

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 5-13
	<b>DATE</b> September 4, 2013

**TO:** STATE WORKFORCE AGENCIES  
STATE WORKFORCE ADMINISTRATORS

**FROM:** ERIC M. SELEZNOW   
Acting Assistant Secretary

**SUBJECT:** Reporting Training-Related Employment under the Workforce Investment Act (WIA) Programs

**1. Purpose.** This Training and Employment Notice (TEN) is intended to improve reporting on training related employment for WIA programs. The TEN begins with general overview of the current state of the training-related employment and occupation information in the Workforce Investment Act Standardized Record Data (WIASRD) for individuals that obtained employment after program exit. Second, this TEN presents the challenges associated with collecting this information. Lastly, the TEN will present some state practices on effective ways to collect and report on training-related employment for WIA exiters who received training and obtained employment.

**2. References.**

- Training and Employment Guidance Letter (TEGL) No. 17-05 and TEGL No. 17-05, Change 2, *Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues.*
- TEGL No. 17-09, *Quarterly Submission of Workforce Investment Act Standardized Record Data (WIASRD).*
- TEN No. 34-09, *Workforce Investment Act (WIA) Adult and Dislocated Worker Training.*
- TEGL No. 28-11, *Program Year 2011/Fiscal Year 2012 Performance Reporting and Data Validation Timelines.*
- Office of Inspector General (OIG) Audit Report No. 03-11-003-03-390, *Additional Information Needed to Measure the Effectiveness and Return on Investment of Training Services Funded Under the Adult and Dislocated Worker Programs.*

**3. Background.** Office of Inspector General (OIG) Audit Report No. 03-11-003-03-390 recommended, among other things, that the Employment and Training Administration (ETA) provide guidance to State Workforce Agencies (SWAs) and Local Workforce Areas (LWAs) regarding best practices for more effectively collecting and reporting data on training related employment and the occupation of post-exit employment. ETA responded by conducting conference calls with states in August of 2012 to identify practices that may improve reporting on training-related employment and on the occupation of employment held in the quarter after exit, as contained in the WIASRD. In addition, ETA modified the content of TEGL 28-11 to include additional guidance on the importance of collecting and reporting this information. This TEN expands on the guidance in TEGL 28-11, using as its foundation the information that the Department gained from states in the aforementioned conference call.

Collecting and reporting information on whether individuals that received training ended up in a job that was substantially related to their training is an integral piece of information that ETA needs in order to evaluate the performance of Federally-funded training programs. States collect this information on all WIA Adult, Dislocated Worker, and Older Youth program exiters that received training and report it in field 1505 of the WIASRD. Additional information regarding the occupation of employment held in the quarter after exit is collected in WIASRD field 1502. Note that the WIASRD references in this TEN reflect the most recent version of the WIASRD; approved on May 8, 2013.

WIASRD field 1505 is required for all WIA Adult, Dislocated Worker, and Older Youth program exiters that received training and entered employment in the quarter after program exit and can be based on any job held after exit. The WIASRD specifications require that this data element should be set to a value of '1' if the employment that an individual enters utilizes a substantial portion of the skills taught in the training received by the individual. This data element should be set to a value of '0' if the employment in which the individual enters does not utilize a substantial portion of the skills taught in the training received by the individual. Blanks in this field indicate that the individual did not receive training services while values of '9' denote that the information is not known. Note that states should **not** be defaulting this field to a value of '0' (i.e. defaulting to 'no') as '0' represents an affirmative no.

WIASRD item 1502 is required for all WIA Adult, Dislocated Worker, and Youth program exiters received intensive or training services and that entered employment in the quarter after program exit. The WIASRD specifications require that this data element is recorded using the eight-digit occupational code that best describes the individual's employment using the O\*NET classification system. This information can be based on any job held after exit from the program. If all eight digits of the occupational skills code are not collected, states should report as many digits as are available.

**4. Current State of the Data.** Table 1 presents the data on: the total number of WIA Adult and Dislocated Worker program exiters that received training and entered employment, the number that entered training-related employment, the number that did not enter training-related employment, and the percent of the information that has been reported by states for Program Year (PY) 2010 and PY 2011. Nationwide, approximately 30 percent of all pertinent exiters had missing training-related employment information in PY 2011. Seventeen states report 100 percent of the training-related employment information while 11 states report on less than 50 percent of the pertinent individuals. Excluding the 8 states that failed to report this information in PY 2011, 86 percent of the relevant exiters have this information reported.

Table 2 contains data on: the total number of WIA Adults and Dislocated Worker program exiters that entered employment in the quarter after exit, the total number of reported occupations of the employment held in the quarter after exit, and the percent of the information that has been reported by states for PY 2010 and PY 2011. Nationally, approximately 85 percent of all pertinent exiters are missing occupation of post program employment information. In PY 2011, 16 states reported less than 20 percent of the data on the occupation of the job held in the quarter after exit while 12 states reported on more than 80 percent of all the relevant exiters.

**5. Challenges to Collecting and Reporting this Data.** Reporting on training related employment and the occupation of the job held in the quarter after exit is challenging because this information has to be collected via manual follow up as there is currently no automated process for collecting occupation information for WIA program exiters. The primary source for collecting post program outcomes information is state wage record databases. While the availability of state wage record databases has made collecting outcome information substantially less staff intensive, state wage records do not contain sufficient information on the occupation of an individual's employment. The only available information in these datasets pertains to the quarterly earnings and industry code of the employer of any given individual. Since both the training related employment and occupation of the job held in the quarter after exit involve occupation codes, the automated wage record systems cannot provide this information. As a result, states staff must manually follow up with each individual in order to collect this information. Nearly every state on the conference call indicated that the cost of conducting the necessary follow up for reporting on training related employment and on the occupation of the job held in the quarter after exit was considerable. A number of states reported that the cost associated with manual follow up was the primary reason that this information was not well reported.

Figures 1 and 2 below provide cursory evidence that states with large numbers of individuals to follow up on had less complete reporting on these variables. Figure 1 is a scatter plot showing the percentage of pertinent individuals where training related employment information is reported (y-axis) vis-à-vis the number of exiters that received training and entered employment in the quarter after exit (x-axis). While the trend line is only slightly negative, the removal of the seven small states that reported little training related employment information and the two large states that reported most of this information would lead to a much more negative correlation between the percent reported and the number of individuals on which to collect this information. Figure 2 is a scatter plot showing the percentage of pertinent individuals where the occupation of employment in the job held in the quarter after exit is reported (y-axis) vis-à-vis the number of exiters that entered employment in the quarter after exit (x-axis). The negative relationship between these two variables is much more negative than in Figure 1. This is likely a function of the fact that the number of people requiring follow up is nearly ten times larger than for the training related employment variable. Figure 2 shows that no states with more than 20,000 individuals to follow up on reported on more than 20 percent of the required individuals. As a result, both the conference call with states and the data contained in WIASRD suggest that the costs associated with the follow up necessary for reporting on these individuals is the fundamental cause of the lackluster reporting on these two data fields.

Table 1. Reporting Prevalence Entered Training Related Employment - For WIA Adults and Dislocated Workers That Received Training and Entering Employment

State	Received Training and Entered Employment		Entered Training-Related Employment (Yes)		Entered Training-Related Employment (No)		Percent Reported	
	PY 2011	PY 2010	PY 2011	PY 2010	PY 2011	PY 2010	PY 2011	PY 2010
Indiana	4,885	4,138	0	0	0	0	0.0%	0.0%
Montana	503	150	0	0	0	0	0.0%	0.0%
Nevada	1,597	1,138	0	0	0	0	0.0%	0.0%
New York	9,925	11,708	0	0	0	0	0.0%	0.0%
Ohio	7,425	7,397	0	1,398	0	3,687	0.0%	68.7%
Oregon	2,022	1,820	0	0	0	0	0.0%	0.0%
Vermont	164	229	0	0	0	0	0.0%	0.0%
Virgin Islands	92	187	0	0	0	0	0.0%	0.0%
District of Columbia	303	309	4	12	15	3	6.3%	4.9%
West Virginia	1,042	989	226	258	270	258	47.6%	52.2%
Maryland	1,400	1,369	397	303	290	895	49.1%	87.5%
Virginia	2,903	2,041	925	785	791	760	59.1%	75.7%
Texas	7,378	6,614	3,154	839	1,467	504	62.6%	20.3%
Iowa	1,184	1,016	159	0	593	0	63.5%	0.0%
South Carolina	4,539	5,062	952	1,086	1,959	2,241	64.1%	65.7%
Wisconsin	3,107	2,265	592	425	1,429	1,686	65.0%	93.2%
Florida	8,806	5,680	3,107	1,940	2,974	2,000	69.1%	69.4%
New Jersey	5,640	5,203	1,691	1,107	2,209	2,311	69.1%	65.7%
Louisiana	1,409	1,902	631	729	361	374	70.4%	58.0%
Wyoming	233	216	130	108	49	45	76.8%	70.8%
New Mexico	497	464	253	217	136	99	78.3%	68.1%
Kentucky	3,015	3,107	816	866	1,586	1,339	79.7%	71.0%
North Dakota	211	226	128	139	42	61	80.6%	88.5%
Rhode Island	1,028	962	451	279	428	267	85.5%	56.8%
Tennessee	6,237	6,098	2,719	2,826	2,726	2,748	87.3%	91.4%
California	15,098	10,913	6,585	4,612	6,611	4,799	87.4%	86.2%
New Hampshire	505	670	353	441	98	156	89.3%	89.1%
Washington	3,302	2,861	2,096	1,888	859	852	89.5%	95.8%
Nebraska	545	503	254	292	243	190	91.2%	95.8%
Hawaii	183	241	85	129	83	83	91.8%	88.0%
Puerto Rico	2,894	2,643	534	973	2,123	1,586	91.8%	96.8%
Illinois	6,885	6,560	3,449	2,925	2,944	3,620	92.9%	99.8%
Arizona	2,350	2,072	609	0	1,581	0	93.2%	0.0%
Pennsylvania	5,465	4,329	2,957	2,321	2,411	1,950	98.2%	98.7%
Georgia	4,986	3,831	3,001	2,512	1,981	1,305	99.9%	99.6%
Connecticut	1,354	954	620	500	733	454	99.9%	100.0%
Alabama	2,410	3,185	1,521	1,591	889	973	100.0%	80.5%
Alaska	164	280	109	202	55	78	100.0%	100.0%
Arkansas	1,013	1,136	631	732	382	404	100.0%	100.0%
Colorado	1,510	1,231	653	539	857	692	100.0%	100.0%
Delaware	617	488	285	191	332	297	100.0%	100.0%
Idaho	1,171	981	768	555	403	426	100.0%	100.0%
Kansas	1,041	833	394	341	647	492	100.0%	100.0%
Maine	782	734	443	360	339	374	100.0%	100.0%
Massachusetts	4,167	4,013	2,640	2,478	1,527	1,535	100.0%	100.0%
Michigan	9,143	8,713	6,353	6,229	2,790	2,484	100.0%	100.0%
Minnesota	2,481	2,412	1,527	1,582	954	830	100.0%	100.0%
Mississippi	1,812	3,891	686	1,697	1,126	2,194	100.0%	100.0%
Missouri	3,548	2,506	1,419	1,917	2,129	589	100.0%	100.0%
North Carolina	5,591	6,064	2,881	2,951	2,710	3,113	100.0%	100.0%
Oklahoma	703	848	344	352	359	457	100.0%	95.4%
South Dakota	445	374	254	179	191	195	100.0%	100.0%
Utah	2,901	3,339	607	727	2,294	2,612	100.0%	100.0%
<b>Total</b>	<b>158,611</b>	<b>146,895</b>	<b>58,393</b>	<b>52,533</b>	<b>50,477</b>	<b>52,018</b>	<b>68.6%</b>	<b>71.2%</b>

Source: PY 2011 Q4 WIASRD. Notes: PY 2010 exiters are from 10/1/2009 - 9/30/2010 and PY 2011 exiters are from 10/1/2010 - 9/30/2011.

Table 2. Reporting Prevalence of Occupation of Job Held Quarter After Exit -WIA Adults and Dislocated Workers that Received Training and Entering Employment in the Quarter After Exit

State	Entered Employment		Occupation of Employment Captured		Percent Reported	
	PY 2011	PY 2010	PY 2011	PY 2010	PY 2011	PY 2010
Iowa	8,064	9,577	0	38	0.0%	0.4%
Vermont	194	291	0	72	0.0%	24.7%
Oregon	84,102	67,921	154	65	0.2%	0.1%
Montana	934	536	5	23	0.5%	4.3%
New York	242,760	246,875	1,517	847	0.6%	0.3%
West Virginia	1,618	1,685	25	0	1.5%	0.0%
Indiana	42,018	56,718	676	159	1.6%	0.3%
Utah	54,445	43,358	1,069	1,235	2.0%	2.8%
Oklahoma	24,172	24,732	541	570	2.2%	2.3%
Missouri	109,867	20,920	3,310	6,509	3.0%	31.1%
Nevada	3,212	2,899	118	60	3.7%	2.1%
Virgin Islands	169	270	15	20	8.9%	7.4%
District of Columbia	795	655	102	128	12.8%	19.5%
Ohio	12,074	11,784	1,829	2,047	15.1%	17.4%
Alabama	2,730	3,751	430	523	15.8%	13.9%
Louisiana	37,994	61,352	7,277	6,974	19.2%	11.4%
California	51,374	59,685	10,610	8,256	20.7%	13.8%
Kansas	3,974	5,648	883	834	22.2%	14.8%
Mississippi	14,590	24,643	3,381	5,074	23.2%	20.6%
New Jersey	6,927	6,602	1,993	1,468	28.8%	22.2%
Tennessee	8,009	7,865	2,637	2,174	32.9%	27.6%
Texas	14,927	16,796	5,084	3,168	34.1%	18.9%
Wisconsin	5,882	4,754	2,484	2,131	42.2%	44.8%
Maryland	2,302	2,225	1,010	270	43.9%	12.1%
Delaware	767	834	354	320	46.2%	38.4%
Kentucky	4,815	4,373	2,315	1,890	48.1%	43.2%
Arizona	3,714	3,897	2,091	1,549	56.3%	39.7%
Pennsylvania	10,932	9,629	6,474	0	59.2%	0.0%
South Carolina	7,969	9,960	4,904	6,087	61.5%	61.1%
North Dakota	348	483	215	272	61.8%	56.3%
Georgia	6,297	4,891	3,989	3,329	63.3%	68.1%
Virginia	5,147	3,958	3,433	2,940	66.7%	74.3%
Puerto Rico	7,062	6,421	4,761	5,848	67.4%	91.1%
Florida	13,253	9,545	9,065	6,981	68.4%	73.1%
Wyoming	265	279	187	199	70.6%	71.3%
Minnesota	4,808	5,488	3,574	4,502	74.3%	82.0%
New Mexico	613	673	460	332	75.0%	49.3%
Connecticut	2,412	1,490	1,811	1,176	75.1%	78.9%
Colorado	2,007	1,593	1,526	1,345	76.0%	84.4%
North Carolina	6,331	7,389	4,852	4,524	76.6%	61.2%
Rhode Island	1,629	1,585	1,277	735	78.4%	46.4%
Massachusetts	5,796	5,735	4,829	4,842	83.3%	84.4%
South Dakota	764	713	642	627	84.0%	87.9%
New Hampshire	847	1,055	718	864	84.8%	81.9%
Illinois	10,861	10,672	9,307	7,748	85.7%	72.6%
Alaska	214	379	185	334	86.4%	88.1%
Michigan	13,150	13,078	11,426	11,438	86.9%	87.5%
Maine	923	1,055	822	945	89.1%	89.6%
Hawaii	330	520	294	423	89.1%	81.3%
Nebraska	635	601	567	63	89.3%	10.5%
Idaho	1,299	1,183	1,162	965	89.5%	81.6%
Arkansas	1,180	1,403	1,079	1,241	91.4%	88.5%
Washington	4,792	4,589	4,492	4,386	93.7%	95.6%
<b>Total</b>	<b>852,293</b>	<b>795,013</b>	<b>131,961</b>	<b>118,550</b>	<b>15.5%</b>	<b>14.9%</b>

Source: PY 2011 Q4 WIASRD. Notes: PY 2010 exiters are from 10/1/2009 - 9/30/2010 and PY 2011 exiters are from 10/1/2010 - 9/30/2011.

Figure 1. Percent Reported vs. Number of Exiters that Received Training and Entered Employment in the Quarter after Exit - Training Related Employment

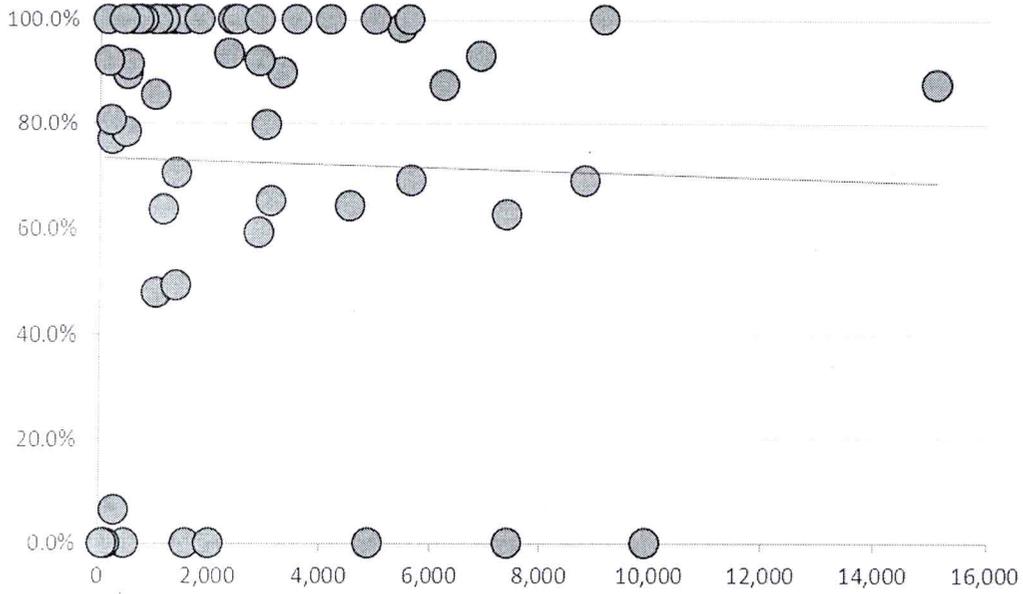
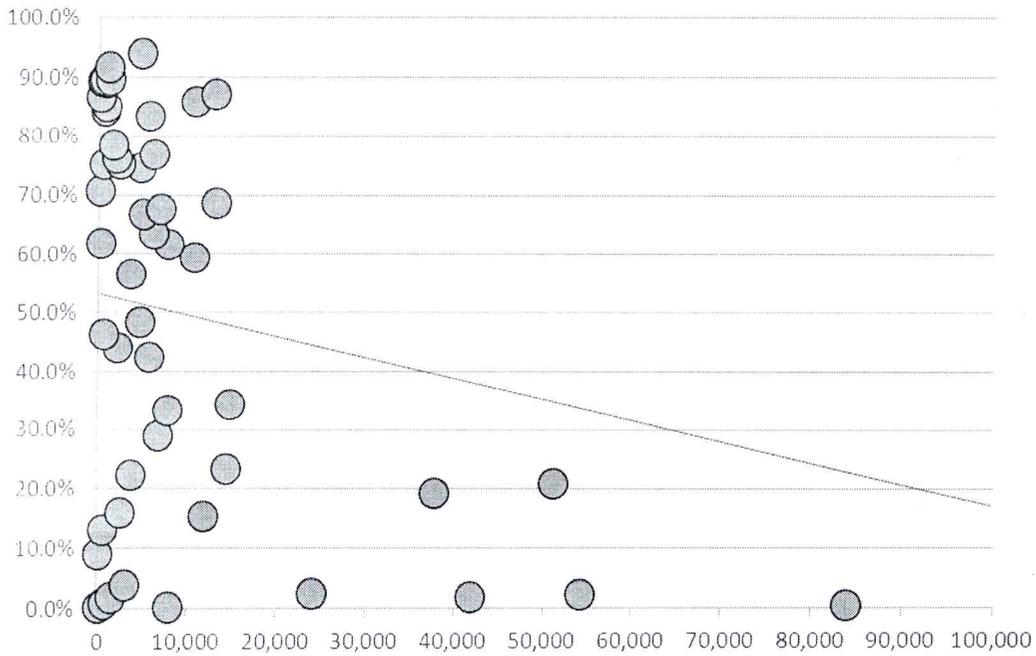


Figure 2. Percent Reported vs. Number of Exiters that Entered Employment in the Quarter after Exit - Occupation of Job Held in Quarter After Exit



**6. State Practices.** Given the challenges discussed in section 5, there were a limited number of promising practices that ETA identified in the conference calls with the states. This is due to the fact that every state uses manual follow up to collect this information since occupation codes are not available in state wage record databases. While follow up was the only means used by states to collect this information, the following three practices were the most common among states with more complete reporting on these variables.

- 1.) Emphasizing the training-related employment and occupation of the job held in the quarter after exit in the state's training materials on reporting outcomes.
- 2.) Allowing case managers to report this information (if it is known) in the state's management information system (MIS) before the wage records are available.
- 3.) Instituting a system generated check on the training-related employment and post-program occupation of employment information in the state's MIS before the case can be closed out.

While ETA is cognizant of the challenges associated with collecting this information, states should make it a priority to improve their reporting on these fields. These variables are required information in WIASRD and are extremely important pieces of information for program analysis and evaluation efforts pertaining to value of investments in WIA training.

**7. Action Required.** Please make this information available to appropriate program staff.

**8. Inquires.** Please direct questions regarding this information to the appropriate ETA Regional Office.