**Sample Center File Review Tracking Log**

*Technical Assistance/Guidance*

The purpose of this guidance is to assist Records Managers and Disability Coordinators with the tracking of applicant files in the file review process. Applicant files should be tracked from the time the center “receives” the file from the Admissions Services contractor until the applicant is accepted into the program and assigned a start date or recommended for denial and a final disposition is made by the Regional Office.

| **Column Header** | **Field Comments/Guidance** |
| --- | --- |
| File Receipt Date | This field is used to indicate the date the center received the file electronically from Admissions Services and will be used to calculate the # of days the file is in review. |
| File Review Due Date | This field is used to indicate the date the file review team must complete the applicant file review process.  The center has 30 calendar days after receipt to process an applicant file. Request a time extension from Regional PM if more than 30 days is needed to complete the file review due to scheduling of clinical interviews, DAC meeting or confirmation of documentation that is forthcoming, etc. The center must request an extension by day 25. If referring to an alternate center, the center has 15 calendar days to review the file and must request an extension by day 10. See ***Regional Office Extension Requested*** field. |
| ID# | This field is used to indicate the applicant's Job Corps ID#. |
| Applicant Last Name | This field is used to indicate the applicant's last name. |
| Applicant First Name | This field is used to indicate the applicant's first name. |
| Admissions Services Staff | This field is used to indicate the applicant's Admissions Services staff. |
| Health and Wellness Director (HWD) Reviewer | The Health and Wellness Director (HWD) is the file review coordinator and responsible for triaging all applicant files and determining if other file review team members need to review the file. Insert their name in this field. The HWD internally tracks other Wellness reviewers/file movement within Wellness Dept. as per PRH Chapter 1: 1.5(R2)(b). |
| Date HWD Review Completed | This field is used to indicate the date the HWD completed their initial review of the applicant file and either approves the applicant for enrollment or identifies the File Review Team members (e.g., Qualified Health Professionals) who will review the file to determine if applicant's health care needs exceed those of basic care as per Exhibit 2-4 of the PRH or if the applicant poses a direct threat to others. This date should match the date on Form 1-06, Center File Review Form. |
| Other Reviewer/Dept | This field is used to track the review of non-health information such as educational type documents. On very rare occasions, the center's disciplinary officer might assist new information file review scenarios where there is new court information, for example. Insert the Other Reviewer's name in this field. |
| Date Other  Review Completed | This field is used to document the date the Other Reviewer has completed their review and provided written feedback to the HWD. |
| Disposition or Outcome | Completion of this column and the ***Disposition Date/Outcome Date*** column are CRITICALLY important as they signify the date the file review has been completed and the outcome of the file review.  This column should never be updated once a disposition has been determined. For example, the center "approved" an applicant and then the applicant was a "no show" or "withdrew" their application. The CHANGE in status must be reflected in the comments. The Disposition remains as "Approved." |
| Disposition Date/Outcome Date | This field is used to indicate the AFR Outcome (disposition) date of the applicant file and MUST NOT be changed after the original disposition date has been entered.  See note for ***Disposition or Outcome*** field. |
| Days in Review (30 days) | This field is used to indicate the number of days the file was in review. This field is a calculated field. If you make any structural changes to the ***File Receipt Date*** or ***Disposition Date/Outcome Date*** fields or to the formula in this ***Days in Review*** field, this field will no longer auto calculate accurately. |
| Regional Office Extension Requested (Y/N) | This field should be used to indicate extension requests to the Regional PM when a center needs longer than 30 days to process a file. This is a drop down box field, select Y or N from the dropdown box. Then include extension details in the ***Comments*** field (see the accompanying note in ***Comments***).  The center has 30 calendar days after receipt to process an applicant file. Request a time extension from Regional PM if more than 30 days is needed to complete the file review due to scheduling of clinical interviews, DAC meeting or confirmation of documentation that is forthcoming, etc. The center must request an extension by 25 days in file review. If referring to an alternate center, the center has 15 calendar days to review the file and must request an extension by day 10. See ***File Review Due Date*** field. |
| Date of Assignment | This is the date the applicant is assigned for arrival. |
| Date of Enrollment | This field should indicate the actual date the student arrived/enrolled, not the assigned date.  If the student is a No Show or there are changes to the projected enrollment status, explain in the ***Comments*** field. |
| Comments | This is the most important field in the log. It should help tell the story of what happened with the applicant file from the time it arrived on center until the file is processed to a final disposition.  This field is used to  --Indicate any details needed to explain the file review process (e.g., reasons for delay, reasons for returns to Admissions Services staff, etc.).  --Document any actions that occurred after the AFR outcome (e.g., no show, withdrawal after AFR decision made)  --Document file review extensions requested from the Regional PM if more than 30 days is needed to complete the file review due to scheduling of face-to-face interviews or confirmation of documentation that is forthcoming, etc.  --Track the file movement/process/outcome for files sent for Regional Review.  NOTE: Avoid including any health and/or disability protected information within the log. For example, do not refer to center clinicians by area of expertise or title such as CMHC or Mental Health. Doing so potentially discloses that the applicant may have a mental health condition or mental health related concerns. Also, avoid using such terms as IEP, names of conditions, etc. If awaiting receipt of an IEP, for example, simply state "awaiting documentation" or "awaiting Wellness documentation." Try and use generic terms that tell the story but do not inadvertently disclose protected health information or disability status.  Avoid generic references that say returned to Admissions Services as per Admission’s Services staff request and then fail to explain why Admission’s Services staff requested the file back. |