

OJT Monitoring Checklist for Program Operators

Participant Name: _____

- 1) Is the Pre-Award completed, including required signatures and uploaded? Yes No
- a. Making sure the employer has included their Worker's Compensation information and the policy is current. If the policy will/has expired prior to the end of the OJT contract have you obtained the updated WC information, via email, and uploaded into NCWorks? Yes No

The Pre-Award should be completed when you begin to discuss OJT with an employer. This ensures the employer meets all the eligibility requirements BEFORE entering into the OJT contract.

- 2) Is the Skills Gap Worksheet Packet completed and uploaded? Yes No
- Packet includes:
- a. Skills Gap Worksheet? Yes No
- b. Participant Resume? Yes No
- c. Employer Job Description? Yes No

*The Skills Gap analysis is the second step in the OJT process. This determines if the participant has a skills gap. Rivers East requires at minimum 240 hours and a max of 1,040 hours. All three documents are submitted to the Business Services Manager. The Manager will review, calculate the skills gap and forward back to the Career Advisor. **The participant should have been screened for program eligibility prior to forwarding the Worksheet Packet to Business Services. OJT is one of the components of the WIOA Program, so the individual has to meet program eligibility.***

- 3) Is the Employer Agreement signed and uploaded? Yes No

*Your next step is to generate the Employer Agreement. This Agreement is between the provider and the employer. The start date should be the "date of hire" for the participant and the end date is calculated based on the hours from the skills gap, **taking into account any established holidays or other closures.***

- 4) Is the Training Plan signed and uploaded? Yes No

*Your next step is generating the Training Plan. The Training Plan "tasks" come from the employer job description. We do not reimburse or add "other duties as assigned" or any tasks that is not job specific. The Standard Training Hours will be in the paragraph at the bottom of the Skills Gap Analysis, typically 3,000+ hours. The anticipated hours is the "skills gap" for the individual (from 240 to 1,040). **For***

both columns, take the total number of hours approved/needed and divide by the total number of tasks. The start and end date for each task should match the start and end dates of the Employer Agreement. The tasks hours are divided evenly as we know that an individual is not going to learn "a" task and then move to the next task; they will be learning all of the tasks at once, as they learn the job itself. The same applies to the start and end date. The participant is going to be learning all the tasks during the time period. Under no circumstances does an end date extend past June 30. If the number of hours extend past June 30, a new Employer Agreement and Training Plan is created, effective July 1 through the end of any hours remaining.

- 5) Note from Skills Gap Worksheet added as a case note to justify OJT? Yes No

Once all paperwork has been uploaded in NCWorks, Career Advisors should "copy and paste" the paragraph at the bottom of the Skills Gap Analysis Worksheet into a case note to document and justify the OJT.

- 6) Any revisions/modifications signed and uploaded? Yes No

Anytime something changes from the original Employer Agreement and Training Plan, it is noted as a modification on the original documents, and all documents must be re-signed and uploaded into NCWorks.

- 7) Per State Policy, the Board has to maintain originals of the Employer Agreement and Training Plan. Have the originals been forwarded to the Board? Yes No

- 8) Is the appropriate Activity Code added with correct start and end dates that match the Training Plan? Yes No

Activity code dates must match the dates on the Employer Agreement and the Training Plan.

- 9) Monthly invoice packets uploaded (packet includes Rivers East invoice, pay stub/register and timesheets)?

- a. Rivers East Invoice? Yes No Is the Invoice signed by the Career Advisor, the employer, and the Program Supervisor? Yes No
- b. Matching employer pay stub/pay register? Yes No
- c. Timesheets uploaded? Yes No Are timesheets signed by the participant, the employer, and the Career Advisor (if using the Rivers East timesheet)? Yes No
- d. Have you verified the hours on the pay stub/register match the timesheets? Yes No
- e. Did you subtract any vacation time, sick time, holiday leave or any other "non" work hours? Yes No
- f. Was overtime reimbursement at regular rate? Yes No

Employers are required to submit invoices by the 10th of the month. Providers have 30 days to process the invoice and mail payment to employer. NO invoices should be uploaded into NCWorks unless all signatures have been obtained (employer, Career Advisor, and Program Supervisor). All documentation for that month should be uploaded as a “packet” – not separately.

10) Is the 30-day evaluation completed and uploaded? Yes No

Tasks from the Training Plan should be typed or written into the Evaluation Form and completed at or near the end of the participant’s first 30 days. It should not be uploaded unless all signatures have been obtained. This same evaluation form will be used for the Mid-Point and Final Evaluations.

11) If applicable, is the mid-term evaluation completed and uploaded? Yes No

12) If applicable, is the final evaluation completed and uploaded? Yes No

13) State OJT Policy requires Career Advisors to document monthly contact with OJT participant. Are monthly case notes documented? Yes No

This is not an employer service where you picked up an invoice, etc. – this is actual contact with the participant asking how things are going and if he/she needs anything (supportive services, etc.).

14) If contract has ended, was it successful? Yes No

- a. If yes, have you documented a case note and notified the Board (the Board tracks retention rates of employers)? Yes No
- b. If no, why not? If it was an employer issue, have you notified the Board? Yes No
- c. Have you documented a case note detailing why the OJT was not successful? Yes No

15) Were ALL the employer services recorded? Yes No

16) IEP updated to reflect new requirements:

- a. Past work history documented? Yes No
- b. Any assessments taken and noted? Yes No
- c. Identify how OJT will help overcome gap? *Can be pulled from Skills Gap language* Yes No
- d. Employment listed as a goal? Yes No
 - i. Objective is verbiage from Skills Gap Analysis Yes No

17) Has the OJT Monitoring Tool been completed, signed, and uploaded? Yes No

As the Career Advisor, you are required to monitor the OJT contract/worksite at least once. This can be completed as part of your 30-day evaluation visit or completed later. The completed and signed Monitoring Tool should be uploaded in NCWorks.