

# RE-EMPLOYMENT

If a participant returns to work, the new job record and a Returned to Work Status must be entered.

To enter new employment for a participant:

Click on **Employment History** on the **Customer Menu** for the participant.

**IWDS** Illinois Workforce Development System **Case Management**

**Customer Menu**  
[Steve Perry](#)

**Customer Profile**

- [Contact Information](#)
- [Additional Contacts](#)
- [Private Information](#)
- [Veterans Information](#)
- [Employment History](#)**
- [Credentials List](#)
- [Participant Periods](#)
- [Generate Swipe Card](#)

**Applications**

- [List Applications](#)

**Referrals**

- [Add Referral](#)
- [List Referrals](#)

**Reports**

- [Customer Info Report](#)
- [View Wages](#)

**Menus**

- [Staff Menu](#)
- [Customer Menu](#)

**Case Notes**

- [Add Case Notes](#)
- [List Case Notes](#)

**Universal Services**

- [Add Local Service](#)
- [List All Services](#)

**FAQs**

[I'm Done: Log Off](#)

Under List Work History, click **Add Job**.

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**List Work History**  
[Steve Perry](#) [Application Summary](#)  
SSN: 0503 App LWA:15 App Date:02/13/2019

[Add Job](#) [Return](#)

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	Employer Name	Employment Dates	Dislocation Job?	DETS ID
<a href="#">Pick</a>	<a href="#">Caterpillar</a>	10/01/1985 - 08/21/2018	Y	20151014001

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[Add Job](#) [Return](#)

Fill in all information for the new employment. NOTE: There should not be a DETS ID or TAA Petition for the new employment since it is not a dislocation job.

[Add Case Notes](#)  
[List Case Notes](#)

[Universal Services](#)  
[Add Local Service](#)  
[List All Services](#)

[FAQs](#)  
[I'm Done: Log Off](#)

DETS ID:

TAA Petition:  -  [Verify TAA Petition Number](#)

\*Employer Name:

\*Employment Status:

\*Start Date:  End Date:

Job Title:

Street Address:

City:

State:  Zip Code:

Contact Name:

Contact Phone:  Extension:

Wages:  Per:

\*Hours Per Week:

Job Duties:

\*Primary Occupation:  Dislocation:

Self Employed:  Family Member/Farmhand:

Layoff Reason:

Received Severance Pay:

Date Notified of Layoff:

\*Received Rapid Response Services:

Last Date Received Rapid Response Services:

Nafta Petition:  -  [Verify NAFTA Petition Number](#)

TAA Return to Work:

ATAA/RTAA Employment?:

\*NAICS Code:

Description:

\*O\*Net(SOC):

Description:

Search for Employer Name by entering a particla name in **Entity Name**.  
Click **Search**.

**Search Entity**

Entity Name:

FEIN:  or SSN:

Agency Type:

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Click **Pick** beside the name of the employer.

**List Entity**

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	Entity Name	FEIN/SSN	Locations	Contacts
<input type="button" value="Pick"/>	Memorial Health System Memorial Health System	371110690	1	4
<input type="button" value="Pick"/>	MEMORIAL HOSPITAL	370635502	2	1
<input type="button" value="Pick"/>	Memorial Hospital	370684691	2	2
<input type="button" value="Pick"/>	MEMORIAL HOSPITAL MEMORIAL HOSPITAL		1	0
<input type="button" value="Pick"/>	Memorial Medical Center	370661220	2	4

Page 1 of 1

Click **Search** beside NAICS Code to find the NAICS code for the new employment.  
 Enter the industry.  
 Click **Search**.

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Welcome to the **NAICS Codes Finder**. Enter the name of your occupation or a skill you possess or leave blank to search for all Occupations.  
 (Example: Enter 'computer' for computer-related skills or 'weld' to find skills for 'welding'.)

Industry:

- [Accommodation and Food Services](#)
- [Administrative and Support and Waste Management and Remediation Services](#)
- [Agriculture, Forestry, Fishing and Hunting](#)
- [Arts, Entertainment, and Recreation](#)
- [Construction](#)
- [Educational Services](#)
- [Finance and Insurance](#)
- [Health Care and Social Assistance](#)
- [Information](#)
- [Management of Companies and Enterprises](#)
- [Manufacturing-Durable Goods, Metallic](#)
- [Manufacturing-Durable Goods, Non-Metallic](#)
- [Manufacturing-Non Durable Goods](#)
- [Mining, Quarrying, and Oil and Gas Extraction](#)
- [Other Services \(except Public Administration\)](#)
- [Postal/Messenger Services and Warehousing](#)
- [Professional, Scientific, and Technical Services](#)
- [Public Administration](#)
- [Real Estate and Rental and Leasing](#)
- [Retail Trade](#)
- [Transportation and Freight Handling](#)
- [Utilities](#)
- [Wholesale Trade](#)

Click **Pick** for the category that matches the employment.

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Industry:

<input type="button" value="Pick"/>	Other Accounting Services	541219
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Click **Search** beside **O\*Net (SOC)** to search for the O\*Net Code for the employment.  
 Enter the Occupation.  
 Click **Search**.

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Welcome to the **O\*Net Codes Finder**. Enter the name of your occupation or a skill you possess or leave blank to search for all Occupations.  
 (Example: Enter 'computer' for computer-related skills or 'weld' to find skills for 'welding'.)

Occupation:

- [Architecture and Engineering Occupations](#)
- [Arts, Design, Entertainment, Sports, and Media Occupations](#)
- [Building and Grounds Cleaning and Maintenance Occupations](#)
- [Business and Financial Operations Occupations](#)
- [Community and Social Services Occupations](#)
- [Computer and Mathematical Occupations](#)
- [Construction and Extraction Occupations](#)
- [Education, Training, and Library Occupations](#)
- [Farming, Fishing, and Forestry Occupations](#)
- [Food Preparation and Serving Related Occupations](#)
- [Healthcare Practitioners and Technical Occupations](#)
- [Healthcare Support Occupations](#)
- [Installation, Maintenance, and Repair Occupations](#)
- [Legal Occupations](#)
- [Life, Physical, and Social Science Occupations](#)
- [Management Occupations](#)
- [Military Specific Occupations](#)
- [Office and Administrative Support Occupations](#)
- [Personal Care and Service Occupations](#)
- [Production Occupations](#)
- [Protective Service Occupations](#)
- [Sales and Related Occupations](#)
- [Transportation and Material Moving Occupations](#)

Click **Pick** beside the occupational that matches the employment.

**IWDS** Illinois Workforce Development System **Case Management**

Occupation:

<input type="button" value="Pick"/>	Bookkeeping, Accounting, and Auditing Clerks	433031
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Make sure to answer the following questions:

**Received Rapid Response** – should be answered “No” for this new employment since the participant is not being dislocated from this employment.

**TAA Return to Work** – should be “Yes” since this participant is a Trade participant.

**ATAA/RTAA Employment** – should be “No” since this employment is not being entered as ATAA/RTAA employment.

Once all information is complete, Click **Save**.

**Add Case Notes**  
**List Case Notes**

**Universal Services**  
**Add Local Service**  
**List All Services**

**FAQs**  
**I'm Done: Log Off**

**DETS ID**

**TAA Petition:**  -  [Verify TAA Petition Number](#)

**\*Employer Name:** Memorial Health System

**\*Employment Status:** Entered Employment

**\*Start Date:** 12/06/2021 **End Date:**

**Job Title:** Accounting Clerk

**Street Address:** 1 Main Street

**City:** Springfield

**State:** Illinois  **Zip Code:** 62701

**Contact Name:** Mr. Neil Supervisor

**Contact Phone:** (217)512-1111 **Extension:**

**Wages:** \$15.00 **Per:** Hour

**\*Hours Per Week:** 40.0

**Job Duties:** Accounting entry.

**\*Primary Occupation:** Yes  **Dislocation:** No

**Self Employed:** No  **Family Member/Farmhand:** No

**Layoff Reason:**

**Received Severance Pay:**

**Date Notified of Layoff:**

**\*Received Rapid Response Services:** No

**Last Date Received Rapid Response Services:**

**Nafta Petition:**  -  [Verify NAFTA Petition Number](#)

**TAA Return to Work:** Yes

**ATAA/RTAA Employment?:** No

**\*NAICS Code:** 541219

**Description:** Other Accounting Services

**\*O\*Net(SOC):** 433031

**Description:** Bookkeeping, Accounting, and Auditing Clerks

The new employment has been added to the **List Work History Screen**.

**Case Management**

**List Work History**  
[Steve Perry](#)  
 SSN: 0503

[Add Job](#) [Return](#)

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Employer Name	Employment Dates	Dislocation Job?	DETS ID
<a href="#">Memorial Health System</a>	12/06/2021 -	N	
<a href="#">Caterpillar</a>	10/01/1985 - 08/21/2018	Y	20151014001

Page 1 of 1

[Add Job](#) [Return](#)

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Enter the **Returned to Work Status Record** under **List TAA Status** on the **Application Menu** for the participant.

**Case Management**

**Application Menu**  
[Steve Perry](#) [Application Summary](#)  
 SSN: 0503 **App LWA:15** **App Date:02/13/2019**

[Printable Application](#)

**Application**

- [Guided Application](#)
- [Application Definition](#)
- [Assessment Summary](#)
- [TAA Training Criteria](#)
- [TAA Additional Info](#)
- [Concurrent Programs](#)
- [Characteristics and Barriers](#)
- [Employment Characteristics](#)
- [Education Status](#)
- [Tests](#)
- [Public Assistance](#)
- [Family Characteristics](#)
- [Income Calculation](#)
- [Dislocated Worker Characteristics](#)
- [LWA Specific Data](#)
- [Eligibility Determination](#)
- [List TAA Status](#)**
- [List IDES View](#)

**Profile**

- [Contact Information](#)
- [Additional Contacts](#)
- [Private Information](#)
- [Veterans Information](#)
- [Employment History](#)
- [Credentials](#)
- [Education Status - In Program Update](#)
- [Measurable Skill Gains](#)
- [List All Documents](#)
- [Create TAA Template](#)

**Services**

- [List Enrolled Services](#)
- [List Part Time/Distance Learning](#)

**Exit**

- [Exit Summary](#)
- [View Wages](#)
- [View TAA Costs](#)

Click **Add TAA Status**.



**Menus**

[Staff Menu](#)  
[Customer Menu](#)  
[Application Menu](#)

**Case Notes**

[Add Case Notes](#)  
[List Case Notes](#)

**Universal Services**

[Add Local Service](#)  
[List All Services](#)

**FAQs**

[I'm Done: Log Off](#)

### List TAA Status

[Steve Perry](#) [Application Summary](#)

SSN: 0503 App LWA:15 App Date:02/13/2019

	Start Date	End Date	Status	Approval Status	Last Updated By	Date
<input type="button" value="View"/>	12/01/2021		In Training		<a href="#">Sheila Sloan</a>	12/02/2021
<input type="button" value="View"/>	11/30/2021	12/01/2021	Enrolled in Training - Not Yet Started	Approved	<a href="#">Sheila Sloan</a>	12/02/2021
<input type="button" value="View"/>	02/13/2019	04/14/2019	Waiver from Training Requirement	Approved	<a href="#">Sheila Sloan</a>	02/25/2019
<input type="button" value="View"/>	02/13/2019		IEP	Approved	<a href="#">Sheila Sloan</a>	11/30/2021



Select **Returned to Work** from drop down for **Status**.

Enter **Status Start Date**. This date must match the start date of the employment entered under the Employment History for the RTAA employment.

Enter a dated comment in the **Comment Box** describing the employment.

Answer the **TAA Return to work Part Time** Question appropriately. If the employment is part-time, select "Yes". If the employment is full-time, select "No".

Click **Save**.



**Menus**  
[Staff Menu](#)  
[Customer Menu](#)  
[Application Menu](#)

**Case Notes**  
[Add Case Notes](#)  
[List Case Notes](#)

**Universal Services**  
[Add Local Service](#)  
[List All Services](#)

**FAQs**  
[I'm Done: Log Off](#)

### Maintain TAA Status

[Steve Perry](#) [Application Summary](#)

SSN: 0503 App LWA:15 App Date:02/13/2019

TAA Petition Number: 90900 TAA Act: 2015  
Employer Name: Caterpillar

Status:	Returned to Work
Status Start Date:	12/6/2021
Status End Date:	
Waiver Reason:	
Suspension Request Reason:	
Ceased Participation Reason:	
Comments:	12/6/21 Participant returned to work at Memorial Health System in Full-time Employment.
IEP Amount Approved:	
Revocation Reason:	
TAA Return to work Part Time:	No
Qualifies Under 45 Day Extension:	
Qualifies Under 60 Day Extension:	
Qualifies Under Federal Good Cause Provision:	
Qualifies Under Equitable Tolling:	

The **Returned to Work Status** has been added.

**Menus**  
[Staff Menu](#)  
[Customer Menu](#)  
[Application Menu](#)

**Case Notes**  
[Add Case Notes](#)  
[List Case Notes](#)

**Universal Services**  
[Add Local Service](#)  
[List All Services](#)

**FAQs**  
[I'm Done: Log Off](#)

**Informational Message:**  
Update Successful

### List TAA Status

[Steve Perry](#)   [Application Summary](#)  
SSN: 0503   App LWA:15   App Date:02/13/2019

 

	Start Date	End Date	Status	Approval Status	Last Updated By	Date
<input type="button" value="View"/>	12/06/2021		Returned to Work		<a href="#">Sheila Sloan</a>	12/08/2021
<input type="button" value="View"/>	12/01/2021		In Training		<a href="#">Sheila Sloan</a>	12/02/2021
<input type="button" value="View"/>	11/30/2021	12/01/2021	Enrolled in Training - Not Yet Started	Approved	<a href="#">Sheila Sloan</a>	12/02/2021
<input type="button" value="View"/>	02/13/2019	04/14/2019	Waiver from Training Requirement	Approved	<a href="#">Sheila Sloan</a>	02/25/2019
<input type="button" value="View"/>	02/13/2019		IEP	Approved	<a href="#">Sheila Sloan</a>	11/30/2021

Add **Case Management Services** in IWDS on the WIOA and Trade applications based on the following:

For participants covered by certifications numbered up to 97,999:

Trade Application:

### Trade Application Entry (Initial Trade Case Management Service)

Click **List Enrolled Services** on the **Application Menu** on the **TAA Application** for the participant.

The screenshot shows the 'Application Menu' for Steve Perry (SSN: 0503, App LWA: 15, App Date: 02/13/2019). The 'Services' section is highlighted with a red box and contains the following links:

- List Enrolled Services
- List Part Time/Distance Learning

Other sections include 'Application' (with links like Guided Application, Application Definition, etc.), 'Profile' (with links like Contact Information, Additional Contacts, etc.), and 'Exit' (with links like Exit Summary, View Wages, etc.).

Click **Add Enrolled Service**.

The screenshot shows the 'Services' page for Steve Perry. The 'Add Enrolled Service' button is highlighted with a red box. Below the button is a table with the following structure:

Start Date	End Date	Service Provided	Status	Created By
There is nothing to display.				

The page also shows '0 found' and 'Page 1 of 1'.

Select **TAA** for the Title from the drop down list.

Click **Next**.

Select **TAA** for **Title**.  
Click **Next**.

The screenshot shows the IWDS Case Management interface. The header includes the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left is a blue sidebar menu with sections for 'Menus', 'Case Notes', and 'Universal Services'. The main content area is titled 'Select Title' and displays user information: 'Steve Perry', 'Application Summary', 'SSN: 0503', 'App LWA:15', and 'App Date:02/13/2019'. A dropdown menu for '\*Title:' is set to 'TAA'. Navigation buttons include '< Back', 'Next >', and 'Cancel'.

Select **Employment and Case Management** for the **Service Level** from the drop down list.  
Enter **Start Date**. (Date of entry or date service first provided).  
Click **Next**.

The screenshot shows the IWDS Case Management interface at the 'Select Service Level and Start Date' step. The header and sidebar are the same as in the previous screenshot. The main content area displays the same user information. The 'Title:' field is now 'TAA'. The '\*Service Level:' dropdown is set to 'Employment and Case Management'. The '\*Start Date:' field contains '11/1/2021'. Navigation buttons include '< Back', 'Next >', and 'Cancel'.

Complete all required fields:

**Search Providers** – Click on the **Search Providers Button** and see instructions below.

**End Date** – today’s date or date service provided.

**Current Status** – Select Open, Successful Completion or Unsuccessful Completion. Usually this would be marked as Successful Completion.

**Weekly Hours** – enter estimated number of weekly hours case management is being provided.

**Bridge Program Activity** – Usually marked “No”.

**Comments** – Enter a dated comment in the comment box describing the case management being provided to the participant.

The screenshot displays the 'IWDS Illinois Workforce Development System Case Management' interface. The main heading is 'Add Required Activity Information'. The user is identified as Steve Perry with application number 0503 and application date 02/13/2019. The form fields include: 'Created By: Sheila Sloan', 'Title: TAA', 'Service Level: Employment and Case Management', 'Activity: Trade Case Management Same Day Service', '\*Grant: 17661015-United Workforce Development Board aka Career Link', 'Provider: Search Providers', 'Start Date: 10/25/2020', '\*End Date: [empty]', '\*Current Status: Open', '\*Weekly Hours: [empty]', '\* Bridge Program Activity?: No', and a 'Comments' text area. A 'Confirm' button is present with the instruction 'Click Confirm when all TAA Services have been completed'. Navigation buttons include '< Back', 'Additional Info', 'Save', and 'Cancel'. A left sidebar contains menu options like 'Staff Menu', 'Customer Menu', 'Application Menu', 'Case Notes', 'Universal Services', and 'FAQs'.

To Search Providers:

Click **Show All**

Select **Provider** from list. This should be the LWIA providing the case management service unless there is another organization providing the case management service. If so, select the appropriate provider of the case management service.

**Search Provider Relationships**

Show All

Provider Relationship Name:

Relationship Number:  -

Statutory Program: TAA/NAFTA  
Title: TAA  
Service Level: Employment and Case Management  
Activity: Trade Case Management  
Start Date: 10/25/2020

Search Return

Click **Save**.

**Add Required Activity Information**

[Steve Perry](#) [Application Summary](#)

SSN: 0503 App LWA:15 App Date:02/13/2019

Created By: Sheila Sloan  
Title: TAA  
Service Level: Employment and Case Management  
Activity: Trade Case Management **Same Day Service**  
\*Grant: 17661015-United Workforce Development Board aka Career Link

Provider: \*1502-00 Carl Sandburg College \* Search Providers

Start Date: 10/25/2020  
\*End Date: 10/25/2020  
\*Current Status: Successful Completion  
\*Weekly Hours: 5  
\* Bridge Program Activity?: No

Comments: 10/25/2020 Providing case management to participant.

TAA Services Completed: Confirm Click Confirm when all TAA Services have been completed

< Back Additional Info Save Cancel

Complete the following fields:

**Contact Date** – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

**Program** – Select **TAA/NAFTA** from the drop down list.

**Note Category** – Select the appropriate entry from the drop down list.

**Confidential** – Select **Yes** or **No** to indicate if the case note is confidential.

**Note Subject** – Enter a subject for the case note that describes what service is being provided.

**Case Note** – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

The screenshot displays the IWDS (Illinois Workforce Development System) Case Management interface. At the top, a red header contains the IWDS logo and the text "Illinois Workforce Development System Case Management". On the left, a blue sidebar menu lists various options: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), and "FAQs" (I'm Done: Log Off). The main content area features a yellow "Informational Message" box stating that a Case Note must be completed when adding a Same Day Service. Below this is the "Add Case Note" form, which includes fields for "Staff Name" (Sheila Sloan), "Contact Date" (11/01/2021), "Program" (TAA/NAFTA), "\*Note Category" (Case Note Supporting Same Day Service), "\*Confidential" (No), "\*Note Subject" (Case Management), and "\*Case Note" (11/1/21 Case Management Provided to participant.). A "Save and Return" button is located at the bottom of the form.

This is the **List Enrolled Services Screen** once you have saved the **Case Management Service Record**.

**Services**  
[Steve Perry](#) [Application Summary](#)  
 SSN: 0503 App LWA:15 App Date:02/13/2019

Add Enrolled Service Printable Services Return

3 found Page 1 of 1

Start Date	End Date	Service Provided	Status	Created By
10/25/2020	10/25/2020	<a href="#">Trade Case Management - TAA</a>	Successful Completion	<a href="#">Sheila Sloan</a>
02/13/2019		<a href="#">Individual Employment Plan - TAA</a>	Open	<a href="#">Sheila Sloan</a>
02/13/2019	04/14/2019	<a href="#">Issued Waiver - TAA</a>	Successful Completion	<a href="#">Sheila Sloan</a>

Page 1 of 1

Add Enrolled Service Printable Services Return

**Trade Application Entry (Add Additional Episode to Trade Case Management Service Record)**

Click **List Enrolled Services** on the **Application Menu** on the **TAA Application** for the participant.

**Application Menu**  
[Steve Perry](#) [Application Summary](#)  
 SSN: 0503 App LWA:15 App Date:02/13/2019

Printable Application

**Application**

- Guided Application
- Application Definition
- Assessment Summary
- TAA Training Criteria
- TAA Additional Info
- Concurrent Programs
- Characteristics and Barriers
- Employment Characteristics
- Education Status
- Tests
- Public Assistance
- Family Characteristics
- Income Calculation
- Dislocated Worker Characteristics
- LWA Specific Data
- Eligibility Determination
- List TAA Status
- List IDES View

**Profile**

- Contact Information
- Additional Contacts
- Private Information
- Veterans Information
- Employment History
- Credentials
- Education Status - In Program Update
- Measurable Skill Gains
- List All Documents
- Create TAA Template

**Services**

- List Enrolled Services
- List Part Time/Distance Learning

**Exit**

- Exit Summary
- View Wages
- View TAA Costs



Click on Trade Case Management – TAA.

**IWDS** Illinois Workforce Development System **Case Management**

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**Services**

[Steve Perry](#) [Application Summary](#)  
SSN: 0503 App LWA:15 App Date:02/13/2019

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Start Date	End Date	Service Provided	Status	Created By
10/25/2020	10/25/2020	<b>Trade Case Management - TAA</b>	Successful Completion	<a href="#">Sheila Sloan</a>
02/13/2019		<a href="#">Individual Employment Plan - TAA</a>	Open	<a href="#">Sheila Sloan</a>
02/13/2019	04/14/2019	<a href="#">Issued Waiver - TAA</a>	Successful Completion	<a href="#">Sheila Sloan</a>

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Click **Add Additional Episode**.

**Menus**  
[Staff Menu](#)  
[Customer Menu](#)  
[Application Menu](#)

**Case Notes**  
[Add Case Notes](#)  
[List Case Notes](#)

**Universal Services**  
[Add Local Service](#)  
[List All Services](#)

**FAQs**  
[I'm Done: Log Off](#)

### Edit Required Activity Information

[Steve Perry](#) [Application Summary](#)

SSN: 0503 App LWA:15 App Date:02/13/2019

**Created By:** Sheila Sloan  
**Date Created:** 10/29/2020  
**Last Updated By:** Sheila Sloan  
**Last Updated:** 10/29/2021  
**Approved/Denied By:**  
**Approved/Denied Date:**  
**Title:** TAA  
**Service Level:** Employment and Case Management  
**Activity:** Trade Case Management **Same Day Service**  
**\*Grant:** 17661015-United Workforce Development Board aka Career Link  
**Provider:** \*1502-00 Carl Sandburg College  
**Start Date:** 10/25/2020  
**End Date:** 10/25/2020  
**Current Status:** Successful Completion  
**\*Weekly Hours:** 10.0  
**\* Bridge Program Activity?:** No  
**Comments:**  
**TAA Services Completed:**  Click Confirm when all TAA Services have been completed

Complete the following fields:

**Contact Date** – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

**Program** – Select **TAA/NAFTA** from the drop down list.

**Note Category** – Select the appropriate entry from the drop down list.

**Confidential** – Select **Yes** or **No** to indicate if the case note is confidential.

**Note Subject** – Enter a subject for the case note that describes what service is being provided.

**Case Note** – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

**Menus**  
[Staff Menu](#)  
[Customer Menu](#)  
[Application Menu](#)

**Case Notes**  
[Add Case Notes](#)  
[List Case Notes](#)

**Universal Services**  
[Add Local Service](#)  
[List All Services](#)

[FAQs](#)  
[I'm Done: Log Off](#)

**Informational Message:**  
A Case Note needs to be completed when an Additional Episode is added to a Same Day Service on this application. Please enter the required fields, then click on Save and Return to complete this Case Note record. When you click on Save and Return, a Case Note will be added for this Same Day Service and the Same Day Service End Date will be updated with the Case Note Contact Date you enter on this screen.

### Add Case Note

[Steve Perry](#) [Application Summary](#)  
**Staff Name:** [Sheila Sloan](#)

**\*Contact Date:** 11/01/2021  
**Program:** TAA/NAFTA  
**\*Note Category:** Case Note Supporting Same Day Service  
**\*Confidential:** No  
**\*Note Subject:** Case Management Services  
**\*Case Note:** Provided Case Management Service to participant.

NOTE: The End Date for the Trade Case Management – TAA Service Record has updated with the current date of the entry that was just made.

Search Applications Home Illinois.gov The Number 1 of 101 Notes Trade Case Management & State Offices, TAA Contact Suggested Sites

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IWDS
Illinois Workforce Development System
Case Management

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**Menus**

[Staff Menu](#)

[Customer Menu](#)

[Application Menu](#)

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**Case Notes**

[Add Case Notes](#)

[List Case Notes](#)

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**Universal Services**

[Add Local Service](#)

[List All Services](#)

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**AQs**

[I'm Done: Log Off](#)

### Services

[Steve Perry](#)   [Application Summary](#)  
**SSN: 0503   App LWA:15   App Date:02/13/2019**

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3 found Page 1 of 1

Start Date	End Date	Service Provided	Status	Created By
10/25/2020	11/01/2021	<a href="#">Trade Case Management - TAA</a>	Successful Completion	<a href="#">Sheila Sloan</a>
02/13/2019		<a href="#">Individual Employment Plan - TAA</a>	Open	<a href="#">Sheila Sloan</a>
02/13/2019	04/14/2019	<a href="#">Issued Waiver - TAA</a>	Successful Completion	<a href="#">Sheila Sloan</a>

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WIOA Application: No entry.

For those participants covered by certifications numbered 98,000+ (2021R):

Trade Application: No entry.

WIOA Application:

**WIOA Application Entry (Initial Career Planning (Case Management) Service Record).**

Click **List Enrolled Services** on the **Application Menu** on the **WIOA Application** for the participant.

The screenshot shows the IWDS Case Management interface. At the top, there is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below the header, the main content area is titled "Application Menu" and includes the user name "Steve Perry" and a link to "Application Summary". The user's SSN is 0503, the application LWA is 15, and the application date is 02/13/2019. A "Printable Application" button is visible. The interface is divided into several sections: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), and "FAQs" (I'm Done: Log Off). The "Application Menu" is further divided into "Application", "Profile", "Services", and "Exit". The "Services" section is highlighted with a red box and contains the following links: "List Enrolled Services", "ITA Characteristics", and "List Part Time/Distance Learning".

**Case Management**

**Application Menu**  
Steve Perry Application Summary  
SSN: 0503 App LWA:15 App Date:02/13/2019  
Printable Application

**Menus**  
Staff Menu  
Customer Menu  
Application Menu

**Case Notes**  
Add Case Notes  
List Case Notes

**Universal Services**  
Add Local Service  
List All Services

**FAQs**  
I'm Done: Log Off

**Application**

- Guided Application
- Application Definition
- Assessment Summary
- Concurrent Programs
- Characteristics and Barriers
- Employment Characteristics
- Education Status
- Tests
- Public Assistance
- Family Characteristics
- Income Calculation
- Dislocated Worker Characteristics
- LWA Specific Data
- WIOA Training Criteria
- Eligibility Determination

**Profile**

- Contact Information
- Additional Contacts
- Private Information
- Veterans Information
- Employment History
- Credentials
- Education Status - In Program Update
- Measurable Skill Gains
- List All Documents

**Services**

- List Enrolled Services
- ITA Characteristics
- List Part Time/Distance Learning

**Exit**

- Exit Summary
- View Wages
- Performance Impact

Click **Add Enrolled Service**.

**Services**  
Steve Perry Application Summary  
SSN: 0503 App LWA:15 App Date:02/13/2019

Add Enrolled Service Printable Services Return

0 found Page 1 of 1

Start Date	End Date	Service Provided	Status	Created By
There is nothing to display.				

Page 1 of 1

Add Enrolled Service Printable Services Return

Select **1DC** or **1EC** from the drop down list for **Title**.  
Click **Next**.

**Select Title**  
Steve Perry Application Summary  
SSN: 0503 App LWA:15 App Date:02/13/2019

\*Title: 1DC

< Back Next >

Cancel

Select **Career Services** for **Service Level** from the drop down list.  
Click **Next**.

The screenshot shows the IWDS Case Management interface. The header includes the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left is a blue sidebar menu with categories: 'Menus' (Staff Menu, Customer Menu, Application Menu), 'Case Notes' (Add Case Notes, List Case Notes), 'Universal Services' (Add Local Service, List All Services), and 'FAQs' (I'm Done: Log Off). The main content area is titled 'Select Service Level and Start Date' and includes links for 'Steve Perry' and 'Application Summary'. It displays 'SSN: 0503 App LWA:15 App Date:02/13/2019' and 'Title: 1DC'. The '\*Service Level:' dropdown is set to 'Career Services' and the '\*Start Date:' is '11/01/2021'. Navigation buttons include '< Back', 'Next >', and 'Cancel'.

Select **Career Planning (Case Management)** for **Activity** from the drop down list.

The screenshot shows the IWDS Case Management interface. The header includes the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left is a blue sidebar menu with categories: 'Menus' (Staff Menu, Customer Menu, Application Menu), 'Case Notes' (Add Case Notes, List Case Notes), 'Universal Services' (Add Local Service, List All Services), and 'FAQs' (I'm Done: Log Off). The main content area is titled 'Select Activity' and includes links for 'Steve Perry' and 'Application Summary'. It displays 'SSN: 0503 App LWA:15 App Date:02/13/2019' and 'Title: 1DC'. The 'Service Level:' is 'Career Services' and the '\*Activity:' dropdown is set to 'Career Planning (Case Management)'. The 'Start Date:' is '11/01/2021'. Navigation buttons include '< Back', 'Next >', and 'Cancel'.

Complete all required fields:

**Search Providers** – Click on the **Search Providers Button** and see instructions below.

**End Date** – today's date or date service provided.

**Current Status** – Select Open, Successful Completion or Unsuccessful Completion. Usually this would be marked as Successful Completion.

**Comments** – Enter a dated comment in the comment box describing the case management being provided to the participant.

The screenshot shows the IWDS Case Management interface. At the top, there is a navigation bar with the IWDS logo and the text 'Illinois Workforce Development System Case Management'. Below this is a blue sidebar menu with the following items: 'Menus' (Staff Menu, Customer Menu, Application Menu), 'Case Notes' (Add Case Notes, List Case Notes), 'Universal Services' (Add Local Service, List All Services), and 'FAQs' (I'm Done: Log Off). The main content area is titled 'Add Required Activity Information' and includes the following fields and options: 'Steve Perry Application Summary', 'SSN: 0503 App LWA:15 App Date:02/13/2019', 'Created By: Sheila Sloan Title: 1DC', 'Service Level: Career Services', 'Activity: Career Planning (Case Management) Same Day Service', '\*Grant: 19681015-United Workforce Development Board aka Career Link', 'Provider: \*1537-00 Bradley University \* Search Providers', 'Start Date: 11/01/2021', 'End Date: 11/1/2021', '\*Current Status: Successful Completion', and 'Comments: 11/1/2021 - Add Dated Comment'. At the bottom of the form, there are buttons for '< Back', 'Additional Info', 'Save', and 'Cancel'.



Complete the following fields:

**Contact Date** – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

**Program** – Select **WIOA** from the drop down list.

**Note Category** – Select the appropriate entry from the drop down list.

**Confidential** – Select **Yes** or **No** to indicate if the case note is confidential.

**Note Subject** – Enter a subject for the case note that describes what service is being provided.

**Case Note** – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

The screenshot shows the IWDS (Illinois Workforce Development System) Case Management interface. At the top, there is a red header with the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left side, there is a blue navigation menu with the following items: 'Menus' (Staff Menu, Customer Menu, Application Menu), 'Case Notes' (Add Case Notes, List Case Notes), 'Universal Services' (Add Local Service, List All Services), and 'FAQs' (I'm Done: Log Off). The main content area features a yellow informational message box stating: 'Informational Message: A Case Note needs to be completed when a Same Day Service is added to the application. Please enter the required fields, then click on Save and Return to complete this Case Note record. Note that the Same Day Service status has been set to Successful Completion with a Service End Date equal to the Service Start Date. When you click on Save and Return, a Case Note will be added for this Same Day Service.' Below this message is the 'Add Case Note' form. The form includes the following fields: 'Staff Name: Sheila Sloan' (with links for Steve Perry and Application Summary), 'Contact Date: 11/01/2021', 'Program: WIOA' (dropdown menu), '\*Note Category: Case Note Supporting Same Day Service' (dropdown menu), '\*Confidential: No' (dropdown menu), '\*Note Subject: Case Management' (text input), and '\*Case Note: Provided case management to participant today.' (text area). A 'Save and Return' button is located at the bottom of the form.

NOTE: Any additional WIOA funded services being provided to the participant need to be entered on the WIOA application on IWDS.

This is the **List Enrolled Services Screen** once you have saved the **Career Planning (Case Management) Service Record**.



**Menus**  
[Staff Menu](#)  
[Customer Menu](#)  
[Application Menu](#)

**Case Notes**  
[Add Case Notes](#)  
[List Case Notes](#)

**Universal Services**  
[Add Local Service](#)  
[List All Services](#)

**FAQs**  
[I'm Done: Log Off](#)

### Services

[Steve Perry](#) [Application Summary](#)  
 SSN: 0503 App LWA:15 App Date:02/13/2019

1 found Page 1 of 1

Start Date	End Date	Service Provided	Status	Created By
11/01/2021	11/01/2021	<a href="#">Career Planning (Case Management) - 1DC</a>	Successful Completion	<a href="#">Sheila Sloan</a>

Page 1 of 1

### WIOA Application Entry (Add a New Episode to the Career Planning (Case Management) Service Record).

Click **List Enrolled Services** on the **Application Menu** on the **WIOA Application** for the participant.



**Menus**  
[Staff Menu](#)  
[Customer Menu](#)  
[Application Menu](#)

**Case Notes**  
[Add Case Notes](#)  
[List Case Notes](#)

**Universal Services**  
[Add Local Service](#)  
[List All Services](#)

**FAQs**  
[I'm Done: Log Off](#)

### Application Menu

[Steve Perry](#) [Application Summary](#)  
 SSN: 0503 App LWA:15 App Date:02/13/2019

#### Application

- [Guided Application](#)
- [Application Definition](#)
- [Assessment Summary](#)
- [Concurrent Programs](#)
- [Characteristics and Barriers](#)
- [Employment Characteristics](#)
- [Education Status](#)
- [Tests](#)
- [Public Assistance](#)
- [Family Characteristics](#)
- [Income Calculation](#)
- [Dislocated Worker Characteristics](#)
- [LWA Specific Data](#)
- [WIOA Training Criteria](#)
- [Eligibility Determination](#)

#### Profile

- [Contact Information](#)
- [Additional Contacts](#)
- [Private Information](#)
- [Veterans Information](#)
- [Employment History](#)
- [Credentials](#)
- [Education Status - In Program Update](#)
- [Measurable Skill Gains](#)
- [List All Documents](#)

#### Services

- [List Enrolled Services](#)
- [ITA Characteristics](#)
- [List Part Time/Distance Learning](#)

#### Exit

- [Exit Summary](#)
- [View Wages](#)
- [Performance Impact](#)

Click on **Career Planning (Case Management) – 1DC**.



**Menus**  
[Staff Menu](#)  
[Customer Menu](#)  
[Application Menu](#)

**Case Notes**  
[Add Case Notes](#)  
[List Case Notes](#)

**Universal Services**  
[Add Local Service](#)  
[List All Services](#)

**FAQs**  
[I'm Done: Log Off](#)

### Services

[Steve Perry](#) [Application Summary](#)

SSN: 0503 App LWA:15 App Date:02/13/2019

1 found Page 1 of 1

Start Date	End Date	Service Provided	Status	Created By
11/01/2021	11/01/2021	<a href="#">Career Planning (Case Management) - IDC</a>	Successful Completion	<a href="#">Sheila Sloan</a>

Page 1 of 1

Click **Add Additional Episode**.



**Menus**  
[Staff Menu](#)  
[Customer Menu](#)  
[Application Menu](#)

**Case Notes**  
[Add Case Notes](#)  
[List Case Notes](#)

**Universal Services**  
[Add Local Service](#)  
[List All Services](#)

**FAQs**  
[I'm Done: Log Off](#)

### Edit Required Activity Information

[Steve Perry](#) [Application Summary](#)

SSN: 0503 App LWA:15 App Date:02/13/2019

**Created By:** Sheila Sloan  
**Date Created:** 11/01/2021  
**Last Updated By:** Sheila Sloan  
**Last Updated:** 11/01/2021  
**Title:** IDC  
**Service Level:** Career Services  
**Activity:** Career Planning (Case Management) **Same Day Service**  
**\*Grant:**    
**Provider:** \*1537-00 [Bradley University](#)  
**Start Date:** 11/01/2021  
**End Date:** 11/01/2021  
**Current Status:** Successful Completion  
**Comments:**

Complete the following fields:

**Contact Date** – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

**Program** – Select **WIOA** from the drop down list.

**Note Category** – Select the appropriate entry from the drop down list.

**Confidential** – Select **Yes** or **No** to indicate if the case note is confidential.

**Note Subject** – Enter a subject for the case note that describes what service is being provided.

**Case Note** – Enter a detailed case note detailing the case management service that is being provided to the participant.

Click **Save and Return**.

The screenshot displays the IWDS (Illinois Workforce Development System) Case Management interface. At the top, a red banner contains the IWDS logo and the text 'Illinois Workforce Development System Case Management'. On the left, a blue sidebar menu lists various options: 'Menus' (Staff Menu, Customer Menu, Application Menu), 'Case Notes' (Add Case Notes, List Case Notes), 'Universal Services' (Add Local Service, List All Services), 'FAQs', and 'I'm Done: Log Off'. The main content area features a yellow 'Informational Message' box stating that a Case Note must be completed when adding an Additional Episode to a Same Day Service. Below this is the 'Add Case Note' form, which includes fields for 'Contact Date' (11/01/2021), 'Program' (WIOA), 'Note Category' (Case Note Supporting Same Day Service), 'Confidential' (No), 'Note Subject' (Case Management), and 'Case Note' (11/1/21 Case Management for participant). A 'Save and Return' button is located at the bottom of the form.