

WIOA YOUTH
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			
DOB/Age at enrollment	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
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/Achievement Objective Tab			
Goal(s) justified? Type of Goal - Circle Applicable (will be updated once final rule is published)		Yes No 1. Basic Skills 2. Work Readiness 3. Occupational Skills 4. Other	ISS or CGC Match NJCOS? Yes No Goal Attainment Status Yes No Actual end dates ended Yes No Goal Attainment Status Yes No Actual end dates ended Yes No Goal Attainment Status Yes No Actual end dates ended Yes No
Services Tab/Service History/WIOA Enrollment/Detail			
WIOA enrollment date	302/34	____-____-____	*Match NJCOS? Yes No
Eligibility Status (circle one)	119-121/ 20-22	Low Income TANF SNAP (Food Stamps) Other Public Assistance Local Priority Low Income Priority High Poverty Area Physical/Mental Disability Free or reduced school lunch	Match NJCOS? Yes No Proof in file? Yes No
Employment status at enrollment (Circle one)	115/16	Employed Not employed	*Match NJCOS? Yes No
Disability Status (circle one)	104	Disabled Not Disabled Not Disclosed	Match NJCOS? Yes No
Eligible Veteran? (Older Youth Only)	111-114/12	Yes No	*DD214 in file? Yes No
Selective Service Eligible? (Males born after 12/31/59 and youth must register within 30 days of 18 th birthday) Unregistered individuals must have determination that noncompliance was not willful included in file	TEGL 11-11 Chg 1,2	Yes No N/A List # _____	Proof of Registration? Yes No N/A 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

DATA ELEMENT	REFERENCE	NJCOS REVIEW	FILE REVIEW
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
Concurrent enrollment?	§681.430	Yes No N/A	Comments or other documentation in the file? Yes No
Employment (Assesses employability, occupational skills, prior work experience) Eligibility category for youth			
Youth needing additional assistance? (per Board policy)	§681.210(c)(3) §681.290	Yes No	*Match NJCOS? Yes No
Serious barriers to employment?	§681.210 §681.290	Yes No	*Match NJCOS? Yes No
Education (Assesses basic skills deficiency, development needs, interests/aptitudes) Eligibility category for youth			
Basic skills deficient?	§681.210 §681.290 130/31	Yes No	*Match NJCOS? Yes No
English language learner?	§681.290	Yes No	*Match NJCOS? Yes No
Youth below appropriate grade level?	§681.210 §681.290	Yes No	*Match NJCOS? Yes No
Individual with a disability?	§681.210 §681.290	Yes No	*Match NJCOS? Yes No
School drop out?	§681.210 §681.290	Yes No	*Match NJCOS? Yes No
Family (Eligibility category for youth and assesses support services needs)			
Pregnant/Parenting	127/28 §681.210 §681.290	Yes No	*Match NJCOS? Yes No
Legal (Eligibility category for youth)			
Offender? (Eligibility category for youth services)	126/27	Yes No	*Match NJCOS? Yes No
Housing (Eligibility category for youth)			
YY- Current housing issues? (Homeless, runaway or foster child)	125/26	Yes No	*Match NJCOS? Yes No
Services Tab/Services			
1 st date of Youth Service		____-____-____	*Match NJCOS? Yes No
For all services listed, are actual end dates entered appropriately? (If no, report to Boards to enter end dates)		Yes No N/A	
“Individual Service Strategy” provided?	§664.405	Yes No	

Were the following Youth Program Elements:	Addressed?	Referred out?	Follow up or follow through for 12 months?	Match NJCOS?
Tutoring, study skills training, instruction, dropout prevention leading to completion of secondary school	Yes No	Yes No	Yes No N/A	Yes No N/A
Alternative secondary school services	Yes No	Yes No	Yes No N/A	Yes No N/A
Paid and unpaid work experiences that have academic and occupational education components	Yes No	Yes No	Yes No N/A	Yes No N/A
Occupational Skills Training	Yes No	Yes No	Yes No N/A	Yes No N/A
Workforce preparation activities and training for a specific occupation	Yes No	Yes No	Yes No N/A	Yes No N/A
Leadership development opportunities	Yes No	Yes No	Yes No N/A	Yes No N/A
Adult mentoring for 12 months	Yes No	Yes No	Yes No N/A	Yes No N/A
Comprehensive guidance & counseling, may include drug & alcohol abuse counseling and referral	Yes No	Yes No	Yes No N/A	Yes No N/A
Financial literacy education	Yes No	Yes No	Yes No N/A	Yes No N/A
Entrepreneurial skills training	Yes No	Yes No	Yes No N/A	Yes No N/A
Labor market info, career counseling, career exploration	Yes No	Yes No	Yes No N/A	Yes No N/A
Activities that prepare for transition to postsecondary education & training	Yes No	Yes No	Yes No N/A	Yes No N/A
Education concurrent with workforce preparation activities and training for a specific occupation or occupational cluster	Yes No	Yes No	Yes No N/A	Yes No N/A
Follow up services not less than 12 months after completion of participation	Yes No	Yes No	Yes No N/A	Yes No N/A

DATA ELEMENT	REFERENCE	NJCOS REVIEW	FILE REVIEW
Were support services provided? List amounts and services:	328/62	Yes No N/A	Match NJCOS? Yes No
Support Services related comments included in NJCOS file?		Yes No N/A If yes, attach highlighted NJCOS comments	Match NJCOS? Yes No
Are all support service receipts in client file?			Match NJCOS Comments Yes No N/A
Were incentive payments received and documented?		Yes No N/A	Match NJCOS Comments Yes No N/A
Training service date(s): Start: End:	335/69	____-____-____ ____-____-____	Match NJCOS? Yes No N/A
Training for demand occupation and type of training?	§663.310		Comments or other documentation in file? Yes No
Training attendance and completion documented? (Diplomas, certificates and other documents must be in client files)	336/70	Yes No N/A	Match NJCOS? Yes No

DATA ELEMENT	REFERENCE	NJCOS REVIEW	FILE REVIEW
Are actual end dates entered appropriately? (If no, report to the Boards to enter the actual end dates)	§663.505	Yes No N/A Name of Provider:_____	
Occupational Skills Training: Is the training provider on ETPL for that period?		Yes No N/A Name of provider:_____	
Services Tab/Services Work Experience (WEX/OJT if applicable)			
Placed in OJT/WEX (Circle one) (If "No", DO NOT complete OJT/WEX section)	340/74 §681.700	Yes No N/A	
Fully executed contract with all required elements in file?	§663.700		Yes No N/A
Job description/training outlined in contract in file?	§663.700		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
OJT-Only 50% of wage reimbursed? (or waiver allowable amount)	§663.710		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?		Yes No N/A	Yes No
Enrollments Tab			
System-generated exit? (Exit reason should state "exited after 90 days")If no, review with WISS Auto team		Yes No N/A	
Program Exit Date		____-____-____	*Match NJCOS? Yes No N/A
Eligible 3 rd quarter exclusion? If yes, what type and is it one of the allowable exclusions? (Comments)	TEGL 17-05 page 23	Yes No N/A	*Match NJCOS? Yes No N/A

DATA ELEMENT	REFERENCE	NJCOS REVIEW	FILE REVIEW
Outcomes Tab (Check WIOA Youth 14-21 Button. Select Common Measures)			
School Status at exit (Must be the same or higher than school status at date of enrollment – page 2) Circle one		In school, H.S. or less In school, Alternative school In school, post H.S. Not attending school, H.S. dropout Not attending school, H.S. graduated	Match NJCOS? Yes No
Credential Attainment (Circle one or more)	671/154	Attained Certificate GED or HS Equiv entered Advanced Training entered Military Service entered post Secondary Ed Entered Qualified Apprenticeship Entered Unsubsidized	DOC(s) in file? Yes No
Date of certificate or diploma attained	669/152	_____ - _____ - _____	
School status in quarter after exit must be the same or higher than school status at date of enrollment-Page 2 (circle one)	670/153	In school: H.S. or less In school: Alternative school In school: Post H.S. Not attending school: H.S. Dropout Not attending school: H.S. graduate	
Outcomes			
Diplomas, certificates entered to Services Tab/Outcomes at WIOA Youth (14-21) Tab in NJCOS?		Yes No N/A	*In File? Yes No N/A
Was 'training related' employment captured at common measures?		Yes No N/A	
Audit Tab (Print out a copy of the audit page)			
Does it appear actual end dates are backdated >15 days? (Review with Automated Systems team)		Yes No	
Literacy/Numeracy Tab (Select Comments)			
Type of test (circle one) Basic Skills Deficient under Education should state "yes"	TEGL 17-05 701-743/156-198	CASAS/TABE/ABLE/BEST Plus/Oral/Literacy No Test	Do comments contain type, date, scores? Yes No N/A
Pre-test dates? If yes, note scores Reading _____ Math _____ Other _____	TEGL 17-05 701-743/156-198	Yes No N/A	Match NJCOS? Yes No
Were pre-test dates within 60 days of date of first youth services? (enter date)	TEGL 17-05 701-743/156-198	Yes No N/A _____ - _____ - _____	Match NJCOS? Yes No
Youth progress documented?		Yes No N/A	Yes No N/A
Post-test dates? If yes, note scores Reading _____ Math _____ Other _____	TEGL 17-05 701-743/156-198	Yes No N/A	In comments? Yes No

