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Purpose:

The periodic performance report provides program level progress based on the performance measure criteria.

Who Enters/Maintains Data

- **Grantee/Provider Staff** access the report to review and submit for approval. Data is entered through the CYEP tools such as the progress page, worksite placement, and Career Plan.
- **State Level IDHS Staff** access the report to review and approve reports.

Access Periodic Performance Report

1. Log into www.illinoisworknet.com.
2. Select **My Dashboard**.
3. Select **Partner Tools**.
4. Select **Customer Support Center**.
5. Select the **Reports** in the top menu.

Shortcut Tip:

Go to www.illinoisworknet.com/CYEPpartners.
 Select the link for **Community Youth Employment Program Partner (CYEP) Tools**.

Using the Periodic Performance Report

Report Formats

- Online - view the links to filtered customer list to identify customer who need to be updated to meet the performance criteria.
- Grantees will be able to run the report in the middle of the quarter, but can't submit the report until the end of the quarter. For example, Q2 can be submitted as of April 1. Q3 would be visible, but only Q1 and Q2 would be submitted in the report.
- Submitted report will be available as an archived report that links to a filtered customer list and printer friendly to save as a record.
- There will be 4 quarterly reports and 1 yearend report. Yearend report is the Q4 report plus two provider questions. Two questions to ask for the yearend report:
 - At a minimum they will attend 2 DHS service provider meetings. Provider will confirm they did attend two provider meetings.
 - Need to share at least one job vacancy with a local FCRC. Provider will confirm they shared at least one job vacancy OR they had not vacancies to share.
- Year-to-date totals are 100% of goal.
- Notes indicate what percentage of goal is acceptable for completion.
- Post Program Year items will show at the end of the row to show activity for youth who completed an item after the program year that services were initiated. There will also be a Cumulative Post Program total.
- Color coding will be available in the performance measure line.
 - Red = not on track to meet goal. If the acceptable goal level for the current quarter is not met, the status is considered off track.



- Yellow = on track to meet goal. If the acceptable goal level for the current quarter is met, the status is considered on track.
- Green = goal met or exceeded. If the acceptable goal level for the cumulative quarter is met, the status is considered on track.
- Goal example = 90% Proposed # goal = X. Then the first quarter would be 25% of X. Which is the same as 22.5% of the total proposed #.
 - Propose enrolled = 100
 - Q1 goal number is 25. However, 90% is on track so 23 people in Q1 would make the cumulative column yellow. 22 would make it red.
- Instruction modals are available that provide:
 - Criteria Definition for each performance measure
 - Next steps to update the customers for the performance measure
 - Instructions with a link if applicable.
- Performance measures are tracked in the following way:

Performance Measure	Q1	Q2	Q3	Q4	Cumulative	Post Program Year	Cumulative Post Program Year
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Enrolled Youth

Proposed vs. Actual Enrolled Youth

The following two measures are based upon projected/proposed numbers.

Proposed vs. actual enrolled youth: 100% will be enrolled/served (90% is acceptable)							
Goal per quarter	25 <i>(25% of goal)</i>	50 <i>(50% of goal)</i>	75 <i>(75% of goal)</i>	100 <i>(100% of goal)</i>	## <i>(100% of goal)</i>	Post Program Year <i>(no goal)</i>	Cumulative Post Program Year
Verified Eligible and Enrolled	23 (%)				## (%)	#	#
Verified Eligible and Not Enrolled	2 (%)				## (%)		
Eligibility Not Verified	0 (%)				## (%)		
Verified Not eligible	0 (%)				## (%)		
Unable to Verify	0 (%)						

Instruction modal window

Criteria Definition: Customers who have been verified as eligible and enrolled in the program during the same reporting fiscal year.
Next Steps: Complete eligibility verification and enrollment section on the customer’s progress page.
Instructions: Document Customer Eligibility, Enrollment, and Completion ([PDF](#))

Goal Statement

This goal is based on the proposed # of enrolled youth for reporting fiscal year. (cumulative count)

Proposed vs. Actual Job Placements

Proposed vs actual job placements: 100% will have job placements (90% is acceptable)							
Goal per quarter	## (25% of goal)	## (50% of goal)	## (75% of goal)	## (100% of goal)	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year
Placed	## (%)				## (%)	#	#
Not Placed	## (%)				## (%)		

Instructions Modal Window

Criteria Definition: Customers who have planned, started, or terminated job placement during the same reporting fiscal year.

Next Steps:

1. Make sure employers and worksites are entered in worksite placement.
2. Make sure permanent placement is entered as a step in the customer's Career Plan.

Instructions:

- Worksite Placement and Payroll Upload ([PDF](#))
- Document Customer Plans and Progress in their Career Plan ([PDF](#))

Goal Statement

This goal is based on the proposed # of job placements for reporting fiscal year. (cumulative count)

The following measures are based on actual numbers and should add up to the total enrolled.

Enrolled Youth Meeting Eligibility Criteria

% of enrolled youth meeting eligibility criteria: 100% meet eligibility criteria							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Enrolled and Eligible	## (%)				## (%)	#	#
Enrolled and Not Verified Eligible	## (%)				## (%)		

Instructions Modal Window

Criteria Definition: Customers who are verified eligible.

Next Steps:

Verify customers eligibility.

Instructions:

- Progress Page directions ([PDF](#) – Document CYEP Customer Progress)

Goal Statement

Goal is based on number of customers who were enrolled during the quarter that quarter. All enrolled customers should have a verified eligible status. Cumulative is all enrolled customers during the grant year.



Eligible FCRC Referrals Enrolled into the Program

% of eligible FCRC referrals enrolled into the program: goal is 100% but 80% of eligible FCRC referrals enrolled into the program is acceptable.							
Goal per quarter	<u>##</u> <i>(100% of goal)</i>	Post Program Year <i>(no goal)</i>	Cumulative Post Program Year				
Verified Eligible & Enrolled Next Steps	<u>##</u> (%)				<u>##</u> (%)	<u>#</u>	<u>#</u>
Verified Eligible & On Waiting List	<u>##</u> (%)				<u>##</u> (%)		
Verified Eligible & Decline to Participate							
Verified Eligible & Provider Not Willing to Enroll							

Instructions Modal window

Criteria Definition: Customers who have been referred by an FCRC, verified eligible, and enrolled in the program during the same reporting fiscal year.

Next Steps:

1. Complete eligibility verification and indicated the customer was referred by the FCRC.
2. Complete enrollment section.

Instructions: Document Customer Eligibility, Enrollment, and Completion ([PDF](#))

Goal Statement

This goal is based on the number of customers who were verified eligible & who were referred by the FCRC during the reporting fiscal year. (cumulative count)

Assessments

Enrolled Youth Completing NOCTI 21st Century Skills Assessment

% of enrolled youth complete NOCTI 21st Century Skills Assessment available through the Illinois workNet: 100% of enrolled youth complete NOCTI 21st Century Skills Assessment (80% is acceptable)

Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Completed	## (%)				## (%)	#	#
Did Not Complete	## (%)				## (%)		

Instructions Modal window
Criteria Definition: Customer must be enrolled in the program and complete the NOCTI assessment in the same reporting fiscal year.

Next Steps:

1. Order NOCTI Assessments.
2. Customers complete NOCTI assessment.

Instructions: Become a NOCTI site ([Customer Guide](#)) ([Partner Guide](#))

Goal Statement

This goal is based on actual customer enrollments during the reporting fiscal year. (cumulative count)

Enrolled Youth Who Earn NOCTI Certificate

% of enrolled youth who earn their NOCTI Certificate: 100% of enrolled youth earn NOCTI 21st Century Skills Certificate – 80% is acceptable.

Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Earned	## (%)				## (%)	#	#
Did Not Earn	## (%)				## (%)		

Instructions Modal window
Criteria Definition: Customer must be enrolled in the program, complete the NOCTI assessment, and earn the NOCTI certificate during the same reporting fiscal year.

Next Steps:

- Customers complete NOCTI assessment.
- Results populate Illinois workNet in 2 business days.

Instructions: Become a NOCTI site ([Customer Guide](#)) ([Partner Guide](#))

Goal Statement

This goal is based on actual customer enrollments who completed the NOCTI during the reporting fiscal year. (cumulative count)

Enrolled Youth Completing Career Cluster Inventory

% of enrolled youth who complete Career Cluster Inventory: 100% is goal but 80% of enrolled youth complete Career Cluster Inventory is acceptable.							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Completed	## (%)				## (%)	#	#
Did Not Complete	## (%)				## (%)		

Instructions Modal window
Criteria Definition: Customer must be enrolled in the program and complete the NOCTI assessment during the same reporting fiscal year.
Next Steps:

- Customers complete career cluster inventory. They can complete this task as part of Employment 101
- Partner can view results in the CYEP partner tools.

Instructions: Guide for Using Employment 101 (Customer Guide)

Goal Statement
 This goal is based on actual customer enrollments during the reporting fiscal year. (cumulative count)

Enrolled Youth Who Complete Employment 101 Pre-Assessment

% of enrolled youth who complete Employment 101 pre-assessment in Illinois workNet: 100% is goal, but 80% of enrolled youth complete Employment 101 pre-assessment in Illinois workNet is acceptable.							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Completed	## (%)				## (%)	#	#
Did Not Complete	## (%)				## (%)		

Instructions Modal window
Criteria Definition: Customer must be enrolled in the program and complete the pre-assessment (even if it was completed before the customer was enrolled) during the same reporting fiscal year.
Next Steps:

- Customers complete Employment 101 pre-assessment.
- Partner can view results in the CYEP partner tools.

Instructions: Guide for Using Employment 101 (Customer Guide)

Goal Statement
 This goal is based on actual customer enrollments during the reporting fiscal year. (cumulative count)



Enrolled Youth Who Complete Employment 101

% of enrolled youth who complete Employment 101 activities in Illinois workNet: 80% of enrolled youth complete Employment 101 activities in Illinois workNet. 100% is goal.

Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Completed & Provider Verified	## (%)				## (%)	#	#
Completed & Not Provider Verified							
Did Not Complete	## (%)				## (%)		

Instructions Modal window

Criteria Definition: Customer must be enrolled in the program, complete Employment 101 activities and have them verified complete during the same reporting fiscal year.

Next Steps:

1. Customers complete Employment 101 activities. They should complete the fields embedded in the tool and mark each section complete as they go through activities.
2. Complete the Progress page Performance Measure Deliverable section: Employment 101 activities – select the link to view their plan. If it was completed, check the verified box on the progress page (within the fiscal year).
3. Partner can view results in the CYEP partner tools.

Instructions:

- Guide for Using Employment 101 (Customer Guide)
- Employment 101 - Career Plan Instructor Guide (PPT)
- Employment 101 - Job Search Plan Instructor Guide (PPT)

Goal Statement

This goal is based on actual customer enrollments during the reporting fiscal year. (cumulative count)



Enrolled Youth Who Complete Employment 101 Post-Assessment

% of enrolled youth who complete Employment 101 post-assessment in Illinois workNet: 100% is goal, but 80% of enrolled youth complete Employment 101 pre-assessment in Illinois workNet is acceptable.							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Completed	## (%)				## (%)	#	#
Did Not Complete	## (%)				## (%)		

Instructions Modal window

Criteria Definition: Customer must be enrolled in the program, **complete the pre-assessment**, and complete the post-assessment during the same reporting fiscal year.

Next Steps:

- Customers complete Employment 101 post-assessment.
- Partner can view results in the CYEP partner tools.

Instructions: Guide for Using Employment 101 (Customer Guide)

Goal Statement

This goal is based on actual customer enrollments who **completed the pre-assessment** during the reporting fiscal year. (cumulative count)

WHERE

Enrolled Youth Demonstrating Work Readiness Skill Improvement

% of enrolled youth who demonstrate work readiness skills improvement on Employment 101 post-assessment in Illinois workNet: 80% of enrolled youth demonstrate work readiness skills improvement Employment 101 post-assessment in Illinois workNet. 100% is goal.							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Complete both pre/post-assessment AND <ul style="list-style-type: none"> • Earned at least 80% on the post-assessment OR showed improvement on the post-assessment compared to the pre-assessment 	## (%)				## (%)	#	#
Complete both pre/post-assessment AND	## (%)				## (%)		



• Earned less than 80% on the post-assessment AND Did not show Improvement							
Does not have a pre-assessment.							
Does not have a post-assessment.							
Does not have a pre-or post-assessment.							

Instructions Modal window

Criteria Definition: Customer must be enrolled in the program, complete both the pre- & post-assessment during the same reporting fiscal year AND:

1. Earn at least 80% on the post-assessment OR
2. Show Improvement on the post-assessment compared to the pre-assessment.

Next Steps:

4. Customers complete Employment 101 pre-assessment.
5. Customers complete Employment 101 post-assessment.
6. Partner can view results in the CYEP partner tools.

Instructions: Guide for Using Employment 101 (Customer Guide)

Goal Statement

This goal is based on actual customer enrollments who completed a pre and post - assessment during the reporting fiscal year. (cumulative count)



Career Plan

Enrolled Youth Receiving Supportive Services

% of your customer receiving supportive services: 100% of your customers received supportive services (90% is acceptable)							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Customers who have received all recommended services	## (%)				## (%)	#	#
Customers who have not received all recommended services	## (%)				## (%)		
Customers who do not have a barrier that requires a service							

Instructions Modal window

Criteria Definition: Customer must be enrolled in the program and have at least one started/complete step with a start date during the same reporting fiscal year.

Next Steps:

1. Create/update the customer's Career Plan.
2. Add a minimum of one short term goal for the customer. An average case plan should have 3-4 goals.
3. Add at least one started/complete step that identifies which barrier is addressed.
4. Customers have a Career Plan view available from their My Dashboard (CYEP program).

Instructions: Document Customer Plans and Progress in their Career Plan (PDF)

Goal Statement

This goal is based on actual customer enrollments who have at least one short term goal that starts/end during the reporting fiscal year. (cumulative count)

Enrolled Youth with an Individualized Case Plan

% of enrolled youth with an individualized case plan: 100 % of enrolled youth with an individualized case plan (80% is acceptable) Guidance - Average case plan should have 3-4 goals							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Customers who have an individualized case plan (have to have at least one short term goal)	## (%)				## (%)	#	#
Customers who do not have an individualized case plan	## (%)				## (%)		

<p>Instructions Modal window</p> <p><u>Criteria Definition:</u> Customer must be enrolled in the program and have a goal start date during the same reporting fiscal year.</p> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • Create/update the customer’s Career Plan. • Add a minimum of one short term goal for the customer and a step/service. An average case plan should have 3-4 goals. • Customers have a Career Plan view available from their My Dashboard (CYEP program). <p><u>Instructions:</u> Document Customer Plans and Progress in their Career Plan (PDF)</p>	<p>Goal Statement</p> <p>This goal is based on actual customer enrollments during the reporting fiscal year. (cumulative count)</p>
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Enrolled Youth with an Individualized Case Plan that Includes College and Career

% of enrolled youth with an individualized case plan that includes a college and career plan: 100 % of enrolled youth with an individualized case plan (80% is acceptable)							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Customers who have an individualized case plan that includes a college and career plan (have to have at least one long term goal in the career plan or training plan category)	## (%)				## (%)	#	#
Customers who have an individualized case plan that does not include a college and career plan	## (%)				## (%)		
Customers who do not have an individualized plan.							

Instructions Modal window

Criteria Definition: Customer must be enrolled in the program and have at least one long-term goal with a step entered in the Career Plan during the same reporting fiscal year. The long-term goal can have a start date after the reporting fiscal year.

Next Steps:

1. Create/update the customer's Career Plan.
2. Add a minimum of one long term goal in the career plan or education/training plan category. An average case plan should have 3-4 goals.
3. Add at least one step that identifies which barrier is addressed.
4. Customers have a Career Plan view available from their My Dashboard (CYEP program).

Instructions: Document Customer Plans and Progress in their Career Plan (PDF)

Goal Statement

This goal is based on actual customer enrollments during the reporting fiscal year. (cumulative count)

Enrolled Youth with an Individualized Case Plan Complete 50% or More of Case Plan Goals

% of enrolled youth with an individualized case plan complete 50% or more of case plan goals: 100 % of enrolled youth with an individualized case plan complete 50% or more of case plan goals. (80% is acceptable)							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Customers who have an individualized case plan that complete 50% or more of their short-term case plan goals.	## (%)				## (%)	#	#
Customers who have an individualized case plan that did not complete 50% or more of their short-term case plan goals.	## (%)				## (%)		
Customers who do not have an individualized plan.							

Instructions Modal window

Criteria Definition: Customer must be enrolled in the program and have at least 50% of the short-term goals completed during the same reporting fiscal year. Create/update the customer's Career Plan.

Next Steps:

1. Add a minimum of one short term goal for the customer. An average case plan should have 3-4 goals.
2. Mark short term goal(s) as complete. Must have at least 50% of the short-term goals completed to meet this performance criteria.
3. Customers have a Career Plan view available from their My Dashboard (CYEP program).

Instructions: Document Customer Plans and Progress in their Career Plan (PDF)

Goal Statement

This goal is based on actual customer enrollments who have at least one short term goal that starts/end during the reporting fiscal year. (cumulative count)

Out-of-school Youth Re-engaged in Education

% out –of-school youth re-engaged in education: 100 % of enrolled out –of-school youth re-engaged in education. (60% is acceptable)							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Customers who have an individualized case plan that complete 50% or more of their short-term case plan goals.	## (%)				## (%)	#	#
Customers who have an individualized case plan that did not complete 50% or more of their short-term case plan goals.	## (%)				## (%)		
Customers who do not have an individualized plan.							

Are you currently in school? * No (Out-of-school Youth) ▼
 Do you have a high school diploma or equivalent? No ▼
 Would you be willing to go back to school? Yes ▼

Instructions Modal window
Criteria Definition: Customer must be enrolled in the program, meet the out-of-school youth criteria, and either attend high school classes or attend adult education and literacy classes during the same reporting fiscal year.
Next Steps:

- This measure is for out-of-school youth which is pulled from the customers progress page in the eligibility section. Criteria:
 - Are you currently in school? *No (Out-of-school Youth)*
 - Do you currently have a high school diploma or equivalent? *No*
 - Would you be willing to go back to school? *Yes*
- Create/update the customer’s Career Plan.
- Add a minimum of one short term goal for the customer. An average case plan should have 3-4 goals.
- Add at least one of the following steps that starts within the PY the customer enrolled.
 - Attend High School Classes
 - Attend Adult Education and Literacy Classes
- Customers have a Career Plan view available from their My Dashboard (CYEP program).

Instructions: Document Customer Plans and Progress in their Career Plan (PDF)

Goal Statement

This goal is based on actual customer enrollments who were out-of-school youth (criteria listed in modal window) during the reporting fiscal year. (cumulative count)



Youth with Improved Educational Outcomes

% of youth with improved educational outcomes: 100 % of enrolled out –of-school youth re-engaged in education. (80% is acceptable) Or is this 60% in original it said both.							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Customers (without a HS Diploma or GED) that showed improved educational outcomes such as (unduplicated count): <ul style="list-style-type: none"> • Attainment of HS Diploma or GED • Promoted a Grade level • Re-enrolled into HS • Enrolled into GED classes Enrolled in Higher Ed or Technical school	## (%)					## (%)	#
Customers (without a HS Diploma or GED) who did not show improved educational outcomes	## (%)					## (%)	
Customers (who have a HS Diploma or GED) that showed improved educational outcomes such as (unduplicated count): Enrolled in Higher Ed or Technical School							
Customers (who have a HS Diploma or GED) who did not show improved educational outcomes.							

Instructions Modal window

Criteria Definition: Customer must not have their GED or high school diploma when they are enrolled in the program and show they had improved educational outcomes during the same reporting fiscal year.

Next Steps:

3. Complete the Progress page Performance Measure Deliverable section: Improved Education Outcomes. Select one or more of the following during the same PY as they were enrolled:
 1. Attainment of HS Diploma or GED
 2. Promoted a Grade Level
 3. Re-enrolled into HS
 4. Enrolled in GED classes
 5. Enrolled in Higher Ed or Technical School

Instructions: Document Customer Eligibility, Enrollment, and Completion ([PDF](#))

Goal Statement

This goal is based on actual enrollments of customer who did not have their GED or high school diploma (at the time of enrollment) during the reporting fiscal year. (cumulative count)



Worksite Placement

Subsidized Job Placements Converted to Unsubsidized Employment

% of subsidized job placements that were converted to unsubsidized employment: 100% of subsidized job placements that were converted to unsubsidized employment. 80% is acceptable							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Subsidized & Converted to Unsubsidized	## (%)				## (%)	#	#
Subsidized & Not Converted to Unsubsidized	## (%)				## (%)		
Unsubsidized Only (and never subsidized)							
Enrolled and Not Placed							

Instructions Modal Window

Criteria Definition: Customer must be enrolled in the program and have subsidized employment that is converted to unsubsidized during the same reporting fiscal year.

Next Steps:

1. Make sure employers and worksites are entered in worksite placement.
2. Make sure permanent placement is entered as a step in the customers Career Plan.
 - a. Note customers can only be in subsidized employment for 90 days.
 - b. If a placement ends, a termination report must be completed.

Instructions:

- Worksite Placement and Payroll Upload ([PDF](#))
- Document Customer Plans and Progress in their Career Plan ([PDF](#))

Goal Statement

This goal is based on actual customer enrollments who have/had a subsidized job placement during the reporting fiscal year. (cumulative count)



Youth Maintaining Initial Job Placement for 3 Months or More

% of youth maintaining initial job placement for 3 months or more: 100% of youth maintaining initial job placement for 3 months or more. 80% is acceptable							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Verified Employment	## (%)				## (%)	#	#
Verified Not Employed	## (%)				## (%)		
Employment Not Verified	## (%)				## (%)		

Instructions Modal Window

Criteria Definition: Customer must be enrolled in the program and been with the same employer for at least 90 days during the same reporting fiscal year.

Next Steps:

1. Make sure employers and worksites are entered in worksite placement.
2. Make sure permanent placement is entered as a step in the customers ISTEP.
 - a. Update the Career Plan to indicate you have complete the 90-day follow-up.
 - b. Note customers can only be in subsidized employment for 90 days.
 - c. If a placement ends, a termination report must be completed.

Instructions:

- Worksite Placement and Payroll Upload ([PDF](#))
- Document Customer Plans and Progress in their Career Plan ([PDF](#))

Goal Statement

This goal is based on actual customer enrollments have started at least one job placement during the reporting fiscal year. (cumulative count)

Youth Maintaining Initial Job Placement for 6 Months or More

% of youth maintaining initial job placement for 6 months or more: 100% of youth maintaining initial job placement for 6 months or more. 75% is acceptable							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Verified Employment	## (%)				## (%)	#	#
Verified Not Employed	## (%)				## (%)		
Employment Not Verified	## (%)				## (%)		

Instructions Modal Window

Criteria Definition: Customer must be enrolled in the program and been with the same employer for at least 180 days during the same reporting fiscal year.

Next Steps:

1. Make sure employers and worksites are entered in worksite placement.
2. Make sure permanent placement is entered as a step in the customer’s Career Plan.
 - a. Update the Career Plan to indicate you have complete the 180-day follow-up.
 - b. If a placement ends, a termination report must be completed.

Instructions:

- Worksite Placement and Payroll Upload ([PDF](#))
- Document Customer Plans and Progress in their Career Plan ([PDF](#))

Goal Statement

This goal is based on actual customer enrollments have started at least one job placement during the reporting fiscal year.

Youth Maintaining Initial Job Placement for 9 Months or More

% of youth maintaining initial job placement for 9 months or more: 100% of youth maintaining initial job placement for 9 months or more. 70% is acceptable							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Verified Employment	## (%)				## (%)	#	#
Verified Not Employed	## (%)				## (%)		
Employment Not Verified	## (%)				## (%)		

Instructions Modal Window

Criteria Definition: Customer must be enrolled in the program and been with the same employer for at least 270 days during the same reporting fiscal year.

Next Steps:

1. Make sure employers and worksites are entered in worksite placement.
2. Make sure permanent placement is entered as a step in the customer’s Career Plan.
 - a. Update the ISTEP to indicate you have complete the 270-day follow-up.
 - b. If a placement ends, a termination report must be completed.

Instructions:

- Worksite Placement and Payroll Upload ([PDF](#))
- Document Customer Plans and Progress in their Individualized Services, Training and Employment Plan (ISTEP) ([PDF](#))

Goal Statement

This goal is based on actual customer enrollments have started at least one job placement during the reporting fiscal year. (cumulative count)



Enrolled Youth in Unsubsidized Job Placement at Case Closure

% of enrolled youth in unsubsidized job placement at case closure: 100% of enrolled youth in unsubsidized job placement at case closure. 65% is acceptable							
Goal per quarter	## (100% of goal)	Post Program Year (no goal)	Cumulative Post Program Year				
Verified in Unsubsidized Employment at Case Closure	## (%)				## (%)	#	#
Verified in Subsidized Employment at Case Closure	## (%)				## (%)		
Verified Not Employed at Case Closure	## (%)				## (%)		
Employment Not Verified at Case Closure							

Instructions Modal Window

Criteria Definition: Customer must be enrolled in the program and have their case closed during the same reporting fiscal year.

Next Steps:

1. Make sure employers and worksites are entered in worksite placement.
2. Make sure permanent placement is entered as a step in the customer's Career Plan and verify employment information/status is accurate.
3. Update Case Closure status on the customer's progress page. The projected case closure dates are also available in this section

Instructions:

- Worksite Placement and Payroll Upload ([PDF](#))
- Document Customer Plans and Progress in their Career Plan ([PDF](#))

Goal Statement

This goal is based on actual case closures for customer were enrolled in during the reporting fiscal year. (cumulative count)