

WIA YY and OY TRACKING GUIDE

Goal Setting

(WHO) YY

(WHEN) At enrollment and during program participation

(WHERE) WF1 Youth Goal form and WF1 (include a brief description of goal(s) on Youth Goal form User Info. line

TABE or CASAS

Pre-Testing

(WHO) All YY and OY

(WHEN) At enrollment (may use test results if taken six (6) months prior to enrollment)

(WHERE) WF1 Applicant Information form, enter into WF1 and include a copy of scores with name and date taken in participant file

TABE, CASAS or ABLE Post-Testing

(WHO) Any YY or OY, BSD, out-of-school youth (who pre-tested at 8.9 and below)

(WHEN) No later than enrollment date + 365 days (recommend periodic testing during participation to ensure there is a post-test score in participant file)

(WHERE) Enter results into WF1 and include a copy of scores with name and date taken in participant file

GED or High School Diploma Attainment

(WHO) YY and OY

(WHEN) For YY, track until 1st qtr. after exit quarter (except there is no tracking for YY who are still in school (AS) at exit); for OY, track attainment at exit

(WHERE) WF1 Outcome/Termination forms, enter into WF1, and include a copy of the attainment in participant file

Third Qtr. Retention

(WHO) YY and OY

Except for YY termed AS

(WHEN) Nine (9) months (about 270 days) after exit is when you may enter the information

(WHERE) WF1 Youth Retention form and enter into WF1

<u>UE 90 Day Retention</u>	(WHO) YY and OY UE exit (WHEN) 90 days after UE exit (WHERE) METP Follow-Up form and enter into WF1
<u>UE 183 Day Retention</u>	(WHO) YY and OY UE exit (WHEN) 183 days after UE exit (WHERE) METP Follow-up form and enter into WF1
<u>12-Month Follow-up Services</u>	(WHO) YY and OY (WHEN) 12 months after exit (WHERE) WF1 Youth Retention form and enter into WF1
<u>OY Credential</u>	(WHO) OY (WHEN) At exit and track up to three (3) Qtrs. after exit (WHERE) On WF1 Outcome/Termination form, enter into WF1, give participant a METP WIA Older Youth Credential, include a copy in participant file, and any additional documentation such as a copy of an industry standard certificate