

# Mass Workforce Issuance

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**Workforce Issuance No. 10-52**

☐ 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 Regional Managers

**cc:** WIA State Partners

**From:** Michael Taylor, Director  
Department of Workforce Development

**Date:** May 24, 2010

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

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**Purpose:** To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of the subsequent eligibility update for ITA training provider courses that will be undertaken at COB, June 25, 2010.

Last year, for ITA subsequent eligibility, DCS centrally updated course approval records (one year forward) of courses that met the state minimums for completion rate (70%) and entered employment rate (60%), based on the most recent provider entered performance data in MOSES. In addition, two Crystal Reports were created and distributed that allowed local reviewers to view course performance from provider entered data as well as course performance from actual course enrollments in MOSES.

The same approach will be followed this year:

- 1) The DCS approval decision on provider-entered performance data will consider data from 2007 or later. Any course with the most recent provider-entered performance data less than 2007 will not be approved regardless of what the [provider] performance data shows. It will be given a status of: '< 2007 Perf Data'. As with any course that appears on this list, the local reviewer can choose to approve (or deny) locally if appropriate; i.e. the local reviewer has more current information, and the decision is made in accordance with local WIB policy.

2) DCS is providing the report of Approvals/Non Approvals to local areas in advance of performing the actual subsequent eligibility update. This allows each local area approximately four (4) weeks to review the list for its area and agree or disagree with the update process. The actual update of the approved courses will occur at COB on Friday, June 25th. On Monday, June 28th or thereabouts, local areas should make any changes to the course approvals that are deemed appropriate.

Attached to this issuance are two Crystal Reports:

ITA Performance MOSES Data and ITA Performance Provider Data, that are designed to be run locally (on a desktop with Crystal Report software version 9 or higher).

The ITA Performance Provider Data report (Attachment A) selects ITA approved courses with an approval end date between April 1, 2010 and December 31, 2010 and with at least one enrollment in the course during the past year. This report will show courses that are “Approved” and will be updated, and those courses that will not be updated because they do not meet the state minimum requirements; i.e. no performance data to consider or data resulting in rates below the minimum or no recent performance data on file. 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.

The ITA Performance MOSES Data report (Attachment B) selects enrollments in an approved ITA course for the selected WIB 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.

**Action**

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

**Inquiries:** Please direct all inquiries to Leslie Abramowitz: 413-499-2220 ext. 220 - [labramowitz@detma.org](mailto:labramowitz@detma.org) or Joan Boucher: 617-626-6737 - [jboucher@detma.org](mailto:jboucher@detma.org). Please reference this Issuance number with your inquiry.