

**WIA TITLE 1B DISLOCATED WORKER,
NATIONAL EMERGENCY GRANT AND TRADE
ADJUSTMENT ASSISTANCE ACT**

COMMON MEASURES

TECHNICAL ASSISTANCE GUIDE



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

December 2013

Workforce Investment Act Title 1B Dislocated Worker, NEG and TAA Performance Measures Technical Assistance Guide

This technical assistance guide covers the common performance measures for the WIA Title 1B Dislocated Worker (DW) Program, National Emergency Grants (NEG) and the Trade Adjustment Assistance (TAA) Program. 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.

Dislocated Worker, NEG and TAA Performance Measures

The common performance measures for the 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 Earnings

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 dislocated worker performance measures for PY 2013 are in the table below. State performance goals are not separately negotiated for the NEG or TAA programs.

WIA Common Measures	GPRA* Goals	Wisconsin Performance Goals
	PY13	PY13
Entered Employment Rate	63.4%	85%
Employment Retention Rate	84.5%	94%
Average Earnings	\$17,343	\$16,812

*Government Performance and Reports Act

Definitions for All Measures Unless Otherwise Specified

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, TAA, NEG and Special Response Grants (SRR).

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.

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 service 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 Dislocated Worker Program, TAA or NEG.

Registrant: An individual who is in the process of being determined eligible for the WIA Title 1 Dislocated Worker, TAA or NEG programs.

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

TAA Service: Any TAA-funded service except Eligibility Screening.

Point of Participation for Inclusion in Performance Measures

An individual who has been determined eligible for the WIA Title 1 Dislocated Worker 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 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 (other than Eligibility Screening) is a participant and will be counted in the TAA 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 Dislocated Worker, TAA or NEG programs, is a registrant. Registrants can participate in self-service or informational activities and will not be counted in the WIA Title 1 Dislocated Worker, TAA or NEG 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, Jane Jones was unemployed at participation, exits the dislocated worker program and is employed in the first quarter after exit. She is counted in the entered employment rate. During 2nd quarter follow-up, you learn that Jane has died and report the exclusion. She will not be counted in the employment retention measure or the average earnings, and 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.
 - a. Entered Employment Overview
 - b. 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 also consider placing the participant in a planned gap of service if the reservist is likely to return to the program within 360 days.

Supplemental Employment Data Sources

Unemployment Insurance 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. The DWD Supplemental Employment Data Technical Assistance Guide provides 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

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

Dislocated Worker, NEG and TAA Performance Measures

1. Entered Employment Rate

What is this Measure?

The number of dislocated workers, NEG or TAA participants who have entered employment by the end of the first quarter after exit divided by the number of dislocated workers, NEG or TAA participants who exit during the quarter.

Who is Included in this Measure?

Individuals who are 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 experience a mass layoff or closure; or
- Is a transitioning service member.

Employed in the Quarter After the 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 Program:
 - a. General Program Summary.
 - b. Report the appropriate Employment Status from the dropdown menu.
2. Manage Programs:
 - a. Complete the Title 1 Dislocated Worker, TAA program screens. There is no separate screen for NEG participants.
3. Manage Services
 - a. Report a staff-assisted service or better with an actual start date.
 - b. Report WIA Title 1 Dislocated Worker, TAA or NEG fund source.
4. Manage Exits:
 - a. Enter Exit date (required only if exclusionary exit)
 - b. Enter exit reason, if applicable.
 - c. Employment confirmation is obtained through the UI Wage record cross match.

Manage Follow Up, Follow Up Status:

- a. Report an exclusion, if applicable.

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

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 97 individuals who participated in a dislocated worker, NEG or TAA program.

Criteria:	Calculation:
Exit in the Program Year: 90	
Employed at Participation: 15	$90 - 15 = 75$
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 dislocated workers, NEG or TAA participants who are employed in the second and third quarters after exit divided by the number of dislocated workers, NEG or TAA participants who exit during the quarter.

Who is Included in this Measure?

- Individuals who exit the above-referenced programs **and** are employed in the first quarter after exit.
- This includes individuals who were employed at participation,
- Individuals whose employment in the first quarter after exit is documented by supplemental employment data,
- 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 in 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 the Title 1 Dislocated Worker, TAA program screens. There is no separate screen for NEG participants.

2. Manage Services:
 - a. Report a staff-assisted service or better with an actual start date.
 - b. Report WIA Title 1 Dislocated Worker, TAA or NEG fund source.
3. Manage Exits:
 - a. Enter Exit date (required only if exclusionary exit).
 - b. Enter 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 individuals who were employed in the first quarter after exit.

Criteria:		Calculation:
Employed in Q1:	150	
Exclusions in Q2:	0	
Exclusions in Q3:	6	150 - 6 = 144 (denominator)
Retained in Q2:	140	
Also Retained in Q3:	125	125 (numerator)
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 dislocated workers, TAA or NEG participants who exit during the quarter.

Who is Included in this Measure?

- Individuals 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?

- 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.
- Individuals 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 the Title 1 Dislocated Worker, TAA program screens. There is no separate screen for NEG participants.
2. Manage Services:
 - a. Report a staff-assisted service or better with an actual start date.
 - b. Report WIA Title 1 Dislocated Worker, TAA or NEG fund source.
3. Manage Exits:
 - a. Enter Exit date (required only if exclusionary exit).
 - b. Enter 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. It is not used in calculating performance for this measure. 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 192 individuals who retained employment in the third quarter after exit.

Criteria:	Calculation:
Employed in Q1: 200	
Employed in Q2: 196	
Employed in Q3: 192	
Exclusions in Q3: 2	200-2 = 198 (denominator)
Q2 Post-Program Earnings: \$1,751,000	
Q3 Post-Program Earnings: \$1,615,000	\$1,751,000 + \$1,615,000 = \$3,366,000 (numerator)
Average Earnings:	<u>\$3,366,000</u> 198 = \$17,000

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.

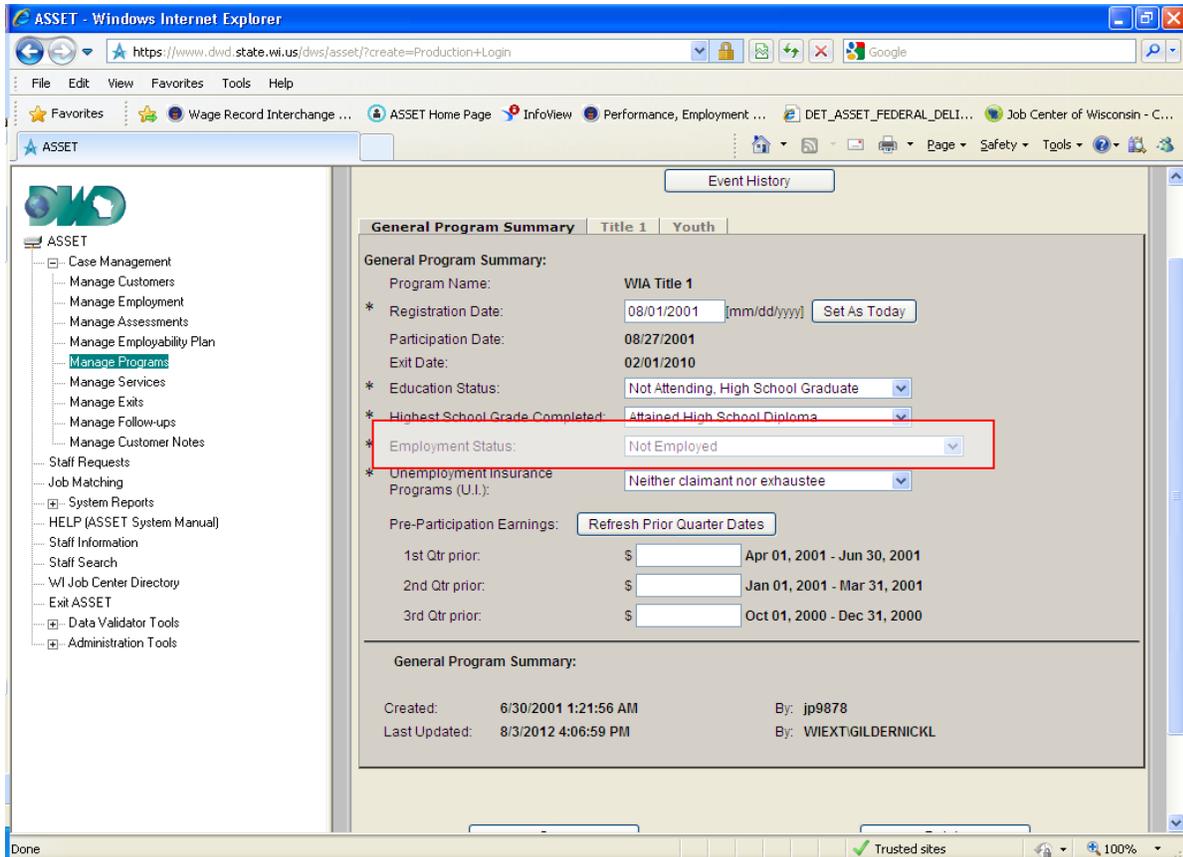
2. Exit date must be within date range

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	10/1/12 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	10/1/13 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	10/1/14 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 displays the ASSET web application interface. The browser window title is "ASSET - Windows Internet Explorer" and the address bar shows "https://www.dwd.state.wi.us/dws/asset/?create=Production+Login". The left sidebar contains a navigation menu with items such as "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", and "Administration Tools".

The main content area is titled "First Quarter After Exit Quarter: 10/01/2000 - 12/31/2000" and "Exit Date: 08/28/2000". It contains several sections:

- Youth Status:** Youth Placement/Retention: [dropdown]
- Employment Status:** Was this person employed at any time during this quarter? Yes No. Supplemental Data Status: Necessary [dropdown]
- For Supplemental Federal Reporting:** Total Wages Paid in Quarter from Supplemental Employment: \$ [input] [#####]. Out of State Employment: Yes No. Self Employment: Yes No. Other Non-UI Covered Employment: Yes No. Supplemental Data Verification Status: [dropdown] [First Quarter]
- For Local Management Reporting:** Employer: [input]. Hourly Wage: \$ 0.00 [input] [#####]. Average Hours per Week: 0 [input]. Wage Verification Data: [dropdown]. Job Title: [input]. Occupational Category: [dropdown].

The status bar at the bottom shows "Done" and "Trusted sites".

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.

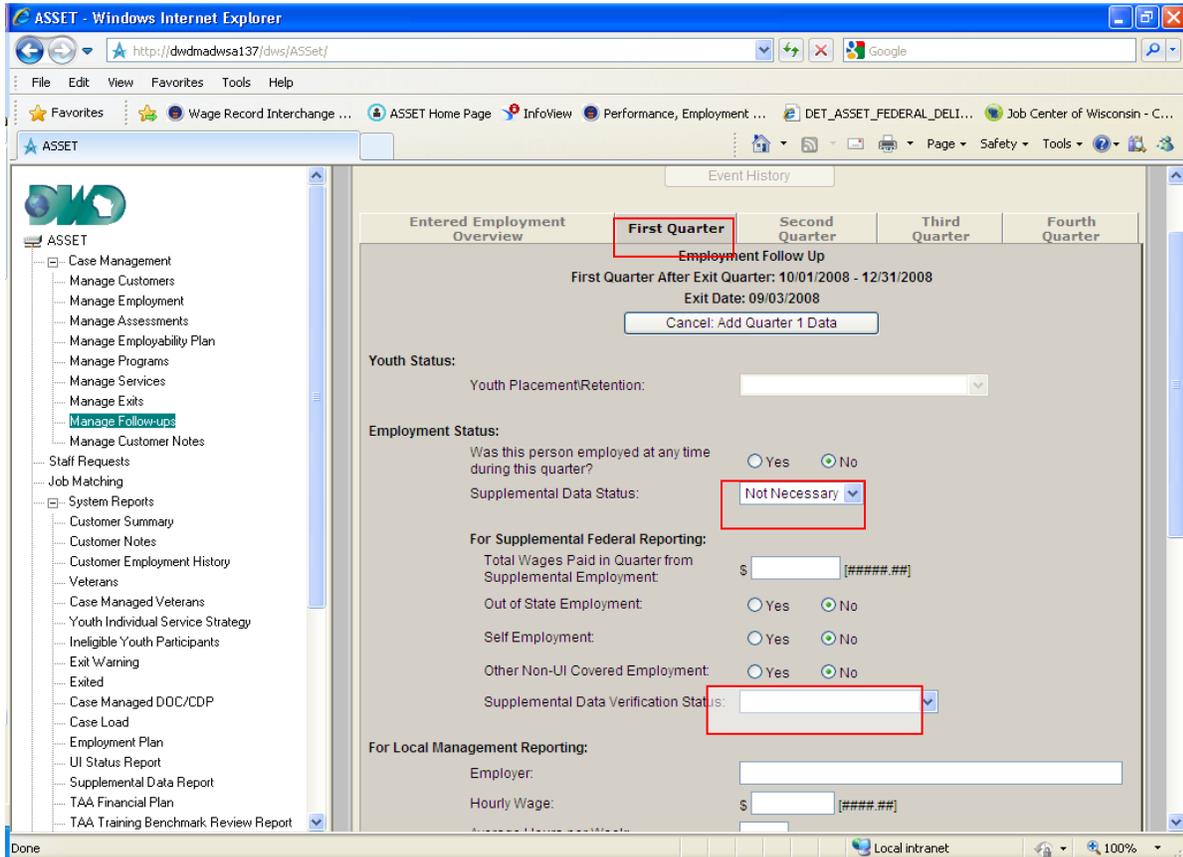
2. Exit date must be within date range

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 2nd and 3rd quarters 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 active and highlighted with a red box. Below the tabs, the form includes a "Save" button, a "Delete" button, and an "Event History" link. The "Employment Follow Up" section shows "Second Quarter After Exit Quarter: 01/01/2009 - 03/31/2009" and "Exit Date: 09/03/2008". The "Youth Status" section has a "Youth Placement/Retention" dropdown. The "Employment Status" section includes a question "Was this person employed at any time during this quarter?" with "Yes" and "No" radio buttons. The "Supplemental Data Status" dropdown is set to "Not Necessary" and is highlighted with a red box. The "For Supplemental Federal Reporting" section includes a "Total Wages Paid in Quarter from Supplemental Employment" field, an "Out of State Employment" radio button, a "Self Employment" radio button, and an "Other Non-UI Covered Employment" radio button. The "Supplemental Data Verification Status" dropdown is also highlighted with a red box. The browser's status bar at the bottom shows "Local intranet" and "100%" zoom.

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

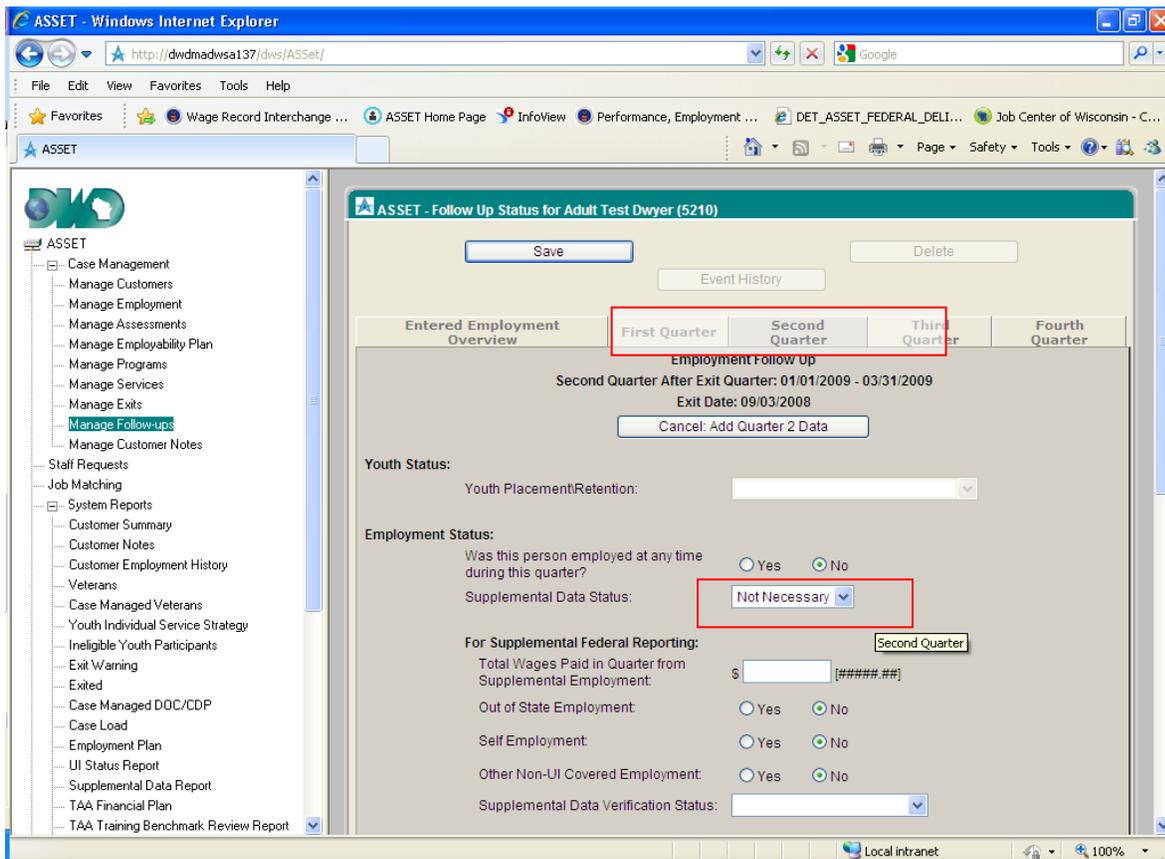
PY2014 Report Due Date	November 15, 2014	February 15, 2015	May 15, 2015	August 15, 2015
Six Months Earnings Increase	7/1/13 to 6/30/14	10/1/13 to 9/30/14	1/1/14 to 12/31/14	4/1/14 to 3/31/15

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	10/1/15 to 9/30/16	1/1/15 to 12/31/15	4/1/15 to 3/31/16

3. Must have wages in 1st, 2nd and 3rd 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 the 2nd and 3rd quarters 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

ASSET - Windows Internet Explorer

https://www.dwd.state.wi.us/dws/asset/?create=Production+Login

ASSET

Event History

General Program Summary Title 1 Youth

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

- o **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 | Delete

Event History

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, System Reports, Staff Information, etc. 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 several rows, showing 'AD' and 'WT1BA'.

Program Area	Begin Date	End Date	Staff ID	Service Name	Area	Fund	Open Date	Close Date	Office	Staff ID
Adult	10/06/2011		DWDWATERJE	Design Framework: Case Management	YTH	WT1BY	08/06/2012		0810	WIEXTMORIORDAN
Youth	05/14/2010		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	WIEXTJUGAFFNEY
				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	

At the bottom of the table area, there is a button labeled "Add Service". Below the table, the text "Program Information - WIA Title 3" is visible.

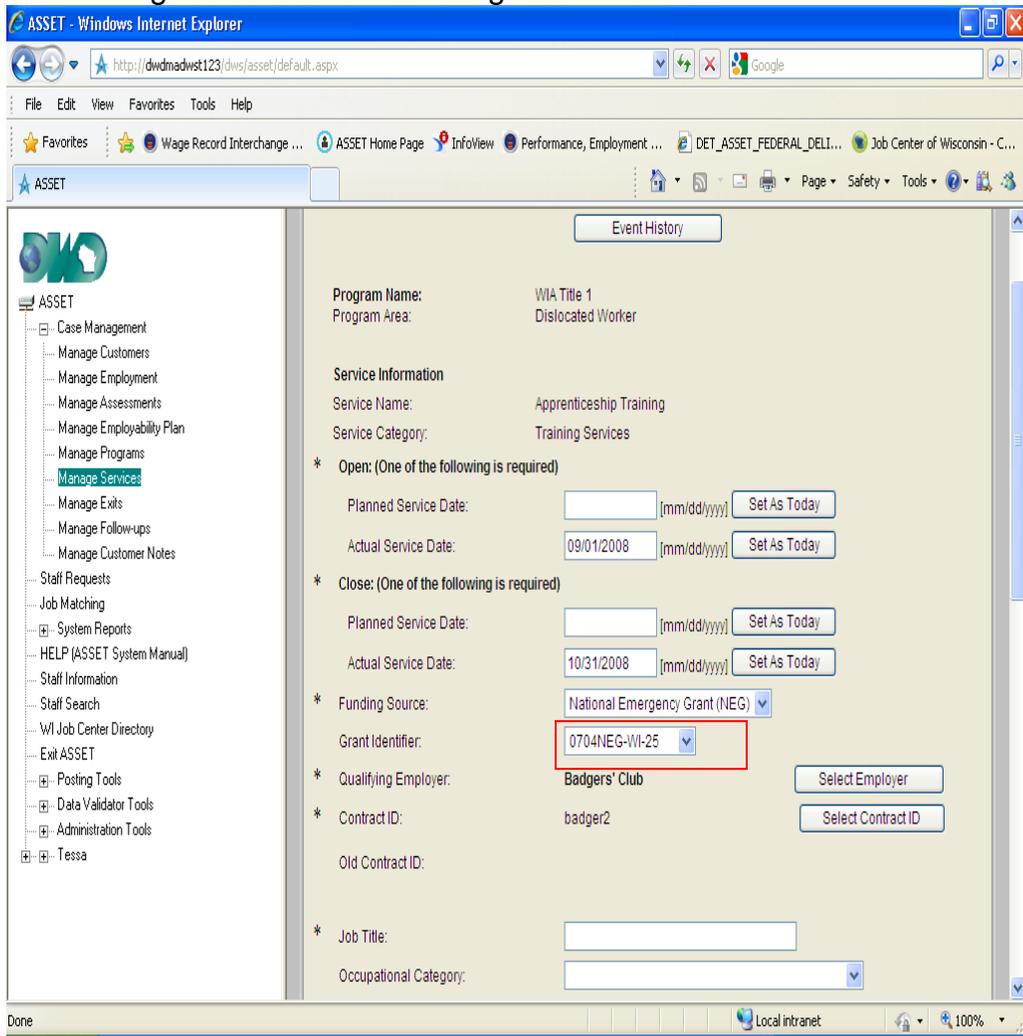
- **definition of DW**
 - Must have an dislocated worker service funded by any of these:
 - Special Response Grant
 - WIA Set-Aside Dislocated Worker
 - WIA Set-Aside Other
 - WIA Dislocated Worker
 - ARRA

The screenshot shows a web browser window titled 'ASSET - Windows Internet Explorer' with the URL 'http://dwdmadwst123/dws/asset/default.aspx'. The main content area displays a table titled 'History - Closed Programs and Services'. The table is divided into two sections. The first section has columns for Participation, Program, and Services. The second section has columns for Participation, Program, and Services. A red box highlights the 'Area' and 'Fund' columns for two rows in the first section.

Participation		Program	Services						
Program Name	Participation Date	WIA Title 1 Reg Date:	Service Name	Area	Fund	Open Date	Close Date	Office	Staff ID
Title 1	04/11/2008	04/11/2008	Relocation Assistance	DW	SRG	04/11/2008	04/11/2008	0810	DWD\SUMME
SRR	04/11/2008	06/28/2009	Needs Related Payment	DW	SRG	04/11/2008	04/11/2008	0810	DWD\SUMME

Participation		Program	Services						
Program Name	Participation Date	TAA Reg Date:	Service Name	Petition	Fund	Open Date	Close Date	Office	Staff ID
TAA	04/11/2008	04/11/2008	Occupational Classroom	051121	TAA	04/11/2008	06/28/2009	0810	DWD\SUMME
		06/28/2009	Out of Area Job Search	051121	TAA	04/11/2008	04/11/2008	0810	DWD\SUMME

- **definition of NEG**
 - A service within the episode exists with an actual open date with a grant identifier containing “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

Done Local intranet 100%

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
Employment Follow-up				
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
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- Case Managed DOC/CDP
- Case Load
- Employment Plan
- UI Status Report
- Supplemental Data Report
- TAA Financial Plan
- TAA Training Benchmark Review Report

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 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