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e-mailed to MWAs on 06/09/06(cg)

**Bureau of Workforce Programs (BWP)**  
**Policy Issuance (PI): 05-41**

**Date:** June 9, 2006

**To:** Michigan Works! Agency (MWA) Directors

**From:** Brenda C. Njiwaji, Director, Bureau of Workforce Programs **SIGNED**

**Subject:** Common Measures Policy for U.S. Department of Labor (USDOL)-  
Employment and Training Administration (ETA) Programs

**Programs Affected:**

- Workforce Investment Act (WIA)
- Wagner-Peyser 7a (W-P)
- Veterans Employment & Training Service (VETS)
- Trade Adjustment Assistance (TAA)

**References:** USDOL Training and Employment Guidance Letter (TEGL) 17-05 issued February 17, 2006

**Rescissions:** None

**Background:** As part of the President's budget and performance integration initiative, the U.S. Department of Management and Budget and other federal agencies developed common performance measures for programs with similar goals. Through the implementation of common measures, the USDOL-ETA is able to describe in a similar manner the core purposes of the workforce system: how many people found jobs; did they stay employed; and what did they earn.

This PI clarifies and expands upon USDOL's TEGL 17-05 and, where necessary, provides state policy that supersedes guidance outlined in the TEGL.

**Policy:**

To fully measure and report to the United States Congress, stakeholders, and the public on how Michigan’s Workforce System is meeting the needs of employers and workers, common measures reporting is required by all MWAs. The three adult measures were altered for the WIA and W-P Employer Service programs. Three new youth measures were added for the WIA to evaluate programs serving youth.

To ensure compliance with USDOL-ETA and state guidelines, MWA officials are required to implement the requirements outlined in this PI along with the requirements prescribed in TEGL 17-05, which can be downloaded from [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2195](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195).

The requirements of USDOL TEGL 17-05, issued February 17, 2006 and this PI are effective immediately. Revisions to the Management Information System (MIS) to support the requirements of the TEGL and this PI will be forthcoming.

**Program administrators continue to be held responsible for all statutory performance standards not overridden by the implementation of common measures.**

1. **Participant:** An individual determined eligible to participate in the program that receives a service funded by the program in a Michigan Works! Service Center or Satellite office.

<b>Participant Type</b>	<b>W-P/VETS</b>	<b>WIA</b>	<b>TAA</b>
Participant Count	Receives a service	18 years and older, plus receives a service	Not Applicable
Performance Participant	18 years and older plus receives services	Enrolled in a funding source plus receives a service	Receives a service

If the One-Stop Center is funded jointly by W-P and WIA funds, then individuals who are age 18 or older are to be counted as participants under both the W-P and the WIA Adult programs.

Individuals who are eligible for a program and receive any service should be reported in participant counts. All individuals included in participant counts are also included in performance calculations, with the following exception:

- For WIA funded programs only, participants who receive only self-service and informational activities are included in participant counts, but not included in performance calculations. For all programs, participants who have a temporary exit with an exclusionary exit reason code (as specified in page 23 of the TEGL) will not be counted towards performance calculations.

To comply with USDOL TEGL 17-05, MWA officials must collect the following data from all individuals, 18 years or older, to record participant counts:

- Social Security Number
- Equal Opportunity (EO) Data (Ethnicity, Race, Disability Status, Date of Birth)
- Employment/Economic status at participation
- First and last name
- Date of Birth, if not provided under the EO Data section

These elements are found on the Confidential Information page of the Michigan Talent Bank.

In addition, the State of Michigan is requiring that migrant worker status, education, and UI claim data be collected for WIA participants. This data is currently collected for Wagner-Peyser participants. MWAs will be required to collect this data once modifications are made to the One-Stop MIS.

Please note: **Policy and reporting requirements to capture participant data for those who receive a service funded by WIA, W-P, TAA, and W-P/VETS programs remotely through electronic technologies will be forthcoming.**

**Services that commence participation:**

- Self-service or self-directed job search and/or workforce information services (does not pertain to WIA youth);
- Staff-assisted job search, job referral, career counseling, skills assessment, testing, job development (working with employer and job seeker), workshops, job clubs;
- Comprehensive and specialized assessments, such as diagnostic testing and interviewing;

- Individual or Group counseling, career planning, development of individual employment plan;
  - Case management. The WIA definition states that case management means the provision of a client-centered approach in the delivery of services, designed (A) to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and (B) to provide job and career counseling during program participation and after job placement.
  - Short-term pre-vocational services; and
  - Training services (occupational skills, on-the-job training, workplace training, cooperative education, private sector training programs, skill upgrading and/or retraining, entrepreneurial training, job readiness training, adult education and literacy activities in combination with training, customized training).
2. **Exiter:** A participant who has not received a WIA, TAA, or W-P/VETS funded service for 90 consecutive days and no future services or estimated gap dates are scheduled. This is often referred to as a “soft exit.”

**Program administrators cannot exit a participant, if the participant is active in any program covered under the common measures. However, and to comply with time constraints associated with when staff is obliged to collect customer satisfaction information on WIA exited participants, a means to specify that an individual enrollee is temporarily exited will be provided. This temporary exit will NOT cause the Common Measures participant to exit except when it meets the conditions specified in the “Exiter” section above.**

**Services that can extend the exit date:**

- USDOL funded WIA, TAA, or W-P/VETS program services;
- All required and other appropriate program services; and
- Trade readjustment allowances and other needs-related payments funded by TAA, WIA, or National Emergency Grants that are tied to continuous participation or other activities.

**Services that DO NOT commence participation or extend the exit date:**

- Eligibility determination;

- Case management administrative follow-up activities involving regular contact to obtain information regarding employment status, educational progress, need for additional services, etc.;
- Income maintenance or support payments (e.g. Unemployment Insurance, Temporary Assistance for Needy Families);
- Provide assistance not related to employment services (e.g. giving directions or allowing rest room access);
- Post-employment follow-up services designed to ensure job retention, wage gains, and career progress.

### **Credential and certification**

The definitions of credential and certification are found in Attachment B of the TEG. These definitions supplant any credential or certification definition in use by DLEG, Workforce Development Boards, and MWAs, contractors, sub-contractors, and affiliates, effective July 1, 2006. Please note that credentials and certifications issued by Workforce Development Boards and MWAs are no longer acceptable as attainment of a credential performance measure.

**Action:** MWA officials shall immediately implement the requirements for common measures outlined in TEG 17-05 and this policy.

**Inquiries:** Questions regarding this PI should be directed to Ms. Dell Alston at (517) 335-5858.

In accordance with the Americans With Disabilities Act, information contained in this PI will be made available in alternative format (large type, audio tapes, etc.) upon written requests received by this office. The PI is also available for transmission on the e-mail system. Call Ms. Cynthia Grostick at (517) 335-5858, for details.

**Expiration:** Continuing

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