

**WIA TITLE 1B**

**PERFORMANCE MEASURE MAP**

**TECHNICAL ASSISTANCE GUIDE**



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

**December 2013**



## **How to Use this Map**

The WIA Title 1 Performance Measure Map is a tool for analyzing WIA Title 1 performance measure results and checking case records during program participation, at exit and in the post-exit performance measure quarters. The Map is designed to show WDB staff and local service providers where the performance related data resides in the Automated Systems Support for Employment and Training (ASSET) reporting system.

The Map is arranged by performance measure. Each U.S. DOL performance measure is presented and includes three tables that show:

- Numerator criteria and where reported in ASSET,
- Denominator criteria and where reported in ASSET, and
- Performance measure time periods by quarter and program year.

The Map assumes that an individual is only receiving services under one WIA Title 1 program area (Adult, Dislocated Worker or Youth). When participants receive services paid for by more than one program area or partner programs that are tracked in ASSET, they are counted in each fund source's performance measures as applicable.

### **All Youth Performance Measures (Youth Common Measures)**

In April 2005, U.S. DOL established three new Youth Program measures that apply to youth ages 14 - 21 who receive services under the WIA Title 1 Youth Program. This map includes the three new Youth measures. Case managers are expected to report this information in ASSET in the places indicated on each applicable table.

## Adult Entered Employment Rate

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

Number of adults who are employed in the first quarter after the exit quarter **divided by** the number of adult participants who exit during the quarter.

**What do I look for?**

### Numerator

Component	ASSET Location
Received a staff-assisted service funded by the WIA Title 1 Adult program	ASSET Manage Services, Title 1 Adult, Service Type, Actual Start Date and Fund Source
Exited during the report period	ASSET Manage Exits (See table below for report period timetable)
Not employed at Title 1 participation	ASSET Manage Programs, General Program Summary
Employed in the 1st quarter after exit	UI Wage Record, FEDES, or ASSET- Manage Follow-Up, Follow Up Service, Supplemental Federal Reporting - Verification Status
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason

### Denominator

Component	ASSET Location
Received a staff-assisted service funded by the WIA Title 1 Adult program	ASSET Manage Services, Title 1 Adult, Service Type, Actual Start Date and Fund Source
Exited during the report period	ASSET Manage Exits (See table below for report period timetable)
Not employed at Title 1 participation	ASSET Manage Programs, General Program Summary
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason

### REPORT PERIOD TIMETABLE FOR ADULT ENTERED EMPLOYMENT RATE

Program Year	Quarterly Report	Report period (Participant exited during this time period)
PY13	4 <sup>th</sup> Quarter	October 1, 2012 – September 30, 2013
	3 <sup>rd</sup> Quarter	October 1, 2012 – June 30, 2013
	2 <sup>nd</sup> Quarter	October 1, 2012 – March 31, 2013
	1 <sup>st</sup> Quarter	October 1, 2012 – December 31, 2012

## Adult Employment Retention Rate

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

Number of adult participants who are employed in both the second and third quarters after the exit quarter **divided by** the number of adult participants who exit during the quarter.

### What do I look for?

#### Numerator

Component	ASSET Location
Received a staff-assisted service funded by the WIA Title 1 Adult program	ASSET Manage Services, Title 1 Adult, Service Type, Actual Start Date and Fund Source
Exited during the report period	ASSET Manage Program Exits (See table below for report period timetable)
Employed in 1 <sup>st</sup> quarter after exit	UI Wage Record; FEDES; ASSET Manage Follow-Up, Follow Up Service, 1 <sup>st</sup> Quarter Tab Supplemental Federal Reporting - Verification Status
Employed in 2 <sup>nd</sup> quarter after exit	UI Wage Record; FEDES; ASSET Manage Follow-Up, Follow Up Service, 2 <sup>nd</sup> Quarter Tab Supplemental Federal Reporting - Verification Status
Employed in 3 <sup>rd</sup> quarter after exit	UI Wage Record, FEDES; ASSET Manage Follow-Up, Follow Up Service, 3 <sup>rd</sup> Quarter Tab Supplemental Federal Reporting - Verification Status
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason

#### Denominator

Component	ASSET Location
Received a staff-assisted service funded by the WIA Title 1 Adult program	ASSET Manage Services, Title 1 Adult, Service Type, Actual Start Date and Fund Source
Exited during the report period	ASSET Manage Exits (See table below for report period timetable)
Employed in 1 <sup>st</sup> quarter after exit	UI Wage Record, FEDES or ASSET Manage Follow-Up, Follow Up Service, 3 <sup>rd</sup> Quarter Tab Supplemental Federal Reporting, Verification Status
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason

**REPORT PERIOD TIMETABLE FOR ADULT RETENTION RATE**

<b>Program Year</b>	<b>Quarterly Report</b>	<b>Report period (Participant exited during this time period)</b>
<b>PY13</b>	4 <sup>th</sup> Quarter	April 1, 2012 – March 31, 2013
	3 <sup>rd</sup> Quarter	April 1, 2012 – December 31, 2012
	2 <sup>nd</sup> Quarter	April 1, 2012 – September 30, 2012
	1 <sup>st</sup> Quarter	April 1, 2012– June 30, 2012

## Adult Average Earnings

Of those adult participants who are employed in the first, second **and** third quarters after the exit quarter:

Total earnings in the second quarter plus total earnings in the third quarter after the exit quarter **divided by** the number of adult participants who exit during the quarter.

What do I look for?

### Numerator

Component	ASSET Location
Received a staff-assisted service funded by the WIA Title 1 Adult program	ASSET Manage Services, Title 1 Adult, Service Type, Actual Start Date and Fund Source
Exited during the report period	ASSET Manage Exits (See table below for report period timetable)
Employed in 1 <sup>st</sup> quarter after exit	UI Wage Record
Earnings in 2 <sup>nd</sup> and 3 <sup>rd</sup> quarters after exit	UI Wage Record
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care in the 1st, 2nd or 3rd quarter after exit.	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason

### Denominator

Component	ASSET Location
Received a staff-assisted service funded by the WIA Title 1 Adult program	ASSET Manage Services, Title 1 Adult, Service Type, Actual Start Date and Fund Source
Exited during the report period	ASSET Manage Exits (See table below for report period timetable)
Employed in the 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> quarter after exit	UI Wage Record
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason
<i>Note: If employment in any post-exit quarter is the result of supplemental employment data reported in ASSET, the participant is excluded from this measure.</i>	

### REPORT PERIOD TIMETABLE FOR ADULT AVERAGE EARNINGS

Program Year	Quarterly Report	Report period (Participant exited during this time period)
PY13	4 <sup>th</sup> Quarter	April 1, 2012 – March 31, 2013
	3 <sup>rd</sup> Quarter	April 1, 2012 – December 31, 2012
	2 <sup>nd</sup> Quarter	April 1, 2012 – September 30, 2012
	1 <sup>st</sup> Quarter	April 1, 2012– June 30, 2012

## Dislocated Worker Entered Employment Rate

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

Number of dislocated worker participants who are employed in the first quarter after the exit quarter **divided by** the number of dislocated worker participants who exit during the quarter.

### What do I look for?

#### Numerator

Component	ASSET Location
Received a staff-assisted service funded by the WIA Title 1 Dislocated Worker program	ASSET Manage Services, Title 1 Dislocated Worker, Service Type, Actual Start Date and Fund Source
Exited during the report period	ASSET Manage Exits (See table below for report period timetable)
Not employed at Title 1 participation	ASSET Manage Programs, General Program Summary
Employed in the 1 <sup>st</sup> quarter after exit	UI Wage Record, FEDES, or ASSET - Manage Follow-up, Follow Up Service, Supplemental Federal Reporting - Verification Status
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason

#### Denominator

Component	ASSET Location
Received a staff-assisted service funded by the WIA Title 1 Dislocated Worker program	ASSET Manage Services, Title 1 Dislocated Worker, Service Type, Actual Start Date and Fund Source
Exited during the report period	ASSET Manage Exits (See table below for report period timetable)
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason

#### REPORT PERIOD TIMETABLE DISLOCATED WORKER ENTERED EMPLOYMENT RATE

Program Year	Quarterly Report	Report period (Participant exited during this time period)
PY13	4 <sup>th</sup> Quarter	October 1, 2012 – September 30, 2013
	3 <sup>rd</sup> Quarter	October 1, 2012 – June 30, 2013
	2 <sup>nd</sup> Quarter	October 1, 2012 – March 31, 2013
	1 <sup>st</sup> Quarter	October 1, 2012 – December 31, 2012

## Dislocated Worker Employment Retention Rate

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

Number of dislocated worker participants who are employed in both the second **and** third quarters after the exit quarter **divided by** the number of dislocated worker participants who exit during the quarter.

### What do I look for?

#### Numerator

Component	ASSET Location
Received a staff-assisted service funded by the WIA Title 1 Dislocated Worker program	ASSET Manage Services, Title 1 Dislocated Worker, Service Type, Actual Start Date and Fund Source
Exited during the report period	ASSET Manage Exits (See table below for report period timetable)
Employed in 1 <sup>st</sup> quarter after exit	UI Wage Record; FEDES; ASSET Manage Follow-Up, Follow Up Status, 1 <sup>st</sup> quarter tab, Supplemental Federal Reporting - Verification Status
Employed in 2 <sup>nd</sup> quarter after exit	UI Wage Record; FEDES; ASSET Manage Follow-Up, Follow Up Status, 2 <sup>nd</sup> quarter tab, Supplemental Federal Reporting - Verification Status
Employed in 3 <sup>rd</sup> quarter after exit	UI Wage Record; FEDES; ASSET Manage Follow-Up, Follow Up Status, 3 <sup>rd</sup> quarter tab, Supplemental Federal Reporting - Verification Status
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason

#### Denominator

Component	ASSET Location
Received a staff-assisted service funded by the WIA Title 1 Dislocated Worker program	ASSET Manage Services, Title 1 Dislocated Worker, Service Type, Actual Start Date and Fund Source
Exited during the report period	ASSET Manage Exits (See table below for report period timetable)
Employed in 1 <sup>st</sup> quarter after exit	UI Wage Record; FEDES; ASSET Manage Follow-Ups, Follow Up Status, 3 <sup>rd</sup> quarter tab, Supplemental Federal Reporting.
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason

**REPORT PERIOD TIMETABLE DISLOCATED WORKER RETENTION RATE**

<b>Program Year</b>	<b>Quarterly Report</b>	<b>Report period (Participant exited during this time period)</b>
<b>PY13</b>	4 <sup>th</sup> Quarter	April 1, 2012 – March 31, 2013
	3 <sup>rd</sup> Quarter	April 1, 2012 – December 31, 2012
	2 <sup>nd</sup> Quarter	April 1, 2012 – September 30, 2012
	1 <sup>st</sup> Quarter	April 1, 2012– June 30, 2012

## Dislocated Worker Average Earnings

Of those dislocated worker participants who are employed in the first, second **and** third quarters after the exit quarter:

Total earnings in the second quarter plus total earnings in the third quarter after the exit quarter **divided by** the number of dislocated worker participants who exit during the quarter.

### What do I look for?

#### Numerator

Component	ASSET Location
Received a staff-assisted service funded by the WIA Title 1 Dislocated Worker program	ASSET Manage Services, Title 1 Dislocated Worker, Service Type, Actual Start Date and Fund Source
Exited during the report period	ASSET Manage Exits (See table below for report period timetable)
Employed in 1 <sup>st</sup> quarter after exit	UI Wage Record
Earnings in the 2 <sup>nd</sup> & 3 <sup>rd</sup> quarters after exit	UI Wage Record
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason

#### Denominator

Component	ASSET Location
Received a staff-assisted service funded by the WIA Title 1 Dislocated Worker program	ASSET Manage Services, Title 1 Dislocated Worker, Service Type, Actual Start Date and Fund Source
Exited during the report period	ASSET Manage Exits (See table below for report period timetable)
Employed in 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> quarters after exit	UI Wage Record
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, or family care in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason
<i>Note: If employment in any post-exit quarter is the result of supplemental employment data reported in ASSET, the participant is excluded from this measure.</i>	

### REPORT PERIOD TIMETABLE DISLOCATED WORKER AVERAGE EARNINGS

Program Year	Quarterly Report	Report period (Participant exited during this time period)
PY13	4 <sup>th</sup> Quarter	April 1, 2012 – March 31, 2013
	3 <sup>rd</sup> Quarter	April 1, 2012 – December 31, 2012
	2 <sup>nd</sup> Quarter	April 1, 2012 – September 30, 2012
	1 <sup>st</sup> Quarter	April 1, 2012– June 30, 2012

## All Youth Placement in Employment or Education (Age 14 - 21)

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

The number of youth who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter **divided by** the number of youth who exit during the quarter.

### What do I look for?

#### Numerator

Component	ASSET LOCATION
Received a program element funded by the WIA Title 1 Youth program	ASSET Manage Services, Title 1 Youth, Service Type, Actual Start Date and Fund Source
Not in post-secondary education or employment at the date of participation	Manage Programs, General Program Summary, Education Status & Employment Status
Exited in the report period	ASSET Manage Exits (See table below for report period timetable)
Employed or enrolled in post-secondary education, advanced training or occupational skills training in the first quarter after exit	UI Wage Record; FEDES; ASSET Manage Follow Ups, 1st Quarter, Youth Placement/Retention, Supplemental Federal Reporting - Verification Status
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, family care, or relocated to a mandated residential program at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, family care, or relocated to a mandated residential program in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason
<i>Note: Case Management, Individual Service Strategy and Assessment (Design Framework activities) are not "program elements".</i>	

#### Denominator

Component	ASSET LOCATION
Received a program element funded by the WIA Title 1 Youth program	ASSET Manage Services, Title 1 Youth, Service Type, Actual Start Date and Fund Source
Not in post-secondary education or employment at the date of participation	Manage Programs, General Program Summary, Education Status & Employment Status
Exited in the report period	ASSET Manage Exits (See table below for report period timetable)
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, family care, or relocated to a mandated residential program at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, family care, or relocated to a mandated residential program in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason

**REPORT PERIOD TIMETABLE YOUTH PLACEMENT IN EMPLOYMENT OR EDUCATION**

<b>Program Year</b>	<b>Quarterly Report</b>	<b>Report period (Participant exited during this time period)</b>
<b>PY13</b>	4 <sup>th</sup> Quarter	October 1, 2012 - September 30, 2013
	3 <sup>rd</sup> Quarter	October 1, 2012 - June 30, 2013
	2 <sup>nd</sup> Quarter	October 1, 2012 - March 31, 2013
	1 <sup>st</sup> Quarter	October 1, 2012 - December 31, 2012

## All Youth Attainment of a Degree or Certificate

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

The number of youth participants who attain a diploma, GED or certificate by the end of the third quarter after the exit quarter **divided by** the number of youth who exit during the quarter.

### What do I look for?

#### Numerator

Component	ASSET LOCATION
Received a program element funded by the WIA Title 1 Youth program	ASSET Manage Services, Title 1 Youth, Service Type, Actual Start Date and Fund Source
Enrolled in education at participation or at any point during the program	Manage Programs, Title 1 Youth, Enrolled in Education
Exited in the report period	ASSET Manage Exits (See table below for report period timetable)
Attained a Degree or Certificate	Manage Follow-up, Follow-up Credential, Credential Attained
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, family care, or relocated to a mandated residential program at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, family care, or relocated to a mandated residential program in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason
<i>Note: Case Management, Individual Service Strategy and Assessment (Design Framework activities) are not "program elements".</i>	
<i>"Enrolled in Education" means attending secondary school, alternative school, college or qualified apprenticeship under the youth program only. If the youth is co-enrolled in the Adult or DW program, any training service paid for by the Adult or DW program will put the youth into this measure.</i>	

#### Denominator

Component	ASSET LOCATION
Received a program element funded by the WIA Title 1 Youth program	ASSET Manage Services, Title 1 Youth, Service Type, Actual Start Date and Fund Source
Enrolled in education at participation or at any point during the program	Manage Programs, Title 1 Youth, Enrolled in Education
Exited in the report period	ASSET Manage Exits (See table below for report period timetable)
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, family care, or relocated to a mandated residential program at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, family care, or relocated to a mandated residential program in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason

**REPORT PERIOD TIMETABLE YOUTH ATTAINMENT OF A DEGREE OR CERTIFICATE**

<b>Program Year</b>	<b>Quarterly Report</b>	<b>Report period (Participant exited during this time period)</b>
<b>PY13</b>	4 <sup>th</sup> Quarter	October 1, 2012 - September 30, 2013
	3 <sup>rd</sup> Quarter	October 1, 2012 - June 30, 2013
	2 <sup>nd</sup> Quarter	October 1, 2012 - March 31, 2013
	1 <sup>st</sup> Quarter	October 1, 2012 - December 31, 2012

## Youth Literacy/Numeracy Gains

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

The number of youth participants who increase one or more educational functioning levels **divided by** the number of youth participants who have completed a year in the youth program (i.e., one year from the date of first youth program service) plus the number of youth participants who exit before completing a year in the youth program.

### What do I look for?

#### Numerator

Component	ASSET LOCATION
Received a program element funded by the WIA Title 1 Youth program	ASSET Manage Services, Title 1 Youth, Service Type, Actual Start Date and Fund Source
Out-of-school youth	Manage Programs, General Program Summary, Education Status is: attending post high school; not attending, dropout; OR not attending, high school graduate on date of first youth service.
Basic Skills Deficient	Manage Programs, Title 1 Youth, Basic Literacy Skills Deficient on date of first youth service
Received pre-test to determine initial educational functioning level(s)	Manage Assessment, Test Scores - Youth Literacy/Numeracy, Pre-test Overview
Received post-test to determine educational gain (must be administered and reported prior to the end of the first full year in the youth program)	Manage Assessment, Test Scores - Youth Literacy/Numeracy, Post-test Year One, Two or Three, depending on length of time in the program
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, family care, or relocated to a mandated residential program at exit	ASSET Manage Exits, Exclusion Reason
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, family care, or relocated to a mandated residential program in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason
<i>Note: Case Management, Individual Service Strategy and Assessment (Design Framework activities) are not "program elements".</i>	

#### Denominator

Component	ASSET LOCATION
Received a program element funded by the WIA Title 1 Youth program	ASSET Manage Services, Title 1 Youth, Service Type, Actual Start Date and Fund Source
Out-of-school youth	Manage Programs, General Program Summary, Education Status is: attending post high school; not attending, dropout; OR not attending, high school graduate on date of first youth service.
Basic Skills Deficient	Manage Programs, Title 1 Youth, Basic Literacy Skills Deficient on date of first youth service
Completed a full year in the Youth program from the date of first youth service or exited before end of 1 <sup>st</sup> year in program	Manage Services, Program Element Actual start date (any service <u>except</u> Design Framework) + 1 year
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, family care, or relocated to a mandated residential program at exit	ASSET Manage Exits, Exclusion Reason

<b>Component</b>	<b>ASSET LOCATION</b>
Not reported as health/medical, incarcerated, institutionalized, reservist called to active duty, deceased, family care, or relocated to a mandated residential program in the 1st, 2nd or 3rd quarter after exit	ASSET Manage Follow Up, Entered Employment Overview, Exclusion Reason
<i>Note: After the first year, youth are only counted in the measure if they complete a subsequent full year in the program from the date of first youth service.</i>	

#### **REPORT PERIOD TIMETABLE YOUTH LITERACY AND NUMERACY GAINS**

<b>Program Year</b>	<b>Quarterly Report</b>	<b>Report period (Date of first youth service during this time.)</b>
<b>PY13</b>	4 <sup>th</sup> Quarter	July 1, 2013 - June 30, 2014
	3 <sup>rd</sup> Quarter	July 1, 2013 - March 31, 2014
	2 <sup>nd</sup> Quarter	July 1, 2013- December 31, 2013
	1 <sup>st</sup> Quarter	July 1, 2013 - September 30, 2013

## 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

(divided by)

# 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 41 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.

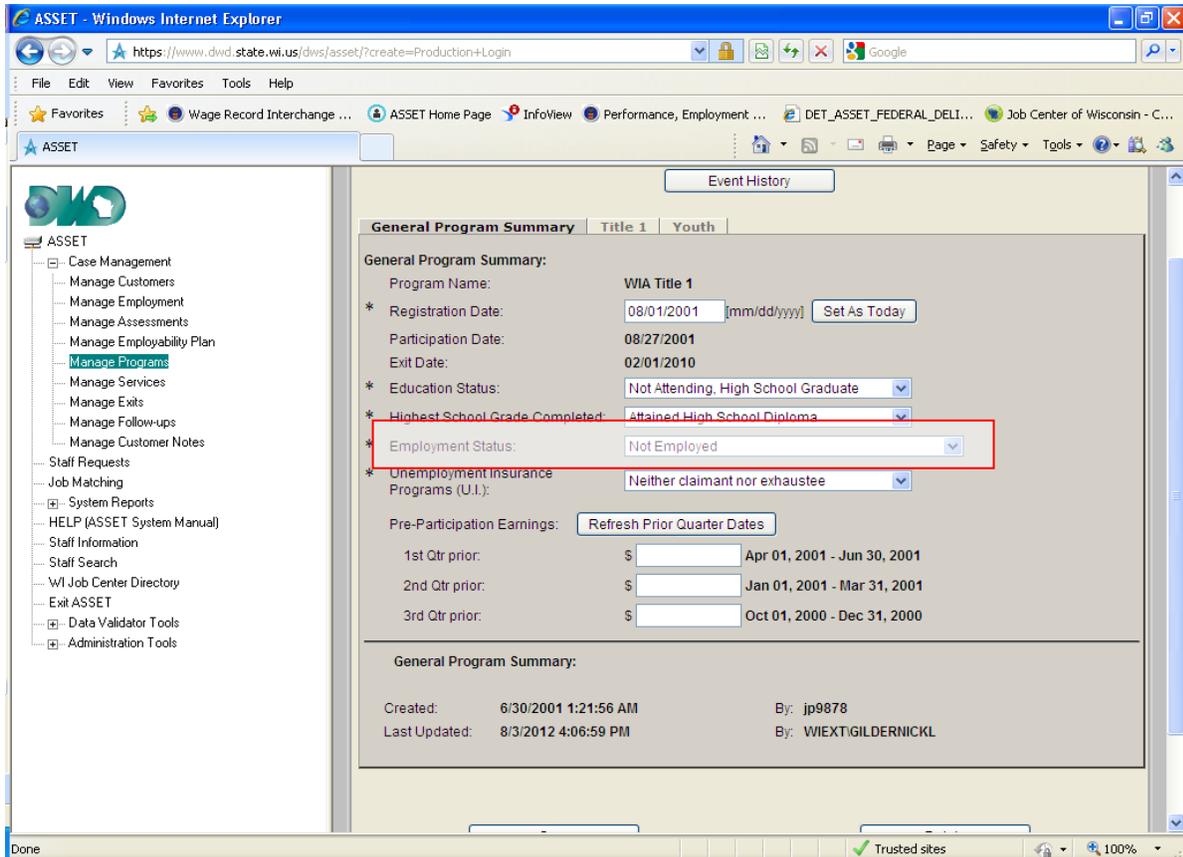
2. Exit date must be within date range

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 shows 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 "ASSET" at the top and various sub-items like "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 displays the "First Quarter After Exit" tab, with "Exit Date: 08/28/2000" and "First Quarter After Exit Quarter: 10/01/2000 - 12/31/2000" highlighted in red. The form includes the following sections:

- Youth Status:** Youth Placement/Retention: [dropdown]
- Employment Status:** Was this person employed at any time during this quarter?  Yes  No. Supplemental Data Status: [Necessary] (highlighted in red).
- 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: [First Quarter] (highlighted in red).
- For Local Management Reporting:** Employer: [input]. Hourly Wage: \$ 0.00 [#####]. Average Hours per Week: 0. Wage Verification Data: [dropdown]. Job Title: [input]. Occupational Category: [dropdown].

## Employment Retention

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

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

(divided by)

# 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 41 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.

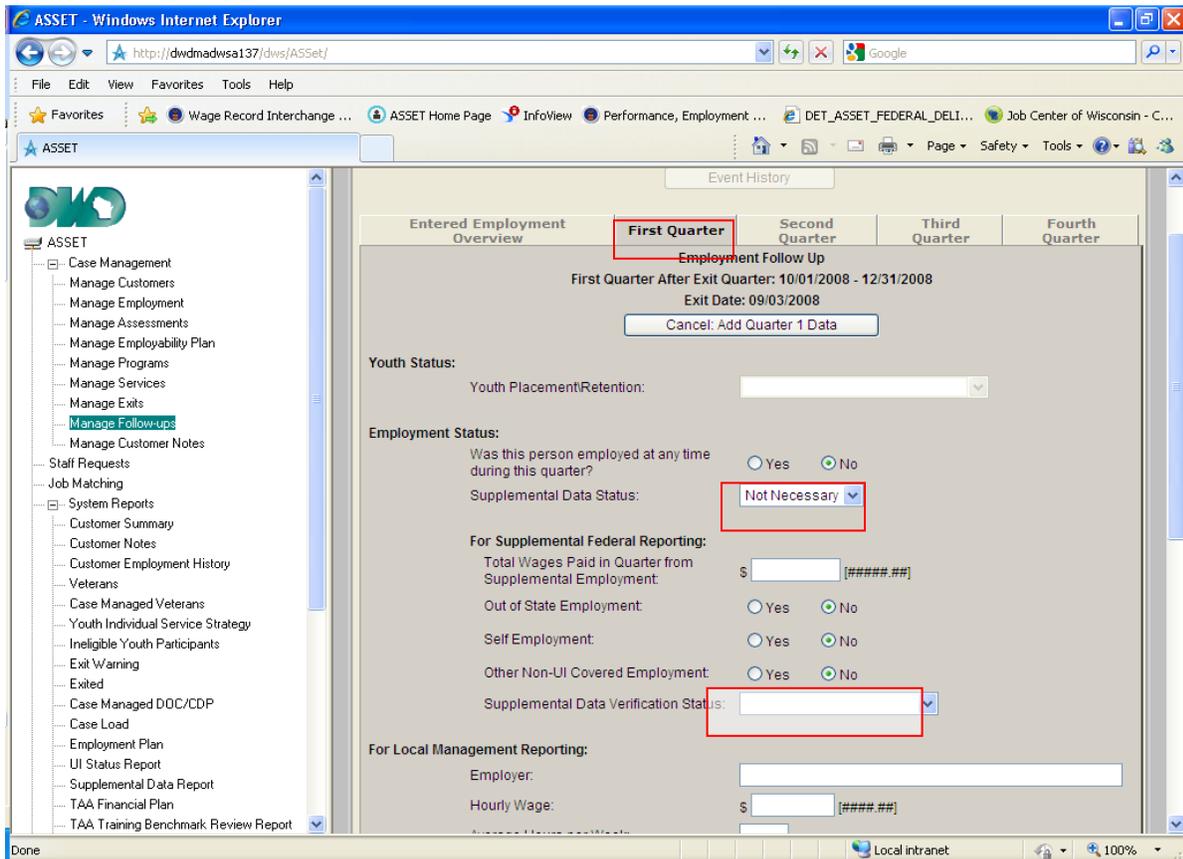
2. Exit date must be within date range

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

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



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

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

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

ASSET - Follow Up Status for Adult Test Dwyer (5210)

Save Delete

Event History

Entered Employment Overview First Quarter **Second Quarter** Third Quarter Fourth Quarter

Employment Follow Up

Second Quarter After Exit Quarter: 01/01/2009 - 03/31/2009  
Exit Date: 09/03/2008  
Cancel: Add Quarter 2 Data

Youth Status:  
Youth Placement/Retention: [Dropdown]

Employment Status:  
Was this person employed at any time during this quarter?  Yes  No  
Supplemental Data Status: **Not Necessary** [Dropdown]

For Supplemental Federal Reporting: **Second Quarter**  
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]

## 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

\_\_\_\_\_ (divided by) \_\_\_\_\_

# 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 41 for additional details):

Must have participation date

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

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

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

2. Exit date must be within date range

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

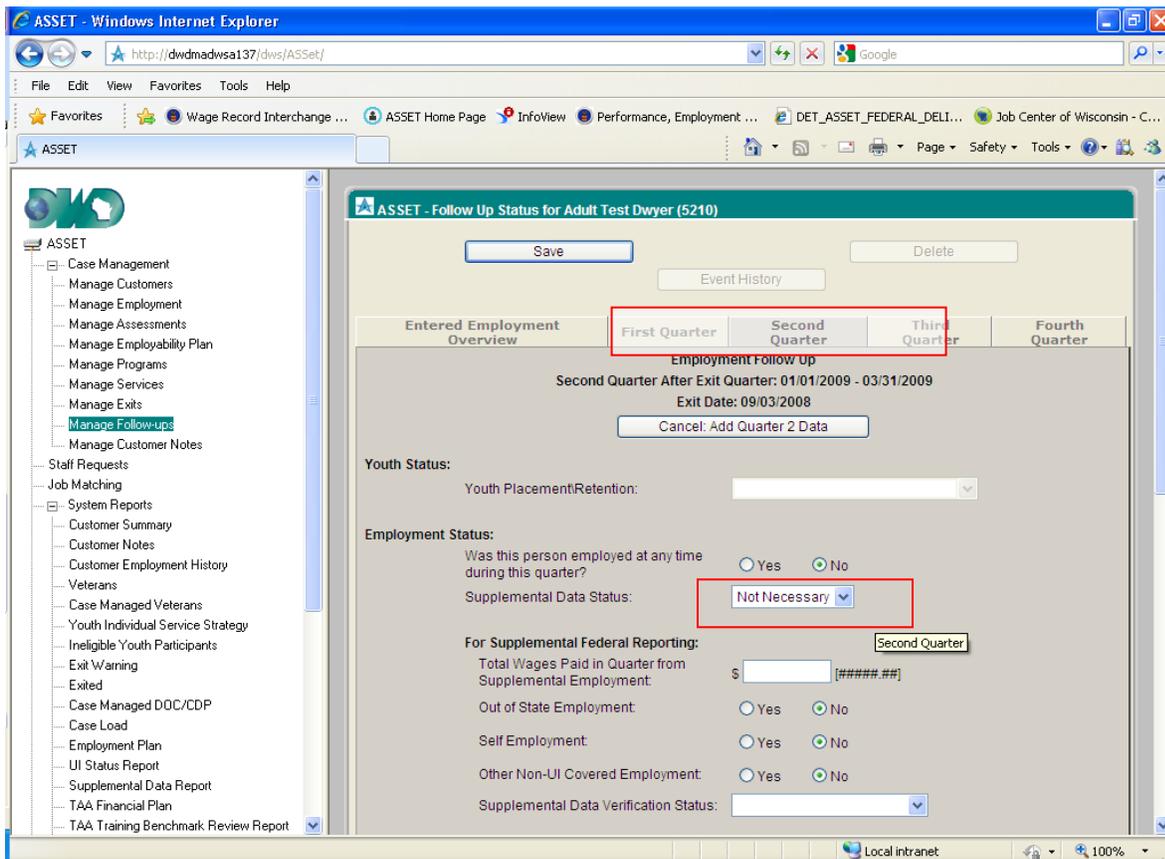
PY2014 Report Due Date	November 15, 2014	February 15, 2015	May 15, 2015	August 15, 2015
Six Months Earnings Increase	7/1/13 to 6/30/14	10/1/13 to 9/30/14	1/1/14 to 12/31/14	4/1/14 to 3/31/15

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

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

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

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



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

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

## Automated System Support for Employment and Training (ASSET)

### Placement in Employment or Education

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

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

(divided by)

# of youth participants who exit during the quarter

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

1. Common disqualifications (see page 41 for additional details):

Must have participation date

Must be in program - Program area (Youth)

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
Placement in Employment or Education	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
Placement in Employment or Education	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
Placement in Employment or Education	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 not have been in post-secondary education or employment at participation.  
Employment status must be "Not Employed."  
Education status must not be "Attending Post High School."

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

## Why has someone failed?

1. Must be employed or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit.

Either of these must be true on the 1<sup>st</sup> quarter after exit tab:

a. Youth Placement/Retention must have a value that is other than "none of the above."

b. 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 a success.

The screenshot shows 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 "ASSET" selected. The main content area is titled "Employment Follow Up" and is for the "First Quarter" after exit, covering the period "04/01/2010 - 06/30/2010" with an "Exit Date: 02/01/2010".

Key form fields and their values are highlighted with red boxes:

- Youth Status:** Youth Placement/Retention: [Dropdown menu]
- Employment Status:** Was this person employed at any time during this quarter?  Yes  No
- Supplemental Data Status:** [Dropdown menu] Not Necessary
- Supplemental Data Verification Status:** [Dropdown menu]

Other visible fields include:

- For Supplemental Federal Reporting:** Total Wages Paid in Quarter from Supplemental Employment: \$ [Text box] [#####]
- Out of State Employment:**  Yes  No
- Self Employment:**  Yes  No
- Other Non-UI Covered Employment:**  Yes  No
- For Local Management Reporting:** Employer: [Text box], Hourly Wage: \$ [Text box] [#####], Average Hours per Week: [Text box]

## Attainment of a Degree or Certificate

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

# of youth participants who attain a diploma, GED, or certificate  
by the end of the third quarter after the exit quarter

(divided by)

# of youth participants who exit during the quarter

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

1. Common disqualifications (see page 41 for additional details):
  - Must have participation date
  - Must be in program - Program area (Youth)
  - 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
Attainment of Degree or Certificate	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

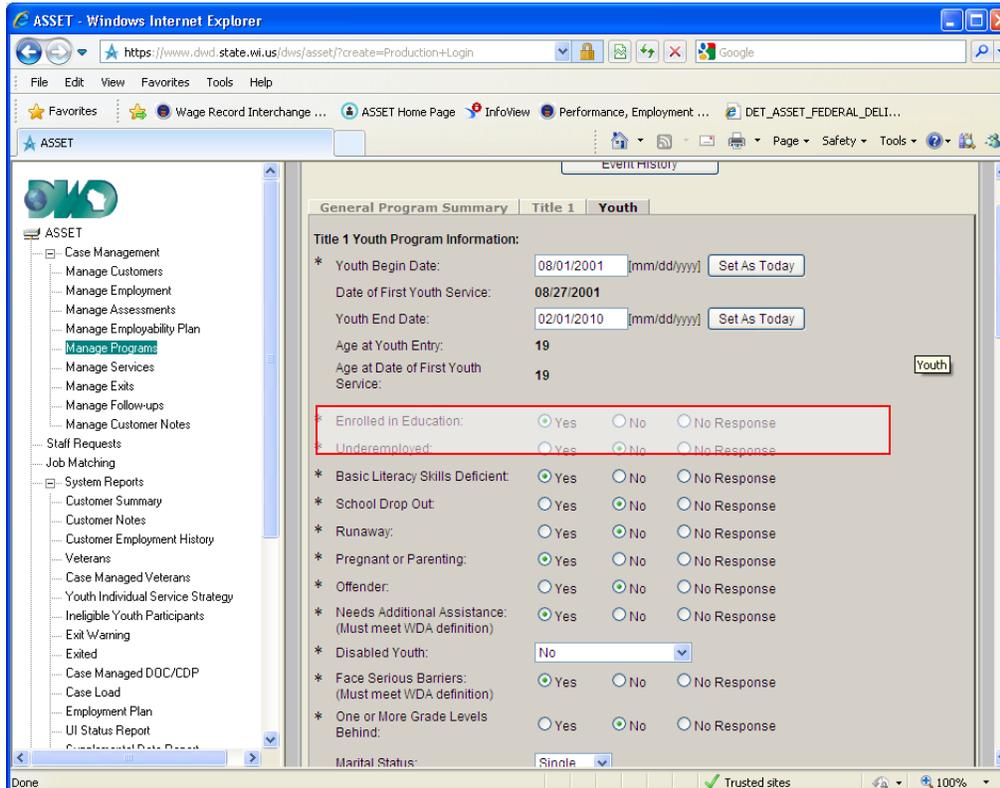
PY2014 Report Due Date	November 15, 2014	February 15, 2015	May 15, 2015	August 15, 2015
Attainment of Degree or Certificate	1/1/13 to 12/31/13	4/1/13 to 3/31/14	7/1/13 to 6/30/14	10/1/13 to 9/30/14

PY2015 Report Due Date	November 15, 2015	February 15, 2016	May 15, 2016	August 15, 2016
Attainment of Degree or Certificate	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 enrolled in education (at the date of participation or at any point during the program):

Enrolled at Education should be marked Yes.

This field should be update during the program period with any changes in status.



## Why has someone failed?

1. Must have attained a diploma, GED, or Certificate between T1 participation date and 3 quarters after exit.  
Any credential within the time frame counts.

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

The left navigation menu includes the following items:

- ASSET
  - Case Management
    - Manage Customers
    - Manage Employment
    - Manage Assessments
    - Manage Employability Plan
    - Manage Programs
    - Manage Services
    - Manage Exits
    - Manage Follow-ups
    - Manage Customer Notes
  - Staff Requests
  - Job Matching
  - System Reports
    - 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
      - Customer Data Report

You can also find the credential info on this page (but it does not also show participation date.)

The screenshot shows the ASSET web application interface. The browser window title is "ASSET - Windows Internet Explorer". The address bar displays the URL "https://www.dwd.state.wi.us/dws/asset/?create=Proc". The page content includes a sidebar menu on the left with "Manage Follow-ups" selected. The main content area is divided into three sections: "Follow-up Credentials", "Follow-up Status", and "Follow-up Services". A red box highlights a table in the "Follow-up Credentials" section.

<a href="#">Program Name</a>	<a href="#">Credential</a>	<a href="#">Credential Date</a>	<a href="#">Exit Date</a>
<a href="#">WIA Title 1</a>	Occupational Skills Certificate or Credential	06/09/2005	02/01/2010

Below the table, there is a "Page 1" label and "1 row(s) found." followed by an "Add Follow-up Credential" button. The "Follow-up Status" section shows "Program(s) Within Episode" with a link to "WIA Title 1, WIA Title 3" and an "Exit Date" of "02/01/2010". It also includes a "Page 1" label, "1 row(s) found.", and an "Add Follow-up Status" button. The "Follow-up Services" section shows "0 row(s) found." and an "Add Follow-up Service" button. The browser status bar at the bottom indicates "Trusted sites" and "100%".

## Literacy and Numeracy Gains

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

# of youth participants who increase one or more educational functioning levels

(divided by)

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

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

#### 1. Common disqualifications (see page 41 for additional details):

Must have participation date

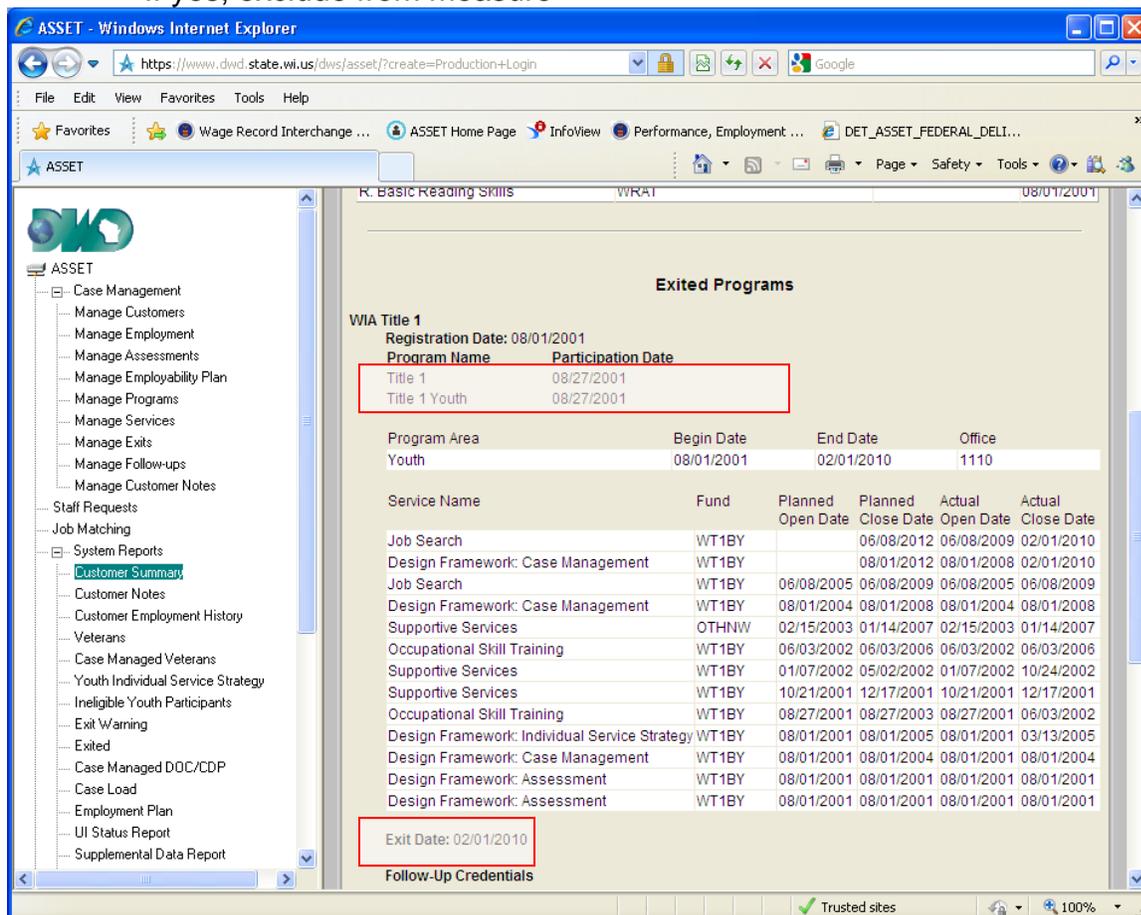
Must be in program - Program area (Youth)

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

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

Did the youth exit more than one year after Youth Participation date?

If yes, exclude from measure



The screenshot shows the ASSET system interface. The main content area displays 'Exited Programs' for WIA Title 1. The registration date is 08/01/2001. A table lists the program name and participation date for Title 1 and Title 1 Youth, both with a participation date of 08/27/2001. Below this, a table shows the program area (Youth), begin date (08/01/2001), end date (02/01/2010), and office (1110). A detailed table of services follows, including Job Search, Design Framework: Case Management, Supportive Services, and Occupational Skill Training, with columns for Fund, Planned Open Date, Planned Close Date, Actual Open Date, and Actual Close Date. The exit date is highlighted as 02/01/2010.

Program Name	Participation Date
Title 1	08/27/2001
Title 1 Youth	08/27/2001

Program Area	Begin Date	End Date	Office
Youth	08/01/2001	02/01/2010	1110

Service Name	Fund	Planned Open Date	Planned Close Date	Actual Open Date	Actual Close Date
Job Search	WT1BY		06/08/2012	06/08/2009	02/01/2010
Design Framework: Case Management	WT1BY		08/01/2012	08/01/2008	02/01/2010
Job Search	WT1BY	06/08/2005	06/08/2009	06/08/2005	06/08/2009
Design Framework: Case Management	WT1BY	08/01/2004	08/01/2008	08/01/2004	08/01/2008
Supportive Services	OTHNW	02/15/2003	01/14/2007	02/15/2003	01/14/2007
Occupational Skill Training	WT1BY	06/03/2002	06/03/2006	06/03/2002	06/03/2006
Supportive Services	WT1BY	01/07/2002	05/02/2002	01/07/2002	10/24/2002
Supportive Services	WT1BY	10/21/2001	12/17/2001	10/21/2001	12/17/2001
Occupational Skill Training	WT1BY	08/27/2001	08/27/2003	08/27/2001	06/03/2002
Design Framework: Individual Service Strategy	WT1BY	08/01/2001	08/01/2005	08/01/2001	03/13/2005
Design Framework: Case Management	WT1BY	08/01/2001	08/01/2004	08/01/2001	08/01/2004
Design Framework: Assessment	WT1BY	08/01/2001	08/01/2001	08/01/2001	08/01/2001
Design Framework: Assessment	WT1BY	08/01/2001	08/01/2001	08/01/2001	08/01/2001

Exit Date: 02/01/2010

Must be an out-of-school youth to be in measure

Education Status can include any of these:

- Attending Post High School
- Not Attending, Dropout
- Not Attending, High School Graduate

Excluded from the measure

Education Status can include any of these:

- Attending High School or Less
- Attending Alternative School

ASSET - Windows Internet Explorer

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

ASSET

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

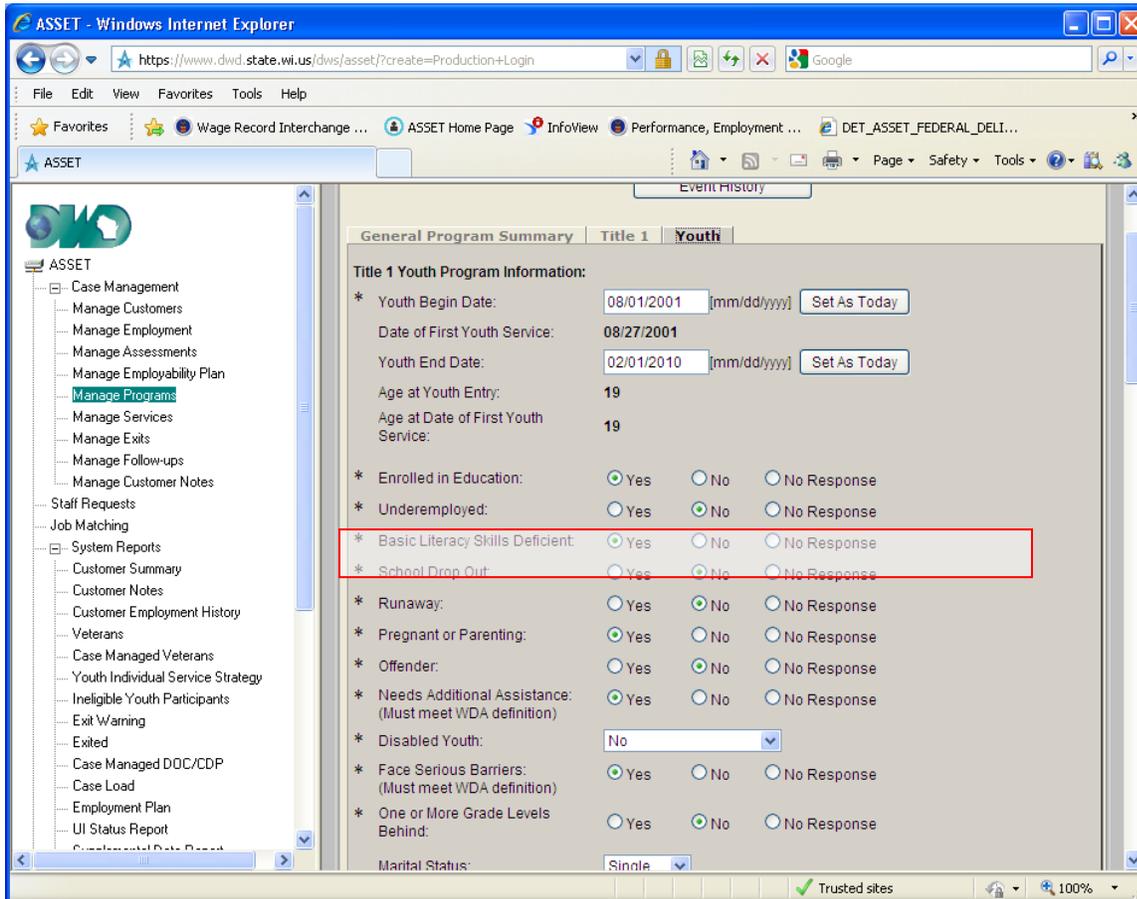
3rd Qtr prior: \$ Oct 01, 2000 - Dec 31, 2000

General Program Summary:

Created: 6/30/2001 1:21:56 AM By: jip9878

Last Updated: 8/3/2012 4:06:59 PM By: WIEXTGILDERNICKL

Basic Literacy Skills Deficient must be marked yes to be in the measure.



## To get to test scores:

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

The left sidebar contains a navigation menu with the following items:

- ASSET
  - Case Management
    - Manage Customers
    - Manage Employment
    - Manage Assessments**
    - Manage Employability Plan
    - Manage Programs
    - Manage Services
    - Manage Exits
    - Manage Follow-ups
    - Manage Customer Notes
  - Staff Requests
  - Job Matching
  - System Reports
    - 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

**Comprehensive Assessment** 10/15/2008 WIEXTJHIESTER 02/07/2012 WIEXTSHERRI

1 row(s) found.

[Add Assessment](#)

[Add copy of most recent Assessment](#)

**Historical - Assessments**

0 row(s) found.

**Test Scores - Occupational / Educational**

Test Code	Test Name	Score	Test Date
<a href="#">M_Basic Math Skills</a>	TABE 9 survey	6.1 GE	10/15/2008
<a href="#">R_Basic Reading Skills</a>	TABE 9 M survey	9.9 GE	10/15/2008

2 row(s) found.

[Add Test Score](#)

**Test Scores - Youth Literacy | Numeracy**

Test Category	Create Date	Created By	Updated Date	Updated By
<a href="#">ABE</a>	05/11/2011	WIEXTGORDO243	08/22/2011	WIEXTSHERRI

1 row(s) found.

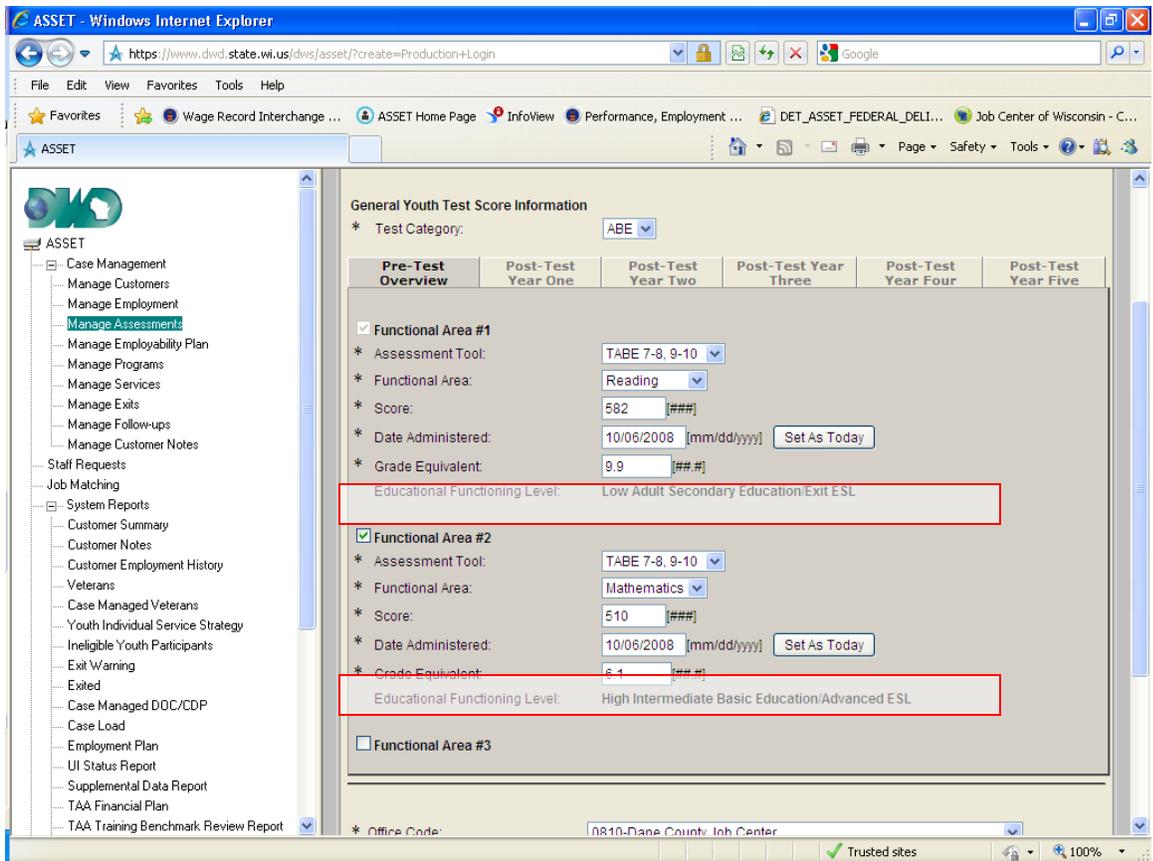
[Add Test](#)

**KeyTrain Tests**

0 row(s) found.

**WorkKeys Tests**

0 row(s) found.



Is there an anniversary of the youth's Date of First Youth Service within the report period and no more than 3 years after Date of First Youth Service?

Literacy/Numeracy outcomes are measured on a yearly basis and are not determined until a full year has elapsed from the youth's Date of First Youth Service.

## 2. Report period:

PY2013 Report Due Date	November 15, 2013	February 15, 2014	May 15, 2014	August 15, 2014
Literacy and Numeracy Gains	10/1/12 to 9/30/13	1/01/13 to 12/31/13	4/1/13 to 3/31/14	7/1/13 to 6/30/14

PY2014 Report Due Date	November 15, 2014	February 15, 2015	May 15, 2015	August 15, 2015
Literacy and Numeracy Gains	10/1/13 to 9/30/14	1/01/14 to 12/31/14	4/1/14 to 3/31/15	7/1/14 to 6/30/15

PY2015 Report Due Date	November 15, 2015	February 15, 2016	May 15, 2016	August 15, 2016
Literacy and Numeracy Gains	10/1/14 to 9/30/15	1/01/15 to 12/31/15	4/1/15 to 3/31/16	7/1/15 to 6/30/16

ASSET - Windows Internet Explorer

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

ASSET

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
    - Customer Data Report

Event History

General Program Information

Date of First Youth Service: 05/14/2010

General Youth Test Score Information

\* Test Category: ABE

Pre-Test Overview	Post-Test Year One	Post-Test Year Two	Post-Test Year Three	Post-Test Year Four	Post-Test Year Five
		Post-Test Year Two Second Year After Participation Test Due 05/14/2012			

Functional Area #1

Assessment Tool: TABE 7-8, 9-10

Functional Area: Reading

Score: 574 [###]

Date Administered: 06/09/2011 [mm/dd/yyyy]

Grade Equivalent: 9.4 [##.#]

Educational Functioning Level: Low Adult Secondary Education/Exit ESL

Functional Area #2

Assessment Tool:

Functional Area:

Score: [###]

Date Administered: [mm/dd/yyyy]

Trusted sites 100%

## Why has someone failed?

### 1. Determine which post-test year is being measured.

Literacy/Numeracy outcomes are measured on a yearly basis and are not determined until a full year has elapsed from the youth's Date of First Youth Service. From that point on, the youth's Literacy/Numeracy outcomes continue to appear in the quarterly and annual reports until the youth is excluded from or exits the measure based on the criteria described below.

For PY2013 Fourth Quarter Reports and PY13 Annual Report, report literacy Numeracy Data from 7/1/2013 to 6/30/2014.

For anyone with a first youth service date of 7/1/2012 to 6/30/2013, check only year 1 post tests.

For anyone with a first youth service date of 7/1/2011 to 6/30/2012, check only year 1 post test and year 2 post test.

For anyone with a first youth service of 7/1/2010 to 6/30/2011, check all post tests for these individuals, year 1, year 2 and year 3 post tests.

PY2013 Report Due Date	November 15, 2013	February 15, 2014	May 15, 2014	August 15, 2014
Literacy and Numeracy Gains	10/1/12 to 9/30/13	1/01/13 to 12/31/13	4/1/13 to 3/31/14	7/1/13 to 6/30/14

PY2014 Report Due Date	November 15, 2014	February 15, 2015	May 15, 2015	August 15, 2015
Literacy and Numeracy Gains	10/1/13 to 9/30/14	1/01/14 to 12/31/14	4/1/14 to 3/31/15	7/1/14 to 6/30/15

PY2015 Report Due Date	November 15, 2015	February 15, 2016	May 15, 2016	August 15, 2016
Literacy and Numeracy Gains	10/1/14 to 9/30/15	1/01/15 to 12/31/15	4/1/15 to 3/31/16	7/1/15 to 6/30/16

## 2. Was there an Educational Functioning Level Gain (EFL) gain?

If there was no EFL gain between pretest and the post-test year in question, it's a failure.

If there was an EFL gain, it is success unless:

- If the post test date is not in the appropriate year, it's a delete
- If the post-test date was after the exit date, it's a failure.

The image displays two side-by-side screenshots of the ASSET web application. The left screenshot shows the 'General Youth Test Score Information' page for a test category 'ABE'. It lists two functional areas: Functional Area #1 (Reading) with a score of 582 and Functional Area #2 (Mathematics) with a score of 510. The Educational Functioning Level is 'Low Adult Secondary Education/Exit ESL'. The right screenshot shows the 'General Program Information' page for the same test category. It highlights the 'Post-Test Year Two' section, which is labeled 'Second Year After Participation' with a test due date of 05/14/2012. A red arrow points from the 'Low Adult Secondary Education/Exit ESL' level in the left screenshot to the 'Post-Test Year Two' section in the right screenshot.

# Common Disqualifications

## Check reject error list

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

## Check in ASSET

### Participant must be in program area

- All must have T1 participation date or NEG participation date

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

- Program Name: WIA Title 1
- Registration Date: 08/01/2001
- Participation Date: 08/27/2001 (highlighted with a red box)
- 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

At the bottom of the summary, it shows the creation and update information:

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

At the bottom of the table, there is an "Add Service" button and a "Program Information - WIA Title 3" label.

- **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

ASSET - Windows Internet Explorer

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

History - Closed Programs and Services

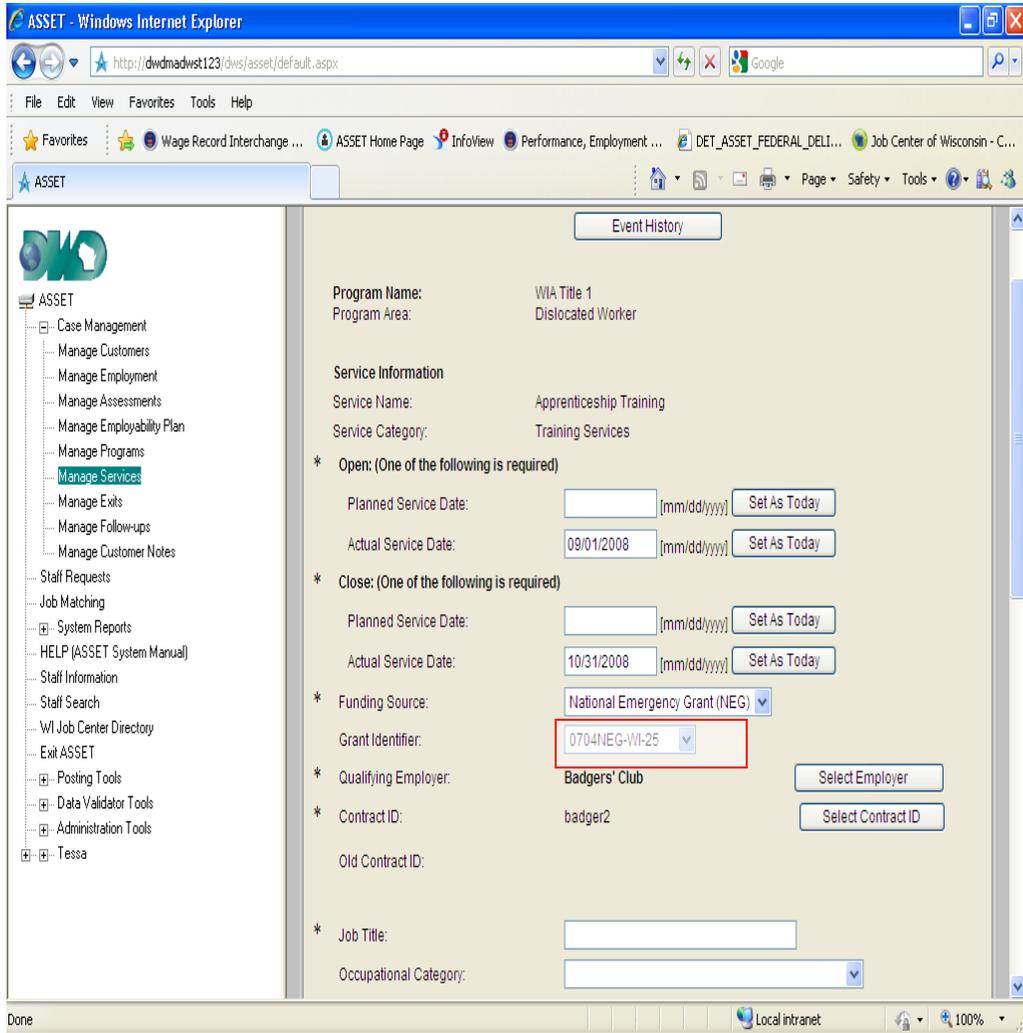
Participation	Program	Services	Area	Fund	Open Date	Close Date	Office	Staff ID
<b>Program Participation</b> Name Date	<b>WIA Title 1</b> Reg Date: 04/11/2008 Exit Date: 06/28/2009	Service Name <a href="#">Relocation Assistance</a> <a href="#">Needs Related Payment</a>	DW	SRG	04/11/2008	04/11/2008	0810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

Participation	Program	Services	Petition	Fund	Open Date	Close Date	Office	Staff ID
<b>Program Participation</b> Name Date	<b>TAA</b> Reg Date: 04/11/2008 Exit Date: 06/28/2009	Service Name <a href="#">Occupational Classroom</a> <a href="#">Out of Area Job Search</a>	051121	TAA	04/11/2008	06/28/2009	0810	DWD\SUMME
TAA 04/11/2008			051121	TAA	04/11/2008	04/11/2008	0810	DWD\SUMME

Local intranet 100%

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



### exclusion reasons

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

ASSET - Windows Internet Explorer

http://dwdmadwsa137/dws/ASSET/

ASSET - Exit Details for AssetNJD Komaragiri (6236)

Save 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: \$ [Text]

Employed at Exit:

Exclusion Reason: [Dropdown]

\* Retired: [Dropdown] Response

\* Recalled by Layoff Employer: [Dropdown] Response

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

Last Updated: [Text] By: [Text]

Save Delete Event History

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 Delete Event History

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: [Dropdown] Response				
* Recalled by Layoff Employer: [Dropdown] Response				
Created: [Text] By: [Text]				
Last Updated: [Text] By: [Text]				

Save Delete Event History

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%

- 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