



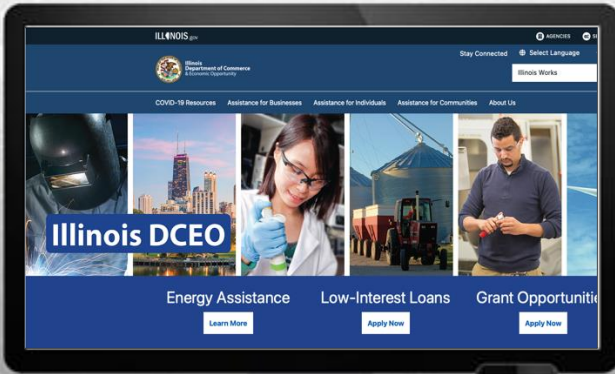
**Illinois**  
Department of Commerce  
& Economic Opportunity

Illinois Works Provider Network

# 2025 IWRS Session II, III, IV

Norman Ruano, Deputy Director of Illinois Works







# ILW Pre-Apprenticeship Team



- Dr. Norman Ruano, Deputy Director of Illinois Works
- Ms. Monica Pruitt, Grant Manager
- Mr. Edwin Sanchez, Grant Manager
- Ms. Roslyn-Simmons Lindsay, Grant Manager
- Mr. Dan Martinez, Financial Grant Manager
- Ms. Heather Harrison, Financial Grant Manager
- Ms. Sue Ridings, Monitoring Grant Manager
- Dr. Jeff Doolittle, Instructional Designer and Professional Coach
- Dr. Carleta Alston, Instructional Designer and Professional Coach
- Dr. Funmi Apantaku-Onayemi, Instructional Designer 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 ILW Pre-apprenticeship program. During this course, you will be provided with information about the **Illinois Works Reporting System (IWRS)**, with navigation instructions throughout the participant LifeCycle.



# Course Objectives

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

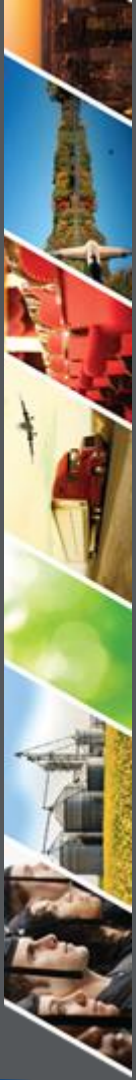
- Describe the role of the Illinois Works Reporting System.
- Explain the relationship between IWRS and the Pre-apprenticeship LifeCycle.
- Navigate the IWRS main page.
- Enter data throughout the participant LifeCycle.
- Submit a ticket to SIU to report system glitches.





*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:

- Identify their fellow session participants.








# 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.





▼ Multimedia Viewer ×



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- Your Name
- Organization/Agency
- Role
- Geographic Location
- Add an asterisk (\*) next to your name if you attended IWRS: Session I.



**ILLINOIS** 



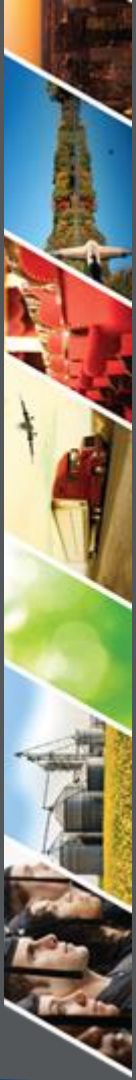
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**Department of Commerce**  
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Comments, feedback, or questions?

Email us at:

[CEO.ILWGrantManagement@Illinois.Gov](mailto:CEO.ILWGrantManagement@Illinois.Gov)



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## Section 3: Introduction to IWRS



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

- Describe the purpose of the Illinois Works Reporting System (IWRS).
- Explain the relationship between IWRS and the Pre-apprentice LifeCycle.



# Illinois Works Reporting System (IWRS)





# Introduction to IWRS





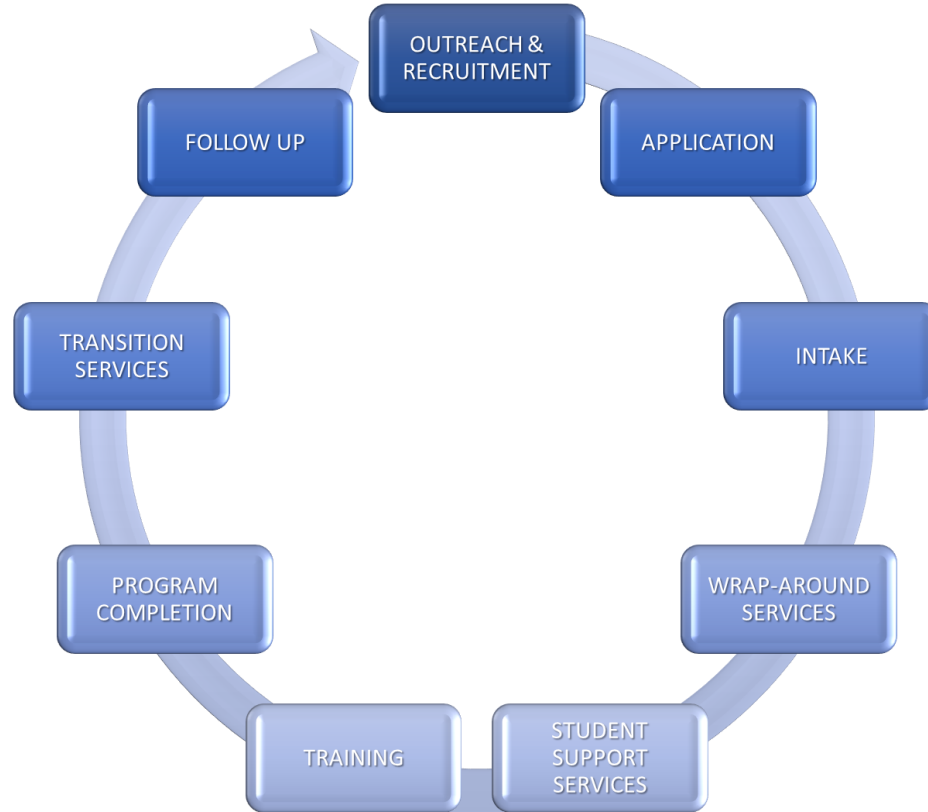
# Illinois Works Reporting System





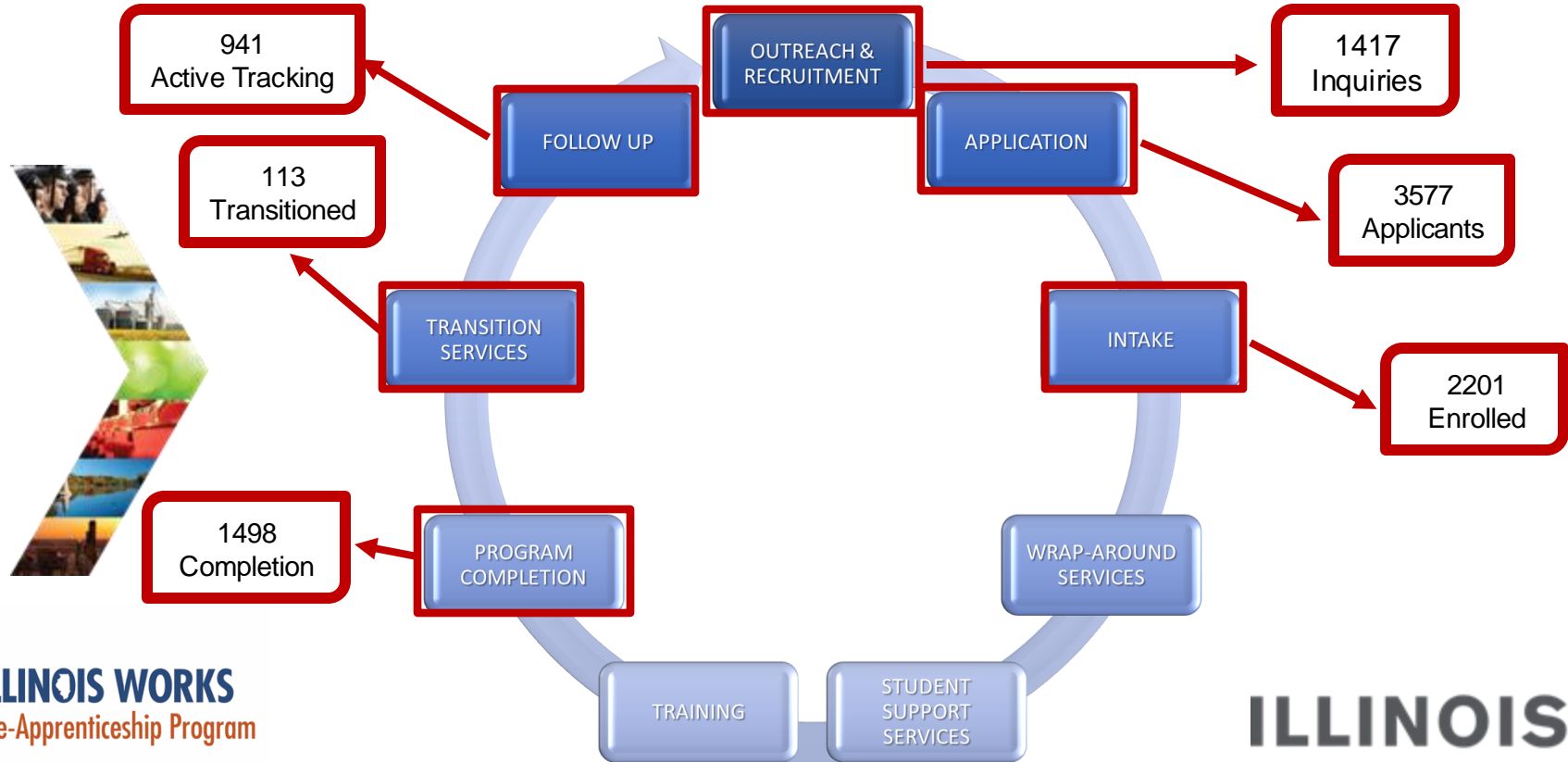


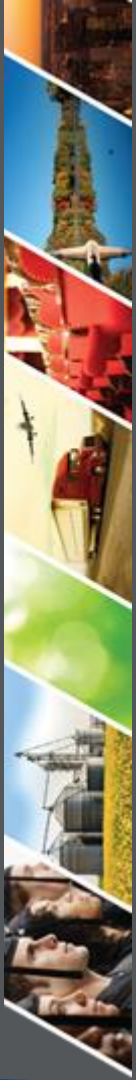
# Pre-Apprentice LifeCycle and IWRS





# Program Elements





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## Section 4: Sign into IWRS

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

- Identify IWRS roles.
- Sign into IL workNet.
- Access the Illinois Work reporting system.





# Roles



- **Service Provider:**  
Access to grantee participant information and dashboards.
- **Service Provider Program Administrators:**  
Access to designated participants, grantee information and specific reports.
- **Super Administrators (ILW Staff Role):**  
Access to all Illinois Works Reporting System program tools.



# IWRS Access



MENU Login **Sign Up** ILLINOIS workNet CENTER 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\*

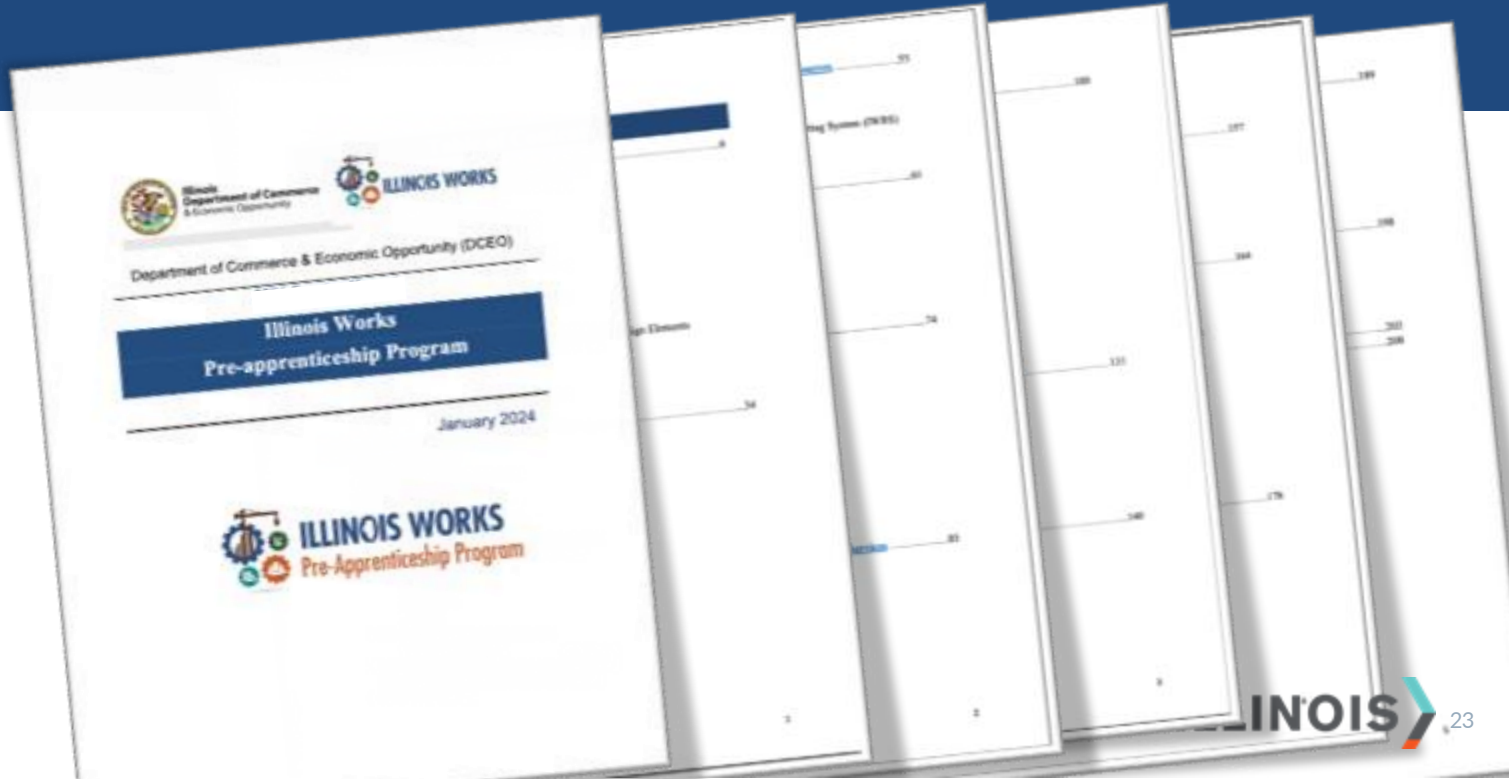
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# 2025 Grantee Manual





# IWRS Access



MENU

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Sign Up

ILLINOIS workNet CENTER  
ameri-GarJobcenter

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 >

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

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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](#)

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# IWRS Access

## State Partner Resources

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

 <p>ILLINOIS WORKFORCE INNOVATION BOARD</p>	 <p><b>WIOA WORKS</b> ILLINOIS</p>	 <p><b>WIOA WORKS</b> 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><b>ICCB</b> ILLINOIS COMMUNITY COLLEGE BOARD</p>	 <p><b>IDES</b> ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY</p>	 <p>Rehabilitation Services</p>
Illinois workNet Center	ICCB	IDES	Rehabilitation Services





[View More](#)



# IWRS Access



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## ILLINOIS WORKS REPORTING SYSTEM

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

Name

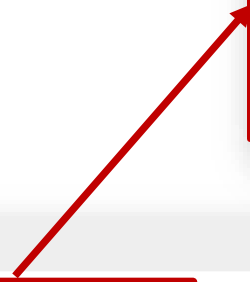
Intermediary/Provider

Customer Status

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

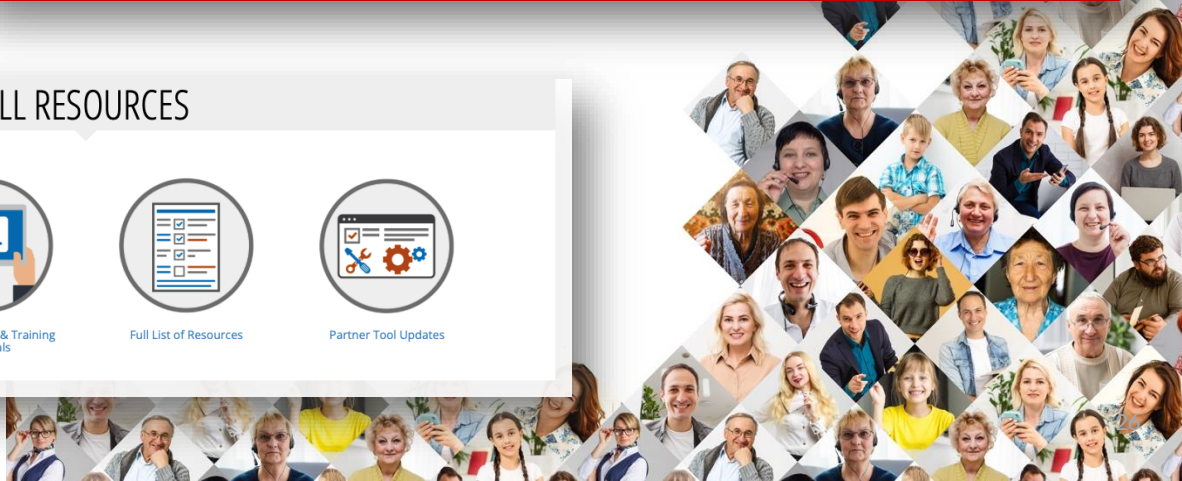
Show  entries

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](#)





# IWRS Access



MENU

Login

Sign Up

ILLINOIS workNet CENTER  
ameri-GarJobcenter

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

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Email Address\*

Confirm Email Address\*

Main Number  Ext

Alternate Number  Ext

ZIP Code\*

Secret Question\*

Secret Answer\*

User Name\*

Password\*

Confirm Password\*

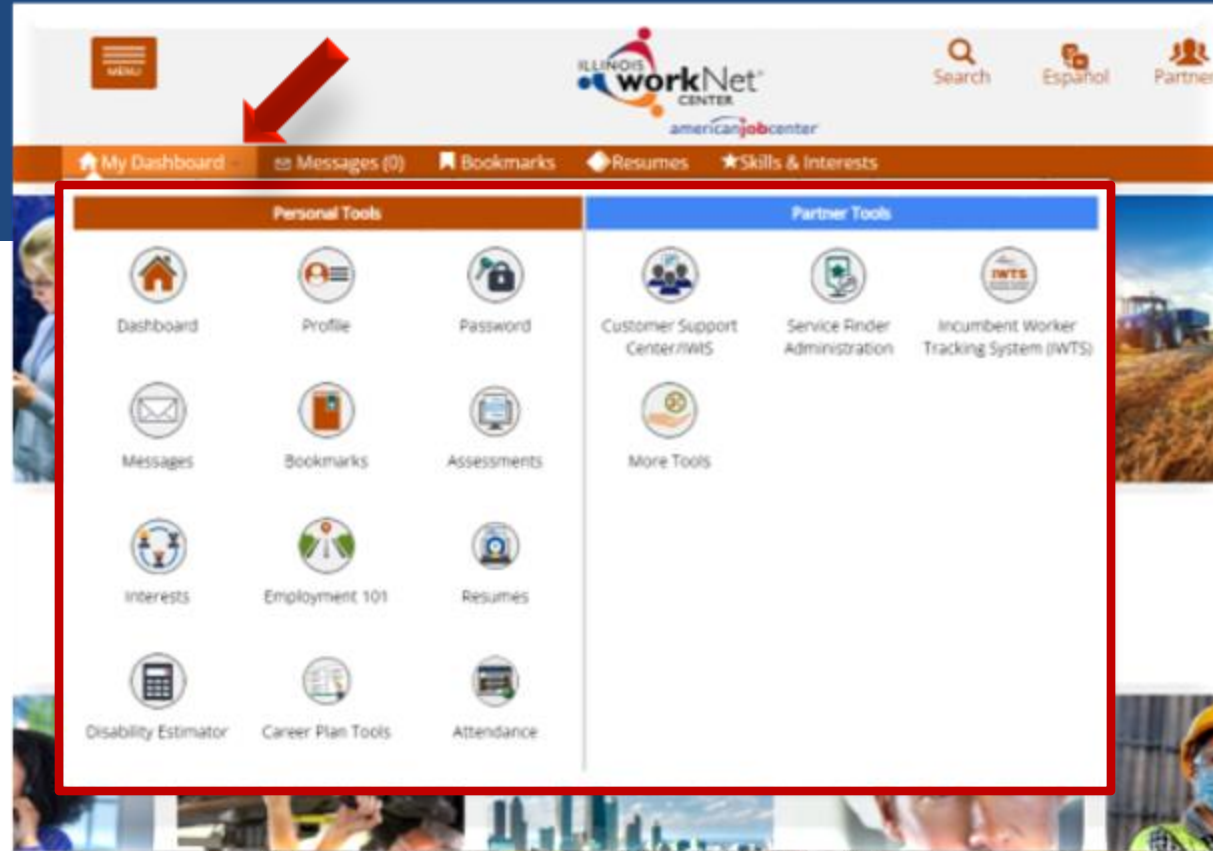
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Accept Agreement\*





















# IWRS Access



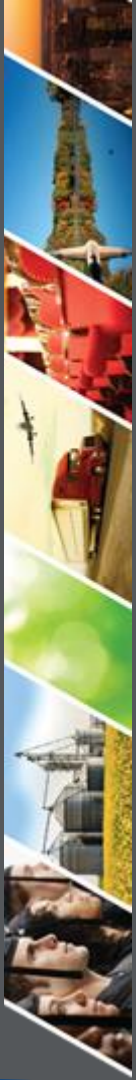
**ILLINOIS workNet CENTER**  
americanjobcenter

Search Español Partner

My Dashboard Messages (0) Bookmarks Resumes Skills & Interests

Personal Tools			Partner Tools		
 Dashboard	 Profile	 Password	 Customer Support Center/IWIS	 Service Rider Administration	 Incumbent Worker Tracking System (IWTS)
 Messages	 Bookmarks	 Assessments	 More Tools		
 Interests	 Employment 101	 Resumes			
 Disability Estimator	 Career Plan Tools	 Attendance			

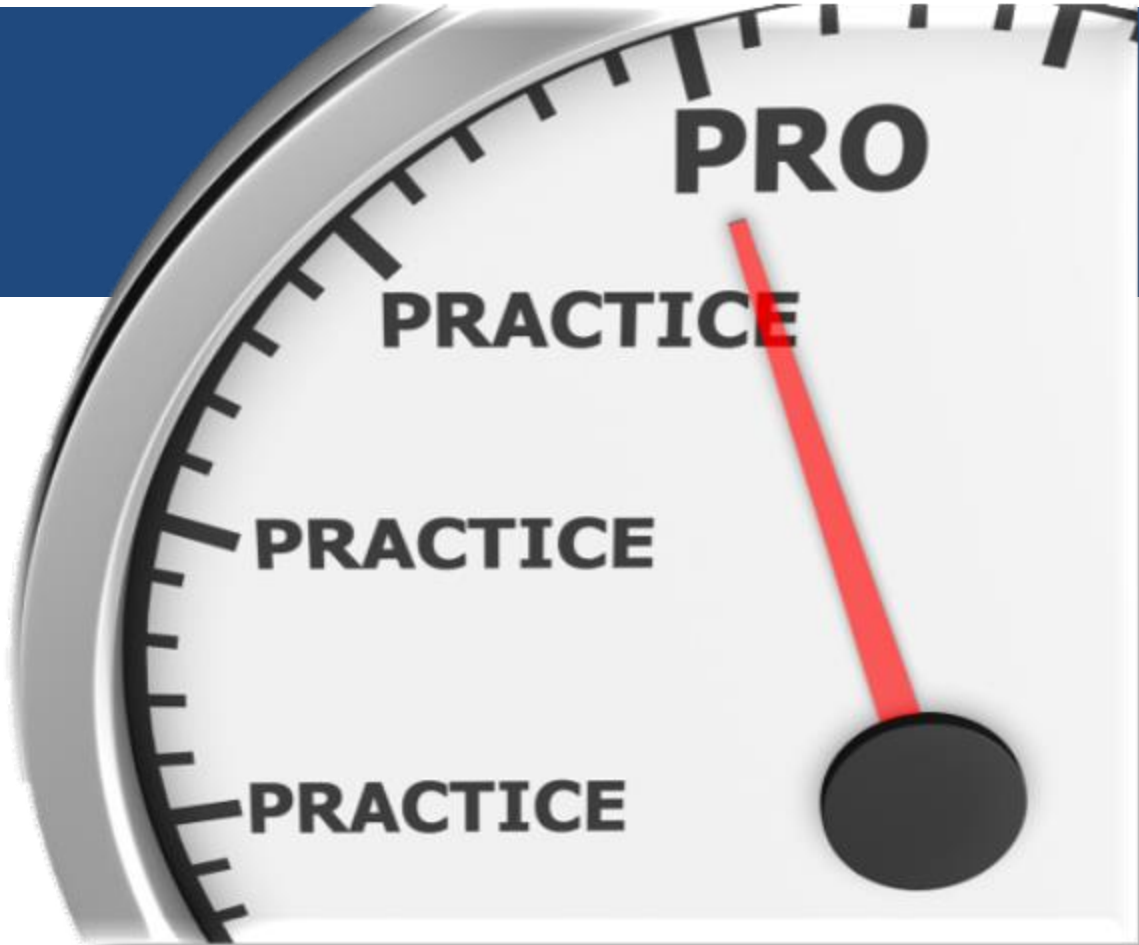


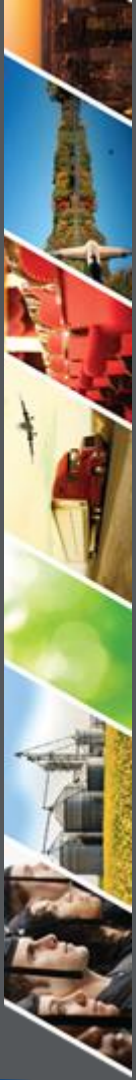


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# IWRS - Practice





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## Section 5: IWRS Main Page



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



- Navigate the IWRS main page.





# Navigation Bar



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## 👤 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	





# Partner Engagement and Management



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## ILLINOIS WORKS REPORTING SYSTEM

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

**Partner** Engagement Contact Notes

Name \*

Intermediary/Provider

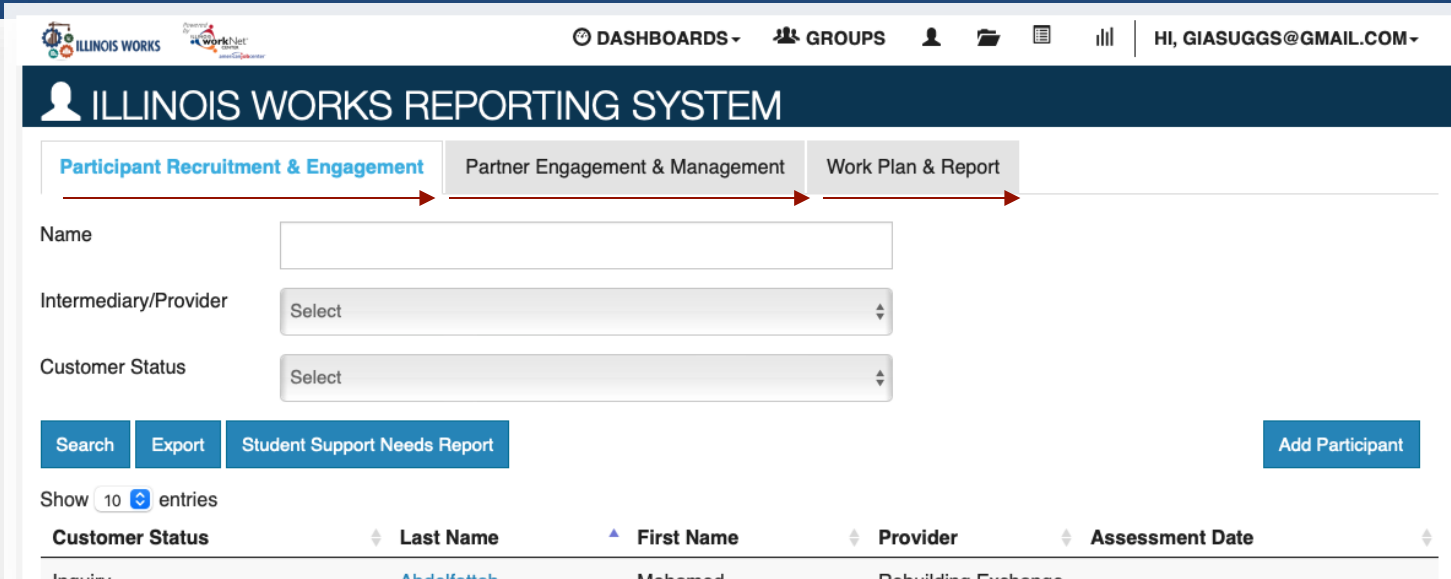
Show  entries

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










# Main Page Overview



The screenshot shows the main interface of the Illinois Works Reporting System. 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'. Below the navigation is a dark blue header with the text 'ILLINOIS WORKS REPORTING SYSTEM' and a user icon. Three tabs are visible: 'Participant Recruitment & Engagement' (active), 'Partner Engagement & Management', and 'Work Plan & Report'. Below the tabs are three input fields: 'Name' (text box), 'Intermediary/Provider' (dropdown menu), and 'Customer Status' (dropdown menu). There are three buttons: 'Search', 'Export', and 'Student Support Needs Report'. On the right side, there is a blue button labeled 'Add Participant'. Below the buttons, it says 'Show 10 entries'. At the bottom, there is a table with the following columns: 'Customer Status', 'Last Name', 'First Name', 'Provider', and 'Assessment Date'. The first row of data shows: 'Inquiry', 'Abdelfattah', 'Mohamed', 'Rebuilding Exchange', and an empty assessment date.

**ILLINOIS WORKS**  **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](#)

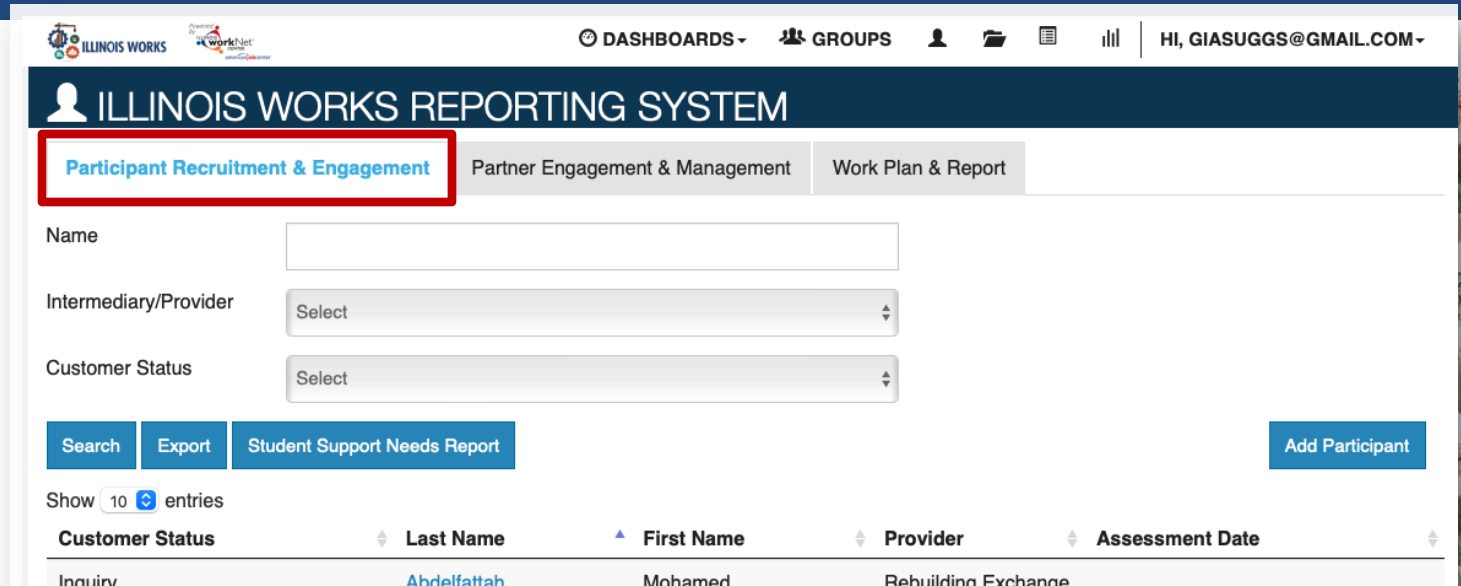
Show 10 entries

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






# Main Page – Participant Recruitment & Engagement



**ILLINOIS WORKS** Member of the **workNet** Illinois

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	





# Main Page - Partner Engagement and Management



  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





# Subtab - Partner



**ILLINOIS WORKS** **DASHBOARD**

## ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement **Partner Enga**

**Partner** Engagement Contact Notes

Name \*

Intermediary/Provider

Show  entries

**ILLINOIS WORKS REPORTING SYSTEM**

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

**Partner** Engagement Contact Notes

Name \*

Intermediary/Provider

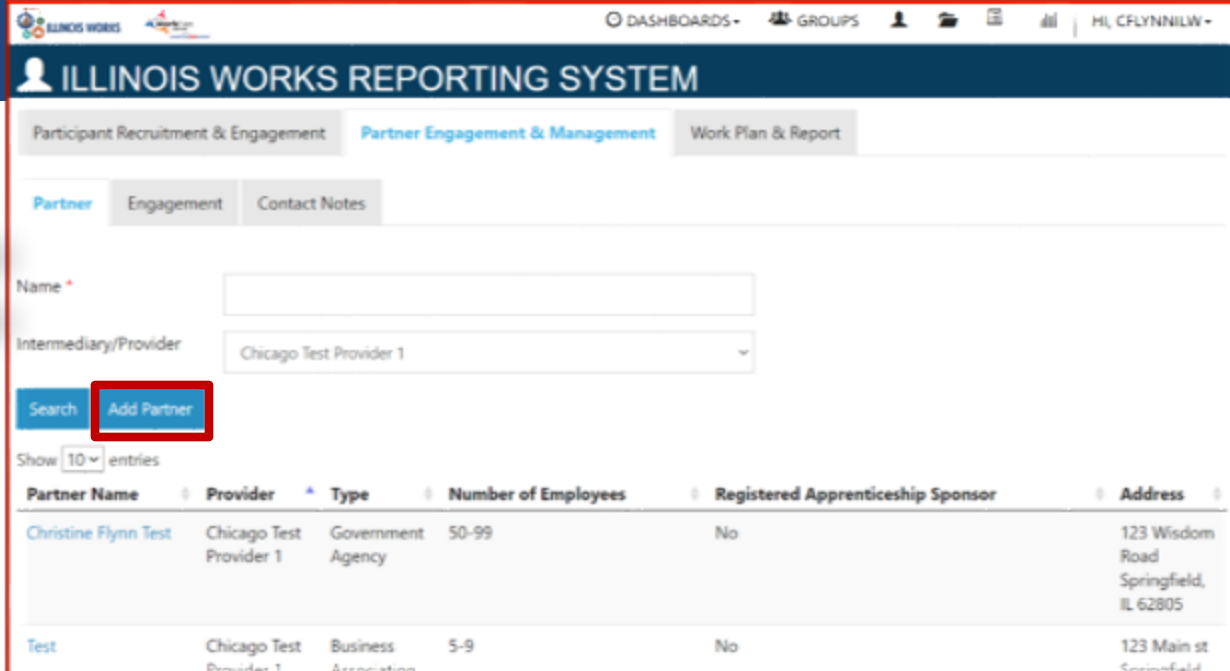
Show  entries

Partner Name	Provider	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
Christine Flynn Test	Chicago Test Provider 1	Government Agency	50-99	No	123 Wisdom Road Springfield, IL 62805
Test	Chicago Test Provider 1	Business Association	5-9	No	123 Main st Springfield

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



# Add a Partner



**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
Christine Flynn Test	Chicago Test Provider 1	Government Agency	50-99	No	123 Wisdom Road Springfield, IL 62805
Test	Chicago Test Provider 1	Business Association	5-9	No	123 Main st Springfield





# Subtab - Engagement



**ILLINOIS WORKS REPORTING SYSTEM**

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

Partner **Engagement** Contact Notes

Name \*

Intermediary/Provider

**Search** **Add Partner**

Show 10 entries

**ILLINOIS WORKS REPORTING SYSTEM**

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

Partner **Engagement** Contact Notes

Name

Intermediary/Provider Chicago Test Provider 1

**Search** **Add Engagement**

Show 10 entries

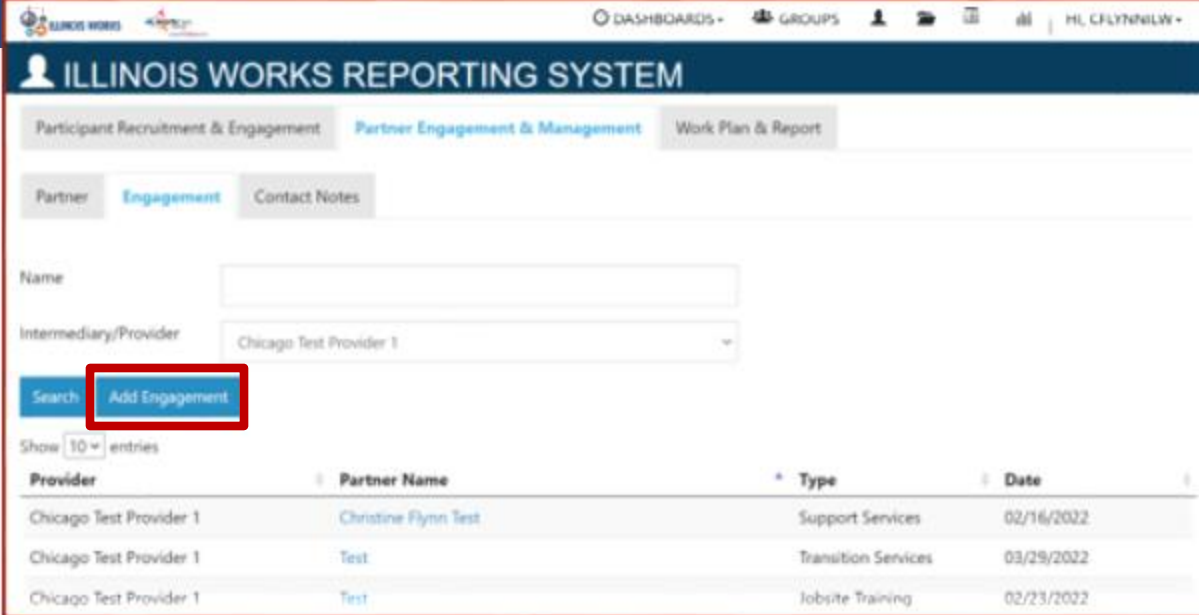
Provider	Partner Name	Type	Date
Chicago Test Provider 1	Christine Flynn Test	Support Services	02/16/2022
Chicago Test Provider 1	Test	Transition Services	03/29/2022
Chicago Test Provider 1	Test	JobSite Training	02/23/2022

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





# Add an Engagement



**ILLINOIS WORKS REPORTING SYSTEM**

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

Partner | **Engagement** | Contact Notes

Name:

Intermediary/Provider:

Search: **Add Engagement**

Show  entries

Provider	Partner Name	Type	Date
Chicago Test Provider 1	<a href="#">Christine Flynn Test</a>	Support Services	02/16/2022
Chicago Test Provider 1	<a href="#">Test</a>	Transition Services	03/29/2022
Chicago Test Provider 1	<a href="#">Test</a>	Jobsite Training	02/23/2022





# Subtab – Contact Notes



**ILLINOIS WORKS** **DASHBOARD**

**ILLINOIS WORKS REPORTING SYSTEM**

Participant Recruitment & Engagement **Partner Engagement**

**Partner** Engagement **Contact Notes**

Name \*

Intermediary/Provider

**Search** **Add Partner**

Show 10 entries

**ILLINOIS WORKS REPORTING SYSTEM**

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

Partner Engagement **Contact Notes**

Name

Intermediary/Provider Chicago Test Provider 1

**Search**

Show 10 entries

Provider Name	Partner Name	Subject	Comment	Entered By	Date Entered
Chicago Test Provider 1	Test	test	test	ILWorks_SuperAdmin	2/2/2022
Chicago Test Provider 1	Test	new note	testing note submission	e_delcomyn	2/16/2022

Showing 1 to 2 of 2 entries



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





# Main Page – 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





# Main Page – Work Plan and Report



ILLINOIS WORKS REPORTING SYSTEM

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

Name \*

Intermediary/Provider

Plan

Cohort 1 - FY22 (YBLC, Inc)  
Cohort 2 - FY22 (YBLC, Inc)

Report

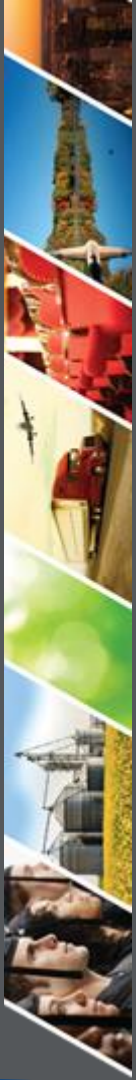
Cohort 1 - FY22 (YBLC, Inc)				
Planned	Goal # of Individuals	Actual # of Individuals	Start Date	End Date
Enrolled	10	0	2/7/2022	4/30/2022
Completed	9	0	6/8/2022	7/29/2022
Primary Outcome Transition	7	0	7/25/2022	10/14/2022
Secondary Outcome Transition	2	0	7/25/2022	10/14/2022
Cohort 2 - FY22 (YBLC, Inc)				
Planned	Goal # of Individuals	Actual # of Individuals	Start Date	End Date
Enrolled	15	2	5/2/2022	8/5/2022
Completed	13	1	8/9/2022	10/28/2022
Primary Outcome Transition	11	0	10/1/2022	12/31/2022
Secondary Outcome Transition	1	0	10/1/2022	12/31/2022

GROUPS | HI, GIASUGGS@GMAIL.COM -

STEM

Partner Management | **Work Plan & Report**

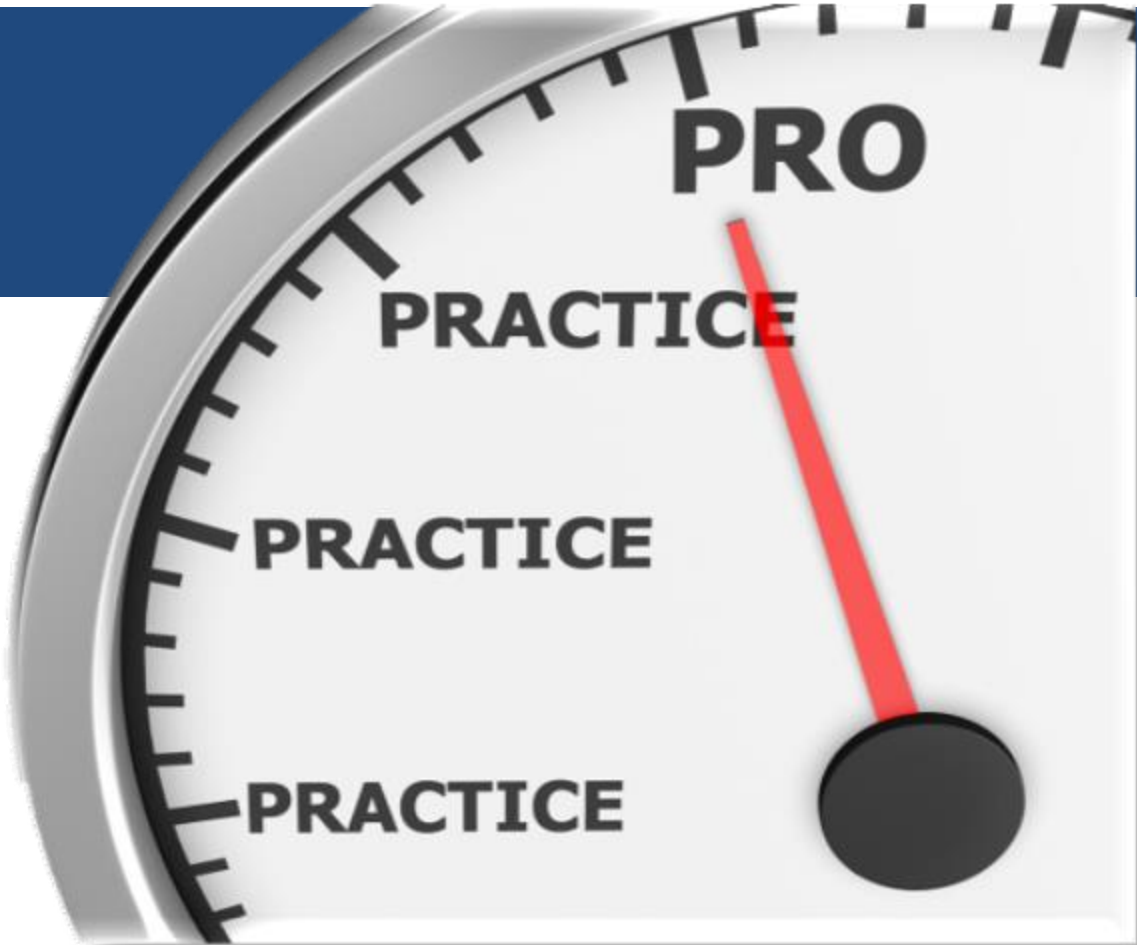


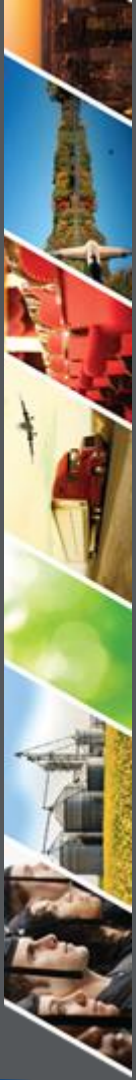


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# IWRS - Practice








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# Setting Up Training Dates



 DASHBOARDS ▾  GROUPS  HI, DMARTINEZ01 ▾

## PROVIDER INFO


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

Project \*

Provider/Grantee \*

### 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) 





# Cohort Details

## 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

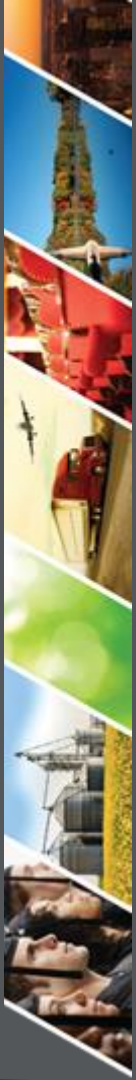
#### Start Date

#### End Date

#### Required Total Hours

Start Date	End Date	Required Total Hours
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



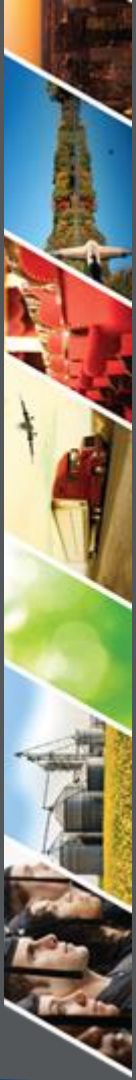


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# IWRS - Practice





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# Section 6: Adding a Participant and Intake

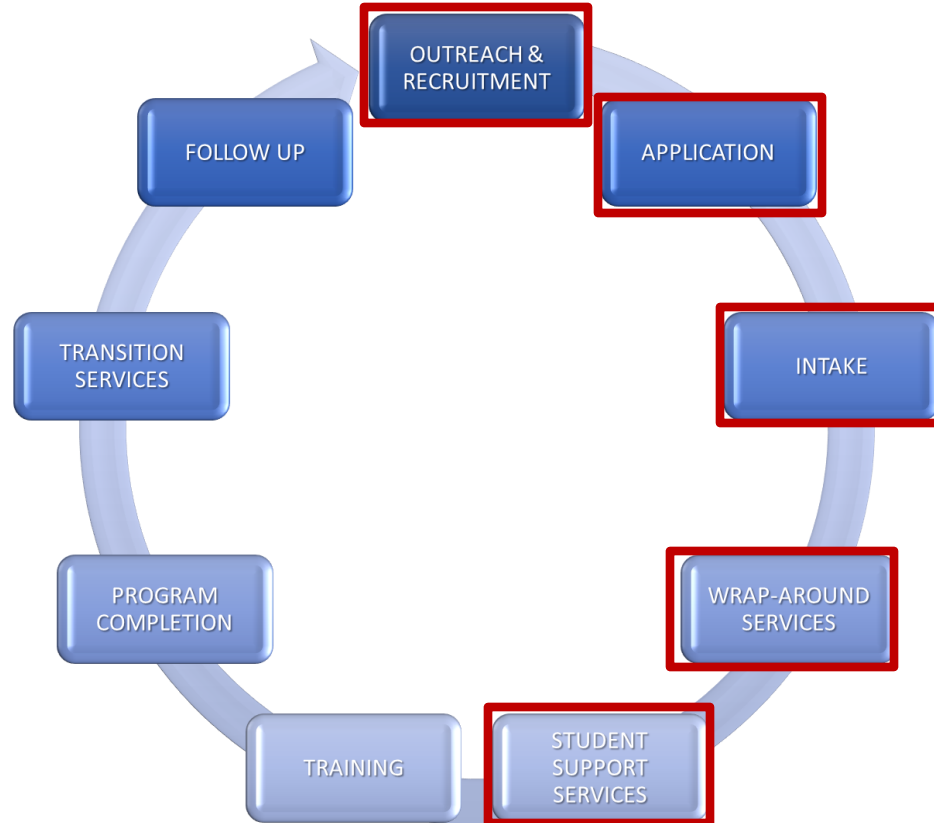


By the end of this section, you will be able to:

- Add/Update a participant.
- Complete a pre-screen assessment.
- Complete an application.
- Complete a career assessment during orientation.
- Complete a wrap-around services assessment.

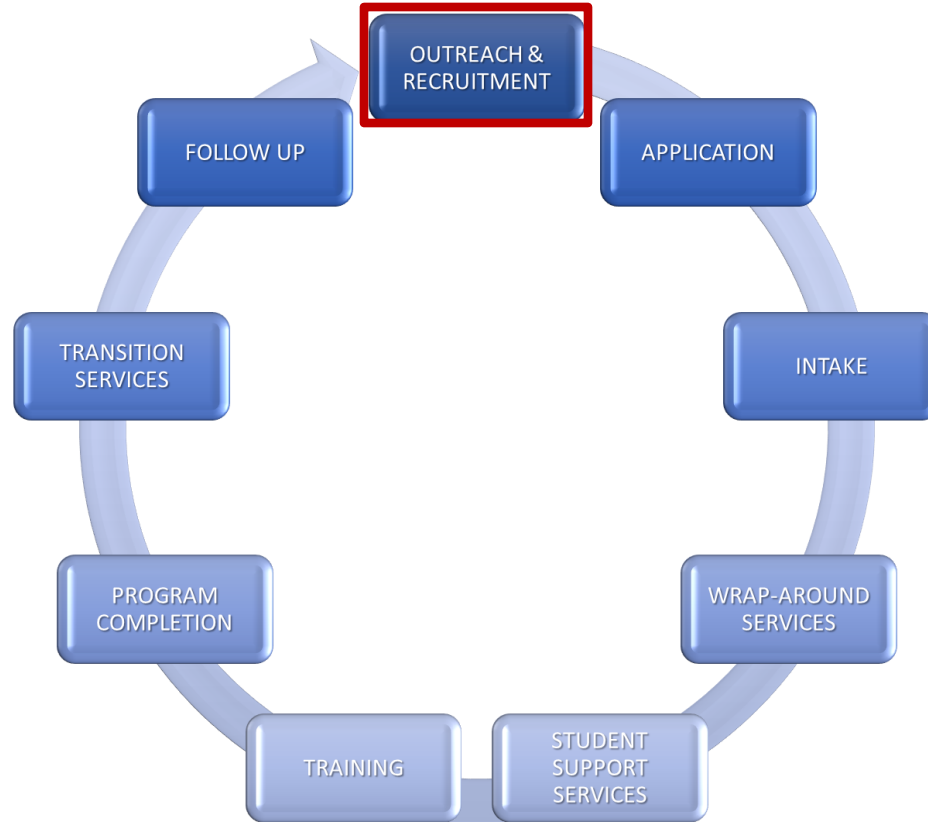


# Pre-Apprentice LifeCycle



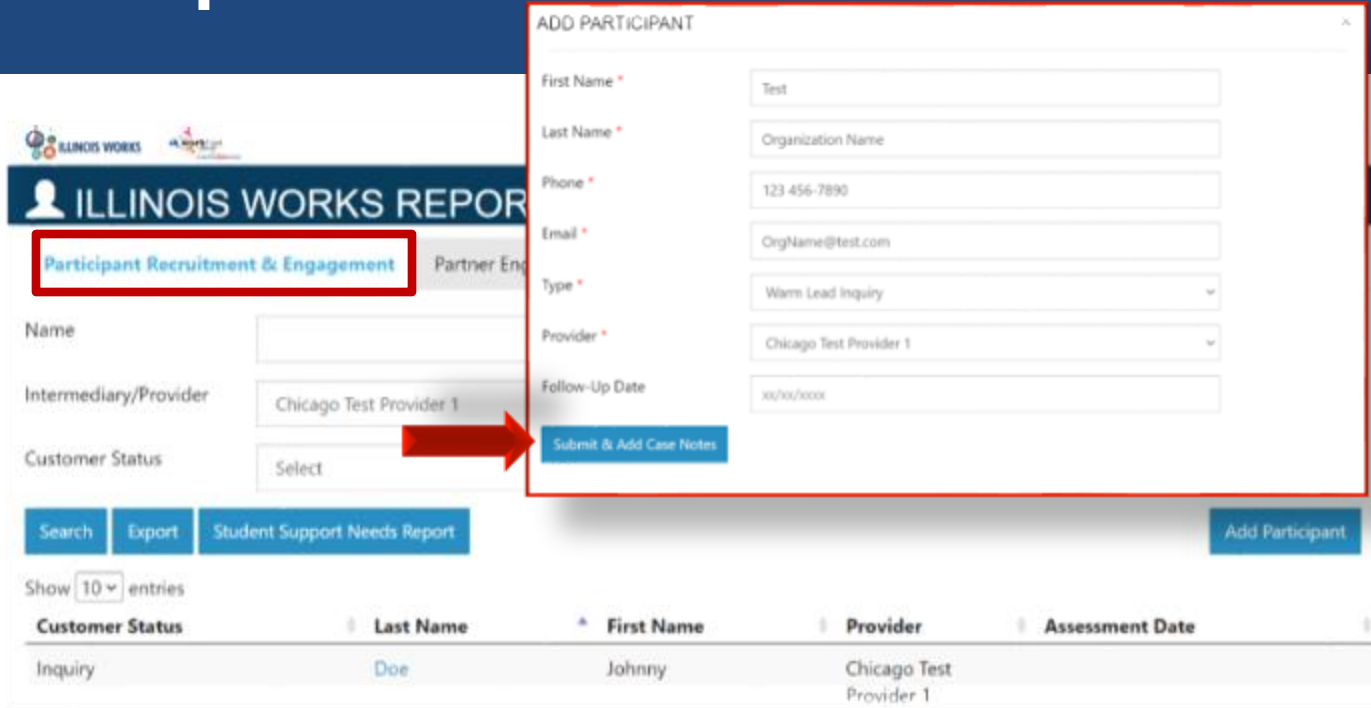


# Pre-Apprentice LifeCycle





# Adding a Participant Lead



The screenshot shows the 'ILLINOIS WORKS REPORT' interface. A red box highlights the 'Participant Recruitment & Engagement' tab. A red arrow points from the 'Submit & Add Case Notes' button in the main form to the 'ADD PARTICIPANT' modal window.

**ADD PARTICIPANT**

First Name \*

Last Name \*

Phone \*

Email \*

Type \*

Provider \*

Follow-Up Date

**ILLINOIS WORKS REPORT**

**Participant Recruitment & Engagement** Partner Eng

Name

Intermediary/Provider

Customer Status

Show  entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Doe	Johnny	Chicago Test Provider 1	







# Add Case Note



**ADD PARTICIPANT**

First Name \*

Last Name \*

Phone \*

Email \*

Type \*

Provider \*

Follow-Up Date

[Submit & Add Case Notes](#)

**ADD CASE NOTE**

Subject

Comment

[Add Case Notes](#)





# Pre-Screen Assessment

ADD PARTICIPANT PRE SCREENING

First Name \*

Last Name \*

Phone \*

Email \*

Provider \*

Type \*

How did you hear about this program?

Email

Social Media

Family or Friends

American Job Center

Organization Website

Nonprofit/Faith-based organization referral

Mailings

Newspaper or Magazine

Radio

TV

Other

Pre-Screening Result \*

Pre-Screening Date \*

Follow-Up Date

Sex \*

Do you have an interest in making a career in the construction industry? \*

Yes  No

Do you have the availability to attend the program? \*

Yes  No

Do you have a High School diploma or GED/HISET? \*

Yes  No

Are you at least 18 years of age? \*

Yes  No

Are you an Illinois resident? \*

Yes  No

Select all that apply.

American Indian or Alaskan Native

Asian

Black/African American

Hawaiian or Pacific Islander

Hispanic

Prefer not to answer

White

 [Submit & Add Case Notes](#)







# Application



  DASHBOARDS GROUPS HI, CFlyNNILW

## ILLINOIS WORKS REPORTING SYSTEM APPLICATION FOR TIGER WOODS

Demographic & Contact Information    Education    Other Considerations    Work History

First Name \*

Last Name \*

Email \*

Confirm Email \*

Street Address 1 \*

Street Address 2

City \*

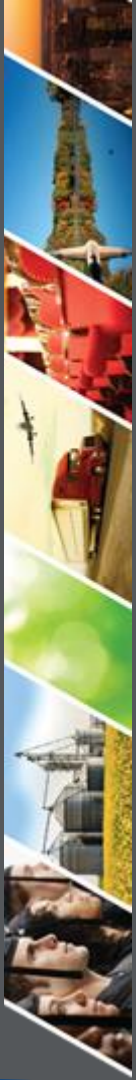
State \*

ZIP Code \*

Primary Phone \*

Primary Phone Type \*

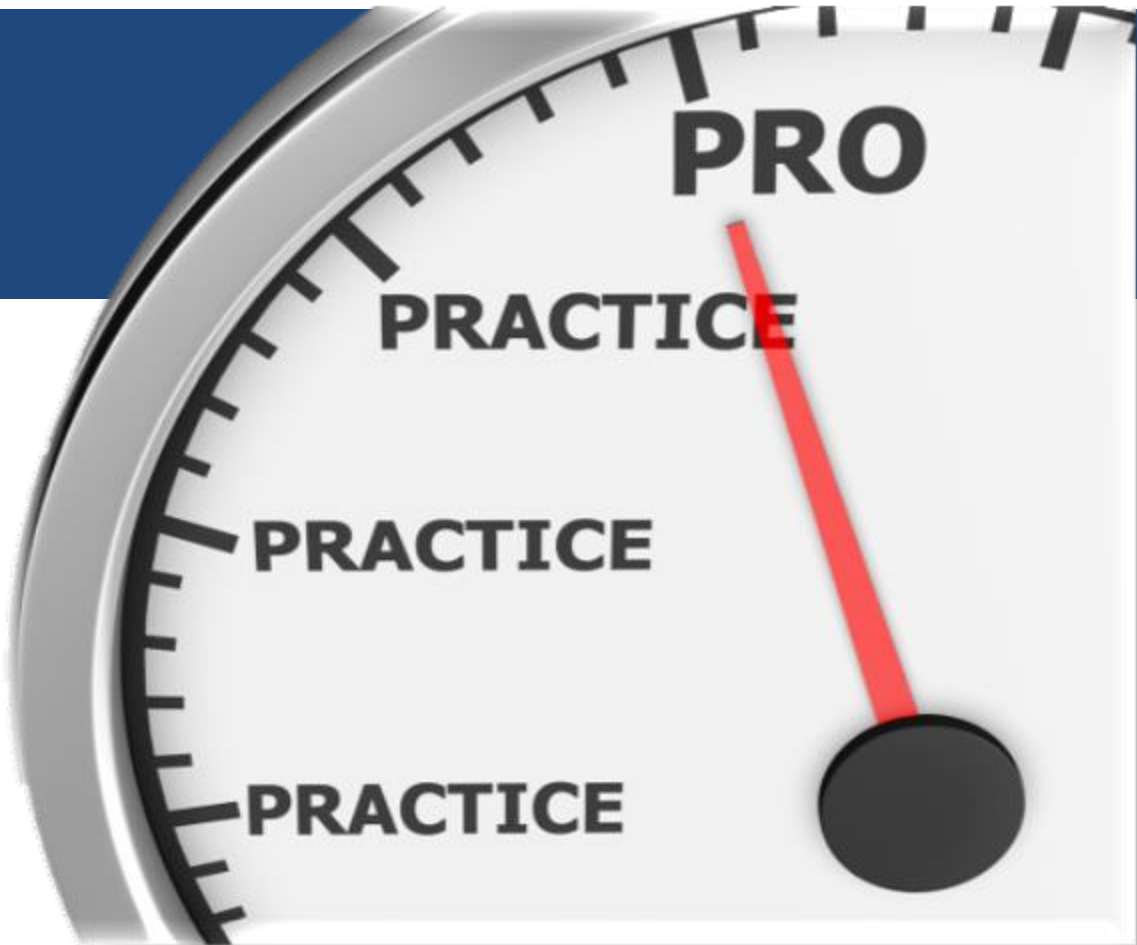


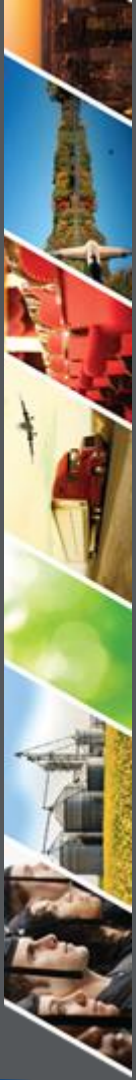


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# IWRS - Practice

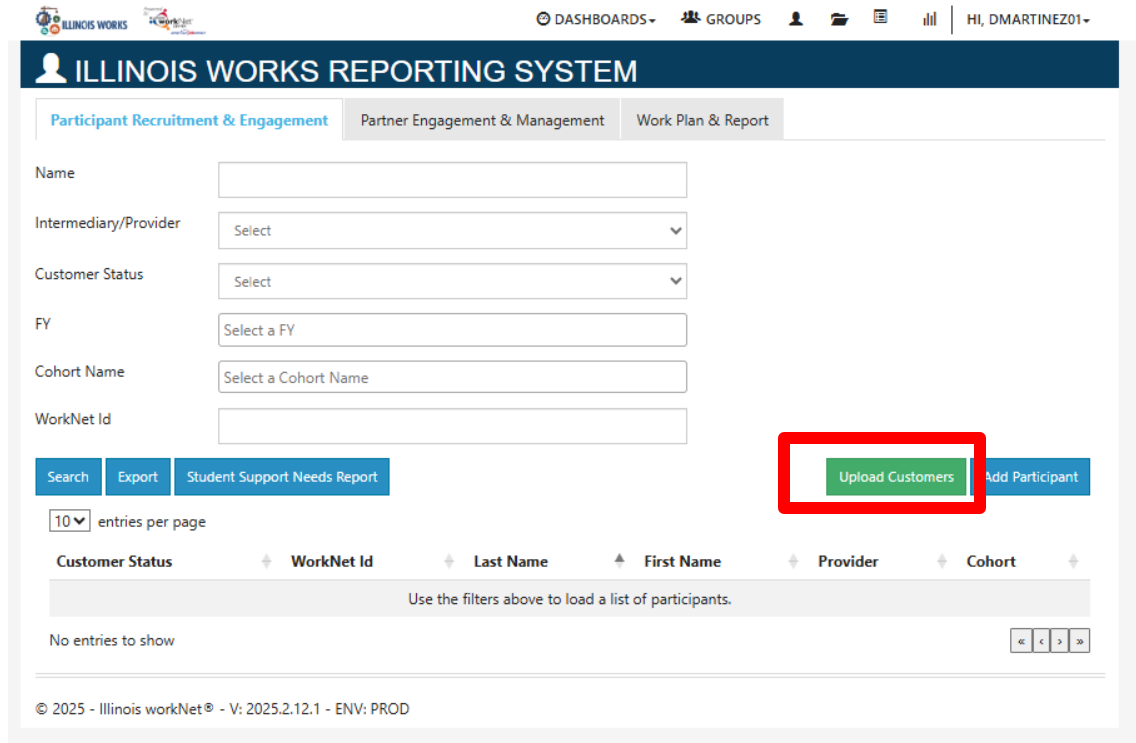




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# Bulk Upload Inquiries From Grantee CRM System



**ILLINOIS WORKS REPORTING SYSTEM**

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

Name:

Intermediary/Provider:

Customer Status:

FY:

Cohort Name:

WorkNet Id:

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

10 entries per page

Customer Status	WorkNet Id	Last Name	First Name	Provider	Cohort
Use the filters above to load a list of participants.					
No entries to show					

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# Bulk Upload Inquiries Continued

## ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement

Partner Engagement & Management

Work Plan & Report

Example Add Participants spreadsheets can be found here: [Excel](#)

1. Enter the information in the spreadsheet. All fields are required except for StreetAddress2; all field names and state abbreviations are case sensitive,
2. To upload, click "Choose File," select the saved file from your computer, choose a provider, then click upload.
3. Review the listing for correctness then click "Submit"; if errors are found, correct and re-upload.

File to Upload

No file chosen

Provider \*

Select ▾

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# Participant Profile



ILLINOIS WORKS REPORTING SYSTEM OVERVIEW

Overview Intake Training/Services Program Completion/Follow-up

**OVERVIEW** CASE NOTES(0)

Profile: Tiger Woods	Refresh Status	Last updated: 02/03/2023 06:14	
Email: tazing@tuc.com	View/Edit	Follow-Up Date: N/A	Good
DOB: 1/1/2000	View/Edit	Enrollment Status: Enrolled	Good
Last 4 SSN: See All	View/Edit	Attendance Flag: Edit in Student Support Services Needs Report	Red Flag
Participant Summary Tools	View/Edit	Post-Assessments Flag:	Attention
Assessments	View/Edit	Training Status: Module 1 - Illinois Works Pre-apprenticeship Program Orientation - Successful Completion Start: 06/14/2022 End: 06/15/2022	Good
Attendance		Module 2 - Basic Safety - Successful Completion Start: 06/16/2022 End: 06/22/2022	Good
Case Notes		Module 3 - Introduction to Construction Math - Successful Completion Start: 05/23/2022 End: 06/24/2022	Good
Calendar		Module 4 - Introduction to Hand Tools - Successful Completion Start: 06/27/2022 End: 06/30/2022	Good
Training/Services		Module 5 - Introduction to Power Tools - Successful Completion Start: 07/05/2022 End: 07/06/2022	Good
Uploads		Job Practicum - Successful Completion Start: 07/25/2022 End: 08/05/2022	Good
Workbooks			Good
Instructional Resources			Good
Intake Instructions			Good





# 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](#)



# 2025



ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL

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

INTAKE/REFERRAL CASE NOTES(0)

Profile: 01212025 Test

Email 01212025@illinois.gov

DOB 1/1/2007

Last 4 SSN **Upload proof of eligibility**

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

Upload proof of eligibility

Select Interview Status

Upload interview sheet

Add/Edit Interview Information

3. Enter enrollment status

Add Enrollment Status

Upload Signed Agreement

Signed Agreements:

Add Case Note

4. Complete screening for wrap around support services

Wrap Around Support Services Screening

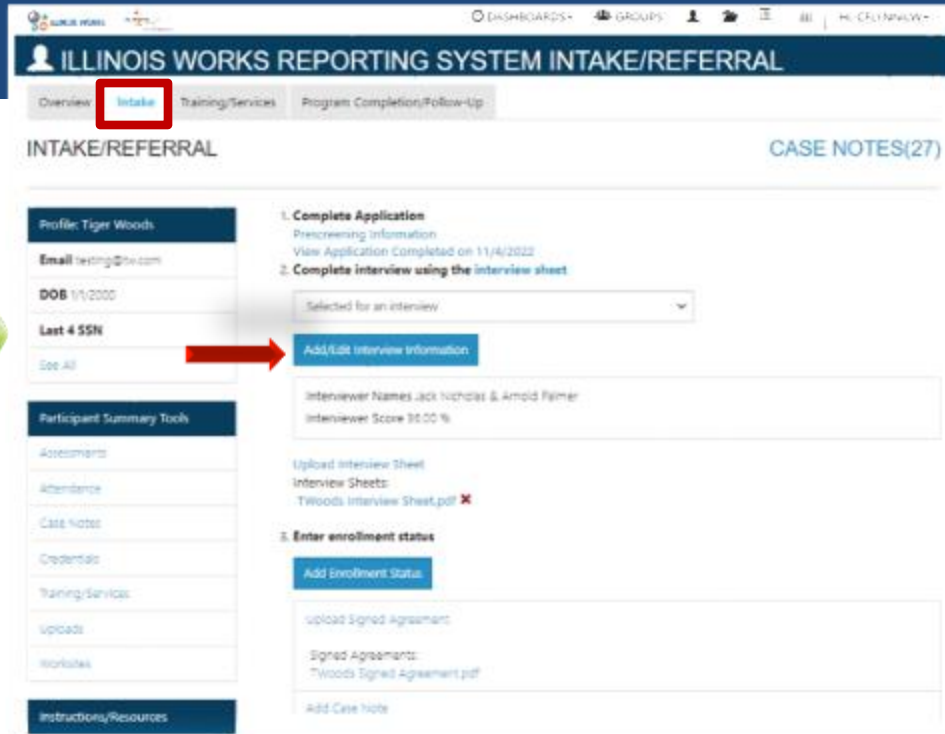
Wrap Around Services Assessment Upload

5. Career Assessment

Add Career Assessment



# Standardized Interview



The screenshot shows the 'ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL' interface. The 'Intake' tab is selected. The profile for 'Tiger Woods' is displayed on the left, with fields for Email, DOB, and Last 4 SSN. A red arrow points from the 'Last 4 SSN' field to the 'Add/Edit Interview Information' button. The main content area shows a list of tasks: '1. Complete Application' (with sub-tasks '1.1. Complete Application' and '1.2. Complete Interview using the interview sheet'), '2. Complete Interview using the interview sheet', and '3. Enter enrollment status'. The 'Add Enrollment Status' button is highlighted. The right side of the page shows 'CASE NOTES(27)'.





# Enrollment



**ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL**

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

**INTAKE/REFERRAL**

**Profile: Tiger Woods**

Email: [twings@iw.com](mailto:twings@iw.com)

DOB: 1/1/2000

Last 4 SSN: [REDACTED]

See All

**Participant Summary Tools**

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

**Instructions/Resources**

**1. Complete Application**  
Prescreening Information  
View Application Completed on 11/6/2022

**2. Complete interview using the interview sheet**  
Selected for an interview  
[Add/Edit Interview Information](#)

Interviewer Names: Jack Tschorn, Arnold Palmer  
Interviewer Score: 95.00 %

Upload Interview Sheet  
Interview Sheets:  
TWoods Interview Sheet.pdf

**3. Enter enrollment status**  
[Add Enrollment Status](#)

Upload Signed Agreement  
Signed Agreements:  
TWoods Signed Agreement.pdf

Add Case Note

**ADD ENROLLMENT STATUS**

Enrollment Status:

Social Security Number (Format: XXX-XX-XXXX):

Confirm Social Security Number (Format: XXX-XX-XXXX):

Cohort:

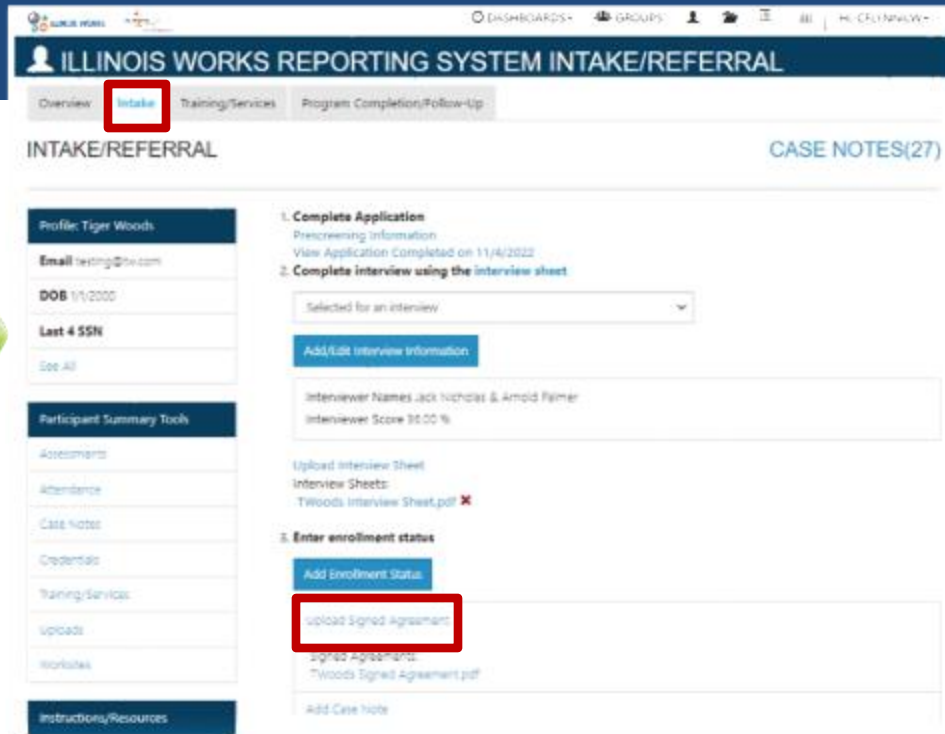
Enrollment Date:

[Save](#) [Close](#)





# Signed Agreement



**ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL**

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

**INTAKE/REFERRAL** CASE NOTES(27)

**Profile: Tiger Woods**

Email: [tewing@iw.com](mailto:tewing@iw.com)

DOB: 1/1/2000

Last 4 SSN:   
See All

**Participant Summary Tools**

Assessments

Attendance

Case Notes

Credentials

Training/Services

Uploads

Workites

**Instructions/Resources**

**1. Complete Application**  
Prescreening Information  
View Application Completed on 11/6/2022

**2. Complete interview using the interview sheet**

Selected for an interview

**Add/Edit Interview Information**

Interviewer Names: Jack Nicholas & Arnold Palmer  
Interviewer Score: 95.00 %

Upload Interview Sheet  
Interview Sheets:  
TWoods Interview Sheet.pdf

**3. Enter enrollment status**

**Upload Signed Agreement**

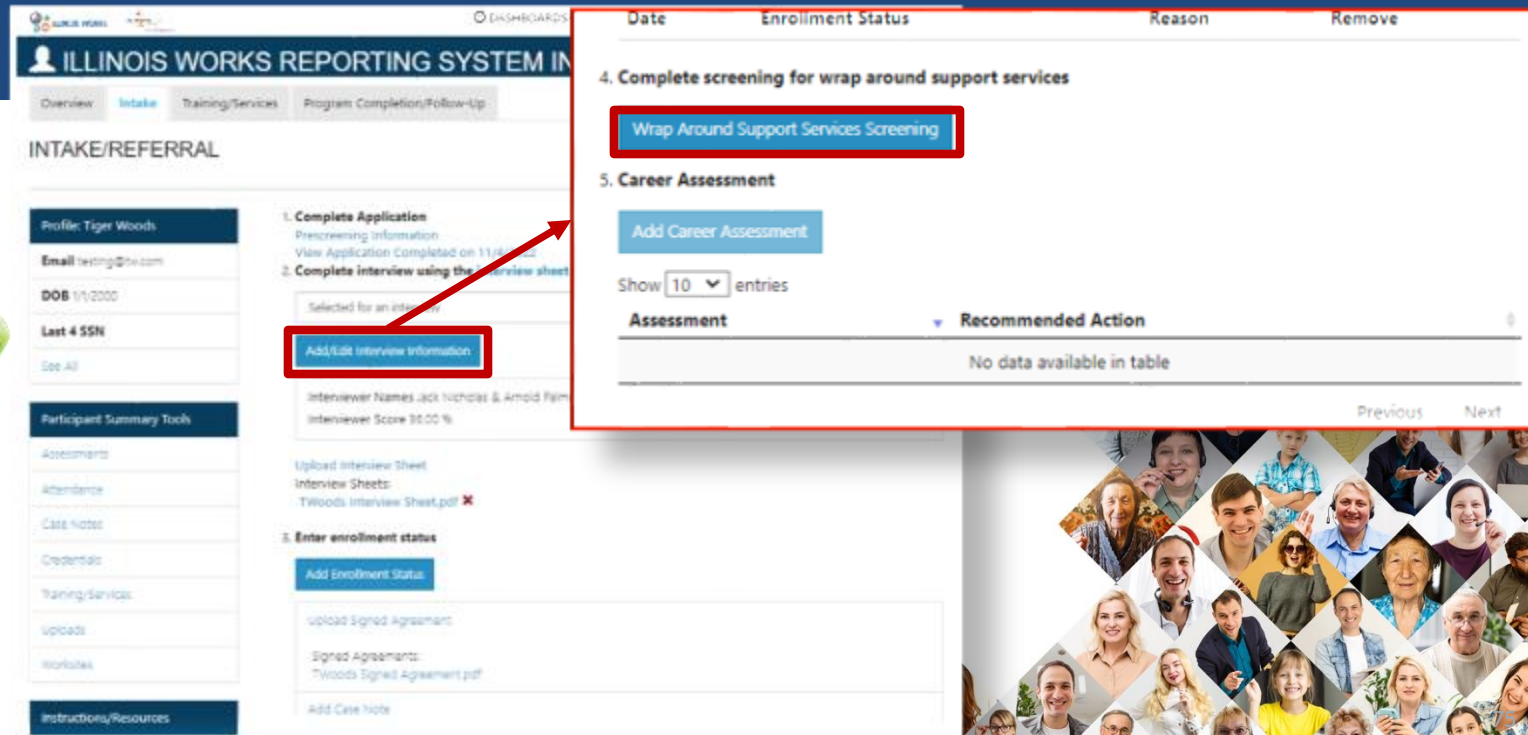
Signed Agreement:  
TWoods Signed Agreement.pdf

Add Case Note





# Wrap Around Service Assessment



The screenshot displays the 'ILLINOIS WORKS REPORTING SYSTEM' interface. The main navigation includes 'Overview', 'Intake', 'Training/Services', and 'Program Completion/Follow-Up'. The 'INTAKE/REFERRAL' section is active, showing a profile for 'Tiger Woods' with details like email, DOB, and SSN. A sidebar on the left lists 'Participant Summary Tools' such as Assessments, Attendance, Case Notes, Credentials, Training/Services, Uploads, and Worksites. The main content area shows a list of tasks: '1. Complete Application', '2. Complete interview using the interview sheet', and '3. Enter enrollment status'. A red box highlights the 'Add/Edit Interview Information' button, with a red arrow pointing to it. A larger red box highlights a table with the following content:

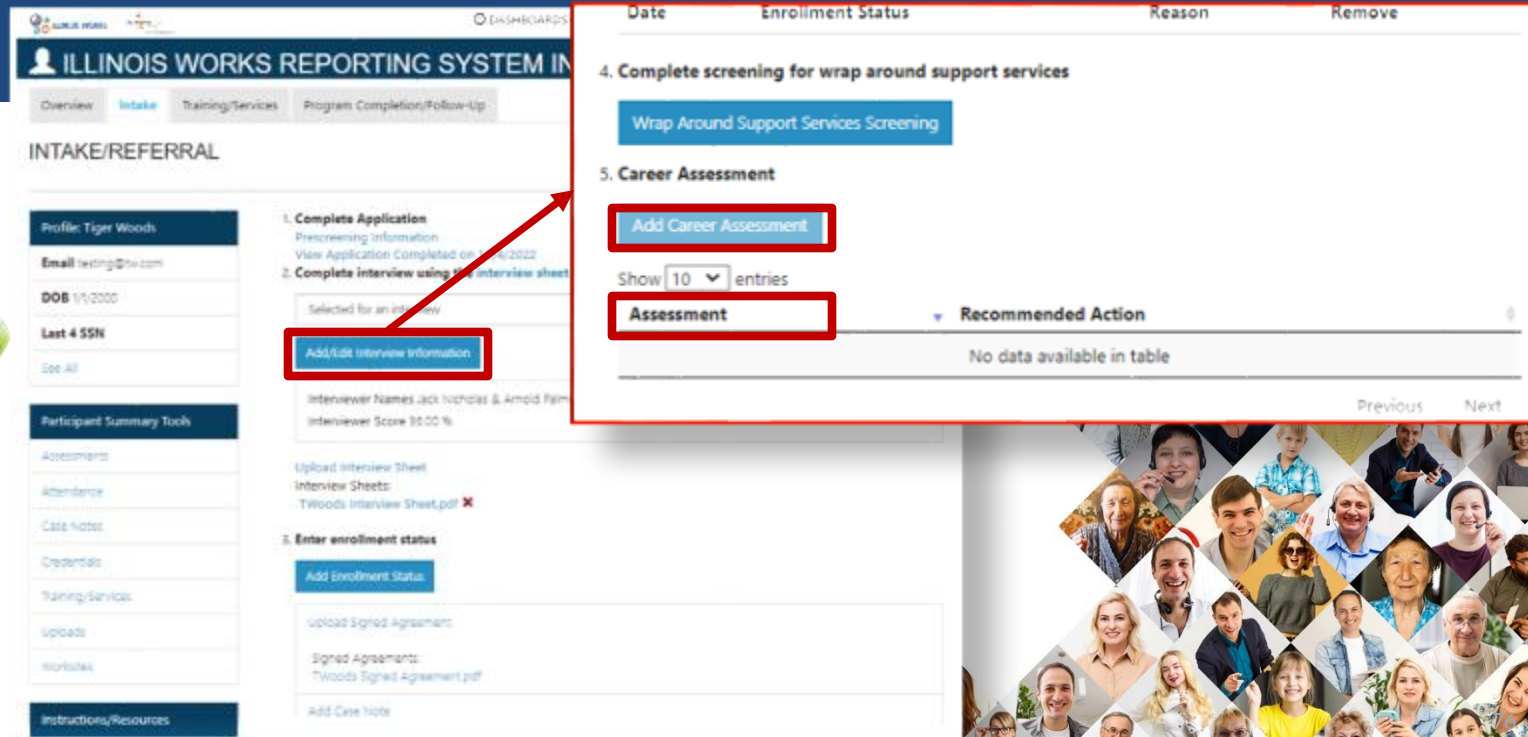
Date	Enrollment Status	Reason	Remove
<b>4. Complete screening for wrap around support services</b>			
<a href="#">Wrap Around Support Services Screening</a>			
<b>5. Career Assessment</b>			
<a href="#">Add Career Assessment</a>			
Show <input type="text" value="10"/> entries			
<b>Assessment</b>		<b>Recommended Action</b>	
No data available in table			
		Previous Next	







# Career Assessment



**ILLINOIS WORKS REPORTING SYSTEM IN**

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

### INTAKE/REFERRAL

Profile: Tiger Woods  
Email: twing@iw.com  
DOB: 1/1/2000  
Last 4 SSN: [REDACTED]  
See All

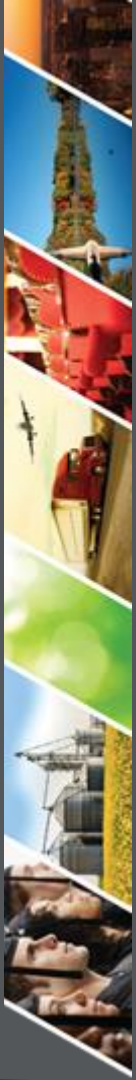
Participant Summary Tools

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

Instructions/Resources

- 1. Complete Application**  
Pre-screening Information  
View Application Completed on 1/1/2022
- 2. Complete interview using the interview sheet**  
Selected for an interview  
**Add/Edit Interview Information**  
Interviewer Names: Jack Nicholas & Arnold Palm  
Interviewer Score: 95.00 %  
Upload Interview Sheet  
Interview Sheets:  
TWoods Interview Sheet.pdf
- 3. Enter enrollment status**  
**Add Enrollment Status**  
Upload Signed Agreement  
Signed Agreements:  
TWoods Signed Agreement.pdf  
Add Case Note
- 4. Complete screening for wrap around support services**  
**Wrap Around Support Services Screening**
- 5. Career Assessment**  
**Add Career Assessment**  
Show 10 entries  
**Assessment**  
Recommended Action  
No data available in table  
Previous Next



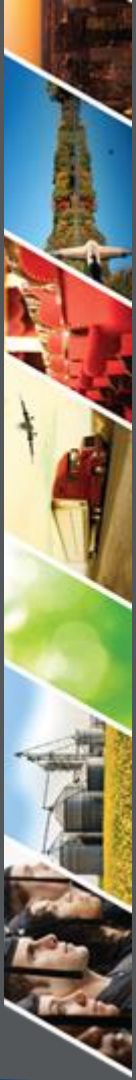


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# IWRS - Practice





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# Section 7: Training and Services

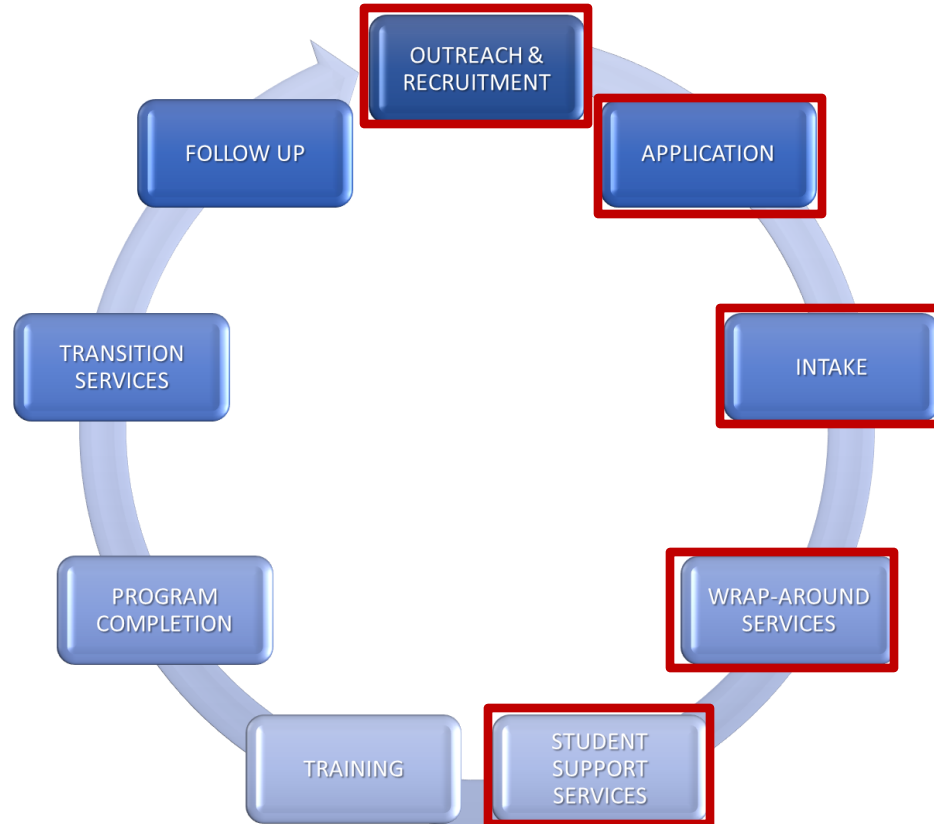


By the end of this section, you will be able to:

- Identify where this IWRS content is located on the Pre-apprenticeship LifeCycle.
- Add/Update training services information.
- Add attendance records.
- Complete a career assessment and create a career plan.
- Update the action log.



# Pre-Apprentice LifeCycle





# Training and Services



DASHBOARDS- GROUPS | HL\_GIASUGGS@GMAIL.COM

## CAREER PLAN ADD ACTIVITY/SERVICES - ILLINOIS WORKS REPORTING SYSTEM

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

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

ADD ACTIVITY/SERVICES CASE NOTES (0)

**Profile - Janedee Doestel**

Email: Janedee08@gmail.com

DOB: 1/1/1970

Last 4 SSN: [See All](#)

Related Instructions: [Career Plan Overview](#)

**Participant Summary Tools**

- Assessments
- Case Notes
- Change in Activity
- Services
- Workshes
- Uploads

STEP 1: Add Services / Activities

[Add Services / Activities](#)

STEP 2: Assign Activity/Service(s) to a Goal

Activity/Service	Note	Status	Search:	Other Items
Alumni Networking	✗	Not Set		
Alumni Networking	✗	Not Set		

Showing 1 to 2 of 2 entries Previous 1 Next

STEP 3: Manage Activity/Service(s) in Goal

- SERVICES/ACTIVITIES FOR: WRAP AROUND SERVICES (0)
- SERVICES/ACTIVITIES FOR: TRAINING SERVICES (0)
- SERVICES/ACTIVITIES FOR: SUPPORT SERVICES (0)
- SERVICES/ACTIVITIES FOR: TRANSITION SERVICES (0)





# Training and Services - Overview



Profile: Tiger Woods

Email: testing@iw.com

DOB: 1/1/2000

Last 4 SSN: [Redacted]

See All

Related Instructions

- Career Plan Overview

Participant Summary Tools

- Assessments
- Attendance
- Case Notes
- Credentials
- Training Services
- Uploads
- Workites

View/Print Career Plan Form

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

Select plan status: [Dropdown]

Save Status (Send Request)

**ASSESSMENTS**

Career Cluster Inventory  
Not Complete

Employment 101 - Pre  
Not Complete

Employment 101 - Post  
Not Complete

**DESIRED CAREER PATH**

Career Pathway Choice  
None

Occupation 1  
None

Occupation 2  
None

Wage Goal (Per Hour)  
None

See More

**ACCOMPLISHMENTS**

Earned Credentials: 3

Completed Goals: 1

Completed Services: 14

**CAREER PLAN**

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	<a href="#">Show Next Steps</a>	Career Plan	6/14/2022	8/5/2022	On Track
Wrap Around Services	<a href="#">Show Next Steps</a>	Career Plan	8/4/2022	12/9/2022	On Track
Transition Services	<a href="#">Show Next Steps</a>	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Not Started







# Training and Services – Sidebar



Profile: Tiger Woods [View/Print Career Plan Form](#)

Email: testing@iw.com

DOB: 1/1/2000

Last 4 SSN:

See All

Related Instructions

[Career Plan Overview](#)

Participant Summary Tools

- Assessments
- Attendance
- Case Notes
- Credentials
- Training Services
- Uploads
- Workites

**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

**DESIRED CAREER PATH**

**Career Pathway Choice**  
None

**Occupation 1**  
None

**Occupation 2**  
None

**Wage Goal (Per Hour)**  
None

[See More](#)

**ACCOMPLISHMENTS**

**Earned Credentials: 3**

**Completed Goals: 1**

**Completed Services: 14**

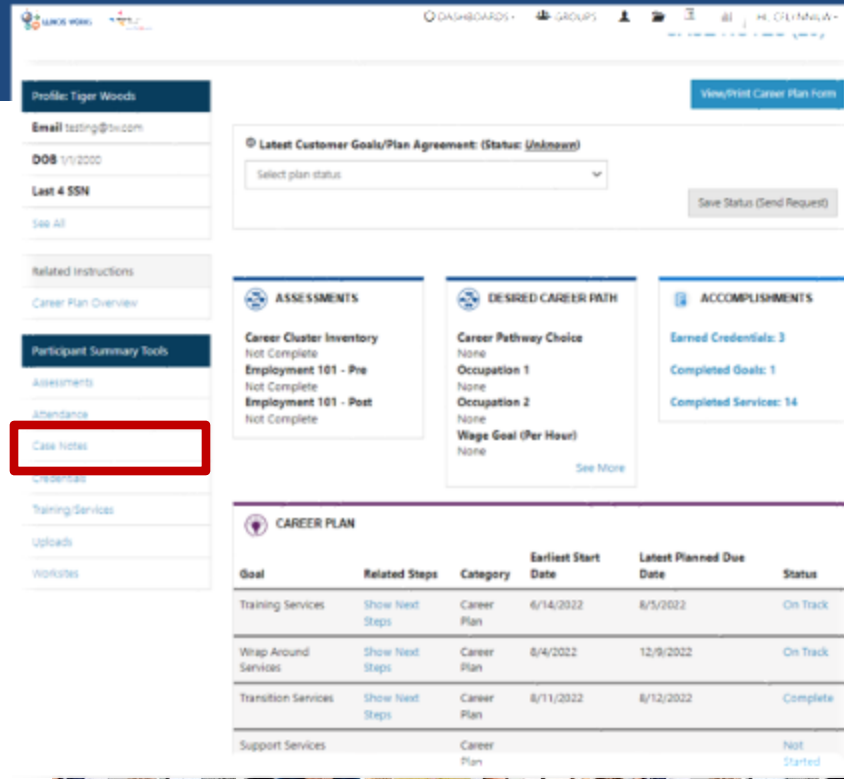
**CAREER PLAN**

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	<a href="#">Show Next Steps</a>	Career Plan	6/14/2022	8/5/2022	On Track
Wrap Around Services	<a href="#">Show Next Steps</a>	Career Plan	8/4/2022	12/9/2022	On Track
Transition Services	<a href="#">Show Next Steps</a>	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Not Started





# Training and Services – Case Notes

Profile: Tiger Woods [View/Print Career Plan Form](#)

Email: testing@iw.com

DOB: 1/1/2000

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

DESIRED CAREER PATH

Career Pathway Choice  
None

Occupation 1  
None

Occupation 2  
None

Wage Goal (Per Hour)  
None

See More

ACCOMPLISHMENTS

Earned Credentials: 3

Completed Goals: 1

Completed Services: 14

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	<a href="#">Show Next Steps</a>	Career Plan	6/14/2022	8/5/2022	On Track
Wrap Around Services	<a href="#">Show Next Steps</a>	Career Plan	8/4/2022	12/9/2022	On Track
Transition Services	<a href="#">Show Next Steps</a>	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Not Started





# Training and Services – Case Notes



**Profile:** Tiger Woods

**Email:** tating@tw.com

**DOB:** 1/1/2000

**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: [Unlink](#))

Select plan status

**ASSESSMENTS**

**Career Cluster Inventory**  
Not Complete

**Employment 101 – Pre**  
Not Complete

**Employment 101 – Post**  
Not Complete

**DESIGN A CAREER PATH**

**Career Pathway Choice**  
None

**Occupation 1**  
None

**Occupation 2**  
None

**Wage Goal (Per Hour)**  
None

See More

**CAREER PLAN**

Goal	Related Steps	Category	Earliest Start Date	Date	Status
Training Services	<a href="#">Show Next Steps</a>	Career Plan	6/14/2022	8/5/2022	On Track
Wrap Around Services	<a href="#">Show Next Steps</a>	Career Plan	8/4/2022	12/9/2022	On Track
Transition Services	<a href="#">Show Next Steps</a>	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Not Started

**- CASE NOTES**

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

**CASE NOTES**

Related Instructions

Telling the Story in Case Notes

Case Note Tool (PDF)

Case Note Writing Rubric

**Participant Summary Tools:**

- Assessments
- Case Notes
- Change in Ability
- Services
- Worksites
- Uploads

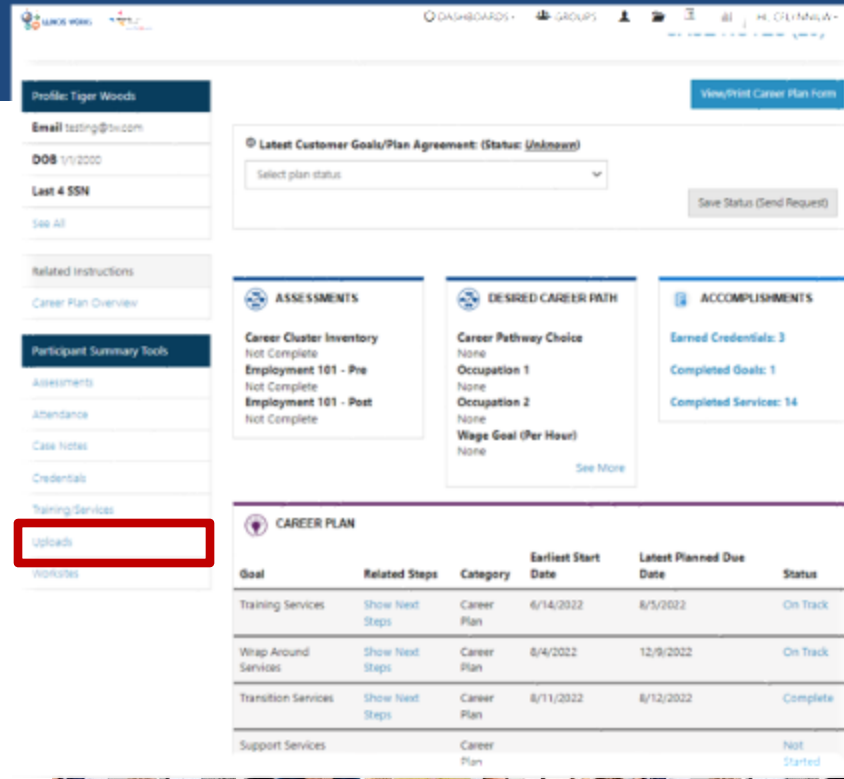
Task Date Subject Comment Delivery Method Entered By Entered Source Options

General	12/15/2022	Added in transportation	Tiger broke his leg because he was driving too fast from the hotel and now he needs a bus pass	Save as case note without sending a message/email	Christine Flynn	12/15/2022 2:28 PM	task	
Individual Employment Plan	8/10/2022	Successfully Completed	Successfully Completed	Save as case note without sending a message/email	Christine Flynn	8/10/2022 9:13 AM	task	





# Training and Services - Uploads

Profile: Tiger Woods [View/Print Career Plan Form](#)

Email: testing@iw.com

DOB: 1/1/2000

Last 4 SSN:

See All

Related Instructions

[Career Plan Overview](#)

Participant Summary Tools

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

**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

**DESIRED CAREER PATH**

Career Pathway Choice: None

Occupation 1: None

Occupation 2: None

Wage Goal (Per Hour): None

[See More](#)

**ACCOMPLISHMENTS**

Earned Credentials: 3

Completed Goals: 1

Completed Services: 14

**CAREER PLAN**

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	<a href="#">Show Next Steps</a>	Career Plan	6/14/2022	8/5/2022	On Track
Wrap Around Services	<a href="#">Show Next Steps</a>	Career Plan	8/4/2022	12/9/2022	On Track
Transition Services	<a href="#">Show Next Steps</a>	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Not Started





# Training and Services - Uploads



Profile: Tiger Woods

Email: tating@iw.com

DOB: 1/1/2000

Last 4 SSN: [Redacted]

See All

Related Instructions

Career Plan Overview

Participant Summary Tools

- Assessments
- Attendance
- Case Notes
- Credentials
- Training Services
- Uploads**
- Workshops

Latest Customer Goals/Plan Agreement (Status: Unlinear)

Select plan status

ASSESSMENTS

Career Cluster Inventory  
Not Complete

Employment 101 - Pre  
Not Complete

Employment 101 - Post  
Not Complete

DESIRED CAREER

Career Pathway Choice  
None

Occupation 1  
None

Occupation 2  
None

Wage Goal (Per Hour)  
None

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Earliest End Date	Status
Training Services	Show Next Steps	Career Plan	6/14/2022		
Wrap Around Services	Show Next Steps	Career Plan	8/4/2022		
Transition Services	Show Next Steps	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Not Started

UPLOADS

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

UPLOADED DOCUMENTS

Upload File

Show 10 entries

Search: [Input]

File name	Description	Category	Uploaded By	Upload Date	Remove Upload
TWoods Interview Sheet.pdf		Interview Sheet	CFlynnIW	8/9/2022	Remove
TWoods Signed Agreement.pdf		Signed Agreement	CFlynnIW	8/9/2022	Remove
TWoods_FirstAidCPR.png	First Aid/CPR Card	First Aid/CPR	CFlynnIW	8/9/2022	Remove
TWoods_NCCER.png	NCCER Certificate	NCCER Certification	CFlynnIW	8/9/2022	Remove
TWoods_OSHA10.png	OSHA 10 Card	OSHA	CFlynnIW	8/9/2022	Remove

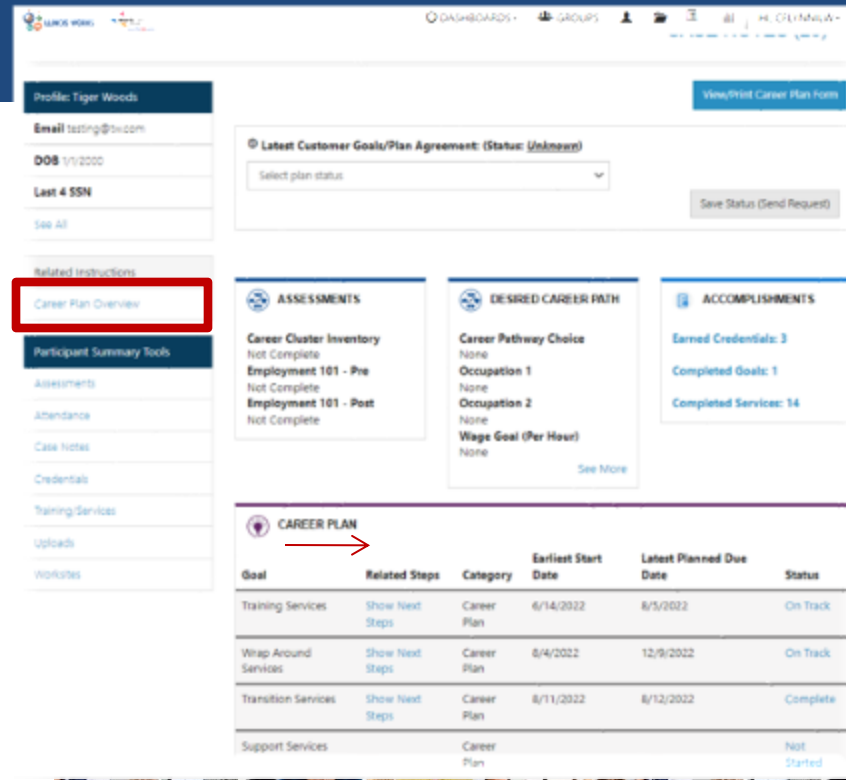
Showing 1 to 5 of 5 entries

Previous 1 Next





# Training and Services – Career Plan

The screenshot shows a user profile for Tiger Woods with the following details:

- Profile: Tiger Woods
- Email: testing@iw.com
- DOB: 1/1/2000
- Last 4 SSN: [Redacted]
- See All

Related Instructions:

- Career Plan Overview** (highlighted with a red box)
- Participant Summary Tools
- Assessments
- Attendance
- Case Notes
- Credentials
- Training Services
- Uploads
- Workites

Latest Customer Goals/Plan Agreement (Status: Unknown)

Select plan status: [Dropdown menu]

Save Status (Send Request)

ASSESSMENTS

- Career Cluster Inventory: Not Complete
- Employment 101 - Pre: Not Complete
- Employment 101 - Post: Not Complete

DESIRED CAREER PATH

- Career Pathway Choice: None
- Occupation 1: None
- Occupation 2: None
- Wage Goal (Per Hour): None
- See More

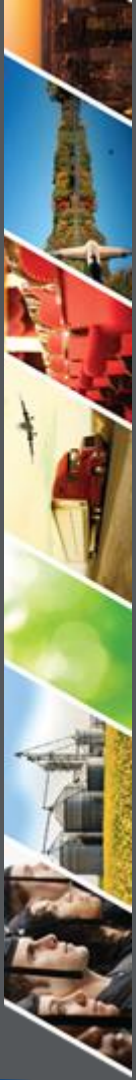
ACCOMPLISHMENTS

- Earned Credentials: 3
- Completed Goals: 1
- Completed Services: 14

CAREER PLAN

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	<a href="#">Show Next Steps</a>	Career Plan	6/14/2022	8/5/2022	On Track
Wrap Around Services	<a href="#">Show Next Steps</a>	Career Plan	8/4/2022	12/9/2022	On Track
Transition Services	<a href="#">Show Next Steps</a>	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Not Started

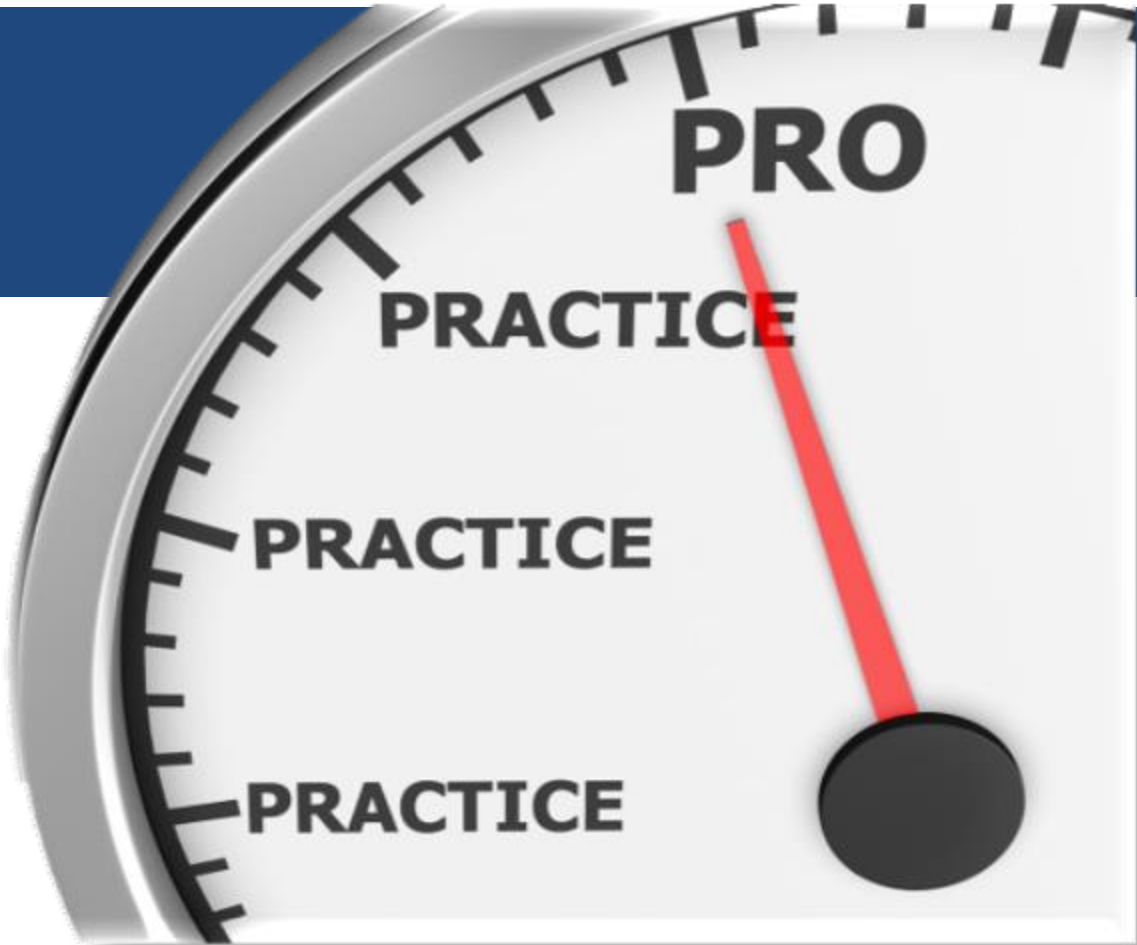




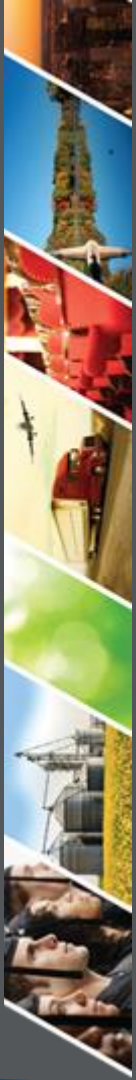
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# IWRS - Practice







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# Add Attendance



- Bulk Attendance
- Individual Attendance





# Bulk Attendance



DASHBOARDS ▾ GROUPS 👤 📁 📅 📊 HI, DMARTINEZ01 ▾

## TRAINING SERVICES REPORT

[Back to Reports](#)

Project \*

Activity

Start Date Begin Range

Grantee

Cohort Name

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
<a href="#">Edit</a>	02052025 Test	First Aid/CPR	Planned/Not Started	03/10/2025	03/11/2025	5.00				
<a href="#">Edit</a>	02052025 Test	Module 101 – Basic Safety	Planned/Not Started	03/05/2025	03/08/2025	4.00				
<a href="#">Edit</a>	02052025 Test	NCCER Applied Construction Math	Planned/Not Started	03/05/2025	03/08/2025	20.00				
<a href="#">Edit</a>	02052025 Test	OSHA 10	Planned/Not Started	03/05/2025	03/10/2025	12.00				
<a href="#">Edit</a>	02052025 Test	Employability Skills - Part 2	Planned/Not Started	03/05/2025	03/10/2025	16.00				



# Bulk Attendance Entry



**EDIT PARTICIPANTS** [X]

Full Name: 02052025 Test

Activity: Module 101 – Basic Safety

Status: Planned/Not Started (Scheduled) [v]

Service Start Date: 03/05/2025

Service End Date: 03/08/2025

Hours Required: 4,00

Total Attendance Hours: 0

Make up Session was Attended: Select [v]

Assessment Name: Enter an Assessment Name

Assessment Score: Enter an Assessment Score

Assessment Date: Select Assessment Date

[Close] [Save Changes]

02052025 Test	Module 101 – Basic Safety	Planned/Not Started	03/05/2025	03/10/2025	12.00
02052025 Test	OSHA 10	Planned/Not Started	03/05/2025	03/10/2025	12.00
02052025 Test	Employability	Planned/Not			



# Recording Attendance in IWRS - individually

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](mailto:bttesterson@illinois.gov)

DOB 1/1/2005

Last 4 SSN

[See All](#)

**First Aid/CPR**

Total Subsidized days for all items: 0

Goal\* Training Services Status\* Started/Open

Planned Start Date\* 01/15/2024

Planned Completion Date\* 01/16/2024

This participant attended a make up session

Other Notes

Attendance Hours Required\* 8

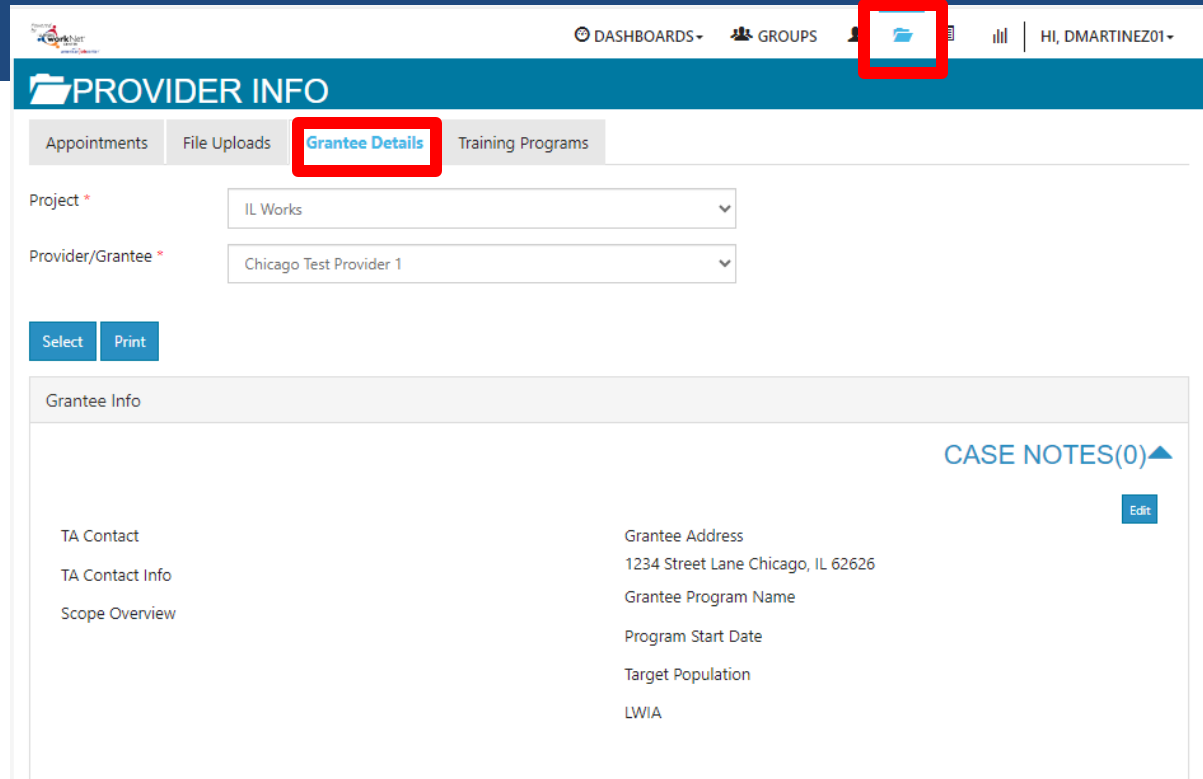
Total Attendance Hours\*

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





# Access Cohort Details – Upload Attendance Rosters



**PROVIDER INFO**


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


Project \*

Provider/Grantee \*

Select | Print

Grantee Info

**CASE NOTES(0)** 



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



# Stipends – The 5<sup>th</sup> 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	<a href="#">Show Next Steps</a>	Career Plan			Not Started
Training Services	<a href="#">Show Next Steps</a>	Career Plan	1/8/2024	1/16/2024	Not Started
Program Stipend	<a href="#">Hide Next Steps</a>	Career Plan	1/9/2024	1/12/2024	Not Started
	<a href="#">Program Stipend</a>		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

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





# Adding Post Assessments



Career Plan / Add Activities/Services / Edit Customer Service

## EDIT CUSTOMER SERVICE

Profile: Tiger Woods

Email testing@tw.com

User Name TWoods5

Last 4 SSN

[See All](#)

[Reset Password](#)

[Send Message](#)

### Module 1 - Illinois Works Pre-apprenticeship Program Orientation

[Add Post-Assessment](#)

Passing % 70

Post-Asse

Orientation

Showing 1 t

\*\*This Custo

### ADD/EDIT POST-ASSESSMENT

Name \* Orientation

Score \* 85

Date \* 02/02/2023



[Cancel](#)

[Save](#)



# Access Cohort Details – Upload Attendance Rosters



 DASHBOARDS ▾ GROUPS  HI, DMARTINEZ01 ▾


## PROVIDER INFO

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

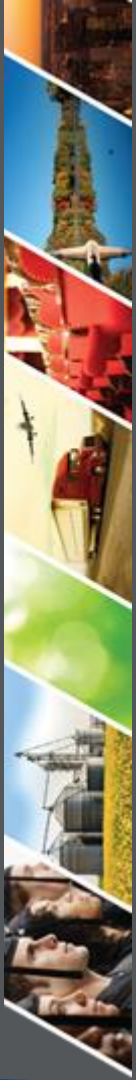
Project \*

Provider/Grantee \*

### Grantee Info

**CASE NOTES(0)** 

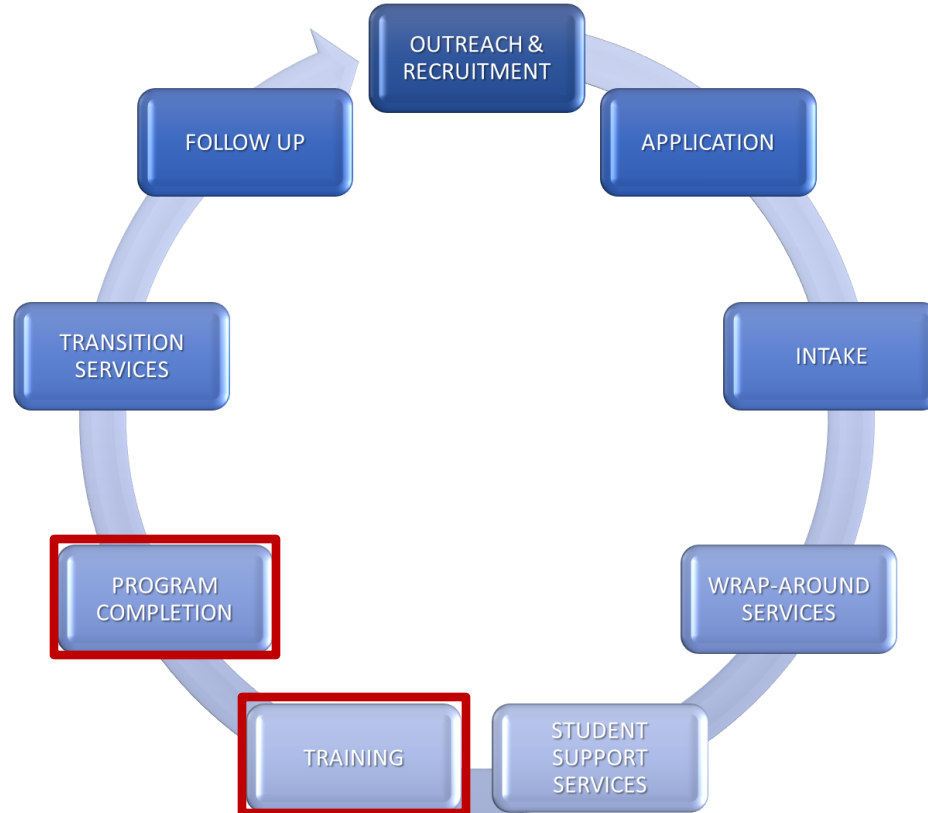
TA Contact	Grantee Address
TA Contact Info	1234 Street Lane Chicago, IL 62626
Scope Overview	Grantee Program Name
	Program Start Date
	Target Population
	LWIA



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# Pre-Apprentice LifeCycle







# Service and Goal Statuses





# Service Completion Status



 CAREER PLAN					
Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	<a href="#">Hide Next Steps</a> 	Career Plan	6/14/2022	8/5/2022	Not Started
	Module 1 - Illinois Works Pre-apprenticeship Program Orientation		6/14/2022	6/15/2022	Planned/Not Started (Scheduled)





# Edit Customer Service



### EDIT CUSTOMER SERVICE

Profile: Tiger Woods

**Email** testing@tw.com

**User Name** TWoods5

**Last 4 SSN**


**Grantee** Chicago Test Provider 1

[See All](#)

[Reset Password](#) [Send Message](#)

#### Module 1 - Illinois Works Pre-apprenticeship Program Orientation

Total Subsidized days for all items: 0

**Goal\***  **Status\***  

**Planned Start Date\***

**Planned Completion Date\***

How many hours a week are you planning on working on this? \*

Other Notes

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

\*\*This Customer Service was updated by Christine Flynn on 4/10/2023 at 8:32 AM\*\*

[Update Customer Service](#)





# Status Options



### EDIT CUSTOMER SERVICE

---

Profile: Tiger Woods

**Email** testing@tw.com

**User Name** TWoods5

**Last 4 SSN**

**Grantee** Chicago Test Provider 1

[See All](#)

[Reset Password](#) [Send Message](#)

#### Module 1 - Illinois Works Pre-apprenticeship Program Orientation

Total Subsidized days for all items: 0

**Goal\***  **Status\***

**Planned Start Date\***

**Planned Completion Date\***

How many hours a week are you planning on working on this? \*

Pick one

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







# Completion Required Documents



Sample documents:

- TradesFutures (formerly NABTU)
- OSHA
- NCCER Transcripts
- CPR





# Sample Documents



- SAMPLE

NCCER Card #: 1234567

Trainee Name: Tiger Woods

Sponsor: ABC Construction

Address: 123 Main Street  
Anytown, IL 60000



Module	Description	Instructor	Training Location	Completed
00106-EN6	Introduction to Basic Rigging	Mr. Construction	ABC Construction	9/17/2022
00107-EN6	Basic Communication Skills	Mr. Construction	ABC Construction	9/17/2022
00109-EN6	Introduction to Materials Handling	Mr. Construction	ABC Construction	9/17/2022
00102-EN6	Introduction to Construction Math	Mr. Construction	ABC Construction	9/16/2022
00105-EN6	Introduction to Construction Drawings	Mr. Construction	ABC Construction	9/16/2022
00108-EN6	Basic Employability Skills	Mr. Construction	ABC Construction	7/25/2022
00104-EN6	Introduction to Power Tools	Mr. Construction	ABC Construction	7/22/2022
00103-EN6	Introduction to Hand Tools	Mr. Construction	ABC Construction	6/27/2022
00101-EN6	Basic Safety (Construction Site Safety Orientation)	Mr. Construction	ABC Construction	6/23/2022

**Incomplete Modules:**

Module	Description	Instructor	Training Location	Written or Performance



**BASIC LIFE SUPPORT**

**BLS Provider**

American Heart Association

**Tiger Woods**

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

**Issue Date**  
1/1/2023

**Training Center Name**  
ABC Construction

**Training Center ID**  
1234567

**Training Center City, State**  
123 Main Street, Anytown, IL

**Training Center Phone Number**  
555-555-5555

**Renew By**  
1/1/2028

**Instructor Name**  
Ms. Construction

**Instructor ID**  
12345678

**eCard Code**  
12345678

**QR Code**





# Completion Statuses on Goals



**CAREER PLAN OVERVIEW - ILLINOIS WORKS REPORTING SYSTEM**

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

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

### OVERVIEW

**Profile:** Tiger Woods [View/Print Career Plan Form](#)

**Email:** testing@iw.com

**DOB:** 1/1/2000

**Last 4 SSN:**

[See All](#)

**Related Instructions:**  
[Career Plan Overview](#)

**Participant Summary Tools:**  
[Assessments](#)  
[Attendance](#)  
[Case Notes](#)

**Latest Customer Goals/Plan Agreement:** (Status: Unknown)  
 [Save Status \(Send Request\)](#)

ASSESSMENTS	DESIRED CAREER PATH	ACCOMPLISHMENTS
<b>Career Cluster Inventory</b> Not Complete <b>Employment 101 - Pre</b> Not Complete <b>Employment 101 - Post</b> Not Complete	<b>Career Pathway Choice</b> None <b>Occupation 1</b> None <b>Occupation 2</b> None <b>Wage Goal (Per Hour)</b> None	<b>Earned Credentials:</b> 3 <b>Completed Goals:</b> 3 <b>Completed Services:</b> 13





# Completion Statuses on Goals



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

## SET GOALS

CASE NOTES (27) ▲

Profile: Tiger Woods

Email testing@tw.com

DOB 1/1/2000

Last 4 SSN

[See All](#)

Related Instructions

[Career Plan Overview](#)

Participant Summary Tools

[Assessments](#)

[Case Notes](#)

[Change in Activity](#)


[Services](#)


Goals should be written so they address barriers, employment goals, education/training and related stackable credentials that can be earned to advance the customer through their career pathway. They should be realistic, measurable and attainable.

Use completed assessment information to develop goals with your customer. The customer will need to agree to the overall initial plan. If additional changes are made to the customer's goal, the customer will need to agree to the update.

Add Goal Statement

Goal Statement	Category	Short/Long Term	Plan Services	Status	
Wrap Around Services	Career Plan	Long Term Goal	<a href="#">View</a>	Complete	<a href="#">Edit</a> <a href="#">Remove</a>
Training Services	Career Plan	Long Term Goal	<a href="#">View</a>	Not Started	<a href="#">Edit</a> <a href="#">Remove</a>
Support Services	Career Plan	Long Term Goal	<a href="#">Add</a>	Complete	<a href="#">Edit</a> <a href="#">Remove</a>
Transition Services	Career Plan	Long Term Goal	<a href="#">View</a>	Complete	<a href="#">Edit</a> <a href="#">Remove</a>







# Completion Statuses on Goals

[See More](#)

**CAREER PLAN**

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
					Not Started
					Not Started
					Not Started
					Not Started

**EDIT GOAL** [Close]

Goal Statement

Category

Short/Long Term

Status


- Select One
- Not Started
- On Track
- Off Track
- Complete





# Per-Transition Career Assessment



 **ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL**

Overview
Intake
Training/Services
Program Completion/Follow-Up

## INTAKE/REFERRAL

CASE NOTES(28)

Profile: Tiger Woods

**Email** testing@tw.com

**DOB** 1/1/2000

**Last 4 SSN**

See All

Participant Summary Tools

Assessments

Attendance

Case Notes

Credentials

Training/Services

Uploads

Worksites

Instructions/Resources

Intake Instructions

1. **Complete Application**  
 Prescreening Information  
 View Application Completed on 11/4/2022
2. **Complete interview using the interview sheet**  

Selected for an interview ▼

Add/Edit Interview Information

Interviewer Names Jack Nicholas & Arnold Palmer  
 Interviewer Score 36.00

Upload Interview Sheet  
 Interview Sheets:  
 TWoods Interview Sheet.pdf ✖
3. **Enter enrollment status**  

Add Enrollment Status

Upload Signed Agreement  
 Signed Agreements:  
 TWoods Signed Agreement.pdf

Add Case Note





# Career Assessment



#### 4. Complete screening for wrap around support services

[View Wrap Around Support Services Screening 8/9/2022](#)

#### 5. Career Assessment

[Add Career Assessment](#)

Show  entries

Assessment	Recommended Action
<a href="#">07/23/2022 Career Assessment</a>	Begin outlining an action plan that will ensure the participant can meet the nec...
<a href="#">06/14/2022 Career Assessment</a>	Begin outlining an action plan that will ensure the participant can meet the nec...
<a href="#">06/14/2022 Career Assessment</a>	Begin outlining an action plan that will ensure the participant can meet the nec...

Previous

#### 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.

### ADD CAREER ASSESSMENT

Assessment Date \*

Do you have an up-to-date resume? \*

Do you have experience taking part in job interviews \*

Will you be readily available to transition to a DOL-registered apprenticeship program immediately after program completion? \*

Primary Goal \*

Secondary Goal \*

If career goals are related to construction is there a specific trade(s) you're interested in pursuing? (Select at least one) \*

- Carpenter
- Painter
- Bricklayer
- Ceramic Tile Finisher
- Glazier
- Laborer
- Plasterer
- Sprinklerfitter
- Technical Engineer
- Electricians
- Plumbers
- Pipefitter
- Drywall Finisher
- Heat & Frost Insulator
- Machinery Mover, Rigger, & Erector
- Roofer/Waterproofing

- Structural Iron Worker
- Tuckpointer
- Operating Engineer/Operator
- Cement Mason
- Boilermaker
- Elevator Constructor
- Iron Worker
- Millwright
- Sheet Metal Worker
- Teamster
- Steamfitters
- \* Ceramic Tile Layer
- \* Operating Engineer - Heavy Equipment Technician
- \* Painter/Drywall Finisher
- N/A





# Uploading Attendance Rosters



## 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

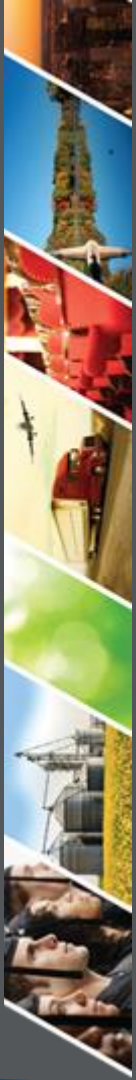
Description  
Attendance Roster for ILW Orientation - Cohort 1 FY24

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



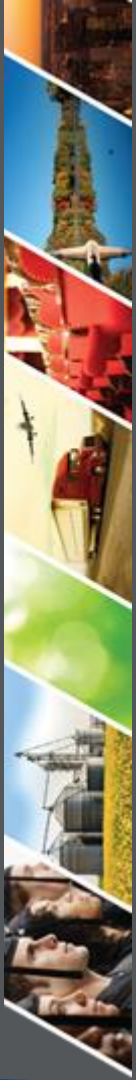


CEO.ILWorks@Illinois.Gov



# IWRS - Practice





CEO.ILWorks@Illinois.Gov



# Section 8: IWRS Updated Tools and Features

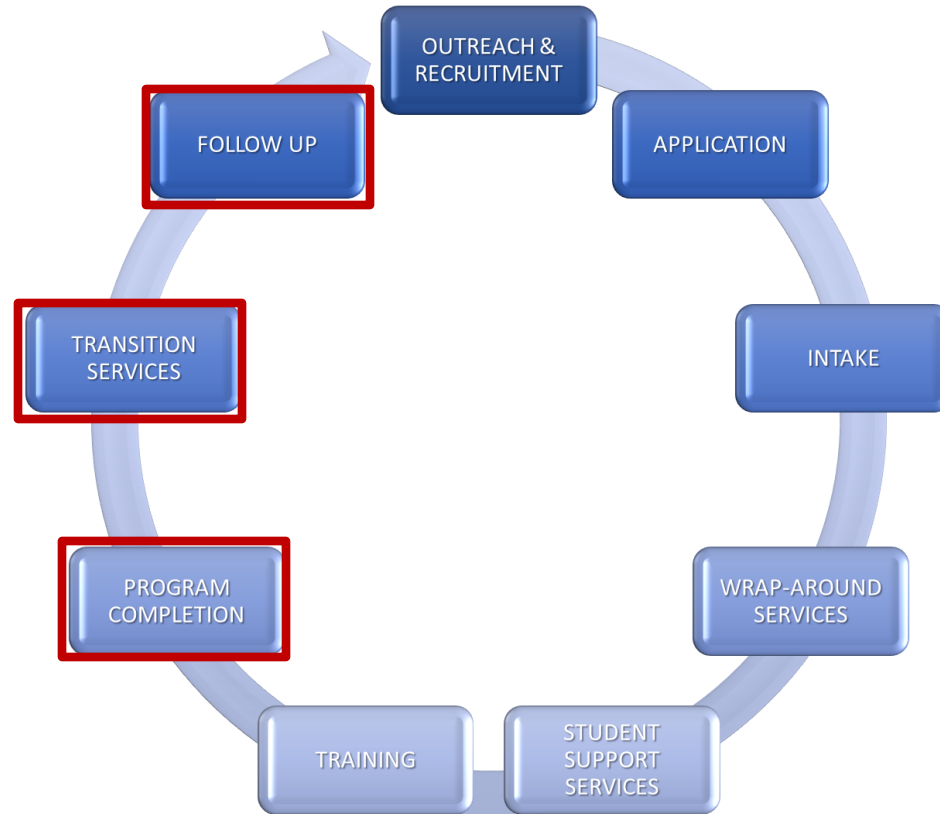


By the end of this section, you will be able to:

- Update the status to program completion /follow-up status.
- Fulfill the active tracking follow up requirements.
- Add/update to completion and in transition status.
- Upload appropriate transition verification documentation (primary, alternative, and secondary).
- Add an Active Tracking Questionnaire.
- Support the longitudinal study.



# Pre-Apprentice LifeCycle



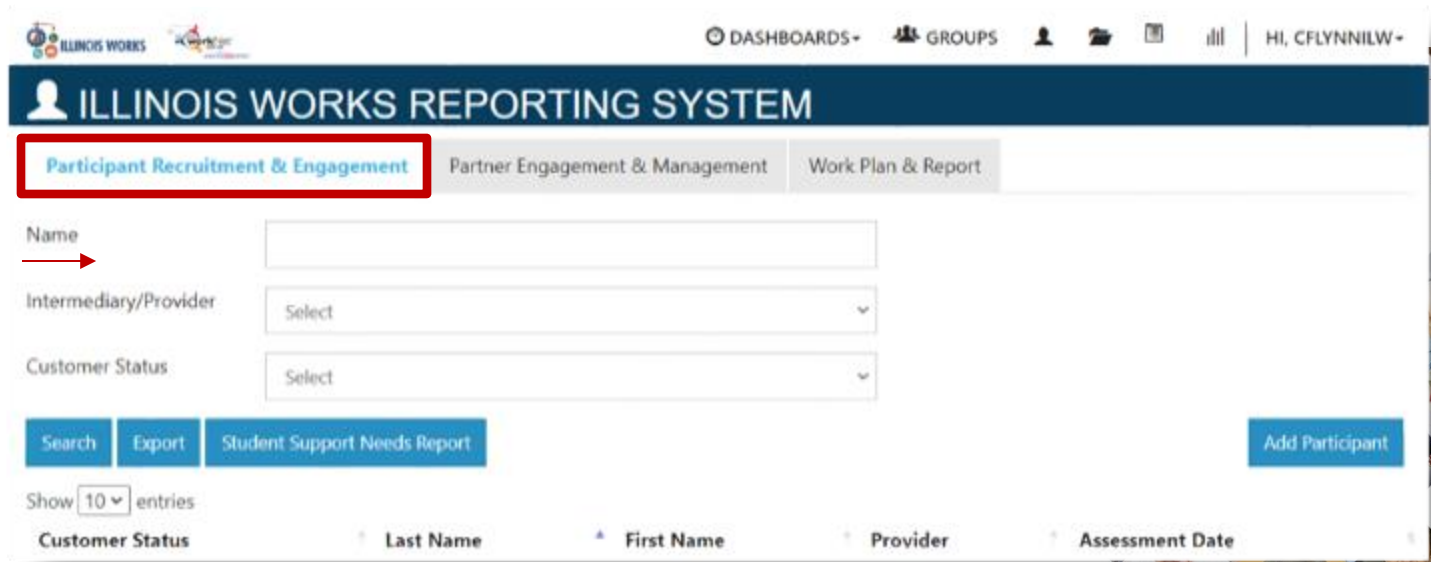


# Program Completion/Follow-Up Statuses





# Participant Completion Status



**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
-----------------	-----------	------------	----------	-----------------





# Participant Completion Status

ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP

Overview
Intake
Training/Services
Program Completion/Follow-Up

FOLLOW-UP
CASE NOTES(28)

Profile: Tiger Woods

**Email** testing@tw.com

**DOB** 1/1/2000

**Last 4 SSN**

[See All](#)

Participant Summary Tools

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

Instructions/Resources

- [Intake Instructions](#)

**Enter Program Completion Status**

[Add Completion Status](#)

**Current Completion Status:** Post Program Active Tracking [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







# Program Completion – Resume Upload

ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP

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

FOLLOW-UP CASE NOTES(0)

**Profile:** 02052025 Test

**Email:** 02052025@illinois.gov

**DOB:** 1/1/2000

**Last 4 SSN:**

[See All](#)

**Participant Summary Tools**

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

**Enter Program Completion Status**

[Add Completion Status](#)

[Upload Participant Resume](#)

Resume on file:

**Current Completion Status:** Enrolled

PRIMARY TRANSITION	SECONDARY TRANSITION	SECONDARY TRANSITION
<ul style="list-style-type: none"> <li>Complete &amp; In Transition</li> <li>Planning to Enter a DOL Registered Apprenticeship Program                             <ul style="list-style-type: none"> <li>Applied to DOL Registered Apprenticeship Program</li> <li>On the waitlist for DOL Registered</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Complete &amp; In Transition</li> <li>Not Planning to Enter a DOL Registered Apprenticeship Program                             <ul style="list-style-type: none"> <li>Opened a small business</li> <li>Pursuing employment only</li> <li>Other</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Complete &amp; In Transition</li> <li>Planning to Enter a DOL Registered Apprenticeship Program                             <ul style="list-style-type: none"> <li>Planning to apply for a DOL apprenticeship</li> </ul> </li> </ul>





# Add Completion Status

ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP

Overview
Intake
Training/Services
Program Completion/Follow-Up

FOLLOW-UP
CASE NOTES(28)

Profile: Tiger Woods

**Email** testing@tw.com

**DOB** 1/1/2000

**Last 4 SSN**  
[See All](#)

Participant Summary Tools

[Assessments](#)

[Attendance](#)

[Case Notes](#)

[Credentials](#)

[Training/Services](#)

[Uploads](#)

[Worksites](#)

Instructions/Resources

[Intake Instructions](#)

Enter Program Completion Status

Add Completion Status

Add Case Note

**Current Completion Status:** Post Program Active Tracking [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









# Add Completion Status



### ADD STATUS

Completion Status \*

- Complete
- Select Status
- Complete
- Complete & In Transition
- Incomplete
- Post Program Active Tracking
- Long Term Tracking
- Administrative Withdrawal

Profile: Tiger Woods

Save Close





# Add Completion Status



### ADD STATUS

Completion Status \*

- Complete
- Select Status
- Complete
- Complete & In Transition
- Incomplete
- Post Program Active Tracking
- Long Term Tracking
- Administrative Withdrawal

Profile: Tiger Woods

Save Close





# Add Completion Status – Case Note



**Profile:** Tiger Woods

**Email:** testing@tw.com

**DOB:** 1/1/2000

**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](#)

### Enter Program Completion Status

[Add Completion Status](#)

[Add Case Note](#)

**Current Completion Status:** Complete & In Transition [View Baseline](#)  
Follow Up Date: 7/10/2023

#### 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





# Completion and Transitions



**Profile:** Tiger Woods

**Email:** testing@tw.com

**DOB:** 1/1/2000

**Last 4 SSN:**

[See All](#)

**Enter Program Completion Status**

[Add Completion Status](#)

**Current Completion Status:** Complete & In Transition [View Baseline](#)  
Follow Up Date: 7/10/2023

**Participant Summary Tools**

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

**Instructions/Resources**

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

**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

Upload Primary Transition Document  
 No file chosen

**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





# Transition Verification Documentation





# Transition Verification Documentation





American Allied Workers Laborers Union Local #181  
AAWLU.COM  
TEL:772-625-2368

**TO:**  
American Allied Workers Laborers  
Union Local #181  
AAWLU.COM  
TEL:311-841-2733

**FROM:**  
Member Name:  
Member Phone:  
Member Address:

**PROMISSORY NOTE**

September 18, 2023

FOR VALUE RECEIVED, the undersigned jointly and severally promise to pay to the Order of American Allied Worker Laborers Union Local #181, the sum of 300.00 Dollars, together with interest thereon at the rate of 1.5% per annum on any unpaid balance.

Said sum, inclusive of interest, shall be paid in [monthly/weekly] installments of \$20 each, with a first payment due May 11, 2023, and a like amount on the same day of each [Month] thereafter until the full amount of this note and accrued interest shall be fully paid. All payments shall be first applied to accrued interest and the balance to the Principal. The undersigned reserves the right to

This note shall be fully payable upon demand of any holder in the event the undersigned shall default in making any payments due under this note within 10 days of its due date.

In the event of any default, the undersigned agreed to pay all reasonable attorney fees and costs of collection to the extent permitted by law. This note shall take effect as a sealed instrument and be enforced in accordance with the laws of the payee's state.

This Legal Notice to Principal is a Legal Notice to Agent; and this Legal Notice to Agent is a Legal Notice to Principal.

New Member Consent Signature  








# Transition Verification Documentation



APPLICANT TESTING

You are scheduled for an Apprenticeship Aptitude Test  
on September 14, 2022 at 8:00 a.m.  
at  
Sheet Metal Workers' Local #73  
4550 Roosevelt Rd.  
Hillside, IL 60162  
\*\*Parking and entrance in rear of building only\*\*

Registration will begin at 7:15 a.m. and end at 7:50 a.m.  
Testing will begin promptly at 8:00 a.m.  
Anyone who is not registered by 7:50 a.m. will not be tested.

- You must bring photo identification (i.e. Driver's License, State ID).
- Know your Social Security Number.
- There is no alternate test date.
- Failure to take the Aptitude Test on your scheduled day at your scheduled time will result in the automatic disqualification of your application.
- The Aptitude Test is given in English.
- Calculators are not allowed.

\_\_\_\_\_ 8-17-22  
Applicant Signature Date

Christian Anderson  
Print Name





# Transition Verification Documentation



**APPLICANT TESTING**

You are scheduled for an Apprenticeship Aptitude Test  
on  
September 14, 2022 at 8:00 a.m.  
at  
Sheet Metal Workers' Local #73  
4550 Roosevelt Rd.  
Hillside, IL 60162  
\*\*Parking and entrance in rear of building only\*\*

Registration will begin at 7:15 a.m. and end at 7:50 a.m.  
Testing will begin promptly at 8:00 a.m.  
**Anyone who is not registered by 7:50 a.m. will not be tested.**

- You must bring photo identification (i.e. Driver's License, State ID).
- Know your Social Security Number.
- There is no alternate test date.
- Failure to take the Aptitude Test on your scheduled day at your scheduled time will result in the automatic disqualification of your application.
- The Aptitude Test is given in English.
- Calculators are not allowed.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

8-17-22  
\_\_\_\_\_  
Date





# Transition Verification Documentation





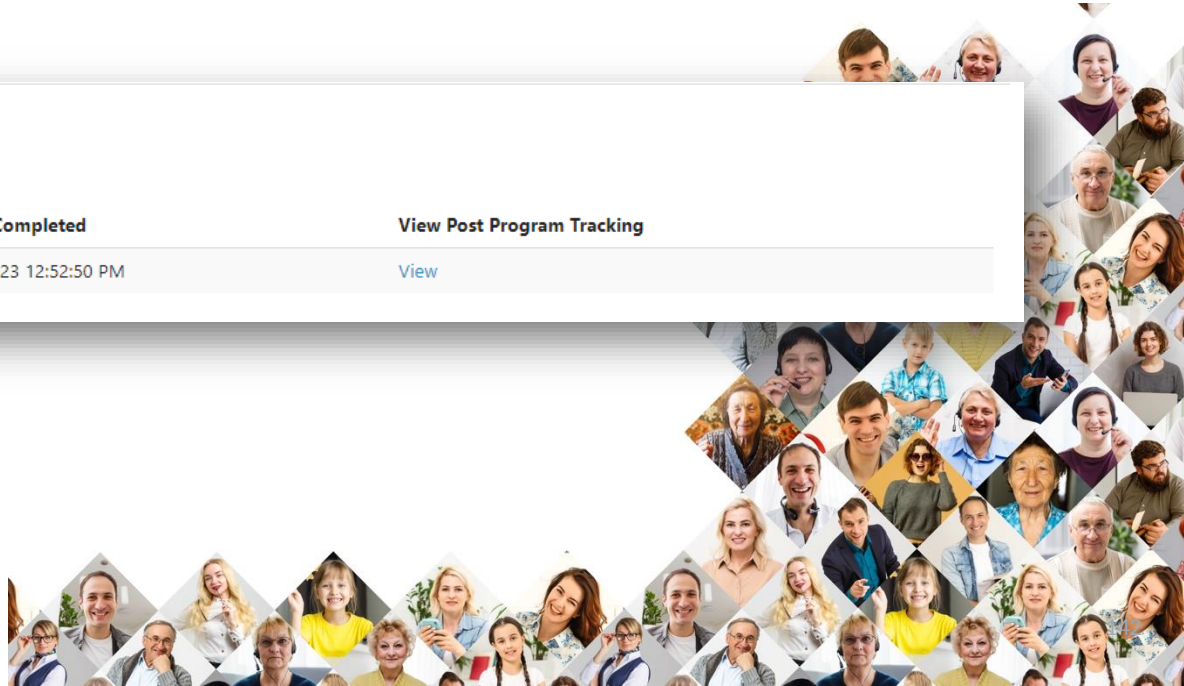
# Active Tracking



## ACTIVE TRACKING

[Add Active Tracking](#)

Quarter	Date Completed	<a href="#">View Post Program Tracking</a>
1	4/7/2023 12:52:50 PM	<a href="#">View</a>





# Tracking Questionnaire



**ADD STATUS**

Completion Status \*  ←

What is your post-program transition plan? \*  ←

Transition Plan Status? \*  ←

Which RAP are you enrolled in?

<input checked="" type="checkbox"/> Carpenter	<input type="checkbox"/> Structural Iron Worker
<input type="checkbox"/> Painter	<input type="checkbox"/> Tuckpointer
<input type="checkbox"/> Bricklayer	<input type="checkbox"/> Operating Engineer/Operator
<input type="checkbox"/> Ceramic Tile Finisher	<input type="checkbox"/> Cement Mason
<input type="checkbox"/> Glazier	<input type="checkbox"/> Boilermaker
<input type="checkbox"/> Laborer	<input type="checkbox"/> Elevator Constructor
<input type="checkbox"/> Plasterer	<input type="checkbox"/> Iron Worker
<input type="checkbox"/> Sprinklerfitter	<input type="checkbox"/> Millwright
<input type="checkbox"/> Technical Engineer	<input type="checkbox"/> Sheet Metal Worker
<input type="checkbox"/> Electricians	<input type="checkbox"/> Teamster
<input type="checkbox"/> Plumbers	<input type="checkbox"/> Steamfitters
<input type="checkbox"/> Pipefitter	<input type="checkbox"/> * Ceramic Tile Layer
<input type="checkbox"/> Drywall Finisher	<input type="checkbox"/> * Operating Engineer - Heavy Equipment Technician
<input type="checkbox"/> Heat & Frost Insulator	<input type="checkbox"/> * Painter/Drywall Finisher
<input type="checkbox"/> Machinery Mover, Rigger, & Erector	<input type="checkbox"/> N/A
<input type="checkbox"/> Roofer/Waterproofer	

Notes

Are you Employed? \*  Yes (Construction Only)  No

RAPIDS ID (if available)

Was this employer sponsored? \*  Yes  No

Follow Up Date \*





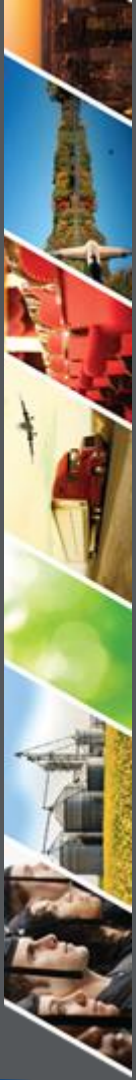
# Long-term Active Tracking





# Longitudinal Study





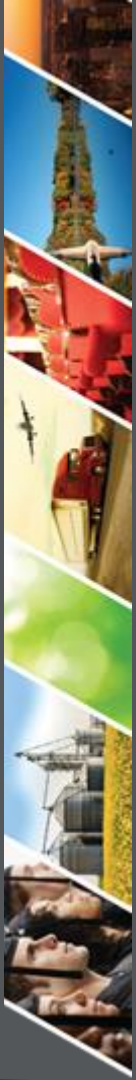
CEO.ILWorks@Illinois.Gov





# IWRS - Practice





CEO.ILWorks@Illinois.Gov



# Section 9: Verifying Closeout – Compliance & IWRS Reports



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

- Complete ILW closeout.
- Leverage the ILW compliance reports to track and improve performance.
- Run IWRS Transcript/Progress reports.



# ILWPP Close Out



**ILLINOIS WORKS**  
Pre-Apprenticeship Program

**Illinois Works Pre-Apprenticeship Program Grant Close Out Checklist**

Organization name: \_\_\_\_\_ Date completed: \_\_\_\_\_

Grantees must submit this form via email to Christine Payer at [christine.payer@illinoisworks.org](mailto:christine.payer@illinoisworks.org) (grantees who finish instruction 22/19/2022) or before must complete and submit this form by SP# 07 on December 22, 2022. Grantees who finish instruction 22/1/2022 or after must complete and submit this form by SP# 07 January 12, 2023.

Grantees must verify that all the following items are completed in IWRIS for all participants:

Intake/Referral	Number of profiles this task was completed for
<input checked="" type="checkbox"/> Completed application in IWRIS	
<input checked="" type="checkbox"/> Applicant photo uploaded (one per applicant)	
<input checked="" type="checkbox"/> Applicant score and exemplary status entered	
<input checked="" type="checkbox"/> Verify that participant is in the correct cohort	
<input checked="" type="checkbox"/> Signed commitment agreement uploaded	
<input checked="" type="checkbox"/> Signed support services agreement completed	
<input checked="" type="checkbox"/> Completion Letter Assessment completed	
<input checked="" type="checkbox"/> Candidate Career Assessment completed	
Training/Services	Number of profiles this task was completed for
<input checked="" type="checkbox"/> All training services added (if participant approved consultant)	
<input checked="" type="checkbox"/> All training services have accurate completion status	
<input checked="" type="checkbox"/> All training services have accurate attendance	
<input checked="" type="checkbox"/> All training services have accurate pre-employment screen	
<input checked="" type="checkbox"/> All earned credentials have been added (NCCCO/IBAFU, AASCC, AASCCO, COMA 20) to appropriate training section	
<input checked="" type="checkbox"/> AASCCO/COMA 20 pre-employment screen have been updated to IWRIS/ILWPP/IBAFU, AASCC/AASCCO, COMA 20	
<input checked="" type="checkbox"/> Uploads for AASCCO/IBAFU, AASCC/AASCCO, COMA 20	
<input checked="" type="checkbox"/> All employment services are appropriately added and completed	
<input checked="" type="checkbox"/> All student support services are appropriately added and completed	
<input checked="" type="checkbox"/> All transition services are appropriately added and completed	
Program Completion/Follow-Up	Number of profiles this task was completed for
<input checked="" type="checkbox"/> APPROPRIATE PROGRAM COMPLETION STATUS has been added	
<input checked="" type="checkbox"/> Transition documentation submitted for all participants listed as Complete & in Transition or Post-Apprentice Active Training	
<input checked="" type="checkbox"/> At least one active tracking follow-up mechanism is documented for each participant	

I verify that all the items above have been accurately entered and/or updated in the Illinois Works Reporting System. I understand that if any of the tasks above are not completed for any or all participants, the Office of Illinois Works will not approve the close out of the 2022 Illinois Works Pre-apprenticeship Program grant until those tasks are successfully completed.

I understand that the grant close-out allocation will not be released until all the information above is verified by the Office of Illinois Works and any other reporting requirements are completed as outlined by the Office of Grants Management.

Program Administrator Name: \_\_\_\_\_ Date: \_\_\_\_\_

Program Administrator Signature: \_\_\_\_\_

\_\_\_\_\_  
For ILW Office Use Only

Intake/Referral verified by: \_\_\_\_\_

Training/Services verified by: \_\_\_\_\_

Program Completion/Follow Up verified by: \_\_\_\_\_

Notes: \_\_\_\_\_

Close out verified and approved by Deputy Director: \_\_\_\_\_

Date close out report is released to the Office of Grants Management: \_\_\_\_\_





# Monthly Compliance Reports





# Participant Transcripts

## ILLINOIS WORKS REPORTING SYSTEM TRANSCRIPT/PROGRESS REPORT

Overview

Intake

Training/Services

Program Completion/Follow-Up

**Transcript/Progress Report**

### TRANSCRIPT/PROGRESS REPORT

Profile: Tiger Woods

Email testing@tw.com

DOB 1/1/2000

Last 4 SSN

[See All](#)

#### Participant Summary Tools

[Assessments](#)

[Attendance](#)

[Case Notes](#)

[Credentials](#)

Please select one: \*

Transcript

Progress Report

Reason

Select

Program Year

Select

[Generate Transcript Report \(PDF\)](#)





# Participant Progress Reports

## ILLINOIS WORKS REPORTING SYSTEM TRANSCRIPT/PROGRESS REPORT

Overview

Intake

Training/Services

Program Completion/Follow-Up

**Transcript/Progress Report**

### TRANSCRIPT/PROGRESS REPORT

Profile: Tiger Woods

Email testing@tw.com

DOB 1/1/2000

Last 4 SSN

[See All](#)

#### Participant Summary Tools

[Assessments](#)

[Attendance](#)

[Case Notes](#)

[Credentials](#)

Please select one: \*

Transcript

Progress Report

Program Year

2023

Program Quarter

Q2

[Generate Progress Report \(PDF\)](#)

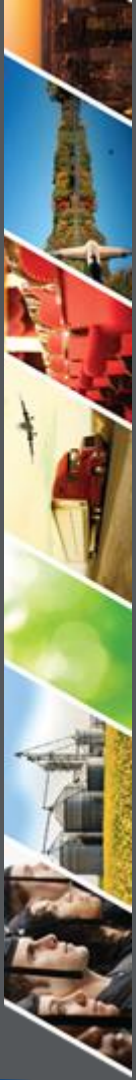
Program Start

xx/xx/xxxx

Program End

xx/xx/xxxx





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## Section 10: IWRS Reports



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

- Identify participant red flags and academic information through the Student Support Needs Report and Attendance and Post-Assessment Report.
- Describe how the Work Plan & Report can help guide program performance.
- Utilize the Export report for compliance verification and participant information.



# IWRS – Reporting Tools



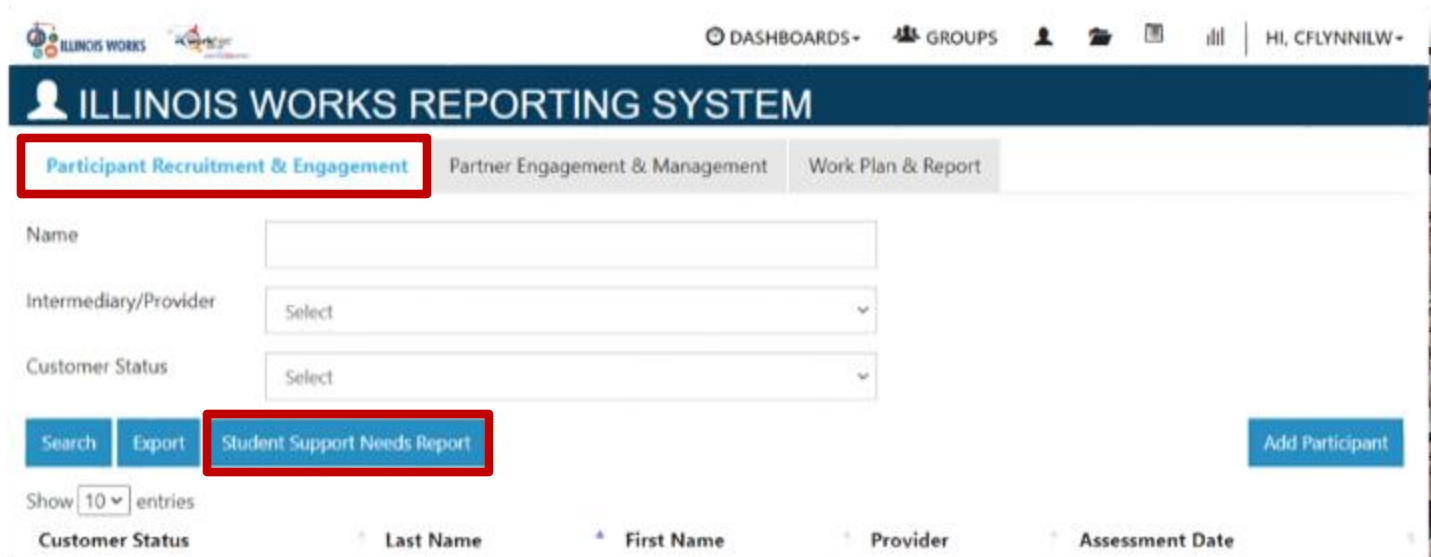
Student Support Needs Report



Attendance and Post-  
Assessment Score Report



# Reporting Tools - Student Support Needs Report



**ILLINOIS WORKS REPORTING SYSTEM**

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

Name

Intermediary/Provider

Customer Status

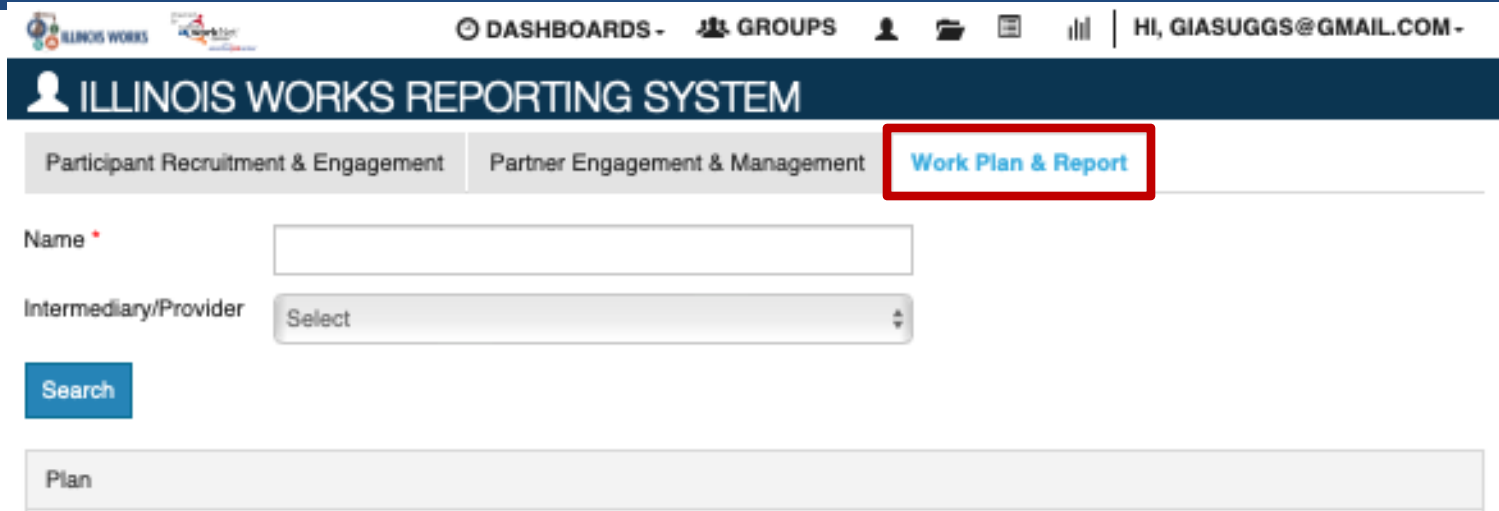
Show  entries

Customer Status	Last Name	First Name	Provider	Assessment Date
-----------------	-----------	------------	----------	-----------------





# IWRS - Main Page Overview - Work Plan and Report



The screenshot shows the IWRS main page. At the top, there is a navigation bar with the following items: "DASHBOARDS -", "GROUPS", a user profile icon, a folder icon, a calendar icon, a bar chart icon, and the user name "HI, GIASUGGS@GMAIL.COM -". Below this is a dark blue header with a white user icon and the text "ILLINOIS WORKS REPORTING SYSTEM". Underneath the header are three tabs: "Participant Recruitment & Engagement", "Partner Engagement & Management", and "Work Plan & Report". The "Work Plan & Report" tab is highlighted with a red border. Below the tabs are two input fields: "Name" with a red asterisk and an empty text box, and "Intermediary/Provider" with a dropdown menu showing "Select". A blue "Search" button is positioned below these fields. At the bottom of the page, there is a light gray box labeled "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 Chicago Test Provider 1

[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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# IWRS – Reporting Tools – Attendance/Post Assessment



 **DASHBOARD**

## REPORTS

Project/Category

### 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 performance...

[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 – Attendance/Post Assessment

[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.


DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM

## ATTENDANCE POST ASSESSMENT SCORES

Project: 
 Grantee:

[Filter](#)

Provider Name	Last Name	First Name	Post Assessment Email	Post Assessment Name	Service Score	Date Range	Required Hours	Total Hours
© 2023 - Illinois workNet® - V: 105.4								





# IWRS - Main Page Overview - Export



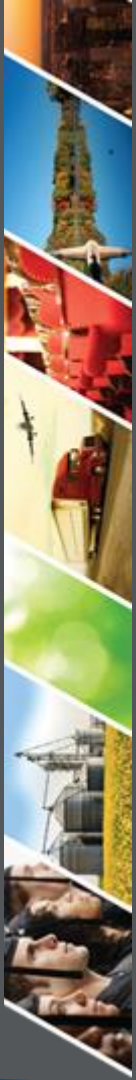
EXPORT ✕

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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# Section 11: workNet Ticketing System







- By the end of this section, you will be able to:
- Report IWRS glitches using the new workNet 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 10 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	
Withdrew	DoeDoe	John	Chicago Test	6/5/2023

HI, DMARTINEZ01 -

MY PARTNER DASHBOARD

HELP REQUEST

ILLINOIS WORKNET

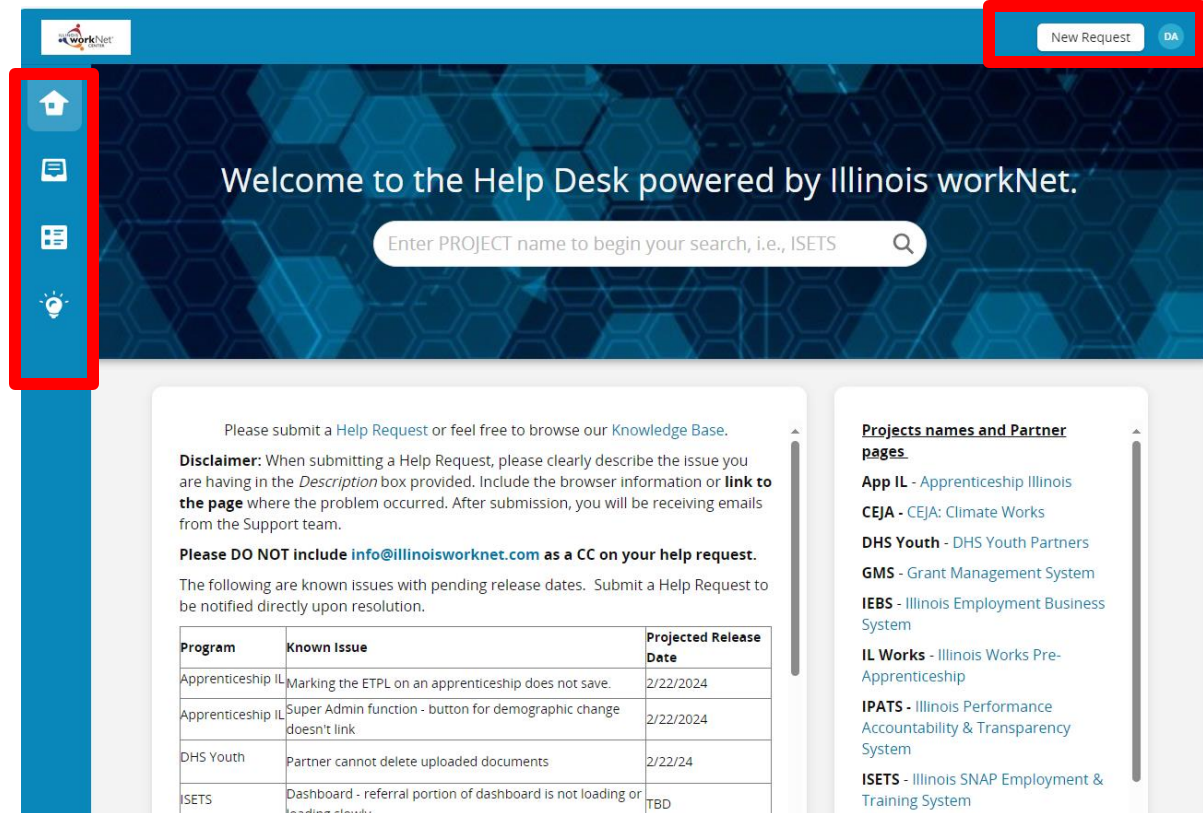
IWN MESSAGES

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](mailto: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.

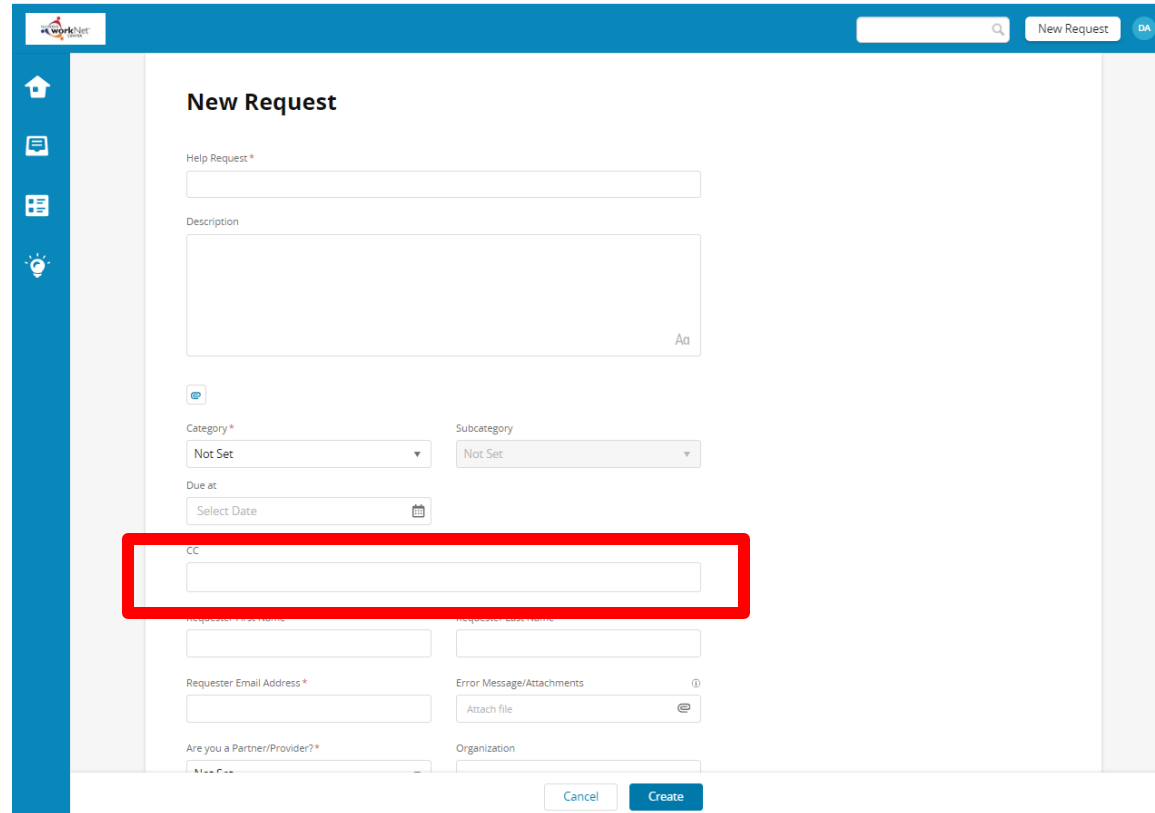
Program	Known Issue	Projected Release Date
Apprenticeship IL	Marking the ETPL on an apprenticeship does not save.	2/22/2024
Apprenticeship IL	Super Admin function - button for demographic change doesn't link	2/22/2024
DHS Youth	Partner cannot delete uploaded documents	2/22/24
ISETS	Dashboard - referral 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 Last Name Requester Email Address

Are you a Partner/Provider? \* Error Message/Attachments

Organization

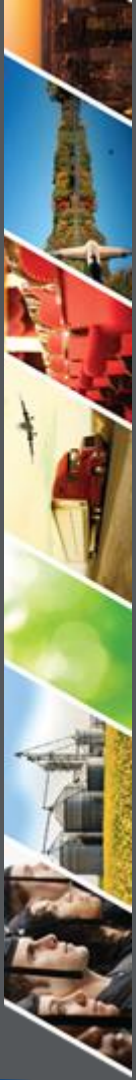
Cancel Create



# 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...	





CEO.ILWorks@Illinois.Gov




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