

ARKANSAS WORKFORCE INVESTMENT BOARD  
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WORKFORCE INVESTMENT ISSUANCE NUMBER PY 03-27

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**TO:** LWIB Staff Directors, WIA Title IB Program Operator Managers, Workforce Center Managers Local Workforce Investment Area/Service Providers

**SUBJECT:** Requirements for AWIS Data Entry and Information Regarding WIA Reporting

1. **Purpose:** To transmit guidance regarding the entry of participant information and data into the Arkansas Workforce Investment System (AWIS) (*the State's official WIA participant data, information, and reporting system*), and to clarify the Point of Exit for Reporting on Common Measures as outlined in the Training and Employment Guidance Letter (TEGL) No. 15-03.
2. **General Information:** As a result of desk reviews, on-site reviews, and a review and comparison of information in the AWIS data system and that of participant files, it has been determined that some participant data is not being keyed into AWIS. In an effort to ensure compliance with the Workforce Investment Act (WIA), Public Law 105-220 and 20 CFR Part 652 et al, relative to a Performance Accountability System, it has been deemed necessary to provide guidance and clarification regarding the requirements that participant information and data be promptly, accurately and completely entered into AWIS.

Specifically, when participant information is or becomes available in "hard copy or notes" and is placed in the participant file as a part of the participant record, it should also be entered into AWIS. **ALL data fields**, data items, and/or data screens must be completed and the necessary data entered. Other than the obvious required data entry items and fields, other items include, but are not limited to the following:

- Case Management Notes
  - Case management notes are used to document all interaction with the participant

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- Case management notes provide precise and detailed information regarding all contact with the participant
- Client Activity and Training information - on the appropriate AWIS Screens
- Individual Training Account (ITA) Number and Amount
  - Per semester or monthly actual amounts expended should then be documented in the case management notes
  - As a result of entering all relevant information, a history of the participants WIA experience can be recorded in the official reporting system
  - Amounts for ITAs and Supportive Services should only be entered when those client activities are selected

By entering all relevant information, a history of the participants WIA experience can be recorded in the official state reporting system.

Also, desk reviews, on-site reviews, including a review and comparison of information in the AWIS data system and that of some participant files, reveals that the guidance regarding the "Point of Exit for Reporting on Common Measures" per TEGGL 15-03, is not being followed. To provide guidance and clarify some of the issues regarding such, the following questions and answers are provided:

Q: *When does program participation occur?*

A: Individuals who are determined eligible and receive any service funded by the program in a physical location (e.g., a One-Stop career center) are participants. The criteria that are used to determine whether an individual is eligible to participate will be based on the guidelines for the program.

**Note: Individuals who only receive a determination of eligibility, but do not receive an additional service, are not participants. Individuals who visit a physical location for reasons other than its intended purpose (e.g., use of restrooms or ask staff for directions) are not participants. States and grantees may choose, but are not required, to consider as participants those individuals who receive services that are available through the Internet and are not accessed through a physical location (e.g., a One-Stop career center).**

Q: *What is the purpose of exit?*

A: For performance accountability and reporting purposes, the term "exit" is used in most of the common measures (except the efficiency as well as the literacy and numeracy gains measures) to identify which participants are to be included in the computation of the measures. Comparability of performance information across states and other ETA grantees is possible only if a single point-in-time is used to begin measurement. Any participant who exits from a program becomes part of an exit cohort, a group of

individuals who are determined to be “exiters” and used collectively for performance measurement purposes.

Q: *When does exit from the program occur?*

A: Exit occurs not later than when a participant does not receive a service funded by the program or funded by a partner program for 90 consecutive calendar days. A participant should be exited as soon as it is determined that s/he will not need additional services.

The term “service” **does not** include activities that are open to non-participants, services and activities specifically provided as follow-up services, or regular contact with the participant or employer to only obtain information regarding his/her employment status, educational progress, or need for additional services.

Q: *What is the date of exit?*

A: The date of exit is the date on which the last service funded by the program or a partner program is received by the participant.

Q: *Are there any exceptions to the definition of exit?*

A: Participants who have a planned gap in service of greater than 90 days should not be considered as exited if the gap in service is due to one of the following:

- Delay before the beginning of training
- Health/medical condition
- Temporary move from the area that prevents the individual from participating in services

Service providers/grantees **must** document any gap in service that occurs and indicate the reason for the gap in service.

Q: *How are youth who also receive adult services counted in the measures?*

A: In the case of a youth participant who becomes a participant receiving adult services (i.e., receiving services funded with both youth and adult funds), the individual will be counted in both the youth and adult common measures. On the other hand, neither set of exit-based measures will be applied until the individual has exited the adult program services (and any other partner services).

(Note: For detailed information regarding Program Participation and Exit, reference TEGL 15-03.)

3. **Action Required:** Please ensure that the information and contents of this Issuance is provided to the appropriate staff. Ensure that participant records are reviewed, corrected and completed before June 30, 2004, in order to facilitate production of accurate annual reports, and to prepare for Data Validation reviews.
4. **Inquiries:** Please contact Workforce Systems.
5. **References:** The United States Department of Labor Training and Employment Guidance Letter (TEGL) No. 15-03.
6. **Expiration:** Continuing.