MassWorkforce Issuance

100 DCS 14.232	☐ **Policy**	☑ **Information**

To: Chief Elected Officials
Workforce Development Board Chairs
Workforce Development Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: May 23, 2018

Subject: **Subsequent Eligibility for ITA Training Provider Courses**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners of **subsequent eligibility for ITA training provider courses**.

Background: *DCS will provide automatic course approval updates for FY2019*. The automatic update of course approvals is scheduled to take place at COB Wednesday, July 11th. Each course meeting the following approval criteria as of 7/11/2018 will be approved through June 30, 2019:

- ✓ Provider Status is Approved beyond 6/30/2018
- ✓ ITA Course has an approval end date greater than March 31, 2018
- ✓ Course has at least one enrollment in the past year
- ✓ The provider entered performance data that is not less than the year 2016 and meets the 70% completion and 60% entered employment rate minimums

DCS has provided two Crystal Reports for local boards to use to make their determinations. The attached ITA Performance Provider Data and ITA Performance MOSES Data reports are designed to be run locally and must be run using the Crystal Reports application in Citrix.

The **ITA Performance Provider Data Report** (Attachment A) should be run for *Fiscal Year Eligibility 2019* and will select ITA approved courses with an approval end date greater than March 31, 2018 and with at least one enrollment in the course during the past year. This report will show courses that are "Approved"; i.e. performance data that meets the completion (70%) and entered employment (60%) rate minimums, and those courses that do not meet the 'Approved' criteria, i.e. there is no performance data to consider or data resulting in rates below the minimum or no recent performance data on file. The report will also indicate if the Provider Approval is not up to date, in which case, it will not be reapproved unless the provider is subsequently approved prior to July 11th. The report lists courses by Provider and shows Completions, Dropouts and Entered Employments for each course from the latest year of performance information submitted by the provider to MOSES through TrainingPro.

The **ITA Performance MOSES Data Report** (Attachment B) selects enrollments in an approved ITA course for the selected Workforce Area. It shows an array of summarized statistics for each course including, Completion Rate, Exits, Exclusionary Exits, Entered Employments, Entered Employment Rate, Average Wage, Attained Credential and Training Related information. The report will prompt the reviewer for a date range that will be used to select participants enrolled in a course during that time period; i.e. with an enrolled date on or before the last day of the date range entered and with either no course completion or with a course completion within the date range.

Local reviewers should use these reports to analyze performance for local ITA courses and make any necessary adjustments to the course approval (or denial) designations by logging into MOSES and updating the approval/denial status and/or end dates.

Each local board, given their experience and contact with the local training institutions, will have the final decision as to whether or not a course is approved in their area. If the local board disagrees with the auto update result, the appropriate status change in MOSES must be made manually after the update is completed on 7/11.

References: MassWorkforce Policy Issuance: 100 DCS 14.100.3 Issued: 08/15/2017 *Massachusetts Eligible Training Provider List (MA ETPL) Initial and Subsequent Eligibility Process*

Action Required: Please assure that all staff responsible for reviewing ITA courses for approval/denial are informed of the content of this issuance.

Inquiries: Please direct all inquiries to Leslie Abramowitz: 413-499-2220 ext. 220 - leslie.a.abramowitz@mass.gov. Please reference this Issuance number with your inquiry.

Attachments: A: ITA Performance Provider Data Report
B: ITA Performance MOSES Data Report