

## RAPID RESPONSE TECHNICAL ASSISTANCE CHECKLIST

Agency Name: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Company Information		Comments								
<b>Company Name:</b>		Both System and Paper Application Match: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:								
<b>Street Address</b>										
<b>City</b>										
<b>Zip Code</b>										
WARN Information										
<b>WARN</b>	<input type="checkbox"/> Yes	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:								
<b>Non-WARN</b>	<input type="checkbox"/> Yes									
<b>Other Activity</b>	<b>Approval from LA County</b> <input type="checkbox"/> Yes <input type="checkbox"/> No									
Rapid Response Process										
<b>Notification</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	1. RR Team responded to WARN and contacted company within 24 hours: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:								
<b>Planning Meeting</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	1. Confirmation of invitation to RR Red Team: <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Did all RR Red Team Members Attend? <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:									
<b>Rapid Response Orientation</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Date of Visit:</b></td> <td></td> </tr> <tr> <td><b>Number of Affected Local Employees:</b></td> <td></td> </tr> <tr> <td><b>Number of Affected Employees Attending:</b></td> <td></td> </tr> <tr> <td><b>On-site:</b></td> <td><input type="checkbox"/> Yes    <input type="checkbox"/> No</td> </tr> </table>		<b>Date of Visit:</b>		<b>Number of Affected Local Employees:</b>		<b>Number of Affected Employees Attending:</b>		<b>On-site:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date of Visit:</b>										
<b>Number of Affected Local Employees:</b>										
<b>Number of Affected Employees Attending:</b>										
<b>On-site:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No									
121 Forms										
<b>Filled out completely:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:	Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:								
<b>Company matches the WARN:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:									
<b>Number of Affected Local Employees match the WARN:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:									
<b>Submitted Planning Meeting 121</b> <i>(within 5 days of activity)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:									
<b>Submitted Orientation 121</b> <i>(within 5 days of activity)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:									

<b>Comments match information:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Notes:
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<b>Rapid Response Packets</b>	
<b>Folder/Packet Information</b>	
<b>Contractor Forms</b>	<b>EDD Forms</b>
<input type="checkbox"/> AJCC Rapid Response Folders	<input type="checkbox"/> DE 8717 UI - UI Book Mark
<input type="checkbox"/> AJCC Rapid Response directories	<input type="checkbox"/> DE 8714T- Fact Sheet-Vet Employ-Program
<input type="checkbox"/> AJCC Rapid Response Survey	<input type="checkbox"/> DE 2320- For Your Benefits
<input type="checkbox"/> UI benefits brochures	<input type="checkbox"/> DE 8217 - Register with CalJOBS

Requirement Met:  
 Yes     No  
 Notes:

<b>Rapid Response Contractor File</b>	
<b>Comments</b>	
<input type="checkbox"/> Copy of WARN or Email of Non-WARN	
<input type="checkbox"/> Communication Logs	
<input type="checkbox"/> Copy of 121 Form	
<input type="checkbox"/> Sign-in Sheet(s)	
<input type="checkbox"/> Employee Surveys	
<input type="checkbox"/> Other	

Requirement Met:  
 Yes     No  
 Notes:

Systemic Issues
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<b>Rapid Response Database Logs</b>
<b>Comments:</b>

Requirement Met:  
 Yes     No

<b>Rapid Response Monthly Reports</b>
<b>Comments:</b>

Requirement Met:  
 Yes     No

Rapid Response Data Base Logs
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All Requirements Met: <input type="checkbox"/> Yes <input type="checkbox"/> No Copy(ies) of the following documents needed:	<b>CSS REPRESENTATIVE NOTES:</b>
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<i>AGENCY REPRESENTATIVE PRINT NAME</i>	<i>CSS REPRESENTATIVE PRINT NAME</i>
<i>SIGNATURE</i>	<i>SIGNATURE</i>
<i>DATE:</i>	<i>DATE:</i>