



## Attachment E Migrant and Seasonal Farmworker (MSFW) Services MassHire Career Center Monitoring Review Checklist

This checklist is designed for use by the State Monitor Advocate (SMA) to ensure proper documentation of the MassHire Career Center (MCC) monitoring review process.

### Fillable Form Instructions

This MassHire Career Center Monitoring Review Checklist is a fill-in form. To complete the form, perform the following:

1. Position your mouse pointer/cursor over the first checklist form field. Enter text or check/uncheck a box (e.g., form fields are highlighted). Press Tab to accept the field change and go to the next field (or Shift+Tab to go to the previous field).
2. Complete form fields on the final page of the document (e.g., name of MassHire Career Center office being monitored/reviewed, first and last name of the State Monitor Advocate (SMA) conducting the review, and date of observation).
3. Resave the file with a new name (e.g., Save As), location, and file type – for example, Word document or PDF – for filing and reporting purposes.

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#### A. PRE-ONSITE MONITORING REVIEW VISIT

##### 1. MSFW-related Data Analyses

- ☐ A1a Fiscal Management & Oversight (FMO) review logs and assessments
- ☐ A1b Unified Complaint System logs and outcomes
- ☐ A1c Migrant and Seasonal Farm Worker (MSFW) and non-MSFW customer list for the current Program Year (PY)
- ☐ A1d Agricultural job orders and non-agricultural job orders list for the current Program Year (PY)

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*Name of MassHire Career Center (MCC) office being reviewed*

Click or tap here to enter text.

*Name of State Monitor Advocate conducting review (e.g., first and last name)*

Click or tap here to enter text.

*Date*

Click or tap here to enter text.



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## A. PRE-ONSITE MONITORING REVIEW VISIT

### 1. MSFW-related Data Analysis

- ☐ A1a Fiscal Management & Oversight (FMO) review logs and assessments
- ☐ A1b Unified Complaint System logs and outcomes
- ☐ A1c Migrant and Seasonal Farm Worker (MSFW) and non-MSFW customer lists
- ☐ A1d Agricultural job orders and non-agricultural job orders lists
- ☐ A1e Documentation and correspondence pertaining to MDCS outreach and referrals made to the MCC
- ☐ A1f Review of customer files in coordination with FMO selection. (NOTE: The SMA reserves the right to select additional files as needed.)

### 2. Documentation Review

- ☐ A2a MassHire Local Plan
- ☐ A2b Local Memorandum of Understanding (MOU)
- ☐ A2c Summary of circumstances (or events) assessment

## B. ON-SITE MONITORING REVIEW VISIT

### 1. Local MassHire Workforce Board Visit and Interview

- ☐ B1a MassHire Workforce Development Board (WBD) SMA-MSFW Questionnaire
- ☐ B1b MassHire Career Center (MCC) SMA-MSFW Questionnaire

### 2. Facility Requirements

- ☐ B2a Reception area signage and required AJC posters – English and Spanish
- ☐ B2b Reception area accessibility
- ☐ B2c MSFW Desk Aid availability
- ☐ B2d Language Assistance for Limited English Proficiency (LEP)
- ☐ B2e Review and discussion of MSFW-customer service flow



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## 3. Summary

- ☐ B3a SMA's overall assessment of the MCC's provision of services to MSFWs

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