

## JCS Report #58 - Youth Goals Approaching Anniversary Date

A new report was published in the Job Center Systems Data Warehouse on 10/29/2004. This report provides a tickler to identify goals that are approaching the one-year anniversary of the Goal Set Date and are in *Set, Attainment Pending* status. This report allows Local Program Liaisons, the State youth program coordinator, performance managers, case managers and WDB staff to monitor skill goal activities, set and attainment dates, and to ensure proper documentation of their status in ASSET. This will reduce the number of data correction requests that are submitted and will serve as a reminder to case managers to review and update participant files.

WIA Title 1 Younger Youth skill goals must be attained within one-year of the goals' set dates. File reviews and data correction requests have demonstrated that case managers often forget to properly report this information, often having a negative effect on Younger Youth Skill Attainment rates.

You may need to do a REFRESH LIST to see the new report.

**To use the report:** Select the period of time for the Goal Set Date and your WDA, then click "Run Query" to view a list of skill goals that are approaching the one-year anniversary date. The report lists only youth whose goal status is marked as "Set, But Attainment Pending." You will not see the names and PINs for youth whose goals are either *Attained* or *Not Attained*.

Workers may use the report proactively to keep on top of goals that will be expiring in the next month. For example, to determine the goals in *Set, But Attainment Pending* status which were set last November, use 11/01/2003 and 11/30/2003 in the parm fields. The results will be a list of goals that expire next month. The report includes the PIN and Name of the participant as well as the Goal Type and Set Date. The last column, Services, gives you a count of the Goals so you can see if multiple goals of that type and date that were set.

You also may use the report to find goals that are already overdue. For example, to determine the goals in *Set, But Attainment Pending* status which were set last October and are already overdue, use 10/01/2003 and 10/31/2003 in the date parm fields. The results will be a list of goals that expired this month and need immediate attention.

**Note:** Local Program Liaisons and State program and policy staff will monitor ASSET or case files to ensure that you have documentation to support that the goal was *Attained*. The documentation for achievement may be recorded in ASSET or the local paper file, although ASSET is the preferred source for reporting this information.

For example, if the goal was to improve reading level by one grade, there should be test results to document that the goal was achieved. Test scores can be documented in Manage Assessment in the tab for testing results. A Customer Note indicating the reading level improved from 6.7 to 7.8, as shown by test scores might validate the Goal Attainment.