



**Illinois**  
Department of Commerce  
& Economic Opportunity



**ILLINOIS WORKS**

Department of Commerce & Economic Opportunity (DCEO)

# Illinois Works Pre-Apprenticeship Program

2025 Grantee Manual Session III



**ILLINOIS WORKS**  
Pre-Apprenticeship Program



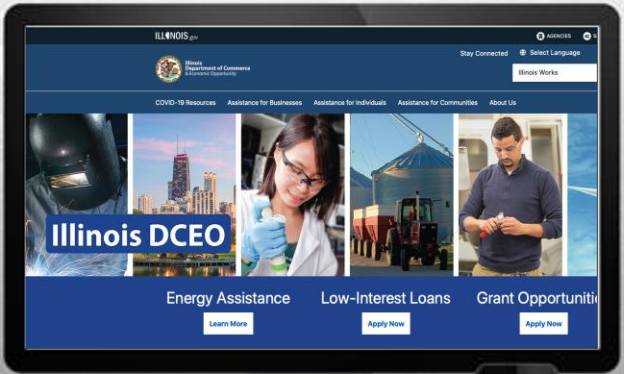


# Course Overview



This training is the third and final installation of this three-part series that reviews each section of the **2025 Grantee Manual** to ensure grantees can effectively implement their pre-apprenticeship program.

In sessions I and II, we covered sections one through eight in the 2025 Grantee Manual. This webinar is a continuation of the series and will cover the **remaining six sections**.





# ILW Pre-Apprenticeship Team



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





# Course Description

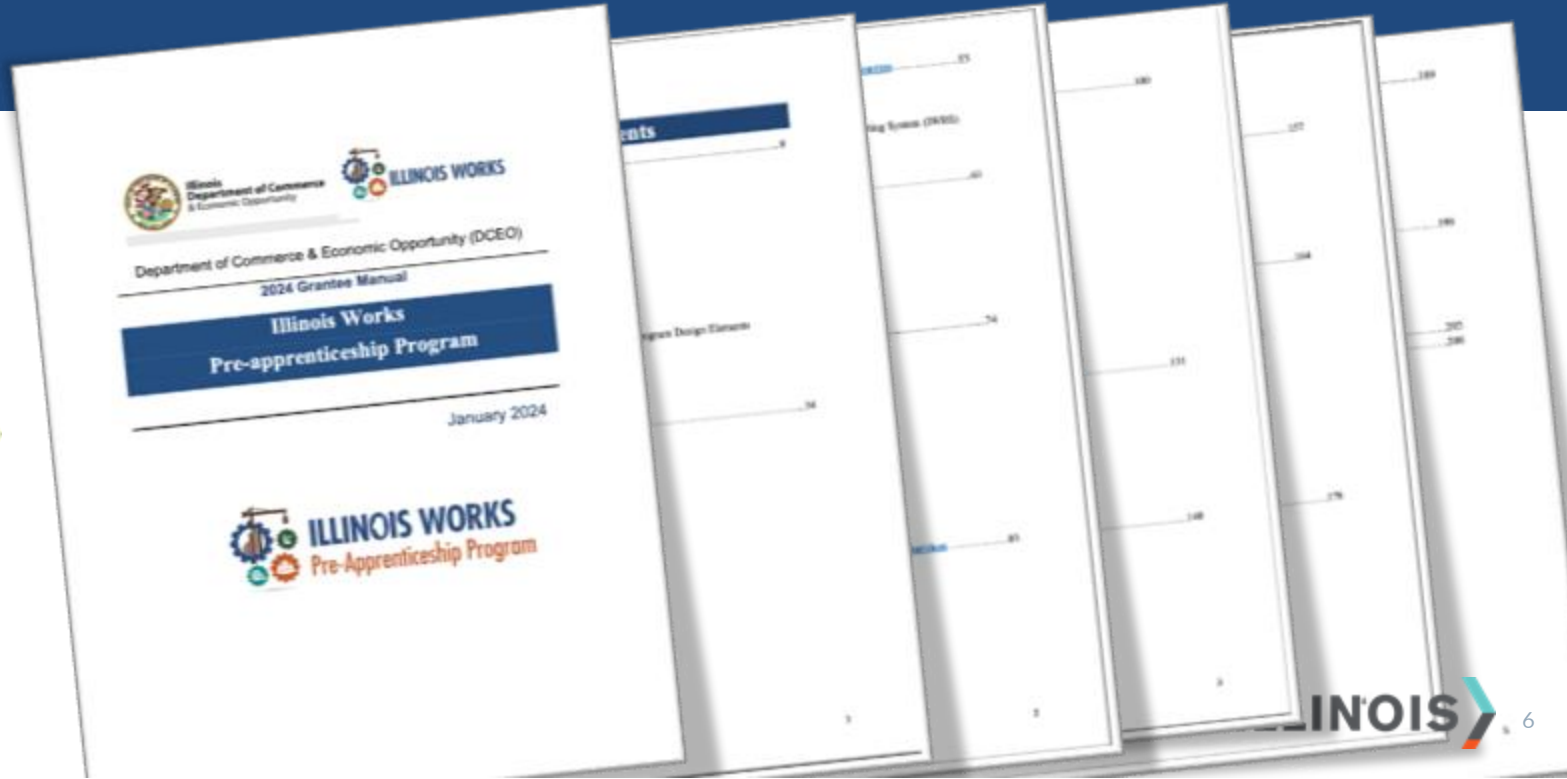


Illinois Works was created as a result of Governor Pritzker's historic \$45 billion capital plan and his commitment to expanding equity in Illinois' construction workforce. As an Illinois Works grantee, you are now a part of this exciting new initiative that will create opportunities for Illinois residents, businesses, communities, and families. Illinois Works consists of three key programs. The first being the Apprenticeship Initiative. The Illinois Works Pre-Apprenticeship Program is the second program that was implemented. And the Bid Credit Program launched last year.

This training is the **third** of a three-part series that reviews each section of the **2025 Grantee Manual** to ensure grantees can effectively implement their pre-apprenticeship program.



# 2025 Grantee Manual



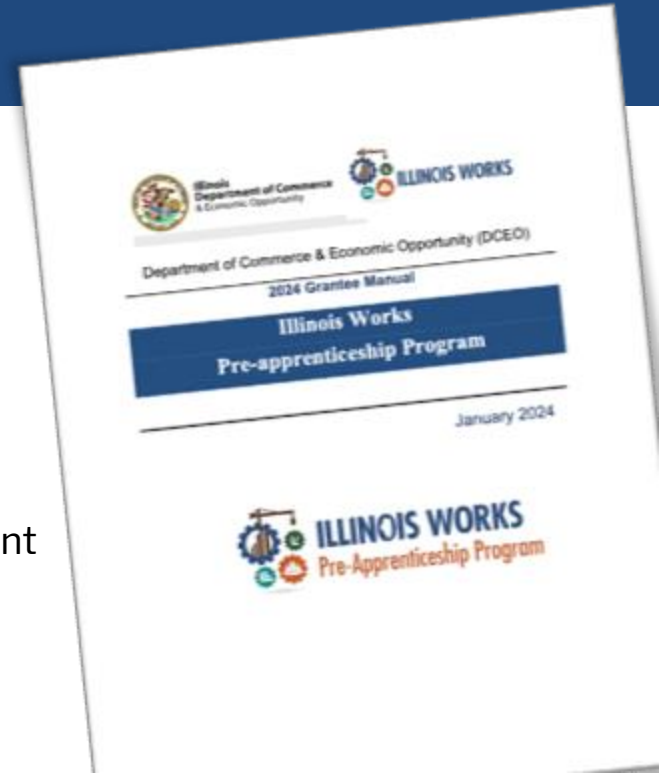


# Course Overview



**2025 Grantee Manual: Session III** will cover the following:

- Section 9: Professional Development and Technical Assistance
- Section 10: Grantee's Data Management
- Section 11: Finances, Records, and Reports
- Section 12: Using Data for Program Management and Improvement
- Section 13: Programmatic Monitoring
- Section 14: Audit Requirements





# Course Objectives

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

- Describe the strategic role of professional development and technical assistance to support program success.
- Adhere to the guidelines of their program's track.
- Incorporate the ILW data management process into their program processes.
- Enter data from each data category into the IWRS.
- Utilize recordkeeping best practices.







# Course Objectives Cont.

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

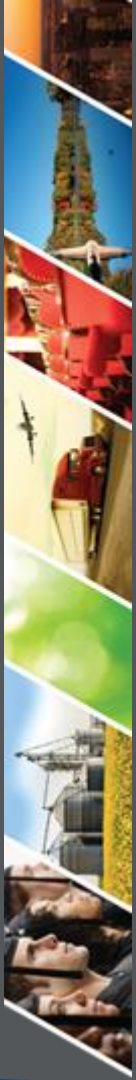
- Maintain participant files.
- Access GATA standard reports.
- Comply with the ILW payment model guidelines.
- Effectively use data to support program management.
- Incorporate a continuous program improvement model.
- Adhere to ILW programmatic monitoring.
- Comply with appropriate audit requirements.





*This Session is Being Recorded*





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# Module 2: How to use Webex and Mentimeter to Fully Participate

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

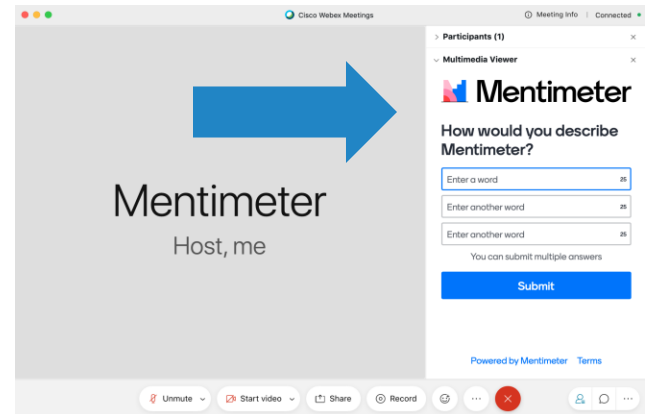
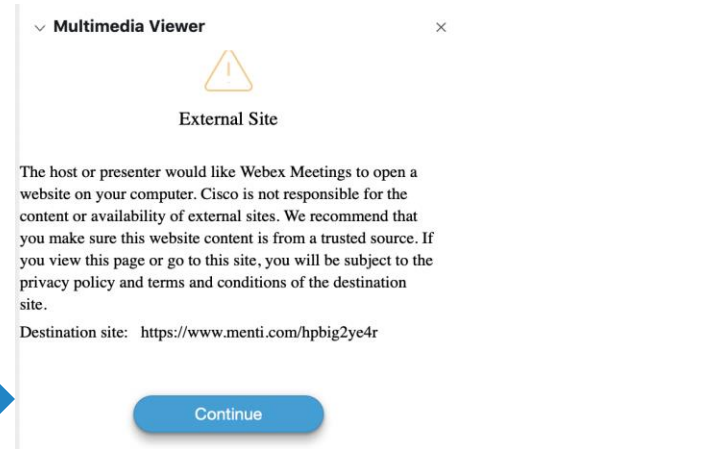
- Identify their fellow session participants.
- Use the Webex features and functions to fully participate in the training.
- Identify what they hope to learn.





# 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.





- Your Name
- Organization/Agency
- Role
- Geographic Location
- Attended Session I, add an asterisk by name, attended I & II, add two asterisk



2025 Grantee Manual Webinar  
III

Introductions





# Webex Tutorial

The screenshot displays a Webex meeting window. At the top, there's a 'Meeting info' tab and a 'Show menu bar' dropdown. The main area shows a grid of six video thumbnails. The bottom control bar contains several icons: a microphone icon for 'Mute', a video camera icon for 'Stop video', a share icon for 'Share', a record icon for 'Record', a hand icon for 'Raise Hand', a chat icon for 'Chat', and an 'Apps' button. A red arrow points to the 'Mute' button, and three red arrows point to the 'Stop video', 'Raise Hand', and 'Chat' buttons respectively.

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



## Question:

*“Is there anything in particular you are hoping we cover today?”*







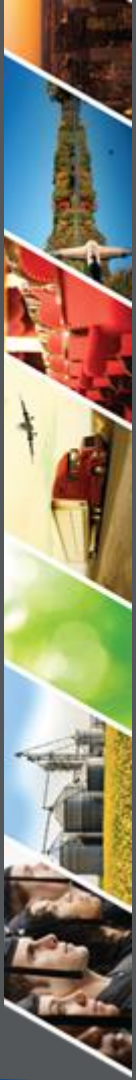
**Illinois**  
**Department of Commerce**  
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Comments, feedback, or questions?

Email us at:

[CEO.ILWGrantManagement@illinois.gov](mailto:CEO.ILWGrantManagement@illinois.gov)



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# Module 3: Section 9 Professional Development and Technical Assistance



## Section 9: Professional Development and Technical Assistance

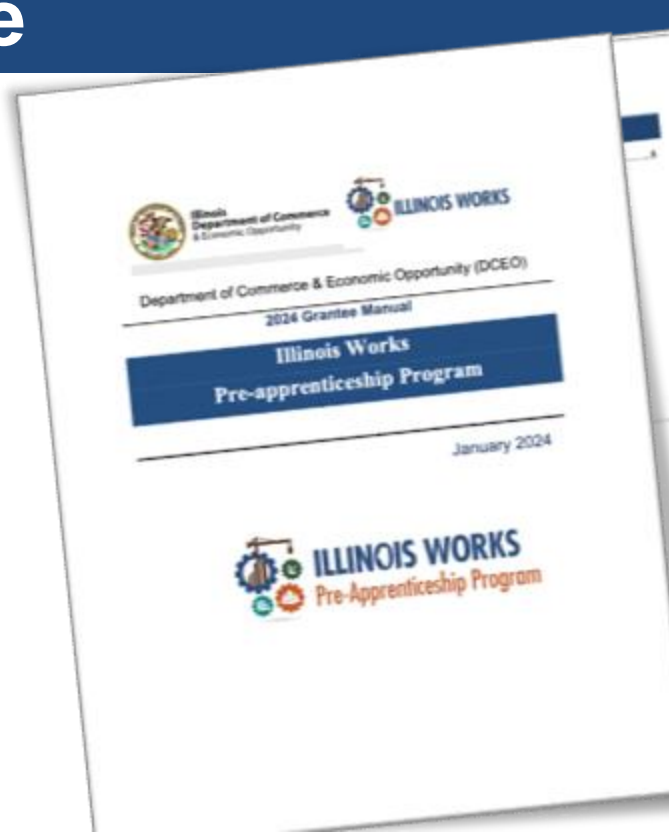
### Section Overview

By the end of Section 9, you will be able to:

- Identify the **professional development opportunities** provided by The Office of Illinois Works. ←
- Reference professional development expectations for **Grantees**. ←
- Save the dates for the upcoming **professional development** sessions. ←
- Ensure internal professional development offerings are responsive to linguistic cultural needs. ←



# Section 9: Professional Development/Technical Assistance



Additional Information, Links, and Resources	
<b>Section 5. Training, Selection, and Certification</b>	180
Why Training?	
Working in Scope	
Overview	
- Orientation Agency	
- Career Assessment	
- Commitment Agreement	
Basic Works Pre-Apprenticeship-Candidate Requirements	
- Additional Certifications and Training Considerations	
- Employment by 30th	
- Additional Content Considerations	
- Training Incentives	
- Instructional Planning	
- Certification Approval	
- Alternate Candidates	
Evaluating Selection	
- KAP/Work Model for Training Evaluation	
Additional Information, Links, and Resources	
<b>Section 6. Program, Curriculum, Transition, Services, and Follow-Up</b>	191
Program Curriculum	
- Partner Selection Service	
Transition Services	
- Pre-Apprenticeship Career Assessment	
- Transition Plan	
- Transition Staff	
- Improved Outcomes and Deliverables	
Follow-Up	
- Additional Information, Links, and Resources	
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- Greater Training and Professional Development Opportunities	
- Basic Works Professional Development Offerings	
- Webinar Seminars	
- Program Coaching	
- Technical Assistance	
- Toolbox Toolkits	
- Regional Meetings	
- I-90 Award Ceremonies	



# Professional Development/Technical Assistance





# Professional Development





# Professional Development





# Webinar Sessions







# Community of Practice (CoP)





# Program Coaching





# Program Coaching





# Track Designations





# Professional Development and Coaching Plans



- Track 1: Internal Professional Development Plan
- Track 2 and 3: Coaching Plan





# Track Designations





# ILW Conference Sessions





# Technical Assistance







# Program Coaching Versus Technical Assistance

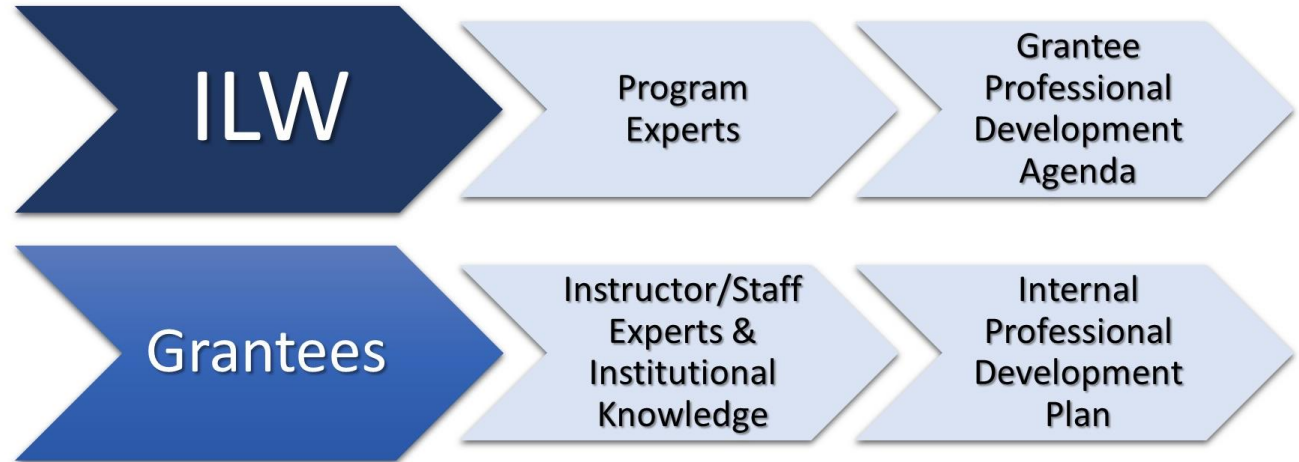


**Table 24: Coaching vs. Technical Assistance**

<b>Coaching</b>	<b>Technical Assistance</b>
<b>Proactive</b>	Responsive/Reactive
<b>Prevention/Mitigation</b>	Intervention/Course Correction
<b>Preemptive Supporting</b>	Troubleshooting/Problem Solving
<b>Driven by Needs Analysis</b>	Driven by Program Reports
<b>Regularly Scheduled</b>	As-needed Basis



# Grantee Internal Professional Development





# Internal Professional Development Plan



- Title/Role Expectations
- Professional Development
- Events
- Approved Staff



# Question:



*“What type of professional development opportunities have you planned or are you planning for your staff?”*





# Linguistic and Cultural Skills



## STEP 1

- Refrain from Judgment

## STEP 2

- Clarify Understanding

## STEP 3

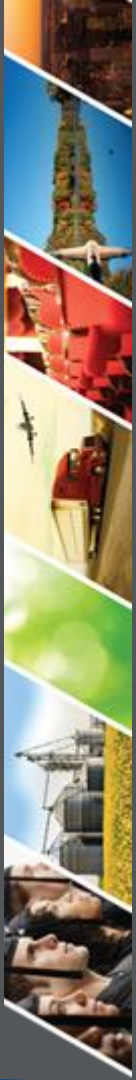
- Seek First to Understand

# Question:



*“What are you doing to prepare your staff to respond to linguistic and cultural differences?”*





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# Module 4: Section 10 Grantee's Data Management



## Section 10: Grantee's Data Management

### Section Overview

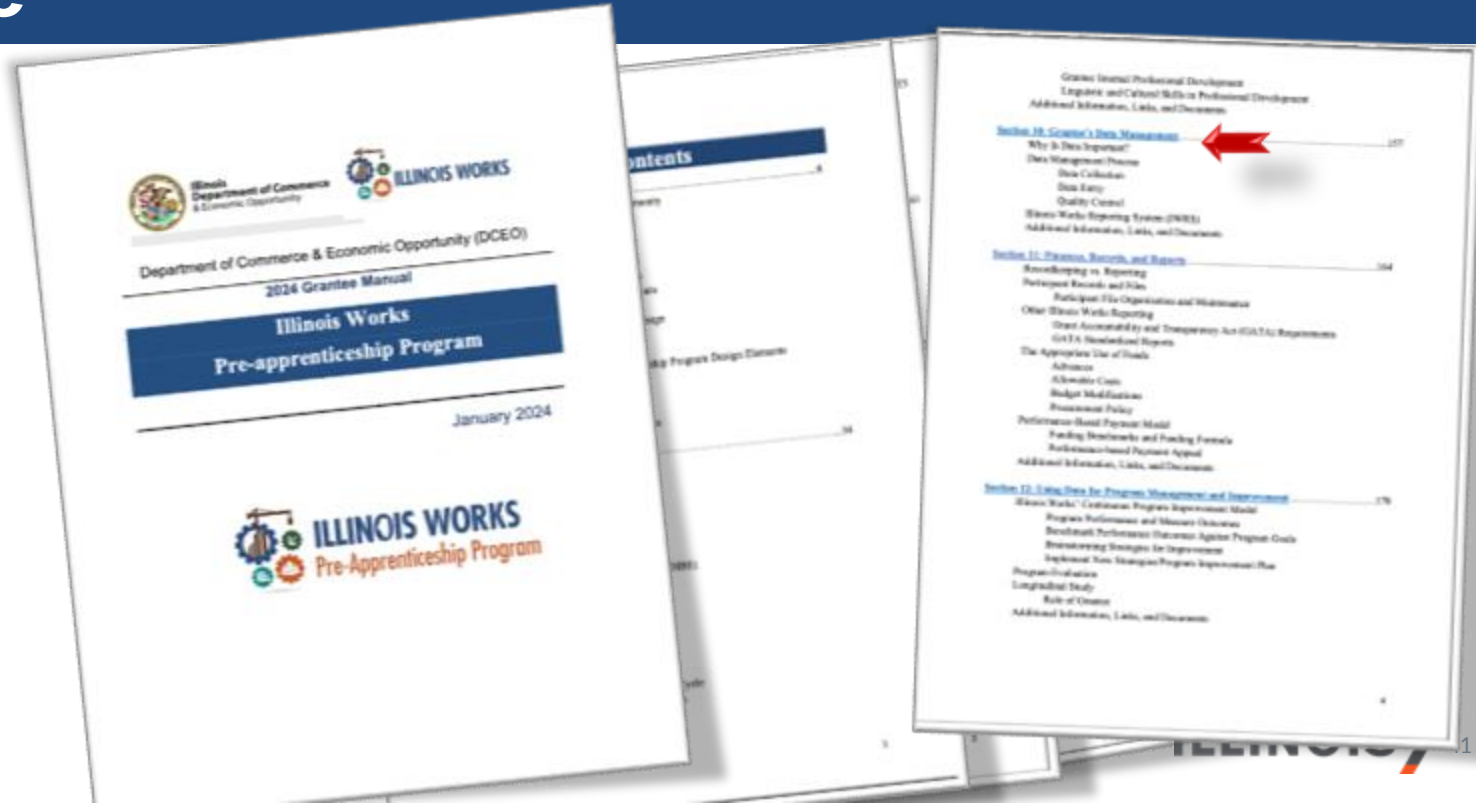
By the end of Section 10, you will be able to:

- Articulate the first three steps in the **data management process**. ←
- Collect **relevant data for each stage of the Pre-apprentice LifeCycle**. ←
- Identify data entry staff. ←
- Implement **quality control measures** to ensure data integrity. ←
- Complete the annual **ILWPP Close Out process**. ←





# Section 9: Professional Development/Technical Assistance





# Why Is Data Important?



# Question:



*“How is your program currently planning to use data?”*





# Data Management Process





Illinois  
Department of Commerce  
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# Data Entry Coordinator (DEC)



ILLINOIS 



# Question:



*“Have you identified a Data Entry Coordinator (DEC)?”*





# Categories of Data



- Grantee actions
- Participant actions
- Financials





# Pre-Apprentice LifeCycle







# Data Entry

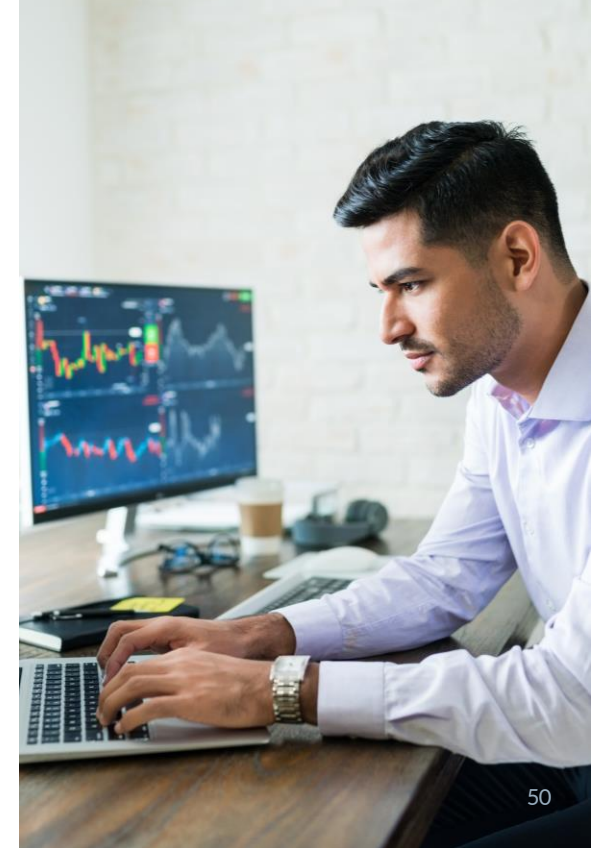
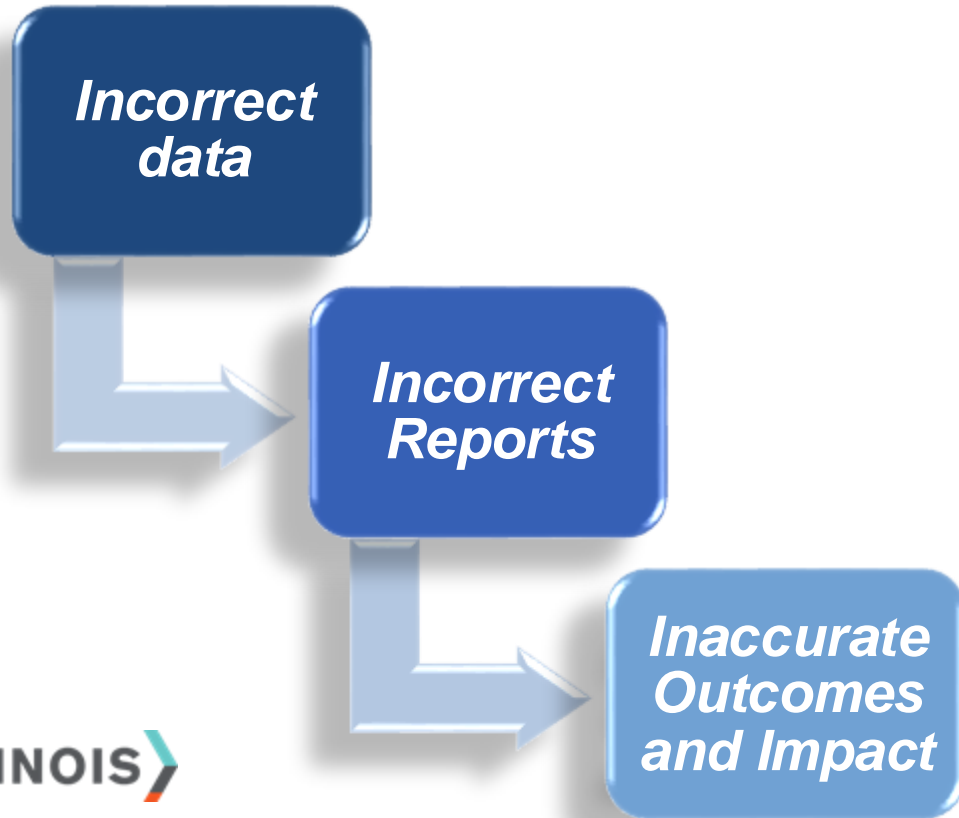


While **data collection** is focused on sources of information, **data entry** is where grantees demonstrate their progress and that of their participants.





# Quality Control





# Data Verification Checklist and DQM Plan

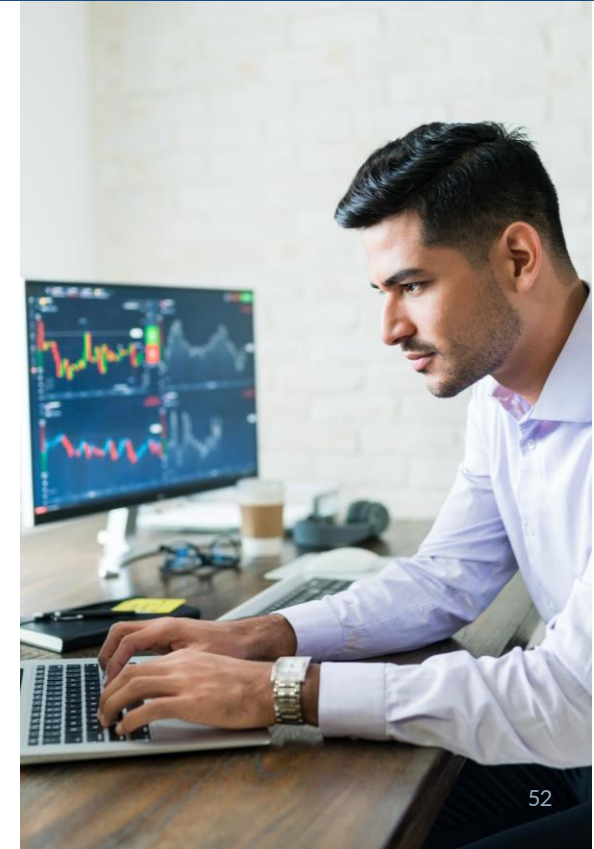




# Accurate Reporting

The staff at the **Center for Workforce Development** at SIU offers resources and ongoing technical assistance to all ILW grantees. Grantees are required to have an **Illinois workNet profile** to utilize the **IWRS** for programmatic tracking and reporting.

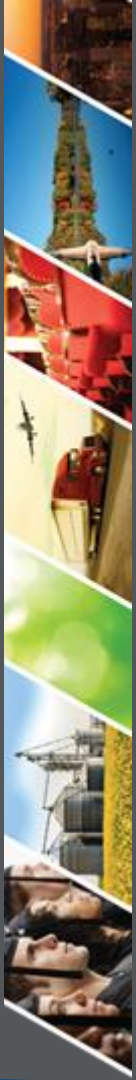
There is no limit on the number of grantee staff that can maintain a profile. However, it is important to remember that with more individuals entering data, there is a higher need for quality control.





# ILWPP Close Out Process





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# Section 11: Records and Reports



## Section 11: Finances, Records, and Reports

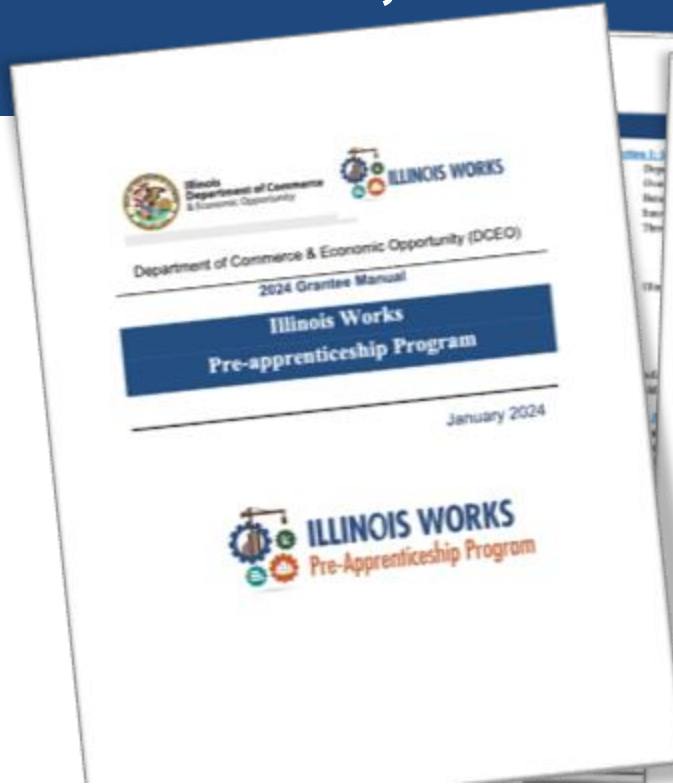
### Section Overview

By the end of Section 11, you will be able to:

- Differentiate between **reporting and recordkeeping**.
- Reference tips for file organization and maintenance.
- Utilize the **Participant File Checklist** to collect and maintain required documents.
- Comply with **Grant Accountability and Transparency Act (GATA)** requirements.
- Accurately and timely submit required standardized GATA reports tied to grant agreement.
- Utilize the **Periodic Financial Report (PFR)** to submit monthly expenses.
- Explain how the **ILW performance-based payment model** was designed and is applied to grant reimbursement.
- Submit a **Performance-based Payment Appeal Form**
- Determine the appropriate use of funds, how to request an **advance or budget modification**, and how to **establish a procurement policy**.



# Section 11: Finances, Records, and Reports



<b>Section 1. Purpose</b>	Program Purpose, Goals, Objectives, Additional Info
<b>Section 2. Eligibility</b>	Why Training?, Starting, Additional Info
<b>Section 3. Outreach</b>	Outreach and Marketing, Additional Info
<b>Section 4. Program</b>	Apprenticeship, Additional Info
<b>Section 5. Program C</b>	Program Concept, Additional Info
<b>Section 6. Reporting</b>	Reporting, Additional Info
<b>Section 7. Evaluation</b>	Evaluation, Additional Info
<b>Section 8. Compliance</b>	Compliance, Additional Info
<b>Section 9. Financials</b>	Budget, Financials, Additional Info
<b>Section 10. Records</b>	Records, Additional Info
<b>Section 11. Finances, Records, and Reports</b>	Financial Reporting, Records, Reports, Additional Info
<b>Section 12. Quality Assurance</b>	Quality Assurance, Additional Info
<b>Section 13. Safety</b>	Safety, Additional Info
<b>Section 14. Diversity, Equity, and Inclusion</b>	Diversity, Equity, and Inclusion, Additional Info
<b>Section 15. Program Evaluation</b>	Program Evaluation, Additional Info







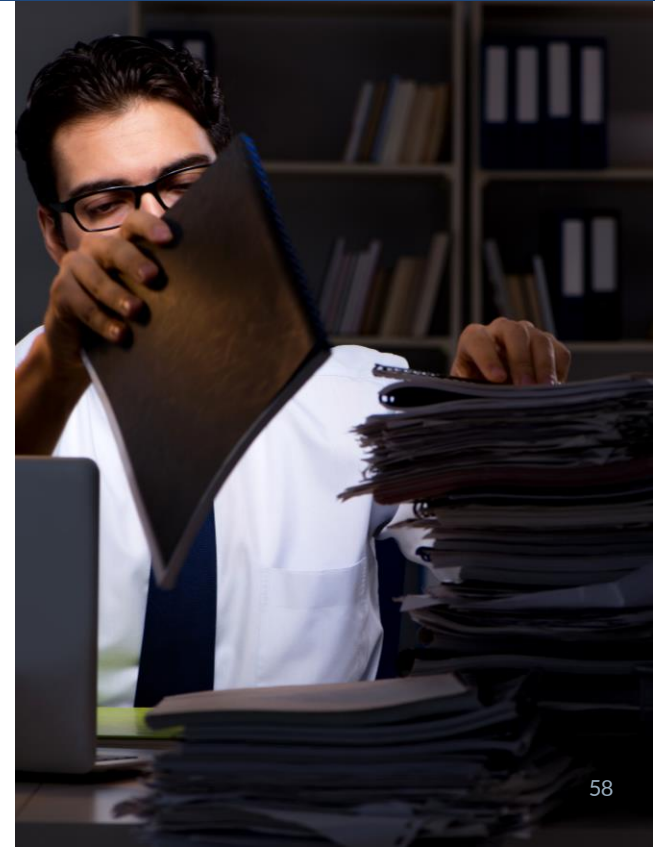
# Recordkeeping vs. Reporting





# Effective Recordkeeping

- Documentation of completed work
- Program planning
- Program operations
- Program evaluation
- Ongoing monitoring/Self-assessment
- Continuous improvement
- Communication
- Knowledge transfer
- Institutional memory
- Legal issues
- Risk management
- Leadership continuity





# Participant Records and Files





# ILW Reports



STATE OF ILLINOIS  
**PERIODIC FINANCIAL REPORT**

Periodic Financial Report (PFR) Instructions

The Periodic Financial Report (PFR) is a standard, uniform statewide state grant awards. Unless statutorily exempt as documented in the [redacted] subject to periodic financial reporting.]

General instructions for completing the PFR are contained below. PFR agency's point of contact specified in the "State Agency Contacts" section of your UGA.

**Report Submission**

1. The grantee must submit the PFR and any forms required by the awarding state agency to or supplement the PFR as necessary.
2. The PFR must be submitted to the attention of the state agency's points of contact specified in the award document, with the requirements established in the award document.

**Reporting Requirements**

1. Unless statutorily exempt as documented in the Catalog of State Grant Awards with the terms established in the UGA.
2. The Category / Program Expenses or line items of the PFR to be included in the approved budget should be included in the PFR.
3. Use "N/A" for Not Applicable if a data field in Sections (a) thru (f) is not relevant.
4. The frequency of the PFR is specified in the Notice of Funding Opportunity. Submittal will be considered "late" if it is more than 15 calendar days past the approved extensions.)
5. Under the terms of the Grant Funds Recovery Act (30 ILCS 710) requirement reports." If the report is more than 30 calendar days past the Illinois Stop Payment List. (Refer to the Grantee Compliance Manual at <https://www.lincoln.gov/sites/GATA/Pages/ResourceLibrary.aspx>)

STATE OF ILLINOIS  
**PERIODIC PERFORMANCE REPORT**

Periodic Performance Report (PPR) Instructions

The Periodic Performance Report (PPR) is a standard, uniform statewide performance progress reporting format used by all state agencies to collect performance information from recipients of state grant awards. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the Grant Agreement (UGA), all grant awards are subject to periodic performance reporting.

General instructions for completing the PPR are contained below. **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE PPR.** Please contact the state agency's points of contact specified in the "State Agency Contacts" section of your UGA if additional support is needed completing the PPR.

If the UGA specifies an alternative file or external database for grant performance reporting, the grantee should mark the shaded box in the PPR accordingly. In the *File Name or Database Source* field, enter the name of the alternative file or database utilized. The grantee is not required to complete Sections 14 - 22 if the information is provided in an alternative format specified in the UGA.

**Report Submission**

1. The grantee must submit the PPR cover page and any forms required by the awarding state agency as specified in the UGA.
2. The PPR must be submitted to the attention of the state agency's points of contact specified in the "State Agency Contacts" section of your UGA in accordance with the requirements established in the award document.
3. If additional space is needed to support the PPR, supplemental pages should be attached. As indicated on the PPR, responses to Sections 14 - 22 may be provided in a separate format. If additional pages are provided, the pages should be numbered and must reference:
  - a. Grant number
  - b. Grantee organization
  - c. UGAS number



# Fiscal Report Requirements

- The Grantee's financial management system shall be structured to provide for accurate, current, and complete disclosure of the financial results of the Project funded under this grant program.
- The general ledger must support costs and revenue reported to the Department and must allow tracing of funds to a level of expenditure adequate to ensure funds have been expended appropriately.





# The Appropriate Use of Funds



**Funds** must be used for the purpose of implementing the Illinois Works Pre-apprenticeship.

**Budget modifications** must be approved by the ILW Deputy Director, Grant Manager, and the Financial Grant Manager.



# Question:

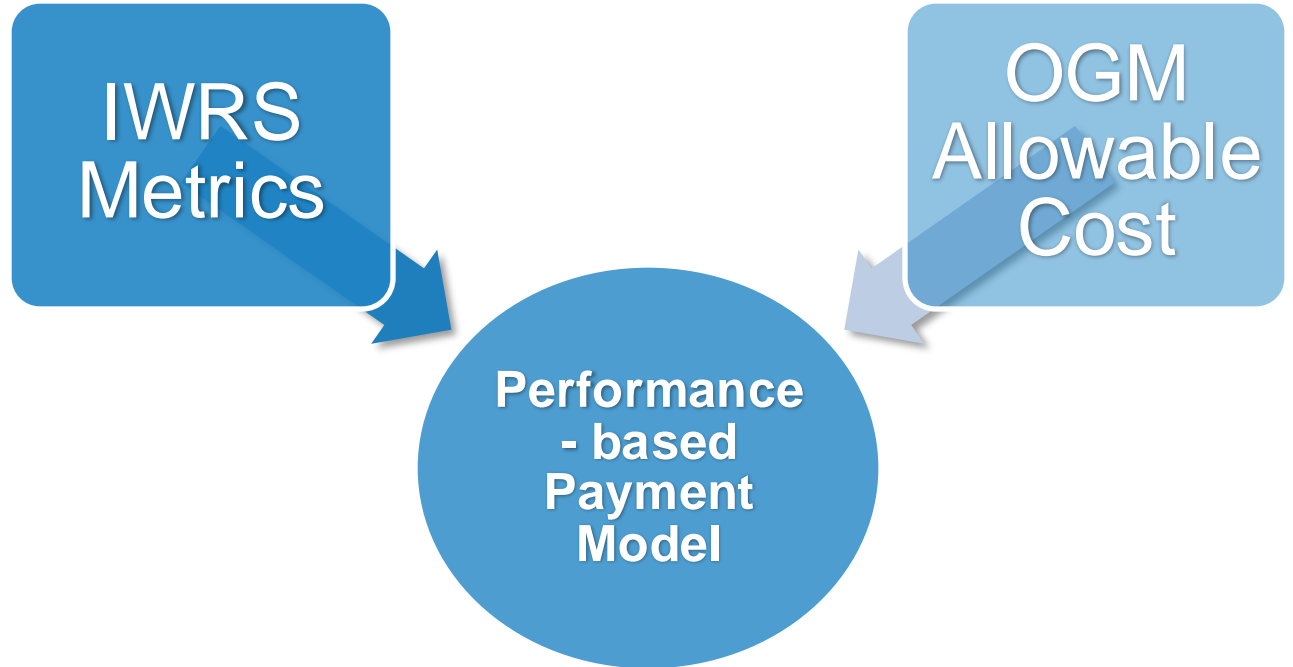


*“Who has previously managed a performance-based grant?”*





# Performance-Based Payment Model







# Key Aspects

- If grantees exceed their metrics, they can earn funding beyond their initial grant award.
- Due to live, real-time, reporting through the Illinois Works Reporting System (IWRS), DCEO will make disbursements on a monthly basis.
- Grantees have the right to appeal to ILW if a grantee believes that they missed their outcome metrics due to variables outside of their control.





# Funding Benchmarks



- Enrollment
- Completion
- Transition
- Close out reports





# Funding Formula





# Track III with Advance - Funding Formula





# Monthly Compliance Review and Fund Disbursement



## Example 1a: Per participant allotment

Enrollment goal: 25 participants; Enrollment amount: \$100,000

$\$100,000 / 25 \text{ participants} = \$4,000 \text{ per participant allotment}$



# Fund Disbursement Steps

1. You will submit your expenses through PFR on a monthly basis.
2. PFRs successfully submitted will be reviewed by the ILW Financial Grant Manager and allowable expenses will be approved.
3. ILW Financial Grant Manager will compare that amount to the maximum reimbursement amount submitted by the ILW Grant Manager.
4. If the ILW Financial Grant Manager approved amount is equal to or less than the maximum reimbursement amount submitted by the Grant Manager those expenses will be -approved for release.

Note: All fund disbursements come from the Illinois Office of Comptroller.





# Performance-Based Payment Model - General



<u>Funding Award</u>	<u>Enrollment Goal</u>	<u>Completion Goal (85% of Enrolled)</u>	<u>Primary Transition Goal (70% of Enrolled)</u>
\$550,000.00	50	43	35

		<u>Percent (%) of Total Funding</u>	<u>Maximum Funding Based On Initial Award &amp; Goals</u>	<u>Per Participant Allotment</u>	<u># of Actual Participants</u>	<u>Actual Funding Paid Out</u>
	Program Enrollment	25%	\$137,500.00	\$2,750.00	52	\$143,000.00
	Program Completion	30%	\$165,000.00	\$3,837.21	43	\$165,000.00
Transitions	Primary Transition Preliminary (75%)	35%	\$192,500.00	\$4,125.00	35	\$144,375.00
	Primary Transition Final (25%)			\$1,375.00	33	\$45,375.00
	Alternate Construction Transition (70%)			\$3,850.00	3	\$11,550.00
	Secondary Transition (50%)			\$2,750.00	5	\$13,750.00
	Close-Out Reports	10%	\$55,000.00	n/a	n/a	\$55,000.00
	<b>TOTAL</b>	<b>100%</b>	<b>\$550,000.00</b>	<b>n/a</b>		<b>\$578,050.00</b>



# Performance-Based Payment Model - Accelerator



<u>Funding Award</u>		<u>Enrollment Goal</u>		<u>Completion Goal (85% of Enrolled)</u>		<u>Primary Transition Goal (70% of Enrolled)</u>	
\$260,000.00		20		17		14	
		<u>Percent (%) of Total Funding</u>	<u>Maximum Funding Based On Initial Award &amp; Goals</u>	<u>Per Participant Allotment</u>	<u># of Actual Participants</u>	<u>Actual Funding Paid Out</u>	
	Program Enrollment	25%	\$65,000.00	\$3,250.00	21	\$68,250.00	
	Program Completion	30%	\$78,000.00	\$4,588.24	17	\$78,000.00	
Transitions	Primary Transition Preliminary (75%)	35%	\$91,000.00	\$4,875.00	14	\$68,250.00	
	Primary Transition Final (25%)			\$1,625.00	12	\$19,500.00	
	Alternate Construction Transition (70%)			\$4,550.00	2	\$9,100.00	
	Secondary Transition (50%)			\$3,250.00	1	\$3,250.00	
	Close-Out Reports	10%	\$26,000.00	n/a	n/a	\$26,000.00	
	<b>TOTAL</b>	<b>100%</b>	<b>\$260,000.00</b>	<b>n/a</b>		<b>\$272,350.00</b>	





# Monthly Outcome Reviews and Fund Disbursement



**Example 1a: Per participant allotment**

**Enrollment goal: 25 participants; Enrollment amount: \$100,000**

**$\$100,000 / 25 \text{ participants} = \$4,000 \text{ per participant allotment}$**



# Monthly Compliance Reviews



At the end of each month, the ILW Grant Manager will check each grantee's outcome metrics and based on the organization's progress toward their goal will alert the Financial Grant Manager of the maximum amount available for reimbursement.



# Monthly Compliance Report



**Illinois Works Monthly Compliance Review Progress Report**  
June 2022

**ILLINOIS WORKS**  
Pre-Apprenticeship Program

AIC Pre-Apprenticeship Program

Excellent Progress

Organization Name: \_\_\_\_\_

Overall Compliance Rating: \_\_\_\_\_

*The overall compliance rating for June 2022 is based on per cohort outcome metrics and progress toward overall metrics as outlined in the organization's work plan cohort goals and timeline.*

Cohort	Enrollment Goal Total	Enrollment Actual Since Last Review	Per Participant Allowance	Completion Goal Total	Completion Actual Since Last Review	Per Participant Allowance	Primary Transition Goal Total	Primary Transition Actual Since Last Review	Per Participant Allowance	Secondary Transition Actual Since Last Review	Per Participant Allowance	Reimbursement Maximum (Current Review)
1	25	0	\$2,500	22	n/a	\$3,488.37	18	n/a	\$5,000	n/a	\$2,500	\$0
2	25	3	\$2,500	21	n/a	\$3,488.37	17	n/a	\$5,000	n/a	\$2,500	\$7,500
3												
4												
4												

*All outcome metrics above are based on information entered in JKBS as of 6/1/2022. The information above has been sent to the Office of Grant Management and will be utilized by OKED to determine the reimbursement amount based on the submitted Periodic Financial Report and expenses. Additional information regarding the overall compliance rating can be found in the 2022 Grants Manual - Section 13: Programmatic Monitoring.*



# Payment Worksheet



**ILLINOIS WORKS**  
Pre-Apprenticeship Program

<b>Total Grant Award</b>		\$700,000	
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	Funding	Per Participant
Enrollment Funding Cap (25%)	\$125,000.00	\$ 2,500.00
Completion Funding Cap (25%)	\$175,000.00	\$ 3,500.27
Primary Transition Funding Cap (25%)	\$175,000.00	\$ 3,500.00
Secondary Transition Funding Cap	25%	\$ 2,500.00

<b>End of Year Balance</b>		-\$127,500.00	
----------------------------	--	---------------	--

<b>Outcome Metric Goals</b>	
Individuals Enrolled	90
Individuals Completed	21
Individuals Primary Transition	27
Individuals Secondary Transition	0

<b>Close Out Reports (30%)</b>		\$210,000.00	
--------------------------------	--	--------------	--

	Individuals Enrolled		Individuals Completed		Primary Transition		Secondary Transition		Close Out Reports	Total Funding Available
	Count	Amount	Count	Amount	Count	Amount	Count	Amount		
January	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
February	12	\$30,000.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$30,000.00
March	30	\$75,000.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$75,000.00
April	34	\$85,000.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$85,000.00
May	2	\$7,500.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$7,500.00
June	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
July	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
August	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
September	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
October	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
November	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
December	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>80</b>	<b>\$197,500.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$197,500.00</b>



# Monthly Reimbursements



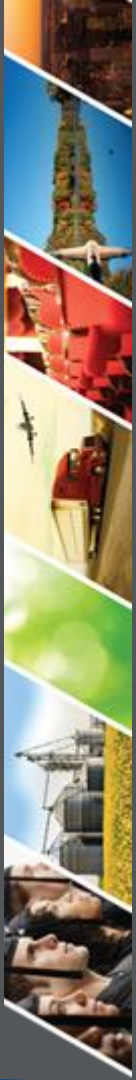


# Performance-based Payment Appeal

ILW allows grantees to request an advance on a portion of their grant award. These advances can be up to 10% of the overall grant award.

To request a grant advance, the grantee must email a formal letter on organization letterhead to their assigned ILW Grant Manager no later than the second Friday of January. This letter must outline the advance request and the amount being requested.





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# Section 12: Using Data for Program Management and Continuous Improvement



## Section 12: Using Data for Program Management and Continuous Improvement

### Section Overview

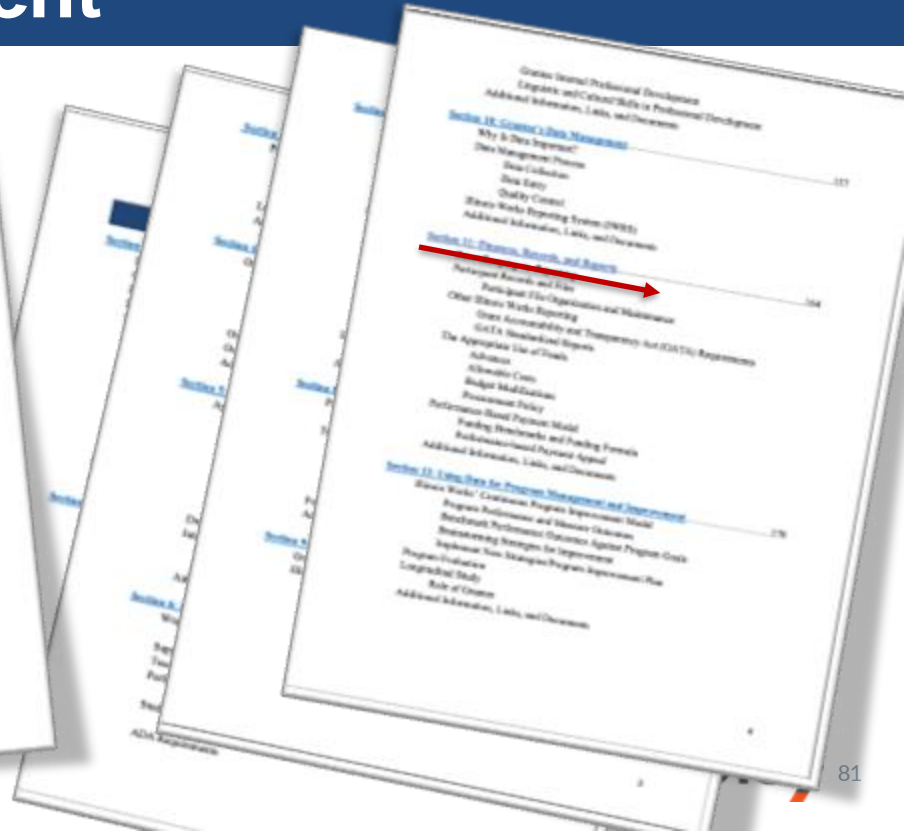
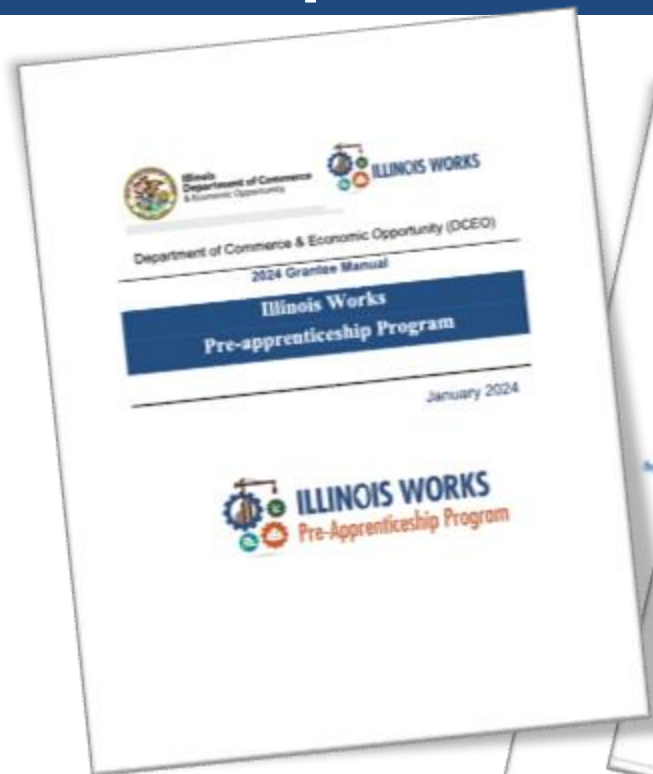
By the end of Section 12, you will be able to:

- Describe Illinois the Works **Continuous Program Improvement Model**.
- Utilize the **Program Improvement Plan** template to execute continuous improvement for your program.
- Apply each step in the **performance management process**.
- Identify different approaches for **pre-apprenticeship program evaluation**.
- Ensure all participants take the **Participant Satisfaction Survey** and learn how to utilize the results of the survey to strengthen your program.



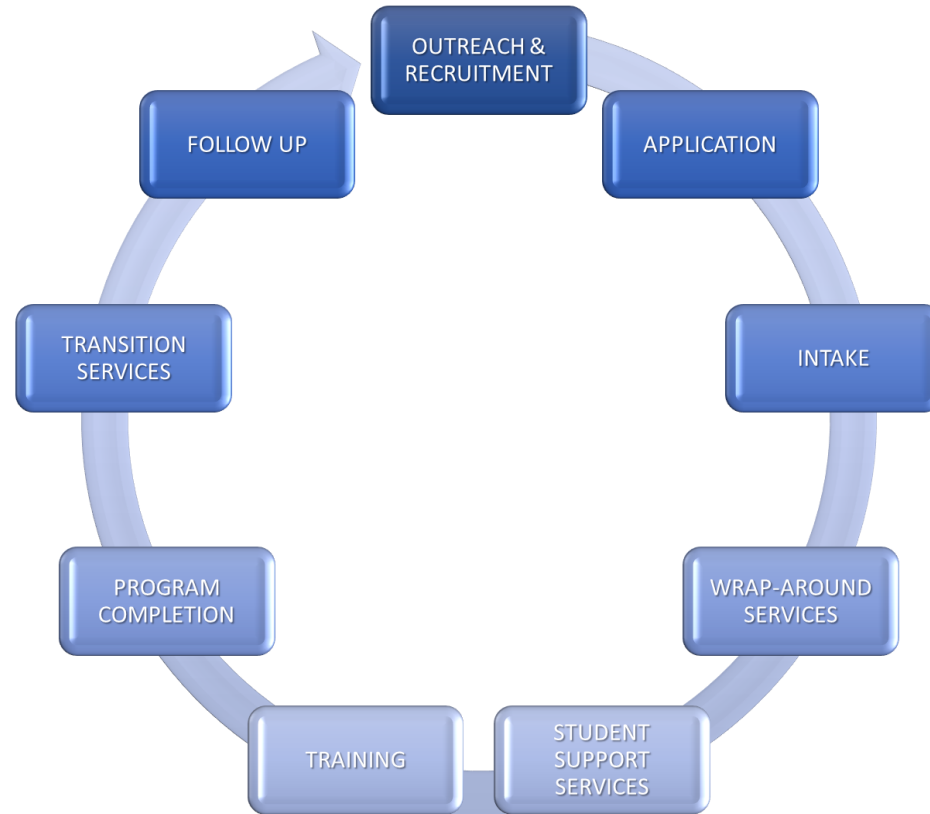


# Section 12: Using Data for Program Management and Continuous Improvement





# Pre-Apprentice LifeCycle





# Program Improvement Plan



# Question:



*“How has your program previously used continuous program improvement models?”*





# Continuous Program Improvement Model



# Question:

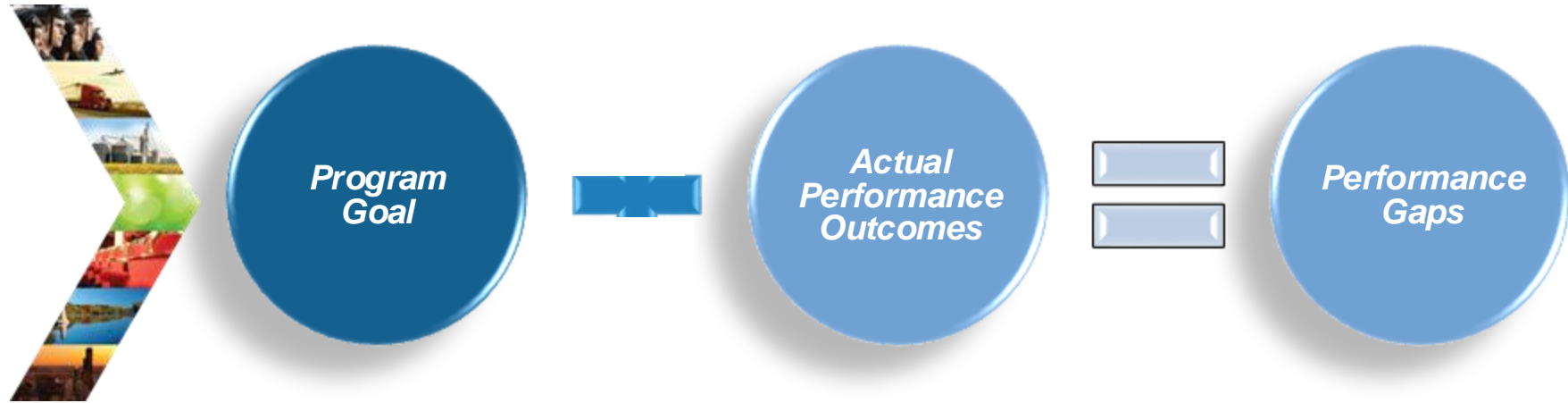


*“What techniques do you use to generate new/innovative ideas to support program success?”*





# Performance Gaps

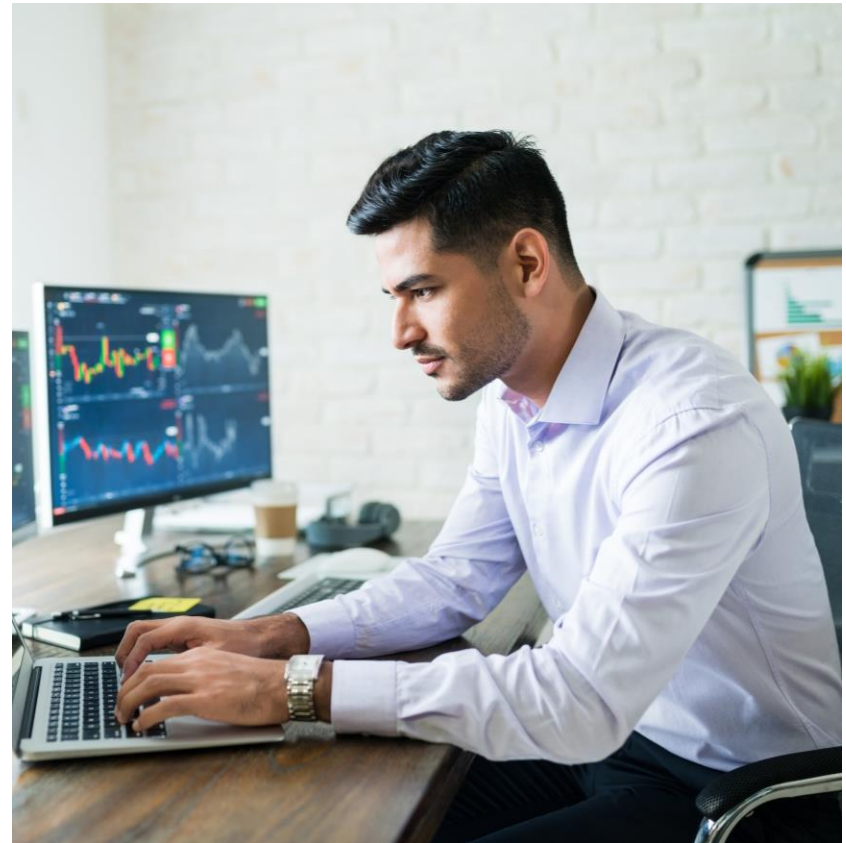




# Programmatic Dashboard



- Red Flags
- Intake
- Participant Engagement
- Earned Credentials
- Completion Information
- Pre-Apprenticeship Program Completion /Transitional Services
- Provider and Employer/Sponsor Relationships







# Follow-up Dashboard



- Post-Program Active Tracking
- Long-term Tracking





# Key Outcome Metrics



- At least 85% of individuals enrolled will successfully complete the pre-apprenticeship training program
- At least 70% of individuals enrolled will be hired and enroll in a DOL-registered apprenticeship program



# Current Standing



- Not Meeting Expectation
- Meeting Expectations
- Exceeding Expectations





# Participation Satisfaction Survey



- Excellence
- Good
- Average
- Poor
- Very Poor



# Program Evaluation



- Implementation Studies
- Outcome Studies
- Impact Studies

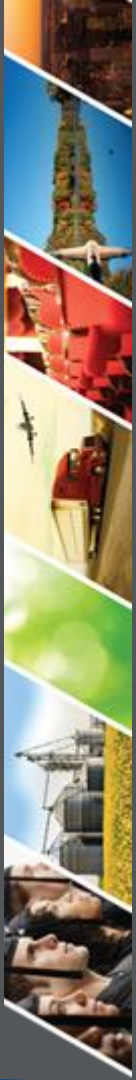




# Longitudinal Study



- Prepared pre-apprentices for entry into construction and the building trades;
- Increased the entry of women, people of color, and veterans into construction and building trades apprenticeships; and
- Increased the likelihood that women, people of color, and veteran apprentices will complete apprenticeships in construction and the building trades.



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# Section 13: Programmatic Monitoring



## Section 13: Programmatic Monitoring

### Section Overview

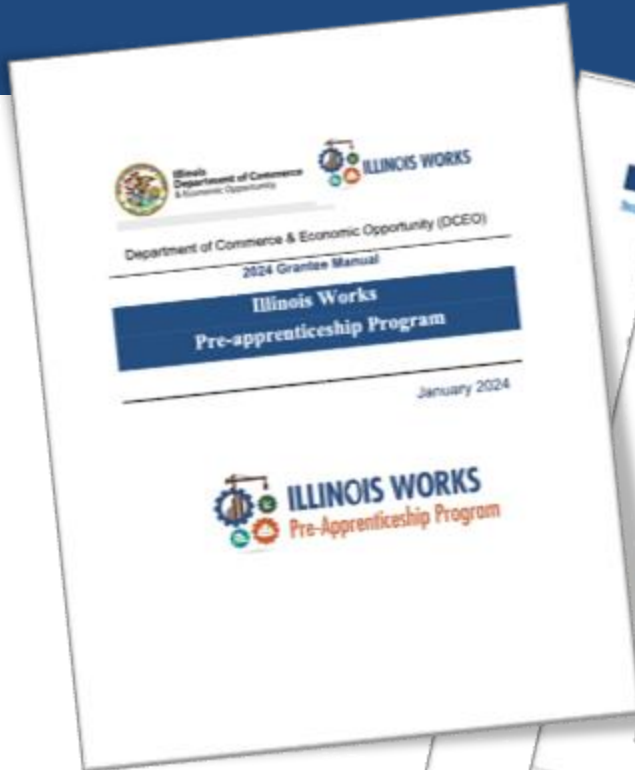
By the end of Section 13, you will be able to:

- Describe the importance of **program monitoring**.
- Adhere to the Illinois Works **compliance review process**.
- Describe the **verification process** for completion and transition metrics.
- Navigate the **grant renewal process and carryover credits**.
- Respond to the **progressive corrective action process**.
- Create and implement **corrective action plans** to get off the watch list and probation status and return to program compliance.
- Attend **Quarterly Administrator Meetings** to learn about network updates and provide feedback on programmatic progress.





# Section 13: Programmatic Monitoring



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Illinois Works' Continuous Program Improvement Model
Program Performance and Measure Outcomes
Benchmark Performance Outcomes Against Program Goals
Brainstorming Strategies for Improvement
Implement New Strategies and Program Improvement Plan
Program Evaluation
Longitudinal Study
Role of Grantee
Additional Information, Links, and Documents
<b>Section 13: Programmatic Monitoring</b> ..... 217
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Monthly Compliance Review
Verification Process
Participants Enrolled in Multiple ILW Pre-apprenticeship Programs
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Audit Submission Deadline
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# Program Monitoring



# Question:



*“What safeguards has your program put in place to ensure compliance?”*

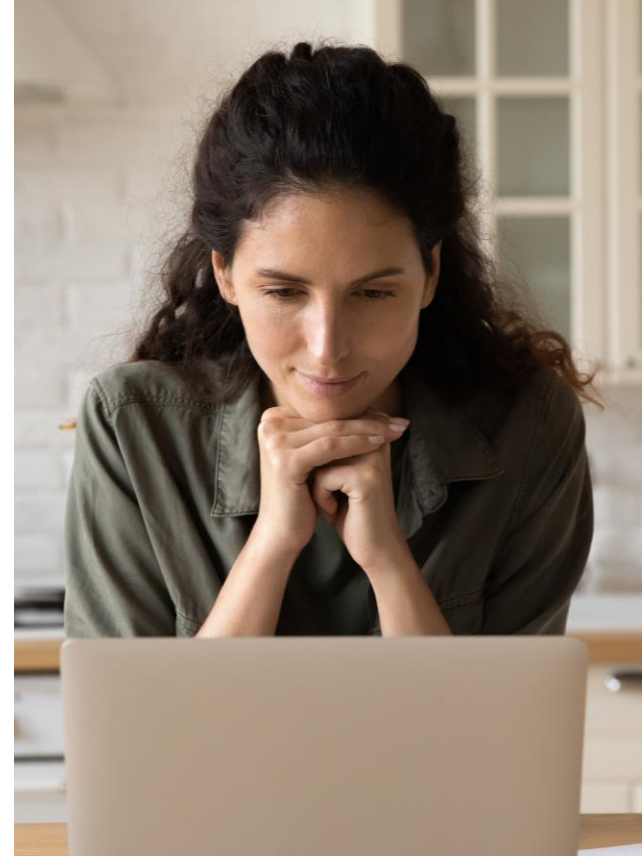




# Completion and Transition Verification



- Preliminary Verification
- Final Verification





# Third Party Documentation





# Communicating Compliance Ratings and Findings



- Monthly Compliance Progress Report
- Monthly Compliance Payment Worksheet





# Grantee Renewal Process





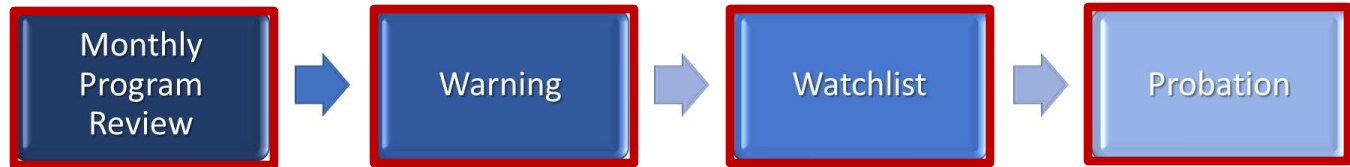
# Carryover Credit







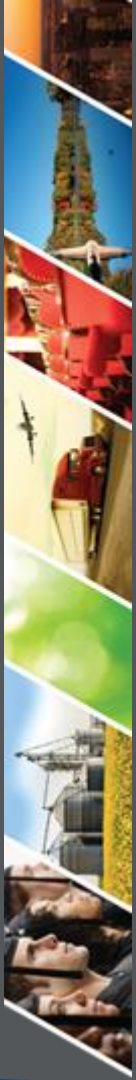
# Progressive Corrective Action





# Quarterly Administrator Meetings





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# Section 14: Audit Requirements



## Section 14: Audit Requirements

### Section Overview

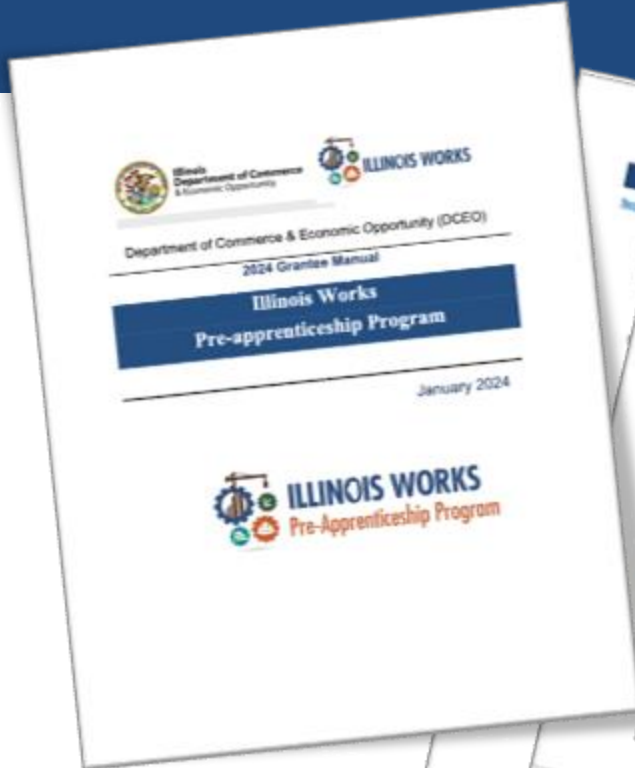
By the end of Section 14, you will be able to:

- Articulate **GATA, 2 CFR 200, and the Illinois Administrative Code.**
- Articulate **audit types.**
- Understand **audit submission** requirements.





# Section 14: Audit Requirements



<a href="#">Section 12: Using Data for Program Management and Continuous Improvement</a> .....	206
Illinois Works' Continuous Program Improvement Model	
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Implement New Strategies and Program Improvement Plan	
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Caryover Credit Administrative Extension	
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# Audit Types

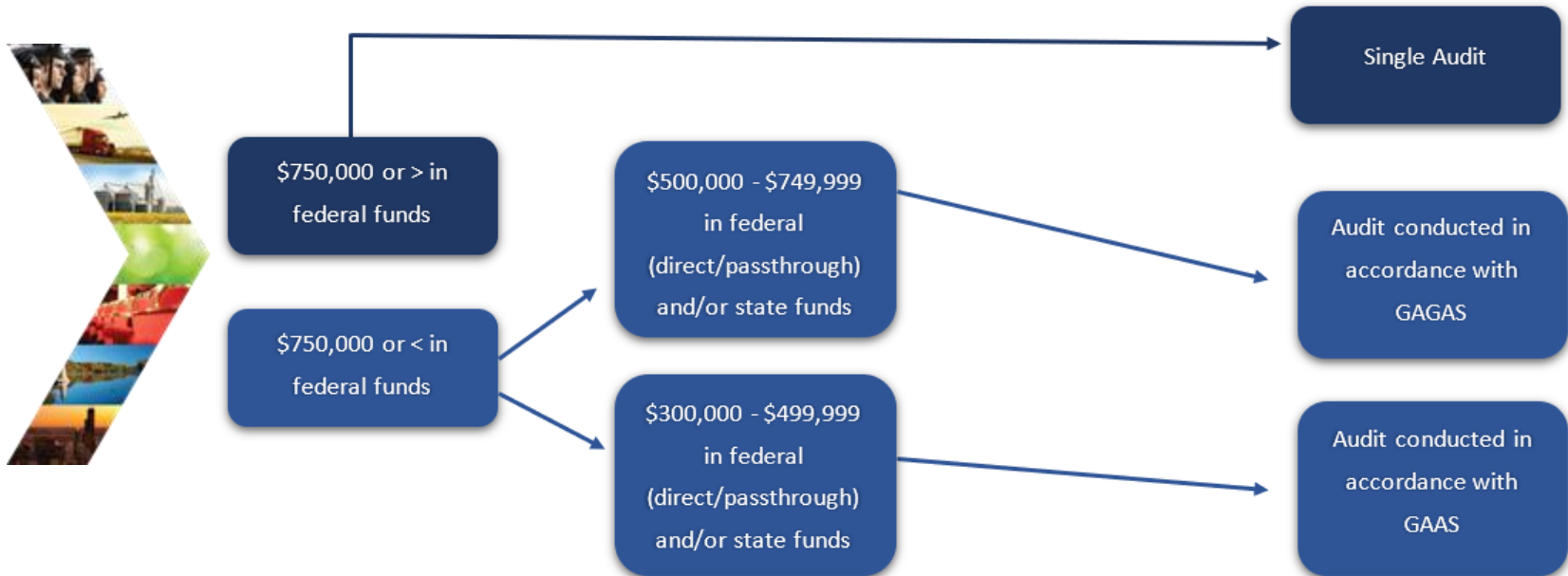


- Single Audit
- Audit Conducted in Accordance with GAGAS  
(between 500,000 - 749,999)
- Audit Conducted in Accordance with GAAS  
(between 300,000 - 499,999)





# Audit





# Audit Not Required and No Audit Conducted







# Audit Submission



**Single Audit Reporting Package** is due 30 days after audit report completion but no later than nine (9) months after the end of the grantee's fiscal year-end as described in 200.512(c)(1).

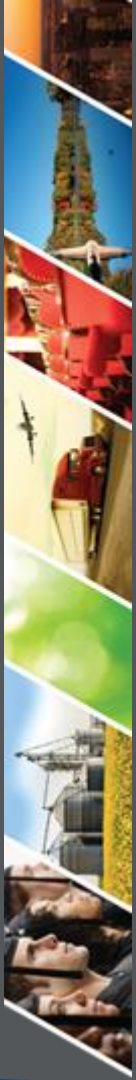
**Financial Statement Audit Reporting Packages**, including **GAGAS, GAAS**, and Other are due 30 days after audit report completion but no later than six (6) months after the end of the grantee's fiscal year-end.





# Additional Audit Information





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# Feedback ~ We want to hear from you



# Thank You!



**Illinois**  
**Department of Commerce**  
& Economic Opportunity  
JB Pritzker, Governor

