TRAINING AND EMPLOYMENT NOTICE	NO. 16-05
	DATE January 19, 2006

To: ALL STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS

From: EMILY STOVER DeROCCO
Assistant Secretary
Employment & Training Administration

Subject: Common Measures/Common Message: Program Reporting and Performance Management Conference

1. **Purpose.** To announce three training sessions on program reporting and performance management. These events are intended to clarify the Department's policy on common measures; review the final reporting changes necessary for each program in order to accommodate the common measures; provide a forum to discuss policy questions and raise issues with federal staff; support integration by targeting multiple programs and providing inclusive training; and provide information, clarification, materials and tools to states for their use in training local staff.

2. **Background**. In order to meet the needs of both sharing information and helping to train state staff, the Employment and Training Administration (ETA) is sponsoring forums to familiarize attendees with national policies and to prepare attendees to train within their own states. Materials from these sessions will be provided to the state training teams (described later) to help communicate and ensure a common, consistent message from the national level through the states to the local workforce areas. These materials were developed by ETA in collaboration with DOL's Veterans' Employment and Training Service (VETS).

3. **Locations.** ETA will host three education/training sessions on program reporting and performance management for programs under WIA, Wagner-Peyser, VETS and the Trade Act. The sessions will be held in the following locations:

San Francisco, CA	February 21 – February 23, 2006
Philadelphia, PA	February 28 – March 2, 2006
Dallas, TX	March 7 – March 9, 2006

Each of the sessions will begin at approximately 8 a.m. on Tuesday and will end on the following Thursday at approximately 4 p.m. In general, the sessions will run from 8 a.m. until 5 p.m. due to the breadth and depth of materials and information. Presenters will be staff from ETA's national program offices (Office of Performance and Technology, Office of Workforce Investment and Office of National Response), regional office staff, and state staff who have been invited to share specific information on benchmark practices.

4. **Target Audience.** This national effort is based on the premise that states are the primary providers of technical assistance to their local workforce investment areas. Therefore, the target audience will be state "training teams" designated by each state, which subsequently would be responsible for providing similar training and instruction throughout their respective state. Each training team should have representation from each of the covered program areas, and we *strongly* recommend that states consider local representation on their training teams to assist the state in turning the information around. These conferences will be a venue to provide the teams with information and tools for their respective use. Due to space considerations, state training teams should consist of no more than 15 staff. We urge states to consider their training teams as strategic investments in each state's workforce system.

   Program administrators and staff responsible for performance management who represent ES, VETS, WIA, NEG and TAA programs should attend these sessions. A Website has been established to facilitate the conference registration process. Each state should register on line at: www.nelrod.com\usdolconferences. **Please note that each conference is limited to 200 attendees in order to ensure adequate opportunities for questions.** Please refer to the attached handout for further details concerning the sessions, specific information on the registration process (including the registration form), and hotel accommodations.

   A block of rooms will be held under the ***U.S. Department of Labor – Program Reporting and Performance Management Conference***. Hotel information is also located at www.nelrod.com\usdolconferences. Attendees are responsible for their own hotel reservations. Please provide a major credit card when making your reservation to guarantee your arrival. Room and tax charges, along with all incidental charges, are the responsibility of each individual and must be paid upon departure.

5. **Action Required.** State workforce agencies should share this TEN with state program administrators representing each of the covered program areas. In addition, each state should consider thoughtfully the membership on their respective training teams and should register each member of their team at www.nelrod.com\usdolconferences or fax completed registration forms to Frances Rodriquez of The NELROD Company at (817)922-9100.

6. **Inquiries.** Questions regarding this Notice should be directed to the appropriate regional performance specialist.

7. **Attachment.** Agenda for workshops for all three cities.

Common Measures/Common Message:
Program Reporting and Performance Management Conference

San Francisco, Philadelphia, Dallas — **Late February/Early March 2006**

Tentative AGENDA session order may change

Date	Time	Activity			
DAY 1	7:00am – 8:15am	Registration			
	8:15am – 8:45am	Welcome – Mason Bishop (or Regional Administrator on his behalf)			
	8:45am – 10:30am	**Program Reporting *General Session***			
	10:30am – 10:45am	Break			
	10:45am – 12:15pm	*Workshop 1* Program Reporting Changes and Requirements for Trade-funded Programs	*Workshop 2* Program Reporting Changes and Requirements for the WIA 9090 and WIA 9091	*Workshop 3* Application of Common Measures and Program Reporting Requirements for WIA Youth-funded Programs	*Workshop 4* Program Reporting Changes and Requirements for Wagner-Peyser/VETS-funded Programs
	12:15pm – 1:30pm	Lunch *(on your own)*			
	1:30pm – 3pm	*Workshop 5* Program Reporting Changes for the WIA WIASRD	*Workshop 6* Program Reporting Requirements for NEG Projects	*Repeat of Workshop 1*	*Repeat of Workshop 4*
	3pm – 3:15pm	Break			
	3:15pm – 5pm	Common Measures and Reporting *BINGO!*			

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Date	Time	Activity			
DAY 2	8:30am – 8:45am	Welcome and Reflections on Day One			
	8:45am – 10:30am	**Data Validation *General Session***			
	10:30am -- 10:45am	Break			
	10:45am – 12:15pm	*Workshop 7* Review of Data Results from States and Grantees	*Workshop 8* Using Data Validation to Improve Data Quality (State Case Studies)	*Workshop 9* Evaluating Program Quality (State Presenter from Rhode Island)	*Workshop 10* Summary of WIA Reporting Changes (A combination of Workshops 2 and 5)
	12:15pm – 1:30pm	Lunch *(on your own)*			
	1:30pm – 3pm	**Integrated Systems and Services *General Session***			
	3pm – 3:15pm	Break			
	3:15pm – 4:45pm	*Workshop 11* Innovations in Reporting to Support Integration Efforts: Pennsylvania's approach and TN's experience as EMILE feasibility state	*Workshop 12* Wage Record Clean-Up Methods	*Workshop 13* ETA Systems Integration Project: Integration Indicators and Assessment Results (R2)	*Workshop 14* Common Intake and Case Management: TX common intake system and swipe card technology used in NJ, NY, NC
	4:45pm – 5pm	Reflections on Day Two			

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Date	Time	Activity			
DAY 3	9am – 10:30am	**Implications of Reporting Changes on Program Management, Design and Delivery *General Session***			
	10:30am – 10:45am	Break			
	10:45am – 12:15pm	*Workshop 15* The Youth Literacy/Numeracy Common Measure	*Workshop 16* E-Tools to Support Performance Management – WIADPT/FRED	*Workshop 17* Twelve Ways to Fail Performance (R2 product)	*Workshop 18* Implementing Your Technical Assistance Strategy (at least one person from each State Training Team expected to attend)
	12:15pm – 1:30pm	Lunch *(on your own)*			
	1:30pm – 3pm	*Repeat of Workshop 15*	*Workshop 19* Peer to Peer Discussion on Implementation Issues moderated by Regional Office staff	*Workshop 20* Managing State and Local Performance With Decision Support Systems – FutureWorks/WebFocus	*Workshop 21* Integrated Performance Information
	2pm – 3:30pm	**Transition Issues *General Session***			
	3:30pm – 4pm	Closing Session			