

**General DET Contract Policy 5 – Data Entry Timelines
(Youth and Adult)**

The following are the timelines provided for the required data entry:

	Milestone	Timeframe for Data Entry
1	Approval of Enrollment. * This includes: <ul style="list-style-type: none"> • DJL Account Registration • Eligibility Documents Uploaded • Individual Service Strategy (ISS) completed in S&T Plan 	Within 30 days of the first day of service/training.
2	Adding and ending services	Within 2 weeks of actual dates
3	Participation Hours (Youth)	Every 30 days
4	Building Resume (Adult) Building Resume (Youth)	Anytime before OST completion Anytime as appropriate for service but required prior to exit
5	Measurable Skills Gain (Youth)	Within 2 weeks of receipt of documentation
6	Credential	Within 2 weeks of receipt of documentation
7	Day 1, 30, 60, 90 2 nd Quarter, 4 th Quarter Outcomes	Within 2 weeks of receipt of documentation

*Contractors will have a 30 day observance period to observe enrollees before making the decision on whether to enter and approve an individual in Delaware Job Link. In order to utilize the observation period:

1. Contractor must review Delaware Joblink for potential dual enrollments prior to start of services/training. See DET General Policy 4.
2. The individual must provide all required eligibility documentation to the Contractor prior to the start of services/training;
3. Contractor must review required eligibility documentation to determine individual eligible for services/training; and
4. The individual must be participating in the scheduled services/training on the first day.

All days in this policy refer to calendar days.

Exception to the 30 day observance period:

Programs with a planned classroom room Occupational Skills Training Program (OST) (not including Work Experience or Clinical) that are 8 weeks or less, will have a 2 week observation period. Therefore, by the end of the first 2 weeks of OST, all selected participants for the program must be approved in DJL (see 1 above in chart).

No expenditure shall be invoiced for any participant prior to their approval in Delaware JobLink.

Revised Date: July 1, 2020
 Revised Date: August 5, 2019
 Revised Date: March 21, 2019
 Revised Date: September 24, 2018
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