TOOLBOX TUESDAYS

Compliance Reports

Tuesday, June 4, 2024
12 PM – 1 PM
Hosted on Webex

ILLINOIS WORKS

Outline

1. Monthly Compliance Reports
2. Compliance Verification Process
3. Tools to Help with Verification
4. Compliance Tips
5. Important Upcoming Dates

Monthly Compliance Process

1. Compliance Data Pulled using Export Report in IWRS
2. Verify outcome metrics based on data entered/uploaded into IWRS
3. Grant managers verify outcome metrics in IWRS
4. Determine compliance rating based on verified outcome metrics
5. Create and send Progress Report, Payment Worksheet, and Verification Spreadsheet to Grantee

Determine metrics and rating

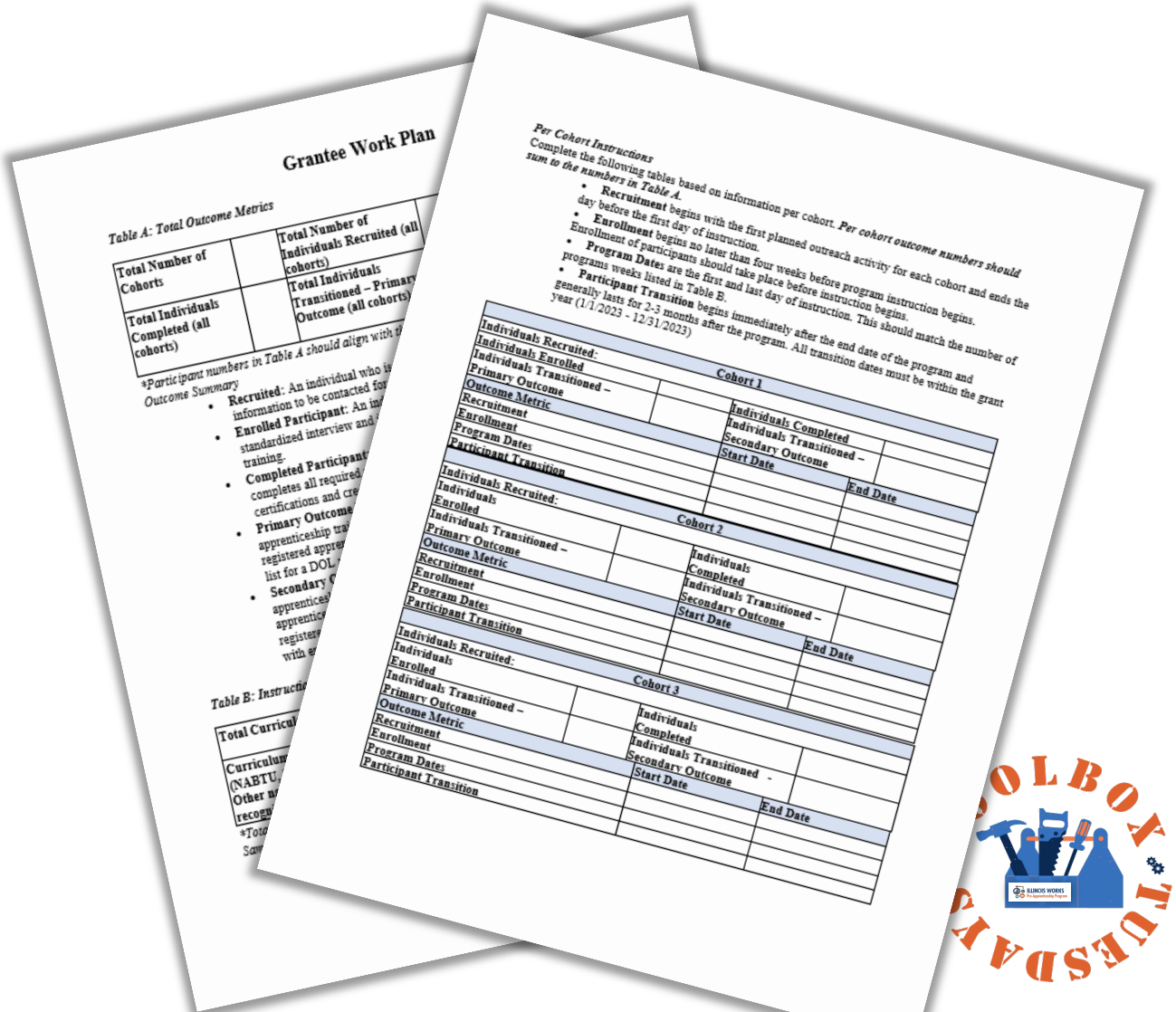
- Step 4 of 5

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 if 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 <u>two weeks</u> after a cohort's instruction end date.



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%
						Total	**261%**
							261%/3 = 87%

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 6/7/2024.

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 6/7/2024.

Answer:
Cohort 1: Enrollment, Completion, Transition

Exercise 2

Compliance will be pulled on 6/7/2024.

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	6/4/2024	8/15/2024

Exercise 2

Compliance will be pulled on 6/7/2024.

Answer:
Cohort 1: Enrollment, Completion, Transition
Cohort 2: Enrollment

2	6/4/2024	8/

Compliance Reports
- Step 5 of 5

Monthly Compliance Process

5 Progress Report, Payment Worksheet, and Verification Spreadsheet

ILLINOIS WORKS
Pre-Apprenticeship Program

Illinois Works Monthly Compliance Progress Report

May 2024

Organization Name	Chicago Test Provider
Overall Rating & Percentage	Good Progress (87.5 %)

Co-hort	Enrollment			Completion			Primary Transition					Alt. Construction Transition		Secondary Transition		Reimbursement Maximum (Current Review)
	Goal	Actual Since Last Review	Enroll Per Participant Allotment	Goal	Actual Since Last Review	Comp-letion PPA	Goal	Preliminary Verification Actual Since Last Review	PT Preliminary PPA	Final Verification Actual Since Last Review	PT Final PPA	Actual Since Last Review	Alt. Con. Transition PPA	Actual Since Last Review	Secondary Transition PPA	
1	20	**13**	$2750	17		$3837.21	14		$4125		$1375		$3850		$2750	$35750
2	20	**22**	$2750	17		$3837.21	14		$4125		$1375		$3850		$2750	$60500

Please note the metrics above are the number of enrollments, completions, or transitions since the last review. They do not reflect total enrollments, completions, or transitions. For total metrics, please refer to the Payment Worksheet included with this report.

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 2024 Grantee Manual – Section 13: Programmatic Monitoring. The overall compliance rating is based on per cohort outcome metrics and progress toward overall metrics as outlined in the organization's work plan cohort goals and timeline. All outcome metrics below are based on information entered in IWRS as of 5/10/2024.

TOOLBOX TUESDAYS

Monthly Compliance Process

5 Progress Report, Payment Worksheet, and Verification Spreadsheet

2023 Closeout (Renewed Grantees Only)			
Outcome Metric	**Closeout Score**	**2023 Closeout Amount**	**Closeout Result**
Closeout	100.0%	$37500.00	Unconditional Closeout

Carryover Credits (Renewed Grantees Only)			
Outcome Metric	**Carryover Credit**	**Carryover Amount**	**Explanation of Carryover Credit**
Completion	0	$0	
Primary Transition	0	$0	
Secondary Transition	0	$0	
Totals	0	$0	

Outcome Metric Adjustments			
Outcome Metric	**Adjustments**	**Adjustment Amount**	**Explanation of Adjustment**
Enrollment	0	$0	
Completion	0	$0	
Primary Transition – Preliminary Verification	0	$0	
Primary Transition – Final Verification	0	$0	
Secondary Transition	0	$0	
Totals	0	$0	

Notes Regarding Overall Rating	IWRS Data Trends
The May 2024 Overall Compliance Rating and Percentage are based on the following metrics: Cohort 1: Enrollment Cohort 2: Enrollment	N/A

Current Review Amount Earned	Last Review Amount Earned	Total Reimbursement Maximum 2024	Total Reimbursement Grant-to-Date
$133750.00 (includes 2023 Closeout)	$0	$133750.00	$433,750.00

Next Compliance Data Pull	6/7/2024

Monthly Compliance Process

5 Progress Report, Payment Worksheet, and Verification Spreadsheet

ILLINOIS WORKS
Pre-Apprenticeship Program

Grantee Name:	Chicago Test Provider # 1

	2024 Funding		Per Participant Allotment	Carryover Per Participant Allotment
	Enrollment Funding Cap (25%)	$110,000.00	$2,750.00	N/A
	Completion Funding Cap (30%)	$132,000.00	$3,882.35	$3,529.41
PT Funding Cap (35%)	Primary Transition (75% of PT)	$154,000.00	$4,125.00	$3,750.00
	Final Verification - Primary Transition (25% of PT)		$1,375.00	$1,250.00
	Alternate Construction Transition Funding (70% of PT)		$3,850.00	N/A
	Secondary Transition Funding Cap		$2,750.00	$2,500.00
	Close Out Reports (10%)	$44,000.00		

	2024 Reimbursment Max.	2023 Reimbursment Max.	Total Grant Award Amount	Remaining Award to be earned
	$133,750.00	$300,000.00	$840,000.00	$406,250.00

Outcome Metric Goals		
	2024	2023
Individuals Enrolled	40	40
Individuals Completed	34	34
Individuals Primary Transition	28	28
Individuals Secondary Transition	6	6

	2024 Reimbursement											
	Enrollment			Completion			Primary Transition					
	Verified Enrolled	Adjustments	Current Review Amount (Verified	Verified Completed	Adjustments	Current Review Amount (Verified +	Verified PT-Preliminary	Adjustments	Prelim. PT Amount	Verified PT - Final	Adjustments	Final PT Am

Monthly Compliance Process

5 Progress Report, Payment Worksheet, and Verification Spreadsheet

	Enrollment			Completion				
	Verified Enrolled	Adjustments	Current Review Amount	Verified Completed	Adjustments	Current Review Amount	Verified PT-Preliminary	Adj
January	0		$0.00	0		$0.00	0	
February	0		$0.00	0		$0.00	0	
March	0		$0.00	0		$0.00	0	
April	0		$0.00	0		$0.00	0	
May	35		$96,250.00	0		$0.00	0	
June			$0.00			$0.00		
July			$0.00			$0.00		
August			$0.00			$0.00		
September			$0.00			$0.00		
October			$0.00			$0.00		
November			$0.00			$0.00		
December			$0.00			$0.00		
January 2025			$0.00			$0.00		
Totals	35		$96,250.00	0		$0.00	0	

n	Close Out Reports	Carrogover		Reimbursement Totals	
Amount		2023	2022	Total Reimbursement Max. 2024	Grant-to-date Reimbursem
$0.00		$0.00	N/A	$0.00	$300,000.00
$0.00		$0.00	N/A	$0.00	$300,000.00
$0.00		$0.00	N/A	$0.00	$300,000.00
$0.00		$0.00	N/A	$0.00	$300,000.00
$0.00	$37,500.00	$0.00	N/A	$133,750.00	$433,750.00
$0.00		$0.00	N/A	$0.00	$433,750.00
$0.00		$0.00	N/A	$0.00	$433,750.00
$0.00		$0.00	N/A	$0.00	$433,750.00
$0.00		$0.00	N/A	$0.00	$433,750.00
$0.00		$0.00	N/A	$0.00	$433,750.00
$0.00		$0.00	N/A	$0.00	$433,750.00
$0.00		$0.00	N/A	$0.00	$433,750.00
$0.00		$0.00	N/A	$0.00	$433,750.00
$0.00		$0.00	N/A	$0.00	$433,750.00
$0.00	**$37,500.00**	**$0.00**		**$133,750.00**	**$433,750.00**

Monthly Compliance Process

5 Progress Report, Payment Worksheet, and Verification Spreadsheet

ILLINOIS WORKS Pre-Apprenticeship Program

Illinois Works Monthly Compliance Progress Report

May 2024

Organization Name	Chicago Test Provider # 2
Overall Rating & Percentage	Inadequate Progress (60 %)

Co-hort	Enrollment			Completion			Primary Transition					Alt. Construction Transition		Secondary Transition		Reimbursement Maximum (Current Review)
	Goal	Actual Since Last Review	Enroll Per Participant Allotment	Goal	Actual Since Last Review	Comp-letion PPA	Goal	Preliminary Verification Actual Since Last Review	PT Preliminary PPA	Final Verification Actual Since Last Review	PT Final PPA	Actual Since Last Review	Alt. Con. Transition PPA	Actual Since Last Review	Secondary Transition PPA	
1	25	15	$2750	22		$3837.21	18		$4125		$1375		$3850		$2750	$41250.00

Please note the metrics above are the number of enrollments, completions, or transitions since the last review. They do not reflect total enrollments, completions, or transitions. For total metrics, please refer to the Payment Worksheet included with this report.

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 2024 Grantee Manual – Section 13: Programmatic Monitoring. The overall compliance rating is based on per cohort outcome metrics and progress toward overall metrics as outlined in the organization's work plan cohort goals and timeline. All outcome metrics below are based on information entered in IWRS as of 5/10/2024.

TOOLBOX TUESDAYS

Monthly Compliance Process

5 Progress Report, Payment Worksheet, and Verification Spreadsheet

2023 Closeout (Renewed Grantees Only)			
Outcome Metric	**Closeout Score**	**2023 Closeout Amount**	**Closeout Result**
Closeout	n/a	n/a	n/a

Carryover Credits (Renewed Grantees Only)			
Outcome Metric	**Carryover Credit**	**Carryover Amount**	**Explanation of Carryover Credit**
Completion	0	$0	
Primary Transition	0	$0	
Secondary Transition	0	$0	
Totals	0	$0	

Outcome Metric Adjustments			
Outcome Metric	**Adjustments**	**Adjustment Amount**	**Explanation of Adjustment**
Enrollment	0	$0	
Completion	0	$0	
Primary Transition – Preliminary Verification	0	$0	
Primary Transition – Final Verification	0	$0	
Secondary Transition	0	$0	
Totals	0	$0	

Notes Regarding Overall Rating	IWRS Data Trends
The May 2024 Overall Compliance Rating and Percentage are based on the following metrics: Cohort 1: Enrollment	Interview sheet scores totaled incorrectly. Signatures and or dates missing on interview sheets. Average interview score entered into IWRS incorrect. Average interview names not entered correctly. Data Quality Management is insufficient – needs a verification process to catch errors.

Current Review Amount Earned	Last Review Amount Earned	Total Reimbursement Maximum 2024	Total Reimbursement Grant-to-Date
$41250.00	$0	$41250.00	$41,250.00

Next Compliance Data Pull	6/7/2024

Monthly Compliance Process

5 Progress Report, Payment Worksheet, and Verification Spreadsheet

ILLINOIS WORKS Pre-Apprenticeship Program

Grantee Name:	Chicago Test Provider # 2

	Funding	Per Participant Allotment
Enrollment Funding Cap (25%)	$137,500.00	$2,750.00
Completion Funding Cap (30%)	$165,000.00	$3,837.21
Preliminary Verification - Primary Transition (75% of PT)	$192,500.00	$4,125.00
Final Verification - Primary Transition (25% of PT)		$1,375.00
Alternate Construction Transition Funding (70% of PT)		$3,850.00
Secondary Transition Funding (50% of PT)		$2,750.00
Close Out Reports (2%)	$11,000.00	

Total Grant Award	$550,000.00	Advance amount (8% of Total Grant Award)	$44,000.00
2024 Reimbursement Max	$41,250.00	Remaining balance to be earned	$508,750.00
Outcome Metric Goals			
Individuals Enrolled	50		
Individuals Completed	43		
Individuals Primary Transition	35		
Individuals Secondary Transition	8		

	Enrollment			Completion					
	Verified Enrollment	Adjustments	Amount	Verified Completion	Adjustments	Amount	Verified PT - Preliminary	Adjustments	Amount

Monthly Compliance Process

5 Progress Report, Payment Worksheet, and Verification Spreadsheet

	Enrollment			Completion			ition	Advance	Total Funding Available
	Verified Enrollment	Adjustments	Amount	Verified Completion	Adjustments	Amo	Amount		
January	0		$0.00	0			$0.00		$0.00
February	0		$0.00	0			$0.00		$0.00
March	0		$0.00	0			$0.00		$0.00
April	0		$0.00	0			$0.00		$0.00
May	15		$41,250.00	0			$0.00		$41,250.00
June			$0.00				$0.00		$0.00
July			$0.00				$0.00		$0.00
August			$0.00				$0.00		$0.00
September			$0.00				$0.00		$0.00
October			$0.00				$0.00		$0.00
November			$0.00				$0.00		$0.00
December			$0.00				$0.00		$0.00
January 2024			$0.00				$0.00		$0.00
	15		$41,250.00	0			$0.00	$0.00	$41,250.00

Monthly Compliance Process

5 Progress Report, Payment Worksheet, and Verification Spreadsheet

	Enrollment			Completion			ition	Advance	Total Funding Available
	Verified Enrollment	Adjustments	Amount	Verified Completion	Adjustments	Amo	Amount		
January	0		$0.00	0			$0.00		$0.00
February	0		$0.00	0			$0.00		$0.00
March	0		$0.00	0			$0.00		$0.00
April	0		$0.00	0			$0.00		$0.00
May	15		$41,250.00	0			$0.00		$41,250.00
June			$0.00				$0.00		$0.00
July			$0.00				$0.00		$0.00
August			$0.00				$0.00		$0.00
September			$0.00				$0.00		$0.00
October			$0.00				$0.00		$0.00
November			$0.00				$0.00		$0.00
December			$0.00				$0.00		$0.00
January 2024			$0.00				$0.00		$0.00
	15		$41,250.00	0			$0.00	$0.00	$41,250.00

Monthly Compliance Process

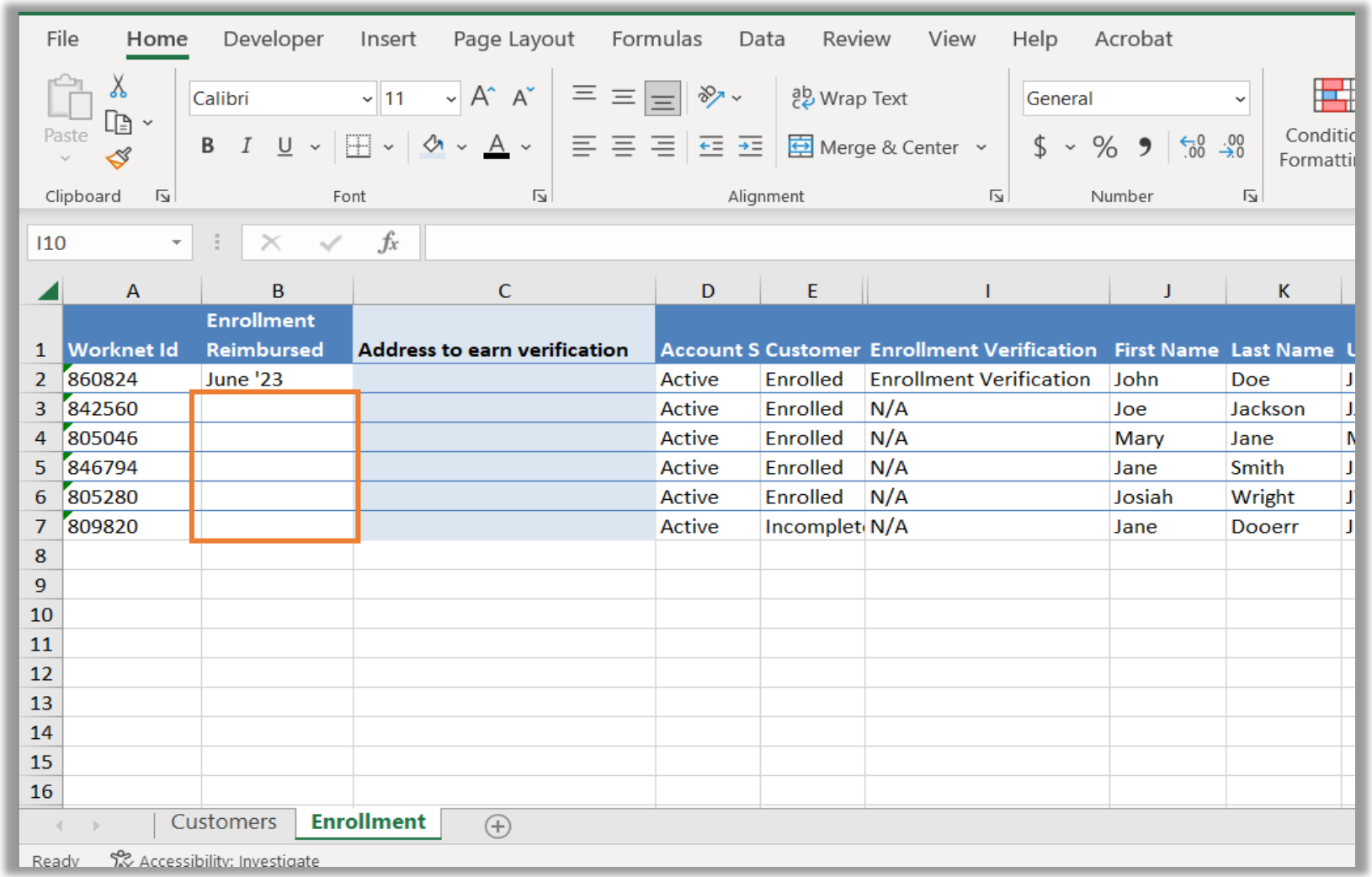
5 Progress Report, Payment Worksheet, and Verification Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Worknet	Enrollm	Custome	C	C	P	S	E	C	First Name	Last Name	Needed For Verification	Birth Date	State
2	123456		Enrolled		N/A	N/A	N/A	N/A	N/A	Mickey	Mouse	Average Interview score not entered correctly in IWRS. Re-entere Interviewer names and correct average score. Application uploaded where the Commitment Agreement should be.	7/22/2006	IL
3	234561		Enrolled		N/A	N/A	N/A	N/A	N/A	Donald	Duck	Interview #1 score calculated incorrectly. Correct and re-upload interview sheet. Re-enter Interviewer names and correct average score.	1/21/2005	IL
4	345612		Enrolled		N/A	N/A	N/A	N/A	N/A	Minnie	Mouse	Orientation Career Assessment not entered.	5/31/2003	IL
5	456123		Incomplete	5/6/	N/A	N/A	N/A	N/A	N/A	Daisy	Duck	Missing Commitment Agreement.	8/5/1995	IL
6	561234		Enrolled		N/A	N/A	N/A	N/A	N/A	Scrouge	McDuck	Uploaded document is not a HS diploma/transcript - upload proof of HS graduation.	5/15/1981	IL
7	561234		Enrolled		N/A	N/A	N/A	N/A	N/A	Walt	Disney	Missing 2nd interview sheet. Upload 2nd interview sheet. Ensure interviewer names and average score are correct.	12/6/2002	IL
8														

Compliance Verification - Steps 1-3 of 5

Monthly Compliance Process

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



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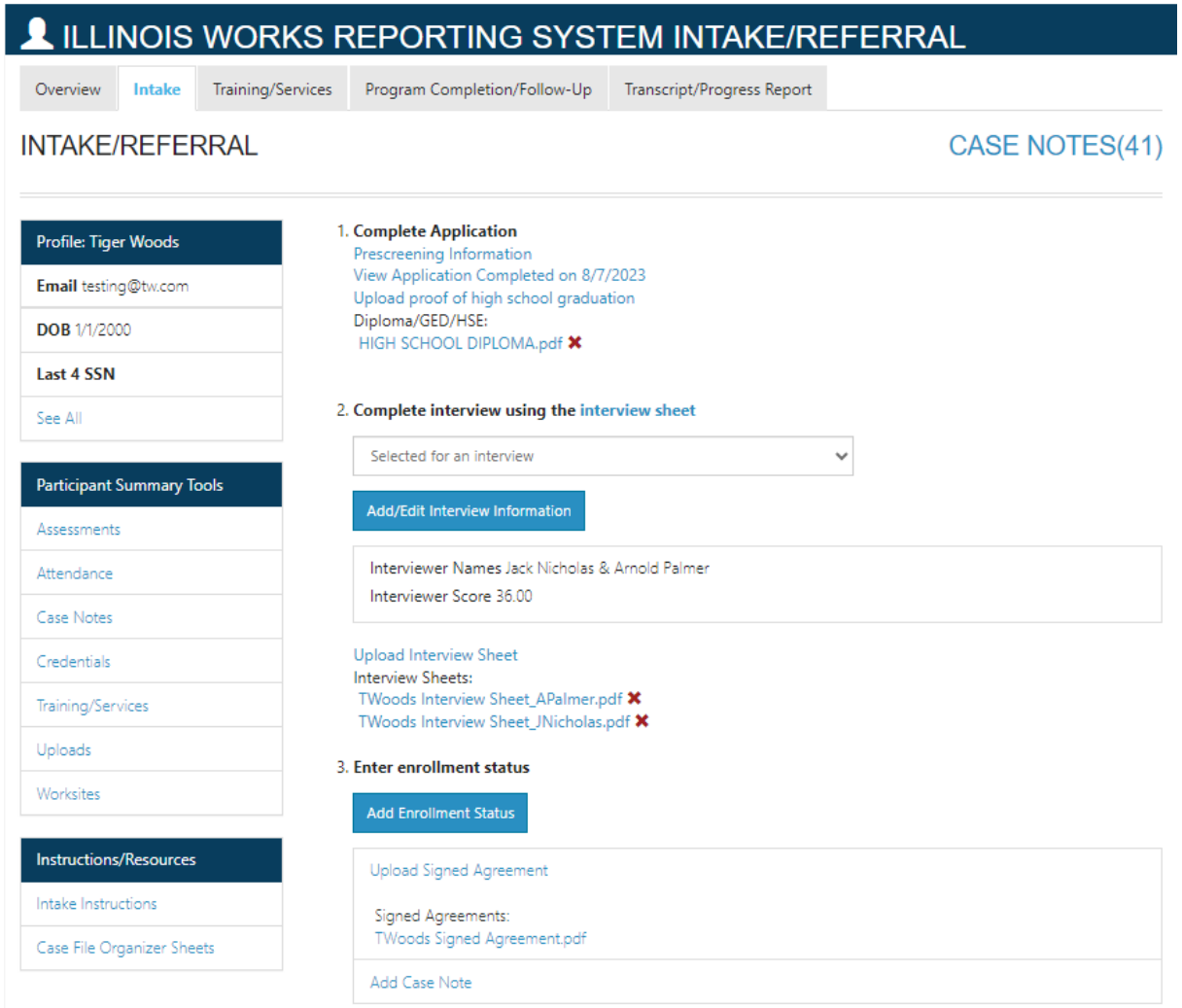
	A	B	C	D	E	I	J	K
1	Worknet Id	Enrollment Reimbursed	Address to earn verification	Account S	Customer	Enrollment Verification	First Name	Last Name
2	860824	June '23		Active	Enrolled	Enrollment Verification	John	Doe
3	842560			Active	Enrolled	N/A	Joe	Jackson
4	805046			Active	Enrolled	N/A	Mary	Jane
5	846794			Active	Enrolled	N/A	Jane	Smith
6	805280			Active	Enrolled	N/A	Josiah	Wright
7	809820			Active	Incomplet	N/A	Jane	Dooerr
8								
9								
10								
11								
12								
13								
14								
15								
16								

Customers Enrollment

Ready Accessibility: Investigate

Monthly Compliance Process

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

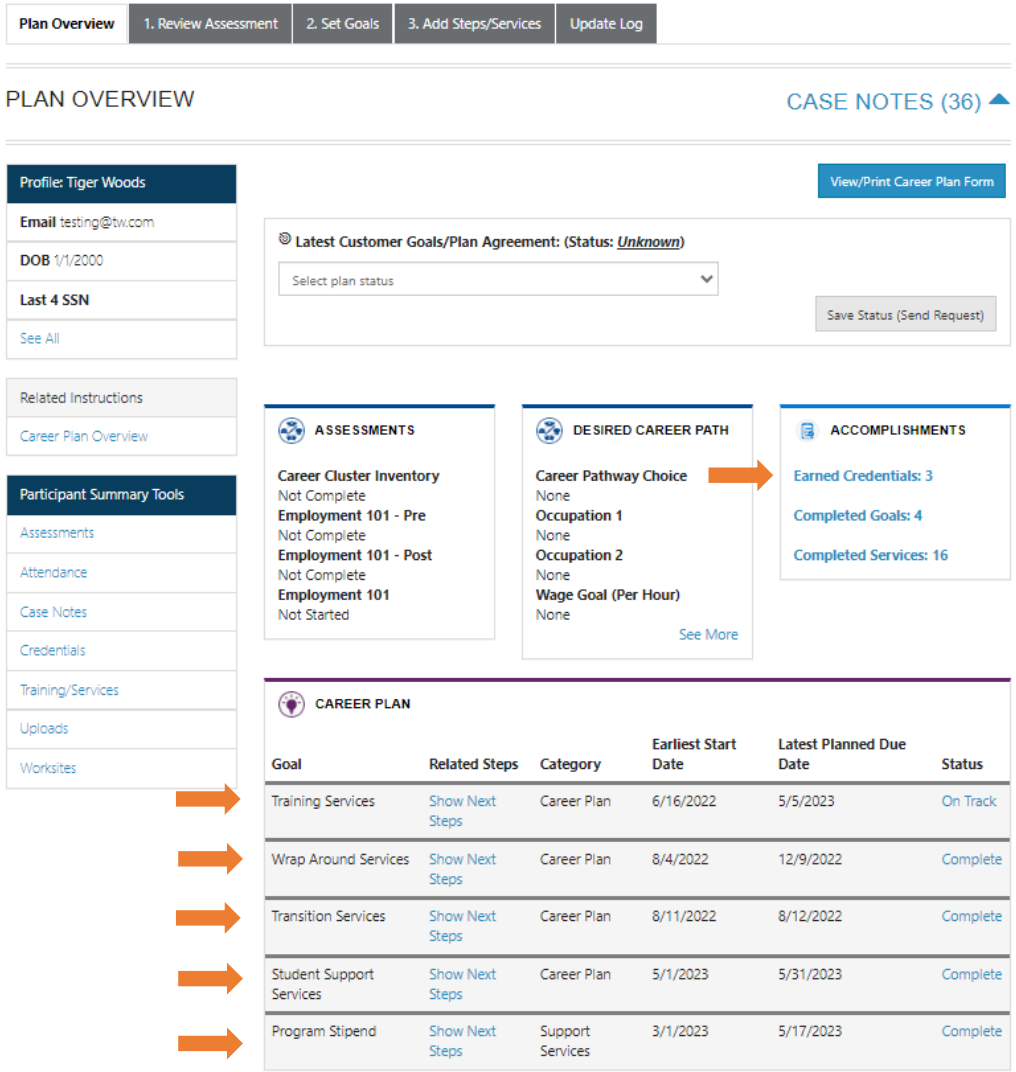


Enrollment Verification

- Overall status in IWRS is Enrolled.
- Prescreen Information
- Application (over 18 and an IL resident)
- Proof of High School diploma/equivalent
- Two interview sheets, completed by interviewers. Correct scoring!
- Interviewer names & average score
- Commitment agreement signed/dated by a staff member and the participant
- Wrap-around Service Assessment
- Orientation Career Assessment

Monthly Compliance Process

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

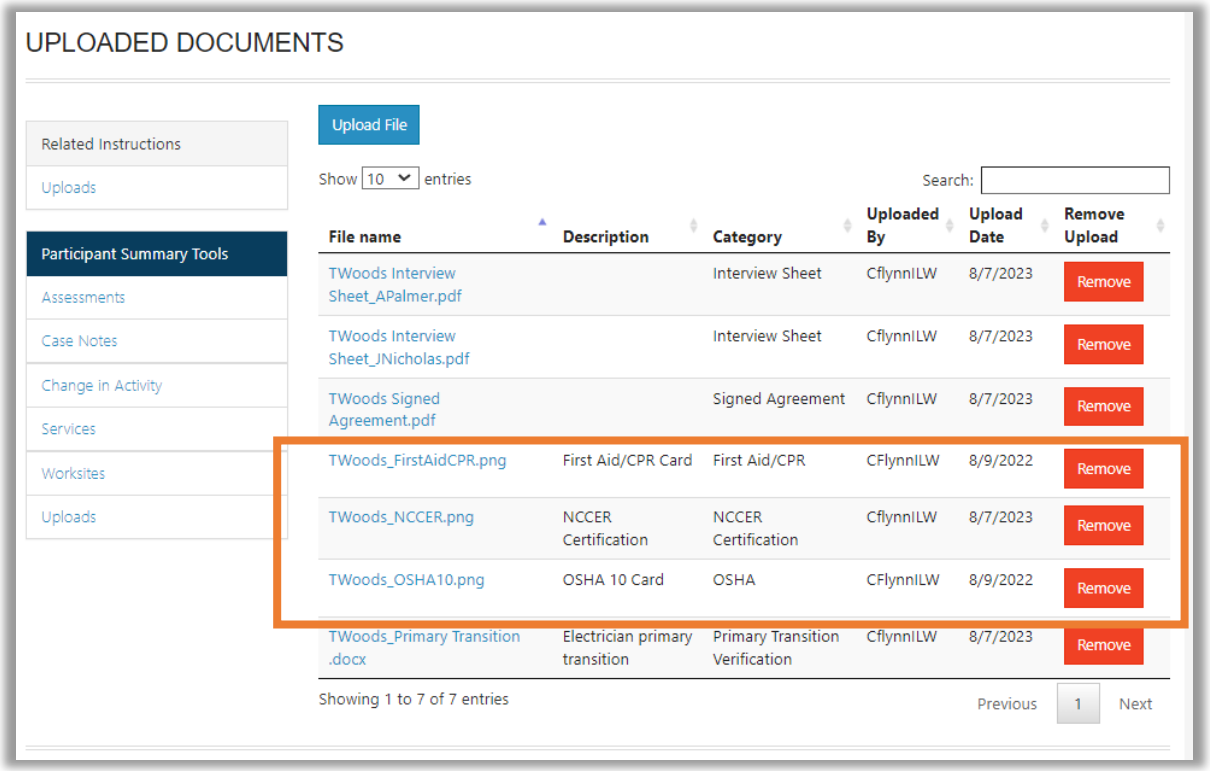


Completion Verification

- Overall status in IWRS is Complete or Complete & In Transition
- 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*
- An earned credential entry for each credential successfully completed
- All support services have appropriate final status
- Goals are updated to their final status

Monthly Compliance Process

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

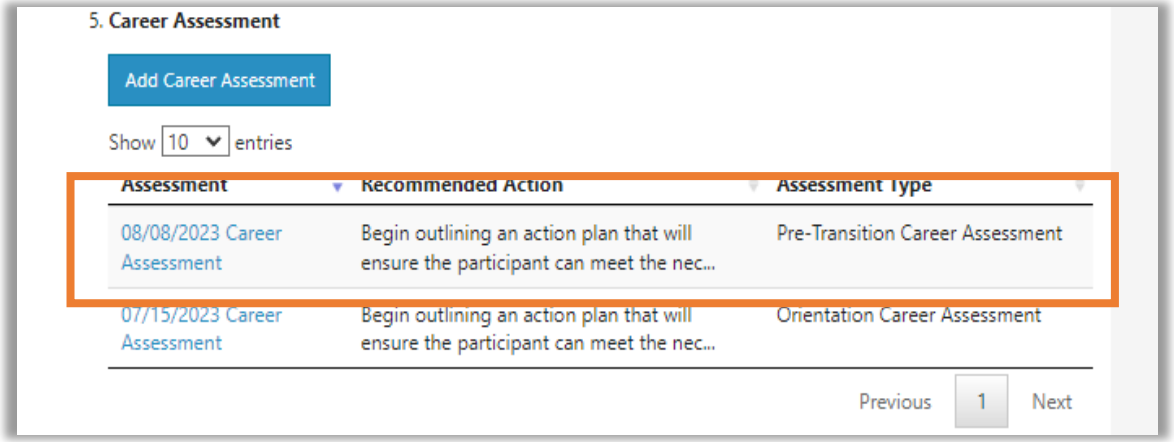


Completion Verification

- Certificates/Certifications uploaded

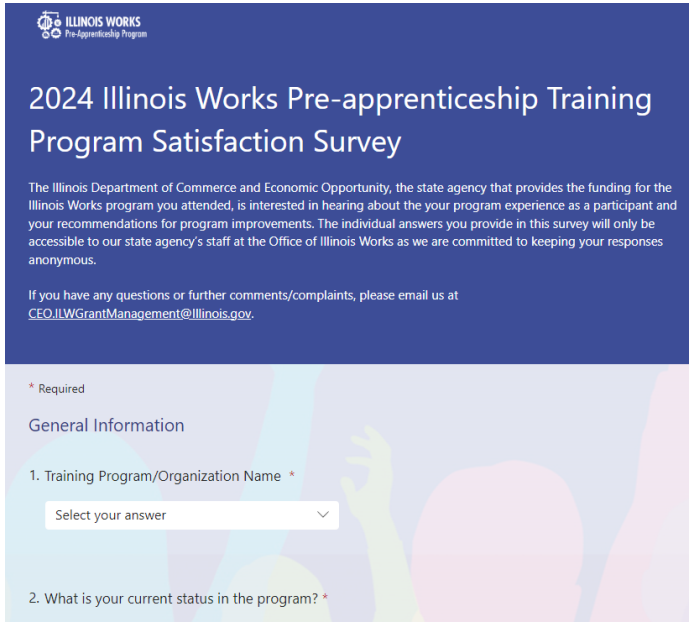
Monthly Compliance Process

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



Completion Verification

- Pre-Transition Career Assessment Completed *(Intake Tab)*

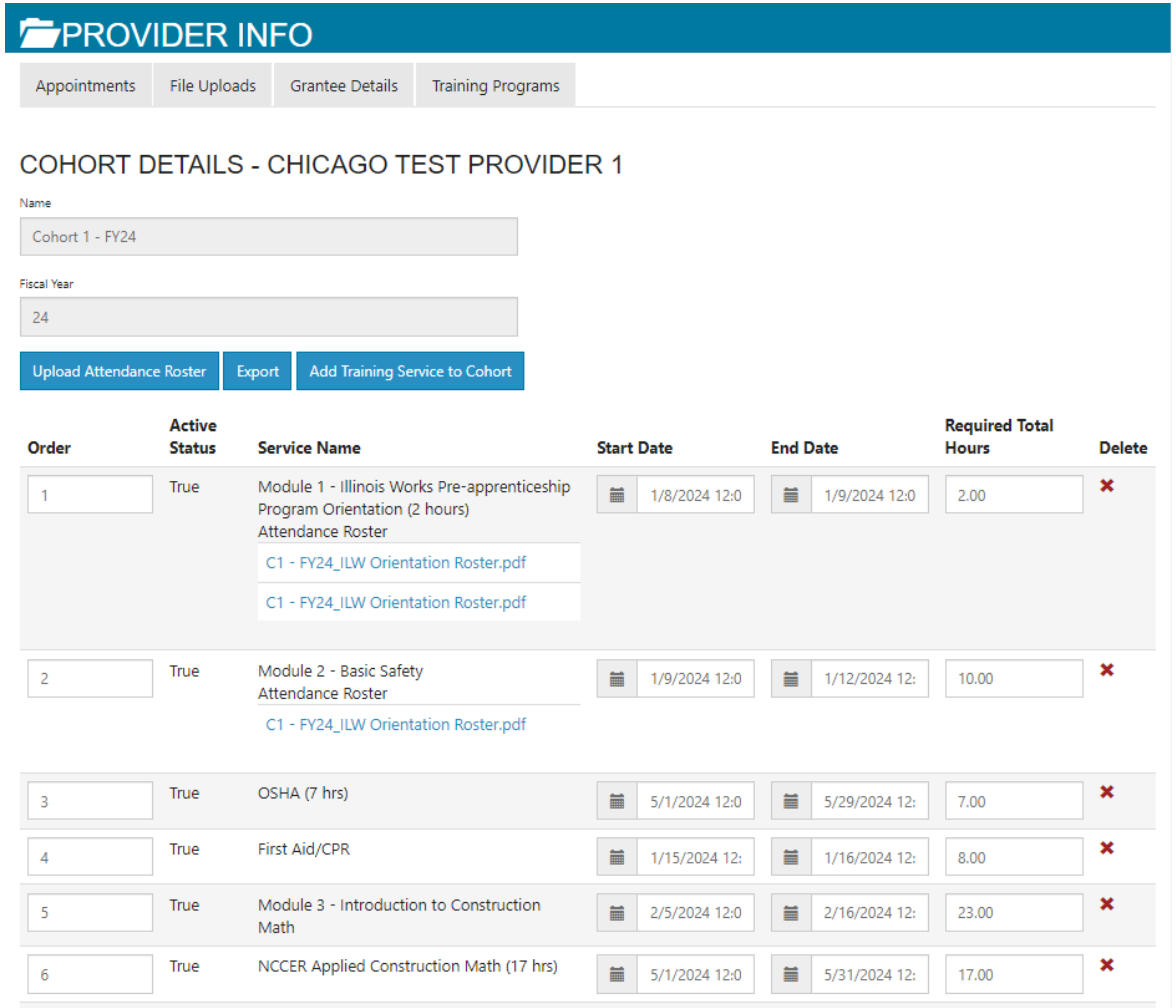


- *Satisfaction Survey (https://forms.office.com/g/xXQFbKzvQC) has been provided to participants at graduation*

TOOLBOX TUESDAYS

Monthly Compliance Process

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

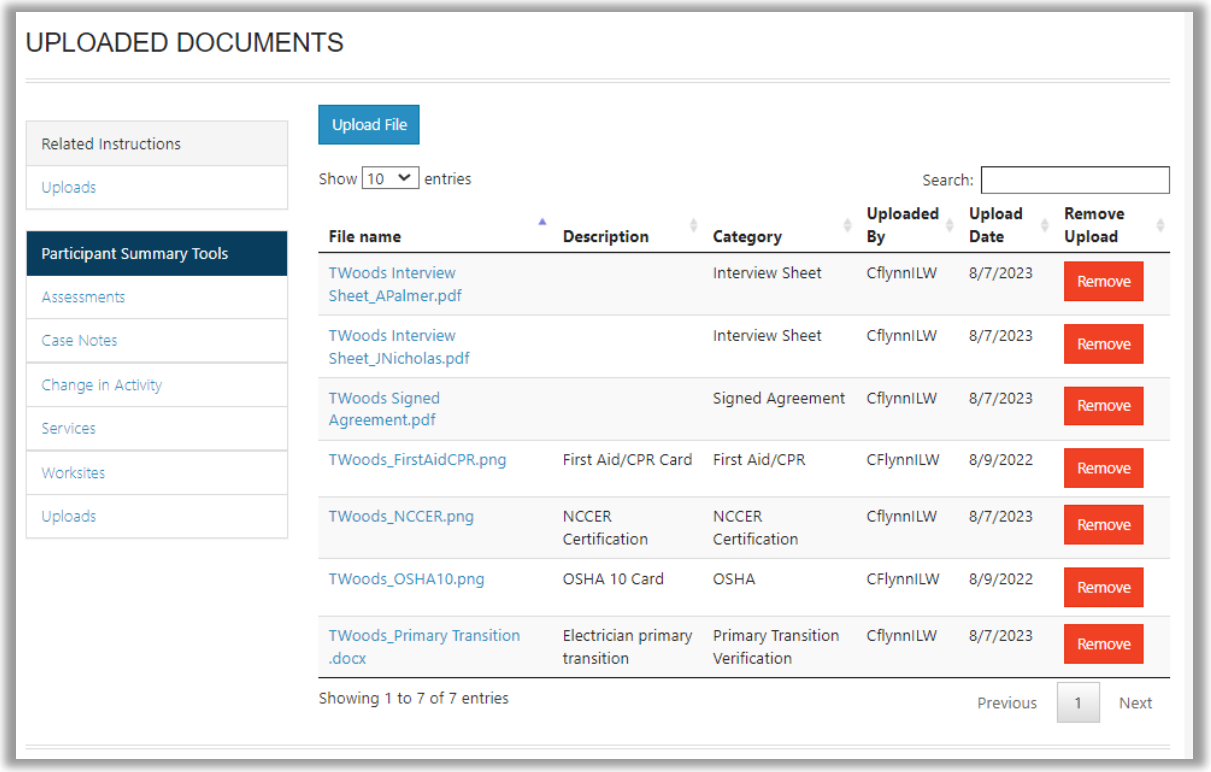


Completion Verification

- Attendance Roster uploaded for each training module

Monthly Compliance Process

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



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

Transition Verification*

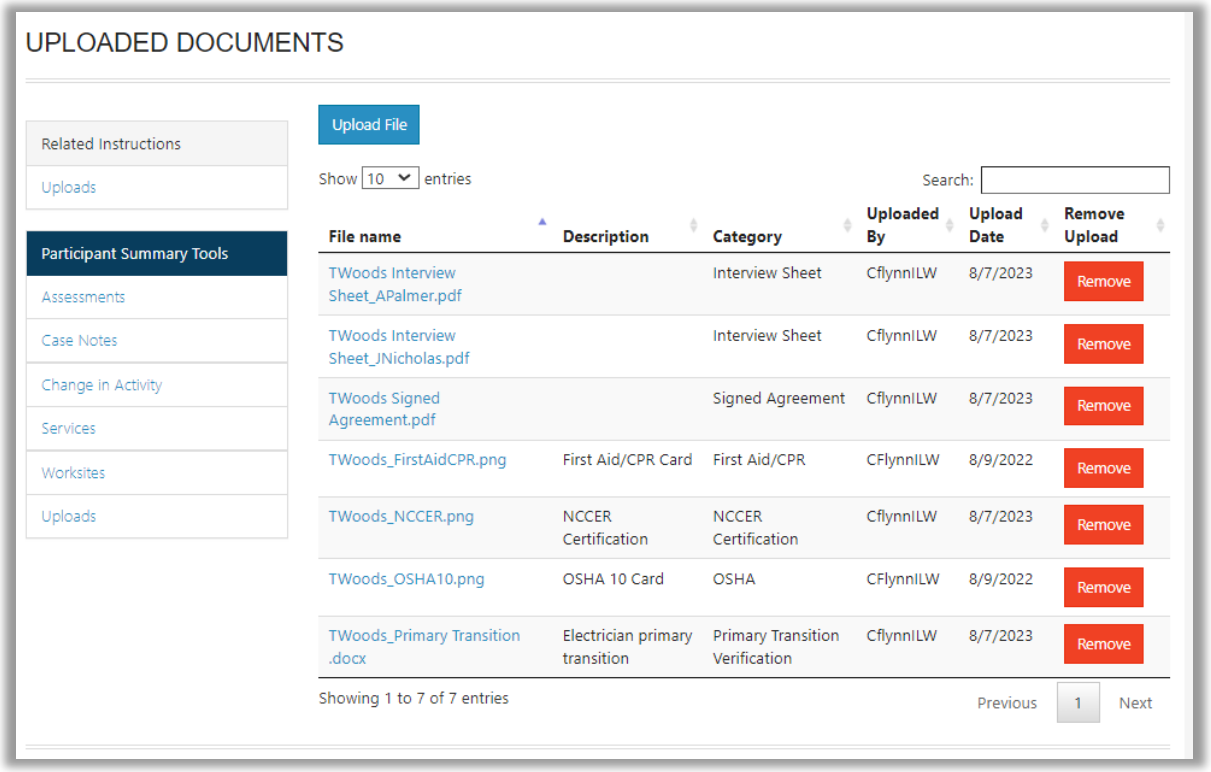
- *Preliminary Primary Transition*
  - *Application for RAP, Waitlist letter for RAP, Receipt of application, confirmation from RAP*
  - *Must contain the participant's name and the name of the RAP*
  - *Must be a dated, third-party document*

- *Final Primary Transition*
  - *Acceptance letter for RAP, sponsorship letter for RAP*

** See 2024 Grantee Manual for guidance regarding "in house" Registered Apprenticeship Programs.*

Monthly Compliance Process

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



Transition Verification

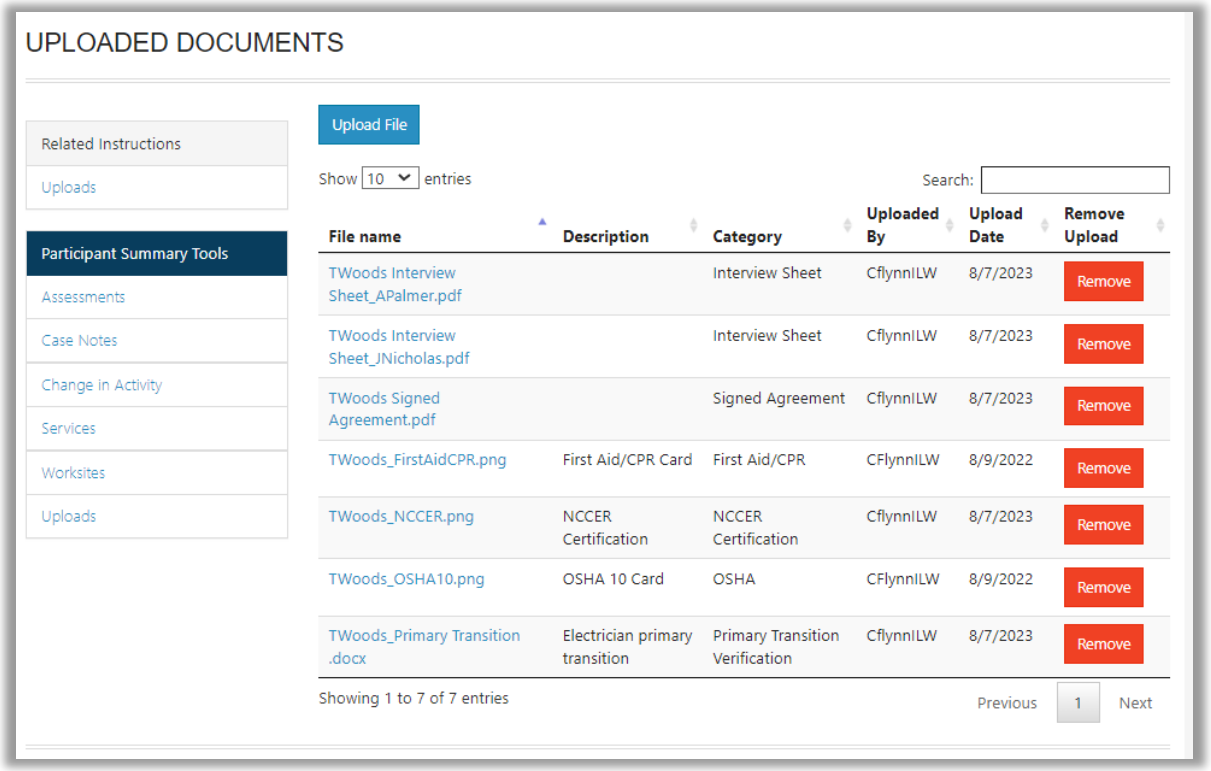
- *Alternative Construction Transition**
  - *Paystub or offer letter for employment*
  - *ILWPP Exhibit 18 – Employment Verification Form*

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

** Examples of these industries/positions include facilities, construction jobs not connected to a US DOL RAP, utilities, alternative energy such as solar panel installation, construction project management/professional services, broadband technicians, EV station installer technicians, among others.*

Monthly Compliance Process

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



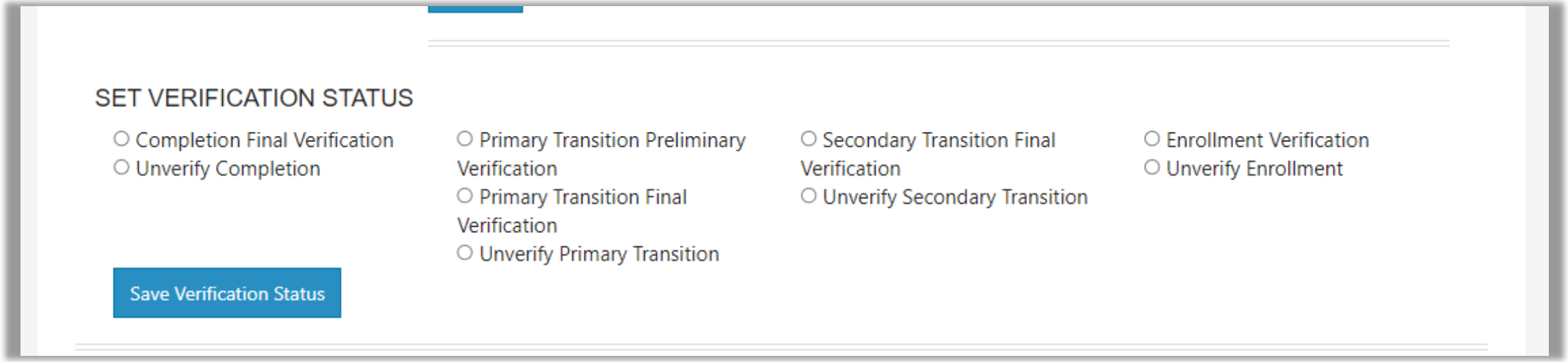
Transition Verification

- *Secondary 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



Miscellaneous

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!

Upcoming Compliance Dates

Compliance data will be pulled on the following dates:

June 7, 2024

July 5, 2024

August 2, 2024

September 6, 2024

*****Dates are subject to change**.**

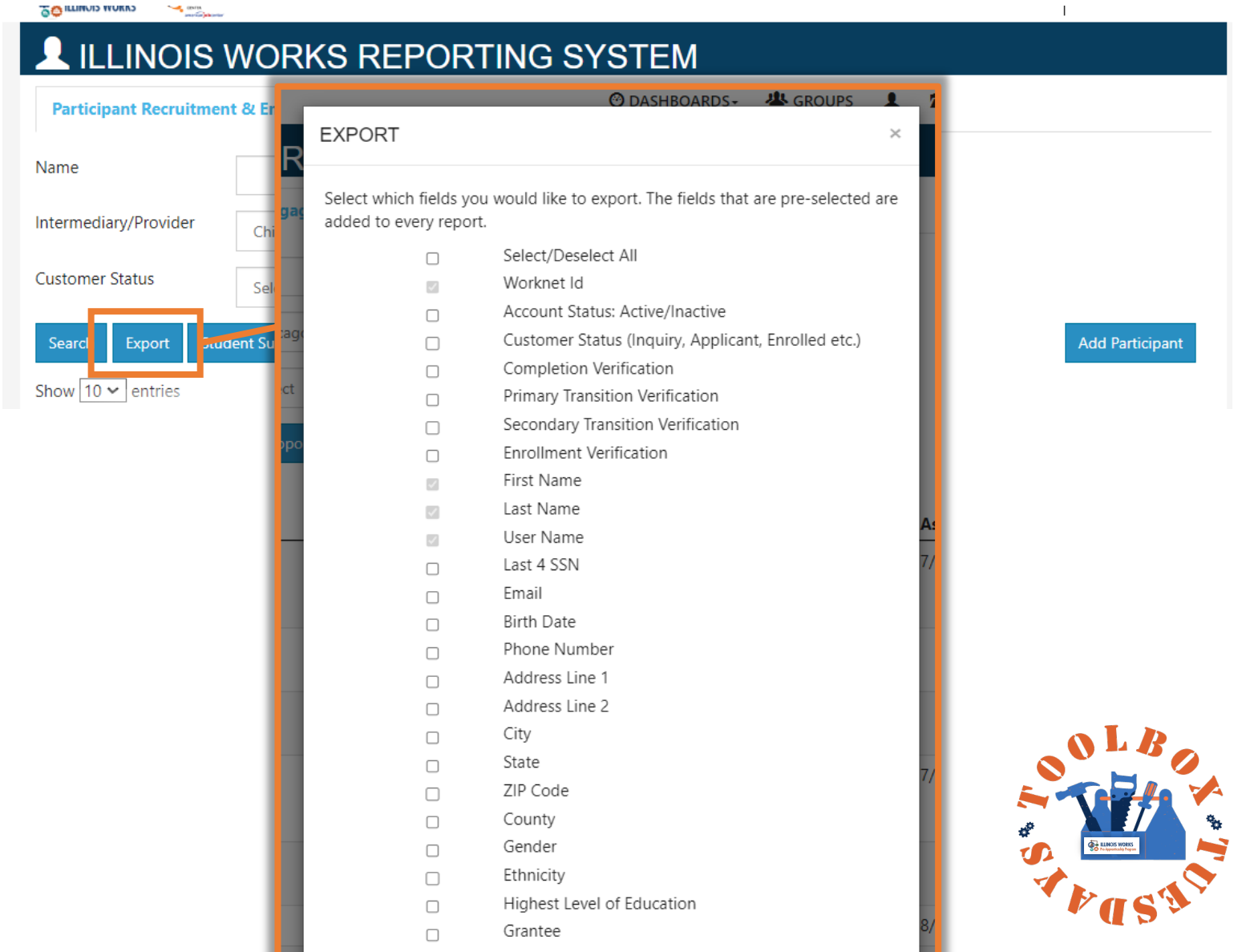
Tools to Help with Verification

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant Enrollment Checklist



Tools to Help with Verification

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant Enrollment Checklist

- Customer Status

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, First Aid/CPR, NCCER, 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

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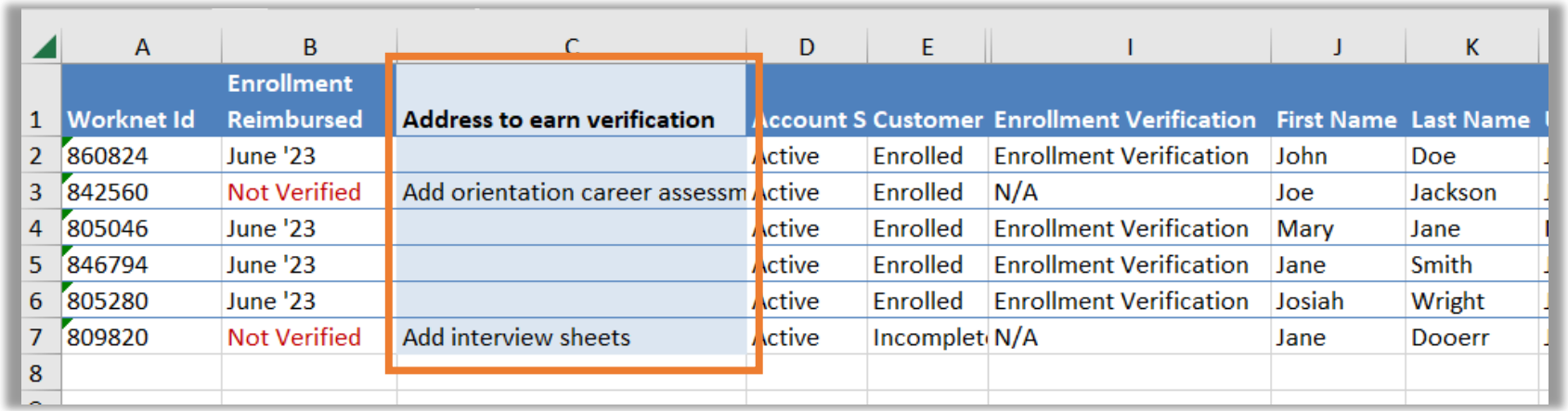
Data Verification Checklist

Participant Enrollment Checklist



	A	B	C	D	E	I	J	K
1	Worknet Id	Enrollment Reimbursed	Address to earn verification	Account S	Customer	Enrollment Verification	First Name	Last Name
2	860824	June '23		Active	Enrolled	Enrollment Verification	John	Doe
3	842560	Not Verified	Add orientation career assessm	Active	Enrolled	N/A	Joe	Jackson
4	805046	June '23		Active	Enrolled	Enrollment Verification	Mary	Jane
5	846794	June '23		Active	Enrolled	Enrollment Verification	Jane	Smith
6	805280	June '23		Active	Enrolled	Enrollment Verification	Josiah	Wright
7	809820	Not Verified	Add interview sheets	Active	Incomplet	N/A	Jane	Dooerr
8								

Tools to Help with Verification

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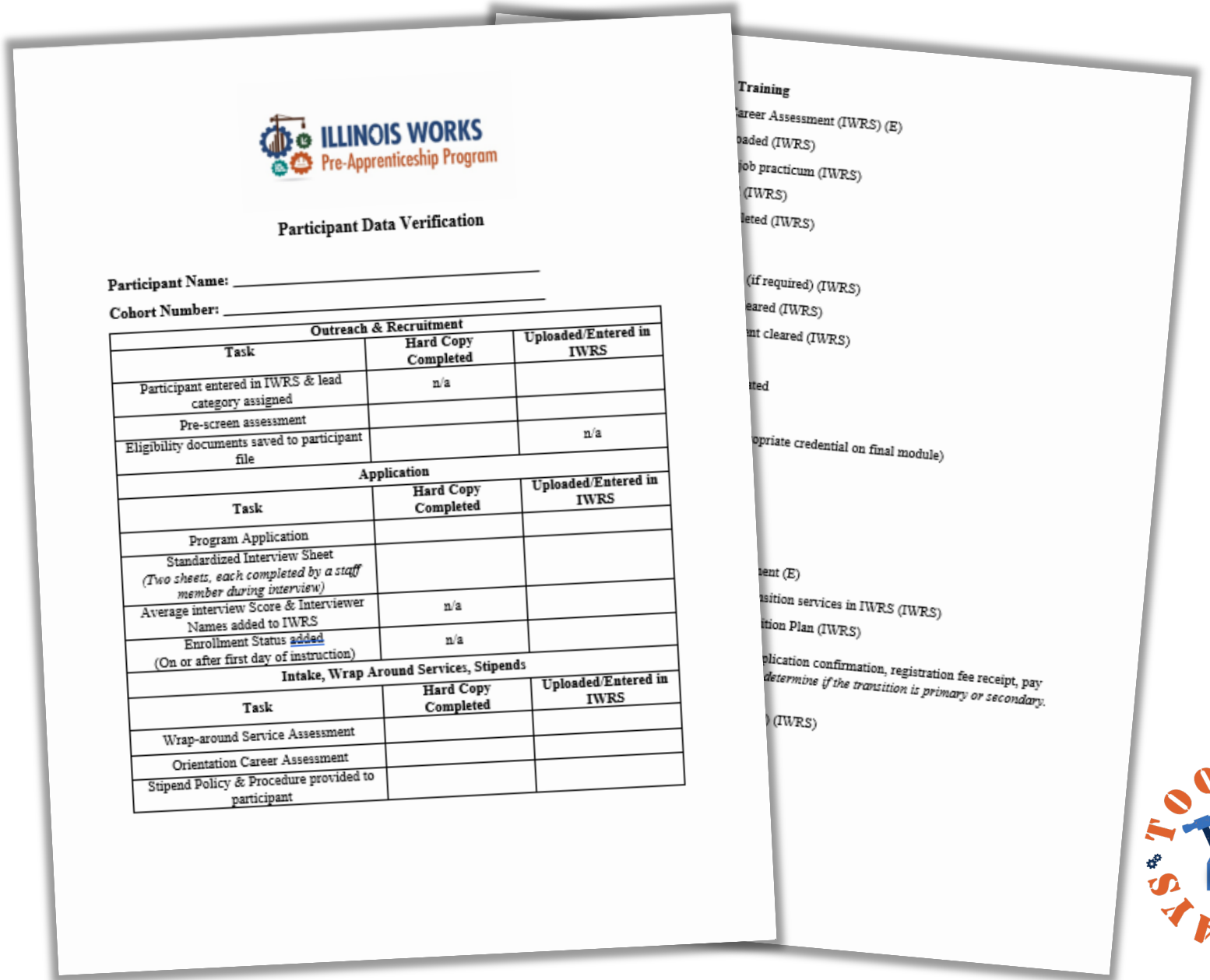
Data Verification Checklist

Participant Enrollment Checklist



ILLINOIS WORKS
Pre-Apprenticeship Program

Participant Data Verification

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 *(Two sheets, each completed by a staff member during interview)*		
Average interview Score & Interviewer Names added to IWRS	n/a	
Enrollment Status added (On or after first day of instruction)	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		

Training

areer Assessment (IWRS) (E)
oaded (IWRS)
ob practicum (IWRS)
(IWRS)
eted (IWRS)

(if required) (IWRS)
eared (IWRS)
nt cleared (IWRS)

ted

opriate credential on final module)

ent (E)
sition services in IWRS (IWRS)
ition Plan (IWRS)
plication confirmation, registration fee receipt, pay
determine if the transition is primary or secondary.
) (IWRS)

TOOLBOX TUESDAYS

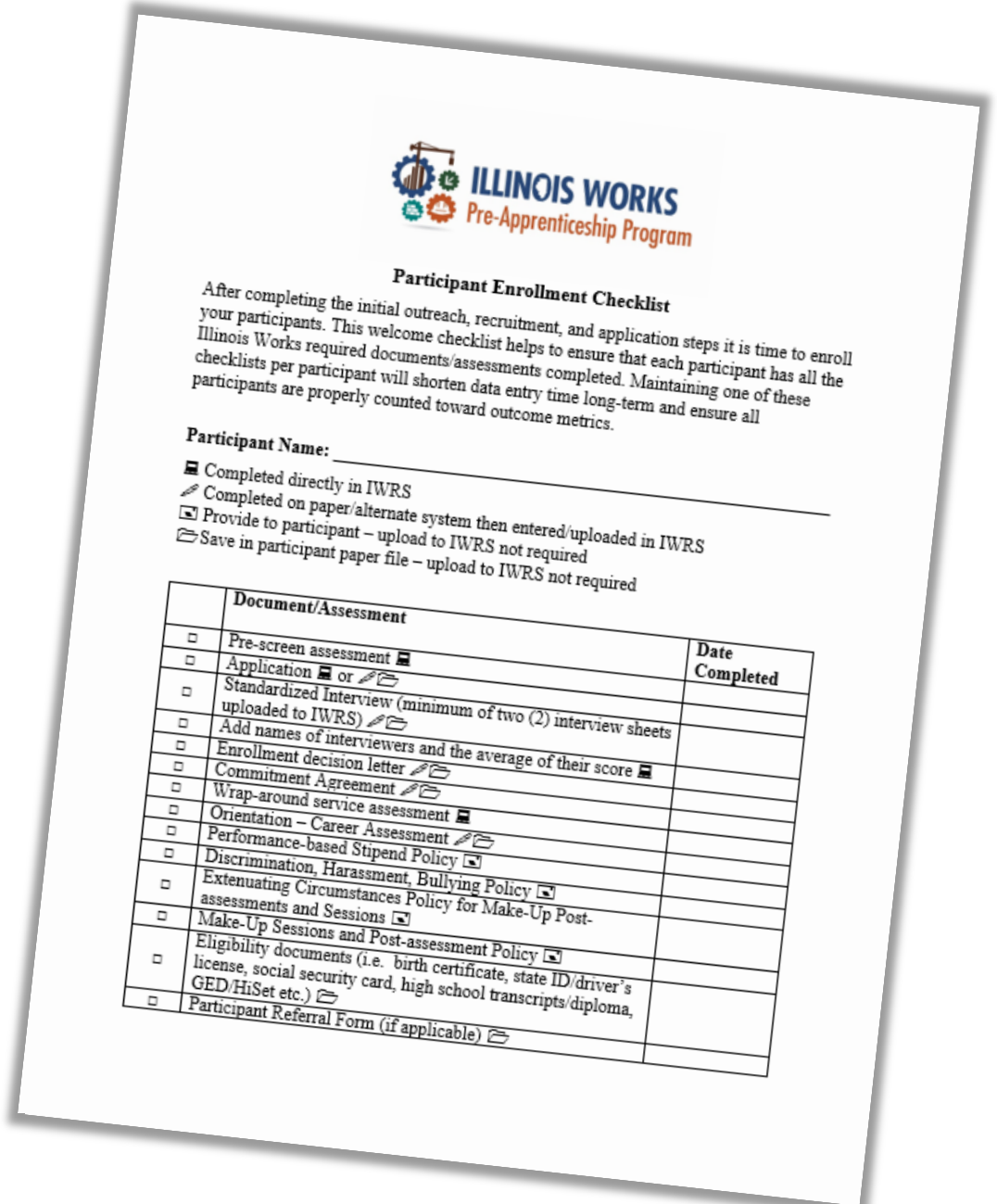
Tools to Help with Verification

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant Enrollment Checklist



ILLINOIS WORKS
Pre-Apprenticeship Program

Participant Enrollment Checklist

After completing the initial outreach, recruitment, and application steps it is time to enroll your participants. This welcome checklist helps to ensure that each participant has all the Illinois Works required documents/assessments completed. Maintaining one of these checklists per participant will shorten data entry time long-term and ensure all participants are properly counted toward outcome metrics.

Participant Name: _____

Completed directly in IWRS
Completed on paper/alternate system then entered/uploaded in IWRS
Provide to participant – upload to IWRS not required
Save in participant paper file – upload to IWRS not required

	Document/Assessment	Date Completed
☐	Pre-screen assessment	
☐	Application or	
☐	Standardized Interview (minimum of two (2) interview sheets uploaded to IWRS)	
☐	Add names of interviewers and the average of their score	
☐	Enrollment decision letter	
☐	Commitment Agreement	
☐	Wrap-around service assessment	
☐	Orientation – Career Assessment	
☐	Performance-based Stipend Policy	
☐	Discrimination, Harassment, Bullying Policy	
☐	Extenuating Circumstances Policy for Make-Up Post-assessments and Sessions	
☐	Make-Up Sessions and Post-assessment Policy	
☐	Eligibility documents (i.e. birth certificate, state ID/driver's license, social security card, high school transcripts/diploma, GED/HiSet etc.)	
☐	Participant Referral Form (if applicable)	

TOOLBOX TUESDAYS

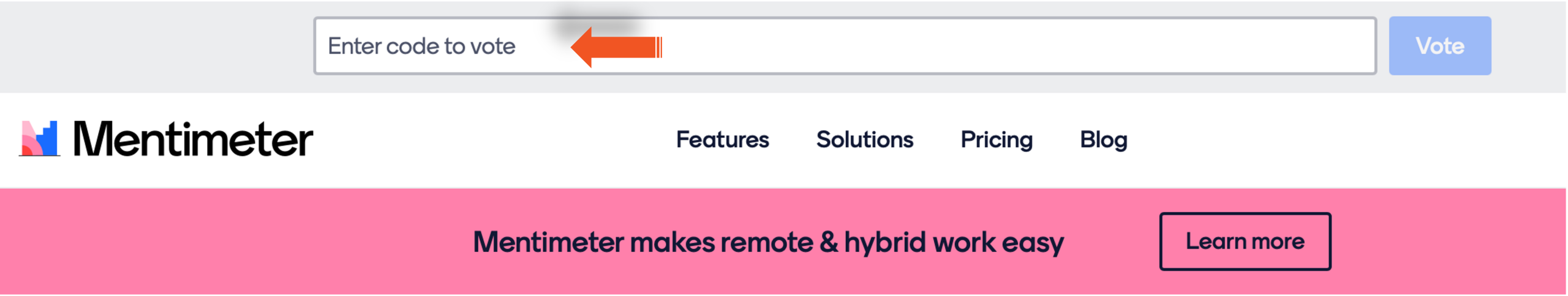
Questions?

Feedback Please!

Survey link in the chat now

Illinois
Department of Commerce
& Economic Opportunity

Access the website: www.menti.com
Enter: 5619 8143



ILLINOIS

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