



# Returning Residents

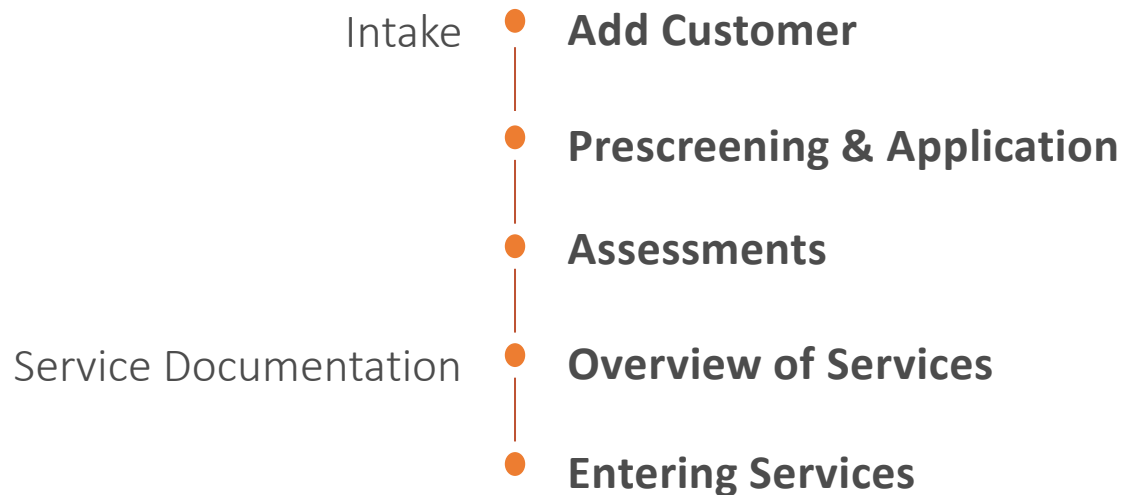
## CEJA Reporting System Session 2 Part B

### May 13, 2025

Illinois workNet® is sponsored by the Department of Commerce and Economic Opportunity.

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# CEJA REPORTING SYSTEM OVERVIEW



# REPORTING SYSTEM **INTAKE**

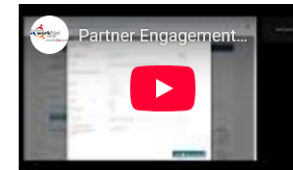
## RETURNING RESIDENTS REPORTING SYSTEM GUIDE

1

### Add Outreach Events, Partners, and Engagements

1. Go to the Partner Engagement and Management tab
2. Add Outreach and enter required fields
3. Add Partner and enter required fields
4. Add Engagement and enter required fields
5. Edit Engagement and add Contact Notes

Detailed Instructions: [Partner Engagement and Management](#)

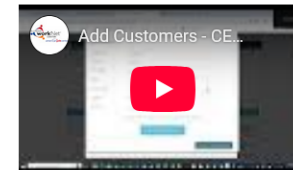


2

### Add Customers and Complete Prescreening

1. Go to Customer list and select Add Customer
2. Enter the customer information to create an Inquiry record and follow-up date. Identify customers who do not want to be contacted in the future.
3. Complete Prescreening to identify eligible programs and connect the customer with a program that suits their needs
4. Transfer customers to other CEJA programs as needed.
5. If the customer does not have an existing Illinois workNet account, an account will be created

Detail Instructions: [Add Customer](#), [Add Customer - Returning Residents](#), [Transfer Customers](#)

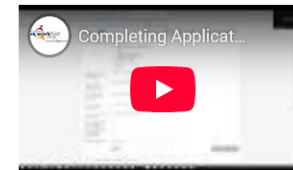


3

### Complete a CEJA Program Application

1. Enter additional demographic and contact information
2. The system will determine eligibility. Enter the customer's interest in participating in the program.
3. Review the application summary

Detail Instructions: [Complete CEJA Application](#), [Complete Returning Resident Application](#)

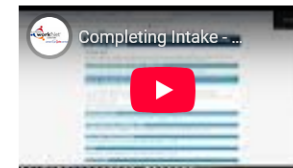


4

### Complete Intake Assessments

1. Document in funds are provided to help the customer complete intake.
2. Complete the Career assessment
3. Complete Service Needs Assessment
4. Provide customer with information on how to access their career plan

Detail Instructions: [Complete CEJA Intake](#), [Returning Resident Intake](#)



# REPORTING SYSTEM ENTER SERVICE INFORMATION

Plan Overview

1. Review Assessment

2. Set Goals

3. Add Steps/Services

Update Log

PLAN OVERVIEW

CASE NOTES (3) ▲

Profile: Angus Hawkins

Email  
angushawkins@noemail.com

DOB 1/1/2000

Last 4 SSN N/A

See All

Update Profile

Reset Password

Send Message

View/Print EP Form

Latest Customer Goals/Plan Agreement: (Status: *Unknown*)

Select plan status

Save Status (Send Request)

ASSESSMENTS

Career Cluster Inventory

Not Complete

Employment 101 - Pre

Not Complete

Employment 101 - Post

Not Complete

Employment 101

Not Started

DESIRED CAREER PATH

Career Pathway Choice

None

Occupation 1

None

Occupation 2

None

Wage Goal (Per Hour)

None

See More

ACCOMPLISHMENTS

Earned Credentials: 0

Completed Goals: 0

Completed Services: 0

Related Instructions

Creating a Career Plan Overview

Career Plan Rubric

Services Cost Report

Case Notes Tool

Uploading Files

Participant Summary Tools

Assessments

Case Notes

Credentials

Program History

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Complete training program	<a href="#">Hide Next Steps</a>	Education/ Training Plan	5/1/2025	7/31/2025	Not Started
	<a href="#">Bridge Training</a>		5/1/2025	5/30/2025	Planned/Not Started (Scheduled)
	<a href="#">Follow-up Services</a>		5/30/2025	7/31/2025	Planned/Not Started (Scheduled)
Get a job		Career Plan			Not Started

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# REPORTING SYSTEM ENTER SERVICE INFORMATION

## Training Service Template

- **Status (required)** - All services include the related goal, status, start date, weekly hours, and notes. A completion date is required if the status is complete.
- **Service Provider (required)** - Identify who is providing the service. The grantee is the default provider. If the grantee is not providing the service, enter the provider information
- **Post-assessment (required upon completion)** – The post-assessment section is preset with 70% as the passing score. The grantee will need to enter a post-assessment score of 70% or higher before the service can be marked as successfully completed.
- **Credentials** – There are several credentials listed on this tab. Select the credentials earned with the service. The fields will be prepopulated so that only the credential source and date earned need to be entered. If additional credentials are earned, they can be manually entered

## Template for Other Services

- **Status (required)** - All services include the related goal, status, start date, weekly hours, and notes. A completion date is required if the status is complete
- **Service Provider (required)** - Identify who is providing the service. The grantee is the default provider. If the grantee is not providing the service, enter the provider information
- **Dollar Value of Service (optional)**



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# THANKS FOR VIEWING!

## Next CEJA Reporting System Session:

Orientation Session 3: Part B

Completion, Outcome, and Follow-up Documentation Tools

5/20/2025 @ 11:00

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