**Youth Program Framework Services**

**Monitoring Questionnaire**

**Attachment J**

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| **Workforce Area:**  | **Date:**  |
| **Person Interviewed:** | **FMO Staff:**  |

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| **Objective Assessment:** An objective assessment must be complete prior to a youth becoming a participant. Youth must be assessed for:* Skill levels (Academic and Occupational)
* Service Needs
* Work Experiences
* Interests and Aptitudes
 |
| **Area of Assessment** | **Assessment Tool Used** |
| Skill levels (Academic and Occupational) |  |
| Service Needs |  |
| Work Experiences |  |
| Interests and Aptitudes  |  |

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| **Individual Service Strategy (ISS) Plan:** An ISS plan must be developed for each youth participant and is based on the objective assessments. The ISS must be developed in conjunction with the youth.  |
| **Is the following included in the ISS?**  | **Yes**  | **No** | **Comment**  |
| results of objective assessments  |  |  |  |
| education and employment goals  |  |  |  |
| benchmarks for objectives  |  |  |  |
| direct linkages to one or more performance indicator |  |  |  |
| identification of an appropriate career pathway  |  |  |  |
| evidence that the youth is agreement with the ISS  |  |  |  |
| updated at least 2x over the duration of the program |  |  |  |

*updated 8/19/20*

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| **Connections to Workforce Activities:** WIOA eligible youth must be provided a range of programs and services designed to prepare them with education, skills, and training needed to meet business demand. |
| **Workforce Activities** | **how are these activities provided?**  |
| activities leading to attainment of a recognized secondary school credential or recognized postsecondary credential |  |
| Preparation for postsecondary educational and training opportunities |  |
| Linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials |  |
| Preparation for unsubsidized employment Opportunities (where appropriate) |  |
| Effective connections to employers in in-demand industry sectors and occupations of the local/regional labor markets |  |

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| **Follow-Up Services:**Upon completion of participation in program services WIOA eligible youth must receive follow up services for not less than 12 months. |
| **Who is responsible for providing follow up service?** |

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| **MOSES Data Entry:**WIOA eligible youth must be enrolled in MOSES. the following components must be entered into the case plan/Youth ISS in MOSES. Data entry in MOSES must be in accordance with guidance provided in MassWorkforce Issuance 08-112.1: Career Planning for WIOA Job Seeker Customers Attachment A: Career Planning Reference Tool. |
| **Who is responsible for data entry in MOSES?** |
| **Are the following components entered in MOSES?**  | **yes**  | **No**  | **Comment**  |
| basic information |  |  |  |
| assessment results |  |  |  |
| barriers to education/employment |  |  |  |
| Education/Employment goals |  |  |  |
| Measurable Skill Gain Goal |  |  |  |
| Enrollment in one or more WIOA Program Elements |  |  |  |
| Case notes |  |  |  |
| Performance indicators |  |  |  |
| 12 month follow-up data |  |  |  |