



# Montana Department of LABOR & INDUSTRY

1  
2 **Division: Workforce Services Division**  
3 **Category: WIOA**  
4 **Effective Date: 10/1/2018**  
5 **Last Revised: 7/1/2020**  
6 **Policy No.: 26-18**

## 7 8 **WIOA Performance Reporting Requirements Policy** 9

10 **Background:** This policy will describe the requirements and methodology for WIOA program performance  
11 reporting. The Division Management Services Bureau (DMS) will report quarterly and annual program  
12 performance. DMS participates in performance negotiations annually with U.S. Department of Labor. This policy  
13 hereby replaces the previous Job Service Policy “Performance Standards” A1.30.

14 **Scope:** This policy applies to DMS staff responsible for WIOA performance reporting. This policy is effective  
15 July 1, 2020.

### 16 **Policy:**

#### 17 **Quarterly Performance Reports:**

- 18 • A quarterly replacement extract from MWorks will be pulled using replacement data in advance of the  
19 quarterly due dates. This will enable DMS enough time to merge the extract with replacement wage  
20 data from Montana’s UI system, the State Wage Interchange System (SWIS).
- 21 • DMS staff will incorporate updated performance levels and reporting periods for performance  
22 measures. DMS will submit performance reports to ETA.

#### 23 **Annual Reporting:**

- 24 • DMS will produce the following annual reports. These reports are automatically populated by the  
25 entering of each quarter’s report data:
  - 26 ○ WIOA Statewide and Local Performance Report
  - 27 ○ WIOA – Credential Attainment Rate Report
  - 28 ○ WIOA – Measurable Skill Gains Report
  - 29 ○ WIOA – Effectiveness in Serving Businesses Report
  - 30 ○ Pay for Performance Report
  - 31 ○ Eligible Training Provider Report
  - 32 ○ Fiscal Report

#### 33 **Performance Report Due Dates:**

- 34 • Due dates for Federal program performance reporting is 45 days following the end of the quarter.

35 **Data Sources for Calculating Performance Levels:**

36 **Unemployment Insurance Wage Records:**

- 37 • To the extent consistent with State law, the UI wage records will be the primary data source for tracking  
38 the adult, youth and dislocated worker employment and median earnings measures.
- 39 • UI wage records are not accessible to any agencies that are not part of state government. MCA 39-51-  
40 603 restricts the use of wage records and protects the confidentiality of those records. If written  
41 permission is obtained from a replacement, UI wage and benefit data can be released to the individual  
42 or their designated recipient. Replacements may also visit a local One-Stop center to request his/her  
43 own wage record printout.

44 **Additional Wage Records:**

- 45 • Additional wage record data sources include the following:
  - 46 ○ SWIS– Montana participates in this system and receives wage data for exited replacements who  
47 move out of state.

48 **Supplemental Data:**

- 49 • Supplemental data will be utilized for program management purposes and to gain a full understanding  
50 of program performance and activities. Although a majority of employment situations will be covered by  
51 UI wage records, certain other types of employment, particularly self-employment, are either “not  
52 Covered” or the data are very difficult to access due to confidentiality issues and concerns.  
53 Supplemental wage data will also be used in situations where DMS does not have a valid Social Security  
54 Number for replacements. Wage records are the primary data source for any federal employment  
55 related performance measure, in the absence of wage records, supplemental data will be utilized to  
56 demonstrate outcomes.
- 57 • Within each quarter after exit for which wages are required pursuant to the performance accountability  
58 indicators, DMS can only use one method for verifying employment status and wages during the  
59 quarter. For example, if DMS uses direct UI wage match for employment status, they must also use  
60 direct wage match for earnings.
- 61 • Supplemental data will be utilized to demonstrate outcomes for the employment related performance  
62 indicators.
- 63 • A replacement’s desire for self-employment or entrepreneurial training will not be discouraged simply  
64 because the subsequent employment is not or may not be covered by wage records. In order to convey  
65 full and accurate information on the employment impact of ETA programs, and in order to get  
66 appropriate credit for outcome attainment, supplemental sources of data will be used to document the  
67 employment related performance indicators.
- 68 • Allowable sources of supplemental information for tracking employment-related outcomes include:
  - 69 ○ Federal employment records, such as military employment records, or records from the U.S.  
70 Department of Defense, U.S. Postal Service and the U.S. Office of Personnel Management;
  - 71 ○ State New Hires Registry;
  - 72 ○ State Department of Revenue or Taxation;
  - 73 ○ Railroad Retirement System; and
  - 74 ○ Follow-up survey (self-reported) from program replacements;
  - 75 ○ Income earned from commission in sales or other similar positions;
  - 76 ○ Detailed case notes verified by business and signed by the counselor, if appropriate to the  
77 program;
  - 78 ○ Automated database systems or data matching with other partners with whom data sharing  
79 agreements exist;
  - 80 ○ One-Stop operating system’s administrative records, such as current records of eligibility for  
81 programs with income-based eligibility (TANF, SNAP); or
  - 82 ○ Self-employment worksheets signed and attested to by program replacements.

- 83 • Providers must keep in mind that all supplemental data and methods are to be documented and are  
84 subject to review.

85 **References:**

- 86 • [MCA 39-51-603. Employing unit to keep records and make reports](#)  
87 • [TEGL 26-16 Supplemental Wage Information](#)