


Date: July 1, 2008

To: Youth Opportunity Center
WIA Youth Subcontractors

From: Bryan S. Rogers 
WIB Executive Director

Subject: **POLICY MEMORANDUM: WDB-25
MANAGEMENT INFORMATION SYSTEM DATA REPORTING
FOR WIA YOUTH PROGRAMS**

EFFECTIVE DATE

This policy is effective upon date of issue.

PURPOSE

The purpose of this policy is to provide Youth Opportunity Center (YOC) staff and Workforce Investment Act (WIA) Youth Subcontractors guidance for the submission of WIA Management Information System (MIS) data. This policy aims to enhance the accuracy and timeliness associated with submission and reporting of WIA customer activity and outcomes reported through the State's Job Training Automation (JTA) system.

POLICIES AND PROCEDURES

The process tools and, where applicable, timeframes provided below will be used by YOC staff and WIA Youth Subcontractors to facilitate the submittal of accurate and timely JTA data.

ELIGIBILITY FLOW

1. Subcontractor is responsible for assessing youth's suitability and for youth's initial eligibility by collecting documents and necessary information.
2. After reviewing the youth's application and eligibility documents, Subcontractor must submit the whole eligibility file to YOC Program Specialist. Program Specialist must review the file to ensure proper suitability before submitting to MIS Staff for final eligibility determination. The following forms and documents must be accurately completed and/or submitted:
 - a) Information Release Form
 - b) Equal Opportunity is the Law Form
 - c) Economic Eligibility Criteria Form
 - d) Customer Statement (when applicable)
 - e) WIA Application
 - f) Birthdate/Age (e.g. Birth Certificate, school ID with date of birth, etc.)



- g) Right-to-Work Documentation (I-9)
 - h) SSN Verification (social security card)
 - i) Income Documentation (e.g. Copies of pay stubs, public assistance verification, etc.)
 - j) Barrier Documentation (e.g. assessment and customer statement)
 - k) Youth Academy Project Application
 - l) Medical Consent and Alternate Contact Form
 - m) Suitability Interview Form
3. Subcontractor must submit to the YOC Program Specialist applications completed by youth who the subcontractor determine not eligible and/or suitable for the Youth Academy Project. Subcontractor should provide referrals to youth to other community services and provide YOC Program Specialist with information on why youth was not determined eligible or suitable.
 4. MIS Staff will be the final reviewer of the participant eligibility files. The final reviewer shall forward a copy of the eligibility file to the YOC Program Specialist indicating the eligibility status of the file. YOC Program Specialist will then forward to Subcontractor only when eligible and ready for enrollment.

MIS PAPERWORK FLOW

The WIA MIS paperwork flow outlines the specific JTA System and Youth Opportunity Center (YOC) forms used to support our data reporting and submission processes. In addition, these processes identify personnel responsible for completion and review of forms.

As an overview, the attached Flowchart requires the following:

- Designated Subcontractor Program Staff or Case Manager to complete the forms specified
- Subcontractor Project Managers to review each form for accuracy and impact on performance measures prior to submittal to YOC Program Specialist
- Project Managers to review each file recommended for exit to ensure that all program, performance, and fiscal concerns have been reviewed or resolved.
- MIS Staff to review each form for accuracy prior to entry into JTA
- MIS forms for a prior month will generally be submitted by the 10th day of the following month
- If MIS Staff has an unresolved concern regarding data, the form will be returned for clarification. Forms that are returned will be forwarded to the applicable Project Manager with a note indicating the reason(s) the form is being returned

The Flowchart may be amended as the need arises.

ROSTERS

On a monthly basis, the MIS Coordinator via data extracted from JTA will prepare rosters that will be distributed to Subcontractors and YOC Program Specialist. Subcontractor and YOC Program Specialist will be responsible for reviewing applicable rosters to ensure data is consistent with the JTA information submitted to YOC.

PARTICIPANT FILE MAINTENANCE

Upon receipt of copies of MIS forms or JTA printouts, Subcontractor should discard existing copies, and file the current forms or printouts provided by the YOC Program Specialist/MIS Staff.

Subcontractor Project Managers are responsible for ensuring that these regulations are followed

REFERENCES

Job Training Automation System Client Forms Handbook

ADDITIONAL INFORMATION

Should you have any questions regarding this Policy Memorandum, please contact Dawn Swann at 562.570.3736 or TTY 562.570.4629.

Thank you.

BSR:mh

WIA MIS YOUTH PAPERWORK FLOW (Effective 7/08)

NEW ENROLLMENT

NEW YOUTH TEST SCORES



Subcontractor:

- receives certified application from the YOC Program Specialist
- creates new Enrollment, and Test Score Form (if applicable)
- makes a copy for their file
- submits original form(s) to their Project Manager

PROJECT MANAGER REVIEW



Subcontractor Project Manager:

- reviews form(s) for accuracy and impact on performance measures
- submits approved form(s) to YOC Program Specialist
- YOC Program Specialist reviews and submits forms to MIS Coordinator

JTA DATA ENTRY



MIS Staff:

- reviews form(s) for accuracy
- enters data into JTA
- provides copies of the and JTA Enrollment and Youth Test Scores Form (if applicable)

UPDATED ENROLLMENT

UPDATED YOUTH TEST SCORE(S)



Subcontractor :

- updates the Enrollment, and Youth Test Scores Form (if applicable)
- makes a copy for their file
- submits original form(s) to their Project Manager

PROJECT MANAGER REVIEW



Subcontractor Project Manager:

- reviews form(s) for accuracy and impact on performance measures
- submits approved form(s) to YOC Program Specialist
- YOC Program Specialist reviews and submits forms to MIS Coordinator

JTA DATA ENTRY



MIS Staff:

- reviews form(s) for accuracy
- enters data into JTA
- provides copies JTA Enrollment

EXIT

FINAL ENROLLMENT

FINAL YOUTH TEST SCORES



Subcontractor :

- completes Exit form, final Enrollment and Test Scores Form (if applicable)
- makes a copy for their file
- submits original forms to their Project Manager

PROJECT MANAGER REVIEW



- Subcontractor Project Manager:
- reviews forms for accuracy and impact in performance measures
 - reviews participant file for program and fiscal concerns
 - submits approved form(s) to YOC Program Specialist
 - YOC Program Specialist reviews and submits forms to MIS Coordinator

JTA DATA ENTRY



- MIS Staff Coordinator::
- reviews forms for accuracy
 - enters data into JTA
 - provides copies JTA Enrollment , , Youth Test Scores (if applicable) and Exit forms

**FOLLOW-UP (POST EXIT)
1ST, 2ND & 3RD QUARTER**



- Subcontractor :
- completes 1st , 2nd & 3rd quarter Follow-up forms at applicable intervals (Oct., Jan., Apr., Jul.)
 - makes a copy for their file
 - submits original form to their Project Manager

PROJECT MANAGER REVIEW



- Subcontractor Project Manager:
- reviews form for accuracy and impact on performance measures
 - submits approved form(s) to YOC Program Specialist
 - YOC Program Specialist reviews and submits forms to MIS Coordinator

JTA DATA ENTRY



- MIS Staff:
- reviews form for accuracy
 - enters data into JTA
 - provides copies JTA Follow-up form

**FOLLOW-UP (POST EXIT)
4th QUARTER &
FINAL EXIT**



- Subcontractor :
- completes 4th Follow-up form at applicable interval (Oct., Jan., Apr., Jul.)
 - completes final Exit form- adding end dates to post exit services
 - makes a copy for their file
 - submits original form(s) to their Project Manager

PROJECT MANAGER REVIEW



- Subcontractor Project Manager:
- reviews form(s) for accuracy
 - submits approved form(s) to YOC Program Specialist
 - YOC Program Specialist reviews and submits forms to MIS Coordinator

JTA DATA ENTRY



- MIS Staff:
- reviews form(s) for accuracy
 - enters data into JTA
 - provides copies of the JTA Follow-up and Exit form