



PARTICIPANT FILE REVIEW FORM (QAM)

Participant Name: _____ Site: _____ Review Date: _____ OSY / ISY

ELIGIBILITY

1. Is the participant a US citizen or eligible non-citizen ?
Source of documentation? _____
2. Was the participant 14 to 21 years old at time of Registration? YES* NO*
Source of documentation? _____
3. Has the participant registered for Selective Service at Registration? YES* NO* NA*
Source of documentation? _____
If no, why? _____
4. Is Selective Service registration needed now? (youth has turned 18 since initial Registration) YES* NO* NA*
5. Is the participant economically eligible? YES* NO*
Source of documentation? _____
6. If using 5% window, was it approved by Program Coordinator as required? YES* NO* NA*
7. Are necessary documents for barriers in file? YES* NO*
8. Does permission to disclose/not disclose SSN align with i-trac record? YES* NO*

SERVICES

1. Is it clear what objective assessments have been used? (Transcripts, CASAS, IEP) YES* NO*
2. Is ISP initialed, signed, and dated by Provider and Client? (pages 1 and 6) YES* NO*
3. Are there current goals set for the youth on the ISP? YES* NO*
Completion dates recorded? YES* NO*
4. Are there current goal 'steps' set for the youth on the ISP? YES* NO*
Completion dates recorded? YES* NO*
5. Do the goals on the ISP relate to the assessment results? YES* NO*
If no, why? _____
6. If OSY is Basic Skills Deficient, is there a plan to achieve a numeracy/literacy gain? YES* NO* NA*
7. Last **Case Note** date: _____ Last **'Direct'** contact date or **'Service'**: _____

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|--|------|-----|-----|
| 8. Has monthly contact or attempts been documented for youth in active status? | YES* | NO* | |
| 9. Is it clear that there have been services provided within the last 90 days? | YES* | NO* | |
| 10. Do the services provided match the goals on the ISP? | YES* | NO* | |
| 11. Are services entered in I-trac and do they match up with case notes? (services linked ?) | YES* | NO* | |
| 12. Have 'stop' dates been entered on completed services? | YES* | NO* | |
| 13. Is an employment or training goal documented in the file? (in ISP and case note) | YES* | NO* | |
| 14. Are current high school or college transcripts in file? Final GED scores? | YES* | NO* | |
| 15. Is there documentation for all direct payments in the file? | YES* | NO* | NA* |
| ▪ If so, is it documented that other resources were explored prior to issuing? | YES* | NO* | |
| ▪ If gas card issued, did youth initial receipt? | YES* | NO* | NA* |
| ▪ Is LOG being used for issuance of bus tickets? | YES* | NO* | NA* |
| 16. FOR OSY: Are results of CASAS assessment indicated in the file AND i-trac? | YES* | NO* | NA* |
| ▪ If BSD, has youth Post-tested to achieve gain within one year? | YES* | NO* | NA* |
| ▪ Is Incentive Agreement signed by youth (new eff. 11/1/10) | YES* | NO* | NA* |
| 17. Have outcome measures (Education, Employment) for this youth been recorded on the outcomes page of I-Trac if applicable? | YES* | NO* | |

FOLLOW-UP INFORMATION

18. Last **Case Note** date: _____ Last '**Direct**' contact date or '**Service**': _____
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|---|------|-----|-----|
| 19. Has this youth been transitioned to Follow-Up status? | YES* | NO* | NA* |
| 20. Is quarterly contact documented for youth in follow-up status? | YES* | NO* | |
| 21. Is there documentation for all direct payments in the file? | YES* | NO* | NA* |
| ▪ If so, is it documented that other resources were explored prior to issuing? | YES* | NO* | |
| ▪ If gas card issued, did youth initial receipt? | YES* | NO* | NA* |
| ▪ Is LOG being used for issuance of bus tickets? | YES* | NO* | NA* |
| 22. Have outcome measures (Education, Employment verifications) for this youth been recorded in I-Trac? | YES* | NO* | NA* |
| 23. What follow-up services are being provided? | | | |
| 24. For full program exit files, was contact attempted within 14 days of FPE? | YES* | NO* | NA* |