

Youth DET Contract Policy 6 - Reporting Participation Hours Funded by the Provider (Youth)

The purpose of this policy is to monitor training providers for the delivery of the training hours contained within Appendix B, of the contract. For example, Contractor's Response to RFP, states the Average Program Hours per Enrollment will be 250 hours during the contract year - July 1st to June 30th.

Submission of a monthly log will provide DOL-DET a mechanism to determine that the appropriate hours are being provided. Appropriate hours will be a DOL-DET projection based on the participant enrollment date.

Participation hours will be reported to DOL-DET on a monthly basis via electronic submission of the monthly Participation Log. This Participation Log is a cumulative log. **NOTE: LOG MUST INCLUDE ENROLLMENT DATE.**

The completed log should include all services documented which would include the hours of service directly provided to, or paid for, by the contractor as well as any services provided from a partner.

Logs will be submitted to your Contract Specialist by the 12th of each month. It will be reviewed on a regular basis by your Contract Specialist to ensure sufficient hours of services are being provided to the participants. Abnormally low hours of participation will be evaluated for compliance with the enrollment policies.

All hours reported on the participation log are subject to audit and must be documented based upon the DOL-DET Youth Policy 7 - Documentation for Services and Performance Measures. Attendance reported on the participation log and not documented within the participant file may result in corrective action proceedings.

Attendance reported on the participation log should be consistent with the youth's DJL services.

Time on the log will be recorded as follows:

1 – 15 minutes = .25	16- 30 minutes = .50
31-45 minutes = .75	46 – 60 minutes = 1

Participation logs should not be modified from the original format emailed to Contractors.

Template logs are provided via email to contractors in Microsoft Excel.

REVISED: September 11, 2018

Effective Date: July 1, 2018

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Deleted: 7th

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