# Uniform report card handbook

This handbook is intended for Workforce One users and data owners who wish to understand how their participant data is reflected in the uniform report card. It assumes basic knowledge of Workforce One.

## About the uniform report card

In its 2014 session, the Minnesota Legislature passed legislation requiring the Department of Employment and Economic Development (DEED) to report on specific program outcomes for each adult workforce program funded by the Workforce Development Fund. In its 2015 session, the Legislature amended this bill to require all adult workforce programs funded with any state funds to be included.

The uniform report card legislation (MN Statute 116L.98) is available online at [revisor.leg.state.mn.us/statutes/?id=116L.98](https://www.revisor.leg.state.mn.us/statutes/?id=116L.98).

The Performance Management Office at DEED compiles the data for the uniform report card, using participant data from Workforce One and employment data from Wage Detail. Wage Detail is employment data collected by Unemployment Insurance (UI) for tax purposes; it records the earnings and hours worked per employee, as well as the employer’s industry.

The uniform report card is available on DEED’s website at <mn.gov/deed/performance>. It is refreshed each quarter as new data becomes available.

## Metrics included

Authorizing legislation lays out the following metrics for the uniform report card:

* the total number of participants enrolled;
* the median pre-enrollment wages based on participant wages for the second through the fifth calendar quarters immediately preceding the quarter of enrollment excluding those with zero income;
* the total number of participants with zero income in the second through fifth calendar quarters immediately preceding the quarter of enrollment;
* the total number of participants enrolled in training;
* the total number of participants enrolled in training by occupational group;
* the total number of participants that exited the program and the average enrollment duration of participants that have exited the program during the year;
* the total number of exited participants who completed training;
* the total number of exited participants who attained a credential;
* the total number of participants employed during three consecutive quarters immediately following the quarter of exit, by industry;
* the median wages of participants employed during three consecutive quarters immediately following the quarter of exit;
* the total number of participants employed during eight consecutive quarters immediately following the quarter of exit, by industry;
* the median wages of participants employed during eight consecutive quarters immediately following the quarter of exit;
* the total cost of the program;
* the total cost of the program per participant;
* the cost per credential received by a participant; and
* the administrative cost of the program.

In addition to the required metrics, we also include:

* the total number of participants employed during the first quarter immediately following the quarter of exit, by industry;
* the median wages of participants employed during the first quarter immediately following the quarter of exit; and
* the median wage change in the first quarter, first three quarters, and first eight quarters immediately following the quarter of exit, compared to wages prior to enrollment.

Each measure of employment is shown with the following categories: employed full-time with a single employer, employed with full-time equivalent hours across multiple employers, and employed part-time. Full-time is considered 30 hours per week.

The report card must contain participant outcomes by education level, race and ethnicity, gender, and geography, and a comparison among those who completed training and those who did not. In addition to those required demographics, we also show outcomes by race and gender together, by detailed race category, and by homelessness status at enrollment. Cost metrics are not available by participant demographic.

## Programs included

The uniform report card includes the following programs:

* Adult Workforce Development Program
* American Indian OIC
* Customized Manufacturing Training Program
* Dislocated Worker Program
* Displaced Homemaker Program
* FastTRAC Program
* Latino Academy TTOIC
* Low-Income Worker Training Program
* MDI
* Northwest Indian OIC
* Pathways to Prosperity Program
* RESOURCE, Inc.
* Summit Academy OIC
* Twin Cities RISE!
* WIOA Adult Program
* Women and Nontraditional Jobs Program
* YWCA St. Paul

All participants in these programs are included, starting with enrollments in state fiscal year 2014 (July 1, 2013 through June 30, 2014). Note that not all programs will have this whole history of data in the report card; some programs only existed for a limited period and/or were added after a legislative revision.

## Important fields in Workforce One

Providers should follow the Workforce One guidance given by their program contact at DEED, since the data requirements for grant administration and monitoring are more thorough than those for performance reporting.

These fields are important for performance reporting through the uniform report card:

* Social Security Number
* Highest level of education
* Race and ethnicity
* Immigration status
	+ Primary language of immigrants/ refugees
* Gender
* County of residence
* Enrollment date
* Homelessness status
* Initial Services Date\*
* Exit date
* Exit reason
* Training activities
	+ Completion status of training activity
	+ O\*NET associated with training activity
* Credential

\*The Initial Services Date is only important when you have served a participant with prior funding not monitored by DEED and tracked in Workforce One. Please record the date you began serving the participant. This date should be prior to the enrollment date, and will help us accurately reflect employment status prior to enrollment and program duration.

In addition to these fields which inform performance, we also provide a snapshot of participant demographics as context. These demographics are not required by the report card, but they do provide helpful context to your program’s performance. These demographics are drawn from the following Workforce One fields on the enrollment screen:

* Disability status
* Labor Force status
* Offender status
* Veteran status
* Welfare receipt status (MFIP, SNAP, and/or General Assistance receipt)

Employment outcomes are derived from UI’s Wage Detail rather than the employment information entered into Workforce One.

## Training and credentials

The following Workforce One activities are included in the definition of training:

* ABE/ Remedial Training
* Adult Diploma Program (ADP)
* Adult Internship
* Apprenticeship
* Basic Skills Training
* Classroom Training
* Classroom Training - Academic
* Classroom Training - Occ Skills
* Classroom Training - Other
* CLIMB Training
* CTPP-Pilot Program - Skilled Manufacturing
* Customized Training
* Entrepreneurial Training
* ESL Training
* Financial Education Service
* GED Training
* GED Training (in Conjunction with Credentialed Training)
* High School Completion
* Job Skills Training Directly Related to Employment
* Literacy Training
* Non-Credentialed Training
* Occupational Skills Training
* OJT - Private
* OJT - Public
* OJT - Public or Private
* OJT Credential Waiver
* Remedial Education
* Remedial Training
* Skills Training
* Training
* Training/Education 13+ Months
* Training/Education up to 12 Months
* Work Readiness Skills Training

**Note that activities are tailored to your program; you will likely not see all of these activity options in Workforce One.**

The report card shows GED attainment separately from the attainment of a postsecondary credential (those attained after a high school diploma or GED). These are the credentials in Workforce One that are considered a postsecondary credential:

* AA or AS degree
* BA or BS degree
* Master’s Degree
* Occupational Skills Certificate/Credential
* Other Recognized Credential
* Technical/Occupational Skills License

## Combining enrollments

Participant data in Workforce One is organized by funding stream. That means that, for instance, a participant served by the same organization in two consecutive grants will experience one unified enrollment period, but will be reflected twice in Workforce One. To better represent the true enrollment periods of participants, we combine separate enrollment sequences in Workforce One when **both** of the following conditions are true:

1. The records have the same Workforce One record (person) ID, COFFR, and program.
2. The first record’s exit date is within 90 days of the second record’s enrollment date.

This follows the standard adopted for performance reporting on federally-funded workforce development programs.

## Exit reasons

Certain exit reasons in Workforce One are important for the uniform report card because they trigger different performance calculations. The report card only uses the exit reasons listed in this section. Providers should follow program guidance on when to use any other exit reasons (those other exit reasons will have no impact on your report card performance).

**Note that exit reasons are tailored to your program; you will likely not see all of these exit reason options in Workforce One.**

***Death, Family Care Problems, Health/Pregnancy, Institutionalized, Personal/Medical Problem, Reservist Called to Active Duty,*** and ***Health/Family Care*** indicate that participants are not in the labor force for reasons outside their control. These exits will be reflected in the exit status metric in the uniform report card. Following WIOA standards, these exits will not be included in the denominator of the training completion, credential attainment, and employment metrics.

***Program/Type Transfer, Certificate Program, Working with Another Program, Degree Program, Continued Education,*** and ***Continue Training Different Program*** indicate that participants are continuing service despite their exit from Workforce One. These exits will be reflected in the exit status metric in the uniform report card. These exits will not be included in the denominator of the training completion, credential attainment, and employment metrics.

These exit reason rules help us to show more accurate performance by removing cases that look negative but that most would agree are neither positive nor negative, but rather neutral.