# **ASE** **Participant Tracking Planning Tool/Checklist**

This tool is intended to help ASE grantees assess current practices and develop robust participant tracking strategies.

## Required Data Elements

Review the [ASE interim reporting guide](https://ase.workforcegps.org/resources/2019/10/24/19/59/-/media/BF4494EFB6B94033B586716CCB6044D3.ashx) for information about the data elements you are required to collect.

### The Data Tracking System

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| **Discussion Questions** | **Current Status** | **Next Steps** |
| What system are you using to capture participant data? |  |  |
| Who manages that system? |  |  |
| How does the data get into that system? Who is entering the data into the system? How have they been trained? |  |  |
| How does the data get out of the system?  |  |  |
| Do you need the data in your system to align with in other systems (e.g. apprenticeship program data; WIOA)? If so, how will the alignment take place? |  |  |

### Participant Recruitment

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| **Discussion Questions** | **Current Status** | **Next Steps** |
| Where will grant-funded apprentices come from?  |  |  |
| How will they learn about and become Registered Apprentices? |  |  |
| Which partners will work with them? |  |  |
| At what point will they be identified as participants in the grant? |  |  |

### Eligibility Determination and Enrollment

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| **Discussion Questions** | **Current Status** | **Next Steps** |
| How will you enroll new apprentices in grant funded services? |  |  |
| Who will enroll new participants and determine eligibility? |  |  |
| How will the enrollment/intake data be collected? Have you created any necessary forms and added relevant dates? |  |  |
| How are you training the individuals/partners who are collecting and/or entering intake/enrollment data and participants/ How are you ensuring that they understand what information is collected and why, where it is sent, and how it will be used? |  |  |
| How are you ensuring that participants understand why certain information is collected, where it is sent, and how it will be used? |  |  |
| What agreements might you need to have with partners to collect this information? |  |  |

### Service Delivery

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| **Discussion Questions** | **Current Status** | **Next Steps** |
| What services will grant participants receive? |  |  |
| Who will deliver these services? |  |  |
| Will you connect with an existing partnership or create something new? |  |  |
| How will services be provided? |  |  |
| When and how will service delivery be documented for reporting purposes? How will this information get into your data system? |  |  |

### Implementing Your Data Collection Plan

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| **Discussion Questions** | **Current Status** | **Next Steps** |
| Have you identified an approach of maintaining contact throughout participation and after? |  |  |
| Do you have a data quality control plan in place? |  |  |
| How are you protecting PII? Do you have a plan in place for properly collecting participant information during social distancing? |  |  |