

**Workforce Development Board
Administrative Policy #4**

Effective: July 1, 2016
Updated 9-13-17

Subject: Data Collection and Reporting

Purpose: To establish a system of data collection and reporting for CCMEP

Policy: It is necessary to accurately collect and report pertinent data in conjunction with CCMEP. As the accurate collection of data is both a good management and reporting tool, the agency will enter all information into OWCMS as per policy.

Procedure: CCMEP staff shall enter required data, including case notes, concerning CCMEP participants into OWCMS as a part of the enrollment and case management process. All data will be entered timely and accurately.

Distribution: CCMEP staff
WIOA staff
WIOA/CCMEP Supervision