



PY 2016-17 Local Workforce Development Board (LWDB) Combined Process Management Review Tool

LWDB Name and Number: _____

Dates of Review: _____

Review Period: _____

LWDB Staff Completing the Tool: _____

General Program Questions

LOCAL OPERATING PROCEDURES	YES	NO	COMMENTS
1. Does the LWDB have local policies or procedures in place to administer each of the following programs: WIOA, WP, WT, TAA, and SNAP? (Provide copies of each or indicate where these can be found). If no, please indicate which programs in the comment section.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do the policies or procedures include internal monitoring of all programs? (Provide copies or indicate where this can be found). If no, how does the LWDB ensure that internal and external monitoring complies with federal and state provisions and other applicable laws?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do policies, procedures, or schedules specify when staff will conduct monitoring (i.e., monthly, quarterly, semi-annually, etc.)? If yes, indicate timeframe(s).	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are reports written and corrective action required as a result of monitoring? If no, how are staff informed of the monitoring results?	<input type="checkbox"/>	<input type="checkbox"/>	

Workforce Innovation and Opportunity Act (WIOA)

WIOA YOUTH COMMITTEE	YES	NO	COMMENTS
1. Has the LWDB established a standing youth committee? If yes, are there any policies and procedures related to the youth committee's makeup and responsibilities as described in the local plan? (Provide copy or indicate where this can be found).	<input type="checkbox"/>	<input type="checkbox"/>	
2. If a standing youth committee was established, is a local board member the chairperson of the committee?	<input type="checkbox"/>	<input type="checkbox"/>	
3. If no youth committee is in place, how does the LWDB administer and oversee the local youth programs?	<input type="checkbox"/>	<input type="checkbox"/>	

WIOA ADULT PROGRAM	YES	NO	COMMENTS
1. Are there any policies and procedures in place to address Priority of Service for WIOA adult participants? If yes, please provide a copy or indicate where this can be found.	<input type="checkbox"/>	<input type="checkbox"/>	
WIOA COMMON MEASURES PERFORMANCE DATA	YES	NO	COMMENTS
1. Did the LWDB meet or exceed their performance outcomes during the prior program year?	<input type="checkbox"/>	<input type="checkbox"/>	
2. If no, has technical assistance (TA) been requested or provided? If yes, when and where?	<input type="checkbox"/>	<input type="checkbox"/>	

Trade Adjustment Act (TAA)

LOCAL OPERATING PRACTICES	YES	NO	COMMENTS
1. Briefly describe the coordination of services between Rapid Response and TAA when a dislocation is trade-related. Does the coordination of services include the process for trade-affected workers to receive rapid response assistance and the opportunity to participate in a TAA Information Session?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the TAA Coordinator a merit staff employee? If no, please explain.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is there a financial “cap” on training services? If yes, what is the amount? What is the process if the “cap” does not cover the total training costs?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is there a policy or practice on co-enrolling TAA participants in Wagner-Peyser and/or WIOA, when appropriate? If so, please describe the process.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the LWDB utilize Job Search and/or Relocation Allowances for eligible individuals? If yes, is there a policy in place to support this?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Define the commuting area within the LWDB and briefly describe how transportation assistance is provided when the training provider is located beyond the established commuting area.			
7. What is the approval process for individuals needing remedial, English as a second language, and/or Prerequisite training?			

Supplemental Nutrition Assistance Program (SNAP)

PROCESSING MANUAL SNAP ACTIVITIES	YES	NO	COMMENTS
1. How many staff positions are currently assigned to SNAP?			
2. If participants are not in the automated process, does the policies and procedures provide instructions to ensure that initial engagement activities are ended properly? If no, please explain in the comment section.	<input type="checkbox"/>	<input type="checkbox"/>	
SANCTIONS	YES	NO	COMMENTS
1. Are there any policies or procedures in place to ensure that participants are not engaged in an activity while serving a sanction? If no, please explain the process in the comment section.	<input type="checkbox"/>	<input type="checkbox"/>	

Welfare Transition (WT)

WORK ACTIVITIES	YES	NO	COMMENTS
1. What is the method used by the LWDB to certify hours in job search and job readiness for at least 10% of the participant logs and timesheets? If there are any LOPs explaining the method used, please provide a copy or indicate where this can be found.	<input type="checkbox"/>	<input type="checkbox"/>	

Wagner-Peyser (WP)

PRIORITY REEMPLOYMENT PLANNING PROGRAM (PREP)	YES	NO	COMMENTS
1. Does the LWDB provide PREP services?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does each participant receive an orientation?	<input type="checkbox"/>	<input type="checkbox"/>	
3. If yes to #2, does the orientation contain the required WP and RA information? (Please provide a copy of the LWDB orientation presentation or indicate where this can be found).	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does each participant receive an assessment? If no, please explain in comment section.	<input type="checkbox"/>	<input type="checkbox"/>	
REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) PROGRAM	YES	NO	COMMENTS
1. Does the LWDB provide RESEA services?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the orientation provided to RESEA participants include all RESEA requirements? Please provide copy of orientation package or indicate where this can be found.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the RESEA program conducted by RESEA grant paid staff as designated in the LWDB's RESEA budget? If not, please explain.	<input type="checkbox"/>	<input type="checkbox"/>	
MANAGEMENT INFORMATION SYSTEMS (MIS) AND SECURITY PROTOCOLS	YES	NO	COMMENTS
1. Does the LWDB have a policy, procedure, or business process in place related to MIS user account information? If yes, provide copy of written guidelines or indicate where	<input type="checkbox"/>	<input type="checkbox"/>	

<p>this can be found. If no, how does the LWDB manage user account information?</p>			
<p>2. Do written guidelines specifically address information security protocols for MIS access for new/current employees? If no, how is this done?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>3. Do written guidelines cover procedures for revoking access permissions for employees who are terminated or are no longer employed by the LWDB? If no, how is this done?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>4. Does the LWDB conduct semi-annual information system access reviews?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>5. If yes to #4, are the results provided to the DEO Internal Security Unit (ISU)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>6. Is the LWDB security officer notified in a timely manner whenever a person needs access or their access needs to be revoked? Explain how this is done or provide copy of written procedures.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>7. Are signed Individual Non-Disclosure and Confidentiality Certification forms for all staff (including contract and/or service provider staff who have access to system and other confidential information) collected and maintained by the LWDB? If no, please explain the process for safeguarding information? If yes, please provide copies of procedures or indicate where this can be found.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>8. Does the LWDB conduct background screenings on all employees including contract and service provider staff with access to, and the ability to change or destroy, confidential information including data stored in the MIS? If yes, provide copy of procedures or indicate where this can be found.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>9. Does the LWDB conduct initial security training, annual security refresher training, and ongoing security awareness training for all staff with access to confidential data? If yes, please provide a copy of the agenda and date of the last training or explain how the training is done.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>10. Does the LWDB maintain an up-to-date and accurate list of all current and former MIS users (LWDB and contract staff) and user account information? Please provide lists and the systems they have/had access to.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
RISK AND LIABILITY ISSUES			
<p>1. Does the LWDB have a risk mitigation strategy in place that would be activated during emergencies or other situations that may disrupt normal operations?</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>2. If yes to #1, does it include a continuity of operations plan, a disaster recovery plan, and an organization risk analysis? Please provide a copy of the plan or indicate where this can be found.</p>	<input type="checkbox"/>	<input type="checkbox"/>	