Youth CareerConnect Participant Tracking System: Manual for Participant Enrollment, Service Receipt and Outcomes Tracking, Grantee-Level Data Entry, Quarterly Performance Reporting, Data Export and Lottery-Based Study Application Tracking

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CONTENTS

I. INTRODUCTION ........................................................................................................................................ 1
   A. Objectives of this manual .................................................................................................................. 1
   B. Overview of YCC and DOL performance reporting requirements ............................................. 1
      1. Description of grants ............................................................................................................... 1
      2. Overview of DOL performance reporting requirements ...................................................... 1
      3. Mathematica's role ................................................................................................................... 2
   C. Keeping data confidential ............................................................................................................. 2
   D. Organization of training manual ................................................................................................ 3
   E. Updates to this version of the training manual .......................................................................... 4

II. NAVIGATING THE PTS ............................................................................................................................ 5
   A. Accessing the site and creating your log in ............................................................................... 5
      1. Getting started ....................................................................................................................... 5
      2. Password maintenance ......................................................................................................... 6
      3. Log in procedures ................................................................................................................ 7
   B. Logging out of the PTS .............................................................................................................. 7
   C. PTS support contact information ............................................................................................... 8

III. PARTICIPANT ENROLLMENT, PROGRAM STATUS, AND CASE NOTES .......................................... 9
   A. Find participant .......................................................................................................................... 9
      1. Search PTS using search function ...................................................................................... 9
      2. Participant-level screens ................................................................................................... 10
   B. Enroll participant ...................................................................................................................... 11
      1. Check for duplicates using “Find Participant” ................................................................. 11
      2. Enroll participant ............................................................................................................. 11
   C. Updating participant enrollment data ....................................................................................... 16
   D. Adding and updating program status data .............................................................................. 18
      1. Schools ............................................................................................................................. 18
      2. Participation status ........................................................................................................... 19
      3. Date of most recent service .............................................................................................. 21
      4. Number of high school days missed ................................................................................. 21

IV. ADDING AND UPDATING SERVICES ................................................................................................. 22
   A. Adding case notes ................................................................................................................... 22
B. Group-level services ................................................................................................................ 22
   1. Adding and updating a group service ............................................................................... 23
   2. Searching for an existing service .................................................................................... 25
C. Industry-specific YCC courses ............................................................................................. 25
   1. Adding and updating an industry-specific YCC course ..................................................... 25
   2. Searching for an existing industry-specific YCC course ................................................... 28
D. Participant-level services ..................................................................................................... 28
   1. Program services .............................................................................................................. 28
   2. Individual Development Plan and Free Application for Federal Student Aid (FAFSA) ................................................................. 29
   3. Internships ....................................................................................................................... 30
   4. Industry-specific YCC courses ........................................................................................ 31
V. ADDING AND UPDATING SHORT-TERM OUTCOMES ............................................................ 32
   1. Post-secondary credit ....................................................................................................... 32
   2. Recognized credentials ..................................................................................................... 32
   3. Unsubsidized employment during program .................................................................... 33
   4. Participant satisfaction ..................................................................................................... 34
VI. ADDING AND UPDATING USER-DEFINED FIELDS ............................................................... 36
VII. ADDING AND UPDATING POST-EXIT OUTCOMES ............................................................ 38
   1. Unsubsidized employment ................................................................................................. 38
   2. Post-secondary education .................................................................................................. 38
   3. Occupational skills training ............................................................................................... 39
   4. Registered apprenticeship ................................................................................................ 40
VIII. ADDING AND UPDATING GRANTEE INFORMATION ........................................................ 42
    1. Professional development ................................................................................................ 42
    2. Number of high school days ........................................................................................... 43
    3. Schools ............................................................................................................................ 43
    4. School years .................................................................................................................... 44
    5. User-defined fields ........................................................................................................... 44
IX. REPORTS ............................................................................................................................ 46
    1. Quarterly Performance Report [Draft] .............................................................................. 46
    2. Data export ......................................................................................................................... 47
    3. Final QPR .......................................................................................................................... 50
X. REPORT SUBMISSION (FINAL QPR AND NARRATIVE REPORT) ........................................ 52
    1. Navigating the Youth CareerConnect FileXchange site .................................................. 52
2. Uploading files

3. Submission to DOL

XI. PROCEDURES FOR GRANTEES IN LOTTERY-BASED IMPACT STUDY

A. Updated search screen

B. Adding program applicants to the PTS
   1. Check for duplicates using “Search”
   2. Select the YCC participation school year and student’s school
   3. Adding students within the application module
   4. Updating existing records within the application module

C. Resolving duplicates

XII. FAQs AND TROUBLESHOOTING

1. Accessing the PTS and the Youth CareerConnect FileXchange site
2. Data entry in the PTS
3. QPR generation and submission
4. Data exports
5. Lottery-based impact study participation

APPENDIX A YOUTH CAREERCONNECT (YCC) DATA ELEMENTS AND DEFINITIONS

APPENDIX B YOUTH CAREERCONNECT (YCC) QUARTERLY PERFORMANCE REPORT (QPR) FORM

APPENDIX C YOUTH CAREERCONNECT (YCC) AGGREGATION RULES FOR CALCULATING THE QUARTERLY PERFORMANCE (QPR)

APPENDIX D DATA EXPORT TAB OUTLINE
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I. INTRODUCTION

A. Objectives of this manual

1. To provide grantee staff with an overview of the U.S. Department of Labor (DOL) performance reporting requirements for the Youth CareerConnect (YCC) grants

2. To provide detailed instructions on how to use, and enroll participants in, the Participant Tracking System (PTS)

B. Overview of YCC and DOL performance reporting requirements

1. Description of grants

   DOL provided $107 million to 24 YCC local partnerships of local education agencies, workforce investment boards, institutions of higher education, and employers to re-design the teaching and learning experience for youth and more fully prepare them with the knowledge, skills, and industry-relevant education (including post-secondary education or registered apprenticeship) needed to pursue a successful career.

   The YCC program provides high school students with education and training that combines rigorous academic and technical curricula that focus on in-demand occupations and industries for which employers are using H-1B visas to hire foreign workers. The program also includes related activities to support such training. It is intended to increase high school students’ preparedness for post-secondary education and employability in high-growth H-1B industries and occupations that will lead to living wages and benefits and help them achieve economic self-sufficiency. By cultivating talent among high school students (including groups that traditionally have been underrepresented in many occupations and industries for which employers are using H-1B visas), these education and training programs eventually will help employers reduce their dependency on skilled foreign professionals permitted to work in the United States on a temporary basis under the H-1B visa program.

2. Overview of DOL performance reporting requirements

   The YCC program will include a strong focus on short- and long-term performance measures. The short-term measures will serve as interim indicators of program progress that will help grantees and DOL ensure that programs are on track for success. The long-term measures will focus on outcomes and gauge program success upon completion of the grant. Grantees must track specific data elements, by participant, to report against program performance measures. Data collection will include demographic information, information on services received, and short- and long-term performance data (such as wage and type of occupation for each job placement). The ultimate goal for this program is to ensure that all program completers (1) graduate from high school with a high school diploma; (2) obtain a degree or industry-recognized credential in an H-1B industry or occupation and have earned college credits toward a degree in the selected high-growth H-1B industry or occupation; and (3) move into a positive placement that includes unsubsidized employment, post-secondary education, long-term occupational skills training, or a registered apprenticeship.
3. Mathematica’s role

DOL has contracted with Mathematica Policy Research to develop a PTS for use in monitoring participant enrollment and DOL performance reporting. DOL will support grantees with responses to questions related to the performance reporting requirements, data definitions, policy, and programmatic issues, and Mathematica will provide all technical assistance for the PTS.

C. Keeping data confidential

In working with YCC program participants, you will ask for, and have access to, confidential personal information. The confidentiality of this information—called personally identifiable information (or PII)—must be preserved. When you are using the YCC PTS, you will be capturing some types of information that could be considered PII, and you must safeguard it. Use your judgment to decide whether information you work with is confidential. Some information that would not appear to be PII on its own may in fact be PII when combined with additional information. For example, first and last name alone are generally not considered PII; however, when combined with a date of birth, first and last name are considered PII. If you have any questions about whether information you work with is considered confidential PII, please contact Mathematica’s YCC PTS support team. To safeguard PII and other sensitive information, you should control access to these data. There are many ways to maintain the confidentiality of PII. These include the following methods, some of which you probably already use:

- Under no circumstances should you email PII to anyone, including other program staff, DOL, or YCC PTS support team members. Data shared with Mathematica should be transmitted through the secure File Xchange site. If you need to reference a specific participant, you should use his or her ID number only, without any additional identifiers.
- Discussions, including telephone calls, about individuals must remain confidential. When discussing individuals with other staff, DOL, or YCC PTS support team members, please do so in a private room, if possible, or a restricted area out of earshot of unauthorized people.
- Keep all project materials, such as letters, printouts, and other documents, with PII out of sight and locked up in an appropriate storage location (such as a file cabinet) when not in use.
- Keep all work surfaces and open storage areas (such as bookcases) clear of information containing PII. Never leave paper documents containing PII and other sensitive information unattended.
- When displaying screens with PII on your computer monitor, ensure that unauthorized persons cannot see the information (for example, by looking over your shoulder from a hallway or through a window). When possible, shut office doors, close window blinds, or position your computer monitor so that it is not visible to others.
- Activate your screensaver whenever you leave your computer. Usually, this is accomplished by pressing CTRL+ALT+DELETE then ENTER.
• Do not allow any other person to use your computer accounts, and always keep your passwords secure, to prevent unauthorized users from having access to restricted files by using your account. This guideline does not prevent you from allowing someone else to temporarily use your computer while you are present (for example, when a technical staff member must diagnose a computer problem).

• PII should not appear on any unencrypted device, including shared network drives or unencrypted portable media such as CDs, flash/thumb drives, or laptops. Report any lost or missing PII or unauthorized disclosure to your supervisor immediately. This will be reported to Mathematica, which is required to report all breaches of PII procedures to DOL.

Mathematica also has implemented companywide security procedures, and our facilities and systems are designed to meet strict federal guidelines to prevent the unauthorized disclosure, use, or alteration of study information. It is our policy to efficiently protect the private information of sample members and data, in whatever medium they exist, in accordance with applicable federal and state laws, contractual requirements, and common-sense considerations. All staff are trained on the importance of data security and are required to sign and comply with a Mathematica pledge to protect privacy. Our procedures pay special attention to guarding security of data in transmission. When data are transmitted between organizations (such as between a grantee and Mathematica), they will be encrypted with secure passwords or will be transmitted via the PTS or through a secure file exchange site that requires a password for access. We remove PII from respondent data as soon as practical and maintain personal identifiers in a secure location. When not in use, hard copies and electronic media are stored in controlled-access areas and locked rooms. We also maintain log sheets to track and record access to the confidential information as part of the project’s documentation and records.

D. Organization of training manual

The PTS will be rolled out in multiple modules from summer 2014 through fall 2015. This manual will be updated with procedures to complement each newly added module. The first module to be released enables sites to enroll participants and search the database for participants who have already been entered. The second module enables sites to update participant service receipt information and outcomes and to input grantee-level data (such as professional development activities). The third module allows sites to run quarterly performance reports (QPRs) and includes a mechanism for submitting them to DOL. The fourth module enables sites to identify and track participant-level user-defined fields and generate a data export file with data for all participants in the PTS at the grantee or school level. Data elements included in the first two modules are outlined in Appendix A and have been posted on the Employment and Training Administration’s Grantee YCC site. The purpose of this manual is to discuss the first four modules. In future months, functionality for random assignment will be added to the PTS.
E. Updates to this version of the training manual

This training manual has been updated with details on the addition of a checkbox to indicate that the search should “Include Exited Students” for the screens capturing group level service (Screenshot IV.4) and YCC course entry (Screenshot IV.9).
II. NAVIGATING THE PTS

A. Accessing the site and creating your log in

1. Getting started

a. Minimum system requirements

   For optimum performance, the PTS requires a current web browser. The PTS is designed so that its web pages will work well with Microsoft Internet Explorer 9.0 or higher. However, certain web browsers could cause some PTS functionality to be downgraded, limited, or available only through alternative steps.

   Web browsers that are fully compatible with these browsers and older versions of these browsers also may be suitable; however, the PTS does not design, maintain, or test for browsers not listed above.

   If you are not sure of the version of your browser, select “Help” in the menu bar of your web browser and choose “About.”

   If you are using Internet Explorer version 10 or version 11, turn off “Compatibility View” by clicking the button next to the web address bar in the browser. (“Compatibility View” may cause some areas of the PTS interfaces to not display as intended.)

   The PTS requires the web browser to support Javascript. Your browser also should allow pop-ups (external links open in a new window or tab) and accept session-based cookies. By default, the major web browsers are configured to handle these requirements.

   The PTS has been designed for a minimum screen resolution of 1,024 x 768.

b. Account creation and logging into the site

   Before you can access the PTS, Mathematica will need to create an account for you. To establish a new account, your grantee’s main PTS contact person must email ycc_support@mathematica-mpr.com with the request. For DOL staff, Evan Rosenberg can submit this request. This email should include the name, organization, title, telephone number, email address, and whether the user should have access to data for all schools within the grantee or a subset of specific schools.

   After your account is set up, you will be sent an account creation email to invite you to use the system. Click on the link in the email to validate your email address. Your email address will serve as your user name and is not case sensitive. You will then be prompted to create a secure, case-sensitive password that is at least eight characters long and contains at least one letter, one number, and one special character (such as !, @, #, $, or %). After you create your password, the link in the account creation email will no longer be valid.
The PTS log-in page (Screenshot II.1) will appear. Enter your user name (email address) and password, then click on the “Log in” button.

**Screenshot II.1. PTS log in page**

![Log in page screenshot](image)

2. **Password maintenance**

   If you have forgotten your password, click on the “Forgot your password?” link. You will be prompted to enter your user name and will then receive an email with a link to reset your password. You must complete the password reset within 15 minutes of receiving the email or the link will become inactive. If that occurs, repeat this procedure to have an active link resent to your email.

     If you enter the wrong password three times within a single 24-hour period without successfully logging in, your account will be locked and you will no longer be able to log in. After each unsuccessful log in, you will be reminded of how many attempts remain before you will be locked out of the system. You will then need to contact Mathematica (ycc_support@mathematica-mpr.com) to reset your account. After your account is reset, you will receive an email with a link to create a new password. You must create the new password within 15 minutes of receiving the email or the link will become inactive.

     You also will be required to reset your password every 60 days. Upon logging into the PTS following the 60-day expiration, you will receive notification to change your password (Screenshot II.2).
3. **Log in procedures**

After you successfully log in, the PTS will automatically take you to the welcome page (Screenshot II.3). To prevent unauthorized users from accessing the PTS, the system will automatically log you out after 30 minutes of inactivity.

**Screenshot II.3. PTS welcome page**

Users will have varying levels of access to the system. Depending on whether you have been designated as a grantee or a school-level user, you may be restricted from accessing certain items on the top menu bar and/or data from the “Find Participant” menu. For example, users designated by the grantee program administrator for a single school will only be able to view detailed personal information for participants enrolled in their school.

**B. Logging out of the PTS**

To safely log out of the PTS system, click the “Log off” button, which appears in the top right-hand corner on every screen (Screenshot II.4). You will then be returned to the log in page. Close your browser, including any tabs you had open (even if they are other websites).
Closing your browser window without first clicking “Log off” does not log you out of the PTS system until 30 minutes of inactivity have passed.

**Screenshot II.4. Log off button**

![Log off button](Image)

**C. PTS support contact information**

Contact information for the PTS can be found in the “Contact” link on the menu at the top of the screen (Screenshot II.5). (This menu will appear on nearly all pages and can be used to navigate around the website.)

**Screenshot II.5. Contact link and screen**

![Contact link and screen](Image)

**Non-technical issues.** If you have any questions about the definitions of data elements recorded in the PTS, reporting requirements, policy, or programmatic issues, refer to the DOL data elements and definitions in Appendix A for clarification. If this does not resolve your issue, please contact DOL program office staff at ycc.ycc@dol.gov.

**Technical issues.** If you have any technical issues logging into or operating the PTS, please contact Mathematica’s YCC PTS Technical Support Team at ycc_support@mathematica-mpr.com. Please include your site name, a detailed description of the issue, and your desired form of contact (telephone/email), and we will work to resolve your issue as quickly as possible (within one business day).
III. PARTICIPANT ENROLLMENT, PROGRAM STATUS, AND CASE NOTES

If at least one school in your grantee is participating in the lottery-based impact study, please see Chapter XI for the procedures to be used when entering participants in the PTS. Grantees not participating in the lottery-based impact study should continue to use the procedures outlined below.

A. Find participant

1. Search PTS using search function

You can search for a participant within the PTS using the “Search” link on the menu at the top of the screen (Screenshot III.1). (This menu will appear on nearly all pages and can be used to navigate around the website.)

Screenshot III.1. Search link

You can search for a participant using any of the following criteria, but at least one of the search criteria fields must be entered:

- YCC ID
- Student ID
- First Name
- Middle Name
- Last Name
- Grantee (DOL staff only)
- Tracking School (for staff with access to multiple schools)
- Date of Birth
- Gender
- Enrollment Date
- Enrollment Status

After you have entered a search criterion for at least one of these options, the results will populate in the bottom of the window (Screenshot III.2). You can view the “Participant Summary” screen with all the participant information by clicking on “View” next to each participant in the search results.
2. Participant-level screens

After searching for a participant, you can review a summary of his or her information by clicking on “View” in the search results screen. Clicking “View” will open a new set of screens: “Participant Summary” (demographic and enrollment details), “Program Status,” “Case Notes,” “Services,” “Short Term Outcomes,” and “Post-Exit Outcomes” (Screenshot III.3).

**Screenshot III.3. Participant summary screen**
B. **Enroll participant**

1. **Check for duplicates using “Find Participant”**

   Before enrolling a participant, use the “Search” link on the menu at the top of the screen to ensure that the participant is not already enrolled in the PTS. (See Chapter III.A.1 for instructions on searching the PTS.)

   On this screen, enter the participant’s first and last name, and date of birth. This will search for all matching entries within the PTS to ensure that the participant has not already been entered. If any results are returned, compare the participant’s name with the student ID and school information to determine whether the participant is a duplicate. We recommend attempting searches on variations of the name (such as Bill, Billy, William) to ensure that the participant’s name has not previously been entered with a different spelling.

   If you identify the student as a duplicate, you do not need to enter a new record.

2. **Enroll participant**

   After confirming that the participant is not already in the PTS, click on the “Enroll” link on the menu at the top of the screen (Screenshot III.4). (This menu will appear on nearly all pages and can be used to navigate around the website.)

   Enter the relevant data into the PTS using the data entry screen (Screenshot III.6). If you have any questions about definitions for the data elements or how to enter them into the system, see Appendix A, which contains DOL’s data elements and definitions. Data elements required to save the record are marked with a red asterisk (*). Data elements required for a record to be complete are marked with a green dagger (†). Please see page 13 for additional information on complete and incomplete records. Although some fields are not required, we recommend that program staff try to obtain as much information as possible from the participants and their parent/guardian. Please make sure to enter all dates into the PTS using MM/DD/YYYY format.

   Some changes were made to this screen for the second iteration of the PTS (Screenshot III.6). If you entered participants in the system before these fields were added and updated, you must update those records. These changes are:

   - The basic information fields now appear at the top of the screen, followed by the enrollment information fields.
   - Fields for “Expected High School Graduation Date” and “Expected Cohort Completion Date” have been added.
     - “Expected Cohort Completion Date” has replaced the field titled “Year that Program Model Ends for Participant,” which has been deleted.
• For participants who have selected an industry or occupational focus, a required question has been added to indicate whether the participant is in an Industry/Occupational focus that can result in a credential during the YCC program. If “No” is selected, you must enter the date of the expected credential attainment post-program and the name of the expected credential (Screenshot III.5). If an industry or occupational focus has not been chosen, the question about the expected credential will not appear.

**Screenshot III.5. Date of expected credential attainment post-program**

![Screenshot III.5](image)

• The PTS now tracks ethnicity in a separate category from race (Screenshot III.6). When completing the “Race” portion of the enrollment screen, a record is considered complete if at least one race category response is selected. Please see page 13 for additional information on complete and incomplete records. Remember to click “Save” before logging out or closing the page.

**Screenshot III.6. PTS enroll participant data entry page**

![Screenshot III.6](image)
The system will alert you if any implausible or unlikely information is entered on this screen or throughout the entire PTS. A message describing each issue will be displayed in red text at the top of the screen, and the field in question will be outlined in red. Screenshot III.7 provides an example of these error messages. To assist with data entry, date fields will provide a calendar for date selection. In addition, the system will alert you to any missing data fields if you attempt to save the case without completing all the required fields. You will be permitted to proceed if some fields are left blank, but you will need to go back and fill in these required fields for performance reporting as the information becomes available.
If the basic and enrollment fields have been entered and there are no errors invalidating the data, the PTS will save the information entered on the form.

When you select “Save,” the PTS will perform a duplicate check by comparing the exact spelling of the current participant’s name and date of birth to the records of all previously entered participants in your grantee organization. Screenshot III.8 provides an example of the error message displayed when a duplicate is identified. If this occurs, the system will not save the data entered for the current participant.

You may search on the YCC ID for the matching record and compare other data to further confirm whether it is a true duplicate. If it is a duplicate, the newest record will not be saved, and you should confirm that all enrollment information for the original record is still accurate. If you need to update any of the fields, follow the steps outlined in Chapter III.C (“Updating participant enrollment data”). If it is not a true duplicate, verify that you correctly entered all the information for the new record. If it is still registering in the PTS as a duplicate, contact ycc_support@mathematica-mpr.com.

Although only basic and enrollment information fields must be entered to save a record, all fields, except “Student ID” and “Middle Name,” are required for a participant’s enrollment information to be considered complete. Only complete records, in which all enrollment data have been filled in, will be included in the Quarterly Performance Report (QPR). Fields that must be updated for a record to be complete are marked with a green “†.” When you successfully save the record, a message will display at the top of the “Participant Summary” screen indicating that
the record is complete and will be included in the QPR (see Screenshot III.9). Incomplete records will not be included in the QPR. Incomplete records can be identified from the “Find Participant” screen by selecting “incomplete” for the “Enrollment Status” search criteria. Please note that using an out-of-date Internet browser (see Chapter II.A.1.a for Minimum System Requirements) might result in functionality issues that could cause records that would otherwise be considered complete to appear incomplete. If you find yourself encountering this issue, please check the version of the Internet browser in use.

**Screenshot III.9. Confirmation messages displayed**

Message displayed when record is saved and complete:

| Jane Doe. YCC ID 10000236 | Record is saved and enrollment information is complete. |

Message displayed when record is saved but all enrollment information is not completed:

| Jane Doe. YCC ID 10000236 | Record is saved.  
Enrollment information is incomplete. This participant will NOT be included in your Quarterly Performance Report. |
C. Updating participant enrollment data

Data entry errors on a participant’s summary can be corrected by locating a participant in the PTS using the search function, accessing “Participant Summary,” then clicking “Update Enrollment” (Screenshots 3.10 and 3.11). This button will take you to a new screen, where available fields will be displayed for updates. The second iteration of the PTS now includes functionality where, after a given period, only certain fields will be available for update (for example, “Industry and Occupation focus” and “Demographics”).

- If you create a new record and do not complete it, after 30 days from the date the record was created, you will be able to update only the fields shown below (Screenshot III.10):

Screenshot III.10. Updating enrollment data after 30 days (incomplete record)
• If a record has been completed, after 30 days from the date the record was completed, you will be able to update only the fields shown below (Screenshot III.11):

**Screenshot III.11. Updating enrollment data after 30 days (completed record)**
D. Adding and updating program status data

You may update a participant’s program status data by locating a participant in the PTS using the search function, then selecting the tab titled “Program Status” (Screenshot III.12).

Screenshot III.12. Program status

On this screen, you will see the sections outlined below. Remember to click “Save” after you have updated data in each section. “Save” buttons are labeled to identify the section of the form you will be saving. Clicking “Save” in one section will not save data entered in another—you must click “Save” for that section as well. You will receive a prompt before leaving a screen if there are unsaved data entered.

1. Schools

The first section (Screenshot III.12) maintains up to three school associations for each participant.

- The “School at time of Enrollment” field is automatically set with the school entered on the “Participant Enrollment” screen when the record is created.
- The “Attending School” is the school the participant is currently attending. This field will be available for updating 30 days after the record has been created.
• The “Tracking School” is the school that will need access to the participant data.
  - For the first 30 days after the record has been created, the “Tracking School,” “School at time of Enrollment,” and “Attending School” will automatically synch with one another and should be updated via the “Participant Summary” screen using directions outlined in Section C above.
  - After 30 days, the “School at time of Enrollment” field will be set in the system, and requests for changes must be sent to ycc_support@mathematica-mpr.com.

• You can update the Attending School by selecting a different school from the drop-down menu and clicking “Save.” After you select “Save,” you will be given the option to also update the Tracking School to match the Attending School. You may select “Yes” or “No.” If you want to change only the Tracking School, update the Attending School, select “Yes” to update the Tracking School, then change the Attending School back to the previous selection and select “No” to leave the Tracking School as is.

• For participants who enter postsecondary education as part of the program model, you will update the “Attending School” field on the “Program Status” tab to the postsecondary school. When this is done, a required field appears for the date of the participant’s entry into his or her first postsecondary school (Screenshot III.13). This date should not be updated if the participant changes to another postsecondary school.

  Remember to click “Save” when you have updated this section.

  Screenshot III.13. Setting attending school for postsecondary education

2. Participation status

   The second section (Screenshot III.12) includes fields to enter the date of program participation for the participant. This information will be used to calculate the yearly program retention rate. When you click on the field, a calendar will appear to help you more easily select the desired date. The date of program participation must be entered at the beginning of each school year for every participating youth. You will not be able to enter a program participation date for years before the participant’s enrollment date. For example, if the participant was enrolled during the 2015–2016 school year, the field for Year 1 (2014–2015) will be disabled and prevent data entry. Participation dates may be entered from this screen for individual participants, however there is also an option for group-level entry of participation dates within the “Group Services/Courses” section of the PTS. To access this screen, hover over the “Group Services/Courses” link, then select “Participation Dates” (Screenshot III.14).
III. PARTICIPANT ENROLLMENT, PROGRAM STATUS AND CASE NOTES

Screenshot III.14. Group-level participation date entry link

To update the participation dates for a group of participants, enter the program year you would like to update and the desired participation date at the top of the screen (Screenshot III.15).

Screenshot III.15. Group-level participation date selection

After you have completed these fields, you may search the PTS using the “Search Criteria” section to locate a list of possible participants using any of the listed criteria (for example, “Enrollment Date,” “Industry Focus,” or “Attending School”). When searching for a list of
participants, those matching the search criteria will populate in the section “Available Participants” with their name and student ID (for confirmation). Click the box in the “Select” column for participants who should be included in this update, then select “Add Selected Participants.” This will move the student into the “Participants selected to assign participation date(s)” portion of the screen. You may also use the “Select All” or “Deselect All” buttons to select more than one participant at a time. If you need to remove participants from the list, click the box next to the student in the “Participants selected to assign participation date(s)” section, then select “Remove Selected Participants.”

This screen also allows for an iterative search process for participants. This means that, after selecting participants using one search criterion (for example, “Attending School = Main St. High School”), you can click the “Clear Criteria” button in the search and select another criterion (for example, “Attending School = Pine St. High School”), and those matching participants will populate in the “Potential Participants” section to be added without your having to leave this screen. Staff with access to only a single school within a grantee will be able to update participation dates for only those students in their school. Staff with access to all schools within a grantee will be able to update all participants across schools. This process may be repeated for each program year. Remember to click “Save” when you have updated this section.

3. **Date of most recent service**

The “Date of Most Recent Service” will automatically populate based on data entered in the “Services” screen (outlined in Chapter IV). This section also includes fields to document the participant’s “Exit Reason” and the accompanying data. Using the drop-down menu, you can select from several exit reasons.

- If you select “Successfully completed YCC program,” you must enter the exit date and program completion date.
- If you select “Other,” you must enter the exit date and specify the other reason for exit.
- If you select any other option, you must enter the exit date.

Remember to click “Save” when you have updated this section. After you have selected an exit reason and exit date, you will not be permitted to change this information after clicking “Save.” If you need to update this field for a participant, please contact ycc.ycc@dol.gov and provide the reason for the change. DOL then will determine whether the change should be implemented and will contact the PTS Technical Support Team to implement the change.

4. **Number of high school days missed**

The final section on the screen (Screenshot III.12) provides fields to enter the number of high school days missed for the participant, by quarter. All entries in these fields must be numeric, or you will receive an error. Remember to click “Save” when you have updated this section.
IV. ADDING AND UPDATING SERVICES

The second module of the PTS includes screens for tracking participant case notes and service receipt. Services may be added to YCC participant records using (1) a group-level process, which allows more than one student to be added to a service or industry-specific YCC course at a single time; or (2) an individual-level process, for program services or internships. Both of these processes are described in this section.

A. Adding case notes

You may create participant case notes by locating a participant in the PTS using the search function, then selecting the tab titled “Case Notes” (Screenshot IV.1).

**Screenshot IV.1. Case notes**

You may enter a new note in the text field, then select “Add Note” to save it or “Clear” to clear the text you have just entered. The “Notes History” is visible under the new note text box and shows the date a note was entered and the staff who entered the note. You can view the full text of the note by selecting “Read Full Note.” Clicking this link will fill the “Notes” text box with the text for that note. Prior notes cannot be edited or deleted. Case notes are not required, but they can be used to manage participants in the YCC program.

B. Group-level services

Group-level services can be added to more than one participant by adding the service information to the “Group Services/Courses” section of the PTS. To access these screens, hover over the “Group Services/Courses” link, then select “Group Services” (Screenshot IV.1). From this screen, you may either enter a new service or search for an existing one.

**Screenshot IV.2. Group services/courses**
1. Adding and updating a group service

To add a new service, select the “Add New Event” button on the “Group Service Listing” screen (Screenshot IV.3). For your convenience, there also is a link to “Group Service Listing” on each participant’s “Program Services” tab.

**Screenshot IV.3. Group service listing**

Next, complete all fields in the “Event Information” portion of the screen (Screenshot IV.4). This screen includes fields (from the drop-down menu) for “Date of Service,” “Name of Event,” and “Service Category.” The service name should be entered so that the service can easily be found in the PTS. For example, if an event occurs multiple times throughout the year, you should include an identifier (such as “Résumé Workshop Fall 2014” or “Résumé Workshop October 2014”). If similar events are held on different dates across multiple schools, you should include the school name (for example, “Engineering Job Talk—Main Street High School”).

After you have completed these fields, you may search the PTS using the “Search Criteria” section to locate a list of possible participants to add to this service using any of the listed criteria (for example, “Student ID,” “Industry Focus,” or “Attending School”). Participants may also be located by their Expected High School Graduation Date or Expected Cohort Completion Date to help filter out students that may have graduated or completed the program. In addition, the latest version of the PTS now includes a checkbox to indicate that the search should “Include Exited Students.” By default, this box will **not** be checked, thus exited participants will be excluded from search results. To include exited participants, click the checkbox prior to clicking “Search.” At least one participant must be added to a service in order to save the record, but additional participants may be added later. When searching for a list of possible participants to add to a service, students matching the search criteria will populate in the section “Potential Participants” with their name and student ID (for confirmation). Click the box in the “Select” column for participants who should be included in the service, then select “Add Selected Participants.” This will move the student into the “Participants of this Service” portion of the screen. You may also use the “Select All” or “Deselect All” buttons to select more than one participant at a time. If you need to remove participants from a service, click the box next to the student in the “Participants of this Service” section, then select “Remove Selected Participants.”

This screen also allows for an iterative search process for participants. This means that, after selecting participants using one search criterion (for example, “Attending School = Main St. High School”), you can click the “Clear Criteria” button in the search and select another criterion (for example, “Attending School = Pine St. High School”), and those matching participants will populate in the “Potential Participants” section to be added in the same service without your
having to leave the screen. Staff with access to only a single school within a grantee will be able to see all services for the grantee (with the ability to assign participants from their school to the service) but will not be able to see the participants added to the service from other schools within the grantee. Staff with access to all schools within a grantee will be able to see all participants across schools in each service.

**Screenshot IV.4. Record group service**

Remember to click “Save” when you have updated this section. After a participant has been added to a service, the information for that service will be populated on the participant’s service history listing found on his or her “Program Services” tab (Screenshot IV.5; also outlined in Chapter IV.D.1).
2. Searching for an existing service

To search for an existing service, use the search criteria listed on the “Group Service Listing” screen (date of service, name of event, or service category) and select “Search” (Screenshot IV.6). Services matching the criteria you have entered will populate below the search criteria. You may view the service information by selecting the “View” link, which will take you to the “Event Information” page described in the previous section.

C. Industry-specific YCC courses

YCC courses can be added to the PTS by adding the course information to the “Group Services/Courses” section of the PTS. To access these screens, hover over the “Group Services/Courses” link, then select “YCC Courses” (Screenshot IV.7). From this screen, you may either enter a new course or search for an existing one. The procedures for adding and updating courses are similar to those used to add or update a group service.

1. Adding and updating an industry-specific YCC course

To add a new course, select the “Add New Course” button on the “Industry-Specific YCC Course Listing” screen (Screenshot IV.8).
Next, complete the required fields in the “Course Information” portion of the screen (Screenshot IV.9). You must include the start date and name of course and indicate whether the course is for YCC students only. The course end date is not required; however, as with all nonrequired fields in the PTS, we recommend completing it whenever possible to help fully clarify the records that have been entered. The course name should be entered so that the course can easily be found in the PTS. For example, you may want to specify whether a course is “Engineering Fall 2014” or “Engineering Spring 2014” within the name. As you will see below, you will be able to search for courses using the start date. This may help you sort through the larger list of courses that have been entered. If similar courses are held in multiple schools within a grantee, you should include the school name (for example, “Engineering 101—Main Street High School”).

Screenshot IV.9. Record industry-specific YCC course
After you have completed these fields, you may search the PTS using the “Search Criteria” section to locate the participants you would like to add to this course using any of the listed criteria (such as “Student ID,” “Industry Focus,” or “Attending School”). Participants may also be located by their Expected High School Graduation Date or Expected Cohort Completion Date to help filter out students that may have graduated or completed the program. In addition, the latest version of the PTS now includes a checkbox to indicate that the search should “Include Exited Students.” By default, this box will not be checked, thus exited participants will be excluded from search results. To include exited participants, click the checkbox prior to clicking “Search.” At least one participant must be added to a course in order to save the record, but additional participants may be added later. When searching for participants to add to a course, students matching the search criteria will populate in the section “Potential Participants” with their name and student ID (for confirmation). Click the box in the “Select” column for participants who should be included in the event, then select “Add Selected Participants.” This will move the student into the “Participants Registered for this Course” portion of the screen. You may also use the “Select All” or “Deselect All” buttons to select more than one participant at a time. If you need to remove participants from a course, click the box next to the student in the “Participants Registered for this Course” section, then select “Remove Selected Participants.”

This screen also allows an iterative search process for participants. This means that, after selecting participants using one search criterion (for example, “Attending School = Main St. High School”), you can click the “Clear Criteria” button in the search and select another criterion (for example, “Attending School = Pine St. High School”), and those matching participants will populate in the “Potential Participants” section to be added in the same course without your having to leave the screen. Staff with access to only a single school within a grantee will be able to see all courses for the grantee (with the ability to assign participants from their school to the course) but will not be able to see the participants added to the course from other schools within the grantee. Staff with access to all schools within a grantee will be able to see all participants across schools in each course.

The one additional step you must take for YCC course participation, not included in the group service screen, is to indicate which students registered for the course have completed it. To do this, open the “Course Information” screen and select the box in the “Course Completed” column for each participant who completed the course. Remember to click “Save” when you
have updated this section. After a participant has been added to a course, the information for that service will be populated on the participant’s course history listing (Screenshot IV.10; also outlined in Chapter IV.D.4).

**Screenshot IV.10. Participant course history**

![Participant course history](image)

2. **Searching for an existing industry-specific YCC course**

   To search for an existing course, use the search criteria listed on the “Industry-Specific YCC Course Listing” screen (start date, end date, name of course, or YCC students only) and select “Search” (Screenshot IV.11). Courses matching the criteria you have entered will populate below the search criteria. You may view the course information by selecting the “View” link, which will take you to the “Course Information” page described in the previous section.

**Screenshot IV.11. Industry-specific YCC course search**

![Industry-specific YCC course search](image)

D. **Participant-level services**

   Participant-level services can be added to a single participant by locating a participant in the PTS using the search function, then selecting the tab titled “Services.”

1. **Program services**

   To create or update the programs services for a participant, locate the “Program Services” tab (Screenshot IV.12).
In the top section of the screen, enter program services the participant has received, filling in the date of service and selecting the service category. The event name is not required; however, as with all nonrequired fields in the PTS, we recommend completing it whenever possible to help fully clarify the records that have been entered. If the participant received the service in a group setting, use the procedures outlined in the section above to add that participant to the group-level service. For your convenience in entering group services, this screen includes a link to “Group Service Listing.” When completing this section, date of service and service category are required. When you have entered all information, click “Add.”

The participant’s program service history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. If you select a service that was entered at the individual level, the date of service, name of event, and service category will populate in the “Program Service” section of the screen, where you can make any required updates. If you select a group-level service, you will be taken to the group-level screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

2. **Individual Development Plan and Free Application for Federal Student Aid (FAFSA)**

To update the Individual Development Plan (IDP) and Free Application for Federal Student Aid (FAFSA) statuses for a participant, locate the “Individual Development Plan & FAFSA” tab (Screenshot IV.13).

On the left side of the screen, there is a field to indicate whether an IDP for the YCC program has been created. On the right side of the screen, there is a field to indicate whether the
participant has completed the FAFSA. If you wish to undo a selection, click the “Reset Fields” button. Remember to click “Save” when you have updated this section.

3. Internships

To create or update internships for a participant, locate the “Internships” tab (Screenshot IV.14). In the top section of the screen, complete all required fields.

**Screenshot IV.14. Internships**

Although not required to save a record, the fields for date completed and scored as work ready are required for the record to be counted in the QPR for internship completion measure and work readiness indicator. The name of the internship employer and job description are not required; however, as with all nonrequired fields in the PTS, we recommend completing them whenever possible to help fully clarify the records that have been entered. After you have entered all information, click “Add.”

The participant’s internship history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the internship details in the “Internships” section of the screen, where you can make any required updates. As mentioned above, you will also need to go back to each internship record to indicate the date of completion for that internship and whether the participant was scored as work ready. A field has also been added to record the total internship hours. This field is required when the “Date Completed” and “Scored as Work Ready” fields have been completed (Screenshot IV.15). Remember to click “Save” when you have updated this information.
4. **Industry-specific YCC courses**

To view YCC courses for a participant, locate the “Industry-Specific YCC Courses” tab (Screenshot IV.16).

**Screenshot IV.16. YCC course history**

This screen will show you the course history for the participant. There is no place to create participant-level courses on this screen; you must add participants to courses at the group level using the procedures outline in Chapter IV.B.1. For your convenience, this screen includes a link to the “YCC Course Listing.” If you wish to update course information, indicate that the participant has completed the course, or remove the participant from the course, select the “Edit” link next to the course on the “Course History” page, and you will be taken to the “Course Information” page.
V. ADDING AND UPDATING SHORT-TERM OUTCOMES

Short-term outcomes can be added and updated for a participant by locating a participant in the PTS using the search function, then selecting the tab titled “Short Term Outcomes.”

1. Post-secondary credit

To add post-secondary credits for a participant, locate the “Post-Secondary Credit” tab (Screenshot V.1).

**Screenshot V.1. Post-secondary credit**

On this screen, enter the number of credits received or expected for a course that could lead to post-secondary credit. Enter the relevant data for each course, including all required fields (date of course completion, type of post-secondary credit, number of hours of credit). The name of course completed and name of school at which course was completed are not required; however, as with all nonrequired fields in the PTS, we recommend completing them whenever possible to help fully clarify the records that have been entered. To help you complete it, the field for the name of the school at which the course was completed will automatically populate with the listing of schools within your grantee. If you select “other,” a required field will appear in which you should enter the name of the other school. When you have entered all information, click “Add.”

The participant’s post-secondary credit history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the post-secondary credit details in the “Post-Secondary Credit” section of the screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

2. Recognized credentials

To add recognized credentials for a participant, locate the “Recognized Credentials” tab (Screenshot V.2).
Screenshot V.2. Recognized credentials

The first section of this screen contains a field to indicate the date the participant attained a high school diploma. Although this field is not required to save a record, it is required for the record to be counted in the QPR for the high school diploma attainment measure. In the second section of the screen, you may enter recognized credentials. Enter the relevant data in the three required fields (“Attainment Date,” “Name,” and “Type”). After you have entered all information, click “Add.”

The participant’s recognized credentials history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the recognized credentials details in the “Recognized Credentials” section of the screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

3. Unsubsidized employment during program

To add information about unsubsidized employment that a participant held during the YCC program, locate the “Unsubsidized Employment during Program” tab (Screenshot V.3).

Screenshot V.3. Unsubsidized employment during program
On this screen, enter all data for each job. For your convenience, there is a link to the O*NET Occupational Listings. When you have entered all information, click “Add.”

The participant’s unsubsidized employment during the YCC program history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the unsubsidized employment during program details in the “Unsubsidized Employment during YCC Program” section of the screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

4. Participant satisfaction

To add yearly satisfaction data for a participant, locate the “Participant Satisfaction” tab (Screenshot V.4).

**Screenshot V.4. Participant satisfaction**

On this screen, select a “Yes” or “No” response from the drop-down menu for each applicable year. Remember to click “Save” after you have updated this information.
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VI. ADDING AND UPDATING USER-DEFINED FIELDS

In addition to fields tracked in the QPR, the PTS now includes user-defined fields. These fields enable grantee-level users to identify additional, site-specific values to be tracked in the PTS. These fields must first be created via the “Grantee” tab, as outlined in Chapter VIII.

When created for a grantee, these fields are available for updating at the participant level for all participants, across all schools within the grantee. Locate a participant in the PTS using the search function, then select the tab titled “User-Defined Fields” (Screenshot VI.1). The fields will display in alphabetical order. Because these are open-text fields, grantee- and school-level users will be responsible for ensuring the consistency of formatting of data entered across all participants. For example, sites should ensure that dates are entered in a consistent format such as MMDDYY so that the values can be more easily sorted and analyzed.

**Screenshot VI.1. Participant-level user-defined fields**

![Participant-level user-defined fields](image)

This tab will be visible to all participants, regardless of whether the fields have been defined. If no fields have been created, a message will appear indicating this (Screenshot VI.2).

**Screenshot VI.2. Alert if no user-defined fields have been created**

![Alert if no user-defined fields have been created](image)
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VII. ADDING AND UPDATING POST-EXIT OUTCOMES

Post-exit outcomes can be added and updated for a participant by locating a participant in the PTS using the search function, then selecting the tab titled “Post-Exit Outcomes.” This tab will be visible only after you have indicated an exit reason and exit date on the “Program Status” tab for the participant.

1. Unsubsidized employment

To add or update post-program unsubsidized employment for a participant, locate the “Unsubsidized Employment” tab (Screenshot VII.1).

Screenshot VII.1. Post-exit unsubsidized employment

On this screen, enter all data for each employment. For your convenience, there is a link to the O*NET Occupational Listings. When you have entered all information, click “Add.” Only employment information for unsubsidized jobs that participants are in after they have exited from the YCC program should be included.

The participant’s unsubsidized employment history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the unsubsidized employment details in the “Unsubsidized Employment” section of the screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

2. Post-secondary education

To add or update post-program post-secondary education for a participant, locate the “Post-Secondary Education” tab (Screenshot VII.2).
Screenshot VII.2. Post-secondary education

In the top section of the screen, enter all required data for each post-secondary education field. The post-secondary school name is not required; however, as with all nonrequired fields in the PTS, we recommend completing it whenever possible to help fully clarify the records that have been entered. When you have entered all information, click “Add.” Only post-secondary education information for post-secondary education that participants are in after they have exited from the YCC program should be included.

The participant’s post-secondary education history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the post-secondary education details in the “Post-Secondary Education” section of the screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

3. Occupational skills training

To add post-program occupational skills training for a participant, locate the “Occupational Skills Training” tab (Screenshot VII.3).
On this screen, enter all data for each occupational skills training. For your convenience, there is a link to the O*NET Occupational Listings. When you have entered all information, click “Add.” Only occupational skills training information for occupational skills training that participants are in after they have exited from the YCC program should be included.

The participant’s occupational skills training history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the occupational skills training details in the “Occupational Skills Training” section of the screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

4. Registered apprenticeship

To add post-program registered apprenticeships for a participant, locate the “Registered Apprenticeship” tab (Screenshot VII.4).

**Screenshot VII.4. Registered apprenticeship**

On this screen, enter all data for each registered apprenticeship. For your convenience, there is a link to the O*NET Occupational Listings. After you have entered all information, click “Add.” Only registered apprenticeship information for registered apprenticeships that participants are in after they have exited from the YCC program should be included.

The participant’s registered apprenticeship history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the registered apprenticeship details in the “Registered Apprenticeship” section of the screen, where you can make any required updates. Remember to click “Save” when you have finished updating this information.
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VIII. ADDING AND UPDATING GRANTEE INFORMATION

Grantee information can be added and updated for each grantee by selecting the tab titled “Grantee” (Screenshot VIII.1). This link will be visible only to grantee-level staff.

Screenshot VIII.1. Grantee link

1. Professional development

To add professional development activities for a grantee, locate the “Professional Development Activities” tab (Screenshot VIII.2).

Screenshot VIII.2. Professional development

On this screen, enter all required data for each professional development activity. Activity name is not required; however, as with all nonrequired fields in the PTS, we recommend completing it whenever possible to help fully clarify the records that have been entered. For example, if an activity occurs multiple times throughout the year, you should include an identifier (such as “Team Leadership Workshop Fall 2014” or “Team Leadership Workshop October 2014”). If similar activities are held on different dates across multiple schools, you should include the school name (for example, “Team Leadership Workshop—Main Street High School”). When you have entered all information, click “Add.”
The grantee’s professional development activity history will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the professional development activity details in the “Activity Information” section of the screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

2. Number of high school days

To add the number of school days, locate the “Number of High School Days” tab (Screenshot VIII.3).

**Screenshot VIII.3. Number of high school days**

These data will be used in the calculation of attendance and chronic absence rates. On this screen, enter the number of school days for each program year, by quarter. Remember to click “Save” when you have updated this information.

3. Schools

To add schools within a grantee, or to edit a school’s name, locate the “Schools” tab (Screenshot VIII.4). Participants tied to your newly created school will only be visible to grantee level staff who have access to all schools’ data. See the FAQ section regarding requesting user access for school-level users whom will need access to the participants’ data in any newly created school.

**Screenshot VIII.4. Schools**
On this screen, enter all required data for each school. The NCES ID is not required; however, as with all nonrequired fields in the PTS, we recommend completing it whenever possible to help fully clarify the records that have been entered. When you have entered all information, click “Add.”

The grantee’s school listing will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the school details in the “School Information” section of the screen, where you can make any required updates. Remember to click “Save” when you have updated this information.

4. School years

On this screen, the grantee should enter the start and end date for each school year at the high school level (Screenshot VIII.5).

**Screenshot VIII.5. School years**

![School years table](image)

Remember to click “Save” when you have updated this information.

5. User-defined fields

On this screen, the grantee should identify any site-specific variables it would like to track within the PTS (Screenshot VIII.6). As noted in Chapter VI, these fields will appear on the “User-Defined Fields” tab for each participant within a grantee.

**Screenshot VIII.6. User-defined fields**

![User-defined fields](image)
The grantee’s user-defined field listing will populate in the bottom portion of this screen. You can edit any entry by selecting the “Edit” link. Clicking “Edit” will populate the field details in the “User-Defined Field” section of the screen, where you can make any required updates. Entries can be edited, but they cannot be deleted from this screen. Remember to click “Save” when you have updated this information.
IX. REPORTS

Reports can be accessed by hovering over the “Reports” link in the main menu (Screenshot IX.1) and then selecting “Reports Listing” or “Final QPR.” All PTS users will have access to the “Reports Listing” within the “Reports” link, but only grantee-level staff will be able to view the “Final QPR” screen.

Screenshot IX.1. Reports link

Selecting “Reports Listing” will take you to a page showing all available reports (Screenshot IX.2). Staff without access to all schools in the grantee will be able to access only the Quarterly Performance Report [DRAFT]. Only grantee-level staff will have access to the Data Export.

Screenshot IX.2. Reports listing

1. Quarterly Performance Report [Draft]

The Quarterly Performance Report [Draft] is a draft of the grantee’s QPR and is intended to be used to confirm the data reflected in the QPR. It can be run as many times as necessary before the output of the final QPR. Staff without access to all schools in the grantee will only be able to view data from the individual schools that they have access to. Grantee-level staff can generate reports with data from all schools within the grantee or from individual schools. Please note that users cannot generate reports for a subset of schools.

The Quarterly Performance Report [DRAFT] is accessed by clicking on the link on the “Reports Listing” screen. The report will then open in a new window, in which you should select the report quarter end date and the attending school. After doing this, select “View Report” (Screenshot IX.3).

Screenshot IX.3. Run Quarterly Performance Report [DRAFT]

The report will then populate in the same window. At the top of the report you will see a tool bar with various buttons (Screenshot IX.4). Descriptions of each button follow.
IX. REPORTS MATHEMATICA POLICY RESEARCH

Screenshot IX.4. Report tools

a. Navigating the report

The arrows on the left side of the tool bar enable you to move forward or backward in the report. Between these arrows you will see the number of the page you are currently viewing, and the total number of pages in the report (1 of 2). Selecting these icons ( ) will move the report backward or forward one page. Selecting these icons ( ) will move you to the first or last page of the report. A drop-down menu controls the level of zoom of the report (100%). If you wish to make the report larger or smaller within this window, update the level of zoom using the drop-down menu. If you wish to search for specific terms within the text of the report, enter the term in the box and select “Find” ( ) The “Next” button will bring you to the next instance of the search term within the report.

b. Exporting and printing the report

If you wish to export the report, click the image of the disc ( ) and select the desired file format (for example, Word or Excel) from the drop-down menu. After you make this selection, depending on your browser, you will receive a prompt to either “Open” or “Save” this new file to your local drive (Screenshot VIII.5).

Screenshot IX.5. Report download screen

This report can also be printed by clicking the image of the printer ( ) and then selecting your printer settings. Due to formatting issues when printing from this screen, it is recommended that you save the report in another file format (such as Word or Excel) and then adjust the print layout and print the report from that program.

2. Data export

The data export provides grantee-level users with an export of all participant and grantee data in the PTS. It is intended to be used by staff to perform additional analysis on data tracked in the PTS. Data can be exported for a single school or across all schools within a grantee.

The data export is accessed by clicking on the link on the “Reports Listing” screen. The export will then open in a new window. The grantee’s name will be prefilled based on the user, and the report will automatically populate in the same window with data for “All Schools.” If the user wishes to generate the report for a single school, he or she should select the specific school within the grantee from the “Attending School” field and then select “View Report” (Screenshot IX.6).

Screenshot IX.6. Run data export
The report will then populate in the same window. At the top of the report you will see a tool bar with various buttons (Screenshot IX.7).

**Screenshot IX.7. Report tools**

![Tool bar with various buttons](image)

**a. Exporting the report**

After you have run the report, click the image of the disc (disk icon) and select Excel from the drop-down menu. After you make this selection, depending on your browser, you will receive a prompt to either “Open” or “Save” this new file to your local drive (Screenshot IX.8).

**Screenshot IX.8. Report download screen**

![Prompt to open or save Excel file](image)

When exported to Excel, the report will open in a workbook with a series of 18 different tabs (Appendix D outlines the variables included in each tab). Each tab corresponds to a different section of the PTS. For example, the Enrollment tab contains a record for each participant in the PTS with data from each of the fields on the Enrollment screen. It should be noted that some tab labels include abbreviations, such as “STO” for “Short-Term Outcomes” and “PEO” for “Post-Exit Outcomes.” In addition to tabs for participant-level data, there are also tabs for grantee-level fields such as professional development activities and school years. It is important to note that, based on the structure of the related PTS screen, some tabs include one row per participant (for example, the enrollment and program status tabs), whereas others might have multiple rows for a single participant depending on the number of entries (for example, internships or courses). Additionally, some variables are repeated across tabs for ease of use and assistance in analysis of the data.

**b. Sorting and filtering the report**

After you have exported the report, there are several ways to manipulate the data in Excel to assist in progress monitoring and analysis. Two important tools to use in this analysis are Excel’s sort and filter features.

**Sorting.** Data within a tab can be sorted by selecting the top-left cell in the tab, then selecting the Data menu and clicking “Sort” (Screenshot IX.9).
From the “Sort” menu, the fields that should be used to sort the data can be selected, along with the type of sort (for example A to Z or oldest to newest) (Screenshot IX.10). Data can be sorted based on a single column or multiple columns. For example, you could sort by the Enrollment Date and then within that sort, sort by the Expected Cohort Completion Date. Columns can be added or removed using the “Add Level” or “Delete Level” buttons.

### Filtering
Data within a tab can be filtered by selecting the top row in the tab (with the column headings) and then selecting the Data menu and clicking “Filter” (Screenshot IX.11).
Selecting “Filter” will then add a filter onto each column heading (for example, Enrollment Date or Disability) in the list (Screenshot IX.12). Clicking on the filter icon will then enable you to select the value you would like to see filtered within that column. By doing this, you will see only rows that meet this criteria appear in the list.

**Screenshot IX.12. Filter**

3. Final QPR

When the QPR is finalized and ready for submission to DOL, select the “Final QPR” button from the “Reports” link. All fields on this screen are required to be completed before the final QPR can be generated (Screenshot IX.13). Please note that only Grantee Level users may generate a Final QPR.

**Screenshot IX.13. Final QPR screen**
The first step to generating the final QPR is to select the desired report quarter end date from the drop-down menu. Only quarters prior to the current date will be available for selection. Next, complete the “Grantee Identifying Information” section at the top of the screen with the grantee’s name, grant number, program/project name, grantee’s address, and the grantee’s target industry(ies)/occupation(s). Next, complete the section for “Report Certification/Additional Comments” at the bottom of the screen. All fields must be completed before the final QPR can be generated. After you have completed this form initially, when you access it in the future all fields (except for the “Report Comments/Narrative” field) will prepopulate with the responses entered for the previous submission. Make sure to review the fields to ensure that nothing has changed since the last time a final QPR was run.

The last step is to click the “Generate Final QPR” button. If any of the fields are incomplete, you will receive an error message indicating the issue. If there are no errors, you will receive a prompt to either “Open” or “Save” this new PDF file to your local drive (Screenshot IX.14) for upload to the secure Youth CareerConnect FileXchange Site. The file will already be named for the year, month, day of the quarter, and a shortened version of the respective grantee name. After saving it to your local drive, the final QPR is ready for submission to DOL.

**Screenshot IX.14. Final QPR download screen**

Do you want to open or save 20141231_QPR.pdf (371 KB) from ycc-ptdev.mathematica.net? Open Save Cancel
X. REPORT SUBMISSION (FINAL QPR AND NARRATIVE REPORT)

After the final QPR has been generated and the narrative report has been finalized, they should first be saved to your local drive. Next, open the Youth CareerConnect FileXchange Site (https://ycc-pts.com/FX) within your Internet browser. Log into the site with the log-in credentials used when uploading the PTS user account spreadsheet. If you have forgotten your log-in information, your grantee’s main PTS contact person should email ycc_support@mathematica-mpr.com with that request.

1. **Navigating the Youth CareerConnect FileXchange site**

   Upon logging into the site, you will see two main sections of the screen (Screenshot X.1). The box on the left of the screen is where you will upload your final QPR and narrative report, as well as any other supporting documents. The section on the right side of the screen is the organizational structure for the types of files that have been uploaded to the site. If you need additional assistance navigating the site, select the “Help” button on the top right of the screen; it will take you to a screen with file download and upload instructions, as well as links to contact ycc_support@mathematica-mpr.com with any additional issues.

![Screenshot X.1. Youth CareerConnect FileXchange site overview](image)

2. **Uploading files**

   When you are ready to upload files to the site, follow these steps:

   - Click the “Browse” button in the “Upload file” box and locate each file on your computer to upload to the site. Highlight the desired file and click “Open.”
     - Only one file can be uploaded at a time. The process must be repeated with each additional file.
- It is important to note that you cannot remove files that have been uploaded. If a mistake was made or an incorrect file was uploaded, you should upload a corrected version. See “Section 3. Submission to DOL” for instructions on how to inform DOL of these instances at the time of submission.

- Select the “File Type.”
  - **File for Mathematica:** A file that needs to be transmitted exclusively to Mathematica (for example, submission of additional user information for the PTS)
  - **Date:** A final QPR submission and its supporting file(s), indicated by selecting the appropriate report quarter end date

- Enter the name of the person performing the submission process.

- When you confirm the correct file has been selected, click “Upload” to begin the upload process.

- If the upload is successful, you will see the file name in the appropriate section (“Files for Mathematica” or “Quarterly files for DOL”) and the message “Upload successful” will appear in green in the “Upload file” box.

### 3. Submission to DOL

After the appropriate files have been uploaded for QPR reporting, click the “Notify DOL” button. This will open a new window (Screenshot IX.2) in which all recipients of the submission notification email should be entered. This screen also includes reminders to add the DOL FPO’s email address on the “To” line and the grantee certifying official and any other grantee staff to the “cc” line. The first time this email is generated, the “To” and “cc” lines will be empty. For each subsequent email for the grantee, these fields will be prefilled with the addresses previously entered. The email notification will also automatically be sent to the ycc.ycc@dol.gov and ycc_support@mathematica-mpr.com inboxes, so you do not need to enter these email addresses separately.

There is also a comment box to enter any pertinent comments related explicitly to the uploaded documents and the submission process. For example, if there was an error in one report and a second was run, you would include a note in this box indicating the reason for the second file upload. Any information related to the reporting should be submitted in the grant narrative. Please make sure to include the quarter for which files have been uploaded in this field. When all fields have been completed, click the “Send email notification to DOL & Grantee” button. This is the final step in the submission process. Once the email is sent you will receive a note on the main FileXchange screen that says “Email has been sent.”
### Screenshot X.2. QPR submission email notification

<table>
<thead>
<tr>
<th>QPR Submission Email Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Required</em></td>
</tr>
<tr>
<td><strong>To:</strong></td>
</tr>
<tr>
<td>Enter email address of DOL FPO</td>
</tr>
<tr>
<td><strong>CC:</strong></td>
</tr>
<tr>
<td>Enter email address of grantee certifying official &amp; any other applicable grantee staff</td>
</tr>
<tr>
<td><strong>Comments</strong></td>
</tr>
<tr>
<td>Indicate quarter for which file(s) have been uploaded as well as any other information you wish to share with the FPO. Please provide a reason when uploading a new version of a previously uploaded file.</td>
</tr>
</tbody>
</table>

[Cancel]  [Send email notification to DOL & Grantee]
XI. PROCEDURES FOR GRANTEES IN LOTTERY-BASED IMPACT STUDY

Please note that the information in this chapter applies only to grantees with at least one school participating in the lottery-based impact study. If your program is not participating in the impact study, please see the preceding chapters for procedures regarding participant enrollment in the YCC PTS. If you are unsure whether your program is participating in the lottery-based impact study, please contact your respective YCC program director/grant program lead to confirm the status of participation. Additionally, as mentioned in Chapter II.A.3, user access in this new module will vary based on whether you have been designated as a grantee or a school-level user. For example, if you are a school-level user, you will only be able to search, add, and update records within your school.

Another important change related to these new procedures is distinction between an “applicant” and an “enrollee.” An “applicant” is a student who is applying for enrollment in a YCC program for the 2016–2017 school year and will be entered into the lottery. Applicants will not be counted in your QPR, as they are not yet officially enrolled in YCC. An “enrollee” is someone who is being officially enrolled in YCC within sites not conducting a lottery or is being enrolled on the basis of the lottery results. These individuals will be factored into your QPR.

Mathematica site liaisons will work with each grantee individually to adapt the procedures outlined below to their specific program. Please consult your Mathematica site liaison for specific questions related to the steps after an applicant’s entry in the application module.

A. Updated search screen

The search screen has been updated in the latest iteration of the YCC PTS to enable users to search by “Application Status.” This field contains four potential statuses: applied, materials transmitted, ready for RA, and pending duplicate.

1. **Applied**: The applicant’s information has been entered into the applicant module and saved.

2. **Materials transmitted**: The applicant’s study documentation has been transmitted back to Mathematica.

3. **Ready for RA**: The applicant’s study documentation has been received and reviewed by Mathematica. The applicant is ready for the lottery.

4. **Pending duplicate**: The applicant has been identified by the PTS as a duplicate of another student entered within your grantee. Pending duplicates must be resolved to be included in the lottery.

Using the “Application Status” to search for participants also enables you to determine the number of students who have applied for the program with your school or grantee. For example, if you want to know the number of students who currently applied to the program, you can designate the “Application Status” as “applied,” and click “Search.” The number of results corresponds to the number of students currently applied.
B. Adding program applicants to the PTS

The procedures for enrolling participants within grantees participating in the lottery-based impact study will vary based on the school year selected for YCC participation and the student’s high school. To ensure grantee staff are accessing the appropriate screens, the PTS has been updated to guide the user to the appropriate module within the PTS. Please see the following for an overview of the process and how these different aspects will affect the enrollment process.

1. Check for duplicates using “Search”

Before adding an applicant, use the “Search” link on the menu at the top of the screen to ensure that the applicant is not already recorded in the PTS. On this screen, enter the participant’s first name, last name, and date of birth. This will search for all matching entries within the PTS to confirm that the applicant has not already been entered. If any results are returned, select “View” next to each record, and, using the Application Summary, compare the applicant’s name with the date of birth and Social Security number to determine whether the applicant is a duplicate. We suggest attempting searches on variations of the name (for example, Bill, Billy, William) to ensure that the applicant’s name has not previously been entered with a different spelling. If you identify the student as a duplicate, you do not need to enter a new record. Instead, review the existing record to confirm whether any information needs to be updated.
2. Select the YCC participation school year and student’s school

When adding a student, select the “Enroll” link from the main menu. On the next screen, select the YCC participation school year for the student from the dropdown menu (Screen XI.2).

**Screenshot XI.2. School year selection**

If the 2015–2016 school year is selected, a “Continue” button will appear. Upon continuing, you will receive a message indicating that by selecting the 2015–2016 school year, you will be entering the student into the PTS using the standard enrollment process, and the student will be included in QPR calculations moving forward (Screen XI.3). If this is accurate, click the “Continue” button and you will be taken to the standard enrollment screen. Follow all procedures outlined in Chapters III–VII. If you have selected the incorrect school year, click the “Cancel” button and then update the school year selection.

**Screenshot XI.3. 2015–2016 school year confirmation**

If the 2016–2017 school year is selected, an additional field will appear on the screen with a drop-down menu for the student’s high school (Screen XI.4).
Screenshot XI.4. School selection

If the school selected is **not participating** in the lottery-based impact study, you will receive a message indicating that by selecting the 2016–2017 school year and a school that is not participating in the lottery-based impact study, you will be entering the student into the PTS using the **standard enrollment process**, and the student will be included in QPR calculations moving forward (Screen XI.5). If this is accurate, click the “Continue” button and you will be taken to the standard enrollment screen. Follow all procedures outlined in Chapters III–VII. If you have selected the incorrect school year or incorrect school, click the “Cancel” button and then update the selection(s).

Screen XI.5. 2016–2017 school year and no study lottery confirmation

If the school selected is **participating** in the lottery-based impact study, you will receive a message indicating that by selecting the 2016–2017 school year and a school that is participating in the lottery-based impact study, you will be entering the student into thePTS using the **application process** and the student will be part of the lottery (Screen XI.6). If this is accurate, click the “Continue” button and you will be taken to the application module (outlined in the remainder of this chapter). If you have selected the incorrect school year or incorrect school, click the “Cancel” button and then update the selection(s).
3. Adding students within the application module

Students applying for YCC program participation for the 2016–2017 school year within a school that is participating in the lottery-based impact study will be enrolled through the application module using a completed parent consent form. After selecting the appropriate school year and school, as outlined in the previous section, you will be taken to the Application Screen (Screen XI.7). The fields on this screen should be updated using information from the student’s completed parent consent form.

After you update these fields, select “Continue.” Upon continuing, the PTS will perform a duplicate check by comparing the exact spelling of the current participant’s name and date of birth to the records of all previously entered applicants within your grantee. Screen XI.8 provides an example of the alert message displayed when a duplicate is identified.
If you determine that the record entered is a duplicate of an existing case, select “Discard.” Otherwise, the system will allow you to proceed with entering the rest of the application data, but the “Application Status” will be updated to “Pending Duplicate” (Screen XI.9). If a pending duplicate is saved, you will receive two warning screens alerting you that the potential duplicate will receive a YCC ID in the PTS and that the duplicate issue is still unresolved. All pending duplicates must be resolved for the student to be included in the study lottery. Please see Chapter XI.C for specific guidance on resolving duplicates.

After you have entered this initial information and click “Continue,” a series of new screens will appear (Screen XI.10). Using the completed parent consent form, update the “Parent First
Name” and “Parent Last Name” fields and then confirm the Program Information section. The “School Name” for Program 1 will prefill with the school selection from the previous screen, but if necessary, you may update the School Name at this time. If your grantee’s lottery uses an additional grouping beyond “School Name,” such as a pathway or career focus, select the appropriate sub-group. It is important to note that the “Sub-Group” field will only be visible if your grantee is using sub-groups. Lastly, update the checkbox to indicate that the youth is eligible for the program based on your grantee’s specific requirements. Only eligible youth should be entered into this application module.

**Screen XI.10. Full application screen**

If a student is applying for more than one program, select the “Add Program” button and add an additional school name, sub-group (if applicable), and eligibility indicator. If your grantee is not using sub-groups, you will only be able to enter one program per school. If your grantee is using sub-groups, you will be able to enter a school multiple times but cannot select duplicate combinations of schools and sub-groups. After you have updated all program information, click the “Save” button.

After clicking “Save,” you will be taken to the Application Summary screen (Screen XI.11). At the top of the screen, you will receive an alert that the application saved successfully, and you will see the newly generated YCC ID number for the applicant. This is the screen that will
appear when users access existing applicants through the search menu (with the exception of pending duplicates, see Chapter XI.C).

**Screen XI.11. Application summary**

4. Updating existing records within the application module

As previously noted, applicant information can be edited until the “Application Status” has changed to “Materials transmitted” or “Ready for RA,” at which point updates should be submitted to `ycc_support@mathematica-mpr.com`.

To update applicant information, click the “Edit Application” button from the Application Summary screen. You will then be taken to the Application Screen, where you can update all fields (Screen XI.12). Remember to click “Save” when you have updated this section.
C. Resolving duplicates

Upon receiving the initial duplicate alert (Screen XI.8), search for the YCC ID for the matching record and compare other data to further confirm whether it is a true duplicate. If it is a duplicate, discard the newest record and confirm that all application information for the original record is still accurate. The application data for each record will remain editable until the Application Status has changed to “Materials transmitted” or “Ready for RA.”

Pending duplicates can also be found using the “Search” link on the menu at the top of the screen. As outlined in the beginning of this chapter, a field for “Application Status” has been added to this screen. By selecting the “Application Status” of “Pending duplicate,” the results for all cases of this status will populate in the bottom of the window (Screen XI.13).
Screen XI.13. Pending duplicate search

You can view the Application Screen by selecting “View” next to the applicant’s YCC ID. The Application Screen will continue to display information about the potential duplicate(s) until the pending duplicate has been resolved.

If you confirm that the information entered is correct and the potential duplicate(s) displayed on the top of the screen is not the same as the new case, click the “Continue” button. Please note that pressing the “Continue” button when an existing record is identified as a duplicate will send an automated email to YCC_Support@mathematica-mpr.com. A member of the YCC support team will contact you to confirm whether the newly created record is a duplicate. After the record is confirmed to be unique, YCC support staff will override the duplicate warning.
XII. FAQs AND TROUBLESHOOTING

1. Accessing the PTS and the Youth CareerConnect FileXchange site

I never received an email. How do I set up my account?

- Check with your grantee’s main PTS contact person and confirm that your information was submitted to Mathematica.
- If your information was submitted, contact ycc_support@mathematica-mpr.com for assistance.
- If your information was not submitted, the grantee’s main PTS contact should email ycc_support@mathematica-mpr.com and include the name, organization, title, telephone number, email address, and whether you should have access to data from all schools within the grantee or from specific schools only.

I forgot my password.

- If you have forgotten your log-in information for the Youth CareerConnect FileXchange site, your grantee’s main PTS contact person should contact Mathematica (ycc_support@mathematica-mpr.com).
- If you have forgotten your password for the PTS, click on the “Forgot your password?” link. You will receive an email with a link to change your password. You must complete the password change and log in within 15 minutes of receiving the email or the link will become inactive and your account will be locked.
- If you enter the wrong password three times, your account will be locked. After each unsuccessful log in, you will be reminded of how many attempts remain before you will be locked out of the system. You will then need to contact Mathematica (ycc_support@mathematica-mpr.com) to reset your password. After your password is reset, you will receive an email with a link to create a new password. You must create the new password and log in within 15 minutes of receiving the email or the link will become inactive.

What if someone else at my site needs to access the system and they don’t have their own log in?

- Your grantee’s main PTS contact should email ycc_support@mathematica-mpr.com and include the name, organization, title, telephone number, email address, and whether you should have access to data from all schools within the grantee or specific schools only.

What if I want to change a user’s access level within the PTS (for example, changing access from a subset of schools to all schools within a grantee)?

- Contact ycc_support@mathematica-mpr.com and include the name of the user and the appropriate access level.
2. Data entry in the PTS

What if I’m not sure what to enter for a particular data field?

- If you have any questions about definitions for the data elements or how to enter them into the system, see Appendix A, which contains DOL’s data elements and definitions. If this does not resolve your issue, please contact DOL at ycc.ycc@dol.gov.

What if I can’t find a participant but I think there should be a record?

- If you entered a participant, but cannot find him or her using the search function, contact ycc_support@mathematica-mpr.com with a detailed description of the issue.
- In your email, do not include any information that may personally identify the participant. Please include a telephone number for our support team to call you if we need to collect more information to identify the participant.

What if the system says there is a duplicate and I can’t tell if it’s the same person?

- Make sure you are reviewing all fields on the “Participant Summary” screen and comparing the participant’s full name, gender, date of birth, student ID, school, and other demographic information. A match on name alone may not indicate a duplicate, because names sometimes can be misspelled.

What if I entered a case note I no longer want to be available? Can it be deleted?

- Case notes cannot be updated or deleted after they have been saved. We recommend entering a new note stating which notes should be disregarded. If it is absolutely necessary to remove a note, contact ycc_support@mathematica-mpr.com with the participant’s YCC ID and the Note ID for the note you would like removed.

I don’t see the “Post-Exit Outcomes” tab for a participant.

- This tab will not become visible until you have updated the participant’s “Program Status” with an exit reason. After this has been done, the “Post- Exit Outcomes” tab will be accessible.

I can’t click on the “Group Services/Courses” link to access these screens.

- If you wish to access the group services or courses screens, you must hover (move your mouse over) the link for “Group Services/Courses.” Doing this will cause links for each of those screens to appear.

The field I want to edit is now locked and won’t allow me to make any updates.

- If you need to make an update to a locked field, please contact ycc_support@mathematica-mpr.com with the participant’s YCC ID and a description of the issue.
- Please contact ycc.ycc@dol.gov if you need to update the exit reason for a participant and provide the reason for the change. DOL then will determine whether the change should be implemented and will contact the PTS Technical Support Team to implement the change.
3. QPR generation and submission

How do I review my QPR before generating the final version?

- You can run and review the Quarterly Performance Report [DRAFT] from the “Reports Listing” screen as many times as needed before generating the final QPR.

When I export the Quarterly Performance Report [DRAFT] as a PDF, the formatting is difficult to read.

- The reports are best exported into Word or Excel; you can then adjust the print layout so that the report prints neatly. We recommend shifting the report into landscape view and specifying its size as one page wide by four pages long.

- If you have additional questions about outputting reports, contact vcc_support@mathematica-mpr.com with a description of the issue.

4. Data exports

Who do I contact for assistance in exporting and analyzing the data export from the PTS?

- If you have questions about running the data export for your grantee, contact vcc_support@mathematica-mpr.com.

- If you have questions about how to use the data export to monitor or analyze your site’s data, contact your FPO or vcc.ycc@dol.gov.

5. Lottery-based impact study participation

How do I know whether my site is participating in this part of the study?

- Contact your YCC program director/grant program lead to confirm whether your grantee is participating in the lotter-based impact study.

How do I know how many students have applied for my program?

- Use the “Search” link, enter a specific school (if applicable), and select the Application Status “Applied” to see the number of students who have applied for your program. You may also search on the other Application Statuses to get counts of students whose materials have been transmitted, are ready for RA, or have been flagged as a pending duplicate record.

How do I update an applicant I have already entered?

- If the “Application Status” for a student is still “Applied” or “Pending duplicate,” you can update his or her Application Summary information by following the steps outlined in Chapter XI.B.4. If the student has a status of “Materials transmitted” or “Ready for RA,” please contact vcc_support@mathematica-mpr.com for assistance.

Will students added through the application module count in my QPR?
• No, students who apply for program participation for the 2016–2017 school year in a school participating in this portion of the evaluation will not appear in your QPR until the 2016–2017 school year has started. Only students selected to be part of the program through the lottery will be included in that count. See Chapter XI.B.2 for additional details.

I only have access to one school in my grantee, but have a record that registered as a duplicate in another school. How do I resolve this issue?

• Contact the PTS user for the other school, or contact your grantee’s main PTS lead to assist you in accessing enough information on the duplicate case to resolve the issue.

I added my new applicants to the PTS. What’s next?

• Your Mathematica site liaison will be in touch with your YCC program director/grant program lead with the next steps for the lottery-based impact study. Your Mathematica siteliasison should be consulted with any questions not directly related to entering applicants into the PTS. For questions related to entering applicants, contact ycc_support@mathematica-mpr.com.
APPENDIX A

YOUTH CAREERCONNECT (YCC) DATA ELEMENTS AND DEFINITIONS
<table>
<thead>
<tr>
<th>Data Number</th>
<th>Data Element Name</th>
<th>Data Definition</th>
<th>Code Value</th>
<th>Optional/ Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>First name</td>
<td>Record the participant’s first name</td>
<td>text field</td>
<td>M</td>
</tr>
<tr>
<td>102</td>
<td>Middle name</td>
<td>Record the participant’s middle name. Leave blank if not available.</td>
<td>text field</td>
<td>O</td>
</tr>
<tr>
<td>103</td>
<td>Last name</td>
<td>Record the participant’s last name</td>
<td>text field</td>
<td>M</td>
</tr>
<tr>
<td>104</td>
<td>NCES ID of high school at enrollment</td>
<td>Record the NCES ID number for the high school where the participant enrolled in the YCC program.</td>
<td>numeric value</td>
<td>M</td>
</tr>
<tr>
<td>105</td>
<td>Name of high school at enrollment</td>
<td>Record the name of the high school where the participant enrolled in the YCC program.</td>
<td>text field</td>
<td>M</td>
</tr>
<tr>
<td>106</td>
<td>Student ID</td>
<td>Record the student identifier used by the participating school or district. This is an optional data element that grantees can use to track participants.</td>
<td>text field</td>
<td>O</td>
</tr>
<tr>
<td>107</td>
<td>Date of Birth</td>
<td>Record the participant’s date of birth.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>108</td>
<td>Gender</td>
<td>Record 1 if the individual indicates that he/she is male. Record 2 if the individual indicates that she is female. Record NA if the individual does not self-identify gender.</td>
<td>numeric value</td>
<td>M</td>
</tr>
<tr>
<td>109</td>
<td>Individual with a Disability</td>
<td>Record 1 if the individual indicates that he/she has any “disability,” as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a “disability” is a physical or mental impairment that substantially limits one or more of the person’s major life activities. (For definitions and examples of “physical or mental impairment” and “major life activities,” see paragraphs (1) and (2) of the definition of the term “disability” in 29 CFR 37.4, the definition section of the WIA non-discrimination regulations.): Record 0 if the participant indicates that he/she does not have a disability that meets the definition above. Record NA if the individual does not wish to disclose his/her disability status.</td>
<td>numeric value</td>
<td>M</td>
</tr>
<tr>
<td>110</td>
<td>Category of Disability</td>
<td>Record the appropriate number(s) that matches the category of disability from the list below: 1. Autism; 2. Deafness; 3. Deafness means a hearing impairment so severe that a child is impaired in processing linguistic information through hearing, with or without amplification, that adversely affects a child’s educational performance. Other characteristics often associated with autism are engaging in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term autism does not apply if the child’s educational performance is adversely affected primarily because the child has an emotional disturbance, as defined in §5 below. 2. Deaf-Blindness means concomitant (simultaneous) hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness. 3. Deafness means a hearing impairment so severe that a child is impaired in processing linguistic information through hearing, with or without amplification, that adversely affects a child’s educational performance. 4. Developmental Delay for children from birth to age three (under IDEA Part C) and children from ages three through nine (under IDEA Part B), the term developmental delay, as defined by each State, means a delay in one or more of the following areas: physical development; cognitive development; communication; social or emotional development; or adaptive (behavioral) development. 5. Emotional Disturbance means a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child’s educational performance: (a) An inability to learn that cannot be explained by intellectual, sensory, or health factors. (b) An inability to build or maintain satisfactory interpersonal relationships with peers and teachers. (c) Inappropriate types of behavior or feelings under normal circumstances. (d) A general pervasive mood of unhappiness or depression. (e) A tendency to develop physical symptoms or fears associated with personal or school problems. The term includes schizophrenia. The term does not apply to children who are socially maladjusted, unless it is determined that they have an emotional disturbance. 6. Hearing Impairment means an impairment in hearing, whether permanent or fluctuating, that adversely affects a child’s educational performance. Other characteristics often associated with hearing impairment are reduced hearing acuity, poor auditory discrimination, and communication and social interaction, generally evident before age three, that adversely affects a child’s educational performance. Other characteristics often associated with autism are engaging in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term autism does not apply if the child’s educational performance is adversely affected primarily because the child has an emotional disturbance, as defined in §5 below. Record 0 if the participant indicates that he/she does not have a disability that meets the definition above. Record NA if the individual does not wish to disclose his/her disability status.</td>
<td>numeric value</td>
<td>M</td>
</tr>
<tr>
<td>111</td>
<td>Ethnicity; Hispanic/Latino</td>
<td>Record 1 if the individual indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Record 0 if the individual indicates that he/she does not meet any of these conditions. Record NA if the individual does not self-identify his/her ethnicity.</td>
<td>numeric value</td>
<td>M</td>
</tr>
<tr>
<td>112</td>
<td>Race; American Indian or Alaska Native</td>
<td>Record 1 if the individual indicates that he/she is a person having origins in any of the original peoples of North America and South America (including Central America), who maintains cultural identification through tribal affiliation or community recognition. Record 0 if the individual indicates that he/she does not meet any of these conditions. Record NA if the individual does not self-identify his/her race.</td>
<td>numeric value</td>
<td>M</td>
</tr>
<tr>
<td>113</td>
<td>Race; Asian</td>
<td>Record 1 if the individual indicates that he/she is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Record 0 if the individual indicates that he/she does not meet any of these conditions. Record NA if the individual does not self-identify his/her race.</td>
<td>numeric value</td>
<td>M</td>
</tr>
<tr>
<td>114</td>
<td>Race; Black or African American</td>
<td>Record 1 if the individual indicates that he/she is a person having origins in any of the black racial groups of Africa. Record 0 if the individual indicates that he/she does not meet any of these conditions. Record NA if the individual does not self-identify his/her race.</td>
<td>numeric value</td>
<td>M</td>
</tr>
<tr>
<td>Data Number</td>
<td>Data Element Name</td>
<td>Data Definition</td>
<td>Code Value</td>
<td>Optional/Mandatory</td>
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</tr>
<tr>
<td>D_E_ID</td>
<td>Race: Native Hawaiian or other Pacific Islander</td>
<td>[Record] If the individual indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. [Record NA] If the individual does not self-identify his/her race.</td>
<td>1 = Yes 0 = No  NA = Individual did not self-identify</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>Race: White</td>
<td>[Record] If the individual indicates that he/she is a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. [Record NA] If the individual does not self-identify his/her race.</td>
<td>1 = Yes 0 = No  NA = Individual did not self-identify</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>Eligible Veteran Status</td>
<td>[Record] If the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and was discharged or released from such service under conditions other than dishonorable. [Record NA] If the data is not available.</td>
<td>1 = Yes, &lt;= 180 days 2 = Yes, Eligible Veteran 3 = Yes, Other Eligible Person 0 = No  NA = Data not available</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>Grade at time of Enrollment</td>
<td>Use the appropriate code to record the highest school grade completed by the individual. [Record NA] If the data is not available.</td>
<td>9 = 9th grade 10 = 10th grade 11 = 11th grade</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>Homeless Individual and/or runaway youth</td>
<td>[Record] If the participant is a person who lacks a fixed, regular, adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or a person under 18 years of age who absent himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless. [Record NA] If the participant does not meet the conditions described above.</td>
<td>1 = Yes 0 = No  NA = Individual did not disclose</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>Offender</td>
<td>[Record] If the participant is a person who either (a) is or has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes. [Record NA] If the participant does not meet any one of the conditions described above.</td>
<td>1 = Yes 0 = No  NA = Individual did not disclose</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>Low Income: Free/Reduced Lunch Eligible</td>
<td>[Record] If the participant is eligible for the free lunch program [Record 2] If the participant is eligible for the reduced lunch program [Record 3] If the participant is not eligible for the free or reduced lunch program [Note: If student level data is not available report based on school level] [Record NA] If the data is not available.</td>
<td>1 = free lunch program eligible 2 = reduced lunch program eligible 3 = is not eligible for free or reduced lunch program 0 = NA  NA = not available</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>Limited English Language Proficiency</td>
<td>[Record] If the participant is a person who has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English, or (b) who lives in a family or community environment where a language other than English is the dominant language. [Record NA] If the participant does not meet the conditions described above.</td>
<td>1 = Yes 0 = No  NA = Individual did not self identify</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>Pregnant or Parenting Youth</td>
<td>[Record] If the participant is a person who is either under 22 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18. [Record NA] If the participant does not meet the conditions described above.</td>
<td>1 = Yes 0 = No  NA = Individual did not self identify</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>Foster Care Youth</td>
<td>[Record] If the participant is a person who is currently in foster care or has been in the foster care system at any point during his/her lifetime. [Record NA] If the participant did not disclose.</td>
<td>1 = Yes 0 = No  NA = Individual did not self identify</td>
<td>M</td>
</tr>
<tr>
<td>Data Number</td>
<td>Data Element Name</td>
<td>Data Definition</td>
<td>Code Value</td>
<td>Optional/Mandatory</td>
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<td>--------------------</td>
</tr>
<tr>
<td>125</td>
<td>Industry focus in YCC</td>
<td>Record the two-digit NAICS code for the industry focus that the student chose in the YCC program. If the participant's focus is not industry-specific, then leave blank and enter the occupational focus. Record &quot;Student Has Not Yet Selected&quot; if the program model allows the student to delay selection of an industry focus. This item must be updated once the student selects a focus. Note that industry focus and/or occupational focus must be entered for all participants.</td>
<td>two-digit NAICS code</td>
<td>M</td>
</tr>
<tr>
<td>126</td>
<td>Occupational focus in YCC</td>
<td>Record the two-digit O*Net 4.0 (or later versions) code that best describes the occupational focus that the student chose in the YCC program. If the participant's focus is not occupation-specific, then leave blank and enter the industry-focus. Record &quot;Student Has Not Yet Selected&quot; if the program model allows the student to delay selection of an occupational focus. This item must be updated once the student selects a focus. Note that industry focus and/or occupational focus must be entered for all participants.</td>
<td>two-digit O*NET code</td>
<td>M</td>
</tr>
<tr>
<td>127</td>
<td>Credential expected during YCC program</td>
<td>Record 1 if the participant has a YCC industry or occupational focus that is expected to result in an industry-recognized credential during program participation. Record 0 if the participant has a YCC industry or occupational focus that is not expected to result in an industry-recognized credential during program participation.</td>
<td>1 = Yes 0 = No NA = Individual has not yet selected a focus</td>
<td>M</td>
</tr>
<tr>
<td>128</td>
<td>Date of expected credential attainment</td>
<td>If the participant is not expected to receive a credential during program participation based on the data element above, record the date when the participant is expected to get a credential after program completion.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>129</td>
<td>Name of expected credential</td>
<td>If the participant is not expected to receive a credential during program participation based on the data element above, record the name of the credential that the participant is expected to get a credential after program completion.</td>
<td>text field</td>
<td>M</td>
</tr>
<tr>
<td>130</td>
<td>Date of expected high school graduation</td>
<td>Record the date (month &amp; year only) in which participant is expected to receive his/her high school diploma.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>131</td>
<td>Date of expected Cohort Completion</td>
<td>Record the date (month &amp; year only) in which participant is expected to complete the YCC program.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
</tbody>
</table>

All 200s data elements are grantees information

<table>
<thead>
<tr>
<th>Data Number</th>
<th>Data Element Name</th>
<th>Data Definition</th>
<th>Code Value</th>
<th>Optional/Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>201</td>
<td>LEA ID</td>
<td>Record the local educational agency ID number.</td>
<td>numeric value</td>
<td>M</td>
</tr>
<tr>
<td>202 - 205</td>
<td>Enrollment Goals</td>
<td>Record the grantee enrollment goal for each year of the program. This should be entered for all four years. Note: enrollment goals are only for new participants that will be enrolled in each year of the program.</td>
<td>numeric value</td>
<td>M</td>
</tr>
<tr>
<td>206 - 221</td>
<td>Number of school days in each quarter</td>
<td>Record the number of high school days in each quarter of the program. This should be entered for all 16 quarters of the program. This data is used to calculate the attendance rate and chronic absence rate performance measures.</td>
<td>numeric value</td>
<td>M</td>
</tr>
<tr>
<td>222</td>
<td>Professional Development Activity Date</td>
<td>Record the date on which a staff member receives formal professional development related to the YCC program.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>223</td>
<td>Type of Professional Development Activity</td>
<td>Mark all that apply.</td>
<td>1 = integrated academic and career focused learning 2 = employer engagement 3 = individualized career and academic counseling 4 = work-based learning and exposure to the world of work 5 = performance and reporting 6 = other</td>
<td>M</td>
</tr>
<tr>
<td>224</td>
<td>Name of Professional Development Activity</td>
<td>Record the name of the professional development activity.</td>
<td>text field</td>
<td>O</td>
</tr>
<tr>
<td>225</td>
<td>Number of Staff who Attended Professional Development Activity</td>
<td>Record the number of staff members who attended the professional development activity.</td>
<td>numeric value</td>
<td>M</td>
</tr>
<tr>
<td>226</td>
<td>School year start date</td>
<td>Record the date of the start of the grantee's high school year. This should be added as each year's school calendar becomes available.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>227</td>
<td>School year end date</td>
<td>Record the date of the end of the grantee's high school year. This should be added as each year's school calendar becomes available.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
</tbody>
</table>

All 300s data elements are participant tracking information during the program

<table>
<thead>
<tr>
<th>Data Number</th>
<th>Data Element Name</th>
<th>Data Definition</th>
<th>Code Value</th>
<th>Optional/Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>Date of Enrollment</td>
<td>Record the date an individual enrolls in the YCC program. Enrollment means a youth has completed all of the necessary eligibility information and program consent forms and receives his/her first service funded by the program.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>301 - 304</td>
<td>Date of Program Participation</td>
<td>Record the date on which the individual begins receiving his/her first service funded by the program. This should be entered at the beginning of each school year in order to track participation in each year they are in the program. An individual may have up to four program participation dates. This will be used to measure the yearly program retention rate.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>305</td>
<td>Date of Program Completion</td>
<td>Record the date on which the last education/job training activity funded by the program is received by the participant and the participant has successfully completed all phases of the program.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>306</td>
<td>Date of Exit</td>
<td>Record the date on which the last service funded by the program is received by the participant. Any participant that is no longer part of the YCC program, regardless of whether they successfully completed the program, must have a date of exit.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>Data Number (D_E_ID)</td>
<td>Data Element Name</td>
<td>Data Definition</td>
<td>Code Value</td>
<td>Optional/ Mandatory</td>
</tr>
<tr>
<td>---------------------</td>
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<td>---------------------</td>
</tr>
<tr>
<td>307</td>
<td>Reason for Exit</td>
<td>Record 1 if the participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days. Record 2 if the participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days. Record 3 if the participant was found to be deceased or no longer living. Record 4 if the participant is providing care for a family member with a health/medical condition that precludes entry into unsubsidized employment or continued participation in the program. Does not include temporary conditions expected to last for less than 90 days. Record 5 if the participant is a member of the National Guard or other reserve military unit and is called to active duty for at least 90 days. Record 6 if the participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program or system (exclusion for youth participants only). Record 7 if the participant dropped out of the YCC program but remained enrolled in high school. Record 8 if the participant both dropped out of the YCC program and dropped out of high school. Record 9 if the participant successfully completed and exited the YCC program. Record 0 if the participant exited for a reason other than one of the conditions described above.</td>
<td>1 = Institutionalized 2 = Health/Medical 3 = Deceased 4 = Family Care 5 = Reserve Forces Called to Active Duty 6 = Relocated to Mandatory Residential Program 7 = Dropped out of YCC program but remained in high school 8 = Dropped out of YCC and high school 9 = Successfully completed YCC program 0 = Other</td>
<td>M</td>
</tr>
<tr>
<td>308</td>
<td>School attending</td>
<td>When a new participant record is created, this data element will be automatically prepopulated with the NCESID of the high school at enrollment. If a participant changes schools during the course of the program to another YCC partner school (either a high school or postsecondary school) and will continue to receive YCC services at this new school, record the ID of the new school as the school the student is attending.</td>
<td>numeric value</td>
<td>M</td>
</tr>
<tr>
<td>309</td>
<td>PTS tracking school</td>
<td>When a new participant record is created, this data element will be automatically prepopulated with the NCESID of the high school at enrollment. This data element will be used by the PTS to assign user rights to access the participant’s data. When the “School attending” data element is changed, the PTS will prompt the user to decide whether to shift the PTS tracking school as well. If user rights to the participants’ data should be shifted to the new school, record the NCESID of the new school.</td>
<td>numeric value</td>
<td>M</td>
</tr>
<tr>
<td>310 - 325</td>
<td>Number of school days missed in quarter</td>
<td>Record the number of school days the individual was absent in each quarter of the program. This should be entered for all 16 quarters of the program. This data is used to calculate the attendance rate and chronic absence rate performance measures.</td>
<td>numeric value</td>
<td>M</td>
</tr>
<tr>
<td>326</td>
<td>FAFSA Completion</td>
<td>Record 1 if the participant has completed FAFSA. Record 0 if the participant has not completed FAFSA.</td>
<td>1 = Yes 0 = No</td>
<td>O</td>
</tr>
<tr>
<td>327</td>
<td>Individual Development Plan Completion</td>
<td>Record 1 if the participant has completed their initial Individual Development Plan (IDP). Record 0 if the participant has not completed their initial IDP. An IDP is an individual plan that address post-secondary preparation, such as planning that includes the completion of the Free Application for Federal Student Aid (FAFSA) or continued education/training, employment, or both. Each participant’s IDP should include career objectives, a program of study, degree and/or certificate objectives, and work experiences; the IDP is a living document and should be reviewed and updated regularly throughout participation in the program.</td>
<td>1 = Yes 0 = No</td>
<td>M</td>
</tr>
<tr>
<td>328</td>
<td>Career/Academic Counseling Date of Service</td>
<td>For each quarter, record the date on which the participant received career/academic counseling. Career and academic counseling is individualized counseling that includes career and post-secondary awareness and exploration opportunities beyond the high school experience. This may be entered for up to 16 quarters. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>329</td>
<td>Community Service Learning date of Service</td>
<td>For each quarter, record the date on which the participant participated in community service learning. Community service learning is a teaching and learning strategy that actively engages participants in meaningful and personally relevant service activities that simultaneously teach civic responsibility and strengthen communities. Learning activities incorporate participant reflection and are designed to develop work readiness skills and positive behaviors, such as leadership, time management, teamwork, and respect for authority and fellow participants. This may be entered for up to 16 quarters. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>330</td>
<td>Mentoring Date of Service</td>
<td>For each quarter, record the date on which the participant participated in mentoring. Mentoring includes one-on-one, group, and/or service-based mentoring in which program participants are matched with adult mentors, preferably in the selected high growth H-1B industry(ies) or occupation(s). Mentors should have frequent contact with program participants over a prolonged period of at least one year and should provide guidance in navigating their identified career pathway. While group mentoring is an acceptable type of mentoring service, all participants that receive formal mentoring must be assigned a mentor and also receive one on one mentoring. This may be entered for up to 16 quarters. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>331</td>
<td>Work Experience Activity Date of Service</td>
<td>For each quarter, record the date on which the participant participated in a work experience other than an internship. Work experiences may include: job shadowing, exposure to various aspects of an industry, and other exposures to the world of work. This may be entered for up to 16 quarters. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>Data Number</td>
<td>Data Element Name</td>
<td>Data Definition</td>
<td>Code Value</td>
<td>Optional/ Mandatory</td>
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</tr>
<tr>
<td>332</td>
<td>Employer Service in School Date of Service</td>
<td>For each quarter, record the date on which the employer provided a service within the High School. An employer service includes services provided directly by the employer in a school setting, such as career fairs, career exploration talks, mock interviews, etc. This may be entered for up to 16 quarters. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>333</td>
<td>Supportive Service Date of Service</td>
<td>For each quarter, record the date on which the participant received a supportive service. Support services include: (a) assistance with transportation; (b) assistance with child care and dependent care; (c) assistance with housing; (d) referrals to medical services; and (e) assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear. This may be entered for up to 16 quarters. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>334</td>
<td>Leadership Development Service Date of Service</td>
<td>For each quarter, record the date on which the participant participated in a leadership development service. Leadership development services include, but are not limited to, opportunities that encourage responsibility, employability, and other positive social behaviors such as: (a) exposure to post-secondary educational opportunities; (b) community and service learning projects; (c) peer-centered activities, including peer mentoring and tutoring; (d) organizational and team work training, including team leadership training; (e) training in decision making, including determining priorities; and (f) citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources. This may be entered for up to 16 quarters. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>335</td>
<td>Name of Program Service</td>
<td>Record the name (i.e. description) of the program service.</td>
<td>text field</td>
<td>O</td>
</tr>
<tr>
<td>336</td>
<td>Internship Date of Service</td>
<td>For each quarter, record the date on which the participant participated in a paid or unpaid internship. An internship is a planned and structured learning experience that takes place in the workplace for a limited period of time. The internship provides the individual with a monitored or supervised work experience in his or her industry/occupational focus where the individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience. These learning goals can include: academic learning, career development, and skill development. Internships may be paid or unpaid. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>337-338</td>
<td>Date Entered Unpaid Internship</td>
<td>If applicable record the date the participant began their first internship. This should be entered a second time if the participant participates in two internships.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>339-340</td>
<td>Date Completed Internship</td>
<td>If applicable record the date the participant completed their first internship. This should be entered a second time if the participant completes a second internship.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
</tbody>
</table>
| 341-342 | Paid or Unpaid Internship? | Record 1 if the internship is paid  
Record 2 if the internship is unpaid  
This should be entered a second time if the participant has a second internship. | 1 = Paid  
2 = Unpaid | M |
| 343 | Internship Employer as Grant Partner? | Record 1 if the place of internship employment is a formal grantee partner  
Record 0 if the place of internship employment is not a formal grantee partner  
1 = Yes  
0 = No | M |
| 344 | Industry Code for Internship | Record the two-digit NAICS code for the industry of the internship. | 00 | M |
| 345 | Occupational Code for Internship | Record the O*Net 4.0 (or later versions) code that best describes the occupational focus that the student chose in the YCC program. If the participant's focus is not occupation-specific, then leave blank and enter the industry-focus in Item 120.  
This may be entered for up to 16 quarters. Note: while DOL expects this service will occur more frequently than once per quarter, it is only necessary to enter the first date in the quarter on which this service occurs. | 00000000 | M |
| 346 | Name of Internship Employer | Record the name of the employer in which the participant enters internship. | text field | O |
| 347 | Internship Job Description | Record the description of the internship job. | text field | O |
| 348-357 | Date began Industry-specific YCC course | Record the date the participant began an industry-specific YCC course. This includes a high school or post-secondary course taken during the program that is specific to a participant's industry focus. This should be entered for each industry-specific YCC course. | YYYYMMDD | M |
| 358-367 | Completed Industry-specific YCC course | Record 1 if the participant completed the industry-specific YCC course  
Record 0 if the participant did not complete the industry-specific YCC course  
Leave blank if the course is on-going | 1 = Completed  
0 = Did not Complete  
Leave blank if the course is on-going | M |
| 368-377 | Name of Industry-specific YCC course | Record the name of the industry-specific YCC course | text field | O |
| 378-387 | YCC-only Industry-specific course | Record 1 if the course attended was specific only to YCC students  
Record 0 if non-YCC students also attended the course | 1 = YCC only  
0 = Not YCC only | M |
| 388-397 | Case Notes | Record pertinent information about participant, not captured elsewhere... | text field | O |

All 400s date elements are short-term indicators

<table>
<thead>
<tr>
<th>Data Number</th>
<th>Data Element Name</th>
<th>Data Definition</th>
<th>Code Value</th>
<th>Optional/ Mandatory</th>
</tr>
</thead>
</table>
| 401-404 | Participant Satisfaction | Record 1 if the participant was satisfied with the program based on an annual participant satisfaction survey. Participant satisfaction should be measured each year by survey and entered for each year that the participant was enrolled in the program.  
Record 0 if the participant was not satisfied with the program. | 1 = Yes  
0 = No | M |
Data Element Name | Data Definition | Code Value | Optional/ Mandatory
---|---|---|---
405 - 408 | Work Readiness Indicator for Internship | Record 1 if the participant scores as work ready on the work readiness indicator at the completion of the internship. Record 0 if the participant does not score as work ready on the work readiness indicator. This should be recorded for each internship that is completed (for both paid and unpaid internships). | 1 = Yes 0 = No | M
409 | Post-Secondary Credit Attainment Date | Record the date on which the participant completed a course that could lead to the attainment of post-secondary credits. | YYYYMMDD | M
410 | Type of Post-Secondary Credit | Record 1 if the course that could lead to post-secondary credit was completed in high school. Record 0 if the course that could lead to post-secondary credit was completed in college. | 1 = Yes 0 = No | M
411 | Number of Hours of Post-Secondary Credit | For each date attained post-secondary credit, record the number of credit hours attained or the minimum hours of that could be awarded if credit hours were accepted. | Numeric value | M
412 | Name of Course Completed | Record the name of the course completed that could lead to post-secondary credit attainment. | text field | O
413 | School at which Course was Completed | Record the name of the school at which the course was completed that could lead to post-secondary credit attainment. | School Name | O
414 | Entered Unsubsidized Employment During YCC Program Participation | Record 1 if the participant entered unsubsidized employment during YCC program participation. Leave "Blank" if the individual has not entered unsubsidized employment during YCC program participation. Note that each unsubsidized job that the participant obtains that meets the DOL definition should be recorded in the PTS. | 1 = Yes Blank = No | M
415 | Date Entered Unsubsidized Employment During YCC Program Participation | Record the date the participant entered unsubsidized employment during YCC program participation. Note that this date should fall between the date of YCC program enrollment and the date of exit from YCC. | YYYYMMDD | M
416 | Industry Code of Unsubsidized Employment During YCC Program Participation | Record the two-digit NAICS code for the industry of the unsubsidized employment during YCC program participation. Record 00 if unknown. | 00 | M
417 | Occupational Code of Unsubsidized Employment During YCC Program Participation | Record the 8-digit occupational code that best describes the individual’s employment during YCC program participation using the O*Net Version 4.0 (or later versions) classification system. Record 00 00 00 00 if unknown. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available. | 00000000 | M
418 | Name of Employer during YCC Program Participation | Record the name of the employer in which the participant enters unsubsidized employment during YCC program participation. | Text field | M
419 | Is Unsubsidized Employment During YCC Program Participation a summer job? | Record 1 if the unsubsidized employment during YCC program participation is a summer job. Record 0 if the unsubsidized employment during YCC program participation is NOT a summer job. | 1 = Yes 0 = No | M
420 | High School Diploma Attainment Date | Record the date on which the participant received their high school diploma. | YYYYMMDD | M
421 | Date Attained Recognized Credential | Record the date on which the individual attained an industry-recognized credential. The term credential refers to certification of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation. Industry-recognized credentials are either developed or endorsed by a nationally recognized industry association or organization or are sought or accepted by employers within the industry sector for purposes of hiring or recruitment. The credential must be awarded by a third party, such as an educational institution or a professional, industry, or employer organization. Industry-recognized credentials demonstrate core competencies and meet industry standards for specific industry occupations. Examples of industry-recognized credentials include: Associates and Bachelor's degrees; Registered Apprenticeship certificates; occupational licenses (typically, but not always, awarded by State government agencies); industry-recognized or professional association certifications, also known as personnel certifications; and other certificates of skills completion for specific skill sets or competencies within one or more industries or occupations. Note that data should be entered for each recognized credential that a participant attains. | YYYYMMDD | M
422 | Type of Recognized Credential | Use the appropriate code to record the type of recognized credential attained. Record 0 if the individual did not attain a recognized credential. | 1 = Occupational License 2 = Occupational Certificate/Credential - credit 3 = Occupational Certificate/Credential - non-credit 0 = No recognized credential attained | M
423 | Name of Credential | Record the name of the recognized credential attained. | Text field | M
<table>
<thead>
<tr>
<th>Data Number (D_E_ID)</th>
<th>Data Element Name</th>
<th>Data Definition</th>
<th>Code Value</th>
<th>Optional/ Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>505</td>
<td>Entered Unsubsidized Employment after Exit</td>
<td>Record 1 if the participant entered unsubsidized employment immediately following program exit or in the first quarter after the quarter of program exit. Record 0 if the participant did not enter unsubsidized employment in the first quarter after the quarter of program exit. Record NA if information on the participant’s employment status in the first quarter after the quarter of program exit is not yet available. Leave &quot;blank&quot; if the individual has not exited the program. Note that each unsubsidized job that the participant obtains that meets the DOL definition should be recorded in the PTS. These jobs can occur during program participation or upon completion during the three quarters after exit.</td>
<td>1 = Yes 0 = No NA = Information not yet available</td>
<td>M</td>
</tr>
<tr>
<td>506</td>
<td>Date Entered Unsubsidized Employment after Exit</td>
<td>Record the date the participant entered unsubsidized employment immediately following program exit or in the first quarter after the quarter of program exit.</td>
<td>YYYYMMDD</td>
<td>M</td>
</tr>
<tr>
<td>507</td>
<td>Industry Code after Exit</td>
<td>Record the two-digit NAICS code for the industry of the unsubsidized employment immediately following program exit or in the first quarter after the quarter of program exit. Record 00 if unknown.</td>
<td>00</td>
<td>M</td>
</tr>
<tr>
<td>508</td>
<td>Occupational Code after Exit</td>
<td>Record the 8-digit occupational code that best describes the individual’s employment immediately following program exit or in the first quarter after the quarter of program exit using the O*Net Version 4.0 (or later versions) classification system. This information can be based on any job held after exit from the program. Leave “blank” if occupational code is not available. Additional Notes: If all 8 digits of the occupational skills code are not collected, record as many digits as are available.</td>
<td>00000000</td>
<td>M</td>
</tr>
<tr>
<td>509</td>
<td>Entered Training-Related Employment after Exit</td>
<td>Record 1 if the employment in which the individual entered immediately following program exit or in the first quarter after the quarter of program exit was in the industry or occupation that was the industry/occupational focus of the YCC participant. Record 0 if the employment in which the individual entered is not in the industry/occupational focus of the YCC participant. Record NA if not known.</td>
<td>1 = Yes 0 = No NA = Unknown Blank = does not apply to individual</td>
<td>M</td>
</tr>
<tr>
<td>510</td>
<td>Wage at Employment after Exit</td>
<td>Record the hourly wage at employment immediately following program exit or in the first quarter after the quarter of program exit. If employment is based on a salary, divide the annual salary by 2,080 hours worked (40 hour work week for 52 weeks).</td>
<td>$0.00</td>
<td>M</td>
</tr>
<tr>
<td>511</td>
<td>Number of Hours Worked in first full week of Unsubsidized Employment after Exit</td>
<td>Record the number of hours worked in the first full week of unsubsidized employment immediately following program exit or in the first quarter after the quarter of program exit.</td>
<td>Numeric value NA = Unknown</td>
<td>M</td>
</tr>
<tr>
<td>512</td>
<td>Entered Non-Traditional Employment after Exit</td>
<td>Record 1 if the participant’s employment is in an occupation or field of work for which individuals of the participant’s gender comprise less than 25% of the individuals employed in such occupation or field of work. Non-traditional employment can be based on either local or national data, and both males and females can be in non-traditional employment. Record 0 if the participant entered nontraditional employment in an industry in which individuals of the participant’s gender are commonly employed in. Record NA if not known.</td>
<td>1 = Yes 0 = No NA = Unknown</td>
<td>M</td>
</tr>
<tr>
<td>513</td>
<td>Name of Employer after Exit</td>
<td>Record the name of the employer in which the participant entered unsubsidized employment immediately following program exit or in the first quarter after the quarter of program exit.</td>
<td>Text field</td>
<td>M</td>
</tr>
<tr>
<td>514</td>
<td>Employer as Grant Partner after Exit</td>
<td>Record 1 if the place of employment immediately following program exit or in the first quarter after the quarter of program exit was a “formal” grantee partner that participated in program work experiences and/or training of participants. Record 0 if the place of employment was not a formal grantee partner.</td>
<td>1 = Yes 0 = No</td>
<td>M</td>
</tr>
<tr>
<td>516</td>
<td>Entered Post-Secondary Education</td>
<td>Record 1 if the participant entered post-secondary education immediately following program exit or in the first quarter after the quarter of program exit. Post-secondary education is a program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A., A.S., B.A., B.S.). Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education. Record 0 if the participant did not enter post-secondary education in the first quarter after the quarter of program exit. Record NA if information on the participant’s post-secondary education status in the first quarter after the quarter of program exit is not yet available. Leave “blank” if the individual has not exited the program. Additional Notes: This is only for post-secondary education that is entered following exit from the program and not as a part of program participation.</td>
<td>1 = Yes 0 = No NA = Information not yet available</td>
<td>M</td>
</tr>
<tr>
<td>517</td>
<td>Type of Post-Secondary Education</td>
<td>Record 1 for a public 4-year (or above) Record 2 for a public 2-year Record 3 for a public less-than-2-year Record 4 for a private, nonprofit 4-year (or above) Record 5 for a private, nonprofit 2-year Record 6 for a private, nonprofit less-than-2-year Record 7 for a private, for-profit 4-year (or above) Record 8 for a private, for-profit 2-year Record 9 for a private, for-profit less-than-2-year</td>
<td>1 = public 4-year (or above) 2 = public 2-year 3 = public less-than-2-year 4 = private, nonprofit 4-year (or above) 5 = private, nonprofit 2-year 6 = private, nonprofit less-than-2-year 7 = private, for-profit, 4-year (or above) 8 = private, for-profit 2-year 9 = private, for-profit less than 2-year</td>
<td>M</td>
</tr>
<tr>
<td>Data Number</td>
<td>Data Element Name</td>
<td>Data Definition</td>
<td>Code Value</td>
<td>Optional/ Mandatory</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>------------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>D_E_518</td>
<td>Post-Secondary Education Remediation</td>
<td>Record 1 if the participant required remediation as part of their post-secondary education courses. Record 0 if the participant did not require remediation. Record NA if unknown.</td>
<td>1 = Yes 0 = No NA = Unknown</td>
<td>M</td>
</tr>
<tr>
<td>D_E_519</td>
<td>Name of Post-Secondary Education School</td>
<td>Record the name of the post-secondary education school that participant entered.</td>
<td>Text Field</td>
<td>O</td>
</tr>
<tr>
<td>D_E_520</td>
<td>Entered Occupational Skills Training Program</td>
<td>Record 1 if the participant entered occupational skills training immediately following program exit or in the first quarter after the quarter of program exit. Occupational skills training an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: (1) be outcome-oriented and focused on a long-term goal as specified in the Individual Development Plan, (2) be long-term in nature and commence upon program exit rather than being short-term training that is part of services received while enrolled in the program, and (3) result in attainment of a certificate. Record 0 if the participant did not enter occupational skills training in the first quarter after the quarter of program exit. Record NA if information on the participant's occupational skills training status in the first quarter after the quarter of program exit is not yet available. Note: this is only for occupational skills training that is entered following exit from the program and not as a part of program participation.</td>
<td>1 = Yes 0 = No NA = Information not yet available</td>
<td>M</td>
</tr>
<tr>
<td>D_E_521</td>
<td>Occupational Skills Training Code</td>
<td>Record the 8 digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant entered occupational training. Record 00000000 or leave &quot;blank&quot; if occupational code is not available or not known.</td>
<td>00000000</td>
<td>M</td>
</tr>
<tr>
<td>D_E_522</td>
<td>Name of Occupational Skills Training Provider</td>
<td>Record the name of the provider of the Occupational Skills Training.</td>
<td>Text Field</td>
<td>O</td>
</tr>
<tr>
<td>D_E_523</td>
<td>Entered Registered Apprenticeship</td>
<td>Record 1 if the participant entered a Registered Apprenticeship immediately following program exit or in the first quarter after the quarter of program exit. Registered Apprenticeship is a unique, flexible training system that combines job-related technical instruction with structured on-the-job learning experiences. Upon completion of a Registered Apprenticeship program, participants receive an industry-issued, nationally-recognized, portable credential that certifies occupational proficiency. Registered Apprenticeship requires a written plan designed to move an apprentice from a low- or no-skill entry-level position to full occupational proficiency. Registered Apprenticeship programs must meet parameters established under the National Apprenticeship Act. Record 0 if the participant did not enter a Registered Apprenticeship in the first quarter after the quarter of program exit. Record NA if information on the participant's Registered Apprenticeship status in the first quarter after the quarter of program exit is not yet available.</td>
<td>1 = Yes 0 = No NA = Information not yet available</td>
<td>M</td>
</tr>
<tr>
<td>D_E_524</td>
<td>Name of Apprenticeship Employer</td>
<td>Record the name of the employer sponsoring the Registered Apprenticeship</td>
<td>Text Field</td>
<td>M</td>
</tr>
<tr>
<td>D_E_525</td>
<td>Occupational Code for Registered Apprenticeship</td>
<td>Record the 8 digit O*Net 4.0 (or later versions) code that best describes the Registered Apprenticeship occupation for which the participant entered an apprenticeship. Record 00000000 or leave &quot;blank&quot; if occupational code is not available or not known.</td>
<td>00000000</td>
<td>M</td>
</tr>
</tbody>
</table>
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APPENDIX B

YOUTH CAREERCONNECT (YCC) QUARTERLY PERFORMANCE REPORT (QPR) FORM
## A. GRANTEE IDENTIFYING INFORMATION

1. **Grantee Name:**

2. **Grant Number:**

3. **Program/Project Name:**

4. **Grantee Address:**
   - City: 
   - State: 
   - Zip Code: 

5. **Grantee Target Industry(ies)/Occupation(s):**

6. **Report Quarter End Date:** mm/dd/yyyy

7. **Report Due Date:** mm/dd/yyyy

## B. GRANT SUMMARY INFORMATION

<table>
<thead>
<tr>
<th>Performance Items</th>
<th>Previous Quarter (A)</th>
<th>Current Quarter (B)</th>
<th>Program Year-to-Date (C)</th>
<th>Cumulative Grant-to-Date (D)</th>
<th>Grantee Target (E)</th>
</tr>
</thead>
</table>

## C. PARTICIPANT SUMMARY INFORMATION

### Gender

- a. Male
- b. Female

### Ethnic/Race

- 2a. Hispanic/Latino
- 2b. American Indian or Alaskan Native
- 2c. Asian
- 2d. Black or African American
- 2e. Native Hawaiian or Other Pacific Islander
- 2f. White
- 2g. More Than One Race

### Other Demographics

- 3a. Eligible Veterans
- 3b. Individuals with a Disability
- 3c. Homeless/Runaway
- 3d. Offender
- 3e. Low Income
- 3f. Limited English Language Proficiency
- 3g. Pregnant/Parenting Youth
- 3h. Foster Youth

### Grade

- 4a. 9th Grade
- 4b. 10th Grade
- 4c. 11th Grade

## D. PROGRAM SERVICES

1. Number of Professional Development Activities Conducted
2. Number of Students Participated in Career/Academic Counseling
3. Number of Students Participated in Community Service Learning
4. Number of Students Participated in Mentoring
5. Number of Students Participated in Work Experience
6. Number of Students Participated in Leadership Development
7. Number of Students who Received Supportive Services
8. Number of Students Participated in Internship
9. Number of Students Participated in Employer Provided Services
10. Number of Students Entered Industry-Specific YCC Courses

## E. PARTICIPANT OUTCOMES

### E.i. Participant Activities

1. Number of Students who Entered Unsubsidized Employment
2. Number of Students who Entered Training-Related Employment
3. Number of Students who Entered Long-Term Occupational Skills Training
4. Number of Students who Entered Post-Secondary Education
5. Number of Students who Earned an Industry-Recognized Credential
6. Number of Students who Earned a High School Diploma
7. Number of Students who Entered Registered Apprenticeship

### E.ii. Completion Outcomes

8. Number of Students who Completed Program and Entered Unsubsidized Employment
9. Number of Students who Completed Program and Entered Unsubsidized Training-Related Employment
10. Number of Students who Completed Program and Entered Long-Term Occupational Skills Training
11. Number of Students who Completed Program and Entered Post-Secondary Education
12. Number of Students who Completed Program and Earned an Industry-Recognized Credential
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Number of Students who Completed Program and Earned a High School Diploma</td>
<td>na</td>
<td></td>
</tr>
<tr>
<td>14. Number of Students who Completed Program and Entered Registered Apprenticeship</td>
<td>na</td>
<td></td>
</tr>
</tbody>
</table>

### F. SHORT-TERM PERFORMANCE INDICATORS

<table>
<thead>
<tr>
<th></th>
<th>Numerator</th>
<th>Denominator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enrollment Rate</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>2. Attendance Rate</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>3. Chronic Absence Rate</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>4. Mentoring Rate</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>5. Yearly Program Retention Rate</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>6. Work Readiness Attainment Rate</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>7. Internship Placement Rate</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>8. Internship Completion Rate</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>9. Post-Secondary Credit Attainment Rate</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>10. Average Hours of Post-Secondary Credit</td>
<td>na</td>
<td>na</td>
</tr>
</tbody>
</table>

### G. LONG-TERM PERFORMANCE INDICATORS

<table>
<thead>
<tr>
<th></th>
<th>Numerator</th>
<th>Denominator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Program Completion Rate</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>2. High School Diploma Attainment Rate</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>3. Industry-Recognized Credential Attainment Rate</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>4. Diploma and Credential Attainment Rate</td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>5. Placement Rate</td>
<td>na</td>
<td>na</td>
</tr>
</tbody>
</table>

### H. REPORT CERTIFICATION/ADDITIONAL COMMENTS

1. Report Comments/Narrative:

2. Name of Grantee Certifying Official/Title:

3. Telephone Number:

4. Email Address:

Persons are not required to respond unless this form displays a currently valid OMB number. Obligation to respond is required to obtain or retain benefits [Workforce Investment Act (Section 185(a)(2))]. Public reporting burden for this collection of information, which is to assist with planning and program management and to meet Congressional and statutory requirements, averages 2.66 hours per record, including time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding this burden estimate to the U.S. Department of Labor, ETA, Room C-4518, 200 Constitution Avenue, NW, Washington, DC 20210-0001

DOL ETA Internal Use Only
Additional Comments:

Regional Federal Project Officer:
National Program Office:
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APPENDIX C

YOUTH CAREERCONNECT (YCC) AGGREGATION RULES FOR CALCULATING THE QUARTERLY PERFORMANCE (QPR)
### B. Grantee Summary Information

For each data row, include only those participants whose Enrollment Status = Complete

Time frames defined as:
- **Previous Quarter (PQ)** = quarter prior to selected report quarter end date
- **Current Quarter (CQ)** = selected report quarter end date
- **Program Year to Date (PYtD)** = start date of program year in which selected report quarter falls through selected report quarter end date
- **Cumulative Grant to Date (CGtD)** = start date of grant period through selected report quarter end date

<table>
<thead>
<tr>
<th>Indicator Name</th>
<th>Time Period</th>
<th>Calculation</th>
<th>PTS Fields used:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. New Participants Enrolled</strong></td>
<td>PQ</td>
<td>Count number of participants with Enrollment Date in quarter prior to selected report quarter end date</td>
<td>Enrollment Date Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Count number of participants with Enrollment Date in selected report quarter end date</td>
<td>Program Service: Date of Service Program year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td>Count number of participants with Enrollment Date in start date of program year in which selected report quarter falls through selected report quarter end date</td>
<td>Internship Date Began Internship Date Ended YCC Course Date Began</td>
</tr>
<tr>
<td></td>
<td>CGtD</td>
<td>Count number of participants with Enrollment Date in start date of grant period through selected report quarter end date</td>
<td></td>
</tr>
</tbody>
</table>
| **2. Participants Receiving Program Services** | PQ          | Count number of participants with:
- 1. any Program Service Date of Service in quarter prior to selected report quarter end date **OR**
- 2. Internship Date Entered in quarter prior to selected report quarter end date **OR**
- 3. Internship Date Completed in quarter prior to selected report quarter end date **OR**
- 4. YCC Course Date Began in quarter prior to selected report quarter end date | Program Service: Date of Service Program year (for PYtD) Internship Date Began Internship Date Ended YCC Course Date Began |
|                                | CQ          | Count number of participants with:
- 1. any Program Service Date of Service in selected report quarter end date **OR**
- 2. Internship Date Entered in selected report quarter end date **OR**
- 3. Internship Date Completed in selected report quarter end date **OR**
- 4. YCC Course Date Began in selected report quarter end date |                                                                                |
|                                | PYtD        | Count number of participants with:
- 1. any Program Service Date of Service in start date of program year in which selected report quarter falls through selected report quarter end date **OR**
- 2. Internship Date Entered in start date of program year in which selected report quarter falls through selected report quarter end date **OR**
- 3. Internship Date Completed in start date of program year in which selected report quarter falls through selected report quarter end date **OR**
- 4. YCC Course Date Began in start date of program year in which selected report quarter falls through selected report quarter end date |                                                                                |
|                                | CGtD        | Count number of participants with:
- 1. any Program Service Date of Service in start date of grant period through selected report quarter end date **OR**
- 2. Internship Date Entered in start date of grant period through selected report quarter end date **OR**
- 3. Internship Date Completed in start date of grant period through selected report quarter end date **OR**
- 4. YCC Course Date Began in start date of grant period through selected report quarter end date |                                                                                |
| **3. Participants Completed Program** | PQ          | Count number of participants with Program Completion Date in quarter prior to selected report quarter end date | Exit Reason Program Completion Date Program Year (for PYtD)                      |
|                                | CQ          | Count number of participants with Program Completion Date in selected report quarter end date |                                                                                |
|                                | PYtD        | Count number of participants with Program Completion Date in start date of program year in which selected report quarter falls through selected report quarter end date |                                                                                |
|                                | CGtD        | Count number of participants with Program Completion Date in start date of grant period through selected report quarter end date |                                                                                |
| **4. Participants Exited Program** | PQ          | Count number of participants with Exit Date in quarter prior to selected report quarter end date | Exit Reason Exit Date Program Year (for PYtD)                                    |
|                                | CQ          | Count number of participants with Exit Date in selected report quarter end date |                                                                                |
|                                | PYtD        | Count number of participants with Exit Date in start date of program year in which selected report quarter falls through selected report quarter end date |                                                                                |
|                                | CGtD        | Count number of participants with Exit Date in start date of grant period through selected report quarter end date |                                                                                |
## C. Participant Summary Information

For each data row include only those participants whose Enrollment Status = Complete.

Count number of participants with Enrollment Date in the specified time frame.

**Time frames defined as:**

- *Previous Quarter (PQ)* = quarter prior to selected report quarter end date
- *Current Quarter (CQ)* = selected report quarter end date
- *Program Year to Date (PYTD)* = start date of program year in which selected report quarter falls through selected report quarter end date
- *Cumulative Grant to Date (CGtD)* = start date of grant period through selected report quarter end date

<table>
<thead>
<tr>
<th>Indicator Name</th>
<th>Time Period</th>
<th>Calculation</th>
<th>PTS Fields used:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender 1a. Male</td>
<td>All</td>
<td>AND Gender = Male</td>
<td>Enrollment Date Program Year (for PYTD) Gender</td>
</tr>
<tr>
<td>Gender 1b. Female</td>
<td>All</td>
<td>AND Gender = Female</td>
<td>Enrollment Date Program Year (for PYTD) Gender</td>
</tr>
<tr>
<td>Ethnicity/Race 2a. Hispanic/Latino</td>
<td>All</td>
<td>AND Ethnicity = Hispanic or Latino</td>
<td>Enrollment Date Program Year (for PYTD) Ethnicity</td>
</tr>
<tr>
<td>Ethnicity/Race 2b. American Indian or Alaska Native</td>
<td>All</td>
<td>AND Race = American Indian or Alaska Native ONLY</td>
<td>Enrollment Date Program Year (for PYTD) Ethnicity</td>
</tr>
<tr>
<td>Ethnicity/Race 2c. Asian</td>
<td>All</td>
<td>AND Race = Asian ONLY</td>
<td>Enrollment Date Program Year (for PYTD) Ethnicity</td>
</tr>
<tr>
<td>Ethnicity/Race 2d. Black or African American</td>
<td>All</td>
<td>AND Race = Black or African American ONLY</td>
<td>Enrollment Date Program Year (for PYTD) Ethnicity</td>
</tr>
<tr>
<td>Ethnicity/Race 2e. Native Hawaiian or Other Pacific Islander</td>
<td>All</td>
<td>AND Race = Native Hawaiian or Other Pacific Islander ONLY</td>
<td>Enrollment Date Program Year (for PYTD) Ethnicity</td>
</tr>
<tr>
<td>Ethnicity/Race 2f. White</td>
<td>All</td>
<td>AND Race = White ONLY</td>
<td>Enrollment Date Program Year (for PYTD) Ethnicity</td>
</tr>
<tr>
<td>Ethnicity/Race 2g. More Than One Race</td>
<td>All</td>
<td>AND Race = 2 or more of the following: American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White</td>
<td>Enrollment Date Program Year (for PYTD) Race Ethnicity</td>
</tr>
<tr>
<td>Other Demographics 3a. Eligible Veteran</td>
<td>All</td>
<td>AND Eligible Veteran Status = (Yes, &lt;=180 days OR Yes, Eligible Veteran OR Yes, Other Eligible Person)</td>
<td>Enrollment Date Program Year (for PYTD) Eligible Veteran Status</td>
</tr>
</tbody>
</table>
# YCC QPR Calculation Specifications

## C. Participant Summary Information

For each data row include **only** those participants whose Enrollment Status = Complete

Count number of participants with Enrollment Date in the specified time frame

Time frames defined as:

- **Previous Quarter (PQ)** = quarter prior to selected report quarter end date
- **Current Quarter (CQ)** = selected report quarter end date
- **Program Year to Date (PYtD)** = start date of program year in which selected report quarter falls through selected report quarter end date
- **Cumulative Grant to Date (CGtD)** = start date of grant period through selected report quarter end date

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<tr>
<th>Indicator Name</th>
<th>Time Period</th>
<th>Calculation</th>
<th>PTS Fields used:</th>
</tr>
</thead>
</table>
| Other Demographics 3b. Individuals with a Disability | All | **AND** Disability = Yes | Enrollment Date  
Program Year (for PYtD)  
Disability |
| Other Demographics 3c. Homeless/Runaway | All | **AND** Homeless Individual and/or Runaway Youth = Yes | Enrollment Date  
Program Year (for PYtD)  
Homeless Individual and/or Runaway Youth |
| Other Demographics 3d. Offender | All | **AND** Offender = Yes | Enrollment Date  
Program Year (for PYtD)  
Offender |
| Other Demographics 3e. Low Income | All | **AND** Low Income (Free/Reduced Lunch Eligible) = (Free lunch program eligible **OR** Reduced lunch program eligible) | Enrollment Date  
Program Year (for PYtD)  
Low Income (Free/Reduced Lunch Eligible) |
| Other Demographics 3f. Limited English Language Proficiency | All | **AND** Limited English Language Proficiency = Yes | Enrollment Date  
Program Year (for PYtD)  
Limited English Language Proficiency |
| Other Demographics 3g. Pregnant/Parenting Youth | All | **AND** Pregnant or Parenting Youth = Yes | Enrollment Date  
Program Year (for PYtD)  
Pregnant or Parenting Youth |
| Other Demographics 3h. Foster Youth | All | **AND** Foster Care Youth = Yes | Enrollment Date  
Program Year (for PYtD)  
Foster Care Youth |
| Grade at time of Enrollment 4a. 9th Grade | All | **AND** Grade at time of Enrollment = 9th grade | Enrollment Date  
Program Year (for PYtD)  
Grade at time of Enrollment |
| Grade at time of Enrollment 4b. 10th Grade | All | **AND** Grade at time of Enrollment = 10th grade | Enrollment Date  
Program Year (for PYtD)  
Grade at time of Enrollment |
| Grade at time of Enrollment 4c. 11th Grade | All | **AND** Grade at time of Enrollment = 11th grade | Enrollment Date  
Program Year (for PYtD)  
Grade at time of Enrollment |
**YouthCareerConnect Aggregation Rules for Calculating the Quarterly Performance Report**

**D. Program Services**

For each data row include only those participants whose Enrollment Status = Complete

For any one participant, consider only those Program Services with Date of Service between Enrollment Date and Exit Date, inclusive

Time frames defined as:
- **Previous Quarter (PQ)** = quarter prior to selected report quarter end date
- **Current Quarter (CQ)** = selected report quarter end date
- **Program Year to Date (PYtD)** = start date of program year in which selected report quarter falls through selected report quarter end date
- **Cumulative Grant to Date (CGtD)** = start date of grant period through selected report quarter end date

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<th>Time Period</th>
<th>Calculation</th>
<th>PTS Fields used:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of Professional Development Activities Conducted</td>
<td>PQ</td>
<td>Count number of Professional Development Activity Records with Activity Date in quarter prior to selected report quarter end date</td>
<td>Professional Development Activities Activity Date</td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Count number of Professional Development Activity Records with Activity Date in selected report quarter end date</td>
<td>Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td>Count number of Professional Development Activity Records with Activity Date in start date of program year in which selected report quarter falls through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CGtD</td>
<td>Count number of Professional Development Activity Records with Activity Date in start date of grant period through selected report quarter end date</td>
<td></td>
</tr>
</tbody>
</table>
| 2. Number of Students Participated in Career/Academic Counseling | PQ | Count number of participants with one or more Program Service records having:
  1. Service Category = Career/Academic Counseling AND,  
  2. Date of Service in quarter prior to selected report quarter end date | Program Service: Service Category Program Service: Date of Service Program Year (for PYtD) |
|                       | CQ | Count number of participants with one or more Program Service records having:
  1. Service Category = Career/Academic Counseling AND,  
  2. Date of Service in selected report quarter end date | |
|                       | PYtD | Count number of participants with one or more Program Service records having:
  1. Service Category = Career/Academic Counseling AND,  
  2. Date of Service in start date of program year in which selected report quarter falls through selected report quarter end date | |
|                       | CGtD | Count number of participants with one or more Program Service records having:
  1. Service Category = Career/Academic Counseling AND,  
  2. Date of Service in start date of grant period through selected report quarter end date | |
Youth CareerConnect Aggregation Rules for Calculating the Quarterly Performance Report

**D. Program Services**

For each data row include only those participants whose Enrollment Status = Complete
For any one participant, consider only those Program Services with Date of Service between Enrollment Date and Exit Date, inclusive

Time frames defined as:
- Previous Quarter (PQ) = quarter prior to selected report quarter end date
- Current Quarter (CQ) = selected report quarter end date
- Program Year to Date (PYtD) = start date of program year in which selected report quarter falls through selected report quarter end date
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<th>PTS Fields used:</th>
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</thead>
<tbody>
<tr>
<td>3. Number of Students Participated in Community Service Learning</td>
<td>PQ</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Community Service Learning AND, 2. Date of Service in quarter prior to selected report quarter end date</td>
<td>Program Service: Service Category Program Service: Date of Service Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Community Service Learning AND, 2. Date of Service in selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Community Service Learning AND, 2. Date of Service in start date of program year in which selected report quarter falls through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CGtD</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Community Service Learning AND, 2. Date of Service in start date of grant period through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td>4. Number of Students Participated in Mentoring</td>
<td>PQ</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Mentoring AND, 2. Date of Service in quarter prior to selected report quarter end date</td>
<td>Program Service: Service Category Program Service: Date of Service Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Mentoring AND, 2. Date of Service in selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Mentoring AND, 2. Date of Service in start date of program year in which selected report quarter falls through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CGtD</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Mentoring AND, 2. Date of Service in start date of grant period through selected report quarter end date</td>
<td></td>
</tr>
</tbody>
</table>
## D. Program Services

For each data row include only those participants whose Enrollment Status = Complete
For any one participant, consider only those Program Services with Date of Service between Enrollment Date and Exit Date, inclusive

### Time frames defined as:
- **Previous Quarter (PQ)** = quarter prior to selected report quarter end date
- **Current Quarter (CQ)** = selected report quarter end date
- **Program Year to Date (PYtD)** = start date of program year in which selected report quarter falls through selected report quarter end date
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<th>Calculation</th>
<th>PTS Fields used:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Number of Students Participated in Work Experience</td>
<td>PQ</td>
<td>Count number of participants with <strong>one or more</strong> Program Service records having: 1. Service Category = Work Experience Activity <strong>AND</strong>. 2. Date of Service in quarter prior to selected report quarter end date.</td>
<td>Program Service: Service Category Program Service: Date of Service Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Count number of participants with <strong>one or more</strong> Program Service records having: 1. Service Category = Work Experience Activity <strong>AND</strong>. 2. Date of Service in selected report quarter end date.</td>
<td>Program Service: Service Category Program Service: Date of Service Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td>Count number of participants with <strong>one or more</strong> Program Service records having: 1. Service Category = Work Experience Activity <strong>AND</strong>. 2. Date of Service in start date of program year in which selected report quarter falls through selected report quarter end date.</td>
<td>Program Service: Service Category Program Service: Date of Service Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>CGtD</td>
<td>Count number of participants with <strong>one or more</strong> Program Service records having: 1. Service Category = Work Experience Activity <strong>AND</strong>. 2. Date of Service in start date of grant period through selected report quarter end date.</td>
<td>Program Service: Service Category Program Service: Date of Service Program Year (for PYtD)</td>
</tr>
</tbody>
</table>

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<tr>
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<th>Calculation</th>
<th>PTS Fields used:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Number of Students Participated in Leadership Development</td>
<td>PQ</td>
<td>Count number of participants with <strong>one or more</strong> Program Service records having: 1. Service Category = Leadership Development <strong>AND</strong>. 2. Date of Service in quarter prior to selected report quarter end date.</td>
<td>Program Service: Service Category Program Service: Date of Service Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Count number of participants with <strong>one or more</strong> Program Service records having: 1. Service Category = Leadership Development <strong>AND</strong>. 2. Date of Service in selected report quarter end date.</td>
<td>Program Service: Service Category Program Service: Date of Service Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td>Count number of participants with <strong>one or more</strong> Program Service records having: 1. Service Category = Leadership Development <strong>AND</strong>. 2. Date of Service in start date of program year in which selected report quarter falls through selected report quarter end date.</td>
<td>Program Service: Service Category Program Service: Date of Service Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>CGtD</td>
<td>Count number of participants with <strong>one or more</strong> Program Service records having: 1. Service Category = Leadership Development <strong>AND</strong>. 2. Date of Service in start date of grant period through selected report quarter end date.</td>
<td>Program Service: Service Category Program Service: Date of Service Program Year (for PYtD)</td>
</tr>
</tbody>
</table>
# D. Program Services

For each data row include only those participants whose Enrollment Status = Complete
For any one participant, consider only those Program Services with Date of Service between Enrollment Date and Exit Date, inclusive

**Time frames defined as:**
- Previous Quarter (PQ) = quarter prior to selected report quarter end date
- Current Quarter (CQ) = selected report quarter end date
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<th>Calculation</th>
<th>PTS Fields used</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Number of Students who Received Supportive Services</td>
<td>PQ</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Support Service <strong>AND</strong> 2. Date of Service in quarter prior to selected report quarter end date</td>
<td>Program Service: Service Category Program Service: Date of Service Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Support Service <strong>AND</strong> 2. Date of Service in selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Support Service <strong>AND</strong> 2. Date of Service in start date of program year in which selected report quarter falls through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CGtD</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Support Service <strong>AND</strong> 2. Date of Service in start date of grant period through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td>8. Number of Students Participated in Internship</td>
<td>PQ</td>
<td>Count number of participants with: 1. one or more Program Service records having Service Category = Internship <strong>AND</strong> Date of Service in quarter prior to selected report quarter end date <strong>OR</strong> 2. Internship Date Entered in quarter prior to selected report quarter end date <strong>OR</strong> 3. Internship Date Completed in quarter prior to selected report quarter end date</td>
<td>Program Service: Service Category Program Service: Date of Service Program Year (for PYtD) Internships: Date Entered Internships: Date Completed</td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Count number of participants with: 1. one or more Program Service records having a Service Category = Internship <strong>AND</strong> Date of Service in selected report quarter end date <strong>OR</strong> 2. Internship Date Entered in selected report quarter end date <strong>OR</strong> 3. Internship Date Completed in selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td>Count number of participants with: 1. one or more Program Service records having a Service Category = Internship <strong>AND</strong> Date of Service in start date of program year in which selected report quarter falls through selected report quarter end date <strong>OR</strong> 2. Internship Date Entered in start date of program year in which selected report quarter falls through selected report quarter end date <strong>OR</strong> 3. Internship Date Completed in start date of program year in which selected report quarter falls through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CGtD</td>
<td>Count number of participants with: 1. one or more Program Service records having a Service Category = Internship <strong>AND</strong> Date of Service in start date of grant period through selected report quarter end date <strong>OR</strong> 2. Internship Date Entered in start date of grant period through selected report quarter end date <strong>OR</strong> 3. Internship Date Completed in start date of grant period through selected report quarter end date</td>
<td></td>
</tr>
</tbody>
</table>
## Youth CareerConnect Aggregation Rules for Calculating the Quarterly Performance Report

**D. Program Services**

For each data row include only those participants whose Enrollment Status = Complete

For any one participant, consider only those Program Services with Date of Service between Enrollment Date and Exit Date, inclusive

Time frames defined as:
- Previous Quarter (PQ) = quarter prior to selected report quarter end date
- Current Quarter (CQ) = selected report quarter end date
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<th>PTS Fields used:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Number of Students Participated in Employer Provided Services</td>
<td>PQ</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Employer Service in School <strong>AND</strong> 2. Date of Service in quarter prior to selected report quarter end date</td>
<td>Program Service: Service Category Program Service: Date of Service Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Employer Service in School <strong>AND</strong> 2. Date of Service in selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Employer Service in School <strong>AND</strong> 2. Date of Service in start date of program year in which selected report quarter falls through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CGtD</td>
<td>Count number of participants with one or more Program Service records having: 1. Service Category = Employer Service in School <strong>AND</strong> 2. Date of Service in start date of grant period through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td>10. Number of Students Entered Industry-Specific YCC Courses</td>
<td>PQ</td>
<td>Count number of participants with one or more Industry-Specific YCC Course records having a Date Began in quarter prior to selected report quarter end date</td>
<td>Industry-Specific YCC Course: Date Began Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Count number of participants with one or more Industry-Specific YCC Course records having a Date Began in selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td>Count number of participants with one or more Industry-Specific YCC Course records having a Date Began in start date of program year in which selected report quarter falls through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CGtD</td>
<td>Count number of participants with one or more Industry-Specific YCC Course records having a Date Began in start date of grant period through selected report quarter end date</td>
<td></td>
</tr>
</tbody>
</table>
## E.i. Participant Activities

For each data row below, consider only those participants whose Enrollment Status = Complete. For any one participant, consider only those records with an "event" date on or after Enrollment Date. An “event” is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

Time frames defined as:
- **Previous Quarter (PQ)** = quarter prior to selected report quarter end date
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### Indicator Name

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<th>Calculation</th>
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<tbody>
<tr>
<td>1. Number of Students who Entered Unsubsidized Employment</td>
<td>PQ</td>
<td>Count number of Participants with Post Exit Outcome (PEO) Unsubsidized Employment Date Entered in quarter prior to selected report quarter end date</td>
<td>PEO Unsubsidized Employment Date Entered Program Year (for PYtD)</td>
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<tr>
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<td>CQ</td>
<td>Count number of Participants with PEO Unsubsidized Employment Date Entered in selected report quarter end date</td>
<td>Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td>Count number of Participants with PEO Unsubsidized Employment Date Entered in start date of program year in which selected report quarter falls through selected report quarter end date</td>
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<tr>
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<td>CGtD</td>
<td>Count number of Participants with PEO Unsubsidized Employment Date Entered in start date of grant period through selected report quarter end date</td>
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<tr>
<td>2. Number of Students who Entered Training-Related Employment</td>
<td>PQ</td>
<td>Count number of Participants with PEO Unsubsidized Employment record with: 1. Training Related = Yes AND 2. Date Entered in quarter prior to selected report quarter end date</td>
<td>PEO Unsubsidized Employment: Date Entered Training Related? Program Year (for PYtD)</td>
</tr>
<tr>
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<td>CQ</td>
<td>Count number of Participants with PEO Unsubsidized Employment record with: 1. Training Related = Yes AND 2. Date Entered in selected report quarter end date</td>
<td>Program Year (for PYtD)</td>
</tr>
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<td>PYtD</td>
<td>Count number of Participants with PEO Unsubsidized Employment record with: 1. Training Related = Yes AND 2. Date Entered in start date of program year in which selected report quarter falls through selected report quarter end date</td>
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<td></td>
<td>CGtD</td>
<td>Count number of Participants with PEO Unsubsidized Employment record with: 1. Training Related = Yes AND 2. Date Entered in start date of grant period through selected report quarter end date</td>
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<tr>
<td>3. Number of Students who Entered Long-Term Occupational Skills Training</td>
<td>PQ</td>
<td>Count number of Participants with PEO Occupational Skills Training Date Entered in quarter prior to selected report quarter end date</td>
<td>PEO Occupational Skills Training Date Entered Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Count number of Participants with PEO Occupational Skills Training Date Entered in selected report quarter end date</td>
<td></td>
</tr>
<tr>
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<td>PYtD</td>
<td>Count number of Participants with PEO Occupational Skills Training Date Entered in start date of program year in which selected report quarter falls through selected report quarter end date</td>
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<tr>
<td></td>
<td>CGtD</td>
<td>Count number of Participants with PEO Occupational Skills Training Date Entered in start date of grant period through selected report quarter end date</td>
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</tr>
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### E.i. Participant Activities

For each data row below, consider only those participants whose Enrollment Status = Complete. For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

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<th>PTS Fields used:</th>
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</thead>
</table>
| 4. Number of Students who Entered Post-Secondary Education | PQ          | Count number of Participants with:
- 1. PEO Post-Secondary Education Date Entered in quarter prior to selected report quarter end date **OR**
- 2. Date First Entered Post-Secondary School in quarter prior to selected report quarter end date | PEO Post-Secondary Education Date Entered Program Year (for PYtD)                                           |
|                                             | CQ          | Count number of Participants with:
- 1. PEO Post-Secondary Education Date Entered in selected report quarter end date **OR**
- 2. Date First Entered Post-Secondary School in selected report quarter end date                              |
|                                             | PYtD        | Count number of Participants with:
- 1. PEO Post-Secondary Education Date Entered in start date of program year in which selected report quarter falls through selected report quarter end date **OR**
- 2. Date First Entered Post-Secondary School in start date of program year in which selected report quarter falls through selected report quarter end date |
|                                             | CGtD        | Count number of Participants with:
- 1. PEO Post-Secondary Education Date Entered in start date of grant period through selected report quarter end date **OR**
- 2. Date First Entered Post-Secondary School in start date of grant period through selected report quarter end date |
| 5. Number of Students who Earned an Industry-Recognized Credential | PQ          | Count number of Participants with STO Recognized Credentials Attainment Date in quarter prior to selected report quarter end date |
|                                             | CQ          | Count number of Participants with STO Recognized Credentials Attainment Date in selected report quarter end date |
|                                             | PYtD        | Count number of Participants with STO Recognized Credentials Attainment Date in start date of program year in which selected report quarter falls through selected report quarter end date |
|                                             | CGtD        | Count number of Participants with STO Recognized Credentials Attainment Date in start date of grant period through selected report quarter end date |
| 6. Number of Students who Earned a High School Diploma | PQ          | Count number of Participants with STO High School Diploma Attainment Date in quarter prior to selected report quarter end date |
|                                             | CQ          | Count number of Participants with STO High School Diploma Attainment Date in selected report quarter end date |
|                                             | PYtD        | Count number of Participants with STO High School Diploma Attainment Date in start date of program year in which selected report quarter falls through selected report quarter end date |
|                                             | CGtD        | Count number of Participants with STO High School Diploma Attainment Date in start date of grant period through selected report quarter end date |
# Youth CareerConnect Aggregation Rules for Calculating the Quarterly Performance Report

## E.i. Participant Activities

For each data row below, consider only those participants whose Enrollment Status = Complete

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<tr>
<td>7. Number of Students who Entered Registered Apprenticeship</td>
<td>PQ</td>
<td>Count number of Participants with PEO Registered Apprenticeship Date Entered in quarter prior to selected report quarter end date</td>
<td>PEO Registered Apprenticeship Date Entered Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Count number of Participants with PEO Registered Apprenticeship Date Entered in selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td>Count number of Participants with PEO Registered Apprenticeship Date Entered in start date of program year in which selected report quarter falls through selected report quarter end date</td>
<td></td>
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<tr>
<td></td>
<td>CGtD</td>
<td>Count number of Participants with PEO Registered Apprenticeship Date Entered in start date of grant period through selected report quarter end date</td>
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Youth CareerConnect Aggregation Rules for Calculating the Quarterly Performance Report

### E.ii. Completion Outcomes

For each data row below, consider only those participants whose Enrollment Status = Complete
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<th>PTS Fields used:</th>
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<tr>
<td>8. Number of Students who Completed Program and Entered Unsubsidized Employment</td>
<td>PQ</td>
<td>Count number of Participants with: 1. Program Completion Date on or before quarter prior to selected report quarter end date AND 2. one or more PEO Unsubsidized Employment Date Entered on or before quarter prior to selected report quarter end date AND 3. either Program Completion Date OR at least one PEO Unsubsidized Employment Date Entered IN quarter prior to selected report quarter end date</td>
<td>Program Completion Date PEO Unsubsidized Employment Date Entered Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Count number of Participants with: 1. Program Completion Date on or before selected report quarter end date AND 2. one or more PEO Unsubsidized Employment Date Entered on or before selected report quarter end date AND 3. either Program Completion Date OR at least one PEO Unsubsidized Employment Date Entered IN selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td>Count number of Participants with: 1. Program Completion Date on or before selected report quarter end date AND 2. one or more PEO Unsubsidized Employment Date Entered on or before selected report quarter end date AND 3. either Program Completion Date OR at least one PEO Unsubsidized Employment Date Entered IN start date of program year in which selected report quarter falls through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CGtD</td>
<td>Count number of Participants with: 1. Program Completion Date on or before selected report quarter end date AND 2. one or more PEO Unsubsidized Employment Date Entered on or before selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td>9. Number of Students who Completed Program and Entered Training-Related Employment</td>
<td>PQ</td>
<td>Count number of Participants with: 1. Program Completion Date on or before quarter prior to selected report quarter end date AND 2. one or more PEO Unsubsidized Employment Date Entered on or before quarter prior to selected report quarter end date AND 3. either Program Completion Date OR at least one PEO Unsubsidized Employment Date Entered IN quarter prior to selected report quarter end date</td>
<td>Program Completion Date PEO Unsubsidized Employment Date Entered Training Related? Program Year (for PYtD)</td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Consider only those PEO Unsubsidized Employment records with Training Related = Yes</td>
<td></td>
</tr>
</tbody>
</table>
Youth CareerConnect Aggregation Rules for Calculating the Quarterly Performance Report

### E.ii. Completion Outcomes

For each data row below, consider only those participants whose Enrollment Status = Complete

For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

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<th>Indicator Name</th>
<th>Time Period</th>
<th>Calculation</th>
<th>PTS Fields used:</th>
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</table>
| CQ             | CQ          | Count number of Participants with:  
1. Program Completion Date on or before selected report quarter end date **AND**  
2. one or more PEO Unsubsidized Employment Date Entered on or before selected report quarter end date **AND**  
3. either Program Completion Date **OR** at least one PEO Unsubsidized Employment Date Entered **IN** selected report quarter end date  

**Consider only those PEO Unsubsidized Employment records with Training Related = Yes** |
| PYtD            | PYtD        | Count number of Participants with:  
1. Program Completion Date on or before selected report quarter end date **AND**  
2. one or more PEO Unsubsidized Employment Date Entered on or before selected report quarter end date **AND**  
3. either Program Completion Date **OR** at least one PEO Unsubsidized Employment Date Entered **IN** start date of program year in which selected report quarter falls through selected report quarter end date  

**Consider only those PEO Unsubsidized Employment records with Training Related = Yes** |
| CGtD            | CGtD        | Count number of Participants with:  
1. Program Completion Date on or before selected report quarter end date **AND**  
2. one or more PEO Unsubsidized Employment Date Entered on or before selected report quarter end date  

**Consider only those PEO Unsubsidized Employment records with Training Related = Yes** |

| 10. Number of Students who Completed Program and Entered Long-Term Occupational Skills Training | PQ | Count number of Participants with:  
1. Program Completion Date on or before quarter prior to selected report quarter end date **AND**  
2. one or more PEO Occupational Skills Training Date Entered on or before quarter prior to selected report quarter end date **AND**  
3. either Program Completion Date **OR** at least one PEO Occupational Skills Training Date Entered **IN** quarter prior to selected report quarter end date  

Program Completion Date  
PEO Occupational Skills Training Date Entered  
Program Year (for PYtD) |
Youth CareerConnect Aggregation Rules for Calculating the Quarterly Performance Report

### E.ii. Completion Outcomes

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<td>CQ Count</td>
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<td></td>
<td>1. Program Completion Date on or before selected report quarter end date AND</td>
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<tr>
<td></td>
<td></td>
<td>2. one or more PEO Occupational Skills Training Date Entered on or before</td>
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<td></td>
<td></td>
<td>selected report quarter end date AND</td>
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<td></td>
<td></td>
<td>3. either Program Completion Date OR at least one PEO Occupational Skills</td>
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<td></td>
<td></td>
<td>Training Date Entered on or before selected report quarter end date IN</td>
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<td></td>
<td></td>
<td>selected report quarter end date</td>
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<tr>
<td>PYtD</td>
<td>PYtD Count</td>
<td>Count number of Participants with:</td>
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<tr>
<td></td>
<td></td>
<td>1. Program Completion Date on or before selected report quarter end date</td>
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<td></td>
<td></td>
<td>AND</td>
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<tr>
<td></td>
<td></td>
<td>2. one or more PEO Occupational Skills Training Date Entered on or before</td>
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<td></td>
<td></td>
<td>selected report quarter end date AND</td>
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<tr>
<td></td>
<td></td>
<td>3. either Program Completion Date OR at least one PEO Occupational Skills</td>
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<td></td>
<td>Training Date Entered on or before selected report quarter end date IN</td>
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<td></td>
<td>start date of program year in which selected report quarter falls</td>
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<td></td>
<td>through selected report quarter end date</td>
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<tr>
<td>CGtD</td>
<td>CGtD Count</td>
<td>Count number of Participants with:</td>
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<td></td>
<td>1. Program Completion Date on or before selected report quarter end date</td>
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<td></td>
<td></td>
<td>AND</td>
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<tr>
<td></td>
<td></td>
<td>2. one or more PEO Occupational Skills Training Date Entered on or before</td>
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<td>selected report quarter end date</td>
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### 1. Number of Students who Completed Program and Entered Post-Secondary Education

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<td>PQ Count</td>
<td>Count number of Participants with:</td>
<td>Program Completion Date</td>
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<td></td>
<td>1. Program Completion Date on or before quarter prior to selected report quarter end date AND</td>
<td>PEO Post-Secondary Education Date Entered</td>
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<td>2. ((one or more PEO Post-Secondary Education Date Entered) OR Date First Entered Post-Secondary School) on or before quarter prior to selected report quarter end date AND</td>
<td>Date First Entered Post-Secondary School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. ((Program Completion Date OR (at least one PEO Post-Secondary Education Date Entered) OR Date First Entered Post-Secondary School) IN quarter prior to selected report quarter end date</td>
<td>Program Year (for PYtD)</td>
</tr>
<tr>
<td>CQ</td>
<td>CQ Count</td>
<td>Count number of Participants with:</td>
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<tr>
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<td>1. Program Completion Date on or before selected report quarter end date AND</td>
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<td></td>
<td>2. ((one or more PEO Post-Secondary Education Date Entered) OR Date First Entered Post-Secondary School) on or before selected report quarter end date AND</td>
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<td>3. ((Program Completion Date OR (at least one PEO Post-Secondary Education Date Entered) OR Date First Entered Post-Secondary School) IN selected report quarter end date</td>
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### E.ii. Completion Outcomes

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<td>1. Program Completion Date on or before selected report quarter end date AND</td>
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<td></td>
<td></td>
<td>2. ((one or more PEO Post-Secondary Education Date Entered) OR Date First Entered Post-Secondary School) on or before selected report quarter end date AND</td>
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<tr>
<td></td>
<td></td>
<td>3. (Program Completion Date OR (at least one PEO Post-Secondary Education Date Entered) OR Date First Entered Post-Secondary School) IN start date of program year in which selected report quarter falls through selected report quarter end date</td>
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<tr>
<td>CGtD</td>
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<td>Count number of Participants with:</td>
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<td></td>
<td></td>
<td>2. ((one or more PEO Post-Secondary Education Date Entered) OR Date First Entered Post-Secondary School) on or before selected report quarter end date</td>
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<tr>
<td>12. Number of Students who Completed Program and Earned an Industry-Recognized Credential</td>
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<td>Count number of Participants with:</td>
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<td></td>
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<td></td>
<td>2. one or more STO Recognized Credentials Attainment Date on or before quarter prior to selected report quarter end date AND</td>
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<td></td>
<td></td>
<td>3. either Program Completion Date OR at least one STO Recognized Credentials Attainment Date IN quarter prior to selected report quarter end date</td>
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<td>CQ</td>
<td>Count number of Participants with:</td>
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<td>PYtD</td>
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<td>Count number of Participants with:</td>
<td>1. Program Completion Date on or before selected report quarter end date AND 2. one or more STO Recognized Credentials Attainment Date on or before selected report quarter end date</td>
<td>Program Completion Date STO High School Diploma Attainment Date Program Year (for PYtD)</td>
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<td>PQ</td>
<td>Count number of Participants with:</td>
<td>1. Program Completion Date on or before quarter prior to selected report quarter end date AND 2. STO High School Diploma Attainment Date on or before quarter prior to selected report quarter end date AND 3. either Program Completion Date OR STO High School Diploma Attainment Date IN quarter prior to selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td>CQ</td>
<td>Count number of Participants with:</td>
<td>1. Program Completion Date on or before report quarter end date AND 2. STO High School Diploma Attainment Date on or before report quarter end date AND 3. either Program Completion Date OR STO High School Diploma Attainment Date IN selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td>PYtD</td>
<td>Count number of Participants with:</td>
<td>1. Program Completion Date on or before selected report quarter end date AND 2. STO High School Diploma Attainment Date on or before selected report quarter end date AND 3. either Program Completion Date OR STO High School Diploma Attainment Date IN start date of program year in which selected report quarter falls through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td>CGtD</td>
<td>Count number of Participants with:</td>
<td>1. Program Completion Date on or before selected report quarter end date AND 2. STO High School Diploma Attainment Date on or before selected report quarter end date</td>
<td></td>
</tr>
</tbody>
</table>

## Table

<table>
<thead>
<tr>
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<th>Time Period</th>
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<th>PTS Fields used:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PQ</td>
<td>Count number of Participants with:</td>
<td>1. Program Completion Date on or before quarter prior to selected report quarter end date AND 2. one or more PEO Registered Apprenticeship Date Entered on or before quarter prior to selected report quarter end date AND 3. either Program Completion Date OR at least one PEO Registered Apprenticeship Date Entered IN quarter prior to selected report quarter end date</td>
<td>Program Completion Date PEO Registered Apprenticeship Date Entered Program Year (for PYtD)</td>
</tr>
</tbody>
</table>
Youth CareerConnect Aggregation Rules for Calculating the Quarterly Performance Report

E.i. Completion Outcomes

For each data row below, consider only those participants whose Enrollment Status = Complete
For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

Time frames defined as:
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</thead>
<tbody>
<tr>
<td>CQ</td>
<td>CQ</td>
<td>Count number of Participants with: 1. Program Completion Date on or before selected report quarter end date AND 2. one or more PEO Registered Apprenticeship Date Entered on or before selected report quarter end date AND 3. either Program Completion Date OR at least one PEO Registered Apprenticeship Date Entered IN selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td>PYtD</td>
<td>PYtD</td>
<td>Count number of Participants with: 1. Program Completion Date on or before selected report quarter end date AND 2. one or more PEO Registered Apprenticeship Date Entered on or before selected report quarter end date AND 3. either Program Completion Date OR at least one PEO Registered Apprenticeship Date Entered IN start date of program year in which selected report quarter falls through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td>CGtD</td>
<td>CGtD</td>
<td>Count number of Participants with: 1. Program Completion Date on or before selected report quarter end date AND 2. one or more PEO Registered Apprenticeship Date Entered on or before selected report quarter end date</td>
<td></td>
</tr>
</tbody>
</table>
# F. Short Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete

For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

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</thead>
<tbody>
<tr>
<td>1. Enrollment Rate</td>
<td>PYtD</td>
<td><strong>Numerator:</strong> # participants with enrollment date in start date of program year in which selected report quarter falls through selected report quarter end date</td>
<td>Enrollment Date Enrollment Status Program Year Enrollment Goal</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Denominator:</strong> Yearly Enrollment Goal for program year in which selected report quarter falls (to be provided by DOE)</td>
<td></td>
</tr>
<tr>
<td>Enrolled in the program compared to the target number of participants identified in the grant application</td>
<td>CGtD</td>
<td><strong>Numerator:</strong> # participants with enrollment date in start date of grant period through selected report quarter end date</td>
<td>Enrollment Date Enrollment Status Enrollment Goal</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Denominator:</strong> Total Enrollment Goal for grant period (to be provided by DOE)</td>
<td></td>
</tr>
</tbody>
</table>
### F. Short Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete.

For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

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</table>
| **2. Attendance Rate** | PQ | **Numerator:** Sum of individual Attendance Rates  
**Denominator:** # of active high school participants  
**Preliminary steps to calculate numerator:**  
Calculate an individual attendance rate for each participant active in high school during the quarter prior to selected report quarter  
- **Numerator:** (# schools days in quarter) - (# school days missed in quarter)  
- **Denominator:** # schools days in quarter  

Active participants = participants with Enrollment Date in start date of grant period through end date of quarter prior to selected report quarter end date, EXCLUDING those with Exit Date before start date of quarter prior to selected report quarter end date

Active High School participants = active participants EXCLUDING those with High School Diploma Attainment Date before start date of quarter prior to selected report quarter end date. | Schools days missed each quarter  
School days in each quarter  
Number of high school participants  
Enrollment Date  
Exit Date |
|----------------|-------------|-------------|------------------|
| **CQ** | | **Numerator:** Sum of individual Attendance Rates  
**Denominator:** # of active high school participants  
**Preliminary steps to calculate numerator:**  
Calculate an individual attendance rate for each participant active in high school during the selected report quarter  
- **Numerator:** (# schools days in quarter) - (# school days missed in quarter)  
- **Denominator:** # schools days in quarter  

Active participants = participants with Enrollment Date in start date of grant period through selected report quarter end date, EXCLUDING those with Exit Date before start date of selected report quarter

Active High School participants = active participants EXCLUDING those with High School Diploma Attainment Date before start date of selected report quarter. | Schools days missed each quarter  
School days in each quarter  
Number of high school participants  
Enrollment Date  
Exit Date |
**F. Short Term Performance Indicators**

For each data row below, consider only those participants whose Enrollment Status = Complete.

For any one participant, consider only those records with an “event” date on or after Enrollment Date. An “event” is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

**Time frames defined as:**

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</table>
|                | PYtD        | **Numerator:** Multiply the quarterly Attendance Rate and number of active high school participants for each quarter of evaluation period and sum all resulting products = Sum of \((A_{qn}) \times (HSP_{qn})\)  
**Denominator:** Sum of active high school participants in each quarter of evaluation period = Sum (HSP_{qn})  
where evaluation period is start date of program year in which selected report quarter falls through selected report quarter end date  
**Preliminary steps to calculate numerator:**  
1. Calculate an individual attendance rate for each quarter of the evaluation period in which a participant was active in high school  
   **Numerator:** (# schools days in quarter) - (# school days missed in quarter)  
   **Denominator:** # schools days in quarter  
2. Calculate Quarterly Attendance Rate \((A_{qn})\) for each quarter of the evaluation period  
   **Numerator:** Sum of all individual attendance rates for the same quarter  
   **Denominator:** Number of active high school participants for the same quarter (HSP_{qn})  

**A participant is considered active in high school from Enrollment Date quarter through:**  
a) High School Diploma Attainment Date quarter OR  
b) Exit Date quarter,  
whichever occurs first. If neither a) or b) is valued, participant is active in high school through the current quarter.
### F. Short Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete.

For any one participant, consider only those records with an “event” date on or after Enrollment Date. An “event” is defined as Program Service, Internships, YCC Course, Short Term Outcome, or Post-Exit Outcome.

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</table>
|                | CGtD        | **Numerator**: Multiply the quarterly Attendance Rate and number of active high school participants for each quarter of evaluation period and sum all resulting products = Sum of \((A_{qn}) \times (HSP_{qn})\)  
**Denominator**: Sum of active high school participants in each quarter of evaluation period = Sum \(HSP_{qn}\)  
where evaluation period is start date of grant period through selected report quarter end date  
**Preliminary steps to calculate numerator**:  
1. Calculate an individual attendance rate for each quarter of the evaluation period in which a participant was active in high school  
   **Numerator**: \(#\) schools days in quarter - \(#\) school days missed in quarter  
   **Denominator**: \(#\) schools days in quarter  
2. Calculate Quarterly Attendance Rate \((A_{qn})\) for each quarter of the evaluation period  
   **Numerator**: Sum of all individual attendance rates for the same quarter  
   **Denominator**: Number of active high school participants for the same quarter \(HSP_{qn}\)  

A participant is considered active in high school from Enrollment Date quarter through:  
- a) High School Diploma Attainment Date quarter OR  
- b) Exit Date quarter,  
whichever occurs first. If neither a) or b) is valued, participant is active in high school through the current quarter. |

<table>
<thead>
<tr>
<th>PTS Fields used:</th>
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<tbody>
<tr>
<td>Schools days missed each quarter</td>
<td></td>
</tr>
<tr>
<td>School days in each quarter</td>
<td></td>
</tr>
<tr>
<td>Number of high school participants</td>
<td></td>
</tr>
<tr>
<td>Enrollment Date</td>
<td></td>
</tr>
<tr>
<td>Exit Date</td>
<td></td>
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</table>
F. Short Term Performance Indicators
For each data row below, consider only those participants whose Enrollment Status = Complete.
For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

Time frames defined as:
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</tr>
</thead>
<tbody>
<tr>
<td>3. Chronic Absence Rate</td>
<td>PQ</td>
<td>Numerator: # of active high school participants whose individual attendance rate is below 90% in the quarter prior to selected report quarter end date</td>
<td>Schools days missed each quarter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Denominator: # of active high school participants in the quarter prior to selected report quarter end date</td>
<td>School days in each quarter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Preliminary steps to calculate numerator:</td>
<td>Number of high school participants</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Calculate an individual attendance rate for each participant active in high school during the quarter prior to selected report quarter</td>
<td>Enrollment Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Numerator: (# schools days in quarter) - (# school days missed in quarter)</td>
<td>Exit Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Denominator: # schools days in quarter</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Active participants = participants with Enrollment Date in start date of grant period through quarter prior to selected report quarter end date, EXCLUDING those with Exit Date before start date of quarter prior to selected report quarter</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Active High School participants = active participants EXCLUDING those with High School Diploma Attainment Date before start date of quarter prior to selected report quarter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Numerator: # of active high school participants whose individual attendance rate is below 90% in the selected report quarter end date</td>
<td>Schools days missed each quarter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Denominator: # of active high school participants in the selected report quarter end date</td>
<td>School days in each quarter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Preliminary steps to calculate numerator:</td>
<td>Number of high school participants</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Calculate an individual attendance rate for each participant active in high school during the selected report quarter</td>
<td>Enrollment Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Numerator: (# schools days in quarter) - (# school days missed in quarter)</td>
<td>Exit Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Denominator: # schools days in quarter</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Active participants = participants with Enrollment Date in start date of grant period through selected report quarter end date, EXCLUDING those with Exit Date before start date of selected report quarter</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Active High School participants = active participants EXCLUDING those with High School Diploma Attainment Date before start date of selected report quarter</td>
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### F. Short Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete. For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

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<th>PTS Fields used:</th>
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</table>
|                | PYtD        | **Numerator:** # of participants active in high school in any quarter of evaluation period whose individual attendance rate is below 90%  
**Denominator:** # of participants active in high school in any quarter of evaluation period  
where evaluation period is start date of program year in which selected report quarter falls through selected report quarter end date  
**Preliminary steps to calculate numerator:**  
Calculate an individual attendance rate for each participant for all quarters in the evaluation period during which participant is active in high school  
- **Numerator:** (Sum schools days in all applicable quarter(s)) - (Sum school days missed in all applicable quarter(s))  
- **Denominator:** Sum schools days in all applicable quarter(s)  
A participant is considered active in high school from Enrollment Date quarter through:  
a) High School Diploma Attainment Date quarter OR  
b) Exit Date quarter, whichever occurs first. If neither a) or b) is valued, participant is active in high school through the current quarter. | Schools days missed each quarter  
School days in each quarter  
Number of high school participants  
Enrollment Date  
Exit Date |
### F. Short Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete.

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<tr>
<td></td>
<td>CGtD</td>
<td><strong>Numerator:</strong> # of participants active in high school in any quarter of evaluation period whose individual attendance rate is below 90%&lt;br&gt;&lt;br&gt;<strong>Denominator:</strong> # of participants active in high school in any quarter of evaluation period where evaluation period is start date of grant period through selected report quarter end date&lt;br&gt;&lt;br&gt;Preliminary steps to calculate numerator:&lt;br&gt;Calculate an individual attendance rate for each participant for all quarters in the evaluation period during which participant is active in high school&lt;br&gt;<strong>Numerator:</strong> (Sum schools days in all applicable quarter(s)) - (Sum school days missed in all applicable quarter(s))&lt;br&gt;<strong>Denominator:</strong> Sum schools days in all applicable quarter(s)&lt;br&gt;A participant is considered active in high school from Enrollment Date quarter through:&lt;br&gt;1) High School Diploma Attainment Date quarter OR&lt;br&gt;2) Exit Date quarter, whichever occurs first. If neither 1) or 2) is valued, participant is active in high school through the current quarter.</td>
<td>Schools days missed each quarter&lt;br&gt;School days in each quarter&lt;br&gt;Number of high school participants&lt;br&gt;Enrollment Date&lt;br&gt;Exit Date</td>
</tr>
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</table>
### F. Short Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete.

For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

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</thead>
<tbody>
<tr>
<td>4. Mentoring Rate</td>
<td>PQ</td>
<td><strong>Numerator:</strong> # of participants with:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Enrollment Date in start date of grant period through end date of quarter prior to selected report quarter end date, <strong>EXCLUDING</strong> those with Exit Date before start date of quarter prior to selected report quarter end date <strong>AND</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>2. Program Service Date of Service in quarter prior to selected report quarter end date <strong>AND</strong></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>3. Service Category = Mentoring</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td><strong>Numerator:</strong> # of participants with:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Enrollment Date in start date of grant period through selected report quarter end date, <strong>EXCLUDING</strong> those with Exit Date before start date of selected report quarter <strong>AND</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Program Service Date of Service in selected report quarter end date <strong>AND</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Service Category = Mentoring</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td><strong>Numerator:</strong> # of participants with:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Enrollment Date in start date of grant period through selected report quarter end date, <strong>EXCLUDING</strong> those with Exit Date before start date of program year in which selected report quarter falls <strong>AND</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Program Service Date of Service in start date of program year in which selected report quarter falls through selected report quarter end date <strong>AND</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Service Category = Mentoring</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Denominator:</strong> # of participants with Enrollment Date in start date of grant period through selected report quarter end date, <strong>EXCLUDING</strong> those with Exit Date before start date of selected report quarter</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Denominator:</strong> # of participants with Enrollment Date in start date of program year in which selected report quarter falls <strong>AND</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Service Category = Mentoring</td>
<td></td>
</tr>
</tbody>
</table>
F. Short Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete.

For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

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</table>
|                | CGtD          | **Numerator:** # of participants with:
|                |               | 1. Enrollment Date in start date of grant period through selected report quarter end date **AND**
|                |               | 2. Program Service Date of Service in start date of grant period through selected report quarter end date **AND**
|                |               | 3. Service Category = Mentoring |
|                |               | **Denominator:** # of participants with Enrollment Date in start date of grant period through selected report quarter end date | Service Category Date of Service (Program Service) |
### F. Short Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete. For any one participant, consider only those records with an "event" date on or after Enrollment Date. An “event” is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

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#### PTS Fields used:
- Enrollment Date
- Program Participation Date
- Expected Cohort Completion Date

<table>
<thead>
<tr>
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<th>Calculation</th>
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</thead>
</table>
| **5. Yearly Program Retention Rate (starting in year 2)** | PYtD | Use formula below corresponding to program year in which selected quarter end date falls. For Program Year 1, cell is NA.  

**Program Year 2 Retention**
- **Numerator**: # of participants:
  1. enrolled in PY1
  2. Year 2 Program Participation Date entered  

**Denominator**: # of participants enrolled in PY1  

**Program Year 3 Retention**
- **Numerator**: # of participants:
  1. enrolled in (PY1 or PY2)
  2. Expected Cohort Completion Date in Program Year 3 or later
  3. Year 3 Program Participation Date entered  

**Denominator**: # of participants:
  1. enrolled in (PY1 or PY2)
  2. Expected Cohort Completion Date in Program Year 3 or later  

**Program Year 4 Retention**
- **Numerator**: # of participants:
  1. enrolled in (PY1 or PY2 or PY3)
  2. Expected Cohort Completion Date in Program Year 4 or later
  3. Year 4 Program Participation Date entered  

**Denominator**: # of participants:
  1. enrolled in (PY1 or PY2 or PY3)
  2. Expected Cohort Completion Date in Program Year 4 or later  

**CGtD**
- **Numerator**: sum yearly Program Year to Date retention rates
- **Denominator**: count of program years (current and past)
### F. Short Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete.

For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

**Time frames defined as:**
- Previous Quarter (PQ) = quarter prior to selected report quarter end date
- Current Quarter (CQ) = selected report quarter end date
- Program Year to Date (PYtD) = start date of program year in which selected report quarter falls through selected report quarter end date
- Cumulative Grant to Date (CGtD) = start date of grant period through selected report quarter end date

| Indicator Name | Time Period     | Calculation                                                                 | PTS Fields used:
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Work Readiness Indicator</td>
<td>PQ</td>
<td>Numerator: # of participants with: 1. Internship Date Completed in quarter prior to selected report quarter end date <strong>AND</strong> 2. Scored as Work Ready on Work Readiness Indicator at completion of internship = Yes</td>
<td>Internship Date Completed Scored as Work Ready</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Denominator: # of participants with Internship Date Completed in quarter prior to selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td>Numerator: # of participants with: 1. Internship Date Completed in selected report quarter end date <strong>AND</strong> 2. Scored as Work Ready on Work Readiness Indicator at completion of internship = Yes</td>
<td>Internship Date Completed Scored as Work Ready</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Denominator: # of participants with Internship Date Completed in selected report quarter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td>Numerator: # of participants with: 1. Internship Date Completed in start date of the program year in which selected report quarter falls through selected report quarter end date <strong>AND</strong> 2. Scored as Work Ready on Work Readiness Indicator at completion of internship = Yes</td>
<td>Internship Date Completed Scored as Work Ready</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Denominator: # of participants with Internship Date Completed in start date of program year in which selected report quarter falls through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CGtD</td>
<td>Numerator: # of participants with: 1. Internship Date Completed in start date of grant period through selected report quarter end date <strong>AND</strong> 2. Scored as Work Ready on Work Readiness Indicator at completion of internship = Yes</td>
<td>Internship Date Completed Scored as Work Ready</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Denominator: # of participants with Internship Date Completed in start date of grant period through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td>Indicator Name</td>
<td>Time Period</td>
<td>Calculation</td>
<td>PTS Fields used:</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>7. Internship Placement Rate</td>
<td>PQ</td>
<td><strong>Numerator:</strong> # of participants with:</td>
<td>Internship Date Entered</td>
</tr>
<tr>
<td><strong>Percentage of program participants</strong></td>
<td></td>
<td>1. Enrollment Date in start date of grant period through end date of quarter prior to selected report quarter end date, <strong>EXCLUDING</strong> those with Exit Date before start date of quarter prior to selected report quarter end date AND</td>
<td></td>
</tr>
<tr>
<td>who begin a paid or unpaid internship</td>
<td></td>
<td>2. Internship Date Entered in quarter prior to selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CQ</td>
<td><strong>Numerator:</strong> # of participants with:</td>
<td>Internship Date Entered</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Enrollment Date in start date of grant period through selected report quarter end date, <strong>EXCLUDING</strong> those with Exit Date before start date of selected report quarter end date AND</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Internship Date Entered in selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PYtD</td>
<td><strong>Numerator:</strong> # of participants with:</td>
<td>Internship Date Entered</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Enrollment Date in start date of grant period through selected report quarter end date, <strong>EXCLUDING</strong> those with Exit Date before start date of program year in which selected report quarter end date falls AND</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Internship Date Entered in start date of program year in which selected report quarter falls through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CGtD</td>
<td><strong>Numerator:</strong> # of participants with:</td>
<td>Internship Date Entered</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Enrollment Date in start date of grant period through selected report quarter end date <strong>AND</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Internship Date Entered in start date of grant period through selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Denominator:</strong> # of participants with Enrollment Date in start date of grant period through selected report quarter end date, <strong>EXCLUDING</strong> those with Exit Date before start date of program year in which selected report quarter end date falls</td>
<td></td>
</tr>
</tbody>
</table>
### F. Short Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete

For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

Time frames defined as:
- Previous Quarter (PQ) = quarter prior to selected report quarter end date
- Current Quarter (CQ) = selected report quarter end date
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<table>
<thead>
<tr>
<th>Indicator Name</th>
<th>Time Period</th>
<th>Calculation</th>
<th>PTS Fields used:</th>
</tr>
</thead>
</table>
| 8. Internship Completion Rate | PQ | Numerator: # of participants with Internship Date Completed in quarter prior to selected report quarter end date  
Denominator: # of participants who engaged in internship in quarter prior to selected report quarter end date

"Engaged in internship" is defined as:
1. one or more Program Service records having Service Category = Internship AND Date of Service in quarter prior to selected report quarter OR
2. Internship Date Entered in quarter prior to selected report quarter end date OR
3. Internship Date Completed in quarter prior to selected report quarter end date | Internship Date Completed  
Internship Date Entered  
Program Service: Date of Service  
Service Category |
|----------------|-------------|-------------|------------------|
|                 | CQ          | Numerator: # of participants with Internship Date Completed in selected report quarter end date  
Denominator: # of participants who engaged in internship in selected report quarter end date

"Engaged in internship" is defined as:
1. one or more Program Service records having Service Category = Internship AND Date of Service in selected report quarter OR
2. Internship Date Entered in selected report quarter OR
3. Internship Date Completed in selected report quarter | Internship Date Completed  
Internship Date Entered  
Program Service: Date of Service  
Service Category |
|----------------|-------------|-------------|------------------|
|                 | PYtD        | Numerator: # of participants with Internship Date Completed in start date of program year in which selected report quarter falls through selected report quarter end date  
Denominator: # of participants who engaged in internship in start date of program year in which selected report quarter falls through selected report quarter end date

"Engaged in internship" is defined as:
1. one or more Program Service records having Service Category = Internship AND Date of Service in start date of program year in which selected report quarter falls through selected report quarter end date OR
2. Internship Date Entered in start date of program year in which selected report quarter falls through selected report quarter end date OR
3. Internship Date Completed in start date of program year in which selected report quarter falls through selected report quarter end date | Internship Date Completed  
Internship Date Entered  
Program Service: Date of Service  
Service Category |
F. Short Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete.

For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

Time frames defined as:

- Previous Quarter (PQ) = quarter prior to selected report quarter end date
- Current Quarter (CQ) = selected report quarter end date
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<tr>
<th>Indicator Name</th>
<th>Time Period</th>
<th>Calculation</th>
<th>PTS Fields used:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CGtD</td>
<td>Numerator:  # of participants with an Internship Date Completed in start date of grant period through the selected report quarter end date</td>
<td>Internship Date Completed Internship Date Entered Program Service: Date of Service Service Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Denominator: # of participants who engaged in an internship in start date of grant period through the selected report quarter end date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>&quot;Engaged in internship&quot; is defined as:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. one or more Program Service records having Service Category = Internship AND Date of Service in start date of grant period through selected report quarter end date OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Internship Date Entered in start date of grant period through selected report quarter end date OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Internship Date Completed in start date of grant period through selected report quarter end date</td>
<td></td>
</tr>
</tbody>
</table>
### F. Short Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete.

For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

**Time frames defined as:**
- **Previous Quarter (PQ)** = quarter prior to selected report quarter end date
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<tr>
<th>Indicator Name</th>
<th>Time Period</th>
<th>Calculation</th>
<th>PTS Fields used</th>
</tr>
</thead>
</table>
| 9. Post-Secondary Credit Attainment Rate | PQ | Numerator: # of participants with:
1. Enrollment Date in start date of grant period through end date of quarter prior to selected report quarter end date, **EXCLUDING** those with Exit Date before start date of quarter prior to selected report quarter end date
2. Post-Secondary Credit Date of Course Completion in quarter prior to selected report quarter end date
Denominator: # of participants with Enrollment Date in start date of grant period through end date of quarter prior to selected report quarter end date, **EXCLUDING** those with Exit Date before start date of quarter prior to selected report quarter end date | Post-Secondary Credit - Date of Course Completion |
| | CQ | Numerator: # of participants with:
1. Enrollment Date in start date of grant period through selected report quarter end date, **EXCLUDING** those with Exit Date before start date of selected report quarter end date
2. Post-Secondary Credit Date of Course Completion in selected report quarter end date
Denominator: # of participants with Enrollment Date in start date of grant period through selected report quarter end date, **EXCLUDING** those with Exit Date before start date of selected report quarter end date | Post-Secondary Credit - Date of Course Completion |
| | PYtD | Numerator: # of participants with:
1. Enrollment Date in start date of grant period through selected report quarter end date, **EXCLUDING** those with Exit Date before start date of program year in which selected report quarter end date falls
2. Post-Secondary Credit Date of Course Completion in program year in which selected report quarter end date falls through selected report quarter end date
Denominator: # of participants with Enrollment Date in start date of grant period through selected report quarter end date, **EXCLUDING** those with Exit Date before start date of program year in which selected report quarter end date falls | Post-Secondary Credit - Date of Course Completion |
| | CGtD | Numerator: # of participants with:
1. Enrollment Date in start date of grant period through selected report quarter end date
2. Post-Secondary Credit Date of Course Completion in start date of grant period through the selected report quarter end date
Denominator: # of participants with Enrollment Date in start date of grant period through selected report quarter end date | Post-Secondary Credit - Date of Course Completion |
### F. Short Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete.

For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

**Time frames defined as:**
- **Previous Quarter (PQ)** = quarter prior to selected report quarter end date
- **Current Quarter (CQ)** = selected report quarter end date
- **Program Year to Date (PYtD)** = start date of program year in which selected report quarter falls through selected report quarter end date
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<table>
<thead>
<tr>
<th>Indicator Name</th>
<th>Time Period</th>
<th>Calculation</th>
<th>PTS Fields used:</th>
</tr>
</thead>
</table>
| 10. Average Post-Secondary Credit Hours Attained | PQ | **Numerator:** For those participants in the denominator, sum of Number of Hours of Post-Secondary Credit for records with Post-Secondary Credit Date of Course Completion in quarter prior to selected report quarter end date  
**Denominator:** # of participants with:  
1. Enrollment Date in start date of grant period through end date of quarter prior to selected report quarter end date, **EXCLUDING** those with Exit Date before start date of quarter prior to selected report quarter end date **AND**  
2. Post-Secondary Credit Date of Course Completion in quarter prior to selected report quarter end date | Post-Secondary Credit - Date of Course Completion  
Number of Hours of Post-Secondary Credit |
| | CQ | **Numerator:** For those participants in the denominator, sum of Number of Hours of Post-Secondary Credit for records with Post-Secondary Credit Date of Course Completion in selected report quarter end date  
**Denominator:** # of participants with:  
1. Enrollment Date in start date of grant period through selected report quarter end date, **EXCLUDING** those with Exit Date before start date of selected report quarter end date **AND**  
2. Post-Secondary Credit Date of Course Completion in selected report quarter end date | Post-Secondary Credit - Date of Course Completion  
Number of Hours of Post-Secondary Credit |
| | PYtD | **Numerator:** For those participants in the denominator, sum of Number of Hours of Post-Secondary Credit for records with Post-Secondary Credit Date of Course Completion in start date of program year in which selected report quarter falls through selected report quarter end date  
**Denominator:** # of participants with:  
1. Enrollment Date in start date of grant period through selected report quarter end date, **EXCLUDING** those with Exit Date before start date of program year in which selected report quarter end date falls **AND**  
2. Post-Secondary Credit Date of Course Completion in start date of program year in which selected report quarter falls through selected report quarter end date | Post-Secondary Credit - Date of Course Completion  
Number of Hours of Post-Secondary Credit |
| | CGtD | **Numerator:** For those participants in the denominator, sum of Number of Hours of Post-Secondary Credit for records with Post-Secondary Credit Date of Course Completion in start date of grant period through selected report quarter end date  
**Denominator:** # of participants with:  
1. Enrollment Date in start date of grant period through selected report quarter end date **AND**  
2. Post-Secondary Credit Date of Course Completion in start date of grant period through selected report quarter end date | Post-Secondary Credit - Date of Course Completion  
Number of Hours of Post-Secondary Credit |
### G. Long Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete. For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

Time frames defined as (for data rows 1-4 ONLY):
- **Previous Quarter (PQ)** = quarter prior to selected report quarter end date
- **Current Quarter (CQ)** = selected report quarter end date
- **Program Year to Date (PYtD)** = start date of program year in which selected report quarter end date falls through selected report quarter end date
- **Cumulative Grant to Date (CGtD)** = start date of grant period through selected report quarter end date

<table>
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<tr>
<th>Indicator Name</th>
<th>Time Period</th>
<th>Calculation</th>
<th>PTS Fields used</th>
</tr>
</thead>
</table>
| 1. Program Completion Rate | PYtD | **Numerator:** # of participants with:  
1. Expected Cohort Completion Date in start date of program year in which selected report quarter end date falls through selected report quarter end date **AND**  
2. Program Completion Date on or before selected report quarter end date  

**Denominator:** # of participants with Expected Cohort Completion Date in start date of program year in which selected report quarter end date falls through selected report quarter end date | Enrollment Date  
Expected Cohort Completion Date  
Program Completion Date |
| Percentage of participants who complete the program, of those who enter the program | CGtD | **Numerator:** # of participants with:  
1. Expected Cohort Completion Date in start date of grant period through selected report quarter end date **AND**  
2. Program Completion Date on or before selected report quarter end date  

**Denominator:** # of participants with Expected Cohort Completion Date in start date of grant period through selected report quarter end date | Enrollment Date  
Expected Cohort Completion Date  
Program Completion Date |
### G. Long Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete.

For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

**Time frames defined as (for data rows 1-4 ONLY):**

- Previous Quarter (PQ) = quarter prior to selected report quarter end date
- Current Quarter (CQ) = selected report quarter end date
- Program Year to Date (PYtD) = start date of program year in which selected report quarter end date falls through selected report quarter end date
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<tr>
<th>Indicator Name</th>
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<th>Calculation</th>
<th>PTS Fields used</th>
</tr>
</thead>
</table>
| 2. High School Diploma Attainment Rate of participants who have reached their expected graduation date, percentage who attain a high school diploma | PQ | Numerator: # of participants with:
  1. Expected High School Graduation Date in quarter prior to selected report quarter end date AND Expected High School Graduation Date on or before end date of quarter prior to selected report quarter end date
  2. High School Diploma Attainment Date in quarter prior to selected report quarter end date
Denominator: # of participants with Expected High School Graduation Date in quarter prior to selected report quarter end date | H.S. Diploma Attainment Date Expected High School Graduation Date |
|               | CQ | Numerator: # of participants with:
  1. Expected High School Graduation Date in selected report quarter end date AND Expected High School Graduation Date on or before selected report quarter end date
  2. High School Diploma Attainment Date on or before selected report quarter end date
Denominator: # of participants with Expected High School Graduation Date in selected report quarter end date | H.S. Diploma Attainment Date Expected High School Graduation Date |
|               | PYtD | Numerator: # of participants with:
  1. Expected High School Graduation Date in start date of program year in which selected report quarter end date falls through selected report quarter end date AND Expected High School Graduation Date on or before selected report quarter end date
  2. High School Diploma Attainment Date on or before selected report quarter end date
Denominator: # of participants with Expected High School Graduation Date in start date of program year in which selected report quarter end date falls through selected report quarter end date | H.S. Diploma Attainment Date Expected High School Graduation Date |
|               | CGtD | Numerator: # of participants with:
  1. Expected High School Graduation Date in start date of grant period through selected report quarter end date AND Expected High School Graduation Date on or before selected report quarter end date
  2. High School Diploma Attainment Date on or before selected report quarter end date
Denominator: # of participants with Expected High School Graduation Date in start date of grant period through selected report quarter end date | H.S. Diploma Attainment Date Expected High School Graduation Date |
# G. Long Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete

For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

Time frames defined as (for data rows 1-4 ONLY):
- Previous Quarter (PQ) = quarter prior to selected report quarter end date
- Current Quarter (CQ) = selected report quarter end date
- Program Year to Date (PY) = start date of program year in which selected report quarter end date falls through selected report quarter end date
- Cumulative Grant to Date (CG) = start date of grant period through selected report quarter end date

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<tr>
<th>Indicator Name</th>
<th>Time Period</th>
<th>Calculation</th>
<th>PTS Fields used:</th>
</tr>
</thead>
</table>
| 3. Industry-Recognized Credential Attainment Rate | PQ | Numerator: # of participants with:
  1. Expected Cohort Completion Date in quarter prior to selected report quarter end date AND
  2. Is participant in an Ind/Occ focus that can result in a credential during the YCC program = Yes AND
  3. Recognized Credential Attainment Date on or before Expected Cohort Completion Date AND

Denominator: # of participants with:
  1. Expected Cohort Completion Date in quarter prior to selected report quarter end date AND
  2. Is participant in an Ind/Occ focus that can result in a credential during the YCC program = Yes

| | CQ | Numerator: # of participants with:
  1. Expected Cohort Completion Date in selected report quarter end date AND
  2. Is participant in an ind/Occ focus that can result in a credential during the YCC program = Yes AND
  3. Recognized Credential Attainment Date on or before Expected Cohort Completion Date AND

Denominator: # of participants with:
  1. Expected Cohort Completion Date in selected report quarter end date AND
  2. Is participant in an Ind/Occ focus that can result in a credential during the YCC program = Yes

| | PY | Numerator: # of participants with:
  1. Expected Cohort Completion Date in start date of program year in which selected report quarter end date falls through selected report quarter end date AND
  2. Is participant in an Ind/Occ focus that can result in a credential during the YCC program = Yes AND
  3. Recognized Credential Attainment Date on or before Expected Cohort Completion Date AND

Denominator: # of participants with:
  1. Expected Cohort Completion Date in start date of program year in which selected report quarter end date falls through selected report quarter end date AND
  2. Is participant in an Ind/Occ focus that can result in a credential during the YCC program = Yes

| CG | Numerator: # of participants with:
  1. Expected Cohort Completion Date in start date of grant period through selected report quarter end date AND
  2. Is participant in an Ind/Occ focus that can result in a credential during the YCC program = Yes AND

Denominator: # of participants with:
  1. Expected Cohort Completion Date in start date of grant period through selected report quarter end date AND
  2. Is participant in an Ind/Occ focus that can result in a credential during the YCC program = Yes
# G. Long Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete

For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

Time frames defined as (for data rows 1-4 ONLY):
- Previous Quarter (PQ) = quarter prior to selected report quarter end date
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<th>Calculation</th>
<th>PTS Fields used</th>
</tr>
</thead>
</table>
| 1. Diploma and Credential Attainment Rate | PQ | Numerator: # of participants with:
  1. Expected Cohort Completion Date in quarter prior to selected report quarter end date AND
  2. Is participant in an Ind/Occ focus that can result in a credential during the YCC program = Yes AND
  3. Recognized Credential Attainment Date on or before Expected Cohort Completion Date AND
  4. High School Diploma Attainment Date on or before end date of quarter prior to selected report quarter end date

Denominator: # of participants with:
  1. Expected Cohort Completion Date in quarter prior to selected report quarter end date AND
  2. Is participant in an Ind/Occ focus that can result in a credential during the YCC program = Yes

H.S. Diploma Attainment Rate
Recognized Credential Attainment date Program Year
Expected Cohort Completion Date
Is Participant in an Ind/Occ focus that can result in a credential during the YCC program? | | | |
| | CQ | Numerator: # of participants with:
  1. Expected Cohort Completion Date in selected report quarter end date AND
  2. Is participant in an Ind/Occ focus that can result in a credential during the YCC program = Yes AND
  3. Recognized Credential Attainment Date on or before Expected Cohort Completion Date AND
  4. High School Diploma Attainment Date on or before selected report quarter end date

Denominator: # of participants with:
  1. Expected Cohort Completion Date in selected report quarter end date AND
  2. Is participant in an Ind/Occ focus that can result in a credential during the YCC program = Yes

H.S. Diploma Attainment Rate
Recognized Credential Attainment date Program Year
Expected Cohort Completion Date
Is Participant in an Ind/Occ focus that can result in a credential during the YCC program? | | | |
| | PYTD | Numerator: # of participants with:
  1. Expected Cohort Completion Date in start date of program year in which selected report quarter end date falls through selected report quarter end date AND
  2. Is participant in an Ind/Occ focus that can result in a credential during the YCC program = Yes AND
  3. Recognized Credential Attainment Date on or before Expected Cohort Completion Date AND
  4. High School Diploma Attainment Date on or before selected report quarter end date

Denominator: # of participants with:
  1. Expected Cohort Completion Date in start date of program year in which selected report quarter end date falls through selected report quarter end date AND
  2. Is participant in an Ind/Occ focus that can result in a credential during the YCC program = Yes

H.S. Diploma Attainment Rate
Recognized Credential Attainment date Program Year
Expected Cohort Completion Date
Is Participant in an Ind/Occ focus that can result in a credential during the YCC program? | | | |
| | CGtD | Numerator: # of participants with:
  1. Expected Cohort Completion Date from the start of the grant period through the selected report quarter end date AND
  2. Is participant in an Ind/Occ focus that can result in a credential during the YCC program = Yes AND
  3. Recognized Credential Attainment Date on or before Expected Cohort Completion Date AND
  4. High School Diploma Attainment Date on or before selected report quarter end date

Denominator: # of participants with:
  1. Expected Cohort Completion Date from the start of the grant period through the selected report quarter end date AND
  2. Is participant in an Ind/Occ focus that can result in a credential during the YCC program = Yes

H.S. Diploma Attainment Rate
Recognized Credential Attainment Date Expected Cohort Completion Date
Is Participant in an Ind/Occ focus that can result in a credential during the YCC program? | | | |
## G. Long Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete.

For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

Time frames defined as (for data rows 1-4 ONLY):
- **Previous Quarter (PQ)** = quarter prior to selected report quarter end date
- **Current Quarter (CQ)** = selected report quarter end date
- **Program Year to Date (PYtD)** = start date of program year in which selected report quarter end date falls through selected report quarter end date
- **Cumulative Grant to Date (CGtD)** = start date of grant period through selected report quarter end date

<table>
<thead>
<tr>
<th>Indicator Name</th>
<th>Time Period</th>
<th>Calculation</th>
<th>PTS Fields used</th>
</tr>
</thead>
</table>
| 5. Placement Rate of participants who have exited the program, percentage who are placed in one of the following: - unsubsidized employment - post-secondary education - occupational skills training, -registered apprenticeship | PQ | Numerator: # of participants with:
1. Exit Date in quarter that is two quarters prior to selected report quarter end date AND (Post-Exit Unsubsidized Employment Date Entered OR Post-Secondary Education Date Entered OR Occupational Skills Training Date Entered OR Registered Apprenticeship Date Entered OR Date First Entered Post-Secondary School) is on or before end date of quarter prior to selected report quarter end date

Denominator: # of participants with Exit Date in quarter that is two quarters prior to selected report quarter end date | Post-Exit Unsubsidized Employment Date Entered Post-Secondary Education Date Entered Occupational Skills Training Date Entered Registered Apprenticeship Date Entered Exit Date |
| | CQ | Numerator: # of participants with:
1. Exit Date in quarter prior selected report quarter end date AND (Post-Exit Unsubsidized Employment Date Entered OR Occupational Skills Training Date Entered OR Registered Apprenticeship Date Entered OR Date First Entered Post-Secondary School) is on or before selected report quarter end date

Denominator: # of participants with Exit Date in quarter prior to selected report quarter end date | Post-Exit Unsubsidized Employment Date Entered Post-Secondary Education Date Entered Occupational Skills Training Date Entered Registered Apprenticeship Date Entered Exit Date |
| | PYtD | Numerator: # of participants with:
1. Exit Date in start date of program quarter 4 of program year prior to program year in which selected report quarter end date falls through quarter prior to selected report quarter end date AND (Post-Exit Unsubsidized Employment Date Entered OR Post-Secondary Education Date Entered OR Occupational Skills Training Date Entered OR Registered Apprenticeship Date Entered OR Date First Entered Post-Secondary School) is on or before quarter end date of first full quarter after exit date

Denominator: # of participants with Exit Date in start date of program quarter 4 of program year prior to program year in which the selected report quarter end date falls through quarter prior to selected report quarter end date | Post-Exit Unsubsidized Employment Date Entered Post-Secondary Education Date Entered Occupational Skills Training Date Entered Registered Apprenticeship Date Entered Exit Date |
G. Long Term Performance Indicators

For each data row below, consider only those participants whose Enrollment Status = Complete

For any one participant, consider only those records with an "event" date on or after Enrollment Date. An "event" is defined as Program Service, Internships YCC Course, Short Term Outcome, or Post-Exit Outcome.

Time frames defined as (for data rows 1-4 ONLY):
- Previous Quarter (PQ) = quarter prior to selected report quarter end date
- Current Quarter (CQ) = selected report quarter end date
- Program Year to Date (PYtD) = start date of program year in which selected report quarter end date falls through selected report quarter end date
- Cumulative Grant to Date (CGtD) = start date of grant period through selected report quarter end date

<table>
<thead>
<tr>
<th>Indicator Name</th>
<th>Time Period</th>
<th>Calculation</th>
<th>PTS Fields used:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGtD</td>
<td></td>
<td>Numerator: # of participants with: 1. Exit Date in start date of grant period through quarter prior to selected report quarter end date AND 2. (Post-Exit Unsubsidized Employment Date Entered OR Post-Secondary Education Date Entered OR Occupational Skills Training Date Entered OR Registered Apprenticeship Date Entered OR Date First Entered Post-Secondary School) is on or before quarter end date of first full quarter after exit date</td>
<td>Post-Exit Unsubsidized Employment Date Entered Post-Secondary Education Date Entered Occupational Skills Training Date Entered Registered Apprenticeship Date Entered Exit Date</td>
</tr>
<tr>
<td>Denominator: # of participants with Exit Date in start date of grant period through quarter prior to selected report quarter end date</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General Question:
QPR Report mock-up provides space for current and prior quarter data for all long-term performance measures except Final Program Retention Rate. But Definitions & Calculations for YCC Short- and Long-Term Performance Measures Excel document specifies only program year & cumulative grant. Which is correct?  Per ER 11/16/14 - Include calculation for PQ & CQ

Is the quarter in which they exit considered "During the program?" Per ER 11/6/14 - Yes, keep them as an active participant
Is the quarter following in which they exit considered "During the program?" Per ER 11/6/14 - No, not an active participant
APPENDIX D

DATA EXPORT TAB OUTLINE
YCC DATA EXPORT TABS

1. Enrollment
   a. YCC ID
   b. First Name
   c. Middle Name
   d. Last Name
   e. Gender
   f. Date of Birth
   g. Student ID
   h. Enrollment Complete?
   i. Enrollment Date
   j. Enrollment Date Quarter
   k. Exit Date
   l. Exit Date Quarter
   m. High School at time of Enrollment
   n. Grade at time of Enrollment
   o. Expected HSGrad Date
   p. Expected HSGrad Date Quarter
   q. Expected Cohort Completion Date
   r. Expected Cohort Completion Date Quarter
   s. Credential During YCC?
   t. Expected Credential Attainment Date
   u. Credential Name
   v. Industry Focus
   w. Occupation Focus
   x. Ethnicity
   y. Race – multiple selections are comma delimited
   z. Disability
   aa. Disability Category – multiple selections are comma delimited
   bb. Low Income Free Reduced Lunch Eligible
   cc. Eligible Veteran Status
   dd. Limited English
   ee. Pregnant or Parenting
   ff. Offender
   gg. Foster Care
   hh. Homeless or Runaway
2. ProgramStatus
   a. YCC ID
   b. First Name
   c. Middle Name
   d. Last Name
   e. Enrollment Complete?
   f. Enrollment Date
   g. Enrollment Date Quarter
   h. Expected Cohort Completion Date
   i. Expected Cohort Completion Date Quarter
   j. Attending School
   k. First Post-Secondary Date
   l. First Post-Secondary Date Quarter
   m. Tracking School
   n. HSDiploma Attainment Date
   o. HSDiploma Attainment Date Quarter
   p. Completion Date
   q. Completion Date Quarter
   r. Exit Date
   s. Exit Date Quarter
   t. Exit Reason
   u. Exit Reason Other
   v. IDP Created?
   w. FAFSAComplete?
   x. Satisfaction Year 1
   y. Satisfaction Year 2
   z. Satisfaction Year 3
   aa. Satisfaction Year 4
   bb. Participation Date Year 1
   cc. Participation Date Year 2
   dd. Participation Date Year 3
   ee. Participation Date Year 4
3. Missed School Days
   a. YCC ID
   b. First Name
   c. Middle Name
   d. Last Name
   e. Program Year (runs July of one year through June of following year; i.e. Program Year 2014 is July 2014 – June 2015)
   f. Program Quarter
      i. 1=Jul thru Sep
      ii. 2=Oct thru Dec
      iii. 3=Jan thru Mar
      iv. 4=Apr thru June
   g. Num Days Missed

4. Services
   a. YCC ID
   b. First Name
   c. Middle Name
   d. Last Name
   e. Enrollment Complete?
   f. Enrollment Date
   g. Enrollment Date Quarter
   h. Expected Cohort Completion Date
   i. Expected Cohort Completion Date Quarter
   j. Exit Date
   k. Exit Date Quarter
   l. Service Date
   m. Service Date Quarter
   n. Service Category
   o. Event Name
YCC DATA EXPORT TABS

5. Courses
   a. YCC ID
   b. First Name
   c. Middle Name
   d. Last Name
   e. Enrollment Complete?
   f. Enrollment Date
   g. Enrollment Date Quarter
   h. Expected Cohort Completion Date
   i. Expected Cohort Completion Date Quarter
   j. Exit Date
   k. Exit Date Quarter
   l. Course Name
   m. Start Date
   n. Start Date Quarter
   o. End Date
   p. End Date Quarter
   q. YCC Students Only?
   r. Course Completed?
6. Internships
   a. YCC ID
   b. First Name
   c. Middle Name
   d. Last Name
   e. Enrollment Complete?
   f. Enrollment Date
   g. Enrollment Date Quarter
   h. Expected Cohort Completion Date
   i. Expected Cohort Completion Date Quarter
   j. Exit Date
   k. Exit Date Quarter
   l. Start Date
   m. Start Date Quarter
   n. Grant Partner?
   o. Paid?
   p. Industry Code
   q. Occupational Code
   r. Employer Name
   s. Job Description
   t. End Date
   u. End Date Quarter
   v. Work Ready?
   w. Total Hours
YCC DATA EXPORT TABS

7. PS Credit – STO
   a. YCC ID
   b. First Name
   c. Middle Name
   d. Last Name
   e. Enrollment Complete?
   f. Enrollment Date
   g. Enrollment Date Quarter
   h. Expected Cohort Completion Date
   i. Expected Cohort Completion Date Quarter
   j. Exit Date
   k. Exit Date Quarter
   l. Course Completed Date
   m. Course Completed Date Quarter
   n. Type
   o. Credit Hours
   p. Course Name
   q. School Name
   r. School Name Other

8. Recognized Credential – STO
   a. YCC ID
   b. First Name
   c. Middle Name
   d. Last Name
   e. Enrollment Complete?
   f. Enrollment Date
   g. Enrollment Date Quarter
   h. Expected Cohort Completion Date
   i. Expected Cohort Completion Date Quarter
   j. Exit Date
   k. Exit Date Quarter
   l. Attainment Date
   m. Attainment Date Quarter
   n. Type
   o. Name
YCC DATA EXPORT TABS

9. Employment – STO
   a. YCC ID
   b. First Name
   c. Middle Name
   d. Last Name
   e. Enrollment Complete?
   f. Enrollment Date
   g. Enrollment Date Quarter
   h. Expected Cohort Completion Date
   i. Expected Cohort Completion Date Quarter
   j. Exit Date
   k. Exit Date Quarter
   l. Employer Name
   m. Start Date
   n. Start Date Quarter
   o. Industry Code
   p. Occupational Code
   q. Summer Job?
10. Employment – PEO
   a. YCC ID
   b. First Name
   c. Middle Name
   d. Last Name
   e. Enrollment Complete?
   f. Enrollment Date
   g. *Enrollment Date Quarter*
   h. Expected Cohort Completion Date
   i. *Expected Cohort Completion Date Quarter*
   j. Exit Date
   k. *Exit Date Quarter*
   l. Employer Name
   m. Start Date
   n. *Start Date Quarter*
   o. Industry Code
   p. Occupational Code
   q. Training Related?
   r. Non Traditional?
   s. Grant Partner?
   t. Hourly Wage
   u. Hours Worked
   v. Hours Worked Unknown – Yes if checkbox is marked
YCC DATA EXPORT TABS

11. PS Education – PEO
   a. YCC ID
   b. First Name
   c. Middle Name
   d. Last Name
   e. Enrollment Complete?
   f. Enrollment Date
   g. Enrollment Date Quarter
   h. Expected Cohort Completion Date
   i. Expected Cohort Completion Date Quarter
   j. Exit Date
   k. Exit Date Quarter
   l. Start Date
   m. Start Date Quarter
   n. Remediation Required?
   o. Type
   p. School Name

   a. YCC ID
   b. First Name
   c. Middle Name
   d. Last Name
   e. Enrollment Complete?
   f. Enrollment Date
   g. Enrollment Date Quarter
   h. Expected Cohort Completion Date
   i. Expected Cohort Completion Date Quarter
   j. Exit Date
   k. Exit Date Quarter
   l. Type
   m. Provider/Employer Name
   n. Start Date
   o. Start Date Quarter
   p. Occupational Code
13. User Defined Fields
   a. YCC ID
   b. First Name
   c. Middle Name
   d. Last Name
   e. Enrollment Complete?
   f. Enrollment Date
   g. Enrollment Date Quarter
   h. Expected Cohort Completion Date
   i. Expected Cohort Completion Date Quarter
   j. Exit Date
   k. Exit Date Quarter
   l. Field Name
   m. Value

14. Case Notes
   a. YCC ID
   b. First Name
   c. Middle Name
   d. Last Name
   e. Enrollment Complete?
   f. Enrollment Date
   g. Enrollment Date Quarter
   h. Expected Cohort Completion Date
   i. Expected Cohort Completion Date Quarter
   j. Exit Date
   k. Exit Date Quarter
   l. Note ID
   m. Date Entered
   n. Entered By
   o. Note
Grantee-Related Tabs

15. Prof Dev Activity
   a. Activity Date
   b. Activity Date Quarter
   c. Activity Name
   d. # of staff who attended
   e. Type of Activity – Multiple selections are comma delimited
   f. Activity Type Other

16. Num School Days
   a. Program Year (runs July of one year through June of following year; i.e. Program Year 2014 is July 2014 – June 2015)
   b. Program Quarter
      i. 1=Jul thru Sep
      ii. 2=Oct thru Dec
      iii. 3=Jan thru Mar
      iv. 4=Apr thru June
   c. Num School Days

17. Schools
   a. Name
   b. NCES
   c. Type

18. School Years
   a. School Year (same as Program Year)
   b. Start Date
   c. End Date
Improving public well-being by conducting high quality, objective research and data collection

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