

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



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



GRANT MONITORING SYSTEM (GMS) TRAINING

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

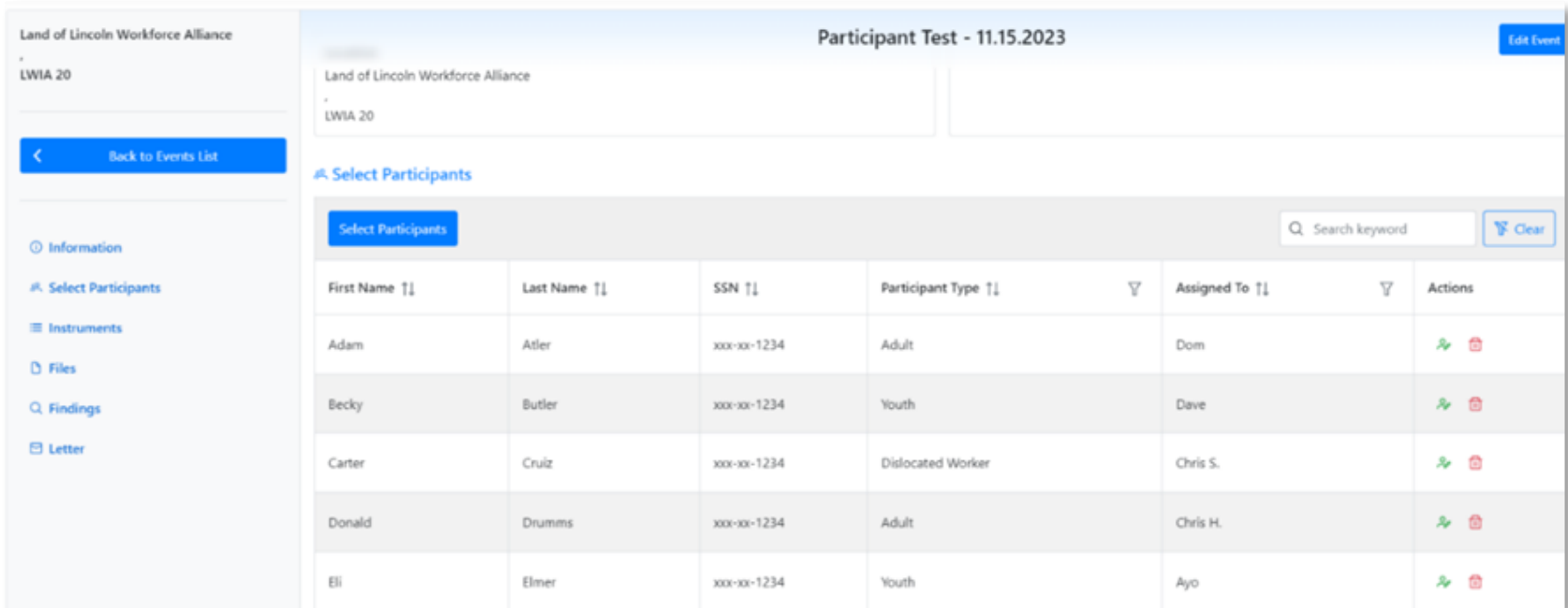
SELECT PARTICIPANTS

- 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.



The screenshot displays the 'Select Participants' interface for the event 'Participant Test - 11.15.2023'. The interface includes a sidebar with navigation options, a search bar, and a table of participants.

Land of Lincoln Workforce Alliance
LWIA 20

[Back to Events List](#)

Participant Test - 11.15.2023 [Edit Event](#)

Land of Lincoln Workforce Alliance
LWIA 20

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 | Cruz | 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

SELECT PARTICIPANTS

Search Dashboard

Monitoring Review Start ⁱ Date: 01/26/2024

Monitoring Review End ⁱ Date: 01/29/2024

Workforce Program: Select a Program

LWIA Number: LWIA 20 - Land of Lincoln Workforce Alliance

Grant Number: Select a Grant

Office: Select an Office

Case Manager: Select a Case Manager

- 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

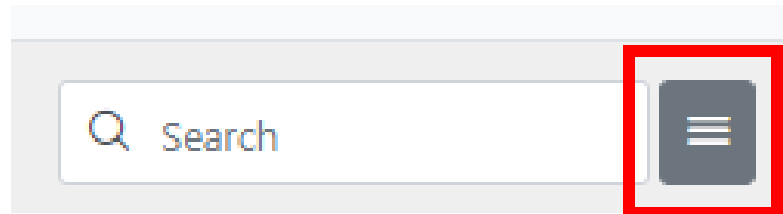
| Search Dashboard | | Dashboard | |
|---|--|---|----|
| Monitoring Review Start Date 10/01/2023 | Monitoring Review End Date 11/25/2023 | Section | # |
| Workforce Program Select a Program | | 1 - Participant Overview | |
| LWIA Number LWIA 20 - Land of Lincoln Workforce Alliance | | Active Participants | 14 |
| Grant Number 23-681020 22-681020 | | Exiters | 0 |
| Office Select an Office | | Total Participants | 14 |
| Case Manager Select a Case Manager | | 2 - Customer Engagement | |
| | | Number of Active Participants with an Open Service | 13 |
| | | Individualized Career Service (ICS) | 5 |
| | | Individualized Career Service open for more than 6 months | 0 |
| | | Training Service | 8 |
| | | Training Service open for more than 18 months | 0 |

GRANT MONITORING SYSTEM (GMS) TRAINING

SELECT PARTICIPANTS

- The hamburger icon contains additional columns to add to the screen

- SSN
- DOB
- Program
- Case Manager



A screenshot of the GMS 'Search Participants' interface. The page has a header with 'Monitoring' and navigation links for 'Home', 'Events', and 'Participant Dashboard'. A user greeting 'Welcome, Lynette Tritz' is visible. The main content area is divided into a search filter panel on the left and a data table on the right. The search filter panel includes sections for 'Performance Measure' (Number of Active Participants with an Open Service), 'Monitoring Review Start/End Date' (10/01/2023 to 11/25/2023), 'Workforce Program' (Select a Program), 'LWIA Number' (LWIA 20 - Land of Lincoln Workforce Alliance), 'Grant Number' (23-681020 and 22-681020), 'Office' (Select an Office), and 'Case Manager' (Select a Case Manager). The data table has columns for 'Select', 'Last Name', 'First Name', 'Organization', 'Registration Date', 'Exit Date', and 'work'. An 'Additional Columns' dropdown menu is open on the right, showing a list of fields to be added to the table: Last Name, First Name, DOB, Last 4 SSN, Organization, Certification Date, Registration Date, Participation Created Date, Last Contact Date, Last Note Created, Exit Date, Exit Quarter (Calendar Quarter), workNet Center, Program Type, Grant Number, and Case Manager.

GRANT MONITORING SYSTEM (GMS) TRAINING

SELECT PARTICIPANTS



The screenshot shows a web interface for the Grant Monitoring System (GMS). At the top left, there is a blue button labeled '< Return to Dashboard'. At the top right, there is a search bar with a magnifying glass icon and the text 'Search', followed by a hamburger menu icon. Below this is a table with the following columns: Last Name, First Name, Organization, Registration Date, Exit Date, and workNet Center. The first row of data has a blue 'Select' button highlighted with a red box. The data in the first row is: Last Name: [redacted], First Name: [redacted], Organization: 20, Registration Date: 10/2/2023, Exit Date: N/A, and workNet Center: Illinois workNet Center - Springfield.

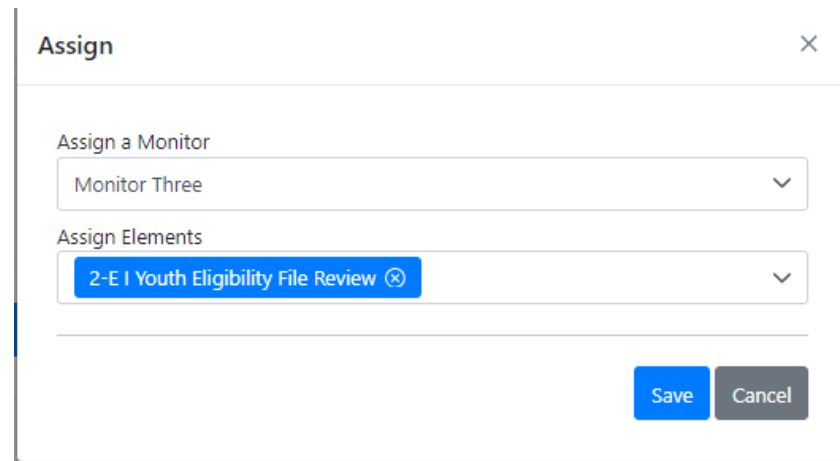
| | Last Name | First Name | Organization | Registration Date | Exit Date | workNet Center |
|--------|------------|------------|--------------|-------------------|-----------|---------------------------------------|
| Select | [redacted] | [redacted] | 20 | 10/2/2023 | N/A | Illinois workNet Center - Springfield |

- 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





The screenshot shows a modal window titled "Assign" with a close button (X) in the top right corner. Inside the modal, there are two dropdown menus. The first is labeled "Assign a Monitor" and has "Monitor Three" selected. The second is labeled "Assign Elements" and has "2-E I Youth Eligibility File Review" selected. At the bottom right of the modal, there are two buttons: "Save" (in blue) and "Cancel" (in grey).

GRANT MONITORING SYSTEM (GMS) TRAINING

SELECT PARTICIPANTS

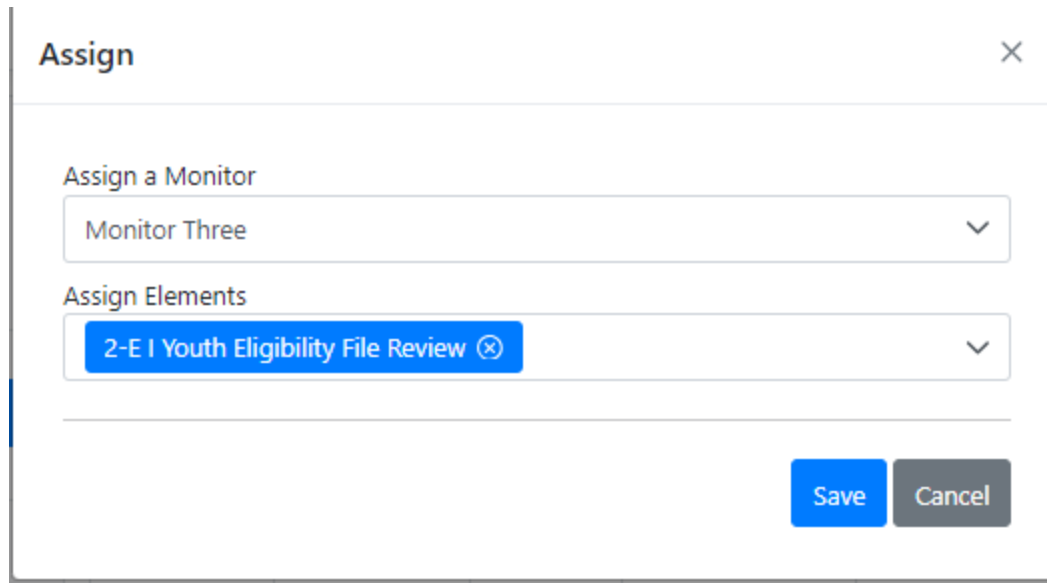
- To modify monitors or elements chosen for the event, click on the green edit button in the actions column

| Participant Type ↑↓ | Assigned To ↑↓ | Modules ↑↓ | Actions |
|---------------------|----------------|-------------------------------------|---|
| Youth | Monitor Three | 2-E Youth Eligibility File Review |   |

GRANT MONITORING SYSTEM (GMS) TRAINING

SELECT PARTICIPANTS

- Modify the assignments as needed and click Save




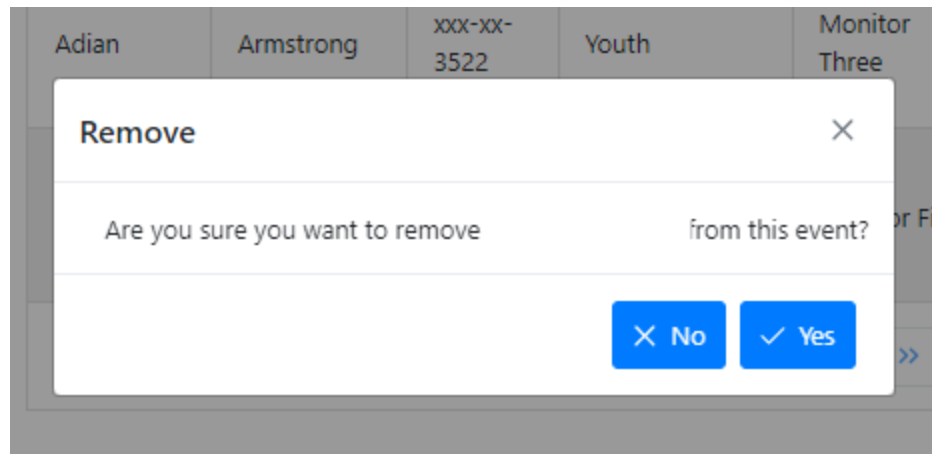
The screenshot shows a modal dialog box titled "Assign" with a close button (X) in the top right corner. The dialog contains two dropdown menus. The first dropdown is labeled "Assign a Monitor" and has "Monitor Three" selected. The second dropdown is labeled "Assign Elements" and has "2-E I Youth Eligibility File Review" selected, which is highlighted with a blue background and a small X icon. At the bottom right of the dialog, there are two buttons: "Save" (blue) and "Cancel" (grey).

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

| Participant Type ↑↓ | Assigned To ↑↓ | Modules ↑↓ | Actions |
|---------------------|----------------|-------------------------------------|---|
| Youth | Monitor Three | 2-E I Youth Eligibility File Review |  |



GRANT MONITORING SYSTEM (GMS) TRAINING

ASSIGN MODULES

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

Instruments

Search

✓ ⚙ Component: Fiscal (17)

✓ 🔧 Element: A - Reporting Requirements (2)

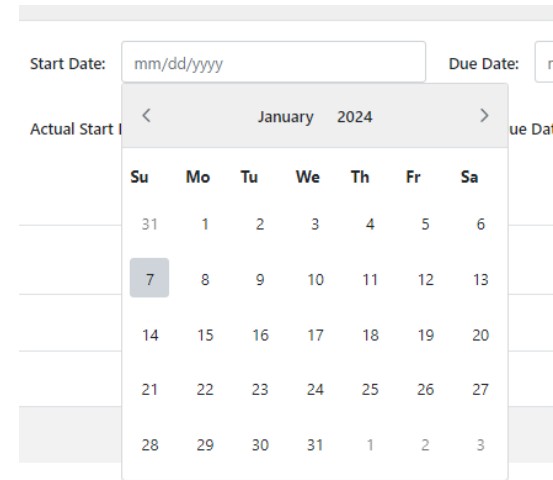
📄 1-A I Obligations

📄 1-A Reporting Requirements Questions

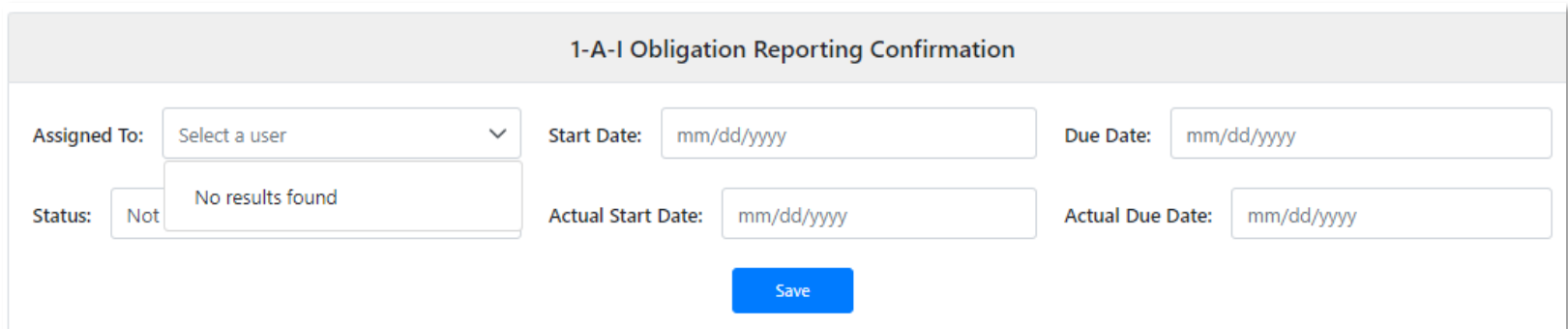
GRANT MONITORING SYSTEM (GMS) TRAINING

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



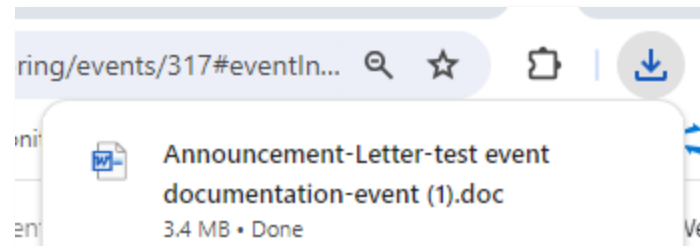
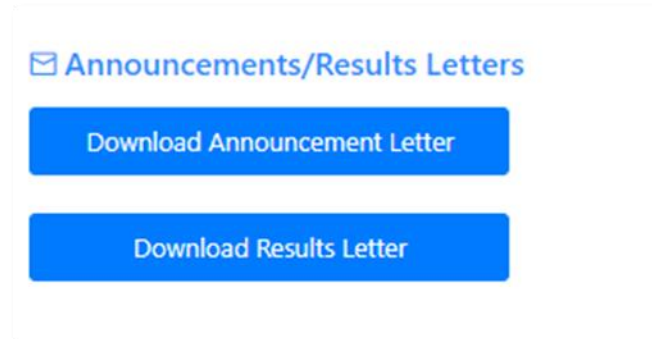
A screenshot of a date picker interface. It shows a calendar for January 2024. The calendar is displayed in a grid format with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) as columns and dates as rows. The date 7 is highlighted. Above the calendar, there are input fields for 'Start Date: mm/dd/yyyy' and 'Due Date: r'. The calendar is titled 'January 2024' and has navigation arrows on either side.



A screenshot of a form titled '1-A-I Obligation Reporting Confirmation'. The form contains several input fields and a dropdown menu. The 'Assigned To:' field is a dropdown menu with 'Select a user' and a downward arrow. The 'Status:' field is a dropdown menu with 'Not' and a box containing 'No results found'. There are four date input fields: 'Start Date: mm/dd/yyyy', 'Due Date: mm/dd/yyyy', 'Actual Start Date: mm/dd/yyyy', and 'Actual Due Date: mm/dd/yyyy'. A blue 'Save' button is located at the bottom center of the form.

GRANT MONITORING SYSTEM (GMS) TRAINING LETTERS

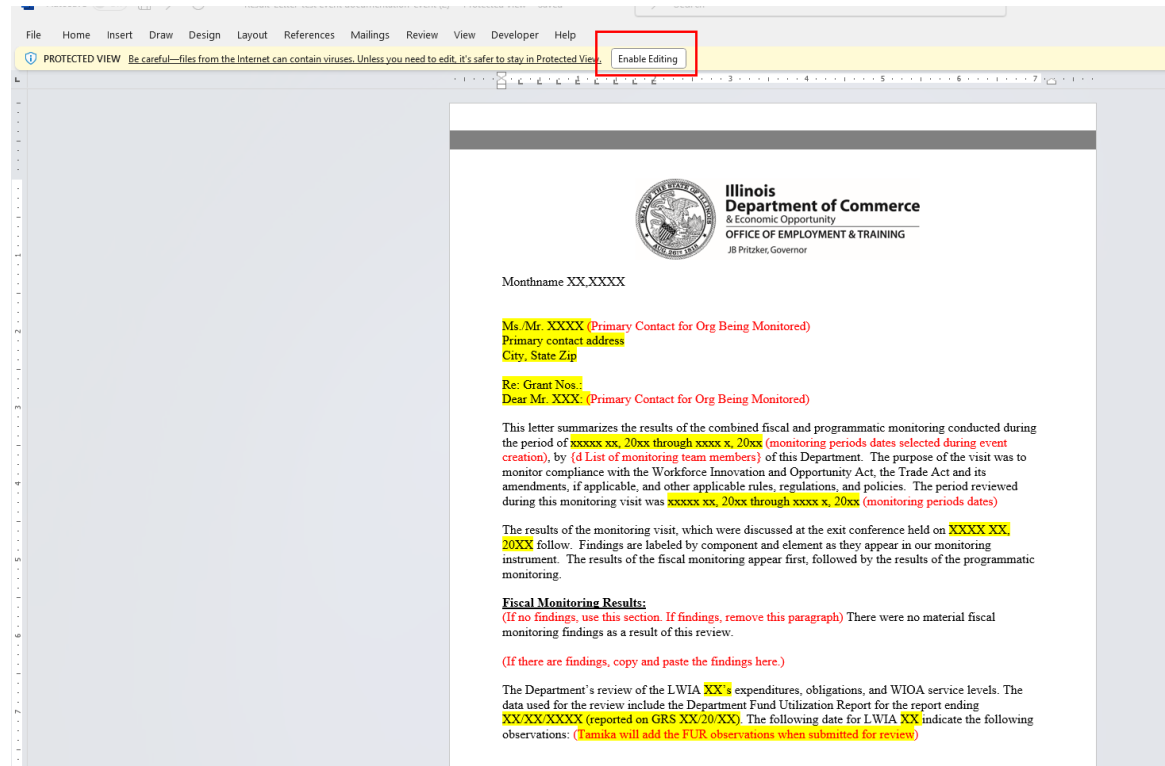
- Download a .doc version of the customized event announcement and results letter to the default download folder on a local computer.



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



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

File Home Insert Draw Design Layout References Mailings Review View Developer Help

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

Enable Editing

Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
JB Pritzker, Governor

Monthname XX,XXXX

Ms./Mr. XXXX (Primary Contact for Org Being Monitored)
Primary contact address
City, State Zip

Re: Grant No. XXXX
Dear Mr. XXXX: (Primary Contact for Org Being Monitored)

This letter summarizes the results of the combined fiscal and programmatic monitoring conducted during the period of xxxxxx xx, 20xx through xxxxx x, 20xx (monitoring periods dates selected during event creation), by (d List of monitoring team members) of this Department. The purpose of the visit was to monitor compliance with the Workforce Innovation and Opportunity Act, the Trade Act and its amendments, if applicable, and other applicable rules, regulations, and policies. The period reviewed during this monitoring visit was xxxxxx xx, 20xx through xxxxx x, 20xx (monitoring periods dates)

The results of the monitoring visit, which were discussed at the exit conference held on XXXX.XX, 20XX follow. Findings are labeled by component and element as they appear in our monitoring instrument. The results of the fiscal monitoring appear first, followed by the results of the programmatic monitoring.

Fiscal Monitoring Results:
(If no findings, use this section. If findings, remove this paragraph) There were no material fiscal monitoring findings as a result of this review.

(If there are findings, copy and paste the findings here.)

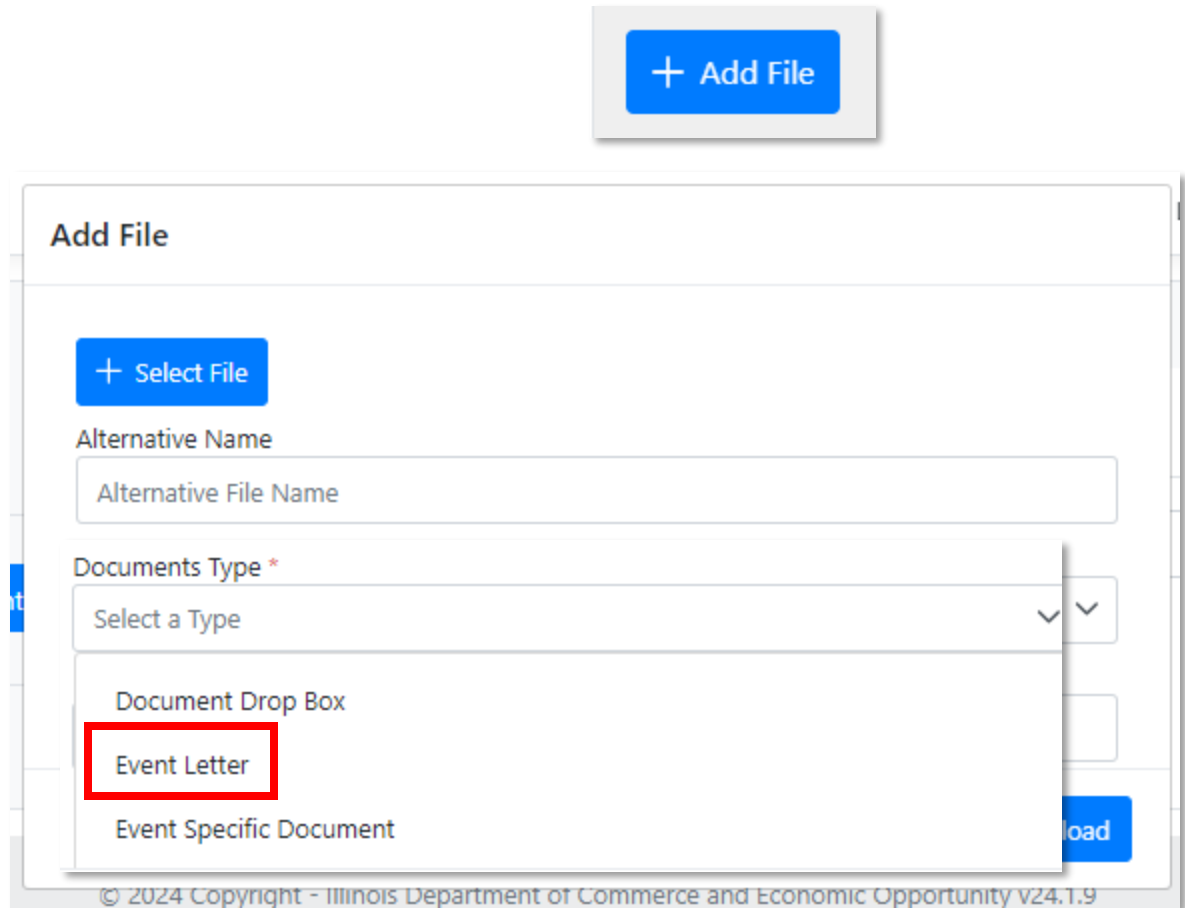
The Department's review of the LWIA XX's expenditures, obligations, and WIOA service levels. The data used for the review include the Department Fund Utilization Report for the report ending XXXXX,XXXXX (reported on GRS XX,XX). The following date for LWIA XX indicate the following observations: (Tamika will add the FUR observations when submitted for review)



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



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**QUESTION &
ANSWER**

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THANKS FOR VIEWING!

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