



Performance Reporting for the WIA PY10 Aerospace 10% Project

Date: June 8, 2011

Summary

The Governor has dedicated \$1.6 million dollars of Workforce Investment Act funds to support specific aerospace training goals. To ensure that the funds provide real results, the Governor has set expectations to track performance and participant outcomes. This paper outlines the specific reporting requirements so that staff and WDCs can meet those expectations.

Performance Reporting

For purposes of this project, performance reporting will be comprised of two distinct components:

1. **Semi-Annual Program Narrative Reports due to the Governor at six (6) month intervals for the duration of the project.**

These reports are due as follows: December 1, 2011, June 1, 2012, December 1, 2012, June 1, 2013. WSID will then compile all local reports in to a comprehensive narrative report to be submitted to the Governor no later than the 30th of the month they are due. To facilitate consistent data collection and simplified narrative reporting, WSID has developed a report template for use by local areas (see attached).

2. **Regular Quarterly WIA Performance Reporting as required by the US Department of Labor.** These reports shall occur according to the regularly established and published schedule. These reports shall be submitted by WSID.

Participant summaries for the Semi-Annual Program Narrative Reports will include how many had entered training, completed training, were hired by an aerospace firm, and their wage level. The participant summary will be pulled from SKIES by ESD, provided that the SKIES Requirements noted below are followed.

Programs funded solely with 10% dollars are not reported separately to DOL. It will be necessary to co-enroll participants who are not immediately employed after the completion of training so that those participants may receive follow-up and supportive services. Because they will be co-enrolled in a program funded through formula dollars, those participants' outcomes *will* appear in Washington State's regular federal reporting.

SKIES Requirements

In order to meet the performance reporting requirements established by the Governor, SKIES data entry is critical. All program participants will be enrolled in SKIES under one of the following appropriate programs, as determined by eligibility:

- WIA 10% PY10 ADULT Aerospace Program
- WIA 10% PY10 DW Aerospace Program
- WIA 10% PY10 YOUTH Aerospace Program

Staff will create a service plan that includes an individual training account and the service "Occupational Skills Training." Services, outcomes, and placements must be documented in SKIES for each participant.

Please refer to the attached SKIES Data Entry Instructions for additional detailed information on SKIES data entry for this project.

Case managers will be responsible for the SKIES entry for each of their enrollees. Each individual that receives training funded by these dollars must have an Initial Assessment recorded in SKIES. The data entry instructions provided will allow WSID to capture the following outcomes:

- Completed training and:
 - was hired into the aerospace industry; or
 - obtained employment with an industry other than aerospace; or
 - has not yet been employed.
- Did not complete training and:
 - was hired into the aerospace industry; or
 - obtained employment with an industry other than aerospace; or
 - has not yet been employed.

Follow-up on each participant is likely in order to obtain the necessary placement information that will include the date of hire, employer, industry of hire, and wage information.

Performance Targets

The Governor has set a target of 300 individuals to receive training support through these funds. This group is split into two parts:

- **Statewide Training**
The goal is for 175 individuals to be enrolled in this training. 80% or 140 of these individuals should be employed as a result of these funds.
- **WATR at Paine Field, Renton Technical College and Spokane Community College**
135 individuals should be enrolled by the completion of the program. At least 80% of these trainees, or 108 people, should obtain employment in the industry, within six months of completing their training.

Next steps

Technical assistance to comply with these expectations will be made available to each WDC and their staff as needed and requested. Please let us know if additional assistance is necessary, the System Performance team would be happy to address your concerns via email, phone, or in person.

Contact

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