Pub. L. 102-477 Program Statistical Report
INSTRUCTIONS

Purpose: The attached Program Statistical Report is one of three parts of the statutorily integrated annual report for Pub. L. 102-477. The report provides statistical summary data of participants receiving any of the services available under the initiative. The data includes current participants and those terminated from the program identifying outcomes, characteristics, activities, goals and objectives. Participants are categorized as either adults, youth or cash assistance recipients. Summary data is also collected for child care services identifying ages of children and type of child care provider. Finally, the report provides economic development data including number of jobs created and businesses assisted. Response to the statistical summary is mandatory and in accordance with Pub. L. 102-477. In order to provide standard, meaningful data on the initiative as a whole, each tribe=s statistical summary will be provided in a uniform format, (copy attached).

Identification Section: Provide the name of the tribe/grantee along with the report period. The report period should be one year unless a formal written request has been requested and approved, in advance.

I. Participants Served (Employment & Training Services): This section includes all participants receiving services under Pub. L. 102-477 except for children receiving childcare and child care providers and does not include jobs created through approved economic development plans with Pub. L. 102-477.

> ***A. Total Participants:*** For this report, include those individuals who have completed an application form, have provided all of the documentation required, and have been determined eligible for participation in the tribes Pub. L. 102-477 initiative. The individuals are participants in the program and have begun to receive services, which may include assessment, job referral, counseling, employability planning services, placement in a job, enrollment in education or training, or related services. Individuals should not be terminated each year and then re-enrolled. Once an individual is determined eligible to receive services, the participant should continue enrollment until successfully completing or dropping out of Pub. L. 102-477 services.

- If the participant is 22 or older, the participant should be counted in the first column labeled, “adult”, except for persons receiving cash assistance.

- The age of the participant at time of enrollment into the program should be used to determine whether a participant is an adult or youth, for example, if a participant enrolls at the age of 20 and terminates from the program at 23 years of age, the participant should be counted as a “youth”.

- If the participant is 21 or younger, the participant should be counted in the second column labeled, “youth”, except for persons receiving cash assistance.

- Regardless of age, if the participant has been determined to be eligible for, or receiving cash assistance such as General Assistance Funds originating from the Bureau of Indian Affairs or cash assistance from the Temporary Assistance to Needy Families, Department of Health and Human Services, the participant should be counted only in the column labeled Cash Assistance Recipients. Individuals receiving cash assistance at any time during enrollment in Pub. L. 102-477, or within 60 days prior to enrollment, should be included in this column. For example, if a participant receives cash assistance at the time of enrollment, is placed in a job, continues with supportive services for 90 days, the individual should be counted as a cash assistance recipient because during enrollment cash assistance was received.

- The sum of the numbers in the “adult”, “youth”, and “cash assistance recipients”, columns should equal the total number of participants.

B. Total Terminees: For this report, those participants that have either successfully or unsuccessfully ceased enrollment in Pub. L. 102-477 should be counted in this section. Do not terminate participants each year and then reenroll them. Participants should only be terminated and counted upon completing the program. Do not count children in child care.

- If the terminee is 22 years of age or older, the terminee should be counted in the column labeled, “adult”, except for cash assistance recipients.
- If the terminee is 21 years of age or younger, the terminee should be counted in the column labeled, “youth”, except for cash assistance recipients.
- If the terminee was a cash assistance recipient at any time during participation in Pub. L. 102-477, or within 60 days prior to participation, the terminee should be counted in the column labeled, cash assistance recipient instead of the column youth or adult.

C. Total Current Participants: For this report, total current participants includes all participants who are considered to have been served at any time during the reporting period, but have not yet completed and terminated from the programs as of the last day of the report period

II. Terminee Outcomes: In this section, only count those participants who have been terminated at any time during the reporting period. Count terminees whether or not they have been successful in meeting their stated short or long-range goals. The information can be recorded at any time within 90 days following the persons completion of or other termination from the program. Terminees may be counted once, but no more than once in each of the positive termination categories (i.e. employment objective, education/training objective, miscellaneous objective achieved.) Terminees as “other (non-positive)” may not be counted in any of the three positive termination categories.

A. Total with Employment Objective: Count all participants who have been terminated with an employment objective in their individualized service plan.

1. Entered Unsubsidized Employment: Include the number of terminees who have entered employment whom do not receive any subsidy. Include self-employment in this count.

2. Other Employment Outcomes: Include the number of terminees whom have an employment objective, and met that goal. This includes participants who have been successfully assisted in retaining an existing job with supportive services or successfully completes an OJT assignment but were not retained in employment.

3. Employment Objective not achieved: Include the number of terminees who had an employment objective but did not meet any of their employment goals.

4. Earnings Gain: for those terminees entering unsubsidized employment, calculate the hourly wage at the last job held within the six months prior to Pub. L. 102-477 enrollment and compare that rate with the rate at time of termination from this program. First sort all terminees by whether they are adults, youth or cash assistance recipients. Terminees unemployed for the entire six months prior to entering the program should be considered to have $0 per hour rate at entry. If at termination the same person entered unsubsidized employment earning $6.50 per hour, the gain would be $6.50 per hour. Add all gains and any losses. Divide this number by the number of participants entering unsubsidized employment. The result will be the average gain. Record this dollar amount in II -3.

Again, count each terminee as either an adult, youth or cash assistance recipient.

B. ***Educational/Training Objective Achieved:*** Include the number of participants who have terminated from the program and had an educational/training objective. Include terminees gaining knowledge such as completing a semester or more of classes or long or short-term classroom training measurement.

C. ***Degree/Certificate Achieved:*** Include those terminees whom have completed a full-course of study and received certification or degree recognition.

1. ***Other Education Outcome:*** Count for adults, youth and cash assistance recipients who had educational goals, were terminated from the program and met a goal other than attainment of a certificate or degree.
2. ***Education Objective not achieved:*** Count for adults, youth and cash assistance recipients who had educational goals but did not meet any of them.
3. ***Literacy Gain - Percent of Increase:*** Include those terminees only, for which literacy gain was a goal. Formal assessment/measurement must have been completed prior to service and again after service. Example of measurement tools, which may be used, include the GED Locator test, TABE assessment and others. Pre and post test measurement tools must be the same to be valid. Scores should be provided as percentage of increases or decreases.
4. ***Numeracy Gain - Percent of Increase:*** Include all terminees, for which numeracy gain was a goal. Formal assessment/measurement must have been completed prior to the service and again after service. Pre and post test measurement tools must be the same to be valid. Report increase or decrease as a percentage.

C. Misc. Objective Achieved: Count all terminees that met one or more of their short or long-term goals here, but cannot be counted in A 1-3 or B 1-3 above. For example, a terminee may have learned how to prepare a resume but did not acquire a job. The resume may be used for future job interviews.

D. Other (Non-Positive): Count all terminees who failed to meet all of their short-term and long-term goals as stated in their development plan. If a terminee met one or more of their goals but not their final goal, they should be counted above.

III. Terminee Characteristics: Only count those terminees who have had their case closed and were included in I - B above (Participants Served, Total Terminees). Do not include characteristics of all participants.

A. Female: Calculate the number of female adults (22 and over), youth (21 and younger) and cash assistance recipients.

B. Male: Calculate the number of male adults (22 and over), youth (21 and younger) and cash assistance recipients.

The number of female and males in each column (adult, youth, cash assistance recipients) should equal the total number of terminees in the same column.

C. Education Level at Intake:

1. ***Dropout:*** Those terminees who had not attained a high school diploma or GED at the time of enrollment into the program. Terminees whom have terminated from the program (22 years of age and over) and have not received cash assistance count as adults, youth, (21 and under) who have dropped out of high school and cash assistance recipients. Consider as dropouts those individuals that were dropouts at the time of eligibility determination. If they received a GED during participation in the program, the terminees should still be counted as a dropout because they were dropouts at enrollment.

2. ***Student:*** Those terminees who were enrolled in any level of formal education at the time they were enrolled in the program

3. ***. High School Diploma or GED:*** Count those terminees whose highest level of educational attainment at the time of enrollment was a high school diploma or GED, if they are receiving cash assistance anytime during participation, or within 60 days prior to enrollment in Pub. L. 102-477 services.

4. ***Post High School:*** Count those terminees who have terminated from the program whose highest level of educational attainment at the time of enrollment was greater than a high school diploma or GED.

D. Veteran: Count all terminees that have served in the military and are considered veterans. Break down this number by youth, adult and cash assistance recipients.

IV. Participant Activities/Goals/Objectives: For all participants, whether current or terminated, record the type of activities, goals and objectives established for participants through an Employment Development Plan. If a participant has been involved in more than one activity, goal or objective, count that participant once in each category of that activity that apply. The total number of adults, youth, and cash assistance recipients may be greater than the total in section 1 above.

A. Employment: Count for adults, youth, and cash assistance recipients, any participant that have engaged in employment activities such as job referrals, work experience, job interviewing, supportive work services and related job related goals.

B. Education/Training: Count the number of participants who were engaged in any educational or training activity, including On the Job Training, Adult Basic Education, GED preparation testing and related services.

C. Misc Objective/Supportive Services**:** Count for adults, youth, and cash assistance recipients, participation in non-employment and non-education activities. Such non-employment, non-educational activities may include transportation assistance, housing assistance, assistance in obtaining a driver's license, childcare when furnished to adults as supportive services, and similar assistance.

D. Other/Service Referral: Any other services or referrals should be counted here.

The totals for A, B and C above may not equal the number of participants served. The total will probably be much higher since some participants may receive numerous services while enrolled.

V. Child Care Development Activities:

A. Families Receiving Child Care: Count the total number of family units provided with child care services that are funded through the tribes Pub. L. 102-477 budget.

B. 1-3 Children Receiving Child Care: Count of total number of such children served. The three age categories will add up to the total number of children shown receiving child care. These child care services include any such services provided through the program, regardless of whether the programs Pub. L. 102-477 budget includes funds from formal child care programs, such as the Child Care and Development Fund program.

C. 1-4 Care Received-Type of Provider**:** Count the type of childcare provider used.

VI: Job Creation/Economic Development:

Jobs Created: Count the number of new jobs, (not participants) which were created as a result of your Pub. L. 102-477 program. Only count those jobs that did not exist before the 477 program helped create them. The count could include, for example, new jobs created at a new or expanding business, which received on the job training support.

American Indians/Alaskan Natives Employed: Count the number of additional American Indians/Alaskan Natives who were employed as a result of the number of jobs that were created in the previous line item. Include all American Indians/Alaskan Natives employed including any other federally-recognized tribal affiliation.

Business Assisted: Provide the number of business that the Pub. L. 102-477 program assisted. This may include supportive service such as counseling services for existing employees, training for employees of businesses, on-the-job placements, recruitment and advertisement of positions, and related support. Count all businesses assisted. Do not limit the count to tribal businesses or individual tribal members businesses.

Report Prepared by: Please provide name and phone number of person completing the report and date the report. If we have any questions regarding the report we may contact the individual.

Paperwork Reduction Act Statement: The information being collected meets the requirements of Pub.L. 102-477 and is composed of three summaries: a Narrative Report, a Statistical Report and a Financial Status Report with seven additional attachments numbered 12(a)-(g). Response is required to obtain benefits of the program. The reports are used to monitor the progress of the grantees in delivering services to tribal members, to identify unmet needs, to identify any other problems, and to provide information to justify budget submissions by the three federal agencies involved. Only tribes who have voluntarily applied to participate in this project will submit the annual report. As of January 1, 2003, there are 49 grantees representing approximately 240 federally-recognized tribes voluntarily participating. The report takes about 16 hours to complete. Some tribes have automated the data collection and thus may require less time. Tribes are required to retain the data during the life of the grant. An agency may not request or sponsor a collection of information, and a person is not required to respond to a request if a valid OMB control number is not provided. The OMB control number for this collection is 1076-0135. Comments concerning the survey can be sent to Lynn Forcia, Office of Economic Development, Bureau of the Indian Affairs, 1951 Constitution Avenue N.W., Washington, D.C. 20245, Mail Stop 20 SIB. Please note: comments, names and addresses of commentators are available for public review during regular business hours. If you wish us to withhold this information, you must state that prominently at the beginning of your comment. We will honor your request to the extent allowable by law.