



Compliance Reports

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

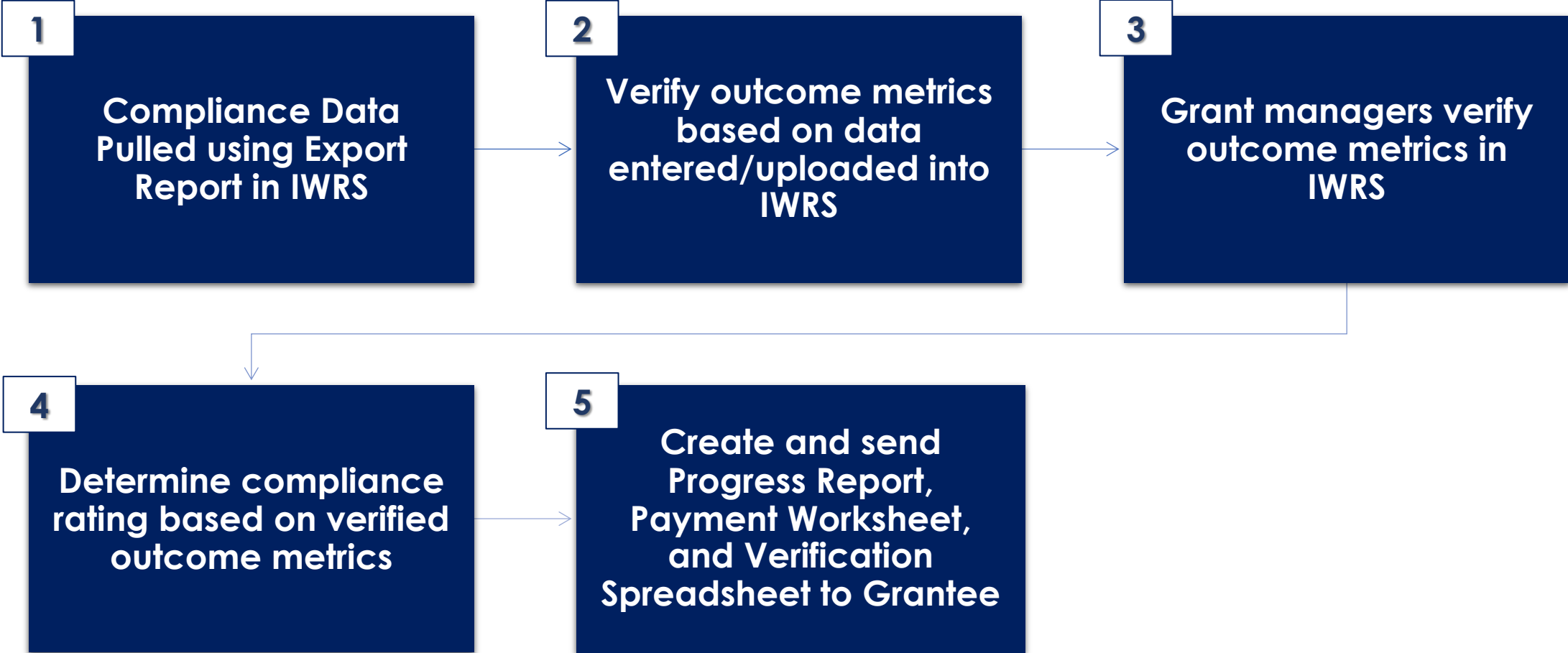


Outline

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



Monthly Compliance Process



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 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)

Table B: Instructions

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

Cohort 2

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

Cohort 3

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

COLBOY TUESDAY
SUNSHINE WORDS

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

8/1




Compliance Reports

- Step 5 of 5



Monthly Compliance Process

5 Progress Report, Payment Worksheet, and Verification Spreadsheet



Illinois Works Monthly Compliance Progress Report

May 2024

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

Cohort	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	Completion 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.



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
<p>The May 2024 Overall Compliance Rating and Percentage are based on the following metrics:</p> <p>Cohort 1: Enrollment Cohort 2: Enrollment</p>	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

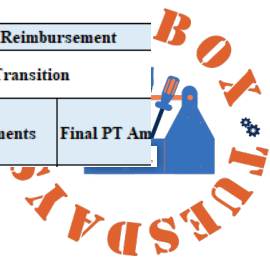
Next Compliance Data Pull	6/7/2024
---------------------------	----------



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	2024 Reimbursement Max.	2023 Reimbursement Max.	Total Grant Award Amount	Remaining Award to be earned							
Enrollment Funding Cap (25%)	\$110,000.00	\$2,750.00	N/A	\$133,750.00	\$300,000.00	\$840,000.00	\$406,250.00							
Completion Funding Cap (30%)	\$132,000.00	\$3,882.35	\$3,529.41	Outcome Metric Goals										
PT Funding Cap (35%)	\$154,000.00	Primary Transition (75% of PT)	\$4,125.00	\$3,750.00	2024		2023							
		Final Verification - Primary Transition (25% of PT)	\$1,375.00	\$1,250.00	Individuals Enrolled	40	40							
		Alternate Construction Transition Funding (70% of PT)	\$3,850.00	N/A	Individuals Completed	34	34							
		Secondary Transition Funding Cap	\$2,750.00	\$2,500.00	Individuals Primary Transition	28	28							
		Close Out Reports (10%)	\$44,000.00		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



Illinois Works Monthly Compliance Progress Report

May 2024

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

Cohort	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	Completion 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.



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


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

	A	B	C	D	E	F	G	H	I	J	K		
1													
2	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Grantee Name:</td> <td>Chicago Test Provider # 2</td> </tr> </table>											Grantee Name:	Chicago Test Provider # 2
Grantee Name:	Chicago Test Provider # 2												
3													
4													
5													
6													
7													
8													
9													
10		Funding	Per Participant Allotment			Total Grant Award	\$550,000.00	Advance amount (8% of Total Grant Award)	\$44,000.00				
11	Enrollment Funding Cap (25%)	\$137,500.00	\$2,750.00			2024 Reimbursement Max	\$41,250.00	Remaining balance to be earned	\$508,750.00				
12	Completion Funding Cap (30%)	\$165,000.00	\$3,837.21	Outcome Metric Goals									
13	Preliminary Verification - Primary Transition (75% of PT)	\$192,500.00	\$4,125.00	Individuals Enrolled				50					
14	Final Verification - Primary Transition (25% of PT)		\$1,375.00	Individuals Completed				43					
15	Alternate Construction Transition Funding (70% of PT)		\$3,850.00	Individuals Primary Transition				35					
16	Secondary Transition Funding (50% of PT)		\$2,750.00	Individuals Secondary Transition				8					
17	Close Out Reports (2%)	\$11,000.00											
18													
19	Enrollment			Completion									
20		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		
	Verified Enrollment	Adjustments	Amount	Verified Completion	Adjustments	Amount
January	0		\$0.00	0		
February	0		\$0.00	0		
March	0		\$0.00	0		
April	0		\$0.00	0		
May	15		\$41,250.00	0		
June			\$0.00			
July			\$0.00			
August			\$0.00			
September			\$0.00			
October			\$0.00			
November			\$0.00			
December			\$0.00			
January 2024			\$0.00			
	15		\$41,250.00	0		

Month	Advance	Total Funding Available
January		\$0.00
February		\$0.00
March		\$0.00
April		\$0.00
May		\$41,250.00
June		\$0.00
July		\$0.00
August		\$0.00
September		\$0.00
October		\$0.00
November		\$0.00
December		\$0.00
January 2024		\$0.00
	\$0.00	\$41,250.00



Monthly Compliance Process

5 Progress Report, Payment Worksheet, and Verification Spreadsheet

	Enrollment			Completion		
	Verified Enrollment	Adjustments	Amount	Verified Completion	Adjustments	Amount
January	0		\$0.00	0		
February	0		\$0.00	0		
March	0		\$0.00	0		
April	0		\$0.00	0		
May	15		\$41,250.00	0		
June			\$0.00			
July			\$0.00			
August			\$0.00			
September			\$0.00			
October			\$0.00			
November			\$0.00			
December			\$0.00			
January 2024			\$0.00			
	15		\$41,250.00	0		

Month	Advance	Total Funding Available
January		\$0.00
February		\$0.00
March		\$0.00
April		\$0.00
May		\$41,250.00
June		\$0.00
July		\$0.00
August		\$0.00
September		\$0.00
October		\$0.00
November		\$0.00
December		\$0.00
January 2024		\$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	Custom	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	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	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	Minnie	Mouse	Orientation Career Assessment not entered.	5/31/2003	IL
5	456123		Incomplete	5/6						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	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	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

	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	Incomplete	N/A	Jane	Dooerr
8								
9								
10								
11								
12								
13								
14								
15								
16								



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(41)

Profile: Tiger Woods

Email testing@tw.com

DOB 1/1/2000

Last 4 SSN

See All

Participant Summary Tools

Assessments

Attendance

Case Notes

Credentials

Training/Services

Uploads

Worksites

Instructions/Resources

Intake Instructions

Case File Organizer Sheets

1. Complete Application

Prescreening Information
View Application Completed on 8/7/2023
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 Jack Nicholas & Arnold Palmer
Interviewer Score 36.00

Upload Interview Sheet
Interview Sheets:
TWoods Interview Sheet_APalmer.pdf ✖
TWoods Interview Sheet_JNicholas.pdf ✖

3. Enter enrollment status

Add Enrollment Status

Upload Signed Agreement

Signed Agreements:
TWoods Signed Agreement.pdf

Add Case Note

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

The screenshot displays the 'Plan Overview' page in IWRS. At the top, there are navigation tabs: 'Plan Overview', '1. Review Assessment', '2. Set Goals', '3. Add Steps/Services', and 'Update Log'. The main content area is divided into several sections:

- Profile:** Tiger Woods, Email: testing@tw.com, DOB: 1/1/2000, Last 4 SSN: [redacted].
- Latest Customer Goals/Plan Agreement:** (Status: *Unknown*). A dropdown menu for 'Select plan status' and a 'Save Status (Send Request)' button are present.
- ASSESSMENTS:** Career Cluster Inventory (Not Complete), Employment 101 - Pre (Not Complete), Employment 101 - Post (Not Complete), Employment 101 (Not Started).
- DESIRED CAREER PATH:** Career Pathway Choice (None), Occupation 1 (None), Occupation 2 (None), Wage Goal (Per Hour) (None).
- ACCOMPLISHMENTS:** Earned Credentials: 3, Completed Goals: 4, Completed Services: 16.
- CAREER PLAN Table:**

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
Program Stipend	Show Next Steps	Support Services	3/1/2023	5/17/2023	Complete

Orange arrows point from the 'Participant Summary Tools' sidebar to the 'Training Services' row in the table, and from the 'DESIRED CAREER PATH' section to the 'ACCOMPLISHMENTS' section.

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

UPLOADED DOCUMENTS

Upload File

Related Instructions

Uploads

Show 10 entries

Search:

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

Showing 1 to 7 of 7 entries

Previous 1 Next



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

Completion Verification

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

ILLINOIS WORKS
The Apprenticeship Program

2024 Illinois Works Pre-apprenticeship Training Program Satisfaction Survey

The Illinois Department of Commerce and Economic Opportunity, the state agency that provides the funding for the Illinois Works program you attended, is interested in hearing about your program experience as a participant and your recommendations for program improvements. The individual answers you provide in this survey will only be accessible to our state agency's staff at the Office of Illinois Works as we are committed to keeping your responses anonymous.

If you have any questions or further comments/complaints, please email us at CEO.IWGrantManagement@illinois.gov.

* Required

General Information

1. Training Program/Organization Name *

Select your answer

2. What is your current status in the program? *

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



Monthly Compliance Process

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

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

Add Training Service to Cohort

Order	Active Status	Service Name	Start Date	End Date	Required Total Hours	Delete
1	True	Module 1 - Illinois Works Pre-apprenticeship Program Orientation (2 hours) Attendance Roster C1 - FY24_ILW Orientation Roster.pdf C1 - FY24_ILW Orientation Roster.pdf	1/8/2024 12:0	1/9/2024 12:0	2.00	✘
2	True	Module 2 - Basic Safety Attendance Roster C1 - FY24_ILW Orientation Roster.pdf	1/9/2024 12:0	1/12/2024 12:0	10.00	✘
3	True	OSHA (7 hrs)	5/1/2024 12:0	5/29/2024 12:0	7.00	✘
4	True	First Aid/CPR	1/15/2024 12:0	1/16/2024 12:0	8.00	✘
5	True	Module 3 - Introduction to Construction Math	2/5/2024 12:0	2/16/2024 12:0	23.00	✘
6	True	NCCER Applied Construction Math (17 hrs)	5/1/2024 12:0	5/31/2024 12:0	17.00	✘

Completion Verification

- Attendance Roster uploaded for each training module



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

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

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

- *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

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 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



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

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 links for 'DASHBOARDS' and 'GROUPS'. The main content area is titled 'Participant Recruitment & Enrollment' and contains several input fields: 'Name', 'Intermediary/Provider', and 'Customer Status'. Below these fields are buttons for 'Search', 'Export', and 'Add Participant'. The 'Export' button is highlighted with an orange box. An 'EXPORT' dialog box is open over the 'Export' button, containing a list of fields to be exported. The dialog box has a title bar with 'EXPORT' and a close button. The text inside the dialog box reads: 'Select which fields you would like to export. The fields that are pre-selected are added to every report.' The list of fields includes: '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. The 'Add Participant' button is also visible on the right side of the interface.

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

Add Participant



Tools to Help with Verification

- Customer Status

Export Report

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*)

Monthly Verification Spreadsheet

Data Verification Checklist

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?

Participant Enrollment Checklist



Tools to Help with Verification

Export Report

Monthly Verification Spreadsheet

	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 assessment	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	Incomplete	N/A	Jane	Dooerr
8								

Data Verification Checklist

Participant Enrollment Checklist



Tools to Help with Verification

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant Enrollment Checklist



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 <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		

Training

Career Assessment (IWRS) (E)

Loaded (IWRS)

Job practicum (IWRS)

(IWRS)

Loaded (IWRS)

(if required) (IWRS)

Loaded (IWRS)

Participant cleared (IWRS)

Loaded

(Appropriate credential on final module)

Participant (E)

Transition services in IWRS (IWRS)

Transition Plan (IWRS)

Application confirmation, registration fee receipt, pay
determine if the transition is primary or secondary.

(IWRS)




Tools to Help with Verification

Export Report

Monthly Verification Spreadsheet

Data Verification Checklist

Participant Enrollment Checklist



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: _____

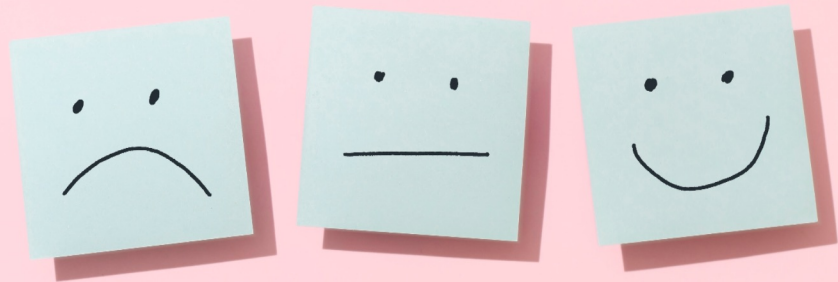
- Completed directly in IWRS
- Completed on paper/alternate system then entered/uploaded in IWRS
- Provide to participant – upload to IWRS not required
- Save in participant paper file – upload to IWRS not required

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



Questions?





Feedback Please!
Survey link in the chat now



Illinois
Department of Commerce
& Economic Opportunity



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

Enter code to vote



Vote

 **Mentimeter**

[Features](#)

[Solutions](#)

[Pricing](#)

[Blog](#)

Mentimeter makes remote & hybrid work easy

[Learn more](#)

ILLINOIS 

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



Illinois
Department of Commerce
& Economic Opportunity

JB Pritzker, Governor