



Illinois
Department of Commerce
& Economic Opportunity

Illinois Works Provider Network

2024 IWRS Updates

Norman Ruano, Deputy Director of Illinois Works







Course Description



The **Illinois Works Reporting System (IWRS)** was designed by SIU's Center for Workforce Development for the specific purpose of tracking participant, organizational, and compliance data for the Illinois Works Pre-apprenticeship Program.

This database was initially launched in February 2022. Leveraging the feedback received during the 2022-2023 grant year, several updates have been made, and more are planned for 2024. During this session, you will be introduced to the **IWRS updates that have been implemented and are operational.** You will also be introduced to updates that are planned prior to the end of the 2024 grant year.



ILW Pre-Apprenticeship Team



- Dr. Norman Ruano, Deputy Director of Illinois Works
- Mr. Dan Martinez, Grant Manager
- Mr. Steven Scott, Grant Manager
- Ms. Monica Pruitt, Grant Manager
- Dr. Ana Bedard, Training Analyst and Program Coach
- Dr. Vera Lee Robinson, Program Coach
- Dr. Jeff Doolittle, Virtual Production Coordinator
- Dr. Gia Suggs, Training Analyst, Program Coach, & Professional Development Lead





Course Objectives

By the end of this training, learners will be able to:

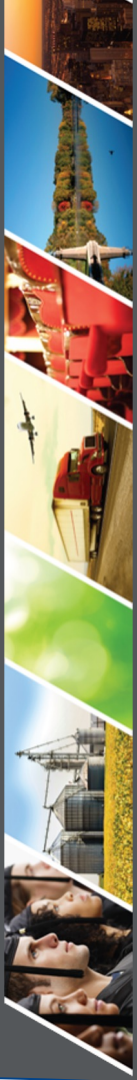
- Utilize new features, tools, and reports in the Illinois Works Reporting System (IWRS).
- Prepare for additional IWRS features rolling out for 2024.





This Session is Being Recorded





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Module 2: Welcome and Introduction

By the end of this section, you will be able to:

- Introduce themselves to the session participants.
- Identify your comfort level with IWRS.





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Comments, feedback, or questions?

Email us at:

CEO.ILWGrantManagement@illinois.gov



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- Your Name
- Organization/Agency
- Role
- Geographic Location

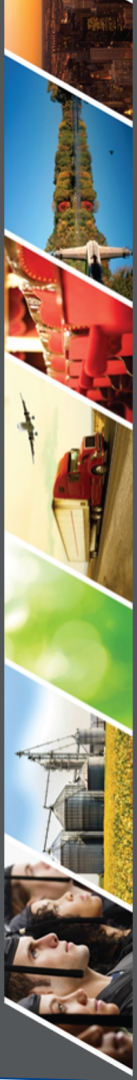


ILLINOIS 

Question:

“How would you rate your knowledge and skill level with IWRS?”





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Module 3: New IWRS Features



By the end of this section, you will be able to:

- Describe new features, tools, and reports in the Illinois Works Reporting System (IWRS).



High School Graduation Confirmation

ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL

Overview **Intake** Training/Services Program Completion/Follow-Up Transcript/Progress Report

INTAKE/REFERRAL CASE NOTES(12)

Profile: Sam Testerson

Email samtesterson@illinois.gov

DOB 1/1/2024

Last 4 SSN

[See All](#)

Participant Summary Tools

- Assessments
- Attendance
- Case Notes
- Credentials
- Training/Services
- Uploads
- Worksites

1. Complete Application
Prescreening Information

[Complete Application With Customer](#)

Upload proof of high school graduation
Diploma/GED/HSE:
HIGH SCHOOL DIPLOMA.pdf ✖

2. Complete interview using the [interview sheet](#)

Select Interview Status

[Add/Edit Interview Information](#)

Upload Interview Sheet
Interview Sheets:
INTERVIEW SHEETS.pdf ✖

3. Enter enrollment status

[Add Enrollment Status](#)





Recording Attendance in IWRS - individually



ILLINOIS WORKS DASHBOARDS - GROUPS HI, DMARTINEZ01 -

CAREER PLAN EDIT CUSTOMER SERVICE

Overview Intake/Referral **Training/Service** Program Completion/Follow-Up

Status (Default) Service Provider Post-Assessments Earned Credentials

Career Plan / Add Activities/Services / Edit Customer Service

EDIT CUSTOMER SERVICE

Profile: Bill Testerson
Email: bttesterson@illinois.gov
DOB: 1/1/2005
Last 4 SSN: [Redacted]
[See All](#)

First Aid/CPR

Total Subsidized days for all items: 0

Goal*: Training Services Status*: Started/Open

Planned Start Date*: 01/15/2024 Attendance Hours Required*: 8

Planned Completion Date*: 01/16/2024 Total Attendance Hours*: [Redacted]

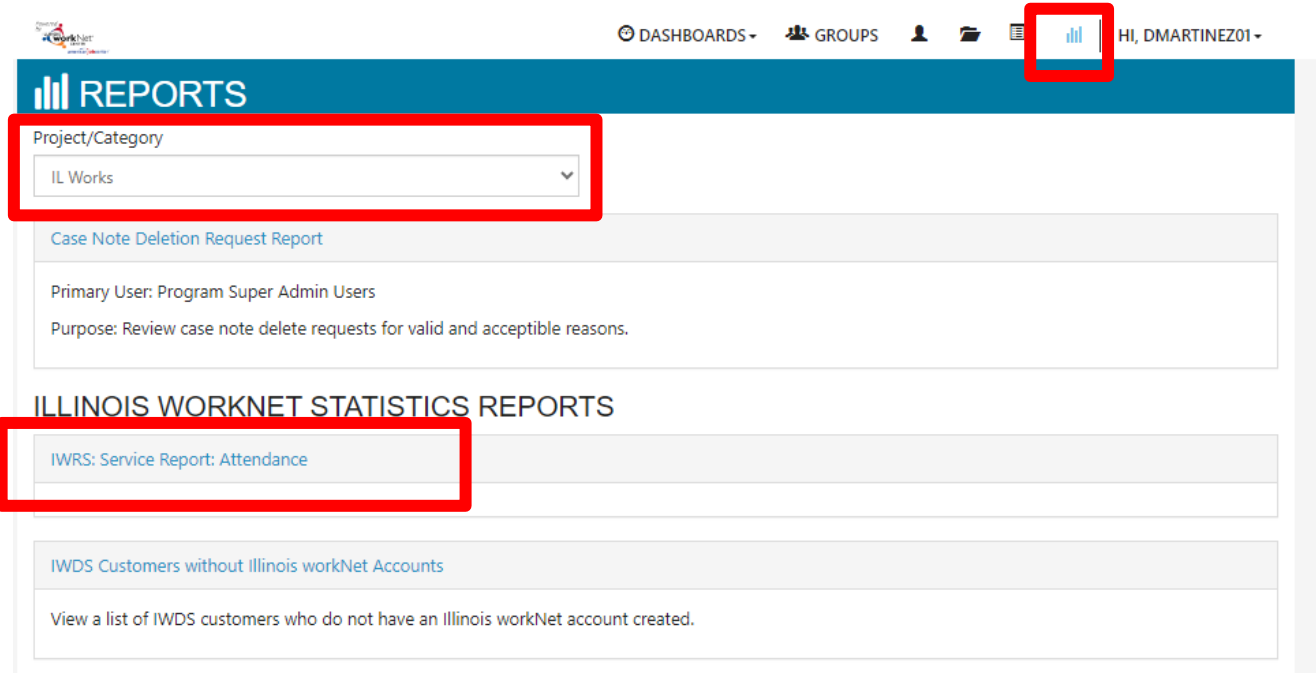
This participant attended a make up session


Other Notes

Service addresses the following situations
[Show More Situations](#)



Attendance Entry Through Reports



 **DASHBOARDS** **GROUPS** **HI, DMARTINEZ01**

REPORTS

Project/Category
IL Works

[Case Note Deletion Request Report](#)

Primary User: Program Super Admin Users
Purpose: Review case note delete requests for valid and acceptable reasons.

ILLINOIS WORKNET STATISTICS REPORTS

[IWRS: Service Report: Attendance](#)

[IWDS Customers without Illinois workNet Accounts](#)

View a list of IWDS customers who do not have an Illinois workNet account created.





Total Attendance Hours

SERVICES REPORT: ATTENDANCE

Back to Reports

Project: IL Works

Step/Service Name: Instructional Service

Service Provider: Chicago Test Provider 1 123 Street Lane Chicago, IL 62626

Cohort Name: Cohort 1 - FY24

Start Date Begin Range:

Start Date End Range:

Filter Save Export Import

Customer Name	Activity	Status	Start Date	End Date	# Hours Required	Total Attendance Hours	Make-Up Session was Attended
Jane Doerr	Module 1 - Illinois Works Pre-apprenticeship Program Orientation	Unsucces	4/4/2023	4/21/2022	0		<input type="checkbox"/>
January February	Module 1 - Illinois Works Pre-apprenticeship Program Orientation	Started/O	4/7/2022	4/8/2022	0		<input type="checkbox"/>
January February	First Aid/CPR	Successfu	9/5/2022	9/9/2022	0		<input type="checkbox"/>
January February	Module 1 - Illinois Works Pre-apprenticeship Program Orientation	Successfu	9/6/2022	9/16/2022	0		<input type="checkbox"/>





Access Attendance through Customer Services



CUSTOMER SERVICES

Back to Reports

Project *

Sub-Project

Grantee

Cohort Name *

Customer Enrollment Status

Start Date Begin Range

Start Date End Range

Service Provider

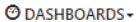



[Filter](#) [Export](#)

Step/Service	Service Level	Not Started	Started	Successful Completion	Unsuccessful Completion	Evaluated/Not Required	Total Customers with Step/Service	Total Customers without Step/Service
Alumni Networking	N/A	1	0	0	0	0	1	6
Broadband Fees	N/A	2	0	0	0	0	2	5
Childcare/Family Member Care	N/A	2	0	0	0	1	3	4
Cost of Drivers License	N/A	3	0	0	0	0	3	4
Digital Literacy	N/A	2	0	0	0	0	2	5
Driver's Education Lessons	N/A	2	0	0	0	0	2	5
Financial Literacy	N/A	2	0	0	0	0	2	5
Service				0	0	0	26	-19
Instructional Service	N/A	40	27	1	0	0	68	-61



Training Set-up and Completion – Grantee Details



    | HI, DMARTINEZ01-

PROVIDER INFO

Appointments | File Uploads | **Grantee Details** | Training Programs


Project *

Provider/Grantee *

[Select](#) [Print](#)

Grantee Info

TA Contact	Grantee Address
TA Contact Info	1234 Street Lane Chicago, IL 62626
Scope Overview	Grantee Program Name
	Program Start Date
	Target Population
	LWIA

CASE NOTES(0) 

[Edit](#)



Training Set-up and Completion – Cohort Information



COHORT INFORMATION

FY	Name
22	Cohort 1 - FY22
22	Cohort 2 - FY22
22	Cohort 3 - FY22
22	Cohort 4 - FY22
22	Cohort 5 - FY22
22	Cohort 6 - FY22
23	Cohort 1 - FY23
23	Cohort 2 - FY23
23	Cohort 3 - FY23
23	Cohort 4 - FY23
23	Cohort 5 - FY23
23	Cohort 6 - FY23
24	Cohort 1 - FY24
24	Cohort 2 - FY24
24	Cohort 3 - FY24
24	Cohort 4 - FY24
24	Cohort 5 - FY24
24	Cohort 6 - FY24



Training Set-up – Date Entry

PROVIDER INFO

[Appointments](#) |
 [File Uploads](#) |
 [Grantee Details](#) |
 [Training Programs](#)

COHORT DETAILS - CHICAGO TEST PROVIDER 1

Name

Cohort 1 - FY24

Fiscal Year

24

[Upload Attendance Roster](#)

[Export](#)

Service Name

Instructional Service

Module 1 - Illinois Works Pre-apprenticeship Program Orientation (2 hours)

Module 2 - Basic Safety

Module 3 - Introduction to Construction Math

Start Date

End Date

Required Total Hours

Start Date	End Date	Required Total Hours
<input type="text"/>	<input type="text"/>	
1/8/2024 12:00:00 AM	1/9/2024 12:00:00 AM	2
1/9/2024 12:00:00 AM	1/12/2024 12:00:00 AM	10
2/5/2024 12:00:00 AM	2/16/2024 12:00:00 AM	20





Training Completion – Roster Upload



PROVIDER INFO

- Appointments
- File Uploads
- Grantee Details
- Tr...

COHORT DETAILS - CHICAGO TEST

Name
Cohort 1 - FY24

Fiscal Year
24

Upload Attendance Roster Export

UPLOAD ATTENDANCE ROSTER

Service *
Module 1 - Illinois Works Pre-apprenticeship Program Orientation (2

File
Choose File C1 - FY24_IL..n Roster.pdf
File Types Accepted: .xls,.xlsx,.pdf,.doc,.docx

Description
Attendance Roster for ILW Orientation - Cohort 1 FY24

Upload

Close

Service Name	Start Date	End Date	Required Total Hours
Instructional Service			
Module 1 - Illinois Works Pre-apprenticeship Program Orientation (2 hours)	1/8/2024 12:00:00 AM	1/9/2024 12:00:00 AM	2
Module 2 - Basic Safety	1/9/2024 12:00:00 AM	1/12/2024 12:00:00 AM	10
Module 3 - Introduction to Construction Math	2/5/2024 12:00:00 AM	2/16/2024 12:00:00 AM	20



Training Completion – Roster Uploaded

PROVIDER INFO

Appointments
File Uploads
Grantee Details
Training Programs

COHORT DETAILS - CHICAGO TEST PROVIDER 1

Name
Cohort 1 - FY24

Fiscal Year
24

Upload Attendance Roster
Export

Service Name	Start Date	End Date	Required Total Hours
Instructional Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
Module 1 - Illinois Works Pre-apprenticeship Program Orientation (2 hours) Attendance Roster	1/8/2024 12:00:00 AM	1/9/2024 12:00:00 AM	2
C1 - FY24_ILW Orientation Roster.pdf			
Module 2 - Basic Safety	1/9/2024 12:00:00 AM	1/12/2024 12:00:00 AM	10
Module 3 - Introduction to Construction Math	2/5/2024 12:00:00 AM	2/16/2024 12:00:00 AM	20





Stipends – A New Goal in the “Career Plan”



CAREER PLAN PLAN OVERVIEW - ILLINOIS WORKS REPORTING SYSTEM

Overview Intake/Referrals **Training/Services** Program Completion/Follow-Up

Plan Overview 1. Review Assessment 2. Set Goals 3. Add Steps/Services Update Log

PLAN OVERVIEW CASE NOTES (4) ▲

Profile: Bill Testerson

Email: btesterson@illinois.gov

DOB: 1/1/2005

Last 4 SSN

[See All](#)

Related Instructions

[Career Plan Overview](#)

Participant Summary Tools

[Assessments](#)

[Attendance](#)

[Case Notes](#)

[Credentials](#)

[Training/Services](#)

[Uploads](#)

[Worksites](#)

Latest Customer Goals/Plan Agreement: (Status: Unknown)

Select plan status

[Save Status \(Send Request\)](#)

ASSESSMENTS

Career Cluster Inventory
Not Complete

Employment 101 - Pre
Not Complete

Employment 101 - Post
Not Complete

Employment 101
Not Started

DESIRED CAREER PATH

Career Pathway Choice
None

Occupation 1
None

Occupation 2
None

Wage Goal (Per Hour)
None

[See More](#)

ACCOMPLISHMENTS

Earned Credentials: 0

Completed Goals: 0

Completed Services: 0

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Wrap Around Services	Show Next Steps	Career Plan			Not Started
Training Services	Show Next Steps	Career Plan	1/8/2024	2/16/2024	Not Started
Program Stipend	Hide Next Steps	Career Plan	1/9/2024	1/12/2024	Not Started
Program Stipend	Program Stipend		1/9/2024	1/12/2024	Started/Open



Stipend Entry



CAREER PLAN - EDIT CUSTOMER SERVICE

Overview | Intake/Referral | Training/Services | Program Completion/Follow-Up

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

Career Plan / Add Activities/Services / Edit Customer Service

EDIT CUSTOMER SERVICE

Profile: Bill Testerson
 Email: bttesterson@illinois.gov
 DOB: 1/1/2005
 Last 4 SSN
 See All

Program Stipend

Add Service Cost

ADD/EDIT DOLLAR VALUE OF SERVICE

Payment Method *

Final Payment *

Total Stipend Amount *

Stipend Rate (per instruction hour) *

Current Service Costs

Search:

Payment Method	Service Description	Dollar Amount/Unit	Stipend Rate	Total Cost	Payment Date	Updated By	Date Updated	Edit	Delete
Check	Stipend	240.00	14.25	240.00	2/9/2024	Dan Martinez	2/28/2024		
Check	Stipend	142.50	14.25	142.50	2/16/2024	Dan Martinez	2/28/2024		

Showing 1 to 2 of 2 entries

Previous Next



Updated Wrap-Around Support Service Screening



ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL

Overview **Intake** Training/Services Program Completion/Follow-Up Transcript/Progress Report

INTAKE/REFERRAL CASE NOTES(5)

Profile: Bill Testerson

Email: bttesterson@illinois.gov

DOB: 1/1/2005

Last 4 SSN:

[See All](#)

Participant Summary Tools

- [Assessments](#)
- [Attendance](#)
- [Case Notes](#)
- [Credentials](#)
- [Training/Services](#)
- [Uploads](#)
- [Worksites](#)

Instructions/Resources

- [Intake Instructions](#)
- [Case File Organizer Sheets](#)

1. Complete Application
Prescreening Information

[Complete Application With Customer](#)

Upload proof of high school graduation Diploma/GED/HSE:

2. Complete interview using the interview sheet

Select Interview Status

[Add/Edit Interview Information](#)

Upload Interview Sheet
Interview Sheets:

3. Enter enrollment status

[Add Enrollment Status](#)

Upload Signed Agreement

Signed Agreements:

[Add Case Note](#)

Date	Enrollment Status	Reason	Remove
2/26/2024	Enrolled in program - Eligible and signed document (Cohort 1 - FY24)	N/A	✖

4. Complete screening for wrap around support services
View Wrap Around Support Services Screening 2/26/2024

5. Career Assessment

[Add Career Assessment](#)



Alternative Construction Transition – ILW Only Screen



ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP

Overview
Intake
Training/Services
Program Completion/Follow-Up
Transcript/Progress Report

FOLLOW-UP
CASE NOTES(41)

Profile: Tiger Woods

Email testing@tw.com

DOB 1/1/2000

Last 4 SSN

[See All](#)

Participant Summary Tools

[Assessments](#)

[Attendance](#)

[Case Notes](#)

[Credentals](#)

[Training/Services](#)

[Uploads](#)

[Worksites](#)

Instructions/Resources

[Intake Instructions](#)

[Case File Organizer Sheets](#)

Add Completion Status

Current Completion Status: Complete & In Transition [View Baseline](#)

Follow Up Date: 11/10/2022

PRIMARY TRANSITION

- Complete & In Transition
- Planning to Enter a DOL Registered Apprenticeship Program
 - Applied to DOL Registered Apprenticeship Program
 - On the waitlist for DOL Registered Apprenticeship Program
 - Enrolled in DOL Registered Apprenticeship Program

SECONDARY TRANSITION

- Complete & In Transition
- Not Planning to Enter a DOL Registered Apprenticeship Program
 - Opened a small business
 - Pursuing employment only
 - Other

SECONDARY TRANSITION

- Complete & In Transition
- Planning to Enter a DOL Registered Apprenticeship Program
 - Planning to apply for a DOL apprenticeship

Upload Primary Transition Document

No file chosen

Upload

SET VERIFICATION STATUS

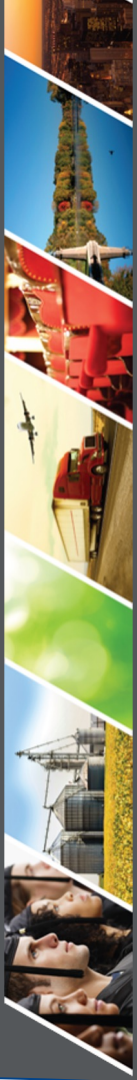
Completion Final Verification
 Unverify Completion

Primary Transition Preliminary Verification
 Primary Transition Final Verification
 Unverify Primary Transition

Construction Alternative Transition Final Verification
 Unverify Construction Alternative Transition
 Secondary Transition Final Verification
 Unverify Secondary Transition

Enrollment Verification
 Unverify Enrollment

Save Verification Status

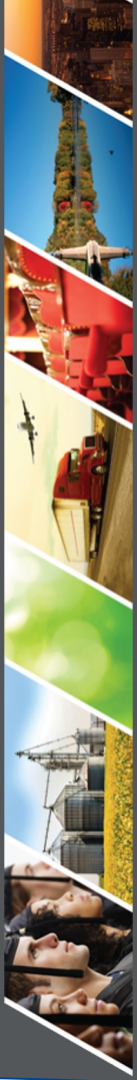


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Demonstration





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Module 4: IWRS Features Rolling Out For 2024



By the end of this section, you will be able to:

- Describe new features, tools, and reports in the Illinois Works Reporting System (IWRS) that will be debuting after the Spring of 2024.



Case Notes





Work Plan Report Updates



In 2024, this report will be updated in **two ways**:

- The dates in IWRS will reflect the currently approved work plan dates, but they will not exclude participant outcomes based on those dates. This will allow grantees the ability to see what dates their outcomes are being measured against but will not exclude data if it is entered outside of those dates.
- The numbers that are shown in the system will be those metrics that have been verified by Grant Managers. This will give grantees visibility into the number that have been verified and will be more consistent with compliance reports.





Cohort Drop Down





Export Report



Two updates will be made to the **Export Report** in 2024:



- **Completion dates** will be added as an available field. This will help grantees determine what participants are due for an Active Tracking Questionnaire
- The answers to the most recent **Active Tracking Questionnaire** will be added.





Enhanced Filtering of Participants in IWRS



ILLINOIS WORKS  DASHBOARDS - GROUPS  HI, DMARTINEZ01 -

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement | Partner Engagement & Management | Work Plan & Report

Name

Intermediary/Provider

Customer Status

Cohort

Worknet ID

Search | Export | Student Support Needs Report

Add Participant

Show 10 entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Enrolled	Jackson	Joe	Chicago Test Provider 1	1/20/2023
Enrolled	Jane	Mary	Chicago Test Provider 1	5/2/2022
Enrolled	Michael	John	Chicago Test Provider 1	1/20/2023

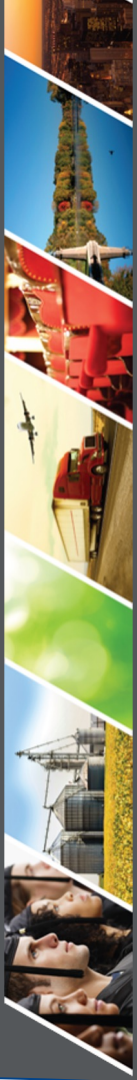


How Changes Are Released

We expect that 5 to 8 updates will be made every month until all the updates have been completed by the fall of 2024.

Once the updates have been made to IWRS and thoroughly tested by ILWPP, an **IWRS Updates Technical Memo**, just like the one we issued this week, will be released on a monthly basis.



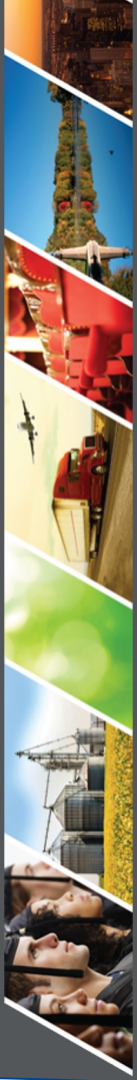


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JB Pritzker, Governor