**Processes for Selecting Sample Files in ACME for 1Y, 1A, 1D, Trade, IWT**

1. For file selection, you can select any file you feel is appropriate.  While we don’t set out to purposefully choose “problem” files, it sometimes works out that way, because we are usually just pulling 5.  If the reports indicate issues in some areas with certain files, there is nothing wrong with including them in the sample. Review the names that have been monitored from the prior year and do not duplicate the same names for the current monitoring event.
2. I have not selected a file from Trade that was already reviewed in a prior monitoring year.  If you have identified a potential issue with a file that has already been reviewed, you may want to check with Sheila and Susan to see if they recommend including it again for review.  Just make sure this file falls within the monitoring dates.
3. There are some monitor trainees that have been trained in Trade, and others have not.  If you choose to assign a file to a trainee with no experience, you will want to make sure you allow plenty of time for them to ask questions along the way…and there will be a lot.  I prefer the trainee has***some***training prior to an assignment of a Trade file as it can be pretty overwhelming and has caused some stress in the past.  If you feel you will have the time to dedicate to Trade training at the same time as the monitoring is going on, give it a try.  Some people don’t mind learning on-the-go, while others feel very anxious about it.  You can always ask the trainees what their comfort level is too in taking on Trade if they have had no prior training.
4. Risk Assessment- The sample size referenced on the Risk Assessment form really has to do with the fiscal sample size needed rather than programmatic.  With that being said, if the risk appears to be higher, you can increase the sample size as you see fit.  I have increased the sample size in the past if an LWIA showed some risk or perhaps did not have any or minimal Trade, IWT, OJT, etc. to review for the monitoring period.  I just increased 1Y, 1D, 1A in some of these instances.

**Selecting 1Y, 1A, 1D, Trade File Samples in ACME**

1. Start by clicking on the Instrument panel in ACME.
2. Select Component 2-Program
3. Select Element E.
4. Click “View” to select [2-E I Youth Eligibility File Review](https://appsceo.portal.illinois.gov/acme/home/1112/2020_1112_Programmatic_1/1112/3B%20I%20Youth%20Eligibility%20File%20Review).
5. Click on “Actions” drop-down menu and select “Upload Universe.”
6. Select appropriate “LWIA” from drop-down menu.
7. At “Begin Date” entry, insert Start Date of date range of monitoring event (this date can be found in the Announcement letter).
8. At “End Date” entry, insert End Date of date range of monitoring event (this date can be found in the Announcement letter).
9. At “Retrieve/Upload Option entry, drop down the menu to select “Upload Data.”
10. Before you upload, review your entries for accuracy.
11. Click “Preview/Upload IWDS Data” button.
12. Once file has completed uploading, look to the top right corner of the screen. There is a yellow button that reads “Included”. Drop down this menu and select “All Documents”.
13. From this screen, select the samples that you want included by changing ‘No’ to “Yes” next to the participants’ names you wish to monitor. NOTE: Always click outside the box after each selection so the system will save the information. In addition, use this screen to assign each file to your monitoring team. Start typing in the last name of your team member and it should allow you to select his/her name. Again, click outside the box after each selection in order to save the information.
14. Repeat all of the above steps for the categories of Adult, Dislocated Worker, and Trade in ACME. For Trade files, request a list of files that have already been monitored from Sheila. She will add her list to your folder in the S Drive. You will compare this list to ACME to make your selections to ensure you are selecting files that have not yet been monitored.

**Selecting IWT File Samples in ACME**

***Before adding IWT to ACME, first go into IWTS and run a report to obtain all IWT contracts for your LWIA that fall between the review period for your monitoring event. I typically select projects that have been successfully completed or have been ongoing for a few months. To obtain this report, go into IWTS and search the LWIA’s projects. Make your selections and be sure you have the grant number, project Number and title available from this list as you will need it to identify the correct projects in ACME once you upload the universe.***

1. Start by clicking on the Instrument panel in ACME.
2. Select Element D.
3. Click “View” to select [**2-D I Participating**](https://appsceo.portal.illinois.gov/acme/home/1112/2020_1112_Programmatic_1/1112/3B%20I%20Youth%20Eligibility%20File%20Review) **Employer Information**
4. Click on “Actions” drop-down menu and select “Upload Universe.”
5. Type in Grant Number from the project you selected to review.
6. At “Retrieve/Upload Option” entry, drop down the menu to select “Upload Data.”
7. Before you upload, review your grant number for accuracy.
8. Click “Preview/Upload IWDS Data” button.
9. Once file has completed uploading, look to the top right corner of the screen. There is a yellow button that reads “Included”. Drop down this menu and select “All Items”.
10. Click the drop-down menu for Actions and select “Edit in Datasheet”. From this screen, select the samples that you want included by changing ‘No’ to “Yes” next to the Project names you wish to monitor. NOTE: Always click outside the box after each selection so the system will save the information. In addition, use this screen to assign the projects to your monitoring team. Start typing in the last name of your team member and it should allow you to select his/her name. Again, click outside the box after each selection in order to save the information.
11. Go back to Instrument Panel in ACME
12. Select Element D
13. Click “View” to select **2-D II- Incumbent Worker Eligibility**
14. Drop down Action menu and click “Upload Universe”
15. Add the grant number(s) of the IWT project you chose to review
16. Under Retrieve/Upload option, drop down menu to select “Upload Data”
17. Click “Review/Upload Worknet Data “
18. Click Drop down menu on top right and select “All Programs”
19. Click the drop-down menu for Actions and select “Edit in Datasheet”

This should bring up a list of all participants that are within that grant number.  If they have more than one IWT project, all of those people will be in there, but you will want to just select those participants that are tied to the project you are reviewing. You can filter the participant names by selecting the company name you want to review. Drop down the menu under the column “Project Title” to filter only those names associated with the project you are monitoring. Go back to your “Actions” button, then click on “Edit in Datasheet” from the drop-down menu and change the NO’s to Yes’s for those group of participants associated with the project you are monitoring.