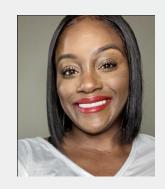# Introduction of Programs Team

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Programs Team Updates - Agenda

- PY20 Monitoring

- Monitoring Tools

- On-Site Interviews

- Missing Documentation

- Pre-Exit Conference

PY20 Monitoring

❯ Two Weeks Out
  ❯ Submit samples selection

❯ One Week Out
  ❯ Schedule monitoring interviews
  ❯ Notification of missing policies and contracts

❯ Friday Prior to On-Site Monitoring
  ❯ Missing documentation spreadsheet

Monitoring Tools

❱ Case File Review
  ❱ Youth Tool
  ❱ Adult and Dislocated Worker Tool
  ❱ National Dislocated Worker Grant (NDWG)
  ❱ Interview Tool
  ❱ Program Administration Tool
    ❱ Policy Tracker

On-Site Interviews

- Type of Interview
  - Face-to-Face
  - Virtual

- Interviewees
  - Director
  - Program Manager
  - Case Manager
  - One-Stop Operator

Missing Documentation

❱ Documentation Submission
   ❱ WorkSource Georgia Portal
      ❱ Participant documentation will not be accepted via email

❱ Deadline
   ❱ Missing documentation must be uploaded into the respective WorkSource Georgia Portal no later than close of business on the Wednesday of monitoring week

Pre-Exit Conference

❱ Finding Review
    ❱ Meeting with LWDA leadership and staff
        ❱ Technical assistance

Thank you!