



IWRS Update Technical Memo 2024-001

[IWRS Update Technical Memo 2024-001.pdf \(illinoisworknet.com\)](#)

March 1, 2024

Introduction: The following updates to the Illinois Works Reporting System (IWRS) have been implemented and are now operational. Most of these improvements were the result of direct feedback and recommendations from the Illinois Works Pre-Apprenticeship Program (ILWPP) grantee network.

Technical Assistance: After reviewing the job aids and instructional tutorials in this memo, if you need additional assistance, reach out to your ILWPP Grant Manager. Your Grant Manager will refer you to the Illinois workNet Help Desk when necessary.

Update 1: Add upload feature to Intake that requires HS/GED to be uploaded.

Basis: The ILWPP has several eligibility requirements in order for an individual to participate in the program. By providing a mechanism for grantees to upload confirmation of high school graduation or equivalent, IWRS assists grantees in confirming Enrollment Verification and provides a quicker method of satisfying audit requirements.

Update instructions / job aid: [Illinois Works Instructions Intake \(illinoisworknet.com\)](#)

Update 2: Update wrap-around service assessment to remove apprenticeship application fees, mentoring, alumni networking and add digital literacy.

Basis: Following updates to the Grantee Manual that allow for greater support of participants during and after participation, the Wrap-Around Support Services Screening was updated to include Digital Literacy. Questions relating to Transition Support Services, Apprenticeship Application Fees, Mentoring, and Alumni Networking were removed.

Update instructions / job aid: [Illinois Works Instructions Intake \(illinoisworknet.com\)](#)

Update 3: Attendance change - replace entering weekly attendance with a single total hour entry per module and roster upload.

Basis: By reducing the amount of data entry while also providing an improved mechanism for uploading attendance rosters, this IWRS improves the quality of attendance information entered while reducing the time required to do so.

Update instructions / job aid: [IL Works - Services Report Instructions.pdf \(illinoisworknet.com\)](#) and page 11 of [Illinois Works Instructions Creating a Career Plan \(illinoisworknet.com\)](#)

Update Tutorial: [IL Works - Services Report - YouTube](#)

Update Tutorial: [IL Works - Cohort Details & Attendance Roster Uploads \(youtube.com\)](#)

Update 4: Total attendance hours required for each module are no longer entered by grantee staff, instead hours will be entered by ILW Grant Managers. Grantees should continue to enter planned training module start and end dates at the Cohort level rather than in individual participant profiles.

Basis: By reducing the amount of data entry while also improving the accuracy of required hours, grantees save time and increase Compliance efforts.

Update instructions / job aid: [Illinois Works Instructions Intake \(illinoisworknet.com\)](#)

Update Tutorial: [IL Works - Cohort Details & Attendance Roster Uploads \(youtube.com\)](#)

Update 5: Add the ability to enter and track Stipend payments to participants.

Basis: As a legislatively mandated support, stipends are essential to not only fully complying with program requirements, but also properly supporting participants during their pre-apprenticeship.

Update instructions / job aid: [Illinois Works Instructions Creating a Career Plan \(illinoisworknet.com\)](#)

Additional Resources: Additional information can be found on the ILWPP Partner Guide, including the instructions/job aids link on this memo as well as short tutorials. Access the Tutorials here: [Workforce and Education Partners Video Tutorials & Training Materials \(illinoisworknet.com\)](#)