

Southern Nevada Workforce Investment Board

General Policies and Procedures

Policy Guidance: Summer ARRA: Activities, Performance Outcomes and Reporting Requirements

May 12, 2009

EFFECTIVE DATE: May 12, 2009

BACKGROUND:

The Southern Nevada Workforce Investment Board (SNWIB) has established preliminary guidance on reporting data elements, activities (services), and performance outcomes.

This guidance is based on a draft DOL Training and Employment Guidance Letter (TEGL) called: *Workforce Investment Act Performance Accountability Reporting for the American Recovery and Reinvestment Act of 2009*, and is subject to change pending further guidance from SNWIB, DETR, or DOL guidance.

Centralized Data Entry

SNWIB will be centralizing the data entry for summer contractors. Therefore contractors must complete necessary forms in order to: 1) Determine youth eligibility to be served, 2) Enroll youth in services, 3) Record performance outcomes and 4) Exit youth from services at the end of the summer. See forms referenced at the end of this document.

Forms must be submitted to SNWIB within 5 days of any enrollment, or change in activity or participation status.

Enrollment in Services

BEFORE any service can be delivered to a youth, including any service resulting in a direct participant cost, they must first be certified as WIA eligible. See policy 3.0Y and the instructions given during the provider training on April 29th for further guidance on this process.

Youth must then they must be enrolled in WIA services, per the instructions below. Note that the enrollment data cannot be prior to the date of certification.

Data Elements

The following data elements are required and should be completed using the *ARRA Summer Youth Application*. Once the certification has been completed by SNWIB eligibility specialists, a copy of the application will be kept for entry into a database by SNWIB data entry specialists.

See *ARRA Summer Youth Application*.

Basic Demographics

- Social Security Number
- Name
- Residence Address, including zip code
- Age
- Gender
- Citizen Status

- Employment Status
- Race/Ethnicity
- School Status (whether they are in school or out of school see definitions below):
- Current or Last High School Attended
- Highest Grade level completed
- Individual with a Disability (including those with physical, mental or “hidden disabilities” such as learning, mental health, emotional, behavioral disabilities that significantly limit life activities).
- Veteran Information (*if applicable*)
- Selected Service Registrant (*required for males over 18 years old only*)

Barrier Information

The following barriers are to be reported as applicable to the individual circumstances of each youth.

- Youth Needing Additional Assistance:** (defined as: youth who require additional assistance to complete an educational program, or to secure and hold employment). Including:
 - Former Foster youth
 - Children of Incarcerated Parents;
 - Youth who are at-risk of dropping out of secondary school (defined as: a youth who are credit deficient for their current grade; a youth who failed the high school proficiency exam or 8th grade exit exam; a youth who has attendance and/or behavioral issues based upon referrals from a school counselor, teacher or school administrator; youth who failed a core high school course, or who had a 2.0 or lower GPA).
 - Not work ready (for Economic Stimulus purposes)
- Deficient in basic literacy Skills Math/reading proficiency:** (defined as 8th grade or below in Reading, Math or English Language comprehension. This determination is based on approved testing instruments such as CASAS or TABE. *Note that this type of testing is not required for summer programs*).
- Limited English Proficient**
- Homeless**
- Runaway**
- Foster child**
- Pregnant or Parenting**
- Offender Status:** (defined as: youth in any stage of the criminal justice process, including those not officially convicted of a crime or those that require assistance to overcome barriers to employment resulting from a record of arrest or conviction, and those in diversion).

Income/Eligibility Information

- Family status: single parent
- Income Status
- Family Size

Definitions for School Status

For the purposes of data tracking the school status of individual clients, for financial invoicing, and for fiscal allocations you must record the school status for youth. See guidance on invoicing and cost allocation as part of fiscal training materials for further guidance.

Because the school status is the basis for how you determine what portion of your costs are billed to In-School or Out of School Youth (see invoice template). You must allocate your costs based on the school status of the youth you serve. However there are several cost allocation methodologies that can be used.

In School Youth Definition: is an eligible youth who has not yet attained a high school diploma and is attending secondary school. This includes youth attending alternative school, and youth in between school terms that intend to return to school. Also includes youth who have attained a diploma/GED, are attending post-secondary, and are not basic skills deficient.

Out of School Youth Definition: is an eligible youth who is a school dropout, or who has received a secondary school diploma or its equivalent but, is basic skills deficient, unemployed, or underemployed (WIA section 101(33) (CFR 20 CFR 664.300).

For reporting purposes, this term includes all youth except: (i) those who are attending any school and have not received a secondary school diploma or its recognized equivalent, or (ii) those who are attending post-secondary school and are not basic skills deficient.

Summer Activities (Services)

You will be asked to complete an individual form for each youth that you plan to enroll in WIA services. This form will have basic identifying information for the youth, a list of activities, start and end dates and space for a concise case note or descriptive information.

See ARRA Summer Youth Activity and Outcomes Form.

At a minimum all youth should be enrolled in Work Readiness Training and Summer Work Experience. If youth are enrolled in summer school for high school academic credit then you can either use alternative secondary education or tutoring services.

The following is the list of activities or services that you can enroll youth in during the summer. See your Performance Plan in your contract for your project targets for activities and services.

- Work readiness Skills (required service)
- Summer Work Experience (required service)
- Work Experience/Internship
- Job Shadow
- Basic Skills Literacy Training
- GED Preparation
- Alternative Secondary Instruction (including educational services aimed at dropout prevention)
- Preparation for Post Secondary Education
- Tutoring
- Computer Literacy Training
- Financial Literacy Training
- Life Skills Training
- Mentoring by Adults
- Leadership Development Opportunities
- Occupational Skills Training

- Supportive Services (such as bus passes, interview clothes, etc. Can also include counseling services. See definition in budget instructions)

Information (Case notes): On the individual tracking form there will be a space for “information”. Please provide short, concise case note in this space.

At a minimum, it should include the name of the business/placement site for the work experience or internship. For the academic component, tutoring or alternative secondary school, it should list the type of credit(s) that the youth is seeking and the location of the summer school site.

Start Dates: Youth should be enrolled in activities no sooner than the day of their certification as WIA eligible and no later than the first day of service provided, including any service where participant costs are paid.

End Dates: Date of the last day of activity. Should be no later than September 30th, 2009.

Outcomes

Work Readiness Attainment: All youth will be included in this measure. This is defined as a measurable increase in work readiness skills, during the reporting period. The Work Readiness Evaluation Tool, provided by SNWIB, should be used to document and assess successful attainment. This shall be reported on an individual participant level using the provided tracking form. SNWIB will then provide an aggregate roll up report by contractor.

Summer Employment Completion Rate: All youth will be included in this measure. A definition of “completion” means that youth complete their summer work experience without dropping out prior to the scheduled end date of the experience. This shall be reported on an individual participant level using the provided tracking form. SNWIB will then provide an aggregate roll up report by contractor.

Completion of Summer School – Academic Credit: A youth who was enrolled in summer school and subsequently earned .5 or more academic credits. This shall be reported on an individual participant level and rolled into an aggregate level by SNWIB.

Completion of Elective Credit for Work Experience: A youth who earned .5 or more elective credits for work experience. This shall be reported on an individual participant level and rolled into an aggregate level by SNWIB.

Transmittal Form

Along with each batch of Activity/Outcome forms contractor shall complete a data transmittal form to ensure that all forms submitted were sent and received. *See Data Transmittal Form.*

Relevant Forms and Attachments

- ARRA Summer Youth Application
- ARRA Summer Youth Activity and Outcomes Form
- Data Transmittal Form