****

**Participant Data Verification**

 **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 |  | n/a |
| **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 job practicum (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) (E)

□ NABTU/NCCER (enter appropriate credential on final module)

□ First Aid/CPR

□ OSHA-10

□ Other

**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)