**LWIA XX ENTRANCE CONFERENCE AGENDA**

**XXXXXX XX, 2021 at XXXX a.m./p.m.**

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| **I. Welcome-** PY 20 Combined Fiscal and Programmatic Remote Monitoring  Date Range for monitoring event: XXXXXX XX, XXXX through XXXXXX XX XXXX | | | |
| **II. Introduction of State Monitoring Team:** | | (List names of team here. All team members should have their cameras ON)) | |
| **III.** **Introduction of Local Area Team:** | | (List LWIA Director here and ask him/her to introduce LWIA team) | |
| **IV. Feedback from LWIA regarding remote processes/ Suggestions:** (ask how things went with uploads, and ask for feedback or any suggestions/ comments they may have) | | | |
| **V. Overview of Monitoring Scope:** | | | |
| Fiscal Questions from fiscal monitor | | (List fiscal monitor name here, and call on him to ask his series of fiscal questions) | |
| Programmatic: (List the files you will be monitoring (1A, 1D, 1Y, Trade, etc.) | | (List Team Lead name here as primary contact for any questions) | |
| **VI. Confirmation of Monitoring Logistics:** | | | |
| Timeline for DCEO to review/monitor Uploads | | Start Date: XXXXXX End Date: XXXXXX | |
| LWIA Contact Names (ask LWIA to provide primary contact names if questions during monitoring) | | Fiscal:  Programmatic:  File Upload inquiries: | |
| How often does LWIA want to be  updated via email during the  remote monitoring process? | Daily  Every other day  Once mid-week  Soft Exit (ask LWIA if they want)  (not official exit) | | LWIA staff to be included in email inquiries/updates:  1.  2.  3. |
| **VII. Overview of LWIA Operations: LWIA location information is correct below:**  Yes No | | | |
| (Copy all LWIA Workforce Center Locations( based on a review of the Illinois workNet report) from: <https://www.illinoisworknet.com/servicefinder->  (Ask LWIA to confirm information on this list of locations is correct). | | | |
| * **Are all these centers currently open to the public?** | | | |
| * **How are the services being provided at each workforce center?** | | | |
| * **How are you protecting personally identifiable information in a remote work environment?** | | | |