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# PY 2012-13 Workforce Investment Act Program Process Management Review Tool

**RWB/Contractor Name:**

**Date of On-Site Review**:

**Review Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Completed By:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ROLE OF BOARD AND YOUTH COUNCIL** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | * 1. Has the Board established a Youth Advisory Council? (Obtain list of Board Members)
 |  | [ ]  |  | [ ]  |  |  |
|  | 1.2 Are there any Policies and Procedures related to the Youth Council’s responsibilities? |  |  |  |  |  |  |
|  | 1.3 Do the procedures ensure the involvement of the Youth Council in the selection of youth services provider(s)? (Obtain copy of the procedure) |  |  |  |  |  |  |
|  | * 1. Does the Youth Council meet regularly and adivse or report to the Board on youth activities? (Obtain copy of Youth Council minutes and agenda)
 |  | [ ]  |  | [ ]  |  |  |
|  |  1.5 Does the Board have a procedure that ensures the involvement of the Youth Council in the selection of youth services provider(s)? (Obtain copy of the procedure) (Identify any issues or concerns in the comment section regarding the Youth Council). |  | [ ]  |  | [ ]  |  |  |
|  | **INTERNAL MONITORING** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | 2.1 Does the RWB have written policies and procedures in place? **(Obtain copies)** If no, how does the RWB ensures that internal and external monitoring complies with federal and State provisions and other applicable laws?  |  3.1 Specify how frequently internal monitoring is conducted. | [ ]  |  | [ ]  |  |   |
|  |  2.2 Do policies, procedures or schedules specify when staff shall conduct monitoring?( i.e., quarterly, semi annually, etc.) **If yes, indicate time frame(s).** |  | [ ]  |  | [ ]  |  |  |
|  | 2.3 Have any tools been developed to conduct monitoring? **(Obtain copy of tool)** **If no, what process is used to monitor?**  |  | [ ]  |  | [ ]  |  |  |
|  | 2.4 Are reports written as a result of the monitoring reviews? **(Obtain copies)**  |  | [ ]  |  | [ ]  |  |  |
|  | 2.5 Was a Preventive Corrective Action Plan (PCAP) required and has follow-up been conducted? **(Obtain copies)**   |  | [ ]  |  | [ ]  |  |  |
|  | **COMMON MEASURES PERFORMANCE DATA** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  |  3.1 Did the RWB meet or exceed their performance outcomes during the prior program year?  |  | [ ]  |  | [ ]  |  |  |
|  | 3.2 For those measures that were not met, has Technical Assistance (TA) been requested? If yes, when?  |  | [ ]  |  | [ ]  |  |  |
|  | **BEST PRACTICES** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  |  4.1 Has the region implemented any notable and/or best practices that meet eligible funding requirements? (If yes, provide a brief write up detailing the notable and/or best practice)  |  | [ ]  |  | [ ]  |  |  |