

Navigator Tools for Apprenticeship Illinois

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Definitions and Acronyms

- IWIS – Illinois Workforce Integration System
- ApplL – Apprenticeship Illinois program
- IEBS – Illinois Employment Business System
- D&B – Dun and Bradstreet
- IwN – Illinois workNet
- IDES – Illinois Department of Employment Services
- DCEO – Department of Commerce and Economic Opportunity
- LMI – Labor Market Information
- RAPIDS - Registered Apprenticeship Partners Information Database System
- SOC – Service Occupation CODE
- NAICS – North American Industry Classification System

Assign Users

Partners assigned to Apprenticeship Illinois will have access to the Navigator Tools. Speak with the agency Apprenticeship Illinois program coordinator to be assigned to the program in IWIS. They will need the Name, Email, Date of Birth, Zip Code and Phone Number of the new partner to be assigned. Detailed instructions are found on the [User Management page](#) where new partners are added.

Log-in

1. Go to <https://illinoisworknet.com/appilpartners>
2. Options to access  ApplL in IWIS.
 - a. Click the link Go to IWIS – (Formerly Customer Support

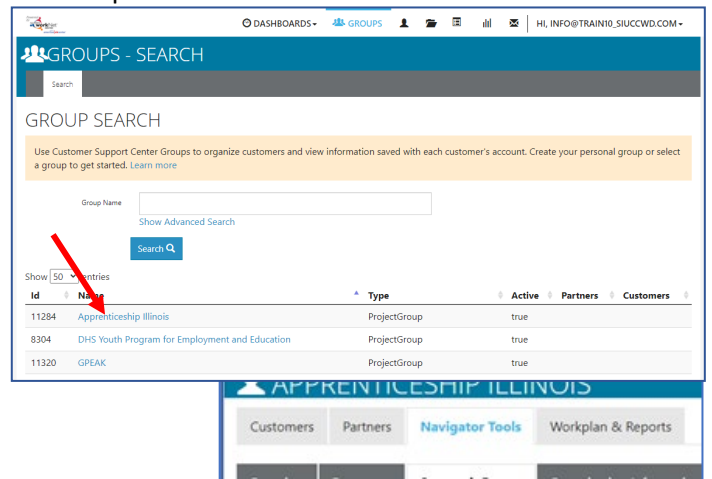


Center) to access Apprenticeship Illinois Dashboard and Partner Tools. Log-in using Illinois workNet user credentials.

b. If already logged in: from My Dashboard menu, click the Customer Support Center/IWIS icon.

3. Partners land on the Groups tab in IWIS - select Apprenticeship Illinois.

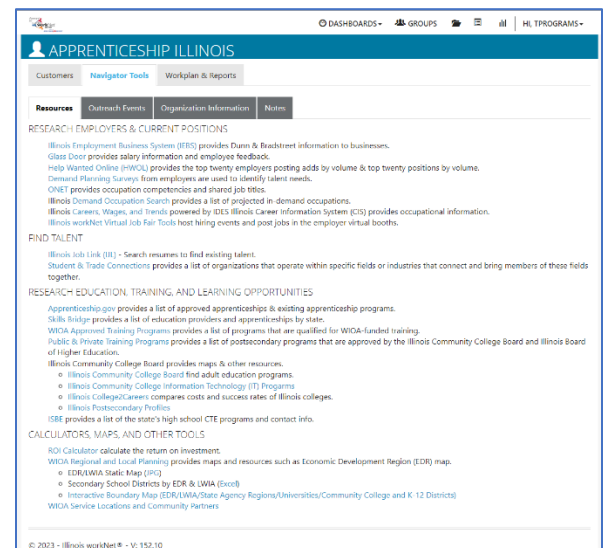
a. Click the Navigator Tools Tab.



Resources

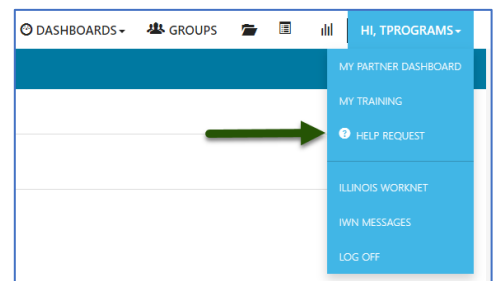
Use this tab to access a list of resources and links that can be useful in helping businesses and organizations in the partner service area.

If there are other business resources that may be added, please submit a Help Request with the information and link.



Additional resources for the partner / business services representative include:

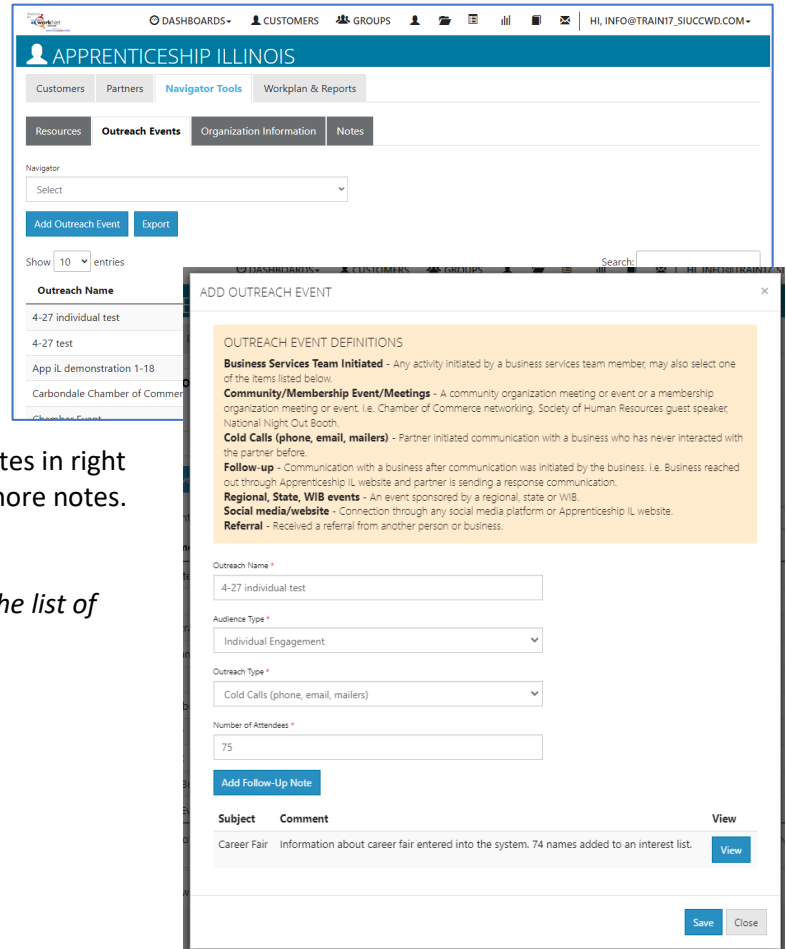
- The Apprenticeship Illinois partner page - <https://www.illinoisworknet.com/partners/Pages/Apprenticeship.aspx>
 - Attend Technical Assistance sessions that are posted on the front page of the partner guide.
- The Apprenticeship Illinois public page - <https://www.illinoisworknet.com/apprenticeshipil/Pages/default.aspx>
- When logged in as a partner user, access the Help Request to seek assistance for issues that need to be resolved.



Step 1 – Create Outreach Events

Outreach Events - Document business and individual engagement in the system.

1. **Select** a Navigator
2. **Select** Add Outreach Event
 - a. Outreach Name
 - b. Audience – Business or Individual Engagement
 - c. Outreach Type – see definitions of event types at the top of the input modal
 - d. Number of Attendees
 - e. Add Follow-up Note
 - f. *Coming Soon* – *upload related documents*
3. **Select** Save
4. To add additional follow-up notes, **click** See Notes in right hand column of Outreach Events list and add more notes.
5. **Click** Save when done.
6. **Click** Export to obtain a list of all events.
7. *Coming Soon* a date column by which to filter the list of Outreach Events.



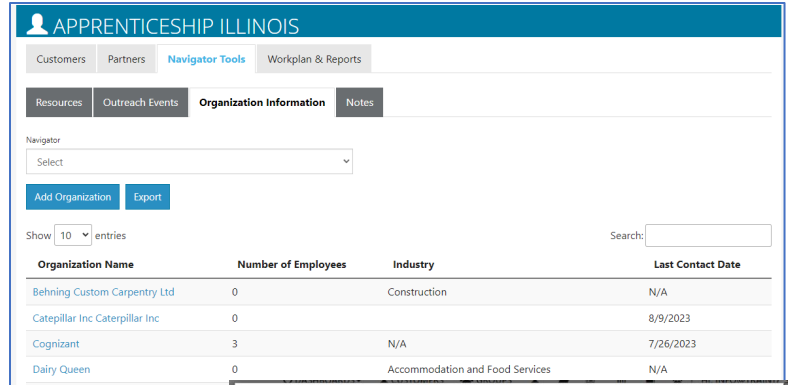
The screenshot displays the 'APPRENTICESHIP ILLINOIS' dashboard with the 'Navigator Tools' tab selected. A modal window titled 'ADD OUTREACH EVENT' is open, showing the following fields and options:

- Navigator:** A dropdown menu set to 'Select'.
- Buttons:** 'Add Outreach Event' and 'Export'.
- Show:** A dropdown set to '10' entries.
- Outreach Name:** A list of existing events:
 - 4-27 individual test
 - 4-27 test
 - App IL demonstration 1-18
 - Carbondale Chamber of Commerce
- OUTREACH EVENT DEFINITIONS:**
 - Business Services Team Initiated** - Any activity initiated by a business services team member, may also select one of the items listed below.
 - Community/Membership Event/Meetings** - A community organization meeting or event, i.e. Chamber of Commerce networking, Society of Human Resources guest speaker, National Night Out Booth.
 - Cold Calls (phone, email, mailers)** - Partner initiated communication with a business who has never interacted with the partner before.
 - Follow-up** - Communication with a business after communication was initiated by the business, i.e. Business reached out through Apprenticeship IL website and partner is sending a response communication.
 - Regional, State, WIB events** - An event sponsored by a regional, state or WIB.
 - Social media/website** - Connection through any social media platform or Apprenticeship IL website.
 - Referral** - Received a referral from another person or business.
- Form Fields:**
 - Outreach Name ***: Text input field containing '4-27 individual test'.
 - Audience Type ***: Dropdown menu set to 'Individual Engagement'.
 - Outreach Type ***: Dropdown menu set to 'Cold Calls (phone, email, mailers)'.
 - Number of Attendees ***: Text input field containing '75'.
 - Add Follow-Up Note**: A blue button.
- Table:**

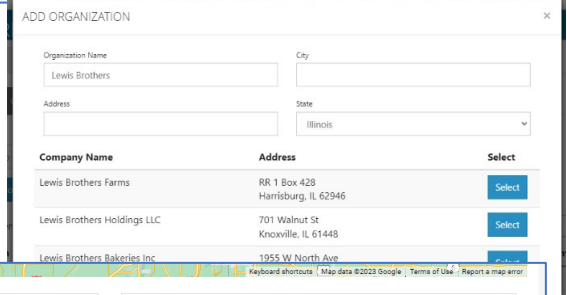
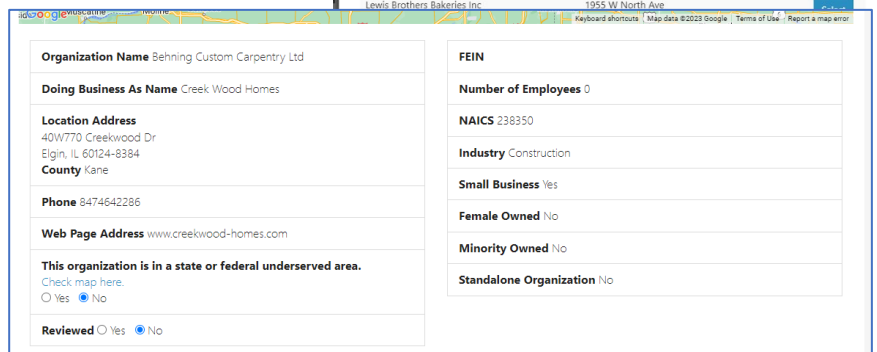
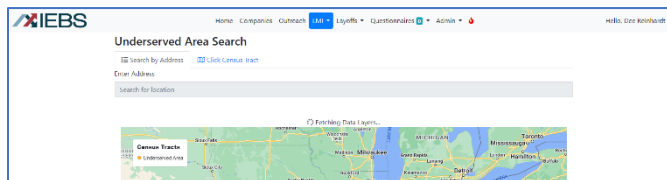
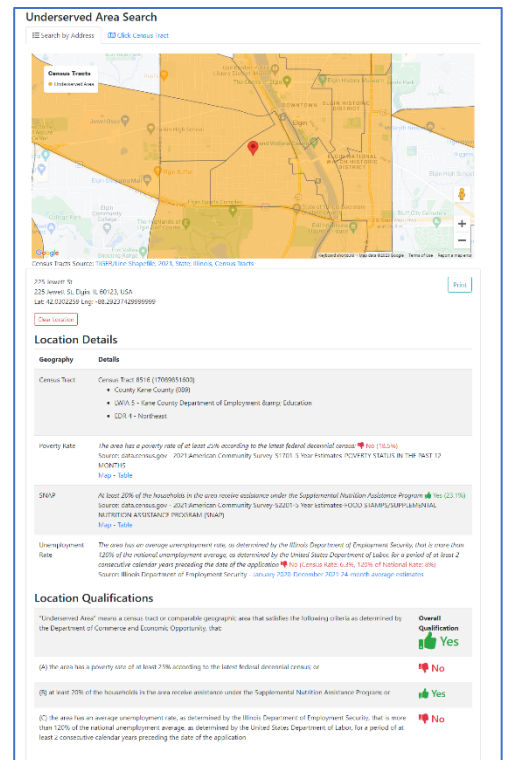
Subject	Comment	View
Career Fair	Information about career fair entered into the system. 74 names added to an interest list.	View
- Buttons:** 'Save' and 'Close' at the bottom right.

Step 2 – Add Organization Information

1. **Select** a Navigator
2. **Select** Add Organization – ApplL pings against the IEBS D&B list of approximately 600,000 businesses in Illinois. Enter at minimum the organization name to find a match:
 - a. Organization Name
 - b. Type
 - c. Number of employees
 - d. Location
3. **Select** the one that matches – the company is added to the list.
4. **Click** the name in the list to update the company information.
5. **Check** the underutilized map in IEBS and indicate whether the address of the organization is located in an underserved area.
 - a. The *first time* that a user accesses the map there are two acknowledgements that need consent from the user for using IEBS and accessing the Dun and Bradstreet database.
 - b. **Click** the link on the organization table to access the map in IEBS.
 - c. **Enter** an address in the field to check the address location.
 - d. **View** the overall Qualification.
 - e. **Check** the box Yes or No.



Organization Name	Number of Employees	Industry	Last Contact Date
Behning Custom Carpentry Ltd	0	Construction	N/A
Catepillar Inc Caterpillar Inc	0		8/9/2023
Cognizant	3	N/A	7/26/2023
Dairy Queen	0	Accommodation and Food Services	N/A

Update Organization Information
D&B database information is displayed at the top including a map with the location pinned.

1. **Add** Organization Contacts
 - a. **Click** Add Contact
 - i. First and Last name
 - ii. Title
 - iii. Email
 - iv. Phone
 - b. **Click** View to view/edit information.
 - c. **Click** Remove to remove the contact.
2. **Click** Add Team Member
 - a. **Select** a team member from a list.
 - b. Repeat to add additional team members.
 - c. **Click** the remove button to remove a team member in the Service Team Members table.
3. **Click** Add Outreach Event to enter an event held specifically for this organization. Refer to the Add Event notes above.
4. **Check** a box for any *Engagement - Employer Services* that have been provided to the organization. The date and who marked it will automatically be added.
5. **Click** Add Note
 - a. **Select** a Note Type
 - b. **Enter** a Contact Date
 - c. **Enter** a Subject
 - d. **Enter** information for comment.
 - e. **Click** option for saving or sending.
 - f. **Click** Save
 - g. **Click** View to see outreach note.


[DASHBOARDS](#) - [GROUPS](#) - [HI, TPROGRAMS](#) -

APPRENTICESHIP ILLINOIS

Customers
Navigator Tools
Workplan & Reports

Resources
Outreach Events
Organization Information
Notes

Return to Organization List



Organization Name Behning Custom Carpentry Ltd

Doing Business As Name Creek Wood Homes

Location Address
40W770 Creekwood Dr
Elgin, IL 60124-8384
County Kane

Phone 8474642286

Web Page Address www.creekwood-homes.com

This organization is in a state or federal underserved area.
Check map [here](#).
 Yes No

Reviewed Yes No

FEIN

Number of Employees 0

NAICS 238350

Industry Construction

Small Business Yes

Female Owned No

Minority Owned No

Standalone Organization No

ORGANIZATION CONTACTS Add Contact

Name	Email

SERVICE TEAM MEMBERS Add Team Member

Name	Email

OUTREACH EVENTS Add Outreach Event

Event Name	Audience	Outreach Type

APPRENTICESHIPS Add Apprenticeship

Sponsor RAPIDS ID	Type	
75627569	New Program	View Remove
IL2345678	Expanded: Added New Industry	View Remove

ENGAGEMENT - EMPLOYER SERVICES

Classroom education or online training for apprentices
9/19/23 by Three Programs
 Costs related to the design and start-up of RAPs
 Curricula development

Extraordinary costs related to on-the-job learning (excluding wages)
 Registration of RAPs with an SAA or the Department
 Training supplies for apprentices
 Train-the-trainer costs or activities

ORGANIZATION NOTES Add Note

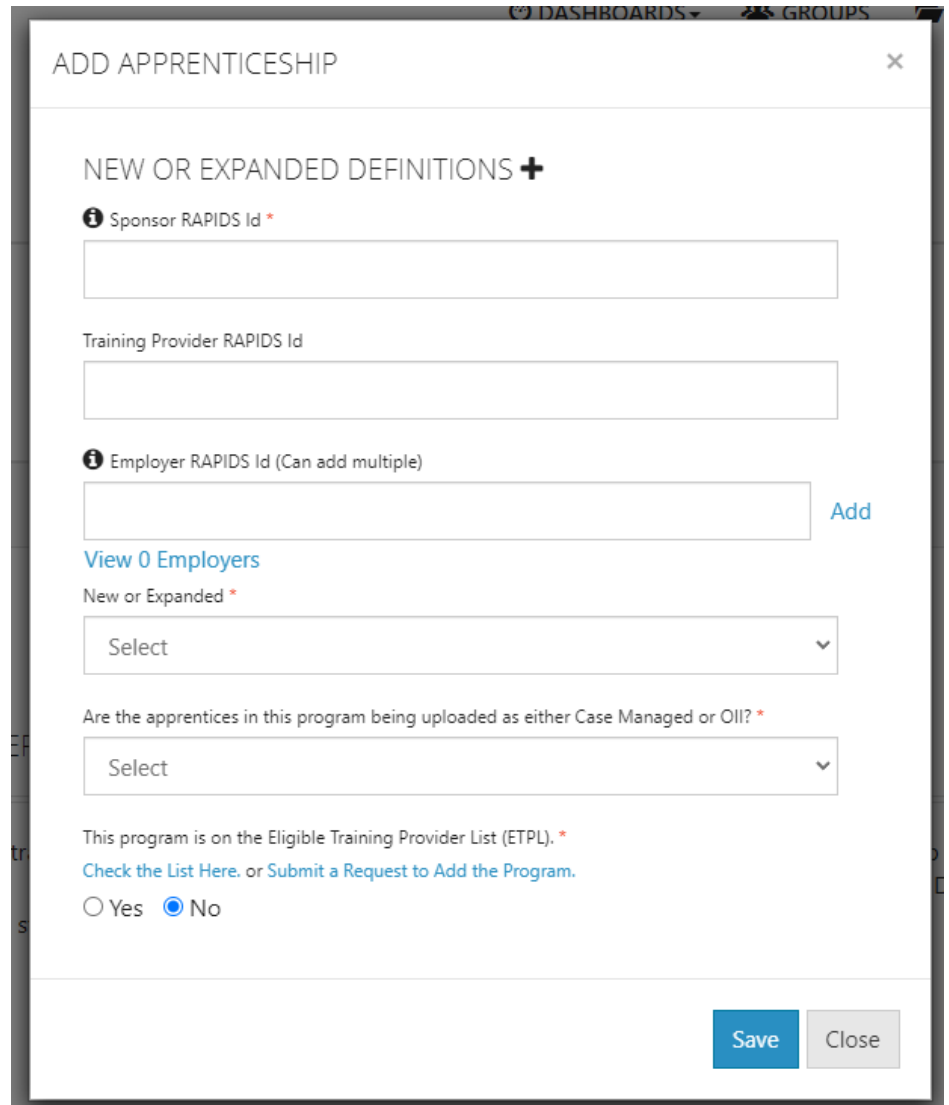
Subject	Comment

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Step 3 – Add Apprenticeship Information

Document new apprenticeships and expanded apprenticeships. On the Organization Information page:

1. **Select** Add Apprenticeship
2. **Enter** RAPIDS ID for the Sponsor – **this field is required**. *Click the info bubble for more details.*
3. **Enter** Training Provider Rapids ID if known.
4. **Enter** Employer RAPIDS ID if known. More than one ID can be entered here if this is a sector partnership or employer collaborative. *Click the info bubble for more details.*
5. **Select** from the list (expand the definitions at the top of the modal):
 - a. New Program
 - b. New Pre-apprenticeship Program – *RAPIDS ID's will not be required.*
 - c. Expanded: Added New Industry
 - d. Expanded: Added New Occupation
 - e. Expanded: Added New Employer
 - f. Expanded: Used Funds to Add Apprentices
 - g. Expanded: Pre-Apprenticeship – *RAPIDS ID's will not be required.*
6. **Select** how apprenticeship will be served:
 - a. Case Managed
 - b. OII
 - c. Apprentices not uploaded to workNet.
7. **Click** if the program is on the Eligible Training Provider List (ETPL).
 - a. To verify click the link to check the list.
 - b. If it is not on the list, click the link to submit a request to add the program.
8. **Click** Save
9. **Click** View in the company information Apprenticeships table to see the details of the apprenticeships added.



ADD APPRENTICESHIP

NEW OR EXPANDED DEFINITIONS +

Sponsor RAPIDS Id *

Training Provider RAPIDS Id

Employer RAPIDS Id (Can add multiple) Add

[View 0 Employers](#)

New or Expanded *

Are the apprentices in this program being uploaded as either Case Managed or OII? *

This program is on the Eligible Training Provider List (ETPL). *
[Check the List Here.](#) or [Submit a Request to Add the Program.](#)

Yes No

Save Close

Step 4 – View Progress on Dashboard

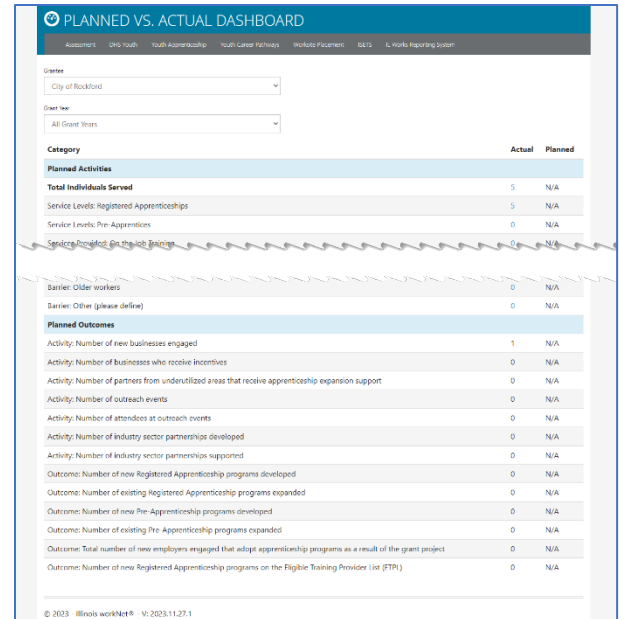
Use Dashboard to view progress of actual versus planned items in performance measures. *Navigator items coming soon.*



The top section of the Planned vs. Actual dashboard is designed to track the Case Managed customers with which the Intermediaries work.

The bottom part of the dashboard tracks the items with which the Navigators work.

Here are the definitions of each row and how you will determine if the numbers are tracking accurately.



Measure	How Data is Counted
Number of new businesses engaged	The count of new business organizations added to the Organization Information.
Number of partners from underutilized areas that receive apprenticeship expansion support	Companies that are marked YES in the “This organization is in a state or federal underserved area.
Number of businesses who receive incentives	Boxes check in the “Engagement - Employer Services” on Company Information section. <ul style="list-style-type: none"> Registration of RAPs with an SAA or the Department; Costs related to the design and start-up of RAPs; Classroom education or online training for apprentices; Extraordinary costs related to on-the-job learning (excluding wages). These extraordinary costs to the employer can be calculated based on an apprentice’s wages, as well as based on a journey worker’s time as a mentor for an apprentice in OJL; Train-the-trainer costs or activities; Training supplies for apprentices (in consultation with the Department); and/or Curricula development.
Number of outreach events (seminars, workshops, stakeholder events coordinated)	Number of outreach events entered on the Event page or the company page event section.
Number of attendees at outreach events	Count of attendees entered on the events in either location
Number of industry sector partnerships and/or employer collaboratives developed	Pending definition

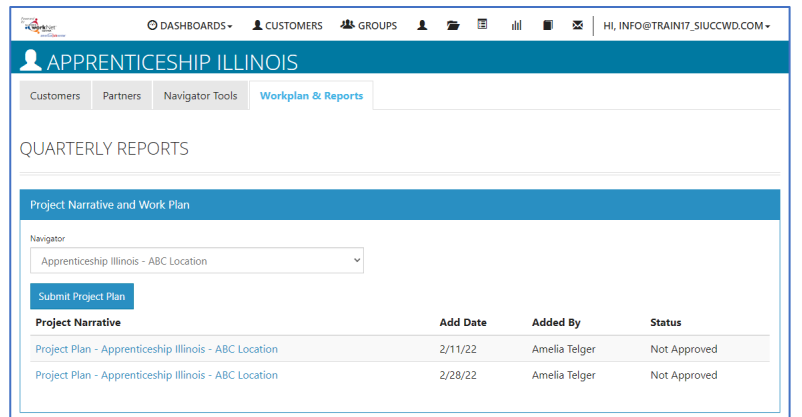


Number of industry sector partnerships and/or employer collaboratives supported	Pending definition
Number of new Registered Apprenticeship programs developed	Count of apprenticeships and new is marked.
Number of existing Registered Apprenticeship programs expanded	Count of apprenticeships and expanded is marked.
Number of new Registered Apprenticeship programs on the Eligible Training Provider List (ETPL)	Count of boxes marked on the "Add Apprenticeship" form that the training has been added for the "Eligible Training Provider List (ETPL)".
Number of new Pre-Apprenticeship programs developed	Count of Pre-Apprenticeship is marked and New is selected.
Number of existing Pre-Apprenticeship programs expanded	Count of Pre-Apprenticeship is marked and expanded is selected.
Total number of new employers engaged that adopt apprenticeship programs as a result of the grant project	Count of Organizations that are added AND a NEW apprenticeship program is created.

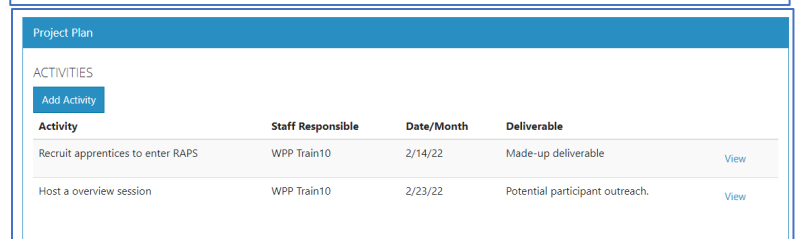
Step 5 – Submit quarterly reports.

The agency program manager will work with the grant manager to add the appropriate information for the Workplan. The plan indicates the agreed upon measures for performance reporting. Some agencies have a separate project plan for the intermediaries and business services.

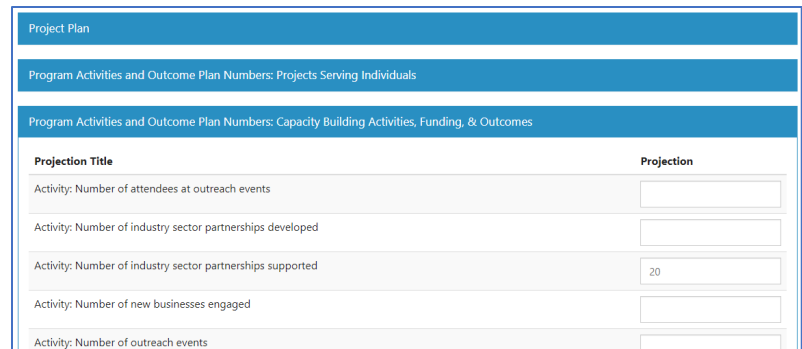
1. **Click** the Workplans/Reports tab at the top of the group landing page.
2. **Click** the appropriate Project Plan.
3. **Verify** the activities related to capacity building. *The agency program manager may complete this task.*
 - a. Any changes made will require that the plan be approved by the grant manager.
4. **Verify** the numbers entered in the *Program Activities and Outcome Plan Numbers:* *Capacity Building Activities, Funding and Outcomes* portion of the workplan are correct.
 - a. Once approved, any changes made will require that the plan be approved by the grant manager.
5. **Verify** numbers in the Planned vs. Actual dashboard synced from the system are accurate. *Business Services counts coming soon.*
6. **Fill in** all sections of the quarterly Narrative report.
7. **Submit**



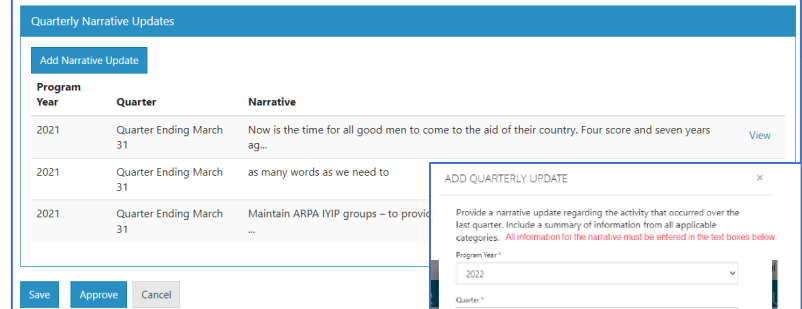
Project Narrative	Add Date	Added By	Status
Project Plan - Apprenticeship Illinois - ABC Location	2/11/22	Amelia Telger	Not Approved
Project Plan - Apprenticeship Illinois - ABC Location	2/28/22	Amelia Telger	Not Approved



Activity	Staff Responsible	Date/Month	Deliverable
Recruit apprentices to enter RAPS	WPP Train10	2/14/22	Made-up deliverable View
Host a overview session	WPP Train10	2/23/22	Potential participant outreach. View



Projection Title	Projection
Activity: Number of attendees at outreach events	<input type="text"/>
Activity: Number of industry sector partnerships developed	<input type="text"/>
Activity: Number of industry sector partnerships supported	20
Activity: Number of new businesses engaged	<input type="text"/>
Activity: Number of outreach events	<input type="text"/>



Program Year	Quarter	Narrative
2021	Quarter Ending March 31	Now is the time for all good men to come to the aid of their country. Four score and seven years ag...
2021	Quarter Ending March 31	as many words as we need to
2021	Quarter Ending March 31	Maintain ARPA IYIP groups – to provid...

