

**General DET Contract Policy 5 – Data Entry Timelines
(Youth and Adult)**

The following are the timelines provided for the required data entry:

| | Milestone | Timeframe |
|---|---|--|
| 1 | Approval of Enrollment.* This includes: <ul style="list-style-type: none">• DJL Account Registration and• Eligibility Documents Uploaded• Individual Service Strategy (ISS) completed | Within 30 days of the first day of service/training. |
| 2 | Adding and ending services | Within 2 weeks of actual dates |
| 3 | Measurable Skills Gain (Youth) | Within 2 weeks of receipt of documentation |
| 4 | Credential | Within 2 weeks of receipt of documentation |
| 5 | Day 1, 30, 60 and 90 Outcomes | Within 2 weeks of receipt of documentation |

*Contractors will have a 30 day observance period to observe enrollees before making the decision on whether to enter and approve an individual in Delaware Job Link. In order to utilize the observation period:

1. The individual must provide all required eligibility documentation to the Contractor prior to the start of services/training;
2. Contractor must review required eligibility documentation to determine individual eligible for services/training; and
3. The individual must be participating in the scheduled services/training on the first day.

Exception to the 30 day observance period:

Programs with a planned classroom room Occupational Skills Training Program (OST) (not including Work Experience or Clinical) that are 8 weeks or less, will have a 2 week observation period. Therefore by the end of the first 2 weeks of OST, all selected participants for the program must be approved in DJL (see 1 above in chart).

No expenditure shall be invoiced for any participant prior to their approval in Delaware JobLink.