

EVERYTHING YOU EVER WANTED  
TO KNOW ABOUT THE  
**IWDS DISLOCATION EVENT  
TRACKING SYSTEM**  
(DETS)  
*BUT WERE AFRAID TO ASK*



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# **Illinois Workforce Development System Dislocation Event Tracking System (DETS)**

The Rapid Response team in Illinois will utilize the Dislocation Event Tracking System (DETS) to maintain information concerning the size and nature of specific dislocations, the response of the RR team and the status of planning and implementation activities. This on-line reporting system is available to DCEO, LWIAs, AFL-CIO MAP, and IDES. The DCEO Rapid Response staff will ensure that all data entry associated with the establishment of Rapid Response events is current and complete. Both the DCEO Rapid Response staff and the LWIAs may perform DETS data entry associated with rapid response activities and planning. LWIAs will have this capability only for events occurring within the geographic boundaries of their Workforce Investment Area.

The AFL-CIO Member Assistance Program shall be responsible for the entry of data associated with all peer outreach activities.

Other DETS users will have inquiry access only. DETS may be used for the purpose of obtaining updated information on a specific dislocation event or for generating aggregate reports characterizing worker dislocation in a defined area. DETS may also be used by LWIAs to establish and track activities associated with local “expeditious response” efforts for dislocation events which do not meet the state rapid response threshold requirements.

Regular Dislocation Events and Trade Events affecting 50 or more workers will be created by the state. If a WARN notice is received by DCEO the event will automatically be created by DCEO staff and the processed WARN notice with the DETS ID will be provided to the DCEO RR staff person. The DCEO staff person will provide all RR partners with this information and all supplemental information received.

If you are responding to an event where WARN has not or will not be filed - the DCEO RR staff person will complete a “Required Information for DETS Entry” form and send to John Ray at DCEO. All Trade certifications that affect 50 or more workers that doesn’t not have a corresponding recent WARN letter must have this form completed and sent to John for event set up.

To be able to use an existing DETS event for TRADE you must ensure that no layoffs occurred prior to the Impact Date of the Certification. If they did a new event must be created for that certification

ALL Local Dislocation Events and Trade Certifications affecting less than 50 workers will be created by the LWIA.

The DETS ID must be entered on each customer’s Employment History record in the Case Management component of IWDS that you serve from the DETS event. You must also answer yes or no if the customer received Rapid Response Services and if you answer yes you must enter the last date the customer received those services.

## Required Information for DETS Event Entry

### ADD ENTITY INFORMATION:

Entity Name \_\_\_\_\_

Doing Business As Name (if applicable) \_\_\_\_\_

FEIN: \_\_\_\_\_ UI ACCOUNT CODE: \_\_\_\_\_ SIC CODE: \_\_\_\_\_

Agency Type: Pick from: Adult Education Center; Association; Business; CBO; Community College; FBO; Foundation; Gov Entity; Hospital/Nursing Home; IETC; Labor Union; Other; Other School; Proprietary School; Public Secondary School; Public/Private University/College.

### ADD LOCATION INFORMATION:

Location Name \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Zip +4: \_\_\_\_\_

County \_\_\_\_\_ Phone \_\_\_\_\_

### ADD CONTACTS INFORMATION:

Salutation: \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Suffix \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Zip +4: \_\_\_\_\_

County \_\_\_\_\_ Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

Primary Contact: Yes or No

## Required Information for DETS Event Entry - page 2

### EVENT INFORMATION:

LWIA Affected: \_\_\_\_\_ Event Type: Choose from: Trade WARN or WARN

Reason: Choose from: Closing, Layoff, Other, Substantial Layoff

Report Date \_\_\_\_\_ **Status: Active** Source of Notice: \_\_\_\_\_

Causes \_\_\_\_\_

Total # Employees \_\_\_\_\_ Expected Layoffs \_\_\_\_\_ Est. Eligible \_\_\_\_\_

Layoff Date \_\_\_\_\_

Rapid Response Staff Assigned: \_\_\_\_\_

Layoff Schedule: \_\_\_\_\_

\*\*\*\*\*

Fax completed form to John Ray (217) 558-2444 (fax)

Call: (217) 558-2432

Or Email Required Info to: [john.ray@illinois.gov](mailto:john.ray@illinois.gov)

Date Sent: \_\_\_\_\_

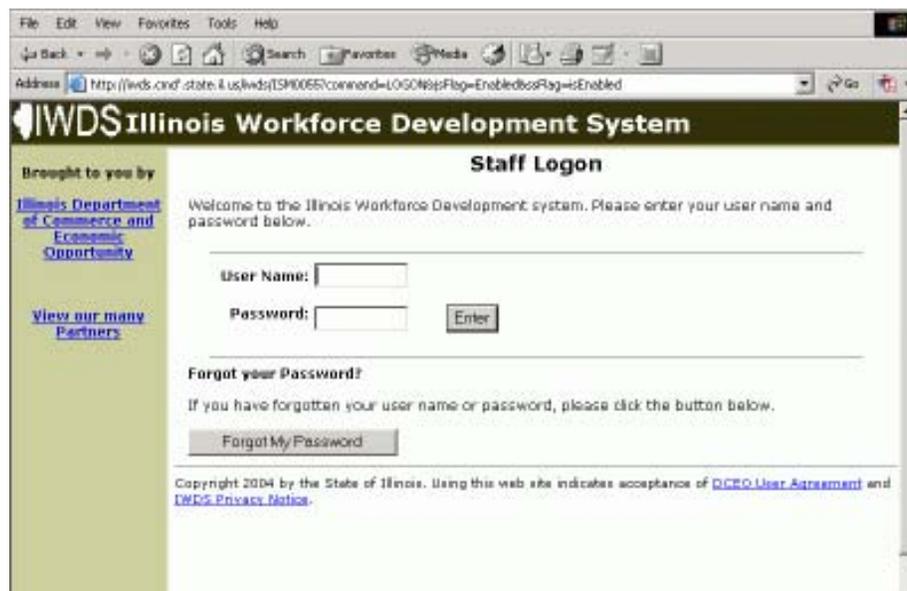
Reply to: \_\_\_\_\_

# Illinois Workforce Development System Welcome Screen



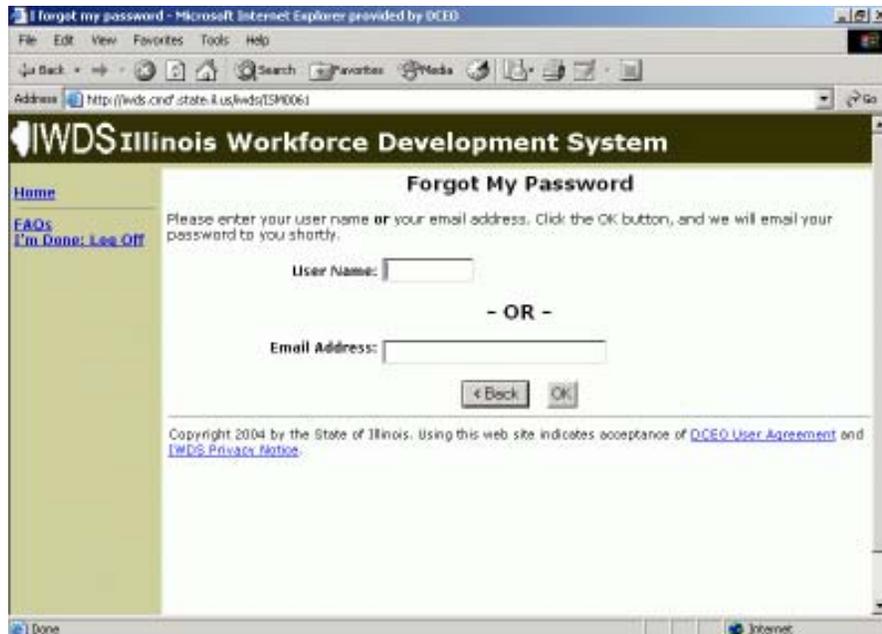
The **Illinois Workforce Development System Welcome Screen** is the entry point to the main IWDS Staff menu. The web address is: <http://iwds.state.il.us/staffhome.html>. Click on the **Continue** button to enter.

## IWDS Staff Logon Screen

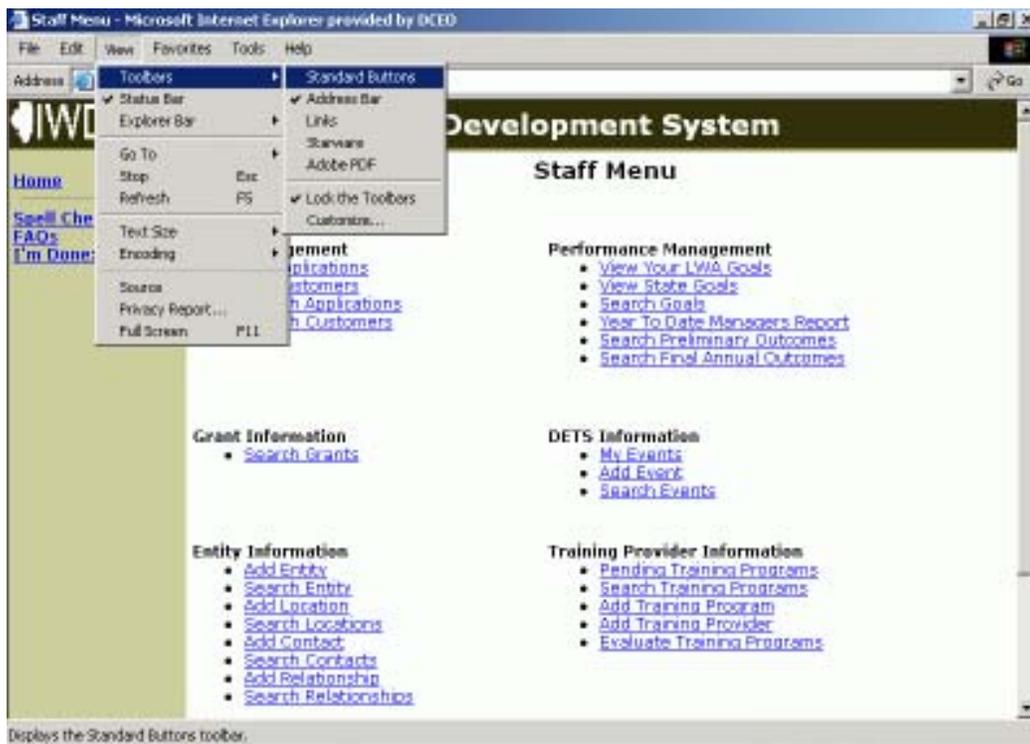


Enter your **User Name** and **Password** in the spaces provided. Click the **Enter** button. **NOTE:** If you don't remember your password, after 5 password attempts, you will be locked out. If you click on **Forgot My Password**, IWDS will email password to user – although the e-mail capability will not be available initially. If you forget your password, contact your local system administrator to reset it for you. You will be prompted to change your password every 30 days. You cannot reuse the same password within a 12 month period.

# Forgot My Password

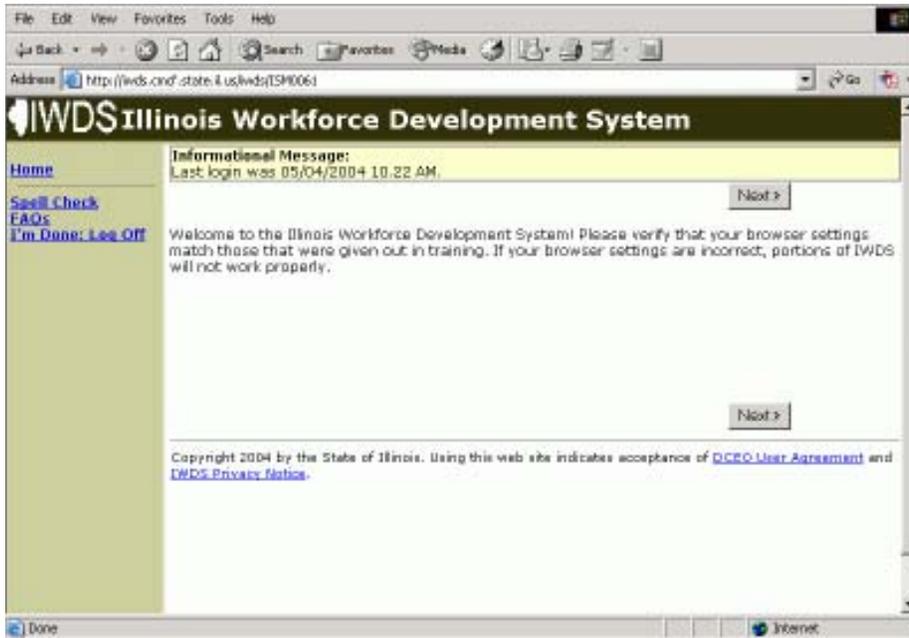


# Change Displayed Toolbars



- Removing or un-checking the Standard Buttons option under the View heading is optional. If this is disabled the browser back button will not display. The general recommendation is to remove Standard Buttons from displaying. Otherwise you may not have system integrity issues if you use the browser back button, specifically when using the Guided application screens. IWDS system has its own Back and Next buttons.

# IDWS Logon Successful Screen



The **IWDS Logon Successful Screen** lets users know if they have successfully logged on. It shows the date and time of the last successful logon. This is also where you should verify that your browser settings match those listed earlier in this chapter. If your browser settings are incorrect, portions of IWDS will not work properly.

To continue, click on the **Next** button.

# IWDS Staff Menu



■ Depending on system authority, available functions are displayed. Functions will vary by user.

# **Entity Basics**

# IWDS Staff Menu

The screenshot shows the 'IWDS Illinois Workforce Development System' header. Below it is a 'Staff Menu' section with a left-hand navigation bar containing links for 'Home', 'Spell Check', 'FAQs', and 'I'm Done: Log Off'. The main content area is divided into several categories:

- Case Management**
  - My Applications
  - My Customers
  - Search Applications
  - Search Customers
- Performance Management**
  - View Your LMS Goals
  - View State Goals
  - Search Goals
  - Outcomes-Preliminary(PostCtrlWages not complete)
  - Outcomes-YTD\_Mora(PostCtrlWages firm)
  - Outcomes-Final(P/Ys reported to DOL)
- Grant Information**
  - Pending Grants
  - Search Grants
  - Add Grant
  - List Initiatives
- DETS Information**
  - My Events
  - Add Event
  - Search Events
- Entity Information**
  - Add Entity
  - Search Entity
  - Add Location
  - Search Locations
  - Add Contact
  - Search Contacts
  - Add Relationship
  - Search Relationships
- Training Provider Information**
  - Pending Training Programs
  - Search Training Programs
  - Add Training Program
  - Add Training Provider
  - Evaluate Training Programs
- My Information**
  - Change My Password
- Reporting**
  - Reporting Menu

The entity is the highest level of information about a place. Each entity can have one or more locations and every location can have one or more contacts. Entity types can be service providers, IETCs, DETS employers, DETS unions and training providers. Each entity must have a 9 digit Federal Employer Identification Number (FEIN) number or SSN.

## Entity Information

The screenshot shows the 'IWDS Illinois Workforce Development System Provider Management' header. Below it is a 'Search Entity' form with a left-hand navigation bar containing links for 'Menus', 'Staff Menu', 'Spell Check', 'Help', 'Find IDES Local Office', and 'I'm Done: Log Off'. The form includes the following fields and buttons:

- Entity Name:
- FEIN:  or SSN:
- Agency Type:
- Buttons: Search, Add Entity, Return

At the bottom, there is a link for 'Email the System Administrator' and a copyright notice: 'Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of User Agreement'.

If you need to set up an entity, first search for the entity to see if it already exists. Many times the entity exists and all you have to add is a new location. You can search by **Entity Name** by entering all of the name or a portion of the name, **FEIN**, **SSN** or **Agency Type**. If your search was successful, the system will bring back the entities that match your request. If the entity doesn't exist the system will give you a message that no data meets your criteria. Click on the **Add Entity** button to continue.

# Entity Information

**IWDS** Illinois Workforce Development System **Provider Management**

**Add Entity**

Menus: [Staff Menu](#)

[Spell Check](#)  
[Help](#)  
[Find IDES Local Office](#)  
[I'm Done: Log Off](#)

\*Entity Name: Johns Manufacturing  
Doing Business As Name:  
\*FEIN: 0030620041 or SSN:  
\*Agency Type: Adult Education Center  
\*LWA: 02 - McHenry County Job Training  
Web Site: HEC.com  
UI Account #:  
SIC Code: 1234 Find SIC  
Description:  
Audit/Accreditation Date:  
Audit/Accreditation Body:  
In Business Since: 1999  
Add To Favorites: Yes

Next > Cancel

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All fields with a red astrick are required information. So it is best to have all the required information before you begin adding your Entity. For a DETS event, the agency type would be Business. The Audit/Accreditation fields are used for Training Providers. Pressing the Next button takes you to Add Location.

# Add Location

**IWDS** Illinois Workforce Development System **Provider Management**

**Add Location**

Menus: [Staff Menu](#)  
[Provider Mgmt.](#)  
[List Locations](#)

[Spell Check](#)  
[Help](#)  
[Find IDES Local Office](#)  
[I'm Done: Log Off](#)

**Informational Message:**  
The record has been added.

\*Location Name: Johns Manufacturing Corporate Office: No  
\*Address Line 1: 125 N. Broadway  
Address Line 2:  
\*City: Woodstock \*State: Illinois  
\*Zip: 60098 \*Zip + 4: 3202 Find Zip Code  
\*County: McHenry County  
\*Phone: 815-226-2232 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? Yes

**Business Function:**  
 DETS  Intensive Services  
 Job Placement /Retention Services  Other  
 Outreach  OJT / Work Experience  
 Supportive Services  Training  
 Youth

**Human Services:** Select/View Human Services (Ex: Clothing, Food, Housing)

Next >

# Entity Information

Enter all pertinent information. Fields marked with a red astrick are required. If you don't have the 10 digit zip code, click on the **Find Zip Code** link. A separate window is opened and USPS zip code lookup screen is displayed. Notes/Comments can be added but will be public information (i.e. directions to the location). It is very important that **Business Function** of DETS be chosen. **Business Function** is used to determine what types of relationships appear later. It also determines which services/activities can be selected later. Click on the **Next** button to save and to add your contacts to this location.

The screenshot shows the USPS ZIP Code Lookup page. At the top left is the USPS logo and "UNITED STATES POSTAL SERVICE®". A "Home" link is at the top right. The main heading is "ZIP Code Lookup". Below it, a red message says "It's a snap to find a ZIP Code and more." A question asks if the user needs a ZIP+4 Code for a city or all cities in a ZIP Code, with a dropdown menu set to "ZIP+4 Code". A "ZIP Code FAQ's" link with a "Go" button is on the right. The form asks for "Please fill in the following information: (\* Required fields)". Fields include "Address 1", "Address 2", "City", "State" (a dropdown menu with "Select One"), and "ZIP Code". A "Submit" button is next to the ZIP Code field. A note says "(Required when City/State are not provided.)". At the bottom, there are links for "Web Tools (APIs)" and "Address Information System Products (AIS)". A footer contains "POSTAL INSPECTORS Preserving the Trust", "site map contact us government services jobs National & Premier Accounts", and "Copyright © 1993-2004 USPS. All Rights Reserved. Terms of Use Privacy Policy".

# Add Contact

The screenshot shows the IOWDS Provider Management page. The header includes "IOWDS Illinois Workforce Development System" and "Provider Management". A yellow informational message box says "Informational Message: The record has been added." Below it, the heading "List Contacts" is followed by the details for "Johns Manufacturing - FEIN 123456789" at "123 N. BROADWAY WOODSTOCK, IL 60098-3202". There are "Add Contact" and "Return" buttons. Below this, a table shows "0 found" and "Page 1 of 1". The table has columns for "Name", "Location Name", "Contact Address", "Contact Phone", "Status", and "Primary". A yellow message box below the table says "There is nothing to display." and "Page 1 of 1". There are "Add Contact" and "Return" buttons. At the bottom, there is a link to "Email the System Administrator" and a copyright notice: "Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of User Agreement". A left sidebar contains a "Menus" section with links for "Staff Menu", "Provider Mgmt.", "List Locations", "List Contacts", "List Relationships", and "List Programs". Below that are "Spell Check", "Help", "Find IDES Local Office", and "I'm Done: Log Off".

Click on the **Add Contact** button to add contacts for this entity's location.

# Add Contact

**Informational Message:**  
No data meets your criteria.

**Search Contact**  
Johns Manufacturing - FEIN 123456789  
[125 N. Broadway Woodstock, IL 60098-3202](#)

Entity Name:

First Name:

Last Name: Smithgall

Email:

Address:

City:

State:

Zip Code:

County:

Primary Phone:

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After clicking on the **Add Contact** button as seen on the previous page one would think you would see the screen to **Add Contact**, but you do not. The **Search Contact** screen appears. This screen will allow you to search all contacts. Once you have entered your search criteria, click on the **Search** button. If a contact meets your criteria, they will appear on the **List Contacts** screen. If not, click on the **Add Contact** button.

**Add Contact**  
Johns Manufacturing - FEIN 123456789  
[125 N. Broadway Woodstock, IL 60098-3202](#)

Salutation: Mr.

\*First Name: Thomas  MI:

\*Last Name: Smithgall

Suffix:

Title: Director

Email:

\*Address Line 1: 125 N. Broadway

Address Line 2:

\*City: Woodstock

\*State: Illinois

\*Zip Code: 60098

\*County: McHenry County

Primary Phone: 815-223-2233  Extension: 210

Mobile Phone:

Fax Number:

\*Primary Contact: Yes

\*Status: Active

\*Allow Contact in ISM: No

User Name:

Human Service Provider  ITA Training Provider

After adding all the required contact information, click on the **Save and Return** button. If you want to add another contact just click on the **Save, Add Another** button.

# Add Contact

**IWDS** Illinois Workforce Development System **Provider Management**

**Informational Message:**  
The record has been added.

**Menus**  
[Staff Menu](#)  
**Provider Mgmt.**  
[List Locations](#)  
[List Contacts](#)  
[List Relationships](#)  
[List Programs](#)

**Spell Check**  
[Help](#)  
[Find IDES Local Office](#)  
[I'm Done: Log Off](#)

**List Contacts**  
Johns Manufacturing - FEIN 123456789  
[125 N. Broadway Woodstock, IL 60098-3202](#)

2 found Page 1 of 1

	Name	Location Name Contact Address	Contact Phone	Status	Primary
<input type="button" value="View"/>	Smithgall, Thomas	Johns Manufacturing 125 N. Broadway Woodstock, IL 60098	(815)223-2233	Active	Yes
<input type="button" value="View"/>	Wiggins, Debra	Johns Manufacturing 125 N. Broadway Woodstock, IL 60098	(815)223-2334	Active	No

Page 1 of 1

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Contact information can be revised or updated. Just click on the **View** button by the name of the contact you want to revise. Make the necessary changes and click on the **Save** button.

**Adding**

**A**

**DETS**

**Event**

**Through A Guided Process**

## Add Dets Event - Through A Guided Process

The screenshot shows the 'Staff Menu' of the IWDS Illinois Workforce Development System. The menu is organized into several sections:

- Case Management**
  - My Applications
  - My Customers
  - Search Applications
  - Search Customers
- Performance Management**
  - View Your LWA Goals
  - View State Goals
  - Search Goals
  - Outcomes-Preliminary(PostCtr/Wages not complete)
  - Outcomes-YTD Mgrs(PostCtr/Wages firm)
  - Outcomes-Final(PYs reported to DOL)
- Grant Information**
  - Pending Grants
  - Search Grants
  - Add Grant
  - List Initiatives
- DETS Information**
  - My Events
  - Add Event
  - Search Events
- Entity Information**
  - Add Entity
  - Search Entity
  - Add Location
  - Search Locations
  - Add Contact
  - Search Contacts
  - Add Relationship
  - Search Relationships
- Training Provider Information**
  - Pending Training Programs
  - Search Training Programs
  - Add Training Program
  - Add Training Provider
  - Evaluate Training Programs
- My Information**
  - Change My Password
- Reporting**
  - Reporting Menu

You have three choices under the **DETS Information** section. **My Events** will list all events where you have been identified as a primary contact. **Add Event** allows you to add a new DETS event, and **Search Events** allows you to find existing DETS events.

The screenshot shows the 'Add Dislocation Event' form in the IWDS Dislocation Event Tracking System. The form includes the following fields and buttons:

- \*Company:** Search button
- \*LWA:** Dropdown menu
- \*Event Type:** Dropdown menu
- Next >** button
- Cancel** button

At the bottom of the page, there is a copyright notice: Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [User Agreement](#).

To begin adding an event through the guided process, click on the **Add Event** link. The **Add Dislocation Event** screen will appear. Click on the **Search** company button.

# Add Dets Event - Through A Guided Process

**Search Locations**

Entity Name:

Address:

City:

State:

Zip Code:

County:

LWA:

Corporate Office:

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

Business Function:

DETS  Intensive Services

Job Placement /Retention Services  Other

Outreach  OJT / Work Experience

Supportive Services  Training

Youth

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

Enter your search criteria and click on the **Search** button. Your search can be based on individual or multiple criteria.

**List Locations**

1 found Page 1 of 1

	Location Name Entity Name	Location Address	Phone	Contacts
<input type="button" value="Pick"/>	M4 Main Office M4 Movies	1 Hollywood Way Crystal Lake, IL 60039-2020	(815)459-0000	2

Page 1 of 1

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Entities can have a single or multiple locations. Ensure the correct location is chosen for the event if there are more than one to choose from. Click on the **Pick** button next to the location you wish to select.

## Add Dets Event - Through A Guided Process

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

**Add Dislocation Event**

Menus: [Staff Menu](#)

[Spell Check](#)  
[Help](#)  
[Find IDES Local Office](#)  
[I'm Done: Log Off](#)

\* **Company:** M4 Main Office  Search

\* **Address:** 1 Hollywood Way  
 Crystal Lake, Illinois 60039

**County:** 111 - McHenry County

\* **LWA:**

\* **Event Type:**

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Once again, make sure you have selected the correct location. Enter the **LWA** in which the event is occurring. Select an **Event Type**. If layoffs are less than 50, the event type would be LOCAL. Layoffs over 50, the event type would be WARN. You would select TRADE LOCAL if the event is less than 50 worker affected and has a certified Trade petition associated with the event. You would select TRADE WARN is the event is over 50 workers affected and has a certified Trade petition associated with the event. Click on **Next** to continue.

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

Menus: [Staff Menu](#), [Event Menu](#)

[Spell Check](#)  
[Help](#)  
[Find IDES Local Office](#)  
[I'm Done: Log Off](#)

**Informational Message:**  
 The record has been added.

**Basic Information**  
 Event #20040221L01 - M4 Main Office - LWA 02

**Reason:**

**Report Date:**  **Source:**

**Status:**

**Cause #1:**   
**Cause #2:**   
**Cause #3:**

**# Employees:**  **Est. Eligible:**

**Expected Layoffs:**  **Layoff Date:**  (Expected)  
**Revised Layoffs:** 0 **Layoff Date:** N/A (Revised)

**WARN Notice:** No

**Notify Date:**  **Date LWA Notified:**

**Confirm Date:**

When the Basic Information screen appears, the record has been added and given an **Event Number**. Event number is broken down as follows: Year **XXXX**xxxxxxx; Month **xxxx**XXxxxxx; Day **xxxxxx**XXxxx; and Sequence number **xxxxxxx**XXX. If the event is local then the sequence number will be **xxxxxxx**LXX. First, select a **Reason** for layoff. Select from: Closing, Layoff (affecting less

## Add Dets Event - Through A Guided Process

than 1/3 of the workforce) Substantial Layoff (affecting more than 1/3 of the workforce), or Other.

Next enter the **Report Date** (dates must be entered xx/xx/xxxx). The Report Date is taken from the Company's WARN letter, or if no WARN notice, the first date you heard about the event.

Next choose the **Status** of the event. Select from Active, Closed (an event may not be closed unless it is at least 18 month old and has 5 or fewer participants enrolled), False (an event is False is no layoffs occur) and Pending.

Next you can select your **Event Cause(s)**: Three selections allowed. For each selection choose from: Bankruptcy; Bought Out; Business Slowdown; Consolidation; Faltering Company; Financial; Lost Contract; Merger; National Disaster; Natural Disaster; Other; Outsource Function; Poor Economy; Relocation ; Restructuring; Seeking Capitol; Selling Product Line; Sold Business; Trade and Weakened Demand.

The next field you update is **# of Employees**: Enter the total number of employees that work for the event company or the total number of affected in the closing unit of business.

Next is **Est. Eligible**: The number of affected workers the RRU estimates to be eligible for services. This number should be reviewed periodically and revised as necessary.

The next field is **Expected Layoffs**: Enter the total number of employees to be affected by layoff or closing. This is a fixed number that will not change. Changes in expected layoffs will be made in the Revised Layoffs field.

Next you enter the **Layoff Date**: (Expected). The first scheduled layoff date. This is a fixed date that will not change. Any change in layoff date should be made to the Layoff Schedule.

The next field you see is **Revised Layoffs**: Shows the revised number to be affected by layoff or closing. This number should be reviewed periodically and revised as necessary. Information comes from the Layoff Schedule.

The next field you see is the **Layoff Date**: (Revised). Shows month and year of scheduled layoffs. Information comes from the Layoff Schedule.

Next you enter a yes or no if you received a **WARN Notice**. If the answer is yes, you enter a date in the **Notify Date** field. This is the date the WARN letter was received by the RRD. *(No date should be entered in this field if working on an event without a WARN letter)*. Next you would enter a date in the **Confirm Date** field. This is the date a letter was sent to the company confirming receipt of WARN notice by RRD. *(No date should be entered in this field if working on an event without a WARN letter.)*

Then you should enter the **Date LWA Notified**: This is the date the LWA was notified by the RRD about the pending layoff or closing.

To continue adding your event, click **Next**.

# Add Dets Event - Through A Guided Process

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

Menues [Staff Menu](#)  
[Event Menu](#)

[Spell Check](#)  
[Help](#)  
[Find IDES Local Office](#)  
[I'm Done: Log Off](#)

**Informational Message:**  
Update Successful

**List DETS Contacts**  
Event #20040221L02 - M4 Main Office - LWA 02

< Back Next >

Add Staff Contact Add Entity Contact

Name	Organization	Phone	Type	Primary
There is nothing to display.				

< Back Add Staff Contact Add Entity Contact Next >

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The **List DETS Contacts** screen is where all Rapid Response Team member's and relevant Company and Union member's names will be stored. All contacts must already be created through the **Add Entity** process before you can add contacts to an event. To associate contacts with your event, begin by clicking on the **Add Staff Contact** button.

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

Menues [Staff Menu](#)  
[Dislocation Event](#)  
[Event Menu](#)  
[Event Summary](#)  
[Basic Info](#)  
[Addtl Info](#)  
[Documentation](#)  
[Phase Info](#)  
[Contacts](#)  
[Layoff Schedule](#)  
[Term Benefits](#)  
[Peer Outreach](#)  
[Wkr Not Need Sup](#)  
[Wkr Need Survey](#)  
[Cost Satisfaction](#)  
[Readi Detail](#)  
[Readi Summary](#)  
[Readi Finance](#)

[Spell Check](#)  
[FAQs](#)  
[I'm Done: Log Off](#)

**Search IWDS Staff Users**

Last Name:   
First Name:   
IETC:   
IETC Partner:   
Username:   
User Type: Staff

Search Return

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The **Search IWDS Staff Users** screen will appear. Enter the Rapid Response Team member's name and click on the **Search** button. Either an exact match will appear, a number of possible matches may appear, or you will get a message that **No data meets your criteria**.

# Add Dets Event - Through A Guided Process

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

**List IWDS Users**

Return To Search

1 found Page 1 of 1

	Name	Username	IETC Office	IETC Partner	Phone Number Email Address	User Type	Enabled
Pick	Rosentreter, Janet	jrosent1	2000	26 - Southern 14 Workforce Investment Board		Staff	Y

Page 1 of 1

Return To Search

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Click the **Pick** button to select your contact.

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

**Informational Message:**  
Please click Back or Next to confirm your changes.

**List DETS Contacts**  
Event #20040222L01 - M4 Main Office - LWA 02

< Back Next >

Add Staff Contact Add Entity Contact

	Name	Organization	Phone	Type	Primary
Remove	<a href="#">Rosentreter, Janet</a>				

Add Staff Contact Add Entity Contact

< Back Next >

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The contact you selected will be entered on the **List DETS Contacts Screen**. Then you must select the **Type** of contact and if that person is a **Primary** contact. There can only be one **Primary** contact per contact **Type**, but you can have multiple contacts per contact **Type**. Choices for **Type** of contact are: RRU; IDES; LWIA; AFL CIO and Support. Select YES or NO for **Primary** contact. Repeat this process for all Rapid Response Team contacts. Repeat this process to **Add Entity Contact**. The choices for contact **Type** for an **Entity Contact** are: Employer or Union. When you have completed entering all of your event contacts, click on the **Next** button to continue the guided process.

# Add Dets Event - Through A Guided Process

**Informational Message:**  
Update Successful

**Layoff Schedule**  
Event #20040222L01 - M4 Main Office - LWA 02

Expected Layoff Date: 04/30/2004  
Date Last Updated: N/A  
Last Updated By: N/A

Expected Layoffs: 15  
Revised Layoffs: 0  
Total Employees: 40

Month/Year	2004	2005	2006	2007	2008
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Total for all Years: 0**

Buttons: < Back, Next >, Calculate Totals

Depending on the expected layoff date, the various years will be displayed to correspond with the time period. To enter information in the **Layoff Schedule**, click in the corresponding field for the month and year layoffs are to occur and enter the number affected. Click on the **Calculate Totals** button. If your totals are correct, click the **Next** button to continue. If your totals are incorrect, reenter and click the Next button.

**Event Menu**  
Event #20040222L01 - M4 Main Office - LWA 02

**Event Information**

- [Event Summary](#)
- [Basic Information](#)
- [Additional Information](#)
- [Event Documentation](#)
- [Phase Information](#)
- [Contacts](#)
- [Layoff Schedule](#)
- [Termination Benefits](#)
- [Peer Outreach](#)
- [Print Event Form](#)

**Surveys/Services**

- [Workers Not Needing Services](#)
- [Worker Needs Survey](#)
- [Customer Satisfaction Survey](#)

**Readjustment Plan Information**

- [Detail](#)
- [Summary](#)
- [Detail TAA](#)
- [Summary TAA](#)
- [Finance](#)

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The guided process is now complete. The system will take you to the **Event Menu**. The **Event Menu** contains links to all the pages of required DETS information. The menu has been broken down by category. **Event Information**, **Surveys/Services** and **Readjustment Plan Information**. You can continue to update or return to **Staff Menu**.

**Updating/Maintaining  
A  
DETS  
Event**

# My Events

**IWDS Illinois Workforce Development System**

**Staff Menu**

[Home](#)

[Spell Check](#)  
[Help](#)  
[Find IDES Local Office](#)  
[I'm Done: Log Off](#)

**Administrative Functions**

- [Search IWDS Users](#)
- [Add IWDS User](#)

**Local Custom Information**

- [Add Local Custom Information](#)
- [List Local Custom Information](#)
- [List Local Services](#)
- [Load External Local Services](#)

**Case Management**

- [My Applications](#)
- [My Customers](#)
- [Search Applications](#)
- [Search Customers](#)
- [Add New Customer](#)
- [Add Local Services By Card](#)

**Performance Management**

- [View Your LWA Goals](#)
- [View State Goals](#)
- [Search Goals](#)
- [Year To Date Managers Report](#)
- [Search Preliminary Outcomes](#)
- [Search Final Annual Outcomes](#)

**Grant Information**

- [Pending Grants](#)
- [My Grants](#)
- [Search Grants](#)
- [Add Grant](#)

**DETS Information**

- [My Events](#) ←
- [Add Event](#)
- [Search Events](#)

You have several ways you can access a DETS event. The first way is through **My Events**. As you saw through the guided process for adding a DETS event, all Rapid Response Team members names are added to the **Contacts** section of DETS. If you are marked as a contact for that particular event, that event will be listed in your **My Events**. The screen shot below is of my personal **My Events** listed on the **List DETS** screen.

**IWDS Illinois Workforce Development System Dislocation Event Tracking System**

**List DETS**

[Add Event](#) [Return](#)

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	Event ID	Company	State RRU Contact	LWA	Type	Status	Report Date	Notice
<a href="#">View</a>	20041108002	Standard Corporation 801 East Kankakee River Drive Wilmington , IL	<a href="#">Rosentrotter, Janet</a>	10	WARN	Active	11/01/2004	Yes
<a href="#">View</a>	20041020003	IH Services Inc. 11525 N Illinois Highway 142 Mt. Vernon , IL	<a href="#">Rosentrotter, Janet</a>	25	WARN	Active	10/12/2004	Yes
<a href="#">View</a>	20041006001	PEERLESS-PREMIER APPLIANCE COMPANY 119 S 14TH STREET BELLEVILLE , IL	<a href="#">Rosentrotter, Janet</a>	24	WARN	Active	10/04/2004	Yes
<a href="#">View</a>	20041001001	Schnuck's Market 2511 State Street East St. Louis , IL	<a href="#">Rosentrotter, Janet</a>	24	WARN	Active	09/25/2004	No
<a href="#">View</a>	20040022001	Greenwood Terrace B Rehab Center LLC 225 Castellano Drive Swansea , IL	<a href="#">Rosentrotter, Janet</a>	24	WARN	Active	09/09/2004	No

Page 1 of 25 [Next Page >](#)

[Add Event](#) [Return](#)

To begin updating or viewing an event, click the **View** button next to the desired event. To help you identify the event the screen lists the Event ID, Company name and address, State RRU contact, LWA number, Type of Event, Status of the Event, The Report Date and if a WARN Notice was received.

# Search Events

**IWDS Illinois Workforce Development System**

**Staff Menu**

**Administrative Functions**

- [Search IWDS Users](#)
- [Add IWDS User](#)

**Local Custom Information**

- [Add Local Custom Information](#)
- [List Local Custom Information](#)
- [List Local Services](#)
- [Load External Local Services](#)

**Case Management**

- [My Applications](#)
- [My Customers](#)
- [Search Applications](#)
- [Search Customers](#)
- [Add New Customer](#)
- [Add Local Services By Card](#)

**Performance Management**

- [View Your LWA Goals](#)
- [View State Goals](#)
- [Search Goals](#)
- [Year To Date Managers Report](#)
- [Search Preliminary Outcomes](#)
- [Search Final Annual Outcomes](#)

**Grant Information**

- [Pending Grants](#)
- [My Grants](#)
- [Search Grants](#)
- [Add Grant](#)

**DETS Information**

- [My Events](#)
- [Add Event](#)
- [Search Events](#) ←

**Home**

[Spell Check](#)  
[Help](#)  
[Find IDES Local Office](#)  
[I'm Done: Log Off](#)

The second way to access a DETS event is through **Search Events**.

**IWDS Illinois Workforce Development System Dislocation Event Tracking System**

**Search Event**

DETS ID:

Company Name:

Type:

Status:

LWA:

Date From:  Date To:

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**Menus**

[Staff Menu](#)

[Spell Check](#)  
[Help](#)  
[Find IDES Local Office](#)  
[I'm Done: Log Off](#)

There are several ways you can locate an event by using **Search Events**. You can search by a **DETS ID** number, **Company Name** (the full company name or partial name, or even a letter of the alphabet), by the event **Type**, by the event **Status**, by **LWA** or by using a date range of **Date From** to **Date To**. You can use a single search criteria or multiple. Once you enter your criteria, click on the **Search** button.

# Search Events

**Dislocation Event Tracking System**

**List DETS**

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	Event ID	Company	State RRLI Contact	LWA	Type	Status	Report Date	Notice
<a href="#">View</a>	20040921001	Bridal Originals 402 East 4th Street Sparta, IL	<a href="#">Rosentreter, Janet</a>	24	Trade WARN	Active	10/03/2003	No
<a href="#">View</a>	20040813001	Butler Manufacturing Company 1020 South Henderson Street Galesburg, IL	<a href="#">Park, Dan</a>	14	Trade WARN	Active	06/28/2004	Yes
<a href="#">View</a>	20040707001	Brown & Williamson Tobacco Corp 1515 East Woodfield Road Schaumburg, IL	<a href="#">Cottini, Mary</a>	08	WARN	False Report	07/01/2004	Yes
<a href="#">View</a>	20040412004	BWD Automotive 11045 Gage Ave. Franklin Park, IL	<a href="#">Campbell, Patrick</a>	07	WARN	Active	07/10/2003	Yes
<a href="#">View</a>	20040412001	BASF CORPORATION 1500 LATHEM STREET BATAVIA, IL	<a href="#">Campbell, Patrick</a>	05	WARN	Active	04/06/2004	Yes

Page 1 of 28 [Next Page >](#)

I entered the letter B in the Company Name field and clicked on **Search**. The **List DETS** screen is displayed with events that begin with the letter B. As you can see, this is page 1 of 28 pages. To see additional events that begin with the letter B, click on the **Next Page** button. To update an event or view an event, click on the **View** button next to the desired event.

**Dislocation Event Tracking System**

**Event Menu**

Event #20040222L01 - M4 Main Office - LWA 02

**Event Information**

- [Event Summary](#)
- [Basic Information](#)
- [Additional Information](#)
- [Event Documentation](#)
- [Phase Information](#)
- [Contacts](#)
- [Layoff Schedule](#)
- [Termination Benefits](#)
- [Peer Outreach](#)
- [Print Event Form](#)

**Surveys/Services**

- [Workers Not Needing Services](#)
- [Worker Needs Survey](#)
- [Customer Satisfaction Survey](#)

**Readjustment Plan Information**

- [Detail](#)
- [Summary](#)
- [Detail TAA](#)
- [Summary TAA](#)
- [Finance](#)

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Once you click on the **View** button, the first screen you will see is the **Event Menu**. The **Event Menu** lists the links to all the viewable/updatable screens on DETS. In addition, the **Event Menu** is where you can **Print Event Form**. The event form is basically a hard copy record of your event. It provides you with all the information that is recorded in the DETS event, and provides blank spaces for fields that have yet to be updated.

## Event Information - Dislocation Event Summary

The screenshot displays the 'Dislocation Event Summary' page within the 'IWDS Illinois Workforce Development System'. The page title is 'Dislocation Event Summary' with the event ID '#20040921001 - Bridal Originals - LWA 24'. The main content area contains the following fields:

- \*Company: Bridal Originals (with a Search button)
- \*Address: 402 East 4th Street, Sparta, Illinois 62286
- County: 157 - Randolph County
- \*LWA: 24 - St. Clair County Intergovernmental Grants Department (dropdown menu)
- \*Event Type: Trade WARN (dropdown menu)

Below the form are three buttons: Save, Cancel, and Delete. At the bottom of the page, there is a copyright notice: 'Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [DCEO User Agreement](#) and [IWDS Privacy Notice](#).'

The left sidebar contains a 'Menus' section with the following links:

- Staff Menu
- Dislocation Event
  - Event Menu
  - Event Summary
  - Basic Info
  - Addl Info
  - Documentation
  - Phase Info
  - Contacts
  - Layoff Schedule
  - Term Benefits
  - Peer Outreach
  - Wkr Net Need Svc
  - Wkr Need Survey
  - Cust Satisfaction
  - Readl Detail
  - Readl Summary
  - Readl Finance
- Spell Check
- FAQs
- I'm Done: Log Off

Under the category of **Event Information** is a link to the **Dislocation Event Summary** screen. Listed on this screen at the very top is the Event ID number, name of company and LWA where the event is located. Below that information is the **Company** name; **Address** of the company, **County** and **LWA** where the company is located and the **Event Type**. If the event company, address or county information is incorrect, you must make those changes in the **Entity Information** section which can be accessed by returning to the **IWDS Staff Menu**. You can however make corrections to the **LWA** or **Event Type**. If your event started out as a WARN and now is Trade related, this screen is where you would make that change. Once you make a change on this screen, you should click the **Save** button. Also listed on the **Dislocation Event Summary** screen are links to all other DETS screens and a link back the the **IWDS Staff Menu**.

## Event Information - Basic Information

**Illinois Workforce Development System Dislocation Event Tracking System**

**Informational Message:**  
The record has been added.

**Basic Information**  
Event #20040221L01 - M4 Main Office - LWA 02

Reason:    
Report Date:  Source:    
Status:    
Cause #1:    
Cause #2:    
Cause #3:

# Employees:  Est. Eligible:   
Expected Layoffs:  Layoff Date:  (Expected)  
Revised Layoffs: 0 Layoff Date: N/A (Revised)

WARN Notice: No   
Notify Date:  Date LWA Notified:   
Confirm Date:

The **Basic Information** screen contains general information about the event. Listed at the very top of this screen is the Event ID number, name of company and LWA where the event is located. You will find this carried through to all screens in DETS.

The first field you see is **Reason for Layoff**. Options for this field are: Closing, Layoff (affecting less than 1/3 of the workforce) Substantial Layoff (affecting more than 1/3 of the workforce), or Other.

Next is the **Report Date**. The Report Date is taken from the company's WARN letter, or if no WARN notice, this will be the first date the RR team heard about the event.

Next is the **Status** of the event. Options for this field are: Active, Closed (an event may not be closed unless it is at least 18 month old and has 5 or fewer participants enrolled), False (an event is False if no layoffs occur) and Pending.

Next is **Event Cause(s)**: Up to three event causes are allowed. Options are: Bankruptcy; Bought Out; Business Slowdown; Consolidation; Faltering Company; Financial; Lost Contract; Merger; National Disaster; Natural Disaster; Other; Outsource Function; Poor Economy; Relocation ; Restructuring; Seeking Capitol; Selling Product Line; Sold Business; Trade and Weakened Demand.

The next field is **# of Employees**: This field represents the total number of employees that work for the event company or the total number of affected in the closing unit of business.

**Est. Eligible** is the next field you see. This field shows the number of affected workers the RRU estimates to be eligible for services. This number is reviewed periodically and revised as necessary.

## Event Information - Basic Information

The next field is **Expected Layoffs**: Entered here are the total number of employees to be affected by layoff or closing. Once entered, this is a fixed number that will not change. Changes in expected layoffs can be made on the Revised Layoffs screen.

Next is the **Layoff Date**: (Expected). This is the first scheduled layoff date. Once entered, this is also a fixed date that will not change. Any changes in the layoff date would be made on the Layoff Schedule.

**Revised Layoffs** is the next field you see. It shows the revised number to be affected by layoff or closing. This number is reviewed periodically and revised as necessary. This information comes from the Layoff Schedule.

The next field you see is the **Layoff Date**: (Revised). It shows by month and year the scheduled of planned layoffs. This information comes from the Layoff Schedule.

The next field is **WARN Notice**. This is a Yes or No answer. If the answer is yes, a date will also be entered in the **Notify Date** field. This is the date the WARN letter was received by the RRU. (*No date should be entered in this field if working on an event without a WARN letter*). Next is the **Confirm Date** field. This is the date a letter was sent to the company confirming receipt of WARN notice by RRD. (*No date should be entered in this field if working on an event without a WARN letter*.)

The last field on the screen is the **Date LWA Notified**: This is the date the local workforce area was notified by the RRD about the pending layoff or closing.

## Event Information - Additional Event Information

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

**Additional Event Information**  
Event #20040222L01 - M4 Main Office - LWA 02

**Menus**  
[Staff Menu](#)  
**Dislocation Event**  
[Event Menu](#)  
[Event Summary](#)  
[Basic Info](#)  
[Addtl Info](#)  
[Documentation](#)  
[Phase Info](#)  
[Contacts](#)  
[Layoff Schedule](#)  
[Term Benefits](#)  
[Peer Outreach](#)  
[Wkr Not Need Svc](#)  
[Wkr Need Survey](#)  
[Cust Satisfaction](#)  
[Readj Detail](#)  
[Readj Summary](#)  
[Readj Finance](#)  
[Spell Check](#)  
[FAQs](#)  
[I'm Done: Log Off](#)

**ADDITIONAL LWAs AFFECTED**  
LWA:     
LWA:

**UNIONS**  
Union Involved:      
How Many:   
Union Name(s):

**SPECIAL PROJECT**  
Project Type:    
Date Filed:    
Date Awarded:

The **Additional Event Information** screen contains three more sections of information about a dislocation event. The first section is **Additional LWAs Affected**. Up to six additional **LWAs** can be identified.

The second section is regarding **Unions**. The first field in this section is **Union Involved**. It requires a Yes or No answer. The second field in this section is **How Many**. The number of affected unions would be entered here. The third field in this section is **Union Name(s)**. Listed in this section is the name of all unions affected by this dislocation event.

The third section on this screen is **Special Proeject**. The first field in this section is **Project Type**. Choices for this field include: **CAETA** (Clean Air Employment Transition Assistance) for companies that go out of business because of they must comply with the regulations of the Clean Air Act; **DDP** (Defense Diversification Project) for military base closings and layoffs; **NAFTA** (North American Free Trade Agreement); **NEG** (National Emergency Grant) and **TAA/TRA** (Trade Adjustment Assistance/ Trade Readjustment Assistance). The second field in this section is **Date Filed**. The date the application for special projects serviced are filed with the appropriate agency is entered here. The final field in this section is **Date Awarded**. The date the project was awarded will be entered here.

## Event Information - Additional Event Information - Trade

The screenshot shows the 'Dislocation Event Summary' screen in the IWDS system. The title bar reads 'IWDS Illinois Workforce Development System Dislocation Event Tracking System'. The main heading is 'Dislocation Event Summary' with the event ID 'Event #20040921001 - Bridal Originals - LWA 24'. The form contains the following fields:

- \*Company: Bridal Originals (with a Search button)
- \*Address: 402 East 4th Street, Sparta, Illinois 62286
- County: 157 - Randolph County
- \*LWA: 24 - St. Clair County/Intergovernmental Grants Department (dropdown menu)
- \*Event Type: Trade WARN (dropdown menu)

Buttons for 'Save', 'Cancel', and 'Delete' are located below the form. A copyright notice at the bottom states: 'Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [OCFO User Agreement](#) and [IWDS Privacy Notice](#).'

If your DETS event becomes Trade/NAFTA certified you will need to go into the **Dislocation Event Summary** screen and change the **Event Type** to either **Trade WARN** or **Trade Local**. Once you have clicked on the **Save** button, additional Trade related fields will be added to the **Additional Event Information** screen.

The screenshot shows the 'Additional Event Information' screen for a Trade event. The title bar reads 'IWDS Illinois Workforce Development System Additional Event Information'. The main heading is 'Additional Event Information' with the event ID 'Event #20040921001 - Bridal Originals - LWA 24'. The form contains the following fields:

- SPECIAL PROJECT: Project Type: TAA/TRA (dropdown menu)
- Date Filed: 01/29/2004
- Date Awarded: 02/11/2004
- TRADE: Event Type: Trade WARN
- Petition Date: 01/29/2004
- Exp/Term Date: 02/11/2006
- Determination: Certified (dropdown menu)
- Impact Date: 01/08/2003
- Certification Date: 02/11/2004
- RR Required: No (dropdown menu)
- SIC Code: 2335 (with a Search button)
- TAW #: 54108 - (with a Verify TAW# link)
- Product: Bridal Gowns, Formal Ware

Buttons for 'Save' and 'Cancel' are located below the form. A copyright notice at the bottom states: 'Copyright 2004 by the State of Illinois. Using this web site indicates acceptance of [OCFO User Agreement](#) and [IWDS Privacy Notice](#).'

The additional Trade related fields include:

**Event Type** which is carried over from the selection you made on the Dislocation Event Summary screen.

**Petition Date** is the date that the Trade petition was signed by the petitioner.

**Determination** is the final determination made by the US Department of Labor. Choices include: Certified, Denied, Duplicate, Pending, Terminated and Withdrawn.

## Event Information - Additional Event Information - Trade

**Impact Date** is the date on the Trade Act certification when total or partial layoffs began or are threatened to begin. The impact date can be up to one year prior to the date of the petition.

**Certification Date** is the date on which a TAA petition was certified.

**SIC** is the Standard Industrial Classification.

**Product** is the type of product produced by the company.

**Exp/Term Date** is the date on a Trade Act certification by which a worker must be laid off in order to be covered by that certification.

**RR Required** is a yes or no field. If the Trade event is over 50 workers, Rapid Response on a state level would be required unless there were extenuating circumstances.

**TAW#** is the numerical identifier that the US Department of Labor assigns to identify that particular Trade event.

Click on the **Save** button when you have completed your data entry.

# Event Information - Event Documentation

The first screen you see when you click on the **Documentation** link is the **List Documentation** screen. All documentation for the event should be listed here. All Phase information is recorded here. Currently this screen shot shows that there is nothing to display for this event. To add information to this section of DETS, click on the **Add Documentation** button.

The **Maintain Documentation** screen allows users to capture information related to DETS events by creating notes or entering information regarding meetings. There are two sections to this screen. The first is the **Notes** section. Captured here is who the documentation is being **Created By**, followed by the **Date** of the documentation that is being added. The next field is **Type**. Options for this field are: Investigation; On-site Visit; Pre-Layoff Workshop; Readjustment Plan Approved; Implementation Initiated; Completed; Background; General Information; Labor Mgmt. Committee and Other. If the documentation **Type** is Completed or Other, the comments field is required. Multiple documentation records of a given type can be created. The phase screen will display the date of the earliest record for each type.

## Event Information - Event Documentation

The next field under the **Notes** section of **Maintain Documentation** is **Skipped**. Rapid Response procedures requires that an initial on-site meeting and pre-layoff workshops be held for all active WARN events. Sometimes it is not possible to hold one of the meetings. If one of these meetings is not held, the **Skipped** field would be marked YES and then a short note would be added to the **Reason Skipped** field explaining why that phase of Rapid Response was skipped. If a meeting was held, the **Skipped** field would be marked NO. The next field in this section is **Subject**. This is a brief description of the information you are recording on this screen. The final field in the **Notes** section is **Comments**. This field allows you to enter information regarding meetings, post newspaper articles, etc.

The second section of the **Maintain Documentation** screen is **Meeting**. All fields in this section must be completed if a meeting was held. Yes or No are the choices for the first field **Meeting**. The next set of fields are **Date From** and **Date To**. Enter the date(s) the meeting(s) were held. **# of Meetings** is the next field where you enter the number of meetings held. The next field is **Date Notified**. Enter the date the participants were notified of the meeting. **# Expected** is next. Enter in the number of participants expected to attend the meeting. Following is the **# Attended** field. Enter in the number of participants that attended the meeting. The final fields in this section are **Place**, where you enter in the site of the meeting. (*i.e., At the Company*), and **Location** where you enter the location of the meeting. (*i.e., In the Cafeteria*).

Once you have entered all your data, you can either click on **Save**, **Cancel** or **View Participants**. Now you may enter information regarding the participants of the meeting.

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

Menus: [Staff Menu](#), [Event Menu](#)

[Spell Check](#), [Help](#), [Find IDES Local Office](#), [I'm Done: Log Off](#)

**Informational Message:**  
The record has been added.

**List Meeting Participants**  
Event #20040222L01 - M4 Main Office - LWA 02

0 found Page 1 of 1

Name	Participant Type
<b>There is nothing to display.</b>	

Page 1 of 1

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To add contacts to the **List Meeting Participants** screen, click on the **Add Contact** button.

The **Meeting Contacts Screen** will appear. Click on the check box next to the name of the contact you wish to add and press the **Save** button. Do this for each contact. Click on the **SAVE** button when finished.

## Event Information - Event Documentation

The screenshot shows the 'Add Meeting Participant' screen within the 'Dislocation Event Tracking System'. The system is identified as 'IWDS Illinois Workforce Development System'. The event being tracked is '#20040222L01 - M4 Main Office - LWA 02'. The form includes three required fields: 'First Name' (filled with 'Drew'), 'Middle Initial' (empty), and 'Last Name' (filled with 'Andrews'). Below the form are three buttons: 'Save and Return', 'Save, Add Another', and 'Cancel'. A left-hand menu contains links for 'Staff Menu', 'Event Menu', 'Spell Check', 'Help', 'Find IDES Local Office', and 'I'm Done: Log Off'. At the bottom, there is a link to 'Email the System Administrator' and a copyright notice for 2004 by the State of Illinois, along with a link to the 'User Agreement'.

The **Add Meeting Participant** screen is for adding meeting attendees. An attendee is someone you normally do not work with on a regular basis in Rapid Response. (i.e., the Mayor of the community where the layoff or closing is occurring). To add attendees to the **Add Meeting Participant** screen, press the **Add Attendees** button. The **Add Meeting Participant Screen** will appear. Type in the **First Name**, **MI** and **Last Name** of your attendee. Click on the **Save, Add Another** button to add additional attendees or click on the **Save and Return** button when finished. You are returned to the **Documentation** screen after you have added the participants.

# Event Information - Phase Information

The screenshot shows the 'Phase Information' screen for event #20040222L01 - M4 Main Office - LWA 02. The page has a blue header with the IWDS logo and title. A left sidebar contains a 'Menus' section with links for Staff Menu, Event Menu, Spell Check, Help, Find IDES Local Office, and I'm Done: Log Off. The main content area displays a table of phase events with columns for Date, Created By, and Reason Skipped. The table lists several events, all created by Susan DeGennaro on 02/28/2004. A 'Return' button is located below the table. At the bottom, there is a link to email the system administrator and a copyright notice for 2004.

	Date	Created By	Reason Skipped
Notification	02/04/2004	<a href="#">DeGennaro, Susan</a>	
Began Investigation	02/28/2004	<a href="#">DeGennaro, Susan</a>	
First On-Site Visit	02/28/2004	<a href="#">DeGennaro, Susan</a>	
1st Pre-Layoff Workshop			
Readj. Plan Approved			
Implement Initiated			
Completed			

The **Phase Information** screen is read only. All the information is recorded on the **Documentation** screen. The phase information does not have to be entered sequentially on **Documentation**. The **Created By** name link takes the user to the **Staff Info** screen. If multiple document records exist for a phase, the earliest date is displayed on the **Phase Information** screen. To close an event, a **Completed** record needs to be added to **Documentation**. An event may be closed only if the event has less than 5 participants and is at least 18 months old.

# Event Information - Termination Benefits

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

**Termination Benefits**  
Event #20040222L01 - M4 Main Office - LWA 02

	Hourly	Salaried	Executive
Recall Rights:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Severance Pay:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extended Health Benefits:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental Benefits:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Search Assistance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retraining Benefits:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Space:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Release Time:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No Benefits:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Benefit Comments:

To add **Termination Benefits** information, check the appropriate box(es). Click on **Save** when finished. The **Benefits Comments** field is required if the **Other** field is checked for any worker type. If a you select **No Benefits**, no other benefit types can be checked for that worker type.

# Event Information - List Peer Counselor

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

**List Peer Counselors**  
Event #20040222L01 - M4 Main Office - LWA 02

0 found Page 1 of 1

Name	Start	End	1st Contacts	2nd Contacts	3rd Contacts	Referrals
There is nothing to display.						

Page 1 of 1

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The **List Peer Counselors** screen is where you record information regarding Peer Counselors hired by the AFL-CIO/MAP program. Click on the **Add Counselor** button to begin.

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

**Add Peer Counselor**  
Event #20040222L01 - M4 Main Office - LWA 02

\* First Name: Jane MI:

\* Last Name: Jobhunter

\* Address: 12 Elm Street

\* City: Woodstock

\* State: Illinois \* Zip: 60098

\* Phone Number: 815-338-0000

Mobile / Other Phone:

Fax Phone Number:

Email:

Number Affected: 15 Not Needing Services: 0

Start Date:  End Date:

1st Contact:  2nd:  3rd:

Referrals

Classroom Training:

Employment:

Supportive Services:

LWA:

Save Cancel

Begin by adding all the required information on the **Add Peer Counselor** screen. Information in the **Number Affected** field comes from the **Layoff Schedule** screen and the **Not Needing Services** field comes from the **Workers Not Needing Services** screen. Click on the **Save** button when you have completed your data entry.

# Event Information - Peer Counselors

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

Informational Message:  
The record has been added.

**List Peer Counselors**  
Event #20040222L01 - M4 Main Office - LWA 02

1 found Page 1 of 1

	Name	Start	End	1st Contacts	2nd Contacts	3rd Contacts	Referrals
<input type="button" value="View"/>	Jane Jobhunter						

Page 1 of 1

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Click the **View** button to update or delete this Peer Counselor.

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

**Maintain Peer Counselor**  
Event #20040222L01 - M4 Main Office - LWA 02

\* First Name:  MI:

\* Last Name:

\* Address:

\* City:

\* State:  \* Zip:

\* Phone Number:

Mobile / Other Phone:

Fax Phone Number:

Email:

Number Affected: 15 Not Needing Services: 0

Start Date:  End Date:

1st Contact:  2nd:  3rd:

Referrals

Classroom Training:

Employment:

Supportive Services:

LWA:

Peer Counselor information is updated or deleted from the **Maintain Peer Counselor** screen.

# Event Information - Print Event Form

**Illinois Workforce Development System Dislocation Event Tracking System**

**Event Menu**  
Event #20040222L01 - M4 Main Office - LWA 02

**Event Information**

- [Event Summary](#)
- [Basic Information](#)
- [Additional Information](#)
- [Event Documentation](#)
- [Phase Information](#)
- [Contacts](#)
- [Layoff Schedule](#)
- [Termination Benefits](#)
- [Peer Outreach](#)
- [Print Event Form](#)

**Surveys/Services**

- [Workers Not Needing Services](#)
- [Worker Needs Survey](#)
- [Customer Satisfaction Survey](#)

**Readjustment Plan Information**

- [Detail](#)
- [Summary](#)
- [Detail TAA](#)
- [Summary TAA](#)
- [Finance](#)

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To obtain a hard copy of your DETS event, click on the **Print Event Form**.

**DETS Turnaround Form**

Report Date: 02/28/2004  
Report Time: 4:23:48PM  
Report Num: CISDE001

**Event Number:** 20040222L01  
**LWA:** 02 - McHenry County Job Training  
**Dislocation Event for:** M4 Main Office

**Company Address:** 1 Hollywood Way  
**Company Contact Person:** Max M. Millington  
**Title:** President and CEO  
**Phone:** (815) 459-0000

**Crystal Lake, IL 60039**  
**County:** McHenry County  
**Phone:** (815) 459-0000

**Federal Employee Identification Number:** 99-9999999  
**Unemployment Insurance Account Number:**

**Event Type:** Local  
**Reason:** Layoff  
**Report Date:** 02/04/2004  
**Source:** News/Media  
**Event Status:** Pending Verification  
**Cause #1:** Merger  
**Cause #2:**  
**Cause #3:**

**Number of Employees:** 40  
**Estimate Eligible:** 15  
**Expected Layoffs:** 15  
**Expected Layoff Date:** 04/30/2004  
**Revised Layoffs:** 15  
**Revised Layoff Date:** 4/2004

The icons in the upper left hand corner are for saving and printing the **DETS Turnaround Form**.

***Surveys***  
***&***  
***Services***

# Survey and Services - Workers Not Needing Services

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

**Workers Not Needing Services**  
Event #20040222L01 - M4 Main Office - LWA 02

Recalled:  Workers Affected (initial report): 15  
Transferred:  Workers Affected (layoff schedule): 15  
Retired:  Estimated Eligible for Services: 15  
Found Other Employment:  Total Not Needing Service: 0  
Other:  Net Workers Affected: 15

Total Not Needing Service: 0 Enrollment/Net Workers Affected: 0.00%

Explanation/Justification of Above Numbers:

Calculate Totals  
Save Cancel

The **Workers Not Needing Services** screen documents workers who do not need services. The screen combines information entered elsewhere in the system and information entered on this screen. It determines the net number of workers who are affected and compares this number to the number of workers enrolled. You can also document comments or justifications for the numbers entered. Each time a user goes to this screen the system will pull the most up-to-date information available for the read only fields. If a field is left blank it is treated as a zero. If a field pulled from another screen has yet to be entered it will be treated as a zero. All fields except the **Explanation/Justification of Above Numbers** field must be numeric and whole numbers. If there is data in **Other** there must be data in the **Explanation/Justification of Above Numbers**. If new numbers have been added, clicking the **Calculate Totals** button will re-calculate the **Total Not Needing Services**, **Net Workers Affected**, and the **Enrollment/Net Workers Affected**. To save the entries or modifications made to the screen, click the **Save** button. If no errors are found, the database will be updated and the user will be returned to the Event Menu. Clicking the **Cancel** button will ignore entries or modifications made to this screen and return you to the Event Menu. **Workers Affected (initial report)** is the Expected Layoffs number entered on the Basic Info. screen and **Workers Affected (layoff schedule)** is the Revised Layoff count on the Layoff schedule. **Est. Eligible for Services** is the Est. Eligible number entered on the Basic Info. screen. **Total Not Needing Service** is the number you just entered on this screen. **Net Workers Affected** is the difference between the Est. Eligible for Services and the Total Not Needing Service. **Enrollment/Net Workers Affected** is displayed as a percentage and are read only. If **Net Workers Affected** is zero, the Enrollment/Net Workers Affected calculation will not be performed and will display 0%.

# Survey and Services - Worker Needs Survey

IWDS Illinois Workforce Development System		Dislocation Event Tracking System	
<b>Menus</b> <a href="#">Staff Menu</a> <a href="#">Event Menu</a> <a href="#">Spell Check</a> <a href="#">Help</a> <a href="#">Find IDES Local Office</a> <a href="#">I'm Done: Log Off</a>		<b>Worker Needs Survey</b> Event #20040222L01 - M4 Main Office - LWA 02	
		<b>SURVEYS</b>	
		Form Distribution Date: <input type="text"/>	# Surveys Returned: <input type="text"/>
		# Surveys Distributed: <input type="text"/>	
		<b>WORKERS PLAN TO</b>	
		Look for Another Job: <input type="text"/>	Start Own Business: <input type="text"/>
		Retrain for Another Career: <input type="text"/>	Relocate out of Area: <input type="text"/>
		Plan to Retire: <input type="text"/>	Leave Work Force: <input type="text"/>
		Not Sure: <input type="text"/>	Other Plans: <input type="text"/>
		<b>RETRAINING CATEGORY</b>	
		Vocational Classroom: <input type="text"/>	GED: <input type="text"/>
		Basic/Remedial Education: <input type="text"/>	Academic: <input type="text"/>
		Entrepreneurial Training: <input type="text"/>	Other Retraining: <input type="text"/>
		Lit for Non-English Speaking: <input type="text"/>	On the Job Training: <input type="text"/>
		<b>BASIC READJUSTMENT CATEGORY</b>	
		Job/Career Counseling: <input type="text"/>	Child Care: <input type="text"/>
		Job Placement Assistance: <input type="text"/>	Resume Writing: <input type="text"/>
		Transportation Assistance: <input type="text"/>	Interviewing Skills: <input type="text"/>
		Labor Market Information: <input type="text"/>	Relocation Assistance: <input type="text"/>
		Personal/Stress Counseling: <input type="text"/>	Financial Counseling: <input type="text"/>
		Other Basic Readjustments: <input type="text"/>	
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

The **Worker Needs Survey** is required for all WARN events. If a quantity is entered in any field in any of the sub-sections then **Distribution Date**, **# Surveys Distributed** and **# Surveys Returned** must be entered. All fields except **Form Distribution Date** must be numeric, whole positive numbers. When you have completed entering your data, click on the **Save** button. When you save, the system will check for entry errors. If no errors are found, the data you entered will be saved. If errors are found, a message will appear. The **Cancel** button will ignore changes.

# Survey and Services - Customer Satisfaction Survey

The screenshot shows a web-based form titled "Customer Satisfaction" within the "Dislocation Event Tracking System". The system header includes the IWDS logo and "Illinois Workforce Development System". The event ID is "Event #20040222L01 - M4 Main Office - LWA 02".

**Menus:** Staff Menu, Event Menu

**Navigation:** Spell Check, Help, Find IDES Local Office, I'm Done: Log Off

**Needs Table:**

	Improvement	Fair	Good	Excellent
Your overall opinion of orientation				
The usefulness of handouts				
The presentation of the RRU Staff				
The presentation of the Local Dislocated Worker staff				
The presentation of the AFL-CIO staff				
The presentation of the IDES - Unemployment staff				
The length of the presentation				
The opportunity to ask questions				
The explanation on what to expect next				

**Staff Comments:**

Save Cancel

The Customer Satisfaction Survey is conducted after a pre/post layoff workshop. The **Customer Satisfaction** screen is where you record your survey results. Totals for each question in each category of satisfaction is entered. **Staff Comments** are entered if applicable. The screen can be updated as needed. All data entered must be positive whole numeric (except comments). Click on the **Save** button when you have completed your data entry. The system will check for entry errors. If no errors are found, data will be saved. If errors are found, a message will appear. The **Cancel** button will ignore changes.

**Readjustment  
Plan  
Information**

# Readjustment Plan - Detail

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

**Event Menu**  
Event #20040222L01 - M4 Main Office - LWA 02

**Menus**  
[Staff Menu](#)  
[Event Menu](#)  
[Spell Check](#)  
[Help](#)  
[Find IDES Local Office](#)  
[I'm Done: Log Off](#)

**Event Information**

- [Event Summary](#)
- [Basic Information](#)
- [Additional Information](#)
- [Event Documentation](#)
- [Phase Information](#)
- [Contacts](#)
- [Layoff Schedule](#)
- [Termination Benefits](#)
- [Peer Outreach](#)
- [Print Event Form](#)

**Surveys/Services**

- [Workers Not Needing Services](#)
- [Worker Needs Survey](#)
- [Customer Satisfaction Survey](#)

**Readjustment Plan Information**

- [Detail](#)
- [Summary](#)
- [Detail TAA](#)
- [Summary TAA](#)
- [Finance](#)

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There are five selections under the **Readjustment Plan Information** section: **Detail**, **Summary**, **Detail TAA**, **Summary TAA** and **Finance**.

**IWDS** Illinois Workforce Development System **Dislocation Event Tracking System**

**Readjustment Plan Detail**  
Event #20040222L01 - M4 Main Office - LWA 02

**Menus**  
[Staff Menu](#)  
[Event Menu](#)  
[Spell Check](#)  
[Help](#)  
[Find IDES Local Office](#)  
[I'm Done: Log Off](#)

Select Starting Program Year/Quarter Combination

Cancel

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If you click on the **Detail** link from the main event menu, the **Readjustment Plan Detail** screen will appear. This screen is used to select the starting program year/quarter combinations. You will only get this screen if the starting program year and quarter have not already been chosen. Click on the **Select Starting Program Year/Quarter Combination** button to begin adding your plan for services.

## Readjustment Plan - Detail

After you have clicked on the **Select Starting Program Year/Quarter Combination** button, the **Select Quarter Year** screen will appear. Now you can select the **Program Qtr** and the **Program Year** in which your plan for services will begin. After you make your selection, click on the **Save** button. Once you click on **Save**, this **cannot** be undone. If you have made an error in your selection, an IWDS Administrator would need to delete the plan so you can start a new plan in the system.

Quarter/Pgm. Year	PY Q1/2004	PY Q2/2004	PY Q3/2004	PY Q4/2004	Total
Total Registrants					0
Core Services					0
Intensive Services					0
Training Services					0
ITA's					0
Supportive Services					0
Needs Related Payments					0
Exiters					0
Entered Employment					0

Once you click the **Save** button from the **Select Quarter Year** screen, the **Readjustment Plan Detail** screen will appear starting with the quarter and the program year you selected. Now you can enter your plan for services numbers in the corresponding fields. **Total Registrants** must be less than or equal to the revised layoff number from the **Layoff Schedule** screen. Quarters are **not** cumulative. Each quarter represents the planned number of people to be served in that specific quarter for each specific category. The **Total** column will represent the sum of all the quarters. All entries must be numeric whole numbers. A total of 20 consecutive quarters or 5 years of information can be entered beginning with the first available quarter. You must click **Save** to save data ( 'Add Quarter' also saves data). LWIA staff can only update numbers for their own events. The **Delete** button is only visible to users with delete rights. Click on the **Add Quarter** button to add additional quarters.

## Dislocated Worker Emergency Assistance (1E) Application Event Plan for Services (EPS) and the DETS Readjustment Plan Detail

**Readjustment Plan Detail**

Event #

First Available:   
 Date Plan Added:   
 Plan Last Updated:

Added By:   
 Updated By:

Quarter/Pgm. Year	PY Q1/2008	PY Q2/2008	PY Q3/2008	PY Q4/2008	Total
Total Registrants	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Core Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Intensive Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Training Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
ITA's	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Supportive Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Needs Related Payments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Exitters	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Entered Employment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

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### I. Participants

**Participants (Carry Over)** - There is no corresponding field to enter this information in DETS.

**New Participants** - The number of new participants to be served listed in the Incremental (Inc) field on the EPS will be entered in each corresponding Incremental quarter under the DETS *Total Registrants* fields.

**Participants Exited** - The number of participants that have exited the program listed in the Incremental (Inc) field on the EPS will be entered in each corresponding Incremental quarter under the DETS *Exitters* fields.

### Total Participants

**Participants Co-Enrolled** - There is no corresponding field to enter this information in DETS.

**Participants Entering Employment** - The number of participants that have exited the program and entered employment listed in the Incremental (Inc) field on the EPS will be entered in each corresponding Incremental quarter under the DETS *Entered Employment* fields.

### II. Program Services

**Training Services** - The number of participants that are entering training listed for each quarter on the EPS will be entered in each corresponding Incremental quarter under the DETS *Training Services* fields.

**Support Services** - The number of participants that are receiving services such as Child Care, Transportation, and "Other" supportive services listed on each quarter on the EPS would be entered in each corresponding Incremental quarter under the DETS *Supportive Services* fields.

**Needs Related Payments** - The number of participants that are receiving Needs Related Payments listed on each quarter on the EPS will be entered in each corresponding Incremental quarter under the DETS *Needs Related Payments* fields.

**NOTE:** For the new 1E EPS the fields for Core Services, Intensive Services and ITAs will no longer be used on the DETS Readjustment Plan Detail screen on for recording participant information.

## Readjustment Plan - Detail

IWDS Illinois Workforce Development System <b>Dislocation Event Tracking System</b>	
<b>Menus</b> <a href="#">Staff Menu</a> <a href="#">Event Menu</a>	<b>Please fix the following before continuing:</b> Once a quarter is added, it cannot be deleted. Click 'Add Quarter' to continue, any other action cancels.
<a href="#">Spell Check</a> <a href="#">Help</a> <a href="#">Find IDES Local Office</a> <a href="#">I'm Done: Log Off</a>	<input type="button" value="Add Quarter"/> <input type="button" value="Cancel"/>
	Questions or Comments regarding this website? <a href="#">Email the System Administrator</a>
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Once you have clicked on the **Add Quarter** button, this is the screen you will see. If you wish to continue, click on the **Add Quarter** button. You will be returned to the **Readjustment Plan Detail** screen. The new quarter is displayed in the very far right column and is the quarter immediately following the most recent quarter that exists for the plan. All other quarters will be shifted over one to the left and the earliest quarter will drop off the page. If you wish to view quarters not visible on this screen, click the **View Quarter** button. Remember to click on the **Save** button once you have completed your data entry.

## Readjustment Plan - Summary

IWDS Illinois Workforce Development System Dislocation Event Tracking System

### Readjustment Plan Summary

Event #20040222L01 - M4 Main Office - LWA 02

\*Setup Date:

	Plan		Actual	
	Event Total	Thru	As Of 03/03/2004	Thru
Total Registrants	9		0	
Core Services	7		0	
Intensive Services	2		0	
Training Services	0		0	
ITA's	0		0	
Supportive Services	4		0	
Needs Related Payments	0		0	
Exiters	0		0	
Entered Employment	3		0	

Menus: [Staff Menu](#), [Event Menu](#)

[Spell Check](#), [Help](#), [Find IDES Local Office](#), [I'm Done: Log Off](#)

The **Readjustment Plan Summary** screen allows you to see plan vs. actual data for your DETS event. Enter a valid date in the **Setup Date** field and click the **Calculate** button. The **Plan** data is displayed in two columns. The first column displays the **Event Total** which includes the total of all the quarters entered on the **Readjustment Plan Detail** page. The second column is **Plan Thru**. What you see will be determined by the date you enter in the **Setup Date** field. **Actual** data is also displayed in two columns. The first column is **Actual As Of**. It will have actual information for the current date you are using the system. The second column displays the **Actual Thru** which is also determined by the date you enter in the **Setup Date** field.

IWDS Illinois Workforce Development System Dislocation Event Tracking System

### Readjustment Plan Summary

Event #20040222L01 - M4 Main Office - LWA 02

\*Setup Date:

	Plan		Actual	
	Event Total	Thru PY Q3/2003	As Of 03/03/2004	Thru PY Q3/2003
Total Registrants	9	0	0	0
Core Services	7	0	0	0
Intensive Services	2	0	0	0
Training Services	0	0	0	0
ITA's	0	0	0	0
Supportive Services	4	0	0	0
Needs Related Payments	0	0	0	0
Exiters	0	0	0	0
Entered Employment	3	0	0	0

Menus: [Staff Menu](#), [Event Menu](#)

[Spell Check](#), [Help](#), [Find IDES Local Office](#), [I'm Done: Log Off](#)

## Readjustment Plan Detail TAA

5 Workforce  
opment System

### Dislocation Event Tracking System

#### Readjustment Plan Detail TAA

Event :

Select Starting Federal Year/Quarter Combination

Cancel

---

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If you click on the **Detail TAA** link from the main event menu, the **Readjustment Plan Detail TAA** screen will appear. This screen is used to select the starting program year/quarter combinations. You will only get this screen if the starting program year and quarter have not already been chosen. Click on the **Select Starting Federal Year/Quarter Combination** button to begin adding your plan for services.

5 Workforce  
opment System

### Dislocation Event Tracking System

#### Select Quarter Year

\*Federal Fiscal Qtr:

\*Federal Fiscal Year:

Save Cancel

---

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After you have clicked on the **Select Starting Federal Year/Quarter Combination** button, the **Select Quarter Year** screen will appear. Now you can select the **Federal Fiscal Qtr** and the **Federal Fiscal Year** in which your plan for services will begin. After you make your selection, click on the **Save** button. Once you click on **Save**, this **cannot** be undone. If you have made an error in your selection, an IWDS Administrator would need to delete the plan so you can start a new plan in the system.

# Readjustment Plan Detail TAA

s Workforce  
opment System
Dislocation Event Tracking System

## Readjustment Plan Detail TAA

Event :

**First Available:** FFY Q2/2006

**Date Plan Added:** 08/05/2007

**Plan Last Updated:** 08/04/2008

**Added By:**

**Updated By:** [Janet Rosentreter](#)

Quarter/Fed. Fiscal Year	FFY Q1/2007	FFY Q2/2007	FFY Q3/2007	FFY Q4/2007	Total
<b>Total Customers</b>	1	865	0	0	866
<b>Training Services</b>	0	300	10	150	460
<b>Out-of-Area Job Search</b>	0	0	3	5	8
<b>Out-of-Area Relocation</b>	0	0	3	5	8
<b>Exiters</b>	0	0	0	0	0
<b>Entered Employment</b>	0	0	0	0	0

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Once you click the **Save** button from the **Select Quarter Year** screen, the **Readjustment Plan Detail TAA** screen will appear starting with the quarter and the Federal Fiscal year you selected. Now you can enter your plan for services numbers in the corresponding fields. **Total Customers** must be less than or equal to the revised layoff number from the **Layoff Schedule** screen. Quarters are **not** cumulative. Each quarter represents the planned number of people to be served in that specific quarter for each specific category. The **Total** column will represent the sum of all the quarters. All entries must be numeric whole numbers. A total of 20 consecutive quarters or 5 years of information can be entered beginning with the first available quarter. You must click **Save** to save data ( 'Add Quarter' also saves data). LWIA staff can only update numbers for their own events. The **Delete** button is only visible to users with delete rights. Click on the **Add Quarter** button to add additional quarters.

# Readjustment Plan Summary TAA

Workforce Development System <b>Dislocation Event Tracking System</b>				
<b>Readjustment Plan Summary TAA</b>				
Event:				
*Setup Date: <input type="text"/> <input type="button" value="Calculate"/>				
	Plan		Actual	
	Event Total	Thru	As Of 08/03/2008	Thru
Total Customers	866		874	
Training Services	460		550	
Out-of-Area Job Search	8		6	
Out-of-Area Relocation	8		0	
Exiters	0		200	
Entered Employment	0		183	

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The **Readjustment Plan Summary TAA** screen allows you to see plan vs. actual data for your DETS event. Enter a valid date in the **Setup Date** field and click the **Calculate** button. The **Plan** data is displayed in two columns. The first column displays the **Event Total** which includes the total of all the quarters entered on the **Readjustment Plan Detail TAA** page. The second column is **Plan Thru**. What you see will be determined by the date you enter is the **Setup Date** field. **Actual** data is also displayed in two columns. The first column is **Actual As Of**. It will have actual information for the current date you are using the system. The second column displays the **Actual Thru** which is also determined by the date you enter in the **Setup Date** field.

# Readjustment Plan - Finances

The screenshot shows the 'Readjustment Plan Finances' screen within the 'Illinois Workforce Development System Dislocation Event Tracking System'. The page title is 'Readjustment Plan Finances' with the event ID 'Event #20040222L01 - M4 Main Office - LWA 02'. On the left, there is a 'Menus' sidebar with links for 'Staff Menu', 'Event Menu', 'Spell Check', 'Help', 'Find IDES Local Office', and 'I'm Done: Log Off'. The main content area contains a list of checkboxes for various funding sources: WIA Title 1 Formula, Veterans Programs, National Emergency Grant, Trade, Union, Pell Grant, WIA Reserve Grant, NAFTA, and Employer. Below these are four 'Other-Specify' checkboxes, each followed by a text input field. At the bottom right, there are 'Save' and 'Cancel' buttons.

The **Readjustment Plan Finances** screen is used to document how the LWIA expects to fund services provided to dislocated workers. Check the appropriate box or boxes. If an appropriate option is not listed or you have additional sources of income, you can select **Other-Specify**. Each textbox has a limit of 100 characters.

***Closing A  
DETS  
Event***

# Closing a DETS Event

## Verifying if the Event should be Closed

You must first go to the Readjustment Plan and click on Summary. Put in today's date in the Set up Date field and click Calculate. Compare the total # of Registrants to the total number of Exiters on the Actual columns. If the event is at least 18 months old and has fewer than 5 active registrants then the event should be closed.

If you are serving Trade customers you must also go into the TAA Summary screen and put today's date in the Set Up Date field and click Calculate. Once again compare the total # of Registrants to the total number of Exiters on the Actual columns. If the event is at least 18 months old and has fewer than 5 active registrants then the event should be closed.

There must be fewer than 5 active registrants in both WIA and TAA before you can close the event. You must also check the Documentation screen and the Layoff Schedule to see if there has been any recent activity, such as additional workshops, more pending layoffs etc. If not you are good to go. If in doubt always consult your Rapid Response partners before taking any action.

## Closing the Event

To close the event you must first go to the Documentation screen and add a Completed record. In the notes section you state that you are closing the event because it meets the definition to close.

Then you go to the Basic Screen and under the Status field change it to Closed and click on the Save button.

If you have not completed other tasks within the DETS event – the IWDS system will tell you what info is missing. All information that is missing would have to be added before IWDS will allow you to close the event.

## Reopening a Closed DETS Event

A DETS event that has been closed can be opened back up again, if absolutely necessary, but you must have the "rights" or correct DETS "roles" to do so. You may need to consult with your system administrators to do this function. Go to the Basic Screen and under the Status field change it to Active and click on the Save button. Go back into Documentation and delete the "Completed" record. Your DETS event is now active again.