



**CEJA ILLINOIS**

Climate & Equitable Jobs Act  
Workforce Programs



## Session 2: CEJA Reporting System Outreach & Intake

Illinois workNet<sup>®</sup> is sponsored by the Department of Commerce and Economic Opportunity. – June 25, 2024

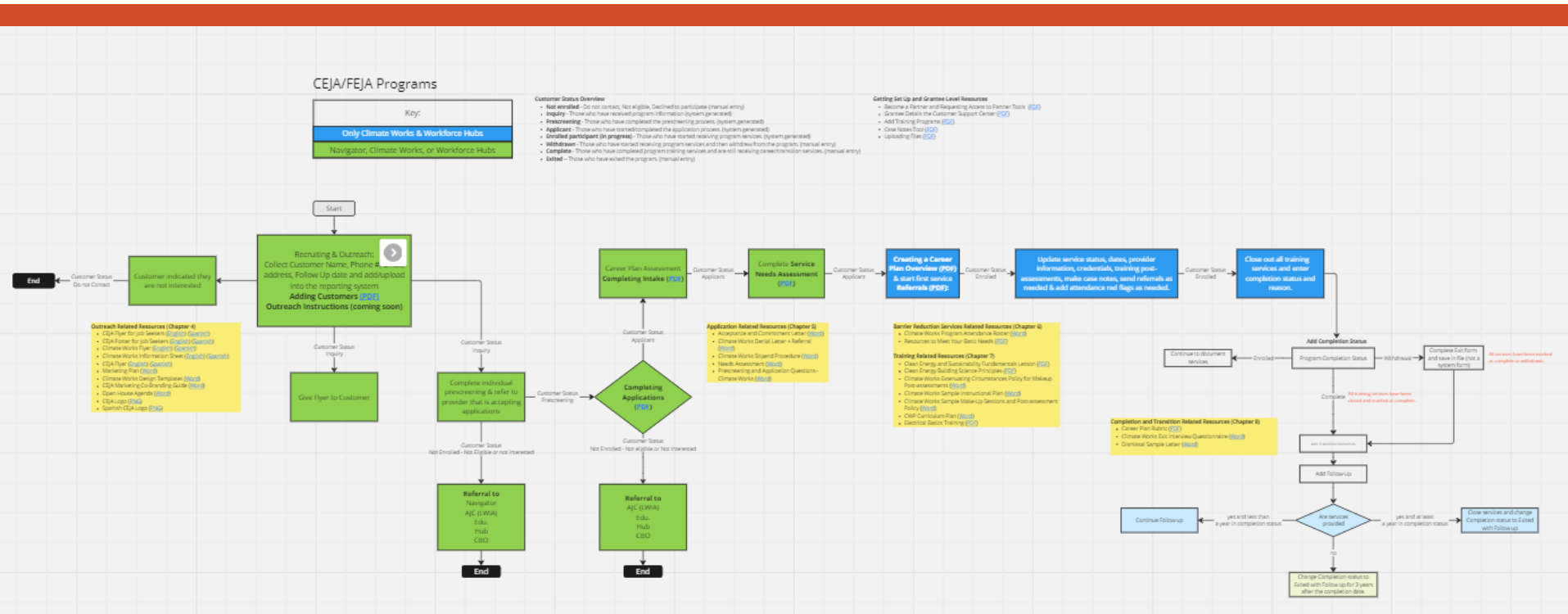
---

# CEJA REPORTING SYSTEM OUTREACH & INTAKE



# 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 Outreach & Partner Engagement

 Navigators, Climate Works and Workforce Hub Grantees enter outreach types.

 This tool is used to document the following outreach events.

**Cold Calls (phone, email, mailer):** Partner initiated communication with a job seeker or business who has never interacted with the partner.

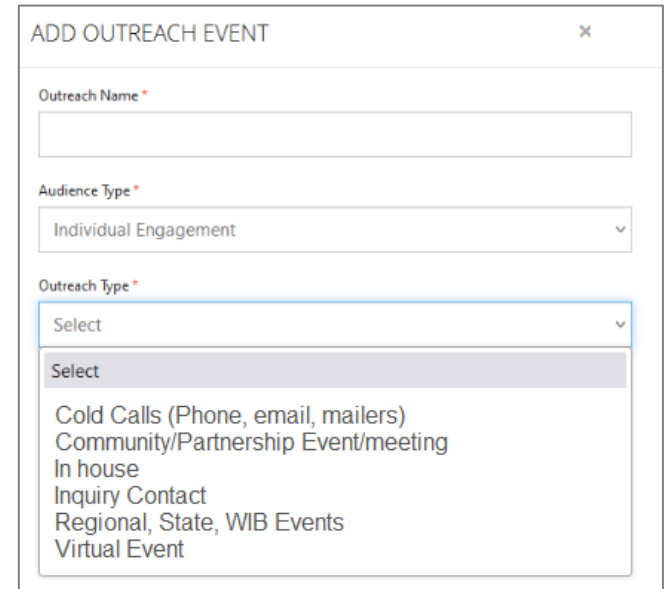
**Community Partnership Event/Meeting:** Active participation at an event or meeting organized or hosted by a community/membership organization. i.e. speaking at a Chamber of Commerce/industry association event or hosting a booth at a community event or job fair.

**In-House Event:** An event organized and hosted by your organization. i.e. open house for potential participants, hiring events for current participants, or community recognition events.

**Inquiry Contact:** Communication with a job seeker or business that initiated contact. i.e. job seeker reached out through your website, followed up after an event, or was referred through the CEJA program website. These contacts might also be referred from CEJA partners or administrators.

**Regional or State Workforce Board Events:** Active participation at an event sponsored by a regional or state workforce board.

**Virtual Event:** Organization or active participation in an online event. i.e. organizing a webinar with guest speakers or speaking at a webinar organized by another organization.



ADD OUTREACH EVENT

Outreach Name \*

Audience Type \*

Outreach Type \*

Select

Select

Cold Calls (Phone, email, mailers)

Community/Partnership Event/meeting


In house


Inquiry Contact

Regional, State, WIB Events


Virtual Event

# CEJA Reporting System **Add/Upload Inquiry Customers**


 Navigators, Climate Works, and Workforce Hub grantees enter customer information into the system to collect basic information that can be used for follow-up with those who may be interested in a CEJA program.

 There are two options for adding customers to the system.

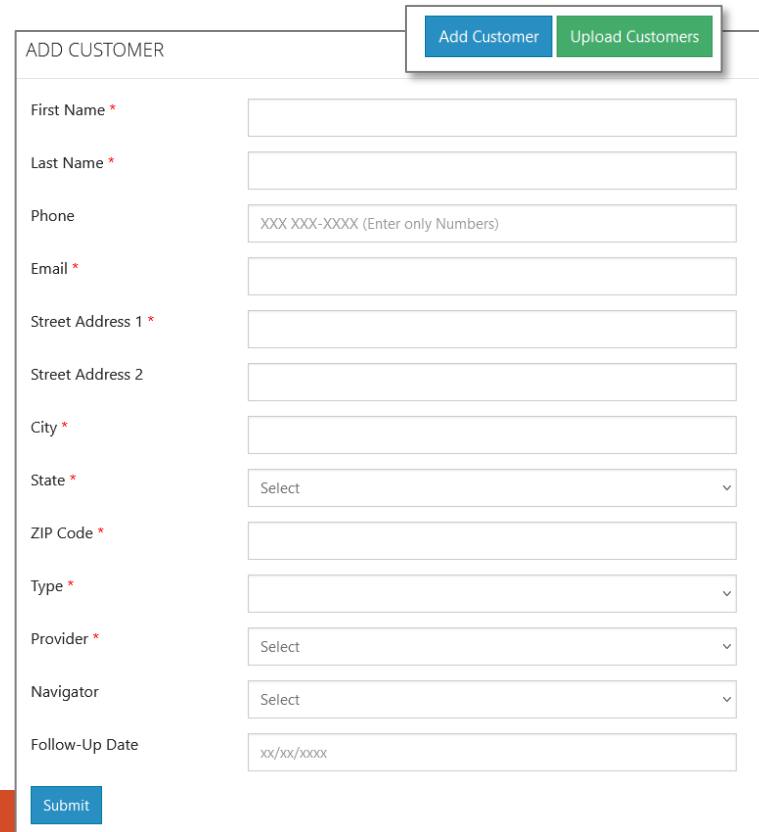
- Add individual customers directly into the system
- Upload one or more individuals at a time.

 **Information Collected**

- Name
- Phone
- Email
- Address (Street, City, State, ZIP Code)

 The customer type is inquiry. If they do not want to be contacted, mark them as do not contact.

Includes an option to set a follow-up date.



ADD CUSTOMER

[Add Customer](#) [Upload Customers](#)

First Name \*

Last Name \*

Phone

Email \*

Street Address 1 \*

Street Address 2

City \*

State \*

ZIP Code \*

Type \*

Provider \*


Navigator


Follow-Up Date


[Submit](#)

Instructions: Add Customers ([PDF](#))

# CEJA Reporting System **Prescreening**

 Navigators, Climate Works, and Workforce Hub grantees complete the CEJA prescreening with customers to help them identify programs for which they qualify, discuss program options, and refer/apply to a Climate Works or Workforce Hub grantee program.

 This tool is used to collect basic eligibility information and interest in the Clean Energy industry.

 This tool provides eligibility results for CEJA programs, a level of interest in the Clean Energy industry, a list of providers to discuss program options with customers, and a process for selecting a CEJA grantee for which to apply.

ADD PARTICIPANT PRE SCREENING

This person does not wish to be contacted.

Do you need any accommodations to complete this prescreening or application? (e.g. translation services, audio/visual accommodations, etc.) Yes  No

\*  
 First Name \*   
 Last Name \*   
 Phone   
 Email   
 Date of Birth \*

How did you hear about this program? \*  
 Email  Organization Website  Radio  
 Social Media  Nonprofit/Faith-based organization referral  TV  
 Family or Friends  Mailings  Other  
 American Job Center

Are you interested in working in construction or the building trades? Yes  No   
 \*  
 Are you interested in working in the clean energy field? There are Yes  No

Customer Pre-screening Results:

- Customer lives in an Environment Justice Community: **No**
- Customer lives in an R3 Area: **No**
- Customer has been incarcerated for a felony or misdemeanor: **Yes**
- Customer is currently in or has graduated from foster care: **Yes**
- Customer is a displaced energy worker:
- Customer has, is pursuing, or is interested in pursuing a high school diploma or equivalent:

Program Recommendation Review					
Program	Eligible	Local Availability	Desire Apprenticeship	Interest in Clean Jobs	Provider Description
Climate Works Pre-Apprenticeship	✘	✔	✔	✘	<a href="#">View List</a>
Workforce Hub	✔	✔	✔	✘	<a href="#">View List</a>


Program


Pre Screening Result \*


Provider


Instructions: Prescreening ([PDF](#))

# CEJA Reporting System **Application**

 Navigators, Climate Works, and Workforce Hub grantees complete the CEJA application with customers to apply to a Climate Works or Workforce Hub grantee program.

 After the prescreening, the system will check to see if the customer already has an Illinois workNet account. If they don't, the system will create an Illinois workNet account before completing the application.

 Information from the prescreening tool populates the application. Additional demographic information is collected in the application.

 The application includes a field for SSN. However, it is not required if the person does not have an SSN or if they don't have their card.

Instructions: Application ([PDF](#))

Demographic & Contact Information Eligibility

---

First Name \*

Last Name \*

Do you have an SSN? \*

Email \*

Confirm Email \*

Street Address 1 \*

Street Address 2

City \*

State \*

ZIP Code \*

Primary Phone \*

Primary Phone Type \*

Alternate Phone (Format: XXX-XXX-XXXX)

Alternate Phone Type

Date of Birth \*

What sex were you assigned at birth, on your birth certificate? \*

How do you currently describe yourself? \*

Other Term


Are you authorized to work in the US? \*  Yes  No


What racial or ethnic groups best describe you? \* *Select all that apply.*

American Indian or Alaskan Native

Asian

# CEJA Reporting System Career Assessment

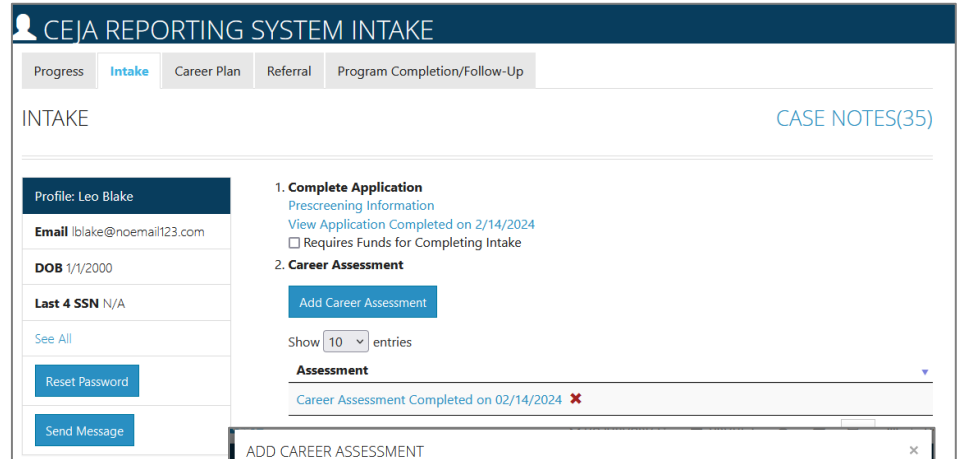
 Navigators, Climate Works, and Workforce Hub grantees complete the CEJA Career Assessment with customers.

 Collects current employer information, lifting/standing ability, primary/secondary career goals, and interest in various Clean Energy jobs.

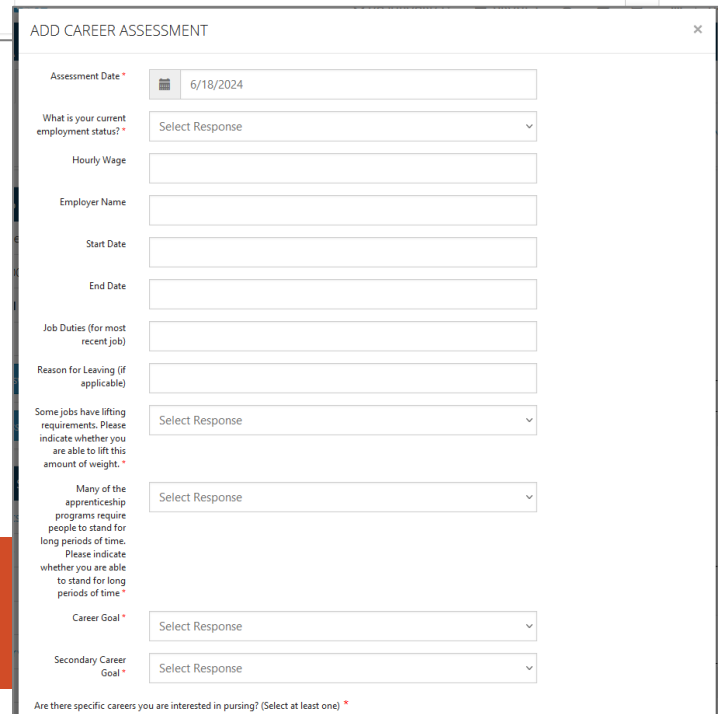
This information is used to have a conversation about careers that may be of interest to the customer.

Multiple Career Assessments can be saved for the customer.

Instructions: Career Assessment ([PDF](#))




The screenshot shows the 'CEJA REPORTING SYSTEM INTAKE' interface. At the top, there are navigation tabs: Progress, Intake (selected), Career Plan, Referral, and Program Completion/Follow-Up. Below the tabs, the user's profile information is displayed: Profile: Leo Blake, Email: lblake@noemail123.com, DOB: 1/1/2000, Last 4 SSN: N/A. There are buttons for 'See All', 'Reset Password', and 'Send Message'. The main content area shows two sections: '1. Complete Application' with a 'View Application Completed on 2/14/2024' link and a checkbox for 'Requires Funds for Completing Intake', and '2. Career Assessment' with an 'Add Career Assessment' button. Below this, there is a 'Show 10 entries' dropdown and an 'Assessment' section with a status 'Career Assessment Completed on 02/14/2024' and a red 'X' icon. A 'CASE NOTES(35)' link is visible in the top right corner.




The screenshot shows the 'ADD CAREER ASSESSMENT' form. It includes the following fields: 'Assessment Date' (calendar icon, 6/18/2024), 'What is your current employment status?' (dropdown menu, Select Response), 'Hourly Wage' (text input), 'Employer Name' (text input), 'Start Date' (text input), 'End Date' (text input), 'Job Duties (for most recent job)' (text input), 'Reason for Leaving (if applicable)' (text input), 'Some jobs have lifting requirements. Please indicate whether you are able to lift this amount of weight.' (dropdown menu, Select Response), 'Many of the apprenticeship programs require people to stand for long periods of time. Please indicate whether you are able to stand for long periods of time.' (dropdown menu, Select Response), 'Career Goal' (dropdown menu, Select Response), and 'Secondary Career Goal' (dropdown menu, Select Response). At the bottom, there is a question: 'Are there specific careers you are interested in pursuing? (Select at least one)'.



# CEJA Reporting System **Service Needs Assessment**

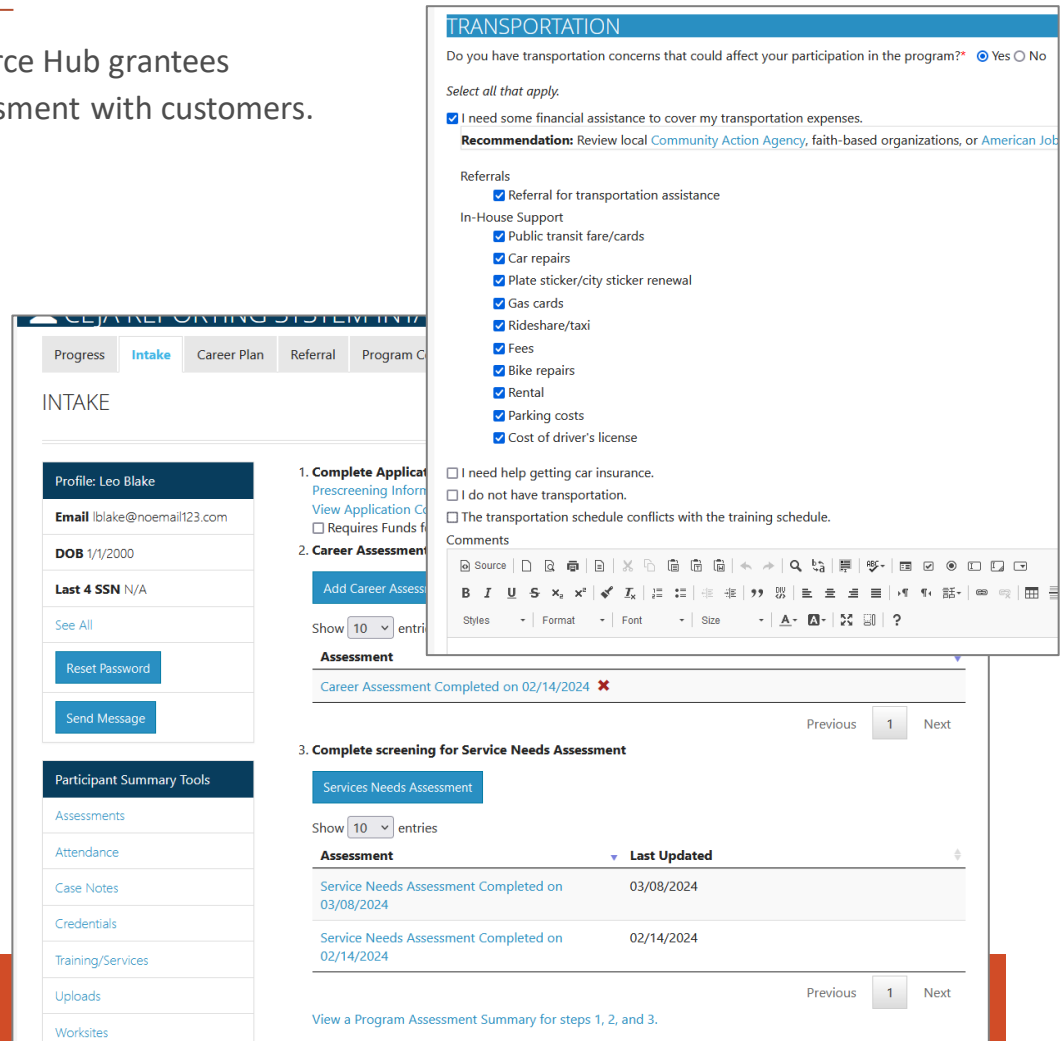
 Navigators, Climate Works, and Workforce Hub grantees complete the CEJA Service Needs Assessment with customers.

 Collects information about the customer's circumstances to help determine if they need support services or a referral to help them be successful in the program.

The results are used to create a list of needed referrals and services on the customer's progress page. Once those referrals or services are entered into the system, the customer changes from "needs attention" to "good".

Multiple Service Needs Assessments can be saved.

Instructions:  
Service Needs Assessment ([PDF](#))



The screenshot displays the CEJA Reporting System interface. The main navigation bar includes 'Progress', 'Intake', 'Career Plan', 'Referral', and 'Program C'. The 'Intake' section is active, showing a profile for Leo Blake with email lblake@noemail123.com, DOB 1/1/2000, and Last 4 SSN N/A. A 'Participant Summary Tools' sidebar lists 'Assessments', 'Attendance', 'Case Notes', 'Credentials', 'Training/Services', 'Uploads', and 'Worksites'. The 'Assessments' section shows a table of assessments:

Assessment	Last Updated
Service Needs Assessment Completed on 03/08/2024	03/08/2024
Service Needs Assessment Completed on 02/14/2024	02/14/2024

An inset window shows the 'TRANSPORTATION' assessment form. It asks 'Do you have transportation concerns that could affect your participation in the program?' with 'Yes' selected. The form includes a 'Recommendation' to review local Community Action Agency, faith-based organizations, or American Job Corps. It lists various transportation-related services with checkboxes, all of which are checked: Referral for transportation assistance, Public transit fare/cards, Car repairs, Plate sticker/city sticker renewal, Gas cards, Rideshare/taxi, Fees, Bike repairs, Rental, Parking costs, and Cost of driver's license. There are also checkboxes for 'I need help getting car insurance.', 'I do not have transportation.', and 'The transportation schedule conflicts with the training schedule.' A rich text editor is visible at the bottom of the form.

# CEJA Reporting System Intake Page

## Navigator View

The screenshot shows the 'Navigator View' of the CEJA Reporting System Intake page. The user profile is for Holly Atkinson. The page is divided into several sections: 1. Complete Application (Prescreening Information, View Application Completed on 12/11/2023, Requires Funds for Completing Intake checkbox), 2. Career Assessment (Add Career Assessment button, Show 10 entries, Assessment table with 'Career Assessment Completed on 12/11/2023' and a red error icon), 3. Complete screening for Service Needs Assessment (Services Needs Assessment button, Show 10 entries, Assessment table with 'Service Needs Assessment Completed on 12/11/2023'), and a 'View a Program Assessment Summary for steps 1, 2, and 3.' link. The left sidebar contains navigation links for Profile, Email, DOB, Last 4 SSN, See All, Reset Password, Send Message, Participant Summary Tools, Case Notes, Instructions/Resources, Intake Instructions, and Case File Organizer Sheets. The top navigation bar includes Progress, Intake, Career Plan, Referral, and Program Completion/Follow-Up. The page title is 'CEJA REPORTING SYSTEM INTAKE' and the sub-header is 'INTAKE CASE NOTES(6)'.

## Climate Works and Workforce Hub Grantees View

The screenshot shows the 'Climate Works and Workforce Hub Grantees View' of the CEJA Reporting System Intake page. The user profile is for Serena Valdez. The page is divided into several sections: 1. Complete Application (Prescreening Information, View Application Completed on 6/5/2024, Requires Funds for Completing Intake checkbox), 2. Career Assessment (Add Career Assessment button, Show 10 entries, Assessment table with 'Career Assessment Completed on 06/05/2024' and a red error icon), 3. Complete screening for Service Needs Assessment (Services Needs Assessment button, Show 10 entries, Assessment table with 'Service Needs Assessment Completed on 06/05/2024'), and a 'View a Program Assessment Summary for steps 1, 2, and 3.' link. The left sidebar contains navigation links for Profile, Email, DOB, Last 4 SSN, See All, Reset Password, Send Message, Participant Summary Tools, Assessments, Attendance, Case Notes, Credentials, Training/Services, Uploads, Workites, Instructions/Resources, Intake Instructions, and Case File Organizer Sheets. The top navigation bar includes Progress, Intake, Career Plan, Referral, and Program Completion/Follow-Up. The page title is 'CEJA REPORTING SYSTEM INTAKE' and the sub-header is 'INTAKE CASE NOTES(5)'.

Instructions: Intake Assessments (PDF)

Announcements



College Changes Everything Campaign 2023

Join the 2023 College Changes Everything® (CCE) Campaign in Illinois! As college preparation and planning increases throughout Illinois, the Department of Commerce and Economic Opportunity (DCEO) will host a series of webinars 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](#)

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.

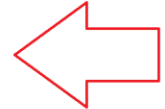
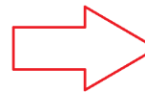
<p><b>Assessments</b> Illinois workNet offers assessments that can be used as part of the career development process.</p>	<p><b>Employment 101</b> Determine and set your employment goals with the self-guided tools in Employment 101.</p>	<p><b>Create a Partner Account</b> Help individuals, employers, 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 simpler! 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 IEBIS tool. Rapid Response Marketing Materials &amp; Resources, Trade Forms, and the Trade Partner Guide.</p>

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>	



# Other Resources Partner Guides

Partner Resources on Illinois workNet -

<https://www.illinoisworknet.com/partners/Pages/default.aspx>

---

# CEJA REPORTING SYSTEM DEMONSTRATION & NEXT STEPS

- Demonstration**
- Outreach & Partner Engagement
  - Add/Upload Inquiry Customers
  - Complete Prescreening and Application
  - Complete Career Assessment and Service Needs Assessment
- Next Steps**
- Review Work Plan Scenarios with CEJA Team
  - Set Up Test Grantee and Test Users
  - Provide Test System Access to Grantee
  - Update Partner Guide with Tutorials



---

# THANKS FOR VIEWING!

Next Session July 11 10:00-12:00

Illinois workNet Session 3: Career plan, Adding/Updating Services, Completion/Follow-up