

**INSTRUCTIONS
REFUGEE SERVICES PROGRAM
SERVICES PARTICIPATION AND OUTCOMES REPORT (RS 50)**

Purpose

The purpose of this report is to collect data necessary to meet federal reporting requirements and to evaluate program performance. Data is also used to provide county, state and federal administrators with information needed for budgeting, staffing, program planning and other administrative responsibilities.

Distribution

Data from this report is compiled into federally mandated statewide summaries and submitted on a quarterly basis to the federal Office of Refugee Resettlement (ORR). These summaries are also used by departmental management, the State Legislature, local government and other interested agencies and individuals.

Due Date

Reports must be received in Sacramento on or before the 20th day of the month following the end of the report quarter. If the due date falls on a Saturday, Sunday, or holiday, the report will be due the following work day. If the report will be delayed or incomplete in any way, please contact the Refugee Programs Bureau at (916) 654-4356. Send the original report to:

California Department of Social Services
Refugee Programs Bureau, MS 6-646
P.O. Box 944243
Sacramento, CA 94244-2430

Content

Part A of this report provides data on refugee Employability Services Participants in California who are determined eligible to receive services under each of the following ORR grants: Refugee Social Services (RSS) (Formerly RESS), Targeted Assistance (TA), and employment-focused Discretionary grants that fund English Language Training (ELT), On-the-Job Training (OJT), Skills Training (ST), Employment Services (ES), Case Management (CM), or Supportive Services (i.e., non-employment services) components. The Employability Services reported in Part A are those services specified in 45 CFR 400.154(a) ES; (b) Employability Assessment Services; (c) OJT; (d) English language instruction; (e) Vocational Training provided according to an employability plan to enable an individual to obtain employment and to improve the employability or work skills of the individual; (f) skills recertification, when such training meets the criteria for appropriate training in 45 CFR 400.81(b); (g) Day care for children, when necessary for participation in an employability service or for the acceptance or retention of employment; (h) Transportation, when necessary for participation in an employability service or for the acceptance or retention of employment; (i) Translation and interpreter services, when necessary in connection with employment or participation in an employability service; (j) CM services, as defined in § 400.2, for refugees who are considered employable under § 400.76 and for

recipients of Temporary Assistance to Needy Families (TANF) and General Assistance (GA) who are considered employable, provided that such services are directed toward a refugees' attainment of employment as soon as possible after arrival in the United States.

Part B of this report provides information on Performance Outcomes including: Employment Entry; Employment Retention; Grant Actions (Terminations and Reductions) due to Employment Entry, Average Hourly Wage at Employment Entry, and Health Benefits Availability at Employment. Data is recorded by the type of assistance received at employment entry, by time in the U.S. and by gender.

Definitions

Active Participant: A refugee with whom a service provider has regular and direct involvement in planned employment-related activities at any time during the quarter for the purpose of assisting the individual in preparation for, development of, placement in, or maintenance of employment. The unduplicated count of active participants served by service providers during the quarter may include new enrollees and participants from previous quarters who were also active this quarter.

Average Hourly Wage: To calculate the average hourly wage, sum the hourly wage for all individuals reported as placed in employment and divide the result by the total number of individuals who entered employment. Hourly wages may be converted from monthly wages or from piece rates or a combination of both. If piece rates are used, determine the expected number of items to be produced in an hour and multiply it by the piece rate quoted by the employer at the time of placement.

Case Management: The determination of which service(s) to refer a refugee to in accordance with an employability plan, referral to such service(s), and tracking of the refugees' participation in such service(s).

Employed on the 90th Day: A measure of continued participation in the labor market, not retention of a specific job. A Employed means working for wages on the 90th day at any unsubsidized job. Where there have been multiple placements with the same individual within the same reporting period, the date of the first employment entry is the start date for calculation the 90-day follow-up. An individual who is on strike on the 90th day is considered employed. An individual who has been laid off and does not anticipate returning to the same employer within 30 days is considered unemployed.

Employment Entry: The entry of an active participant into unsubsidized employment for at least one day during the quarter.

Included would be those active participants who were placed directly by a service provider under any employment program through application or referral, those who obtained employment on their own, and those who entered unsubsidized employment as a result of OJT. (NOTE: An OJT may not be counted as an employment entry until the period of subsidized employment is completed and employer has agreed to retain the individual in an unsubsidized permanent position.) Unsubsidized job placements that occur while an active participant is enrolled in ELT or when an active participant completes skills training are counted as employment entries in the quarter in which they occur.

Employment Services: Activities which include development of a family self-sufficiency plan and an individual employability plan, world-of-work and job orientation, job clubs, job workshops, job development, referral to job opportunities, job search, and job placement and follow-up.

English Language Training: English language training for non-native English speakers is a course of instruction in English with an emphasis on acquisition of survival and employment-related reading, writing, listening and speaking skills.

Enrolled Caseload for Employability Services: The unduplicated count of employable adults who, at any time during the quarter, were enrolled in (registered for) Employability Services.

Full-time Employment: Thirty-five (35) hours or more of work per week, unless less is considered normal for the occupation.

Grant Reduction: A reduction in the amount of cash assistance paid to the cash assistance case monthly and which occurred as a result of a refugee's earned income from employment. The budgeting method used to compute the reduction in the cash grant amount shall be in accordance with the appropriate section of the California Department of Social Services' (CDSS) Manual of Eligibility and Assistance Standards (EAS).

Grant Termination: The closing of the refugee recipient's cash assistance case due to a refugee's earned income from employment in an amount that equals or exceeds the State's payment standard for the case or due to a sanction related to employment only. The budgeting method used to compute the reduction in the cash grant amount shall be in accordance with the appropriate section of CDSS' Manual of EAS.

Health Benefits Availability: This item captures data on the availability of health benefits. It is not a measure of how many individuals elect to enroll in health benefits, but rather how many jobs offer this option, either at placement or within six months of employment. Benefits should be considered available if self-only coverage is available to the employee regardless of whether or not coverage is extended to the employee's family members. Benefits are considered available without regard to whether the employee must contribute to the premium.

On-the-Job Training: Training provided at the employment site and expected to result in full-time, permanent, unsubsidized

employment with the employer who is providing the training.

Part-time Employment: Less than 35 hours of work per week, unless less than 35 hours is considered full-time employment. (See definition above for full-time employment.)

Skills Training: Training of short-term duration designed to teach specific job-related skills and prepare for a specific job or type of employment.

Supportive Services: Supportive services are defined to include the following: Day care, when necessary for participation in an employability service or for the acceptance or retention of employment; Transportation, when necessary for participation in an employability service; and Translation and interpreter services, when necessary in connection with employment or participation in an employability service.

Unduplicated Count: The unduplicated number of person enrolled in (registered for) in Employability Services and/or actively participating in a service component during the quarter being reported. This may include new enrollees and participants from previous quarters who were also active this quarter. Duplication may occur across service components. For example a person receiving ES and ELT may counted once in ES and once in ELT for the quarter. In addition, a count of one would also be entered for this person in the Enrolled Caseload and Active Participants columns. However, if a person was active in both components at the beginning of the quarter, dropped out of both components during the middle of the quarter, and re-enrolled in both components toward the end of the quarter, the person would only be counted once in both components.

Vocational Training: Training in a specific vocational area, which can include driver education and training, when provided as part of an individual employability plan.

PART A. EMPLOYABILITY SERVICES PARTICIPANTS

1. **Enrolled Caseload for Employability Services (sum a., b. and c.):** Enter, by gender, the unduplicated count of employable adults, who at any time during the quarter, were enrolled in (registered for) and who comprise the total Employability Services caseload eligible for services. Include person who have been determined eligible but who are temporarily deferred/exempted from participation and those were placed on a waiting list until slots become available.

a. **0-12 months in the U.S.:** Enter, by gender, the unduplicated count of persons who comprise the Employability Services caseload reported in Item 1 who have been in the U.S. from 0 to 12 months.

b. **13-60 months in the U.S.:** Enter, by gender, the unduplicated count of person who comprise the Employability Services caseload reported in Item 1 who have been in the U.S. from 13 to 60 months.

c. **> 60 months in the U.S.:** Enter, by gender, the unduplicated

count of person who comprise the Employability Services caseload reported in Item 1 who have been in the U.S. greater than 60 months.

2. Active Participants this quarter: In columns (1) and (2), enter, by gender, the unduplicated count of active participants for the quarter. In columns (3) through (14), enter, by gender, the county of active participants in the following service components: ELT, OJT, ST, ES, CM and Supportive Services. (NOTE: Data reported in columns (1) and (2) capture the unduplicated count of active participants for the quarter; however, duplication may occur across service components. Because data reported in columns (3) through (14) may be duplicated, data entered in columns (1) and (2) will NOT reflect the sums of columns (3) through (14). The data reported for Supportive Services (columns (13) and (14) should capture the number of persons receiving at least one Supportive Service during the quarter, not the number of incidences in which a Supportive Service was provided. Example: A female client is enrolled in ELT, is participating concurrently in ES, and received child care three times during the quarter. In such a case, a count of one would be entered in column (2) to reflect the unduplicated count of that participant. Additionally, a count of one would be entered in columns (4) and (10) to reflect the client's participation in ELT and ES. Finally, a count of one would be entered in column (14) to reflect that the participant had received Supportive Services during the quarter.)

a. 0-12 months in the U.S.: In columns (1) and (2), enter, by gender, the unduplicated count of active participants reported in Item 2 who have been in the U.S. from 0 to 12 months. In columns (3) through (14), enter, by gender, the count of active participants in the ELT, OJT, ST, ES, CM and Supportive Services components reported in Item 2 who have been in the U.S. from 0 to 12 months.

b. 13-60 months in the U.S.: In columns (1) and (2), enter, by gender, the unduplicated count of active participants reported in Item 2 who have been in the U.S. from 13 to 60 months. In columns (3) through (14), enter, by gender, the count of active participants in the ELT, OJT, ST, ES, CM and Supportive Services components reported in Item 2 who have been in the U.S. from 13 to 60 months.

c. > 60 months in the U.S.: In columns (1) and (2), enter, by gender, the unduplicated count of active participants reported in Item 2 who have been in the U.S. greater than 60 months. In columns (3) through (14), enter, by gender, the count of active participants in the ELT, OJT, ST, ES, CM and Supportive Services components reported in Item 2 who have been in the U.S. greater than 60 months.

3. Completions (unduplicated): Enter, by gender, the unduplicated count of persons who completed the ELT, OJT, ST and ES components during the quarter.

a. 0-12 months in the U.S.: Enter by gender, the unduplicated count of persons who completed the ELT, OJT, ST and ES components during the quarter and who have been in the U.S.

from 0 to 12 months.

b. 13-60 months in the U.S.: Enter by gender, the unduplicated count of persons who completed the ELT, OJT, ST and ES components during the quarter and who have been in the U.S. from 13 to 60 months.

c. > 60 months in the U.S.: Enter by gender, the unduplicated count of persons who completed the ELT, OJT, ST and ES components during the quarter and who have been in the U.S. greater than 60 months.

PART B. PERFORMANCE OUTCOMES

1. Type of cash assistance received at employment entry: Columns (1) - (4): Enter by gender, type of cash assistance received at employment entry and time in the U.S., the unduplicated count of active Employability Services participants who entered unsubsidized full-time or part-time employment during the quarter.

Columns (5) - (8): Enter, by gender, type of cash assistance received at employment entry and time in the U.S., the unduplicated number of active Employability Services participants (*from Items B.1.a. through B.1.e. of the previous quarter's report*) who were employed full-time or part-time on the 90th day following employment entry.

Column (9) - (10): Enter, by type of cash assistance received at employment entry and time in the U.S., the number of grant actions (grant terminations and grant reductions) that occurred as a result of employment entry during the quarter.

a.-d. RCA, TANF, General Assistance and No Cash Assistance: Count and report each active participant once per quarter. For RCA, months in the U.S. are reported according to time elapsed from the date of entry in the U.S. to the date of employment entry in two categories: 0-4 months and 5-8 months. For TANF, General Assistance and No Cash Assistance, months in the U.S. are reported according to time elapsed from the date of entry in the U.S. to the date of employment entry in three categories: 0-12 months, 13-60 months, and greater than 60 months.

e. Total (sum of a., b., c. and d.): enter the sum of each vertical column (1) through (10).

2. Average hourly wage at employment entry: Enter, by gender and time base (full-time or part-time) the average hourly wage at employment entry for all individuals reported in Item 1 above.

3. Number of persons with health benefits available: Enter the number of persons reported in Item 1 above for whom health benefits were available at least for him/herself at any time within six (6) months of employment entry, whether or not the employment must contribute to the premium.