AHFE Quarterly Reporting Guidance

See page 30 of the I-Trac Reports Manual for a full overview of the Customer Flow report

Regional Program Standards (RPS) and quarterly reporting templates can be found at <https://help.worksystems.org/knowledge-base/a-home-for-everyone-ahfe-eop/>

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| **Reporting Element** | **Definition and Methodology** | **How to Pull the Data** |
| Enrollment | | |
| Enrollment Capacity= Intensive phase participants + actively engaged (receiving follow up services in the last 3 months) Retention and Advancement phase participants | Intensive phase participants | **I-Trac Dashboard Reports (all the way down below standard reports)**   * Choose Current Program Year * Filters- NONE * Current Program Status * Use the number of Enrolled |
| Actively engaged Retention and Advancement phase participants | **I-Trac Standard Reports: Services by Start Date**   * Choose Current Program Year * Filters- NONE * Select the total of follow- up services for the current quarter * Use # of Customers above the customer list |
| **Success Measures** | | |
| Attainment of Unsubsidized Employment (Percentage) | Denominator: All exited participants that were not employed at registration.  Numerator: The participants employed by the end of Q4 following the exit date. | **I-Trac Standard Reports: Local Measures**   * Choose Current Program Year * Filters= NONE   Report on Total |
| Attainment of Career Track Employment (# of Individuals) | Denominator: All exited participants.  Numerator: The participants that are employed by the end of Q4 following the exit date in a position that aligns with the Career Track Employment goal identified in their Career Plan. | **I-Trac Standard Reports: Local Measures**   * Choose Current Program Year * Filters= NONE * Report on Total |
| Employment Rate in Q2 following the Exit to Follow-Up Date | Denominator: All exited participants enrolled.  Numerator: Number employed in Q2 after Exit to Follow-Up | **I-Trac Standard Reports: WIOA Performance**   * Choose Current Program Year * Filters= NONE * Report Total |
| Employment Rate in Q4 following the Exit to Follow-Up Date | Denominator: All exited participants enrolled.  Numerator: Number employed in Q4 after Exit to Follow-Up | **I-Trac Standard Reports: WIOA Performance**   * Choose Current Program Year * Filters= NONE * Report Total |
| Advancement in employment as demonstrated by gain in earnings, wage or benefits. | Denominator: All participants that were employed at enrollment or who are in the Unsubsidized or Career Track Employment numerator.  Numerator: The participants that have at least one advancement (defined below) in employment by the end of Q4 following the exit date.  Advancement Definition: An increase in wage, hours worked, or availability of benefits. The base from which advancement is calculated is the employment elements at enrollment or employment elements with the job secured during program engagement. The benefit start date is not considered an advancement if a position is offered and accepted that includes a benefit package, but the benefits do not become effective immediately (i.e., probationary period completed, 30-day grace period, etc.). | **I-Trac Standard Reports: Local Measures**   * Choose Current Program Year * Filters= NONE * Report Total |
| **Participant Demographic Plan** | | |
| Participants served who are people of color |  | **I-Trac Standard Reports: Customer Flow**   * Choose Current Program Year * Filters= People of Color |

I-Trac Reports

# Enrollment Capacity

Part 1:

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Table

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Graphical user interface, table

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# Participants HH income up to 50% median family income

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Your Org Name

Participants HH income up to 30% median family income

Graphical user interface, application

Description automatically generated

Your Org Name Here

# Success Measures

Timeline

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Your org name here

# Employment Rate in Quarter 2/4 following Exit to Follow-Up

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A screenshot of a computer screen

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# People of Color

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Description automatically generatedGraphical user interface

Description automatically generated with medium confidence

Graphical user interface, table

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