

[WIOA Special Projects Youth Program]
[Trade Adjustment Assistance Program (TAA)]
QUALITY ASSURANCE REPORT

PROGRAM YEAR 2016 -2017

Review Dates: April 24 – 28, 2017

LWDB1



CareerSource Escarosa

May 15, 2017

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MONITORING EXIT SUMMARY

The final 2016-2017 local programmatic quality assurance review of the WIOA Special Projects Youth Program has been completed. A total of seven case files were reviewed. Additionally, one Trade Adjustment Assistance Program (TAA) case file was monitored during this review period. The TAA case was found to have no known issues; however, the Special Projects Youth cases did have some issues which will be explained further in this report. Out of the seven Special Projects Youth cases monitored, (7) Findings were identified.

Findings - **Basic Skills Pre-Test Assessment** [CANNOT CORRECT - FINDING STANDS] TEGL 17-05.

- WIOA Youth must be administered a pretest assessment to measure reading/writing and math aptitude levels within 60 days of the first Youth Program service.
- Of the seven case files reviewed, all of them were found to not have a pretest in the case file or test information recorded in the Literacy and Numeracy Table in EFM.
- TEGL 17-05, page14 states that “all Out-of-School Youth must be assessed in basic reading/writing and math.”
- Although it is not feasible to go back and assess these individuals, it is; however, possible to move forward in the right direction. Staff is now fully trained and knows the policy and will assess future WIOA Youth participants according to WIOA policies and procedures.

Other Noncompliance Issue – **Program Follow-Up's** TEGL 17-05, Follow-up Memorandum 3/23/07, Master Cooperative Agreement, and Special Project Contract, WIOA sec.116, 20 CFR 677.175.

- Federal and State guidance requires quarterly follow-ups for participants exiting WIOA programs. Participants who exited the 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.
- This issue was annotated during our last monitoring event. Case notes were being utilized instead of the follow-up fields under the programs tab. The Career Advisor was previously trained and now knows the follow-up fields must be utilized in the future.

This concludes this exit summary, the Program Monitor would like to thank all Staff involved for accommodating the TEAM during this programmatic review. If you should have any questions or concerns in the future, please do not hesitate to contact me.

End of Report