

**ATTACHMENT A**

**RExO-ADULT REPORTING HANDBOOK**

**REINTEGRATION OF  
EX-OFFENDERS – ADULT  
REPORTING HANDBOOK**

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## I. INTRODUCTION

### **RExO-Adult in the Workforce Training and Employment System**

This handbook was developed to facilitate completion of the Reintegration of Ex-Offenders – Adult (RExO-Adult) 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 the RExO-Adult 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 adult training and employment programs such as RExO-Adult include: entered employment, employment retention, and earnings increase. 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 people found jobs; how many people remained employed; how much did they earn, etc.). Standardizing the definitions of outcomes across programs simplifies reporting and provides a greater ability to compare and manage results. For RExO-Adult services, 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 RExO-Adult services for our customers within an integrated workforce investment system.

## **II. REPORTING INSTRUCTIONS**

### **A. REPORTING REQUIREMENTS**

RExO-Adult 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 RExO-Adult 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 and its partnerships with American Job Centers, local Workforce Investment Boards, employment providers, the criminal justice system, and local housing authorities. For example, data collection may involve acquiring information from the various partner agencies regarding employment training and placement, housing assistance, mentoring, parole, and probation, in addition to the collection of personal and demographic information by the grantees themselves. Appendix B of this document contains the RExO-Adult 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**

Five outcome measures will be used to measure success in the RExO-Adult grants:

- entered employment rate
- employment retention rate
- attainment of a degree or certificate
- average six month post-program earnings
- recidivism rate

Several of these conform to the 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 workforce system—how many participants entered jobs; how many stayed employed; and how many successfully completed an educational program.

In addition to the five outcome measures, grantees will report on a number of leading indicators that serve as predictors of success. These include participation in education or training, workforce preparation, mentoring, community service, reduced substance abuse, proportion of enrollees in stable housing, and proportion of enrollees complying with parole conditions.

## **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 RExO-Adult 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 RExO-Adult reports.

The primary purposes of the RExO-Adult 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 RExO-Adult 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 RExO-Adult programs.

In developing the RExO-Adult 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. RExO-Adult 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 45-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 RExO-Adult quarterly reports submitted by grantees to ETA.

## **H. REPORTING SCHEDULE**

Quarterly reports are due no later than forty-five (45) days following the completion of each quarter. The reporting schedule is as follows:

<u>Quarter</u>	<u>Report Date</u>
July 1 – September 30	November 14
October 1 – December 31	February 14
January 1 – March 31	May 15

April 1 – June 30

August 14

Each quarterly report will include information on participants and services received during the quarter as well as outcome information on exiters.

### 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 self-identified by the individual and is voluntary. 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 [https://www.whitehouse.gov/omb/fedreg\\_1997standards/](https://www.whitehouse.gov/omb/fedreg_1997standards/)). 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 (i.e., equal opportunity information by SSN) 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.

**APPENDIX A  
REPORT FORMAT**

## RExO-ADULT SAMPLE PERFORMANCE REPORT FORMAT

STANDARDIZED QUARTERLY PERFORMANCE REPORT  
PRISONER RE-ENTRY INITIATIVE (PRE) GRANT

Program Quarter/Year: 1/2007		OMB No: 1205-0455						
Report Due Date: 10/30/2007		Expires: 1/31/2009						
<b>A. Grantee Identifying Information</b>								
Grantee Name:	Urban Youth Alliance International Inc.	Grant Number:	PE152630660					
Program/Project Name:	Prisoner Re-Entry Initiative	Project or Sub-Project ID/Number:						
Address:	442 East 149 Street Bronx NY 10455	Report Quarter End Date:	09/30/2007					
		Enrollment Goal:	400					
<b>Performance Items</b>	<b>Previous Quarter (A)</b>	<b>Current Quarter (B)</b>	<b>Cumulative for Program Year (C)</b>	<b>Program-to-Date (D)</b>				
<b>B. Participant Summary Information</b>								
1 Total Exiters	6	1	1	45				
2 Total Participants Enrolled	9	3	3	55				
3 Total Participants Served	17	14	14	42				
4a Male	7	2	2	33				
4b Female	2	1	1	22				
5a Hispanic/Latino	3	2	2	19				
5b American Indian or Alaska Native	3	0	0	22				
5c Asian	4	2	2	16				
5d Black or African American	1	0	0	3				
5e Hawaiian Native or Other Pacific Islander	1	0	0	2				
5f White	1	0	0	11				
6a 8th grade and under	1	0	0	3				
6b 9th grade - 12th grade	1	0	0	5				
6c High School graduate or equivalent	0	0	0	0				
6d 1-3 years of college, or full-time technical or vocational school	0	0	0	0				
6e 4 years of college or more	0	1	1	2				
7a Age 18-24	1	1	1	7				
7b Age 25-34	4	1	1	14				
7c Age 35-44	3	1	1	12				
7d Age 45-54	0	0	0	7				
7e Age 55 or older	1	0	0	15				
8 Eligible Veterans	3	1	1	20				
9 Limited English Proficient	0	0	0	3				
10 Persons with a Disability	4	1	1	19				
11 Not Employed at Program Participation	9	3	3	54				
<b>C. Additional Participant Information to be collected at enrollment</b>								
1a Own/rent apartment, room, or house	1	1	1	15				
1b Staying at someone's apartment, room or house (Stable)	6	1	1	20				
1c Halfway house/transitional house	2	0	0	8				
1d Residential treatment	0	1	1	6				
1e Homeless	0	0	0	5				
1f Staying at someone's apartment, room or house (Unstable)	0	0	0	1				
2 History of Alcohol Abuse/Drug Use	7	1	1	48				
3 Average Number of Days Since Release	114	1,042	1,042	330				
4 Average Number of Years Incarcerated	4.30	3.50	3.50	5.30				
5a Parole	5	2	2	37				
5b Probation	3	0	0	12				
5c Other Post-Release Supervision	1	0	0	4				
5d None	0	0	0	1				
6a Property Crimes	5	3	3	29				
6b Drug Crimes	3	0	0	17				
6c Public Order Offenses	1	0	0	11				
6d Other Offenses	0	0	0	2				
7 DOJ Pre-Release Participants	4	1	1	22				
<b>Performance Items</b>	<b>Previous Quarter (A)</b>		<b>Current Quarter (B)</b>		<b>Cumulative for Program Year (C)</b>		<b>Program-to-Date (D)</b>	
	<b>Value</b>	<b>Numerator / Denominator</b>	<b>Value</b>	<b>Numerator / Denominator</b>	<b>Value</b>	<b>Numerator / Denominator</b>	<b>Value</b>	<b>Numerator / Denominator</b>
<b>D. Program Services, Activities, and Other Related Assistance</b>								
1	Received Education or Job Training Activities	5		3		3		16
2	Received Workforce Preparation Activities	4		3		3		20
3	Community Involvement Activities	3		0		0		5
4	Received Mentoring Activities	2		3		3		17
5	Health Services	2		1		1		7
6	Received Supportive Services	9		9		11		23
7	Overall Participation Rate (participation in at least one activity from 1 through 5. Does not include supportive services)	57%	4 / 7	29%	2 / 7			

E. Short-Term Indicators of Performance									
Leading Indicators of Performance									
1	Enrollment Rate							14%	55 / 400
2	Abstained from Alcohol Abuse or illegal Drug use (6 months after enrollment)	0%	0 / 8	0%	0 / 5	0%	0 / 5	0%	0 / 40
3	Stable Living Arrangements (6 months after enrollment)	0%	0 / 9	0%	0 / 5	0%	0 / 5	0%	0 / 43
4a	Number of Initial Job Placements	0		1		1		18	
4b	Average Hourly Wage Rate at Placement	\$16.09	997.78 / 62	\$15.00	450 / 30	\$15.00	450 / 30	\$17.14	15361.58 / 896
4c	Number of Job Re-Placements	2		0		0		7	
4d	Average Hours Worked 1st Week of Placement	31.00	62 / 2	30.00	30 / 1	30.00	30 / 1	35.84	896 / 25
5	Number Obtained High School Diploma or GED	2		1		1		12	
6	Number who Obtained a Certificate	0		1		1		2	
7	Entered Post Secondary Education	0		1		1		4	
8	Entered Vocational/Occupational Skills Training	0		0		0		0	
F. Long-Term Indicators of Performance									
Common Performance Measures									
1	Entered Employment Rate	0%	0 / 8	17%	1 / 6	17%	1 / 6	33%	14 / 43
2	Employment Retention (includes all participants who entered employment, regardless of follow-up)	67%	2 / 3	67%	2 / 3	67%	2 / 3	77%	10 / 13
3	Attainment of a Degree or Certificate	50%	1 / 2	100%	2 / 2	100%	2 / 2	80%	4 / 5
4	Average 6 Months Post-Program Earnings (includes only those who have been successfully contacted during follow-up)	\$5,200	10400 / 2	\$6,832	13663 / 2	\$6,832	13663 / 2	\$14,241	142411.75 / 10
Additional Performance Measures									
5	Recidivism Rate	33%	1 / 3	0%	0 / 2	0%	0 / 2	13%	4 / 31
G. Report Certification / Additional Comments									
Grantee Remarks:									
Name of Grantee Certifying Official: Training 26					Telephone Number: (152)-56-5632			Email: Training 26	

**APPENDIX B**  
**DATA ELEMENT SPECIFICATIONS**

## RExO-ADULT SAMPLE RECORD LAYOUT

### Enrollment:

#### Public Burden Statement

This reporting requirement is approved under the Paperwork Reduction Act of 1995, OMB Control No. 1025-0455. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Public reporting burden for this collection of information is estimated to average 1.8 hours annually, including time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information. Respondent's obligation to reply is required to maintain benefits. The reason for the collection of information is general program oversight, evaluation and performance assessment. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden, to the U. S. Department of Labor, Employment and Training Administration, Youth Office, Room N4459, 200 Constitution Avenue, NW, Washington, D.C. 20210 (Paperwork Reduction Project 1025-0455).

First name *	<input type="text"/>				
Middle initial	<input type="text"/>				
Last name *	<input type="text"/>				
Address 1	<input type="text"/>				
Address 2	<input type="text"/>				
City	<input type="text"/>	State	<input type="text" value="Choose"/>	Zip	<input type="text"/>
Phone	<input type="text"/>	( <i>nnn-<del>nnn</del>-nnnn</i> )			
Phone 2	<input type="text"/>	( <i>nnn-<del>nnn</del>-nnnn</i> )			
Other Phone	<input type="text"/>	( <i>nnn-<del>nnn</del>-nnnn</i> )			
E-mail	<input type="text"/>				
Social Security Number	<input type="text"/>	( <i>xxx-xx-xxxx</i> )			
Date of Birth *	<input type="text"/>	( <i>mm/dd/yyyy</i> )			
Gender *	<input type="radio"/> Male	<input type="radio"/> Female			
Ethnicity Hispanic/Latino *	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Not specified		
(Select 'Not Specified' if the participant does not disclose his/her ethnicity)					
Race *	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Hawaiian Native or other Pacific Islander			
(Choose all that apply; select 'Not Specified' if the participant does not report on this element)					
	<input type="checkbox"/> Asian	<input type="checkbox"/> White			
	<input type="checkbox"/> Black or African American	<input type="checkbox"/> Not Specified			
Eligible veteran status *	<input type="text" value="Choose"/>				
Individual with a disability *	<input type="radio"/> Yes	<input type="radio"/> No			
Non-Violent Offender *	<input type="radio"/> Yes	<input type="radio"/> No			
Sexual Offender *	<input type="radio"/> Yes	<input type="radio"/> No			
In Work Release Program *	<input type="radio"/> Yes	<input type="radio"/> No			
Personal contact name	<input type="text"/>				
Personal contact phone	<input type="text"/>	( <i>nnn-<del>nnn</del>-nnnn</i> )			

\* denotes required fields.

**Assessment at Entry:**

<b>Date of Enrollment</b>	
*Date of enrollment	<input type="text" value="05/13/2015"/> (mm/dd/yyyy)
<b>Employment</b>	
◆ Employment status at enrollment	<input type="radio"/> Employed <input type="radio"/> Not employed <input type="radio"/> Employed but Received Notice of Termination of Employment or Military Separation
Occupation at enrollment (* Required if employed)	<input type="text" value="Choose one..."/>
Occupation title	<input type="text"/> (Optional)
Hours worked at enrollment (* Required if employed)	<input type="text"/> (per week)
Hourly wage at enrollment \$ (* Required if employed)	<input type="text"/> (xx.xx)
Start date for job at enrollment (* Required if employed)	<input type="text"/> (mm/dd/yyyy)
Employment status at incarceration	<input type="radio"/> Employed full-time <input type="radio"/> Employed part-time <input type="radio"/> Not employed
<b>Additional Information</b>	
Citizen Status (US Citizen?)	<input type="radio"/> Yes <input type="radio"/> No
Authorized to Work	<input type="radio"/> Yes <input type="radio"/> No
Primary Income Prior to Incarceration	<input type="text" value="Choose..."/>
If "Other" please detail:	<input type="text"/> 4000 characters left
<b>Most Recent Job Prior to Incarceration:</b>	
Occupation	<input type="text" value="Choose one..."/>
Hours Worked	<input type="text"/> (per week)
Hourly Wage \$	<input type="text"/> (\$ xx.xx)
Total Time Worked	<input type="text"/> (yy/mm)
<b>Longest-held Full-Time Job Prior to Incarceration:</b>	
Occupation	<input type="text" value="Choose one..."/>
Hourly Wage \$	<input type="text"/> (\$ xx.xx)
Total Time Worked	<input type="text"/> (yy/mm)

**Family, Education and Other**

◆ Housing status at enrollment

◆ Alcohol abuse/drug use at enrollment

Marital status  Married  Single  Divorced  Widowed  Separated

Children

Children living with participant

Other dependents living with participant

Highest school grade completed

Limited English proficient  Yes  No

Health Issues  Significant health issues  No significant health issues

**Additional Information**

Other Public Assistance at Enrollment

*To select multiple services, hold the 'CTRL' key and click with mouse*

Medical Benefits Since Release from Incarceration

Mental Health Treatment  Yes  No

Child Support Obligation at Enrollment: Number of Children

Child Support Obligation At Enrollment: Amount \$

Public Assistance Prior to Incarceration

*To select multiple services, hold the 'CTRL' key and click with mouse*

Specify Other Government



Specify Other Government Sources of Public Assistance Prior to Incarceration

4000 characters left

Amount of Public Assistance Prior to Incarceration \$

Duration of Public Assistance Prior to Incarceration (number of months)

Types of Medical Benefits Prior to Incarceration

Medicaid

Medicare

None

Other

Private health insurance from work or family member

*To select multiple services, hold the 'CTRL' key and click with mouse*

**Criminal Justice Information**

Criminal Justice System Identifier

Type of Criminal Justice Identifier

Specify Other Criminal Justice Identifier

Date of incarceration (for most recent crime prior to enrollment)  (mm/dd/yyyy)

\* Anticipated Date of Release (for most recent crime prior to enrollment)  (mm/dd/yyyy)

Name of Institution

Type of institution  Federal prison  State prison  County/city jail

Total time incarcerated  (YY/MM)

Post-release status

\* One of the following four fields is required:

Property crime	<input type="text" value="None"/> <input type="text"/> (If other, please specify)
Drug crimes	<input type="text" value="None"/> <input type="text"/> (If other, please specify)
Public order offenses	<input type="text" value="None"/> <input type="text"/> (If other, please specify)
Other offenses	<input type="radio"/> Yes <input type="radio"/> No <input type="text"/> (If other, please specify)

\* One of the following four fields is required:

Property crime	None <input type="text"/> (If other, please specify)
Drug crimes	None <input type="text"/> (If other, please specify)
Public order offenses	None <input type="text"/> (If other, please specify)
Other offenses	<input type="radio"/> Yes <input type="radio"/> No <input type="text"/> (If other, please specify)

**Additional Information**

Distance Between Incarcerating Institution and PRI Location

Prior Criminal History: Number of Arrests

Prior Criminal History: Number of Felony Arrests

Prior Criminal History: Number of Convictions

Pre-release Services

- Work Readiness
- Basic and remedial education
- Occupational Skills training
- No Services
- Mental health services
- Other
- Substance abuse treatment

*To select multiple services, hold the 'CTRL' key and click with mouse*

Pre-release Services - GED Receipt  Yes  No

Release Conditions

- Drug testing
- Substance abuse treatment
- Other
- Vocational services
- Mental health services

Specify Other Release Conditions

4000 characters left

Services:

**Services**

Choose Services \*

Service Description   
100 characters left

Date entered \*   
(mm/dd/yyyy)

Provider Type \*  
 Faith-based Provider  
 Community-based Provider  
 Public Provider  
 Private/Proprietary vendor

Expected completion date   
(mm/dd/yyyy)

Provider Name

Provider POC

POC Phone   
(nnn-xxx-xxxx)

POC Fax   
(nnn-xxx-xxxx)

POC Email

*If "Vocational/ Occupational Skills Training Services" in "Choose Services" is selected, please complete these fields.*

Expected duration

Expected cost \$   
(\$ xxxxx.xx)

\* denotes required fields.

**Outcomes:**

<b>Outcomes</b>				
<b>Employment</b>				<a href="#">+ Add New Job</a>
Employer Name	Employer Contact	Date of Placement	Last Date of Employment	Hourly Wage
<b>Re-arrests/re-incarcerations</b>				<a href="#">+ Add New Re-arrest</a>
Type		Date Re-arrested/ Re-incarcerated/Violated	Date Case Dismissed/ Charges Dropped	
<b>Education</b>				<a href="#">+ Add New Educational Outcome</a>
Education Attained		Date Entered	Date attained	Name of Diploma
<b>Other Reasons for Exit</b>				<a href="#">+ Add New Reason</a>
Reason				Date of Exit
<b>Date Entered Follow-up Service</b>				<a href="#">+ Add Date Entered Follow-up Service</a>
Date Entered Follow-up Service				Date Status

**Follow-up:**

**Follow-up: 2<sup>nd</sup> Quarter After Exit Quarter**

**Post-Program Employment and Job Retention Data** (04/2015 - 06/2015)

\* Date of Follow-up  (mm/dd/yyyy)

\* Successful Follow-up  Yes  No

Employed  Yes  No (Required if 'Successful Follow-up' is 'Yes.')

Hours Worked in a full week

Hourly Wages First Full Week of Work \$

**ADDITIONAL INFORMATION**

Date of Most Recent Contact with Probation/Parole Officer  (mm/dd/yyyy)

Type of Contact with Probation/Parole Officer

Specify Name of Probation/Parole Officer Contacted

Reason for Leaving Initial Placement in Unsubsidized Employment

Mode of Contact

Received Public Assistance After Exit

\* denotes required fields.

**APPENDIX C  
REPORT SPECIFICATIONS**

## RExO-ADULT 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 PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
3. New Participants Served	Count of unique RECORDs where DATE OF PARTICIPATION is within the reporting period
4a. Male	Count of unique RECORDs where GENDER = Male <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
4b. Female	Count of unique RECORDs where GENDER = Female <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
5a. Hispanic/Latino	Count of unique RECORDs where ETHNICITY HISPANIC/LATINO = Yes <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> 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 <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
5c. Asian	Count of unique RECORDs where ASIAN = Yes <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)

Report Item	Specification
5d. Black or African American	Count of unique RECORDs where BLACK OR AFRICAN AMERICAN = Yes <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
5e. Hawaiian Native or Other Pacific Islander	Count of unique RECORDs where HAWAIIAN NATIVE OR OTHER PACIFIC ISLANDER = Yes <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
5f. White	Count of unique RECORDs where WHITE = Yes <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
6a. 8 <sup>th</sup> Grade and Under	Count of unique RECORDs where HIGHEST GRADE COMPLETED <= 8 <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
6b. 9 <sup>th</sup> grade – 12 <sup>th</sup> grade	Count of unique RECORDs where HIGHEST GRADE COMPLETED => 9 <b>and</b> HIGHEST GRADE COMPLETED <= 12 <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
6c. High School Graduate or Equivalent	Count of unique RECORDs where (HIGHEST GRADE COMPLETED = High School Diploma <b>or</b> HIGHEST GRADE COMPLETED = GED or Equivalent) <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> 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 = 1 – 3 years of college or full-time equivalent <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)



Report Item	Specification
6e. 4 years college or more	Count of unique RECORDs where HIGHEST GRADE COMPLETED = Bachelor's Degree or more <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
7a. 18 - 24	Count of unique RECORDs where DATE OF PARTICIPATION minus DATE OF BIRTH >= 18 <b>and</b> DATE OF PARTICIPATION minus DATE OF BIRTH <= 24 <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
7b. 25 - 34	Count of unique RECORDs where DATE OF PARTICIPATION minus DATE OF BIRTH >= 25 <b>and</b> DATE OF PARTICIPATION minus DATE OF BIRTH <= 34 <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
7c. 35 - 44	Count of unique RECORDs where DATE OF PARTICIPATION minus DATE OF BIRTH >= 35 <b>and</b> DATE OF PARTICIPATION minus DATE OF BIRTH <= 44 <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
7d. 45 - 54	Count of unique RECORDs where DATE OF PARTICIPATION minus DATE OF BIRTH >= 45 <b>and</b> DATE OF PARTICIPATION minus DATE OF BIRTH <= 54 <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)

Report Item	Specification
7e. 55 or older	Count of unique RECORDs where DATE OF PARTICIPATION minus DATE OF BIRTH >= 55 <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
8. Eligible Veterans	Count of unique RECORDs where (Eligible Veteran = Yes, <= 180 days <b>OR</b> Eligible Veteran = Yes, Eligible Veteran <b>OR</b> Eligible Veteran = Yes, Other Eligible Person) <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
9. Limited English Proficient	Count of unique RECORDs where Limited English Proficient = Yes <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
10. Persons with a Disability	Count of unique RECORDs where Individual with Disability = Yes <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
11. Not Employed at Program Participation	Count of unique RECORDs where (EMPLOYMENT STATUS AT PARTICIPATION = Employed, but Received Notice of Termination of Employment or Military Separation <b>OR</b> EMPLOYMENT STATUS AT PARTICIPATION = Not Employed) <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)

**C. ADDITIONAL PARTICIPANT INFORMATION TO BE COLLECTED AT ENROLLMENT**

<b>Report Item</b>	<b>Specification</b>
1a. Own/rent apartment, room, or house	Count of unique RECORDs where HOUSING STATUS AT ENROLLMENT = Own/rent apartment, room, or house <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
1b. Staying at someone's apartment, room or house (Stable)	Count of unique RECORDs where HOUSING STATUS AT ENROLLMENT = Staying at someone's apartment, room or house (Stable) <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
1c. Halfway House/Transitional House	Count of unique RECORDs where HOUSING STATUS AT ENROLLMENT = Halfway House/Transitional House <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
1d. Residential Treatment	Count of unique RECORDs where HOUSING STATUS AT ENROLLMENT = Residential Treatment <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
1e. Homeless	Count of unique RECORDs where HOUSING STATUS AT ENROLLMENT = Homeless <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)

Report Item	Specification
<p>1f. Staying at someone's apartment, room or house (Unstable)</p>	<p>Count of unique RECORDs where HOUSING STATUS AT ENROLLMENT = Staying at someone's apartment, room or house (Unstable) <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT =&gt; the start of the reporting period)</p>
<p>2. Used Illegal Drugs or Abused Alcohol at enrollment or prior to incarceration</p>	<p>Count of unique RECORDs where (ALCOHOL ABUSE/ILLEGAL DRUG PRIOR TO INCARCERATION = Prior to incarceration <b>OR</b> ALCOHOL ABUSE/ILLEGAL DRUG PRIOR TO INCARCERATION = Prior to enrollment <b>OR</b> ALCOHOL ABUSE/ILLEGAL DRUG PRIOR TO INCARCERATION = both) <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT =&gt; the start of the reporting period)</p>
<p>3. Average Number of Days Since Release at enrollment</p>	<p>Sum (DATE OF PARTICIPATION minus DATE OF RELEASE in days) where DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> DATE OF EXIT is null <b>or</b> greater than the start of the reporting period <b>DIVIDED BY</b>  Count of unique RECORDs where DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT =&gt; the start of the reporting period)</p>

Report Item	Specification
4. Average Number of Years Incarcerated	Sum TOTAL TIME INCARCERATED where DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period) <b>DIVIDED BY</b> Count of unique RECORDs where DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
5a. Parole	Count of unique RECORDs where POST RELEASE STATUS AT ENROLLMENT = Parole <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
5b. Probation	Count of unique RECORDs where POST RELEASE STATUS AT ENROLLMENT = Probation <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
5c. Other Post-Release Supervision	Count of unique RECORDs where POST RELEASE STATUS AT ENROLLMENT = Other Criminal Justice/Court Supervision <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
5d. None	Count of unique RECORDs where POST RELEASE STATUS AT ENROLLMENT = None <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)

Report Item	Specification
6a. Property Crimes	Count of unique RECORDs where PROPERTY CRIME is not null <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
6b. Drug Offenses	Count of unique RECORDs where DRUG OFFENSES is not null <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
6c. Public Order Offenses	Count of unique RECORDs where PUBLIC ORDER OFFENSES is not null <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
6d. Other	Count of unique RECORDs where OTHER OFFENSES is not null <b>And</b> OTHER_OFFENSES = 1 DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)
7. DoJ Pre-Release Participants	Count of unique RECORDs where RECEIVED DOJ PRE-RELEASE SERVICES = Yes <b>and</b> DATE OF PARTICIPATION is less than or equal to the end of the reporting period <b>and</b> (DATE OF EXIT is null <b>OR</b> DATE OF EXIT => the start of the reporting period)

**D. PROGRAM SERVICES, ACTIVITIES, AND OTHER RELATED ASSISTANCE**

<b>Report Item</b>	<b>Specification</b>
<p>1. Received Education or Job Training Activities</p>	<p>Count of unique RECORDs where            (DATE ENTERED MATH/READING REMEDIATION &lt;= the last date of the reporting period  <b>and</b>            (DATE ENDED MATH/READING REMEDIATION &gt;= the first day of the reporting period  <b>OR</b>            DATE ENDED MATH/READING REMEDIATION is null)  <b>and</b>            one of the DATE OF LAST MATH/READING REMEDIATION SERVICES DURING THE MONTH is during the reporting period)  <b>OR</b>            (DATE ENTERED GED PREPARATION &lt;= the last date of the reporting period  <b>and</b>            (DATE ENDED GED PREPARATION &gt;= the first day of the reporting period  <b>OR</b>            DATE ENDED GED PREPARATION is null)  <b>and</b>            one of the DATE OF LAST GED PREPARATION SERVICES DURING THE MONTH is during the reporting period.)  <b>OR</b>            (DATE ENTERED VOCATIONAL/OCCUPATIONAL SKILLS TRAINING SERVICES &lt;= the last date of the reporting period  <b>and</b>            (DATE ENDED VOCATIONAL/OCCUPATIONAL SKILLS TRAINING SERVICES &gt;= the first day of the reporting period  <b>OR</b>            DATE ENDED VOCATIONAL/OCCUPATIONAL SKILLS TRAINING SERVICES is null)  <b>and</b>            one of the DATE OF LAST VOCATIONAL/OCCUPATIONAL SKILLS TRAINING SERVICES DURING THE MONTH is during the reporting period.)  <b>OR</b>            (DATE ENTERED OJT &lt;= the last date of the reporting period  <b>and</b>            (DATE ENDED OJT &gt;= the first day of the reporting period  <b>OR</b>            DATE ENDED OJT is null)  <b>and</b>            one of the DATE OF LAST OJT SERVICES DURING THE MONTH is during the reporting period.)  <b>OR</b>            (DATE ENTERED OTHER EDUCATION OR JOB TRAINING ACTIVITIES &lt;= the last date of the reporting period  <b>and</b>            (DATE ENDED OTHER EDUCATION OR JOB TRAINING ACTIVITIES &gt;= the first day of the reporting period  <b>OR</b>            DATE ENDED OTHER EDUCATION OR JOB TRAINING ACTIVITIES is null)  <b>and</b>            one of the DATE OF LAST OTHER EDUCATION OR JOB TRAINING</p>

Report Item	Specification
	ACTIVITIES SERVICES DURING THE MONTH is during the reporting period.)
2. Received Workforce Preparation Activities	<p>Count of unique RECORDs where            (DATE ENTERED SUBSIDIZED EMPLOYMENT &lt;= the last date of the reporting period  <b>and</b>            (DATE ENDED SUBSIDIZED EMPLOYMENT &gt;= the first day of the reporting period  <b>OR</b>            DATE ENDED SUBSIDIZED EMPLOYMENT is null)  <b>and</b>            one of the DATE OF LAST SUBSIDIZED EMPLOYMENT SERVICES DURING THE MONTH is during the reporting period)  <b>OR</b>            (DATE ENTERED INTERNSHIP &lt;= the last date of the reporting period  <b>and</b>            (DATE ENDED INTERNSHIP &gt;= the first day of the reporting period  <b>OR</b>            DATE ENDED INTERNSHIP is null)  <b>and</b>            one of the DATE OF LAST INTERNSHIP SERVICES DURING THE MONTH is during the reporting period)  <b>OR</b>            (DATE ENTERED WORKFORCE INFORMATION SERVICES &lt;= the last date of the reporting period  <b>and</b>            (DATE ENDED WORKFORCE INFORMATION SERVICES &gt;= the first day of the reporting period  <b>OR</b>            DATE ENDED WORKFORCE INFORMATION SERVICES is null)  <b>and</b>            one of the DATE OF LAST WORKFORCE INFORMATION SERVICES DURING THE MONTH is during the reporting period)  <b>OR</b>            (DATE ENTERED WORK READINESS TRAINING &lt;= the last date of the reporting period  <b>and</b>            (DATE ENDED WORK READINESS TRAINING &gt;= the first day of the reporting period  <b>OR</b>            DATE ENDED WORK READINESS TRAINING is null)  <b>and</b>            one of the DATE OF LAST WORKFORCE READINESS TRAINING SERVICES DURING THE MONTH is during the reporting period)  <b>OR</b>            (DATE ENTERED CAREER/LIFE SKILLS COUNSELING &lt;= the last date of the reporting period  <b>and</b>            (DATE ENDED CAREER/LIFE SKILLS COUNSELING &gt;= the first day of the reporting period  <b>OR</b>            DATE ENDED CAREER/LIFE SKILLS COUNSELING is null)  <b>and</b>            one of the DATE OF LAST CAREER/LIFE SKILLS COUNSELING SERVICES DURING THE MONTH is during the reporting period)</p>



Report Item	Specification
	<p><b>OR</b>            (DATE ENTERED OTHER WORKFORCE PREPARATION ACTIVITIES &lt;= the last date of the reporting period  <b>and</b>            (DATE ENDED OTHER WORKFORCE PREPARATION ACTIVITIES &gt;= the first day of the reporting period  <b>OR</b>            DATE ENDED OTHER WORKFORCE PREPARATION ACTIVITIES is null)  <b>and</b>            one of the DATE OF LAST OTHER WORKFORCE PREPARATION ACTIVITIES SERVICES DURING THE MONTH is during the reporting period)</p>
<p>3. Community Involvement Activities</p>	<p>Count of unique RECORDs where            (DATE ENTERED COMMUNITY SERVICES &lt;= the last date of the reporting period  <b>and</b>            (DATE ENDED COMMUNITY SERVICES &gt;= the first day of the reporting period  <b>OR</b>            DATE ENDED COMMUNITY SERVICES is null)  <b>and</b>            one of the DATE OF LAST COMMUNITY SERVICE DURING THE MONTH is during the reporting period)  <b>OR</b>            (DATE ENTERED OTHER COMMUNITY INVOLVEMENT ACTIVITIES &lt;= the last date of the reporting period  <b>and</b>            (DATE ENDED OTHER COMMUNITY INVOLVEMENT ACTIVITIES &gt;= the first day of the reporting period  <b>OR</b>            DATE ENDED OTHER COMMUNITY INVOLVEMENT ACTIVITIES is null)  <b>and</b>            one of the DATE OF LAST OTHER COMMUNITY SERVICES DURING THE MONTH is during the reporting period)</p>
<p>4. Received Mentoring Activities</p>	<p>Count of unique RECORDs where            (DATE ENTERED MENTORING ACTIVITIES &lt;= the last date of the reporting period  <b>and</b>            (DATE ENDED MENTORING ACTIVITIES &gt;= the first day of the reporting period  <b>OR</b>            DATE ENDED MENTORING ACTIVITIES is null)  <b>and</b>            one of the DATE OF LAST MENTORING ACTIVITES DURING THE MONTH is during the reporting period)</p>
<p>5. Received Supportive Services</p>	<p>Count of unique RECORDs where            (DATE ENTERED TRANSPORTATION SERVICES &lt;= the last date of the reporting period  <b>and</b>            (DATE ENDED TRANSPORTATION SERVICES &gt;= the first day of the reporting period  <b>OR</b>            DATE ENDED TRANSPORTATION SERVICES is null)  <b>and</b></p>

Report Item	Specification
	<p>one of the DATE OF LAST TRANSPORTATION SERVICES DURING THE MONTH is during the reporting period)</p> <p><b>OR</b></p> <p>(DATE ENTERED CHILD CARE SERVICES &lt;= the last date of the reporting period</p> <p><b>and</b></p> <p>(DATE ENDED CHILD CARE SERVICES &gt;= the first day of the reporting period <b>OR</b></p> <p>DATE ENDED CHILD CARE SERVICES is null)</p> <p><b>and</b></p> <p>one of the DATE OF LAST CHILD CARE SERVICES DURING THE MONTH is during the reporting period)</p> <p><b>OR</b></p> <p>(DATE ENTERED NEEDS RELATED PAYMENTS &lt;= the last date of the reporting period</p> <p><b>and</b></p> <p>(DATE ENDED NEEDS RELATED PAYMENTS &gt;= the first day of the reporting period</p> <p><b>OR</b></p> <p>DATE ENDED NEEDS RELATED PAYMENTS is null)</p> <p><b>and</b></p> <p>one of the DATE OF LAST NEEDS RELATED PAYMENTS DURING THE MONTH is during the reporting period)</p> <p><b>OR</b></p> <p>(DATE ENTERED FOLLOW-UP MENTORING SERVICES &lt;= the last date of the reporting period</p> <p><b>and</b></p> <p>(DATE ENDED FOLLOW-UP MENTORING SERVICES &gt;= the first day of the reporting period</p> <p><b>OR</b></p> <p>DATE ENDED FOLLOW-UP MENTORING SERVICES is null)</p> <p><b>and</b></p> <p>one of the DATE OF LAST FOLLOW-UP MENTORING SERVICES DURING THE MONTH is during the reporting period)</p> <p><b>OR</b></p> <p>(DATE ENTERED OTHER FOLLOW-UP SERVICES &lt;= the last date of the reporting period</p> <p><b>and</b></p> <p>(DATE ENDED OTHER FOLLOW-UP SERVICES &gt;= the first day of the reporting period</p> <p><b>OR</b></p> <p>DATE ENDED OTHER FOLLOW-UP SERVICES is null)</p> <p><b>and</b></p> <p>one of the DATE OF LAST OTHER FOLLOW-UP SERVICES DURING THE MONTH is during the reporting period)</p> <p><b>OR</b></p> <p>(DATE ENTERED OTHER SUPPORTIVE SERVICES &lt;= the last date of the reporting period</p> <p><b>and</b></p> <p>(DATE ENDED OTHER SUPPORTIVE SERVICES &gt;= the first day of the reporting period</p> <p><b>OR</b></p> <p>DATE ENDED OTHER SUPPORTIVE SERVICES is null)</p> <p><b>and</b></p> <p>one of the DATE OF LAST OTHER SUPPORTIVE SERVICES DURING THE MONTH is during the reporting period)</p>

<b>Report Item</b>	<b>Specification</b>
<p>6. OVERALL PARTICIPATION RATE (PARTICIPATING IN AT LEAST ONE ACTIVITY FROM 1 THROUGH 4. DOES NOT INCLUDE SUPPORTIVE SERVICES.)</p>	<p>Count of Unique RECORDS that were included in  D.1. RECEIVED EDUCATION OR JOB TRAINING ACTIVITIES  <b>OR</b>  D.2. RECEIVED WORKFORCE PREPARATION ACTIVITIES  <b>OR</b>  D.3. COMMUNITY INVOLVEMENT ACTIVITIES for the reporting period  <b>OR</b>  D.4. RECEIVED MENTORING ACTIVITIES</p> <p><b>Divided by</b></p> <p>B.2 TOTAL PARTICIPANTS SERVED</p>

**E. SHORT-TERM INDICATORS OF PERFORMANCE**

<b>Report Item</b>	<b>Specification</b>
1. Enrollment Rate	Count of unique RECORDs where DATE OF PARTICIPATION is within the reporting period  <b>Divided by</b>  ENROLLMENT GOAL
2. Abstained from Alcohol Abuse or Illegal Drug Use (6 months after enrollment)	Count of unique RECORDs where DATE OF PARTICIPATION plus 6 months is within the reporting period <b>and</b> ALCOHOL ABUSE/DRUG USE AT 6 MONTHS = No  <b>Divided by</b>  Count of unique RECORDs where DATE OF PARTICIPATION plus 6 months is within the reporting period <b>And</b> (ALCOHOL ABUSE/DRUG USE AT ENROLLMENT = Prior to Incarceration <b>OR</b> ALCOHOL ABUSE/DRUG USE AT ENROLLMENT = Prior to Enrollment <b>OR</b> ALCOHOL ABUSE/DRUG USE AT ENROLLMENT = Both)
3. Stable Living Arrangements (6 months after enrollment)	Count of unique RECORDs where (HOUSING STATUS AT ENROLLMENT AT 6 MONTHS = Own/rent apartment, room, or house <b>or</b> HOUSING STATUS AT ENROLLMENT AT 6 MONTHS = Staying at someone’s apartment, room, or house (Stable) <b>or</b> HOUSING STATUS AT ENROLLMENT AT 6 MONTHS = Halfway House/Transitional House <b>or</b> HOUSING STATUS AT ENROLLMENT AT 6 MONTHS = Residential Treatment)  <b>and</b> DATE OF PARTICIPATION plus 6 months is within the reporting period  <b>Divided by</b>  Count of unique RECORDs where DATE OF PARTICIPATION plus 6 months is within the reporting period
4a. Number of Initial Job Placements	Count of unique RECORDs where DATE OF INITIAL PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT is within the reporting period.
4b. 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 EMPLOYEMENT is within the reporting period <b>Plus</b> SUM of HOURLY WAGE AT PLACEMENT FOR PLACEMENT UNSUBSIDIZED EMPLOYMENT #1 where DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYEMENT #1 is within the reporting period

Report Item	Specification
	<p><b>Plus</b> Sum of earnings for all subsequent job placements within the reporting period.</p> <p><b>DIVIDED BY</b></p> <p>Count of HOURLY WAGE AT PLACEMENT FOR INITIAL PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT where DATE OF INTIAL PLACEMENT INTO UNSUBSIDIZED EMPLOYEMENT is within the reporting period</p> <p><b>Plus</b> Count of HOURLY WAGE AT PLACEMENT FOR PLACEMENT UNSUBSIDIZED EMPLOYMENT #1 where DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYEMENT #1 is within the reporting period</p> <p><b>Plus</b> Count of HOURLY WAGE AT PLACEMENT for all subsequent job placements within the reporting period.</p>
4c. Number of Job Re-Placements	<p>Count of DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #1 where DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #1 is within the reporting period.</p> <p><b>PLUS</b></p> <p>Count of ALL SUBSEQUENT DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #N where DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #N is within the reporting period.</p>
4d. Average Hours 1 <sup>st</sup> Week of Placement	<p>SUM of NUMBER OF HOURS WORKED DURING THE 1<sup>ST</sup> WEEK IN INTIAL PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT where DATE OF INTIAL PLACEMENT INTO UNSUBSIDIZED EMPLOYEMENT is within the reporting period</p> <p><b>Plus</b> SUM of NUMBER OF HOURS WORKED DURING THE 1<sup>ST</sup> WEEK IN PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #1 where DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYEMENT #1 is within the reporting period</p> <p><b>Plus</b> Sum of hours worked during the 1<sup>st</sup> full week for all subsequent job placements within the reporting period.</p> <p><b>DIVIDED BY</b></p> <p>Count of NUMBER OF HOURS WORKED DURING THE 1<sup>ST</sup> WEEK IN INTIAL PLACEMENT INTU UNSUBSIDIZED EMPLOYMENT where DATE OF INTIAL PLACEMENT INTO UNSUBSIDIZED EMPLOYEMENT is within the reporting period</p> <p><b>Plus</b> Count of NUMBER OF HOURS WORKED DURING THE 1<sup>ST</sup> WEEK IN PLACEMENT INTO UNSUBSIDIZED EMPLOYMENT #1 where DATE OF PLACEMENT INTO UNSUBSIDIZED EMPLOYEMENT #1 is within the reporting period</p> <p><b>Plus</b> Count of hours worked for all subsequent job placements within the reporting periods</p>

<b>Report Item</b>	<b>Specification</b>
5. Number Obtained High School Diploma or GED	Count of unique RECORDs where (((ATTAINED DIPLOMA, GED, OR CERTIFICATE #1 = Attained a secondary school diploma <b>or</b> ATTAINED DIPLOMA, GED, OR CERTIFICATE #1 = Attained a GED or high school equivalency diploma) <b>and</b> DATE ATTAINED DEGREE OR CERTIFICATE #1 is within the reporting period) <b>or</b> (((ATTAINED DIPLOMA, GED, OR CERTIFICATE #2 = Attained a secondary school diploma <b>or</b> ATTAINED DIPLOMA, GED, OR CERTIFICATE #2 = Attained a GED or high school equivalency diploma) <b>and</b> DATE ATTAINED DEGREE OR CERTIFICATE #2 is within the reporting period))
6. Number Obtained a Certificate or License	Count of unique RECORDs where ((ATTAINED DIPLOMA, GED, OR CERTIFICATE #1 = Attained a certificate in recognition of attainment of technical or occupational skills <b>and</b> DATE ATTAINED DEGREE OR CERTIFICATE #1 is within the reporting period) <b>or</b> (ATTAINED DIPLOMA, GED, OR CERTIFICATE #2 = Attained a certificate in recognition of attainment of technical or occupational skills <b>and</b> DATE ATTAINED DEGREE OR CERTIFICATE #2 is within the reporting period))
7. Entered Post-Secondary Education	Count of unique RECORDs where DATE ENTERED POST-SECONDARY is within the reporting period.
8. Entered Vocational/ Occupational Skills Training	Count of unique RECORDs where DATE ENTERED VOCATIONAL/OCCUPATION SKILLS TRAINING SERVICES is within the reporting period.

**F. SHORT-TERM INDICATORS OF PERFORMANCE**

<b>Report Item</b>	<b>Specification</b>
<p>1. Entered Employment Rate</p>	<p>Count of UNIQUE RECORDS where            (EMPLOYMENT STATUS AT PARTICIPATION = Employed, but Received Notice of Termination of Employment or Military Separation  <b>OR</b>            EMPLOYMENT STATUS AT PARTICIPATION = Not Employed)  <b>and</b>            EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = Yes  <b>and</b>            DATE OF EXIT is within the reporting period  <b>and</b>            OTHER REASONS FOR EXIT is null</p> <p><b>Divided by</b></p> <p>Count of UNIQUE RECORDS where            (EMPLOYMENT STATUS AT PARTICIPATION = Employed, but Received Notice of Termination of Employment or Military Separation  <b>OR</b>            EMPLOYMENT STATUS AT PARTICIPATION = Not Employed)  <b>and</b>            DATE OF EXIT is within the reporting period  <b>and</b>            OTHER REASONS FOR EXIT is null</p>
<p>2. Employment Retention (includes all participants who entered employment, regardless of follow-up)</p>	<p>Count of UNIQUE RECORDS where            EMPLOYED 1<sup>ST</sup> QUARTER AFTER EXIT QUARTER = Yes  <b>and</b>            EMPLOYED 2<sup>ND</sup> QUARTER AFTER EXIT QUARTER = Yes  <b>and</b>            EMPLOYED 3<sup>RD</sup> QUARTER AFTER EXIT QUARTER = Yes  <b>and</b>            DATE OF EXIT is within the reporting period  <b>and</b>            OTHER REASONS FOR EXIT is null</p> <p><b>Divided by</b></p> <p>Count of UNIQUE RECORDS where            EMPLOYED 1ST QUARTER AFTER EXIT QUARTER = Yes  <b>and</b>            DATE OF EXIT is within the reporting period  <b>and</b>            OTHER REASONS FOR EXIT is null</p>
<p>3. Attainment of a Degree Or Certificate</p>	<p>Count of UNIQUE RECORDS where            (DATE ENTERED GED PREPARATION is not null  <b>or</b>            DATE ENTERED VOCATIONAL/OCCUPATIONAL SKILLS TRAINING is not null)  <b>and</b>            (((ATTAINED DIPLOMA, GED, OR CERTIFICATE #1 = Attained a secondary school diploma  <b>or</b>            ATTAINED DIPLOMA, GED, OR CERTIFICATE #1 = Attained a GED or high school equivalency diploma  <b>or</b></p>

Report Item	Specification
	<p>ATTAINED DIPLOMA, GED, OR CERTIFICATE #1 = Attained a certificate in recognition of attainment of technical or occupational skills)  <b>and</b>  DATE ATTAINED DEGREE OR CERTIFICATE #1 &lt;= end of quarter of DATE OF EXIT + 3 quarters)</p> <p><b>or</b>  ((ATTAINED DIPLOMA, GED, OR CERTIFICATE #2 = Attained a secondary school diploma  <b>or</b>  ATTAINED DIPLOMA, GED, OR CERTIFICATE #2 = Attained a GED or high school equivalency diploma  <b>or</b>  ATTAINED DIPLOMA, GED, OR CERTIFICATE #2 = Attained a certificate in recognition of attainment of technical or occupational skills)  <b>and</b>  DATE ATTAINED DEGREE OR CERTIFICATE #2 &lt;= end of quarter of DATE OF EXIT + 3 quarters ))</p> <p><b>and</b>  DATE OF EXIT is within the reporting period  <b>and</b>  OTHER REASONS FOR EXIT is null</p> <p><b>Divided by</b>  Count of UNIQUE RECORDS where  (DATE ENTERED GED PREPARATION is not null  <b>or</b>  DATE ENTERED VOCATIONAL/OCCUPATIONAL SKILLS TRAINING is not null)  <b>and</b>  DATE OF EXIT is within the reporting period  <b>and</b>  OTHER REASONS FOR EXIT is null</p>
<p>4. Mean Six Months Earnings (includes only those who have been successfully contacted during follow-up)</p>	<p>Sum of  ((HOURS WORKED FIRST FULL WEEK FOR THE 2<sup>ND</sup> QUARTER AFTER EXIT <b>multiplied by</b> HOURLY WAGES FIRST FULL WEEK OF WORK FOR THE 2<sup>ND</sup> QUARTER AFTER THE EXIT QUARTER <b>multiplied by</b> 13)  <b>plus</b>  (HOURS WORKED FIRST FULL WEEK FOR THE 3<sup>RD</sup> QUARTER AFTER EXIT <b>multiplied by</b> HOURLY WAGES FIRST FULL WEEK OF WORK FOR THE 3<sup>RD</sup> QUARTER AFTER THE EXIT QUARTER <b>multiplied by</b> 13) where EMPLOYED IN 1<sup>ST</sup> QUARTER AFTER EXIT QUARTER = Yes  <b>and</b>  DATE OF FOLLOW-UP FOR 3<sup>RD</sup> QUARTER AFTER THE EXIT QUARTER EMPLOYMENT AND WAGE INFORMATION is not null  <b>and</b>  SUCCESSFUL FOLLOW-UP FOR 3<sup>RD</sup> QUARTER AFTER THE EXIT QUARTER EMPLOYMENT AND WAGE INFORMATION = Yes  <b>and</b>  DATE OF EXIT is within the reporting period  <b>and</b>  OTHER REASONS FOR EXIT is null</p> <p><b>Divided by</b></p>



<b>Report Item</b>	<b>Specification</b>
	Count of UNIQUE RECORDS where FOLLOW-UP = Yes <b>and</b> DATE OF EXIT is within the reporting period <b>and</b> OTHER REASONS FOR EXIT is null.
5. Recidivism Rate	Count of unique Records where (RE-ARRESTED/RE-INCARCERATED = Re-Arrested for a new crime <b>OR</b> RE-ARRESTED/RE-INCARCERATED = Re-incarcerated for a revocation of the parole or probation order for violations of terms of sentence) <b>and</b> DATE RE-ARRESTED/RE-INCARCERATED minus DATE OF RELEASE <= 1 year <b>and</b> DATE OF RELEASE plus 1 year is within the reporting period.  <b>Divided by</b>  Count of unique RECORDS where DATE OF RELEASE plus 1 year is within the reporting period.