

Attachment VII

Performance Accountability Reporting Workforce Enhancement Grants Reporting Rules

I. Authority

NDCC 54-60-19. Division of workforce development - Talent strategy - Performance and accountability.

1. The division of workforce development, in developing and implementing the state's talent strategy, shall:
 - a. Consult with partners in the state's system for workforce development, workforce training, and talent attraction, including job service North Dakota, the department of career and technical education, the superintendent of public instruction, the state board of higher education, the department of human services, and other divisions of the department of commerce.
 - b. Develop a comprehensive, consolidated biennial statewide strategic plan for the state's system for workforce development, workforce training, and talent attraction.
 - c. Continuously review, identify how to improve, and implement improvements to the state's system for workforce development, workforce training, and talent attraction.
 - d. Develop linkages between partners of the state's system for workforce development, workforce training, and talent attraction, to assure coordination and nonduplication of programs and services provided in the state.
2. The division of workforce development shall develop and implement a system of performance and accountability measures for the state's system for workforce development, workforce training, and talent attraction. Each partner of the state's system for workforce development, workforce training, and talent attraction shall cooperate in providing the division the data necessary to implement these measures.

II. Background

Performance accountability reporting provides a mechanism for understanding the results of Talent Strategy programs within North Dakota's workforce system – that is, programs designed to *Attract, Retain and Expand* North Dakota's workforce. Performance reporting also provides valuable feedback for agencies to determine program success, identify program adjustments and demonstrate a program's value to North Dakota.

Workforce Enhancement Grants (WEG) are available for traditional academic programs and TrainND activities. They may be utilized to develop new courses or programs, enhance existing programs, meet employer upgrade training needs, and/or provide for stackable credentialing. Participants may range from incumbent workers engaging in refresher training, to students benefitting from a new course within his long term program of study. Due to the varying nature of the projects funded by the grants, projects and individuals trained do not have common measures for monitoring performance.

In addition to accomplishing the agreed upon goals and objectives of the funded project, as detailed in the contract between the Department and the agency (college), the college will provide the participant data elements as outlined in Section A below.

WEG performance accountability reporting will be broken into two distinct components:

- Academic reporting: The longitudinal tracking of whether the program resulted in employing and retaining individuals in North Dakota.
- TrainND reporting: Measuring success in meeting employers' training needs.

A. Academic WEG Reporting

1. Cohort Definition:

The reporting cohort includes those individuals enrolled in a course or program of study directly affected by the specific Workforce Enhancement Grant, within a specific timeframe.

An individual is reported in the enrollment count during the fourth week of the program. In situations where a course does not align with traditional semester structure, count anyone who took the course in the semester.

2. Datasets

Two cohorts will be established for each grant:

- Cohort 1: First semester after grant activity is completed and contract has ended.
- Cohort 2: The semester one year after the first reported semester

Tracking two separate cohorts allows us to assess performance based on initial implementation and changes/improvements that may have been made after that initial implementation.

Cohorts will contain up to two subgroups, or Groups of Study established in PeopleSoft, to separate those who participated via a course or courses vs. those enrolled in a full program of study (certificate or degree program). Both the cohort and group of study will be indicated in the report.

3. Data Elements

Reference the Performance Accountability Reporting spreadsheet for data elements and reporting format.

4. Performance Measures

- A. Cohorts will be checked against wage records within the State Longitudinal Data System (SLDS) at 12-month intervals for 5 years.
- B. The first wage record match for all cohorts will be based on an annual report period of July – June.
 - a. Reports are due to the Information Technology Department (ITD) between July 1 and August 31 following the report period.

- b. ITD will define the method of sending data.
 - c. The ITD report will be run during quarter four (October-December) of each year.
 - d. Participant data will be matched against the most recent full Unemployment Insurance wage quarter available within the SLDS system. Subsequent wage record matches will occur at 12, 24, 36, 48 and 60 months after the initial match.
- C. The key performance indicator is whether or not the match resulted in wage records, an indication of 'working in North Dakota'.
- a. 'Working in North Dakota' is a Y/N response.
 - b. Yes = at least 75% of average hours worked in a typical full quarter x current minimum wage
 - i. Average hours at 40-hour week in a quarter = 520; $520 \times .75 = 390$ hours
 - ii. Current minimum wage = \$7.25
 - iii. $390 \times 7.25 = \$2827$ as minimum threshold for the quarter checked (see above).
- D. Additional items include
- a. Number of individuals in each cohort: obtained from the ITD results
 - b. Employer satisfaction with participant skills – to be determined, not an ITD reported element.
- E. Factors to be noted for accurate interpretation of the report:
- Individuals counted in a cohort may or may not have completed their studies and found full time employment.
 - Individuals may have just recently completed their studies and are not yet fully employed.
 - Individuals often work while attending post secondary education.
 - The tracking of separate cohorts and of Groups of Study within each cohort across 5 years will address those who have not yet completed, or who recently completed. It is expected that Working in North Dakota counts will trend upwards from first report, going forward.
 - Setting a minimum quarterly earnings amount in the Y/N determination also provides a measure of assurance that individuals are fully employed.

B. TrainND WEG Reporting

Separate performance accountability reporting has been established for TrainND programs. They will be consistent with the measures outlined in the TrainND annual report. Because Workforce Enhancement Grants can fund programs of training provided by TrainND, it will be noted on the performance report that the WEG individual participant data does not include TrainND participants. However, TrainND program reporting will include identification of subsets by WEG Contract Number.