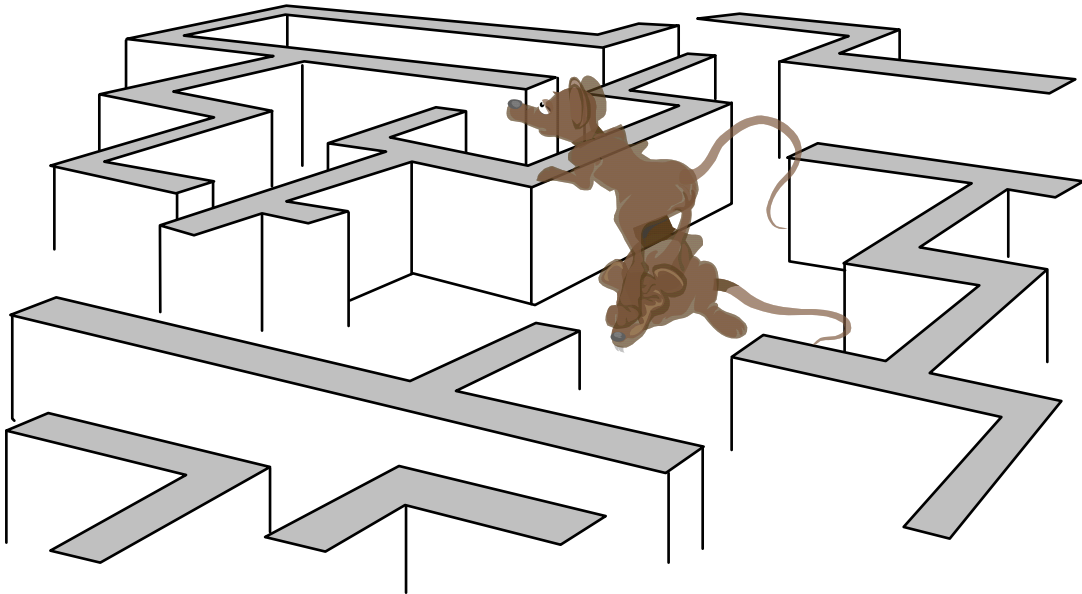


**DRAFT**

**WIA TITLE I-B YOUTH PROGRAM  
INDICATORS OF PERFORMANCE  
TECHNICAL ASSISTANCE GUIDE**



**DEVELOPED BY:**  
State of Wisconsin  
Division of Employment & Training  
Bureau of Workforce Training

**April 2008**  
(Version OY-YY.08.01)

## Workforce Investment Act Title I-B Youth Program Performance Measures Technical Assistance Guide

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**Younger Youth (14 - 18)** – Individuals under age 19 at participation who receive youth services funded by WIA youth program funds.

Younger Youth Performance Measures are:

1. Skill Attainment Rate,
2. Diploma Attainment Rate, and
3. Placement and Retention Rate.

**Older Youth (19 – 21)** – Individuals age 19 – 21 at participation who received youth activities funded by WIA youth program funds.

Older Youth Performance Measures are:

1. Entered Employment Rate,
2. Employment Retention Rate,
3. 6 Months Earnings Change, and
4. Certificate/Credential Attainment Rate.

**Note:** Classification as a younger or older youth is determined on the date of first WIA-funded program element and does not change regardless of the individual's age at exit.

### ***Negotiated Levels of Performance***

The Department of Workforce Development (DWD) successfully completed its PY05-06 Performance Negotiations with the U.S. DOL in June 2005. The state's negotiated levels for each of the older and younger youth performance measures are in the table below.

<b>WIA Requirement At Section 136 (B)</b>	<b>DOL Goals</b>	<b>DWD Performance Goals</b>	
		<b>PY07</b>	<b>PY08</b>
<b>Older Youth Aged 19-21:</b>	<b>PY08</b>		
Entered Employment Rate	n/a	75.5%	77.0%
6-Months Employment Retention Rate	n/a	86%	87%
6-Months Earnings Gain	n/a	\$4,552	\$4,575
Credential Attainment Rate	n/a	61%	62%

<b>Younger Youth Aged 14-18:</b>	<b>PY08</b>	<b>PY07</b>	<b>PY08</b>
Skill Attainment Rate	n/a	92%	94%
Diploma Attainment Rate	n/a	82%	83%
Placement and Retention Rate	n/a	75.9%	77.7%

### **Definitions for All Measures**

*ASSET:* Automated Systems Support for Employment and Training (ASSET) is Wisconsin's designated customer reporting and data collection system for WIA Title 1, WIA Title 3, Trade Assistance Adjustment (TAA), National Emergency Grants (NEG) and Special Response Grants (SRR).

*Design Framework:* Activities that give a local youth program structure and establish coordination among case managers and service providers charged with serving youth. Design framework activities fall into three (3) broad categories: Assessment, Case Management and Individual Service Strategy Development. Design framework activities do not put a participant into performance measures.

*Exiter:* A participant who has not received a service funded by the program or funded by a partner program for 90 consecutive calendar days and is not scheduled for future services. The exit date is the date of last service.

*First Quarter After Exit:* This is the first full quarter after the quarter in which the participant exited from the program. For example, if a participant exits on August 1, 2005, the first quarter after exit begins on October 1, 2005.

*Participant:* An individual who has been determined eligible to participate in the Youth Program and has received a WIA-funded program element at a physical location (e.g., a Job Center or affiliate site) or remotely through electronic technologies.

*Program Elements:* The services that are provided to youth participants following a determination of eligibility. Program elements are comparable to "staff-assisted services or better" in the Adult and Dislocated Worker programs and place a youth into the performance measures.

*Registrant:* An individual who is in the process of being determined to be eligible for the WIA Title 1 Youth Program is a registrant. Registrants can be placed in Case Management, ISS Development and Assessment activities while awaiting a determination of program eligibility.

### **Point of Participation for Inclusion in Performance Measures**

An individual who has been determined eligible for the WIA Title 1 Youth Program and has received a WIA-funded program element is a participant and will be counted in the WIA Title 1 Older/Younger Youth performance measures.

An individual who is either awaiting a determination of eligibility, or who has been determined to be eligible for the WIA Title 1 Youth Program and is in Case Management, ISS Development or Assessment, but has no other youth services reported is a registrant. This individual will not be counted in the WIA Title 1 Older/Younger Youth performance measures.

A youth age 18 or older who engages in self-service or informational activities will be identified as a WIA Title 3 participant and counted in Wagner Peyser performance measures. This individual will be reported to U.S. DOL as a "self-service only participant" in WIA Title 1 quarterly and annual reports and will not be counted in the WIA Title 1 Older/Younger Youth performance measures.

The terms "date of first youth service" and "participation date" may have different meanings.

- If the individual is enrolled in the Youth Program only, then the dates are the same.
- If a youth also receives services from the WIA Adult or Dislocated Worker program, then the "participation date" is the date the first performance-reportable (i.e., staff-assisted or program element) service is provided. This may be different from the "date of first youth service", which is used to establish the baseline for the All-Youth Literacy/Numeracy measure.

### **Exclusions from Performance Measures**

Effective July 1, 2005, participants who are institutionalized, deceased, reservists called to active duty, relocated to a mandated residential program (youth only) or have a health/medical or family care issue that prevents them from entering employment or continued participation in the program are excluded from all performance measures. The exclusion applies only if the condition or situation is expected to last more than 90 days. Case managers may report this exclusion at any point in time during the three quarters after exit.

For example, Jimmie Jones exits the younger youth program and attains a diploma or equivalent by the end of the 1<sup>st</sup> quarter after exit. During 3<sup>rd</sup> quarter follow up, you learn that Jimmie was incarcerated in the 2<sup>nd</sup> quarter after exit. He will be excluded from all younger youth performance measures, including the YY Skill Attainment rate.

If the condition or situation is an exit reason, report this information as follows:

1. Manage Program Exits
2. Enter Exit Date
3. Select the appropriate item under "Title 1 – Exit Reasons other than completion"

If the condition or situation is discovered during follow-up, report this information as follows:

1. Manage Follow Up, Follow Up Status, Entered Employment Overview:
  - a. Select the appropriate item under "Reason follow-up not possible at this time."

*Note: Military reservist called to active duty: If the exclusion is claimed, the participant is taken out of the performance measures. However, an individual who is in this situation has entered employment and will likely retain the job. There is a greater benefit to performance by counting the participant than by excluding him or her. This consideration may be applied on a case-by-case basis at the case manager's*

*discretion, according to U.S. DOL representatives. Case managers may consider placing the participant in a planned gap in service if the reservist is likely to return to the program within 360 days.*

## **Supplemental Employment Data Sources**

Unemployment Insurance (UI) Wage Records are the primary source of post-program employment data. DWD uses the Wage Record Interchange System (WRIS) to check other states' UI records, as well as the Federal Employment Data Exchange System (FEDES). FEDES contains employment information from the U.S. Department of Defense, the U.S. Postal Service, and the U.S. Office of Personnel Management. DWD also contacts the Wisconsin Department of Military Affairs to verify youth who have joined the National Guard or Reserves, but have not been called to active duty.

On November 30, 2005, DWS revised WIA Policy Update 04-07 which established the criteria for reporting and documenting supplemental employment data. DWD will not apply supplemental employment data to the performance measure if the case manager is unable to obtain documentation as described in the policy update. Compliance is monitored through annual data validation activities required by U.S. DOL. Failure to properly document supplemental employment data as required by WIA Policy Update 04-07 may result in corrective action including adjustments to performance measure results and incentive awards.

A participant whose employment is determined by supplemental data is added to the Younger Youth Placement and Retention measure and all Older Youth measures, except 6-Months Earnings Change. The application of supplemental employment data to each performance measure is a complex process. A separate Technical Assistance Guide was published in August 2005 to provide further background on the application of supplemental employment data to performance measures.

## **Policy References**

**U.S. DOL TEGL 17-05:** Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues.

**DWD Policy Update 05-08:** Definition of Family, Family Care, and Health/Medical Conditions That Exclude Participants from Workforce Investment Act (WIA) Title 1, WIA Title 3, and Trade Adjustment Act (TAA) Performance Measures.  
[http://dwd.wisconsin.gov/dwdwia/PDF/policy\\_update0508.pdf](http://dwd.wisconsin.gov/dwdwia/PDF/policy_update0508.pdf)

**DWD Policy Update 06-05:** Supplemental Employment Data.  
[http://dwd.wisconsin.gov/dwdwia/PDF/policy\\_update0605.pdf](http://dwd.wisconsin.gov/dwdwia/PDF/policy_update0605.pdf)

**DWD Supplemental Employment Data Technical Assistance Guide.**  
[http://dwd.wisconsin.gov/dwdwia/PDF/supplemental\\_data\\_tag.pdf](http://dwd.wisconsin.gov/dwdwia/PDF/supplemental_data_tag.pdf)

## Younger Youth (14 – 18)

### 1. Skill Attainment Rate

#### ***What is this Measure?***

The total number of skill goals attained divided by the total number of skill goals that are set during the report period.

#### ***What is Included in this Measure?***

A maximum of three skill attainments **per participant** are reported in this measure each program year.

**Note:** The first skill attainment goal must be set on the participation date. Other goals may be set at this time or they may be set at a later date. If more than three goals are set and designated as performance-related goals, the three earliest goals (determined by the date set) will be counted and reported in the measure. Each goal has its own anniversary date, which is one year after the set date. New skill attainment goals may be set even if all previously set goals have not been attained. At least one performance-related goal must be set each program year.

#### ***What is Excluded from this Measure?***

- Skill goals that are not identified as performance-related goals.
- Skill goals in excess of the three goal per participant/per program year maximum, even if marked as performance-related goals.
- Skill goals for younger youth who have a documented exclusion at exit.
- Skill goals for younger youth who have a documented exclusion in the first, second or third quarter after exit.

#### ***What Definitions Apply to this Measure?***

*Attained during the report period:* The participant has to attain the goal by the day before the set date's one-year anniversary. For example, if the goal is set on July 12, 2005, it must be attained by midnight on July 11, 2006.

*Basic skills goal* - A measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.

*Occupational skills goal* - Primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.

*Work readiness skills goal* - Work readiness skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal

understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.

### ***When is this Measured?***

The Skill Attainment Rate is measured ***DURING*** program participation. There are three ways younger youth skill attainment goals go into the denominator:

1. One year elapses from the goal set date and the goal was not attained – at the one year mark the goal goes into the denominator;
2. The youth exits prior to the one year anniversary date of when the goal was set without attaining the goal - the goal goes into the denominator on the exit date; or
3. The youth attains the goal prior to one (1) year from the set date - the goal goes into the denominator and the numerator on the day the goal was attained.

### ***Critical ASSET Fields:***

1. Manage Employability Plan (setting a goal):
  - a. Select "Add Youth Skill Attainment".
  - b. Identify goal type and enter the specific goal.
  - c. Mark as performance related goal only if it is to be counted for performance. This field cannot be changed once the entered information is saved.
  - d. Enter the Goal Attainment Status.
  - e. Enter the goal set date.
  - f. Enter the planned attainment date.
2. Manage Employability Plan (reporting a goal attainment):
  - a. Select the appropriate goal.
  - b. Change the Goal Attainment Status.
  - c. Report the actual date of attainment.

**Example:**

The We-Make-Progress WDB has 75 individuals in the younger youth program.

<b>Criteria:</b>	<b>Calculation:</b>
Number of skill goals set: 90	90 (denominator)
Number of skill goals attained: 65	65 (numerator)
Skill Attainment Rate:	$\frac{65}{90} = 72.22\%$

**How the YY Skill Attainment Measure Works**

The following "rules" apply to the YY Skill Attainment Measure:

1. Goals must be set on or after the date of first youth service. Design framework activities are not "services", so goals that are set during design framework activities and before WIA-funded youth services begin will not be counted in the measure, regardless of attainment status.
2. At least one skill goal must be set on the date of first youth service, but it does not have to be marked as "performance-related".
3. Basic skills deficient youth must have a basic skills goal set, but it does not have to be marked as "performance-related".
4. Skill goals must be marked as performance-related to be counted in the measure.
5. The U.S. DOL performance measure period is April 1 - March 31 of any given year.
6. A minimum of ONE skill goal must be marked for performance, but if you only mark one goal for performance, you run a high risk of failing the measure.
7. If no goals are set, the youth does not get counted in the measure at all.
8. A maximum of THREE skill goals are counted in the performance measure each program year. If more than three are marked as performance-related, the goals that will be counted in the measure will be selected based on the earliest set dates.
9. Goals that are attained go into the numerator and denominator in the quarter and program year of attainment.
10. Goals that are NOT attained go into the denominator one year after the goal set date which may be a different program year from the date the goal was set.

**Examples:** The PY06 Annual Report period is April 1, 2006 - March 31, 2007 for the scenarios that follow.

**Scenario #1:**

- Youth's date of first youth service is April 2, 2006.
- A basic skills goal (Goal #1) is set on April 2, 2006, but is not marked as performance-related.
- Goal #2 is set and marked as performance-related on July 6, 2006.

**Possible outcomes:**

- Goal #1 will not be counted in the measure because it is not marked as performance-related.
- If Goal #2 is attained on or before March 31, 2007, it will count in the PY06 performance numerator and denominator (success).
- If Goal #2 is attained between April 1, 2007 and July 5, 2007, it will count in the PY07 performance numerator and denominator (success).
- If Goal #2 is not attained by July 5, 2007, it will count in the PY07 denominator (fail).
- If Goal #2 is reported as "Not Attained" on August 10, 2006, it will count in the PY07 denominator (fail).
- If Goal #2 is reported as "Attained" on July 8, 2007, it will count in the PY07 performance measure denominator (fail) because it was not attained within one year of the goal's set date.

**Scenario #2:**

- Youth's date of first youth service is March 2, 2006.
- The first goal is set and marked as performance-related on March 2, 2006.

**Possible outcomes:**

- If the goal is attained by March 31, 2006, it will count in the PY05 performance measure numerator and denominator (succeed).
- If the goal is reported as "Not Attained" on or before March 1, 2007, it will count in the PY06 performance measure denominator (fail).
- If the goal is attained between April 1, 2006 and March 1, 2007, it will count in the PY06 performance measure numerator and denominator (succeed).
- If the goal is not attained by March 1, 2007, it will count in the PY06 performance measure denominator (fail), because the one year anniversary date falls into the PY06 performance reporting period.
- If the goal is reported as "Attained" on March 3, 2007, it will count in the PY06 performance measure denominator (fail) because it was not attained within one year of the goal set date.

**Scenario #3:**

- Youth's date of first youth service is April 5, 2006.
- No goals are set.

**Possible Outcomes:**

- A monitoring observation or finding may be issued because no skill goals were set.

**Scenario #4:**

- Youth's date of first youth service is April 2, 2006.
- Goal #1 is set and marked as performance-related on July 6, 2006.

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- Goal #2 is set and marked as performance-related on March 5, 2007.
- Goal #3 is set on April 10, 2006 but is not marked as performance-related.

**Possible outcomes:**

- A monitoring observation or finding may be issued because no skill goal was set on the date of first youth service.
- Goal #3 will not be counted in the performance measures, regardless of its attainment status, because it was not marked as performance-related.
- If goal #1 is:
  - Attained on or before March 31, 2007, it will count in the PY06 performance measure numerator and denominator (success).
  - Attained between April 1, 2007 and July 5, 2007, it will count in the PY07 performance measure numerator and denominator (success).
  - Not attained by July 5, 2007, it will count in the PY07 performance measure denominator (fail).
  - Reported as "Not Attained" on August 10, 2006, it will count in the PY07 performance measure denominator (fail).
  - Reported as "Attained" on or after July 6, 2007, it will count in the PY07 performance measure denominator (fail) because it was not attained within one year of the goal set date.
- If goal #2 is:
  - Attained on or before March 31, 2007, it will count in the PY06 performance measure numerator and denominator (success).
  - Attained between April 1, 2007 and March 4, 2008, it will count in the PY07 performance measure numerator and denominator (success).
  - Not attained by March 4, 2008, it will count in the PY07 performance measure denominator (fail).
  - Reported as "Not Attained" on December 31, 2007, it will count in the PY07 performance measure denominator (fail).
  - Reported as "Attained" on or after March 5, 2008, it will count in the PY07 performance measure denominator (fail) because it was not attained within one year of the goal set date.

**Scenario #5:**

Youth has 4 goals set that fall into the report period. They are all marked as performance-related. If only 3 goals per participant can be counted in the performance measure, which three are selected?

- Goal #1 set on 9/7/05; not attained by 9/6/06.
- Goal #2 set on 9/18/06; attained on 12/15/06.
- Goal #3 set on 9/18/06; attained on 11/17/06.
- Goal #4 set on 1/5/07; attained on 3/4/07.

## 2. Diploma Attainment Rate

### ***What is this Measure?***

The number of younger youth who attained a secondary school diploma or equivalent by the end of the first quarter after exit divided by the number of younger youth who exit during the quarter.

### ***Who is Included in this Measure?***

- Individuals who exit the WIA youth program, and did not have a high school diploma or its equivalent on the date participation begins, and who are not in secondary school at the time of exit.

### ***Who is Excluded from this Measure?***

- Youth who had a high school diploma or equivalent at participation.
- Youth who remain in secondary school at exit.
- Youth who have a documented exclusion at exit.
- Youth who have a documented exclusion in the first, second or third quarter after exit.

### ***What Definitions Apply to this Measure?***

*High School Diploma Equivalent* - a GED or high school equivalency diploma recognized by the State of Wisconsin.

### ***When is this Measured?***

This is an EXIT measure. It is measured in the first quarter after exit. For example, if a participant exits any time from July 1 – September 30, 2007, the first quarter after exit is October 1 – December 31, 2007.

### ***Critical ASSET Fields:***

1. Manage Programs, General Program Summary (at participation):
  - a. Report highest school grade completed on date of first WIA-funded program element.
  - b. Report education status on date of first WIA-funded program element.
2. Manage Services:
  - a. Report Youth service

**Note:** The youth must have at least one service other than Design Framework Case Management, Design Framework Individual Service Strategy and/or Design Framework Assessment to establish the participation date.

3. Manage Program Exits (at exit):
  - a. Enter exit date.
  - b. Select appropriate response for Education Status at Exit.
  - c. Enter exclusion reason, if applicable.
  
4. Manage Follow Ups, Add Follow Up Credential (at follow up):
  - a. Select appropriate program.
  - b. Identify type of diploma (excludes skills certificate and occupational skills license).
  - c. Enter diploma (credential) attainment date.
  
5. Manage Follow Up, Follow Up Status:
  - a. Select Entered Employment Overview tab:
  - b. Complete this screen if information is available or if an exclusion occurs in the first, second or third quarters after exit.

**Example:**

The I'm-A-Grad WDB has 152 individuals in the younger youth program.

<b>Criteria</b>		<b>Calculation</b>
Exit in the Program Year:	150	
No Diploma at Participation:	144	
Exclusion in Q2:	14	$144 - 14 = 130$ (denominator)
Attained Diploma or Equivalent:	128	128 (numerator)
Diploma Attainment Rate:		$\frac{128}{130} = 98.5\%$

### **3. Younger Youth Placement and Retention Rate**

#### ***What is this Measure?***

The number of younger youth who, in the third quarter after exit, are in post-secondary education, advanced training/occupational skills, employment (including military service), or qualified apprenticeships divided by the number of younger youth who exit during the quarter.

#### ***Who is Included in this Measure?***

- Individuals who exit the WIA youth program, and do not remain in secondary school at exit.
- Individuals found in one of the applicable placement categories in the third quarter after exit.

#### ***Who is Excluded from this Measure?***

- Individuals who remain in secondary school at exit.
- Individuals who have a documented exclusion at exit.
- Individuals who have a documented exclusion in the first, second or third quarter after exit.

#### ***What Definitions Apply to this Measure?***

*Advanced Training* - An occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the One-Stop WIA and partner system.

*Military service* - Reporting for active duty.

*Post-Secondary Education* - A program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Does not include programs offered by degree-granting institutions that do not lead to an academic degree.

*Qualified apprenticeship* - A program approved and recorded by the ETA/Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency (State Apprenticeship Council).

#### ***When is this Measured?***

This is an EXIT measure. It is measured in the third quarter after exit. For example, if the participant exits any time from July 1 – September 30, 2007 the third quarter after exit will be April 1 – June 30, 2008.

**Critical ASSET Fields:**

1. Manage Follow Ups:
  - a. Select First Quarter Tab.
  - b. Report Youth Status: Youth Placement/Retention, if known.
  - c. Enter supplemental employment data if available.
  
2. Manage Follow Ups:
  - a. Select Third Quarter Tab.
  - b. Identify younger youth placement, if known.
  - c. Enter supplemental employment data if available.

**Note:** Case managers sometimes lose contact with participants after exit and may be unable to determine the youth’s status in the third quarter after exit. If a younger youth has reported earnings in the UI Wage Record, or verified supplemental employment data, that youth will be added to the numerator.

**Example:**

The We-Go-Further WDB has 220 individuals in the younger youth program.

<b>Criteria:</b>	<b>Calculation:</b>
Exit in the Program Year: 195	
Remained in Secondary School At Exit: 16	$195 - 16 = 179$
Exclusion in Q1: 14	$179 - 14 = 165$ (denominator)
In employment, PSE, Adv Training, Military or Qualified Apprenticeship in 3 <sup>rd</sup> Quarter: 92	92 (numerator)
Placement & Retention Rate:	$\frac{92}{165} = 55.76\%$

## **Older Youth (Age 19-21) Performance Measures**

### **1. Entered Employment Rate**

#### ***What is this Measure?***

The number of older youth who have entered employment by the end of the first quarter after exit divided by the number of older youth who exit during the quarter.

#### ***Who is Included in this Measure?***

- Individuals who are employed in the first quarter after exit.
- Individuals who are not employed, and are not in post-secondary education or advanced training in the first quarter after exit.

#### ***Who is Excluded from this Measure?***

- Older Youth who are employed at participation.
- Older Youth have a documented exclusion at exit.
- Older Youth who are not employed, and are in post-secondary education or advanced training in the first quarter after exit.
- Older Youth who have a documented exclusion in the first, second or third quarter after exit.

#### ***What Definitions Apply to this Measure?***

*Employed at Participation* - Employment at participation is determined by what the participant reports, not the presence of UI wage data. Employment means:

- Reported in ASSET as "underemployed";
- Did any work at all as a paid employee on the date participation occurs;
- Did any work at all in his or her own business, profession or farm;
- Worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family; or
- Was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, regardless of whether paid by the employer for time off, and regardless of whether seeking another job.

*Not Employed at Participation* - An individual who is not employed at participation is one who:

- Does not meet the definition of employed at participation;
- Has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close; or
- Is a transitioning service member.

*Post-Secondary Education* - A program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Does not include programs offered by degree-granting institutions that do not lead to an academic degree.

*Advanced Training* - An occupational skills employment/training program outside of the One-Stop, WIA and partner system, which does not duplicate training received under Title I (i.e., training following exit).

***When is this Measured?***

This is an EXIT measure. It is measured in the first quarter after exit. For example, if a participant exits any time from July 1 – September 30, 2007 the first quarter after exit is October 1 – December 31, 2007.

***Critical ASSET Fields:***

1. Manage Programs:
  - a. General Program Summary.
  - b. Report the appropriate Employment Status from the dropdown menu.
2. Manage Programs:
  - a. Complete Title 1 Youth tab.
3. Manage Services:
  - a. Report a Youth Service with an actual start date.
  - b. Report WIA Title 1 Youth fund source.
4. Manage Program Exits:
  - a. Enter Exit date.
  - b. Enter Title 1 exit reason, if applicable.
5. Manage Follow Up, Follow Up Status, Entered Employment Overview tab:
  - a. Report an exclusion reason, if applicable.

If employment is determined as a result of supplemental employment data, the following information must be reported:

1. Manage Follow Ups, Follow Up Status, First Quarter tab:
  - a. For Supplemental Federal Reporting:
    - Entry of wages is not required, but may be locally useful.
    - Check the radio button for the type of employment that most closely matches your data source.
    - Select the method used to verify supplemental employment data. If verification method is blank, "Not Employed in Quarter" or "Not Verified", the supplemental data will not be used in the performance measure.

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**Example:**

The Find-A-Job WDB has 97 individuals in the older youth program.

<b>Criteria</b>		<b>Calculation:</b>
Exit in the Program Year:	90	
Employed at Participation:	15	$90 - 15 = 75$
Employed in Q1 after Exit:	52	52 (numerator)
Unemployed; in PSE, Adv Training, Military or Qualified Apprenticeship:	2	$75 - 2 = 73$
Exclusion in Q1:	5	$73 - 5 = 68$ (denominator)
Entered Employment Rate		$\frac{52}{68} = 76.47\%$

## **2. Employment Retention Rate**

### ***What is this Measure?***

The number of older youth who were employed in the first quarter after exit and are employed in third quarter after exit divided by the number of older youth who exit during the quarter.

**Note:** Retention is contingent upon the youth's status in the first and third quarters after exit. This is different from retention for adults and dislocated workers.

### ***Who is Included in this Measure?***

- All individuals who are employed in the first quarter after exit.

### ***Who is Excluded from this Measure?***

- Individuals who have a documented exclusion at exit.
- Individuals who have a documented exclusion in the first, second or third quarter after exit.
- Individuals who were employed in the first quarter, and  
Are not employed in the third quarter after exit, and  
Are in post-secondary education or advanced training in the third quarter after exit.

### ***What Definitions Apply to this Measure?***

*Advanced Training* - An occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the One-Stop WIA and partner system (i.e., training following exit).

*Employed in the Third Quarter after Exit* - The individual is employed if UI wage records for the third quarter after exit show earnings greater than zero. If supplemental data is used, the individual is employed if the Supplemental Data Verification fields in ASSET indicate that data was verified by a check/cancelled check, employer record or income statement. Employment in the third quarter does not have to be with the same employer as at exit.

*Post-Secondary Education* - A program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Does not include programs offered by degree-granting institutions that do not lead to an academic degree.

### ***When is this Measured?***

This is an EXIT measure. It is measured in the third quarter after exit. For example, if the participant exits any time from July 1 – September 30, the third quarter after exit will be April 1 – June 30 of the following year.

**Critical ASSET Fields:**

1. Manage Programs:
  - a. Complete Title 1 Youth tab.
2. Manage Services:
  - a. Report a Youth service with an actual start date.
  - b. Report WIA Title 1 Youth fund source.
3. Manage Program Exits:
  - a. Enter Exit date.
  - b. Enter Title 1 exclusion, if applicable.
4. Manage Follow Up, Follow Up Status, Entered Employment Overview tab:
  - a. Report an exclusion, if applicable.

If employment is determined as a result of supplemental employment data:

1. For Supplemental Federal Reporting:
  - a. Entry of wages is not required, but may be locally useful.
  - b. Check the radio button for the type of employment that most closely matches your data source.
  - c. Select the method used to verify supplemental employment data. If verification method is blank, "Not Employed in Quarter" or "Not Verified", the supplemental data will not be used in the performance measure.

**Note:** Case managers sometimes lose contact with participants after exit and may be unable to determine the youth's status in the third quarter after exit. If an older youth has reported earnings in the UI Wage Record or supplemental employment data is reported, the youth will be counted as employed.

**Example:**

The I'm-A-Keeper WDB has 150 older youth who were employed in the first quarter after exit.

Criteria		Calculation:
Employed in Q1:	150	
Exclusions in Q2:	0	
Exclusions in Q3:	6	$150 - 6 = 144$
Unemployed; in PSE, Adv Training, Military or Qualified Apprenticeship:	2	$144 - 2 = 142$ (denominator)
Retained in Q3:	100	100 (numerator)
Employment Retention Rate:		$\frac{100}{142} = 70.42\%$

### **3. 6 Months Earnings Change**

#### ***What is this Measure?***

The total post-program earnings (second and third quarters after exit) minus pre-program earnings (second and third quarters prior to participation) divided by the number of older youth who exit during the quarter.

**Note:** Earnings change is contingent upon the youth's employment status in the first and third quarters after exit. This is different from average earnings for adults and dislocated workers.

#### ***Who is Included in this Measure?***

- Participants who are employed in the 1<sup>st</sup> quarter after exit and are employed in the 3<sup>rd</sup> quarter after exit.
- Participants who are unemployed and are not in post-secondary or advanced training in the 3<sup>rd</sup> quarter after exit.

#### ***Who is excluded from this measure?***

- Participants who have a documented exclusion at exit.
- Participants who have a documented exclusion in the first, second or third quarter after exit.
- Participants who are not employed in the first quarter after exit.
- Participants whose employment is determined by the presence of supplemental employment data.
- Participants who are unemployed **and** are in post-secondary or advanced training in the third quarter after exit.

#### ***What definitions apply to this measure?***

*Pre-program Earnings* – The total earnings from all employment for the second and third quarters prior to program participation.

*Post-program Earnings* – The total earnings from all employment for the second and third quarters after exit.

#### ***When is this measured?***

This is an EXIT measure. It is measured in the third quarter after exit.

#### ***Critical ASSET Fields:***

1. Manage Programs:
  - a. Complete Title 1 Youth tab.

2. Manage Services
  - a. Report a Youth service with an actual start date.
  - b. Report WIA Title 1 Youth fund source.
3. Manage Program Exits:
  - a. Enter Exit date.
  - b. Enter Title 1 exit reason, if applicable.
4. Manage Follow Up, Follow Up Status, Entered Employment Overview tab:
  - a. Report an exclusion, if applicable.

If 3<sup>rd</sup> quarter employment is determined as a result of supplemental employment data:

1. Manage Follow Ups, Follow Up Status, Third Quarter tab:
2. For Supplemental Federal Reporting:
  - a. Entry of wages is not required, but may be locally useful.
  - b. Check the radio button for the type of employment that most closely matches your data source.
  - c. Select the method used to verify supplemental employment data. If verification method is blank, "Not Employed in Quarter" or "Not Verified", the supplemental data will not be used in the performance measure.

**Note:** Case managers sometimes lose contact with participants after exit and may be unable to determine the youth's status in the third quarter after exit. If an older youth has reported earnings in the UI Wage Record or supplemental employment data is reported, the youth will be counted as employed.

**Example:**

The Want-More-Money WDB has 243 individuals who retained employment in the third quarter after exit.

Criteria:	Calculation:
Employed in Q1: 300	
Employed in Q3: 243	
Unemployed; in PSE, Adv Training, Military or Qualified Apprenticeship: 2	$243 - 2 = 241$
Exclusions in Q2 or Q3: 1	$241 - 1 = 240$ (denominator)
Q2 Pre-Program Earnings: \$232,101	
Q3 Pre-Program Earnings: \$306,204	$232,101 + 306,204 = 538,305$ (numerator)
Q2 Post-Program Earnings: \$300,141	
Q3 Post-Program Earnings: \$280,121	$300,141 + 280,121 = 580,262$ (numerator)
6-Months Earnings Change	$\frac{\$580,262 - \$538,305}{240} = \$174.82$

#### **4. Certificate/Credential Attainment Rate**

##### ***What is this Measure?***

The number of older youth who are in employment, post-secondary education, or advanced training in the first quarter after exit and received a certificate/credential by the end of the third quarter after exit divided by the number of older youth who exit during the quarter.

*Note:* WIA Policy Update 06-07 describes the DWS policy regarding training services, the definition of a certificate/credential and changing reporting requirements in ASSET. If DWD's waiver request is approved for PY08, WDBs will still be required to report this information, but will not be held accountable to a negotiated goal.

Case managers must remember that all Older Youth are counted in the denominator, even if no educational activities or training services are provided.

##### ***Who is Included in this Measure?***

- All exited older youth are reported.
- Older youth whose employment is determined by the presence of supplemental employment data.

##### ***Who is excluded from this measure?***

- Older youth who have a documented exclusion at exit.
- Older youth who have a documented exclusion in the first, second or third quarter after exit.

##### ***What definitions apply to this measure?***

*Advanced Training* - An occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the One-Stop, WIA and partner system (i.e., training following exit).

*Certificate/Credential:* A document awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. Further details are available in WIA Policy Update 06-07.

*Post-Secondary Education* - A program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). It does not include programs offered by degree-granting institutions that do not lead to an academic degree.

##### ***When is this measured?***

This is an EXIT measure that has two components. In the first quarter after exit, entry into employment, post-secondary education, or advanced training is measured. In the third quarter after exit, certificate/credential attainment is measured. For example, if the youth

exits any time from July 1 – September 30, 2007 the first quarter after exit is October 1 – December 31, 2007; and the third quarter after exit is April 1 – June 30, 2008.

**Critical ASSET Fields:**

1. Manage Programs:
  - a. Complete Title 1 Youth tab.
2. Manage Services:
  - a. Report at a Youth Service with an actual start date.
  - b. Report WIA Title 1 Youth fund source.
3. Manage Program Exits:
  - a. Report Exit Date.
  - b. Report Title 1 exit reason, if applicable.
4. Manage Follow Ups, Follow Up Credential:
  - a. Select type of certificate/credential attained.
  - b. Enter date certificate/credential was attained.
5. Manage Follow Ups, Follow Up Status, First Quarter tab.
  - a. Report Youth Status: Youth Placement/Retention, if known.
  - b. Report supplemental employment data, if available and verified by case manager.
6. Manage Follow Ups; Employment Overview tab:
  - a. Report exclusion if it occurred in the first or third quarter after exit.

**Note:** ASSET is used by a number of programs besides WIA Title 1 for participant reporting. Certificates/credentials should always be reported, whether or not they will affect the WIA Title 1 performance measures. Only one certificate/credential per participant is counted in this measure, but you should report all credentials that are attained.

If first quarter employment is determined as a result of supplemental employment data:

1. For Supplemental Federal Reporting:
  - a. Entry of wages is not required, but may be locally useful.
  - b. Check the radio button for the type of employment that most closely matches your data source.
  - c. Select the method used to verify supplemental employment data. If verification method is blank, "Not Employed in Quarter" or "Not Verified", the supplemental data will not be used in the performance measure.

Revised: April 2008

**Example:**

The Got-A-Sheepskin WDB has 150 individuals who received training services.

<b>Criteria</b>		<b>Calculation</b>
Employed in Q1:	135	
Employed & Earned a Certificate/Credential by Q3:	100	100 (numerator)
Exclusion in Q3:	8	$135 - 8 = 127$ (denominator)
Employment & Certificate/Credential Attainment Rate		$\frac{100}{127} = 78.74\%$