

# 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.



# TRAINING • CONNECTING DEVELOPING ILLINOIS' WORKFORCE

## Policy Details:

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

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DCEO Program  
Administrator  
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**WIA WORKS ILLINOIS** 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](#)



# TRAINING • CONNECTING DEVELOPING ILLINOIS' WORKFORCE

Login to your  
Workforce Partner  
Account



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.

**WIA WORKS ILLINOIS** 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

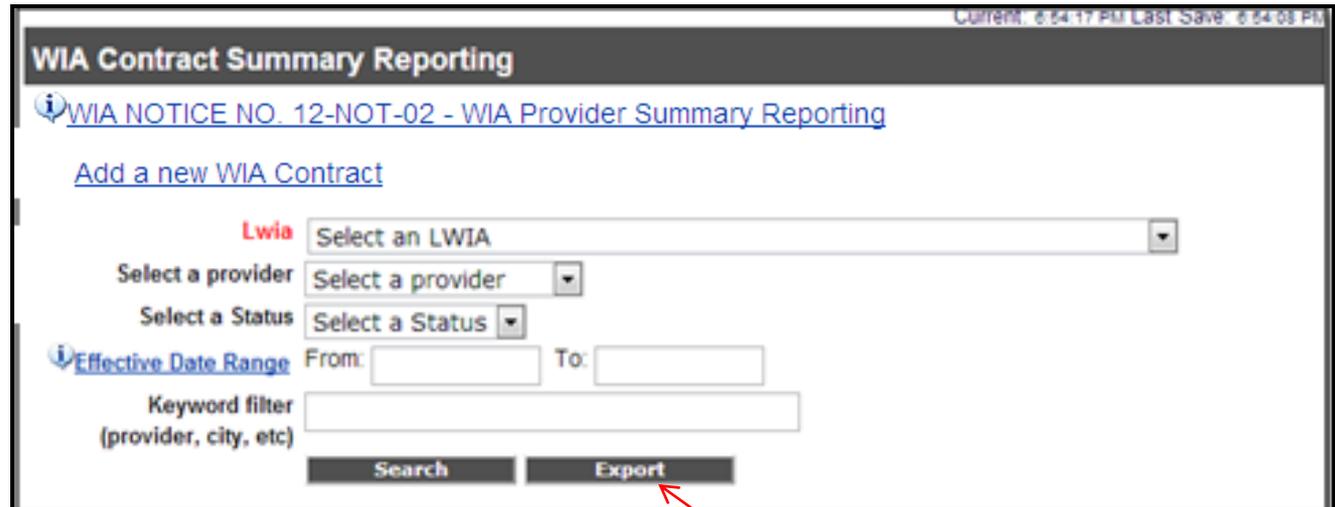
SHOW + Case Manager/Career Advisor

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



Current: 6:54:17 PM Last Save: 6:54:08 PM

### WIA Contract Summary Reporting

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

[Add a new WIA Contract](#)

**Lwia** Select an LWIA

Select a provider Select a provider

Select a Status Select a Status

[Effective Date Range](#) From:  To:

Keyword filter   
(provider, city, etc)

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

The screenshot shows a web application interface for creating a new contract. The form is titled "Contract" and "Contract Details". It includes the following fields and controls:

- Lwia:** A dropdown menu with the text "Select a LWIA".
- Provider:** A dropdown menu with an information icon and the text "Select a provider type".
- Provider Search:** A search button.
- Contract Identifier:** A text input field.
- Description:** A rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, list, and table. Below the editor is a status bar showing "Words: 0 Characters: 0".
- Status:** A dropdown menu with the text "InProgress".
- Amount:** A text input field.
- Contract Start Date:** A date picker field with a calendar icon.
- Contract End Date:** A date picker field with a calendar icon.
- History:** A section with two buttons: "Save" and "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

The screenshot shows a web application interface with two tabs: "Contract" and "Actions and History". The "Actions and History" tab is active. Below the tabs is a search form titled "Search for Provider". The form includes a "City\*" field with "Springfield" entered, a "Keyword!" field which is empty, and two buttons: "Search" and "Close Search". Below the search form, 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
<a href="#">Select</a>	Capital Area Career Center	2201 Toronto Rd.	Springfield	62712
<a href="#">Select</a>	Capital Area Career Center	2201 Toronto Road	Springfield	62712-3803
<a href="#">Select</a>	Lawrence Education Center	101 E. Laurel	Springfield	62704-3945
<a href="#">Select</a>	Levi Ray Shoup Inc	2401 West Monroe	Springfield	62704-1439
<a href="#">Select</a>	Lincoln Land Community College	Shepherd Rd.	Springfield	62794
<a href="#">Select</a>	Illinois workNet	2450 Foundation Dr	Springfield	62703
<a href="#">Select</a>	LWIA 20 Comprehensive One-Stop Center	1300 South 9th Street	Springfield	62703
<a href="#">Select</a>	Midwest Technical	Farmers Market Road	Springfield	62704
<a href="#">Select</a>	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

The screenshot shows a web application interface for adding a provider contract. The form is titled "Contract" and "Contract Details". It includes 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" in Springfield, IL. There is a "Provider Search" button and a "Provider Type" dropdown menu. The "Contract" section has a "Contract Identifier" field and a "Description" field with a rich text editor toolbar. At the bottom, there are fields for "Status" (set to "InProgress"), "Amount", "Contract Start Date", and "Contract End Date". The form concludes with "Save" and "New Contract" buttons.



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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 Administrator.

The screenshot shows the 'WIA Contract Details' form. At the top, a green notification bar reads 'Create was successful for: Test'. Below this, there are two tabs: 'Contract' and 'Actions and History', with an arrow pointing to the 'Actions and History' tab. The main form area is divided into several sections: 'Contract Details' with a dropdown menu for 'Lwia' (25 - Man-Tra-Con Corporation) and a text area for 'Provider' (Capital Area Career Center); 'Provider Search' with a dropdown for 'Service' (Service); 'Contract Identifier' with a text field containing 'Test'; 'Description' with a rich text editor containing 'Test'; 'Status' with a dropdown set to 'Saved'; 'Amount' with a text field containing '\$36,400'; 'Contract Start Date' with a date picker set to '12/01/2012'; 'Contract End Date' with a date picker set to '12/01/2013'; and 'History' with a text field containing 'Created: 11/29/2012 Last Updated: 11/29/2012'. At the bottom, there are three buttons: 'Save', 'Delete', and 'New Contract', with an arrow pointing to the 'New Contract' button.

Click here to add a new contract



# TRAINING • CONNECTING DEVELOPING ILLINOIS' WORKFORCE

## 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](mailto:Charles.Dooley@illinois.gov) for review.

Contract | **Actions and History**

### 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 <a href="#">Show Details... &gt;&gt;</a>

[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](mailto:ntelger@illinoisworknet.com)



# TRAINING • CONNECTING DEVELOPING ILLINOIS' WORKFORCE

## 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](mailto:mparsons@illinoisworknet.com)

Some text may be included with the approval.



# TRAINING • CONNECTING DEVELOPING ILLINOIS' WORKFORCE

## 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](#)

Lwia

Effective Date Range From:  To:

Keyword filter (provider, city, etc)

Page Size

Lwia	Contract/Service Provider	Provider Type	Description	Amount	Contract Term
16 - Career Link	<b>a sample contract for lwia 16</b> 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	<b>Social Networking for businesses</b> DuQuoin Man-Tra-Con Business Services Of 82 Southtowne Shopping Center DuQuoin, IL 62832	Training	<b>Everything</b> 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.



# TRAINING • CONNECTING DEVELOPING ILLINOIS' WORKFORCE

## 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 a web application interface titled "WIA Contract Summary Reporting". The interface includes a header with the current time and last save time. Below the title, there is a link "a new WIA Contract". The main form contains several fields: "Lwia" (a dropdown menu with "Select an LWIA"), "Select a provider" (a dropdown menu with "Select a provider"), "Select a Status" (a dropdown menu with "Select a Status"), "Effective Date Range" (with "From:" and "To:" input boxes), and "Keyword filter (provider, city, etc)" (a text input box). At the bottom of the form are two buttons: "Search" and "Export".

Current: 6:54:17 PM Last Save: 6:54:08 PM

### WIA Contract Summary Reporting

[a new WIA Contract](#)

Lwia

Select a provider

Select a Status

[Effective Date Range](#) From:  To:

Keyword filter (provider, city, etc)



# TRAINING • CONNECTING DEVELOPING ILLINOIS' WORKFORCE

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](#) From:  To:

Keyword filter (provider, city, etc):

Page Size:

Select	Lwia	Contract/Service Provider	Provider Type	Description	Amount	Contract Term	Last Updated	Status
<a href="#">Select</a>	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
<a href="#">Select</a>	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
<a href="#">Select</a>	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



# TRAINING • CONNECTING DEVELOPING ILLINOIS' WORKFORCE

## 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](#)



# TRAINING • CONNECTING DEVELOPING ILLINOIS' WORKFORCE

## Contract Actions and History:

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## Submitting a contract for approval:

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[Instructions for action changes](#)

Action Type:

Action Notes

Submit

Words: 0 Characters: 0



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**Lwia**

**Effective Date Range** From:  To:

**Keyword filter (provider, city, etc)**

Page Size

Lwia	Contract/Service Provider	Provider Type	Description	Amount	Contract Term
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