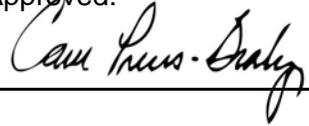


Department of Community College and Workforce Development	Number: 589-50.3
	Effective: 08/16/06
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SUBJECT: Workforce Investment Act Title IB Common Measures Definitions	Approved: 

Purpose: This policy provides consistent interpretations and implementations of Workforce Investment Act (WIA) Title IB Common Measures definitions throughout the state to be used by Local Workforce Investment Areas (LWIAs) and service delivery partners.

References: Workforce Investment Act Public Law 105-220
WIA Section 136(2)(A)
Training and Employment Guidance Letter (TEGL) 17-05, Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues
State Management Information System (MIS) Manual

Background: The Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 17-05 replaces existing guidance with a single, unified document on the common measures and the WIA Section 136 performance accountability system. The TEGL sets forth one set of measures to be used for both common measures reporting purposes and WIA Section 136 performance accountability purposes. All states and direct grantees of DOL employment and training programs must collect and report information on all participants to be used to assess the performance of states and grantees under the common measures.

A team of local/regional workforce partners met and discussed the implications of TEGL 17-05 on service delivery and data reporting in Oregon. The team identified issues and concerns that needed consistent interpretation and implementation across the state by LWIAs and service partners. The workgroup recommended the following definitions which were approved by the Workforce Policy Cabinet.

Definitions: Assessment: Assessment in Oregon is defined as the individual interpretation of standardized tests. The level of staff involvement in assessment determines the point at which a client would be included in the performance calculation.

The DOL clarified its interpretation of self-service and informational activities in order to promote greater accountability and consistency among states. Oregon expands the definition of assessment to include the *individual interpretation of standardized tests* as this will also promote greater accountability and consistency throughout Oregon.

Informational activities: May include both self-services and staff-assisted core services that are designed to inform and educate a participant about the labor market and to enable a participant to identify his or her individual employment strengths, weaknesses, and the range of services appropriate for the individual. The exception is core services that require significant staff involvement. LWIAs may further define informational activities based on funding and service strategies, but may not reference or use time expended to qualify or disqualify service levels. (See *Significant staff involvement* below for additional information.)

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Point of eligibility determination: Occurs when title specific services are anticipated beyond self-service and informational activities. Some examples of differentiation between information collection versus eligibility determination are:

- Gathering/telling me your birth date is different than documenting your birth date with your Driver's license, which is part of the eligibility process.
- Self Serve Participants and those provided with no individual assistance are Pre-Eligibility customers.
- Registrants or Performance Participants are Post-Eligibility

Point of exit: The exit date is the last date of service. It is anticipated that with the recommendations of the Integrated Management Information System evaluation the state will make changes to data systems to share participant information. Until that time we will continue utilizing the individual program exit dates.

Point of performance participation: The date customers receive any service beyond self-service and informational activities and who have been documented as WIA eligible. Individuals who are registered in iMatchSkills will count in the Wagner-Peyser participation.

Self-service: Occurs when participants serve themselves in accessing workforce investment system information and activities in either a physical location, such as a One-Stop Career Center resource room or partner agency, or remotely via the use of electronic technologies. LWIAs may further define self-service based on funding and service strategies.

Significant staff involvement: Significant staff involvement in a workforce setting is any assistance provided by staff beyond the informational activities described above regardless of the length of time involved in providing such assistance. Significant staff involvement includes a staff member's assessment of a participant's skills, education, or career objectives in order to:

- Assist participants in deciding on appropriate next steps in the search for employment, training, and related services, including job referral; or
- Assist participants in assessing their personal barriers to employment; or
- Assist participants in accessing other related services necessary to enhance their employability and individual employment related needs.

Because these services involve significant staff involvement, this participant would be included in the performance calculation.

On the other hand, providing a participant with readily available information that does not require an assessment by the staff member of the participant's skills, education, or career objectives, is considered an informational activity. A participant who only receives this level of service has not received significant staff involvement; therefore, he/she would be excluded from the performance measures calculation.

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The ***individual*** interpretation of any assessment in order to help the customer will be considered significant staff involvement. For example:

- If you are monitoring a class for CASAS testing – this is not significant staff involvement.
- If you are providing overall interpretation to the class in how to read their test results – this is not significant staff involvement.
- *Individual* interpretation of the results is considered significant staff involvement and the individual would be included in the performance calculation. If you sit down with an *Individual* and discuss the results of a CASAS test – this is significant staff involvement and this individual would be included in the performance calculations. The key word is “individual” – referring to one-on-one assessment and customized recommendations/information.