

MARYLAND WORKFORCE DEVELOPMENT SYSTEM

Maryland Policy Issuance

Policy Issuance No. 02-2014 **Policy** **Information** **Guidance**

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors

cc: WIA State Partners

From: Julie Squire, Assistant Secretary, 
Division of Workforce Development and Adult Learning (DWDAL)

Date: February 25, 2014

Effective Date: April 4, 2014

Expiration Date: Until rescinded

GWIB Approval Date: N/A

Authority: (TEGL) No. 17-05

Subject: Common Measures Data Reporting & Recording

Purpose: To inform Local Workforce Investment Boards (LWIBs) of the State's policy on common reporting and recording and inclusion in performance measures. Section 136 of the Workforce Investment Act (WIA) establishes the WIA performance accountability system. This system includes performance measures to assess the effectiveness of the state and the local areas in achieving continuous improvement of WIA Title I-B funded workforce investment activities and to optimize the return on investment of federal funds in statewide and local workforce investment activities. TEGL 17-05 implemented common measures outcomes for all USDOL employment and training programs.

Background: In March 2005, USDOL/ETA announced its intent to implement a set of common measures for a number of workforce programs. These six common measures were designed to promote service integration, establish uniform performance accountability, enhance program effectiveness, and measure the success of the workforce development system.

Subsequent to this issuance and in response to public comments, TEGl 17-05 was issued in February 2006 to modify and clarify common measures and performance accountability policies.

Specific DOL reporting instructions for each program (TAPR, WIASRD, ETA 9002) describe what exiter group, records, timeframes, and other information should be used for the preparation and submittal of each program's reporting and performance measurement

Policy: This common measures policy supplements TEGl 17-05 by addressing state-specific interpretations and requirements applicable to our State's programs. With the exception of the guidance and clarification as noted herein, the foundation of the common measures policy is established in TEGl 17-05 which rescinds and replaces previous performance-related issuances. All grantees and sub-grantees must adhere to the TEGl 17-05 requirements and this policy.

WIA Common Measures include:

Adult Measures

- **Entered Employment**
- **Employment Retention**
- **Average Earnings**

Youth Measures

- **Placement in Employment or Education**
- **Attainment of a Degree or Certificate**
- **Literacy or Numeracy Gains**

WIA Reporting Only (WARO program)

All individuals who are 18 years of age or older that have been determined eligible and receive a co-service, including self-service and informational activities, in either a physical location (One-Stop career center or affiliate site) or remotely through electronic technologies are reported as participant in both the WP and WIA extract and included in WIA Adult participant counts, including self-service WIA adults counts.

WP Participant vs. WIA Performance

Service		Participant	WIA Perf
C O R E	Maryland's Four Self-Service Services	Yes	No
	Self-Service / Workforce Information	Yes	No
	Staff Assisted Core	Yes	No
	Staff Assisted Core with Significant Staff Involvement	Yes	Yes
Intensive		Yes	Yes
Training		Yes	Yes
Youth		Yes	Yes
Follow-up		No	No

All WIA participants who receive a staff – assisted core with significant staff involvement, intensive, or training service who exit the program are to be included in the performance measures calculations

Calculating Data for Performance Measures

Reporting Quarters

Except for the Literacy Numeracy Gain Measure, all WIA performance measures are directly related to exit from WIA Title I services and One-Stop partner services. Therefore, performance data is collected and reported in deferring periods. Since the primary source for the employment related measures is the Unemployment Insurance (UI) wage files, those measures will have a significant delay in reporting due to the lag in availability of UI quarterly wage records.

UI Wage Records

All performance measures will be calculated using the specific guidance contained in TEG 17-05. The primary source for all employment related measures, to include Entered Employment Rate, Employment Retention Rate, Employment and Credential Rate, Earnings Change, and Earnings Replacement Rate will be UI wage records. Supplemental sources for wage information can be used only after a request has been made for the UI records and there are no wages available. Supplemental wage information cannot be used to compute Earnings Change or Average Earnings. Only valid UI wage record information may be used to calculate these measures.

Other sources besides UI includes, FEDES, WRIS, TRADE, etc- Additional wage record sources use to determine wages quarter following exit. FEDES includes federal wage record matches for USPS, DOD and Military, WRIS is the Wage Record Interchange System, were UI data from other states are shared with us, these wages are not allowed to be seen by LWIA staff, but is included in the states extract for submission to DOL.

Supplemental data- Is any data entered in MWE by case managers for participants to show employment. Supplemental data will be used for program management purposes and to gain full understanding of program performance. Although a majority of employment situations will be covered by wage records, certain other types of employment, particularly self employment, are either excluded from the sources of data above or very difficult to gain access too due to confidentiality. In **order to convey full and** accurate information on the employment impact of ETA funded programs, we can use supplemental sources of data to document participant's entry and retention in employment for those participants not covered by wage records.

Exiter Cohort

Each individual becomes part of the exit cohort. This is a group determined to be exiters within a particular quarter and grouped together for measurement purposes.

- Exit: Participant who does not receive WIA or non-WIA funded partner services for 90 calendar days and no further services are scheduled for future services, except follow-up. The date of exit for an participant is the date of completion of the last WIA funded or non-WIA funded One-Stop partner service.

SELF-EMPLOYMENT WAGE DATA

Although most employment will be identified through wage records, self-employment is not UI-covered and shall be regarded as supplemental wage data. Self-employment requires that the employment be identified as "Self-Employment" and documentation that the participant is self-employed in the first, second, and third quarters after exit as indicated in MWE.

Supplemental wage data is permitted for the Adult Entered Employment and Employment Retention measures and the Youth Placement in Employment or Education measure. Supplemental wage data is not permitted for calculating the Average Earnings measure. All supplemental data must be documented and subject to audit. Case notes describing reasons must refer to documentation such as administrative records, Revenue or Tax records, automated database systems, participant licenses, or business-related documentation. Copies of these documents must be maintained on file for verification purposes.

ADULT/ YOUTH PERFORMANCE MEASURES

All Youth who receive WIA Title I services beyond eligibility determination will be included in the performance accountability system.

The following rules determine how participants are registered in the specific WIA funding streams:

- If a specific WIA funding stream serves a participant, the participant will be counted in that WIA funding stream's performance measures (i.e. a participant served by adult funds will be counted in the adult performance measures);

- Participants served by more than one WIA funding stream will be counted in each funding stream's performance measures (i.e. a participant served by youth funds and adult funds will be counted in both the youth performance measures and the adult performance measures);
- All exit-based measures will be in effective when the participant is exited from all WIA Title I and One-Stop partner services. In the case of a youth who becomes an adult while participating in the program, the individual will be counted in both the youth measures and the adult measures. Neither set of exit-based measures shall be applied until that participant is exited from the adult program services (as well as all other WIA Title I or partner services).

ADULT MEASURES	OPERATIONAL PARAMETERS
<p>1. Entered Employment</p> <p><u>Methodology:</u> Of those who are not employed at the date of program participation:</p> <p>The number of adult program performance participants who are employed in the first quarter after the exit quarter divided by the number of adult performance participants who exit during the quarter.</p>	<ul style="list-style-type: none"> • Individuals who are employed at the date of participation are excluded from this measure (i.e., programs will not be held accountable for these individuals under this measure). • Individuals who, although employed at the date of participation, have either received a notice of termination of employment of whose employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or who are transitioning service members are considered not employed at the date of participation and are included in the performance measure. • Employment at the date of participation is based on information collected from the individual, not from wage records. • Supplemental wage data, for planned self-employment only, is allowed.
<p>2. Employment Retention</p> <p><u>Methodology:</u> Of those who are employed in the first quarter after the exit quarter:</p> <p>The number of adult program performance participants who are employed in both the second and third quarters after the exit quarter divided by the number of adult performance participants who exit during the quarter.</p>	<ul style="list-style-type: none"> • This measure includes only those who are employed in the first quarter after the exit quarter (regardless of their employment status at participation). • Individuals who are not employed in the first quarter after the exit quarter are excluded from this measure (i.e., programs will not be held accountable for these individuals under this measure). • Employment in the first, second, and third quarters after the exit quarter does not have to be with the same employer. • Supplemental wage data for self-employment only is allowed.
<p>3. Average Earnings</p>	<ul style="list-style-type: none"> • To ensure comparability of this measure on a national level, wage records will be this only data source for this

<p>This methodology for calculating the Average Earnings measure will become effective July 1, 2006.</p> <p>Methodology: Of those adult program performance participants who are employed in the first, second, and third quarters after the exit quarter:</p> <p>Total earnings in the second quarter plus total earning in the third quarter after the exit quarter divided by the number of adult program performance participants who exit during the quarter.</p>	<p>measure. Acceptable wage record sources are a state's Unemployment Insurance wage records, federal employment wage records, military employment wage records, and other administrative wage records.</p> <ul style="list-style-type: none"> • Individuals whose employment in either the first, second, or third quarters after the exit quarter was determined solely from supplementary sources, and not from wage records, are excluded from the measure.
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YOUTH MEASURES	OPERATIONAL PARAMETERS
<p>1. Placement in Employment or Education</p> <p>Methodology: Of those who are not in post-secondary education or employment (including the military) at the date of participation:</p> <p>The number 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 the number of youth participants who exit during the quarter.</p>	<ul style="list-style-type: none"> • Individuals who are in post-secondary education or employment at the date of participation are excluded from this measure (i.e., programs will not be held accountable for these individuals under this measure). • Employment and education status at the date of participation are based on information collected from the individual. • Individuals in secondary school at exit will be included in this measure.
<p>2. Attainment of a Degree or Certificate</p> <p>Methodology: Of those enrolled in education (at the date of participation or at any point during the program):</p> <p>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 participants who exit during the quarter.</p>	<ul style="list-style-type: none"> • Education refers to participation in secondary school, post-secondary school, adult education programs, or any other organized program of study leading to a degree or certificate. • Individuals in secondary school at exit will be included in this measure. • Enrolled in education "refers to participation in secondary school, post secondary school, adult education programs, or any other organized program of study leading to a degree or certificate." Enrolled in Education can be defined in MWE as participation in one of the following: secondary school at enrollment, alternative school, post secondary school, service 415

	<p>Alternative School Services, service 418- Youth GED Preparation and Attainment , or service 422-Youth Skills Training Leading to An Approved Educational Certificate , Service 423 Post Secondary School, or 429 Enrolled in Secondary School HS</p> <ul style="list-style-type: none"> • A participant has until the 3rd quarter after exit to attain a diploma, GED or certificate. The attainment of the Diploma, GED or Certificate should be entered in enrollment closure, case closure or follow up quarter in MWE. The date of attainment must be within 3 quarters after the participant’s exit date to be a positive for the measure. • The term diploma means any credential that the state education agency accepts as equivalent to a high school diploma. This TEGE clarifies that the term diploma also includes post-secondary degrees including Associate’s Degrees (AA and AS) and Bachelor’s Degrees (BA and BS). • Diplomas, GEDs, or certificates can be obtained while a person is still receiving services or at any point by the end of the third quarter after the exit quarter. • Work readiness certificates will not be accepted under this measure.
<p>3. Literacy and Numeracy Gains</p> <p>Methodology: 1st Year- Of those out-of-school youth who are basic skills deficient:</p> <p>The number of youth participants who increase one or more educational functioning levels divided by the number of 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 participants who exit before completing a year in the youth program.</p> <p>Subsequent Years Definition - Of those out-of-school youth who are basic skills deficient: Number of participants who increase one or more educational functioning levels (EFL) divided by the number of participants who have completed a year in the program (e.g., the anniversary date of their first youth service occurs during the reporting period)</p>	<ul style="list-style-type: none"> • Based on date of first youth service (not exit based) • Youth participants may be included for up to 3 years if they remain Basic Skills Deficient • Basic Skill Deficiency is determined at youth program eligibility. Basic skill deficiency is defined as meeting one of the 4: Initial Reading < 9.0, Math Level <9.0, Functionally Illiterate is yes, or Limited English is Yes • Participant is included in the measure even if they exit prior to end of the first year • Out-of-school youth: A youth who is not attending school (even if the youth has a H.S. diploma or its equivalent) or is attending post-secondary school and is basic skills deficient • 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 • For the second and third participation years, youth are excluded from the measure if they exit before completing the full participation year •

Action Required by LWIB:

LWIBs should:

- Review this document with One-Stop Managers to determine whether processes for Recording and reporting are followed.
- Ensure all One-Stop staff are aware of the processes and are educated as to proper data entry procedures.
- Implement local policy to review/monitor this activity to ensure required procedures are being followed. Implement corrective action when applicable.

Inquiries:

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