



# 2024 ILWPP Closeout Process

Office of Illinois Works Pre-Apprenticeship Program Monday, December 16, 2024



# Agenda

- ➤ Closeout Process and Timeline
- Closeout Preparations
- Closeout Checklist
- Closeout Funds







## Section 1: Closeout Process





### **Closeout Process**

Illinois Works completes an annual Closeout process to ensure that all data in Illinois Works Reporting System is accurate and up to date for all participants. Closeout is directly related to the 10% of Closeout funds that are included in each grantee's award calculation.

The Closeout process has two goals:

- Verify data quality and completeness in IWRS
- Award Closeout funds based on data requirements







### Closeout Timeline

- December 31, 2024 Clear all flags on monthly Compliance Verification Worksheets (\*Conditional)
- January 8, 2025 Final Monthly Compliance pull
- January 31, 2025 January Compliance Reports issued
- February 2025

Grant managers check all IWRS participant data to verify quality and completeness and request data updates from grantees

March 2025

Closeout reports, including 2024 Final Compliance Report, issued and Closeout Reimbursement Maximum provided to Financial Grant Management

April 2025 – 2024 Annual Reports published





# Questions?



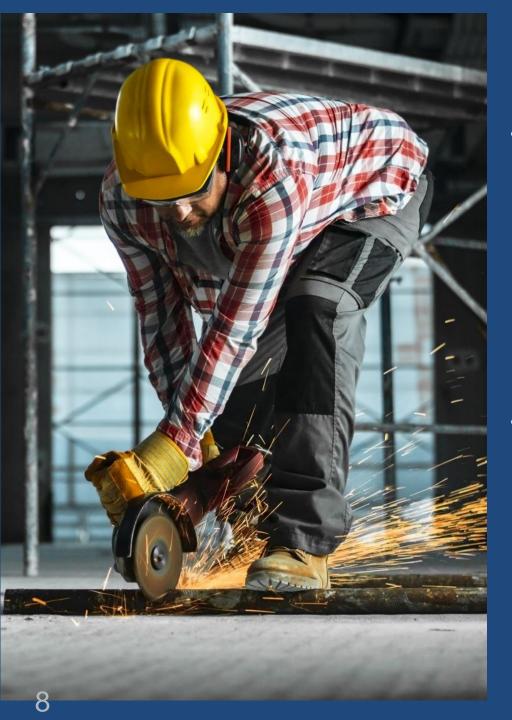






# Section 2: Closeout Preparation





### IWRS Statuses

#### Applicants

 In general, there should not be participants in Applicant status at the end of the program year. If they applied to your program and they were denied due to an eligibility issue, then move them to the proper Not Enrolled status. If they applied to your program and were accepted, then they should have been Enrolled.

#### Enrolled

 Once your last Cohort has ended per your Work Plan, IWRS should not have any participants in Enrolled status. If all requirements have been met, they should be moved to a Complete status. If not, they should be moved to Incomplete.

#### **IWRS** Statuses Continued

#### Not Enrolled\*

- Take care to select the proper "Not Enrolled" there are three and their definitions are provided in the Grantee Manual.
- A case note must be entered providing the details surrounding the change including the reason for the change, what guidance was given to the individual, and when their "enrollment" was removed. (For example, was it discovered that the individual did not graduate from high school before the cohort started or after the individual had already attended 8 weeks of instruction?)
- Administrative Withdrawals\*
  - This is explained in the Grantee Manual, but it is worth repeating this status can only be applied to an individual that qualified for the program, was invited to join the program, but the individual declined/failed to show up for any of the program.

<sup>\*</sup> No ILWPP grant funds can be reimbursed for individuals that are Not Enrolled or Administrative Withdrawals. Grant funds can only be spent/reimbursed on individuals that ILW Verified Enrollment for during Compliance.

#### **IWRS Statuses Continued**

- Complete
  - Participants in this status have successfully completed instruction but have not been provided with Transition Services.
- Complete & In Transition
  - Participants in this status have successfully completed instruction and have been provided with Transition Services.
- Post Program Active Tracking
  - This is only for participants that have successfully completed instruction!
  - Grantees are required to follow-up with participants every 90 days for 1 year after graduation.
    - This is done through the Active Tracking questionnaire in IWRS.
    - Completion of an Active Tracking questionnaire will trigger the change to the Post Program Active Tracking.

<sup>\*</sup> All graduates of ILWPP are expected to have a Transition document uploaded to IWRS. This is not reflected in these status; however, it will be checked during Closeout.



# Incomplete Status – Training Services

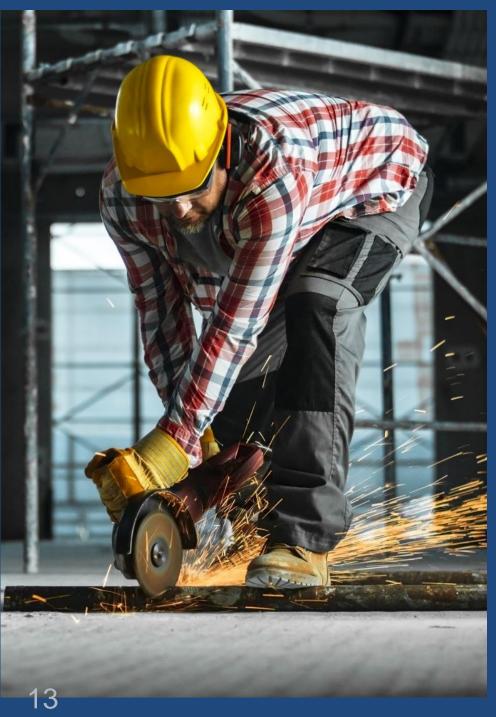
- Incomplete participants.
  - Training hours must be entered
    - Successful Completion
    - Unsuccessful Completion
    - Planned/Not Started
  - Training Services goal must be "Off Track/Incomplete"
  - Any certificates that were earned must be uploaded to IWRS and the credential placed in the proper training module.

## Incomplete Status – Other Services

- Wrap-Around, Student Support, or Transition services must be placed in a final status.
  - Evaluated/Not Required case note required.
  - Unsuccessful Completion case note required.
- Wrap-Around, Student Support, or Transition Goals must be changed to "Off Track/Incomplete"

#### Stipends

- Must be paid to Incomplete participants.
- Stipends must be entered in the *Dollar Value of Service* of the *Program Stipend* service.
- If all stipends due were paid
  - "Successful Completion" for the service.
  - "Complete" for the Goal.
- If all stipends due were not paid
  - "Unsuccessful Completion for the service. Enter a detailed case note explaining what is owed and why.
  - "Off Track/Incomplete" for the Goal.



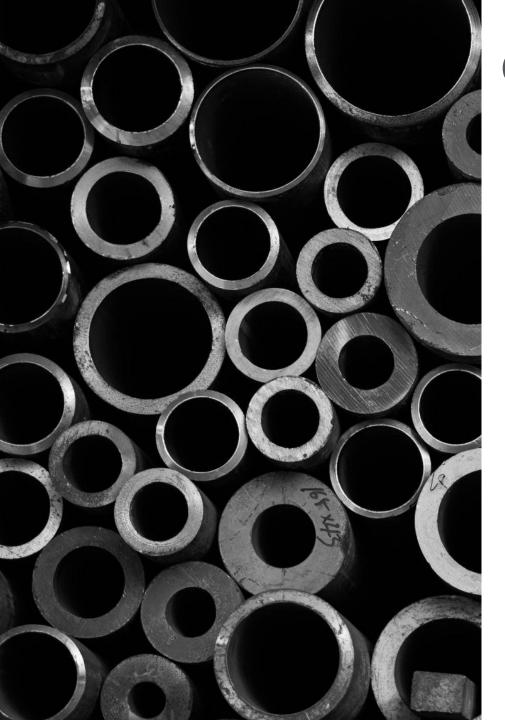
### Closeout Criteria

- Monthly Compliance
  - Enrollment Verification
    - Diplomas (HS)
  - Completion Verification
    - OSHA 10 Construction cards
  - Transition Verification
- Eligibility Documentation
  - Grantees were required to verify participant eligibility.
     That documentation must now be uploaded to IWRS.
    - Government issued with name, address, and birthdate
- Participant Satisfaction Survey
  - 75% Completion
- Attendance Rosters
- Active Tracking



## Section 3: Closeout Checklist





#### Closeout Checklist

Each grantee will be provided with a **Closeout Checklist** for use in verifying data in Illinois Works

Reporting System (IWRS).

Depending on a participant's status different items are expected to be in IWRS.

For example, a participant who is Enrolled would be expected to have all intake data and some data related to training. However, a participant who is Complete and In Transition is expected to have all intake and training data, and documentation showing a transition.







# Illinois Works Pre-apprenticeship Program Grant Closeout Checklist

Illinois Works	Pre-apprenticeship ( )	1 hv	_
Organization name	Form (0	mpleted by: The numb	e

<u>Grantees must verify that all the following items are completed in IWRS for all participants.</u>

Of profiles required for each task depends on the status of each participant in IWRS. Use the Legend on the next page to determine whether the task should be reported for a given participant.

f profiles required for each costs.	Initials Confirming All Required
f profiles required for each coather the task should be reported the profiles required the many the profiles and the profiles are the profiles	Profiles Are Complete
je nem p	Profiles At a
Intake/Referral	
Completed application in IWRS     Interview sheets uploaded (One per interviewer)     Interview snore	
Complete sheets uploaded (One particular sheets uploaded	
Interview score	
Interview score     Interviewer names entered     Interviewer names entered     Interviewer names uploaded (name, age, and residency)	
4. Interviewer the documents uploaded (name, 45 uploaded	
3. Interview score 4. Interviewer names entered 5. Eligibility documents uploaded (name, age, and residency) 5. Eligibility documents uploaded (name, age, and residency) 6. Diploma/High School Transcript/GED/HISET uploaded 6. Diploma/High School Transcript/GED/HISET uploaded	
6. Diploma/riight sin the correct of	
7. Verify that participant agreement uploaded	U.S. aquired
	Initials Confirming All Required
Signed common support service assessment     Wrap-around support service assessment completed     To. Orientation Career Assessment completed	Initials Confirming Profiles Are Complete
10. Orientation construction Training/Services	m)
Training/Services  Training/Services  11. All training services added (should match approved curriculum attendance)  12. All training services have accurate final status listed	
11. All training services added (should match approved     12. All training services have accurate final status listed     13. All training services have accurate attendance     13. All training services have accurate post-assessments scores	
12. All training services have accurate attendance     13. All training services have accurate post-assessments scores     14. All training services have accurate post-assessments scores     15. All earned credentials have been added (NCCER/MC3/ICCB,     15. All earned credentials have been added in training services	First
13. All training services have accurate p	
14. All training services     15. All earned credentials have been added (Neccus)     15. All earned credentials have been added (Neccus)     16. All earned credential have been uploaded to add/CPR, OSHA-10, etc.) to appropriate training services     16. All training services	
All earned credentials have built in a services.      All earned credentials have been training services.     Aid/cpr, OSHA-10, etc.) to appropriate training services.     Aid/cpr, OSHA-10, etc.) to appropriate training services.      Aid/cpr, OSHA-10, etc.     16. Certifications/credential documents have been uploaded to the control of the con	
16. Certifications/ AICCER/MC3/ICCB, First Aid/ 61 and have	e
17. All wrap-around services are appropriately added and accurate final status listed  18. All student support services are appropriately added and last status listed	have
All wrap-al status listed     accurate final status listed     accurate final status listed	
18. All student support	accurate
accurate final status listes	ired
18. All student support services are appropriately added and have accurate final status listed  19. All transition services are appropriately added and have a propriately added and have appropriately added and have appropriately added and have appropriately added and have a propriately added and have a p	Initials Confirming All Required
final Status no	Initials Confirming Profiles Are Complete
20. Pre-Transition Career Assured Program Completion/Follow-Up	
	d
✓ rempletion status has been added	s listed as
program Completion/Police  21. Appropriate program completion status has been adde	
Transition documentation or Post-program Active Transmission	aram on or
complete strong active tracking following completed the pro-	Bi airi
23. At least of for each participant will comp	
before 9/30/2024	
petore at any and any	

# **Closeout Checklist**

The checklist is divided into the three sections that correspond with the tabs on each participant's IWRS profile.

- 1. Intake Tab
- 2. Training/Services Tab
- 3. Program Completion/Follow-Up Tab







#### Illinois Works Pre-apprenticeship Program Grant Close Out Checklist

Illinois Works Pre-apprenticeship	
Organization name	Form completed by:
Date completed	www.for all participants. All checklists

must be submitted by end-of-day Friday, December 8, 2023 via email to their assigned grant manager.

The number of profiles required for each task depends on the status of each participant in IWRS. Use the Legend on the next page to determine whether the task should be reported for a given participant

Legen		Number of profiles this task was completed for	
1	Intake/Referral	ldsk wosess	
H	Completed application in IWRS     Interview sheets uploaded (One per interviewer)		1
	Interview score     Interviewer names entered		

### Legend for ILWPP Grant Close Out Checklist

Legend for ILVVII	Tasks Required
IWRS Status	1
Not Enrolled Administrative Withdrawal	1 - 4
Enrolled	1 – 8 and 10 - 19
Incomplete	1 – 19
Complete	1 - 21 1 - 21
Complete & In Transition  Post Program Active Tracking	1-21

	Program Completion/Follow-Up	task was completed for
-	has been added	
	Appropriate program completion status has been added     19. Appropriate program completion status has been added     20. Transition documentation uploaded for all participants listed as     20. Transition or Post-Program Active Tracking	
	late 9. In Transition of Contraction naire is	
t	Complete & In Transition or Post-Program 2.  21. At least one active tracking follow-up questionnaire is documented for each participant who completed the program on or	
1	before 8/30/23	100000

## Closeout Checklist

The Closeout Checklist legend describes what tasks need to be completed for each participant based on their status.

#### Example:

Administrative Withdrawals are only expected to have tasks completed relating to the application and interview.







## Illinois Works Pre-apprenticeship Program Grant Closeout Checklist

Illinois Works Pre-app	opleted by:
Organization name	Form completed by:
Date completed	Form completed in IWRS for all participants. The number

<u>Grantees must verify that all the following items are completed in IWRS for all participants.</u>

On profiles required for each task depends on the status of each participant in IWRS. Use the Legend on the profiles required for a given participant. The next page to determine whether the task should be reported for a given participant.

ofiles require whether the last site	Initials Confirming All Require
ofiles required in the control of th	Profiles Are Complete
1	Promes
Intake/Referral	
Completed application in IWRS     Interview sheets uploaded (One per interviewer)     Interview sheets uploaded (One per interviewer)	
Completed opp	
a Interview silector.	
Interview score     Interviewer names entered     Interviewer	
Interview score     Interviewer names entered     Interviewer names uploaded (name, age, and residency)	
4. Interinguity documents uploaded	
4. Interviewer names enterior  5. Eligibility documents uploaded (name, age, and red  6. Diploma/High School Transcript/GED/HiSET uploaded  7. Verify that participant is in the correct cohort  7. Verify that participant agreement uploaded	
6. Diploma/marticipant is in the correct	
Verify that participant is in the correct     Verify that participant agreement uploaded     Signed commitment agreement completed     Signed commitment agreement agreement completed	Initials Confirming All Required
	taitials Confirming All Requires
Verify that participant agreement uploaded     Signed commitment agreement uploaded     Wrap-around support service assessment completed     Orientation Career Assessment completed	Initials Confirming on Profiles Are Complete
- a Orientation	
10. Orientation con-	iculum)
	(Cure)
ing services added (should most status listed	
Training/services  11. All training services added (should match approved curri-	
13. All training services have accurate post-assessments solution.      14. All training services have accurate post-assessments solution.      15. All earned credentials have been added (NCCER/MC3/IIII).      15. All earned credentials have been added training services.	ICCB, First
A4 All training Leave heen added to	
14. All training services     15. All earned credentials have been added (Nocching Services Aid/CPR, OSHA-10, etc.) to appropriate training services Aid/CPR, OSHA-10, etc.) to appropriate training services.	ded to
15. All costA-10, etc.) to appropriate have been upload	e etc)
14. All earned credentials have obtaining services Aid/CPR, OSHA-10, etc.) to appropriate training services Aid/CPR, OSHA-10, etc.) to appropriate training services Aid/CPR, OSHA-10, etc.) to appropriate share been uploads folder (NCCER/MC3/ICCB, First Aid/CPR, OSHA-10, Uploads folder (NCCER/MC3/ICCB, appropriately added and uploads folder (NCCER/MC3/ICCB, appropriately added and uploads folder (NCCER/MC3/ICCB).	0, etc.)
16. Certifications / NCCER/MC3/ICCB, First Size added and	i nave
16. Certifications/credential december 3.  16. Certifications/credential december 3.  Uploads folder (NCCER/MC3/ICCB, First Aid/CPR, OSHA-SC Uploads folder (NCCER/MC3/ICCB, First Aid/CPR, OSHA-SC Uploads folder (NCCER/MC3/ICCB, First Aid/CPR, OSHA-SC Uploads folder (NCCER/MC3/ICCB).  17. All wrap-around services are appropriately added and first student support services are appropriately added and first student support services.	and have
4.9 All student support service	nave accurate
All student steps     accurate final status listed	
accurate mansition services are approx	- ofirming All Required
accurate final status listed accurate final status listed 19. All transition services are appropriately added and h final status listed 20. Pre-Transition Career Assessment completed	Initials Confirming All Required profiles Are Complete
final Status insering Accessifient services	Profiles Are comp
20. Pre-Transition	
	added
✓ completion status	pants listed as
Program Completion Founds      21. Appropriate program completion status has been  22. Transition documentation uploaded for all participations of the program Active Traccomplete & In Transition or Post-Program Active Traccomplete & In Transition or Post-Program Active Traccomplete & In Transition or Post-Program Active Tracking follow-up questionnal complete on the Post-Program Active Tracking follow-up questionnal complete on t	king
Complete & In Transition or Post-Program     At least one active tracking follow-up questionna documented for each participant who completed the documented for each participant who completed	arogram on of
at least one active tracking to who completed the	bio8.
23. At least for each participant will as a second	
documented to	
before 9/30/2024	

# Closeout Checklist Tips

It is important to keep in mind, that ILWPP Grant Managers will be verifying all this data as part of the Closeout process.

As a result, it is possible they will reach out during their verification process requesting data updates or seeking missing information.

The more your IWRS data is by the end of December, the less back and forth will be required and the more likely it is that Closeout funds will be awarded on time.





# Questions?









# Section 4: Close Out Funds





#### **Closeout Funds**

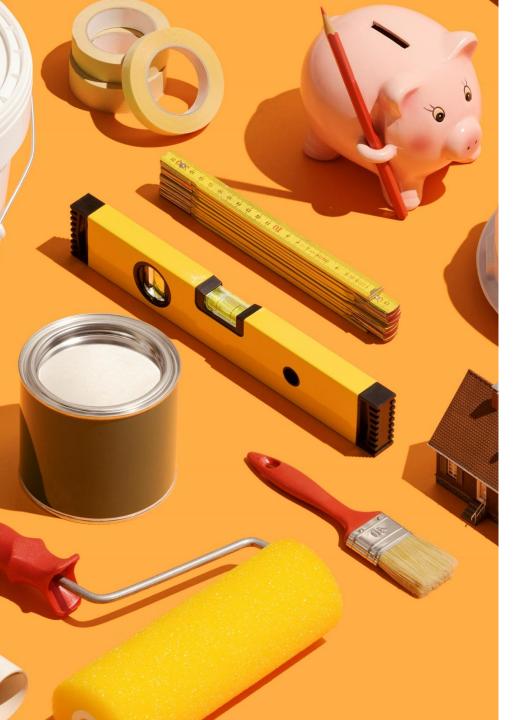
Each grantee is provided with a set rate of closeout funds as part of the grant award calculation.

For most grantees this will be 10% of their overall grant award, unless a capital advance was approved for the grantee.

Though this rate is part of the award calculation, it is possible that some or all of the 10% will not be awarded if data is not accurate or if the grantee fails to update the data.







#### **Closeout Funds**

Once the Closeout process has been completed, the amount of approved Closeout funds will become a part of the grantee's Reimbursement Maximum.

Grantees must still follow the established reimbursement process for these funds, meaning that expenses must be submitted for these funds to be approved by Financial Grants Management and disbursed by the Office of the Comptroller.





# Questions?





