



Overview

The dashboard provides real-time data showing where customers are in the intake/eligibility process all the way up through program completion. Partners can use the data in the dashboard to access filtered lists of customers for easy access to customer program information.

Section Column: Includes sections/components of the program. The  icon provides a definition for the item in the section. Color-coding is used to identify customers who need action (or are in-process), successfully completed, or did not complete (withdrew). The definitions are listed in the sample below.

Count column: These links provide access to individual customer information. The column count links are available for Super User and Career Planner/Case Worker roles.

Section	Count	%
1. Topic		
<u>White Color Code</u> = FYI only. No action is needed.	1	10%
<u>Yellow Color Code</u> = Action is needed. .	2	20%
<u>Red Color Code</u> = Red flag - Immediate action is needed.	2	20%
<u>Green Color Code</u> = This step is complete or meets a program requirement.	4	40%
<u>Grey Color Code</u> = This person is either not able to participate or quit participating in the program. 	1	10%
Total	10	

Accessing the Dashboard

1. Log in to www.illinoisworknet.com.
2. Select **My Dashboard**.
3. Select **Customer Support Center/IWIS** in the partner tools section.
4. Select the **Dashboards** in the top menu.
5. Select **JTED Programs**.

JTED Dashboard

- Numbers in the dashboard are clickable. A list opens with the names of the specific participants included in that dashboard number. **Keyboarding Tip! Right click on the number to open the list in a new tab.**
- Below is a list with the dashboard item and the Info Bubble text that provides more definition.

Dashboard Item with Info Bubble Definition

Section	Info Bubble and Next Step Information
Participant Overview	
Active: Enrolled	# of customers who are Enrolled in JTED
Active: Completed	# of customers who have Completed JTED
Exited	# of customers who have Exited JTED
No case note in 30 days	Customers with a status of applicant, enrolled, and complete, or exited (exited up to 119 days) who do not have a case note in the past 30 days.
Enrollment Status	The numbers in this section link to a filtered list of customers who have an enrollment status that matches the description of the line item
Applicants:	
Applications started but not complete/signed	Customers who have started an application but have not completed or signed.
Applications Complete & Signed but not enrolled	Customers who have completed and signed an application but have not yet been enrolled into a JTED program.
Enrolled (Show/Hide Types)	Customers who have their most recent enrollment status as Enrolled.
Category 1 (Adult)	
Category 2 (Youth)	
Not Enrolled - Declined to Participate	Customers who have their most recent enrollment status as Not enrolled - declined to participate.
Not Enrolled - Not Eligible	Customers who have their most recent enrollment status as Not enrolled – not eligible
Not Enrolled - Application Not Submitted	Customers who have their most recent enrollment status as Not enrolled – Application Not Submitted
Total Customers (Unduplicated Count)	
Services Needs Assessment	The numbers in this section link to a filtered list of customers who have a Service Needs Assessment status that matches the description of the line item.
Services Needs Assessment not complete	Customers who do not have a completed Service Needs Assessment.
Services Needs Assessment Complete	Number of customers who have a completed Service Needs Assessment.

Referrals	The numbers in this section link to a filtered list of customers who have a referral status that matches the description of the line item.
New Referrals Module coming soon	The numbers in this section link to a filtered list of customers who have a Referral status that matches the description of the line item.
Career Plan: Current Training/Career Service Status (For Category 1, 2 Only) (See services report for details.)	The numbers in this section link to a filtered list of customers who have a Training/Career Service status that matches the description of the line item.
Customers who have at least one service where start/completion status does not meet deadlines set with the start/end dates	Customers who have at least one service where start/completion status does not meet deadlines set with the start/end dates.
Customers who have all their Training/Career services start/completion statuses meet the deadlines set with the start/end dates	Customers who have all their Training/Career services start/completion statuses meet the deadlines set with the start/end dates.
Customers who do not have training/work-based learning service.	Customers who do not have a training or work-based learning service in their Career Plan.
Customers who have an open training / work-based service.	Customers who have an open training and/or work-based learning service in their Career Plan.
Customers who have one or more support/barrier reduction services identified in the Service Needs Assessment that still need to be addressed.	Customers who have one or more support/barrier reduction services identified in the Service Needs Assessment that needs to be addressed within the Career Plan.
Customers who have an estimated cost that needs updated	Customers who have at least one cost in a support/barrier reduction service within the Career Plan that needs to be edited to determine the actual cost.
# of Customers that have a service with a planned status	The number of customers who have a service in the career plan with a status of Planned.
# of Customers that have a started/completed service	The number of Customers that have a service with a started or completed status.
Career Service	The number of Customers with a Career Service that has a status of Started or Completed.
Training Service	The number of Customers with a Training Service that has a status of Started or Completed.
Employment and Work-based learning services	The number of Customers with an Employment and/or Work-based learning Service that has a status of Started or Completed.
Support/Barrier Reduction Services	The number of Customers with a Support and/or Barrier Reduction Service that has a status of Started or Completed.
Earned Credential (See Treasury Report for Credentials)	The numbers in this section link to a filtered list of customers who have a credential status that matches the description of the line item.
Customers who are in a training service and do not have a credential entered in the system	Customers who are in a training service and do not have a credential entered in the system.

Customers who earned an Industry-Linked Credential, Certification, or License	Customers who earned an Industry-Linked Credential, Certification, or License.
Withdrew / Completed program without earning an Industry-Linked Credential, Certification, or License	Customers who withdrew or completed program without earning an Industry-Linked Credential, Certification, or License.
Completion Information (See Treasury Report for Outcomes)	The numbers in this section link to a filtered list of customers who have a completion status that matches the description of the line item.
Not complete	Customers who have not completed the program.
Employed During Enrolled and/or Completion Status	Customers received employed during enrollment in JTED or after completing the program.
Employed 2nd Quarter after Exit	Customers who remain employed at the 2 nd Quarter after Exiting JTED.
Employed 4th Quarter after Exit	Customers who remain employed at the 4 th Quarter after Exiting JTED.
Employed in Training Related Job at Exit	Customers who are in a Training Related Employment after Exiting JTED.
Employed in Training Related 2nd Quarter after Exit	Customers who remain in a Training Related Employment at the 2 nd Quarter after Exiting JTED.
Employed in Training Related 4th Quarter after Exit	Customers who remain in a Training Related Employment at the 4 th Quarter after Existing JTED.
Received Wage Increase	Customers who received a wage increase from previous employment prior to JTED and/or received a wage increase with an employment during or after completing JTED.
Placed/Retained in Secondary Education	Customers who were placed/retained in Secondary Education.
Placed/Retained in Postsecondary Education	Customers who were placed/retained in Postsecondary Education.
Registered Apprenticeship	Customers who were enrolled in a Registered Apprenticeship Program.
Measurable Skills Gain (MSG) – Coming soon	

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.

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For more information, please refer to the footer at the bottom of any webpage at illinoisworknet.com