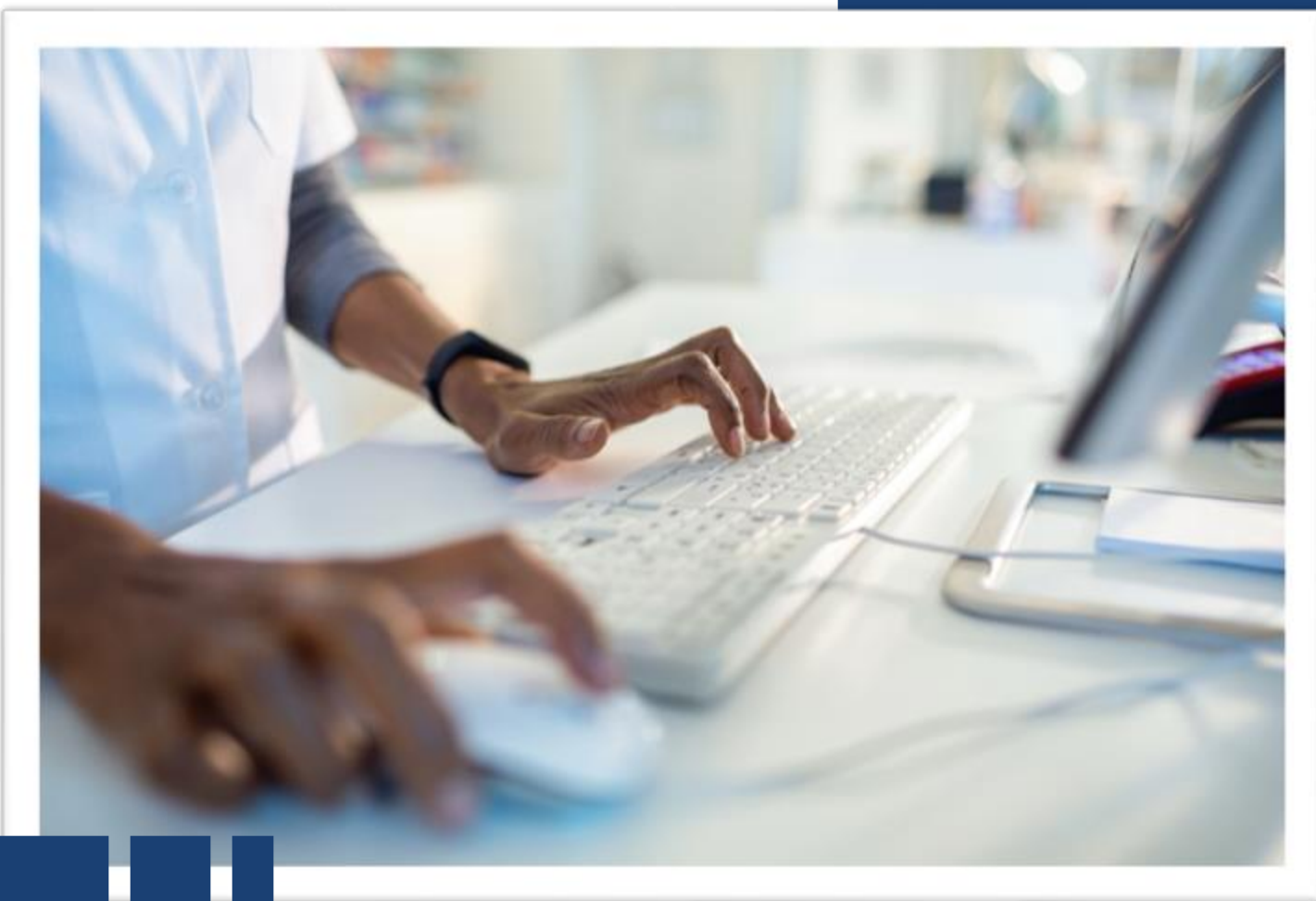




# How to Ace Compliance

Tuesday, September 10, 2024  
12 PM – 1 PM

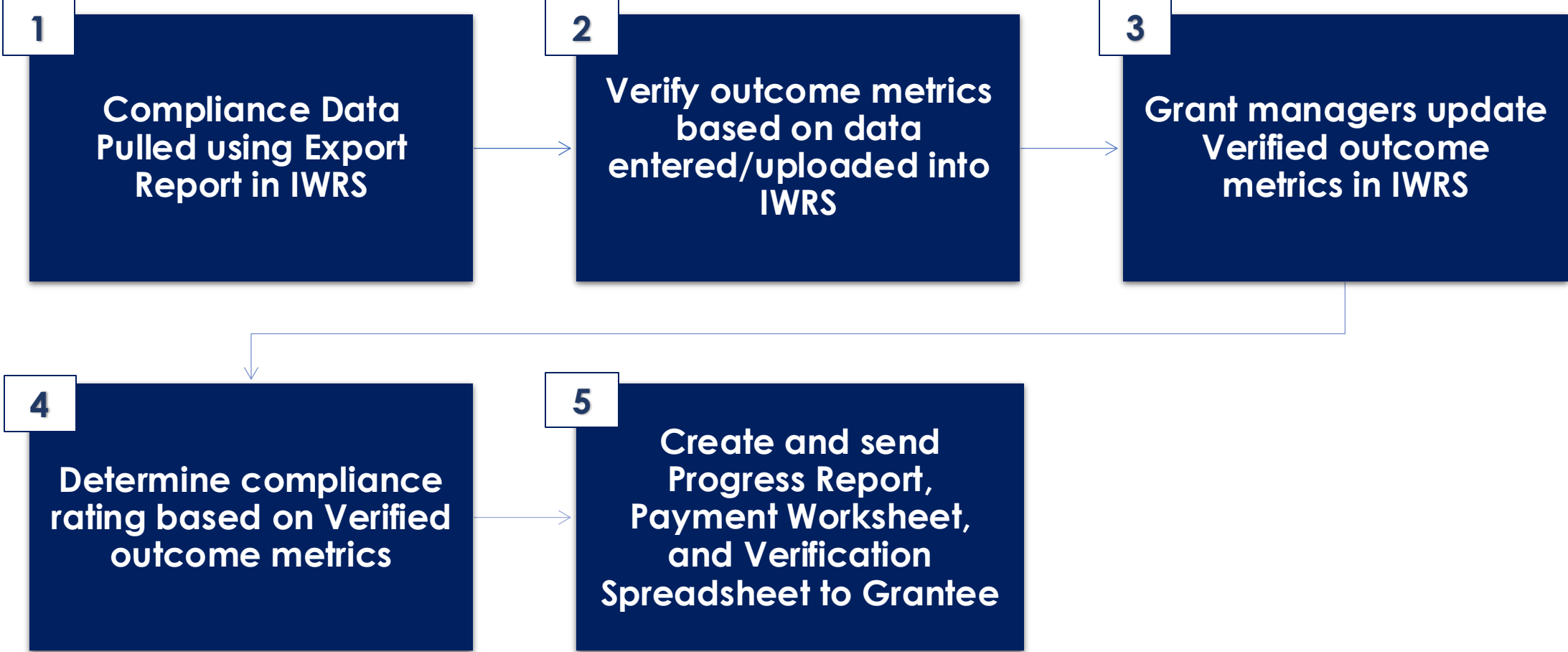


# Outline

- **Monthly Compliance Process**
- **Tools to Help with Verification**
- **Compliance Tips**
- **ILWPP Grant Renewal**
- **Important Upcoming Dates**



# Monthly Compliance Process



# Monthly Compliance Process

1 Compliance Data Pulled using Export Report in IWRS & determine the number of new enrollments, completions, and transitions

**ILLINOIS WORKS**

Participant Recruitment & Engagement

Name:

Intermediary/Provider:

Customer Status:

Search **Export**

Show 10 entries

**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.)
- Completion Verification
- Primary Transition Verification
- Secondary Transition Verification
- Enrollment Verification
- 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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Workne	Enrollment Ve	Customer Statu	Cor	Pri	Sec	Enr	Cor	First Name	Last Name	Needed For Verification	Birth Date	State	
2	555001		Enrolled	N/A	N/A	N/A	N/A	N/A	Robert	Apple		04/16/2005	IL	
3	555002		Enrolled	N/A	N/A	N/A	N/A	N/A	John	Banana		12/22/2001	IL	
4	555003		Enrolled	N/A	N/A	N/A	N/A	N/A	Beth	Carrot		01/09/2005	IL	
5	555004		Enrolled	N/A	N/A	N/A	N/A	N/A	Emma	Dates		05/24/2005	IL	
6	555005		Enrolled	N/A	N/A	N/A	N/A	N/A	David	Egg		10/10/1997	IL	
7	555006		Enrolled	N/A	N/A	N/A	N/A	N/A	Sara	Figs		06/08/2001	IL	
8	555007		Enrolled	N/A	N/A	N/A	N/A	N/A	Mike	Grape		02/06/2003	IL	
9	555008		Enrolled	N/A	N/A	N/A	N/A	N/A	Amy	Honeydew		12/28/2001	IL	
10													IL	



# Monthly Compliance Process

## 2 Verify outcome metrics based on data entered/uploaded into IWRS

**ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL**

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

INTAKE/REFERRAL CASE NOTES(1)

**Profile: Heather Testerson**  
Email htesterson\_test@illinois.gov  
DOB 1/1/2005  
Last 4 SSN 4567  
See All  
Sync With IES Reset Password

**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 5/8/2024  
Upload proof of high school graduation  
Diploma/GED/HSE:  
HIGH SCHOOL DIPLOMA.pdf

**2. Complete interview using the interview sheet**  
Selected for an interview  
Add/Edit Interview Information  
Interviewer Names Dan Martinez and Monica Pruitt  
Interviewer Score 36.5  
Upload Interview Sheet  
Interview Sheets:  
INTERVIEW SHEETS.pdf

**3. Enter enrollment status**  
Add Enrollment Status  
Upload Signed Agreement  
Signed Agreements:  
COMMITMENT AGREEMENT.pdf  
Add Case Note

### Enrollment Verification

- Prescreen
- Application – 18+, IL resident
- High School Diploma/Transcript/GED
  - Confirm legal name
- Interviewer **names** & average score
- Two interview sheets, completed by interviewers
- Commitment agreement signed by a staff member and the participant
- Proper Cohort enrollment
- Wrap-around Service Assessment
- Orientation Career Assessment
- Overall status in IWRS is Enrolled



# Monthly Compliance Process

## 2 Verify outcome metrics based on data entered/uploaded into IWRS

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

OVERVIEW CASE NOTES (36) ▲

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

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: 3  
Completed Services: 15

**CAREER PLAN**

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	Show Next Steps	Career Plan	6/16/2022	5/5/2023	On Track
Wrap Around Services	Show Next Steps	Career Plan	8/4/2022	12/9/2022	Complete
Transition Services	Show Next Steps	Career Plan	8/11/2022	8/12/2022	Complete
Student Support Services	Show Next Steps	Career Plan	5/1/2023	5/31/2023	Complete

### Completion Verification

- Training Modules match approved Curriculum
- Each training service has 80% attendance or above and 70% post-assessment or above
- All training services are in a successfully complete status (Evaluated/NR exception)
- An earned credential entry for each credential successfully completed
- All services under each goal in an appropriate final status
  - At least one Transition Services is required
  - Wrap-Around Services that were requested have been entered
    - “Other” services have a case note
- All Goals in a final status

# Monthly Compliance Process

## 2 Verify outcome metrics based on data entered/uploaded into IWRS

**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: Heather Testerson

Email htesterson\_test@illinois.gov

DOB 1/1/2005

Last 4 SSN 4567

See All

Sync With IES | Reset Password

**Program Stipend**

Add Service Cost

**Current Service Costs**

Current Total: \$2208.75

Payment Method	Service Description	Dollar Amount/Unit	Stipend Rate	Total Cost	Payment Date	Updated By	Date Updated	Edit	Delete
Check	Stipend	570.00	14.25	570.00	4/5/2024	Dan Martinez	9/9/2024		
Check	Stipend	555.75	14.25	555.75	4/19/2024	Dan Martinez	9/9/2024		
Check	Stipend	570.00	14.25	570.00	5/3/2024	Dan Martinez	9/9/2024		
Check	Stipend	513.00	14.25	513.00	5/17/2024	Dan Martinez	9/9/2024		

### Completion Verification

- Satisfaction Survey participation
- Attendance rosters properly uploaded to Cohort Details
- Stipend Payments have been entered
- Alignment of all four:
  - Attendance entered into IWRS
  - Attendance Rosters
  - Stipend payments based on instruction hours
  - PFR – reimbursement request equal IWRS stipend entries



# Monthly Compliance Process

## 2 Verify outcome metrics based on data entered/uploaded into IWRS

5. Career Assessment

Add Career Assessment

Show 10 entries

Assessment	Recommended Action	Assessment type
08/08/2023 Career Assessment	Begin outlining an action plan that will ensure the participant can meet the nec...	Pre-Transition Career Assessment
07/15/2023 Career Assessment	Begin outlining an action plan that will ensure the participant can meet the nec...	Orientation Career Assessment

Previous 1 Next

UPLOADED DOCUMENTS

Upload File

Show 10 entries

Search:

File name	Description	Category	Uploaded By	Upload Date	Remove Upload
TWoods Interview Sheet_APalmer.pdf		Interview Sheet	CflynnLW	8/7/2023	Remove
TWoods Interview Sheet_JNicholas.pdf		Interview Sheet	CflynnLW	8/7/2023	Remove
TWoods Signed Agreement.pdf		Signed Agreement	CflynnLW	8/7/2023	Remove
TWoods_FirstAidCPR.png	First Aid/CPR Card	First Aid/CPR	CFlynnLW	8/9/2022	Remove
TWoods_NCCER.png	NCCER Certification	NCCER Certification	CflynnLW	8/7/2023	Remove
TWoods_OSHA10.png	OSHA 10 Card	OSHA	CFlynnLW	8/9/2022	Remove
TWoods_Primary Transition.docx	Electrician primary transition	Primary Transition Verification	CflynnLW	8/7/2023	Remove

Showing 1 to 7 of 7 entries

Previous 1 Next

### Completion Verification

- Pre-Transition Career Assessment Completed (*Intake Tab*)
- Completion documentation uploaded for each required certification
  - Each document must be issued to the participant's legal name
- Overall status must be Complete or Complete & In Transition





# Monthly Compliance Process

## 2 Verify outcome metrics based on data entered/uploaded into IWRS

UPLOADED DOCUMENTS

Upload File

Show 10 entries Search:

File name	Description	Category	Uploaded By	Upload Date	Remove Upload
TWoods Interview Sheet_APalmer.pdf		Interview Sheet	CflynnLW	8/7/2023	Remove
TWoods Interview Sheet_Nicholas.pdf		Interview Sheet	CflynnLW	8/7/2023	Remove
TWoods Signed Agreement.pdf		Signed Agreement	CflynnLW	8/7/2023	Remove
TWoods_FirstAidCPR.png	First Aid/CPR Card	First Aid/CPR	CFlynnLW	8/9/2022	Remove
TWoods_NCCER.png	NCCER Certification	NCCER Certification	CflynnLW	8/7/2023	Remove
TWoods_OSHA10.png	OSHA 10 Card	OSHA	CFlynnLW	8/9/2022	Remove
TWoods_Primary Transition.docx	Electrician primary transition	Primary Transition Verification	CflynnLW	8/7/2023	Remove

Showing 1 to 7 of 7 entries Previous 1 Next

**If a Primary transition document is uploaded, the “Assistance with completing an apprenticeship program application” Transition service must be added under the Transition Service goal and marked as “Successful Completion”**

## Transition Verification

- Preliminary Primary Transition
  - Application for RAP, Waitlist letter for RAP, Receipt of application, confirmation from RAP
  - Must contain the participant’s name and the name of the RAP
  - Must be a third-party document
  - Must show completion of application
- Final Primary Transition
  - Acceptance letter for RAP, sponsorship letter for RAP

These examples are not an exhaustive list of all items that will be accepted, only those that are most submitted.



# Monthly Compliance Process

## 2 Verify outcome metrics based on data entered/uploaded into IWRS

UPLOADED DOCUMENTS

Upload File

Show 10 entries Search:

File name	Description	Category	Uploaded By	Upload Date	Remove Upload
TWoods Interview Sheet_APalmer.pdf		Interview Sheet	CflynnLW	8/7/2023	Remove
TWoods Interview Sheet_Nicholas.pdf		Interview Sheet	CflynnLW	8/7/2023	Remove
TWoods Signed Agreement.pdf		Signed Agreement	CflynnLW	8/7/2023	Remove
TWoods_FirstAidCPR.png	First Aid/CPR Card	First Aid/CPR	CflynnLW	8/9/2022	Remove
TWoods_NCCER.png	NCCER Certification	NCCER Certification	CflynnLW	8/7/2023	Remove
TWoods_OSHA10.png	OSHA 10 Card	OSHA	CflynnLW	8/9/2022	Remove
TWoods_Primary Transition.docx	Electrician primary transition	Primary Transition Verification	CflynnLW	8/7/2023	Remove

Showing 1 to 7 of 7 entries Previous 1 Next

### Transition Verification

- Secondary and Alternate Construction Transition
  - Paystub or offer letter for employment
  - ILWPP Exhibit 18: Employment Verification Form
- Acceptance to alternate training program, transcript to alternate training program/schooling

The examples above are not an exhaustive list of all items that will be accepted, only those that are most submitted.



# Monthly Compliance Process

## 3 Grant managers verify outcome metrics in IWRS

### SET VERIFICATION STATUS

<input type="radio"/> Completion Final Verification	<input type="radio"/> Primary Transition Preliminary Verification	<input type="radio"/> Secondary Transition Final Verification	<input type="radio"/> Enrollment Verification
<input type="radio"/> Unverify Completion	<input type="radio"/> Primary Transition Final Verification	<input type="radio"/> Unverify Secondary Transition	<input type="radio"/> Unverify Enrollment
	<input type="radio"/> Unverify Primary Transition		

[Save Verification Status](#)

**Transition documents are only reviewed at the time of Completion Verification. Once Completion has been Verified, grantees must notify Grant Manager of Transition document upload.**



# Monthly Compliance Process

## 4 Determine compliance rating based on verified outcome metrics

To determine which outcome metrics need to be factored into the compliance score, ILWPP Grant Managers look at the grantee’s work plan instruction dates.

- **Enrollment** will be added as an outcome metric if the compliance date is after the program start date.
- **Completion** will be added as an outcome metric, if the compliance date is after a cohort’s instruction end date.
- **Transition** will be added as an outcome metric, if the compliance date is two weeks after a cohort’s instruction end date.

**Grantee Work Plan**

**Table A: Total Outcome Metrics**

Total Number of Cohorts	Total Number of Individuals Recruited (all cohorts)
Total Individuals Completed (all cohorts)	Total Individuals Transitioned - Primary Outcome (all cohorts)

*\*Participant numbers in Table A should align with the Outcome Summary*

**Table B: Instruction Summary**

**Per Cohort Instructions**  
Complete the following tables based on information per cohort. Per cohort outcome numbers should sum to the numbers in Table A.

- Recruitment begins with the first planned outreach activity for each cohort and ends the day before the first day of instruction.
- Enrollment begins no later than four weeks before program instruction begins.
- Enrollment of participants should take place before instruction begins.
- Program Dates are the first and last day of instruction. This should match the number of program weeks listed in Table B.
- Participant Transition begins immediately after the end date of the program and generally lasts for 2-3 months after the program. All transition dates must be within the grant year (1/1/2023 - 12/31/2023)

**Cohort 1**

Individuals Recruited:	Individuals Completed
Individuals Enrolled	Individuals Transitioned -
Primary Outcome	Secondary Outcome
Recruitment	Start Date
Enrollment	End Date
Program Dates	
Participant Transition	

**Cohort 2**

Individuals Recruited:	Individuals Completed
Individuals Enrolled	Individuals Transitioned -
Primary Outcome	Secondary Outcome
Recruitment	Start Date
Enrollment	End Date
Program Dates	
Participant Transition	

**Cohort 3**

Individuals Recruited:	Individuals Completed
Individuals Enrolled	Individuals Transitioned -
Primary Outcome	Secondary Outcome
Recruitment	Start Date
Enrollment	End Date
Program Dates	
Participant Transition	

**TUESDAY TOOLBOX**  
STANIS WORKS

# Monthly Compliance Process

## 4 Determine compliance rating based on verified outcome metrics

Cohort	Enrollment			Completion			Total Percentage
	Goal	Actual	%	Goal	Actual	%	
1	20	18	90%	17	12	71%	161%
2	20	20	100%	n/a	n/a	n/a	100%
						<b>Total</b>	<b>261%</b>
							<b>261%/3 = 87%</b>

Three metrics are taken into consideration:

Cohort 1: Enrollment, Completion

Cohort 2: Enrollment

Overall Rating & Percentage: Good Progress (87%)



# Exercise 1

Compliance will be pulled on 7/7/2024.

Based on the program dates below, which metrics will be taken into consideration during this compliance review?

Cohort	Program Start Date	Program End Date
1	3/15/2024	5/15/2024
2	7/8/2024	9/15/2024



# Exercise 1

Compliance will be pulled on 7/7/2024.



Answer:  
Cohort 1: Enrollment, Completion, Transition



# Exercise 2

Compliance will be pulled on 7/7/2024.

Based on the program dates below, which metrics will be taken into consideration during this compliance review?

Cohort	Program Start Date	Program End Date
1	2/15/2024	5/15/2024
2	6/15/2024	9/15/2024





# Exercise 2

Compliance will be pulled on 7/7/2024.

Based on the program dates below, which metrics will be



Answer:

Cohort 1: Enrollment, Completion, Transition

Cohort 2: Enrollment



# Monthly Compliance Process

5

Create and send Progress Report, Payment Worksheet, and Verification Spreadsheet to Grantee



### Illinois Works Monthly Compliance Review Progress Report

June 2022

Organization Name:	ABC Pre-Apprenticeship Program
Overall Compliance Rating:	Excellent Progress

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 Allotment	Completion Goal Total	Completion Actual Since Last Review	Per Participant Allotment	Primary Transition Goal Total	Primary Transition Actual Since Last Review	Per Participant Allotment	Secondary Transition Actual Since Last Review	Per Participant Allotment	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												
5												


All outcome metrics above are based on information entered in IWRS as of 6/1/2022. The information above has been sent to the Office of Grant Management and will be utilized by OGM 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 Grantee Manual – Section 13: Programmatic Monitoring.



# Monthly Compliance Process

5

Create and send Progress Report, Payment Worksheet, and Verification Spreadsheet to Grantee



Total Grant Award	\$500,000
-------------------	-----------

	Funding	Per Participant
Enrollment Funding Cap (25%)	\$125,000.00	\$ 2,500.00
Completion Funding Cap (30%)	\$150,000.00	\$ 3,488.37
Primary Transition Funding Cap (35%)	\$175,000.00	\$ 5,000.00
Secondary Transition Funding Cap	n/a	\$ 2,500.00

End of Year Balance	-\$347,500.00
---------------------	---------------

Outcome Metric Goals	
Individuals: Enrolled	50
Individuals: Completed	43
Individuals: Primary Transition	35
Individuals: Secondary Transition	0

	Funding
Close Out Reports (10%)	\$50,000.00

	Individuals Enrolled	Amount	Individuals Completed	Amount	Primary Transition	Amount	Secondary Transition	Amount	Close Out Reports	Total Funding Available
January	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
February	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
March	12	\$30,000.00	0	\$0.00	0	\$0.00	0	\$0.00		\$30,000.00
April	30	\$75,000.00	0	\$0.00	0	\$0.00	0	\$0.00		\$75,000.00
May	16	\$40,000.00	0	\$0.00	0	\$0.00	0	\$0.00		\$40,000.00
June	3	\$7,500.00	0	\$0.00	0	\$0.00	0	\$0.00		\$7,500.00
July	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
August	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
September	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
October	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00		\$0.00
November	0	\$0.00	0	\$0.00	0	\$0.00	0	\$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>61</b>	<b>\$152,500.00</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>\$152,500.00</b>



# Monthly Compliance Process

5 Create and send Progress Report, Payment Worksheet, and Verification Spreadsheet to Grantee

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Workne	Enrollment Ve	Customer Statu	Cor	Pri	Sec	Enr	Cor	First Name	Last Name	Needed For Verification	Birth Date	State	
2	555001	July '24	Enrolled		N/A	N/A	N/A	N/A	Robert	Apple		04/16/2005	IL	
3	555002	July '24	Enrolled		N/A	N/A	N/A	N/A	John	Banana		12/22/2001	IL	
4	555003	July '24	Enrolled		N/A	N/A	N/A	N/A	Beth	Carrot		01/09/2005	IL	
5	555004	July '24	Enrolled		N/A	N/A	N/A	N/A	Emma	Dates		05/24/2005	IL	
6	555005		Enrolled		N/A	N/A	N/A	N/A	David	Egg	Interview score is calculated incorrectly. Correct, rescan, and upload. Re-enter Interviewer names and correct average score.	10/10/1997	IL	
7	555006	July '24	Enrolled		N/A	N/A	N/A	N/A	Sara	Figs		06/08/2001	IL	
8	555007	July '24	Enrolled		N/A	N/A	N/A	N/A	Mike	Grape		02/06/2003	IL	
9	555008	July '24	Enrolled		N/A	N/A	N/A	N/A	Amy	Honeydew		12/28/2001	IL	
10													IL	



# Tools to Help with Verification

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant File Checklist

The screenshot displays the 'ILLINOIS WORKS REPORTING SYSTEM' interface. The main header is dark blue with a white profile icon and the text 'ILLINOIS WORKS REPORTING SYSTEM'. Below the header, there are navigation tabs for 'DASHBOARDS' and 'GROUPS'. The main content area is titled 'Participant Recruitment & Enrollment' and contains several search filters: 'Name', 'Intermediary/Provider', and 'Customer Status'. There are also buttons for 'Search', 'Export', and 'Add Participant'. The 'Export' button is highlighted with an orange box. A modal dialog box titled 'EXPORT' is open, showing a list of fields to be exported. The fields are: 'Select/Deselect All', 'Worknet Id', 'Account Status: Active/Inactive', 'Customer Status (Inquiry, Applicant, Enrolled etc.)', 'Completion Verification', 'Primary Transition Verification', 'Secondary Transition Verification', 'Enrollment Verification', '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', and 'Grantee'. The 'Worknet Id', 'First Name', 'Last Name', and 'User Name' fields are pre-selected with checked checkboxes.

**ILLINOIS WORKS REPORTING SYSTEM**

Participant Recruitment & Enrollment

Name

Intermediary/Provider

Customer Status

Search Export Add Participant

Show 10 entries

**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.)
- Completion Verification
- Primary Transition Verification
- Secondary Transition Verification
- Enrollment Verification
- 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



# Tools to Help with Verification

## Overall Status

### Export Report

### Monthly Verification Spreadsheet

### Data Verification Checklist

### Participant File Checklist

## Enrollment

- Highest Level of Education (*Application*)
- Interview Scores (*Interview Scores/Interviewer Info*)
- Wrap-around Service Assessment
- First Career Assessment (*Orientation Career Assessment*)
- Assigned Cohort (*Proper Enrollment*)

## Completion

- OSHA 10, First Aid/CPR, NCCER Core, ICCER, TradesFutures
- MC3 Earned Credential (*Cert Uploads*)
- Attendance Flag
- Post-Assessment Flag
- Last Career Assessment (*Pre-Transition Career Assessment*)
- What is your post-program transition plan?

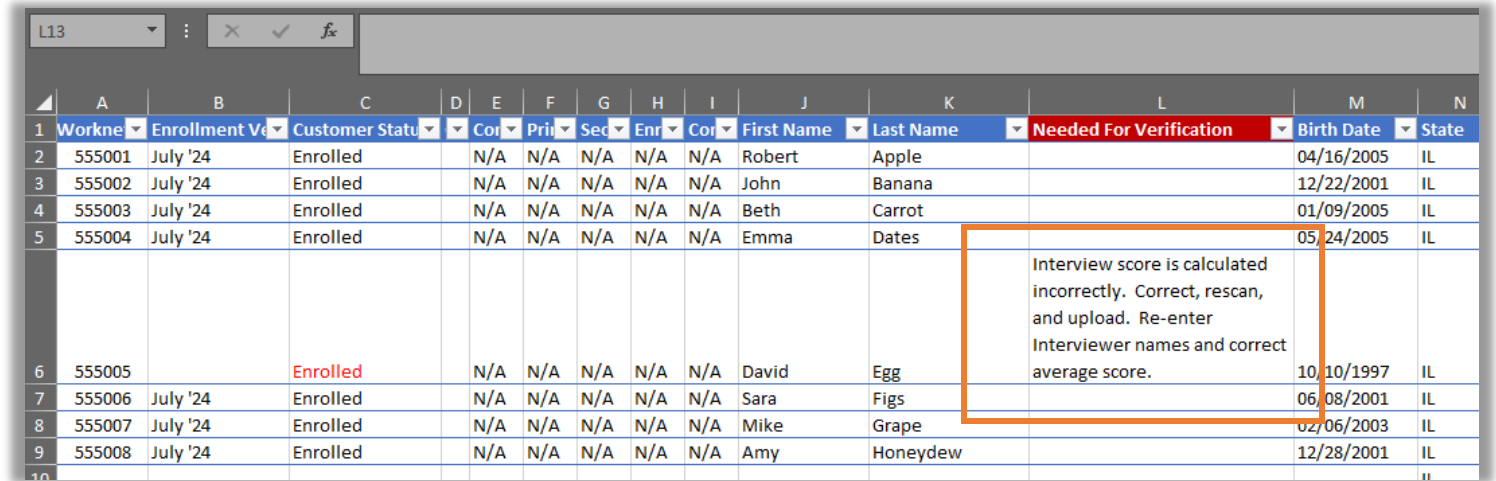
# Tools to Help with Verification

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant File Checklist



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Workne	Enrollment Ver	Customer Statu	Cor	Pri	Sec	Enr	Cor	First Name	Last Name	Needed For Verification	Birth Date	State	
2	555001	July '24	Enrolled	N/A	N/A	N/A	N/A	N/A	Robert	Apple		04/16/2005	IL	
3	555002	July '24	Enrolled	N/A	N/A	N/A	N/A	N/A	John	Banana		12/22/2001	IL	
4	555003	July '24	Enrolled	N/A	N/A	N/A	N/A	N/A	Beth	Carrot		01/09/2005	IL	
5	555004	July '24	Enrolled	N/A	N/A	N/A	N/A	N/A	Emma	Dates		05/24/2005	IL	
6	555005		Enrolled	N/A	N/A	N/A	N/A	N/A	David	Egg	Interview score is calculated incorrectly. Correct, rescan, and upload. Re-enter Interviewer names and correct average score.	10/10/1997	IL	
7	555006	July '24	Enrolled	N/A	N/A	N/A	N/A	N/A	Sara	Figs		06/08/2001	IL	
8	555007	July '24	Enrolled	N/A	N/A	N/A	N/A	N/A	Mike	Grape		02/06/2003	IL	
9	555008	July '24	Enrolled	N/A	N/A	N/A	N/A	N/A	Amy	Honeydew		12/28/2001	IL	
10													IL	



# Tools to Help with Verification


Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant File Checklist

Exhibit 16: Data Verification Checklist



**Data Verification Checklist**

Participant Name: \_\_\_\_\_

Cohort Number: \_\_\_\_\_

Outreach & Recruitment		
Task	Hard Copy Completed	Uploaded/Entered in IWRS
Participant entered in IWRS & lead category assigned	n/a	
Pre-screen assessment		
Eligibility documents saved to participant file		n/a
Application		
Task	Hard Copy Completed	Uploaded/Entered in IWRS
Program Application		
Standardized Interview Sheet <i>(Two sheets, each completed by a staff member during interview)</i>		
Average interview Score & Interviewer Names added to IWRS	n/a	
Enrollment Status added <i>(On or after first day of instruction)</i>	n/a	
Intake, Wrap Around Services, Stipends		
Task	Hard Copy Completed	Uploaded/Entered in IWRS
Wrap-around Service Assessment		
Orientation Career Assessment		
Stipend Policy & Procedure provided to participant		





# Tools to Help with Verification


Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant File Checklist

Exhibit 7: Participant File Checklist



Participant File Checklist

Participant's Name: \_\_\_\_\_

Application Date: \_\_\_\_\_ Enrollment Date: (if applicable) \_\_\_\_\_

Required Documentation for Each Stage of the Participant LifeCycle	Documentation Received (Please Initial)				Document Source/Comments
	Yes	No	N/A	Date & Initial	
<b>Outreach and Recruitment</b>					
Pre-screen Assessment (if completed hard copy)					
<b>Application</b>					
Pre-apprenticeship Program Application					
Pre-apprenticeship Program Interview Questionnaire (with scores and comments)					
Enrollment decision letter (acceptance, conditional acceptance, denial)					
<b>Intake and Wrap-Around Services</b>					
Proof of address/Illinois residency					
Age verification					
Proof of Driver's License					
Proof of HS Diploma/GED/HiSET					
Relevant Wrap-around service documents					
Documentation of stipend payments					
<b>Student Support Services</b>					
Relevant Student Support Services					
<b>Training</b>					
Orientation Career Assessment					
Pre-Apprenticeship Program Commitment Agreement					
<b>Program Completion</b>					
Certificate of Completion and/or other document indicating successful completion (NCCER/TradesFutures MC3, OSHA, First Aid/CPR)					



# Compliance Tips

1. **Ensure work plan dates are always up-to-date**
2. Prior to compliance pulls, double check participants statuses
3. If time of the essence, go person-by-person not task-by-task
4. Develop and follow a data management plan
5. Ask your ILWPP Grant Manager!



# ILWPP Grant Renewal

ILWPP grantees can earn up to two renewals after their first grant year.

To earn a renewal, grantees must meet specific performance thresholds.

**Renewal** – organizations that meet or exceed Compliance metrics of at least 76% (Good Progress or Excellent Progress).

**Conditional Renewal** – organizations that have met a Compliance metrics between 60% and 75%. (High Inadequate Progress)

There will be two rounds of renewals – September & October



# Upcoming Compliance Dates

Compliance data has or will be pulled on the following dates :

September 9, 2024\*

October 4, 2024\*

November 8, 2024

December 6, 2024

*\*These compliance reviews will be used for renewal purposes*



# Ready to ace compliance?



# Questions?





**Feedback Please!**  
*Survey link in the chat now*

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# Verification Demonstration

