

# Creating a IWRS Data Plan

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# 10/02/2023

# Agenda

- > Introduction
- Enrollment Process
- > Trainings/Services
- Completions
- Area of Focus

# Tell me about yourself

- Name
- Organization
- > Title
- What you hope to learn during this session



### **Enrollment Process**

- Pre-Screening
- Application
- Interview Questionnaire Overall Score
- Assigned Customer to Cohort
- Add Wrap-Around Service
- Add 1st Career Assessment
- Check Mark "I have provided the customer with features and how to access their career plan".





# **Pre-Screening & Application**

### Application Process Overview

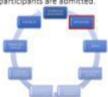
The Illinois Works (ILW) participant application process, carried out by the Outreach and Recruitment Coordinator (ORC) is designed to enroll participants who are able and ready to make a career in the construction trades. The ILW application process builds off the pre-screen assessment conducted during the Outreach & Recruitment stage of the Pre-apprentice Life Cycle. Once a participant lead is determined to be a "hot lead," they can begin the application process.

The first step is a formal application completed by the participant in partnership with a member of the intake staff. Once the grantee determines the applicant should move on in the process, the applicant then must participate in a standardized interview in which two grantee staff members will score the applicant's interview answers. Based on the application and interview, the grantee will make an enrollment decision.

This multi-stepped process is intentionally rigorous for two reasons which are rooted in the ILW values.

The first is related to making an impact through outcomes. The primary outcome measure of ILW, and in turn the ILW Provider Network, is to transition participants into DOL registered apprenticeship programs (RAPs). Reaching those metrics begins with recruiting 68 and enrolling individuals who are driven to pursue apprenticeships upon graduating the program. Enrolling an applicant who is unsure if construction is the correct path for them, could mean not offering a space to another candidate who is passionate about joining a trade. These decisions can limit the impact the program in the ultimate ILW goal of diversifying the construction trades in Illinois.

The <u>second</u> is related to **building a community of collaboration** by honoring the dedication and commitment of participants. Grantees are offering an opportunity that will have a generational impact on all participants. As a result, participants who choose to enroll in this program and are seeking a career path in the construction trades must be surrounded by others who have the same drive. Great programs and participants can be stunted when uncommitted and disengaged participants are admitted.



Applicant Name:

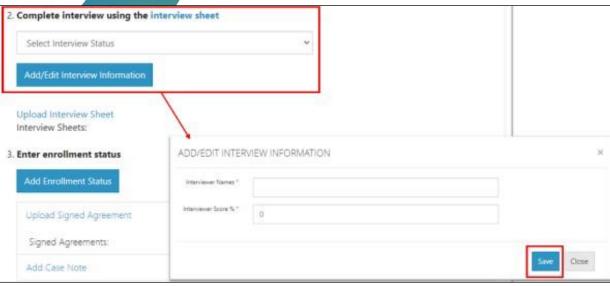
Email address & Phone Number:

Today's Date:

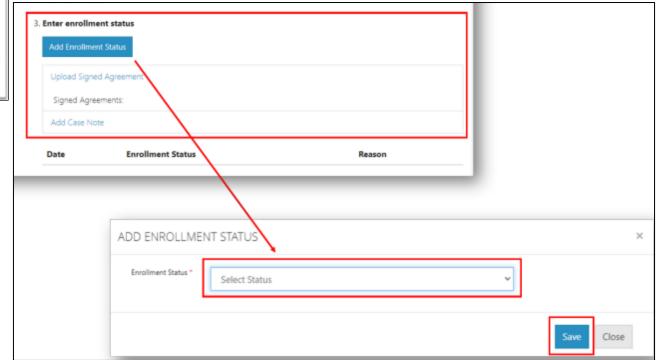
- Keep Hard Copies
- Create a File



# cerview Questionnaire Scores & Assigned Cohort

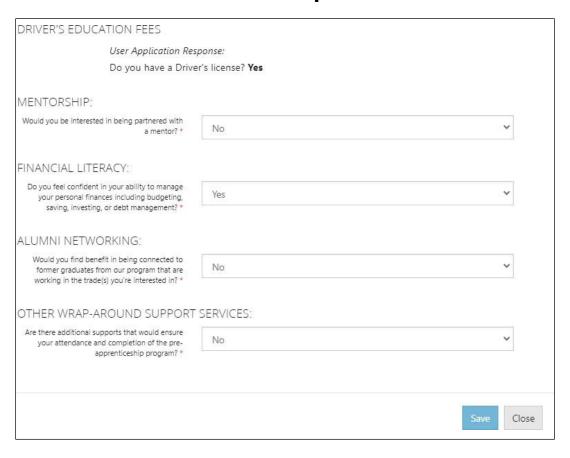


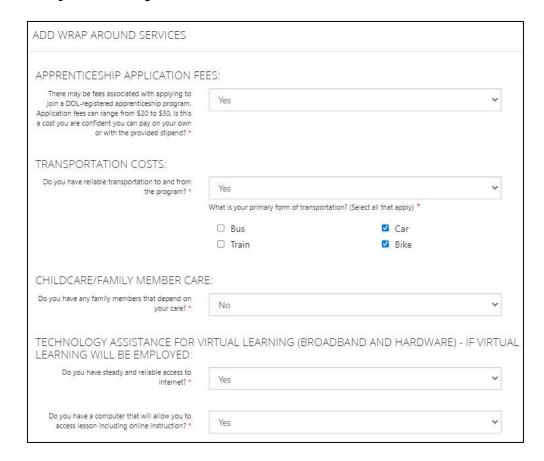
The test score will come both interviewers averaged.



# Wrap-Around Assessment

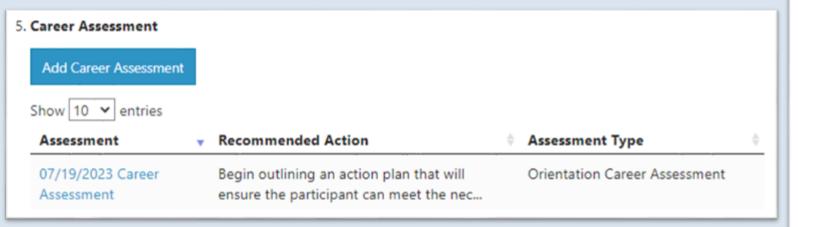
### Help determine if the customer requires any services.





# **Orientation Career Assessment**

 A way to learn more about the customer interest in construction





### Career Assessment - Orientation

### Instructions:

This form will be utilized to create your personalized career plan while you're enrolled in the Illinois Works Pre-apprenticeship program. You will have the opportunity to complete another career assessment near the end of the program.

Date:
Participant Name:
Job Readiness
Do you have an up-to-date resume? □ Yes □ No
Do you have experience taking part in job interviews?    Yes No
Will you be readily available to transition to a DOL-registered apprenticeship program immediately after program completion? $\ \square$ Yes $\ \square$ No
If no, when do you plan to transition? (i.e. within 3 months, 6 months, 1 year, more than 1 year or other).
□ 1-3 months □ 3-6 months □ 6 months − 1 year □ 1 year + □ Other:

### What is the primary goal for your career? (Select one)

DOL-registered apprenticeship - union	Advanced construction training/educatio (including college)
DOL-registered apprenticeship - non-union	Non-construction training/education
Construction employment (outside DOL registered apprenticeship)	Start construction business
Non-construction Employment	Start non-construction business
Non-construction apprenticeship	Other:

# Last Step for Enrollment

### 6. Use Customer's Training & Services/Career Plan to:

### 1. Use Customer's Career Plan to:

- 1. Discuss initial application responses saved in the career plan and add a summary to the plan.
- Discuss goals based on the customer's current situation and where they want to be. Add goals to the plan.
- Discuss steps/services that can help them reach their goals. Add the steps/services and related information to the plan.
- Make sure the customer agrees to the plan. If not, make adjustments so they are on-board with the plan.
- Have the customer sign the plan either electronically (paper copy is not needed) or physically (paper copy is needed).

### 2. Make sure the customer knows how to view their plan online through their Illinois workNet account.

- They should know the plan is a communication tool and they should review and ask for any adjustments to the plan.
- 2. Let them know they may be asked to electronically sign the career plan if changes are made.
- 3. Let them know they can see a history of updates to their plan
- Let them know there are other resources in the plan that can help them update their resume and find a job.

### 3. Update the plan as needed

- 1. Add case notes.
- 2. Update steps/services as they are started, updated, and completed.
- 3. Have the customer electronically sign their career plan as needed.
- ✓ I have provided the customer with features and how to access their career plan. 7/27/2023 1:38 PM by bjones@bethelfacility.org





### May 2023 (Sample Program Calendar)

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
Orientation	Basic Safety	Basic Safety	Basic Safety	
8	9	10	11	12
Hand Tools	Hands Tools	Hand Tools	Test Taking Skills	-Tutoring -Re-testing -Make Up Session
15	16	17	18	19
Power Tools	Power Tools	Power Tools	Review/Test Day	
22	23	24	25	26
Construction Drawing	Construction Drawing	Construction Drawing	Basic Rigging	-Tutoring -Re-testing -Make Up Session
29	30	31	June 1st	
Basic Rigging	Review/Test Day	OSHA 10	OSHA 10	



# Step by Step Trainings/Services

**STATUS** 

SERVICE PROVIDER

ATTENDANCE

POST-ASSESSMENT

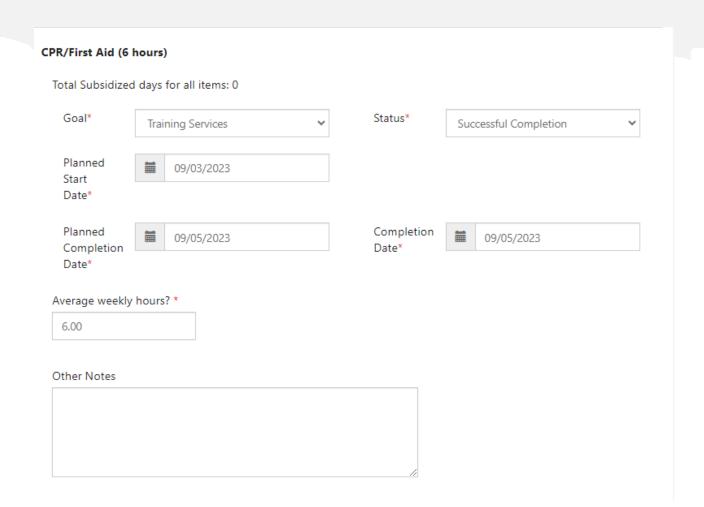
EARNED CREDENTIALS

Creating a IWRS Data Plan 12

# **Status**

### Always click on:

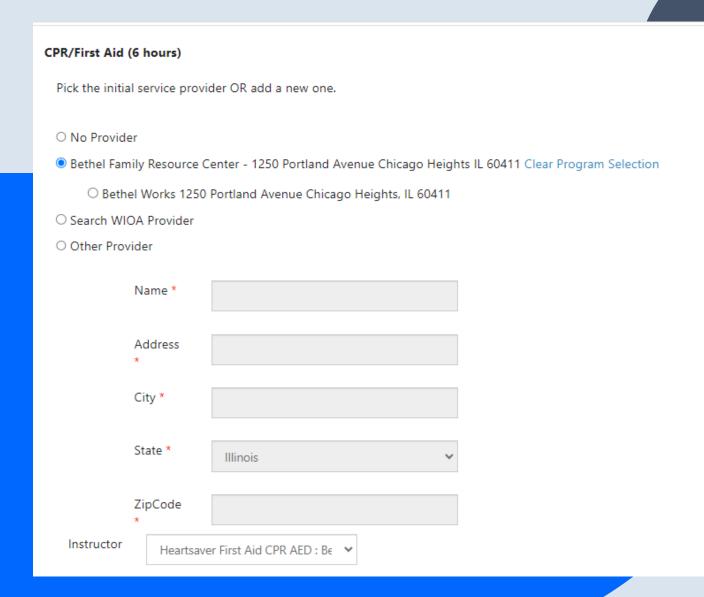
Update Customer Service



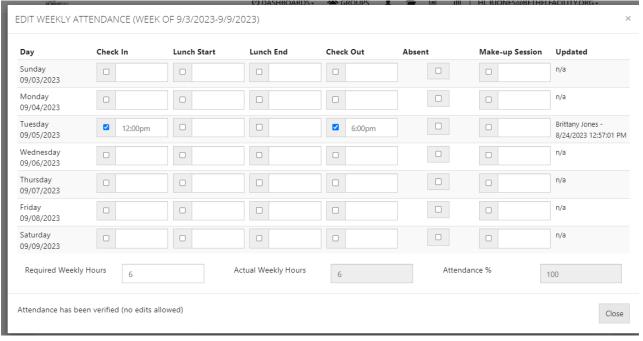
# Service Provider

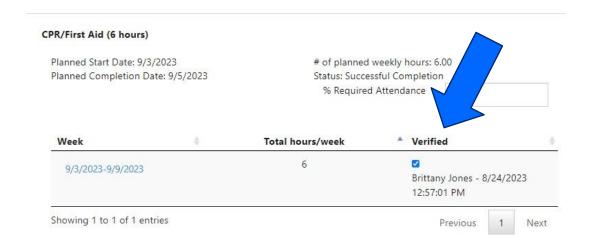
### Always click on:

**Update Customer Service** 



### **Attendance**

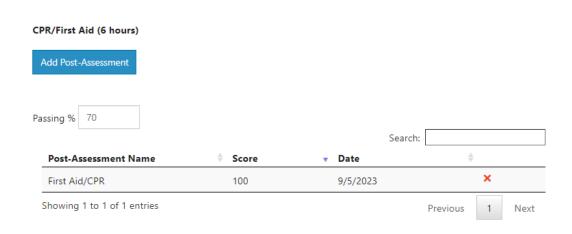




### Always click on:

**Update Customer Service** 

# Post-Assessment



- •How to obtain Post-Assessment scores?
- Your NCCER instructor
- Gain Access through your NCCER Master Trainer.
- The customer can log into their account and obtain

# NCCER Score Report

Customer Name   Assessment/Module		<b>Test Date</b>	Score	Status
	00105-EN6 - Introduction to Construction Drawings	8/8/2022	100	Pass
	00106-EN6 - Introduction to Basic Rigging	7/27/2022	100	Pass
	00109-EN6 - Introduction to Material Handling	7/26/2022	100	Pass
	00108-EN6 - Basic Employability Skills	7/25/2022	90	Pass
Snow, John	00107-EN6 - Basic Communication Skills	7/20/2022	100	Pass
	00104-EN6 - Introduction to Power Tools	7/19/2022	92	Pass
	00102-EN6 - Introduction to Construction Math	7/5/2022	100	Pass
	00103-EN6 - Introduction to Hand Tools	6/23/2022	95	Pass
	00101 - Basic Safety (Construction Site Safety Orientation)	6/16/2022	93	Pass
	00105-EN6 - Introduction to Construction Drawings	8/24/2022	100	Pass
	00109-EN6 - Introduction to Material Handling	8/24/2022	100	Pass
	00104-EN6 - Introduction to Power Tools	8/24/2022	72	Pass
	00104-EN6 - Introduction to Power Tools	8/4/2022	80	Pass
Stark, Tony	00108-EN6 - Basic Employability Skills	8/4/2022	85	Pass
	00107-EN6 - Basic Communication Skills	8/4/2022	90	Pass
	00102-EN6 - Introduction to Construction Math	7/25/2022	80	Pass
	00103-EN6 - Introduction to Hand Tools	6/23/2022	80	Pass
	00101 - Basic Safety (Construction Site Safety Orientation)	6/16/2022	86	Pass

Comes directly from NCCER.org

### Where to place Earned Credentials

### OSHA 10

- Locate Last Tab under "Services"
- Click Add Manually
- Fill in the form

### NCCER

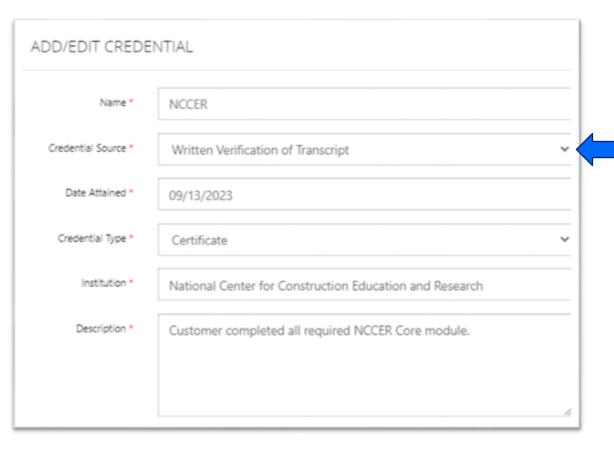
- •You will ONLY input the earned credentials under the last module the participants complete.
- Locate Last Tab under "Services"
- Click Add Manually
- Fill in the form

### CPR/FIRST AID

- Locate Last Tab under "Services"
- Click Add Manually
- Fill in the form



# **NCCER Core**

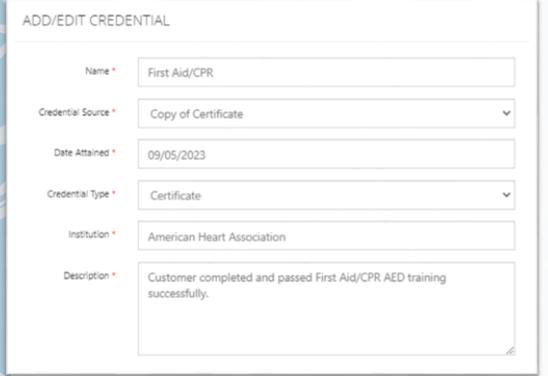


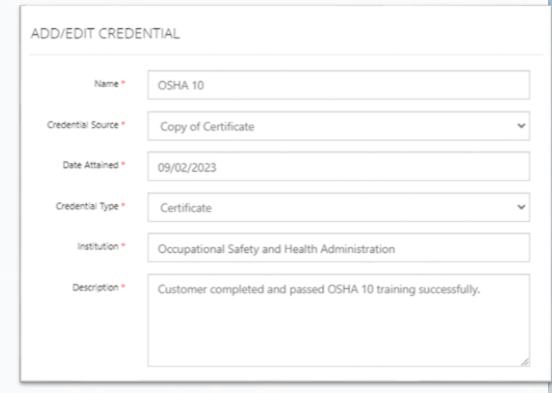
- Copy of Certificate OR;
- Copy of Written Verification Transcripts





# What to input?





# **Uploads**

- What should I be uploading?
  - Interview Questionnaire both
  - Commitment Letter
  - OSHA 10 Card/Certification
  - First Aid/CPR Certification
  - NCCER CORE Certification
  - Transition
    - Primary (DOL Registered Apprentice Program)
    - Secondary (Non-Construction, Employment, Education)





# **Completions Checklist**

- ☐ All NCCER Modules Completed
  - □ ALL Trainings/Services Session Completed: Always click: Update Customer Service.
- OSHA 10 Completed
- ☐ First Aid/CPR AED Completed
- ☐ Under Career Plan select Status and Select Completed

### **Areas of Focus**

- Always Click & Save <u>"Update Customer Service"</u> under each tab.
- Make sure the <u>Status</u> states "Successful Completion".
- Verify your <u>Attendance</u> (Refer to Program Calendar).
- Input Test Scores
  - First Aid/CPR (Pass/Fail)
- If the training received credential input the data in the last tab.
- A Red Flag does not always mean you missing data.
- Create and track each participant transitions \* \* \*







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