YouthBuild Program

REPORTING HANDBOOK

CONTENTS

02/05/21

I. INTRODUCTION
YOUTHBUILD IN THE WORKFORCE TRAINING AND EMPLOYMENT SYSTEM

This handbook was developed to facilitate completion of the YouthBuild program reporting requirements, which fall within the context of the broader workforce training and employment system. Performance accountability is a strategic priority in ETA's vision for an integrated workforce system that is better able to respond to the needs of customers. Investors in the nation's workforce development system are eager to learn the impact of their investments and how effective the system is at helping individuals to find jobs. Full and accurate information on the performance of YouthBuild programs should be available to and easily understood by all interested customers and stakeholders.

Common Measures of Performance

To enhance the management of the workforce system and the usability of program performance information, the Department of Labor, in partnership with other Federal agencies, has developed a set of common performance measures for Federally-funded training and employment programs. The common measures for youth training and employment programs such as YouthBuild include: placement in employment or education, attainment of a degree or certificate, and literacy and numeracy gains. The common measures took effect on July 1, 2005 for Departmental training and employment programs.

Common measures provide the ability to describe, in a consistent manner, the core purposes of the workforce system, (e.g., how many youth found jobs or continued on to post-secondary education; how many youth earned a high school diploma or GED or other industry recognized credential; how much progress did they make in terms of their basic skill levels in literacy and numeracy, etc.). Standardizing the definitions of outcomes across programs simplifies reporting and provides a greater ability to compare and manage results. For YouthBuild, common measures will help tell a more complete story that will aid Congress, the states, the business community and other partners and stakeholders in assessing the value of YouthBuild services for our customers within an integrated workforce investment system.

II. REPORTING INSTRUCTIONS

A. REPORTING REQUIREMENTS

YouthBuild grantees are required to maintain participant data records and to submit quarterly reports to the Employment and Training Administration (ETA) to comply with the recordkeeping and reporting requirements of the grants. The YouthBuild reporting structure features standardized data collection for program participants and quarterly performance and narrative progress report formats. Should changes in definitions resulting from new legislation and/or related regulations occur, appropriate revisions will be issued to reflect these changes. Handbook revisions are distributed through Handbook Transmittals issued from the National Office. Dates of issuance are displayed at the bottom of each revised page. Additional clarifying guidance would be issued in the future through formal guidance letters.

B. DATA COLLECTION AND RECORDKEEPING

Data collection and recordkeeping will be carried out using an ETA-provided Management Information System (MIS). The MIS will be a web-based case management and reporting application housed on ETA's servers. All participant data will be entered directly into the ETA database via the internet. The data required on individual

participant records will vary by participant based on the range and intensity of services provided by the grantee. Appendix B of this document contains the YouthBuild participant data element specifications.

C.   QUARTERLY PERFORMANCE REPORTS

The quarterly performance reports (also referred to as MIS Reports) include aggregate and participant-level information on demographic characteristics, types of services received, placements, outcomes, and follow-up status. All grantees will use the ETA-provided MIS to generate quarterly performance reports. The MIS is designed to apply edit checks to participant data and to generate facsimiles of the aggregate information on enrollee characteristics, services provided, placements, outcomes, and follow-up status in quarterly report format. Quarterly performance report requirements include reviewing and correcting errors identified by the MIS in the participant-level data, and generating, reviewing, and approving the aggregate quarterly reports using ETA's On-Line Electronic Reporting System.

D.   QUARTERLY NARRATIVE PROGRESS REPORTS

The quarterly narrative progress reports will provide a detailed, narrative account of program activities undertaken during the quarter, as well as performance outcomes. Grantees are required to provide a narrative account of all activities undertaken during the quarter including in-depth information on accomplishments, promising approaches, progress toward performance outcomes, upcoming grant activities, and updates on product, curricula, and training development.

E.   PERFORMANCE OUTCOME MEASURES

Three outcome measures will be used to measure success in the YouthBuild grants:

- o placement in employment or education,
- o attainment of a degree or certificate,
- o and literacy and numeracy gains

These conform to the youth common performance measures implemented across federal job training programs as of July 1, 2005. By standardizing the reporting and performance requirements of different programs, the common measures give ETA the ability to compare across programs the core goals of the youth workforce system—how many youth found jobs or continued on to post-secondary education; how many youth earned a high school diploma or GED or other industry recognized credential; how much progress did they make in terms of their basic skill levels in literacy and numeracy.

In addition to the three outcome measures, grantees will report on a number of leading indicators that serve as predictors of success. These include participation in education or training, attainment of degrees and certificates, workforce preparation, mentoring, community service, post-secondary exploration and preparation, and leadership development.

F.   DATA ELEMENT SPECIFICATIONS

Grantees are required to collect and maintain standardized data on characteristics, activities, and outcomes information for all individuals who receive services or benefits through YouthBuild programs. Grantees will enter this participant data directly into the ETA-provided MIS. Appendix B provides a list of the standardized data elements to be collected by grantees and used in generating the quarterly YouthBuild reports.

The primary purposes of the YouthBuild data element specifications are to:

1.   Establish a standardized set of data elements, definitions, and specifications that can be used to describe the characteristics, activities, and outcomes of individuals served by YouthBuild programs;

2. Facilitate the collection and reporting of valid, consistent, and complete information on individual participants in order to support the overall management, evaluation, and continuous improvement of the programs at the local, state, and federal levels; and

3. Share program performance results with consumers, taxpayers, Congress and others with an interest in the PRI programs.

In developing the YouthBuild data element specifications, every effort has been made to establish common data definitions and formats with minimum burden to grantees. The specifications establish a core set of data that must be collected and maintained by grantees. YouthBuild data elements are separated into section headings and categories that represent logical groupings related to participant characteristics, services received, and performance outcomes. For each data element, there is an element number, an element name, a definition or reporting instruction, and coding values.

G.   UPDATING PARTICIPANT INFORMATION

When participant data is entered into the web-based MIS, it is stored directly in the ETA database. During the 30-day period following the end of each quarter, grantees are responsible for reviewing and approving the aggregate quarterly performance reports generated by the MIS. Quarterly report requirements include reviewing and correcting participant-level data errors identified by the MIS at the time each report is generated. Participant information can be updated at any time and is entered directly into the ETA database at the time it is updated. The participant information in the ETA database is the basis for the YouthBuild quarterly reports submitted by grantees to ETA.

H.   REPORTING SCHEDULE

Quarterly reports are due no later than thirty (30) days following the completion of each quarter. The reporting schedule is as follows:

Quarter	Report Date
July 1 – September 30	October 30
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30

Each quarterly report will include information on participants and services received during the quarter, and outcome information on exiters as data becomes available. Because of the time lag between a participant's date of exit from the YouthBuild program and the period when employment or credential information can be verified, report periods vary for different outcome measures. The following table provides participant and exiter cohorts for each quarterly report for Program Years (PY) 2007, 2008, and 2009.

Reporting Item	Program Year 2007 (July 1, 2007 – June 30, 2008)			
Report Quarter	July - Sept.	Oct. - Dec.	Jan. - Mar.	April - June
1. Total Exiters			10/01/07-12/31/07	1/1/2007 to 3/31/2007
2. Participant Characteristics, Demographics, Services, Activities, and Other Related Assistance in Sections B, C, and D.		10/1/2007 to 12/31/2007	1/1/2008 to 3/31/2008	4/1/2008 to 6/30/2008
3. All Report Items in Section E.		10/01/07 to 12/31/07	1/1/2006 to 3/31/2006	4/1/2008 to 6/30/2008

			N/A	4/1/2008 to 6/30/2008
4. Placement in Education or Employment.			N/A	4/1/2008 to 6/30/2008
5. Attainment of Degree or Certificate,			N/A	4/1/2008 to 6/30/2008
6. Literacy and Numeracy Attainment			N/A	4/1/2008 to 6/30/2008

Reporting Item	Program Year 2008 (July 1, 2008 – June 30, 2009)			
Report Quarter	July - Sept.	Oct. - Dec.	Jan. - Mar.	April - June
1. Total Exiters	4/1/2008 to 6/30/2008	7/1/2008 to 9/30/2008	10/1/2008 to 12/31/2008	1/31/2009 to 3/31/2009
2. Participant Characteristics, Demographics, Services, Activities, and Other Related Assistance in Sections B, C, and D.	7/1/2008 to 9/30/2008	10/1/2008 to 12/31/2008	1/31/2009 to 3/31/2009	4/1/09 – 6/30/09
3. All Report Items in Section E.	7/1/2008 to 9/30/2008	10/1/2008 to 12/31/2008	/31/2009 to 3/31/2009	4/1/09 – 6/30/09
4. Placement in Education or Employment	7/1/2008 to 9/30/2008	410/1/2008 to 12/31/2008	/31/2009 to 3/31/2009	4/1/09 – 6/30/09
5. Attainment of Degree or Certificate	7/1/2008 to 9/30/2008	10/1/2008 to 12/31/2008	/31/2009 to 3/31/2009	4/1/09 – 6/30/09
6. Literacy and Numeracy Attainment	7/1/2008 to 9/30/2008	10/1/2008 to 12/31/2008	/31/2009 to 3/31/2009	4/1/09 – 6/30/09

Reporting Item	Program Year 2009 (July 1, 2009 – June 30, 2010			
Report Quarter	July - Sept.	Oct. - Dec.	Jan. - Mar.	April - June
1. Total Exiters	4/1/2009 to 6/30/2009	7/1/2009 to 9/30/2009	10/1/2009 to 12/31/2009	1/31/2010 to 3/31/2010
2. Participant Characteristics, Demographics, Services, Activities, and Other Related Assistance in Sections B, C, and D.	7/1/2009 to 9/30/2009	10/1/2009 to 12/31/2009	1/31/2010 to 3/31/2010	4/1/2010 to 6/30/2010
3. All Report Items in Section E.	7/1/2009 to 9/30/2009	10/1/2009 to 12/31/2009	1/31/2010 to 3/31/2010	4/1/2010 to 6/30/2010
4. Placement in Education or Employment	7/1/2009 to 9/30/2009	10/1/2009 to 12/31/2009	1/31/2010 to 3/31/2010	4/1/2010 to 6/30/2010
5 Attainment of Degree or Certificate	7/1/2009 to 9/30/2009	10/1/2009 to 12/31/2009	1/31/2010 to 3/31/2010	4/1/2010 to 6/30/2010
6 Literacy and Numeracy Attainment	7/1/2009 to 9/30/2009	10/1/2009 to 12/31/2009	1/31/2010 to 3/31/2010	4/1/2010 to 6/30/2010

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III. COLLECTION OF FEDERAL EQUAL OPPORTUNITY INFORMATION

Beginning on the effective date of this reporting system, grantees are required to collect, maintain, and report equal opportunity information, including sex, age, disability, ethnicity, and race, for all individuals who apply for benefits or services financially assisted by the program. This requirement is in accordance with 29 CFR Part 37, "Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998." For reference, sections 37.37(b)(1), (b)(2) and (d) of title 29 CFR mandate the following:

> *(b)(1) Each recipient must collect such data and maintain such records, in accordance with procedures prescribed by the Director [*Director of the Civil Rights Center, Office of the Assistant Secretary for Administration and Management, DOL*], as the Director finds necessary to determine whether the recipient has complied or is complying with the nondiscrimination and equal opportunity provisions of WIA or this part. The system and format in which the records and data are kept must be designed to allow the Governor and CRC [Civil Rights Center, Department of Labor] to conduct statistical or other quantifiable data analyses to verify the recipient's compliance with section 188 of WIA and this part;*
>
> *(b)(2) Such records must include, but are not limited to, records on applicants, registrants, eligible applicants/registrants, participants, terminees, employees, and applicants for employment. Each recipient must record the race/ethnicity, sex, age, and where known, disability status, of every applicant, registrant, eligible applicant/registrant, participant, terminee, applicant for employment, and employee;*
>
> *(d) Where designation of individuals by race or ethnicity is required, the guidelines of the Office of Management and Budget must be used.*

Other sources of authority for this requirement include 29 CFR 31.5(b), in DOL's regulations implementing Title VI of the Civil Rights Act of 1964, and 29 CFR 32.44(b), in DOL's regulations implementing Section 504 of the Rehabilitation Act of 1973. The CRC Director has determined that collection of the equal opportunity information sought by this section of the reporting system is necessary in order to determine whether recipients have complied, or are complying, with the nondiscrimination and equal opportunity provisions of WIA and other applicable statutes.

The collection of equal opportunity information is to be <u>self-identified by the individual and is voluntary</u>. Individuals should be made aware of the reason for the request of such information as well as the parties to whom disclosure may be made. Information collected from the individual will be used to monitor compliance of recipients with the equal opportunity and nondiscrimination requirements enforced by the CRC. It will also be used to assist the grantee and the Department in evaluating and improving efforts to conduct outreach to diverse population groups, including racial and ethnic minorities and persons with disabilities.

The collection of ethnicity and race information contained within these reporting instructions are in accordance with the Office of Management and Budget (OMB) Statistical Directive 15 (as adopted October 30, 1997 at http://www.whitehouse.gov/omb/fedreg/ombdir15.html). The ethnicity and racial categories in this classification are social-political constructs and should not be interpreted as being scientific or anthropological in nature. They are not to be used as determinants of eligibility for participation in any Federal program. The standards have been developed to provide a common language for uniformity and comparability in the collection and use of data on race and ethnicity by Federal agencies.

OMB has determined that a two-question format should be used in all cases involving self-identification of ethnicity and race. Therefore, ethnicity information (i.e., Hispanic or Latino) must be collected separately from race information, and individuals who indicate that they are Hispanic or Latino should also have the opportunity to select

one or more racial categories. Information on an individual's ethnicity must also be collected before information on race. When completing race information, individuals must be offered the option of selecting one or more racial designations. Recommended forms for the instruction accompanying the race information should instruct the individual to read each racial designation carefully and then "Mark one or more . . ." or "Select one or more . . ." races to indicate what the individual considers him/herself to be.

For the purposes of the requirements in this section of the reporting system, disability means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual. 29 CFR 37.4 provides further clarification of the term "disability"; relevant portions of the definition have been included below for reference

> *(1)(i) The phrase physical or mental impairment means—*
>> *(A) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine;*
>> *(B) Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.*
>
> *(ii) The phrase physical or mental impairment includes, but is not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. The phrase ``physical or mental impairment'' does not include homosexuality or bisexuality.*
>
> *(2) The phrase major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.*

Information collected from the individual will be used to monitor compliance of recipients with the equal opportunity and nondiscrimination requirements enforced by the CRC. It will also be used to assist the grantee and the Department in evaluating and improving efforts to conduct outreach to diverse population groups, including racial and ethnic minorities and persons with disabilities.

Personally identifying information will not be included in the tabulation or transfer of data to the Department. The Department will use the data supplied by the individual to determine how many applicants are from different groups and how many of these applicants are determined eligible to receive services financially assisted by the program in question. The Department will then assess compliance with nondiscrimination and equal opportunity requirements, as well as the effectiveness of specific outreach efforts and means of communication in light of this information.

YOUTHBUILD REPORT SPECIFICATIONS

B. Participant Summary Information

Report Item	Specification
1. Total Exiters	Count of unique RECORDs where DATE OF EXIT is within the reporting period.
2. Total Participants Served	Count of unique RECORDs where DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period **and** (DATE OF EXIT is null **OR** DATE OF EXIT => the start of the reporting period)

Report Item	Specification
3. New Participants Served	Count of unique RECORDs where DATE OF PROGRAM ENROLLMENT is within the reporting period

4a. Male	Count of unique RECORDs where GENDER = Male
	and
	DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period
	and
	    (DATE OF EXIT is null
	    OR
	    DATE OF EXIT => the start of the reporting period)

4b. Female	Count of unique RECORDs where GENDER = Female
	and
	DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period
	and
	    (DATE OF EXIT is null
	    OR
	    DATE OF EXIT => the start of the reporting period)

5a. Hispanic/Latino	Count of unique RECORDs where ETHNICITY HISPANIC/LATINO = Yes
	and
	DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period
	and
	    (DATE OF EXIT is null
	    OR
	    DATE OF EXIT => the start of the reporting period)

5b. American Indian or Alaskan Native	Count of unique RECORDs where AMERICAN INDIAN OR ALASKAN NATIVE = Yes
	and
	DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period
	and
	    (DATE OF EXIT is null
	    OR
	    DATE OF EXIT => the start of the reporting period)

5c. Asian	Count of unique RECORDs where ASIAN = Yes
	and
	DATE OF ENROLLMENT is less then or equal to the end of the reporting period
	and
	    (DATE OF EXIT is null
	    OR
	    DATE OF EXIT => the start of the reporting period)

5d. Black or African American	Count of unique RECORDs where BLACK OR AFRICAN AMERICAN = Yes
	and
	DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period
	and
	    (DATE OF EXIT is null
	    OR
	    DATE OF EXIT => the start of the reporting period)

Report Item	Specification

5e. Hawaiian Native or Other Pacific Islander	Count of unique RECORDs where HAWAIIAN NATIVE OR OTHER PACIFIC ISLANDER = Yes
	and
	DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period
	and
	    (DATE OF EXIT is null
	    OR
	    DATE OF EXIT => the start of the reporting period)

5f. White	Count of unique RECORDs where WHITE = Yes
	and
	DATE OF ENROLLMENT is less then or equal to the end of the reporting period
	and
	    (DATE OF EXIT is null
	    OR
	    DATE OF EXIT => the start of the reporting period)

6a. 8th Grade and Under	Count of unique RECORDs where HIGHEST GRADE COMPLETED <= 8
	and
	DATE OF ENROLLMENT is less then or equal to the end of the reporting period
	and
	    (DATE OF EXIT is null
	    OR
	    DATE OF EXIT => the start of the reporting period)

6b. 9th grade – 12th grade	Count of unique RECORDs where HIGHEST GRADE COMPLETED => 9
	and
	HIGHEST GRADE COMPLETED <= 12
	and
	DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period
	and
	    (DATE OF EXIT is null
	    OR
	    DATE OF EXIT => the start of the reporting period)

6c. High School Graduate or Equivalent	Count of unique RECORDs where [HIGHEST GRADE COMPLETED = 87 (High School Diploma]
	 Or
	 HIGHEST GRADE COMPLETED = 88 [GED or Equivalent]
	and
	DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period
	and
	    (DATE OF EXIT is null
	    OR
	    DATE OF EXIT => the start of the reporting period)

6d. 1 – 3 years of college or full-time technical equivalent	Count of unique RECORDs where HIGHEST GRADE COMPLETED => 13 and where HIGEST GRADE COMPLETED is < = 15) [1 – 3 years of college or full-time equivalent]
	and
	DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period
	and
	    (DATE OF EXIT is null
	    OR
	    DATE OF EXIT => the start of the reporting period)

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Report Item	Specification
6e. 4 years college or more	Count of unique RECORDs where HIGHEST GRADE COMPLETED = 16 [Bachelor's Degree or more] **and** DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period **and** (DATE OF EXIT is null **OR** DATE OF EXIT => the start of the reporting period)
7. Limited English Proficient	Count of e RECORDs where Limited English Proficient = 1 [Yes] **and** DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period **and** (DATE OF EXIT is null **OR** DATE OF EXIT => the start of the reporting period)
8. Low Income Family	Count of RECORDs where Low Income Family = 1 [Yes] **and** DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period **and** (DATE OF EXIT is null **OR** DATE OF EXIT => the start of the reporting period)
9. Foster Youth	Count of[1] RECORDs where Foster Youth = 1 [Yes] **and** DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period **and** (DATE OF EXIT is null **OR** DATE OF EXIT => the start of the reporting period)
10. Migrant Youth	Count of RECORDs where Migrant Youth = 1 (Yes) **and** DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period **and** (DATE OF EXIT is null **OR** DATE OF EXIT => the start of the reporting period)

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[1] This probably should not be a "unique" record; we will want to know how many in each of the neediest youth category and some youth will fall into multiple categories. The same is true through #14.

Report Item	Specification
11. High School Dropout	Count of RECORDs where High School Dropout = 1 [Yes] **and** DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period **and** (DATE OF EXIT is null **OR** DATE OF EXIT => the start of the reporting period)
12. Youth Offender	Count of RECORDs where Youth Offender = 1 [Yes] **and** DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period **and** (DATE OF EXIT is null **OR** DATE OF EXIT => the start of the reporting period)
13. Adult Offender	Count of RECORDs where Adult Offender = 1 [Yes] **and** DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period **and** (DATE OF EXIT is null **OR** DATE OF EXIT => the start of the reporting period)
14. Basic Skills Deficient	Count of RECORDs where Basic Skills Deficient = 1 [Yes] **and** DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period **and** (DATE OF EXIT is null **OR** DATE OF EXIT => the start of the reporting period)
15. Child of Incarcerated Parent or Legal Guardian	Count of RECORDs where Child of Incarcerated Parent or Legal Guardian = 1 [Yes] **and** DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period **and** (DATE OF EXIT is null **OR** DATE OF EXIT => the start of the reporting period)
16. Persons with a Disability	Count of e RECORDs where Individual with Disability = 1 (Yes) **and** DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period **and** (DATE OF EXIT is null **OR** DATE OF EXIT => the start of the reporting period)

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Report Item	Specification

17. Not Employed at Program Enrollment	Count of unique RECORDs where
	    (EMPLOYMENT STATUS AT ENROLLMENT = 2 [Employed, but Received Notice of Termination of Employment or Military Separation]
	    OR
	    EMPLOYMENT STATUS AT ENROLLMENT = 3) [Not Employed]
	and
	DATE OF PROGRAM ENROLLMENT is less then or equal to the end of the reporting period
	and
	    (DATE OF EXIT is null
	    OR
	    DATE OF EXIT => the start of the reporting period)

C. PROGRAM SERVICES, ACTIVITIES, AND OTHER RELATED ASSISTANCE

Report Item	Specification

1. Received Education or Job Training Activities	Count of unique RECORDs where
	    (DATE ENTERED MATH/READING REMEDIATION <= the last date of the reporting period
	    and
	        (DATE ENDED MATH/READING REMEDIATION >= the first day of the reporting period
	        OR
	        DATE ENDED MATH/READING REMEDIATION is null)
	    OR
	    (DATE ENTERED GED PREPARATION <= the last date of the reporting period
	    and
	        (DATE ENDED GED PREPARATION >= the first day of the reporting period
	        OR
	        DATE ENDED GED PREPARATION is null)
	    OR
	    (DATE ENTERED HIGH SCHOOL DIPLOMA PROGRAM <= the last date of the reporting period
	    and
	        (DATE ENDED HIGH SCHOOL DIPLOMA PROGRAM >= the first day of the reporting period
	        OR
	        DATE ENDED HIGH SCHOOL DIPLOMA PROGRAM is null)
	
	    OR[2]
	    (DATE ENTERED POST SECONDARY EDUCATION <= the last date of the reporting period
	    and
	        (DATE ENDED POST SECONDARY EDUCATION >= the first day of the reporting period
	        OR
	        DATE ENDED POST SECONDARY EDUCATION is null)
	    OR
	    (DATE ENTERED VOCATIONAL/OCCUPATIONAL SKILLS TRAINING SERVICES <= the last date of the reporting period
	    and
	        (DATE ENDED VOCATIONAL/OCCUPATIONAL SKILLS TRAINING

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[2] This will be rare but for youth who enter program with GED or HS Diploma it is possible

Report Item	Specification
	SERVICES >= the first day of the reporting period **OR** DATE ENDED VOCATIONAL/OCCUPATIONAL SKILLS TRAINING SERVICES is null) **OR** (DATE ENTERED PRE-APPRENTICESHIP PROGRAM SERVICES <= the last date of the reporting period **and** (DATE ENDED PRE-APPRENTICESHIP PROGRAM SERVICES >= the first day of the reporting period **OR** DATE ENDED PRE-APPRENTICESHIP PROGRAM SERVICES is null) **OR** (DATE ENTERED OJT <= the last date of the reporting period **and** (DATE ENDED OJT >= the first day of the reporting period **OR** DATE ENDED OJT is null) **OR** (DATE ENTERED OTHER EDUCATION ACTIVITIES <= the last date of the reporting period **and** (DATE ENDED OTHER EDUCATION ACTIVITIES >= the first day of the reporting period **OR** DATE ENDED OTHER EDUCATION ACTIVITIES is null) **OR** (DATE ENTERED OTHER JOB TRAINING ACTIVITIES <= the last date of the reporting period **and** (DATE ENDED OTHER JOB TRAINING ACTIVITIES >= the first day of the reporting period **OR** DATE ENDED OTHER JOB TRAINING ACTIVITIES is null) DIVIDED BY B.2 TOTAL PARTICIPANTS SERVED
2. Received Workforce Preparation Activities	Count of unique RECORDs where (DATE ENTERED SUBSIDIZED EMPLOYMENT <= the last date of the reporting period **and** (DATE ENDED SUBSIDIZED EMPLOYMENT >= the first day of the reporting period **OR** DATE ENDED SUBSIDIZED EMPLOYMENT is null) **OR** (DATE ENTERED INTERNSHIP <= the last date of the reporting period **and** (DATE ENDED INTERNSHIP >= the first day of the reporting period **OR** DATE ENDED INTERNSHIP is null) **OR** (DATE ENTERED WORKFORCE INFORMATION SERVICES <= the last

Report Item	Specification

	date of the reporting period
	and
	  (DATE ENDED WORKFORCE INFORMATION SERVICES >= the first
	  day of the reporting period
	  OR
	  DATE ENDED WORKFORCE INFORMATION SERVICES is null)
	OR
	(DATE ENTERED WORK READINESS TRAINING <= the last date of the
	reporting period
	and
	  (DATE ENDED WORK READINESS TRAINING >= the first day of the
	  reporting period
	  OR
	  DATE ENDED WORK READINESS TRAINING is null)
	OR
	(DATE ENTERED CAREER/LIFE SKILLS COUNSELING <= the last date of
	the reporting period
	and
	  (DATE ENDED CAREER/LIFE SKILLS COUNSELING >= the first day of
	  the reporting period
	  OR
	  DATE ENDED CAREER/LIFE SKILLS COUNSELING is null)
	OR
	(DATE ENTERED OTHER WORKFORCE PREPARATION ACTIVITIES <=
	the last date of the reporting period
	and
	  (DATE ENDED OTHER WORKFORCE PREPARATION ACTIVITIES >=
	  the first day of the reporting period
	  OR
	  DATE ENDED OTHER WORKFORCE PREPARATION ACTIVITIES is
	  null)
	
	DIVIDED BY
	
	B.2 TOTAL PARTICIPANTS SERVED

Report Item	Specification

3. Community Involvement & Leadership Development Activities	Count of unique RECORDs where
	    (DATE ENTERED COMMUNITY SERVICES <= the last date of the reporting period
	    and
	        (DATE ENDED COMMUNITY SERVICES >= the first day of the reporting period
	        OR
	        DATE ENDED COMMUNITY SERVICES is null)
	OR
	    (DATE ENTERED OTHER COMMUNITY INVOLVEMENT ACTIVITIES <= the last date of the reporting period
	    and
	        (DATE ENDED OTHER COMMUNITY INVOLVEMENT ACTIVITIES >= the first day of the reporting period
	        OR
	        DATE ENDED OTHER COMMUNITY INVOLVEMENT ACTIVITIES is null)
	
	OR
	    (DATE ENTERED LEADERSHIP DEVELOPMENT ACTIVITIES <= the last date of the reporting period
	    and
	        (DATE ENDED LEADERSHIP DEVELOPMENT ACTIVITIES >= the first day of the reporting period
	        OR
	        DATE ENDED LEADERSHIP DEVELOPMENT ACTIVITIES is null)
	
	    DIVIDED BY
	
	    B.2 TOTAL PARTICIPANTS SERVED

4. Post Secondary Exploration and Planning Activities	Count of unique RECORDs where
	    (DATE ENTERED POST SECONDARY EXPLORATION AND PLANNING ACTIVITIES <= the last date of the reporting period
	    and
	    (DATE ENDED POST SECONDARY EXPLORATION AND PLANNING ACTIVITIES >= the first day of the reporting period
	    OR
	    DATE ENDED POST SECONDARY EXPLORATION AND PLANNING ACTIVITIES is null)
	
	    DIVIDED BY
	
	B.2 TOTAL PARTICIPANTS SERVED

5. Received Mentoring Activities	Count of unique RECORDs where
	(DATE ENTERED MENTORING ACTIVITIES <= the last date of the reporting period
	and
	    (DATE ENDED MENTORING ACTIVITIES >= the first day of the reporting period
	    OR
	    DATE ENDED MENTORING ACTIVITIES is null)
	
	    DIVIDED BY
	
	B.2 TOTAL PARTICIPANTS SERVED

6. Received Health Services	Count of unique RECORDs where

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Report Item	Specification

	(DATE ENTERED SUBSTANCE ABUSE TREATMENT <= the last date of the reporting period
	and
	   (DATE ENDED SUBSTANCE ABUSE TREATMENT >= the first day of the reporting period
	   OR
	   DATE ENDED SUBSTANCE ABUSE TREATMENT is null)
	OR
	(DATE ENTERED MENTAL HEALTH TREATMENT <= the last date of the reporting period
	and
	   (DATE ENDED MENTAL HEALTH TREATMENT >= the first day of the reporting period
	   OR
	   DATE ENDED MENTAL HEALTH TREATMENT is null)
	OR
	(DATE ENTERED EMERGENCY MEDICAL CARE <= the last date of the reporting period
	and
	   (DATE ENDED EMERGENCY MEDICAL CARE >= the first day of the reporting period
	   OR
	   DATE ENDED EMERGENCY MEDICAL CARE is null)
	OR
	(DATE ENTERED NON-EMERGENCY MEDICAL CARE <= the last date of the reporting period
	and
	   (DATE ENDED NON-EMERGENCY MEDICAL CARE >= the first day of the reporting period
	   OR
	   DATE ENDED NON-EMERGENCY MEDICAL CARE is null)
	OR
	(DATE ENTERED PREGANCY LEAVE <= the last date of the reporting period
	and
	   (DATE ENDED PREGANCY LEAVE >= the first day of the reporting period
	   OR
	   DATE ENDED PREGANCY LEAVE is null)
	
	OR
	(DATE ENTERED OTHER HEALTH SERVICES <= the last date of the reporting period
	and
	   (DATE ENDED OTHER HEALTH SERVICES >= the first day of the reporting period
	   OR
	   DATE ENDED OTHER HEALTH SERVICES is null)
	
	DIVIDED BY
	
	B.2 TOTAL PARTICIPANTS SERVED

7. Received Supportive Services	Count of unique RECORDs where
	   (DATE ENTERED TRANSPORTATION SERVICES <= the last date of the reporting period
	   and

Report Item	Specification

	(DATE ENDED TRANSPORTATION SERVICES >= the first day of the reporting period
	     OR
	     DATE ENDED TRANSPORTATION SERVICES is null)
	OR
	     (DATE ENTERED CHILD CARE SERVICES <= the last date of the reporting period
	     and
	          (DATE ENDED CHILD CARE SERVICES >= the first day of the reporting period **OR**
	          DATE ENDED CHILD CARE SERVICES is null)
	OR
	     (DATE ENTERED FOLLOW-UP MENTORING SERVICES <= the last date of the reporting period
	     and
	          (DATE ENDED FOLLOW-UP MENTORING SERVICES >= the first day of the reporting period
	          OR
	          DATE ENDED FOLLOW-UP MENTORING SERVICES is null)
	OR
	     (DATE ENTERED OTHER SUPPORTIVE SERVICES <= the last date of the reporting period
	     and
	          (DATE ENDED OTHER SUPPORTIVE SERVICES >= the first day of the reporting period
	          OR
	          DATE ENDED OTHER SUPPORTIVE SERVICES is null)
	DIVIDED BY
	B.2 TOTAL PARTICIPANTS SERVED

D. SHORT-TERM INDICATORS OF PERFORMANCE

Report Item	Specification
1. Enrollment Rate	Count of unique RECORDs where DATE OF PROGRAM ENROLLMENT is within the reporting period **Divided by** ENROLLMENT GOAL
2a. Number of Initial Job Placements	Count of unique RECORDs where DATE OF INITIAL PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT is within the reporting period.
2b. Average Hourly Wage Rate at Placement	SUM of HOURLY WAGE AT PLACEMENT FOR INITIAL PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT where DATE OF INITIAL PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT is within the reporting period **Plus** SUM of HOURLY WAGE AT PLACEMENT FOR PLACEMENT UNSUBSIDIZED EMPLOYMENT #2 where DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #2 is within the reporting period **Plus** Sum of earnings for all subsequent job placements within the reporting period. **DIVIDED BY** Count of HOURLY WAGE AT PLACEMENT FOR INITIAL PLACEMENT

Report Item	Specification
	INTO UNSUBSIDIZED EMPLOYMENT where DATE OF INITIAL PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT is within the reporting period **Plus** Count of HOURLY WAGE AT PLACEMENT FOR PLACEMENT UNSUBSIDIZED EMPLOYMENT #1 where DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #1 is within the reporting period **Plus** Count of HOURLY WAGE AT PLACEMENT for all subsequent job placements within the reporting period.
2c. Number of Job Re-Placements	Count of DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #2 where DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #2 is within the reporting period. **PLUS** Count of ALL SUBSEQUENT DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #N where DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #N is within the reporting period.
2d. Average Hours 1st Week of Placement	SUM of NUMBER OF HOURS WORKED DURING THE 1ST WEEK IN INITIAL PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT where DATE OF INITIAL PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT is within the reporting period **Plus** SUM of NUMBER OF HOURS WORKED DURING THE 1ST WEEK IN PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #1 where DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #1 is within the reporting period **Plus** sum of hours worked during the 1st full week for all subsequent job placements within the reporting period. **DIVIDED BY** Count of NUMBER OF HOURS WORKED DURING THE 1ST WEEK IN INITIAL PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT where DATE OF INITIAL PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT is within the reporting period **Plus** Count of NUMBER OF HOURS WORKED DURING THE 1ST WEEK IN PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #1 where DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #1 is within the reporting period **Plus** Count of hours worked for all subsequent job placements within the reporting periods
3. Number Obtained High School Diploma or GED	Count of unique RECORDs where (((ATTAINED DIPLOMA, GED, OR CERTIFICATE #1 = 1 [Attained a secondary school diploma] **or** ATTAINED DIPLOMA, GED, OR CERTIFICATE #1 = 2) [Attained a GED or high school equivalency diploma] **and** DATE ATTAINED DEGREE OR CERTIFICATE #1 is within the reporting period)

Report Item	Specification
	or (((ATTAINED DIPLOMA, GED, OR CERTIFICATE #2 = 1 [Attained a secondary school diploma] **or** ATTAINED DIPLOMA, GED, OR CERTIFICATE #2 = 2) [Attained a GED or high school equivalency diploma] **and** DATE ATTAINED DEGREE OR CERTIFICATE #2 is within the reporting period))
4. Number Obtained a Certificate or License	Count of unique RECORDs where ((ATTAINED DIPLOMA, GED, OR CERTIFICATE #1 = 3 [Attained a certificate in recognition of attainment of technical or occupational skills] **and** DATE ATTAINED DEGREE OR CERTIFICATE #1 is within the reporting period) **or** (ATTAINED DIPLOMA, GED, OR CERTIFICATE #2 = 3 [Attained a certificate in recognition of attainment of technical or occupational skills] **and** DATE ATTAINED DEGREE OR CERTIFICATE #2 is within the reporting period))
5. Entered Post Secondary Education	Count of unique RECORDs where DATE ENTERED POST-SECONDARY is within the reporting period.
6. Entered Vocational/ Occupational Skills Training	Count of unique RECORDs where DATE ENTERED VOCATIONAL/OCCUPATION SKILLS TRAINING SERVICES is within the reporting period.
7. Entered Registered Pre-Apprenticeship	Count of unique RECORDs where DATE ENTERED REGISTERED PRE-APPRENTICESHIP PROGRAM is within the reporting period.
8. Entered Registered Apprenticeship	Count of unique RECORDs where DATE ENTERED REGISTERED APPRENTICESHIP PROGRAM is within the reporting period.

E. LONG-TERM INDICATORS OF PERFORMANCE

Report Item		Specification

1. Placement in Employment and Education	Placement Numerator	Count of UNIQUE RECORDS where
		 EMPLOYMENT STATUS AT ENROLLMENT =2 [Employed, but Received Notice of Termination of Employment or Military Separation]
		     or
		     EMPLOYMENT STATUS AT ENROLLMENT = 3 [Not Employed]
		
		 And
		 EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = 1 [yes]
		     Or ENROLLED in POST-SECONDARY EDUCATION OR TRAINING IN 1ST QUARTER AFTER EXIT = 1 [yes]
		 and DATE OF EXIT is within the report period
		 and (OTHER REASONS FOR EXIT is null **or** OTHER REASONS FOR EXIT = 02 **or** OTHER REASONS FOR EXIT = 03 **or** OTHER REASONS FOR EXIT = 04 **or** OTHER REASONS FOR EXIT = 05).

	Placement Denominator	Count of UNIQUE RECORDS (EMPLOYMENT STATUS AT ENROLLMENT => 2 [Not Employed] **or** DROP OUT = 1 [yes] ENROLLMENT **and** DATE OF EXIT is within the report period **and** (OTHER REASONS FOR EXIT is null **or** OTHER REASONS FOR EXIT = 00 **or** OTHER REASONS FOR EXIT = 98).

2. Attainment of a Degree Or Certificate	Attainment of Degree or Certificate	Count of UNIQUE RECORDS where
		     (DATE ENTERED GED PREPARATION is not null
		     or

Report Item		Specification
	Numerator	DATE ENTERED VOCATIONAL/OCCUPATIONAL SKILLS TRAINING is not null) **Or** (DATE ENTERED HIGH SCHOOL DIPLOMA PROGRAM is not null) **and** (((ATTAINED DIPLOMA, GED, OR CERTIFICATE #1 = Attained a secondary school diploma **or** ATTAINED DIPLOMA, GED, OR CERTIFICATE #1 = Attained a GED or high school equivalency diploma **or** ATTAINED DIPLOMA, GED, OR CERTIFICATE #1 = Attained a certificate in recognition of attainment of technical or occupational skills) **and** DATE ATTAINED DEGREE OR CERTIFICATE #1 <= end of quarter of DATE OF EXIT + 3 quarters) **or** ((ATTAINED DIPLOMA, GED, OR CERTIFICATE #2 = Attained a secondary school diploma **or** ATTAINED DIPLOMA, GED, OR CERTIFICATE #2 = Attained a GED or high school equivalency diploma **or** ATTAINED DIPLOMA, GED, OR CERTIFICATE #2 = Attained a certificate in recognition of attainment of technical or occupational skills) **and** DATE ATTAINED DEGREE OR CERTIFICATE #2 <= end of quarter of DATE OF EXIT + 3 quarters)) **and** DATE OF EXIT is within the reporting period **and** OTHER REASONS FOR EXIT is null
	Attainment of Degree or Certificate Denominator	**Divided by** Count of UNIQUE RECORDS where (DATE ENTERED GED PREPARATION is not null **or** DATE ENTERED VOCATIONAL/OCCUPATIONAL SKILLS TRAINING is not null) **Or** (DATE ENTERED HIGH SCHOOL DIPLOMA PROGRAM is not null) **and** DATE OF EXIT is within the reporting period **and** OTHER REASONS FOR EXIT is null
3. Literacy and Numeracy Attainment	Numerator	Count of unique RECORDS where *BASIC SKILLS DEFICIENT* **and** at least one *SUCCESSFUL TEST COMPLETION DATE* is within the reporting period **and** (OTHER REASON FOR EXIT is null **or** OTHER REASONS FOR EXIT = 02 **or** OTHER REASONS FOR EXIT = 03 **or** OTHER REASONS FOR EXIT = 04 **or** OTHER REASONS FOR EXIT = 05).
	Denominator	Count of unique RECORDS where *BASIC SKILLS* **and**

Report Item	Specification
	((a *SUCCESSFUL TEST COMPLETION DATE* is within the reporting period) **and** (OTHER REASONS FOR EXIT is null **or** OTHER REASONS FOR EXIT = 00 **or** OTHER REASONS FOR EXIT = 98)) **or** (DATE OF EXIT is within the reporting period **and** (OTHER REASONS FOR EXIT is null **or** OTHER REASONS FOR EXIT = 02 **or** OTHER REASONS FOR EXIT = 03 **or** OTHER REASONS FOR EXIT = 04 **or** OTHER REASONS FOR EXIT = 05) **or** (*END OF CURRENT PARTICIPATION YEAR* is within the reporting period **and** (OTHER REASONS FOR EXIT is null **or** OTHER REASONS FOR EXIT = 02 **or** OTHER REASONS FOR EXIT = 03 **or** OTHER REASONS FOR EXIT = 04 **or** OTHER REASONS FOR EXIT = 05)
ADDITIONAL SPECIFICATIONS FOR LITERACY AND NUMERACY MEASURE **Constructed Variables for Literacy/ Numeracy Gains**	Definition of Constructed Variables: In order to calculate the Literacy and Numeracy rate it will be necessary to analyze various fields in the YB record and to create a new set of variables: These variables include 1. BASIC SKILLS DEFICIENT 2. DATE OF PROGRAM ENROLLMENT 3. END OF PARTICIPATION YEAR [constructed variable] 4. SUCCESSFUL TEST COMPLETION DATE [constructed variable]
Definition of BASIC SKILLS DEFICIENT	BASIC LITERACY SKILLS DEFICIENCY = 1 **and** ((DATE ADMINISTERED POST-TEST #1 prior to the report period and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #1 > 0 and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #1 < 5) or (DATE ADMINISTERED POST-TEST #1 after the start of the report period or DATE ADMINISTERED POST-TEST #1 is null)) and ((DATE ADMINISTERED POST-TEST #2 is prior to the report period and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #2 > 0 and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #2 < 5) or (DATE ADMINISTERED POST-TEST #2 is after the start of the report period or DATE ADMINISTERED POST-TEST #2 is null)) and ((DATE ADMINISTERED POST-TEST #3 is prior to the report period and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #3 > 0 and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #3 < 5) and (DATE ADMINISTERED POST-TEST #3 is after the start of the report period or DATE ADMINISTERED POST-TEST #3 is null)) **and** ((DATE ADMINISTERED POST-TEST #4 prior to the report period and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #4 > 0 and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #4 < 5) or (DATE ADMINISTERED POST-TEST #4 after the start of the report period or DATE ADMINISTERED POST-TEST #4 is null)) and ((DATE ADMINISTERED POST-TEST #5 is prior to the report period and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #5 > 0 and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #5 < 5) or (DATE ADMINISTERED POST-TEST #5 is after the start of the report period or DATE ADMINISTERED POST-TEST #5 is null)) and ((DATE ADMINISTERED POST-TEST #6 is prior to the report period and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #6 > 0 and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #6 < 5) and (DATE ADMINISTERED POST-TEST #6 is after the start of the report period or DATE ADMINISTERED POST-TEST #6 is null)) **and**

Report Item	Specification
	((DATE ADMINISTERED POST-TEST #7 prior to the report period and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #7 > 0 and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #7 < 5) or (DATE ADMINISTERED POST-TEST #7 after the start of the report period or DATE ADMINISTERED POST-TEST #7 is null)) and ((DATE ADMINISTERED POST-TEST #8 is prior to the report period and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #8 > 0 and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #8 < 5) or (DATE ADMINISTERED POST-TEST #8 is after the start of the report period or DATE ADMINISTERED POST-TEST #8 is null)) and ((DATE ADMINISTERED POST-TEST #9 is prior to the report period and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #9 > 0 and EDUCATIONAL FUNCTIONING LEVEL POST-TEST #9 < 5) and (DATE ADMINISTERED POST-TEST #9 is after the start of the report period or DATE ADMINISTERED POST-TEST #9 is null))
CURRENT PARTICIPATION YEAR (CONSTRUCTED VARIABLE)	Year #1: Start of Participation Year = DATE OF PROGRAM ENROLLMENT (element #29) End of Participation Year = DATE OF PROGRAM ENROLLMENT + 1 Year – 1 Day Year #2: Start of Participation Year = DATE OF PROGRAM ENROLLMENT + 1 Year End of Participation Year = DATE OF PROGRAM ENROLLMENT + 2 Years – 1 Day
Definition of *SUCCESSFUL TEST COMPLETION DATE*	DATE ADMINISTERED POST-TEST #1 **where** EDUCATIONAL FUNCTIONING LEVEL POST-TEST #1 minus EDUCATIONAL FUNCTIONING LEVEL >0 **and** (DATE OF EXIT is null or DATE OF EXIT => DATE ADMINISTERED POST-TEST #1 **and** (DATE ADMINISTERED POST-TEST #1) => DATE OF PROGRAM ENROLLMENT and DATE ADMINISTERED POST-TEST #1 < DATE OF PROGRAM ENROLLMENT + 1 Year) **or** DATE ADMINISTERED POST-TEST #2 **where** EDUCATIONAL FUNCTIONING LEVEL POST-TEST #2 minus EDUCATIONAL FUNCTIONING LEVEL POST-TEST #1 > 0 **and** (DATE OF EXIT is null or DATE OF EXIT => DATE ADMINISTERED POST-TEST #2 and (DATE ADMINISTERED POST-TEST #2) => DATE OF PROGRAM ENROLLMENT + 1 Year **and** DATE ADMINISTERED POST-TEST #2 < DATE OF PROGRAM ENROLLMENT + 2 Years

Report Item		Specification
4. Retention	Retention Numerator	Count of UNIQUE RECORDS where EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = Yes **or** ENROLLED IN POST-SECONDARY EDUCATION OR TRAINING IN 1st QUARTER AFTER EXIT QUARTER=yes **and** EMPLOYED 2ND QUARTER AFTER EXIT QUARTER = Yes **or** ENROLLED IN POST-SECONDARY EDUCATION OR TRAINING IN 2nd QUARTER AFTER EXIT QUARTER = Yes **and** EMPLOYED 3RD QUARTER AFTER EXIT QUARTER = Yes **or** ENROLLED IN POST-SECONDARY EDUCATION OR TRAINING IN 3rd QUARTER AFTER EXIT QUARTER = Yes **and** DATE OF EXIT is within the reporting period **and** OTHER REASONS FOR EXIT is null
	Retention Denominator	**Divided by** Count of UNIQUE RECORDS where EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = Yes **or** ENROLLED IN POST-SECONDARY EDUCATION OR TRAINING IN 1st QUARTER AFTER EXIT QUARTER = Yes **and** DATE OF EXIT is within the reporting period **and** OTHER REASONS FOR EXIT is null
5. Recidivism Rate	Numerator	Count of unique Records where (RE-ARRESTED/RE-INCARCERATED = Re-Arrested for a new crime **OR** RE-ARRESTED/RE-INCARCERATED = Re-incarcerated for a revocation of the parole or probation order for violations of terms of sentence) **and** DATE RE-ARRESTED/RE-INCARCERATED minus DATE OF RELEASE <= 1 year **and** DATE OF RELEASE Count of UNIQUE RECORDS where (DATE ENTERED GED PREPARATION is not null **or** DATE ENTERED VOCATIONAL/OCCUPATIONAL SKILLS TRAINING is not null) **Or** (DATE ENTERED HIGH SCHOOL DIPLOMA PROGRAM is not null) plus 1 year is within the reporting period **and** DATE OF RELEASE plus 1 year >= DATE OF ENROLLMENT **And** DATE RE-ARRESTED AND RELEASED is null.
	Denominator	**Divided by** Count of unique RECORDS where DATE OF RELEASE plus 1 year is within the reporting period **and**

Report Item		Specification
		DATE OF RELEASE plus 1 year >= DATE OF ENROLLMENT