

**January 21, 2009**

**DRAFT: WISPR Frequently Asked Questions—Round One**

**Q1.** Is Item 928, “Other Reasons for Exit” on WISRD only for exiters

**Answer:** Yes, this field only applies for exiters, except for situations described in Question 2 below. Please note that the Employment and Training Administration (ETA) may provide other individual codes on a state-by-state basis.

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**Q2.** If the person has not exited, do states leave Item 928 blank?

**Answer:** Yes, except under the following circumstances. All coding values for “Other Reasons for Exit” are exclusions except for Retirement (coding value 98). Exclusions remove the individual from performance calculations and can be recorded at any point during participation up to the third quarter after exit. As soon as a case manager learns of an individual (participant or exiter) that fits one of the “Other Reasons for Exit” categories, they should record the information into the State’s MIS. There is no need to wait until a participant has exited before recording an “Other Reason for Exit” in the State’s MIS.

The reporting of “Other Reasons for Exit” is done through the WISRD files. If a code for “Other Reasons for Exit” has been recorded in the State’s MIS before the participant exits, this code will be included in the individual’s record and the exit date (last date of service) will determine when the data is reported in the State’s WISRD submission. If an “Other Reasons for Exit” (code 1-6, 98, 99) has not been entered into the State’s MIS before the individual exits, the State must report a code of “0” when the individual record is reported in the WISRD submission. If a case manager enters an “Other Reasons for Exit” code (1-6, 98, 99) during the 1st, 2nd, or 3rd, quarter after exit, the state would update the record with the revised code during the next WISRD submission.

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**Q3.** All of the outcome definitions reference other reason for exit = 7 in the WISPR System: Data Preparation and Reporting Handbook, but there is no other reason for exit 7 in WISRD item 928. Please note that the OMB clearance release also referenced other reason for exit = 0.

**Answer:** We agree that the other reason for exit should equal "0". We will make this change.

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**Q4.** In the past, “2” have been used to indicate “No” in WIASRD. The Clearance package had “2” for “No”. However, the WISRD file now has “0” for “No”. Does

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anyone have any idea how much work it will be to change state application and convert data to support this change?

**Answer:** These changes were made in the final clearance package that was submitted to OMB; we checked with a few states informally, and there was no adverse reaction to these changes. The use of “0” for “No” will allow for more efficient regression analysis of the WISRD files.

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**Q5.** Under **Section II.4 Submission Procedures** (page 4), ETA Form 9131 Submission #1 it says, “*For program Years 2009 and PY 2010...However, beginning in PY 2010 all grantees must submit ETA Form 9131 using option A.*” It should say 2011.

**Answer:** Yes, this will be fixed on page 4 of the *Workforce Investment Streamlined Performance Reporting (WISPR) System: Data Preparation and Reporting Handbook*. The correct program year for requiring all grantees to submit ETA Form 9131 using Option A is now going to be **PY 2012**.

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**Q6.** Employer Services Report (ETA FORM 9131) as explained in page 14 of *WISPR System: Data Preparation and Reporting Handbook* contain a Row B.3.22 *Federal Contractors*. This requires a collection of Total Employers and Total Job Openings. However, the Employer Services Report (ETA form 9131) in page 65 of the Reporting Handbook has no place for these two data elements to display.

**Answer:** If one looks at the reporting specifications/instructions for ETA Form 9131 (as shown in page 14 of the *WISPR System: Data Preparation and Reporting Handbook*, described below) it does include Row B.3.22 *Federal Contractors*. The row somehow got omitted from the form shown on page 65 of the WISPR Handbook. This will be fixed by adding the following data elements to the display on page 65:

<i>Row B.3.22 Federal Contractors</i>	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 <b>AND</b> where the employer establishment is a federal contractor as defined under U.S.C. Title 38, Chapter 42, Section 4212.

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**Q7.** Figure 2 in the “Applicability Guide” (Page 59) shows the letters “SC” when detailing the level of service received by the program participants. However the narrative that follows explains it as “Staff Assisted Core Services (SA)”

ES VETS		WIA Adults			WIA Dislocated Workers NEGs			WIA Youth	TAA
SI	SC	SI	SC	I T	SI	SC	I T	14 - 21	
R	RVET	R	R	R	R	R	R	R	R

**Answer:** That is correct. Staff Assisted Core Service should be “SC” not “SA” in the Applicability Guide as explained in Page 59 of the *WISPR System: Data Preparation and Reporting Handbook*. We will revise the handbook.

**Q8.** The EFL values of item numbers 1805, 1808, 1811, and 1814 as they relate to Section D.04 -Youth Literacy and Numeracy Assessment Data in “APPENDIX D: WORKFORCE INVESTMENT STANDARDIZED RECORD DATA (WISRD) LAYOUT” do not align/comply with TEGL 17-05 change 1.

**Answer:** The EFLs in the WISRD layout are different from the current WIASRD layout, as outlined in TEGL 17-05, Change 1. The layout in TEGL 17-05, Change 1 with 8 EFLs is the correct one and the WISRD layout will be fixed to accommodate this.

We understand that this discrepancy can have an impact on reporting. TEGL 17-05, Change 1, Beginning ABE aligns with High Beginning ESL—creating 8 EFLs. However, in the WISRD, Beginning ABE Literacy aligns with Low Beginning ESL—creating 7 EFLs.

The WISRD layout will be revised to reflect the layout in TEGL 17-05, Change 1.

**Q9.** Under **Section IV.2.2.** Reporting Instructions: Establishing Workforce Program Performance Groups for Calculating Results in ETA Form 9132, as described in *WISPR System: Data Preparation and Reporting Handbook* (Page 23), the specification for calculation of youth measures can result in a youth who is between 21 and 22 that is not classified as younger or older.

**Example:**

WIA Youth shows: 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

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Under specification for 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

**Answer:** The older youth specification in the WISPR handbook will be changed. Specification for older youth will now say less than 22, instead of less than or equal to 21.

Although the specifications look different they lead to the same outcome. A youth who is less than or equal to 21 is the same as a youth who is less than 22. ETA has begun to use less than 22 so that states that have somebody who has their first youth service the day before their 22<sup>nd</sup> birthday will not be confused and consider the client to be too old to receive youth funded services.

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**Q10.** Under **Section II.4 Submission Procedures** (page 4), ETA Form 9131 Submission #1 Option A indicates that services provided with statewide reserve funds should be reported, along with services provided with formula program funds. Does this mean that statewide reserve funded services cause a Participation Date?

**Answer:** Yes, unless the state has a waiver. If outcomes for these participants can be reported against the performance measures, they should be included in the WISRD file.

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**Q11.** Alternative funded customers as explained in Page 3 of the *WISPR System: Data Preparation and Reporting Handbook* suggests if state or local activities (funded through WIA Title IB 15% statewide activities) do not involve the enrollment of individuals to receive services, performance information is not to be included in the WISPR System. Examples of such exceptions includes activities where “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.”

Explain the “and” statement, especially as it differs from the Form 9091 and 9090 reporting instructions.

**Answer:** Yes, the language did change in WISPR handbook with the intent of having states report outcomes on most, if not all, services funded by WIA. Participants must be included in the WISRD file **“if”** the outcomes for these participants can be reported against the performance measures.

In the past, State Workforce Agencies could utilize statewide reserve funds to create a highly specialized activity (such as a targeted worker training program), establish program outcome goals similar to the formula funded programs, and yet be fully exempt for reporting these individuals to USDOL. Under the revised

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instructions, those programs and participant outcomes should now be reported to USDOL.

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**Q12.** On Item 900, “Date of Participation” as defined in *"APPENDIX D: WORKFORCE INVESTMENT STANDARDIZED RECORD DATA (WISRD)"* are Statewide Adult, Dislocated Worker, and/or Youth 15 % statewide activities included in the calculation of this field?

**Answer:** Yes, unless the state has a waiver. Participants must be included in the WISRD file **“if”** the outcomes for these participants can be reported against the performance measures. Please refer to the answer to Question 10 for additional information.

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**Q13.** WISRD records the economic/labor market area and the physical location in which the participant received his/her first qualifying staff assisted service. Item 104 in section A.01 in *"APPENDIX D: WORKFORCE INVESTMENT STANDARDIZED RECORD DATA (WISRD)"* detail the record layout. Clarification is needed as to whether the first five digits are zip code and the last four digits be the Office Code?

**Answer:** The guidance requires grantees to record a code (maximum of 9-digits) of the economic/labor market area and physical location in which the participant received his/her first staff-assisted service financially assisted by the program.

Grantees have the flexibility to use the first 5-digits of this field for identifying the economic region or labor market area in which the participant began receiving staff-assisted services. This code **can be the zip code and office code of the One-Stop center or other state defined geographic identifiers.**

There is no ETA requirement as to what must be entered in the last four digits of these “9” digits code.

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