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Overview

Purpose:

The Career Plan is a tool intermediaries and navigators can use with their customers to:

- Review assessment results
- Create goals based on assessment results
- Identify steps/services needed to achieve those goals and,
- Document current status and flags when intervention is needed.

Highlights:

- Customer information submitted during the application process is used to populate the Career Plan.
- The career navigator reviews the information and identifies recommended next steps that include start/end dates, status, notes, associate cost and earned credentials (when applicable upon successful completion of the credential).
- The career navigator adds recommended steps/services by selecting from a list of steps/services.

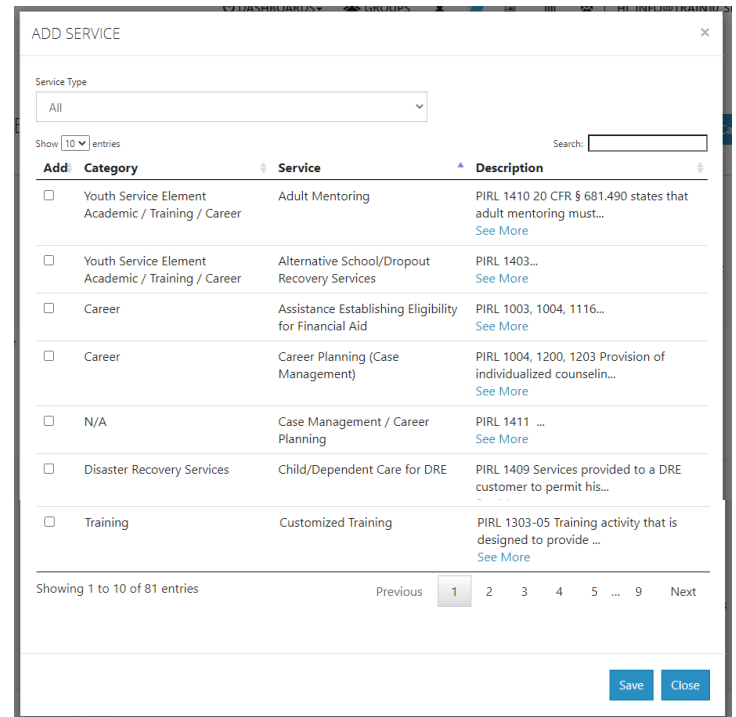
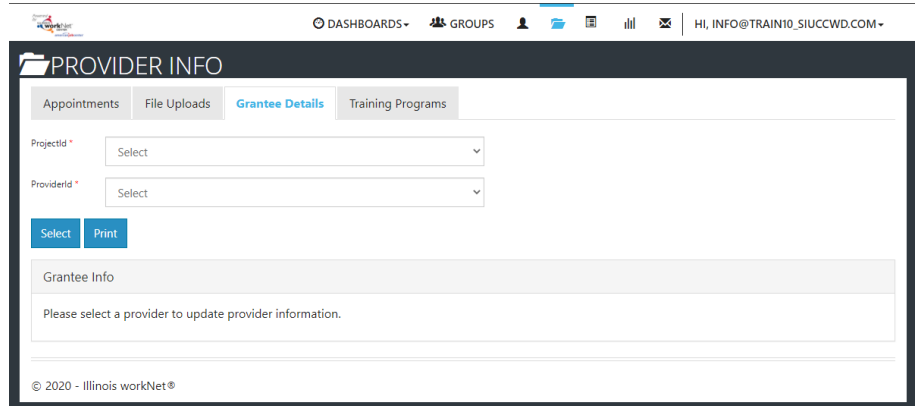
Who Enters/Maintains Data

Only staff and customers that have been given access to the program can view the Career Plan.

- **Statewide User Roles**- Statewide staff view/edit Career Plan s for all customers.
- **Intermediaries** - Staff can view/edit Career Plan s for customers in their region/office.
- **Customers**- Customers can access their information from their program tools located in My Dashboard. (coming next)

Add Services in Grantee Details

1. Log into www.illinoisworknet.com.
2. Select **My Dashboard**.
3. Select **Partner Tools**.
4. Select **Customer Support Center**.
5. Select the **Resources** tab in the top menu. (Icon is a folder)
6. Select the **Grant Details**.
7. Select the Project **Apprenticeship Illinois**.
8. Select the Provider if you have access to more than one.
9. Scroll to the bottom of the page and click the button to **Edit Services to Use on Career Plans**.
10. Select services that will be used on customer's Career Plans.
 - a. Search by name
 - b. Filter at the top of each column
 - c. Select by Service Type
 - i. All
 - ii. Career Service
 - iii. Disaster Relief Services
 - iv. Supportive Services
 - v. Training Services
 - vi. Youth Service Element Academic / Training / Career
 - d. Check **the box by the service needed**. *Make multiple selections by different categories and save one time.*
 - i. Registered Apprentice Program requires additional selections.
 - ii. Training paid with Non-WIOA funding requires additional selections.
 - e. Click **Save** at the bottom of the modal.
11. On completion, the services selected will be the only services from which an intermediary will be able to select. Services may be added or removed from the overall list at any time as needed.



Access Customer Progress Page

1. Log into www.illinoisworknet.com.
2. Select **My Dashboard**.
3. Select **Partner Tools**.
4. Select **Customer Support Center**.

Shortcut Tip:

Go to www.illinoisworknet.com/AppILpartners.
Select the link for **Apprenticeship Illinois dashboard**.

5. Select the **Groups** in the top menu.
6. Select **Apprenticeship Illinois**.
7. Select the **customer's name** to access their information.
8. Select the **Career Plan** tab.

How is the Career Plan organized?

The Main Career Plan Navigation

Overview provides a summary view of assessments, career goals, accomplishments, and the steps to achieve their goals.

1. **Complete Assessments** provides assessment results that are saved in Illinois workNet and an area to write a summary of the assessment results.
2. **Set Goals** provides an area to identify goals and categorize them as short/long term, type, and status
3. **Build a Plan** provides system generated recommended services/steps and can be added to the plan.
4. **View Achievements – Upcoming enhancement – provides a list of earned credentials and completed steps/services**
5. **Update Log** -- provides a log of Career Plan updates and upload for customer Career Plan agreements.
6. **Report - Upcoming enhancement – provides customer level report of services/accomplishments based on the needs of the program.**

Career Plan Sections

Overview

Case Notes allows intermediaries to enter case notes to document changes, updates, and other notes.

Profile provides a:

- Summary of customer information
- Message button
- Upload file tool

Customer Goal/Plan Agreement – This section provides the evidence that the customer participated in the development of their Career Plan. At this time, use the **print customer copy button** and have the customer sign the bottom of the document. Then upload the agreement to the Uploads Tab.

Coming Soon Enhancements – The customer will be required to agree to the plan changes when a goal is added or marked as off track. The customer will have a customer view where they can login and click agree. The intermediary will also have the option to upload a signed copy. If the intermediary cannot reach the customer, they will be able to select that option.

Assessments view a high level of completed assessments. Select **See More** to go to the assessment page.

Desired Career Path is part of the Employment Goal assessment. This information can be updated at any time. Select **See More** to go directly to the Employment Goal assessment section.

Accomplishment provides a quick count of earned credentials, completed goals, and completed services that link to a list of those items.

The **Career Plan** section is organized by goals. It includes a list of the steps/services associated with each goal. The start and end dates for the goals are automatically generated

by the steps/service for that goal. Goal status is set by the intermediary and is used to identify not started, on track, off track, or complete.

CAREER PLAN OVERVIEW - APPRENTICESHIP ILLINOIS

Overview
Intake Review
Career Plan
Outcomes
Case Notes
Assessments
Optimal Resume
Worksites
Uploads

Overview
1. Review Assessment
2. Set Goals
3. Add Steps/Services
Update Log

Profile: David Kruse

Email
davidkruse@noemail1234.com

Enrollment Status Registrant

Customer Type Youth: Out-of-School

[See All](#)

Reset Password Send Message

Print Customer Copy
Export IWDS Crosswalk

Latest Customer Goals/Plan Agreement: (Status: *Unknown*)

Select plan status

Save Status (Send Request)

ASSESSMENTS

Career Cluster Inventory
Not Complete

Employment 101 - Pre
Not Complete

Employment 101 - Post
Not Complete

NOCTI
Not Complete

[See More](#)

DESIRED CAREER PATH

Career Pathway Choice
None

Occupation 1
None

Occupation 2
None

Wage Goal (Per Hour)
None

[See More](#)

ACCOMPLISHMENTS

Earned Credentials: 1

Completed Goals: 0

Completed Services: 0

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Earn GED	Show Next Steps	Education/Training Plan	6/1/2020	6/10/2020	Not Started
Gain Credential		Education/Training Plan			Not Started
Learn how to drive		Support Services			Not Started
Gain Full-time employment	Show Next Steps	Career Plan	6/8/2020	6/12/2020	Not Started

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Complete Assessments

It is important to complete assessments to identify customer skills, interests, goals and barriers. Some of this information is collected when the customer completes the online application (initial assessment). This information is saved in the **Career Plan Complete Assessment & View Results** section.

1. Go through each of the assessment sections. Information populates appropriate sections from the intake assessment.
2. Add an **Assessment Summary**. Saved assessment summaries are available in the Assessment Summary tab.

Set Goals

Goals should be written so they address barriers, employment goals, education/training and related stackable credentials that can be earned to advance the customer through their career pathway. Goals should be realistic, measurable and attainable.

Each Apprenticeship Illinois customer will have a prepopulated goal of Participate in Apprenticeship Program.

Use completed assessments as a resource to discuss and develop goals with your customer. The customer will need to agree to the overall initial plan. If customer goals are added or marked as off track, the customer will need to agree to the update.

1. Select **Set Goals** tab and **add a goal statement**.
2. Enter a **goal statement** that is 144 characters or less.
3. Select a **category** (Support Services, Career Plan, Education/Training Plan).
4. Identify if the goal is a **short-term or long-term** goals.
5. Set **goal status**.

The screenshot displays the 'COMPLETE ASSESSMENTS' section of the software. At the top, there are navigation tabs: Overview, 1. Review Assessment (active), 2. Set Goals, 3. Add Steps/Services, and Update Log. Below the tabs, the user profile for David Kruse is shown, including email (davidkruse@noemail1234.com), enrollment status (Registrant), and customer type (Youth: Out-of-School). A list of assessment sections is visible on the left, including GOALS AND CURRENT SITUATION, SKILLS AND INTERESTS, EMPLOYMENT GOALS, EDUCATION LEVEL, EMPLOYMENT RELATED INFORM, BARRIERS TO EMPLOYMENT, DISABILITY BENEFITS ESTIMATOR, EMPLOYMENT 101, NOCTI RESULTS, OBSERVATIONAL EVALUATION, WORKSITE EVALUATION, EMERGENCY CONTACT, and OTHER CONSIDERATIONS. An 'ADD NEW ASSESSMENT' modal window is open, showing fields for Readiness, Employment, and Support Services. Below the modal, a table titled 'Assessments Not Available Through Illinois workNet' lists assessment results.

Assessment Name/Description	Edit/View Results	Assessment Date	Type	Category	Updated
TABE 11-12	750	6/15/2020	Basic Skills	Adult Basic Education-ABE	info@train10_siuccwd.com 6/15/2020
TABE 11-12	628	6/11/2020	Basic Skills	Adult Basic Education-ABE	info@train10_siuccwd.com 6/11/2020

Add Goal Statement

Goal Statement	Category	Short/Long Term	Plan Services	Status
Earn GED	Education/Training Plan	Short Term Goal	View	Not Started Edit
Gain Credential	Education/Training Plan	Short Term Goal	Add	Not Started Edit
Learn how to drive	Support Services	Long Term Goal	Add	Not Started Edit
Gain Full-time employment	Career Plan	Short Term Goal	View	Not Started Edit

- Not Started = This status is the default setting. The intermediary should update when the customer has started working towards this goal
- On Track = The customer is continuing to progress through the steps in this section of the plan at an acceptable rate.
- Off Track = The customer is not progressing through the steps in this section of the plan at an acceptable rate. (Coming soon enhancement - A notification is sent to the customer to let them know the plan has been set to off track and the intermediary would like to work with them to help them get back on track.)
- Complete = The intermediary has verified the customer has completed this section of the plan.

Build a Plan

Start adding planned services/steps for the customer to reach their goals.

1. Select **Add Step/Service** from a list of services selected by the agency to identify the planned services (for step 2). Once a step has been added to the planned services, a checkmark will show it was added. You can add a service more than one time.

ADD STEPS/SERVICES

Profile: Jennifer Philips

Email: jenniferphilips@noemail1234.com

Enrollment Status: Applicant

Customer Type: Customer Type is not set

See All

Sync With IWDS

Last Sync: N/A

Reset Password Send Message

1. Use Add Step/Service button to create a list of planned services
2. Incorporate the services into the plan by assigning it to a goal
3. If the customer has services populating from sources like IV...

Add Step/Service

ASSIGN STEP/SERVICE TO A GOAL OR SYNC STEPS

Step/Service	Note
No data available	

Showing 0 to 0 of 0 entries

STEPS FOR: PARTICIPATE IN APPRENTICESHIP ILLINOIS PROGRAM

ADD STEP/SERVICE

Category: All

Category	Service	Description	Action
Career	Development of an IEP	PRIL 1004, 1200, 1201, 1202: The Individual Employment Plan...	Add
Career	English Language Education	PRIL 1004, 1200, 1201, 1207: English-Language Acquisition...	Add
Supportive Services	Needs Related Payments	PRIL 1500: Needs-Related Payments provide financial assistan...	Add
Training	QIT - Private Sector	PRIL 1303-01 QIT is provided under a contract with an emplo...	Add
Supportive Services	Other Supportive Services	PRIL 1409: Other supportive services that are made availab...	Add
Training	Registered Apprenticeship Program (RAP):	PRIL 1303-09: Registered Apprenticeship Program (RAP):	Add
Training	Skill Upgrading and Retaining	PRIL 1303-02: A participant who already possesses occupat...	Add
Supportive Services	Support Service - Health Care	PRIL 1409: Services provided to a customer to permit him or ...	Add
Supportive Services	Support Service -	PRIL 1200: Supportive service which assists customers in mal...	Add

PLANNED SERVICES

Filter By Status Filter

Step/Service

Get permanent employer as part of this program. ✓

Explore jobs, required skill/credentials, and wage information. ✓

2. **Edit the planned services** (click the pencil) to identify the related goals, barriers the step addresses, step status, the service provider, dollar value of service, and more.
3. The service is added to the appropriate goal selected for the service.

Service/Step Level Information (Not Worksite Placements)

Status

All services include the related goal, status, start date, weekly hours, WIOA funded (depends upon co-enrollment), notes, and related barriers. A completion date is required if the status is complete.

Service Provider

Identify who is providing the service. The grantee will be the default provider. If the grantee is not providing the service, enter the provider information.

Dollar Value (not required)

Enter the dollar amount related to the service. For example, if transportation bus pass or gas card was provided, you can add it to this service.

Earned Credentials

If a credential is associated with the step or service it can be added manually or from the Credential Registry. Track credential attainment on this tab.

Get career/job planning guidance from your career advisor.

Services info for service other than work experience and referrals

Related Goal: Status:

Start Date:

Due Date:

Weekly Hours:

Notes:

Service addresses the following: [Show More Barriers](#)

Get career/job planning guidance from your career advisor.

Pick the initial service provider OR add a new one.

Catholic Bishop of Chicago - St. Sabina, 7825 S Racine ave., Chicago, IL, 60620

Other provider

Name:

Address:

City:

State:

ZipCode:

Dollar Value of this Service (Optional)

Dollar value:

Number of times offered at this cost:

[Save](#)

Dollar Value	Number of Times Service Was Offered at this Cost	Total Cost	Edit	Delete
12	12	144	✎	✖

Get skills and experience with community service.

[Add Credential Manually](#) [Add Credential From Credential Registry](#)

Search:

Name	Type	Source	Institution	Data Source
No data available in table				

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Service/Step Level Information (Worksite Placements)

Notes:

- Before you start entering worksite placements into the Career Plan, make sure that all employers and worksites have been identified in the worksite placement tool.
- Adding the customer to a worksite using the Career Plan will also populate the worksite placement tool. You do not need to do it in both places.
- Payroll is uploaded in worksite placement so that you can enter the information for the entire group.

Status

All services include the related goal, status, start date, weekly hours, WIOA funded (answer no for this project), notes, and related barriers. This type of service/step also includes worksite placement fields:

- Select **Add** to add the customer and enter the following information:
 - **Minimum wage** for placement based on your region and customer age/circumstance.

- **Hourly wage** will be prepopulated with the information that was entered with the job. You can change this for each customer. Hourly wage must be equal to or greater than minimum wage.
 - Enter the subsidized wage.
 - The **subsidized wage** should be no more than the minimum wage.
 - Customer only receive 90-days of subsidized wages regardless of the number of placements.
 - Start date begins the time limit for the subsidized wage of no more than 90-days. This is based on the customer and not on a particular placement.
 - Days in subsidized employment is listed with each placement.
 - Unsubsidized wage will automatically calculate by subtracting the subsidized wage from the hourly wage.
- Select the **type of position**.
 - Full-time.
 - Part-time.
- Select a **Status**.
 - Planned/Not Started – The subsidized wage 90-day time period will not begin with this status.
 - Started (Open) – The start date begins the time limit for the subsidized wage.
 - On Hold (inactive) – This status “pauses” the subsidized wage 90-day time period.
 - Terminated – This status “pauses” the subsidized wage 90-day time period.
- Enter in the Start/End Date.
- **Follow-up** is required at **30, 60, 90, 180, and 270 days**. The follow-up section will be available/activated once each of the timeframes have been met. When the customer reaches each of these milestones, review the information for accuracy, update the subsidized wage as needed, and select that you have verified employment.
 - **NOTE: A worksite evaluation is due with the 30-day review.** The other milestones do not require the evaluation, but you can choose to use the evaluation tool.
- When a customer is terminated from their position, complete the **Participant Employment Termination Report (PDF)**. Then upload the report to the customer’s progress page.
- When a customer is marked “Inactive” – the Inactive Date field becomes available.
 - The 90-day subsidized wage count-down clock stops. To resume, make the customer active [change Status to Started (Open)] and enter in the return date.

- If Inactive status is activated, a Status History will update to reflect inactivity. If a customer needs to become Inactive again, repeat the steps above to change the status and enter the dates.
- Days in subsidized employment – tracks from all positions entered in the career plan. i.e. if one job has 35 days and another has 13 days, the Days in Subsidized will show 48 days. The job with recent dates will have the most current count.
 - Entered and Exited Subsidized Employment dates are entered to track on what date a customer begins and ends subsidized employment. This also stops the clock if a customer leaves subsidized employment before the 90 days are over. The dates are added to the Status History section.

Service Provider

The grantee will be the default provider.

Dollar Value (not required)

Enter the dollar amount related to the service. Do not use this as payroll upload. Those costs should be added via payroll upload. A possible future enhancement could be to pull in payroll uploads into this section.