



# Workforce Issuance

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Policy  Information

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**To:** MassHire Workforce Board Chairs  
MassHire Workforce Board Directors  
MassHire Career Center Directors  
MassHire Fiscal Officers  
MassHire DCS Operations Managers

**cc:** WIOA State Partners

**From:** Beth Goguen, Director  
MassHire Department of Career Services

**Date:** May 12, 2026

**Subject:** **WIOA Performance Review Tool V05 Report Update & Informational Webinar**

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**Purpose:** To notify MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners of a revision to the **WIOA Performance Review Tool** report from version 4 (V04) to version 5 (V05), which is available for ad hoc reporting users to assess performance metrics as reported in the federal Participant Individual Record Layout (PIRL) report. The WIOA Performance Review Tool report is a Crystal Report (.rpt file format) and must be run using either Crystal Reports or Report Viewer Pro software, which are only available via Amazon WorkSpaces or Amazon AppStream environments.

**Background:** The WIOA Performance Review Tool report is available on Mass.gov as part of the Crystal Reports Project for ad hoc reporting users to access. This report displays performance metrics per workforce area, per performance metric, and per reporting quarter.

This report has been updated from version 4 (V04) to version 5 (V05). V05 includes a new formula to display the FY2026 local area performance goal for the selected parameters, and the percentage of that goal achieved for the selected parameters.

The updated V05 version of the WIOA Performance Review Tool report can be downloaded at the following web address: <https://www.mass.gov/doc/wioa-performance-review-tool/download>

The WIOA Performance Review Tool report is a Crystal Report (.rpt file format) and must be run using either Crystal Reports or Report Viewer Pro software, which are only available via Amazon WorkSpaces or Amazon AppStream environments.

Report users may enter the date value of 3/31/2026 into the “Enter Report Period End Date” parameter to view performance data as submitted in the 3/31/2026 (Q3 FY2026) PIRL federal report.

Report users may enter a previous quarter end date (e.g., 12/31/2025, 9/30/2025, 6/30/2025) to view performance data as submitted in that quarter. Please note that the report only contains local area performance goals for FY26 and will be updated with future fiscal year goal values. The report will not contain local area goal values for fiscal years prior to FY26 (7/1/2025 - 6/30/2026).

There will be an informational training session on the usage of the Performance Review Tool report on Tuesday, May 19, 2026, from 10:00am-10:45am. Register for the session by visiting this link before Tuesday, May 19, 2026: <https://events.gcc.teams.microsoft.com/event/24b86bdd-2144-43fb-bcc7-f3670577a7f7@3e861d16-48b7-4a0e-9806-8c04d81b7b2a>

**Action**

**Required:** Please share with all appropriate managers, staff and partners.

**Effective:** Immediately

**References:** <https://www.mass.gov/info-details/wioa>

**Inquiries:** Please email questions to [lukas.booker2@mass.gov](mailto:lukas.booker2@mass.gov)