



Montana Department of LABOR & INDUSTRY

1
2 Division: Workforce Services Division
3 Category: WIOA
4 Effective Date: 10/1/2018
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6 Policy No.: 27-18

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 client extract from MWorks will be pulled using client data in advance of the quarterly due
19 dates. This will enable DMS enough time to merge the extract with client wage data from Montana’s UI
20 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 client, UI wage and benefit data can be released to the individual or their
- 42 designated recipient. Clients may also visit a local One-Stop center to request his/her own wage record
- 43 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 clients who move
- 47 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 clients. Wage records are the primary data source for any federal employment related
- 55 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 client’s desire for self-employment or entrepreneurial training will not be discouraged simply because
- 64 the subsequent employment is not or may not be covered by wage records. In order to convey full and
- 65 accurate information on the employment impact of ETA programs, and in order to get appropriate credit
- 66 for outcome attainment, supplemental sources of data will be used to document the employment
- 67 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 clients;
- 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 clients.

- 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](#)