



JAMES K. HAHN
MAYOR

Date: **SEP 09 2003**

To: All WIA Youth Contractors

From: Robert S. [Signature]
Assistant General Manager

**SUBJECT: WIA DIRECTIVE # 04-09
SKILL ATTAINMENT AND REPORTING GOALS FOR YOUNGER
YOUTH**

The purpose of this Directive is to inform our contractors of open Activities for Younger Youth in ISIS and procedures for reporting completions for Goal-related Activities for Younger Youth to MIS.

BACKGROUND

WIA requires all Younger Youth (14-18) be assigned at least one Goal Activity each year they are enrolled in the WIA program. The start date of the Goal Activity must be the date of enrollment and the participant has one year from that date to complete the activity. Younger Youth who meet the definition of Basic Skills Deficient (8.9 or below on the CASAS) must be provided with Basic Skill Remediation, as their initial Goal Activity.

Youth may be provided with up to three Goal-related Activities within the Goal Cycle, which begins on the date of enrollment. Each additional Goal-related Activity must be started before the first Goal Activity has been active for one year. Any additional Goal Activities must be completed within one-year of the date it is set. A significant number of open Goal Activities have not been closed in ISIS, but have past the one-year limit for their completion.

SKILL ATTAINMENT RATE MEASURE AND GOAL CYCLE

Skill Attainment Rate is a ratio of the number of Goal Activities started compared against the number of Goal Activities completed, within the Goal Cycle. For Skill Attainment Rate, Younger Youth enrolled in WIA are measured after the completion of the Goal Cycle. Since a Younger Youth has one year to complete a Goal Activity from the date the final Goal was started, each Goal Cycle is measured at the end of the second year. For example, a Goal Cycle



initiated when the first Goal Activity is set on July 1, 2001, will be complete on June 29, 2003. This is because a second and third goal may be set up to the last day the first goal is active. In this example, the last day to set goals two and three within the Goal Cycle is June 30, 2002. Goals set on this day must be completed by June 29, 2003, whereupon they will be subject to the Skill Attainment Rate Measure. The Goal Cycle is the two-year period between the Enrollment Date and one year from the last day the first goal may remain active.

ROSTERS

Attached to this Directive is a roster of participants and their corresponding open activities, that are past the one-year limit for their completion and must be completed in ISIS. The Rosters consist of the following data elements:

SEQ – An auto-generated number which lists the total number of participants with open case records

CLIENT NAME – Lists participants with open case records, by name

APP NUMBER – Participant's JTA application number

CASE NUMBER – Participant's JTA case number

SSN – Participant's Social Security number

ENRL DATE – Date participant was enrolled into WIA

EXIT DATE – This data field is blank

Yth – Participant is a WIA Youth

GOAL CODE – Specific type of Goal Activity, for example Basic Skills (001)

DATE SET – Date the open Goal Activity began

EVENT STATUS – Description of problem to be resolved. In this case, open Goal Activities, which have exceeded one-year and must be closed

ACTION DUE DATE – Date Goal Activity should be closed

REQUIRED ACTION

Agency staff responsible for entering data into ISIS must work closely with the participant's Case Manager to determine the actual completion date of the open activity. Once the actual completion date has been determined, it should be entered into ISIS, **by October 1, 2003**. In no case may a completion date exceed one year of the start date of the activity. **Please note: These activities have exceeded the one-year limit mandated by WIA and must be closed. No activities may remain open.**

If you have any questions regarding this Directive, please call, or E-mail your assigned MIS Analyst.

RS:MC:VV:SL:MG

C: skillattaindir