# Exhibit 16: Data Verification Checklist



# Data Verification Checklist

**Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cohort Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Outreach & Recruitment**  |  |
| **Task**  | **Hard Copy Completed**  | **Uploaded/Entered in IWRS**  |
| Participant entered in IWRS & lead category assigned  | n/a  |   |
| Pre-screen assessment  |  |  |
| Eligibility documents saved to participant file  |  |  |
| **Application**  |  |
| **Task**  | **Hard Copy Completed**  | **Uploaded/Entered in IWRS**  |
| Program Application  |  |   |
| Standardized Interview Sheet *(Two sheets, each completed by a staff member during interview)*  |  |   |
| Average interview Score & Interviewer Names added to IWRS  | n/a  |   |
| Enrollment Status added (On or after first day of instruction)  | n/a  |   |
| **Intake, Wrap Around Services, Stipends**  |  |
| **Task**  | **Hard Copy Completed**  | **Uploaded/Entered in IWRS**  |
| Wrap-around Service Assessment  |   |   |
| Orientation Career Assessment  |   |   |
| Stipend Policy & Procedure provided to participant  |   |   |

## Student Support Services & Training

□ Completion of Orientation Career Assessment (IWRS) (E)

□ Commitment Agreement uploaded (IWRS)

□ Provide training services and worksite training (IWRS)

 □ Attendance Completed (IWRS)

 □ Post Assessment Completed (IWRS)

□ Red Flags

□ Provide student support services (if required) (IWRS)

 □ Red flag for attendance cleared (IWRS)

 □ Red flag for post-assessment cleared (IWRS)

## Program Completion

□ Appropriate completion status updated

Credentials awarded (IWRS) (Uploaded documents)

□ TradesFutures MC3 / NCCER Core / ICCB

□ First Aid/CPR

□ OSHA-10 Construction

□ Other

□ Resume updated (IWRS)

□ ILWPP Satisfaction Survey submitted

## Transition Services and Follow Up

□ Complete Pre-transition Career Assessment (E)

□ Create a transition plan by setting up transition services in IWRS (IWRS)

□ Deliver transition services based on transition Plan (IWRS)

□ Upload transition documents (i.e. RAP application confirmation, registration fee receipt, pay stub, offer letter etc.) *This will allow ILW to determine if the transition is primary or secondary.*

(IWRS)

□ Conduct follow-up questionnaire (quarterly) (IWRS)