



CEJA ILLINOIS

Climate & Equitable Jobs Act
Workforce Programs

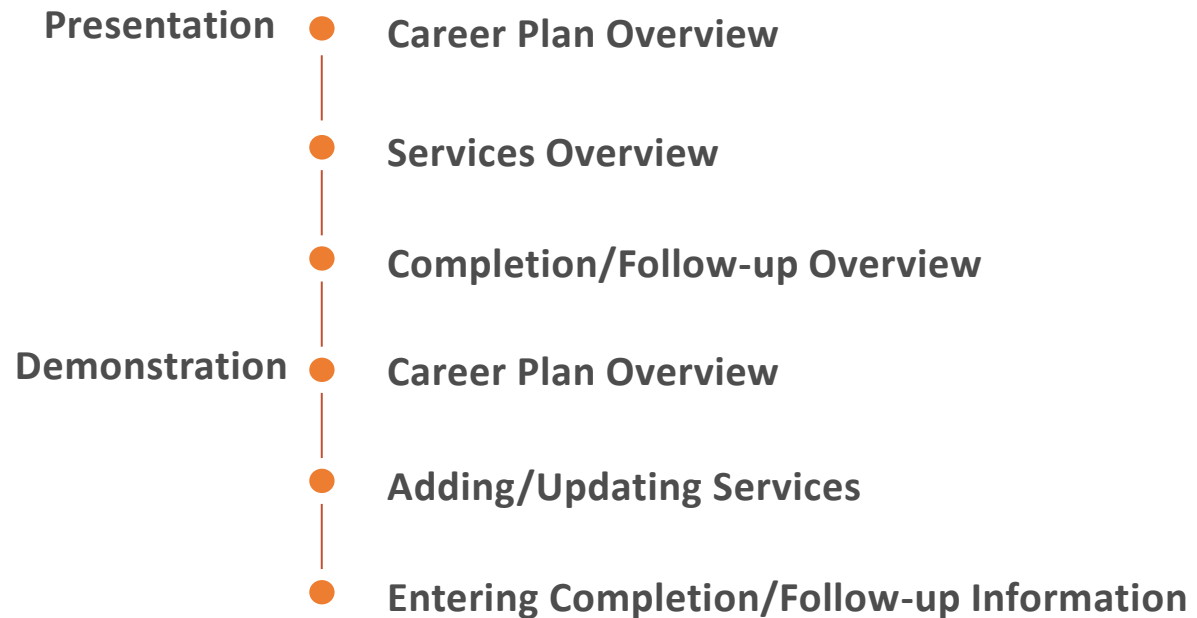


Session 3: Career plan, Adding/Updating Services, Completion/Follow-up

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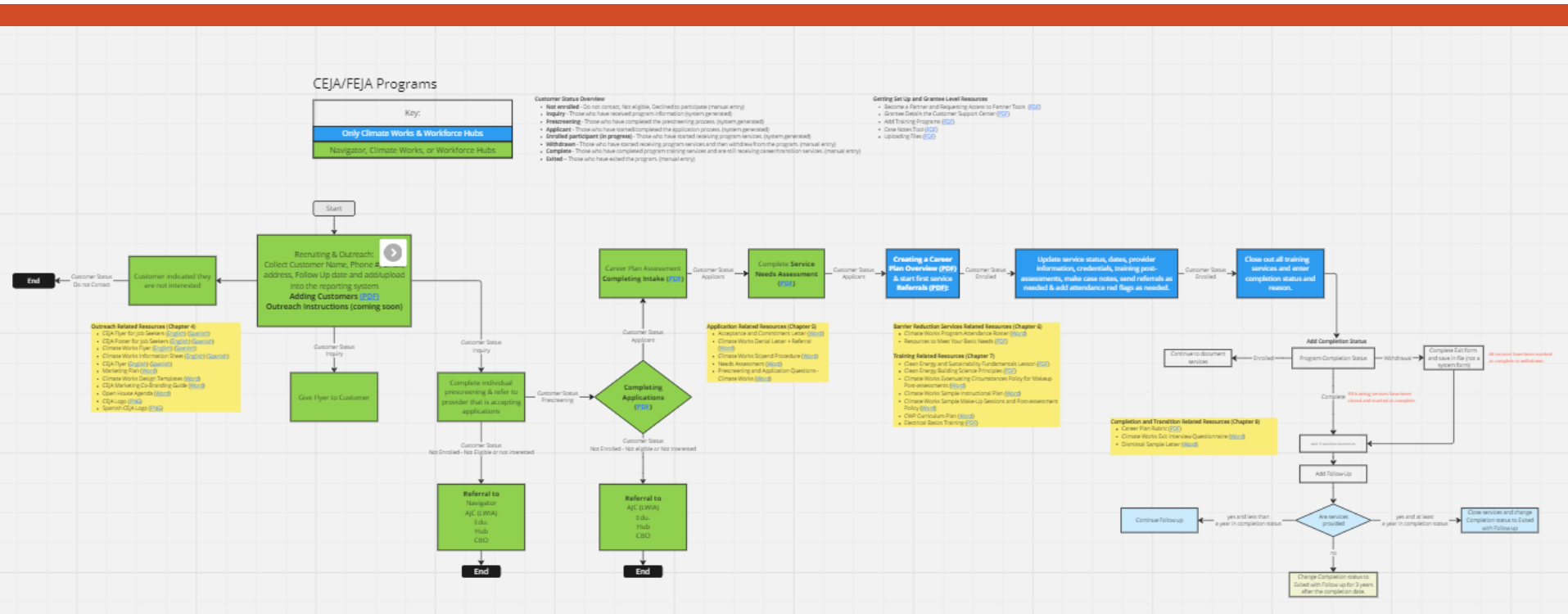
CEJA REPORTING SYSTEM

CAREER PLAN & COMPLETION/FOLLOW-UP



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)

CEJA Reporting System Career Plan Overview

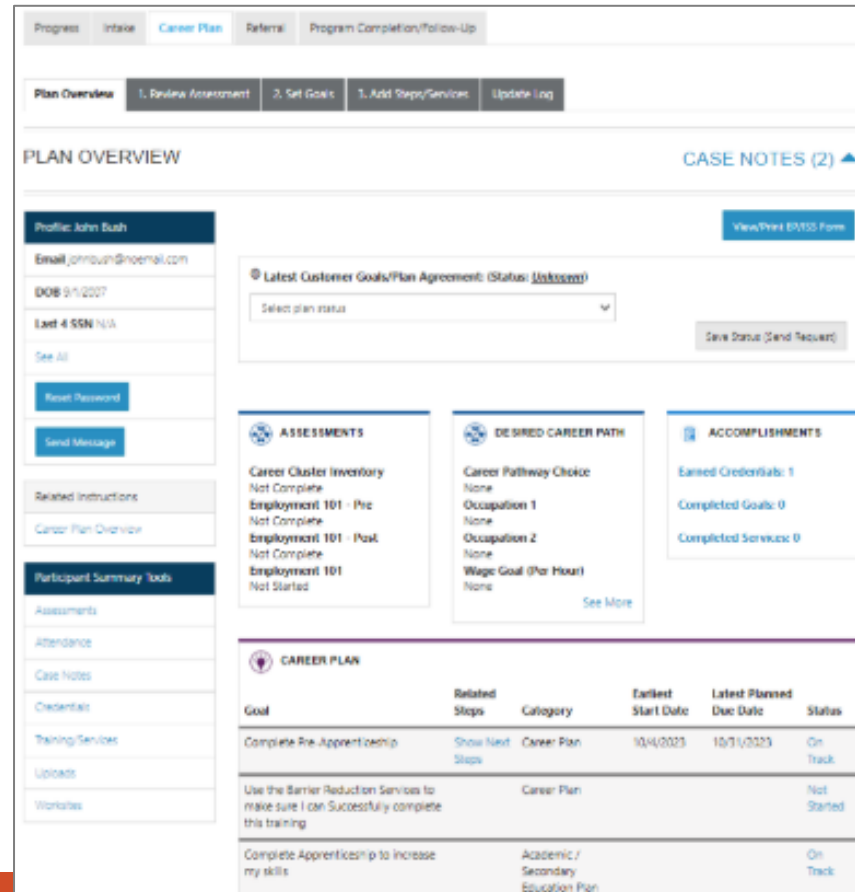
 Climate Works and Workforce Hub Grantees enter the Career Plan.

 The Career Plan tool is completed by staff working with customers to:

- Review assessment results.
- Create/update goals based on assessment results and conversations with the customer.
- Identify services needed to achieve those goals.
- Document service status and related information.
- Document credentials earned as a result of receiving the specific service.

 Career Plan information is used to populate the:

- CEJA Dashboard
- Customer's Progress tab
- Service & Service Cost Reports
- Future Monthly/Annual Reports



The screenshot displays the 'Career Plan Overview' interface. At the top, there are tabs for 'Progress', 'Intake', 'Career Plan', 'Referrals', and 'Program Completion/Follow-Up'. Below these are sub-tabs for 'Plan Overview', '1. Review Assessment', '2. Set Goals', '3. Add Steps/Services', and 'Update Log'. The main content area is titled 'PLAN OVERVIEW' and includes a 'CASE NOTES (2)' link. On the left, a profile card for 'John Bush' shows contact information and options to 'Reset Password' and 'Send Message'. Below this is a 'Participant Summary Tools' sidebar with links for 'Assessments', 'Attendance', 'Case Notes', 'Credentials', 'Training/Services', 'Updates', and 'Workshops'. The main content area features a 'Latest Customer Goals/Plan Agreement' section with a dropdown menu and a 'Save Status (Send Request)' button. Three summary cards are displayed: 'ASSESSMENTS' (listing 'Career Cluster Inventory', 'Employment 101 - Pre', 'Employment 101 - Post', and 'Employment 101'), 'DESIRED CAREER PATH' (listing 'Career Pathway Choice', 'Occupation 1', 'Occupation 2', and 'Wage Goal (Per Hour)'), and 'ACCOMPLISHMENTS' (listing 'Earned Credentials: 1', 'Completed Goals: 0', and 'Completed Services: 0'). At the bottom, a 'CAREER PLAN' table lists goals with columns for 'Goal', 'Related Steps', 'Category', 'Earliest Start Date', 'Latest Planned Due Date', and 'Status'.

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Complete Pre-Apprenticeship	Show Next Steps	Career Plan	10/4/2023	10/31/2023	On Track
Use the Barrier Reduction Services to make sure I can Successfully complete this training		Career Plan			Not Started
Complete Apprenticeship to increase my skills		Academic / Secondary Education Plan			On Track

CEJA Reporting System Career Plan Overview

There are three options for documenting the customer's Career Plan signature.

1. Physical signature – Upload signed document.
2. Electronic signature – Send electronic request.
3. Unable to collect signature

Staff view is a career plan builder view and includes:

- Plan Overview
- Review Assessments
- Set Goals
- Add Services
- Update Log

Customers have a view that includes the career plan overview sections laid out on various tabs and integrates other Illinois workNet resources.

The screenshot shows the 'Plan Goals and Steps' tab selected in a navigation bar. Below the navigation bar, the 'OVERVIEW' section is displayed. It includes a 'CUSTOMER GOALS/PLAN AGREEMENT' section with a 'Sync' button and a 'Download Career Plan' button. A status message indicates: 'Latest Status: You have Agreed to the electronic request from your career planner on Wednesday, December 16, 2020 at 10:52 AM'. Below this, the 'CAREER PLAN' section is shown as a table with columns for Goal, Steps, More Info, Earliest Start Date, Latest Planned Due Date, and Status.

Goal	Steps	More Info	Earliest Start Date	Latest Planned Due Date	Status
Get training to enhance your skills.	Show Next Steps		3/5/2019	4/14/2021	On Track
Get a job or work experience.	Show Next Steps		3/6/2019	2/28/2020	Not Started
Get support to reach your goals.	Show Next Steps				Not Started

CEJA Reporting System **Services Overview**

 Climate Works and Workforce Hub grantees enter and update service information.

 Types of services in the system:

- Training Services
- Wrap Around Services
- Student Support Services
- Transition Services

 The types of service templates collect information based on the type of services.

Training Tabs	Wrap Around Tabs	Student Support Tabs	Transition Tabs
<ul style="list-style-type: none">• Status• Service Provider• Post-assessment• Credentials <p><i>* Work-based Learning is a training service that uses a different template.</i></p>	<ul style="list-style-type: none">• Status• Service Provider• Dollar Value of Service	<ul style="list-style-type: none">• Status• Service Provider• Dollar Value of Service	<ul style="list-style-type: none">• Status• Service Provider• Dollar Value of Service

CEJA Reporting System **Services: Status Tab**



This is the first tab for each service which:

- Connects the service to a customer career plan goal.
- Documents the status.
- Documents planned start and completion date.
- Documents actual completion date.
- Documents average weekly hours the customer will need to spend completing the service.
- Other notes are optional and can be viewed by the customer

Status (Default) Service Provider Dollar Value of Service

[Career Plan](#) / [Add Activities/Services](#) / [Edit Customer Service](#)

EDIT CUSTOMER SERVICE

Profile: Freddy Hampton

Email
fhampton@noemail123.com

DOB 1/1/2000

Last 4 SSN N/A

[See All](#)

[Reset Password](#)

[Send Message](#)

Initial Career Assessment of Skill Levels and Other Needs

Total Subsidized days for all items: 0

Goal*

Planned Start Date*

Planned Completion Date*

Average weekly hours? *


Other Notes

Status*

Pick one

- Planned/Not Started (Scheduled)
- Started/Open
- Successful Completion
- Unsuccessful Completion
- Evaluated/Not Required

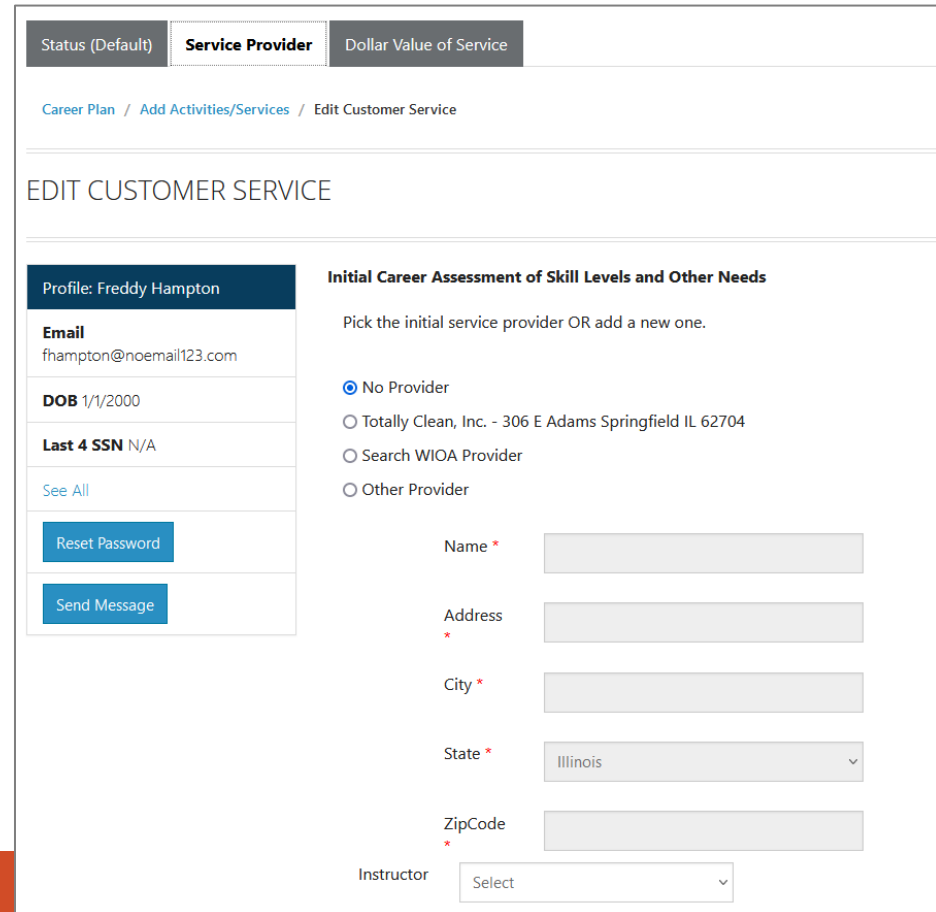
CEJA Reporting System **Services: Service Provider Tab**

 This is the second tab for each service which:

- Connects the service to a provider.
- Identifies an instructor (This feature is not used with the CEJA programs.)

Select a provider.

- No Provider is the default selection.
- The grantee is listed as an option to select.
- The providers associated with the grantee will be listed as options under the grantee. These providers come from the list of training providers entered into the grantee details section.
- Search a WIOA provider.
- Enter Other provider.



Status (Default) **Service Provider** Dollar Value of Service

Career Plan / Add Activities/Services / Edit Customer Service

EDIT CUSTOMER SERVICE

Profile: Freddy Hampton

Email
fhampton@noemail123.com

DOB 1/1/2000

Last 4 SSN N/A

[See All](#)

[Reset Password](#)

[Send Message](#)

Initial Career Assessment of Skill Levels and Other Needs

Pick the initial service provider OR add a new one.

No Provider

Totally Clean, Inc. - 306 E Adams Springfield IL 62704

Search WIOA Provider

Other Provider

Name *

Address *

City *

State *

ZipCode *

Instructor

CEJA Reporting System **Services: Dollar Value Tab**



This is the third tab for Wrap Around, Student Support, and Transition services which:

- Collect payment information.
- Creates an itemized list of payments related to that service. This information populates the Service Cost report.

Add Service Cost.

- Service Type and subtype
- Payment method
- Payment start date
- Cost
- Paid by
- Split payment
- Optional invoice and notes fields.

Status (Default) Service Provider **Dollar Value of Service**

Career Plan / Add Activities/Services / Edit Customer Service

EDIT CUSTOMER SERVICE

Profile: Freddy Hampton

Email
fhampton@noemail123.com

DOB 1/1/2000

Last 4 SSN N/A

[See All](#)

[Reset Password](#)

Initial Career Assessment of Skill Levels and Other Needs

[Add Service Cost](#)

Current Total: \$0

Current Service Costs

Search:

Payment Method	Service Description	Dollar Amount/Unit	Quantity	Total Cost	Payment Date	Updated By	Date Updated	Edit	Delete
No data available in table									

Previous Next

ADD/EDIT DOLLAR VALUE OF SERVICE

Service Type *

Service Subtype *

Payment Method *

Payment Start Date *

Individual Payment Cost *

Number of times offered at this cost *

This is a cost estimate * Yes No

Paid By *

Split Payment *

Invoice

Notes

[Cancel](#) [Save](#)

CEJA Reporting System **Services: Post-Assessment Tab**



This is the third tab for Training services which:

- Collect post-assessment information.
- Identifies passing %
- Creates a list of post-assessments related to that service.

Add Post-Assessment

- Name
- Score
- Date

Status (Default) Service Provider **Post-Assessments** Earned Credentials

[Career Plan](#) / [Add Activities/Services](#) / [Edit Customer Service](#)

EDIT CUSTOMER SERVICE

Profile: Freddy Hampton

Email fhampton@noemail123.com

DOB 1/1/2000

Last 4 SSN N/A

[See All](#)

[Reset Password](#)

[Send Message](#)

OSHA 10 - Short-term Prevocational Services

[Add Post-Assessment](#)

Passing %

Search:

Post-Assessment Name	Score	Date
Loading...		

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

[Add Case Note](#) [Update Customer Service](#)

CEJA Reporting System **Services: Credentials Tab**



This is the fourth tab for Training services which:

- Collect information about credentials earned by completing the service.
- Creates a list of credentials related to that service.

The screenshot shows the 'Earned Credentials' tab in the CEJA Reporting System. At the top, there are navigation tabs: 'Status (Default)', 'Service Provider', 'Post-Assessments', and 'Earned Credentials'. Below the tabs is a breadcrumb trail: 'Career Plan / Add Activities/Services / Edit Customer Service'. The main heading is 'EDIT CUSTOMER SERVICE'. On the left, a profile card for 'Freddy Hampton' displays his email 'fhampton@noemail123.com' and date of birth '1/1/2000'. The main content area is titled 'OSHA 10 - Short-term Prevocational Services' and lists 'CEJA Credentials' with four radio button options: 'OSHA 10-Hour Certification', 'First Aid/CPR Certification', 'NCCER Core Certification', and 'TradesFutures MC3 Certification'. A blue button labeled 'Add Credential Manually' is positioned below the list. At the bottom, there is a search bar and a table with columns: 'Name', 'Type', 'Source', 'Institution', and 'Data Source'. The table currently shows 'No data available in table' and a footer indicates 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' navigation links.

The screenshot shows the 'ADD/EDIT CREDENTIAL' form. The form fields are as follows:

- Name ***: OSHA 10-Hour Certification
- Credential Source ***: Select
- Date Attained ***: Please enter date format as MM/DD/YYYY
- Credential Type ***: Certification
- Institution ***: Occupational Safety and Health Administration (OSHA)
- Description ***: OSHA 10-Hour Certification provides basic safety and health information to entry-level workers in the general construction industry. It includes the following: serious workplace hazards, workers' rights, employer responsibilities, and how to file an OSHA complaint.

At the bottom of the form are 'Cancel' and 'Save' buttons.

CEJA Reporting System **Services: Work-based Learning**



Work-based Learning is a Training service but has a different template

- Status is different from the other services.
- Service provider – Same as the other services
- Tabs that don't need to be used for this program include: Dollar Value, Attendance, Post-Assessment, Earned Credentials

The work-based learning connects with the worksite placement module. You do not need to enter worksites before adding the service to the career plan. If there are no worksites or you need to add a worksite, there is a link to worksite placement to enter the information.

Status (Default) | Service Provider | Dollar Value of Service | Attendance | Post-Assessments | Earned Credentials

[Career Plan](#) / [Add Activities/Services](#) / [Edit Customer Service](#)

EDIT CUSTOMER SERVICE

Profile: Freddy Hampton

Email: fhampton@noemail123.com

DOB: 1/1/2000

Last 4 SSN: N/A

[See All](#)

[Reset Password](#)

[Send Message](#)

Work-based Learning

Add this customer to a worksite. If you do not have any worksites listed, add the employer/worksite in [worksite placement](#). Once added, they will be available in the Career Plan.

Total Subsidized days for all items: 0

Goal*

Show entries

	Employer	Worksite	Job	Total Number of Openings
Add	Solar Energy Inc	Solar Energy Inc	Solar Photovoltaic Installers	15

Showing 1 to 1 of 1 entries Previous Next

CEJA Reporting System **Services: Work-based Learning**



Work-based learning status tab continued.

- Select to add the worksite placement from the list.
- The worksite information populates the fields below the list.
- Required fields for this program
- Wage - If the worksite was entered with 0 for the wage, it populates wage fields with 0.
- Position type (part-time, full-time)
- Status
- Start/end dates
- Average weekly hours

Employer	Worksite	Job	Total Number of Openings
Add	Solar Energy Inc	Solar Energy Inc	Solar Photovoltaic Installers 15


Showing 1 to 1 of 1 entries Previous 1 Next

[Clear Job Form](#)

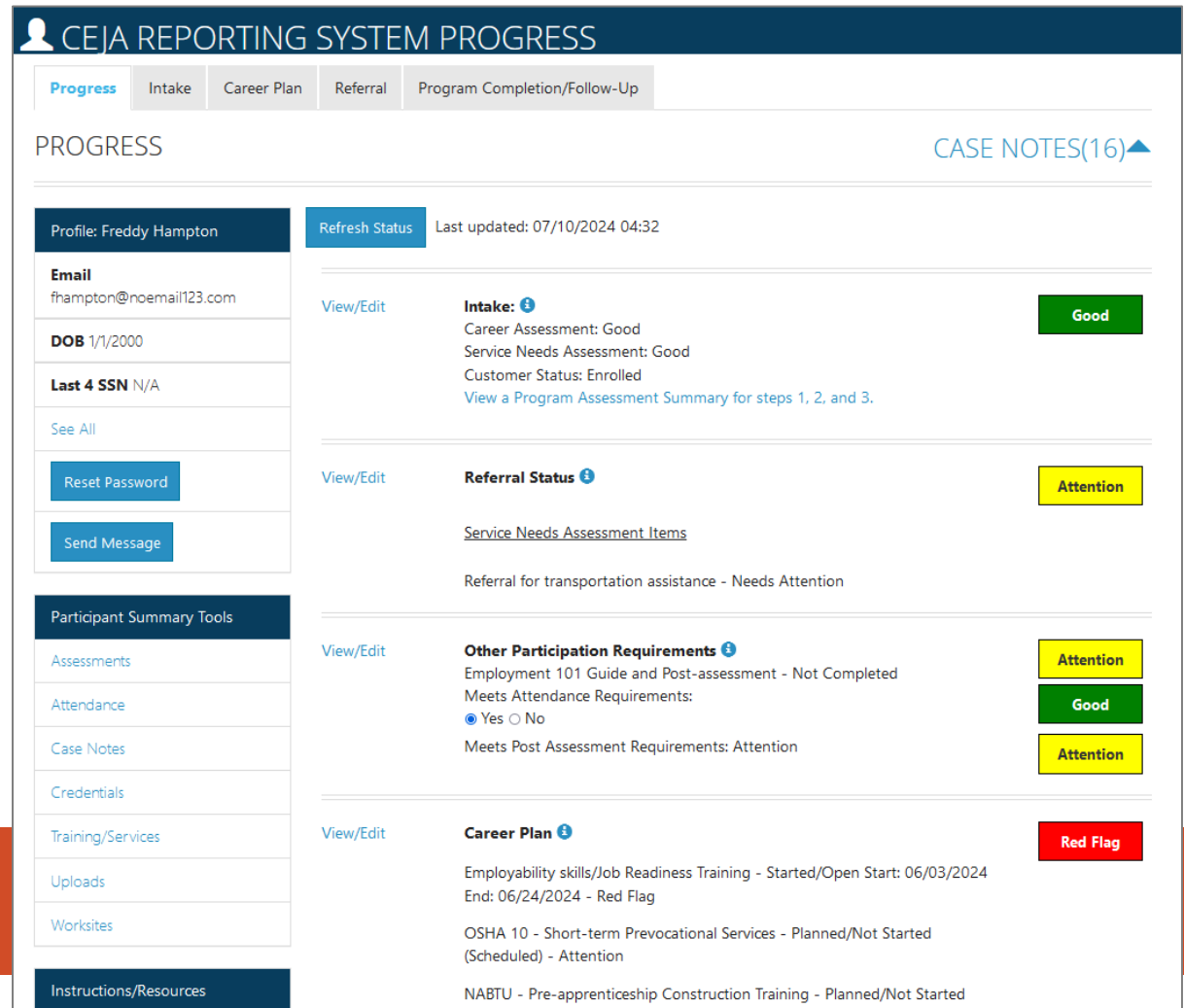
Job Title	Employer
Solar Photovoltaic Installers	Solar Energy Inc
Employment Type	Worksite
Work-Based Learning	Solar Energy Inc
Minimum Wage for Placement *	Start Date *
0	xx/xx/yyyy
Hourly Wage for Placement *	Planned Due Date *
0	
Subsidized Wage or Training Wage Match *	End Date
0	xx/xx/yyyy
Unsubsidized/Employers Wage Match *	Inactive Date
0.00	
Position Type *	Return Date
Select	
Status *	Subsidized Start Date
Planned/Not Started	
	Subsidized End Date

CEJA Reporting System **Services & Attendance Flags**

 Navigators, Climate Works and Workforce Hub Grantees enter access the customer's Progress tab.

 The Progress tab provides a high-level overview of:

- Intake
- Referrals
- Other Participant Requirements
- Career Plan Services
- Service Needs Assessment Results/Status
- Credentials
- Program Completion Information




The screenshot displays the 'CEJA REPORTING SYSTEM PROGRESS' interface. At the top, there are navigation tabs: 'Progress' (selected), 'Intake', 'Career Plan', 'Referral', and 'Program Completion/Follow-Up'. The main heading is 'PROGRESS' with a link for 'CASE NOTES(16)▲'. Below this, a profile card for 'Freddy Hampton' is shown, including fields for 'Email' (fhampton@noemail123.com), 'DOB' (1/1/2000), and 'Last 4 SSN' (N/A). There are buttons for 'Reset Password' and 'Send Message'. To the right of the profile card, a 'Refresh Status' button indicates the last update on 07/10/2024 at 04:32. The main content area lists several assessment categories with their respective status flags:

- Intake:** Career Assessment: Good, Service Needs Assessment: Good, Customer Status: Enrolled. Flag: **Good** (green).
- Referral Status:** Service Needs Assessment Items: Referral for transportation assistance - Needs Attention. Flag: **Attention** (yellow).
- Other Participation Requirements:** Employment 101 Guide and Post-assessment - Not Completed. Meets Attendance Requirements: Yes No. Meets Post Assessment Requirements: Attention. Flag: **Attention** (yellow).
- Career Plan:** Employability skills/Job Readiness Training - Started/Open Start: 06/03/2024. End: 06/24/2024 - Red Flag. OSHA 10 - Short-term Prevocational Services - Planned/Not Started (Scheduled) - Attention. NABTU - Pre-apprenticeship Construction Training - Planned/Not Started. Flag: **Red Flag** (red).

On the left side of the interface, there is a 'Participant Summary Tools' menu with links for 'Assessments', 'Attendance', 'Case Notes', 'Credentials', 'Training/Services', 'Uploads', and 'Worksites'. At the bottom, there is a link for 'Instructions/Resources'.

CEJA Reporting System **Completion/Follow-up**


 Climate Works and Workforce Hub Grantees enter Completion/Follow-up information.

 The section collects:

- Completion Status
- Transition Outcomes
- Follow-up Case Notes
- Earned Credentials
- Success Stories

When applicable:

- Employer information
- Post-secondary information
- Apprenticeship Information



The screenshot displays the 'Program Completion/Follow-Up' section of the CEJA Reporting System. At the top, a navigation bar includes tabs for 'Progress', 'Intake', 'Career Plan', 'Referral', and 'Program Completion/Follow-Up'. The main heading is 'FOLLOW-UP' with a link for 'CASE NOTES(5)'. The participant's profile is shown as 'Alessandro Klein' with an email 'aklein@noemail123.com', DOB '1/1/2000', and 'Last 4 SSN N/A'. Action buttons include 'Add Completion Status', 'Add Transition Outcomes', 'Reset Password', and 'Send Message'. The 'Program Completion Status' is 'Complete - 7/8/2024', and a note states 'No Transition Outcome entered yet.'. A list of follow-up categories is provided: 'Follow-Up Case Notes', 'Employer', 'Post-Secondary', 'Apprenticeship', 'Earned Credentials', and 'Success Stories'. A 'Participant Summary Tools' section with an 'Assessments' link is also visible.

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](#)

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.

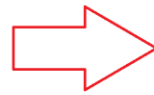
<p>Assessments Illinois workNet offers assessments that can be used as part of the career development process.</p>	<p>Employment 101 Determine and set your employment goals with the self-guided tools in Employment 101.</p>	<p>Create a Partner Account Help individuals, employers, and other service organizations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



THANKS FOR VIEWING!