Purpose

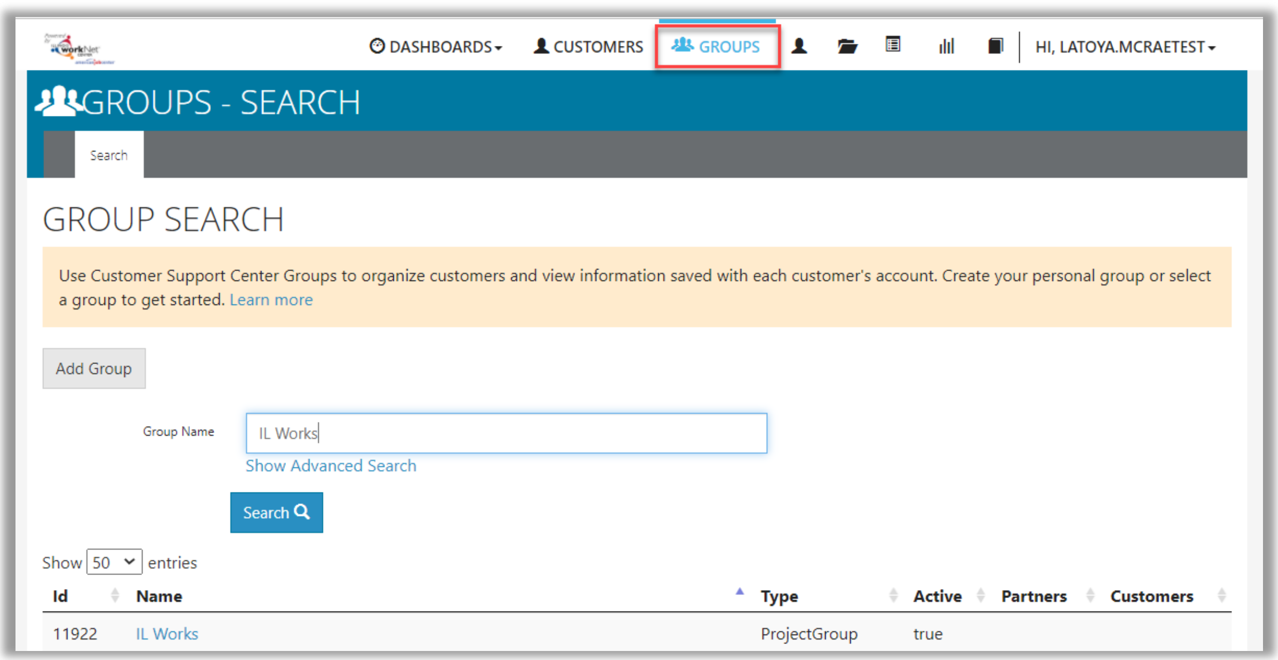
On the Intake Screen, Service Providers have access to their designated organization's participants' information and related program applications and interviews, enrollment status, wrap-around support services screening, career assessment, participant summary, and resources.

Who Enters/Maintains Data

- Grantee/Service Provider enter and update participant program intake information.

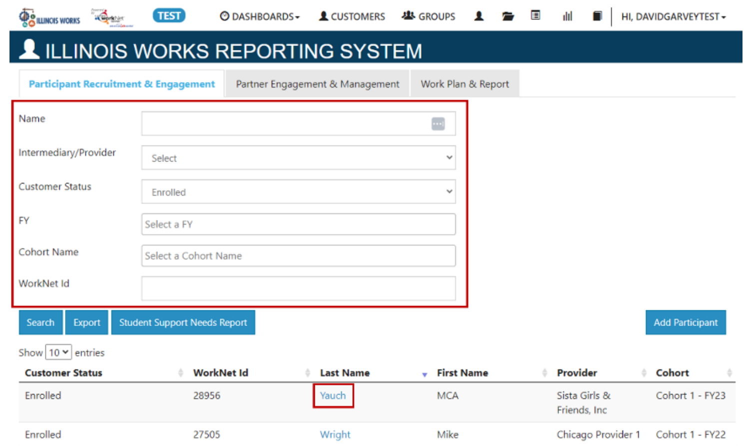
Access Participant Details

1. Log into www.illinoisworknet.com
2. Select My Dashboard
3. Select Customer Support Center/IWIS under Partner Tools.
4. Select Groups in the top menu.
5. Select the group IL Works.



On the Participant Recruitment & Engagement screen, Service Providers can add intake information for each participant within the program.

Start Intake Process



1. Search for a participant by entering:
   a. Name
   b. Intermediary/Provider
   c. Customer Status
      i. Select Applicant.
2. Select the Search button.
3. Click on the Last Name of the participant.
4. Click on the Intake tab located at the top of the menu.
5. Note: You may also search through the participant list by: Fiscal Year (FY), Cohort Name, and workNet ID. You may select multiple FYs and Cohorts.

Complete Application

Note: If need be, please refer to the Add Participant instructional document.

1. Click the Complete Application with Customer button.

Enter the applicant's demographic/contact, education, and work history information. Once the application has been completed, you will then upload proof of high school graduation.

Upload Proof of High School Graduation

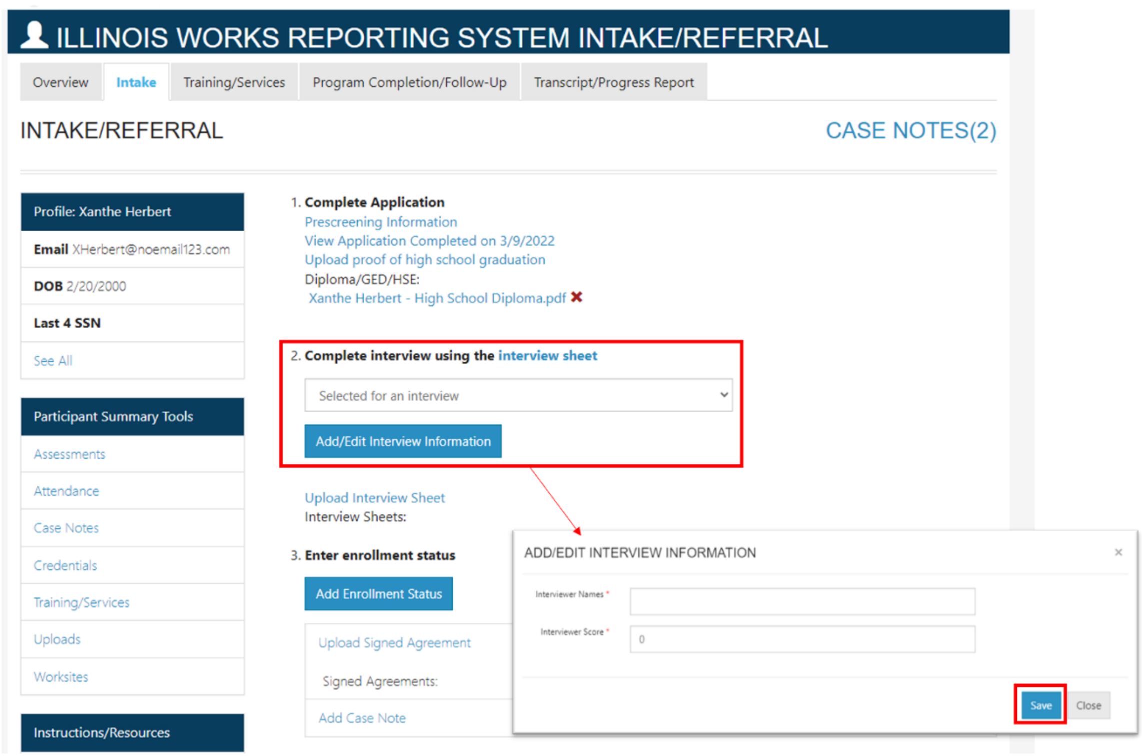
Directly below the link to view the completed application, select Upload proof of high school graduation. In the Upload File window select a file from your computer and click to Upload.

Complete Interview

1. Click on the interview sheet hyperlink to download the Illinois Works Pre-Apprenticeship Training Program Interview Questionnaire.

2. Click on the Select Interview Status dropdown menu and select a status.
   a. Selected for an interview
   b. Not selected for an interview
3. Click on the Add/Edit Interview Information button.
4. Enter the following interview information:
   a. Interviewer Names
   b. Interviewers Average Score %

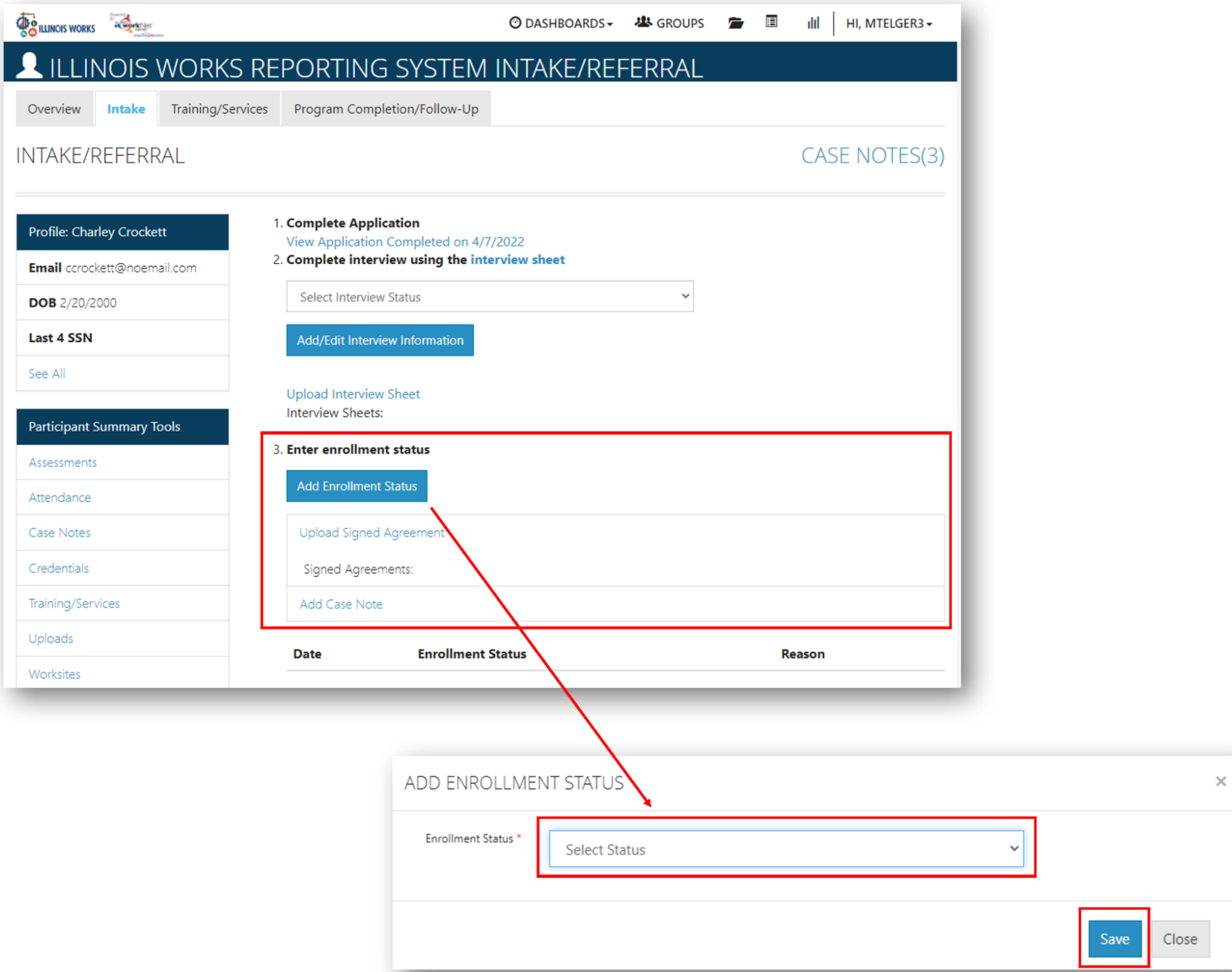
5. Click on the Save button to continue.
6. Select the Upload Interview Sheet hyperlink to upload the applicant's interview sheet and to leave a note in the description.
7. Click on Choose File to upload the file.
8. Click on the Upload button to continue.



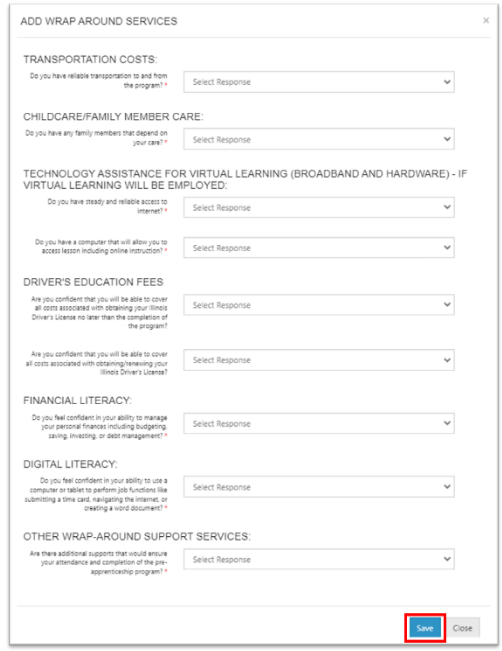
Enrollment Status

1. Click on the Add Enrollment Status to enter the applicant status.
2. Select the Enrollment Status dropdown menu.
    a. Enrolled in Program - Eligible and signed document
        i. Enter the following information:
            1. Social Security Number
                - Note: This can be updated/added in at a later date.
            2. Confirm Social Security Number
            3. Cohort Name
            4. Enrollment Date
        ii. Click on the Save button.
    b. Not Enrolled – Customer Declined to participate
        i. Select what referral was made
            1. Referred to ABE/ESL Program
            2. Referred to another industry program
            3. Referred to other support services
    c. Not Enrolled – Eligibility Not Complete
    d. Not Enrolled – Not Able to Complete Eligibility
3. Click on the Save button.
4. Select the Upload Signed Commitment Agreement hyperlink and upload the program agreement.
5. Click on Choose File to upload file and to leave a note in the description.
6. Click on the Upload button to continue.
7. Select the Add Case Note hyperlink to add a case note.
8. Enter the following Case Note information
    a. Select a Task
    b. Contact Date
    c. Subject
    d. Add your Message
    e. Send Case Note as
        i. As Illinois workNet Message
        ii. As Illinois workNet Message and Email
        iii. Save as case note without sending a message/email
    f. Send Message/Email to
        i. Click the check box to send a Message/Email to the Illinois workNet Team.

9. Click on the Add Case Note button to continue.



Wrap Around Support Services Screening

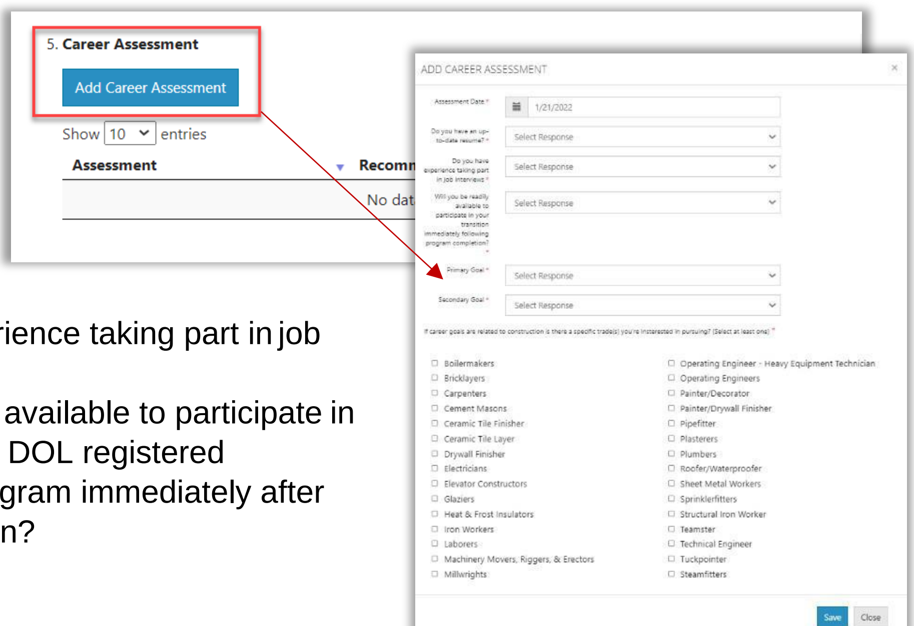


1. Click on the Wrap Around Support Services Screening button.
2. Enter the following Wrap Around Services:
   a. Transportation Costs
   b. Childcare/Family Member Care
   c. Technology Assistance for Virtual Learning (Broadband and Hardware) - If Virtual Learning Will Be Employed
   d. Driver's Education Fees
   e. Financial Literacy
   f. Digital Literacy
   g. Other Wrap-Around Support Services
3. Click on the Save button to continue.

Career Assessment

Note: This is where both the orientation and transition career assessments will be uploaded.

1. Click on the Add Career Assessment button.
2. Enter the following career assessment information:
   a. Assessment Date
   b. Do you have an up-to-date resume?
   c. Do you have experience taking part in job interviews?
   d. Will you be readily available to participate in your transition to a DOL registered apprenticeship program immediately after program completion?
   e. Primary Goal
   f. Secondary Goal
   g. If career goals are related to construction is there a specific trade(s) you're interested in



pursuing? (Select at least one)

3. Click on the Save button to continue.

Training & Services/Career Plan

1. Before proceeding to the Training & Services/Career Plan, read the instructions.
2. Click on the check box to confirm you have provided the participant instructions on the features and how to navigate their career plan.
3. Click on the Go to the Customer's Training & Services/Career Plan button.

Note: For more details on how to navigate the Training Services screen, refer to the Training/Services Instructions Guide.