DOL Credential Attainment (CA)
Performance Measure (PM)
Functional Training

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1. Background

The Participant Individualized Record Layout (PIRL) report captures activities and performance within the Workforce system. It is the tool that states use to communicate such activities and outcomes to the Department of Labor (DOL) Employment and Training Administration (DOLETA or ETA for short). The PIRL report layout was described in the Workforce Innovation and Opportunity Act (WIOA), which was signed into law on July 22, 2014. New layouts that add additional columns or tweak existing columns have been released regularly since the law's inception.

The Department of Labor describes why it is so important to report performance:

> *"The public workforce development system provides resources, services, and tools to support individuals and businesses in developing and maintaining a workforce to support a thriving economy throughout the nation. Given the critical importance of this system, its performance at the local, state, and federal levels is vitally important. Consistent, accurate performance reporting allows the workforce system to assess its effectiveness, make data-informed improvements, be accountable to taxpayers, and, ultimately, support vibrant communities, businesses, and families throughout the nation."* (See Section 3a below, for more information)

All WorkSouce DOL programs (See Section 1.1) will get credit for a Credential Attainment (CA), regardless of which program captures the CA. However, the job seeker must be in an appropriate training or education service, and the CA must take place either in the participation episode or within a year of exit, to be counted in the measure.

1.1. Accountable DOL Programs

The following WorkSouce DOL programs are held accountable, for the DOL Credential Attainment (CA) Performance Measure:

- **WIOA Title Ib**
    - Adult (AD)
    - Dislocated Worker (DW)
    - Youth (Y)

- **Trade Adjustment Assistance (TAA)**

- **National Dislocated Worker Grants (DWGs)**

    Current grants:

    - Opioid Disaster Recovery (ODR) (# DW33160)
    - Opioid Demonstration Grant (ODG) (# MI32467)
    - COVID-19 Employment Recovery (CER) (# DW34817)
    - COVID-19 Disaster Recovery (CDR) (# DW34975)

- **Reentry Employment Opportunities (REO)** (No current grants)
    - Reentry Employment Opportunities Adult (REO Adult)
    - Reentry Employment Opportunities Youth (REO Youth)

2. Purpose and Definition

The purpose of the DOL Credential Attainment (CA) Performance Measure is to measure success (attaining a recognized post-secondary credential or a secondary school diploma or equivalent), for specific training programs.

This DOL Credential Attainment (CA) Performance Measure is defined by DOL as:

"The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program" (See Section 3b below, for more information)

3. References

a. The PIRL Reporting Online Resource, which is designed to support grantees in successfully understanding, preparing, and submitting the U.S. Department of Labor (DOL) Employment and Training Administration's (ETA) Participant Individual Record Layout (PIRL) is located here: PIRL_Reporting_Online_Resource_Revised (5).pdf

b. Definitions for the Workforce Innovation and Opportunity Act (WIOA) (Signed into law on July 22, 2014) Performance Indicators and Measures, are located here: https://www.dol.gov/agencies/eta/performance/performance-indicators

c. Documentation for the Workforce Innovation and Opportunity Act (WIOA) (Signed into law on July 22, 2014) Performance Reporting can be found here: https://www.dol.gov/agencies/eta/performance/reporting

d. The PIRL Layout (OMB Control Number 1205-0521, Expiration Date: 06-30-2023) is located here: https://www.dol.gov/sites/dolgov/files/ETA/Performance/pdfs/PIRL_COMBINED_2.28.20.xlsx

e. Definitions for "Other Reasons for Exit" are located here: Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs (doleta.gov)

f. Definition for Interpreting the Size of a Correlation Coefficient is located here: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3576830/

g. Services Catalog, maintained by Policy, is located here: worksource-services-catalog.xlsx (live.com)

4.   **DOL Data Definitions**

    4.1. **DOL Denominator Definition (Total Cohort)**

- The job seeker must be enrolled in one of the programs listed in Section 1.1 (above), with a Program Enrollment Start Date.

- The job seeker must have had a participation episode, with a participation start date and an exit date.

- The job seeker must receive a participation level Education or Training service, which is associated to the program. (See Section 5.1 (below) and the Services Catalog, which is maintained by Policy, for more information on these services. worksource-services-catalog.xlsx (live.com))

  - The service must have an Activity Start Date (This will be changing to Actual Start Date soon.), be associated to the appropriate program, and occur during the same participation episode of the Program Enrollment.

- The job seeker must have exited during a specific time frame for the report.

- The job seeker can NOT have an "Other Reason for Exit" (See Section 3e above, for more information)

  - Only a "No" response may exist for the following exit reasons: Institutionalized; Health/Medical; Deceased; Reserve Forces called to Active Duty; Foster Care; Ineligible; Criminal Offender.

    4.2. **DOL Numerator Definition (Successful Cases)**

- The job seeker must be in the denominator.

- The job seeker must have one of the following:

  - Attained one of the following credentials during participation, or within a year of exiting:

    - AA or AS Diploma/Degree

    - BA or BS Diploma/Degree

    - Occupational Licensure

    - Occupational Certificate

    - Occupational Certification

    - Other Recognized Diploma, Degree, or Certificate

  - Attained a secondary school diploma/or equivalency during participation, within a year of exiting

    - Enrolled in education or training program leading to a recognized post-secondary credential within a year of exiting

  - Attained a secondary school diploma/or equivalency during participation, within a year of exiting

    - And have one of the following:

      - Employed first quarter after exit

      - Employed second quarter after exit

      - Employed third quarter after exit

      - Employed fourth quarter after exit

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5. ETO Business Process Methodology for Capturing Data

Areas should fill out all TP as they normally would. While the fields shown here are required for Credential Attainment (CA) there may be other fields required for other metrics or for your business reporting. Areas should fill out all TPs as they normally would. While the fields shown here are required for Credential Attainment (CA), there may be other fields required for other metrics or for your business reporting.

Notes:

5.1. ETO Business Process for Ensuring Job Seekers are in the Denominator

- Create a new Program Enrollment on the Program Enrollment TouchPoint (TP), if one hasn't already been created.
  - Select one of the programs listed in Section 1.1 (above)
  - Enter a Program Enrollment Start Date.
  - Set the Status to "Enrolled."
- Create a new Individualized Training Support Services TouchPoint (TP), if one hasn't already been created.
  - Enroll the job seeker in one of the appropriate training services, provided in the Services List below.
  - Associate the service with an appropriate program.
  - Enter an Actual Start Date.
  - Services List Used to Indicate Credential Attainment (CA) Activity:

  Notes:
  1. All Service incidents have been addressed and fixed, as of **05/02/22**, and will be officially reported to DOL, starting with the **PY21Q3** PIRL. They will continue to be applied going forward, for all future submissions of the PIRL. This list portrays the adjusted services list.
  2. Some of the services listed below, are no longer available for use in providing services in ETO. However, they will still be used for historical reporting.
  3. See Services Catalog, which is maintained by Policy, for more information on these services. https://storemultisites.blob.core.windows.net/media/WPC/wswa/support/worksource-services-catalog.xlsx

Service Name
ADULT EDUCATION & LITERACY WITH TRAINING
ADULT EDUCATION &amp; LITERACY WITH TRAINING
ADULT EDUCATION AND LITERACY WITH TRAINING
Adult Education and Literacy with Training (2.0)
Alternative Secondary School Services or Dropout Recovery Services (Youth Only)
Apprenticeship Training
ARRA 10% CLASS-SIZE CONTRACTED TRAINING
Class-Size Contracted Training
EDUCATIONAL ACHIEVEMENT SERVICES (YOUTH ONLY)
ENGLISH AS A SECONDARY LANGUAGE
English as a Secondary Language (2.0)
Entrepreneurial Training
Entrepreneurial Training (2.0)
Increased Capacity Training
Occupational Skills Training
Occupational Skills Training (2.0)
Occupational Skills Training (Youth Only)
Pre-Requisite Training (TAA Only)
PURSUING GED/DIPLOMA/CERTIFICATE (YOUTH ONLY)
Short Term Classroom Training
SHORT TERM CLASSROOM TRAINING
SHORT-TERM CLASSROOM TRAINING
SKILLS UPGRADING AND RETRAINING
TAA Approved Training
TUTORING, STUDY SKILLS TRAINING, INSTRUCTION, AND DROPOUT PREVENTION (YOUTH ONLY)

  - Ensure that the service is not saved as a draft

5.2. ETO Business Process, for Ensuring Job Seekers are in the Numerator

- The job seeker must be in the denominator (see Section 5.1 above) the following must be completed.

- A Credential Attainment (CA) must be entered in the appropriate TouchPoint (TP), with a date within the relevant reporting period of the PIRL.

  The following Credential Attainments (CAs) are accepted, by DOL, on the PIRL:

  - On the Individualized Training Support Services TouchPoint (TP), record the Activity End Date and Actual Outcome, for the service the job seeker was enrolled in.

  - On the Individualized Training Support Services TouchPoint (TP), select the appropriate outcome for this service.

    - If the credential is not recorded on the Individualized Training Support Services TouchPoint (TP) when the Activity End Date and Actual Outcome are recorded, a record must be made in an alternate location. For example, when actual outcome is "Credential Pending" use one of the following methods to record Credential Attainment (CA) information:

      - During Participation

        · Create a new Outcomes, Program Completion TouchPoint (TP), and complete one of the following.

          - On the Credentials tab

            · Select "Yes" from the "Credential Earned" radio button.

            · Select the appropriate credential earned on the *Type of Recognized Credential* drop down menu.

            · Enter the date the credential was earned in the "Date of Credential".

          -OR-

          - On the Youth tab

            · Select the appropriate credential from the *Attained Degree or Certificate* drop down.

            · Enter the date the credential was earned in the *Date Degree or Certificate was Attained* field.

      - After Exit

        · Create a Follow-Up TouchPoint (TP) and complete the following.

          - On the Follow-up Type tab:

            · Select appropriate follow-up type from the *Follow-up Type* drop down

          - On the Follow-up Form tab complete the appropriate information.

          - On the School and Education tab:

            · Select "Yes" on the *Credential Attained Quarter* radio button

            · Select the appropriate type of credential from the *Type of Recognized Credential* drop down

            · Enter date of credential in *Date of Credential* field.

- Employment after exit is currently being populated on the PIRL, by using an SSN match to get "in state" and "out of state" wages, from NGTS and SWIS.