Grant Monitoring System (GMS) Lead Monitor Training

[January 2024]

Illinois workNet® is sponsored by the Department of Commerce and Economic Opportunity. – November 2023

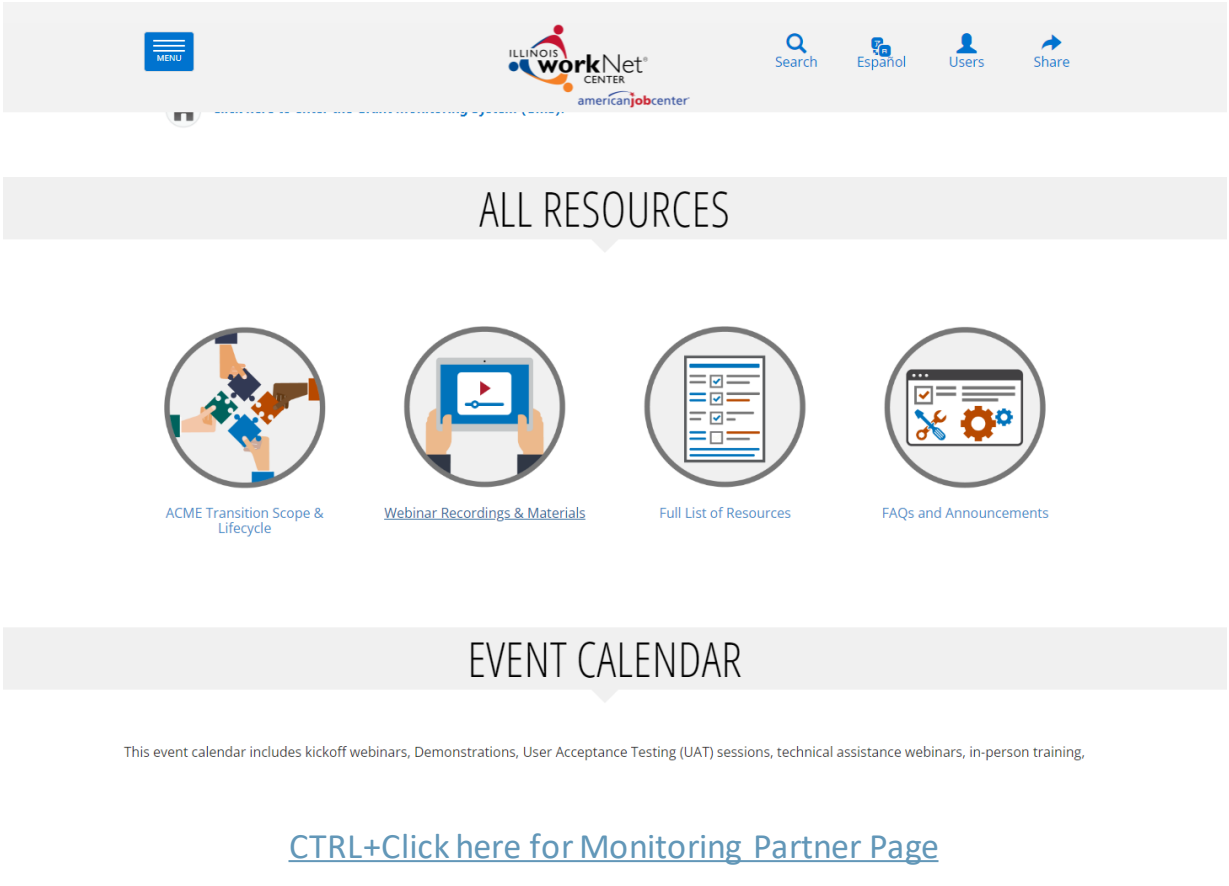
GRANT MONITORING SYSTEM (GMS) TRAINING

AGENDA

- Resources and Recordings
- Purpose
- Login
- Select Participants
- Assign Modules
- Letters

GRANT MONITORING SYSTEM (GMS) TRAINING

RESOURCES AND RECORDINGS



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

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LOGIN

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

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

How to Bookmark

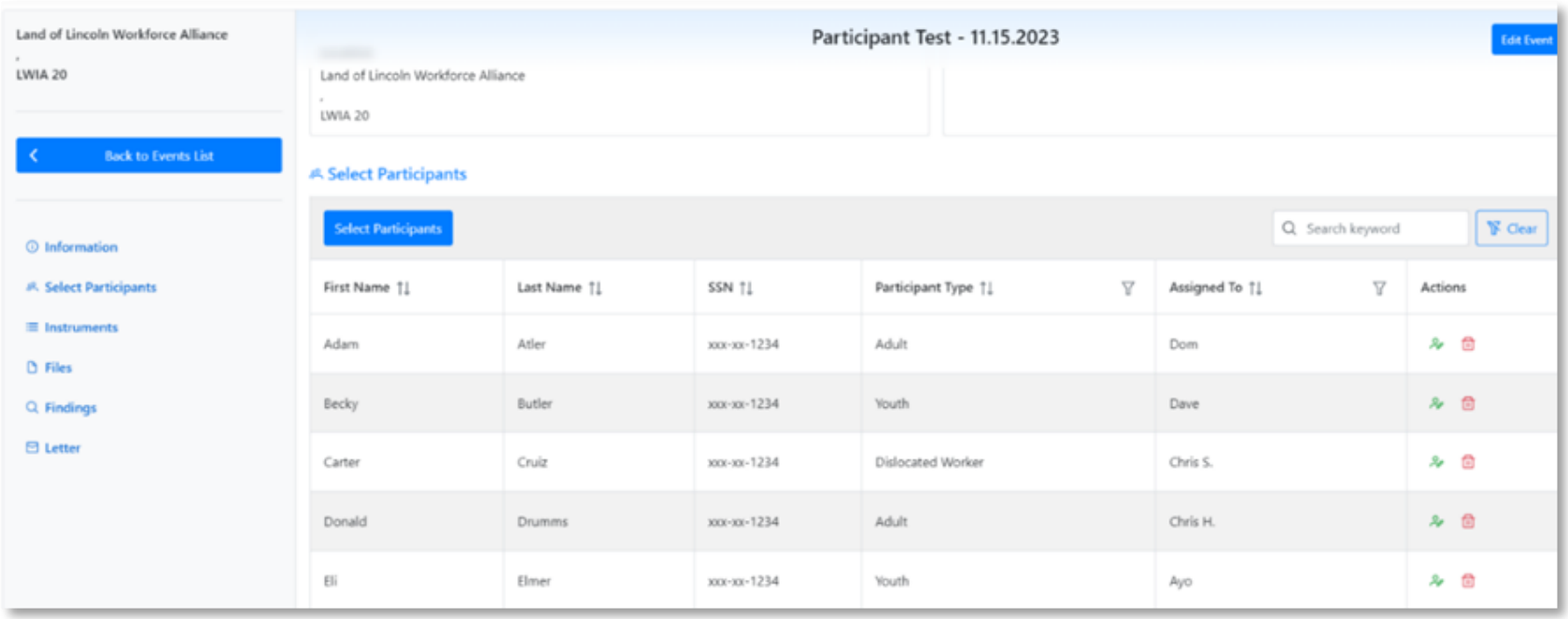
- Google Chrome
- Microsoft Edge

GRANT MONITORING SYSTEM (GMS) TRAINING
SELECT PARTICIPANTS

- Participants can be chosen within GMS for 1Y, 1A and 1DW monitoring events
- 2-D I Participating Employer information and 2-D II Incumbent Worker Eligibility participants are chosen using IWTS Reports and manually entered in GMS
- 2-C I OJT Contract Review and 2-C II Training Contract Review participants are chosen using the OJT-WEX file selection and IWDS and manually entered in GMS

GRANT MONITORING SYSTEM (GMS) TRAINING
SELECT PARTICIPANTS

- Click on the event and navigate to the Select Participants section. Click on Select Participants.



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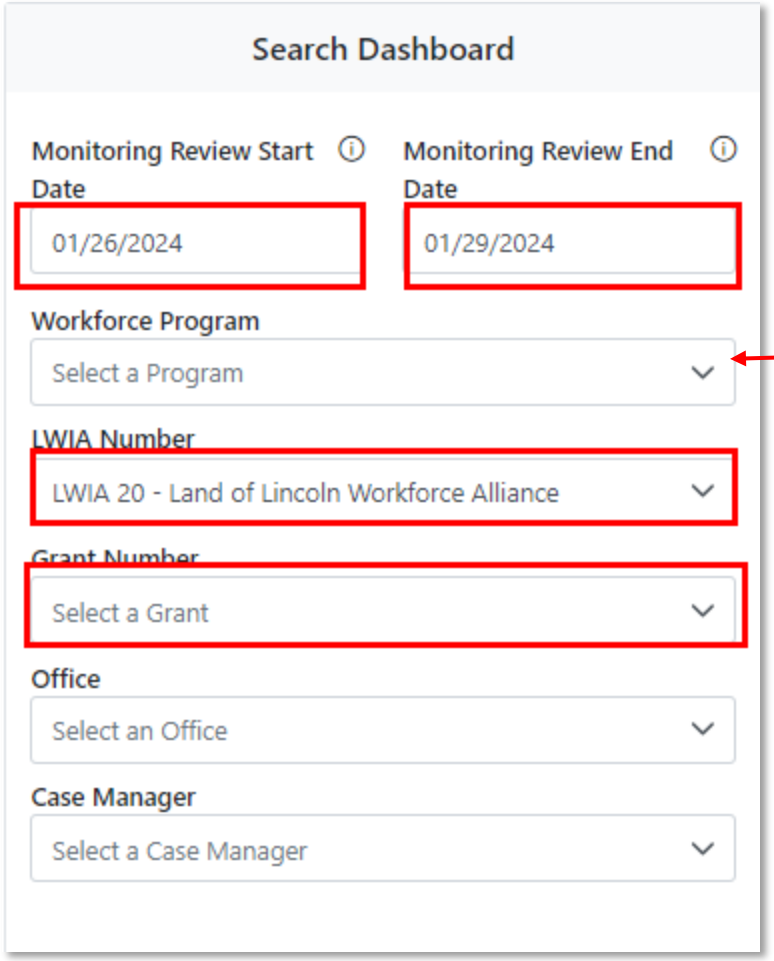
SELECT PARTICIPANTS

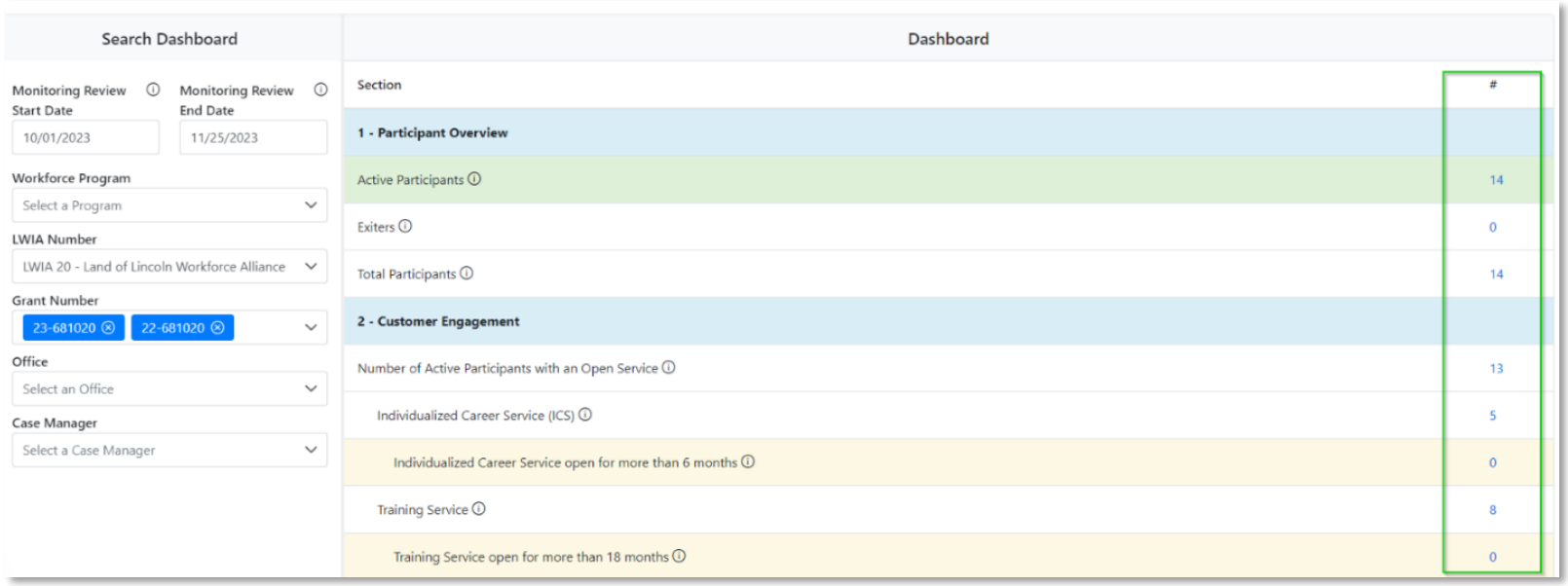


- Some fields are pulled from the event information
- Use the Workforce program field to filter the dashboard by Youth, Adult, Dislocated Worker

GRANT MONITORING SYSTEM (GMS) TRAINING

SELECT PARTICIPANTS

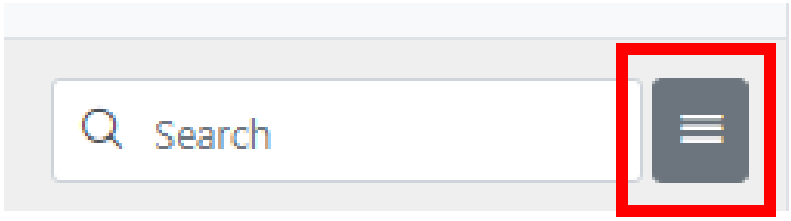
- The rows on the dashboard are reports
- The # column indicates how many participants are in each report
- Click on the number to enter a report

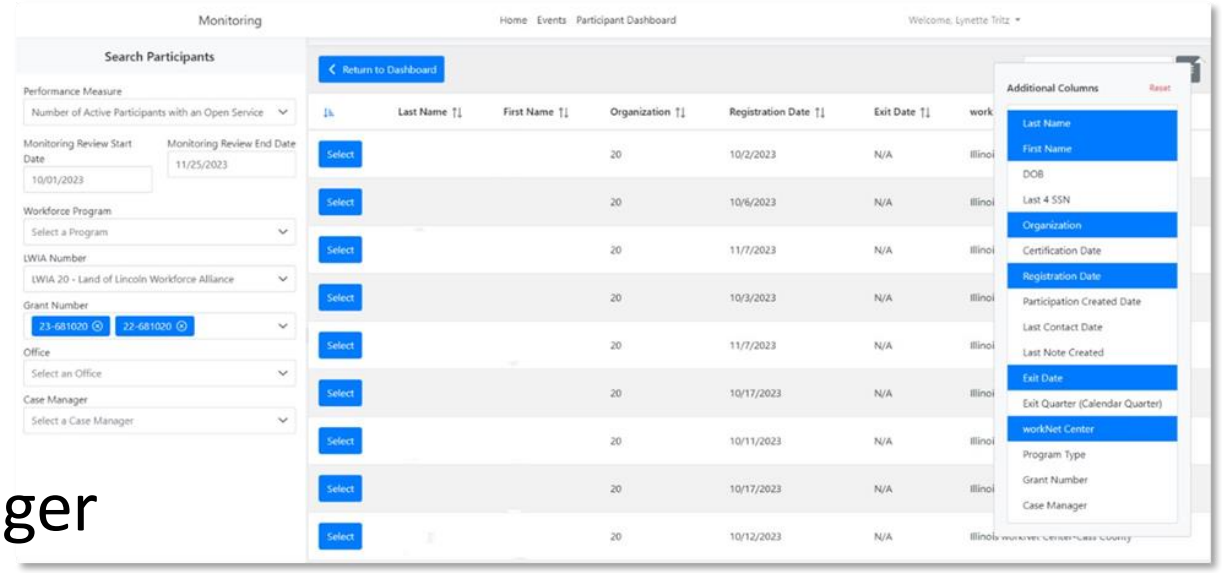


GRANT MONITORING SYSTEM (GMS) TRAINING

SELECT PARTICIPANTS

- The hamburger icon contains additional columns to add to the screen
  - SSN
  - DOB
  - Program
  - Case Manager





GRANT MONITORING SYSTEM (GMS) TRAINING

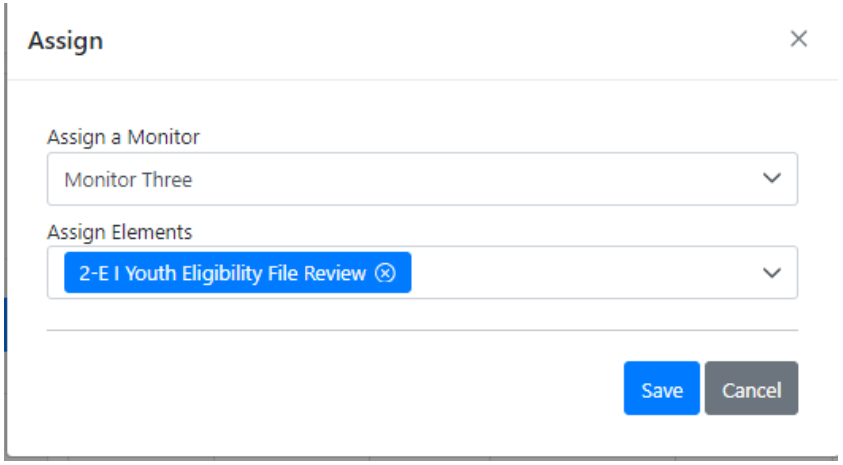
SELECT PARTICIPANTS

- Click Select to choose a participant

GRANT MONITORING SYSTEM (GMS) TRAINING

SELECT PARTICIPANTS

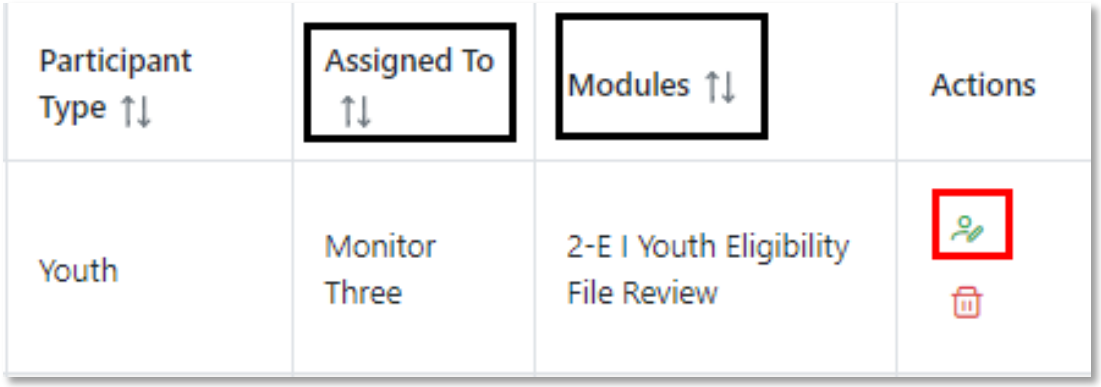
- The assign modal will be presented on the screen. Use the arrows next to monitor and element to assign a participant.
- Click Save
- Repeat for each Participant



GRANT MONITORING SYSTEM (GMS) TRAINING

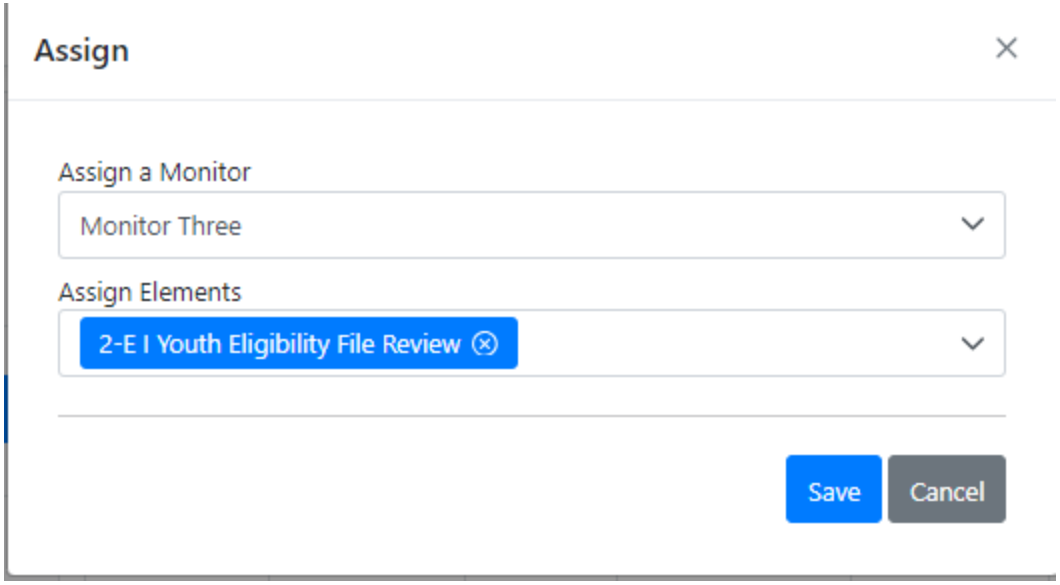
SELECT PARTICIPANTS

- To modify monitors or elements chosen for the event, click on the green edit button in the actions column



GRANT MONITORING SYSTEM (GMS) TRAINING
SELECT PARTICIPANTS

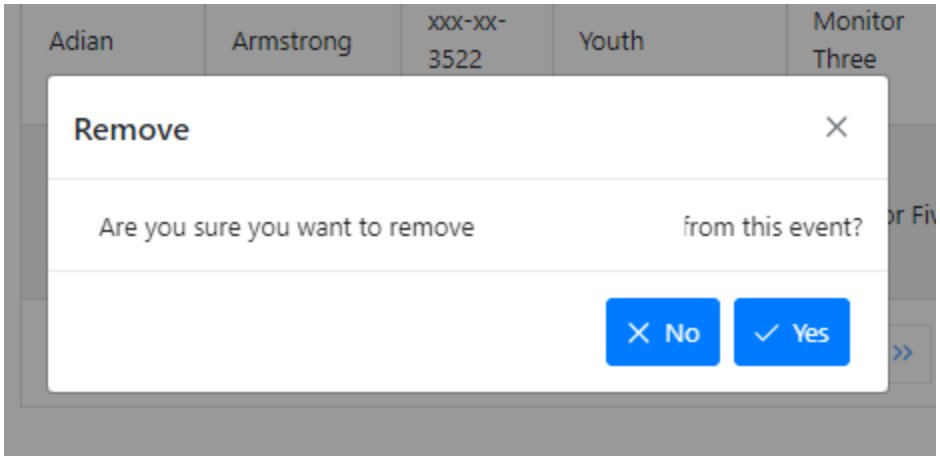
- Modify the assignments as needed and click Save



GRANT MONITORING SYSTEM (GMS) TRAINING

SELECT PARTICIPANTS

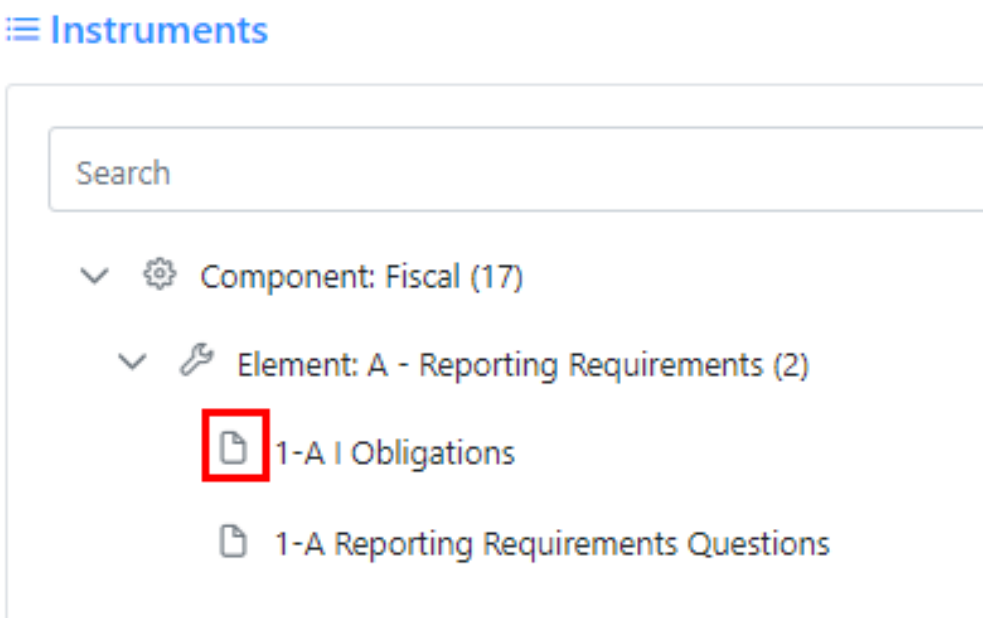
- To remove participants for the event, click on the red trash can icon in the Actions column
- Click Yes to confirm



GRANT MONITORING SYSTEM (GMS) TRAINING

ASSIGN MODULES

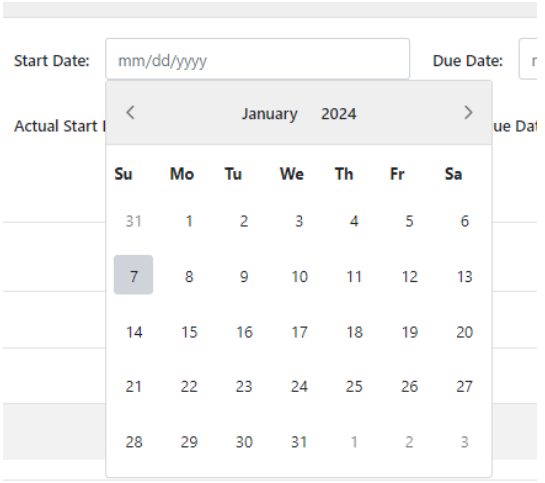
- Assignment will be coming soon
- From the Instrument tree, click on a module

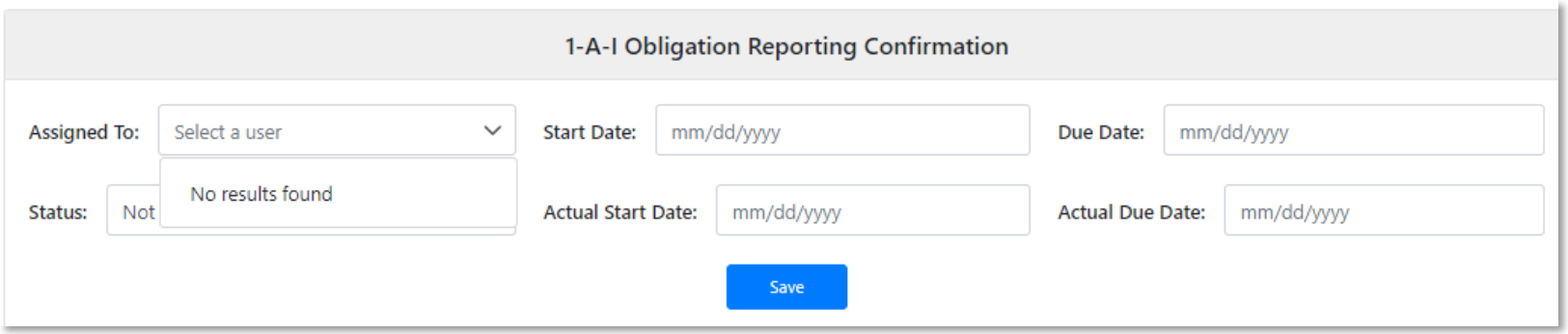


GRANT MONITORING SYSTEM (GMS) TRAINING

ASSIGN MODULES

- Use the dropdown box to select the monitor for the event
- For the Start Date and Due Date, use the calendar picker
- Click Save once completed

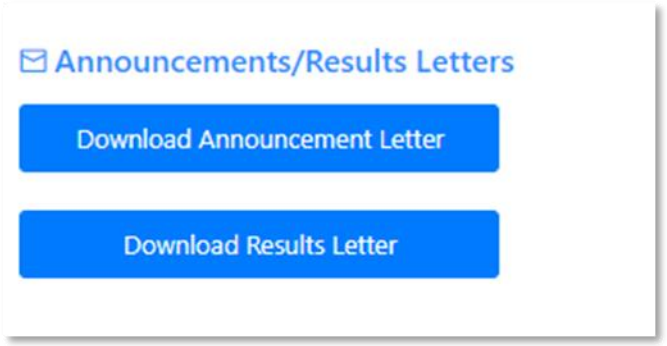


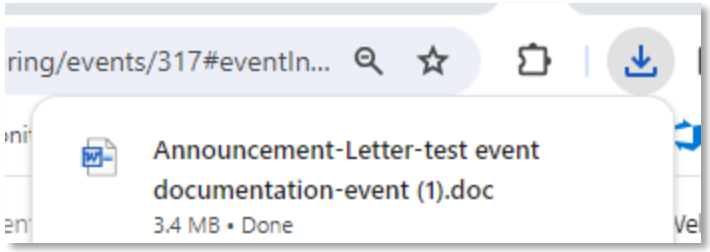


GRANT MONITORING SYSTEM (GMS) TRAINING

LETTERS

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

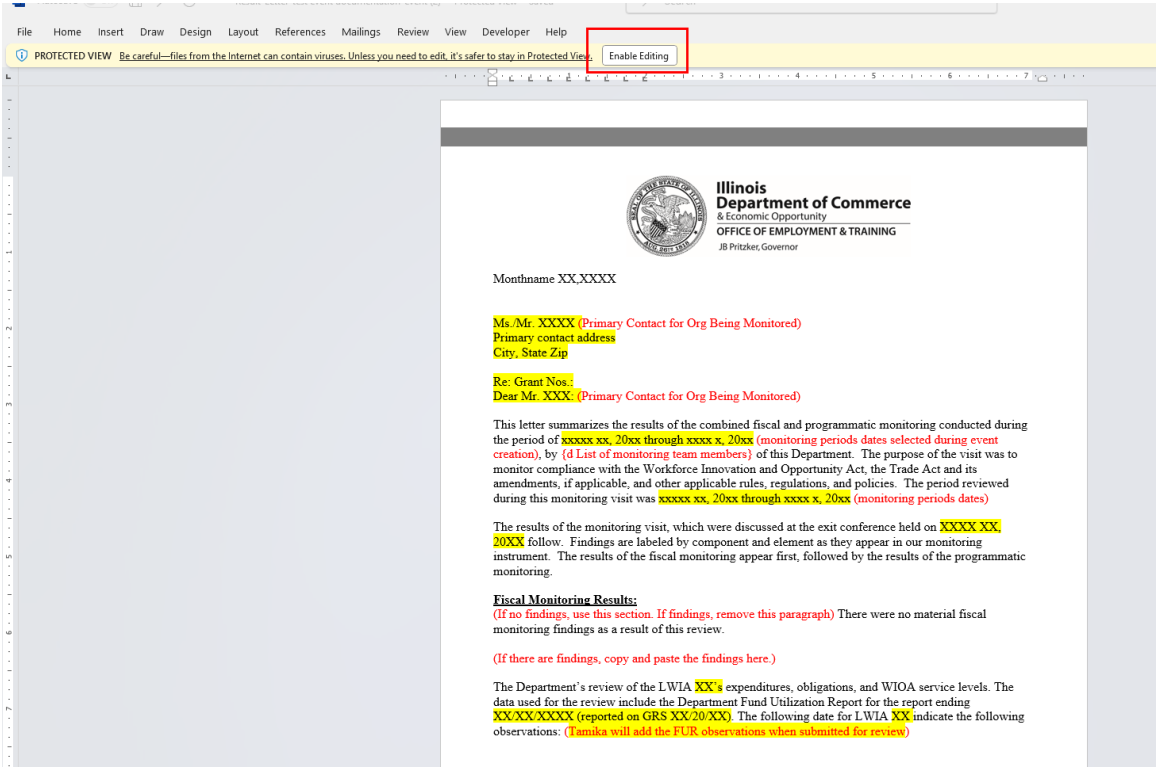




GRANT MONITORING SYSTEM (GMS) TRAINING

LETTERS

- You may need to click on the Enable Editing button in Word
- After updating, upload via the Files section in GMS



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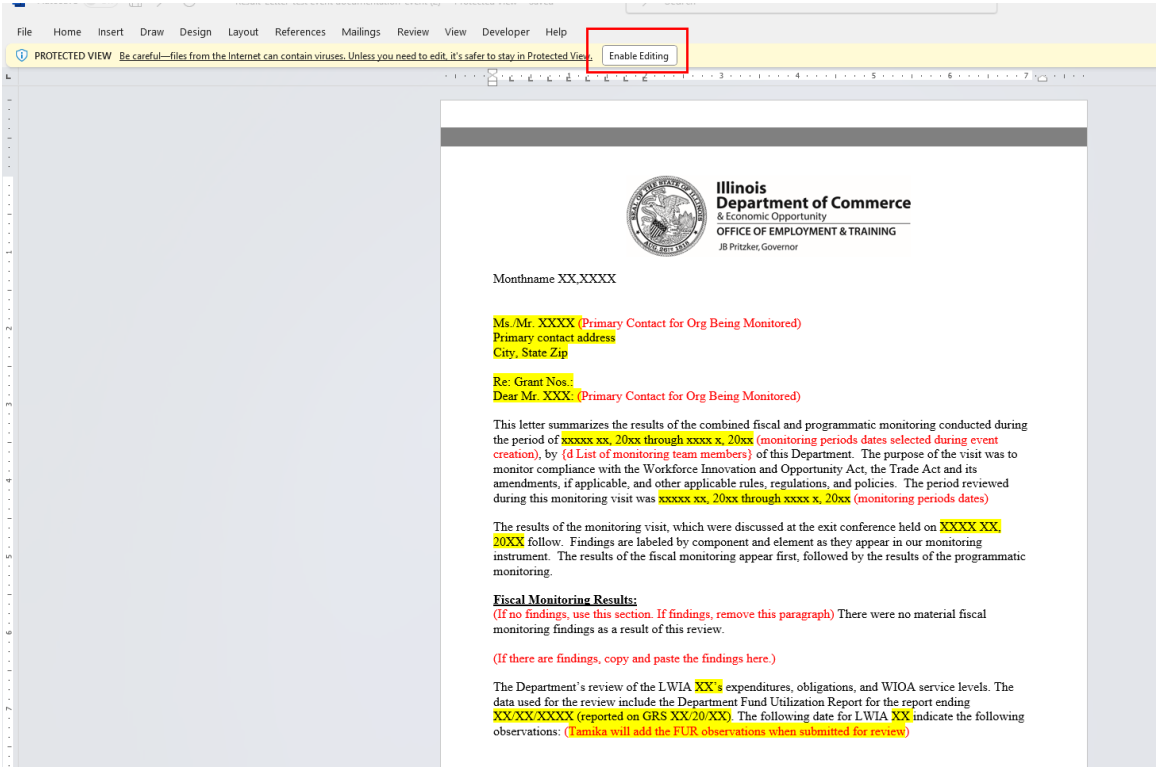
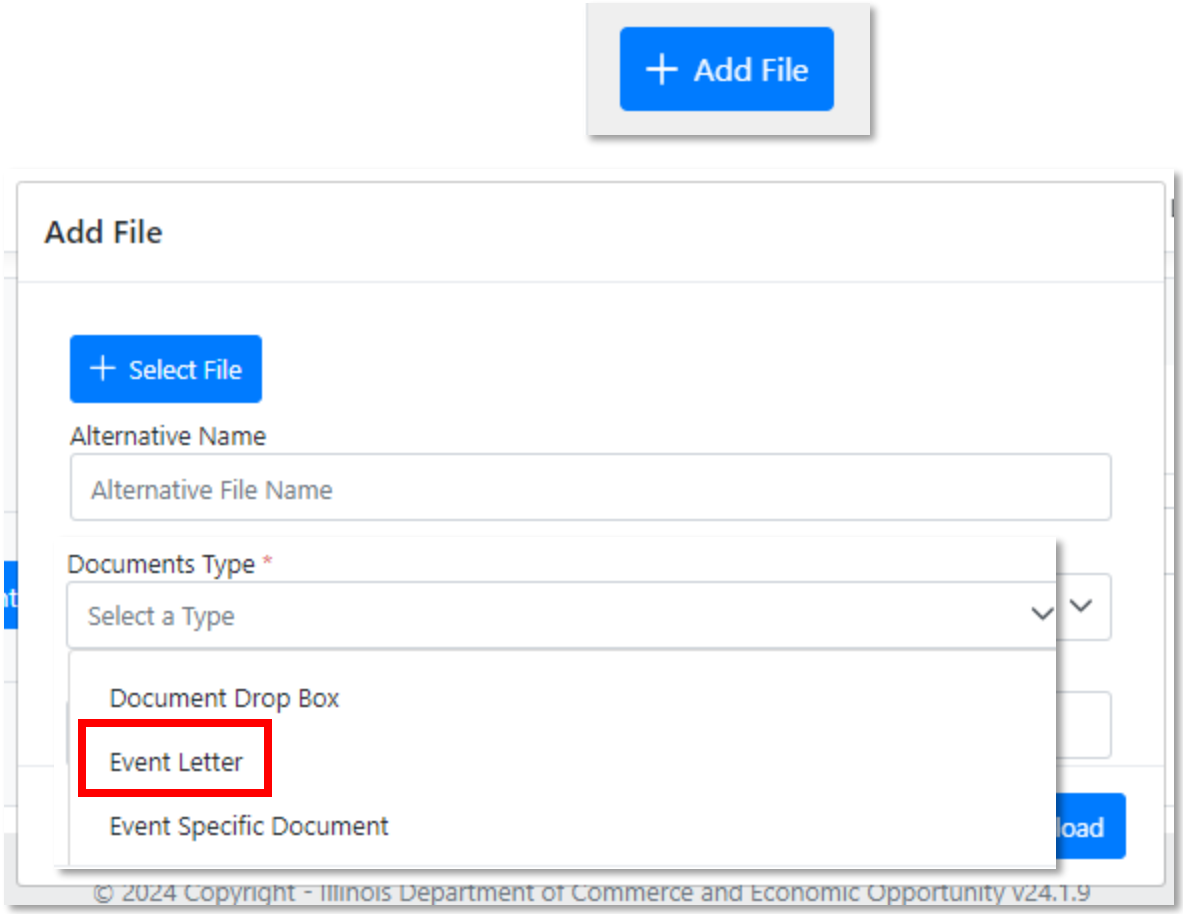


GRANT MONITORING SYSTEM (GMS) TRAINING

LETTERS

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



QUESTION & ANSWER

THANKS FOR VIEWING!

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