

WIAB 14-14

DATE: December 23, 2014
TO: All Workforce Investment Areas
FROM: Marsha Wright, Workforce Bureau Chief *Marsha Wright for SCS*
SUBJECT: Revised WIA Quarterly Continuous Improvement Report Form

Each Subrecipient is contractually obligated to assess, at least quarterly, their progress toward the achievement of goals and objectives reflected in their Agreement to include the examination of expenditure rates, service levels and, as appropriate, customer feedback, processes and outcome measures, including the results of long term follow-up. The Agreements require Subrecipients to submit a report that summarizes its accomplishments, identifies areas targeted for improvement based on the analysis of performance, and summarizes plans for any process improvement initiatives undertaken as a result of this review. If concerns are noted or deficiencies occur, the Subrecipient also is expected to identify the impact area(s) and specific measures that will be implemented to address the concern or deficiency. This quarterly report should be submitted to the Administrative Entity, via the WIA/TAA mailbox, by the 30th of the month following the end of the quarter.

The WIA Quarterly Continuous Improvement Report (form WIA-200) has been revised in an effort to streamline the process. We will no longer be requiring this report be submitted for each local office, rather, please submit only for each Region. If you have ideas for additional improvements to this process, please let us know.

Please begin using the new Continuous Improvement Report for the quarter ending December 2014.

The revised Continuous Improvement Report may be accessed in the WIA Management Information System by selecting "Information," then "Forms."

Please contact your grants management staff for further assistance or information to complete this process.

Attachment