

**WORKFORCE SYSTEMS LETTER NO.: 04-04****DATE: March 19, 2004**

EFFECT:	<u>ACTION</u>	<u>INFO</u>	<u>WITH ATTACHMENT</u>
	[X]	[X] SWAs	[X]
	[X]	[X] State WIBs	[X]
	[]	[X] PACIA	[X]
	[]	[X] LMI	[X]
	[X]	[X] WIA	[X]

SUBJECT: Analyzing WIA Performance at the State Level Workshop Announcement

1. Purpose. The purpose of this workforce systems letter is to invite state staff to attend a regionally sponsored training entitled "Analyzing WIA Performance at the State Level" on May 4th and 5th in Mystic, Connecticut. The purpose of this workshop is to assist state officials in examining how to analyze past WIA performance outcomes in order to identify performance problems and possible solutions. In addition, the session intends to provide information on developing steps and procedures for assessing ongoing performance in order to address potential performance problems before they happen.

2. Background. The U.S. Department of Labor has contracted with Public/Private Ventures (P/PV) to assist states that may be experiencing difficulties achieving their negotiated performance levels. As part of this *Performance Enhancement Project*, most states have received or have been offered one-on-one technical assistance. In addition, P/PV is now prepared to offer this workshop on analyzing WIA data based on their national experience working with States. This training session will include three key areas:

Looking Behind the Numbers. This portion of the session will be designed to help states analyze key issues that may have contributed to the performance outcome for specific WIA measures. For example, the session would discuss important factors possibly impacting the earnings change measure such as the average pre-earnings wage per participant in the state and in individual local areas, the percentage of earners with no prior wages, etc.

Identifying Interim Indicators of Performance. This portion of the training would focus on helping states to identify interim indicators of performance or factors that influence the achievement of key WIA outcomes. For example, the session would look at a measure such as the older youth credential measure and identify key indicators the state might monitor such as the number of older youth assigned to a training activity (training being a key indicator that a youth is on the way to getting a credential).

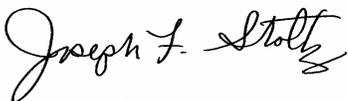
Organizing to Conduct Analysis and Provide Ongoing Feedback to Local Areas. This session will be designed to help state officials determine how they can organize their operations to conduct ongoing analysis of WIA performance and identify key reports and other means for providing useful data and analysis to local areas so they can better monitor and assess their own performance.

3. Action. Please distribute this invitation to staff that may benefit from attending the conference. To register for this conference please complete the registration form and fax it to Marisol Lopez at 617-788-0125 by **April 16, 2003**. It is recommended that each state send a team of approximately 4-5 individuals. Key staff to attend would include individuals from adult, dislocated worker and youth programs, LMI programs, performance monitoring and management information system staff. In addition, overall program directors, SWIB members, the PACIA or other senior management may want to attend. Some regional and/or national office staff will attend, as well. Total size of the session is expected to be 40-45 individuals.

4. Logistics. The conference will be held at the Mystic Hilton in Mystic, Connecticut. Boxed lunch will be available at 11:30am followed by workshops at 12:30pm Tuesday May 4th. The conference will end by 5pm Wednesday May 5th. A block of rooms have been set aside under the name "*US Department of Labor*," at a rate of \$107 per night. In order to receive this reduced rate, you must reserve your room by no later than April 23, 2003. The hotel may be reached by telephone at (860) 572-0731 to make your reservations. Parking is available at the hotel for a nominal charge as the rate is reduced for conference attendees. You may access the hotel's website at www.hiltonmystic.com.

5. Inquiries. Inquiries on this conference may be directed to John Ladd by telephone at 617-788-0169 or by email at ladd.john@dol.gov.

6. Attachments. Please find attached a registration form and directions to the Mystic Hilton.



Joseph F. Stoltz
Regional Administrator

Attachments

**Analyzing WIA Performance at the State Level Workshop
Announcement**



Registration Form

***The Mystic Hilton Hotel
Mystic, Connecticut
May 4th – 5th, 2004***

Please mail or FAX this form to arrive by April 16, 2004 to:

Marisol Lopez
US DOL/ETA
JFK Federal Building, Room E-350
Boston, MA 02203
FAX: (617) 788-0101

Name: _____

Name to Appear on Name Tag: _____

Title: _____

Organization/Affiliation: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Do you require a boxed lunch on Tuesday May 4th? Yes _____ No _____

Lodging: This form does not automatically register you with the hotel. Please note you must make the arrangements as soon as possible directly with the Mystic Hilton. A block of rooms has been reserved under the title "US Department of Labor". A room rate of \$107 + 12% CT tax has been arranged for conference participants. The phone number at the Mystic Hilton is: 860-572-0731.

Hilton Mystic Directions

20 Coogan Boulevard • Mystic, Connecticut 06355

Tel: 860.572.0731 • Fax: 860.572.0328

For WorldWide Reservations: 800.HILTONS

www.hiltonmystic.com

By Air or Rail

Frequent airline service from New York, Philadelphia and Washington D.C. Those traveling on Amtrak can disembark at either the Mystic or New London stations. Hotel transportation is available for guests arriving at Groton/New London Airport, Mystic Amtrak station and the New London Transportation Center.

From Boston

Southeast Expressway (Route 93 South) to Route 128 North, to Interstate 95 South, to Exit 90. Approximate time: one hour and 30 minutes.

From Hartford:

Route 2 East to Exit 28S (395 South) to Exit 78, Route 32 South (New London), to Interstate 95 North, to Exit 90. Approximate time: one hour and 10 minutes.

From New Haven:

Interstate 95 North to Exit 90. Approximate time: one hour.

From Newark/Northern New Jersey

New Jersey Turnpike North to George Washington Bridge Interstate 95 North, to Exit 90. Approximate time: 2 hours and 30 minutes.

From New York City:

West Side Highway or FDR Expressway North to Interstate 95 North to Exit 90. Approximate time: 2 hours and 15 minutes.

From Providence:

Interstate 95 South to Exit 90. Approximate time: 45 minutes.

From Worcester:

Interstate 395 South to Exit 78, Route 32 South (New London), to Interstate 95 North to Exit 90. Approximate time: one hour and 15 minutes.