

# Mass Workforce Issuance

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**Workforce Issuance No. 06-35**

Policy  Information

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Associate Directors  
DCS Field Managers

**cc:** WIA State Partners

**From:** Susan V. Lawler, Director  
Division of Career Services

**Date:** June 2, 2006

**Subject:** Revised Title I Performance Review Tool

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**Purpose:** To distribute the revised Title I Performance Review Tool (Attachment A) that has been updated to conform to the U. S. Department of Labor's FY2006 performance reporting requirements. Instructions for use of the updated tool are also included (Attachment B) and replace the instructions for the original version of the tool that were included in WIA Communication No. 05-19 (3/9/05).

The Performance Review Tool is a local use Crystal Report that enables local operators to review and follow-up on participants that are included in the denominator but not in the numerator of a performance calculation (thus having a negative impact on the performance percentage).

The Performance Review Tool should be used each quarter as soon as the Performance Charts are issued and/or posted. Prompt staff follow-up and updating of participant records in MOSES will assure that the new information will be reported in the next quarterly report.

**Background:** Development of the updated Performance Review Tool has been undertaken by the Division of Career Services in conjunction with the implementation of new federal reporting parameters necessitated by the implementation of Common Measures for both the Labor Exchange and Title I required for FY 2006. The development and distribution of the new Performance Review Tool represents the final step in the technological adjustments made to the MOSES database in accordance with the Common Measures requirements.

**Action**

**Required:** Please assure that all appropriate entities and staff are informed of the content of this issuance. Local staff should immediately begin using the new review tool in accordance with the recently published Title I Performance Reports for the 3<sup>rd</sup> quarter of FY2006 that were posted in MassWorkforce Issuance No. 06-29 (5/23/05).

**Effective:** Immediately

**Inquiries:** Please email all questions to [CErb@detma.org](mailto:CErb@detma.org) . Also, indicate Issuance number and description.