

Back to Basics

The Application of Common Measures to Discretionary Grants

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Focus of Today's Workshop

Clarification Issues Related to the Following Topic Areas:

- ◆ Accountability for Grantees
- ◆ Completion vs. Exit
- ◆ 90-Day Period of Inactivity/Exit
- ◆ Exit/Gap in Service
- ◆ Data Collection Using Supplemental Data

Accountability for Grantees

- ◆ General performance accountability for Discretionary grantees consists of:
 - Grant-specific training outcomes
 - Capacity building impacts
 - Common measures
 - Other information to tell the story of your grant's accomplishments
- ✓ Translation: Common Measures are a *part* of grantee accountability

Accountability for Grantees

- ◆ Which common measures apply to Discretionary grantees?

Adult Common Measures	Youth Common Measures
Entered Employment Rate	Placement in Employment or Education
Employment Retention Rate	Attainment of Degree/Certificate
Average Earnings	Literacy/Numeracy Gains

“Participant”

- **Participant:** An individual **determined eligible** to participate in the program who **receives a service funded by the program** in either a **physical location** (e.g., One-Stop Center) **or remotely** through electronic technologies
 1. Determined eligible to participate
 2. Receives a funded service
 3. In physical location or remotely

Other Terms Related to “Exit”

- ◆ **Exit Date:**
Date of last program-funded service
- ◆ **Exit Quarter:**
Calendar quarter containing the exit date
- ◆ **Exit Cohort:**
Group of individuals who exit during the same calendar quarter

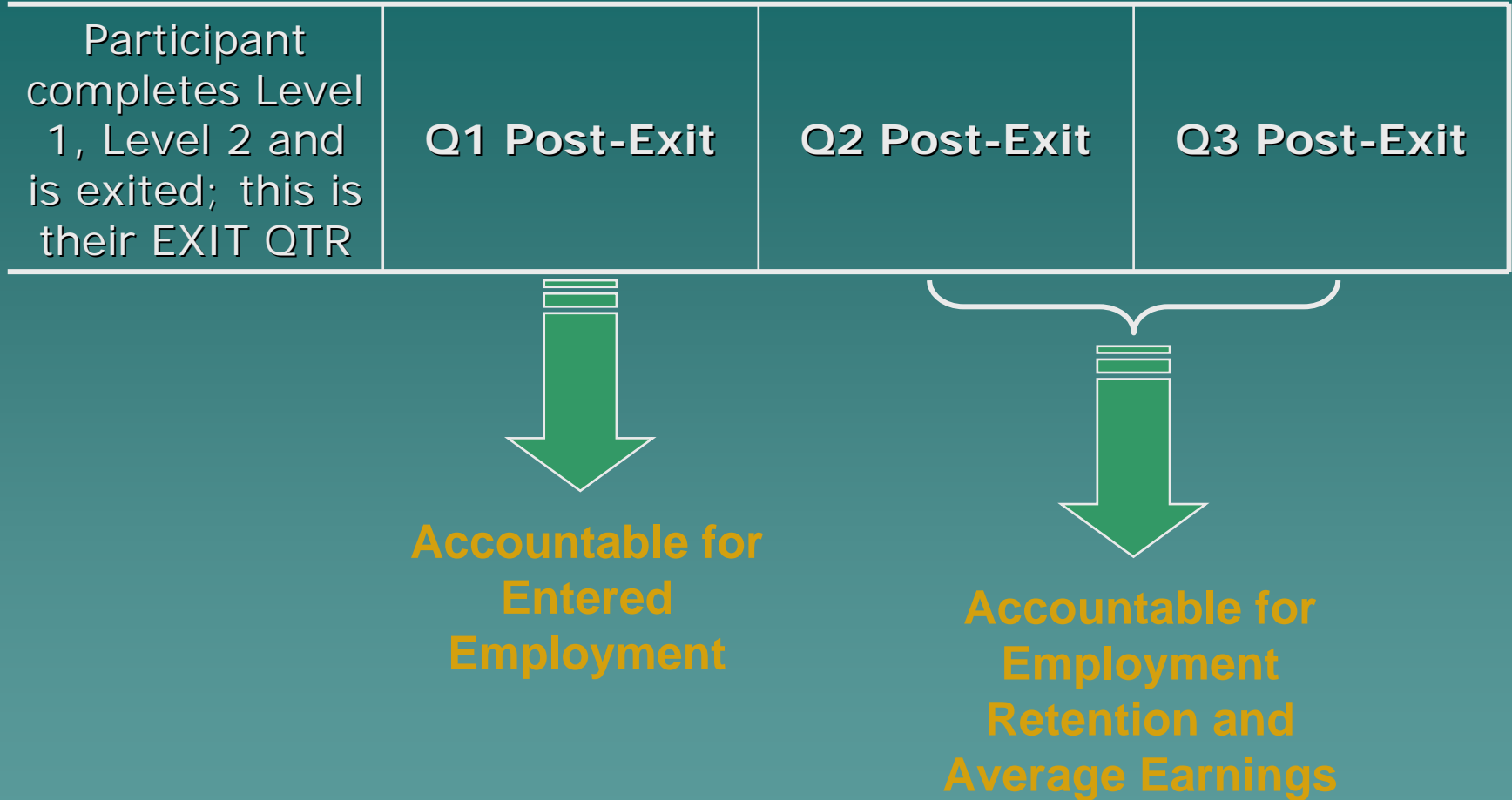
Completion vs. Exit

- ◆ Not the same!
- ◆ An 'exiter' could have 'completed' several classes/interventions
 - An individual should not be 'exited' until they have 'completed' all of their stated goals
- ◆ Exit is the last date of service and is the reference point for all adult common measures

Completion vs. Exit

- ◆ Question: What are the consequences of equating the two concepts?

Scenario #1



*No assumptions are being made relative to the amount of time for each training component

Scenario #2

Participant completes Level 1 and is exited; this is their EXIT QTR	Q1 Post-Exit	Q2 Post-Exit	Q3 Post-Exit
	Participant completes Level 2 and is exited; this is their EXIT QTR	Q1 Post-Exit	Q2 Post-Exit



The grantee is accountable for Employment (based on the first exit) when the individual is still in training, decreasing the likelihood of a positive outcome

90-Day Period of Inactivity / Exit

- ◆ An exiter is someone who hasn't received services for 90 days and no future services are scheduled

Example:

- The last day of class was 2/19/08,
- it's now 5/19/08
- if no services were provided between 2/19 and 5/19, the exit date is *2/19/08*

Exit / Gap in Service

- ◆ **Understanding the Relationship**
 - Exit occurs after 90 days of inactivity when no future services are scheduled

A gap in service prevents an unintentional exit from taking place if training is delayed

Gap in Service

A gap in service occurs if one of two allowable circumstances takes place that is expected to last more than 90 days

1. A health/medical reason related to the participant or family member, or
2. A temporary move from the area

Gap in Service—Things to Know

A gap in service should not exceed 180 days

- A subsequent gap of an additional 180 days, however, is possible to resolve issues that prevent grant participation
- Document rationale in participant case file, as well as beginning and expected end date



Exclusions


- ◆ All adult exiters will be included in performance calculations unless one of six circumstances apply

1. Institutionalized
2. Death
- 3. Health/Medical or Family Care**
- 4. Reservist Called to Active Duty**
5. Relocation to a Mandated Program (youth only)
6. Missing or Invalid SSN

Gaps in Service—A Judgment Call

- ◆ Ultimately, because a gap in service is optional, it's a judgment call
- ◆ At a minimum, the grantee should be in periodic contact with the individual to ensure the situation has not changed

Data Collection – With a Purpose

- ◆ Who you're serving
 - ◆ What they're getting
 - ◆ With what result
- 
- A decorative graphic at the bottom right of the slide, consisting of a silhouette of a mountain range in a teal color, matching the background.

Using Supplemental Data— Introduction

- ◆ Employment, retention and average six-month earnings outcomes for discretionary grants should be collected from *supplemental sources*
- ◆ State Unemployment Insurance (UI) wage records -- the preferred data source for any measure that includes employment and earnings

Using Supplemental Data—Allowable Sources

- ◆ **Proprietary websites** offering access to employer payroll information
- ◆ **Copies of pay stubs** covering the period called for by the performance measure
- ◆ **Employer written affidavit or telephone conversation**

Using Supplemental Data—Allowable Sources

continued

- ◆ **Employer affidavit/telephone conversation** should contain the following information:
 - Employer's name, dates of employment and earnings for the period
 - Name, address and current telephone number of the employer representative providing the information
 - Signature of the employer's representative or, if captured by telephone, the signature of the grantee's staff member

Using Supplemental Data—Allowable Sources

- ◆ A **written attestation** from the former participant or telephone conversation with the former participant
 - Include:
 - ◆ Name, address and current telephone number of the former participant
 - ◆ Dates of employment and total earnings for the period
 - ◆ Employer's name, address, and telephone number

Using Supplemental Data— Allowable Sources

- ◆ **Administrative Records** are the data source used for tracking diplomas and certificates, including:
 - The actual evidence of certification
 - Records from secondary schools, colleges, and universities (e.g., a letter or computer printout documenting the awarding of the certification)
 - Records from private training providers
 - Records from licensing boards
 - Records from school districts

Incumbent Worker Training Data Collection

◆ Keep reporting to a minimum for employers

Data on participant outcomes

- Completed training program
- Received certificate and type
- Received a wage increase and amount
- Received a promotion and type
- Earnings in the 2nd quarter after exit*
- Earnings in the 3rd quarter after exit*
- Other outcome data elements specific to the grant

◆ To the extent possible, limit data collection to information already collected by the employer

IWT Source Documentation to Support Data Collection

◆ Use attendance sheets for activity participation

- Date, starting time for activity and ending time for activity
- Name of instructor, description of activity and location
- Trainee name, unique identifier, and signature

IWT Source Documentation to Support Data Collection

- ◆ **Sources of participant outcome data maintained by the employer**
 - ◆ Participant/employee earnings statements
 - ◆ Copies of certificates awarded to participants
 - ◆ IWT activity attendance records
 - ◆ Human resource paperwork on promotions
- ◆ **The employer will need to get permission from each participant/employee to release information**

Data Collection -- Federal Requirement

◆ 29 CFR Part 97

requires documentation to be maintained for a minimum of three years after the closing of the grant

Questions?



THANK YOU

