I. Timely Entry of Data into the Virtual One-Stop:

All applicants must be processed immediately upon a customer receiving services. However, there are allowable exceptions, such as Rapid Response. In such instances the maximum allowable time to enter information into VOS is ten (10) business days. Furthermore, all eligibility intake information and documentation must be uploaded into VOS upon receipt; this also applies to the exiting of participants once they have completed all programs and are no longer receiving services. The Primary Indicators of Performance are based on the exit outcomes of these individuals. It is imperative that accurate information is entered into the State's database management system in a timely manner in order to generate timely reports at the State and Federal levels; therefore, this information needs to be input promptly (including documentation to support credentials or employment, when applicable). Prompt input of data is defined as five (5) business days or less.

Once participants have exited programs, follow-up procedures and documentation regarding these individuals must be entered into VOS within five (5) business days or less.

II. Naming Convention for Entering Data into the Virtual One-Stop:

Service providers are expected to enter all verification documents, upon receipt, into VOS for all active and exited participants.

A. Enrollment and Eligibility:

- Signed application by participant
- SSN
- Date of Birth
- Selective Service
- Disability
- Veteran Status
- Employment Status
- Unemployment Status
- School Status
- All Public Assistance

- All Individual Barriers
- Family size/Income
- Authorization to work
- Release forms (when applicable)

B. Individualized Services and Training:

- Training Contracts/Agreements
- Timesheets
- Invoices and vouchers related documents
- Any documents that relate to training and work experience activities that would need to be documented and verified

C. Measurable Skills Gains:

- **Pretest and post-test TABE or CASAS tests:** Actual tests need to be uploaded.
- **Documented attainment of a secondary school diploma or its recognized equivalent:** Upload diploma or certificate.
- **Secondary or postsecondary transcript or report card:** For a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards, upload transcript or report card.
    - Record the most recent date of the participant's transcript or report card for postsecondary education who complete a minimum of twelve (12) hours per semester; or
    - For part time students a total of at least twelve (12) credit hours over the course of two completed consecutive semesters during the program year, that shows a participant is meeting the State unit's academic standards.
- **Satisfactory or better progress report:** Established milestones, such as completion of on-the- job (OJT) or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training (proof of a pay increase or a progress report from the training provider)
- **Successful passage of an exam:** Documents required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade related benchmarks, such as knowledge-based exams, knowledge base exam results, occupational competency-based assessments, and other tests necessary for completion.

D. Credential Documents:

- Secondary School Diploma or recognized equivalent
- Associate's Degree
- Bachelor's Degree
- Graduate Degree (Vocational Rehabilitation only)
- Occupational Licensure
- Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates
- Occupational Certification
- Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment

E. Exit and Outcome:

- Exclusionary support documentation (anything other than soft exit)
- Supplemental wage information if applicable
- School Status at Exit

F. Support Services/Follow Up:

- Any documentation needed to validate any support services given to a participant during participation.
- Any documentation needed to validate any follow-up services given to a participant after exit.

G. Miscellaneous Items:

Any items that would not fall into any of these categories would need to be a labeled accordingly if they are specific to your area. This process is to ensure uniformity statewide and ease in the monitoring process for the Program Accountability Unit (PAR) and during the Data Element Validation.

Title: SMTLWDB Policy

Effective Date: January 31st, 2019
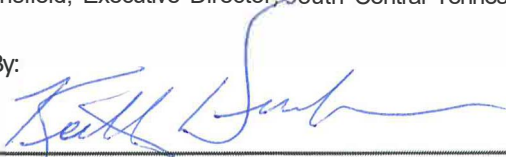
Duration: Indefinite

Authorized By:

Jerry Mansfield (signature)

Jerry Mansfield, Executive Director, South Central Tennessee Development District   Date

Approved By:

Keith Durham (signature)   12/21/2018

Keith Durham, Board Chair, Southern Middle Tennessee Local Workforce Development Board   Date