

## Region 4 Workforce Board Exit Policy

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**Purpose:** To provide policy for the understanding Exit Dates

**References:** WIOA Section (134)(c)(2) and WIOA Proposed Regulations Sections 678.430, 680.150, 680.210, 680.220, DWD Interim Guidance on Participation and Exit Dates

Department of Workforce Development's (DWD's) requirement is for common participation and exit dates for all DOL-funded programs. The points at which an individual becomes a participant and exits are important because performance accountability is based only on outcomes for participants.

**For purposes of WIOA Title I Adult and Dislocated Worker, Youth, Wagner-Peyser, and Adult Education** performance calculations, **EXIT** is defined as 90 days without any services other than self-service, informational, or follow-up **AND** there are no future services planned other than follow-up. Services that may be delivered during the 90 days that do not extend the period of participation include:

- Postemployment follow-up services designed to ensure job retention, wage gains, and career progress such as:
  - Additional career planning and counseling;
  - Contact with the participant's employer
  - Assistance with work-related problems that may arise;
  - Peer support groups;
  - information about additional educational opportunities;
  - Informational mailings; and
  - Referral to supportive services available in the community; and
- Case management services and any other required administrative caseload management activities that involve regular contact with the participant or employer to obtain information regarding the participant's employment status, educational progress, or need for additional services.

**Note:** Since common date of participation only applies to DOL-funded programs, adult education, vocational rehabilitation, and other partner programs will have their own participation and exit dates.

The Exit date is a critical data validation item. If the Exit date is not accurate, not only will this item fail but all other data items related to the exit date may fail.

The Exit date is - the date on which the last service funded by the program or a partner program is received by the customer. Once a customer has not received any services funded by the program or a partner program for 90 consecutive calendar days and has no gap in services and is not scheduled for future services, the Date of Exit is applied retroactively to the last day on which the individual received a service funded by the program or a partner program.

**To validate, there must be a MATCH by:**

Specific, detailed information that is stored in the state case management system or the case file that provides evidence that the data element being verified is correct (for the period of participation being reviewed). Detailed case notes are necessary.

## ***Attachment A***

### **Exit Dates and Data Validation - Regional Guidance**

For a Service in Track One to be 'counted' as a service verified for the Exit date, a case note must be attached. If there is not a case note attached to the last service, the exit date will fail as it not verified. Also the Planned End date and/or the Actual End date may impact the exit (if no other services are provided beyond the Planned or Actual End dates. When a Planned End date has been entered, an Actual end date should then be entered when the service is exited/completed and a case note must be entered. If you become aware on June 5<sup>th</sup> that the customer completed the training on May 22<sup>nd</sup> enter the Actual End date of May 22<sup>nd</sup> and post your case note on June 5<sup>th</sup> stating the training was completed on May 22<sup>nd</sup>. The date stated in the case note must MATCH the end date.

Please ensure actual end dates are entered when a planned end date had been entered and that there is a case note attached for each service and the Actual End date.

If there is a planned or actual end date after a 'last' service and there is not a case note for the planned or actual end date, the exit date is incorrect.

Examples:

#### **Example 1**

**The last service posted in Track One on 1/15/2014 is 1-1 counseling service, but no case note.**

If the last service provided to a customer in on 1/15/2014, but no case note is entered. The service is not verifiable, therefore it cannot be considered the 'last service' and the exit date fails data validation. ***Every WIOA service must have a case note attached***

*Notes: The WIOA Monthly Check In is not considered a countable service and does not start or end a POP. So the Monthly Check In is not considered in the Exit date calculations.*

#### **Example 2**

**Planned End date is past the last posted Service in Track One**

The last service posted in Track One is 1-1 Counseling provided on December 29, 2013 and case note reflects customer is attending and doing well in training. There are no other case notes.

The planned end date is shown as March 15, 2014 and the training plan shows class to end 03/15/2014.

Ninety (90) days have passed and the Exit date is recorded as 03/15/2014 as Track One uses Planned end date as the 'last' service. However, the Exit date will fail as there was no case note reflecting a service actually occurred on 03/15/2014. All performance metrics are calculated by the Exit date and will fail in this scenario as the last 'verified service' (there was a case note) is the 12/29/13. The exit date of 12/29/13 is in a different quarter causing all performance metrics to fail. If staff had entered a case note on March 15<sup>th</sup> verifying the

customer was still in class or changed the actual end date to 12/29/13 if no longer attending class and described in a case note; this would meet validation standards.

*Note:*

*If the Actual End Date turns out to be a different date than the Planned End Date, then the Planned End Date should be modified to match the Actual End Date. Also, if the Planned End Date has passed but the customer is still participating in the service, the Planned End Date needs to be extended.*