

Director's Report

July 24, 2019

- Data Management System conversion issues:
 - Eligible Training Provider List
 - Credential Attainment
 - Measurable Skills Gain data entry
 - Activity conversion
 - Individual Employment Plan/Service Strategy—Goals and Objectives
 - Appropriateness Screen Information
 - Signatures on documents
- PY18 Monitoring Report and Response
- DREP (Flood Grant) Update
 - Application submitted June 26, 2019
 - Feedback was received on June 28, 2019. No regions received approval for funding and all regions received feedback and request for resubmission.
 - Application resubmitted on July 12, 2019.
 - Budget Amount Requested: \$1,749,690
 - Anticipated Number of DREP Participants: 114

Monitoring Report

Summary

Region	CEO Chair	Local WDB Chair	Title I Director
13	Randy Hickey	Sarah Bradley	Kaylene Page
Files Reviewed			
Brenda Cave- Adult	Joshua Haley- Adult	William Wepler- DW	Kimberly Prudhome - Youth
Mary Grote- Adult	LoriSue Points- DW	Zachary Watkins- DW	Andrew Hubbard - Youth
Date of Monitoring	Findings	Response Due	
May 23, 2019	2	June 28, 2019	

Strengths

Participant Progress

Career planners did a good job with actively reaching out, maintaining contact with, and attempting to engage participants.

Areas of Concern

Youth Follow Up

Youth follow up service were not entered although case notes indicate contacts with the participant were happening.

Finding #1

Finding

There is no documentation in case notes of the objective assessment.

Legal Reference

Policy 50.4.7 Objective Assessment

The assessment process must utilize generally accepted methodologies and instruments to collect information on each of the following factors for each participant: Family situation, Work history, Education, Basic literacy skills, Occupational skills, Work readiness skills, Interests and aptitudes, Attitude and motivation, Financial resources, Basic needs, and Review of strengths.

The results of the objective assessment and instruments and how the results are used to develop the Individual Service Strategy must be documented in the data management system with copies of test results in the participant case file.

Participant Name	Last 4 SSN	Program
Lorisue Points	1889	Dislocated Worker

Corrective Action

Provide documentation in case notes of the objective assessment.

Region Response

Corrective Action Plan

To include date completed/implemented

Region 13 Response:

Objective assessment results are documented in the IWorks data management system. The results of this activity are noted in the Appropriateness Screen. Additionally, this participant completed the NCRC assessment and results were input in the IWorks data management system, as well as a copy of the results are available in the participant case file. This documentation was not requested for review. All information required for objective assessment was completed and documented in the data management system. No further documentation is required.

IWD Acknowledgment

Monitoring Report

Resolution

To include acceptance of or follow-up to corrective action plan

Finding #2

Finding

There is no documentation in case notes of the guidance and counseling provided.

Legal Reference

Policy 30.11.1 Basic Career Services - Guidance and Counseling

Case notes must identify the specific purpose of Guidance and Counseling. They must also document progress in achieving the specific planned outcome.

Participant Name	Last 4 SSN	Program
LoriSue Points	1889	Dislocated Worker
Mary Grote	0035	Adult
Joshua Haley	5812	Adult

Corrective Action

LoriSue Points: Document guidance and counseling in case notes, to include when it was provided, the purpose, and the guidance and counseling provided.

Mary Grote: No corrective action. This participant has exited from the program.

Joshua Haley: No corrective action. This participant has exited from the program.

Region Response

Corrective Action Plan

To include date completed/implemented

Region 13 Response:

The guidance and counseling purpose and dates of service are provided in the IWorks data management system on the Employment Plan as a task under this activity. Additionally, the results from the purpose of this activity are noted in the Appropriateness Screen. All information required for guidance and counseling was completed and documented in the data management system. No further documentation is required.

Corrective Action Plan:

Training on the utilization of the guidance and counseling activity will be held with all Career Planners scheduled for 7/2/19. This training will include a review of the purpose of the activity as well as documentation expectations and best practices.

Corrective Action Plan implemented on 6/24/19 to be complete 7/2/19.

IWD Acknowledgment

Resolution

To include acceptance of or follow-up to corrective action