



Department Director Approval: 

DATE: December 2, 2014

SUBJECT: WIOA ADULT AND DISLOCATED WORKER PERFORMANCE REPORTING PROCEDURES

REFERENCES: P.L. 105-220, Arizona Waiver 3.31.13
Training and Employment Guidance Letter 17-15
Pima County One-Stop Procedures memorandum dated 9/30/2014 regarding WIA Youth Performance Procedures and transition to WIOA

BACKGROUND: On July 1, 2013, Arizona replaced the 17 performance measures defined in the Workforce Investment Act with the Common Measures contained in TEGL 17-05. These measures will continue to be in effect for the first year of WIOA which begins July 1, 2015. Performance reporting procedures for WIA Youth Program activities were clarified in Pima County One-Stop Procedures memorandum dated 9/30/2014 regarding WIA Youth Performance Procedures and transition to WIOA. This memo addresses similar reporting expectations for WIOA Adult and Dislocated Worker Activities

PIMA COUNTY WILL: Implement the following procedures to ensure performance measures meet negotiated levels in PY14 and PY 15

As part of their required monthly reporting, County Workforce Development Specialists and Contracted or MOU Agencies shall review and confirm and/or correct Client Logs from the One-Stop Participant Tracking System (PTS). The Client Log is a list of participants that shows required and targeted post-test dates, expected end dates, and expected outcomes. The Log will specify funding source for each participant.

Pima County's MIS Specialist will issue the Client Log for each PTS "Case Manager" within three (3) working days of the end of each month. For contracted Agencies, an Authorized Agency Representative or Designee must certify and submit the Log with any corrections within five (5) working days of the end of each month. Each County or Agency Workforce Development Specialist or "Case Manager" is responsible for making any corrections or inputting missing data in the PTS. The Pima County MIS Specialist will then re-issue the Client Log to verify the corrected data.

The MIS Specialist will also run monthly reports showing participant status by agency in the Arizona Job Connection (AJC) database. Each County or Agency Workforce Development Specialist or "Case Manager" is

responsible for making corrections or inputting missing data to address discrepancies in participant data between the AJC and PTS systems, within five (5) working days of the receipt of the AJC data.

Appendix: Current contact information

Dislocated Worker Program Supervisor	Peggy Castano	520-724-7606	peggy.castano@pima.gov
Adult Program Supervisor	Diana Garcia	520-724-7608	diana.garcia@pima.gov
Intake Supervisor	Noel Cantero	520-724-7636	noel.cantero@pima.gov
MIS Coordinator	Dalila Perez	520-243-6761	dalila.perez@pima.gov
MIS Specialist	Marco Favela	520-243-6768	marco.favela@pima.gov