

WIA POLICY UPDATE 03-04
WIA YOUNGER YOUTH SKILL ATTAINMENT PERFORMANCE MEASURE
METHODOLOGY POLICY

February 14, 2003

Change in Methodology for reporting the WIA Title 1 Younger Youth Skill Attainment Rate

There has been a change in the methodology DWS uses to determine the Younger Youth Skill Attainment Rate. This change is the result of guidance and clarification received from US Department of Labor staff via conference call in late November, 2002. This change explains why WDB performance results for this measure changed between the December, 2002 and January, 2003 versions of the PY01 WIA Title 1 Annual Report. The old and new methods are described below to help WDBs understand how this affected their results.

Measure 13: YY Skill Attainment Rate: *Of all in-school youth and any out-of-school youth assessed to be in need of basic skills, work readiness skills, and/or occupational skills:* Total number of basic skills goals attained by younger youth plus number of work readiness skill goals attained by younger youth plus the number of occupational skills goals attained by younger youth divided by the total number of basic skills goals plus the number of work readiness skills plus the number of occupational skills goals set.

Old Method

The extract code identified the first skill goals (up to a maximum of 3 per participant per program year) it could find for the report period that also had an attainment date within the report period. Where more than 3 goals were documented in a participant record, the code did not look at the order (chronology) in which the goals were set. The only time factor considered was whether or not the attainment date occurred on or before the goal's anniversary date. This tended to produce higher performance results for the WDBs.

New Method

To determine the numerator, we identify the total number of goals attained, up to a maximum of 3 per younger youth participant. To do this, we look at the following items in ASSET:

- Participant is registered as a younger youth, and
- The Youth Skill Attainment Form is completed, and
- Goal Attainment Status is "Attained", and
- The attainment status contains a valid Actual Date of Attainment, and
- The Actual Date of Attainment is in the reporting period, and
- The Actual Date of Attainment is within one year of the goal that the date was set.

For the denominator, we identify the total number of goals set, up to a maximum of 3 per program year, per younger youth participant. To do this, we look at the following items in ASSET:

- Participant is registered as a younger youth, and
- The number of Youth Skill Attainment Forms completed (skill goals identified) for that participant (maximum of 3 in a program year).

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Per Federal policy and guidelines, the following exclusions apply to this measure:

- Participants exited because they are incarcerated, institutionalized, deceased, have a health/medical reason that prevents them from participating in services, or are military reservists who have been called to active duty.
- Goals (attained for the numerator, set for the denominator) in excess of three within the program year.

Other Considerations:

1. Where more than 3 goals have been set within the program year, the goals that will be measured are selected as follows:
 - The goal(s) with the earliest set date(s)
 - If more than 3 goals have the same set date, we count the attained goals first.
2. Although the federal guidelines allow us to exclude goals that are placed in “hold status” (planned gap in service), the current ASSET system provides no mechanism to report and track this, other than as a case management note. Thus a goal that was set and not attained for this reason is counted as a “not attained” for reporting purposes. This may be a reason why the PY01 results declined following the change to this methodology.
3. The maximum number of goals that will be measured as set and/or attained is 3 per participant per program year. However, if a participant has only one goal or two goals set and/or attained during a program year, that is all that will be counted in the numerator and/or denominator.

What if this doesn't explain my WDB's performance results?

If the process above doesn't help to explain the performance results for the YY Skill Attainment Rate, then there may be other issues affecting this measure. Questions to discuss with your service providers and case managers include:

1. Are you setting skill goals that can be attained within a one-year reporting period?
2. Are you routinely entering actual skill attainment dates on the appropriate form as soon as the youth attains them? Remember that this is a real time performance measure – it is not dependent upon program exit or wage record data.