| **Data Element Number** | **Data Element Name** | **Data Element Definition(s)/Instructions** | **WIOA Source Documentation** | **Notes** |
| --- | --- | --- | --- | --- |
| 200 | Date of Birth | Participant’s date of birth | One of the following:   * Drivers License * Baptismal Record * Birth Certificate * DD-214 * Report of Transfer or Discharge Paper * Federal, State or Local Identification Card * Passport * Hospital Record of Birth * Public Assistance/Social Service Records * School Records or ID Cards * Work Permit * Family Bible |  |
| 202 | Individual with a Disability | This is indicated if the participant has any "disability”, as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. | One of the following:   * **Self-Attestation** * School 504 Records Provided by Student * Assessment Test Results | **NOTE:** The participant can also choose to not self-identify. |
| 409 | School Status at Entry | Make sure this represents school status at the time of enrollment—not application. | One of the following:   * **Self-Attestation** * Cross-match with Post-Secondary Education Database * Copy of Educational Institution Enrollment Record * Applicable Records from Education Institution (Diploma, GED certificate, attendance record, transcripts, report card or school documentation) * Signed Intake Application or Enrollment Form * Electronic Records |  |
| 701 | Pregnant or Parenting Youth | This can be a youth who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18. | One of the following:   * **Self-Attestation** * Case Notes * Needs Assessment * WIC Eligibility Verification * TANF Single Parent Eligibility Verification * Signed Intake Application or Enrollment Form * Signed Individual Service Strategy |  |
| 702 | Youth Who Needs Additional Assistance | A “Youth Who Needs Additional Assistance” is a participant who is an out-of-school youth at the time of enrollment who requires additional assistance to enter or complete an educational program, or to secure and hold employment or an in-school youth who requires additional assistance to complete an educational program or to secure or hold employment as defined by State or local policy. If the State Board defines a policy, the policy must be included in the State Plan. | One of the following (see state policy on definition):   * **Self-Attestation** * Signed Intake Application or Enrollment Form * Case Notes * Needs Assessment * Signed Individual Service Strategy |  |
| 704 | Foster Care Youth Status at Program Entry | This includes any participant at the time of enrollment age 24 or under who is currently in foster care or has aged out of the foster care system. | One of the following:   * **Self-Attestation** * Written confirmation from Social Services agency * Case notes * Foster Care Agency referral transmittal * Signed intake application or enrollment form * Needs assessment * Signed Individual Service Strategy |  |
| 800 | Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry | Any of the following apply if the participant at the time of enrollment:   1. Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who:    1. is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;    2. is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;    3. is living in an emergency or transitional shelter;    4. is abandoned in a hospital; or    5. is awaiting foster care placement; 2. Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground; 3. Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent’s or parent’s spouse’s seasonal employment in agriculture, dairy, or fishing work; 4. Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth).   This definition does not include a participant imprisoned or detained under an Act of Congress or State law. A participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.  Note: WIOA youth who meet the definition of homeless as defined in WIOA section 681.210(c)(5) and 681.220(d)(4) are reported in this data element. | One of the following:   * **Self-Attestation** * Signed Intake Application or Enrollment Form * Written Statement or Referral Transmittal from a Shelter or Social Service Agency * Needs Assessment * Case Notes * Signed Individual Service Strategy * A letter from caseworker or support provider |  |
| 801 | Ex-Offender Status at Program Entry | The following apply to the participant who, at the time of enrollment:   * Has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or * Requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction | One of the following:   * **Self-Attestation** * Documentation from the Juvenile or Adult Criminal Justice System * Written Statement or Referral Document from a Court or Probation Officer * Referral Transmittal from a Reintegration Agency * Signed Intake Application or Enrollment Form * Case Notes * Needs Assessment * Signed Individual Service Strategy * Federal Bonding Program Application |  |
| 802 | Low Income Status at Program Entry | Low-income status is affirmed at the time of enrollment for a person who:   * Receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received:   1. Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.);   2. Assistance through the temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 USC 601 et seq.);   3. Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or   4. State or local income-based public assistance. * Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level; * Is an individual who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.); * Is a foster child on behalf of whom State or local government payments are made; * Is a participant with a disability whose own income is at or below the poverty line but who is a member of a family whose income does not meet this requirement (“Family of One”); * Is a homeless participant or a homeless child or youth or runaway youth (see Data Element #800); or * Is a youth living in a high-poverty area. | One of the following:   * **Self-Attestation** * Award Letter from Veteran’s Administration * Bank Statements * Pay Stubs * Compensation Award Letter * Court Award Letter * Pension Statement * Employer Statement/Contact * Family or Business Financial Records * Housing Authority Verification * Quarterly Estimated Tax for Self-Employed Persons * Social Security Benefits * UI Claim Documents * Copy of Authorization to Receive Cash Public Assistance * Copy of Public Assistance Check * Public Assistance Eligibility Verification * Cross Match with Refugee Assistance Records * Cross Match with Public Assistance Records * Cross Match with UI Wage Records | **NOTE:** “Low Income” required for all WIOA ISY.  For OSY, “low income” applies only in cases where participant is eligible solely on basis of “needs additional assistance” OR is an “English Language Learner”. Other barriers for OSY do NOT require low-income status for eligibility purposes. |
| 803 | English Language Learner at Program Entry | A participant is considered an English Language Learner at the time of enrollment is a person who has limited ability in speaking, reading, writing or understanding the English language and also meets at least one of the following conditions:   * The participant’s native language is a language other than English; and/or * The participant lives in a family or community environment where a language other than English is the dominant language. | One of the following:   * **Self-attestation** * Case notes * Assessment Test Results * Applicable Records from Education Institution (transcripts or other school documentation) * Signed Intake Application or Enrollment Form * Signed Individual Service Strategy |  |
| 804 | Basic Skills Deficient/Low Levels of Literacy at Program Entry | A participant is considered at the time of enrollment to be “Basic Skills Deficient” if:   * They are a youth who has English reading, writing or computing skills at or below the 8th grade level on a generally accepted standardized test; or, * The participant is a youth or adult who is unable to compute and solve problems, or read, write or speak English at a level necessary to function on the job, in the participant’s family, or in society. | One of the following:   * Case notes * Assessment Test Results * Applicable Records from Education Institution (transcripts, academic assessments, or other school documentation) | **NOTE:** The participant cannot self-attest to this. |
| 806 | Single Parent at Program Entry | This is indicated if the participant at the time of enrollment is single, separated, divorced or a widowed individual who has primary responsibility for one or more dependent children under the age of 18 (including single pregnant women) | One of the following:   * **Self-Attestation** * TANF Single Parent Eligibility Verification * Case Notes * Needs Assessment * TANF Single Parent Eligibility Verification * Signed Intake Application or Enrollment Form * Signed Individual Service Strategy or Employment Plan | **NOTE:** The participant can opt to not self-identify |
| 900 | Date of Program Entry | This is the date the individual became a participant as referenced at 26 CFR 677.150, satisfying applicable programmatic requirements for the provision of services. | One of the following:   * Individual Plan for Employment (ISS); * Electronic records * Program intake documents, such as eligibility determinations documentation or program enrollment forms |  |
| 901 | Date of Program Exit | Record the last date the participant received services that are non self-service, information only or follow-up services. Record this last date of receipt of services only if there are no future services that are not self-service, information only or follow-up services planned from the program. | One of the following:   * A copy of a letter sent to the individual indicating that the case was closed; * WIOA status-exit form(s); * Electronic records; * Attendance records; * Review of service records identifying the last qualifying service (and lack of a planned gap) |  |
| 906 | Date of First WIOA Youth Service | The date on which the participant began receiving his/her first WIOA Youth service (i.e. 1 of the 14 youth program elements in WIOA Law section 129(c )(21)) | One of the following:   * Signed intake application or enrollment form with follow-up cross-match to case notes identifying the first qualifying service; * Case notes with cross-match to Workforce One; * Signed Individual Service Strategy with follow-up cross-match to case notes identifying the first qualifying service; * Eligibility determination documentation or program enrollment forms with follow-up cross-match to case notes identifying the first qualifying service. |  |
| 923 | Other Reasons For Exit | For purposes of WIOA Youth, there are six reasons for exit that will exclude the participant from all WIOA performance measures if:   1. The participant has become incarcerated in a correctional institution ore resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant. 2. The participant receives medical treatment that is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program. 3. The participant is deceased. 4. The participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days. 5. The youth participant is in the foster care system as defined at 45 CFR 1355.20(a) and exits the program because the participant has moved from the area as part of such a program or system. 6. The participant is a criminal offender in a correctional institution under Section 225 of WIOA. | One of the following:   * File documentation with notes from program staff * Information from partner services * WIOA status/exit forms * Electronic Records * Withdrawal form with explanation * Information from institution or facility * Case notes | This is a Joint Element with the Department of Education as outlined in TEGL 7-18. |
| 1205 | Type of Work Experience | If the Youth participant received work experience, the value included in the PIRL will be based on Workforce One information. | One of the following:   * Case notes * Signed Work Experience agreement * Electronic records |  |
| 1206 | Date Received Financial Literacy Services | If the Youth participant received work experience, the value included in the PIRL will be based on Workforce One information. | One of the following:   * Activity sheets * Sign-in sheets * Attendance record * Vendor contract * Case notes * WIOA status forms noting receipt of service and type of service received * Electronic records |  |
| 1300 | Received Training | This indicated if the participant received training services or not. | One of the following:   * Cross-match between dates of service and vendor information * Vendor training records * Cross-match with state database(s) * Case notes * Signed training contract * ITA * Electronic records |  |
| 1302, 1309, 1314 | Date Entered Training | The date on which the participant’s training actually began. Each PIRL record can identify up to three different trainings. | One of the following:   * Copy of enrollment record * File documentation with notes from program staff * Cross-match between dates of service and vendor training information * Vendor training documentation * Electronic records * Individual Training Account * Attendance records | Each PIRL record can identify up to three different or separate trainings |
| 1303, 1310, 1315 | Type of Training Service | This indicates the type of approved training received by the participant. Each PIRL record can identify up to three different types of training. | One of the following:   * Copy of enrollment record * File documentation with notes from program staff * Cross-match between dates of service and vendor training information * Vendor training documentation * Electronic records * Individual Training Account * Attendance records | Each PIRL record can identify up to three different or separate trainings  This is a Joint Element with the Department of Education as outlined in TEGL 7-18. |
| 1306, 1311, 1316 | Occupational Skills Training Code | This should be an 8-digit O\*Net 4.0 (or later) code that best describes the occupation for which the participant received training services. | One of the following:   * Cross-match to state databases * Case notes * Signed Individual Employment Plan (or ISS) or training plan * Signed training contracts * ITA | Each PIRL record can identify up to three different or separate trainings |
| 1307, 1312, 1317 | Training Completed | This field indicates if the participant completed the training successfully or not. | One of the following:   * Cross-match between state databases and attendance sheets or records * Vendor training records with follow-up cross-match with state databases * Case notes with follow-up cross-match with state databases | Each PIRL record can identify up to three different or separate trainings |
| 1308, 1313, 1318 | Date Completed or Withdrew From Training | The date when the participant completed or withdrew permanently from training. | One of the following:   * Cross-match between state databases and attendance sheets or records * Vendor training records with follow-up cross-match with state databases   Case notes with follow-up cross-match with state databases | Each PIRL record can identify up to three different or separate trainings |
| 1332 | Participated in Post-Secondary Education | This element indicates if the participant was in a post-secondary education program leading to a credential or degree from an accredited post-secondary education institution at any point during program participation. | One of the following:   * Data match with postsecondary data system * Copy of enrollment record * File documentation with notes from program staff * School records * Transcript or report card | This is a Joint Element with the Department of Education as outlined in TEGL 7-18. |
| 1401 | Enrolled in Secondary Education Program | This element is used in the case where the participant is enrolled in a secondary education program at or above the 9th grade level. This may also include alternative education programs designed to help the participant earn a secondary diploma or equivalent. | One of the following:   * Copy of enrollment record * File documentation with notes from program staff * School records * Transcript or report card * Data match in state E-12 education system | This is a Joint Element with the Department of Education as outlined in TEGL 7-18 |
| 1402 | Most Recent Date Received Educational Achievement Services | This should be the most recent date the participant received an “educational achievement” service which can include (but is not limited to) tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to a secondary diploma or equivalent. | One of the following:   * Activity sheets * Sign-in sheets * Attendance records * Vendor contract * Electronic records * WIOA status forms noting receipt of service and type of service received |  |
| 1403 | Most Recent Date Received Alternative Secondary School Services | This should be the most recent date the participant received alternative education services or dropout recovery services, as appropriate. | One of the following:   * Activity sheets * Sign-in sheets * Attendance records * Vendor contract * Electronic records   WIOA status forms noting receipt of service and type of service received |  |
| 1405 | Most Recent Date Received Work Experience Opportunities | This is the most recent date on which the youth participant received work experience opportunities that include academic and/or occupational education. | One of the following:   * Activity sheets * Sign-in sheets * Attendance record * Vendor contract * Cross-match with state database * Case notes * Logs or status forms noting receipt of service and combination of services received |  |
| 1406 | Date Enrolled in Post-Exit Education or Training Program Leading to a Recognized Post-Secondary Credential AFTER Program Exit | This is the date the participant/exiter enrolled in a post-secondary education or training program leading to a recognized post-secondary credential after program exit. | One of the following:   * Copy of enrollment record * File documentation with notes from program staff * School records * Transcript or report card * Data match with postsecondary data system | This element only applies to participants who exited secondary education and earned a secondary diploma or equivalent.  This data element applies to the Credential Attainment Indicator  This is also a joint data element with the US Dept of Education as outlined in TEGL 7-18 |
| 1407 | Most Recent Date Received Education Offered Concurrently with Workforce Preparation | This is the most recent date the participant received education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. | One of the following:   * Activity sheets * Sign-in sheets * Attendance records * Vendor contract * Electronic records * WIOA status forms noting receipt of service and type of service received |  |
| 1408 | Most Recent Date Received Leadership Development Opportunities | This is the most recent date the participant received services that include—but are not limited to—opportunities that include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate. | One of the following:   * Activity sheets * Sign-in sheets * Attendance records * Vendor contract * Electronic records * WIOA status forms noting receipt of service and type of service received |  |
| 1409 | Most Recent Date Received Supportive Services | This is the most recent date the participant received any support service. | One of the following:   * Activity sheets * Sign-in sheets * Attendance records * Vendor contract * Electronic records, case notes * WIOA status forms noting receipt of service and type of service received |  |
| 1410 | Most Recent Date Received Adult Mentoring Services | This is the most recent date the participant received adult mentoring services which may last for at least 12 months and may occur during and/or after program participation. | One of the following:   * Activity sheets * Sign-in sheets * Attendance records * Vendor contract * Electronic records * WIOA status forms noting receipt of service and type of service received |  |
| 1411 | Most Recent Date Received Comprehensive Guidance Counseling Services | This is the most recent date the participant received comprehensive guidance counseling services, which may include chemical abuse counseling. | One of the following:   * Activity sheets * Sign-in sheets * Attendance records * Vendor contract * Electronic records * WIOA status forms noting receipt of service and type of service received |  |
| 1412 | Most Recent Date Received Follow-Up Services | This is the most recent date on which the participant received follow-up services after exiting the program. | One of the following:   * Activity sheets * Sign-in sheets * Attendance records * Vendor contract * Electronic records, case notes * WIOA status forms noting receipt of service and type of service received |  |
| 1413 | Most Recent Date Received Entrepreneurial Skills Training | This is the most recent date the participant received entrepreneurial skills training. | One of the following:   * Activity sheets * Sign-in sheets * Attendance records * Vendor contract * Electronic records * WIOA status forms noting receipt of service and type of service received |  |
| 1414 | Most Recent Date Received Services Providing Labor Market and Employment Information | This is the most recent date the participant received labor market and employment information about in-demand industry sectors or occupations in the local area. | One of the following:   * Activity sheets * Sign-in sheets * Attendance records * Vendor contract * Electronic records * WIOA status forms noting receipt of service and type of service received |  |
| 1415 | Most Recent Date Received Post-Secondary and Transition Education and Training | This is the most recent date the participant received activities or services focusing on preparation for—and transition to—post-secondary education and training. | One of the following:   * Activity sheets * Sign-in sheets * Attendance records * Vendor contract * Electronic records * WIOA status forms noting receipt of service and type of service received |  |
| 1600, 1602, 1604, 1606 | Employed in 1st (1600), 2nd (1602), 3rd (1604) or 4th Quarter (1606) After Exit Quarter | Three types of “employment” are reported (if applicable) in each of the four quarters: unsubsidized employment, registered apprenticeship or military. The other two options reported can be “not employed” or a selection indicating employment information is not yet available. | One of the following:   * UI wage data/administrative match * Follow-up survey from program participants * Pay check stubs, tax records, W2 form * Quarterly tax payment forms * Self-employment worksheets signed and attested to by program participants * Detailed case notes verified by employer and signed by the counselor | In most cases, this information is populated into the PIRL automatically using Minnesota wage detail data or SWIS data.  This is also a joint data element with the US Dept of Education as outlined in TEGL 7-18. |
| 1601, 1603, 1605, 1607 | Type of employment match used in 1st (1601), 2nd (1603), 3rd (1605) or 4th Quarter (1607) After Exit Quarter | Identifies the method used to determine the participant’s employment status in the quarter being reported. Wage records will be the primary data source for tracking employment in the first quarter after the exit quarter. If the participant is not found in wage records, supplemental data sources may be used. If the participant is found in more than one source of employment using wage records, record the data source used for which the participant’s earnings are the highest. | One of the following (consistent with TEGL 26-16):   * UI quarterly wage data (intrastate or interstate) * Federal Government employment records (various) * National/State Directory of New Hires * Signed follow-up survey response from program participants * Copy of pay check stubs, payroll slip, earnings statements (minimum of TWO per TEGL 26-16) * Income tax records, W-2 form or other records from the state revenue agency * Railroad retirement system * Quarterly tax payment forms * A signed letter from an employer on company letterhead (attesting to the individual’s employment status an earnings) * Self-employment or sales commissions worksheets signed/attested to by the participant * Cross-match with partner program administrative databases (such as TANF, SNAP or other public assistance) | In most cases, this information is populated into the PIRL automatically using Minnesota wage detail data or SWIS data. DEED also receives electronic databases from the federal government for cross-matching purposes.  This is also a joint data element with the US Dept of Education as outlined in TEGL 7-18. |
| 1618 | Retention With the Same Employer in the 2nd and 4th Quarter | This element identifies if the participant was with the same employer during the second and fourth quarter after exit. | One of the following (consistent with TEGL 26-16):   * UI quarterly wage data (intrastate or interstate) * Federal Government employment records (various) * National/State Directory of New Hires * Signed follow-up survey response from program participants * Copy of pay check stubs, payroll slip, earnings statements (minimum of TWO per TEGL 26-16) * Income tax records, W-2 form or other records from the state revenue agency * Railroad retirement system * Quarterly tax payment forms * A signed letter from an employer on company letterhead (attesting to the individual’s employment status an earnings) * Self-employment or sales commissions worksheets signed/attested to by the participant * Cross-match with partner program administrative databases (such as TANF, SNAP or other public assistance) | This is also a joint data element with the US Dept of Education as outlined in TEGL 7-18. |
| 1800 | Type of Recognized Credential #1 | This is the data element that records the type of recognized diploma, degree or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the state involved or Federal government, or an associates or baccalaureate degree attained by the participant who received education or training services. | One of the following:   * Data match * Copy of credential * Copy of school record * Follow-up survey from program participants * Case notes documenting information obtained from education or training provider | This is also a joint data element with the US Dept of Education as outlined in TEGL 7-18. |
| 1801 | Date Attained Recognized Credential #1 | The date the recognized credential was received by the participant/exiter. | One of the following:   * Data match * Copy of credential * Copy of school record * Follow-up survey from program participants   Case notes documenting information obtained from education or training provider | **NOTE:** The date entered into WF1 should match the date shown on the credential itself.  This is also a joint data element with the US Dept of Education as outlined in TEGL 7-18. |
| 1802, 1804 | Type of Recognized Credential #2 (#1802) and Credential #3 (#1804) | This is the data element that records the type of recognized diploma, degree or a credential consisting of an industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the state involved or Federal government, or an associates or baccalaureate degree attained by the participant who received education or training services. | One of the following:   * Data match * Copy of credential * Copy of school record * Follow-up survey from program participants   Case notes documenting information obtained from education or training provider | **NOTE:** If the participant earned more than one recognized credential during their WIOA Youth Program participation, PIRL reporting will allow up to three (3) to be reported. |
| 1803, 1805 | Date Attained Recognized Credential #2 (#1803) and Credential #3 (#1805) | The date the recognized credential was received by the participant/exiter. | One of the following:   * Data match * Copy of credential * Copy of school record * Follow-up survey from program participants   Case notes documenting information obtained from education or training provider |  |
| 1806 | Date of Most Recent Measurable Skill Gains: **Educational Functioning Level (EFL)** | This is a field containing a date. The participant who received instruction below post-secondary level achieved at least one EFL. An EFL gain can be documented in one of three ways:   1. By comparing a participant’s initial EFL as measured by a pre-test with the participant’s EFL as measured by a participant’s post-test; or, 2. For states that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or, 3. States may report an EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year. | One of the following:   * Pre- and post-test results measuring EFL gain * Adult High School transcript showing EFL gain through the awarding of credits or Carnegie units * Postsecondary education or training enrollment determined through data match, survey documentation, or program notes |  |
| 1807 | Date of Most Recent Measurable Skill Gains: **Postsecondary Transcript/ Report Card** | This is a field containing a date. The participant’s transcript or report card for postsecondary education who complete a minimum of 12 credit hours per semester, or for part-time students, a total of at least 12 credit hours over the course of two completed semesters during the same 12 month period, that shows a participant is meeting the State unit’s academic standards. | One of the following:   * Transcript * Report Card | **NOTE:** Assumes 12 credits each semester for a FT student OR 12 credits over two semesters for a PT student |
| 1808 | Date of Most Recent Measurable Skill Gains: **Secondary Transcript/Report Card** | This is a field containing a date. The participant’s transcript or report card for secondary education shows for one semester showing that the participant is meeting the State unit’s academic standards. | One of the following:   * Transcript * Report Card | **NOTE:** Can reflect grades for ONE semester |
| 1809 | Date of Most Recent Measurable Skill Gains: **Training Milestones** | This is a field containing a date. In this instance, the participant had a satisfactory or better progress report towards established milestones from an employer/training provider who is providing training (e.g. completion of an OJT, completion of a one year of a registered apprenticeship program, etc. | One of the following:   * Documentation of a skill gained through an OJT or Registered Apprenticeship * Contract and/or evaluation from employer or training provider documenting a skill gain * Progress report from employer documenting a skill gain | **NOTE:** WIOA Youth work experience does NOT count as a “training milestone.” |
| 1810 | Date of Most Recent Measurable Skill Gains: **Skills Progression** | This is a field containing a date. In this case, the participant has successfully completed an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge based exams. | One of the following:   * Results of knowledge-based exam or certification of completion * Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment * Documentation from training provider or employer * Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam |  |
| 1811 | Date Enrolled During Program Participation in Education or Training Program. | Record the date the participant was enrolled during program participation in an education or training program that leads to a recognized post-secondary credential, including a secondary education program, or training program that leads to employment as defined by the core program in which the participant participates. | One of the following:   * Copy of enrollment record * File documentation with notes from program staff * School records * Transcript or report card * Data match with post-secondary data system | This data element applies to the Measurable Skill Gain indicator and is used to calculate the denominator.  This is also a joint data element with the US Dept of Education as outlined in TEGL 7-18. |
| 1812 | School Status At Exit | The of program reports whether or not the participant is in or out of school at the time of exit. This element is important for case managers to ensure this is correctly entered into WF1 at the time of exit. An incorrect school status will likely result in the client record being rejected. | One of the following:   * Cross-match with secondary or post-secondary education databases * Copy of diploma, credential or degree awarded * Applicable records from education institution (GED certificate, transcripts, report cards, enrollment form or other school documentation * Signed follow-up survey response from program participant/exiter * Signed file documentation with information obtained from education or training provider |  |
| 1813 | Date Completed During Program Participation, an Education or Training Program Leading to a Recognized Post-Secondary Credential or Employment | This is the date the participant completed during program participation and education or training program that leads to a recognized post-secondary credential, including a secondary education program, or training program that leads to employment as defined by the core program the participant is enrolled in. | One of the following:   * Cross-match with secondary or post-secondary education databases * Copy of diploma, credential or degree awarded * Applicable records from education institution (GED certificate, transcripts, report cards, enrollment form or other school documentation * Signed follow-up survey response from program participant/exiter * Signed file documentation with information obtained from education or training provider |  |
| 1900 | Youth Second Quarter Placement | This data element captures youth-specific information for those youth who exited into some form of post-secondary education and are enrolled in the **second** quarter following the participant’s exit quarter. If the exiter was not placed into any form of post-secondary education, this is recorded as a “0.” | One of the following:   * Cross-match with other agencies * Copy of registration record * File documentation with notes from program staff * School records * Transcript or report card * Vendor/training provider training documentation | This is also a joint data element with the US Dept of Education as outlined in TEGL 7-18. |
| 1901 | Youth Fourth Quarter Placement | This data element captures youth-specific information for those youth who exited into some form of post-secondary education and are enrolled in the **fourth** quarter following the participant’s exit quarter. If the exiter was not placed into any form of post-secondary education, this is recorded as a “0.” | One of the following:   * Cross-match with other agencies * Copy of registration record * File documentation with notes from program staff * School records * Transcript or report card * Vendor/training provider training documentation | This is also a joint data element with the US Dept of Education as outlined in TEGL 7-18. |