

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Reporting/WIASRD & Annual Report
	CORRESPONDENCE SYMBOL PRO
	DATE August 11, 2004

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 14-03, Change 1

TO: ALL STATE WORKFORCE LIAISONS
ALL STATE WORKFORCE AGENCIES

/s/

FROM: EMILY STOVER DeROCCO
Assistant Secretary

SUBJECT: Performance Reporting Submission Procedures for the Workforce Investment Act Standardized Record Data (WIASRD), the Annual Report, and the Quarterly Reports under Title IB of the Workforce Investment Act (WIA) for Program Year (PY) 2003 and 2004

1. Purpose. To clarify adjustments made to the PY 2003 and PY 2004 WIA Annual Report and WIASRD reporting cycles in Training and Employment Guidance Letter (TEGL) 14-03, highlight existing submission procedures related to these reports, and align quarterly reports with the Annual Report timeframes.

2. References. Workforce Investment Act of 1998 Section 136; 20 Code of Federal Regulations 667.300; TEGL 7-01 and TEGL 7-01, Change 1 “Performance Reporting Submission Procedures for the Workforce Investment Act Standardized Record Data (WIASRD) and the Annual Report under Title IB of the Workforce Investment Act (WIA);” TEGL 14-00, Change 1 “Guidance on the Workforce Investment Act (WIA) Management Information and Reporting System;” TEGL No. 7-99, “Core and Customer Satisfaction Performance Measures for the Workforce Investment System;” TEGL No. 8-99, “Negotiating Performance Goals; and Incentives and Sanctions Process under Title I of the Workforce Investment Act (WIA);” TEGL No. 11-01 “Guidance on Revising Workforce Investment Act (WIA) State Negotiated Levels of Performance;” and TEGL No. 14-03 “Performance Reporting Submission Procedures for the Workforce Investment Act Standardized Record Data (WIASRD) and the Annual Report under Title IB of the Workforce Investment Act (WIA).” These documents are available for review at www.doleta.gov.

3. Background. Each year, the Secretary of Labor issues an annual performance report to highlight Department-wide achievements. As a flagship program administered by ETA, WIA title I results are particularly important to the Department’s annual report. Deadlines associated with the publishing of the Department’s report were adjusted to coincide with the beginning of the federal fiscal year. Thus, ETA has adjusted the timeframes for reporting on WIA results in order to present the most complete and accurate picture of the program for this report.

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4. Clarifications to WIA Annual Report and WIASRD submission requirements.

The following two sections provide clarifications to guidance set forth in TEGL 14-03, as well as additional information related to the WIA Annual Report and WIASRD submissions.

A. WIA Annual Report submissions.

1. The due dates for the PY 2003 and PY 2004 WIA Annual Reports are October 1, 2004, and October 1, 2005, respectively.
2. Because of the shift in timeframes associated with the WIA annual report, the PY 2003 annual performance outcomes will overlap outcomes reported as part of the PY 2002 annual performance reports. Regardless of this overlap, states will be held accountable for outcomes reported in the PY 2003 annual report. ETA will analyze these data to determine an individual state's status in terms of incentives and sanctions.
3. States may update PY 2003 outcomes that were previously included in the PY 2002 annual report by including additional outcomes that were not available at the time the PY 2002 annual report was submitted. Outcome information that is part of the "overlap" data mentioned in item 2 above can be updated with information that has become available since that data was submitted as part of the PY 2002 annual report.
4. ETA has not changed policy regarding the negotiation of performance levels and requests to revise those levels.
5. The shift in timeframes associated with the report that states submit to ETA does not affect the discretion that Governors have to award incentives to local areas. (See WIA section 134(a)(2)(B)(iii) and 20 CFR 666.400(b).) States do not have to change the time periods they use to award incentives to local areas unless deemed necessary by the governor.

B. WIASRD submissions.

1. The due dates for the PY 2003 and PY 2004 WIASRD are October 15, 2004, and October 15, 2005, respectively.
2. The group of exiters reported through the WIASRD is updated from that described in TEGL 14-03. The PY 2003 WIASRD submission must contain records for all exiters from PY 2001, PY 2002 and PY 2003. The PY 2004 WIASRD submission must contain records for all exiters from PY 2002, PY 2003 and PY 2004.
3. States must follow the completeness requirements on Attachment I. These requirements generally follow what is required for states to submit the PY 2003 Annual Report. This attachment will apply for the PY 2004 WIASRD submission—all dates should be advanced by one year.
4. ETA is aware of confusion about the reporting of individuals served by National Emergency Grants. As stated previously in Attachment E to TEGL 14-00, Change 1, the universe of WIASRD submissions includes all individuals served by National Emergency Grants who have exited the program. Whether or not these individuals are co-enrolled in WIA, states that

provide services to individuals with NEG funds must report on the characteristics, services and outcomes of those individuals through the WIASRD.

5. ETA's Enterprise Information Management System (EIMS) contains edit checks to ensure that all WIASRD records submitted include the following required elements:
 - a. the individual identifier (item 101),
 - b. WIB/statewide code (item 301),
 - c. registration date (item 302),
 - d. exit date (item 303), and
 - e. AT LEAST one funding stream code must be populated. That is, at least one of the following fields must contain a "1" ("yes") code: adult (local), dislocated worker (local), youth (local), displaced homemaker (statewide), other (statewide), rapid response- additional assistance, or national emergency grant (items, 304, 305, 306, 307, 308, 310, 312, or 313a, 313b, or 313c).

C. Data Validation and the WIA Annual Report.

1. There are two components to Data Validation: Reports Validation and Data Element Validation.
2. States should complete the Reports Validation report prior to submitting the annual report. Data report validation for PY 2003 is due October 1, 2004. Software reflecting the annual report timeframes for the PY 2003 report will be available in August.
3. Data Element Validation is due February 1, 2005.

5. Changes to the WIA quarterly report. In order to address concerns raised by states currently challenged to provide ETA a set of quarterly performance reports that reflect different time periods than the annual performance reports due for PY 2003 and PY 2004, ETA is announcing changes to align the quarterly reporting timeframes with those of the PY 2004 annual reports. These changes will become effective with the reports due to ETA on November 14, 2004, and will ensure that the report due August 14, 2005, most closely resembles the annual report that will be due October 1, 2005. Please see Attachment II, which shows the reportable timeframes for each measure that will be included in the quarterly reports that are due starting in November 2004.

6. Action Required. States are requested to distribute this information to the appropriate state and local staff.

7. Inquiries. Questions concerning this issuance may be directed to your regional performance specialists or the Performance and Results Office (ETAperforms@dol.gov or 202-693-3031).

8. Attachments.

- I. Required Completeness for PY 2003 WIASRD Items
- II. Aligning the Quarterly Reports with the PY 2004 Annual Report