


Department of Community Colleges and Workforce Development	Number: 589-50.2
	Revised: 07/01/06
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SUBJECT: Workforce Investment Act Title IB Collection of Supplemental Participation Data for Reporting to the State Management Information System	Approved: 

Purpose: To establish procedures and timelines for the collection of supplemental participant data used for Workforce Investment Act (WIA) Title IB employment performance measures.

References: Workforce Investment Act Public Law 105-220
WIA Section 136(2)(A) Core Indicators of Performance
WIA Section 136(f)(2) Wage Records
Training and Employment Guidance Letter (TEGL) 17-05, TEGL 14-00, Change 1, Attachment E, WIA Standardized Record Data (WIASRD)
Oregon Revised Statutes 657.030 through 657.140 re employment excluded from coverage by UI laws
State Management Information System (MIS) Manual

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

Documentation: The maintenance of evidence on file that verifies the employment status of exiters.

Participant: The term “ participant” means an individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services) under a WIA Title IB program.

State MIS: The Management Information System maintained by the Department of Community Colleges and Workforce Development (CCWD) to collect data on the participants of the Title IB programs submitted by the seven local workforce investment areas (LWIAs.)

Verification: Acceptable verification of supplemental data regarding employment includes, for example, case management, follow-up services, or surveys of participants by:

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

Documentation of the contact including date of the contact must be maintained in the participant’ s case file.

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

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Policy: Supplemental data on the employment status of Title IB program exiters may be collected by LWIAs in accordance with the procedures listed below. Supplemental data must be submitted to the State MIS within 30 calendar days after notification by CCWD that employment data for exiters cannot be found in the UI wage records.

Procedures:

Responsibility Actions

CCWD MIS Staff

1. Submits all WIA exiter records that will be included in the employment performance measurements to the ED on a quarterly basis within 5 days after the end of the quarter.
2. Notifies LWIA MIS staff of the need to collect supplemental data within five working days of receipt of the wage record match information from the ED. Notification will consist of a list of exiter names, Social Security numbers, and District Office numbers (if applicable) that is electronically transmitted to the LWIA through an e-mail. If the LWIA has already submitted supplemental data on any of the exiters not found in the wage records, those exiters will be excluded from the list of names sent to the LWIA. The supplemental data for the following exiters will be requested:
 - A. All older youth, adult and dislocated worker program exiters subject to the entered employment performance measure who are not found in the wage records in the 1st quarter after the exit quarter.
 - B. All adults and dislocated worker program exiters found in the wage records or in supplemental data sources for the 1st quarter after the exit quarter but who are not found in the wage records for the 3rd quarter after the exit quarter.
 - C. All older youth program exiters found in the wage records or in supplemental data records in the 1st quarter after the exit quarter, who are not enrolled in post-secondary education or advanced training in the 3rd quarter after the exit quarter and who were not found in the wage records for the 3rd quarter after the exit quarter.
 - D. All younger youth program exiters subject to the younger youth retention rate performance measure who were not in secondary school at the time of exit and who were not found in post-secondary education, advanced training, military service or qualified apprenticeships, or the wage records for the 3rd quarter after the exit quarter.

LWIA: 3. Submits local workforce area WIA Title IB program data to the State on the last day of the month following the end of the report quarter.

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4. Collects supplemental employment data for exiters reported by CCWD as not being found in the ED wage records. Supplemental data consist of the following data elements for the noted quarters:
 - A. First quarter after the exit quarter: Employment status of the participant and the non-traditional employment status of the employment for all exiters on the list.
 - B. First quarter after the exit quarter: For those exiters who received training services during their participation in a Title IB program, the OES code of the employment, training-related employment status of the employment, and the method of determining training-related employment. The State MIS manual includes the definitions for each of these data elements.
 - C. Third quarter after the exit quarter: Employment status for all exiters on the list.
5. Submits the supplemental employment data on these exiters to the State MIS within 30 calendar days after date of notification by CCWD.
6. LWIAs may collect data on the employment status of exiters at appropriate times prior to notification by the State of missing wage records. This data must be collected within the following timeframes and may be transmitted to the State MIS in the normal MIS data transmission process:

Exit Dates	Employment in the 1 st quarter after the exit quarter must be verified for the following time period:	Employment in the 3 rd quarter after the exit quarter must be verified for the following time period:	Employment in the 5 th quarter after the exit quarter must be verified for the following time period:
10-1 through 12-31	1-1 through 3-31	7-1 through 9-30	1-1 through 3-31
1-1 through 3-31	4-1 through 6-30	10-1 through 12-31	4-1 through 6-30
4-1 through 6-30	7-1 through 9-30	1-1 through 3-31	7-1 through 9-30
7-1 through 9-30	10-1 through 12-31	4-1 through 6-30	10-1 through 12-31

State
Monitoring
Staff:

7. Monitors LWIA participant files and/or other MIS records for compliance with the documentation and verification requirements of this policy.