



CITY AND COUNTY OF SAN FRANCISCO
GAVIN NEWSOM, MAYOR

OFFICE OF ECONOMIC
AND
WORKFORCE DEVELOPMENT

DIRECTIVE NO: 20-07

TO: WIA Service Providers

EFFECTIVE: July 1, 2007

SUBJECT: Monthly Program Performance Reporting

REFERENCES:

- Workforce Investment Act (WIA), Section 136

PURPOSE:

To establish policy that ensures service providers of the Office of Economic and Workforce Development (OEWD) properly report participant service and outcome activity.

POLICY:

OEWD service providers shall report monthly on participant enrollment, service and outcomes.

PROCEDURE:

Service Providers of the OEWD shall complete the monthly program performance report (Attachment 1) providing information on client outcomes. Completed reports will be submitted not later than 10 working days after the first day of each month to:

WIA Program Manager
Office of Economic and Workforce Development
30 Van Ness Avenue, Suite 3900
San Francisco, CA 94102

DEFINITION OF REPORTING TERMS:

Participants Carried Over – The number of clients that were enrolled during the prior program year and continued to receive service during the current program year. This number should not change during the reporting year.

New Enrollments – The number of clients enrolled during the reporting year. The amount reported should reflect a cumulative total of new beginning July 1 of the program year.

Total Participants –The sum of Participants Carried Over and New Enrollments.

Activity Level Enrollment – For each of the activities listed, enter that number of enrolled clients receiving services. The amount reported should reflect a cumulative total of new beginning July 1 of the program year and the total of clients reported may exceed the total number of clients enrolled into the fund source as clients may receive services in more that one activity.

Entered Employment – Enter the number of clients that entered employment as a result of services received from the fund source during the report year. The amount reported should reflect a cumulative total of new beginning July 1 of the program year.

Average Wage – Enter the average of all wages paid to clients that enter employment during the report year. Average wage is reported as an hourly rate and is calculated by dividing the sum of all hourly rates paid to clients that complete their participation during the report year by the number of clients that complete their participation during the report year. The amount reported should reflect a cumulative total of new beginning July 1 of the program year.

Employment Retention at 6 Months – Enter the number of clients that complete their participation during the report year and are employed 6 months after the date of completion.

Attainment of Educational Credential – Enter the number of clients who have completed their participation in the program and as a result of their participation received a credential from an educational agency.

Retained Youth – Enter the number of youth age 14-18 who during the third quarter after exiting the program are participating in at least one of the following activities:

- Post Secondary Education;
- Advance Training or Occupational Skills Training;
- Employment (including Military); or
- Qualified Apprenticeships.

ACTION:

OEWD and its service providers shall follow this policy. This policy shall remain in effect until such time that a revision is required.

INQUIRIES:

Inquiries should be addressed to the WIA Program Manager at 581-2314 or marc.majors@sfgov.org.

Rhonda Simmons
Director of Workforce Development
Office of Economic and Workforce Development

Attachment

MONTHLY PROGRAM PARTICIPANT REPORT

Provider _____

Report Month _____

Year _____

SUMMARY OF GOALS:																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Enrollments</th> </tr> <tr> <th style="width: 33%;">Plan</th> <th style="width: 33%;">Actual</th> <th style="width: 33%;">%</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Enrollments			Plan	Actual	%				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Placements</th> </tr> <tr> <th style="width: 33%;">Plan</th> <th style="width: 33%;">Actual</th> <th style="width: 33%;">%</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Placements			Plan	Actual	%			
Enrollments																							
Plan	Actual	%																					
Placements																							
Plan	Actual	%																					

SERVICES:							
	ADULT & DISLOCATED WORKERS				YOUTH		
	Core A	Core B	Intensive	Training	In School	Out of School	Out of School / Basic Skills Deficient
Universal Access							
One Stop Referrals							
Enrollments							
Completions							
Job Placement							
Job Retention							
Attainment of Diploma / Certificate							
Education Placement							
Literacy / Numeracy Gains							
Follow-Up							