

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

QUALITY ASSURANCE REPORT

PROGRAM YEAR 2016 -2017

Review Dates: March 13 - 17, 2017

Region 01



CareerSource Escarosa

March 23, 2017

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MONITORING EXIT SUMMARY

A quality assurance review of the OJT program for P.Y. 2016 -2017 has been completed. A total of two (2) files were reviewed during this period.

Overview of Potential Monitoring Results

- (0) Findings are instances where noncompliance with requirements contained in federal or State laws, rules and regulations, administrative codes, State guidance or other documents are found and are considered to be higher risk issues that could potentially result in questioned costs and/or impact the integrity of program operations. Findings are expected to be responded to in the Corrective Action Plan (CAP).
- (0) Other Noncompliance Issues are general noncompliance conditions that are considered low risk findings, but could potentially result in higher risk findings based on the nature of the deficiency (i.e. repeat violations, issues indicative of systemic problems in program operations, questioned costs, etc.).
- (0) Observations are informative statements or constructive comments made to identify processes that can help the LWDB improve service delivery and result in positive program outcomes. Observations are not expected to be responded to in the CAP.
- (0) General Program Comments (GPC) are issues identified and corrected during the review or 10-day response period and do not potentially have an effect on performance reporting, data validation, or other qualifying performance or eligibility requirement. These issues are referenced in the report as general comments.
- (0) Notable Program Practices are informative statements that highlight and recognize positive program processes and improvements.

OJT References and Training Materials

[TEGL 17-05](#) , [TEGL 14-08](#) , [TEGL 15-10](#) , [TEGL 17-09](#) , [Federal Data Validation](#)

[OJT as a Business Engagement Strategy](#)

(Public Law) [Workforce Innovation and Opportunity Act](#)

[Make a Note of It How-To Write Good Case Notes Every Time](#)

[Writing Effective Case Notes](#)

End of Report.