

Executive Summary

A Deep Dive of the 4Cs of a Monitoring Report

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This session is part of the Employment and Training Administration's National Monitoring Training for State Agencies' series. This session took a closer look at post monitoring activities, including a discussion on developing written findings in a monitoring report. The focus of the discussion was on utilizing the four Cs - Condition, Cause, Criteria and Corrective Action when writing reports to present clear and concise findings with corrective actions that prevent an issue from recurring.

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