



Electronic Case File Management Policy

References: TCSG Office of Workforce Development Policy and Procedures 4.2 Data Validation.

Background: The State Workforce Development Board (SWDB) met in February 2019 and updated the Electronic Case File Management Policy.

Electronic Case File Management Policy:

All participant case files are to be kept electronically in the Georgia Work Ready Online Participant Portal (GWROPP). Documentation must be maintained in GGWROPP for any participants enrolled after January 1, 2019.

29 CFR §38.41(b)(3) Any medical or disability-related information obtained about a particular individual, including information that could lead to the disclosure of a disability, must be collected on separate forms. All such information, whether in hard copy, electronic, or both, must be maintained in one or more separate files, apart from any other information about the individual, and treated as confidential. Whether these files are electronic or hard copy, they must be locked or otherwise secured (for example, through password protection).