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| <b>MARICOPA COUNTY</b><br><br>HUMAN SERVICES DEPARTMENT<br>Workforce Development Division | <b>SECTION/REFERENCE</b>   | <b>PAGE 1 OF 2</b>                  |
|  | <b>ORIGINAL ISSUE DATE</b><br>June 2008  | <b>REVISION DATE</b><br>August 2011 |
|  | <b>AUTHORIZED BY:</b> Patrick Burkhart, Assistant Director   |                                     |
| <b>SUBJECT:</b><br>MWC Youth Provider Reporting  | <b>ADDENDA:</b><br>Monthly Report (includes Participant Data Tracker, Participant Summary Report, Real-time Benchmark Measurement Results, and MFR Report) |                                     |

**Purpose:**

Information from the reports will be evaluated to ensure contract compliance and to report program information to the MWC Youth Council, WDD management and stakeholders.

**Responsibility Of:**

Youth contractors and MWC Youth Program Coordinator

The Monthly Report consists of the following elements:

- o Participant Data Tracker
- o Participant Summary Report including Real-time Benchmark Measurement Results
- o Managing For Results Report

The Monthly Report will be submitted to the MWC Youth Program Coordinator by the (7<sup>th</sup>) working day of the month. The Monthly Report (“report”) consists of a Participant Summary Report (“summary tab”) and Participant Data Tracker (“tracker tab”) Managing For Results report (“MFR tab”).

The youth contractor will use the tracker tab to list all participants that were served in the program year; documenting eligibility information, program services, and outcome information, including those related to real-time benchmarks. This information is required to be updated on a monthly basis to reflect the current status of each participant.

The summary tab is required to be updated with the month the data being reported represents every month.

The MFR tab is required to be updated on a monthly basis to reflect the number of youth requesting service from the youth contractor as well as a short narrative description of the number reported. This information is used to report performance of the Youth Program to the Maricopa County Board of Supervisors.

The following process will take place:

- 1) Youth contractor will indicate their agency's name and the reporting month and program year on the summary tab.
- 2) All youth participants that were served on or after the first day of the current program year will be reported on the tracker tab. The youth contractor will enter required information for each of the fields that may apply to the participant. For any of the columns containing drop-down lists, select the item that applies to the individual participant. For most of the columns, other than those in the general category, a "1" will be entered if the column applies to the participant. If the column does not apply to the participant, the field will be left blank.
- 3) As the participant progresses through the program, other columns may apply to the individual participant and will need to be indicated by a "1" for the additional columns. The provider will need to ensure that the tracker tab reflects the current status of the participant for the month being reported. Information entered on the tracker tab is used to automatically populate the summary report tab.

**Note:** Once the participant has been exited from the program, the participant will remain on the tracker, until the end of the program year.

- 4) The number of youth requesting services will be entered into the appropriate month in the MFR tab along with a comment describing what is being reported.

### Real Time Youth Benchmarks

| # | Benchmark                              | Measure   | Benefit/Outcome  | Population/Barrier Resolved    |
|---|--|---|--|--------------------------------|
| 1 | Complete High School or GED Obtainment | Certificate of Diploma or GED   | Employment or Post Secondary Enrollment  | All Youth (including Dropouts) |
| 2 | Complete High School or GED Obtainment | Certificate of Diploma or GED   | Employment or Post Secondary Enrollment  | Dropouts only                  |
| 3 | Stable Living Condition                | The participant entered into a stable living condition (living in the same household) during program participation and sustained a stable living condition for at least 90 days during program participation. | Increased ability to become self-sufficient  | Homeless or Foster Care        |
| 4 | Return to School/Alternative           | Proof of re-enrollment and attendance in file   | Potential completion secondary school and attainment HS diploma                                | Dropouts                       |
| 5 | Remained in School                     | Continued participation in secondary school   | Potential completion of secondary school and attain HS Diploma                                 | In-School Youth                |
| 6 | Enrolled in Post Secondary/Training    | Track number of enrollments in post secondary or advanced training  | Potential completion of college or training  | All                            |
| 7 | Non-incarceration                      | Offender youth not becoming incarcerated at any time during program participation   | Successful completion of program and increase employment and educational opportunities         | Offenders                      |
| 8 | *Credential Attainment                 | Younger Youth that has attained a credential (other than HS Diploma and GED) during program participation   | Gain occupational related skills and attained recognized certificate to increase employability | Younger Youth                  |

\*Credential attainment for younger youth is not reported in the WIA regulatory performance measures. However, many younger youth participants, especially, between the ages of 17-18 years of age will have attained their HS diploma/ GED during or prior to program participation. Many of these youth will continue with their education through the assistance of the MWC youth program in attaining a recognized certificate/ credential.

All benchmarks, described above, will be included in provider's monthly participant tracker. The trackers will be revised to include additional fields to capture needed data during program participation and program outcome. The MWC providers will begin tracking benchmark data and will provide the initial data by the 7th working day every month. The providers will continue to report the information on the revised participant tracker, until further notice.