

Training Webinar: New WIA Contract Reporting Requirement – Notice 12-NOT-02

November 28, 2012



Webinar Topics:

- How to enter WIA contract information to meet requirements.
- DCEO review process.
- Where the public will view the WIA contract information.



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Policy Details:

State legislation
and policy
reference: [WIA
Notice 12-NOT-
02](#)

Chuck Dooley:
DCEO Program
Administrator
[Charles.Dooley
@illinois.gov](#)

The logo for WIA Works for Illinois features the letters "WIA" in blue and orange, with "WORKS" in blue and "ILLINOIS" in red below it.

WORKING FOR ILLINOIS

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[WIA Works for Illinois](#) >> [Workforce Professionals](#) >> [DCEO WIA Policy](#)

Policy Details

[New Search](#)

WIA Notice

[WIA Notice 12-NOT-02](#)

Status

Current

Subject
WIA Provider Summary Reporting

Issue Date	Effective Date	Expiration Date
November 19, 2012	November 19, 2012	CONTINUING

Subject Index



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Login to your
Workforce Partner
Account

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Workforce and Education Partners Enter Here

From the
homepage of the
Workforce Partner
Pathway, find WIA
Contract Summary
Reporting link
located in the left
side menu.

Customer Groups
Incumbent Workers
Incumbent Worker Reports
Reporting
My Illinois workNet
My Notes
My Messages
My Shortcuts
Website Updates
Veterans Work Experience
Project
**WIA Contract Summary
Reporting**
Manage LWIA Access

Staff

CIWA

DCEO Staff

customer service category. Access to tools depends on the access level assigned to the workforce professional account when it is approved.



If you provide WIA services to your customers, click here and submit success stories.

CLICK HERE TO SIGN UP TO RECEIVE UPDATES or manage your subscription. We will only contact you when we have news to share.

SHOW Business Service Team Member

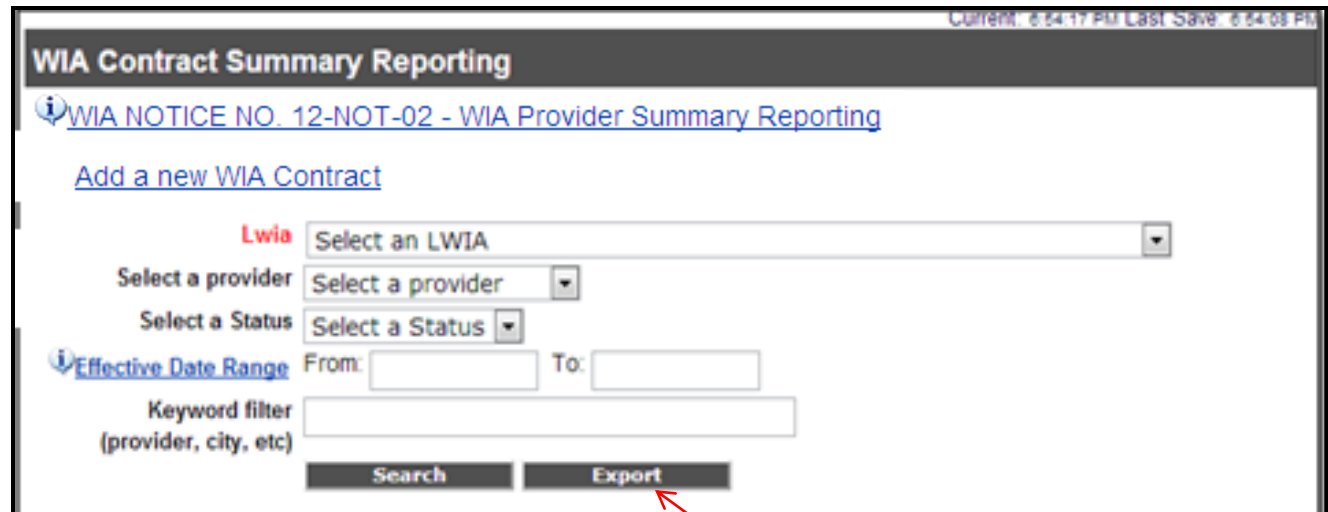
SHOW Case Manager/Career Advisor

SHOW Community Partner

LWIA View:

From here:

1. Choose an LWIA
2. Select a provider
3. Select a status
4. Enter a date range
5. Enter in any keywords affiliated with the contract you're looking for.
6. Click Search

A screenshot of a web application titled "WIA Contract Summary Reporting". The interface includes a header with the title and a timestamp "Current: 6:54:17 PM Last Save: 6:54:08 PM". Below the header is a link "WIA NOTICE NO. 12-NOT-02 - WIA Provider Summary Reporting" and a link "Add a new WIA Contract". The main form area contains several fields: "Lwia" with a dropdown menu labeled "Select an LWIA", "Select a provider" with a dropdown menu labeled "Select a provider", "Select a Status" with a dropdown menu labeled "Select a Status", "Effective Date Range" with "From:" and "To:" input fields, and a "Keyword filter" input field with the placeholder text "(provider, city, etc)". At the bottom of the form are two buttons: "Search" and "Export". A red arrow points from the "Export" button to the text on the right.

There is also an option to export your list of providers into an excel spreadsheet.



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Creating a new contract:

Follow these steps to create a new contract:

1. Select LWIA
2. Choose provider
3. Select provider type
4. Enter contract name
5. Enter contract description
6. Enter amount of contract
7. Enter contract start and end date
8. Click save

A screenshot of the "Contract Details" form in the Illinois WorkNet system. The form is titled "Contract" and "Contract Details". It contains several fields and sections: "Lwia" (a dropdown menu with "Select a LWIA"), "Provider" (a button labeled "Provider Search"), "Provider Type" (a dropdown menu with "Select a provider type"), "Contract Identifier" (a text input field), "Description" (a rich text editor with a toolbar and a status bar showing "Words: 0 Characters: 0"), "Status" (a dropdown menu with "InProgress"), "Amount" (a text input field), "Contract Start Date" (a date picker), "Contract End Date" (a date picker), and "History" (a section with "Save" and "New Contract" buttons).

Contract

Contract Details

Lwia Select a LWIA

Provider Provider Search

Provider Type Select a provider type

Contract Identifier

Description

Status InProcess

Amount

Contract Start Date

Contract End Date

History

Save New Contract



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Provider Search:

Clicking the provider search button will show the search view.

To search, enter a city name and optionally enter a keyword such as part of the provider name

A screenshot of a web application interface for provider search. At the top, there are two tabs: "Contract" and "Actions and History". Below the tabs, there is a link "Organization search instructions". The main section is titled "Search for Provider". It contains two input fields: "City*:" with the value "Springfield" and "Keyword:". Below these fields are two buttons: "Search" and "Close Search". Underneath the search fields, the text "Search Results" is displayed, followed by "9 record(s) found". In the bottom right corner, there is a "Page Size" dropdown menu set to "25".



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Adding a Provider:

To add a provider to the current contract, just click on the **select** link on the left side of the screen.

[Contract](#) [Actions and History](#)

[Organization search instructions](#)

Search for Provider

City*:

Keyword!:

Search Results

9 record(s) found

Page Size

Select	Name	Address	City	ZIP Code
Select	Capital Area Career Center	2201 Toronto Rd.	Springfield	62712
Select	Capital Area Career Center	2201 Toronto Road	Springfield	62712-3803
Select	Lawrence Education Center	101 E. Laurel	Springfield	62704-3945
Select	Levi Ray Shoup Inc	2401 West Monroe	Springfield	62704-1439
Select	Lincoln Land Community College	Shepherd Rd.	Springfield	62794
Select	Illinois workNet	2450 Foundation Dr	Springfield	62703
Select	LWIA 20 Comprehensive One-Stop Center	1300 South 9th Street	Springfield	62703
Select	Midwest Technical	Farmers Market Road	Springfield	62704
Select	New Start, Inc.	1200 N. 5th. Street	Springfield	62702-3818



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Adding a Provider cont.:

A green ribbon will appear at the top of the page once a provider is successfully selected for the current contract.

The dropdown is hidden after selecting or creating a new provider to avoid confusion.

Note: A new provider will not appear in the list until actually saved with a contract.

Successfully selected a provider (Lawrence Education Center) for this contract.

WIA Contract Details

[Contract](#) [Actions and History](#)

Contract Details

Lwia

25 - Man-Tra-Con Corporation

Provider
Lawrence Education Center
101 E. Laurel
Springfield, IL 62704-3945
Phone: 217-525-3159
id:

Provider Type Service

Contract test

Contract Identifier

Description
test contract

Words: 2 Characters: 13

Status Submitted

Amount \$12,344

Contract Start Date 11/01/2012

Contract End Date 11/11/2013

History Created: 11/28/2012 Last Updated: 11/28/2012

[Save](#) [Delete](#) [New Contract](#)



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Adding a Provider cont.:

Once you've selected your provider, follow these steps:

1. Select Provider type
2. Enter contract name
3. Provide contract description
4. Enter contract amount
5. Enter contract start and end date
6. Click Save

A screenshot of the "Contract Details" form in the WorkNet system. The form is titled "Contract" and "Contract Details". It features a dropdown menu for "Lwia" with "25 - Man-Tra-Con Corporation" selected. Below this is a "Provider" section with contact information for Capital Area Career Center. A "Provider Search" button is present. The "Provider Type" is set to "Select a provider type". The "Contract" section includes a "Contract Identifier" field and a "Description" field with a rich text editor toolbar. The "Status" is "InProgress". The "Amount" field is empty. The "Contract Start Date" and "Contract End Date" fields are empty. A "History" section is at the bottom with "Save" and "New Contract" buttons.

Contract

Contract Details

Lwia

25 - Man-Tra-Con Corporation

Provider

Capital Area Career Center
2201 Toronto Rd.
Springfield, IL 62712
Phone: 217-529-5431
Fax: 217-524-6096
TTY: 217-558-3530
id:

Provider Search

Provider Type: Select a provider type

Contract

Contract Identifier

Description

Status: InProgress

Amount

Contract Start Date

Contract End Date

History

Save New Contract



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Adding a Provider cont.:

Once you click **Save**, a green box at the top of the screen will appear stating that the create was successful.

If the contract has not yet been approved, the user (or same LWIA) can delete the contract.

If the contract has been approved, the user cannot delete the contract. At this point the deletion of the contract can only be done by the Program Administer.

The screenshot shows the 'WIA Contract Details' form. At the top, a green banner reads 'Create was successful for: Test'. Below this, there are two tabs: 'Contract' and 'Actions and History'. A red arrow points to the 'Actions and History' tab. The form contains several sections: 'Contract Details' with a dropdown for 'Lwia' (25 - Man-Tra-Con Corporation) and a 'Provider' section for 'Capital Area Career Center' with address and contact information. Below this is a 'Provider Search' section with a 'Service' dropdown set to 'Test'. The 'Contract Identifier' and 'Description' fields are also present. At the bottom, there is a 'Status' section with 'Saved', an 'Amount' of '\$36,400', 'Contract Start Date' of '12/01/2012', and 'Contract End Date' of '12/01/2013'. A 'History' section shows 'Created: 11/29/2012' and 'Last Updated: 11/29/2012'. At the very bottom, there are three buttons: 'Save', 'Delete', and 'New Contract'. A red arrow points to the 'New Contract' button with the text 'Click here to add a new contract'.

Create was successful for: Test

WIA Contract Details

Contract Actions and History

Contract Details

Lwia 25 - Man-Tra-Con Corporation

Provider Capital Area Career Center
2201 Toronto Rd.
Springfield, IL 62712
Phone: 217-529-5431
Fax: 217-524-6096
TTY: 217-558-3530

Provider Search

Provider Type Service

Contract Identifier Test

Description

Status Saved

Amount \$36,400

Contract Start Date 12/01/2012

Contract End Date 12/01/2013

History Created: 11/29/2012 Last Updated: 11/29/2012

Save Delete New Contract

Click here to add a new contract



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Contract Actions and History:

Functions like submitting and approving contracts is performed on the actions/history tab.

Submitting a contract for approval:

To submit a contract, an LWIA user would:

- Search for and select a contract
- Ensure information is complete
- Click on the Actions and History tab
- Select submit contract from the action type dropdown
- Add some information under notes and click the submit button
- An email will be sent to the Program Administrator,
Charles.Dooley@illinois.gov for review.

A screenshot of the 'Contract Actions and History' page in the Illinois WorkNet system. The 'Actions and History' tab is selected and circled in red. The page shows a table with contract details and a section for 'Project History'. Below this, there is a section for 'Instructions for action changes' with a dropdown menu for 'Action Type' showing options like 'Select an action', 'Send Email', 'Add Note', and 'Add DCEO-only Note'. A 'Submit' button is visible. The page also includes a 'Page Size' selector and a 'Show Details...' link.

Contract Actions and History

[Click for instructions on project actions](#)

Page Size

Created	Action / Details
9/23/2012 2:51:00 PM Program Administrator (217) 786-3010 mparsons@illinoisworknet.com	DCEO has added a note to your contract Show Details... >>

[Instructions for action changes](#)

Action Type

Action Notes

Submit

Words: 0 Characters: 0



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Request for approval email:

The email will include a link, that when clicked on would automatically login the Program Administrator and navigate to the target contract.

Dear Program Administrator,

Our WIA Contract is ready for review:

Lwia: 25
Contract: test
Status: Submitted
Provider: Capital Area Career Center
2201 Toronto Rd.
Springfield, IL 62712
Phone: 217-529-5431
Fax: 217-524-6096
TTY: 217-558-3530

Amount: \$12,344
Contract Dates: Nov 01, 2012 to Nov 11, 2013
Description: test contract

Optional notes

Click the following link to be automatically logged into Illinois workNet and navigate to the above contract:

[Login to Illinois workNet and navigate to test. Provider: Capital Area Career Center.](#)

If you have any questions, please contact me at your earliest convenience.

Sincerely,

LWIA 25
Carbondale Man-Tra-Con Office
Phone: 217-786-3010
E-mail: ntelger@illinoisworknet.com



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Approving a Contract:

If the contract is to be approved, the Program Administrator would click on the Actions tab, and select **approve contract** from the list and an email will be sent to the LWIA contact.

The approval request could be sent back with updates if additional information or changes are needed.

In this case, an email will be sent back to the LWIA contact letting them know of the outcome.

Once the updates are made and **saved**, another request for approval will be sent back to the Program Administrator.

WIA Contract has been approved

Dear LWIA Contact,

Your contract **Student safety study. Provider: Illinois Wesleyan University** has been approved.

{custom text appears here}

If you have any questions, please contact me at your earliest convenience.

Sincerely,

Program Administrator-Jones

LWA027

Program Administrator

Phone: 217-303-5858

E-mail: mparsons@illinoisworknet.com

Some text may be included with the approval.



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Public view:

The public view will have fewer search options.

Only approved contracts will be visible.

WIA Contract Summary Reporting

[WIA NOTICE NO. 12-NOT-02 - WIA Provider Summary Reporting](#)

Effective Date Range

Lwia

From:

To:

Keyword filter (provider, city, etc)

Search

Export

Page Size

25

Lwia	Contract/Service Provider	Provider Type	Description	Amount	Contract Term
16 - Career Link	a sample contract for lwia 16 Career Link - Bloomington 207 East Hamilton Road Bloomington, IL 61704	Service	Currently working on the contract details. Should have in a week	\$32,342	Dec 12 2012 to Jan 13 2013
16 - Career Link	Social Networking for businesses DuQuoin Man-Tra-Con Business Services Of 82 Southtowne Shopping Center DuQuoin, IL 62832	Training	Everything you wanted to know about social networking. new line, not paragraph?? Maybe different in chrome (div and br) vs IE?? Ok, now use IE 9 to add this line. Hmm, seems OK. maybe was IE7!	\$22,334	Oct 1 2012 to Dec 31 2012

Note: Once approved, the contracts will be posted on the [WIA Works Summary Reporting](#) page within workNet.



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Search existing contract:

1. The only required field is LWIA
2. The providers are populated based on selected LWIA
3. Only providers actually associated with a contract will be shown, not all.

Note: Providers are added through IWDS not through this workNet portal.

A screenshot of the "WIA Contract Summary Reporting" web application. The interface includes a header with the title and a timestamp "Current: 6:54:17 PM Last Save: 6:54:08 PM". Below the header is a link "a new WIA Contract". The main form area contains several fields: "Lwia" (a dropdown menu labeled "Select an LWIA"), "Select a provider" (a dropdown menu labeled "Select a provider"), "Select a Status" (a dropdown menu labeled "Select a Status"), "Effective Date Range" (with "From:" and "To:" input fields), and a "Keyword filter (provider, city, etc)" text input field. At the bottom are "Search" and "Export" buttons.



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Search existing contract cont.:

Clicking on the **Select** link to the left of a contract will take the user to the **details** page.

WIA Contract Summary Reporting

WIA NOTICE NO. 12-NOT-02 - WIA Provider Summary Reporting

[Add a new WIA Contract](#)

Lwia

25 - Man-Tra-Con Corporation

Select a provider

Select a Status

Effective Date Range

Keyword filter (provider, city, etc)

Search Export

Page Size 25

Select	Lwia	Contract/Service Provider	Provider Type	Description	Amount	Contract Term	Last Updated	Status
Select	25 - Man-Tra-Con Corporation	Test Capital Area Career Center 2201 Toronto Rd. Springfield, IL 62712	Service	Test	\$12,000	Nov 29 2012 to Dec 12 2012	Nov 29 2012	Saved
Select	25 - Man-Tra-Con Corporation	Test Capital Area Career Center 2201 Toronto Rd. Springfield, IL 62712	Service	Test	\$36,400	Dec 1 2012 to Dec 1 2013	Nov 29 2012	Saved
Select	25 - Man-Tra-Con Corporation	test Lawrence Education Center 101 E. Laurel Springfield, IL 62704 -3945	Service	test contract	\$12,344	Nov 1 2012 to Nov 11 2013	Nov 29 2012	Saved



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Contract Details:

1. Review an existing contract
2. Edit an existing form, save it and come back to it later or
3. If saved, click on the Actions and History tab for additional options.

WIA Contract Details

[Contract](#) [Actions and History](#)

Contract Details

Lwia 25 - Man-Tra-Con Corporation

Provider Capital Area Career Center
2201 Toronto Rd.
Springfield, IL 62712
Phone: 217-529-5431
Fax: 217-524-6096
TTY: 217-558-3530

Provider Search

Provider Type Service

Contract Test

Contract Identifier

Description

Test

Words: 1 Characters: 4

Status Saved

Amount \$12,000

Contract Start Date 11/29/2012

Contract End Date 12/12/2012

History Created: 11/29/2012 Last Updated: 11/29/2012

[Save](#) [Delete](#) [New Contract](#)



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Lwia

Effective Date Range
From: To:

Keyword filter (provider, city, etc)

Page Size

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