



WIOA POLICY Calcasieu Parish Consortium Workforce Development Board LWDA #51 Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis & Vernon Parishes		Workforce Innovation & Opportunity Act Policy Regarding Management Information System (MIS)  	
POLICY TR 5		Training Related	
Revision: 4/25/2024		Approved: 5/16/2019	
WDB Chairperson's Signature: Sarita Scheufens		WDB Director's Signature: Stephanie Seemion	
		Expiration Date: Continuous, until further notice	

PURPOSE:

The purpose of the Management Information System (MIS) Policy is to provide criteria for establishing Workforce Innovation and Opportunity Act (WIOA) Title I program steps to ensure document security.

BACKGROUND:

It is the policy of the Workforce Development Board that the American Job Center to be in compliance with federal regulations as well as state and local laws.

Participant folders are kept in a locked filing cabinet and the MIS Department is locked every night and on weekends.

POLICY GUIDELINES:

If staff wish to take one of the participant files out of MIS, they must check this folder out and return it to MIS no later than 4:30 pm on the same day it is checked out by completing the sign out card that is located in MIS.

Participant folders are never to be taken out of this American Job Center Office.

New participant folders are to be submitted to the MIS Department on the Friday following the day the participant starts training. If a participant starts training on a Friday, the folder must be turned in no later than the following Friday.

All folders are to be in a specific order according to the Folder Organizational Instructions and any additional papers added are placed in the order specified on these instructions.

All exit and follow up forms and all forms placed in a participant folder are to be filled out in red or blue ink.

Never use white out on any form in the participant's folder.

Current case notes, updated activities, copies of invoices received, etc. should be filed in the participant's MIS folder no later than close of business at the end of each week. Folders should always be kept current.

Proof of GED, Diploma, Credential, or Degree must be scanned into the HIRE system and turned into MIS as soon as received, for documentation in the MIS Logs. MIS will file these in the appropriate place in the folders.

All paid invoices and attendance records (time sheets) should be scanned into the HIRE system and also filed in the participant's original folder located in MIS.

dm/2024

An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities and for persons with limited English proficiency.