

Grant Monitoring System (GMS) Completing an event [January 2024]

GRANT MONITORING SYSTEM (GMS) TRAINING

AGENDA

- Resources and Recordings
- Purpose
- Login
- Search for an event
- View Event
- Complete instrument

GRANT MONITORING SYSTEM (GMS) TRAINING RESOURCES AND RECORDINGS



ALL RESOURCES



ACME Transition Scope & Lifecycle



Webinar Recordings & Materials



Full List of Resources



FAQs and Announcements

EVENT CALENDAR

This event calendar includes kickoff webinars, Demonstrations, User Acceptance Testing (UAT) sessions, technical assistance webinars, in-person training,

[CTRL+Click here for Monitoring Partner Page](#)

GRANT MONITORING SYSTEM (GMS) TRAINING

PURPOSE



INITIATION & DISCOVERY

Define the scope of the project and timeline. Build and approve the project plan and schedule. Research and define the technical requirements and the business requirements. Receive approval on the user stories that will go into the development sprints.



DEVELOPMENT SPRINTS

Start development work to set up the system's infrastructure of the system and begin development on approved user stories. Short development cycles allow teams to develop, deploy, and iterate on their product with frequent feedback from stakeholders.



USER ACCEPTANCE TESTING (UAT)

In User Acceptance Testing, business stakeholders determine whether an application or feature fulfills its purpose. Because development is happening in cycles, testing happens more frequently to ensure that work is being completed towards the product's vision.



TRAINING

Hands-on sessions will be conducted to train the monitoring staff on the new Monitoring system prior to go-live. End users will be provided instruction resources in a variety of formats including documents, videos, and quick start guides.



DATA MIGRATION & GO LIVE

Data entry will be paused on ACME and historical data moved to the new Monitoring application. Once migrated, users will only need to use the new Monitoring application.

GRANT MONITORING SYSTEM (GMS) TRAINING LOGIN



GRANT MONITORING SYSTEM (GMS) TRAINING

LOGIN

- GMS is on the Illinois workNet platform
- Use your workNet username and password to log in

Environment	URL	Purpose
Production	https://apps.illinoisworknet.com/Monitoring/	Source of truth for monitoring events

How to Bookmark

- [Google Chrome](#)
- [Microsoft Edge](#)

GRANT MONITORING SYSTEM (GMS) TRAINING

LANDING PAGE

- Site navigation bar
- User Menu
- Search events

Monitoring

1 Home Search Participant Dashboard

2 Welcome

3 Search Events

Event Listing Add New Event

Event Name	Status	Grantee	Monitoring Event Start Date	Monitoring Event End Date
WIA 5 PY16 Combined Fiscal and Programmatic Monitoring	Closed	Kane County	12/31/2016	06/29/2017
WIA 14 PY16 Combined Fiscal and Programmatic Monitoring	Closed	Western Illinois Works Inc	12/31/2016	06/29/2017
WIA11 PY16 Combined Fiscal and Programmatic Monitoring	Closed	County of Kankakee	12/31/2016	07/30/2017
WIA13 PY16 Combined Fiscal and Programmatic Monitoring	Closed	County of Rock Island	12/31/2016	06/29/2017
Symbol Grant 15-654031 Fiscal Review	Closed	Symbol Job Training Inc	12/31/2016	06/29/2017
ISU Grant 15-654038 Fiscal Desk Review	Closed	Illinois State University	12/31/2016	03/30/2017
Northpointe DEI Grant 13-112003 Desk Review	Closed	Northpointe Resources Inc	12/31/2016	04/05/2017
Township HS District 214 Grant 14-112002 Programmatic and Fiscal Review	Closed	Township High School Dist 214	12/31/2016	05/30/2017
IWP Grant 14-633091 Desk Review	Closed	Illinois Workforce Partnership	01/31/2017	03/30/2017
Perry County Counseling Center DEI Grant 13-112002 Desk Review	Closed	PERRY CNTY COUNSELING CTR INC	01/31/2017	04/11/2017

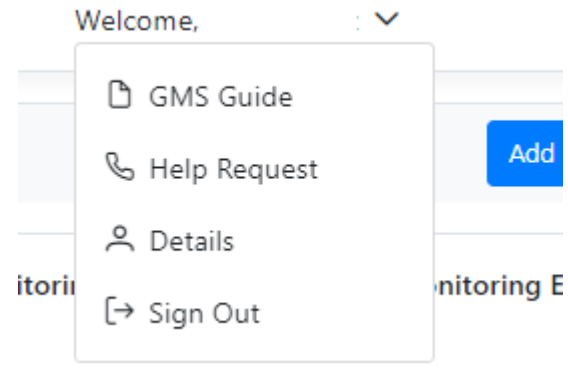
316 Events Page 1 of 32 << < 1 2 3 4 5 > >> 1 10

GRANT MONITORING SYSTEM (GMS) TRAINING

SEARCH FOR AN EVENT

USER MENU

- GMS Guide - Partner page
- Help Request - create a support ticket
- Details - workNet account logged in + role granted
- Sign Out



GRANT MONITORING SYSTEM (GMS) TRAINING

SEARCH FOR AN EVENT

- Location, Name, or Keyword Search
- Status – searches by event status: Draft, Active, or Closed.
- LWIA Number – searches by contract or LWIA office number.

Search Events

Status
Select a status ▼

LWIA Number
Select a contract ▼

Grantee
Select an organization ▼

Monitoring Event Start Date ⓘ Monitoring Event End Date ⓘ

Monitoring Review Start Date ⓘ Monitoring Review End Date ⓘ

Program Year
Select a year ▼

GRANT MONITORING SYSTEM (GMS) TRAINING

SEARCH FOR AN EVENT

- Grantee
- Event Start Date/Event End Date
- Period Start Date/Period End Date
- Program Year

Search Events

Status

LWIA Number

Grantee

Monitoring Event Start Date ⓘ **Monitoring Event End Date** ⓘ

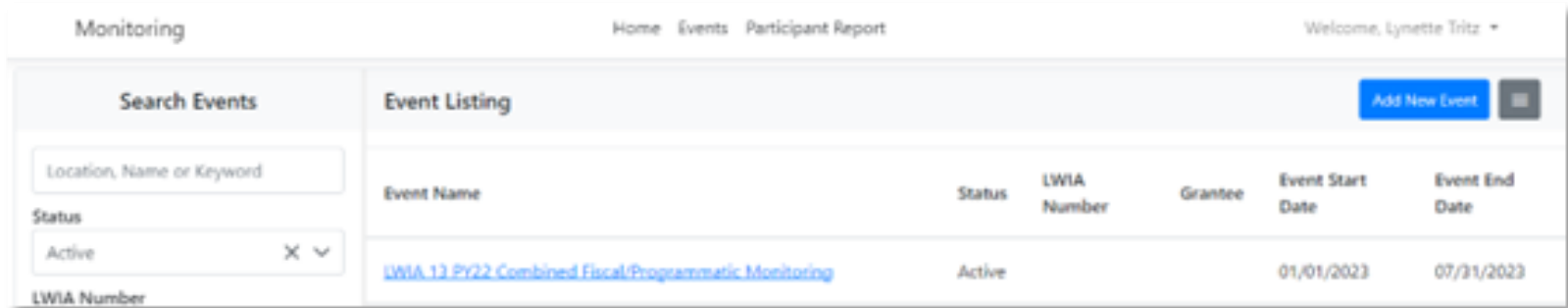
Monitoring Review Start Date ⓘ **Monitoring Review End Date** ⓘ

Program Year

GRANT MONITORING SYSTEM (GMS) TRAINING

SEARCH FOR AN EVENT

- Results are shown on the right under event listing
- Click on blue link to enter event

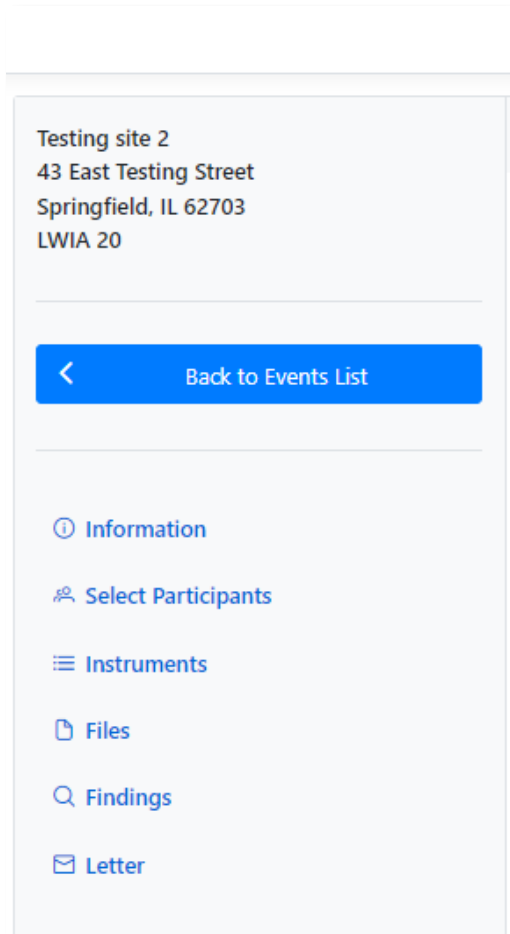


The screenshot displays the GMS interface. At the top, there are navigation links for 'Home', 'Events', and 'Participant Report', and a user greeting 'Welcome, Lynette Tritz'. The main area is divided into two sections: 'Search Events' on the left and 'Event Listing' on the right. The 'Search Events' section includes a search box for 'Location, Name or Keyword', a 'Status' dropdown menu currently set to 'Active', and a 'LWIA Number' field. The 'Event Listing' section features an 'Add New Event' button and a table with the following data:

Event Name	Status	LWIA Number	Grantee	Event Start Date	Event End Date
LWIA 13 PY22 Combined Fiscal/Programmatic Monitoring	Active			01/01/2023	07/31/2023

GRANT MONITORING SYSTEM (GMS) TRAINING


VIEW EVENT



- Navigation shortcuts to positions on the Complete Events screen
 - Information
 - Select Participants
 - Instruments
 - Files
 - Findings

GRANT MONITORING SYSTEM (GMS) TRAINING

VIEW EVENT

1 Status: Active 

Information

Monitoring Event Dates 2 12/20/2023 - 12/28/2023	Program Year 6 2023												
Monitoring Review Dates 3 09/01/2023 - 12/31/2023	Monitors 7												
Funding Streams 4 <ul style="list-style-type: none">WIOA Formula Youth - Adult - Dislocated Worker - 23-681020	<table border="1"><thead><tr><th>Name</th><th>Email</th></tr></thead><tbody><tr><td>Monitor One</td><td>Monitor1@noemail.com</td></tr><tr><td>Monitor Five</td><td>monitorfive@noemail.com</td></tr><tr><td>Monitor Two</td><td>monitortwo@noemail.com</td></tr><tr><td>Monitor Four</td><td>monitorfour@noemail.com</td></tr><tr><td>Monitor Three</td><td>monitorthree@noemail.com</td></tr></tbody></table>	Name	Email	Monitor One	Monitor1@noemail.com	Monitor Five	monitorfive@noemail.com	Monitor Two	monitortwo@noemail.com	Monitor Four	monitorfour@noemail.com	Monitor Three	monitorthree@noemail.com
Name	Email												
Monitor One	Monitor1@noemail.com												
Monitor Five	monitorfive@noemail.com												
Monitor Two	monitortwo@noemail.com												
Monitor Four	monitorfour@noemail.com												
Monitor Three	monitorthree@noemail.com												
Location 5 Testing site 2 LWIA 20	Description 8												

EVENT INFORMATION

GRANT MONITORING SYSTEM (GMS) TRAINING

VIEW EVENT

SELECT PARTICIPANTS

Land of Lincoln Workforce Alliance
LWIA 20

Participant Test - 11.15.2023 [Edit Event](#)

Land of Lincoln Workforce Alliance
LWIA 20

[Back to Events List](#)

[Select Participants](#)

[Select Participants](#) [Clear](#)

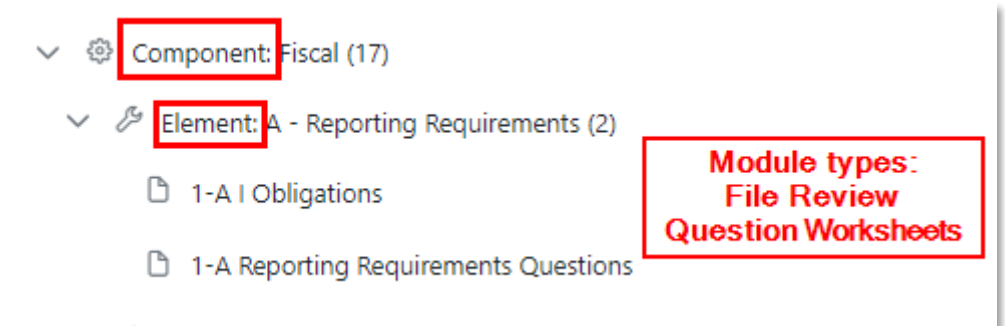
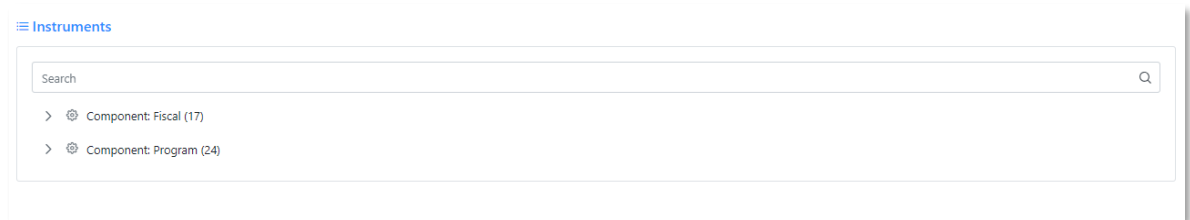
First Name ↑↓	Last Name ↑↓	SSN ↑↓	Participant Type ↑↓	Assigned To ↑↓	Actions
Adam	Atler	xxx-xx-1234	Adult	Dom	
Becky	Butler	xxx-xx-1234	Youth	Dave	
Carter	Cruiz	xxx-xx-1234	Dislocated Worker	Chris S.	
Donald	Drumms	xxx-xx-1234	Adult	Chris H.	
Eli	Elmer	xxx-xx-1234	Youth	Ayo	

GRANT MONITORING SYSTEM (GMS) TRAINING

VIEW EVENT

INSTRUMENTS

- Where questions and file reviews are completed
- Displayed in tree
- Search bar available to search by name



GRANT MONITORING SYSTEM (GMS) TRAINING

VIEW EVENT

FINDINGS

Q Findings

<input type="text" value="Search keyword"/>					
Component ↑↓	Element ↑↓	Question Reference ↑↓	Question Text	Finding	Corrective Action
1-Fiscal	A - Reporting Requirements	1	The grantee is reporting on an accrual basis.	The grantee is not reporting on an accrual basis, which is a violation of 20 CFR 683.300. This impairs the state's ability to manage the program and avoid reallocation.	All expenditures and accruals must be reported accurately and on a timely basis.
1-Fiscal	B - Internal Controls	3	The grantee procurement policies and procedures prohibit solicitation or accepting gifts or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.	The procurement policy does not prohibit solicitation or acceptance of gifts or anything of monetary value from contractors or parties to subagreements. Failure to have such a policy is a violation of 2 CFR 200.318(c)(1).	The grantee must develop and implement a policy which prohibits solicitation or acceptance of gifts or anything of monetary value from contractors or parties to subagreements
1-Fiscal	C - Bank Reconciliation	5	All outstanding checks are less than six (6) months old.	All outstanding checks are not less than six (6) months old. The agency must investigate stale-dated checks while it is still in a position to contact the payee, especially when the checks were issued to clients or former employees. The following checks have been outstanding for a significant period of time: (Monitor supplied text.)	The agency must investigate all outstanding checks older than 6 months. If necessary, the checks should be voided and reissued. If the grantee cannot locate the original payee, it must comply with the Uniform Disposition of Unclaimed Property Act at 765 ILCS 1025/.
2-Program	A - Contract Review/Procurement	1	The subaward narrative describes the participant activity and the time frame for completion.	The following subaward(s) did not describe the participant activity and the time frame for completion of activities	In the future, the LWIA must ensure that all subawards contain a narrative that describes the participant activity and the time frame for completion of activities. Failure to adhere to this requirement in the future may result in disallowed costs.
2-Program	A - Contract Review/Procurement	4	All subawards are monitored to ensure the subaward performance goals are achieved.	The grantee does not monitor all subwards to ensure subaward performance goals are achieved. This is a violation of the Uniform Guidance at 2 CFR 200.331(d).	The grantee must implement procedures to monitor all subawards to ensure subaward performance goals are achieved. Please provide a copy of your new or revised procedures.

5 of 5

Page 1 of 1 << < 1 > >> 1 10 ▾

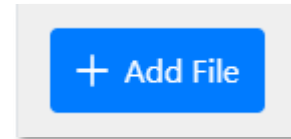


GRANT MONITORING SYSTEM (GMS) TRAINING

VIEW EVENT

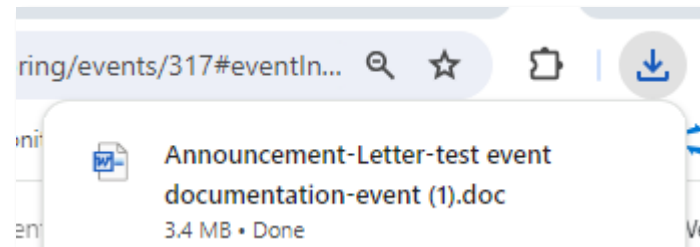
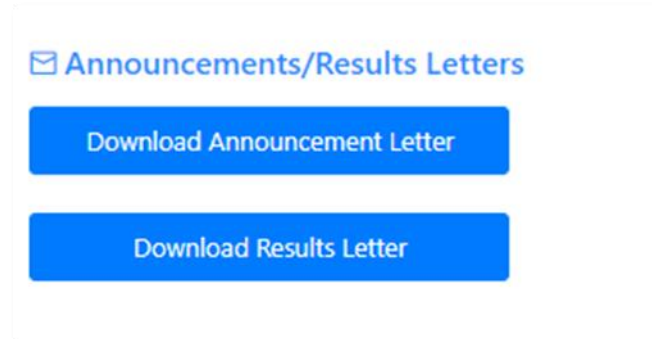
FILES

- Go to the Files section of the event.
- Click Add File
- Click Select File
- Choose Document Type 'Event Letter'
- Click Upload

A screenshot of the "Add File" form in the GMS. The form has a title "Add File" and a blue "+ Select File" button. Below the button is a text input field for "Alternative Name" with the placeholder text "Alternative File Name". Underneath is a dropdown menu for "Documents Type *" with the selected option "Select a Type". The dropdown menu is open, showing three options: "Document Drop Box", "Event Letter", and "Event Specific Document". A blue "Upload" button is visible at the bottom right of the form. At the bottom of the screenshot, there is a copyright notice: "© 2024 Copyright - Illinois Department of Commerce and Economic Opportunity v24.1.9".

GRANT MONITORING SYSTEM (GMS) TRAINING LETTERS

- Download a .doc version of the customized event announcement and results letter to the default download folder on a local computer.



GRANT MONITORING SYSTEM (GMS) TRAINING COMPLETE INSTRUMENT

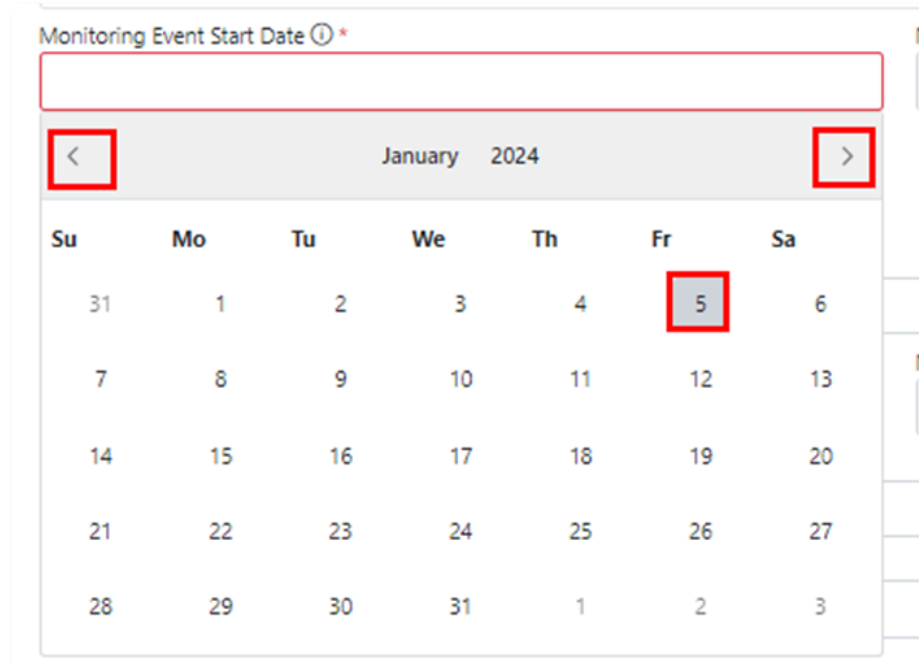
- Instrument content is the same as ACME
- Accessed from the view event screen
- Displayed in an instrument tree

GRANT MONITORING SYSTEM (GMS) TRAINING

COMPLETE INSTRUMENT

DATE PICKER

- Manual Date Entry – Manually typing in the date must be in the following format MM/DD/YYYY. For single digit dates, please enter in a zero prior to the number e.g., 05/01/2024 for May 1, 2024.



If the format is missing any of the digits and then Tab is pressed to move to the next field, the date will clear.

GRANT MONITORING SYSTEM (GMS) TRAINING COMPLETE INSTRUMENT

TABLE ENTRY

- Click to type into fields
- Tab to move between cells

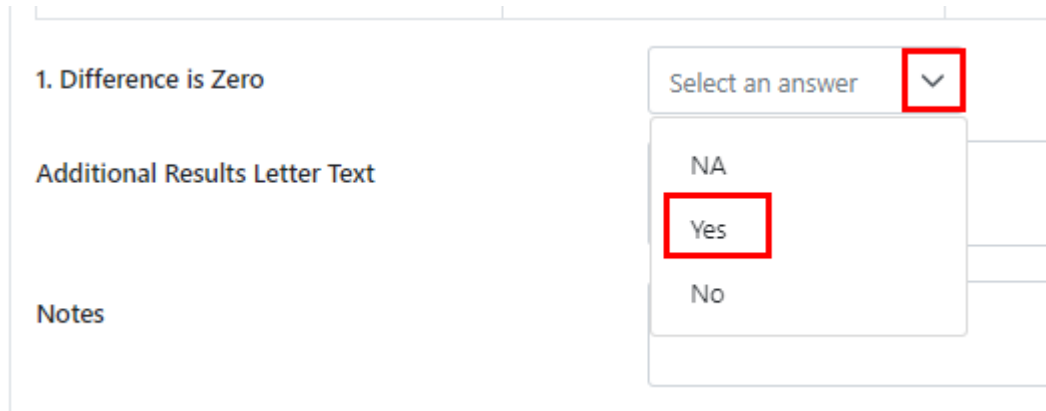
	Youth	Adult	Dislocated Worker
Total obligations per GRS 377	<input type="text" value="25"/>	<input type="text" value="25"/>	<input type="text" value="25"/>
Obligations per Grantee			
Occupational Training - ITAs	<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupational Training - Othr	<input type="text"/>	<input type="text"/>	<input type="text"/>
Remedial/Pre-Vocational Trng	<input type="text"/>	<input type="text"/>	<input type="text"/>
WIOA Pay for Performance Cap	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRANT MONITORING SYSTEM (GMS) TRAINING

COMPLETE INSTRUMENT

QUESTIONS

- Click down arrow on the right of Select an Answer
- Click to choose the correct answer



1. Difference is Zero

Select an answer

Additional Results Letter Text

Notes

NA

Yes

No

The screenshot shows a web-based form for a question. The question text is "1. Difference is Zero". To the right of the question is a dropdown menu with the text "Select an answer" and a downward-pointing arrow icon. The dropdown menu is open, showing three options: "NA", "Yes", and "No". The "Yes" option is highlighted with a red rectangular box. Below the question text are three labels: "Additional Results Letter Text", "Notes", and a text input field.

GRANT MONITORING SYSTEM (GMS) TRAINING

COMPLETE INSTRUMENT

ASSIGNMENT BOX

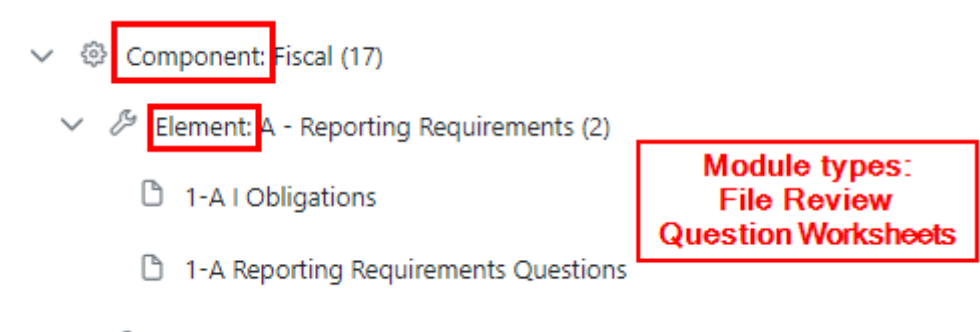
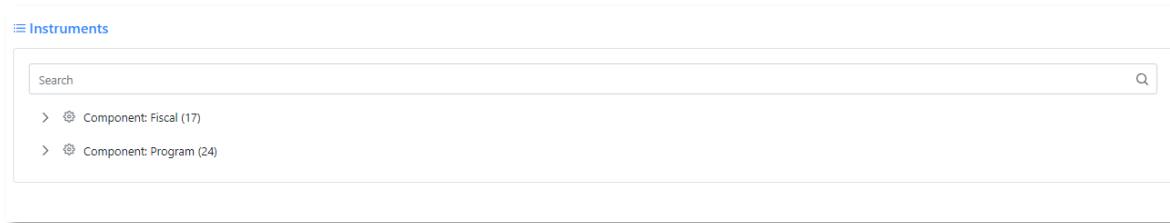
- Status
- Start date
- Due date

1-A-I Obligation Reporting Confirmation

Assigned To:	<input type="text" value="Select a user"/>	Start Date:	<input type="text" value="mm/dd/yyyy"/>	Due Date:	<input type="text" value="mm/dd/yyyy"/>
Status:	<input type="text" value="Not"/> <input type="text" value="No results found"/>	Actual Start Date:	<input type="text" value="mm/dd/yyyy"/>	Actual Due Date:	<input type="text" value="mm/dd/yyyy"/>

GRANT MONITORING SYSTEM (GMS) TRAINING COMPLETE EVENT

LIVE INSTRUMENT WALKTHROUGH



?

?

?

?

**QUESTION &
ANSWER**

?

?

?

?

?

?

?

?



THANKS FOR VIEWING!

Contact us:

 342 Williams Lane, Chatham, IL 62629

 info@illinoisworknet.com

Follow us on:

 <https://www.facebook.com/illinois.worknet/>

 [@ilworknet](https://twitter.com/ilworknet)

 <https://www.linkedin.com/company/illinoisworknet>

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information please refer to the footer at the bottom of www.illinoisworknet.com.