Technical Assistance Guidance	**TAG-25-2018**
Issued Date: **September 27, 2018**	
Subject: Uploading Training, Work-Based Learning and Supportive Service Documents in EmployNV	

Purpose
This TAG provides sub-recipients with a helpful tool to improve quality of service, effective management practices and ensure compliance with Federal, State and local regulations.

Background
Workforce Connections, along with the Nevada Department of Employment, Training, and Rehabilitation (DETR) deployed a Virtual One-Stop known as EmployNV on October 9, 2017. EmployNV is expected to improve customer satisfaction, staff efficiency, and overall performance. In addition, the system offers easy access to key reporting and quality assurance features to provide management and oversight agencies with the means to access information for improved service delivery, monitoring, fiscal tracking and enhanced performance.

In an effort to increase efficiency, Workforce Connections has been gradually moving towards a paperless participant file. In doing so, we expect to see the following benefits:
- Staff time: reducing paperwork will allow staff to increase time to meet with customers;
- Printing Costs: reducing printing reduces the ancillary costs;
- Record Retention: electronic storage and security will reduce the incidence of lost participant files and increase security of records; and
- Technical Assistance: immediate access for oversight entities will allow for more frequent assistance and feedback.

References:
WIOA Participant Individual Record Layout (PIRL), ETA 9170
Admin-010-04, Record Retention
ADW-030-04, On-The-Job Training Program
ADW-030-05, Work-Based Training
ADW-030-06, Supportive Services
YTH-040-04, Supportive Services
YTH-040-05, Incentive Payments
YTH-040-06, Work Experience and Internships
GEN-050-07, Data Recording and Management
GEN-050-08, Individual Training Accounts

Guidance
Effective <u>October 1, 2018</u>, all training, work experience and supportive service documents <u>must be uploaded</u> in EmployNV with the correct corresponding service/activity. These documents include the following:

Training Documents:
- *Properly Completed Individual Training Authorization*
- *Invoice(s) from Training Provider*
- *Progress/Attendance Reports*

- *Verification of Payment to the Training Provider (check copy)*
- *On-the-Job Training Master Contract*
- *On-the-Job Training Skill Gap Analysis*
- *On-the-Job Training Plan*
- *On-the-Job Training Final Evaluation*

Work-Based Learning Documents:
- *Work-Based Learning Agreement*
- *Work-Based Learning Training Plan*
- *Work-Based Learning Progress Reports*
- *Work-Based Learning Timesheets*
- *Verification of Payment to the Participant (check copy)*

Supportive Service Documents:
- *Properly Completed Request of Supportive Service Form*
- *Properly Completed Receipt of Supportive Service Form*
- *Properly Completed Voucher*
- *Invoice(s) from Vendor*
- *Verification of Payment to the Vendor (check copy)*

Action: Please share this information with all staff and other interested parties.

Workforce Connections will continue to provide technical assistance to support the workforce system. For more information and/or updates, please contact your contract administrator at your earliest convenience.

Technical Assistance: Available upon request.