

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

100 DCS 14.134

☐ Policy

☒ Information

To: Chief Elected Officials
Workforce Board Chairs
Workforce 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: June 24, 2016

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

Purpose: To notify Local Workforce Boards, One-Stop Career Center Operators and other local workforce partners of **subsequent eligibility for ITA training provider courses for FY2017.**

DCS will resume the automatic course approval updates for FY2017. The automatic update of course approvals is scheduled to take place at COB Thursday, June 30th, where each course approval meeting the minimum state criteria will be reapproved through June 30, 2017. Each local board, given the 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.

DCS will provide two Crystal Reports (attached – must use Crystal Reports application in Citrix to run these reports) for local boards to use to make their determinations. The ITA Performance MOSES Data WIOA and ITA Performance Provider Data WIOA reports are designed to be run locally.

The **ITA Performance Provider Data WIOA Report** (Attachment A) selects ITA approved courses with an approval end date between April 1, 2016 and June

29, 2017 and with at least one enrollment in the course during the past year. This report will show courses that are “Approved”; i.e. they meet the completion (70%) and entered employment (60%) rate minimums, and those courses that do not, 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 has not been updated past June 30, 2016, in which case, it will not do the update. 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 WDB 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.

References: MassWorkforce Information Issuance 04-68, *Process for Determination of Training Course Initial and Subsequent Eligibility for the Provision of Training Services to Individual Training Account Recipients under Title I of the Workforce Investment Act, Plus Q&A*, 8/31/2004.

MassWorkforce Policy Issuance: 100 DCS 14.100, Issued: 06/16/2015
Massachusetts Eligible Training Provider List (MA ETPL) Initial and Subsequent Eligibility Process <http://www.mass.gov/massworkforce/docs/issuances/wioa-policy/14-100.pdf>

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 - labramowitz@detma.org. Please reference this Issuance number with your inquiry.

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