



Year-End Data Closing and Continued Clients

Department: Office of Economic & Workforce Development

Effective Date: July 1, 2022

Placement Extension: Program Year 2021-2022

OEWD understands the constraints of attaining employment and educational and employment outcomes within one program year which has guided our decision to commit to two-year contracts, in most cases, where funding allows. OEWD also understands that program participants may access your training or direct employment services in the latter part of the program year that may adversely impact Grantee year-end placement outcomes. To further support Grantees to attaining year-end placement outcomes and participant success, effective the 2021-2022 Program Year, OEWD is allowing Grantees to report employment and educational placement outcomes for an additional quarter beyond the contractual program year.

To further clarify, OEWD is allowing for Grantees to report positive placement outcomes for current year enrollments in July, August and September of the following program year. Again, these additional outcomes will be accounted towards the current program year goals. OEWD believes that allowing for an additional quarter to report placements will hopefully lighten the year-end stresses of placement outcomes by the June 30th deadline and allow for some additional flexibility with placements that occur within one quarter after the program year. This extension will still allow for OEWD to aggregate data and publicly present to reporting bodies (i.e. WISF) by December the following year. Please note, there may be circumstances where this extension would not apply, including OEWD competitive grants you may be awarded that have concrete reporting end dates.

An example of this is as follows for PY 21-22 outcomes and goals

- *A Grantee's placement goal for PY 21-22 is 50.*
- *Grantee was able to secure 45 placements by June 30, 2022 (end of the program year) a bit short of the annual goal.*
- *Grantee was able to secure 5 additional placements between July 1, 2022 through September 30, 2022.*
- *Grantee's final placements outcomes is for PY 21-22 is now 50, fully meeting the annual contractual placement goal.*

Data Close Out, Continued Clients and Scope of Work Performance Measures Table Revisions

Regarding closing out data for the 2021-2022 Program Year, there are a couple of important data and reporting items around placement extension, client close out, continued clients and scope of work performance measures table revisions to flag as they are new processes. Details on these items are as follows:

Year-end Client Data - 3-month Placement Extension Period:

- OEWD has recently implemented a 3-month extension for providers to report placements (employment and post-secondary/training) for participants that are enrolled in PY21-22 (before 6/30/22) to be counted toward PY21-22 outcome goals.

- Previously, OEWD required participants to be closed for the program year by 6/30/22; OEWD has extended the timeframe for placements to be reported in Workforce Central by 9/30/22 to allow for participants who may need longer time to place (i.e. due to lengthy training models, late enrollments, etc.).
- The placement extension allows for OEWD to properly review aggregate data and publicly present to reporting bodies (i.e. WISF) by December 2022.

Closing Out Participants from WorkforceCentral

Provider Partners with One-Year Contracts – Year end Close Out

- For all one-year PY 21-22 contracts, any non-active participant applications should have been closed by the end of your contract (6.30.2022). For active participants that have not successfully been placed, we are allowing for an extension to close all applications by 9/30/22 the latest. As your contract and targeted deliverables are for one year.

Provider Partners with Two-Year Contracts – Continued Clients

- OEWD encourages partners to close out any non-active participants by the end of the program year (or the September 30, 2022 extension). Under the current two-year grant cycle, if partners are unable to place any PY 21-22 participants (enrolled before 6/30/22) and these participants are actively working with your agency, staff can continue to work with these participants past the placement extension (9/30/22) and will be considered "continued clients."
- For "continued clients" partners can leave current applications open and continue to work with clients through the end of your two-year contract, through June 30, 2023.
- Placements for "continued clients" will not be immediately reported in PY21-22 outcome totals, as a "continued client" is one that was not placed within the placement extension of September 30, 2022. However, these placements will be credited towards your overall two-year grant goals.

Revisions to Scope of Work Performance Measures Table – Two-Year Contracts Only

- Partners are ultimately responsible for meeting the total Two-year Goals outlined in the Performance Measures table of your Scope of Work. If partners are unable to meet 80% of their enrollment and placement goals by September 30th for PY21-22, OEWD will adjust your outcome goals for the PY 22-23 performance measures table in your scope of work to capture any enrollment and placement goals not met in the first year of programming in order to meet the two-year contractual goals.
- OEWD will evaluate PY 21-22 enrollment and placement reports after the September 30, 2022 deadline and for partners that do not meet 80% of their PY 21-22 goals. OEWD will send you a Revised Performance Measures Table, accompanied by a memo. That revised table will replace the table in your original contract. This revision will not cause any holds to your contract or billing.

INQUIRIES

Inquiries should be addressed to the OEWD at 415-701-4848 or workforce.development@sfgov.org.

OEWD and its service providers shall follow this procedure. This procedure will remain in effect from the date of issue until such time that a revision is required.