



Training * Connecting * Developing Illinois' Workforce


Illinois workNet® Incumbent Worker Tracking System (IWTS) Webinars

- Background
- Submitting an Incumbent Worker Training Plan
 - Add Employees and Course Registration
 - Submit Quarterly Reports

February 18-19, 2015

IWTS Topics

- Background
- Accessing the IWTS Online Guide and Tools
- Navigating IWTS Tools
 - **Step 1:** Submit Incumbent Worker Training Plan
 - **Step 2:** Add Employees to Receive Training
 - **Step 3:** Add Employees to Courses and Sessions
 - **Step 4:** Submit Quarterly Reports




Training * Connecting * Developing Illinois' Workforce

Incumbent Worker Tracking System (IWTS)

BACKGROUND

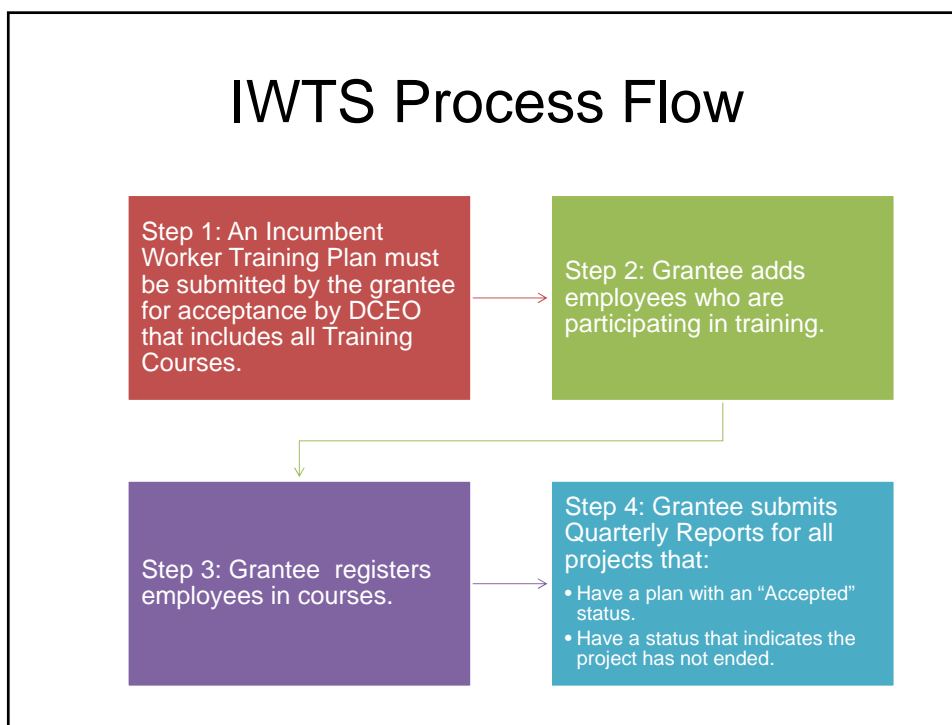
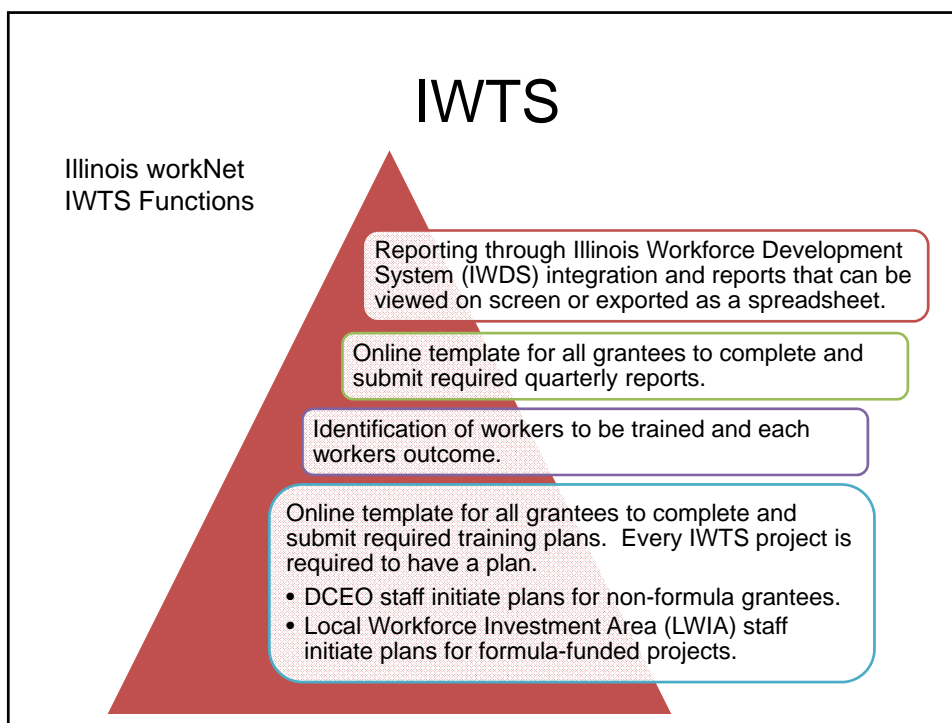
History




The Illinois workNet Incumbent Worker Tracking System (IWTS) was developed in 2009 to support planning and tracking outcomes for American Recovery and Reinvestment Act (ARRA) funded projects and WIA formula projects.

WIA POLICY LETTER NO. 07-PL-33 (and all subsequent changes)
attachments: Form #001 – Project Plan; Form #002 – Quarterly Reports;
Form #003 – Participant Detail Form

All Incumbent Worker grant projects through grants issued by Illinois Department of Commerce and Economic Opportunity (DCEO) Office of Employment and Training (OET) continue to be tracked and reported using IWTS.



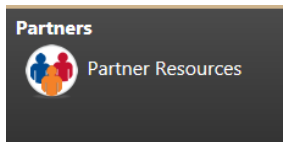
 Training * Connecting * Developing Illinois' Workforce

Incumbent Worker Tracking System (IWTS)

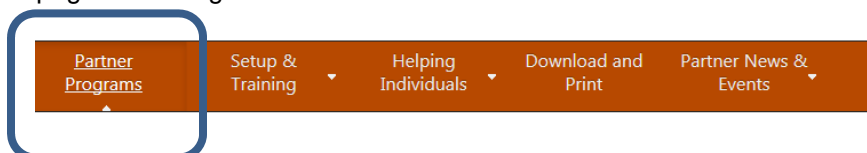
ACCESSING THE ONLINE GUIDE AND TOOLS

Access IWTS Guidance

1. Go to the new Illinois workNet site: <http://www2.illinoisworknet.com>
2. In the footer, select "Partner Resources." This is the new partner resource and tool area.

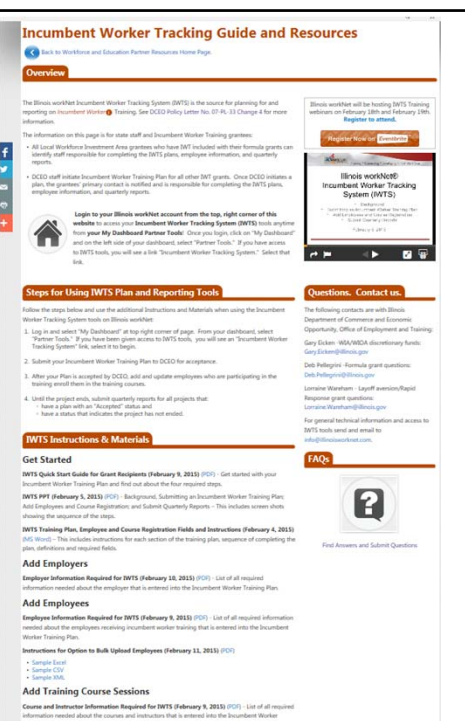


3. Select Partner Programs from the menu, and then select "Incumbent Worker Tracking System Guide and Resources." This page includes guidance and materials for download.



Incumbent Worker Tracking Guide and Resources

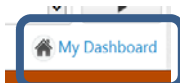
- This page includes guidance and materials for download.



Sign In to Access IWTS Tools: Plans, Data Entry Screens, and Reports.

Only grant recipient staff who have been identified as contacts with an IWTS plan have access to IWTS plan, data entry, and report screens.

- Go to the new Illinois workNet site: <http://www2.illinoisworknet.com>
- If you don't have an account, "Sign Up." If you have an account, "Sign In" from the top, right corner of the site.
- Select "My Dashboard."
- Select "Partner Tools."



Partner Tools

From the Partner Tools screen you will access all special tools to which you have been given access. If you've been added as an incumbent worker grant recipient contact, you will see a link to access the "Incumbent Worker Tracking System."

Welcome, Jeanne



Jeanne's Dashboard

Settings

[Update My Profile](#)

[Change Password](#)

[Update - News
Subscription Settings](#)

Tools

[Your Tools](#)

[Partner Tools](#)

[Incumbent
Worker
Tracking
System](#)

The Illinois workNet Incumbent Worker Tracking System (IWTS) is the source for planning for and reporting on Incumbent Worker Training. See DCEO Policy Letter No. 07-PL-33 for more information.



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Incumbent Worker Tracking System (IWTS)

NAVIGATING IWTS TOOLS

Navigating IWTS Tools

After selecting “Incumbent Worker Tracking System,” you’ll see this screen and only your plans.

- You can filter to limit or narrow the type of plans you see on this screen.
- Click “Select” to go to a plans entry screens.
- Click “History” to see the plans timeline.
- Click “Review” to see all of the plan.
- Use the left menu to access submitted and current quarterly reports.

Incumbent Training Projects Search
[Initiate an Incumbent Worker Training Project](#)
[Add New Project Plan](#)

Select a Status:

Select a Grantee:

Select a Sector:

Select a Grantee LWIA:

Project Type: ☐ Formula ☐ Non-Formula ☒ Both

Is Green Initiative: ☐ No ☐ Yes ☒ Both

Project Number:

Keyword filter:

[Show advanced options](#)

Select	Delete	Link	Grant #	Project #	Project Title/Description	Status	Is Green Initiative	Start Date	End Date
Select	Delete	20	06731010	487	Buzz Manufacturing - New Equipment Training	Reviewed with Request for Certification	No	2015-02-10	2015-12-31

IWTS Plan Search Filters

- Select Incumbent Worker Training Plans
 - Grantees only see their plan(s).
 - DCEO staff see all plans.

Incumbent Training Projects Search
[Initiate an Incumbent Worker Training Project](#)
[Add New Project Plan](#)

Select a Status:

Select a Grantee:

Select a Sector:

Select a Grantee LWIA:

Project Type: ☐ Formula ☐ Non-Formula ☒ Both

Is Green Initiative: ☐ No ☐ Yes ☒ Both

Project Number:

Keyword filter:

[Show advanced options](#)

Filtering IWTS Plan Status

Optionally, select any of the filters or click "search" to see a listing of all plans regardless of their status.

Incumbent Training Projects Search

[Initiate an Incumbent Worker Training Project](#)

[Add New Project Plan](#)

Select a Status

Select a Grantee

Select a Sector

Select a Grantee LWIA

Project Type

Is Green Initiative

Project Number

Keyword filter

[Show advanced option](#)

Project Plan Status

Type of Grant/ Action that Changes Status	Initiated	In Process	Submitted	Reviewed with Request for Clarification	Accepted	Request to Modify	Completed	Cancelled	Access Reports
Non-Formula Grants	DCEO	Grantee	Grantee	DCEO	DCEO	Grantee or DCEO	IWTS	DCEO	Grantee and DCEO
Formula Grants	Grantee	Grantee	Grantee	DCEO	DCEO	Grantee or DCEO	IWTS	DCEO	Grantee and DCEO

Definitions

Initiated – DCEO staff person completed the required fields (i.e. IWDS grant selected, grantee organization selected or added and grantee contact with email address) and clicked to notify the grantee to submit the training project plan. Any LWIAs with incumbent worker training funds included with their formula grants can initiate training project plans.

In Process – Non-formula funds grantee is responding to a DCEO initiated request to complete a project plan. They have entered some information and saved it but have not submitted it to DCEO for review. For formula-funds grantees, the LWIA/LWIB is in process of setting up a project plan; they saved it, but have not submitted it to DCEO for review.

Submitted – Grantees (both formula and non-formula) have submitted a training project plan for DCEO to review. Grantees await a DCEO response at this point before proceeding with the project.

Reviewed with Request for Clarification – DCEO staff reviewed a submitted project plan and need further information or correction made prior to the grantee proceeding with the project.

Accepted – DCEO staff reviewed and accepted a project plan, including plans that were resubmitted after a request for clarification. Once accepted, the project plan fields are locked down so grantees cannot modify the plan. The grantees may continue to add employers, training programs, and other information, but they cannot alter a previously submitted plan. However, DCEO can change any plan after it is approved.

Request to Modify – If a change to a locked down training plan needs to be made by a grantee, they will submit a Request to Modify. DCEO will approve or deny the request. If approved the grantee can make modification, if not, the training plan remains locked down.

Completed – The “final” quarterly report has been submitted.

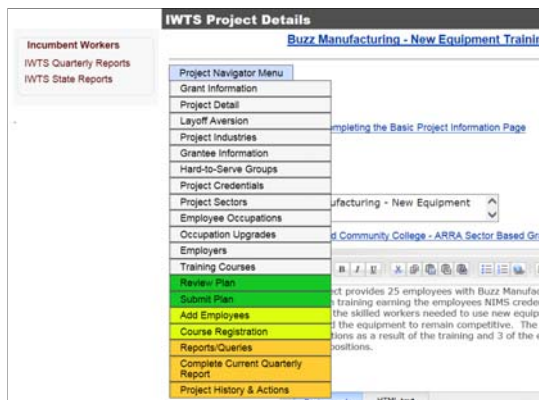
Cancelled – The training plan cannot proceed, it is cancelled. Once a plan is submitted, only DCEO may delete cancelled plans.

Project Navigator Menu

Each project plan has a “Project Navigator Menu” at the top, left corner of the plan. Use this menu to access all information available about a plan.

- This menu is only for the selected plan.
- The menu has four sections:

1. Project Plan Screens
2. Review and Submit Project Plan
3. Add Employees and Course Registration
4. Plan Reports, Current Quarterly Report, and Project History & Actions



Project History and Actions

See the projects' history/timeline and communicate back and forth with your DCEO contact.

- Sends email to:
 - DCEO contact for the plan.
 - Grant recipients' primary contact for the plan.
- Prior to a project closing, grantees can request to change their plan.

[Click for instructions on project actions](#)

Project Actions and History

Page Size

Created	Action Details
5/28/2010 5:04:06 PM Terrence Wright (217) 788-2010 mparsons@illinoisworknet.com	Submit Project Show Details >>
5/28/2010 5:24:33 PM Maria Codina (773) 843-4522 mcodina@ccc.edu	Submit Project Show Details >>
6/1/2010 9:15:32 AM Ray Williams (312) 814-8428 ray.williams@illinois.gov	Project Accepted Show Details >>
3/24/2011 11:21:48 AM Jean Johnson (773) 838-7545 johnson2@ccc.edu	Request To Modify Project Show Details >>
3/24/2011 11:42:21 AM William Leslie (312) 814-6316 william.leslie@illinois.gov	Modification Request Approved Show Details >>

[Instructions for action changes](#)

Action Type

Action Notes



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Incumbent Worker Tracking System (IWTS)

STEP 1: SUBMIT PROJECT PLAN

Step 1: Complete Training Project Plan

1. LWIAs using Formula Grant funds, select "Add New Project Plan."
2. All other grant recipients see the plan template already provided to them by DCEO.
 - Click "Select."

Incumbent Training Projects Search

[Add New Project Plan](#)

Select a Status:

Select a Grantee:

Select a Sector:

Select a Grantee LWIA:

Project Type: ☐ Formula ☐ Non-Formula ☒ Both

Is Green Initiative: ☐ No ☐ Yes ☒ Both

Project Number: [Go To Project Number](#)

Keyword filter: buzz

[Show advanced options](#)

[Search](#) [Reset](#)

Page Size: 25

Select	Project	Lwia	Grant #	Project #	Project Title/Grantee	Status	Is Green Initiative	Start Date	End Date
Select	Review	20	08731010	487	Buzz Manufacturing - New Equipment Training	Reviewed with Request for Clarification	No	2015-02-10	2015-12-31
All	In	GR			Buzz Manufacturing	2/5/2015 10:45:31 AM			

Add New Project Plan

Selected DCEO and LWIA staff can Add New Project Plan.

- Only options are grants that are entered in IWDS.
- LWIAs only add new plans for Formula grants.

Successfully created initial project plan using the selected grant. Next steps include:

- Providing project details and
- Selecting the grantee organization.

IWTS Grant Search

****Provide meaningful name** (#487)**

[In Process](#)

[Project Navigator Menu](#)

[Next](#)

Current Project Grant

A grant is already associated with this project. The existing grant would have to be removed from this project before another grant may be selected.

Remove	Grant #	Lwia	Description	Grant Amount	Type	Start Date	End Date
Remove	08731010	90	Lincoln Land Community College - ARRA Sector Based Grants	351,287.00	Non-Formula	2010-01-01	2011-06-30

[Next](#)

Complete Your Incumbent Worker Training Plan

Dear [Name of Primary Contact with the Project Plan],

The Illinois Department of Commerce and Economic Opportunity (DCEO) Office of Employment and Training (OET) has issued your Incumbent Worker Training Grant:

[IWTS Project Name] [IWDS Grant Number]

[IWTS Project Number] [Amount]

[Start Date] [End Date]

Please read this email in its entirety; it has important information about this project. We also recommend you save this email so you may refer to it throughout the project.

Before you begin your project, you will need to log into the Illinois workNet Incumbent Worker Tracking System (IWTS) and complete a training project plan. Once you complete your plan, you'll submit it electronically to DCEO OET staff who will review it and either respond to you with a request for a change to the plan or accept it.

After your plan is accepted by DCEO OET you will also:

- Add all of the employees who will receive the incumbent worker training to the plan. The IWTS will email you instructions to complete this step once your plan is accepted.
- Show which training courses each employee is participating with. The same email sent to you with instructions on adding employees will include the instructions for showing employees in all courses they are taking.
- Submit quarterly reports that include the status of each employee with the training and all outcomes. The IWTS will email you and let you know when it's time to complete each quarterly report.

To complete your incumbent worker project plan, click the IWTS login link below. Once you log in, additional guidance is provided on the plan screens. You will have an option with your plan to add other staff from your organization to view or complete the project plan. Once you submit your plan, DCEO staff will be notified by IWTS to review it.

Follow this link to log in and access your plan, [Link to log in and direct to the IWTS Project Plan web page].

Before beginning your plan, visit the IWTS Partner guide. You don't have to log in to review instructions and download materials any time from this page: <http://www2.illinoisworknet.com/partners/programs/Pages/Incumbent-Worker-Tracking.aspx>

If you have any questions, the DCEO contact for your project plan is:

Name of DCEO Contact for the Plan, Phone Number, Email Address

How to Complete an IWTS Plan

- Plans are completed following the order of the "Project Navigator Menu."
- To submit a plan for review by DCEO, a grantee completes everything up to and including "Submit Plan."

Project Navigator Menu
Grant Information
Project Detail
Layoff Aversion
Project Industries
Grantee Information
Hard-to-Serve Groups
Project Credentials
Project Sectors
Employee Occupations
Occupation Upgrades
Employers
Training Courses
Review Plan
Submit Plan
Add Employees
Course Registration
Reports/Queries
Complete Current Quarterly Report
Project History & Actions

Building a Plan

With every screen you will always do one of these to save your work:

If there is a **“Save”** button at the bottom of the screen, always click it.

“Add,” will add the items you selected to the plan.

“Select Checked Items,” will add all items you check to the plan.

- As you Save, you’ll know your work saved if you see a green message indicating success. If you see a red message, make the corrections listed and save your corrections.
- As you Add or Select, you’ll see the items listed at the top of the page.
- You can select “Review Plan” as you go if you want reassurance.
- To move on to the next screen, you can click “Next” or use the “Project Navigator Menu”.
- In the top right corner of the plan, you will always see the most current status for the plan.

1

Grant Information

- This is pre-filled for all grants except LWIA Formula Grants.
 - For LWIA Formula Grants:
 - Grant Number
 - Grant Type
 - Search and Select

****Provide meaningful name** (#357)**

In Process

Project Navigator Menu

Next

Current Project Grant
Currently there are no grants selected for this project.

IWDS Grant Search

Grant Number

Keyword filter

Grant Type ☐ Formula ☐ Non-Formula ☐ Both

Search **Reset**

Searches grants in IWDS and fills in information exactly as in IWDS.

2

Project Details

- Project Number – Assigned by IWTS.
- **Title**
- Project Grant – From first screen.
- **Description**
- **DCEO Project Contact**
- Status – Automatically changes.
- Accepted Date – fills automatically when DCEO accepts the project.
- **Project Start Date**
- **Project End Date**
- Is Green Initiative
- Does this project have occupation upgrades?

Project Details

Project Number 357

All red fields are required.
Click "i" icons for information.

Title ****Provide meaningful name****

Project Grant

Description

Design mode HTML text

Grantee

DCEO Project contact Select a DCEO Cc

Status In Process

Accepted Date

Project Start Date

Project End Date

Is Green Initiative ☐ Yes ☒ No

Project Type

Does this project have occupation

Upgrades?

2

Project Details Continued

- **Incumbent Worker Grant Amount**
- **Project Cost**
- Costs on other projects – IWTS fills this in.
- Balance – IWTS calculates this.
- **Funds Use**
- **Needs and Benefits**

Incumbent Worker

Grant Amount:

Project Cost Update Costs

Costs on other projects

Balance

Funds Use

Design mode HTML text

Needs And Benefits

Design mode HTML text

History Created: 3/18/2014 - Ginger Knapp

Last Updated: 3/18/2014 - Ginger Knapp

Save

Delete

Previous

Next

3

Layoff Aversion

Select from pre-defined at risk indicators and enter an additional description in the text box.

- Click “Add.”
- Click “Next.”

Required.

Project Navigator Menu

Previous Next

Layoff Aversion

[Click here for instructions on completing the Layoff Aversion page](#)

Actions	ID	At Risk Indicator	Indicator Information
Add	1	Declining Sales	
Add	2	Supply Chain Issues	
Add	3	Adverse Industry Market Trends	
Update Cancel	4	Changes in Management Philosophy or Ownership	<input type="text"/>
Add	5	Worker Does Not Have In-Demand Skills	
Add	6	Strong Possibility of a Job if Worker Attains New Skills	
Edit Delete	7	Other "At-Risk" Indicators	at risk indicators can be added after a project has been accepted

4

Project Industries

Select from NAICS categories to select all codes that apply.

- Click “Select Checked Items.”
- Click “Next.”

VTS Project Industries

“Provide meaningful name” (#367) In Process

Required.

Project Navigator Menu

Previous Next

[Click for instructions on completing the Project Industries Page](#)

Existing Project Industries

Currently there have been no records selected for the project.

Search and Select Additional Codes

Select a Naics Category

Keyword filter

1

2

Existing Project Industries

Currently there have been no records selected for the project.

Search and Select Additional Codes

Select a Naics Category

Keyword filter

Page Size

Search Reset

Page Size 25

Previous Next

Select checked records	Code	Title
<input type="checkbox"/>	211	Oil and Gas Extraction
<input type="checkbox"/>	212	Mining (except Oil and Gas)
<input type="checkbox"/>	213	Support Activities for Mining

5

Grantee Information

Identify grantee organization along with primary and secondary contacts.

- Primary contacts receive emails from the system.

- Click "Save."

Required.

1

2

Current Organization: [Organization List](#)

Project Grantee List

[Add New Grantee](#)

[Organization search instructions](#)

Search for Grantee

City:
 Keyword:

Search Results

25 record(s) found

Select Name	Address	City	ZIP Code
<input type="checkbox"/> Aaron Nursing	319 E. Madison, Ste. 3L	Springfield	62701
<input type="checkbox"/> Aaron Nursing Services, Inc.	319 E. Madison, Ste. 3L	Springfield	62701
<input type="checkbox"/> Addus Healthcare	2323 Stevenson Dr., Suite B	Springfield	62703
<input type="checkbox"/> Addus Healthcare	2323 Stevenson Dr., Ste. B	Springfield	62703
<input type="checkbox"/> American Red Cross	1045 Outer Park Drive	Springfield	62704
<input type="checkbox"/> Andre Igouda Basketball Camp	Sold's Gym	Springfield	62703-
	1000 Clear Lake Ave		1192
<input type="checkbox"/> Area Agency on Aging for Lincolnland, Inc.	3100 Montvale	Springfield	62704
<input type="checkbox"/> Association of Illinois Electric Cooperatives	8400 S 6th St, Frontage Rd East	Springfield	62712
<input type="checkbox"/> AT&T	8020 Ash Grove Road	Springfield	62711
<input type="checkbox"/> AT&T	8020 Ash Grove Road	Springfield	62711
<input type="checkbox"/> Benedictine University - Springfield College in Illinois	1500 North Fifth Street	Springfield	62702
<input type="checkbox"/> Bio Tech Med Lab	1305 West Wabash Ave Suite 2	Springfield	62704

5

Grantee Information

- Click "Save."

[Review the grantee organization and Contacts](#)

3

Required.

Current Organization: Aaron Nursing

[Organization](#) [Contacts](#)

Add/Edit Grantee

Complete all required fields below, click Save, then click the tab immediately to the right of the current tab.

Record Id: 3159

Name*:

Street Address*:

Street Address 2:

City*:

State*:

ZIP Code*:

Phone*: Ext.:

Phone must be in format ***-***-****

Fax:

Fax must be in format ***-***-****

Agency Type:

History: Created: 2/1/2015 - Jeanne Kitchens
 Last Updated: 2/1/2015 - Jeanne Kitchens

5

Grantee Information

- Click "Save."
- Click "Next."

[Review the grantee organization and Contacts](#)

Required.

Current Organization: Aaron Nursing

IWTS Project Grantee

Organization | **Contacts**

Contact List

[Grantee Contact Instructions](#)

Filter Existing Contacts By Last Name:

No records were found for search criteria

Add a New Contact

Add a new contact by searching for an existing account (recommended) or by adding a new p

Add/Edit Contact

ID: 0

First (given) Name:

Last (family) Name:

Contact Type:

E-mail address:

[Previous](#) [Next](#)

6

Hard-to-Serve Groups

Select all applicable hard-to-serve groups for employees who will get training from this project.

- Click "Select Checked Items."
- Click "Next."

Required if any of these groups are applicable.

IWTS Hard To Serve Groups

Organization | **Contacts**

Hard To Serve Groups

Project Navigator Menu

[Click for instructions on completing the Hard-To-Serve Page](#)

Existing Project Hard-to-Serve Groups

Currently there have been no records selected for the project.

Select Additional Codes

Code	Title
1	Disabilities
2	Ex-Offenders
3	Low Income
4	Minorities
5	Veterans
6	Youth

[Previous](#) [Next](#)

7 Project Credentials

Select all credentials the employees will earn.

- At minimum, "Certificate of Completion" must be selected.

- Click "Select Checked Items."
- Click "Next."

Required.

IWTS Project Credentials

[**Provide meaningful name** \(#357\)](#) In Progress

[Project Navigator Menu](#) Previous Next

[Click for instructions on completing the Project Credentials Page](#)

Existing Project Credentials
Currently there have been no records selected for the project.

Select Additional Codes

[Select checked records](#) Page Size 25

	Code	Title
<input type="checkbox"/>	1	Associate Degree
<input type="checkbox"/>	2	Bachelor's Degree
<input type="checkbox"/>	3	Industry Recognized Credential
<input type="checkbox"/>	4	Master's Degree
<input type="checkbox"/>	5	Other Advanced Degree
<input type="checkbox"/>	6	Certificate of Completion

Previous Next

8 Project Sectors

Select sectors.

- Click "Select Checked Items."
- Click "Next."

Required.

Existing Project Sectors
Currently there have been no records selected for the project.

Select Additional Codes

[Select checked records](#) Page Size 25

	Code	Title
<input type="checkbox"/>	1	Agriculture, Food and Natural Resources
<input type="checkbox"/>	2	Architecture and Construction
<input type="checkbox"/>	3	Arts, A/V Technology and Communications
<input type="checkbox"/>	4	Business, Management and Administration
<input type="checkbox"/>	5	Education and Training
<input type="checkbox"/>	6	Finance
<input type="checkbox"/>	7	Government and Public Administration
<input type="checkbox"/>	8	Health Science
<input type="checkbox"/>	9	Hospitality and Tourism
<input type="checkbox"/>	10	Human Services
<input type="checkbox"/>	11	Information Technology
<input type="checkbox"/>	12	Law, Public Safety and Security
<input type="checkbox"/>	13	Manufacturing
<input type="checkbox"/>	14	Marketing, Sales and Service
<input type="checkbox"/>	15	Science, Technology, Engineering and Mathematics
<input type="checkbox"/>	16	Transportation, Distribution and Logistics

Previous Next

9

Employee Occupations

Select all employee occupations for all employees to get training.

- Click **“Select Checked Items.”**
- Click **“Next.”**

Required.

Existing Project Occupations
Currently there have been no records selected for the project.

Search and Select Additional Codes

Select an Occupation Category: **Architecture and Engineering Occupations**

Keyword filter:

Select checked records

Code	Title
17-0000	Architecture and Engineering Occupations
17-1011	Architects, Except Landscape and Naval
17-1012	Landscape Architects
17-1021	Cartographers and Photogrammetrists
17-1022	Surveyors
17-2011	Aerospace Engineers
17-2021	Agricultural Engineers
17-2031	Biomedical Engineers
17-2041	Chemical Engineers
17-2051	Civil Engineers
17-2061	Computer Hardware Engineers
17-2071	Electrical Engineers
17-2072	Electronics Engineers, Except Computer
17-2081	Environmental Engineers
17-2111	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors
17-2112	Industrial Engineers
17-2121	Marine Engineers and Naval Architects
17-2131	Materials Engineers
17-2141	Mechanical Engineers
17-2151	Mining and Geological Engineers, Including Mining Safety Engineers
17-2161	Nuclear Engineers
17-2171	Petroleum Engineers
17-2199	Engineers, All Other
17-3011	Architectural and Civil Drafters
17-3012	Electrical and Electronics Drafters

Page Size: 25

10

Occupation Upgrades

In the Project Detail section if the answer to this question “Does this project have occupation upgrades?” is yes, select all applicable occupations.

- Click **“Select Checked Items.”**
- Click **“Next.”**

Required only if upgrades are applicable to any of the employees being trained.

Existing Project Occupations
Currently there have been no records selected for the project.

Search and Select Additional Codes

Select an Occupation Category: **Architecture and Engineering Occupations**

Keyword filter:

Select checked records

Code	Title
17-0000	Architecture and Engineering Occupations
17-1011	Architects, Except Landscape and Naval
17-1012	Landscape Architects
17-1021	Cartographers and Photogrammetrists
17-1022	Surveyors
17-2011	Aerospace Engineers
17-2021	Agricultural Engineers
17-2031	Biomedical Engineers
17-2041	Chemical Engineers
17-2051	Civil Engineers
17-2061	Computer Hardware Engineers
17-2071	Electrical Engineers
17-2072	Electronics Engineers, Except Computer
17-2081	Environmental Engineers
17-2111	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors
17-2112	Industrial Engineers
17-2121	Marine Engineers and Naval Architects
17-2131	Materials Engineers
17-2141	Mechanical Engineers
17-2151	Mining and Geological Engineers, Including Mining Safety Engineers
17-2161	Nuclear Engineers
17-2171	Petroleum Engineers
17-2199	Engineers, All Other
17-3011	Architectural and Civil Drafters
17-3012	Electrical and Electronics Drafters

Page Size: 25

11

Employers

Enter information about each employer.

- Click "Save."

Required.

Click for instructions on completing the Project Employers Page

Current Organization: Aaron Nursing

Organization List | Organization | Contacts | Work Sites

Add/Edit Employers

Complete all required fields below, click Save, then click the tab immediately to the right of the current tab.

Record ID: 3159

Name: Aaron Nursing

Street Address: 319 E. Madison, Ste. 3L

City: Springfield

State: IL

ZIP Code: 62701

Phone: Phone must be in format ###-###-#### Ext.: ###-###-####

Fax: Fax must be in format ###-###-####

Agency Type: Select an Agency Type

Employer Industry (select all that apply):

Federal Employer ID Number (FEIN): FEIN must be in the format ###-####

Is this location a Work Site? ☐ Yes ☒ No

Owner's Ethnicity (Check all that apply): ☐ White ☐ Black ☐ Hispanic ☐ American Indian or Alaskan Native ☐ Asian ☐ Prefer not to answer ☐ Hawaiian or Pacific Island ☐ Female Owned

Enter the match as a dollar amount contributed by the employer: \$0.00

How the employer match will be provided:

1

2

Current Organization: Aaron Nursing

Organization List | Organization | Contacts | Work Sites

Project Employers List

Add New Site

Organization search instructions

Search for Employers

City: Springfield

Keyword:

Search Close Search

Search Results

25 record(s) found

Page Size: 25

Select	Name	Address	City	ZIP Code
Select	Aaron Nursing	319 E. Madison, Ste. 3L	Springfield	62701
Select	Aaron Nursing Services, Inc.	319 E. Madison, Ste. 3L	Springfield	62701
Select	Addus Healthcare	2323 Stevenson Dr., Suite B	Springfield	62703
Select	Addus Healthcare	2323 Stevenson Dr., Ste. B	Springfield	62703
Select	American Red Cross	1045 Outer Park Drive	Springfield	62704
Select	Andre Igouata Basketball Camp	9001 S. 11th St.	Springfield	62703
Select	Andre Igouata Basketball Camp	1600 Clear Lake Ave	Springfield	62703
Select	Area Agency on Aging for Lincolnland, Inc.	3100 Montvale	Springfield	62704
Select	Association of Illinois Electric Cooperatives	6400 S 6th St, Frontage Rd East	Springfield	62712
Select	AT&T	6020 Ash Grove Road	Springfield	62711
Select	AT&T	6020 Ash Grove Road	Springfield	62711
Select	Benedictine University - Springfield College in Illinois	1500 North Fifth Street	Springfield	62702
Select	Bio Tech Med Lab	1305 West Wabash Ave Suite J	Springfield	62704
Select	Brandon	#9 Brandon Drive	Springfield	62703-1004
Select	Bureau of Benefits	801 S. 7th Street	Springfield	62704

11

Employers

Enter organization information and contacts.

- Click "Save."

Required.

Current Organization: Aaron Nursing

Organization List | Organization | Contacts | Work Sites

Add/Edit Employers

Complete all required fields below, click Save, then click the tab immediately to the right of the current tab.

Record ID: 3159

Name: Aaron Nursing

Street Address: 319 E. Madison, Ste. 3L

City: Springfield

State: IL

ZIP Code: 62701

Phone: Phone must be in format ###-###-#### Ext.: ###-###-####

Fax: Fax must be in format ###-###-####

Agency Type: Select an Agency Type

Employer Industry (select all that apply):

Federal Employer ID Number (FEIN): FEIN must be in the format ###-####

Is this location a Work Site? ☐ Yes ☒ No

Owner's Ethnicity (Check all that apply): ☐ White ☐ Black ☐ Hispanic ☐ American Indian or Alaskan Native ☐ Asian ☐ Prefer not to answer ☐ Hawaiian or Pacific Island ☐ Female Owned

Enter the match as a dollar amount contributed by the employer: \$0.00

How the employer match will be provided:

3

Current Organization: Bloomington Housing Authority

Organization List | Organization | Contacts | Work Sites

Add/Edit Contact

ID: 16121

Name: Chelsea Jones

E-mail: cjones@33_illinoisworknet.com

Contact Type: Primary Contact

E-mail address: cjones@33_illinoisworknet.com

Save Cancel Add New Person

Previous Next

4

11

Employers

Enter all work sites for each employer.

- Click "Save."
- Click "Next."

Current Organization: Aaron Nursing
[Organization List](#) | [Organization](#) | [Work Sites](#)

Add/Edit Work Site

Select A Work Site: Select one 5

Complete all required fields below, click Save, then click the tab immediately to the right of the current tab.

Record Id: 0
 Name:
 Street Address:
 Street Address 2:
 City:
 State:
 ZIP Code:
 Phone: Ext.:
 Phone must be in format: xxx-xxx-xxxx
 Fax:
 Fax must be in format: xxx-xxx-xxxx
 Agency Type: Select an Agency Type

Enter the total number of employees at this location:
 Enter the total number of employees at this location that will receive training:
 Provide a meaningful description of the impact of this training at this job site:

Required.

12

Training Courses

Enter training course information:

- Title, Description, Provider Name
- Course Credentials
- Classification of Instructional Programs (CIP)

- Click "Save."
- Click "Select Checked Items."

[Click for instructions on completing the Project Courses and Sessions Section](#)

Training Course

Page Size: 25

Select	Delete	Course Title	Provider Name
<input type="checkbox"/>	<input type="checkbox"/>	A second course for this project (0)	Course provider
<input type="checkbox"/>	<input type="checkbox"/>	the main course (5)	tbd
<input type="checkbox"/>	<input type="checkbox"/>	Title of the new course (0)	Name of Provider

Course Id: 0
 Course Title:
 Course Description:
 Provider Name:
 History:

Required.

Existing Course Credential Codes
 Currently there have been no records selected for the project.

Select Additional Codes

Page Size: 25

Code	Title
1	Associate Degree

Search and Select Additional Codes

Select a CIP Family:
 Select a CIP Family:
 Keyword filter:

Page Size: 25

12

Training Courses

Classification of Instructional Programs (CIP)

Required.

- Click "Select Checked Items."

Existing Course CIP Codes
Currently there have been no records selected for the project.

Search and Select Additional Codes

Select a CIP Family: Agriculture, Agriculture Operations, and Related Sciences. ▼

Keyword filter: Search

Select checked records: Page Size: 25 ▼

Code	Title
01.0102	Agribusiness/Agricultural Business Operations. A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.
01.0599	Agricultural and Domestic Animal Services, Other. Any instructional program in agricultural and domestic animal services not listed above.
01.0801	Agricultural and Extension Education Services. A program that prepares individuals to provide referral, consulting, technical assistance, and educational services to gardeners, farmers, ranchers, agribusinesses, and other organizations. Includes instruction in basic agricultural sciences, agricultural business operations, pest control, adult education methods, public relations, applicable state laws and regulations, and communication skills. (Moved from 02.0102)
01.0401	Agricultural and Food Products Processing. A program that prepares individuals to receive, inspect, store, process, and package agricultural products in the form of human food consumables, animal or plant food, or other industrial products. Includes instruction in the nutrient and industrial properties of various agricultural products; logistics and storage procedures; chemical and mechanical processing operations; packaging; safety and health requirements; and related technical and business principles.
01.1104	Agricultural and Horticultural Plant Breeding (NEW) A program that focuses on the application of genetics and genetic engineering to the improvement of agricultural plant health, the development of new plant varieties, and the selective improvement of agricultural plant populations. Includes instruction in genetics, genetic engineering, population genetics, agronomy, plant protection, and biotechnology.
01.0902	Agricultural Animal Breeding. A program that focuses on the application of genetics and genetic engineering to the improvement of agricultural animal health, the development of new animal breeds, and the selective improvement of agricultural animal populations. Includes instruction in genetics, genetic engineering, population genetics, animal health, animal husbandry, and biotechnology. (Moved from 02.0202)
01.0101	Agricultural Business and Management, General. A general program that focuses on modern business and economic principles involved in the organization, operation, and management of agricultural enterprises.
01.0199	Agricultural Business and Management, Other. Any instructional program in agricultural business and management not listed above.

3

12

Training Courses

Required.

For every training course identify every sessions:

- Start Date
- End Date
- Session Title
- Instructor Information
- Location Information

EXAMPLE – If a session is offered over three separate time frames, enter each sessions information.

- Click "Save."
- Click "Next."

Session Information

Session Start Date: 04/15/2015

Session End Date: 12/15/2015

Session Title: NIMS Session 2

Instructions: Participate with online training and DIT.

Instructor

First Name: Dan

Last Name: Traylor

Title:

Phone (ex: ###-###-####): 217-436-7890 Extension:

Fax (ex: ###-###-####):

Instructor Email: dan@bmail.com

Location

Location Name: Campus

Address1: 123 Street

Address2:

City: Springfield

State: IL

Zipcode: 62704

History Created: 2/2/2015 - Jeanne Kitchens
Last Updated: 2/2/2015 - Jeanne Kitchens

Save

Previous Next

4

- Scroll down to see if there are any errors.
- You can print it on paper or print it to a PDF file.

Required.

[illegible]

14

Required.

- Grantee clicks “Submit Plan” and is presented with a confirmation screen.
- On submit, DCEO contact is emailed and status changes to “Submitted.”

IWTS Project Details

Provide meaningful name (#357)**

Project Navigator Menu


- Grant Information
- Project Detail
- Layoff Aversion
- Project Industries
- Grantee Information
- Hard-to-Serve Groups
- Project Credentials
- Project Sectors
- Target Occupations
- Occupation Upgrades
- Employers
- Training Courses
- Review Plan
- Submit Plan
- Add Employees
- Course Registration
- Reports/Queries
- Current Project Status
- Project History & Actions

Completing the Basic Project Information Page

meaningful name**

1

HTML text



Training * Connecting * Developing Illinois' Workforce

Incumbent Worker Tracking System (IWTS)

STEP 2: ADD EMPLOYEES

Add Employees Who are Receiving Training

Add employees after your plan is "Accepted."

There are two options for how you add employees:

- Option 1: Enter employees one at a time.
 - Option 2: Bulk upload multiple employees.
- Either way, add all of the employees at one time or continuously add employees who will receive training as those employees are identified.

Option 1

- Enter each employee one at a time.

Option 2

- Bulk upload multiple employees.

Option 1: Enter Employees One At a Time

1. Select the employer and worksite.
2. Enter each employee.

Required.

- Check box if adding multiple employees.
- Click "Save."
- Click "Add New Person."

List
[Employee Instructions](#)

1

Employer: Aaron Nursing
 Refresh Employers List

Work sites:
 re: Employees ☐ Only those with an occupation
 Occupation - Show: ☐ Only those with NO occupation
☒ All Employees

Filter Existing Contacts By Last Name:
 Search

Add/Edit

ID: 0

First (given) Name:
 Last (family) Name:
 E-mail address:
 Social Security Number:
 Zip Code:
 Gender:
 Date of Birth:
 Job Title:
 Military Status:
 Disability Status:
 Disability Category:
 Ethnicity:
 Starting Occupation:
 Will Training Update Occupation:
 Outcome Occupation:
☐ Check this box if you are going to add multiple employees (or add a new employee after saving the current employee)

2

Save Cancel Add New Person

Previous Next

Option 2: Bulk Upload Employees Receiving Training

If you bulk upload employees. There will be two steps:

- Step 1: Bulk upload employee's personal information.
- Step 2: Identify each Employee Occupation.

Step 1

- Complete the bulk upload



Step 2

- Identify each Employee Occupation.

Option 2: Bulk Upload Employees Receiving Training

Step 1: Complete the bulk upload; get sample files from the IWTS Guide.

1. Create an xml, excel, or csv file of your employee records.
2. Each record **MUST** include the following fields:
(for csv & excel files use field name headers)
 - ssn
 - firstName
 - lastName
 - zipCode
 - birthDate
 - ethnicity
 - militaryStatus
 - disabilityStatus
 - disabilityCategory
 - gender
3. Click "Upload Excel, CSV or XML File" button.
4. Browse to computer and select file for upload and click "Open".
5. Click "Upload File" button.
6. Click "View Data" button to verify data is correct.
7. Click "Import Data" button.
8. Take note of system status. It will alert you to any errors and number of records imported.
9. Close window.
10. Click "Refresh" button on Employee screen.

Required.

Option 2: Bulk Upload Employees Receiving Training

Step 2: Identify each Employee Occupation.

- Click "Update Checked Items."

Required.

[Mass Updates of Employee Occupation](#)

Employee Occupation*: Boilermakers (47-2011)


Will Training Update ☒ No ☐ Yes
Occupation

Upgrade Occupation: Select an Upgrade Occupation

[Close Panel](#)

Update Checked Items

		Page Size 15			
Select	Remove	Name	Employee Occupation	Will Training Update Occ.	Completed Training Occupation
<input type="checkbox"/>	Select	customer0814, worknet			
<input type="checkbox"/>	Select	military0428a, test	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers (51-2011)	Yes	First-Line Supervisors of Construction Trades and Extraction Workers (47-1011)
<input type="checkbox"/>	Select	Pesci, Joe	Actors (27-2011)	Yes	Boilermakers (47-2011)



Training * Connecting * Developing Illinois' Workforce

Incumbent Worker Tracking System (IWTS)

STEP 3: ADD EMPLOYEES TO COURSES AND SESSIONS

Step 3: Course Registration

- This is where you will:
 - Add employees to Course Sessions.
 - Make corrections to remove employees from Course Sessions.

Only remove employees from courses that were mistakenly added, not because they quit their job or because they did not complete the training.

If an employee does not successfully complete the training, you'll indicate this with the quarterly reports.

Step 3: Course Registration

- Employees are added to courses.
- This information should be added ongoing as it occurs.

Required.

- Course and Session.
- Select Employer.
- Select Worksite.
- Select those NOT in course.
- Select all employees to add to the course.

[Click for instructions on adding employees to courses](#)

Select a course/session: Integrated Management System (14) ▼

Select a course session: ▼

Employer: 7 Mile Solutions Companies ▼

Refresh Employees List

Work Site: Select a Work Site ▼

For Employees - Show: ☐ Only those NOT in course
☐ Only those IN course
☒ All Employees

Last name filter:

Optionally enter the first few characters of a last name to limit the records returned.

Show Employees

Employees Status for Course Integrated Management System (14)

Select a course session: Existing Registration ☐ Automatically move to selected session
 Handling ☐ Do NOT move worker to selected session

Found 14 records Page Size 25 ▼

	Work Site	Student	Status	Registration Date
<input type="checkbox"/> Remove	7 Mile Solutions Companies	Alvarez, Dacia	ISO 9001:2008	2013-07-30
<input type="checkbox"/> Remove	7 Mile Solutions Companies	Ambrose, John	ISO 9001:2008	2013-07-30
<input type="checkbox"/> Remove	7 Mile Solutions Companies	Brown, Veronica	ISO 9001:2008	2013-07-30
<input type="checkbox"/> Remove	7 Mile Solutions Companies	Cabrera, Jose	ISO 9001:2008	2013-07-30
<input type="checkbox"/> Remove	7 Mile Solutions Companies	Carrillo, Maria	ISO 9001:2008	2013-07-30
<input type="checkbox"/> Remove	7 Mile Solutions Companies	Chagolla, Ella	ISO 9001:2008	2013-07-30
<input type="checkbox"/> Remove	7 Mile Solutions Companies	Guzman, Nest	ISO 9001:2008	2013-07-30
<input type="checkbox"/> Remove	7 Mile Solutions Companies	Hanlon, Thomas	ISO 9001:2008	2013-07-30
<input type="checkbox"/> Remove	7 Mile Solutions Companies	Juarez, Carlos	ISO 9001:2008	2013-07-30
<input type="checkbox"/> Remove	7 Mile Solutions Companies	Losh, Glen	ISO 9001:2008	2013-07-30
<input type="checkbox"/> Remove	7 Mile Solutions Companies	McCracken, Shawn	ISO 9001:2008	2013-07-30
<input type="checkbox"/> Remove	7 Mile Solutions Companies	Michels, Paul	ISO 9001:2008	2013-07-30
<input type="checkbox"/> Remove	7 Mile Solutions Companies	Pineda, Urbano	ISO 9001:2008	2013-07-30
<input type="checkbox"/> Remove	7 Mile Solutions Companies	Wilhelm, Richard	ISO 9001:2008	2013-07-30

Previous

- Alternatively, if you mistakenly added an employee to the wrong course, select:
 - Only those in the course.
 - Select “Remove” adjacent to the person.



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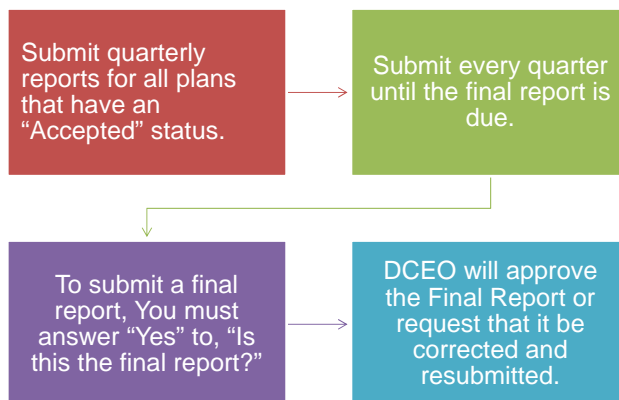
Incumbent Worker Tracking System (IWTS)

STEP 4: SUBMIT QUARTERLY REPORTS

Step 4: Submit Quarterly Reports

Quarterly Reports are automatically generated for all "Accepted" projects.

- Access your current Quarterly Report any time from your "Project Navigator Menu" or select "IWTS Quarterly Reports" from the left navigation.
- An email will be sent to the grant recipient's primary contact when it's due.
- The schedule is available from the Quarterly Report and the IWTS Guide.



Step 4: Submit Quarterly Reports

Each quarterly report has four sections that need to be completed as seen with the tabs below:

1. Status Report
2. Workers Training Status
3. Workers Training Outcome
4. Review and Submit

The screenshot shows the IWTS Quarterly Report submission interface. At the top, there are four blue circular tabs numbered 1 through 4, corresponding to the sections listed above. Tab 4 is highlighted. To the right of the tabs is a red box with the text "Required." Below the tabs is a navigation bar with the following tabs: Search, Status Report, Workers Training Status, Workers Training Outcome, and Review and Submit. Below the navigation bar is a section titled "Search for Report" with a link "Click here for Instructions". Below this is a form with the following fields: "Select a Grantee:" (a dropdown menu), "Select an LWIA:" (a dropdown menu), and a "Search" button. Below the form is a section titled "Select a Project*" with a dropdown menu. Below that is a section titled "Select a Report*" with a dropdown menu.

Step 4: Submit Quarterly Reports

- Complete all required information with "Status Report."

- Click "Save."

Required.

Step 4: Submit Quarterly Reports

- For each course, select each "Workers Training Status":
 - Not Started
 - In Progress
 - Completed and [credentials added to the plan] Earned
 - Did not complete requirements

- Click "Update Workers."

Required.

Name	Training Status
customer0814, worknet	Not Started
military0429a, test	In Progress
Parsons, Dana	Completed and Certificate of Completion Earned
Parsons, Michael	Completed and Credential Earned
Parsons, Taylor	Did not Complete Requirements
Pesol, Joe	Not Started
Test, John	In Progress
	Not Started
	Did not Complete Requirements

Step 4: Submit Quarterly Reports

For all employees who have completed the training, update all “Workers Training Outcomes” with all that apply:

- Retained Earnings
- Wage Increase
- Promotion

- Click “Update Workers.”

7 Mile Solutions-Integrated Management Systems

6/30/2013 (Submitted)

[Search](#) [Status Report](#) [Workers Training Status](#) [Workers Training Outcomes](#) [Review and Submit](#)

Incumbent Workers Training Outcome

[Click here for Instructions](#)

Training Outcome* ☐ Retained Employment ☐ Wage Increase ☐ Promotion **Alter Checked Records Outcome**

Name Filter: Apply Filter Page Size: 25

Name	Training Outcome
<input type="checkbox"/> Alvarez, Dacnisa	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Ambrose, John	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Brown, Veronica	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Cabrale, Jose	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Carrillo, Maria	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Chagolla, Ella	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Guzman, Nest	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Hanlon, Thomas	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Juarez, Carlos	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Losh, Glen	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> McCracken, Shawn	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Michels, Paul	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Pineda, Urbano	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion
<input type="checkbox"/> Wilhelm, Richard	<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion

Required.

3

Step 4: Submit Quarterly Reports

The grantee reviews the quarterly report and then submits:

- Scroll all the way down and correct errors before submitting.
- Once you submit, your DCEO contact is automatically notified.

- Click “Submit.”

7 Mile Solutions-Integrated Management Systems

6/30/2013 (Submitted)

[Search](#) [Status Report](#) [Workers Training Status](#) [Workers Training Outcomes](#) [Review and Submit](#)

Project Status

Project Id: 308
Report Period: 6/30/2013
Ending:
Id: 659
Report Status: Submitted
IWDS Grant #: 12681007
Preparer Name: Amy Santacaterina
Company Name: The Chicago Cook workforce Partnership
Training Name: 7 Mile Solutions-Integrated Management Systems
Project Status: On Schedule

Overview: Training Plus Inc. completed the Integrated Management System training for 7 Mile solutions. the training featured course work in ISO 9001, AS9100, ISO 13485 and FDA 21 CFR820 and ITAR/

Outcomes Achieved: The training was completed and 14 people attended and successfully completed.

Quarter Progress: All completed.

Obstacles: The only obstacle was learning the reporting and tracking function in Illinois

Description: Worker for incumbent working. We had some technical difficulty delaying some reporting.

Benefits Description: 7 mile solutions anticipates greater efficiency and productivity will result from the training.

Incumbent Worker Status Summary

Course: Integrated Management System

Training Status	Count
Completed and Certificate of Completion Earned	14

Incumbent Worker Outcome Summary

Outcome	Count
<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion	13
<input checked="" type="checkbox"/> Retained Employment <input type="checkbox"/> Wage Increase <input type="checkbox"/> Promotion	1

4



Training * Connecting * Developing Illinois' Workforce

The following contacts are with Illinois Department of Commerce and Economic Opportunity (DCEO), Office of Employment and Training (OET):

- Gary Eicken -WIA/WIOA discretionary funds: Gary.Eicken@illinois.gov
- Deb Pellegrini -Formula grant questions: Deb.Pellegrini@illinois.gov
- Lorraine Wareham - Layoff aversion/Rapid Response grant questions: Lorraine.Wareham@illinois.gov

For general technical information and access to IWTS tools, send an email to info@illinoisworknet.com.
