Monthly SkillUP Case Monitoring Guidance

Each college must pull a list from MoJOBs each month that contains all current participants for the previous month. That list should be reviewed for inclusion of all necessary activities. Each case much then be reviewed individually for completion of items below:

* 1. Objective assessment summary
	2. Individual employment plan and resume
		1. Goals/objectives
	3. Case notes
		1. Initial
		2. One for each activity and any interactions/changes with participant
	4. Other items to review for accuracy:
		1. Are all activities (S20, 101, 107, 205 and 213) opened and closed appropriately?
		2. Is the training module open and does it contain the correct dates?
		3. If the training is complete, did you close the activity?
		4. If a credential was achieved on the completion of training, did you add the credential in the SkillUP app?
		5. Did you add case notes for all interactions and any changes that occurred with the participant?
		6. If the participant became employed, did you add the employment information in the add employment component in the SkillUP app?
		7. If the participant DID NOT complete training, did you close the training module, and add a case note?
		8. If a participant is no longer engaged in the program, you MUST exit their SkillUP app by choosing the exit/outcome component and adding an outcome.
		9. If you referred an individual to another provider, did you include an activity and case not to that effect?

After this is done and the list is verified, it must be sent to Ramona Mundwiller no later than the 30th of each month.