

November 18, 2021



Local System Administrator Training

Entities, Locations, and
Relationships

Acronyms used in this presentation

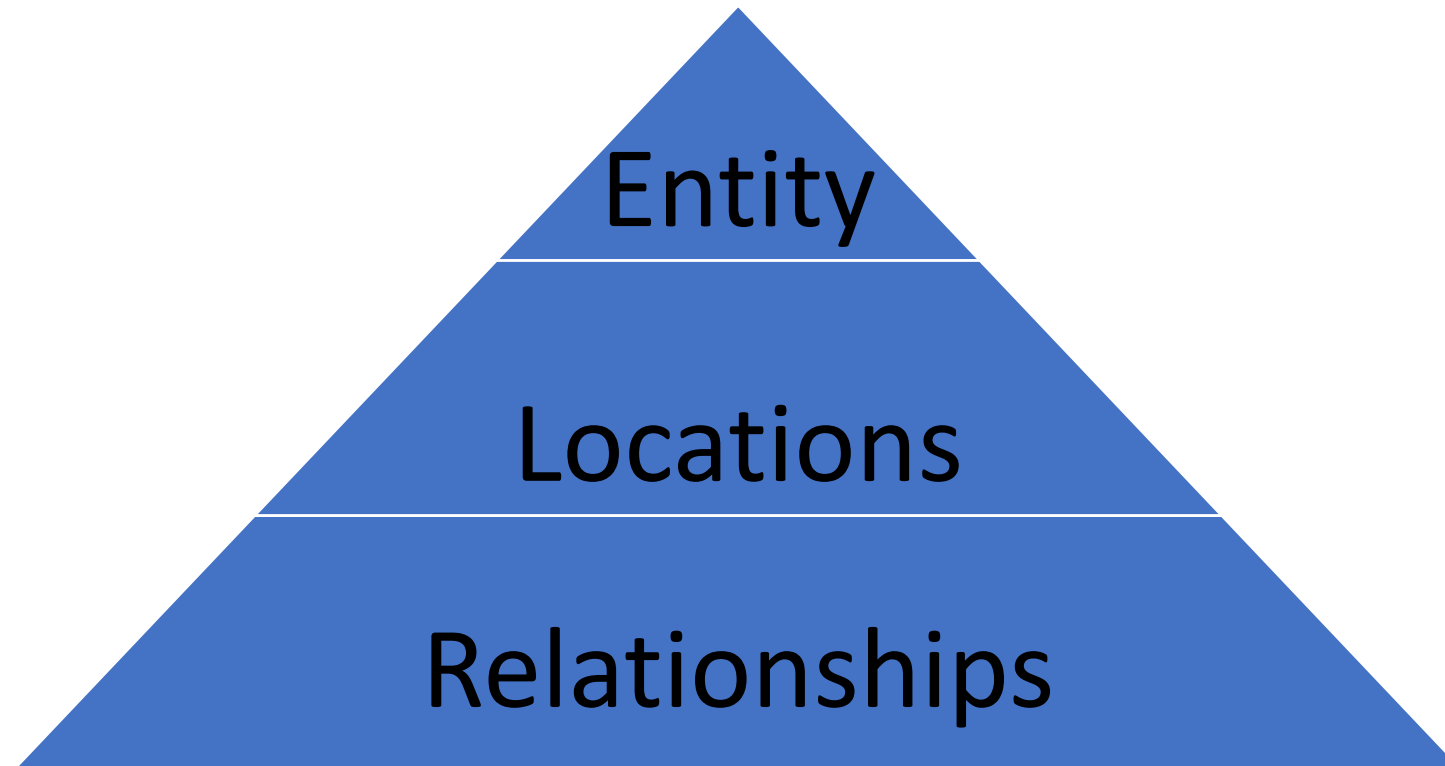
DCEO – Department of Commerce and Economic Opportunity

OET – DCEO Office of Employment and Training

IWDS – Illinois Workforce Development System

LSA – Local System Administrator

IWDS Entity Infrastructure



Overview

What is an Entity?

An Entity is a business or organization unit, each with its own unique FEIN.

Two or more businesses can have the same name, but different FEINs.

Every unique FEIN should be a separate Entity record or entry into IWDS – i.e. Walgreens.

Overview

What is a Location?

A Location is a geographical address from which an Entity provides goods and services to the public.

An Entity can have multiple Locations using the same FEIN.

Overview

What is a Relationship?

A Relationship allows a Location to be a service provider for an LWIA.

A Location can have multiple Relationships with the same LWIA or with multiple LWIAs.

The Relationship number is a unique identifier that is created by the Local System Administrator.

Overview

IWDS User Roles Needed

- **Entity Maintenance**

Add/Edit Entity, Location, Contact, Relationships

- **Entity Maintenance (Assign Training Function Included)**

Add/Edit Entity, Location, Contact, Relationships

Ability to Assign Training Function to Location

- **LWA Relationship Manager**

Add/Edit Relationships

Entity Maintenance

Entity Maintenance (Assign Training Function Included)

LWA Relationship Manager

Entering a Company into IWDS

- 1. Create Entity**
- 2. Add Location**
- 3. Add Contact**
- 4. Add Relationship**

Creating an Entity in IWDS

Before entering the Entity in IWDS, search for the Company from the Staff Menu page.

Click on “Search Entity”.

Entity Information

- [Add Entity](#)
- [Search Entity](#)
- [Add Location](#)
- [Search Locations](#)
- [Add Contact](#)
- [Search Contacts](#)
- [Add Relationship](#)
- [Search Relationships](#)

Creating an Entity in IWDS


There are 4 ways to search for an Entity.

- Name
- FEIN of the Business
- SSN (if the business uses the owner's SSN instead of a FEIN)
- Agency Type (from the dropdown menu)

Search Entity

Entity Name:

FEIN: or SSN:

Agency Type: 

Adult Education Center
Association
Business
Community Based Organization
Community College
Faith Based Organization
Foundation
Government Entity
Hospital/Nursing Home
Illinois workNet Center
JATC
Labor Union
Other
Other School
Proprietary School
Public Secondary School
Public/Private University/College
Registered Apprenticeship
Voc/Tech

Creating an Entity in IWDS

When searching by the Entity Name it is suggested to use a partial name.

IWDS will search for a match of exactly what is entered.

“Ti” would return “Tim”, “Time”, “Tire”, and “Timberline”, but “Timely” would only return “Timely”.

Search Entity

Entity Name:

FEIN: or SSN:

Agency Type:

Creating an Entity in IWDS

When no match is found with a partial name search, the Entity must be created.

Informational Message:
No data meets your criteria.

Search Entity

Entity Name:

FEIN: or SSN:

Agency Type:

Click “Add Entity”.

Creating an Entity in IWDS

Any fields marked with the **red *** are required in order to save the record.

OET recommends entering as much information as you can, as it may help users to differentiate between Entities with the same name.

Add Entity

*Entity Name:

Doing Business As Name:

*FEIN: or SSN:

*Agency Type:

LWA: 15 - United Workforce Development Board aka Career Link

Web Site:

UI Account #:

NAICS Code:

Description:

Audit/Accreditation Date:

Audit/Accreditation Body:

In Business Since:

Add To Favorites:

Creating an Entity in IWDS

Enter the Entity Name, FEIN, Agency Type and any additional information provided.

Click “Next” to save the Entity and IWDS will take the user to the Add Location screen.

Add Entity

*Entity Name:

Doing Business As Name:

*FEIN: or SSN:

*Agency Type: ▼

LWA: 15 - United Workforce Development Board aka Career Link

Web Site:

UI Account #:

NAICS Code:

Description:

Audit/Accreditation Date:

Audit/Accreditation Body:

In Business Since: ▼

Add To Favorites: ▼

Local System Administrator Training - Entities, Locations, and Relationships

Creating a Location in IWDS

The Informational Message states
“The record has been added”.
The Entity is now saved.

One Location where the Entity is
doing business is required.

Informational Message:
The record has been added.

Add Location
[Timely Business Company - FEIN 771133500](#)

*Location Name: Corporate Office:

*Address Line 1:

Address Line 2:

*City: *State:

*Zip: Zip +4: [Find Zip Code](#)

*County:

*Phone: Fax:

TTD/TTY:

NOTE: The Notes/Comments field will be viewable by the General Public, use accordingly

Notes/Comments:

Is location accessible to persons with disabilities?

Business Function:

<input type="checkbox"/> Career Services	<input type="checkbox"/> DETS
<input type="checkbox"/> Job Placement /Retention Services	<input type="checkbox"/> Other
<input type="checkbox"/> Outreach	<input type="checkbox"/> OJT / Work Experience
<input type="checkbox"/> Pay-For-Performance	<input type="checkbox"/> Supportive Services
<input type="checkbox"/> Training	<input type="checkbox"/> Youth

Human Services: (Ex: Clothing, Food, Housing)

Creating a Location in IWDS

The Location information includes;

- Location Name (which could be different from the Entity Name).
- Geographical address and phone number.
- If the Location is ADA accessible and
- Type of Business Functions and Human Services the Location provides.

Fields with the * are required to save the record.

Informational Message:
The record has been added.

Add Location

[Timely Business Company - FEIN 771133500](#)

*Location Name: Corporate Office:

*Address Line 1:

Address Line 2:

*City: *State:

*Zip: Zip +4: [Find Zip Code](#)

*County:

*Phone: Fax:

TTD/TTY:

NOTE: The Notes/Comments field will be viewable by the General Public, use accordingly

Notes/Comments:

Is location accessible to persons with disabilities?

Business Function:

<input type="checkbox"/> Career Services	<input type="checkbox"/> DETS
<input type="checkbox"/> Job Placement /Retention Services	<input type="checkbox"/> Other
<input type="checkbox"/> Outreach	<input type="checkbox"/> OJT / Work Experience
<input type="checkbox"/> Pay-For-Performance	<input type="checkbox"/> Supportive Services
<input type="checkbox"/> Training	<input type="checkbox"/> Youth

Human Services: (Ex: Clothing, Food, Housing)

Local System Administrator Training - Entities, Locations, and Relationships



Creating a Location in IWDS

Business Functions are to be entered for the various types of services this Location will be offering.

Click “Select/View Human Services” for the Provider Management – Select Human Services screen.

Add Location
[Timely Business Company - FEIN 771133500](#)

*Location Name: Corporate Office:

*Address Line 1:
Address Line 2:

*City: *State:

*Zip: Zip +4: [Find Zip Code](#)

*County:

*Phone: Fax:

TTD/TTY:

NOTE: The Notes/Comments field will be viewable by the General Public, use accordingly

Notes/Comments:

Is location accessible to persons with disabilities?

Business Function:

<input checked="" type="checkbox"/> Career Services	<input type="checkbox"/> DETS
<input checked="" type="checkbox"/> Job Placement /Retention Services	<input type="checkbox"/> Other
<input type="checkbox"/> Outreach	<input checked="" type="checkbox"/> OJT / Work Experience
<input type="checkbox"/> Pay-For-Performance	<input type="checkbox"/> Supportive Services
<input checked="" type="checkbox"/> Training	<input checked="" type="checkbox"/> Youth

Human Services: (Ex: Clothing, Food, Housing)

Local System Administrator Training - Entities, Locations, and Relationships

Creating a Location in IWDS

Provider Management –
Select Human Services

Select all services that
apply to the Location.

Click “View List”

Provider Management - Select Human Services
[Timely Business Company - FEIN 771133500](#)

Please select Human Services and click the 'View List' Button below.

Business Development
 Business Development

Child Care and Day Care
 Child Care Resource and Referral
 Day Care Services

Clothing and Household Goods
 Clothing and Grooming
 Household Goods
 Thrift Shops

Educational Programs and Services
 Adult Education, including Literacy Instruction
 Alternative Education
 Dropout Programs
 Early Childhood Education
 Free and Low-cost Supplies for School
 Guidance and Counseling
 K-12 and College Education
 Literacy Testing
 Migrant Education
 Student Financial Aid
 Tutoring

Employment
 Career Development, Pre-job Guidance, Apprenticeships and Internships
 Job Development
 Job Search Information and Services
 Public Employment and Training Programs, WIOA

Food
 Emergency Food
 Food Banks and Food Co-ops
 Meals, School Meal Programs, Soup Kitchens

General Relief, WIC, TANF and other Income Maintenance
 Child Care Subsidies
 General Assistance & TANF
 Medical Benefits for Uninsured
 WIC and Food Stamps

Health Care, including Substance Abuse
 Community Clinics
 Dental Care
 Family Planning Services
 Hospitals
 Public Health Departments
 Substance Abuse

Housing and Shelters
 Emergency Shelter, including Crisis Shelters
 Home Improvement, Housing Counseling and Information
 Public Housing and Low-cost Rental Programs
 Shared Housing and Sleeping Rooms

Information and Referral Services
 Information and Referral Services

Legal Assistance
 Advocacy
 Certificate and Form Assistance
 Court Referred Programs, Alternative Sentencing Programs
 Crime and Delinquency Prevention
 Legal Counseling
 Legal Representation

Mental Health Crisis and Counseling
 Crisis Intervention and Telephone Hotlines
 Mental Health Evaluation
 Personal and Family Counseling
 Therapist Referrals

Money Management, Licensing, and Public Records
 Military Records, Selective Service and Social Security
 Money Management
 Registration and Licensing

Temporary and Emergency Financial Assistance, LIHEAP
 Housing Payment Assistance
 Medical Expense Assistance
 Utility Assistance, including LIHEAP

Transportation
 Bus Passes
 Local Transportation, including Bus, Mass Transit, Senior and Disabled Transit

Unemployment Insurance and other Social Insurance Programs
 Medicare
 Social Security
 Unemployment Insurance
 Veterans Bonus Payment

Youth Development
 Youth Development

Local System Administrator Training - Entities, Locations, and Relationships



Creating a Location in IWDS

All Services selected will be listed.

Click “View List”

Provider Management - Select Human Services
[Timely Business Company - FEIN 771133500](#)

Please select Human Services and click the 'View List' Button below.

Business Development

Business Development

Child Care and Day Care

Child Care Resource and Referral

Day Care Services

Clothing and Household Goods

Clothing and Grooming

Household Goods

Thrift Shops

Youth Development

Youth Development

Creating a Location in IWDS

Provider Management - Select Human Services

[Timely Business Company - FEIN 771133500](#)

Please click on the Accept List Button to confirm your changes.

Accept List

Edit List

If changes are needed to add or remove items from the list, click “Edit List”.

Once complete, click “Accept List”.

Employment

- Public Employment and Training Programs, WIOA
- Job Development
- Job Search Information and Services

Information and Referral Services

- Information and Referral Services

Business Development

- Business Development

Educational Programs and Services

- Alternative Education

Youth Development

- Youth Development

Local System Administrator Training - Entities, Locations, and Relationships

Creating a Location in IWDS

Review all information, click “Next” to save the Location and IWDS will take the user to the Add Contacts screen.

Add Location
[Timely Business Company - FEIN 771133500](#)

*Location Name: Corporate Office:

*Address Line 1:

Address Line 2:

*City: *State:

*Zip: Zip +4: [Find Zip Code](#)

*County:

*Phone: Fax:

TTD/TTY:

Notes/Comments: NOTE: The Notes/Comments field will be viewable by the General Public, use accordingly

Is location accessible to persons with disabilities?

Business Function:

<input checked="" type="checkbox"/> Career Services	<input type="checkbox"/> DETS
<input checked="" type="checkbox"/> Job Placement /Retention Services	<input type="checkbox"/> Other
<input type="checkbox"/> Outreach	<input checked="" type="checkbox"/> OJT / Work Experience
<input type="checkbox"/> Pay-For-Performance	<input type="checkbox"/> Supportive Services
<input checked="" type="checkbox"/> Training	<input checked="" type="checkbox"/> Youth

Human Services: Youth Development , Job Search Information and Services , Job Development
[MORE...]

Creating a Contact in IWDS

The Informational Message states, “the record has been added”. The Location is now saved.

The user may enter at least one Contact for the Location. The Entity should identify their Location contacts to the user, including the contact who will enter the Training Programs for the Location if needed.

Informational Message:
The record has been added.

List Contacts

0 found Page 1 of 1

	Name	Location Name Contact Address	Contact Phone	Status	Primary
There is nothing to display.					

Page 1 of 1

Creating a Contact in IWDS

To add a Contact, click “Add Contact” and IWDS will take the user to the Search Contact screen.

NOTE: IWDS does not require a contact for the Location. If there is no contact information recorded, the Local System Administrator will have the responsibility to enter Training Programs for the Location.

The user could skip this step by selecting “Return”.

Informational Message:
The record has been added.

List Contacts

0 found Page 1 of 1

	Name	Location Name Contact Address	Contact Phone	Status	Primary
There is nothing to display.					

Page 1 of 1

Creating a Contact in IWDS

To search for existing contacts, the user can enter information in any of the fields and click “Search”.

Since this Entity/Location was just created, the Contact will need to be added.

Click “Add Contact”.

Search Contact
[Timely Business Company - FEIN 771133500](#)
[500 E Monroe St Springfield, IL 62701](#)

Entity Name:

First Name:

Last Name:

Email:

Address:

City:

State:

Zip Code:

County:

Primary Phone:

Creating a Contact in IWDS

Fields marked with the * are required in order to save the record.

The “Primary Contact” is the main contact for this Location, not the overall Entity.

If more than one contact is provided for the location, click “Save, Add Another”.
When finished “Save and Return”.

Add Contact
Timely Business Company - FEIN 771133500
500 E Monroe St Springfield, IL 62701

Salutation:

*First Name: MI:

*Last Name:

Suffix:

Title:

Email:

*Address Line 1:

Address Line 2:

*City:

*State:

*Zip Code:

*County:

Primary Phone: Extension:

Mobile Phone:

Fax Number:

*Primary Contact:

*Status:

User Name:

Human Service Provider ITA Training Provider

Creating a Contact in IWDS

The Informational Message states “The record has been added”.
The Contact is now saved.

Once the contact is “Saved” the IWDS User Name (login ID) has been assigned to the Entity on the IWDS Public Side login.
Click “View” to review Contact Information.

Informational Message:
The record has been added.

List Contacts

[Add Contact](#) [Return](#)

1 found Page 1 of 1

	Name	Location Name Contact Address	Contact Phone	Status	Primary
View	Jetson, Jane	Timely Business Company 500 E Monroe St Springfield, IL 62701	(217)557-5559	Active	Yes

Page 1 of 1

[Add Contact](#) [Return](#)

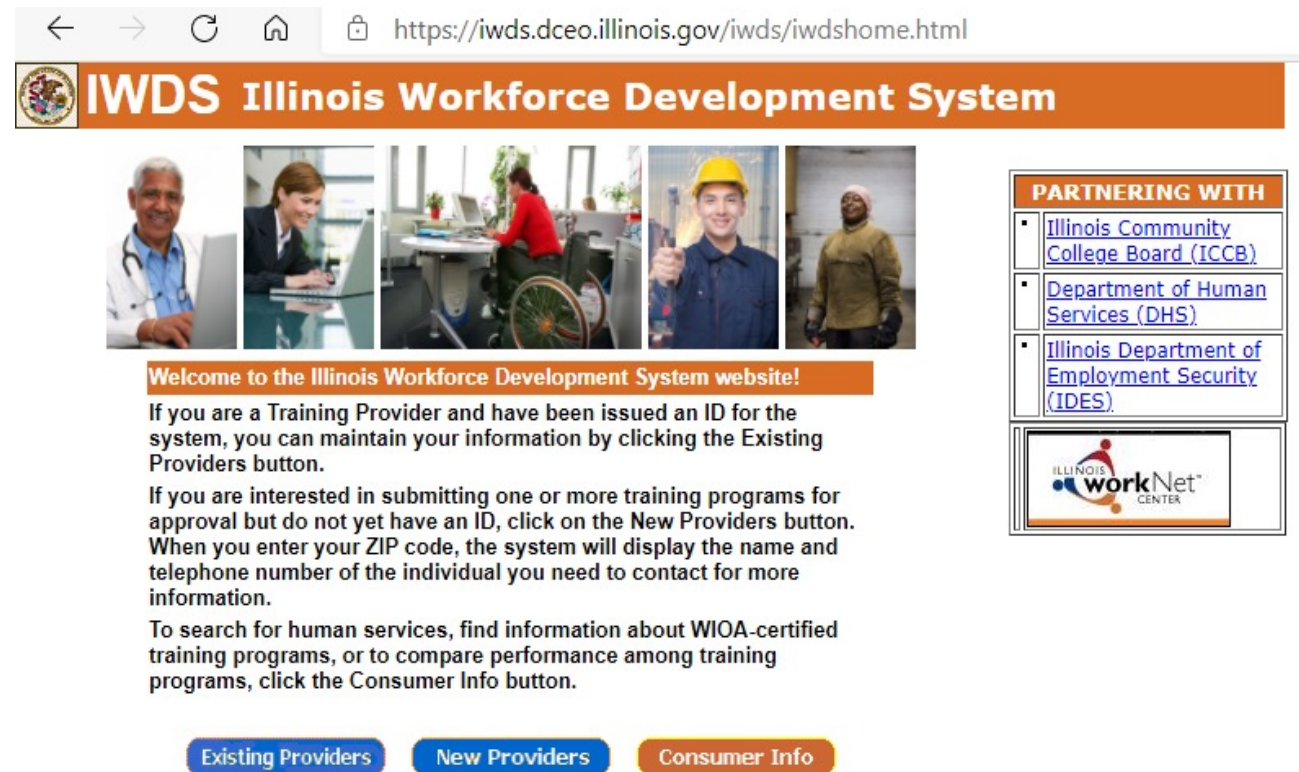
Local System Administrator Training - Entities, Locations, and Relationships

Creating a Contact in IWDS

IWDS PUBLIC SIDE URL:

<https://iwds.dceo.illinois.gov/iwds/iwdshome.html>

The IWDS login page for the Training Providers appears different from the IWDS Staff login page. It is **orange** and **blue** instead of red.



The screenshot shows the IWDS website interface. At the top, there is a navigation bar with the text "IWDS Illinois Workforce Development System". Below this, there are five small images: a doctor, a woman at a computer, a person in a wheelchair, a man in a hard hat, and a man in a jacket. To the right of these images is a "PARTNERING WITH" section listing three organizations: Illinois Community College Board (ICCB), Department of Human Services (DHS), and Illinois Department of Employment Security (IDES). Below the partner list is the Illinois workNet CENTER logo. The main content area features a "Welcome to the Illinois Workforce Development System website!" message, followed by instructions for Training Providers and information about submitting training programs. At the bottom, there are three buttons: "Existing Providers", "New Providers", and "Consumer Info".

← → ↻ 🏠 🔒 <https://iwds.dceo.illinois.gov/iwds/iwdshome.html>

IWDS Illinois Workforce Development System

PARTNERING WITH

- [Illinois Community College Board \(ICCB\)](#)
- [Department of Human Services \(DHS\)](#)
- [Illinois Department of Employment Security \(IDES\)](#)

ILLINOIS workNet CENTER

Welcome to the Illinois Workforce Development System website!

If you are a Training Provider and have been issued an ID for the system, you can maintain your information by clicking the Existing Providers button.

If you are interested in submitting one or more training programs for approval but do not yet have an ID, click on the New Providers button. When you enter your ZIP code, the system will display the name and telephone number of the individual you need to contact for more information.

To search for human services, find information about WIOA-certified training programs, or to compare performance among training programs, click the Consumer Info button.

[Existing Providers](#) [New Providers](#) [Consumer Info](#)

Creating a Contact in IWDS

At the bottom of the View Contact page, the screen shows “User Name: jjetson”.

If your Contact will be entering Training Programs into IWDS for the LWIA to approve/deny, this is the login ID that they will use.

View Contact
[Timely Business Company - FEIN 771133500](#)
[500 E Monroe St Springfield, IL 62701](#)

Salutation:

*First Name: MI:

*Last Name:

Suffix:

Title:

Email:

*Address Line 1:

Address Line 2:

*City:

*State:

*Zip Code:

*County:

Primary Phone: Extension:

Mobile Phone:

Fax Number:

*Primary Contact:

*Status:

User Name: jjetson

Human Service Provider ITA Training Provider

Creating a Contact in IWDS

At the bottom of the View Contact page, the screen shows “User Name: jjetson”

View Contact

[Timely Business Company - FEIN 771133500](#)
[500 E Monroe St Springfield, IL 62701](#)

Salutation:

*First Name: MI:

*Last Name:

Suffix:

Title:

Email:

*Address Line 1:

Address Line 2:

*City:

*State:

*Zip Code:

*County:

Primary Phone: Extension:

Mobile Phone:

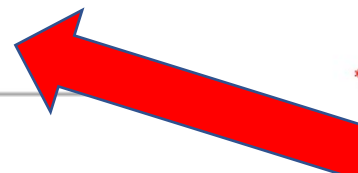
Fax Number:

*Primary Contact:

*Status:

User Name: jjetson

Human Service Provider ITA Training Provider



User Name: jjetson

Human Service Provider ITA Training Provider

Creating a Contact in IWDS

To reset the password for the contact, click “Reset Password”.

The password reset will appear at the top of the screen. You can either use copy/paste or a screenshot to capture this information to send to the user via email.

User Name: jjetson

Human Service Provider ITA Training Provider

Save

Cancel

Reset Password

Informational Message:

The NEW user password is 8475634. The user will be forced to change the password at the next login.

View Contact

[Timely Business Company - FEIN 771133500](#)
[500 E Monroe St Springfield, IL 62701](#)

Salutation:

*First Name:

MI:

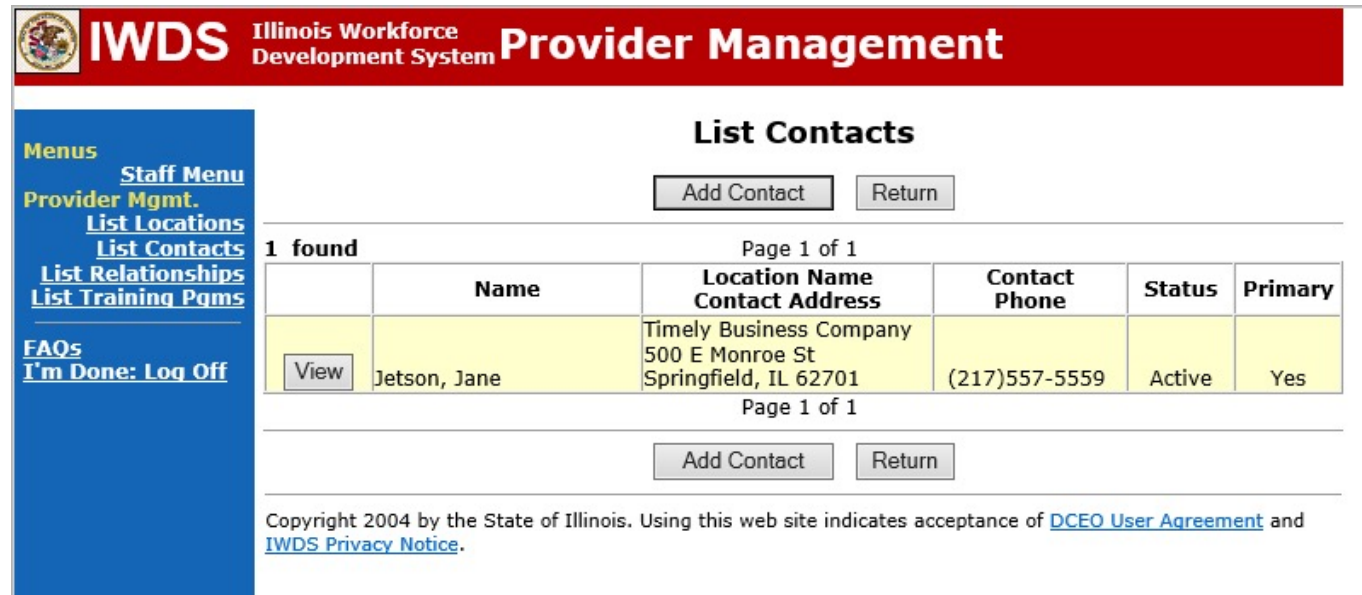
*Last Name:

Local System Administrator Training - Entities, Locations, and Relationships

Creating a Contact in IWDS

Click “Add Contact” for an additional contact.

Click “List Relationships” in the blue section on the left to review Relationships the Entity and Location have set up.



IWDS Illinois Workforce Development System **Provider Management**

Menus
[Staff Menu](#)
Provider Mgmt.
[List Locations](#)
[List Contacts](#)
[List Relationships](#)
[List Training Pgms](#)
FAQs
[I'm Done: Log Off](#)

List Contacts

1 found Page 1 of 1

	Name	Location Name Contact Address	Contact Phone	Status	Primary
<input type="button" value="View"/>	Jetson, Jane	Timely Business Company 500 E Monroe St Springfield, IL 62701	(217)557-5559	Active	Yes

Page 1 of 1

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Creating a Relationship in IWDS

Newly created Entities and Locations will not have any existing Relationships between them and the LWIA.

Click “Add Relationship” takes you to the “Search Location” screen.

List Relationships

0 found Page 1 of 1

LWA	Relationship # (Suffix)	Location Name/Address	Fund Source	Status
There is nothing to display.				

Page 1 of 1

Creating a Relationship in IWDS

Search for the Location to be used to set up the Relationship.

Search Locations

Entity Name:

Address:

City:

State:

Zip Code:

County:

LWA:

Corporate Office:

Locations from Zip Code [Find Zip Code](#)

Approx Business Function:

<input type="checkbox"/> Career Services	<input type="checkbox"/> DETS
<input type="checkbox"/> Job Placement /Retention Services	<input type="checkbox"/> Other
<input type="checkbox"/> Outreach	<input type="checkbox"/> OJT / Work Experience
<input type="checkbox"/> Pay-For-Performance	<input type="checkbox"/> Supportive Services
<input type="checkbox"/> Training	<input type="checkbox"/> Youth

Human Services: (Ex: Clothing, Food, Housing)

Local System Administrator Training - Entities, Locations, and Relationships



Creating a Relationship in IWDS

A partial Name can be used for the search on the Entity Name.

Address information could be included when you know there is more than one Location for the Entity.

Click “Search”

Search Locations

Entity Name: ×

Address:

City:

State:

Zip Code:

County:

LWA:

Corporate Office:

Locations Approx Business Function: from Zip Code [Find Zip Code](#)

Career Services DETS
 Job Placement /Retention Services Other
 Outreach OJT / Work Experience
 Pay-For-Performance Supportive Services
 Training Youth

Human Services: (Ex: Clothing, Food, Housing)

Creating a Relationship in IWDS

Select your location in the results, click “Pick”.

List Locations

[Return](#)

1 found

Page 1 of 1

	Location Name Entity Name	Location Address	Phone	Contacts
Pick	Timely Business Company	500 E Monroe St Springfield, IL 62701	(217)557-5559	1

Page 1 of 1

[Return](#)

Creating a Relationship in IWDS

The first step in creating the Relationship is the Provider Management – Update Basic Information screen.

Provider Management - Update Basic Information
Timely Business Company - FEIN 771133500
500 E Monroe St Springfield, IL 62701

Need >

*Relationship #: 00

*Relationship Type:

Notes/Comments:

*Fund Source(s)	*Start Date	*End Date(s)	Contract Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Creating a Relationship in IWDS

When creating the “Relationship #” it should be a unique identifier using alpha/numeric characters.

Select “Relationship Type” from the drop-down menu.


Scroll down the Provider Management – Update Basic Information page to enter the Fund Source/Grant Information.

Provider Management - Update Basic Information
[Timely Business Company - FEIN 771133500](#)
[500 E Monroe St Springfield, IL 62701](#)

*Relationship #:

*Relationship Type:

Notes/Comments:



- Contract
- Other
- Referral
- Vendor**

Creating a Relationship in IWDS

Enter Location Grant information

- Fund Source
- Start Date
- End Date

The Fund Source is the Title (1A, 1D, 1E, 1N, TAA, 1DC, 1EC, etc.).

*Fund Source(s)	*Start Date	*End Date(s)	Contract Amount
1A (WIOA) ▾	01012021	06302022 X	
▾			
▾			

Creating a Relationship in IWDS

Once saved, the Start Date cannot be changed.

Once saved, the End Date can be changed to be greater than the current End Date (future), but never less than the current End Date (past).

If the grant is extended, the LSA can change the end date to extend the relationship with this Entity/Location for the selected Fund Source.

*Fund Source(s)	*Start Date	*End Date(s)	Contract Amount
1A (WIOA) ▼	01012021	06302022	
1D (WIOA) ▼	01012021	06302022	

Creating a Relationship in IWDS

The user can enter a Start Date that is in the future (greater than today's date).

In this case, the 1Y grant will start in December 2021. Even though they are entering the Fund Source with a future Start Date, this part of the relationship won't affect the 1Y client services unless those services are within the date range of 12/01/2021 to 9/30/2022 for this provider.

*Fund Source(s)	*Start Date	*End Date(s)	Contract Amount
1A (WIOA) ▼	01012021	06302022	
1D (WIOA) ▼	01012021	06302022	
1Y (WIOA) ▼	12012021	09302022	
▼			

Creating a Relationship in IWDS

Provider Management - Update Basic Information

Timely Business Company - FEIN 771133500
500 E Monroe St Springfield, IL 62701

Next >

*Relationship #:

*Relationship Type:

Notes/Comments:

Click “Next” to save the fund source information and go to Add Program Activities.

*Fund Source(s)	*Start Date	*End Date(s)	Contract Amount
1A (WIOA) <input type="text"/>	<input type="text" value="01012021"/>	<input type="text" value="06302022"/>	<input type="text"/>
1D (WIOA) <input type="text"/>	<input type="text" value="01012021"/>	<input type="text" value="06302022"/>	<input type="text"/>
1Y (WIOA) <input type="text"/>	<input type="text" value="12012021"/>	<input type="text" value="09302022"/>	<input type="text"/>

Creating a Relationship in IWDS

Click “Add Programs/Activities” to choose Titles (1A, 1D, etc.) to add services to the Relationship.

List Programs/Activities
LWA 15 - Relationship 01012021(00)
[Timely Business Company - FEIN 771133500](#)
[500 E Monroe St Springfield, IL 62701](#)

< Back Next >

You have **not** selected any Programs/Activities

Add Program/Activities

< Back Next >

Local System Administrator Training - Entities, Locations, and Relationships



Creating a Relationship in IWDS

Provider Management - Select Programs

LWA 15 - Relationship 01012021(00)
[Timely Business Company - FEIN 771133500](#)
[500 E Monroe St Springfield, IL 62701](#)

Next >

Select each Title/Service type needed for the Relationship.

Please check the boxes for **all** the Programs you **might** like to add Activities for.

	Fund Source (Date)	Program	Program Name
<input checked="" type="checkbox"/>	1A (WIOA) (01/01/2021 - 06/30/2022)	210	Registration Required Core Services
<input type="checkbox"/>	1A (WIOA) (01/01/2021 - 06/30/2022)	220	Intensive Services
<input type="checkbox"/>	1A (WIOA) (01/01/2021 - 06/30/2022)	225	Career Services
<input type="checkbox"/>	1A (WIOA) (01/01/2021 - 06/30/2022)	230	Training Services
<input type="checkbox"/>	1D (WIOA) (01/01/2021 - 06/30/2022)	210	Registration Required Core Services
<input type="checkbox"/>	1D (WIOA) (01/01/2021 - 06/30/2022)	220	Intensive Services
<input type="checkbox"/>	1D (WIOA) (01/01/2021 - 06/30/2022)	225	Career Services
<input type="checkbox"/>	1D (WIOA) (01/01/2021 - 06/30/2022)	230	Training Services
<input type="checkbox"/>	1D (WIOA) (01/01/2021 - 06/30/2022)	260	Disaster Recovery Services
<input type="checkbox"/>	1Y (WIOA) (12/01/2021 - 09/30/2022)	270	Youth Service Elements: Education/Training/Career

Local System Administrator Training - Entities, Locations, and Relationships



Creating a Relationship in IWDS

Provider Management - Select Programs

LWA 15 - Relationship 01012021(00)

[Timely Business Company - FEIN 771133500](#)

[500 E Monroe St Springfield, IL 62701](#)

Next >

Check all Programs you might want to add Activities for.

Click “Next” to view list.

Please check the boxes for **all** the Programs you **might** like to add Activities for.

	Fund Source (Date)	Program	Program Name
<input type="checkbox"/>	1A (WIOA) (01/01/2021 - 06/30/2022)	210	Registration Required Core Services
<input type="checkbox"/>	1A (WIOA) (01/01/2021 - 06/30/2022)	220	Intensive Services
<input checked="" type="checkbox"/>	1A (WIOA) (01/01/2021 - 06/30/2022)	225	Career Services
<input checked="" type="checkbox"/>	1A (WIOA) (01/01/2021 - 06/30/2022)	230	Training Services
<input type="checkbox"/>	1D (WIOA) (01/01/2021 - 06/30/2022)	210	Registration Required Core Services
<input type="checkbox"/>	1D (WIOA) (01/01/2021 - 06/30/2022)	220	Intensive Services
<input checked="" type="checkbox"/>	1D (WIOA) (01/01/2021 - 06/30/2022)	225	Career Services
<input checked="" type="checkbox"/>	1D (WIOA) (01/01/2021 - 06/30/2022)	230	Training Services
<input type="checkbox"/>	1D (WIOA) (01/01/2021 - 06/30/2022)	260	Disaster Recovery Services
<input checked="" type="checkbox"/>	1Y (WIOA) (12/01/2021 - 09/30/2022)	270	Youth Service Elements: Education/Training/Career

Next >

Creating a Relationship in IWDS

Review your selections, click “Save” to select services per Funding Source.

Please fix the following before continuing:

Please verify the following updates based on what was entered:

These programs will be ADDED:

- 225 - Career Services for 1A (WIOA) with dates (01/01/2021-06/30/2022)
- 230 - Training Services for 1A (WIOA) with dates (01/01/2021-06/30/2022)
- 225 - Career Services for 1D (WIOA) with dates (01/01/2021-06/30/2022)
- 230 - Training Services for 1D (WIOA) with dates (01/01/2021-06/30/2022)
- 270 - Youth Service Elements

These programs will be DELETED:

None

Save

Cancel

Local System Administrator Training - Entities, Locations, and Relationships

Creating a Relationship in IWDS

Select the specific services for each Title/Service Level allowed by the grant.

Click “Next” to move to the next Title/Service Level.

Select Activities
LWA 15 - Relationship 01012021(00)
[Timely Business Company - FEIN 771133500](#)
[500 E Monroe St Springfield, IL 62701](#)

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Fund Source 1A (01/01/2021 - 06/30/2022) - Program 225 Career Services Select All

Activity	Activity Name
<input type="checkbox"/> 11	Career Planning (Case Management)
<input type="checkbox"/> 194	WBL - Job Shadowing
<input type="checkbox"/> 21	WBL - Pre-Apprenticeship Program
<input type="checkbox"/> 23	Short Term Prevocational Services (Job Readiness)
<input type="checkbox"/> 45	WBL - Unpaid WEX/Internship (Not limited to Summer Months)
<input type="checkbox"/> 46	WBL - Paid WEX/Internship (Not Limited to Summer Months)
<input type="checkbox"/> 66	Job Search Activities & Assistance (STAFF)
<input type="checkbox"/> 67	Referred to Employment/Placement Assistance (STAFF ASSISTED)
<input type="checkbox"/> 71	Out-of-Area Job Search/Relocation Assistance
<input type="checkbox"/> 81	X - Holding
<input type="checkbox"/> 812	WBL - Transitional Jobs
<input type="checkbox"/> 813	Adult Basic Education (ABE) (Developmental Education)
<input type="checkbox"/> 817	Comprehensive and Specialized Assessment (Tests)
<input type="checkbox"/> 818	Development of an IEP
<input type="checkbox"/> 819	Group Workforce Research/Workshops/Job Club
<input type="checkbox"/> 820	Workforce Preparation Activities
<input type="checkbox"/> 821	English Language Education
<input type="checkbox"/> 826	Federal Job Referral and Placement Services
<input type="checkbox"/> 836	UI Filing Information (staff-assisted)
<input type="checkbox"/> 837	Assistance Establishing Eligibility for Financial Aid/FAFSA(staff-assisted)
<input type="checkbox"/> 84	Training Paid by Non-WIOA TITLE I Funds
<input type="checkbox"/> 859	SS - Tools/Equipment
<input type="checkbox"/> 860	SS - Uniforms
<input type="checkbox"/> 90	Follow-up Services

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Local System Administrator Training - Entities, Locations, and Relationships



Creating a Relationship in IWDS

The services chosen on the “Select Activities” screens will be the WIOA services that will appear as a provider choice during the time period entered on the relationship for the Entity.

Click “Next” to move to the next Title/Service Level.

Select Activities
LWA 15 - Relationship 01012021(00)
[Timely Business Company - FEIN 771133500](#)
[500 E Monroe St Springfield, IL 62701](#)

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Fund Source 1A (01/01/2021 - 06/30/2022) - Program 225 Career Services Select All

Activity	Activity Name
<input type="checkbox"/>	11 Career Planning (Case Management)
<input type="checkbox"/>	194 WBL - Job Shadowing
<input type="checkbox"/>	21 WBL - Pre-Apprenticeship Program
<input type="checkbox"/>	23 Short Term Prevocational Services (Job Readiness)
<input type="checkbox"/>	45 WBL - Unpaid WEX/Internship (Not limited to Summer Months)
<input type="checkbox"/>	46 WBL - Paid WEX/Internship (Not Limited to Summer Months)
<input checked="" type="checkbox"/>	66 Job Search Activities & Assistance (STAFF)
<input checked="" type="checkbox"/>	67 Referred to Employment/Placement Assistance (STAFF ASSISTED)
<input checked="" type="checkbox"/>	71 Out-of-Area Job Search/Relocation Assistance
<input type="checkbox"/>	81 X - Holding
<input type="checkbox"/>	812 WBL - Transitional Jobs
<input type="checkbox"/>	813 Adult Basic Education (ABE) (Developmental Education)
<input type="checkbox"/>	817 Comprehensive and Specialized Assessment (Tests)
<input type="checkbox"/>	818 Development of an IEP
<input checked="" type="checkbox"/>	819 Group Workforce Research/Workshops/Job Club
<input checked="" type="checkbox"/>	820 Workforce Preparation Activities
<input type="checkbox"/>	821 English Language Education
<input checked="" type="checkbox"/>	826 Federal Job Referral and Placement Services
<input type="checkbox"/>	836 UI Filing Information (staff-assisted)
<input type="checkbox"/>	837 Assistance Establishing Eligibility for Financial Aid/FAFSA(staff-assisted)
<input type="checkbox"/>	84 Training Paid by Non-WIOA TITLE I Funds
<input checked="" type="checkbox"/>	859 SS - Tools/Equipment
<input type="checkbox"/>	860 SS - Uniforms
<input type="checkbox"/>	90 Follow-up Services

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Local System Administrator Training - Entities, Locations, and Relationships



Creating a Relationship in IWDS

The next Title/Service Level is 1A Training Services.

Select Activities
LWA 15 - Relationship 01012021(00)
[Timely Business Company - FEIN 771133500](#)
[500 E Monroe St Springfield, IL 62701](#)

Fund Source 1A (01/01/2021 - 06/30/2022) - Program 230 Training Services

	Activity	Activity Name
<input type="checkbox"/>	21A	Registered Apprenticeship Program (RAP)
<input type="checkbox"/>	24	Occupational Skills Training
<input type="checkbox"/>	28	Entrepreneurial Skills Training
<input type="checkbox"/>	31	Placed in Adult Secondary Education (ASE)
<input type="checkbox"/>	35	Other Non Occupational Skills Training
<input type="checkbox"/>	37	Prerequisite Training Courses
<input type="checkbox"/>	40	OJT - Public Sector
<input type="checkbox"/>	41	OJT - Private Sector
<input type="checkbox"/>	42	Customized Training
<input type="checkbox"/>	81	X - Holding
<input type="checkbox"/>	814	Skill upgrade and retraining
<input type="checkbox"/>	838	Non-Registered Apprenticeship Program
<input type="checkbox"/>	84	Training Paid by Non-WIOA TITLE I Funds
<input type="checkbox"/>	859	SS - Tools/Equipment
<input type="checkbox"/>	86A	Industry Recognized Apprenticeship Program (IRAP)
<input type="checkbox"/>	860	SS - Uniforms
<input type="checkbox"/>	88	SS - Needs Related Payments
<input type="checkbox"/>	90	Follow-up Services

Local System Administrator Training - Entities, Locations, and Relationships



Creating a Relationship in IWDS

Select the 1A Training Services and click “Next” to move to the next Title/Service Level.

Select Activities
LWA 15 - Relationship 01012021(00)
[Timely Business Company - FEIN 771133500](#)
[500 E Monroe St Springfield, IL 62701](#)

Fund Source 1A (01/01/2021 - 06/30/2022) - Program 230 Training Services

Activity	Activity Name
<input type="checkbox"/>	21A Registered Apprenticeship Program (RAP)
<input checked="" type="checkbox"/>	24 Occupational Skills Training
<input checked="" type="checkbox"/>	28 Entrepreneurial Skills Training
<input type="checkbox"/>	31 Placed in Adult Secondary Education (ASE)
<input checked="" type="checkbox"/>	35 Other Non Occupational Skills Training
<input type="checkbox"/>	37 Prerequisite Training Courses
<input type="checkbox"/>	40 OJT - Public Sector
<input checked="" type="checkbox"/>	41 OJT - Private Sector
<input type="checkbox"/>	42 Customized Training
<input type="checkbox"/>	81 X - Holding
<input checked="" type="checkbox"/>	814 Skill upgrade and retraining
<input type="checkbox"/>	838 Non-Registered Apprenticeship Program
<input type="checkbox"/>	84 Training Paid by Non-WIOA TITLE I Funds
<input checked="" type="checkbox"/>	859 SS - Tools/Equipment
<input type="checkbox"/>	86A Industry Recognized Apprenticeship Program (IRAP)
<input checked="" type="checkbox"/>	860 SS - Uniforms
<input type="checkbox"/>	88 SS - Needs Related Payments
<input type="checkbox"/>	90 Follow-up Services

Local System Administrator Training - Entities, Locations, and Relationships

Creating a Relationship in IWDS

Select 1D Career Services and click “Next” to move to the next Title/Service Level.

Fund Source 1D (01/01/2021 - 06/30/2022) - Program 225 Career Services Select All

Activity	Activity Name
<input type="checkbox"/>	11 Career Planning (Case Management)
<input type="checkbox"/>	194 WBL - Job Shadowing
<input type="checkbox"/>	21 WBL - Pre-Apprenticeship Program
<input type="checkbox"/>	23 Short Term Prevocational Services (Job Readiness)
<input type="checkbox"/>	45 WBL - Unpaid WEX/Internship (Not limited to Summer Months)
<input type="checkbox"/>	46 WBL - Paid WEX/Internship (Not Limited to Summer Months)
<input checked="" type="checkbox"/>	66 Job Search Activities & Assistance (STAFF)
<input checked="" type="checkbox"/>	67 Referred to Employment/Placement Assistance (STAFF ASSISTED)
<input type="checkbox"/>	70 Pre-Layoff Services
<input checked="" type="checkbox"/>	71 Out-of-Area Job Search/Relocation Assistance
<input type="checkbox"/>	81 X - Holding
<input type="checkbox"/>	812 WBL - Transitional Jobs
<input type="checkbox"/>	813 Adult Basic Education (ABE) (Developmental Education)
<input type="checkbox"/>	817 Comprehensive and Specialized Assessment (Tests)
<input type="checkbox"/>	818 Development of an IEP
<input checked="" type="checkbox"/>	819 Group Workforce Research/Workshops/Job Club
<input checked="" type="checkbox"/>	820 Workforce Preparation Activities
<input type="checkbox"/>	821 English Language Education
<input checked="" type="checkbox"/>	826 Federal Job Referral and Placement Services
<input type="checkbox"/>	836 UI Filing Information (staff-assisted)
<input type="checkbox"/>	837 Assistance Establishing Eligibility for Financial Aid/FAFSA(staff-assisted)
<input type="checkbox"/>	84 Training Paid by Non-WIOA TITLE I Funds
<input checked="" type="checkbox"/>	859 SS - Tools/Equipment
<input checked="" type="checkbox"/>	860 SS - Uniforms
<input type="checkbox"/>	90 Follow-up Services

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Local System Administrator Training - Entities, Locations, and Relationships



Creating a Relationship in IWDS

Select 1D Training Services and click “Next” to move to the next Title/Service Level.

Fund Source 1D (01/01/2021 - 06/30/2022) - Program 230 Training Services

Select All

	Activity	Activity Name
<input type="checkbox"/>	21A	Registered Apprenticeship Program (RAP)
<input checked="" type="checkbox"/>	24	Occupational Skills Training
<input checked="" type="checkbox"/>	28	Entrepreneurial Skills Training
<input type="checkbox"/>	31	Placed in Adult Secondary Education (ASE)
<input type="checkbox"/>	35	Other Non Occupational Skills Training
<input type="checkbox"/>	37	Prerequisite Training Courses
<input type="checkbox"/>	40	OJT - Public Sector
<input type="checkbox"/>	41	OJT - Private Sector
<input checked="" type="checkbox"/>	42	Customized Training
<input type="checkbox"/>	81	X - Holding
<input checked="" type="checkbox"/>	814	Skill upgrade and retraining
<input type="checkbox"/>	838	Non-Registered Apprenticeship Program
<input type="checkbox"/>	84	Training Paid by Non-WIOA TITLE I Funds
<input checked="" type="checkbox"/>	859	SS - Tools/Equipment
<input type="checkbox"/>	86A	Industry Recognized Apprenticeship Program (IRAP)
<input checked="" type="checkbox"/>	860	SS - Uniforms
<input type="checkbox"/>	88	SS - Needs Related Payments
<input type="checkbox"/>	90	Follow-up Services

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Local System Administrator Training - Entities, Locations, and Relationships

Creating a Relationship in IWDS

Select 1Y Youth Service Elements: Education/ Training/ Career.

Click “Next” to complete the service selections.

Fund Source 1Y (12/01/2021 - 09/30/2022) - Program 270 Youth Service
Elements: Education/Training/Career

Select All

Activity	Activity Name
<input type="checkbox"/>	Labor Market Information (LMI)
<input type="checkbox"/>	11 Career Planning (Case Management)
<input type="checkbox"/>	194 WBL - Job Shadowing
<input type="checkbox"/>	20 Occupational Skills Training
<input type="checkbox"/>	21 WBL - Pre-Apprenticeship Program
<input type="checkbox"/>	21A Registered Apprenticeship Program (RAP)
<input type="checkbox"/>	22 Vocational Exploration
<input type="checkbox"/>	23 Short Term Prevocational Services (Job Readiness)
<input type="checkbox"/>	25 Skill Upgrading and Retraining
<input type="checkbox"/>	31 Placed in Adult Secondary Education (ASE)
<input type="checkbox"/>	35 Other Non Occupational Skills Training
<input type="checkbox"/>	37 Prerequisite Training Courses
<input type="checkbox"/>	39 Tutoring/Study Skills Instruction/Dropout Prevention
<input type="checkbox"/>	42 Customized Training
<input type="checkbox"/>	45 WBL - Unpaid WEX/Internship (Not limited to Summer Months)
<input type="checkbox"/>	46 WBL - Paid WEX/Internship (Not Limited to Summer Months)
<input type="checkbox"/>	67 Referred to Employment/Placement Assistance (STAFF ASSISTED)
<input type="checkbox"/>	75 Leadership Development
<input type="checkbox"/>	77 Comprehensive Guidance and Counseling
<input type="checkbox"/>	78 Adult Mentoring
<input type="checkbox"/>	806 Alternative School/Dropout Recovery Services
<input type="checkbox"/>	807 Concurrent Conceptual Training
<input type="checkbox"/>	81 X - Holding
<input type="checkbox"/>	812 WBL - Transitional Jobs
<input type="checkbox"/>	819 Group Workforce Research/Workshops/Job Club

<input type="checkbox"/>	82	SS - Cash Incentives Stipends
<input type="checkbox"/>	824	Post-secondary Prep & Transition Activities
<input type="checkbox"/>	825	Individual Service Strategy
<input type="checkbox"/>	838	Non-Registered Apprenticeship Program
<input type="checkbox"/>	839	WBL - OJT - Public Sector (Youth)
<input type="checkbox"/>	84	Training Paid by Non-WIOA TITLE I Funds
<input type="checkbox"/>	840	WBL - OJT - Private Sector (Youth)
<input type="checkbox"/>	841	WBL - Paid WEX/Internship (Youth Limited to Summer Months)
<input type="checkbox"/>	843	Youth Entrepreneurial Skills Training
<input type="checkbox"/>	858	Youth Employability Skills (Job Readiness) (WEX 20%)
<input type="checkbox"/>	859	SS - Tools/Equipment
<input type="checkbox"/>	86A	Industry Recognized Apprenticeship Program (IRAP)
<input type="checkbox"/>	860	SS - Uniforms
<input type="checkbox"/>	862	WBL - Unpaid WEX/Internship (Youth Limited to Summer Months)
<input type="checkbox"/>	88	SS - Needs Related Payments
<input type="checkbox"/>	90	Follow-up Services

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Local System Administrator Training - Entities, Locations, and Relationships



Creating a Relationship in IWDS

List Programs/Activities

LWA 15 - Relationship 01012021(00)
[Timely Business Company - FEIN 771133500](#)
[500 E Monroe St Springfield, IL 62701](#)

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Review the services selected in each Title/Service.

Fund Source 1A (01/01/2021 - 06/30/2022) Program 225 Career Services

Update

- 66 - Job Search Activities & Assistance (STAFF)
- 67 - Referred to Employment/Placement Assistance (STAFF ASSISTED)
- 71 - Out-of-Area Job Search/Relocation Assistance
- 819 - Group Workforce Research/Workshops/Job Club
- 820 - Workforce Preparation Activities
- 826 - Federal Job Referral and Placement Services
- 859 - SS - Tools/Equipment

Fund Source 1D (01/01/2021 - 06/30/2022) Program 225 Career Services

Update

- 66 - Job Search Activities & Assistance (STAFF)
- 67 - Referred to Employment/Placement Assistance (STAFF ASSISTED)
- 71 - Out-of-Area Job Search/Relocation Assistance
- 819 - Group Workforce Research/Workshops/Job Club
- 820 - Workforce Preparation Activities
- 826 - Federal Job Referral and Placement Services
- 859 - SS - Tools/Equipment
- 860 - SS - Uniforms

Fund Source 1A (01/01/2021 - 06/30/2022) Program 230 Training Services

Update

- 24 - Occupational Skills Training
- 28 - Entrepreneurial Skills Training
- 35 - Other Non Occupational Skills Training
- 41 - OJT - Private Sector
- 814 - Skill upgrade and retraining
- 859 - SS - Tools/Equipment
- 860 - SS - Uniforms

Local System Administrator Training - Entities, Locations, and Relationships



Creating a Relationship in IWDS

Click “Update” in any section to edit the service choices.

When finished, click “Next” to save your choices.

Fund Source 1D (01/01/2021 - 06/30/2022) Program 230 Training Services

Update

- 24 - Occupational Skills Training
- 28 - Entrepreneurial Skills Training
- 42 - Customized Training
- 814 - Skill upgrade and retraining
- 859 - SS - Tools/Equipment
- 860 - SS - Uniforms

Fund Source 1Y (12/01/2021 - 09/30/2022) Program 270 Youth Service

Update

Elements: Education/Training/Career

- 20 - Occupational Skills Training
- 25 - Skill Upgrading and Retraining
- 35 - Other Non Occupational Skills Training
- 42 - Customized Training
- 46 - WBL - Paid WEX/Internship (Not Limited to Summer Months)
- 67 - Referred to Employment/Placement Assistance (STAFF ASSISTED)
- 77 - Comprehensive Guidance and Counseling
- 812 - WBL - Transitional Jobs
- 819 - Group Workforce Research/Workshops/Job Club
- 840 - WBL - OJT - Private Sector (Youth)
- 841 - WBL - Paid WEX/Internship (Youth Limited to Summer Months)
- 843 - Youth Entrepreneurial Skills Training
- 858 - Youth Employability Skills (Job Readiness) (WEX 20%)
- 859 - SS - Tools/Equipment
- 860 - SS - Uniforms

Add Program/Activities

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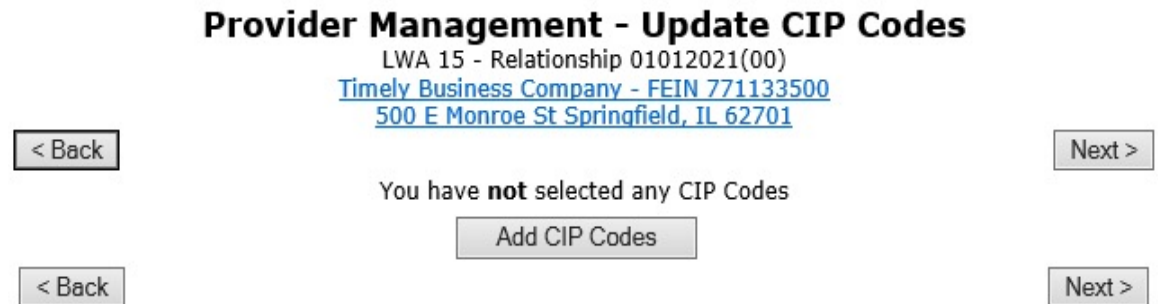
Creating a Relationship in IWDS

Provider Management – Update CIP Codes screen.

OET does not recommend adding any CIP Codes to the Relationship.

Click “Next”.

CIP Codes - Classification of Instructional Program.



Provider Management - Update CIP Codes
LWA 15 - Relationship 01012021(00)
[Timely Business Company - FEIN 771133500](#)
[500 E Monroe St Springfield, IL 62701](#)

You have **not** selected any CIP Codes

Local System Administrator Training - Entities, Locations, and Relationships



Creating a Relationship in IWDS

Review the Relationship Summary.

- Status
- Basic Information
- Program Activities
- CIP Codes

Click “Activate” to accept and turn on the Relationship.

Provider Management - Relationship Summary

LWA 15 - Relationship 01012021(00)
[Timely Business Company - FEIN 771133500](#)
[500 E Monroe St Springfield, IL 62701](#)

Status Pending	<input type="button" value="Activate"/>	Type Contract	Date Created 02/09/2021	Created By Chris Daniels
BASIC INFORMATION				<input type="button" value="Update"/>
Fund Source	Start Date	End Date	Amount	
1A (WIOA)	01/01/2021	06/30/2022	\$0.00	
1D (WIOA)	01/01/2021	06/30/2022	\$0.00	
1Y (WIOA)	12/01/2021	09/30/2022	\$0.00	
PROGRAMS/ACTIVITIES				<input type="button" value="Update"/>
You currently have 5 programs and 43 activities selected.				
CIP CODES				<input type="button" value="Update"/>
You currently have 0 CIP Codes selected.				

Creating a Relationship in IWDS

“Active” Status indicates that the Entity/Location will be available as a provider choice in the selected services in the selected titles during the selected date periods.

Provider Management - Relationship Summary

LWA 15 - Relationship 01012021(00)

[Timely Business Company - FEIN 771133500](#)

[500 E Monroe St Springfield, IL 62701](#)

Return

Status Active	<input type="button" value="Inactivate"/>	Type Contract	Date Created 02/09/2021	Created By Chris Daniels
BASIC INFORMATION				<input type="button" value="Update"/>
Fund Source	Start Date	End Date	Amount	
1A (WIOA)	01/01/2021	06/30/2022	\$0.00	
1D (WIOA)	01/01/2021	06/30/2022	\$0.00	
1Y (WIOA)	12/01/2021	09/30/2022	\$0.00	
PROGRAMS/ACTIVITIES				<input type="button" value="Update"/>
You currently have 5 programs and 43 activities selected.				
CIP CODES				<input type="button" value="Update"/>
You currently have 0 CIP Codes selected.				

Return

Creating a Relationship in IWDS

To show an example of how the provider should appear in the client services, we will open a service in our test client

Select Title
[Briar Rose](#) [Application Summary](#)
SSN: 1955 App LWA:15
*Title:

Creating a Relationship in IWDS

This is an example of how the provider should appear in the service if your service is within the date range and your title and service is selected in the relationship.

In the Client Record, add a service. In this case, we are choosing Title 1A, and a Training Service starting on 1/25/2021.

Select Title
[Briar Rose](#) [Application Summary](#)
SSN: 1955 App LWA:15

*Title:

Select Service Level and Start Date
[Briar Rose](#) [Application Summary](#)
SSN: 1955 App LWA:15

Title: 1A

*Service Level:

*Start Date:

Creating a Relationship in IWDS

Select an Activity and Training Type, ITA Funded = Yes/No
Contract Funded = Yes/No.

Then click “Next”.

Select Activity
[Briar Rose](#) [Application Summary](#)
SSN: 1955 App LWA:15

Title: 1A
Service Level: Training Services
* Activity:
Start Date: 01/25/2021

Select Training Type
[Briar Rose](#) [Application Summary](#)
SSN: 1955 App LWA:15

Title: 1A
Service Level: Training Services
Activity: Occupational Skills Training
* ITA Funded Training:
* Contract Funded Training:
Start Date: 01/25/2021

Creating a Relationship in IWDS

Add Required Activity Information

[Briar Rose](#) [Application Summary](#)

SSN: 1955 App LWA:15

Guided Application

Created By: Chris Daniels

Title: 1A

Service Level: Training Services

Activity: Occupational Skills Training

*Grant: 19681015-United Workforce Development Board aka Career Link

ITA Funded Training: Yes

Contract Funded Training: No

*Green Related: No

Provider: * *

*CIP Code: 110201

CIP Description: Computer Programming/Programmer, General

* O*Net Code: 151131 Requires O*Net

Start Date: 01/25/2021

End Date:

*Current Status: Open

*Weekly Hours: 12

*Bridge Program Activity? No

Comments:

Click "Search Providers"

Creating a Relationship in IWDS

Click “Show All” or add the Provider Relationship Name and/or the Relationship Number and click “Search”.

Search Provider Relationships

Show All

Provider Relationship Name:

Relationship Number: -

Statutory Program: WIOA
Title: 1A
Service Level: Training Services
Activity: Occupational Skills Training
Start Date: 01/25/2021

Search Return

Local System Administrator Training - Entities, Locations, and Relationships

Creating a Relationship in IWDS

List Provider Relationships

“Show All” lists Providers in alphabetical order.

Click “Next Page” to scroll through pages to find the desired Provider.

Click “Pick” to select.

[Return To Search](#)

15 found		Page 1 of 5	Next Page >
	Provider Name	Relationship ID	Relationship Type
Pick	American Academy Of Professional Coders	1556-00	Vendor
Pick	AAAAA Beauty Academy	1586-00	Vendor
Pick	Bradley University	1537-00	Vendor
		Page 1 of 5	Next Page >

[Return To Search](#)

15 found		Page 4 of 5	< Prev Page	Next Page >
	Provider Name	Relationship ID	Relationship Type	
Pick	Noble Industries	Noble2021-00	Contract	
Pick	Timely Business Company	01012021-00	Contract	
Pick	University of Illinois - Springfield	1540-00	Vendor	
		Page 4 of 5	< Prev Page	Next Page >

[Return To Search](#)

Creating a Relationship in IWDS

This is how the Relationship works.

The service was:

- In the Relationship
- In the right Title
- Inside the active Date Range

If your Provider is not showing up in a service, these are the first things to troubleshoot.

Add Required Activity Information
[Briar Rose](#) [Application Summary](#)
SSN: 1955 App LWA:15
Guided Application

Created By: Chris Daniels
Title: 1A
Service Level: Training Services
Activity: Occupational Skills Training
*Grant: 19681015-United Workforce Development Board aka Career Link ▼
ITA Funded Training: Yes
Contract Funded Training: No
*Green Related: No ▼
Provider: *01012021-00 Timely Business Company * Search Providers
Certified Program: Search Certified Programs
*CIP Code: Search
*O*Net Code: Search Requires O*Net
Start Date: 01/25/2021
End Date:
*Current Status: Open ▼
*Weekly Hours: 12
*Bridge Program Activity? No ▼
Comments:

Maintaining LWIA Relationships in IWDS

Each LWIA across the State should have at least one Local System Administrator that has the responsibility of maintaining the Provider/Entity Relationships.

Those Local System Administrators should establish and maintain a schedule for updating the Relationship end dates.

Maintaining LWIA Relationships in IWDS

Different ways to schedule the review of your Relationships:

End of program year

Schedule towards the latter part of June every year and make sure all of their relationships that are scheduled to end in the next 12 months are updated.

End of calendar year

Schedule towards the latter part of December every year and make sure all of their relationships that are scheduled to end in the next 12 months are updated.

Twice a year

Schedule every 6 months and update/review half of your relationships in December and half in June.

Quarterly

Schedule quarterly and update/review a portion of your relationships every 3 months.

Maintaining LWIA Relationships in IWDS

There is no required direction from OET for maintaining those Relationship end dates to ensure the Relationships stays current, but this is something each Local System Administrator who is assigned the responsibility for the Provider/Entity Relationships at the LWIA **must** keep the information up to date.

If the LWIA does not maintain their Relationships, they run the risk that they will expire and that will restrict their various Career Planner staff from recording services on client records in IWDS.

DCEO Contacts

IWDS SUPPORT

Jim Potts: (217) 558-2456, james.potts@illinois.gov

Kris Theilen: (217) 557-5559, kristofer.theilen@illinois.gov

IWDS PERFORMANCE MEASURES

Mark Burgess: (217) 785-6387, mark.a.burgess@illinois.gov

Paula Barry: (217) 524-5500, paula.barry@illinois.gov

Local System Administrator Training - Entities, Locations, and Relationships



QUESTIONS?

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