



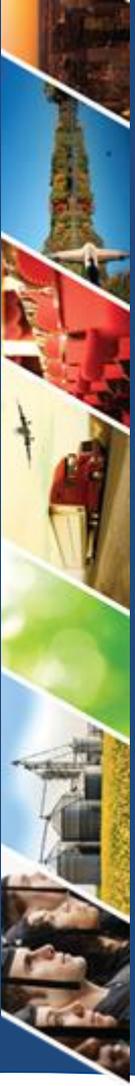
Illinois
Department of Commerce
& Economic Opportunity

Illinois Works Provider Network

2025 IWRS Updates

Norman Ruano, Deputy Director of Illinois Works







Course Description



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

This database was initially launched in February 2022. Leveraging the feedback received during the 2022-2024 grant year, several updates have been made, and more are planned for 2025. During this session, you will be introduced to the **IWRS updates that have been implemented and are operational**. You will also be introduced to updates that are planned prior to the end of the 2025 grant year.



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 Objectives

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

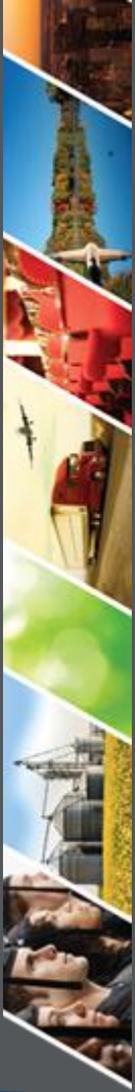
- Utilize new features, tools, and reports in the Illinois Works Reporting System (IWRS).
- Prepare for additional IWRS features rolling out for 2025.





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:

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





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Comments, feedback, or questions?

Email us at:

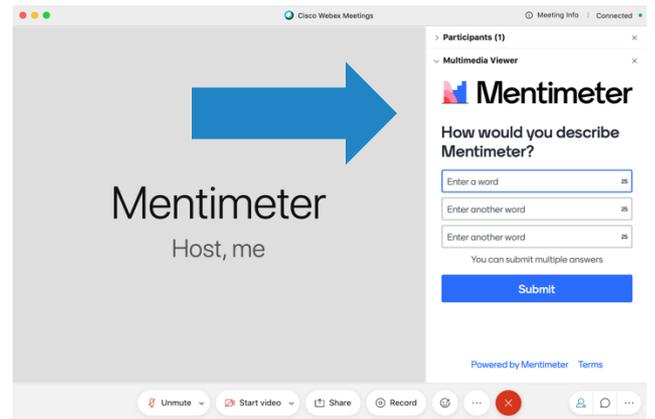
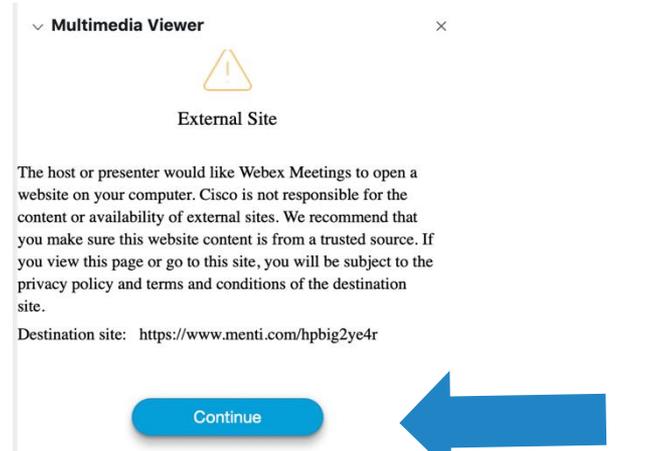
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- ▶ Once you click the button the Mentimeter app will show in the Multimedia viewer.





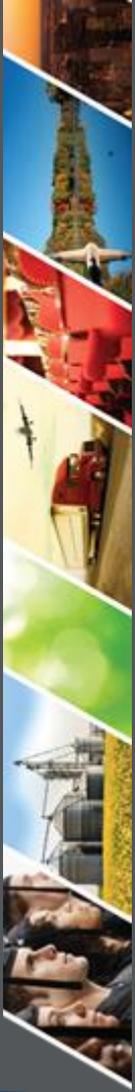
- Your Name
- Organization/Agency
- Role
- Geographic Location



Question:

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





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Section 3: New IWRS Features



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

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



Training Set-up – Date Entry

PROVIDER INFO

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

COHORT DETAILS - CHICAGO TEST PROVIDER 1

Name

Cohort 1 - FY24

Fiscal Year

24

[Upload Attendance Roster](#)

[Export](#)

Service Name

Instructional Service

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

Module 2 - Basic Safety

Module 3 - Introduction to Construction Math

Start Date

End Date

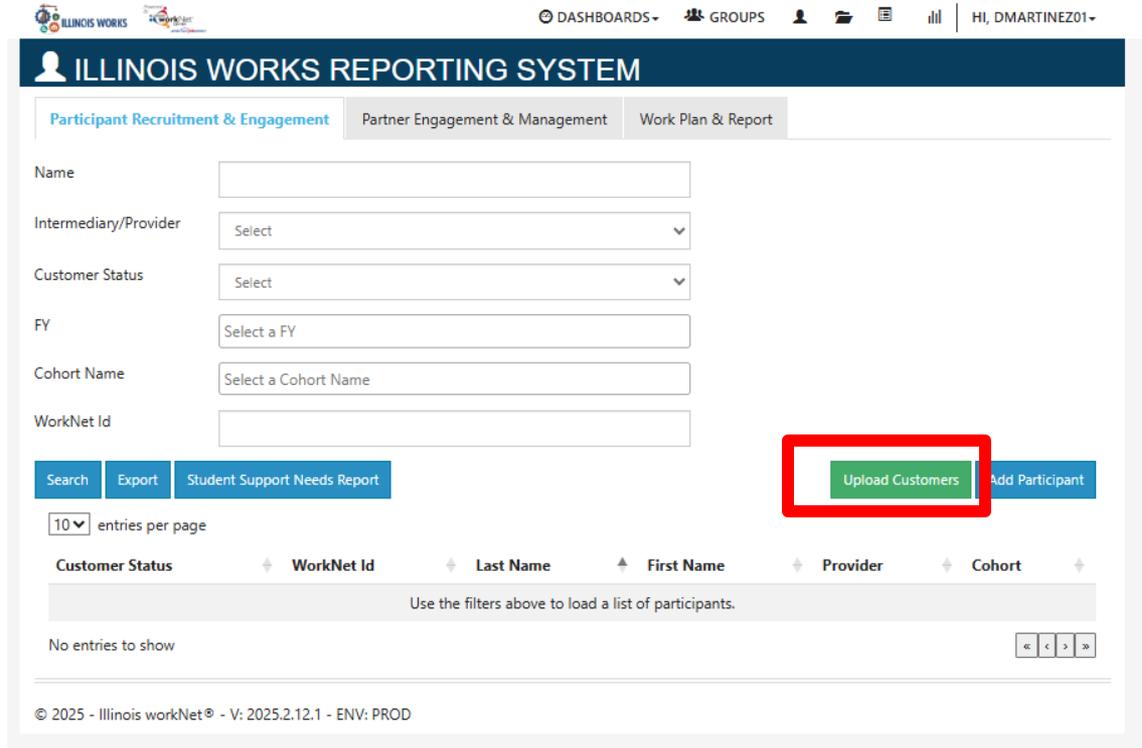
Required Total Hours

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





Bulk Upload Inquiries From Grantee CRM System



The screenshot shows the 'ILLINOIS WORKS REPORTING SYSTEM' interface. At the top, there are navigation links for 'DASHBOARDS', 'GROUPS', and a user profile 'HI, DMARTINEZ01'. Below this is a header for 'ILLINOIS WORKS REPORTING SYSTEM' with tabs for 'Participant Recruitment & Engagement', 'Partner Engagement & Management', and 'Work Plan & Report'. The 'Participant Recruitment & Engagement' tab is active. The main area contains several form fields: 'Name', 'Intermediary/Provider' (dropdown), 'Customer Status' (dropdown), 'FY' (dropdown), 'Cohort Name' (dropdown), and 'WorkNet Id'. Below the form fields are three buttons: 'Search', 'Export', and 'Student Support Needs Report'. To the right of these buttons is a green 'Upload Customers' button, which is highlighted with a red box, and a blue 'Add Participant' button. Below the buttons is a dropdown menu set to '10' entries per page. A table header is visible with columns: 'Customer Status', 'WorkNet Id', 'Last Name', 'First Name', 'Provider', and 'Cohort'. Below the table header is a message: 'Use the filters above to load a list of participants.' and 'No entries to show'. At the bottom left, there is a copyright notice: '© 2025 - Illinois workNet® - V: 2025.2.12.1 - ENV: PROD'.



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



IWRS Application

  DASHBOARDS- GROUPS

ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL

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

INTAKE/REFERRAL

Profile: 02052025 Test

Email 02052025@illinois.gov

DOB 1/1/2000

Last 4 SSN

See All

Participant Summary Tools

- Assessments
- Attendance
- Case Notes

1. Complete Application
Prescreening Information

Complete Application With Customer

Upload proof of high school graduation

Upload proof of eligibility

2. Complete interview using the interview sheet

Selected for an interview

Upload interview sheet

Add/Edit Interview Information

3. Enter enrollment status

  DASHBOARDS- GR

ILLINOIS WORKS REPORTING SYSTEM APPLICATION

Demographic & Contact Information ✓ Education ✓

What is your current employment status? *

Have you worked in the construction industry before? * Yes No

Are you currently employed by this employer? * Yes No

Current or Most Recent Employer Name *

Start Date *

End Date

Job Title *



Eligibility Documents



ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL

DASHBOARDS - GROUPS | HI, DMARTINEZ01 -

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

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

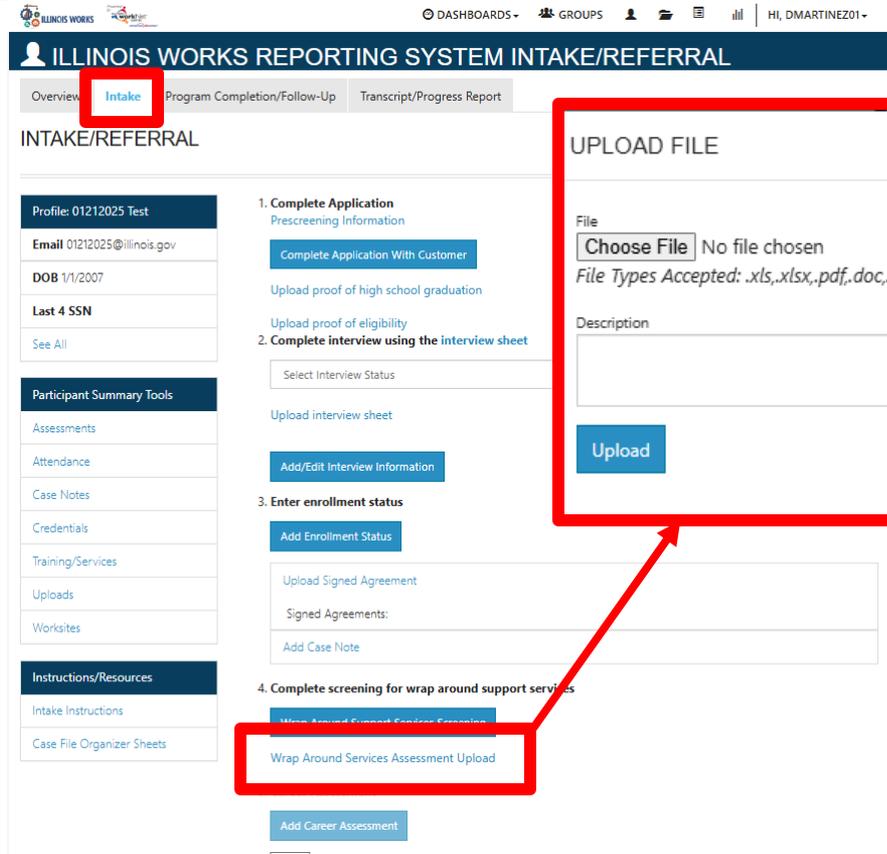
Wrap Around Services Assessment Upload

5. Career Assessment

Add Career Assessment



Wrap-Around Service Assessment - UPLOAD



ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL

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

INTAKE/REFERRAL

Profile: 01212025 Test

Email 01212025@illinois.gov

DOB 1/1/2007

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

- Complete Application**
Prescreening Information
[Complete Application With Customer](#)
Upload proof of high school graduation
Upload proof of eligibility
- Complete interview using the interview sheet**

Upload interview sheet
[Add/Edit Interview Information](#)
- Enter enrollment status**
[Add Enrollment Status](#)
Upload Signed Agreement
Signed Agreements:
- Complete screening for wrap around support services**
[Wrap Around Support Services Enrollment](#)
[Wrap Around Services Assessment Upload](#)
[Add Career Assessment](#)

W.A.S. – Conductor



ILLINOIS WORKS REPORTING SYSTEM

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

INTAKE/REFERRAL

Profile: 01212025 Test

Email 01212025@illinois.gov

DOB 1/1/2007

Last 4 SSN

See All

Participant Summary Tools

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

Instructions/Resources

- Intake Instructions
- Case File Organizer Sheets

1. Complete Application
Prescreening Information
Complete Application With Customer
Upload proof of high school graduation
Upload proof of eligibility

2. Complete interview using the intake interview
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

5. Career Assessment
Add Career Assessment

DRIVER'S EDUCATION FEES

Are you confident that you will be able to cover all costs associated with obtaining your Illinois Driver's License no later than the completion of the program?

Select Response

Are you confident that you will be able to cover all costs associated with obtaining/renewing your Illinois Driver's License?

Select Response

FINANCIAL LITERACY:

Do you feel confident in your ability to manage your personal finances including budgeting, saving, investing, or debt management? *

Select Response

DIGITAL LITERACY:

Do you feel confident in your ability to use a computer or tablet to perform job functions like submitting a time card, navigating the internet, or creating a word document?

Select Response

OTHER WRAP-AROUND SUPPORT SERVICES:

Are there additional supports that would ensure your attendance and completion of the pre-

Select Response

CONDUCTOR NAME

Conductor Name *

Save Close



Auto-Populating Barrier Reduction Services



Goal	Related Steps	Category	Start Date	Due Date	Status
Training Services	Show Next Steps	Career Plan	2/10/2025	3/11/2025	On Track
Program Stipend	Show Next Steps	Career Plan	3/4/2025	3/5/2025	Not Started
Wrap Around Services	Hide Next Steps	Career Plan			Not Started
	Digital Literacy				Planned/Not Started (Scheduled)
	Transportation				Planned/Not Started (Scheduled)
Transition Services	Hide Next Steps	Career Plan			Not Started
	Assistance with completing an apprenticeship program application				Planned/Not Started (Scheduled)
	Career Information				Planned/Not Started (Scheduled)
	Interview Prep				Planned/Not Started (Scheduled)
	Resume Prep				Planned/Not Started (Scheduled)
Student Support Services	Hide Next Steps	Career Plan			Not Started
	Retake Assessment				Planned/Not Started (Scheduled)
	Tutoring				Planned/Not Started (Scheduled)
	Make-up Session(s)				Planned/Not Started (Scheduled)



Tracking Barrier Reduction Costs



DASHBOARDS ▾ GROUPS 👤 📄 📊 | HI, DMARTINEZ01 ▾

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: 02052025 Test

Email 02052025@illinois.gov

DOB 1/1/2000

Last 4 SSN

[See All](#)

Driver's Education Lessons

[Add Service Cost](#)

Current Total: \$125.00

Current Service Costs

Search:

Payment Method	Service Description	Dollar Amount / Unit	Total Cost	Payment Date	Updated By	Date Updated	Edit	Delete
Other	Transportation - Driver's Education Lessons	\$125.00	1	\$125.00	2/10/2025	Dan Martinez	2/23/2025	✖

Showing 1 to 1 of 1 entry



IWRS: Training Services Report



REPORTS

Project/Category

Illinois Worknet

[Case Note Deletion Request Report](#)

Primary User: Program Super Admin Users

Purpose: Review case note delete requests for valid and acceptable reasons.

ILLINOIS WORKNET STATISTICS REPORTS

[IWRS: Training Services Report](#)

[Verification Management Report](#)

[IWDS Customers without Illinois workNet Accounts](#)

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





IWRS: Training Services Report



TRAINING SERVICES

Back to Reports

Project *
IL Works

Activity
Module 103 – Intro to Hand Tools

Start Date Begin Range

Filter Export Upload Custom

50 entries per page

Customer Name	Activity	Status	Service Start Date	Service End Date	Hours Required	Total Attendance Hours	Make up Session was Attended	Assessment Name	Assessment Score	Assessment Date
Edit Jerry Apple	Module 103 – Intro to Hand Tools	Planned/Not Started (Scheduled)	03/03/2025	03/04/2025	12.00	0	Select	Enter an Assessment Name	Enter an Assessment Score	Select Assessment Date
Edit 02052025 Test	Module 103 – Intro to Hand Tools	Planned/Not Started (Scheduled)	03/03/2025	03/04/2025	12.00	0	Select	Enter an Assessment Name	Enter an Assessment Score	Select Assessment Date
Edit 2232025 Test	Module 103 – Intro to Hand Tools	Planned/Not Started (Scheduled)	03/03/2025	03/04/2025	12.00	0	Select	Enter an Assessment Name	Enter an Assessment Score	Select Assessment Date

EDIT PARTICIPANTS

Full Name: 2232025 Test

Activity: Module 103 – Intro to Hand Tools

Status: Planned/Not Started (Scheduled)

Service Start Date: 03/03/2025

Service End Date: 03/04/2025

Hours Required: 12.00

Total Attendance Hours: 0

Make up Session was Attended: Select

Assessment Name: Enter an Assessment Name

Assessment Score: Enter an Assessment Score

Assessment Date: Select Assessment Date

Close Save Changes



Bulk Attendance Upload



 DASHBOARDS ▾ GROUPS 

IMPORT TRAINING SERVICE CUSTOMERS

Default spreadsheets can be found here:
[Import Training Service Customers Excel Template](#)

1. Enter the information in the spreadsheet. All field names are case sensitive
2. To upload, click "Choose File," select the saved file from your computer, choose a provider,, select which type of 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 * ▾

Cohort * ▾



Program Completion – Resume Upload

ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP

Overview Intake Training/Service **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

Enter Program Completion Status

Add Completion Status

Upload Participant Resume

Resume on file:

Add Case Note

Current Completion Status: Enrolled

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





Participant Exit Dates



ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP

DASHBOARDS | GROUPS | HI, DMARTINEZ01

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

FOLLOW-UP CASE NOTES(0)

Profile: 02052025 Test

Email 02052025@illinois.gov

Enter Program Completion Status

Add Completion Status

Upload Participant Resume

ADD STATUS

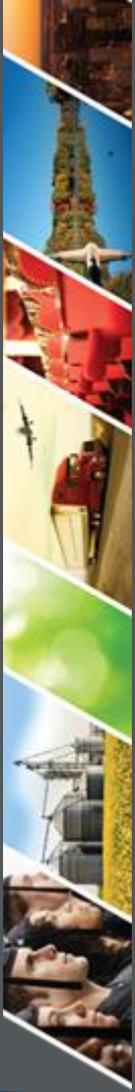
Completion Status *

What is your post-program transition plan? *

Final Status Date *

Save Close

Last 4 SSN Resume on file:

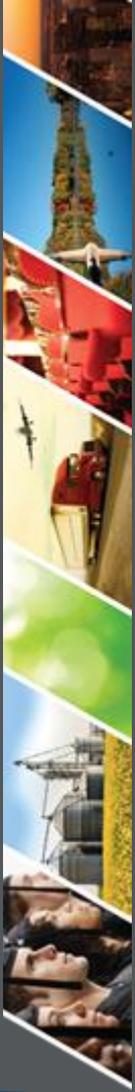


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Demonstration





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Enter a word

Enter another word

Enter another word

You can submit multiple answers

Submit

Powered by Mentimeter Terms

→

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Section 4: IWRS Features Rolling Out For 2025



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

- Describe new features, tools, and reports in the Illinois Works Reporting System (IWRS) that will be debuting after the Spring of 2025.



Planned Updates for 2025





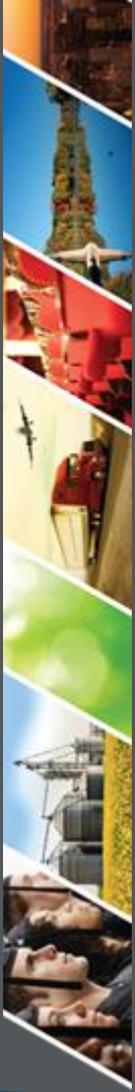
How Changes Are Released

ILWPP has secured dedicated developers at SIU to work on IWRS development priorities.

The ILWPP team will continue to update grantees via Technical Bulletins through the year as new updates are released.

Please keep in mind that you can also request technical assistance from your ILWPP Grant Manager who will then refer you to SIU's technical assistance for more complex matters, if they need to.



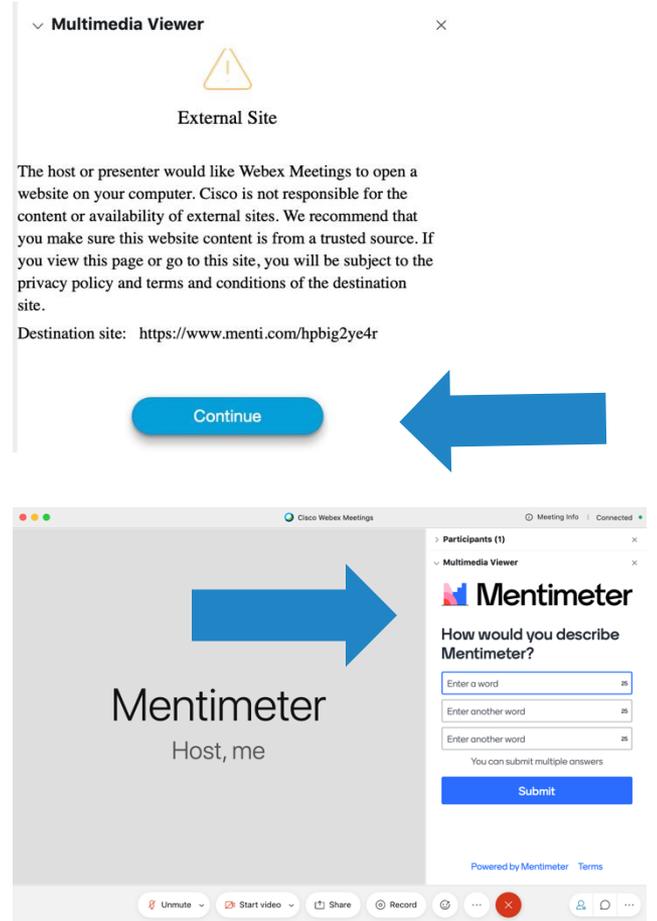


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Destination site: <https://www.menti.com/hpbig2ye4r>

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Participants (1)

▼ Multimedia Viewer ×

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Enter a word

Enter another word

Enter another word

You can submit multiple answers

Submit

Powered by Mentimeter [Terms](#)

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Feedback ~ We want to hear from you



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



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JB Pritzker, Governor