

# COWIB Monitoring Procedures

For OESC-Funded Activities

Developed November, 2002

Updated November, 2004

These procedures have been established in compliance with the Local Monitoring Plan for the Central Oklahoma workforce investment area. These procedures are subject to periodic review by the Central Oklahoma Workforce Investment Board (COWIB) and its Board of Local Elected Officials.

Pursuant to the minimum standards established in OETI #12-2002, the members and staff of the Central Oklahoma Workforce Investment Board (COWIB) shall ensure that all OESC-funded service providers are periodically monitored throughout the year for:

- Compliance with Federal regulations;
- Compliance with Local established policies;
- Participant eligibility verification documentation;
- Proper sequencing of services;
- Review of reports on program performance;
- Review of participant records for assessment and employability plan; and
- Review of Contracts (i.e. OJT and Customized Training).

Questions or comments about these monitoring procedures should be addressed to:

## Contents:

(5) WIA Youth Program

## (5) WIA Youth Program

**Role of Board Staff:** Staff of the COWIB shall carry out these procedures in order to ensure that the requirements of Section 129(c) are being met:

*“(c) Local Elements and Requirements.--*

*(1) Program design.--Funds allocated to a local area for eligible youth under paragraph (2)(A) or (3), as appropriate, of section 128(b) shall be used to carry out, for eligible youth, programs that--*

*(A) provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;*

*(B) develop service strategies for each participant that shall identify an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to subparagraph (A), except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program; and*

*(C) provide--*

*(i) preparation for postsecondary educational opportunities, in appropriate cases;*

*(ii) strong linkages between academic and occupational learning;*

*(iii) preparation for unsubsidized employment opportunities, in appropriate cases; and*

*(iv) effective connections to intermediaries with strong links to--*

*(I) the job market; and*

*(II) local and regional employers...."*

**Person Responsible:** Youth Program Coordinator.

**Monitoring Methods:** The monitoring of this program shall include an on-site [need to include desk review since most review in OSL is desk review and documentation validation is onsite] visit to each of the service delivery sites of each Youth Provider operating in the workforce investment area. Methods shall include interviews with staff and customers of the COWIB's Youth Providers; site visits; review of procedures, guidelines, case management documents, customer service plans, etc.

**Frequency:** Monitoring of the WIA Youth Program shall be conducted on an annual basis or more frequently in order to ensure the quality of program services.

**Type of Report:** Narrative.

**we are restructuring this...**

**Report Distribution:** Members of LEO Board, COWIB Chair, COWIB CEO, members of COWIB Executive Committee, and **Quality Assurance Committee** of the regional Youth Council.

**Person Responsible for Corrective Action Plan (if any):** Director of the Youth Provider agency, in coordination with COWIB Chief Executive Officer &/or Youth Coordinator.

**Timeframe for Completion of Corrective Action:** Within 90 days of acceptance of the report by the **Quality Assurance Committee** (or other timeframe as determined by the COWIB Chief Executive Officer).

**Follow-Through Monitoring:** To be conducted within 90 days of completion of corrective action (or other timeframe as determined by the COWIB Chief Executive Officer) whenever it is necessary to determine if corrective action has been completed.

**Monitoring Tool:** See Attachment E to this document.

# Other Permissible Activities

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Desk Review: Documents reviewed (plans, policies, reports, procedures, contracts, agreements, etc.) –

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Interviews: Persons interviewed (name, title, location, etc.) –

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Telephone Contacts: Persons interviewed (name, title, agency, etc.) –

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Elements for Review:

1. Describe Other Permissible services being delivered.
2. Number of customers who received such services during most recent year:  
  
\_\_\_\_\_
2. Are these services being provided as described in 5-Year Plan?
3. Are any fee-for-service activities being delivered? Describe.
4. Review policies and procedures for delivery of supportive services, etc.
5. Review participant files for eligibility.
6. Review participant files for documentation of need. Review reasonableness and necessity of supportive services and/or needs-based payments.
7. Has the effectiveness of these services been evaluated? How?
8. Describe any variations from the 5-Year Plan.

**Conclusions:** Describe strengths & weaknesses of delivery of Other Permissible Activities--

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# WIA Youth Program

The monitoring forms for the WIA Youth Program are provided as a detached document.

