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Date: August 9, 2019

To: Program Managers, SETA-Funded Youth Services, and SETA Workforce Development Staff

From: Kathy Kossick, SETA Executive Director

RE: Guidelines for Reporting Youth Performance Indicators

WIOA Directive WDD 19-7

Purpose:

The purpose of this directive is to provide guidance on Youth Performance Indicators.

Performance Indicators at a Glance

The following are positive outcomes under the Youth Performance Indicators:

- Youth Education and Employment Rate – 2nd Quarter:**
Percentage of youth who are in education or training activities, or in unsubsidized employment, during the second quarter after Exit from the program.

Numerator

The number of Participants who exited during the reporting period who are found to be employed, either through direct UI wage record match, Federal or military employment records, or supplemental wage information, OR found to be enrolled in secondary education, postsecondary education or occupational skills training (including advanced training) in the second quarter after the Exit quarter.

Denominator

Total number of Participants who exited during the reporting period

2. Youth Education and Employment Rate – 4th Quarter:

Percentage of youth who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program

Numerator

The number of Participants who exited during the reporting period who are found be employed, either through direct UI wage record match, Federal or military employment records, or supplemental wage information, OR found to be enrolled in secondary education, postsecondary education or occupational skills training (including advanced training) in the fourth quarter after the Exit quarter.

Denominator

Total number of Participants who exited during the reporting period

3. Median Earnings – 2nd Quarter After Exit:

Median earnings of program participants who are in unsubsidized employment during the second quarter after Exit from the program, as established through direct UI wage record match, Federal or military employment records, or supplemental wage information.

Calculations

Total quarterly earnings, for all participants employed in the second quarter after Exit, are collected by either wage record match or supplemental wage information. The collected quarterly wage information values are listed in order, from the lowest to the highest value. The value in the middle of this list is the median earnings value, where there is the same quantity above the median numbers as there is below the median number.

Operational Parameters

The following participants and any associated earnings figures are excluded from the calculations for median earnings:

- A. Participants who have exited and are not employed in the second quarter after Exit
- B. Participants who have exited a program and for whom earnings information is not yet available.
- C. There is a two quarter lag built into the reporting times for the wage and employment based indicators to allow time for reporting participants Exit and conducting direct wage record match. After two quarters, if the information is still not available, wages will be converted to \$0 permanently. Wages reported as \$0 will indicate that the participant was not employed in the second quarter after Exit, thereby counting as a negative outcome in the Employment Rate 2nd Quarter after Exit indicator and excluding that participant from the Median Earnings 2nd Quarter after Exit indicator.
- D. Participants who have exited from a program and who have \$0 income.
- E. Participants who have exited a program and are in subsidized employment.
- F. Participants who have exited for any of the reasons listed (TEGL 10-6, Attachment 2-Table A-C). https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16.pdf

4. Credential Attainment:

Percentage of those participants enrolled in an education or training program (excluding OJT and customized training) that attained a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent ONLY if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after Exit from the program.

Calculation

Calculation includes all participants who exited from a program and were in either a post- secondary education or training program (other than OJT and customized training) OR is a secondary education program at or above the 9th grade level without a secondary school diploma or its equivalent:

Numerator

The number of participants who exited during the reporting period who obtained a recognized postsecondary credential during the program or within one year after Exit PLUS those who were in a secondary education program and obtained a secondary school diploma or its equivalent during the program or within one year after Exit AND were also employed, or in an education or training program leading to a recognized postsecondary credential within one year after Exit.

Denominator

Number of participants enrolled in an education or training program (excluding those in OJT and customized training) who exited during the reporting period.

Definition of Credential

This indicator measures attainment of two types of credentials:

Either a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent.

Special Rule Relating to Secondary School Diplomas and Recognized Equivalent:

*Participants who obtain a secondary school diploma or its recognized equivalent must also meet an additional condition before they are counted as a successful outcome and included in the numerator of the credential attainment indicator. These participants **MUST** be employed, or enrolled in an education or training program leading to a recognized postsecondary credential within one year following Exit.*

All in-school youth (ISY) are included in the credential attainment indicator since they are attending secondary school. Only out-of-school youth (OSY) who participated in one of the following are included in the credential attainment indicator:

- A. The program element occupational skills attainment
- B. Secondary education during participation in the WIOA Youth programs
- C. Postsecondary education during participation in the Youth programs
- D. Attending adult education during participation in the Youth programs

5. Measurable Skill Gains:

Percentage of participants who, during a program year, are in education or training programs that lead to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.

The measurable skill gains indicator is used to measure interim progress of participants who are enrolled in education or training services for a specified reporting period. Therefore, it is not an Exit-based measure. Instead it is intended to capture important progressions through pathways that offer different services based on progress purposes and participant needs and can help fulfill the vision for a workforce system that serves a diverse set of individuals with a range of services tailored to individual needs and goals. Depending upon the type of education or training progress in which a participant is enrolled, documented progress is defined as one of the following:

- A. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
- B. Documented attainment of a secondary school diploma or its recognized equivalent;
- C. Secondary or post-secondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
- D. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or
- E. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams.

METHODOLOGY

Calculations Include All Participants

The number of program participants during the reporting period who are in an education or training program that leads to a recognized postsecondary credential or employment and are achieving measurable skill gains based on attainment of at least one type of gain DIVIDED by the number of program participants during the reporting period who are in an education or training program that leads to a recognized postsecondary credential or employment. Participants who, during any point in the program year, are in an education or training program that leads to a recognized postsecondary credential or employment are included in the **denominator**. This includes participants who continue to receive services as well as those who have participated during the reporting period and have exited the program.

The **numerator** is the number of program participants defined above who achieved at least one type of gain. A participant may have achieved more than one type of gain in a reporting period; however, only one gain per participant in a reporting period may be used to calculate success on the measurable skill gains indicator.

All ISY are included in the measurable skill gains indicator since they are attending secondary school. Only OSY who are in one of the following are included in the indicator:

- A. The program element occupational skills training
- B. Secondary education during participation in the Title I Youth program
- C. Postsecondary education during participation in the Title I Youth program
- D. Title II-funded adult education during participation in the Title I Youth program
- E. Job Corps during participation in the Title I Youth program

For performance accountability purposes, the measurable skill gains indicator calculates the number of participants who attain at least one type of gain during each period of participation within a given program year. Since this indicator is not Exit-based, each unique program entry date (not Exit date) triggers inclusion in the calculation. Participants will achieve a successful outcome in the indicator as long as they attain one type of gain applicable to the core programs.

Basic Skills Deficient – For Out-of-School Youth only - All Out-of-School Youth at time of eligibility must receive a pre-test to determine if the youth is basic skills deficient in Math or Reading utilizing the standardized assessment currently used at time of eligibility. Exemption: Youth with a disability or High School Dropout.

Exiting Youth Participants from Program

- A. Subgrantees exiting youth from the program must submit all achievements to Youth MIS for entry into the Case Management system.
After the submission of achievements to Youth MIS, the Subgrantee will complete the closure in the CalJOBS system.

WIOA Follow-Up Contact Information Form

- A. The Follow-Up Contact Information form is used to record follow-up contact information and performance outcomes after Exit.
- B. A completed Follow-up form with all required documents shall be submitted to SETA Program Staff by the 15th after the quarter ended. If the 15th lands on a weekend or holiday, the Follow-up forms are due the Friday before.
- C. The use of this form is mandatory for four quarters after Exit.
- D. The Youth Performance outcomes must, be reported using the Follow-up form in the following quarters after Exit.

If you have any questions regarding this directive, please contact:

Terri Carpenter at (916) 263-7891 or email Terri.Carpenter@seta.net

REFERENCES

- WIOA (Public Law 113-128)
- Title 2 Code of Federal Regulations (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance)
- Title 2 CFR Part 2900: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Department of Labor [DOL] Exceptions)
- Title 20 CFR Part 681: “Youth Activities under Title I of the WIOA”
- Title 20 United States Code (U.S.C.) Section 1401: “Definitions”

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REFERENCES *(cont'd)*

- Training and Employment Guidance Letter (TEGL) 21-16, Third WIOA Title I Youth Formula Program Guidance (March 2, 2017)
- TEGL 8-15, Subject: Second Title I WIOA Youth Program Transition Guidance (November 17, 2015)
- TEGL 23-14, Subject: WIOA Youth Program Transition (March 26, 2015)
- TEGL 19-14, Subject: Vision for the Workforce System and Initial Implementation of the WIOA (February 19, 2015)
- TEGL 12-14, Subject: Allowable Uses and Funding Limits of Workforce Investment Act (WIA) Program Year (PY) 2014 funds for WIOA Transitional Activities (October 28, 2014)
- TEGL 13-09, Subject: Contracting Strategies That Facilitate Serving the Youth Most in Need (February 16, 2010)
- California Education Code (EC) Sections 47612.1, 58500, and 66010
- California Unemployment Insurance Code Section 14209
- Workforce Services Directive