

Reporting Tools

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Definitions

Reports allow users to see a number of things based upon the selection:

- Participant List – this list is a comprehensive list of all participants in the program.
- Plan vs. Actual Dashboard – defaults to current program year and designates actual enrollees vs. the planned number of participants by a variety of activities and demographics.
- Quarterly Narrative Reporting – allows the narrative to be entered for the appropriate quarter immediately completed. This information is reported to the US Department of Labor.
- Success Story Input – add a success story about an individual, employer or community.

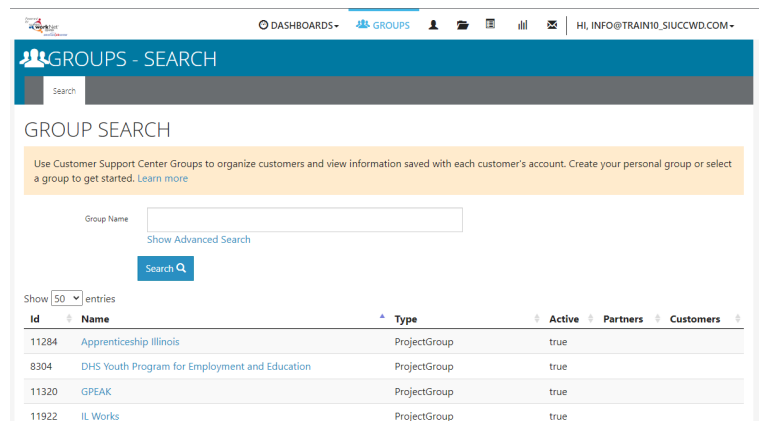
Users include navigators, intermediaries and statewide users.

Types of customers include:

- CM - Case Managed
- OII – Other Individuals Impacted

Access the Reports

1. Log into www.illinoisworknet.com.
2. Select **My Dashboard**.
3. Select **Partner Tools**.
4. Select **Customer Support Center/IWIS**.
5. Select **Apprenticeship Illinois** from the groups (landing page).



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DASHBOARDS ▾ GROUPS ▾ HI, INFO@TRAIN10_SIUCCWD.COM ▾

APPRENTICESHIP ILLINOIS

Customers | Workplan & Reports

Name:

lwN Number:

Grantee:

Participant Type:

Related Instructions

Agency Instructions

Customer Instructions

Advanced Search

Search | Export ▾ | Upload Other Individuals Impacted | Add Success Story | Add Customer

Show entries

workNet Id	Last Name	First Name	Grantee	Customer Type	RAPIDS Id
26807	11dog	test	LWIA 24 SIUE East St. Louis Center	Case Managed	
26477	Adams	Sophia	Apprenticeship Illinois - ABC Location	Case Managed	
20269	Apple	Sidney	LWIA 24 SIUE East St. Louis Center	Case Managed	
26598	Anprentice	Annie	Anprenticeshin	Case Managed	II 2019123456

- Sort customers by clicking the top of any of the columns. To see customers sorted by OII or CM, click the Customer Type column.
- Export the list of OII or CM customers by designating on the Export button.
- Upload OII participants by selecting the Upload Other Individuals Impacted by selecting that button and following the prompts.
- Select the Add Success Story to add a success story for the quarter.

10. Select the **Workplan & Reports** tab to review the agency's plan and enter the quarterly narrative report for the most recently completed quarter.
- Complete the workplan for the contract.
 - Update any contact information.
 - Update any numbers (requires approval)
 - Add Quarterly narrative.

The screenshot shows the 'Workplan & Reports' section of the Apprenticeship Illinois system. A modal window titled 'ADD QUARTERLY UPDATE' is open, prompting the user to provide a narrative update for the last quarter. The modal includes a list of categories to include in the update, dropdown menus for 'Program Year' (set to 2021) and 'Quarter' (set to Quarter Ending June 30), and a large text area for the narrative update. The background interface shows a table of existing narrative updates.

ADD QUARTERLY UPDATE

Provide a narrative update regarding 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 (by name) that have been posted.
- All information for the narrative must be entered in the text box below.

Program Year *
2021

Quarter *
Quarter Ending June 30

Narrative Update *

Save Close

QUARTERLY REPORTS: PROJECT PLAN

Grantee Name: Apprenticeship Illinois - ABC Location
Created: 2/11/22 - Amelia Telger
Approved: N/A

Project Narrative

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

Add Narrative Update

Program Year	Quarter	Narrative
2021	Quarter Ending March 31	Now is the time for all good men to come to the aid of their country. Four s ag...
2021	Quarter Ending March 31	as many words as we need to
2021	Quarter Ending March 31	Maintain ARPA IYIP groups – to provide specified staff appropriate access to customer information. ...

Save Cancel

11. Select the **Plan vs. Actual Dashboard** to see the number of participants that have been enrolled compared against the number of planned participants entered in the Workplan.
 - a. Click the number in the actual to see a list of participants counted in that item.

PLANNED VS. ACTUAL DASHBOARD

Assessment DHS Youth DHS Youth Worksite Placement Youth Apprenticeship Youth Career Pathways Worksite Placement ISETS IL Works Reporting System

Grantee: Select

Category	Actual	Planned
Planned Activities		
Service Levels: Registered Apprenticeships	2	1
Service Levels: Pre-Apprentices	0	13
Services Provided: On the Job Training	1	1
Services Provided: Work Experience	0	1
Services Provided: Related Training Instruction	0	1

12. Select **Reports** in the top menu.
 - a. Select the **Customer Services Report** or **Credentials Report** to review.

REPORTS

Project/Category: Apprenticeship Illinois

APPRENTICESHIP ILLINOIS REPORTS

Customer Services Report

Primary User: Illinois workNet Partners

Purpose: The Customer Services Report provides a list of services provided to customers by project or Customer Support Center group. The list identifies the IWDS service if applicable, the status of the service, and the customer who have/do not have the listed service.

Run the Customer Services Report to:

- View/Export the complete or filtered list of services associated with customers that includes the status of each service.
- Update services at a group level by accessing a filtered list of customers who have a specific service.

Credentials Report

Run the Credentials Report to:

- Identify credentials earned in total by industry, provider, type, and date/timeframe.
- Export customers who have earned these credentials.

Community Success Story

Success stories can be submitted for participants, employers, or community. The community success story was initiated to allow navigators or intermediaries the ability to show how a program may have impacted an entire community or business.

Agency information with which you are associated will automatically fill in the **Community Info** section

Story Info includes: (info bubbles explain certain items)

- Program Type
 - Select Apprenticeship
- Service Provider Name – may be the organization with which you worked to achieve the success.
- Address information
- Current Pathway/industry – choose from 29 choices or Not Available
- Program Detail Type – Training or Help Getting a Job
- Credentials Earned (if any)
- Impacted Geographic Area includes:
 - City or Zip code
 - County
 - LWIA – Local Workforce Investment Area
 - EDR – Economic Development Region
 - State (Illinois) *project impacted the entire state*
 - State Legislative District (*coming soon*)
- Population Served – multi select check boxes that include:
 - Low-income individuals
 - Individuals with disabilities
 - Returning citizens (previously incarcerated)
 - Homeless individuals
 - Justice Involved Youth
 - Youth who are in or have aged out of the foster care system
 - Single parents (including single pregnant women)
 - Long-term unemployed individuals
 - Schools
 - Unions

Share Your Experience

Participant Type*
Community

If any of the information displaying is not correct please update your Illinois workNet profile in your Dashboard or contact info@illinoisworkNet.com, include the updated information in your email.

Community Info

First Name*
WPP

Last Name*
Train10

Address Line 1*
5555 5th st

Address Line 2

City*
Chicago

State*
Illinois

Zip Code*
62702

Zip Code Plus 4*

Story Info

Program Type*
Select a Program Type first

Service Provider Name*
Select

Address Line 1*
Address Line 2

City*
State*
Zip Code*
Zip Code Plus 4*

Current Pathway/Industry*
Select

Credentials Earned

Impacted Geographic Area
Select

Population Served

Low-income individuals

Individuals with disabilities

Returning Citizens (previously incarcerated)

Homeless individuals

Justice Involved Youth

Youth who are in or have aged out of the foster care system

Single parents (including single pregnant women)

Long-term unemployed individuals

Schools

Unions

Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers

Eligible migrant and seasonal farmworkers

Underserved and underrepresented populations

Associations

Business

Chamber of Commerce

Government

Not-for-Profits

Other

Tips for Writing a Success Story

Success Story Title*

Success Story*

(5000 Characters Remaining)

Upload a Photo of Yourself to Appear with Your Success Story

You must add an image to your story by clicking the "Browse" button then selecting the file you want to upload. A large image will automatically be resized for display on the site. Image dimensions must be at least 612x612 pixels. Acceptable file formats are .jpg, .png, or .gif. View the success story infographic.

Photo*

Choose File

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All testimonials are subject to the website Moderation Policy.

Accept Agreement*

Save Story

- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers
- Associations
- Business
- Chamber of Commerce
- Government
- Not-for-Profits
- Other
- Review tips for Writing a Success Story.
- Enter a Title
- Enter the story
- Upload a photo to represent the story
- Check the box to Accept Agreement to the terms of Use
- Click Save Story – Illinois workNet staff will review and approve for public display.