**Participant:**

**Enrollment Date: Exit date:**

**Program:** CCMEP WIOA\_\_\_\_\_\_\_\_\_CCMEP TANF\_\_\_\_\_\_\_\_\_ WIOA Adult\_\_\_\_\_\_\_\_\_ WIOA DW\_\_\_\_\_\_\_\_

**Four reasons to Close a CCMEP case:** 1.) SSI/SSDI or application for OOD Services 2.) Failed to utilize CCMEP Services 3.) Not Eligible for TANF or WIOA 4.) Successfully entered Post- Secondary/Secondary Education, Military or employment

IF USING ***Failed to Utilize*** MUST SCHEDULE 5 APPOINTMENTS BEFORE CLOSING (mailed appt. cards)

1.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4.)\_\_\_\_\_\_\_\_\_\_\_\_5.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Notice was sent from OWCMS for closure

***Performance Measures: During exit PLEASE REFERENCE DESK AIDE***

***At Exit:***

Enrolled in: Education\_\_\_\_\_\_\_ Training\_\_\_\_\_\_\_ Employment\_\_\_\_\_\_\_

Where (school or work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting wage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Don’t forget to mail 2nd and 4th Quarter letters & document in case notes (sample in Follow-up policy)**

***2ND Quarter****:* Education\_\_\_\_\_\_\_\_\_\_ Training\_\_\_\_\_\_\_\_\_\_ Employment\_\_\_\_\_\_\_\_\_\_

Where\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wages\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Will be in Median Earnings measure**

***4th Quarter:***

Enrolled in: Education\_\_\_\_\_\_\_ Training\_\_\_\_\_\_\_ Employment\_\_\_\_\_\_\_

**Effectiveness in serving employer – Still same employer?**

Where are they working**? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Credential Attainment: during participation or within 1 year of exit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Non-exit Based Measures:**

**Measurable skills gains for those enrolled in training:**

* A gain must be attained and documented by the end of each program year (ie. June 30th)
* Effectiveness in serving employers, same employer on both Q’s