WBN National Survey: Summary of Requested Data

Below is a summary of all data available in the WBN survey and reports. We understand that no program will have all of this information, but we encourage programs to just share what they can! The more data we collect, the more that participating programs and the larger field will benefit from reports.

Organization Profile
- Organization type and primary focus
- 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.

- Types of services provided by program – with approximate 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
- # by age groups
- # by race/ethnicity
- # by education/reading levels
- # 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, Credential, 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
- # of academic or industry credentials
- Definition of placement - # days, job type, minimum earnings
- # of enrolled cohort who were placed
- # 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
- # 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
- # receiving approval for income supports

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 record 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)