

CWDS Online Monitoring

Monitoring using the System of Record

August 15, 2024



CWDS Online Monitoring

Highlights of Past Topics and Functionality



Activity/ Email Message	Channel	Date(s)
CWDS 2.0 New LWDA Contact & LWDB Member Functionality and Details	Email	5/3/2024
LWDB Staff Readiness Call	Microsoft Teams	5/21/2024
Announcement for Virtual-Instructor-Led Trainings (vILT): LWDA Contact & LWDB Membership Functionality	Email	6/3/2024
Virtual-Instructor-Led Trainings (vILT): CWDS 2.0 LWDA Contact & LWDB Membership Functionality*	Microsoft Teams	6/18/2024; 6/20/2024
Announcement for CWDS 2.0 New LWDA Contact and LWDB Member Functionality Full Launch	Email	7/1/2024
1st Step LWDA Contact & LWDB Membership Functionality Post-Implementation Support Sessions (Office Hours)	Microsoft Teams	7/2/2024; 7/9/2024; 7/11/2024; 7/16/2024; 7/18/2024



CWDS Online Monitoring

Program Year Monitoring Highlight – Online Monitoring Access



Commonwealth Workforce Development System

Keywords

Frequently Asked Questions (FAQs) (78) **Documents (449)** Policy & Procedures (8)

Groups

- How-Tos (95) **New**
- Desk Guides & Training Materials (173) **New**
- Miscellaneous (100) **New****
- Forms & Reports (1)
- Financial (80) **New**

Miscellaneous

- > Work Opportunity Tax Credit (WOTC) **New**
- > Federal Bonding Program / Reentry Information / PA Pardon Guide **New**
- > All Users
- > All Staff Users **New**
- > Workforce Staff **New**
- ▼ Workforce CWDS Access Forms and Instructions **New**
 - CWDS B-User Access Agreement Form **New****
 - [CWDS CWOPA User Access Agreement Form **New**](#)
 - [CWDS User Management Guide - Login Issues Research and Resolution](#)
 - [CWDS Workforce Roles **New**](#)
 - [Instructions for CWDS User Agreement and Access Form](#)
- > New Hire Reporting Program Documents
- > OVR - Supported Employment **New**

Check all appropriate CWDS roles:

Role	Add	Role	Add
AP-AdHocReportMgr		LI-WF-Oversight-SupervisorCO	
AP-AdministratorLO		LI-WF-PrelimScreening	
AP-AdministratorLO-BWDP		LI-WF-RegisteredApprenticeship	
AP-CaseManager		LI-WF-RegisteredApprenticeshipDirector	
AP-CaseMgrTrain		LI-WF-RPTAlleghenySW005	
AP-EmployerAdmin		LI-WF-RPTBerksSE015	
AP-EventsAdmin		LI-WF-RPTBucksSE020	
AP-OnlineMonitoringAdminLO		LI-WF-RPTCentralPaCE175	
AP-PgmRefPOCMgr		LI-WF-RPTChesterSE030	
AP-ProgramAdmin		LI-WF-RPTDelawareSE035	
AP-ReadOnly		LI-WF-RPTLackawannaNE055	
AP-RptManager		LI-WF-RPTLancasterSE060	
AP-SrvcProviderAdminL1		LI-WF-RPTLeValleyLV070	
AP-SrvcProviderAdminL2		LI-WF-RPTLuSchuykillNE075	
AP-SupervisorLO		LI-WF-RPTMontgomerySE080	
AP-SupportRequestAdmin		LI-WF-RPTNorthCentralNC125	
AP-SystemSuperUser		LI-WF-RPTNorthernTierNT130	
AP-UserAdmin		LI-WF-RPTNorthWestNW170	
LI-PgrmReferralWorker		LI-WF-RPTPhiladelphiaSE090	
LI-WF-FinanceReadOnly		LI-WF-RPTPittsburghSW095	
		LI-WF-RPTPoconoNE135	
LI-WF-IncumbentWorker		LI-WF-RPTAllegheniesSA100	
LI-WF-LobbyManagement		LI-WF-RPTSouthcentralSC180	
LI-WF-LobbyManagement-ReadOnly		LI-WF-RPTSWCornerSW165	
LI-WF-OM-FiscalRiskManagement		LI-WF-RPTTri-CountySW110	
LI-WF-Oversight-MonitorCO		LI-WF-RPTWestCentralNW145	
LI-WF-Oversight-ReadOnly		LI-WF-RPTWestmoreFayetteSW045	
LI-WF-Oversight-ReviewerCO			

Restricted Roles	Add	Restricted Roles	Add
AP-AdministratorCO		AP-SystemSuperUser	
LI-WF-FinancialLO			



CWDS Online Monitoring

Program Year Monitoring Highlight – CWDS 2.0 Home Page



QUICK LINKS

Back To CWDS

View All Alerts

CASE MANAGEMENT

Participant Search

Service Authorization Search

Individual Services

BUSINESS SERVICES

Employer Search

Job Posting Search

Dislocation Dashboard

PROVIDER MANAGEMENT

Provider Search

Service Application Search

Participant Forms Search

Service Authorization Search

Provider Services

Contract Search

FINANCE

Addendum Search

Important Messages

When encountering problems with CWDS please DO NOT call the EBR Service Desk Support number. Send all requests to the appropriate resource account listed below:

PLEASE NOTE - THERE HAVE BEEN CHANGES TO SOME OF THE RESOURCE ACCOUNTS. THE UPDATED ACCOUNTS ARE LISTED BELOW:

East

ETPL Training Provider: RA-LIBWPO-ETPLEAST@pa.gov
Labor Exchange: RA-LIBWPO-LXEAST@pa.gov
RESEA: RA-LIBWPO-RESEAEAST@pa.gov
WIOA: RA-LIBWPO-WIOAEAST@pa.gov

West

ETPL Training Provider: RA-LIBWPO-ETPLWEST@pa.gov
Labor Exchange: RA-LIBWPO-LXWEST@pa.gov
RESEA: RA-LIBWPO-RESEAWEST@pa.gov
WIOA: RA-LIBWPO-WIOAWEST@pa.gov

Cost Allocation Reimbursable System: RA-LI-PACL-FINOP@pa.gov
Financial Management System: RA-LIBWDA-FISCALOPS@pa.gov
Foreign Labor Certification: RA-LIBWPO-FLC@pa.gov
Grants Services: RA-LI-BWDA-GS@pa.gov
Jobs for Veterans' State Grant: RA-LIBWPO-Vote@pa.gov

CHANGE OFFICE:

PA CAREERLINK LEHIGH VALLEY AT ALLENTOWN - WORKFORCE

CWDS Applications

Explore the future of CWDS through the New staff home page featuring a navigational hub for accessing the various "apps" of CWDS. Each "app" focuses on specific business functionality found within the system. Check out some additional benefits And features in this short video.



Case Management

View your caseload dashboard, perform all case management related tasks, search for cases Or participants And more.



Business Services

Manage employer relationships, review job postings, update employer profiles, contacts, and more.



Provider Management

Manage provider relationships, review service applications, update provider profiles, contacts, and more.



Administration

Access administration functions of CWDS - view staff profile and add electronic signature.



Reports

Run your standard And ad-hoc reports through SAP Business Objects.



Finance

Manage and maintain the Trade, Workforce (WIOA), CARS, and OVR Finance functions.



Apprenticeship and Training Office (ATO)

Manage and maintain the ATO functions.



LWDB Monitoring

Manage LWDB monitoring requirements and view reports.



CWDS Online Monitoring

Program Year Monitoring Highlight - Dashboard



LWDB MONITORING

Dashboard

Monitoring Activities >

Board Members & Contacts Search

Manage Meetings

LWDB Monitoring Dashboard

Assigned Monitors

Primary Monitor

Name: Melanie Erb
Phone: (717) 783-0135
Email: cwds.test@gmail.com

Secondary Monitor

Name: Antonio Morales
Phone: (717) 836-3044
Email: cwds.test@gmail.com

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Monitoring Activities [view all](#)

PY24 - Sunshine Act Review

Status: In Progress **Due Date:** 06/28/2024
Created By: Erb, Melanie **Release Date:** 06/25/2024

Page 1 of 1

Extension Requests - Decisions

There are no Extension Requests

Monitoring Results - Preliminary

There are no Preliminary Monitoring Results

Monitoring Results - Final

There are no Final Monitoring Results

Monitoring Results - Responses

There are no Response Monitoring Results



CWDS Online Monitoring

Program Year Monitoring Highlights – Monitoring Tool



LWDB MONITORING

Dashboard

Monitoring Activities

Activities Search

Plans Search

Board Members & Contacts Search

Manage Meetings

Questions

Documents

Extensions

Results

QUESTION	CITATION	RESPONSE	EXPLANATION	ACTIONS
To Workforce Development Board Directors, LWDA Fiscal Agent Functionaries, and LWDB Monitors*: In accordance with its established monitoring plan, BWDA Oversight Services will be conducting its program year (PY) 2023 review of LWDA policies and agreements enhanced desk monitoring review to determine compliance with WIOA, the Uniform Administrative Guidance, and L&I's Financial Management Policy and its attached guide. Local Policies and Agreements: Local boards are required to submit the following documentation: view less		N/A	I have added all the requested documents	

BACK



CWDS Online Monitoring

Program Year Monitoring Highlights – Monitoring Tool



LWDB MONITORING

Dashboard

Monitoring Activities ▾

Activities Search

Plans Search

Board Members & Contacts Search

Manage Meetings

Questions Documents Extensions Results

Document Request: 5. MOU/Operating Budget

Description of Document Request

A copy of the latest executed MOU/Operating Budget and any modifications.

UPLOAD DATE	FILE NAME / URL	UPLOADED BY	DESCRIPTION	ACTIONS
06/26/2024	Copy of CWDS WIOA Service Codes as of 02 29 2024.xlsx	XUAT Twenty one H, WF	test of Excel doc	
06/26/2024	BWDA Oversight Dashboard.pdf	XUAT Twenty one H, WF	descriptions needs to be manually added after upload by using the Edit icon under Actions	
06/26/2024	BWDA Managing References.pdf	XUAT Twenty one H, WF		
06/26/2024	BWDA Local Workforce Development Board Monitoring.pdf	XUAT Twenty one H, WF		
06/26/2024	BWDA Managing Plans.pdf	XUAT Twenty one H, WF		



CWDS Online Monitoring

Program Year Monitoring Highlights – Monitoring Tool



LWDB MONITORING

Dashboard

Monitoring Activities

Activities Search

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Board Members & Contacts Search

Manage Meetings

test

Questions

Documents

Extensions

Results

A decision on pending extension request can be made on or before the due date.

REQUEST

REQUESTED DAYS

GRANTED DAYS

STATUS

RESPONSE



There are no extensions

BACK



CWDS Online Monitoring

Program Year Monitoring Highlights – Monitoring Tool



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test

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Results

▼ Concern:Concern

OBSERVATION

Policy needs to be updated

REQUIRED ACTION

Update local policy.

CITATION

-

CREATED BY

DATE CREATED

COMMUNICATION TYPE

DESCRIPTION



There are no communications

ADD COMMUNICATION

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CWDS Online Monitoring

Program Year Monitoring Highlights – Monitoring Tool



LWDB MONITORING

Dashboard

Monitoring Activities

Activities Search

Plans Search

Board Members & Contacts Search

Manage Meetings

Activities Search

Activity Name, Plan Name



STATUS

Pending Review (1)
Submitted (1)

View More

PLAN NAME

BWDA Presentation (2)

View More

OUTSTANDING RESULTS

No (1)
Yes (1)

View More

EXTENSION REQUEST

SORT BY: Due Date



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Pending Review

PY24 - Sunshine Act Review

Plan Name: BWDA Presentation | Plan Status: In Progress | Due Date: 06/28/2024 | Extension Request: Not Applicable
| Outstanding Results: No

Submitted

PY24 Policies and Agreement - Document Ask

Plan Name: BWDA Presentation | Plan Status: In Progress | Due Date: 06/28/2024 | Extension Request: Not Applicable
| Outstanding Results: Yes

SORT BY: Due Date



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CWDS Online Monitoring

Program Year Monitoring Highlights – Monitoring Tool



LWDB MONITORING

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Plan Name



STATUS

In Progress (1)

View More

ACTIVITY

PY24 - Sunshine Act Review (1)

PY24 Policies and Agreement - Document Ask (1)

View More

START DATE

06/25/2024



to

08/08/2024



APPLY

SORT BY: Plan Start Date



1-1 of 1



In Progress

BWDA Presentation

Activity: PY24 - Sunshine Act Review, PY24 Policies and Agreement - Document Ask | Start Date: 06/25/2024 | End Date: 06/28/2024



SORT BY: Plan Start Date



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CWDS Online Monitoring

Technical Assistance Plan



Activity/ Email Message	Channel	Date(s)
Virtual-Instructor-Led Trainings (vILT): CWDS Online Program Year and LWDB Recertification Monitoring Functionality, PART I*	Microsoft Teams	8/20/2024; 8/22/2024
Announcement for CWDS 2.0 New Program Year and LWDB Recertification Monitoring Functionality Full Launch	Email	10/1/2024
CWDS New Online Program Year and LWDB Recertification Monitoring Functionality Statewide Launch		10/1/2024
CWDS Online Program Year and LWDB Recertification Monitoring Functionality Post-Implementation Support Sessions (Office Hours)	Microsoft Teams	10/8/2024; 10/10/2024
Virtual-Instructor-Led Trainings (vILT): CWDS Online Program Year and LWDB Recertification Monitoring Functionality, PART II*	Microsoft Teams	10/22/2024; 10/24/2024
Announcement of available Job Aides	Email	TBD





Thank you!



Oversight Services



717.787.6352



RA-LI-BWDA-OS@pa.gov



<https://www.dli.pa.gov>

