

Instructions for Completing WIA Younger Youth Matrix

- I. WIA Cumulative Enrollments and Exits** – This section reflects CUMULATIVE numbers of participants for your agency.
 - Ia.** WIA In-School Enrollments – Enter the planned number of WIA In-School Enrollments. These numbers are CUMULATIVE by quarter. For instance, the total number of enrollments in the second quarter is the number of enrollments in the first quarter plus the number of new enrollments in the second quarter.
 - Ib.** WIA Out-of-School Enrollments – Enter the planned number of WIA Out-of-School Enrollments. These numbers are CUMULATIVE by quarter.
 - Ic.** JTPA Transfers into WIA – Enter the total number of transfers from JTPA into WIA. This number will remain the same in each quarter after the second.
 - Id.** Total Enrollments – Enter the total number of enrollments. This number is calculated by adding the numbers entered for a, b, and c. This number will also be cumulative by quarter.
 - Ie.** Total Skill Goals Set – Enter the cumulative number of skill goals set for participants by quarter. Each youth must have at least one skill goal set per year. These skill goals include basic skills, occupational skills, and work readiness skills.
 - If.** Total Exits – Enter the cumulative number of participants that exited per quarter.

- II. Quarterly Exit Performance Indicators** – This section reflects the agency's performance by quarter. The numbers entered in each section are NOT CUMULATIVE.
 - Ila.** Participant Exits – Enter the number of participants that will exit in the appropriate quarter. This number is NOT cumulative. If twelve participants exited the program in the second quarter and nine exited in the third quarter, you would enter twelve in the second quarter and nine in the third quarter.
 - Ilb.** Number of Youth that remained in school – Enter the number of youth who exited and remained in school. This number is NOT cumulative.
 - Ilc.** Number of Youth Skill Goals Set For Exiters – Enter the total number of skill goals that were set for the participants who exited the program. These numbers are NOT cumulative by quarter.
 - Ild.** Attainment of basic skills and as appropriate, work readiness or occupational skills – Enter the number of skill goals that were attained by the exiters by the

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end of the exit quarter. The skill attainment rate can now be calculated by dividing the number of skills goals attained by the number of skills goals that were set.

- Ile.** Attainment of secondary school diplomas or their recognized equivalents – Enter the number of participants who will have attained a diploma or their equivalent by the end of the first quarter AFTER exit. The diploma attainment rate can now be calculated by dividing the number of participants who received a diploma or equivalent by the end of the first quarter after exit by the number of participants who exited in the exit quarter and did not remain in school (IIa – IIb).
- IIf.** Placement and retention in post secondary education or advanced training, or placement and retention in military services, employment or qualified apprenticeships – Enter the number of participants that will be in post secondary education, advanced training, enlisted in the military services, employed, or registered in a qualified apprenticeship program in the third quarter after exit. This number will allow you to calculate your agency's retention rate by dividing the number in this section by the number of exiters in the quarter three quarters prior.