Imaging Q & A

NEG

NEG Project Numbers - Imaging and documentation in WINGS required. What do we image?

The NEG Project Number and Type should be recorded on the Cover Sheet. i.e. NEG Hurricane Katrina – MS04; NEG Oil Spill – MS 07; NEG OJT – MS-06; NEG Tornado – MS 08; NEG Flood – MS 9

Adult and DW Acceptable Source Documentation:

1. *Date completed or withdrew from training - what do we image?*
   Date completed training is not required to be imaged. This is documented on the ITA in the ETPL. This should also be documented in WINGS as a case note. The documentation spreadsheet will be revised to reflect this.

2. **Type of Training Service #1 - what do we image?**
   This does not require imaging. Interviewers must select the appropriate training service being provided to the participant from the list in WINGS under Training Type.

3. **Employment Plan - Interviewers must record a case note in WINGS. Chart states imaging is required. Do we need to image if we record in WINGS?**
   The employment plan can be documented in WINGS with a case note. It is not necessary to print ETPL or WINGs screen prints for imaging. Recording in the WINGs or the ETPL is sufficient.

4. **Assessment - Interviewers should record a case note in WINGS. Do we need to write a statement in the notes or can we just provide the "assessment" service?**
   Documentation for participant assessment is required by the LWIAs. This assessment should be documented in the case note section of WINGS. It is not sufficient to record the service assisgnment.

   OJT:

   1. What is the difference between Copy of Invoice and Monthly Invoice?
   Based on local area policy and the terms of the OJT contract(s) the invoicing time frames vary. The invoices should be imaged when received whether they are monthly or not.

   2. Our areas use a form for the mid-point evaluation. Can we image instead of documenting in WINGS?
   The workgroup agreed that the midpoint evaluation should be documented in case notes. It is not necessary to image a copy of the evaluation.

   General Questions:

   1. Are we going to image Workforce Area required forms that are not addressed in the Data Elements and Required Source Documentation for Imaging?

The workgroup agreed on the documents to be imaged. If they are not noted as required, do not image. One of the purposes for Imaging is to eliminate unnecessary paper.

2. Some Workforce Areas do not use categories such as low income and TANF to determine eligibility for Intensive and Training services. Do we only follow the guidelines for Imaging in these categories when they are used to determine eligibility?
WINGS automatically determines whether or not a participant is low income based on the information keyed into the WIA Enrollment (Program Information) section. If the participant received intensive and/or training services and is determined to be low income source documentation is required. The list of acceptable documentation is listed on the chart.

3. Employment Plan - Interviewers must record a case note in WINGS. Chart states imaging is required. Do we need to image if we record in WINGS?
See #3/ Adult and Dislocated Worker.