

Technical Assistance Guidance

TAG 52-2022

Issued Date: 1/24/2022

Subject: WIOA Title I Exit and Follow-up Process

Purpose

To provide guidance on the WIOA Title I exit and follow-up process and how to properly manage performance data through reporting.

Background

Consistent with 20 CFR 683.300, all states and other direct grant recipients must report financial, participant, and performance data in accordance with instructions issued by the Department of Labor (DOL) and the Employment Training Administration (ETA). Accurate and timely data entry is essential for the reliability and quality of reported WIOA Title I services, activities, and performance outcomes.

Guidance

I. Managing Data Through EmployNV Reports

EmployNV provides detailed reports on data essential to monitoring participants' progress and readiness for various stages of programming including follow-up services. How data is managed and entered into the EmployNV system determines the accuracy of live data reporting and performance indicators.

The following reports should be used to analyze data and strategic planning. These reports should be run a minimum of every 30 days, or less, to ensure that time sensitive data is reviewed and responded to timely. Reports include, but are not limited to, the following:

- Active Case Load
- Measurable Skills Gains Required
- Measurable Skills Gain
- Soon to Exit Cases
- Exited Reports
- Case Closure Reportable Performance Indicators
- Follow-up Details and Summary

II. Preparing for Exit and the Closure Tab in EmployNV

An exit occurs after the participant does not receive any services for 90 consecutive days from Title I or another partner program (e.g., Wagner-Peyer or Trade Adjustment

Assistance). It is very important for staff to manage all exits and provide a proper justification for moving participants to the follow-up stage. Entering potential performance data can be used for performance indicators and improve live reporting. Below are steps to assist all staff in properly prepping for an exit and completing the closure tab:

- Verify potential exit date.
- Determine if the participant is ready for follow-up or will need additional services.
 - If the participant is ready complete the remaining bulleted steps.
 - If the participant is not ready, engage the participant and provide an extendable service.
- Review the participant's hard file and record in EmployNV.
- Ensure all performance information is entered including employment, measurable skills gains (if applicable), and credential (if applicable).
- Close all goals and objectives in the Individual Service Strategy or /Individual Employment Plan

Once the steps above are completed, staff can move forward with completing the closure tab that includes:

- Accountability Closure/Exit Status
- School Status
- Youth Placement with Placement Date
- Entered Employment
- Justifying Case Note indicating why the participant is being exited and the date of the last service provided under WIOA Title I

III. Follow-up Tracking Process

The follow-up process will start the first quarter after the participant exits the program. All WIOA Title I Service Providers are responsible for entering performance data for all four (4) quarters in the Follow-up Tab in EmployNV. This information includes employment and school status information.

Staff must engage with participants at a minimum of every 30 days. All actual contacts and attempts must be captured in the corresponding quarter with all applicable supportive documentation and case notes for each quarter.

IV. Exclusions

WIOA Title I allow participants to be excluded from performance data for challenges faced during active enrollment or any time during the four (4) quarters of the follow-up period. Allowable exclusions include the following:

- Institutionalized
- Health/Medical
- Reservist called to Active Duty
- Deceased
- In Foster Care and moved from the area by the foster care system (youth only)

V. Accountability

It is the sole responsibility for each Title I Service Provider to enter timely data and review for accuracy. Workforce Connections will monitor all performance data on a quarterly basis to ensure each service provider is meeting all WIOA Performance Measures. If the WIOA Title I Service Providers are not meeting the prescribed WIOA Performance Measures, Workforce Connections will issue corrective action and provide technical assistance. If lagging performance is not corrected, further sanctions may be imposed consistent with Policy Admin-010-02.

Technical Assistance

Available upon request.