**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 MonitoringDate 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?**
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| * **How are the services being provided at each workforce center?**
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| * **How are you protecting personally identifiable information in a remote work environment?**
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