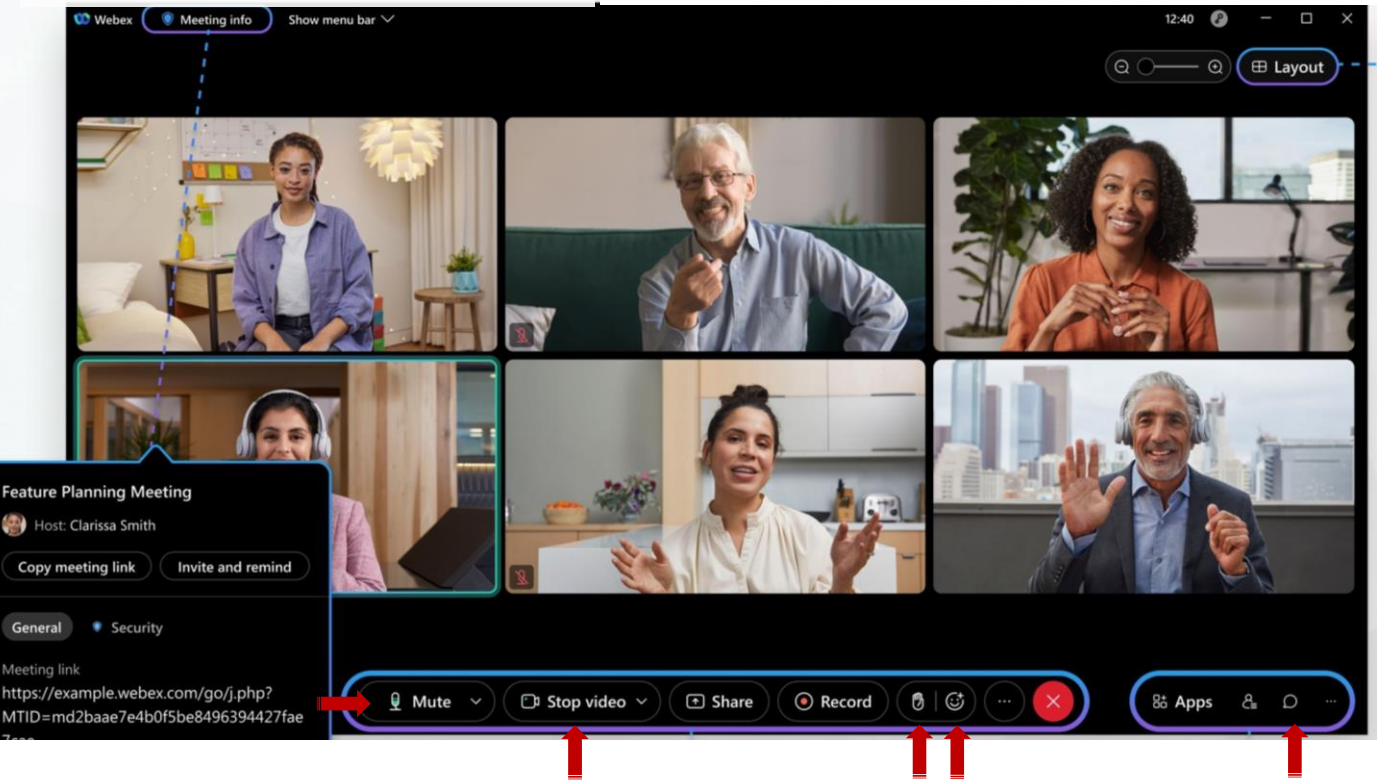
Webex Tutorial



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

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Comments, feedback, or questions?

Email us at:

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

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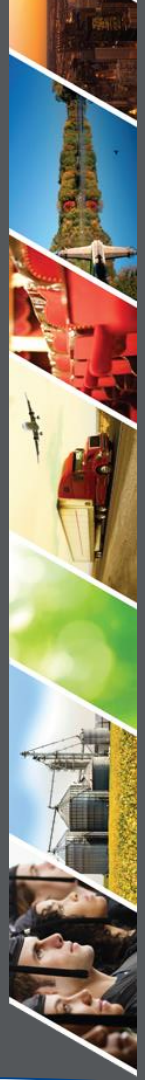
Question:

"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.

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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)
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Pre-Apprenticeship Program

Illinois Works Reporting System (IWRS)

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IWRS

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IWRS

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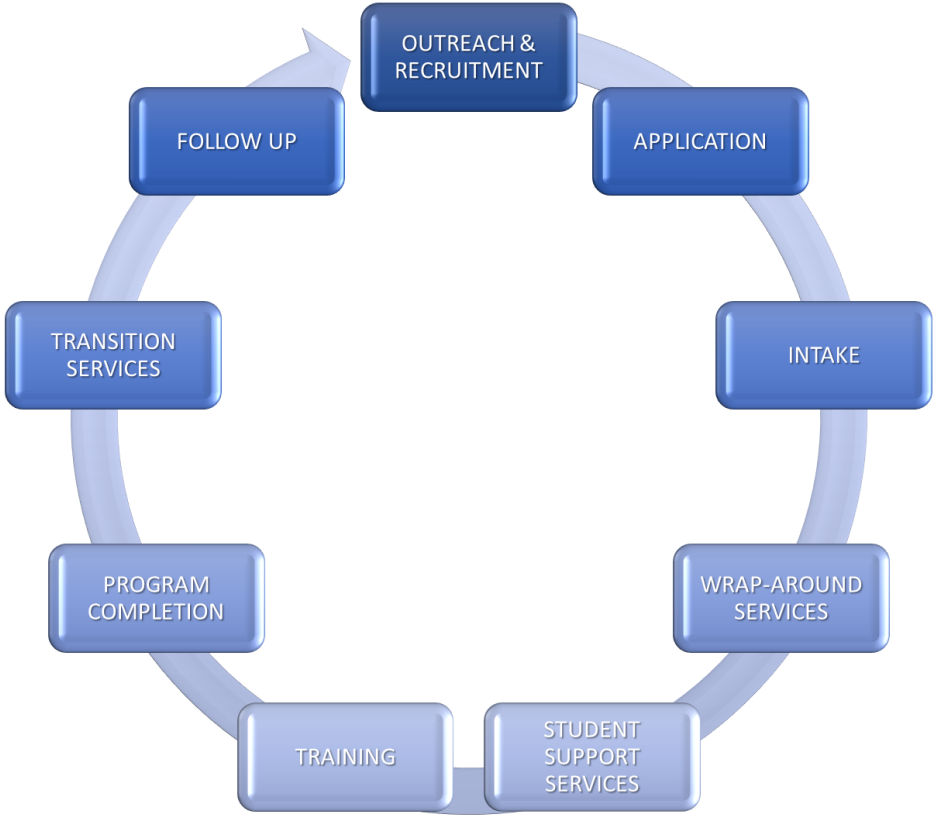
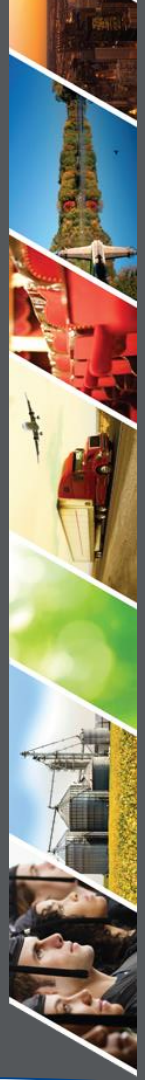
Pre-Apprentice LifeCycle



Program Elements and IWRS

- OUTREACH & RECRUITMENT → 378 Inquiries
- APPLICATION → 1599 Applicants
- INTAKE → 1049 Enrolled
- WRAP-AROUND SERVICES
- STUDENT SUPPORT SERVICES
- TRAINING
- PROGRAM COMPLETION → 620 Completion
- TRANSITION SERVICES → 517 Transitioned
- FOLLOW UP → 200 Active Tracking



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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.

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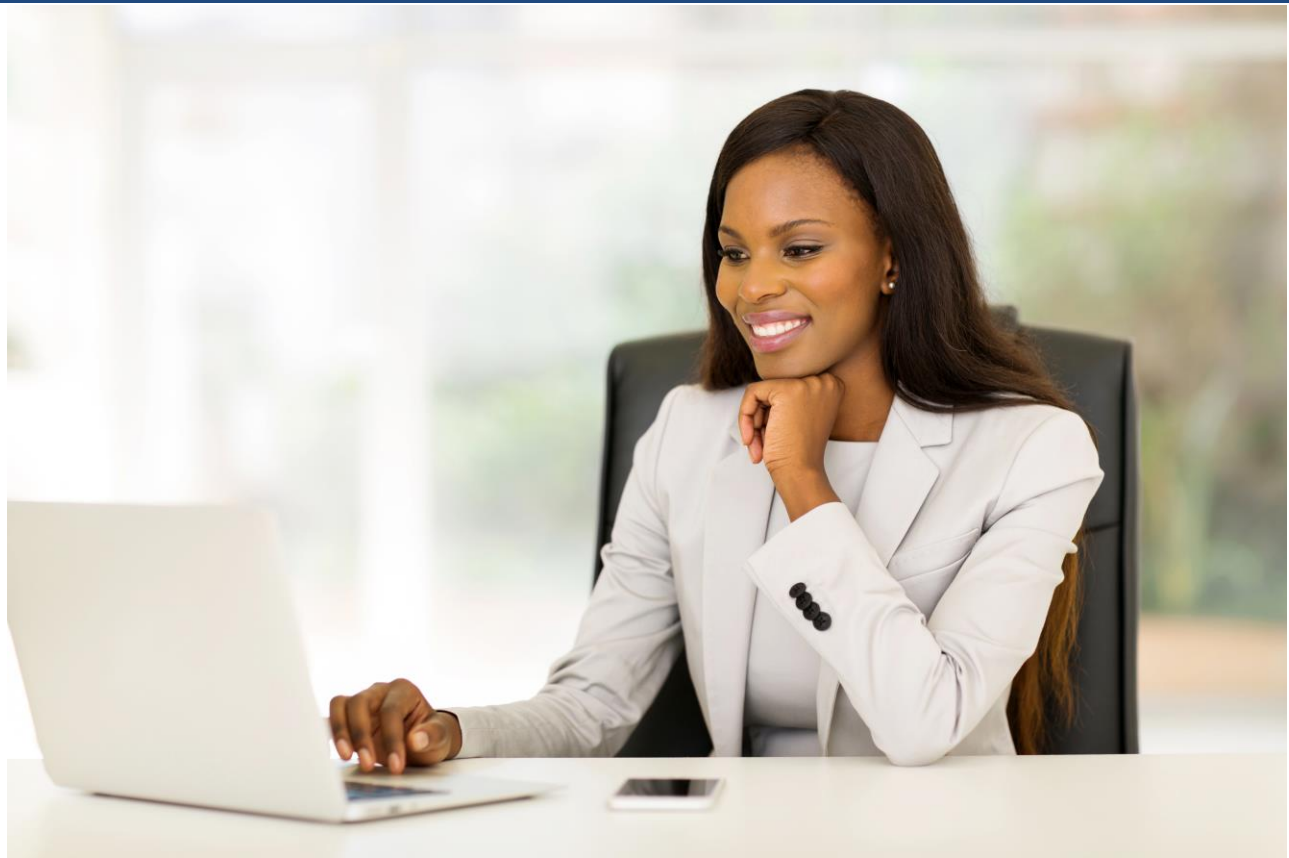
Pre-Apprenticeship Program

IWRS Access



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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.

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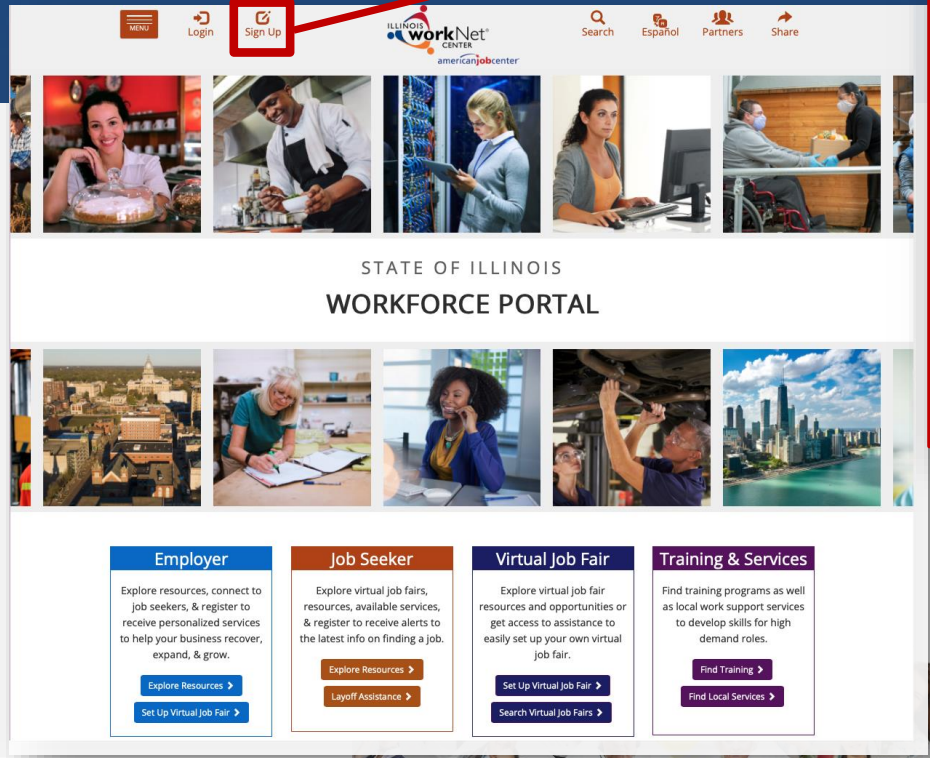
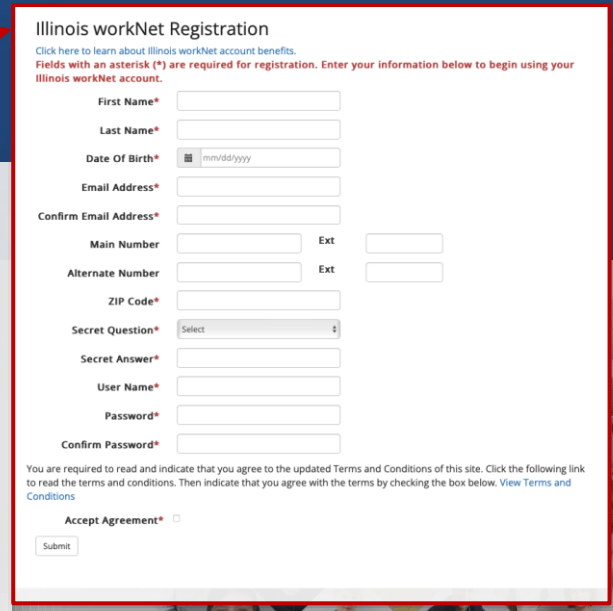
Pre-Apprenticeship Program

IWRS Access





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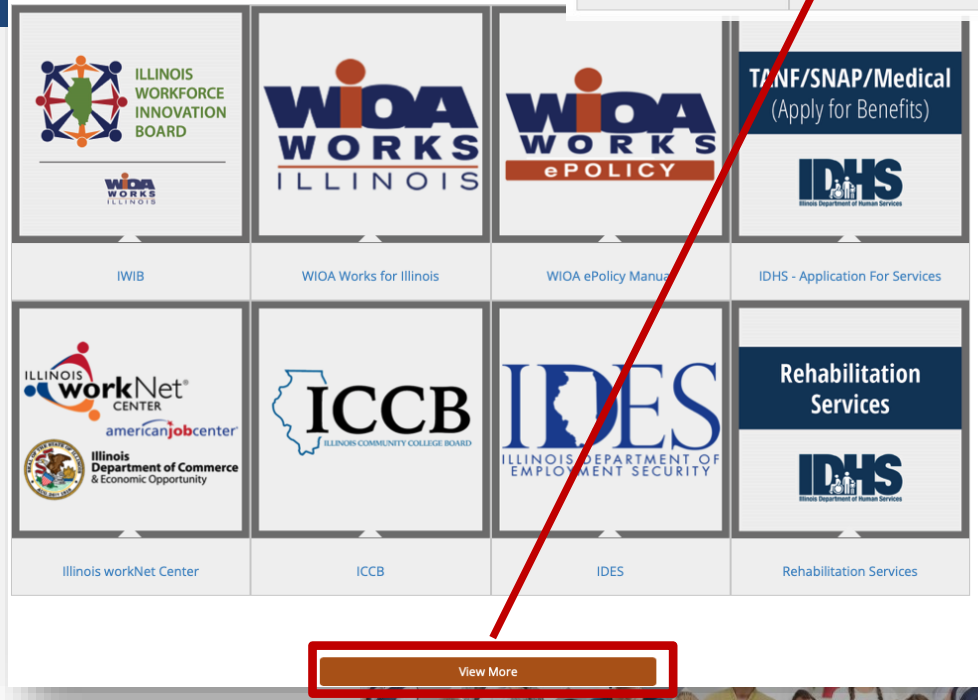
IWRS Access

State Partner Resources



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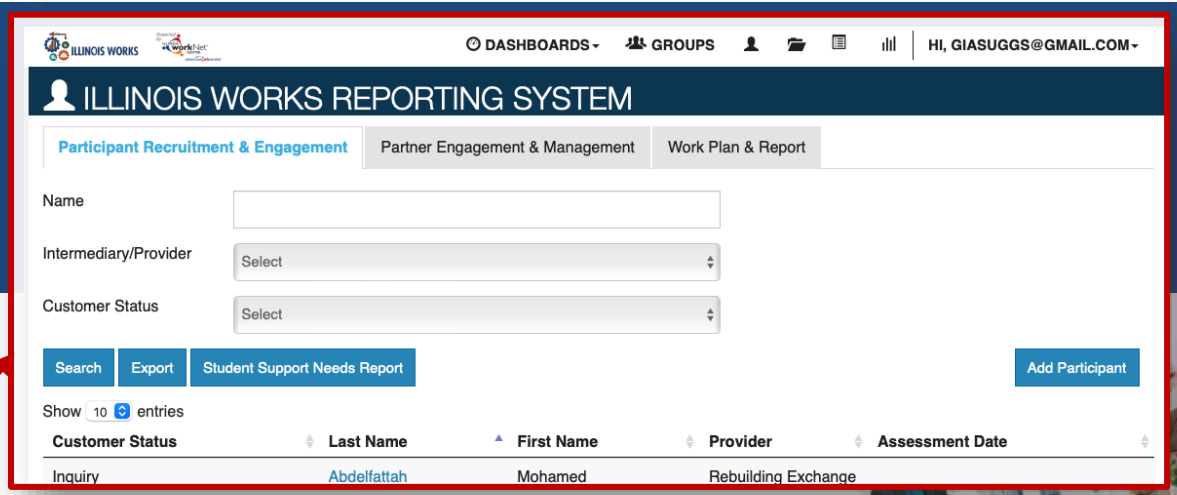
Pre-Apprenticeship Program

IWRS Access



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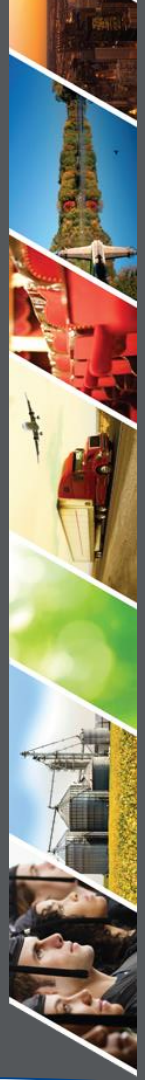

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IWRS Access - Practice

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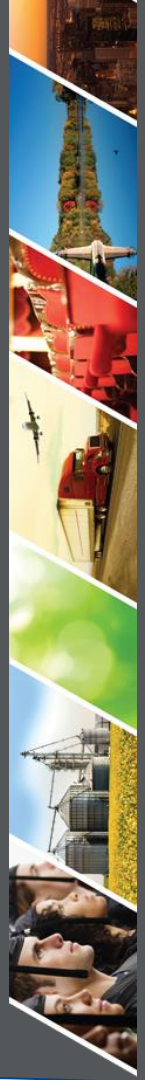

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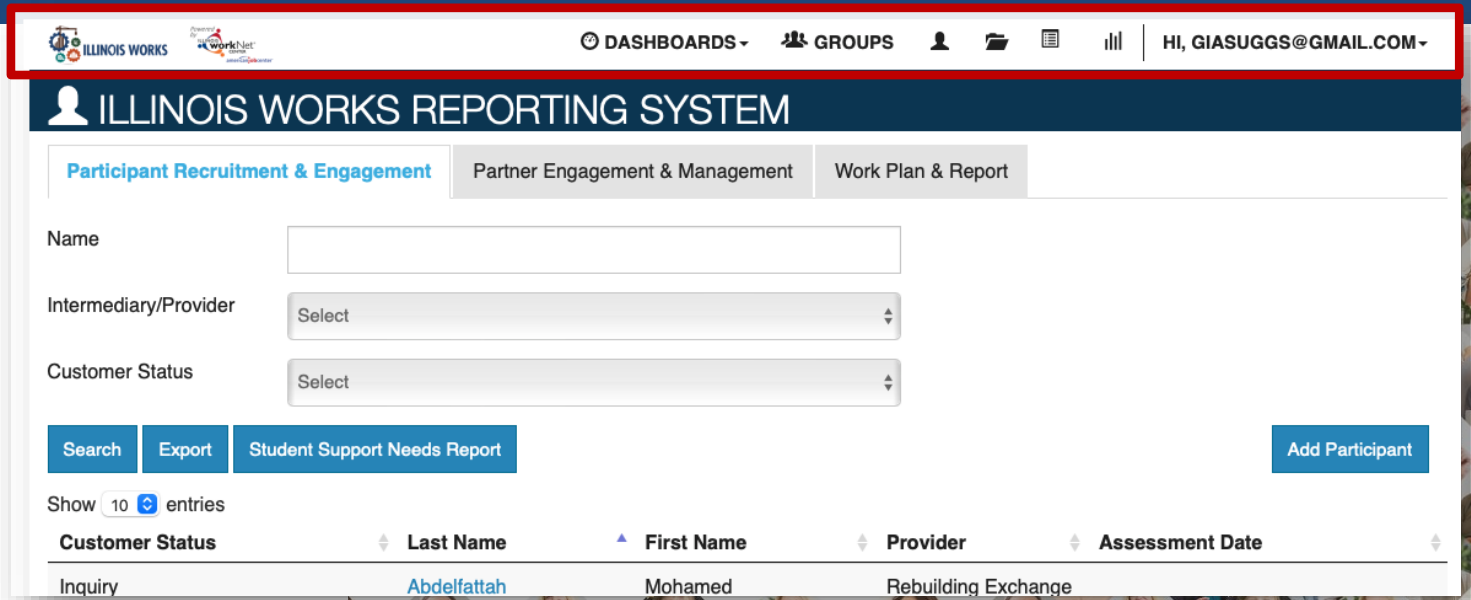
Navigation Bar



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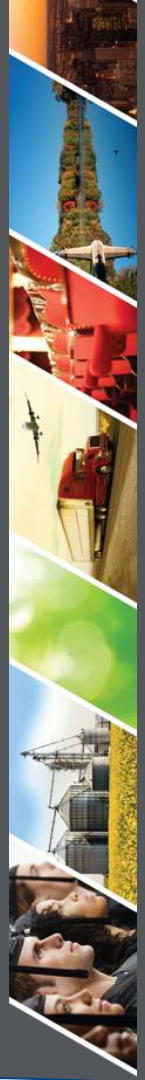

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Section 5: Provider Information

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

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

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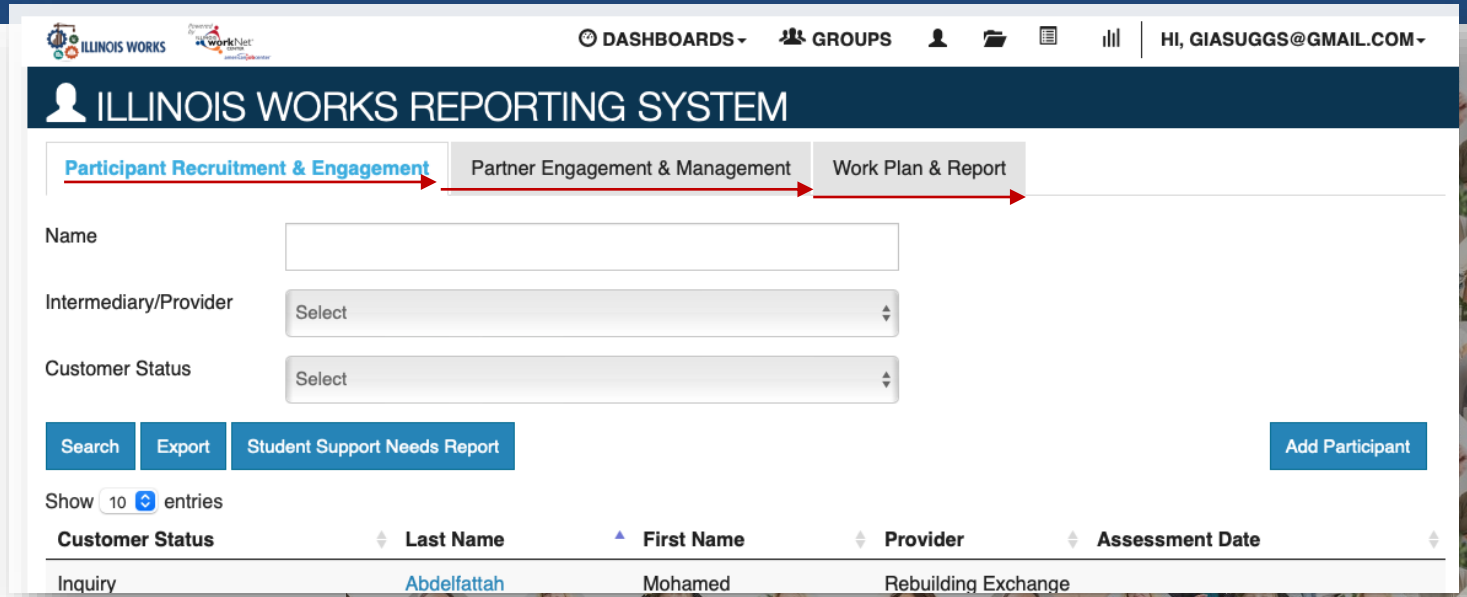
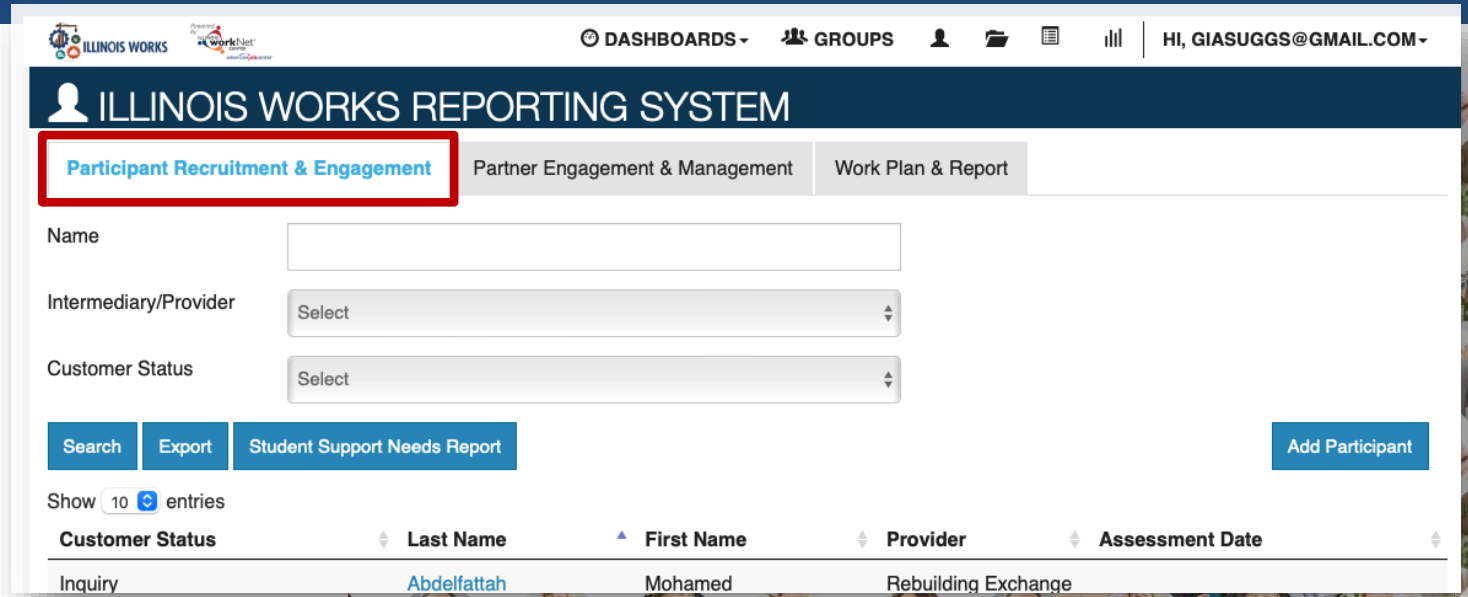
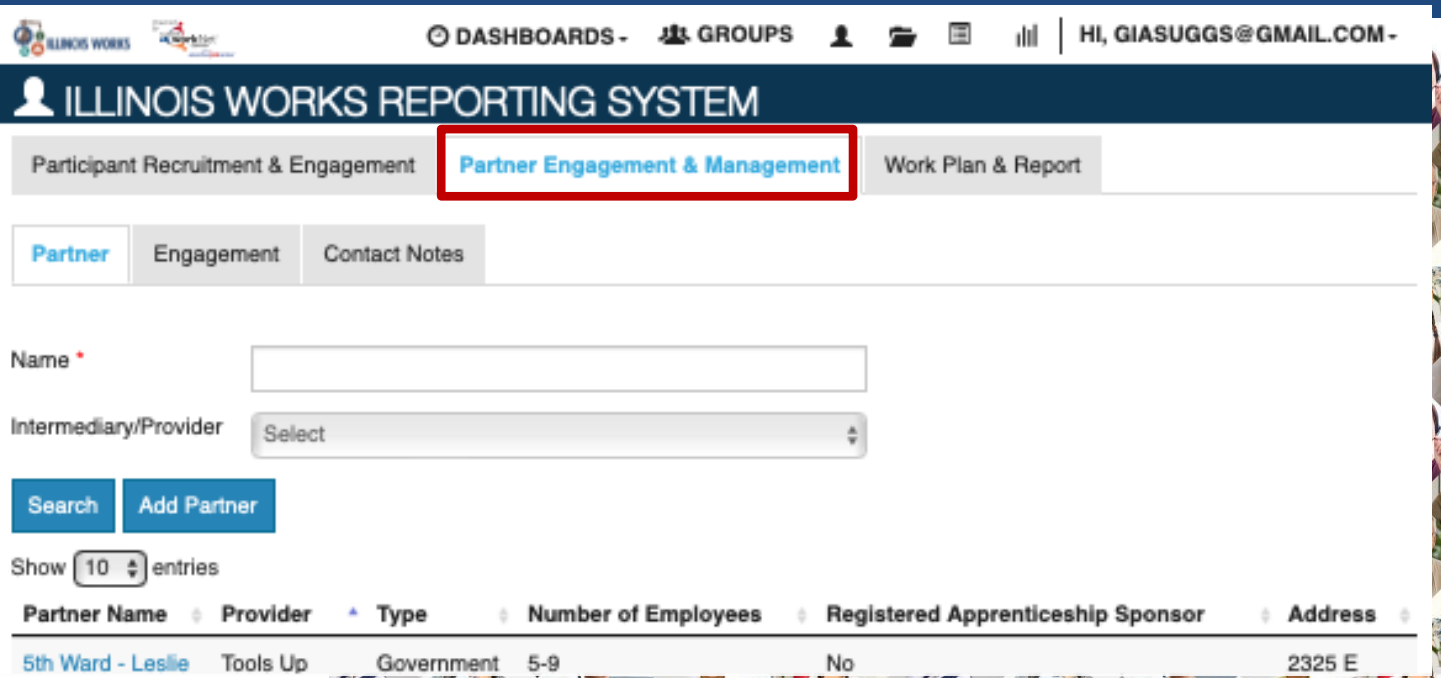
IWRS - Main Page Overview



IWRS - Main Page Overview



IWRS - Main Page Overview



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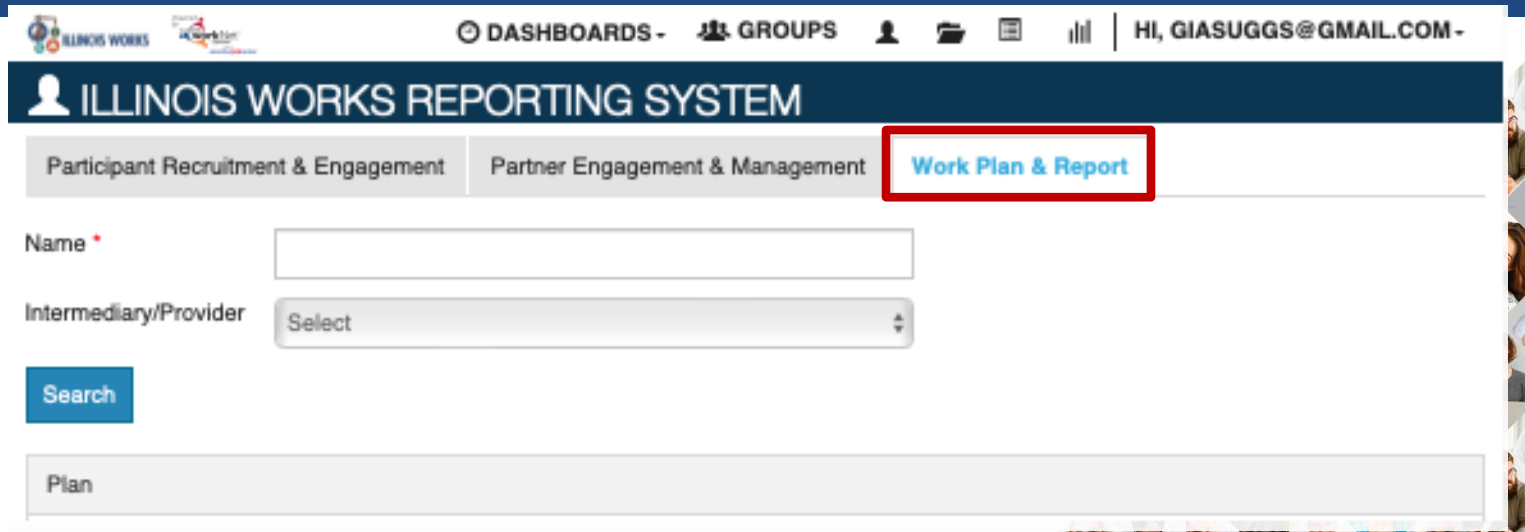
IWRS - Main Page Overview



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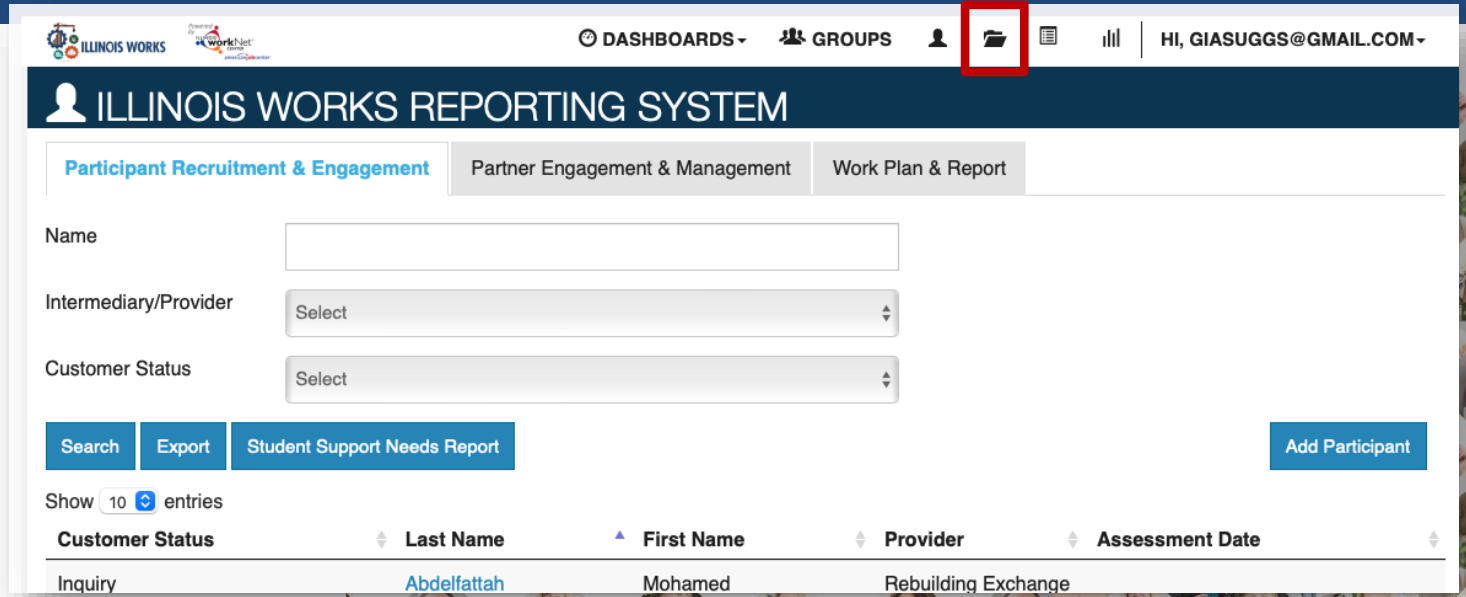
IWRS - Provider Information



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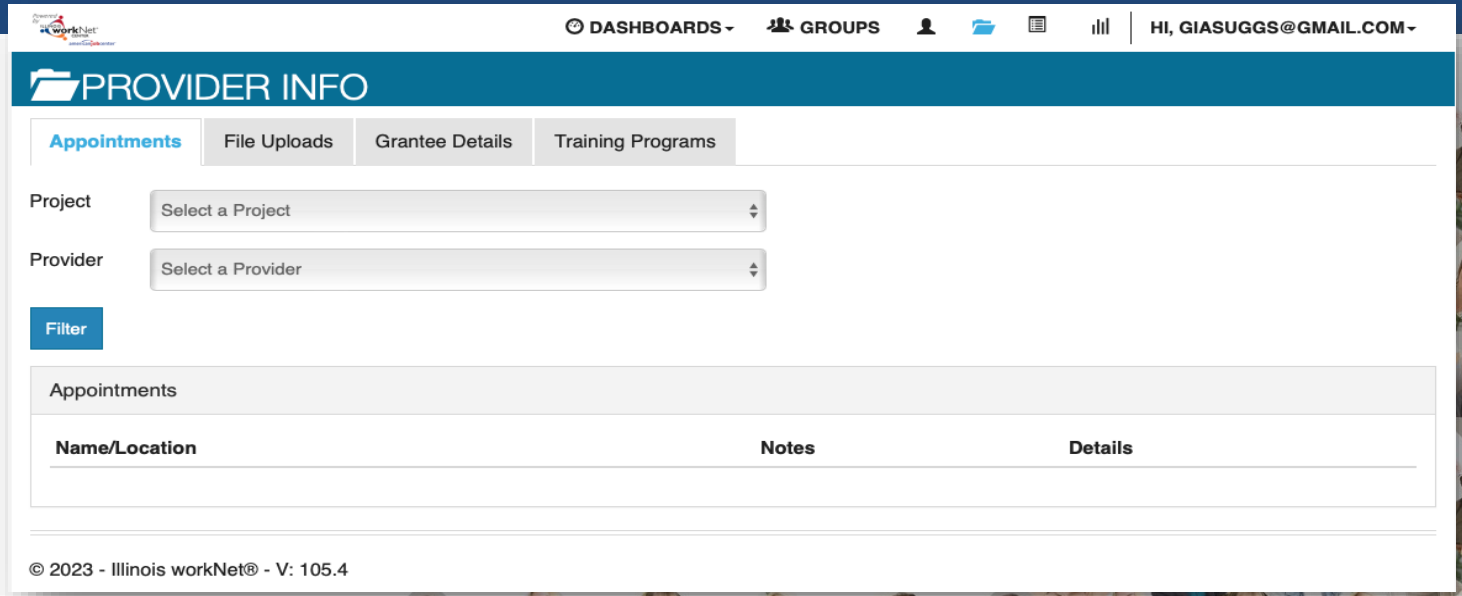
IWRS - Provider Information



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Provider Information - Tabs

- Appointments
- File Uploads
- Grantee Details
- Training Programs

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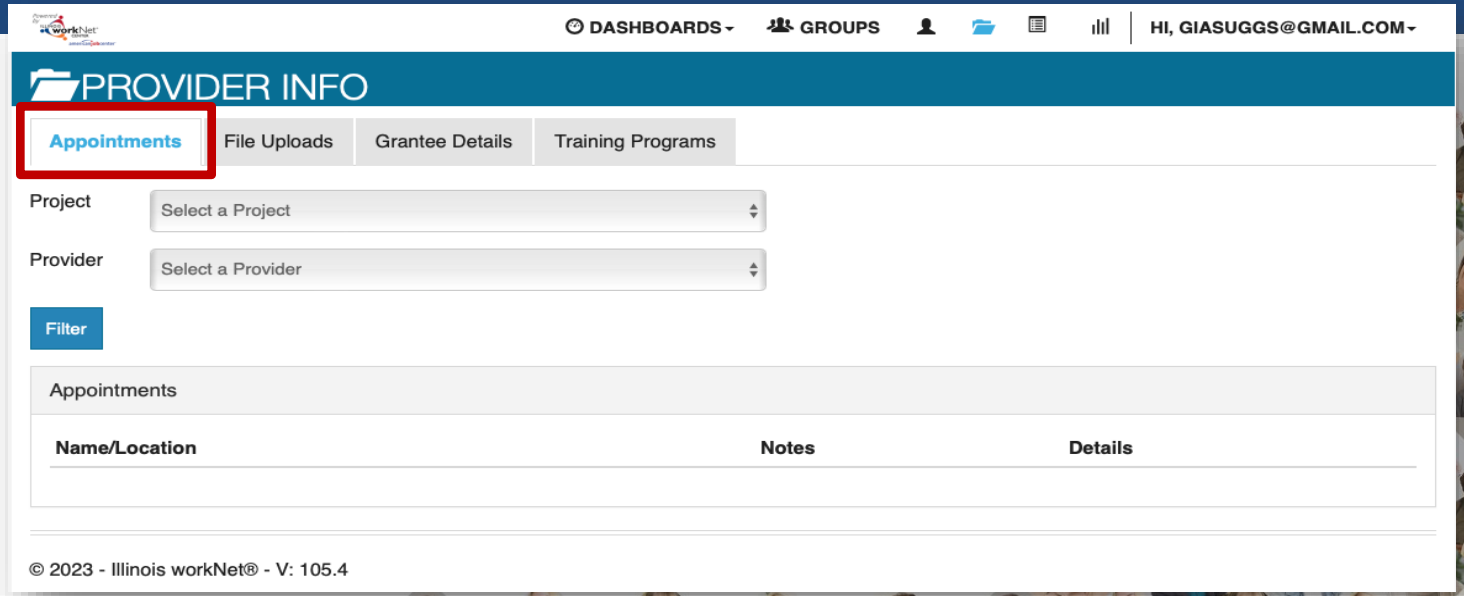
Pre-Apprenticeship Program

IWRS - Provider Information - Appointment



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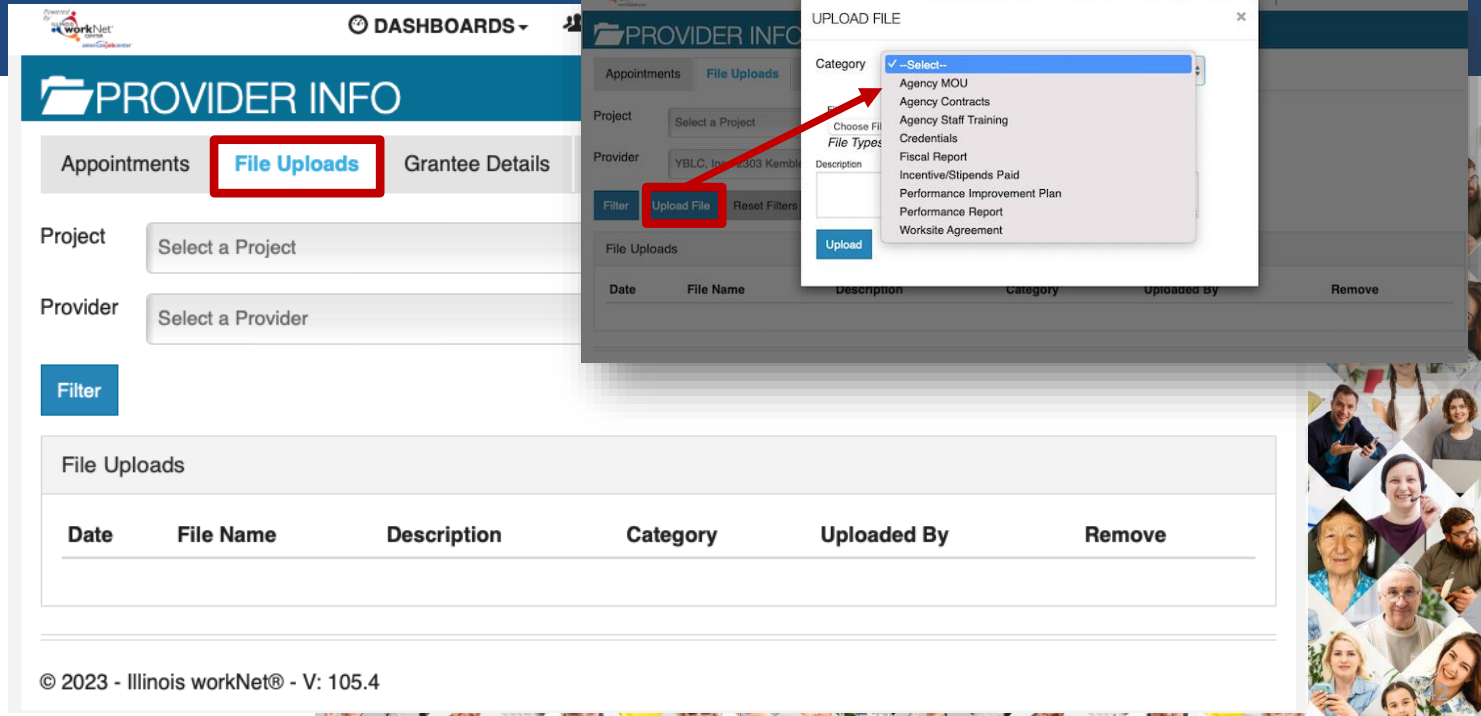
IWRS - Provider Information - File Uploads



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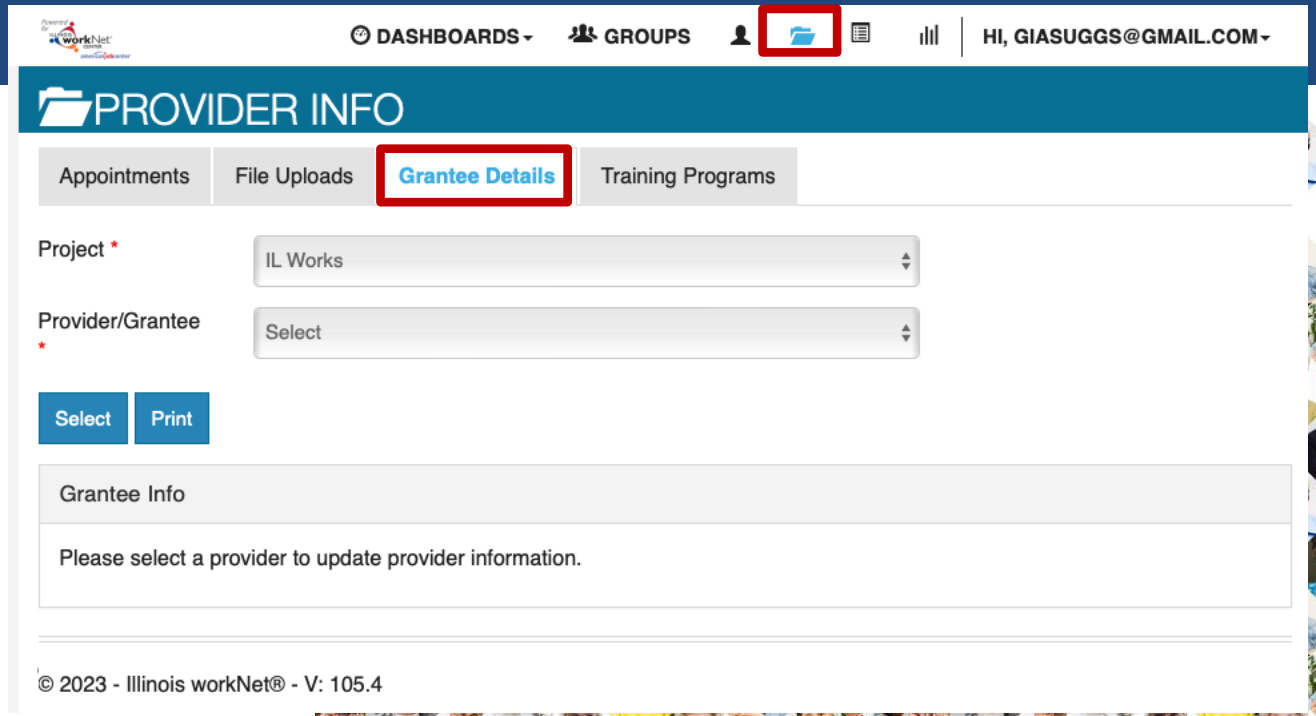
IWRS - Provider Information – Grantee Details



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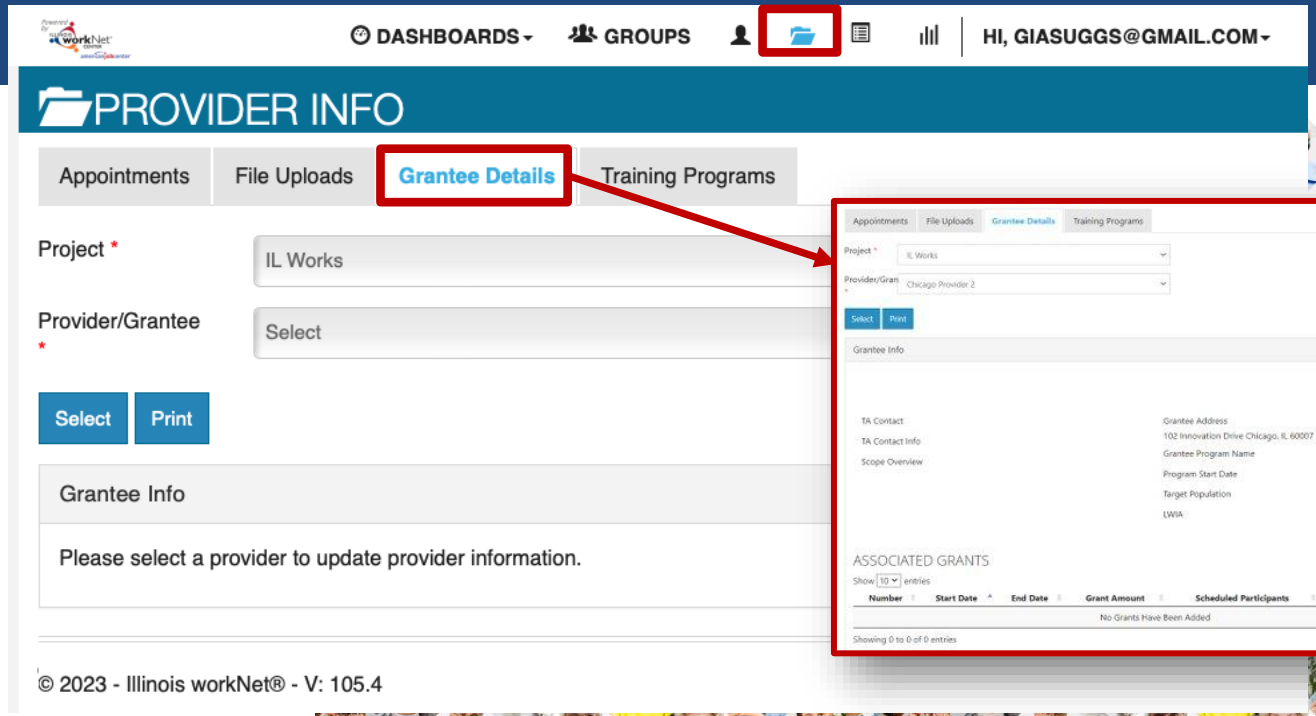
IWRS - Provider Information – Grantee Details



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IWRS - Provider Information – Grantee Details

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ASSOCIATED GRANTS

Add Grant

Show 10 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 10 entries

First Name	Middle Name	Last Name	Completed Date	Skill Name	Training C
No Staff Have Been Added					

Showing 0 to 0 of 0 entries

TRAINING PROGRAMS

Edit Train

Show 10 entries Search:

Program Name	Provider Name	Length of Training	Type	Location	Credentials	Crede
No data available in table						

Showing 0 to 0 of 0 entries

INSTRUCTORS

Show 10 entries Search:

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

WORKSITES

Edit Worksite Placement Information

Show 10 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 1 Next

SERVICES

Add New Training Service

Edit Services to Use on Career Plans

Show 10 entries Search:

Category	Name	Description	Active Status		delete
N/A	Alumni Networking	Alumni Networking Service	Yes	Edit	✖
N/A	Apprenticeship Application Fee	Provide participants with assistance in paying fees related to joining a DOL-registered apprenticeship program, including application fees.	Yes	Edit	✖
N/A	Assistance with completing an apprenticeship program application	**Provide assistance with completing a register apprenticeship in the construction industry.**	Yes	Edit	✖
N/A	Broadband Fees	**Provide participants with assistance in paying for Broadband fees not covered by existing programs.**	Yes	Edit	✖
N/A	Career Information	Provide career information for those who are currently in the program.	Yes	Edit	✖

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

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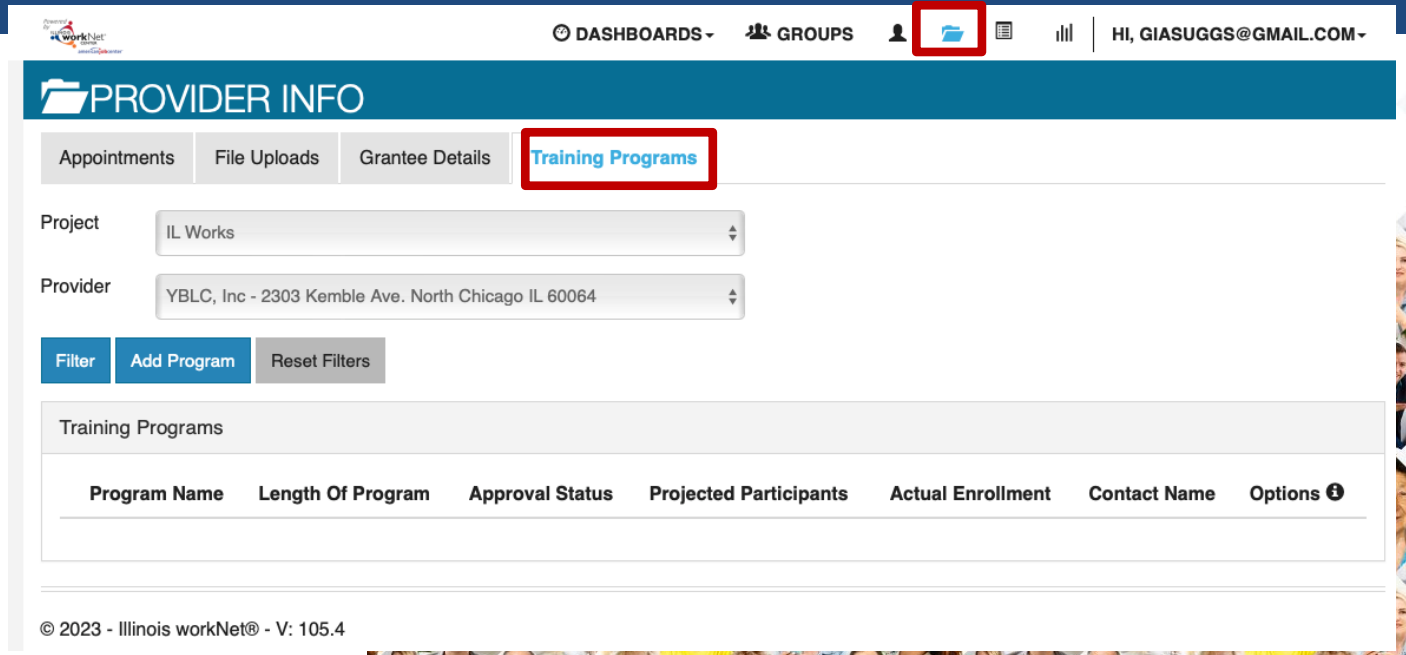
Pre-Apprenticeship Program

IWRS - Provider Information – Training Program



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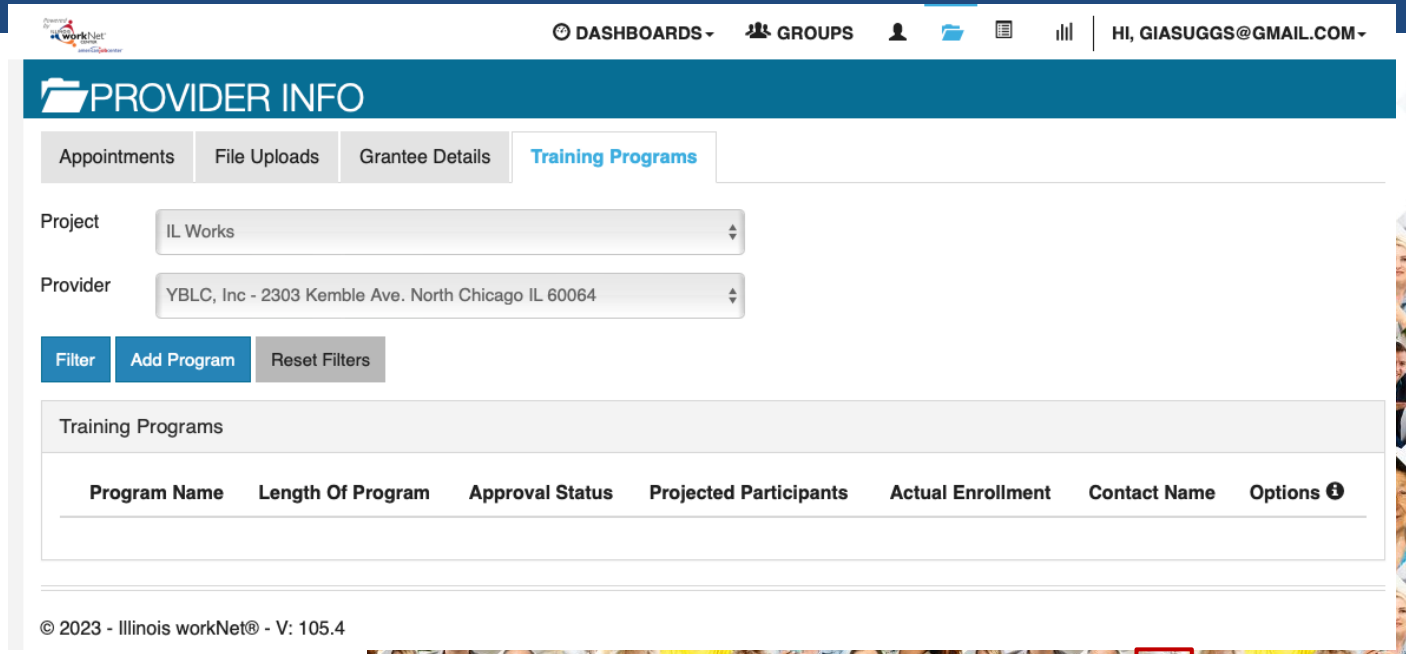
IWRS - Provider Information – Training Program



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Pre-Apprenticeship Program

IWRS - Provider Information – Traini

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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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

Clear Fields

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 * Select

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 * Select

Minimum Age for this Occupation *

Cancel | Next Page

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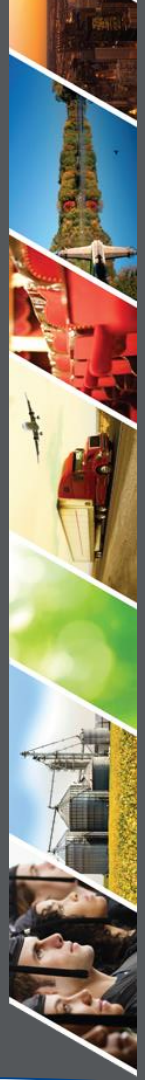

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Provider Info - Practice

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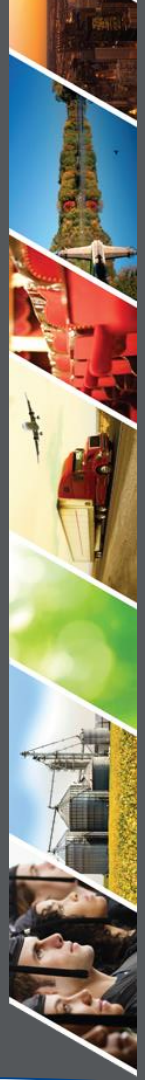

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Section 6: User Management And Worksite Placement

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

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

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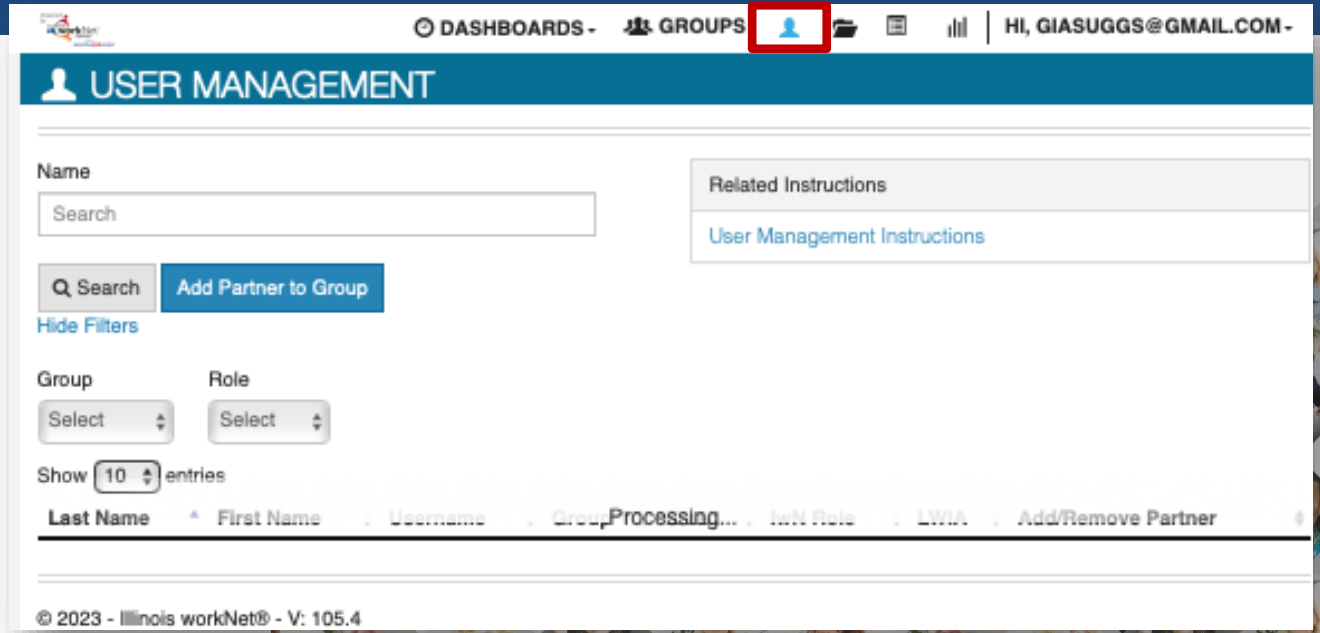
IWRS – User Management



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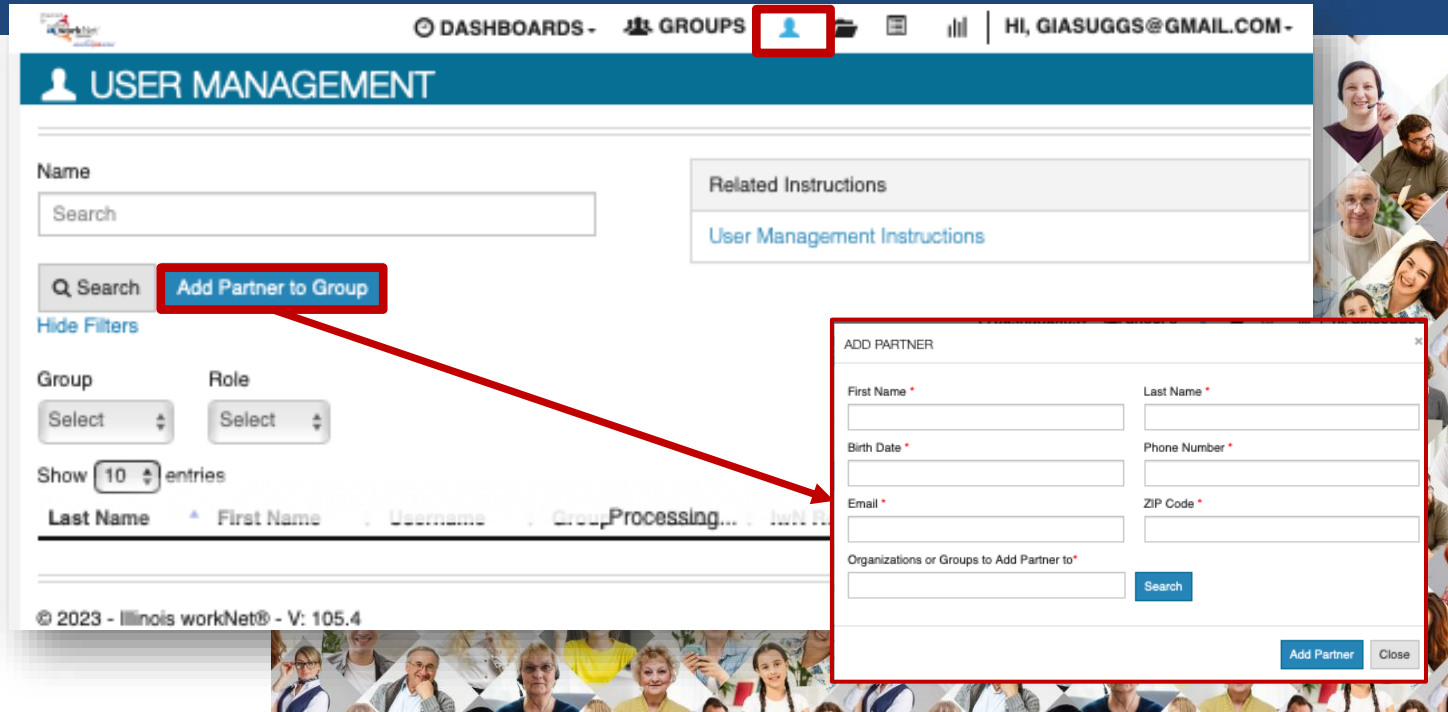
IWRS – User Management – Add Partner



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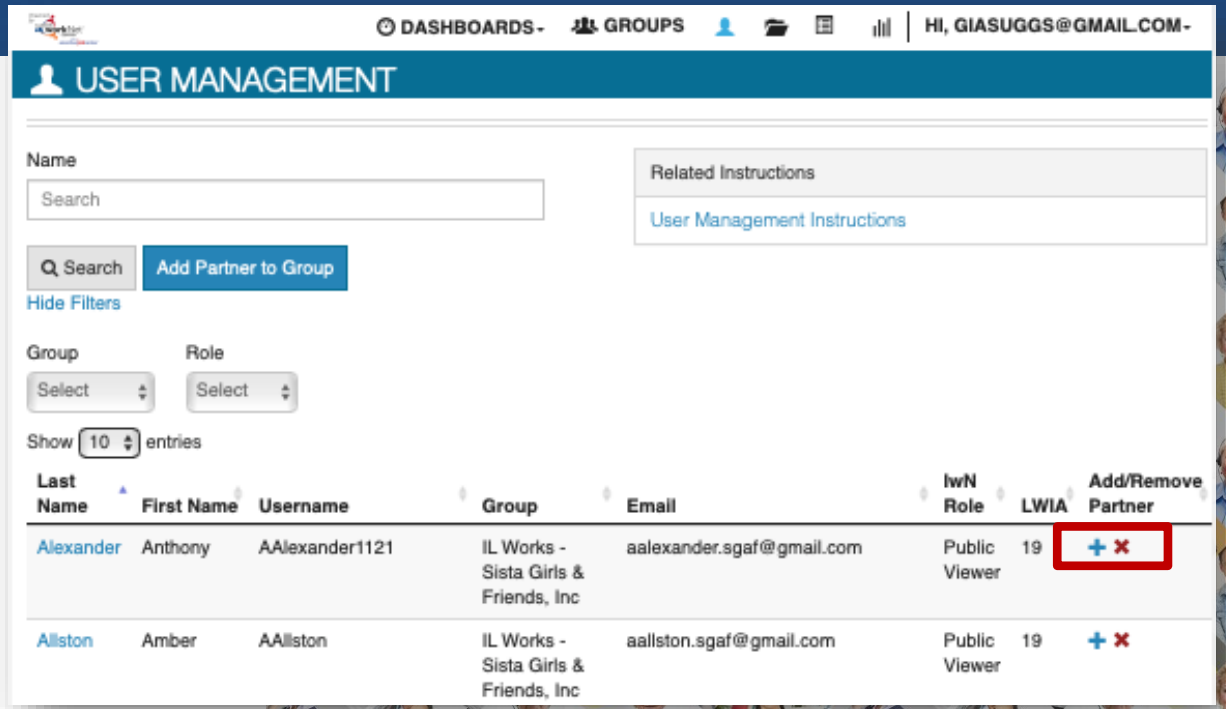
Pre-Apprenticeship Program

IWRS – User Management – Delete Partner



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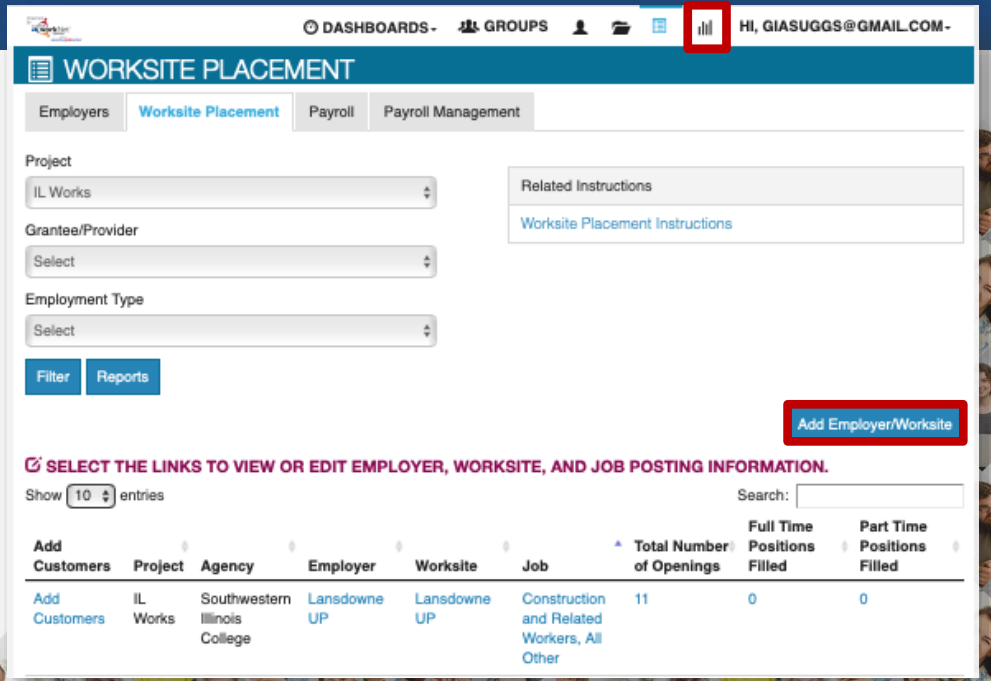
Pre-Apprenticeship Program

IWRS - Provider Information – Worksite Placement



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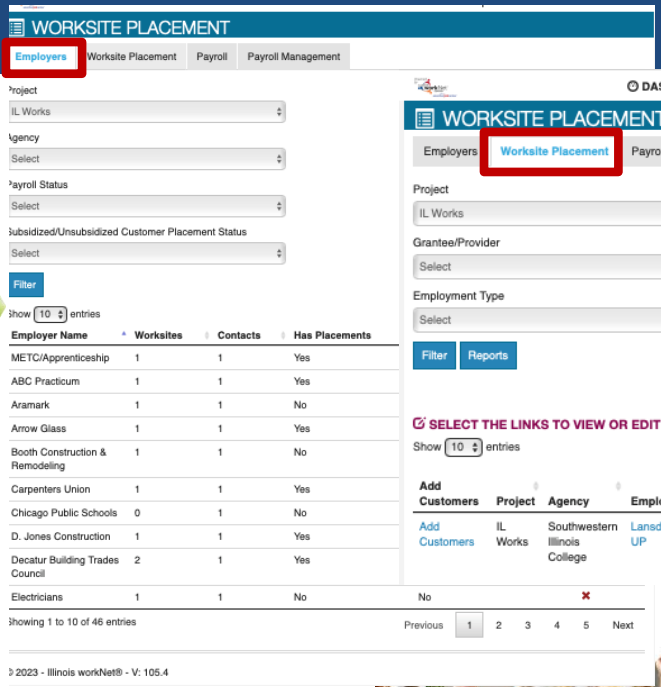
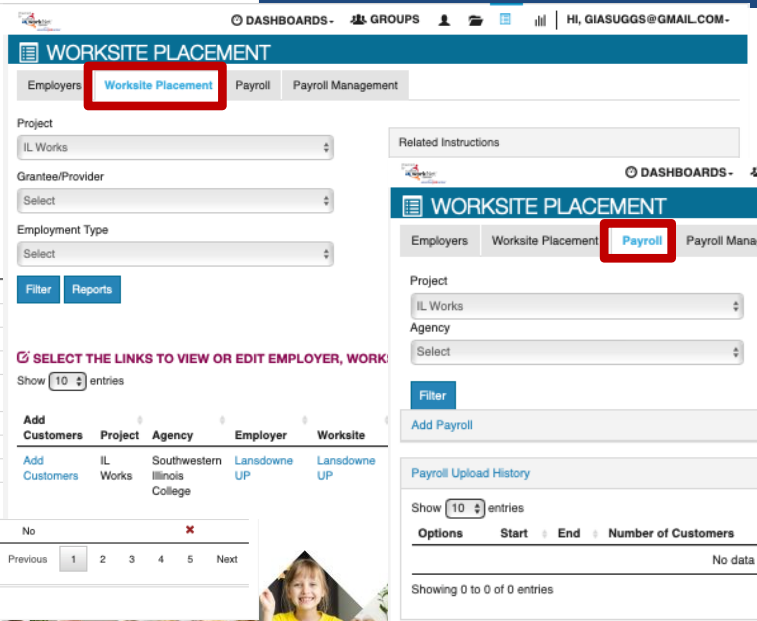
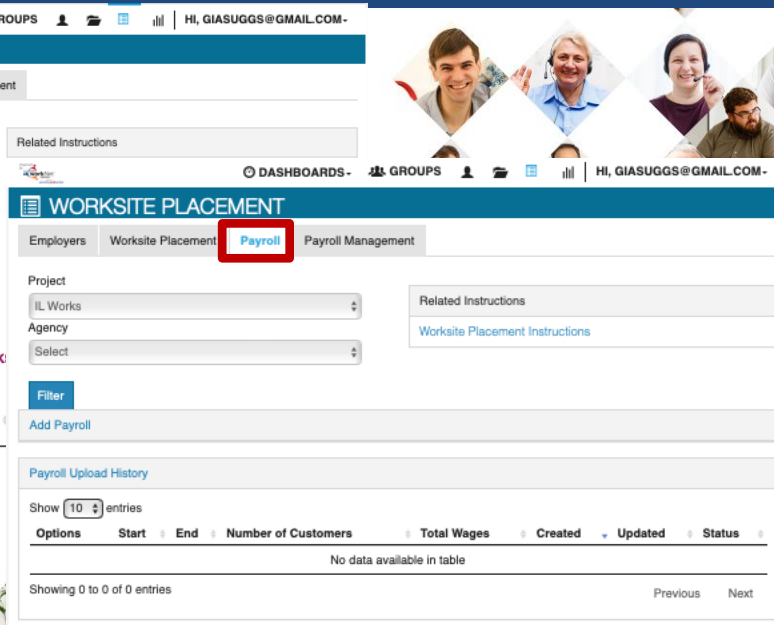
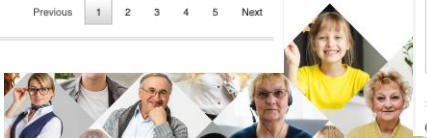
Pre-Apprenticeship Program

IWRS - Provider Information – Worksite Placement









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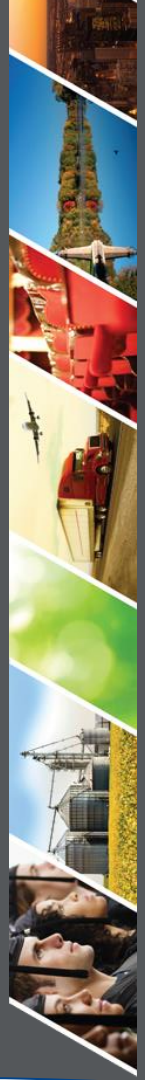

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Provider Info - Practice

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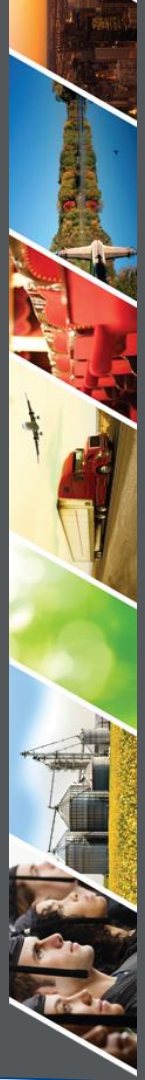

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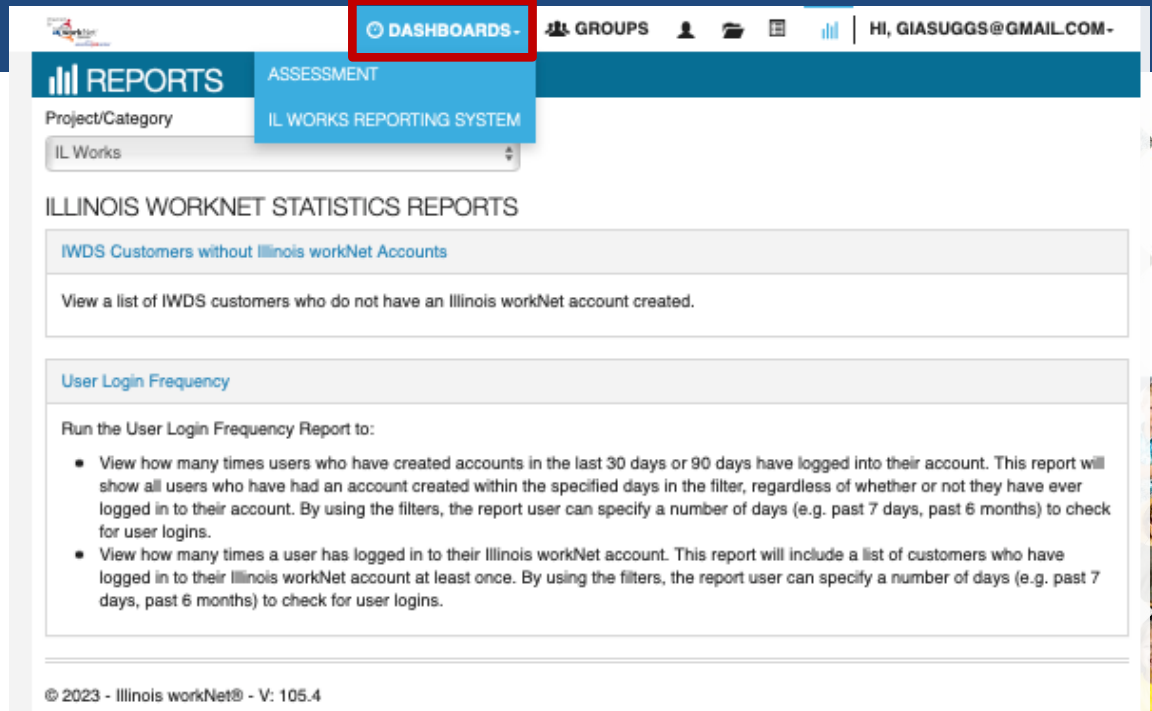
Section 7: Reporting Tools

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.

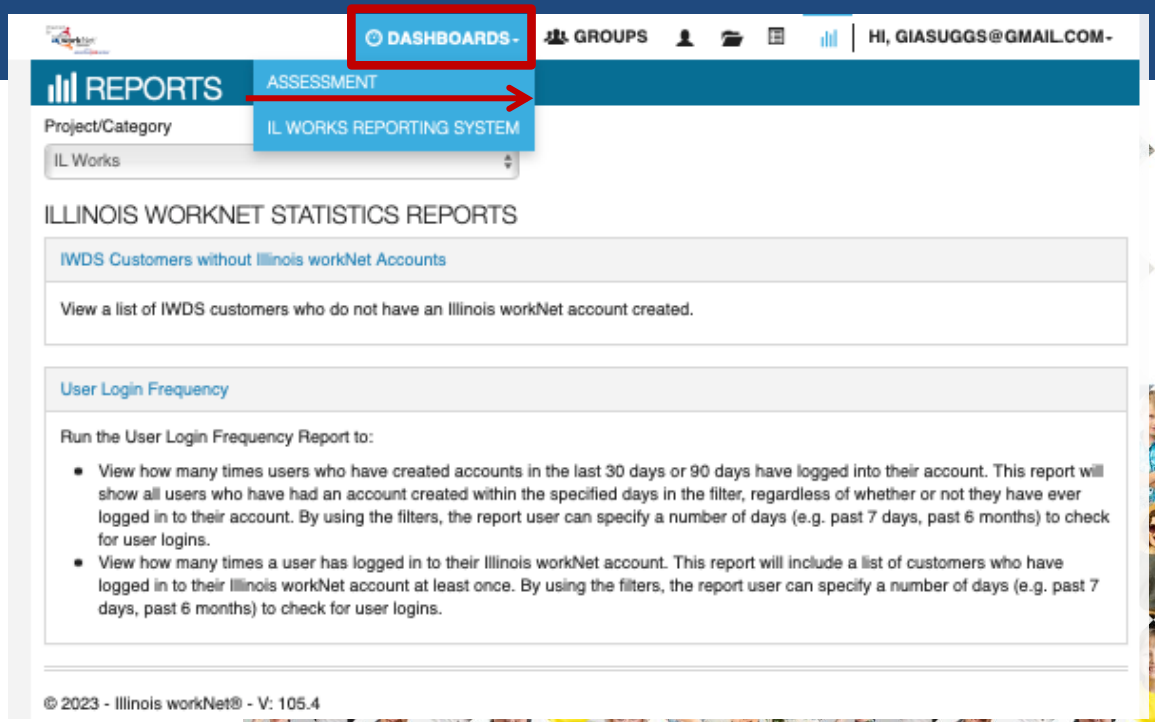
ILLINOIS

IWRS – Reporting Tools



ILLINOIS

IWRS – Reporting Tools - Assessment



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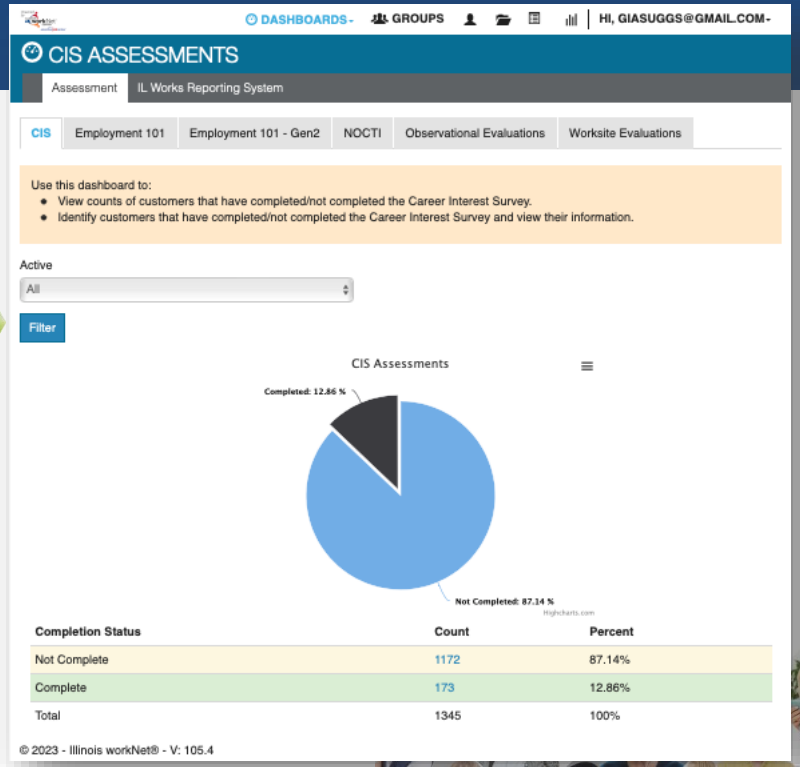
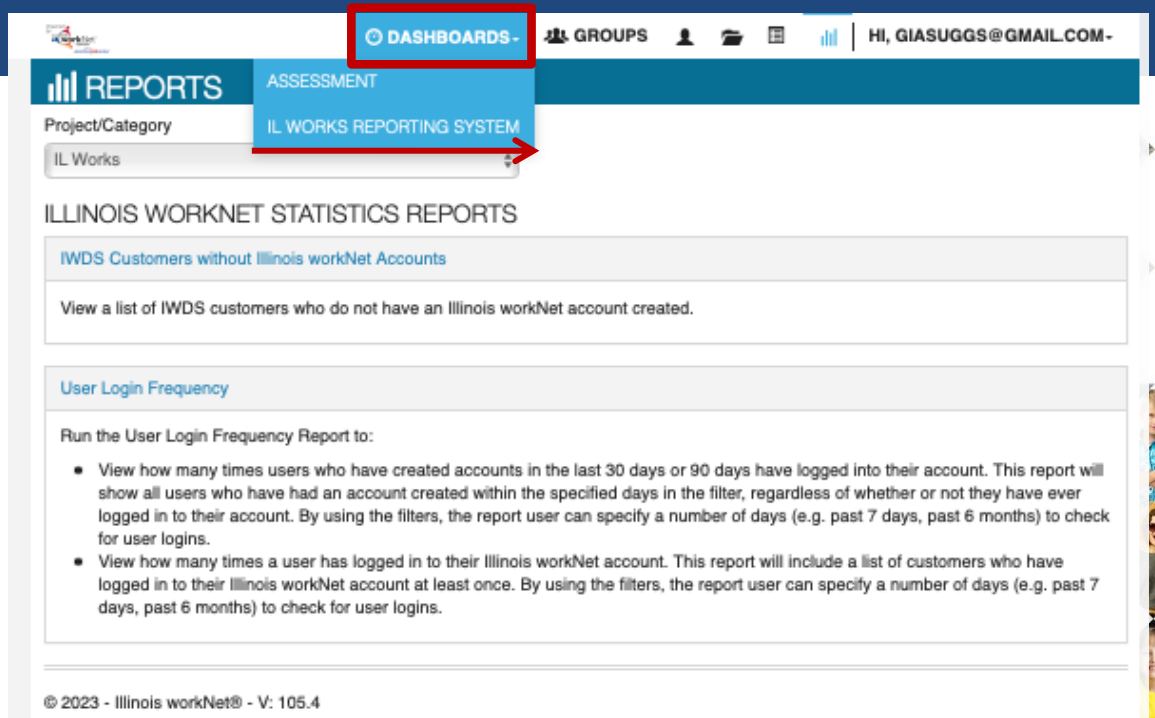
Pre-Apprenticeship Program

IWRS – Reporting Tools - Assessment



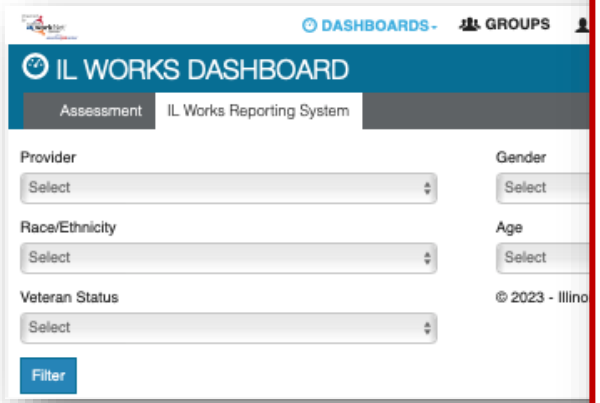
ILLINOIS

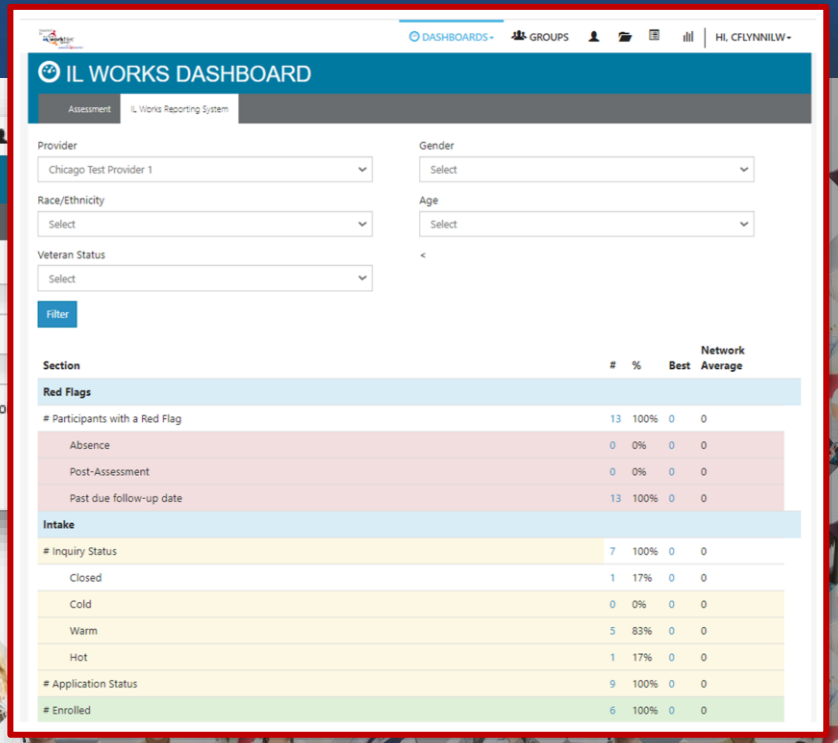
IWRS – Reporting Tools – IL Works Reporting System



ILLINOIS WORKS
Pre-Apprenticeship Program

IWRS – Reporting Tools – IL Works Reporting System





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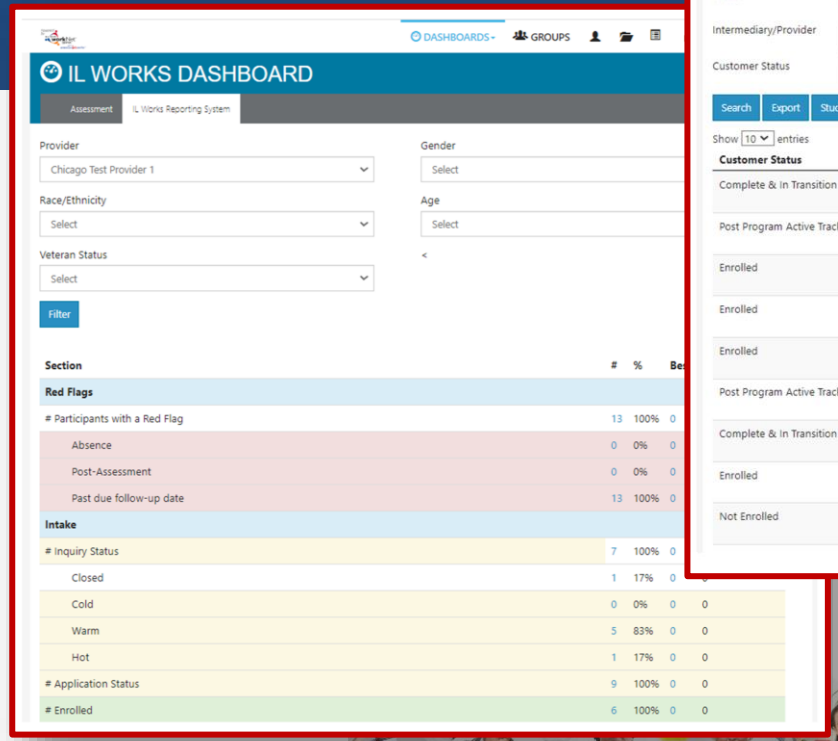
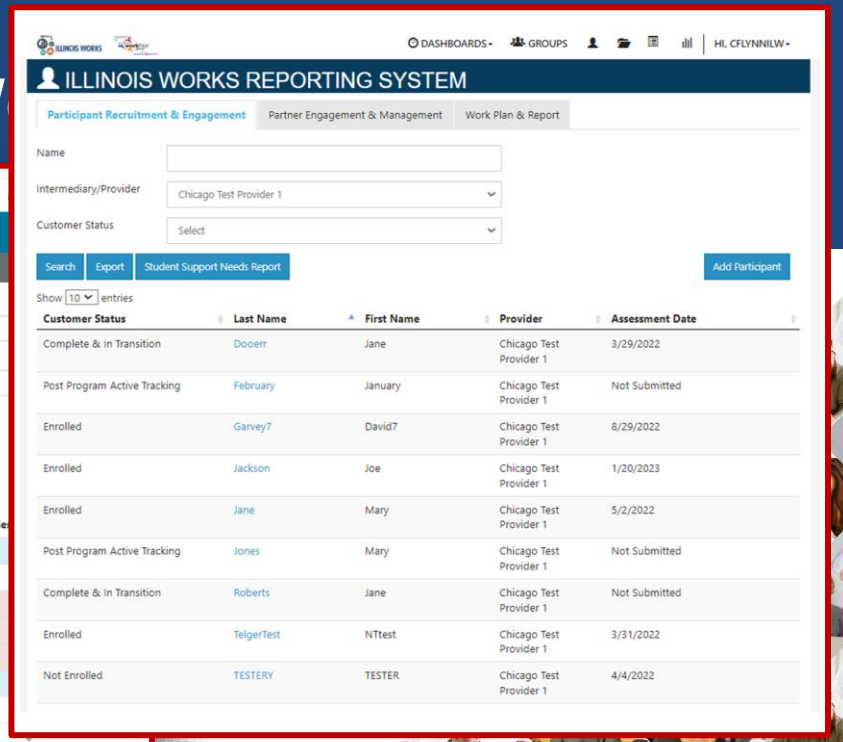
Pre-Apprenticeship Program

IWRS – Reporting Tools – IL W





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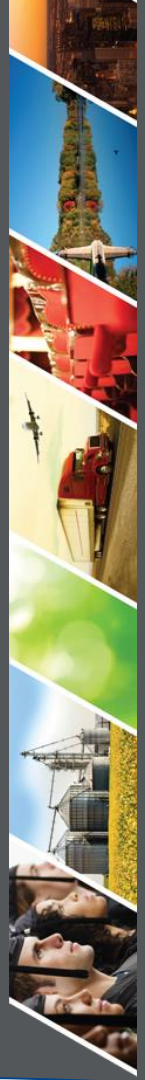

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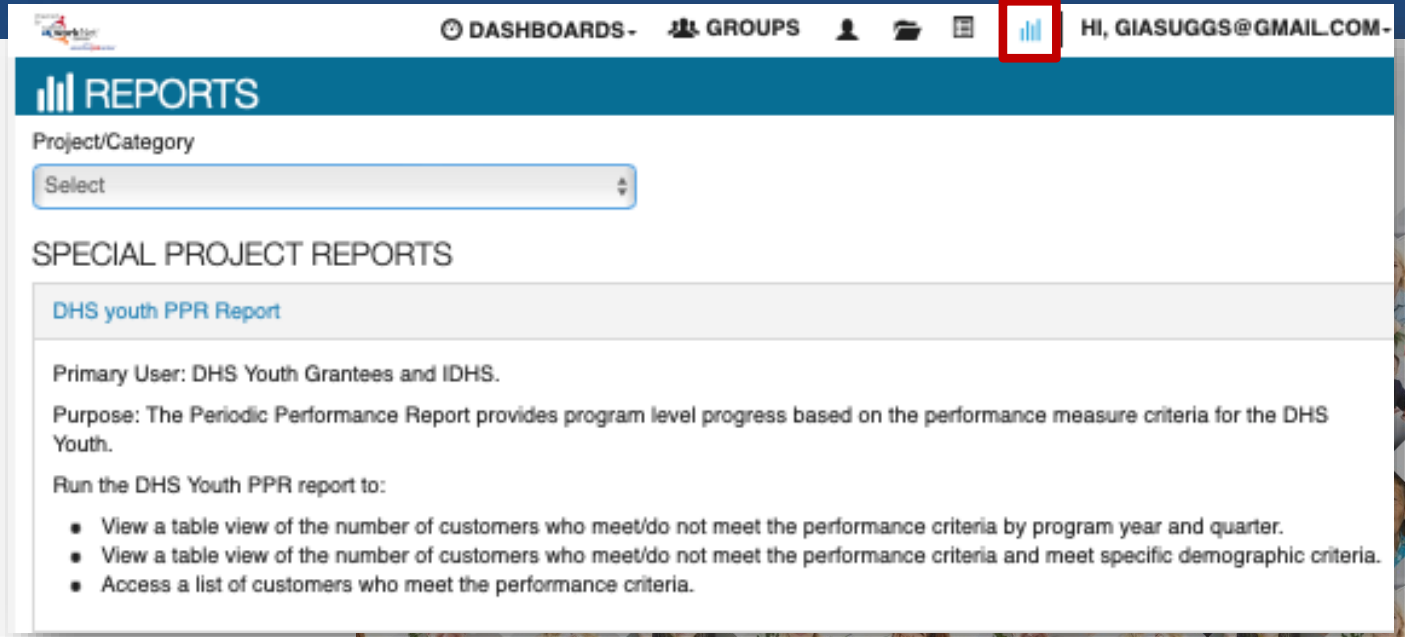
IWRS – Reporting Tools



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IWRS – Reporting Tools

Student Support Services Report

Attendance and Post-Assessment Scores

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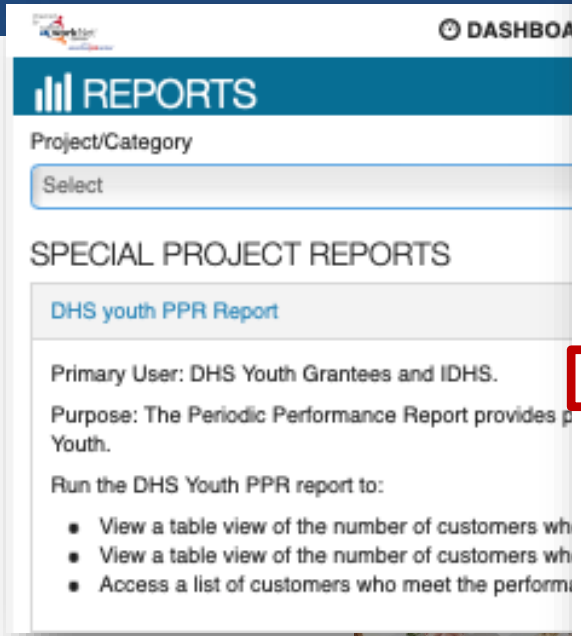
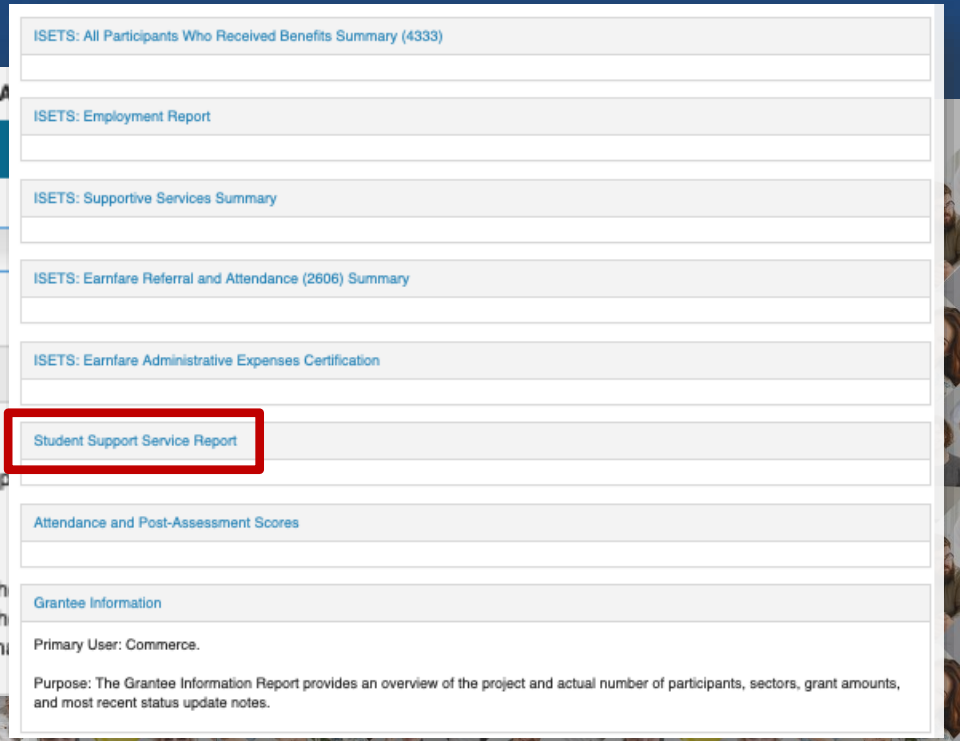
Pre-Apprenticeship Program

IWRS – Reporting Tools – Student Support Services





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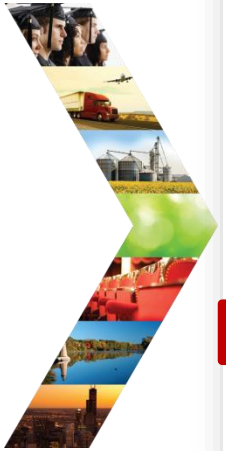
IWRS – Reporting Tools – Student Support Services



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 Expense Certification

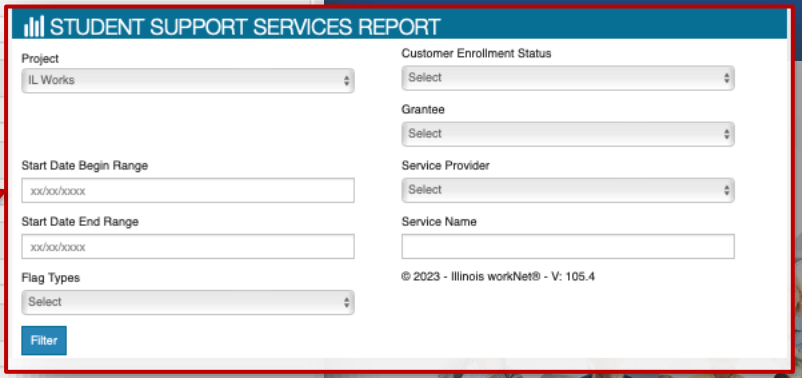
Student Support Service Report

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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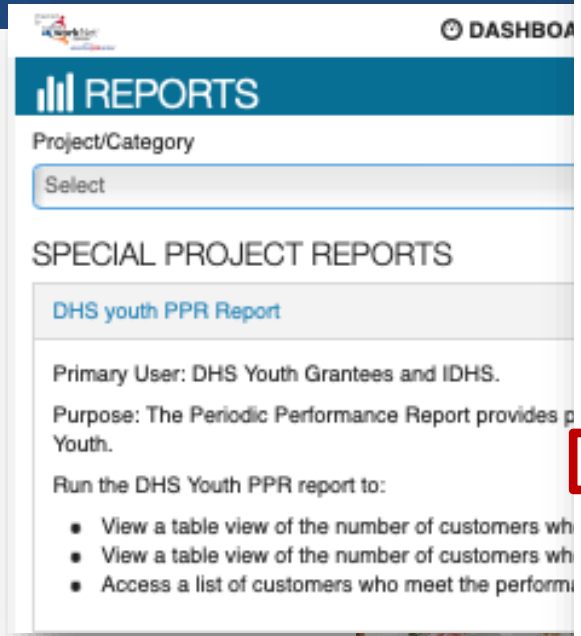
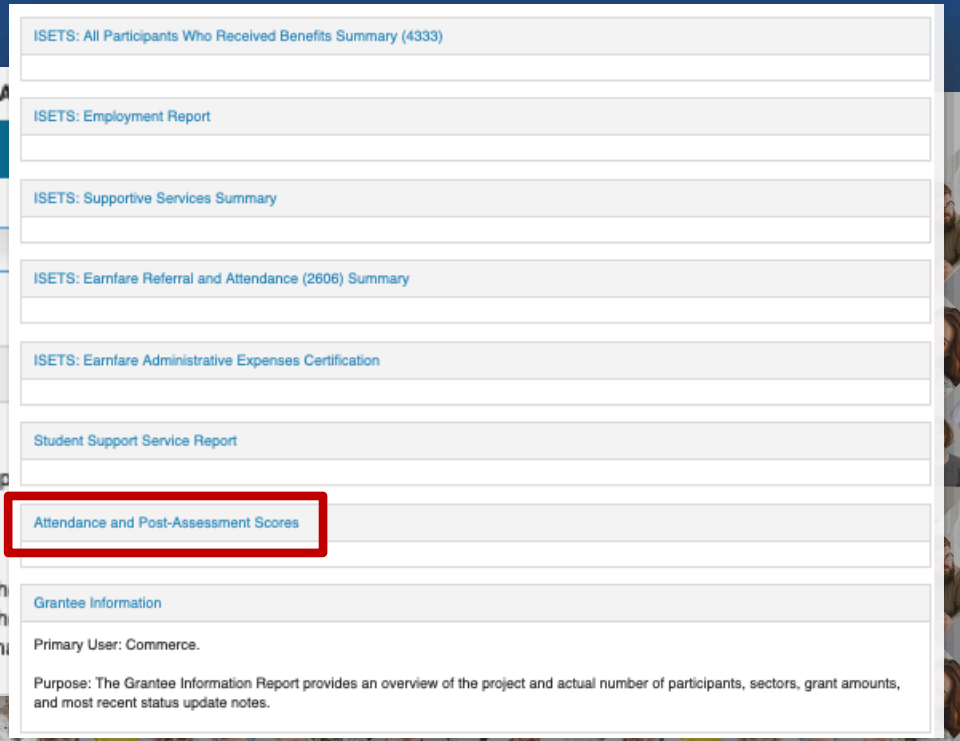
Pre-Apprenticeship Program

IWRS – Reporting Tools – Attendance/Post Assessment





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IWRS – Reporting Tools – Attendance/Post Assessment

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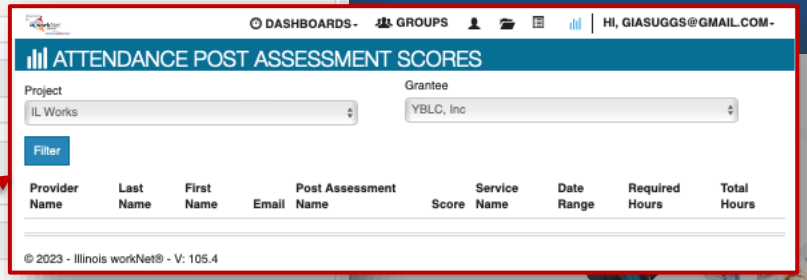

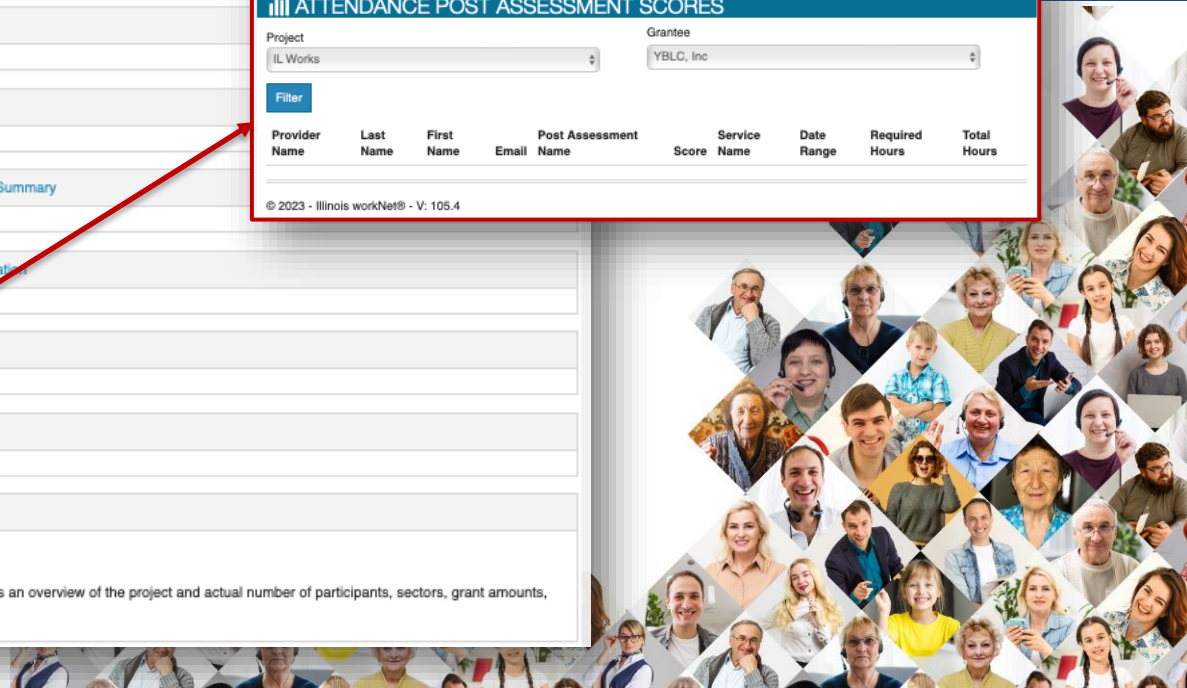

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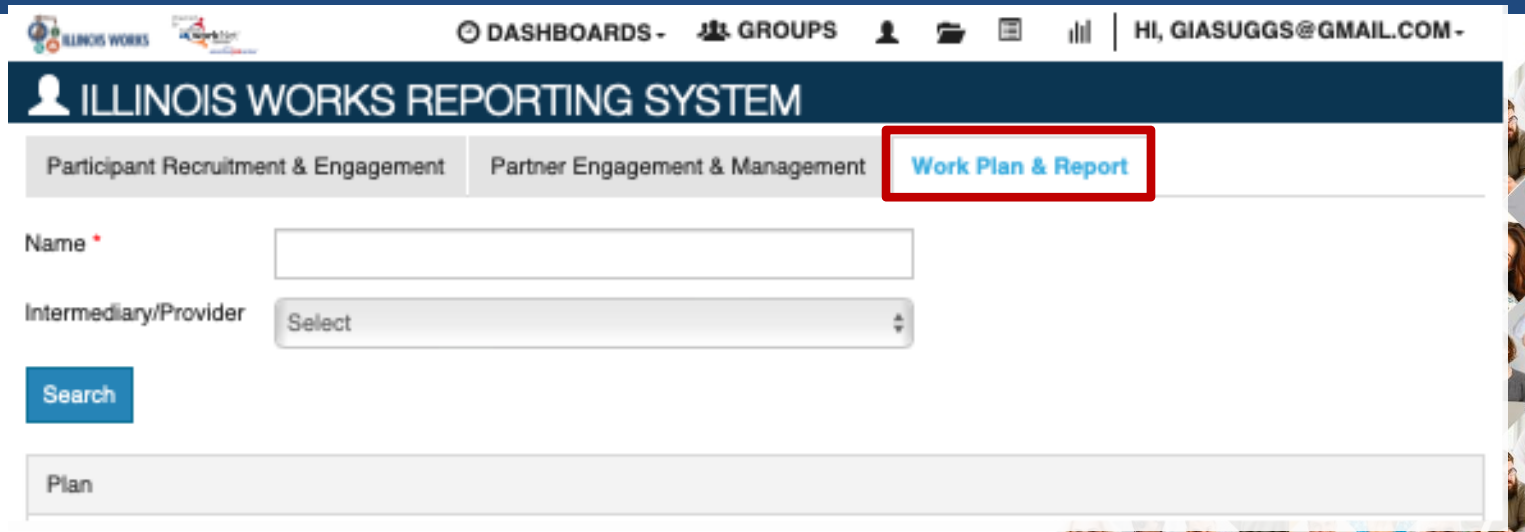
IWRS - Main Page Overview - Work Plan and Report



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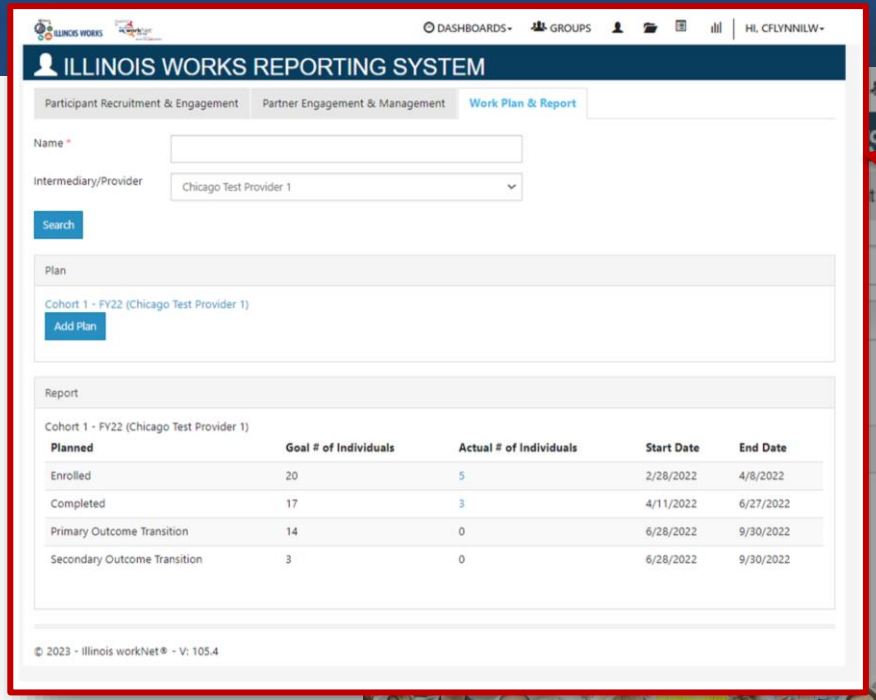
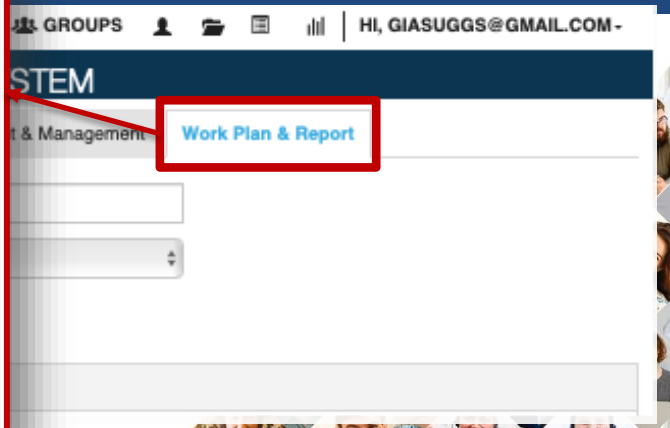
IWRS - Main Page Overview - Work Plan and Report





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IWRS - Main Page Overview - Export

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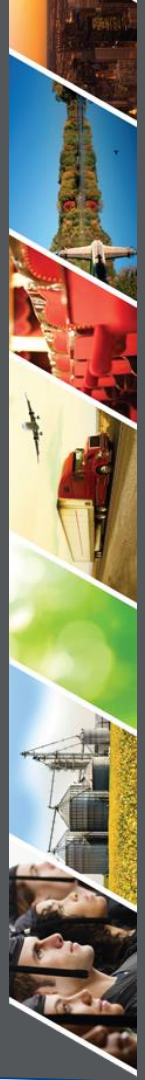
EXPORT

Select which fields you would like to export. The fields that are pre-selected are added to every report.

- [ ] Select/Deselect All
- [x] Worknet Id
- [ ] Account Status: Active/Inactive
- [ ] Customer Status (Inquiry, Applicant, Enrolled etc.)
- [x] First Name
- [x] Last Name
- [x] 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 Suport Service Flag
- [ ] Transition Service Flag
- [ ] Earned Credential Flag



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Reporting Tools - Practice

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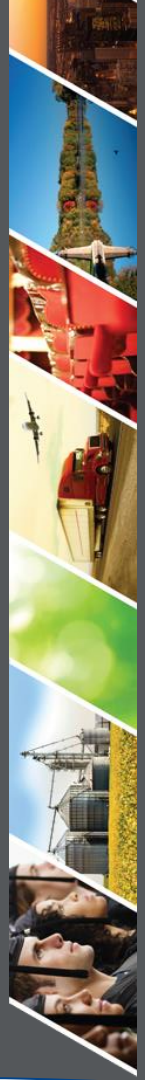

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Section 8: Ticketing System

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

- Report system glitches using the new ticketing system.

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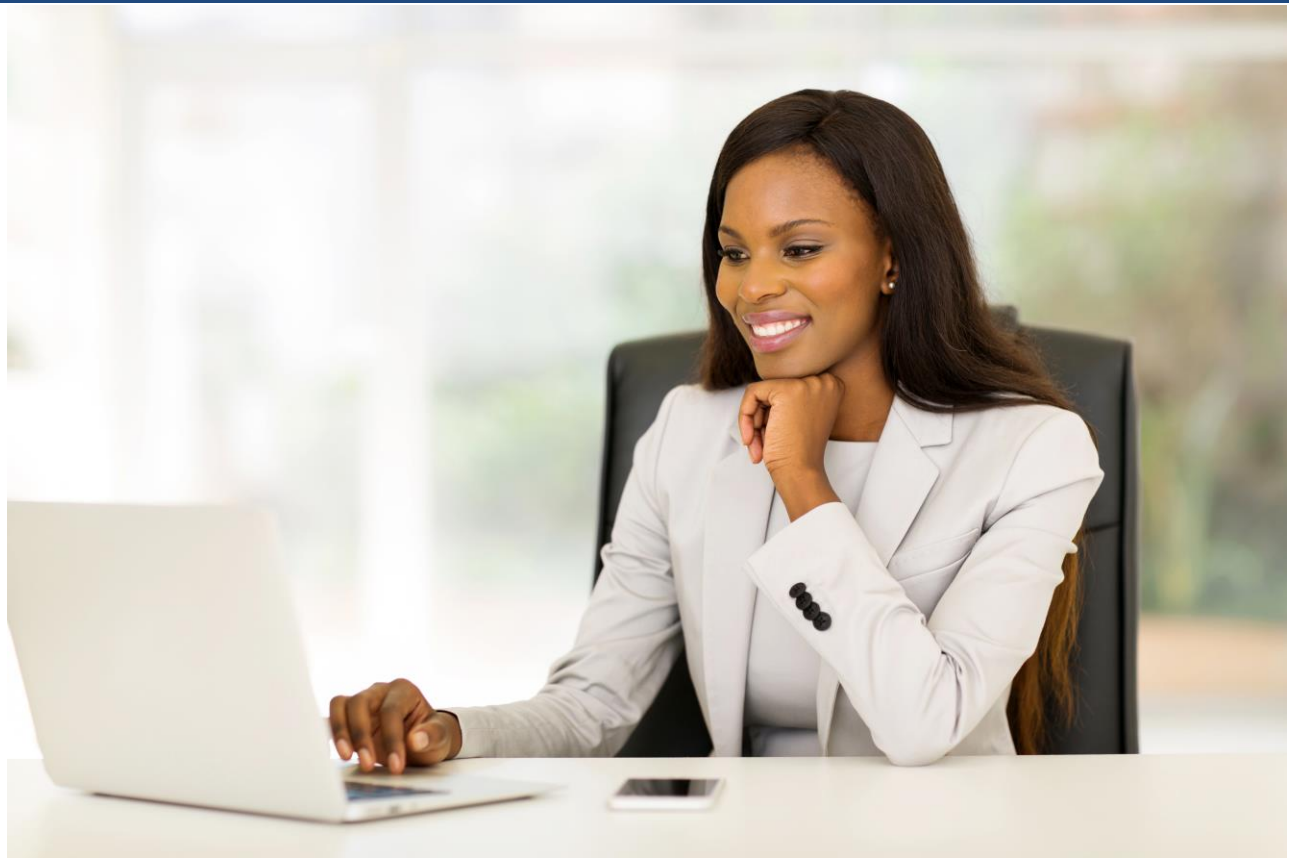
IWRS Access



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Section 9: Resources

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

- Access additional IWRS resources.

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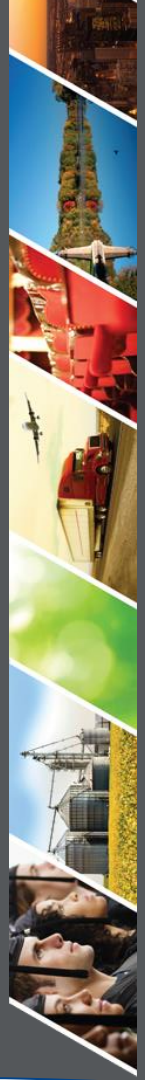

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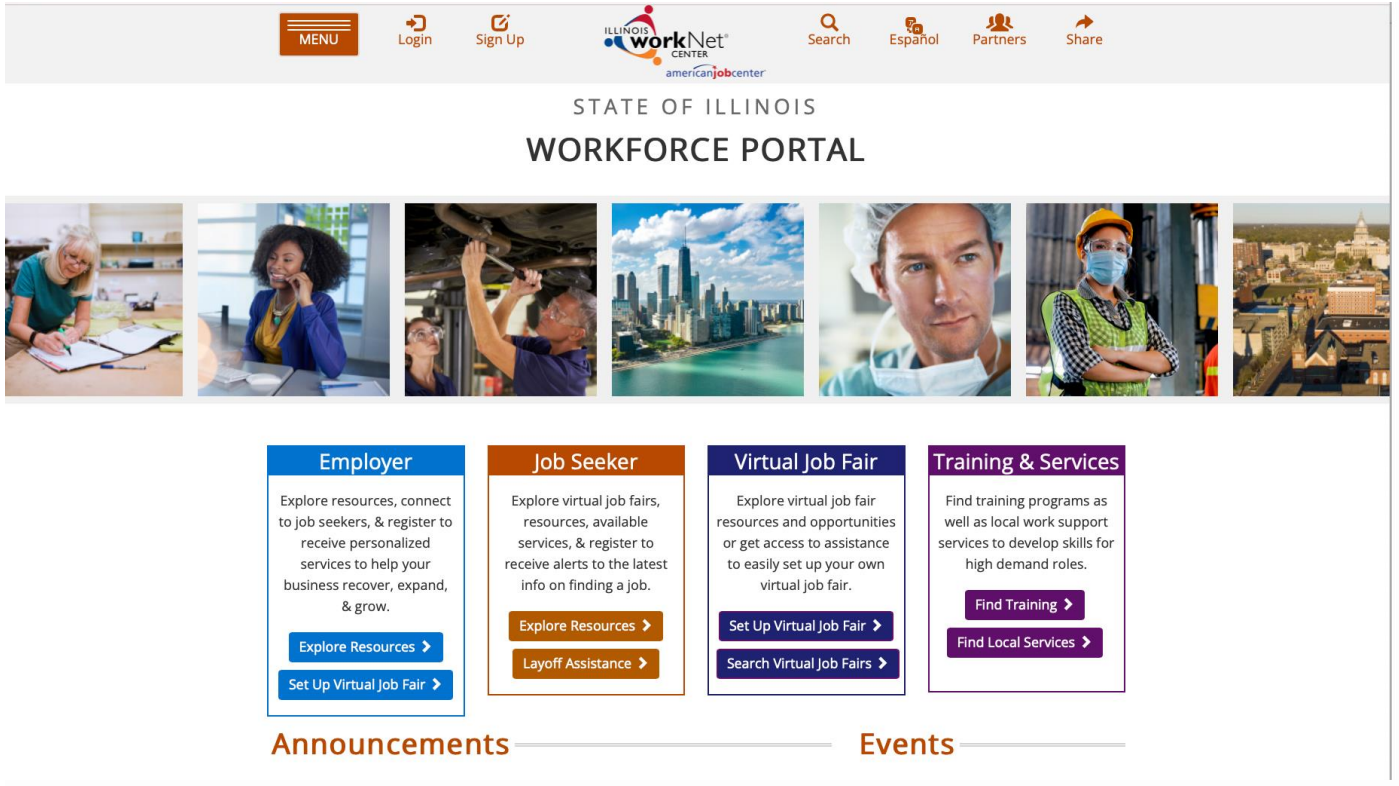
Illinois Works Partner Guide



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Pre-Apprenticeship Program

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 Accrediation & 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

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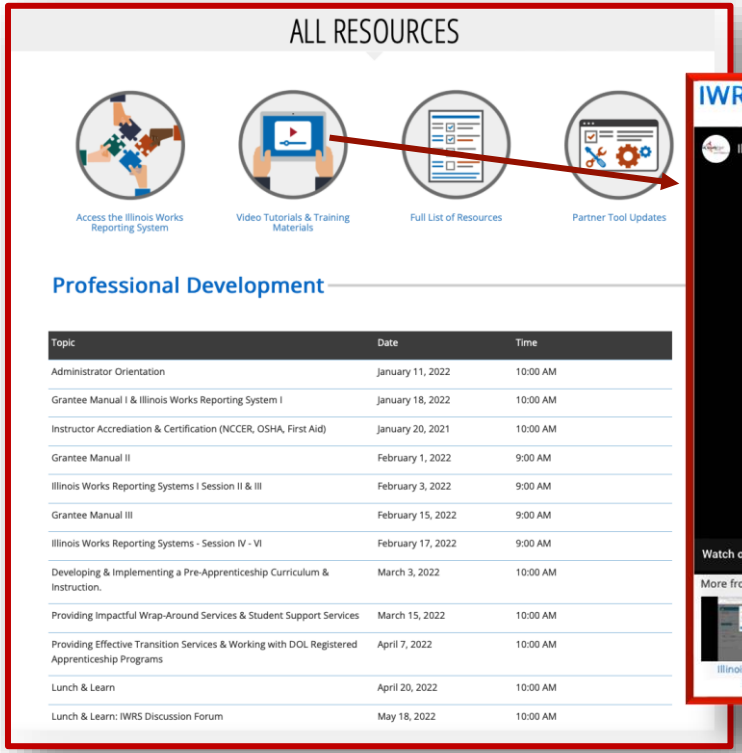
IWRS Tutorials



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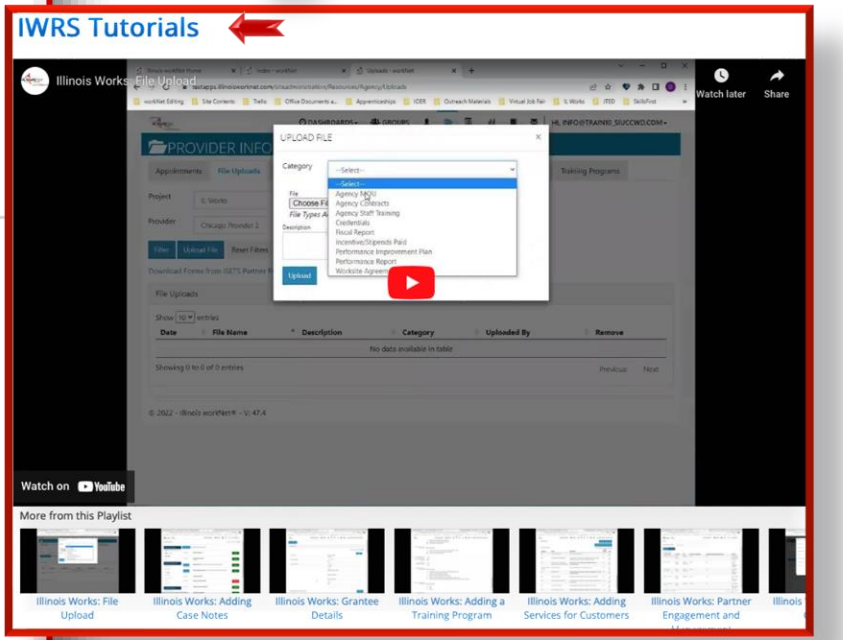

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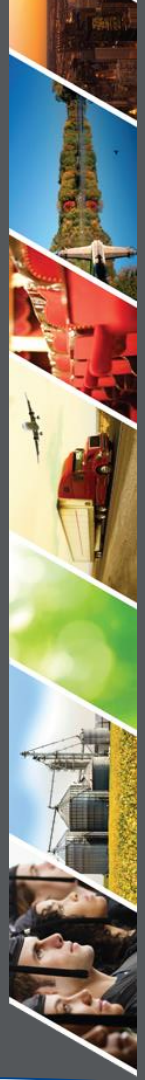

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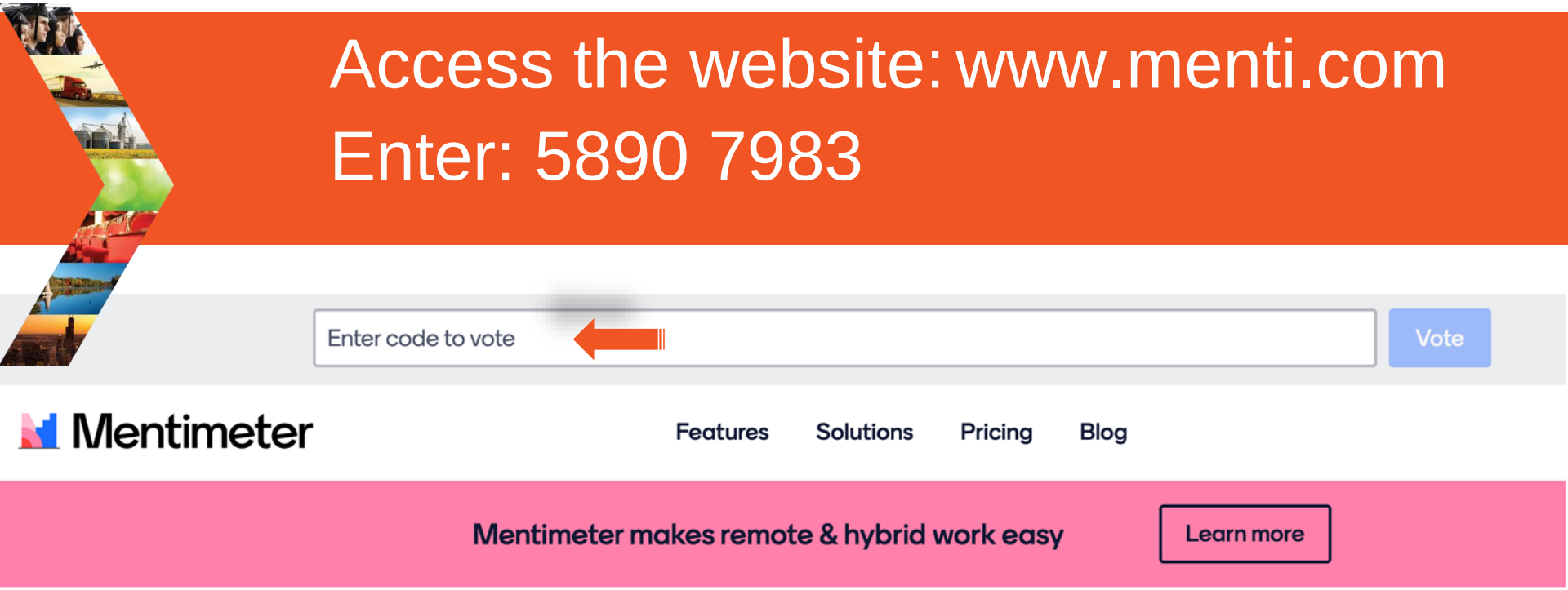
Program Engagement ~ Mentimeter

Access the website: www.menti.com

Enter: 5890 7983



Feedback ~ We want to hear from you

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

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Department of Commerce
& Economic Opportunity
JB Pritzker, Governor