EXCLUSIONS REPORT PROCEDURE:
PROGRAM EXIT ALIGNMENT

> The percent of all participants whose date of program exit aligns with one of the following:
> • Date Completed Training
> • Date Received Most Recent Basic Career Service
> • Date Received Most Recent Individualized Career Service
>
> All services for co-enrolled individuals are considered for these metric, and co-enrolled individuals will be reported for each program they're enrolled in.
>
> <u>Data Validation Requirement</u>

Each month AWIB leadership is provided with data demonstrating the progress of Alaskans engaging in employment and/or training activities. This data is monitored to assess the effectiveness of the statewide systems involving WIOA funding.

WHO
The WIOA Youth Program Coordinator or designee will review the AKJobs documentation of each participant to **assess** *if* additional information is needed.

STEPS
Upon receipt of the Exclusion Report for their office, the WIOAY grantee will review AKJobs and the participant's hard file to determine appropriate actions, *if warranted*. All appropriate actions will be noted in the "finding" column of the report and returned to the WIOA Youth Program Coordinator, **with** the Monthly Progress Report for the following month.

> **Reasons for failure:**
> 1. **Enrollment was allowed to soft exit without monitoring.**
>   After an issue was identified, service dates were modified, causing the end of the final service to no longer align with the AlaskaJobs-entered exit date.
> 2. **It's possible that the final participation-extending service was reclassified as a non-extending service.**
>   In this case the new date of program exit should be earlier than the previously reported date of program exit.
> 3. **It's possible that a non-extending service was reclassified as a participation-extending service and ends up being the final participation-extending service.**
>   In this case the new date of program exit should be later than the previously-reported date of program exit.

Possible corrective actions:

✓ Monitor enrollments for accuracy prior to closure and exit. Reports (the Soon to Exit report) can be run to identify upcoming soft exits.