

# Performance Reporting WIOA and CCMEP Program Year 2017 Desk Aid

This manual is a brief resource containing definitions of performance measures for the Workforce Innovation Opportunity Act (WIOA) and the Comprehensive Case Management and Employment Program (CCMEP) and instructions on how to enter information in the Ohio Workforce Case Management System (OWCMS) related to these measures.

Please see <http://jfs.ohio.gov/owd/wioa/performance/index.stm> for additional information.

## Questions?

Contact [OMJ-HELP-DESK@jfs.ohio.gov](mailto:OMJ-HELP-DESK@jfs.ohio.gov) for OWCMS questions, [WIOAQNA@jfs.ohio.gov](mailto:WIOAQNA@jfs.ohio.gov) for WIOA questions, and [CCMEPQNA@jfs.ohio.gov](mailto:CCMEPQNA@jfs.ohio.gov) for CCMEP questions.

# Table of Performance Measures

	Who is included in each measure? <i>X = Included; N/A = Not Applicable</i>				
	Workforce Area			Lead Agency	Located on Page #
Performance Measure	Adults	Dislocated Workers	WIOA Youth	CCMEP Youth	
Employment (2nd Qtr. After Exit)	X	X	N/A	N/A	5
Employment (4th Qtr. After Exit)	X	X	N/A	N/A	5
Employment, Education, or Training (At Exit)	N/A	N/A	N/A	X	6
Employment, Education, or Training (2nd Qtr. After Exit)	N/A	N/A	X	X	7-8
Employment, Education, or Training (4th Qtr. After Exit)	N/A	N/A	X	X	7-8
Median Earnings (2nd Qtr. After Exit)	X	X	X	X	9-10
Credential Attainment Rate	X	X	X	X	11-15
Measurable Skill Gains	X	X	X	X	16-23
Effectiveness in Serving Employers	X	X	X	X	24-25

# When Performance Measures Are Evaluated

	WIOA Adult and Dislocated	WIOA Youth and CCMEP Youth
At Exit		<ul style="list-style-type: none"> <li>• Education, Training, or Employment (<i>CCMEP only</i>)</li> </ul>
2nd Qtr. After Exit	<ul style="list-style-type: none"> <li>• Employment</li> <li>• Median Earnings</li> </ul>	<ul style="list-style-type: none"> <li>• Education, Training, or Employment</li> <li>• Median Earnings</li> </ul>
4th Qtr. After Exit	<ul style="list-style-type: none"> <li>• Employment</li> <li>• Effectiveness in Serving Employers (Retention)</li> </ul>	<ul style="list-style-type: none"> <li>• Education, Training, or Employment</li> <li>• Effectiveness in Serving Employers (Retention)</li> </ul>
Non-Exit Based Measures	<ul style="list-style-type: none"> <li>• Credential Attainment</li> <li>• <i>During participation in or within 1 year after exit from the program</i></li> <li>• Measurable Skill Gains</li> <li>• <i>A gain must be attained and documented by the end of each Program Year (i.e., June 30<sup>th</sup>)</i></li> <li>• Effectiveness in Serving Employers (Other)</li> </ul>	<ul style="list-style-type: none"> <li>• Credential Attainment</li> <li>• <i>During participation in or within 1 year after exit from the program</i></li> <li>• Measurable Skill Gains</li> <li>• <i>A gain must be attained and documented by the end of each Program Year (i.e., June 30<sup>th</sup>)</i></li> <li>• Effectiveness in Serving Employers (Other)</li> </ul>



# Documenting Barriers to Employment

- **RECORD ALL BARRIERS** for each participant in OWCMS. Full documentation for the qualifying barrier (program eligibility) is required to enroll in the program. For documenting other barriers to employment, utilize self-attestation documentation or case notes (at a minimum).
- Remember that barriers should not be removed if overcome (e.g., if transportation is gained), but can be added later (e.g., if new issue with justice system or pregnancy).

## How to Enter into OWCMS:

1. From the menu, click on **WIOA** then **Basic Intake**
2. Click on the **WIOA Data** tab
3. Fill out ALL barrier information

WIOA Provider Staff Functions Reports LMI Administrative Help

Basic Intake 1.39.35

Name: HOUSTON, WHITNEY

General Additional WIOA Data CCMEP/TANF Data Special Grant

**Registration Data**

Documented Reason for Youth Eligibility: LOW INCOME - FAMILY ASSISTANCE (SNA) Family Size: 5

Youth Barriers Documentation: PREGNANT OR PARENTING Family 6 Month Income: \$5,000.00

Individual 6 Month Income: \$1,000.00 [View Details](#)

Registered for Selective Service?  Yes  No  Exempt

Public Assistance Recipient?  Yes  No [View Details](#)

Adult Low Income?  Yes  No

Dislocated Worker?  Yes  No [View Details](#)

Trade Eligible?  Yes  No [View Details](#)

Locked Out OH Worker?  Yes  No [View Details](#)

Interested in Oil & Gas Industry?  Yes  No

Local Use One:

Local Use Two:

Mini Use One:

**Barriers Data**

Individual With a Disability?  Yes  No [View Details](#)

Offender?  Yes  No

Runaway?  Yes  No

English Language Learner?  Yes  No

Behind Grade Level?  Yes  No

Basic Skills Deficient?  Yes  No [View Details](#)

Substance Abuse?  Yes  No

Single Parent?  Yes  No

Native or Primary Language: AMHARIC

English as a Second Language?  Yes  No

Homeless?  Yes  No

Subject to the Justice System?  Yes  No

Foster Child?  Yes  No

Pregnant?  Yes  No

Youth Requires Additional Assistance?  Yes  No

School Dropout?  Yes  No

Lacks Transportation?  Yes  No

Parenting?  Yes  No

Low Levels of English Literacy?  Yes  No

**Additional Data**

Pell Grant Recipient?  Yes  No

# Employment – 2nd Quarter After Exit – 4th Quarter After Exit

Performance Measure	Workforce Area			Lead Agency
	Adults	Dislocated Workers	WIOA Youth	CCMEP Youth
Employment (2nd Qtr. After Exit)	X	X	N/A	N/A
Employment (4th Qtr. After Exit)	X	X	N/A	N/A

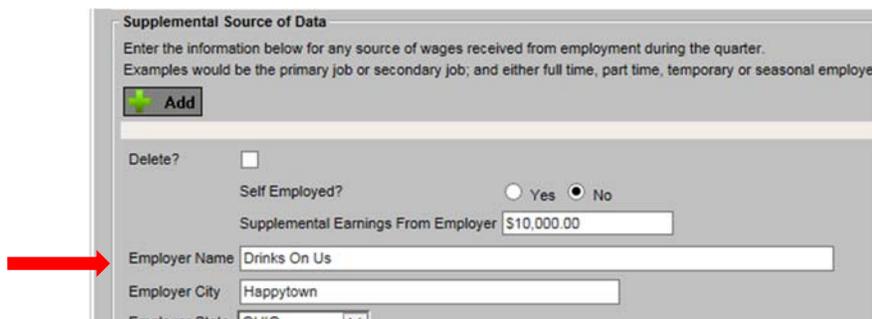
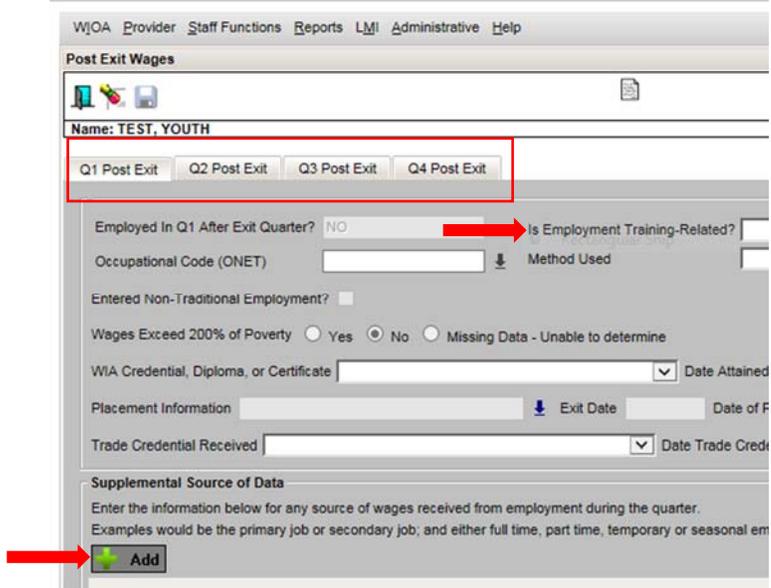
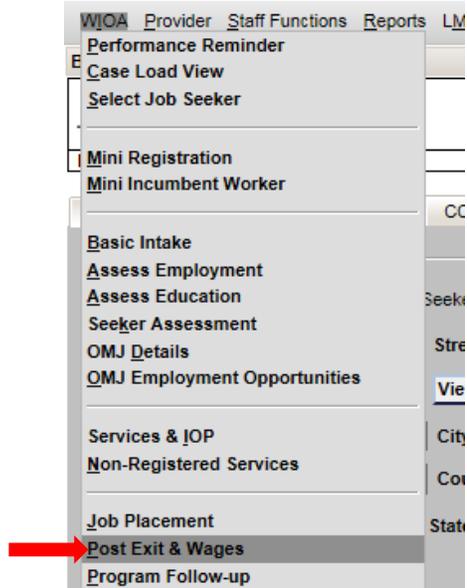
**Definition:** The percentage of Adult/Dislocated Worker program participants with verifiable employment (earnings) in measurement quarter (2nd or 4th post-exit quarter) compared to all Adult/Dislocated Worker program participants who have exited.

## How to Enter into OWCMS:

1. From the menu, click on **WIOA** then **Post Exit & Wages**
2. Click on **Add** to enter employment information
3. Enter employer name, employer city, employer state, and if available, enter supplement earnings for the quarter
4. Under **Is Employment Training-Related?** option, choose the best response

## NOTE:

- Do **not** use the **OMJ Employment Opportunities** screen for documenting post-exit employment! Using this screen will add a service, which may delay the participant's exit.
- Employment and earnings for 2nd and 4th quarters after exit will be verified via wage record data from several different sources. Supplemental wages entered in OWCMS will only be used if other sources are unavailable.



# Education, Training, or Employment – At Exit

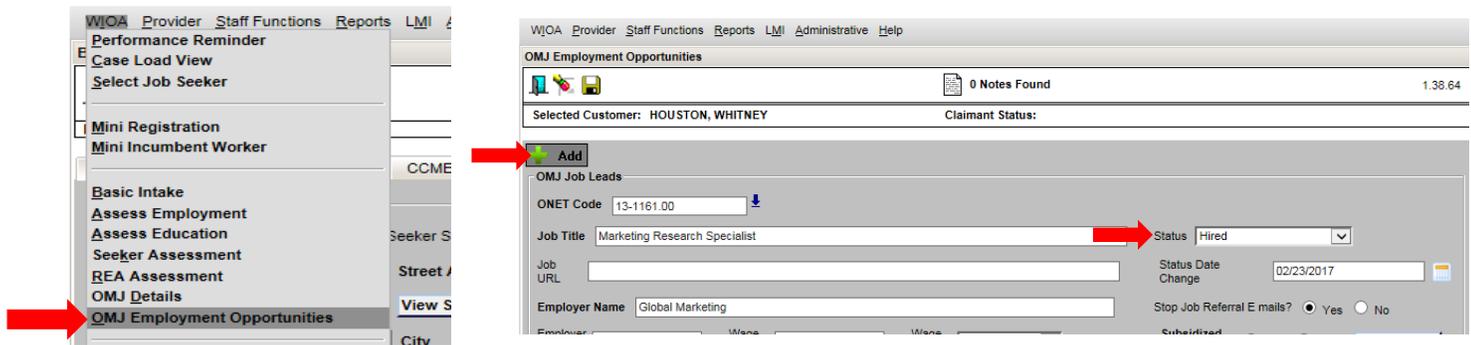
Performance Measure	Workforce Area			Lead Agency
	Adults	Dislocated Workers	WIOA Youth	CCMEP Youth
Employment, Education, or Training (At Exit)	N/A	N/A	N/A	X

**Definition:** The percentage of program participants placed in employment, education, or training during program participation (i.e., on or prior to the date of program exit). This is a performance measure for **CCMEP only**.

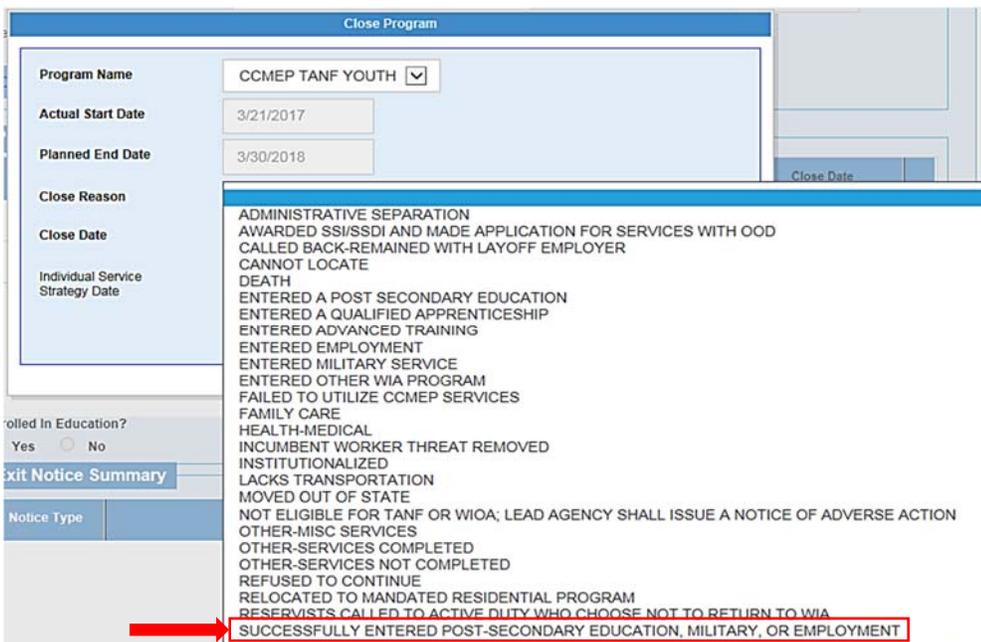
**NOTE:** We can *only* verify employment at exit from information entered into OWCMS. This differs from post-exit employment verification because for those measures we utilize other data resources for wages.

**How to Enter into OWCMS:** 2 ways to document employment/education/training at exit:

1. If the hire date for employment occurs during exit quarter...
  - a. From the menu, click on **WIOA** then **OMJ Employment Opportunities**
  - b. Enter job information by clicking **Add** (if not previously created)
  - c. Change status to “Hired”



2. Close the participant case
  - a. From the menu, click on **WIOA** then **Services & IOP**
  - b. Click on the **Exit** tab
  - c. Click on **Close Program**
  - d. Under **Close Reason**, choose “Successfully entered post-secondary education, military, or employment”



# Education, Training, or Employment

– 2nd Quarter After Exit

– 4th Quarter After Exit

Performance Measure	Workforce Area			Lead Agency
	Adults	Dislocated Workers	WIOA Youth	CCMEP Youth
Employment, Education, or Training (2nd Qtr. After Exit)	N/A	N/A	X	X
Employment, Education, or Training (4th Qtr. After Exit)	N/A	N/A	X	X

**Definition:** The percentage of youth program participants with verifiable employment (earnings) *OR* enrollment in post-secondary education or training program in measurement quarter (2nd and 4th post-exit quarter), compared to all youth program participants who have exited.

### How to Enter into OWCMS:

For a Participant who is in Education or Training:

1. From the menu, click on **WIOA** then **Post Exit & Wages**
2. Click the ↓ next to **Placement Information**
3. Choose from the options to record placement information

The screenshot shows the 'Post Exit Wages' form in OWCMS. The 'Name' field is 'TEST, YOUTH'. A message says 'Record(s) saved.' There are tabs for 'Q1 Post Exit', 'Q2 Post Exit', 'Q3 Post Exit', and 'Q4 Post Exit'. The 'Q2 Post Exit' tab is active. The form contains several input fields: 'Employed In Q1 After Exit Quarter?' (YES), 'Is Employment Training-Related?' (YES), 'Occupational Code (ONET)', 'Method Used', 'Entered Non-Traditional Employment?' (checkbox), 'Wages Exceed 200% of Poverty' (radio buttons: Yes, No, Missing Data - Unable to determine), 'WIA Credential, Diploma, or Certificate' (dropdown), 'Date Attained', 'Placement Information' (dropdown, highlighted with a red arrow), 'Exit Date', 'Date of F...', 'Trade Credential Received' (dropdown), 'Date Trade Cred...', and 'Supplemental Source of Data' (text area with an 'Add' button).

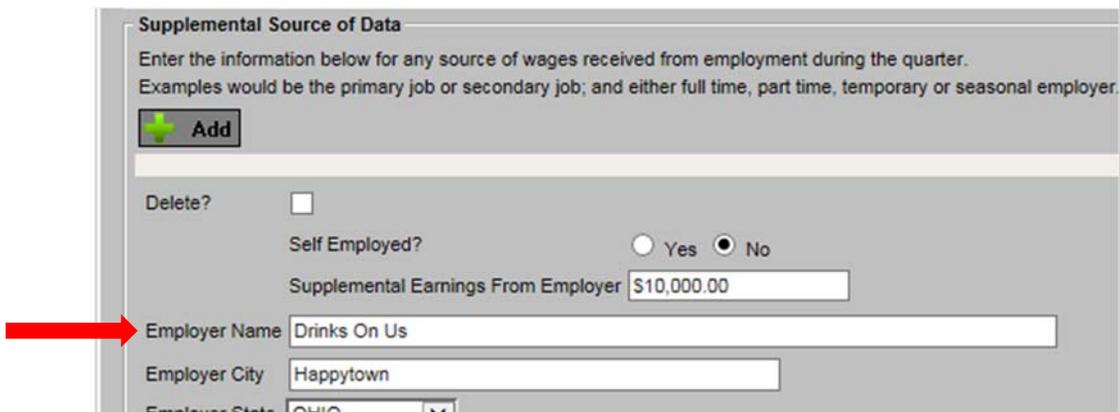
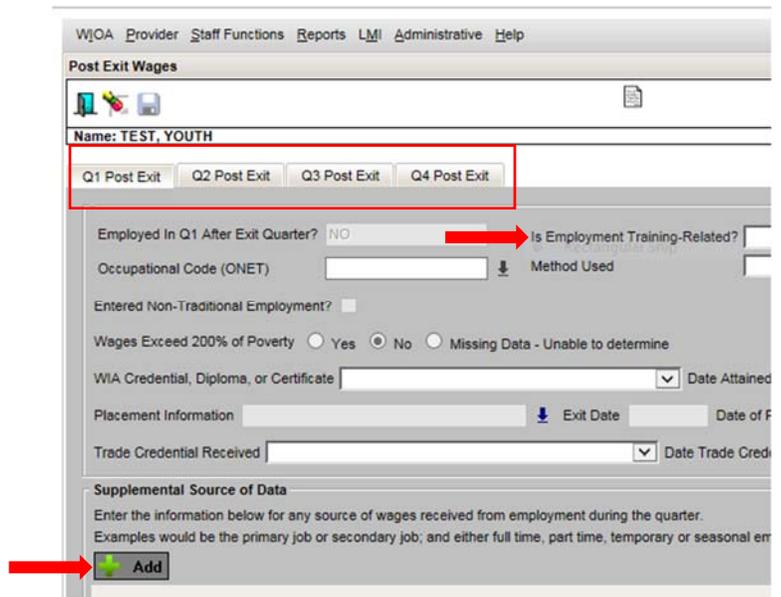
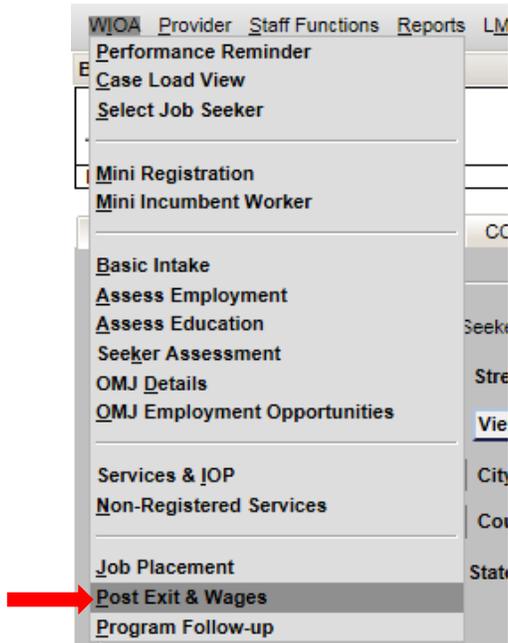
The screenshot shows the 'Placement Information' dropdown menu. The options are: 'IN POSTSECONDARY EDUCATION', 'IN ADVANCED TRAINING', 'IN MILITARY SERVICE', 'IN A QUALIFIED APPRENTICESHIP', and 'IN OCCUPATIONAL SKILLS TRAINING'. There are 'Submit' and 'Cancel' buttons at the bottom.

*For a Participant who is Employed:*

1. From the menu, click on **WIOA** then **Post Exit & Wages**
2. Click on **Add** to enter employment information
3. Enter employer name, employer city, employer state, and if available, enter supplement earnings for the quarter
4. Under **Is Employment Training-Related?** option, choose the best response

**NOTE:**

- Do **not** use the **OMJ Employment Opportunities** screen for documenting post-exit employment! Using this screen will add a service, which may delay the participant's exit.
- Employment and earnings for 2nd and 4th quarters after exit will be verified via wage record data from several different sources. Supplemental wages entered in OWCMS will be used only if other sources are unavailable.



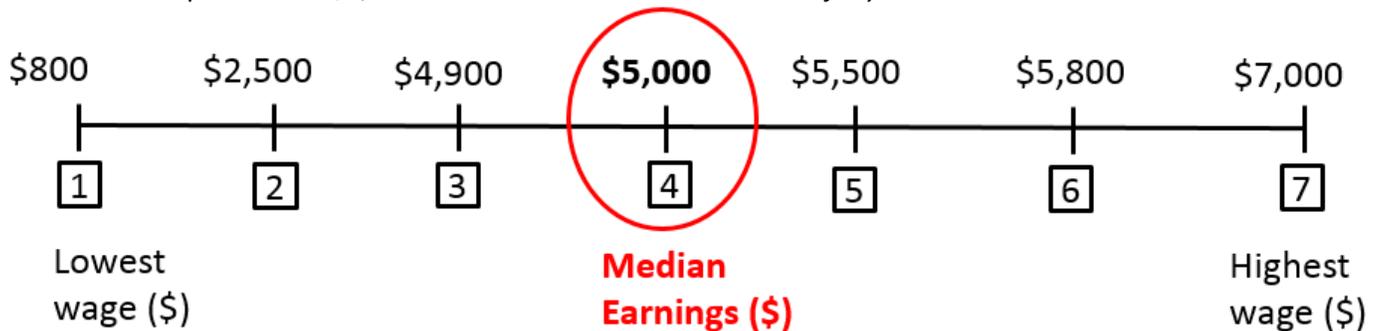
# Median Earnings – 2nd Quarter After Exit

Performance Measure	Workforce Area			Lead Agency
	Adults	Dislocated Workers	WIOA Youth	CCMEP Youth
Median Earnings (2nd Qtr. After Exit)	X	X	X	X

**Definition:** The median earnings of all employed program participants with wage record data or supplemental wage data in the 2nd quarter after exit. The median represents the mid-point between the value of the lowest wage reported and the value of the highest wage reported of the program participant’s cohort.

**NOTE:** Employment and earnings for 2nd after exit will be verified via wage record data from several different sources. Supplemental wages entered in OWCMS will only be used if other sources are unavailable.

To calculate the median earnings, order all the participants’ wages from lowest to highest and locate the middle one, which in the example below is \$5,000. **NOTE:** We will do this calculation for you!



## How to Enter into OWCMS:

1. From the menu, click on **WIOA** then **Post Exit & Wages**
2. Click on **Add** to enter employment information
3. If available, calculate and enter supplement earnings for the quarter

***How to calculate supplement earnings for the quarter:***

When entering supplemental wages in OWCMS, enter only quarterly earnings.  
To calculate quarterly earnings, multiply the following three items together:

Hourly Rate X Hours Worked Per Week X 13 Weeks (in quarter)
---

*For example, \$10 per hour X 40 hours per week X 13 weeks = \$5,200 quarterly wages*

**NOTE:**

- Do **not** put zero dollars (\$0) as amount earned in the **Supplemental Earnings From Employer** field. Wages are required for verified employment.
- The following sources of wage record data will be utilized in order to verify employment and wages:
  - Unemployment Insurance (UI)
  - Wage Record Interchange System (WRIS)
  - FEDES, U.S. Office of Personnel Management (OPM), U.S. Department of Defense (DOD)
  - If the wage data is not available through these sources, the Department of Labor allows for the use of Supplemental Data to verify employment for these workers (supplied in OWCMS)
- Examples of occupations where wage record would not be available and supplemental would be used:
  - Independent contractors, entrepreneurs, other non-IU employment (sales, clergy, railroad, etc.)

# Credential Attainment Rate

Performance Measure	Workforce Area			Lead Agency
	Adults	Dislocated Workers	WIOA Youth	CCMEP Youth
Credential Attainment Rate	X	X	X	X

**Definition:** The percentage of all program participants who attain a credential during participation or within 1 year after exit from the program out of those enrolled in education\* or training program leading to a recognized diploma, degree, or a credential†.

\*If a participant attains a secondary school diploma or equivalent (e.g., GED), in order for it to count as a success in the measure, they must also be employed OR in an education/training program leading to a postsecondary credential within 1 year after exit.

†A credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, or a license recognized by the State involved or Federal Government.

Resources for eligible credentials (or contact the help desk):

- <https://www.careeronestop.org/Credentials/Toolkit/find-certifications.aspx>
- [https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_10-16\\_accessible\\_version.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16_accessible_version.pdf) (pages 12 - 16)

## Who is included in the measure?

- Adult/Dislocated Workers:
  - Individuals with a training service that leads to a credential
- Youth:
  - All in-school youth
  - Out of school youth in occupational skills training, secondary, or postsecondary while in program

There are several places in OWCMS where this information is entered, at any time during program participation. This information can be entered:

1. At program entry, if:
  - In school (either HS or less, Alternative school, or Post-HS)
2. During program enrollment, if received specific service(s):
  - Adult/Dislocated Worker:
    - Apprenticeship
    - Adult Education and Literacy Activities in Combination with Other Job Skills
    - Entrepreneurial Training
    - Occupational Skills Training/ITA
    - Occupational Skills Training
    - Skills Upgrading and Retraining
    - *NOTE: On-the-Job Training and customized training are services that are excluded from credential attainment*
  - Youth:
    - Alternative Secondary School Offerings
    - Tutoring and Study Skills Training
    - Occupational Skills Training
    - Occupational Skills Training/ITA
3. At program exit, if:
  - In Education or Training

# Who is included in the measure as part of the population eligible to earn a credential?

There are several ways for a participant to be included as part of the *population enrolled in education or training program leading to a recognized diploma, degree, or a credential.*

## How to Enter into OWCMS:

### 1. Education at enrollment (Adult, Dislocated Worker, and Youth):

1. From the menu, click on **WIOA** then **Basic Intake**
2. Click on the **Additional** tab
2. Under **Educational Status**, choose status

### 2. During enrollment (Adult and Dislocated Worker):

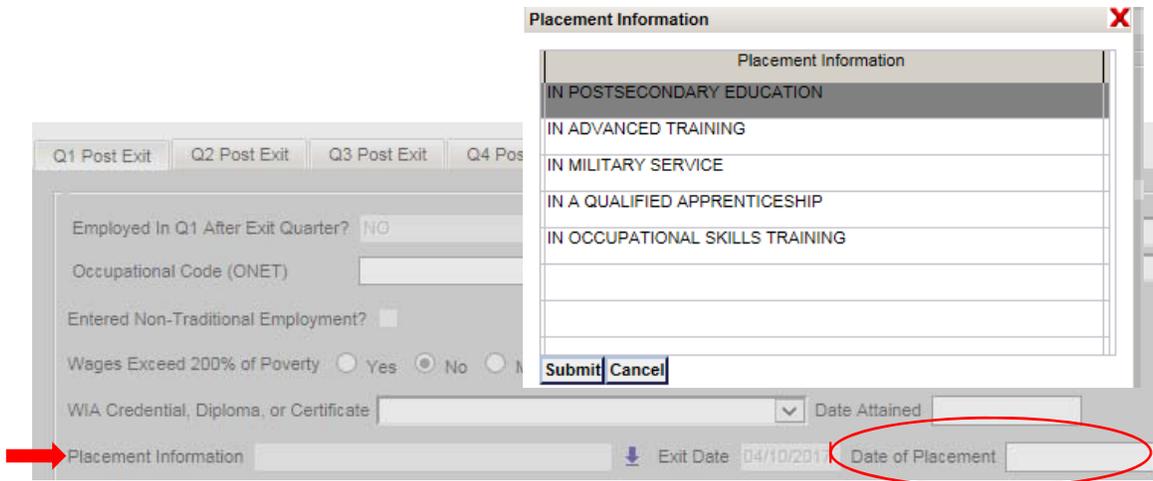
1. From the menu, click on **WIOA** then **Services & IOP**
2. Click **Add** to select a training service
3. Choose from one of the qualifying services

### 3. During enrollment (Youth):

1. From the menu, click on **WIOA** then **Services & IOP**
2. Click **Services** tab
3. Click **Add Service** to select a training service
3. Choose from one of the qualifying services

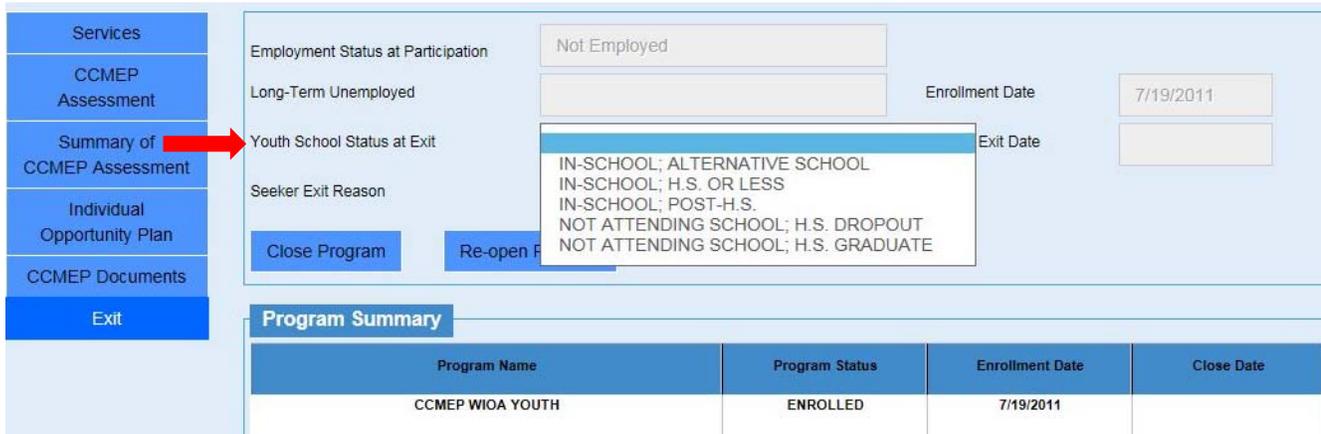
**4. Post exit placement (Adult, Dislocated Worker, and Youth):**

1. From the menu, click on **WIOA** then **Post Exit & Wages**
2. Click the **↓** next to **Placement Information**
3. Choose from the options to record placement information
4. Enter date into **Date of Placement** (*must be on or before exit date*)



**5. Education at Exit (Youth):**

1. From the menu, click on **WIOA** then **Services & IOP**
2. Click on **Exit**
3. Under **Youth School Status at Exit**, choose the school status



## How to document the attainment of a credential?

There are two ways to document if a participant attains a credential during participation or within 1 year after exit from the program.

### 1. On **Post Exit & Wages** screen:

- From the menu, click on **WIOA** then **Post Exit & Wages**
- Under **WIA Credential, Diploma, or Certificate**, choose the credential (*NOTE: The post graduate degree does not count towards a credential*)
- Enter **Date Attained**

Q1 Post Exit | Q2 Post Exit | Q3 Post Exit | Q4 Post Exit

Employed In Q1 After Exit Quarter?  Is Employment Training-Related?

Occupational Code (ONET)  Method Used

Entered Non-Traditional Employment?

Wages Exceed 200% of Poverty  Yes  No  Missing Data - Unable to determine

WIA Credential, Diploma, or Certificate  Date Attained

Placement Information  Date of Placement

Trade Credential Received  Date Trade Credential Received

Supplemental Source of Data

Enter the information below for any source of data. Examples would be the primary job or seasonal employer.

- High School Diploma
- GED
- Youth Certificate
- AA or AS Degree
- BA or BS Degree
- Post Graduate Degree
- Occupational Skills Licensure
- Occupational Skills Certificate
- Other Recognized Credential, Diploma, or Certificate

### 2. On **Services & IOP** screen:

- From the menu, click on **WIOA** then **Services & IOP**
- Under **WIA Credential, Diploma, or Certificate**, choose the credential
- Enter **Date Attained**

Training

ONET Code  ONET Description

ONET Title

Actual Start Date  Planned End Date  Actual End Date

School  Age at Enrollment  Pay For Performance  Leading to Credential

ITA  Planned Cost  Actual Cost

Waiver  In-Demand  Local Area Demand

Instruction  Non-Registered Services

WIA Credential, Diploma, or Certificate  Date Attained

Service/Activity Outcome

***\*Credential Attainment Rate: Special case for participants at secondary education level\****

If a participant attains a secondary school diploma or equivalent (e.g., GED), in order to count as a success in the measure, they must also be employed OR in an education/training program leading to a postsecondary credential within 1 year after exit. See examples below:

**Question:** Maria received tutoring and attained her GED. Is Maria a success for the credential attainment rate?

**Answer:** No. If Maria only earned her GED she is included in the credential attainment rate but is not yet a success for the measure. To be considered a success (and therefore be included in the numerator of the rate), she needs to attain her GED as well as be enrolled in postsecondary education or employment within 1 year after exiting the program.

**Question:** At program completion, Maria was enrolled in post-secondary at exit. Will she need to attain that credential as well to be successful in the credential attainment measure?

**Answer:** No. Only one credential is required to be successful in this measure. Maria already attained her GED and enrolled in post-secondary within 1 year after exit. As a result, her GED will count as an earned credential and she will be a success in the credential attainment rate.

# Measurable Skill Gains

Performance Measure	Workforce Area			Lead Agency
	Adults	Dislocated Workers	WIOA Youth	CCMEP Youth
Measurable Skill Gains	X	X	X	X

**Definition:** The percentage of program participants who attain a measurable skill gain out of all program participants who are enrolled in an education or training program leading to a recognized diploma, degree, or a credential† OR employment.

†A credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, or a license recognized by the State involved or Federal Government.

Measurable Skill Gains is intended to capture progress and is not an exit-based measure. A gain must be attained and documented by the end of **each Program Year** (June 30th). For example, if a participant enrolled in training in July, they would have 12 months to show a gain. However, if a participant enrolled in June, they would have only 1 month to show a gain.

A participant can attain a measurable skill gain via one of the following:

1. Educational Functioning Level
  - Achievement of at least one educational functioning level, if receiving instruction below postsecondary education level
2. Secondary School Diploma or Equivalent
3. Secondary or Postsecondary Transcript/Report Card (for sufficient number of credit hours)
4. Training Milestone
  - Satisfactory progress report toward an established milestone from an employer or training provider
5. Skills Progression
  - Passage of an exam required for an occupation
  - OR
  - Progress attaining technical/occupational skills as evidenced by trade-related benchmarks

## Who is eligible for which type of gain?

- If Participant is **Below Postsecondary**, then eligible for:
  - Educational Functioning Level Gain (#1)
    - Pre- and Post-Skills Assessment Test
    - Program Exit and Entry into Postsecondary Education
  - Secondary School Diploma or Equivalent (#2)
  - Secondary School Transcript (#3)
- If Participant is **in Postsecondary**, then eligible for:
  - Postsecondary School Transcript (#3)
  - Exam-based Benchmark or Credential (#5)
- If Participant is **in On-the-Job Training**, then eligible for:
  - Training Milestone (#4)
  - Successfully Complete OJT (#4)

## Who is included in the measure?

- Adult/Dislocated Workers:
  - Individuals with a training service that leads to a credential OR employment
- Youth:
  - All in-school youth
  - Out of school youth in occupational skills training, secondary, or postsecondary while in program

There are several places in OWCMS where this information is recorded and can be documented at any time during program participation. This information can be entered:

1. At program entry, if:
  - In school (either HS or less, Alternative school, or Post-HS)
2. During program enrollment, if received specific service(s):
  - Adult/Dislocated Worker:
    - Apprenticeship
    - Apprenticeship - OJT
    - Adult Education and Literacy Activities in Combination with Other Job Skills
    - Customized Training
    - Entrepreneurial Training
    - Occupational Skills Training/ITA
    - Occupational Skills Training
    - On-The-Job Training (OJT)
    - Skills Upgrading and Retraining
  - Youth:
    - Alternative Secondary School Offerings
    - Tutoring and Study Skills Training
    - Occupational Skills Training
    - Occupational Skills Training/ITA
3. At program exit, if:
  - In Education or Training

## Who is included in the measure as part of the population eligible to earn a measurable skill gain?

There are several ways for a participant to be included as part of the *population enrolled in education or training program leading to a recognized diploma, degree, or a credential OR employment.*

### How to Enter into OWCMS:

#### 1. Education at enrollment (Adult, Dislocated Worker, and Youth):

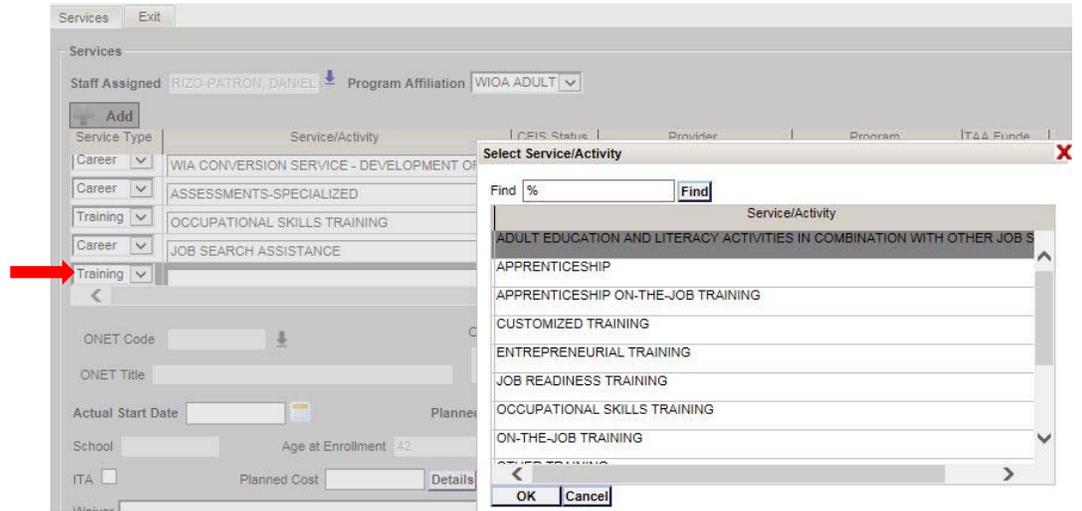
1. From the menu, click on **WIOA** then **Basic Intake**
2. Click on the **Additional** tab
2. Under **Educational Status**, choose status

The screenshot shows the 'Basic Intake' form for a participant named HOUSTON, WHITNEY. The 'Additional' tab is active. The form contains the following fields and options:

- Current Claimant Status:** NEITHER CLAIMANT NOR EXHAUSTEE
- UI Status at Intake:** NOT CURRENT CLAIMANT AND NOT AN EXHAUSTEE (dropdown)
- Education Level:** COMPLETED GRADE 10 (dropdown)
- Migrant Seasonal/Farmworker?**  Yes  No **Are you returning to Farmwork Employment?**  No [MSFW Details](#)
- Education Status:** IN-SCHOOL; H.S. OR LESS (dropdown, highlighted by a red arrow)
- Have you served in US Military?**  Yes  No [Vet Details](#)
- Are you a Spouse of Veteran?**  Yes  No [Vet Spouse Details](#)
- Homeless Veteran?**  Yes  No [Homeless Details](#)
- Military Service:** (checkbox)

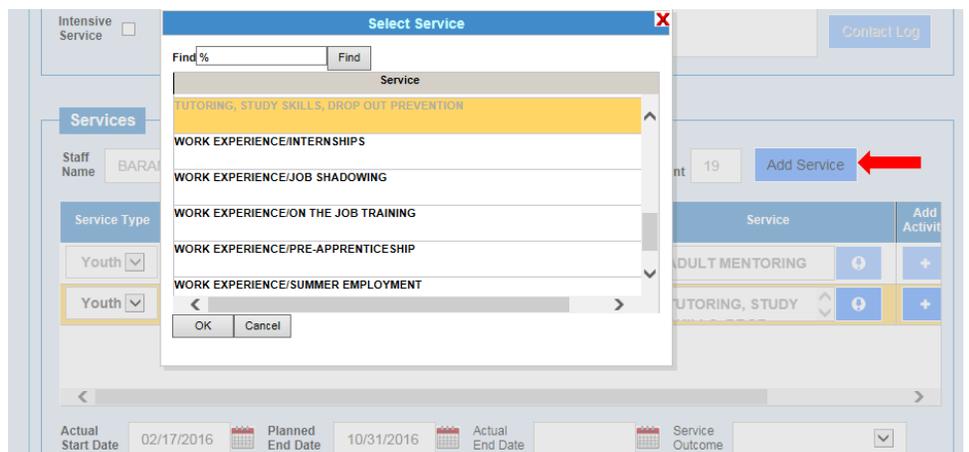
**2. During enrollment (Adult and Dislocated Worker):**

1. From the menu, click on **WIOA** then **Services & IOP**
2. Click **Add** to select a training service
3. Choose from one of the qualifying services



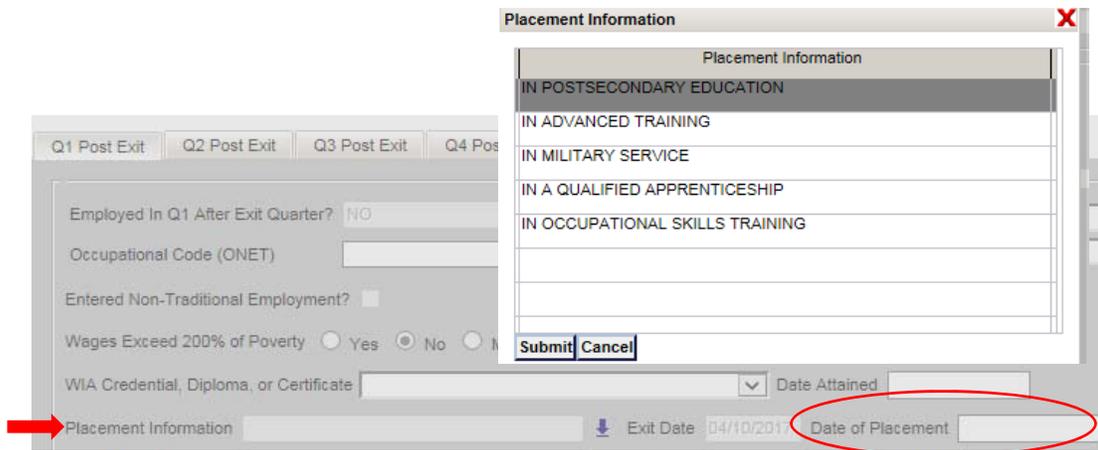
**3. During enrollment (Youth):**

1. From the menu, click on **WIOA** then **Services & IOP**
2. Click **Services** tab
3. Click **Add Service** to select a training service
3. Choose from one of the qualifying services



**4. Post exit placement (Adult, Dislocated Worker, and Youth):**

1. From the menu, click on **WIOA** then **Post Exit & Wages**
2. Click the **↓** next to **Placement Information**
3. Choose from the options to record placement information
4. Enter date into **Date of Placement** (must be on or before exit date)



## 5. Education at Exit (Youth):

1. From the menu, click on **WIOA** then **Services & IOP**
2. Click on **Exit**
3. Under **Youth School Status at Exit**, choose the school status

Services  
CCMEP Assessment  
Summary of CCMEP Assessment  
Individual Opportunity Plan  
CCMEP Documents  
Exit

Employment Status at Participation: Not Employed  
Long-Term Unemployed:   
Enrollment Date: 7/19/2011  
Exit Date:   
Seeker Exit Reason:

Close Program Re-open P

**Program Summary**

Program Name	Program Status	Enrollment Date	Close Date
CCMEP WIOA YOUTH	ENROLLED	7/19/2011	

## How to document the attainment of a measurable skill gain?

There are several ways to document if a participant attains a measurable skill gain during the program year.

### 1. Educational Functioning Level

- **Definition:** Achievement of at least one educational functioning level, if receiving instruction below postsecondary education level
- Comparing initial educational functioning level, as measured by a pre-test, with the participant's educational functioning level, as measured by a post-test
- OR
- Enrolling in postsecondary education and training during the program year if the participant exits a program below the postsecondary level
  - It is a gain because the participant is now at postsecondary level

### How to Enter into OWCMS:

Gain for Educational Functioning Level based on Pretest and Posttest:

1. In the menu, click on **WIOA** then **Assess Education**
2. Click on the **Literacy and Numeracy** tab (*NOTE: the name of this tab is outdated*)
3. Enter the Pre-test and Post-test information

WIOA Provider Staff Functions Reports LMI Administrative Help

Performance Reminder  
Case Load View  
Select Job Seeker

Mini Registration  
Mini Incumbent Worker

Basic Intake  
Assess Employment  
Assess Education  
Seeker Assessment  
REA Assessment  
OMJ Details  
OMJ Employment Opportunities

Services & IOP  
Non-Registered Services

Job Placement  
Post Exit & Wages  
Program Follow-up

CCMEP/TANF Data Sp  
Seeker Status Date 02/21/20  
Street Address 111 Main S  
View SSN  
City BEXLEY  
County FRANKLIN  
State OH Zip 4320

Education History Literacy and Numeracy Skills Gain

Filter By All Assessment Year All

Test Record

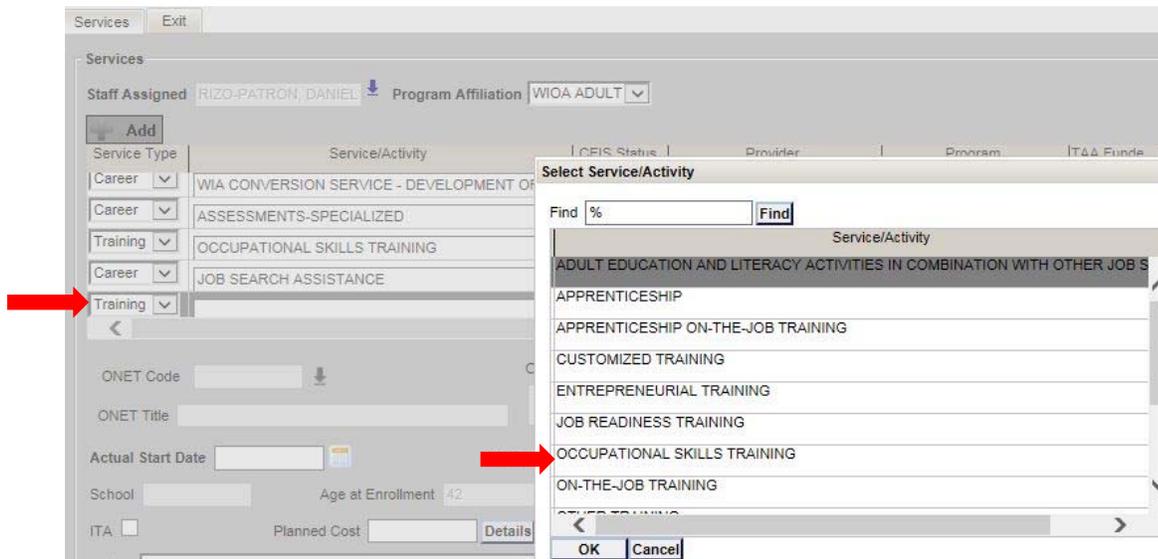
Add

Test Name	Functional Area	Test Score	Educational Functioning Level	Grade Level	Test Date
TABE 9 M Complete Batter	Total Math	581	Low Adult Secondary Educa	10	11/13/2014
TABE 9 M Complete Batter	Total Math	455	Low Intermediate Basic Edu	4,4	09/15/2014

*Gain for Educational Functioning Level based on enrolling in postsecondary education (2 ways to document)*

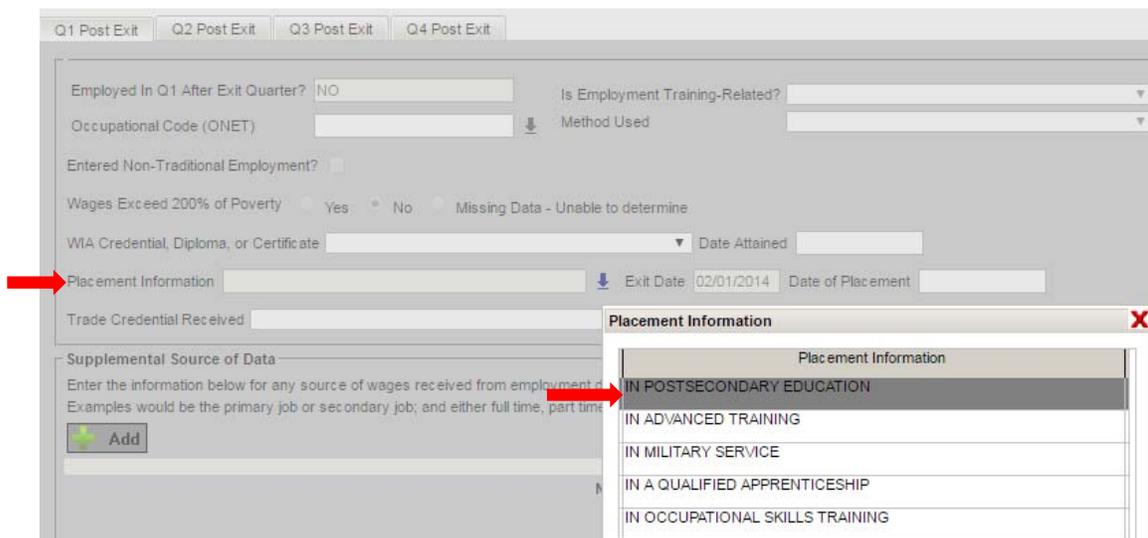
*NOTE: Applies to youth if they are In-School or receiving Alternative Secondary School Offerings service*

1. Gain occurs if enrolled in Occupational Skills Training, Occupational Skills Training/ITA, or Apprenticeship on the Services screen
  - a. From the menu, click on **WIOA** then **Services & IOP**
  - b. Click **Add** to select a training service
  - c. Under **Program Affiliation**, choose the program
  - d. Under **Service Type**, select **Training**
  - e. Choose from **Occupational Skills Training** or **Apprenticeship**



OR

2. Enrolled in postsecondary, apprenticeship, or occupational skills training on the Post Exit & Wages screen
  - a. From the menu, click on **WIOA** then **Post Exit & Wages**
  - b. Click the **↓** next to **Placement Information**
  - c. Choose **In Postsecondary Education**, **In a Qualified Apprenticeship**, or **In Occupational Skills Training**



## 2. Attainment of secondary school diploma or equivalent

- **Definition:** Obtaining certification of attaining passing scores on a State-recognized high school equivalency test or earning a secondary school diploma or State-recognized equivalent through a credit-bearing secondary education program.

### How to Enter into OWCMS - 3 ways to enter:

1. On the Services screen
  - a. From the menu, click on **WIOA** then **Services & IOP**
  - b. Under **WIA Credential, Diploma, or Certificate**, select High School Diploma or GED
  - c. Enter date in **Date Attained**

Training: OTHER TRAINING

ONET Code: [ ] ONET Description: [ ]

ONET Title: [ ]

Actual Start Date: 09/04/2017 Planned End Date: [ ]

School: [ ] Age at Enrollment: 32 Pay For Performance: [ ]

ITA: [ ] Planned Cost: [ ] Actual Cost: [ ]

Waiver: [ ] In-Demand: [ ]

Instruction: [ ]

WIA Credential, Diploma, or Certificate: High School Diploma

Service/Activity Outcome: [ ] Create New Provider

2. On the Post Exit & Wages screen
  - a. From the menu, click on **WIOA** then **Post Exit & Wages**
  - b. Under **Credential, Diploma, or Certificate**, select High School Diploma or GED
  - c. Enter date in **Date Attained**

Q1 Post Exit Q2 Post Exit Q3 Post Exit Q4 Post Exit

Employed In Q1 After Exit Quarter? NO Is Employment Training: [ ]

Occupational Code (ONET): [ ] Method Used: [ ]

Entered Non-Traditional Employment? [ ]

Wages Exceed 200% of Poverty: Yes No Missing Data - Unable to determine

WIA Credential, Diploma, or Certificate: [ ]

Placement Information: [ ]

Trade Credential Received: [ ]

Supplemental Source of Data: [ ]

Enter the information below for any source of data. Examples would be the primary job or service.

Add

High School Diploma  
GED  
Youth Certificate  
AA or AS Degree  
BA or BS Degree  
Post Graduate Degree  
Occupational Skills Licensure  
Occupational Skills Certificate  
Other Recognized Credential, Diploma, or Certificate

3. On the Assess Education screen
  - a. From the menu, click on **WIOA** then **Assess Education**
  - b. Under **Education History**, select High School Diploma or GED

Education History Literacy and Numeracy Skills Gain

Schooling

Education Level: HIGH SCHOOL GRADUATE

Youth: In School Out of School

Has Seeker Dropped Out of School? Yes No

Learning Disabilities

Does Seeker Indicate Any Learning Disabilities? NI Yes No

Describe: [ ]

Language

Seeker's Primary Language: ENGLISH

Is Seeker's English Speaking Ability Limited? Yes No

Degree/Certificate/Other

Add

Institution/Organization: [ ] Delete

Type: Degree Certificate Other

Completion Date: 09/18/2017 Not Completed Currently Enrolled

Country: [ ] City: [ ] State: [ ]

Degree: GED/HIGH SCHOOL EQUIVALENT

Major: [ ] Minor: [ ]

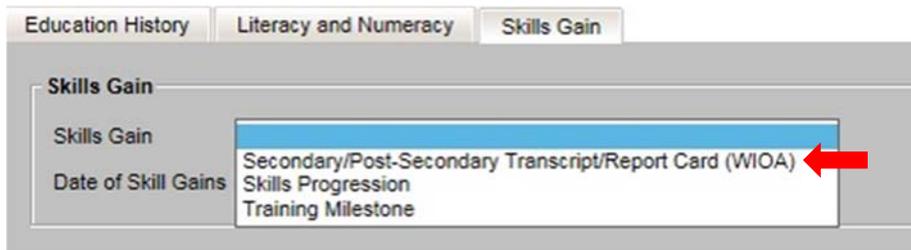
### 3. Secondary or postsecondary transcript for sufficient number of credit hours

➤ **Definitions:**

- **Secondary:** transcript or report card for 1 semester – passing 5 credit hours (or the number necessary to be on track to graduate for those in their senior year)
- **Postsecondary:** at least 12 credit hours per semester for full-time students, or for part-time students, a total of at least 12 credit hours over 2 completed consecutive semesters
  - Clock hours equivalent (e.g., for nursing): 450 hours = 12 semester credits

**How to enter into OWCMS:**

1. On the Assess Education screen
  - a. From the menu, click on **WIOA** then **Assess Education**
  - b. Click on the **Skills Gain** tab
  - c. Under **Skills Gain**, select **Secondary/Postsecondary Transcript/Report Card**
  - d. Enter date attained in **Date of Skill Gains**

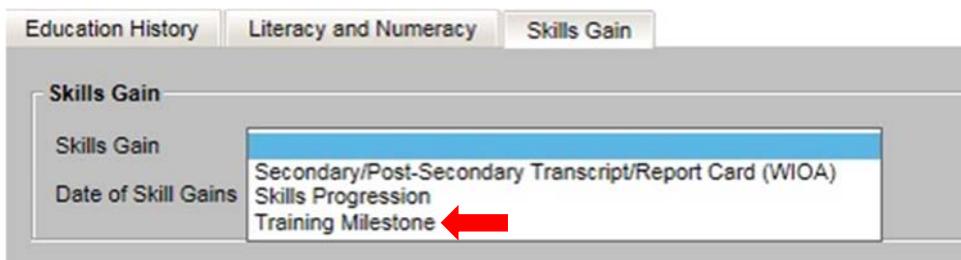


### 4. Satisfactory progress report toward an established milestone from an employer or training provider

- Completion of On-the-Job Training (OJT) or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training
- May include training reports on milestones completed as the individual masters the required job skills, or steps to complete an OJT
- Increases in pay resulting from newly acquired skills or increased performance can also be used to document progress

**How to enter into OWCMS:**

1. For a Training Milestone
  - a. From the menu, click on **WIOA** then **Assess Education**
  - b. Click on the **Skills Gain** tab
  - c. Under **Skills Gain**, select **Training Milestone**
  - d. Enter date attained in **Date of Skill Gains**



2. For a completed On-the-Job Training (OJT)

- a. From the menu, click on **WIOA** then **Services & IOP**
- b. Click **Add** to select On-the-Job Training
- c. Under **Actual End Date**, make sure there is an actual end date
- d. Under **Service/Activity Outcome**, select **Completed Successfully**

Training: ON-THE-JOB TRAINING

Next Generation Films, Jr

ONET Code: 51-9111.00

ONET Description: Operate or tend machines to prepare industrial or consumer products for storage or shipment. Includes

ONET Title: Packaging and Filing Machine Operators and Tenc

Actual Start Date: 03/13/2017

Planned End Date: 07/31/2017

Actual End Date: 09/19/2017

School: [ ] Age at Enrollment: 27

Pay For Performance: [ ] Leading to Credential: NO

ITA: [ ] Planned Cost: \$3,500.00

Waiver: [ ] In-Demand: [x] Local Area Demand: [ ]

Instruction: [ ] Non-Registered Services: [ ]

WIA Credential, Diploma, or Certificate: [ ] Date Attained: [ ]

Service/Activity Outcome: COMPLETED SUCCESSFULLY

Create New Provider

5. Passage of an exam required for an occupation or progress attaining technical/occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams

- May include:
  - Passage of a component exam in a Registered Apprenticeship program
  - Employer-required knowledge-based exam
  - Satisfactory attainment of an element on an industry or occupational competency-based assessment
  - Other completion test necessary to attain a credential (e.g., exam-based credential, such as nurse aid certificate (STNA), commercial driver’s license (CDL), etc.)

**How to Enter into OWCMS:**

- 1. From the menu, click on **WIOA** then **Assess Education**
- 2. Click on the **Skills Gain** tab
- 3. Under **Skills Gain**, select **Skills Progression**
- 4. Enter date attained in **Date of Skill Gains**

Education History | Literacy and Numeracy | Skills Gain

Skills Gain

Skills Gain

Date of Skill Gains

Secondary/Post-Secondary Transcript/Report Card (WIOA)

Skills Progression

Training Milestone

# Effectiveness in Serving Employers: Retention

	Workforce Area			Lead Agency
Performance Measure	Adults	Dislocated Workers	WIOA Youth	CCMEP Youth
Effectiveness in Serving Employers: Retention	X	X	X	X

**Definition of Job Retention:** The percentage of program participants employed by the same employer in the 2nd and the 4th quarters after exit, out of those employed in the 2nd quarter after exit. This is determined via state wage record data only.

**NOTE:** Employment verification for job retention will be confirmed via state wage record data for 2nd and 4th quarters after exit. The data for this measure will not come from OWCMS.

# Effectiveness in Serving Employers: Other

	Workforce Area			Lead Agency
Performance Measure	Adults	Dislocated Workers	WIOA Youth	CCMEP Youth
Effectiveness in Serving Employers: Other	X	X	X	X

**Definition of Repeat Business Customers:** The percentage of business establishments who received a service in the program year, and who utilized a service anytime within the previous three years; out of all area businesses at the establishment level during the program year who have received a service previously in the last three years.

**How to enter into OWCMS:**

To record services provided to employers, please see additional document titled, **OWCMS: EMPLOYER SCREENS** for instructions and screenshots.

# Performance Definitions

**Closing:** Closing a participant's case in OWCMS when they are finished with services is recommended. It allows case managers to choose a reason for a participant's exit from the program and grants immediate access to the "Post Exit and Wages" screens in OWCMS to record whether participant is employed after exit, what their wages were, if they attained a credential, etc.

**Cohort:** A group of participants who exited and are evaluated during the same time period.

**Exit:** The date a participant has "exited" from WIOA or CCMEP is the last day a staff-assisted service was provided. This means 90 days have elapsed since the participant received staff-assisted services (excluding self-service, informational, or follow-up) and NO future services have been scheduled other than follow-up. Follow up services may be utilized to ensure "exited" participants remain employed/enrolled in education/training or to assist with further post-exit services. For example, if a participant receives their last staff-assisted service on January 1, after 90 days if no enrolled services have been provided and nothing is scheduled except for follow up, the actual exit date is January 1. (The participant will be "exited" in OWCMS automatically at this time.) If the participant received and/or scheduled staff-assisted services during this 90 day period, their exit date will no longer be January 1.

**Performance Rates:** To calculate performance rates, the numerator is the count of successful outcomes for an individual measure and the denominator is the total eligible population. For example, if we are calculating the rate of employment and 90 participants got a job out of 100 total participants, then  $90/100 = 0.9$  and multiply by 100 to get a 90% performance rate.

**Program Years:** The period of time from July 1 through June 30 enumerated by the beginning years' date (e.g., Program Year 2017 (PY 2017) begins July 1, 2017 and ends June 30, 2018).

**Program Quarters:** Performance is measured quarterly and will always be in three-month increments: July to September (1<sup>st</sup> quarter), October to December (2<sup>nd</sup> quarter), January to March (3<sup>rd</sup> quarter), and April to June (4<sup>th</sup> quarter). Quarterly reports are informational and data reported can be corrected. Measurements are evaluated annually and determines performance accountability.

**Wage Record:** Wage record data sources are used to verify employment. These sources include Unemployment Insurance (UI), Wage Record Interchange System (WRIS), Federal Employment Data Exchange System (FEDES), U.S. Office of Personnel Management (OPM), U.S. Department of Defense (DOD), and Supplemental Data in OWCMS Post Exit and Wages. When using UI wage data, there is typically a two-quarter delay before data can be analyzed by the state for WIOA or CCMEP performance.