Data Collection for the Employment and Credential Indicators

TRAINING-OF-TRAINERS WEBINAR

October 3, 2019
1:00–2:30 p.m. Eastern Time

NATIONAL REPORTING SYSTEM
for Adult Education
Participating in Today’s Webinar

• Mute yourself upon entry; unmute to speak.
Getting Started

• Words of Welcome
• Purpose of this Training-of-Trainers Session
• Files to use During the Session
  – Activity Packet
  – Demonstrating Success: A Technical Assistance Guide For Collecting Data for Postexit Indicators
Participating in Today’s Webinar

• Poll
• General Chat Pod
  – Submit content questions at any time
• Question-Specific Chat Pods
  – Share your responses to group discussion questions
  – Q&A session at the end of the presentation
• A link to a brief evaluation will pop up in the bottom right corner at the end of the webinar
Session Objectives

• Review the definitions and calculations for postexit indicators.
• Identify challenges in collecting data for postexit indicators.
• Explore strategies for effectively and accurately collecting these data.
• Review tools to assist understanding and data collection of the postexit indicators by local programs.
Agenda

- Overview of postexit indicators.
- Identify challenges.
- Brainstorm Strategies and Review Materials to Use With Local Programs: 4 Rounds.
- Questions.
- Wrap-up.
Polls

Our state is having difficulty collecting data for one or more of the postexit indicators.

a) Agree

b) Somewhat Agree

c) Disagree

Our State is having difficulty collecting postexit data in the following areas (select all that apply):

a) Credentials

b) 2nd Quarter Earnings

b) 4th Quarter Earnings

d) Median Earnings

e) N/A
Review of WIOA Postexit Indicators
WIOA Postexit Indicators

• Performance data collected only on participants who exit the program.

• Performance data collected for each period of participation (PoP).

• There are specific time frames for post-exit data collection.

• Performance data not collected participants who are excluded from the indicators, according to criteria defined in joint guidance.
2nd Quarter Employment

Numerator

• All participants who are in the denominator, who were employed at any point in the 2nd quarter after exiting the program.

Denominator

• All periods of participation in which a participant has exited the program.
4th Quarter Employment

**Numerator**

- All participants who are in the denominator, who were employed at any point in the 4th quarter after exiting the program.

**Denominator**

- All periods of participation in which a participant has exited the program.
Median Earnings

Cohort Inclusion

- All participants who are employed in the 2nd quarter after exit are included in the range of values for the Median Earnings Indicator.

Calculating Median

- The quarterly earnings value for each participant included in the indicator is arranged in a range of ascending or descending values, and the middle number is selected as the state’s median quarterly earnings value.

Unreported Wages

- Data matches or surveys resulting in $0 wages for a participant indicate that the participant should not be considered employed, and thus should not be counted in this indicator.
- Survey results with non-responses should be recorded as $1 median quarterly wages and included in the median calculation.
Credential Indicator Rate

Attained a secondary school diploma/equivalent and enrolled in postsecondary education or training or employed within one year of exit.

Exited participants who entered without a secondary school diploma and were enrolled in a secondary level program; OR participants who were enrolled at the same time in adult education and postsecondary education and exited postsecondary education.

Attained a postsecondary credential while enrolled or within one year of exit.

Note: Credential rate is an unduplicated count, a participant is counted only once per PoP.
Challenges

• What challenges is your state experiencing?
• What do you think is causing these issues?

Hold off on suggesting solutions...we’ll get to that next!
Strategies

- Messaging and Communication
- Professional Development
- Tracking and Data Sharing
- Supplemental Data Collection
Strategy: Messaging and Communication

• How are you communicating with local staff about the importance of collecting data on postexit indicators?
• What messages are the local program staff getting from you?
• What messages are students getting from the local programs?
Activity 1: Importance of Calculating Performance for the Postexit Indicators

Capturing Postexit Outcomes

This document contains a set of sample data. Examining these data can help you think through the importance of postexit data relative to the overall performance of your own program.

Use the data provided here to calculate performance on the postexit employment and credential indicators for this program. Then answer the questions at the end of the document.

Program Sample Data

<table>
<thead>
<tr>
<th>Employment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total exited participants (periods of participation (PoPs))</td>
<td>310</td>
</tr>
<tr>
<td>Number with Social Security Numbers (SSNs) for data match</td>
<td>215</td>
</tr>
<tr>
<td>Number of participants to exclude</td>
<td>10</td>
</tr>
<tr>
<td>Data match for employed during 2nd quarter after exit</td>
<td>150</td>
</tr>
<tr>
<td>Data match for employed during 4th quarter after exit</td>
<td>125</td>
</tr>
</tbody>
</table>
### 2nd Quarter After-Exit Employment

#### A. Calculate 2nd Quarter After-Exit Employment Rate

<table>
<thead>
<tr>
<th>Number of exited participants employed at any time in the 2nd quarter from each PoP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PoPs (less excluded)</td>
</tr>
</tbody>
</table>

= 2nd quarter employment rate (percent)

#### B. Calculate 2nd Quarter After-Exit Employment Rate Using Only Participants With SSNs

<table>
<thead>
<tr>
<th>Number of exited participants employed at any time in the 2nd quarter from each PoP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of PoPs with SSNs (less excluded)</td>
</tr>
</tbody>
</table>

= 2nd quarter employment rate (percent)
Next Steps

• How might you use this tool or resource with your local programs?

• What did you learn from others today that you plan to use with your local programs?
Strategy: Professional Development

• Have you provided training to your local programs on postexit indicators?
• What strategies have been effective?
Activity 2: Collecting Unique Identifiers such as Social Security Numbers

Using participants’ Social Security Numbers (SSNs) is one of the most efficient ways to obtain data needed to calculate performance on postexit employment indicators. This worksheet helps you think through the processes your program uses to collect SSNs, the challenges your program might face, and strategies to increase the rate of collection of this important, unique identifier.

**Rationale for Collecting SSNs**

What purpose do SSNs have for helping determine your program’s performance?

**Current Practices in Collecting SSNs**

How does your program currently collect SSNs from students upon program entry?
Next Steps

• How might you use this tool or resource with your local programs?

• What did you learn from others today that you plan to use with your local programs?
Strategy: Tracking and Data Sharing

• What are you doing to track information you need from students to improve collection of postexit data?

• What types of data reports or notifications have you developed to track students, the time frames for reporting, and employment and credential data?
Activity 3: Collecting Data for Postexit Indicators – Tip Sheet

Use this quick reference sheet listing actions to increase success in collecting postexit indicator data.

**During Program Entry and Enrollment**

- □ Collect SSN during initial contact with student.
- □ Record family member contact information.
- □ Record current employment information.
- □ Collect SSN at enrollment.
- □ Collect SSN at time of pretest.
- □ Collect SSN at posttest.
- □ Inform participants that they may be contacted after leaving the program to ask them about their successes, employment credential attainment, and further education.

**Postexit**

- □ Identify which participants should be tracked based on exits and likelihood or knowledge of postexit employment and credential attainment to focus efforts.
- □ Maintain contact with participants via electronic communications so they are accustomed to hearing from your organization and receiving requests for information.
Next Steps

• How might you use this tool or resource with your local programs?

• What did you learn from others today that you plan to use with your local programs?
Strategy: Supplemental Data

• From what other outside sources do you collect data?

• How have you addressed privacy and confidentiality, data formats and layouts, common data definitions, etc.?
Activity 4: Supplemental Data Collection: Guidelines for Conducting Surveys

Social Security Numbers (SSNs) are needed to match employment data with the Unemployment Insurance (UI) database. Therefore, if your program is missing SSNs for participants for whom you would collect postexit employment performance data, or if your state does not conduct UI data matches, you will need to use other methods. Surveying students via phone or electronically is one way to collect information on employers, employment durations, and earnings.

This document includes a list of steps for conducting surveys, tips to make the process easier and more successful, and questions to help you plan the development and administration of the survey.

**Primary Steps to Surveying Participants on Postexit Indicators**

1. **Establish Schedule**
   - Collect survey data at least quarterly.

2. **Develop Survey Instrument**
   - Design standardized, short, and simple questionnaire.
   - Translate questionnaire into most-common languages in your program.
   - Include questions regarding employment and credentials.

3. **Identify the Pool to Be Surveyed**
   - Include only participants who exited during the program year.
   - Include participants for each PoP, which could include multiple counts for the same participant.
Next Steps

• How might you use this tool or resource with your local programs?

• What did you learn from others today that you plan to use with your local programs?
Tool Kit

- Importance of Calculating Performance for the Postexit Indicators
- Collecting Unique Identifiers Such as Social Security Numbers
- Collecting Data for Postexit Indicators - Tip Sheet
- Supplemental Data Collection: Guidelines for Conducting Surveys
- *Demonstrating Success: A Technical Assistance Guide for Collecting Data for Postexit Indicators:*
  
  https://nrsweb.org/resources/demonstrating-success-technical-assistance-guide-collecting-postexit-indicators-word

- WIOA Communications Course materials:
  
  https://nrsweb.org/training-ta/f2f-training/wioa-communications-planning
Questions
Evaluation

Please fill out the evaluation of this webinar at the link in the pod at the bottom of the screen.

Thank you for your input!
LARRY CONDELLI
RUTH SUGAR
MARCELA MOVIT

NATIONAL REPORTING SYSTEM
AIR
LCONDELLI@AIR.ORG
RSUGAR@AIR.ORG
MMOVIT@AIR.ORG

THANK YOU