

Reimbursement 101

Dr. Norman Ruano
Tuesday, May 23, 2023



Outline

- Illinois Works Pre-apprenticeship Payment Model
- Funding Benchmarks
- Determining Reimbursement
- Monthly Reporting
- Role of the Office of Grants Management
- ILWPP Close Out
- ILWPP Payment Model Best Practices



Illinois Works Pre-apprenticeship (ILWPP) Payment Model



ILWPP Payment Model *Background*

The ILWPP payment model was introduced by DCEO through the ILWPP program aligning with other municipalities and state agencies that already utilize this model.

ILWPP's model overlays a performance-based payment model atop the State of Illinois's reimbursement model.

ILWPP and DCEO are driven to produce real change in the Illinois construction industry.

Performance-based payment models fund programs that have a tangible impact in their communities.



What makes the ILWPP model different?

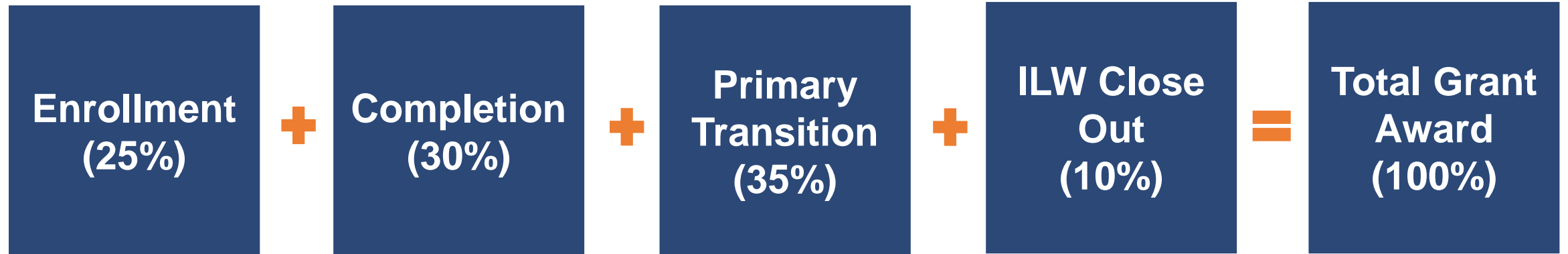
1. If programs exceed their metrics, they can earn funding beyond their initial grant award. However, if programs do not meet their metric goals, they will leave money on the table.
2. Due to live reporting through the Illinois Works Reporting System (IWRS), DCEO approves disbursements on a monthly basis.
3. Grantees have the right to appeal to ILW if a grantee believes that they missed their performance metrics due to variables outside of their control.



Funding Benchmarks



Performance-based Model: Funding Formula



Benchmark Example

Total Grant Award: \$500,000

Funding Benchmark	Percentage of Award	Funding Portion
Enrollment	25%	\$125,000
Completion	30%	\$150,000
Primary Transition	35%	\$175,000
ILW Close Out	10%	\$50,000
Total Grant Award	100%	\$500,000

Metric Definitions

Enrollment

Completion

Primary Transition – Preliminary

Primary Transition – Final

Close Out

An eligible individual who completes a pre-screen, application, and standardized interview and is offered to attend the program, accepts the offer, and attends training.

Metric Definitions

Enrollment

Completion

Primary Transition – Preliminary

Primary Transition – Final

Close Out

An individual who begins instruction and successfully completes all required modules and assessments to obtain industry- recognized certifications and credentials.

Metric Definitions

Enrollment

Completion

Primary Transition – Preliminary

Primary Transition – Final

Close Out

A graduate of an Illinois Works Pre-apprenticeship training program who has applied and has been placed on a waiting list for a construction DOL registered apprenticeship program.

Metric Definitions

Enrollment

Completion

Primary Transition – Preliminary

Primary Transition – Final

Close Out

A graduate of an Illinois Works Pre-apprenticeship training program who has enrolled in or has been sponsored into a construction focused DOL registered apprenticeship program

Metric Definitions

Enrollment

Completion

Primary Transition – Preliminary

Primary Transition – Final

Close Out

A process used by ILW to verify data quality and completeness in IWRS. ILW beginning in 2023 will utilize a rolling close out process which will culminate at the end of each grant year.

Determining Reimbursement



Per Participant Allotment

The dollar amount allotted for each participant's outcome metric (enrollment, completion, transition). Determined by dividing the benchmark dollar amount by the associated outcome metric.

Benchmark Example

Total Grant Award: \$500,000

Funding Benchmark	Funding Portion	Outcome Metrics	Per Participant Allotment
Enrollment	\$125,000	50	\$2,500
Completion	\$150,000	43	\$3,488.37
Primary Transition – Preliminary	\$175,000	35	\$3,750
Primary Transition – Final			\$1,250
ILW Close Out	\$50,000	n/a	n/a
Total Grant Award	\$500,000	n/a	n/a

Overall Compliance Rating

Monthly assessment of grantee's progress toward outcome metrics.

Determined by enrollment, completion, and primary transition numbers based on the grantee's workplan.

Overall Compliance Rating

Excellent Progress

Overall progress rating > 100%

Good Progress

Inadequate Progress

Poor Progress

Overall Compliance Rating

Excellent Progress

Good Progress

Inadequate Progress

Poor Progress

Overall progress rating
between 76% and 100%

Overall Compliance Rating

Excellent Progress

Good Progress

Inadequate Progress

Poor Progress

Overall progress rating
between 75% and 50%

Overall Compliance Rating

Excellent Progress

Good Progress

Inadequate Progress

Poor Progress

Overall progress rating < 50%

Overall Rating Example #1

Cohort 1	Outcome Metric Goal	Actual	Percentage to Goal
Enrollment	25	15	60%

Grantee A has just started enrollment. In their first review, only Cohort 1 enrollment is being considered. This means that their overall compliance rating will be based on the 60% progress towards enrollment.

As a result, they would receive an overall compliance rating of **Inadequate Progress (60%)**

Overall Rating Example #2

Cohort 1	Outcome Metric Goal	Actual	Percentage to Goal
Enrollment	25	24	96%
Completion	22	21	96%
Primary Transition- Preliminary (75%)	18	15 (11.25)	76%
Primary Transition – Final (25%)		10 (2.5)	
			268%

Total Percentage / Number of Metrics Factored In = Overall Rating (268% / 3 = 89%)

Grantee A has now completed their instruction and have started the transition process. As a result, enrollment, completion, and transition are all factored into the overall compliance rating. The percentages to goal for each metric are averaged by the overall outcomes resulting in a total of 89% and an overall compliance rating of **Good Progress**

Reimbursement Maximum

The amount of funds available to a grantee based on performance.

This is not the amount that will be reimbursed, only what has been earned.

Monthly Reporting



Monthly Compliance Progress Report

This report provides a snapshot of new data entered in the Illinois Works Reporting System since the last reporting date.

This does not provide aggregate data.

Monthly Compliance Progress Report



Illinois Works Monthly Compliance Progress Report

April 2023

Organization Name	ABC 123 Construction
Overall Rating & Percentage	Excellent Progress (105%)

The Overall Compliance Rating and Percentage will be provided at the top

Cohort	Enrollment			Completion			Primary Transition				Secondary Transition		Reimbursement Maximum (Current Review)	
	Goal	Actual Since Last Review	Per Participant Allotment	Goal	Actual Since Last Review	Per Participant Allotment	Goal	Preliminary Verification Actual Since Last Review	Preliminary Per Participant Allotment	Final Verification Actual Since Last Review	Final Per Participant Allotment	Actual Since Last Review		Secondary Transition Per Participant Allotment
1	20	21	\$2,500	17	0	\$3,529.41	14	0	\$3,750	0	\$1,250	0	\$2,500	\$52,500
2	20	0	\$2,500	17	0	\$3,529.41	14	0	\$3,750	0	\$1,250	0	\$2,500	\$0

Per cohort metrics and reimbursement are provided here.

*Keep in mind, these are just since that last review, NOT aggregate

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 2023 Grantee Manual – Section 13: Programmatic Monitoring. The overall compliance rating for April 2023 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 4/7/2023.



Monthly Compliance Progress Report

Carryover Credits are available to 2022 grantees only and will continue through the end of their grant agreement with ILW

Carryover Credits (2022 Grantees Only)			
Outcome Metric	Carryover Credit	Carryover Amount	Explanation of Carryover Credit
Completion	1	\$3,529.41	One completion carryover credit verified
Primary Transition	0	\$0	
Secondary Transition	0	\$0	
Totals	1	\$3,529.41	

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	

Adjustments provide updates on any changes to grantee's reimbursement maximums outside of normal compliance

Notes Regarding Overall Rating	IWRS Data Trends
Overall progress rating is based on enrollment for Cohort 1. Grantee has made 105% progress toward the enrollment goal resulting in an overall percentage of 105 and an overall rating of Excellent Progress.	Data entry is strong for Cohort 1. Continue positive trend and entering attendance, post-assessments, earned credentials, and uploads to avoid a metric drop off at completion.

Explanation of the Overall Compliance Rating and percentage are explained here. Including which metrics were factored into the rating and percentage.

Current Review Amount Earned	Last Review Amount Earned	Total Reimbursement Maximum 2023	Total Reimbursement Grant-to-Date
\$56,029.41	\$0	\$56,029.41	\$366,911.71

Next Compliance Data Pull	5/5/2023
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Monthly Compliance Progress Report

Carryover Credits (2022 Grantees Only)			
Outcome Metric	Carryover Credit	Carryover Amount	Explanation of Carryover Credit
Completion	1	\$3,529.41	One completion carryover credit verified
Primary Transition	0	\$0	
Secondary Transition	0	\$0	
Totals	1	\$3,529.41	

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
Overall progress rating is based on enrollment for Cohort 1. Grantee has made 105% progress toward the enrollment goal resulting in an overall percentage of 105 and an overall rating of Excellent Progress.	Data entry is strong for Cohort 1. Continue positive trend and entering attendance, post-assessments, earned credentials, and uploads to avoid a metric drop off at completion.

Current Review Amount Earned	Last Review Amount Earned	Total Reimbursement Maximum 2023	Total Reimbursement Grant-to-Date
\$56,029.41	\$0	\$56,029.41	\$366,911.71

Next Compliance Data Pull	Date
	5/5/2023

Data trends are outlined here along with important information that may be impacting data quality/entry.

Summary of funds are provided here.

Date of the next compliance pull will always be listed here

Monthly Compliance Payment Worksheet

This report provides aggregate data including the total number of enrollments, completions, and transitions (primary and secondary) that have been approved for reimbursement.

Monthly Compliance Payment Worksheet



Grantee Name: ABC 123 Construction

2023 Funding		Per Participant Allotment	Carryover Per Participant Allotment
Enrollment Funding Cap (25%)	\$100,000.00	\$2,500.00	n/a
Completion Funding Cap (30%)	\$119,999.94	\$3,529.41	\$3,529.41
Primary Transition (75% of PT)	\$140,000.00	\$3,750.00	\$5,000.00
Final Verification - Primary Transition (25% of PT)		\$1,250.00	
Secondary Transition Funding Cap		\$2,500.00	\$2,500.00
Close Out Reports (10%)	\$40,000.06		
2023 Grant Award	\$400,000.00		

Breakout of funding metrics and PPA per outcome.
Renewal grantees will also have a column for Carryover Credit PPAs

	2022 Reimbursement Max.	2023 Reimbursement Max.	Total Grant Award Amount	Remaining Award to be earned
Grant Award	\$310,882.30	\$56,029.41	\$800,000.00	\$433,088.29
Outcome Metrics	2022		2023	
Individuals Enrolled	40		40	
Individuals Completed	34		34	
Individuals Primary Transition	28		28	
Individuals Secondary Transition	0		0	

Reimbursement maximums for each grant year, total grant award, and the amount that is still available to be earned.
Outcome metrics for each grant year.

Monthly Compliance Payment Worksheet



2023 Reimbursement																	
	Enrollment			Completion			Primary Transition						Secondary Transition			Close Out Reports	
	Verified Enrolled	Adjustments	Current Review Amount	Verified Completed	Adjustments	Current Review Amount	Verified PT - Preliminary	Adjustments	Prelim. PT Amount	Verified PT - Final	Adjustments	Final PT Amount	Current Review Amount	Verified Secondary Transition	Adjustments		Amount
January	0		\$0.00	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00	
February	0		\$0.00	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00	
March	0		\$0.00	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00	
April	21		\$52,500.00	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00	
May	0		\$0.00	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00	
June	0		\$0.00	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00	
July	0		\$0.00	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00	
August	0		\$0.00	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00	
September	0		\$0.00	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00	
October	0		\$0.00	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00	
November	0		\$0.00	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00	
December	0		\$0.00	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00	
Totals	21		\$52,500.00	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00	\$0.00

This portion of the Payment Worksheet provides a per month break out of how many participants earned each metric. At the bottom of each metric column is a total. This is the aggregate number of participants that have verified enrollments, completions, preliminary and final primary transitions and secondary transitions.

Carryover Credit

Outcome metric and reimbursement credit earned by grantees in their second and third grant year based on the completion or transition of a participant initially enrolled in a previous grant year.

Carryover Credit

Outcome metrics earned will count toward the grant year that the participant was initially enrolled.

Reimbursement earned will be added to the current grant year's reimbursement maximum.

Monthly Compliance Payment Worksheet



2023 Reimbursement																							
	Enrollment			Completion			Primary Transition						Secondary Transition			Close Out Reports	Carrover			Reimbursement Totals			
	Verified Enrolled	Adjustments	Current Review Amount	Verified Completed	Adjustments	Current Review Amount	Verified PT - Preliminary	Adjustments	Prelim. PT Amount	Verified PT - Final	Adjustments	Final PT Amount	Current Review Amount	Verified Secondary Transition	Adjustments		Amount	Completion	Primary Transition	Secondary Transition	Total Reimbursement Max. 2023	Grant-to-date Reimbursement	
January	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$310,882.30	
February	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$310,882.30	
March	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$310,882.30	
April	21		\$52,500.00	0		\$0.00	0		\$0.00		0		\$0.00			\$0.00			\$3,529.41	\$0.00	\$0.00	\$56,029.41	\$366,911.71
May	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$366,911.71	
June	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$366,911.71	
July	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$366,911.71	
August	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$366,911.71	
September	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$366,911.71	
October	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$366,911.71	
November	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$366,911.71	
December	0		\$0.00	0		\$0.00	0		\$0.00		0		\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$366,911.71	
Totals	21		\$52,500.00	0		\$0.00	0		\$0.00		0		\$0.00			\$0.00			\$3,529.41	\$0.00	\$0.00	\$56,029.41	\$366,911.71

Renewal Grantees will have Carryover Credit columns added to their monthly tracking.

	Completion		Primary Transition		Secondary Transition		Total Carryover Amount
	Carrgover Credit	Carrgover Amount	Carrgover Credit	Carrgover Amount	Carrgover Credit	Carrgover Amount	
January	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
February	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
March	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
April	1	\$3,529.41	0	\$0.00	0	\$0.00	\$3,529.41
May	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
June	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
July	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
August	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
September	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
October	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
November	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
December	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
Totals	1	\$3,529.41	0	\$0.00	0	\$0.00	\$3,529.41

Renewal Grantees will also have an additional table dedicated to Carryover Credit tracking to show the break out of PPA for each metric

Outcome Verification Spreadsheet

This spreadsheet will show by participant outcome verifications and specific information regarding why a metric could not be verified.

This spreadsheet arrives on a monthly basis with the progress report and payment worksheet.

Outcome Verification Spreadsheet

	A	B	C	D	E	F	G	H	I	J	L
1	Workn	Enrollm	Custom	Addresses to Earn Verificatio	Comple	Primar	Secon	Enrollm	First Na	Last Na	Birth D
2	846168	May '23	Enrolled	n/a	N/A	N/A	N/A	Enrollmen	Mickey	Mouse	01/13/199
3	237613	May '23	Enrolled	n/a	N/A	N/A	N/A	Enrollmen	Donald	Duck	07/25/198
4	846169	May '23	Enrolled	n/a	N/A	N/A	N/A	Enrollmen	Minnie	Mouse	03/01/200
5	855980	May '23	Enrolled	n/a	N/A	N/A	N/A	Enrollmen	Huey	Duck	
6	846232	Not Verifi	Enrolled	Add interview sheet with notes	N/A	N/A	N/A	N/A	Daisy	Duck	01/22/199
7	855290	Not Verifi	Enrolled	Add additional interviewer score	N/A	N/A	N/A	N/A	Clarabelle	Cow	
8	838814	Not Verifi	Enrolled	Add second interview sheet with	N/A	N/A	N/A	N/A	Louie	Duck	01/25/199
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Ready Accessibility: Investigate

Column B:

This column is added by your grant manager and shows if the metric verification has been awarded.

If yes, it will have the month and year the metric was verified

If no, the cell will read “Not Verified”

Outcome Verification Spreadsheet

	A	B	C	D	E	F	G	H	I	J	L
1	Workn	Enrollm	Custom	Addresses to Earn Verificatio	Comple	Primar	Secon	Enrollm	First Na	Last Na	Birth D
2	846168	May '23	Enrolled	n/a	N/A	N/A	N/A	Enrollmen	Mickey	Mouse	01/13/199
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Column D:

If a participant's metric is listed as "Not Verified", this column will provide specific directions on what needs to be updated or uploaded in IWRS to achieve verification

Outcome Verification Spreadsheet

	A	B	C	D	E	F	G	H	I	J	L
1	Workn	Enrollm	Custom	Addresses to Earn Verification	Comple	Primar	Second	Enrollm	First Na	Last Na	Birth D
2	846168	May '23	Enrolled	n/a	N/A	N/A	N/A	Enrollmen	Mickey	Mouse	01/13/199
3	237613	May '23	Enrolled	n/a	N/A	N/A	N/A	Enrollmen	Donald	Duck	07/25/198
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Column E - H:

These columns show the verification status in IWRS of completion, primary transitions, secondary transitions and enrollments.

Column F:

This column specifically shows is a Preliminary or Final Verification Primary Transition has been verified.

Remember:

1. Your overall compliance rating does not impact the ability for reimbursement to be released, however it does correlate to the amount of reimbursement. For example, grantees can still be reimbursed for fund even with a Poor or Inadequate Progress rating.
2. The payment worksheet outlines what has been approved by ILW for the reimbursement maximum, it does not track what has been reimbursed to your organization.
3. Your monthly compliance reports represent only verified outcomes. As a result, the verified numbers may not match IWRS if participant data is missing in IWRS. This will be noted in the Outcome Verification Spreadsheet.
4. **When in doubt, ask your ILWPP grant manager.**

Role of the Office of Grants Management

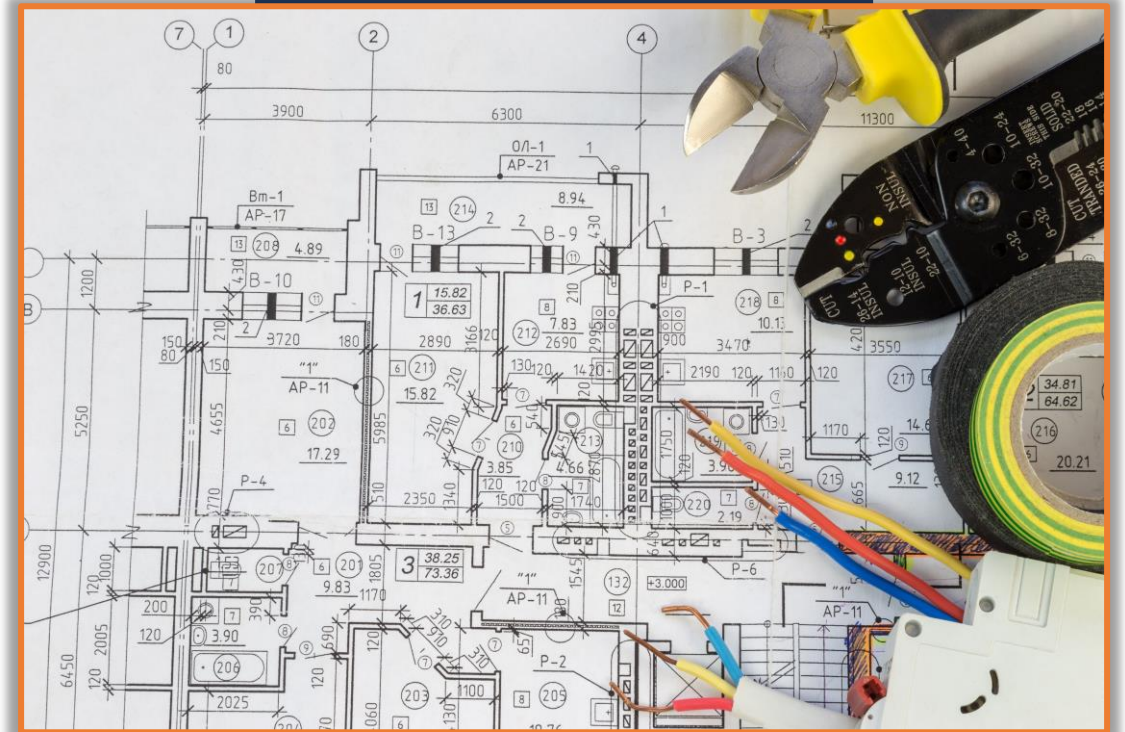


Office of Grants Management (OGM)

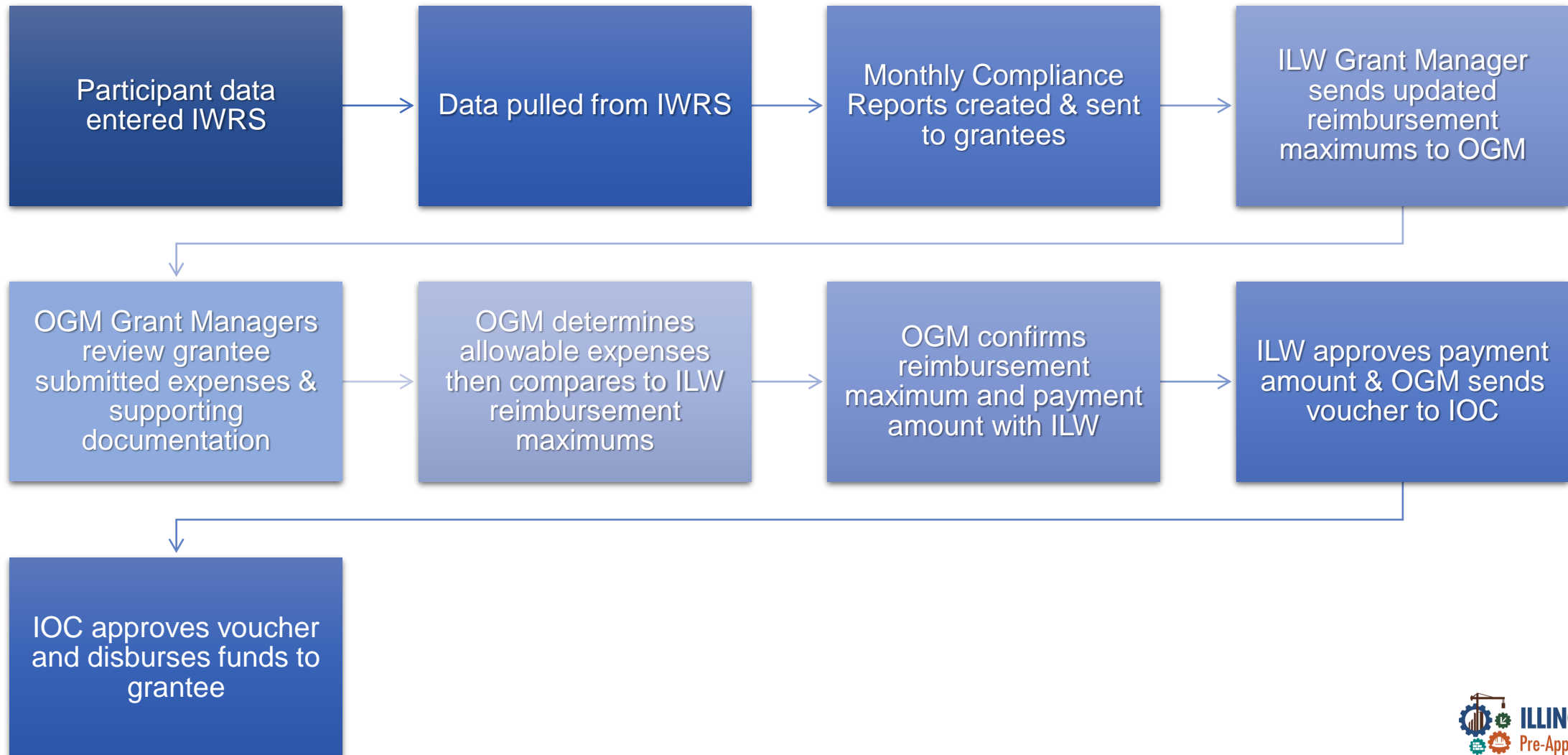
OGM is the liaison between ILWPP and the Illinois Office of the Comptroller (IOC).

It is their responsibility to:

- Establish grant agreements
- Process budget modifications
- Accept and approve GATA required forms (PPR and PFR)
- Review and approve grantee expenses
- Submit approval of disbursement to IOC based on a grantee's reimbursement maximum and approved expenses.



ILWPP Reimbursement Process



ILWPP Close Out



Close Out Reports

The final benchmark that allocated 10% of overall grant funding to final ILW performance data verification and final Office of Grants Management reports.

** If an advance was provided this will be 2%*

ILWPP Close Out

This process takes place annual in the fall of each grant year. The goal of the ILWPP Close Out is to verify completeness and quality of the data entered in IWRS.

Grant managers each month will verify enrollment metrics, but during this process they will do a final review to ensure all enrollment, completion, and transition information is provided for each participant.

This will culminate in January of the following grant year and awarding of close out funds.



ILWPP Payment Model Best Practices



Best Practices

- Over enroll in all cohorts
- Ensure all graduates transition and that verification documents are uploaded to IWRS (primary or secondary)
- If a participant did not successfully complete or transition, keep working with them to capture a carryover credit (retesting, make-up session, joining a future cohort etc.)
- Ensure IWRS is updated completely for each week's activities on Monday of the following week.



Questions?

