2019 WBN National Survey: Summary of Requested Data

Organization Profile

- Organization type and primary focus
- Number of years providing workforce development services

Individual Program Information

All information is for a designated one-year period for one selected program. Optional responses of "we did not collect this information" or "number unknown" are available. **Bolded items are new.**

- Types of services provided by program – with <u>approximate</u> participation rates:

  - Adult basic education / literacy
  - English as a Second Language
  - Preparation for HS diploma or equivalent
  - **Contextualized or integrated basic skills education**
  - **Career pathways bridge programming**
  - Case management
  - **Financial security coaching/training**
  - Work/job readiness training
  - Career navigation
  - Self-directed job search resources
  - Occupational / vocational skills training (general)
  - Job retention and worker advancement services

  - Occupational / vocational skills training– with cert. type
  - Employer-based customized skills training
  - Internships
  - Transitional jobs
  - On-the-job training
  - **Pre-apprenticeships**
  - Post-employment coaching and retention services
  - Post-employment skills upgrade training
  - Financial assistance, incentives, and **other supportive services (e.g., mental health, legal, etc.)**

- Employer engagement activities

  - Informing training curriculum
  - Participating in work readiness events
  - Creating work experience opportunities
  - **Reviewing recruitment/hiring practices**

  - **Improving job quality/stability**
  - **Strengthening employee retention & advancement support**

- # of hours/weeks in structured and individualized pre-employment activities (estimates)

- # of weeks in post-employment activities (estimates)

- Sources of program revenue, with relative percentages for the one-year period

- # staff and volunteers/interns (FTE) engaged in specified program

Program Participant Information

Optional response of "we did not collect this information" or "number unknown" available.

- Ability to be selective in accepting participants into program
- Definition of enrollment
- Total # of program participants enrolled in the one-year reporting period
- Participant characteristics:

  - **# already employed**
  - # by gender identification
  - # by age groups
  - # by race/ethnicity
  - # by education/reading levels
  - # receiving public assistance
  - # homeless
  - # with limited English proficiency

  - # with a physical/developmental disability
  - **# with mental health/substance use barriers**
  - **# with arrest/conviction records (misdemeanor/felony)**
  - # veterans
  - # dislocated workers
  - # refugees or immigrants

Initial Completion and Placement Outcomes

Optional response of "we did not collect this information" available. ***Option of reporting outcomes disaggregated by race/gender.***

- # of enrolled cohort completing pre-employment services
- Definition of placement - # days, job type, minimum earnings
- # of enrolled cohort who were placed according to definition
- # of program completers who were placed

- Targeted or more frequent industries or occupations for placement
- **Median** hourly wage at placement
- # with further education as an outcome, if not placed
- # jobs that were full-time, according to program definition
- # jobs that offered health benefits

Employment Retention Outcomes

Same questions for 90 days, 6 months, and one-year retention periods – option of "data not available"

- Method used for defining "retention"
- # of placed participants retained

- **Median** wage at each point of retention

Financial Security Outcomes

For those offering financial security services:

- **# achieving increase in net income**

- **# achieving increase in credit score**

Data Verification Processes

- Type of verification required to validate job placement/job retention information
- Type of computerized database used to track participant outcomes
- Use of funder-provided data systems to rec**or**d outcomes

- Verification of outcomes by funder or outside entities
- Reconciliation of internal reports with funder summaries of outcomes
- Internal monitoring of data for accuracy and completeness (method/frequency)