Contents

Overview

Purpose:

Addition of Other Individuals Impacted (OII) through the Apprenticeship Illinois Program who are not receiving full case management. Intermediaries and navigators can use these methods to add individuals for reporting.

Who Enters/Maintains Data

Only staff that have been given access to the program can access the reporting options.

- Statewide User Roles- Statewide staff view/edit input information.
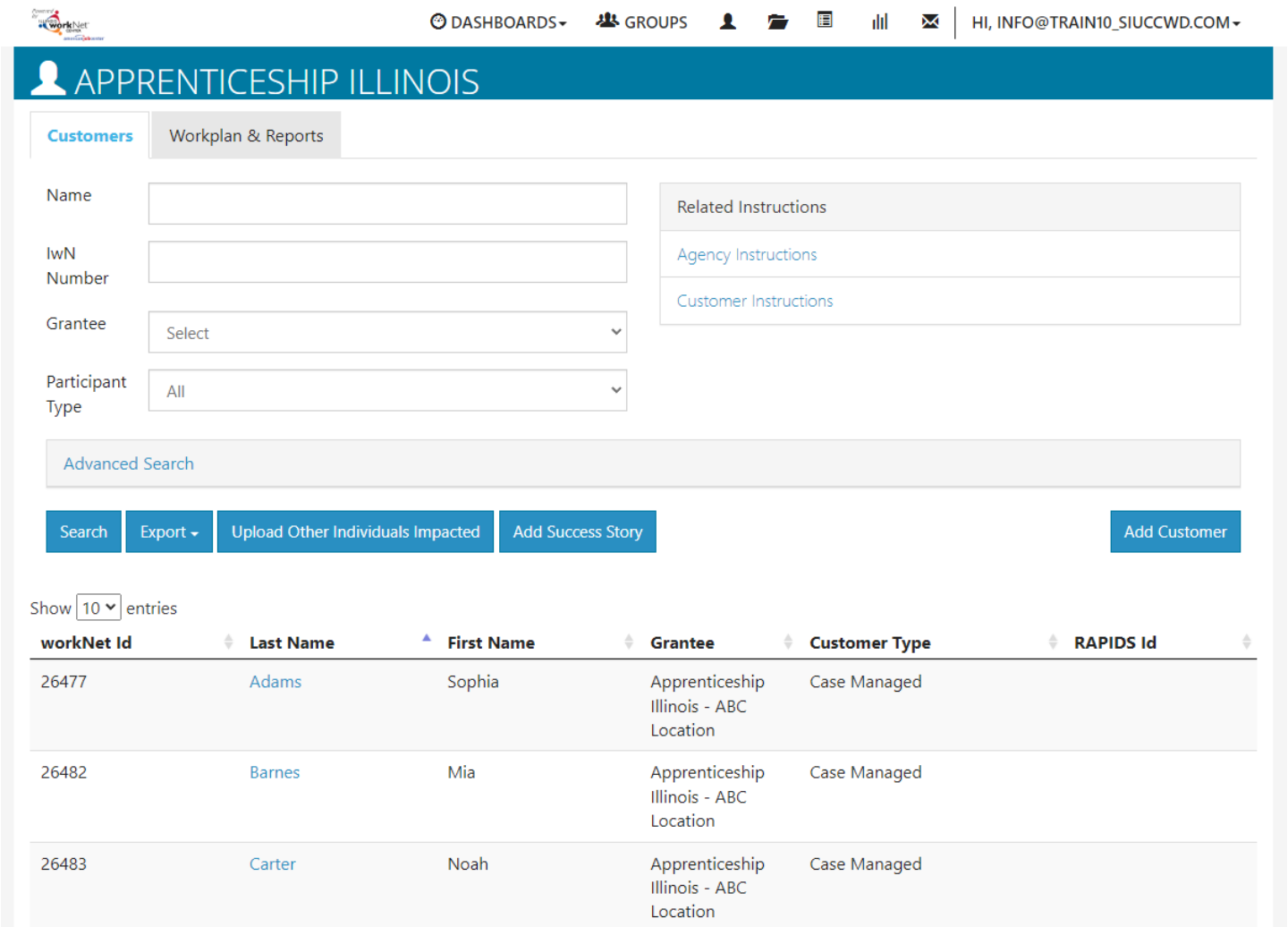- Intermediaries - Staff can view/edit the import or input of OII customer information in their region/office.

Access Reports

1. Log into www.illinoisworknet.com.
2. Select My Dashboard.
3. Select Partner Tools.
4. Select Customer Support Center/IWIS.
5. Select Groups.
6. Select the Apprenticeship Illinois group.

Reporting

Intermediaries and Navigators will upload an Excel spreadsheet for multiple Other Individuals Impacted – OII apprentices. Report OII at any time during the quarter in which they are to be reported.

Select the Export button to create a list of Case Managed or OII customers or sort the customer list at the top of each column to see OII or Case Managed entries.

Add OII

To add OII customers - Upload Excel spreadsheet.

1. Select Upload Other Individuals Impacted
2. Download the form. Form is also available on the APP IL partner page – Full List of Resources.
3. Fill out the information. The beige colored fields with a red asterisk are required fields. There are multiple fields with dropdown choices. Here are some suggestions on select fields:
   a. Impact of the grant – *this question is not on the ETA 671 form.*
   b. Occupation (select from a drop-down list of apprentice occupations.)
   c. SOC code – *The registered apprentices tab in the Excel file includes the SOC codes, the hours of programs and what type of program is offered for reference.*
   d. RAPIDS ID – *contact Project manager if you cannot obtain the ID*
4. Upload completed document. *This allows you to include full SSN. There is no need to email the document to anyone.*
5. If information is required to be edited, correct the spreadsheet and reupload. The data will match based upon the social security number.

Request a copy of ETA 671 Form from the sponsor. All the information needed on the upload form will be available on the 671 form if it was completed.