

# Career Service Provider Training

December 16-17, 2020

# Program Monitoring

- Quarterly Data Validation
  - Samples provided by the State Program Integrity Unit
  - 5% of all active & exited cases for the previous quarter
  - 61 elements will be reviewed for each participant
  - Samples that fall under non-compliance will be submitted to the CSP for corrective action
  - Career Service Provider will have approximately 30 days to submit corrections

# Program Monitoring

- Additional file review
  - Depending on the samples provided by the State, Program Monitor may pull additional files to focus on new enrollments
  - This will be used as a tool to track CSP progress, trends, observations and/or areas of concern
  - Sample size will vary, depending on State samples
  - Issued quarterly for corrective action
  - Due date for corrective action will be approximately 30 days

# Program Monitoring

- Fiscal Samples
  - Not all 61 elements will be reviewed on each participant
  - Program Monitor will focus on eligibility, total expenditures and specific expenditure pulled on report
  - Fiscal items will be addressed as they are found, rather than on a quarterly basis

# Program Monitoring

- Reporting and Technical Assistance
  - Data Validation monitoring and additional file review will be issued on quarterly reports
    - Matrix will include participant name, State ID, location and issue(s) along with a column for corrective action
  - Fiscal related items will be addressed as they are found
  - Technical Assistance will be provided by the Program Monitor as needed
    - Could be specific to one county or all counties

# Program Monitoring

- Key Reports in VOS
  - Active Cases
  - Active Enrollment
  - Projected Begin Dates
  - Projected End Dates
  - Soon To Exit Cases
  - Case Closure Information
  - Quarterly Follow Up Status
  - Timeliness of Data Input
  - Credential Attainment Indicators