1. Initial Contact 2. On Boarding CA completes/assists Youth with Youth Attends orientation **NCWorks Registration** CA completes Wagner Peyser Review Program Services and registration. Record 102 Activity Code **Expectations** and case note Complete NCCareers.org Provide "Required Documentation assessment Summary" Assign Career and Training **Research Worksheets** Schedule Orientation, provide appointment card to youth. TABE Test Online 11/12 - level D Reading-Applied Math-Math Comp Sign & scan Intake Forms Info release/PII/Participation Agreement **Begin WIOA Application** Scan Eligibility Verification Documents into NCWorks Complete/Save WIOA Application

CA redacts documents in NCWorks

3. File presented to Audit Application and documents provided to auditor.

4. Create Participation (Enrollment) Contact customer to complete enrollment Sign and date WIOA application and upload/scan into NCWorks Record appropriate Activity with Eligibility/Participation case note (ie, 442, 401) Create & Complete Objective Assessment. Create & Complete IEP. Sign, date and scan into NCWorks. Record 412 Activity and record case note Record 413 Activity and record case note Create Literacy/Numeracy Tab (EFL) -

Ongoing: Case Management

Youth begins Case Management

NextGen calendar provided and next activity scheduled

Career Advisor updates IEP every 90 days

Report card/progress report/transcripts are obtained and reviewed for those in education

Program activities are recorded with case notes to document services.

If particpant is in training/education, record and verify activity

