



Montana Department of LABOR & INDUSTRY

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2 **Division: Workforce Services Division**
3 **Category: WIOA**
4 **Effective Date: 10/1/2018**
5 **Last Revised: 7/1/2020**
6 **Policy No.: 17-18**

Performance Measures Policy

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8 **Background:** The Workforce Innovation and Opportunity Act (WIOA) performance reports, both
9 quarterly and annual, will cover clients who receive services financially assisted by formula or statewide reserve
10 funds under the following programs:

- 11 • WIOA Adult Program
- 12 • WIOA Dislocated Worker Program
- 13 • WIOA Youth Program
- 14 • Wagner-Peyser
- 15 • National Dislocated Worker Grants (NDWG)
- 16 • Trade Adjustment Assistance (TAA)

17 **Scope:** This policy applies to all service providers operating WIOA Title I, Wagner-Peyser, NDWG or TAA
18 programs; WIOA Title I, Wagner-Peyser, NDWG and TAA program managers; WIOA Title I, Wagner-Peyser, NDWG
19 and TAA fiscal officers; and the monitoring team. This policy is effective July 1, 2020.

Policy:

20 **WIOA Adult, Youth, Dislocated Worker, Wagner-Peyser, NDWG and TAA Performance Measures**

Employment Rate – 2nd Quarter after Exit

- 23 • Adult, Dislocated Worker, Wagner-Peyser, NDWG and TAA:
 - 24 • The percentage of program clients who are in unsubsidized employment during the 2nd quarter after
 - 25 exit.
 - 26 • The number of clients who exited during the reporting period who are found to be employed, either
 - 27 through direct Unemployment Insurance (UI) wage record match, federal or military employment
 - 28 records, or supplemental wage information, in the 2nd quarter after the exit quarter divided by the
 - 29 number of clients who exited during the reporting period.
- 30 • Youth:
 - 31 • The percentage of Youth program clients who are in education or training activities, or in unsubsidized
 - 32 employment, during the 2nd quarter after exit.
 - 33 • The number of youth clients who exited during the reporting period who are found to be employed,
 - 34 either through direct UI wage record match, federal or military employment records, supplemental wage
 - 35 information, or found to be enrolled in secondary education, postsecondary education or occupational
 - 36 skill training in the 2nd quarter after the exit quarter divided by the number of youth clients who exited
 - 37 the program during the reporting period.

38 *Employment Rate – 4th Quarter after Exit*

- 39 • Adult, Dislocated Worker, Wagner-Peyser, NDWG and TAA:
- 40 • The percentage of program clients who are in unsubsidized employment during the 4th quarter after exit.
- 41 • The number of clients who exited during the reporting period who are found to be employed, either
- 42 through direct UI wage record match, federal or military employment records, or supplemental wage
- 43 information, in the 4th quarter after the exit quarter divided by the number of clients who exited during
- 44 the reporting period.
- 45 • Youth:
- 46 • The percentage of youth program clients who are in education or training activities, or in unsubsidized
- 47 employment, during the 4th quarter after exit.
- 48 • The number of youth clients who exited during the reporting period who are found to be employed,
- 49 either through direct UI wage record match, federal or military employment records, supplemental wage
- 50 information or found to be enrolled in secondary education, postsecondary education, or occupational
- 51 skill training in the 4th quarter after the exit quarter divided by the number of youth clients who exited
- 52 the program during the reporting period.

53 *Median Earnings – 2nd Quarter after Exit*

- 54 • The median earnings of program clients who are in unsubsidized employment during the 2nd quarter
- 55 after exit from the program, as established through direct UI wage match, federal or military
- 56 employment records, or supplemental wage information.
- 57 • The collected quarterly wage information values are listed in order, from the lowest to the highest value.
- 58 The value in the middle of the list is the median earnings value, where there is the same quantity of
- 59 numbers above the median number as there is below the median number.
- 60 • The following clients are not included in this measure:
- 61 • Clients who have exited and are not employed in the 2nd quarter after exit.
- 62 • Clients who have exited the program and for who earnings are not yet available. There is a 2-quarter lag
- 63 in reporting wage outcomes. If after 2 quarters, the person's wages are not available, it is permanently
- 64 reported as a \$0 which would count as a negative for Employment Rate – 2nd quarter and excluded
- 65 from Median Earnings – 2nd quarter because the person is considered not employed.
- 66 • Clients who have exited a program who have \$0 income.
- 67 • Clients who have exited a program and are in subsidized employment.
- 68 • Clients who have exited for any of the "Exclusions".

69 *Credential Attainment*

- 70 • Adult, Youth, Dislocated Worker, NDWG and TAA:
- 71 • Credential Attainment is the percentage of those clients enrolled in an education or training program
- 72 (excluding OJT and Customized Training) who attained a recognized postsecondary credential or
- 73 secondary school diploma, or its recognized equivalent, during participation in or within one year after
- 74 exit from the program.
- 75 • To get credit for a secondary school diploma or its equivalent the client must also:
- 76 • Be employed within one year after exit, or
- 77 • Be enrolled in an education or training program leading to a recognized postsecondary credential within
- 78 one year after exit.

79 *Measurable Skills Gain*

- 80 • Adult, Youth, Dislocated Worker, NDWG and TAA
- 81 • All clients who, during a program year, are in an education or training program that leads to a
- 82 recognized secondary or postsecondary credential or employment are counted in the calculation of this
- 83 measure.
- 84 • Clients included in this measure:

- 85 ○ Adult, Dislocated Worker, NDWG and TAA - Only individuals in training count in the indicator
- 86 (includes OJT and Customized Training)
- 87 ○ Youth – All In-School-Youth are included and certain Out-of-School Youth
- 88 who are enrolled in occupational skills training, secondary or postsecondary training while in the
- 89 program are included.
- 90 ● Measurable Skill Gains are reported on a yearly basis and are not an exit based measure.
- 91 ● Clients are given credit for 1 gain per year even if they earn more than 1 during a program year.
- 92 ● If a client has more than 1 “Period of Participation” in a program year, they can get credit for one gain
- 93 for each “Period of Participation”.
- 94 ● Record all Measurable Skill Gains in MWorks – the reporting system will count them appropriately.
- 95 ● Programs shall not delay enrollment or services to clients until a new program year even if you believe
- 96 there is insufficient time for the client to make a Measurable Skill Gain.
- 97 ● Types of Measurable Skill Gain include:
- 98 ● Achievement of at least one educational functioning level, if the client is receiving instruction below
- 99 postsecondary education level;
- 100 ● Attainment of a secondary school diploma or equivalent;
- 101 ● Secondary or postsecondary transcript for sufficient number of credit hours;
- 102 ● Secondary: Transcript/Report Card showing passing grades for 1 semester. Postsecondary:
- 103 Transcript/Report Card showing passing grades for 1 semester if going to school full-time (12 hours or
- 104 more): Part time students (less than 12 hours) must show a total of 12 hours over 2 completed
- 105 consecutive semesters;
- 106 ● Satisfactory progress report toward established milestone from an employer or training provider.
- 107 Example: Completion of an OJT or completion of one year of an apprenticeship program;
- 108 ● Passage of an exam required for an occupation or progress attaining technical/occupational skills as
- 109 evidenced by trade-related benchmarks such as knowledge-based exams.

110 *Documenting a Measurable Skill Gain*

- 111 ● [Quality Control Policy](#)

112 *Exclusions*

- 113 ● There are certain things that happen in client’s lives that allow them to be excluded from performance
- 114 measures. Those are:
- 115 ● Incarceration in a correctional institution or has become a resident of an institution or facility providing
- 116 24-hours support such as hospital or treatment center for enough time to prevent the client from
- 117 participation in a workforce program for 90 days or longer);
- 118 ● Medical treatment where the treatment is expected to last longer than 90 days and precludes entry into
- 119 unsubsidized employment or continued participation;
- 120 ● Deceased;
- 121 ● Member of the National Guard or other reserve military unit of the armed forces and is called to active
- 122 duty for at least 90 days;
- 123 ● For Youth program – Client is in the Foster Care system and exits the program because they move from
- 124 the local area as part of the Foster Care program or system.

Performance Measure	PY'20 July 1, 2020 through June 30, 2021	PY'21 July 1, 2021 through June 30, 2022
WIOA Adult		
Employment Rate 2 nd Quarter	71.0%	71.0%
Employment Rate 4 th Quarter	70.0%	70.0%
Median Earnings 2 nd Quarter	\$6,159	\$6,159
Credential Attainment 4 th Quarter	53.0%	53.0%
Measurable Skill Gains	58.0%	58.0%
WIOA Dislocated Worker		
Employment Rate 2 nd Quarter	71.0%	71.0%
Employment Rate 4 th Quarter	70.0%	70.0%
Median Earnings 2 nd Quarter	\$7,000	\$7,000
Credential Attainment 4 th Quarter	53.0%	53.0%
Measurable Skill Gains	56.0%	56.0%
WIOA Youth		
Employment Rate 2 nd Quarter	60.0%	60.0%
Employment Rate 4 th Quarter	55.0%	55.0%
Median Earnings 2 nd Quarter	\$3,200	\$3,200
Credential Attainment 4 th Quarter	50.5%	50.5%
Measurable Skill Gains	50.0%	50.0%
Wagner-Peyser		
Employment Rate 2 nd Quarter	67.0%	67.0%
Employment Rate 4 th Quarter	65.0%	65.0%
Median Earnings 2 nd Quarter	\$5,600	\$5,600

125 **Monitoring and Evaluation:**

- 126 • A formal monitoring will be conducted on an annual basis by the entity designated by SWIB.

127 **References:**

- 128 • [Monitoring, Audits, Performance and Sanctions Policy](#)
- 129 • [Quality Control Policy](#)