

Performance & Reporting Requirements

Why Does WIA Require the Submission of Performance Data?

In August of 1998, President Bill Clinton signed the Workforce Investment Act into law, replacing former government assistance programs offered under the Job Training Partnership Act (JTPA). The primary objective of the Workforce Investment Act (WIA) is to provide a means for enhancing the quality of life for certain segments of the American population, in particular dislocated workers, the underemployed, and welfare participants. The Workforce Investment Act further seeks financial and educational empowerment by assisting disadvantaged individuals in obtaining the skills and credentials necessary for gainful employment. An essential feature of the Workforce Investment Act is the “Customer Choice” orientation of the program. Individuals seeking assistance through WIA funding have the freedom of choice in selecting the training program that best fits their personal and career needs. As such, it is important that customers receive accurate information regarding the performance records of all training providers eligible to participate in the WIA program. Informed customer choice requires a stringent system of accountability for all certified training providers. Since the goal of the Workforce Investment Act is to help students obtain gainful employment, providers must demonstrate that those students who complete their certified program have increased employment opportunities.

How and Where Do Providers Submit the WIA Quarterly Performance Report?

There are two methods for submitting WIA quarterly performance reports:

1. **Email** – Providers may email the report to the Tennessee Department of Labor at:
Nina.Webster@tn.gov
2. **Mail** - Providers may mail the report on a Compact Disc to the WIA office at the following address:
Tennessee Department of Labor and Workforce Development
ATTN: Workforce Investment Act / Dr. Rosevelt L. Noble
220 French Landing Drive, 4th Floor
Nashville, TN 37243-0658

Notes:

- A. Providers who send an email correspondence to the email address listed above will be added to the mass email list of WIA Providers. Once added to this list, you will receive friendly reminders and blank copies of the report forms approximately 21 days before each report deadline.

When Are the Quarterly Performance Reports Due?

The quarterly performance reports are due in the Office of the Workforce Investment Act on the 15th day following each quarter. Specifically, the report periods and due dates are as follows:

Quarter	Time Period			Due Date
1 st	July 1	Through	September 30	October 15
2 nd	October 1	Through	December 31	January 15
3 rd	January 1	Through	March 31	April 15
4 th	April 1	Through	June 30	July 15

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What Are WIA Certified Providers Required to Report?

All WIA certified training providers are required to submit quarterly reports detailing program progress for both their WIA and ALL of student populations. “ALL of student” refers to the total number of students, and not just to the number of Non-WIA students. WIA students are a component of the figures describing the ALL of student population. In each report, the certified provider documents the following student information: social security number, race, gender, type (WIA or non-WIA), program, entry date, and completion or dropout date. Effective evaluation of each training program requires that providers submit all of the above information for both the WIA and ALL of student populations.

What Are the Consequences for Failure to Report or Submitting Late Reports?

Providers who fail to submit a performance report or submit their report late are subject to the *Schedule of Consequences* designed to address such issues. The *Schedule of Consequences* involves two levels of action beginning at level one with a temporary suspension. Quarterly reports are due on the 15th day of the month following the conclusion of each quarter. As such, any provider not submitting their quarterly report by the conclusion of the first business day following the report due date, will be temporarily suspended from the statewide list until the 15th day of the following month. For example, if a provider failed to submit their April 15th report before the deadline, they would be suspended from the statewide list until May 15th. During a temporary suspension, none of the providers’ information is displayed on the *Statewide List of Eligible Training Providers*, in which case no new WIA students may enroll during that time. In addition, at level one of the *Schedule of Consequences* all of the Local Workforce Investment Board members and Tennessee Career Center case workers are notified of which providers have been temporarily suspended from the statewide list.

If the quarterly report is not received by the 15th day of the month following the original due date, the provider will be deleted from the *Statewide List of Eligible Training Providers* for a period of two consecutive quarters beginning with the quarter following the temporary suspension. For example, if a provider missed the April 15th report deadline and failed to submit their report by May 15th, then this provider would be deleted from the Statewide List until January 1st.

Are There Any Exemptions From the WIA Reporting Obligation?

There are three exemptions concerning the WIA quarterly reports.

1. Providers who submit annual enrollment and graduation data to the Tennessee Board of Regents (TBR), i.e. Tennessee Technology Centers, Four-year Universities, and Community Colleges, do not have to report performance data for the “ALL” of student population, since the WIA office obtains this information annually from TBR. These providers are required, however, to submit enrollment and completion data for their WIA student population.
2. Any provider whose initial application into WIA was certified during the report quarter and they did not receive a WIA student during that time is not required to begin submitting WIA quarterly reports to TDOL until they receive their first WIA student. However, if the minimum of one WIA student was enrolled during the time after certification, the provider is required to submit a performance report.

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- Any provider that has **NEVER** received a WIA student does not have to complete a quarterly performance report until they receive their first WIA student. This exemption does not refer to the quarter of the report, but rather to the period that covers the provider's initial inception into WIA up through the report deadline. Subsequently, after one WIA student is received, the provider is required to forever report on that particular program.

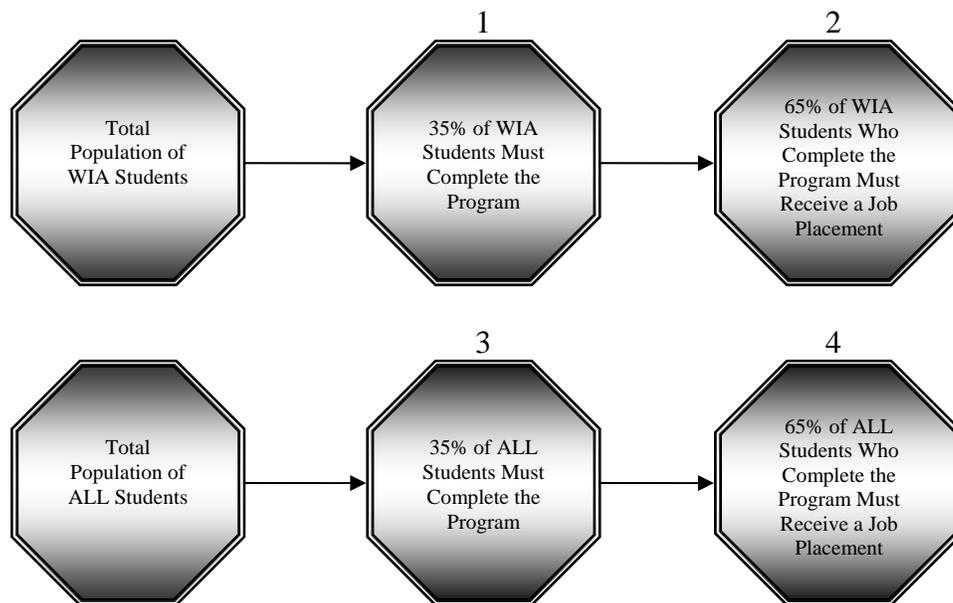
What are the Performance Standards that a Program Must Meet in Order to Remain on the Tennessee Statewide List of Eligible Training Providers?

To remain subsequently eligible to receive WIA funds, each certified program must meet one of four performance standards.

Performance Standards – In Words:

- The **WIA student completion rate** for each program must be equal to or greater than 35%.
- The **WIA student placement rate** for each program must be equal to or greater than 65%.
- The **ALL of student completion rate** for each program must be equal to or greater than 35%.
- The **ALL of student placement rate** for each program must be equal to or greater than 65%.

Performance Standards – Illustration:



Any certified program receiving at least 10 WIA students that fails to meet a minimum of one of the four performance measures is subsequently ineligible for placement on the *Statewide List of Eligible Training Providers*. Those programs removed from the list are eligible for reinstatement at the end of the suspension period, which expires at the conclusion of each fiscal year.

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How Are the Performance Standards Calculated?

The completion rates are calculated as follows:

$$\frac{\text{Total Number of Completers During the Fiscal Year}}{(\text{Total Number Enrolled During the Fiscal Year}) - (\text{Total Number Still Enrolled at the End of Year})} * 100$$

The ALL of student completion rates for the four-year universities and the community colleges are calculated using a slightly different equation given the absence of an indicator for the number of students still enrolled. The first step in computing the ALL of student completion rate for this subset of providers involves finding the total population of eligible completers.

The total population of eligible completers at the four-year universities is established by extracting from the *TBR Regular and Supplemental Enrollment Reports* only those students classified as a “Senior or a Fifth Year Undergraduate.”

Note: According to the Data Dictionary for the *TBR Regular and Supplemental Enrollment Report*, a fifth-year undergraduate is a student enrolled in a program that normally takes five years to complete, e.g. some engineering programs or medical technology degrees. The term does not describe students who take five years to complete a four-year degree.

For the community colleges, the total population of eligible completers is established by extracting from the *TBR Regular and Supplemental Enrollment Reports* only those students classified as a “Sophomore” or those classified as “Undergraduate Special.”

Note: According to the Data Dictionary for the *TBR Regular and Supplemental Enrollment Report*, an Undergraduate Special student is classified as one who is 1) non-degree seeking and holds no degree or certificate; or 2) non-degree seeking, holding any level degree, but taking only courses for undergraduate credit; or 3) non-degree seeking, holding no bachelor’s degree, and taking courses for both graduate and undergraduate credit; or 4) one seeking a Technical Certificate or Credit.

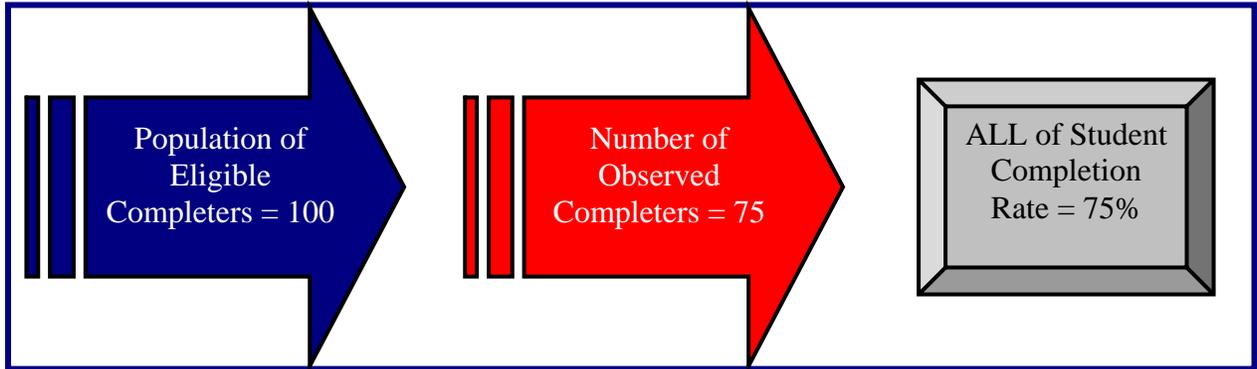
The community college ALL of student performance rates include undergraduate special students, because a significant proportion of WIA students fall into this category (particularly condition 4).

The ALL of student completion rate for the four-year universities and community colleges are estimated by computing the percentage of population of eligible completers that are found in the *TBR Annual Report of Graduates*.

For example, assume that Middle Tennessee State University (MTSU) has 100 students enrolled in their psychology program that are classified as a senior according to the *TBR Regular and Supplemental Enrollment Reports*. If 75 of these students are reported in the *Annual Report of Graduates*, then MTSU’s annual completion rate for their psychology program is figured as 75% (see illustration).

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Illustration of ALL of Student Completion Rate for 4-Year Universities & Community Colleges



The placement rates are calculated as follows:

$$\frac{\text{Total Number of Placements Based on WRIS \& UIWR Matches}}{\text{(Total Number of Completers During the Fiscal Year)}} * 100$$

What is Considered a Placement?

Once per year, our office submits a file of social security numbers for all course and program completers in WIA certified programs to the Division of Employment Security with the Tennessee Department of Labor and Workforce Development and the Wage Record Interchange System (WRIS). The Unemployment Insurance wage data obtained from the Division of Employment Security details wage records for each individual completer across the State of Tennessee, while the Wage Record Interchange System (WRIS) checks for wages in every state except Tennessee.

In a secured file, our office receives six to eight quarters of wage information for each completer. Only those individuals with a reported wage amount during the quarter immediately following the completion of a certified training program are classified as a job placement. The obtained wage amount does not have to be in the individual's particular field of study, and our office does not know which employer the particular wage came from.

1	2	3	4	5	6	7
2 nd Quarter Before Training	1 st Quarter Before Training	Quarter During Training	1 st Quarter After Training	2 nd Quarter After Training	3 rd Quarter After Training	4 th Quarter After Training



Any wage amount obtained for the first quarter after completion counts as a job placement.

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What if a Student Obtains a Credential Other Than That Specified on Their Training Participant Form?

All WIA students should have a Training Participant Form that specifies their precise educational goal. The WIA Training Participant Form should be obtained from the WIA caseworker at the Tennessee Career Center that referred the student. Some students may have as a goal to complete one or a series of courses, while others may desire as a goal to complete an entire program. If a student obtains their pre-stated goal, then that student should be recorded on the performance report as a completer. If the student does not obtain the goal specified on their Training Participant Form, but he or she did obtain a lower level credential that also appears on the *Statewide List of Eligible Training Providers* then this student should also be counted as a completer. For example, if a student desired to obtain an Associates Degree in a particular program, but they left training after obtaining a Certificate of Completion, they may still be counted as a completer as long as both credentials appear on the Statewide List.

When Does a Program Become Eligible for Subsequent Eligibility Considerations?

The procedures for determination of subsequent eligibility include a review of each certified training program that has served at least 10 WIA students during the report period. The annual performance report includes performance analysis for all certified programs that received a minimum of one WIA student. However, only those programs with a minimum of 10 WIA students enrolled are considered in subsequent eligibility decisions. Essentially, if a program has not served a minimum of 10 WIA students during the fiscal year, it cannot be removed from the Statewide List for failure to meet the performance standards.