

SUBJECT: **Placement in Employment or Education**

REFERENCE: Workforce Investment Act of 1998 (WIA), Section 136; 20 CFR: 666.100; TEGL 17-05; Federal Register/Vol. 70, No. 133/Wednesday, July 13, 2005; State Workforce Investment Plan.

BACKGROUND: In 2001, the Office of Management and Budget and other Federal agencies developed a set of common performance measures for programs with similar strategic goals. As part of this initiative, the Employment and Training Administration of the U.S. Department of Labor issued Training and Employment Guidance Letter 17-05, Common Measures Policy for the Employment and Training Administration's Performance Accountability System and Related Performance Issues. There are three common measures that apply to programs serving youth: Placement in Employment or Education; Attainment of a Degree or Certificate; and Literacy and Numeracy Gains. This policy addresses "Placement in Employment or Education."

POLICY: **Performance Measure Definition**
Placement in Employment or Education

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

of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training

in the 1st quarter after the exit quarter

of youth participants who exit during the quarter

Operational Parameters

- Individuals who are in post-secondary education or employment (including the military) at the date of participation are excluded from this measure.
- Employment and education status at the date of participation are based on information collected from the individual.
- Individuals in secondary school at exit will be included in this measure. Although successfully returning young people to school or alternative education is desirable, secondary school enrollment does not qualify as a placement under this measure.

Definitions

Post-Secondary Education – A program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A, A.S., B.A., B.S.). Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education, but may count as a placement in “advanced training/occupational skills training.”

Advanced Training/Occupational Skills Training – To count as a placement for the Youth Common Measures, advanced training constitutes an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: (1) be outcome-oriented and focused on a long-term goal as specified in the Individual Service Strategy, (2) be long-term in nature and commence upon program exit rather than being short-term training that is part of services received while enrolled in ETA-funded youth programs, and (3) result in attainment of a certificate (as defined in the Attainment of a Degree or Certificate Performance Measure policy).

Exclusions

Participants in the following categories, either at the time of exit or during the three-quarter measurement period following the exit quarter, will be excluded from the computation of this measure:

- Institutionalized – The participant is residing in an institution or facility providing 24-hour support, such as a prison or hospital, and is expected to remain in that institution for at least 90 days. Individuals with disabilities (as defined in 29 CFR 37.4) residing in institutions, nursing homes, or other residential environments cannot be excluded under this reason.
- Health/Medical – The participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program. This does not include temporary conditions or situations expected to last for less than 90 days.
- Deceased – Self-Explanatory.
- Family Care – The participant is providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program. This does not include temporary conditions or situations expected to last for less than 90 days.

- Reservists Called to Active Duty – The participant is a member of the National Guard or a military Reserve unit and is called to active duty for at least 90 days.
- Relocated to a Mandated Program – The participant is in the foster care system or another mandated (residential or non-residential) program and has moved from the area as part of such a program. This does not include relocation to a Job Corps center.
- Invalid or Missing Social Security Number – The participant does not voluntarily disclose a valid social security number.

Documentation

Wage records and supplemental data sources shall be the data sources for placement in employment and military.

Administrative records shall be the data source for placement in education or training. All data and methods used to determine placement must be documented and are subject to audit.

The following data sources may be used to determine whether participants in youth programs are placed in post-secondary education and/or advanced training/occupational skills training:

- Case management notes and surveys of participants to determine if the individual has been placed in post-secondary education and/or advanced training/occupational skills training; or
- Record-sharing agreements and/or automated record matching with administrative/other data sources to determine and document that the participant has been placed in post-secondary education and/or advanced training/occupational skills training. These data sources may include: State boards governing community colleges; State boards governing universities; State education associations; integrated post-secondary or higher education reporting units; and training institutions/providers.