



2024-25 QUARTERLY REPORT GUIDANCE A Home for Everyone (AHFE)

The [AHFE Knowledge Base page](#) has Regional Program Standards (RPS) and a quarterly reporting template.

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2024-25 QUARTERLY REPORT GUIDANCE A Home for Everyone (AHFE)

Annual Enrollment Capacity: Written Instructions		
REPORTING ELEMENT	DEFINITION AND METHODOLOGY	HOW TO PULL THE DATA
Enrollment Capacity	All participants who received at least one service during the reporting quarter	I-Trac Standard Reports: Services by Start Date – AHFE Fund <ul style="list-style-type: none"> Choose AHFE Fund & Current Program Year Click on View Report button Click on Services by Start Date & confirm Filters- NONE Click on the grand total for the desired quarter Use reported # of Customers above the list of customers
Annual Enrollment Capacity– People of Color: Written Instructions		
Participants served who are people of color	All participants, who are people of color, who received at least one service during the reporting quarter	I-Trac Standard Reports: Services by Start Date – AHFE Fund <ul style="list-style-type: none"> Choose AHFE Fund & Current Program Year Click on View Report button Click on Services by Start Date Select Filters- People of Color from dropdown Click on View Report button Click on the grand total for the desired quarter Note reported # of Customers above the list of customers To get percentage, divide people of color number by enrollment capacity number
Career Boost: Written Instructions		
Job Search Training	# of participants who received Career Boost Services	I-Trac Standard Reports: Local Measures – Career Boost Fund <ul style="list-style-type: none"> Choose Career Boost Fund & Current Program Year Select Provider = LWA Portland Metro - All Agencies Click on View Report button Click on Local Measures & confirm Filters- NONE Find your program & click on the number for the desired quarter Use reported # of Customers above the list of customers

2024-25 QUARTERLY REPORT GUIDANCE

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Performance Measures – Attainment & Advancement: Written Instructions		
REPORTING ELEMENT	DEFINITION AND METHODOLOGY	HOW TO PULL THE DATA
Attainment of Unsubsidized Employment	<p>Numerator: The participants employed by the end of Q4 following the exit date.</p> <p>Denominator: All exited participants that were not employed at registration.</p>	<p>I-Trac Standard Reports: Local Measures – AHFE Fund</p> <ul style="list-style-type: none"> Choose AHFE Fund & Current Program Year Click on View Report button Click on Local Measures & confirm Filters- NONE Use reported percentage for the desired quarter
Attainment of Career Track Employment	<p>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.</p> <p>Denominator: All exited participants.</p>	<p>I-Trac Standard Reports: Local Measures – AHFE Fund</p> <ul style="list-style-type: none"> Choose AHFE Fund & Current Program Year Click on View Report button Click on Local Measures & confirm Filters- NONE Use reported percentage for the desired quarter
Advancement in Employment	<p>Numerator: The participants that have at least one advancement (defined below) in employment by the end of Q4 following the exit date.</p> <p>Denominator: All participants that were employed at enrollment or who are in the Unsubsidized or Career</p>	<p>I-Trac Standard Reports: Local Measures – AHFE Fund</p> <ul style="list-style-type: none"> Choose AHFE Fund & Current Program Year Click on View Report button Click on Local Measures & confirm Filters- NONE Use reported percentage for the desired quarter



2024-25 QUARTERLY REPORT GUIDANCE A Home for Everyone (AHFE)

Performance Measures – Employment Rate: Written Instructions		
REPORTING ELEMENT	REPORTING ELEMENT	REPORTING ELEMENT
Employment Rate in Q2 following the Exit to Follow-Up Date	Numerator: Number employed in Q2 after Exit to Follow-Up Denominator: All exited participants enrolled.	I-Trac Standard Reports: WIOA Performance – WS Adult Fund <ul style="list-style-type: none">• Choose WS Adult Fund & Current Program Year• Select Provider = ALL• Click on View Report button• Click on WIOA Performance• Select Filters - Partner Fund = your program• Click on View Report button• Use reported percentage for the desired quarter
Employment Rate in Q4 following the Exit to Follow-Up Date	Numerator: Number employed in Q4 after Exit to Follow-Up Denominator: All exited participants enrolled.	I-Trac Standard Reports: WIOA Performance – WS Adult Fund <ul style="list-style-type: none">• Choose WS Adult Fund & Current Program Year• Select Provider = ALL• Click on View Report button• Click on WIOA Performance• Select Filters - Partner Fund = your program• Click on View Report button• Use reported percentage for the desired quarter

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Annual Enrollment Capacity: Visual Instructions

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 Year: Provider Name:
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Detailed Reports

Standard Reports	Assessments	Customer Flow	Demographics/Characteristics	Global	Goals	Local Measures	MyWS Portfolio	Outcomes	Payments	Rent Assistance Management & Payments	Services by End Date	Services by Start Date	WIOA Performance
	TEMPLATE (EOP AHFE)	TEMPLATE (EOP AHFE)	TEMPLATE (EOP AHFE)	TEMPLATE (EOP AHFE)	TEMPLATE (EOP AHFE)	TEMPLATE (EOP AHFE)	TEMPLATE (EOP AHFE)	TEMPLATE (EOP AHFE)	TEMPLATE (EOP AHFE)	TEMPLATE (EOP AHFE)	TEMPLATE (EOP AHFE)	TEMPLATE (EOP AHFE)	TEMPLATE (EOP AHFE)

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 Year: Provider Name:
 View By: Filters: Clear Filters Expand All Collapse All
 Saved Search Action: Saved Search Name:

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Services by Start Date Report **Year/Quarter determined by Service Start Date

Region: **Portland Metro**
 Year(s): **PY 2024**
 Fund(s): **EOP AHFE**
 Provider(s): **Central City Concern**
 Filter(s): **No Filter**

Services (by Quarters) **Year/Quarter determined by Service Start Date

		Q1	Q2	Q3	Total
Follow-up Services	Career Coaching [Follow-up]	63	0	0	63
	Job Search Assistance [Follow-up]	9	0	0	9
	Resource Planning [Follow-up]	4	0	0	4
	Total	76	0	0	76
Services	Career and Resource Planning	1	0	0	1
	Career Coaching	107	0	0	107
	Job Search Assistance	3	0	0	3
	Total	111	0	0	111
Training & Education	Total	0	0	0	0
Work Based Training	Total	0	0	0	0
Grand Total		187	0	0	187

Services Report **Year/Quarter determined by Service Start Date

Of Customers: **88**
 # Of Records: **187**
 Region: **Portland Metro**
 Year(s): **2024**
 Fund(s): **EOP AHFE**
 View By: **Q1**
 Provider(s): **Central City Concern**

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Annual Enrollment Capacity – People of Color: Visual Instructions

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Region: Fund Name:
 Year: Provider Name:
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Detailed Reports

Standard Reports	Assessments	TEMPLATE (EOP AHFE)
Customer Flow	TEMPLATE (EOP AHFE)	
Demographics/Characteristics	TEMPLATE (EOP AHFE)	
Global	TEMPLATE (EOP AHFE)	
Goals	TEMPLATE (EOP AHFE)	
Local Measures	TEMPLATE (EOP AHFE)	
MyWS Portfolio	TEMPLATE (EOP AHFE)	
Outcomes	TEMPLATE (EOP AHFE)	
Payments	TEMPLATE (EOP AHFE)	
Rent Assistance Management & Payments	TEMPLATE (EOP AHFE)	
Services by End Date	TEMPLATE (EOP AHFE)	
Services by Start Date	TEMPLATE (EOP AHFE)	
WIOA Performance	TEMPLATE (EOP AHFE)	

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 Year: Provider Name:
 View By: Filters: [Clear Filters](#) [Expand All](#) [Collapse All](#)
 Saved Search Action: Saved Search Name:

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Services by Start Date Report **Year/Quarter determined by Service Start Date

Region: **Portland Metro**
 Year(s): **PY 2024**
 Fund(s): **EOP AHFE**
 Provider(s): **Central City Concern**
 Filter(s): **People of Color: People of Color**

Services (by Quarters) **Year/Quarter determined by Service Start Date

		PY 2024			Total
		Q1	Q2	Q3	
Follow-up Services	Career Coaching [Follow-up]	47	0	0	47
	Job Search Assistance [Follow-up]	8	0	0	8
	Resource Planning [Follow-up]	2	0	0	2
	Total	57	0	0	57
Services	Career and Resource Planning	1	0	0	1
	Career Coaching	79	0	0	79
	Job Search Assistance	3	0	0	3
	Total	83	0	0	83
Training & Education	Total	0	0	0	0
Work Based Training	Total	0	0	0	0
Grand Total		140	0	0	140

Services Report **Year/Quarter determined by Service Start Date

Of Customers: **64**
 # Of Records: **140**
 Region: **Portland Metro**
 Year(s): **2024**
 Fund(s): **EOP AHFE**
 View By: **Q1**
 Provider(s): **Central City Concern**

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Career Boost: Visual Instructions

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Region: Fund Name: Year: Provider Name: Set as Default Search:

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Detailed Reports

Standard Reports	Assessments	Customer Flow	Demographics/Characteristics	Documentation Completed	Global	Goals	Local Measures	MyWS Portfolio	Outcomes	Payments	Services by End Date
	TEMPLATE (Career Boost)	TEMPLATE (Career Boost)	TEMPLATE (Career Boost)	TEMPLATE (Career Boost)	TEMPLATE (Career Boost)	TEMPLATE (Career Boost)	TEMPLATE (Career Boost)	TEMPLATE (Career Boost)	TEMPLATE (Career Boost)	TEMPLATE (Career Boost)	TEMPLATE (Career Boost)

Career Boost Local Measures Report

Of Customers: 32
Of Records: 68
Year(s): 2024
Provider(s): LWA Portland Metro - All Agencies and Projects
Quarter(s): Q1

R2 Career Boost Local Measures Report

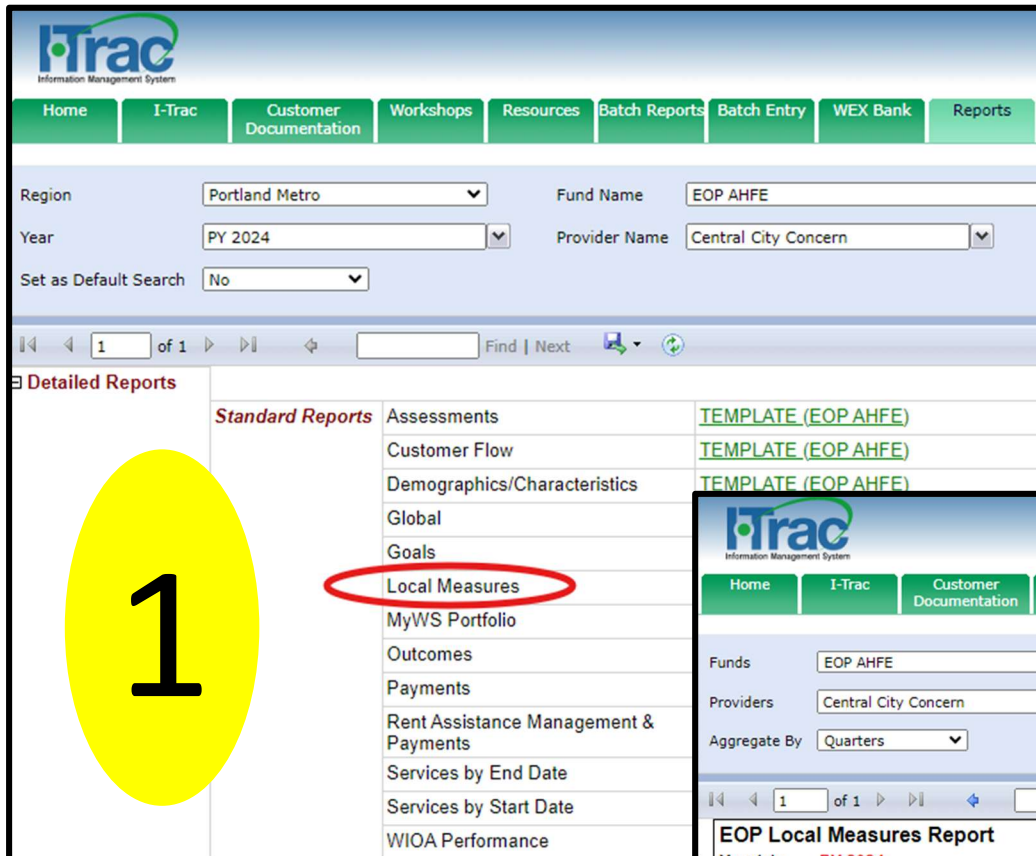
Year(s): PY 2024
Provider(s): LWA Portland Metro - All Agencies and Projects

Participants Received At Least One Service **Services presented by "Copied From" fund

	PY 2024					
	Q1	Q2	Q3	Q4	Total	
CCTP - Central City Concern	33	2	0	0	35	
CCTP - Constructing Hope	66	9	0	0	75	
CCTP - Oregon Tradeswomen	7	0	0	0	7	
CCTP - PYB	12	0	0	0	12	
EOP AHFE - Central City Concern	96	5	0	0	101	
EOP AHFE - IRCO	46	1	0	0	47	
EOP AHFE - Our Just Future	68	0	0	0	68	

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Performance Measures – Attainment & Advancement: Visual Instructions



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Region: Fund Name:
 Year: Provider Name:
 Set as Default Search:

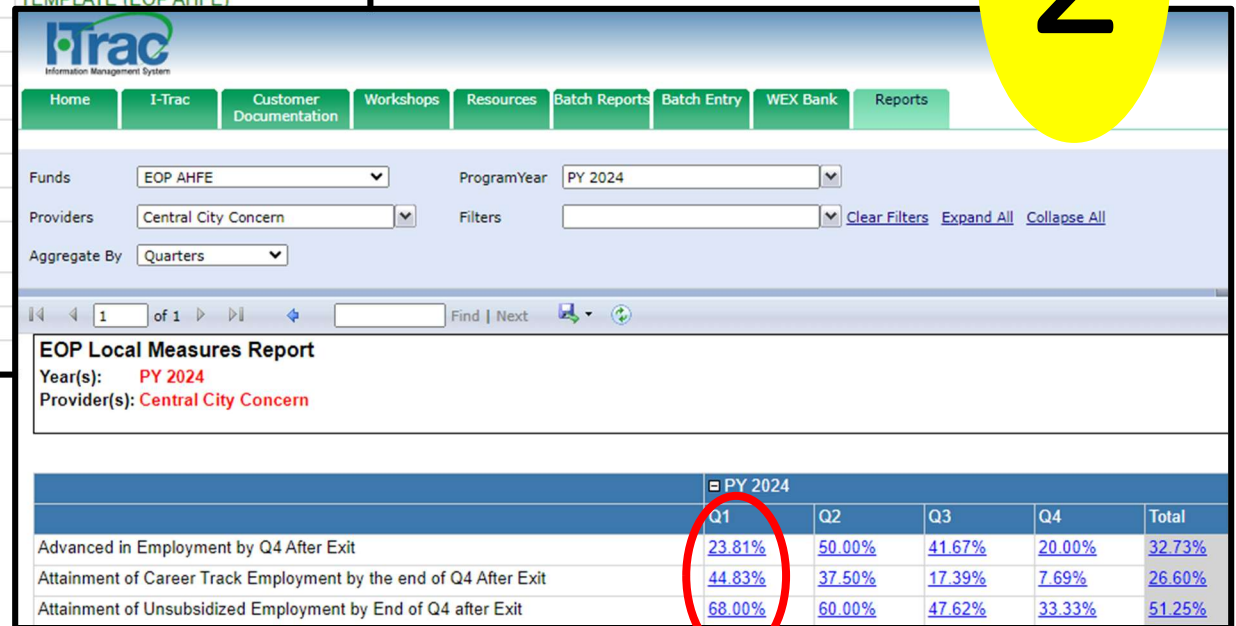
1 of 1 Find | Next

Detailed Reports

Standard Reports

- Assessments
- Customer Flow
- Demographics/Characteristics
- Global
- Goals
- Local Measures**
- MyWS Portfolio
- Outcomes
- Payments
- Rent Assistance Management & Payments
- Services by End Date
- Services by Start Date
- WIOA Performance

TEMPLATE (EOP AHFE)
 TEMPLATE (EOP AHFE)
 TEMPLATE (EOP AHFE)



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Funds: Program Year:
 Providers: Filters: [Clear Filters](#) [Expand All](#) [Collapse All](#)
 Aggregate By:

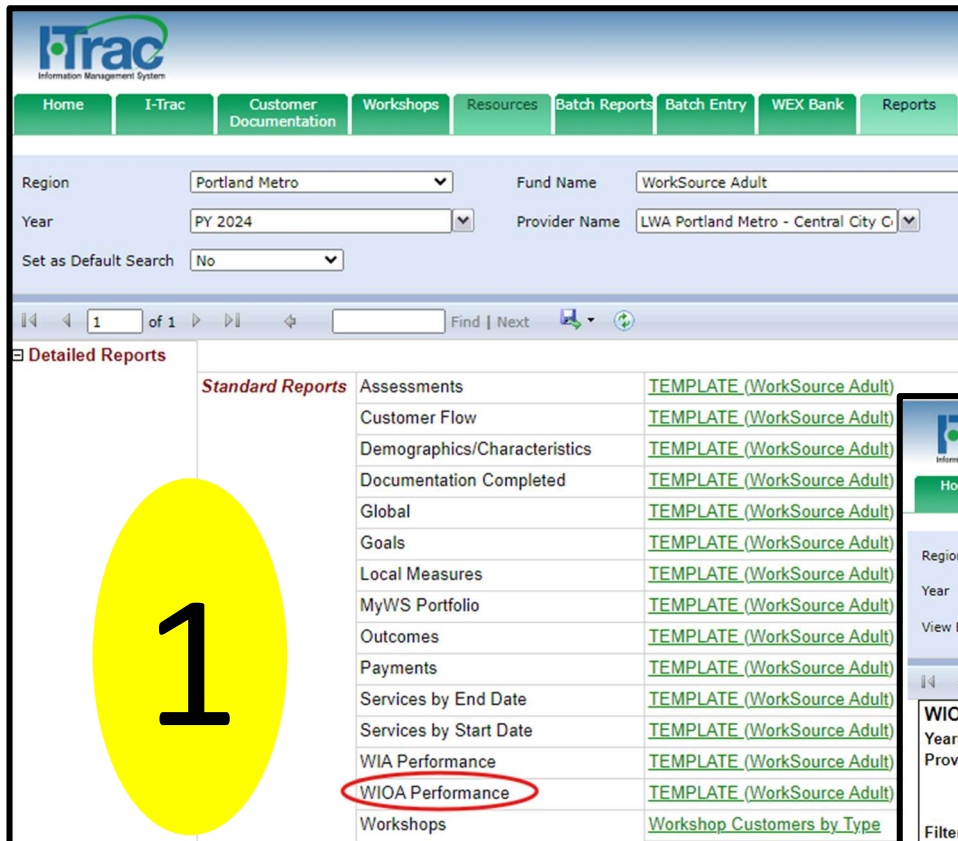
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EOP Local Measures Report
 Year(s): **PY 2024**
 Provider(s): **Central City Concern**

	PY 2024				
	Q1	Q2	Q3	Q4	Total
Advanced in Employment by Q4 After Exit	23.81%	50.00%	41.67%	20.00%	32.73%
Attainment of Career Track Employment by the end of Q4 After Exit	44.83%	37.50%	17.39%	7.69%	26.60%
Attainment of Unsubsidized Employment by End of Q4 after Exit	68.00%	60.00%	47.62%	33.33%	51.25%

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Performance Measures – Employment Rate: Visual Instructions



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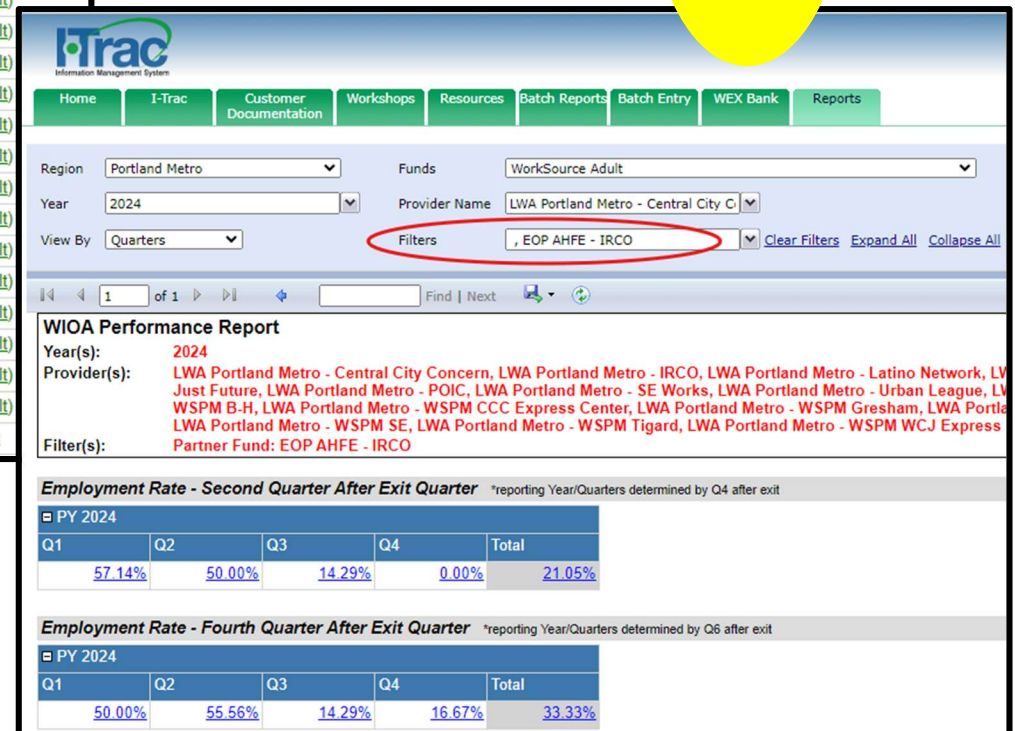
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Region: Fund Name:
 Year: Provider Name:
 Set as Default Search:

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Detailed Reports

Standard Reports	Assessments	TEMPLATES (WorkSource Adult)
Customer Flow	TEMPLATES (WorkSource Adult)	
Demographics/Characteristics	TEMPLATES (WorkSource Adult)	
Documentation Completed	TEMPLATES (WorkSource Adult)	
Global	TEMPLATES (WorkSource Adult)	
Goals	TEMPLATES (WorkSource Adult)	
Local Measures	TEMPLATES (WorkSource Adult)	
MyWS Portfolio	TEMPLATES (WorkSource Adult)	
Outcomes	TEMPLATES (WorkSource Adult)	
Payments	TEMPLATES (WorkSource Adult)	
Services by End Date	TEMPLATES (WorkSource Adult)	
Services by Start Date	TEMPLATES (WorkSource Adult)	
WIA Performance	TEMPLATES (WorkSource Adult)	
WIOA Performance	TEMPLATES (WorkSource Adult)	
Workshops	Workshop Customers by Type	



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Region: Funds:
 Year: Provider Name:
 View By: Filters: Clear Filters Expand All Collapse All

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WIOA Performance Report

Year(s): 2024
 Provider(s): LWA Portland Metro - Central City Concern, LWA Portland Metro - IRCO, LWA Portland Metro - Latino Network, LV Just Future, LWA Portland Metro - POIC, LWA Portland Metro - SE Works, LWA Portland Metro - Urban League, LV WSPM B-H, LWA Portland Metro - WSPM CCC Express Center, LWA Portland Metro - WSPM Gresham, LWA Portland Metro - WSPM SE, LWA Portland Metro - WSPM Tigard, LWA Portland Metro - WSPM WCJ Express
 Filter(s): Partner Fund: EOP AHFE - IRCO

Employment Rate - Second Quarter After Exit Quarter *reporting Year/Quarters determined by Q4 after exit

PY 2024					
Q1	Q2	Q3	Q4	Total	
57.14%	50.00%	14.29%	0.00%	21.05%	

Employment Rate - Fourth Quarter After Exit Quarter *reporting Year/Quarters determined by Q6 after exit

PY 2024					
Q1	Q2	Q3	Q4	Total	
50.00%	55.56%	14.29%	16.67%	33.33%	