

Learning Center Participant File Checklist for Monitoring Purposes

Monitoring Date _____ Location _____

Monitoring Team _____

Participant's Name _____ WIA Registration Date _____

Copy of IEP Referral Form Yes No

- Is IEP signed by the Learning Center Case Manager and faxed back to the One Stop Case Manager /Youth Service Provider upon the first day the participant makes the initial visit to the Learning Center?

Copy of MACC Registration/Eligibility in file Yes No (not in file until after January 1, 2006)

Copy of MACC contact information in file Yes No (not prior to October 2005)

Copy of Initial letter to Customer- Welcome Letter Yes No (if customer does not report the same day as IEP is signed)

Logging of all Telephone Calls to Participants Yes No

- Are calls made to the customer on or before the 6th business day utilizing the Learning Center schedule if they do not report?

Returned Letters-if applicable Yes No

Copy of Completion/Separation in File with date sent to One Stop Case Manager/ Youth Service Provider
 Yes No

Is a copy of the Activity Log / Progress Report sent to the One Stop Case Manager/ Youth Service Provider upon completion / separation of Learning Center services? Yes No Does the Activity Log/ Progress Report contain all services provided to the participant at the Learning Center Yes No

If the participant did not report to the Learning Center, is a copy of the Activity Log/ Progress Report and Completion/Separation sent to the One Stop Case Manager/ Youth Service Provider following the 11 business day the participant signed the IEP? Yes No

Are copies of the Activity Log /Progress, Copies of certifications and WIN activity report sent to the One Stop Case Manager/ Youth Service Provider on the 27th of each month? (using 26th as closing date)
 Yes No

Copies of Certificates in file Yes No

Copy of Work Keys scores in file Yes No (If tested at Learning Center)