



PATHWAY HOME 6 PROGRAM PERFORMANCE INDICATORS

Policy Number: 266

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I. PURPOSE:

The purpose of this policy is to ensure compliance with federal performance reporting requirements for the Pathways Home 6 program. Accurate, timely, and complete data entry is essential to properly track and report performance data for Pathways Home 6 program participants to comply with the Department of Labor (DOL) guidelines.

II. BACKGROUND:

Pathway Home 6 grants are authorized under WIOA, and, therefore, WIOA performance indicators are required to be tracked and reported. The Workforce Innovation and Opportunity Act (WIOA) Sec. 116(b)(2)(A) and Training and Employment Guidance Letter (TEGL) 10-16, Change 3, describe the Federal Performance Measures for WIOA.

All WIOA and Pathway Home 6 performance indicator data must be submitted in Quarterly Performance Reports (QPRs) within 45 days after the end of each calendar-year quarter.

III. PERFORMANCE INDICATORS:

WIOA Performance Indicators

For eligible Pathway Home 6 participants, the following Federal WIOA performance indicators apply:

1. **Employment Rate – 2nd Quarter After Exit:** The percentage of participants who are in unsubsidized employment during the second quarter after exit.
2. **Employment Rate – 4th Quarter After Exit:** The percentage of participants who are in unsubsidized employment during the fourth quarter after exit.

3. **Median Earnings – 2nd Quarter After Exit:** The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.
4. **Credential Attainment Rate:** The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential, a secondary school diploma or its recognized equivalent, or an industry-recognized credential during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its equivalent is included in the credential attainment rate only if the participant is also employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program. Credential Attainment Rate is both a WIOA and Pathway Home 6 performance indicator.
 - a. **Types of Acceptable Credentials:**
 - i. The following are acceptable types of credentials that count toward the credential attainment measure:
 - ii. Secondary School diploma or recognized equivalent
 - iii. Associate degree
 - iv. Bachelor’s degree
 - v. Graduate degree for purposes of the VR program
 - vi. Occupational licensure
 - vii. Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates
 - viii. Occupational certification
 - ix. Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.
5. **Measurable Skill Gains:** The percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment, and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:
 - a. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;

- b. Documented attainment of a secondary school diploma or its recognized equivalent;
 - c. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
 - d. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or
 - e. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.
6. **Effectiveness in Serving Employers:** The percentage of participants who are employed with the same employer in the second and fourth quarters after exit.

Pathway Home 6 Performance Indicators

For eligible Pathway Home 6 participants, the following Pathway Home 6 performance indicators apply:

1. **Enrollment Rate:** The number of participants enrolled in the program divided by the enrollment goal. The enrollment goal is for the total grant period of performance. Grantees must ensure that each participant enrolled is provided with the full menu of services prior to the end of the 24- to 27-month period of operation, as well as 12 months of follow-up services after exit.
2. **Recidivism Rate:** The percentage of participants convicted of a new criminal offense committed within 12 months of their release from the correctional facility. The conviction may occur at any time during the performance period. For each Pathway Home 6 participant, recidivism shall be measured from their first release post-enrollment (since all Pathway Home 6 participants must be incarcerated at the time of enrollment).

Exclusions

Under TEGL 10-16, Change 3, Attachment II, Table A, it allows for 5 defined Adult exclusions to the performance measures.

1. The participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support, such as a hospital or treatment center, during the course of receiving services as a participant.

2. The participant exits the program because of medical treatment, and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.
3. The participant is deceased.
4. The participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.
5. The participant, who was determined to be eligible for program services, is later determined not to have met the program's eligibility criteria.

Performance Measure Goals for Pathway Home 6

FEDERAL WIOA PERFORMANCE MEASURES		GOAL
1.	Employment Rate – 2 nd Quarter After Exit	55.0%
2.	Employment Rate – 4 th Quarter After Exit	45.0%
3.	Median Earnings – 2 nd Quarter After Exit	\$6,000
4.	Credential Attainment Rate	60.0%
5.	Measurable Skills Gain	65.0%
6.	Effectiveness in Serving Employers	--

PATHWAY HOME 6 PERFORMANCE MEASURES		GOAL
1.	Enrollment Rate – Enroll 400 Participants	100%
2.	Recidivism Rate	< 30.7%

IV. DATA COLLECTION AND ENTRY:

All staff involved in the Pathways Home 6 program must adhere to the data collection and reporting standards outlined in this policy. All performance data must be reported through the Grantee Performance Management System (GPMS) and must align with the DOL's WIOA performance indicators and Pathway Home 6 grant-specific performance indicators.

1. **Intake and Enrollment Data:** Case managers are responsible for collecting all necessary intake and eligibility data during the participant's enrollment. The data entry and source documentation process will consist of:
 - a. Entering all intake information, including demographic data, eligibility documentation, and participant goals into GPMS within fourteen (14) calendar days of enrollment approval.
 - b. Ensuring that key data fields, such as employment status, educational level, and vocational training status, are completed and accurate.
 - c. Verify that all eligibility documents are uploaded into the system such as ID, proof of incarceration, and release date documentation.

2. **Service Provision Data:** Case managers are responsible for updating service provision and outcome data (e.g., workshops attended, supportive services provided) in real time or within fourteen (14) calendar days of the service provision occurring. The data entry process will consist of:
 - a. Recording services provided (job readiness workshops, career counseling, etc.) within fourteen (14) calendar days of the service delivery.
 - b. Documenting participant progress in achieving measurable skill gains and credential attainment.
 - c. Uploading all updates to participant IDPs in GPMS.

3. **Exit and Follow-Up Data:** Case managers must ensure that exit data is complete, and follow-up services are documented. The data entry process will consist of:
 - a. Completing a Participant Exit Form and ensuring all services and outcomes are entered into GPMS within fourteen (14) calendar days after exit.
 - b. Recording post-exit follow-up services (e.g., job placements, housing assistance) for twelve (12) months post-release, ensuring follow-up data is entered at ninety (90) days after exit, and quarterly thereafter.
 - c. Ensuring employment status, earnings, and recidivism data are entered in accordance with DOL reporting requirements.

VII. DATA VALIDATION:

Subrecipients must reconcile discrepancies in performance data as part of the monthly data quality review process that consists of:

1. Cross-checking participant service records with supporting documentation (e.g., timecards, IDP updates).

2. Ensuring all outcome data matches participant records and supporting documentation.

3. Use the GPMS reporting feature to identify incomplete or missing data fields.
4. If discrepancies or missing data are identified, communicate any necessary revisions to the staff involved. Ensure that staff reconcile, correct, and document the corrections to the data within fourteen (14) calendar days of communicating the revisions.

VIII. PERFORMANCE REPORTING TIMELINES:

Quarterly Reporting

The WIOA and Pathway Home 6 narrative and performance indicator data must be submitted by SCW in Quarterly Narrative Performance Reports (QNRs) and Quarterly Performance Reports (QPRs) within 45 days after the end of each quarter. The first QPR is due *after* the planning phase is complete. Subrecipients must submit their quarterly reports to SCW within 20 days after the end of each quarter.

Annual Reporting

SCW will collaborate with subrecipient/contractor staff on compiling the data for the Annual Performance Report that includes:

1. Ensuring all performance data for the fiscal year is accurate and up-to-date in GPMS.
2. Providing detailed analysis of program success, including metrics on employment rates, median earnings, credential attainment, and measurable skill gains.

SCW will submit the annual report by the designated DOL deadline.

IX. AUDITING AND MONITORING:

All Contractors will be monitored on a quarterly basis, at a minimum, to ensure accuracy and completeness in performance reporting.

X. ATTACHMENTS:

- Attachment 1

XI. REFERENCES:

- 20 CFR § 677.155

- TEGL 10-16, Change 3 – Performance Accountability Guidance for WIOA
- ETA REO Grant Performance Management System (GPMS) – Grantee User Guide
 - Refer to the GPMS user guide for data entry and reporting instructions