DHS Youth Programs

Performance Item defined for DHS Youth Programs

December 2024 v7

Contents

Definition of Report **1**

How to find data **1**

Periodic Performance Report **3**

Characteristics from the application 3

Assessment and Activities 4

Employment 101 – E101 4

Illinois Essential Employability Skills assessment ..... **Error! Bookmark not defined.**

Assessed for Supportive Services. ..... **Error! Bookmark not defined.**

Case Plan – deals with Casey Life Skills CLS plan ..... **Error! Bookmark not defined.**

Secondary and Post-Secondary Education 6

Placements / Employment 6

Subsidies, Wages and Incentives ..... **Error! Bookmark not defined.**

At Case Closure 7

Work Experience 7

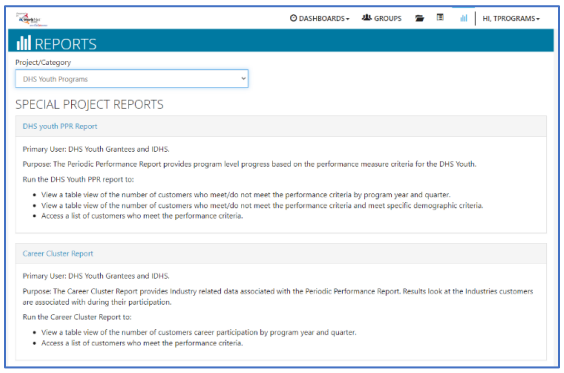
Work-based Learning Experiences 7

Career Cluster Report **10**

Credential / Certification / License 10

Definition of Report

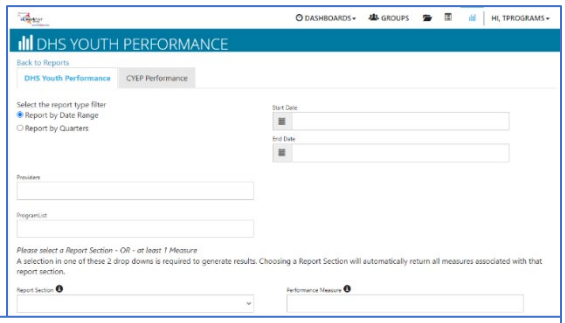
The periodic Performance Report is submitted one month after the end of the quarter. i.e. October 30 is the due date for Q1 July - September



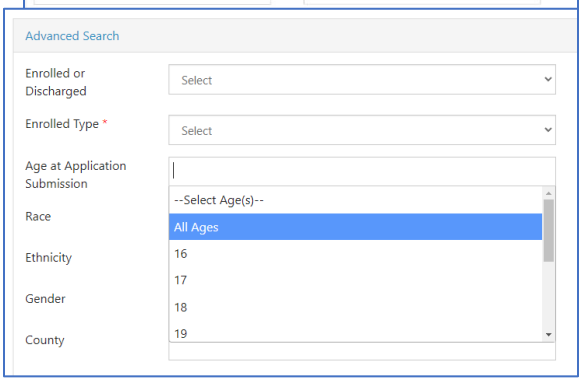
How to find data

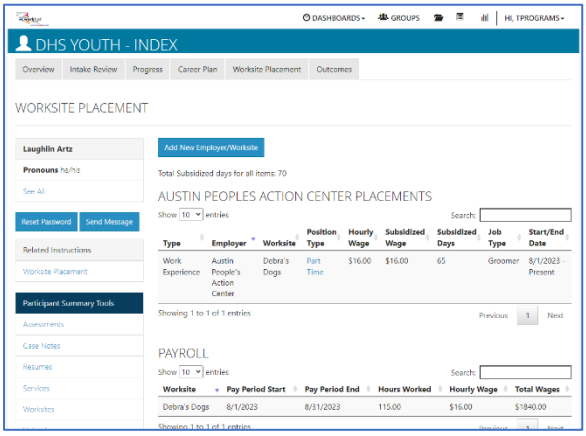
1. Access the Customer Support Center/IWIS
2. Click the bar graph icon for Reports
3. Select DHS Youth Programs
    a. Select DHS youth PPR Report OR
    b. Select Career Cluster Report
4. Enter date parameters
    a. Report by Date Range – enter the specific dates.

b. Report by Quarters – Select Fiscal Year. DHS counts the year end as the FY. i.e. December 2023 would be in FY24.
    i. Q1 July – September
    ii. Q2 October – December
    iii. Q3 January – March
    iv. Q4 April - June

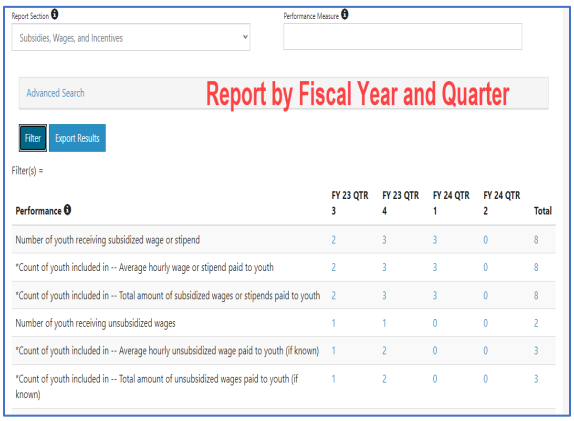


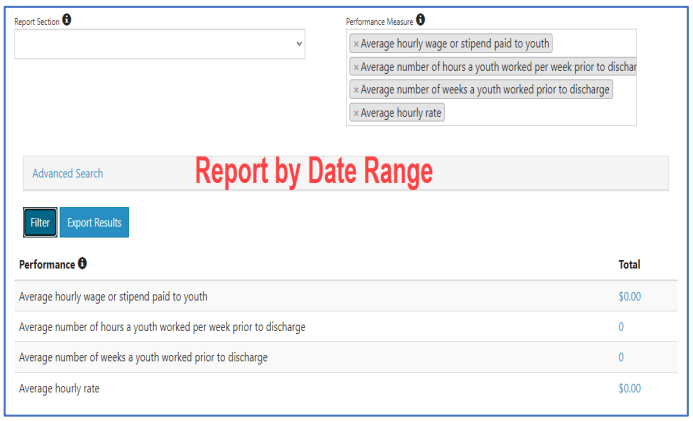
5. Select Provider if access to multiple – if access to only one, the report should default to agencies assigned to the partner running the report.
6. Select program – best practice is to run one program at a time, unless you need an overall count for a quick report.
7. Select the report section or a specific measure.
    a. Report sections include: Initial Questions not in a defined section (1-2); Eligibility and Referrals; Assessments and Activities; Secondary and Post-Secondary Education; Employment Placements; Subsidies, Wages, and Incentives; and Case Closure.
    b. Individual Performance measures – to obtain demographic information in the advanced search, select number of eligible youth enrolled in the program, then open the advanced search to select the demographic information needed for the report. Demographic items can be multi-selected or added one at a time. *Use the type ahead feature to search for a specific measure. i.e. type "average" and all measures with average appear in a selection list.*





8. Items for which a payroll average or amount is needed will be based upon payroll uploaded for the youth. To verify totals, check the Worksite Placement tab on the individual profile. For stipends paid, check the bottom section of that same tab – table entitled Stipend.
9. Report by Fiscal Year and Quarters will display a count by rolling quarter for each measure. It provides a count of the individuals reported in measures that track "average" or "total" amounts or wages or hours.
10. Report by date range will display a single count for each measure. This is where average and total amounts for hours and wages will display.





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Periodic Performance Report

Short #	Periodic Performance Report Category	How the item is calculated
1	1 Total number of youths referred to the program	Invited and applications total (In Illinois workNet)
1A	1A Total number of youth referred to the program by DHS Local FCRC Office.	Total number that answered yes to the FCRC in the eligibility verification section
2	2 # of referred youth registered in Illinois workNet	# of youth with completed applications
2A	2A # of registered youth determined eligible for the program	# of youth verified eligible
2A1	2A1 # of youth accepted into the program	# of youth verified eligible and enrolled
2A2	2A2 # of youth discharged from the program	Number of youths discharged – any form of
3 &4	3 & 4 Age Gender Ethnicity and Race ENROLLED in program – *it is best to select one age, one race and one gender at a time to search for your numbers to record*	Eligible youth accepted/enrolled into the program and then filter with specific demographic needed for the report
	Characteristics from the application	
5 is all	5A Youth residing in a household receiving TANF funds	Enrolled Youth with situation marked yes for TANF
The same	5B Youth residing in a household receiving SNAP funds	Enrolled Youth with situation marked yes for SNAP
	5C Youth is eligible for Free/Reduced lunch	Enrolled Youth with situation marked yes for free lunch
	5D Youth living in a single-parent household	Enrolled Youth with situation marked yes for single parent
	5E Youth experiencing academic difficulties	Enrolled Youth with situation marked yes for academic
	5F Youth is in danger of or has been previously held back to repeat one or more academic years	Enrolled Youth with situation marked yes for academic
	5G Youth experiencing truancy concerns	Enrolled Youth with situation marked yes for truancy
	5H Youth is reported to have behavior issues	Enrolled Youth with situation marked yes for behavior
	5I Youth is reported to be a victim of bullying	Enrolled Youth with situation marked yes for victim for bullying
	5J Youth is reported to be a perpetrator of bullying	Enrolled Youth with situation marked yes for perp bully
	5K Youth is unsupervised after school	Enrolled Youth with situation marked yes for unsupervised after school
	5L Youth has an IEP (Individual Education Plan)	Enrolled Youth with situation marked yes for IEP
	5M Youth has witnessed or been a victim of family violence	Enrolled Youth with situation marked yes for family violence
	5N Youth identifies as LGBTQ	Enrolled Youth with situation marked yes for LGBTQ
	5O Youth has current or prior school expulsions or suspensions	Enrolled Youth with situation marked yes for suspensions
	5P New YOUTH WITH SIBLINGS WHO DROPPED OUT	Enrolled Youth with situation marked yes for siblings who dropped out

	5Q Youth with siblings who are teen parents	Enrolled Youth with situation marked yes for sibling teen parents
	5R Youth has current or prior justice system involvement	Enrolled Youth with situation marked yes for justice system
	5S Youth with siblings who are involved in the juvenile justice system	Enrolled Youth with situation marked yes for sibling justice system
	5T Youth with one or both parents who are Incarcerated	Enrolled Youth with situation marked yes for parents incarcerated
	5U Youth with siblings who are gang involved	Enrolled Youth with situation marked yes for siblings in gangs
	5V Youth is reported to be gang – involved	Enrolled Youth with situation marked yes for youth in gang
	5W Youth has current or prior DCFS system involvement	Enrolled Youth with situation marked yes for youth with DCFS
	5X Youth is experiencing homelessness	Enrolled Youth with situation marked yes for homeless
	5Y Youth is pregnant	Enrolled Youth with situation marked yes for pregnant
	5Z Youth is parenting	Enrolled Youth with situation marked yes for parenting
	5AA Youth has a disability	Enrolled Youth with situation marked yes for disability
	5BB Youth with no work experience	Enrolled Youth with situation marked yes for no work experience
	5CC Youth with a history of employment failure	Enrolled Youth with situation marked yes for fired
6	6 Youth experiencing Homelessness who were connected to homeless services - 5X above	Youth with situation marked yes for homelessness and started activity for referral to homelessness services
7	7 Youth who are pregnant or parenting who were connected to pre-natal, WIC, Early Intervention and/or Family Case Management Services - 5Y & 5Z above	Enrolled Youth with situation marked yes for pregnant or parenting and started an activity for referral to pre-natal, WIC, early intervention family case management activity
8	8 Youth with a disability and was connected to a disability services – 5AA above	Enrolled youth with situation marked yes for disability and started activity for referral to disability services
	Assessment and Activities	
	Employment 101 – E101	
9	9 # of enrolled youth completing an Illinois workNet Employment 101 pre-assessment evaluation.	# of youth who complete a pre-assessment
9A	9A # completing the required Employment 101 activities in Illinois workNet.	# of youth who complete all 8 learning modules
9B	9B # completing an Illinois workNet Employment 101 post-assessment evaluation.	# of youth who complete a post-assessment
9C	9C # of youth demonstrating work readiness skills improvement based on the Employment 101 Post assessment	# of youth who complete a post-assessment that scores better than the pre-assessment
10	10 # of youth completing Career Clusters Inventory in Illinois workNet.	# of youth who complete the Career Clusters in the assessments

11	11 # of enrolled youth participating in career education activities utilizing Illinois Pathways strategies.	# of youth who have bookmarked careers in employment 101
12	12 # of youth completing the Illinois Essential Employability Skills assessment (name of assessment is shortened to Self-Evaluation Survey)	# of youth who complete an initial self-evaluation survey
12A	12A # of youth participating in skill development activities to build the Essential Employability Skills	# of youth who have "Learn about essential employability skills"
12B	12B # of youth receiving a Worksite Professional Skills Assessment measuring attainment of the Illinois Essential Employability Skills	# of youth who have a worksite evaluation
12C	12C # of youth demonstrating attainment of the Illinois Essential Employability Skills through a Worksite Professional Skills Assessment	# of youth who have a worksite evaluation with To Meet Performance Requirements – Attendance & Dependability, Self-Presentation, Teamwork, Positive Attitude and Work Ethic require PROFICIENT or better on the final Worksite Evaluation. Three of the other 5 areas require a PROFICIENT or better on the final Worksite Evaluation. No youth can have a *Performance Improvement Plan Needed* in the final Worksite Evaluation.
13	13 # of youth assessed for Support Services	# of youth who have a support service in 13A – 13D Track the activity # after activity is added.
13A	13A # of youth assessed requiring Employment Support Services	# of youth who started "Career/job planning guidance with career advisor career plan activity"
13Aa	13Aa # that received Employment Support Services	# of youth who successfully completed Career/job planning guidance with career advisor career plan activity
13B	13B # of youth assessed that required Social Emotional Support Services	# of youth who started Social/Emotional support career plan activity
13Ba	13B1 # that received Social Emotional Support Services	# of youth who successfully completed Social/Emotional support career plan activity
13C	13C # of enrolled youth completing a Casey Life Skills Assessment	# of youth who have a Casey Life Skills Assessment in the Assessment section
13Ca	13Ca # participating in Life Skills Education.	# of youth who have an uploaded career plan, at least 3 Increased Life Skills, More than 1 other life skill, Completed Anger Management, and successfully completed "Participate in Life Skills workshop"
13Cb	13Cb # of enrolled youth completing a Casey Life Skills Assessment reassessment	# of youth who have Successfully completed 1 or more of the CS-series in the career plan
13D	13D # of enrolled youth participating in anger management and/or conflict resolution.	# of youth who have successfully completed Participate in anger

		management / conflict resolution workshops or activities.
13Da	13Da # demonstrating improved anger management and/or conflict resolution skills.	# of youth who have Successfully completed or Evaluated Not Required for the activity demonstrating increased for Participate in anger management / conflict resolution workshops or activities.
14	14 # of enrolled youth with an individualized case plan developed. *Case plan is defined by activities added to address items from the Casey Life Skills.*	# of youth who have check box marked for Case Plan Uploaded
14A	14A # of discharged youth who completed 50% or more of short-term case plan goals	# of youth who does have check box marked for 50% of short-term Case Plan goals
14B	14B # of discharged youth who completed 100% of short-term case plan goals	# of youth who have check box marked for 100% of short-term Case Plan goals
15	15 # of non-DHS FCRC referred youth completing an application in ABE to determine benefits/services eligibility.	# of youth enrolled + NO on FCRC referral who have an activity for applying for DHS Application for Benefits Eligibility
16	16 # of enrolled youth with a Career Plan developed. ***Career Plan*** *is defined by the items in the Career Plan tab on the customer profile*	# of youth who have a career plan with at least one activity started
	Secondary and Post-Secondary Education	
17	17 Total # of youth with a HS Diploma at enrollment.	# of youth who H.S. Senior – received diploma or higher
18	18 Total # of youth with a GED at case enrollment.	# of youth who marked GED on application
19	19 # of out-of-school youth without a HS Diploma or GED at enrollment	# of youth who marked not attending school AND NO high school diploma or GED
19A	19A # engaged in education to acquire either a HS diploma or GED	# of youth who were marked out of school, without diploma or GED at beginning and have a started activity for Complete high school equivalency training OR Attend High school classes
19B	19B with a HS Diploma at case closure	# of out of school discharged youth who have a credential attainment of HS Diploma
19C	19C with a GED at case closure	# of discharged youth who have a credential attainment of GED
20	20 # of youth enrolled in career/higher education program (includes technical/certificate) at enrollment.	# of youth who list such enrollment on youth application
21	21 # of youth enrolled in career/higher education program (includes technical/certificate) at case closure	# of youth who have a started/open activity for Complete a training program where you can earn college credit in a Career and Technical Education (CTE) program OR Complete a training program where you earn an industry recognized credential.
	Placements / Employment	
	*Partners will see items labeled *Count of youth included in – Average of… or total amount of… when searching in the FY/Quarter report sections. These are the youth used to calculate the average or total for data related to wage amounts or average days, weeks, wages, or amounts paid. Hours and wages are gathered from payroll entered and stored on the youth's profile Worksite Placement tab.*	

22	22 # of active employer partnerships (new & established)	# of worksites/employers added in Worksite Placement dashboard
23	23 # of part-time subsidized job placements	Total # of part-time subsidized job placements
24	24 # of part-time non-subsidized job placements	Total # of part-time non-subsidized job placements
--	25 # of part-time AmeriCorps placements	Total # of part-time AmeriCorps placements
25	26 # of full-time subsidized job placements	Total # of full-time subsidized job placements
26	27 # of full-time non-subsidized job placements	Total # of full-time non-subsidized job placements
--	28 # of full-time AmeriCorps placements	Total # of part-time AmeriCorps placements
27	29 # of part-time subsidized job placements converted to non-subsidized during report period	# of youth who have a worksite placement, AND part-time is marked AND has subsidized days AND the subsidized end date is prior to the job end date
28	30 # of full-time subsidized job placements converted to unsubsidized during the report period	# of youth who have a worksite placement, AND full-time is marked AND has subsidized days AND the subsidized end date is prior to the job end date
29	31 # of youth in employed part-time at case closure	Count if PT employed at case closure
30	32 # of youth in employed full-time at case closure.	Count if FT employed at case closure
--	33 # of youth receiving an AmeriCorps Segal Education Award	Count the credential attainment on the Americorps activity in the career plan Collection #553
31	34 Average length of subsidy/stipend for youth receiving a subsidy/stipend (in days)	Count any worksite placement activities and stipend activities that mark yes on the does this count for subsidized days.
32	35 # of youth that did not receive any subsidy/stipend during their enrollment	Youth who did not receive items in 34///31
	At Case Closure	
	Work Experience *(this is assuming 20 hours per week inclusive of 2 days for each weekend. January 1 through March 31 would be 90 days)*	
	Work-based Learning Experiences	
33A	36A # of youth completing180 hours or more of entry-level work experience	# of youth who >55 subsidized days
33B	36B # of youth completing a "Work-Based Learning" opportunity	# of youth who have a completed an activity for complete a pre-apprenticeship program that leads to registered apprenticeship program; complete an internship, complete on-the-job training; complete paid work experience;
33C3	36C # of youth continuing in a "Work-Based Learning" opportunity	# of youth who have an open activity for Work-Based Learning *Case was closed during the reporting quarter. (bridged a quarter)*

33D	36D # of youth completing a "Career Development Experience"	# of youth who have a successful completion of Career Development Experience
33E	36E # of youth continuing in a "Career Development Experience"	# of youth who have an open activity for Career Development Experience. *Case was closed during the reporting quarter.*
33F	36F # of youth completing a "Pre-Apprenticeship Program"	# of youth who have a completed activity for completion activity for complete a pre-apprenticeship program that leads to registered apprenticeship program
33G	36G # of youth continuing in a "Pre-Apprenticeship Program"	# of youth who have an open activity for Pre-Apprenticeship Program *Case was closed during the reporting quarter.*
33H	35H # of youth completing a "Youth Apprenticeship Program"	# of youth who have a completed activity for Complete a Youth Apprenticeship Program
33I	35I # of youth continuing in a "Youth Apprenticeship Program"	# of youth who have an open activity for Youth Apprenticeship Program *Case was closed during the reporting quarter.*
33J	36J # of youth completing a "Registered Apprenticeship"	# of youth who have a completed activity for Complete a Registered Apprenticeship Program
33K	36K # of youth continuing a "Registered Apprenticeship"	# of youth who have an open activity for Registered Apprenticeship Program *Case was closed during the reporting quarter.*
33L	36L # of youth completing a Non-registered Apprenticeship	# of youth who have a completed activity for Complete a Non-registered Apprenticeship Program
33M	36M # of youth continuing a Non-registered Apprenticeship	# of youth who have an open activity for Non-registered Apprenticeship Program *Case was closed during the reporting quarter.*
--	36N # of youth receiving one or more "Industry- linked credential, certification, or license	# of youth who have an earned credential, certificate or license on a Work-based learning opportunity, Career Development Experience, Pre-apprenticeship program, youth apprenticeship program, registered apprenticeship program, or a non-registered apprenticeship program
--	36O # of youth actively working toward one or more "Industry- linked credential, certification, or license	# of youth who have an open activity for "Complete a training program where you earn an industry recognized credential."
--	36P # of youth completing an "Americorps" placement	# of youth who have a completed activity for Americorps plcaement

--	36Q # of youth continuing in an "AmeriCorps placement"	# of youth who have an open activity for Americorps *Case was closed during the reporting quarter.*
--	37 # of newly developed Industry-Linked Training Programs, by Industry	Count SOC codes on worksite placement for RAP and non-registered apprenticeships If the employer was created in the reporting period selected
--	37A # of Registered Apprenticeship Programs	# of youth with a RAP activity that includes a RAPIDS ID in the quarter
--	37B # of Non-Registered Apprenticeship Programs	Count SOC code from employer associated with the non-registered apprenticeship activity collection item 264
--	37C # of Industry-Linked Credential, Certification, or Licensing Programs	Count credentials added on RAP or non-registered apprenticeship activities for the reporting period selected.

Career Cluster Report

For each placement, track by career cluster whether a youth was placed within 90 days of enrollment Tracked by first 2 digits of the SOC code for the job placement.	
Long term employment OR **Career Development (Youth Apprenticeship Program)**	# of youth who had a work-based learning activity with placement started/opened within 90 days of enrollment. paid work-based learning, completion activity for complete a pre-apprenticeship program that leads to registered apprenticeship program; complete a paid internship, complete on-the-job training; complete paid work experience;
Total Number of youth placed in an Internships, Service Learning, Paid Work Experience, On the Job Training, or Transitional position by Career Cluster	Total # of youth placed broken down by type of placement and career cluster
# of youth who had an internship activity with placement *started/opened* within 90 days of enrollment.	# of youth who had an internship activity with placement *started/opened* within 90 days of enrollment.
# of subsidized placement	# of subsidized placement
# of unsubsidized placements	# of unsubsidized placements
# of placements with stipends	# of placements with stipends
# of placements completed	# of placements completed
# of youth applying for an apprenticeship	# of youth applying for an apprenticeship
# of youth accepted to an apprenticeship	# of youth accepted to an apprenticeship
# of youth accepted into other Articulated Postsecondary Education	# of youth accepted into other Articulated Postsecondary Education
# of youth in long term unsubsidized employment	# of youth in long term unsubsidized employment
Credential / Certification / License	
Industry-Linked Credentials	# of youth who had a "Complete a training program where you earn an industry recognized credential." Activity with ***credential earned*** *started/opened* within 90 days of enrollment. PLUS Earned Credential tagged as credential
Industry-Linked Certifications	# of youth who had a "Complete a training program where you earn an industry recognized credential." Activity with ***certification earned*** *started/opened* within 90 days of enrollment. PLUS Earned Credential tagged as certification
Industry-Linked License	# of youth who had a "Complete a training program where you earn an industry recognized credential." Activity with ***license earned*** *started/opened* within 90 days of enrollment. PLUS Earned Credential – tagged as license