

General DET Contract Policy 1 - File Structure, Contents, and Retention (Youth and Adult)

File Structure

Participant files may be maintained using a four or six tab file folder. The following are the guidelines for documents in the folder:

1. Enrollment documents (e.g. program application/releases/EEO form).
2. Assessments (objective assessments of the academic levels, skill levels, and/or occupational interest), Individual Service Strategy (ISS) (service planning and needs of each participant), and updates.

1 and 2 above may be combined if using a four-tab folder.

3. Training/Services Provided. This includes the evidence of the receipt of services (e.g. signed attendance sheets), measurable skills gain (youth), work experience documentation, job search and job readiness, evidence of the receipt follow up service, etc.
4. Supportive Services and Incentives provided. Includes signed copy of supportive services/incentives provided if financial (e.g. gas card, receipt of uniform provided, etc.).
5. Case Notes not entered in accordance with Policy 8. This would be case notes of personal nature or containing sensitive information.

4 and 5 above may be combined if using a four-tab folder.

6. Outcomes – credential attainment, Day 1, 30, 60, 90, and Follow Up data

No documents that contain personally identifiable information should be contained in the file (see Policy 2).

Modification

A modification of this policy may be requested via email. Approval will be accomplished consistent with the modification policy and clause found in the contract. Modifications must be requested every new contract period.

File Retention

Participant files and fiscal files are to be maintained by contractors for five (5) years after the participant's Exit date or if the participant file is involved in an audit, after the conclusion of the audit, whichever is later.

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