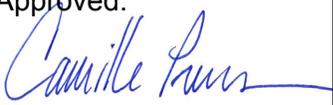


Department of Community Colleges and Workforce Development	Number: 589-50.2
	Revised: 04/12/10
	Page 1 of 3
SUBJECT: Workforce Investment Act Title IB Youth Program Collection of Supplemental Participant Data for Reporting to the State Management Information System	Approved: 

Purpose: To establish procedures and timelines for the collection of supplemental participant data used for calculating the Workforce Investment Act (WIA) Title IB Youth Program performance measure, "Placement in Employment or Education."

Background: Department of Labor requires the reporting of employment outcomes for the WIA Title IB Youth Program performance measure, "Placement in Employment or Education". Supplemental data may be used to report employment or military service for youth included in the performance cohort for this measure.

References: U.S. Department of Labor Training & Employment Guidance Letter 17-05, Common Measures Policy
WIA Section 136(f)(2) Wage Records
Oregon Revised Statutes 657.030 through 657.140 re employment excluded from coverage by UI laws

Definitions: **Exiter:** An individual who was registered in the WIA Title IB Youth Program and whose participation in these programs has been completed and the transmittal of exit data has been made to the State MIS.

FEDES: The Federal Employment Data Exchange System which provides information to states regarding employment of military service members, federal employees and U.S. Post Office employees.

Older Youth: Youth who are ages 19 through 21.

Participant: An individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services) under the WIA Title IB Youth Program.

Performance Year: The performance year for the "Placement in Employment or Education" Youth performance measure starts on October 1 of the calendar year prior to the start of the applicable program year and ends on September 30 of the program year (e.g., the performance year for Program Year 2009 [July 1, 2009 through June 30, 2010] starts on October 1, 2008 and ends on September 30, 2009).

Placement in Education and Employment Performance Measure: Of those who are not in post-secondary education or employment (including the military) at the date of participation: 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 [numerator] divided by the number of youth participants who exit during the quarter [denominator].

Program Year: The program year starts on July 1 and ends on June 30.

SUBJECT: Workforce Investment Act Title IB Youth Program Collection of Supplemental Participant Data for Reporting to the State Management Information System	Number: 589-50.2
	Page 2 of 3

Wage Records: Information on the hours worked by and wages paid to employees by employers covered by State unemployment insurance (UI) laws. This information is required by law to be submitted on a quarterly basis by these employers and is maintained by the Employment Department.

WRIS: The Wage Record Interchange System (WRIS) maintained by the Department of Labor for the purpose of securing wage record data from all 50 states and the District of Columbia.

Policy: Supplemental data on the employment or military status of WIA Title IB youth may be collected by LWIAs in accordance with the procedures outlined below.

Supplemental data for a performance year must be submitted to the State MIS no later than the August 15th after the end of the applicable program year.

If wage record data and supplemental data are reported for the same exiter, only the wage record data will be used to determine performance.

Supplemental data must be documented in case management notes through one of the following ways:

- Direct contact with the exiter;
- Direct contact with the exiter’s employer;
- Direct contact with a partner agency that has verifiable information on the exiter’s employment status.

All supplemental data and methods must be documented and are subject to audit.

Procedures:

Responsibility:

Actions:

CCWD

1. Submits all WIA exiter records that will be included in the “Placement in Employment or Education” Youth performance measure to the Oregon Employment Department on a quarterly basis. Wage record data from the OED and from the WRIS and the FEDES for these exiters will determine who is included in the employment portion of the numerator cohort for the performance measure.
2. Transmits “Placement in Employment or Education” performance measure numerator and denominator cohorts for each quarter in the performance year to the LWIAs on a quarterly basis. These cohort lists contain the names of the participants who exited during the performance year and are included in the performance measure calculations.

LWIA

3. Collects supplemental employment data for exiters who are shown in the denominator cohort but not in the numerator cohort. Exiters not shown in the numerator cohort are exiters who did not enter employment or the military or enter post-secondary education or advanced/occupational training or who did enter employment or the military but are not shown in the UI wage records for Oregon or in the wage records for the WRIS or FEDES system.

SUBJECT: Workforce Investment Act Title IB Youth Program Collection of Supplemental Participant Data for Reporting to the State Management Information System	Number: 589-50.2
	Page 3 of 3

4. Transmits the following data elements for supplemental data to the State MIS:
 - Employment status of the participant
 - For older youth only:
 - Non-traditional employment status
 - The OES code of the employment
 - For those exiters who received training services during enrollment, the training-related status of the employment
5. Transmits supplemental data to the State MIS for a performance year no later than August 15 following the end of the applicable program year.

CCWD

6. Reports data to the DOL on a quarterly and annual basis for the "Placement in Employment or Education" performance measure for a performance year using wage record and supplemental data and the education status data submitted by the LWIA
7. Calculates annual program year performance based on the data listed in #6 above.
8. Monitors LWIA participant files and/or other MIS records for compliance with the documentation and verification requirements of this policy.