

DOCUMENT MANAGEMENT

Documentation is critical for validating information used for performance evaluation. Hard files are no longer saved in the job service offices. All documentation is saved in SDWORKS. To ensure consistent documentation, naming, tagging, and grouping policy should be followed. Once legibility is confirmed on the uploaded paperwork, it may be shredded to guarantee confidentiality.

The approving manager is responsible for ensuring all documentation is uploaded, correct, and legible before authorizing Obligation and Payment vouchers.

All documents need to be uploaded as .pdf file types in the Documents section of the participant's SDWORKS file. If a document verifies more than one items, it only needs to be uploaded one time.

PARTICIPANT NAMING

After scanning the document(s) to a folder on your hard drive or server, name the .pdf file using the following content in this order:

1. First Initial
2. Period
3. Last Name
4. Date (Format MMDDYY)
5. Period
6. Abbreviated Service or Form Number(s) (if applicable)
 - Examples: Objective Assessment = OA
 - Employment Plan = EP

Do not change the file extension (.pdf).

Examples

- For Jane Doe's Objective Assessment on May 25, 2018, name the file "j.doe052518.OA.pdf" or for her OJT Training Plan Monitor on the same date, name the file: "j.doe 052518.ojtmonitor.pdf"
- For Jane Doe's Enrollment Forms (Form 1, 2, and 3) on February 14, 2019, name the file "j.doe021419.form_1_2_3.pdf"
- For Jane Doe's Mock Interview on February 14, 2019, name the file "j.doe 021419.mock.pdf"

EMPLOYER NAMING

1. Business Name
2. Period
3. Date (Format MMDDYY)
4. Period
5. Form Number

Examples

- ABC Company signed Form 59 on March 2, 2030, name the file "ABCco.030230.Form59.pdf"

TAGGING

When documents are uploaded into the SDWORKS participant file, tagging is a **requirement**. Tags need to be keywords, or a brief description of what information is included in the document. The tag should not be linked with the case note, nor should it include personally identifiable information. If multiple documents are included in the scanned file, document descriptions/keywords should be entered for each document and separated by commas. Once this information is entered in the “Document Tags” box, the appropriate document can be attached. Tagging is not required for documents uploaded to an Obligation or Payment Voucher.

Examples: For grouped documents the tag would be: “Release of Information, EO, One-Stop Services” or for a single document: “OJT Monitor”

GROUPING

In the first tagging example above, three forms are grouped together in one scan. Grouping is allowed as long as documents are clearly tagged. When entering an Obligation or Payment Voucher for a service, all documents required for the voucher should be grouped together in one upload. Required documentation for each service is defined in the corresponding policy.

Example: All documents required for the Obligation Voucher would be scanned as a group and uploaded with the Obligation. The same for a Payment Voucher.

Validation items (Driver’s License, Birth Certificate, etc..) can also be grouped. All documents in the grouped scan must be in the tag.

Example: Verification items for enrollment would be scanned as a group and uploaded with the tag: “Birth Certificate, DL, SSN, public assistance.”]

MEDICAL AND DISABILITY DOCUMENTS

Medical and disability documentation and verification are uploaded into SDWORKS only if necessary for eligibility. Hard copies of documentation should be destroyed.

Refer to Data Validation Requirements ([WIOA Resource 20](#)) for specifications. Disability verification may be required for Senior Community Service Employment Program (SCSEP) income validation.

29 CFR 38.41(b)(3)