EDGE PROGRAM
TRANSITION - JOB ENTRY ACCOUNTABILITY REQUIREMENTS

Each agency that is selected by the LDSS to participate in the EDGE Transition Program will be required to submit reports on a client, provider, and job entry basis to the LDSS, as required, and to the State Education Department. Section E of this application requires joint sign-off between the LDSS and provider agency on data requirements. Please refer to Section E to ensure that the following data requirements are being met.

Client Specific Data

Each LDSS will be required to establish guidelines with providers for LDSS - Provider Data Exchange. These guidelines must establish a timeframe and method for providing client specific data. This data must include, but is not limited to:

1. Enrollment Data

   ¦ Date of assessment, employability plan (if applicable)
   ¦ Date of program enrollment
   ¦ Component description
   ¦ Scheduled completion date
   ¦ Scheduled weekly hours of participation

2. Satisfactory Progress

   ¦ Actual hours of attendance - may be provided on a monthly basis, organized with weekly hours of attendance.
   ¦ Indication of client progress. This may include quantifiable or qualitative program standards.

3. Job Entry

   ¦ Initial job entry information including: employer, address, wage level, start date, job title, hours employed.

   _ Information regarding job retention (see Job Entry Data).

Provider Data

Each provider agency selected by the LDSS will be required to submit the Monthly Participant Data Report. This report will include enrollment and outcome data by major activity for all EDGE Transition participants. For each major activity that the provider is approved to offer as part of the EDGE Transition Program, the provider agency must provide:

1. The number of new participants enrolled in the activity during the month.

2. The number of participants remaining in the activity from the previous month(s).

3. The positive outcomes of participants. This category includes participants who: completed the activity, completed the activity and obtained employment and did not complete the activity but obtained employment.

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4. The negative outcomes of participants.   This category includes the number of participants who were terminated as a result of unsatisfactory progress or who dropped out of the program.

This report must be submitted to the State Education Department no later than 15 days after the end of each month. Provider agencies will be required to send a copy of this report to the LDSS.

Job Entry Data

This year, job retention standards will be introduced in order to focus on offering services and programs that enable participants to obtain and maintain employment for at least 30 days. This 30 day standard will apply to direct job placement, job clubs, supervised job search or work-related placements, or other non-job skill components. Participants obtaining employment as a result of job skills training will be expected to remain employed for at least 13 weeks.

The Job Placement Roster must be submitted for each verified job placement made during the EDGE Transition Program. The Roster will include: the participants name, social security number, client information number, employer name, employer address, supervisor's name and telephone number, employment start date, starting wage of salary, scheduled work hours, and verification of employment.

Information must be provided to the LDSS when the participant is initially placed into a job or obtains a job and when the appropriate retention standard is completed.

Verification of employment may include, but is not limited to, a confirmation letter from the employer and either the 30- or 90-day payroll stub. This verification will be maintained in the participant's file. Employment retention may be verified using the Welfare Management System (WMS), if available to the provider. WMS information used to verify public assistance case closure must also be included in the participant's file.

Providers that are reluctant to contact employers for follow-up purposes may contact the client to obtain pay stubs or verify employment information over the telephone. Specific follow-up procedures must be developed by provider and LDSS concerning employer or client contacts and/or use of WMS information for follow-up purposes.

Provider agencies that do not submit the job placement rosters or rosters that are not verified will not receive credit towards achievement of the job placement target. This report must be submitted with the Monthly participant Report to the State Education Department no later than 15 days after the end of each month.