

Baltimore Workforce Funders - Common Performance Metrics and Definitions* **

**As recommended by the Baltimore Workforce Development Board/ Baltimore Workforce Funders Collaborative Data Workgroup (and consistent with One Baltimore for Jobs)*

***The use of these metrics and definitions is not intended to suggest that program providers should collect these data only. Programs should continue to collect additional data deemed important to provide the highest quality services to their clients/customers including data that supports case management (e.g. data on employment barriers and referrals). The BWDB and the BWFC Data Workgroup intend to develop common performance metrics and definitions for barrier removal conditions, services and/or outcomes, or Tier 2 data, after adoption of these Tier 1 data metrics.*

Tier 1 Data

Measure	Definition	Data source for reporting	Verification/ Additional Documentation	Confirmed by Committee
Enrollment	An individual who meets the eligibility criteria for a program and has remained in the program for at least three scheduled class days.	Program	Confirm whether or not the training has a “vestibule” program and, if so, the length of the program	X
Completion	An individual who has completed one or more program components or certificates that allow the participant to be employed in field for which they are training and are in the placement phase	Program		X
Credential Attainment	An individual who received an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government.	Program	Verified, as possible by documentation from industry recognized body or trainer showing individual has received necessary skills or passed necessary test(s) to earn credential	X
Educational Attainment	An individual who received a GED/High School Diploma, certification through another training program or an associate or baccalaureate degree.	Program		X
Job Placement	An individual who is either a duplicated or an unduplicated participant that is placed in an unsubsidized job within six months of program completion and is verified as actually having started work. A placement may also be defined as self-employment, registered	Program	Verified by Unemployment Insurance (UI) wage record data (via presence in UI wage records)	X

	apprenticeship or active duty in the Armed Forces.			
Wages	Hourly wages at enrollment, placement and 12 months after placement	Program		X
Verified quarterly estimated earnings			UI wage record data	X
Job Retention	3, 6, 12, 24 and 36 month employment retention (individual is not required to retain the same job)	Program report 3, 6 and 12 month data	12, 24 and 36 month data verified by UI wage record data (quarters worked post-placement)	X

Demographic Data

Measure	Definition	Data Source for Reporting
Race	Asian, Black/African American, Hawaiian/Pacific Islander, Native American/American Indian, White, Two or more races, other, undisclosed/unknown	Program
Ethnicity	Hispanic/Latinx, Not Hispanic/Latinx	Program
Gender	Male, female, third gender/non-binary, prefer not to disclose	Program
Date of Birth	DD/MM/YYYY	Program
Baltimore City Resident	Yes, No, Unknown; include zip code	Program
Highest grade/degree completed	Less than 10 th grade, 10 th grade, 11 th grade, 12 th grade (no high school degree or equivalent), High school diploma or equivalent, Some college, AA degree, BA/BS degree, Foreign BA/BS degree, Higher than BA/BS, Unknown	Program
High school degree	High school diploma, GED, Other, None, Unknown	Program
Limited English Proficiency	Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English	Program
Public Benefits	SNAP, TANF, Public Housing, Section 8 Housing Voucher, Disability	Program
Misdemeanor conviction	Yes, No, Unknown	Program
Felony conviction	Yes, No, Unknown	Program
Housing status	-- Homeless (place not meant for habitation, emergency shelter, hotel/motel with voucher) -- Institutional Setting (foster care, hospital care facility, detention facility, long-term care facility or nursing home, psychiatric hospital or facility)	Program

	<p>--Temporary Housing (transitional Housing program; hotel/motel paid by participant without subsidy or voucher; owned or rented by participant with any housing subsidy; owned or rented by participant without any housing subsidy; staying with friend/relative or living with parents temporarily; substance abuse treatment facility; other, unknown)</p> <p>--Permanent Housing (staying with friends or family permanently; permanent housing program for formerly homeless persons; renter (with a temporary rental assistance/subsidy/voucher); renter (with a permanent rental assistance/subsidy/voucher); owner (with rental assistance/subsidy/voucher); owner (no rental assistance/subsidy/voucher); other)</p>	Program
On what date did you start living there?	DD/MM/YYYY, Unknown	Program
Have you ever been in a homeless situation (living in a place not meant for habitation, emergency shelter, or safe haven)?	Yes, No, Unknown	Program
If Yes to the above question, how long?	<p>--I am currently homeless</p> <p>--Within the past 6 months</p> <p>--Within the past year</p> <p>--Within the past 2 years</p> <p>--More than 2 years ago</p> <p>--Other, Unknown</p>	Program
Single custodial parent	Yes, No, Unknown	Program
Non-custodial parent	Yes, No, Unknown	Program