



MO Div. of Workforce Development
DWD Issuance 13–2012

Issued: December 19, 2012
Effective: December 19, 2012

Subject: Point of Exit for Common Measures Reporting

1. Purpose: This Issuance is written to establish policy strictly to prohibit artificial manipulation of participant records in order to prevent timely exit from Common Measures programs, and to establish consequences for knowingly posting false services or activities in Toolbox in order to extend program participation artificially.

2. Background: The Department of Labor Employment and Training Administration defined the point of exit for Common Measures reporting in Training and Employment Guidance Letter (TEGL) 17-05. This guidance clearly established policy restricting program operators' ability to control the date of exit from the workforce programs included in the Common Measures. Once the customer has gone 90 days without receiving a countable service, they exit the program(s) for performance accountability purposes. Any staff who knowingly posts a false activity or service in Toolbox in order to prevent a timely exit will be subject to disciplinary action up to and including revocation of Toolbox access privileges.

3. Substance: TEGL 17-05 established the following rules regarding the point of exit:

What is the definition of program exit?

The term “program exit” means a participant has not received a service funded by the program or funded by a partner program for ninety (90) consecutive calendar days, and is not scheduled for future services. The exit date is the last date of service.

The Operational Parameters outlined on pages 20-23 of the TEGL set forth the following rules regarding tasks that do not constitute countable services that extend the period of participation:

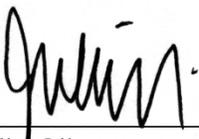
Post-employment follow-up services designed to ensure job retention, wage gains, and career progress, do not count as a service that would extend the participation period. Such follow-up services that do not extend the period of participation could include, but are not limited to: additional career planning and counseling; contact with the participant's employer, including assistance with work-related problems that may arise; peer support groups; information about additional educational opportunities; informational mailings; and referral to supportive services in the community.

Case management services and any other required administrative case load management activities that involve regular contact with the participant or employer to obtain the participant's employment status, educational progress, or need for additional services do not constitute services that extend the period of participation.

The phrase "and not scheduled for future services" does not apply to a participant who voluntarily withdraws or drops out of the program.

Posting a countable service in Toolbox after completing one of the non-countable tasks described above constitutes falsification of a federal report which will not be tolerated by the Missouri Division of Workforce Development (Division). Upon discovery of this or any other federal report falsification, the Division will take whatever action deemed appropriate to analyze the extent of the falsification and require disciplinary action commensurate with the degree of the falsification, up to and including revocation of Toolbox access privileges.

- 4. Action: Effective immediately, each Local Workforce Investment Board (LWIB) must instruct all staff to comply with this policy. It is the responsibility of the LWIB to monitor for compliance with this policy on an ongoing basis. Any instance of falsification of a Toolbox record must be addressed immediately in order to ensure accurate federal reporting.
- 5. Contact: If you have any questions regarding this policy, please contact Steve Reznicek, Quality Assurance Manager, at 573 522-3015 or steve.reznicek@ded.mo.gov.
- 6. Reference: TEGL 17-05
- 7. Rescissions: None
- 8. Attachments: None



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