



Montana Department of LABOR & INDUSTRY

1
2 Division: Workforce Services Division
3 Category: WIOA
4 Effective Date: TBD
5 Last Revised: N/A
6 Policy No.: TBD

7 WIOA Performance Reporting Requirements 8 Policy

9 **Background:** This policy will describe the requirements and methodology for WIOA program performance
10 reporting. The Division Management Services Bureau (DMS) will report quarterly and annual program
11 performance. DMS participates in performance negotiations annually with U.S. Department of Labor. This policy
12 hereby replaces the previous Job Service Policy “Performance Standards” A1.30.

13 **Scope:** This policy applies to DMS staff responsible for WIOA performance reporting. This policy is effective
14 *(insert date upon SWIB approval)*.

15 Policy:

16 Quarterly Performance Reports:

- 17 • A quarterly client extract from MWorks will be pulled using client data in advance of the quarterly due
18 dates. This will enable DMS enough time to merge the extract with client wage data from Montana’s UI
19 system, the Wage Record Interchange System (WRIS), and the Federal Employment Data Exchange
20 System (FEDES) to gather data from other states’ UI systems and Federal employment databases. Note:
21 FEDES will no longer be utilized after December 31, 2017.
- 22 • DMS staff will incorporate updated performance levels and reporting periods for performance
23 measures. DMS will submit performance reports to ETA.

24 Annual Reporting:

- 25 • DMS will produce the following annual reports. These reports are automatically populated by the
26 entering of each quarter’s report data:
 - 27 ○ WIOA Statewide and Local Performance Report
 - 28 ○ WIOA – Credential Attainment Rate Report
 - 29 ○ WIOA – Measurable Skill Gains Report
 - 30 ○ WIOA – Effectiveness in Serving Businesses Report
 - 31 ○ Pay for Performance Report
 - 32 ○ Eligible Training Provider Report
 - 33 ○ Fiscal Report

34 ****NOTE TO WIOA COMMITTEE: these reports are subject to change depending on federal**
35 **requirements**

1 Performance Report Due Dates:

- 2 • Due dates for Federal program performance reporting is 45 days following the end of the quarter.

3 Data Sources for Calculating Performance Levels:

4 Unemployment Insurance Wage Records:

- 5 • To the extent consistent with State law, the UI wage records will be the primary data source for tracking
6 the adult, youth and dislocated worker employment and median earnings measures.
7 • UI wage records are not accessible to any agencies that are not part of state government. MCA 39-51-
8 603 restricts the use of wage records and protects the confidentiality of those records. If written
9 permission is obtained from a client, UI wage and benefit data can be released to the individual or their
10 designated recipient. Clients may also visit a local One-Stop center to request his/her own wage record
11 printout.

12 Additional Wage Records:

- 13 • Additional wage record data sources include the following:
14 ○ WRIS – Montana participates in this system and receives wage data for exited clients who move
15 out of state.
16 ○ FEDES – Montana participates in this system and receives wage data for exited clients working
17 for the federal government. Data is available from the Office of Personnel Management, U.S.
18 Postal Service, and Department of Defense.

19 Supplemental Data:

- 20 • Supplemental data will be utilized for program management purposes and to gain a full understanding
21 of program performance and activities. Although a majority of employment situations will be covered by
22 UI wage records, certain other types of employment, particularly self-employment, are either “not
23 Covered” or the data are very difficult to access due to confidentiality issues and concerns.
24 Supplemental wage data will also be used in situations where DMS does not have a valid Social Security
25 Number for clients. Wage records are the primary data source for any federal employment related
26 performance measure, in the absence of wage records, supplemental data will be utilized to
27 demonstrate outcomes.
28 • Within each quarter after exit for which wages are required pursuant to the performance accountability
29 indicators, DMS can only use one method for verifying employment status and wages during the
30 quarter. For example, if DMS uses direct UI wage match for employment status, they must also use
31 direct wage match for earnings.
32 • Supplemental data will be utilized to demonstrate outcomes for the employment related performance
33 indicators.
34 • A client’s desire for self-employment or entrepreneurial training will not be discouraged simply because
35 the subsequent employment is not or may not be covered by wage records. In order to convey full and
36 accurate information on the employment impact of ETA programs, and in order to get appropriate credit
37 for outcome attainment, supplemental sources of data will be used to document the employment
38 related performance indicators.
39 • Allowable sources of supplemental information for tracking employment-related outcomes include:
40 ○ Federal employment records, such as military employment records, or records from the U.S.
41 Department of Defense, U.S. Postal Service and the U.S. Office of Personnel Management;
42 ○ State New Hires Registry;
43 ○ State Department of Revenue or Taxation;
44 ○ Railroad Retirement System; and
45 ○ Follow-up survey (self-reported) from program clients;
46 ○ Income earned from commission in sales or other similar positions;
47 ○ Detailed case notes verified by business and signed by the counselor, if appropriate to the
48 program;

- 1 ○ Automated database systems or data matching with other partners with whom data sharing
- 2 agreements exist;
- 3 ○ One-Stop operating system’s administrative records, such as current records of eligibility for
- 4 programs with income-based eligibility (TANF, SNAP); or
- 5 ○ Self-employment worksheets signed and attested to by program clients.
- 6 ● Providers must keep in mind that all supplemental data and methods are to be documented and are
- 7 subject to review.

8 References:

- 9 ● [MCA 39-51-603. Employing unit to keep records and make reports](#)
- 10 ● [TEGL 26-16 Supplemental Wage Information](#)