



**CEJA ILLINOIS**

Climate & Equitable Jobs Act  
Workforce Programs



# Session 1: CEJA Reporting System Set Up

Illinois workNet® is sponsored by the Department of Commerce and Economic Opportunity. – June 11, 2024

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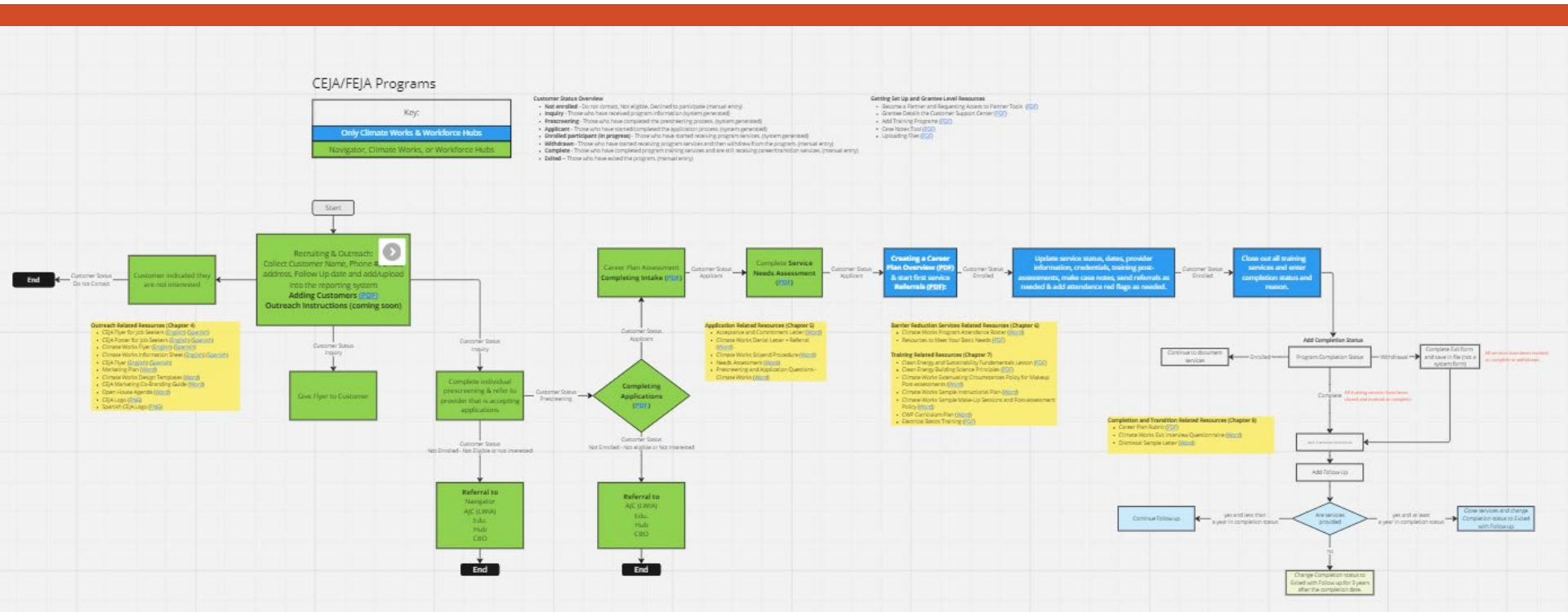
# ILLINOIS WORKNET

## CEJA REPORTING SYSTEM SET UP

- Presentation ● Reporting System Overview
- Enter Grant Information
- Enter Training Program
- Working Session ● Log into your account
- Access Provider Info/Grantee Details area
- Enter Training Program Information

# CEJA Reporting System Overview

The Navigator, Climate Works, and Workforce Hub programs use the CEJA Reporting System to report program data for outreach, intake, service delivery, outcomes, and follow-up.






## CEJA Reporting System Process Flow

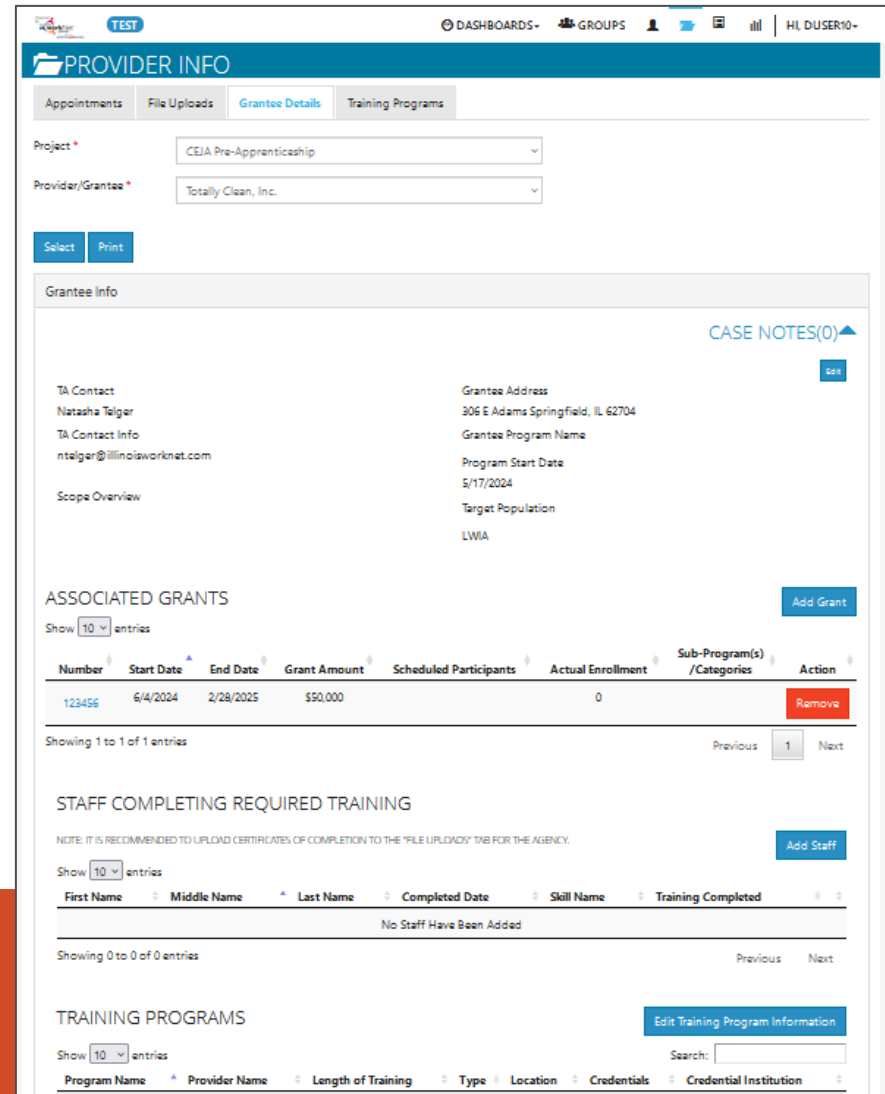
([https://miro.com/app/board/uXjVK9Hg4Sk=?share\\_link\\_id=969598929258](https://miro.com/app/board/uXjVK9Hg4Sk=?share_link_id=969598929258))

# CEJA Reporting System Grantee Details

The Climate Works and Workforce Hub Network programs use the Grantee Details to maintain grant information, training programs, worksites, services, and more.

-  Climate Works and Workforce Hub Grantees will enter grant-related information.
-  Regional Administrators will work with Climate Works and Workforce Hub Grantees to identify the services offered.
-  This tool is used to organize grant information, populate services in the career plan, share program-level documents, and create case notes at the program level.

Instructions: Grantee Details ([PDF](#))



TEST DASHBOARDS- GROUPS HL DUSER10

## PROVIDER INFO

Appointments File Uploads **Grantee Details** Training Programs

Project \* CEJA Pre-Apprenticeship

Provider/Grantee \* Totally Clean, Inc.

Select Print

### Grantee Info

CASE NOTES(0) [See](#)

TA Contact: Natasha Talger  
TA Contact Info: ntalger@illinoisworknet.com  
Scope Overview

Grantee Address: 306 E Adams Springfield, IL 62704  
Grantee Program Name  
Program Start Date: 5/17/2024  
Target Population: LWIA

### ASSOCIATED GRANTS

[Add Grant](#)

Show 10 entries

Number	Start Date	End Date	Grant Amount	Scheduled Participants	Actual Enrollment	Sub-Program(s) /Categories	Action
123456	6/4/2024	2/28/2025	\$50,000		0		<a href="#">Remove</a>

Showing 1 to 1 of 1 entries [Previous](#) 1 [Next](#)

### STAFF COMPLETING REQUIRED TRAINING

NOTE: IT IS RECOMMENDED TO UPLOAD CERTIFICATES OF COMPLETION TO THE 'FILE UPLOADS' TAB FOR THE AGENCY. [Add Staff](#)

Show 10 entries

First Name	Middle Name	Last Name	Completed Date	Skill Name	Training Completed
No Staff Have Been Added					

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

### TRAINING PROGRAMS


[Edit Training Program Information](#)


Show 10 entries Search:


Program Name	Provider Name	Length of Training	Type	Location	Credentials	Credential Institution
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# CEJA Reporting System Training Programs

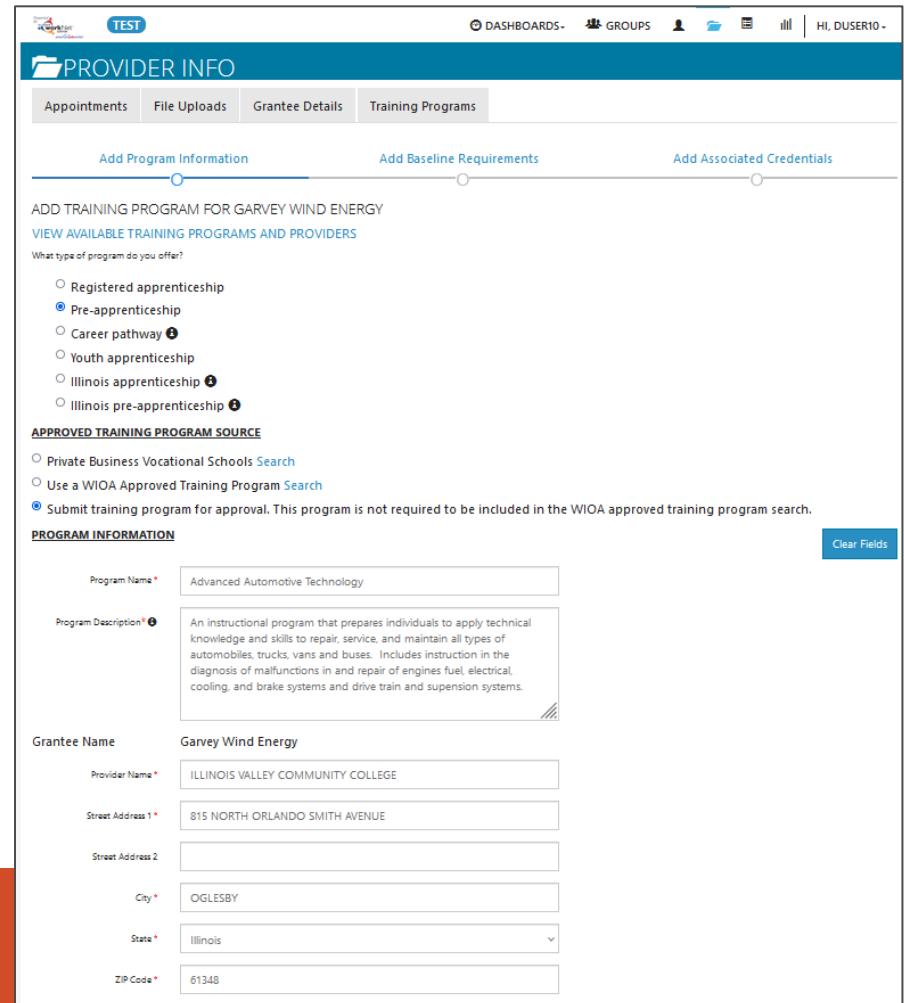
The Climate Works and Workforce Hub Network programs use the Grantee Details to maintain training program information.

 Climate Works and Workforce Hub Grantees will enter training program information.

 Regional Administrators will review and approve the training program and credential information.

 This tool is used to populate list to assist Navigators in making CEJA referrals. It is also used to populate provider and credential options in training services.

Instructions: Add Training Programs ([PDF](#))



The screenshot shows a web application interface for adding a training program. At the top, there's a navigation bar with 'TEST' and user information 'HI, DUSERIO'. Below that, a 'PROVIDER INFO' header is followed by tabs for 'Appointments', 'File Uploads', 'Grantee Details', and 'Training Programs'. A progress bar indicates the current step: 'Add Program Information'. The main content area is titled 'ADD TRAINING PROGRAM FOR GARVEY WIND ENERGY' and includes a link to 'VIEW AVAILABLE TRAINING PROGRAMS AND PROVIDERS'. A question asks 'What type of program do you offer?' with radio button options: Registered apprenticeship, Pre-apprenticeship (selected), Career pathway, Youth apprenticeship, Illinois apprenticeship, and Illinois pre-apprenticeship. Below this is the 'APPROVED TRAINING PROGRAM SOURCE' section with options: Private Business Vocational Schools Search, Use a WIOA Approved Training Program Search, and Submit training program for approval (selected). The 'PROGRAM INFORMATION' section contains several input fields: Program Name (Advanced Automotive Technology), Program Description (An instructional program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles, trucks, vans and buses. Includes instruction in the diagnosis of malfunctions in and repair of engines fuel, electrical, cooling, and brake systems and drive train and suspension systems.), Grantee Name (Garvey Wind Energy), Provider Name (ILLINOIS VALLEY COMMUNITY COLLEGE), Street Address 1 (815 NORTH ORLANDO SMITH AVENUE), Street Address 2, City (OGLESBY), State (Illinois), and ZIP Code (61348). A 'Clear Fields' button is located in the top right corner of the form area.

Announcements



College Changes Everything Campaign 2023

Join the 2023 College Changes Everything® (CCE) Campaign in Illinois! As college preparation and planning increases through the fall for the 2023-24 school year, be sure to check out the Illinois Student Assistance Commission (ISAC) and its partners' schedule of workshops of free college and financial aid planning for students and families. [Read more about the College Changes Everything® Campaign.](#)



Black Business Month 2023

August is Black Business Month and is a time to recognize the contributions of the 132,000+ black-owned businesses throughout Illinois. The Department of Commerce and Economic Opportunity (DCEO) will host a series of webinars "highlighting community leaders, organizations, and business enterprises through a campaign inviting Illinoisians to 'Shop Black-owned Business Saturdays.'" [Learn more about Black Business Month.](#)

[View More](#)

# Other Resources Partner Guides

## TOOLS, GUIDES, & INITIATIVES

### Global Partner Tools

Global tools are available to all Illinois workNet partners.

Illinois workNet (wN) partners include community-based organizations of many kinds that help individuals, employers or community partners achieve their career and workforce development goals. Illinois' organizations are encouraged and welcomed to the partnership. There are no costs to Illinois' partners to use the wN online tools.

<p><b>Assessments</b> Illinois workNet offers assessments that can be used as part of the career development process.</p>	<p><b>Employment 101</b> Determine and set your employment goals with the self-guided tools in Employment 101.</p>	<p><b>Create a Partner Account</b> Help individuals, employers, and other service organizations achieve their career, training, and employment goals by bec...</p>	<p><b>Customer Support Center</b> Customer Support Center tools allow a team of Illinois workNet partner staff to provide guidance to help customers reach...</p>
<p><b>Events Calendar</b> Find job fairs, webinars, workforce related events, and more that can help your business needs.</p>	<p><b>WIOA ePolicy Manual</b> The WIOA Works ePolicy app is an interactive manual where users can view the State Plans and policies for the workforce...</p>	<p><b>Outreach Materials</b> Illinois workNet makes outreach simple! Save time and money by using our outreach materials. These materials convey a pr...</p>	<p><b>Service Finder Administration</b> Illinois workNet service partners can add their organizations' service or referral information to the Service Finder Tool.</p>
<p><b>Success Stories</b> Share program and customer Workforce Innovation and Opportunity Act (WIOA) success stories. If you are part of a specia...</p>	<p><b>Virtual Job Fair (VJF) Guide</b> Edit, manage, and schedule Virtual job fair employer booths and live events so that you can help job seekers and employe...</p>	<p><b>Learning Center</b> Access professional development courses, tutorials and training opportunities of resources and tools in Illinois workNet...</p>	<p><b>Rapid Response and Trade</b> Access the IEBS tool. Rapid Response Marketing Materials &amp; Resources, Trade Forms, and the Trade Partner Guide.</p>

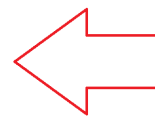
Partner Resources on Illinois workNet -  
<https://www.illinoisworknet.com/partners/Pages/default.aspx>

### Program Guides for Partners

These guides provide program related instructions/resources.

Please note these links are *not* intended as guidance for the general public.

<p>DHS Youth Partner Tools</p>	<p>IWTS Guide</p>	<p>CEJA - Climate Works</p>	<p>CEJA - Energy Transition Navigators</p>
<p>CEJA - Workforce Hubs</p>	<p>Illinois Employment Business System (IEBS)</p>	<p>WIOA Contract Reporting Guide</p>	<p>IPATS</p>
<p>ASETS</p>	<p>Apprenticeship</p>	<p>Notice of Funding</p>	





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# THANKS FOR VIEWING!

Next Session June 25 10:00-12:00

Illinois workNet Session 2: Outreach and Intake