

WIOA ADW Program Monitoring Review

Program Year: _____

Name of Sub-recipient:	Contract Number:
Name of Reviewer(s):	Contract Administrator:
Date(s) of Monitoring:	Target Population:

Prior Monitoring Review

Describe any related findings or observations identified during the previous monitoring review that may require follow-up or may be open.

Scope of Work Requirements

Review the Scope of Work of the sub-recipient. Are they meeting their contract objectives and following contract requirements?

1. **Finding** **Needs improvement** **None** **Exemplary**

- a. Is the sub-recipient on target to reach the expected number to be served for the program year? If not, does the sub-recipient have an outreach plan in place?

- b. Is the sub-recipient on target to reach the expected number for STEM participants for the program year for program year? If not, does the sub-recipient have an engagement plan in place?

2. **Finding** **Needs improvement** **None** **Exemplary**

Is the sub-recipient on target to comply with Adult Priority of Service requirements outlined in ADW-030-01?

3. **Finding** **Needs improvement** **None** **Exemplary**

Is the sub-recipient serving the target population(s) identified in their Scope of Work? Are efforts being made to serve people in these population groups?

4. **Finding** **Needs improvement** **None** **Exemplary**

- a. Are all of the program elements outlined in the sub-recipient's scope of work being provided? Are the services adequate?

If not, does the sub-recipient have a plan to incorporate the services into their current program model?

- b. Are all the STEM activities outlined in the sub-recipient's Scope of Work being provided? Are the activities adequate in meeting the intent of the STEM initiative?

5. Finding Needs improvement None Exemplary

a. Describe how the sub-recipient has incorporated System and community partnerships identified in their Scope of Work and Proposal.

b. Do the participants have access to the services identified through the partnerships? Has the sub-recipient properly retained records of referrals and/or participation in these services?

c. Describe evidence of partnerships, referrals and participation in partner services in files.

d. Does the sub-recipient properly maintain collective documentation of STEM and the participation of STEM activities within their STEM binder?

e. Describe how the sub-recipient has incorporated STEM partnerships identified in their Scope of Work within the STEM initiative.

6. Finding Needs improvement None Exemplary

a. Does the sub-recipient sufficiently utilize the Workforce Connections' MIS system to record required information?

b. Does the sub-recipient record data timely and accurately? If not, does the sub-recipient have a plan to make improvements to ensure timely and quality data entry?

Program Requirements

7. Finding Needs improvement None Exemplary

Is the sub-recipient delivering a program designed to effectively offer WIOA employment and training services?

8. Finding Needs improvement None Exemplary

a. Describe the sub-recipients staffing structure. Has the program been staffed as outlined in their scope/budget? Has the program been staffed for adequate capacity?

b. Describe the sub-recipient's turnover rate.

9. Finding Needs improvement None Exemplary

Are basic, individual career services and training services made available at the Site? Describe how other services needed by customers are delivered.

10. Finding Needs improvement None Exemplary

Does the sub-recipient have adequate internal policies required by Workforce Connections and to support Program requirements? (Supportive Services policy and Veteran Priority of Service required, Record Retention required, and additional as applicable)

11. Finding Needs improvement None Exemplary

Does the sub-recipient maintain a log of complaints filed? Have WC reporting procedures been followed?

12. Finding Needs improvement None Exemplary

Is there any evidence of violation of nepotism policies?

BEST Requirements

13. **Finding** **Needs improvement** **None** **Exemplary**

Does the Job Developer maintain all employer information in the designated customer relationship management (CRM) system? Recorded information should include historical/background information, phone number, email, contact person, type of business, type of skills needed, etc. Frequent recorded contacts will demonstrate relationship with the business.

14. **Finding** **Needs improvement** **None** **Exemplary**

Is there evidence of employer participation in system hiring events, BEST panels, and any other system-wide employer-related events, conferences and forums attended monthly and quarterly?

15. **Finding** **Needs improvement** **None** **Exemplary**

Is there evidence of employer engagement in agency hiring events and meetings attended monthly and quarterly?

16. **Finding** **Needs improvement** **None** **Exemplary**

Are priority sector strategy activities recorded including monthly and quarterly goals, challenges and obstacles for performance, as well as promising practices?

17. Finding Needs improvement None Exemplary

Is there evidence of LMI sourcing? Graphs and charts reflecting employment trends that support the job developer's employer strategies? Data of the sector that the job developer has placed participant in employment both monthly and quarterly, noting trends in placement?

18. Finding Needs improvement None Exemplary

Is there evidence of outreach to new employers in priority sectors and/or outreach to employers who match the employment goals of participants on caseload?

19. Finding Needs improvement None Exemplary

Is there evidence of engagement and marketing? Evidence can include PowerPoints, flyers, business cards, handouts, announcements, videos, social media posts, blogs, etc.

20. Finding Needs improvement None Exemplary

Is there evidence that the job developer has co-hosted sector focused events or initiatives in priority sectors? Describe collaborative and innovative approaches to align with sector initiatives, leveraging resources and strengthening career pathways in identified priority sectors.
