

WIOA ADULT
NJCOS DATA ENTRY AND CLIENT FILE REVIEW TOOL

NJCOS ID: _____

LWIB: _____

Client's Name: _____

Provider: _____

Client's Sex: _____

Case Mgr: _____

NJCOS Reviewer Initials/Date: _____

File Reviewer Initials/Date: _____

Key to References: First number is the WIASRD Reference and second number is the data element validation required fields; TEGL-Training and Employment Guidance Letters and § are from the regulations; WIOA SCP Section 1 for Adults/Dislocated Workers are not referenced on this document, but should be used for references, as required during the review.

(*=Source Docs in file required by DEV)

DATA ELEMENT	REFERENCE	NJCOS REVIEW	FILE REVIEW
CUSTOMER DETAIL MODULE			
General Information Tab/Required Forms			
Date of birth	102/3	____-____-____	*Match NJCOS? Yes No
E.O. Is The Law in file?	29 CFR Pt 37		Yes No
Grievance Policy in file?	§667.600		Yes No
Auth To Release Info in file?	1974 Privacy Act		Yes No
Right To Work Document in file and signed by appropriate parties?			Yes No
Work History Tab			
Current job, if applicable and previous jobs listed?		Yes No N/A	
Comments Tab/Print Out Comments and attach to Instrument			
Are regular contacts documented?		Yes No	
Is there duplication of services indicated? If yes, contact WISS Supervisor		Yes No	
Any gap in service greater than 90 days?		Yes No	
Customer/Customer Detail – Sector Information			
If Client enrolled in WIOA sponsored Training after July 1, 2015 for WC, is Sector Information Tab in use? List amount & service	340/74	Yes No N/A _____ _____ _____	
Do contract amount(s) match comments or file content?		Yes No N/A	Yes No N/A
Do Sector Lists selection match NAICS selection?		Yes No N/A	

DATA ELEMENT	REFERENCE	NJCOS REVIEW	FILE REVIEW
SERVICES MODULE - WIOA			
Services Tab/Service History/WIOA Enrollment/Detail			
WIOA enrollment date	302/34	____ - ____ - ____	Match NJCOS? Yes No
Eligibility Income Status (Circle one)	119-121/ 20-22	Low Income TANF – Needy Family SNAP – Food Stamps Other Public Assistance Low Income Priority Income 70% LLSIL Homeless Offender	*Match NJCOS? Yes No Within federal standards? Yes No Proof in file? Yes No
Employment status at enrollment (circle one)	115/16	Employed Employed-Received notice Underemployed Not Employed	Match NJCOS? Yes No
Disability Status (Circle one)	104	Disabled Not Disabled Not Disclosed	Match NJCOS? Yes No
Eligible Veteran?	111-114/12	Yes No	*DD214 in file? Yes No
Selective Service Eligible? (Males born after 12/31/59) Unregistered individuals must have determination that noncompliance was not willful included in file	TEGL 11-11 Chg 1,2	Yes No List # _____	Proof of Registration? Yes No N/A # Match NJCOS? Yes No Documentation of noncompliance Yes No N/A
Educational level at enrollment (Circle one)		Grade ____ 12 Grade no diploma GED 12 Grade-H.S.Grad Other _____	Match NJCOS? Yes No
School status at enrollment (Circle one)		In-school, H.S or less In-school, Alternative School In-school, Post H.S. Not attend school, H.S. dropout Not attend school, H.S. Grad	*Match NJCOS? Yes No
Was client assisted with an application for PELL or other grant services? If yes, was reimbursement addressed?	663-320	Yes No N/A Yes No N/A	Match NJCOS? Yes No N/A Yes No N/A
Documented by case notes?		Yes No N/A	Match NJCOS? Yes No N/A
Concurrent enrollment?	§681.430	Yes No N/A	Comments or other documentation in the file? Yes No N/A

DATA ELEMENT	REFERENCE	NJCOS REVIEW	FILE REVIEW
Services Tab/Services			
Does Client have an IEP?		Yes No	Yes No
Date of first basic career service		____-____-____	*Match NJCOS? Yes No
Type of service	§680.220	Initial Assessment Job Search/Placement	
Are actual end dates entered appropriately? (If no, report to Boards to enter end dates)		Yes No N/A	
Individualized career services	§680.220	Yes No N/A	Match NJCOS? Yes No N/A
Date of first career service	334/68	____-____-____	*Match NJCOS? Yes No N/A
Are actual end dates entered appropriately? (If no, report to Boards to enter the end date)		Yes No N/A	
Training service date(s)	335/69	Yes No N/A List Training Services Dates ____-____-____ ____-____-____	*Match NJCOS? Yes No N/A
Was the participant given an interview, assessed or evaluated for training services?		Yes No N/A	Match NJCOS? Yes No N/A
Training for demand occupation?	§680.200-230		Comments or other documentation in file? Yes No N/A
Training attendance progress and completion documented?	336/70	Yes No N/A	Match NJCOS? Yes No N/A (Diplomas, certificates and other documents must be in client files)
Are actual end dates entered appropriately? (If no, report to the Boards to enter the actual end dates)		Yes No N/A	
Is training provider on the WIOA ETPL for that period?	§680.400-410	Yes No N/A Name of provider:_____	
Services Tab/Services			
On the Job Training/WEX/Transitional Jobs/Registered Apprenticeships/Internships			
Placed in OJT/WEX/RA/Internship (If "No", DO NOT complete section) Circle one	340/74 §680.170 §681.600	Yes No N/A	
Fully executed contract with all required elements in file?	§680.170 §681.600		*Document in file Yes No N/A
Job description/training outlined in contract in file?	§680.170 §681.600		Yes No N/A
Progress reports in file?			Yes No N/A
Time sheets in file?			Yes No N/A
Do invoice(s) dates/hours match time sheets in file?			Yes No N/A

DATA ELEMENT	REFERENCE	NJCOS REVIEW	FILE REVIEW
OJT-up to 75% of wage reimbursed? (or waiver allowable amount-see local policy)	TEGL 3-15		Yes No N/A
Start Date of OJT End Date of OJT	336/70	____-____-____ ____-____-____ N/A	Match NJCOS? Yes No N/A
Post OJT employment status documented? Including wages?		Yes No N/A Yes No N/A	Yes No N/A Yes No N/A
Was the participant in a transitional job?	§680.830-840	Yes No N/A	
Was the transitional job documented in comments?		Yes No N/A	
Was the hold button in NJCOS used/documentated by case notes?		Yes No N/A	Match NJCOS? Yes No N/A
Services Tab/Services Supportive			
Were support services received? List types and amounts:	§663.805	Yes No N/A	Match NJCOS? Yes No
Support service related comments included in NJCOS file?		Yes No N/A If Yes, attach highlighted NJCOS comments	Yes No N/A
Are <i>all</i> support services receipts in client file?			Yes No N/A Match NJCOS comments? Yes No N/A
Service History/Eligibility (Print out list of services and attach to instrument)			
Enrollments Tab			
System-generated exit? (Exit reason should state "exited after 90 days") If not, contact WISS Auto Team		Yes No N/A	
Program Exit Date		____-____-____ N/A	*Match NJCOS? Yes No N/A
If yes, were Follow-Up services entered to Service Tab/Services.		Yes No N/A	Comments in file? Yes No N/A
Were Follow up Services documented in comments for a year? If not, is reason given for no further contact?			Yes No Reason _____ Yes No
Eligible exclusion at exit or three following quarters after exiting?	TEGL 17-05 page 23	Yes No N/A	*Match NJCOS? Yes No N/A

