

EASTERN WASHINGTON PARTNERSHIP

WORKFORCE DEVELOPMENT COUNCIL

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SUBJECT MANAGEMENT INFORMATION SYSTEM

PURPOSE

This policy outlines the Management Information System (MIS) for the Workforce Development Council's participant record keeping and reporting activities.

BACKGROUND

The purpose of the MIS is to provide timely and accurate program information to the Workforce Development Council (WDC) and Regional Board, program administrators and contractors, and to fulfill reporting requirements of the WIOA and Washington State Provisions. The MIS provides the base data upon which programmatic and administrative decisions are made to ensure the WDC meets its goals and performance standards.

POLICY

The WDC Administrative Entity will maintain an MIS for participant record keeping and reporting in compliance with the Workforce Innovation and Opportunity Act, its implementing regulations, and State Policies. This policy is intended for use in conjunction with the Washington State Policies and the Washington State WIOA/Welfare-to-Work-MIS manual.

The WDC MIS Coordinator will be responsible to:

- Produce program reports as required by State Policies or as requested by WDC and Regional Board members
- Establish procedures for MIS document control, assuring that information is consistent and accurate
- Establish procedures to ensure the overall integrity of the MIS for participant record keeping and reporting, and ensure compliance with federal and state regulations
- Provide technical assistance to service providers regarding the MIS, regulations, policy analysis, and reporting requirements
- Enter modifications to the operational core MIS software as issued by the state.

MIS Document Control

MIS documents generated by the service provider include Application, Activity, and Exit/Placement.

Original documents are transmitted by the service provider to the MIS Coordinator at the Administrative Entity, accompanied by a Transmittal Record. The Transmittal Record lists each document in the batch alphabetically and creates a chronological record of all transmittals against which inconsistencies may be checked.

When MIS documents are received by the Administrative Entity the Transmittal Record and each document contained therein is date stamped. Transmittal Records are retained with corresponding program year MIS documents.

MIS documents are input by the MIS Coordinator in accordance with the WIOA/WtW-MIS Manual. The MIS Coordinator marks documents entered with the date of input.

Edit/Error Control

The MIS Coordinator reviews all MIS documents transmitted by the service provider against computer input screens prior to input to ensure accuracy and consistency. The MIS Coordinator telephones or emails the service provider to clarify any inconsistencies or questions. If the MIS Coordinator and service provider agree on the correction the forms in the WDA and contractor offices are corrected and initialed.

Security/Confidentiality

Periodic established reports of program data will be prepared and submitted to the state Training Program Services Division according to the requirements and time frames established in the State Provisions. Additional reports will be submitted to the state as requested.

Release of program data to governmental agencies is made with the approval of the WDC Director. A record of the information provided will be maintained and will specify whether the information was provided on diskette and/or hard copy.

Release of program data in response to outside inquiries is subject to approval by the WDC Director. Data security is assured by maintaining a complete backup of the program data.

Hard-copy document security to provide confidentiality of participant information will be assured by maintaining participant records in cabinets located in the MIS Coordinator's office, filed by Social Security Number.