

Requested Survey Data – SUMMARY
April 2010

Survey Process: *Programs are eligible that enrolled a cohort of at least 25 participants, 18 years or above, during a recent one-year period specified by the organization. Programs should report outcomes on a cohort for whom there is already complete job placement and three-month retention data. The actual survey is web-based, and programs can return later to the survey to report six month or one-year outcomes on the cohort, if those are not yet available. Programs receive a paper copy of the survey to use in pulling information together before entering it online. The questions in the Benchmarking survey relate to the following topics:*

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 for each
 - Adult Basic Education
 - English as a Second Language
 - GED test preparation
 - Self-directed job search resources
 - Case management
 - Job search or job readiness training
 - Occupational / vocational skills training (general)
 - Occupational / vocational skills training (leading to recognized certification)
 - Employer-based customized skills training
 - Internships
 - Transitional jobs
 - On-the-job training
 - Mentoring
 - Post-employment follow-up services
 - Post-employment skills upgrade training
 - Other services for employers
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 or incentives provided to participants
5. Total program expenses for the one-year period
6. Sources of program revenue, with relative percentages for the one-year period
7. # staff (FTE) employed in specified program
8. Use of performance-based contracts

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

1. Ability to be selective in accepting participants into program
2. Definition of enrollment for “countable” participants
3. Total number of program participants enrolled in the one-year reporting period

4. # men / women
5. # dependent children
6. # in age groups (<18, 18-24, 25-34, 35-44, 45 and older)
7. # in race or ethnic groups (African-American, Asian, Hispanic, Native American, White, other)
8. # in educational levels attained (Bachelors degree or higher, Associates degree, post-secondary certificate, HS diploma/GED, No diploma/GED)
9. Reading levels (below 4th grade, 4th-6th, 7th-9th, 10th or higher)
10. # TANF recipients
11. # receiving unemployment insurance
12. # homeless
13. # with limited English proficiency
14. # with a physical or mental disability
15. # with a criminal record (including # of violent and sexual offenders)
16. # non-custodial parents
17. # veterans
18. # dislocated workers
19. 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, same employer, “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