

# Workforce Investment Act Title 1-B Reporting

Presented By:

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DEPARTMENT OF ECONOMIC SECURITY

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*Your Partner For A Stronger Arizona*

Equal Opportunity Employer/Program

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# WIA Reporting Presentation Overview

## I. WIA Reporting Requirements/ Background

## II. WIA Reports

- Process & Timeframe

## III. Error Report Process/Procedure

- Types of Errors
- WIASRD Record Layout and Edit Check – Desk Aid
- Common Errors/ Warnings
- Missing Values
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## IV. Timely Data Entry

- Arizona Job Connection (AJC) Reports/Tools

## V. Literacy/Numeracy Timeframe



# WIA Reporting Requirements

## WIA of 1998 (P.L. 105-220)

- *Establish a comprehensive performance accountability system*
- *To assess the effectiveness of State and local areas in achieving continuous improvement of workforce investment activities funded under the subtitle, in order to optimize the return on investment of Federal funds*
- *Continuing evaluation of program and activities authorized under Title I*
- *States and grantees receiving funding under WIA Title IB are required to maintain and report accurate program and financial information*
- *All States and grantees receiving funding from Employment and Training Administration (ETA) are required to submit reports or participant records and attest to the accuracy of these reports and records*



# WIA Reporting

- WIA program data is submitted to DOL
  - Quarterly Reports (9090)
  - Annual Report (9091)
- Data submitted to DOL must pass all data format and edit checks before it can be considered final

Reports must be submitted timely and accurate!



# Workforce Investment Act Standardized Record Data (WIASRD)

Reporting system that Department of Labor (DOL) uses to obtain program data for WIA Title I-B

- ✓ Individual Information
- ✓ Activity and Service Information
- ✓ Program Outcomes for Adults, Dislocated Workers, and Youth

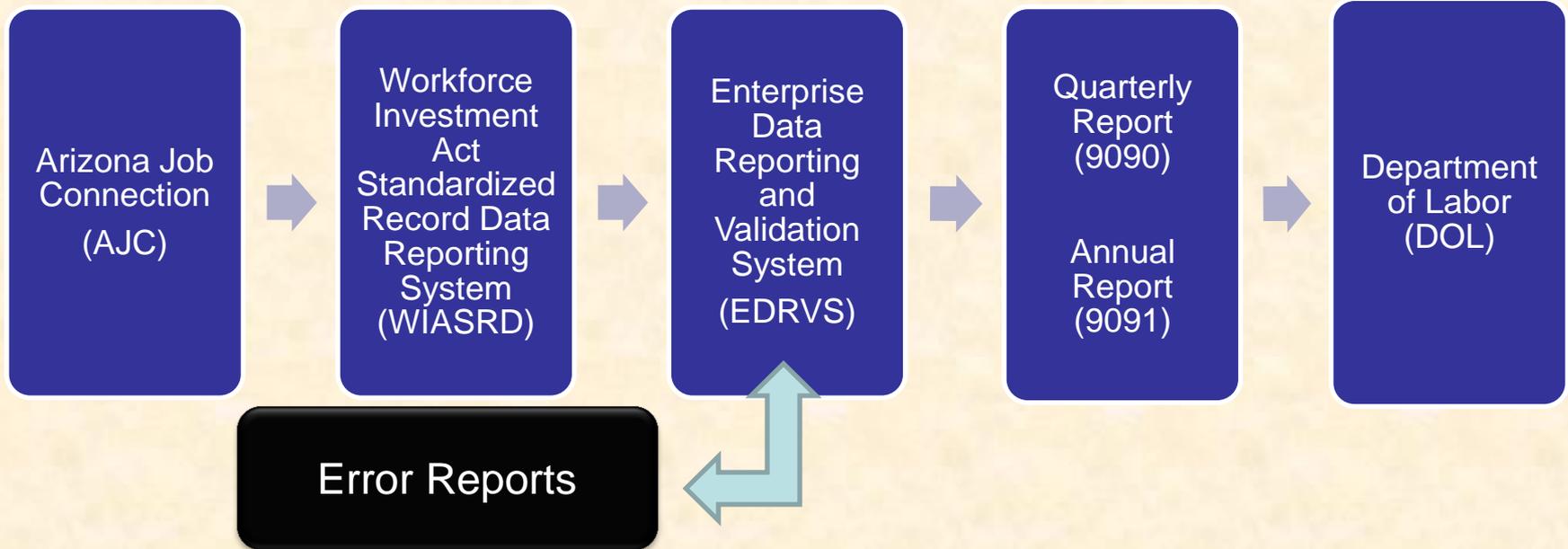


# How are reports generated?

## **Enterprise Data Reporting and Validation System (EDRVS)**



# WIA Reporting System



# WIA Reporting Submittal Timeframe



## **Quarterly Report (9090)**

- ❖ WIASRD submission due 45 days following the end of the quarter

## **Annual Report (9091)**

- ❖ WIASRD submission due 75 days following the end of the quarter



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 First day after quarter closed	2	3	4	5
6	7 Receive Error Report	8	9	10	11 Errors must be corrected	12
13	14 Receive Error Report	15	16	17	18 Errors must be corrected	19
20	21 Receive Error Report	22	23	24	25 Errors must be corrected	26
27	28 Receive Error Report	29	30	31		



~ August 2014 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 <b>Receive Error Report</b>	5	6	7	8 <b>Errors must be corrected</b>	9
10	11 <b>Ensure that file is clean and ready to be submitted</b>	12	13	14	15 <b>9090 Report Due</b>	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



# Error Report Correction Timeframe

## **Consequences:**

Inaccurate and untimely reporting of data can be deemed as “Failure to Report” which may impact performance incentives and sanctions as well as the funding allocation process.



# Error Reports

Unique ID	Field Name	Field Value	Error Type	Error/Warning Message	ogvname	ofvofficename	ogiid	CM
	OtherExitReasons_A	2	Error	A. If an exclusionary exit reason exists, there must also be an associated Date of Exit.	Phoenix. City of	PWC - YMCA Home Base Youth Services		
	ProgramExitDate_B	blank	Error	B. If Other Reason for Exit is not null, then Date of Exit cannot be blank.	Phoenix. City of	PWC - YMCA Home Base Youth Services		
	DateGoalSet1_C	8-Jun-09	Warning	C. Date Goal #1 was set must be the same as the Date of First WIA Youth Service	Pima	Tucson Youth Development (TYD) (Pima)		
	DateGoalSet1_C	8-Jun-09	Warning	C. Date Goal #1 was set must be the same as the Date of First WIA Youth Service	Pima	Tucson Youth Development (TYD) (Pima)		
	AssessmentCategory_A	blank	Warning	A. Category of Assessment cannot be blank or 0 if youth is Out-of-School, Basic Literacy Skills Deficient.	Pima	Tucson Youth Development (TYD) (Pima)		
	PretestDate1_A	blank	Warning	A. Date Administered Pre-Test cannot be blank for Out-of-School, Basic Skills Deficient youth who has been in the program more than 90 days.	Pima	Tucson Youth Development (TYD) (Pima)		
	DateDegreeCertificate_A	blank	Warning	A. Date Attained Degree or Certificate is missing or is not after the Date of Program Participation.	Pima	Tucson Urban League (TUL) (Pima)		
	CredentialType_C	1	Error	C. Type of Recognized Credential and School Status at Participation values are contradictory.	Pima	Tucson Urban League (TUL) (Pima)		
	GoalAttainment3_C	3	Warning	C. Attainment of Goal #3 cannot be pending (3) if participant has a Date of Exit.	Maricopa	MWC - AWEE		
	DateDegreeCertificate_A	blank	Warning	A. Date Attained Degree or Certificate is missing or is not after the Date of Program Participation.	Pima	Pima County Kino One Stop Center (Pima)		



# Error Reports

## Error (vs) Warning

### 1) Error

- ✓ Previously referred to as “rejects”
- ✓ Prevents the submittal of the 9090 and 9091 Reports

### 2) Warning

- ✓ Warning records are included in performance
- ✓ Does not prevent the submittal of the 9090 and 9091 Reports
- ✓ Clean and accurate reporting to DOL



# Error Correction

## WIASRD Record Layout and Edit Checks

No.	DATA ELEMENT NAME	CODE VALUE	WIA Funding Stream							SCREEN AND FIELD LOCATION	
			WIA Adults			WIA Dislocated Workers Rapid Response NEGs			WIA Youth		
			SI	SC	IT	SI	SC	IT	14 - 21		
100	Unique Individual Identifier	XXXXXXXXXXXX	R	R	R	R	R	R	R	Universal Information, Demographic Information Part ID (system generated)	
101	State Code of Residence	XX	O	R	R	O	R	R	R	Universal Information: Contact	new
102	County Code of Residence	000	O	R	R	O	R	R	R	Demographics and Demographics Snapshot (Above Personal) Area /County of Residence:)	new
103	Zip Code of Residence	00000	O	R	R	O	R	R	R	Universal Information: Contact	new
104	Economic/Labor Market Area and Physical Location Code	000000000	O	R	R	O	R	R	R	Universal Information: Contact - Zip code and Address	new
105	ETA-Assigned Local Workforce Board/Statewide Code	00000	R	R	R	R	R	R	R	Local Workforce Investment Area:	
200	Date of Birth	YYYYMMDD	R	R	R	R	R	R	R	Demographics and Demographics Snapshot (Personal) - Date of Birth: (mm/dd/yyyy)	
201	Gender	1 = Male 2 = Female 9 = Participant did not self-identify	R	R	R	R	R	R	R	Demographics and Demographics Snapshot (Personal) - Gender:	
202	Individual with a Disability	1 = Yes 0 = No 9 = Participant did not disclose	R	R	R	R	R	R	R	Demographics and Demographics Snapshot (Personal) - Disability:	



# Common Errors/ Warnings

- OtherExitReasons\_A** 2      **Error**      **A. If an exclusionary exit reason exists, there must also be an associated Date of Exit.**
- ProgramExitDate\_B** blank      **Error**      **B. If Other Reason for Exit is not null, then Date of Exit cannot be blank.**

The screenshot displays a web application interface for managing exit reasons. On the left is a navigation menu with the following items: Employer, Client, My Account, Resources, Reporting, and Management. The main content area shows the 'Exit Date' set to 10/31/2013. Below this is a dropdown menu for 'Other reasons for exit' with 'Health/medical' selected. A red arrow points to this dropdown. To the right of the dropdown is a red question mark icon. Below the dropdown is a section titled 'Recalled by layoff employer' with a sub-label 'Recalled by layoff employer' and two radio buttons: 'Yes' (unselected) and 'No' (selected). Another red arrow points to this section. Below this is a section titled 'Upon Exit and Job Placement'. It contains an input field for 'Occupation Code (O\*Net-SOC)' and an 'ONET Lookup' button. Below that is another section titled 'Entered training related employment' with a sub-label 'Entered training related employment' and four radio buttons: 'Yes' (unselected), 'No' (unselected), 'Training did not impart job specific talents' (unselected), and 'Relationship of employment to training cannot be determined' (unselected). At the bottom of the screen is a Windows taskbar with icons for Internet Explorer, File Explorer, Windows Media Center, Windows Defender, Word, PowerPoint, and Excel.



# Common Errors/ Warnings

DateDegreeCertificate\_A blank

Warning

A. Date Attained Degree or Certificate is missing or is not after the Date of Program Participation.

The screenshot shows a web browser window with the URL 'ov/ders/ea/wcmrs/casetracking/jol'. The page title is 'AZ Job Connection'. The main content area is titled 'Third Quarter Outcomes for Workforce Investment Act'. It contains a form with the following elements:

- A legend: '\* Indicates a required field'
- A section header: 'Third Quarter Outcomes for Workforce Investment Act'
- A question: 'Attained recognized educational, occupational certificate, credential, diploma, or degree?' with a sub-question '\* Attained recognized educational, occupational certificate, credential, diploma, or degree?'. Below this are radio buttons for 'Yes' (selected) and 'No'.
- A field labeled 'Date of Attainment' with an empty text input box. A red arrow points to this field.
- A question: '\* Type of recognized educational, occupational certificate, credential, diploma, or degree received' with a dropdown menu showing 'GED or High School Equivalency Diploma'.
- A section header: 'Third Quarter Outcomes For Older Youth'
- A question: 'Was the youth active in the third quarter following the exit quarter in any of the following activities' with a dropdown menu showing 'Please Select One' and a red warning icon.
- Buttons: 'Save', 'Clear Changes', and 'Return to Program Details'.

At the bottom of the page, there are links for 'LANGUAGES', 'SECTION 508 COMPLIANT', 'EEO', 'PRIVACY STATEMENT', 'PROTECT YOURSELF', and 'BROWSER HELP'. The browser's zoom level is set to 150%.



# Common Errors/ Warnings

Post911Veteran\_A

blank

Warning

A. Post 9/11 Veteran = 0, but Date of Actual Military Separation is on or after 9/11/2001

The screenshot shows a web browser window displaying a profile page on the AZ Job Connection website. The page is titled "School" and contains a form with various fields. A red arrow points to the "Post 9/11 Era Campaign Veteran" field, which is set to "Yes, more than 180 days". Another red arrow points to the "Active Duty Service End Date" field, which is set to "11/01/2012". The "Warning" text above the screenshot indicates that the "Post 9/11 Veteran" status is blank, but the "Date of Actual Military Separation" is on or after 9/11/2001.

Field	Value
Have you served on Active Duty with the Armed Forces of the United States?	Yes
<b>Veteran Status</b>	
Veteran Type	Post 9/11 Era Campaign Veteran
Served with the Armed Forces	Yes, more than 180 days
Disabled Veteran Status	Special Disabled Veteran
Recently Separated Veteran	Recently Separated Veteran (Within 36 Months)
<b>Veteran Information</b>	
Branch of Service	US Air Force
Active Duty Service Start Date	10/16/1992
Active Duty Service End Date	11/01/2012
Character Of Discharge	Honorable
Are you within 12 months of discharge?	No
Are you within 24 months of retirement?	No
Are you currently a participant or were you a participant in the Transition Assistance Program?	Yes, previously participated
Did you serve on active duty in the U.S. Armed Forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management(OPM)?	Yes
Are you a homeless veteran?	No
Are you currently a participant or have you been a participant in the Veterans Retraining Assistance Program (VRAP)?	No
DOL Unique VRAP Identification Number	



# Common Errors/ Warning

## C. Date Goal #1 was set must be the same as the Date of First WIA Youth Service

The screenshot displays a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains the following menu items: "my Account", "Resources", "Reporting", and "Management". The main content area is divided into two sections. The top section lists several program sections with their descriptions:

<a href="#">Wages</a>	Enter wage information.
<a href="#">Outcomes</a>	Enter outcome information.
<a href="#">Mailing Address</a>	View the client's mailing address information. (This is different than Mailing Address as displayed on Enrollment Details.)
<a href="#">Program Notes</a>	There have been no notes entered for this program.
<a href="#">Enrollment/Eligibility Date List</a>	View the enrollment and eligibility dates.
<a href="#">Printable Version</a>	Select the program sections to print.

A red arrow points to the "Enrollment/Eligibility Date List" link. Below this section is a heading "WIA Enrollments" followed by a list of enrollment categories and their status:

Adult (Local Formula)	Not eligible for Adult (Local Formula).
Dislocated Worker (Local Formula)	Not eligible for Dislocated Worker (Local Formula).
Older Youth (Local Formula)	Not eligible for Older Youth (Local Formula).
Younger Youth (Local Formula)	05/17/2013 - Open
Older Youth Stimulus	Not eligible for Older Youth Stimulus.
Younger Youth Stimulus	Not eligible for Younger Youth Stimulus.
Youth Summer Employment	Not eligible for Youth Summer Employment.
Rapid Response	Not eligible for Rapid Response.
Rapid Response Additional Assistance	Not eligible for Rapid Response Additional Assistance.
NEG - AZX1	Not eligible for NEG - AZX1.

The bottom of the screenshot shows a Windows taskbar with various application icons and system tray icons.



# Common Errors/ Warnings

## C. Date Goal #1 was set must be the same as the Date of First WIA Youth Service

Employer  
Client  
My Account  
Resources  
Reporting  
Management

Website Registration Date: 05/25/2012  
Program Enrollment Date: 05/23/2012

Enrollment	Eligibility Date	Enrollment Date	Participation Date
Younger Youth (Local Formula)	05/23/2012	05/23/2012	05/25/2012

[Return to Program Details](#)

The screenshot shows a web application interface. On the left is a navigation menu with links: Employer, Client, My Account, Resources, Reporting, and Management. The main content area displays a table with four columns: Enrollment, Eligibility Date, Enrollment Date, and Participation Date. The table contains one row for 'Younger Youth (Local Formula)' with dates 05/23/2012, 05/23/2012, and 05/25/2012. A red arrow points to the '05/25/2012' value in the Participation Date column. Above the table, it shows 'Website Registration Date: 05/25/2012' and 'Program Enrollment Date: 05/23/2012'. Below the table is a button labeled 'Return to Program Details'. The bottom of the image shows a Windows taskbar with icons for Internet Explorer, File Explorer, Windows Media Center, Windows Defender, Word, PowerPoint, and Excel.



# Common Errors/ Warnings

## C. Date Goal #1 was set must be the same as the Date of First WIA Youth Service

The screenshot displays a web application interface. On the left is a vertical navigation menu with the following items: Employer, Client, My Account, Resources, Reporting, and Management. The main content area features a table with the following columns: Goal Type, Date Set, Status, and Date Attained. The table contains two rows of data. The first row, 'Basic Skills', has a red arrow pointing to the 'Date Set' value '05/23/2012'. The second row, 'Occupational Skills', has a 'Date Set' of '06/18/2012'. Below the table are two buttons: 'Add New Goal' and 'Return to Enrollment Details'. A tooltip box is visible, containing the text: 'This table contains information on Younger Youth Goals, as well as links to other relevant actions.' At the bottom of the screen is a Windows taskbar with icons for Internet Explorer, File Explorer, Windows Media Center, Windows Defender, Word, PowerPoint, and Excel.

Goal Type	Date Set	Status	Date Attained
Basic Skills	→ 05/23/2012	Attained	06/08/2012
Occupational Skills	06/18/2012	Attained	07/27/2012

[Add New Goal](#) [Return to Enrollment Details](#)

This table contains information on Younger Youth Goals, as well as links to other relevant actions.



# Common Errors/ Warnings

GoalType1\_A blank Warning A. Goal Type 1 cannot be blank or 0 if participant is In School or Basic Skills Deficient at Participation

The screenshot displays a web application interface with a sidebar on the left and a main content area. The sidebar contains the following navigation links: Employer, Client, My Account, Resources, Reporting, and Management. The main content area features a table with the following columns: Goal Type, Date Set, Status, and Date Attained. A red arrow points to the 'Basic Skills' row in the table. Below the table are two buttons: 'Add New Goal' and 'Return to Enrollment Details'. A tooltip box is visible, containing the text: 'This table contains information on Younger Youth Goals, as well as links to other relevant actions.' The Windows taskbar is visible at the bottom of the screen, showing icons for various applications and the system tray.

Goal Type	Date Set	Status	Date Attained
Basic Skills	05/23/2012	Attained	06/08/2012
Occupational Skills	06/18/2012	Attained	07/27/2012



# Common Errors/ Warnings

AssessmentCategory\_Ablank

Warning

A. Category of Assessment cannot be blank or 0 if youth is Out-of-School, Basic Literacy Skills Deficient.

Testing

View the client's information about testing related to this enrollment.



Out of School Youth Testing Information

View the client's information about testing related to this enrollment.

Goals and Interests

No goals or interests have been entered.

Educational Grants

No grants have been entered.

Service and Training Plan

2 services have been entered.

Schedule a Service Gap

Add a scheduled service gap so the client is not soft exited.

Employment Plan

No plans have been entered.

Enrollment Notes

Notes have not been entered.

Needs and Barriers

- Deficient in basic literacy skills: Both
- School dropout
- Parenting Youth



# Missing Values

## No Occupational Codes

- Exit Screen

## No Training Related Employment Outcome

- Exit Screen

## No Core Services

- Service and Training Plan



# Missing Values

## Youth Receive 12 Months of Follow-Up

- Service and Training Plan

## Youth School Status at Exit

- Exit Screen



# Missing Values

## No Occupation Code

Exit Date: 06/27/2013

Other reasons for exit:  ?

**Recalled by layoff employer**  
Recalled by layoff employer

Yes  
 No

**Upon Exit and Job Placement**

Occupation Code (O\*Net-SOC)

**Entered training related employment**  
Entered training related employment

Yes  
 No  
 Training did not impart job specific talents  
 Relationship of employment to training cannot be determined  
 N/A ?



# Missing Values

## No Occupation Code

Client	<a href="#">Reassign Office</a>	Current Office: Salt River Pima Maricopa Indian Community Reassign the office for this particular program registration.
My Account		
Resources	<a href="#">Exit Questions</a>	Program Exit Date: 06/27/2013
Reporting	 <a href="#">Wages</a>	Enter wage information.
Management	<a href="#">Outcomes</a>	Enter outcome information.
	<a href="#">Mailing Address</a>	View the client's mailing address information. (This is different than Mailing Address as displayed on Enrollment Details.)
	<a href="#">Program Notes</a>	There have been no notes entered for this program.
	<a href="#">Enrollment/Eligibility Date List</a>	View the enrollment and eligibility dates.
	<a href="#">Printable Version</a>	Select the program sections to print.
<b>WIA Enrollments</b>		
	<a href="#">Adult (Local Formula)</a>	06/26/2012 - 06/27/2013
	<a href="#">Dislocated Worker (Local Formula)</a>	Not eligible for Dislocated Worker (Local Formula).
	<a href="#">Older Youth (Local Formula)</a>	Not eligible for Older Youth (Local Formula).
	<a href="#">Younger Youth (Local Formula)</a>	Not eligible for Younger Youth (Local Formula).
	<a href="#">Older Youth Stimulus</a>	Not eligible for Older Youth Stimulus.
	<a href="#">Younger Youth Stimulus</a>	Not eligible for Younger Youth Stimulus.
	<a href="#">Youth Summer Employment</a>	Not eligible for Youth Summer Employment.
	<a href="#">Rapid Response</a>	Not eligible for Rapid Response.
	<a href="#">Rapid Response Additional Assistance</a>	Not eligible for Rapid Response Additional Assistance.



# Missing Values

## No Occupation Code

The screenshot shows a web application interface. On the left is a sidebar menu with the following items: Employer, Client, My Account, Resources, Reporting, and Management. A red arrow points to the 'My Account' item. The main content area displays the following information:

Exit Date: 06/27/2013

**First Quarter Wages / Quarter Ending 09/30/2013**

System Entered AZ UI Wages: \$5,475.74

Supplemental wages are not present in this quarter.

**Second Quarter Wages / Quarter Ending 12/31/2013**

UI Wages are not present in this quarter.

Supplemental wages are not present in this quarter.

**Third Quarter Wages / Quarter Ending 03/31/2014**

UI Wages are not present in this quarter.

Supplemental wages are not present in this quarter.

**Fourth Quarter Wages / Quarter Ending 06/30/2014**

UI Wages are not present in this quarter.

Supplemental wages are not present in this quarter.

**Fifth Quarter Wages / Quarter Ending 09/30/2014**

UI Wages are not present in this quarter.

The Windows taskbar at the bottom shows icons for Internet Explorer, File Explorer, VLC, Google, Windows Defender, Word, Photoshop, and a folder icon.



# Missing Values

## No Training Related Employment

Browser: /casetracking/jol AZ Job Connection

**Upon Exit and Job Placement**

Occupation Code (O\*Net-SOC)

**Entered training related employment**

Entered training related employment

- Yes
- No
- Training did not impart job specific talents
- Relationship of employment to training cannot be determined
- N/A

**Methods used to determine training related employment**

Methods used to determine training related employment

- Comparison of the occupation codes between the training activity and the job
- Comparison of the industry of employment with the occupation of training using an appropriate crosswalk
- Other appropriate method
- N/A

**Entered non-traditional employment**

Entered non-traditional employment

- Yes
- No
- N/A

Employment type



# Missing Values

## Youth School Status at Exit

Workload

Employer

Client

My Account

Resources

Reporting

Fiscal

Management

Training Resources

Exit Date: 11/18/2013

\* indicates a required field

Other reasons for exit:  ?

Recalled by layoff employer

Yes

No

\* In-School Status

**Upon Exit and Job Placement**

Please Select One

- In school - high school or less
- In school - alternative school
- In school - post high school
- Not attending school - high school dropout
- Not attending school - high school graduate

The information related to the occupational code, training related employment and non traditional employment can be based on any job held after exit, not just the first job. Use as many digits of the 8 digits of the O\*Net occupational code as possible. The code entered should be based on the most recent job.

Occupation Code (O\*Net-SOC)

Entered training related employment

Yes

No

150%



# Missing Values

## Youth Receive 12 Months of Follow-Up Services

Workload

Employer  
Client  
My Account  
Resources  
Reporting  
Fiscal  
Management  
Training Resources

Service Type	Provider	Budget	Payments	Status	Start Date	Completed
<a href="#">Occupational Skills Training (Youth)</a>	Horizon Healthcare Inst	No Budgets	No Payments	Completed	05/30/2012	12/07/2012
<a href="#">Individual Service Strategies (ISS)</a>	PYQ	No Budgets	No Payments	Completed	04/30/2012	04/30/2013
<a href="#">Objective Assessment</a>	PYQ	No Budgets	No Payments	Completed	04/30/2012	04/30/2012

Click the Add Followup Service button to add a follow-up service or training to this CLOSED enrollment.  
Click the Call-in button to generate a call-in notice to the client.  
Click the Service Type link above to view/edit details for existing services.

[Add Followup Service](#) [Call-in](#) [Enrollment Details](#)

150%



# Missing Values

## Youth Receive 12 Months of Follow-Up Services

The screenshot shows a web browser window with the URL <https://www.azjobconnection.gov/ada/casetracking/jobseeker/jsm>. The page title is "AZ Job Connection - Service...". The browser's address bar shows the URL, and the page has a menu with "Edit", "View", "Favorites", "Tools", and "Help".

The main content area is a form for reporting services. On the left, there is a navigation menu with the following items: "Reporting", "Fiscal", "Management", and "Training Resources". The "Reporting" section is active, and a blue arrow points to the "\* Service Type" field.

The form fields are as follows:

- \* Service Type: A dropdown menu is open, showing a list of service types. The first option is "Select One". The other options are: "Apprenticeship", "Follow-Up Services - Additional Assistance", "Follow-Up Services - Adult Mentoring", "Follow-up Services - Career Development Assistance", "Follow-up Services - Employer Contact", "Follow-Up Services - Employment Progress Tracking", "Follow-Up Services - Leadership Development", "Follow-up Services - Peer Support Groups", "Follow-up Services - Regular Youth/Empl Contact", "Follow-Up Services - Supportive Services", and "Follow-Up Services - Work-Related Support Group".
- O\*NET-SOC: A text input field.
- CIP: A text input field.
- \* Training Agent ID: A text input field.
- \* Participant Group: A text input field.
- \* Status: A dropdown menu.
- Total Cost: A text input field.
- Provider Name: A text input field.
- Address: A text input field.
- Address Line 2: A text input field.
- City: A text input field.
- State: A dropdown menu with "Arizona" selected.
- ZIP/Postal Code: A text input field.
- Country: A dropdown menu with "United States" selected.
- International State/Province/County: A text input field.
- Provider Phone: A text input field with "000-000-0000" entered.
- Provider Fax: A text input field with "000-000-0000" entered.
- Start Time: A text input field with "--:-- AM" entered.



# EA Help Desk

EA\_WIA@azdes.gov

- ✓ Change or add exit date
- ✓ Remove exit date
- ✓ Change enrollment date
- ✓ Remove enrollment
- ✓ Delete a client
- ✓ Changes to services
- ✓ Reassigning Office
- ✓ Change supplemental data
- ✓ Change the location of case notes



# EA Help Desk

## Arizona Job Connection Update Form

Form date: 10/10/13

Date Submitted

Participant Name

Participation Id

Program Id

Enrollment Id

Enrollment Type

Office

[E-mail Request](#)

>>>WARNING<<< you will need to manually attach this form to e-mail message before sending



Reason for Request

Case Mgr Name/Phone#

LWIA Association  
 (please select location)

<input type="checkbox"/>	City of Phoenix	<input type="checkbox"/>	Cocopah Indian Tribe
<input type="checkbox"/>	Coconino County	<input type="checkbox"/>	Colorado River Indian Tribe
<input type="checkbox"/>	Gila / Pinal County	<input type="checkbox"/>	Fort Mojave Tribe
<input type="checkbox"/>	Maricopa County	<input type="checkbox"/>	Gila River Indian Community
<input type="checkbox"/>	Mohave / La Paz County	<input type="checkbox"/>	Hopi Tribe
<input type="checkbox"/>	Navajo / Apache County	<input type="checkbox"/>	Hualapai Tribe
<input type="checkbox"/>	Pima County	<input type="checkbox"/>	Pascua Yaqui Tribe
<input type="checkbox"/>	Repac	<input type="checkbox"/>	Quechan Indian Tribe
<input type="checkbox"/>	Santa Cruz County	<input type="checkbox"/>	Salt River Indian Community
<input type="checkbox"/>	SE Az Workforce Connection	<input type="checkbox"/>	San Carlos Apache Tribe
<input type="checkbox"/>	Yavapai County	<input type="checkbox"/>	Tohono O'Odham Nation
<input type="checkbox"/>	Yuma County	<input type="checkbox"/>	White Mountain Apache
<input type="checkbox"/>		<input type="checkbox"/>	Yavapai-Apache Tribe

### Select the procedure(s) to be completed

Change Exit Date  From Exit Date (mm/dd/yyyy)   
 To Exit Date (mm/dd/yyyy)

Remove Exit Date  Exit Date (mm/dd/yyyy)

Update Form Instructions



# Timely Data Entry

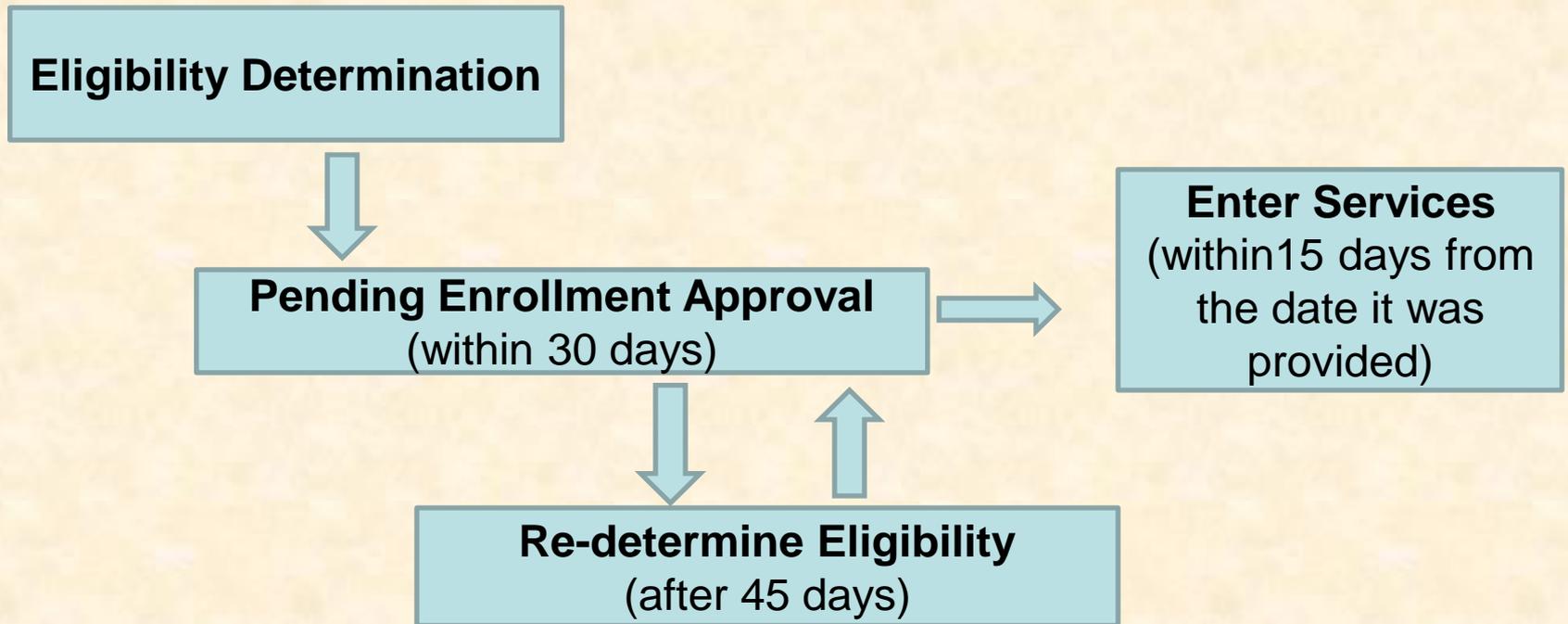
## WGL 07-10, Change 1

- ✓ *All transactions relating to WIA activities/ services provided, activities/services completed, etc. will be entered or updated within **15 business days** from the provided service date.*
- ✓ *Pending enrollments must be approved no later than **30 business** days from the eligibility determination date.*
- ✓ *Pending records that have not been approved by the **45<sup>th</sup> day** are considered not enrolled and LWIAs must re-determine eligibility.*



# Timely Data Entry

WGL 07-10, Change 1





Workload

Offices for DES WIA Region, Arizona WIA

Office Name

DES WIA Program

Employer

Client

My Account

Resources

Reporting

Management

New Account

Pending

Security



# Timely Data Entry Timely Report

Enroll Da	Exit Dat	Actual Start Da	Create Da	ssvservice	stvstatus	numda
6/28/2012	NULL	7/30/2012	2/6/2014	Supportive Services - Transportation Assistance	Completed	556
6/28/2012	NULL	8/13/2012	2/6/2014	Supportive Service - Other	Completed	542
1/27/2011	NULL	11/18/2013	11/20/2013	Supportive Service - Other	Completed	2
1/27/2011	NULL	6/27/2013	7/24/2013	Supportive Services - Incentivies and Bonuses	Completed	27
8/21/2008	NULL	6/24/2013	7/15/2013	Supportive Service - Other	Completed	21
1/30/2012	NULL	7/19/2013	7/30/2013	Supportive Service - Other	Completed	11
1/30/2012	NULL	9/13/2013	10/9/2013	Supportive Service - Other	Completed	26
1/30/2012	NULL	1/21/2014	2/11/2014	Supportive Service - Other	Completed	21
1/30/2012	NULL	7/3/2013	7/30/2013	Supportive Services - Transportation Assistance	Completed	27
1/30/2012	NULL	7/19/2013	7/30/2013	Supportive Services - Transportation Assistance	Completed	11
1/30/2012	NULL	7/31/2013	8/26/2013	Supportive Services - Transportation Assistance	Completed	26
1/30/2012	NULL	6/5/2013	7/15/2013	Supportive Services - Transportation Assistance	Completed	40
1/30/2012	NULL	12/23/2013	1/13/2014	Supportive Services - Transportation Assistance	Completed	21
1/30/2012	NULL	1/3/2014	2/11/2014	Supportive Services - Transportation Assistance	Completed	39
1/30/2012	NULL	10/11/2013	10/30/2013	Supportive Services - Transportation Assistance	Completed	19
1/30/2012	NULL	11/11/2013	11/18/2013	Supportive Services - Transportation Assistance	Completed	7
1/30/2012	NULL	9/6/2013	10/9/2013	Supportive Services - Transportation Assistance	Completed	33
1/30/2012	NULL	9/21/2013	10/9/2013	Supportive Services - Transportation Assistance	Completed	18
6/28/2012	NULL	10/18/2013	10/30/2013	Supportive Services - Transportation Assistance	Completed	12
6/28/2012	NULL	8/6/2013	9/16/2013	Supportive Service - Other	Completed	41
12/20/2011	NULL	7/3/2013	7/30/2013	Supportive Services - Transportation Assistance	Completed	27
8/8/2011	NULL	7/18/2013	7/30/2013	Supportive Services - Transportation Assistance	Completed	12
8/8/2011	NULL	7/18/2013	8/1/2013	Supportive Services - Transportation Assistance	Completed	14
8/8/2011	NULL	5/29/2012	8/14/2013	Supportive Services - Transportation Assistance	Completed	442
12/14/2011	NULL	7/1/2013	7/30/2013	Supportive Service - Other	Completed	29
12/14/2011	NULL	10/2/2013	10/30/2013	Supportive Service - Other	Completed	28



# Timely Data Entry AJC Reports/Tools

## Reporting Main Menu

### Labor Market Reports

Job Link Reports, Labor Market Information, and Real Time Labor Market Information.

### TAA Reports

Management and Performance reports for TAA activities.

### Case Manager Reports

Report 8 for client enrollments and activities, Automated Call-In Report.

### Provider Reports

WIA Performance reports for Eligible Training Providers and Eligible Youth Providers.

### Miscellaneous Reports

Other reports.

### WIA Reports ←

Management and Performance reports for WIA activities.

### Employment Service Reports

Management and Performance reports for Employment Service activities including MSFW, VETS, WPRS and RES.

### EEO Reports

Equal Employment Opportunity reports.

### Self Service Reports

One-Stop and System Self Service Reports.

### Exit Reports ←

Exit Warning and Recently Exited Reports.





Workload

Offices for DES WIA Region, Arizona WIA

Office Name

DES WIA Program

- Employer
- Client
- My Account
- Resources

Reporting	Labor Market Reports	
Management	WIA Reports	Management Reports
	TAA Reports	Performance Reports
	Employment Service Report...	Activity Reports
	Case Manager Reports	
	EEO Reports	
	Provider Reports	
	Self Service Reports	
	Miscellaneous Reports	
	Exit Reports	



### Management Reports

- Aged Pending Client Report
  - WIA No Participation - Statewide
- WIA No Participation - Local Area/WIB
  - WIA No Participation - Office
  - WIA No Youth Goals - Statewide
- WIA No Youth Goals - Local Area/WIB
  - WIA No Youth Goals - Office
  - WIA No Youth Goals - Case Manager
  - WIA No Youth Literacy/Numeracy - Statewide
- WIA No Youth Literacy/Numeracy - Local Area/WIB
  - WIA No Youth Literacy/Numeracy - Office
  - WIA No Youth Literacy/Numeracy - Case Manager
  - WIA Youth 5 Percent Report - Statewide
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  - WIA Youth Goals Warning - Case Manager
  - WIA Youth Literacy/Numeracy Warning - Statewide
- WIA Youth Literacy/Numeracy Warning - Local Area/WIB
  - WIA Youth Literacy/Numeracy Warning - Office



# AJC Management Reports

➤ **Aged Pending Client Report**

Enrollment has not been approved

➤ **WIA No Participation**

Enrollment has been approved but no services have been entered

➤ **WIA No Youth Literacy/Numeracy**

Out of School Youth records require a TABE pre test prior to the date of participation

➤ **WIA Youth Literacy/ Numeracy Warning**

Out of School Youth records that require TABE post test by date of participation (anniversary date)

➤ **WIA Youth Goals Warning**

Younger Youth goals that require completion 12 months from the goal set date





Workload

Offices for DES WIA Region, Arizona WIA

Office Name

DES WIA Program

- Employer
- Client
- My Account
- Resources
- Reporting**
- Management

- Labor Market Reports
- WIA Reports
- TAA Reports
- Employment Service Report...
- Case Manager Reports
- EEO Reports
- Provider Reports
- Self Service Reports
- Miscellaneous Reports
- Exit Reports**





Workload

Employer

Client

My Account

Resources

Reporting

Management

### Exit Reports

- Exit Warning - Statewide
- Exit Warning - Local Area/WIB
- Exit Warning - Office
- Recently Exited - Statewide
- Recently Exited - Local Area/WIB
- Recently Exited - Office



# Timely Data Entry Exit Report

Enrollment Name	Days Until Exit	Last Service Date	Service Enrollment Type
Younger Youth (Local Formula)	27	12/27/2013	Younger Youth (Local Formula)
Adult (Local Formula)	45	1/14/2014	Adult (Local Formula)
Adult (Local Formula)	30	12/30/2013	Adult (Local Formula)
Adult (Local Formula)	31	12/31/2013	Adult (Local Formula)
Adult (Local Formula)	31	12/31/2013	Adult (Local Formula)
Adult (Local Formula)	31	12/31/2013	Adult (Local Formula)
Adult (Local Formula)	31	12/31/2013	Adult (Local Formula)
Adult (Local Formula)	27	12/27/2013	Adult (Local Formula)
Adult (Local Formula)	27	12/27/2013	Adult (Local Formula)
Adult (Local Formula)	30	12/30/2013	Adult (Local Formula)
Younger Youth (Local Formula)	31	12/31/2013	Younger Youth (Local Formula)
Adult (Local Formula)	31	12/31/2013	Adult (Local Formula)
Older Youth (Local Formula)	31	12/31/2013	Adult (Local Formula)
Adult (Local Formula)	31	12/31/2013	Adult (Local Formula)
Younger Youth (Local Formula)	27	12/27/2013	Younger Youth (Local Formula)
Adult (Local Formula)	1	12/1/2013	Older Youth (Local Formula)
Older Youth (Local Formula)	1	12/1/2013	Older Youth (Local Formula)
Younger Youth (Local Formula)	31	12/31/2013	Younger Youth (Local Formula)
Adult (Local Formula)	31	12/31/2013	Adult (Local Formula)
Adult (Local Formula)	39	1/8/2014	Older Youth (Local Formula)
Older Youth (Local Formula)	39	1/8/2014	Older Youth (Local Formula)
Adult (Local Formula)	46	1/15/2014	Adult (Local Formula)
Adult (Local Formula)	13	12/13/2013	Adult (Local Formula)
Older Youth (Local Formula)	27	12/27/2013	Older Youth (Local Formula)
Adult (Local Formula)	27	12/27/2013	Adult (Local Formula)
Older Youth (Local Formula)	27	12/27/2013	Older Youth (Local Formula)
Adult (Local Formula)	48	1/17/2014	Adult (Local Formula)
Adult (Local Formula)	55	1/24/2014	Adult (Local Formula)
Adult (Local Formula)	37	1/6/2014	CM Service
Adult (Local Formula)	56	1/25/2014	Adult (Local Formula)
Older Youth (Local Formula)	27	12/27/2013	Older Youth (Local Formula)



Resources

Reporting

Management

- [WIA No Youth Goals - Local Area/WIB](#)
- [WIA No Youth Goals - Office](#)
- [WIA No Youth Goals - Case Manager](#)
- [WIA No Youth Literacy/Numeracy - Statewide](#)
- [WIA No Youth Literacy/Numeracy - Local Area/WIB](#)
- [WIA No Youth Literacy/Numeracy - Office](#)
- [WIA No Youth Literacy/Numeracy - Case Manager](#)
- [WIA Youth 5 Percent Report - Statewide](#)
- [WIA Youth Elements - Statewide](#)
- [WIA Youth Elements - Local Area/WIB](#)
- [WIA Youth Goals Warning - Statewide](#)
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- [WIA Youth Literacy/Numeracy Warning - Statewide](#)
- [WIA Youth Literacy/Numeracy Warning - Local Area/WIB](#)
- [WIA Youth Literacy/Numeracy Warning - Office](#)
- [WIA Youth Literacy/Numeracy Warning - Case Manager](#)



# Timely Data Entry

## Youth Goals Warning Report

Goal	Date Goal Set	Due Date	Status	Date Attained	Area/WIB
Work Skills	6/3/2013	6/2/2014	Pending		Tribal Consortium
Basic Skills	8/1/2013	7/31/2014	Pending		Tribal Consortium
Basic Skills	8/1/2013	7/31/2014	Pending		Tribal Consortium
Work Skills	6/3/2013	6/2/2014	Pending		Tribal Consortium
Work Skills	6/3/2013	6/2/2014	Pending		Tribal Consortium
Basic Skills	8/1/2013	7/31/2014	Pending		Tribal Consortium
Work Skills	6/3/2013	6/2/2014	Pending		Tribal Consortium
Basic Skills	4/10/2013	4/9/2014	Pending		Tribal Consortium
Basic Skills	4/4/2013	4/3/2014	Pending		Tribal Consortium
Basic Skills	8/20/2013	8/19/2014	Pending		Tribal Consortium
Basic Skills	4/4/2013	4/3/2014	Pending		Tribal Consortium
Basic Skills	8/20/2013	8/19/2014	Pending		Tribal Consortium
Basic Skills	8/20/2013	8/19/2014	Pending		Tribal Consortium
Basic Skills	10/18/2012	10/17/2013	Pending		Tribal Consortium
Basic Skills	4/3/2013	4/2/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	8/12/2013	8/11/2014	Pending		Tribal Consortium
Basic Skills	11/14/2012	11/13/2013	Pending		Tribal Consortium
Basic Skills	5/30/2013	5/29/2014	Pending		Tribal Consortium
Basic Skills	8/7/2013	8/6/2014	Pending		Tribal Consortium
Basic Skills	9/26/2012	9/25/2013	Pending		Tribal Consortium



Resources

Reporting

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- WIA No Youth Goals - Local Area/WIB
- WIA No Youth Goals - Office
- WIA No Youth Goals - Case Manager
- WIA No Youth Literacy/Numeracy - Statewide
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- WIA Youth Literacy/Numeracy Warning - Office
- WIA Youth Literacy/Numeracy Warning - Case Manager



# Timely Data Entry

## Literacy/Numeracy Warning Report

Last Name	First Name	Date 1st Youth Service	Anniversary Date	Date PreTest	Type PreTest	Area PreTest	Level PreTest	Date PostTest 1	Level PostTest 1
		11/6/2012	11/6/2013	7/10/2012	TABE 7-8, 9-10	Mathematics	Low Intermediate Basic Ed/High Intermediate ESL		
		6/20/2013	6/20/2014	7/12/2013	TABE 7-8, 9-10	Reading	High Intermediate Basic Ed/Advanced ESL		
		6/20/2013	6/20/2014	7/12/2013	TABE 7-8, 9-10	Language	Low Intermediate Basic Ed/High Intermediate ESL		
		6/20/2013	6/20/2014	7/12/2013	TABE 7-8, 9-10	Mathematics	Low Intermediate Basic Ed/High Intermediate ESL		
		6/13/2013	6/13/2014	7/24/2013	TABE 7-8, 9-10	Reading	Beginning ABE/High Beginning ESL		
		6/13/2013	6/13/2014	7/12/2013	TABE 7-8, 9-10	Language	Beginning Basic Ed/Low Intermediate ESL		
		6/13/2013	6/13/2014	7/12/2013	TABE 7-8, 9-10	Mathematics	Low Intermediate Basic Ed/High Intermediate ESL		
		6/13/2013	6/13/2014	7/12/2013	TABE 7-8, 9-10	Reading	Low Intermediate Basic Ed/High Intermediate ESL		
		6/13/2013	6/13/2014	7/12/2013	TABE 7-8, 9-10	Language	Beginning Basic Ed/Low Intermediate ESL		
		6/13/2013	6/13/2014	7/12/2013	TABE 7-8, 9-10	Mathematics	Beginning Basic Ed/Low Intermediate ESL		
		6/13/2013	6/13/2014	7/12/2013	TABE 7-8, 9-10	Reading	Low Intermediate Basic Ed/High Intermediate ESL		
		6/13/2013	6/13/2014	7/12/2013	TABE 7-8, 9-10	Language	Beginning Basic Ed/Low Intermediate ESL		
		6/13/2013	6/13/2014	7/12/2013	TABE 7-8, 9-10	Mathematics	High Intermediate Basic Ed/Advanced ESL		
		5/16/2013	5/16/2014	7/12/2013	TABE 7-8, 9-10	Mathematics	High Intermediate Basic Ed/Advanced ESL		
		5/16/2013	5/16/2014	7/12/2013	TABE 7-8, 9-10	Language	High Intermediate Basic Ed/Advanced ESL		
		5/16/2013	5/16/2014	7/12/2013	TABE 7-8, 9-10	Mathematics	High Intermediate Basic Ed/Advanced ESL		
		10/10/2012	10/10/2013	10/4/2012	TABE 7-8, 9-10	Reading	High Intermediate Basic Ed/Advanced ESL		
		10/10/2012	10/10/2013	10/4/2012	TABE 7-8, 9-10	Language	Low Intermediate Basic Ed/High Intermediate ESL		
		10/10/2012	10/10/2013	10/4/2012	TABE 7-8, 9-10	Mathematics	Low Intermediate Basic Ed/High Intermediate ESL		
		9/20/2012	9/20/2013	10/4/2012	TABE 7-8, 9-10	Reading	High Intermediate Basic Ed/Advanced ESL		
		9/20/2012	9/20/2013	10/4/2012	TABE 7-8, 9-10	Language	High Intermediate Basic Ed/Advanced ESL		
		10/1/2012	10/1/2013	10/12/2012	TABE 7-8, 9-10	Reading	High Intermediate Basic Ed/Advanced ESL		
		10/1/2012	10/1/2013	10/4/2012	TABE 7-8, 9-10	Language	Low Intermediate Basic Ed/High Intermediate ESL		
		10/1/2012	10/1/2013	10/4/2012	TABE 7-8, 9-10	Mathematics	High Intermediate Basic Ed/Advanced ESL		
		9/25/2012	9/25/2013	10/4/2012	TABE 7-8, 9-10	Language	High Intermediate Basic Ed/Advanced ESL		



# Literacy Numeracy Timeframe

## Formula for Literacy Numeracy Gains:

Number of participants who increase one or more educational  
functioning levels

(divided by) \_\_\_\_\_

Number of participants who have completed a year in the program (i.e.,  
one year from the date of participation) plus the number of  
participants who exit before completing a full year in the program



# Literacy Numeracy Pre and Post Test Timeframe

## Conducting Pre-Tests:

- Testing must be administered during the eligibility determination process or no later than the date of participation (first youth service). The same test and version (i.e. TABE version 9/10) must be used for **both** pre and post tests.
- The one year time period begins on the date of the first youth program services (**date of participation**), **not** the date of the pre-test



# Literacy Numeracy Pre and Post Test Timeframe

## **Participation Date**

(Date of first youth program service)



## **Anniversary Date**

(One year timeframe from participation date)



## **Lit/Num Performance Cohort**

(July 1<sup>st</sup> – June 30<sup>th</sup>)



# Literacy Numeracy Pre and Post Test Timeframe

Program Year (PY) 2013

07/01/2013 – 06/30/2014



Participation Date	Anniversary Date	Included in measure for PY13?
05/14/2013	05/14/2014	YES
06/30/2012	06/30/2013	NO
10/05/2012	10/05/2013	YES



# Literacy Numeracy Timeframe

## Post Test

- ✓ Post-test must be administered by the end of one year of participation (whether first, second, or third year)
- ✓ No more than four (4) assessment tests may be administered during the year
- ✓ The most recent assessment within one year of participation must be used as the post-test score if more than one assessment was administered after the initial test



# Literacy Numeracy Timeframe

First Youth Service Date: 06/13/2013

No pre-first-service test has been entered. Please test by 08/12/2013, the date of first Youth service plus 60 days.

↓ Type of Test	Functional Area	Date Given
TABE 7-8,9-10	Reading	07/12/2013
TABE 7-8,9-10	Language	07/12/2013
TABE 7-8,9-10	Mathematics	07/12/2013

[Add New Test](#)

[Return to Enrollment Details](#)



# Literacy Numeracy Timeframe

First Youth Service Date: 02/25/2011

A pre-first-service test has been entered.

↓ Type of Test	Functional Area	Date Given
TABE 7-8,9-10	Language	02/08/2011
TABE 7-8,9-10	Language	08/10/2012
TABE 7-8,9-10	Language	04/11/2014

[Add New Test](#)

[Return to Enrollment Details](#)

This table  
to other n



# References

- ❖ Training and Employment Guidance Letter 04-13  
Attachment A: WIASRD Record Layout and Edit Checks
- ❖ WIA Guidance Letter 07-10, Change 1  
*Timely and Accurate Performance Outcome Reporting*
- ❖ WIA Guidance Letter 20-06  
*Literacy and Numeracy Gains for Out-of-School Youth with Basic Skills Deficiencies*



Arizona's Official Web Site

Your Partner For A Stronger Arizona

Home > Workforce Investment Act

**NEW** Visit our [Job Fair](#) page for job related events/recruitment announcements and useful links.

### Job Seekers

- [What is Workforce Investment Act \(WIA\)?](#)
- WIA Services
  - [Core Services](#)
  - [Intensive Services](#)
  - [Training Services](#)
- [One-Stop Location](#)
- [Arizona Apprenticeship Office](#)
- WIA Programs
  - [Adult Program](#)
  - [Youth Program](#)
  - [Dislocated Worker Program](#)
- [Equal Opportunity Employer/Program](#)
- [Related Links](#)
- [Contact Us](#)

### Employers

- Worker Adjustment and Retraining Notification Act (WARN)
  - [WARN Information and Notices](#)
  - [Contact Information for WARN Notices](#)
  - [WARN and Non-WARN Notices](#)

### Workforce Professionals

- [Policy](#)
- [Resources](#)
- [Technical Assistance](#)

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- Worker Adjustment & Retraining Notification (WARN)
- Workforce Investment Act (WIA)
- Services
- Programs
- Workforce Professionals
- One-Stop Center Locations
- School and Training Provider Search
- Guidance Letters
- Reports
- Forms
- Related Links
- Equal Opportunity
- Local Workforce Area Training
- Contact Us

### Workforce Professionals

<b>Policy</b>	<ul style="list-style-type: none"><li>• <a href="#">WIA Q&amp;A</a></li><li>• <a href="#">Forms</a></li><li>• <a href="#">Guidance Letters</a></li><li>• <a href="#">One-Stop System Administrative Policies</a></li></ul>
<b>Resources</b>	<ul style="list-style-type: none"><li>• <a href="#">AJC Service Dictionary</a> (275 KB PDF)</li><li>• <a href="#">Annual Reports</a></li><li>• <a href="#">Arizona Integrated State Plan</a> (458 KB PDF)<ul style="list-style-type: none"><li>◦ <a href="#">Modification 1: PY13 WIA/Wagner-Peyser Performance Targets</a> (48 KB PDF)</li><li>◦ <a href="#">Modification 2: Approved Waiver - Common Measures, LWIA Incentive Grants, High Concentration of Eligible Youth</a> (974 KB PDF)</li><li>◦ <a href="#">Modification 3: Approved Waiver - OJT Employer Reimbursement</a> (48 KB PDF)</li></ul></li><li>• <a href="#">Eligible Training Provider List</a></li><li>• <a href="#">Directory of One Stops</a> (199 KB PDF)</li><li>• <a href="#">Federal Register</a> 1016 KB PDF</li><li>• <a href="#">Public Law</a> (888 KB PDF)</li><li>• <a href="#">Related Links</a></li></ul>
<b>Technical Assistance</b>	<ul style="list-style-type: none"><li>• <a href="#">2013 WIA Technical Assistance Conference Presentations</a></li></ul>



# Q & A



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Thank You!



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DEPARTMENT OF ECONOMIC SECURITY

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