

General DET Contract Policy 9 - Monthly Validation/Reconciliation (Youth and Adult)

Purpose

The purpose is to provide a procedure on validating performance data with Contractor on a monthly basis. Performance data will be provided to the Delaware Workforce Development Board (DWDB) as requested, during Contractor review periods, and for funding considerations.

Monthly Performance Data

On a monthly basis:

1. Performance validation letters and the current cumulative performance data (in Excel spreadsheets) will be forwarded by e-mail to contractors approximately on the 21st calendar day of a month.
2. Within 15 calendar days of the validation letter, the monthly performance data will be reviewed with the Contractor. This may occur either via email or telephone. Any and all corrections (additions, deletions, changes) will be identified and jointly agreed. In addition to reviewing the performance information, this period will be used to identify information due and any data entry necessary related to eliminate all open activities and update performance.
3. A reconciliation memo will be forwarded to the Contractor to confirm all actions. Supervisor will be copied on this memo.

Finalized Performance Data

Contractors have until January 31st of the year following the end of the contract period to achieve the “real time” performance measures (e.g. credential(s), MSG, and Day 1-90). Performance data will be finalized through the monthly validation process completed in February of the year following the end of the contract period. Contract managers and contractors will agree upon all final data with contractors signing off on final validation letters. This allows DET to provide performance data to the DWDB during the RFP process.

The clause above does not impact the requirement of Youth Providers to provide 12 month post exit follow-up services which includes reporting outcomes through the 4th quarter following exit.