**As you prepare for your WorkPrep review, you will need to do the following:**

* Make sure that all TW2s and TW3s are current and all DHS paperwork is properly signed by worker and student. Prior to your review, contact the workers if updates are needed. Note that this should be done throughout the year and not just before the review.
* Ensure that you have entered applicable client data on all database forms. Data should be entered on any client served since July 1. Include comments, as appropriate. (Remember you can copy and paste emails from workers/partners into the comment section on any form.)
* Within one week of your review, print out all reports in the report section of the database home page. Also print out the *“First Employment Follow-up Report (performance based)”* from the CareerTech/WorkPrep site. This will be the only report you will need from that site.
* Download the most current WorkPrep review form the CareerTech website to your desktop or document folder.
* Following the instructions provided on the form, enter requested data from the WorkPrep database or state TANF report.
* At the time of your review, have your WorkPrep database available for review. You may be requested to open a file or provide a printed copy of the comments/notes for a particular student.
* In summary, you will need to have the following available on your review date:
  + Completed WorkPrep Review Form
  + Copies of all database reports
  + First Employment Follow-up report (from CareerTech website)
  + Files available for review
  + Your WorkPrep database open and available for review (on laptop, preferably)

**Protocol:**

* Confirm that appropriate DHS partners are aware of the review; are invited to participate; and know the review location.
* Invite your administration.
* During the review, keep in mind that you are the facilitator. Follow the agenda below to ensure that the process runs smoothly and all necessary areas are addressed.
* Be prepared to share brief examples of successes in your program. You might consider sharing notes from students, worksites, or employers. Consider mentioning student involvement in contests or awards that may have been presented.
* When going over the review form, it is not necessary to read everything to those in attendance. Instead, refer attendees to each section while you give an overview of the information provided. If you have staff members, who are responsible for outcomes in the report, ask them to present the information.
* Be sure to note particular issues and/or concerns on the review form. (#18 on last page)
* Avoid *extended* conversations about particular students or problems in your program. The review is not the place to conduct joint case management. Complaints should be carefully presented, avoiding excessive negativity and should be used to clarify policies, procedures, and/or processes.

**REVIEW AGENDA**

**Agenda Instructions:**

* Welcome and Introductions: Coordinator (Have everyone introduce themselves or introduce everyone. Do not assume everyone knows each other.)
* Brief overview of Successes in program and partnerships: Coordinator
* File Review Results: DHS representative and ODCTE representative (DHS 1st and ODCTE 2nd)
* Summary of Review Report and Supporting Documents: Coordinator or Staff Member(s) when appropriate (Let everyone know that they are free to ask questions as you go through the report. Everyone in attendance should have copies of all documents.)
* Overview of current and previous year ODCTE *“First Employment Follow-up Report (performance based)”* from the CareerTech/WorkPrep site: Coordinator (Highlight outcomes. If you do not know how to summarize the information, contact the ODCTE representative prior to the review.)
* Adjourn: Coordinator (Ask if there is anything else that needs to be discussed; if not, adjourn the meeting and thank everyone for their attendance.)

**Agenda (you may print this agenda and make available to all review attendees):**

* Welcome and Introductions-Coordinator
* Brief Overview of Successes in Program and Partnerships-Coordinator
* File Review Results- DHS represtative and ODCTE representative
* Summary of Review Report and Supporting Documents -Coordinator
* Overview of current and previous ODCTE *“First Employment Follow-up Report (performance based)”* from the CareerTech/WorkPrep site-Coordinator
* Adjourn-Coordinator