

ATTACHMENT C

GUIDANCE FOR CALCULATING WIA CORE MEASURES

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I. INTRODUCTION

This attachment provides detailed programming specifications that States can use to calculate the WIA Performance Measures. These specifications are not required, but offered as guidance. The programming specifications show in a tabular format how participants get counted in the numerator or denominator based on the operational definitions of the performance measures. In addition to the programming specifications, this document also provides worksheets for calculating the measures.

Chapter II discusses methods for collecting wage record information and ensuring that it is correct. Chapter III provides detailed specifications for calculating performance for the Adult Program. Chapter IV provides detailed specifications for calculating performance for the Dislocated Worker Program. Chapter V provides detailed specifications for calculating performance for the Youth Program for Older Youth. Chapter VI provides detailed specifications for calculating performance for the Youth Program for Younger Youth. Appendix A contains the definitions for each of the data elements used to calculate WIA performance.

II. MATCHING PARTICIPANT FILES TO WAGE RECORDS

WIA requires the use of Unemployment Insurance (UI) wage record data to determine employment outcomes after exit and to calculate earnings change and earnings replacement rates. There are numerous steps that State staff must perform to create a data set which includes wage record information prior to performing the performance calculations. This section provides guidance on how to perform these tasks. There are three key points that States must bear in mind with regard to the use of wage records:

- C States should obtain access to as many years of historical wage records as possible. Participants who entered JTPA in prior years will have to be excluded from specific measures if wage records for past years are not available.
- C Wage records are the primary source of information for employment after exit and the only source of information for earnings change/replacement rates. If a participant does not appear in the wage records, supplemental sources may be used to establish employment after exit. Wage records are not, however, used to determine employment status at registration.
- C States must wait two full quarters after the quarter of wage activity before using the wage records or making the decision to use supplemental sources of information about employment (if no wage records are located). The reasons for this include: wage record submissions to the State Employment Security Agency are due from employers, in general, 30 days after the end of the quarter in which the wages were earned; and, the processing of 90 to 95 percent of wage record data normally takes 60 days beyond the report due date.

A. MATCHING SOCIAL SECURITY NUMBERS (SSNS) TO UI WAGE RECORD FILES

Matching SSNs of participants who exit WIA to wage record files can occur continuously or can occur at a minimum of twice for each quarter of exiters. States may choose to select wage records for the second and third quarters prior to the registration quarter as soon as someone is registered for WIA services. Exhibit II.1 illustrates the timing of participant/program activities compared to data collection/matching activities. States may also choose to wait until the end of the third quarter after the exit quarter to select UI wage records for the second and third quarters prior to the registration quarter. At this point, States will also be able to calculate the entered employment measure.

EXHIBIT II.1

TIMING OF PARTICIPANT/PROGRAM ACTIVITIES AND DATA/MATCHING ACTIVITIES FOR ENTERED EMPLOYMENT, RETENTION, AND EARNINGS GAIN/REPLACEMENT MEASURES

Quarter	Pre-Program Quarters 2-3*	Registration Quarter	Possible Activity Quarter(s)	Exit Quarter	Post-Program Quarter 1	Post-Program Quarter 2	Post-Program Quarter 3	Post-Program Quarter 4	Post-Program Quarter 5
Participant/Program Activity	Possible Employment Earnings Used to Measure Earnings Gain*	Register Receive Services	Receive Services	Exit Date within Quarter or Last Service Received for 90 Days Within Quarter	Possible Employment Earnings Used to Measure EER	Possible Employment Earnings Used to Measure Earnings Gain	Possible Employment Earnings Used to Measure Retention and Earnings Gain	NA	NA
Internal Data Capturing/Matching Activity	None	Decision on Whether to Register or Not Determine Employment Status Capture Earnings for Pre-Program Quarters 2-3*	Record Services Provided	Record Exit Date	Create Exit Group for Prior Qtr. Using Exit Date OR Not Receive Services for 90 Days	Capture Earnings for Post-Program Quarter 1	Capture Lagged Earnings for Post-Program Quarter 1 and Earnings for Quarter 2 Report EER	Capture Lagged Earnings for Post-Program Quarter 2 and Earnings for Quarter 3	Capture Lagged Earnings for Post-Program Quarter 3 Report Retention and Earnings Gain/Replacement

* For the dislocated workers, earnings retention measure earnings used for measurement are 2nd and 3rd quarter prior to the dislocation quarter. However, if the date of dislocation is after registration, quarters 2 and 3 prior to registration are used.

At the end of the fifth quarter after the exit quarter, States will collect the UI wage record data for the third quarter after the exit quarter. At this point States can calculate the retention and earnings change/replacement rate measures.

To create the exit cohort, States must select participants with exit dates in the quarter. States should then follow the guidelines presented in Section 4D of this TEGl for determining exit date. Once a State selects an exit cohort, the next step is to divide that cohort into subgroups based on the entry quarter. Defining subgroups is necessary because the participants who exit during a specific quarter will have entered during a range of prior quarters. A State will have to retrieve wage record data for two specific quarters for each subgroup of the exit cohort. Participants who exit from a specific quarter, such as October-December, 1999, will have entered JTPA during a range of quarters from October-December, 1999 back to 1997 and possibly even earlier.

The earliest registration date will determine how far back a State must go to find wage records. For example, if the earliest registration date for an exiter is January, 1997, the earliest quarter of wage records that must be available is the April to June, 1996 quarter. That quarter is the third quarter prior to the registration quarter.

Each entry subgroup must be matched against a different set of quarters. Exhibit II.2 shows the quarters of wage records required for both the preprogram and post-program earnings for those who exited during the fourth quarter of 1999 and who registered between April, 1997 and December, 1999. The blank boxes indicate the specific quarters of wage records that are required, assuming that at least one participant registered in each quarter between April, 1997 and December, 1999. Only two quarters of pre-program wage record data is required for each participant.

B. CREATING DATA SETS FOR PERFORMING CALCULATIONS

Once the correct wage records have been collected and matched to the SSNs, there are still several other steps which must be accomplished before the performance calculations can be done.

1. Creating Multiple Records for Participants Funded by Dual Funding Streams

If there are not already multiple records for participants funded by dual funding streams in the State's database, it is necessary to create multiple records for such participants, because they are included in more than one set of measures. For example:

- C A participant who enters a State's program as a youth funded by the youth program and exits the program while being funded by the adult program should be included in both sets of measures.

EXHIBIT II.2

EXAMPLE OF QUARTERS OF WAGES REQUIRED FOR PARTICIPANTS WHO EXIT IN THE FOURTH QUARTER OF 1999

	Preprogram Earnings												Post-program Earnings		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	96-3	96-4	97-1	97-2	97-3	97-4	98-1	98-2	98-3	98-4	99-1	99-2	00-1	00-2	00-3
99-4															
99-3															
99-2															
99-1															
98-4															
98-3															
98-2															
98-1															
97-4															
97-3															
97-2															

- C A participant who is funded by both the adult program and the dislocated worker program or by the dislocated worker program and the youth program should be counted in both sets of measures.

This requirement to count a participant twice within a single exit cohort does not apply to youth who turn 19 while in the youth program. They are not included in both the younger youth measures and the older youth measures. They are only counted in the younger youth measures, because age at registration defines the group of measures in which a youth is counted.

Thus, duplicate SSNs are appropriate within a set of records for an exit cohort if the duplicate SSNs are for different funding sources. However, there should be no duplicate records with the same SSN, funding source and exit date.

2. Cases Where Wage Records Are Not Available or Are Not Found

If UI wage records cannot be accessed for preprogram earnings for participants who registered for JTPA in prior years, these records should be excluded from earnings change/replacement measure. If the wage records for the required quarters are available, a zero should be inserted for all quarters where wage records were missing. For example, if a participant registered in January, 1997 and the State can only access wage records back to 1997, that participant should be excluded from the earnings change/replacement measures, as described in the calculation specifications. If, however, a participant registered in January, 1999 and the State can access wage records back to 1997 but the participant does not appear in the wage records, the participant should be given values of 0 for preprogram earnings.

3. Aggregating Wage Records from Multiple Employers

One characteristic of UI wage data is that multiple UI wage records exist for participants who work for more than one employer during a particular wage quarter. These records will have duplicate SSN's, but the employer code and earnings amounts will vary. Occasionally, the employer code will be unavailable (null). In cases where the employer code is unavailable, it is appropriate to eliminate records where the SSN and wage value *for that particular quarter* are identical. Records with multiple values representing participants that work for more than one employer during a particular wage quarter must be added together to arrive at a total earnings for the participant in that quarter. For example, if participant A earns \$1,000 at job 1 in quarter 3 and \$2,000 at job 2 in quarter 3, the total earnings for participant A in quarter 3 should be \$3,000.

4. Removing Erroneous Data

Data entry errors must be identified and excluded. This can be done as an exclusion rule or other method. For example, the State should exclude all records with earnings greater than \$40,000 in any one quarter.

Exact duplicate wage records should be eliminated. For example, duplicate wage records for the same SSN, the same employer and the same dollar amount should be eliminated.

III. ADULT PROGRAM

These specifications provide guidance for States to calculate performance for two sets of adults who exited from WIA services during a specific quarter:

1. All adult exiters are subject to the entered employment, retention and earnings change calculation.
2. Those adults who received training services and exited are also subject to the adult employment and credential rate measure.

A. ENTERED EMPLOYMENT, RETENTION AND EARNINGS CHANGE

This section specifies how to calculate the following three measures:

1. Adult Entered Employment Rate:

Of those who are not employed at registration:

of adults who have entered employment by the end of the first quarter after exit

of adults who exit during the quarter

2. Adult Employment Retention Rate:

Of those who are employed in the first quarter after exit:

of adults who are employed in third quarter after exit

of adults who exit during the quarter

3. Adult Earnings Change in Six Months:

Of those who are employed in the first quarter after exit:

[Total Post-Program Earnings (earnings in quarter 2 + quarter 3 after exit)] -
[Pre-Program Earnings (earnings in quarters 2 + 3 prior to registration)]

of adults who exit during the quarter

The specifications explain how an exit cohort of participants can be logically grouped into separate categories based on their pre- and post-service employment status and their employment retention status (see Exhibit III.1, Fourteen Groups of Adult Participants Used to Calculate Entered Employment, Retention and Earnings Change). Once States determine the number of participants who fit each category, they can easily compute these three measures. Dislocated workers who are co-enrolled in the adult funding stream should be included in both dislocated worker and adult measures. This section also explains how to select the quarters of exiters and wage records to use for simulating WIA performance and for actual WIA reporting.

1. Create Files

One way to calculate performance is to create extract files of data elements from the State's workforce development database for sets of participants who exit during a specific quarter and are thus subject to performance measurement. If there is no central database in the State, the extract files can be built from data sets provided by local WIA areas. There are two advantages to building files specifically to calculate performance. First, that approach is used to specify the calculations in this document. Second, these files can serve as a very convenient method to check the accuracy of the calculations because they are a well-organized and easy to understand record of the data used in the calculations.

Exhibit III.1 shows the fourteen possible measurement outcomes for WIA participants for the combination of the entered employment, retention and earnings change measures. These fourteen outcomes are based on the participant's employment status prior to registration, their employment status one quarter and three quarters after exit, and the change from their pre-program to their post-program earnings. Wage records are the primary data source for employment in the first and third quarters after exit. Supplemental sources to establish employment are allowed if participants are not found in the wage records. Participants whose employment is established from supplemental sources are excluded from the earnings calculations. If States do not have supplementary information on employment to simulate WIA performance, participant groups 1.2, 1.3, 1.4, 1.6, 1.9, 1.10, 1.11, and 1.13 will be blank. In such situations, performance level estimates will be based solely on wage record data.

For example, participants in group 1.3 were determined to be employed in the first quarter after the exit quarter from supplementary data and did not have earnings in the wage records. These participants are excluded from the earnings change measure.

Columns 6 through 10 show how the count of participants in each group (or the sum of their earnings for the earnings change measure) is used to calculate each measure. For example, participants in group 1.1 would appear in the numerator and denominator of the entered employment rate, the numerator and denominator of the retention rate, and would be included in the earnings change measure.

EXHIBIT III.1

FOURTEEN GROUPS OF ADULT PARTICIPANTS USED TO CALCULATE ENTERED EMPLOYMENT, RETENTION AND EARNINGS CHANGE

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Participant Group	Participant Characteristics					Use of Each Group in Performance Measures				
	1 Employment Status at Registration	2 Employed First Quarter after Exit Quarter	3 If Employed in First Quarter, Information from Wage Records or Other Sources	4 Employed Third Quarter After Exit Quarter	5 If Employed in Third Quarter, Information from Wage Records or Other Sources	Entered Employment		Retention		Earnings Change
						6 Count of Participants Included in Numerator	7 Count of Participants Included in Denominator	8 Count of Participants Included in Numerator	9 Count of Participants Included in Denominator	10 Participant Earnings Included in Calculation of Measure
1.1	Not Employed	YES	Wage Records	YES	Wage Records	YES	YES	YES	YES	YES
1.2	Not Employed	YES	Wage Records	YES	Supplementary Source	YES	YES	YES	YES	NO
1.3	Not Employed	YES	Supplementary Source	YES	Wage Records	YES	YES	YES	YES	NO
1.4	Not Employed	YES	Supplementary Source	YES	Supplementary Source	YES	YES	YES	YES	NO
1.5	Not Employed	YES	Wage Records	NO	NA	YES	YES	NO	YES	YES
1.6	Not Employed	YES	Supplementary Source	NO	NA	YES	YES	NO	YES	NO
1.7	Not Employed	NO	NA	NA	NA	NO	YES	NO	NO	NO
1.8	Employed	YES	Wage Records	YES	Wage Records	NO	NO	YES	YES	YES
1.9	Employed	YES	Wage Records	YES	Supplementary Source	NO	NO	YES	YES	NO
1.10	Employed	YES	Supplementary Source	YES	Wage Records	NO	NO	YES	YES	NO

EXHIBIT III.1 (continued)

Participant Group	Participant Characteristics					Use of Each Group in Performance Measures				
	1 Employment Status at Registration	2 Employed First Quarter after Exit Quarter	3 If Employed in First Quarter, Information from Wage Records or Other Sources	4 Employed Third Quarter After Exit Quarter	5 If Employed in Third Quarter, Information from Wage Records or Other Sources	Entered Employment		Retention		Earnings Change
						6 Count of Participants Included in Numerator	7 Count of Participants Included in Denominator	8 Count of Participants Included in Numerator	9 Count of Participants Included in Denominator	10 Participant Earnings Included in Calculation of Measure
1.11	Employed	YES	Supplementary Source	YES	Supplementary Source	NO	NO	YES	YES	NO
1.12	Employed	YES	Wage Records	NO	NA	NO	NO	NO	YES	YES
1.13	Employed	YES	Supplementary Source	NO	NA	NO	NO	NO	YES	NO
1.14	Employed	NO	NA	NA	NA	NO	NO	NO	NO	NO

Perform the following steps in order to create the files.

Step 1: Select exiters and extract the data elements required for the adult measure as specified in Exhibit III.1. Participants who exit from the program under the following conditions should be excluded from the measures:

- C For JTPA participant data, exclude those who received objective assessment only and Title II 8% funded programs.
- C Participants who exit from services because they are incarcerated, institutionalized, deceased or have a health/medical condition that prevent them from participating in services, should be excluded from the measures.

Step 2: Sort into participant groups based on the criteria in Exhibit III.1.

For example: If employment status at registration is unemployed, earnings are greater than zero in the first quarter after the exit quarter, and earnings are greater than zero in the third quarter after the exit quarter, assign to participant group 1.1.

Step 3: Subtotal the number of participants and any earnings in each group.

2. Calculate Performance

Exhibit III.2 (Sample File of Adult Participants Used to Calculate Entered Employment, Retention, and Earnings Change) shows a sample file of participants sorted into the fourteen groups with subtotals of the number of participants in each group.¹

Step 4: Copy the number of participants in each group onto the worksheet to calculate adult entered employment and retention rates. Copy the number of participants and the dollars for each quarter for each group onto the worksheet to calculate adult earnings change.

¹States can use the specifications to calculate only the entered employment rate when only wage records for the first quarter after the exit quarter are used. If no wage records for the third quarter after the exit quarter are used, participants will only fall into categories 1.5-1.7 and 1.12-1.14, the retention rate will be zero and the earnings worksheet should not be filled in. When the wage record data for the third quarter after the exit quarter are added, the specifications can be used to calculate the retention rate and the earnings change.

EXHIBIT III.2

SAMPLE FILE OF ADULT PARTICIPANTS USED TO CALCULATE ENTERED EMPLOYMENT, RETENTION AND EARNINGS CHANGE

Step 1: Select Exiters and Extract Data Elements

Step 2: Sort into Participant Groups

Step 3: Subtotal Participants and Any Earnings in Each Group

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Participant Group	1 SSN	2 Exit Date	3 Funding Source	4 Employment Status at Registration	5 Wages 3 Quarters Prior to Registration	6 Wages 2 Quarters Prior to Registration	7 Wages 1 st Quarter after Exit	8 If Employed in First Quarter, Information from Wage Records or Other Sources	9 Wages 2 nd Quarter after Exit	10 Wages 3 rd Quarter after Exit	11 If Employed in Third Quarter, Information from Wage Records or Other Sources
1.1	384340268	7/15/99	Adult	Not Employed	2,000	2,000	5,000	Wage Records	4,000	5,000	Wage Records
1.1	194583943	8/21/99	Adult	Not Employed	3,000	3,000	2,000	Wage Records	5,000	2,000	Wage Records
Subtotal	2 Participants				5,000	5,000	7,000		9,000	7,000	
1.2	683063858	9/9/99	Adult	Not Employed	NA	NA	3,000	Wage Records	NA	0	Supplementary Source
1.2	683945729	7/15/99	Adult	Not Employed	NA	NA	2,000	Wage Records	NA	0	Supplementary Source
Subtotal	2 Participants				NA	NA	5,000		NA	0	
1.3	329368374	8/22/99	Adult	Not Employed	NA	NA	0	Supplementary Source	NA	11,000	Wage Records
1.3	204294835	7/06/99	Adult	Not Employed	NA	NA	0	Supplementary Source	NA	2,000	Wage Records
Subtotal	2 Participants				NA	NA	0		NA	13,000	
1.4	152896580	9/9/99	Adult	Not Employed	NA	NA	0	Supplementary Source	NA	0	Supplementary Source
1.4	256871009	8/15/99	Adult	Not Employed	NA	NA	0	Supplementary Source	NA	0	Supplementary Source
1.4	126859745	7/15/99	Adult	Not Employed	NA	NA	0	Supplementary Source	NA	0	Supplementary Source
Subtotal	3 Participants				NA	NA	0		NA	0	

EXHIBIT III.2 (continued)

Participant Group	1 SSN	2 Exit Date	3 Funding Source	4 Employment Status at Registration	5 Wages 3 Quarters Prior to Registration	6 Wages 2 Quarters Prior to Registration	7 Wages 1 st Quarter after Exit	8 If Employed in First Quarter, Information from Wage Records or Other Sources	9 Wages 2 nd Quarter after Exit	10 Wages 3 rd Quarter after Exit	11 If Employed in Third Quarter, Information from Wage Records or Other Sources
1.5	139682046	9/8/99	Adult	Not Employed	6,000	2,000	2,000	Wage Records	2,000	0	NA
1.5	265930369	9/15/99	Adult	Not Employed	0	1,000	3,000	Wage Records	3,000	0	NA
Subtotal	2 Participants				6,000	3,000	5,000		5,000	0	NA
1.6	163860345	7/31/99	Adult	Not Employed	NA	NA	0	Supplementary Source	NA	0	NA
1.6	534593396	8/15/99	Adult	Not Employed	NA	NA	0	Supplementary Source	NA	0	NA
Subtotal	2 Participants				NA	NA	0		NA	0	NA
1.7	163860345	7/31/99	Adult	Not Employed	NA	NA	0	NA	NA	NA	NA
1.7	534593391	8/15/99	Adult	Not Employed	NA	NA	0	NA	NA	NA	NA
1.7	259340683	8/12/99	Adult	Not Employed	NA	NA	0	NA	NA	NA	NA
Subtotal	3 Participants				NA	NA	0	NA	NA	NA	NA
1.8	163860341	7/31/99	Adult	Employed	0	4,000	6,000	Wage Records	10,000	6,000	Wage Records
1.8	534593387	8/15/99	Adult	Employed	5,000	5,000	6,000	Wage Records	0	6,000	Wage Records
Subtotal	2 Participants				5,000	9,000	12,000		10,000	12,000	
1.9	163860333	7/31/99	Adult	Employed	NA	NA	6,000	Wage Records	NA	0	Supplementary Source
Subtotal	1 Participant				NA	NA	6,000		NA	0	
1.10	316860345	7/31/99	Adult	Employed	0	1,000	2,000	Supplementary Source	0	4,000	Wage Records
1.10	333545996	8/15/99	Adult	Employed	5,000	1,000	3,000	Supplementary Source	0	5,000	Wage Records
Subtotal	2 Participants				5,000	2,000	5,000		0	9,000	

EXHIBIT III.2 (continued)

Participant Group	1 SSN	2 Exit Date	3 Funding Source	4 Employment Status at Registration	5 Wages 3 Quarters Prior to Registration	6 Wages 2 Quarters Prior to Registration	7 Wages 1 st Quarter after Exit	8 If Employed in First Quarter, Information from Wage Records or Other Sources	9 Wages 2 nd Quarter after Exit	10 Wages 3 rd Quarter after Exit	11 If Employed in Third Quarter, Information from Wage Records or Other Sources
1.11	012345678	7/15/99	Adult	Employed	NA	NA	2,000	Supplementary Source	NA	3,000	Supplementary Source
1.11	487654321	8/22/99	Adult	Employed	NA	NA	3,000	Supplementary Source	NA	4,000	Supplementary Source
1.11	765432148	9/9/99	Adult	Employed	NA	NA	2,000	Supplementary Source	NA	3,000	Supplementary Source
Subtotal	3 Participants				NA	NA	7,000		NA	10,000	
1.12	841234567	7/15/99	Adult	Employed	4,000	1,000	5,000	Wage Records	1,000	0	NA
1.12	765646123	8/15/99	Adult	Employed	2,000	0	4,000	Wage Records	1,000	0	NA
Subtotal	2 Participants				6,000	1,000	9,000		2,000	0	NA
1.13	46123656	8/21/99	Adult	Employed	NA	NA	2,000	Supplementary Source	NA	0	NA
Subtotal	1 Participant				NA	NA	2,000		NA	0	NA
1.14	061236564	8/12/99	Adult	Employed	NA	NA	0	NA	NA	NA	NA
1.14	789876565	7/31/99	Adult	Employed	NA	NA	0	NA	NA	NA	NA
Subtotal	2 Participants				NA	NA	0	NA	NA	NA	NA

Exhibit III.3 (Worksheet to Calculate Adult Entered Employment and Retention Rates) provides an example of how entered employment and retention rates are calculated. The participant group subtotals have been entered into this spreadsheet by using the data from the sample file (Exhibit III.2). The number of participants in each category are entered into the relevant boxes in the worksheet under numerator and denominator (boxes that are not shaded). The total for each column is then calculated. The entered employment and retention rates are calculated by dividing the numerator totals by the denominator totals for each measure.

Step 5: Add totals for each column on the worksheet.

Step 6: Perform the calculations.

Exhibit III.4 (Worksheet to Calculate Adult Earnings Change) provides an example of how earnings change is calculated. Enter data onto this spreadsheet from the sample data file (Exhibit III.2). Enter pre-program wages for the second and third quarters prior to entry as well as the post-program wages for the second and third quarters after exit. Following the directions indicated on the spreadsheet (Exhibit III.4), subtotal the sum of the pre-program wages (Column A). Subtotal the sum of the post-program quarters in Column B, and derive the net total earnings by subtracting the total of Column A from the total of Column B. Finally, calculate the Average Earnings Change by dividing the Net Total Earnings (Column D) by the total number of participants (Column C). Do not complete the earnings worksheet until the wage records from the third quarter after exit are complete.

EXHIBIT III.3

WORKSHEET TO CALCULATE ADULT ENTERED EMPLOYMENT AND RETENTION RATES

Step 4: Copy the Number of Participants in Each Group onto the Worksheet

Step 5: Add Totals for Each Column

Step 6: Perform the Calculations

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Participant Group	Participant Characteristics					Use of Each Group in Performance Measures			
						Entered Employment		Retention	
	1	2	3	4	5	6	7	8	9
	Employment Status at Registration	Employed First Quarter After Exit Quarter	If Employed in First Quarter, Information from Wage Records or Other Sources	Employed Third Quarter After Exit Quarter	If Employed in Third Quarter, Information from Wage Records or Other Sources	Count of Participants Included in Numerator	Count of Participants Included in Denominator	Count of Participants Included in Numerator	Count of Participants Included in Denominator
1.1	Not Employed	YES	Wage Records	YES	Wage Records	2	2	2	2
1.2	Not Employed	YES	Wage Records	YES	Supplementary Source	2	2	2	2
1.3	Not Employed	YES	Supplementary Source	YES	Wage Records	2	2	2	2
1.4	Not Employed	YES	Supplementary Source	YES	Supplementary Source	3	3	3	3
1.5	Not Employed	YES	Wage Records	NO	NA	2	2	NO	2
1.6	Not Employed	YES	Supplementary Source	NO	NA	2	2	NO	2
1.7	Not Employed	NO	NA	NA	NA	NO	3	NO	NO
1.8	Employed	YES	Wage Records	YES	Wage Records	NO	NO	2	2
1.9	Employed	YES	Wage Records	YES	Supplementary Source	NO	NO	1	1
1.10	Employed	YES	Supplementary Source	YES	Wage Records	NO	NO	2	2

EXHIBIT III.3 (continued)

Participant Group	Participant Characteristics					Use of Each Group in Performance Measures			
						Entered Employment		Retention	
	1 Employment Status at Registration	2 Employed First Quarter After Exit Quarter	3 If Employed in First Quarter, Information from Wage Records or Other Sources	4 Employed Third Quarter After Exit Quarter	5 If Employed in Third Quarter, Information from Wage Records or Other Sources	6 Count of Participants Included in Numerator	7 Count of Participants Included in Denominator	8 Count of Participants Included in Numerator	9 Count of Participants Included in Denominator
1.11	Employed	YES	Supplementary Source	YES	Supplementary Source	NO	NO	3	3
1.12	Employed	YES	Wage Records	NO	NA	NO	NO	NO	2
1.13	Employed	YES	Supplementary Source	NO	NA	NO	NO	NO	1
1.14	Employed	NO	NA	NA	NA	NO	NO	NO	NO
TOTAL						13	16	17	24
DIVIDE NUMERATOR BY DENOMINATOR						81%		71%	

EXHIBIT III.4

WORKSHEET TO CALCULATE ADULT EARNINGS CHANGE

Step 4: Copy the Number of Participants and Dollars in Each Group onto the Worksheet

Step 5: Add Totals for Each Column

Step 6: Perform the Calculations

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Participant Group		Quarters Prior to Entry Quarter		A	Quarters After Exit Quarter		B		
Adults	Number of Participants	3 rd	2 nd	Sum of Quarters	2 nd	3 rd	Sum of Quarters	B Minus A	
1.1	2	\$5,000	\$5,000	\$10,000	\$9,000	\$7,000	\$16,000	\$6,000	
1.2									
1.3									
1.4									
1.5	2	\$6,000	\$3,000	\$9,000	\$5,000	\$0	\$5,000	(\$4,000)	
1.6									
1.7									
1.8	2	\$5,000	\$9,000	\$14,000	\$10,000	\$12,000	\$22,000	\$8,000	
1.9									
1.10									
1.11									
1.12	2	\$6,000	\$1,000	\$7,000	\$2,000	\$0	\$2,000	(\$5,000)	
1.13									
1.14									
C Total Participants	8							D Net Total Earnings	\$5,000
								Average Earnings Change (D Divided by C)	\$625

B. EMPLOYMENT AND CREDENTIAL RATE

This section specifies how to calculate the adult employment and credential rate measure:

Of adults who receive training services:

of adults who were employed in the 1st quarter after exit and received a credential by the end of the 3rd quarter after exit

of adults who exited services during the quarter

This section explains how an exit cohort of adults can be logically grouped into four separate categories based on whether they received training services, whether they were employed in the first quarter after the exit quarter and whether they received a credential within three quarters after the exit quarter. See Exhibit III.5, Four Groups of Adult Participants Used to Calculate Employment and Credential Rate. Once States determine the number of participants who fit each category, they can easily compute this measure.

The adult exit cohort which is included in this measure is a subset of participant group 1, the group of adults who exited during the quarter, which is used to measure entered employment, retention and earnings change. The primary data source for determining employment will be the UI wage records. Supplemental sources will be used if an individual is not found in the UI wage records. The primary source to determine credential is through ongoing contact/follow-up with participants to determine that the individual has received a credential and then obtaining written documentation of that credential. In addition, record sharing and/or automated record matching with administrative/other databases may also be used to determine and document that the participant has received a credential.

From participant group 1, select those adults who received WIA or WIA partner-funded training services while registered in WIA. If the participant was employed in the first quarter after the exit quarter, as determined either through wage records or through a supplementary source, record a yes in column 2. This would include all participants in participant groups 1.1 through 1.6 and those participants in groups 1.8 through 1.10 who were employed in the first quarter after exit as determined from wage records or a supplemental source.

Exhibits III.6 and III.7 are a sample file of adult participants used to calculate the employment and credential rate, and the worksheet used to calculate this measure.

EXHIBIT III.5

FOUR GROUPS OF ADULT PARTICIPANTS USED TO CALCULATE EMPLOYMENT AND CREDENTIAL RATE

Participant Group	Participant Characteristics			Use of Each Group in Performance Measure	
	1 Received Training Services	2 Employed First Quarter after Exit Quarter	3 Attained State- Recognized Educational/ Occupational Certificate/Credential/ Diploma/Degree Within 3 Quarters After Exit Quarter	4 Count of Participants Included in Numerator	5 Count of Participants Included in Denominator
2.1	YES	YES	YES	YES	YES
2.2	YES	NO	YES	NO	YES
2.3	YES	NO	NO	NO	YES
2.4	YES	YES	NO	NO	YES

EXHIBIT III.6

SAMPLE FILE OF ADULT PARTICIPANTS USED TO CALCULATE EMPLOYMENT AND CREDENTIAL RATE

Step 1: Select Exiters and Extract Data Elements

Step 2: Sort into Participant Groups

Step 3: Subtotal Participants in Each Group

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Participant Group	1 SSN	2 Registration Date	3 Received Training Services	4 Exit Date	5 Funding Source	6 Employed First Quarter after Exit Quarter	7 Attained State Recognized Educational/ Occupational Certificate/Credential/ Diploma/Degree Within 3 Quarters after Exit Quarter
2.1	384340268	1/15/99	YES	7/15/99	Adult	YES	YES
2.1	862043483	5/31/99	YES	9/25/99	Adult	YES	YES
2.1	394385491	6/9/99	YES	9/3/99	Adult	YES	YES
2.1	194583943	4/21/99	YES	8/21/99	Adult	YES	YES
Subtotal	4 Participants						
2.2	683063858	3/23/99	YES	9/9/99	Adult	NO	YES
2.2	683945729	4/8/99	YES	7/15/99	Adult	NO	YES
Subtotal	2 Participants						
2.3	297549386	12/15/98	YES	7/20/99	Adult	NO	NO
Subtotal	1 Participant						
2.4	063858683	9/30/98	YES	8/15/99	Adult	YES	NO
Subtotal	1 Participant						

EXHIBIT III.7

WORKSHEET TO CALCULATE ADULT EMPLOYMENT AND CREDENTIAL RATE

Step 4: Copy the Number of Participants in Each Group onto the Worksheet

Step 5: Add Totals for Each Column

Step 6: Perform the Calculations

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Participant Group	Participant Characteristics			Use of Each Group in Performance Measure	
	1 Received Training Services	2 Employed First Quarter after Exit Quarter	3 Attained State-Recognized Educational/ Occupational Certificate/Credential/ Diploma/Degree Within 3 Quarters After Exit Quarter	4 Count of Participants Included in Numerator	5 Count of Participants Included in Denominator
2.1	YES	YES	YES	4	4
2.2	YES	NO	YES	NO	2
2.3	YES	NO	NO	NO	1
2.4	YES	YES	NO	NO	1
TOTAL				4	8
DIVIDE NUMERATOR BY DENOMINATOR				50%	

IV. DISLOCATED WORKER PROGRAM

These specifications provide guidance for States to calculate performance for two sets of dislocated workers who exited from WIA services during a specific quarter:

1. All dislocated worker exiters are subject to the entered employment, retention and earnings replacement rate measures.
2. Those dislocated workers who received training services and exited are also subject to the dislocated worker employment and credential measure.

A. ENTERED EMPLOYMENT, RETENTION AND EARNINGS CHANGE

This section specifies how to calculate the following three measures:

1. Dislocated Worker Entered Employment Rate:

of dislocated workers who have entered employment by the first quarter after exit

of dislocated workers who exit during the quarter

2. Dislocated Worker Employment Retention Rate:

Of those who are employed in the first quarter after exit:

of dislocated workers who are employed in the 3rd quarter after exit

of dislocated workers who exit during the quarter

3. Dislocated Worker Earnings Replacement Rate:

Of those who are employed in the first quarter after exit:

Total Post-Program Earnings (earnings in quarter 2 + quarter 3 after exit)

TABLE 1 (*continued*)

Pre-Dislocation Earnings (earnings in quarters 2 and 3 prior to dislocation)²

²For dislocated workers with no date of dislocation or if the date of dislocation is after registration, quarters 2 and 3 prior to registration will be used.

This section explains how an exit cohort of dislocated workers can be logically grouped into seven separate categories based on their pre- and post-service employment status and their employment retention status (see Exhibit IV.1, Seven Groups of Dislocated Workers Used to Calculate Entered Employment, Retention and Earnings Replacement Rate). Once States determine the number of participants who fit each category, they can easily compute these three measures. Dislocated workers who are co-enrolled in the adult funding stream should be included in both dislocated worker and adult measures. The same would be true for dislocated workers who are co-enrolled in the older youth funding stream.

The steps to create the files and calculate the measures for dislocated workers are very similar to the steps outlined in Chapter III, Section A. There are only two differences between the adult specifications and the dislocated worker specifications:

1. First, dislocated workers by definition are not employed at registration, therefore the participant categories equivalent to the adult categories 1.8 through 1.14 do not apply.
2. Instead of subtracting preprogram earnings from postprogram earnings to calculate earnings change, divide postprogram earnings by predislocation earnings to calculate an earnings replacement rate.

As in creating the files for adult measures, participants who exit from the program under the following conditions should be excluded from the measures:

- C For JTPA participant data, exclude those who received objective assessment only and Title II 8% funded programs.
- C Participants who exit from services because they are incarcerated, institutionalized, deceased or have a health/medical condition that prevent them from participating in services, should be excluded from the measures.
- C For JTPA participant data, exclude dislocated workers served exclusively with National Reserve Account (NRA) funds. For WIA participant data, exclude dislocated workers served exclusively with National Emergency Grants.

Following are specifications for how the files for dislocated workers should be created, as well as sample performance calculation spreadsheets. Exhibit IV.1 shows that there are seven possible measurement outcomes for WIA participants for the combination of the entered employment, retention and earnings replacement rate measures. These seven outcomes are based on the participant's employment status one quarter and three quarters after exit.³

³States can use the specifications to calculate only the entered employment rate when only wage records for the first quarter after the exit quarter are used. If no wage records for the third quarter after the exit quarter are used, participants will only fall into categories 3.5 to 3.7, the retention rate will be zero and the earnings worksheet should not be filled in. When the wage record data for the third quarter after the exit quarter are added, the specifications can be used to calculate the retention rate and the earnings replacement rate.

EXHIBIT IV.1

SEVEN GROUPS OF DISLOCATED WORKERS USED TO CALCULATE
ENTERED EMPLOYMENT, RETENTION AND EARNINGS REPLACEMENT RATE

Participant Group	Participant Characteristics					Use of Each Group in Performance Measures				
	1 Employment Status at Registration	2 Employed First Quarter after Exit Quarter	3 If Employed in First Quarter, Information from Wage Records or Other Sources	4 Employed Third Quarter After Exit Quarter	5 If Employed in Third Quarter, Information from Wage Records or Other Sources	Entered Employment		Retention		Earnings Replacement Rate
						6 Count of Participants Included in Numerator	7 Count of Participants Included in Denominator	8 Count of Participants Included in Numerator	9 Count of Participants Included in Denominator	10 Participant Earnings Included in Calculation of Measure
3.1	Dislocated Worker	YES	Wage Records	YES	Wage Records	YES	YES	YES	YES	YES
3.2	Dislocated Worker	YES	Wage Records	YES	Supplementary Source	YES	YES	YES	YES	NO
3.3	Dislocated Worker	YES	Supplementary Source	YES	Wage Records	YES	YES	YES	YES	NO
3.4	Dislocated Worker	YES	Supplementary Source	YES	Supplementary Source	YES	YES	YES	YES	NO
3.5	Dislocated Worker	YES	Wage Records	NO	NA	YES	YES	NO	YES	YES
3.6	Dislocated Worker	YES	Supplementary Source	NO	NA	YES	YES	NO	YES	NO
3.7	Dislocated Worker	NO	NA	NA	NA	NO	YES	NO	NO	NO

Columns 6 through 10 show how the count of participants in each group (or the sum of their earnings for the earnings replacement rate measure) is used to calculate each measure. For example, participants in category 3.1 would appear in the numerator and denominator of the entered employment rate, the numerator and denominator of the retention rate, and would have the earnings replacement measure calculated.

Exhibit IV.2 (Sample File of Dislocated Worker Participants Used to Calculate Entered Employment, Retention and Earnings Replacement Rate) shows a sample file of dislocated workers. Exhibit IV.3 (Worksheet to Calculate Dislocated Worker Entered Employment and Retention Rates) shows how to calculate entered employment and retention, and Exhibit IV.4 (Worksheet to Calculate Dislocated Worker Earnings Replacement Rate) shows how to calculate the earnings replacement rate.

EXHIBIT IV.2

SAMPLE FILE OF DISLOCATED WORKER PARTICIPANTS USED TO CALCULATE
ENTERED EMPLOYMENT, RETENTION AND EARNINGS REPLACEMENT RATE

Step 1: Select Exiters and Extract Data Elements

Step 2: Sort into Participant Groups

Step 3: Subtotal Participants and Any Earnings in Each Group

Participant Group	1 SSN	2 Exit Date	3 Funding Source	4 Employment Status at Registration	5 Wages 3 Quarters Prior to Dislocation (or, if not available, registration)	6 Wages 2 Quarters Prior to Dislocation (or, if not available, registration)	7 Wages 1 st Quarter after Exit	8 If Employed in First Quarter, Information from Wage Records or Other Sources	9 Wages 2 nd Quarter after Exit	10 Wages 3 rd Quarter after Exit	11 If Employed in Third Quarter, Information from Wage Records or Other Sources
3.1	384340268	7/15/99	DW	DW	3,000	3,000	4,000	Wage Records	5,000	4,000	Wage Records
3.1	194583943	8/21/99	DW	DW	2,000	3,000	2,000	Wage Records	2,000	2,000	Wage Records
Subtotal	2 Participants				5,000	6,000	6,000		7,000	6,000	
3.2	683063858	9/9/99	DW	DW	NA	NA	3,000	Wage Records	NA	0	Supplementary Source
3.2	683945729	7/15/99	DW	DW	NA	NA	2,000	Wage Records	NA	0	Supplementary Source
Subtotal	2 Participants				NA	NA	5,000		NA	0	
3.3	329368374	8/22/99	DW	DW	NA	NA	0	Supplementary Source	NA	11,000	Wage Records
3.3	204294835	7/06/99	DW	DW	NA	NA	0	Supplementary Source	NA	2,000	Wage Records
3.3	126216109	7/1/99	DW	DW	NA	NA	0	Supplementary Source	NA	4,000	Wage Records
Subtotal	3 Participants				NA	NA	0		NA	17,000	
3.4	152896580	9/9/99	DW	DW	NA	NA	0	Supplementary Source	NA	0	Supplementary Source
3.4	256871009	8/15/99	DW	DW	NA	NA	0	Supplementary Source	NA	0	Supplementary Source
Subtotal	2 Participants				NA	NA	0		NA	0	

EXHIBIT IV.2 (continued)

Participant Group	1 SSN	2 Exit Date	3 Funding Source	4 Employment Status at Registration	5 Wages 3 Quarters Prior to Dislocation (or, if not available, registration)	6 Wages 2 Quarters Prior to Dislocation (or, if not available, registration)	7 Wages 1 st Quarter after Exit	8 If Employed in First Quarter, Information from Wage Records or Other Sources	9 Wages 2 nd Quarter after Exit	10 Wages 3 rd Quarter after Exit	11 If Employed in Third Quarter, Information from Wage Records or Other Sources
3.5	139682046	9/8/99	DW	DW	8,000	6,000	1,000	Wage Records	1,000	0	NA
Subtotal	1 Participant				8,000	6,000	1,000		1,000	0	NA
3.6	163860345	7/31/99	DW	DW	NA	NA	0	Supplementary Source	NA	0	NA
3.6	534593396	8/15/99	DW	DW	NA	NA	0	Supplementary Source	NA	0	NA
3.6	127831016	7/30/99	DW	DW	NA	NA	0	Supplementary Source	NA	0	NA
Subtotal	3 Participants				NA	NA	0		NA	0	NA
3.7	163860354	7/31/99	DW	DW	NA	NA	0	NA	NA	NA	NA
3.7	534599633	8/15/99	DW	DW	NA	NA	0	NA	NA	NA	NA
Subtotal	2 Participants				NA	NA	0	NA	NA	NA	NA

EXHIBIT IV.3

WORKSHEET TO CALCULATE DISLOCATED WORKER ENTERED EMPLOYMENT AND RETENTION RATES

Step 4: Copy the Number of Participants in Each Group onto the Worksheet

Step 5: Add Totals for Each Column

Step 6: Perform the Calculations

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Participant Group	Participant Characteristics					Use of Each Group in Performance Measures			
	1 Employment Status at Registration	2 Employed First Quarter After Exit Quarter	3 If Employed in First Quarter, Information from Wage Records or Other Sources	4 Employed Third Quarter After Exit Quarter	5 If Employed in Third Quarter, Information from Wage Records or Other Sources	Entered Employment		Retention	
						6 Count of Participants Included in Numerator	7 Count of Participants Included in Denominator	8 Count of Participants Included in Numerator	9 Count of Participants Included in Denominator
3.1	Dislocated Worker	YES	Wage Records	YES	Wage Records	2	2	2	2
3.2	Dislocated Worker	YES	Wage Records	YES	Supplementary Source	2	2	2	2
3.3	Dislocated Worker	YES	Supplementary Source	YES	Wage Records	3	3	3	3
3.4	Dislocated Worker	YES	Supplementary Source	YES	Supplementary Source	2	2	2	2
3.5	Dislocated Worker	YES	Wage Records	NO	NA	1	1	NO	1
3.6	Dislocated Worker	YES	Supplementary Source	NO	NA	3	3	NO	3
3.7	Dislocated Worker	NO	NA	NA	NA	NO	2	NO	NO
TOTAL						13	15	9	13
DIVIDE THE NUMERATOR BY THE DENOMINATOR						87%		69%	

EXHIBIT IV.4

WORKSHEET TO CALCULATE DISLOCATED WORKER EARNINGS REPLACEMENT RATE

Step 4: Copy the Total Dollars in Each Group onto the Worksheet

Step 5: Add Totals for Each Column

Step 6: Perform the Calculations

Participant Group	Quarters Prior to Dislocation Quarter		A	Quarters After Exit Quarter		B	Replacement Rate
	3 rd	2 nd	Sum of Quarters	2 nd	3 rd	Sum of Quarters	B Divided by A
3.1	\$5,000	\$6,000	\$11,000	\$7,000	\$6,000	\$13,000	118%
3.2							
3.3							
3.4							
3.5	\$8,000	\$6,000	\$14,000	\$1,000	\$0	\$1,000	7%
3.6							
3.7							
Total	\$13,000	\$12,000	\$25,000	\$8,000	\$6,000	\$14,000	56%
REPLACEMENT RATE CALCULATION DIVIDE TOTAL B BY TOTAL A							

B. EMPLOYMENT AND CREDENTIAL RATE

This section specifies how to calculate the dislocated worker employment and credential rate measure:

Of those who receive training services:

of dislocated workers who were employed in the 1st quarter
after exit and received credential by the end of 3rd quarter after exit

of dislocated workers who exit during the quarter

This section explains how an exit cohort of dislocated workers can be logically grouped into four separate categories based on whether they received training services, whether they were employed in the first quarter after the exit quarter and whether they received a credential within three quarters after the exit quarter. See Exhibit IV.5, Four Groups of Dislocated Worker Participants Used to Calculate Employment and Credential Rate. Once States determine the number of participants who fit each category, they can easily compute this measure.

The dislocated worker exit cohort which is included in this measure is a subset of participant group 3, the group of dislocated workers who exited during the quarter used to measure entered employment, retention and earnings replacement rate. The same data sources described in the adult employment and credential rate specification are used.

From participant group 3, select those dislocated workers who received WIA or WIA partner-funded training services while registered in WIA. If the participant was employed in the first quarter after the exit quarter, as determined either through wage records or through a supplementary source, record a yes in column 2. This would include all participants in participant groups 3.1 through 3.6.

Exhibits IV.6 and IV.7 are a sample file of dislocated worker participants used to calculate the employment and credential rate, and the worksheet used to calculate this measure.

EXHIBIT IV.5

FOUR GROUPS OF DISLOCATED WORKER PARTICIPANTS USED TO CALCULATE EMPLOYMENT AND CREDENTIAL RATE

Participant Group	Participant Characteristics			Use of Each Group in Performance Measure	
	1 Received Training Services	2 Employed First Quarter after Exit Quarter	3 Attained State-Recognized Educational/ Occupational Certificate/Credential/ Diploma/Degree Within 3 Quarters After Exit Quarter	4 Count of Participants Included in Numerator	5 Count of Participants Included in Denominator
4.1	YES	YES	YES	YES	YES
4.2	YES	NO	YES	NO	YES
4.3	YES	NO	NO	NO	YES
4.4	YES	YES	NO	NO	YES

EXHIBIT IV.6

SAMPLE FILE OF DISLOCATED WORKER PARTICIPANTS USED TO CALCULATE EMPLOYMENT AND CREDENTIAL RATE

Step 1: Select Exiters and Extract Data Elements

Step 2: Sort into Participant Groups

Step 3: Subtotal Participants in Each Group

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Participant Group	1 SSN	2 Registration Date	3 Received Training Services	4 Exit Date	5 Funding Source	6 Employed First Quarter after Exit Quarter	7 Attained State Recognized Educational/Occupational Certificate/Credential/ Diploma/Degree Within 3 Quarters after Exit Quarter
4.1	384340268	1/15/99	YES	7/15/99	Dislocated Worker	YES	YES
4.1	862043483	5/31/99	YES	9/25/99	Dislocated Worker	YES	YES
4.1	394385491	6/9/99	YES	9/3/99	Dislocated Worker	YES	YES
4.1	194583943	4/21/99	YES	8/21/99	Dislocated Worker	YES	YES
Subtotal	4 Participants						
4.2	683063858	3/23/99	YES	9/9/99	Dislocated Worker	NO	YES
4.2	683945729	4/8/99	YES	7/15/99	Dislocated Worker	NO	YES
Subtotal	2 Participants						
4.3	297549386	12/15/98	YES	7/20/99	Dislocated Worker	NO	NO
Subtotal	1 Participant						
4.4	063858683	9/30/98	YES	8/15/99	Dislocated Worker	YES	NO
Subtotal	1 Participant						

EXHIBIT IV.7

DISLOCATED WORKER WORKSHEET TO CALCULATE EMPLOYMENT AND CREDENTIAL RATE

Step 4: Copy the Number of Participants in Each Group onto the Worksheet

Step 5: Add Totals for Each Column

Step 6: Perform the Calculations

Participant Group	Participant Characteristics			Use of Each Group in Performance Measure	
	1 Received Training Services	2 Employed First Quarter after Exit Quarter	3 Attained State-Recognized Educational/ Occupational Certificate/Credential/ Diploma/Degree Within 3 Quarters After Exit Quarter	4 Count of Participants Included in Numerator	5 Count of Participants Included in Denominator
4.1	YES	YES	YES	4	4
4.2	YES	NO	YES	NO	2
4.3	YES	NO	NO	NO	1
4.4	YES	YES	NO	NO	1
TOTAL				4	8
DIVIDE NUMERATOR BY DENOMINATOR				50%	

V. YOUTH PROGRAM: OLDER YOUTH (AGED 19-21)

These specifications provide guidance for States to calculate performance for older youth who exited from WIA services during a specific quarter, as defined:

All older youth exiters except those who move into post-secondary are subject to the entered employment, retention, earnings change and credential rate calculations.

Older youth are those aged 19 through 21 on the date that they register for WIA services.

A. ENTERED EMPLOYMENT, RETENTION AND EARNINGS CHANGE

This section specifies how to calculate the following three measures for older youth:

1. Older Youth (19-21 years old) Entered Employment Rate:

Of those who are not employed at registration and do not move on to post-secondary education or advanced training:

of older youth who have entered employment by the end of the 1st quarter after exit

of older youth who exit during the quarter

2. Older Youth Employment Retention Rate:

Of those who are employed in the first quarter after exit and who do not move on to post-secondary or advanced training:

of older youth who are employed in the 3rd quarter after exit

of older youth who exit during the quarter

3. Older Youth Earnings Change in Six Months:

Of those who are employed in the first quarter after exit and who do not move on to post-secondary education or advanced training:

[Total Post-Program Earnings (earnings in quarter 2 + quarter 3 after exit)] -
[Pre-Program Earnings (earnings in quarters 2+3 prior to registration)]

of older youth who exit during the quarter

This section explains how an exit cohort of older youth can be logically grouped into nineteen separate categories based on their pre- and post-service employment status and their employment retention status (see Exhibit V.1, Nineteen Groups of Older Youth Participants Used to Calculate Entered Employment, Retention and Earnings Change). Once States determine the number of participants who fit each category, they can easily compute these three measures. Dislocated workers who are co-enrolled in the older youth funding stream should be included in both dislocated and older youth measures. This section also explains how to select the quarters of exiters and wage records to use for simulating WIA performance and for actual WIA implementation.

The methodology for calculating performance for older youth is very similar to that used for calculating performance for adults and dislocated workers. There are five additional outcomes for the older youth measure compared to the adult measure, because older youth who are in post secondary education or advanced training in the first quarter after the exit quarter are exempted from the measures. These participants fall into group 5.10. Older youth who are not in post secondary education or advanced training in the first quarter after the exit quarter and are not employed in the third quarter after the exit quarter, but are in post secondary education or advanced training in the third quarter after the exit quarter are exempted from the retention and earnings change measures. These participants fall into groups 5.6, 5.8, 5.16 and 5.18.

As with the adult and dislocated worker measures, participants who exit from the program under the following conditions should be excluded from the measures:

- C For JTPA participant data, exclude those who received objective assessment only and Title II 8% funded programs.
- C Participants who exit from services because they are incarcerated, institutionalized, deceased or have a health/medical condition that prevent them from participating in services, should be excluded from the measures.

Exhibit V.1 shows the nineteen possible measurement outcomes for older youth participants for the combination of the entered employment, retention and earnings change rate measures. These nineteen outcomes are based on the participant's employment status at registration, their employment status one quarter and three quarters after exit and whether they were in post-secondary education or advanced training in the first or third quarters after exit.

Columns 7 through 11 show how the count of participants in each group (or the sum of their earnings for the earnings change measure) is used to calculate each measure. For example, participants in category 5.1 would appear in the numerator and denominator of the entered employment rate, the numerator and denominator of the retention rate, and would be included in the earnings change measure.

EXHIBIT V.1

NINETEEN GROUPS OF OLDER YOUTH PARTICIPANTS USED TO CALCULATE ENTERED EMPLOYMENT, RETENTION AND EARNINGS CHANGE

Participant Group	Participant Characteristics							Use of Each Group in Performance Measures				
	1	2	3	4	5	6	7	Entered Employment		Retention		Earnings Change
	Employment Status at Registration	Employed First Quarter after Exit Quarter	If Employed in First Quarter, Information from Wage Records or Other Source	Employed Third Quarter After Exit Quarter	If Employed in Third Quarter, Information from Wage Records or Other Source	In Post Secondary Education or Advanced Training In First Quarter after Exit Quarter	Post Secondary Education or Advanced Training In Third Quarter after Exit Quarter	Count of Participants Included in Numerator	Count of Participants Included in Denominator	Count of Participants Included in Numerator	Count of Participants Included in Denominator	Participant Earnings Included in Calculation of Measure
5.1	Not Employed	YES	Wage Records	YES	Wage Records	NA	NA	YES	YES	YES	YES	YES
5.2	Not Employed	YES	Wage Records	YES	Supplementary Source	NA	NA	YES	YES	YES	YES	NO
5.3	Not Employed	YES	Supplementary Source	YES	Wage Records	NA	NA	YES	YES	YES	YES	NO
5.4	Not Employed	YES	Supplementary Source	YES	Supplementary Source	NA	NA	YES	YES	YES	YES	NO
5.5	Not Employed	YES	Wage Records	NO	NA	NA	NO	YES	YES	NO	YES	YES
5.6	Not Employed	YES	Wage Records	NO	NA	NA	YES	YES	YES	NO	NO	NO
5.7	Not Employed	YES	Supplementary Source	NO	NA	NA	NO	YES	YES	NO	YES	NO
5.8	Not Employed	YES	Supplementary Source	NO	NA	NA	YES	YES	YES	NO	NO	NO
5.9	Not Employed	NO	NA	NA	NA	NO	NA	NO	YES	NO	NO	NO

EXHIBIT V.1 (continued)

Participant Group	Participant Characteristics							Use of Each Group in Performance Measures				
	1 Employment Status at Registration	2 Employed First Quarter after Exit Quarter	3 If Employed in First Quarter, Information from Wage Records or Other Source	4 Employed Third Quarter After Exit Quarter	5 If Employed in Third Quarter, Information from Wage Records or Other Source	6 In Post Secondary Education or Advanced Training In First Quarter after Exit Quarter	7 Post Secondary Education or Advanced Training In Third Quarter after Exit Quarter	Entered Employment		Retention		Earnings Change
								8 Count of Participants Included in Numerator	9 Count of Participants Included in Denominator	10 Count of Participants Included in Numerator	11 Count of Participants Included in Denominator	12 Participant Earnings Included in Calculation of Measure
5.10	Not Employed	NO	NA	NA	NA	YES	NA	NO	NO	NO	NO	NO
5.11	Employed	YES	Wage Records	YES	Wage Records	NA	NA	NO	NO	YES	YES	YES
5.12	Employed	YES	Wage Records	YES	Supplementary Source	NA	NA	NO	NO	YES	YES	NO
5.13	Employed	YES	Supplementary Source	YES	Wage Records	NA	NA	NO	NO	YES	YES	NO
5.14	Employed	YES	Supplementary Source	YES	Supplementary Source	NA	NA	NO	NO	YES	YES	NO
5.15	Employed	YES	Wage Records	NO	NA	NA	NO	NO	NO	NO	YES	YES
5.16	Employed	YES	Wage Records	NO	NA	NA	YES	NO	NO	NO	NO	NO
5.17	Employed	YES	Supplementary Source	NO	NA	NA	NO	NO	NO	NO	YES	NO
5.18	Employed	YES	Supplementary Source	NO	NA	NA	YES	NO	NO	NO	NO	NO
5.19	Employed	NO	NA	NA	NA	NA	NA	NO	NO	NO	NO	NO

Exhibit V.2 is a sample file of older youth participants used to calculate the three measures. Exhibit V.3 is the worksheet used to calculate the older youth entered employment and retention rates and Exhibit V.4 is the worksheet used to calculate the older youth earnings change rate. These worksheets are similar in function to the adult worksheets.

EXHIBIT V.2

SAMPLE FILE OF OLDER YOUTH PARTICIPANTS USED TO CALCULATE
ENTERED EMPLOYMENT, RETENTION AND EARNINGS CHANGE

Step 1: Select Exiters and Extract Data Elements

Step 2: Sort into Participant Groups

Step 3: Subtotal Participants and Any Earnings in Each Group

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Participant Group	1 SSN	2 Birthdate	3 Registration Date	4 Exit Date	5 Funding Source	6 Employment Status at Registration	7 Wages 3 Quarters Prior to Registration	8 Wages 2 Quarters Prior to Registration	9 Wages 1 st Quarter after Exit	10 If Employed in First Quarter, Information from Wage Records or Other Sources	11 Wages 2 nd Quarter after Exit	12 Wages 3 rd Quarter after Exit	13 If Employed in Third Quarter, Information from Wage Records or Other Sources	14 In Post Secondary or Advanced Training in First Quarter After Exit Quarter	15 In Post Secondary or Advanced Training in Third Quarter After Exit Quarter	
5.1	384340268	6/1/79	6/1/99	7/15/99	Youth	Not Employed	2,000	2,000	5,000	Wage Records	4,000	5,000	Wage Records	NA	NA	
5.1	194583943	8/14/79	6/15/99	8/21/99	Youth	Not Employed	3,000	3,000	2,000	Wage Records	5,000	2,000	Wage Records	NA	NA	
Subtotal	2 Participants						5,000	5,000	7,000			9,000	7,000		NA	NA
5.2	683063858	2/2/79	3/13/99	9/9/99	Youth	Not Employed	NA	NA	3,000	Wage Records	NA	0	Supplementary Source	NA	NA	
5.2	683945729	10/10/79	2/27/99	7/15/99	Youth	Not Employed	NA	NA	2,000	Wage Records	NA	0	Supplementary Source	NA	NA	
Subtotal	2 Participants						NA	NA	5,000			NA	0		NA	NA
5.3	329368374	11/8/78	1/27/99	8/22/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	11,000	Wage Records	NA	NA	
5.3	204294835	6/2/79	1/28/99	7/06/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	2,000	Wage Records	NA	NA	
Subtotal	2 Participants						NA	NA	0			NA	13,000		NA	NA

EXHIBIT V.2 (continued)

Participant Group	1 SSN	2 Birthdate	3 Registration Date	4 Exit Date	5 Funding Source	6 Employment Status at Registration	7 Wages 3 Quarters Prior to Registration	8 Wages 2 Quarters Prior to Registration	9 Wages 1 st Quarter after Exit	10 If Employed in First Quarter, Information from Wage Records or Other Sources	11 Wages 2 nd Quarter after Exit	12 Wages 3 rd Quarter after Exit	13 If Employed in Third Quarter, Information from Wage Records or Other Sources	14 In Post Secondary or Advanced Training in First Quarter After Exit Quarter	15 In Post Secondary or Advanced Training in Third Quarter After Exit Quarter
5.4	152896580	9/9/79	4/3/99	9/9/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	0	Supplementary Source	NA	NA
5.4	256871009	8/24/79	2/18/99	8/15/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	0	Supplementary Source	NA	NA
5.4	126859745	10/17/78	1/8/99	7/15/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	0	Supplementary Source	NA	NA
Subtotal	3 Participants						NA	NA	0		NA	0		NA	NA
5.5	139682046	1/29/79	3/5/99	9/8/99	Youth	Not Employed	6,000	2,000	2,000	Wage Records	2,000	0	NA	NA	NO
5.5	265930369	4/30/79	4/2/99	9/15/99	Youth	Not Employed	0	1,000	3,000	Wage Records	4,000	0	NA	NA	NO
Subtotal	2 Participants						6,000	3,000	5,000		6,000	0	NA	NA	
5.6	830214785	12/21/78	1/6/99	9/9/99	Youth	Not Employed	NA	NA	4,000	Wage Records	NA	0	NA	NA	YES
5.6	048691271	5/3/79	2/14/99	9/16/99	Youth	Not Employed	NA	NA	5,000	Wage Records	NA	0	NA	NA	YES
Subtotal	2 Participants						NA	NA	9,000		NA	0	NA	NA	
5.7	163860345	12/1/78	3/3/99	7/31/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	NO
5.7	534593396	11/30/78	2/18/99	8/15/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	NO
Subtotal	2 Participants						NA	NA	0		NA	0	NA	NA	
5.8	339653459	6/2/79	1/26/99	7/31/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	YES
5.8	034516386	11/8/79	2/21/99	8/15/99	Youth	Not Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	YES
Subtotal	2 Participants						NA	NA	0		NA	0	NA	NA	

EXHIBIT V.2 (continued)

Participant Group	1 SSN	2 Birthdate	3 Registration Date	4 Exit Date	5 Funding Source	6 Employment Status at Registration	7 Wages 3 Quarters Prior to Registration	8 Wages 2 Quarters Prior to Registration	9 Wages 1 st Quarter after Exit	10 If Employed in First Quarter, Information from Wage Records or Other Sources	11 Wages 2 nd Quarter after Exit	12 Wages 3 rd Quarter after Exit	13 If Employed in Third Quarter, Information from Wage Records or Other Sources	14 In Post Secondary or Advanced Training in First Quarter After Exit Quarter	15 In Post Secondary or Advanced Training in Third Quarter After Exit Quarter
5.9	045386163	5/1/79	9/3/99	7/31/99	Youth	Not Employed	NA	NA	0	NA	NA	NA	NA	NO	NA
5.9	147858302	3/1/79	1/18/99	8/15/99	Youth	Not Employed	NA	NA	0	NA	NA	NA	NA	NO	NA
5.9	259340683	12/24/78	12/15/99	8/12/99	Youth	Not Employed	NA	NA	0	NA	NA	NA	NA	NO	NA
Subtotal	3 Participants						NA	NA	0	NA	NA	NA	NA		NA
5.10	406832593	7/2/79	8/8/99	7/31/99	Youth	Not Employed	NA	NA	0	NA	NA	NA	NA	YES	NA
5.10	100925687	1/15/79	2/21/99	8/15/99	Youth	Not Employed	NA	NA	0	NA	NA	NA	NA	YES	NA
5.10	385868306	12/1/78	11/15/99	8/12/99	Youth	Not Employed	NA	NA	0	NA	NA	NA	NA	YES	NA
Subtotal	3 Participants						NA	NA	0	NA	NA	NA	NA		NA
5.11	451638603	7/3/79	8/1/99	7/31/99	Youth	Employed	0	4,000	4,000	Wage Records	10,000	6,000	Wage Records	NA	NA
5.11	021478583	1/15/79	7/17/99	8/15/99	Youth	Employed	5,000	5,000	5,000	Wage Records	0	6,000	Wage Records	NA	NA
Subtotal	2 Participants						5,000	9,000	9,000		10,000	12,000		NA	NA
5.12	385874120	10/1/78	2/21/99	7/31/99	Youth	Employed	NA	NA	2,000	Wage Records	NA	0	Supplementary Source	NA	NA
Subtotal	1 Participant						NA	NA	2,000		NA	0		NA	NA
5.13	862043483	3/30/79	10/9/99	7/31/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	2,000	Wage Records	NA	NA
5.13	349385491	11/15/78	½/99	8/15/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	3,000	Wage Records	NA	NA
Subtotal	2 Participants						NA	NA	0		NA	5,000		NA	NA
5.14	473869323	4/4/79	8/14/99	7/31/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	0	Supplementary Source	NA	NA
5.14	538492402	6/17/79	6/8/99	8/15/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	0	Supplementary Source	NA	NA
Subtotal	2 Participants						NA	NA	0		NA	0		NA	NA
5.15	123456789	8/1/79	4/14/99	7/31/99	Youth	Employed	0	1,000	2,000	Wage Records	2,000	0	NA	NA	NO
5.15	987654321	12/10/78	3/2/99	8/15/99	Youth	Employed	5,000	2,000	2,000	Wage Records	1,000	0	NA	NA	NO
5.15	543219876	2/14/79	8/10/99	8/12/99	Youth	Employed	4,000	1,000	4,000	Wage Records	3,000	0	NA	NA	NO
Subtotal	3 Participants						9,000	4,000	8,000		6,000	0	NA	NA	

EXHIBIT V.2 (continued)

Participant Group	1 SSN	2 Birthdate	3 Registration Date	4 Exit Date	5 Funding Source	6 Employment Status at Registration	7 Wages 3 Quarters Prior to Registration	8 Wages 2 Quarters Prior to Registration	9 Wages 1 st Quarter after Exit	10 If Employed in First Quarter, Information from Wage Records or Other Sources	11 Wages 2 nd Quarter after Exit	12 Wages 3 rd Quarter after Exit	13 If Employed in Third Quarter, Information from Wage Records or Other Sources	14 In Post Secondary or Advanced Training in First Quarter After Exit Quarter	15 In Post Secondary or Advanced Training in Third Quarter After Exit Quarter
5.16	823541987	6/1/79	8/12/99	8/12/99	Youth	Employed	NA	NA	4,000	Wage Records	NA	0	NA	NA	YES
5.16	987654111	3/2/79	6/1/99	8/15/99	Youth	Employed	NA	NA	3,000	Wage Records	NA	0	NA	NA	YES
5.16	101282545	6/15/79	7/15/99	9/15/99	Youth	Employed	NA	NA	2,000	Wage Records	NA	0	NA	NA	YES
Subtotal	3 Participants						NA	NA	9,000		NA	0	NA	NA	
5.17	015510287	12/15/78	1/21/99	9/03/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	NO
5.17	872105431	5/2/79	7/30/99	9/27/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	NO
Subtotal	2 Participants						NA	NA	0		NA	0	NA	NA	
5.18	109241010	4/16/79	5/17/99	8/13/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	YES
5.18	121314151	6/2/79	8/3/99	7/31/99	Youth	Employed	NA	NA	0	Supplementary Source	NA	0	NA	NA	YES
Subtotal	2 Participants						NA	NA	0		NA	0	NA	NA	
5.19	041421673	1/5/79	9/9/99	7/15/99	Youth	Employed	NA	NA	0	NA	NA	0	NA	NA	NA
5.19	051831674	8/8/79	9/3/99	8/12/99	Youth	Employed	NA	NA	0	NA	NA	0	NA	NA	NA
Subtotal	2 Participants						NA	NA	0	NA	NA	0	NA	NA	NA

EXHIBIT V.3

WORKSHEET TO CALCULATE OLDER YOUTH
ENTERED EMPLOYMENT AND RETENTION RATES

Participant Group	Participant Characteristics							Use of Each Group in Performance Measures			
	1 Employment Status at Registration	2 Employed First Quarter after Exit Quarter	3 If Employed in First Quarter, Information from Wage Records or Other Source	4 Employed Third Quarter After Exit Quarter	5 If Employed in Third Quarter, Information from Wage Records or Other Source	6 In Post Secondary Education or Advanced Training Quarter 1	7 In Post Secondary Education or Advanced Training Quarter 3	Entered Employment		Retention	
								8 Count of Participants Included in Numerator	9 Count of Participants Included in Denominator	10 Count of Participants Included in Numerator	11 Count of Participants Included in Denominator
5.1	Not Employed	YES	Wage Records	YES	Wage Records	NA	NA	2	2	2	2
5.2	Not Employed	YES	Wage Records	YES	Supplementary Source	NA	NA	2	2	2	2
5.3	Not Employed	YES	Supplementary Source	YES	Wage Records	NA	NA	2	2	2	2
5.4	Not Employed	YES	Supplementary Source	YES	Supplementary Source	NA	NA	3	3	3	3
5.5	Not Employed	YES	Wage Records	NO	NA	NA	NO	2	2	NO	2
5.6	Not Employed	YES	Wage Records	NO	NA	NA	YES	2	2	NO	NO
5.7	Not Employed	YES	Supplementary Source	NO	NA	NA	NO	2	2	NO	2
5.8	Not Employed	YES	Supplementary Source	NO	NA	NA	YES	2	2	NO	NO
5.9	Not Employed	NO	NA	NA	NA	NO	NA	NO	3	NO	NO
5.10	Not Employed	NO	NA	NA	NA	YES	NA	NO	NO	NO	NO

EXHIBIT V.3 (continued)

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Participant Group	Participant Characteristics							Use of Each Group in Performance Measures			
	1 Employment Status at Registration	2 Employed First Quarter after Exit Quarter	3 If Employed in First Quarter, Information from Wage Records or Other Source	4 Employed Third Quarter After Exit Quarter	5 If Employed in Third Quarter, Information from Wage Records or Other Source	6 In Post Secondary Education or Advanced Training Quarter 1	7 In Post Secondary Education or Advanced Training Quarter 3	Entered Employment		Retention	
								8 Count of Participants Included in Numerator	9 Count of Participants Included in Denominator	10 Count of Participants Included in Numerator	11 Count of Participants Included in Denominator
5.11	Employed	YES	Wage Records	YES	Wage Records	NA	NA	NO	NO	2	2
5.12	Employed	YES	Wage Records	YES	Supplementary Source	NA	NA	NO	NO	1	1
5.13	Employed	YES	Supplementary Source	YES	Wage Records	NA	NA	NO	NO	2	2
5.14	Employed	YES	Supplementary Source	YES	Supplementary Source	NA	NA	NO	NO	2	2
5.15	Employed	YES	Wage Records	NO	NA	NA	NO	NO	NO	NO	3
5.16	Employed	YES	Wage Records	NO	NA	NA	YES	NO	NO	NO	NO
5.17	Employed	YES	Supplementary Source	NO	NA	NA	NO	NO	NO	NO	2
5.18	Employed	YES	Supplementary Source	NO	NA	NA	YES	NO	NO	NO	NO
5.19	Employed	NO	NA	NA	NA	NA	NA	NO	NO	NO	NO
TOTAL								17	20	16	25
DIVIDE NUMERATOR BY DENOMINATOR								85%		64%	

EXHIBIT V.4

WORKSHEET TO CALCULATE OLDER YOUTH EARNINGS CHANGE

Step 4: Copy the Number of Participants and Dollars in Each Group onto the Worksheet

Step 5: Add Totals for Each Column

Step 6: Perform the Calculations

Participant Group		Quarters Prior to Entry Quarter		A	Quarters After Exit Quarter		B	Earnings Change	
Older Youth	Number of Participants	3 rd	2 nd	Sum of Quarters	2 nd	3 rd	Sum of Quarters	B Minus A	
5.1	2	\$5,000	\$5,000	\$10,000	\$9,000	\$7,000	\$16,000	\$6,000	
5.2									
5.3									
5.4									
5.5	2	\$6,000	\$3,000	\$9,000	\$6,000	\$0	\$6,000	(\$3,000)	
5.6									
5.7									
5.8									
5.9									
5.10									
5.11	2	\$5,000	\$9,000	\$14,000	\$10,000	\$12,000	\$22,000	\$8,000	
5.12									
5.13									
5.14									
5.15	3	\$9,000	\$4,000	\$13,000	\$6,000	\$0	\$6,000	(\$7,000)	
5.16									
5.17									
5.18									
5.19									
C Total Participants	9							D Net Total Earnings	\$4,000
Average Earnings Change (D Divided by C)								\$444	

B. CREDENTIAL RATE

This section specifies how to calculate the older youth credential rate:

of older youth who were in employment/post-secondary education/advanced training by the end of the first quarter after exit and received a credential by the end of the third quarter after exit

of older youth who exit during the quarter

This section explains how an exit cohort of older youth can be logically grouped into four separate categories based on whether they were employed in the first quarter after the exit quarter, whether they were in post-secondary education or advanced training in the first quarter after the exit quarter, and whether they received a credential within three quarters after the exit quarter. See Exhibit V.5, Six Groups of Older Youth Participants Used to Calculate Credential Rate. Once States determine the number of participants who fit each category, they can easily compute this measure.

The older youth exit cohort which is included in this measure is identical to participant group 5, the group of older youth who exited during the quarter that is used to measure entered employment, retention and earnings change. Whereas in the adult and dislocated worker employment and credential measures the participant had to receive training services, all older youth who exit during a quarter are included in this measure.

If the participant was employed in the first quarter after the exit quarter, as determined either through wage records or through a supplementary source, record a yes in column 1. This would include all participants in participant groups 5.1 through 5.8 and those participants in groups 5.11 through 5.18 from the files created to calculate older youth entered employment, retention and earnings change.

Exhibits V.6 and V.7 are a sample file of older youth participants used to calculate the credential rate, and the worksheet used to calculate this measure.

EXHIBIT V.5

SIX GROUPS OF OLDER YOUTH PARTICIPANTS USED TO CALCULATE CREDENTIAL RATE

Participant Group	Participant Characteristics			Use of Each Group in Performance Measure	
	1 Employed First Quarter after Exit Quarter	2 In Post-Secondary Education or Advanced Training in Quarter After Exit Quarter	3 Attained State- Recognized Educational/Occupation al Certificate/Credential/ Diploma/Degree Within 3 Quarters After Exit Quarter	4 Count of Participants Included in Numerator	5 Count of Participants Included in Denominator
6.1	YES	NA	YES	YES	YES
6.2	YES	NA	NO	NO	YES
6.3	NO	YES	YES	YES	YES
6.4	NO	NO	YES	NO	YES
6.5	NO	YES	NO	NO	YES
6.6	NO	NO	NO	NO	YES

EXHIBIT V.6

SAMPLE FILE OF OLDER YOUTH PARTICIPANTS USED TO CALCULATE CREDENTIAL RATE

Step 1: Select Exiters and Extract Data Elements

Step 2: Sort into Participant Groups

Step 3: Subtotal Participants in Each Group

Participant Group	1 SSN	2 Registration Date	3 Birthdate	4 Exit Date	5 Funding Source	6 Employed First Quarter after Exit Quarter	7 In Post-Secondary Education or Advanced Training in Quarter after Exit Quarter	8 Attained State Recognized Educational/Occupational Certificate/Credential/Diploma/Degree Within 3 Quarters after Exit Quarter
6.1	384340268	1/15/99	1/3/79	7/15/99	Youth	YES	NA	YES
6.1	168068974	12/2/98	3/30/78	9/1/99	Youth	YES	NA	YES
6.1	194583943	2/19/99	12/1/79	8/21/99	Youth	YES	NA	YES
Subtotal	3 Participants							
6.2	683063858	3/20/99	11/21/79	9/9/99	Youth	YES	NA	NO
6.2	183945729	5/12/99	4/15/80	7/15/99	Youth	YES	NA	NO
Subtotal	2 Participants							
6.3	230489751	12/15/98	4/8/78	9/1/99	Youth	NO	YES	YES
Subtotal	1 Participant							
6.4	130568940	8/5/99	11/20/79	8/12/99	Youth	NO	NO	YES
Subtotal	1 Participant							
6.5	132987610	5/6/99	11/8/79	9/11/99	Youth	NO	YES	NO
Subtotal	1 Participant							
6.6	365105941	3/13/99	12/25/78	8/11/99	Youth	NO	NO	NO
Subtotal	1 Participant							

EXHIBIT V.7

WORKSHEET TO CALCULATE OLDER YOUTH CREDENTIAL RATE

- Step 4: Copy the Number of Participants in Each Group onto the Worksheet
- Step 5: Add Totals for Each Column
- Step 6: Perform the Calculations

Participant Group	Participant Characteristics			Use of Each Group in Performance Measure	
	1 Employed First Quarter after Exit Quarter	2 In Post-Secondary Education or Advanced Training in Quarter After Exit Quarter	3 Attained State-Recognized Educational/Occupatio nal Certificate/Credential/ Diploma/Degree Within 3 Quarters After Exit Quarter	4 Count of Participants Included in Numerator	5 Count of Participants Included in Denominator
6.1	YES	NA	YES	3	3
6.2	YES	NA	NO	NO	2
6.3	NO	YES	YES	1	1
6.4	NO	NO	YES	NO	1
6.5	NO	YES	NO	NO	1
6.6	NO	NO	NO	NO	1
TOTAL				4	9
DIVIDE NUMERATOR BY DENOMINATOR				44%	

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VI. YOUTH PROGRAM: YOUNGER YOUTH (14-18)

These specifications provide guidance for States to calculate performance for youth aged 14 through 18 at registration who exit from WIA services during a specific quarter for three measures:

1. Attainment of basic, work readiness or occupational skills
2. Attainment of secondary school diplomas and their recognized equivalents
3. Placement and retention in post secondary education, advanced training, military service, employment, or qualified apprenticeships

A. SKILL ATTAINMENT RATE

This section specifies how to collect and calculate data for the younger youth skill attainment measure. This measure is defined as follows:

Of all in-school youth and out-of-school youth who are assessed to be in need of basic, work readiness, and/or occupational skills:

$$\frac{\text{Total \# of attained basic skills} + \text{\# of attained WR skills} + \text{\# of attained Occ. skills}}{\text{\# of basic skills goals} + \text{\# of WR skills goals} + \text{\# of Occ. skills goals}}$$

1. Collect the Data

See the definition in the body of the TEGL.

a. Specific Data Elements to Collect

42a. Goal #1 (1 goal minimum, 3 goals maximum)

42a1. Date goal #1 was set

- 42a2. Type of goal
- 1 Basic Skills
 - 2 Occupational Skills
 - 3 Work Readiness Skills

- 42a3. Attainment of goal #1
- 1 Attained
 - 2 Set, but not attained
 - 3 Set but attainment pending

42a4. Date attained goal #1

42b. Goal #2

42b1. Date goal #2 was set

- 42b2. Type of goal
- 1 Basic Skills
 - 2 Occupational Skills
 - 3 Work Readiness Skills

- 42b3. Attainment of goal #2
- 1 Attained
 - 2 Set, but not attained
 - 3 Set, but attainment pending

42b4. Date attained goal #2

42c. Goal #3

42c1. Date goal #3 was set

- 42c2. Type of goal
- 1 Basic Skills
 - 2 Occupational Skills
 - 3 Work Readiness Skills

- 42c3. Attainment of goal #3
- 1 Attained
 - 2 Set, but not attained
 - 3 Set but attainment pending

42c4. Date attained goal #3

2. Calculate the Data

The formula for calculating younger youth skill attainment is as follows: the total number of basic skills attained by younger youth plus the number of work readiness skills goals attained plus the number of occupational skills goals attained divided by the total number of goals (basic skills goals plus work readiness skills goals plus occupational skills goals) set.

B. DIPLOMA OR EQUIVALENT ATTAINMENT

This section explains how an exit cohort of younger youth can be logically grouped into four separate categories based on whether they obtained a diploma or equivalent prior to WIA registration, whether they received a diploma or equivalent while enrolled and whether they were in secondary education at exit. See Exhibit VI.1, Four Groups of Younger Youth Participants Used to Calculate Diploma or Equivalent Attainment Rate. Once States determine the number of participants who fit each category, they can easily compute this measure. This measure is defined as follows:

Of those who register without a diploma or equivalent:

of younger youth who attained secondary school diploma or equivalent by the end of the first quarter after exit

of younger youth who exit during the quarter (except those still in secondary school at exit)

1. Create Files

Perform the following steps in order to create the files.

Step 1: Select the exiters from the report quarter and extract the data elements as specified in Exhibit VI.1. As with other measures, participants who exit from the program under the following conditions should be excluded from the measures:

- C For JTPA participant data, exclude those who received objective assessment only and Title II 8% funded programs.
- C Participants who exit from services because they are incarcerated, institutionalized, deceased or have a health/medical condition that prevent them from participating in services, should be excluded from the measures.

EXHIBIT VI.1

FOUR GROUPS OF YOUNGER YOUTH PARTICIPANTS USED TO CALCULATE
DIPLOMA OR EQUIVALENT ATTAINMENT RATE

Participant Group	Participant Characteristics			Use of Each Group in Performance Measures	
	1 Entered Program with High School Diploma/Equivalent	2 Attained a Secondary School (High School), GED or High School Equivalency Diploma By the End of the First Quarter after the Exit Quarter	3 In Secondary School on Exit Date	4 Count of Participants Included in Numerator	5 Count of Participants Included in Denominator
7.1	YES	NA	NA	NO	NO
7.2	NO	YES	NA	YES	YES
7.3	NO	NO	YES	NO	NO
7.4	NO	NO	NO	NO	YES

Step 2: Sort the exiters into four groups based on whether the participant received a diploma or equivalent prior to registration or by the end of the first quarter after the exit quarter and whether they were in secondary school on exit date. See Exhibit VI.2, Sample File of Younger Youth Participants Used to Calculate Diploma or Equivalent Attainment Rate.

For example: If the participant completed high school prior to registration, assign to participant group 7.1.

Step 3: Subtotal the number of participants in each group.

2. Calculate Performance

Step 4: Copy the number of participants in each group onto the worksheet. See Exhibit VI.3, Worksheet to Calculate Younger Youth Diploma or Equivalent Attainment Rate.

Step 5: Add totals for each column on the worksheet.

Step 6: Perform the calculations (divide numerator by denominator).

EXHIBIT VI.2

SAMPLE FILE OF YOUNGER YOUTH PARTICIPANTS USED TO CALCULATE DIPLOMA OR EQUIVALENT ATTAINMENT RATE

- Step 1: Select Exiters and Extract Data Elements
- Step 2: Sort into Participant Groups
- Step 3: Subtotal Participants in Each Group

Participant Group	1 SSN	2 Registration Date	3 Birthdate	4 Exit Date	5 Funding Source	6 Diploma Received Date	7 In Secondary School on Exit Date
7.1	384340268	2/5/99	1/15/81	7/15/99	Youth	6/15/98	NA
7.1	135902678	1/6/99	5/18/81	9/9/99	Youth	6/20/98	NA
7.1	194583943	12/16/98	6/06/82	8/21/99	Youth	6/28/97	NA
Subtotal	3 Participants						
7.2	683063858	1/8/99	2/5/81	None	Youth	9/5/99	NA
7.2	683945729	11/15/98	3/8/82	9/1/99	Youth	8/21/99	NA
Subtotal	2 Participants						
7.3	156784501	4/6/99	3/10/82	8/2/99	Youth	None	YES
Subtotal	1 Participant						
7.4	236804682	2/9/99	2/8/81	7/30/99	Youth	None	NO
Subtotal	1 Participant						

EXHIBIT VI.3

WORKSHEET TO CALCULATE YOUNGER YOUTH DIPLOMA OR EQUIVALENT ATTAINMENT RATE

Step 4: Copy the Number of Participants in Each Group onto the Worksheet

Step 5: Add Totals for Each Column

Step 6: Perform the Calculations

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Participant Group	Participant Characteristics			Use of Each Group in Performance Measures	
	1 Entered Program with High School Diploma/Equivalent	2 Attained a Secondary School (High School), GED or High School Equivalency Diploma By the End of the First Quarter after the Exit Quarter	3 In Secondary School on Exit Date	4 Count of Participants Included in Numerator	5 Count of Participants Included in Denominator
7.1	YES	NA	NA	NO	NO
7.2	NO	YES	NA	2	2
7.3	NO	NO	YES	NO	NO
7.4	NO	NO	NO	NO	1
TOTAL				2	3
DIVIDE NUMERATOR BY DENOMINATOR				67%	

C. YOUNGER YOUTH RETENTION

This section explains how an exit cohort of younger youth can be logically grouped into three separate categories based on whether they were in post secondary education, advanced training, employment, military service, or qualified apprenticeships in any of the three quarters after exit and whether they were in secondary school at exit. See Exhibit VI.4, Three Groups of Younger Youth Participants Used to Calculate Retention Rate.

There are three possible outcomes for younger youth based on whether they were in one of the five activities listed above in the third quarter after exit: (1) if the participant is enrolled in secondary school at exit, the participant is excluded from the measure; (2) if the participant participated in only one of the five activities, the participant is included in the numerator; or (3) if the participant participated in none of the five, the participant is only included in the denominator. This measure is defined as follows:

of participants found in one of the following in the 3rd quarter after exit:

- post secondary education
- advanced training
- employment
- military service
- qualified apprenticeships

of younger youth during the quarter (except those still in secondary school at exit)

EXHIBIT VI.4

THREE GROUPS OF YOUNGER YOUTH PARTICIPANTS USED TO CALCULATE
RETENTION RATE

Participant Group	Participant Characteristics		Use of Each Group in Performance Measure	
	1	2	3	4
	In Secondary School on Exit Date	Active in the Third Quarter Following the Exit Quarter in any of the Following Activities: Employment Military Service Post-Secondary Education Advanced Training Qualified Apprenticeship	Count of Participants Included in Numerator	Count of Participants Included in Denominator
8.1	NO	YES	YES	YES
8.2	NO	NO	NO	YES
8.3	YES	NA	NO	NO

1. Create Files

Perform the following steps in order to create the files.

Step 1: Select the exiters from the report quarter and extract the data elements as specified in Exhibit VI.4. As with other measures, participants who exit from the program under the following conditions should be excluded from the measures:

- C For JTPA participant data, exclude those who received objective assessment only and Title II 8% funded programs.
- C Participants who exit from services because they are incarcerated, institutionalized, deceased or have a health/medical condition that prevent them from participating in services, should be excluded from the measures.
- C For JTPA participant data, exclude dislocated workers served exclusively with National Reserve Account (NRA) funds. For WIA participant data, exclude dislocated workers served exclusively with National Emergency Grants.

Step 2: Sort the exiters into three groups based on whether the participant was in secondary school on exit date and whether they were active in any of the five activities or by the end of the first quarter after the exit quarter. See Exhibit VI.5, Sample File of Younger Youth Participants Used to Calculate Retention Rate.

For example: If the participant was not in secondary school at exit and was employed in the third quarter after the exit quarter, assign to participant group 8.1.

Step 3: Subtotal the number of participants in each group.

2. Calculate Performance

Step 4: Copy the number of participants in each group onto the worksheet. See Exhibit VI.6, Worksheet to Calculate Younger Youth Retention Rate.

Step 5: Add totals for each column on the worksheet.

Step 6: Perform the calculations (divide numerator by denominator).

EXHIBIT VI.5

SAMPLE FILE OF YOUNGER YOUTH PARTICIPANTS USED TO CALCULATE RETENTION RATE

- Step 1: Select Exiters and Extract Data Elements
- Step 2: Sort into Participant Groups
- Step 3: Subtotal Participants in Each Group

Participant Group	1 SSN	2 Registration Date	3 Birthdate	4 Exit Date	5 Funding Source	6 In Secondary School on Exit Date	7 Wages in the Third Quarter After Exit	8 Employed in Third Quarter after Exit as Determined from Supplemental Sources	9 In Post-Secondary Education or Advanced Training in the Third Quarter after Exit	10 In Qualified Apprenticeship in the Third Quarter after Exit	11 In Military Service in the Third Quarter after Exit
8.1	384340268	2/5/99	1/15/81	7/15/99	Youth	NO	\$3,000	NA	NO	NO	NO
8.1	135902678	1/6/99	5/18/81	9/9/99	Youth	NO	0	NO	YES	NO	NO
8.1	194583943	12/16/98	6/06/82	8/21/99	Youth	NO	0	NO	NO	YES	NO
Subtotal	3 Participants										
8.2	683063858	1/8/99	2/5/81	9/5/99	Youth	NO	0	NO	NO	NO	NO
8.2	683945729	11/15/98	3/8/82	9/1/99	Youth	NO	0	NO	NO	NO	NO
Subtotal	2 Participants										
8.3	156784501	4/6/99	3/10/82	8/2/99	Youth	YES	0	NO	NO	NO	NO
Subtotal	1 Participant										

EXHIBIT VI.6

WORKSHEET TO CALCULATE YOUNGER YOUTH RETENTION RATE

- Step 4: Copy the Number of Participants in Each Group onto the Worksheet
- Step 5: Add Totals for Each Column
- Step 6: Perform the Calculations

Participant Group	Participant Characteristics		Use of Each Group in Performance Measure	
	1 In Secondary School on Exit Date	2 Active in the Third Quarter Following the Exit Quarter in any of the Following Activities: Employment Military Service Post-Secondary Education Advanced Training Qualified Apprenticeship	3 Count of Participants Included in Numerator	4 Count of Participants Included in Denominator
8.1	NO	YES	3	3
8.2	NO	NO	NO	2
8.3	YES	NA	NO	NO
TOTAL			3	5
DIVIDE NUMERATOR BY DENOMINATOR			60%	

APPENDIX A

DATA ELEMENT DEFINITIONS

EXHIBIT A.1

DATA ELEMENT DEFINITIONS FOR CALCULATING WIA PERFORMANCE

Element Number	Element Description	Definition
1	SSN.	Self-explanatory.
2	WIA Title I and Partner Program Participation (Fund Sources)	<p>Adult (local)--Services to adults (age 18 and over) provided by funds allocated to local areas under WIA Sec. 133(b)(2)(A).</p> <p>Dislocated Worker (local)--Services to dislocated workers provided by funds allocated to local areas under WIA Sec. 133(b)(2)(B).</p> <p>Youth (local)--Services to youth provided by funds allocated to local areas under WIA Sec. 128(b).</p> <p>S An individual served by youth funds who registers between the ages of 14-18 and turns 19 while receiving services, is only counted in the younger youth (14-18) measures.</p> <p>S An individual served by youth funds who registers after age 18 is only counted in the older youth measures.</p> <p>Co-enrollment- -</p> <p>S Individuals co-registered in multiple funding streams will be counted in each applicable core measure.</p>
3	Date of Birth.	Self-explanatory.
4	Date of Registration.	<p>Adults and dislocated workers must be registered when they start to receive core services that are not informational or self-service, intensive services, or training services.</p> <p>Youth must be registered when they start to receive youth activities.</p> <p>Core services that do not involve a significant amount of staff time or resources and/or primarily are for the purpose of providing information should be considered as self-service or informational and registration will not be required.</p> <p>Core services requiring registration include:</p> <ul style="list-style-type: none"> S Staff-assisted job search and placement assistance, including career counseling S Staff- assisted job referrals (such as testing and background checks) S Staff- assisted job development (working with employer and job-seeker)

EXHIBIT A.1 (continued)

A.3

Element Number	Element Description	Definition
5	Date of WIA Exit.	<p>The last date on which WIA Title I funded or partner services were received by the individual, excluding follow-up services. There are two ways to determine <u>exit</u> date:</p> <ol style="list-style-type: none"> 1. a participant who has a date of case closure, completion or known exit from WIA-funded or non-WIA funded partner service within the quarter (hard exit) or 2. a participant who does not receive any WIA-funded or non-WIA funded partner service for 90 days and is not scheduled for future services except follow-up services (soft exit). <p>Participants who have a <u>planned gap in service</u> of greater than 90 days should <u>not</u> be considered as exited if the gap in service is due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services.</p> <p>The <u>exit date</u> will be the last date of WIA funded or partner service received (except follow-up services). Therefore, for a <u>soft exit</u>, exit cannot be determined until 90 days has elapsed from the last date of service, but the exit date recorded is the last date of service.</p>
6	Employed at Registration (Labor Force Status)	<p><u>Employed.</u> An employed individual is one who, during the 7 consecutive days prior to registration, did any work at all as a paid employee, in his or her own business, profession or farm, worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.</p> <p><u>Not employed.</u> An individual who does not meet the definition of employed.</p> <p>NOTE: This information is to be collected from the registrant at registration, not from wage records</p>
7	Total Earnings from Wage Records for the Second Quarter Prior to Registration/Dislocation	<p>Total earnings in the second quarter before registration for adults, older youth, and dislocated workers without a dislocation date before the registration date.</p> <p>Earnings in the second quarter before dislocation for dislocated workers with a dislocation date before the registration date.</p>
8	Total Earnings from Wage Records for the Third Quarter Prior to Registration/Dislocation	<p>Total earnings in the third quarter before registration for adults, older youth, and dislocated workers without a dislocation date before the registration date.</p> <p>Earnings in the third quarter before dislocation for dislocated workers with a dislocation date before the registration date.</p>
9	Total Earnings from Wage Records in the First Quarter Following the Exit Quarter.	Derived from Wage Record Files.

EXHIBIT A.1 (continued)

Element Number	Element Description	Definition
10	Total Earnings from Wage Records in the Second Quarter Following the Exit Quarter.	Total earnings from wage records for the quarter.
11	Total Earnings from Wage Records in the Third Quarter Following the Exit Quarter.	Total earnings from wage records for the quarter.
12	Employed in the First Quarter Following the Exit Quarter as Determined by Supplemental Sources.	Supplemental sources include information obtained by: 1) contacting participant through case management, follow-up services, or surveys to determine that the individual is employed and written documentation of that employment (such as W2 form, pay stub, 1099 form, documented telephone verification with employer or documented telephone verification with major clients/contracting entities for self-employed or other written documentation); or 2) record sharing and/or automated record matching with administrative/other databases to determine and document that the participant has received a credential. All data and methods to supplement the wage record data must be documented and are subject to audit.
13	Employed in the Third Quarter Following the Exit Quarter as Determined by Supplemental Sources.	Supplemental source include information obtained by: 1) contacting participant through case management, follow-up services, or surveys to determine that the individual is employed and written documentation of that employment (such as W2 form, pay stub, 1099 form, documented telephone verification with employer or documented telephone verification with major clients/contracting entities for self-employed or other written documentation); or 2) record sharing and/or automated record matching with administrative/other databases to determine and document that the participant has received a credential. All data and methods to supplement the wage record data must be documented and are subject to audit.
14	Occupation skills training or skills upgrading/retraining, and/or workplace training. (Received Training Services)	Include the receipt of the following types of WIA-Title I funded and non-WIA funded partner training services: <ul style="list-style-type: none"> S Occupational skills training, including training for nontraditional employment; S On-the-job training; S Programs that combine workplace training with related instruction, which may include cooperative education programs; S Training programs operated by the private sector; S Skill upgrading and retraining; S Entrepreneurial training; S Job readiness training; S Adult education and literacy activities in combination with other training; and S Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

EXHIBIT A.1 (continued)

A.5

Element Number	Element Description	Definition
15	Attained Recognized Educational/Occupational Certificate/Credential/Diploma/Degree (Within the Three Quarters Following the Exit Quarter)	<p>A credential is defined as any nationally recognized degree or certificate or State/locally recognized credential. Credentials will include, but are not limited to a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all State Education Agency recognized credentials. In addition, States should work with local Workforce Investment Boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.</p> <p>Credential must be obtained either during participation or by the end of the third quarter after exit from services (other than follow-up services).</p> <p>States and localities will have flexibility in methods used to collect data on credential. Examples of methods include: 1) case management, follow-up services, and surveys of a participant to determine that the individual received a credential and written documentation of that credential or 2) record sharing and/or automated record matching with administrative/other databases to determine and document that the participant has received a credential.</p> <p>All data and methods to determine achievement of credentials must be documented and are subject to audit. Computer records from automated record matching are considered a valid written record. A telephone response from the participant must be accompanied by written verification with the certification institution/entity that a person has attained the credential is acceptable, but must also be documented.</p>
16	Date of Actual or Projected Qualifying Dislocation.	<p>The last day of employment at the dislocation job. If there is no dislocation job (e.g., displaced homemakers), leave blank.</p> <p>Leave blank for dislocated workers who are registered before layoff.</p>
17	In Post-Secondary or Advanced Training Program in the First Quarter After Exit.	<p>The individual was in further training in the first quarter after exit including:</p> <ul style="list-style-type: none"> S Advanced training is an occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the one-stop, WIA and partner system. [Include entry into postsecondary educational programs that lead to an academic degree (e.g., AA, AS, BA, BS) in advanced training in the postsecondary education category.] S Postsecondary education is a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Do not include programs offered by degree-granting institutions that do not lead to an academic degree as post-secondary education.

EXHIBIT A.1 (continued)

Element Number	Element Description	Definition
18	In Post-Secondary or Advanced Training Program in the Third Quarter After Exit.	<p>The individual was in further training in the third quarter after exit including:</p> <p>S Advanced training is an occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the one-stop, WIA and partner system. [Include entry into postsecondary educational programs that lead to an academic degree (e.g., AA, AS, BA, BS) in advanced training in the postsecondary education category.]</p> <p>S Postsecondary education is a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Do not include programs offered by degree-granting institutions that do not lead to an academic degree as post-secondary education.</p>
19	<p>Youth Retention Information (For all youth except those still attending secondary school at exit). Was the youth active in the third quarter following the exit quarter in any of the following activities:</p> <p>1= In postsecondary education 2= In advanced training</p>	Record the primary activity that the youth was in at any time during the third quarter after exit. See item 64 in the WIASRD for other definitions.
20	Date of High School Diploma or GED.	The date of attainment should be the date on the diploma or equivalency certificate, if available. Otherwise, the date may be estimated.
21	Attending Secondary School at Exit.	The youth exited WIA services but was still attending secondary school at exit.
22	In Military Service (Third Quarter After Exit).	Record yes if the youth was in military service at any time during the third quarter after exit.
23	In a Qualified Apprenticeship (Third Quarter After Exit).	The individual entered a qualified apprenticeship program, i.e., a program approved and recorded by the ETA/Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency. Approval is by certified registration or other appropriate written credential.