

**300.313 Hard Copy file, Uploading and Retention  
Attachment A**

In-School   
Out-of-School



Younger Youth   
Older Youth

**FILE REVIEW CHECKLIST**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Username: \_\_\_\_\_ Last Four Digit of SSN: \_\_\_\_\_

- 1. All eligibility documentation is in the case file. Yes  No
- 2. All applicable paper work is in file and signed by participant, which includes but not limited to applications, grievance procedures, self-attestations, CCB, OTA vouchers, WEX agreements, revisions, etc. Yes  No
- 3. All assessment documentation is in the file, which includes but not limited to TABE test, Work Readiness, OSA, interest inventories, etc. Yes  No
- 4. CCB is completed, up-to-date, and reviewed with participant per City of Phoenix policy and procedures. Yes  No
- 5. All activities are entered in AJC and case notes reflect participation. There are also no gaps in service, i.e. 90-days of no activity. Yes  No
- 6. If a younger youth, skill attainment goals set in AJC, and documentation is in the file. Yes  No
- 7. If out-of-school and basic skills deficient, literacy/numeracy is entered in AJC, and documentation is in the file. Yes  No
- 8. Case notes reflect the overall service mix of the participant, which included but not limited to eligibility, objective assessment, development of the CCB, activities, etc. Yes  No
- 9. Case notes are entered in a timely manner. Yes  No
- 10. If applicable, Exit Questions & Outcome screens are complete. Yes  No
- 11. If exited from the program, all information is accurate, i.e. program activity dates match exit date, school status is correct, exit exclusion is documented, etc. Yes  No
- 12. If applicable, 1<sup>st</sup> and 3<sup>rd</sup> Quarter Follow Ups are entered and accurate regarding performance, i.e. credentials, diploma, employment, etc. Yes  No

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this document, the agency receiving the participant file accepts full responsibility for providing WIOA youth case management services.

_____ Originating Agency	_____ Date	_____ Transfer Agency	_____ Date
_____ City of Phoenix	_____ Date		