



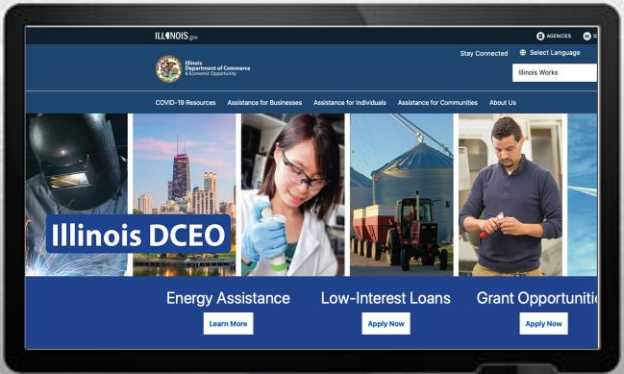
Illinois
Department of Commerce
& Economic Opportunity

Illinois Works Provider Network

2025 Illinois Works Reporting System (IWRs): Session I – For Administrators

Norman Ruano, Deputy Director of Illinois Works







ILW Pre-Apprenticeship Team



- Dr. Norman Ruano, Deputy Director of Illinois Works
- Ms. Monica Pruitt, Grant Manager
- Edwin Sanchez, Grant Manager
- Roslyn-Simmons Lindsay, Grant Manager
- Dr. Ana Bedard, ID and Professional Coach
- Dr. Jeff Doolittle, ID and Professional Coach
- Dr. Carleta L. Alston, ID and Professional Coach
- Ms. Funmi Apantaku-Onayemi, ID and Professional Coach
- Ms. Olivia Meisenback, Technical Writer
- Dr. Gia Suggs, Professional Development Lead, ID, and Professional Coach





Course Description



Illinois Works was created as a result of Governor Pritzker's commitment to expanding equity in the Illinois' construction workforce. The Office of Illinois Works, in partnership with Southern Illinois University's Center for Workforce Development, developed the **Illinois Works Reporting System**, also known as **IWRS**.

This system allows grantees to track key information about participants' progress throughout their engagement with the Pre-apprenticeship program.

During this course, you will be provided with information about the **Illinois Works Reporting System** (IWRS), navigation instructions, and practice opportunities.



Course Objectives

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

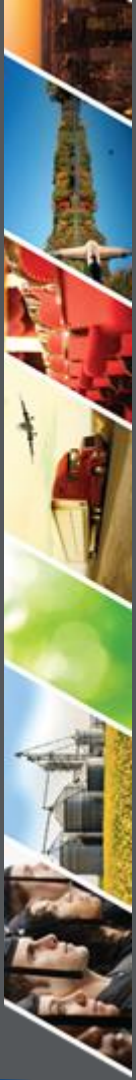
- Identify the four Illinois Works Pre-apprenticeship technologies.
- Describe the role of the Illinois Works Reporting System.
- Explain the relationship between IWRS and the Pre-apprenticeship LifeCycle.
- Navigate the IWRS main page.
- Add/Update provider information.
- Manage users.
- Access the IWRS reporting tools.





This Session is Being Recorded





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Section 2: Welcome and Introduction

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

- Use the Webex features and functions to fully participate in the training.
- Identify what you hope to learn from this training.





Webex Tutorial

The screenshot displays a Webex meeting window. At the top, there's a header with 'Webex', 'Meeting info', and 'Show menu bar'. The main area shows a grid of six video thumbnails of participants. On the left, a sidebar shows 'Feature Planning Meeting' with 'Host: Clarissa Smith' and buttons for 'Copy meeting link' and 'Invite and remind'. Below that, there are tabs for 'General' and 'Security', and a 'Meeting link' section with a URL and a meeting ID. At the bottom, a control bar contains icons for 'Mute', 'Stop video', 'Share', 'Record', a hand icon, a refresh icon, a close icon, 'Apps', a help icon, and a chat icon. Red arrows point to the 'Mute', 'Stop video', 'Record', and 'Apps' buttons.

- Mute/Unmute
- Stop/Start Video
- Raise Hand
- Emojis
- Chat



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Comments, feedback, or questions?

Email us at:

CEO.ILWGrantManagement@illinois.gov



Illinois
Department of Commerce
& Economic Opportunity

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

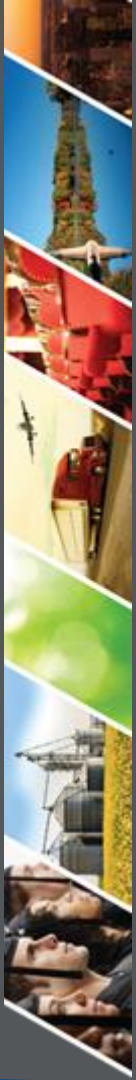


ILLINOIS 

Question:

“On a scale from 1-5, what is your experience/comfort-level with data management systems?”





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Section 3: Introduction to IWRS



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

- List the key Illinois Works technologies.
- Describe the purpose of the Illinois Works Reporting System.
- Explain the relationship between IWRS and Pre-apprentice LifeCycle.



Illinois Works Technology



Illinois Works Technology

Illinois Works
Reporting System
(IWRs)

Career Pathway
Management Platform
(CPMP)

Illinois Works Heat
Map

Illinois workNet -
Illinois Works Partner
Guide



Illinois Works Technology



Illinois Works Technology

Illinois Works
Reporting System
(IWRs)

Career Pathway
Management Platform
(CPMP)

Illinois Works Heat
Map

Illinois workNet -
Illinois Works Partner
Guide





Illinois Works Reporting System (IWRS)





IWRS



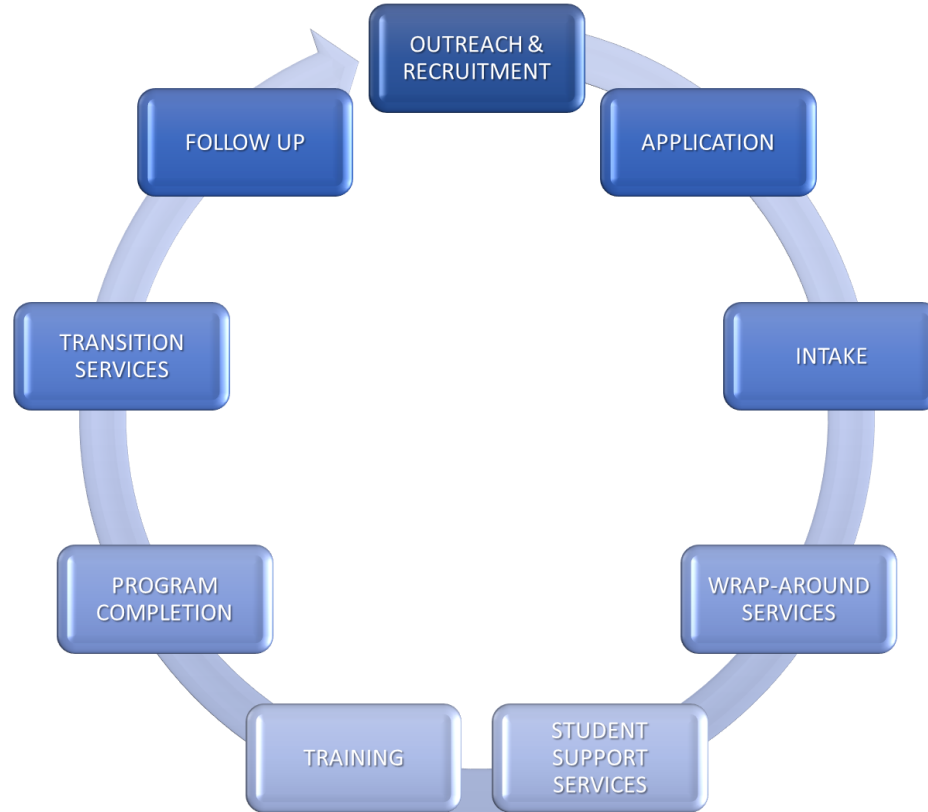


IWRS



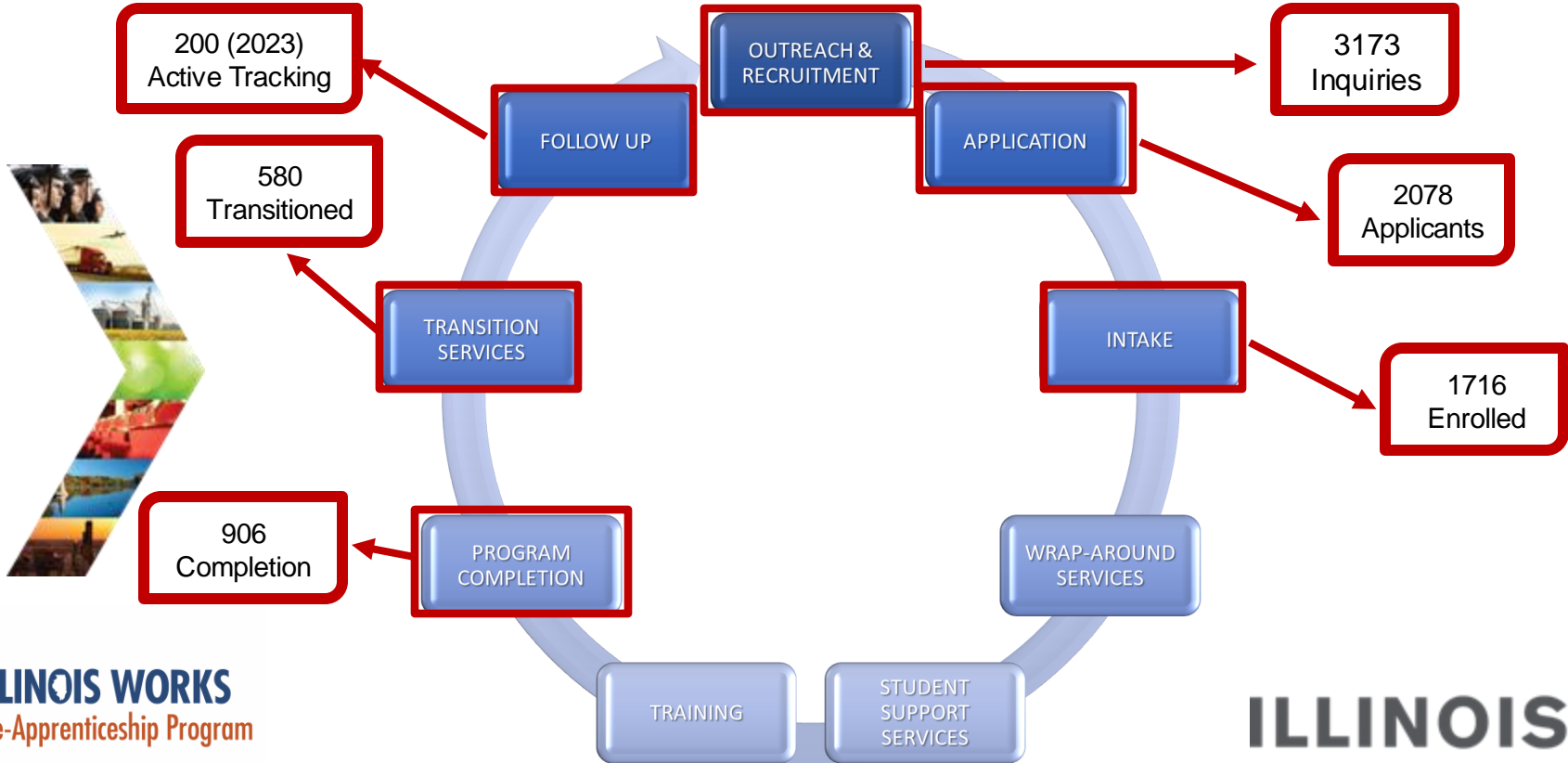


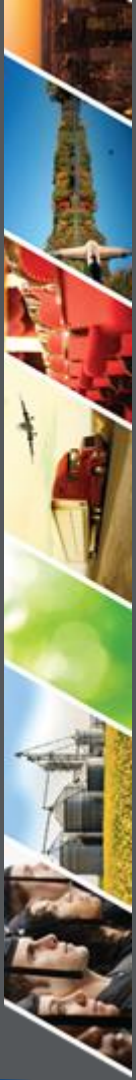
Pre-Apprentice LifeCycle





Program Elements





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Section 4: Introduction to IWRS



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

- Sign into Illinois workNet.
- Access the Illinois Works Reporting System.
- Identify each of the graphics/icons on the navigation bar.



IWRS Access





Roles



Service Provider:

Access to grantee participant information and dashboards.

Service Provider Program Administrators:

Access to designated participants, grantee information and specific reports. As well as the ability to add staff members to the IWRS system.

Super Administrators (Illinois Works and SIU staff only):

Access to all Illinois Works Reporting System program tools.



IWRS Access



MENU
 Login
Sign Up

ameriCanJobcenter

Search
 Español
 Partners
 Share

STATE OF ILLINOIS WORKFORCE PORTAL

Employer

Explore resources, connect to job seekers, & register to receive personalized services to help your business recover, expand, & grow.

[Explore Resources >](#)
[Set Up Virtual Job Fair >](#)

Job Seeker

Explore virtual job fairs, resources, available services, & register to receive alerts to the latest info on finding a job.

[Explore Resources >](#)
[Layoff Assistance >](#)

Virtual Job Fair

Explore virtual job fair resources and opportunities or get access to assistance to easily set up your own virtual job fair.

[Set Up Virtual Job Fair >](#)
[Search Virtual Job Fairs >](#)

Training & Services

Find training programs as well as local work support services to develop skills for high demand roles.

[Find Training >](#)
[Find Local Services >](#)

Illinois workNet Registration

Click here to learn about Illinois workNet account benefits.
Fields with an asterisk (*) are required for registration. Enter your information below to begin using your Illinois workNet account.

First Name*

Last Name*

Date Of Birth*

Email Address*

Confirm Email Address*

Main Number Ext

Alternate Number Ext

ZIP Code*

Secret Question*

Secret Answer*

User Name*

Password*

Confirm Password*

You are required to read and indicate that you agree to the updated Terms and Conditions of this site. Click the following link to read the terms and conditions. Then indicate that you agree with the terms by checking the box below. [View Terms and Conditions](#)

Accept Agreement*



IWRS Access

State Partner Resources

 <p>ILLINOIS Pathways Science, Technology, Engineering & Math</p>	 <p>ILLINOIS WORKS Pre-Apprenticeship Program</p>	 <p>JOB TRAINING & Economic Development</p>	 <p>youth career pathways PY 2018</p>
Illinois Pathways	Illinois Works	JTED	Youth Career Pathways

 <p>ILLINOIS WORKFORCE INNOVATION BOARD</p>	 <p>WIOA WORKS ILLINOIS</p>	 <p>WIOA WORKS ePOLICY</p>	 <p>TANF/SNAP/Medical (Apply for Benefits)</p>
IWIB	WIOA Works for Illinois	WIOA ePolicy Manual	IDHS - Application For Services
 <p>ILLINOIS workNet[®] CENTER americanjobcenter</p>	 <p>ICCB ILLINOIS COMMUNITY COLLEGE BOARD</p>	 <p>IDES ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY</p>	 <p>Rehabilitation Services</p>
Illinois workNet Center	ICCB	IDES	Rehabilitation Services



[View More](#)





IWRS Access



  DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM -

ILLINOIS WORKS REPORTING SYSTEM

[Participant Recruitment & Engagement](#) [Partner Engagement & Management](#) [Work Plan & Report](#)

Name

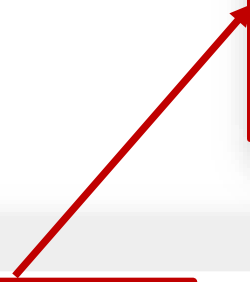
Intermediary/Provider

Customer Status


[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)


Show entries


Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	




ALL RESOURCES

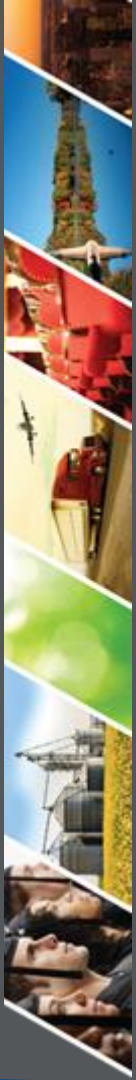

Access the Illinois Works Reporting System


Video Tutorials & Training Materials


Full List of Resources


Partner Tool Updates

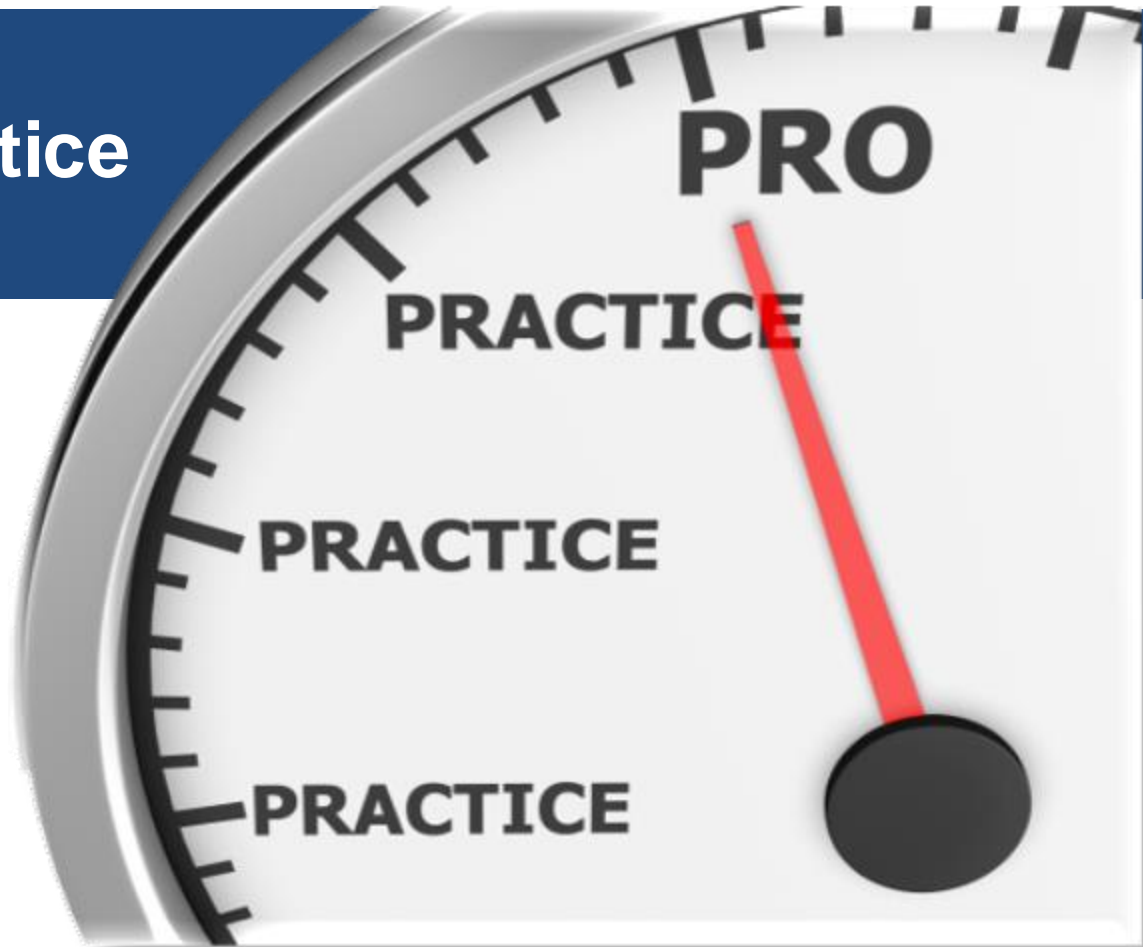


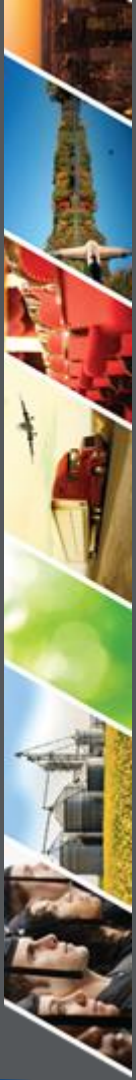


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IWRS Access - Practice





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Navigation Bar



  DASHBOARDS ▾ GROUPS     | HI, GIASUGGS@GMAIL.COM ▾

ILLINOIS WORKS REPORTING SYSTEM

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

Name

Intermediary/Provider

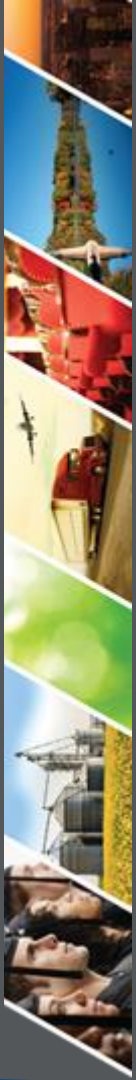
Customer Status

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

Show entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	





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Section 5: Provider Information

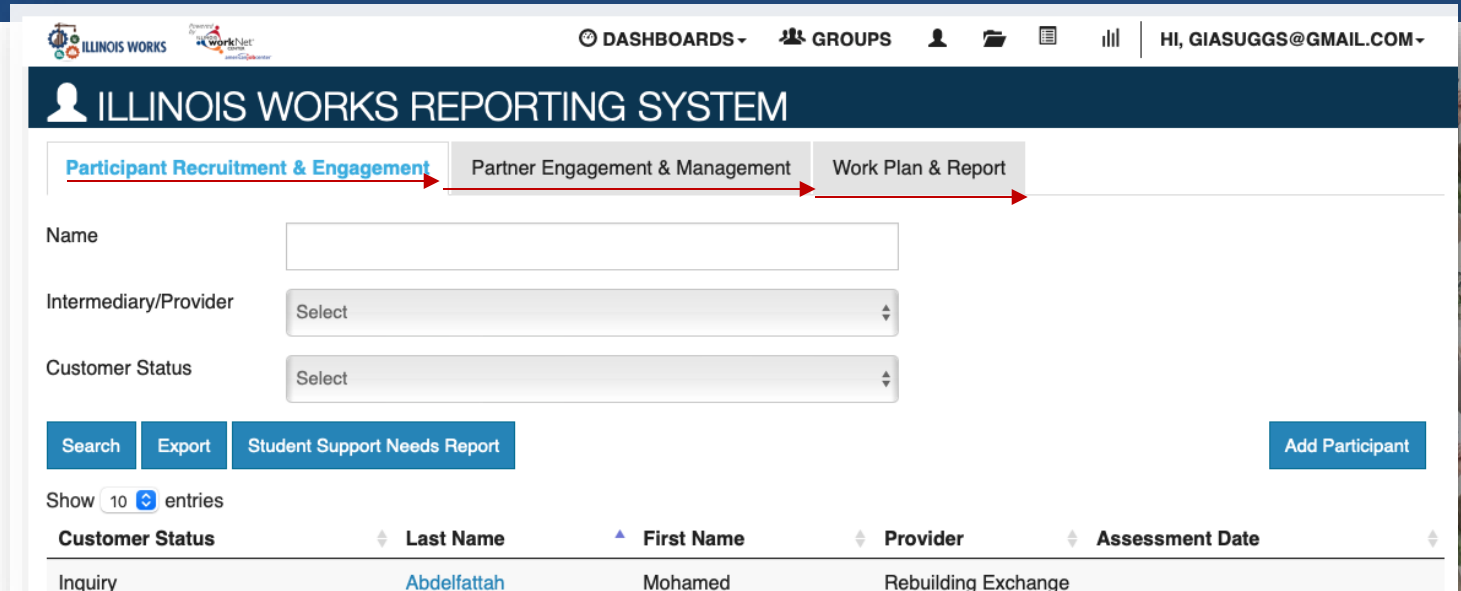


By the end of this section, you will be able to:

- Navigate the main page.
- Add/Update provider information.



IWRS - Main Page Overview



ILLINOIS WORKS REPORTING SYSTEM

[Participant Recruitment & Engagement](#) → [Partner Engagement & Management](#) → [Work Plan & Report](#)

Name

Intermediary/Provider

Customer Status

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

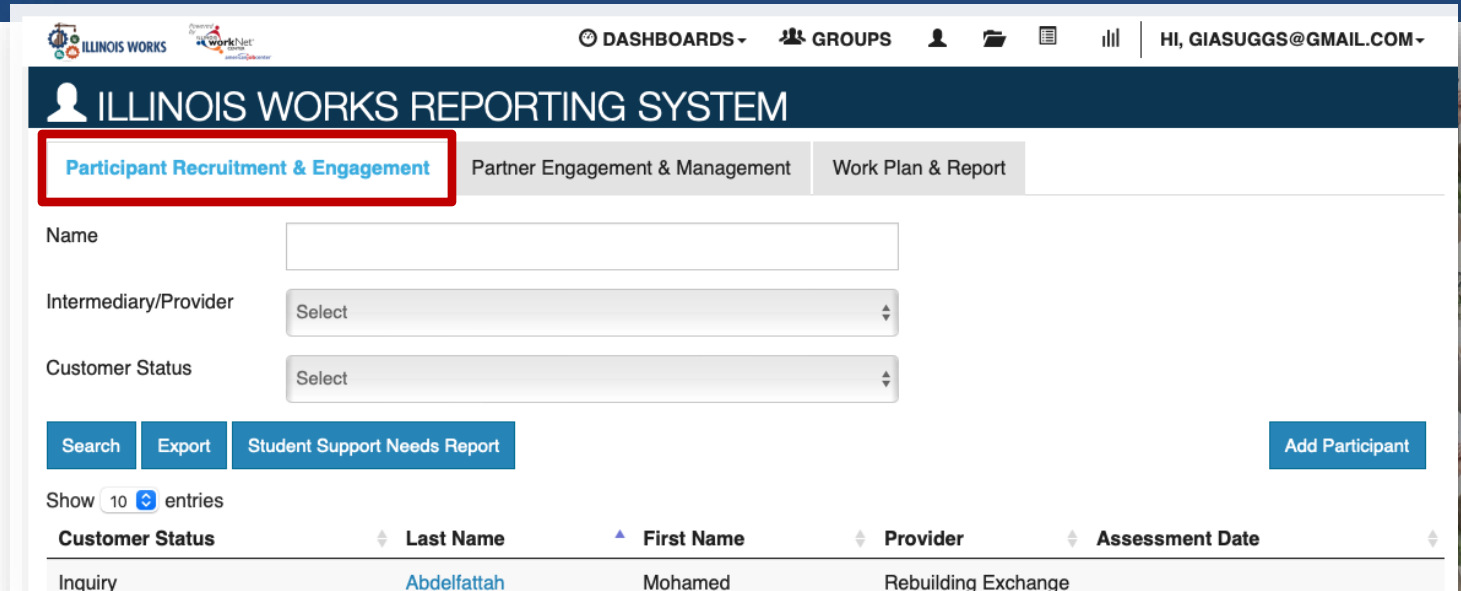
Show entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	





IWRS - Main Page Overview



The screenshot shows the IWRS main page. At the top, there are navigation links for "DASHBOARDS", "GROUPS", and a user profile icon. The user is logged in as "HI, GIASUGGS@GMAIL.COM". The main heading is "ILLINOIS WORKS REPORTING SYSTEM". Below this, there are three tabs: "Participant Recruitment & Engagement" (highlighted with a red box), "Partner Engagement & Management", and "Work Plan & Report". The "Participant Recruitment & Engagement" tab contains a form with the following fields:

- Name:
- Intermediary/Provider:
- Customer Status:

Below the form are three buttons: "Search", "Export", and "Student Support Needs Report". On the right side of the form area is a blue button labeled "Add Participant".

At the bottom, there is a table with the following columns: "Customer Status", "Last Name", "First Name", "Provider", and "Assessment Date". The table shows one entry:







Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	





IWRS - Main Page Overview



  DASHBOARDS - GROUPS     | HI, GIASUGGS@GMAIL.COM -

ILLINOIS WORKS REPORTING SYSTEM

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

Partner Engagement Contact Notes

Name *

Intermediary/Provider

Show entries



Partner Name	Provider	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
5th Ward - Leslie	Tools Up	Government	5-9	No	2325 E





IWRS - Main Page Overview



  DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM -

ILLINOIS WORKS REPORTING SYSTEM

[Participant Recruitment & Engagement](#) [Partner Engagement & Management](#) **[Work Plan & Report](#)**

Name *

Intermediary/Provider

[Search](#)




Plan





IWRS - Provider Information



  DASHBOARDS ▾ GROUPS 👤  📄 📊 | HI, GIASUGGS@GMAIL.COM ▾

ILLINOIS WORKS REPORTING SYSTEM

[Participant Recruitment & Engagement](#) | Partner Engagement & Management | Work Plan & Report

Name

Intermediary/Provider

Customer Status

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

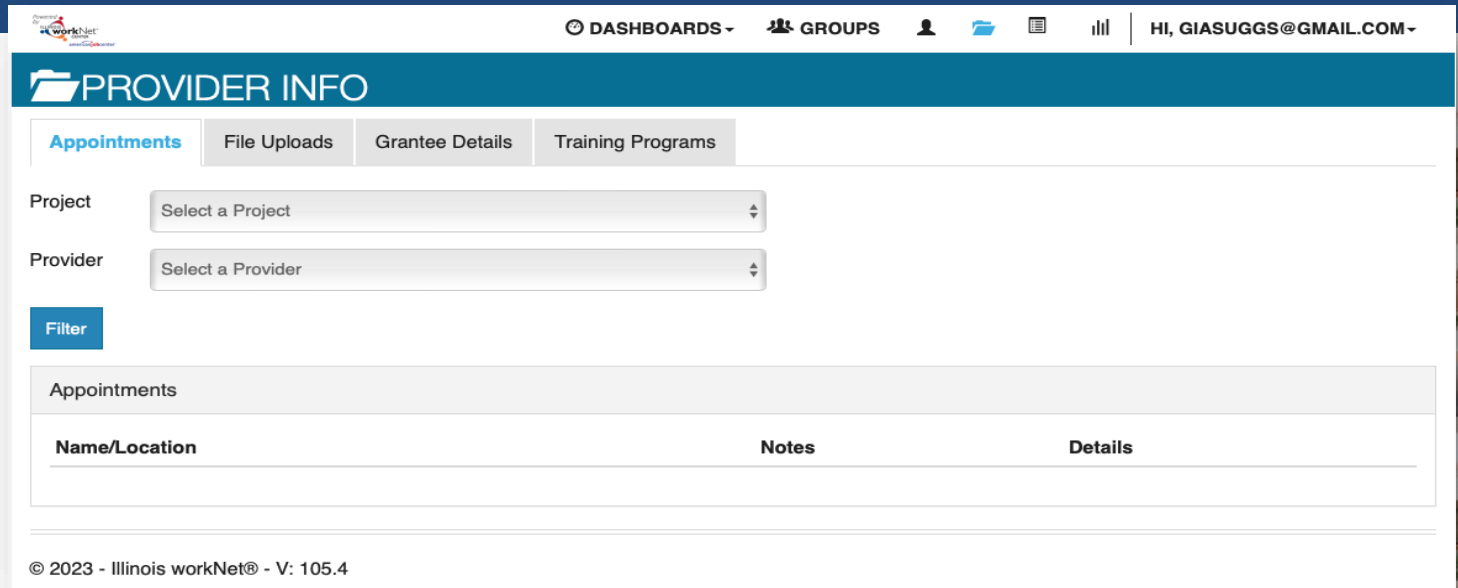
Show entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	





IWRS - Provider Information



The screenshot shows the 'PROVIDER INFO' dashboard. At the top, there is a navigation bar with 'DASHBOARDS', 'GROUPS', and a user profile icon. The user is logged in as 'HI, GIASUGGS@GMAIL.COM'. Below the navigation bar is a teal header with a folder icon and the text 'PROVIDER INFO'. Underneath, there are four tabs: 'Appointments' (selected), 'File Uploads', 'Grantee Details', and 'Training Programs'. The main content area has two dropdown menus: 'Project' with the text 'Select a Project' and 'Provider' with the text 'Select a Provider'. Below these is a blue 'Filter' button. A table titled 'Appointments' is shown, with columns for 'Name/Location', 'Notes', and 'Details'. The table is currently empty. At the bottom of the dashboard, there is a copyright notice: '© 2023 - Illinois workNet® - V: 105.4'.





Provider Information - Tabs



Appointments



File Uploads



Grantee Details








Training Programs



IWRS - Provider Information - Appointment



 **DASHBOARDS** **GROUPS**     | **HI, GIASUGGS@GMAIL.COM**

PROVIDER INFO

Appointments | File Uploads | Grantee Details | Training Programs

Project:

Provider:

Filter

Appointments

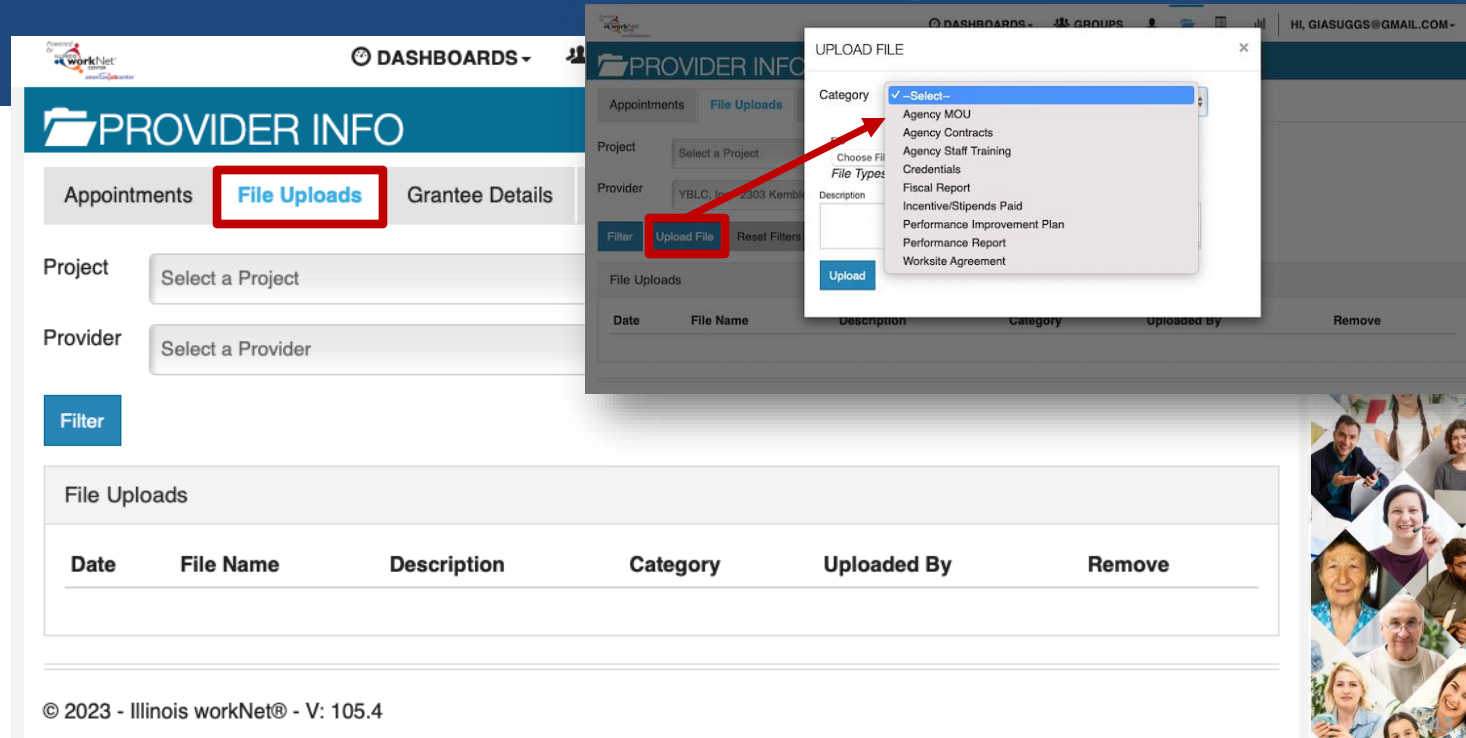
Name/Location	Notes	Details

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IWRS - Provider Information - File Uploads



PROVIDER INFO

Appointments **File Uploads** Grantee Details

Project: Select a Project

Provider: YBLC, Inc. 2303 Kemb...

Upload File Reset Filters

UPLOAD FILE

Category: **-Select-**

- Agency MOU
- Agency Contracts
- Agency Staff Training
- Credentials
- Fiscal Report
- Incentive/Stipends Paid
- Performance Improvement Plan
- Performance Report
- Worksite Agreement

File Uploads

Date	File Name	Description	Category	Uploaded By	Remove
------	-----------	-------------	----------	-------------	--------

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IWRS - Provider Information – Grantee Details



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powered by

DASHBOARDS ▾ GROUPS  HI, GIASUGGS@GMAIL.COM ▾

PROVIDER INFO

Appointments File Uploads **Grantee Details** Training Programs

Project * IL Works ▾

Provider/Grantee * Select ▾

Select Print

Grantee Info

Please select a provider to update provider information.



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IWRS - Provider Information – Grantee Details



 **DASHBOARDS** **GROUPS**  **HI, GIASUGGS@GMAIL.COM**

PROVIDER INFO

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

Project * IL Works

Provider/Grantee * Select

Select Print

Grantee Info

Please select a provider to update provider information.

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

Project * IL Works

Provider/Grantee * Chicago Provider 2

Select Print

Grantee Info CASE NOTES(0)

TA Contact
TA Contact Info
Scope Overview

Grantee Address
102 Innovation Drive Chicago, IL 60607
Grantee Program Name
Program Start Date
Target Population
LWIA


ASSOCIATED GRANTS Add Grant

Show 10 entries

Number	Start Date	End Date	Grant Amount	Scheduled Participants	Actual Enrollment
No Grants Have Been Added					

Showing 0 to 0 of 0 entries Previous Next

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IWRS - Provider Information – Grantee Details



ASSOCIATED GRANTS

Show entries

Number Start Date End Date Grant Amount Scheduled Participants Actual Enr

No Grants Have Been Added

Showing 0 to 0 of 0 entries

STAFF COMPLETING REQUIRED TRAINING

NOTE: IT IS RECOMMENDED TO UPLOAD CERTIFICATES OF COMPLETION TO THE 'FILE UPLOADS' TAB FOR THE AGENCY.

Show entries

First Name Middle Name Last Name Completed Date Skill Name Training Co

No Staff Have Been Added

Showing 0 to 0 of 0 entries

TRAINING PROGRAMS

Show entries

Program Name Provider Name Length of Training Type Location Credentials Credi

No data available in table

Showing 0 to 0 of 0 entries

INSTRUCTORS

Show entries

Name Type of Training Delivered Credentials With Organization Since On

Mary Jane	Construction Skills Training	certificate and certification	2/11/2022	AB
Test Instructor	Safety Training	Certification		Th

WORKSITES

Show entries

Search:

Employer	Worksite	Job Title	Job Type	Wages	Total Openings	Full Time Positions Filled	Part Time Positions Filled	Length
ABC Practicum	ABC Practicum	Construction Carpenters	Permanent Employment	\$11.00	10	0	0	2 weeks
XYZ Provider	XYZ Provider	Computer Programmer	Permanent Employment	\$25.00	25	0	0	25 weeks

Showing 1 to 2 of 2 entries

Previous Next

SERVICES

Show entries

Search:

Category	Name	Description	Active Status	delete
N/A	Alumni Networking	Alumni Networking Service	Yes	Edit ✕
N/A	Apprenticeship Application Fee	Provide participants with assistance in paying fees related to joining a DOL-registered apprenticeship program, including application fees.	Yes	Edit ✕
N/A	Assistance with completing an apprenticeship program application	Provide assistance with completing a register apprenticeship in the construction industry.	Yes	Edit ✕
N/A	Broadband Fees	Provide participants with assistance in paying for Broadband fees not covered by existing programs.	Yes	Edit ✕
N/A	Career Information	Provide career information for those who are currently in the program.	Yes	Edit ✕



IWRS - Provider Information – Grantee Details



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





IWRS - Provider Information – Training Program



 **DASHBOARDS** **GROUPS**     | HI, GIASUGGS@GMAIL.COM

PROVIDER INFO

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

Project:

Provider:

Filter | **Add Program** | **Reset Filters**

Training Programs

Program Name	Length Of Program	Approval Status	Projected Participants	Actual Enrollment	Contact Name	Options
--------------	-------------------	-----------------	------------------------	-------------------	--------------	---------


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IWRS - Provider Information – Training Program



 DASHBOARDS ▾ GROUPS HI, GIASUGGS@GMAIL.COM ▾

PROVIDER INFO

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

Project:

Provider:

[Filter](#) [Add Program](#) [Reset Filters](#)

Training Programs

Program Name	Length Of Program	Approval Status	Projected Participants	Actual Enrollment	Contact Name	Options ⚙
--------------	-------------------	-----------------	------------------------	-------------------	--------------	-----------

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IWRS - Provider Information – Training



workNet
DASHBOARDS ▾
GROUPS

PROVIDER INFO

Appointments
File Uploads
Grantee Details
Training Programs

Project

Provider

Filter
Add Program
Reset Filters

Training Programs

Program Name	Length Of Program	Approval Status	Projected Participants	Actual Enr

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Appointments
File Uploads
Grantee Details
Training Programs

Add Program Information
Add Baseline Requirements
Add Associated Credentials

VIEW INSTRUCTIONS HERE

ADD TRAINING PROGRAM FOR YBLC, INC
[VIEW AVAILABLE TRAINING PROGRAMS AND PROVIDERS](#)

What type of program do you offer?

- Registered apprenticeship
- Pre-apprenticeship
- Career pathway
- Youth apprenticeship
- Illinois apprenticeship
- Illinois pre-apprenticeship

APPROVED TRAINING PROGRAM INFORMATION

Submit training program for approval.

PROGRAM INFORMATION

Program Name *

Program Description *

Provider Name *

Street Address 1 *

Street Address 2

City *

State *

ZIP Code *

Training program CIP Code * [Lookup CIP Codes](#)

Time to Complete in Weeks *

Training Program Career Pathway * [Select](#)

SOC Code for the occupation of this program * [Lookup SOC Codes and Occupations](#)

Target Occupation *

NAICS code to identify an industry for this business * [Lookup NAICS Codes](#)

CIS Url Link [Link directly to the URL from Career, Wages, and Trends](#)

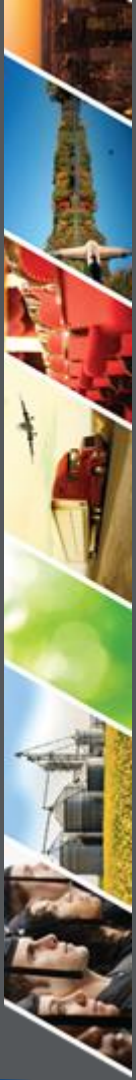
ENROLLMENT INFORMATION

What is your projected number of participants to serve? *

Program Contact * [Select](#)

Minimum Age for this Occupation *

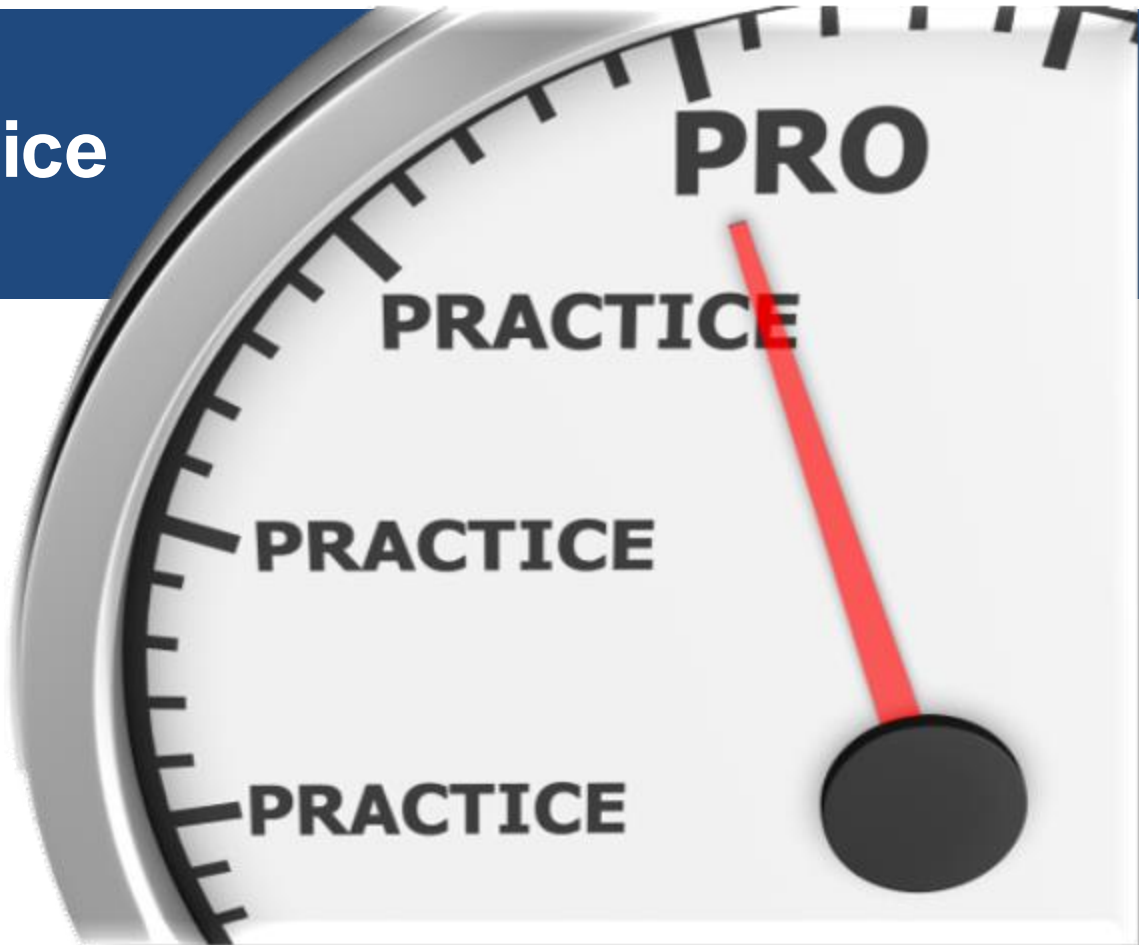
Cancel
Next Page

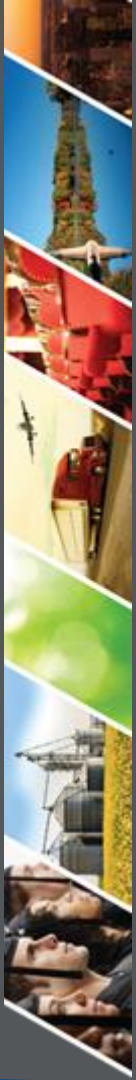


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Provider Info - Practice





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Section 6: User Management And Worksite Placement

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






- Add/Update a partner.
- Add/Update Worksite Placement.





IWRS – User Management



 **DASHBOARDS -** **GROUPS**     | HI, GIASUGGS@GMAIL.COM -

USER MANAGEMENT

Name Related Instructions

User Management Instructions

[Hide Filters](#)

Group Role

Show entries

Last Name	First Name	Username	Group Processing...	IwN Role	LWIA	Add/Remove Partner
-----------	------------	----------	---------------------	----------	------	--------------------

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IWRS – User Management – Add Partner



DASHBOARDS - GROUPS **USER** | HI, GIASUGGS@GMAIL.COM -

USER MANAGEMENT

Name

Related Instructions
[User Management Instructions](#)

Q Search **Add Partner to Group**

Hide Filters

Group Role

Show entries

Last Name	First Name	Username	Group	Processing...	IwN Pl...
-----------	------------	----------	-------	---------------	-----------

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ADD PARTNER

First Name *

Last Name *

Birth Date *

Phone Number *

Email *

ZIP Code *

Organizations or Groups to Add Partner to*





IWRS – User Management – Delete Partner



DASHBOARDS - GROUPS | HI, GIASUGGS@GMAIL.COM-

USER MANAGEMENT

Name

Q Search [Add Partner to Group](#)

[Hide Filters](#)

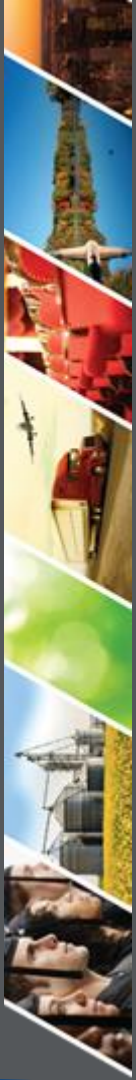
Group Role

Show entries

Last Name	First Name	Username	Group	Email	IwN Role	LWIA	Add/Remove Partner
Alexander	Anthony	AAlexander1121	IL Works - Sista Girls & Friends, Inc	aalexander.sgaf@gmail.com	Public Viewer	19	+ x
Allston	Amber	AAAllston	IL Works - Sista Girls & Friends, Inc	aallston.sgaf@gmail.com	Public Viewer	19	+ x

Related Instructions
[User Management Instructions](#)

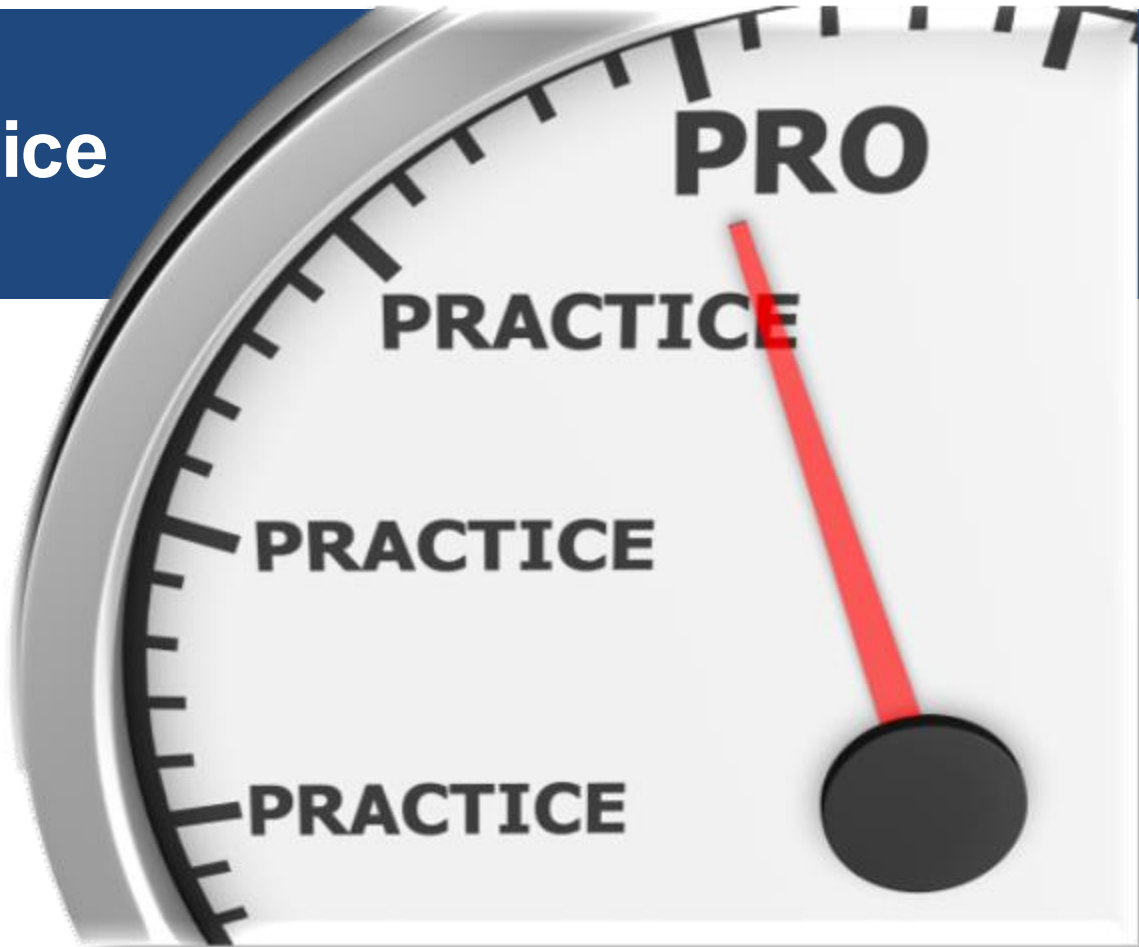


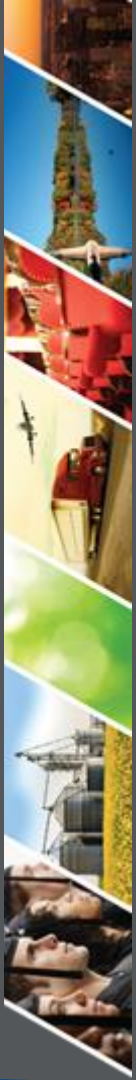


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Provider Info - Practice





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Section 7: Reporting Tools

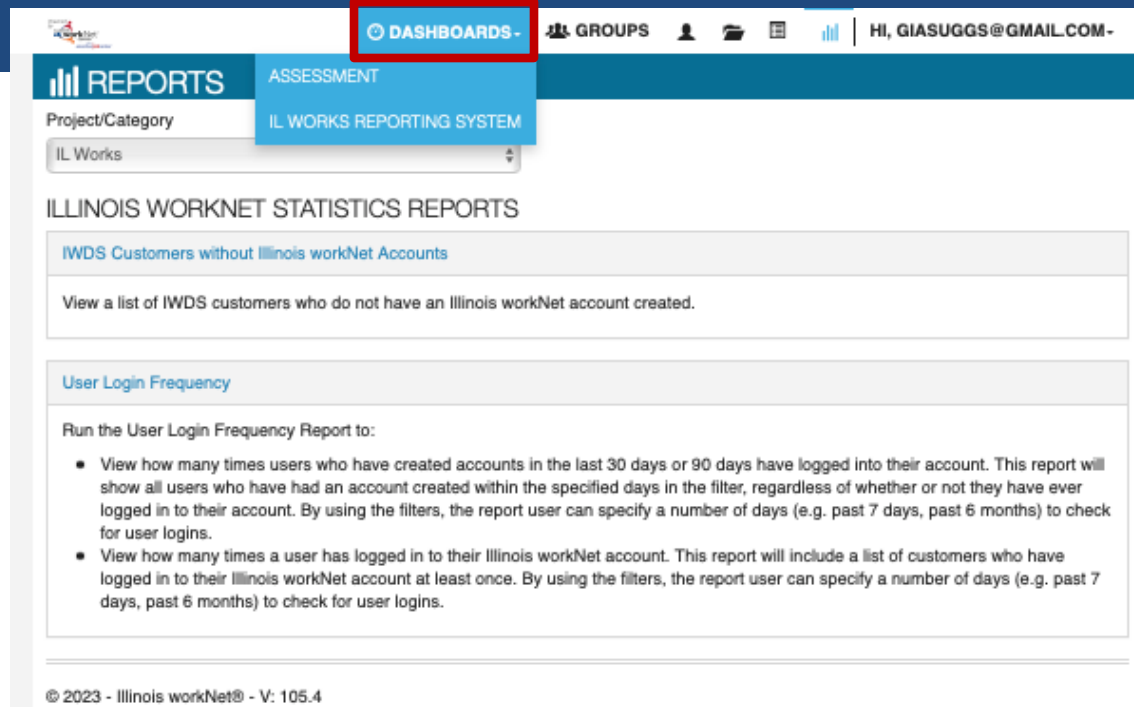


By the end of this section, you will be able to:

- Access the reporting tools and including the dashboards, workplan, training service support, and export support.



IWRS – Reporting Tools



DASHBOARDS - GROUPS | HI, GIASUGGS@GMAIL.COM-

REPORTS ASSESSMENT

Project/Category: IL WORKS REPORTING SYSTEM

IL Works

ILLINOIS WORKNET STATISTICS REPORTS

[IWDS Customers without Illinois workNet Accounts](#)

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

[User Login Frequency](#)

Run the User Login Frequency Report to:

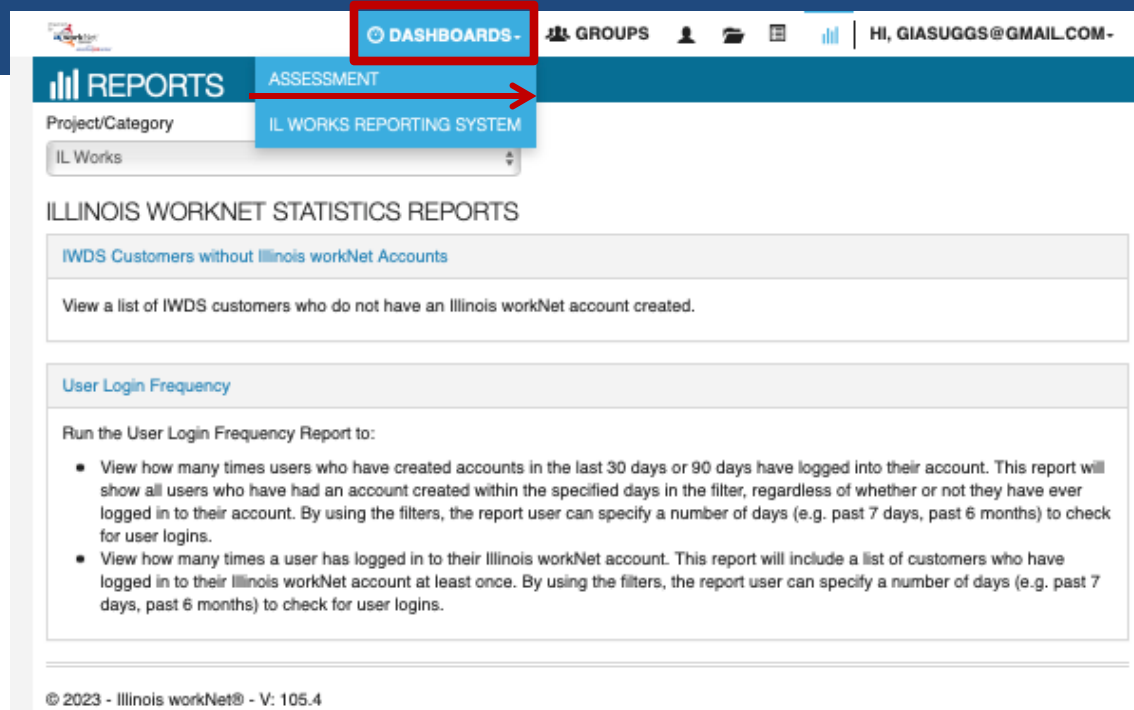
- View how many times users who have created accounts in the last 30 days or 90 days have logged into their account. This report will show all users who have had an account created within the specified days in the filter, regardless of whether or not they have ever logged in to their account. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.
- View how many times a user has logged in to their Illinois workNet account. This report will include a list of customers who have logged in to their Illinois workNet account at least once. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.

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IWRS – Reporting Tools - Assessment



DASHBOARDS - GROUPS | HI, GIASUGGS@GMAIL.COM-

REPORTS ASSESSMENT

Project/Category: IL WORKS REPORTING SYSTEM

IL Works

ILLINOIS WORKNET STATISTICS REPORTS

[IWDS Customers without Illinois workNet Accounts](#)

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

[User Login Frequency](#)

Run the User Login Frequency Report to:

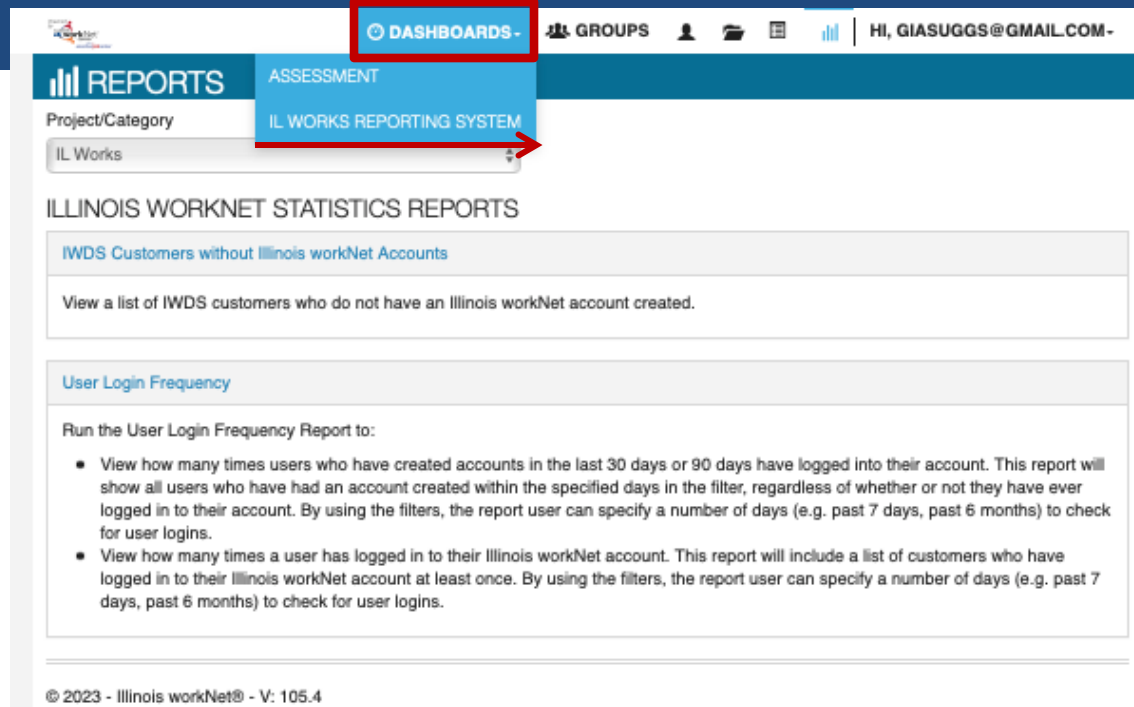
- View how many times users who have created accounts in the last 30 days or 90 days have logged into their account. This report will show all users who have had an account created within the specified days in the filter, regardless of whether or not they have ever logged in to their account. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.
- View how many times a user has logged in to their Illinois workNet account. This report will include a list of customers who have logged in to their Illinois workNet account at least once. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.

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IWRS – Reporting Tools – IL Works Reporting System



DASHBOARDS - GROUPS | HI, GIASUGGS@GMAIL.COM -

REPORTS ASSESSMENT

Project/Category: IL Works

ILLINOIS WORKNET STATISTICS REPORTS

[IWDS Customers without Illinois workNet Accounts](#)

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

[User Login Frequency](#)

Run the User Login Frequency Report to:

- View how many times users who have created accounts in the last 30 days or 90 days have logged into their account. This report will show all users who have had an account created within the specified days in the filter, regardless of whether or not they have ever logged in to their account. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.
- View how many times a user has logged in to their Illinois workNet account. This report will include a list of customers who have logged in to their Illinois workNet account at least once. By using the filters, the report user can specify a number of days (e.g. past 7 days, past 6 months) to check for user logins.

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IWRS – Reporting Tools – IL Works Reporting System



IL WORKS DASHBOARD

Assessment | IL Works Reporting System

Provider:

Race/Ethnicity:

Veteran Status:

Gender:

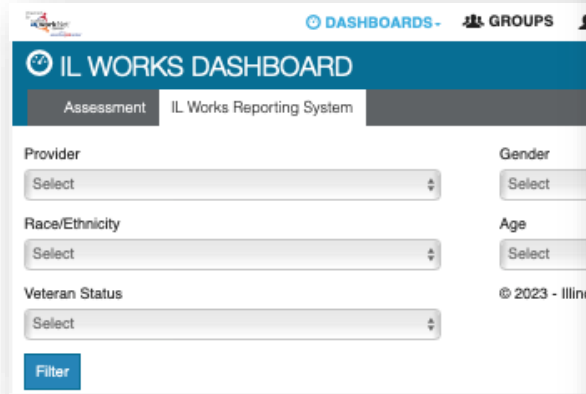
Age:

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IWRS – Reporting Tools – IL Works Reporting System

IL WORKS DASHBOARD

Assessment | IL Works Reporting System

Provider:

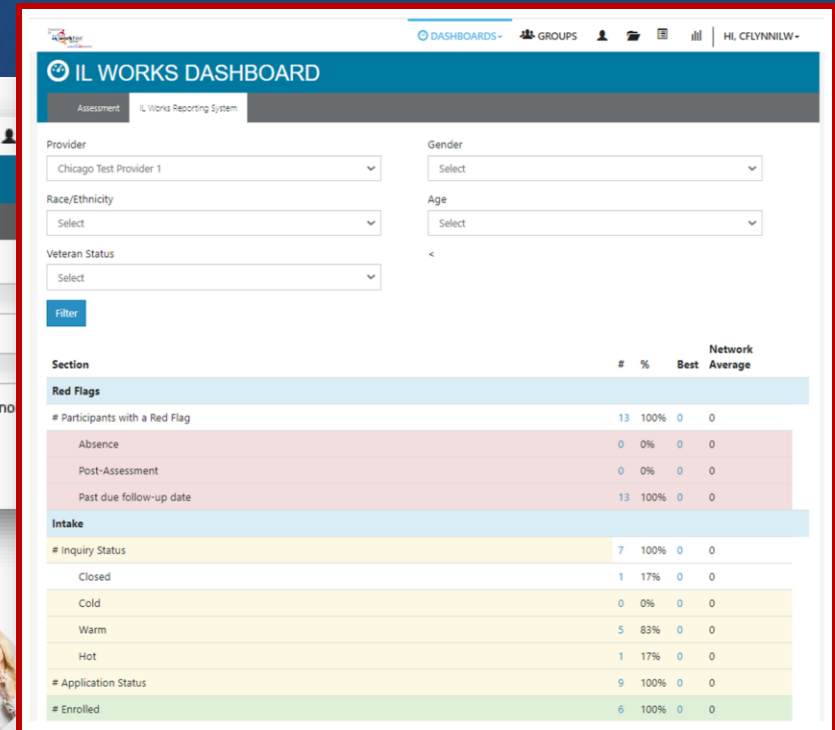
Gender:

Race/Ethnicity:

Age:

Veteran Status:

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IL WORKS DASHBOARD

Assessment | IL Works Reporting System

Provider:

Gender:

Race/Ethnicity:

Age:

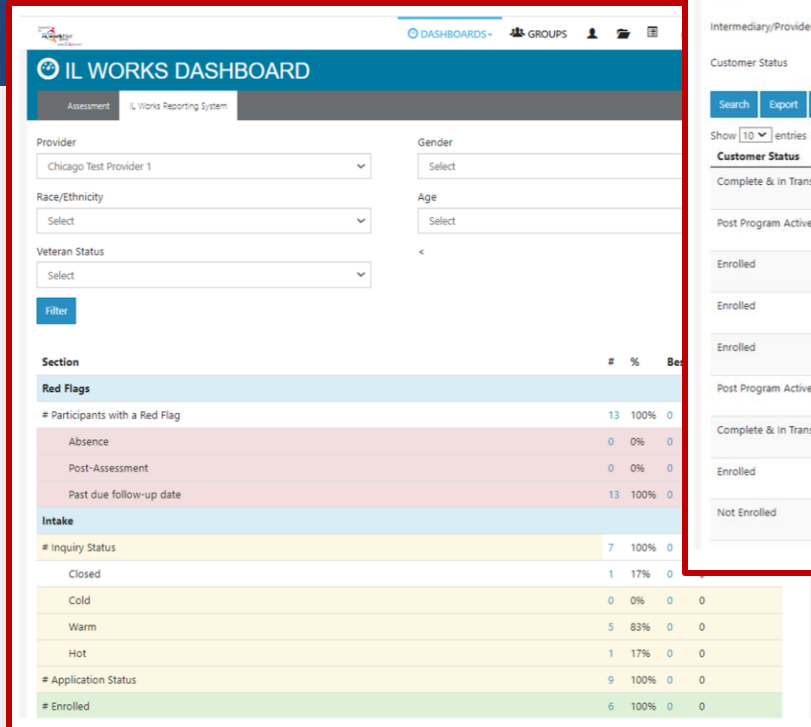
Veteran Status:

Section	#	%	Best	Network Average
Red Flags				
# Participants with a Red Flag				
Absence	0	0%	0	0
Post-Assessment	0	0%	0	0
Past due follow-up date	13	100%	0	0
Intake				
# Inquiry Status				
Closed	1	17%	0	0
Cold	0	0%	0	0
Warm	5	83%	0	0
Hot	1	17%	0	0
# Application Status				
Enrolled	6	100%	0	0





IWRS – Reporting Tools – IL W

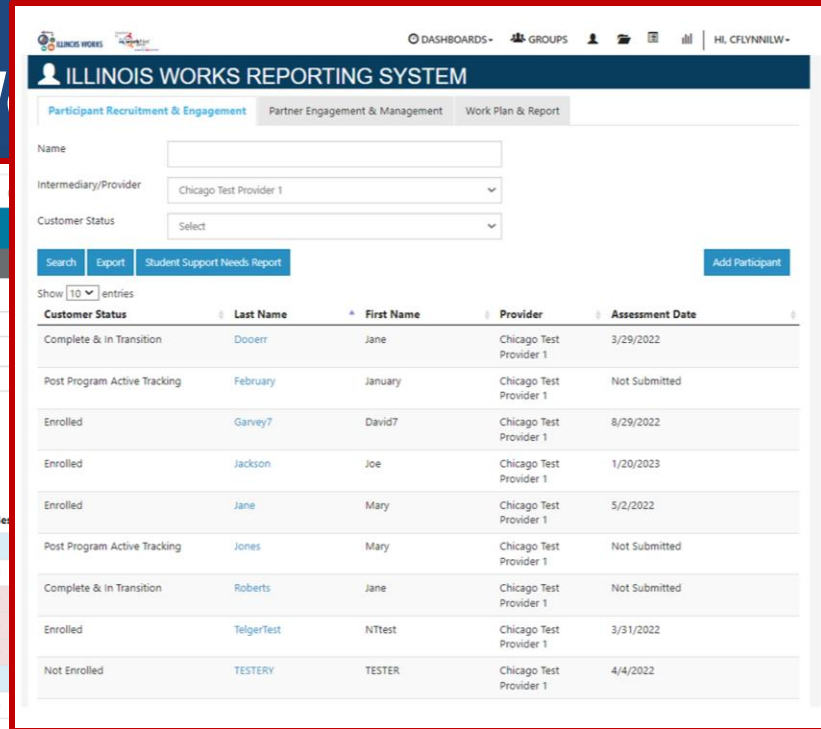
IL WORKS DASHBOARD

Assessment | IL Works Reporting System

Provider: Chicago Test Provider 1
 Race/Ethnicity: Select
 Veteran Status: Select
 Gender: Select
 Age: Select

Filter

Section	#	%	Be
Red Flags			
# Participants with a Red Flag	13	100%	0
Absence	0	0%	0
Post-Assessment	0	0%	0
Past due follow-up date	13	100%	0
Intake			
# Inquiry Status	7	100%	0
Closed	1	17%	0
Cold	0	0%	0
Warm	5	83%	0
Hot	1	17%	0
# Application Status	9	100%	0
# Enrolled	6	100%	0



ILLINOIS WORKS REPORTING SYSTEM

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

Name:

Intermediary/Provider: Chicago Test Provider 1

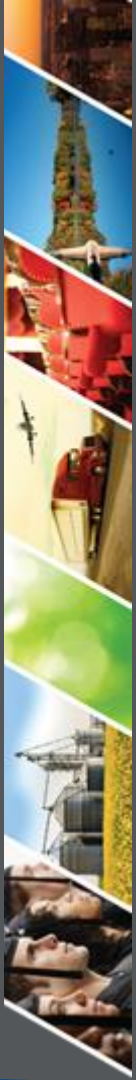
Customer Status: Select

Search | Export | Student Support Needs Report | Add Participant

Show 10 entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Complete & in Transition	Doerr	Jane	Chicago Test Provider 1	3/29/2022
Post Program Active Tracking	February	January	Chicago Test Provider 1	Not Submitted
Enrolled	Garvey7	David7	Chicago Test Provider 1	8/29/2022
Enrolled	Jackson	Joe	Chicago Test Provider 1	1/20/2023
Enrolled	Jane	Mary	Chicago Test Provider 1	5/2/2022
Post Program Active Tracking	Jones	Mary	Chicago Test Provider 1	Not Submitted
Complete & in Transition	Roberts	Jane	Chicago Test Provider 1	Not Submitted
Enrolled	TelgerTest	NTest	Chicago Test Provider 1	3/31/2022
Not Enrolled	TESTERY	TESTER	Chicago Test Provider 1	4/4/2022

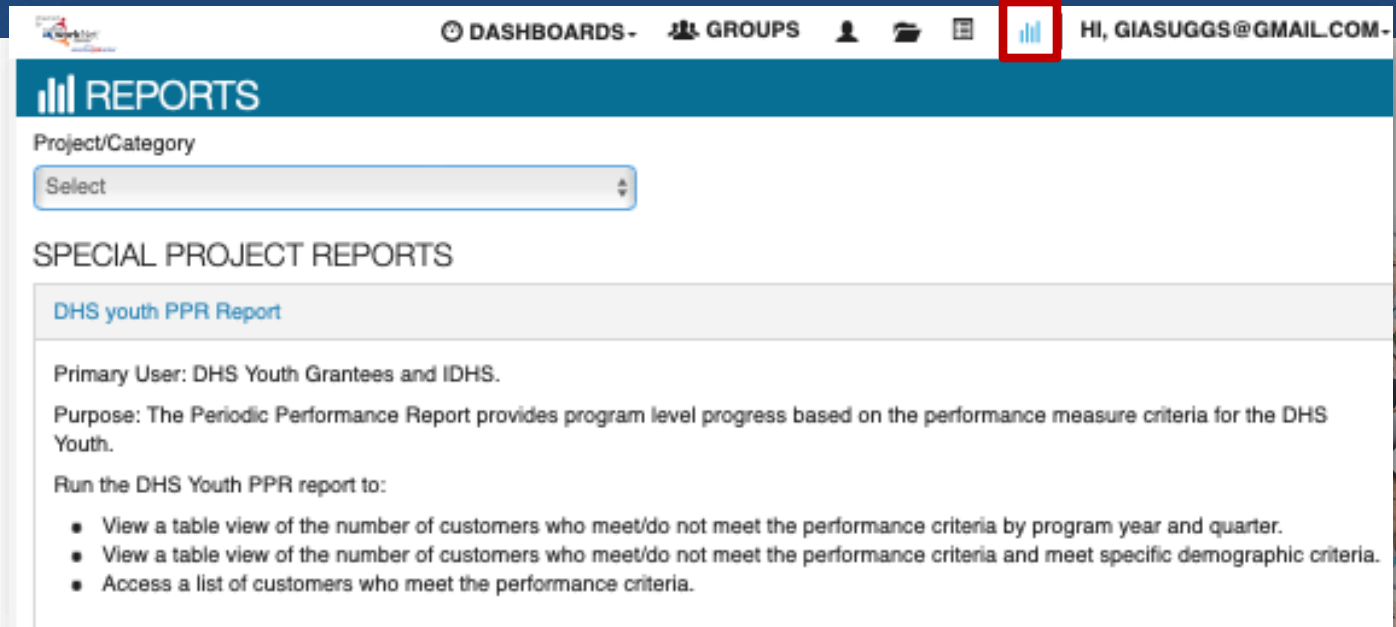










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IWRS – Reporting Tools



      HI, GIASUGGS@GMAIL.COM-

REPORTS

Project/Category

Select

SPECIAL PROJECT REPORTS

[DHS youth PPR Report](#)

Primary User: DHS Youth Grantees and IDHS.

Purpose: The Periodic Performance Report provides program level progress based on the performance measure criteria for the DHS Youth.

Run the DHS Youth PPR report to:


- View a table view of the number of customers who meet/do not meet the performance criteria by program year and quarter.
- View a table view of the number of customers who meet/do not meet the performance criteria and meet specific demographic criteria.
- Access a list of customers who meet the performance criteria.





IWRS – Reporting Tools – Student Support Services



 **DASHBOARD**

REPORTS

Project/Category

Select

SPECIAL PROJECT REPORTS

[DHS youth PPR Report](#)

Primary User: DHS Youth Grantees and IDHS.

Purpose: The Periodic Performance Report provides a summary of the performance of Youth.

Run the DHS Youth PPR report to:

- View a table view of the number of customers who...
- View a table view of the number of customers who...
- Access a list of customers who meet the perform...

[ISETS: All Participants Who Received Benefits Summary \(4333\)](#)

[ISETS: Employment Report](#)

[ISETS: Supportive Services Summary](#)

[ISETS: Earnfare Referral and Attendance \(2606\) Summary](#)

[ISETS: Earnfare Administrative Expenses Certification](#)

[Student Support Service Report](#)

[Attendance and Post-Assessment Scores](#)

[Grantee Information](#)

Primary User: Commerce.

Purpose: The Grantee Information Report provides an overview of the project and actual number of participants, sectors, grant amounts, and most recent status update notes.





IWRS – Reporting Tools – Student Support Services

ISETS: All Participants Who Received Benefits Summary (4333)

ISETS: Employment Report

ISETS: Supportive Services Summary

ISETS: Earnfare Referral and Attendance (2606) Summary

ISETS: Earnfare Administrative Expenses Certification

Student Support Service Report

Attendance and Post-Assessment Scores

Grantee Information

Primary User: Commerce.

Purpose: The Grantee Information Report provides an overview of the project and actual number of participants, sectors, grant amounts, and most recent status update notes.

STUDENT SUPPORT SERVICES REPORT

Project: IL Works

Customer Enrollment Status: Select

Grantee: Select

Service Provider: Select

Service Name:

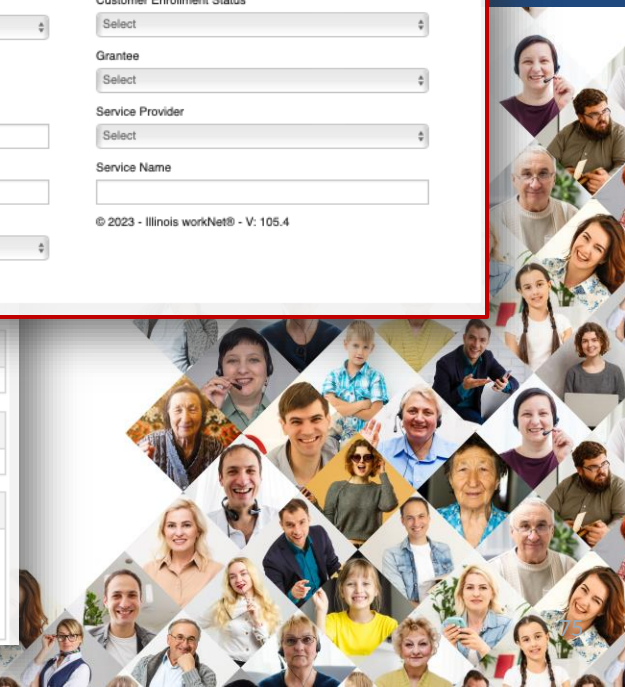
Start Date Begin Range: xx/xx/xxxx

Start Date End Range: xx/xx/xxxx

Flag Types: Select

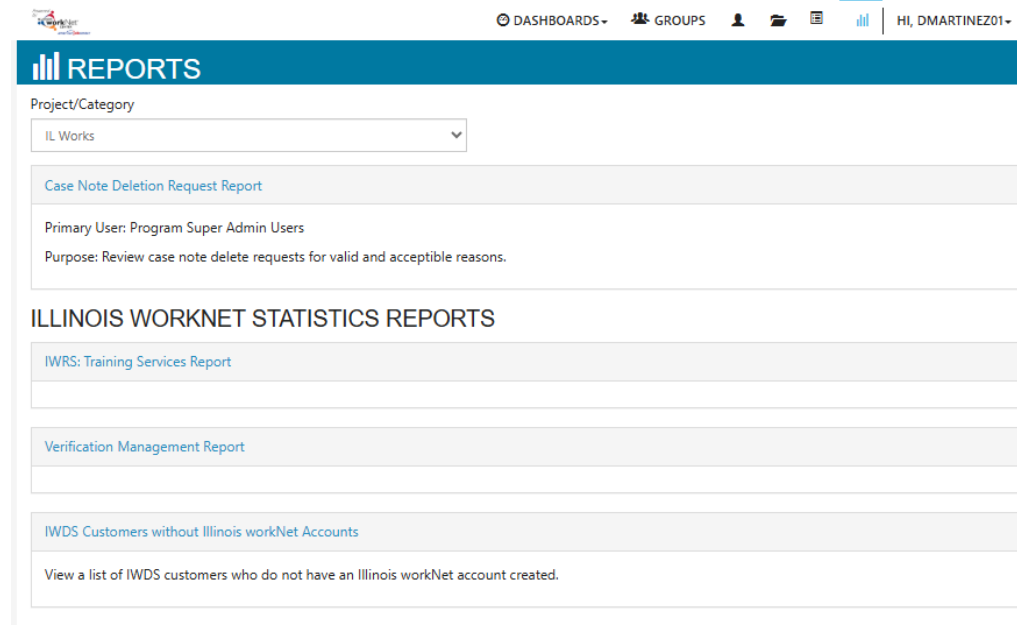
[Filter](#)

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Reporting Tools – Training Services Report



The screenshot shows the ICOMS Reporting Tools interface. At the top, there is a navigation bar with "DASHBOARDS", "GROUPS", and a user profile "HI, DMARTINEZ01". Below this is a "REPORTS" section with a dropdown menu for "Project/Category" set to "IL Works". The interface lists several reports:

- 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: Training Services Report**
 - Verification Management Report**
 - IWDS Customers without Illinois workNet Accounts**
View a list of IWDS customers who do not have an Illinois workNet account created.





Reporting Tools – Training Services Report



ILLINOIS WORKS
DASHBOARDS • GROUPS | HI_DMARTINEZ01

TRAINING SERVICES REPORT

Back to Reports

Project: IL Works | Status: Chicago Test Provider 1

Activity: First Aid/CPR | Cohort Name: No Cohorts Found

Start Date Begin Range: | Start Date End Range:

Filter Export Upload Customers

50 entries per page



	Customer Name	Activity	Status	Start Date	End Date	# Hours Required	Total Attendance Hours	Make-Up Session was Attended	Assessment Name	Assessment Score	Assessment Date
Edit	Allison Cement	First Aid/CPR	Started/Open	01/15/2024	01/16/2024	8.00					
Edit	John DoeDoe	First Aid/CPR	Successful Completion	03/17/2023	03/18/2023	4.00	4.00		First Aid/CPR	95	03/17/2023
Edit	John Doesmith	First Aid/CPR	Started/Open	01/15/2024	01/16/2024	8.00					
Edit	David7 Garvey7	First Aid/CPR	Started/Open	03/17/2023							





IWRS - Main Page Overview - Work Plan and Report



  DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM -

ILLINOIS WORKS REPORTING SYSTEM

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

Name *

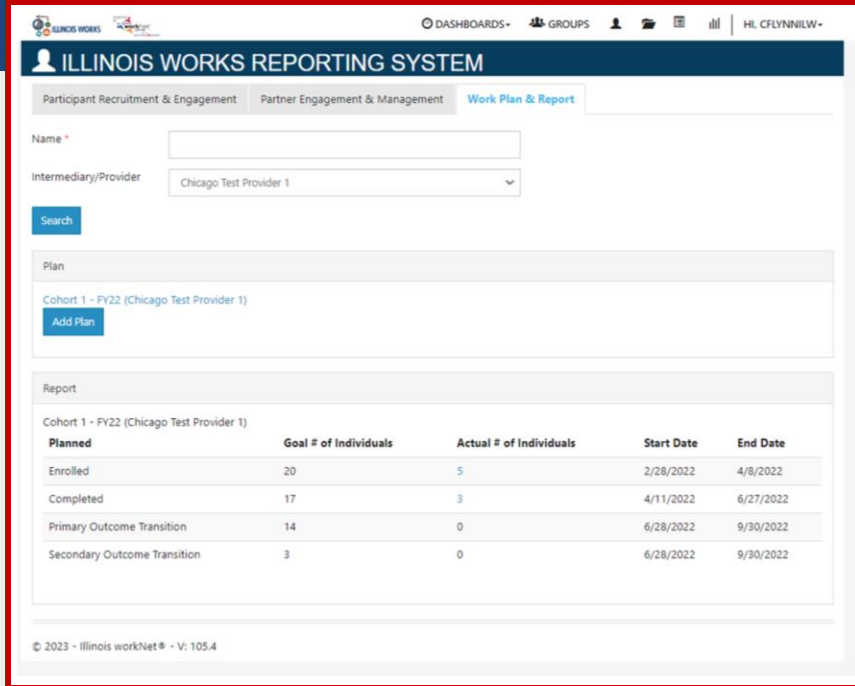
Intermediary/Provider

Plan





IWRS - Main Page Overview - Work Plan and Report

ILLINOIS WORKS REPORTING SYSTEM

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

Name

Intermediary/Provider

[Search](#)

Plan

Cohort 1 - FY22 (Chicago Test Provider 1)

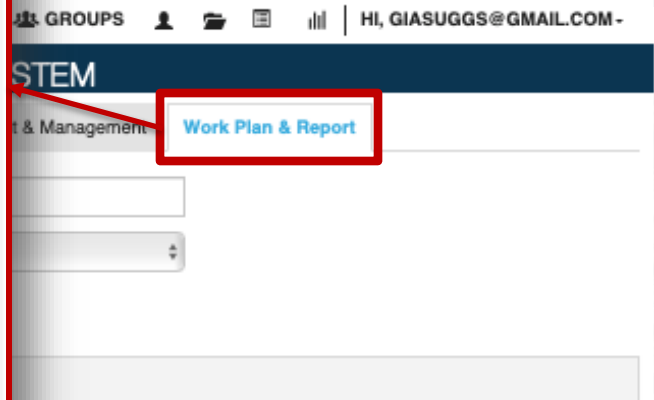
[Add Plan](#)

Report

Cohort 1 - FY22 (Chicago Test Provider 1)

Planned	Goal # of Individuals	Actual # of Individuals	Start Date	End Date
Enrolled	20	5	2/28/2022	4/8/2022
Completed	17	3	4/11/2022	6/27/2022
Primary Outcome Transition	14	0	6/28/2022	9/30/2022
Secondary Outcome Transition	3	0	6/28/2022	9/30/2022

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GROUPS |

STEM

Partner Engagement & Management | **Work Plan & Report**





IWRS - Main Page Overview - Export

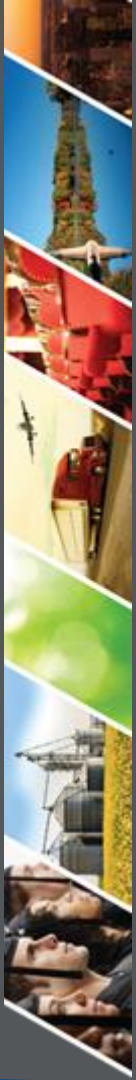


EXPORT ✕

Select which fields you would like to export. The fields that are pre-selected are added to every report.

- Select/Deselect All
- Worknet Id
- Account Status: Active/Inactive
- Customer Status (Inquiry, Applicant, Enrolled etc.)
- First Name
- Last Name
- User Name
- Last 4 SSN
- Email
- Birth Date
- Phone Number
- Address Line 1
- Address Line 2
- City
- State
- ZIP Code
- County
- Gender
- Ethnicity
- Highest Level of Education
- Grantee
- Training Program
- Date Assigned (Inquiry Date)
- Date Assigned (Applicant Date)
- Follow Up Flag
- Enrollment Status Flag
- Attendance Flag
- Post-Assessment Flag
- Training Status Flag
- Wrap Around Service Flag
- Student Support Service Flag
- Transition Service Flag
- Earned Credential Flag
- Program Completion Flag



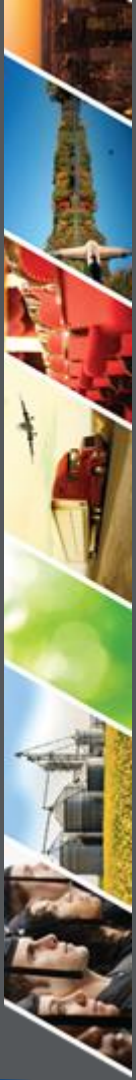


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Reporting Tools - Practice





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Section 8: Ticketing System








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

- Report system glitches using the new ticketing system.



Help Desk: Help Request



ILLINOIS WORKS  DASHBOARDS - GROUPS     HI, DMARTINEZ01 -

ILLINOIS WORKS REPORTING SYSTEM

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

Name:

Intermediary/Provider:

Customer Status:

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

Show entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	April	March	Chicago Test Provider 1	
Applicant	Cement	Allison	Chicago Test Provider 1	Not Submitted
Inquiry	Doe	Johnny	Chicago Test Provider 1	
Inquiry	Doe	Jane	Chicago Test Provider 1	
Inquiry	Doe	Jane	Chicago Test Provider 1	
Inquiry	Doe	John	Chicago Test Provider 1	
Inquiry	DoeDoe	John	Chicago Test Provider 1	
Withdraw	DoeDoe	John	Chicago Test	6/5/2023

HI, DMARTINEZ01 -

MY PARTNER DASHBOARD

HELP REQUEST

ILLINOIS WORKNET

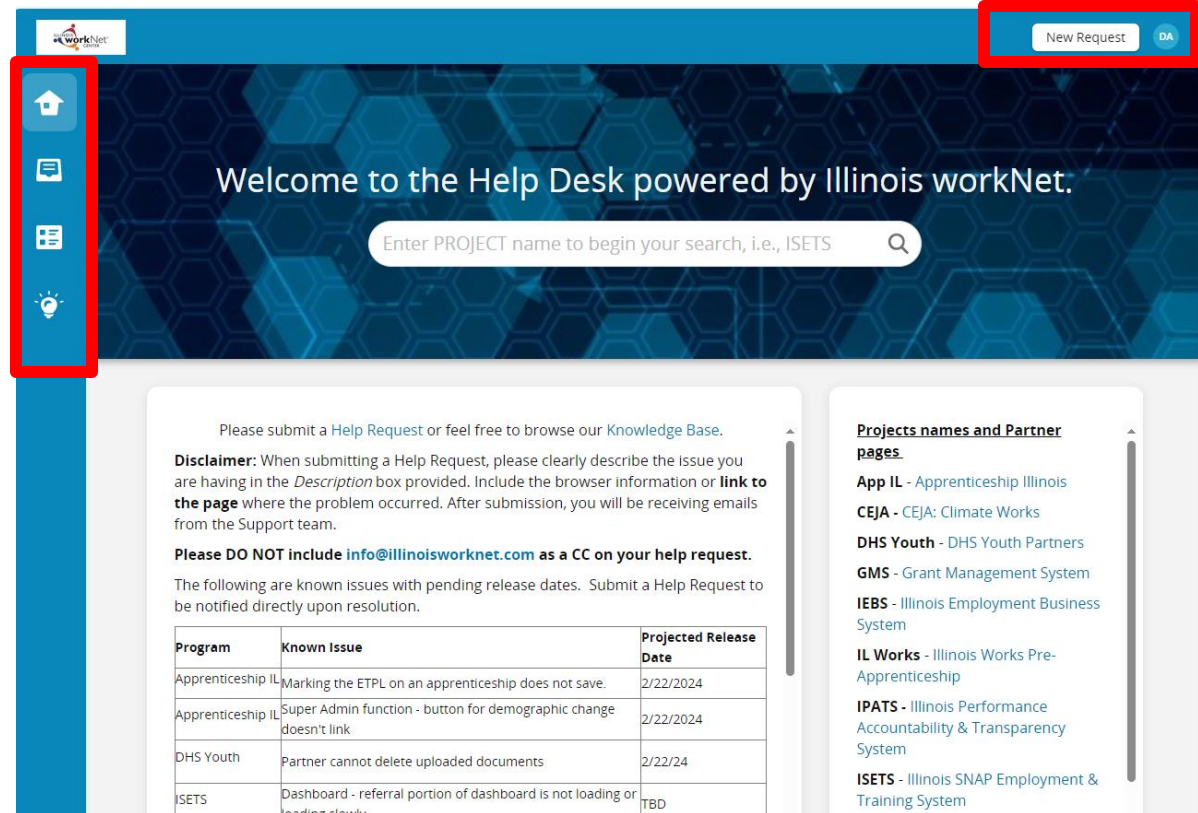
IWN MESSAGES

LOG OFF

HELP REQUEST



Help Desk powered by Illinois workNet

workNet

New Request DA

Welcome to the Help Desk powered by Illinois workNet.

Enter PROJECT name to begin your search, i.e., ISETS

Please submit a [Help Request](#) or feel free to browse our [Knowledge Base](#).

Disclaimer: When submitting a Help Request, please clearly describe the issue you are having in the *Description* box provided. Include the browser information or **link to the page** where the problem occurred. After submission, you will be receiving emails from the Support team.

Please DO NOT include info@illinoisworknet.com as a CC on your help request.

The following are known issues with pending release dates. Submit a Help Request to be notified directly upon resolution.

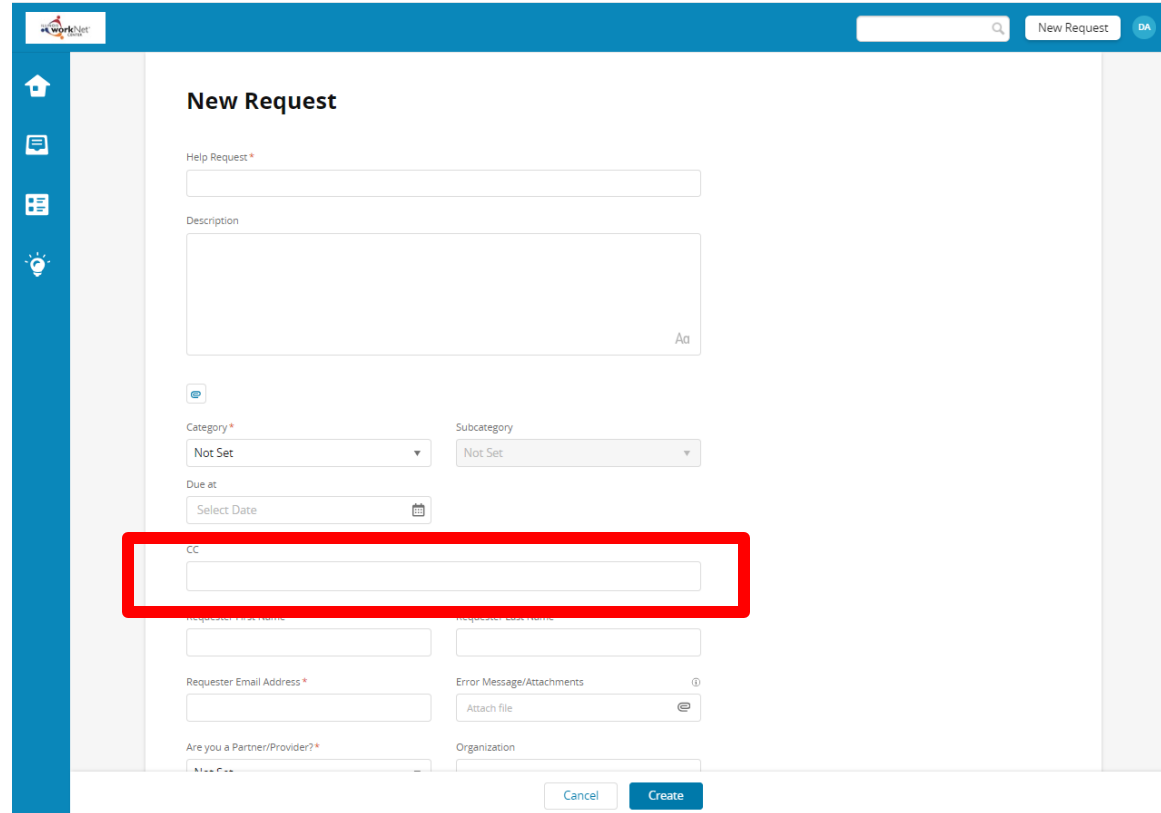
Program	Known Issue	Projected Release Date
Apprenticeship IL	Marking the ETPL on an apprenticeship does not save.	2/22/2024
Apprenticeship IL	Super Admin function - button for demographic change doesn't link	2/22/2024
DHS Youth	Partner cannot delete uploaded documents	2/22/24
ISETS	Dashboard - referral portion of dashboard is not loading or loading slowly	TBD

Projects names and Partner pages.

- App IL - Apprenticeship Illinois
- CEJA - CEJA: Climate Works
- DHS Youth - DHS Youth Partners
- GMS - Grant Management System
- IEBS - Illinois Employment Business System
- IL Works - Illinois Works Pre-Apprenticeship
- IPATS - Illinois Performance Accountability & Transparency System
- ISETS - Illinois SNAP Employment & Training System



Help Desk: New Requests



New Request

Help Request *

Description

Category * Subcategory

Due at

CC

Requester First Name Requester Last Name

Requester Email Address * Error Message/Attachments

Are you a Partner/Provider? * Organization

Cancel Create



Help Desk: Existing Requests



workNet							
2005	Resolved	Verification radio buttons do not match export report	Illinois Works Pre-Apprenticeship	Program Completion/Follow-Up	DG David Garvey	DA dan.j.martinez@illinois...	
2004	Resolved	Completion Verification not displaying on Export	Illinois Works Pre-Apprenticeship	Program Completion/Follow-Up	DG David Garvey	DA dan.j.martinez@illinois...	
1979	Resolved	Add Active Tracking unavailable unless transition document is uploaded	Illinois Works Pre-Apprenticeship	Program Completion/Follow-Up	DG David Garvey	DA dan.j.martinez@illinois...	
1978	Resolved	Delete first interview entry	Illinois Works Pre-Apprenticeship	Data Correction	DG David Garvey	LI	
1974	Resolved	Verification displaying on report without being triggered	Illinois Works Pre-Apprenticeship	Program Completion/Follow-Up	DG David Garvey	DA dan.j.martinez@illinois...	
1970	Resolved	Wrap-Around Service Assessment changes	Illinois Works Pre-Apprenticeship	Intake (Application/Interview Sheets or Scores, Wrap-around assessment, Career Assessment)	DG David Garvey	DA dan.j.martinez@illinois...	
1945	Resolved		Illinois Works Pre-Apprenticeship	Program Completion/Follow-Up	DG David Garvey	DI	
1916	Awaiting Programmer Input	Allow multiple Wrap-around service assessment submissions	Illinois Works Pre-Apprenticeship	Intake (Application/Interview Sheets or Scores, Wrap-around assessment, Career Assessment)	DG David Garvey	EH christine.flynn@illinois...	
1851	Resolved	Application no longer complete	Illinois Works Pre-Apprenticeship	Intake (Application/Interview Sheets or Scores, Wrap-around assessment, Career Assessment)	DG David Garvey	DA dan.j.martinez@illinois...	
1844	Resolved	Cohort 3 training contains a non-training service.	Illinois Works Pre-Apprenticeship	Provider Info (Grantee Details/Training Programs/Services)	DG David Garvey	DA dan.j.martinez@illinois...	



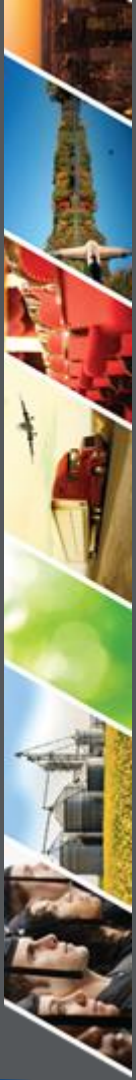


Section 9: Resources



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

- Access additional IWRS resources.



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Illinois Works Partner Guide



STATE OF ILLINOIS WORKFORCE PORTAL



Employer

Explore resources, connect to job seekers, & register to receive personalized services to help your business recover, expand, & grow.

[Explore Resources >](#)

[Set Up Virtual Job Fair >](#)

Job Seeker

Explore virtual job fairs, resources, available services, & register to receive alerts to the latest info on finding a job.

[Explore Resources >](#)

[Layoff Assistance >](#)

Virtual Job Fair

Explore virtual job fair resources and opportunities or get access to assistance to easily set up your own virtual job fair.

[Set Up Virtual Job Fair >](#)

[Search Virtual Job Fairs >](#)

Training & Services

Find training programs as well as local work support services to develop skills for high demand roles.

[Find Training >](#)

[Find Local Services >](#)





Illinois Works Partner Guide

Program Guides for Partners

These guides provide program related instructions/resources.

Please note these links are *not* intended as guidance for the general public.



DHS Youth Partner Tools



IWTS Guide



Youth Career Pathways Guide



WIDA Contract Reporting Guide



Illinois Employment Business Systems (IEBS)



IPATS



ISETS



Apprenticeship Illinois Partner Guide



Funding Opportunities



JTED



LWACS



ALL RESOURCES



Access the Illinois Works Reporting System



Video Tutorials & Training Materials



Full List of Resources



Partner Tool Updates

Professional Development

Topic	Date	Time
Administrator Orientation	January 11, 2022	10:00 AM
Grantee Manual I & Illinois Works Reporting System I	January 18, 2022	10:00 AM
Instructor Accreditation & Certification (NCCER, OSHA, First Aid)	January 20, 2021	10:00 AM
Grantee Manual II	February 1, 2022	9:00 AM
Illinois Works Reporting Systems I Session II & III	February 3, 2022	9:00 AM
Grantee Manual III	February 15, 2022	9:00 AM
Illinois Works Reporting Systems - Session IV - VI	February 17, 2022	9:00 AM
Developing & Implementing a Pre-Apprenticeship Curriculum & Instruction.	March 3, 2022	10:00 AM
Providing Impactful Wrap-Around Services & Student Support Services	March 15, 2022	10:00 AM
Providing Effective Transition Services & Working with DOL Registered Apprenticeship Programs	April 7, 2022	10:00 AM
Lunch & Learn	April 20, 2022	10:00 AM
Lunch & Learn: IWRS Discussion Forum	May 18, 2022	10:00 AM



IWRS Tutorials



ALL RESOURCES



Access the Illinois Works Reporting System



Video Tutorials & Training Materials



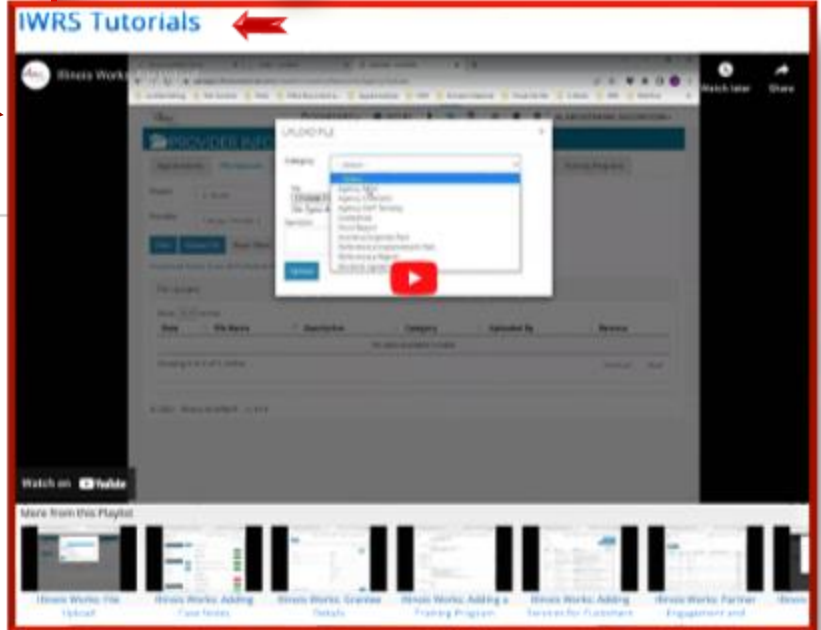
Full List of Resources

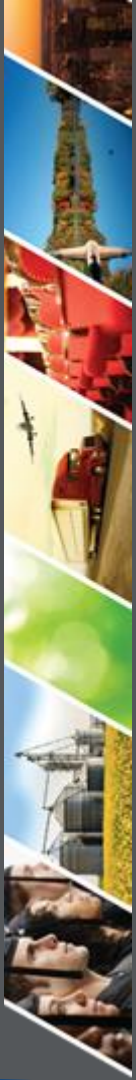


Partner Tool Updates

Professional Development

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Lunch & Learn	April 20, 2022	10:00 AM
Lunch & Learn: IWRS Discussion Forum	May 18, 2022	10:00 AM



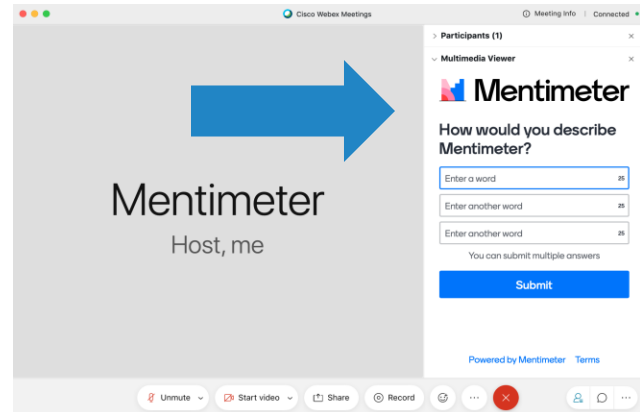
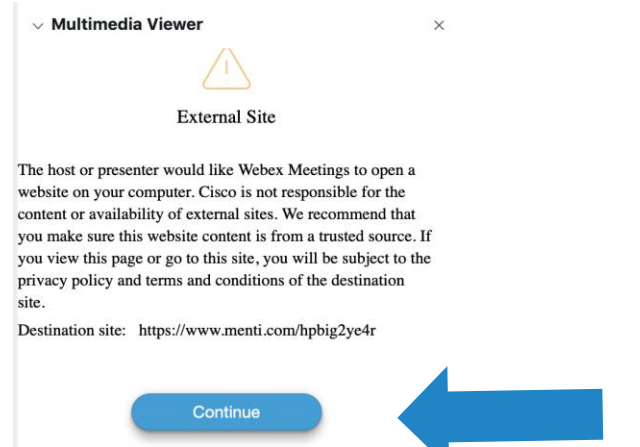


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Mentimeter

- ▶ On the right-hand of your Webex screen click the blue **Continue** button.
- ▶ Once you click the button the Mentimeter app will show in the Multimedia viewer.





Feedback ~ We want to hear from you



**Thank you, and we are glad
to have you as part of our
provider network!**



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor