

Idaho State UNIVERSITY College of Technology

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Idaho State University is an Equal Opportunity institution. Auxiliary aids and services are available upon request to individuals with disabilities.

**U.S. DOL TAACCCT ICE Healthcare Partnership Consortium
ISU Policies and Procedures Manual**

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INTRODUCTION

In 2014, the Idaho Center of Excellence (ICE) Healthcare Partnership embarked on a four-year Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant, awarded by the U.S. Department of Labor (U.S. DOL). The partnership is comprised of three postsecondary education institutions, workforce, industry and labor partners, including North Idaho College (lead organization), Lewis-Clark State College, Idaho State University College of Technology, Kootenai Health, Heritage Health, Idaho Hospital Association, The Hospital Cooperative, Bingham Memorial and Northwest Hospital Alliance.

MISSION: To ensure a reliable and stable healthcare workforce for the state of Idaho with emphasis on rural and underserved populations.

VISION: Implement a collaborative statewide approach to increase healthcare education and employment opportunities.

TAGLINE: Idaho Center of Excellence, expanding healthcare education throughout Idaho.

The project components of this \$6.4 M grant include the following:

- Initiating an Idaho Center of Excellence in Healthcare Partnership offering certificates, certifications, and degrees by consortia institutions that prepare students for employment in the health care industry.
- Career Pathways and Program areas developed and/or expanded in the following areas:
 - Surgical Technology
 - Medical Lab Technician
 - Pharmacy Technology
 - Military Medic to Paramedic
 - Veteran to Nurse
 - Military Medic to Medical Assistant
 - Dental Hygiene
 - Pre-Med (EMS)
 - Medical Assistant
 - Pre-Pharmacy
 - Mental Health Assistant
 - Certified Nursing Assistant
 - Emergency Medical Technician
 - Medical Coding
 - Occupational Therapist Assistant
- The proposal will target Idaho's TAA participants, low-skilled adults, dislocated workers, veterans, and unemployed and underemployed individuals, however, anyone can benefit from the programs and materials developed.
- The grant will fund equipment, personnel, common curriculum statewide, prior learning assessment, professional development, and evaluation.

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- The grant will serve approximately 506 unique participants. 237 participants will complete a funded program of study, and 224 participants will be employed after funded program study of completion.
- Sustainability will occur through strategic alignment with the Idaho State Board of Education as well as Division of PTE in order to reduce duplication of programs and share resources and industry partnerships.

The purpose of this document is to guide this effort to successful completion and to ensure compliance with U.S. DOL guidelines. This manual outlines the procedures surrounding the monitoring and execution of project-related activities. Wherever applicable, these procedures reference the policies which they support. These policies are derived from North Idaho College, the U.S. DOL, and/or other State or Federal agencies.

SECTION 1 – CIVIL RIGHTS AND PLURALISM COMPLIANCE PROCEDURES

Idaho State University is an equal opportunity institution. Auxiliary aids and services are available upon request to individuals with disabilities.

As a Consortia Partner, Idaho State University is responsible for complying with all applicable college policies in regards to Civil Rights, Disability Compliance, Equal Opportunity and Pluralism.

As necessary North Idaho College will monitor Consortia Partners to ensure proper federal and college policy is posted in appropriate locations and that project staff are in compliance with applicable procedures and regulations.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

Idaho State University is an equal opportunity employer committed to providing equal opportunity and nondiscrimination to applicants and employees without regard to race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or whether a disabled or Vietnam-era veteran. The college is equally committed to take affirmative action to increase the numbers of Asians, Blacks, Hispanics, Native Americans, women, persons between the ages of 40 and 70, persons of disability, and disabled and Vietnam-era veterans in positions where it is determined they are underutilized. The college will make every effort to eliminate barriers to equal employment opportunity encountered by these protected group members and improve employment opportunities available to underutilized groups.

More information can be found at: <http://www.isu.edu/policy/3000/3080-Equal-Opportunity-and-Affirmative-Action-Policy.pdf>

Idaho State University does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Idaho State University is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity. The following notice is posted in project staff offices, where applicable:

Equal Employment Opportunity is **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

EEOC 9/02 and OFCCP 8/08 Versions Usable With 11/09 Supplement

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

EEOC-P/E-1 (Revised 11/09)

SECTION 2 – HUMAN RESOURCES

Idaho State University has policies and procedures regarding Human Resources which project staff will uphold, including hiring, performance, and termination. Policies and procedures are located at the following URL:

<http://www.isu.edu/humanr/Policy/>

Project staff will also comply with Idaho State Statutes concerning human resources, located at

<http://legislature.idaho.gov/idstat/TOC/IDStatutesTOC.htm>.

SECTION 2.1 – COMPENSATION

Compensation of Employees

To maintain an effective and highly productive institution of higher education, it is the desire of Idaho State University (ISU or University) to recruit and retain a qualified workforce and to motivate those employees to build high performing careers with the University. This policy is intended to provide a guide for managers and employees so that the campus community is familiar with the policies and procedures regarding the administration of compensation decisions that are internally consistent and externally competitive. This policy applies to all areas of the University.

It is the policy of ISU that employees will be compensated in a fair and equitable manner in accordance with State of Idaho (State) compensation plans, policy, and related legislation. Employees are entitled to be compensated fairly based on market and internal factors including the availability of funds. Management will work with the Office of Human Resources (HR Office) to develop appropriate compensation plans and actions related to changes in employee compensation while balancing a market competitive wage with internal equity, job performance, and the availability of funding.

More information can be found at: <http://www.isu.edu/policy/3000/3150-Compensation-6-23-15.pdf>

SECTION 2.2 – COMPLAINTS AND GRIEVANCES

Grievance Procedures for Institutional Faculty

The Grievance Procedures for Institutional Faculty applies to faculty and all employees of equivalent faculty rank and provides for grievance procedures for all grievable matters except suspension, dismissal or termination for cause, which are grievable pursuant to Policy No. 4039. This Policy and Procedure satisfies two objectives: a. to affirm a faculty member's right to be informed of and question personnel recommendations at any level, and b. to provide a mechanism for grieving a final institutional decision on a grievable matter as defined herein. This policy applies to academic and College of Technology faculty. The policy and procedures set forth herein do not apply in the case of nontenured faculty members who are notified that they will not be reappointed, or in the case of a reduction in force approved by the State Board of Education and resulting from a declaration of financial exigency; those decisions are not grievable. In a case of suspension, dismissal, or termination for cause, a grievance may be heard under ISUPP No. 4039.

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In the event a faculty member alleges that an action was taken for illegally discriminatory reasons, the matter should be grieved under the Affirmative Action grievance procedures. This policy and the procedures set forth herein are internal to the University. If at any time a faculty member seeks resolution of a matter covered by this policy in any forum other than Idaho State University, Idaho State University is not obligated to proceed further with the matter pursuant to the procedures herein.

More information can be found at: <http://www.isu.edu/policy/4000/4041-Grievance-Procedures-for-Institutional-Faculty.pdf>

Classified Employees Problem-Solving, Due Process, and Appeal Procedure (Updated 6/11/08)

The Problem-Solving Track is available to any classified employee and deals with non-disciplinary matters [job related issues other than those defined as disciplinary under Idaho Code § 67-5315(2)]. It generally requires an employee to meet with his or her immediate supervisor to resolve the matter(s); file for problem solving if the matter(s) is/are not resolved; meet with upper-level management; and receive a final decision from the respective Vice President. In the event the employee or the employee's department does not ordinarily report to a Vice President, the Vice President for Finance and Administration shall make the final decision.

The Due Process Track deals exclusively with the actions set forth in Idaho Code § 67-5315(2) - dismissals, suspensions, demotions, and involuntary transfers. This process generally requires the University to provide the affected employee with a notice of contemplated action and an opportunity to be heard before making any decision to impose disciplinary sanction(s) or involuntary transfers.

More information can be found at: http://www.isu.edu/policy/fs-handbook/part4/4_5/4_5a.html

SECTION 2.3 – CONFLICT OF INTEREST AND ETHICS

Conflict of Interest in Sponsored Projects

U.S. Federal regulations require that institutions have policies and procedures in place to ensure that employees disclose any significant financial interests that may represent an actual or potential conflict of interest in sponsored projects. Furthermore, the National Institutes of Health (NIH) requires that institutions promote objectivity in research by establishing standards that provide a reasonable expectation that the design, conduct, and reporting of research funded under Public Health Service (PHS) grants, cooperative agreements, and contracts will be free from bias resulting from Investigator financial conflicts of interest. ISU recognizes its responsibilities as a public institution to encourage synergistic relationships between its employees and the public and private sectors as an important component of its research, instructional, and service activities. The University encourages the recruitment, retention, and recognition of individuals who promote interactions with industry, the business community, and other public or private entities consistent with their primary commitment to the University. The University's Conflict of Interest in Sponsored Projects (COISP) policy requires faculty members, students, and all that are acting or planning to act as Investigators on sponsored projects to annually disclose significant financial interests and reimbursed or sponsored travel that may

represent financial conflicts of interest (FCOI) in sponsored projects. After disclosure, the University can make an informed judgment about each case and require appropriate oversight, limitations, or prohibitions on the activity.

More information can be found at: <http://www.isu.edu/policy/7000/7070-Conflict-of-Interest-in-Sponsored-Projects.pdf>

SECTION 2.4 – PENSION AND RETIREMENT

Retirement

Employees are eligible for retirement benefits if they are working at least 20 hours per week and are expected to work at least five consecutive months. All benefit eligible classified employees are required to enroll in the Public Retirement System of Idaho, ([PERSI](#)). All benefit eligible non-classified employees and faculty are required to enroll in the [Optional Retirement Plan](#), (ORP), electing [VALIC](#) or [TIAA-CREF](#) as their retirement vendor. Non-classified employees and faculty who have previously vested with PERSI may elect to remain with PERSI rather than enrolling in the ORP.

More information can be found at: <http://www.isu.edu/humanr/Benefits/>

SECTION 2.5 – TIME DISTRIBUTION

Idaho State University is required by federal regulations and accounting standards to ensure that the apportionment of employee compensation accurately reflects the work performed by the employee on grant-related work.

Time and effort tracking will be utilized through documentation reviewed and approved by the appropriate supervisors and grant administrations of both NIC and ISU.

SECTION 3 – BUDGET PROCEDURES

The mission of the University Budget Office is to provide information and assistance to departments and other interested parties in a timely manner so that informed budget decisions can be made.

More information can be found at: <http://www.isu.edu/finserv/budget.shtml>

SECTION 3.1 – PURCHASING CARD RECONCILIATION PROCEDURES

The purpose of the Purchasing Card Program is to streamline and simplify the requisitioning, purchasing and payment processes for small dollar transactions. The Program is designed to facilitate the approval process and reduce the paperwork of procurement procedures such as purchase orders, petty cash, check requests and expense reimbursements. The goals of the Program are to: • reduce the cost of processing small dollar purchases • receive faster delivery of required merchandise • simplify the buying and payment processes • provide cardholders with empowerment to choose! This manual will provide you with the particulars of the Program, including general

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guidelines, reconciliation and record keeping procedures, and customer service information. It is important to read the following information carefully, as you will be responsible for adhering to the established policy and procedures.

More information can be found at: <http://www.isu.edu/purch/forms/pcardproceduremanual.pdf>

SECTION 3.2 – REIMBURSEMENT PROCEDURES

Accounts Payable is responsible for processing payments for purchases of goods and services that require the submission of requisitions to the Purchasing Department and the issuance of purchase orders (see Purchasing).

Accounts Payable also processes a wide variety of transactions that do not require formal procurement procedures. Invoices reflecting such transactions are paid on a variety of other official forms (e.g., Travel Reimbursement Requests, Moving Expense Reimbursements, Independent Contractor Payment Requests, etc.). The departmental requisition may also be used as the authorizing payment document, with invoice attached.

More information can be found at: http://www.isu.edu/policy/fs-handbook/part5/5_1/5_1b.html.

Request for Reimbursement/Invoice forms with proper back-up documentation including all receipts are due to North Idaho College by the 20th of every month.

- Send this report in Excel format and a PDF copy of Request for Reimbursement with signatures and scanned back-up to dahatfield@nic.edu.
- Emailed files must include signatures with complete source documentation before reimbursement will be made.
- Complete the report with zeroes if no activity for the month.

REIMBURSEMENT REQUEST/INVOICE

- Enter data in the current month and year of the grant by line item on the Year tab,
- Verify totals all tie back to your College's systems report and backup. The current monthly expenditures should tie back to your College's General Ledger Trial Balance. This workbook was designed so that data only needs to be entered once on the Year page. Formulas will populate the corresponding invoices.
- Completing the Year tab in your workbook will auto-populate an invoice for your Institution.
- Notify North Idaho College of requests for additions and/or changes to your current budgets for entry by North Idaho College.
- Line Item Budget will be entered for each category specified in contract. Column will be adjusted for any approved budget modifications.
- Obtain signatures and date.
- Attach copies of your General Ledger reports that show the activity to be reimbursed.
- Include all receipts and recruitment materials pertaining to the activity to be reimbursed (effective October 1, 2016).
- Each October North Idaho College will provide a new workbook for each Institution.

SECTION 3.3 – PURCHASING AND CONTRACTING PROCEDURES

The Purchasing Department is a division of the Office of the Financial Vice President. All procurement negotiations have been delegated to the Director of Purchasing by the Financial Vice President of the University, the Administrator of the State of Idaho Division of Purchasing and the State Board of Education. All transactions of Idaho State University are governed by the provisions of IDAPA 38.05.01 referred to as the “Revised Rules and Regulations for Division of Purchasing, Department of Administration, State of Idaho.” (Idaho Code § 67-5714 through 67-5744.)

More information can be found at: http://www.isu.edu/policy/fs-handbook/part5/5_4/5_4c.html

SECTION 3.4 – TRAVEL AND MEAL PROCEDURES

This ISUPP is designed to establish and communicate policies and procedures related to traveling on official Idaho State University (ISU) business. The policy applies to all individuals traveling on behalf of the University. It is intended to ensure that ISU travel is properly authorized; is essential to achieving the goals and fulfilling the mission of particular departments, colleges and/or the University; and is conducted with an appropriate balance between economy and practicality, as well as reasonableness.

More information can be found at: <http://www.isu.edu/policy/2000/F&A-TravelPolicy2000revised-no-30d-pub%205-28-15.pdf>

SECTION 3.5 – LEAVES AND ABSENCES

Classified staff, non-classified staff, and faculty of Idaho State University as identified in ISUPP No. 3050, Categories of Employees, may be eligible for a variety of leaves of absence from the workplace, with or without compensation. This policy provides information and guidance to employees and managers regarding the types of leave available to employees and the procedures to apply for, and/or record various types of approved leave.

More information can be found at: <http://www.isu.edu/policy/3000/3070-Leave-of-Absence-Policy-for-Faculty-and-Staff.pdf>

SECTION 3.6 – CLOSEOUT

CLOSEOUT PROCEDURES FOR CONSORTIA PARTNERS: ([from 29 CFR 95.70](#))

- Consortia Partners shall submit final invoices within 30 calendar days after the date of completion of the award, all financial, performance, and other reports as required by the terms and conditions of the award.
- A Consortia Partner shall incur under the award not later than 30 calendar days after the funding period or the date of completion as specified in the terms and conditions of the award or in agency implementing

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instructions. Only expenditures accrued by the date of completion of the award can be liquidated within the 30 day period. All items must be received by final date to be considered an accrued expense.

- Consortia Partners shall promptly refund any cash balances paid in advance and not authorized to be retained by Consortia Partner during this period.
- Consortia Partners shall account for any real and personal property acquired with Federal funds or received from the Federal Government in accordance with §§95.31 through 95.37.
- In the event a final audit has not been performed prior to the closeout of an award, U.S. DOL retains the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

CLOSEOUT PROCEDURES FOR NORTH IDAHO COLLEGE: ([from 29 CFR 95.70](#))

- North Idaho College shall submit, within 90 calendar days after the date of completion of the award, all financial, performance, and other reports as required by the terms and conditions of the award. U.S. DOL may approve extensions when requested by the recipient.
- Unless U.S. DOL authorizes an extension, a recipient shall liquidate all obligations and/or accrued expenditures incurred under the award not later than 90 calendar days after the funding period or the date of completion as specified in the terms and conditions of the award or in agency implementing instructions.
- U.S. DOL shall make prompt payments to a recipient for allowable reimbursable costs under the award being closed out.
- North Idaho College shall promptly refund any balances of unobligated cash that U.S. DOL has advanced or paid and that is not authorized to be retained by the recipient for use in other projects. OMB Circular A-129 governs unreturned amounts that become delinquent debts.
- When authorized by the terms and conditions of the award, U.S. DOL shall make a settlement for any upward or downward adjustments to the Federal share of costs after closeout reports are received.
- North Idaho College shall account for any real and personal property acquired with Federal funds or received from the Federal Government in accordance with §§95.31 through 95.37.
- In the event a final audit has not been performed prior to the closeout of an award, U.S. DOL retains the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

SUBSEQUENT ADJUSTMENTS AND CONTINUING RESPONSIBILITIES.

- The closeout of an award does not affect any of the following:
 - The right of U.S. DOL to disallow costs and recover funds on the basis of a later audit or other review.
 - The obligation of the recipient to return any funds due as a result of later refunds, corrections, or other transactions.
 - Audit requirements in §95.26.
 - Property management requirements in §§95.31 through 95.37.
 - Records retention as required in §95.53.
- After closeout of an award, a relationship created under an award may be modified or ended in whole or in part with the consent of U.S. DOL and the recipient, provided the responsibilities of the recipient referred to in §95.73(a), including those for property management as applicable, are considered and provisions made for continuing responsibilities of the recipient, as appropriate.

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COLLECTION OF AMOUNTS DUE.

- Any funds paid to a recipient in excess of the amount to which the recipient is finally determined to be entitled under the terms and conditions of the award constitute a debt to the Federal Government. If not paid within a reasonable period after the demand for payment, U.S. DOL may reduce the debt by paragraphs (a), (b), or (c) of this section.
 - Making an administrative offset against other requests for reimbursements.
 - Withholding advance payments otherwise due to the recipient.
 - Taking other action permitted by statute.
- Except as otherwise provided by law, U.S. DOL shall charge interest on an overdue debt in accordance with 4 CFR Chapter II, "Federal Claims Collection Standards."

SECTION 3.7 – DEBT COLLECTION

The Controller is responsible for all monies due and payable to Idaho State University from all sources with an appropriate system of receipts to include supervision of the receipt of monies at all collection points; has custodianship and safeguarding of all cash and cash equivalent, and is responsible for deposit of same with designated financial depositories or state agencies with bank deposits to be in the name of Idaho State University. The Controller disburses funds in accordance with established laws, policies and regulations with checks payable from local funds issued in the name of the Financial Vice President; maintains satisfactory records to account for all cash transactions; supervises the activities and/or provides internal control over staff members of the Business Office. The Controller supervises the reporting and personnel functions of the General Accounting; Accounts Payable; Payroll section subdivisions. Debt collection at Idaho State University is handled through the University Cashier's Office serves as the official, central depository for collecting, receipting, and processing funds from student tuition and fees, as well as funds collected by various departments and organizations within the campus community. They are responsible to ensure payments and credits are safeguarded and accurately applied to each student or department account in a timely manner, and ensure that approved financial assistance is disbursed timely and accurately. More information can be found at:

<http://www.isu.edu/policy/2000/financial-services.shtml>

SECTION 3.8 – FIXED ASSETS

INSERT INSTITUTION POLICY/PROCEDURE Idaho State University has a significant investment in fixed assets, including land, building, and equipment utilized to support the primary mission of the College. The Physical Inventory and Control of University Property policy provides direction to properly safeguard, control and disposal of fixed assets in accordance with State and Federal regulations, audit requirements, and generally accepted accounting principles.

More information can be found at: <http://www.isu.edu/departments/policy/2000/2360-Physical-Inventory.pdf>

SECTION 3.9 – PETTY CASH

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Items of a petty cash nature, limited to \$100.00, may be purchased with personal funds and then reimbursed at the Cashier's Office if the receipt and a Cash Item Voucher are submitted as documentation of the expenditure.

More information can be found at: http://www.isu.edu/policy/fs-handbook/part5/5_4/5_4c.html

SECTION 3.10 – CASH MANAGEMENT POLICY

The ICE Healthcare Partnership uses a reimbursement method to request grant funds from the primary award recipient. Budget status reports are used to calculate reimbursement amounts based on accrued expenses. Cash on hand is not allowed.

SECTION 3.11 – PROGRAM INCOME

Idaho State University adheres to the policy and definition of handling program income as directed by the Department of Labor, found below and at: <http://www.ecfr.gov/cgi-bin/text-idx?SID=ff781d46140deb5ae308705b3860e088&mc=true&node=pt29.1.95&rgn=div5#se29.1.95>

http://www.ecfr.gov/cgi-bin/text-idx?SID=ff781d46140deb5ae308705b3860e088&mc=true&node=pt29.1.95&rgn=div5#se29.1.95_124

*“Program income – gross income earned by the recipient that is directly generated by a grant supported activity or earned as a result of the award. Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights and interest on loans made with award funds. However, interest earned on advances of Federal funds *and tuition costs are not considered program income*. Such income is added to the award and expended for the same purposes. Unspent program income is subject to a request for refund during the closeout phase.”*

SECTION 3.12 – SEVERANCE PAY

Idaho State University College of Technology does not have a severance pay policy.

SECTION 3.13 – A-133 SINGLE AUDIT REPORTS

SBOE policy states, “Financial statement audits shall be conducted annually by an independent certified public accountant that is selected by the Board.” These audits must be conducted in accordance with generally accepted auditing standards and shall include the auditor's opinion on the basic financial statements. **The University's audit must meet the requirements of the Federal Single Audit Act (FSAA), and the auditor issues additional opinions as required by the FSAA.**

Reference: <http://www.isu.edu/acadaff/InterimAccreditation/ISU%202009%20NWCCU%20Interim%20Report.pdf>

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The Office of Financial Reporting and Analysis provides the following services:

- Preparation, issuance, and presentation of the University's audited annual financial statements
- Preparation, issuance, and presentation of quarterly financial reports to the Audit Committee of the Idaho State Board of Education
- Internal management reports
- External reporting requirements
- Managing and maintaining functional roles, approval queues, and financial managers for the various funds and organizations in Banner Finance to ensure information security policies are adhered to and the appropriate accounting controls are in place
- Banner Finance system technical support, training, and assistance
- Argos financial reports and queries
- Support sponsored program facilities and administrative cost rate analysis
- Compliance monitoring programs such as PCI-SS
- Continuous improvement of Finance and Administration processes and procedures

The most recent Report of Independent Auditors can be found at:

<http://www.isu.edu/finserv/account/ISUSingleAudit2014&SEFA.pdf>

SECTION 3.14 – ADMINISTRATIVE AND INDIRECT COSTS

ADMINISTRATIVE COSTS

Pursuant to 20 CFR 667.210(b), grantees are advised that there is a 10% limitation on administrative costs on funds administered under this grant. In no event, may administrative costs exceed 10% of the total award amount. The cost of administration are further outlined under 20 CFR 667.220(b).

- Examples of administrative costs include accounting, budgeting, personnel management, administrative portion of indirect costs, fiscal staff charged to the grant, and payroll functions.
- Administrative costs and administrative labor need to be tracked through the college system and reported to the DoL on the quarterly financial report.

INDIRECT COSTS

Indirect costs are costs which are not readily identifiable to a particular cost objective. These costs are shared among different programs on campus. These costs can be either administrative or programmatic in nature. Examples of indirect costs are space utilization, clerical or managerial staff, or supplies. The portion of indirect costs that are identified as administrative must also follow the 10% administrative cost limitation identified above.

Idaho State University has a negotiated Indirect Cost Rate agreement that identifies how to apply indirect costs among different programs. The University Budget Office is responsible for the allocation of indirect costs to different

programs. At a minimum of quarterly, the Office of Grants and Contracts Accounting will apply indirect costs in accordance with the DoL guidance and the approved Indirect Cost Rate agreement.

Indirect Cost Agreement with DHHS is be found here: <http://isuresearch.org/wp-content/uploads/2015/06/Indirect-Cost-Agreement-8-25-14.pdf> with additional information here: <http://isuresearch.org/facilities-and-administrative-ratesindirect-costs/>

SECTION 3.15 – ALLOWABLE COSTS

Fiscal Compliance Manager reviews costs against OMB Circular A-21 and Award Agreement PART IV Special Clauses and Conditions.

- Basic Considerations
 - Allowable – An allowable cost is a cost that is *reasonable, allocable*, and given consistent treatment within an organization. The cost must also conform to limitations or exclusions set forth in these principles, the grant agreement and the Notice of Solicitation for Grant Applications (SGA).
 - Reasonable and necessary – A cost is *reasonable* if the nature of the goods or services, and the amount involved, reflect the action that a prudent person would have taken under the circumstances.
 - Allocable – A cost is *allocable* to a grant agreement if (1) it is incurred solely to advance the work under the agreement; (2) it benefits both the agreement and other work of the institution in proportions that can be approximated through use of reasonable methods, or (3) it is necessary to the overall operation of the institution and, in light of Federal cost principles, is deemed to be assignable in part to sponsored projects.
- Unallowable activities/costs include:
 - The use of grant funds to pay the costs of a participant’s tuition (including scholarships), books, fees, and other personal expenditures; incentive payments for participants such as performance-based cash bonuses; wages of participants (including the wages of students participating in co-operative education programs or participant support services, Registered Apprenticeship, or internships) and stipends for wage replacement of participants; the purchase of real property; and construction (not including altering or renovating facilities, as described above).
 - Grant funds to supplant other funding sources they are currently using to fund existing activities.
 - The purchase of any food or equipment.
 - Must receive prior approval for conference and meeting room costs. See Employment and Training Administration Conference/Meeting Clearance and Request Form.

Purchasing approvers must be familiar with the items mentioned above and will review costs against activities prior to authorization of payment. An additional review is done by the North Idaho College Business Office prior to fiscal reporting or drawdown of funds.

SECTION 3.16 – BUDGET MODIFICATIONS

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The Office of Grants and Contracts Accounting will monitor financial activity on a minimum of quarterly to ensure that spending is in alignment with the DOL approved budget.

- As directed by the DOL, budget line item flexibility will be allowed within the grant budget (except wages, salaries and fringe benefits, and indirect cost rates), provided no single line item is increased or decreased by more than 20%. Changes in excess of 20% and any changes in wages, salaries and fringe benefits, and indirect cost rates must receive prior written approval from the Grant Officer.
- Any changes in mix and match within the wages and salaries line do not require a grant modification. However, the assigned DOL Federal Project Officer must review these changes prior to implementing these changes. Failure to obtain such prior written approval may result in cost disallowance.
- If it is determined that a formal budget modification is needed, the modification must be approved to the Business Office prior to submission to the DOL. Grant activity will not operate outside the approved DOL budget until written approval is received from the Grant Officer.
- All Consortia Member Institutions are required to have prior written approval for any budget modifications as outlined in that Institution's Memorandum of Understanding.

SECTION 3.17 – LEVERAGED RESOURCES

Leveraged resources are additional non-grant resources expended to further the grant objectives. Idaho State University is not required to provide leveraged resources in this grant agreement. However, leveraged resources can be reported to the DOL on the quarterly financial reports. All expenditures and costs incurred which are counted as a leveraged resource will be subject to the same documentation requirements as those paid for with grant funds.

- Contributions must be spent on costs for grant activities which would be allowable if paid for with the federal grant dollars. They must be in accordance with cost principles and comply with any grant program restrictions.

Leveraged resources will be tracked and reported by the Project Director and the Office of Grants and Contracts Accounting since leverage is included in both the program and financial quarterly report. Unrecovered indirect costs can be used as leverage but must be applied by the Office of Grants and Contracts Accounting.

SECTION 4 – DATA MANAGEMENT AND SECURITY PROCEDURES

Idaho State University (ISU) maintains a protected network of electronic information systems and related equipment that is not directly accessible from the internet. ISU also maintains a separate network, referred to as a "Data Management Zone" or "DMZ", that serves as a buffer between the protected network and electronic resources not owned by the University.

ISU's Data Management Zone policy defines and establishes the practices and standards implemented by the University to protect electronic information systems and related equipment residing on both the protected network and the DMZ from unauthorized use. Adherence to these requirements will minimize the potential risk to ISU from damage to its public image caused by unauthorized use of ISU resources, and the loss of sensitive or confidential data and intellectual property.

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This policy applies to all of ISU's Information Technology (IT) systems.

The ICE Consortium has committed each college to storing records until October 1, 2021.

More information can be found at **General IT Policy** <http://www.isu.edu/policy/2000/index.shtml>

SECTION 4.1 – RECORDS RETENTION

The mission of the ISU RIM program is to provide guidance and oversee record related functions and processes which ensure that ISU records are available where and when they are needed, to whom they are needed, for only as long as they are needed in order to conduct University business, adequately document ISU activities, and to protect the interests of the University. All ISU records are required to be efficiently managed until final disposition. The RIM program ensures this requirement. Major goals of the program are to furnish accurate and complete information when required to manage and operate the organization, and to provide information and records storage at the lowest possible cost. These goals are accomplished by: Creating only necessary records while minimizing filing of duplicates; Organizing and controlling records efficiently through inventories and files planning; Storing and managing records cost effectively through the use of electronic and local files area storage, through the utilization of the Idaho State Records Center (SRC); and ensuring the proper access, preservation, and timely disposition of all records according to prevailing and applicable University, state, and federal statutes.

More information can be found at: <http://www.isu.edu/infomgmt/index.shtml>

SECTION 4.2 – PARTICIPANT DATA TRACKING PROCEDURES

Idaho State University ICE Healthcare Partnership participant tracking procedures will:

- Capture participant information to assess progress toward project goals.
- Obtain data required for Federal reporting.

For in-depth data information, please see ICE Healthcare Partnership Participant and Data Procedure document found on ICE Healthcare Partnership SharePoint site.

INDIVIDUAL TRACKING OF STUDENTS

The ICE Intake Form is used for participant tracking and reporting (attached at the end of this section)

- This form is provided to all Student Success Navigators across the Consortium by the Data Analyst.
- Upon enrollment, appropriate staff will ask students to fill out this form detailing key areas of reporting required by the U.S. DOL. Current categories include, but are not limited to:
 - Name (x.2abc)

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- Date of Birth (x.3)
- Student ID (x.1)
- Street Address
- Email
- Phone
- Gender (c.1ab)
- Race/Ethnicity (c.2a-g)
- Student Status (c.3ab)
- Currently Working (c.4)
- Veteran Status (c.5)
- Disabilities (c.7)
- Pell-Grant Eligible (c.8)
- TAA Eligible (c.9)
- Intake Date (x.5)
- Major (x.6)
- Education Goal (x.7)
- US Citizen/Eligible to Work (x.11)

Student Success Navigators/Data Analyst will update the ICE Healthcare Partnership Data Collection Tool with the students' information. The Data Collection Tool will contain a worksheet for tracking the following student information:

- Demographics - Tracks all the same information from the ICE Intake Form
- Also includes the following categories:
 - EDUID (used to de-identify participant) (x.4)
 - Completed at Least One Cert. or Degree (b.6abc)
 - Exited or Withdrew (in any fashion) (x.12)
 - Moved on to Other Non-Grant Education Program (b.4)
 - Credit Hours Completed (b.5)
 - Non Incumbent Workers Employed in 1st Qtr. after Exit (b.8)
 - Those Employed in BOTH 2nd and 3rd Qtr. after Exit (b.9)
 - Incumbent Workers to Receive any Wage Increase Post Enrollment (b.10)
 - Last Name (x.2a)
 - First Name (x.2b)
 - Student ID (x.1)
 - Certificate Title (x.8)
 - Degree Title (x.9)
 - Earned or Completion Date (x.10)
 - 1 Yr. or Less Certificate (b.6a)
 - More than 1 Yr. Certificate (b.6b)
 - Earned a Degree (b.6c)
 - Enter Another Program (b.4)

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- Student Success Navigators will use the secure file-sharing software provided by Data Analyst. All parties submitting or receiving participant data must maintain the privacy and security of unique and identifiable participant information and transmit to the Data Analyst on a semester basis.

PARTICIPANT FILES

The Student Success Navigators/Data Analyst will maintain secure files for each participant:

- Participant intake form or proof of efforts made to collect information.
- Participant self-evaluation or proof of efforts made to collect information.

Data Analyst, on a semester basis, will sort and sum student totals in the following CUMULATIVE PARTICIPANT OUTCOMES (requested by the U.S. DOL) and provide them to the Project Director:

- Total Unique Participants Served (B.1)
- Total Number of Participants Completing a TAACCCT-Funded Program of Study (B.2)
- Total Number of Still Retained in Their Program or Other TAACCCT-Funded Program (B.3)
- Total number of Participants Completing Credit Hours (5A)
- Total Number of Participants Earning Credentials (6A+6B+6C)
- Total Number of Participants Enrolled in Further Education After TAACCCT-Funded Program of Study Completion (B.7)
- Total Number of Participants Employed After TAACCCT-funded Program of Study Completion (B.8)
- Total Number of Participants Retained in Employment After TAACCCT-Funded Program of Study Completion (B.9)
- Total Number of Those Employed at Enrollment Who Receive a Wage Increase Post-Enrollment (B.10)

Data Analyst, on a quarterly basis, will sort and sum student totals in the following CUMULATIVE PARTICIPANT SUMMARY INFORMATION and provide to Project Director:

- Gender (c.1ab)
- Race/Ethnicity (c.2a-g)
- Full-time Status (c.3a)
- Part-time Status (c.3b)
- Incumbent Workers (c.4)
- Eligible Veterans (c.5)
- Pell-Grant Eligible (c.8) –Supporting documents need to be provided
- TAA Eligible (c.9)
- Participant Per Program
- Certificate and Degrees Awarded

On a semester basis Student Success Navigators will send the following data to Data Analyst. After de-identifying the student information the Data Analyst will send to Third Party Evaluator.

- Participant Name
- Student ID/Proxy ID

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- Date(s) of Contact
- Type of Support Provided during Each Contact in the Following Categories:
 - Academic
 - Career/Professional
 - Life Issues/Personal Challenges
- Additional Notes on Type of Assistance Provided

Employment Transition Coordinator/Data Analyst, on a semester basis, will compile a report of graduated and currently enrolled participant information, specifically name and Social Security Number/EDUID, based on the amount of students who consented to this reporting. The Data Analyst will then transmit this information securely to the Idaho Department of Labor in order to retrieve and report items based on U.S. DOL Outcome requirement tracking:

- Total Number Employed After Program of Study Completion (b.8)
- Total Number Retained in Employment After Program of Study Completion (b.9)
- Total Number of Those Employed at Enrollment Who Receive a Wage Increase Post-Enrollment (b.10)

PARTICIPANT INTAKE FORM

ICE Participant Intake Web Form is located on ICE SharePoint Site or at this link:

<https://www.nic.edu/forms/ICEHealthcareForm.aspx>

If Web Form is not available, below form is acceptable.

Idaho Center of Excellence Healthcare Partnership

Idaho State University • Lewis-Clark State College • North Idaho College

PARTICIPANT INTAKE FORM

This form is utilized by Lewis-Clark State College, Idaho State University and North Idaho College to facilitate any Idaho Center of Excellence (ICE) Healthcare Partnership participant intake. This form is to be filled out by all participants enrolled in an ICE course. ICE is a \$6.4 million Trade Adjustment Assistance Community College and Career Training (TAACCT) grant awarded by the U.S. Department of Labor. The mission of ICE is to ensure a reliable and stable healthcare workforce for the state of Idaho with emphasis on rural and underserved populations. The consortium partners from across the state include; Lewis-Clark State College, Idaho State University and North Idaho College as the lead institution.

TODAY'S DATE:		STUDENT ID:		SCHOOL:	
STUDENT INFORMATION					
LAST NAME: <small>X.2A</small>		FIRST: <small>X.2B</small>		MIDDLE: <small>X.2C</small>	GENDER: <small>C.1A8</small>
BIRTH DATE: <small>X.3</small>		AGE: <small>C.6</small>		EMAIL ADDRESS:	
STREET ADDRESS:				CITY:	
STATE:		ZIP:		CONTACT PHONE #:	
RACE: (SELECT ALL THAT APPLY) <small>C.2B-G</small> <input type="checkbox"/> Black/African American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Pacific Islander		DO YOU CONSIDER YOURSELF HISPANIC OR LATINO? <small>C.2A</small> <input type="checkbox"/> Yes <input type="checkbox"/> No		ARE YOU A US CITIZEN? <small>X.11</small> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No, but work authorized	
MILITARY/DISABILITY/EMPLOYMENT/SCHOOL INFORMATION					
DISABILITY INFORMATION (1)			TAA INFORMATION (2)		
ARE YOU DISABLED? <small>C.7</small> <input type="checkbox"/> Yes <input type="checkbox"/> No		HAVE YOU BEEN IN CONTACT WITH DISABILITY SUPPORT SERVICES? <small>C.8</small> <input type="checkbox"/> Yes <input type="checkbox"/> No		ARE YOU ELIGIBLE FOR TAA BENEFITS? <small>C.9</small> <input type="checkbox"/> Yes <input type="checkbox"/> No	
EMPLOYMENT INFORMATION					
ARE YOU CURRENTLY EMPLOYED? <small>C.4</small> <input type="checkbox"/> Yes <input type="checkbox"/> No		IF YES, WHO IS YOUR EMPLOYER? _____			
IF NO, DO YOU RECEIVE UNEMPLOYMENT BENEFITS? <small>C.5</small> <input type="checkbox"/> Yes <input type="checkbox"/> No		WHAT IS YOUR OCCUPATION? _____			
WHAT IS YOUR CURRENT MONTHLY GROSS EARNINGS? \$ _____					
MILITARY INFORMATION (3)					
ARE YOU A US MILITARY VETERAN? <small>C.5</small> <input type="checkbox"/> Yes <input type="checkbox"/> No					
BRANCH OF MILITARY SERVICE:			FROM (DATES):		TO (DATES):
CHARACTER OF DISCHARGE? <small>C.6</small> <input type="checkbox"/> HONORABLE <input type="checkbox"/> DISHONORABLE <input type="checkbox"/> OTHER THAN DISHONORABLE					
HAVE YOU SERVED AT LEAST ONE-DAY OF ACTIVE DUTY? <small>C.7</small> <input type="checkbox"/> Yes <input type="checkbox"/> No		ARE YOU AN ELIGIBLE SPOUSE? <small>C.8</small> <input type="checkbox"/> Yes <input type="checkbox"/> No			
SCHOOL INFORMATION					
COLLEGE ATTENDING: <small>C.1</small> <input type="checkbox"/> NIC <input type="checkbox"/> ISU <input type="checkbox"/> LCSC					
<input type="checkbox"/> FULL TIME (12 Or More Credit Hours For Fall/Spring, 6 Or More Credit Hours For Summer)					
<input type="checkbox"/> PART TIME (Less Than 12 For Fall/Spring, Less Than 6 For Summer)					
<input type="checkbox"/> NON-CREDIT (Workforce Training Program)					

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WHAT IS YOUR MAJOR?	IF UNDECIDED, WHAT MAJORS ARE YOU CONSIDERING?
WHAT IS YOUR EDUCATIONAL GOAL? <small>x7</small> <input type="checkbox"/> NON-CREDIT CERTIFICATE <input type="checkbox"/> CREDIT LESS THAN 1 YEAR CERTIFICATE <input type="checkbox"/> DEGREE	DID YOU RECEIVE A PELL GRANT AWARD (4)? <input type="checkbox"/> Yes <input type="checkbox"/> No
DID YOU RECEIVE A WORKFORCE INVESTMENT OPPORTUNITY ACT (WIOA) AWARD? <input type="checkbox"/> Yes <input type="checkbox"/> No	

IF THE TRAINING/EDUCATION PROGRAM DID NOT EXIST, WHAT IS YOUR BEST GUESS ABOUT WHAT YOU WOULD HAVE DONE? <i>(Select ONE of the following)</i>
<input type="checkbox"/> I would have not pursued any training/education
<input type="checkbox"/> I would have enrolled in a similar program of study offered at this college. Which program?
<input type="checkbox"/> I would have enrolled in a similar program of study offered at another college. Which college?

This is an equal opportunity program and auxiliary aid and services are available upon request to individuals with disabilities.

PRIVACY ACT

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that the Department of Labor is authorized to collect information to implement the Trade Adjustment Assistance Community College and Career Training Program under 19 USC 2372 – 2372a. The principal purpose for collecting this information is to administer the program, including tracking and evaluating participant progress. Providing this information, including a social security number (SSN) is voluntary; failure to disclose a SSN will not result in the denial of any right, benefit or privilege to which the participant is entitled. The information that is collected on this form will be retained in the program files of the grantee and may be released to other Department officials in the performance of their official duties.

CONSENT: By submitting I understand ICE is a DOL funded grant and I give permission for the ICE staff to contact my employer to verify information for reporting purposes only. None of my personal identifying information will be shared outside the institution(s).

ATTESTATION: By submitting I certify the information provided is true to the best of my knowledge. I am aware that the information I have provided is subject to review and verification.

PARTICIPANT SIGNATURE

SIGNATURE DATE

This project was funded \$6,438,050 (100% of its total cost), from a grant awarded under the Trade Adjustment Assistance Community College and Career Training Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. (#TC-26479-14-60-A-16)

For more information, contact icehp.org

DEFINITIONS
<p>(1) PERSONS WITH A DISABILITY: Participants, where known, or who self-identify that they have any "disability," as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. (For definitions and examples of "physical or mental impairment" and "major life activities," see paragraphs (1) and (2) of the definition of the term "disability" in 29 CFR 37.4, the definition section of the WIA non-discrimination regulations.) Auxiliary aids and services are available upon request to individuals with disabilities.</p>
<p>(2) TRADE ADJUSTMENT ASSISTANCE (TAA) ELIGIBLE: The Trade Adjustment Assistance (TAA) Program is a federal entitlement program that assists U.S. workers who have lost or may lose their jobs as a result of foreign trade. You are TAA eligible if your petition was approved by the US Department of Labor and your states Trade Coordinator certifying your eligibility for assistance. To learn more, please visit our website at www.doleta.gov/tradeact.</p>
<p>(3) ELIGIBLE VETERAN / SPOUSE OF ELIGIBLE VETERAN (DEPARTMENT OF LABOR): Participants who meet one of the following conditions: 1. Is a person who served at least one day in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). 2. Is a person who is (a) the spouse of any person who died of a service-connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C 101 and the regulations issued thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability, permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.</p>
<p>(4) PELL GRANT ELIGIBLE: Federal Pell Grants are direct grants awarded through participating institutions to students with financial need who have not received their first bachelor's degree or who are enrolled in certain post baccalaureate programs that lead to teacher certification or licensure. http://www2.ed.gov/programs/fpg/eligibility.html</p>

SECTION 5 – COMPLIANCE

The primary purpose of the ICE Healthcare Partnership compliance procedures are to ensure that all project staff, including Consortia Institutions, follow policies as set forth in the Department of Labor’s Solicitation for Grant Applications (SGA), the ICE Healthcare Partnership Statement of Work (SOW), and Grants Management Advisories.

The ICE Healthcare Partnership is committed to:

- Consortium Communication consisting of:
 - Monthly Support phone calls from North Idaho College Lead to each Consortia Partner to address crucial discussion points and milestones for the grant in the areas of curriculum, fiscal/finance and data reporting.
 - Monthly Video Conferences with ICE Project Team.
 - Yearly on-site support visits by the Dean, Project Director, Data Analyst, and Fiscal Compliance Manager to each Consortia Partner.
 - North Idaho College will maintaining a collaborative SharePoint site to be used Consortium members to share:
 - News
 - A Consortium wide calendar with report deadlines and project activities
 - Documents and files, non-sensitive in nature
- U.S. DoL Attribution (*For all required attributions on recruitment materials, refer to the Required Statements and Outreach Regulations located on the ICE Healthcare Partnership SharePoint site.*)
 - To be attached on all printed materials with the text reading:
 - “This workforce solution was funded \$6,438,050 (100% of its total cost), from a grant awarded under the Trade Adjustment Assistance Community College and Career Training Grants, as implemented by the U.S. Department of Labor’s Employment and Training Administration. (#TC-26479-14-60-A-16). The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information linked on sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership”
 - To be attached on all communication paid for with grant funds (i.e. emails, recruitment, signs)
 - “This project was funded \$6,438,050 (100% of its total cost), from a grant awarded under the Trade Adjustment Assistance Community College and Career Training Grants, as implemented by the U.S. Department of Labor’s Employment and Training Administration (TC-26479-14-60-A-16).”
 - For more information on required text refer to ICE Healthcare Partnership DOL Attribution document on ICE HP SharePoint site.
- Equal Opportunity and Disabilities statements
 - To be attached on all printed materials with the text reading:
 - “Idaho State University is an Equal Opportunity institution”
 - “Auxiliary aids and services are available upon request to individuals with disabilities”
- Incident Reporting

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- Idaho State University will immediately document actual, potential or suspected fraud; gross mismanagement or misuse of program funds; conduct violations; violations of regulations; and (program) abuse via the Incident Report (IR) form found in TEGL 2-12.
- Situations involving imminent health or safety concerns, or the imminent loss of funds exceeding an amount greater than \$50,000 are considered emergencies and will be immediately reported to the OIG and Department's Office of Financial and Administrative Management (OFAM) by telephone and followed up with a written IR form no later than one working day after the telephone report.
 - OIG forms and contact information:
OIG Complaints Analysis Office
200 Constitution Avenue, NW
Room S-5506
Washington, DC 20210
202-693-6999 or 1-800-347-3756
- Memorandum of Understanding
 - Each Consortia Institution has a signed Memorandum of Understanding (MOU) with North Idaho College. This document ensures each college will "fully comply with...regulations and cost principles".
- On-site Support Visit Resolution
 - Resolution of On-site Support Visits from North Idaho College Lead to Consortia Institutions:
 - Schedule agreeable time to meet.
 - Participants of meeting to include, when available, Dean, Project Director, Data Analyst, and Fiscal Compliance Manager.
 - Lead and Consortia Partner agree to provide any documents in advance of meeting for review.
 - Lead agrees to provide feedback to Consortia Institution within 30 business days.
 - Follow up email with summary of findings/concerns from On-Site Support Visit is created with input from Dean, Project Director, Fiscal Compliance Manager, and Data Analyst.
 - Upon confirmation of findings, Project Team makes determination of the need for further attention from Consortia Institution on findings. The findings email to be shared with Consortia Deans and key college administration as identified. This email to also include suggested next steps for resolution.
 - Consortia Institutions will identify and evaluate findings, along with providing a strategic and realistic timeline for resolution.
 - Regular check-ins with remediation and action points, as well demonstration/documentation of progress towards resolution.
 - Communication of findings and remediation plan to FPO will be shared as appropriate.
 - Re-evaluation of timeline due to extenuating circumstances may be necessary.
 - Outcomes detailed in Quarterly Narrative reports to U.S. DOL.
 - Resolution of Monitoring Visits from U.S. DOL to North Idaho College Lead:
 - Upon receiving findings, if any, from the U.S. DOL, the Fiscal Compliance Manager, Dean and Project Director will lead in the development of a Monitoring Response Plan.
 - Staff effort is assigned to finding resolution and Monitoring Response Plan as necessary.
 - Resolution of outstanding findings will ascend to the highest priority for early completion.
 - Consortium agrees to respond to U.S. DOL findings appropriately within a 60 or 90 day timeframe, whichever the U.S. DOL advises.

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- FPO, North Idaho College Leadership, and Consortium will be kept current with Monitoring Response Plan progress.
- Creative Commons Licensing, found at <http://creativecommons.org/licenses>, requiring all materials (including images) that are open source and/or which are able to share legally with appropriate citations.

SECTION 6 – DEVELOPMENT AND DISSEMINATION OF CURRICULUM AND INSTRUCTIONAL MATERIALS

The State Board of Education approves all new academic and professional-technical education programs for all public Idaho institutions consistent with Board Policy III.G. Institutions proposing new academic or professional-technical programs, instructional units, majors, options, emphases, and minors or changes, additions, expansions, consolidations, or discontinuations to existing programs must complete a Program Proposal Form and submit to the Board’s Chief Academic Officer using the online Institution Program Database System. Each institution has a designated representative responsible for the submission of proposals to the system. More information can be found at: https://boardofed.idaho.gov/public_col_univ/program_approval.asp

The Undergraduate Curriculum Council is responsible for ensuring the quality and appropriateness of undergraduate courses and undergraduate degree programs offered by Idaho State University. All proposals for the addition of or changes in undergraduate courses and undergraduate degree programs must be approved by the Curriculum Council. More information can be found at: <http://www.isu.edu/ucc/index.shtml>

ICE HEALTHCARE PARTNERSHIP DEVELOPMENT AND DISSEMINATION OF CURRICULUM AND INSTRUCTIONAL MATERIALS

- Curriculum Review and Approval Process:
 - Appropriate Program Director reviews all curriculum forms submissions from Consortium colleges to ensure that all of the required information is included.
 - The Division Chair and Appropriate Dean reviews Curriculum Approval forms checking to ensure that:
 - Industry input was obtained
 - Target audience and target jobs are clearly defined
 - Objectives are appropriate
 - Content makes sense for the target jobs and is logically organized
 - Division Chair and Appropriate Dean makes recommendations, as needed
- Instructional Materials Review and Approval Process:
 - eLearning team reviews course materials to ensure that content is complete and in alignment with best practices noted in the Quality Matters Rubric.
 - eLearning team identifies elements that need revision and makes recommendations, where appropriate.
- Accessibility - eLearning team will ensure that all online and technology-enabled content and courses developed under this grant must incorporate the principles of universal design in order to ensure that they are readily accessible to qualified individuals with disabilities. The content and courses must be in full compliance with the Americans with Disabilities Act and Sections 504 and 508 of the Rehabilitation Act of 1973, as amended, and the Web Content Accessibility Guidelines 2.0, Level AA
- Training and Support:

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- eLearning team provides training in instructional design best practices to Consortium staff
- eLearning team provides technical support for the development of games, activities, and multi-media instructional elements
- Monitoring and Tracking:
 - eLearning team works with colleges to establish due dates for submission of curriculum and instructional materials
 - eLearning team tracks progress against goals
- Enhancements - Instructional teams identify ways to enhance instructional materials before final dissemination
- Dissemination:
 - Instructional teams identify dissemination opportunities through conferences and professional association meetings
 - Instructional teams identify optimal organization of content for easy access by faculty and administrators
 - Instructional teams identify promotional strategies such as press releases to raise awareness of availability of curricula
 - Instructional teams make materials available through publicly accessible sites such as skillscommon.org
- Quality Improvement - Instructional teams review program accreditation annual reports completed by Consortium colleges following program pilots
- Challenge Exams for Prior Learning Assessment - Instructional teams review challenge exam submissions to ensure that all objectives are assessed.

SECTION 7 – RECRUITMENT AND OUTREACH PROCEDURES

Under general supervision, the Student Success Navigators will provide support to assist ICE Healthcare Partnership participants at all consortium colleges in achieving their academic and professional goals. The Navigators will oversee all recruitment and outreach strategies for program participants, participant assessments, and work closely with existing PTE student support services personnel to provide advising, registration, admissions, resource navigation, and financial aid services to program participants to ensure grant outcomes are met. The Navigators will prepare, submit, and present all reports, updates, and information to the Project Director.

SECTION 8 – RETENTION, INTERNSHIPS AND STUDENT EMPLOYMENT PROCEDURES

The office of Student Services at the College of Technology takes retention very seriously, and we practice several intrusive advising steps to assist with our efforts.

First, we require that all students meet with an advisor prior to acceptance in order to get information about their program, become familiar with their advisor, and the College of Technology as a whole. We also have our Early Alert System in place where we contact all College of Technology instructors with an online survey and ask them to identify any student within their programs that is having issues in a number of different categories. This survey is sent two weeks after the start of the semester and the same survey is sent again two weeks before mid-terms. This past year we have had 100% faculty participation with both surveys. Student that are identified with any issues, on either survey, are contacted by our office immediately and provided advising assistance. If needed we schedule an individual advising

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appointment and personally walk them to our Resource Center and help schedule them additional tutoring or counseling through the CND department.

Following the release of mid-term grades we contact every student with a D or F grade and intrusively advise them as we attempt to get them back on track academically or potentially drop courses where absolutely necessary. In addition to these efforts and programs, the Student Services office reaches out to students throughout each semester on numerous occasions including free Student Success workshops that are held every other week by our advisors, our Be Registered course registration initiative, communication of graduation deadlines, and our advisors make numerous classroom visits as we attempt to communicate important information in a timely manner.

Finally, we also ask that our advisors are out and about the college as much as possible to help students in our various meeting areas and the Tech Cafe in order to advise in more informal settings. These programs and activities are performed every semester by all advisors and hopefully outline our fully integrated culture of intrusive advising at the College of Technology.

Programmatic Internships, also known as externships or practicums, are usually regulated by the program's accrediting body. The standards and procedures are set by the accreditors, and normally organized by a Director of Clinical Education (DCE) or Academic Coordinator of Clinical Education (ACCE). This position is responsible for planning, organizing and monitoring affiliated clinical education sites. They are further responsible for planning, organizing, implementing, and maintaining clinical rotations for students. The ACCE or DCE will provide students with regular and meaningful feedback on their progress within clinical rotations and the program curriculum.

Student Employee Positions shall be defined as those filled by anyone enrolled at Idaho State University at least half time (as defined by ISU Registrar). Employment in this category is predicated upon the individual being a student of Idaho State University in accordance with Idaho Code 59-1302. More information can be found at:

<http://www.isu.edu/policy/3000/3050-Categories-of-Employees.pdf>.

Student employment is handled on a University level through the Career Center. They keep a list of currently hiring business and community partners, departments, and individuals for students to access. The Career Center provides information, direction and help to students seeking employment or internship opportunities. More information about the Career Center can be found at: <http://www.isu.edu/career/>.

The CPI guidelines can be found at: <http://www.isu.edu/career/docs/CPI-Guidelines.pdf>.

Under general supervision, the Student Success Navigator and/or Employment Transition Coordinator will assist in clinical or externship and job placement for students finishing Consortium programs using a combination of financial planning, support services, and mentorship. The Student Success Navigator and/or Employment Transition Coordinator will work closely with the Consortium faculty Program Directors, industry employers, regional Idaho Department of Labor offices, and other agencies to place students as well as offer students job retention and career advancement support and community resources on and off the campuses. The Student Success Navigator and/or Employment Transition Coordinator will prepare, submit, and present all reports, updates, and information to the Project Director.

SECTION 9 – CONTINUOUS IMPROVEMENT AND EVALUATION

ICE Project Team:

- Established by month 6, to include:
 - Project Director
 - Senior Administrative Assistant
 - Data Analyst
 - Fiscal Compliance Manager
 - Consortium Deans
 - External Evaluator
 - Division Chairs
- Charge:

The ICE Project Team, composed of representative Consortia Partner and central Consortium staff, will be charged with quality control, and ensuring deliverables exceed expectations. Specifically the Consortium Operational Team will accomplish the following:

 - Integrating program assessment, reflection and improvement
 - Extracting timely information regarding:
 - learner experience
 - performance
 - progress
 - comprehension
 - instructor feedback
 - Mining learning platform metrics
 - Surveying students and faculty to provide context
 - These sources and other input from regular ICE Leadership Team meetings will be used for real time improvement of instruction and support services, throughout the pilot period.
- Strategies:
 - Well-Defined Plan for Formal Data Reviews - The Consortium will utilize data captured during the course of quarterly and annual reporting as part of a cycle of continuous improvement, overseen by the ICE Project Team. Using proven, evidence-based design, the Data Analyst and Project Director will establish central data tools and procedures in alignment with DOL ETA reporting requirements and program continuous improvement expectations.
 - To successfully apply the lessons learned through data, a series of access points and procedures will ensure full transparency to all stakeholders.
 - The Project Director will lead the Consortium using a Data Review Plan that supports overarching goals of continuous improvement and innovation.
 - Maintaining and disseminating a real-time dashboard representation of program, fiscal and outcome measures, the Project Director will work directly with all members to capture and analyze metrics not only for DOL's annual outcome measures, but also towards progress against goals, and the capture of transformative feedback from learners, faculty, industry and others.
 - The Dean, Project Director and the Data Analyst will also collaborate actively with the third party evaluator to ensure their expertise contributes to the cycle of continuous improvement.

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- Credential attainment and student progress will be part of student profile information analyzed at the Consortium level in order to standardize data exchange between colleges and state agencies, and among institutions as they relate to stacked and latticed credentials.
- Student interaction and success data will be captured and analyzed via learning management system and Student Success Navigators and faculty will add context to analysis and improvement to address shortcomings of online learning such as student isolation and archival of data without action.
- Articulation and transfer data to track student persistence and academic path will be obtained in order to develop an information base to assess effectiveness of transfer and articulation agreements.
- A Prior Learning Assessment Coordinator will work with Consortia Partners to facilitate credit for prior learning and provide standards of service and continuous improvement oversight.
- Technology-based continuous improvement mechanisms: Student Success Navigators will monitor student performance in programs through technology-enabled tracking tools. They will check in with students if they see signs of impeded progress and determine appropriate timely interventions.
 - At the end of each course, Student Success Navigators will review assessment data to identify course elements in need of revision.
 - Next, Curriculum Development Specialists will revise learning activities to promote improved learning outcomes.

DATA REVIEW PLAN		
Monthly	Quarterly	Annually
-Individual meetings with each Consortium member -Review of program and fiscal measures against forecasts -Monthly review ensures early identification of barriers, and immediate opportunity for improvement	-Consortium Operational Team review of all data measures against goals -Planning for next steps and improvement -Development and execution of mitigation strategies, if data indicates barriers to progress	-All project participants, including third party evaluation teams, will review results of Annual Outcome Measures reporting -Planning for next steps and improvement

- Third Party Evaluation - The independent third-party evaluator (Social Policy Research) responsibilities will include data collection, analysis and reporting. Social Policy Research, in conjunction with grant staff, will develop and carry out a plan to evaluate program processes and outcomes, and disseminate evaluation findings to stakeholders.