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Quarterly Reporting and Work Plan Instructions

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This document provides updated information and instructions regarding the submission of Apprenticeship Illinois quarterly reports. The report covers activities for the grant period being reported. The *beta version* of screens in Illinois workNet provides an input area for the quarterly report narratives. Grantees are asked to use the Illinois workNet Customer Support Center/IWIS to submit the information by the end of the month following the quarter end date. i.e., April 30 for the quarter ending March 31.

Workplan

The workplan is submitted at the beginning of the grant. Actual data will be gathered as it is entered into IWIS. Information on modification requests will be added as it is completed.

QUARTERLY REPORT NARRATIVE

Provide a narrative in the Illinois workNet *text box screen* describing the activity that occurred over the last quarter. Include a summary of information from all applicable categories:

- Summary of Grant Activities
- Progress Toward Grant Goals
- Status Update on Strategic Partnership Activities
- Status Update on Employer Engagement Strategies
- Key Issues and Technical Assistance Needs
- Summarize Significant Accomplishments and Reference Success Stories that were submitted.



Instructions:

- 1. Go to <u>https://illinoisworknet.com</u>.
- 2. Login to your partner account.
- 3. Select Customer Support Center/IWIS from the partner tools <u>OR</u> click on "Go to IWIS from the partner page <u>https://www.illinoisworknet.com/appilpartners</u>.
- 4. Select Apprenticeship Illinois from the Groups tab.
- 5. Select Workplan & Reports tab.

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	Customers Partners Navigator loois workp	
	QUARTERLY REPORTS	
	Project Narrative and Work Plan	
	Navigator	
	Select	•
	Submit Project Plan	🖉 🖉 DASHBOARDS+ 🗘 CUSTOMERS 🖑 GROUPS 🏦 🚔 🖩 🕼 🖩 🖉 HI, DREINHARDT+
	Project Narrative	
6.	Select the project narrative (most	Customers Partners Navigator Tools Workplan & Reports
	grantees only have access to one plan).	QUARTERLY REPORTS: PROJECT PLAN
7.	Scroll to the bottom and click	Grant Number: 21-111017
	Quarterly Narrative Updates.	Created 3/6/22 - Dee Reinhardt Approved: 4/11/22 - Chase Martin
8.	Click Add Narrative Update.	
		Project Narrative
	Quartarly Narrativa Undator	GRANTEE STAFF RESPONSIBLE FOR KEV PROJECT ACTIVITIES. Grantee Project Manager *
-	Quarterly Narrative Opuates	Don Brazek 👻
		Grantee Reporting Staff * Don Brozek
		Grantee Fiscal Staff *
	Add Narrative Update	Amanda Allen 👻
'		Other (if needed) Sandra Daflaqhor
	Program Year	Projet Overview *
		OAI is proposing to continue and expand the current Chicago Southland Apprenticeship Program, CSAP, CSAP is an innovative
		initiative intended to develop apprenticesngs in the Southland where registered apprenticeship programs in manufacturing and healthcare have been extremely slow to gain traction. Applying
		under the intermediary category. OAI and its partners will utilize the processes and connections developed under the current AEP grant to correct the Electro-Mechanical Technician (EMD and Advanced (INA))
		Project Plan
		Program Activities and Outcome Plan Numbers: Projects Serving Individuals
		Program Activities and Outcome Plan Numbers: Capacity Building Activities, Funding, & Outcomes
		Quarterly Narrative Updates
		Return to List Approve Cancel
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- 9. Enter narrative.
 - a. Program year defaults to current year.

americaniobcenter

- b. Quarter defaults to most recently completed quarter.
- c. Text box will expand. (Best practice is to write the narrative in Word, then copy and paste to the narrative modal.
- 10. Click Save when finished.

Provide a narrative update regarding the activity that occurred over the last quarter. Include a summary of information from all applicable categories
- Current of Court Articities
Progress Toward Grant Activities
 Status Update on Strategic Partnership Activities
 Status Update on Employer Engagement Strategies
 Key Issues and Technical Assistance Needs
 Summarize Significant Accomplishments and Reference Success Statics (building that have been posted)
 All information for the parrative must be entered in the text box
below.
Program Year *
2021
Quarter *
Quarter Ending March 31
Narrative Update *

PERIODIC PROGRAM REPORT (standard form)

Grantees must complete and upload the State of Illinois Periodic Program Report (quarterly narrative report) in Illinois workNet. Please save the report as [enter naming convention].

Upload Instructions

- 1. From the Customer Support Center/IWIS menu, select the Provider Information icon.
- 2. Select the File Uploads tab.
- 3. Select a Project Apprenticeship Illinois.
- 4. Select a Provider.
- 5. Select Upload File button.

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Project	Apprenticeship Illinois		3 .				
Provider	Lincoln Land Community College						
Filter Up	pload File RC 5						
Download Forms from ISETS Partner Resources							
File Uploads							





- 6. Select a category Performance Report.
- 7. Choose the file needing to be uploaded.
- 8. Write a short description. *Best practice is to* write the description to enable someone to know what the document is without having to open it.
- 9. Click Upload button.

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UPLOAD FIL	E	×
Category	Select 🗸	
File Choose File File Types A Description	ile No file chosen Iccepted: .xlsxlsxpdfdoc,.docx	
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PERIODIC FISCAL REPORT (standard form with supporting documentation)

Grantees must complete and upload the State of Illinois Periodic Fiscal Report (Fiscal Quarterly Report). Supporting documentation (Trial Balance) must also be submitted to support costs reported. Please save the report as [enter naming convention].

Upload Instructions

- 1. From the Customer Support Center/IWIS menu, select the Provider Information icon.
- 2. Select the File Uploads tab.
- 3. Select a Project Apprenticeship Illinois.
- 4. Select a Provider.
- 5. Select Upload File button.

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Provi	der Lincoln Land Community Co	ollege	4	~							
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SUCCESS STORY

Grantees are requested to complete and post success stories quarterly that are associated with the apprenticeship expansion program.

Add Success Story Instructions

Option 1

- 1. From the partner page <u>https://www.illinoisworknet.com/appilpartners</u>.
 - Scroll to the middle of the main page.
 - Select Submit Success Story.



Option 2

 From the Customer Support Center/IWIS Apprenticeship Illinois group page, select Add Success Story button.

- 2. Select Service Providers.
- 3. Log-in (if not already).
- 4. Select the type of success story being submitted.
- 5. Fill in the required fields.
 - a. Tell the story.
 - b. Add an image (612 pixels by 612 pixels).
- 6. Accept Agreement.
- 7. Save Story.
- Illinois workNet staff will review and approve the story.

Customer Story	Employer Story	Community Story			
I am submitting a success story for a customer.	l am submitting a success story for an employer.	l am submitting a success story for a community project.			
Search	Get Started	Get Started			