

**WIA TITLE 1B ADULT PROGRAM  
COMMON MEASURES  
TECHNICAL ASSISTANCE GUIDE**



State of Wisconsin  
Division of Employment & Training  
Bureau of Workforce Training

**December 2013**



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

---

This technical assistance guide covers the common performance measures for the WIA Title 1B Adult Program. The information provided is subject to change based on negotiated performance levels and Department of Labor regulations. This technical assistance guide includes the Automated System Support for Employment and Training (ASSET) screenshots relevant to the covered material.

### ***Adult (Ages 18 and Older)***

The Adult Performance Measures are:

1. Entered Employment Rate
2. Employment Retention Rate
3. Average Earnings (effective July 1, 2006)

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

The Department of Workforce Development (DWD) successfully completed its Program Year (PY) 2013 performance negotiations with the U.S. Department of Labor (U.S. DOL) in June 2013. The State's negotiated levels for each of the adult performance measures for PY 2013 are in the table below.

WIA Adult Common Measures	GPRA* Goals	Wisconsin Performance Goals
	PY13	PY13
Entered Employment	59.8%	73%
Employment Retention	80.9%	84%
Average Earnings	\$14,149	\$11,600

\*Government Performance and Reports Act

### ***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 Adjustment Assistance (TAA), National Emergency Grants (NEG) and Special Response Grants (SRR).

**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, 2013, the first quarter after exit begins on October 1, 2013.

**Participant:** An individual who has been determined eligible to participate in the program and has received a staff-assisted service or better funded by that program in either a physical location (e.g., a Job Center or affiliate site) or remotely through electronic technologies.

**Participation Date, Date of Participation, At Participation:** The date an individual receives their first staff-assisted service or better funded by the WIA Title 1 Adult Program.

**Registrant:** An individual who is in the process of being determined eligible for the WIA Title 1 Adult Program.

**Staff-Assisted Service:** Any service listed in the "Core Services Staff-Assisted" menu in ASSET.

**Staff-Assisted Service or Better:** Any service in the ASSET service menus other than "Core, Self or Informational Services".

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

An individual who has been determined eligible for the WIA Title 1 Adult Program and has received a staff-assisted service or better funded by that program is a participant and will be counted in the WIA Title 1 Adult 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 Adult program is a registrant. Registrants can participate in self-service or informational activities and will not be counted in the Adult performance measures.

An individual who is eligible for the WIA Title 1 Adult Program and receives only self-service or informational activities will be reported to U.S. DOL as a "self-service only participant" under WIA Title 1. This participant will not be counted in the WIA Title 1 Adult performance measures.

### ***Exclusions from Performance Measures***

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 these outcomes as an exit reason or at any point in time during the three quarters after exit.

For example, John Jones was unemployed at participation, exits the adult program and is employed in the first quarter after exit. He is counted in the entered employment rate. During 2<sup>nd</sup> quarter follow-up, you learn that John has died and report the exclusion. He will not be counted in the employment retention measure or the average earnings measure, and he will be removed from the entered employment rate.

### ***What needs to be Reported in ASSET?***

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

1. Manage Exits:
  - a. Enter Exit Date.
  - b. Select the appropriate item under "Title 1 – Exit Reasons other than completion."

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

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

*Note: Case managers should consider the advantages of exiting a participant who is a 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, will likely retain the job, and if training services were provided, has probably earned a credential. 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 used to determine performance. DWD uses the Wage Record Interchange System (WRIS) to check other states' UI records for earnings.

DWD can also check 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 dislocated workers who have joined the National Guard or Reserves, but have not been called to active duty. These wages can be entered to ASSET Supplemental Data. The TAA Program does not use supplemental data sources.

On November 30, 2005, WIA Policy Update 04-07 was revised, establishing 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 as 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 employment data is:

1. Added to the Entered Employment Numerator.
2. Added to the Employment Retention Numerator and Denominator.
3. Excluded from the Average Earnings Numerator and Denominator.

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. [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2195](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195)

**DWD Policy Update 04-07:** Supplemental Employment Data.  
[http://dwd.wisconsin.gov/dwdwia/PDF/policy\\_update0407\\_revised.pdf](http://dwd.wisconsin.gov/dwdwia/PDF/policy_update0407_revised.pdf)

**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\\_tag0801.pdf](http://dwd.wisconsin.gov/dwdwia/PDF/supplemental_data_tag0801.pdf)

## Adult Performance Measures

### 1. *Entered Employment Rate*

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

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

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

- Individuals who were not employed at participation.

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

- Individuals who were employed at participation.
- Individuals who have a documented exclusion at exit.
- Individuals who have a documented exclusion in the first 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. An individual employed at the date of participation is one who:

- 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.

*Employed in Quarter After Exit Quarter* - The individual is employed if UI wage records for the first quarter after exit show earnings greater than zero. If supplemental employment data is used, the individual is employed if the Supplemental Data Verification field in ASSET indicates that data was verified by a check/cancelled check, employer record or income statement. Employment in the first quarter after exit does not have to be with the same employer as at 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, the first quarter after exit is October 1 – December 31.

***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 Adult tab.
3. Manage Services
  - a. Report a staff-assisted service or better with an actual start date.
  - b. Report WIA Title 1 Adult fund source.
4. Manage Exits:
  - a. Enter Exit date (required only if exclusionary exit).
  - b. Enter Title 1 exit reason, if applicable.
5. 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, 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.

**Example:**

A local WDB has 97 individuals in the adult program.

<b>Criteria:</b>	<b>Calculation:</b>
Exit in the Program Year: 90	
Employed at Participation: 15	$90 - 15 = 75$
Not Employed at Participation: 75	
Employed in Q1 after Exit: 62	62 (numerator)
Exclusion Reported: 3	$75 - 3 = 72$ (denominator)
Entered Employment Rate:	$\frac{62}{72} = 86.1\%$

## **2. Employment Retention Rate**

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

The number of adults who are employed in the second and third quarters after exit divided by the number of adults who exit during the quarter.

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

- Individuals who exit the WIA adult program, **and** are employed in the first quarter after exit.
- This includes adults who were employed at participation,
- Individuals whose employment in the first quarter after exit was determined by the presence of supplemental employment data, **and**
- Individuals who are employed in both the second and third quarters after exit.

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

- Individuals who are not employed in the first quarter after 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?***

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

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

This is an EXIT measure. It is measured for the second and third quarters after exit. For example, if the participant exits any time from July 1 – September 30, the second quarter after exit is January 1 – March 31 of the following year; and 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 Adult tab.
2. Manage Services:
  - a. Report a staff-assisted service or better with an actual start date.
  - b. Report WIA Title 1 Adult fund source.

3. Manage Exits:
  - a. Enter Exit date (required only if exclusionary exit).
  - 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 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.

**Example:**

A local WDB has 150 adults who were employed in the first quarter after exit.

<b>Criteria:</b>		<b>Calculation:</b>
Employed in Q1:	150	
Retained in Q2:	140	
Retained in Q3:	125	125 (numerator)
Exclusions in Q2:	0	
Exclusions in Q3:	6	150 - 6 = 144 (denominator)
Employment Retention Rate		$\frac{125}{144} = 86.8\%$

### **3. Average Earnings**

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

The total post-program earnings (earnings in quarter 2 + quarter 3 after exit) divided by the number of adults who exit during the quarter.

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

- Adults who are employed in the first quarter after exit, **and** Are employed in the second **and** third quarters after exit.

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

- Adults who are not employed in the first quarter after exit.
- Adults who have a documented exclusion at exit.
- Adults who have a documented exclusion in the first, second or third quarter after exit.
- Adults whose employment was determined by the presence of supplemental employment data in the first, second, and/or third quarters after exit.

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

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

#### ***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 Adult tab.
2. Manage Services
  - a. Report a staff-assisted service or better with an actual start date.
  - b. Report WIA Title 1 Adult fund source.
3. Manage Exits:
  - a. Enter Exit date (required only if exclusionary exit).
  - 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 2<sup>nd</sup> and/or 3<sup>rd</sup> quarter employment is determined as a result of supplemental employment data. It is not used in calculating performance. However, it may be useful locally.

1. Manage Follow Ups, Follow Up Status, Second and Third Quarter tabs:
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.

**Example:**

A local WDB has 165 individuals who retained employment in the second and third quarter after exit.

<b>Criteria:</b>	<b>Calculation:</b>
Employed in Q1: 200	
Employed in Q2: 175	
Employed in Q3: 168	
Exclusions in Q2 and/or Q3: 3	168-3 = 165 (denominator)
Q2 Post-Program Earnings: \$1,102,000	
Q3 Post-Program Earnings: \$ 878,000	\$1,102,000 + \$878,000 = \$1,980,000 (numerator)
Average Earnings:	<u>\$1,980,000</u> 165 = \$12,000



# Automated System Support for Employment and Training (ASSET)

## Entered Employment

*Of those who are not employed at the date of participation:*

# of Program area (Adult, DW or NEG) participants who are employed in the first quarter after the exit quarter

---

# of Program area (Adult, DW or NEG) participants who exit during the quarter

## Why is someone not in the measure at all?

1. Common disqualifications (see page 23 for additional details):

Must have participation date

Must be in program - Program area (Adult, DW or NEG)

Must not have disqualifying other reason for exit (including valid SSN).

Must not have been deleted due to DOL or DRVS reject error.

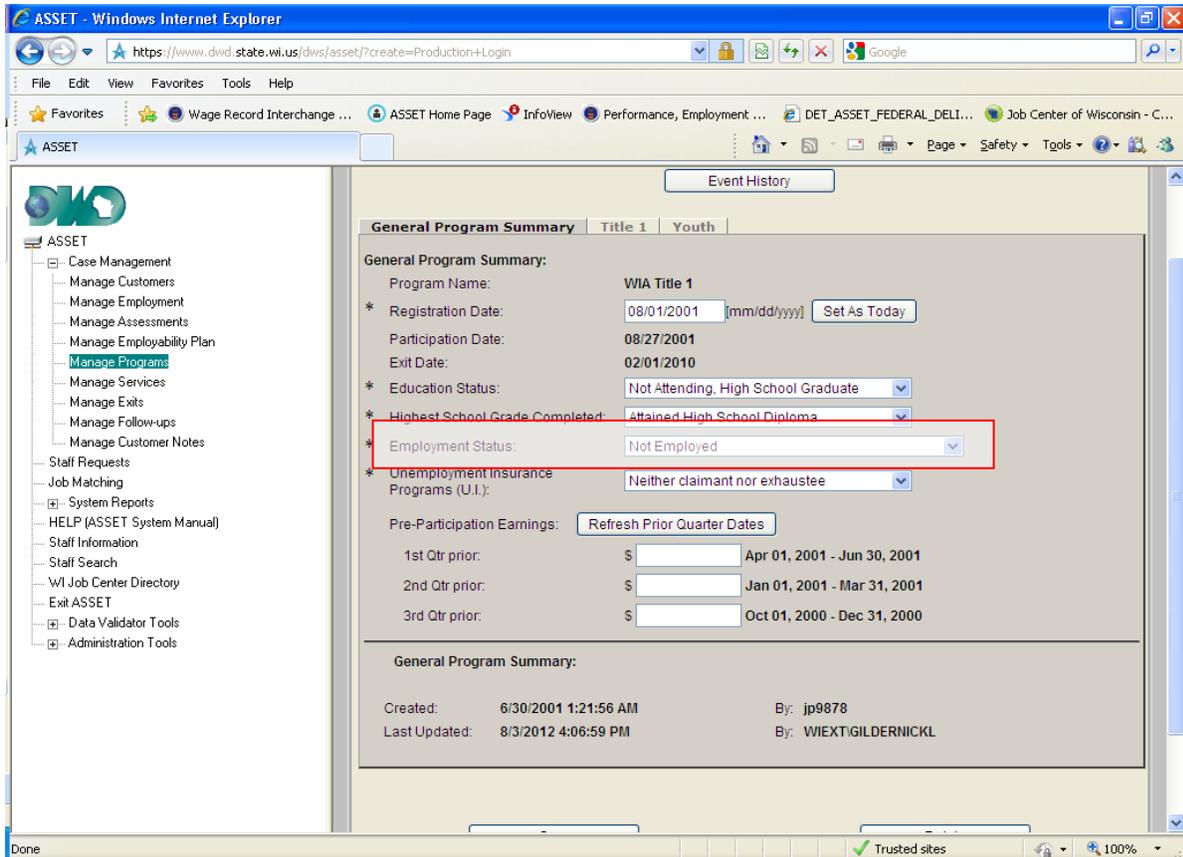
2. Exit date must be within date range

PY2013 Report Due Date	November 15, 2013	February 15, 2014	May 15, 2014	August 15, 2014
Entered Employment Rate	1/1/12 to 12/31/12	4/1/12 to 3/31/13	7/1/12 to 6/30/13	12/1/12 to 9/30/13

PY2014 Report Due Date	November 15, 2014	February 15, 2015	May 15, 2015	August 15, 2015
Entered Employment Rate	1/1/13 to 12/31/13	4/1/13 to 3/31/14	7/1/13 to 6/30/14	12/1/13 to 9/30/14

PY2015 Report Due Date	November 15, 2015	February 15, 2016	May 15, 2016	August 15, 2016
Entered Employment Rate	1/1/14 to 12/31/14	4/1/14 to 3/31/15	7/1/14 to 6/30/15	12/1/14 to 9/30/15

3. Must be "not employed" at date of participation  
Only those with Employment Status = Not employed will be counted in this measure.



## Why has someone failed (in the denominator but not in numerator)?

1. The participant must be employed in first quarter after exit quarter.

If, on the first quarter after exit tab shows either that the Supplemental Data Status is not necessary (because wages were found) or if the Supplemental Data Verification Status is Check or cancelled check, Employer record, or Income statement, then the participant would be considered employed and should be in the measure.

The screenshot shows the ASSET web application interface. The browser address bar displays the URL: <https://www.dwd.state.wi.us/dws/asset/?create=Production+Login>. The page title is "ASSET - Windows Internet Explorer".

The main content area is titled "First Quarter After Exit Quarter: 10/01/2000 - 12/31/2000" with an "Exit Date: 08/28/2000".

The interface includes a navigation menu on the left with the following items:

- ASSET
  - Case Management
    - Manage Customers
    - Manage Employment
    - Manage Assessments
    - Manage Employability Plan
    - Manage Programs
    - Manage Services
    - Manage Exits
    - Manage Follow-ups
    - Manage Customer Notes
  - Staff Requests
  - Job Matching
  - System Reports
  - HELP (ASSET System Manual)
  - Staff Information
  - Staff Search
  - WI Job Center Directory
  - Exit ASSET
  - Data Validator Tools
  - Administration Tools

The main content area contains the following sections:

- Youth Status:** Youth Placement/Retention: [Dropdown]
- Employment Status:** Was this person employed at any time during this quarter?  Yes  No
- Supplemental Data Status:** [Dropdown] (Highlighted with a red box, set to "Necessary")
- For Supplemental Federal Reporting:**
  - Total Wages Paid in Quarter from Supplemental Employment: \$ [Text] [#####]
  - Out of State Employment:  Yes  No
  - Self Employment:  Yes  No
  - Other Non-UI Covered Employment:  Yes  No
  - Supplemental Data Verification Status: [Dropdown] (Highlighted with a red box, set to "First Quarter")
- For Local Management Reporting:**
  - Employer: [Text]
  - Hourly Wage: \$ 0.00 [#####]
  - Average Hours per Week: 0 [Text]
  - Wage Verification Data: [Dropdown]
  - Job Title: [Text]
  - Occupational Category: [Dropdown]

## Employment Retention

*Of those who are employed in the first quarter after the exit quarter:*

# of Program area (Adult, DW or NEG) participants who are employed in both the second and third quarters after the exit quarter

---

# of Program area (Adult, DW or NEG) participants who exit during the quarter

### Why is someone not in the measure at all?

1. Common disqualifications (see page 23 for additional details):

Must have participation date

Must be in program - Program area (Adult, DW or NEG)

Must not have disqualifying other reason for exit (including valid SSN).

Must not have been deleted due to DOL or DRVS reject error.

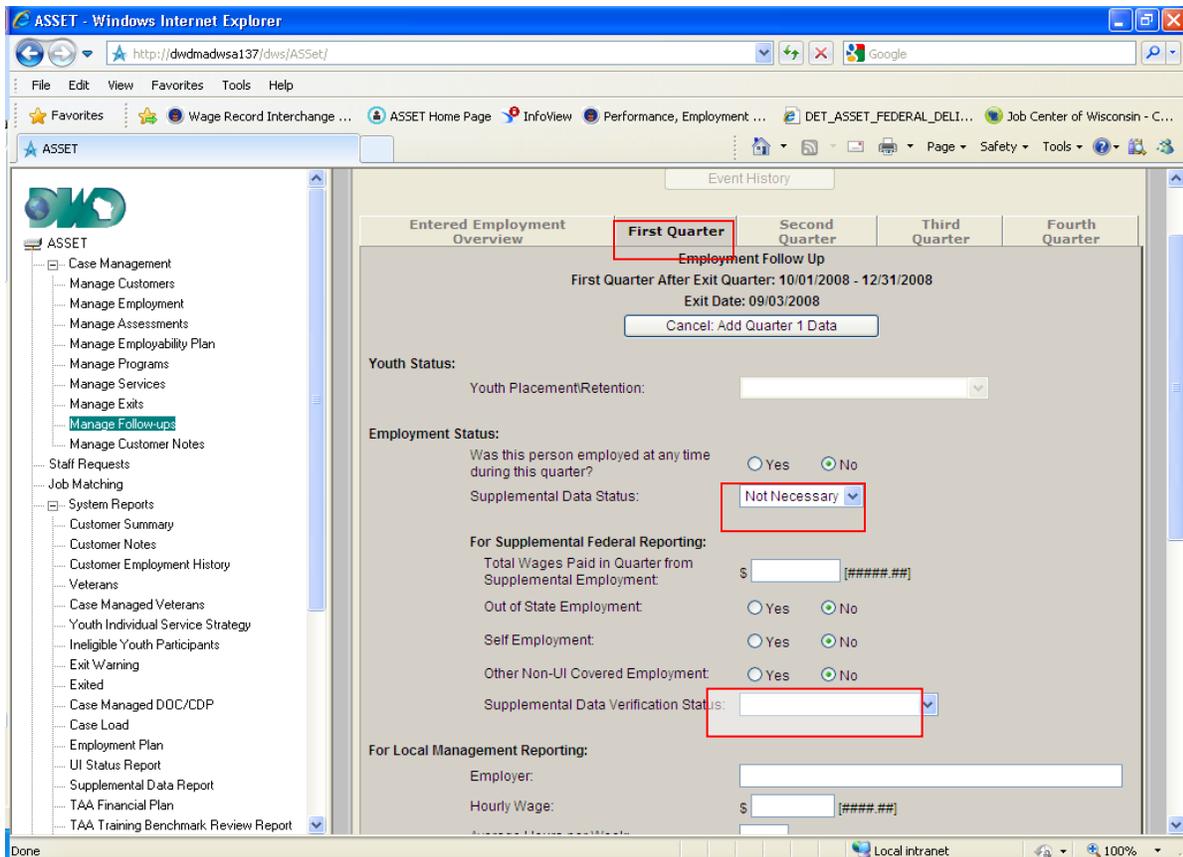
2. Exit date must be within date range

PY2013 Report Due Date	November 15, 2013	February 15, 2014	May 15, 2014	August 15, 2014
Employment Retention Rate	7/1/12 to 6/30/13	10/1/12 to 9/30/13	1/1/13 to 12/31/13	4/1/13 to 3/31/14

PY2014 Report Due Date	November 15, 2014	February 15, 2015	May 15, 2015	August 15, 2015
Employment Retention Rate	7/1/13 to 6/30/14	10/1/13 to 9/30/14	1/1/14 to 12/31/14	4/1/14 to 3/31/15

PY2015 Report Due Date	November 15, 2015	February 15, 2016	May 15, 2016	August 15, 2016
Employment Retention Rate	7/1/14 to 6/30/15	10/1/14 to 9/30/15	1/1/15 to 12/31/15	4/1/15 to 3/31/16

- The participant must be employed in the first quarter after exit. If, on the first quarter after exit tab shows either that the Supplemental Data Status is not necessary (because wages were found) or if the Supplemental Data Verification status is Check or cancelled check, Employer record, or Income statement, then the participant would be considered employed and should be in the measure.



## Why has someone failed (in the denominator but not in numerator)?

### 1. Must be employed in 2<sup>nd</sup> and 3<sup>rd</sup> quarter after exit.

If, on the second AND third quarters after exit tabs show either that the supplemental Data status is not necessary (because wages were found) or if the Supplemental Data Verification status is Check or cancelled check, Employer record, or Income statement, then the participant would be considered employed in both quarters and should be in the measure. If only one of these quarters shows employment or neither, they will not be in the numerator and therefore not a success.

The screenshot displays the ASSET web application interface. The browser window title is "ASSET - Windows Internet Explorer" and the address bar shows "http://dwdmadwsa137/dws/ASSET/". The main content area is titled "ASSET - Follow Up Status for Adult Test Dwyer (5210)". It features a navigation menu on the left with options like "Case Management", "Manage Customers", and "Manage Follow-ups". The main form has tabs for "Entered Employment Overview", "First Quarter", "Second Quarter", "Third Quarter", and "Fourth Quarter". The "Second Quarter" tab is selected and highlighted with a red box. Below the tabs, the form displays "Employment Follow Up" for the "Second Quarter After Exit Quarter: 01/01/2009 - 03/31/2009" with an "Exit Date: 09/03/2008". A "Cancel: Add Quarter 2 Data" button is visible. The form includes sections for "Youth Status", "Employment Status", and "For Supplemental Federal Reporting". The "Supplemental Data Status" dropdown is set to "Not Necessary" and is highlighted with a red box. Other fields include "Total Wages Paid in Quarter from Supplemental Employment" (with a currency symbol and a masked input field), "Out of State Employment", "Self Employment", "Other Non-UI Covered Employment", and "Supplemental Data Verification Status".

## Average Earnings

*Of those Program area (Adult, DW or NEG) participants who are employed in the first, second, and third quarters after the exit quarter:*

Total earnings in the second plus the total earnings  
in the third quarters after the exit quarter

---

# of Program area (Adult, DW or NEG) participants who exit during the quarter

## Why is someone not in the measure at all?

### 1. Common disqualifications (see page 23 for additional details):

Must have participation date

Must be in program - Program area (Adult, DW or NEG)

Must not have disqualifying other reason for exit (including valid SSN).

Must not have been deleted due to DOL or DRVS reject error.

### 2. Exit date must be within date range

PY2013 Report Due Date	November 15, 2013	February 15, 2014	May 15, 2014	August 15, 2014
Six Months Earnings Increase	7/1/12 to 6/30/13	10/1/12 to 9/30/13	1/1/13 to 12/31/13	4/1/13 to 3/31/14

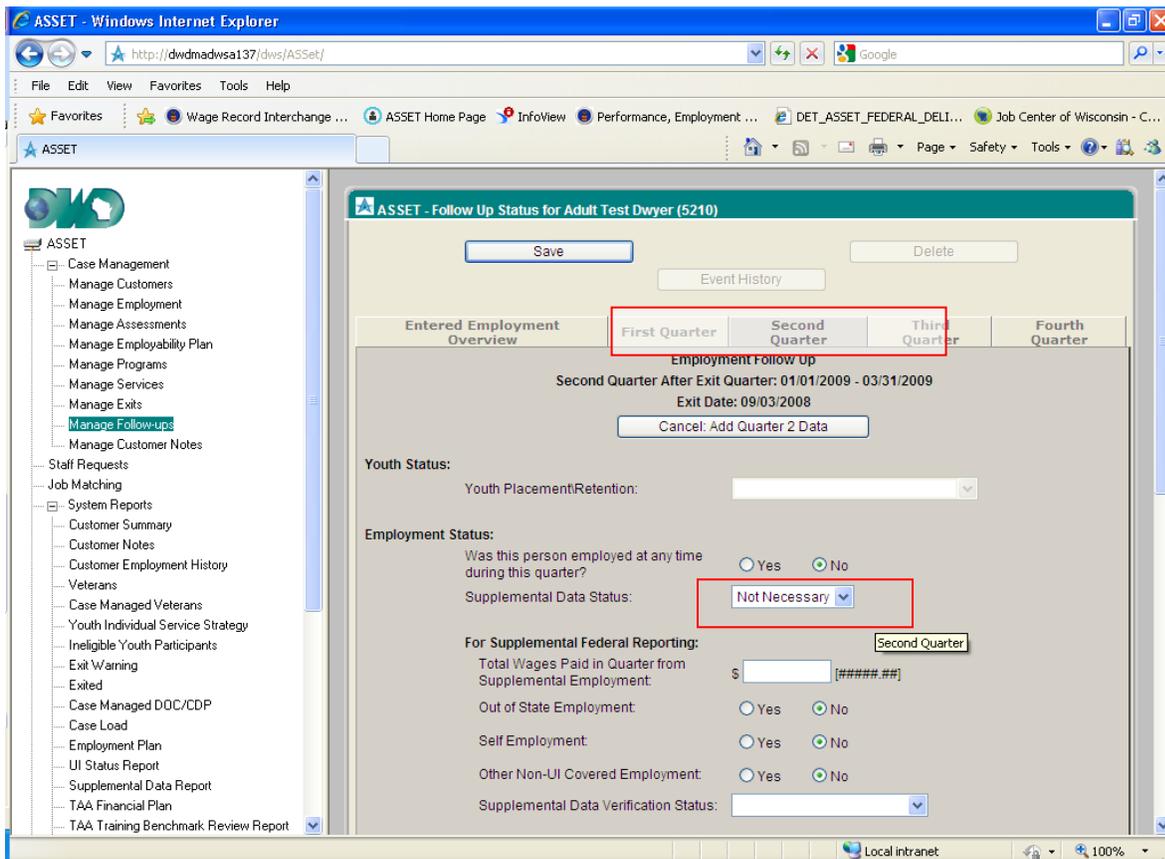
PY2014 Report Due Date	November 15, 2014	February 15, 2015	May 15, 2015	August 15, 2015
Six Months Earnings Increase	7/1/13 to 6/30/14	10/1/13 to 9/30/14	1/1/14 to 12/31/14	4/1/14 to 3/31/15

PY2015 Report Due Date	November 15, 2015	February 15, 2016	May 15, 2016	August 15, 2016
Six Months Earnings Increase	7/1/14 to 6/30/15	10/1/14 to 9/30/15	1/1/15 to 12/31/15	4/1/15 to 3/31/16

3. Must have wages in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters after exit.

If, on the first, second AND third quarters after exit tabs show that the Supplemental Data status is not necessary (because wages were found), then the participant would be considered employed in both quarters and should be in the measure.

If any of these quarters does not show employment, they will not be in the measure. For this measure there must be wages that are found on the UI system or WRIS wage file directly. Supplemental data is not considered here.



**Why has someone failed (in the denominator but not in numerator)?**

1. Failure would be not having the negotiated wage amount or more in wages 2<sup>nd</sup> and 3<sup>rd</sup> quarter after exit.

## Common Disqualifications

### Check reject error list

Each quarter when the WIASRD is submitted for performance measure calculations (to DRVS) and then to DOL, their programs give us a list of errors that cause individuals to be rejected. ITCS sends each WDB, this list of rejects. Each WDA has a time period to correct these errors before the final submission. After the final run for the quarter, these individuals are deleted from the WIASRD altogether. They can't show up on the official measures if they have been rejected from the submissions.

### Check in ASSET

#### Participant must be in program area

- All must have T1 participation date or NEG participation date

The screenshot shows the ASSET web application interface. The browser address bar displays the URL: <https://www.dwd.state.wi.us/dws/asset/?create=Production+Login>. The left sidebar contains a navigation menu with the following items: ASSET, Case Management, Manage Customers, Manage Employment, Manage Assessments, Manage Employability Plan, Manage Programs (highlighted), Manage Services, Manage Exits, Manage Follow-ups, Manage Customer Notes, Staff Requests, Job Matching, System Reports, HELP (ASSET System Manual), Staff Information, Staff Search, WI Job Center Directory, Exit ASSET, Data Validator Tools, and Administration Tools. The main content area displays the 'General Program Summary' for a participant named 'WIA Title 1'. The form includes the following fields:

- Program Name: WIA Title 1
- Registration Date: 08/01/2001
- Participation Date: 08/27/2001 (highlighted in red)
- Exit Date: 02/01/2010
- Education Status: Not Attending, High School Graduate
- Highest School Grade Completed: Attained High School Diploma
- Employment Status: Not Employed
- Unemployment Insurance Programs (U.I.): Neither claimant nor exhaustee

Below the form, there is a section for 'Pre-Participation Earnings' with a 'Refresh Prior Quarter Dates' button and three rows of data:

Quarter	Amount	Period
1st Qtr prior:	\$	Apr 01, 2001 - Jun 30, 2001
2nd Qtr prior:	\$	Jan 01, 2001 - Mar 31, 2001
3rd Qtr prior:	\$	Oct 01, 2000 - Dec 31, 2000

At the bottom of the form, there is a 'General Program Summary' section with the following information:

- Created: 6/30/2001 1:21:56 AM By: jp9878
- Last Updated: 8/3/2012 4:06:59 PM By: WIEXTGILDERNICKL

ASSET

- Case Management
  - Manage Customers
  - Manage Employment
  - Manage Assessments
  - Manage Employability Plan
  - Manage Programs**
  - Manage Services
  - Manage Exits
  - Manage Follow-ups
  - Manage Customer Notes
- Staff Requests
- Job Matching
- System Reports
- HELP (ASSET System Manual)
- Staff Information
- Staff Search
- WI Job Center Directory
- Exit ASSET

Event History

General Program Summary | Title 1 | **Dislocated Worker**

**Title 1 Dislocated Worker Program Information:**

\* Displaced Begin Date: 11/10/2013 [mm/dd/yyyy] Set As Today

Date of First Dislocated Worker Service:

Dislocated End Date: [mm/dd/yyyy] Set As Today

SRR Participation Date:

SRR Service Completed:  Yes  No  No Response

Employed at Completion of SRR Services:  Yes  No  No Response

**NEG Participation Date: 11/21/2013**

NEG Service Completed:  Yes  No  No Response

Employed at Completion of NEG Services:  Yes  No  No Response

Age at Dislocated Entry: 43

\* Displaced Homemaker:  Yes  No  No Response

\* Income Previous 6 Months: Not Low Income

\* Cash Public Assistance: No

\* FoodShare:  Yes  No  No Response

\* SSI/SSDI: No

\* Homeless:  Yes  No  No Response

\* Qualifying Employer (Name): ABC Company

\* Qualifying Dislocation Date: 10/31/2013 [mm/dd/yyyy]

\* Rapid Response Participation:  Yes  No  No Response

- o **definition of youth** – must have date of First Youth service

ASSET - Windows Internet Explorer

http://dwdmadwst123/dws/asset/default.aspx

ASSET

- Case Management
  - Manage Customers
  - Manage Employment
  - Manage Assessments
  - Manage Employability Plan
  - Manage Programs**
  - Manage Services
  - Manage Exits
  - Manage Follow-ups
  - Manage Customer Notes
- Staff Requests
- Job Matching
- System Reports
- HELP (ASSET System Manual)
- Staff Information
- Staff Search
- WI Job Center Directory
- Exit ASSET
- Posting Tools
- Data Validator Tools
- Administration Tools
- Tessa

ASSET - Program Details for awegaw agwe (72617)

Save | Event History | Delete

General Program Summary | Title 1 | **Youth**

**Title 1 Youth Program Information:**

\* Youth Begin Date: 07/09/2012 [mm/dd/yyyy] Set As Today

Date of First Youth Service: **07/16/2012**

Youth End Date: [mm/dd/yyyy] Set As Today

Age at Youth Entry: 15

Age at Date of First Youth Service: 15

\* Enrolled in Education:  Yes  No  No Response

\* Underemployed:  Yes  No  No Response

\* Basic Literacy Skills Deficient:  Yes  No  No Response

\* School Drop Out:  Yes  No  No Response

\* Runaway:  Yes  No  No Response

\* Pregnant or Parenting:  Yes  No  No Response

\* Offender:  Yes  No  No Response

\* Needs Additional Assistance: (Must meet WDA definition)  Yes  No  No Response

\* Disabled Youth: Unknown/undisclosed

\* Face Serious Barriers: (Must meet WDA definition)  Yes  No  No Response

\* One or More Grade Levels Behind:  Yes  No  No Response

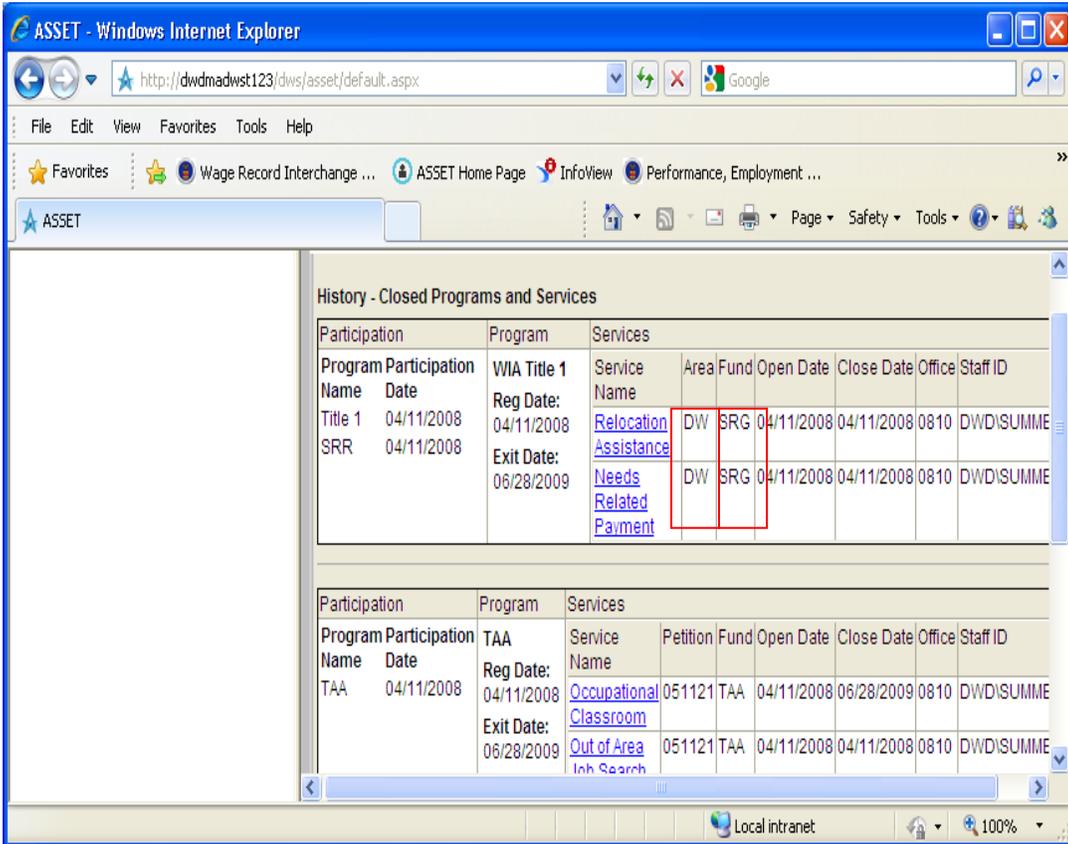
- definition of adult
  - Must have an adult service funded by any of these:
    - WIA Set-Aside Incumbent Worker
    - WIA Set-Aside Other
    - WIA Title 1B Adult
    - or ARRA

Program Area	Begin Date	End Date	Staff ID
Adult	10/06/2011		DWDWATERJE
Youth	05/14/2010		WIEXTMORIORDAN

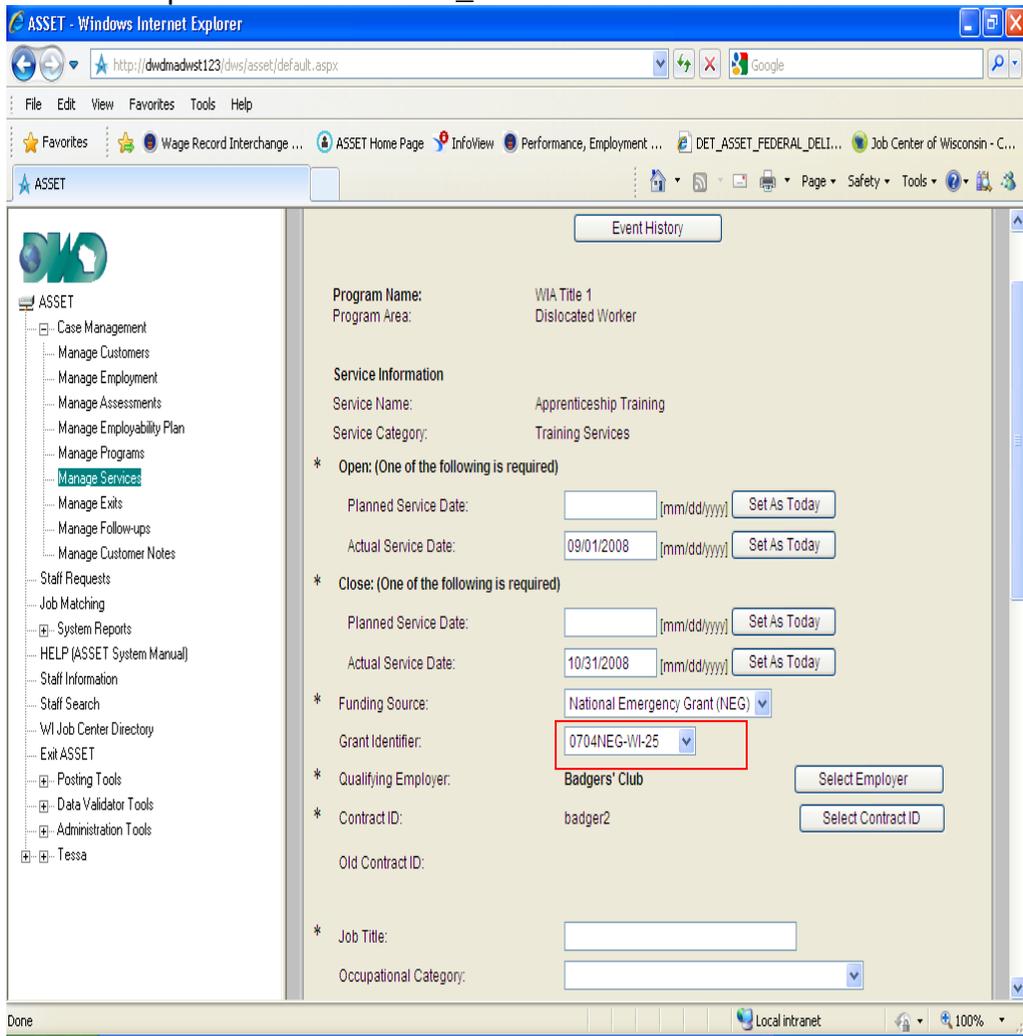
  

Service Name	Area	Fund	Open Date	Close Date	Office	Staff ID
<a href="#">Design Framework: Case Management</a>	YTH	WT1BY	08/06/2012		0810	WIEXTMORIORDAN
<a href="#">Job Search</a>	YTH	WT1BY	08/06/2012		0810	WIEXTMORIORDAN
<a href="#">Design Framework: Case Management</a>	YTH	WT1BY	07/19/2012	08/05/2012	0810	WIEXTSHERRI
<a href="#">Unsubsidized Employment</a>	YTH	WT1BY	07/19/2012	07/26/2012	0810	WIEXTSHERRI
<a href="#">Other Non WIA Program</a>	AD	OTHNW	01/02/2012	06/30/2012	0810	WIEXTKATHY163
<a href="#">Design Framework: Case Management</a>	YTH	WT1BY	12/01/2011	07/19/2012	0810	WIEXTSHERRI
<a href="#">Job Search</a>	YTH	WT1BY	12/01/2011	07/19/2012	0810	WIEXTSHERRI
<a href="#">One-Stop Orientation</a>	AD	WT1BA	10/06/2011	10/06/2011	0530	DWDWATERJE
<a href="#">Info on Assessment Services</a>	AD	WT1BA	10/06/2011	10/06/2011	0530	DWDWATERJE
<a href="#">Eligibility Screening</a>	AD	WT1BA	10/06/2011	10/06/2011	0530	DWDWATERJE
<a href="#">Info on Career Counseling Services</a>	AD	WT1BA	10/06/2011	10/06/2011	0530	DWDWATERJE
<a href="#">Occupational Skill Training</a>	YTH	WT1BY	08/01/2011	07/19/2012	0810	WIEXTSHERRI
<a href="#">Design Framework: Case Management</a>	YTH	WT1BY	07/01/2011	12/01/2011	0810	WIEXTSHERRI
<a href="#">Job Search</a>	YTH	WT1BY	07/01/2011	12/01/2011	0810	WIEXTSHERRI
<a href="#">Supportive Services</a>	YTH	WT1BY	07/01/2011	08/31/2011	0810	WIEXTSHERRI
<a href="#">Job Search</a>	YTH	WT1BY	03/10/2011	06/30/2011	0810	WIEXTJGAFFNEY
<a href="#">Design Framework: Case Management</a>	YTH	WT1BY	02/24/2011	06/30/2011	0810	WIEXTSHERRI
<a href="#">Design Framework: Assessment</a>	YTH	WT1BY	05/14/2010	03/16/2011	1412	
<a href="#">Adult Mentoring</a>	YTH	WT1BY	05/14/2010	03/16/2011	1412	
<a href="#">Design Framework: Individual Service Strategy</a>	YTH	WT1BY	05/14/2010	03/16/2011	1412	
<a href="#">Career Development</a>	YTH	WT1BY	05/14/2010	03/16/2011	1412	
<a href="#">Supportive Services</a>	YTH	WT1BY	05/14/2010	03/16/2011	1412	
<a href="#">Design Framework: Case Management</a>	YTH	WT1BY	05/14/2010	03/16/2011	1412	

- **definition of DW**
  - Must have an dislocated worker service funded by any of these:
    - Special Response Grant
    - WIA Set-Aside Dislocated Worker
    - WIA Set-Aside Other
    - WIA Dislocated Worker
    - ARRA



- **definition of NEG**
  - A participant with a service within the episode exists with an actual open date with GRNT\_ID contains 'NEG' or 'NED'



**exclusion reasons**

- list of exclusion reasons
  - Institutionalized
  - Health/Med
  - Deceased
  - Family Care
  - Reservists Called to Active Duty
  - Relocated to Mandated Residential Program (WIA Youth Only)
  - Not a valid SSN
- If either the exit screen or the follow up screens show one of the above values, the participant is excluded from all measures

ASSET - Windows Internet Explorer

http://dwdmadwsa137/dws/ASSET/

ASSET - Exit Details for AssetNJD Komaragiri (6236)

Save Event History Delete

**Episode Exit Information**

Program(s) Within Episode: TAA, WIA Title 3

\* Exit Date: 11/01/2009 [mm/dd/yyyy] Set As Today

Age at Exit: 34

Education Status at Exit is only intended for Title 1 Youth participation reporting only.

Education Status at Exit: [Dropdown]

Hourly Wage at Exit: \$ [Text]

Employed at Exit:

Exclusion Reason: [Dropdown]

\* Retired: [Text] [Response]

\* Recalled by Layoff Employer: [Text] [Response]

Created: 6/22/2011 11:12:20 AM By: Exit Processing

Last Updated: [Text] By: [Text]

Save Event History Delete

ASSET

- Case Management
- Manage Customers
- Manage Employment
- Manage Assessments
- Manage Employability Plan
- Manage Programs
- Manage Services
- Manage Exits
- Manage Follow-ups
- Manage Customer Notes
- Staff Requests
- Job Matching
- System Reports
- Customer Summary
- Customer Notes
- Customer Employment History
- Veterans
- Case Managed Veterans
- Youth Individual Service Strategy
- Ineligible Youth Participants
- Exit Warning
- Exited
- Case Managed DOC/CDP
- Case Load
- Employment Plan
- UI Status Report
- Supplemental Data Report
- TAA Financial Plan
- TAA Training Benchmark Review Report

ASSET - Windows Internet Explorer

http://dwdmadwsa137/dws/ASSET/

ASSET - Follow Up Status for AssetNJD Komaragiri (6236)

Save Event History Delete

Entered Employment Overview	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
<b>Employment Follow-up</b>				
Has this person entered Training-related employment during the first 4 quarters after exit?				
[Dropdown]				
Method Used to Determine Training-related Employment				
[Dropdown]				
Entered Non-Traditional Occupation during the first 4 quarters after exit				
<input type="radio"/> Yes <input checked="" type="radio"/> No				
Exclusion Reason: [Dropdown]				
* Retired: [Text] [Response]				
* Recalled by Layoff Employer: [Text] [Response]				
Created: [Text] By: [Text]				
Last Updated: [Text] By: [Text]				

Save Event History Delete

ASSET

- Case Management
- Manage Customers
- Manage Employment
- Manage Assessments
- Manage Employability Plan
- Manage Programs
- Manage Services
- Manage Exits
- Manage Follow-ups
- Manage Customer Notes
- Staff Requests
- Job Matching
- System Reports
- Customer Summary
- Customer Notes
- Customer Employment History
- Veterans
- Case Managed Veterans
- Youth Individual Service Strategy
- Ineligible Youth Participants
- Exit Warning
- Exited
- Case Managed DOC/CDP
- Case Load
- Employment Plan
- UI Status Report
- Supplemental Data Report
- TAA Financial Plan
- TAA Training Benchmark Review Report

- If the participant has a Social Security number that is not valid, the participant will be excluded from the measure.
  - The first three digits = 000, 666, or greater than 899
  - The middle two digits = 00
  - The last four digits = 0000
  - Is there a way for them to see SSN is pseudo?

**Check the report period:**

- For all measures except Lit/num, the exit period has to be within the date range.
- For Lit/num, it's based on the Date of Youth First Service and it's anniversary dates being within the date range