



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.

Table of Contents

Annual Enrollment Capacity: Written Instructions	2
Annual Enrollment Capacity– People of Color: Written Instructions.....	2
Career Boost: Written Instructions.....	2
Performance Measures – Attainment & Advancement: Written Instructions	3
Performance Measures – Employment Rate: Written Instructions	4
Annual Enrollment Capacity: Visual Instructions.....	5
Annual Enrollment Capacity – People of Color: Visual Instructions.....	6
Career Boost: Visual Instructions.....	7
Performance Measures – Attainment & Advancement: Visual Instructions	8
Performance Measures – Employment Rate: Visual Instructions	9

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	<p>I-Trac Standard Reports: Services by Start Date – AHFE Fund</p> <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	<p>I-Trac Standard Reports: Services by Start Date – AHFE Fund</p> <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	<p>I-Trac Standard Reports: Local Measures – Career Boost Fund</p> <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

A Home for Everyone (AHFE)

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

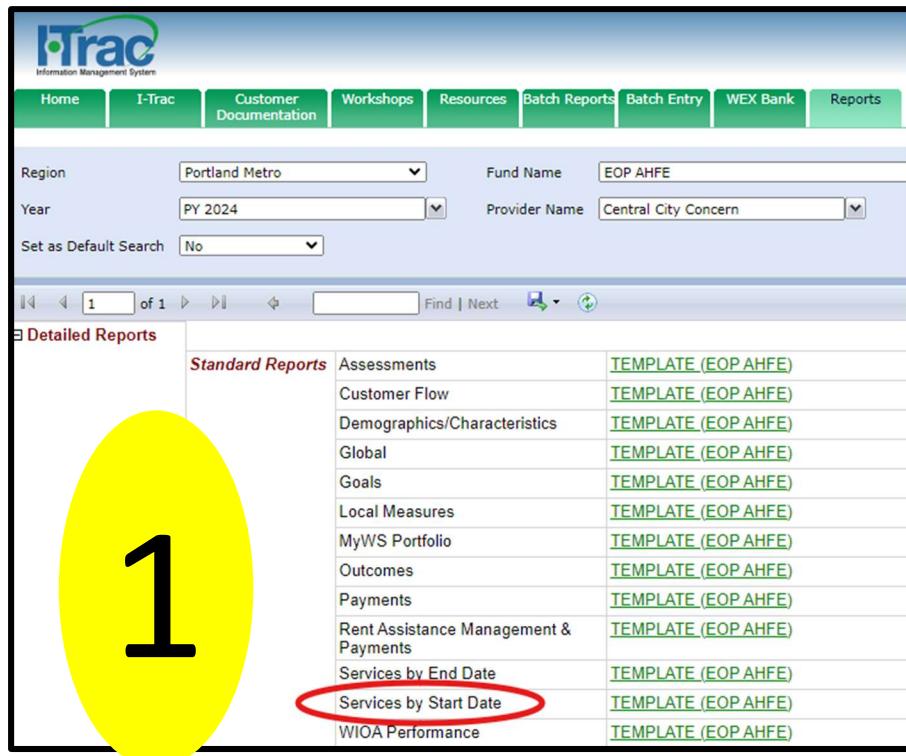
A Home for Everyone (AHFE)

Performance Measures – Employment Rate: Written Instructions		
REPORTING ELEMENT	REPORTING ELEMENT	REPORTING ELEMENT
Employment Rate in Q2 following the Exit to Follow-Up Date	<p>Numerator: Number employed in Q2 after Exit to Follow-Up</p> <p>Denominator: All exited participants enrolled.</p>	<p>I-Trac Standard Reports: WIOA Performance – WS Adult Fund</p> <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	<p>Numerator: Number employed in Q4 after Exit to Follow-Up</p> <p>Denominator: All exited participants enrolled.</p>	<p>I-Trac Standard Reports: WIOA Performance – WS Adult Fund</p> <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

2024-25 QUARTERLY REPORT GUIDANCE

A Home for Everyone (AHFE)

Annual Enrollment Capacity: Visual Instructions



1

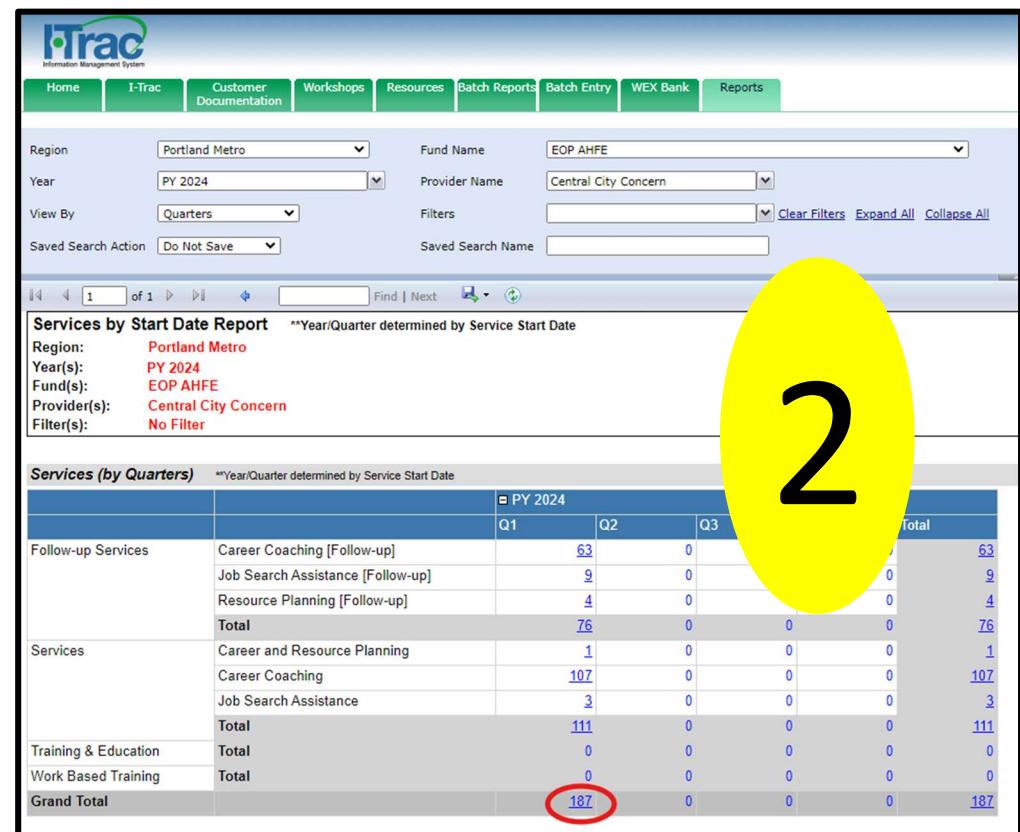
Region: Portland Metro Fund Name: EOP AHFE

Year: PY 2024 Provider Name: Central City Concern

Set as Default Search: No

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)



2

Region: Portland Metro Fund Name: EOP AHFE

Year(s): PY 2024 Provider Name: Central City Concern

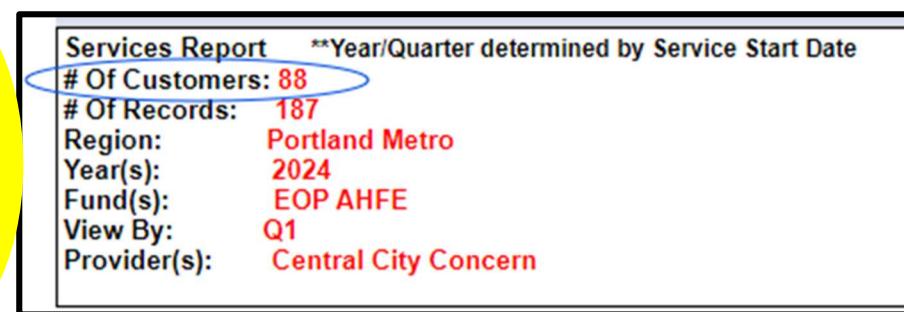
View By: Quarters Filters: Saved Search Action: Do Not Save Saved Search Name:

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

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

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

	PY 2024			Total
	Q1	Q2	Q3	
Follow-up Services	63	0	0	63
	9	0	0	9
	4	0	0	4
Total	76	0	0	76
Services	1	0	0	1
	107	0	0	107
	3	0	0	3
Total	111	0	0	111
Training & Education	0	0	0	0
Work Based Training	0	0	0	0
Grand Total	187	0	0	187



3

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

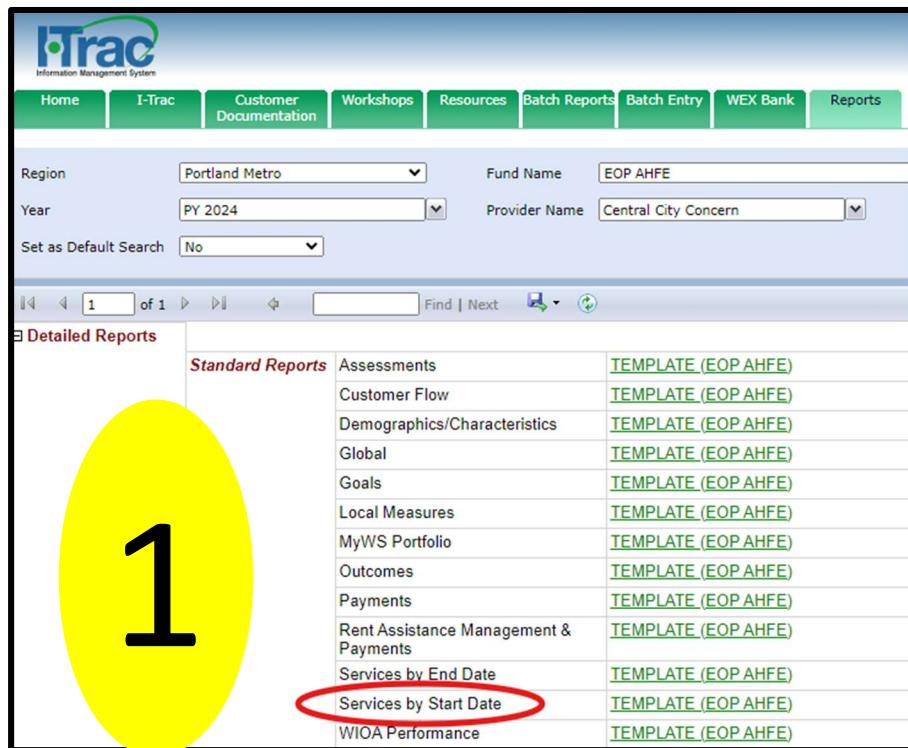
View By: Q1

Provider(s): Central City Concern

2024-25 QUARTERLY REPORT GUIDANCE

A Home for Everyone (AHFE)

Annual Enrollment Capacity – People of Color: Visual Instructions



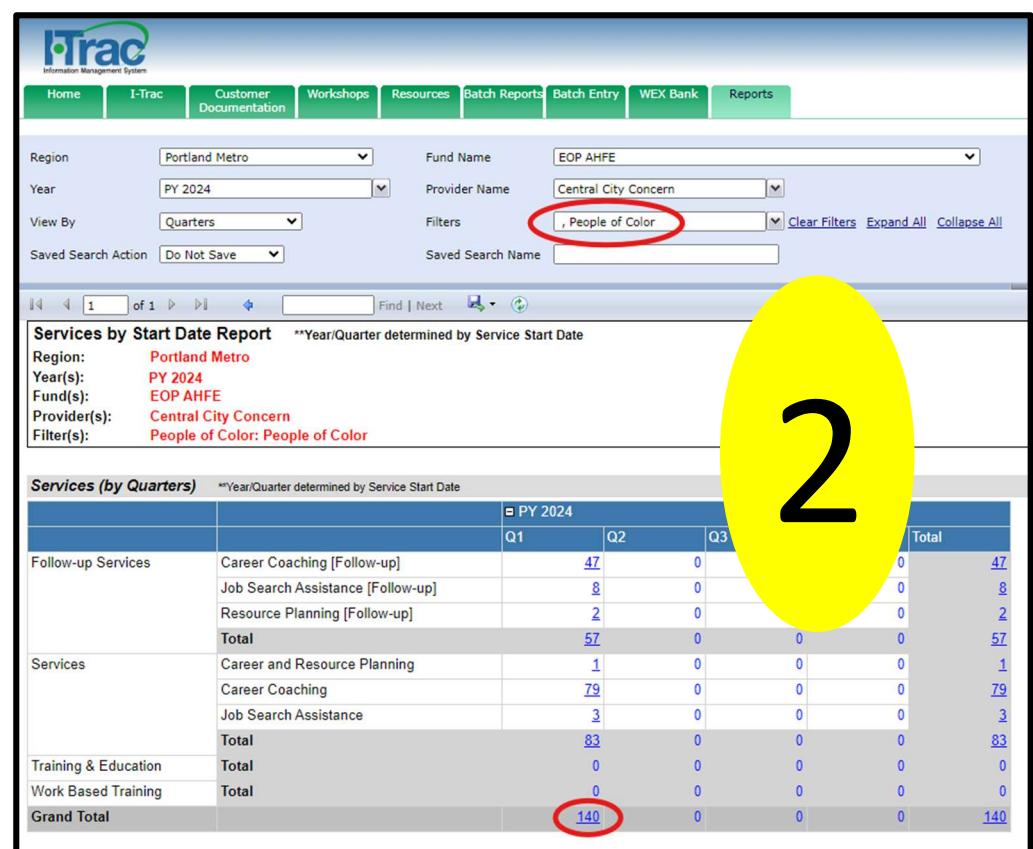
Region: Portland Metro Fund Name: EOP AHFE

Year: PY 2024 Provider Name: Central City Concern

Set as Default Search: No

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)	



Region: Portland Metro Fund Name: EOP AHFE

Year(s): PY 2024 Provider Name: Central City Concern

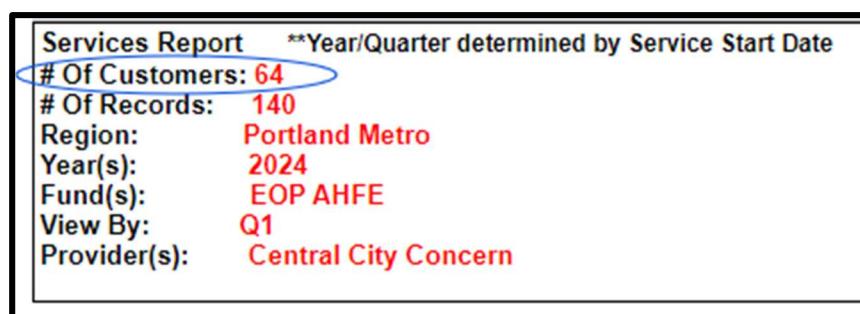
View By: Quarters Filters: , People of Color

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

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

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

Category	Service	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	0	0	0	0
Grand Total	140	0	0	140	



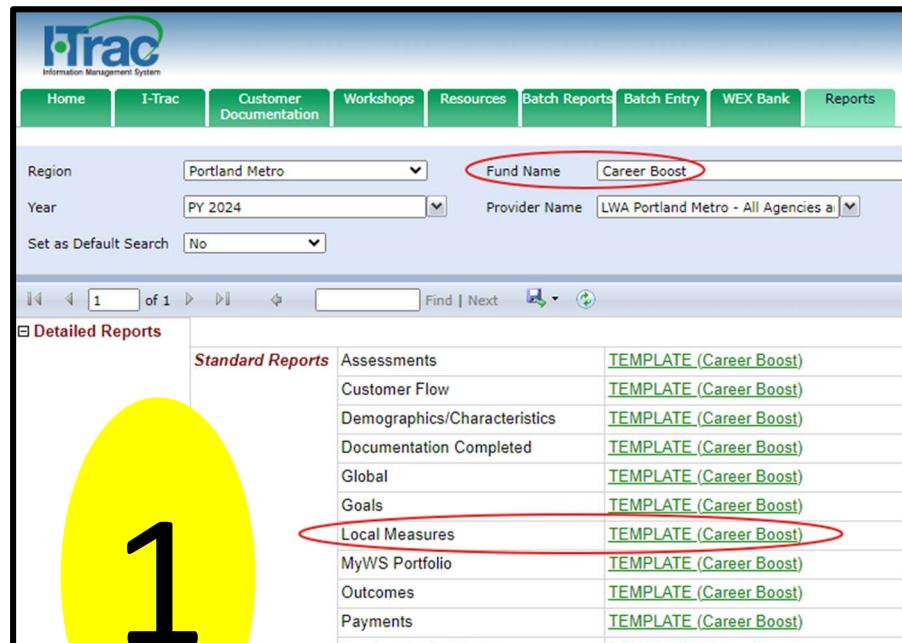
Services Report **Year/Quarter determined by Service Start Date

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

2024-25 QUARTERLY REPORT GUIDANCE

A Home for Everyone (AHFE)

Career Boost: Visual Instructions



Region: Portland Metro

Year: PY 2024

Fund Name: Career Boost

Provider Name: LWA Portland Metro - All Agencies a

Set as Default Search: No

Detailed Reports

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

3

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

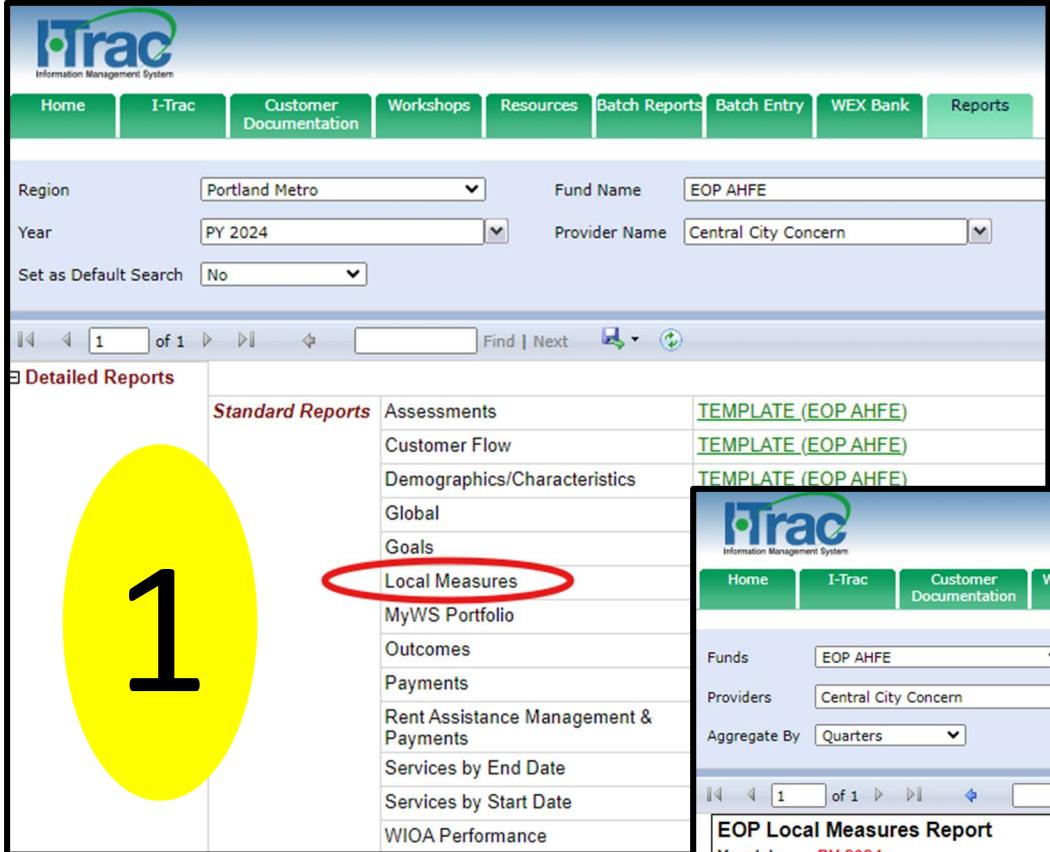
Participants Received At Least One Service **Services presented by "Copied From" fund

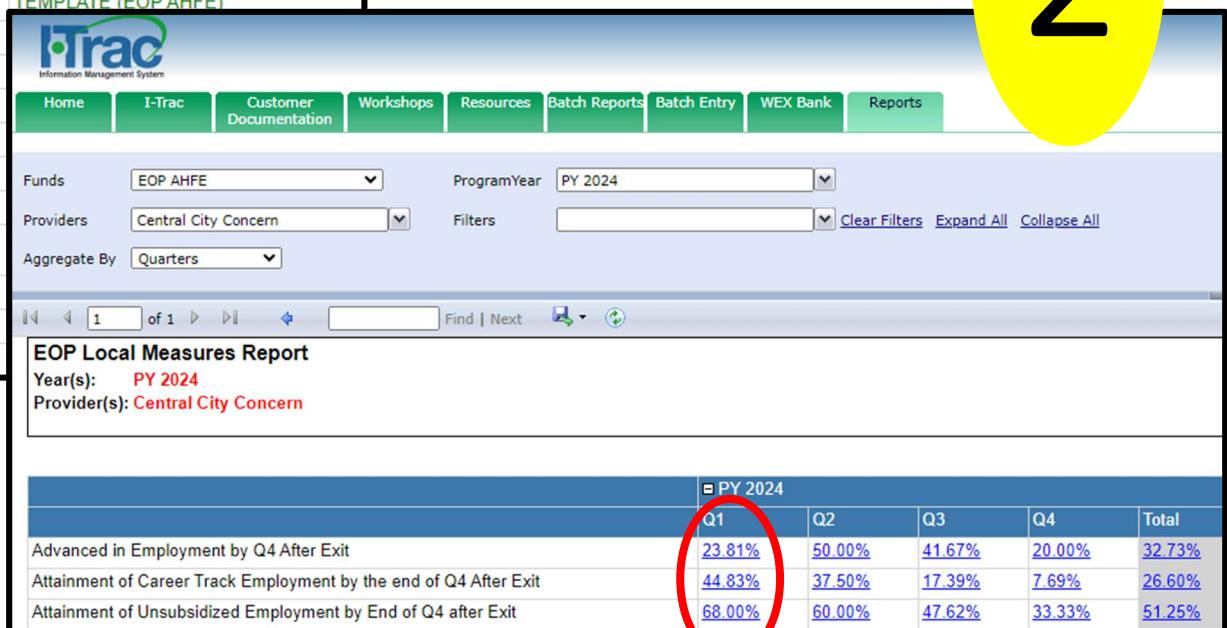
	PY 2024					
	Q1	Q2	Q3	Q4	Total	
CCTP - Central City Concern	33	2	0	0	35	
CCTP - Constructing Hope	66	9	0	0	75	
CCTP - Oregon Tradeswomen	7	0	0	0	7	
CCTP - PYB	12	0	0	0	12	
EOP AHFE - Central City Concern	96	5	0	0	101	
EOP AHFE - IRCO	46	1	0	0	47	E 7 OF 9
EOP AHFE - Our Just Future	68	0	0	0	68	

2024-25 QUARTERLY REPORT GUIDANCE

A Home for Everyone (AHFE)

Performance Measures – Attainment & Advancement: Visual Instructions





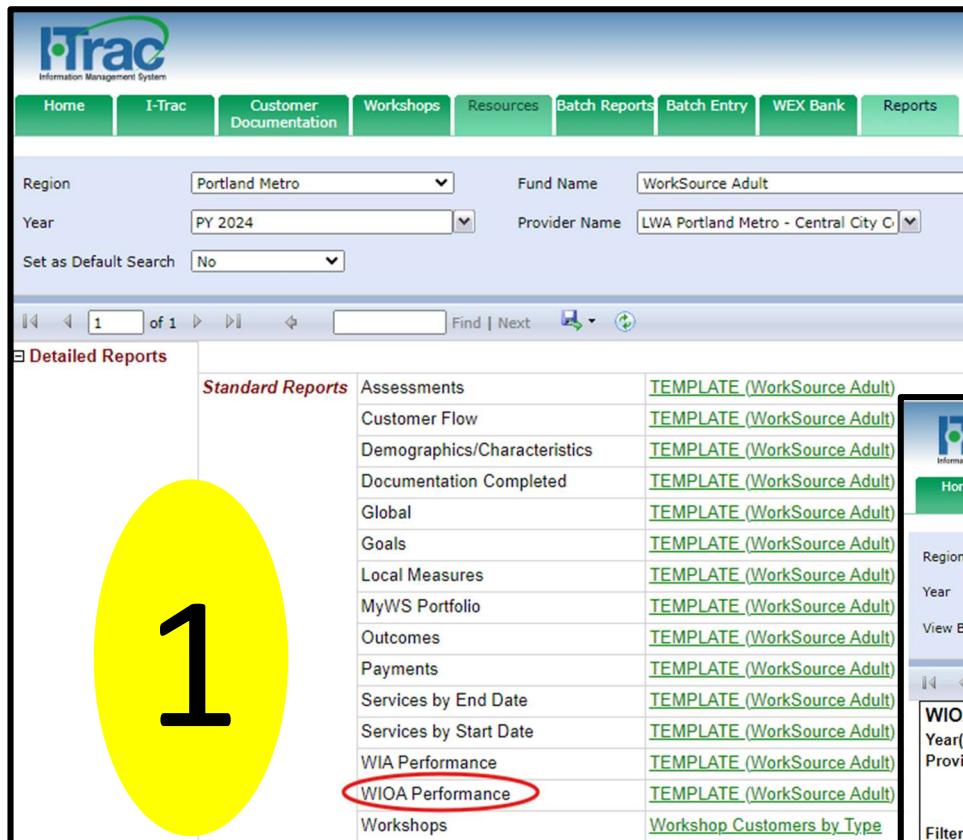
1
2

	PY 2024				Total
	Q1	Q2	Q3	Q4	
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%

2024-25 QUARTERLY REPORT GUIDANCE

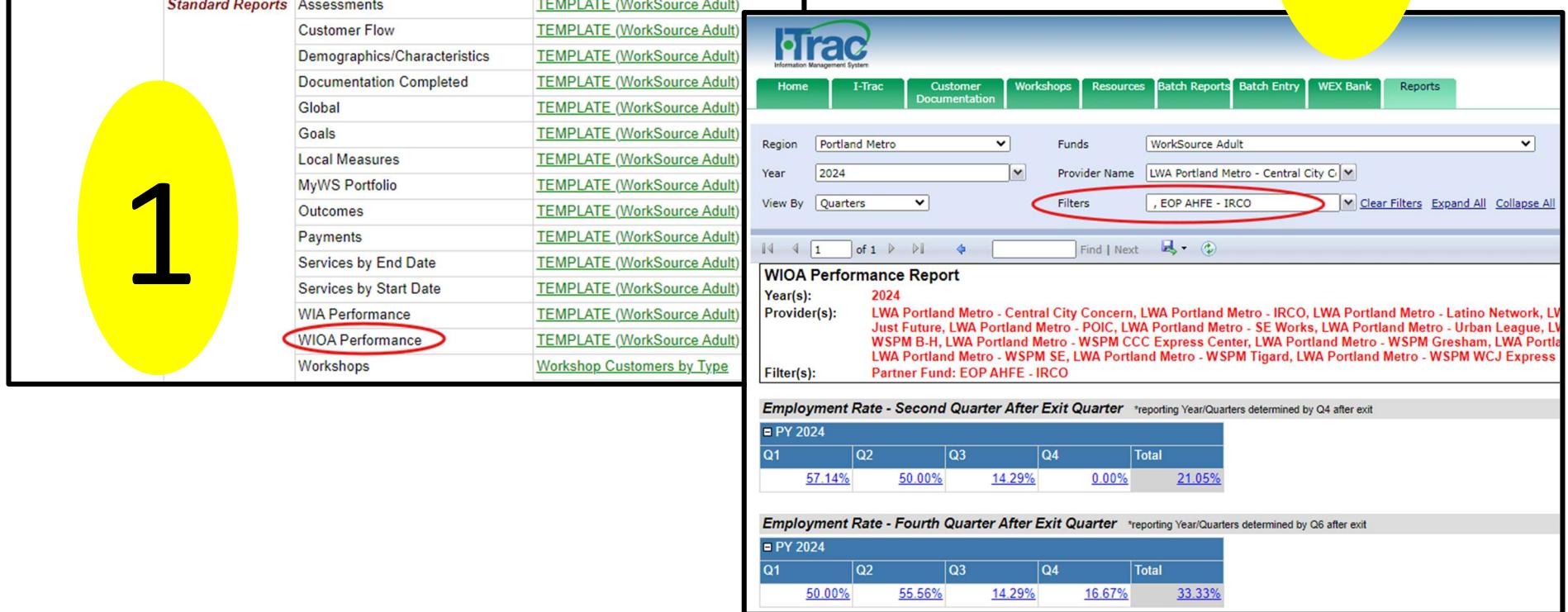
A Home for Everyone (AHFE)

Performance Measures – Employment Rate: Visual Instructions



1

WIOA Performance



2

Filters *EOP AHFE - IRCO*

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%