



WIA Youth Monthly Status Report Instructions

A partner in **CTWORKS**

INTRODUCTION

The WIA Youth Monthly Status Report is designed to capture 1) monthly activity information, 2) performance information, and 3) exit and follow-up information. This report is designed as a fillable form to facilitate data entry and submission.

REPORTING TIME FRAME

The WIA Youth Monthly Status Report is due by the 10th of the following month (ex: the August report is due September 10th). The report must be **emailed** as an attachment to the Quality Reviewer. **Hard copies will not be accepted.** In cases where the 10th falls on a weekend, the report can be submitted by the 12th.


GETTING STARTED

We recommend creating a master document for each youth in your program, and then adding/updating new information each month. Open the WIA Youth Monthly Status Report and save it with a new name (ex: Status Report – M. Rivera). Start with the header information; once this is filled out, the only fields that should change in this section are the month and year. The agency and youth information should remain the same.

The registration date indicates the first day of participation in WIA activities and should equal the youth’s certification date (found on the [WIA Enrollment Authorization](#)). Youth cannot start WIA activities prior to the certification date. It is important that the registration date, age at registration and status at registration are completed correctly on the master document, so that they are correct on all future reports. These three items also correspond with performance measures and time frames.

Report Instructions

1. Select the month and year of the status report from the dropdown list.
2. Enter your agency’s name and contract number.
3. Enter the youth’s name and last 4 digits of his/her social security number.
4. Enter the youth’s registration date.
5. Enter the youth’s age at registration and status at registration.



WIA Youth Monthly Status Report:

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Agency Name: <input type="text"/>	Contract Number: <input type="text"/>
Youth Name: <input type="text"/>	Last 4 Digits of SSN: <input type="text"/>
Registration Date: <input type="text"/>	Age at Registration: <input type="text"/> Status at Registration: <input type="text"/>

STATUS REPORT

We are interested in tracking participant engagement in program services, to better help us predict program performance. The levels of engagement are:

- Engaged in program activities Youth consistently attends the program and participates in most program activities.
- Somewhat engaged in program activities Youth usually attends the program and participates in some program activities.
- Not engaged in program activities Youth sporadically attends the program and participates in few program activities.
- In exit quarter Youth is no longer participating in a WIA activity but has not yet reached the end of the exit quarter.
- In follow-up services Youth has exited the program and is receiving follow-up services.

Report Instructions

1. Select the participant's status from the dropdown list (see definitions above).
 - a. If the youth has exited the program, select the appropriate quarter in which you are conducting follow-up.
2. If you select "somewhat engaged" or "not engaged" as the youth's status, describe the actions you have taken to re-engage the youth.

STATUS REPORT

1. Participant is currently:
2. If participant is not fully engaged in program activities, describe actions taken to re-engage him/her:

ACTIVITY REPORT

WIA youth programs can provide the following activities:

- Adult mentoring
- Guidance and counseling
- Leadership development
- Tutoring, study skills training and instruction
- Summer employment
- Occupational skills training
- Paid and unpaid work experience
- Alternative school

Your youth may be participating in more than one WIA activity each month. We are asking for the primary activity only. You can note additional activities in the comments section.

- Case management and job placement services fall under "guidance and counseling."
- Internships fall under "paid and unpaid work experience."

Report Instructions

1. Select the youth's primary activity from the dropdown list and enter the start date.
 - a. If the primary activity has ended, enter the end date and activity outcome.
2. If the youth's primary activity ended, select a new activity from the dropdown list and enter the start date.
3. If the youth is receiving follow-up services, you need to complete the Exit Report Addendum.
 - a. After you have completed the addendum, check off the box next to "If *Follow-Up Services*, Exit Report Addendum completed and attached."

ACTIVITY REPORT	<input type="checkbox"/> If <i>Follow-Up Services</i> , Exit Report Addendum completed and attached.		
3. The participant's primary activity is:	<input type="text"/>	Start date:	<input type="text"/>
If the activity ended, what is the:	End date:	<input type="text"/>	Activity outcome: <input type="text"/>
4. What is the participant's new activity?	<input type="text"/>	Start date:	<input type="text"/>

SKILLS REPORT: CASAS SCORES AND GOALS

CASAS scores measure the youth's reading and math skill levels. Both reading and math pre-tests should be administered as part of the WIA intake process (please note that the CASAS appraisal cannot be used to determine WIA eligibility or basic skills level, regardless of the score). If a youth scores below 236 on either the math or reading test, she is considered basic skills deficient. Youth who are basic skills deficient must be post-tested within one year of their registration date. The post-test should be in the same test series, but a different form number (ex: pre-test with 017R and 015M, post-test with 018R and 016M). See [Capital Workforce Partners WIA Youth Basic Skills Assessment and Goals Policy](#) for more information.

Goals measure attainment in basic skills, work readiness skills and occupational skills. Each youth must have at least one and no more than three goals per year. If a youth is basic skills deficient, she must have a basic skills goal set. Youth have one year from the date the goal is set to attain it. Goals should be selected from [WIA Youth Sample Goals](#); if you feel that the sample goals do not match your program, please discuss this with the Quality Reviewer.

- Youth have up to a year to attain a goal, however goals should be achievable in 6 to 8 months. This gives you time to work with the youth should she get off track.
- Youth who are in the program for more than one year will need new goals set at the beginning of the second year.

Report Instructions

- For each CASAS test, select the type of test (pre- or post-test), enter the date taken, select the form used, and enter the test score.
- For each goal, enter a description of the goal, the measurement used to determine goal attainment, the date the goal is set, and the date attained.
 - The "date set" for the first goal should equal the youth's registration date. Subsequent goals may have different dates.
- Attach copies of CASAS test sheets and goal supporting documentation and check off the box.

SKILLS REPORT		<input type="checkbox"/> Copy of CASAS/goal supporting documentation attached.		
CASAS Scores				
4. Reading	Type of test: _____	Date: _____	Form: _____	Score: _____
5. Math	Type of test: _____	Date: _____	Form: _____	Score: _____
Goals	Description	Measurement	Date set	Date attained
6. Basic skill	_____	_____	_____	_____
7. Work readiness skill	_____	_____	_____	_____
8. Occupational skill	_____	_____	_____	_____

OUTCOMES REPORT

We need to track information about youth's credential attainment, activity involvement and employment. The types of credentials that a youth can attain are:

- High school diploma
- GED or equivalency diploma
- Occupational skill certificate or credential
- Occupational skill license
- AA or AS diploma or degree
- BA or BS diploma or degree
- Other

Youth can enter different kinds of activities, including:

- Post-secondary education
- Advanced training
- Military service
- Apprenticeship

Youth can also enter employment, which is tracked separately from the activities above.

Report Instructions

1. Select the credential from the dropdown list (or "none at this time") and enter the date attained.
2. Select the activity from the dropdown list (or "none at this time") and enter the date enrolled.
3. Select employment status from the dropdown list.
 - a. If the youth is employed, you need to complete the Employment Verification Addendum.
 - b. After you have completed the addendum, check off the box next to "if yes, Employment Verification Addendum completed and attached."
4. Attach copies of credential and activity supporting documentation and check off the box.

OUTCOMES REPORT	<input type="checkbox"/> Copy of credential/activity supporting documentation attached.
9. Did youth attain a credential? _____	Date attained: _____
10. Is youth participating in any of these activities? _____	Date enrolled: _____
11. Is youth employed? _____	<input type="checkbox"/> If yes, Employment Verification Addendum completed and attached.

COMMENTS

Use this section to add any additional information you want to share about your youth. Keep in mind that the monthly report is the primary source of information from your program to the Quality Reviewer, so concise details are appreciated.

Report Instructions

1. Enter any additional details in the "Comments" box.
2. Enter your name in the "submitted by" field.
3. Enter the date submitted in the "date" field.

COMMENTS	
<input type="text"/>	
Submitted by: <input type="text"/>	Date: <input type="text"/>

EMPLOYMENT VERIFICATION ADDENDUM

Employment is one of the key performance measures for youth. When your youth becomes employed, you will need to verify the employment and certain details. If the youth's employer changes, you will need to update the addendum accordingly.

Report Instructions

1. Enter the date the youth entered employment.
 - a. Indicate if the employment is non-traditional.
 - b. Indicate if the employment is training-related and how that was determined.
2. Enter the employer's name, address, contact person and phone number.
3. Enter the youth's job title and O*NET SOC code.
 - a. The O*NET SOC code can be found here: www.onetcodeconnector.org.
4. Indicate the employment type (full- or part-time), hours per week (scheduled to work), hourly wage, if the position offers fringe benefits, and if the job is covered by unemployment insurance.
5. Attach supporting documentation and check off the box.
6. Enter any additional details in the "Comments" box.
7. Enter your name in the "submitted by" field.
8. Enter the date submitted in the "date" field.

EMPLOYMENT VERIFICATION ADDENDUM		<i>Complete only if youth is currently employed</i>	
Date entered employment:	<input type="text"/>		
Non-traditional employment?	<input type="text"/>	<i>75% or more of workers are opposite gender</i>	
Training-related employment?	<input type="text"/>	Determined by:	<input type="text"/>
Employer Information		<input type="checkbox"/> Supporting documentation attached:	<input type="text"/>
Employer name:	<input type="text"/>	_____	
Employer address:	<input type="text"/>	_____	
	<input type="text"/>	_____	
Employer contact person:	<input type="text"/>	Employer phone:	<input type="text"/>
	_____		_____
Job title:	<input type="text"/>	O*NET SOC code (8 digits)	<input type="text"/>
	_____		_____
Employment type:	<input type="text"/>	Hours per week:	<input type="text"/>
	_____	Hourly wage:	<input type="text"/>
Fringe benefits:	<input type="text"/>	Job covered by unemployment insurance:	<input type="text"/>
	_____		_____
COMMENTS			
<input type="text"/>			

Submitted by:	<input type="text"/>	Date:	<input type="text"/>
	_____		_____

EXIT REPORT ADDENDUM

Youth are exited from the WIA program when they have not received a WIA service for 90 consecutive calendar days and are not scheduled for future services. Situations that trigger the exit countdown are completing the program, withdrawing voluntarily, or dropping out of the program. If these situations occur, they need to be noted in the Activity Report section. See [WIA Youth Exit Process](#) for more information, including a sample time frame.

- The "Retention Record" section applies to outcomes the youth may have attained **after** exiting the program. Outcomes attained **during** the program should be recorded in the "Outcomes Report" section above.

Report Instructions

1. Enter the date that the youth last received WIA services (this will be the official date of exit).
2. Indicate if the youth completed WIA services.
3. If the youth exited early, specify the reason.
4. If the youth required any supportive services during the program, check off the ones provided.
5. Indicate the youth's education status at exit.
6. If the youth attained a credential since exiting the program, select the credential from the dropdown list (or "none at this time") and enter the date attained.
7. If the youth continues to participate in an activity since exiting the program, select the activity from the dropdown list (or "none at this time") and enter the date enrolled.
8. If the youth is still employed since exiting the program, select the employment status from the dropdown list.
 - a. If the youth is employed, you need to complete the Employment Verification Addendum.
 - b. After you have completed the addendum, check off the box next to "if yes, Employment Verification Addendum completed and attached."
9. Attach copies of credential and activity supporting documentation and check off the box.
10. Enter any additional details in the "Comments" box.
11. Enter your name in the "submitted by" field.
12. Enter the date submitted in the "date" field.

EXIT REPORT ADDENDUM		<i>Complete only if youth is currently in follow-up</i>	
Date last WIA-funded serviced ended (exit date):	<input type="text"/>	Completed WIA services:	<input type="text"/>
Early exit reason:	<input type="text"/>		
Supportive services required (check all that apply):	<input type="checkbox"/> Transportation	<input type="checkbox"/> Health care	<input type="checkbox"/> Family care
	<input type="checkbox"/> Housing assistance	<input type="checkbox"/> Counseling	<input type="checkbox"/> Needs-based payments
		<input type="checkbox"/> Other:	<input type="text"/>
Education status at exit:	<input type="text"/>		
Retention Record	<input type="checkbox"/> Supporting documentation attached (if applicable).		
1. Youth attained a credential:	<input type="text"/>	Date attained:	<input type="text"/>
2. Youth continues participation in:	<input type="text"/>	Date verified:	<input type="text"/>
3. Youth is employed:	<input type="text"/>	<input type="checkbox"/> If yes, Employment Verification Addendum completed and attached.	
COMMENTS			
<input type="text"/>			
Submitted by:	<input type="text"/>	Date:	<input type="text"/>