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ATTACHMENT C

Workforce Investment Streamlined Performance Reporting (WISPR) System:

Data Preparation and Reporting Handbook

Prepared By
Office of Performance and Technology
Employment and Training Administration
United States Department of Labor

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PREFACE

This **Workforce Investment Streamlined Performance Reporting (WISPR) System: Data Preparation and Reporting Handbook** contains important reporting and record keeping instructions for use by all grantees administering Wagner-Peyser, Jobs for Veterans State Grants, Workforce Investment Act (WIA) Title IB, National Emergency Grants, and Trade Adjustment Assistance (TAA) programs funded by the United States Department of Labor (USDOL). The primary purposes of this Handbook are to:

Comment [ck1]: Is this for all VETS grants or only the DVOP/LVER grants?

1. Establish a standardized set of data elements, definitions, and specifications that can be used to describe the characteristics, activities, and outcomes of job seeker and employer customers served through the One-Stop delivery system;

2. Facilitate the collection and reporting of valid, consistent, and complete information on job seekers and employer customers in order to support the overall management, evaluation, and continuous improvement of workforce programs at the local, state, and federal levels; and

3. Reduce duplicate record keeping by allowing grantees administering multiple USDOL-funded workforce programs to utilize a single set of data specifications and formats to report on a job seeker's and employer's interaction with the One-Stop delivery system.

Contents of the Handbook

This Handbook contains both general reporting and record keeping instructions for use by grantees administering workforce programs, and specific quarterly report formats to support the collection, maintenance, and reporting of customer information to the USDOL.

I. <u>Purposes of the Handbook</u>: Describes the underlying rationale for grantee use of the Handbook.

II. <u>General Reporting Guidance</u>: Provides additional instructions concerning the USDOL programs covered by the Handbook, due dates for the submission of all quarterly reports and records, and common submission procedures for use by all grantees. In anticipation of future updates, a brief description of the process for making changes to the Handbook has been included.

III. <u>Quarterly Report on Services to Employer Customers</u>: Contains a uniform report format and set of related instructions that support grantee reporting on the levels of employer participation in the One-Stop delivery system and the types of services provided to this important customer.

IV. Quarterly Reports on Services to Job Seeker Customers: Contains two standardized quarterly report formats and related instructions that support grantee reporting on services to job seeker customers, including veterans, other eligible persons, and transitioning service members, and performance outcomes based on a set of common measures and other appropriate performance indicators as required by statute.

V. Workforce Investment Standardized Record Data: Contains a general introduction to assist grantees in understanding how to read the individual record layout, and includes a complete list of data elements (with definitions) considered important to the management and evaluation of workforce programs providing participant services. Coding values, field size/data type markers, and an applicability guide that maps each data element to one or more workforce programs covered by this Handbook are also included to place each data collection item in its proper context.

VI. Appendices: Contains standardized report formats, schedules for reporting, and additional specifications designed to assist grantees in collecting, maintaining, and reporting consistent performance information to the Department on a quarterly basis.

I. PURPOSES OF THE HANDBOOK

The primary purposes of this Handbook are to:

1. Establish a standardized set of data elements, definitions, and specifications that can be used to describe the characteristics, activities, and outcomes of job seeker and employer customers served through the One-Stop delivery system;

2. Facilitate the collection and reporting of valid, consistent, and complete information on job seekers and employers in order to support the overall management, evaluation, and continuous improvement of workforce programs at the local, state, and federal levels; and

3. Reduce duplicate record keeping by allowing grantees administering multiple USDOL-funded workforce programs to utilize a single set of data specifications and formats to report on a job seeker's and employer's interaction with the One-Stop delivery system.

It is USDOL's policy to ensure accuracy, uniformity, and comparability in the reporting of statistical data derived from state and local workforce agency operations through grantee adherence to federal definitions of reporting items, use of standardized report formats, observance of reporting due dates, and regular validation of reporting items. The reporting and record keeping requirements contained within this Handbook will support budget development activities by USDOL, the Administration, and Congress, especially with regard to the impact of different levels of financial assistance on program services and outcomes.

The use of a standard set of reporting specifications at all levels of the workforce system helps improve the quality of services by reconciling conflicting administrative requirements and procedures and facilitating meaningful evaluation, realistic planning, and effective management of workforce development programs. When customer data are collected, maintained, and reported consistently at a basic level (e.g., grantee field office or One-Stop Career Center), performance information can be aggregated from each program and reported to higher levels with greater confidence that the data are comparable from customer to customer, from program to program, and from year to year.

Accurate and comprehensive management information on employers and job seekers served through the one-stop delivery system is needed to make appropriate, cost-effective, and timely decisions about state and federal investments in workforce development activities. The performance information available through this Handbook is useful to One-Stop Career Center managers, public and private workforce agencies, service providers, state program administrators engaged in policy development and program planning, and evaluation researchers involved in the analysis of former employers and job seekers served by the One-Stop delivery system. This Handbook will also be useful to elected officials at all levels of governance and members of the public interested in the management and accountability of workforce program investments.

II. GENERAL REPORTING GUIDANCE

II.1 STRUCTURE OF THE WISPR SYSTEM

States and other grantees administering multiple USDOL grants are currently required to produce separate performance reports by using different forms, definitions, instructions, and submission procedures. In some instances, there is confusion regarding the time periods used for calculating program performance, what data are to be reported, and how the data are prepared for submission on a timely basis. These inconsistencies limit the Department's ability to make the most effective use of grantee data for reporting on the progress of programs to the Administration and Congress, and impose unnecessary administrative burdens on grantees that seek to coordinate service delivery and performance measurement in a local One-Stop environment.

The reporting and record keeping requirements contained in this Handbook are designed to strengthen the Department's various program performance reporting systems into a single streamlined reporting structure. This comprehensive reporting structure features a set of uniform quarterly report formats for capturing services to employer and job seeker customers across programs, including a special report on services to the nation's veterans, other eligible persons, and transitioning service members. A standardized set of data elements that includes information on participant demographics, types of services received, and performance outcomes based on a set of common measures defined consistently across programs are key components of this reporting structure. This WISPR System will be used to respond more quickly and effectively to the management information needs of Congress, the Administration and the general public.

II.2 WORKFORCE PROGRAMS COVERED BY THE HANDBOOK

Grantees administering formula or statewide reserve funds under the following USDOL programs must utilize the report formats, individual record specifications, and submission procedures documented in this Handbook to certify performance results on a quarterly basis:

❖ Wagner-Peyser Employment Service/Jobs for Veterans State Grants, which include the following:

- *Wagner-Peyser Act Program*
- *Jobs for Veterans Programs (including the Local Veterans' Employment Representative (LVER) and Disabled Veterans' Outreach Programs (DVOP))*

❖ Workforce Investment Act (WIA) Title I Programs, which include the following:

- *WIA Title IB Adult Program*
- *WIA Title IB Dislocated Worker Program (including individuals receiving services financially assisted by WIA section 134(a)(1)(A) – rapid response)*
- *WIA Title IB Youth Program*
- *National Emergency Grant Program (WIA Title ID section 173)*

❖ Trade Adjustment Assistance (TAA) Program

In addition, the WIA Title IB 15% statewide activities, which are authorized under WIA section 134(a), that are included in this quarterly report are those program activities that involve the enrollment of individuals eligible to receive WIA Title IB services (e.g., adult, dislocated worker, or youth). Conversely, if state or local activities do not involve the enrollment of individuals to receive services, performance information is not included in the WISPR System.

Examples of such exceptions include activities where:

(a) the state is conducting a statewide activity that does not involve direct services (e.g., research or evaluation); or
(b) the statewide activity is structured to provide services that are highly specialized, such as in a pilot or demonstration activity, and such activity has specific performance outcome goals that cannot be addressed by the adult, dislocated worker or youth performance measures contained in this Handbook.

It is important to note that this exclusion applies only to funds reserved by the Governor under WIA section 134(a), and does not apply to local WIA formula funds that are transferred back to the state or otherwise converted into statewide funds. For participants under the TAA program, receipt of a waiver from the training requirement, TRA payments, and other allowances are considered TAA program benefits, and states are required to submit performance information on all such individuals who receive these benefits, including those who receive Alternative TAA service. Individuals who are served exclusively through Health Care Tax Credit (HCTC) grants are excluded from the quarterly reporting requirements contained in this Handbook.

Comment [ck2]: Does this requirement also apply to those who participate in Alternative TAA?

II.3 DUE DATES

All reports and records contained within this Handbook are due no later than 45 days after the end of each report quarter. The table below shows the expected due dates for each reporting quarter.

Report Quarter	Due Dates
January – March	May 15
April – June	August 14
July – September	November 14
October – December	February 14

Should the due date of the report fall on a Saturday or Sunday, the quarterly report is due the Monday after.

II.4 SUBMISSION PROCEDURES

Grantees are required to submit all quarterly reports and records contained within this Handbook directly to ETA's Enterprise Business Support System (EBSS) via technical instructions available through the appropriate Regional Office or the ETA Performance Website (www.doleta.gov/performance).

ETA Form 9131 - Quarterly Report on Services to Employer Customers:

Grantees are required to submit **two (2) reports** each quarter using the standardized quarterly report format identified in **Appendix A** and reporting instructions outlined in **Section III** of this Handbook. Grantees will only be permitted to update reported results for the 1st quarter prior to the current report quarter's submission.

Submission #1: For Program Years (PY) 2009 and PY 2010, grantees may choose from one of the following two options for reporting services to employers that are, at a minimum, financially assisted by the Wagner-Peyser Employment Service and WIA Title I Programs. However, beginning in PY 2010, all grantees must submit ETA Form 9131 using Option A identified below.

Comment [ck3]: How is "financially assisted" determined if a One-Stop uses an MOU to combine funds from several sources to fund basic services?

Option A: A single integrated quarterly report that, at a minimum, applies to unique employer records where the establishment received one or more services financially assisted from the Wagner-Peyser Employment Service and WIA Title I Programs identified in **Section II.2** of this Handbook. **One (1) report** submitted each quarter.

Option B: One quarterly report that applies to unique employer records where the establishment received one or more services financially assisted from the Wagner-Peyser Employment Service. A second separate quarterly report that applies to employer services financially assisted from the WIA Title I Programs. **Two (2) reports** submitted each quarter.

Employer services that are financially assisted by any other USDOL grants (e.g High Growth and Community-Based Job Training Grants, WIRED Grants) and partner programs, including those at the state and local levels, may also be included in the grantee report(s).

Submission #2: Jobs for Veterans-Local Veterans' Employment Representative (LVER) Program and Disabled Veterans' Outreach Program (DVOP) - This report submission applies to unique employer records where the establishment received one or more services financially assisted from the DVOP and LVER Programs. **One (1) report** submitted each quarter.

Comment [ck4]: Why is this limited to the LVER program? Why not any service assisted by the Jobs for Veterans grant?

Quarterly Reports on Services to Job Seeker Customers:

A. ETA Form 9132 - Workforce Investment Performance Report

Grantees are required to submit ETA Form 9132 each quarter using the standardized quarterly report format identified in **Appendix B** and reporting instructions outlined in **Section IV.2** of this Handbook. For PY 2009 and PY 2010, grantees may choose one of two options for submitting ETA Form 9132. However, beginning in PY 2011, all grantees must submit ETA Form 9132 using Option A identified below. Grantees will only be permitted to update reported results for the 1st quarter prior to the current report quarter's submission.

Option A: A single integrated quarterly report that applies to unique participant records where the individual received one or more services financially assisted by the workforce programs identified in **Section II.2** of this Handbook.

Option B: Grantees may submit separate reports each quarter by choosing one of the four levels indicated in the table below:

		WORKFORCE PROGRAMS			**Total Reports Due to ETA**
LEVELS OF REPORTING PROGRAM PERFORMANCE INFORMATION		Wagner-Peyser Employment Services (A)	WIA Title I Programs (B)	Trade Adjustment Assistance Program (C)	
Level I	Columns A and B are reported together; Column C is reported separately	●	●	○	2
Level II	Columns A and C are reported together; Column B is reported separately	●	○	●	2
Level III	Columns B and C are reported together; Column A is reported separately	○	●	●	2
Level IV	Columns A and B and C are reported separately	○	○	○	3

● Means program performance information is reported together with another program

○ Means program performance information is reported separately

B. ETA Form 9133 -Eligible Veterans and Transitioning Service Members (TSMs) Services Report

All grantees are required to submit **two (2) reports** each quarter using the standardized quarterly report format identified in **Appendix C** and reporting instructions outlined in **Section IV.3** of this Handbook. Grantees will only be permitted to update reported results for the 1st quarter prior to the current report quarter's submission.

Submission #1: Wagner-Peyser Employment Services - This report submission applies to unique participant records where the individual received one or more services financially assisted from either the Wagner-Peyser Act or Jobs for Veterans (DVOP/LVER) Programs.

Comment [ck5]: Why aren't veterans served by WIA included in this report?

Submission #2: Jobs for Veterans (DVOP/LVER) Programs – This report submission applies to unique participant records where the individual received one or more services financially assisted from the DVOP or LVER programs.

Workforce Investment Standardized Record Data (WISRD):

Except for certain youth participants, grantees are required to submit an electronic file of unique individual exiter records each quarter using the WISRD format identified in **Appendix D** and reporting instructions outlined in **Section V.2** of this Handbook. For PY 2009 and PY 2010, grantees may choose from one of two options for submitting quarterly WISRD records. However, beginning in PY 2011, all grantees must submit WISRD files using Option A identified below.

Option A: A single electronic data set of WISRD files each quarter. A universe of these WISRD files must be prepared and submitted, that includes a record for each participant, once a participant: 1) has exited **all** of the workforce system programs from which he/she was receiving services, **or** 2) has not received a service from an applicable program for 90 days. An exiter record should be submitted for any participant that meets one or more of the following conditions:

For the Wagner-Peyser Employment Service:

- Participants received self-services and informational activities and/or any staff-assisted services financially assisted by Wagner-Peyser Employment Service formula or statewide reserve funds and have exited from the program(s);

Comment [ck6]: OMB has concerns about the scope of this and the requirement for SSNs.

For the WIA Title I Programs:

- Participants received self-services and informational activities, staff-assisted core, intensive, and/or training services financially assisted by WIA Title IB Adult and Dislocated Worker formula or statewide reserve funds, including rapid response activities, and have exited from the program(s);
- Participants received services financially assisted by WIA Title IB Youth formula or statewide reserve funds, and have either (a) exited from the program or (b) not exited from the program but have achieved reportable outcomes on the Skill Attainment Rate or Literacy and Numeracy Gains performance measures;
- Participants received services financially assisted by NEGs and have exited from the program. This population includes individuals co-enrolled in a WIA Title IB program <u>and</u> those served exclusively through a NEG; and

For the TAA Program:

- Participants received services or benefits financially assisted by TAA funds and have exited from the program.

Please note that an exiter record **should not** be submitted for the participant until the individual has completed and exited from all of the above programs from which he/she was receiving services, with the exception of instances of reportable outcomes for Youth participants.

Option B: Grantees may submit separate electronic data sets of WISRD files each quarter by choosing from one of the four levels indicated in the table below. The conditions outlined under Option A above for preparing and submitting a universe of WISRD files on participants applies to this submission option as well.

Comment [ck7]: For grantees choosing this option, what are the requirements for unique individual identifiers?

		WORKFORCE PROGRAMS			Total Reports Due to ETA
LEVELS OF REPORTING PROGRAM PERFORMANCE INFORMATION		Wagner-Peyser Employment Services (A)	WIA Title I Programs (B)	Trade Adjustment Assistance Program (C)	
Level I	Columns A and B are reported together; Column C is reported separately	●	●	○	2
Level II	Columns A and C are reported together; Column B is reported separately	●	○	●	2
Level III	Columns B and C are reported together; Column A is reported separately	○	●	●	2
Level IV	Columns A and B and C are reported separately	○	○	○	3

● Means program performance information is reported together with another program

○ Means program performance information is reported separately

Once a data set of WISRD files are submitted using either Option A or B above, states must submit updated exiter records in each subsequent quarter until all relevant outcome information for a participant is completed. Therefore, subsequent submissions are expected to occur for at least 2 full program years after the original submission. Self-reported information will be accepted for reporting purposes as long as the state meets the applicable data validation requirements. Individual record submissions must include all characteristics and service information and available outcome information. Aggregate performance outcome data submitted by grantees on ETA Form 9132 - Workforce Investment Performance Report must be based on the grantee's quarterly WISRD submissions.

Comment [ck8]: What are the data validation requirements for self-reported information if an individual never appears at a One-Stop.

II.5 STATEMENT OF BURDEN AND REVISIONS TO THE HANDBOOK

This Handbook was developed to facilitate the collection and submission of all quarterly reports and records for the USDOL-funded workforce programs identified under **Section II.2**. The reporting requirements contained within this Handbook are approved under the Paperwork Reduction Act of 1995, OMB No. 1205-NEW, expiring xx/xx/xxxx. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Public reporting burden for this collection of information is estimated to be the following:

OMB Approved Form *(if applicable)*	**Annual National Burden** *(Hours)*	**Annual National Burden** *(Dollars)*
ETA Form 9131 – Quarterly Report on Services to Employer Customers (average)	3,996	$129,870
ETA Form 9132 – Workforce Investment Performance Report (average)	86,400	$2,808,000
ETA Form 9133 – Quarterly Report on Services to Eligible Veterans and Transitioning Service Members	10,800	$351,000
WISRD data collection (average)	714,875	$23,233,434
Total	**816,071**	**$26,522,304**

These average annual burden estimates includes time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information. Obligation to respond is required to obtain or retain benefits (Workforce Investment Act [Section 185(a)(2)], Wagner-Peyser Act [29 USC 49i] and Trade Adjustment Assistance [20 CFR 617.61]). The reason for the collection of this information is planning and program management and to meet Congressional and statutory requirements.

Please send comments regarding this burden estimate, or any other aspect of this collection, including suggestions for reducing burden, to the U. S. Department of Labor, Employment and Training Administration, Office of Performance and Technology, Room S-5206, 200 Constitution Avenue, NW, Washington, D.C. 20210 (Attn: Paperwork Reduction Project 1205-NEW).

When changes in data elements or definitions occur based on new legislation, policy directives and/or related regulations, revisions to this Handbook will be issued to all states and grantees. Handbook revisions will be distributed using Handbook Transmittals issued from the USDOL/ETA National Office. Dates of issuance will be displayed at the bottom of each revised page.

III. QUARTERLY REPORT ON SERVICES TO EMPLOYER CUSTOMERS

III.1 INTRODUCTION

The success of local One-Stop delivery systems not only depends on whether they can help job seekers prepare to enter high-quality jobs with career potential, but also whether they can assist employers in accessing a qualified pool of talent. Employers are increasingly turning to One-Stop Career Centers for a wide range of services including help in workforce recruitment, screening potential employees, accessing state or local business assistance services, and training new and incumbent workers. Employer services are an integral service component of many local One-Stop Career Centers; a component that continues to grow and expand. This expansion is the result of congressional intent in WIA, the Administration's priority to focus the workforce system on becoming more demand-driven, and a growing understanding that providing services to employers will result in good career opportunities for job seekers and improve the local or regional economy.

With this in mind, the reporting requirements contained within this section are designed to provide a more complete picture of the total impact of the state One-Stop delivery system. The ETA 9131 Employer Services Report provides states with the opportunity to better inform the Administration, Congress and other stakeholders about the numbers of employers being served as well as the type of services being delivered to this important customer group for the most recent four-quarter period. In addition, states have the option of using this report to provide the Department with state-specific outcome measures that assess how well the state's One-Stop delivery system is meeting the needs of employer customers.

III.2 REPORT FORMAT AND SPECIFICATIONS

The format and schedule for completing the ETA 9131 Employer Services Report can be found under **Appendix A**. Employer services that are covered by this report include those activities designed to assist employers in making strategic investments in their workforce, retaining or expanding the employer's operations, its customer base, or its geographic operating area, and adjusting the employer's operations to economic downturns (e.g., rapid response or business downsizing). States should not report as services regular or follow-up contacts or visits with the employer to only obtain information regarding current and potential job openings, status of business operations, or need for additional services and assistance.

Comment [ck9]: Is information on this type of employer assistance collected anywhere else? Does DOL not value information on job openings, job fairs, screening of large numbers of applications?

Employers who receive services or other assistance in either a physical location (e.g., One-Stop Career Center, affiliate site, on-site at employer establishment), or remotely through electronic technologies that are financially assisted by the Wagner-Peyser Employment Service and WIA Title I Programs (see Handbook section II.2) are included in this report. Employer services that are financially assisted by any other USDOL grants (e.g., TAA, High Growth and Community-Based Job Training Grants, Workforce Innovation for Regional Economic Development Grants) and partner programs, including those at the state and local levels, may also be included in the report.

Grantees are required to certify and submit results for both the current quarter (**Column B**) and cumulative totals for the most recent four-quarter reporting period (**Column C**). Column A on the report format is for display only and reflects data submitted by the state for the prior quarter.

Column B *Current Quarter:* Represents the most recent quarter of data available for the applicable performance item in the four-quarter reporting period. For example, the four-quarter reporting period for the Total Employer Customers Served counts on the quarterly report due November 14, 2009, covers the period 10/1/2008 through 09/30/2009. States will report the most recent quarter (07/1/2009 through 09/30/2009) of the Total Employer Customers Served count in the Current Quarter (B) column.

Column C *Cumulative 4-Qtr Period:* Represents the cumulative total of the most recent four-quarters available for the applicable performance item. This column includes performance information in the Current Quarter (B) column plus the last three quarters prior to the current quarter being reported.

States must report services and activities provided to employers at the establishment level. As specified in 20 CFR 651.10, an *employer* is defined as a person, firm, corporation or other association or organization that currently has a location within the United States to which U.S. workers may be referred for employment, and which proposes to employ a worker at a place within the United States, and has an employer relationship with respect to employees under this subpart as indicated by the fact that it hires, pays, fires, supervises and otherwise controls the work of such employees. An association of employers shall be considered an employer if it has all of the indicia of an employer set forth in this definition. Such an association, however, shall be considered as a joint employer with the employer member if either shares in exercising one or more of the definitional indicia.

20 CFR 651.10 also defines an *establishment* as a public or private economic employing unit generally at a single physical location which produces and/or sells goods or services, for example, a mine, factory, store, farm, orchard or ranch. It is usually engaged in one, or predominantly one, type of commercial or governmental activity. Each branch or subsidiary unit of a large employer in a geographical area or community should be considered an individual establishment, except that all such units in the same physical location shall be considered a single establishment. A component of an establishment which may not be located in the same physical structure (such as the warehouse of a department store) should also be considered as part of the parent establishment. For the purpose of the "seasonal farm worker" definition, farm labor contractors and crew leaders are not considered establishments; it is the organization to which they supply the workers that are the establishments.

III.3 REPORTING INSTRUCTIONS

III.3.1 SECTION A: GRANTEE IDENTIFYING INFORMATION

A.1 **Grantee Name** – Enter the name of the workforce agency and state submitting the report *(e.g., Department of Labor, Licensing and Regulation, State of Maryland).*

A.2 **Grantee Mailing Address** – Enter the mailing address of the state agency submitting the report.

A.3 **Workforce Programs** – Based on the submission procedures outlined under section II.4 of this Handbook, select the workforce programs that are included on the grantee's quarterly report submissions. When performance information using the "Jobs for Veterans State Grants – DVOP/LVER Program" option is prepared, grantees must ensure that the applicable service being reported reflect LVER staff assistance.

Comment [ck10]: Why only the LVER program?

A.4 **Report Quarter End Date** – Enter the last month, day, and year of the quarter on which the report is being prepared for submission to the Department. For example, if the report is being prepared for the quarter ending September 30, 2009, the Report Quarter End Date format should be represented as 09/30/2009.

A.5 **Report Due Date** – Enter the month, day, and year on which the quarterly report is due to the Department using the schedule contained in Section III: Due Dates of this Handbook. For example, if the report is being prepared for submission for the quarter ending 09/30/2009, the Report Due Date format should be represented as 11/14/2009.

III.3.2 SECTION B: CUSTOMER SUMMARY INFORMATION

III.3.2.1 SECTION B.1: EMPLOYER CUSTOMERS SERVED

This section collects information on the number of employers who received a service or, if it is an ongoing activity, are continuing to receive a service or other assistance during the applicable reporting period. For all data collection items contained within this section, the data format is *Integer* with a maximum field length of 9-*digits*. Data regarding the size of the employer's workforce, as reported in rows B.1.1a through B.1.1c for both the current quarter and most recent four-quarters, should be based on the most recent information available about the establishment.

Reporting Items	Reporting Specifications/ Instructions
Row B.1.1 *Total Employer Customers Served*	Enter the total number of employer establishments who received a service or, if it is an ongoing activity, are continuing to receive a service or other assistance during the reporting period.
Row B.1.1a *Less than 100 workers*	Enter the total number of employer establishments served during the reporting period where the size of the workforce was < 100 workers.
Row B.1.1b *100 – 499 workers*	Enter the total number of employer establishments served during the reporting period where the size of the workforce was >= 100 and <= 499 workers.
Row B.1.1c *500 or more workers*	Enter the total number of employer establishments served during the reporting period where the size of the workforce >= 500 workers.

III.3.2.2 SECTION B.2: EMPLOYER CUSTOMERS SERVED AND JOB OPENINGS BY INDUSTRY SECTOR

This section collects information on the number of employers served and total job openings received during the current quarter (i.e., Columns B1 and B2) and most recent four-quarter reporting period (i.e., Columns C1 and C2) by major industry sector and federal contractor status. To ensure uniformity and comparability of data, states must use the North American Industry Classification System (NAICS) when reporting performance information in this section. If an employer has more than one assigned NAICS code, states should report the NAICS code that represents the primary economic activity occurring at the employer establishment. For more information and recent updates on the NAICS, please visit the U.S. Census Bureau's website at http://www.census.gov/epcd/www/naics.html. For all data collection items contained within this section, the data format is *Integer* with a maximum field length of 9-*digits*.

Reporting Job Openings: The data collected on job postings will be for those openings that originated with the state only. A *job opening* is defined as a job vacancy that an employer intends to fill. States are instructed to only report job openings where the original job posting date falls within the current quarter (Column B2) and most recent four-quarter reporting periods (Column C2). Job openings with an original job posting date that is outside of the applicable reporting periods must not be included in the total counts, even if the opening continues to be open or active. All job openings that are reported under section B.2 must be based solely on whether the original job posting date is within the applicable reporting periods. States may count any updates to the original posting (e.g., increase or decrease in job openings) in column C2 of the report as long as the original job posting date continues to fall within the four-quarter reporting period.

For example, the state posts an employer's job order with a NAICS code of "21 – Mining" and 10 job openings on January 1. For the report quarter ending March 31, the 10 job openings are counted in Column B2 and Column C2, Row B.2.3. On April 1, the employer increases the count of openings in this job order to 20, and the state maintains that change in the original job posting with the original posting date of January 1. For the report quarter ending June 30, all 20 job openings are counted in Column C2 only. These 20 job openings will be reported for the

Comment [ck11]: Does this mean that the state changes column A2?

last time in Column C2 on the report ending December 31, even if some or all of the openings are still active.

Finally, many states download job openings into their state job bank systems. ETA encourages this practice to provide job seekers with access to additional employment opportunities to which they may not ordinarily be exposed. However, to provide for consistency in reporting information on job openings received, job openings initially listed with third-party job boards and imported into the state's job bank system should be excluded from the total counts on this report.

Comment [ck12]: Need to update this section.

Comment [ck13]: Will there be any reporting of jobs posted with private sector job banks like JOBcentral of America's Job Exchange. If not, will states be permitted to count jobs that they download?

Reporting Items		**Reporting Specifications/ Instructions**
Row B.2.1 Totals (All Industry Sectors)	Total Employers	Enter the total number of employer establishments served during the reporting period where the two-digit NAICS code has a valid value.
	Total Job Openings	Enter the total number of job openings where the original job posting date is within the reporting period **AND** where the two-digit NAICS code has a valid value.
Row B.2.2 Agriculture, Forestry, Fishing, and Hunting	Total Employers	Enter the total number of employer establishments served during the reporting period where the two-digit NAICS code begins with "11" and is classified as Agriculture, Forestry, Fishing, and Hunting.
	Total Job Openings	Enter the total number of job openings where the original job posting date is within the reporting period **AND** where the two-digit NAICS code begins with "11" and is classified as Agriculture, Forestry, Fishing, and Hunting.
To calculate the total number of employer establishments **served and job openings for each major industry sector identified in rows B.2.3 through B2.21, substitute the filters described below with the reporting instructions underlined above for row B.2.2.**		
Row B.2.3 Mining		NAICS code begins with "21"
Row B.2.4 Utilities		NAICS code begins with "22"
Row B.2.5 Construction		NAICS code begins with "23"
Row B.2.6 Manufacturing		NAICS code begins with "31, 32, or 33"
Row B.2.7 Wholesale Trade		NAICS code begins with "42"
Row B.2.8 Retail Trade		NAICS code begins with "44 or 45"
Row B.2.9Transportation and Warehousing		NAICS code begins with "48 or 49"
Row B.2.10 Information		NAICS code begins with "51"
Row B.2.11 Finance and Insurance		NAICS code begins with "52"
Row B.2.12 Real Estate, Rental, and Leasing		NAICS code begins with "53"
Row B.2.13 Professional, Scientific, and Technical Services		NAICS code begins with "54"
Row B.2.14 Management of Companies and Enterprises		NAICS code begins with "55"
Row B.2.15 Admin, Support, Waste Management, and Remediation Services		NAICS code begins with "56"
Row B.2.16 Educational Services		NAICS code begins with "61"

Row B.2.17 Health Care and Social Assistance		NAICS code begins with "62"
Row B.2.18 Arts, Entertainment, and Recreation		NAICS code begins with "71"
Row B.2.19 Accommodation and Food Services		NAICS code begins with "72"
Row B.2.20 Other Services (except public admin)		NAICS code begins with "81"
Row B.2.21Public Administration		NAICS code begins with "92"
Row B.2.22 Federal Contractors	Total Employers	Enter the total number of employer establishments served during the reporting period who were federal contractors as defined under U.S.C. Title 38, Chapter 42, Section 4212.
	Total Job Openings	Enter the total number of job openings where the original job posting date is within the reporting period **AND** where the employer establishment is a federal contractor as defined under U.S.C. Title 38, Chapter 42, Section 4212.

III.3.3 SECTION C: CUSTOMER SERVICES AND ACTIVITIES

This section collects more detailed information about the types of services and other assistance employers received during the applicable reporting period. For each reporting row C.1 through C.6a, grantees are only required to report the total number of employers who received one or more of the reference activities during the reporting period. For all data collection items contained within this section, the data format is *Integer* with a maximum field length of 9-*digits*.

Reporting Items	Reporting Specifications/ Instructions
Row C.1 Business Information and Support Services	Enter the total number of employer establishments who, during the reporting period, received staff-assisted services designed to educate businesses and employers about and engage them in the local job market/economy and the range of services available through the local One-Stop delivery system. Business information services may be provided in a variety of service interventions including orientation sessions, workshops, or other business consultations (e.g., initial site visits). Information and support services that are delivered to employers through mass mailings or communications, "cold" calling or other follow-up contacts, and regular employer newsletters, brochures, or publications are not reportable services under this category. These services include, but are not limited, to providing information on: • State and federal tax credits or workforce investment incentives(state and federal tax credits (WOTC) or workforce investment incentives); • Customized workforce information on state, regional and local labor market conditions, industries, occupations, and the characteristics of the workforce; Skills businesses need, local employment dynamics information such as workforce availability, worker supply and demand, business turnover rates, job creation, and job identification of high growth and high demand industries; and • Proactive linkage and referral of businesses to community resources that support their workforce needs.

Comment [ck14]: How are WOTC certifications counted? If this a reportable employer service?

Row C.2 Workforce Recruitment Assistance	Enter the total number of employer establishments who, during the reporting period, received workforce recruitment assistance from staff or remotely through electronic technologies. Activities include, but are not limited, to assisting businesses to meet their human capital and skilled workforce needs by: • Assisting employers to search for qualified candidates; • Securing information on the job requirements and providing employers with One-Stop staff support for candidate screening and pre-employment interviews at the One-Stop Career Center (or affiliate site) or on site at the place of business; • Taking job order information and promoting the employment opportunities (e.g., advertising the opening to the workforce); • Conducting special recruitment efforts including out-of-area or out-of-state recruitment for candidates with special skills; • Organizing, conducting, and/or participating in job fairs; • Providing employers with meeting/work space at the One-Stop Career Center (or an affiliate site) for screening or interviewing; • Conducting pre-employment testing, background checks and assistance in completion of the I-9 paperwork. • Providing employers with job and task analysis services, absenteeism analysis;
Row C.3 Engaged in Strategic Planning/ Economic Dev.	Enter the total number of employer establishments who, during the reporting period, were engaged in either workforce investment strategic planning or business growth and economic development strategic planning. These activities could include, but are not limited, to participating in community based strategic planning; sponsoring employer forums; securing information on industry trends; providing information for the purpose of corporate economic development planning; and partnering in collaborative efforts to identify workforce challenges and develop strategies to address those challenges.
Row C.4 Accessing Untapped Labor Pools	Enter the total number of employer establishments who, during the reporting period, established pipeline activities in partnership with the public workforce system. Activities include, but are not limited to, outreach to youth, veterans, individuals with disabilities, older workers, ex-offenders, and other targeted demographic groups; industry awareness campaigns; joint partnerships with high schools, community colleges, or other education programs to improve skill levels; and programs to address limited English proficiency and vocational training.
Row C.5Training Services	Enter the total number of employer establishments who, during the reporting period, received publicly funded financial assistance in providing training services including customized, on-the-job training, and incumbent worker training.
Row C.5a Incumbent Worker Training Services	Enter the total number of employer establishments who, during the reporting period, received publicly funded financial assistance in providing training services to incumbent workers.

Comment [ck15]: Where are state activities in support of foreign labor certification programs reported?

Row C.6 Rapid Response/ Business Downsizing Assistance	Enter the total number of employer establishments who, during the reporting period, received an initial on-site visit or contact to either (a) discuss the range of rapid response services and other assistance available to workers and employers affected by layoff, plant closures, or natural disasters, or (b), as required by WIA section 101(38)(A), plan a layoff response following notification of a current or projected permanent closure or mass layoff, including natural or other disasters.
Row C.6a Planning Layoff Response	Of the total number of employer establishments reported in Row C.6, enter the total number of employers who received an initial on-site visit or contact, as required by WIA section 101(38)(A), to plan a layoff response following notification of a current or projected permanent closure or mass layoff, including natural or other disasters.

III.3.4 SECTION D: PERFORMANCE RESULTS (OPTIONAL)

This section is optional and collects additional information on grantee-specific measures that assess how well the One-Stop delivery system is meeting the needs of employers. Grantees should record the actual outcome result for each employer service measure that is reported (maximum of three grantee-specific measures) and, where appropriate, the numerator and denominator values. The EBSS will not automatically calculate the value based on the numerator and denominator values. Grantees should enter all values for each measure in this section of the report.

For each measure that is reported, grantees should also utilize Section E.1 of the report format to (a) outline the exact methodology of the measure, including any important operational parameters, and (b) briefly describe how the reported results of the measure assist the grantee in understanding how well the One-Stop delivery system is meeting the needs of employer customers.

III.3.5 SECTION E: REPORT CERTIFICATION/ADDITIONAL COMMENTS

E.1 **Report Comments/Narrative** – Grantees may include additional information not captured as part of the report format or attach an electronic document that describes innovative service delivery strategies, progress on measures of system accomplishments (as outlined above in Section D. Performance Results), or how the employer community was impacted in a positive way by the One-Stop delivery system.

E.2 **Name of Grantee Certifying Official/Title** – Enter the name and title of the grantee official that is certifying submission of the report to the Department.

E.3 **Telephone Number** – Enter the area code (999) and telephone number (999-9999) of the authorized official.

E.4 **Email Address** – Enter the email address of the authorized official.

IV. QUARTERLY REPORTS ON SERVICES TO JOB SEEKER CUSTOMERS

IV.1 INTRODUCTION

Each state must submit an ETA Form 9132 (Workforce Investment Performance Report) to provide the Department with the most recent performance information available. The aggregate performance data contained in this Workforce Investment Performance Report are used to determine the levels of participation and program accomplishments for the most recent quarter and four-quarter period. This *rolling four-quarter* data collection methodology provides ETA and the grantees with greater flexibility in discussing annual performance results according to any four-quarter reporting period (e.g., Calendar Year, Program Year, and Federal Fiscal Year).

To allow for the data collection delays inherent in many of the performance measures, particularly those that utilize wage records (e.g., UI, Federal, military), the Workforce Investment Performance Report collects information on each performance item depending on when outcome data become available. For instance, because the total count of participants is available without any delay, grantees will be able to report this performance information through the end of the most recent reporting quarter. Alternatively, measures that make use of wage records, such as the adult entered employment rate or youth placement in employment or education, will use exit cohorts from the third complete quarter prior to the reporting quarter. This situation exists because relatively complete wage records for any quarter are not available for up to another two quarters afterward. In this case, the reporting schedule allows states seven and one-half months to process wage record reports from employers, merge the wage data with participant files, and generate the Workforce Investment Performance Report.

Grantees are also required to submit quarterly reports to the Department to comply with reporting requirements set forth in the Wagner-Peyser Act (29 U.S.C. 49) and Jobs for Veterans Act (38 U.S.C. 4107 (b) and (c), and 38 U.S.C. 4112(c), as amended) as it relates to priority of service for eligible veterans and other eligible persons. The ETA Form 9133 (Eligible Veterans and Transitioning Service Members Services Report) allows the Department to better inform the Administration, Congress and other stakeholders about the numbers of eligible veterans and eligible persons being served as well as the type of services received in relation to all other customers who receive services and are participating in the Wagner-Peyser Employment Service and Jobs for Veterans Programs (LVER and DVOP).

Comment [ck16]: Why are WIA services not reported?

IV.2 WORKFORCE INVESTMENT PERFORMANCE REPORT

IV.2.1 REPORT FORMAT AND SPECIFICATIONS

The format and instructions for completing the ETA 9132 Workforce Investment Performance Report can be found under **Appendix B**. This report reflects performance outcome information that becomes available by the time the quarterly report is due to the Department.

Grantees are required to certify and submit results for both the current quarter (**Column B**) and cumulative totals for the most recent four-quarter reporting period (**Column C**). **Column A** on the report is for display only and reflects data submitted by the grantee for the prior quarter.

Column B *Current Quarter:* Represents the most recent quarter of data available for the applicable performance item in the four-quarter reporting period. For example, the four-quarter reporting period for the Total Participants Served counts on the quarterly report due November 14, 2009, covers the period 10/1/2008 through 09/30/2009. States will report the most recent quarter (07/1/2009 through 09/30/2009) of the Total Participants Served count in the Current Quarter (B) column.

Column C *Cumulative 4-Qtr Period:* Represents the cumulative total of the most recent four quarters available for the applicable performance item. This column includes performance information in the Current Quarter (B) column plus the last three quarters prior to the current quarter being reported.

In addition to the value of each reporting item contained in *Section D. Performance Results*, grantees must report both the numerator and denominator for the current quarter and cumulative totals for the four quarter reporting period. This detail is needed so that the information can be aggregated over states to provide national estimates. Reporting specifications for preparing all calculations of numerators and denominators that support the performance measurement values are included below in section IV.2.2.

IV.2.2 REPORTING INSTRUCTIONS

IV.2.2.1 SECTION A: GRANTEE IDENTIFYING INFORMATION

A.1 **Grantee Name** – Enter the name of the workforce agency and state submitting the report *(e.g., Department of Labor, Licensing and Regulation, State of Maryland)*.

A.2 **Grantee Mailing Address** – Enter the mailing address of the state agency submitting the report.

A.3 **Workforce Programs** – Based on the submission option chosen under section II.4 of this Handbook, select one or more to indicate the workforce programs that are included on the grantee's quarterly report submission:

Wagner-Peyser Employment Service – This report applies to unique participant records where the individual received one or more services financially assisted from the Wagner-Peyser Act or Jobs for Veterans Act programs.

WIA Title I Programs – This report applies to unique participant records where the individual received one or more services financially assisted from WIA Title IB Programs and NEGs under WIA Title ID section 173.

TAA Program – This report applies to unique participant records where the individual received one or more services financially assisted from the TAA Program.

A.4 **Report Quarter End Date** – Enter the last month, day, and year of the quarter on which the report is being prepared for submission to the Department. For example, if the report is being prepared for the quarter ending September 30, 2009, the Report Quarter End Date format should be represented as 09/30/2009.

A.5 **Report Due Date** – Enter the month, day, and year on which the cumulative four quarter report is due to the Department using the schedule contained in Section III: Due Dates of this document. For example, if the report is being prepared for submission for the most recent quarter ending 09/30/2009, the Report Due Date format should be represented as 11/14/2009.

Establishing Workforce Program Performance Groups for Calculating Results

Use the following specifications, where applicable, to complete the calculations for each reporting item identified on the Workforce Investment Performance Report. The chart below provides specifications on how participants are classified for the purpose of calculating program-specific performance results. These classifications are based upon one or more data elements contained within the WISRD under **Appendix D**. In order for a participant to be included in a particular program performance group, at least one of the corresponding conditions in the "Specifications" column needs to be true for that program. It is important to note that participant records can be included in more than one program performance group. Participants who are receiving services from multiple program funding streams are included in the calculation of the performance measures for all funding streams in which they are participating.

Workforce Program Performance Group Specifications	
Program	**Specifications**
SELF-SERVICE ONLY	MOST RECENT DATE RECEIVED SELF-SERVICES/INFORMATIONAL ACTIVITIES is not null **and** **all** of the following conditions are true: MOST RECENT DATE ATTENDED TAP EMPLOYMENT WORKSHOP (DVOP) is null MOST RECENT DATE ATTENDED TAP EMPLOYMENT WORKSHOP (LVER) is null MOST RECENT DATE RECEIVED CAREER GUIDANCE is null MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) is null MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER) is null MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES is null MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (DVOP) is null MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (LVER) is null MOST RECENT DATE REFERRED TO EMPLOYMENT is null MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP) is null MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER) is null MOST RECENT DATE RECEIVED INTENSIVE SERVICES is null MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP) is null MOST RECENT DATE RECEIVED INTENSIVE SERVICES (LVER) is null MOST RECENT DATE REFERRED TO FEDERAL TRAINING is null MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP) is null MOST RECENT DATE REFERRED TO FEDERAL TRAINING (LVER) is null MOST RECENT DATE PLACED IN FEDERAL TRAINING is null MOST RECENT DATE PLACED IN FEDERAL TRAINING (DVOP) is null MOST RECENT DATE PLACED IN FEDERAL TRAINING (LVER) is null MOST RECENT DATE REFERRED TO FEDERAL JOB is null MOST RECENT DATE REFERRED TO FEDERAL JOB (DVOP) is null MOST RECENT DATE REFERRED TO FEDERAL JOB (LVER) is null MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB is null MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB (DVOP) is null MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB (LVER) is null MOST RECENT DATE RECEIVED WORKFORCE INFORMATION SERVICES is null MOST RECENT DATE RECEIVED OTHER STAFF ASSISTED CORE SERVICES is null MOST RECENT DATE RECEIVED OTHER STAFF ASSISTED CORE SERVICES (DVOP) is null MOST RECENT DATE RECEIVED OTHER STAFF ASSISTED CORE SERVICES (LVER) is null

	(DATE ENTERED TRAINING #1 is null and (TYPE OF TRAINING SERVICE #1 = 0 or TYPE OF TRAINING SERVICE #1 is null)) (DATE ENTERED TRAINING #2 is null and (TYPE OF TRAINING SERVICE #2 = 0 or TYPE OF TRAINING SERVICE #2 is null)) (DATE ENTERED TRAINING #3 is null and (TYPE OF TRAINING SERVICE #3 = 0 or TYPE OF TRAINING SERVICE #3 is null)) MOST RECENT DATE RECEIVED RAPID RESPONSE SERVICES is null MOST RECENT DATE RECEIVED DISASTER RELIEF ASSISTANCE is null
MORE THAN SELF SERVICE	Where **<u>one</u>** **<u>or</u>** **<u>more</u>** of the following conditions are true: MOST RECENT DATE ATTENDED TAP EMPLOYMENT WORKSHOP (DVOP) is not null MOST RECENT DATE ATTENDED TAP EMPLOYMENT WORKSHOP (LVER) is not null MOST RECENT DATE RECEIVED CAREER GUIDANCE is not null MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) is not null MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER) is not null MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES is not null MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (DVOP) is not null MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (LVER) is not null MOST RECENT DATE REFERRED TO EMPLOYMENT is not null MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP) is not null MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER) is not null MOST RECENT DATE RECEIVED INTENSIVE SERVICES is not null MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP) is not null MOST RECENT DATE RECEIVED INTENSIVE SERVICES (LVER) is not null MOST RECENT DATE REFERRED TO FEDERAL TRAINING is not null MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP) is not null MOST RECENT DATE REFERRED TO FEDERAL TRAINING (LVER) is not null MOST RECENT DATE PLACED IN FEDERAL TRAINING is not null MOST RECENT DATE PLACED IN FEDERAL TRAINING (DVOP) is not null MOST RECENT DATE PLACED IN FEDERAL TRAINING (LVER) is not null MOST RECENT DATE REFERRED TO FEDERAL JOB is not null MOST RECENT DATE REFERRED TO FEDERAL JOB (DVOP) is not null MOST RECENT DATE REFERRED TO FEDERAL JOB (LVER) is not null MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB is not null MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB (DVOP) is not null MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB

	(LVER) is not null MOST RECENT DATE RECEIVED WORKFORCE INFORMATION SERVICES is not null MOST RECENT DATE RECEIVED OTHER STAFF ASSISTED CORE SERVICES is not null MOST RECENT DATE RECEIVED OTHER STAFF ASSISTED CORE SERVICES (DVOP) is not null MOST RECENT DATE RECEIVED OTHER STAFF ASSISTED CORE SERVICES (LVER) is not null (DATE ENTERED TRAINING #1 is not null and TYPE OF TRAINING SERVICE #1 > 0) (DATE ENTERED TRAINING #2 is not null and TYPE OF TRAINING SERVICE #2 >0) (DATE ENTERED TRAINING #3 is not null and TYPE OF TRAINING SERVICE #3 > 0) MOST RECENT DATE RECEIVED RAPID RESPONSE SERVICES is not null MOST RECENT DATE RECEIVED DISASTER RELIEF ASSISTANCE is not null
WAGNER-PEYSER	WAGNER-PEYSER ACT = 1
DVOP	VETERANS' PROGRAMS = 1 or VETERANS' PROGRAM = 3
LVER	VETERANS' PROGRAMS = 1 or VETERANS' PROGRAM = 2
WIA ADULT	(ADULT (LOCAL FORMULA) = 1 **or** ADULT (STATEWIDE 15% ACTIVITIES) = 1)
WIA DISLOCATED WORKER	(DISLOCATED WORKER (LOCAL FORMULA) = 1 **or** DISLOCATED WORKER (STATEWIDE 15% ACTIVITIES) = 1 **or** RAPID RESPONSE (ADDITIONAL ASSISTANCE) = 1)
RAPID RESPONSE	(RAPID RESPONSE = 1 **or** RAPID RESPONSE (ADDITIONAL ASSISTANCE) = 1)
NEG	(NEG PROJECT ID is not null and NEG PROJECT ID <> '0000') **or** (SECOND NEG PROJECT ID is not null and SECOND NEG PROJECT ID <> '0000')
TRADE ADJUSTMENT ASSISTANCE	TRADE ADJUSTMENT ASSISTANCE >=1 AND TRADE ADJUSTMENT ASSISTANCE <=3
WIA YOUTH	DATE OF FIRST YOUTH SERVICE is not null **and** (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) >=14 **and** (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) < 22
WIA YOUNGER YOUTH	DATE OF FIRST YOUTH SERVICE is not null **and** (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) >=14 **and** (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) <= 18
WIA OLDER YOUTH	DATE OF FIRST YOUTH SERVICE is not null **and** (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) >=19 **and** (DATE OF FIRST YOUTH SERVICE - DATE OF BIRTH) <= 21

IV.2.2.2 SECTION B: CUSTOMER SUMMARY INFORMATION

This section collects information on the total number of individuals participating in the programs (including new and carried-over participants) and information on those participants who exit the workforce programs during the reporting period. Socio-economic characteristics of all participants contained in this section should be based on information collected from the individual at the time of participation in the program or where required based on the level of service received (e.g., at time of first intensive service). For all data collection items contained within this section, the data format is *Integer* with a maximum field length of 9-*digits*.

Reporting Items	Reporting Specifications/ Instructions
Row 1 Total Exiters	Count of UNIQUE RECORDS *where no service has been received for 90 days for all applicable programs* (WAGNER-PEYSER *and/or* VETERANS' PROGRAMS *and/or* WIA ADULT *and/or* WIA DISLOCATED WORKER *and/or* RAPID RESPONSE *and/or* NEG *and/or* TRADE ADJUSTMENT ASSISTANCE *and/or* WIA YOUTH) **and** DATE OF EXIT is within the report period.
Row 2 New Participants Served	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or RAPID RESPONSE or NEG or TRADE ADJUSTMENT ASSISTANCE or WIA YOUTH) **and** (DATE OF PARTICIPATION is within the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)))
Row 3 Total Participants Served	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or RAPID RESPONSE or NEG or TRADE ADJUSTMENT ASSISTANCE or WIA YOUTH) **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)))
Row 3a Male	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or RAPID RESPONSE or NEG or TRADE ADJUSTMENT ASSISTANCE or WIA YOUTH) **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))) **and** GENDER = 1
Row 3b Female	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or RAPID RESPONSE or NEG or TRADE ADJUSTMENT ASSISTANCE or WIA YOUTH) **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))) **and** GENDER = 2

Row 3c Hispanic/Latino	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or RAPID RESPONSE or NEG or TRADE ADJUSTMENT ASSISTANCE or WIA YOUTH) **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))) **and** ETHNICITY HISPANIC/LATINO = 1
Row 3d American Indian or Alaskan Native	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or RAPID RESPONSE or NEG or TRADE ADJUSTMENT ASSISTANCE or WIA YOUTH) **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))) **and** AMERICAN INDIAN OR ALASKAN NATIVE = 1
Row 3e Asian	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or RAPID RESPONSE or NEG or TRADE ADJUSTMENT ASSISTANCE or WIA YOUTH) **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))) **and** ASIAN = 1
Row 3f Black or African American	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or RAPID RESPONSE or NEG or TRADE ADJUSTMENT ASSISTANCE or WIA YOUTH) **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))) **and** BLACK OR AFRICAN AMERICAN = 1
Row 3g Native Hawaiian or Other Pacific Islander	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or RAPID RESPONSE or NEG or TRADE ADJUSTMENT ASSISTANCE or WIA YOUTH) **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))) **and** NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER = 1
Row 3h White	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or RAPID RESPONSE or NEG or TRADE ADJUSTMENT ASSISTANCE or WIA YOUTH) **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))) **and** WHITE = 1

Row 3i More Than One Race	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or RAPID RESPONSE or NEG or TRADE ADJUSTMENT ASSISTANCE or WIA YOUTH) **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))) **and** **w**here **more than one** of the following are true: AMERICAN INDIAN OR ALASKAN NATIVE = 1 or ASIAN = 1 or BLACK OR AFRICAN AMERICAN = 1 or NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER = 1 or WHITE = 1
Row 3j Veterans and Other Eligible Persons	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or RAPID RESPONSE or NEG or TRADE ADJUSTMENT ASSISTANCE or WIA YOUTH) **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))) **and** **(**ELIGIBLE VETERAN STATUS = 1 **or** ELIGIBLE VETERAN STATUS = 2)
Row 3k Persons with a Disability	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or RAPID RESPONSE or NEG or TRADE ADJUSTMENT ASSISTANCE or WIA YOUTH) **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))) **and** INDIVIDUAL WITH A DISABILITY = 1
Row 3l UI Claimant	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or RAPID RESPONSE or NEG or TRADE ADJUSTMENT ASSISTANCE or WIA YOUTH) **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))) **and** UC ELIGIBLE STATUS = 1 or UC ELIGIBLE STATUS = 2
Row 3m Migrant and Seasonal Farmworkers	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or WIA ADULT or WIA DISLOCATED WORKER or WIA YOUTH) **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))) **and** (FARMWORKER STATUS > 0)
Row 3n Limited English Proficient	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or RAPID RESPONSE or NEG or TRADE ADJUSTMENT ASSISTANCE or WIA YOUTH) **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))) **and** LIMITED ENGLISH LANGUAGE PROFICIENCY = 1
Row 3o Wagner-Peyser Employment Service	Count of UNIQUE RECORDS where (WAGNER-PEYSER **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)))

Row 3p Disabled Veterans' Outreach Program	Count of UNIQUE RECORDS where (DVOP **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)))
Row 3q Local Veterans' Employment Representative	Count of UNIQUE RECORDS where (LVER **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)))
Row 3r WIA Adult Program	Count of UNIQUE RECORDS where (WIA ADULT **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)))
Row 3s WIA Dislocated Worker Program	Count of UNIQUE RECORDS where (WIA DISLOCATED WORKER **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)))
Row 3t National Emergency Grants	Count of UNIQUE RECORDS where (NEG **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)))
Row 3u Trade Adjustment Assistance Program	Count of UNIQUE RECORDS where (TRADE ADJUSTMENT ASSISTANCE **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)))
Row 3v Rapid Response Program	Count of UNIQUE RECORDS where (RAPID RESPONSE **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)))
Row 3w WIA Youth Program (14 – 21)	Count of UNIQUE RECORDS where WIA YOUTH **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))
Row 3w1 Younger Youth (14 – 18)	Count of UNIQUE RECORDS where WIA YOUNGER YOUTH **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))
Row 3w2 Older Youth (19 – 21)	Count of UNIQUE RECORDS where WIA OLDER YOUTH **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null))
Row 3w3 Out-of-School	Count of UNIQUE RECORDS where (WIA YOUTH **and** (DATE OF PARTICIPATION is within the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) **and** (SCHOOL STATUS AT PARTICIPATION > 3 or (SCHOOL STATUS AT PARTICIPATION = 3 and BASIC LITERACY SKILLS DEFICIENCY = 1)))
Row 3w4 In-School	Count of UNIQUE RECORDS where (WIA YOUTH **and** (DATE OF PARTICIPATION is within the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) **and** ((SCHOOL STATUS AT PARTICIPATION => 1 and SCHOOL STATUS AT PARTICIPATION <= 2) or (SCHOOL STATUS AT PARTICIPATION = 3 and BASIC LITERACY SKILLS DEFICIENCY = 0)))

Row 3w5 Offender	Count of UNIQUE RECORDS where (WIA YOUTH **and** (DATE OF PARTICIPATION is within the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) **and** OFFENDER = 1)
Row 3w6 American Indian or Alaskan Native Youth	Count of UNIQUE RECORDS where (WIA YOUTH **and** (DATE OF PARTICIPATION is within the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) **and** AMERICAN INDIAN OR ALASKAN NATIVE = 1)
Row 3w7Foster Care	Count of UNIQUE RECORDS where (WIA YOUTH **and** (DATE OF PARTICIPATION is within the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) **and** FOSTER CARE YOUTH = 1)
Row 3w8 Youth with Disabilities	Count of UNIQUE RECORDS where (WIA YOUTH **and** (DATE OF PARTICIPATION is within the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) **and** INDIVIDUAL WITH A DISABILITY = 1)

IV.2.2.3 SECTION C: CUSTOMER SERVICES AND ACTIVITIES

This section collects more detailed information about the types of services and other assistance workforce program participants. For each reporting row in Section C, grantees are required to report the total number of participants who received one or more of the reference activities during the reporting period. For all data collection items contained within this section, the data format is *Integer* with a maximum field length of 9-*digits*.

C.1 Services to All Customers

Reporting Items	Reporting Specifications/ Instructions
Row 1 Self-Services and Informational Activities	Count of UNIQUE RECORDS where (WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or NEG) **and** DATE OF PARTICIPATION <= end of the report period **and** (DATE OF EXIT => beginning of the report period **or** DATE OF EXIT is null) **and** (MOST RECENT DATE RECEIVED SELF-SERVICES/INFORMATIONAL ACTIVITIES is within the reporting period)
Row 1a Self-Services and Informational Activities <u>*ONLY*</u>	Count of UNIQUE RECORDS where SELF-SERVICE ONLY and (WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or NEG) **and** DATE OF PARTICIPATION <= end of the report period **and** (DATE OF EXIT => beginning of the report period **or** DATE OF EXIT is null) **and** (MOST RECENT DATE RECEIVED SELF-SERVICES/INFORMATIONAL ACTIVITIES is within the reporting period)

Row 2 Staff Assisted Core Services	Count of UNIQUE RECORDS where (WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or NEG) **and** DATE OF PARTICIPATION <= end of the report period **and** (DATE OF EXIT => beginning of the report period **or** DATE OF EXIT is null) **and** at least one of the following dates is within the reporting period: MOST RECENT DATE ATTENDED TAP EMPLOYMENT WORKSHOP (DVOP) **or** MOST RECENT DATE ATTENDED TAP EMPLOYMENT WORKSHOP (LVER) **or** MOST RECENT DATE RECEIVED CAREER GUIDANCE **or** MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) **or** MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER) **or** MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES **or** MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (DVOP) **or** MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (LVER) **or** MOST RECENT DATE REFERRED TO EMPLOYMENT **or** MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP) **or** MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER) **or** MOST RECENT DATE REFERRED TO FEDERAL TRAINING **or** MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP) **or** MOST RECENT DATE REFERRED TO FEDERAL TRAINING (LVER) **or** MOST RECENT DATE PLACED IN FEDERAL TRAINING **or** MOST RECENT DATE PLACED IN FEDERAL TRAINING (DVOP) **or** MOST RECENT DATE PLACED IN FEDERAL TRAINING (LVER) **or** MOST RECENT DATE REFERRED TO FEDERAL JOB **or** MOST RECENT DATE REFERRED TO FEDERAL JOB (DVOP) **or** MOST RECENT DATE REFERRED TO FEDERAL JOB (LVER) **or** MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB **or** MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB (DVOP) **or** MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB (LVER) **or** MOST RECENT DATE RECEIVED WORKFORCE INFORMATION SERVICES **or** MOST RECENT DATE RECEIVED OTHER STAFF ASSISTED CORE SERVICES **or** MOST RECENT DATE RECEIVED OTHER STAFF ASSISTED CORE SERVICES (DVOP) **or** MOST RECENT DATE RECEIVED OTHER STAFF ASSISTED CORE SERVICES (LVER)
Row 3 Intensive Services	Count of UNIQUE RECORDS where (WAGNER-PEYSER or VETERANS' PROGRAMS or WIA ADULT or WIA DISLOCATED WORKER or NEG) **and** DATE OF PARTICIPATION <= end of the report period **and** (DATE OF EXIT => beginning of the report period **or** DATE OF EXIT is null) **and** at least one of the following dates is within the reporting period: MOST RECENT DATE RECEIVED INTENSIVE SERVICES **or** MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP) **or** MOST RECENT DATE RECEIVED INTENSIVE SERVICES (LVER)

Row 4 Training Services	Count of UNIQUE RECORDS where DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null) and ((DATE ENTERED TRAINING #1 <= end of the report period and (DATE COMPLETED TRAINING #1 >= the beginning of the report period or DATE COMPLETED TRAINING #1 is null) and (TYPE OF TRAINING SERVICE #1 => 1 **and** TYPE OF TRAINING SERVICE #1 <= 6 **and** (WIA ADULT **or** WIA DISLOCATED WORKER **or** NEG)) **or** ((TYPE OF TRAINING SERVICE #1 => 1 **and** TYPE OF TRAINING SERVICE #1 <= 7 **and** (TRADE ADJUSTMENT ASSISTANCE **or** WIA YOUTH)))) **or** (DATE ENTERED TRAINING #2 <= end of the report period **and** (DATE COMPLETED TRAINING #2 >= the beginning of the report period **or** DATE COMPLETED TRAINING #2 is null) **and** ((TYPE OF TRAINING SERVICE #2 => 1 **and** TYPE OF TRAINING SERVICE #2 <= 6 **and** (WIA ADULT **or** WIA DISLOCATED WORKER **or** NEG)) **or** ((TYPE OF TRAINING SERVICE #2 => 1 **and** TYPE OF TRAINING SERVICE #2 <= 7 **and** (TRADE ADJUSTMENT ASSISTANCE **or** WIA YOUTH)))) **or** (DATE ENTERED TRAINING #3 <= end of the report period and (DATE COMPLETED TRAINING #3 >= the beginning of the report period or DATE COMPLETED TRAINING #3 is null) and ((TYPE OF TRAINING SERVICE #3 => 1 **and** TYPE OF TRAINING SERVICE #3 <= 6 **and** (WIA ADULT **or** WIA DISLOCATED WORKER **or** NEG)) **or** ((TYPE OF TRAINING SERVICE #3 => 1 **and** TYPE OF TRAINING SERVICE #3 <= 7 **and** (TRADE ADJUSTMENT ASSISTANCE **or** WIA YOUTH))))))

To calculate the total number of participants who received training services separately for each workforce program in rows 4a through 4e, use the program performance groups identified below (also see section IV.2.2.1) and then remove the other underlined workforce program performance groups contained in the specifications for row 4 above.

Row 4a WIA Adult Program	WIA ADULT
Row 4b WIA Dislocated Worker Program	WIA DISLOCATED WORKER
Row 4c National Emergency Grants	NEG
Row 4d Trade Adjustment Assistance Program	TRADE ADJUSTMENT ASSISTANCE
Row 4e WIA Youth Program	WIA YOUTH

C.2 Additional Services to WIA Youth Customers

Reporting Items	Reporting Specifications/ Instructions
Row 1 Educational Achievement Services	Count of UNIQUE RECORDS where (WIA YOUTH **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) **and** MOST RECENT DATE RECEIVED EDUCATIONAL ACHIEVEMENT SERVICES is within the reporting period)
Row 2 Alternative Schooling	Count of UNIQUE RECORDS where (WIA YOUTH **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) **and** MOST RECENT DATE RECEIVED ALTERNATIVE SCHOOLING is within the reporting period)
Row 3 Summer Employment Opportunities	Count of UNIQUE RECORDS where (WIA YOUTH **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) **and** MOST RECENT DATE RECEIVED SUMMER EMPLOYMENT OPPORTUNITIES is within the reporting period)
Row 4 Work Experience	Count of UNIQUE RECORDS where (WIA YOUTH **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) **and** MOST RECENT DATE RECEIVED WORK EXPERIENCE is within the reporting period)
Row 5 Leadership Development Opportunities	Count of UNIQUE RECORDS where (WIA YOUTH **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) **and** MOST RECENT DATE RECEIVED LEADERSHIP DEVELOPMENT OPPORTUNITIES is within the reporting period)
Row 6 Supportive Services	Count of UNIQUE RECORDS where (WIA YOUTH **and** (DATE OF PARTICIPATION <= end of the report period **and** (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) **and** MOST RECENT DATE RECEIVED SUPPORTIVE SERVICES is within the reporting period)
Row 7 Adult Mentoring Services	Count of UNIQUE RECORDS where (WIA YOUTH **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) **and** MOST RECENT DATE RECEIVED ADULT MENTORING SERVICES is within the reporting period)
Row 8 Career Guidance/ Counseling Services	Count of UNIQUE RECORDS where (WIA YOUTH **and** (DATE OF PARTICIPATION <= end of the report period and (DATE OF EXIT => beginning of the report period or DATE OF EXIT is null)) **and** MOST RECENT DATE RECEIVED CAREER GUIDANCE/COUNSELING SERVICES is within the reporting period)

IV.2.2.4 SECTION D: PERFORMANCE RESULTS

Section D.1 Adult Performance Measures

This section outlines the mathematical formulae and data element specifications for states to use in generating entered employment, job retention, and average earnings calculations. These specifications allow the states to report the total (unduplicated) employment impacts of those workforce programs serving adult customers except for those participants who receive services exclusively through NEGs. In addition, states will report performance results under each of these measures for individuals who participated in the Wagner-Peyser Employment Service, Jobs for Veterans State Grants (i.e., DVOP and/or LVER programs), WIA Adult, WIA Dislocated Worker, NEGs, and TAA programs. Performance calculations for the WIA Adult and Dislocated Worker programs and NEGs include only those individuals who access more than self-services and informational activities.

Comment [ck17]: Why must DVOPs and LVERS be tracked separately? States have a choice on which positions to fill with their grants.

Row 1 Entered Employment Rate

Of those who are not employed at the date of participation:
The # of participants who are employed in the first quarter after the exit quarter **divided by** the # of participants who exit during the quarter

CALCULATION LOGIC	
Row 1 Entered Employment Numerator	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or DVOP or LVER or WIA ADULT or WIA DISLOCATED WORKER or TRADE ADJUSTMENT ASSISTANCE) **and** (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 0) **and** ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) **and** DATE OF EXIT is within the report period **and** (OTHER REASONS FOR EXIT = 7 or OTHER REASONS FOR EXIT = 98))
Row 1 Entered Employment Denominator	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or DVOP or LVER or WIA ADULT or WIA DISLOCATED WORKER or TRADE ADJUSTMENT ASSISTANCE) **and** (EMPLOYMENT STATUS AT PARTICIPATION = 2 or EMPLOYMENT STATUS AT PARTICIPATION = 0) **and** DATE OF EXIT is within the report period **and** (OTHER REASONS FOR EXIT = 7 or OTHER REASONS FOR EXIT = 98))

To calculate the entered employment rate measure separately for each program identified in rows 1a through 1g, use the applicable program performance group identified below (also see section IV.2.2.1) and then <u>remove</u> the other underlined workforce program performance groups contained in the specifications for row 1 above.	
Row 1a Wagner-Peyser Program	WAGNER-PEYSER EMPLOYMENT SERVICE
Row 1b DVOP	DVOP
Row 1c LVER Program	LVER
Row 1d WIA Adult Program	WIA ADULT and MORE THAN SELF SERVICE
Row 1e WIA DW Program	WIA DISLOCATED WORKER and MORE THAN SELF SERVICE
Row 1f National Emergency Grants	NEG and MORE THAN SELF SERVICE
Row 1g TAA Program	TRADE ADJUSTMENT ASSISTANCE

Row 2 Employment Retention Rate

Of those who are employed in the first quarter after the exit quarter:
The # of participants who are employed in *both* the second and third quarters after the exit quarter **divided by** the # of participants who exit during the quarter

CALCULATION LOGIC	
Row 2 Employment Retention Numerator	Count of UNIQUE RECORDS where ((<u>WAGNER-PEYSER</u> or <u>DVOP</u> or <u>LVER</u> or <u>WIA ADULT</u> or <u>WIA DISLOCATED WORKER</u> or <u>TRADE ADJUSTMENT ASSISTANCE</u>) **and** ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) **and** ((EMPLOYED 2ND QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 2ND QUARTER AFTER EXIT QUARTER = 5) or (WAGES 2ND QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 2ND QUARTER AFTER THE EXIT QUARTER < 999999.99)) **and** ((EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5) or (WAGES 3RD QUARTER AFTER EXIT QUARTER > 0 and WAGES 3RD QUARTER AFTER EXIT QUARTER < 999999.99)) **and** DATE OF EXIT is within the report period **and** (OTHER REASONS FOR EXIT = 7 or OTHER REASONS FOR EXIT = 98))

Row 2 Employment Retention Denominator	Count of UNIQUE RECORDS where ((WAGNER-PEYSER or DVOP or LVER or WIA ADULT or WIA DISLOCATED WORKER or TRADE ADJUSTMENT ASSISTANCE) **and** ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 and TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) or (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) **and** DATE OF EXIT is within the report period **and** (OTHER REASONS FOR EXIT = 7 or OTHER REASONS FOR EXIT = 98))
To calculate the employment retention rate measure separately for each program identified in rows 2a through 2g, use the applicable program performance group identified below (also see section IV.2.2.1) and then remove the other underlined workforce program performance groups contained in the specifications for row 2 above.	
Row 2a Wagner-Peyser Program	WAGNER-PEYSER EMPLOYMENT SERVICE
Row 2b DVOP	DVOP
Row 2c LVER Program	LVER
Row 2d WIA Adult Program	WIA ADULT and MORE THAN SELF SERVICE
Row 2e WIA DW Program	WIA DISLOCATED WORKER and MORE THAN SELF SERVICE
Row 2f National Emergency Grants	NEG and MORE THAN SELF SERVICE
Row 2g TAA Program	TRADE ADJUSTMENT ASSISTANCE

Row 3 Average Earnings Performance Measures

Of those who are employed in the first, second, and third quarters after the exit quarter (as determined by wage records):

[Total earnings in the second quarter plus total earnings in the third quarter after the exit quarter] divided by the # of participants who exit during the quarter

CALCULATION LOGIC	
Row 3 Average Earnings Numerator	(Sum of (WAGES 2nd QUARTER AFTER THE EXIT QUARTER and WAGES 3rd QUARTER AFTER THE EXIT QUARTER) where (WAGNER-PEYSER or DVOP or LVER or WIA ADULT or WIA DISLOCATED WORKER or TRADE ADJUSTMENT ASSISTANCE) **and** (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) **and** (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) **and** (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 or OTHER REASONS FOR EXIT = 98))
Row 3 Average Earnings Denominator	Count of unique RECORDS where ((WAGNER-PEYSER or DVOP or LVER or WIA ADULT or WIA DISLOCATED WORKER or TRADE ADJUSTMENT ASSISTANCE) **and** (WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 and WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99) **and** (WAGES 2nd QUARTER AFTER EXIT QUARTER > 0 and WAGES 2nd QUARTER AFTER EXIT QUARTER < 999999.99) **and** (WAGES 3rd QUARTER AFTER EXIT QUARTER > 0 and WAGES 3rd QUARTER AFTER EXIT QUARTER < 999999.99) **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98))

To calculate the average earnings measure separately for each program identified in rows 3a through 3g, use the applicable program performance group identified below (also see section IV.2.2.1) and then <u>remove</u> the other underlined workforce program performance groups contained in the specifications for row 3 above.	
Row 3a Wagner-Peyser Program	WAGNER-PEYSER EMPLOYMENT SERVICE
Row 3b DVOP	DVOP
Row 3c LVER Program	LVER
Row 3d WIA Adult Program	WIA ADULT and MORE THAN SELF SERVICE
Row 3e WIA DW Program	WIA DISLOCATED WORKER and MORE THAN SELF SERVICE
Row 3f National Emergency Grants	NEG and MORE THAN SELF SERVICE
Row 3g TAA Program	TRADE ADJUSTMENT ASSISTANCE

Section D.2 Youth Performance Measures

This section outlines the mathematical formulae and data element specifications for states to use in generating the placement in employment or education, attainment of degree or certificate, and literacy/numeracy gains calculations for participants served by the WIA Youth program. WIA Youth are those aged 14 through 21 on the date that they received a first service funded by the WIA Youth Program. All WIA youth exiters are subject to the placement in employment or education and attainment of degree or certificate measures. Out-of-school youth participants and exiters who are basic skills deficient are subject to the Literacy and Numeracy Gains measure.

Row 1 Placement in Employment or Education

Of those who are not in post-secondary education or employment (including the military) at the date of participation:

The # of participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter **divided by** the # of participants who exit during the quarter

CALCULATION LOGIC	
Row 1 *Placement in Employment or Education Numerator*	Count of UNIQUE RECORDS where WIA YOUTH **and** (EMPLOYMENT STATUS AT PARTICIPATION = 2 **or** EMPLOYMENT STATUS AT PARTICIPATION = 0 **and** SCHOOL STATUS AT PARTICIPATION <> 3 **and** ((YOUTH PLACEMENT INFORMATION => 1 **and** YOUTH PLACEMENT INFORMATION <= 4) **or** ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 **and** TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) **or** (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 **and** WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) **and** DATE OF EXIT is within the report period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98).
Row 1 *Placement in Employment or Education Denominator*	Count of UNIQUE RECORDS where WIA YOUTH **and** (EMPLOYMENT STATUS AT PARTICIPATION = 2 **or** EMPLOYMENT STATUS AT PARTICIPATION = 0 **and** SCHOOL STATUS AT PARTICIPATION <> 3) **and** DATE OF EXIT is within the report period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98).

Row 2 Attainment of Degree or Certificate

Of those enrolled in education (at the date of participation or at any point during the program):

The # of participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter **divided by** the # of participants who exit during the quarter

CALCULATION LOGIC	
Row 2 *Attainment of Degree or Certificate Numerator*	Count of UNIQUE RECORDS where WIA YOUTH **and** ENROLLED IN EDUCATION = 1 **and** ATTAINED DIPLOMA, GED, OR CERTIFICATE > 0 **and** ATTAINED DIPLOMA, GED, OR CERTIFICATE < 4 **and** DATE ATTAINED DEGREE OR CERTIFICATE <= end of quarter of DATE OF EXIT + 3 quarters **and** DATE OF EXIT is within the report period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98).
Row 2 *Attainment of Degree or Certificate Denominator*	Count of UNIQUE RECORDS where WIA YOUTH **and** ENROLLED IN EDUCATION = 1 **and** DATE OF EXIT is within the report period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98).

Row 3 Literacy and Numeracy Gains

Of those out-of-school youth who are basic skills deficient:

The # of participants who increase one or more educational functioning levels **divided by** the # of participants who have completed a year in the youth program (i.e., one year from the date of first youth program service) **plus** the # of participants who exit before completing a year in the youth program

CALCULATION LOGIC	
Row 3 Literacy or Numeracy Numerator	*Of those out-of-school youth who are basic skills deficient:* Total number of participants who increase one or more educational functioning levels **divided by** Total number of participants who have completed a year in the youth program plus the total number of participants who exit before completing a year in the youth program Additional Note: **Due to the complex nature of the calculation logic for this measure and the lack of adequate baseline data, ETA will publish a separate technical note that provides specific logic for calculation this performance measure.**
Row 3 Literacy or Numeracy Denominator	

Section D.3 Additional WIA Title IB Performance Measures

This section outlines the mathematical formulae and data element specifications for grantees to use in generating the employment and credential rates for adults, dislocated workers, and older youth, as well as other indicators of performance for youth as required by the WIA statute.

Row 1 Adult Employment and Credential Rate

Of those who receive training services:

The # of participants who were employed in the first quarter after the exit quarter and received a credential by the end of the third quarter after the exit quarter **divided by** the # of participants who exit during the quarter

CALCULATION LOGIC	
Row 1 Employment & Credential Numerator	Count of Unique RECORDs where WIA ADULT **and** MORE THAN SELF SERVICE **and** ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 **and** TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) **or** (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 **and** WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) **and** DATE ENTERED TRAINING #1 is not null **and** TYPE OF TRAINING #1 > 0 **and** TYPE OF RECOGNIZED CREDENTIAL > 0 **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98)
Row 1 Employment & Credential Denominator	Count of Unique RECORDs where WIA ADULT **and** MORE THAN SELF SERVICE **and** DATE ENTERED TRAINING #1 is not null **and** TYPE OF TRAINING #1 > 0 **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98)

Row 2 Dislocated Worker Employment and Credential Rate

Of those who receive training services:

The # of participants who were employed in the first quarter after the exit quarter and received a credential by the end of the third quarter after the exit quarter **divided by** the # of participants who exit during the quarter

CALCULATION LOGIC	
Row 2 DW Employment & Credential Numerator	Count of Unique RECORDs where WIA DISLOCATED WORKER **and** MORE THAN SELF SERVICE **and** ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 **and** TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) **or** (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 **and** WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) **and** DATE ENTERED TRAINING #1 is not null **and** TYPE OF TRAINING #1 > 0 **and** TYPE OF RECOGNIZED CREDENTIAL > 0 **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98)

Row 2 *DW Employment & Credential Denominator*	Count of Unique RECORDs where WIA DISLOCATED WORKER **and** MORE THAN SELF SERVICE **and** DATE ENTERED TRAINING #1 is not null **and** TYPE OF TRAINING #1 > 0 **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98)

Row 3 Diploma or Equivalent Rate (Younger Youth 14 – 18)

Of those who participate in the program without a diploma or equivalent:

The # of participants who attained a secondary school diploma or equivalent by the end of the first quarter after the exit quarter (except those still in secondary school at exit) **divided by** the # of participants who exit during the quarter (except those still in secondary school at exit)

CALCULATION LOGIC	
Row 3 *Diploma or Equivalent Numerator*	Count of Unique RECORDs where YOUNGER YOUTH **and** (SCHOOL STATUS AT PARTICIPATION = 1 **or** SCHOOL STATUS AT PARTICIPATION = 2 **or** SCHOOL STATUS AT PARTICIPATION = 4) **and** (ATTAINED DIPLOMA, GED, OR CERTIFICATE = 1 or ATTAINED DIPLOMA, GED, OR CERTIFICATE = 2) **and** DATE ATTAINED DEGREE OR CERTIFICATE <= end of quarter of DATE OF EXIT + 1 quarter **and** (SCHOOL STATUS AT EXIT is null **or** (SCHOOL STATUS AT EXIT <> 1 **and** SCHOOL STATUS AT EXIT <> 2)) **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98).
Row 3 *Diploma or Equivalent Denominator*	Count of Unique RECORDs where YOUNGER YOUTH **and** (SCHOOL STATUS AT PARTICIPATION = 1 **or** SCHOOL STATUS AT PARTICIPATION = 2 **or** SCHOOL STATUS AT PARTICIPATION = 4) **and (**SCHOOL STATUS AT EXIT is null **or** (SCHOOL STATUS AT EXIT <> 1 **and** SCHOOL STATUS AT EXIT <> 2)) **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98).

Row 4 Skill Attainment Rate (Younger Youth 14 – 18)

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

[The Total # of basic skills goals attained + the Total # of work readiness skills goals attained + the Total # of occupational skills goals attained] **divided by** the [Total # of basic skills goals + the Total # of work readiness skills goals + the Total # of occupational skills goals set]

<table>
<tr><th colspan="2">CALCULATION LOGIC</th></tr>
<tr><td>Row 4
Skill Attainment
Numerator</td><td rowspan="2">Of all in-school youth and any out-of-school youth assessed to be in need of basic skills, work readiness skills, and/or occupational skills:

Total # of basic skills goals attained + Total # of work readiness skills goals attained + Total # of occupational skills goals attained

divided by

Total # of basic skills goals + Total # of work readiness skills goals + Total # of occupational skills goals set</td></tr>
<tr><td>Row 4
Skill Attainment
Denominator</td></tr>
</table>

Row 5 Retention Rate (Younger Youth 14 – 18)

Of those not in secondary school at exit:

The # of participants who were found in either post-secondary education, advanced training, employment, military service, or a qualified apprenticeship in the third quarter after the exit quarter (except those still in secondary school at exit) **divided by** the # of participants who exit during the quarter

CALCULATION LOGIC	
Row 5 Retention Numerator	Count of Unique RECORDs where WIA YOUNGER YOUTH **and** **((**YOUTH RETENTION INFORMATION > 0 **and** YOUTH RETENTION INFORMATION <= 4) **or** ((WAGES 3RD QUARTER AFTER THE EXIT QUARTER > 0 **and** WAGES 3RD QUARTER AFTER THE EXIT QUARTER < 999999.99) **or** (EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 **and** TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5))) **and (**SCHOOL STATUS AT EXIT is null **or** (SCHOOL STATUS AT EXIT <> 1 **and** SCHOOL STATUS AT EXIT <> 2)) **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98)
Row 5 Retention Denominator	Count of Unique RECORDs where WIA YOUNGER YOUTH **and** SCHOOL STATUS AT EXIT is null **or** (SCHOOL STATUS AT EXIT <> 1 **and** SCHOOL STATUS AT EXIT <> 2)) **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98)

Row 6 Entered Employment Rate (Older Youth 19-21)

Of those who are not employed at the date of participation and who are either not enrolled in post-secondary education or advanced training in the first quarter after the exit quarter or are employed in the first quarter after the exit quarter:

The # of participants who are employed in the first quarter after the exit quarter divided by the # of participants who exit during the quarter

CALCULATION LOGIC	
Row 6 Entered Employment Numerator	Count of Unique RECORDs where WIA OLDER YOUTH **and** (EMPLOYMENT STATUS AT PARTICIPATION = 2 **or** EMPLOYMENT STATUS AT PARTICIPATION = 0) **and** ((WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 **and** WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99) **or** (EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1 **and** TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5)) **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98)
Row 6 Entered Employment Denominator	Count of Unique RECORDs where WIA OLDER YOUTH **and** (EMPLOYMENT STATUS AT PARTICIPATION = 2 **or** EMPLOYMENT STATUS AT PARTICIPATION = 0) **and** ((YOUTH PLACEMENT INFORMATION = 0 **or** YOUTH PLACEMENT INFORMATION >= 3 **or** YOUTH PLACEMENT INFORMATION is null) **or** ((WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 **and** WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99) **or** (EMPLOYED IN 1ST QUARTER AFTER EXIT QUARTER = 1 **and** TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5))) **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98).

Row 7 Employment Retention Rate (Older Youth 19-21)

Of those who are employed in the first quarter after the exit quarter and who are either not enrolled in post-secondary education or advanced training in the third quarter after the exit quarter or are employed in the third quarter after the exit quarter:
The # of participants who are employed in the third quarter after the exit quarter **divided by** the # of participants who exit during the quarter

CALCULATION LOGIC	
Row 7 *Retention Numerator*	Count of Unique RECORDs where WIA OLDER YOUTH **and** ((WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 **and** WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99) **or** (EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 **and** TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5)) **and** ((WAGES 3RD QUARTER AFTER THE EXIT QUARTER > 0 **and** WAGES 3RD QUARTER AFTER THE EXIT QUARTER < 999999.99) **or** (EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 **and** TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5)) **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98)
Row 7 *Retention Denominator*	Count of Unique RECORDs where WIA OLDER YOUTH **and** ((EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 **and** TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5) **or** (WAGES 1ST QUARTER AFTER THE EXIT QUARTER > 0 **and** WAGES 1ST QUARTER AFTER THE EXIT QUARTER < 999999.99)) **and** ((YOUTH RETENTION INFORMATION = 0 **or** YOUTH RETENTION INFORMATION >= 3 **or** YOUTH RETENTION INFORMATION is null) **or** ((WAGES 3RD QUARTER AFTER THE EXIT QUARTER > 0 **and** WAGES 3RD QUARTER AFTER THE EXIT QUARTER < 999999.99) **or** (EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = 1 **and** TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER = 5))) **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98)

Row 8 Six Months Earnings Increase (Older Youth 19-21)

Of those who are employed in the first quarter after the exit quarter and who are either not enrolled in post-secondary education or advanced training in the third quarter after the exit quarter or are employed in the third quarter after the exit quarter:

> [Earnings in the second **+** third quarters after the exit quarter] **minus** [Earnings in the second + third quarters prior to the participation quarter] **divided by** the # of participants who exit during the quarter

CALCULATION LOGIC	
Row 8 *Earnings Increase Numerator*	Sum of (WAGES 3RD QUARTER AFTER THE EXIT QUARTER plus WAGES 2ND QUARTER AFTER THE EXIT QUARTER) **minus** sum of (WAGES 2ND QUARTER PRIOR TO PARTICIPATION QUARTER and WAGES 3RD QUARTER PRIOR TO PARTICIPATION QUARTER) **where** WIA OLDER YOUTH **and** WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 **and** WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99 **and** TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER >= 1 **and** TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER <= 4 **and** ((YOUTH RETENTION INFORMATION = 0 **or** YOUTH RETENTION INFORMATION >= 3 **or** YOUTH RETENTION INFORMATION is null) **or** (WAGES 3RD QUARTER AFTER EXIT QUARTER > 0 **and** WAGES 3RD QUARTER AFTER EXIT QUARTER < 999999.99)) **and** (TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER <> 5 **or** TYPE OF EMPLOYMENT MATCH 3RD QUARTER AFTER EXIT QUARTER is null) **and** ((WAGES 2ND QUARTER PRIOR TO PARTICIPATION QUARTER < 999999.99 **or** WAGES 2ND QUARTER PRIOR TO PARTICIPATION QUARTER is null) **and** (WAGES 3RD QUARTER PRIOR TO PARTICIPATION QUARTER < 999999.99 **or** WAGES 3RD QUARTER PRIOR TO PARTICIPATION QUARTER is null) **and** DATE OF EXIT is within the report period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98)

Row 8 *Earnings Increase Denominator*	Count of Unique RECORDs where WIA OLDER YOUTH **and** WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 **and** WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99 **and** TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER >= 1 **and** TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER <= 4 **and** ((YOUTH RETENTION INFORMATION = 0 **or** YOUTH RETENTION INFORMATION >= 3 **or** YOUTH RETENTION INFORMATION is null) **or** (WAGES 3RD QUARTER AFTER EXIT QUARTER > 0 **and** WAGES 3RD QUARTER AFTER EXIT QUARTER < 999999.99)) **and** (TYPE OF EMPLOYMENT MATCH 3rd QUARTER AFTER EXIT QUARTER <> 5 **or** TYPE OF EMPLOYMENT MATCH 3rd QUARTER AFTER EXIT QUARTER is null) **and** ((WAGES 2ND QUARTER PRIOR TO PARTICIPATION QUARTER < 999999.99 **or** WAGES 2ND QUARTER PRIOR TO PARTICIPATION QUARTER is null) **and** (WAGES 3RD QUARTER PRIOR TO PARTICIPATION QUARTER < 999999.99 **or** WAGES 3RD QUARTER PRIOR TO PARTICIPATION QUARTER is null) **and** DATE OF EXIT is within the report period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98)

Row 9 Credential Rate (Older Youth 19-21)

The # of participants who were either employed, in post-secondary education, or in advanced training in the first quarter after the exit quarter and received a credential by the end of the third quarter after the exit quarter **divided by** the # of participants who exit during the quarter

CALCULATION LOGIC	
Row 9 *Credential Numerator*	Count of Unique RECORDs where WIA OLDER YOUTH **and** ((YOUTH PLACEMENT INFORMATION >= 1 **and** YOUTH PLACEMENT INFORMATION < 3) **or** ((WAGES 1ST QUARTER AFTER EXIT QUARTER > 0 **and** WAGES 1ST QUARTER AFTER EXIT QUARTER < 999999.99 **or** (EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 **and** TYPE OF EMPLOYMENT MATCH 1ST QUARTER AFTER EXIT QUARTER = 5))) **and** TYPE OF RECOGNIZED CREDENTIAL > 0 **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98)
Row 9 *Credential Denominator*	Count of Unique RECORDs where WIA OLDER YOUTH **and** DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT = 7 **or** OTHER REASONS FOR EXIT = 98)

IV.2.2.5 SECTION E: REPORT CERTIFICATION/ADDITIONAL COMMENTS

E.1 **Report Comments/Narrative** – Grantees may include additional information not captured as part of the report format or attach an electronic document that describes innovative service delivery strategies, progress on measures of system accomplishments, or how workforce system participants were impacted in a positive way by the One-Stop delivery system.

E.2 **Name of Grantee Certifying Official/Title** – Enter the name and title of the grantee official that is certifying submission of the report to the Department.

E.3 **Telephone Number** – Enter the *area code (999)* and *telephone number (999-9999)* of the authorized official.

E.4 **Email Address** – Enter the email address of the authorized official.

IV.3 ELIGIBLE VETERANS AND TRANSITIONING SERVICE MEMBERS SERVICES REPORT

IV.3.1 REPORT FORMAT AND SPECIFICATIONS

The format and instructions for completing the ETA 9133 Eligible Veterans and Transitioning Service Members (TSMs) Services Report can be found under **Appendix C**. States will submit information to the Department using a rolling four-quarter reporting methodology. This means that the information related to the levels of participation and services received on this report will reflect the most current data available over a four quarter reporting period.

Reporting of TSMs

The Jobs for Veterans Act of 2002 (P.L. 107-288) calls for an increased emphasis by the One-Stop delivery system on providing employment services to TSMs, and authorizes this target group as eligible to receive employment services from DVOP and LVER staff. Effective implementation of this new statutory emphasis and authority will require coordination in delivering One-Stop services to this target group.

The Jobs for Veterans Act also calls for increased attention to the reporting of characteristics, services, and outcomes for TSM participants. Since the members of this target group are not yet veterans, they occupy a unique status for reporting purposes. Accordingly, accurate reporting of information on those TSMs served by the One-Stop system will require careful application of reporting specifications that are unique to this target group, as detailed in **Appendix C**. Information on TSM participants is included in column A (but NOT in column B) and is reported separately under column C on the report format.

<u>Definition of TSM</u>*: A service member in active duty status (including separation leave) who participates in employment services and is within 24 months of retirement or 12 months of separation.*

Reporting of Homeless Veterans

In recent years, government at all levels has devoted significant attention to reducing the incidence and severity of homelessness in America. Within that overall thrust, specific attention has been devoted to reducing homelessness among veterans. Consistent with those initiatives, the Homeless Veterans' Comprehensive Assistance Act of 2001 (P.L. 107-95) established a definition for homeless veterans:

<u>Definition of Homeless Veteran</u>*: An individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable, and who lacks a fixed, regular, and adequate nighttime residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. This definition does not*

include an individual imprisoned or detained under an Act of Congress or state law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.

One element of the ongoing efforts to reduce homelessness has been the Homeless Veterans' Reintegration Program (HVRP). The community-based and faith-based grantees responsible for implementing that program are strongly encouraged to coordinate their efforts with the One-Stop Career Centers in their localities, specifically with the DVOP staff assigned to those facilities. In isolated instances, a veteran who is eligible for HVRP and other homeless services may not meet the veteran status criterion governing the eligibility to receive services from DVOP/LVER staff.

In situations of this type, it is expected that the DVOP will make arrangements with appropriate staff to provide the required employment services to these homeless veterans. It is expected that states will report information on those HVRP participants who are served by DVOP or LVER staff, as well as information on any other homeless veterans who are not HVRP participants but who are served by DVOP or LVER staff.

Reporting of Total Entrants

Jobs for Veterans State Grants must report to Congress annually on the number of "un-served veterans." Prior to the implementation of the common performance measures in July 2005, this requirement was satisfied by the information reported on those job seekers who applied or registered with the workforce system but did not receive any services. Since July 2005, comparable information has not been reported, but is still required by Congress. Accordingly, Row 1 of the ETA 9133 Report has been included to capture information on total entrants (number of veterans or other covered persons who accessed the workforce system, either in-person or remotely). Designation as an entrant occurs prior to receipt of a service, but receipt of a service will likely occur almost simultaneously for many entrants, in which case they are also counted as participants and should be recorded in Row 2.

Accordingly to capture data on total entrants, State Workforce Agencies should pose these questions at the earliest possible point in the service delivery process:

1) Did you serve on active duty in the U.S. military and receive a discharge that was under conditions other than dishonorable?

_____Yes (You are eligible for priority of service – should be counted as an entrant)
_____ No (Go to Item 2)

2) Are you the spouse of a veteran who: a) has a total, service-connected disability: OR b) has for more than 90 days been missing in action, captured by a hostile force, or forcibility detained by a foreign government?

_____Yes (You are eligible for priority of service – should be counted as an entrant))
_____ No (Go to Item 3)

3) Are you a widow of a veteran who: a) died of a service-connected disability; OR b) died of any cause after being determined to have a total, service-connected disability?

_____Yes (You are eligible for priority of service – should be counted as an entrant)

_____ No (You are not eligible for priority of service)

State Workforce Agencies are requested to retain the resulting data for the veteran status item for veterans and non-veterans; and, b) use this information to report in Row 1 of the ETA 9133 Report.

IV.3.2 REPORTING INSTRUCTIONS

IV.3.2.1 SECTION A: GRANTEE IDENTIFYING INFORMATION

A.1 **Grantee Name** – Enter the name of the workforce agency and state submitting the report *(e.g., Department of Labor, Licensing and Regulation, State of Maryland).*

A.2 **Grantee Mailing Address** – Enter the mailing address of the state agency submitting the report.

A.3 **Workforce Programs** – Check the appropriate option to indicate the workforce programs that are included on the quarterly report submission:

Wagner-Peyser Employment Service– This report applies to unique participant records where the individual received one or more services financially assisted from the Wagner-Peyser Act and/or DVOP and/or LVER programs.

Jobs for Veterans (DVOP/LVER) Programs – This report applies to unique participant records where the individual received one or more services financially assisted from the DVOP and/or LVER programs.

A.4 **Cumulative 4-Quarter End Date** – Enter the last month, day, and year of the most recent quarter on which the cumulative report is being prepared for submission to the Department. For example, if the report is being prepared for the reporting period 10/01/2008 through 09/30/2009, the Cumulative 4-Quarter End Date format should be represented as 09/30/2009.

A.5 **Report Due Date** – Enter the month, day, and year on which the quarterly report is due to the Department using the schedule contained in Section III: Due Dates of this document. For example, if the report is being prepared for submission for the quarter ending 09/30/2009, the Report Due Date format should be represented as 11/14/2009.

IV.3.2.2 SECTION B: CUSTOMER SERVICES AND ACTIVITIES

For all data collection items contained within this section, the data format is *Integer* with a maximum field length of 9-*digits*. Reporting cells that are "greyed out" on the report form should be left blank.

Workforce Program Performance Group Specifications	
Program(s)	**Specifications**
WAGNER-PEYSER EMPLOYMENT SERVICE	WAGNER-PEYSER ACT = 1 **or** (VETERANS' PROGRAMS >= 1 and VETERANS' PROGRAM <= 3)
VETERANS' PROGRAMS	VETERANS' PROGRAMS >= 1 and VETERANS' PROGRAM <= 3

SPECIFICATIONS FOR COLUMN REPORTING	
Reporting Items	**Reporting Specifications/ Instructions**
COL A *Totals* *(including non-veterans)*	Count of unique RECORDS where DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period **or** DATE OF EXIT is null)
COL B *Total Veterans and Other Eligible Persons*	Column Heading
COL B.1 *Totals*	Count of unique RECORDS where ((ELIGIBLE VETERAN STATUS = 1 or ELIGIBLE VETERAN STATUS = 2) or (VETERAN STATUS =1)) **and** DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period or DATE OF EXIT is null)
COL B.2 *18 – 44*	Count of unique RECORDS where ((ELIGIBLE VETERAN STATUS = 1 or ELIGIBLE VETERAN STATUS = 2) or (VETERAN STATUS =1) **and** DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period **or** DATE OF EXIT is null) **and** (DATE OF PARTICIPATION **minus** DATE OF BIRTH >= 18 years and DATE OF PARTICIPATION **minus** DATE OF BIRTH <= 44 years)
COL B.3 *45 – 54*	Count of unique RECORDS where ((ELIGIBLE VETERAN STATUS = 1 or ELIGIBLE VETERAN STATUS = 2) or VETERAN STATUS =1) **and** DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period **or** DATE OF EXIT is null) **and** (DATE OF PARTICIPATION **minus** DATE OF BIRTH >= 45 years and DATE OF PARTICIPATION **minus** DATE OF BIRTH <= 54 years)
COL B.4 *55 and Over*	Count of unique RECORDS where ((ELIGIBLE VETERAN STATUS = 1 or ELIGIBLE VETERAN STATUS = 2) or (VETERAN STATUS =1) **and** DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period **or** DATE OF EXIT is null) **and** (DATE OF PARTICIPATION **minus** DATE OF BIRTH >= 55 years)

COL C *TSMs*	Count of unique RECORDS where TRANSITIONING SERVICE MEMBER = 1 **and** DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period or DATE OF EXIT is null)
COL D *Campaign Veterans*	Count of unique RECORDS where (ELIGIBLE VETERAN STATUS = 1 and CAMPAIGN VETERAN = 1) **and** DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period or DATE OF EXIT is null)
COL E *Disabled Veterans*	Count of unique RECORDS where (ELIGIBLE VETERAN STATUS = 1 and (DISABLED VETERAN = 1 or DISABLED VETERAN = 2)) **and** DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period or DATE OF EXIT is null)
COL F *Special Disabled Veterans*	Count of unique RECORDS where (ELIGIBLE VETERAN STATUS = 1 and DISABLED VETERAN = 2) **and** DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period or DATE OF EXIT is null)
COL G *Recently Separated Veterans* *(3 years)*	Count of unique RECORDS where (ELIGIBLE VETERAN STATUS = 1 and (DATE OF PARTICIPATION <= (ACTUAL DATE OF MILITARY SEPARATION + 36 months))) **and** DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period or DATE OF EXIT is null)
COL H *Female Veterans*	Count of unique RECORDS where (ELIGIBLE VETERAN STATUS = 1 and GENDER = 2) **and** DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period or DATE OF EXIT is null)
COL I *Homeless Veterans*	Count of unique RECORDS where ((ELIGIBLE VETERAN STATUS = 1 or ELIGIBLE VETERAN STATUS = 2) and HOMELESS INDIVIDUAL AND/OR RUNAWAY YOUTH = 1) **and** DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period or DATE OF EXIT is null)

SPECIFICATIONS FOR ROW REPORTING

Reporting Items	Reporting Specifications/ Instructions
ROW 1 *Total Entrants*	Record the total number of veterans or other covered persons who accessed the workforce system, either in-person or remotely. Designation as an entrant occurs prior to receipt of a service, but receipt of a service will likely occur almost simultaneously for many entrants, in which case they are also counted as participants and should be recorded in Row 2.

Comment [ck18]: How is eligibility to participate determined and when is this determination made? How does this relate to registration with the Employment Service?

ROW 2 *Total Participants*	Count of unique RECORDS where DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period **or** DATE OF EXIT is null)
ROW 2a *Male*	Count of unique RECORDS where DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period **or** DATE OF EXIT is null) **and** GENDER = 1
ROW 2b *Female*	Count of unique RECORDS where DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period **or** DATE OF EXIT is null) **and** GENDER = 2
ROW 2c *18 – 44*	Count of unique RECORDS where DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period **or** DATE OF EXIT is null) **and** (DATE OF PARTICIPATION **minus** DATE OF BIRTH >= 18 years and DATE OF PARTICIPATION **minus** DATE OF BIRTH <= 44 years)
ROW 2d *45 – 54*	Count of unique RECORDS where DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period **or** DATE OF EXIT is null) **and** (DATE OF PARTICIPATION **minus** DATE OF BIRTH >= 45 years and DATE OF PARTICIPATION **minus** DATE OF BIRTH <= 54 years)
ROW 2e *55 and Over*	Count of unique RECORDS where DATE OF PARTICIPATION <= end of the four quarter reporting period **and** (DATE OF EXIT => beginning of the four quarter reporting period **or** DATE OF EXIT is null) **and** (DATE OF PARTICIPATION **minus** DATE OF BIRTH is >= 55 years)

Important Instructions for Reporting Services:

(1). When performance information using the *Veterans' Programs* option under A.3 above is prepared, grantees must ensure that the applicable "Most Recent Date Received [*Staff Assisted Service*]" fields are DVOP or LVER specific.

(2). When reporting services to TSMs, grantees must ensure that at least one of the applicable "Most Recent Date Received [*Staff Assisted Service*]" is within the four quarter reporting period **and** either (a) the ACTUAL DATE OF MILITARY SEPARATION is null, **or** (b) the "Most Recent Date Received [*Staff Assisted Service*]" being reported is < ACTUAL DATE OF MILITARY SEPARATION.

(3). When reporting services to Recently Separated Veterans, grantees must ensure that at least one of the applicable "Most Recent Date Received [*Staff Assisted Service*]" is within the four quarter reporting period **and** the "Most Recent Date Received [*Staff Assisted Service*]" being reported is >= ACTUAL DATE OF MILITARY SEPARATION **and** <= ACTUAL DATE OF MILITARY SEPARATION + 36 months.

ROW 3. *Received Staff Assisted Services*	Count of unique RECORDS where at least one of the following dates is within the four quarter reporting period: MOST RECENT DATE ATTENDED TAP EMPLOYMENT WORKSHOP (DVOP) **or** MOST RECENT DATE ATTENDED TAP EMPLOYMENT WORKSHOP (LVER) **or** MOST RECENT DATE RECEIVED CAREER GUIDANCE **or** MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) **or** MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER) **or** MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES **or** MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (DVOP) **or** MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (LVER) **or** MOST RECENT DATE REFERRED TO EMPLOYMENT **or** MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP) **or** MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER) **or** MOST RECENT DATE RECEIVED INTENSIVE SERVICES **or** MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP) **or** MOST RECENT DATE RECEIVED INTENSIVE SERVICES (LVER) **or** MOST RECENT DATE REFERRED TO FEDERAL TRAINING **or** MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP) **or** MOST RECENT DATE REFERRED TO FEDERAL TRAINING (LVER) **or** MOST RECENT DATE PLACED IN FEDERAL TRAINING **or** MOST RECENT DATE PLACED IN FEDERAL TRAINING (DVOP) **or** MOST RECENT DATE PLACED IN FEDERAL TRAINING (LVER) **or** MOST RECENT DATE REFERRED TO FEDERAL JOB **or** MOST RECENT DATE REFERRED TO FEDERAL JOB (DVOP) **or** MOST RECENT DATE REFERRED TO FEDERAL JOB (LVER) **or** MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB **or** MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB (DVOP) **or** MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB (LVER) **or** MOST RECENT DATE RECEIVED WORKFORCE INFORMATION SERVICES **or** MOST RECENT DATE RECEIVED OTHER STAFF ASSISTED CORE SERVICES **or** MOST RECENT DATE RECEIVED OTHER STAFF ASSISTED CORE SERVICES (DVOP) **or** MOST RECENT DATE RECEIVED OTHER STAFF ASSISTED CORE SERVICES (LVER)
ROW 3a. *Attended TAP Employment Workshop*	Count of unique RECORDS where at least one of the following dates is within the four quarter reporting period: MOST RECENT DATE ATTENDED TAP EMPLOYMENT WORKSHOP (DVOP) **or** MOST RECENT DATE ATTENDED TAP EMPLOYMENT WORKSHOP (LVER)
ROW 3b. *Received Career Guidance*	Count of unique RECORDS where at least one of the following dates is within the four quarter reporting period: MOST RECENT DATE RECEIVED CAREER GUIDANCE **or** MOST RECENT DATE RECEIVED CAREER GUIDANCE (DVOP) **or** MOST RECENT DATE RECEIVED CAREER GUIDANCE (LVER)

ROW 3c. *Received Job Search Activities*	Count of unique RECORDS where at least one of the following dates is within the four quarter reporting period: MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES **or** MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (DVOP) **or** MOST RECENT DATE RECEIVED JOB SEARCH ACTIVITIES (LVER)
ROW 3d. *Referred to Employment*	Count of unique RECORDS where at least one of the following dates is within the four quarter reporting period: MOST RECENT DATE REFERRED TO EMPLOYMENT **or** MOST RECENT DATE REFERRED TO EMPLOYMENT (DVOP) **or** MOST RECENT DATE REFERRED TO EMPLOYMENT (LVER)
ROW 3e. *Received Intensive Services*	Count of unique RECORDS where at least one of the following dates is within the four quarter reporting period: MOST RECENT DATE RECEIVED INTENSIVE SERVICES **or** MOST RECENT DATE RECEIVED INTENSIVE SERVICES (DVOP) **or** MOST RECENT DATE RECEIVED INTENSIVE SERVICES (LVER)
ROW 3f. *Referred to Federal Training*	Count of unique RECORDS where at least one of the following dates is within the four quarter reporting period: MOST RECENT DATE REFERRED TO FEDERAL TRAINING **or** MOST RECENT DATE REFERRED TO FEDERAL TRAINING (DVOP) **or** MOST RECENT DATE REFERRED TO FEDERAL TRAINING (LVER)
ROW 3g. *Placed in Federal Training*	Count of unique RECORDS where at least one of the following dates is within the four quarter reporting period: MOST RECENT DATE PLACED IN FEDERAL TRAINING **or** MOST RECENT DATE PLACED IN FEDERAL TRAINING (DVOP) **or** MOST RECENT DATE PLACED IN FEDERAL TRAINING (LVER)
ROW 3h. *Referred to Federal Job*	Count of unique RECORDS where at least one of the following dates is within the four quarter reporting period: MOST RECENT DATE REFERRED TO FEDERAL JOB **or** MOST RECENT DATE REFERRED TO FEDERAL JOB (DVOP) **or** MOST RECENT DATE REFERRED TO FEDERAL JOB (LVER)
ROW 3i. *Referred to Federal Contractor Job*	Count of unique RECORDS where at least one of the following dates is within the four quarter reporting period: MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB **or** MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB (DVOP) **or** MOST RECENT DATE REFERRED TO FEDERAL CONTRACTOR JOB (LVER)

IV.3.2.3 SECTION C: REPORT CERTIFICATION/ADDITIONAL COMMENTS

C.1 **Report Comments/Narrative –** Grantees may include additional information not captured as part of the report format or attach an electronic document that describes innovative service delivery strategies or how veterans, other eligible persons, and transitioning service members were impacted in a positive way by the One-Stop delivery system.

C.2 **Name of Grantee Certifying Official/Title –** Enter the name and title of the grantee official that is certifying submission of the report to the Department.

C.3 **Telephone Number –** Enter the *area code (999)* and *telephone number (999-9999)* of the authorized official.

C.4 **Email Address –** Enter the email address of the authorized official.

V. WORKFORCE INVESTMENT STANDARDIZED RECORD DATA (WISRD)

V.1 INTRODUCTION

Grantees are required to maintain standardized individual records containing characteristics, activities and outcomes information for all individuals who receive services or benefits financially assisted by the Wagner-Peyser Act (29 U.S.C. 49), Jobs for Veterans State Grants 38 U.S.C. 4107), Workforce Investment Act (WIA sections 136(f) and 185), and Trade Adjustment Assistance programs (20 CFR 617.57 and 617.61).

This standardized individual record layout provides grantees with the opportunity to better inform the Administration, Congress and other stakeholders about the numbers of job seekers being served, the type of services received, and the employment and skill-related outcomes of former program participants. In developing the WISRD layout, every effort has been made to establish common data definitions and formats with minimum burden to the grantees. The WISRD establishes a core set of data that must be collected and maintained by the grantees. In some areas, program-specific information on characteristics, activities and outcomes are included for individuals served by those programs. These records are comprised of client information that is matched to outcome information obtained from Unemployment Insurance (UI) and other administrative wage records, or from other supplemental data sources as appropriate.

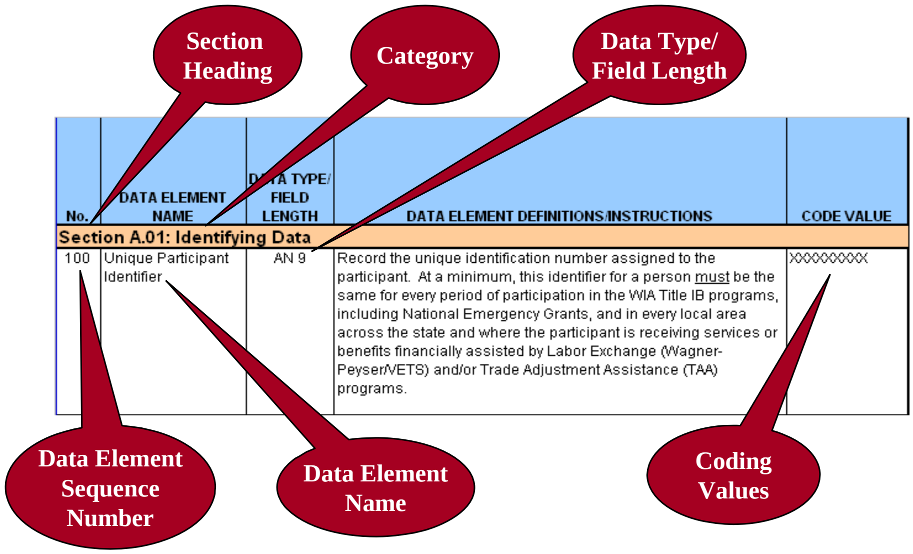
V.2 WISRD REPORTING SPECIFICATIONS

The WISRD follows a comma-delimited format. See **Appendix D** for details regarding data elements, definitions, and coding values. As shown in **Appendix D**, grantee collection and reporting of the required data elements can depend on either the program of participation (e.g., VETS, WIA Adult, youth), on a youth's age at program participation, or the types of services received by adults and dislocated workers (e.g., self-services, training). Required data elements are marked with a "R" in the relevant column while optional data elements are noted with an "O." Data collection items that do not apply to a particular program are indicated by a "blank" in the relevant column.

V.3 HOW TO READ THE WISRD LAYOUT

Data elements contained within the WISRD are separated into section headings and categories that represent logical groupings. For each data element there is a definition or reporting instruction, coding values, data type/field size, and an applicability guide to document which workforce program(s) are required to collect, maintain, and report the data. The applicability guide also documents data collection requirements for groups of participants within a program area (e.g., WIA Adult Program). Coding values and the applicability guide are essential components that place each data collection element in its proper context. Figure 1 provides a graphical representation of how the WISRD is organized for data collection.

Figure 1



Section – A Section title is typed in bold letters, and has an alphabetic designation (e.g., **Section A**). A section represents a major grouping of one or more categories of data. The following four sections have been identified:

> ***Section A = Individual Information***
> ***Section B = One-Stop Program Participation Information***
> ***Section C = One-Stop Services and Activities***
> ***Section D = Program Outcomes Information***

Under the Section title, each section has one or more categories containing data elements. Generally, the data elements are displayed so that the Section begins with the data elements needed for all participants followed by information for participants receiving additional services from two or more ETA programs. Finally, those data elements needed for just one particular program or group of participants within a program appear at the end of each section.

Category - Within each section, data elements are divided into Categories. The category name is typed in bold, upper and lower case letters. Each category has a sequence number (e.g., "01") and describes a group of related data elements. For example, the category under Section A labeled *A.01: Identifying Data* in the job seeker record layout includes the data elements "*100: Unique Participant Identifier*," "*101: State FIPS Code of Residence*," "*102: County Code of Residence*," and "*103: Zip Code of Residence*." Categories have been assigned to provide a method of organizing groups of related, or similar, data elements.

Data Element - The Data Elements are units of data that can be measured and/or uniquely defined. In the WISRD layout in the **Appendix D**, data elements are located in the second column and are typed using upper and lower case letters. Examples of data elements are *"Gender," "Ethnicity Hispanic/Latino,"* and *"Date of Birth."* Each data element has a unique, sequential data element number, 3-digits long, which is located in the first column of the record layout. The data elements have been assigned these numbers for identification purposes.

Some of the data elements included in the WISRD layout, particularly those identified under Section A, represent primary source information collected directly from the participant. Computations may also be required to derive the contents for some data elements. For example, data element number #1603 in the job seeker individual record, *"Wages 1st Quarter After Exit Quarter"*, contains a number that is the sum of total earnings an individual receives during the relevant quarter. The required computations are that the participant's total earnings figure is accumulated over time and is computed by merging at least two data source files external to the local case management system, such as wage records from the state's UI database and the national Wage Record Interchange System (WRIS) that facilitates the exchange of interstate UI wage records. In some instances, data elements may be defined at higher information levels, such as those available under element #1100 "*Most Recent Date Received Job Search Activities*." This type of element requires the grantee to organize or map more granular services collected in the local case management system to the higher-level service category.

Data Type/Field Length - For each data element there is a Data Type/Field Length (listed in the third column). The data element types that are available include:

- **Alpha-Numeric (AN) –** This is a data element for which letters and numbers can be used in any combination. Generally, this data type is used when no standard code list exists, or where descriptive information is desired.

- **Integer Numeric (IN) –** This is a data element that must be a numeric value. The values entered into these data elements can include an *implied* decimal (i.e., the decimal is not shown in the data field but it is assumed). The implied decimal also includes an assumption about the number of places to the right of the decimal.

- **Decimal (DE) –** This data element type is a special numeric type. The decimal must be included in the value that appears.

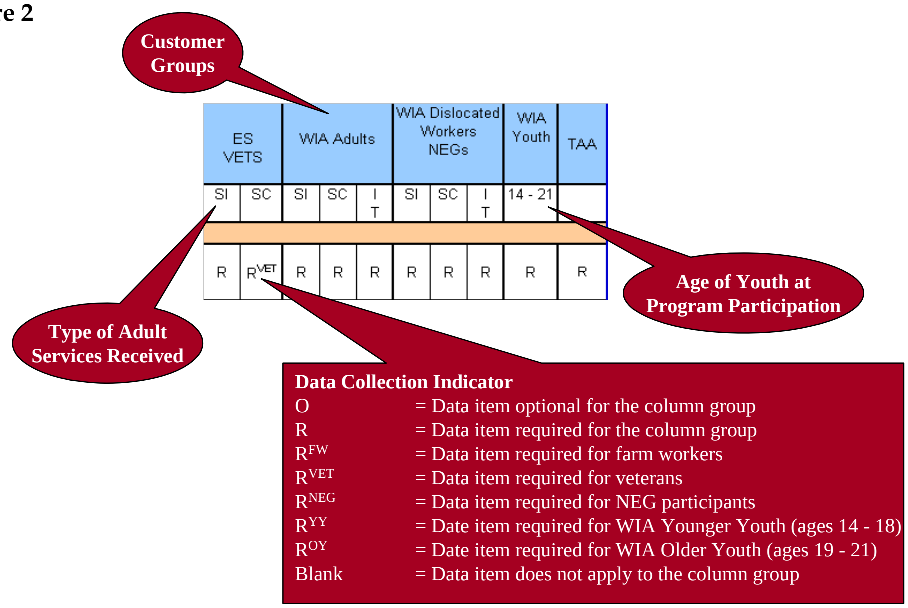
- **Date (DT) –** This data element type is specifically defined as a date. The format that must be used is provided in the definition specified in the data element.

The maximum field length is included in the individual record layouts. For numeric data elements that contain a decimal, the number of places to the right of the decimal is included in the field length. Thus, data element *"1603: Wages 1st Quarter After Exit Quarter"* has a field length of 8.2, indicating that there should be a total of eight (8) numbers with six numbers to the left of the decimal and two numbers to the right of the decimal. If the amount included in this data element is rounded to the nearest dollar, then the final two numbers will be zeroes.

Coding Values - Coding Values are typed in lower-case letters with the first letter capitalized and are provided for each data element. Coding values provide options or responses for the data element. For the most part, values have assigned code numbers and are listed in a logical sequence. For example, the data element "*Gender*" has the following three code values: 1 = Male, 2 = Female and 9 = Participant did not self-identify. Although the coding values listed are mandatory, grantees have flexibility on several data elements to include additional coding values to meet their program management needs.

Applicability Guide - The Applicability Guide associates each data element with one or more workforce programs or for groups of participants within a program area and puts each data element in its proper context. Figure 2 provides a graphical illustration of the applicability guide for the WISRD layout.

Figure 2



Below the program or customer group level (e.g., WIA Adult, TAA), many data elements are applied based on the level of service received by the program participants. For instance, data elements are applied differently for adult customers according to whether the participant accessed **Self-Services and Informational Activities (SI)**, or received **Staff Assisted Core Services (SA)**, **Intensive (I)**, or **Training Services (T)**. Data requirements increase according to the type of customer or intensity of service received by the participant. In other words, the WISRD layout only expands as the program staff finds out more information about the customer (e.g., participant is an eligible veteran or seasonal farm worker), or customer receives additional and more costly services in order to achieve performance outcomes.

V.4 ADDITIONAL GUIDANCE ON THE COLLECTION OF EEO DATA

Beginning on the effective date of this reporting system, states are required to collect, maintain, and report equal opportunity information, including sex, age, disability, ethnicity, and race, for all individuals who apply for benefits or services financially assisted by the program. This requirement is in accordance with 29 CFR Part 37, "Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998." For reference, sections 37.37(b)(1), (b)(2) and (d) of title 29 CFR mandate the following:

Comment [ck19]: Are participants required to provide this personal information in order to participate in these programs?

*(b)(1) Each recipient must collect such data and maintain such records, in accordance with procedures prescribed by the Director [*Director of the Civil Rights Center, Office of the Assistant Secretary for Administration and Management, DOL*], as the Director finds necessary to determine whether the recipient has complied or is complying with the nondiscrimination and equal opportunity provisions of WIA or this part. The system and format in which the records and data are kept must be designed to allow the Governor and CRC [Civil Rights Center, Department of Labor] to conduct statistical or other quantifiable data analyses to verify the recipient's compliance with section 188 of WIA and this part;*

(b)(2) Such records must include, but are not limited to, records on applicants, registrants, eligible applicants/registrants, participants, terminees, employees, and applicants for employment. Each recipient must record the race/ethnicity, sex, age, and where known, disability status, of every applicant, registrant, eligible applicant/registrant, participant, terminee, applicant for employment, and employee;

(d) Where designation of individuals by race or ethnicity is required, the guidelines of the Office of Management and Budget must be used.

Other sources of authority for this requirement include 29 CFR 31.5(b), in DOL's regulations implementing Title VI of the Civil Rights Act of 1964, and 29 CFR 32.44(b), in DOL's regulations implementing Section 504 of the Rehabilitation Act of 1973. The CRC Director has determined that collection of the equal opportunity information sought by this section of the reporting system is necessary in order to determine whether recipients have complied, or are complying, with the nondiscrimination and equal opportunity provisions of WIA and other applicable statutes.

Unless required for a determination of eligibility to participate in the program, the collection of equal opportunity information is to be self-identified and is voluntarily provided by the individual. The participant is not required to answer these questions to receive services. If the participant chooses not to disclose this information, the state should record a "9" in the required fields in the WISRD submission for the participant. Individuals should be made aware of the reason for the request of such information as well as the parties to whom disclosure may be made. Information collected from the individual will be used to monitor compliance of recipients with the equal opportunity and nondiscrimination requirements enforced by the CRC. It will also be used to assist the grantee and the Department in evaluating and improving efforts to conduct outreach to diverse population groups, including racial and ethnic minorities and persons with disabilities.

The collection of ethnicity and race information contained within these reporting instructions are in accordance with the Office of Management and Budget (OMB) Statistical Directive 15 (as adopted October 30, 1997 at http://www.whitehouse.gov/omb/fedreg/ombdir15.html). The ethnicity and racial categories in this classification are social-political constructs and should not be interpreted as being scientific or anthropological in nature. They are not to be used as determinants of eligibility for participation in any Federal program. The standards have been developed to provide a common language for uniformity and comparability in the collection and use of data on race and ethnicity by Federal agencies.

OMB has determined that a two-question format should be used in all cases involving self-identification of ethnicity and race. Therefore, ethnicity information (i.e., Hispanic or Latino) must be collected separately from race information, and individuals who indicate that they are Hispanic or Latino should also have the opportunity to select one or more racial categories. Information on an individual's ethnicity must also be collected before information on race. When completing race information, individuals must be offered the option of selecting one or more racial designations. Recommended forms for the instruction accompanying the race information should instruct the individual to read each racial designation carefully and then "Mark one or more . . ." or "Select one or more . . ." races to indicate what the individual considers him/herself to be.

For the purposes of the requirements in this section of the reporting system, disability means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual. 29 CFR 37.4 provides further clarification of the term "disability"; relevant portions of the definition have been included below for reference:

(1)(i) The phrase physical or mental impairment means –

(A) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine;

(B) Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

(ii) The phrase physical or mental impairment includes, but is not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. The phrase ``physical or mental impairment'' does not include homosexuality or bisexuality.

(2) The phrase major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Information collected from the individual will be used to monitor compliance of recipients with the equal opportunity and nondiscrimination requirements enforced by the CRC. It will also be used to assist the grantee and the Department in evaluating and improving efforts to conduct outreach to diverse population groups, including racial and ethnic minorities and persons with disabilities.

Personally identifiable information (i.e., equal opportunity information by SSN) will not be included in the tabulation or transfer of data to the Department under this information collection. The Department will use the data supplied by the grantees to determine how many applicants are from different groups and how many of these applicants are determined eligible to receive services financially assisted by the program in question. The Department will then assess compliance with nondiscrimination and equal opportunity requirements, as well as the effectiveness of specific outreach efforts and means of communication in light of this information.

VI. APPENDICES

APPENDIX A

FORM ETA 9131 AND REPORTING SCHEDULE: EMPLOYER SERVICES REPORT

OMB No.: 1205 -NEW OMB Expiration Date: xx/xx/xxxx Average Response Time Range: 13 - 24 Hours
OMB Burden Statement: These reporting instructions have been approved under the Paperwork Reduction Act of 1995. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Obligation to respond is required to obtain or retain benefits (Workforce Investment Act [Section 185(a)(2)] and Wagner-Peyser Act [29 USC 49i]). Public reporting burden for this collection of information, which is to assist with planning and program management and to meet Congressional and statutory requirements, includes time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection, including suggestions for reducing burden, to the U.S. Department of Labor, Employment and Training Administration, Office of Performance and Technology, Room S-5206, 200 Constitution Avenue, NW, Washington, DC 20210.

EMPLOYER SERVICES REPORT (ETA FORM 9131)

OMB No. : 1205-NEW
Expires: xx/xx/xxxx
Average Response Time Range: 13 - 24 Hours

A. GRANTEE IDENTIFYING INFORMATION

1. Grantee Name:	3. Workforce Programs ☐ Wagner-Peyser Employment Service ☐ WIA Title I Programs ☐ Jobs for Veterans State Grants-DVOP/LVER Programs
2. Grantee Mailing Address: ________________________________ City ________________ State _____ Zip Code _________	4. Report Quarter End Date: *mm/dd/yyyy* 5. Report Due Date: *mm/dd/yyyy*

Performance Information	Previous Quarter (A)	Current Quarter (B)	Cumulative 4-Qtr Period (C)
B. CUSTOMER SUMMARY INFORMATION			
B.1 EMPLOYER CUSTOMERS SERVED			
1. Total Employer Establishments Served			
1a. Less than 100 workers			
1b. 100 - 499 workers			
1c. 500 or more workers			

B.2 EMPLOYER CUSTOMERS SERVED AND JOB OPENINGS BY INDUSTRY SECTOR

	Total Employers (A1)	Total Job Openings (A2)	Total Employers (B1)	Total Job Openings (B2)	Total Employers (C1)	Total Job Openings (C2)
1. Totals (All Industry Sectors)						
2. Agriculture, Forestry, Fishing/Hunting						
3. Mining						
4. Utilities						
5. Construction						
6. Manufacturing						
7. Wholesale Trade						
8. Retail Trade						
9. Transportation and Warehousing						
10. Information						
11. Finance and Insurance						
12. Real Estate and Rental and Leasing						
13. Professional, Scientific, and Technical Svcs.						
14. Mgmt. of Companies and Enterprises						
15. Admin. and Spt. Waste Mgmt and Remediation Svcs.						
16. Educational Services						
17. Health Care and Social Assistance						
18. Arts, Entertainment, and Recreation						
19. Accommodation and Food Services						
20. Other Services *(except public administration)*						
21. Public Administration						
22. Federal Contractors						

EMPLOYER SERVICES REPORT (ETA FORM 9131)

Performance Information	Previous Quarter (A)	Current Quarter (B)	Cumulative 4-Qtr Period (C)
C. CUSTOMER SERVICES AND ACTIVITIES			
1. Business Information and Support Services			
2. Workforce Recruitment Assistance			
3. Strategic Planning/Economic Development Activities			
4. Untapped Labor Pools Activities			
5. Training Services			
5a. Incumbent Worker Training Services			
6. Rapid Response/Business Downsizing Assistance			
6a. Planning Layoff Response			
D. PERFORMANCE RESULTS (OPTIONAL)			
1. State Determined Measure #1		*Numerator* / *Denominator*	*Numerator* / *Denominator*
2. State Determined Measure #2			
3. State Determined Measure #3			
E. REPORT CERTIFICATION/ADDITIONAL COMMENTS			
1. Report Comments/Narrative:			
2. Name of Grantee Certifying Official/Title:	3. Telephone Number:	4. Email Address:	

OMB Burden Statement: These reporting instructions have been approved under the Paperwork Reduction Act of 1995. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Obligation to respond is required to obtain or retain benefits (Workforce Investment Act [Section 185(a)(2)] and Wagner-Peyser Act [29 USC 49l]). Public reporting burden for this collection of information, which is to assist with planning and program management and to meet Congressional and statutory requirements, includes time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection, including suggestions for reducing burden, to the U.S. Department of Labor, Employment and Training Administration, Office of Performance and Technology, Room S-5206, 200 Constitution Avenue, NW, Washington, DC 20210.

REPORTING SCHEDULE FOR FORM ETA 9131

Performance Items	Reporting Periods for Program Year 2009			
Report Quarter	**July - Sept.**	**Oct. – Dec.**	**Jan. – Mar.**	**Apr. - June**
Report Due Date	**14-Nov-09**	**14-Feb-10**	**15-May-10**	**14-Aug-10**
Current Quarter (B)	07/01/09 to 09/30/09	10/01/09 to 12/31/09	01/01/10 to 03/31/10	04/01/10 to 06/30/10
Cumulative 4-Qtr Period (C)	07/01/09 to 09/30/09	07/01/09 to 12/31/09	07/01/09 to 03/31/10	07/01/09 to 06/30/10

Performance Items	Reporting Periods for Program Year 2010			
Report Quarter	**July - Sept.**	**Oct. – Dec.**	**Jan. – Mar.**	**Apr. - June**
Report Due Date	**14-Nov-10**	**14-Feb-11**	**15-May-11**	**14-Aug-11**
Current Quarter (B)	07/01/10 to 09/30/10	10/01/10 to 12/31/10	01/01/11 to 03/31/11	04/01/11 to 06/30/11
Cumulative 4-Qtr Period (C)	10/01/09 to 09/30/10	01/01/10 to 12/31/10	04/01/10 to 03/31/11	07/01/10 to 06/30/11

Performance Items	Reporting Periods for Program Year 2011			
Report Quarter	**July - Sept.**	**Oct. – Dec.**	**Jan. – Mar.**	**Apr. - June**
Report Due Date	**14-Nov-11**	**14-Feb-12**	**15-May-12**	**14-Aug-12**
Current Quarter (B)	07/01/11 to 09/30/11	10/01/11 to 12/31/11	01/01/12 to 03/31/12	04/01/12 to 06/30/12
Cumulative 4-Qtr Period (C)	10/01/10 to 09/30/11	01/01/11 to 12/31/11	04/01/11 to 03/31/12	07/01/11 to 06/30/12

APPENDIX B

FORM ETA 9132 AND REPORTING SCHEDULE: WORKFORCE INVESTMENT PERFORMANCE REPORT

OMB No.: 1205 -NEW OMB Expiration Date: xx/xx/xxxx Average Response Time Range: 200 - 600 Hours
OMB Burden Statement: These reporting instructions have been approved under the Paperwork Reduction Act of 1995. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Obligation to respond is required to obtain or retain benefits (Workforce Investment Act [Section 185(a)(2)], Wagner-Peyser Act [29 USC 49i] and Trade Adjustment Assistance [20 CFR 617.61]). Public reporting burden for this collection of information, which is to assist with planning and program management and to meet Congressional and statutory requirements, includes time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection, including suggestions for reducing burden, to the U.S. Department of Labor, Employment and Training Administration, Office of Performance and Technology, Room S-5206, 200 Constitution Avenue, NW, Washington, DC 20210.

WORKFORCE INVESTMENT PERFORMANCE REPORT (ETA FORM 9132)

OMB No.: 1205-NEW
Expires: xx/xx/xxxx
Average Response Time Range: 200 - 600 Hours

A. GRANTEE IDENTIFYING INFORMATION

1. Grantee Name:

3. Workforce Programs *(please select one or more)*
- ☐ Wagner-Peyser Employment Service/Jobs for Veterans State Grants
- ☐ WIA Title I Programs
- ☐ Trade Adjustment Assistance Program

2. Grantee Mailing Address: ______________________________

City ______________________________ **State** ______ **Zip Code** ___________

4. Report Quarter End Date: *mm/dd/yyyy*

5. Report Due Date: *mm/dd/yyyy*

	Performance Items	Previous Quarter (A)	Current Quarter (B)	Cumulative 4-Qtr Period (C)
B. CUSTOMER SUMMARY INFORMATION				
	1. Total Exiters			
	2. New Participants Served			
	3. Total Participants Served			
Gender	3a. Male			
	3b. Female			
Ethnicity and Racial Categories	3c. Hispanic/Latino			
	3d. American Indian or Alaskan Native			
	3e. Asian			
	3f. Black or African American			
	3g. Native Hawaiian or Other Pacific Islander			
	3h. White			
	3i. More Than One Race			
Other Customer Demographics	3j. Veterans and Other Eligible Persons			
	3k. Persons with a Disability			
	3l. UI Claimant			
	3m. Migrant and Seasonal Farmworkers			
	3n. Limited English Proficient			
Program of Participation	3o. Wagner-Peyser Act Program			
	3p. Disabled Veterans' Outreach (DVOP) Program			
	3q. Local Veterans' Employment Rep. (LVER) Program			
	3r. WIA Adult Program			
	3s. WIA Dislocated Worker Program			
	3t. National Emergency Grants			
	3u. Trade Adjustment Assistance Program			
	3v. Rapid Response			
	3w. WIA Youth Program			
WIA Youth Demographics	3w1. Younger Youth (14 - 18)			
	3w2. Older Youth (19 - 21)			
	3w3. Out-of-School			
	3w4. In-School			
	3w5. Offender			
	3w6. American Indian or Alaskan Native Youth			
	3w7. Foster Care			
	3w8. Youth with Disabilities			

	Performance Items	Previous Quarter (A)		Current Quarter (B)		Cumulative 4-Qtr Period (C)	
C. CUSTOMER SERVICES AND ACTIVITIES							
C.1 SERVICES TO ALL CUSTOMERS							
	1. Self-Services/Informational Activities						
	1a. Self-Services/Informational Activities <u>only</u>						
	2. Staff Assisted Core Services						
	3. Intensive Services						
	4. Training Services						
Program of Participation	4a. WIA Adult Program						
	4b. WIA Dislocated Worker Program						
	4c. National Emergency Grants						
	4d. Trade Adjustment Assistance Program						
	4e. WIA Youth Program						
C.2 ADDITIONAL SERVICES TO WIA YOUTH CUSTOMERS							
	1. Educational Achievement Services						
	2. Alternative Schooling						
	3. Summer Employment Opportunities						
	4. Work Experience						
	5. Leadership Development Opportunities						
	6. Supportive Services						
	7. Adult Mentoring Services						
	8. Career Guidance/Counseling Services						
D. PERFORMANCE RESULTS							
D.1 ADULT PERFORMANCE MEASURES							
	1. Entered Employment Rate			0.0%	*Numerator* / *Denominator*	0.0%	*Numerator* / *Denominator*
Program of Participation	1a. Wagner-Peyser Act (W-P) Program			0.0%		0.0%	
	1b. W-P + DVOP/LVER Programs - All Veterans			0.0%		0.0%	
	1c. W-P + DVOP/LVER Programs - Disabled Veterans			0.0%		0.0%	
	1d. WIA Adult Program			0.0%		0.0%	
	1e. WIA Dislocated Worker Program			0.0%		0.0%	
	1f. National Emergency Grants			0.0%		0.0%	
	1g. Trade Adjustment Assistance Program			0.0%		0.0%	
	2. Employment Retention Rate			0.0%	*Numerator* / *Denominator*	0.0%	*Numerator* / *Denominator*
Program of Participation	2a. Wagner-Peyser Act (W-P) Program			0.0%		0.0%	
	2b. W-P + DVOP/LVER Programs - All Veterans			0.0%		0.0%	
	2c. W-P + DVOP/LVER Programs - Disabled Veterans			0.0%		0.0%	
	2d. WIA Adult Program			0.0%		0.0%	
	2e. WIA Dislocated Worker Program			0.0%		0.0%	
	2f. National Emergency Grants			0.0%		0.0%	
	2g. Trade Adjustment Assistance Program			0.0%		0.0%	

3. Average Earnings			--------------	$0	*Numerator* ---------- *Denominator*	$0	*Numerator* ---------- *Denominator*
Program of Participation	3a. Wagner-Peyser Act (W-P) Program		--------------	$0	--------------	$0	--------------
	3b. W-P + DVOP/LVER Programs - All Veterans		--------------	$0	--------------	$0	--------------
	3c. W-P + DVOP/LVER Programs - Disabled Veterans		--------------	$0	--------------	$0	--------------
	3d. WIA Adult Program		--------------	$0	--------------	$0	--------------
	3e. WIA Dislocated Worker Program		--------------	$0	--------------	$0	--------------
	3f. National Emergency Grants		--------------	$0	--------------	$0	--------------
	3g. Trade Adjustment Assistance Program		--------------	$0	--------------	$0	--------------
D.2 YOUTH PERFORMANCE MEASURES							
1. Placement in Employment or Education			--------------	0.0%	--------------	0.0%	--------------
2. Attainment of Degree or Certificate			--------------	0.0%	--------------	0.0%	--------------
3. Literacy and Numeracy Gains			--------------	0.0%	--------------	0.0%	--------------
D.3 ADDITIONAL WIA TITLE IB PERFORMANCE MEASURES							
Adults	1. WIA Adult Employment and Credential Rate		--------------	0.0%	--------------	0.0%	--------------
	2. WIA Dislocated Worker Employment and Credential Rate		--------------	0.0%	--------------	0.0%	--------------
Younger Youth (14 - 18)	3. Diploma or Equivalent Rate		--------------	0.0%	--------------	0.0%	--------------
	4. Skill Attainment Rate		--------------	0.0%	--------------	0.0%	--------------
	5. Retention Rate		--------------	0.0%	--------------	0.0%	--------------
Older Youth (19 - 21)	6. Entered Employment Rate		--------------	0.0%	--------------	0.0%	--------------
	7. Employment Retention Rate		--------------	0.0%	--------------	0.0%	--------------
	8. Six Months Earnings Increase		--------------	$0	--------------	$0	--------------
	9. Credential Rate		--------------	0.0%	--------------	0.0%	--------------

E. REPORT CERTIFICATION/ADDITIONAL COMMENTS		
1. Report Comments/Narrative:		
2. Name of Grantee Certifying Official/Title:	**3. Telephone Number:**	**4. Email Address:**

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REPORTING SCHEDULE FOR FORM ETA 9132

Performance Items/ Reporting Columns		Reporting Periods for Program Year 2009			
Report Quarter		**July - Sept.**	**Oct. – Dec.**	**Jan. – Mar.**	**Apr. - June**
Report Due Date		**14-Nov-09**	**14-Feb-10**	**15-May-10**	**14-Aug-10**
Participation and Service Data	Current Quarter (B)	07/01/09 to 09/30/09	10/01/09 to 12/31/09	01/01/10 to 03/31/10	04/01/10 to 06/30/10
	Cumulative 4 Qtr. Period (C)	10/01/08 to 09/30/09	01/01/09 to 12/31/09	04/01/09 to 03/31/10	07/01/09 to 06/30/10
Exiter Data	Current Quarter (B)	04/01/09 to 06/30/09	07/01/09 to 09/30/09	10/01/09 to 12/31/09	01/01/10 to 03/31/10
	Cumulative 4 Qtr. Period (C)	07/01/08 to 06/30/09	10/01/08 to 09/30/09	01/01/09 to 12/31/09	04/01/09 to 03/31/10
Entered Employment Rates *(Items D.11 and D.36)*	Current Quarter (B)	10/01/08 to 12/31/08	01/01/09 to 03/31/09	04/01/09 to 06/30/09	07/01/09 to 09/30/09
	Cumulative 4 Qtr. Period (C)	01/01/08 to 12/31/08	04/01/08 to 03/31/09	07/01/08 to 06/30/09	10/01/08 to 09/30/09
Employment Retention Rates *(Items D.12, D.35, and D.37)*	Current Quarter (B)	04/01/08 to 06/30/08	07/01/08 to 09/30/08	10/01/08 to 12/31/08	01/01/09 to 03/31/09/
	Cumulative 4 Qtr. Period (C)	07/01/07 to 06/30/08	10/01/07 to 09/30/08	01/01/08 to 12/31/08	04/01/08 to 03/31/09
Average Earnings/ Earnings Increase *(Items D.13 and D.38)*	Current Quarter (B)	04/01/08 to 06/30/08	07/01/08 to 09/30/08	10/01/08 to 12/31/08	01/01/09 to 03/31/09
	Cumulative 4 Qtr. Period (C)	07/01/07 to 06/30/08	10/01/07 to 09/30/08	01/01/08 to 12/31/08	04/01/08 to 03/31/09
Placement in Employment or Education *(Item D.21)*	Current Quarter (B)	10/01/08 to 12/31/08	01/01/09 to 03/31/09	04/01/09 to 06/30/09	07/01/09 to 09/30/09
	Cumulative 4 Qtr. Period (C)	01/01/08 to 12/31/08	04/01/08 to 03/31/09	07/01/09 to 06/30/09	10/01/08 to 09/30/09
Attainment of Degree or Certificate *(Item D.22)*	Current Quarter (B)	10/01/08 to 12/31/08	01/01/09 to 03/31/09	04/01/09 to 06/30/09	07/01/09 to 09/30/09
	Cumulative 4 Qtr. Period (C)	01/01/08 to 12/31/08	04/01/08 to 03/31/09	07/01/08 to 06/30/09	10/01/08 to 09/30/09
Literacy and Numeracy Gains - State Reporting Option #1 *(Item D.23)*	Current Quarter (B)	07/01/08 to 09/30/08	10/01/08 to 12/31/08	01/01/09 to 03/31/09	04/01/09 to 06/30/09
	Cumulative 4 Qtr. Period (C)	10/01/07 to 09/30/08	01/01/08 to 12/31/08	04/01/08 to 03/31/09	07/01/07 to 06/30/08
Literacy and Numeracy Gains - State Reporting Option #2 *(Item D.23)*	Current Quarter (B)	04/01/09 to 06/30/09 (4)	04/01/09 to 06/30/09(4)	04/01/09 to 06/30/09(4)	04/01/09 to 06/30/09(4)
	Cumulative 4 Qtr. Period (C)	07/01/08 to 06/30/09 (4)	07/01/08 to 06/30/09 (4)	07/01/08 to 06/30/09 (4)	07/01/08 to 06/30/09 (4)
Employment and Credential Rates *(Items D.31, D.32, and D.39)*	Current Quarter (B)	10/01/08 to 12/31/08	01/01/09 to 03/31/09	04/01/09 to 06/30/09	07/01/09 to 09/30/09
	Cumulative 4 Qtr. Period (C)	01/01/08 to 12/31/08	04/01/08 to 03/31/09	07/01/08 to 06/30/09	10/01/08 to 09/30/09
Skill Attainment Rate *(Item D.34)*	Current Quarter (B)	04/01/09 to 06/30/09	07/01/09 to 09/30/09	10/01/09 to 12/31/09	01/01/10 to 3/31/10

	Cumulative 4 Qtr. Period (C)	07/01/08 to 06/30/09	10/01/08 to 09/30/09	01/01/09 to 13/31/09	04/01/09 to 03/31/10
Youth Diploma or Equivalent Rate *(Item D.33)*	Current Quarter (B)	04/01/09 to 06/30/09	07/01/09 to 09/30/09	10/01/09 to 12/31/09	01/01/10 to 03/31/10
	Cumulative 4 Qtr. Period (C)	07/01/08 to 06/30/09	10/01/08 to 09/30/09	01/01/09 to 12/31/09	04/01/09 to 03/31/10

Additional Notes:

(4) Only partial data will continue to be reported. Because it takes five calendar quarters for full data to become available on any quarterly youth participant cohort, the reporting schedule reflects the Department's expectation that full outcome data on youth participants enrolled between July 1, 2008 and June 30, 2009 will be reported on the August 2010 quarterly report. This will be the first quarterly report in which youth reporting cohorts will be aligned for states that choose either reporting option #1 or #2.

APPENDIX C

FORM ETA 9133 AND REPORTING SCHEDULE: ELIGIBLE VETERANS AND TRANSITIONING SERVICE MEMBERS SERVICES REPORT

ELIGIBLE VETERANS AND TRANSITIONING SERVICE MEMBERS SERVICES REPORT (ETA FORM 9133)

OMB No.: 1205-NEW
Expires: xx/xx/xxxx
Estimated Average Response Time: 50 Hours

A. GRANTEE IDENTIFYING INFORMATION

1. Grantee Name:	3. Workforce Programs ☐ Wagner-Peyser Employment Service ☐ Jobs for Veterans State Grants-DVOP/LVER Programs
2. Grantee Mailing Address: ________________________ City ____________ State _____ Zip Code _________	4. Cumulative 4-Quarter End Date: mm/dd/yyyy 5. Report Due Date: mm/dd/yyyy

B. CUSTOMER SUMMARY INFORMATION

Performance Items	A Totals (including non-veterans)	B Totals Veterans and Other Eligible Persons				C TSMs	D Campaign Veterans	E Disabled Veterans	F Special Disabled Veterans	G Recently Separated Veterans (3 Yrs)	H Female Veterans	I Homeless Veterans
		1 Totals	2 18-44	3 45-54	4 55 and Over							
1. Total Entrants												
2. Total Participants												
2a. Male												
2b. Female												
2c. 18-44												
2d. 45-54												
2e. 55 and Over												
3. Received Staff-Assisted Services												
3a. Attended TAP Employment Workshop												
3b. Received Career Guidance												
3c. Received Job Search Activities												
3d. Referred to Employment												
3e. Received Intensive Services												
3f. Referred to Federal Training												
3g. Placed in Federal Training												
3h. Referred to Federal Job												
3i. Referred to Federal Contractor Job												

C. REPORT CERTIFICATION/ADDITIONAL COMMENTS

1. Report Comments/Narrative:

2. Name of Grantee Certifying Official/Title:	3. Telephone Number:	4. Email Address:

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REPORTING SCHEDULE FOR FORM ETA 9133

Performance Items	Reporting Periods for Program Year 2009			
Report Quarter	**July - Sept.**	**Oct. – Dec.**	**Jan. – Mar.**	**Apr. - June**
Report Due Date	**14-Nov-09**	**14-Feb-10**	**15-May-10**	**14-Aug-10**
Participation and Service Data	10/01/08 to 09/30/09	01/01/09 to 12/31/09	04/01/09 to 03/31/10	07/01/09 to 06/30/10

Performance Items	Reporting Periods for Program Year 2010			
Report Quarter	**July - Sept.**	**Oct. – Dec.**	**Jan. – Mar.**	**Apr. - June**
Report Due Date	**14-Nov-10**	**14-Feb-11**	**15-May-11**	**14-Aug-11**
Participation and Service Data	10/01/09 to 09/30/10	01/01/10 to 12/31/10	04/01/10 to 03/31/11	07/01/10 to 06/30/11

Performance Items	Reporting Periods for Program Year 2011			
Report Quarter	**July - Sept.**	**Oct. – Dec.**	**Jan. – Mar.**	**Apr. - June**
Report Due Date	**14-Nov-10**	**14-Feb-11**	**15-May-11**	**14-Aug-11**
Participation and Service Data	10/01/10 to 09/30/11	01/01/11 to 12/31/11	04/01/11 to 03/31/12	07/01/11 to 06/30/12

APPENDIX D

WISRD SPECIFICATIONS AND REPORTING SCHEDULE

REPORTING SCHEDULE FOR WISRD SUBMISSIONS

Performance Items	WISRD Reporting Periods for Program Year 2009			
Report Quarter	**July - Sept.**	**Oct. – Dec.**	**Jan. – Mar.**	**Apr. - June**
Report Due Date	**15-Oct-10**			
Annual WISRD Submission[1]	07/01/2007 to 6/30/2009	10/01/2007 to 9/30/2009	01/01/2008 to 12/31/2009	04/01/2009 to 03/31/2010

Performance Items	WISRD Reporting Periods for Program Year 2010			
Report Quarter	**July - Sept.**	**Oct. – Dec.**	**Jan. – Mar.**	**Apr. - June**
Report Due Date	**14-Nov-10**	**14-Feb-11**	**15-May-11**	**14-Aug-11**
WISRD Extract Cohorts	07/01/2008 to 6/30/2010	10/01/2008 to 9/30/2010	01/01/2009 to 12/31/2010	04/01/2010 to 03/31/2011

Performance Items	WISRD Reporting Periods for Program Year 2011			
Report Quarter	**July - Sept.**	**Oct. – Dec.**	**Jan. – Mar.**	**Apr. - June**
Report Due Date	**14-Nov-10**	**14-Feb-11**	**15-May-11**	**14-Aug-11**
WISRD Extract Cohorts	07/01/2009 to 6/30/2011	10/01/2009 to 9/30/2011	01/01/2010 to 12/31/2011	04/01/2011 to 03/31/2012

[1] For the first year of WISPR implementation only, WISRD files will be collected on an annual basis.