

A dark green silhouette of Washington County with a white, torn-paper-style border on its right side, positioned on the left side of the slide.

# Washington County's Approach to Monitoring Subgrantee

March 2023

# Overview



## **Washington County contracts only for MYP summer work experience**

### **Vendor is Tree Trust, due to:**

- ✓ Successful performance over past years
- ✓ No competitive RFP for MYP services required by DEED
- ✓ No competitive RFP for contract of this dollar amount required by Washington County



## **Washington County offers to partner with Tree Trust in recruiting applicants**

- ✓ County staff have relationships with schools, agencies and other County staff who serve youth and families
- ✓ We can increase outreach if applicant numbers aren't meeting goals



## **County staff provides written guidance to Tree Trust on how to do WF1 data entry**

- ✓ Importance of selecting correct agency and COFFR when adding new application
- ✓ Which activities to enter and use of accurate start & end dates
- ✓ Adding relevant performance indicators
- ✓ When and what types of information to case note
- ✓ Subgrantee enters required and appropriate data & Washington County captures good data

# Overview



## Periodically review records that subgrantee has entered in WF1

- ✓ Types of activities and corresponding start & end dates
- ✓ Case notes
- ✓ Documents in WF1 Electronic Document Storage (if EDS is used for storage)



## Useful WF1 reports

MYP & WIOA	MYP only	WIOA only
Demographic Summary	Youth Performance Detail	Credential Detail
Activity Detail	Youth Performance Summary	Follow-up Employment Detail
Activity Summary		Follow-up Interval Detail
Last Live Contact Detail		
Support Services Detail		

# Overview



## Monitoring guide is excerpt from DEED's monitoring guide

- ✓ Include content appropriate to services being provided by subcontractor
- ✓ Set date for visit 4-6 weeks out
  - ✓ Provide blank copy of guide to subcontractor at time of scheduling the visit
  - ✓ Set deadline for completion & return of guide for 1-2 weeks prior to date of visit
- ✓ Randomly select a percentage of enrolled WF1 records for review
  - ✓ Send list of selected WF1 record IDs, plus copy of case file checklist, 1-2 weeks prior to date of monitoring visit
- ✓ Provide results of monitoring visit to subcontractor
  - ✓ Summary report
  - ✓ Copy of completed guide (if monitor has added comments)
  - ✓ Copy of financial reconciliation
  - ✓ Deadline to respond to any corrective actions

# Questions?

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