

## Youth DET Contract Policy 6 - Reporting Participation Hours Funded by the Provider (Youth)

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The purpose of this policy is to establish a procedure to ensure participation hours are documented in Delaware JobLink (DJL) and verified during the routine monthly data validation process (query).

Program service hours are referenced in Contract Appendices, or any modifications to the contract. For example, Contractor's Response to RFP, states the Average Program Hours per Enrollment will be 250 hours during the contract year - July 1<sup>st</sup> to June 30<sup>th</sup>.

Participation hours will be reported to DOL-DET on a monthly basis via electronic submission of hours in the S&T Plan.

Hours can be entered weekly, but at a minimum must be entered monthly for each mandated element that the youth is enrolled in. These hours will be validated on the monthly query provided to the Contractor. Hours will be tracked year to date, and on a monthly basis. Hours will be used to ensure the Youth is active in the program.

All hours reported on the participation log are subject to audit and must be documented based upon the Youth Policy 7 - Documentation for Services and Performance Measures. Attendance reported in DJL and not documented within the participant file may result in corrective action proceedings.

Time entered will be recorded as follows:

1 – 15 minutes = .25	16- 30 minutes = .50
31-45 minutes = .75	46 – 60 minutes = 1

Attempts to make contact do not count as providing a service and therefore time spent on attempts should not be entered into DJL as participation hours.