

## Employment Reporting

Entered and retained employment—whether students obtained their goals of getting a job and keeping that job—are central follow-up measures in the NRS. In PY 2005, the state-level requirements for reporting these measures to the NRS changed. This *NRS Tips* goes through the reasons for the changes, what the changes are, and examples of how the changes will work in practice.

### Why the Changes?

The need for change arose because the Office of Management and Budget (OMB) now requires that the Work Force Investment Act's (WIA's) adult education and the Title I Youth Employment report out employment data on the same program years. Previously they were on different years with Title I reported later than adult education because of a lag in the unemployment insurance (UI) database, which governs Title I reporting. The changes made to reporting of entered and retained employment align adult education reporting with Title I and will allow for reporting of a full year of employment data.

### What Are the Changes?

The changes only apply to entered and retained employment and only to the reporting of those measures. Collection stays the same. The changes are:

- ✓ Reporting for entered and retained employment will now consist of a full year's worth of data.
- ✓ Reporting of the two employment measures will now be multi-year. A time-lag in when employment data are available requires a lag in the reporting of entered and retained employment.

- ◆ **Entered Employment.** The Second, Third, and Fourth Quarters of the current program year and the First Quarter of the next program year will all be reported under the current program year.

- ◆ **Retained Employment.** The Fourth Quarter of the previous program year and the First, Second, and Third Quarters of the current program year will all be reported under the current program year.

### How Will the New Reporting Work in Practice?

- ✓ *Data matching states* must match according to a new timeline, the same one currently used by Title I.
- ✓ *Survey states* must survey for retained employment for all four quarters and must keep survey records for employment measures for two program years.
- ✓ *Data collection procedures are unchanged.* Local programs should collect employment data as usual, according to NRS Guidelines.

The following table shows how to report the employment measures for program years 2010 through 2013 based on when a student exits from the program. The first column indicates the student's exit quarter; the second column indicates when the data for that student are collected; and the third column shows the program year under which the data are reported. For example, a student who exists in October of 2009 (Second Quarter PY 2009) will have his or her entered employment data collected in the Third Quarter of PY 2009 and retained employment data collected in the First Quarter of PY 2010, with both reported as PY 2010 data.

## Collecting and Reporting Entered and Retained Employment (PY 2010–2013)

Exit Quarter	Measure	Collect	Report
April 1–June 30, 2009 (Fourth Quarter)	Entered Employment	July 1–September 30, 2009 (First Quarter PY 2009)	<b>PY 2009*</b>
	Retained Employment	January 1–March 31, 2010 (Third Quarter PY 2009)	<b>PY 2010**</b>
July 1–September 30, 2009 (First Quarter)	Entered Employment	October 1–December 31, 2009 (Second Quarter PY 2009)	<b>PY 2009*</b>
	Retained Employment	April 1–June 30, 2010 (Fourth Quarter PY 2009)	<b>PY 2010**</b>
October 1–December 31, 2009 (Second Quarter)	Entered Employment	January 1–March 31, 2010 (Third Quarter PY 2009)	<b>PY 2010**</b>
	Retained Employment	July 1–September 30, 2010 (First Quarter PY 2010)	<b>PY 2010**</b>
January 1–March 31, 2010 (Third Quarter)	Entered Employment	April 1–June 30, 2010 (Fourth Quarter PY 2009)	<b>PY 2010**</b>
	Retained Employment	October 1–December 31, 2010 (Second Quarter PY 2010)	<b>PY 2010**</b>
April 1–June 30, 2010 (Fourth Quarter)	Entered Employment	July 1–September 30, 2010 (First Quarter PY 2010)	<b>PY 2010**</b>
	Retained Employment	January 1–March 31, 2011 (Third Quarter PY 2010)	<b>PY 2011***</b>
July 1–September 30, 2010 (First Quarter)	Entered Employment	October 1–December 31, 2010 (Second Quarter PY 2010)	<b>PY 2010**</b>
	Retained Employment	April 1–June 30, 2011 (Fourth Quarter PY 2010)	<b>PY 2011***</b>
October 1–December 31, 2010 (Second Quarter)	Entered Employment	January 1–March 31, 2011 (Third Quarter PY 2010)	<b>PY 2011***</b>
	Retained Employment	July 1–September 30, 2011 (First Quarter PY 2011)	<b>PY 2011***</b>
January 1–March 31, 2011 (Third Quarter)	Entered Employment	April 1–June 30, 2011 (Fourth Quarter PY 2010)	<b>PY 2011***</b>
	Retained Employment	October 1–December 31, 2011 (Second Quarter PY 2011)	<b>PY 2011***</b>
April 1–June 30, 2011 (Fourth Quarter)	Entered Employment	July 1–September 30, 2011 (First Quarter PY 2011)	<b>PY 2011***</b>
	Retained Employment	January 1–March 31, 2012 (Third Quarter PY 2011)	<b>PY 2012<sup>+++</sup></b>
July 1–September 30, 2011 (First Quarter)	Entered Employment	October 1–December 31, 2011 (Second Quarter PY 2011)	<b>PY 2011***</b>
	Retained Employment	April 1–June 30, 2012 (Fourth Quarter PY 2011)	<b>PY 2012<sup>+++</sup></b>
October 1–December 31, 2011 (Second Quarter)	Entered Employment	January 1–March 31, 2012 (Third Quarter PY 2011)	<b>PY 2012<sup>+++</sup></b>
	Retained Employment	July 1–September 30, 2012 (First Quarter PY 2012)	<b>PY 2012<sup>+++</sup></b>

## Collecting and Reporting Entered and Retained Employment (PY 2010–2013), continued

Exit Quarter	Measure	Collect	Report
January 1–March 31, 2012 (Third Quarter)	Entered Employment	April 1–June 30, 2012 (Fourth Quarter PY 2011)	PY 2012 <sup>+++</sup>
	Retained Employment	October 1–December 31, 2012 (Second Quarter PY 2012)	PY 2012 <sup>+++</sup>
April 1–June 30, 2012 (Fourth Quarter)	Entered Employment	July 1–September 30, 2012 (First Quarter PY 2012)	PY 2012 <sup>+++</sup>
	Retained Employment	January 1–March 31, 2013 (Third Quarter PY 2012)	PY 2013 <sup>#</sup>
July 1–September 30, 2012 (First Quarter)	Entered Employment	October 1–December 31, 2012 (Second Quarter PY 2012)	PY 2012 <sup>+++</sup>
	Retained Employment	April 1–June 30, 2013 (Fourth Quarter PY 2012)	PY 2013 <sup>#</sup>
October 1–December 31, 2012 (Second Quarter)	Entered Employment	January 1–March 31, 2013 (Third Quarter PY 2012)	PY 2013 <sup>#</sup>
	Retained Employment	July 1–September 30, 2013 (First Quarter PY 2013)	PY 2013 <sup>#</sup>
January 1–March 31, 2013 (Third Quarter)	Entered Employment	April 1–June 30, 2013 (Fourth Quarter PY 2012)	PY 2013 <sup>#</sup>
	Retained Employment	October 1–December 31, 2013 (Second Quarter PY 2013)	PY 2013 <sup>#</sup>
April 1–June 30, 2013 (Fourth Quarter)	Entered Employment	July 1–September 30, 2013 (First Quarter PY 2013)	PY 2013 <sup>#</sup>
	Retained Employment	January 1–March 31, 2014 (Third Quarter PY 2013)	PY 2014 <sup>###</sup>
July 1–September 30, 2013 (First Quarter)	Entered Employment	October 1–December 31, 2013 (Second Quarter PY 2013)	PY 2013 <sup>#</sup>
	Retained Employment	April 1–June 30, 2014 (Fourth Quarter PY 2013)	PY 2014 <sup>###</sup>

\* Report due December 31, 2010    \*\* Report due December 31, 2011    \*\*\* Report due December 31, 2012    +++ Report due December 31, 2013  
# Report due December 31, 2014    ## Report due December 31, 2015

### Additional Resources

For more information on the new employment reporting or for answers to questions, visit <http://www.nrsweb.org> or e-mail: [NRS@air.org](mailto:NRS@air.org). Local program staff should first consult their state office for their state policy.

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