

**WIA TITLE 1B PROGRAMS,
TRADE ADJUSTMENT ASSISTANCE AND
NATIONAL EMERGENCY GRANT**

COMMON MEASURES

TECHNICAL ASSISTANCE GUIDE



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

July 2015

**Workforce Investment Act Title I-B, Trade Adjustment Assistance Act and
National Emergency Grant Performance Measures
Technical Assistance Guide**

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1. Background:

On July 22, 2014, the Workforce Innovation Opportunity Act (WIOA) was signed into law. It provided significant changes to the performance accountability system that will apply to all core programs within the act. This system shall be in effect beginning in program year 2016 (PY 16). WIOA in Section 503 provided guidance that employment training outcomes during program year 2015 (PY 15) will continue to utilize the performance accountability system from section 136 of the Workforce Investment Act of 1998. TEGL 30-14 provided guidance that the current Workforce Investment Act Standardized Record Data format will continue to be the report format submitted to the federal government through PY 2015 and until the new format is released. A new Wisconsin Technical Assistance Guide will be published after the WIOA final rules are published.

*****IMPORTANT WIOA TRANSITION NOTICE*****

This Technical Assistance Guide ONLY applies to WIA participants entering WIA Title I programs prior to July 1, 2015. Applicable Department of Labor TEGLs, Wisconsin WIOA interim policy memos and future Technical Assistance Guides will address participants that enter WIOA Title I programs on or after July 1, 2015. As of July 1st, 2015 more than 8,000 adult, dislocated worker and youth participants will continue to receive WIA services in Wisconsin. National Emergency Grant (NEG) participants who are receiving services on an active NEG will to continue to receive services until the completion of services or the specific grant.

Exceptions are:

Any individual that has a participation date after July 1st, 2015 and an exit date of September 30th, 2015 or earlier will be counted in some PY 2015 common measures as applicable. (Adult, Dislocated Worker Entered Employment, Youth Placement in Education or Employment and Youth Attainment of Degree or Certificate). Exclusions in Section 3 of this document still apply.

Any basic skills deficient, out of school youth participant that has a participation date of July 1st, 2015 or later and an exit date of June 30th, 2016 or earlier, will be counted in the Literacy Numeracy denominator at the appropriate point in PY 2015. Exclusions in Section 3 of this document still apply.

The common performance measures for the WIA Title 1B Adult, WIA Title 1B Dislocated Worker Program, the National Emergency Grants (NEG) and Trade Adjustment Assistance (TAA) Programs are:

1. Entered Employment Rate
2. Employment Retention Rate
3. Average 6 Month Earnings

WIA Title 1B Youth common performance measures are:

1. Placement in Employment and Education
2. Attainment of a Degree or Certificate
3. Literacy and Numeracy Gains

NOTE: Common Measures do not distinguish between older and younger youth.
Wisconsin has a common measure waiver from the U.S. Department of Labor.

Negotiated Levels of Performance

The Department of Workforce Development (DWD) successfully completed its Program Year (PY) 2015 performance negotiation process with the U.S. Department of Labor (U.S. DOL). The State’s negotiated targets for each of the performance measures for PY 2015 are in the table below. Trade Adjustment Assistance Act and National Emergency Grant programs do not negotiate performance targets with the Department of Labor. These programs have goals developed at the national level to meet the requirements of the Government Performance Results Act of 1993 and Modernization Act of 2010.

Wisconsin Adult Program	
Entered Employment	77.2%
Employment Retention	85.7%
Average 6 Month Earnings	\$11,600
Wisconsin Dislocated Worker Program	
Entered Employment	85%
Employment Retention	93%
Average 6 Month Earnings	\$16,200
Wisconsin Youth Program	
Placement in Employment or Education	71%
Attainment of Degree or Certificate	80%
Literacy Numeracy Gains	40%
GPRA TAA Goals	
Entered Employment	71.5%
Employment Retention	91.2%
Average 6 Month Earnings	\$20,149
GPRA NEG Goals	
Entered Employment	76.5%
Employment Retention	88.6%
Average 6 Month Earnings	\$19,321

2. Definitions.

Note: Additional definitions specific to the measure are located in the measures section.

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).

Design Framework: A set of activities that give a local youth program structure and establish coordination among case managers and service providers charged with serving youth. Design framework includes three activities: (1) Registration/Intake, (2) Objective Assessment, and (3) Individual Service Strategy (ISS) development.

Exit: The term “program exit” means a participant does not receive 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 date of service. Planned Gaps in Service will delay the exit date and is considered a service. See Policy Update 06-08, Planned Gap in Service Policy for information regarding planned gaps in services.

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.

Exit Quarter: Represents the program year quarter in which the date of exit is recorded for the individual.

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, 2015, the first quarter after exit begins on October 1, 2015.

Informational Activities: include both self-services and staff-assisted core services that are designed to inform and educate a participant about the labor market and to enable a participant to identify his or her individual employment strengths, weaknesses, and the range of services appropriate for the individual. The exceptions are core services that require significant staff involvement. (See the definition of Significant Staff Involvement).

Last Expected Service: Occurs when the participant completes the activities outlined in their Individual Service Strategy (ISS) or service plan and there are no additional services expected other than supportive or follow-up services. Last expected service may also occur in situations where the participant voluntarily or involuntarily discontinues their participation in services outlined in the ISS or service plan.

Participant: See Section 10 of this guide for services that trigger participation.

Adult/DW: 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.

Youth: An individual who has been determined eligible to participate in the WIA Title 1 Youth Program and has received a program element funded by the WIA Title 1B Youth Program at a physical location (e.g., a Job Center, school, local youth club 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, core, intensive, support or training service funded by the WIA Title 1 Adult or Dislocated Worker Program.

Point of Participation for Inclusion in Performance Measures:

Adult/Dislocated Worker/TAA/NEG:

Following a determination of eligibility (if required), participation in a program commences when the individual begins receiving a service funded by the program. This phrase has the same meaning as the “date of participation” used in some of the measures. If the participant receives services from multiple programs, then states and grantees may use the earliest date of service as the “date of participation” when reporting on the measures in each program.

An individual who is either awaiting a determination of eligibility, or who has been determined to be eligible for the WIA Title 1 Adult/Dislocated Worker 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/Dislocated Worker 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 or Dislocated Worker performance measures.

A dislocated worker who has been determined eligible for NEG-funded services and has received a staff-assisted service or better, funded by a NEG is a participant and will be counted in the NEG performance measures.

An individual who has been determined eligible for TAA services and has received a TAA-funded service (see Section 10 for TAA participant triggering services) is a participant and will be counted in the TAA performance measures.

Youth Program:

An individual who has been determined eligible to participate in the WIA Title 1B Youth Program and has received a WIA Youth-funded program element is a participant and will be counted in the WIA Title 1B Youth Common Measures. See Section 10 for Youth Program elements.

An individual who only receives design framework activities, e.g. intake/registration, objective assessment, and ISS development will not be counted in the WIA Title 1B Youth Common Measures. Design Framework Services are: 801: Design Framework: Assessment; 802: Design Framework: Case Management; 803: Design Framework: Individual Service Strategy

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 the U.S. DOL as a “self-service only participant” on ETA Form 9090 Quarterly report and ETA Form 9091 Annual reports. This individual will not be counted in the WIA Title 1 Youth Common 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 service (i.e., staff-assisted or youth program element) is provided. The participation date may be different from the “date of first youth service” which is used to establish the baseline for the All Youth Literacy/Numeracy measure.

Program Elements: The services that are provided to youth participants following a determination of eligibility. Once the youth receives a program element they are included in Common/Performance Measures.

Quarter: Federal WIA/WIOA program quarters and TAA Federal Fiscal Quarters are defined below:

WIOA/WIA Program Year 15

Quarter	Begin Date	End Date
1 st Quarter	July 1, 2015	September 30, 2015
2 nd Quarter	October 1, 2015	December 31, 2015
3 rd Quarter	January 1, 2016	March 31, 2016
4 th Quarter	April 1, 2016	June 30, 2016

TAA Federal Fiscal Year 2016

Quarter	Begin Date	End Date
1 nd Quarter	October 1, 2015	December 31, 2015
2 nd Quarter	January 1, 2016	March 31, 2016
3 th Quarter	April 1, 2016	June 30, 2016
4 th Quarter	July 1, 2016	September 30, 2016

Registrant:

Adult/DW/NEG/TAA: An individual who is in the process of being determined eligible for the WIA Title 1 Adult, Dislocated Worker or Trade Adjustment Assistance Program.

Youth: An individual who is in the process of providing information to determine eligibility for the WIA Title 1 Youth Program.

Staff-Assisted Service: Any service listed in the "Core Services Staff-Assisted" menu in ASSET. See Section 10 of this guide for a list of services.

Staff-Assisted Service or Better: Any Adult/Dislocated Worker/NEG Core Staff Assisted, Intensive, Support and Training Services.

Self-Service and Informational Activities: According to §666.140(a) (2), self-service and informational activities are those core services that are made available and accessible to the general public; that are designed to inform and educate individuals about the labor market, their employment strengths and weaknesses, and the range of services appropriate to their situation; and that do not require significant staff involvement with the individual in terms of resources or time.

Significant staff involvement: any assistance provided by staff beyond informational activities regardless of the length of time involved in providing such assistance. Significant staff involvement includes a staff member's assessment of a participant's skills, education, or career objectives in order to achieve any of the following:

- Assist participants in deciding on appropriate next steps in the search for employment, training, and related services, including job referral;
- Assist participants in assessing their personal barriers to employment; or
- Assist participants in accessing other related services necessary to enhance their employability and individual employment related needs.

WIA Dislocated Worker: A dislocated worker is an individual who meets any one of the following criteria:

1. has been terminated or laid off, or who has received a notice of termination or layoff from employment, and:
 - a. is eligible for or has exhausted entitlement to unemployment compensation; or

- b. has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law; and
 - c. is unlikely to return to a previous industry or occupation;
- 2. has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
- 3. is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive services other than training services, intensive services or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
- 4. was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- 5. Is a displaced homemaker. A “displaced homemaker” is an individual who has been providing unpaid services to family members in the home and who:
 - a. has been dependent on the income of another family member but is no longer supported by that income; and
 - b. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

3. Exclusions

Exclusions are exceptional circumstances, in which the Department of Labor has deemed it appropriate to waive a participant's inclusion in performance measures. This guide explains what these exclusions are and how to report them in ASSET.

Adult/DW/TAA/NEG:

Participants who are **institutionalized, deceased, reservists called to active duty, have an invalid or missing social security number** 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 health/medical or family care 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 2nd quarter follow-up, you learn that John has died and report the exclusion. He will be excluded from all measures beginning in the 2nd quarter after exit.

Youth:

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

For example, Jimmie Jones exits the WIA youth program and is employed in the 1st quarter after exit. He will be counted in the Youth Placement in Employment and Education measure. Jimmie had not attained his high school diploma at exit, but was planning to take the HSED tests by the end of the 2nd quarter after exit. During 3rd quarter follow up, you learn that Jimmie was incarcerated in the 2nd quarter after exit and never took the tests. He will be excluded from the Youth Attainment of a Degree or Certificate and the Youth Placement in Employment and Education measures. In addition, he will be removed from all other applicable performance measures (i.e., youth, adult or dislocated worker).

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

1. Manage Program Exits.
2. Create Planned Program Exit.
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.
2. Select Entered Employment Overview.
3. 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 removed from the performance measures. 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. Case managers may consider placing the participant in a planned gap in service in lieu of exiting the individual if the reservist is likely to return to the program within 360 days.*

4. Supplementary Sources

Adult and Dislocated Worker Measures:

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 also checks 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 contacts the Wisconsin Department of Military Affairs to verify Dislocated Worker participants 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.

An Adult/Dislocated Worker 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 April 2008 to provide further background on the application of supplemental employment data to performance measures.

Youth Measures:

A participant whose employment is determined by supplemental employment data is added to the Youth Placement in Employment and Education Numerator. Employment is not a factor in the other two Youth Common measures.

5. Adult/Dislocated Worker/NEG/TAA Measures

Entered Employment

What is this Measure?

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

of participants who are employed in the first quarter after the exit quarter

DIVIDED BY

of participants who exit during the qtr.

Who is Included in this Measure?

- Individuals who were not employed at participation.
- Individuals who, although employed at the date of participation, have either received a notice of termination of employment or whose employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or who are transitioning service members are considered not employed at the date of participation and are included in the performance measure.

Who is Excluded from this Measure?

- Participants who were employed at participation.
- Participants who have a documented exclusion at exit.
- Participants 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. If the participant's exit date falls within the timelines below, the participant will be included in the measure's Rolling 4 Quarter calculation.

Quarter 1 PY 2015	Quarter 2 PY 2015	Quarter 3 PY 2015	Quarter 4 PY 2015
1/1/2014 to 12/31/2014	4/1/2014 to 3/31/2015	7/1/2014 to 6/30/2015	10/1/2014 to 9/30/2015

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/Dislocated Worker/TAA tab.
3. Manage Services
 - a. Report a staff-assisted service or better with an actual start date.
 - b. Report WIA Title 1 Adult/Dislocated Worker/TAA 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:

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

Employment Retention

What is this Measure?

Of those who are employed in the first quarter after the exit quarter.

of participants who are employed in both the second and third qtrs. after the exit qtr.

DIVIDED BY

of participants who exit during the quarter

Who is Included in this Measure?

- Participants who exit the WIA Adult/Dislocated Worker program **and** are employed in the first quarter after exit.
- This includes participants who were employed at participation,
- Participants whose employment in the first quarter after exit was determined by the presence of supplemental employment data.

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?

Employment Retention 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. If the participant's exit date falls within the timelines below, the participant will be included in the measure's Rolling 4 Quarter calculation.

Quarter 1 PY 2015	Quarter 2 PY 2015	Quarter 3 PY 2015	Quarter 4 PY 2015
7/1/2013 to 6/30/2014	10/1/2013 to 9/30/2014	1/1/2014 to 12/31/2014	4/1/2014 to 3/31/2015

Critical ASSET Fields:

1. Manage Programs:
 - a. Complete Title 1 Adult/Dislocated Worker tab.
2. Manage Services:
 - a. Report a staff-assisted service or better with an actual start date.
 - b. Report WIA Title 1 Adult/Dislocated Worker 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 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:

Criteria:	Calculation:
Employed in Q1:	150
Retained in Q2:	140
Retained in Q3:	125 (numerator)
Exclusions in Q2 and/or Q3: 6	150 - 6 = 144 (denominator)
Employment Retention Rate	<u>125</u> 144 = 86.8%

Average 6 Months Earnings

What is this Measure?

Of those who are employed in the first, second, and third quarter after the exit quarter

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

DIVIDED BY

of participants who exit during the qtr.

Who is Included in this Measure?

- Participants 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?

- Participants who are not employed in the first quarter after exit.
- Participants who have a documented exclusion at exit.
- Participants who have a documented exclusion in the first, second or third quarter after exit.
- Participants 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. If the participant's exit date falls within the timelines below, the participant will be included in the measure's Rolling 4 Quarter calculation.

Quarter 1 PY 2015	Quarter 2 PY 2015	Quarter 3 PY 2015	Quarter 4 PY 2015
7/1/2013 to 6/30/2014	10/1/2013 to 9/30/2014	1/1/2014 to 12/31/2014	4/1/2014 to 3/31/2015

Critical ASSET Fields:

1. Manage Programs:
 - a. Complete Title 1 Adult/Dislocated Worker 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 2nd and/or 3rd quarter employment is determined as a result of supplemental employment data. Supplemental data is not used in calculating wage performance. However, it may be useful locally and is encouraged to be entered when available.

- 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:

Criteria:	Calculation:
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	\$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

6. Youth Program Measures

Placement in Employment or Education

What is this Measure?

Of those who are not in post-secondary education or employment (including the military) at the date of participation:

of participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first qtr. after the exit qtr.

DIVIDED BY

of participants who exit during the qtr.

Who is Included in this Measure?

- Youth participants who are not in post-secondary education, employment or the military at the date of participation/first service; and
- Youth participants who remain in secondary school at exit.

Who is Excluded from this Measure?

- Youth participants who are in post-secondary education, employment or the military at the date of participation/date of first youth service.
- Youth participants who have a documented exclusion at exit.
- Youth participants who have a documented exclusion in the first, second or third quarter after exit.

What Definitions Apply to this Measure?

Advanced Training/Occupational Skills Training – An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should:

- Be outcome-oriented and focused on a long-term goal as specified in the Individual Service Strategy;
- Coincide with exit rather than short-term training that is part of services received while enrolled in U.S. DOL, ETA-funded youth programs; and
- Result in attainment of a certificate.

Employed at the Date of Participation/Date of First Youth Service – An individual employed at the date of participation/first service is one who:

- Did any work at all as a paid employee on the date of participation/first service occurs (except the individual is not considered employed if: a) they have 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 they are a transitioning service member.
- Did any work at all in their 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 they were 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.

Employed in the Quarter After the Exit Quarter – The individual is considered employed in a quarter after the exit if wage records for that quarter show earnings greater than zero. When supplemental data sources are used, individuals should be counted as employed if, in the calendar quarter of measurement after the exit quarter, they did any work at all as a paid employee (i.e., received at least some earnings), worked in their own business, profession, or worked on their own farm.

Employed in the Second or Third Quarter After the Exit Quarter – The individual is considered employed if wage records for the second and third quarter after exit show earnings greater than zero. Wage records will be the primary data source for tracking employment in the quarter after exit.

When supplemental data sources are used, individuals should be counted as employed, if, in the second or third calendar quarter after exit, they did any work at all as paid employees, worked in their own business, profession, or worked on their own farm.

Military Status at the Date of Participation/Date of First Youth Service – An individual is in the military at the date of participation if:

- They currently are serving on active military duty and have not been provided with a date of separation from military service, or
- They are a member of the National Guard or one of the Military Reserves and are currently serving in a mobilized (i.e., active military duty) status.

Post-Secondary Education – A program at an accredited degree-granting institution that leads to an academic degree. Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education. They may be able to count as placement in “advanced training/occupational skills training.”

Not Employed at the Date of Participation – An individual is also considered not employed at the date of participation when they (a) did no work at all as a paid employee on the date participation occurs, (b) has received a notice of termination or employment or the employer has issued a WARN or other notice that the facility or enterprise will close, or (c) is a transitioning service member.

Secondary School – High school or an alternative school from which the participant would expect to receive a High School Diploma, High School Equivalency Diploma or other recognized equivalent.

When is this Measured?

This is an EXIT measure. It is measured in the first quarter after exit. If the participant's exit date falls within the timelines below, the participant will be included in the measure's Rolling 4 Quarter calculation.

Quarter 1 PY 2015	Quarter 2 PY 2015	Quarter 3 PY 2015	Quarter 4 PY 2015
1/1/2014 to 12/31/2014	4/1/2014 to 3/31/2015	7/1/2014 to 6/30/2015	10/1/2014 to 9/30/2015

Critical ASSET Fields:

1. Manage Programs, General Program Summary tab.
 - a. Report education status.
 - b. Report employment status (military service is employment).
2. Manage Exits.
 - a. Report exclusion reason, if applicable; and
 - b. Education status at exit.
3. Manage Follow-Ups, Follow-Up Status, Entered Employment Overview tab.
 - a. Report exclusion reason, if applicable.
4. Manage Follow-Ups, Follow-Up Status, First Quarter tab.
 - a. Report Youth Status: Youth Placement/Retention, if known.
 - b. Report supplemental employment status, if available and verified by case manager.

Note: Case managers sometimes lose contact with participants after exit and may be unable to determine the youth’s placement/retention status. If a youth has reported earnings in the UI wage record, or verified supplemental employment data, the youth will be added to the numerator.

Example:

A local WDB has:

Criteria:	Calculation:
Exit in the Performance Period:	195
Not employed, in PSE, employment or the military at date of participation:	190
Exclusion Reported: 14	$190 - 14 = 176$ (denominator)
In employment, PSE, Adv. Training or Military in 1 st Quarter after Exit:	92 (numerator)
Placement in Employment or Education Rate:	$\frac{92}{176} = 52.3\%$

Attainment of Degree or Certificate

What is this Measure?

Of those enrolled in education (at the date of participation or at any point during the program):

of participants who attain a diploma, GED, or certificate by the end of the third qtr. after the exit qtr.

DIVIDED BY

of participants who exit during a qtr.

Who is Included in this Measure?

- Youth who are enrolled in education, either on the date of participation/ date of first youth service or at any point during program participation; and
- Youth who remain in secondary school at exit.

Who is Excluded from this Measure?

- Youth who are not enrolled in education at the date of participation or at any point during the program
- Youth who have a documented exclusion at exit.
- Youth who have a documented exclusion in the first, second or third quarters after exit.

What Definitions Apply to this Measure?

Certificate or Post-Secondary Degree/Diploma – 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: Certificate Requirements and Policy.

http://dwd.wisconsin.gov/dwdwia/PDF/policy_update0607.pdf

Secondary School Diplomas: Any document that the Wisconsin Department of Public Instruction recognizes as a high school diploma.

GED/High School Equivalency Diploma – Any document that the Wisconsin Department of Public Instruction recognizes as the equivalent to a High School Diploma.

Enrolled in Education – The youth is attending secondary school, post-secondary school, adult education programs, or any other organized program of study leading to a degree or certificate. This may include alternative school, college or is enrolled in a qualified apprenticeship program (including Youth Apprenticeship). If the youth is co-enrolled in the Adult or Dislocated Worker program, any reported training service funded by either the Adult or Dislocated Worker funding stream must also be reported as “enrolled in education” for this measure.

When is this Measured?

This is an EXIT measure. It is measured in the third quarter after exit. For example, if a participant exits any time from July 1, 2012 – September 30, 2012, the third quarter after exit is April 1, 2013 – June 30, 2013. If the participant's exit date falls within the timelines below, the participant will be included in the measure's Rolling 4 Quarter calculation.

Quarter 1 PY 2015	Quarter 2 PY 2015	Quarter 3 PY 2015	Quarter 4 PY 2015
1/1/2014 to 12/31/2014	4/1/2014 to 3/31/2015	7/1/2014 to 6/30/2015	10/1/2014 to 9/30/2015

Critical ASSET Fields:

1. Manage Programs:
 - a. Youth Program Tab.
 - b. Report “Enrolled in Education”.

Note: Enrolled in Education must be reported as “Yes” for participant to be counted in performance. If the youth enrolls in education after program participation begins, please remember to go back to the Youth Program Tab and change this field from “No” to “Yes”.

2. Manage Program Exits.
 - a. Report exit date.
 - b. Report exclusion reason, if applicable.
3. 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. That program element’s fund source must be identified as “WIA Title 1B Youth”.

4. Manage Follow-Ups, Follow-Up Credential
 - a. Report the credential or certificate attained.
 - b. Report the date the credential was attained. Credentials must have a date less than 3 quarters from the end of the quarter of exit.
5. Manage Follow-Ups, 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:

A local WDB has:

Criteria:	Calculation:
Exit in the Program Year:	150
Enrolled in Education either at date of participation or during program participation:	144
Exclusion Reported: 14	$144 - 14 = 130$ (denominator)
Attained Degree or Certificate: (w/i 3qtr of exit)	128 (numerator)
Attained Degree or Certificate Rate:	$\frac{128}{130} = 98.5\%$

Literacy Numeracy Gains

What is this Measure?

Of those out-of-school youth who are basic skills deficient:

of participants who increase one or more education functioning levels

DIVIDED BY

of participations that have completed a year in the youth program (i.e., one year from the date of first youth program service) plus the # of participants who exit before completing a year in the youth program.

Who is Included in this Measure?

Out-of-school, basic skills deficient youth ages 14 – 21 who:

- Have a date of first youth service on or after July 1, 2005.
- Have taken one of the required assessment tools and have been found to be basic skills deficient.
- Exit the program before they have completed one full year in the program.
- Have completed a year (from the date of first youth service) in the program.
- Have completed a second or subsequent full year in the youth program.
- Continue to be basic skills deficient after post-tests have been administered.

What Are the Testing Requirements?

The TABE is cited above because all WDBs have reported that this is the preferred test for assessing basic skills deficiency for youth. The only tests that are used to determine basic skills deficiency are the TABE Reading test and the TABE Total Math (i.e., the average score for the Applied Math and Math Computation tests). Local Areas may administer other TABE tests to determine the full extent of the youth's deficiencies, but only the tests referenced above are to be recorded in the designated fields in ASSET.

All other test results should be recorded in the section labeled "Test Scores – Occupational/Educational".

If another test is used, it must be one of the tests that are prescribed by State WIA Policy Update 10-03. Alternative tests may be used only if the youth cannot be properly assessed with the DOL-approved tools and needs an accommodation under the Americans with Disabilities Act.

If you pretest with the TABE 9, you must post test with the TABE 10. You should use the test form (Levels E – A) that is most likely to assess the extent of the youth's progress.

Please note that according to McGraw-Hill representatives, the TABE Survey test series have a 70% accuracy rate for determining a youth's reading and math skills. U.S. DOL and DWD strongly encourage local boards to use the TABE Complete Battery test series when assessing an out-of-school youth for basic skills proficiency.

Once a youth attains proficiency in reading and math, no further post testing is required during that program episode. The measure requires that the youth achieve proficiency. However, if a youth exits and then re-enrolls in the youth program, you must reassess the youth for basic skills proficiency. If the youth again tests at grade 8.9 or below in reading and/or math, the youth is basic skills deficient and will be counted in the performance measure again until proficiency in reading and math are regained.

Who is Excluded from this Measure?

- Youth who are in school on the date of first service (in-school youth);
- Youth in design framework activities only;
- Out-of-school youth who are not basic skills deficient;
- Youth who have a documented exclusion at exit;
- Youth who have a documented exclusion in the first, second or third quarters after exit;
- Youth who exit WIA prior to completing a second or subsequent full year of participation;
- Youth who remain in the program for more than three consecutive years; and
- Youth who achieve proficiency (reading and math at grade 9.0 and above) during program participation.

What Definitions Apply to this Measure?

Assessment Tool – Tests that can be used to assess basic skills deficiency are prescribed by State WIA Policy Update 10-03. No other tests are permitted, unless the youth has a disability and cannot be properly assessed using these tools (see discussion on youth with disabilities below). Pre- and post-tests must be administered using the same testing instrument.

Basic Skills Deficient – The individual computes or solves problems, reads, writes or speaks English at or below the 8th grade level (i.e., grade level 8.9 and below).

Date of First Youth Service – The date the youth begins receiving the first WIA-funded program element.

Educational Gain – At post-test, the participant completes or advances one or more educational functioning levels from the starting level measured on entry into the program (pre-test). In this measure, a youth need only advance in one area of deficiency to be counted in the numerator, even though the youth may have multiple basic skills deficiencies as defined above.

Out-of-School Youth – An eligible youth who is a school dropout, or enrolled in post-secondary education (i.e., college) and basic skills deficient, or has received a secondary school diploma or its equivalent, and is basic skills deficient. See the below chart to determine if the youth is In-School or Out-of-School.

School Status at Participation	Basic Lit. Skills Deficient	Result
Attending Alternative School	Doesn't Matter	In School
Attending High School or Less	Doesn't Matter	In School
Attending Post High School	Yes	Out of School
Attending Post High School	No	In School
Not Attending, Dropout	Doesn't Matter	Out of School
Not Attending, High School Grad.	Doesn't Matter	Out of School

Information derived from TEGL 4-13, Attachment B, August 28, 2013.

Note: The out-of-school youth determination is made on the date of first WIA-funded youth service. Once reported as an out-of-school youth, the youth will be counted in this measure until he/she is no longer basic skills deficient or until the youth has completed three (3) consecutive years in the youth program without exiting. If the youth returns to school at any time during the program episode, this will not remove the participant from this measure.

Post-test – A test administered to a participant at regular intervals during program participation.

Pre-test – A test administered to a participant no greater than 6 months prior to, or within 60 days after, the date of first youth service.

Testing Interval – Participants must be post-tested at least once by the end of each year following the individual’s date of first youth service until the youth is no longer basic skills deficient. There is no minimum test interval, but post-testing should only be done after instructional activity has occurred.

What Are the Educational Functioning Levels?

The U.S. Department of Education has established educational functioning levels for each approved assessment tool. The educational functioning levels can be found at the following website: <http://www.nrsweb.org/pubs/>

If you use the Test for Adult Basic Education (TABE) assessment tool, the following chart is an example of the Educational Functioning Level sequence.

Educational Functioning Level	TABE (9-10) Scale Scores	Grade Level
Beginning ABE Literacy	Reading: 367 and below; Total Math: 313 and below	0 – 1.9
Beginning Basic Education	Reading: 368-460 Total Math: 314-441	2 – 3.9
Low Intermediate Basic Education	Reading: 461-517 Total Math: 442-505	4– 5.9
High Intermediate Basic Education	Reading: 518-566 Total Math: 506-565	6 – 8.9
Low Adult Secondary Education	Reading: 567-595 Total Math: 566-594	9 – 10.9
High Adult Secondary Education	Reading: 596 and above Total Math: 595 and above	11 – 12

The below chart translates the Education Functioning Level to DOL ETA's WIASRD numeric value. The PMET report, see Section 9 of this document, uses the WIASRD value

to indicate EFL.

New EFL	ABE	ESL	Basic Skill Deficient
1		Beginning ESL Literacy	Basic Skill Deficient
2		Low Beginning ESL	
3	Beginning ABE Literacy	High Beginning ESL	
4	Beginning Basic Education	Low Intermediate ESL	
5	Low Intermediate Basic Education	High Intermediate ESL	
6	High Intermediate Basic Education	Advanced ESL	
7	Low Adult Secondary Education	Exit ESL	Not Basic Skill Deficient
8	High Adult Secondary Education		

The youth needs to advance to the next educational functioning level to get into the measure's numerator. So, if the youth has a pre-test score of 367 (grade level 1.9, EFL 3) for reading, they must achieve a post-test score between 368 and 460 (EFL 4) in order to succeed in the measure. Likewise, if the youth's pre-test total math score is 505 (grade level 5.9, EFL 5), they must achieve a post-test score between 506 and 565 (EFL 6) to succeed in the measure. During each year in the program (up to a maximum of three years), the youth must achieve a test score within the next educational functioning level TABE test range to continue succeeding in the measure.

A gain in reading, math, or both during each year of continued youth program participation is sufficient to achieve a positive outcome for that particular program year. If a participant is in the Literacy Numeracy measure for multiple areas a gain in only one area is required. A gain must be made by 1 or more Educational Function Levels. Once the youth reaches the Low Adult Secondary Education Level for both reading and math, they will no longer be considered basic skills deficient is not required to continue take post-tests to make educational functioning level gains.

How Does this Measure Apply to Youth with Disabilities?

Youth with disabilities must be provided with reasonable accommodations. A reasonable accommodation involves "modifications or adjustments, made on a case-by-case basis, that enable a qualified individual with a disability...to receive aid, benefits, services or training equal to that provided to qualified individuals without disabilities." Please refer to DET/BWT WIA Policy Update 10-03 for further guidance on testing youth with disabilities.

When is this Measured?

This is measured DURING program participation at one-year intervals. Post-testing must occur within one year from the date of first youth service for the 1st year. If the participant's anniversary date falls within the timelines below, the participant will be included in the measure's Rolling 4 Quarter calculation.

Quarter 1 PY 2015	Quarter 2 PY 2015	Quarter 3 PY 2015	Quarter 4 PY 2015
10/1/2014 to 9/30/2015	1/1/2015 to 12/31/2015	4/1/2015 to 3/31/2016	7/1/2015 to 6/30/2016

Critical ASSET Fields:

Reporting test scores for out-of school youth

Test scores for out-of-school youth must be reported in Manage Assessments under Test Scores – Out of School Youth (Literacy\Numeracy). The Add Test Score button is only activated when Meets ‘Out-of-School Youth’ criteria is set to Yes in Manage Programs, Title 1 Youth tab.

To report a Pre-Test:

1. Click “Add Test”;
2. Select Test Category (ABE or ESL)
3. On the Pre-Test Overview tab, select appropriate Assessment Tool;
4. Select Functional Area;
5. Enter pre-test score;
6. Enter Date Administered;
7. Enter Grade Equivalent;
8. Save Record; and
9. Repeat steps 3 through 8 to report Functional Areas 2 and 3, as needed.

To report a Post-Test:

Note: The Post-Test scores can only be added if a WIA Title 1B Youth funded service (excluding Design Framework: Assessment, Case Management, and Individual Service Strategy) has been entered in Manage Services.

1. Select the appropriate Test Category listed under the Test Scores – Out of School Youth (Literacy\Numeracy);
2. Select Post-Test Year One tab;
3. Click ‘Add Post-Test Year One Data’;
4. Select appropriate Functional Area;
5. Enter post-test score;
6. Enter Date Administered;
7. Enter Grade Equivalent;
8. Save Record;
9. Repeat steps 4 through 8 to report Functional Areas 2 and 3, as needed.

The steps listed above should be used to report Year Two and Year Three test scores.

Example:

A local WDB has:

Criteria:	Calculation:
Out-of-school youth:	80
Out-of-school youth that are basic skills deficient:	65
Post-Test date on or before last day of the participation year (Anniversary Date from the date of first youth service).	63
Exclusion reported: 5	$63 - 5 = 58$ (denominator)
Advanced at least one education functioning level: 45	45 (numerator)
Literacy and Numeracy Gain:	$\frac{45}{58} = 77.6\%$

7. Common Disqualifications (All Programs)

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. The Information Technology Coordination Section (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 a web browser window titled 'ASSET - Windows Internet Explorer' with the URL 'https://www.dwd.state.wi.us/dws/asset/?create=Production+Login'. The page displays the 'ASSET' logo and a navigation menu on the left. The main content area is titled 'General Program Summary' and contains the following information:

General Program Summary:

- Program Name: WIA Title 1
- * Registration Date: 08/01/2001 [mm/dd/yyyy] Set As Today
- Participation Date: 08/27/2001
- 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

Pre-Participation Earnings: Refresh Prior Quarter Dates

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

General Program Summary:

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

Event History

General Program Summary Title 1 **Dislocated Worker**

Title 1 Dislocated Worker Program Information:

* Dislocated 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

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

ASSET - Windows Internet Explorer

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

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

The screenshot shows the ASSET web application interface. On the left is a navigation menu with categories like Case Management, Staff Requests, and Job Matching. The main content area displays a table of services. The table has the following columns: Program Area, Begin Date, End Date, Staff ID, Service Name, Area, Fund, Open Date, Close Date, Office, and Staff ID. A red box highlights the 'Area' and 'Fund' columns for the 'One-Stop Orientation' service, which is funded by 'AD' and 'WT1BA'. Other services listed include 'Design Framework: Case Management', 'Job Search', 'Unsubsidized Employment', 'Other Non WIA Program', 'Info on Assessment Services', 'Eligibility Screening', 'Info on Career Counseling Services', 'Occupational Skill Training', 'Supportive Services', 'Adult Mentoring', 'Career Development', and 'Design Framework: Individual Service Strategy'.

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

- **definition of Dislocated Worker**
 - 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

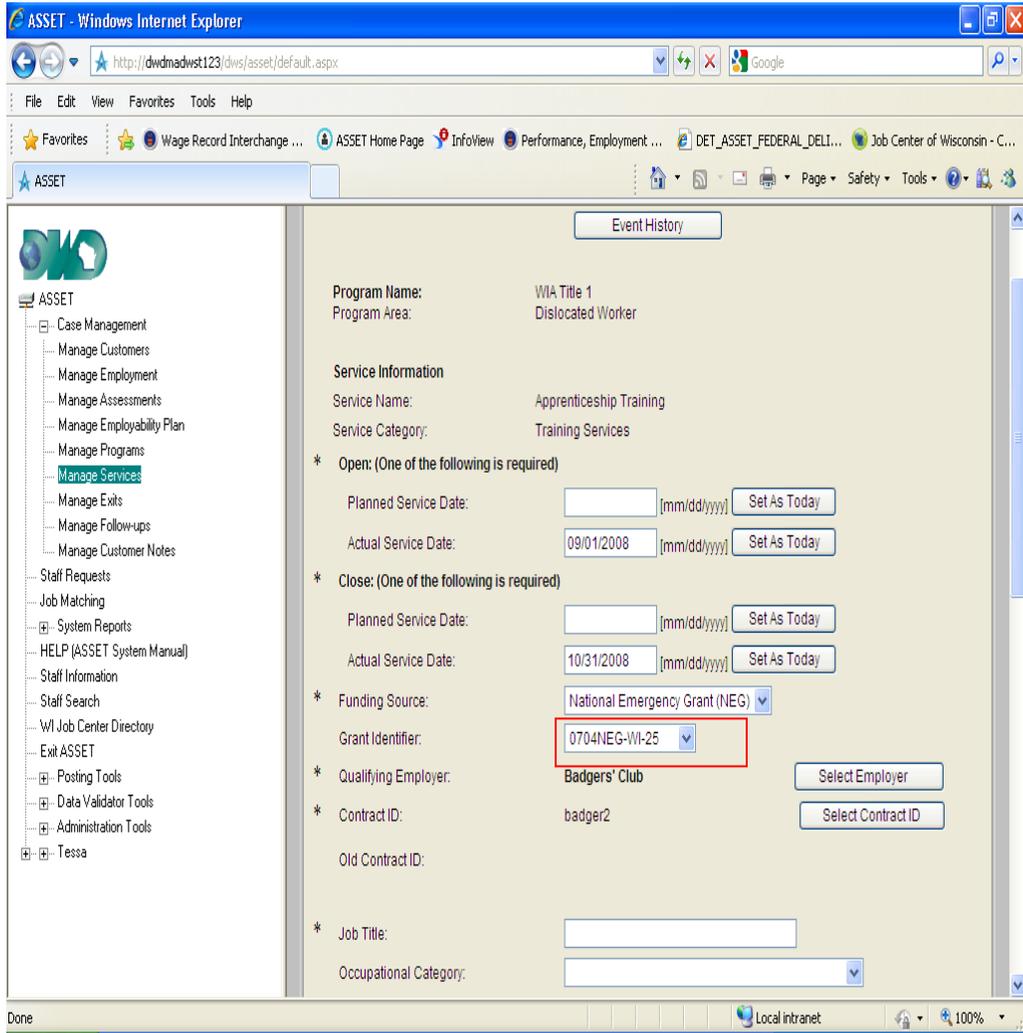
ASSET - Windows Internet Explorer
 http://dwdmadwst123/dws/asset/default.aspx

History - Closed Programs and Services

Participation	Program	Services	Area	Fund	Open Date	Close Date	Office	Staff ID
Program Participation Name Date	WIA Title 1 Reg Date: 04/11/2008	Service Name Relocation Assistance	DW	SRG	04/11/2008	04/11/2008	0810	DWD\SUMME
Title 1 04/11/2008	Exit Date: 06/28/2009	Needs Related Payment	DW	SRG	04/11/2008	04/11/2008	0810	DWD\SUMME
SRR 04/11/2008								
Participation	Program	Services						
Program Participation Name Date	TAA Reg Date: 04/11/2008	Service Name Occupational Classroom	Petition	Fund	Open Date	Close Date	Office	Staff ID
TAA 04/11/2008	Exit Date: 06/28/2009	Out of Area Job Search	051121	TAA	04/11/2008	06/28/2009	0810	DWD\SUMME
			051121	TAA	04/11/2008	04/11/2008	0810	DWD\SUMME

Local intranet 100%

- **definition of National Emergency Grant**
 - A participant with a service within the episode exists with an actual open date with Grant ID contains 'NEG'.



- 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 Delete Event History

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: \$ [input]

Employed at Exit:

Exclusion Reason: [dropdown]

* Retired: [checkbox] [dropdown] response

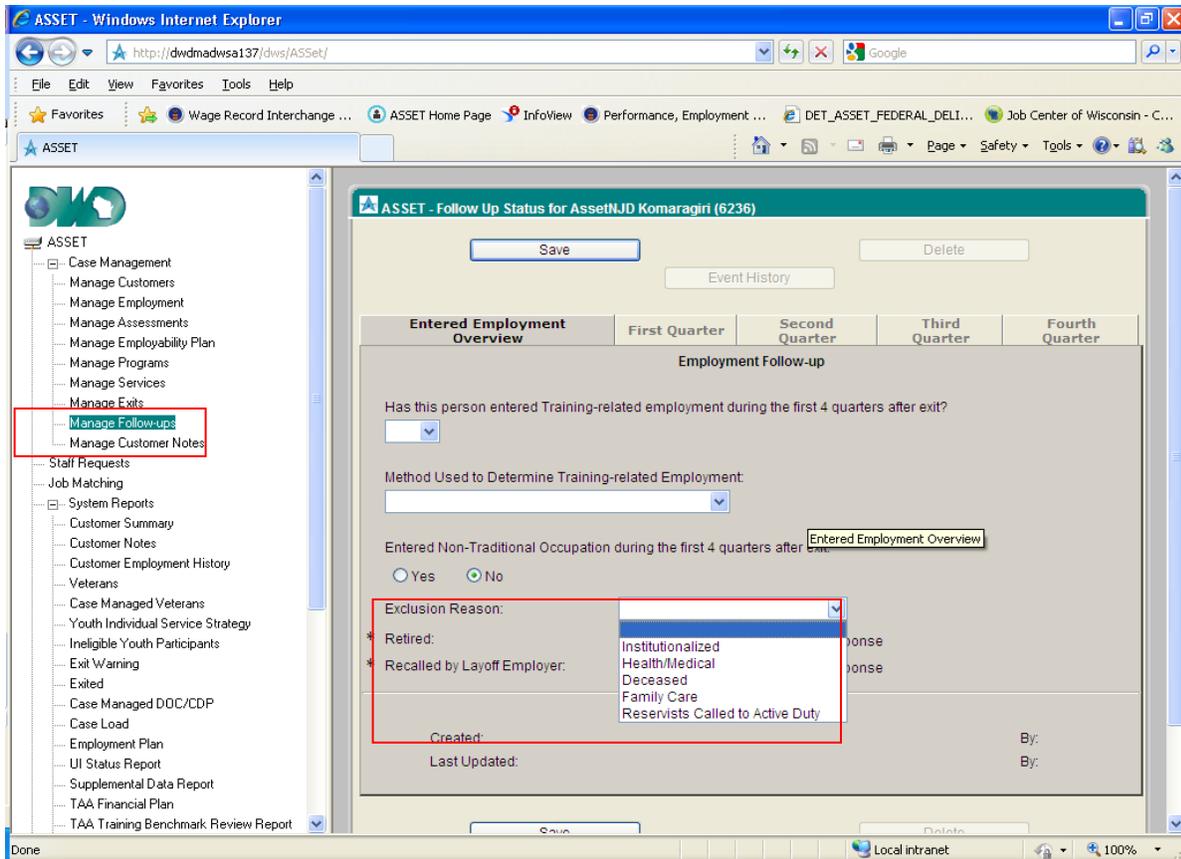
* Recalled by Layoff Employer: [checkbox] [dropdown] response

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

Last Updated: By:

Save Delete Event History

Done Local intranet 100%



- 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

Check the report period:

- For all measures, except Literacy/Numeracy, the exit period has to be within the date range.
- For Literacy/Numeracy, the determination is if the appropriate anniversary date within the date range

8. Performance Metrics Employment Training (PMET)

Quarterly Performance Reports are available via Web Intelligence InfoView <https://webi.dwd.state.wi.us/InfoViewApp/logon.jsp>. The PMET only has WIA Title I and NEG Performance Data. Staff may request access to the PMET reports through DET Security. Quarterly Performance reports allow users to view numerator and denominator rates, negotiated targets in a specific quarter. Included are options to drill down into individual outcomes data including sorting by demographics or service characteristics. The PMET report is a valuable tool to assist in the management of performance.

Steps to Access the PMET

1. Go to Web Intelligence Info View. <https://webi.dwd.state.wi.us/InfoViewApp/logon.jsp>
2. Enter assigned User Name, Password and Authentication.
3. Public Folders > DET > PMET > DETAIL > PM 01a – Performance Metrics Summary (Filter&Drill).
4. Enter the prompts. Calculation Period (Rolling 4 Quarters (R4) or Year to Date (YTD))
5. Enter the prompts. Select Program Year Qtr. YYYYQX. (2015Q1) for PY 2015 Quarter 1.
6. View the summary report. Click on the performance levels for a WDA to view individuals in the performance.

Example: PMET Blue Report

Report Name: PM 01 - Performance Metrics Summary
 Refreshed: 6/29/15 10:06 AM
 Data Loaded: 6/2/15 11:07 AM

Blue report - Performance by WDA
Program Year/Qtr: 2014Q4 (Interim-YTD)

Performance	Participation	7/1/14	6/30/15	Enter Emplmt	10/1/13	9/30/14
Exceed	Exit	4/1/14	3/31/15	Avg Earnings	4/1/13	3/31/14
Meet	Plocmnt Emplmt Edu	10/1/13	9/30/14	Retention Rate	4/1/13	3/31/14
Fail	Attbmnt Degree Cert	10/1/13	9/30/14	Yth LitNum Gain	7/1/14	6/30/15



ADULT	PTCP	EXIT	Entered Employment Rate					Average Earnings					Retention Rate				
			Num	Denom	Rate/Avg	Min Rate	Neg Rate	Num	Denom	Rate/Avg	Min Rate	Neg Rate	Num	Denom	Rate/Avg	Min Rate	Neg Rate
WDA 01	282	123	76	95	80.0%	62.8%	78.5%	\$1,189,272.56	104	\$11,435.31	\$10,480.00	\$13,100.00	104	122	85.2%	71.6%	89.5%
WDA 02	1,165	576	272	411	66.2%	56.0%	70.0%	\$3,592,309.64	354	\$10,147.77	\$7,920.00	\$9,900.00	354	475	74.5%	64.0%	80.0%
WDA 03	406	212	163	185	85.1%	66.4%	83.0%	\$2,520,126.02	173	\$14,567.20	\$10,400.00	\$13,000.00	175	195	89.7%	70.0%	87.5%
WDA 04	166	36	31	36	86.1%	65.6%	82.0%	\$330,355.91	30	\$11,011.86	\$9,600.00	\$12,000.00	30	34	88.2%	72.0%	90.0%
WDA 05	458	134	82	97	84.5%	61.6%	77.0%	\$1,721,904.73	150	\$11,479.36	\$9,520.00	\$11,900.00	150	174	86.2%	68.0%	85.0%
WDA 06	298	99	48	64	75.0%	67.8%	84.8%	\$809,409.77	58	\$13,955.34	\$9,458.40	\$11,823.00	58	65	89.2%	71.2%	89.0%
WDA 07	308	151	77	92	83.7%	70.4%	88.0%	\$2,247,722.67	172	\$13,068.16	\$10,400.00	\$13,000.00	178	193	92.2%	70.4%	88.0%
WDA 08	408	158	86	97	86.7%	69.6%	87.0%	\$869,931.80	91	\$9,559.69	\$8,480.00	\$10,600.00	91	100	91.0%	69.4%	86.8%
WDA 09	154	79	46	59	78.0%	65.6%	82.0%	\$555,562.07	46	\$12,077.44	\$9,600.00	\$12,000.00	46	49	93.9%	67.2%	84.0%
WDA 10	875	328	153	179	85.5%	66.0%	82.5%	\$1,842,214.66	158	\$11,659.59	\$9,040.00	\$11,300.00	166	181	91.7%	69.6%	87.0%
WDA 11	324	106	65	88	73.9%	62.4%	78.0%	\$1,048,719.84	90	\$11,652.44	\$8,764.80	\$10,956.00	91	105	86.7%	73.6%	92.0%
State	4,844	2,002	1,099	1,403	76.3%	61.8%	77.2%	\$16,727,529.67	1,426	\$11,730.39	\$9,280.00	\$11,600.00	1,443	1,693	85.2%	68.6%	85.7%

DW	PTCP	EXIT	Entered Employment Rate					Average Earnings					Retention Rate				
			Num	Denom	Rate/Avg	Min Rate	Neg Rate	Num	Denom	Rate/Avg	Min Rate	Neg Rate	Num	Denom	Rate/Avg	Min Rate	Neg Rate
WDA 01	353	157	141	182	77.5%	66.8%	83.5%	\$2,511,198.89	148	\$16,967.55	\$13,600.00	\$17,000.00	148	168	88.1%	75.2%	94.0%
WDA 02	1,916	893	523	712	73.5%	63.2%	79.0%	\$10,096,150.94	701	\$14,402.50	\$12,281.60	\$15,352.00	701	763	91.9%	72.0%	90.0%
WDA 03	634	310	272	296	91.9%	71.5%	89.4%	\$7,055,113.90	363	\$19,435.58	\$13,840.00	\$17,300.00	365	384	95.1%	72.0%	90.0%
WDA 04	494	199	203	236	86.0%	66.4%	83.0%	\$2,632,784.96	174	\$15,130.95	\$13,120.00	\$16,400.00	174	186	93.5%	75.3%	94.1%
WDA 05	810	298	354	397	89.2%	70.4%	88.0%	\$8,212,697.13	505	\$16,262.77	\$13,600.00	\$17,000.00	506	536	94.4%	74.0%	92.5%
WDA 06	572	240	240	301	79.7%	69.6%	87.0%	\$5,984,711.45	340	\$17,602.09	\$12,640.00	\$15,800.00	340	355	95.8%	74.4%	93.0%
WDA 07	93	42	43	46	93.5%	69.6%	87.0%	\$900,037.52	60	\$15,000.63	\$10,076.00	\$12,595.00	61	64	95.3%	73.2%	91.5%
WDA 08	564	257	233	263	86.6%	71.7%	89.6%	\$3,309,451.29	221	\$14,974.89	\$12,000.00	\$15,000.00	221	230	96.1%	75.2%	94.0%
WDA 09	140	148	111	130	85.4%	71.2%	89.0%	\$1,176,313.23	82	\$14,345.28	\$11,999.20	\$14,999.00	82	86	95.3%	76.0%	95.0%
WDA 10	668	367	256	297	86.2%	72.0%	90.0%	\$4,002,601.24	257	\$15,574.32	\$14,144.00	\$17,680.00	259	277	93.5%	75.0%	93.7%
WDA 11	380	175	129	151	85.4%	72.0%	90.0%	\$2,237,010.21	142	\$15,753.59	\$12,828.80	\$16,036.00	147	153	96.1%	76.0%	95.0%

9. WIA and TAA Services in ASSET

All Core Staff Assisted, Intensive, Support and Training Services apply to the WIA 1B Adult and Dislocated Worker Programs. Youth services only apply to the WIA 1B Youth Program. TAA Service types only apply to the TAA Program. Other exceptions are noted.

Service	Service Type	Causes Participation
Adult Basic Education	Youth	Yes
Adult Mentoring	Youth	Yes
Alternative Secondary School Offerings	Youth	Yes
Apprenticeship	Youth	Yes
Career Development	Youth	Yes
Comprehensive Guidance and Counseling	Youth	Yes
Dropout Prevention Strategies	Youth	Yes
Financial Literacy/Budgeting Training	Youth	Yes
Instruction Leading to Secondary School Completion.	Youth	Yes
Internships	Youth	Yes
Job Search	Youth	Yes
Job Shadowing	Youth	Yes
Leadership Development	Youth	Yes
Needs Related Payments	Youth	Yes
Occupational Skill Training	Youth	Yes
On-the-Job Training	Youth	Yes
Paid Work Experience	Youth	Yes
Parental Skills Training	Youth	Yes
Study Skills Training	Youth	Yes
Summery youth Employment Opportunities	Youth	Yes
Supportive Services	Youth	Yes
Tutoring	Youth	Yes
Unpaid Work Experience	Youth	Yes
Unsubsidized Employment	Youth	Yes
Work Readiness	Youth	Yes
Design Framework: Assessment	Youth	No
Design Framework: Case Management	Youth	No
Design Framework: Individual Service Strategy	Youth	No
Planned Gap in Service	Youth	No
Assisted Job Search & Placement	Core Staff Assisted	Yes
Customer Specific Labor Market Information	Core Staff Assisted	Yes
Incumbent Worker Services	Core Staff Assisted	Yes
Initial Assessment	Core Staff Assisted	Yes
Job Development	Core Staff Assisted	Yes
Job Referral	Core Staff Assisted	Yes
Pre-Layoff Assistance	Core Staff Assisted	Yes
Referred for Non-WIA support services at a Partner Agency	Core Staff Assisted	Yes
Referred to Federal Training	Core Staff Assisted	Yes
Referred to Non-WIA Partner Training Program	Core Staff Assisted	Yes
Referred to Online Workshop	Core Staff Assisted	No for Adult & DW Yes for T3

Referred to Other WIA Program or Program Area	Core Staff Assisted	Yes
Referred to VR & E Training	Core Staff Assisted	Yes
Resume Development	Core Staff Assisted	Yes
Testing-Interest	Core Staff Assisted	Yes
Testing-Other	Core Staff Assisted	Yes
Testing-Typing	Core Staff Assisted	Yes
Workshops	Core Staff Assisted	Yes
Assessment - Comprehensive & Specialized	Intensive	Yes
Basic Skills or Literacy Activities	Intensive	Yes
Bonding	Intensive	No for Adult & DW Yes for T3
Career Guidance	Intensive	Yes
Case Management	Intensive	No
Disaster Relief Employment	Intensive	Yes, NEG Only
Employment Plan Review	Intensive	Yes
GED Training Stand Alone	Intensive	Yes
Group Counseling	Intensive	Yes
IEP Development	Intensive	Yes
Individual Counseling/Career Planning	Intensive	yes
Internships	Intensive	Yes
Job Finding Clubs	Intensive	Yes
JOBehaviors Trucking Assessment	Intensive	Yes
Out of Area Job Search Assistance	Intensive	Yes
Prevocational Services	Intensive	Yes
Relocation Assistance	Intensive	Yes
Staff-arranged Supportive Services	Intensive	Yes
Test Interpretational - Interest	Intensive	Yes
Test Interpretational - Other	Intensive	Yes
Test Interpretational - Typing	Intensive	Yes
Work Experience	Intensive	Yes
WOTC	Intensive	Yes
Childcare Assistance	Support	Yes
Housing Assistance	Support	Yes
Other Support Service Assistance	Support	Yes
Transportation Assistance	Support	Yes
Adult Education and Literacy	Training	Yes
Apprenticeship Training	Training	Yes
Combined Workplace Skills Training & Related Instruction	Training	Yes
Customized Training	Training	Yes
Entrepreneurial Training	Training	Yes
Job Readiness Training	Training	Yes
Occupational Classroom	Training	Yes
On-the-Job Training	Training	Yes
Private Sector Training Programs	Training	Yes
Skill Upgrading Retraining	Training	Yes
Workplace Training Instruction	Training	Yes
Apprenticeship Training	TAA	Yes
Assessment - Comprehensive & Specialized	TAA	Yes
Assisted Job Search & Placement	TAA	Yes

ATAA/RTAA	TAA	Yes
Case Management	TAA	No
Customized Training	TAA	Yes
Eligibility Screening	TAA	No
Financial Aid Information	TAA	No
IEP Development	TAA	Yes
Individual Counseling/Career Planning	TAA	Yes
Information on Training	TAA	No
JOBehaviors Trucking Assessment	TAA	Yes
Labor Market Information	TAA	No
Occupational Classroom	TAA	Yes
On-the-Job Training	TAA	Yes
Out of Area Job Search Assistance	TAA	Yes
Planned Gap in Service	TAA	No
Prerequisite Education	TAA	Yes
Prevocational Services	TAA	No
Referred to Online Workshop	TAA	No
Relocation Assistance	TAA	Yes
Remedial Education	TAA	Yes
Subsistence (TAA)	TAA	Yes
Support Services Information	TAA	No
Training Benchmarks Review	TAA	Yes
Training Waiver Review	TAA	Yes
Transportation Assistance	TAA	Yes
Vocational Education	TAA	No
Work Search Review	TAA	Yes

10. Policy References

U.S. DOL TEGL 38-14: Operational Guidance to Support the Orderly Transition of Workforce Investment Act Participants, Funds, and Subrecipient Contracts to the Workforce Innovation and Opportunity Act http://wdr.doleta.gov/directives/attach/TEGL/TEGL_38-14.pdf

U.S. DOL TEGL 30-14: Negotiating or Extending Performance Goals for the Workforce Investment Act (WIA) Title IB Programs and Wagner-Peyser Act Funded Activities for Program Year (PY) 2015. http://wdr.doleta.gov/directives/attach/TEGL/TEGL_30-14.pdf

U.S. DOL TEGL 4-13: Workforce Investment Act (WIA) Performance Reporting System. http://wdr.doleta.gov/directives/attach/TEGL/TEGL_4_13_Acc.pdf

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

DWD Wisconsin Workforce Investment Act Policy Manual: August 2012
http://dwd.wisconsin.gov/dwd/publications/dws/pdf/detw_17244_p.pdf

DWD Policy Update 04-07: Supplemental Employment Data.
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

DWD Policy Update 06-05: Supplemental Employment Data.
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