

September 2019



WIOA Contract Reporting Requirements

Notice 12-NOT-02

Agenda



- How to enter WIOA contract information to meet requirements.
- DCEO review process.
- Where the public information will view the WIOA contract information.

Policy Details:




State legislation and policy reference: WIA Notice 12-NOT-02

DCEO Program Administrator for WIOA Contract Reporting:

John Barr

 John.W.Barr@Illinois.gov

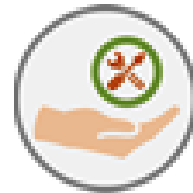
 (312) 814-8428

Accessing the WIOA Contract Reporting Tool in Illinois workNet



STEP ONE

Go to www.illinoisworknet.com and **Login** to your Illinois workNet account.



STEP TWO

Open **My Dashboard** and select **More Tools**.



STEP THREE

Scroll to and select **Illinois workNet Center Contracts**. You can also select the link to the WIOA Contract Reporting guide located in the description.

Searching Existing WIOA Contracts

You may need to search for an existing contract to just review it, complete the one you're currently working on, or to add modifications to a contract that spans over years. An example for the latter might be that if the same contract is renewed each year but needs new information to add to it. You can simply locate it, update and save it, and submit it again for approval, without having to create an entirely new contract.

Add a new WIOA Contract

LWIA

Select a provider

Select a Status

Contract Start Date

Contract End Date

Keyword filter (provider, city, etc)

Page 1 of 320 1 2 3 4 5 6 7 8 9 10 50 110 160 210 270 Next Last Page Go To Page Size 15

| Select | LWIA | Service Provider/Contract | Amount | Contract Term | Last Updated | Status |
|--------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------|--------------|----------|
| Select | 4 - Best, Inc | Provider: Aurora University Contract: Aurora University Type: Training Address: 347 S. Gladstone Aurora, IL 60506 Description: Classroom training provider | \$10,785 | Jul 1 2013 to Jun 30 2014 | Oct 31 2014 | Approved |
| Select | 4 - Best, Inc | Provider: Aurora University Contract: Aurora- Former LWIA12 Type: Training Address: 347 S. Gladstone Aurora, IL 60506 Description: Classroom Training Provider | \$3,390 | Jul 1 2012 to Jun 30 2013 | Nov 1 2013 | Approved |

Note: Providers are added through IWDS not through this workNet portal.

Searching Existing WIOA Contracts Continued

Clicking on the **Select** link to the left of a contract will take the user to the **details** page.

Add a new WIOA Contract

LWIA

Select a provider

Select a Status

Contract Start Date

Contract End Date

Keyword filter (provider, city, etc)

Page 1 of 320 Page Size

| Select | LWIA | Service Provider/Contract | Amount | Contract Term | Last Updated | Status |
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Adding a New Contract



Click on **Add a new WIOA Contract**

Add a new WIOA Contract

LWIA

Select an LWIA

Select a provider

Select a provider

Select a Status

Select a Status type

Contract Start Date

mm/dd/yyyy



Contract End Date

mm/dd/yyyy



Keyword filter
(provider, city, etc)

Search

Export

Creating a New Contract

Follow these steps to create a new contract:

1. Select LWIA
2. Choose provider
3. Select provider type
4. Enter contract name
5. Enter contract description
6. Enter amount of contract
7. Enter contract start and end date
8. Click save

The screenshot shows a web interface for creating a new contract. At the top left, there is a 'Return to Search' button. Below it are two tabs: 'Contract Details' (which is active) and 'Contract Actions/History'. The main form area is titled 'Contract Details' and contains the following fields and controls:

- LWIA:** A dropdown menu with the text 'Select a LWIA'.
- Provider:** A dropdown menu with an information icon (i) to its left.
- Provider Search:** A text input field with a search button to its right.
- Provider Type:** A dropdown menu with the text 'Select a provider type'.
- Contract Name:** A text input field.
- Contract Identifier:** A text input field.
- Description:** A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Text Color, Bulleted List, Numbered List, Indent, Undo, Redo, and Clear.
- Status:** A dropdown menu with the value 'InProgress' selected.
- Amount:** A text input field with the placeholder text 'Whole Dollar Amount Only'.
- Contract Start Date:** A date picker field with the format 'mm/dd/yyyy'.
- Contract End Date:** A date picker field with the format 'mm/dd/yyyy'.
- History:** A section containing two buttons: 'Save' and 'New Contract'.

Provider Search



- Clicking the **provider search** button will show the search view.
- To search, enter the **employer name** and **FEIN number**, optionally you can also enter a **city**.

A screenshot of a web application's search interface. At the top left is a "Return to Search" button. Below it is a link for "WIA Contracts Organization search instructions". The main heading is "Search for Provider". There are three input fields: "City:" (empty), "Employer Name*" (containing "Employer Name"), and "FEIN*" (containing "12-3456789"). At the bottom are "Search" and "Close Search" buttons.

Return to Search

[WIA Contracts Organization search instructions](#)

Search for Provider

City:

Employer Name*:

FEIN*:

Adding a Provider

To add a provider to the current contract, just click on the select link on the left side of the screen.

Search Results

9 record(s) found

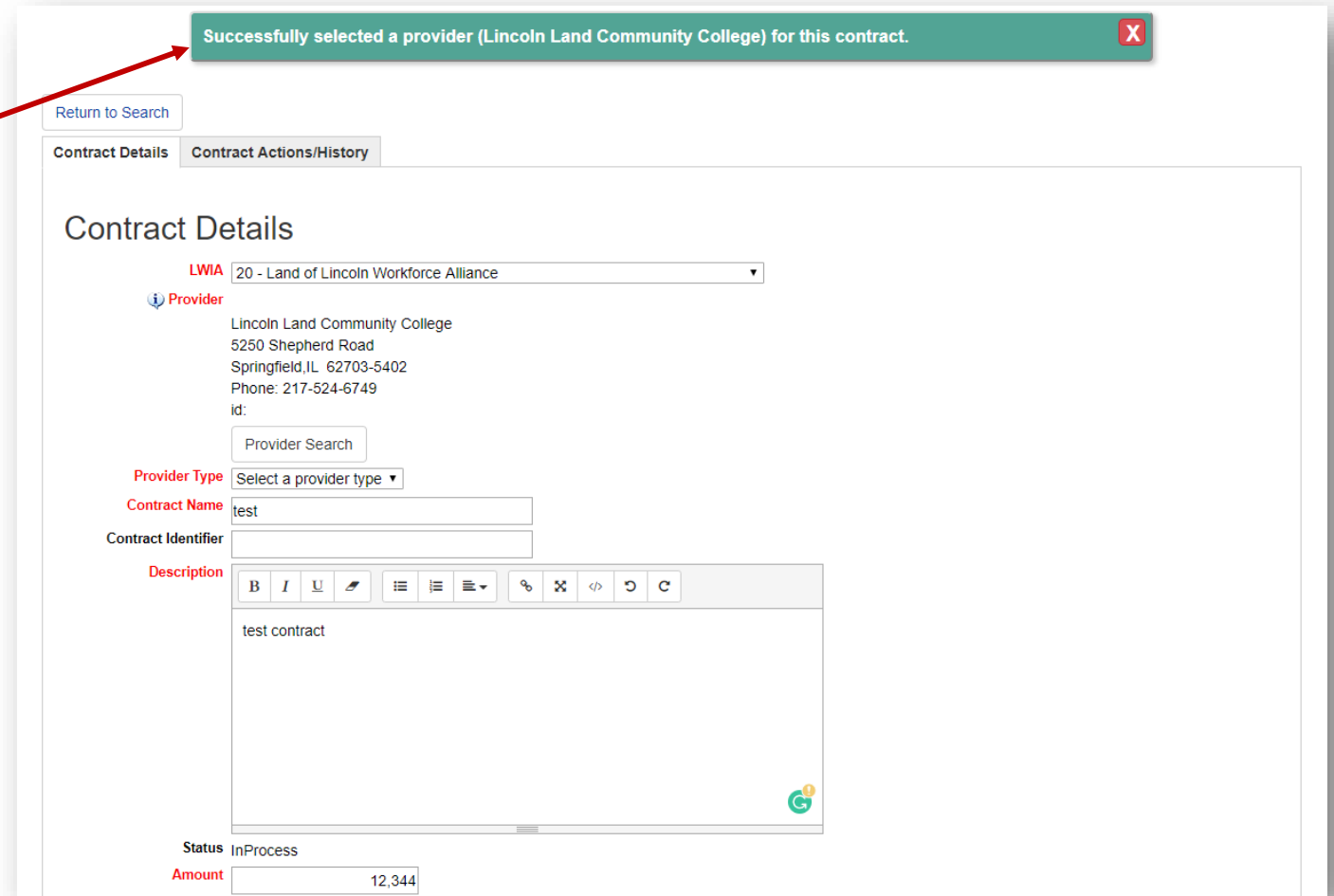
Page Size

| Select | Name | Address | City | ZIP Code |
|------------------------|---------------------------------------|-----------------------|-------------|------------|
| Select | Capital Area Career Center | 2201 Toronto Rd. | Springfield | 62712 |
| Select | Capital Area Career Center | 2201 Toronto Road | Springfield | 62712-3803 |
| Select | Lawrence Education Center | 101 E. Laurel | Springfield | 62704-3945 |
| Select | Levi Ray Shoup Inc | 2401 West Monroe | Springfield | 62704-1439 |
| Select | Lincoln Land Community College | Shepherd Rd. | Springfield | 62794 |
| Select | Illinois workNet | 2450 Foundation Dr | Springfield | 62703 |
| Select | LWIA 20 Comprehensive One-Stop Center | 1300 South 9th Street | Springfield | 62703 |
| Select | Midwest Technical | Farmers Market Road | Springfield | 62704 |
| Select | New Start, Inc. | 1200 N. 5th. Street | Springfield | 62702-3818 |

Adding a Provider continued

- A green ribbon will appear at the top of the page once a provider is successfully selected for the current contract.
- The dropdown is hidden after selecting or creating a new provider to avoid confusion.

Note: A new provider will not appear in the list until actually saved with a contract.



Successfully selected a provider (Lincoln Land Community College) for this contract. X

[Return to Search](#)

Contract Details **Contract Actions/History**

Contract Details

LWIA

Provider
Lincoln Land Community College
5250 Shepherd Road
Springfield, IL 62703-5402
Phone: 217-524-6749
id:

Provider Type

Contract Name

Contract Identifier

Description

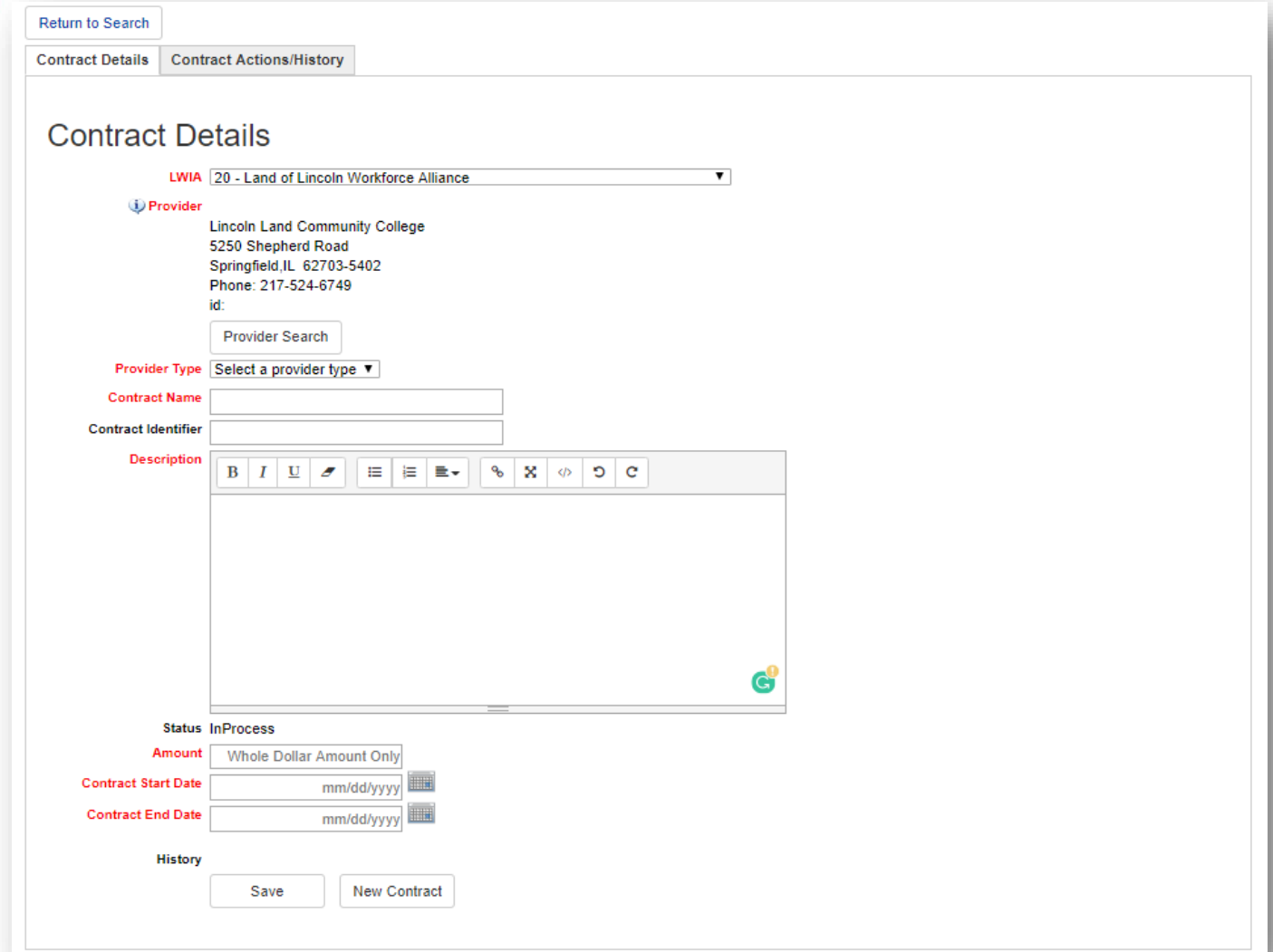
Status InProcess

Amount

Adding a Provider continued

Once you've selected your provider, follow these steps:

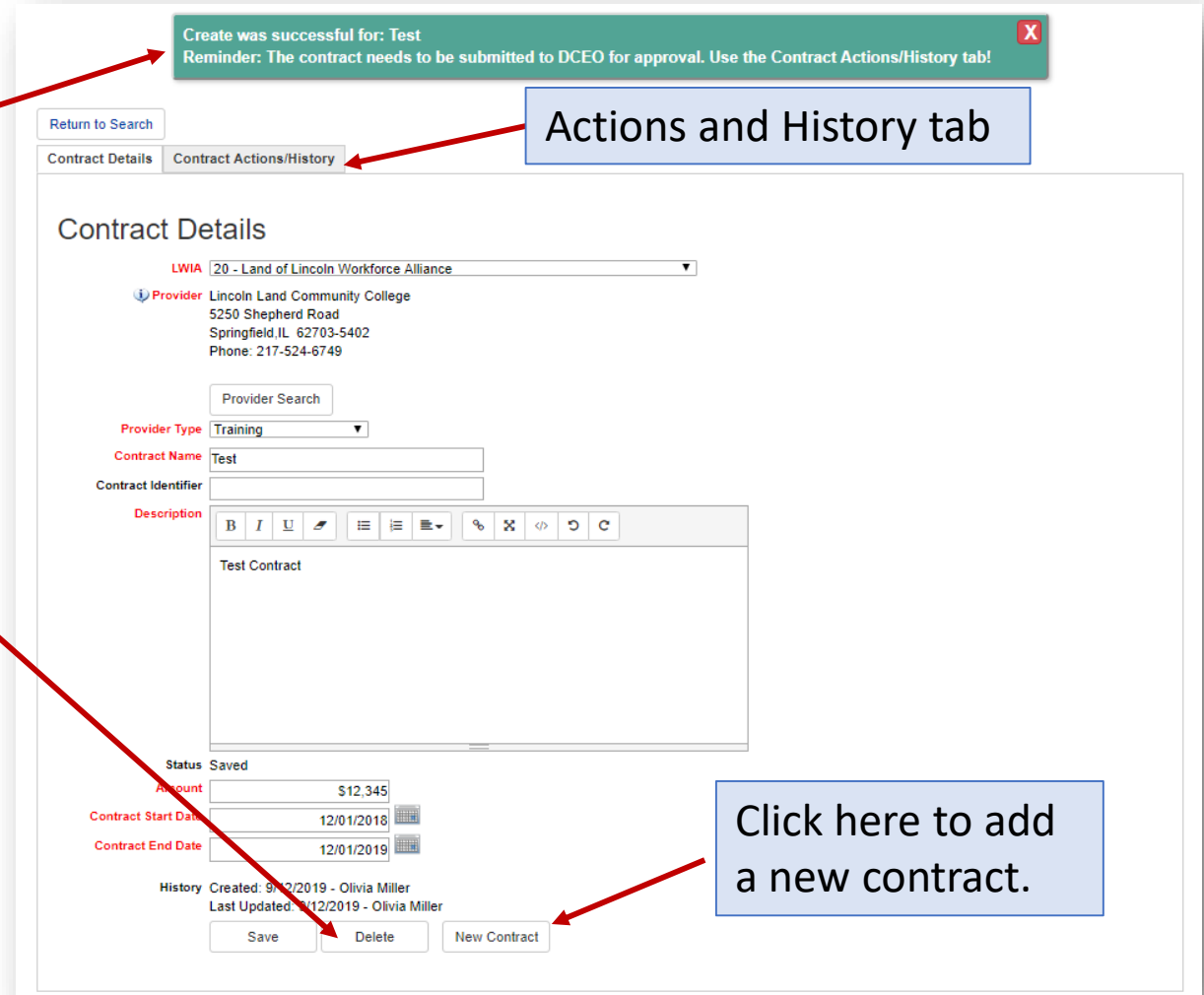
1. Select Provider type
2. Enter contract name
3. Provide contract description
4. Enter contract amount
5. Enter contract start and end date
6. Click Save



The screenshot shows a web interface for adding a provider. At the top, there is a 'Return to Search' button and two tabs: 'Contract Details' (selected) and 'Contract Actions/History'. The main heading is 'Contract Details'. Below this, there is a dropdown menu for 'LWIA' with the value '20 - Land of Lincoln Workforce Alliance'. A 'Provider' section shows a dropdown arrow, followed by the text 'Lincoln Land Community College', '5250 Shepherd Road', 'Springfield, IL 62703-5402', 'Phone: 217-524-6749', and 'id:'. Below this is a 'Provider Search' button. The 'Provider Type' is a dropdown menu with the value 'Select a provider type'. The 'Contract Name' and 'Contract Identifier' are text input fields. The 'Description' field is a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, link, unlink, source code, undo, and redo. Below the description field is a 'Status' dropdown menu with the value 'InProgress'. The 'Amount' field is a text input with the value 'Whole Dollar Amount Only'. The 'Contract Start Date' and 'Contract End Date' are date pickers with the format 'mm/dd/yyyy'. At the bottom, there is a 'History' section with 'Save' and 'New Contract' buttons.

Adding a Provider continued

- Once you click **Save**, a green box at the top of the screen will appear stating that the create was successful.
- If the contract has not yet been approved, the user (or same LWIA) can delete the contract.
- If the contract has been approved, the user cannot delete the contract. At this point the deletion of the contract can only be done by the Program Administer.



The screenshot shows a web application interface for managing contracts. At the top, a green notification box states: "Create was successful for: Test. Reminder: The contract needs to be submitted to DCEO for approval. Use the Contract Actions/History tab!". Below this, there are two tabs: "Contract Details" (selected) and "Contract Actions/History". The "Contract Details" section includes a dropdown for "LWIA" (set to "20 - Land of Lincoln Workforce Alliance"), a "Provider" field (Lincoln Land Community College), a "Provider Type" dropdown (set to "Training"), a "Contract Name" field (set to "Test"), and a "Description" text area (set to "Test Contract"). At the bottom, there are fields for "Status" (Saved), "Amount" (\$12,345), "Contract Start Date" (12/01/2018), and "Contract End Date" (12/01/2019). A "History" section shows "Created: 9/12/2019 - Olivia Miller" and "Last Updated: 11/12/2019 - Olivia Miller". At the bottom right, there are "Save", "Delete", and "New Contract" buttons. Three callout boxes with red arrows point to specific elements: one to the green notification box, one to the "Contract Actions/History" tab, and one to the "New Contract" button.

Create was successful for: Test
Reminder: The contract needs to be submitted to DCEO for approval. Use the Contract Actions/History tab!

Return to Search

Contract Details Contract Actions/History

Contract Details

LWIA 20 - Land of Lincoln Workforce Alliance

Provider Lincoln Land Community College
5250 Shepherd Road
Springfield, IL 62703-5402
Phone: 217-524-6749

Provider Search

Provider Type Training

Contract Name Test

Contract Identifier

Description

Test Contract

Status Saved

Amount \$12,345

Contract Start Date 12/01/2018

Contract End Date 12/01/2019

History Created: 9/12/2019 - Olivia Miller
Last Updated: 11/12/2019 - Olivia Miller

Save Delete New Contract

Actions and History tab

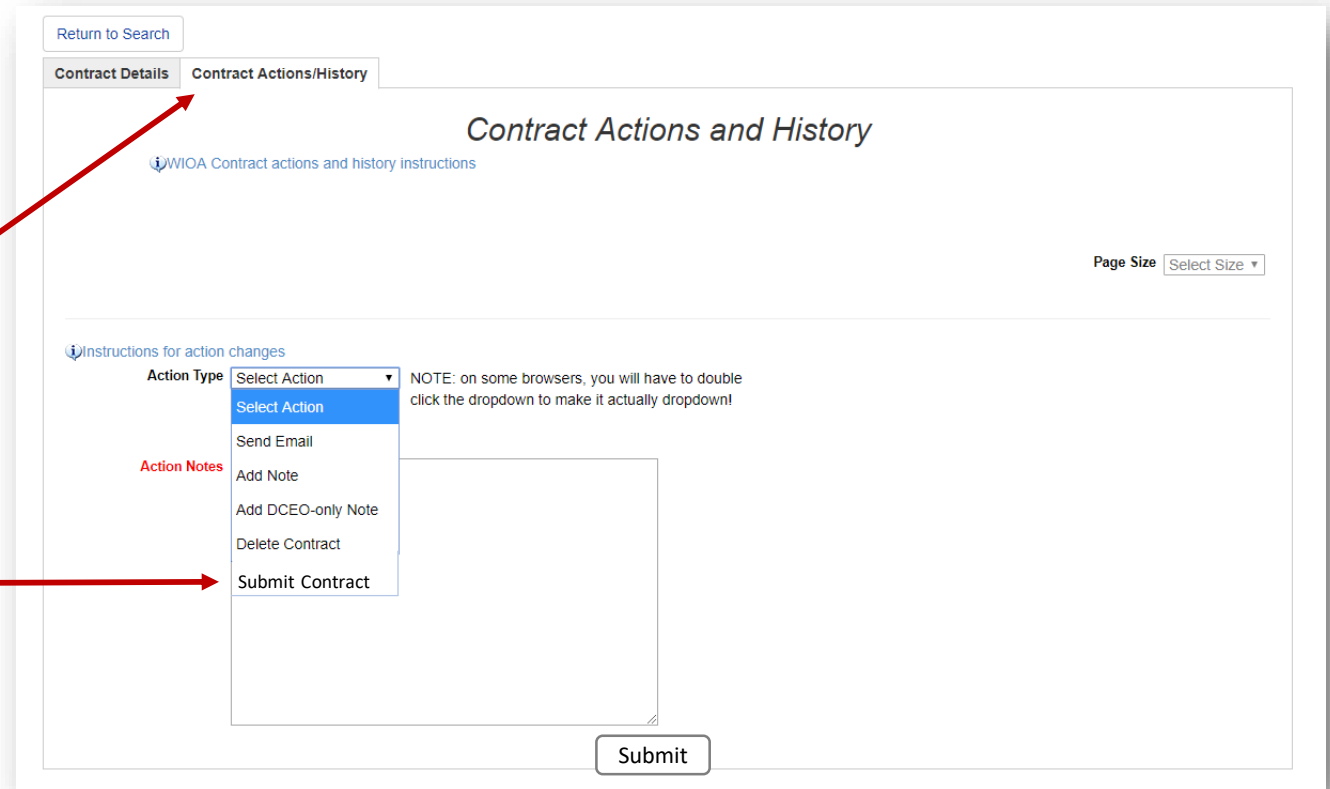
Click here to add a new contract.

Contract Actions and History

Functions like submitting and approving contracts are performed on the actions/history tab.

To submit a contract for approval, an LWIA user would:

- Search for and select a contract
- Ensure information is complete
- Click on the Actions and History tab
- Select Submit Contract from the action type dropdown
- Add some information under notes and click the submit button
- An email will be sent to the Program Administrator at wioacontracts@illinoisworknet.com for review.



Return to Search

Contract Details Contract Actions/History

Contract Actions and History

WIOA Contract actions and history instructions

Page Size

Instructions for action changes

Action Type NOTE: on some browsers, you will have to double click the dropdown to make it actually dropdown!

Action Notes

- Add Note
- Add DCEO-only Note
- Delete Contract
- Submit Contract

Submit

Request for Approval Email



The email will include a link, that when clicked on would automatically login the Program Administrator and navigate to the target contract.

Dear Program Administrator,
Our WIA Contract is ready for review:

Lwia: 25
Contract: test
Status: Submitted
Provider: Capital Area Career Center
2201 Toronto Rd.
Springfield, IL 62712
Phone: 217-529-5431
Fax: 217-524-6096
TTY: 217-558-3530

Amount: \$12,344
Contract Dates: Nov 01, 2012 to Nov 11, 2013
Description: test contract

Optional notes
Click the following link to be automatically logged into Illinois workNet and navigate to the above contract:
[Login to Illinois workNet and navigate to test. Provider: Capital Area Career Center.](#)
If you have any questions, please contact me at your earliest convenience.

Sincerely,
LWIA 25
Carbondale Man-Tra-Con Office
Phone: 217-786-3010
E-mail: ntelger@illinoisworknet.com

Approving a Contract



- If the contract is to be approved, the Program Administrator would click on the Actions tab, and select **approve contract** from the list and an email will be sent to the LWIA contact.
- The approval request could be sent back with updates if additional information or changes are needed. In this case, an email will be sent back to the LWIA contact letting them know of the outcome.
- Once the updates are made and **saved**, another request for approval will be sent back to the Program Administrator.

WIOA Contract has been approved

Dear LWIA Contact,
Your contract **Student safety study. Provider: Illinois Wesleyan University** has been approved.

{custom text appears here}

If you have any questions, please contact me at your earliest convenience.

Sincerely,

Program Administrator-Jones

LWA 027

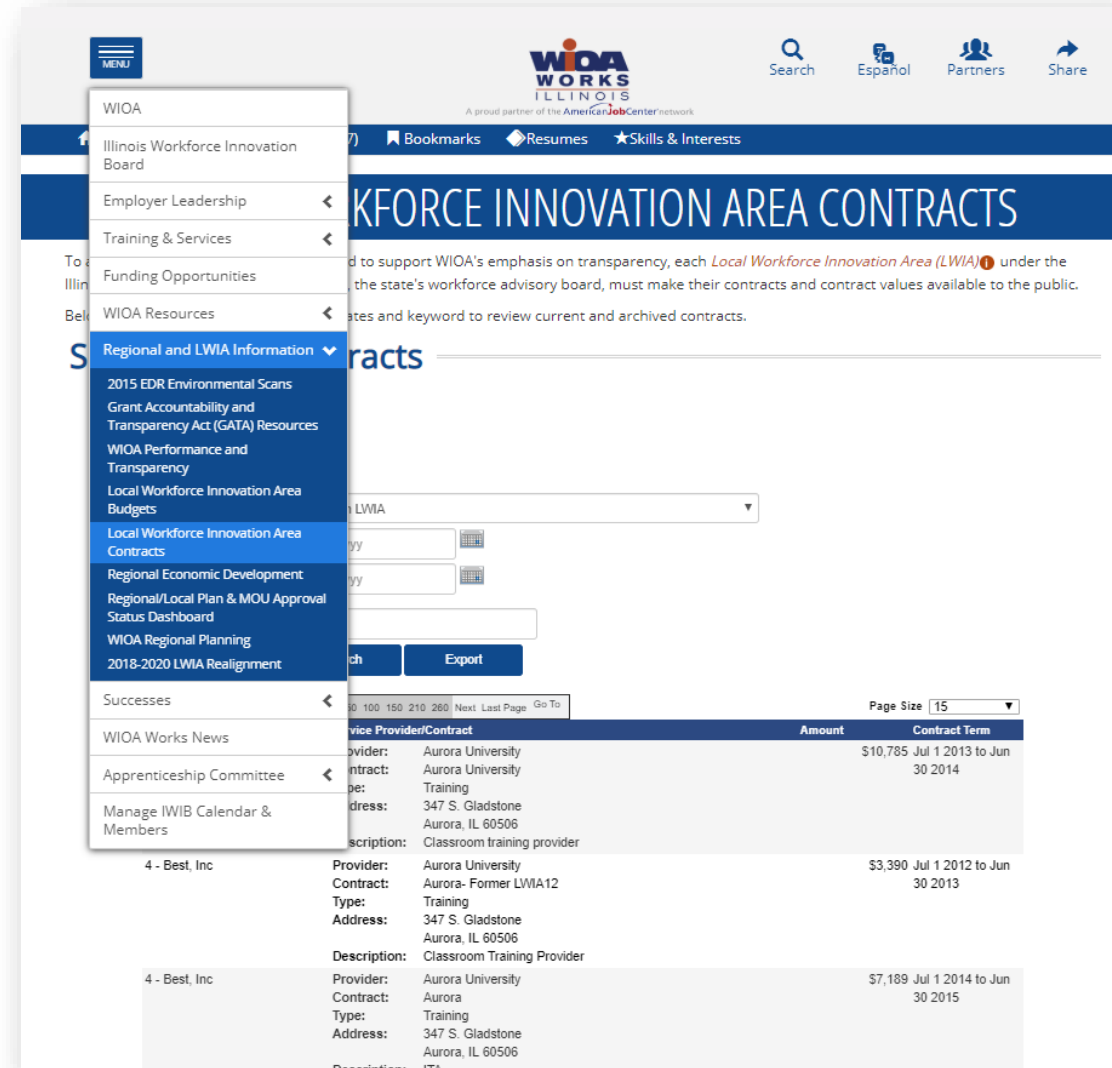
Program Administrator

Phone: 217-303-5858

E-mail: mparsons@illinoisworknet.com

Public View

- The public view will have fewer search options.
- Only approved contracts will be visible. Once approved, the contract will be posted on the [WIOA Works Summary Reporting](#) page within Illinois workNet.



The screenshot shows the WIOA Works Illinois website interface. At the top, there is a navigation bar with a menu icon, the WIOA Works Illinois logo, and utility icons for Search, Español, Partners, and Share. Below the navigation bar, the page title is 'WORKFORCE INNOVATION AREA CONTRACTS'. A dropdown menu is open, showing various navigation options, with 'Regional and LWIA Information' and 'Local Workforce Innovation Area Contracts' highlighted. The main content area features a search bar and a table of contracts. The table has columns for 'Provider/Contract', 'Amount', and 'Contract Term'. The table contains three rows of contract data.

| Provider/Contract | Amount | Contract Term |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------|
| Provider: Aurora University Contract: Aurora University Type: Training Address: 347 S. Gladstone Aurora, IL 60506 Description: Classroom training provider | \$10,785 | Jul 1 2013 to Jun 30 2014 |
| 4 - Best, Inc Provider: Aurora University Contract: Aurora- Former LWIA12 Type: Training Address: 347 S. Gladstone Aurora, IL 60506 Description: Classroom Training Provider | \$3,390 | Jul 1 2012 to Jun 30 2013 |
| 4 - Best, Inc Provider: Aurora University Contract: Aurora Type: Training Address: 347 S. Gladstone Aurora, IL 60506 Description: ITA | \$7,189 | Jul 1 2014 to Jun 30 2015 |

Thanks for Viewing!



WIOA Contract Reporting

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