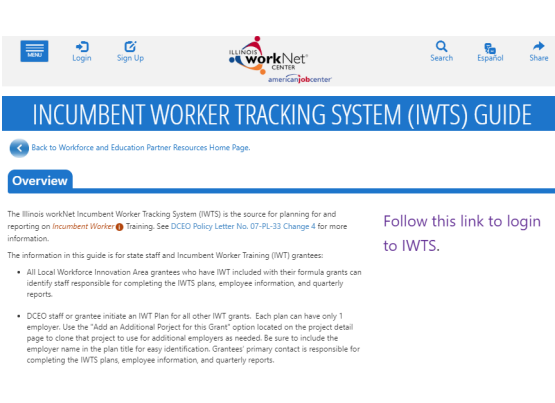# Incumbent Worker Training System (IWTS)

Illinois workNet® is sponsored by the Department of Commerce and Economic Opportunity. – May 2020

1

IWTS: RESOURCES

2

IWTS: RESOURCES

Incumbent Worker Training System (IWTS) Guide:
https://www.illinoisworknet.com/partners/programs/pages/Incumbent-Worker-Tracking.aspx/

From the IWTS Guide you can access:
- IWTS Updates
- FAQs
- Archived Training Videos
- Getting Started with IWTS:
  https://www.illinoisworknet.com/partners/programs/Pages/IWTS_CompletingPlans.aspx
- Link to Access the Incumbent worker Training System: https://apps.il-work-net.com/wnTools/IWTS/

3

IWTS: PROJECT PLAN STATUS

Type of Grant/ Action that Changes Status	Initiated	In Process	Submitted	Reviewed with Request for Clarification	Accepted	Request to Modify	Completed	Cancelled	Access Reports
Non-Formula Grants	DCEO	Grantee	Grantee	DCEO	DCEO	Grantee or DCEO	IWTS	DCEO	Grantee and DCEO
Formula Grants	Grantee	Grantee	Grantee	DCEO	DCEO	Grantee or DCEO	IWTS	DCEO	Grantee and DCEO

4

Definitions

Initiated – DCEO staff person completed the required fields (i.e. IWDS grant selected, grantee organization selected or added and grantee contact with email address) and clicked to notify the grantee to submit the training project plan. Any LWIAs with incumbent worker training funds included with their formula grants can initiate training project plans.

In Process – Non-formula funds grantee is responding to a DCEO initiated request to complete a project plan. They have entered some information and saved it but have not submitted it to DCEO for review. For formula-funds grantees, the LWIA/LWIB is in process of setting up a project plan; they saved it but have not submitted it to DCEO for review.

Submitted – Grantees (both formula and non-formula) have submitted a training project plan for DCEO to review. Grantees await a DCEO response at this point before proceeding with the project.

Reviewed with Request for Clarification – DCEO staff reviewed a submitted project plan and need further information or correction made prior to the grantee proceeding with the project.

Accepted – DCEO staff reviewed and accepted a project plan, including plans that were resubmitted after a request for clarification. Once accepted, the project plan fields are locked down so grantees cannot modify the plan. The grantees may continue to add employers, training programs, and other information, but they cannot alter a previously submitted plan. However, DCEO can change any plan after it is approved.

Request to Modify – If a change to a locked down training plan needs to be made by a grantee, they will submit a Request to Modify. DCEO will approve or deny the request. If approved, the grantee can make modification, if not, the training plan remains locked down.

Completed – The "final" quarterly report has been submitted.

Cancelled – The training plan cannot proceed, it is cancelled. Once a plan is submitted, only DCEO may delete cancelled plans.

5

IWTS: PROJECT NAVIGATOR MENU

Each project plan has a "Project Navigator Menu" at the top left corner of the plan. Use this menu to access all information available about a plan.

This menu is only for the selected plan.

The menu has four sections:
1. Project Plan Screens
2. Review and Submit Project Plan
3. Add Employees and Course Registration
4. Plan Reports, Current Quarterly Report, and Project History & Actions

Project Navigator Menu
Grant Information
Project Details
Layoff Aversion
Project Industries
Grantee Information
Hard-to-Serve Groups
Project Credentials
Project Sectors
Employee Occupations
Occupation Upgrades
Employers
Training Courses
Review Plan
Submit Plan
Add Employees
Course Registration
Reports
Complete Current Quarterly Report
Project History & Actions

6

IWTS: SUBMIT YOUR INCUMBENT WORKER TRAINING PROJECT PLAN

7

IWTS: GETTING STARTED

Users must have an Illinois workNet account that has been granted access to the IWTS system.

- To gain access to the IWTS system email info@illinoisworknet.com

STEP ONE

Go to www.illinoisworknet.com and log into your Illinois workNet account.

STEP TWO

Go to My Dashboard and select Partner Tools.

STEP THREE

Locate and select Incumbent Worker Training System (IWTS).

https://www.illinoisworknet.com/partners/Pages/Customer-Support-Center.aspx

8

IWTS: HOW TO COMPLETE AN IWTS PLAN

- Plans are completed following the order of the "Project Navigator Menu."

- To submit a plan for review by DCEO, a grantee must complete everything up to and including "Submit Plan."

Project Navigator Menu
Grant Information
Project Detail
Layoff Aversion
Project Industries
Grantee Information
Hard-to-Serve Groups
Project Credentials
Project Sectors
Employee Occupations
Occupation Upgrades
Employers
Training Courses
Review Plan
Submit Plan
Add Employees
Course Registration
Reports/Queries
Complete Current Quarterly Report
Project History & Actions

9

IWTS: BUILDING A PLAN

With every screen you will always do one of these to save your work:

| If there is a "**Save**" button at the bottom of the screen, always click it. | "**Add**," will add the items you selected to the plan. | "**Select Checked Items**," will add all items you check to the plan. |

- As you Save, you'll know your work saved if you see a green message indicating success. If you see a red message, make the corrections listed and save your corrections.
- As you Add or Select, you'll see the items listed at the top of the page.
- You can select "Review Plan" as you go if you want reassurance.
- To move on to the next screen, you can click "Next" or use the "Project Navigator Menu".
- In the top right corner of the plan, you will always see the most current status for the plan.

10

IWTS: PROJECT PLAN

- LWIAs using Formula Grant funds, select "Add New Project Plan."
- All other grant recipients see the plan template already provided to them by DCEO. Click "Select."
  - When the plan is initiated DCEO will identify at least one primary contact to complete the project plan. The primary contact will be sent an email by the IWTS with instructions to get started with the plan.

- You will either:
  1. **Select** your plan from the list
     OR
  2. Click **Add New Project Plan**

11

IWTS: PROJECT PLAN

Additional Actions:
- Click "**Select**" to go to a plan's entry screens.
- Click "**History**" to see the plan's timeline.
- Click "**Review**" to see all of the plan.

Access:
- Grantees only see their plan(s).
- DCEO staff see all plans.

12

IWTS: GRANT INFORMATION

This is pre-filled for all grants except LWIA Formula Grants.

- For LWIA Formula Grants:
  - Grant Number
  - Grant Type
  - Search and Select

| Return to Search | IWTS Quarterly Reports | IWTS Reports |

Unknown (0)

Project Navigator Menu

Next

Current Project Grant

IWDS Grant Search

Grant Number
Keyword filter
Grant Type ◯ Formula ◉ Non-Formula ◯ Both

Search   Reset

Page Size 25

Next

Searches grants in IWDS and fills in information exactly as in IWDS.

13

IWTS: PROJECT DETAILS

Project Details

Project Number 34

- Project Number – Assigned by IWTS.
- Title
- Project Grant – From first screen.
- Description
- DCEO Project Contact
- Status – Automatically changes.
- Accepted Date – fills automatically when DCEO accepts the project.
- Project Start Date
- Project End Date
- Is Green Initiative
- Does this project have occupation upgrades?

Title* ***TEST Project for workNet testing *** ==> SQL04

Project Grant Career Link

Description

This project will provide very useful training for the employees of the partner employers.
Updated 6/2

Grantee SIUC-Lincoln Land College

DCEO Project contact Lorraine Wareham
Click for more details.

Status Submitted

Accepted Date Mar 05, 2015

Project Start Date 7/1/2015

Project End Date 6/30/2016

Is Green Initiative ◯ Yes ◉ No

Project Type Formula

Does this project have occupation Upgrades? ◉ Yes ◯ No

14

IWTS: PROJECT DETAILS CONTINUED

- Is this project affected by an Emergency or Natural Disaster?
  - What was the cause of the Emergency or Natural Disaster?
    - COVID-19
    - Facility Damage or Destruction
  - What is the primary impact on the project?
    - Layoffs
    - Illness
    - Death
    - Social Distancing
    - Other
  - What is the nature of the modification?
    - Change Mode of Delivery
    - Change Training Dates
    - Change Project Costs
    - Change Training Provider
  - When was the project impacted?
- Additional Emergency or Natural Disaster Info.

15

IWTS: PROJECT DETAILS CONTINUED

- Incumbent Worker Grant Amount
- Project Cost
- Costs on other projects – IWTS fills this in.
- Balance – IWTS calculates this.
- Funds Use
- Needs and Benefits
  - Click "Save"
  - Click "Next"

16

IWTS: LAYOFF AVERSION

Select from pre-defined at risk indicators and enter an additional description in the text box.

Required.

- **Click "Add."**
- **Click "Next."**

17

IWTS: PROJECT INDUSTRIES

Select from NAICS categories to select all codes that apply.

- **Click "Select Checked Items."**
- **Click "Next."**

18

9

IWTS: GRANTEE INFORMATION

Identify grantee organization information:
- Is this Organization an employer
- Name
- Street Address
- City
- State
- Zip Code
- Phone
- Fax
- Agency Type
- Employer Industry
- FEIN
- UI Account Number
- Is this location a worksite

19

IWTS: GRANTEE INFORMATION

- Owner's Ethnicity
- Dollar amount contributed by employer
- How the employer match will be provided
- Enter the Total Number of employees at this location
- Enter the total number of employees at this location that will receive training
- Provide a meaningful description of the impact of this training at this job site.
- **Click "Save."**

20

IWTS: GRANTEE INFORMATION

Identify the primary and secondary grantee contacts. Primary contacts receive emails from the system.

21

IWTS: HARD-TO-SERVE GROUPS

Select all applicable hard-to-serve groups for employees who will get training from this project.

- **Click "Save Checked Items."**
- **Click "Next."**

Required if any of these groups are applicable.

22

IWTS: PROJECT SECTORS

Select Sectors.
- **Click "Save Checked Items."**
- **Click "Next."**

23

IWTS: EMPLOYEE OCCUPATIONS

Select all employee occupations for all employees to get training.
- **Click "Select Checked Items."**
- **Click "Next."**

24

IWTS: OCCUPATION UPGRADES

In the Project Detail section, if the answer to the question "Does this project have occupation upgrades?" is yes, select all applicable occupations.

- **Click "Save Checked Items."**
- **Click "Next."**

25

IWTS: EMPLOYERS

Enter information about each employer:
- Name
- Street Address
- City
- State
- Zip Code
- Phone
- Fax
- Agency Type
- Employer Industry
- FEIN
- UI Account Number
- Is this location a worksite

26

IWTS: EMPLOYERS

- Owner's Ethnicity
- Dollar amount contributed by employer
- How the employer match will be provided
- Enter the Total Number of employees at this location
- Enter the total number of employees at this location that will receive training
- Provide a meaningful description of the impact of this training at this job site
- **Click "Save."**

27

IWTS: EMPLOYER

Identify the primary and secondary employer contacts.

28

IWTS: EMPLOYER

Enter all work sites for each employer:
- Name
- Street Address
- City
- State
- Zip Code
- Phone
- Fax
- Agency Type
- Enter the total number of employees at this location
- Enter the total number of employees at this location that will receive training
- Provide a meaningful description of the impact of the training at this job site

- **Click "Save."**
- **Click "Next."**

29

IWTS: EMPLOYERS

All employers will save to the Organization List

30

IWTS: TRAINING COURSES

Enter training course information:
- Title, Description, Provider Name
- Course Credentials
- Classification of Instructional Programs (CIP)

- **Click "Save."**
- **Click "Save Checked Items."**

31

IWTS: TRAINING COURSES

Classification of Instructional Programs (CIP)

- **Click "Save Checked Items."**

Search and Select Additional Codes

Select a CIP Family: Agriculture, Agriculture Operations, and Related Sciences.

Keyword filter

Search   Reset

Save Checked Items   Page Size 25

1 2 3

Code	Title
01.0102	**Agribusiness/Agricultural Business Operations.** A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.
01.0599	**Agricultural and Domestic Animal Services, Other.** Any instructional program in agricultural and domestic animal services not listed above.
01.0801	**Agricultural and Extension Education Services.** A program that prepares individuals to provide referral, consulting, technical assistance, and educational services to gardeners, farmers, ranchers, agribusinesses, and other organizations. Includes instruction in basic agricultural sciences, agricultural business operations, pest control, adult education methods, public relations, applicable state laws and regulations, and communication skills.
01.0401	**Agricultural and Food Products Processing.** A program that prepares individuals to receive, inspect, store, process, and package agricultural products in the form of human food consumables, animal or plant food, or other industrial products. Includes instruction in the nutrient and industrial properties of various agricultural products; logistics and storage procedures; chemical and mechanical processing operations; packaging; safety and health requirements; and related technical and business principles.
01.1104	**Agricultural and Horticultural Plant Breeding.** A program that focuses on the application of genetics and genetic engineering to the improvement of agricultural plant health, the development of new plant varieties, and the selective improvement of agricultural plant populations. Includes instruction in genetics, genetic engineering, population genetics, agronomy, plant protection, and biotechnology.

32

16

IWTS: TRAINING COURSES

For every training course, identify every session's:
- Start Date
- End Date
- Session Title
- Instructor Information
- Location Information

EXAMPLE – If a session is offered over three separate time frames, enter each session's information.

- **Click "Save."**
- **Click "Next."**

33

IWTS: REVIEW PLAN

Generate the entire plan and print it.
- Scroll down to see if there are any errors.
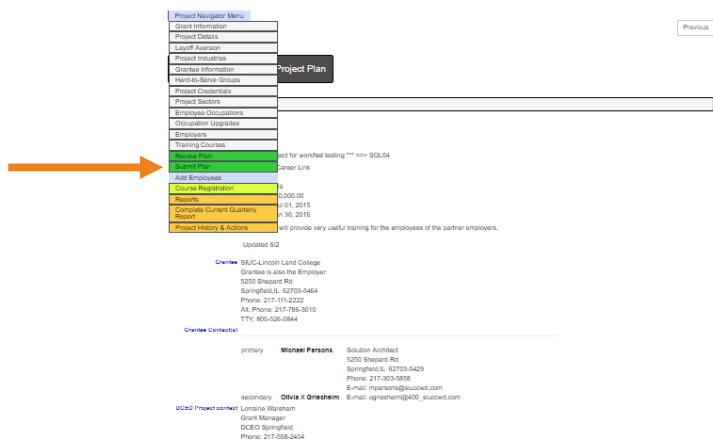- You can print it on paper or print it to a PDF file.

34

IWTS: SUBMIT PLAN TO DCEO

Grantee clicks "Submit Plan" and is presented with a confirmation screen.
On submit, DCEO contact is emailed and status changes to "Submitted."

35

IWTS: ADD EMPLOYEES

36

IWTS: ADD EMPLOYEES WHO ARE RECEIVING TRAINING

Add employees after your plan is "Accepted." There are two options for how you add employees:

Option 1

• Enter each employee one at a time.

Option 2

• Bulk upload multiple employees.

Either way, add all of the employees at one time or continuously add employees who will receive training as those employees are identified.

37

IWTS: OPTION 1 MANUAL ENTRY

1. Select the employer and worksite.
2. Search for existing employees or add new.
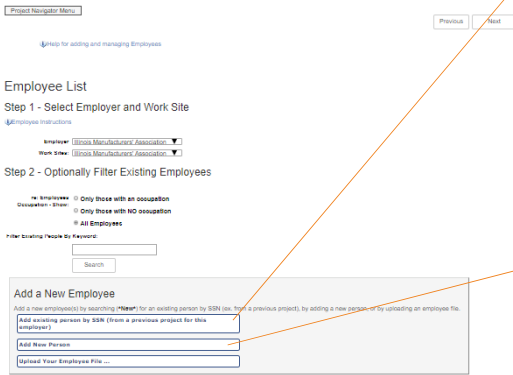
Employer: Illinois Manufacturers' Association

Worksite: Illinois Manufacturers' Association

Select Add next to individual that displays in list. Click "Save"

Add/Edit Employee

• **Check box if adding multiple employees.**
• **Click "Save."**
• **Click "Add New Person."**

38

19

IWTS: OPTION 2 BULK UPLOAD

If you bulk upload employees there will be two steps:

Step 1
- Complete the bulk upload

Step 2
- Identify each Employee Occupation.
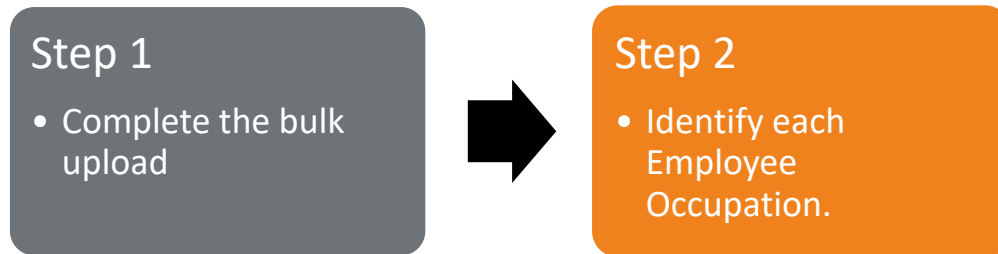
39

IWTS: OPTION 2 BULK UPLOAD

Step 1: Complete the bulk upload; get sample files from the IWTS Guide.

1. Create an xml, excel, or csv file of your employee records.
2. Each record **MUST** include the following fields:
   (for csv & excel files use field name headers)
   - ssn
   - firstName
   - lastName
   - zipCode
   - birthDate
   - ethnicity
   - militaryStatus
   - disabilityStatus
   - disabilityCategory
   - gender
3. Click "Upload Excel, CSV or XML File" button.
4. Browse computer and select file for upload and click "Open".
5. Click "Upload File" button.
6. Click "View Data" button to verify data is correct.
7. Click "Import Data" button.
8. Take note of system status. It will alert you to any errors and number of records imported.
9. Close window.
10. Click "Refresh" button on Employee screen.

40

IWTS: OPTION 2 BULK UPLOAD

Step 2: Identify each Employee Occupation.

- **Click "Update Checked Items."**

41

IWTS: ADD EMPLOYEES TO COURSE AND SESSIONS

42

IWTS: COURSE REGISTRATION

This is where you will:
- Add employees to Course Sessions.
- Make corrections to remove employees from Course Sessions.

Only remove employees from courses that were mistakenly added, not because they quit their job or because they did not complete the training.

If an employee does not successfully complete the training, you'll indicate this with the quarterly reports.

43

IWTS: COURSE REGISTRATION

Employees are added to courses.
This information should be added ongoing as it occurs.

- Course and Session.
- Select Employer.
- Select Worksite.
- Select those NOT in course.
- Select all employees to add to the course.

- Alternatively, if you've mistakenly added an employee to the wrong course, select:
    - Only those in the course.
    - Select "Remove" adjacent to the person.

44

IWTS: SUBMIT QUARTERLY REPORTS

45

IWTS: SUBMIT QUARTERLY REPORT

Quarterly Reports are automatically generated for all "Accepted" projects.
- Access your current Quarterly Report any time from your "Project Navigator Menu" or select "IWTS Quarterly Reports" from the left navigation menu.
- An email will be sent to the grant recipient's primary contact when it's due.
- The schedule is available from the Quarterly Report and the IWTS Guide.

Submit quarterly reports for all plans that have an "Accepted" status.	→	Submit every quarter until the final report is due.	→	To submit a final report, You must answer "Yes" to, "Is this the final report?"	→	DCEO will approve the Final Report or request that it be corrected and resubmitted.
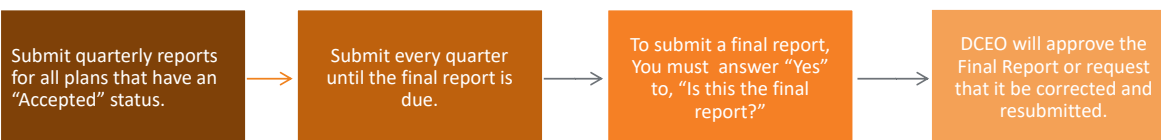
46

IWTS: SUBMIT QUARTERLY REPORT

Each quarterly report has four sections that need to be completed as seen with the tabs below:

1. Status Report
2. Workers Training Status
3. Workers Training Outcome
4. Review and Submit

47

IWTS: SUBMIT QUARTERLY REPORT

Complete all required information with "Status Report."

48

IWTS: SUBMIT QUARTERLY REPORT

Complete all required information with "Status Report."

If this is the final quarterly report, specify if the project has been affected by an Emergency or Natural Disaster.

49

IWTS: SUBMIT QUARTERLY REPORT

For each course, select each "Workers Training Status":
- Not Started
- In Progress
- Completed and [credentials added to the plan] Earned
- Did not complete requirements

- **Click "Update Workers."**

50

IWTS: SUBMIT QUARTERLY REPORT

For all employees who have completed the training, update all "Workers Training Outcomes" with all that apply:

- Retained Earnings
- Wage Increase
- Promotion

- **Click "Update Workers."**

51

IWTS: SUBMIT QUARTERLY REPORT

The grantee reviews the quarterly report and then submits:

- Scroll all the way down and correct errors before submitting.
- Once you submit, your DCEO contact is automatically notified.

- **Click "Submit."**

52

5/11/2020

IWTS: PROJECT ACTIONS AND HISTORY

53

IWTS: PROJECT ACTIONS AND HISTORY

Project Actions and History allows grantees to review the projects' history timeline and communicate with their DCEO contact.

- Send emails to:
  - DCEO contact for the plan.
  - Grant recipients' primary contact for the plan.
- Prior to a project closing, grantees can request to change their plan.
  - If a grantee request to cancel a project, they must specify if the project was affected by an Emergency or Natural Disaster.

54

IWTS: CONTACTS

The following contacts are with Illinois Department of Commerce and Economic Opportunity (DCEO), Office of Employment and Training (OET):

Gary Eicken - WIA/WIOA discretionary funds: Gary.Eicken@illinois.gov

Keelin Valenti - Formula grant questions: Keelin.Valenti@illinois.gov
Lorraine Wareham - Layoff aversion/Rapid Response grant questions: Lorraine.Wareham@illinois.gov

For general technical information and access to IWTS tools, send an email to info@illinoisworknet.com.

55

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HOME: https://www.illinoisworknet.com/

EMAIL: info@illinoisworknet.com

MORE INFO: https://www.illinoisworknet.com/partners/programs/Pages/IWTS_CompletingPlans.aspx

FACEBOOK   TWITTER   YOUTUBE   LINKEDIN   LINKEDIN GROUP   PINTEREST

56