

**Requested Survey Data – SUMMARY**  
**October 2008**

**Survey Focus:** *Programs that enrolled a cohort of at least 25 participants, 18 years of age or above, during a one-year period specified by the organization. Organizations should report outcomes on a cohort for whom complete job placement and retention data already exists. Six and 12-month retention data is preferred, but three-month data will be accepted. The survey is web-based, and you will be able to return later to the survey to report six month or one-year outcomes on the same cohort, if those will be collected but are not yet available. You'll receive a paper copy of the survey to use in pulling your information together before entering it online.*

**A. ORGANIZATION PROFILE**

1. Organization type
2. Overall organization budget (for designated one-year period)
3. Budget for workforce development programs
4. # years providing workforce development services

**B. INDIVIDUAL PROGRAM INFORMATION** (for the designated one-year period)

1. Types of services received – with approximate participation rates
2. Amount of hours/weeks in structured or individualized pre-employment activities
3. Number of weeks in post-employment activities
4. Types of financial supports provided to participants
5. Total program expenses for the one-year period
6. Program revenue for the one-year period, broken out by funding source
7. # staff (FTE) employed in specified program
8. Total number of program participants enrolled in the one-year reporting period

**PROGRAM PARTICIPANT INFORMATION--optional answer of “we did not collect this information” provided**

1. Ability to be selective in accepting participants into program
2. Definition of enrollment for “countable” participants
3. # men / women
4. # dependent children
5. # in age groups (<18, 18-24, 25-34, 35-44, 45 and older)
6. # in race or ethnic groups (African-American, Asian, Hispanic, Native American, White, other)
7. # in educational levels attained (Associates degree or higher, HS diploma/GED, No diploma/GED)
8. Reading levels (below 4<sup>th</sup> grade, 4<sup>th</sup>-6<sup>th</sup>, 7<sup>th</sup>-9<sup>th</sup>, 10<sup>th</sup> or higher)
9. # homeless
10. # with limited English proficiency
11. # with a physical or mental disability
12. # with a criminal record (including # of violent and sexual offenders)
13. # non-custodial parents
14. # veterans
15. # dislocated workers
16. any other significant characteristics

**INITIAL PLACEMENT OUTCOMES** –*optional answer of “we did not collect this information” provided*

1. How “placement” is defined - # days, job type, earnings minimums, internal
2. Number of enrolled cohort who were placed according to definition (required)
3. Targeted industries for placement, if applicable
4. Average hourly wage at placement
5. # with further education as an outcome, if not placed
6. # jobs that were for 35 or more hours per week
7. # jobs that offered health benefits

**EMPLOYMENT RETENTION OUTCOMES**

(same questions for 90 days, 6 months, and one year retention periods)

1. Method used for defining “retention” at that time point (continuous employment, “snapshot”, etc.)
2. # of placed participants who were retained (must report at least 90-day results)
3. Average wage at each point of retention

**C. DATA VERIFICATION CAPACITY**

1. Type of verification required to validate job placement information
2. Type of verification required to validate job retention information
3. Type of computerized database used to track participant outcomes
4. Presence of funder-provided data system to record outcomes
5. Verification of outcomes by funder or outside entities
6. Reconciliation of internal reports with funder summaries of outcomes
7. Internal monitoring of data for accuracy and completeness (method / frequency)
8. Perceived challenges and strengths of data collection and verification process