

[WIOA On-The-Job Training Program (OJT)]

QUALITY ASSURANCE REPORT

PROGRAM YEAR 2015 -2016

Review Dates: August 10 - 14, 2015

Region 01



CareerSource Escarosa

August 27, 2015

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MONITORING EXIT SUMMARY

The first programmatic quality assurance review of the OJT program for P.Y. 2015 -2016 has been completed. A total of fifteen files were reviewed during this review period.

Noncompliance Issue

Issue: Program Follow-ups

Applicable references: WIA Resource Guide, TEGl 17-05, and the Follow-up Memorandum entitled “Entering Case Follow-ups in Employ Florida Marketplace” date March 23, 2007.

- Federal and State guidance requires quarterly follow-ups for participants exiting WIA programs. Participants who exited the OJT program were to receive 1st, 2nd, 3rd, and 4th quarter follow-up services based on their exit dates during the review period. The files were reviewed to determine if follow-ups were conducted and recorded accurately and timely in EFM.
- Of the fifteen case files reviewed, eight of the participant’s cases that required follow-ups were found to be conducted untimely, because the follow-up module in EFM wasn’t being used correctly.

Corrective Action: This noncompliance issue was apparently previously self-identified by the Career Advisor (CA) as noted in the Corrective Action Plan (CAP). As a corrective action and to maintain program quality, peer training was conducted with the Career Advisor (7/14/2015) on the EFM follow-up module and procedures to maintain compliance.