PROGRAM YEAR 2023 QUARTERLY NARRATIVE REPORT

WSPM

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| **Contractor Name:**  | **Program Name:** WSPM |
| **Name of Staff Completing Report:** | **Date Report Completed:** |
| **Reporting Period:** **[ ]  Q1: due October 20** **[ ]  Q2: due January 20** **[ ]  Q3: April 20 [ ]  Q4: due July 20**  |

1. **Performance Update**

Please complete the chart below with data from I-Trac reports. To calculate **% to Goal**:

Actual % or number in the quarter divided by SOW Goal % or number.

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| **WIOA Measures-ALL** | **Goal** | **Q1** | **Q2** | **Q3** | **Q4** | **YTD** | **% to Goal** |
| Employment Rate (Q2 after Exit) | 71% |  |  |  |  |  |  |
| Employment Rate (Q4 after Exit) | 72% |  |  |  |  |  |  |
| Measurable Skill Gains (WIOA Performance definition) | 70% |  |  |  |  |  |  |
| Credential Attainment (WIOA Performance definition) | 70% |  |  |  |  |  |  |

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| **Local Measures-ALL** | **Goal** | **Q1** | **Q2** | **Q3** | **Q4** | **YTD** | **% to Goal** |
| Of all Participants Engaged in Training/Percent from APN | 60% |  |  |  |  |  |  |
| Training Completion Rate | 80% |  |  |  |  |  |  |
| Training Completers Employment Rate  | 70% |  |  |  |  |  |  |

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| **WorkEx and Competitive Strategies Measures-ALL** | **Goal** | **Q1** | **Q2** | **Q3** | **Q4** | **YTD** | **% to Goal** |
| Training Scholarships or OJTs | XX |  |  |  |  |  |  |
| Training Completers | XX |  |  |  |  |  |  |
| Employment Placements | XX |  |  |  |  |  |  |

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| **Career DWG and JP Morgan Measures-ALL** | **Goal** | **Q1** | **Q2** | **Q3** | **Q4** | **YTD** | **% to Goal** |
| Eligible and Enrolled Participants receiving childcare assistance and training scholarships | XX |  |  |  |  |  |  |
| Employment Rate (Q2 after exit) | 70% |  |  |  |  |  |  |
| Employment Rate (Q4 after exit) | 73% |  |  |  |  |  |  |
| Median Earnings (Q2 after exit) | $8,300 |  |  |  |  |  |  |
| Credential Attainment Rate | 60% |  |  |  |  |  |  |
| Measurable Skills Gain Rate | 46% |  |  |  |  |  |  |

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| **P10K ARPA Measures-ALL** | **Goal** | **Q1** | **Q2** | **Q3** | **Q4** | **YTD** | **% to Goal** |
| Training Scholarships or OJT | XX |  |  |  |  |  |  |
| Training Scholarships or OJT Women Served (50% of Total Served) | XX |  |  |  |  |  |  |
| Training Completers | 80% |  |  |  |  |  |  |
| Employment Placement | 75% |  |  |  |  |  |  |
| $17/hr. wage at placement | 75% |  |  |  |  |  |  |

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| **PCEF-ALL** | **Goal** | **Q1** | **Q2** | **Q3** | **Q4** | **YTD** | **% to Goal** |
| Training Scholarships or OJTs | XX |  |  |  |  |  |  |
| Training Completers  | XX |  |  |  |  |  |  |
| Training Completers Enter Employment  | XX |  |  |  |  |  |  |

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| **Career Boost-ALL** | **Goal** | **Q1** | **Q2** | **Q3** | **Q4** | **YTD** | **% to Goal** |
| Job Search Training  | XX |  |  |  |  |  |  |
| Career Technical Education  | XX |  |  |  |  |  |  |

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| **Building Careers in Healthcare-PCC ONLY** | **Goal** | **Q1** | **Q2** | **Q3** | **Q4** | **YTD** | **% to Goal** |
| Training Scholarships  | 28 |  |  |  |  |  |  |
| Training Completers  | 22 |  |  |  |  |  |  |
| Training Completers Enter Employment  | 17 |  |  |  |  |  |  |

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| **City of Portland ARPA-IRCO ONLY** | **Goal** | **Q1** | **Q2** | **Q3** | **Q4** | **YTD** | **% to Goal** |
| Training Scholarships  | 40 |  |  |  |  |  |  |
| Training Completers  | 32 |  |  |  |  |  |  |
| Training Completers Enter Middle Income Employment (defined as training related employment) | 24 |  |  |  |  |  |  |

***Narrative prompt: For any measure not meeting contracted performance, describe the factors that caused underperforming and the steps being taken to improve performance over the remainder of the year.***

1. **Budget**

Using the most recent billing workbook as reference, provide an analysis of your program’s spenddown. Where your spending is over or under target by 10% or more, describe challenges you have encountered and a plan for your spending for the remainder of the program year.

**Target spenddown: Q1 = 25% | Q2 = 50% | Q3 = 75% | Q4 = 100%**

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| **Line item** | **Status** *(Select from drop down)* | **% Spend Down** | **If not meeting Target Quarterly Average Spend Down Explanation and Plan** |
| Personnel | Choose an item. |  |  |
| Operating | Choose an item. |  |  |
| Participant Expense | Choose an item. |  |  |
| Indirect | Choose an item. |  |  |
| **Total** | Choose an item. |  |  |

1. **Program Design and Delivery**

Describe successes and challenges related to service delivery including outreach, enrollment, training and placements.

1. What is working well with your program? What adjustments have you made to help participants succeed?
2. What challenges or barriers have impacted program delivery so far and how are they being addressed?
3. Describe a program practice or resource used by your program that may be of interest to other programs in the system.
4. **Participant Success Stories- Success Stories Require a Signed ROI**

Please submit a participant success story that highlights their success in your program.

**At least one submission should describe a SNAP customer served in your Career Boost program.**

Participant I-Trac ID:

Participant life circumstances prior to enrolling in the program: What obstacles did the participant face?  What factors motivated them to enroll in the program?

Program services provided:

Participant challenges while in the program and how they overcame them:

Participant Outcome (employment position-FT-PT-pay-benefits/Training program-credentials):

Participant Quote if applicable:

1. **Technical Assistance/Training-** Please submit requests for technical assistance or training.
2. **Feedback**
	1. What feedback do you have for Worksystems? How can we better serve you?
	2. What feedback do you have related to working within the broader workforce system (WorkSource, APN, NextGen etc.
3. **Data Entry and Collection (Quarter 1 Only)**

Describe your program’s plan and strategies to ensure timely and accurate contract-required I-Trac data entry. Describe how you ensure monthly services are entered in I-Trac. For Career Boost providers, how does your staff verify that monthly data is accurate and aligned between I-Trac-Career Boost and iMatchSkills.