100 DCS 14.198	☐ **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 19, 2017

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 FY2018.**

DCS will provide automatic course approval updates for FY2018. The automatic update of course approvals is scheduled to take place at COB Wednesday, July 5th, where each course approval meeting the minimum state criteria and having a valid provider approval, will be reapproved through June 30, 2018. 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.

Attached are two Crystal Reports that may be used by local boards to make their determinations; A_ITA Performance Provider Data and B_ITA Performance MOSES Data. These reports must be run via the Citrix application using Crystal Reports software.

The **A_ITA Performance Provider Data Report** (Attachment A) selects ITA courses with an approval end date between April 1, 2017 and June 30, 2018 and

with at least one enrollment in the course during the past year. This report shows courses that meet the minimum state criteria (i.e. completion rate (70%) and entered employment rate (60%)), and those courses that do not (i.e. there is no performance data, or there is no recent performance data, or data resulting in rates below the minimum state criteria). The report also shows the current provider approval status; as previously stated, only courses with a valid provider approval will be updated during the July 5th update process. The report lists courses by provider and shows statistics for each course, including Completion and Entered Employments rates from the latest year of performance information submitted by the provider.

The **B_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, Enrollments, Completion Rate, 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.

Reviewers should use these reports to analyze performance for local ITA courses and make any necessary adjustments to the course approval status by logging into MOSES and updating the status after the July 5th process is run.

References: MassWorkforce Policy Issuance: 100 DCS 14.100.1, Issued: 02/24/2017
Massachusetts Eligible Training Provider List (MA ETPL) Initial and Subsequent Eligibility Process http://www.mass.gov/massworkforce/docs/issuances/wioa-policy/14-100-1.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 – leslie.a.abramowitz@state.ma.us. Please reference this Issuance number with your inquiry.

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