



## **Electronic Case File Management Policy**

**References:** TCSG Office of Workforce Development Policies & Procedures Guide

**Background:** The State Workforce Development Board (SWDB) met on November 8, 2018, and approved changes to the Technical College System of Georgia Office of Workforce Development (TCSG-OWD) Policies & Procedures Guide regarding Local Workforce Development Area Electronic Case File Management.

### **Electronic Case File Management Policy:**

As approved by the SWDB in November 2018, all participant case files are to be kept electronically in the Georgia Work Ready Online Participant Portal (GWROPP). In order to provide adequate time for existing physical participant case files to be uploaded in GWROPP, OWD requires LWDA's to scan, verify and upload documentation for all active enrolled participants and those undergoing follow up by May 30<sup>th</sup> 2019. For any participants enrolled after January 1, 2019, all documentation must be maintained in GWROPP. The Northwest Georgia LWDA will continue to maintain participant paper files in a physical secure location.

In addition, participant's disability and medical-related information/documentation must be maintained in a secure location in the participant file. The disability can be indicated on the GWROPP application, but does not have to be uploaded and scan into GWROPP.