

ETO Policy 37 – Procedure for Tracking Day 30, and Day 90 Outcomes in a “No Gap in Service” Environment (Youth and Adult)

When it is determined that the client should exit the program, the contractor will submit two forms. 1) Enrollment/Leave Enrollment Form with the Leave A Service section completed. This ends services, reports skills goal attainment, credential obtainment, and Literacy/Numeracy Post Test Results (Out of School Youth only). 2) Follow-Up Services form and either indicate “No FUS” or “FUS-Day “1 if an outcome was achieved. The form should be completed in its entirety at this point.

When the contractor obtains documentation that a Day 30 was achieved, a Follow-Up Services form indicating “FUS-Day 30” should be submitted. The Subcode to be used is referenced in your contract. The O*Net Code is the code that correlates to the job. The Actual Date is the date of the actual 30 day achievement, and the Actual Number of Hours is the number of documented hours obtained by the contractor.

When the contractor obtains documentation that a Day 90 was achieved, a Follow-Up Services form indicating “FUS-Day 90” should be submitted. The Subcode to be used is referenced in your contract. The O*Net Code is the code that correlates to the job. The Actual Date is the date of the actual 90 day achievement, and the Actual Number of Hours is the number of documented hours obtained by the contractor.

New Placement Data is to be completed when there is a break in employment.

Follow-Up Services should only be submitted the first time they are achieved.

The Follow-Up Services form replaces the submission of the Exit form.