

Illinois Works Pre-apprenticeship Program (ILWPP)

IWRS: Recruitment through
Follow Up



ILLINOIS WORKS
Pre-Apprenticeship Program

Recruitment Tab

- Add participant as an Inquiry and Select the Lead Type
 - Hot
 - Warm
 - Cold
 - Closed
- Complete Prescreen Assessment
- Determine if the participant wants to move onto an application or stay as an Inquiry



Intake Tab

- Complete ILWPP Application
- Enter average Interview Score & Interviewer Names
- Upload both interviewer completed interview sheets
- Upload Commitment Agreement signed by participant & staff
- Add Wrap-around Service Screening
- Enter Intake Career Assessment
- Choose Enrollment Status



Training & Services Tab

- Enter attendance on each training services (do not enter attendance for wrap-around, student support, transition services)
- Enter post-assessment scores on each training service
- Upload certificates (NCCER/MC3/ICCB, First Aid/CPR, OSHA-10, others)
- Add Earned Credentials (only for NCCER/MC3, ICCB, First Aid/CPR, OSHA-10, others)
- Update status of each training and support service
- Update goal status



Program Completion/ Follow Up Tab

- Enter overall status for participant
 - Complete
 - Complete & In Transition
 - Incomplete
- Upload transition documents
- Add Active Tracking Follow Up Questionnaire (every 3 months beyond program completion)





Participant Enrollment Checklist

After completing the initial outreach, recruitment, and application steps it is time to enroll your participants. This welcome checklist helps to ensure that each participant has all the Illinois Works required documents/assessments completed. Maintaining one of these checklists per participant will shorten data entry time long-term and ensure all participants are properly counted toward outcome metrics.

Participant Name: _____

- Completed directly in IWRS
- Completed on paper/alternate system then entered/uploaded in IWRS
- Provide to participant – upload to IWRS not required
- Save in participant paper file – upload to IWRS not required

Document/Assessment	Date Completed
<input type="checkbox"/> Pre-screen assessment <input type="checkbox"/>	
<input type="checkbox"/> Application <input type="checkbox"/> or <input type="checkbox"/>	
<input type="checkbox"/> Standardized Interview (minimum of two (2) interview sheets uploaded to IWRS) <input type="checkbox"/>	
<input type="checkbox"/> Add names of interviewers and the average of their score <input type="checkbox"/>	
<input type="checkbox"/> Enrollment decision letter <input type="checkbox"/>	
<input type="checkbox"/> Commitment Agreement <input type="checkbox"/>	
<input type="checkbox"/> Wrap-around service assessment <input type="checkbox"/>	
<input type="checkbox"/> Orientation – Career Assessment <input type="checkbox"/>	
<input type="checkbox"/> Performance-based Stipend Policy <input type="checkbox"/>	
<input type="checkbox"/> Discrimination, Harassment, Bullying Policy <input type="checkbox"/>	
<input type="checkbox"/> Extenuating Circumstances Policy for Make-Up Post-assessments and Sessions <input type="checkbox"/>	
<input type="checkbox"/> Make-Up Sessions and Post-assessment Policy <input type="checkbox"/>	
<input type="checkbox"/> Eligibility documents (i.e. birth certificate, state ID/driver's license, social security card, high school transcripts/diploma, GED/HiSet etc.) <input type="checkbox"/>	
<input type="checkbox"/> Participant Referral Form (if applicable) <input type="checkbox"/>	

Job Aides

- Data Verification Sheet
- Participant Enrollment Checklist

These will both be sent to you in the follow up email for this session



Participant

Participant Name: _____
Cohort Number: _____

Task	Outre
Participant entered in IWRS & lead category assigned	
Pre-screen assessment	
Eligibility documents saved to participant file	
Task	
Program Application	
Standardized Interview Sheet (Two sheets, each completed by a member during interview)	
Average interview Score & Interview Names added to IWRS	
Enrollment Status added (On or after first day of instruction)	
Task	
Wrap-around Service Assessment	
Orientation Career Assessment	
Stipend Policy & Procedure provided to participant	


Task	Hard Copy Completed	IWRS
Wrap-around Service Assessment		
Orientation Career Assessment		
Stipend Policy & Procedure provided to participant		




IWRS Technical Assistance

- Visit the Illinois Works Partner Guide


ALL RESOURCES



Access the Illinois Works Reporting System

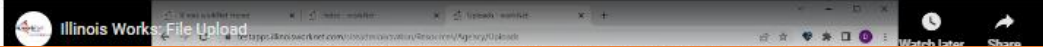


Video Tutorials & Training Materials



Full List of Resources

IWRS Tutorials



Previous Webinars & Materials


Type	Dates	Topic & Description	Related Materials
Video Link	4/7/2022	Providing Effective Transition Services & Working with DOL Registered Apprenticeships	PowerPoint Presentation (PDF)
Training	6/23/2022	Using Data for Continuous Program Improvement	PowerPoint Presentation (PDF)
Video Link	9/8/2022	Developing Partnerships For Effective Program Outcomes	Presentation (PDF)
Video Link	1/19/2023	Grantee Manual I	Presentation (PDF)
Video Link	1/26/2023	IWRS Session I	Presentation (PDF)
Video Link	1/31/2023	2023 Grantee Manual Updates	Presentation (PDF)
Video Link	2/2/2023	Grantee Manual II	Presentation (PDF)
Video Link	2/7/2023	2023 IWRS Updates	Presentation (PDF)
Video Link	2/14/2023	IWRS Session II	Presentation (PDF)
Video Link	2/16/2023	Grantee Manual Session III	Presentation (PDF)
Video Link	2/23/2023	IWRS Session III	Presentation (PDF)
Video Link	5/4/2023	IWRS Session IV	Presentation (PDF)
Video Link	6/8/2023	Providing Impactful Wrap-around and Student Support Services	Presentation (PDF)




IWRS Technical Assistance

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Full List of Resources

FULL LIST OF RESOURCES

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Select a topic to view instructions, related resources, and related policy.

- [Getting Started](#)
- [ILW Culture](#)
- [Outreach and Recruiting](#)
- [Intake - Eligibility/Enrollment](#)
- [Intake - Assessment](#)
- [Training & Support Services](#)
- [Transition Services](#)
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- [Administrator & Data/Fiscal Management](#)
- [Business/Employer Engagement](#)
- [ILWPP Job Aides](#)

Getting Started

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Topic	Instructions	Related Resources	Policy/Procedure
Getting Access to Illinois workNet	<ul style="list-style-type: none">• Become a Partner (PDF)• User Management (PDF)	TBD	2023 ILW Pre-apprenticeship Program Grantee Manual (PDF)
Getting Setup in Illinois workNet	<ul style="list-style-type: none">• Quick Start Guide• File Upload (PDF)• Manage Grantee Details (PDF)• Add Training Programs (PDF)• Add Services (PDF)• Enter Worksite Placements (PDF)	<ul style="list-style-type: none">• Grantee Work Plan (PDF)• High-Resolution Logos<ul style="list-style-type: none">◦ White Background (JPG)◦ Transparent (PNG)	2023 ILW Pre-apprenticeship Program Grantee Manual (PDF)
Instructor Accreditation & Certification		TBD	



IWRS Technical Assistance

- Ask your grant manager
- Ask SIU
- Monthly IWRS Office Hours (starting Summer 2023)





Questions?



Feedback Please!
Survey link in the chat now