**Process for selecting Sample files for OJT and WEX in IWDS/Transferring Information into ACME**

***The LWIA is directed in their Announcement letter to provide a list of OJT and WEX files for the monitoring review period. Sometimes this list comes late in the process of file selection or LWIA’s forget to send it with everything else going on for remote monitoring, so there is a way to get a jump start on this to review these files in IWDS and make file selections from your own lists. It is just an alternate method in the event the list from the LWIA is delayed. Since we send the sample file lists to the LWIA 7 working days before the Entrance Conference, it is easier to pull the lists myself from IWDS and make my selections so I can get the names on the sample list I send to the LWIA.***

**OJT-WEX File Selection in IWDS**

1. Go into IWDS to the Staff Menu page.
2. On bottom right of screen under the “Reporting” category, click on “Reporting Menu.”
3. On the top right side of the page under “Participant” category, click on “Participant History.”
4. On the “Participant History” screen, scroll down toward the bottom of the page until you see “Activity Start Date.” Enter in the Start Date of the monitoring review period (this date is listed in the Announcement letter).
5. Right below is says “to:”. Enter in the End Date of the monitoring review period (this date is listed in the Announcement letter).
6. Under the “Activity” line, drop down the menu and select **#41-OJT-Private Sector** (Note: The majority of OJT files will be under this number code).
7. Drop down the “LWIA:” to select the appropriate LWIA you will be monitoring.
8. Click “View Report.”
9. Save this report to your desktop as you will be reviewing the names on the report, reviewing them in IWDS, and making your file selections from this list.
10. Go back into this report and leave all information exactly the same, but now change the Activity to **“#40- OJT- Public Sector.**
11. Click “View Report.” (Note: Usually, there is nothing in this report, but I do run it just to be sure I am capturing all OJT files, both in the Public and Private sector.
12. If there are names on this report, save it to your desktop and make your file selections from this report.
13. Go back into this report and leave all information exactly the same, but now change the Activity to **#46-WBL-Paid WEX/Internship (Not Limited to Summer Months)**
14. Click “View Report.”
15. Save this report to your desktop as you will be reviewing the names on the report, reviewing them in IWDS, and making your file selections from this list.

**Entering OJT and WEX information into ACME:**

***Once you have made your file sections from your reports, you will now need to manually enter the information into ACME.***

1. Start by clicking on the Instrument page in ACME.
2. Select Component 2-Program
3. Select Element C. (OJT).
4. Click “View” to select [2-C I](https://appsceo.portal.illinois.gov/acme/home/1112/2020_1112_Programmatic_1/1112/3B%20I%20Youth%20Eligibility%20File%20Review) OJT Contract Review.
5. On the top left, find the “New” button and drop down the menu. Select “New Item.”
6. In this screen, you will manually add the Employer Name, Participant Name, Participant’s Last 4 SSN for all of the OJT files you selected to be monitored. To find this information, look up the participant in IWDS. From the Application Menu, click on “List Enrolled Services” at the top right of the menu. Look under the “Service Provided” column until you see the OJT service entry. Click on this service and you will be able to see the OJT employer name in this screen so you can manually fill in your screen in ACME with this information.
7. Click “OK” to save this screen in ACME once you have added the information.
8. Go back to ACME and select the Instrument page again.
9. Select Element B (WEX).
10. Click “View” to select [2-B I](https://appsceo.portal.illinois.gov/acme/home/1112/2020_1112_Programmatic_1/1112/3B%20I%20Youth%20Eligibility%20File%20Review) Work Experience Review.
11. On the top left, find the “New” button and drop down the menu. Select “New Item.”
12. In this screen, you will manually add the Worksite Name, Participant Name, Participant’s Last 4 SSN for all of the OJT files you selected to be monitored. To find this information, look up the participant in IWDS. From the Application Menu, click on “List Enrolled Services” at the top right of the menu. Look under the “Service Provided” column until you see the WBL-Paid Work Experience service entry. Click on this service and you will be able to see the WEX employer name in this screen so you can manually fill in your screen in ACME with this information.
13. Click “OK” to save this screen in ACME once you have added the information.