



Log in to:

- 1) Go to the test/training system:
<https://testapps.illinoisworknet.com/siteadministration/ClimateWorks/Admin/Index>
- 2) Log in using the following test account:
 - a) Test Account Username: stester3
 - b) Password: tester3010100

Add Customer Section :

- Select Add Customer Button (blue) to start adding customer information.

The screenshot shows the 'CEJA REPORTING SYSTEM' interface. The 'Customer Information' tab is active. Below the form fields (Name, Program, Grantee, Customer Status), there is an 'Advanced Search' section with 'Search' and 'Export' buttons. To the right, the 'Add Customer' button is circled in red. Below this is a table with columns: ID, Last Name, First Name, Provider, Customer Status, Training Program, Program Completion Status, Employment/Post secondary Status, and Last Updated. The table contains one entry with ID 33336, Last Name Benton, First Name teddy, Provider Richland Council, Customer Status Applicant, Training Program CEJA - Workforce Hubs, Program Completion Status Not Placed, and Last Updated 10/01/2024.

ADD CUSTOMER

First Name *

Last Name *

Phone

Email *

Street Address 1 *

Street Address 2

City *

State *

ZIP Code *

Type *

Provider

Navigator

Follow-Up Date

Submit

- Hit submit button when completed.



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- The Applicant consent screen will appear, should have customer read and make sure box is checked and then select the save button

APPLICATION CONSENT

Illinois workNet helps people reach their training, employment, and career goals.

This application contains voluntary questions to help determine if you are eligible for additional services. This information will be kept confidential and is intended for use solely in connection with record-keeping requirements and to help you identify additional resources that can assist you, including by sharing your information with other workforce training service providers for programs that may best suit your needs, including, but not limited to, the following programs: the Workforce Innovation and Opportunity Act (WIOA), the Climate and Equitable Jobs Act (CEJA), the Illinois Works Pre-Apprenticeship Program and the Job Training and Economic Development Grant Program (JTED). You will not be penalized for your refusal to answer.

Individuals completing this application will receive updates and information to help them reach their career, training, and employment goals. By completing the application, you agree to allow career planners to review your information for potential participation and certify that the information you entered is accurate to the best of your knowledge.

☒ I have read consent to the customer and they agree to the consent.

Save

Prescreening

- The next step is to add participant prescreening information into system.

ADD PARTICIPANT PRE SCREENING

This person does not wish to be contacted. ☐

Do you need any accommodations to complete this prescreening or application? (e.g. translation services, audio/visual accommodations, etc.) Yes ☐ No ☐

First Name *

Last Name *

Phone

Email *

Date of Birth *

How did you hear about this program? *

☐ Email	☐ Organization Website	☐ Radio
☐ Social Media	☐ Nonprofit/Faith-based organization referral	☐ TV
☐ Family or Friends	☐ Mailings	☐ Other
☐ American Job Center	☐ Newspaper or Magazine	

Are you interested in working in construction or the building trades? * Yes ☐ No ☐

Are you interested in working in the clean energy sector? * Yes ☐ No ☐

Customer Pre-screening Results:

- Customer lives in an Environment Justice Community: Yes
- Customer lives in an R3 Area: Yes
- Customer has been incarcerated for a felony or misdemeanor: No
- Customer has had prior involvement in the criminal legal system: Yes
- Customer is currently in or has graduated from foster care: No
- Customer is a displaced energy worker: No
- Customer has other barriers to employment: No
- Customer has, is pursuing, or is interested in pursuing a high school diploma or equivalent: Yes

Program Recommendation Review

Program	Eligible	Local Availability	Desire Apprenticeship	Interest in Clean Jobs	Provider Description
Climate Works Pre-Apprenticeship	✓	✓	✓	✓	View List
Workforce Hub	✓	✓	✓	✓	View List

Program *

Pre Screening Result *

Provider *

Pre Screening Date *

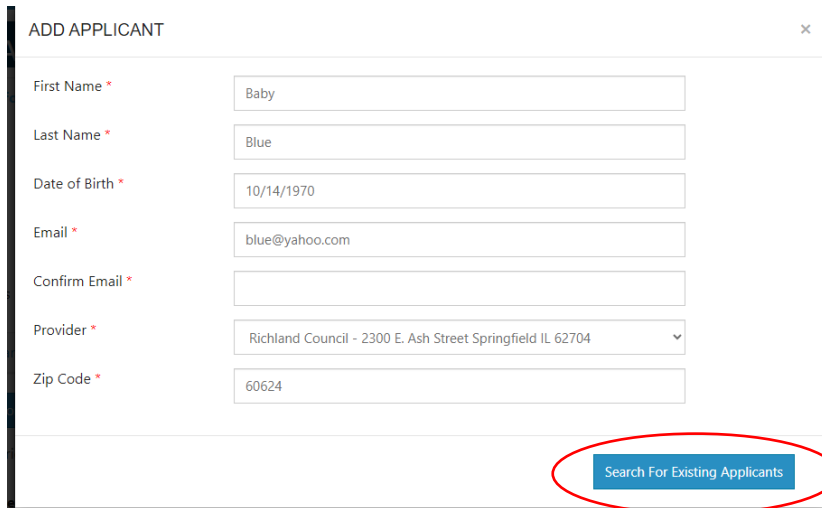
Follow-Up Date

Notes

- Select submit button.

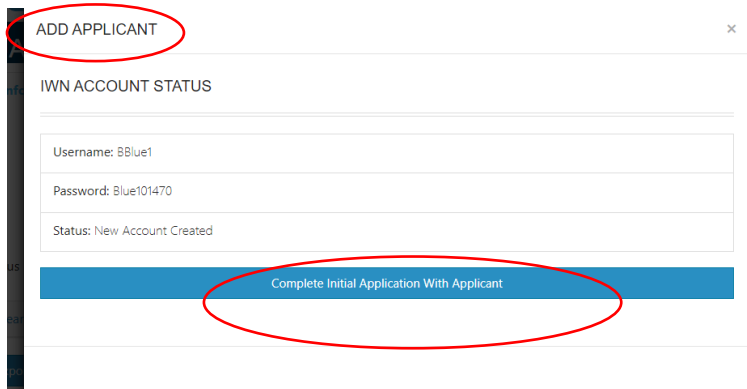
Add Applicant screen will appear (This is to add customer into database)

- Review information and confirm email.
- Select button (blue) for “Select Search for Existing Applicants.”



The Add Applicant screen will appear (IWN Account Status)

- This is the customer assigned login information for the CEJA reporting system.
- Select Complete Initial Application with Applicant (Blue) Button



Congratulations the new customer has been added to CEJA Reporting System





Demographic & Contact Information Section

- This is opportunity for you to review customer information.
- Add the following: SS#, primary phone # type , Sex, Describe yourself, authorize to work in US

CEJA REPORTING SYSTEM APPLICATION FOR BABY BLUE

Demographic & Contact Information

Eligibility

First Name *

Baby

Last Name *

Blue

Do you have an SSN? *

Select one

Confirm Email *

blue@yahoo.com

Street Address 1 *

1111 South Homan Ave

Street Address 2

City *

Chicago

State *

Illinois

ZIP Code *

60624

Primary Phone *

7732524242

Primary Phone Type *

Select

Alternate Phone (Format: XXX-XXX-XXXX)

Alternate Phone Type

Select

Date of Birth *

10/14/1970

What sex were you assigned at birth, on your birth certificate? *

Select

How do you currently describe yourself? *

Select

Are you authorized to

☐ Yes ☐ No

Do you have a high school diploma, General Education Development (GED) certificate, or High School Equivalency Diploma (HiSED)? *

Yes

Application Submit Date *

10/30/2024

Cancel

Save and Go To Next Page



Congratulations your customer may be **Eligible for CEJA Workforce Hubs Services/Program**

- Select Blue Button “Continue to Intake”



CEJA REPORTING SYSTEM APPLICATION

ELIGIBILITY

Demographic & Contact Information

Eligibility

At least one of the following criteria must be met:

- Lives in an R3 area: Requirement met
- Lives in an Environmental Justice Community (EJC): Requirement met
- Is formerly incarcerated: Requirement not met
- Has prior involvement in the criminal legal system: Requirement met
- Is in foster care or has graduated foster care: Requirement not met
- Is a displaced energy worker: Requirement not met
- Has other barriers to employment: Requirement not met

At least one of the following criteria must be met (Age: 54 as of 10/30/2024):

- Age 18-24, or turning 18 within 6 months (Youth Program) Requirement not met
- Age 18+ or turning 18 within 6 months (Adult Program) Requirement met

You may be eligible for CEJA Workforce Hubs Services. Please click the button below that best reflects your choice.

Continue to Intake.

I'm not interested.

All information in the CEJA Program Application must be provided directly by applicants to the CEJA Program.

- Select each section below to view the participants information.
- If information is missing or needs to be updated, select the link to return to a specific question.



CEJA REPORTING SYSTEM APPLICATION FOR BABY BLUE

APPLICATION SUMMARY FOR: BABY BLUE

All information in the CEJA Program Application must be provided directly by applicants to the CEJA Program.

- Select each section below to view the participants information
- If information is missing or needs to be updated, select the link to return to a specific question

Collapse All Sections

Demographic & Contact Information

Section	Selected Responses
First Name	Baby
Last Name	Blue
Has an SSN	Yes
SSN	xxx-xx-8887
Email	blue@yahoo.com
Street Address 1	1111 South Homan Ave
Street Address 2	
City	Chicago

- Select the “Return to Intake” button



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Have you had prior involvement in the criminal legal system?	Yes
Are you a graduate of foster care or currently in foster care?	No
Are you a displaced energy worker?	No
Do you have other barriers to employment?	No
Application Completion Date	10/30/2024

[Return to Demographics & Contact Info Update](#)

[Return to Intake](#)

This is where the agency will record activities completed by and with customer.

- Assessment
- Case Notes
- Credentials
- Service Needs Assessment
- Upload Customer signed Agreement documents.
- Training & Service Plan

CEJA REPORTING SYSTEM INTAKE

Progress **Intake** Career Plan Referral Program Completion/Follow-Up

INTAKE CASE NOTES(1)

Profile: Sally Blue

Email: blue@chco.com

DOB: 12/14/1970

Last 4 SSN: 0007

See All

View With Me

Reset Password

Send Message

Participant Summary Tools

Assessments

Case Notes

Credentials

10/30

Uploads

Worknotes

Instructions/Resources

Completing Applications

Completing Intake

Service Needs Assessment

Case Notes Tool

Uploading Files

1. Complete Application

Prescreening Information

View Application Completed on 10/30/2024

☐ Requires Funds for Completing Intake

2. Career Assessment

[Add Career Assessments](#)

Show 10 - 4 entries

Assessment

No data available in table

Previous Next

3. Complete screening for Service Needs Assessment

[Service Needs Assessment](#)

Show 10 - 4 entries

Assessment

Last Updated

No data available in table

Previous Next

☐ Customer declined to participate

[Upload Signed Agreement](#)

Signed Agreements

[Add Case Note](#)

5. Use Customer's Training & Services/Career Plan too

1. Use Customer's Career Plan too

1. Discuss initial application responses saved in the career plan and add a summary to the plan.
2. Discuss goals based on the customer's current situation and where they want to be. Add goals to the plan.
3. Discuss steps/services that can help them reach their goals. Add the steps/services and related information to the plan.
4. Make sure the customer agrees to the plan. If not, make adjustments so they are on-board with the plan.
5. Have the customer sign the plan either electronically (paper copy is not needed) or physically (paper copy is needed).

2. Make sure the customer knows how to view their plan online through their Illinois worklist account.

1. They should know the plan is a communication tool and they should review and ask for any adjustments to the plan.
2. Let them know they may be asked to electronically sign the career plan if changes are made.
3. Let them know they can see a history of updates to their plan.
4. Let them know there are other resources in the plan that can help them update their resume and find a job.

3. Update the plan as needed

1. Add case notes.
2. Update steps/services as they are started, updated, and completed.
3. Have the customer electronically sign their career plan as needed.

☐ Have provided the customer with features and how to access their career plan.

[Go to the Customer's Training & Services/Career Plan](#)



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CEJA REPORTING SYSTEM GUIDE

How to Access the Live Site :

Log in to:

Go to the Live Site : <https://www.illinoisworknet.com/>

- Select Login



- Enter your username and Password.



Login to your account

User name

Password

☐ Remember me

Sign-In

[Forgot Username/Password](#)

- [Create Account](#)
- [Learn More](#)

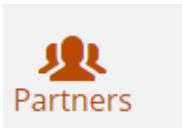


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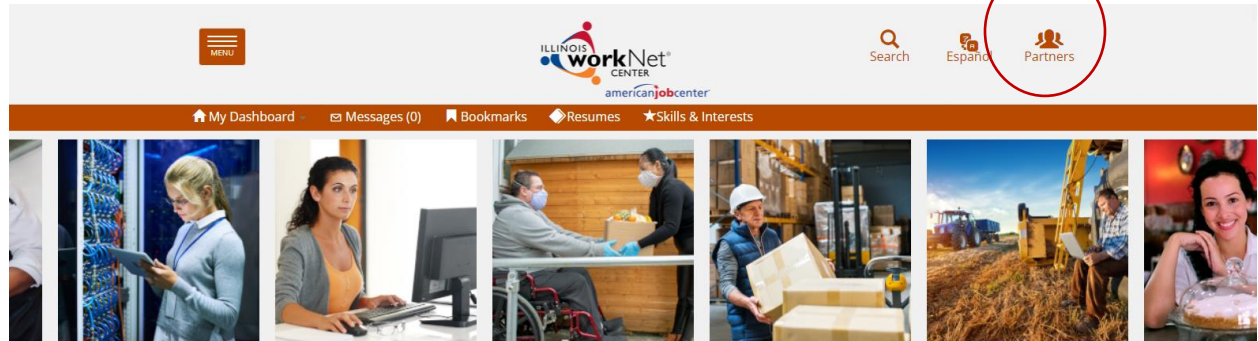
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CEJA REPORTING SYSTEM GUIDE



- Select Partners



- Move down the page to: Program Guides for Partners
- Select CEJA Illinois (**CEJA-Workforce Hubs**)

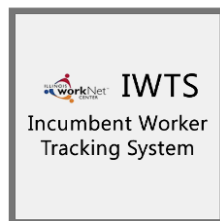
Program Guides for Partners

These guides provide program-related instructions/resources.

*Please note these links are **not** intended as guidance for the general public.*



DHS Youth Partner Tools



IWTS Guide



CEJA - Climate Works



CEJA - Energy Transition Navigators



CEJA - Workforce Hubs



CEJA - Returning Residents



Illinois Employment Business System



WIOA Contract Reporting Guide



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CEJA REPORTING SYSTEM GUIDE

- Select Access the Workforce Hubs Reporting System



Congratulations you have accessed CEJA Reporting System

- Select CEJA/FEEJA Programs link.



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CEJA REPORTING SYSTEM GUIDE

- Now you are able to **add customer** or **search for customer**.

The screenshot shows the CEJA Reporting System interface. At the top, there's a navigation bar with 'DASHBOARDS', 'GROUPS', and a user profile 'HI, TCALDWELL@1'. Below this is a header 'CEJA REPORTING SYSTEM' with tabs for 'Customer Information', 'Partner Engagement & Management', and 'Reports'. The 'Customer Information' tab is active, showing a form with fields for 'Name', 'Program', 'Grantee', and 'Customer Status'. The 'Name' field is circled in red. Below the form is an 'Advanced Search' section with 'Search' and 'Export' buttons. At the bottom, there's a table with columns: 'IwN ID', 'Last Name', 'First Name', 'Provider', 'Customer Status', 'Training Program', 'Program Completion Status', 'Employment/Post secondary Status', and 'Last Updated'. The 'Add Customer' and 'Upload Customers' buttons are circled in red.